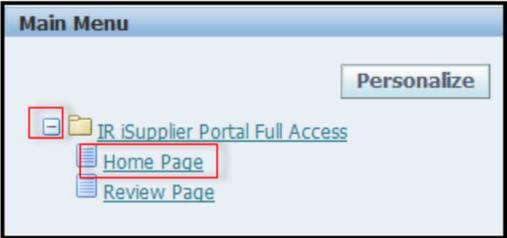
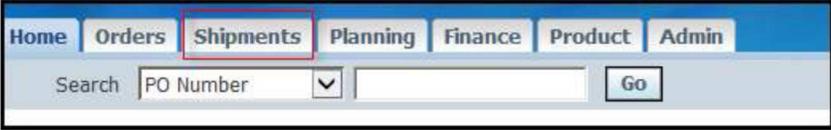


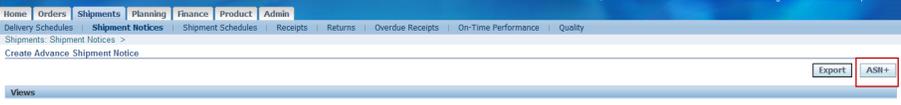
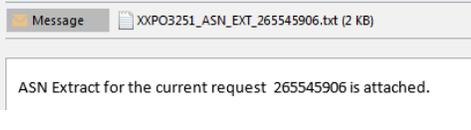
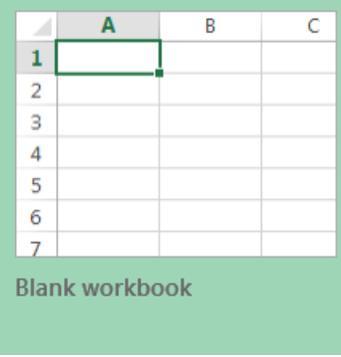
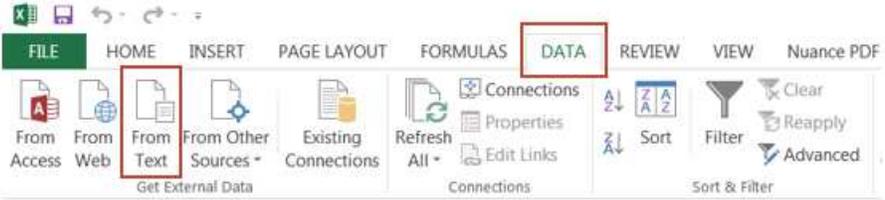
iSupplier How to Mass Upload Items to an ASN

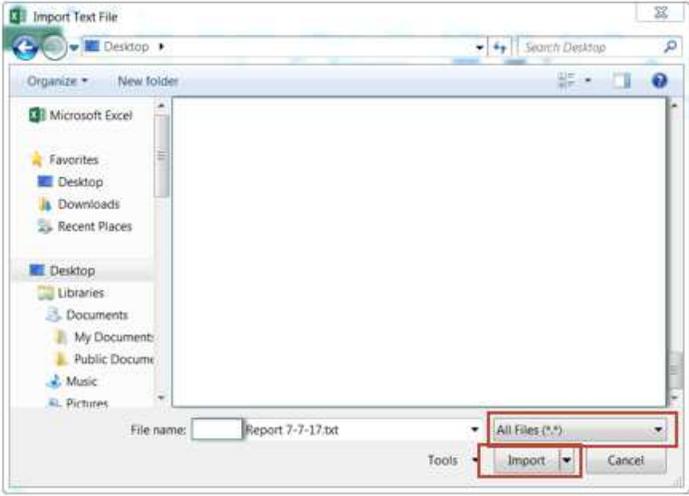
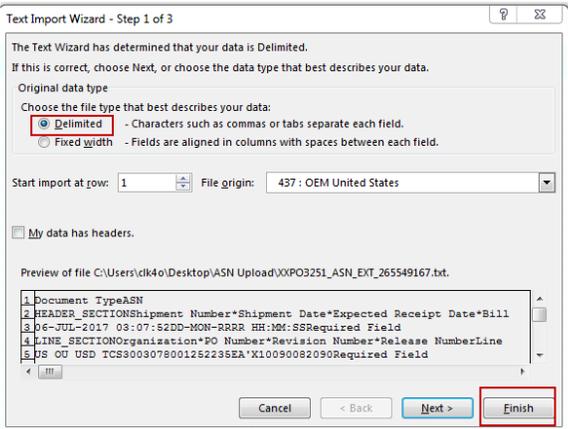
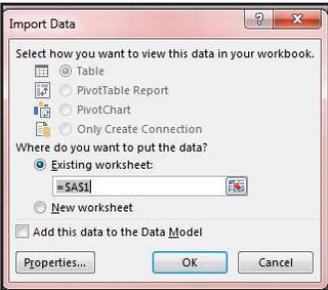
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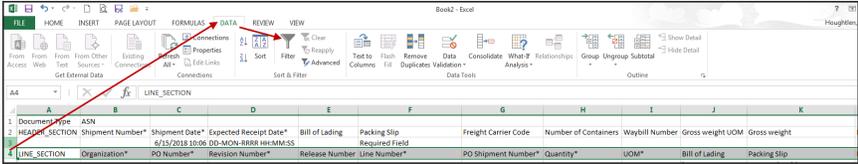
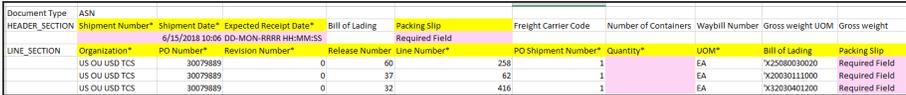
1.0 Mass Upload Items to an ASN 1

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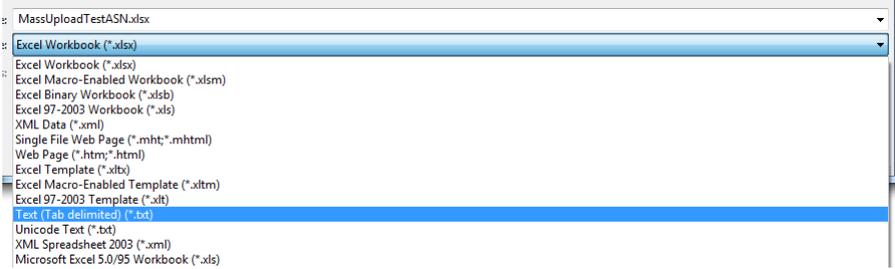
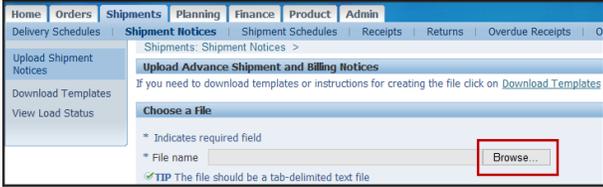
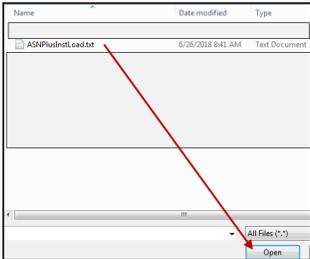
STEPS	DESCRIPTION
1. Log into iSupplier Portal	<p>Enter Username and Password then Click Login.</p> 
2. Go into Home Page	<p>Expand IR Supplier Portal Full Access then click Home Page.</p> 
3. Go to Shipments	<p>Click the Shipments tab</p> 
4. Shipment Notices	<p>Click Shipment Notices in the task bar directly below the tabs</p> 
5. Create Advance Shipment Notices	<p>Click View / Cancel Advance Shipment and Billing Notices</p> 

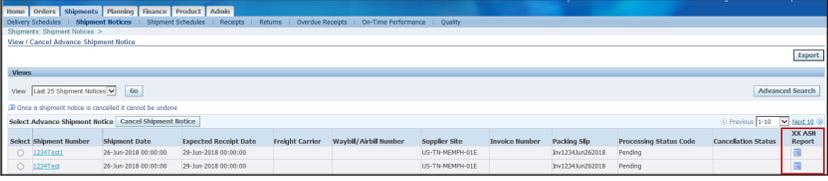
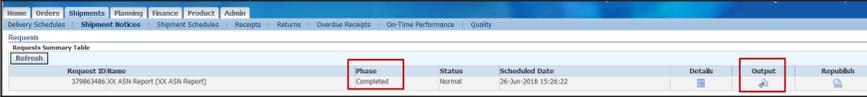
STEPS	DESCRIPTION
6. Shipments Due Any Time	Change your View to Shipments Due Any Time 
7. ANS+	Click ANS+ 
8. Emailed File	The system will automatically email you a .txt file 
9. Save	File, Save As and save the .txt file to a location on your computer
10. Excel	Open Excel to a blank workbook 
11. Data Tab	Move to the Data tab at the top of your workbook, then select From Text 

STEPS	DESCRIPTION
<p>12. Browse</p>	<p>The file type should also be set to All Files (*.*). Then browse for the .txt file that was saved in your documents and click Import.</p> 
<p>13. Text Import Wizard</p>	<p>The Text Import Wizard will pop up, leave it as Delimited and click Finish</p>  <p>If this box appears click OK</p> 

STEPS	DESCRIPTION
<p>14. Open in Excel and remove parts not shipping</p>	<p>It will now open up the file in Excel. To search for only the parts you want to ship you can put a filter on line 4. Click the #4 on the far left to hi-light the entire row, then click on the Data tab and then the Filter option.</p>  <p>You can filter the row by any of the columns and delete the rows you do not need. The part# is shown in column J.</p>  <p>***VERY IMPORTANT – after you have your parts selected REMOVE the filter by clicking on Data tab and then the Filter option. You cannot leave the filter on because it will create an issue when we try to upload the file back to Oracle.</p>
<p>15. Complete required fields: HEADER SECTION</p>	<p>*The items highlighted in yellow are required fields. Most of the line level detail is completed by the system but there are several cells (hi-lighted in pink) that will need to be completed in the header and line sections.</p>  <p>Header Level details required are, Shipment Number, Shipment Date, Expected Receipt Date and Packing Slip.</p> <p>The date fields will need to be entered following the format below: <i>Shipment Date</i> – For example if you are shipping 7-27-17 you will have to type in the <i>Shipment Date</i> as this "27-Jul-2017 00:00:00 (This format is required for it to upload) <i>Expected Receipt</i> – For example if the <i>Expected Receipt Date</i> is 7-28-17 you will have to type in the <i>Expected Receipt Date</i> as this "28-Jul-2017 00:00:00 (This format is required for it to upload)</p> <p>HEADER FIELDS:</p> <p>Shipment Number* - Use whatever sequence you want as long as it does not contain special characters or dashes.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Shipment Number*</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">1234Test</div> <p>Shipment and Expected Receipt Date* - Use the Tilde (~) at the beginning of the date fields. Shipment date is always the current date you cannot create an ASN in advance. Shipping on 6/19/2018 and should be received on 6/22/18 the fields would be filled out like this.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Shipment Date*</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Expected Receipt Date*</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">26-Jun-2018 00:00:00</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">29-Jun-2018 00:00:00</div> <p>Bill of Lading is not a required field but we still want it completed.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Bill of Lading</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">1234Test</div>

STEPS	DESCRIPTION																																																																																																																																																																																																																																																			
	<p>Packing Slip – Any sequence you want as long as it does not contain special characters or dashes. Remember this will also be part of the system generated invoice number so use something that your accounting department can relate our payment to in your system.</p> <div data-bbox="542 359 737 428" style="border: 1px solid black; padding: 2px;"> <p>Packing Slip Inv1234Jun262018</p> </div>																																																																																																																																																																																																																																																			
<p>16. Complete required fields: LINE SECTION</p>	<p>Line Level details required are Quantity and Packing Slip.</p> <p>Packing Slip – Copy the same packing slip number you entered in the header or you can enter a completely different one if you prefer.</p> <div data-bbox="542 579 688 678" style="border: 1px solid black; padding: 2px;"> <p>Packing Slip Inv1234Jun262018 Inv1234Jun262018 Inv1234Jun262018</p> </div> <p>Quantity – Enter the quantity you are shipping that day. Do not enter more than what is requested.</p> <div data-bbox="542 762 704 894" style="border: 1px solid black; padding: 2px;"> <p>Quantity* 1200 1000 8 1 250</p> </div>																																																																																																																																																																																																																																																			
<p>17. Multiple Pallets</p>	<p>If you will be shipping multiple pallets then you are required to have a separate ASN for each pallet. You can copy and paste the entire rows 2, 3, and 4 from the completed header section by inserting them within your spreadsheet above the appropriate parts.</p> <div data-bbox="542 1087 1446 1199" style="border: 1px solid black; padding: 2px;"> <table border="1"> <thead> <tr> <th>Document Type</th> <th>ASN</th> <th>Shipment Number*</th> <th>Shipment Date*</th> <th>Expected Receipt Date*</th> <th>Bill of Lading</th> <th>Packing Slip</th> <th>Freight Carrier Code</th> <th>Number of Containers</th> <th>Waybill Number</th> <th>Gross weight UOM</th> <th>Gross weight</th> <th>Net</th> </tr> </thead> <tbody> <tr> <td>HEADER_SECTION</td> <td>1234Test</td> <td>26-Jun-2018 00:00:00</td> <td>29-Jun-2018 00:00:00</td> <td>1234Test</td> <td>Inv1234Jun262018</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>LINE_SECTION</td> <td>Organization*</td> <td>PO Number*</td> <td>Revision Number*</td> <td>Release Number*</td> <td>Line Number*</td> <td>PO Shipment Number*</td> <td>Quantity*</td> <td>UOM*</td> <td>Bill of Lading</td> <td>Packing Slip</td> <td></td> <td></td> </tr> <tr> <td></td> <td>US OU USD TCS</td> <td>30079889</td> <td>0</td> <td>29</td> <td>485</td> <td>5</td> <td>1200</td> <td>EA</td> <td>X12190025010</td> <td>Inv1234Jun262018</td> <td></td> <td></td> </tr> <tr> <td></td> <td>US OU USD TCS</td> <td>30079889</td> <td>0</td> <td>64</td> <td>516</td> <td>2</td> <td>8</td> <td>EA</td> <td>X12030401180</td> <td>Inv1234Jun262018</td> <td></td> <td></td> </tr> <tr> <td></td> <td>US OU USD TCS</td> <td>30079889</td> <td>0</td> <td>64</td> <td>516</td> <td>1</td> <td>1</td> <td>EA</td> <td>X12030401180</td> <td>Inv1234Jun262018</td> <td></td> <td></td> </tr> <tr> <td></td> <td>US OU USD TCS</td> <td>30079889</td> <td>0</td> <td>58</td> <td>514</td> <td>7</td> <td>250</td> <td>EA</td> <td>X20230205120</td> <td>Inv1234Jun262018</td> <td></td> <td></td> </tr> </tbody> </table> </div> <div data-bbox="542 1224 1446 1362" style="border: 1px solid black; 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STEPS	DESCRIPTION
<p>18. Save As (Tab Delimited)</p>	<p>Once all required fields are completed save the file as Text (Tab Delimited)(* .txt) as the file upload needs to be in this format.</p>  <p><i>*If a box pops up select Yes to keep the document saved in this format</i></p>
<p>19. Upload Advance Shipment and Billing Notices</p>	<p>Return to iSupplier and select Upload Advance Shipment and Billing Notices under Shipments, Shipment Notices.</p> 
<p>20. Browse</p>	<p>Click on Browse to find the Tab Delimited file you saved.</p> 
<p>21. Open</p>	<p>Click Open.</p> 
<p>22. Start Load Now</p>	<p>Click Start Load Now</p> 

STEPS	DESCRIPTION
<p>23. Upload Confirmation</p>	<p>If the file successfully loads you will receive an Upload Confirmation</p>  <p>The screenshot shows a navigation menu with 'Shipments' selected. Below it, a message reads: 'Upload Confirmation. Your upload request has been accepted. Request number is 32888433. Click here to View your file load status'.</p> <p>If something is missing or incorrect you will receive an error message.</p>
<p>24. Printing ASN</p>	<p>Go to View/Cancel Advance shipment and Billing Notices link</p>  <p>The screenshot shows the 'Shipment Notices' menu with 'View / Cancel Advance Shipment and Billing Notices' highlighted in a red box.</p> <p>The system shows the last 25 ASNs created and your news ones should be first in the list. Click on the XX ASN Report icon at the end of the line for the shipment you want to print.</p>  <p>The screenshot shows a table of ASNs. The first row is highlighted. At the end of the row, there is an 'XX ASN Report' icon in a red box.</p> <p>Click the REFRESH button until the Phase shows complete and an Icon appears in the Output column.</p>  <p>The screenshot shows a 'Refresh' button in a red box. Below it, a table shows an ASN with 'Phase: Pending' and 'Status: Normal'.</p> <p>Click on output Icon to view your ASN</p>  <p>The screenshot shows the same ASN table, but now the 'Phase' is 'Completed' and an output icon (a printer) is visible in the 'Output' column, highlighted in a red box.</p>

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	<p data-bbox="537 279 1430 342">Print a copy and attach to the bill of lading or packing slip as this is required for the IR location to accept your shipment.</p> <div data-bbox="537 369 1386 800" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; margin: 0;">Page 1 of 1</p> <p style="text-align: center; margin: 0;">XX ASN Report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Supplier</th> <th>Supplier Site</th> <th>Shipment Date</th> <th>Expected Receipt Date</th> <th>Bill of Lading</th> <th>Packaging Code</th> <th>Special Handling Code</th> <th>Waybill/Air Bill Number</th> <th>Tar Wt.</th> <th>Net Wt. UOM</th> <th>Packing Slip</th> <th>Number of Containers</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td>US-TN-MEMP H-01E</td> <td>JUN-26-2018</td> <td>JUN-29-2018</td> <td>1234Test</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Inv1234Jun262018</td> <td></td> <td></td> </tr> </tbody> </table> <p data-bbox="553 472 670 489">Shipment Number: 1234Test</p> <p data-bbox="1045 472 1175 489">Packing Slip: Inv1234Jun262018</p>   <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>PO Number</th> <th>Line</th> <th>Ship#</th> <th>Item Num</th> <th>Item Desc</th> <th>Qty Shipped</th> <th>UOM</th> <th>Ship to Location</th> <th>Container#</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>30079886-29</td> <td>485</td> <td>5</td> <td></td> <td>CLIP, TUBE, 75 OD TUBE</td> <td></td> <td>EA</td> <td>2701 Wilma Rudolph Boulevard, Clarksville</td> <td></td> <td>US Clarksville e TN Wilma Rudolph - CLR</td> </tr> </tbody> </table>  <p data-bbox="553 640 665 655">251234TestP-02100000010</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tbody> <tr> <td>30079886-40</td> <td>258</td> <td>1</td> <td></td> <td>BOLT, EYE, 5D-13 X 1.50 1.19 EYE</td> <td></td> <td>EA</td> <td>2701 Wilma Rudolph Boulevard, Clarksville</td> <td></td> <td>US Clarksville e TN Wilma Rudolph - CLR</td> </tr> </tbody> </table>  <p data-bbox="553 745 665 760">251234TestP-02500000020</p> </div>	Supplier	Supplier Site	Shipment Date	Expected Receipt Date	Bill of Lading	Packaging Code	Special Handling Code	Waybill/Air Bill Number	Tar Wt.	Net Wt. UOM	Packing Slip	Number of Containers	Comments		US-TN-MEMP H-01E	JUN-26-2018	JUN-29-2018	1234Test						Inv1234Jun262018			PO Number	Line	Ship#	Item Num	Item Desc	Qty Shipped	UOM	Ship to Location	Container#	Comment	30079886-29	485	5		CLIP, TUBE, 75 OD TUBE		EA	2701 Wilma Rudolph Boulevard, Clarksville		US Clarksville e TN Wilma Rudolph - CLR	30079886-40	258	1		BOLT, EYE, 5D-13 X 1.50 1.19 EYE		EA	2701 Wilma Rudolph Boulevard, Clarksville		US Clarksville e TN Wilma Rudolph - CLR
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