# Deere-Hitachi CSV File Upload process

This process should be followed when sending large, multi-line Invoices and Advanced Ship Notices (ASN) in a CSV formatted file to Deere-Hitachi. It is recommended to make a copy of the templates when preparing a new CSV file to be sent to Deere-Hitachi.

Creating the Invoice

Open the "***DEERE-HITACHI INVOICE CSV TEMPLATE.xlsx***" template file. Please note the file should be setup with only one Invoice per CSV file. The template will appear to be blank, however **CLICK ON EACH CELL FOR FIELD DESCRIPTIONS**:
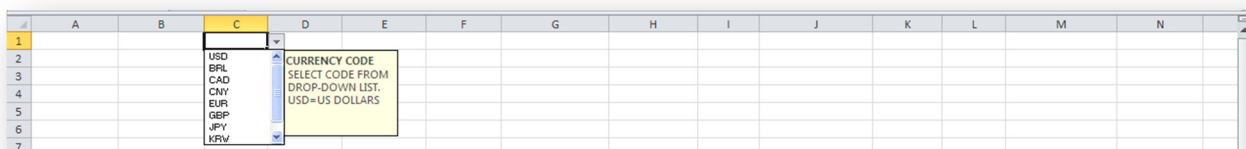
Contents of each cell are to be setup with the details listed below. **If the template format is not followed exactly, the data file will fail when you attempt to send the file to Deere-Hitachi:**
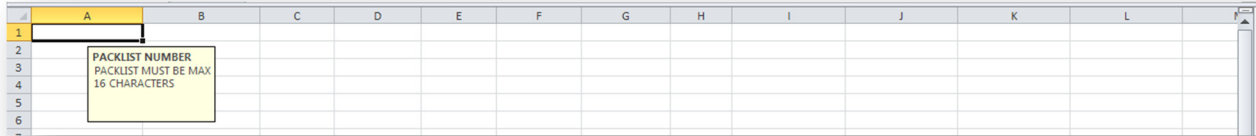
Invoice template column	Contents in Column	Format of column data
Column A	INVOICE DATE	Date Format, enter date as MM-DD-YYYY
Column B	INVOICE NUMBER	Maximum 16 characters
Column C	CURRENCY CODE	Select code from drop-down list. USD = US Dollars.
Column D	SUPPLIER ID	Enter the supplier id
Column E	BILL-TO CODE	Use "FF00" for Kernersville. Use "SB00" for DHSP.
Column F	PO NUMBER	Enter PO number, PO length is 10 digits
Column G	PO LINE NUMBER	Return this value from the PO (i.e. 10, 20, 30…)
Column H	PART NUMBER	Return this value from the PO
Column I	QUANTITY	Enter invoice quantity
Column J	UNIT OF MEASURE	Return this value from the PO
Column K	UNIT PRICE	Return this value from the PO
Column L	PRICE PER CODE	Enter 1, 100 or 1000
Column M	PACKLIST NUMBER	Packlist must be max 16 characters

SAMPLE INVOICE:

Creating the ASN

Open the "**DEERE-HITACHI ASN CSV TEMPLATE.xlsx**" template file. Please note the file should be setup with only one ASN per CSV file. The template will appear to be blank, however **CLICK ON EACH CELL FOR FIELD DESCRIPTIONS**:

Contents of each cell are to be setup with the details listed below. **If the template format is not followed exactly, the data file will fail when you attempt to send the file to Deere-Hitachi:**

| ASN template column	Contents in Column	Format of column data
Column A	PACKLIST NUMBER	Packlist must be max 16 characters
Column B	EST DELIVERY DATE	Date Format, enter date as MM-DD-YYYY.
Column C	SUPPLIER ID	Enter the supplier id
Column D	SHIP-TO CODE	Use "FF00" for Kernersville. Use "SB00" for DHSP
Column E	PO NUMBER	PO length is 10 digits
Column F	PO LINE ITEM	Return this value from the PO (i.e. 10, 20, 30…)
Column G	PART NUMBER	Return the code value from the PO
Column H	QUANTITY	Enter quantity shipped
Column I	UNIT OF MEASURE	Return the code value from the PO

SAMPLE ASN:

|	A	B	C	D	E	F	G	H	I	J	K	L
1	PACKLIST33839	20120812	4494	FF00	4500229393	10	FF39383	10	PC			
2	PACKLIST33839	20120812	4494	FF00	4500229393	20	3389392	200	PC			
3	PACKLIST33839	20120812	4494	FF00	4500229393	30	FF33903	23	PC			
4	PACKLIST33839	20120812	4494	FF00	4500229300	10	33892AD3	25	PC			
5	PACKLIST33839	20120812	4494	FF00	4500229300	50	3893	10	PC			
6												

To save the template as a CSV formatted file:

1) Click on File
2) Select "Save As", "Other Formats":
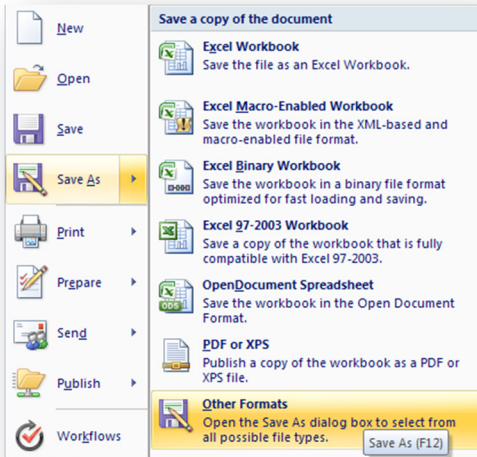
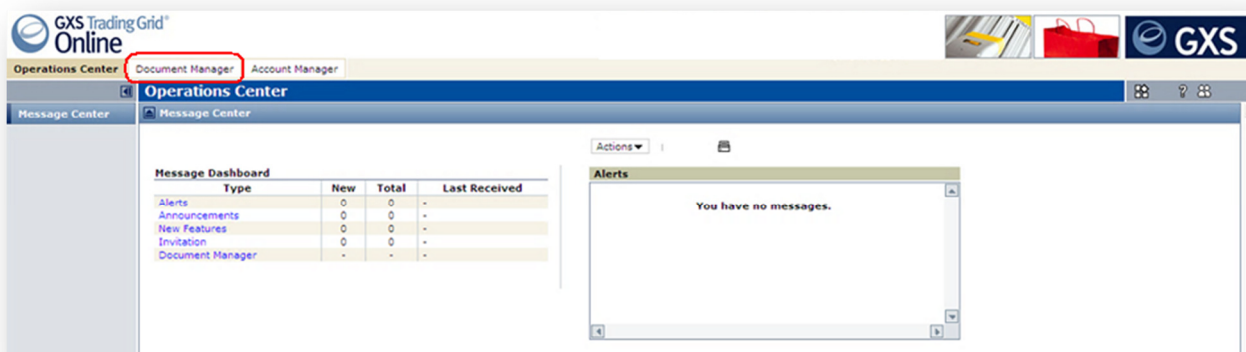3) Select CSV for the "Save as Type" and click the Save button:
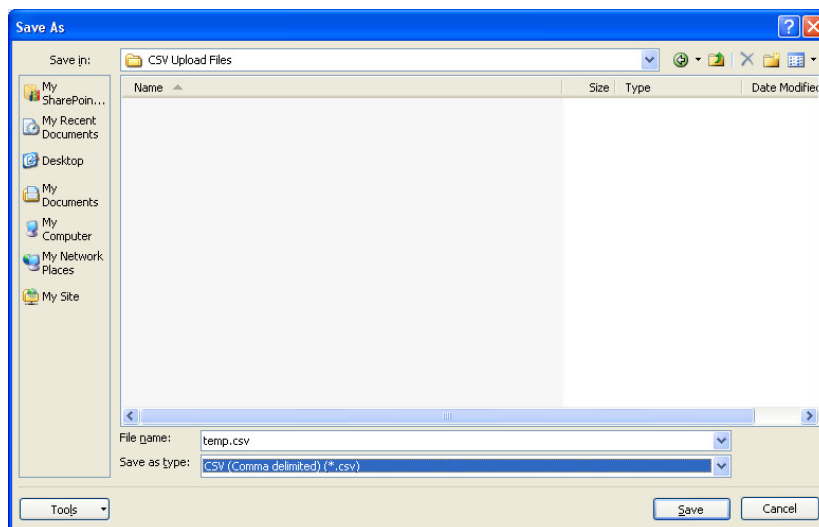
4) WHEN SAVING FILES IN CSV FORMAT, CLICK 'OK' TO SAVE ACTIVE SHEET:
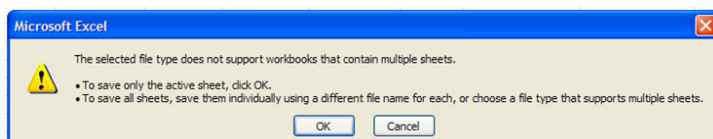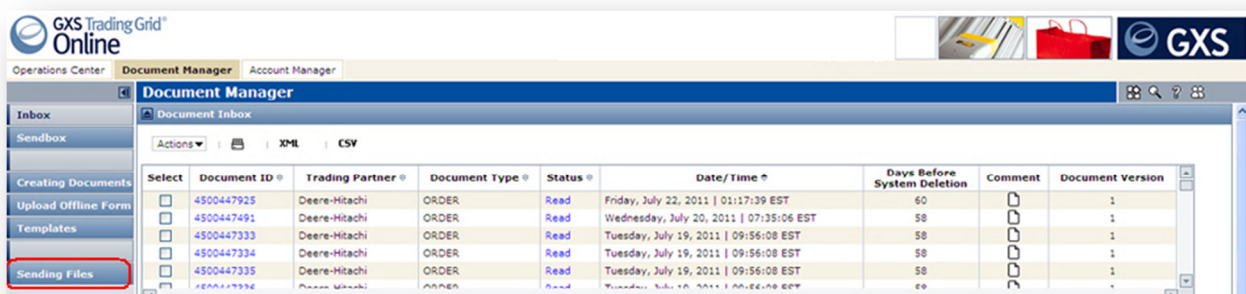
Uploading and Sending the CSV file

When your CSV file has been completed for either the 810 Invoice or the 856 ASN, you can send the file using the following steps:
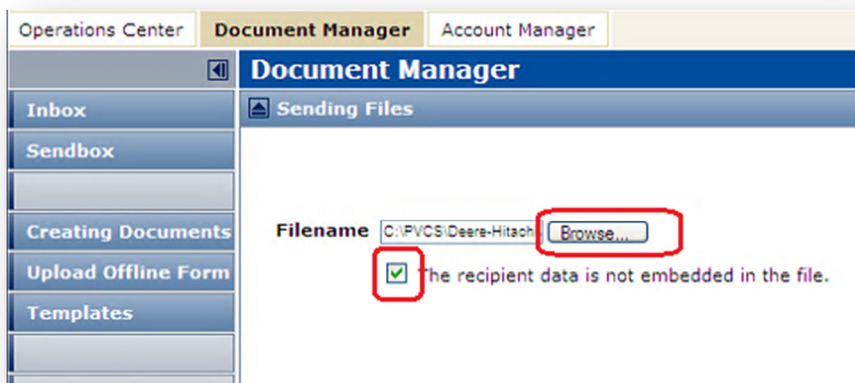
1) From the main "Operations Center" screen, click on the "Document Manager" tab:

2) From the Document Manager screen, select "Sending Files" on the left:

3) Click on the "Browse" button to search for the CSV file to upload. Select your file and click OK:

4) Your file name will appear in the "Filename" field. Check the box for "The recipient data is not embedded in the file".

5) For "Trading Relationship", select "HTCHDIWFCSVP"

6) Click on "Select" button to continue.

7) Enter the "Senders Reference". This needs to be a unique incremental value (up to 14 characters). Use today's date/time format of YYMMDDHHMM (YY=Year, MM=Month, DD=Day, HH=Hour, MM=Minute) to make this value unique
          e.g. 1109011212 (for 9-1-2011 12:12)

8) For "Application Reference" select the document type from the drop down field:
   a. For invoice files, select   **INVOICECSV**
   b. For Advanced Ship Notice files, select   **ASNCSV**

   PLEASE NOTE: **INVOICECSV** or **ASNCSV** <u>must</u> be selected depending on the form data being sent. Failure to enter the application reference will result in data errors.

9) Click "Send" button to send the file. Note: The Application Reference name will be updated with *BIN at the end of the name:

10) You will be brought back to the "Document Sendbox" so you can check on the file status, located under "File Sendbox" section"