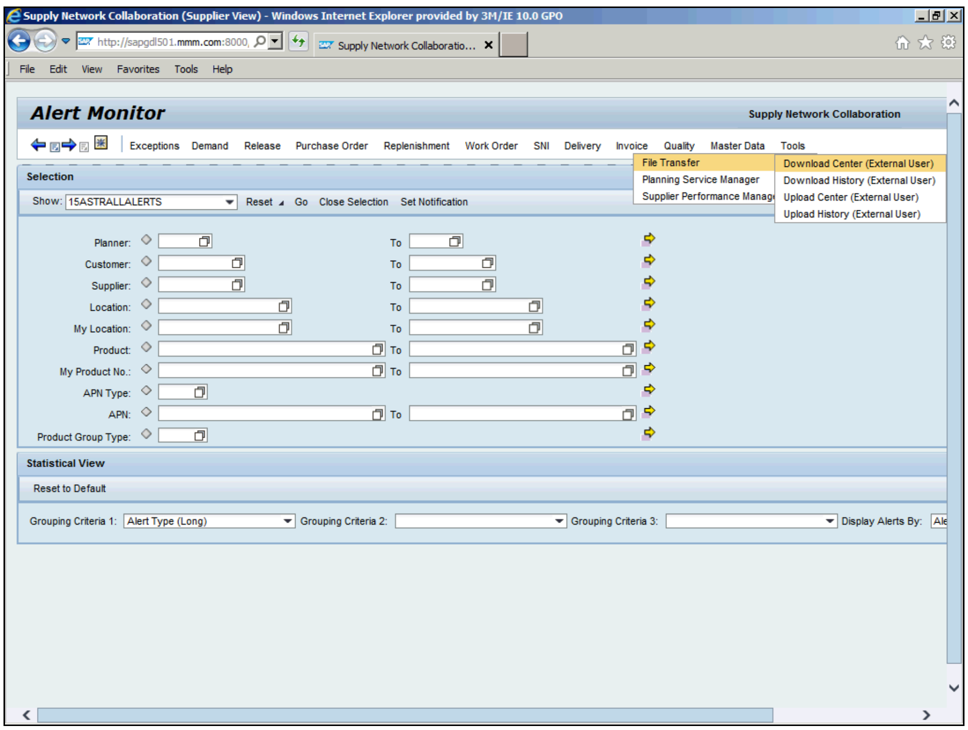
Confirm Purchase Order using File Transfer Method EN

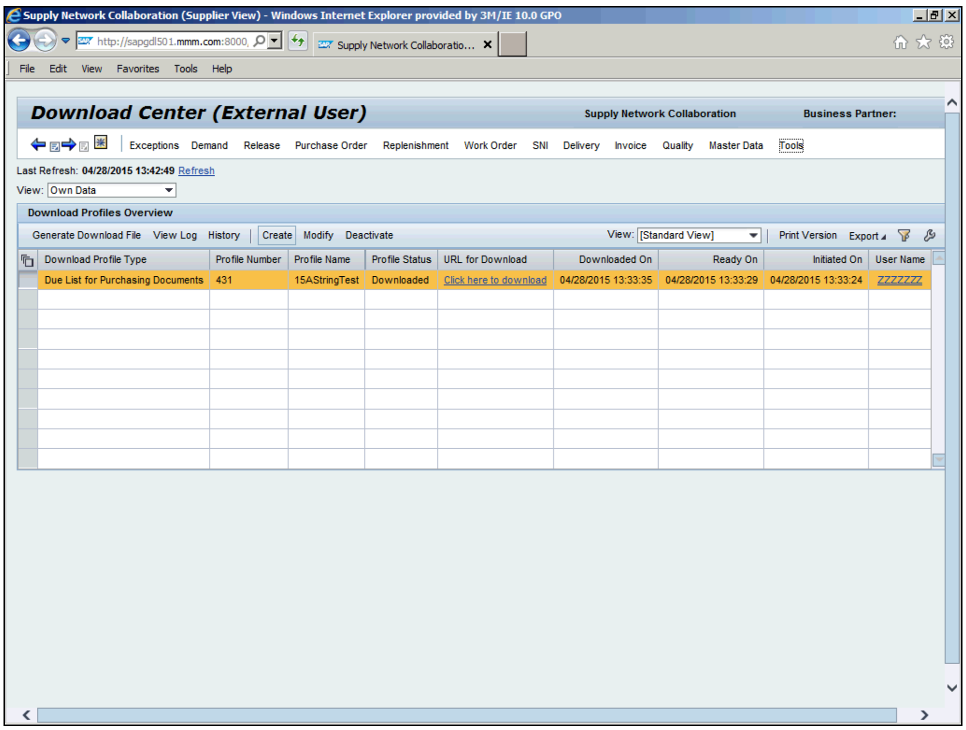
Use this Supplier portal activity to confirm Purchase Orders via Excel file transfer.

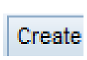
Step	Action
1.	Upon logging into the SAP SNC system, the *Alert Monitor* displays.
2.	Click the **Tools** menu. Tools

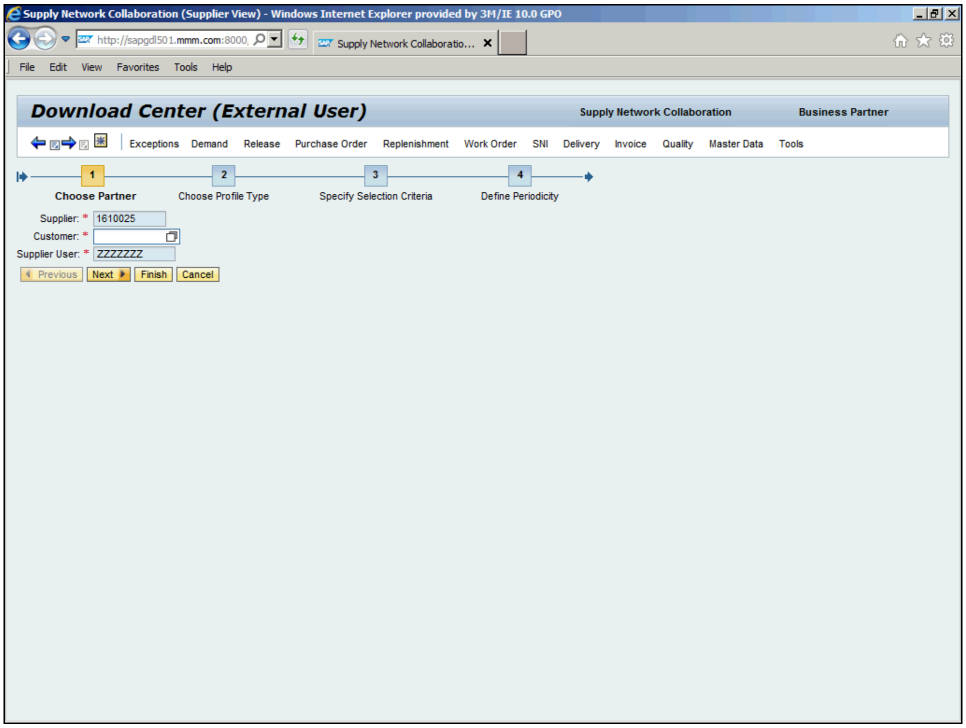


Step	Action
3.	Click the **Download Center (External User)** menu item. Download Center (External User)

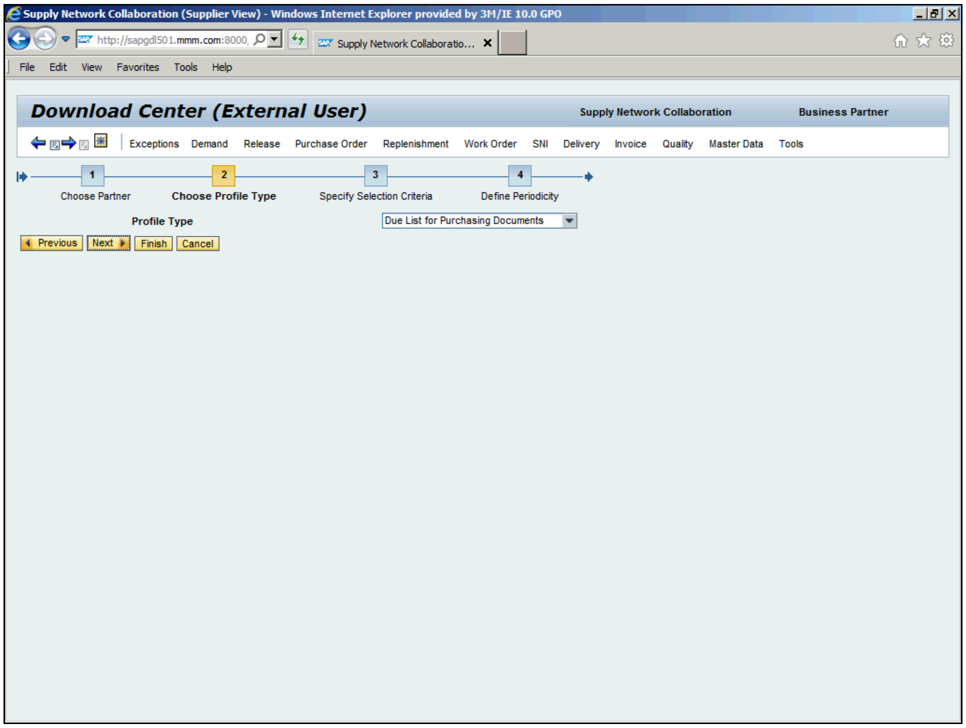
Step	Action
4.	The first time you use the *Download Center (External User)* screen, create a download profile. In the future, having a pre-defined download profile saves time when generating the PO confirmations download file. In this example, create a Download Profile that only defines the customer. In the live system you have the option of creating multiple Download Profiles with additional search criteria.

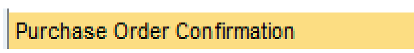


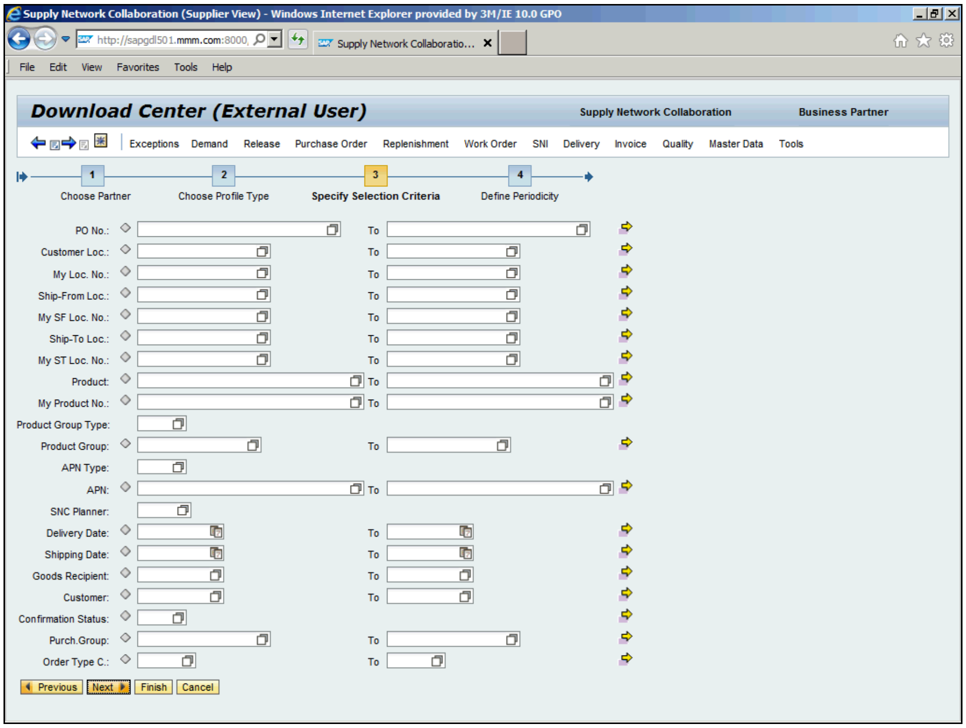
Step	Action
5.	Click **Create**. 



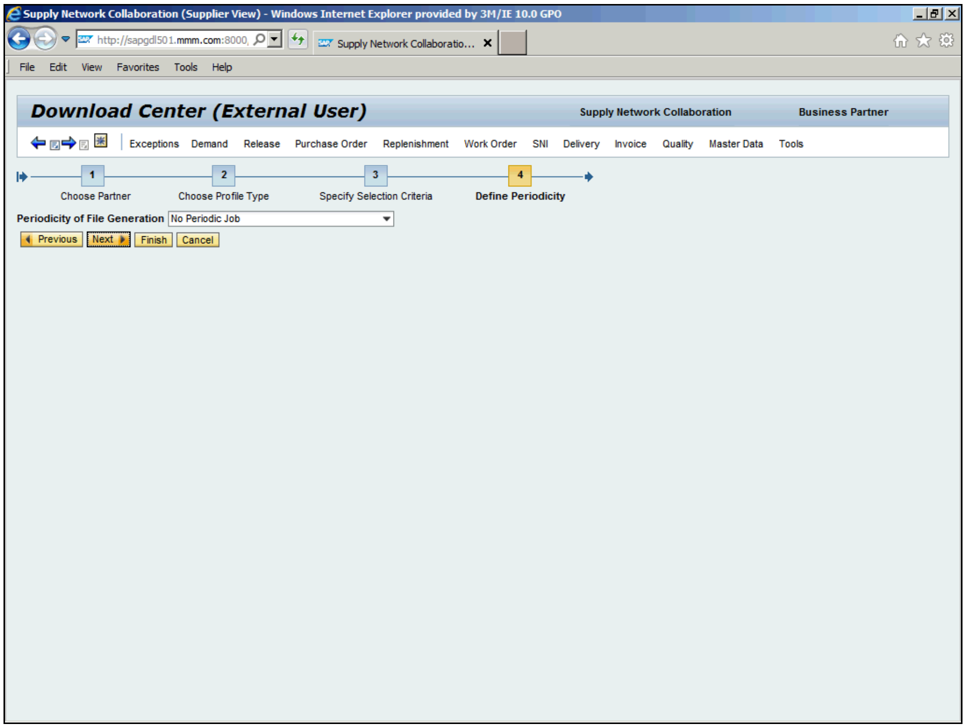
Step	Action
6.	Click the **Customer:** field.
7.	Type **Customer: *** "**CORP_3M**".
8.	Click **Next**. 



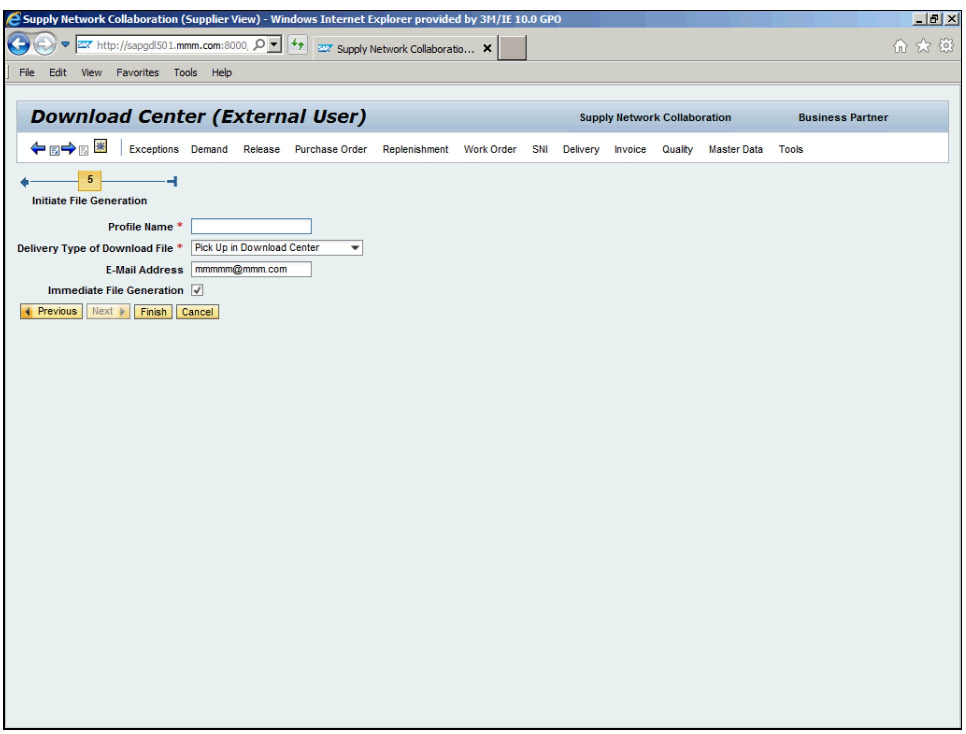
Step	Action
9.	Click the button to the right of the **Profile Type** field. 
10.	Click **Purchase Order Confirmation**. 
11.	Click **Next**. 



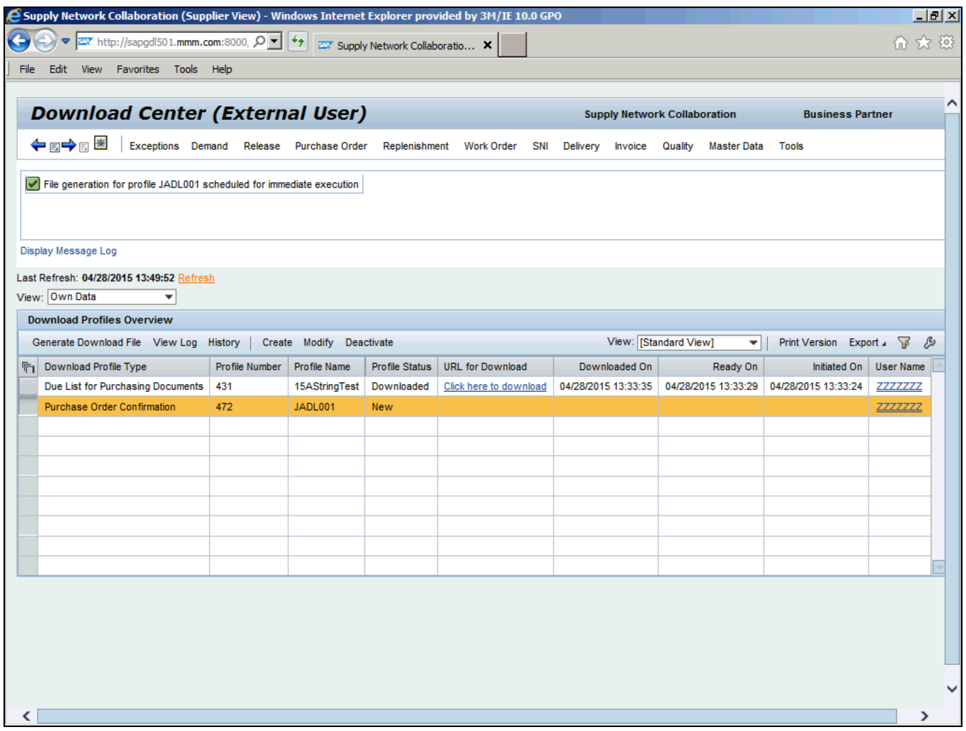
Step	Action
12.	Click **Next**. 
13.	If you want to set the profile to run automatically, select the frequency from the **Periodicity of File Generation** list.



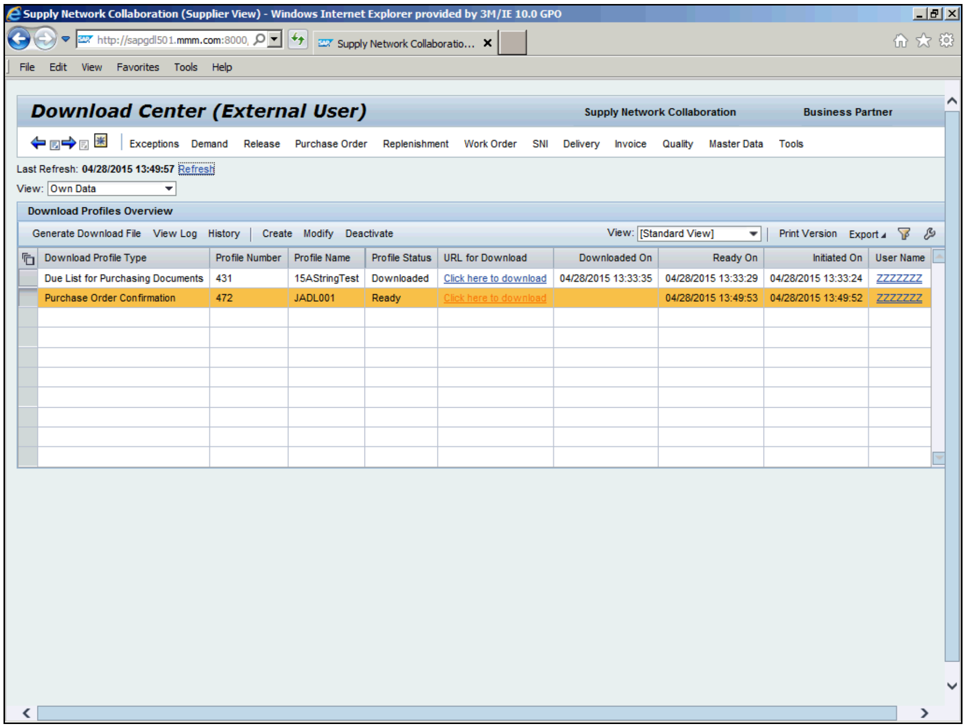
Step	Action
14.	Click **Next**. 



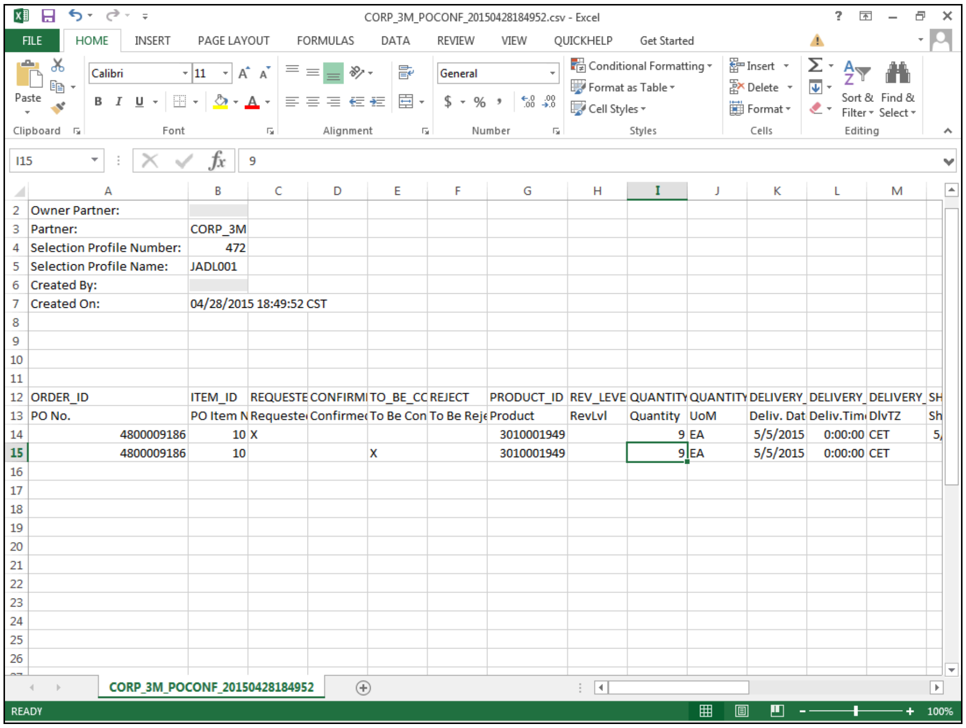
Step	Action
15.	Click the **Profile Name** field. 
16.	Type **Profile Name** "**JADL001**".
17.	You have the option to set the **Delivery Type of Download File** to be either picked up from the Download Center (External User) or emailed to you.
18.	Click **Finish**. 
19.	After creating the Download Profile, generate the *Purchase Order Confirmation* file and download it to your computer.



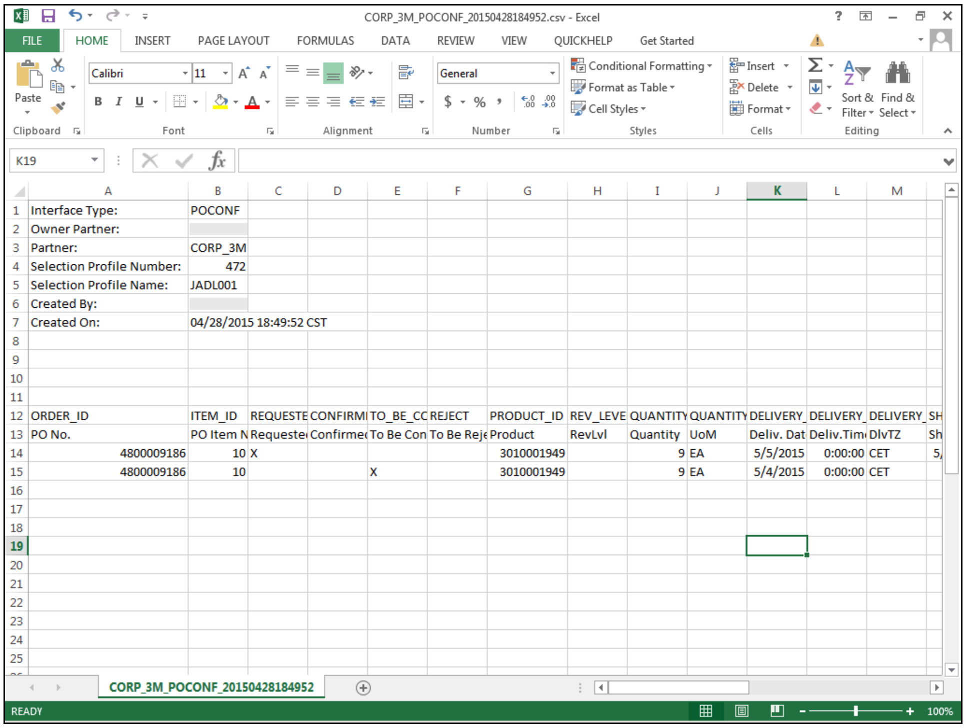
Step	Action
20.	Click **Refresh**. 



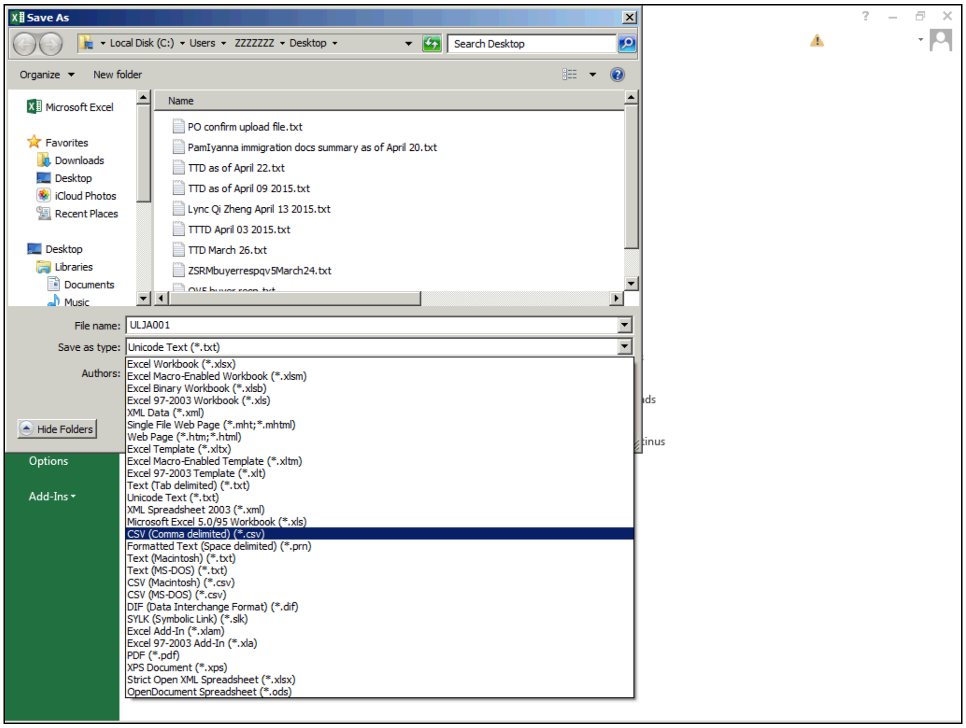
Step	Action
21.	Click **Click here to download**. 
22.	Click **Open**. 
23.	The Excel file with the list of Purchase Orders displays. Review the POs and make any changes necessary. In this example, change the delivery date.

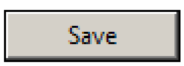
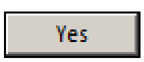


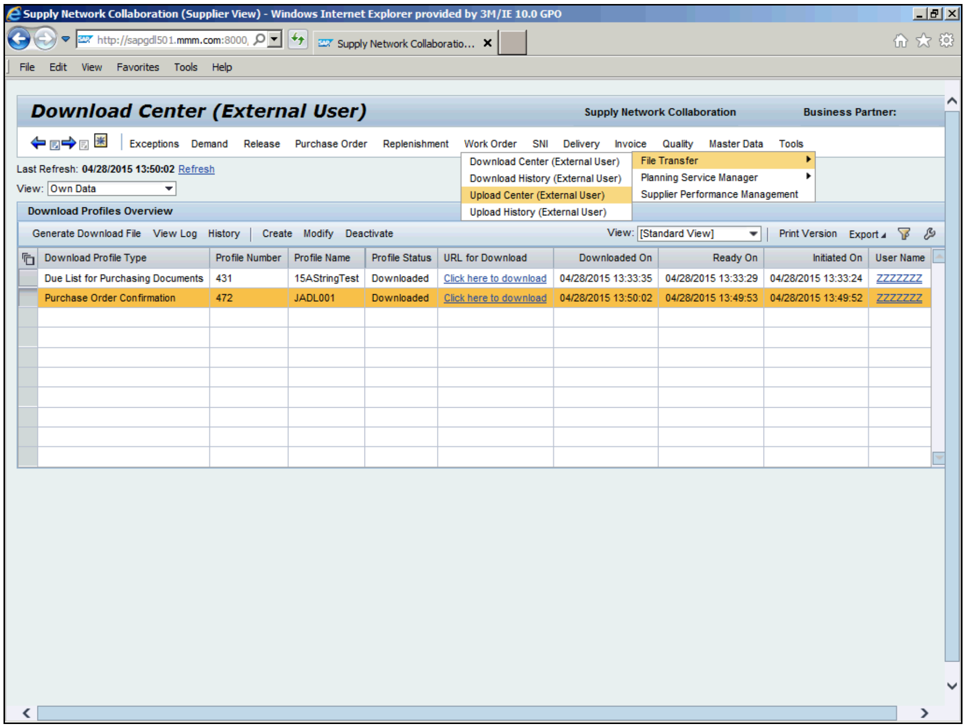
Step	Action
24.	Click the **Deliv. Date** field. 5/5/2015
25.	Type the desired information into the box. Type a valid value; e.g., "**5/4/2015**".

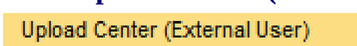


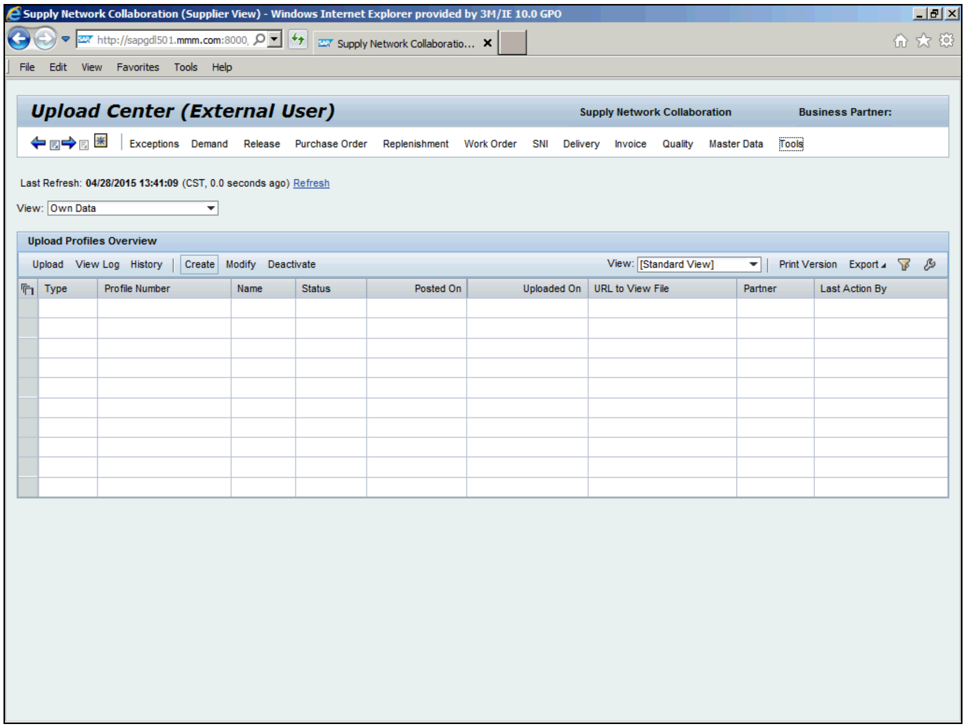
Step	Action
26.	Click the **File** tab. 
27.	Click **Save As**. 
28.	Navigate to a location to save the document and give it an identifiable name.
29.	Click **Desktop**.
30.	Type **File name:** "**ULJA001**".
31.	Click **Save as type:**.
32.	The file must be in a format that the Upload Center (External) accepts. Save the file as type **CSV (Comma delimited) (*.csv)**.

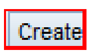


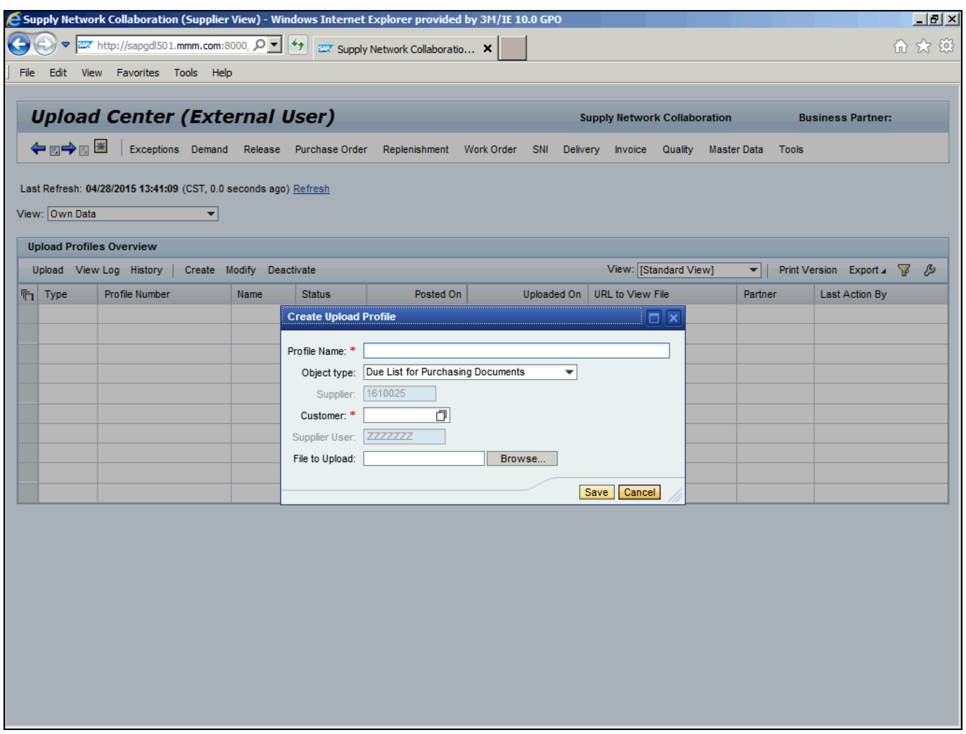
Step	Action
33.	Click **CSV (Comma delimited) (*.csv)**.
34.	Click **Save**. 
35.	Click **Yes**. 
36.	Exit Excel, and return to the Supply Network Collaboration portal. Navigate to the *Upload Center (External)*.
37.	Click the **Tools** menu. 



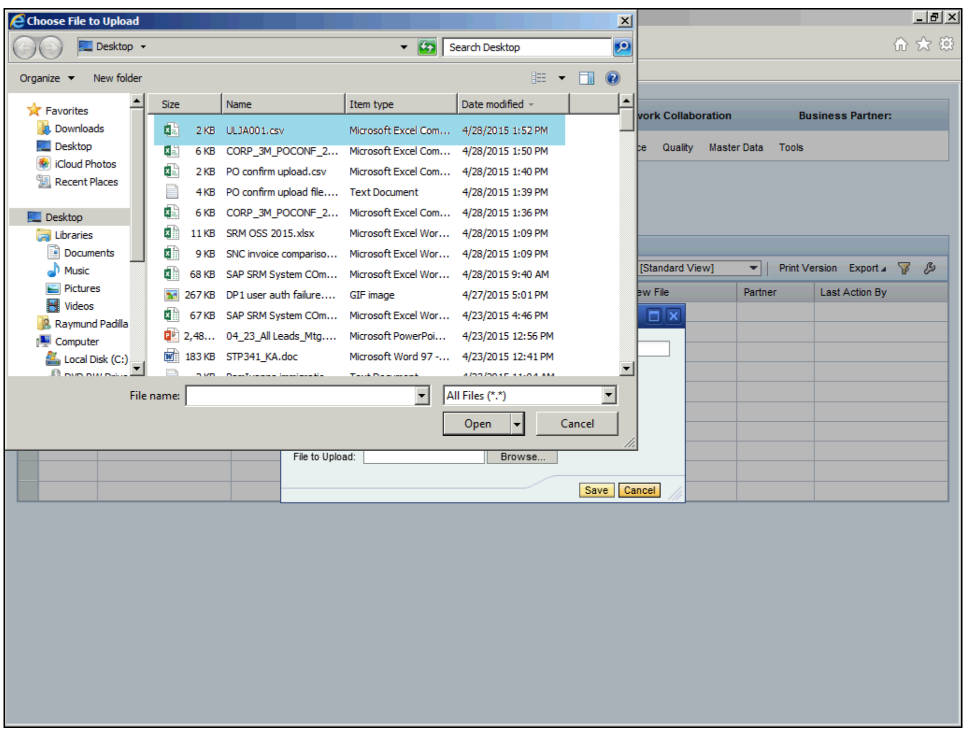
Step	Action
38.	Click **Upload Center (External User)**. 
39.	To use the *Upload Center (External User)* you need an upload profile. In the future, having a pre-defined upload profile saves time when uploading the PO confirmation information. In this example, create an upload profile for customer 3M.



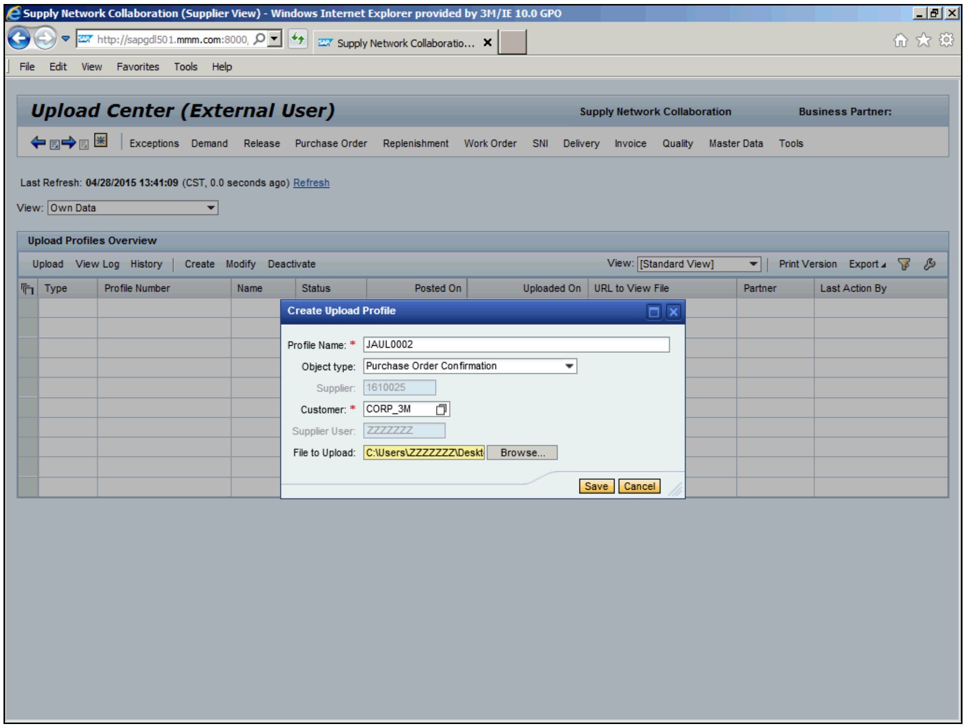
Step	Action
40.	Click **Create**. 



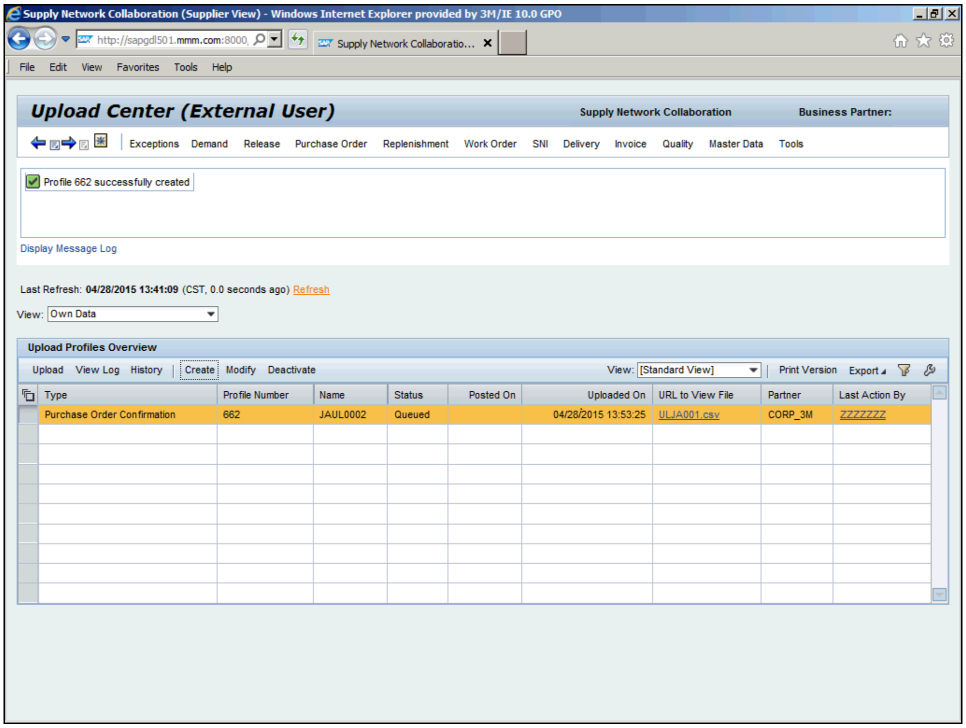
Step	Action
41.	Click the **Profile Name:** field.
42.	Type **Profile Name:** "**JAUL0002**".
43.	Click the button to the right of the **Object type:** field.
44.	Click **Purchase Order Confirmation**. Purchase Order Confirmation
45.	Click the **Customer:** field.
46.	Type **Customer:** "**CORP_3M**".
47.	Click **Browse**. Browse...
48.	Navigate to the file for upload and select it.



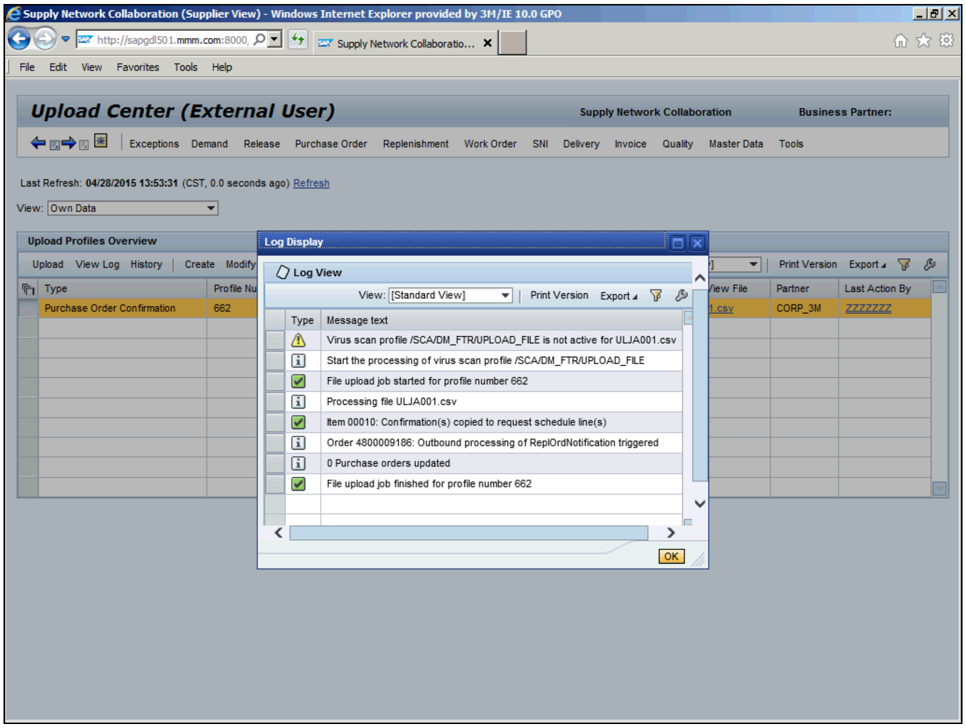
Step	Action
49.	Click **Open**. Open



Step	Action
50.	Click **Save**. 
51.	Uploading the file may take some time depending upon the size of the file. Click **Refresh** to update the Status information. When the file **Status** reads "Ready" the file has uploaded. If the Status is other than ready, troubleshoot the issues and then re-run the upload. After uploading the file, view the upload log for any errors.



Step	Action
52.	Click **Refresh**. Refresh
53.	Click **View Log**. View Log
54.	The *Log* displays the message: "**File upload job finished for profile number XXXX**".



Step	Action
55.	Click **OK**. 
56.	You have completed this activity. **End of Procedure.**

