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Supplier Connection (PSA)

Upload Guide_V3.5_EN

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covisint ... welcome to the world of business now^{SM}

Covisint enables companies of any size, location or technical sophistication to securely share vital business information, applications and processes across their trading partner network. As a leading provider of interoperability solutions and services, Covisint helps businesses speed decision-making, reduce cost and improve responsiveness in serving customers.

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Upload guide

v3.5 English

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How to get started?

Step 1 Introduction

- The purpose of this document is to guide Administrators and Users in utilizing the Upload functionality within the Covisint Supplier Connection application.

- This feature enables the upload of parts information, ASN and invoices, using a CSV (Comma separated value) file.

- The part master upload will be helpful when configuring the part master database in the application (Configuration Manual Step 3A).

- Please note a CSV file may contain more than one ASN or Invoice.

Step 1   Introduction

Prerequisites:

- All administrators/users must have a basic working knowledge of CSV usage.

- Note: Upload profiles only appears if company has selected the upload enabled functionality in the application.

  Please refer to instructions in the next slides.

From the administration menu select **administer company**

Select the edit icon next to general information.

Upload profiles
part master

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Step 2   Upload profiles part master

- Company Administrators must first configure the application by setting up the upload profile. This is accomplished by mapping the data upload columns to the part master data fields.

- Please follow instructions in the next slide to configure the upload profiles for the part master information.

From the administration menu select **upload profiles.**

From the upload menu, select supplier part master.

*Required fields are identified by red font and an asterisk

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Upload Definition Screen

supplier connection

psaseller2 psaseller2, FOURNISSEUR SA3   RELOGIN home   portal   help   contact u

view   create   reports   administration   preferences   reference   help

upload definition

* *required fiel

select an upload [supplier part master ▼]

upload profile

options	position	data to upload	comment	field type and length	csv file column # *
	PARTMASTER	vendor part number*		AN - 40	1
	PARTMASTER	part desciption*		AN - 100	2
	PARTMASTER	net weight*		N - 25	3
[icons]	PARTMASTER	net weight UOM*		N - 15	4
[icons]	PARTMASTER	Country of origin*		N - 15	5

DETAILS REGARDING THE UPLOAD DEFINITION SCREEN

Column Name	Description
Options	Click [icon] (options icon) to display uniform code information. These codes need to be used when preparing the upload file.

Options

For instance click the option icon next to net weight UOM*

Click on Download 🖫 **icon to get a CSV file with the codes**

---

https://us.supplierconnection31.covi... _ □ ×

upload definition

upload profile

2	Gram
1	Kilogram
5	Metric carat
7	Pound
4	Short ton
6	Tenth of carat
3	Ton

close   download

D 🔒 🌐 Internet
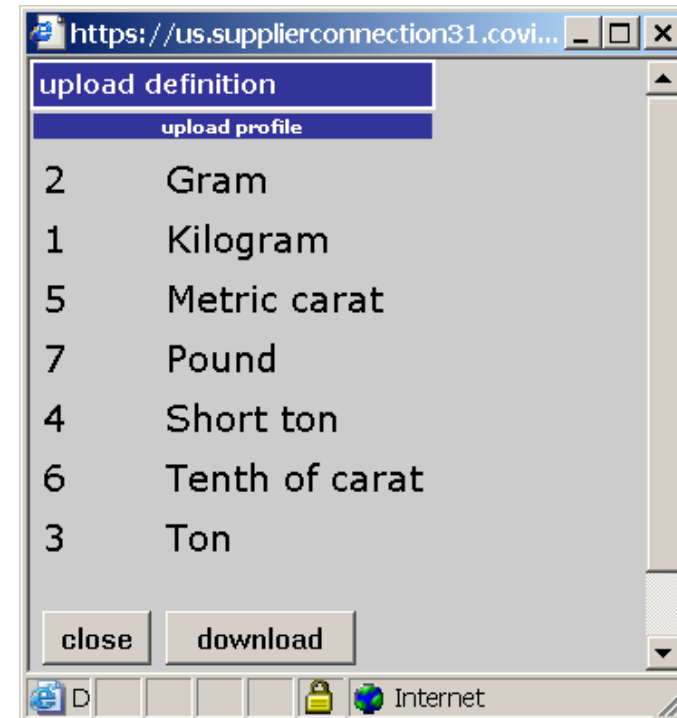
Column Name	Description
Data to upload	This column describes the specific field within the Supplier Connection application to which the CSV column is mapped.

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Column Name	Description

Comments

Comments, if any, are listed here by Covisint as per Customer request

Field length and type

This column describes the format and total character length of a field.

AN = Alphanumeric

N = Numeric

D = Date only

16 = sixteen characters

CSV file column #

This column is used to assign a CSV file column to the supplier part master field to be uploaded (You must manually review the CSV file and identify the column number for entry into this field).

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Step 2   Upload profiles part master

- In each of the CSV file column # fields, assign a CSV file column to the supplier part master field to be uploaded (This maps to the particular line item in the data field).

  Note: All **data to upload** fields in red are mandatory fields and need to have a corresponding CSV file column # assigned.

- Please select **save changes** for every page when assigning the corresponding column data field.

- Once you have configured the upload profile data fields, you will be able to upload the supplier part master CSV file.

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Step 2   Upload profiles part master

Upload Conformity Rules:

- The file consists of individual fields, with each data field being separated by a comma.

- Each part will be on a separate line of the CSV file

- See more information about conformity rules on pages 58-59.

- Please refer to instructions in the next slides on how to create a CSV file for supplier part master

Column 1	Column 2	Column 3	Column 4	Column 5
Vendor Part Number	Part Description	Net Weight	net weight UOM*	Country of origin*
123456	Test part	10	1	24

The column numbers and header is for reference only. The value in column 4 (1) corresponds to kilo as unit of measurement (UOM) and column 5 (24) corresponds to Brazil as the country of origin. These values can be obtained under the options column.

123456	Test partA	10	1	24
345678	Test partB	2	1	24

Example of 2 parts CSV file to be uploaded.

Sample of the two part file uploaded.

Sample of the two part file uploaded. (CSV format)

123456	Test partA	10	1	24
345678	Test partB	2	1	24

Confirmation Message

Note: If errors were found during the upload process, an alert message is displayed. In the example above no errors were found and the upload was completed.

Potential errors could be …

- mandatory field does not contain data,

- missing CSV file columns,

- wrong file format.

- wrong codes

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Upload profiles
ASN

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Step 3   Upload profiles ASN

- The upload profile configuration process is the same for parts, ASN and Invoices. You will have to create a CSV file corresponding with the **data to upload** requirements.

- Please ensure that you select **save changes** for every page in which you associate the column number to the CSV file column # fields in Supplier Connection.

- Each xxxx will be on a separate line of the CSV file

- See more information about conformity rules on pages 58-59.

- Please refer to the next slides for more information on the **data to upload** fields.

From the administration menu select upload profiles.

From the **upload** menu select **ASN.**

From the **buyer** menu select a **buyer.**

options	position	data to upload	comment	field type and length
	Summary	document number*		AN - 40
	Summary	document date*		Date
	Summary	Departure / Arrival Date / Time (mm/dd/yy)/ (hhmm)*		Date
	Summary	pick-up schedule	Set Y in the file if pickup date N otherwise	AN - 1
🔍 💾	Summary	carrier*		N - 16
	Summary	trailer*		AN - 40
	Summary	GR WGT*		N - 16
🔍 💾	Summary	part weight UOM*		AN - 10
	Summary	# of handling units*		N - 16
	Item	part number*		AN - 40
	Item	Part Description*		AN - 100
	Item	Supplier Article Number*		AN - 40

Be aware that mm/dd or dd/mm depends on the language preference under the Preference menu. In this example US English was chosen.

If the ID plate of the lorry is not available, write here the name of the carrier.

options	position	data to upload	comment	field type and length
	Item	ordered quantity*		N - 16
	Item	purchase order number*		AN - 40
	Item	Quantity*		N - 16
[icons]	Item	UOM*		AN - 10
	Item	# of cont*	Xxxxxxxxxxxxxxxxxxxxx???????????	N - 16
	Item	container type*	A 5-characters code, as used by PSA. Identical to Packaging/Container type.	AN - 35
	packaging	parts per container quantity*		N - 16
[icons]	packaging	standard pack uom*		AN - 10
	Item	final delivery location		AN - 40
	Item	Handling Unit Type*	A 5-characters code, as used by PSA. Identical to Packaging/Handling unit type.	AN - 50
	Item	containers per handling unit*		N - 16
[icons]	Item	country of origin*		AN - 30

options	position	data to upload	comment	field type and length
	packaging	point of destination		AN - 40
	packaging	Routing code		AN - 50
	packaging	kanban number*	Also known as Delivery Call N°(9 characters).	AN - 50
	packaging	container serial no*	The number on the label that will be fixed onto the packaging unit. Must has never been used this year.	AN - 50
	packaging	container type*	A 5-characters code, as used by PSA for the packaging unit. Identical to Item/Container type.	AN - 50
	packaging	batch no.		N - 16
	packaging	consumption date		Date
	packaging	handling unit type*	A 5-characters code, as used by PSA. Identical to Item/Handling unit type.	AN - 50
	packaging	handling unit number*	Example: if 4 HU are used, the values will be 1, 2, 3 and 4 (don't skip numbers even for partial deliveries)	N - 16
	packaging	master label no*	The number on the label that will be fixed onto the handling unit. Must has never been used this year.	AN - 50
	packaging	simplified	Just set the word Simplified (as written) for a simplified packaging	AN - 20

Select verify and then send.

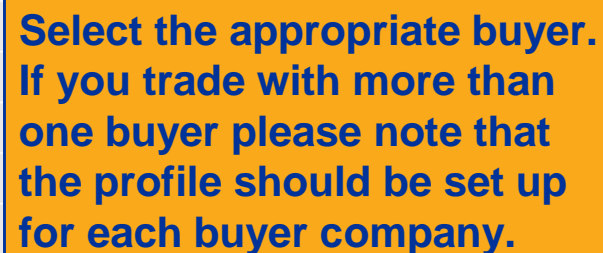# covisint®

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Step 4   **Upload profiles invoice**

- The upload profile configuration process is the same for parts, ASN and Invoices. You will have to create a CSV file corresponding with the **data to upload** requirements.

- Please ensure that you select **save changes** for every page in which you associate the column number to the CSV file column # fields in Supplier Connection.

- Each line on an invoice must be on a separate line of the CSV file

- See more information about conformity rules on pages 58-59.

- Please refer to the next slides for more information on the **data to upload** fields.

From the administration menu select **upload profiles.**

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options	position	data to upload	comment	comment	comment	comment	field type and length
	header/footer	invoice date*	dd/mm/yy or mm/dd/yy according to your preference set				Date
	header/footer	payment date*	dd/mm/yy or mm/dd/yy according to your preference set				Date
	header/footer	shipment date*	dd/mm/yy or mm/dd/yy according to your preference set				Date
	header/footer	invoice number*					AN - 17
	header/footer	asn number*					AN - 17
	header/footer	delivery location (text)*					AN - 35
	header/footer	discount*	**Probably 0.00 in all cases.**				N - 16
	header/footer	amount due*	**= (total excluding taxes*) + (total taxes*)**				N - 16
	header/footer	total taxes*	**VAT amount for the invoice.**				N - 16
	header/footer	total excluding taxes*	**= (extended amount of artile1) + (extended amount of artile2) + … [All articles from the invoice]**				N - 16 / N - 16
	header/footer	total discounted excluding taxes*	**= (total excluding taxes) - (discount)**				N - 16
	detail	purchase order number*					AN - 17

options	position	data to upload	comment	field type and length
	detail	**buyer item number***		AN - 17
	detail	**part description***		AN - 35
	detail	**vendor part number***		AN - 35
	detail	**item price***		N - 16
	detail	**unit price basis***		N - 16
🔍💾	detail	**unit price basis UOM***	as set in reference, list management	AN - 3
🔍💾	detail	**country of origin***	as set in reference, list management	AN - 2
🔍💾	detail	**currency***	as set in reference, list management	AN - 3
	detail	**invoiced quantity***		N - 16
🔍💾	detail	**invoiced quantity UOM***	as set in reference, list management	AN - 3
	detail	**part weight***	Caution: total weight of invoiced parts	N - 16
🔍💾	detail	**part weight UOM***	as set in reference, list management	AN - 3

> **20** **0.02**
> **1000** **1**
>
> **Note: 0.02 pounds for 1 piece is identical to 20 pounds for 1000 pieces. Those 2 examples illustrate two different ways to enter one same price.**

options	position	data to upload	comment	field type and length
	detail	extended amount*	= (Item price*) / (unit price basis*) x (invoiced quantity*), for the involved article.	N - 16
	Detail	tax code*	2 for deliveries to UK. 3 for deliveries to Spain.	AN - 1
	Detail		1 for deliveries to any other country.	AN - 1
	Detail	tax type*	as set in reference, lis management Example 222, 200 etc.	AN - 3
	Detail	tax description*	legal definition for the applied vat (CAUTION: CAPITAL LETTERS WITH NO ACCENTS)	AN - 70
	Detail	tax rate*		N - 16
	Detail	tax extended amount*	Warning: rounding those values might generate errors.	N - 16

From the drop down menu select the **buyer company.**

Select **Ship from**, **Ship to** and **Dock** from the drop menus.

Note: If only one choice is possible the field will populate automatically.

Once selected,
click on **upload file**

Example of one line item invoice.

CSV file specifications

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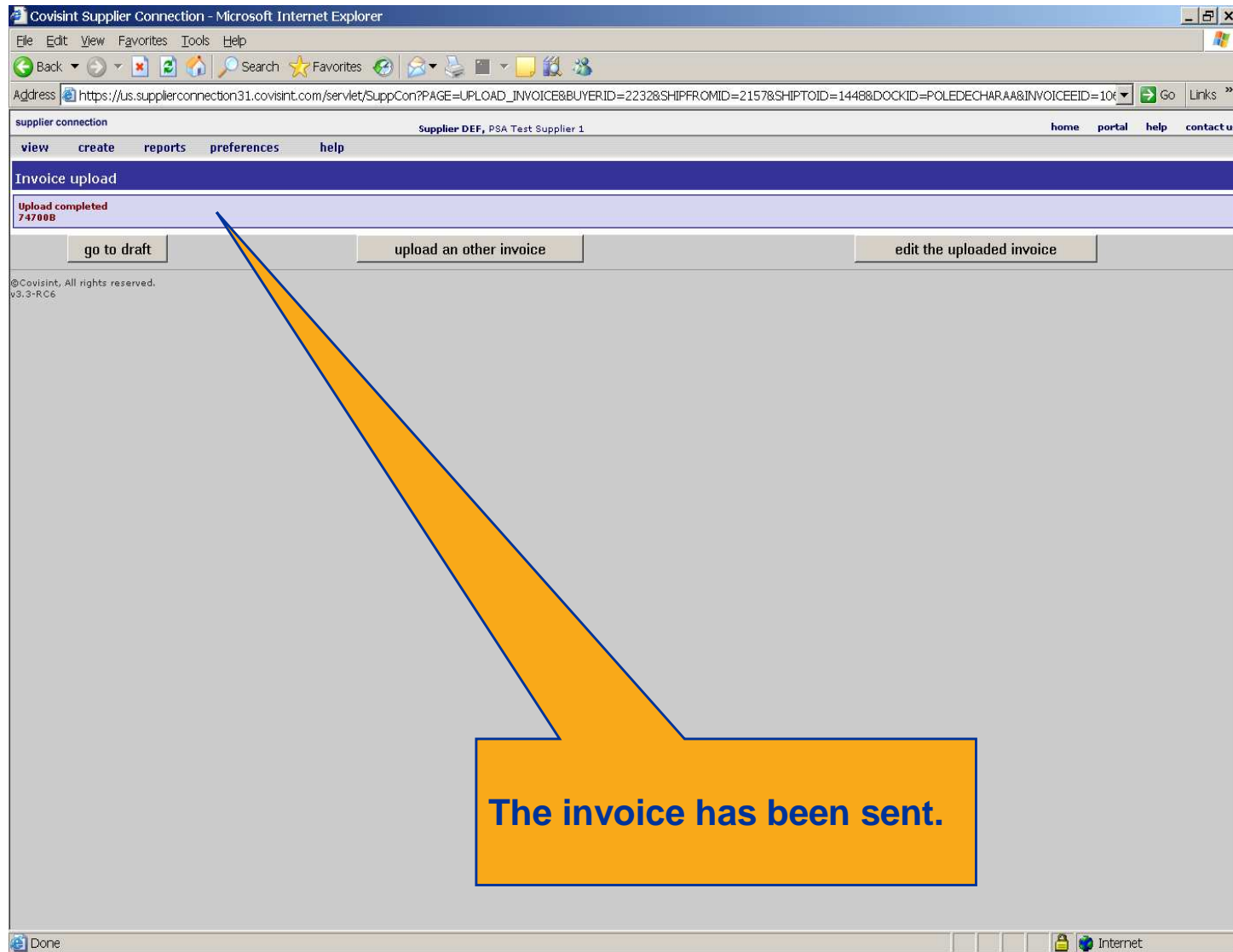
Step 5 CSV file specifications

- The file consists of individual fields, with each data field being separated by a comma.

- If the data within a field contains a comma, then entire field must be enclosed within double quotation marks. (This is how Microsoft Excel saves the data by default, when you 'save as' a CSV file).

- All decimal numbers transferred in a CSV file have to use a point as a decimal indicator (e.g. 3.51 and NOT 3,51).

- There is no rule in which order the different invoice data columns have to be presented in the CSV file; nevertheless the sequence once established needs to remain stable for a given buyer profile otherwise an ASN or invoice transmitted through Supplier Connection could contain data fields with wrong data content. If your column order changes you also need to change your upload profile. The same procedure applies for the upload of supplier part master.

- The file does NOT contain a header line indicating the different column names

- One line within a CSV file represents one article, one xxxxxxxx, or one line of the invoice, depending of the upload profile.

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