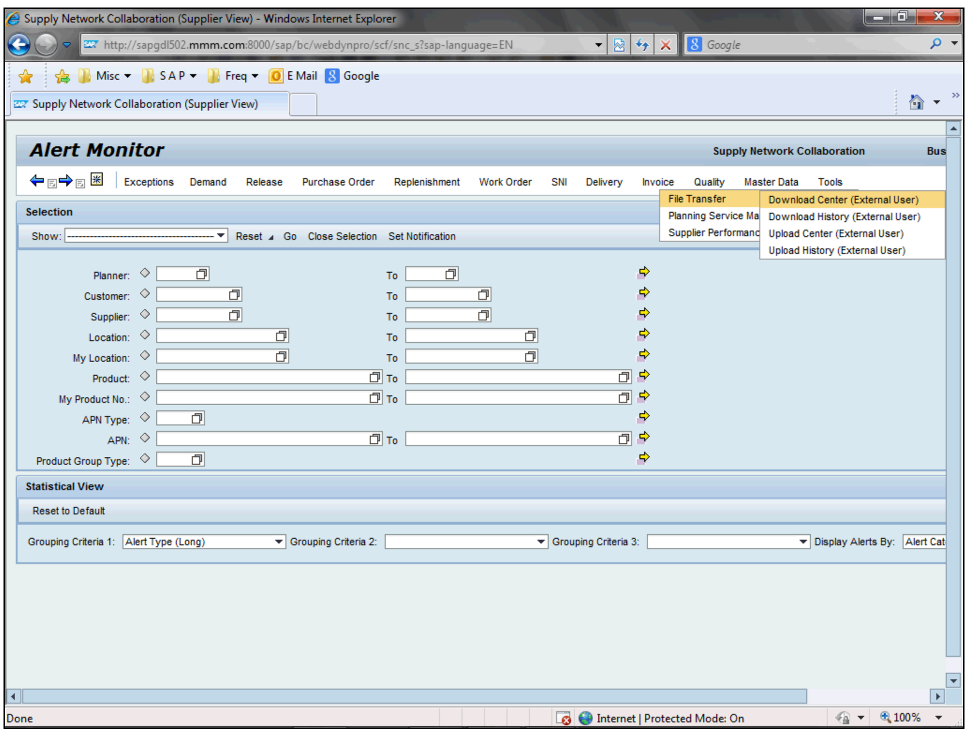
Upload Supplier Planned Receipts into OFM EN

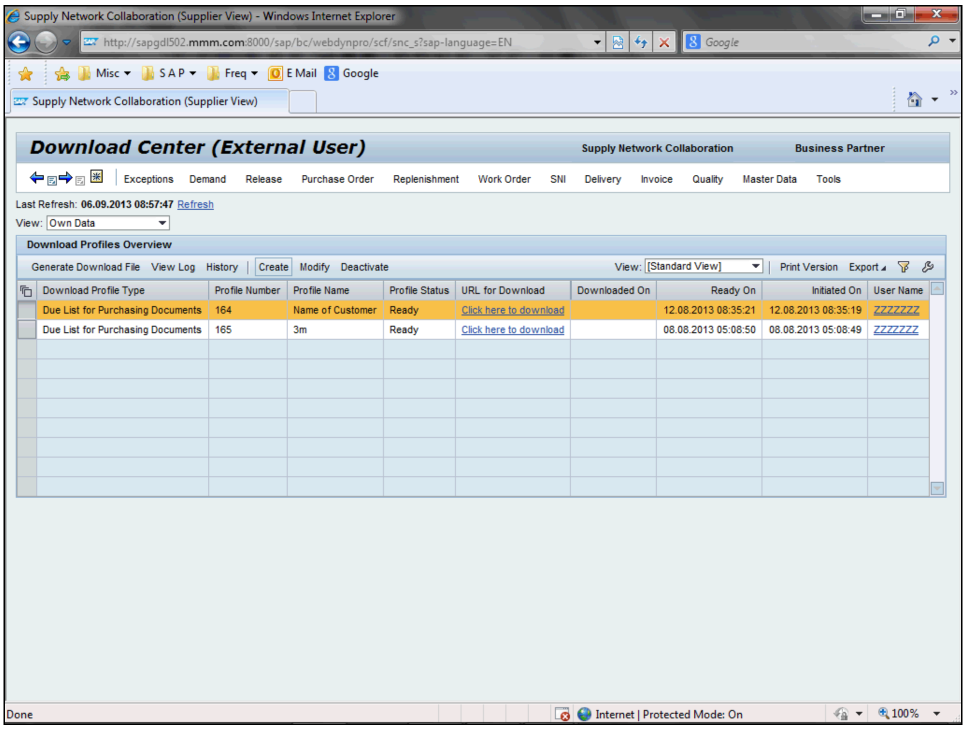
Use this Supplier portal activity to upload supplier planned receipts.

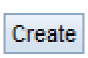
Step	Action
1.	Upon logging into the SAP SNC system, the *Alert Monitor* displays.
2.	Click the **Tools** menu. Tools
3.	Click the **File Transfer** menu item. File Transfer

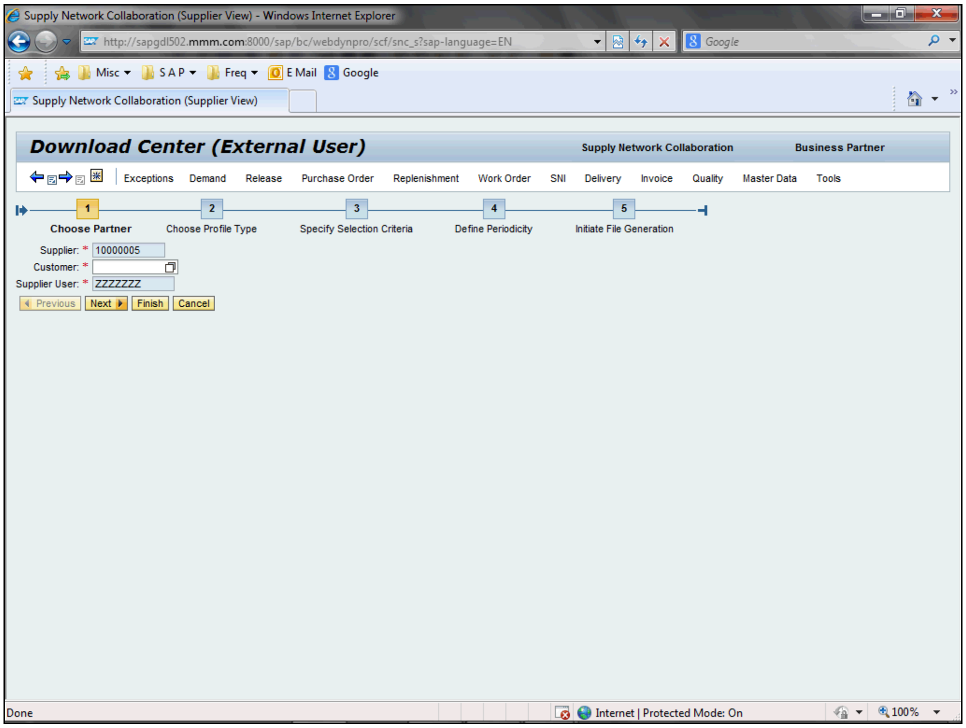


Step	Action
4.	Click the **Download Center (External User)** menu item. Download Center (External User)

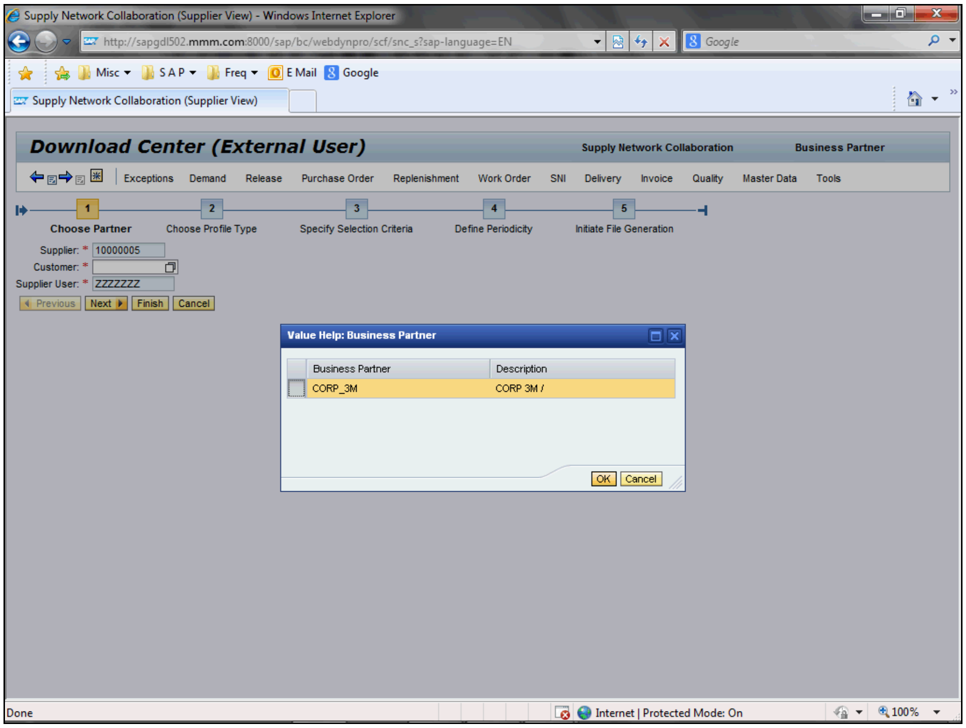
Step	Action
5.	The first time you use the *Download Center (External User)* screen, create a download profile. In the future, having a pre-defined download profile saves time when uploading the Supplier planned receipts download file. The following steps are just an example of a download profile. In the live system you have the option of creating multiple Download Profiles with additional search criteria.



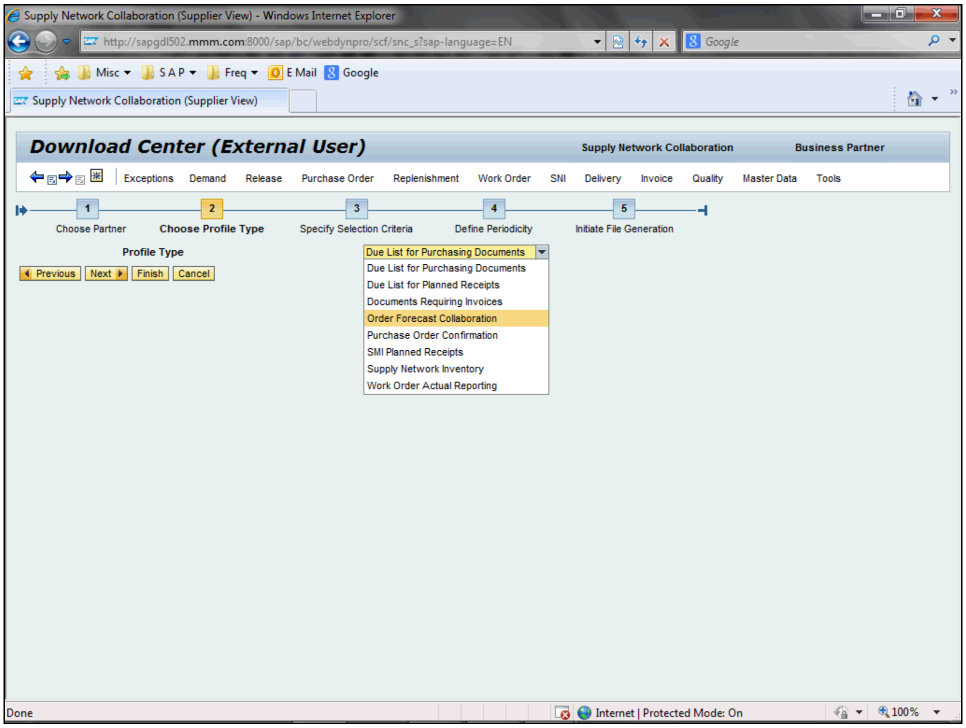
Step	Action
6.	Click **Create**. 



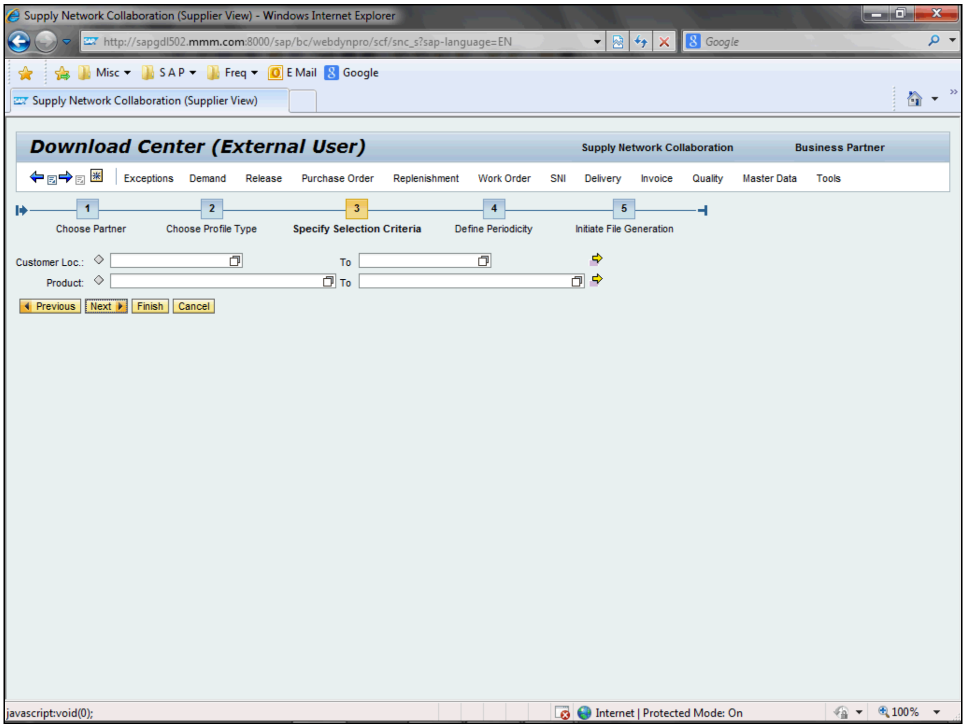
Step	Action
7.	Click the button to the right of the **Customer** field. 
8.	Click the row header.



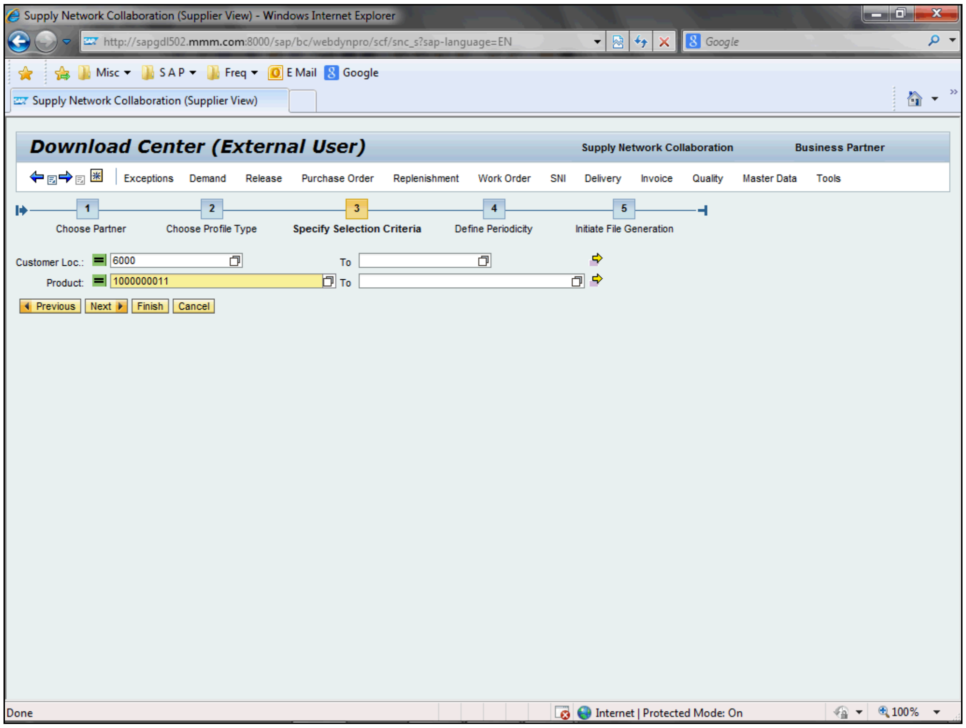
Step	Action
9.	Click **OK**. 
10.	Click **Next**. 
11.	Click the button to the right of the **Profile Type** field. 



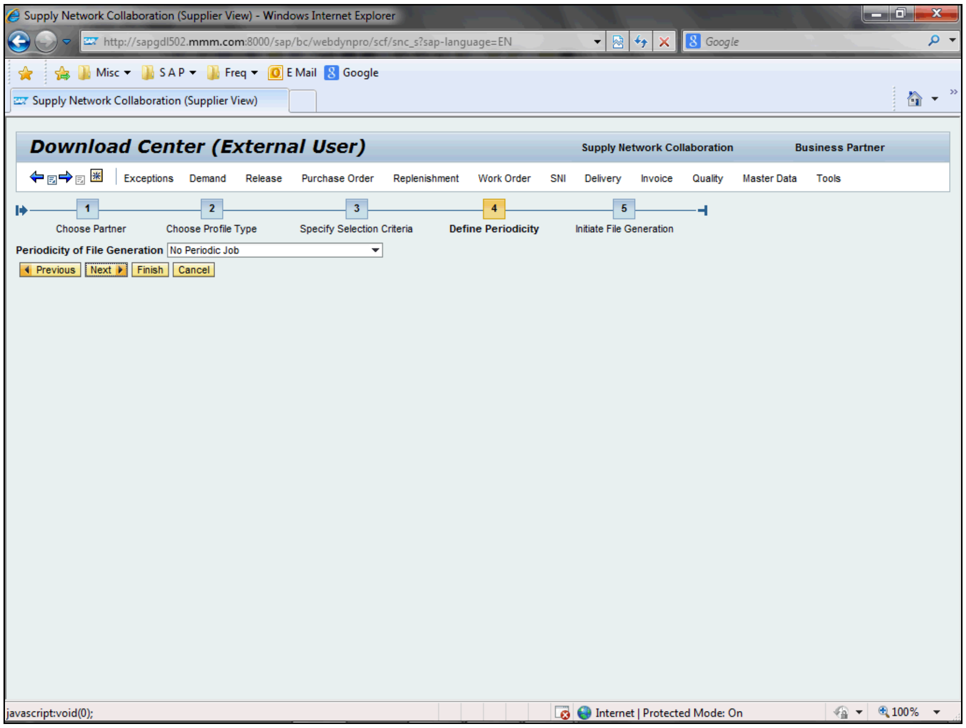
Step	Action
12.	Click **Order Forecast Collaboration**. 
13.	Click **Next**. 



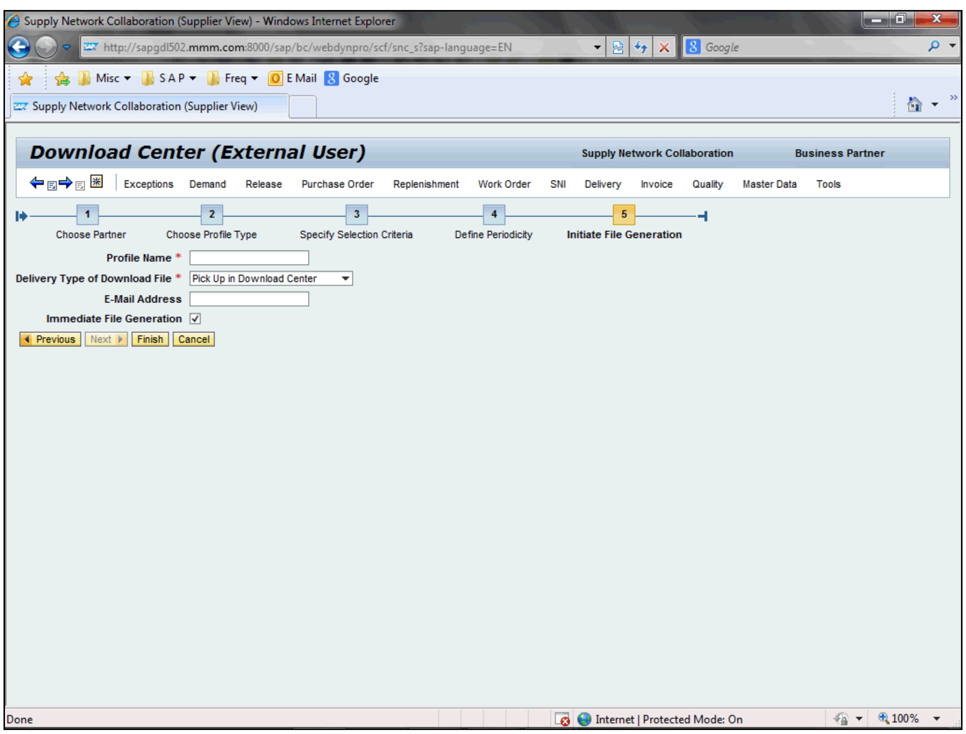
Step	Action
14.	Click the button to the right of the **Customer Loc.** field.
15.	Click the row header.
16.	Click **OK**.
17.	Click the button to the right of the **Product** field.
18.	Click the row header.
19.	Click **OK**.



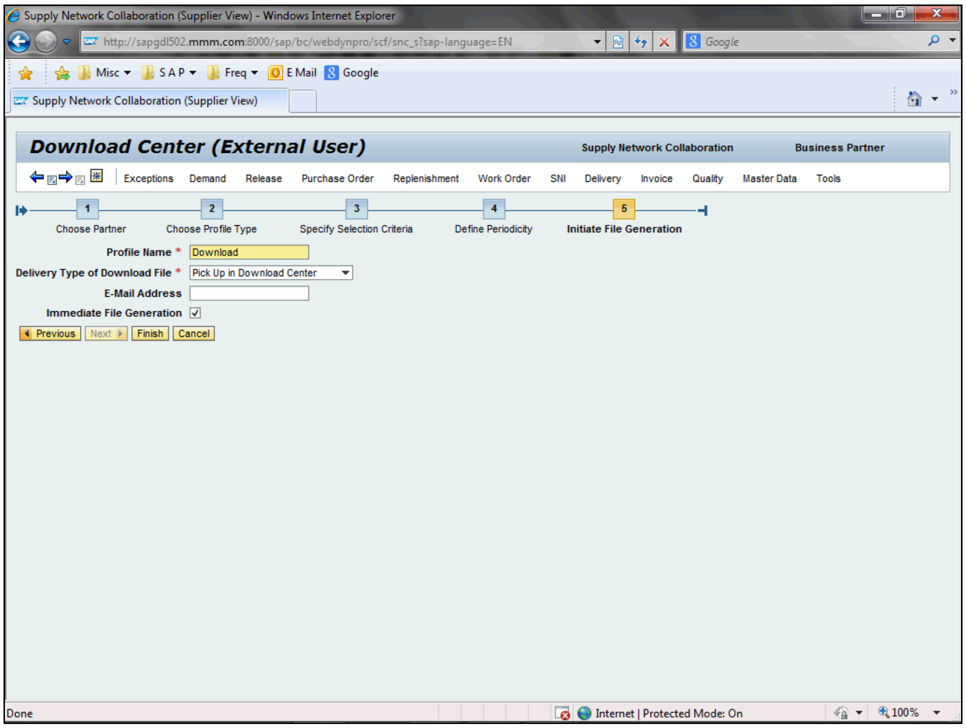
Step	Action
20.	Click **Next**. 
21.	If you want to set the profile to run automatically, select the frequency from the **Periodicity of File Generation** list.



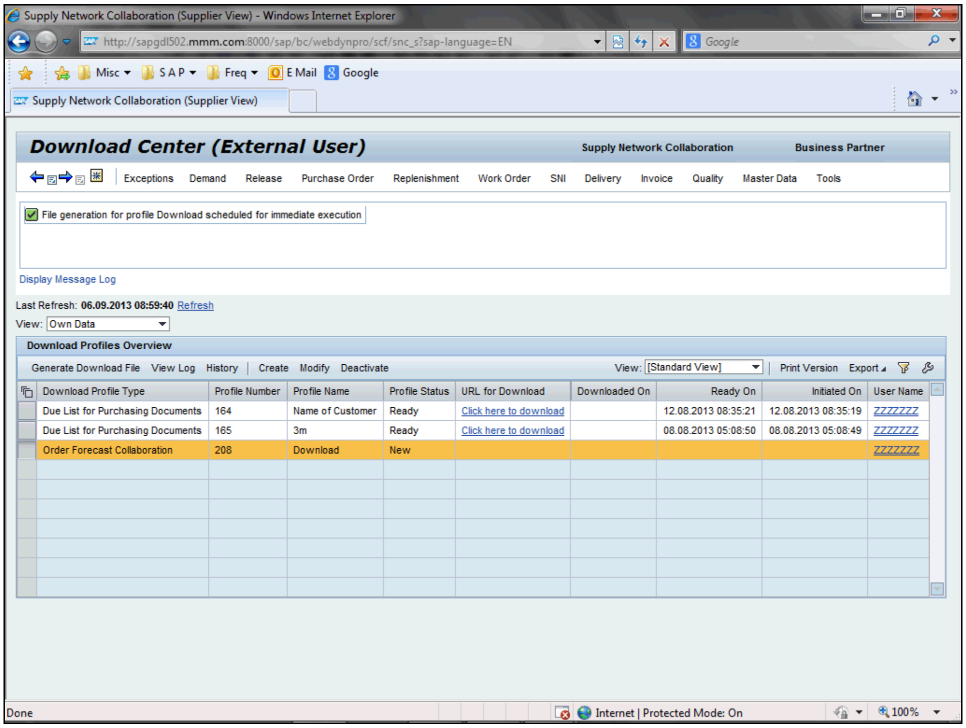
Step	Action
22.	Click **Next**. 



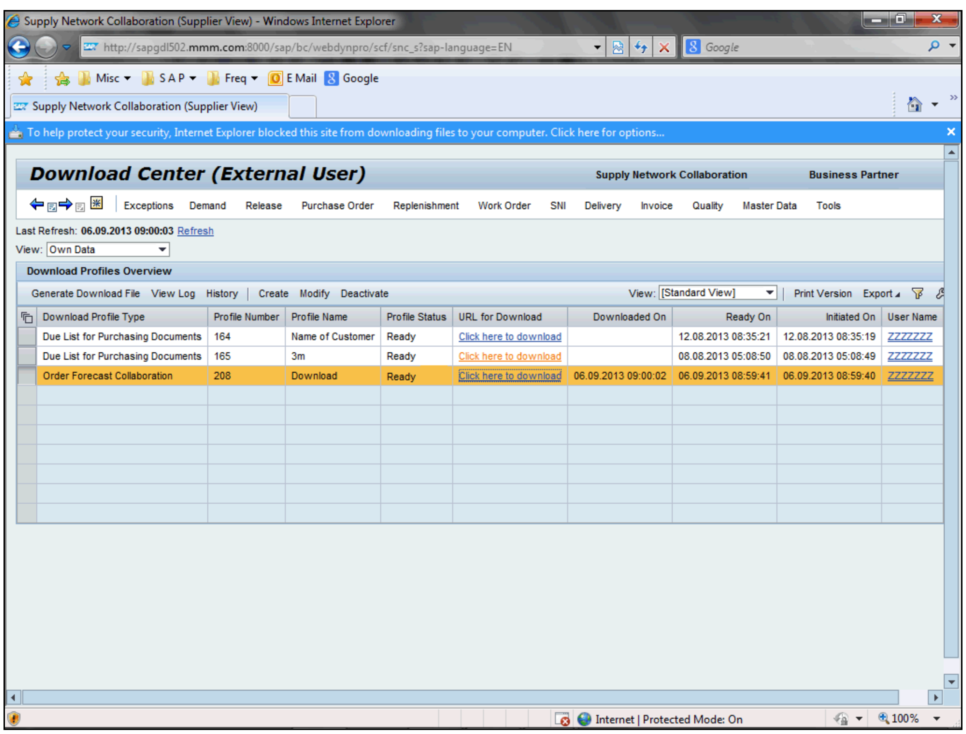
Step	Action
23.	Click the **Profile Name** field. 
24.	Type **Profile Name** "**Download**".
25.	You have the option to set the **Delivery Type of Download File** to be either picked up from the Download Center (External User) or emailed to you.



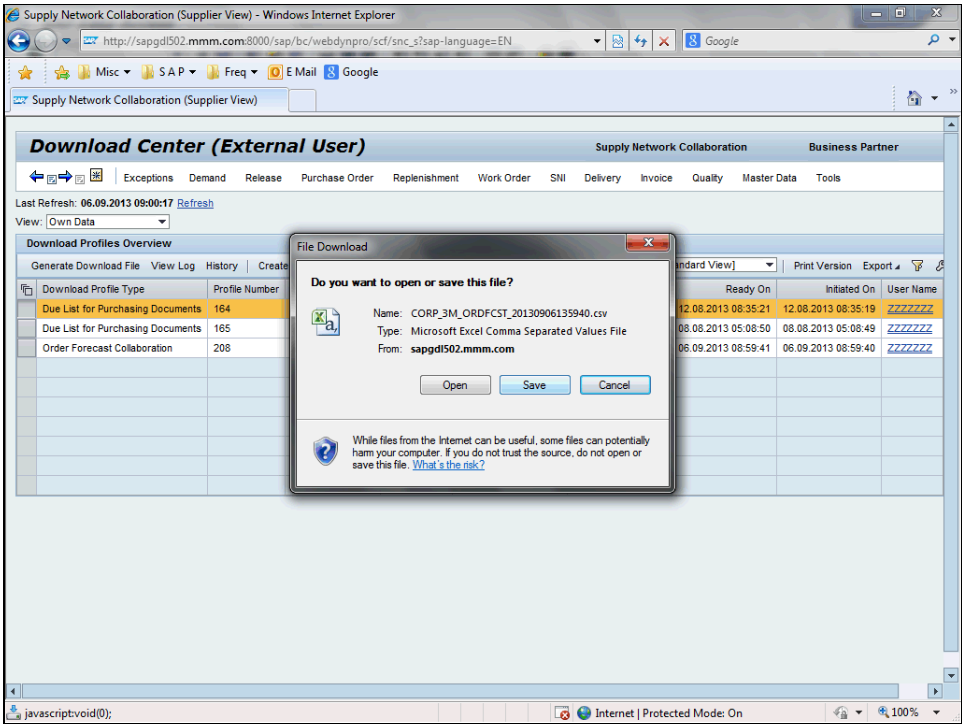
Step	Action
26.	Click **Finish**. 
27.	After creating the Download Profile, generate the *Supplier Planned Receipts* file and download it to your computer.



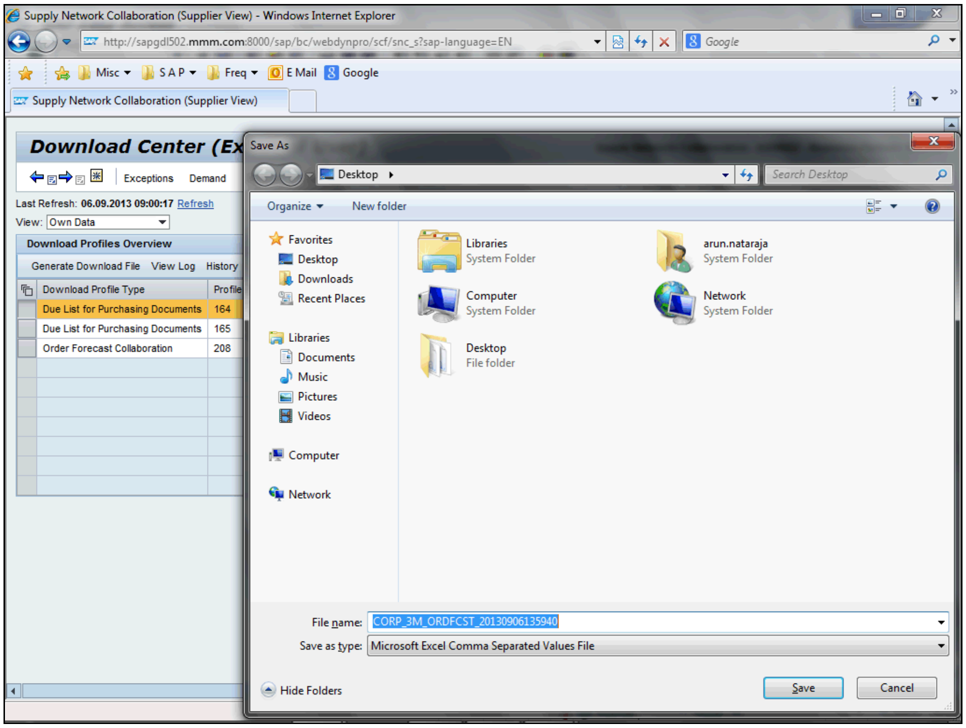
Step	Action
28.	Click **Refresh**. Refresh



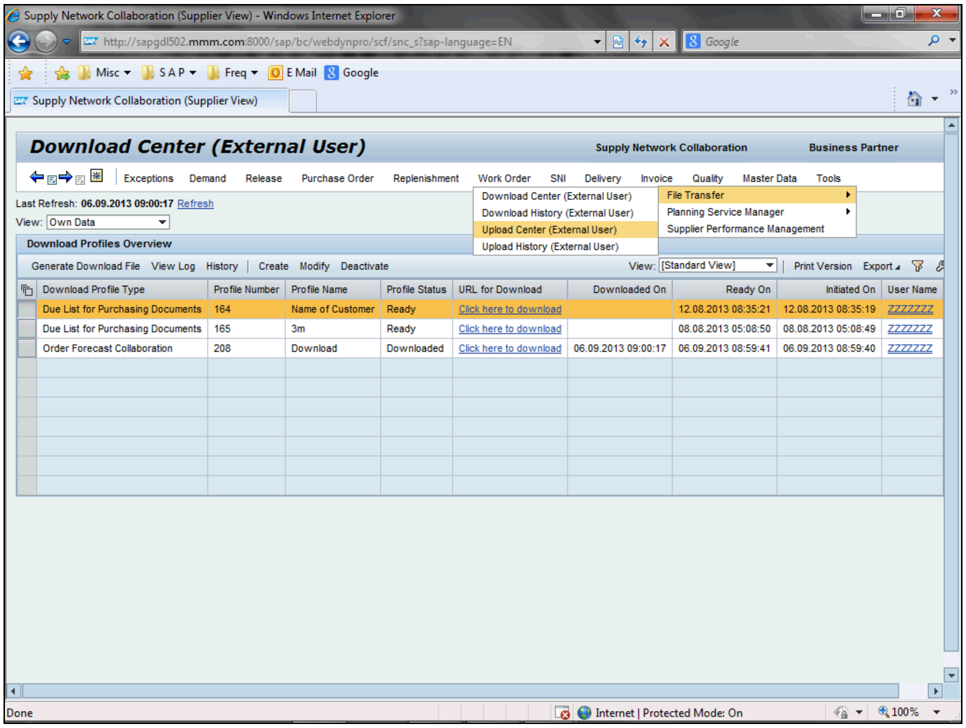
Step	Action
29.	Click **Click here to download**. Click here to download



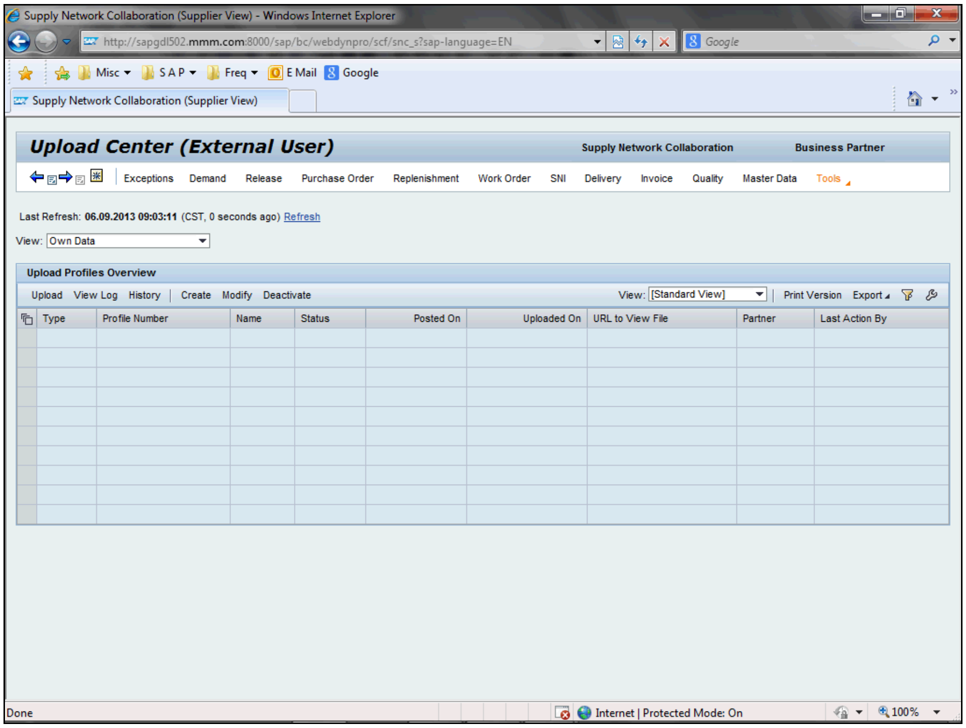
Step	Action
30.	Click **Save**. Save
31.	Navigate to a location to save the document and give it an identifiable name.

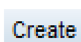


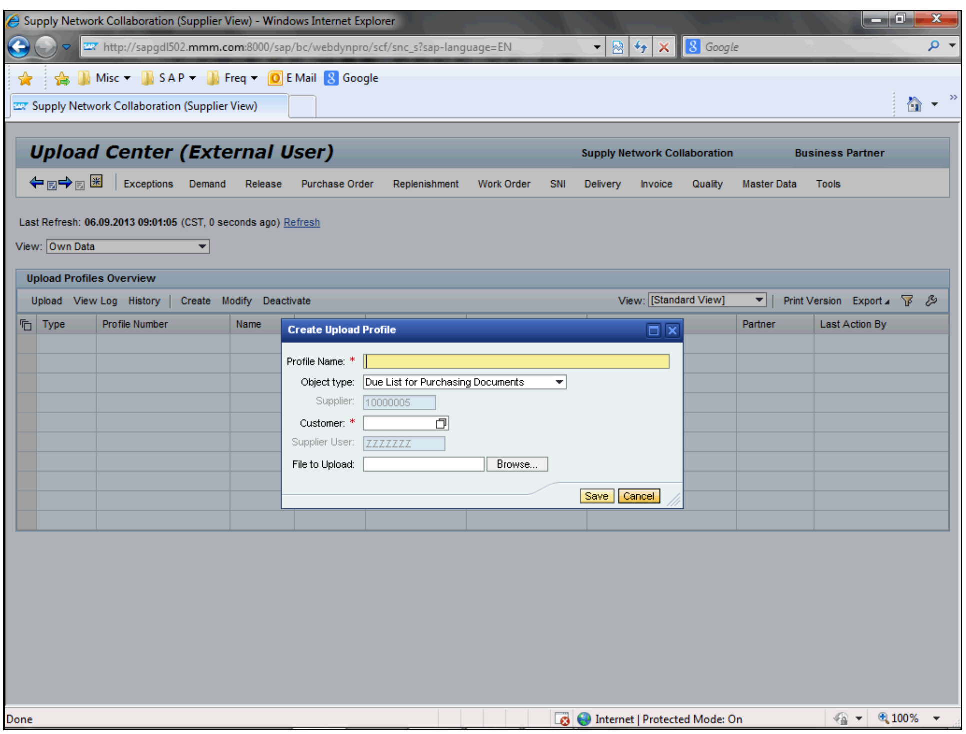
Step	Action
32.	Click **Save**. 
33.	**Note:** Open the csv file with Excel to view the receipts in a spreadsheet format.
34.	Now upload the file.
35.	Click the **Tools** menu. 
36.	Click the **File transfer** menu item. 



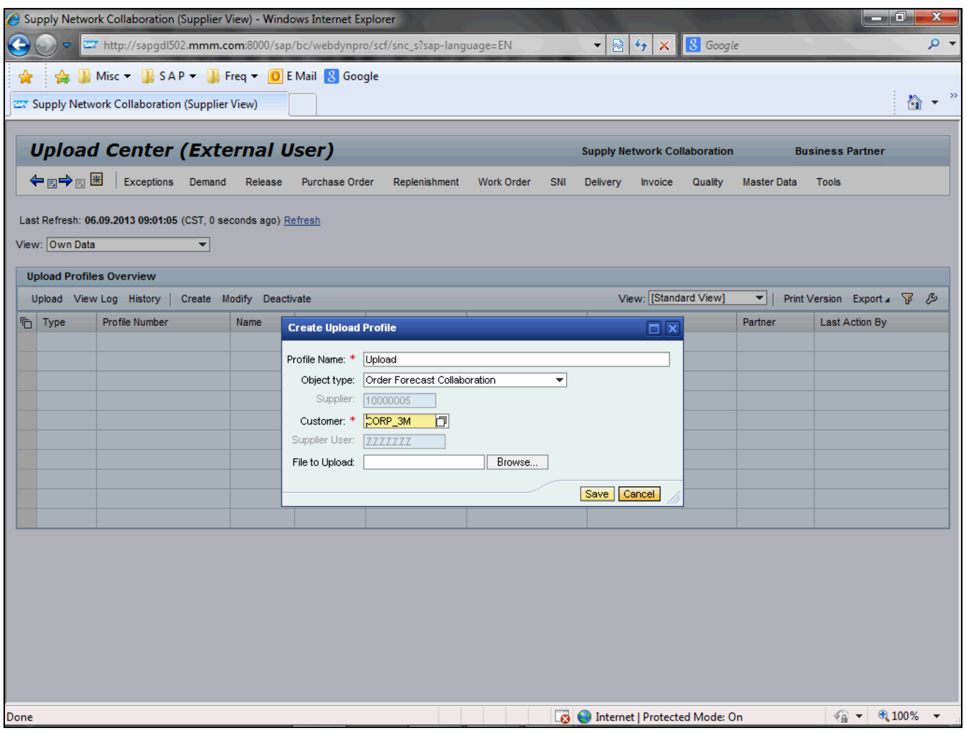
Step	Action
37.	Click the **Upload Center (External User)** menu item. 
38.	To use the *Upload Center (External User)* you need an upload profile. In the future, having a pre-defined upload profile saves time when uploading the planned receipts.



Step	Action
39.	Click **Create**. 

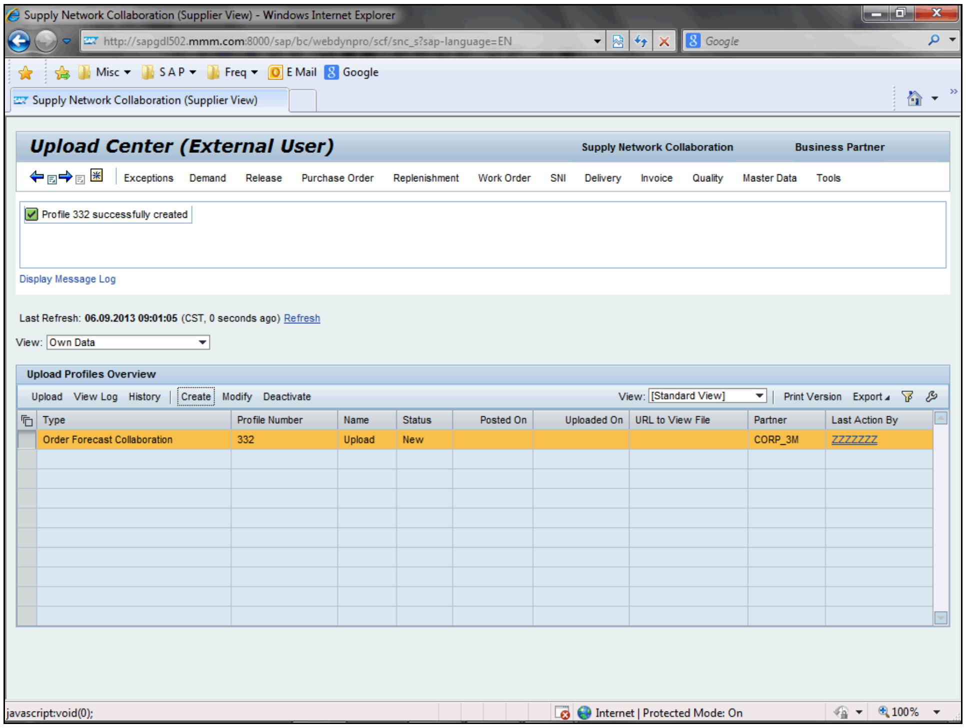


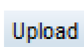
Step	Action
40.	Type **Profile Name: *** "**Upload**".
41.	Click the button to the right of the **Object type** field.
42.	Click **Order Forecast Collaboration**. Order Forecast Collaboration
43.	Click the button to the right of the **Customer** field.
44.	Click the row header.
45.	Click **OK**. OK

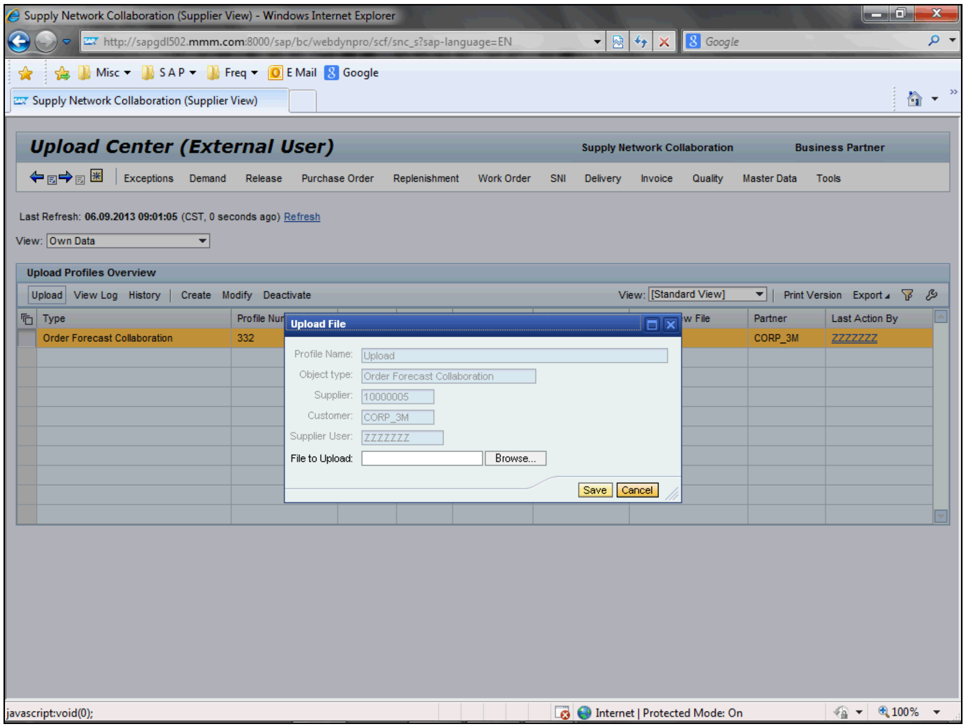


Step	Action
46.	Click **Save**. Save
47.	Upload the **Order Forecast Collaboration** file containing the planned receipts information.

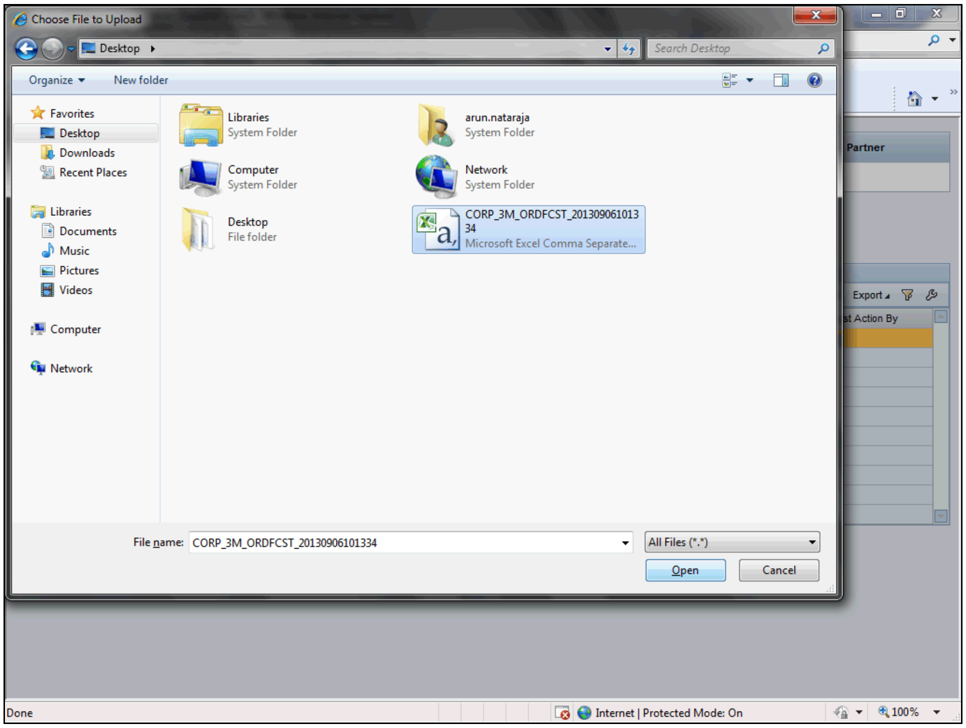
Step	Action
48.	Click the row header. 

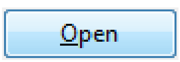


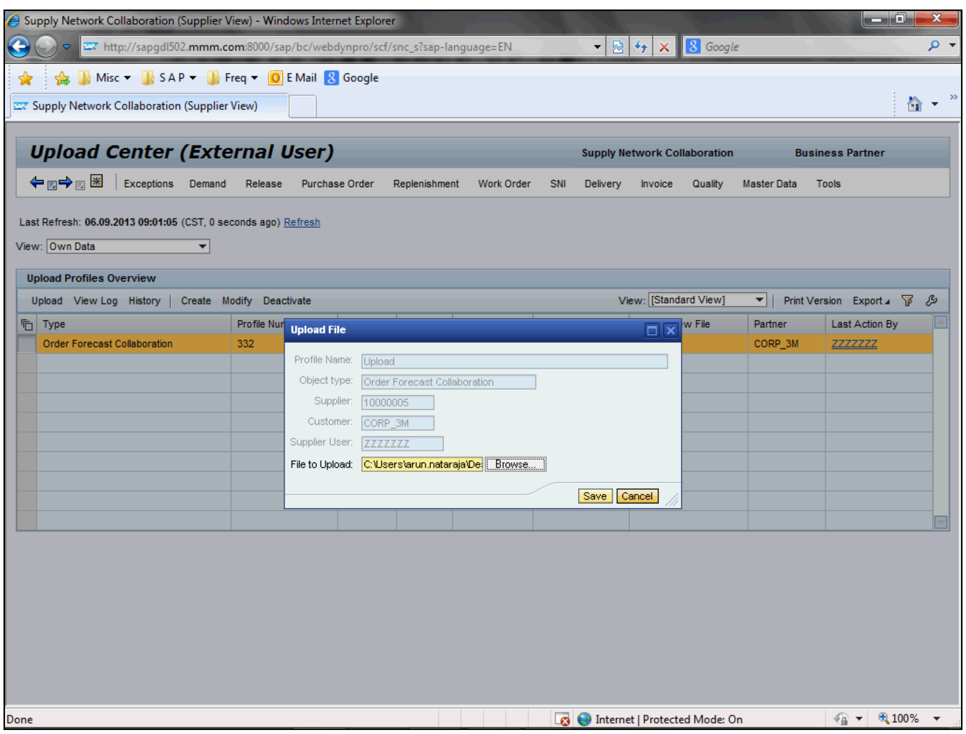
Step	Action
49.	Click **Upload**. 



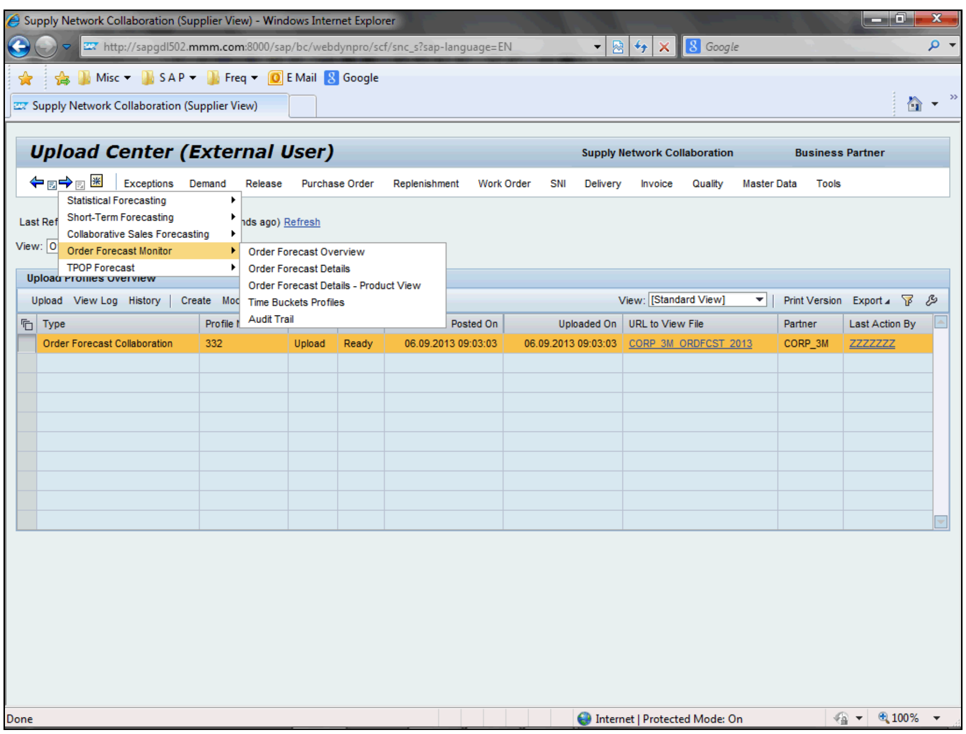
Step	Action
50.	Click **Browse...**. 
51.	Navigate to the file for upload and select it.



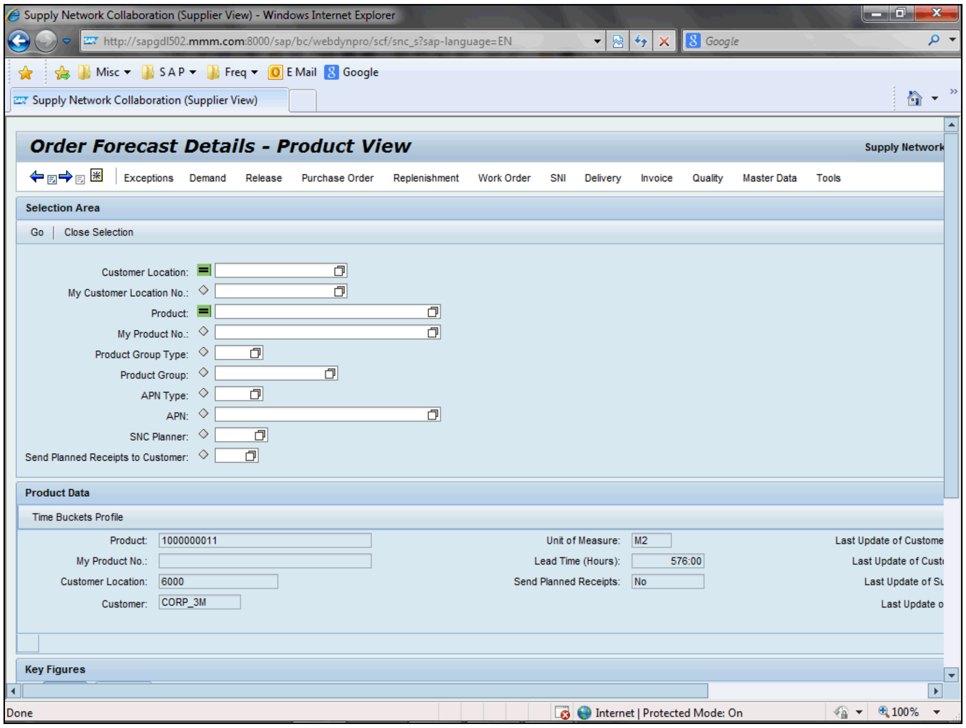
Step	Action
52.	Click **Open**. 



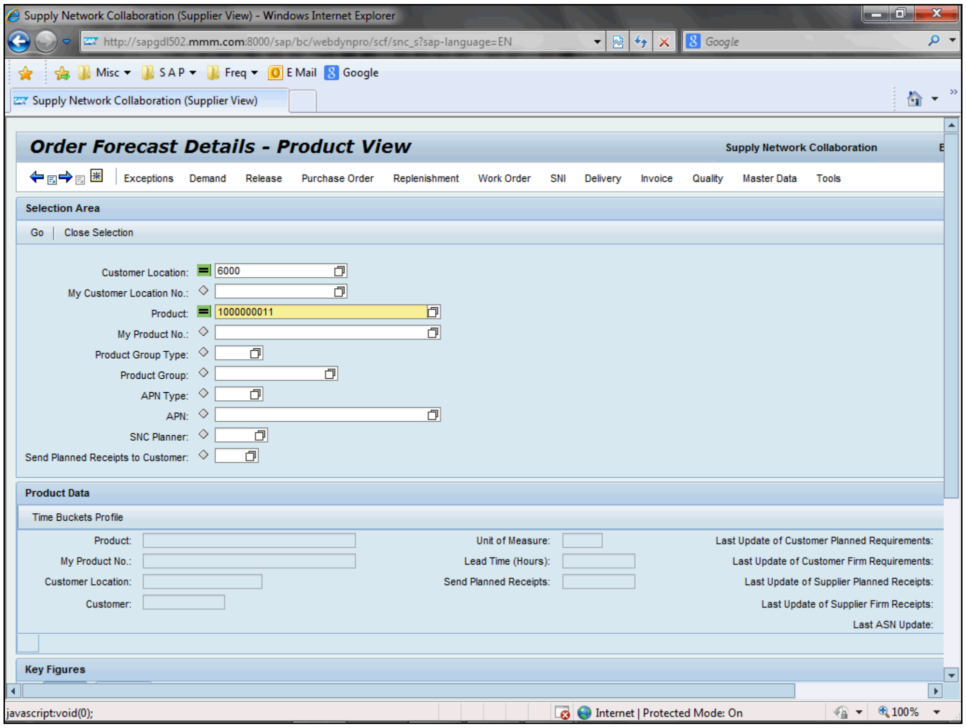
Step	Action
53.	Click **Save**. Save
54.	Uploading the file may take some time depending upon the size of the file. Click **Refresh** to update the Status information. When the file **Status** reads "Ready" the file has uploaded. If the Status is other than ready, troubleshoot the issues and then re-run the upload. After uploading the file, view the planned receipts in the system.
55.	Click **Refresh**. Refresh
56.	Click the **Demand** menu. Demand
57.	Click the **Order Forecast Monitor** menu item. Order Forecast Monitor



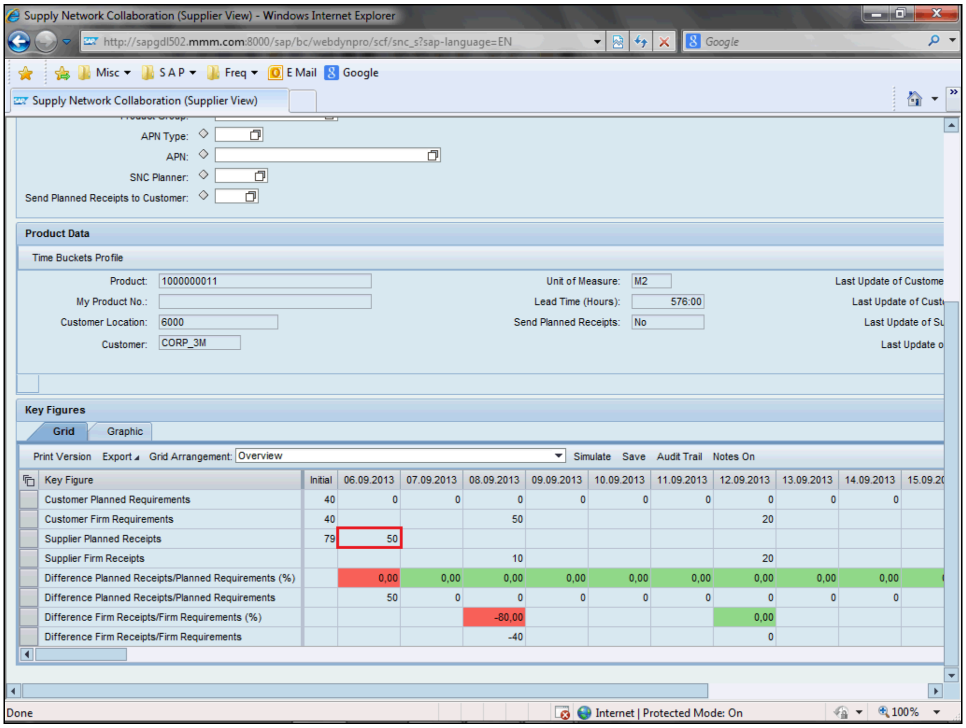
Step	Action
58.	Click the **Order Forecast Details - Product View** menu item. Order Forecast Details - Product View
59.	Enter selection criteria to narrow the list of planned receipts.



Step	Action
60.	Click the button to the right of the **Customer Location** field.
61.	Click the row header.
62.	Click **OK**. OK
63.	Click the button to the right of the **Product** field.
64.	Click the row header.
65.	Click **OK**. OK



Step	Action
66.	Click **Go**. 
67.	Scroll down to see the planned receipts.
68.	Click the **Vertical** scroll bar.
69.	The Supplier planned receipts display.



Step	Action
70.	You have completed this activity. **End of Procedure.**