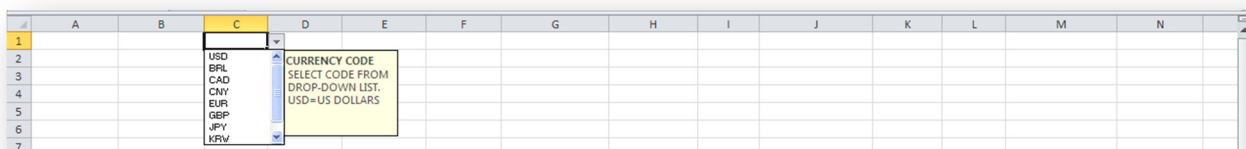


Deere-Hitachi CSV File Upload process

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:**

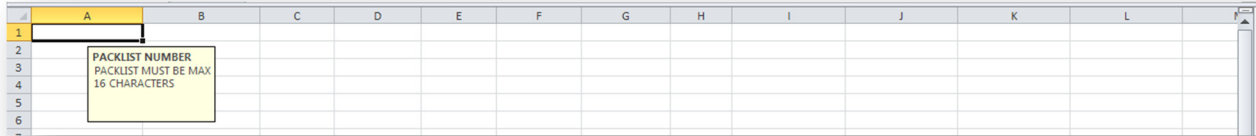
Invoice template column	Contents in Column	Format of column data
Column A	INVOICE DATE	Date Format, enter date as MM-DD-YYYY
Column B	INVOICE NUMBER	Maximum 16 characters
Column C	CURRENCY CODE	Select code from drop-down list. USD = US Dollars.
Column D	SUPPLIER ID	Enter the supplier id
Column E	BILL-TO 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:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	20120812	INV20932	USD	3944	FF00	4500330993	10	EE1193	10	PC	12.44	1	PACK2983	
2	20120812	INV20932	USD	3944	FF00	4500330993	20	992383	100	PC	52.53	1	PACK2983	
3	20120812	INV20932	USD	3944	FF00	4500330993	30	AT33933	50	PC	145.23	1	PACK2983	
4	20120812	INV20932	USD	3944	FF00	4500330993	40	293834	15	PC	88.68	1	PACK2983	
5	20120812	INV20932	USD	3944	FF00	4500112309	10	23892	1000	PC	465.32	1	PACK2983	
6	20120812	INV20932	USD	3944	FF00	4500112309	20	FF3094	12	PC	56.96	1	PACK2983	
7	20120812	INV20932	USD	3944	FF00	4500112309	30	3904	25	PC	23.45	1	PACK2983	
8	20120812	INV20932	USD	3944	FF00	4500112309	40	4404	220	PC	86.25	1	PACK2983	

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:**

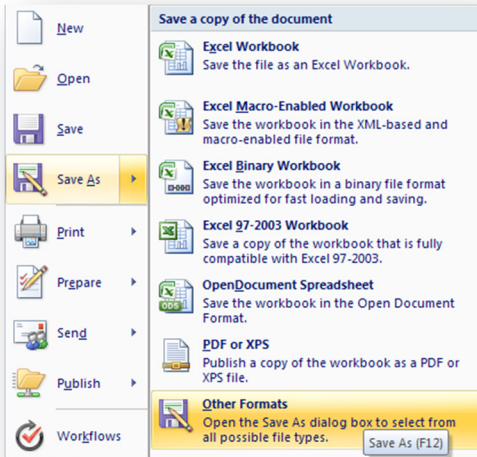
ASN template column	Contents in Column	Format of column data
Column A	PACKLIST NUMBER	Packlist must be max 16 characters
Column B	EST DELIVERY DATE	Date Format, enter date as MM-DD-YYYY.
Column C	SUPPLIER ID	Enter the supplier id
Column D	SHIP-TO CODE	Use “FF00” for Kernersville. Use “SB00” for DHSP
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:

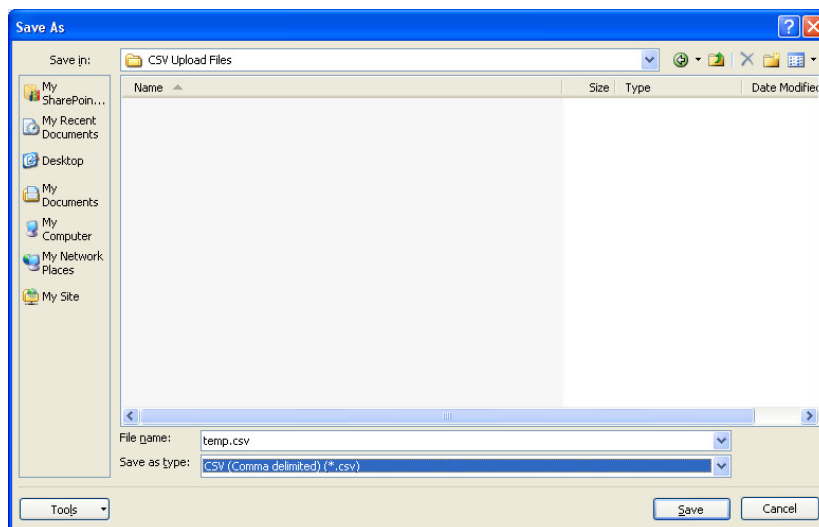
	A	B	C	D	E	F	G	H	I	J	K	L
1	PACKLIST33839	20120812	4494	FF00	4500229393	10	FF39383	10	PC			
2	PACKLIST33839	20120812	4494	FF00	4500229393	20	3389392	200	PC			
3	PACKLIST33839	20120812	4494	FF00	4500229393	30	FF33903	23	PC			
4	PACKLIST33839	20120812	4494	FF00	4500229300	10	33892A03	25	PC			
5	PACKLIST33839	20120812	4494	FF00	4500229300	50	3893	10	PC			

To save the template as a CSV formatted file:

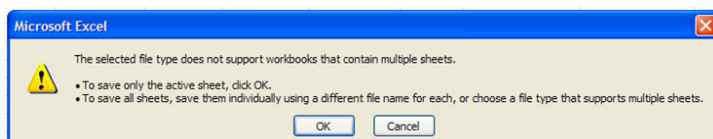
- 1) Click on File
- 2) Select “Save As”, “Other Formats”:



- 3) Select CSV for the “Save as Type” and click the Save button:



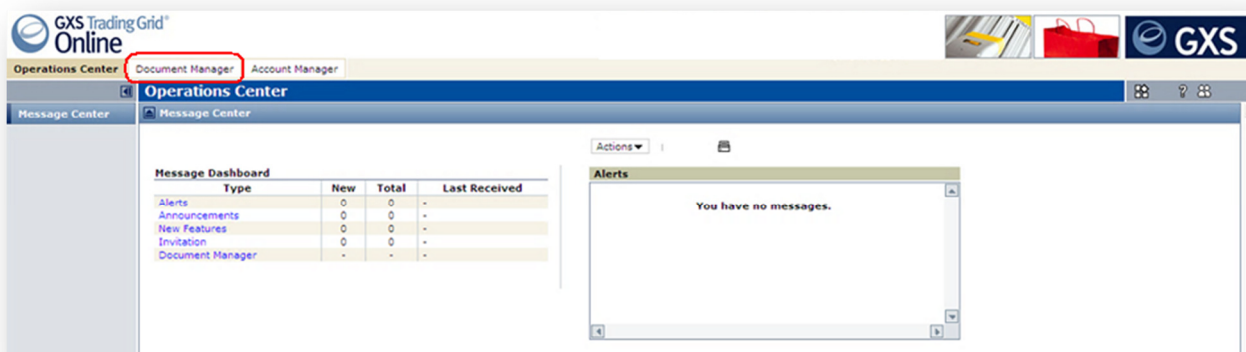
- 4) WHEN SAVING FILES IN CSV FORMAT, CLICK 'OK' TO SAVE ACTIVE SHEET:



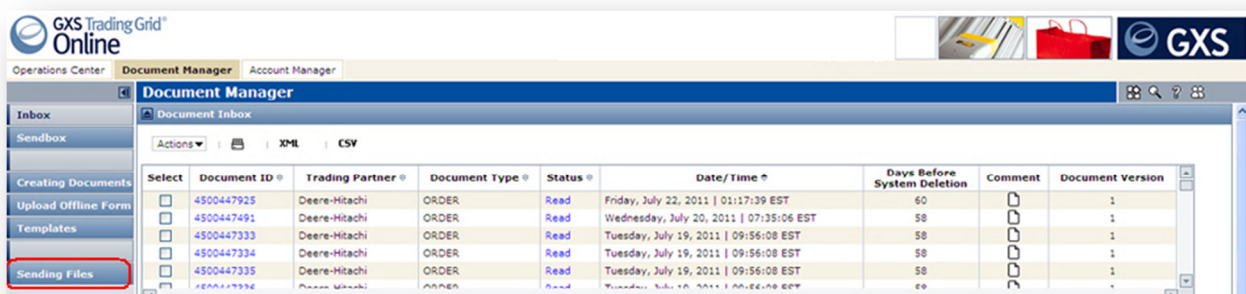
Uploading and Sending the CSV file

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:

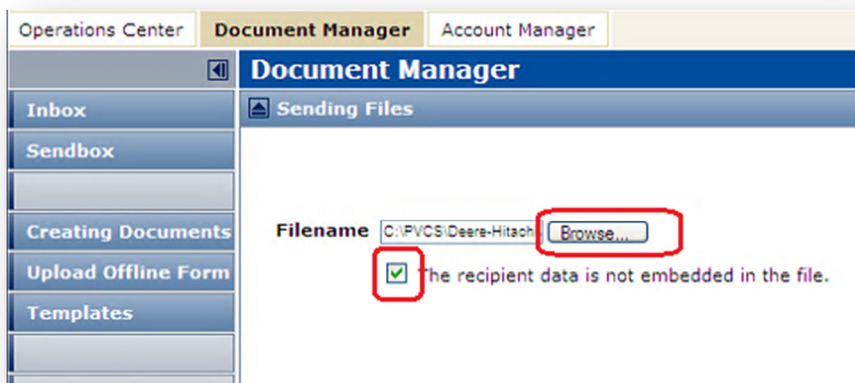
- 1) From the main “Operations Center” screen, click on the “Document Manager” tab:



- 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 must be selected depending on the form data being sent. Failure to enter the application reference will result in data errors.

The screenshot shows two overlapping windows from a Microsoft Internet Explorer browser provided by GXS.

The background window is titled "Document Manager" and has a sidebar with the following menu items: Inbox, Sendbox, Creating Documents, Upload Offline Form, Templates, and Sending Files (which is currently selected). The main content area is titled "Sending Files" and contains the following fields:

- Filename:** C:\PVCS\Deere-Hitachi\ [Browse...] [View]
- ☒ The recipient data is not embedded in the file.
- Trading Relationship:** ZZ:33699360425093 - HTCHDIWF [Browse...]
- Senders Reference:** DHTESTCSV1
- Application Reference:** INVOICECSV
- [Send] [Clear] [Cancel]

The foreground window is titled "Trading Grid Online - Microsoft Internet Explorer provided by GXS" and displays a "Trading Relationships" table. The table has five columns: Select, Your Company Name, Your EDI Address, Partner Company Name, and Partner EDI Address. There are four rows of data, with the first row selected.

Select	Your Company Name	Your EDI Address	Partner Company Name	Partner EDI Address
<input checked="" type="radio"/>	Triad Fabrications and Machine	ZZ:33699360425093	Deere-Hitachi	HTCHDIWFCSVT
<input type="radio"/>	Triad Fabrications and Machine	ZZ:33699360425093	Deere-Hitachi	HTCHDIWFCSVP
<input type="radio"/>	Triad Fabrications and Machine	ZZ:33699360425093	Deere-Hitachi	12:557074379
<input type="radio"/>	Triad Fabrications and Machine	ZZ:33699360425093	Deere-Hitachi	12:557074379T

Below the table, there is a pagination bar showing "Previous 5", "Displaying Records 1 to 4 of 4", "Next 5", and a "View" dropdown set to "5 items per page". At the bottom of the window are "Select" and "Cancel" buttons.

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

Document Manager

Sending Files

Filename: C:\PVC\Deere-Hitachi [Browse...] [View]

☒ The recipient data is not embedded in the file.

Trading Relationship : ZZ:338899880425093 - HTCHDIWV [Browse...]

Senders Reference : DHTESTCSV1

Application Reference : INVOICECSV*BIN

[Send] [Clear] [Cancel]

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

File Sendbox

Actions | XML | CSV

Select	Number	Trading Partner's ID	Trading Partner	Application Reference	Senders Reference	Status	Date/Time	Days Before System Deletion	Comment
<input type="checkbox"/>	1	HTCHDIWFCSVT	Deere-Hitachi	INVOICECSV*BIN	DHTESTCSV1	Sent	Tuesday, August 02, 2011 12:54:45 EST	60	