GREENFIELD

NEW ASN UPLOAD TEMPLATE REV1

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- 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

NEW ASN UPLOAD TEMPLATE REV1

- Example of exported Template

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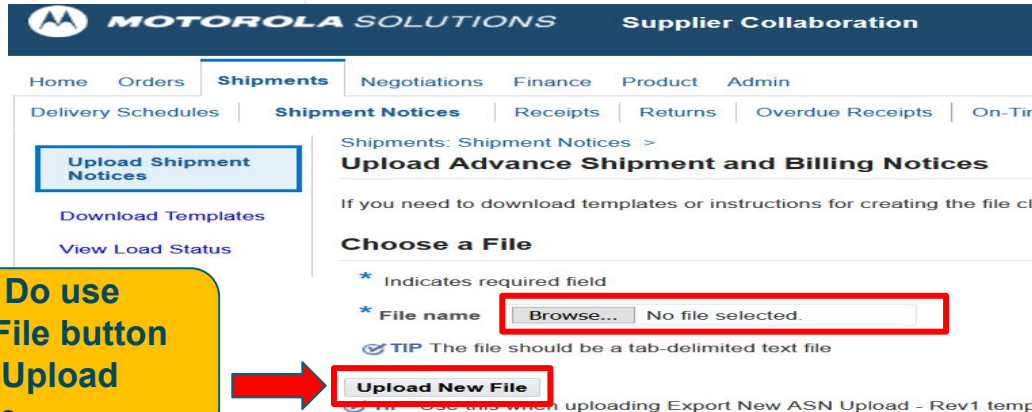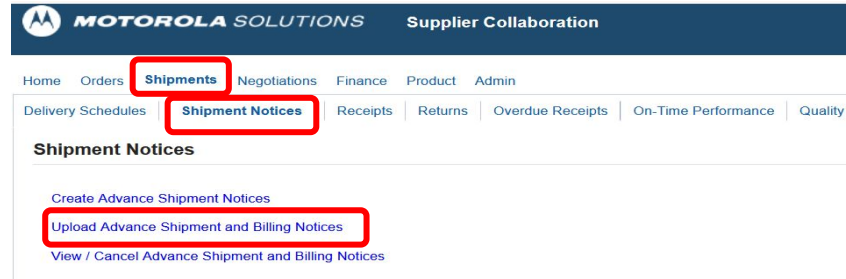1) Item Number
2) Supplier Item
3) Ship-To-Location

Creating your ASN Upload Template

❖ Fill in Mandatory (*) values.

❖ Shipment Date and Expected Receipt Date format : dd-mmm-yyyy hh:mm:ss
<u>**Hint**</u>: 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 <u>iSupplier Job Aids</u> - 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

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

• View File Load Status to check upload status.

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.

APPENDIX - DATE FORMAT

1. Copy date format

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

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