



# GREENFIELD

# NEW ASN UPLOAD TEMPLATE REV1

08-November-2020

# NEW ASN UPLOAD TEMPLATE REV1



- Improved simplified ASN Template with extra information.

## **Key changes to existing template**

- ❖ One step to Export PO details and upload.
- ❖ Shipment Date and Expected Date Format is defined at template
- ❖ Add column for Item Number, Supplier Item and Ship-To Location
- ❖ New logic that will allow for Multiple COO within the same Shipment Number



# NEW ASN UPLOAD TEMPLATE REV1

- To download New ASN template from [iSupplier](#)

❖ Shipments -> Shipment Notices -> Create Advance Shipment Notices -> Select PO lines for shipment -> **Export New ASN Upload - Rev1** -> Save File

**MOTOROLA SOLUTIONS** Supplier Collaboration

Home Orders **Shipments** Negotiations Finance Product Admin

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance Quality

**Shipment Notices**

Create Advance Shipment Notices

Upload Advance Shipment and Billing Notices

View / Cancel Advance Shipment and Billing Notices

**MOTOROLA SOLUTIONS** Supplier Collaboration

Home Orders Shipments Negotiations Finance Product Admin

Delivery Schedules Shipment Notices Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice

Export Export ASN PO details **Export New ASN Upload - Rev1**

Views

View Shipments Due Any Time Go Advanced Search

Select PO Shipments: Add to Shipment Notice

PO Number	Line	Shipment Item Number	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency	Supplier Site
0596392316	1	1			20-Jul-2020 01:00:00	1	0	0	EACH		US_100000	US1 - Elgin Mfg	USD	000
0596392380	1	1			20-Jul-2020 01:00:00	1	0	0	EACH		US_100000	US1 - Elgin Mfg	USD	000
0596392253	1	1			20-Jul-2020 01:00:00	1	0	0	EACH		US_100000	US1 - Elgin Mfg	USD	000

# NEW ASN UPLOAD TEMPLATE REV1



## • Example of exported Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Document Type	ASN	Enter the date in dd-mmm-yyyy hh:mm:ss format												
2	HEADER_SECTION	Shipment Number*	Shipment Date*	Expected Receipt Date*	Bill of Lading	Packing Slip*	Freight Carrier Code	Number of Containers	Waybill Number	Gross weight UOM	Gross weight	Tar weight			
3															
4	LINE_SECTION	Organization*	PO Number*	Revision Number*	Release Number	Line Number*	PO Shipment Number*	Quantity*	UOM*	Bill of Lading	Packing Slip*	Country of Origin	Item Number	Supplier Item	Ship-To-Location
5		US_100000	DS95392316		0		1	1	1 EACH				MSI_DEMO_ITEM_1	MOT-134	US1 - ELGIN CONSOL
6	LINE_SECTION	Organization*	PO Number*	Revision Number*	Release Number	Line Number*	PO Shipment Number*	Quantity*	UOM*	Bill of Lading	Packing Slip*	Country of Origin*	Item Number	Supplier Item	Ship-To-Location
7		US_100000	DS95392380		0		1	1	1 EACH				MSI_DEMO_ITEM_2	MOT-123456	US1 - ELGIN CONSOL
8	LINE_SECTION	Organization*	PO Number*	Revision Number*	Release Number	Line Number*	PO Shipment Number*	Quantity*	UOM*	Bill of Lading	Packing Slip*	Country of Origin*	Item Number	Supplier Item	Ship-To-Location
9		US_100000	DS95392253		0		1	1	1 EACH				MSI_DEMO_ITEM_3	MOT-12345678	US1 - ELGIN CONSOL
10															

### New fields

- 1) Item Number
- 2) Supplier Item
- 3) Ship-To-Location





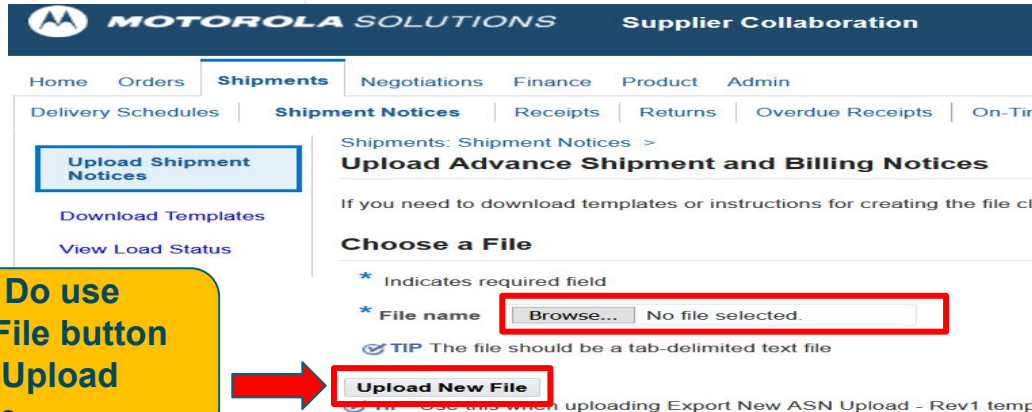
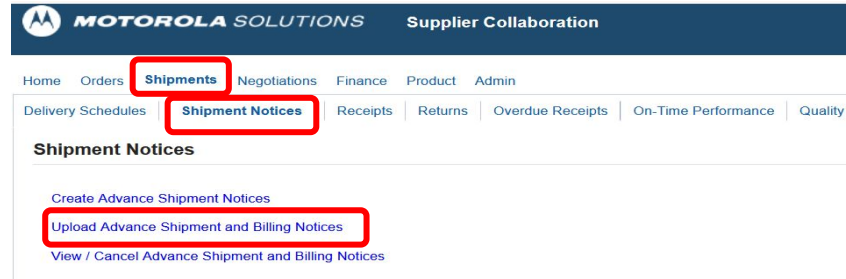
## Creating your ASN Upload Template

- ❖ Fill in Mandatory (\*) values.
- ❖ Shipment Date and Expected Receipt Date format : dd-mmm-yyyy hh:mm:ss  
**Hint**: You can copy the date format dd-mmm-yyyy hh:mm:ss and paste this to the Excel cells as a custom format. - See appendix for screenshot
- ❖ Do update with correct Shipped Quantity.
- ❖ COO Codes and Freight Codes available in iSupplier Job Aids - ASN Upload - Excel Template - December.



# NEW ASN UPLOAD TEMPLATE REV1

- To upload ASN template:
- ❖ Shipments -> Shipment Notices -> Upload Advance Shipment and Billing Notices -> Browse File -> Insert File -> Upload New File



**REMINDER:** Do save your template as a Text (Tab Delimited) File for upload

**HIGHLIGHT :** Do use Upload New File button for New ASN Upload Rev1 template

Use this when uploading Export New ASN Upload - Rev1 template



# NEW ASN UPLOAD TEMPLATE REV1

- You will get an upload confirmation upon upload request being accepted.

**MOTOROLA SOLUTIONS** Supplier Collaboration

Home Orders **Shipments** Negotiations Finance Product Admin

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance

Shipments: Shipment Notices > iSupplier Portal: Upload Shipment Notices > Personalize "Excel ASN Confirm Main Header"

### Upload Confirmation

Personalize "Upload Confirmation"  
Personalize Stack Layout: (mainStack)

Your upload request has been accepted. Request number is 1528883

Click here to [View your file load status](#)

Personalize Table Layout: (tableLO)

**Good Practice:**  
Recheck in the portal if your ASN has been updated accordingly.

- View File Load Status to check upload status.

Delivery Schedules **Shipment Notices** Receipts Returns Overdue Receipts On-Time Performance Quality

Upload Shipment Notices

Download Templates

[View Load Status](#)

Shipments: Shipment Notices > iSupplier Portal: Upload Shipment Notices > Confirmation Page > Personalize "Excel ASN Status Main Header"

### View Load Status

Personalize "View Load Status"

View All requests

The upload request history will be saved for thirty days from the load date.

Personalize "View Load Status"

Select Request Number: [View Rejected Lines](#)

Select	Request Number	File Name	Load Date	Status
<input type="radio"/>	1528883	ASN_Template_Upload_SK.txt	11-Oct-2017	Completed

Home Orders **Shipments** Negotiations Finance Product

Delivery Schedules **Shipment Notices** Receipts Returns

### Shipment Notices

Personalize "Shipment Notices"

[Create Advance Shipment Notices](#)

[Upload Advance Shipment and Billing Notices](#)

[View / Cancel Advance Shipment and Billing Notices](#)



## Common Upload **Errors**

- ❖ Not using standard values for “Country Of Origin”, “Freight Carrier Code”, “UOM”.
- ❖ “Shipment Date” and “Expected Receipt Date” format mismatch.
- ❖ Upload Template not in Text (Tab Delimited) File Type.
- ❖ Missing Mandatory (\*) fields.
- ❖ Loading the new ASN Rev1 file into the old ASN Load function button.

**\*Note:** Re-using the same Template over and over again is not advisable.



# NEW ASN UPLOAD TEMPLATE REV1



## APPENDIX - DATE FORMAT

Export\_New(12) - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number

C1 Enter the date in dd-mmm-yyyy hh:mm:ss format

1 Document ASN Enter the date in dd-mmm-yyyy hh:mm:ss 1. Copy date format

2 HEADER\_S Shipment Number\* Shipment Date\*

Export\_New(12) - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number

C3

1 Document ASN Enter the date in dd-mmm-yyyy hh:mm:ss format

2 HEADER\_S Shipment Number\* Shipment Date\* Expected Bill of Lading

3

4 LINE\_SECT Organization\* PO Number\*

5 US\_100000 DS95392316

6 LINE\_SECT Organization\* PO Number\*

7 US\_100000 DS95392380

8 LINE\_SECT Organization\* PO Number\*

9 US\_100000 DS95392253

10

11

12

13

14

15

Format Cells

Format Cells

Number Alignment Font Border Fill Protection

Category:

General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom

Type:

dd-mmm-yyyy hh:mm:ss

General 0 0.00 ###0 ###0.00 ###0;-##0 ###0;[Red]-##0 ###0.00;-##0.00

3. Click on Custom -> Paste date format into Type -> OK

Type the number format code.

OK Cancel