How to answer for PO Cancellation request?

Introduction

We created this guide to help showing the STEPS and ACTIONS you should take to be able to send Purchase Order (PO) Cancellation reply to Jabil with email text collaboration.

Purchase Order Cancellation request communication

You will receive an email with embedded HTML table in email body text from the e2open system email address: mailer@services.e2open.com

Suppliers receive PO Cancellation requests in the Weekly Summary of Discrete Purchase Order Lines Alert:

Cancellation Request Alert types	Description
Summary of Discrete Purchase Order Lines	This is a weekly notification about Jabil Open PO details and required actions

Cancellation confirmation options

	Cancel Accepted	If you can accept Jabil Requested PO to Cancel
	Cancel Rejected	If you cannot accept Jabil Requested PO to Cancel

Cancellation Confirmation Procedure

Step	Action

Option 2

Reject PO Cancellation

Step	Action
1	Cancel Request = Cancel
2	Cancel RESPONSE field: populate with 'Cancel Rejected'
3	Ensure that: •