

Extract of Page 97 from the Supplier Network Collaboration (SNC) Supplier User Guide

ASN Uploading

Trigger

You will perform these work instructions when you want to upload your ASN data from an excel (CSV) file. The file format must match the layout in the predefined template. When you upload ASNs, they will be in SNC at a “Draft” status.

Prerequisites

- A purchasing scheduling agreement or purchase order must exist
- You have authorization to create ASNs.
- The ASN-based due quantity is greater than zero. If the due quantity is zero, you **cannot** create ASNs.

NOTE:

You will not be able to create an ASN for items in the FORECAST time period.

Menu Path

- *Upload ASN*

Procedure

1. Open the Excel ASN Upload Template. (If you do not have this document, go to the Yazaki Web Portal and download it. Site: <https://eportal.yazaki-na.com/irj/portal>.)
2. Add the required information about the materials you are shipping.
 - a. Do not re-arrange or delete any of the columns from the ASN Upload tab. If you do the ASN will not upload.
 - b. Follow the table below when adding data to the ASN Upload tab. The data requirements differ for AIR, SHIP and TRUCK shipments.
 - c. Remove the instructions tab and header row from the ASN Upload tab before saving this as a CSV file.

NOTE: The ASN Upload program will only work with files in the CSV format.

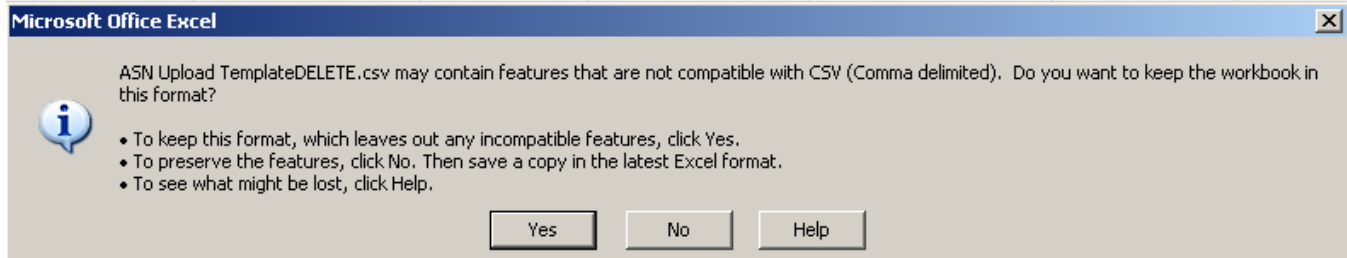
Field Name	Description	Format	Required for	
			Truck/AIR Shipment	OCEAN Shipments
Shipment Number	The value that identifies the entire shipment and is printed on the paperwork that accompanies the shipment. If no value is entered the system will assign a number.	AlphaNumeric		
Ship-To Location	The number of the Yazaki location you will be delivering the material (i.e. 1005 for 6050 Bldg)	Numeric		
Delivery Date	This is the estimated date the material will arrive at the Yazaki facility.	mm/dd/yyyy		
Ship-From Location	The assigned yazaki supplier number for your location.	Numeric		

			Required for	
Field Name	Description	Format	Truck/AIR Shipment	OCEAN Shipments
Shipping Date	This is the date the material will ship from your location. If not date is entered, the system will use today's date.	mm/dd/yyyy		
Means of Transport	0001 = Truck, 0005 = Ocean and 0003 = Air	Choice		
Means of TransportID	The container number or trailer ID	AlphaNumeric		
Payment Terms	PREPAID or COLLECT	Choice		
Bill/Lading No.	This is the bill of lading number for your shipment.	AlphaNumeric		
BillOfLadingDate	The date the Bill of Lading (BOL) was created.	mm/dd/yyyy		
PRO Number	The assigned carrier tracking number for this shipment.	AlphaNumeric		
Carrier Party	The assigned SCAC ID for the carrier you are using to deliver the material.	AlphaNumeric		
Incoterm		Alpha		
Port of Entry		AlphaNumeric		
Incoterm Location		Alpha		
AirportDepartureCode		AlphaNumeric		
PortOfEntry Date		mm/dd/yyyy		
ForeignPortOfLading		Alpha		
FeederVesselName		AlphaNumeric		
EtdPortOfExitDate		mm/dd/yyyy		
EtaPortOfEntryDate		mm/dd/yyyy		
Equipment Seal Number		AlphaNumeric		
Equipment Type		AlphaNumeric		
Load Gross Weight		Numeric		
Unit of Measure		Numeric		
Yazaki Material No.	The assigned Yazaki part number.	AlphaNumeric		
ECN Level	Required for Finished Goods Materials only.	AlphaNumeric		
Due Quantity	This is the quantity being shipped. You will repeat this value on each line for the material.	Numeric		
Order Number	The purchase order or purchasing scheduling agreement (PSA) number	Numeric		
Line No.		Numeric		
InvoiceDate	The date the invoice was creates/processed.	mm/dd/yyyy		
Invoice Number	This number is assigned by you and is associated with the shipment and subsequent payments.	AlphaNumeric		
AffiliatePrice	Required for Yazaki Affiliates only: The cost of the service or commodity being provided.	Numeric		
Manufacturing Date	The date the material was produced.	mm/dd/yyyy		
Country of Origin	The country where the material was produced	Alpha		
Carline	Required for Finished Goods Materials only.	Alpha		
PIA Number		AlphaNumeric		
CartonPackagingCode		AlphaNumeric		
HU Number	The carton serial number. This must include at least one alpha character.	AlphaNumeric		
Quantity	The quantity in each carton by material.	Numeric		

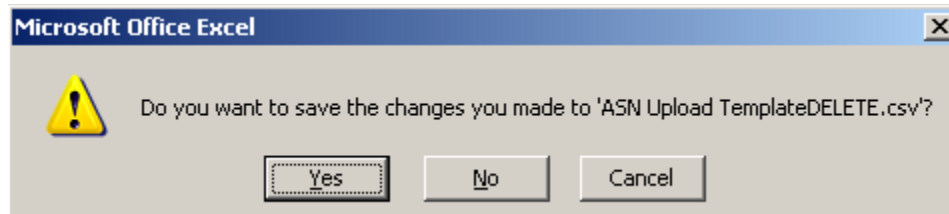
3. Once you have added all required information for each material you are shipping,

- a. Delete the Instructions Tab
- b. Delete the header row from the ASN Upload Tab

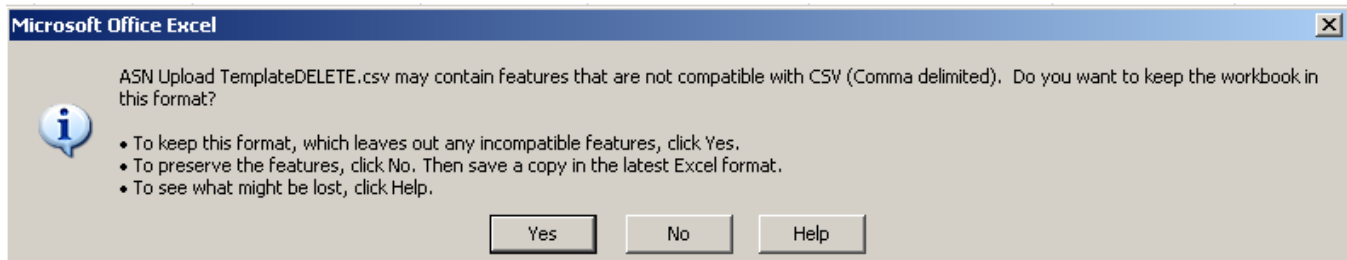
4. Click File from the Excel menu bar and click "Save As". The Save As window will appear.
5. Go to the Save as Type field at the bottom of the screen and select **CSV (Comma Delimited) (*.csv)**
6. **Click Save.**
7. The following pop-up box will appear. Click **Yes**.



8. Now, exit the file. You will once again receive pop-ups about the file.



9. Click **Yes**.



10. Click **Yes**.

11. Log onto the Yazaki Web portal and click the SNC tab.

12. Click the **Upload ASN** link on the menu bar.

Supply Network Collaboration (Supplier View) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address https://cant-aq1.yazaki-na.com:8401/sap/bc/webdynpro/srf/snc_s?sap-client=300&sap-language=EN Go

Alert Monitor

Supply Network Collaboration - S100004-01 - Business Partner: 0000100004

Exceptions Release Purchase Order Delivery Invoice Master Data [Upload ASNs](#) [Yazaki News and Updates](#)

Selection

Show Reset Go Close Selection Set Notification

Yazaki Material Analyst:		To		↕
Yazaki Location:		To		↕
Supplier:		To		↕
Location:		To		↕
My Location:		To		↕
Yazaki Material No.:		To		↕
Supplier / Customer Material No.:		To		↕
Carline or Family No.:		To		↕
Carline or Family:				↕
Product Group Type:				↕

Statistical View

Reset to Default

Grouping Criteria 1: Alert Type Grouping Criteria 2: Grouping Criteria 3: Display Alerts By: Alert Priority

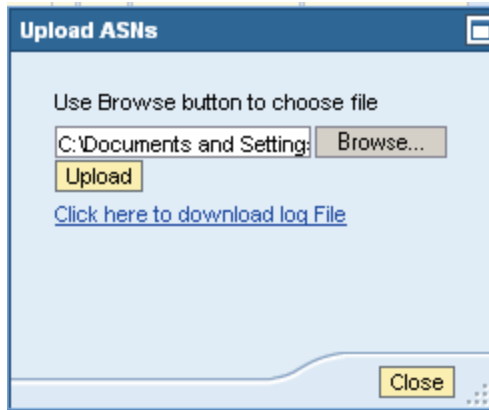
13. The Upload ASN box will appear.

Upload ASNs

Use Browse button to choose file

[Click here to download log File](#)

14. Click the button and locate the file you want to upload. The name of the file you selected will appear in the box.

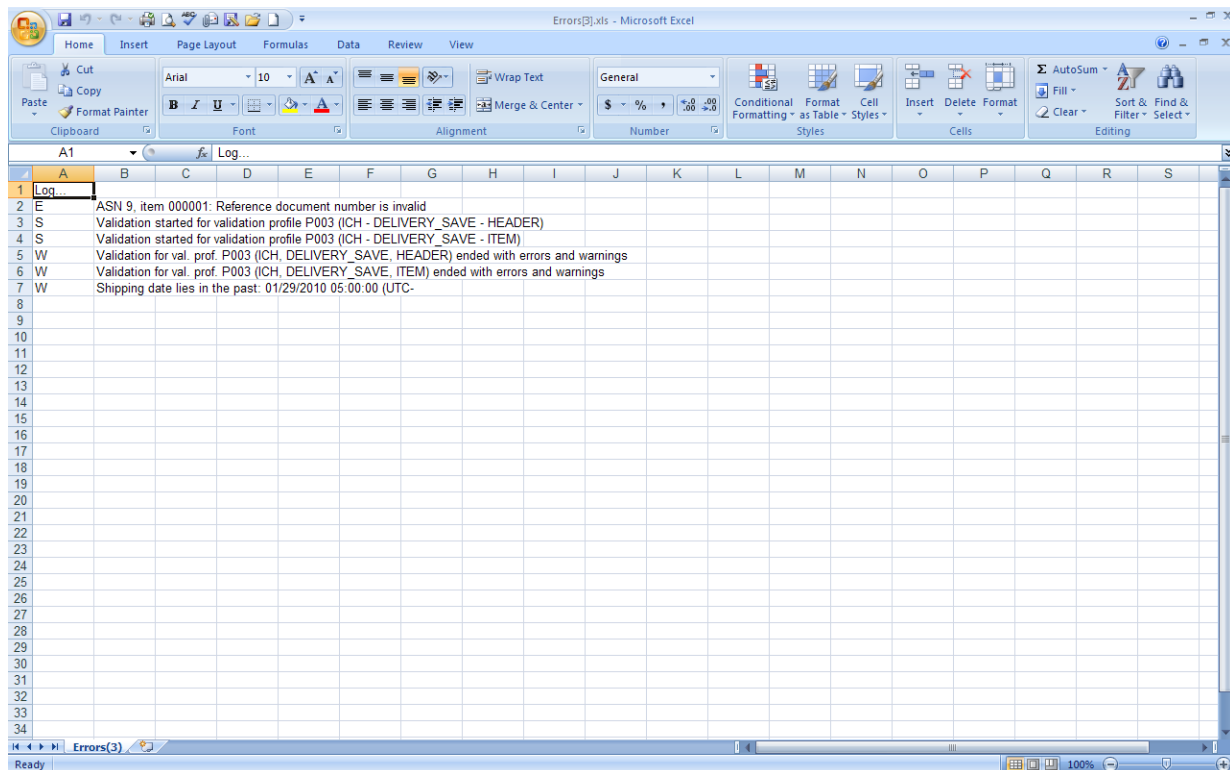


15. Click the **Upload** button to start the process. An hour glass will appear to indicate the system is processing your request. Once this stops click the hyperlink – [Click here to download log File](#). You **MUST** review this log for errors or warning messages about the file you loaded.

E = Error (This message will cause the ASN not to load.)

S = Successful (The ASN passed the specified step.)

W = Warning (There was a problem with your data but the step was passed.)



16. If an error message occurs, you must correct it in your file and start the process again.
- Error: Reference Document Number is invalid

Solution: The Shipment ID for your ASN has been used previously. Revised the number.

- Error: Duplicate Handling Units not allowed

Solution: The serial number enter has been used within the past 18 months.

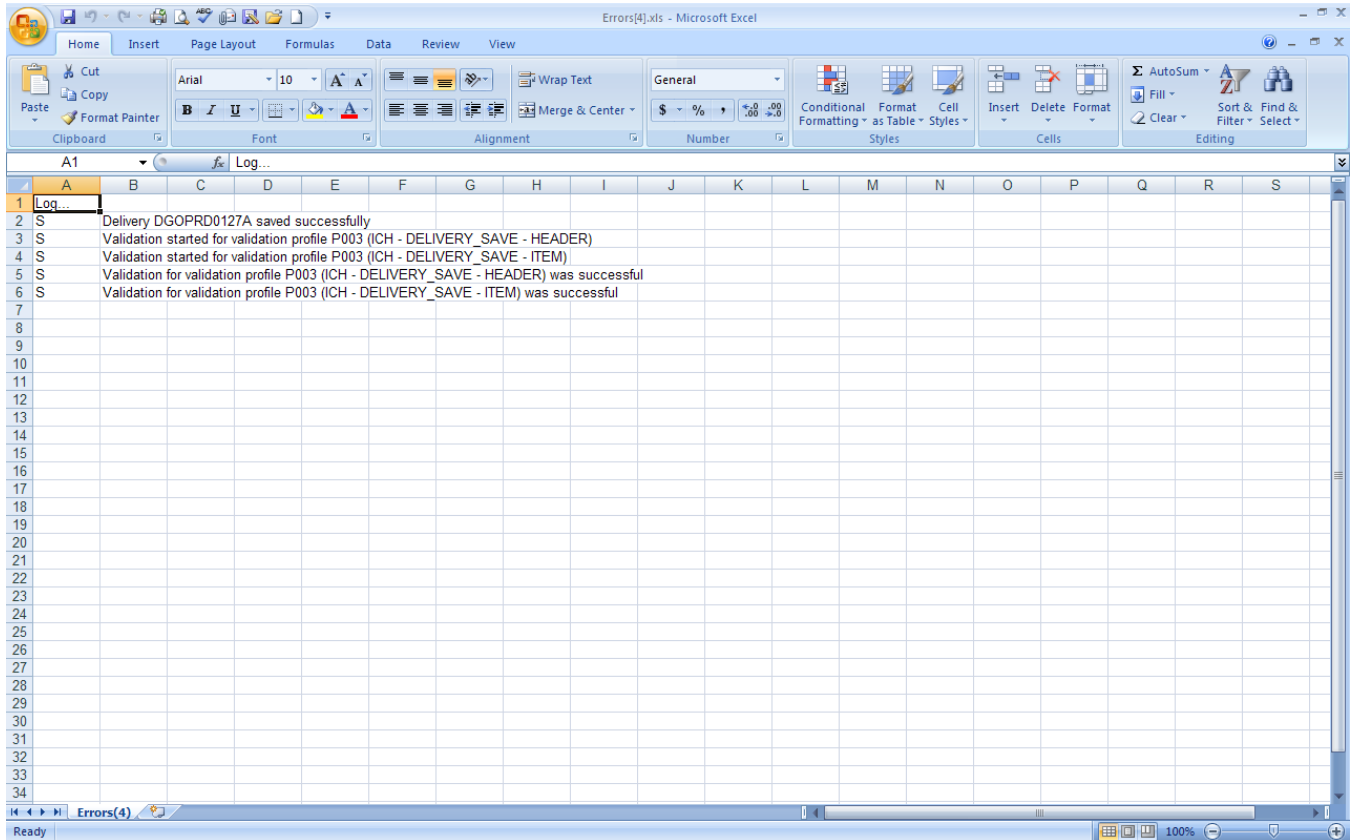
c. Error: Multiple Ship-To Locations

Solution: Create a separate ASN Upload file for each ship-to location.

d. Error: Delivery Date in the Past

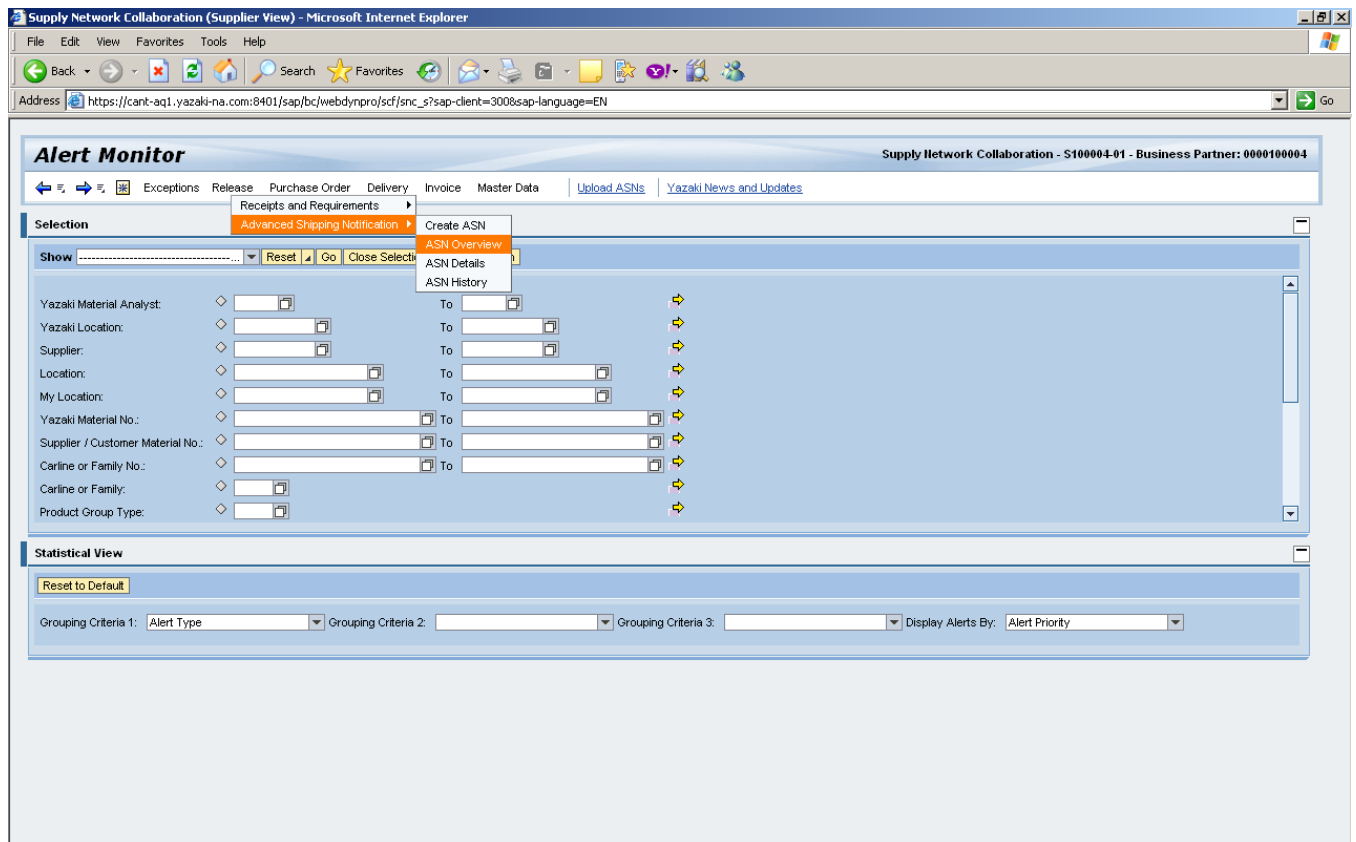
Solution: Change the date to a date in the future.

17. Once all errors have been corrected, perform the upload steps again.



18. When your ASN is successfully loaded, click the **Close** button on the Upload ASN screen.

19. Go to the Delivery menu, click Advance Ship Notification then ASN Overview to view your ASN. NOTE: These ASN are not automatically published to Yazaki. You must "Publish" them before we can see them as in-transit.



20. When the ASN Overview screen appears, enter your Shipment ID in the Shipment Number field or enter DV (Draft) in the ASN Status field.
21. Press the **GO** button and your ASN will appear. You can click the **Change ASN** if you need to make corrections.
22. If you have no changes to make, highlight the row and click the **Publish** button to send the information. You will get a message that the delivery was successfully published. NOTE: The ASN Status will change to **Published** in the grid.

Supply Network Collaboration (Supplier View) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Refresh Print Mail Stop

Address https://cant-aq1.yazaki-na.com:8401/sap/bc/webdynpro/scf/snc_s?sap-client=3008&sap-language=EN Go

ASN Maintenance - ASN Overview (Supplier View)

Supply Network Collaboration - S100004-01 - Business Partner:

Exceptions Release Purchase Order Delivery Invoice Master Data Upload ASNs Yazaki News and Updates

☒ Delivery DGOPRD0127A was changed and published successfully
☒ The Document Flow is not active
☒ Validation for validation profile P001 (ICH - DELIVERY_PUBLISH - ITEM) was successful

[Display Message Log](#)

Selection

Show Reset Go Close Selection

Yazaki Location: To
 Ship-From Location: To
 Ship-To Location: To
 Shipment Number: To
 Inbound Delivery No.: To
 ASN Status: ☒ DV To
 Yazaki Material No.: To
 Delivery Date (ETA): To
 Shipping Date: To
 Document Date: To

ASN List

Display ASN Change ASN Publish Cancel ASN Copy ASN ASN History Invoices Related to ASN Print Download

View [Standard View] Print Version Export

Shipment Number	Ship-From Location	Ship-To Location	Yazaki Location	Document Date	Shipping Date	Delivery Date (ETA)	ASN Status	Valid Status	Item Stat.	Inbound Delivery No.	PurposeCd.	TPOP
DGOPRD0127A	0000100004	1015	1015	02/01/2010 01:56:20	02/01/2010 05:00:00	02/10/2010 05:00:00	Published	Valid	Valid			

Row 1 of 1 Column 1 of 17

23. Now, you can upload another ASN or logout of the system.