Jabil FS2 Vendor Portal (VP)

Suppliers User Manuals

Version 1.0

JABIL

FS2 VENDOR PORTAL (VP)

A platform for supplier to ease and simplify business process with us

5 SIMPLE TILES THAT SUPPLIER NEED TO KNOW

🛒 Purchase Orders

This tile displays the **open Purchase Orders with suppliers**, at the same time **enabling invoice submission directly from the purchase order**.

To submit an invoice, select the Purchase Order you wish to invoice against, then click "Copy to Invoice".

Input all the mandatory fields and correct the info as per needed. Attach invoice document and submit your invoice.

Our Accounts

This tile summarizes supplier account number with Jabil and all the related data associated with supplier accounts.

You can **validate vendor account information** (i.e. suppliers' company name, country of origin, company address, contact number, payment terms, payment method and bank information) in this tile.

If there is any data discrepancy, please follow current practice to contact respective buyer to update VMM data in order reflect the correct information in VP.

🏭 Company

This tile summarizes Jabil company/entity which supplier is dealing business with, and the related data associated with Jabil company/entity.

Check your relationship with Jabil entity as well as the entity name, address & tax information.

Invoice

This tile shows suppliers' invoice status.

You can export the summary of invoice status into excel format.

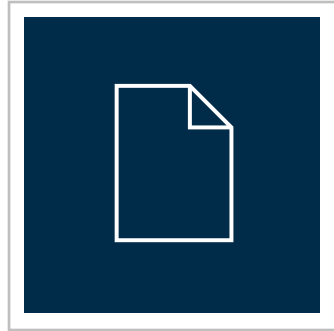This tile allows you to **track the invoice status** whenever you want

Remittance Advice

This tile also shows your **invoice paid status**.

Similar function with Invoice tile.

The main difference between two tiles is that, for **"Paid"** invoices, payment document and payment date will be shown in Remittance Advice tile.
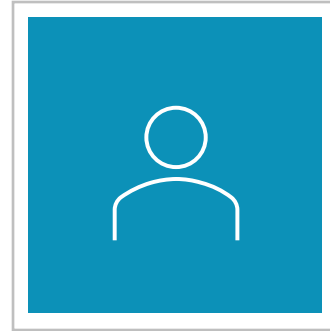
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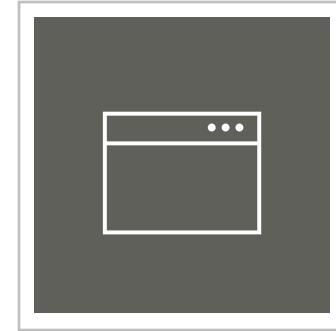1.2 Invoice Requirements

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INTRODUCTION

1.1 What is Jabil FS2 Vendor Portal (VP)?

Jabil FS2 Vendor Portal (VP) is a platform for suppliers to ease and simplify the business process with Jabil.

The benefits this platform has to offer includes:

- Gain access to enter invoice info directly online in VP (self-flip) – a much faster and accurate way to submit your invoices for payment

- Search, retrieve and flip Purchase Orders (self-flip PO into invoices and view the status of invoices with a click

- Instant access to PO, Invoice and Payment information in one place

- Check Invoice/ Payment status online at any time

And most importantly, the service is Free of Charge!

1.2 Invoice Requirements

Category	Direct Material (SAP)
	Description
Invoice Date	Invoice shall not be issued prior to the actual date of delivery
Quantity & Unit Price	Quantity and unit price of the itemized goods/services specified in an invoice must be aligned with the purchase order
Purchase Order Number	Mandatory to issue one invoice with one purchase order
	Mixture of Direct Material and Indirect Material (C-1000XXXXXXXX) purchase orders in the same invoice is not acceptable
	Mixture of non-consignment order and consignment order in the same invoice is not acceptable

1.2 Invoice Requirements

Category	Direct Material (SAP)
	Description
Invoice Description (Only applicable to China VAT - CNY currency invoices)	Product description should indicate in the invoice, do not leave it blank
	Rebate invoice/Credit Note must indicate the rebate reason, original purchase order number with line and original invoice number at "Remarks" column
	Goods or Taxable Services column must include Chinese description
	Invoice shall contain the correspondence purchase order number/consignment's information, vendor code, name of purchaser at "Remarks" column
	Fixed Asset invoice is required to indicate "Advance payment/Progressive payment/Acceptance payment/Retention payment at "Remarks" column

1.3 Invoice Submission

Category	Direct Material (SAP)
	Description
Jabil FS2 Vendor Portal	All Direct Material Supplier (Purchase order other than C-10000xxxxxx) are required to submit invoices through Jabil FS2 Vendor Portal (VP). **Jabil FS2 Vendor Portal (VP) only available for Direct Material PO Invoicing. Indirect Materials invoice processing will be remained in Coupa Service Portal (CSP).**
	Please ensure you complete VP registration through the email invitation link. If you do not receive any VP invitation link from us, please log a ticket through *Jabil FS2 Vendor Portal - Queries Form*
	Please refer to each tile in VP for Jabil FS2 Vendor Portal training materials
	Only submit invoice in **PDF Digital / OFD format (OFD format is applicable to E-fapiao)**; (Not allow ZIP / RAR File / Security Password Folder)
	Invoice# should not more than 16 digits
	Strictly for invoice submission only. Avoid send in consignment invoices & Trash (non-invoice documents, packing list, T&C, AP query, SOA, Delivery Note, Acknowledgement)

2.0

ONBOARDING TO VP

2.1 VP User Account Activation

As a registered vendor with Jabil, you will:

- Receive an email invitation link as per screenshot

- Click the blue box to activate your VP user account
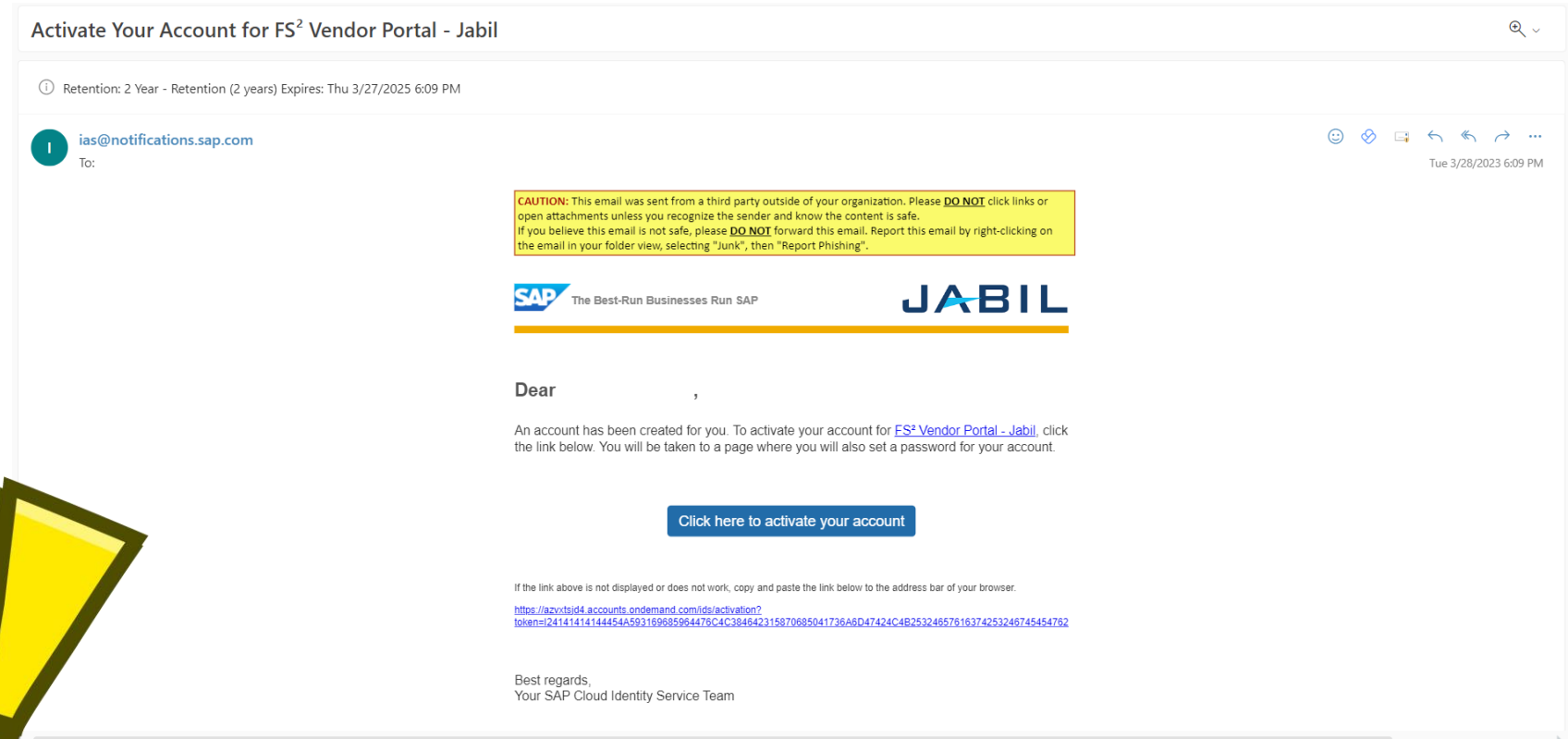
If you do not receive any VP invitation link from us, please log a ticket through *Jabil FS2 Vendor Portal – Queries Form*

2.1 VP User Account Activation

Next...

- You will be directed to VP Account Activation page

- Please ensure your details is correct and set your own password, then click "Save"

If you do not receive any VP invitation link from us, please log a ticket through *Jabil FS2 Vendor Portal – Queries Form*

Activate Your Account

An account has been created for you with Identity Authentication for use with FS² Vendor Portal - Jabil. The account information we already have for you is below.

To begin using your account for FS² Vendor Portal - Jabil, set a password below.

Tell Us About Yourself

First Name	John
Last Name *	Smith
E-Mail *	JohnSmith@xxx.com

Set Password

Password *	•••••••••• ✔👁
Re-Enter Password *	•••••••••• ✔👁

*Required

Save

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2.2 Change of VP Account User

Things to take note:

1

An account registration link can only be allowed to activate once per an account

2

If you are not the right person to access to VP, kindly log a ticket by filling in *Jabil FS2 Vendor Portal – Queries Form*. We will attend to your enquiries as soon as possible

3

It is mandatory to use a shared mailbox address for VP account registration if more than two users need to access to VP. Please note that a distribution list (DL) is not feasible and not acceptable.

2.3 Enquiries/ Questions

If you encounter any access/ log-in issue or need more information regarding Jabil FS2 Vendor Portal (VP)…

- Please log a ticket by filling in ***Jabil FS2 Vendor Portal – Queries Form*** and state the enquiries/ issues in the ticket.

- We will attend to your enquiries as soon as possible.

3.0

VP FUNCTIONALITY
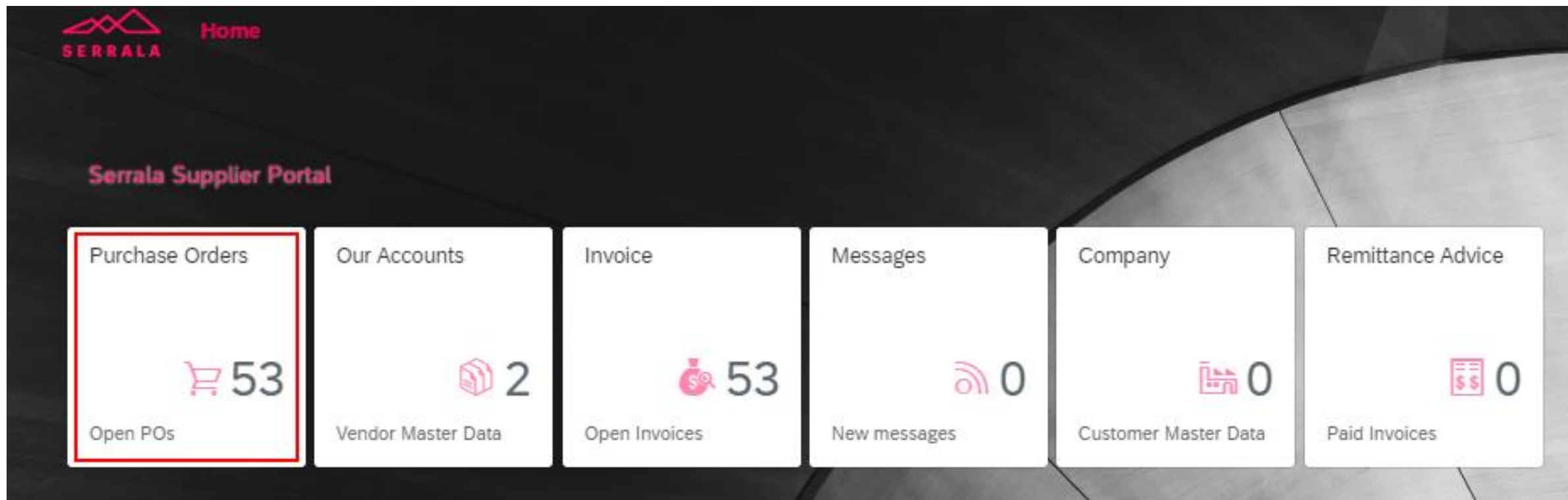
3.1 Purchase Order

- This tile displays the open Purchase Orders with suppliers, at the same time enabling invoice submission directly from the purchase order.

3.1 Purchase Orders

Information displayed in VP Purchase Orders tile

It indicates the number of available Purchase Orders

When a purchase order is selected, the details will appear on the right side.

Available Purchase Orders are displayed on the left side panel of the screen.
**(a) New = Pending Goods Receipt
(b) Open = Goods have been received**

3.1 Purchase Orders

Submit invoice through VP Purchase Orders tile

To submit an invoice, key in the Purchase Order you wish to invoice against, then click to select it.

Select the line item to be billed and click "Copy to Invoice".

3.1 Purchase Orders

Submit invoice through VP Purchase Orders tile (Con't)

This will pre-populate the information from the selected Purchase Order.

3.1 Purchase Orders

Submit invoice through VP Purchase Orders tile (Con't)

Add the invoice reference number

Correct the invoice billing date if needed. Or else, it will be default as PO creation date.

Attachment is mandatory. Please drag/add invoice PDF/OFD file to this section.

Correct the invoice total amount if needed. Input "-" in front of the amount if this is a Credit Note

Add tax amount and delivery note if applicable.

It is necessary to amend line-item amount to match with invoice total amount.

Correct the line-item quantity if needed.

Click "Submit" after all the info have been input.

3.1 Purchase Orders

Things to take note:

1 | Purchase Order tiles only displays Purchase Order (PO) number created within one year

2 | Please ensure to bill us in time before the PO becomes invisible

3 | In case where your PO is invisible, please contact your PIC accountant

4 | PO deleted & blocked is not visible in this tile, please contact buyer to unblock the PO.
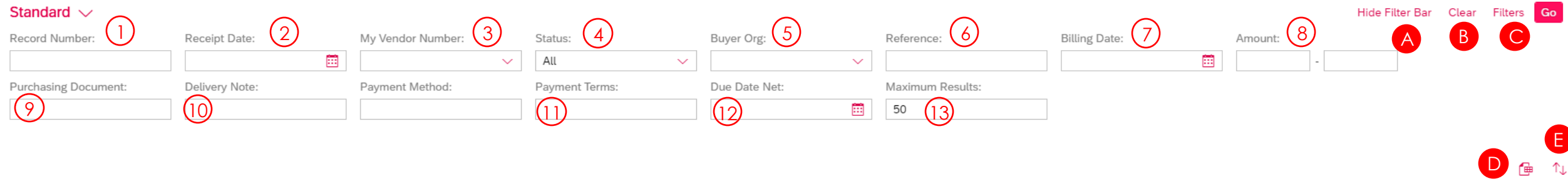
3.2 Invoice
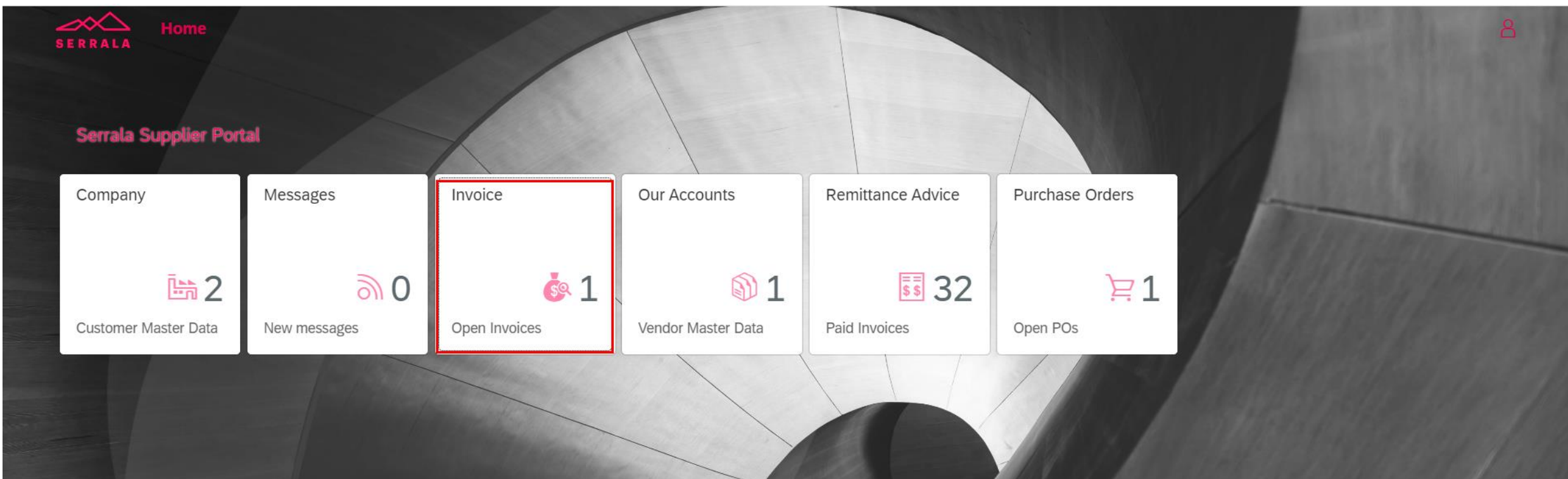
- This tile shows suppliers' invoice status.

3.2 Invoice

Information & useful buttons in VP Invoice tile

Standard ∨

Record Number: ①
Receipt Date: ②
My Vendor Number: ③
Status: ④ All
Buyer Org: ⑤
Reference: ⑥
Billing Date: ⑦
Amount: ⑧

Hide Filter Bar (A)　Clear (B)　Filters (C)　Go

Purchasing Document: ⑨
Delivery Note: ⑩
Payment Method:
Payment Terms: ⑪
Due Date Net: ⑫
Maximum Results: ⑬ 50

(D) (E)

Information
1. **Record Number:** The PTS record number created in system
2. **Receipt Date:** The date when the invoice is submitted
3. **My Vendor Number:** Your registered vendor code with Jabil
4. **Status:** The status of the invoices. You can select the status you wish to view from the drop-down list. (i.e. In Process, Processed, Paid, Cancelled and ALL)
5. **Buyer Org:** Jabil entity which supplier dealing with
6. **Reference:** Invoice reference
7. **Billing Date:** Invoice date
8. **Amount:** Invoice amount
9. **Purchasing Document:** Purchasing Document (PO) number
10. **Delivery Note:** Reference of delivery note
11. **Payment Terms:** Your agreed payment term
12. **Due Date Net:** Due date of the invoice
13. **Maximum Results:** The number of record shown. Please input "9999"

Useful buttons
A. **Hide Filter Bar:** Filter bar will be hidden if this is selected
B. **Clear:** Clear all the filters
C. **Filters:** More options for Filters is available here
D. **Export to Excel:** Click here to export the information to Excel file
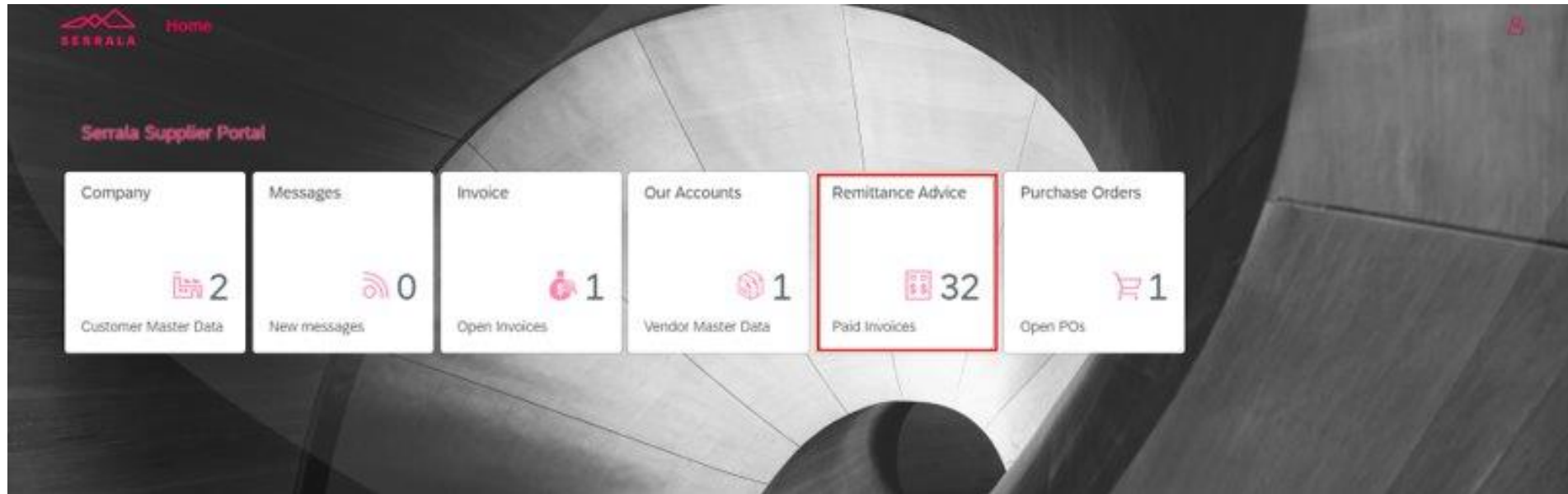E. **Sort:** Sort your invoices in desired order

3.2 Invoice

Details of status displayed in VP Invoice tile

Status	Description
In Process	Sub- Status of Invoices as follow:

Sub Status	Description	Action
Received	Invoice received , pending process	No action
Received-Duplicate	Duplicate Invoice due to the same invoice is submitted multiple times, either through the same channel or different channels	Please ensure that each invoice is submitted only once
In – Process	Invoice pending process	No action
Pending buyer release	Pending buyer release MRBR block	Please refer to respective buyer to release MRBR block
Pending good Receipt	Pending good receipt	Please refer to respective buyer to transact good receipt

| Status	Description
Processed	Invoice posted and payment will be released according to Jabil's payment cycle
Paid	Invoice has been paid
Cancelled	Invoice has been rejected due to miscellaneous issue (eg Duplicate record, Invoice re-issue & etc)
All	All the invoices under status In Process , Processed, Paid and Cancelled.

3.3 Remittance Advice

- This tile also shows suppliers' invoice status.

- Similar function with Remittance Advice tile. The main difference between two tiles is that, for "Paid" invoices, payment document and payment date will be shown in Remittance Advice tile.

Record	Receipt Date	Source	My Vendor Name	My Vendor Number	Status	Buyer Org	Invoice #	Billing Date	Amount	PO	Due Date
0005418178	Dec 6, 2022	✉	**ABCDE** MALAYSIA SDN BHD	0000235406	Paid	Jabil Kulim Machining	**12345**	Oct 19, 2022	451.35 M.	450990**XXXX**	Dec 18, 2022

Payment Document: **200000XXXX**
Payment Date: Dec 6, 2022
Check Number:

3.4 Company
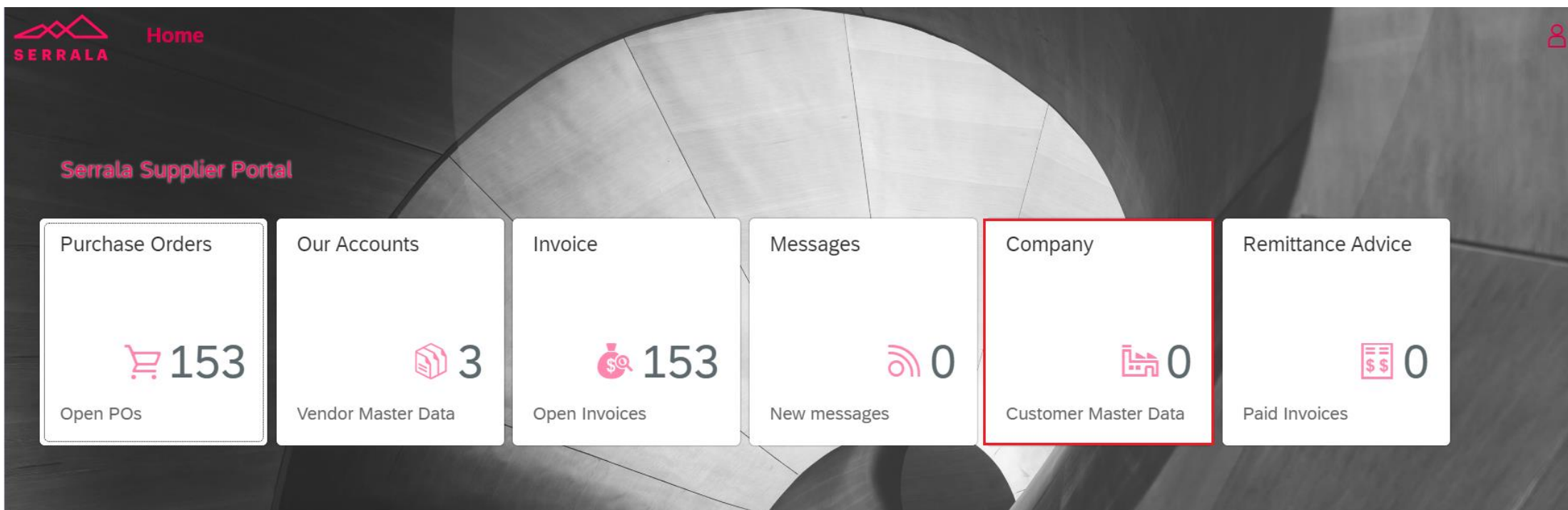
- This tile summarizes Jabil company/entity which supplier is dealing business with, and the related data associated with Jabil company / entity.

- If supplier only dealing with 1 Jabil entity, it will show 1 under this tile; Whereas, if supplier is dealing with multiple Jabil entities, it will show the total number of Jabil entity account.

- It helps supplier to determine Jabil account information for invoice billing purpose in the case that supplier is having business with multiple Jabil entities.

3.4 Company

Information displayed in VP Company tile – Contact

It indicates the number of Jabil entity which supplier is dealing with.

It shows Jabil entity name together with relevant company code

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Company ▼

Company (2)

0301
Jabil Circuit Malaysia

0308
Jabil Kulim Machining

Jabil Circuit Malaysia
Penang, MY

Contacts   Relationships   Tax Details

Company Name:	Jabil Circuit Malaysia
Name:	Jabil Circuit Sdn. Bhd.
Address:	Bayan Lepas Industrial Pk, Phase 4 Penang MY 11900

It shows information related to Jabil entity such as Jabil company name and address.

3.4 Company

Information displayed in VP Company tile – Relationship & Tax Details

Company (2)

0301
Jabil Circuit Malaysia

0308
Jabil Kulim Machining

Jabil Circuit Malaysia
Penang, MY

Contacts   Relationships   Tax Details

| Supplier ID	Name	Company Code	Company Name
123456	ABC DEF SDN BHD	0301	Jabil Circuit Malaysia

Supplier can check the tax information of Jabil entity such as company code, company name, country origin & tax ID.

It indicates the relationship between supplier & Jabil entity including Supplier code & name maintained in Jabil system and Jabil entity company code & company name.

Company (2)

0301
Jabil Circuit Malaysia

0308
Jabil Kulim Machining

Jabil Circuit Malaysia
Penang, MY

Contacts   Relationships   Tax Details

Company: 0301
Company Name: Jabil Circuit Malaysia
Country: MY
VAT ID: 000147849216

3.5 Our Accounts
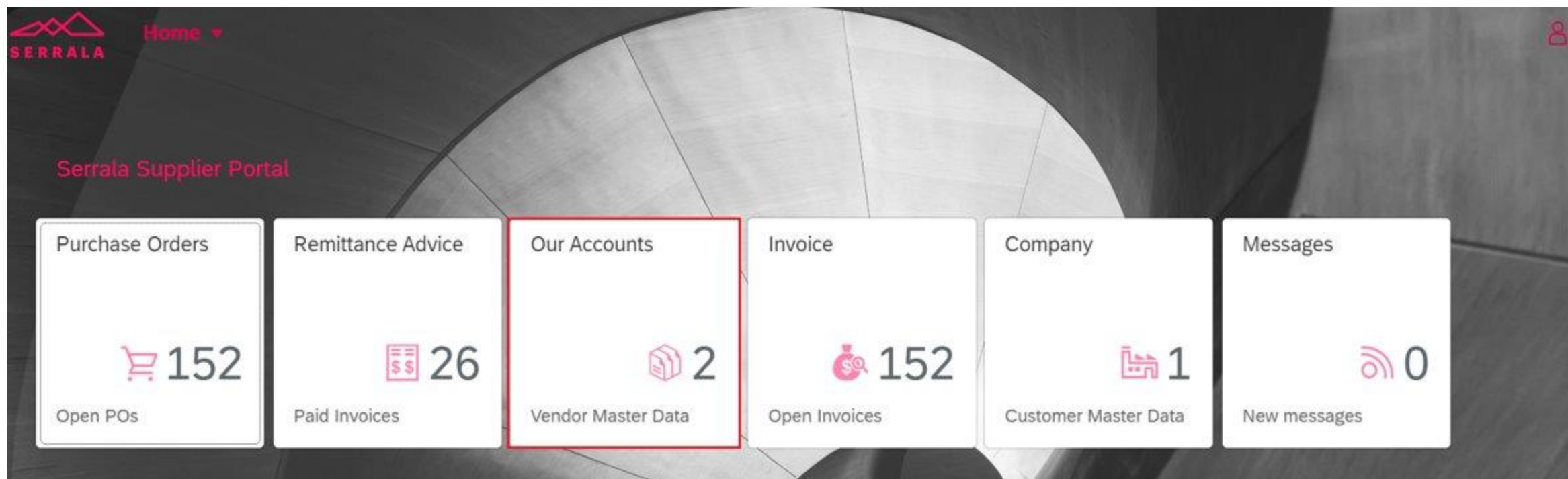
- This tile summarizes supplier account number with Jabil and all the related data associated with supplier accounts.

- It will show 1 account if supplier only has 1 vendor code created with Jabil & vice versa.

- Supplier can validate vendor account information. If there is any data discrepancy, please follow current practice to contact respective buyer to update VMM data in order reflect the correct information in VP.

3.5 Our Accounts

Information displayed in VP Our Accounts tile – Contact
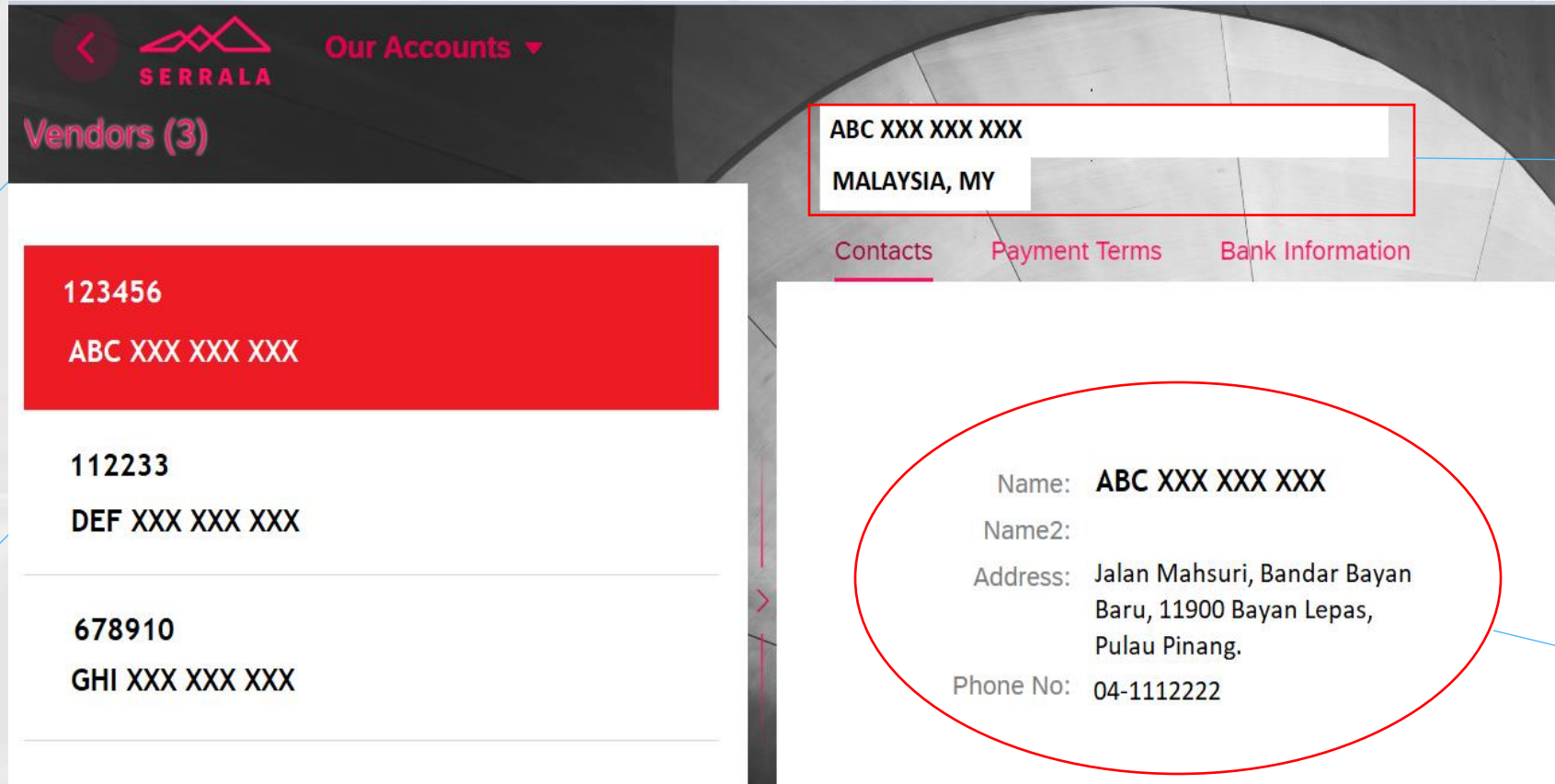
It indicates the number of supplier accounts with Jabil entities

It shows supplier multiple accounts together with vendor code & vendor name

It indicates vendor name & origin country

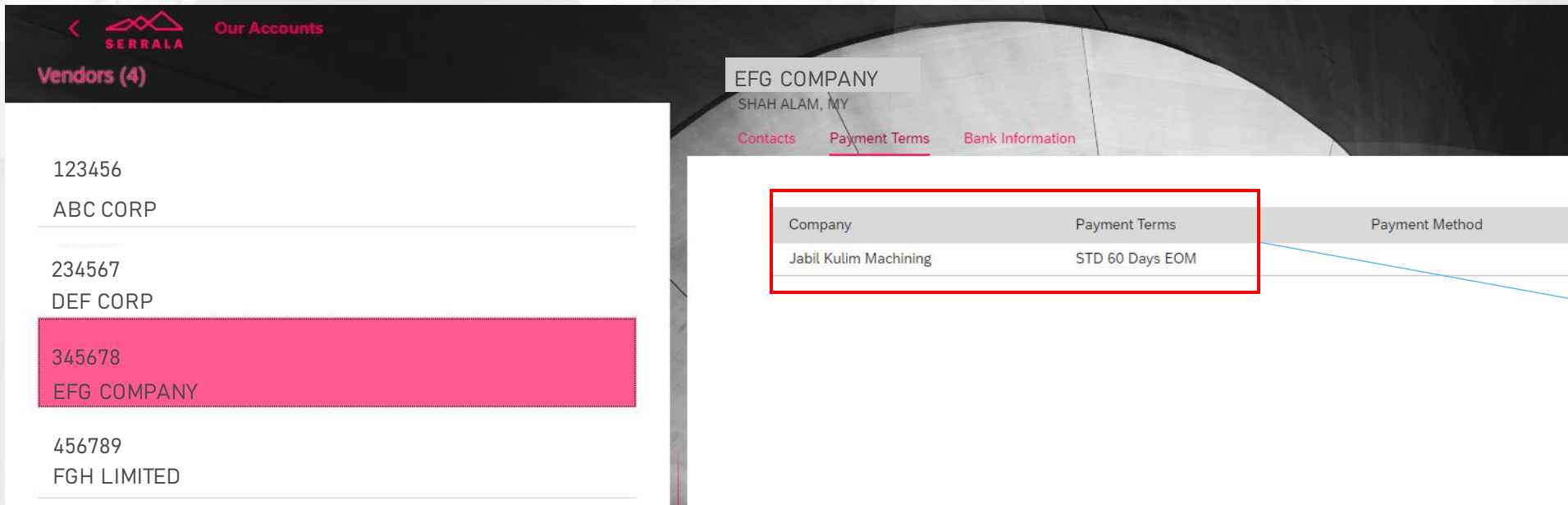It indicates supplier's name, address & contact number

3.5 Our Accounts

Information displayed in VP Our Accounts tile – Payment Terms

Under 'Payment Terms' tab, it indicates information related to payment as below :

(a) Company – The related Jabil entity which supplier account is dealing with

(b) Payment Terms – Supplier payment term maintain in Jabil System

3.5 Our Accounts

Information displayed in VP Our Accounts tile – Bank Information

This tab indicates supplier bank information such as Supplier account number (Only display the last 4 digits in Portal), Bank key & control key.

THANK YOU

JABIL | MADE POSSIBLE.
MADE BETTER.