



# 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





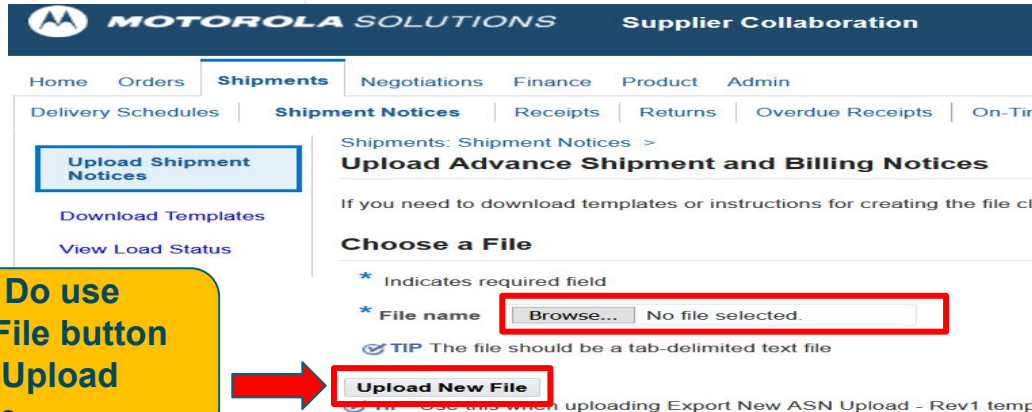
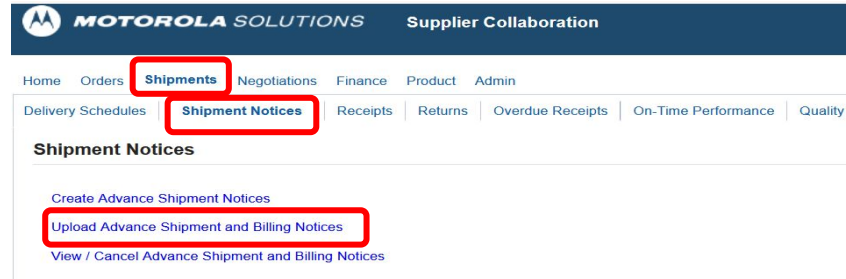
## Creating your ASN Upload Template

- ❖ 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

*i* 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\_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\_Shipment Number\* Shipment Date\* Expected Bill of

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

2. Right click on Shipment Date & Expected Receipt Date -> Format Cells

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;[Red]-##  
###0.00;-##.00

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

Type the number format code.

OK Cancel