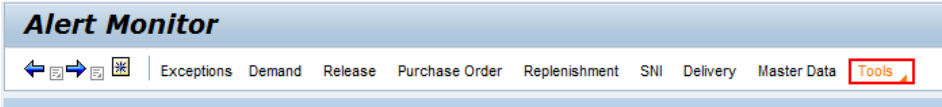
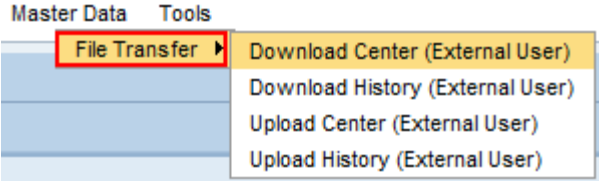
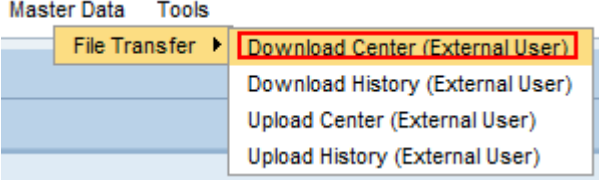
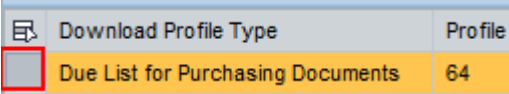
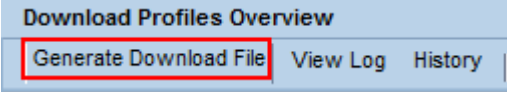
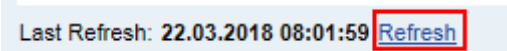

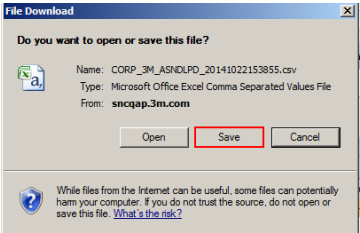
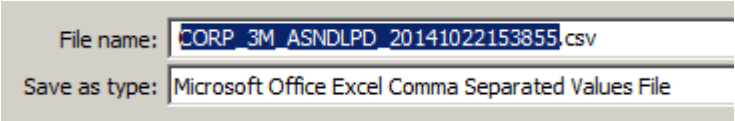
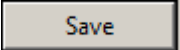

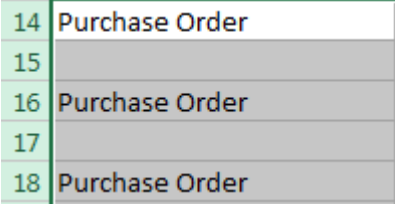
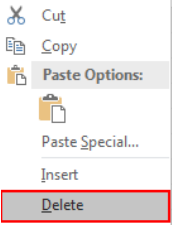
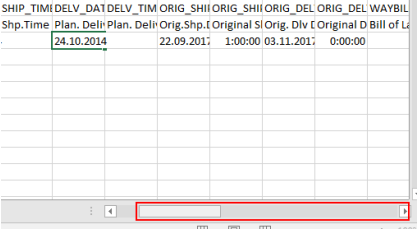
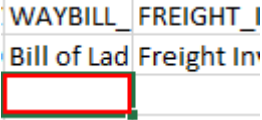
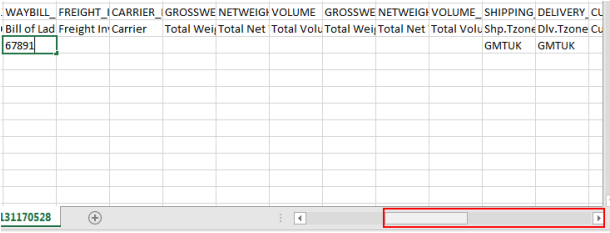



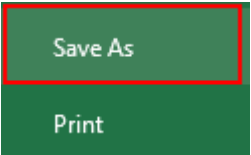
ASN File Transfer EN

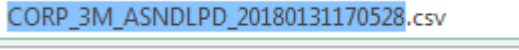
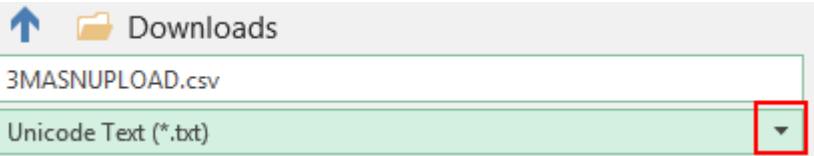
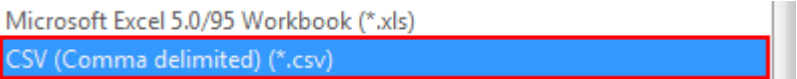
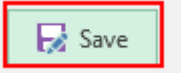

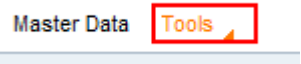
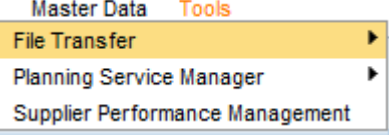
Step	Action
1.	<p>Use this Supplier portal activity to download a Purchase Order Confirmations list, update entries with shipping information, and upload the resulting file.</p> <p>Perform this activity when you have three or more Advance Shipping Notifications to process.</p>
2.	<p>Upon logging into the SAP SNC system, the <i>Alert Monitor</i> window displays. To download a Purchase Order Confirmations list, click the Tools menu.</p> 
3.	<p>Click the File Transfer menu.</p> 
4.	<p>Click the Download Center (External User) menu item.</p> 
5.	<p>A list of available downloads displays, to select a line:</p> <p>Click the row header.</p> 

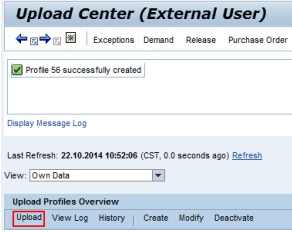
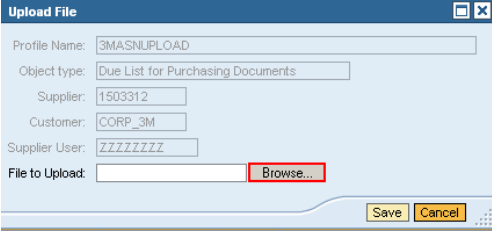

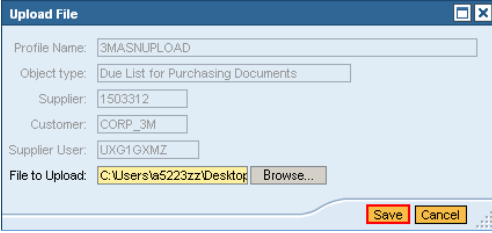
Step	Action
6.	<p>The Due List for Purchasing Documents is an Excel file that you update with the necessary information such as quantity shipped, ship date, and delivery date.</p> <p>Generate the Due List for Purchasing Documents and download the file to your computer.</p> <p>Click the Generate Download File link.</p> 
7.	<p>The file could take time to download depending on the size. Until the Last Refresh date is the current date and the Profile Status is Ready.</p> <p>Click the Refresh link.</p> 
8.	<p>When the Profile Status is Ready.</p> <p>Click the Click here to download link.</p> 
9.	<p>Click the Save button.</p> 
10.	<p>It is important to save and edit files using the CSV format.</p> <p>Give the document an identifiable name.</p> <p>Enter the appropriate information into the File Name field. Type a valid value; for example, "3MASNDOWNLOAD".</p> 
11.	<p>Click the Save button.</p> 

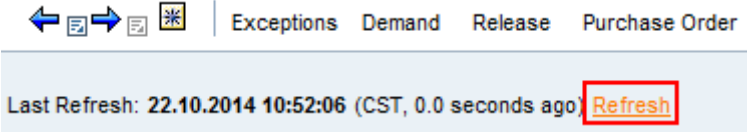

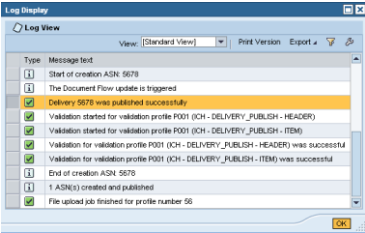
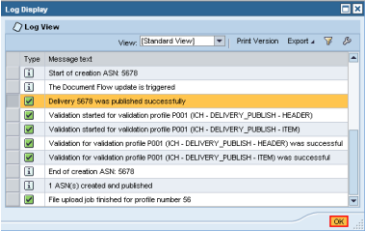
Step	Action
12.	<p>The file opens. To expand to a full screen view, click the Maximize button.</p> 
13.	<p>Column headings may be cut off in the Due List for Purchasing Documents Excel file. Click and drag to expand any columns to display full titles.</p> <p>Note: You can only create ASNs for ORTYPENAME PO Confirmation. If no confirmations exist in the file, return to SNC and confirm your POs.</p>
14.	<p>Delete rows with a ORTYPENAME of Purchase Order.</p> <p>Right-click the row header.</p> 
15.	<p>Click the Delete list item.</p> 
16.	<p>Enter the following mandatory information:</p> <ul style="list-style-type: none"> ASN Number ASN Qty. Supplier Batch ID (if product is batch managed) Date of Manufacture (if product is batch managed) Ship Date Planned Delivery Date Bill of Lading Means of Transport ID

Step	Action
22.	<p>To complete additional fields:</p> <p>Click the scroll bar.</p> 
23.	<p>Bill/Lading No.: You must enter your Bill of Lading Number. It is a legal requirement when shipping by sea and across borders.</p> <p>If you do not have a Bill of Lading, you can use the:</p> <ul style="list-style-type: none"> •Small Parcel –tracking number •Full Truckload –trailer and seal number •Less-than-Truckload –pro number •Ocean –container number •Air –airway bill <p>Note: Special characters should not be used in the Bill/Lading No. field.</p> <p>Enter the appropriate information into the Bill of Lading field. Type a valid value; for example, "67891".</p> 
24.	<p>To complete additional fields:</p> <p>Click the scroll bar.</p> 

Step	Action									
25.	<p>The Supplier Batch Id is required for all batch managed materials and must meet these criteria:</p> <ul style="list-style-type: none"> • A maximum of 10 alphanumeric characters. • Cannot begin with zero. • Cannot include special characters. <p>Note: If the Supplier Batch ID is more than 10 characters, 3M only loads the first 10 into their system. The Batch ID field is populated by 3M.</p> <p>Enter the appropriate information into the Supplier Batch ID field. Type a valid value; for example, "135539A".</p> <table border="1" data-bbox="354 653 748 768"> <tr> <td>PRTBATCH</td> <td>ZCUSTOM</td> <td>ZMFG_DA</td> </tr> <tr> <td>Supp. Bat</td> <td>Batch ID</td> <td>D.o. Manu</td> </tr> <tr> <td><input type="text"/></td> <td></td> <td></td> </tr> </table>	PRTBATCH	ZCUSTOM	ZMFG_DA	Supp. Bat	Batch ID	D.o. Manu	<input type="text"/>		
PRTBATCH	ZCUSTOM	ZMFG_DA								
Supp. Bat	Batch ID	D.o. Manu								
<input type="text"/>										
26.	<p>The Date of Manufacture (D.o. Manufacture) is required for all batch managed materials.</p> <p>Enter the appropriate information into the D.o. Manufacture field. Type a valid value; for example, "20.10.2014".</p> <table border="1" data-bbox="354 936 737 1058"> <tr> <td>PRTBATCH</td> <td>ZCUSTOM</td> <td>ZMFG_DA</td> </tr> <tr> <td>Supp. Bat</td> <td>Batch ID</td> <td>D.o. Manu</td> </tr> <tr> <td>135539A</td> <td>99234</td> <td><input type="text"/></td> </tr> </table>	PRTBATCH	ZCUSTOM	ZMFG_DA	Supp. Bat	Batch ID	D.o. Manu	135539A	99234	<input type="text"/>
PRTBATCH	ZCUSTOM	ZMFG_DA								
Supp. Bat	Batch ID	D.o. Manu								
135539A	99234	<input type="text"/>								
27.	<p>Means of Transport ID.: Is a free text field, to enter a reference number for the delivery. You must populate this field.</p> <p>Enter the appropriate information into the Mns of Transport ID field. Type a valid value; for example, "12348".</p> <table border="1" data-bbox="354 1255 737 1377"> <tr> <td>ZCUSTOM</td> <td>ZMFG_DA</td> <td>TTYPE</td> </tr> <tr> <td>Batch ID</td> <td>D.o. Manu</td> <td>Mns of Trr</td> </tr> <tr> <td>99234</td> <td>20.10.2014</td> <td><input type="text" value="CONT20"/></td> </tr> </table>	ZCUSTOM	ZMFG_DA	TTYPE	Batch ID	D.o. Manu	Mns of Trr	99234	20.10.2014	<input type="text" value="CONT20"/>
ZCUSTOM	ZMFG_DA	TTYPE								
Batch ID	D.o. Manu	Mns of Trr								
99234	20.10.2014	<input type="text" value="CONT20"/>								
28.	<p>Save the updates to the Due List for Purchasing Documents and upload the file to the <i>Upload Center (External User)</i>.</p>									
29.	<p>Click the File tab.</p> 									
30.	<p>Click the Save As button.</p> 									

Step	Action
31.	<p>Give the file an identifiable name.</p> <p>Enter the appropriate information into the field. Type a valid value; for example, "3MASNUPLOAD".</p> 
32.	<p>The Due List for Purchasing Documents file must be in a CSV format to be uploaded into <i>Upload Center (External)</i>.</p> <p>Update the file type to CSV. Click the drop-down button to activate the menu.</p> 
33.	<p>Save the file as type CSV (Comma delimited) (*.csv).</p> <p>Click the CSV (Comma delimited) (*.csv) menu item.</p> 
34.	<p>Click the Save button.</p> 
35.	<p>Once saved, close the Due List for Purchasing Documents file.</p> <p>Click the Close button.</p> 
36.	<p>Navigate to the <i>Upload Center (External User)</i> window in SNC to upload the Due List for Purchasing Documents containing the updated ASN information.</p> <p>ASN Publication in SNC is required prior to the shipment arriving at the 3M dock.</p> 
37.	<p>Click the File Transfer menu.</p> 

Step	Action
38.	<p>Click the Upload Center (External User) menu item.</p> <p>Download Center (External User) Download History (External User) Upload Center (External User) Upload History (External User)</p>
39.	<p>Click the Upload link.</p> 
40.	<p>Click the Browse... button.</p> 
41.	<p>Select the file to upload.</p> <p>Click the Open button.</p> 
42.	<p>Click the Save button.</p> 

Step	Action
43.	<p>Uploading the file may take some time depending on the size of the file.</p> <p>Click Refresh to update the status information. When the Status reads Ready, the file has uploaded. If the Status is anything other than ready, troubleshoot the issues and re-run the upload.</p> <p>After uploading the file, view the upload log for any errors and double check the successful upload by reviewing one of the ASNs you created.</p> <p>Click the Refresh link.</p> 
44.	<p>Confirm the publication was successful.</p> <p>Click the View Log link.</p> 
45.	<p>The <i>Log Display</i> window will open. Scroll down as necessary to view related messages.</p> <p>Verify the message: Delivery XXXX was published successfully is displayed.</p> 
46.	<p>Once the publication is confirmed, close the <i>Log Display</i> window.</p> <p>Click the OK button.</p> 
47.	<p>You have completed this activity.</p> <p>End of Procedure.</p>