

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 <u>Upload Multiple ASNs Template</u> 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

Home Suppliers Adm	in Reports Help	
Supplier Self Service Bid Ma	anagement Maintain Organization	
Enter Shipment Receipt Inspection Results Entry International Shipment Rece Shipment Dashboard Supplier Self Service	Suppliers > Supplier Self Service > Supplier Self Service INTERTEK TESTING SERVICES PHI LIPPI CCR Expires: 07/17/20 Supplier Self-Services Home Find Help FAQ Log off Start Page Own Dat	Full Screen Options
	Advanced Search All Purchase Orders New (207) New (207) Process (25) Confirmed	ipts
	All ASNs Create Upload file (Create Multiple ASNs)	

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



Home Supp	oliers Admin Repo	ts Help		
Supplier Self Ser Suppliers > Su	vice Bid Management	Maintain Organization Self Service		Full Screen Options
INTERTEK Suppli	TESTING SERVICES PHI LIPI IET Self-Service Page	기 S Home Find Help FAQ Log o	ff Aller	CCR Expires: 07/17/2019
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3. Click Upload file (Create Multiple ASNs) (the Upload File (Create Multiple ASNs) link) to perform an upload.



Suppliers > Supplier Self S	d Management Main ervice > Supplier Self Se	ntain Organization ervice			Full Screen Opti
INTERTEK TESTING S	ERVICES PHI LIPPI			CCR Expires: 07/17	7/2019
Process Multiple AS	N				
FilePath:	Browse				
Load File					
Luad File					

4. Click Browse... (the Browse...button) to browse computer for a file to upload.



Image: Choose File to Upload Pop-up Screen

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				Choose File to Upload				
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				🐝 Homegroup				
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				Control Panel				
				🗑 Recycle Bin		III	- F	
				File name: ASN Upload file PC	3100003681.csv	✓ All Files (*.*)		
							Cancel	
						Open 🗸	Cancel	
			1					

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 <u>Upload Multiple ASNs Template</u> csv file. This file cannot include special characters or additional columns.



6.

Image: Supplier Self Service Screen

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FilePath: C:V	001_USDA_WBSCM	N01 Browse]				
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Home	Supp	liers Ad	lmin Report	s Help					
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	A SN Disp	lay							
	View:	Standard View]] 🔻 Prin	Version Export a					
	n Docu	iment Number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route-Shipping Time	Means of Transport	Railcar Number/Bill of La
	3100	005491	1	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_1
	3100	005491	2	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_2
	3100	005491	3	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_3
	3100	005491	4	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_4
Click		(the Ta (Not	ble sele e) If the <i>i</i>	ction menu b ASN upload fi	outton) to crea ile did not pas	ite the A ss the sy	SNs. stem's valio	lation proc	ess, one of th
- lamo f	from		ilo		Error M	066300	for Invalid	Values	
ent Nu	mber				"Object Order X organiza Note: the number	XXXXXX XXXXXXX ation". e PO nu (not 421	XXXX doe XXX does mber must * or 41* nu	s not exist not belong begin with mber).	" or "Purchas ı to your a "31"
e Item	#				"Value e Enter va digits (va item field	entered in Ilid numb alid num d in ASN	n PO Line it per with len ber Range: I file".	tem field is gth NOT g 1-9999999	not correct. reater than 10 9999) PO line
y Date	(Exp	ected)			"All date MM/DD/	fields sl YYYY."	hould be in	the format	

Delivery Time (Expected)

Shipping Date

MM/DD/YYYY."

"Line num: XXXX Invalid Time format: "XX:XX"

"All Date fields should be in the format



Field Name from ASN File	Error Message for Invalid Values
Route-Shipping Time	"Line num: XXXX Invalid Time format: "XX:XX"
	"Input value for means of transport field from the ASN Upload is not correct."
Means of Transport	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	"xxxxxxxxx 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 xxxxxxxx/x : Please enter the Shipping Quantity and Valid Units (CS)." Note: Field must be completed for variable weight materials.
Shipping Units	"For Item xxxxxxxx/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.



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阮	Document Number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route-Shipping Time	Means of Transport	Railcar Number/Bill of
	3100005491	1	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_1
	3100005491	2	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_2
	3100005491	3	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_3
	3100005491	4	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_4
Cr	este Multinle A SN							
0.	outo manapio rrom							
	Create ASN							
	Back							

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.



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Supplier	s > Supplier Self Serv	rice > Supplier S	Self Service					Full Screen Options
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	View: [Standard View]	Print	t Version Export ∡					
1	Document Number	PO Line Item #	Delivery Date (Expected)	Delivery Time (Expected)	Shipping Date	Route-Shipping Time	Means of Transport	Railcar Number/Bill of
	3100005491	1	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_1
	3100005491	2	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_2
	3100005491	3	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_3
	3100005491	4	11/30/2017	12:02:59	11/10/2017	12:02:59	TRUCK	H00948301_4
С	reate Multiple ASN							
<u> </u>	Croate ASN							
	Back							
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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.