



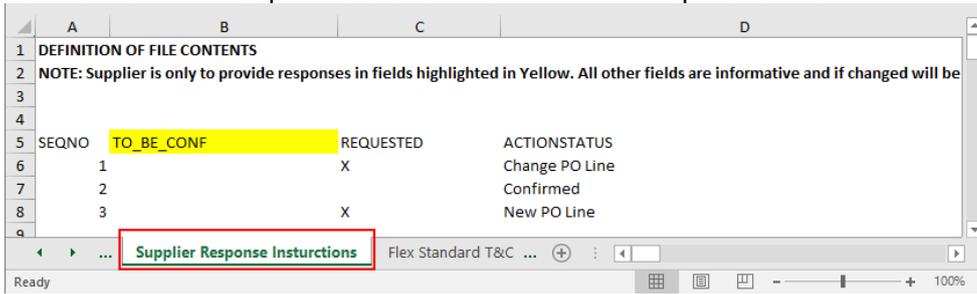
Excel Email User Guide

Purchase Order (PO), Advance Shipment Notice (ASN) and Forecast

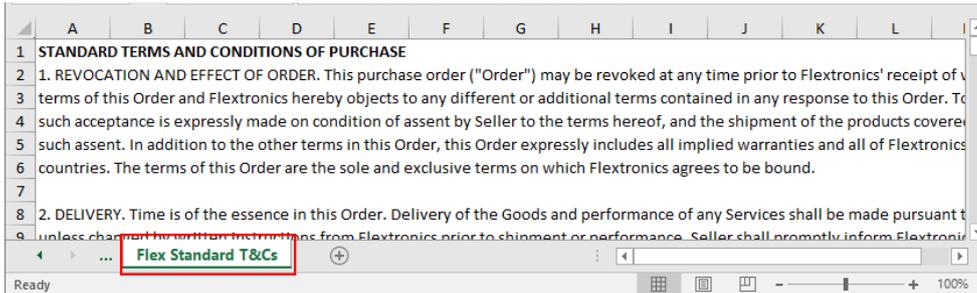
TABLE OF CONTENTS

| | |
|--|----|
| TABLE OF CONTENTS | 2 |
| Purchase Order EXCEL EMAIL | 3 |
| Viewing Excel File | 4 |
| Making confirmation to the PO Data in Excel Sheet..... | 7 |
| Review and confirm quantity (SUPPLIER CONFIRM QTY)..... | 7 |
| Review and confirm Delivery / Ship Date (SUPPLIER CONFIRM DATA)..... | 7 |
| Review and confirm Price (SUPPLIER CONFIRM PRICE)..... | 8 |
| Review and confirm MPN (SUPPLIER CONFIRM MPN) | 9 |
| TO_BE_CONF Column | 9 |
| Save and respond PO confirmation with email | 9 |
| PO Response Status Email | 10 |
| PO exception e-mail..... | 11 |
| Make confirmation for split line in excel file | 13 |
| Date Changes for PO line contains ASN without receipts | 15 |
| Request for PDF PO copy with e-mail function..... | 17 |
| Optional fields to review in PO Excel Email | 19 |
| Description of contents in PO excel email..... | 21 |
| ASN EXCEL EMAIL | 24 |
| Confirm ASN for a PO line | 25 |
| Confirm Packing slip Number and Tracking Reference Number..... | 25 |
| Create single ASN for multiple PO lines | 26 |
| Confirm ASN Date | 26 |
| To Be Conf..... | 27 |
| Save and Respond ASN excel file by Email..... | 27 |
| ASN response status e-mail..... | 28 |
| ASN Optional information | 28 |
| Description of contents in ASN excel email | 34 |
| FORECAST EXCEL EMAIL | 36 |
| View Forecast data..... | 36 |
| Description of Forecast excel file column..... | 37 |
| Make Forecast commit..... | 38 |
| Response Y column..... | 38 |
| Save and Response Forecast commitment by email | 38 |
| Forecast commit status e-mail | 39 |
| Make Inventory commit | 40 |

2. Instructions on how to provide the commits and submit response to Flex



3. Flex Standard Terms and Conditions of Purchase Order

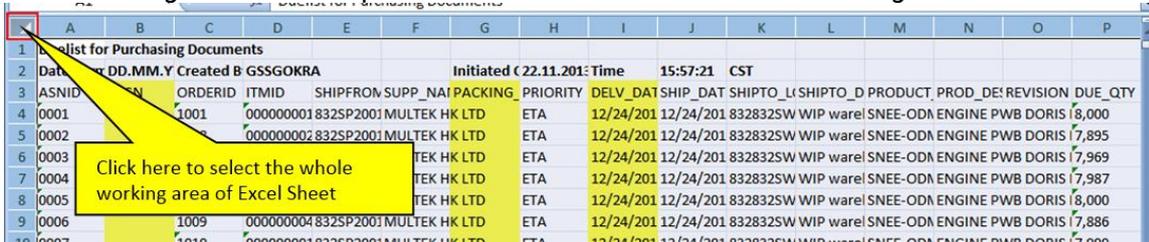


Viewing Excel File

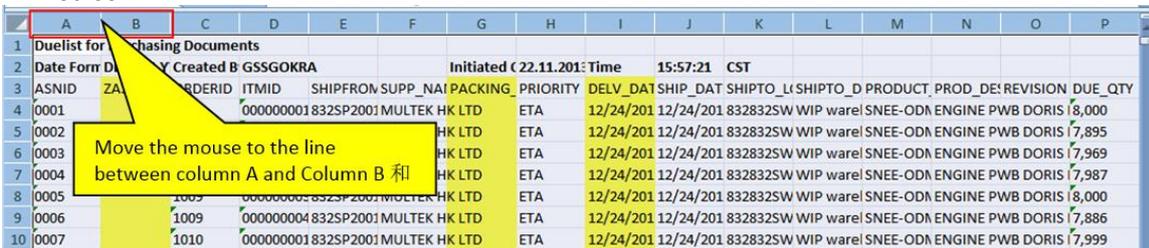
In Excel sheet some of the data column may not be fully displayed. To correctly display the data in proper grid you may follow below steps.

Note : All yellow marked columns are meant for supplier to enter commits

1. Click the grid located in top left corner of Excel sheet to select all working area of the Excel sheet:



2. Move the mouse and point to the line between column A and Column B, “↔” as shown in below screen:



3. Double click mouse to extend the width of grids. All the grids will be extended to display the whole values, as show in below

PO number and PO line number

For Request cancel line. If supplier do not agree on Flex Request cancel ,Please make sure to change confirmed Qty from Zero Qty to Actual When confirm a PO(TO_BE_CONF is "Y")please validate the information in YELLOW columns "SUPPLIER_CONFIRM_QTY", "SUPPLIER_CONFIRM_DATE",

| SEQNO | TO_BE_CONF | REQUESTED | PO_NUMBER | PO_LINE | ACTIONSTATUS | CHANGE_DETAILS | PO_STATUS |
|-------|------------|-----------|-----------|---------|---------------------------|--------------------------------|---------------------|
| 13 | | | J15M22151 | 0010 | Confirmed | | Open |
| 14 | | X | J15M22151 | 0020 | Change PO Line | Quantity Changed | Open |
| 19 | | X | J15M22155 | 0011 | New PO Line | | Open |
| 27 | | X | J15M22162 | 0010 | Request Cancel | Quantity Changed | Open |
| 34 | | X | J15M22168 | 0010 | Request Partial Cancel | Quantity Changed | Partially Delivered |
| 36 | | X | J15M22170 | 0010 | New PO Line | | Open |
| 37 | | | J15M22176 | 0010 | ASN-Confirmed | | Open |
| 38 | | | J15M22179 | 0010 | ASN-Confirmed | | Open |
| 39 | | X | J15M22180 | 0011 | Change PO Line | Date Changed, Quantity Changed | Open |
| 50 | | X | J15M22187 | 0010 | Split_Pending Flex action | | Open |
| 51 | | X | J15M22187 | 0010 | Split_Pending Flex action | | Open |
| 52 | | X | J15M22188 | 0010 | New PO Line | | Open |
| 53 | | X | J15M22192 | 0010 | New PO Line | | Open |
| 58 | | X | J15M22202 | 0010 | New PO Line | | Open |

PO line status

The "ACTIONSTATUS" provides useful information to show PO line status:

For Request cancel line. If supplier do not agree on Flex Request cancel ,Please make sure to change confirmed Qty from Zero Qty to Actual When confirm a PO(TO_BE_CONF is "Y")please validate the information in YELLOW columns "SUPPLIER_CONFIRM_QTY", "SUPPLIER_CONFIRM_DATE",

| SEQNO | TO_BE_CONF | REQUESTED | PO_NUMBER | PO_LINE | ACTIONSTATUS | CHANGE_DETAILS | PO_STATUS |
|-------|------------|-----------|-----------|---------|---------------------------|--------------------------------|---------------------|
| 13 | | | J15M22151 | 0010 | Confirmed | | Open |
| 14 | | X | J15M22151 | 0020 | Change PO Line | Quantity Changed | Open |
| 19 | | X | J15M22155 | 0011 | New PO Line | | Open |
| 27 | | X | J15M22162 | 0010 | Request Cancel | Quantity Changed | Open |
| 34 | | X | J15M22168 | 0010 | Request Partial Cancel | Quantity Changed | Partially Delivered |
| 36 | | X | J15M22170 | 0010 | New PO Line | | Open |
| 37 | | | J15M22176 | 0010 | ASN-Confirmed | | Open |
| 38 | | | J15M22179 | 0010 | ASN-Confirmed | | Open |
| 39 | | X | J15M22180 | 0011 | Change PO Line | Date Changed, Quantity Changed | Open |
| 50 | | X | J15M22187 | 0010 | Split_Pending Flex action | | Open |
| 51 | | X | J15M22187 | 0010 | Split_Pending Flex action | | Open |
| 52 | | X | J15M22188 | 0010 | New PO Line | | Open |
| 53 | | X | J15M22192 | 0010 | New PO Line | | Open |
| 58 | | X | J15M22202 | 0010 | New PO Line | | Open |

- **New PO Line:** New PO Line from Flex
- **Change PO Line:** PO line change from Flex
- **Confirmed:** Supplier confirmation of the PO line
- **Request Cancel:** Cancellation request from Flex
- **Request Partial Cancel:** Back order Qty cancellation request from Flex
- **Accept Cancel:** Supplier has accepted cancellation request by Flex
- **Supplier Cancel:** Cancellation request from supplier to Flex
- **Split-Pending Flex Action:** To show that supplier has done split confirmation of the PO line but to be confirmed by Flex. The PO line with "Split-Pending Flex Action" cannot be re-confirmed or modified as these split lines are pending acceptance by Flex.
- **ASN Confirmed:** To show ASN has been created for the PO line, changes or reconfirmation for this PO line is allowed only for Date changes.

For action status "**New PO Line**", "**Change PO Line**", "**Request Cancel**" or "**Request Partial Cancel**" these PO Lines requires confirmation; and it will mark "X" in "REQUESTED" column.

For action status "**Confirmed**", "**Split-Pending Flex Action**", "**ASN-Confirmed**", "**Accept Cancel**" and "**Supplier Cancel**" confirmation or action is not required. and it will be Blank in "REQUESTED" column.

NOTE

- Action Status “Confirmed”, or “Accept Cancel”, Multiple commits are allowed for all open PO lines.
- Action Status “Split-Pending Flex Action” changes or reconfirmation is not allowed as the entire PO line is locked after action is done.
- Action Status “ASN-Confirmed” is allowed only for Date changes and only Changes in Date will be updated even if the response submitted with combination of Price, Qty or MPN changes
- For ease of PO confirmation, it is recommended to use REQUESTED (column C) and ACTIONSTATUS (column D) to filter PO lines.

PO line delivery status

Column PO_STATUS to show delivery status of PO line.

For Request cancel line, If supplier do not agree on Flex Request cancel .Please make sure to change confirmed Qty from Zero Qty to Actual confirm Qty in “SU
When confirm a PO (TO_BE_CONF is “Y”) please validate the information in YELLOW columns “SUPPLIER_CONFIRM_QTY”, “SUPPLIER_CONFIRM_DATE”, “SUPPLIER_CONFIRM_F

| SEQNO | TO_BE_CONF | REQUESTED | PO_NUMBER | PO_LINE | ACTIONSTATUS | CHANGE_DETAILS | PO_STATUS | FLEX_PART_NUMBER |
|-------|------------|-----------|-----------|---------|---------------------------|--------------------------------|---------------------|------------------|
| 13 | | | J15M22151 | 0010 | Confirmed | | Open | AUC1H-SCNB10021 |
| 14 | X | | J15M22151 | 0020 | Change PO Line | Quantity Changed | Open | AUC1H-SCNB10021 |
| 19 | X | | J15M22155 | 0011 | New PO Line | | Open | AUC1H-SCNB10021 |
| 27 | X | | J15M22162 | 0010 | Request Cancel | Quantity Changed | Open | AUC1H-SCNB10021 |
| 34 | X | | J15M22168 | 0010 | Request Partial Cancel | Quantity Changed | Partially Delivered | AUC1H-SCNB10021 |
| 36 | X | | J15M22170 | 0010 | New PO Line | | Open | AUC1H-SCNB10021 |
| 37 | | | J15M22176 | 0010 | ASN-Confirmed | | Open | AUC1H-SCNB10021 |
| 38 | | | J15M22179 | 0010 | ASN-Confirmed | | Open | AUC1H-SCNB10021 |
| 39 | X | | J15M22180 | 0011 | Change PO Line | Date Changed, Quantity Changed | Open | AUC1H-SCNB10021 |
| 50 | X | | J15M22187 | 0010 | Split_Pending Flex action | | Open | AUC1H-SCNB10021 |
| 51 | X | | J15M22187 | 0010 | Split_Pending Flex action | | Open | AUC1H-SCNB10021 |
| 52 | X | | J15M22188 | 0010 | New PO Line | | Open | AUC1H-SCNB10021 |
| 53 | X | | J15M22192 | 0010 | New PO Line | | Open | AUC1H-SCNB10021 |
| 58 | X | | J15M22202 | 0010 | New PO Line | | Open | AUC1H-SCNB10021 |

The statuses are;

- **Open:** PO Line is Open
 - **Partially Delivered:** Partial receipts have been made.
 - **Delivery Completed:** PO Line Item is Fully received.
This status is used only for consumption PO line
- The file will not include Purchase Orders where PO Line have Delivery Completed (Except for Consumption PO line) or Fully Cancelled. Delivery Completed is based on Flex's receipts.
 - Always USE the LATEST PO Excel file for commits
Avoid using any previous PO excel file. If you work with old excel file to make confirmation for a PO line that was already closed or ini in Flex system, these will be ignored by Flex.
 - If the PO line Action Status = “Delivery completed” with Item category = Consumption, it means Flex has sent to you the consumption PO (CPP PO) line with fully received qty.
 - This is to inform that Flex has consumed the Qty.
 You **MUST** confirm the Consumption PO line “As Is”. Any change on the defaulted confirmation (Qty, Delivery date, Price, MPN) will not be accepted and process by Flex.
Once the Consumption PO has been confirmed, it will no longer be displayed in the next file to specify that you have acknowledged and proceed with invoice to Flex .

Making confirmation to the PO Data

To ease supplier on viewing and commit to PO, the required data were highlighted in yellow;

- Fields highlighted in **Yellow** are meant for COMMITS.
- All other columns are for INFORMATION only and if there are any updates made will be ignored by Flex

Review and confirm quantity (SUPPLIER CONFIRM QTY)

“SUPPLIER CONFIRM QTY” is marked in yellow, which is used to confirm Quantity.

“SUPPLIER CONFIRM QTY” column.

“LAST_REQUEST_QTY”, “NEW_REQUESTED_QTY” are the mandatory fields

| DESCRIPTION | LAST_REQUEST_QTY | NEW_REQUESTED_QTY | SUPPLIR CONFIRM QTY | QTY_UOM |
|--------------------------|------------------|-------------------|---------------------|---------|
| TestProduct | 0.00 | 2500.00 | 2500.00 | FOT |
| TestProduct | 0.00 | 2500.00 | 2500.00 | FOT |
| Product | 0.00 | 8000.00 | 8000.00 | EA |
| Product | 0.00 | 8000.00 | 8000.00 | EA |
| Product | 0.00 | 8000.00 | 8000.00 | EA |
| TestProduct | 0.00 | 4500.00 | 4500.00 | EA |
| TestProduct | 0.00 | 4500.00 | 4500.00 | EA |
| TestProduct | 9000.00 | 2250.00 | 2250.00 | EA |
| KEYBOARD PWB MELINDA 2.0 | 10.00 | 0.00 | 0.00 | EA |
| KEYBOARD PWB MELINDA 2.0 | 0.00 | 1.00 | 1.00 | EA |

- For a PO line which has NOT been confirmed, the supplier confirm Qty is default same as latest Requested Qty. You will see the latest Flex request Qty in “NEW_REQUESTED_QTY” column
- For Change PO line, Flex request Qty will always show latest Request Qty which may be different than previously confirmed. You can review previous confirmed Qty in “SUPPLIER CONFIRM QTY” before making any commits
- For Request cancel PO line, the New request Qty will show as Zero, the previous request Qty is in “LAST_REQUEST_QTY” column, and previous confirmed Qty is display in “SUPPLIER CONFIRM QTY”.
- You can enter confirm Qty as new commit. The values in this field must be numeric. Blank cells or negative numbers are not acceptable.
- For split PO line confirmation, please refer to section “[Make confirmation for split line in PO Excel sheet](#)” in this document.

Review and confirm Delivery / Ship Date (SUPPLIER CONFIRM DATA)

ETA/ETD column is to indicate the type of request Date. Pls review this column before confirming Date:

| QTY_UOM | ETA/ETD | LAST_REQUEST_DATE | NEW_REQUEST_DATE | SUPPLIR CONFIRM DATE |
|---------|---------|-------------------|------------------|----------------------|
| FOT | ETA | | 03.05.2013 | 03.05.2013 |
| FOT | ETA | | 03.05.2013 | 03.05.2013 |
| EA | ETA | | 24.06.2016 | 24.06.2016 |
| EA | ETA | | 24.06.2016 | 24.06.2016 |
| EA | ETA | | 24.06.2016 | 24.06.2016 |
| EA | ETA | | 01.02.2016 | 01.02.2016 |
| EA | ETA | | 01.02.2016 | 01.02.2016 |
| EA | ETA | 01.02.2016 | 01.02.2016 | 01.02.2016 |
| EA | ETA | | 14.12.2017 | 14.12.2017 |
| EA | ETA | | 13.12.2017 | 13.12.2017 |

- **ETA (Estimated Time of Arrival):** If it is marked with “ETA” in this field, then the field “LAST_REQUEST_DATE”, “NEW_REQUEST_DATE” and “SUPPLIER CONFIRM DATE” are considered as Delivery date.

- **ETD (Estimated Time of Departure):** If it is marked with “ETD” in this field, then the field “LAST_REQUEST_DATE”, “NEW_REQUEST_DATE” and “SUPPLIER CONFIRM DATE” are considered as Ship date.

By default, all PO lines are considered as ETA in Flex’s system.

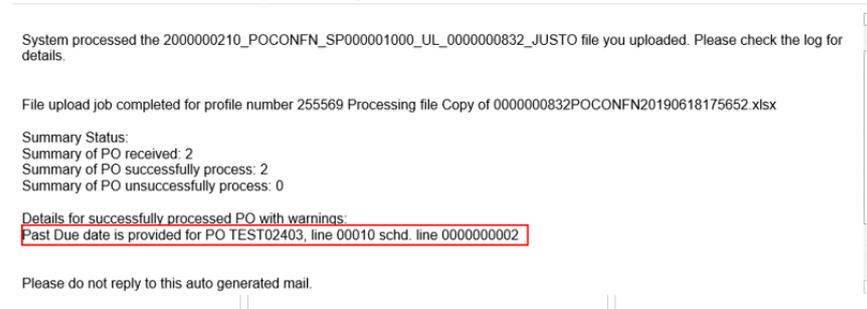
You are required to communicate with site EBS coordinator or Buyer for agreement if ETD is to be implemented.

Pls enter the commit Dates.

The date format must follow the same format as specified;

- The Date should not be blank
- The Date should not be Past Due
- The Date MUST NOT be beyond 31 Dec 2037

Example – The warning message for past due confirmed date:



- For split PO line confirmation please refer to section “[Make confirmation for split line in downloaded PO Excel sheet](#)”

Review and confirm Price (SUPPLIER CONFIRM PRICE)

SUPPLIER CONFIRM PRICE column which is to show supplier confirmed Price

| REQUEST_PRICE | SUPPLIR CONFIRM PRICE | CURRENCY | PRICE_UOM |
|---------------|-----------------------|----------|-----------|
| 100.000000 | 100.000000 | USD | FOT |
| 100.000000 | 100.000000 | USD | FOT |
| 0.000630 | 0.000630 | USD | EA |
| 0.000630 | 0.000630 | USD | EA |
| 0.000630 | 0.000630 | USD | EA |
| 0.024000 | 0.024000 | USD | EA |
| 0.024000 | 0.024000 | USD | EA |
| 0.035000 | 0.035000 | USD | EA |

- For a PO line which has not been confirmed, the supplier confirm Price is defaulted per Flex Request Price (REQUEST_PRICE column).
- For Change PO line, you can review previous confirmed price before confirming. The values in this field must be numeric. Blank or negative numbers is not acceptable.

Review and confirm MPN (SUPPLIER CONFIRM MPN)

SUPPLIER_CONFIRM MPN column is used for supplier to confirm MPN (Manufacture Part Number).

| PRICE_UOM | REQUEST_MP_N | SUPPLIER_CONFIRM_MP_N | BUYER_NOTES |
|-----------|------------------|-----------------------|-------------|
| FOT | PI5A100WEX | PI5A100WEX | |
| FOT | PI5A100WEX | PI5A100WEX | |
| EA | 234 | 234 | |
| EA | 234 | 234 | |
| EA | 234 | 234 | |
| EA | MP1474-C555-LF-Z | MP1474-C555-LF-Z | |
| EA | MP1474-C555-LF-Z | MP1474-C555-LF-Z | |
| EA | MP1474-C555-LF-Z | MP1474-C555-LF-Z | |

- For a PO line which has not been confirmed, the “SUPPLIER_CONFIRM MPN” will show the same as request MPN (REQUEST_MP_N column). If request MPN is blank, then the “SUPPLIER_CONFIRM MPN” is blank and you are not required to commit MPN
- For Change PO line, you may review previous confirmed MPN and re-confirm if it is different than Flex Request MPN. Negative numbers are not acceptable.

TO_BE_CONF

Once all data is reviewed and confirmed (Qty, Price, Date and MPN) pls go to column B “TO_BE_CONF”, pls enter “Y” or “y” as indication to commits and proceed to response to Flex.

For Request cancel line, If supplier do not agree on Flex Request cancel .Please make sure to change confirmed Qty from Zero Qty to Actual. When confirm a PO (TO_BE_CONF is “Y”) please validate the information in YELLOW columns “SUPPLIER_CONFIRM_QTY”, “SUPPLIER_CONFIRM_DATE”.

| SEQNO | TO_BE_CONF | REQUESTED | PO_NUMBER | PO_LINE | ACTIONSTATUS | CHANGE_DETAILS | PO_STATUS |
|-------|------------|-----------|-----------|---------|---------------------------|--------------------------------|---------------------|
| 13 | | X | J15M22151 | 0010 | Confirmed | | Open |
| 14 | Y | X | J15M22151 | 0020 | Change PO Line | Quantity Changed | Open |
| 19 | Y | X | J15M22155 | 0011 | New PO Line | | Open |
| 27 | Y | X | J15M22162 | 0010 | Request Cancel | Quantity Changed | Open |
| 34 | Y | X | J15M22168 | 0010 | Request Partial Cancel | Quantity Changed | Partially Delivered |
| 36 | Y | X | J15M22170 | 0010 | New PO Line | | Open |
| 37 | | X | J15M22176 | 0010 | ASN-Confirmed | | Open |
| 38 | | X | J15M22179 | 0010 | ASN-Confirmed | | Open |
| 39 | Y | X | J15M22180 | 0011 | Change PO Line | Date Changed, Quantity Changed | Open |
| 50 | | X | J15M22187 | 0010 | Split_Pending Flex action | | Open |
| 51 | | X | J15M22187 | 0010 | Split_Pending Flex action | | Open |
| 52 | Y | X | J15M22188 | 0010 | New PO Line | | Open |
| 53 | Y | X | J15M22192 | 0010 | New PO Line | | Open |
| 58 | Y | X | J15M22202 | 0010 | New PO Line | | Open |

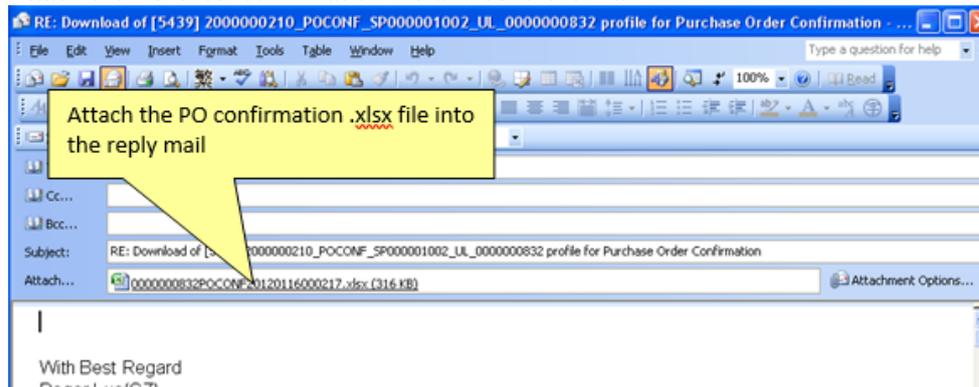
By default, this field is blank which means no confirmation will be process in Flex system and the PO Line Item will remain as is.

If confirmation is done on Qty, Price, Date or MPN but “TO_BE_CONF” fields is blank, the Purchase Order Line Item will not be process and the updates will be lost.

Save and respond PO confirmation with email

1. Once you have reviewed and made all confirmation, save the Excel sheet as .xlsx format - Any other format is not acceptable
2. Open the original PO excel email in which you received from Flex.
3. You MUST reply to this e-mail by clicking “Reply” button. It will use the same server mail address FSPSCP@FLEX.COM and the same e-mail subject in the reply message.

4. Attach the PO excel confirmation file and send the Mail.



Note:

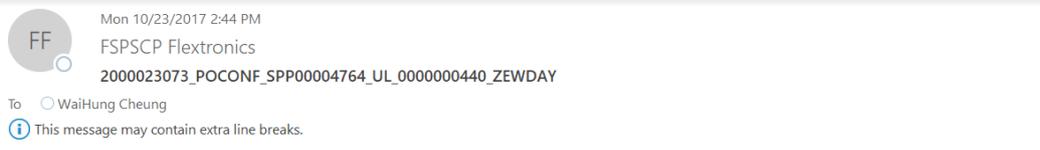
As the email subject contains important information for PO response process, please keep the default email subject in the reply mail. Do not make any change on the subject.

PO Response acknowledgement mail

After submitting the file, it may take 10-15 minutes (depending on the size of the file and the speed of the network) to process the data in the Flex server and publish to Flex system. Pls keep this in mind when communicating an urgent confirmation to the Buyers.

Flex will send an acknowledgement with PO line response status details

Below is the sample of acknowledgement mail, notice the email subject contains: User Id_Subject (POCONF)_Supplier Id_Company code.



Dear Supplier WaiHung Cheung,

System processed the 2000023073_POCONF_SPP00004764_UL_0000000440_ZEWDAY file you uploaded. Please check the log for details.

File upload job completed for profile number 859659
Processing file 0000000440POCONF20171020020415.xlsx

Summary Status:
Summary of PO received: 883
Summary of PO successfully process: 881
Summary of PO unsuccessfully process: 2

Details for unsuccessful PO:
Order 44J010627, item 00010: shipping date/time not available in schedule line 0000000001
Order 44J010627 not saved

Order 44J010626, item 00010: shipping date/time not available in schedule line 0000000001
Order 44J010626 not saved

It contained

1. Summary Status:
Eg. Summary of PO received: 883
Summary of PO successfully process: 881
Summary of PO unsuccessfully process: 2

2. Details for unsuccessful PO:
Eg. Order 44J010627, item 00010: shipping date/time not available in schedule line 0000000001
Order 44J010627 not saved
3. Details for successfully processed PO without warnings
Details for successfully processed PO with warnings: 44J002060, 44J003361
Eg. Prop.MPN Column is not filled for PO 44J000798 item no 00010

For “unsuccessful PO” please check the error details, make corrections in the file and re-response.

NOTE:

- Please make sure that you received acknowledgement mail for all PO commit
- If you do not receive acknowledgement mail, please contact fspsupport@flex.com for further guidance by forwarding your previous PO response email (the mail you send to fspscp@flex.com with PO Excel file attached).
- Do not “reply” to the PO line response status mail, use “**forward**” email to fspsupport@flex.com

PO exception e-mail

When there is a discrepancy of PO confirmation to Flex request such Qty, Price or MPN, Flex will trigger exception e-mail to inform about the exceptions.
You need to review the details, contact Buyers for discussion and recommit again if necessary.

This exception mail is optional.
You will receive if Buyers wish to notify you. You need to work with the Buyer to close the exceptions as these PO were not updated in Flex ERP system unless Buyers agree.

Past Due Date Exception mail (Example):

MULTEK HK LTD PO# TEST01944, Revision 1, Seq. 0, exception processed in Baan

| HDR / LIN | Field Label | Old Value | Requested Value | Committed Value | New PO Value | AcSta. |
|---|---|---------------------|-----------------|-----------------|--------------|--------|
| Following Changes were received but NOT loaded in Baan: | | | | | | |
| LINE 10 | Item | SNEE-ODM30-70660/A1 | | | | |
| LINE 10 | PO Line is blocked as ETA is past due date. | | | | | |

Following Changes were received but NOT loaded in Baan:

| | | | | | | |
|---------|---|---------------------|------------|------------|------|--|
| LINE 10 | Item | SNEE-ODM30-70660/A1 | | | | |
| LINE 10 | ETD | NULL | 06-21-2019 | 06-17-2019 | NULL | |
| LINE 10 | PO Line is blocked as ETD is past due date. | | | | | |

Retention Policy Inbox - 6 Months (6 months)

Expires 2019/12/16

MULTEK HK LTD PO# TEST02403, Revision 0, Seq. 0, exception processed in Baan

| HDR / LIN | Field Label | Old Value | Requested Value | Committed Value | New PO Value | AcSta. |
|---|---|---------------------|-----------------|-----------------|--------------|--------|
| Following Changes were received but NOT loaded in Baan: | | | | | | |
| LINE 10 | Item | SNEE-ODM30-70660/A1 | | | | |
| LINE 10 | ETD | NULL | 06-21-2019 | 06-17-2019 | NULL | |
| LINE 10 | PO Line is blocked as ETD is past due date. | | | | | |

Following Changes were received but NOT loaded in Baan:

| | | | | | | |
|---------|---|---------------------|------------|------------|------|--|
| LINE 10 | Item | SNEE-ODM30-70660/A1 | | | | |
| LINE 10 | ETD | NULL | 06-21-2019 | 06-17-2019 | NULL | |
| LINE 10 | PO Line is blocked as ETD is past due date. | | | | | |

Overcommit Qty Exception mail (Example):

MULTEK HK LTD PO# TEST01054, Revision 1, Seq. 0, exception processed in Baan

| HDR / LIN Field Label | Old Value | Requested Value | Committed Value | New PO Value | AcSta. |
|-----------------------|-----------|-----------------|-----------------|--------------|--------|
|-----------------------|-----------|-----------------|-----------------|--------------|--------|

Following Changes were received but NOT loaded in Baan:

| | | | | | |
|---------|--|---------------------|------------|------------|------------|
| LINE 10 | Item | SNEE-ODM30-42080/A1 | | | |
| LINE 10 | Quantity | 20 | 30 | 20 | |
| LINE 10 | ETA | 05-22-2014 | 05-22-2014 | 06-10-2014 | 05-22-2014 |
| LINE 10 | Price | 0.88 | 0.88 | 0.888 | 0.88 |
| LINE 10 | Committed Price 0.888000 is different of actual PO Line Price 0.880000. PO Line not updated. | | | | |
| LINE 10 | Overcommit Quantity 30.000000 exceeds 0.100000 % of tolerance. PO Line not updated. | | | | |

Under commit Qy Exception mail:

MULTEK HK LTD PO# TEST01160, Revision 0, Seq. 0, exception processed in Baan

| HDR / LIN Field Label | Old Value | Requested Value | Committed Value | New PO Value | AcSta. |
|-----------------------|-----------|-----------------|-----------------|--------------|--------|
|-----------------------|-----------|-----------------|-----------------|--------------|--------|

Following Changes were received but NOT loaded in Baan:

| | | | | | |
|---------|---|---------------------|------|------------|------|
| LINE 10 | Item | SNEE-ODM30-70660/A1 | | | |
| LINE 10 | Quantity | 10 | 10 | 6 | 10 |
| LINE 10 | ETD | NULL | NULL | 09-25-2014 | NULL |
| LINE 10 | Under commit quantity. PO Line not updated. | | | | |

Price Exception mail:

MULTEK HK LTD PO# TEST01662, Revision 1, Seq. 0, exception processed in Baan

| HDR / LIN Field Label | Old Value | Requested Value | Committed Value | New PO Value | AcSta. |
|-----------------------|-----------|-----------------|-----------------|--------------|--------|
|-----------------------|-----------|-----------------|-----------------|--------------|--------|

Following Changes were received but NOT loaded in Baan:

| | | | | | |
|---------|--|---------------------|------------|------------|------------|
| LINE 10 | Item | SNEE-ODM30-70660/A1 | | | |
| LINE 10 | ETA | 10-11-2016 | 09-28-2016 | 10-10-2016 | 10-11-2016 |
| LINE 10 | Price | 0.11 | 0.1 | 0.1 | 0.11 |
| LINE 10 | Committed Price 0.100000 is different of actual PO Line Price 0.110000. PO Line not updated. | | | | |

MPN Exception mail (Example):

MULTEK HK LTD PO# TEST01941, Revision 1, Seq. 0, exception processed in Baan

| HDR / LIN Field Label | Old Value | Requested Value | Committed Value | New PO Value | AcSta. |
|-----------------------|-----------|-----------------|-----------------|--------------|--------|
|-----------------------|-----------|-----------------|-----------------|--------------|--------|

Following Changes were received but NOT loaded in Baan:

| | | | | | |
|---------|---|---------------------|---|-----|-----|
| LINE 10 | Item | SNEE-ODM30-70660/A1 | | | |
| LINE 10 | Quantity | 120 | 0 | 120 | 120 |
| LINE 10 | MPN | | | | |
| | - Old Value: | TEST | | | |
| | - Requested Value: | TEST | | | |
| | - Committed Value: | TEST001 | | | |
| | - New PO Value: | TEST | | | |
| LINE 10 | Committed MPN TEST001 is different of actual PO Line MPN TEST. PO Line not updated. | | | | |

Make confirmation for split line

Pls keep in mind that when you split a PO line, NO CHANGES should be made to the **Price** or **Manufacturing Part Number (MPN)**, as those changes will NOT be accepted by Flex.

Changes to the Price or MPN can only be made once the split PO line is accepted and New PO line is created. In this example, I will split the original line item into two deliveries.

Create split PO line

- Select the PO line for split

Click here to select the PO line you want to split

| SEQNO | TO | PO NUMBER | PO LINE | ACTIONSTATUS | CHANGE_DETAILS | PO STATUS | FLEX_PART_NUMBER |
|-------|----|-----------|---------|------------------------|----------------------------|---------------------|---------------------|
| 10 | | 83BF62825 | 0010 | Change PO Line | Date Changed, Date Changed | Open | TPK-102771-105 |
| 12 | | 83BF62825 | 0010 | Confirmed | | Open | SNEE-ODM30-70660/A1 |
| 14 | | 83BF62826 | 0020 | New PO Line | | Open | SNEE-ODM30-70660/A1 |
| 14 | | 83BF62826 | 0010 | Confirmed | | Open | SNEE-ODM30-70660/A1 |
| 15 | Y | 83BF62826 | 0020 | Request Cancel | Quantity Changed | Open | SNEE-ODM30-70660/A1 |
| 16 | Y | 83BF62826 | 0030 | Request Partial Cancel | Quantity Changed | Partially Delivered | SNEE-ODM30-70660/A1 |
| 17 | | 83BF62826 | 0040 | Confirmed | | Open | SNEE-ODM30-70660/A1 |

- Right click the mouse, and choose "Copy" to copy the selected row

Right click the selected row and choose "Copy" from the pop-up menu

| PO NUMBER | PO LINE | ACTIONSTATUS | CHANGE_DETAILS | PO STATUS |
|-----------|---------|------------------------|----------------------------|---------------------|
| 441003262 | 0010 | Change PO Line | Date Changed, Date Changed | Open |
| 83BF62825 | 0010 | Confirmed | | Open |
| 83BF62825 | 0020 | New PO Line | | Open |
| 83BF62826 | 0010 | Confirmed | | Open |
| 83BF62826 | 0020 | Request Cancel | Quantity Changed | Open |
| 83BF62826 | 0030 | Request Partial Cancel | Quantity Changed | Partially Delivered |
| 83BF62826 | 0040 | Confirmed | | Open |
| 83BF62828 | 0010 | Split-Confirmed | Date Changed, | Open |
| 83BF62828 | 0010 | Split-Confirmed | Date Changed, | Open |
| 83BF62829 | 0010 | ASN-Confirmed | | Open |

- Then select the next row, and right click the mouse on the next row, and choose "Insert Copied Cells" to paste the same PO line into a new row

- All data from original line will be copied to the new created line

Right click the mouse on next row, and choose "Insert Copied Cells"

| PO NUMBER | PO LINE | ACTIONSTATUS | CHANGE_DETAILS |
|-----------|---------|------------------------|--------------------------------|
| 441003262 | 0010 | Change PO Line | |
| 83BF62825 | 0010 | Confirmed | Date Changed, Date Changed |
| 83BF62825 | 0020 | New PO Line | |
| 83BF62826 | 0010 | Confirmed | Date Changed, Date Changed |
| 83BF62826 | 0020 | Request Cancel | Date Changed, Date Changed |
| 83BF62826 | 0030 | Request Partial Cancel | Date Changed, Quantity Changed |
| 83BF62826 | 0040 | Confirmed | |
| 83BF62828 | 0010 | Split-Confirmed | Date Changed, |
| 83BF62828 | 0010 | Split-Confirmed | Date Changed, |
| 83BF62829 | 0010 | ASN-Confirmed | |
| 83BF62829 | 0012 | New PO Line | |
| 83BF62829 | 0013 | New PO Line | |
| 83BF62830 | 0010 | New PO Line | |

- Now you will see a new row with the same exact data as original PO line

| | A | B | C | D | E | F | G | H |
|----|--|------------|-----------|-----------|---------|----------------|----------------------------|-----------|
| 6 | Date Form | DD.MM.YYYY | | | | | | |
| 7 | Number Form | 1234567.89 | | | | | | |
| 8 | For Request cancel line, If supplier do not agree on Flex Request cancel, Please make sure to change confirmed Qty from Zero Qty to Actual | | | | | | | |
| 9 | When confirm a PO (TO BE CONF is "Y") please validate the information in YELLOW columns "CONFIRMED_QTY", "CONFIRMED_DATE", "CONFIRMED_PRICE", "CONFIRMED_QTY", "CONFIRMED_DATE", "CONFIRMED_PRICE" | | | | | | | |
| 10 | SEQNO | TO_BE_CONF | REQUESTED | PO_NUMBER | PO_LINE | ACTIONSTATUS | CHANGE_DETAILS | PO_STATUS |
| 11 | 1 | | | 441003262 | 0010 | Change PO Line | | Open |
| 12 | 2 | | | 83BF62825 | 0010 | Confirmed | Date Changed, Date Changed | Open |
| 13 | 3 | | | 83BF62825 | 0020 | New PO Line | | Open |
| 14 | 3 | | | 83BF62825 | 0020 | New PO Line | | Open |
| 15 | 4 | | | 83BF62826 | 0010 | Confirmed | Date Changed, Date Changed | Open |
| 16 | 5 | | X | 83BF62826 | 0020 | Request Cancel | Date Changed, Date Changed | Open |

For two deliveries in this example, we only insert and paste one row.

For making three or more split confirmations, pls insert and paste two or more rows under the PO line.

Make split confirmation for PO line:

The next step is to commit the delivery quantity and Delivery date

For making 2 split deliveries in this example, pls change the quantity in "SUPPLIER CONFIRM QTY" original PO line first delivery:

| | I | J | K | L | M | N | O | P |
|----|--|---------------|--------------------------|------------------|-------------------|----------------------|---------|---------|
| 72 | By to Actual confirm Qty in "CONFIRMED_QTY" column. | | | | | | | |
| 73 | "CONFIRMED_PRICE", "CONFIRMED_QTY", "CONFIRMED_DATE" are the mandatory fields. | | | | | | | |
| 74 | FLEX_PART_NUMBER | PART_REVISION | DESCRIPTION | LAST_REQUEST_QTY | NEW_REQUESTED_QTY | SUPPLIER_CONFIRM_QTY | QTY_UOM | ETA/ETD |
| 75 | TPK-102771-105 | A-3 | TPK-102771-105 | 3084.00 | 10000.00 | 10000.00 | FOT | ETA |
| 76 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 10.00 | EA | ETA |
| 77 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 7 | EA | ETA |
| 78 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 3 | EA | ETA |
| 79 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 10.00 | EA | ETA |
| 80 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 10.00 | EA | ETA |
| 81 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 10.00 | EA | ETA |
| 82 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 10.00 | 5.00 | 5.00 | EA | ETA |
| 83 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 10.00 | EA | ETA |
| 84 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 1000.00 | 1000.00 | 1000.00 | EA | ETA |

Then commit the quantity for second delivery row in copied PO line:

| | I | J | K | L | M | N | O | P |
|----|--|---------------|--------------------------|------------------|-------------------|----------------------|---------|---------|
| 72 | By to Actual confirm Qty in "CONFIRMED_QTY" column. | | | | | | | |
| 73 | "CONFIRMED_PRICE", "CONFIRMED_QTY", "CONFIRMED_DATE" are the mandatory fields. | | | | | | | |
| 74 | FLEX_PART_NUMBER | PART_REVISION | DESCRIPTION | LAST_REQUEST_QTY | NEW_REQUESTED_QTY | SUPPLIER_CONFIRM_QTY | QTY_UOM | ETA/ETD |
| 75 | TPK-102771-105 | A-3 | TPK-102771-105 | 3084.00 | 10000.00 | 10000.00 | FOT | ETA |
| 76 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 10.00 | EA | ETA |
| 77 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 7 | EA | ETA |
| 78 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 3 | EA | ETA |
| 79 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 10.00 | EA | ETA |
| 80 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 10.00 | EA | ETA |
| 81 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 0.00 | 10.00 | 10.00 | EA | ETA |
| 82 | SNEE-ODM30-70660/A1 | A.1 | KEYBOARD PWB MELINDA 2.0 | 10.00 | 5.00 | 5.00 | EA | ETA |

The next step is to commit the delivery date. The date in "SUPPLIER CONFIRM DATE" column is defaulted to the Date in request date -"NEW_REQUEST_DATE" column.

Enter the new delivery date in "SUPPLIER CONFIRM DATE" (or leave the original defaulted date) for the original PO Line:

| | N | O | P | Q | R | S |
|----|----------------------|---------|---------|-------------------|------------------|-----------------------|
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | SUPPLIER_CONFIRM_QTY | QTY_UOM | ETA/ETD | LAST_REQUEST_DATE | NEW_REQUEST_DATE | SUPPLIER_CONFIRM_DATE |
| 11 | 10000.00 | FOT | ETA | | 21.03.2018 | 21.03.2018 |
| 12 | 10.00 | EA | ETA | | 19.04.2018 | 19.04.2018 |
| 13 | 7 | EA | ETA | | 20.04.2018 | 20.04.2018 |
| 14 | 3 | EA | ETA | | 20.04.2018 | 23.04.2018 |
| 15 | 10.00 | EA | ETA | | 20.04.2018 | 20.04.2018 |
| 16 | 10.00 | EA | ETA | | 20.04.2018 | 20.04.2018 |
| 17 | 5.00 | EA | ETA | | 20.04.2018 | 20.04.2018 |
| 18 | 10.00 | EA | ETA | | 23.04.2018 | 23.04.2018 |

Then input the committed delivery date for the copied PO line for the split delivery in "SUPPLIER CONFIRM DATE" column:

| | N | O | P | Q | R | S |
|----------------------|---------|---------|-------------------|------------------|-----------------------|---|
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| SUPPLIER CONFIRM QTY | QTY_UOM | ETA/ETD | LAST_REQUEST_DATE | NEW_REQUEST_DATE | SUPPLIER CONFIRM DATE | |
| 10000.00 | FOT | ETA | | 21.03.2018 | 21.03.2018 | |
| 10.00 | EA | ETA | | 19.04.2018 | 19.04.2018 | |
| 7 | EA | ETA | | 20.04.2018 | 20.04.2018 | |
| 3 | EA | ETA | | 20.04.2018 | 23.04.2018 | |
| 10.00 | EA | ETA | | 20.04.2018 | 20.04.2018 | |
| 10.00 | EA | ETA | | 20.04.2018 | 20.04.2018 | |
| 5.00 | EA | ETA | | 20.04.2018 | 20.04.2018 | |
| 10.00 | EA | ETA | | 23.04.2018 | 23.04.2018 | |
| 1000.00 | EA | ETA | | 02.06.2018 | 02.06.2018 | |

NOTE:

- Split confirmation for lines with status "Partially Delivered" is NOT ALLOWED.
- For partially delivered PO, change is only allowed for Date. If you wish to make splits for partially delivered PO, pls work with the Buyers.
- "SUPPLIER CONFIRM QTY" and "SUPPLIER CONFIRM DATE" from the original PO line row is for first delivery. The "SUPPLIER CONFIRM QTY" and "SUPPLIER CONFIRM DATE" from the copied PO line row is for second delivery. Copy and paste as many lines as you intend to split the deliveries.
- Please make sure the total quantity of two deliveries is the same as request quantity. If the Qty does not match Flex Request Qty (Undercommit or overcommit), Buyers will confirm before update into Flex system
- The date format in "SUPPLIER CONFIRM DATE" is per the setup per each supplier. Please follow the same date format to commit the proposed date. PO lines with blank SUPPLIER CONFIRM DATE fields or Dates in the past or Dates beyond 31/12/2037 is not acceptable.
- It will show the split lines status indicating that you have split the PO lines when it has been processed in Flex ERP system
 - Once Flex has accepted the split, the PO status will change to "Confirmed", reconfirmation is not needed.

Date Changes for PO line contains ASN without receipts

You can reconfirm the Date for a PO line which was already submitted with ASN without receipts.

Reconfirming Date

- Select the PO line with Status ASN CONFIRMED to reconfirm the Date

For Request cancel line, If supplier do not agree on Flex Request cancel ,Please make sure to change confirmed Qty from Zero Qty to Actual confi
When confirm a PO(TO_BE_CONF is "Y")please validate the information in YELLOW columns "SUPPLIER_CONFIRM_QTY","SUPPLIER_CONFIRM_DATE"

| SEQNO | TO_BE_CO | REQUEST | PO_NUMBER | PO_LINE | ACTIONSTATUS | CHANGE_D_PO_STATU | FLEX_PART | PART_REVI | DESCRIPTION | LAST_REQU |
|-------|----------|---------|-----------|---------|-----------------|-------------------|-----------|-----------|-------------|-----------|
| 12 | | | 441M03346 | 0051 | Supplier Cancel | Open | TPK-19564 | 04 | BOOT,MIC | 1000.00 |
| 13 | | | 441M03367 | 0010 | ASN-Confirmed | Open | TPK-19564 | 04 | BOOT,MIC | 0.00 |
| 19 | | | 441M03368 | 0010 | Confirmed | Date Chan, Open | TPK-19564 | 04 | BOOT,MIC | 6000.00 |

- Update the Date in SUPPLIER_CONFIRM_DATE column

SUPPLIER_CONFIRM_QTY" column.
ER_CONFIRM_PRICE","SUPPLIER_CONFIRM_QTY","SUPPLIER_CONFIRM_DATE" are mandatory fields

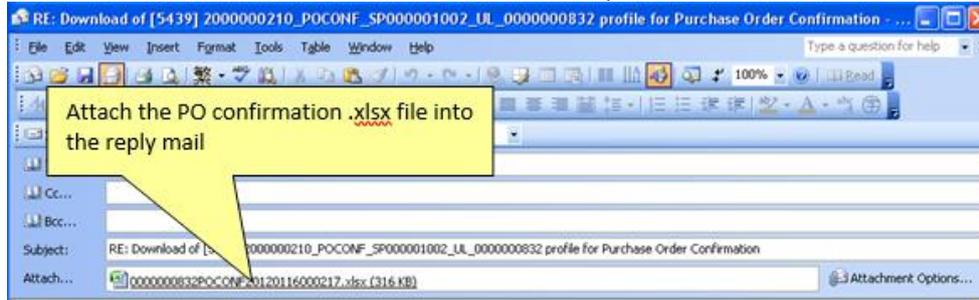
| SUPPLIER | SHIPPED_C | RECEIVED | OPEN_QTY | QTY_UOM | ETA/ETD | LAST_REQ | NEW_REQUEST_DATE | SUPPLIER_CONFIRM_DATE | REQUEST | SUPPLIER |
|----------|-----------|----------|----------|---------|---------|-----------|------------------|-----------------------|----------|----------|
| 1000.00 | 0.00 | 0.00 | 1000.00 | EA | ETA | 11/14/201 | 11/14/2019 | 11/14/2019 | 0.175000 | 0.175000 |
| 2000.00 | 2000.00 | 0.00 | 2000.00 | EA | ETA | | 12/08/2019 | 11/30/2019 | 0.175000 | 0.175000 |
| 6000.00 | 0.00 | 0.00 | 6000.00 | EA | ETA | 12/08/201 | 12/20/2019 | 12/20/2019 | 0.175000 | 0.175000 |

- Mark "Y" or "y" in the column B "TO_BE_CONF" as indication to commits and proceed to response to Flex

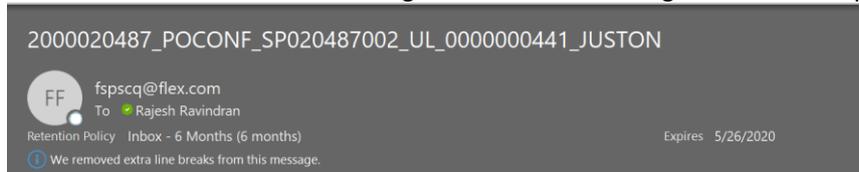
For Request cancel line, if supplier do not agree on Flex Request cancel ,Please make sure to change confirmed Qty from Zero Qty to Actual confirmed Qty
When confirm a PO(TO_BE_CONF is "Y")please validate the information in YELLOW columns "SUPPLIER_CONFIRM_QTY","SUPPLIER_CONFIRM_DATE"

| SEQNO | TO_BE_CONF | REQUESTED | PO_NUMBER | PO_LINE | ACTIONSTATUS | CHANGE_DATE | PO_STATUS | FLEX_PART | PART_REVISION | DESCRIPTION | LAST_REQUESTED |
|-------|------------|-----------|-----------|---------|-----------------|-------------|-----------|-----------|---------------|-------------|----------------|
| 12 | | | 441M03346 | 0051 | Supplier Cancel | | Open | TPK-19564 | 04 | BOOT,MIC | 1000.00 |
| 13 | Y | | 441M03367 | 0010 | ASN-Confirmed | | Open | TPK-19564 | 04 | BOOT,MIC | 0.00 |
| 19 | | | 441M03368 | 0010 | Confirmed | Date Change | Open | TPK-19564 | 04 | BOOT,MIC | 6000.00 |

- Save and Attach the PO excel confirmation file, respond to the Mail.



- You will receive the Acknowledgement email confirming the successful update of date change.



File upload job completed for profile number 256104 Processing file 0000000441POCONF20191128110500.xls

Summary Status:

Summary of PO received: 2

Summary of PO successfully process: 2

Summary of PO unsuccessfully process: 0

Details for successfully processed PO with warnings:

PO 441M03367, Line no 00010, ASN exist : only date changes will be published.

NOTE:

- Changes or reconfirmation is allowed only for Date changes for PO lines confirmed with ASN without receipts
- Only changes to dates will be updated in case of response submitted with combination of Price, Qty or MPN changes, all the other details submitted will be ignored
- In case of Split confirmation on PO line confirmed with ASN, Only changes to Date will be accepted ignoring Split request

Request for PDF PO copy

You can make a request for a hard copy PO by sending a mail to Flex. To request for PO hardcopy pls follow below instructions. This instruction is also display in the email content.

1. Reply the original PO e-mail (send to **FSPSCP@FLEX.COM**)
2. Change the e-mail subject with below content:

PRINTPO_*Flex company code*, for example: **PRINTPO_015**

3. The body of the request mail should follow below format:

PRINTPO_*Flex company code_PO #1; PO #2; PO #3; ...; PO #20***END**

For example: PRINTPO_015_J15N04414; J15C00013; J15N04024END

Note:

The maximum number of PO can be accepted in one e-mail request is **20 POs**.

Example of Print PO request E-mail:



The screenshot shows an email composition interface. The 'To' field contains 'FSPSCP@FLEX.COM'. The 'Subject' field contains 'PRINTPO_015'. The body text area contains 'PRINTPO_015_J15N04414; J15C00013; J15N04024END'.

Once Flex received the requested mail, it will do series of validation and upon successful will return an e-mail to sender with "Print PO" in attachment. For example:



Dear Sender,

Mail instructions:

This is the PO you have requested. Please open the attached PO and use the print option to print the PO.

Note:

1. All the valid PO requested will be generated in one mail and one PDF attachment.
2. You can request for any PO which is still exist in Flex Portal and this include Closed PO – including delivery completed, Cancelled or closed manually
3. If Flex received any incorrect PO number, Flex site code, blank or invalid user etc request will be ignored . For example:

 PRINTPO.PDF
79 KB

Dear Sender,

Mail instructions:
This is the PO you have requested. Please open the attached PO and use the print option to print the

Sitecode:015
Requested Pos numbers:J15C00150,49A724728

PO 49A724728 are not available for the given input

PDF generated for remaining POs J15C00150

In below cases the requested PO cannot be processed and Flex will reply with error message.

- You have provided incorrect Flex company code in e-mail subject or content

 Tue 5/2/2017 4:20 PM
Print Mass PO User ID SYS_PRINT_PO <SYS_PRINT_PO@PRINTPO_015

To  Rathinakumar A

Error details :-
The requested PO J27J67821 is not linked to the site 015 .

- You do not provide the correct information:

 Print Mass PO User ID SYS_PRINT_PO <SYS_PRINT_PO@sapscq
PRINTPO_015

Error details :-
Invalid body content
Please follow the supplier instructions to request the Print PO via mail.

- You do not follow the specified format required in e-mail subject or content

 Tue 5/2/2017 4:20 PM
Print Mass PO User ID SYS_PRINT_PO <SYS_
Print PO

To  Rathinakumar A

Error details :-
Subject is invalid, kindly make a new request.

 Print Mass PO User ID SYS_PRINT_PO <SYS_PRINT_PO@sapscq
PRINTPO_015

Error details :-
Invalid body content
Please follow the supplier instructions to request the Print PO via mail.

- The sender is not a valid user that is registered in Flex system

Print Mass PO User ID SYS_PRINT_PO <SYS_PRINT_ID>
PRINTPO_021

Error details :-
You are not an authorized user for the site021

Other useful information

Change Details (CHANGE_DET column)

The column "CHANGE_DETAILS" is used to displays latest change made by Flex, such as Price, Date, Qty, and MPN:

For Request cancel line, If supplier do not agree on Flex Request cancel .Please make sure to change confirmed Qty from Zero Qty to Actual Qty. When confirm a PO (TO_BE_CONF is "Y") please validate the information in YELLOW columns "SUPPLIER_CONFIRM_QTY", "SUPPLIER_CONFIRM_DATE", "SUPPLIER_CONFIRM_DATE".

| SBQNO | TO_BE_CONF | REQUESTED | PO_NUMBER | PO_LINE | ACTIONSTATUS | CHANGE_DETAILS | PO_STATUS |
|-------|------------|-----------|-----------|---------|---------------------------|--------------------------------|---------------------|
| 13 | | | J15M22151 | 0010 | Confirmed | | Open |
| 14 | Y | X | J15M22151 | 0020 | Change PO Line | Quantity Changed | Open |
| 19 | Y | X | J15M22155 | 0011 | New PO Line | | Open |
| 27 | Y | X | J15M22162 | 0010 | Request Cancel | Quantity Changed | Open |
| 34 | Y | X | J15M22168 | 0010 | Request Partial Cancel | Quantity Changed | Partially Delivered |
| 36 | Y | X | J15M22170 | 0010 | New PO Line | | Open |
| 37 | | | J15M22176 | 0010 | ASN-Confirmed | | Open |
| 38 | | | J15M22179 | 0010 | ASN-Confirmed | | Open |
| 39 | Y | X | J15M22180 | 0011 | Change PO Line | Date Changed, Quantity Changed | Open |
| 50 | | X | J15M22187 | 0010 | Split_Pending Flex action | | Open |
| 51 | | X | J15M22187 | 0010 | Split_Pending Flex action | | Open |
| 52 | Y | X | J15M22188 | 0010 | New PO Line | | Open |
| 53 | Y | X | J15M22192 | 0010 | New PO Line | | Open |
| 58 | Y | X | J15M22202 | 0010 | New PO Line | | Open |

Buyer Notes

The column "BUYER_NOTES" display Flex Buyer note in PO line.

| | Y | Z | AA | AB | AC |
|----|-----------|------------------|------------------|--------------|----------------|
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | PRICE_UOM | REQUEST_MPN | CONFIRMED_MPN | BUYER_NOTES | SUPPLIER_NOTES |
| 11 | POT | MP1474-C555-LF-Z | MP1474-C555-LF-Z | | |
| 12 | EA | TEST | TEST | www.flex.com | |
| 13 | EA | TEST | TEST | www.flex.com | |
| 14 | EA | TEST | TEST | www.flex.com | |
| 15 | EA | TEST | TEST | www.flex.com | |
| 16 | EA | TEST | TEST | www.flex.com | |
| 17 | EA | TEST | TEST | www.flex.com | |
| 18 | EA | TEST | TEST | www.flex.com | |

Supplier Notes

This is optional field. You may enter any text/ notes and the maximum characters is 1000. These notes will be visible to the Buyer

AC18

| | Y | Z | AA | AB | AC |
|----|-----------|------------------|------------------|--------------|----------------|
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | PRICE_UOM | REQUEST_MPN | CONFIRMED_MPN | BUYER_NOTES | SUPPLIER_NOTES |
| 11 | POT | MP1474-C555-LF-Z | MP1474-C555-LF-Z | | |
| 12 | EA | TEST | TEST | www.flex.com | |
| 13 | EA | TEST | TEST | www.flex.com | |
| 14 | EA | TEST | TEST | www.flex.com | |
| 15 | EA | TEST | TEST | www.flex.com | |
| 16 | EA | TEST | TEST | www.flex.com | |

If the Buyer email address is not correct or blank in "BUYER_EMAIL_ID" field, please contact the Buyer to correct in Flex ERP system.

Sale Order Number, Sales order Line number, and Sales order line sequence number

- SALES_ORDER_NO: Sales order number from supplier for current Flex PO
- SO_LINE_NO: Sales order line number for current Flex PO.
- SO_LINE_SEQ_NO: Sales order line sequence number for current Flex PO

| | AB | AC | AD | AE | AF | AG |
|----|-------------|----------------|----------------|------------|----------------|-------------|
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | BUYER_NOTES | SUPPLIER_NOTES | SALES_ORDER_NO | SO_LINE_NO | SO_LINE_SEQ_NO | SHIPPED_QTY |
| 11 | | | | | | 0.00 |
| 12 | | | | | | 0.00 |
| 13 | | | | | | |
| 14 | | | | | | |

Above 3 fields are optional and by default the value is blank.

This is to allow EDI combo suppliers to process and synchronize the information to FSP.

This information is crucial for EDI suppliers which is incapable of doing PO split.

So receiving SO information and sending the same SO information will help in the PO split process at supplier end.

PO Header Attribute, PO Line Attribute and AML Attribute

| | AM | AN | AO | AP |
|----|------------------------------|---------------------|--|--|
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | CONSIGNMENT_REPLENISHMENT_PO | HEADER_ATTRIBUTE | LINE_ATTRIBUTE | AML_ATTRIBUTE |
| 32 | | | | |
| 33 | | | | |
| 34 | | | | |
| 35 | | End User Name; Luis | Return Reason; Not appl, Made In, Poland | Thickness [mm]; 111, Customer restrictions, No |
| 36 | | | | |
| 37 | | | | |
| 38 | | | | |
| 39 | | | | |

HEADER_ATTRIBUTE: The attribute name and value in PO header

LINE_ATTRIBUTE: The attribute name and value in PO Line.

AML_ATTRIBUTE: The attribute name and value that defined for Flex MPN code.

Above 3 fields are optional and used to show additional FLEX attribute information from PO header/PO Line/ AML.

Order Method

To indicate the order method of the item

Country code (COUNTRY OF ORIGIN column)

The code of country where the product is come from.

| | AJ | AK | AL | AM | AN |
|-------------|-----------------|----------------|-------------------|---------------------|----|
| | | | | | |
| REFERENCE_B | PO_HEADER_NOTES | DELIVERY_TERMS | COUNTRY OF ORIGIN | DELIVERY_TERMS_DESC | |
| | | 103 | CN | EXW FACTORY | |
| | | 103 | CN | EXW FACTORY | |
| Ref B | | CIF | CN | Zuhai | |
| Ref B | | CIF | CN | Zuhai | |
| Ref B | | CIF | US | Zuhai | |
| | | DDU | US | HONGKONG | |
| | | DDU | US | HONGKONG | |

Description of contents in PO excel email

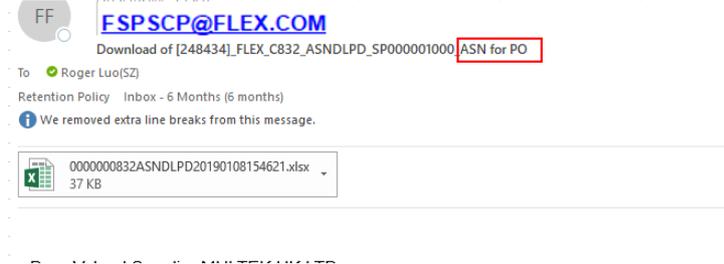
| Column | Data Description |
|--|---|
| SEQNO | The sequence number for current PO line |
| TO_BE_CONF -- Yellow column | To make PO confirmation, input "Y". By default, this value is blank. |
| | "Y" or "y" for yes. Enter a "Y" for PO Line Items that you have reviewed and agree to the Qty, Price, Delivery date and MPN, and the changes you make will be updated in Flex ERP system |
| | Blank for No, means no updates will be process and the PO Line Item will remain as is. Hence, if you have changed the Quantity, Price, Delivery Date or MPN but remain blank in this column, the Purchase Order Line Item would not be update and the changes will be lost. |
| REQUESTED | The indicator for those PO line which require supplier confirmation: |
| | "X" -- Requesting supplier confirmation. The PO line with action status "New PO Line", "Change PO line", "Request Cancel" and Request Partial Cancel" will show X |
| | Blank -- The PO line confirmation already exists. The PO line with action status "Confirmed", "Supplier Cancel", "Accept Cancel", "Split_Pending Flex Action" will be blank |
| PO_NUMBER | Purchase Order number |
| PO_LINE | Purchase Order line number |
| ACTIONSTATUS | Display a custom Flex action status. |
| | "New PO Line" -New PO Line from Flex |
| | "Change PO Line" – PO line change from Flex |
| | "Confirmed" - Supplier has confirmation the PO line |
| | "Request Cancel" - Cancellation request from Flex |
| | "Request Partial Cancel"- Back order Qty cancellation request from Flex |
| | "Accept Cancel"- Supplier acceptance of a cancellation request by Flex |
| | "Supplier Cancel"- Cancellation request from supplier |
| | "Split-Pending Flex Action" – Supplier make PO split confirmation and yet to be confirmed by Flex. The line with "Split-Pending Flex Action" cannot be confirmed / modified again as these split lines are pending to process in Flex system. |
| | "ASN Confirmed" - ASN has been created for the PO line, changes or reconfirmation for this PO line is no longer needed or allowed |
| CHANGE_DETAILS | Change Details - Displays latest change made by Flex, such as Price, Date change, Qty change, Price change and/or MPN change |
| PO_STATUS | Item Status of the PO line |
| | "Open" status - PO Line is new, changed or confirmed and is not delivered. |
| | "Partially Delivered" - Partial Qty delivered and received in Flex |
| | "Delivery Completed"- Consumption PO with fully receipt Qty. All consumption PO must be confirmed so that the PO no longer appear in the excel file |
| FLEX_PART_NUMBER | Flex part number |
| PART_REVISION | Flex item Revision Number - The revision code for the item |
| DESCRIPTION | Flex Product description |
| LAST_REQUEST_QTY | Previous order quantity for the PO line For New PO line –The previous order quantity is always zero For other PO line status: It shows the last order quantity in Flex before any change / cancel request is made |
| NEW_REQUESTED_QTY | New Request Quantity - The latest quantity request by Flex |
| SUPPLIER CONFIRM QTY -- Yellow column | The quantity confirmed by Supplier - Default same as Supplier last confirmation or if none default to Flex request. |

| Column | Data Description |
|--|--|
| SHIPPED_QTY | Shipped quantity used only with ASN |
| RECEIVED_QTY | Received Quantity - Quantity received by Flex |
| OPEN_QTY | Open Quantity- Quantity yet to receive by Flex |
| QTY_UOM | Unit of Measure associated with Quantity |
| ETA/ETD | ETA -- <u>Estimated Time of Arrival</u> . ETD – <u>Estimated Time of Departure</u> |
| • ETA | “LAST_REQUEST_DATE”, “NEW_REQUEST_DATE”, “CONFIRMED_DATE” and “LAST_CONFIRMED_DATE” is set as “ <u>Delivery Date</u> ” |
| • ETD | “LAST_REQUEST_DATE”, “NEW_REQUEST_DATE”, “CONFIRMED_DATE” and “LAST_CONFIRMED_DATE” is set as “ <u>Shipping Date</u> ” or “ <u>Departure date</u> ” from supplier location |
| LAST_REQUEST_DATE | Previous FLEX request date for the PO line For New PO line –The previous request date is always blank For other PO line status: It shows the last FLEX request date before any change / cancel request is made |
| NEW_REQUEST_DATE | Requested Date - The latest delivery date requested by Flex |
| SUPPLIER CONFIRM DATE -- Yellow column | Confirmed Date - The delivery date confirmed by Supplier. Default same as Supplier last confirmation or if none default to Flex request. |
| REQUEST_PRICE -- Yellow column | Request Price - The last unit Price requested by Flex |
| SUPPLIER CONFIRM PRICE | Confirmed Price - The unit price confirmed by Supplier. Default to Request Price |
| CURRENCY | The currency code associated with the unit price |
| PRICE_UOM | Unit of Measure associated with the price |
| REQUEST_MPN -- Yellow column | Request MPN - Latest Manufacturer Part Number requested by Flex |
| SUPPLIER CONFIRM MPN | Proposed MPN - The MPN confirmed by Supplier. It is default to Request MPN |
| BUYER_NOTES | Buyer note - The maximum characters is 170. If there is no buyer note in the PO line, this field will be blank. |
| SUPPLIER_NOTES -- Yellow column | Supplier Notes - Supplier can add Notes for this PO line which will be visible to the Buyer. |
| SALES_ORDER_NO | Sales order number from supplier for current Flex PO |
| SO_LINE_NO | Sales order line number for current Flex PO |
| SO_LINE_SEQ_NO | Sales order line sequence number for current Flex PO |
| BUYER_EMAIL_ID | Buyer contact e-mail address |
| CATEGORY | Item Category: |
| | “Normal”- PO, response is required |
| | “CRP” – PO with CRP (Continuous Replenishment Program) item |
| | “Pull Signal” – This is a Pull PO, response is not required due to short lead time |
| | “Consignment” - Consignment PO, response is required |
| | “Consumption” -PO line with full receipt Qty, response is required. Note: Supplier to view consumption PO, and confirm as reference for Invoice to Flex |
| | “Sub Contract PO” -Sub Contract PO - Split confirmation is not allowed, Flex can only accept full confirmation. |
| ORDER_METHOD | To indicate the order method for current item in PO line (Full LT, CRP, SMI, JIT etc..) |
| COUNTRY_OF_ORIGIN | The Country code of country where it is manufactured |
| CONSIGNMENT_PACKING_SLIP | Display the packing slip number from the consignment replenishment PO |

| Column | Data Description |
|------------------------------|---|
| NO | |
| CONSIGNMENT_REPLENISHMENT_PO | Display the consignment replenishment PO number which is linked to this consumption PO. |
| HEADER_ATTRIBUTE | The attribute name and value in PO header |
| LINE_ATTRIBUTE | The attribute name and value in PO Line |
| AML_ATTRIBUTE | The attribute name and value that defined for Flex MPN code |
| REFERENCE_A | Reference A at PO header is additional information from Flex |
| REFERENCE_B | Reference B at PO header is additional information from Flex |
| PO_HEADER_NOTES | Display the latest Buyer note from PO Header. The maximum character is 131 |
| DELIVERY_TERMS | Delivery Terms. Delivery Terms for this Purchase Order line |
| DELIVERY_TERMS_DESC | Delivery Terms description |
| PAYMENT_TERMS | Payment Terms. Payment Terms for this Purchase Order line |
| PACKAGE_DESC | Package type description. |
| CUSTOMER_PART_NO | Customer Part Number - Flex Customer part number. |
| MANUFACTURER | Manufacturer Name |
| SUPPLY_TIME | The supply time for the item |
| ORDER_CREATION_DATE | Order Creation Date. Purchase Order creation date in Flex ERP system |
| SHIP_TO | Ship to address - Flex Company address |
| BILL_TO | Flex Bill To Address |
| SHIP_FROM | Ship from Location. Flex Company code plus supplier Code. For example: 832SP2001510, 832 is Flex Company code, SP2001510 is supplier code used in ERP. |
| SHIP TO CODE | Ship to Location code - Flex Company code plus Flex warehouse code in ERP system. Example: 832832SCE, 832 is Flex Company code, 832SCE is warehouse code used in ERP. |

ASN EXCEL EMAIL

Flex will send ASN file for Purchase Order with subject keyword "ASN for PO" display PO delivery date/shipped date within 45 days from system date.



The file contained 2 worksheets;
 - PO information
 - Supplier instructions to response to ASN

When saving the file, please retain the same file name or you may change the name, maximum is 45 characters. Make sure you save the file with .xlsx extension.

General Information is at the top header of the file

KEY Information

PO number and Line number

| | A | B | C | D | E | F |
|----|---|-----------------------------|----------------|-------------|------------------|--------------------------------|
| 2 | Flex Company ID : | 083 | | | | |
| 3 | Flex Company Name: | FLEX POWER SYSTEM | | | | |
| 4 | Supplier Name | ADVANCED MP TECHNOLOGY INC. | | | | |
| 5 | Supplier Code | SPZUSD001 | | | | |
| 6 | Date & Time File generated | 05.02.2018 | 14:44:12 | UTC+8 | | |
| 8 | ASN Due List | | | | | |
| 9 | Date Format | DD.MM.YYYY | Created By: | SFP00001422 | | |
| 10 | "PACKING_SLIP_NO" and "TRACKING_REFERENCE_NO" are mandatory fields for ASN creation. | | | | | |
| 11 | Be sure to change ASN Qty, please make split PO line confirmation if you want multiple delivery | | | | | |
| 12 | ASN ID | TO_BE_CONF | FLEX PO NUMBER | FLEX PO POS | FLEX PART NUMBER | PROD_DESC |
| 13 | 00001 | | J8C000021 | 0000000010 | FPS-REG7359470/1 | EMI FILTER/Multilayer Common M |
| 14 | 00002 | | J8C000036 | 0000000010 | FPS-MSF23049 | Packaging |
| 15 | 00003 | | J8C000037 | 0000000010 | FPS-MSF23049 | Packaging |
| 16 | 00004 | | J8C000039 | 0000000010 | FPS-MSF23049 | Packaging |
| 17 | 00005 | | J8C000040 | 0000000010 | FPS-MSF23049 | Packaging |
| 18 | 00006 | | J8C000041 | 0000000010 | FPS-MSF23049 | Packaging |

Note:

- PO line which has been Confirmed for delivery/ship date within 45 days from current date will be displayed and valid for ASN response.
- Pls make sure the ASN information is provided for PO which is due for shipment only and avoid providing ASN for PO due far ahead in the future.

ETA/ETD Indicator

"ETA/ETD" column used to indicate type of request Date.

| | D | E | F | G | H | I | J |
|----|--|--------------------|--------------------------------|---------|--------------------------------|----------------------------|---------|
| 10 | Be mandatory fields for ASN creation. | | | | | | |
| 11 | Confirmation if you want multiple delivery | | | | | | |
| 12 | FLEX_PO_POS | FLEX_PART_NUMBER | PROD_DESC | ETA/ETD | SHIP DATE (Supplier Dock Date) | DELV Date (Flex Dock Date) | ASN_QTY |
| 13 | 0000000020 | TWGH-23-000458-001 | abcdefghijklknfjknfvjkvnjkdn | ETA | 03/03/2017 | 03/03/2017 | 10,001 |
| 14 | 0000000030 | TWGH-23-000458-001 | abcdefghijklknfjknfvjkvnjkdn | ETA | 02/20/2017 | 02/20/2017 | 10,000 |
| 15 | 0000000040 | TWGH-23-000458-001 | abcdefghijklknfjknfvjkvnjkdn | ETA | 02/20/2017 | 02/20/2017 | 10,000 |
| 16 | 0000000050 | TWGH-23-000458-001 | abcdefghijklknfjknfvjkvnjkdn | ETA | 02/20/2017 | 02/20/2017 | 10,000 |
| 17 | 0000000010 | TWGH-23-000458-001 | abcdefghijklknfjknfvjkvnjkdn | ETA | 11/02/2015 | 11/02/2015 | 4,990 |
| 18 | 0000000010 | TWGH-23-000458-001 | abcdefghijklknfjknfvjkvnjkdn | ETA | 08/18/2016 | 08/18/2016 | 200 |
| 19 | 0000000010 | TWGH-23-000045-001 | RES 2.49 OHM 1/16W 1W 0402 SMD | ETA | 04/29/2017 | 04/29/2017 | 6,000 |
| 20 | 0000000011 | TWGH-23-000045-001 | RES 2.49 OHM 1/16W 1W 0402 SMD | ETA | 04/30/2017 | 04/30/2017 | 2,000 |

ASN shipping Qty and PO line open Qty

“DUE_QTY” column shows the pending quantity for shipment, if there is no ASN it will be equal to PO Open quantity;

The “ASN_QTY” column shows the quantity to be shipped for the PO. ASN quantity change or split shipment is NOT allowed.

| | G | H | I | J | K | L |
|----|---------|--------------------------------|----------------------------|---------|---------|------|
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | ETA/ETD | SHIP DATE (Supplier Dock Date) | DELV Date (Flex Dock Date) | ASN_QTY | DUE_QTY | UNIT |
| 13 | ETA | 03/03/2017 | 03/03/2017 | 10,001 | 10,001 | EA |
| 14 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA |
| 15 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA |
| 16 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA |
| 17 | ETA | 11/02/2015 | 11/02/2015 | 4,990 | 4,990 | EA |
| 18 | ETA | 08/18/2016 | 08/18/2016 | 200 | 200 | EA |
| 19 | ETA | 04/29/2017 | 04/29/2017 | 8,000 | 8,000 | EA |
| 20 | ETA | 04/30/2017 | 04/30/2017 | 2,000 | 2,000 | EA |

Note:

- The ASN Qty MUST not be changed, only FULL shipment is allowed
- If you want to change ASN Qty to match actual shipped Qty, the PO must be re-confirmed with the actual Qty.
- For multiple ASN deliveries, PO must be split, agreed and process by Flex

Confirm ASN for a PO line

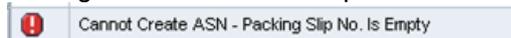
Confirm Packing slip Number and Tracking Reference Number

Packing Slip (PACKING_SLIP_NO column) and Tracking reference number (TRACKING_REFERENCE_NO column) are **mandatory fields** these cannot be BLANK.

These informations is useful for Warehouse, Logistic and Buyers.

| | G | H | I | J | K | L | M | N |
|----|---------|--------------------------------|----------------------------|---------|---------|------|-----------------|-----------------------|
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | ETA/ETD | SHIP DATE (Supplier Dock Date) | DELV Date (Flex Dock Date) | ASN_QTY | DUE_QTY | UNIT | PACKING_SLIP_NO | TRACKING_REFERENCE_NO |
| 13 | ETA | 03/03/2017 | 03/03/2017 | 10,001 | 10,001 | EA | | |
| 14 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA | | |
| 15 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA | | |
| 16 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA | | |
| 17 | ETA | 11/02/2015 | 11/02/2015 | 4,990 | 4,990 | EA | | |
| 18 | ETA | 08/18/2016 | 08/18/2016 | 200 | 200 | EA | | |
| 19 | ETA | 04/29/2017 | 04/29/2017 | 8,000 | 8,000 | EA | | |
| 20 | ETA | 04/30/2017 | 04/30/2017 | 2,000 | 2,000 | EA | | |

When published ASN with blank Packing Slip Number or Tracking reference number, you will get an error message and ASN cannot be process



Create single ASN for multiple PO lines

By default, different ASN number will be created for different selected PO line = One ASN number for one PO line

To commit multiple PO lines for a single ASN, please follow below steps:

- Fill in **same packing slip number and tracking reference number** for selected PO lines under same shipment:

| | G | H | I | J | K | L | M | N |
|----|---------|--------------------------------|----------------------------|---------|---------|------|-----------------|-----------------------|
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | ETA/ETD | SHIP DATE (Supplier Dock Date) | DELV Date (Flex Dock Date) | ASN_QTY | DUE_QTY | UNIT | PACKING_SLIP_NO | TRACKING_REFERENCE_NO |
| 13 | ETA | 03/03/2017 | 03/03/2017 | 10,001 | 10,001 | EA | T001 | AW3001 |
| 14 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA | T001 | AW3001 |
| 15 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA | T001 | AW3001 |
| 16 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA | T001 | AW3001 |
| 17 | ETA | 11/02/2015 | 11/02/2015 | 4,990 | 4,990 | EA | | |
| 18 | ETA | 08/18/2016 | 08/18/2016 | 200 | 200 | EA | | |
| 19 | ETA | 04/29/2017 | 04/29/2017 | 8,000 | 8,000 | EA | | |

When Packing Slip number or Tracking Reference number is different, then it will consider different shipment and will create different ASN number for the selected PO lines.

Confirm ASN Date

Confirm ASN for ETA Supplier

ETA (show as ETA in “ETA/ETD” column), The ASN Delivery Date -DELV Date (Flex Dock Date) column- will be defaulted same as PO line confirmed date. Pls review and fill in actual ASN Delivery Date.

ASN Shipping date - SHIP DATE (Supplier Dock Date) column - Mandatory fields and is default to current date.

You can change the shipping date to match actual shipment. If Shipping date field is blank, it will default same as ASN Delivery date.

| | G | H | I | J | K | L | M | N |
|----|---------|--------------------------------|----------------------------|---------|---------|------|-----------------|-----------------------|
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | ETA/ETD | SHIP DATE (Supplier Dock Date) | DELV Date (Flex Dock Date) | ASN_QTY | DUE_QTY | UNIT | PACKING_SLIP_NO | TRACKING_REFERENCE_NO |
| 13 | ETA | 03/03/2017 | 03/03/2017 | 10,001 | 10,001 | EA | T001 | AW3001 |
| 14 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA | T001 | AW3001 |
| 15 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA | T001 | AW3001 |
| 16 | ETA | 02/20/2017 | 02/20/2017 | 10,000 | 10,000 | EA | T001 | AW3001 |
| 17 | ETA | 11/02/2015 | 11/02/2015 | 4,990 | 4,990 | EA | | |
| 18 | ETA | 08/18/2016 | 08/18/2016 | 200 | 200 | EA | | |

Tolerance validation for ASN Delivery date (ETA supplier):

- When entering **ASN Delivery date**, it cannot be earlier than 2 days (or more) than PO line confirmed **Delivery Date**
For example: PO line confirmed delivery date is 20-Feb, the ASN delivery date can be on 18-Feb or later than 18-Feb, date earlier than 18-Feb is not allowed.
- ASN Delivery date must be the same or later than current/Today date, Past Due date is not acceptable

Confirm ASN for ETD Supplier

- ETD supplier (show as ETD in “ETA/ETD” column), ASN Shipping date -SHIP DATE (Supplier Dock Date) column - is the key value for ASN creation and it is defaulted as PO line confirmed shipping date.
- You may enter actual ASN Shipping date by changing the date directly in this field.

- ASN delivery date-(DELV Date (Flex Dock Date) column - is blank and you must provide the information.

| | E | F | G | H | I |
|----|----------------------------|----------------------------------|----------------|---------------------------------------|-----------------------------------|
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | elds for ASN creation. | | | | |
| 11 | you want multiple delivery | | | | |
| 12 | FLEX_PART_NUMBER | PROD_DESC | ETA/ETD | SHIP DATE (Supplier Dock Date) | DELV Date (Flex Dock Date) |
| 13 | TWGH-23-000458-001 | abcdefghi jaklknfv jknfvjkvnjkdn | ETA | 03/03/2017 | |
| 14 | TWGH-23-000458-001 | abcdefghi jaklknfv jknfvjkvnjkdn | ETA | 02/20/2017 | |
| 15 | TWGH-23-000458-001 | abcdefghi jaklknfv jknfvjkvnjkdn | ETA | 02/20/2017 | |
| 16 | TWGH-23-000458-001 | abcdefghi jaklknfv jknfvjkvnjkdn | ETA | 02/20/2017 | |
| 17 | TWGH-23-000458-001 | abcdefghi jaklknfv jknfvjkvnjkdn | ETA | 11/02/2015 | |
| 18 | TWGH-23-000458-001 | abcdefghi jaklknfv jknfvjkvnjkdn | ETA | 08/18/2016 | |
| 19 | TWGH-23-000045-001 | RES 2.49 OHM 1/16W 1% 0402 SMD | ETA | 04/29/2017 | |
| 20 | TWGH-23-000045-001 | RES 2.49 OHM 1/16W 1% 0402 SMD | ETA | 04/30/2017 | |
| 21 | TWGH-23-000045-001 | RES 2.49 OHM 1/16W 1% 0402 SMD | ETA | 04/29/2017 | |
| 22 | TWGH-23-000045-001 | RES 2.49 OHM 1/16W 1% 0402 SMD | ETA | 05/02/2017 | 05/02/2017 |

Tolerance validation for ASN Shipping date:

When entering ASN shipping date (for ETD supplier) it cannot be more than 7 days than PO confirmed shipping date.

For example: If PO confirmed shipping date is 20-Feb, you can confirm ASN ship date on 13-Feb or later, any ASN ship date before 13 Feb is not acceptable.

To Be Conf

Once the relevant information such as Packing slip number, Tracking reference Number, ASN Delivery date / ASN Shipping Date is done, pls go to column B "TO_BE_CONF" - which is marked in yellow color. Enter "Y" to agree. When the file is return to Flex, it will be process accordingly.

| A | B | C | D | E | F |
|----|---|------------|----------------|-------------|------------------|
| 8 | ASN Due List | | | | |
| 9 | Date Format | DD.MM.YYYY | Created By: | SPP00001421 | |
| 10 | "PACKING_SLIP_NO" and "TRACKING_REFERENCE_NO" are mandatory fields for ASN creation. | | | | |
| 11 | Do not change ASN Qty, please make split PO line confirmation if you want multiple delivery | | | | |
| 12 | ASNID | TO_BE_CONF | FLEX_PO_NUMBER | FLEX_PO_POS | FLEX_PART_NUMBER |
| 13 | 00001 | Y | J8CM00027 | 0000000010 | ERE-LZF083285/1 |
| 14 | 00002 | | J8CM00038 | 0000000010 | ERE-LZF083285/1 |
| 15 | 00003 | | J8CM00043 | 0000000010 | ERE-LZF083285/1 |
| 16 | 00004 | | J8CM00044 | 0000000010 | ERE-LZF083285/1 |
| 17 | 00005 | | J8CM00050 | 0000000010 | ERE-LZF083285/1 |
| 18 | 00006 | | J8CM00052 | 0000000010 | ERE-LZF083285/1 |
| 19 | 00007 | | J8CM00053 | 0000000010 | ERE-LZF083285/1 |

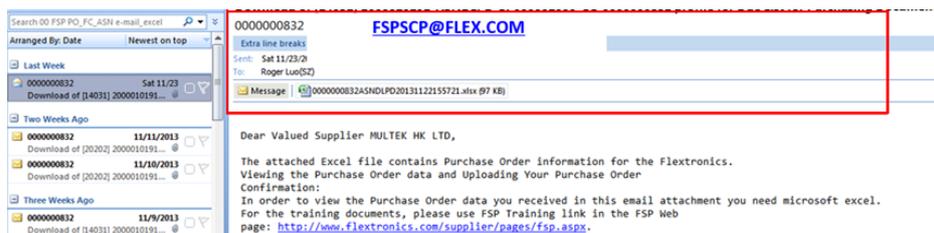
Note:

If you neglect to indicate "Y" in this column, ASN data is not process and the PO remain as original status. The ASN will not be created for the PO line and the changes will be lost.

Save and Respond ASN excel file by Email

1. Once you have reviewed and made all your ASN confirmation, save the file as default format .xlsx format. Any other format is not acceptable.
2. Open the original ASN email in which you received the file you just worked on.
3. You MUST reply to this e-mail by clicking "Reply" button. it will use the same server mail address FSPSCP@FLEX.COM and the same e-mail subject in the reply message.

Attach the ASN excel confirmation (with .xlsx format) and send the mail.



Note:

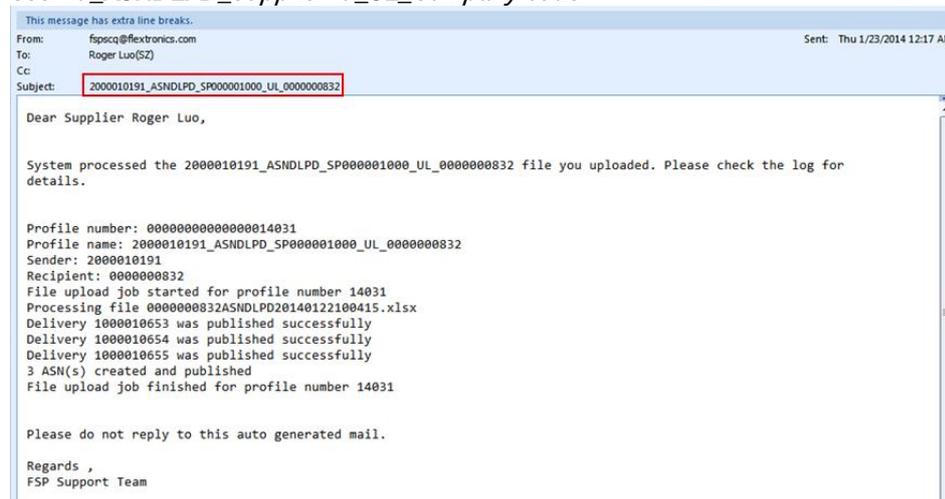
As the email subject contains important information for ASN response process, please keep the default email subject in your reply mail.

After sending the file, this may take 10-15 minutes (depending on the size of file and the speed of network) to process the data in Flex system

ASN response status e-mail

Flex will send an acknowledgement mail. Below is the sample, do take note of the email subject:

User Id_ASNDLPD_Supplier Id_UL_Company code



Note:

- If you do not receive the acknowledgement email from Flex, please contact fspsupport@flex.com for further guidance by forwarding your previous ASN response email (the mail you sent to fspscp@flex.com with due list of Purchase Order file attached).

- Do not reply to the ASN response status mail, forward email to fspsupport@flex.com

ASN Optional information

Other columns marked in BLUE are optional.

There are various selection available values for these fields and can be found in worksheet "Selection List".

You must always refer to the selection value, copy and paste to the appropriate columns.

Tracking Reference Identifier

Tracking reference number identifier (in TRACKING_REF_IDENTIFIER column) is marked in orange,

| L | M | N | O | P |
|------|-----------------|-----------------------|-------------------------|--------------|
| UNIT | PACKING_SLIP_NO | TRACKING_REFERENCE_NO | TRACKING_REF_IDENTIFIER | GROSS_WEIGHT |
| EA | T001 | AW3001 | | |
| EA | T001 | AW3001 | | |
| EA | | | | |
| EA | T001 | AW3001 | | |
| EA | | | | |

Pls refer to "Selection List". There are 3 available selections;

| Tracking Reference Identifier | Tracking Reference Identifier Description | Country Code | Country Code De |
|-------------------------------|---|--------------|-----------------|
| AW | AIRWAY BILL | AD | Andorra |
| EM | BILL OF LADING NUMBER | AE | Utd. Arab Emir. |
| FR | FREIGHT BILL NUMBER | AF | Afghanistan |
| | | AG | Antigua/Barbuda |
| | | AI | Anguilla |
| | | AL | Albania |
| | | AM | Armenia |
| | | AN | Dutch Antilles |
| | | AO | Angola |

GROSS Weight and UoM

Gross weight (GROSS_WEIGHT column) is marked in blue color, This is to enter the number of shipment gross weight for the PO line. The default value is zero.

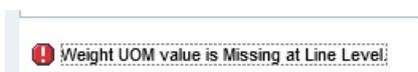
| TRACKING_REF_IDENTIFIER | GROSS_WEIGHT | GROSS_WEIGHT_UOM | CARRIER_PARTY | MEANS_OF_TRANSPORT |
|-------------------------|--------------|------------------|---------------|--------------------|
| | | | | |

If there is weight value in gross weight field, then the UoM field (GROSS_WEIGHT_UOM column) is mandatory which is marked in orange.

Pls refer to "Selection List" worksheet, copy and paste (exactly same as in selection list) an appropriate UoM into "GROSS_WEIGHT_UOM" field

| Weight UoM | Weight UoM Description | Means of Transport |
|------------|------------------------|------------------------|
| G | Gram | Military Official Mail |
| KG | Kilogram | Mail |
| KT | Kilotonne | Air |
| LB | US pound | Barge |
| MG | Milligram | Consolidation |
| OZ | Ounce | Parcel Post |
| TO | Tonne | Expedited Truck |
| | | Flyaway |
| | | Customer Pickup |

If you published ASN with value in total weight field but do not select a valid UoM, you will get an error



If there is dimension value in above 3 columns, then the UoM fields (UOM_OF_LENGTH, UOM_OF_WIDTH and UOM_OF_HEIGHT column) are mandatory, pls fill in an appropriate UoM into above 3 UoM fields.

Lot code, Manufacture and Net weight

Lot code (LOT CODE column), Manufacture (MANUFACTURE column) and Net weight (NETWEIGHT column)

Lot code: The lot code of the material.

Manufacture: Manufacture name of the material

Net weight: Net weight of the material ,the UoM of net weight must be the same as UoM of Gross weight (GROSS_WEIGHT_UOM column)

| | AA | AB | AC | AD | AE | AF | AG |
|----|--------|---------------|----------|-------------|-----------|--------------|--------------|
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | HEIGHT | UOM_OF_HEIGHT | LOT_CODE | MANUFACTURE | NETWEIGHT | COUNTRY_CODE | COUNTRY_DESC |
| 13 | | | | | | | |
| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | | | | | | | |
| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |

Country code and description

Country code (COUNTRY_CODE column) and description (COUNTRY_DESC column)

| AF | AG | AH | AI |
|--------------|--------------|---------------|---------------|
| | | | |
| COUNTRY_CODE | COUNTRY_DESC | SHIPTO_LOC_NO | SHIPTO_DESC |
| | | 832832SCE | Sales WH |
| | | 832832SWP | WIP Warehouse |

Pls refer to "Selection List" worksheet, copy and paste (exactly same as in selection list) into two fields:

| G | H |
|--------------|--------------------------|
| Country Code | Country Code Description |
| AD | Andorra |
| AE | Utd.Arab Emir. |
| AF | Afghanistan |
| AG | Antigua/Barbuda |
| AI | Anguilla |
| AL | Albania |
| AM | Armenia |
| AN | Dutch Antilles |
| AO | Angola |
| AQ | Antarctica |

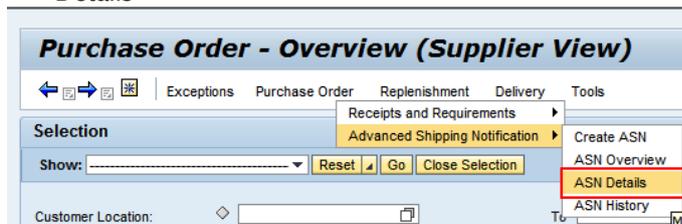
ASN Cancellation in FSP Portal

To cancel an already created ASN, you need to do in FSP Portal.

An OKTA account is required to login into FSP portal. Pls contact your Flex site coordinator to apply for OKTA account.

To cancel an ASN:

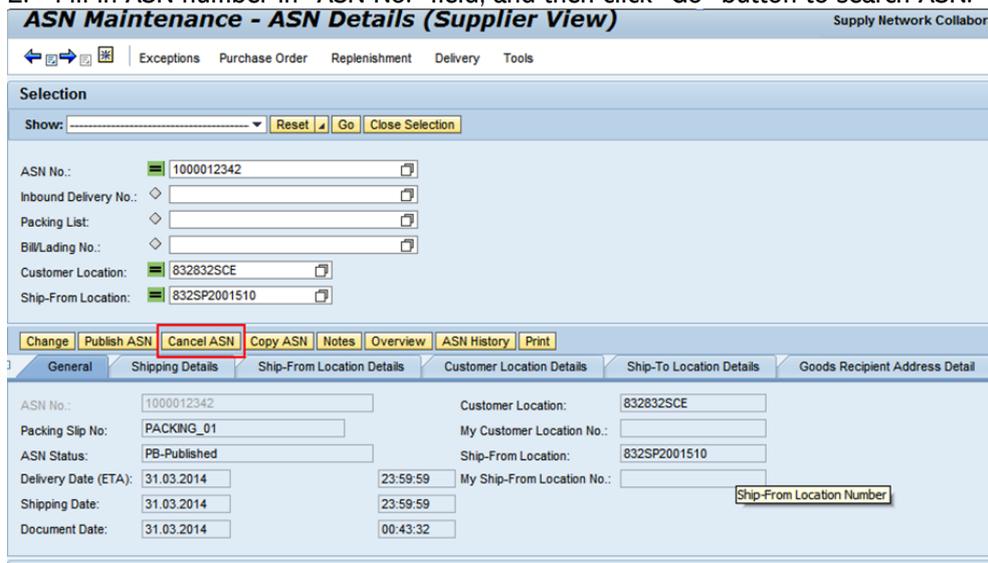
1. Login FSP web UI and go to menu “Delivery” → “Advance Shipment Notification” → ASN Details”



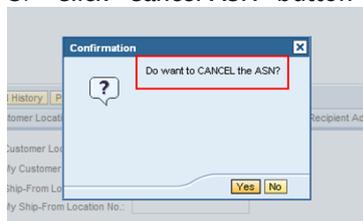
Note:

ASN cancellation can only be done on FSP web UI. ASN cannot be cancelled through ASN Excel upload or ASN E-mail response.

2. Fill in ASN number in “ASN No.” field, and then click “Go” button to search ASN:



3. Click “Cancel ASN” button to cancel this ASN, click “Yes” to continue in pop-up window:



4. Once ASN is cancelled successfully, it will display the message as below:

Display Message Log

ASN number 1000012342 is canceled successfully

Selection

Show:

ASN No.:

Inbound Delivery No.:

Packing List:

Bill/Lading No.:

Customer Location:

Ship-From Location:

Note:

Once an ASN is cancelled successful, the ASN confirmed schedule line will be removed from PO details view.

If an ASN already contains receipt quantity, it will display below error message and the cancellation process will be terminated:

ASN Maintenance - ASN Details (Supplier View)

Exceptions Purchase Order Replenishment Delivery Tools

ASN 1000012344 cannot be cancelled with partial or full receipt Qty successfully.

Display Message Log

Selection

Show:

ASN No.:

Inbound Delivery No.:

Packing List:

Bill/Lading No.:

Customer Location:

Ship-From Location:

Note:

Once the ASN is canceled, the PO will be unblocked, and supplier can make changes on PO confirmation again.

Description of contents in ASN excel

| Column | Data Description |
|--------------------------------|---|
| ASNID | The sequence number for PO line record |
| TO_BE_CONF | To make ASN confirmation, input "Y". By default, this value is blank. |
| | "Y" or "y" for yes. Enter a "Y" for PO Line Items that you have reviewed and agree to create ASN |
| | Blank for No, means no updates will be processed for ASN creation, the record will remain as is. |
| FLEX_PO_NUMBER | The indicator for those PO line which require supplier confirmation: |
| FLEX_PO_POS | Item Status of the PO line |
| FLEX_PART_NUMBER | Flex part number |
| PROD_DESC | Product description |
| ETA/ETD | Indicator for ETA or ETD on ASN date |
| SHIP Date (Supplier Dock Date) | ASN Ship date. For ETD supplier, ASN Shipping date is the key value for ASN creation and it is defaulted as current date. ASN shipping date (for ETD supplier) it cannot be Past due (compare to current date) more than 7 days. |

| Column | Data Description |
|----------------------------|---|
| DELV Date (Flex Dock Date) | ASN delivery date. For ETA supplier, the ASN Delivery Date will be defaulted same as PO line confirmed date. Supplier cannot confirm a delivery date that 2 days (or more) earlier than PO line confirmed Delivery Date. |
| ASN_QTY | "ASN_QTY" column shows the quantity to be shipped for the PO. Change the ASN quantity or split shipment is NOT allowed. |
| DUE_QTY | "DUE_QTY" column shows the quantity of pending for shipment, it will be equal to PO Open quantity. |
| UNIT | Unit of Measure |
| PACKING_SLIP_NO | Packing Slip number. It is mandatory field for supplier to confirm and it cannot be BLANK. |
| TRACKING_REFERENCE_NO | Tracking Reference Number. It is mandatory field for supplier to confirm and it cannot be BLANK. |
| TRACKING_REF_IDENTIFIER | Tracking reference number identifier. |
| CARRIER_PARTY | Carrier party. The maximum character allowed is 20. |
| MEANS_OF_TRANSPORT | Means of transport. |
| GROSS_WEIGHT | Gross weight |
| GROSS_WEIGHT_UOM | UoM of Gross weight |
| PACKAGE_COUNT | Package count |
| PACKAGE_TYPE | Package type |
| NOTE | Supplier note. The maximum characters allowed is 200 |
| LENGTH | Dimension information for length |
| UOM_OF_LENGTH | UoM of length |
| WIDTH | Dimension information for width |
| UOM_OF_WIDTH | UoM of width |
| HEIGHT | Dimension information for height |
| UOM_OF_HEIGHT | UoM of height |
| LOT_CODE | Lot code |
| MANUFACTURE | Manufacture code |
| NETWEIGHT | Net weight. the UoM of net weight will refer to column "GROSS_WEIGHT_UOM" |
| COUNTRY_CODE | Country code |
| COUNTRY_DESC | Description of country |
| SHIPTO_LOC_NO | The warehouse code From Flex |
| SHIPTO_DESC | Description of Warehouse |
| REVISION | Item revision |
| SHIPFROM_LOC_NO | Supplier code used in Flex ERP system |

FORECAST EXCEL EMAIL

Flex will send the Forecast file via e-mail with subject keyword “Forecast” . Generally, you will receive once a week.



The excel file contain 2 worksheets

- Forecast data
- Supplier Response Instruction as guidance to commit to Flex forecast

If there are more than 1000 products line, you will receive a zip file containing more than 1 Forecast excel file. This is to improve overall system performance when dealing with huge data.

Please open the zip file and save the Forecast excel files into your local drive with xlsx format.

View Forecast data

The general information is displayed in Forecast header:

| | A | B | C | D | E | F | G | |
|---|----------------------------|--|-------------|---------------|----------|-------------|--------------|--|
| 1 | Forecast Data | | | | | | | |
| 2 | Flex Company ID : | 015 | | | | | | |
| 3 | Flex Company Name: | Flextronics Electronics Technology(Shenzhen) Co.,Ltd | | | | | | |
| 4 | Supplier Name | MOLEX HONGKONG/CHINA LTD | | | | | | |
| 5 | Supplier Type | ETA | | | | | | |
| 6 | Date & Time File generated | 09/27/2018 | 13:57:29 | UTC+7 | | Date Format | ##/DD/YYYY | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | Forecast ID | Flex Item Code | Supplier ID | Flex Forecast | Forecast | Forecast | Order Method | |

| Forecast Header | Data Description |
|----------------------------|--|
| Flex Company ID | Flex Company code |
| Flex Company Name | Flex Company name |
| Supplier Name | Supplier name |
| Supplier Type | ETA / ETD indicator ; ETA -- <u>Estimated Time of Arrival</u> . ETD – <u>Estimated Time of Departure</u> |
| • ETA | ETA – <u>Delivery Date</u> reach Flex facility |
| • ETD | ETD - <u>Departure Date</u> or Shipment Date of the goods from supplier point |
| Date & time File Generated | The generation date, time and time zone code |
| Date Format | The Date format in each forecast time bucket |

In Forecast line, the fields in yellow are the columns needed to commit and the remaining fields are only for information.

Time bucket and Forecast Qty in Time bucket

The very first Bucket (in gray color) is used to show previous week's forecast and forecast commit data.

The following first 14 columns are Daily buckets (Current week and second week).

| | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | |
|----|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-----|
| 1 | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | |
| 9 | SUPPLIER CODE | 01/29/2018 | 02/05/2018 | 02/06/2018 | 02/07/2018 | 02/08/2018 | 02/09/2018 | 02/10/2018 | 02/11/2018 | 02/12/2018 | 02/13/2018 | 02/14/2018 | 02/15/2018 | 02/16/2018 | 02/17/2018 | 02/18/2018 | 02/19/2018 | 02/26/2018 | |
| 10 | SF2001510 | | 1000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2000 | 0 | 0 | 0 | 0 | 0 | 0 | 1200 | 300 |
| 11 | SF2001510 | | 0 | 1000 | 0 | 0 | 0 | 0 | 0 | 0 | 2000 | 0 | 0 | 0 | 0 | 0 | 0 | 1200 | 300 |
| 12 | | | | | | | | | | | | | | | | | | | |
| 13 | SF2001510 | | 2000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1600 | 400 |
| 14 | SF2001510 | | 0 | 2000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1600 | 400 |

The remaining 102 buckets are Weekly and the date displayed is on each Monday Date

| | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE | AF | AG | AH | AI | AJ |
|----|------------------|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|---|---|----|----|----|----|----|----|----|----|----|----|
| 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | INFORMATION TYPE | SUPPLIER CODE | 01/29/2018 | 02/17/2018 | 02/18/2018 | 02/19/2018 | 02/26/2018 | 03/05/2018 | 03/12/2018 | 03/19/2018 | 03/26/2018 | 04/02/2018 | 04/09/2018 | 04/16/2018 | 04/23/2018 | 04/30/2018 | 05/07/2018 | | | | | | | | | | | | |
| 10 | FLEXDEMAND | SF2001510 | | 0 | 0 | 0 | 1200 | 500 | 500 | 500 | 0 | 0 | 500 | 0 | 0 | 0 | 0 | | | | | | | | | | | | |
| 11 | PLANSHIP | SF2001510 | | 0 | 0 | 0 | 1200 | 500 | 500 | 500 | 0 | 0 | 500 | 0 | 0 | 0 | 0 | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | FLEXDEMAND | SF2001510 | | 0 | 0 | 0 | 1600 | 0 | 0 | 400 | 0 | 400 | 0 | 400 | 0 | 0 | 0 | | | | | | | | | | | | |
| 14 | PLANSHIP | SF2001510 | | 0 | 0 | 0 | 1600 | 0 | 0 | 400 | 0 | 400 | 0 | 400 | 0 | 0 | 0 | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Description of Forecast columns

| SMI Grid Details | Data Description |
|--|---|
| Response?(Y) | Input "Y" or "y" in this field. The default blank |
| | "Y" or "y" for yes. Enter a Y / y for Forecast Items that you have reviewed and agree |
| | Blank field for No - No updates will be made for this item. Hence, if you had input the quantity, but neglected to input Y/y in this field, the Forecast commitment will not be process and the changes will be lost. |
| Flex Item | Flex Part Number |
| Supplier MPN | Manufacturer Part Number |
| Flex Warehouse | Flex Warehouse Number- Flex company code + Warehouse code |
| Inventory Commit | Applicable for SMI (Virtual hub) item. The inventory quantity to be committed by supplier. |
| UOM | Unit of Measure |
| Order Method | Supplier program for the item: |
| | <ul style="list-style-type: none"> SMI: SMI (Supplier Managed Inventory) item FLT: Full Lead Time CRP: Continuous Replenishment Program SMS: Supplier managed Shipment |
| Supplier Code | Supplier Code in Flex ERP system |
| Transport Time | The transport time maintained in Flex ERP system |
| Terms Of Delivery | Delivery Terms |
| Named Place Of Delivery | Place of shipment from location |
| Information Type | Information type |
| <ul style="list-style-type: none"> FLEX Forecast Supplier Commit | Flex Forecast |
| | The quantity plan to ship from supplier commitment. This field is editable for supplier to commit |
| Time Buckets | The very first Date-bucket is used to show previous week's forecast and forecast commit data. |
| | First 14 time-buckets are Daily (all dates within current week will be displayed) |
| | Following 102 time-buckets are Weekly |

| SMI Grid Details | Data Description |
|--------------------------------------|---|
| Minimum Stock | Used for SMI item. The agreed minimum stock balance and this is for information |
| Maximum Stock | Used for SMI item. The agreed maximum stock. This is only for information |
| Consigned or Hub Inventory Info Only | Applicable for SMI (3PL hub) item. The inventory quantity from Flex |
| In Transit Inventory (ASN) | ASN quantity . This is only for information |
| Flex Buyer Name | Flex Buyer name |
| Item Revision | Product revision level |
| Last Transaction Date | Last transaction date and time. This column indicates the latest date and time the 'forecast data' is sent from Flex for given product. (UTC time zone) |
| Document ID | The document ID from Flex ERP Forecast data. It is for information only and used for forecast validation |
| SMIREF | SMI Reference number , this is for information only. |

Make Forecast commit

CRP, SMI and SMS Order Method Forecast commit is mandatory.

The row "**SUPPLIER COMMIT**" highlighted in Yellow is used to commit Forecast for all the buckets

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | | | |
|---|----------|-----------------------------|-------------------|-----------|-----------|-----|------------|------------|-----------|---------------|-----------------|-------------|------|------------|------------|------------|------------|------------|------------|------|
| Forecast Data | | | | | | | | | | | | | | | | | | | | |
| Flex Comp:011 | | | | | | | | | | | | | | | | | | | | |
| Flex Comp:Flextronics Electronics Technology (Suzh | | | | | | | | | | | | | | | | | | | | |
| Supplier N:COILCRAFT SHANGHAI OFFICE | | | | | | | | | | | | | | | | | | | | |
| Supplier T:ETA | | | | | | | | | | | | | | | | | | | | |
| Date & Tir:03.03.2011 18:00:30 UTC-8 Date Form DD.MM.YYYY | | | | | | | | | | | | | | | | | | | | |
| | Response | Flex Item | Supplier N | Flex Ware | Inventory | UOM | Order Me | Supplier C | Transport | Terms Of | Named Pl | Information | Type | 18.02.2011 | 25.02.2011 | 26.02.2011 | 27.02.2011 | 28.02.2011 | 01.03.2011 | 02.0 |
| 0 | | CLX-755-0 | DO1608C-011J11101 | | EA | FLT | SPZU0279I7 | | FCA | Hong Kong, CN | Flex Forecast | | | 2000 | 2000 | 0 | 0 | 0 | 0 | 0 |
| 1 | | CLX-755-0 | DO1608C-011J11101 | | 0 EA | FLT | SPZU0279I7 | | FCA | Hong Kong, CN | Supplier Commit | | | 0 | 2000 | 0 | 0 | 0 | 0 | 0 |
| 2 | | | | | | | | | | | | | | | | | | | | |
| 3 | | CLXH-750-80860-CLF011J11101 | | | EA | FLT | SPZU0279I7 | | FCA | Hong Kong, CN | Flex Forecast | | | 3200 | 3200 | 0 | 0 | 0 | 0 | 0 |
| 4 | | CLXH-750-80860-CLF011J11101 | | | 0 EA | FLT | SPZU0279I7 | | FCA | Hong Kong, CN | Supplier Commit | | | 0 | 3200 | 0 | 0 | 0 | 0 | 0 |
| 5 | | | | | | | | | | | | | | | | | | | | |
| 6 | | CLXH-750-TTDLF | 450011J11101 | | EA | FLT | SPZU0279I7 | | FCA | Hong Kong, CN | Flex Forecast | | | 1000 | 1000 | 0 | 0 | 0 | 0 | 0 |

If there is FLEX Forecast, the value will default into Forecast commit quantity in "Supplier Commit" columns. Pls make the commits for all the buckets

Response Y column

Once all commit is done, pls enter "Y" or "y" in "Response" column:

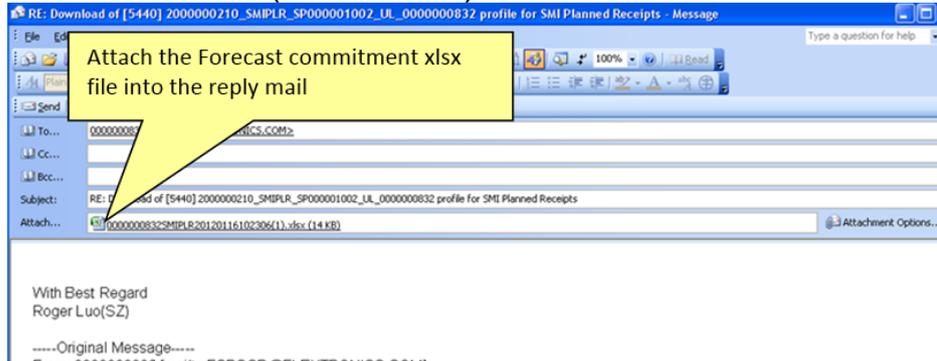
| | A | B | C | D |
|----|---------------------------|--------------------------------------|--------------|----------------|
| 1 | Forecast Data | | | |
| 2 | Flex Company ID : | 832 | | |
| 3 | Flex Company Name: | Flextronics Industrial (Zhuhai) Ltd. | | |
| 4 | Supplier Name | MULTEK HK LTD_888 | | |
| 5 | Supplier Type | ETD | | |
| 6 | Date & Time File generate | 02/06/2018 | 03:22:29 | PST |
| 7 | | | | |
| 8 | | | | |
| 9 | Response?(Y) | FLEX_ITEM_CODE | SUPPLIER_MPN | FLEX_WAREHOUSE |
| 10 | | HEK-LP033 | MPN002 | 832832MUT |
| 11 | Y | HEK-LP033 | MPN002 | 832832MUT |
| 12 | | | | |
| 13 | | KCRE-100-04006-0241 | ERJ2GEJ241X | 832832MUT |
| 14 | Y | KCRE-100-04006-0241 | ERJ2GEJ241X | 832832MUT |

If there are Forecast data which are not marked "Y" or "y" this item will be considered as not confirmed and it will NOT be processed.

Save and Response Forecast commitment

1. Once you have reviewed and made all your Forecast commit in the Excel file, save the Excel sheet as default format (.xlsx format)
2. Open the original Forecast excel email
3. You MUST reply to this e-mail by clicking “Reply” button (It will use the same server mail address **FSPSCP@FLEX.COM** and the same e-mail subject in the reply message):

Attach the Forecast file (with .xlsx format) and send the mail.



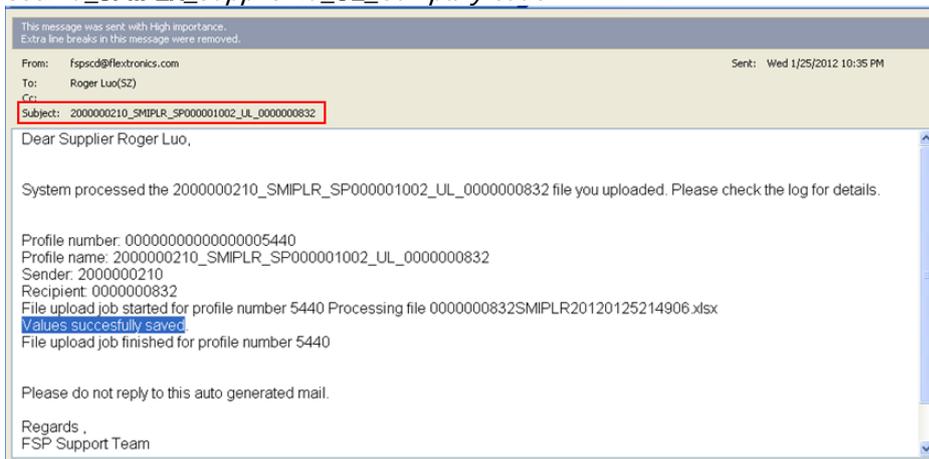
Note:

As the email subject contains important information for ASN response process, please keep the same email subject in your reply mail.

Forecast commit acknowledgement

This may take 10-15 minutes (depending on the size of file and the speed of network to process the data and publish in Flex ERP system).

Flex will send an acknowledgement mail with Forecast commit status. Below is a sample of status mail *User Id_SMIPLR_Supplier Id_UL_Company code*

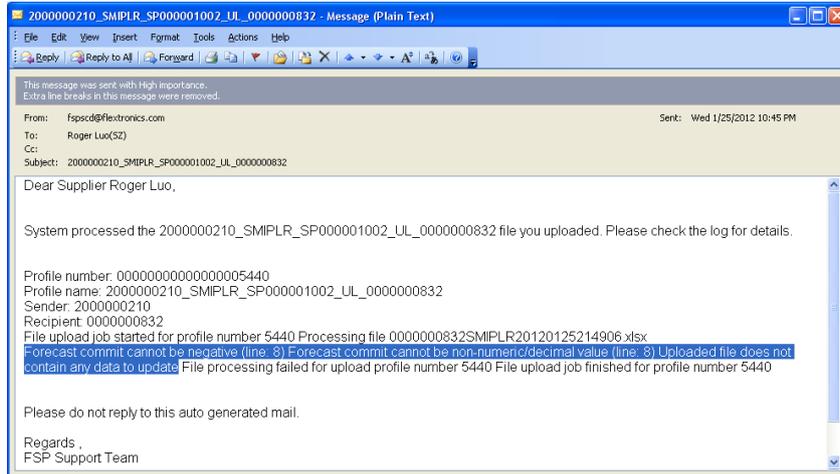


Below are the messages that could be included in the acknowledgement mail:

| Message | Message Description |
|-----------------|---|
| Success Message | Values successfully saved. |
| Error Messages | Only Y or y is allowed. -- (When there is invalid character in “Response” column) |

| Message | Message Description |
|---------|--|
| | Forecast commit cannot be negative (line XX) -- (When the forecast commit quantity is negative number) |
| | Forecast commit cannot be non-numeric / decimal (line XX) --(When the non-numeric or decimal character is found in Forecast commit field) |

Below is sample of the response mail:



Please check the commit data and return the mail to Flex.

Make Inventory commit

This is optional data and it is applicable for CRP or SMI item. Buyers will instruct you if commit is required.

The column "INVENTORY_COMMIT" is highlighted in Yellow is used to commit Inventory Qty

| | A | B | C | D | E |
|----|---------------------------|--------------------------------------|--------------|----------------|------------------|
| 1 | Forecast Data | | | | |
| 2 | Flex Company ID : | 832 | | | |
| 3 | Flex Company Name: | Flextronics Industrial (Zhuhai) Ltd. | | | |
| 4 | Supplier Name | MULTEK HK LTD_888 | | | |
| 5 | Supplier Type | ETD | | | |
| 6 | Date & Time File generate | 02/06/2018 | 03:22:29 | FST | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | Response?(Y) | FLEX_ITEM_CODE | SUPPLIER_MPN | FLEX_WAREHOUSE | INVENTORY_COMMIT |
| 10 | | HER-LP033 | MPN002 | 832832MUT | |
| 11 | Y | HER-LP033 | MPN002 | 832832MUT | 0 |
| 12 | | | | | |
| 13 | | KCRE-100-04006-0241 | ERJ2GEJ241X | 832832MUT | |
| 14 | Y | KCRE-100-04006-0241 | ERJ2GEJ241X | 832832MUT | 0 |
| 15 | | | | | |

Pls enter the Inventory Qty on hand and respond to Flex.

END OF DOCUMENT