



GREENFIELD

ASN UPLOAD TEMPLATE

10-October-2017

ASN UPLOAD TEMPLATE



- Improved Simplified ASN Template.

Key changes to existing template

- ❖ Shipment Number will default from Packing List Number
- ❖ Line Packing List is defaulted from Shipment Header
- ❖ Date Format is defined at template.
- ❖ Display necessary columns only.
- ❖ Add validation “*Expected Receipt Date cannot be < Shipment Date*”
- ❖ Add Validate button to check template.
- ❖ Organization value is defaulted based on PO Prefix Ship To.



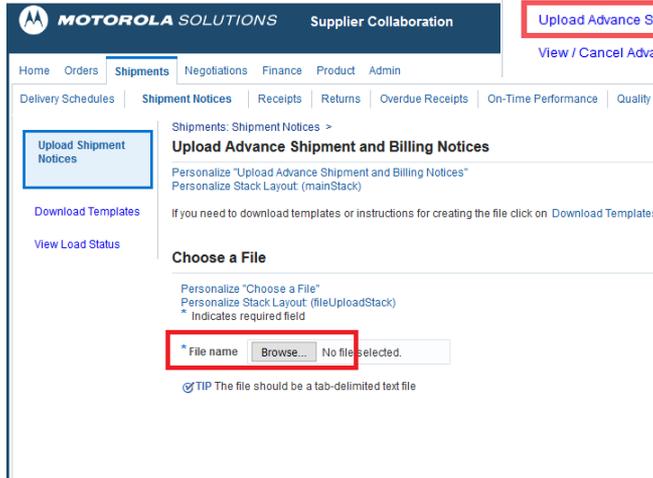
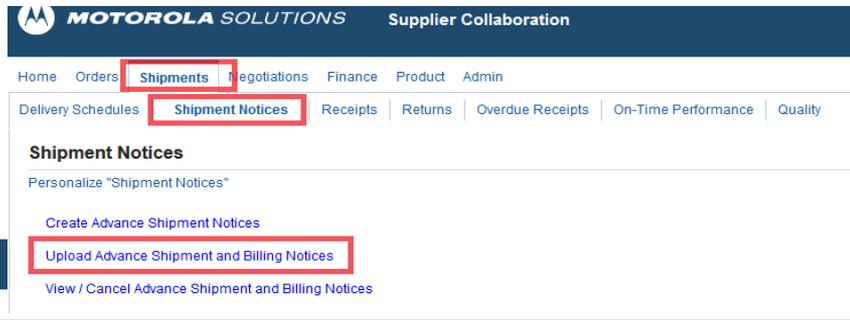
Creating your ASN Upload Template

- ❖ Fill in Mandatory (*) values. These are highlighted in BLUE.
- ❖ Do update with correct Purchase Order (PO) values (Revision / Line / Shipment Number). You may retrieve these info from the PO tab.
- ❖ Updating the PO# cell will auto populate the Organization value.
- ❖ See additional Tabs in Excel for Sample of an ASN, COO, Freight Codes and UOM standard codes.
- ❖ Use the “Validate” button to check if any Mandatory (*) values are missing.



ASN UPLOAD TEMPLATE

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



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





ASN UPLOAD TEMPLATE

- 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 [Go]

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

Personalize "View Load Status"

Select Request Number: [View Rejected Lines](#) [Refresh] [Filter] [Settings] [Help]

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”.
- ❖ Upload Template not in Text (Tab Delimited) File Type.
- ❖ Missing Mandatory (*) fields.

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



ASN UPLOAD TEMPLATE

Update 21 October:

- ❖ The ASN template is now available via the ISupplier Portal.
- ❖ Navigate to Shipments - > Shipment Notices
- ❖ Select Download Templates

The screenshot displays the Motorola Solutions Supplier Collaboration interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Negotiations', 'Finance', 'Product', and 'Admin'. The 'Shipments' menu is expanded, showing 'Delivery Schedules', 'Shipment Notices', 'Receipts', 'Returns', 'Overdue Receipts', 'On-Time Performance', and 'Quality'. The 'Shipment Notices' sub-menu is selected, leading to the 'Upload Advance Shipment and Billing Notices' page. On the left sidebar, the 'Download Templates' button is highlighted with a red box. In the main content area, a text block states: 'If you need to download templates or instructions for creating the file click on [Download Templates](#)', where the link is also highlighted with a red box. Below this, there is a 'Choose a File' section with a file name input field and a 'Browse...' button. A tip at the bottom indicates that the file should be a tab-delimited text file.



ASN UPLOAD TEMPLATE

Update 21 October:

- ❖ The ASN template is now available via the ISupplier Portal.
- ❖ Navigate to Shipments - > Shipment Notices - > Upload Advance Shipment and Billing Notices
- ❖ Select Download Templates



❖ ASN Template and Instructions - > Download

Home Orders **Shipments** Negotiations Finance Product Admin

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 > Personalize "Excel ASN Download Main Header"

Download Templates

Personalize "Download Templates"
Personalize Stack Layout: (topStack)

Choose the file you want to download and click on Download to save a .zip file to your system.

ASN Template and Instructions

The Zip file contains the following files:

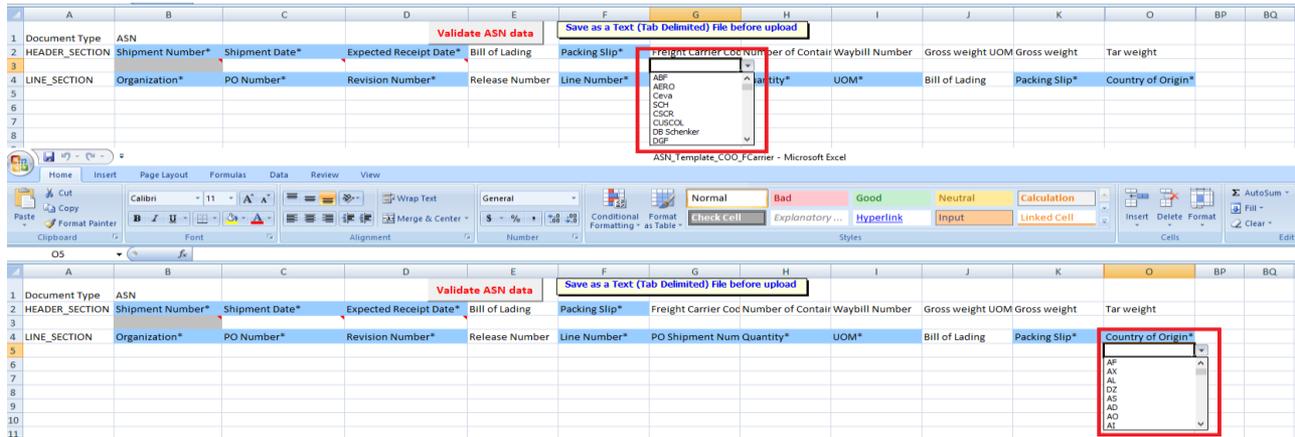
- General instructions on how to load shipment notices
- A template file that can be opened and edited in excel
- Excel spreadsheet sample files illustrating how ASN/ASBN data can be uploaded

File name



ASN UPLOAD TEMPLATE

- ❖ Update 11/4: RE: IS8-B / IS21
- ❖ ASN template will have Dropdown list available for
 - Freight Carrier Code
 - Country of Origin



- ❖ You may find corresponding values in the Template's tab:

