



GREENFIELD

Export ASN PO Details

08-November-2017

Export ASN PO Details



- To simplify the ASN template creation - > there is now the ability to export out the Purchase Order (PO) Details
- This prevents the need to manually fill in the PO details onto the ASN upload template.
- Once ASN PO detail is exported, simply copy and paste the details onto the ASN Upload template.



Export ASN PO Details

Navigations

- ❖ ISupplier - > Shipments - > Shipment Notices
 - > Create Advance Shipment Notices
 - > Select Shipments Due Any Time / Due This Week
 - > Go

The screenshot shows the Motorola Solutions Supplier Collaboration interface. The top navigation bar includes Home, Orders, **Shipments**, Negotiations, Finance, Product, and Admin. Below this, a sub-navigation bar includes Delivery Schedules, **Shipment Notices**, Receipts, Returns, Overdue Receipts, On-Time Performance, and Quality. The main content area is titled "Shipment Notices" and includes a "Personalize 'Shipment Notices'" section with a button for "Create Advance Shipment Notices".

The screenshot shows a "Personalize 'Views'" dropdown menu. The "View" field is set to "Shipments Due This Week". The dropdown menu is open, showing three options: "Shipments Due Any Time" (highlighted in blue), "Shipments Due This Week", and "Shipments Due This Week". A "Go" button is visible to the right of the dropdown.

Export ASN PO Details



- Select the PO(s) that will need ASN creation
- Select button - > Export ASN PO details

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**

Views

Personalize "Views"
View **Shipments Due This Week** Go Personalize Table Layout: (Add/Search/Btn/RN) **Advanced Search**

Personalize "ASN Shipment Results"

Select PO Shipments: **Add to Shipment Notice** [Refresh] [Reset] [Filter] [Columns]

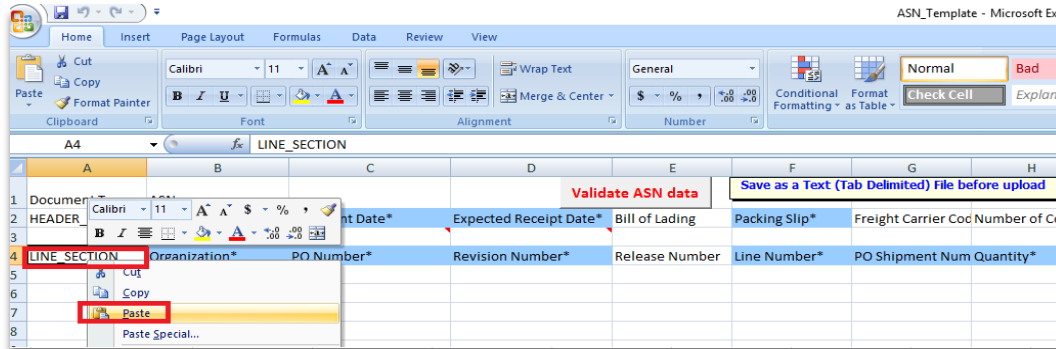
Select All | Select None

Select	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
<input type="checkbox"/>	CQ95051086	1	4	8505241U06		ANT WHIP 700/800/900 STUBBY	07-Nov-2017 00:00:00	200	200	0	EACH	US2 - Elgin DC	US_100000	US2 - Elgin DC	USD	001
<input type="checkbox"/>	CQ95056906	1	2	8505241U11		ANTENNA	07-Nov-2017 00:00:00	78	0	0	EACH	US2 - Elgin DC	US_100000	US2 - Elgin DC	USD	001
<input type="checkbox"/>	CQ95058571	1	1	NAF5080A		ANTENNA WHIP 700/800 MHZ	07-Nov-2017 13:29:16	100	0	0	EACH	US2 - Elgin DC	US_100000	US2 - Elgin DC	USD	001
<input checked="" type="checkbox"/>	AF95058580	1	1	8505241U11		ANTENNA	09-Nov-2017 10:00:00	40	0	0	EACH	US1 - Elgin Mfg	US_100000	US1 - Elgin Mfg	USD	001
<input checked="" type="checkbox"/>	AF95058581	1	1	8505241U11		ANTENNA	09-Nov-2017 10:00:00	40	0	0	EACH	US1 - Elgin Mfg	US_100000	US1 - Elgin Mfg	USD	001
<input checked="" type="checkbox"/>	AF95058582	1	1	8505241U11		ANTENNA	09-Nov-2017 10:00:00	22	0	0	EACH	US1 - Elgin Mfg	US_100000	US1 - Elgin Mfg	USD	001
<input type="checkbox"/>	AF95058372	1	1	8505241U11		ANTENNA	12-Nov-2017 10:00:00	50	0	0	EACH	US1 - Elgin Mfg	US_100000	US1 - Elgin Mfg	USD	001

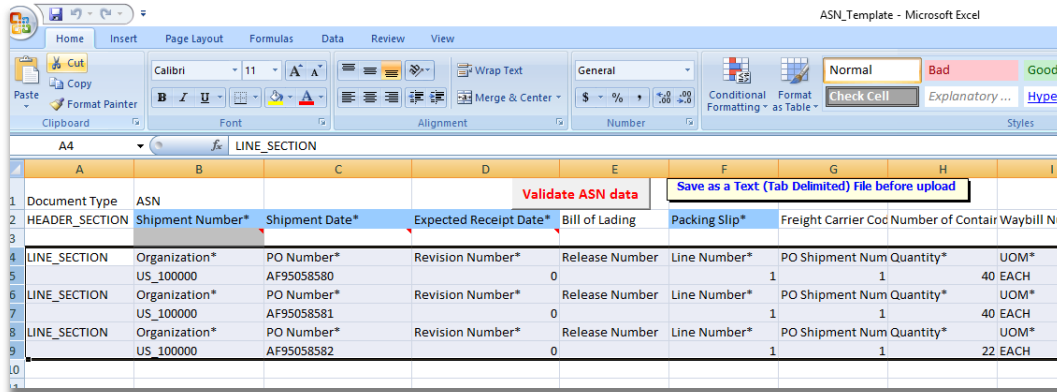


Export ASN PO Details

- Paste details onto ASN upload Template , paste at the Line Level



- The PO details will align accordingly to the ASN upload template





Export ASN PO Details

- Fill up the mandatory details (indicated with a *)
- Use button “Validate ASN data” to check for missing details
- When file is ready – remember to save as Text (Tab Delimited) for upload
- To upload - > Shipments - > Shipment Notices
 - > Upload Advance Shipment and Billing Notices
 - > Browse File - > Start Load Now

Home Orders **Shipments** Negotiations Finance Product Admin

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts

Shipment Notices

Personalize "Shipment Notices"

[Create Advance Shipment Notices](#)

[Upload Advance Shipment and Billing Notices](#)

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

Home Orders **Shipments** Negotiations Finance Product Admin

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

Shipments: Shipment Notices >

Upload Advance Shipment and Billing Notices

Personalize "Upload Advance Shipment and Billing Notices"
Personalize Stack Layout: (mainStack)

If you need to download templates or instructions for creating the file click on [Download Templates](#)

Choose a File

Personalize "Choose a File"
Personalize Stack Layout: (fileUploadStack)
* Indicates required field

* File name

TIP The file should be a tab-delimited text file