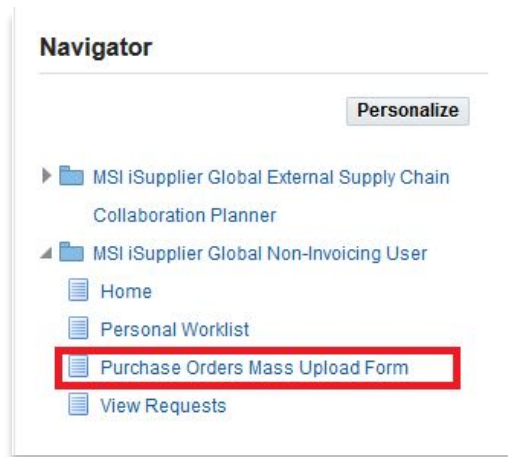# GREENFIELD
Purchase Order Commits : Mass Upload

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

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❖ There are two tabs:

Use PO Download to query out your Purchase Orders

Use PO Upload to upload your file

❖ 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.

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❖ Download Template and Open with Excel

❑ 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_Quanti	Supplier_Quanti	Quantity_Recei	Quantity_Du	iSupplier_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"

❑ **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.

❑ 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.

❑ Validate Upload Status

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

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

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

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

❑ 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
	PO_NUMBER	LINE_NUM	SHIPMENT	ITEM_NUMBER	NEED_BY_DATE	PROMISE_DATE	ASKING_C	SUPPLIER	ACTION	OU_NAME	REQUEST_	processed_	ERROR_MSG
Total No of Records Processed:3													
	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

MSIPO Mass Upload Report- Req_id 66691046-18-SEP-18

applmgr <applmgr@ulom2aeb1.am.mot-solutions.com>
to [ ], rjp867, csa097, ctw044 ▾

X

X MSI_PO_Details.xls
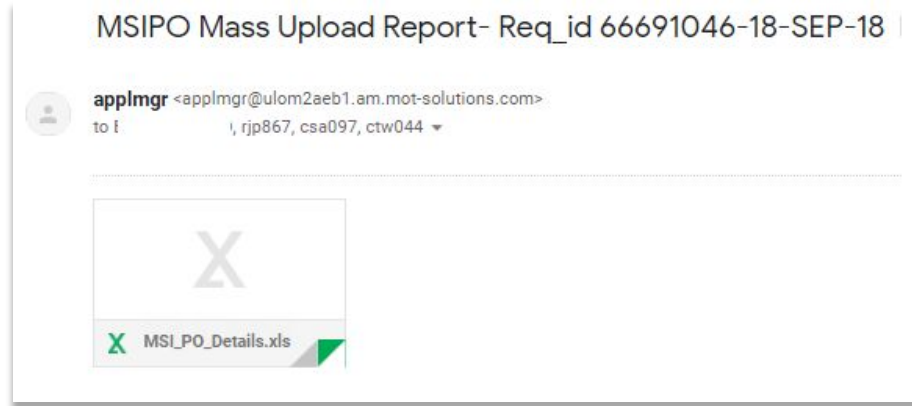
❑ Adding Lines to Commit (Split)

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

OU_Name	PO_Number	Line_Num	Shipment	Item_Number	Need_By_Dat	Promise_Date	Asking_Qua	Supplier_Qua	Quantity_	Quantity_	iSupplier_Status	Po_Sta	PO_Price	Action	Reason
US_100000	CQ95180710	1	1	Test456	27-Sep-18	27-Sep-18	200	100	0	300	Requires Ackno	OPEN		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.

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❑ 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.

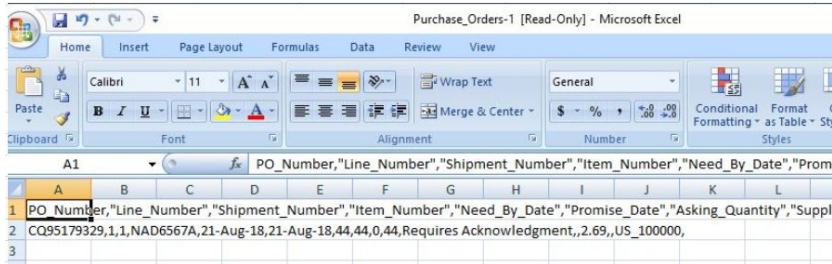*****Do provide your acknowledgements to MSI POs within 48 hours*****

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 " **~** "
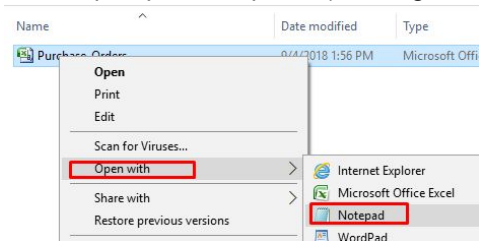

1.In Excel - highlight Column A,
Excel Header - Data - Text To Column
2.Delimiters - Select Others **~**
3. Finish
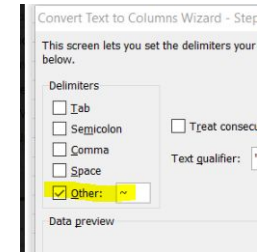
Option 2.
Make changes in Notepad prior to upload (if change is needed)

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