PROCESS OVERVIEW

Purpose

The purpose of this transaction is for vendors to upload a file to create multiple Advance Shipping Notifications (ASNs). This document is a .csv file that contains line item information for ASNs for a Purchase Order (PO).

Process Trigger

Use this procedure to upload a file to create multiple ASNs into WBSCM.

Prerequisites

- Multiple ASN file (.csv file) exists.
- Download the Upload Multiple ASNs Template csv file.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Suppliers** tab ➜ **Supplier Self Service** folder ➜ **Supplier Self Service** link

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
    - **Required (R)** – a mandatory field necessary to complete the transaction
    - **Optional (O)** – a non-mandatory field not required to complete the transaction
    - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using the Portal path: **Suppliers** tab ➜ **Supplier Self Service** folder ➜ **Supplier Self Service**

Image: Supplier Self Service Screen
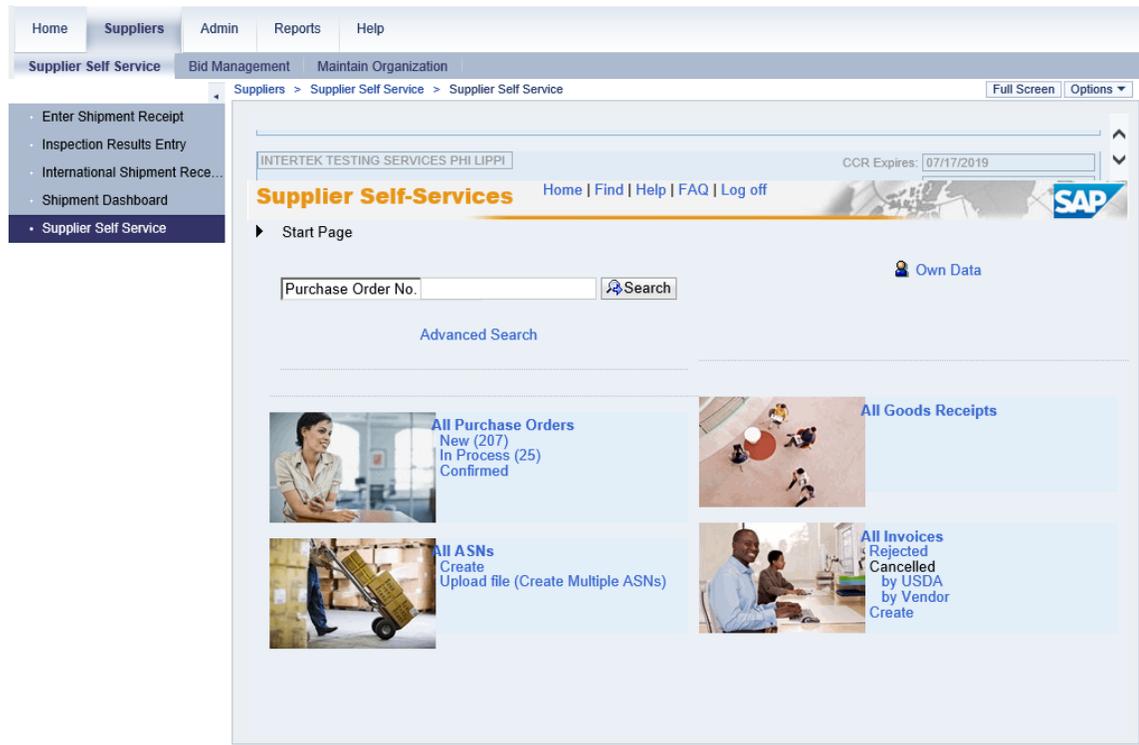
2. Click (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

Image: Supplier Self Service Screen
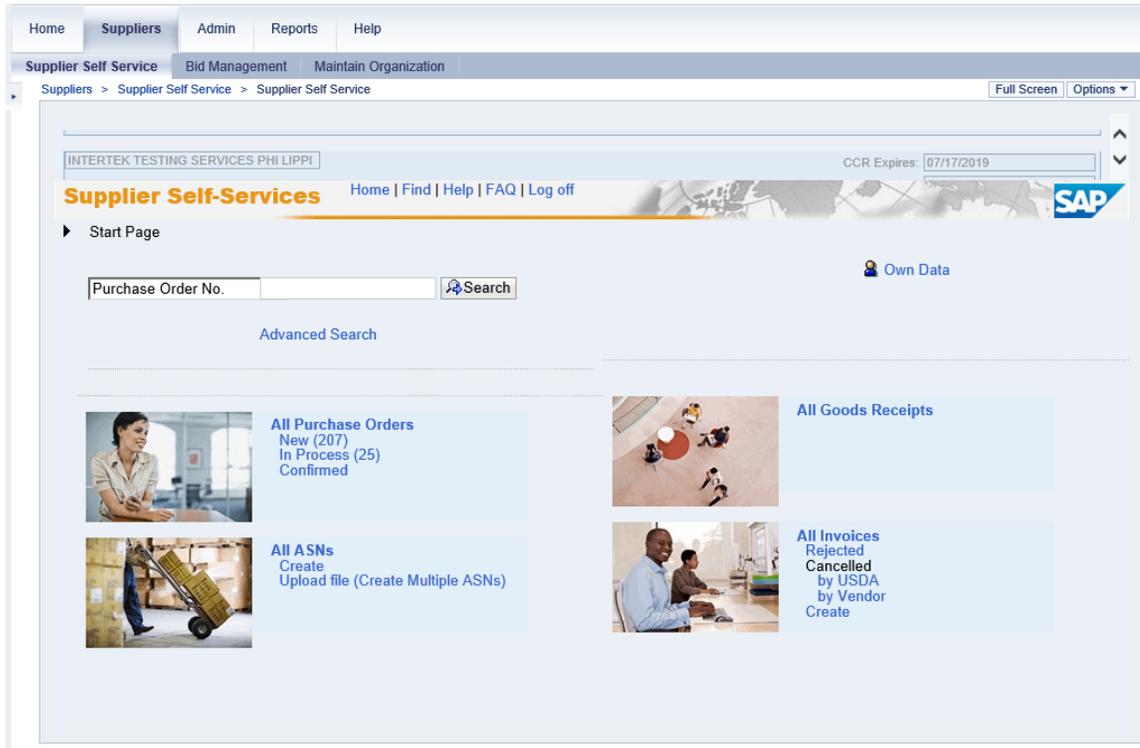
3. Click Upload file (Create Multiple ASNs) (the **Upload File (Create Multiple ASNs)** link) to perform an upload.

Image: Supplier Self Service Screen
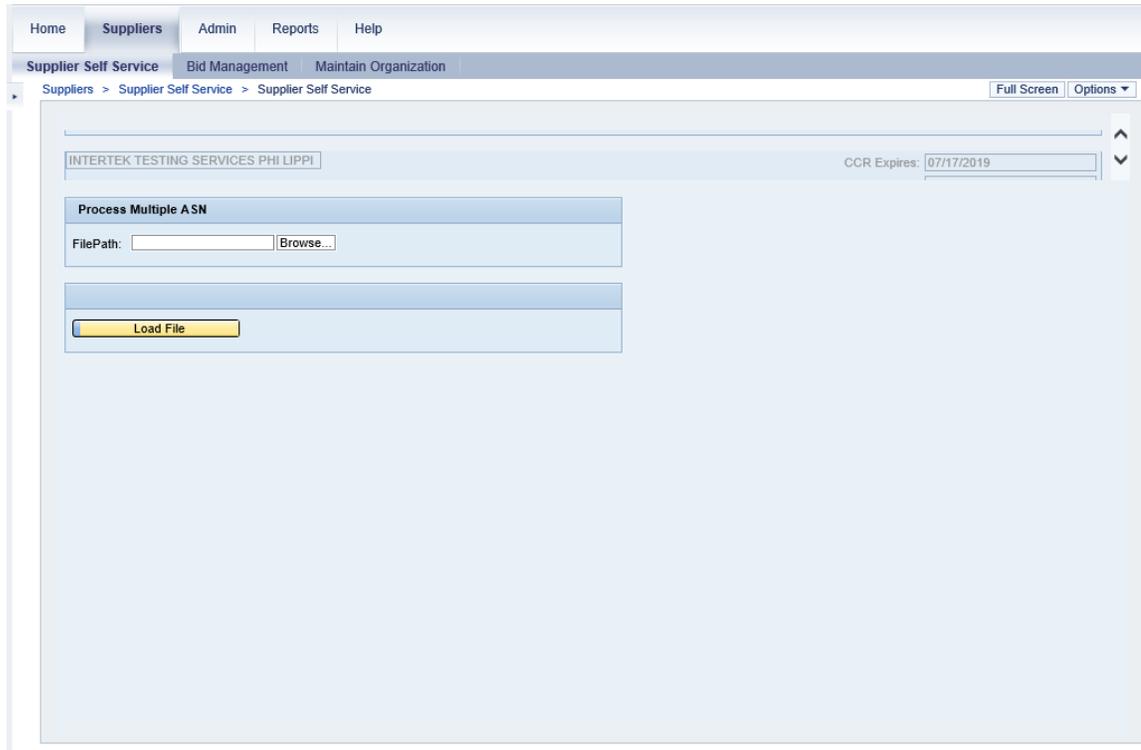
4.   Click [Browse...] (the **Browse**...button) to browse computer for a file to upload.

Image: Choose File to Upload Pop-up Screen
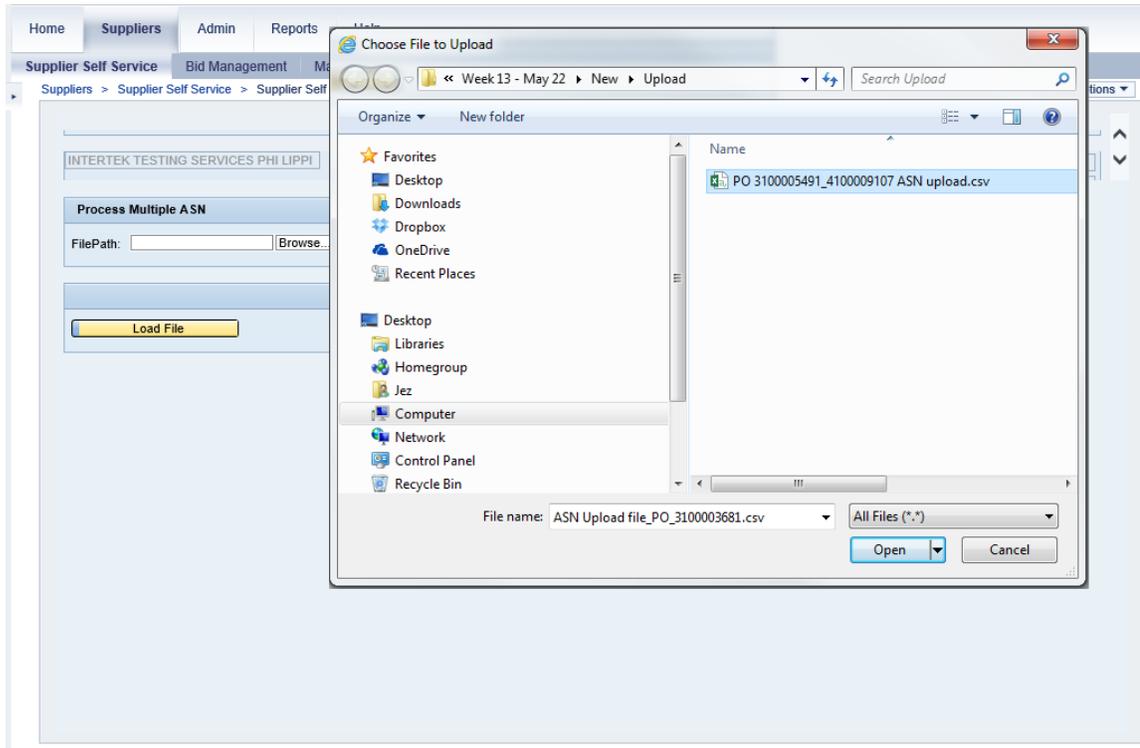
5. Select the file to upload by double-clicking it. In this example, the **PO 3100005491_4100009107 ASN upload.csv** file was selected to upload.

(Note) The upload file must be a comma-separated values (csv) that follows the format defined in the Upload Multiple ASNs Template csv file. This file cannot include special characters or additional columns.

Image: Supplier Self Service Screen
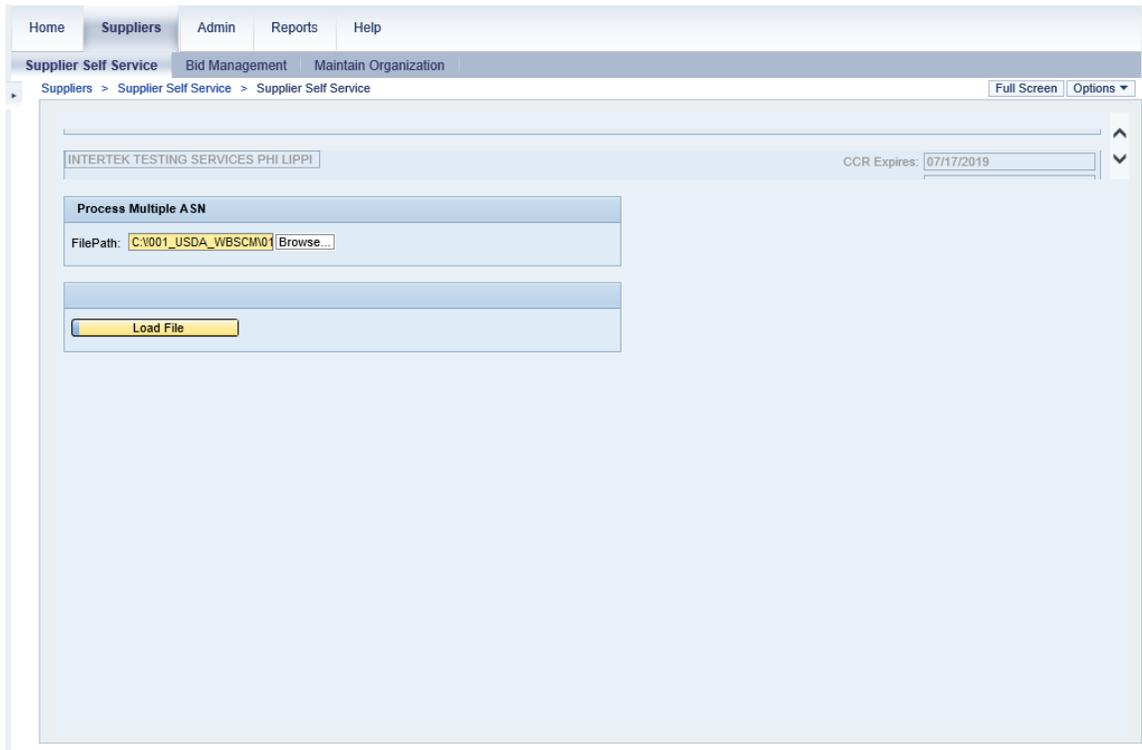
6. Click [Load File] (the **Load File** button) to load the selected file to WBSCM.

Image: Supplier Self Service Screen
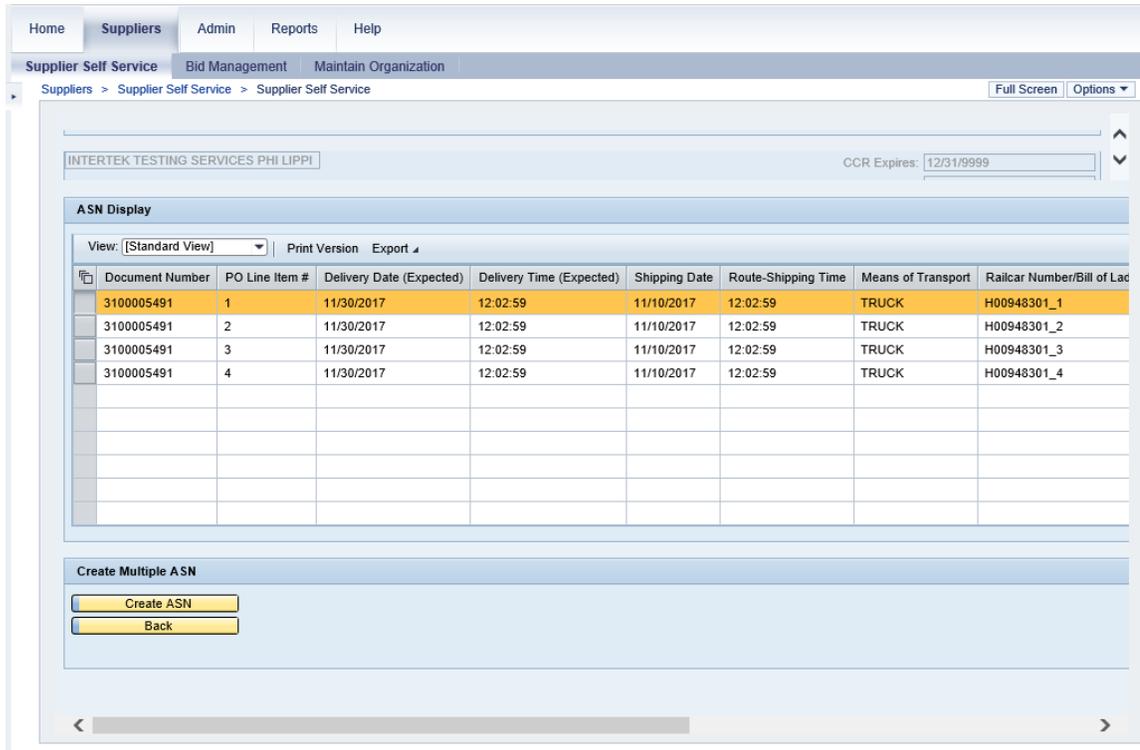
7.   Click ⊡ (the **Table selection menu** button) to create the ASNs.

(Note) If the ASN upload file did not pass the system's validation process, one of the following error messages will be received:

Field Name from ASN File	Error Message for Invalid Values
Document Number	"Object XXXXXXXXX does not exist" or "Purchase Order XXXXXXXXX does not belong to your organization". Note: the PO number must begin with a "31" number (not 421* or 41* number).
PO Line Item #	"Value entered in PO Line item field is not correct. Enter valid number with length NOT greater than 10 digits (valid number Range: 1-9999999999) PO line item field in ASN file".
Delivery Date (Expected)	"All date fields should be in the format MM/DD/YYYY."
Delivery Time (Expected)	"Line num: XXXX Invalid Time format: "XX:XX"
Shipping Date	"All Date fields should be in the format MM/DD/YYYY."

Field Name from ASN File	Error Message for Invalid Values
Route-Shipping Time	"Line num: XXXX Invalid Time format: "XX:XX"
Means of Transport	"Input value for means of transport field from the ASN Upload is not correct." Values include: Chkload-CON, Chkload-RAIL, Chkload-TRK, Rail Car, Split-RAIL, Split-TRK, Cases (Domestic), Wire Basket, Containers, Truck, Ship, Split and Additional Shipment
Rail Car/Bill of Lading Number	"Value entered in Rail Car/Bill of Lading Number is not correct. Enter valid character/text/number with length NOT greater than 16 digits in Rail Car/Bill of Lading number field in ASN file".
Establishment Number (FSIS)	"Value entered in Establishment Number field is not correct. Enter valid character/text/number NOT greater than 35 digits in Establishment Number field in ASN file".
Quantity	"xxxxxxxxxx Item - 00000000xx Invalid Quantity - xxxx"
Comments	"Value entered in Comments field is not correct. Enter valid character/text/number NOT with length greater than 50 digits in Comments field in ASN file".
Schedule Line	"Value entered in Schedule Line filed is not correct. Enter valid number 1, 2 or 3 Schedule line field in ASN file".
Shipping Quantity	"For Item xxxxxxxxxx/x : Please enter the Shipping Quantity and Valid Units (CS)." Note: Field must be completed for variable weight materials.
Shipping Units	"For Item xxxxxxxxxx/x : Please enter the Shipping Quantity and Valid Units (CS)." Note: Field must be completed for variable weight materials.

Based on the error message returned, review the upload file and make the necessary correction(s). Once the correction(s) has been made and the file is saved, return to Step 4 in this work instruction (if same session is still active) or restart from the beginning to try uploading again.

Image: Supplier Self Service Screen
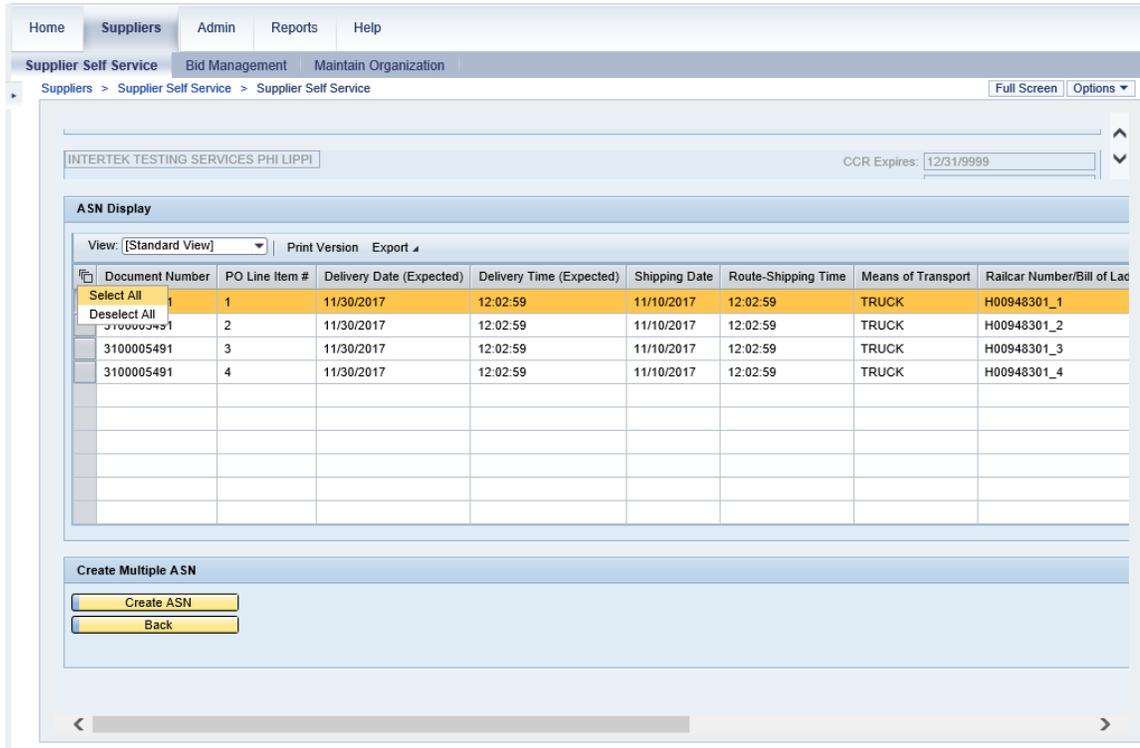
8. Click [Select All] (the **Select All** option) to select all the uploaded ASNs.

Image: Supplier Self Service Screen

9.   Click [Create ASN] (the **Create ASN** button) to create the ASNs.

Image: List of ASN Created Pop-up Screen
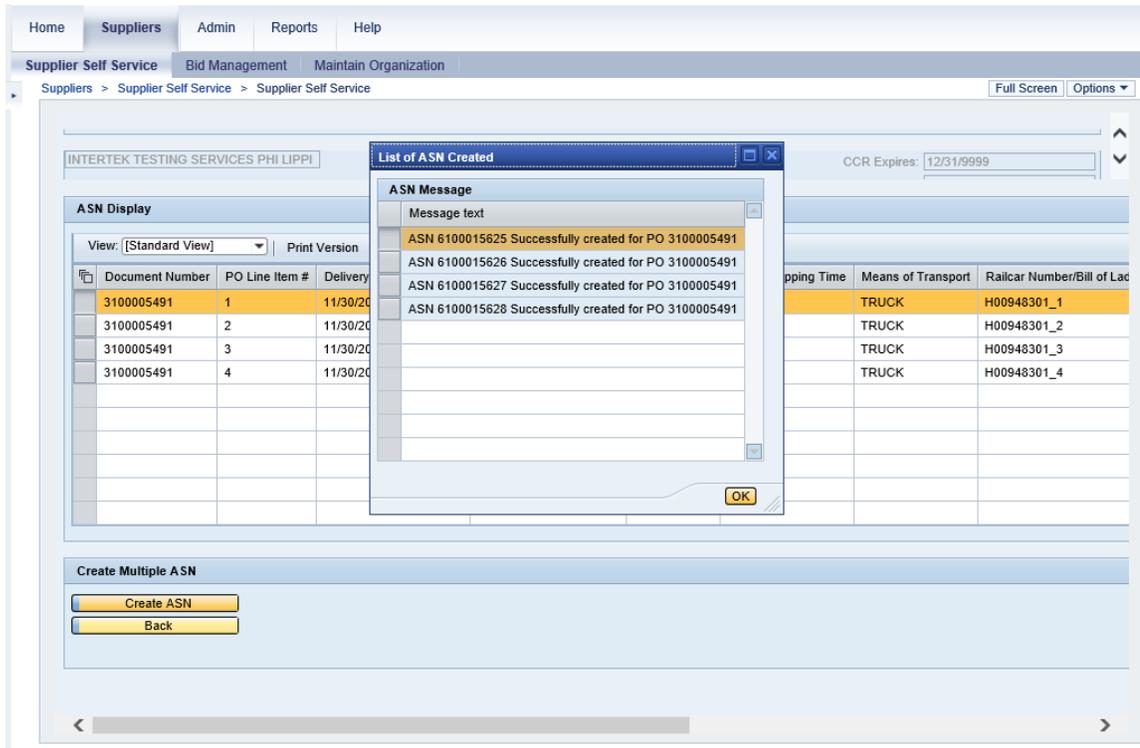
10.   Click [OK] (the **OK** button) in the List of ASN Created pop-up window.

Image: Supplier Self Service Screen

11. This transaction is complete.

RESULT

A csv file to create multiple ASNs has been uploaded to WBSCM. The uploaded document contains line item information for ASNs for a PO.