



GREENFIELD

Purchase Order Commits : Mass Upload

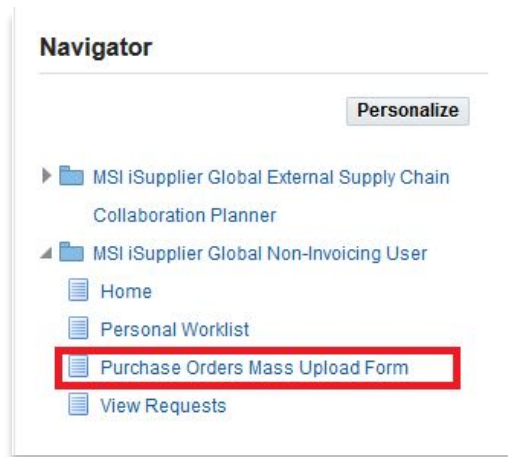
15 Sept 2018



P2P-231: Purchase Order Commits: Mass Upload

☐ Deployed in Production 15 Sept 2018

- ❖ Enhancement to download Purchase Orders (PO) from ISupplier and Upload PO Commits via Spreadsheet
- ❖ Users may download as a report of Purchase Orders available.



Navigation:

Home -> Purchase Orders Mass Upload Form



P2P-231: Purchase Order Commits: Mass Upload

- ❖ There are two tabs:
 - Use PO Download to query out your Purchase Orders
 - Use PO Upload to upload your file

PO Download PO Upload

Search

PO Number

ISupplier Status

Updated On

<input type="checkbox"/>	PO Number	Shipment Number	Item Number	Need By Date	Promise Date	Asking Quantity	Supplier Quantity	Quantity Received	Quantity Due	ISupplier Status	Po Status	Po Price	SupplierName	OU Name	Updated Date
No results found.															

- ❖ Use Filters to refine your search. **Example:** Show me POs with ISupplier Status - “Requires Acknowledgement” / Show me POs that are “Updated On” – Today’s Date.



P2P-231: Purchase Order Commits: Mass Upload

❖ Download Template and Open with Excel

MOTOROLA SOLUTIONS MSI iSupplier Global Non-Invoicing User

PO Download PO Upload

Search

PO Number

iSupplier Status Requires Acknowledgment

Updated On

Select Object **Download**

<input type="checkbox"/>	PO Number	Shipment Number	Item Number	Need By Date	Promise Date	Asking Quantity	Supplier Quantity	Quantity Received	Quantity Due	iSupplier Status	Po Status	Po Price	SupplierName	OU Name	Updated Date
<input type="checkbox"/>	CQ95180715	1		12-Sep-2018		100	100	0	100	ACKNOWLEDGMENT			(XXXX) CO., LTD.		06-Sep-2018
<input type="checkbox"/>	CQ95180712	1		12-Sep-2018		100	100	0	100						05-Sep-2018
<input type="checkbox"/>	CQ95180680	1		29-Aug-2018		600	600	0	600						29-Aug-2018
<input type="checkbox"/>	CQ95180680	2		29-Aug-2018		400	400	0	400						29-Aug-2018
<input type="checkbox"/>	CQ95180678	1		28-Aug-2018	28-Aug-2018	400	400	10	390						28-Aug-2018
<input type="checkbox"/>	CQ95178619	1		12-Aug-2018		20	20	0	20						27-Jul-2018
<input type="checkbox"/>	CQ95178617	1		29-Dec-2018		20	20	0	20						27-Jul-2018
<input type="checkbox"/>	CQ95178616	1		29-Dec-2018		20	20	0	20						27-Jul-2018
<input type="checkbox"/>	CQ95175648	1		28-Jun-2019		3000000	3000000	0	30000						23-Jul-2018
<input type="checkbox"/>	CQ95175647	1		22-Feb-2019		300	300	0	300						23-Jul-2018

Opening Purchase_Orders.csv

You have chosen to open:

Purchase_Orders.csv

which is: Microsoft Office Excel 97-2003 Worksheet
from: https://gfebsuat.motorolasolutions.com

What should Firefox do with this file?

Open with Microsoft Office Excel (default)

Save File

Do this automatically for files like this from now on.



P2P-231: Purchase Order Commits: Mass Upload

Updating Commits

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
OU_Name	PO_Number	Line	Shipm	Item_Number	Item_ID	Need_By_Date	Promise_Date	Asking_Quant	Supplier_Quant	Quantity_Recei	Quantity_Duri	Supplier_Status	Po_Status	PO_Price	Action	Reason
US_100000	CQ95180716	1	1	TEST123	150213	12-Sep-18	12-Sep-18	100	100	0	100	Requires Acknowledgment	OPEN	2.69	UPDATE	
US_100000	CQ95180715	1	1	TEST123	150213	12-Sep-18	12-Sep-18	100	100	0	100	Requires Acknowledgment	OPEN	2.69	UPDATE	
US_100000	CQ95180712	1	1	TEST123	150213	12-Sep-18	12-Sep-18	100	100	0	100	Requires Acknowledgment	OPEN	2.69	UPDATE	
US_100000	CQ95180680	1	1	TEST123	150213	29-Aug-18	12-Sep-18	600	600	0	600	Requires Acknowledgment	OPEN	2.69	UPDATE	
US_100000	CQ95180680	1	2	TEST123	150213	29-Aug-18	12-Sep-18	400	400	0	400	Requires Acknowledgment	OPEN	2.69	UPDATE	
US_100000	CQ95180678	1	1	TEST123	150213	28-Aug-18	28-Aug-18	400	400	10	390	Requires Acknowledgment	OPEN	2.69	UPDATE	

❖ Update only the cells highlighted in Yellow above.

❖ Provide your “**Promise_Date**” and “**Supplier_Quantity**” against MSI’s “**Need_By_Date**” and “**Asking_Quantity**”



P2P-231: Purchase Order Commits: Mass Upload

❑ Updating Commits

❖ There are only 2 Actions to use in the upload template

- 1) UPDATE
- 2) ADD

❖ Always use Action of “UPDATE” when updating the commits, unless there is a need to “ADD” shipment lines.

❖ A Reason is mandatory whenever your commits (either date / qty) does not match with MSI's request.



P2P-231: Purchase Order Commits: Mass Upload

❑ Uploading Your File

- ❖ Save file as a .csv format and with file name Purchase_Orders
- ❖ Navigate to tab PO Upload to upload the file
- ❖ A Request ID will be generated.

The screenshot displays the Motorola Solutions P2P-231 interface. At the top, the Motorola logo and 'MOTOROLA SOLUTIONS' are visible, along with the user role 'MSI iSupplier Global Non-Invoicing User'. Below this, there are two tabs: 'PO Download' and 'PO Upload', with the latter highlighted by a red box. The 'PO Upload' section contains an 'Upload' form with a 'Browse' button (highlighted by a blue box) and a text field containing 'Purchase_Orders.csv'. A 'Submit' button is located below the form. An 'Information' pop-up window is overlaid on the right side, displaying a message: 'Your file for [Purchase_Orders.csv] has been submitted for processing. and the Request id is :66691046'. Below the message, the 'PO Upload' tab is also highlighted by a blue box.



P2P-231: Purchase Order Commits: Mass Upload

☐ Validate Upload Status

- ❖ ISupplier Homepage – View Requests
- ❖ 5 different requests would kick off.

Home

Navigator

Personalize

- MSI iSupplier Global External Supply Chain Collaboration Planner
- MSI iSupplier Global Non-Invoicing User
 - Home
 - Personal Worklist
 - Purchase Orders Mass Upload Form
 - View Requests**

Request ID	Name	Phase	Status
66691122	MSI Common Program for Sending Email (MSI Common Program for Sending Email)	Completed	Normal
66691121	PO Output for Communication	Completed	Normal
66691084	MSIPO Mass Upload Program	Completed	Normal
66691056	MSIPO Mass Upload Loader Program	Completed	Normal
66691046	MSIPO Mass Upload Request Set (Request Set MSIPO Mass Upload Request Set)	Completed	Normal

The last 2 requests would trigger email output to user of Success/Error details

The first 3 requests indicates that the Upload is Successful when Completed / Normal.

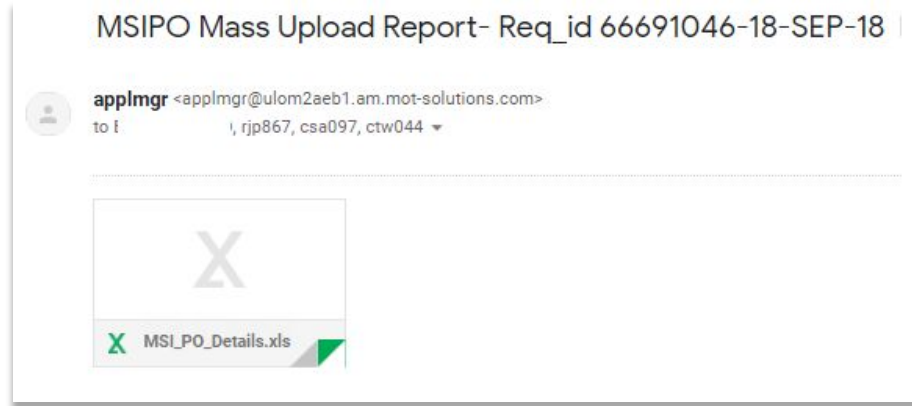


P2P-231: Purchase Order Commits: Mass Upload

❑ Sample of Email Alert

- ❖ “Processed” column – “S” indicates Success, and “E” is Error
- ❖ An error message will be provided when an Error occurred.

A	B	C	D	E	F	G	H	I	J	K	L	M
Total No of Records Processed:3												
PO_NUMBER	LINE_NUM	SHIPMENT	ITEM_NUMBER	NEED_BY_DATE	PROMISE_DATE	ASKING_C	SUPPLIER	ACTION	OU_NAME	REQUEST	processed	ERROR_MSG
CQ95180717	1	1	NAD6567A	12-Sep-18	12-Sep-18	100	100	UPDATE	US_100000		S	
CQ95180716	1	1	NAD6567A	12-Sep-18	29-Sep-18	100	50	UPDATE	US_100000		E	PLEASE PROVIDE A REASON IN FILE
CQ95180716	1	1	NAD6567A	12-Sep-18	29-Sep-18	100	50	ADD	US_100000		E	PLEASE PROVIDE A REASON IN FILE





P2P-231: Purchase Order Commits: Mass Upload

❑ Adding Lines to Commit (Split)

- ❖ A “Reason” is mandatory when a Commit is Added / Split against the original MSI request.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
OU_Name	PO_Number	Line_Num	Shipment	Item_Number	Need_By_Date	Promise_Date	Asking_Quantity	Supplier_Quantity	Quantity	Quantity	Supplier_Status	Po_Status	PO_Price	Action	Reason
US_100000	CQ95180710	1	1	Test456	27-Sep-18	27-Sep-18	200	100	0	300	Requires Ackno	OPEN	2.69	UPDATE	StandardPack
US_100000	CQ95180710	1	1	Test456	27-Sep-18	20-Oct-18	200	100	0	300	Requires Ackno	OPEN	2.69	ADD	Lead Time

In this scenario, the user has split the request of 200pcs from MSI to 2 different shipments

❑ Note:

- ❖ In the original line use Action of “UPDATE” **1**
- ❖ In the added line, copy paste the original line and amend Promise Date / Supplier Quantity as necessary. Use Action of “ADD” **2**
- ❖ Provide “Reason” for each line.
- ❖ Change request would be routed to the buyer for approval.
- ❖ There is no need to change the Line / Shipment Number.



P2P-231: Purchase Order Commits: Mass Upload

□ Summary

- Users must only update the “Promise_Date”, “Supplier_Quantity”, “Action” and “Reason” in the template.
- “Action” Column must contain “UPDATE” and “ADD”. These have to be in Capital Letters. Any other values will error out the record.
- A “Reason” is mandatory when 1) “Promise_Date” is not equal to “Need_by_Date 2) “Supplier_Quantity” is not equal to MSI “Asking_Quantity” and 3) when ADDING a new line
- Use Action of “UPDATE” when updating the “Promise_Date” / “Supplier_Quantity”.
- When Splitting a Commit line, please copy the line into the following row. Use “Action” - “UPDATE” on line 1 and “ADD” on line 2, line 3 etc. Change the “Promise_Date” / “Supplier_Quantity” as needed.
- There is no need to add a new “Shipment_Number” when adding lines. The code itself will create a new Shipment Number.
- The file must be with ~ separator only. **Please see Appendix for using List Separator ~ in your upload file**
- The file must be in CSV Format only.
- The file must have the name Purchase_Orders.
- Navigate to the Homepage to “View Requests” to view status of Upload. Users will also receive Email Notification of the Upload with Success / Error Remarks where applicable.

*****Do provide your acknowledgements to MSI POs within 48 hours*****

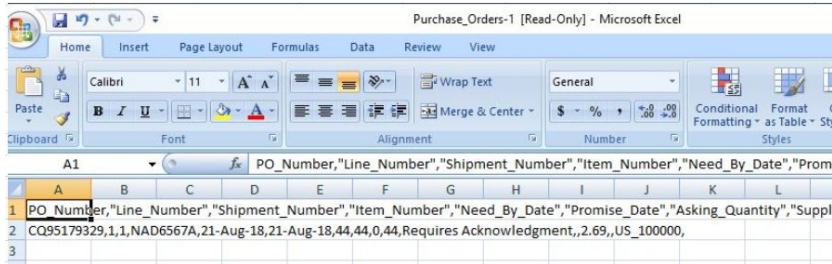
Appendix



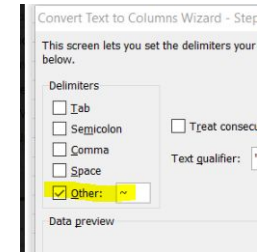
- ❑ The Upload File only Accepts “ ~ ” as a List Separator in the .csv file.
- ❑ There are 2 options to validate / correct this.

Option 1.

If you Save the File to desktop and Open with Excel, It might require you to use Text to columns to List Separate with “ ~ ”

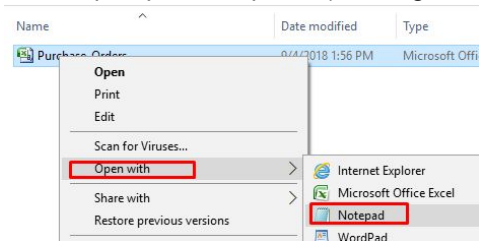


1. In Excel - highlight Column A, Excel Header - Data - Text To Column
2. Delimiters - Select Others ~
3. Finish



Option 2.

Make changes in Notepad prior to upload (if change is needed)



1. Open PurchaseOrders.csv file as Notepad.
2. Header - Edit - Replace
3. If the delimiters is “ , ”, Replace all “ , ” with “ ~ ”

