

## Flex Supplier Portal

How to use Flex Supplier Portal

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## Introduction

Excel E-mail communication is the default solution for supplier to manage Flex Purchase Order, ASN and Forecast.

Flex portal is the optional solution for supplier to review all Purchasing information and this require web UI login.

Flex will activate and provide the access only upon supplier request while Excel E-mail function will continue to exist.

This document introduces the key functionalities in Flex portal. If these functionalities and access to Flex portal are required, please contact the respective Flex site coordinator or Buyer to apply for Flex portal access.

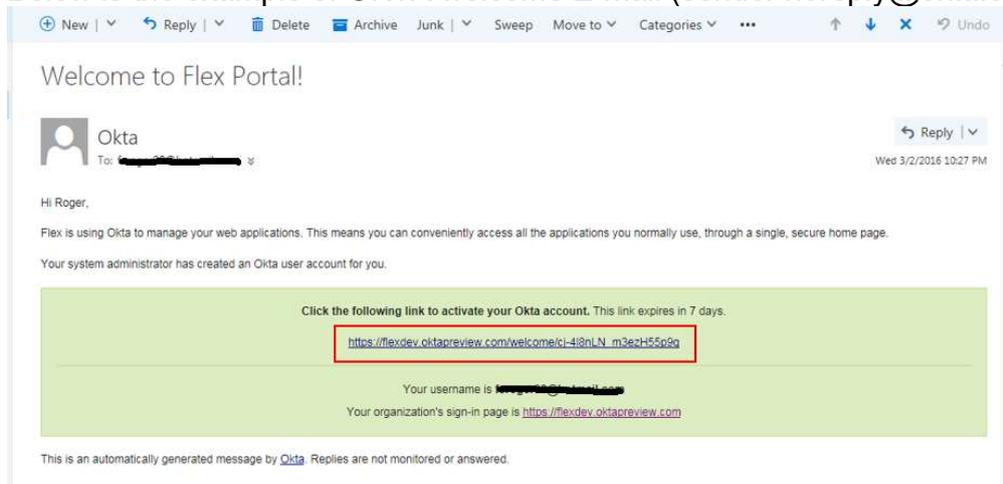
## How to access Flex Portal

Flex portal is integrated with Flex central platform called OKTA. Once Flex portal access is added to a particular supplier user, OKTA will trigger a welcome E-mail sending to supplier user's E-mail box.

Supplier is required to complete OKTA account registration and open completion, user can start to use registered OKTA account to access Flex Portal.

### OKTA account registration

Below is the example of OKTA welcome E-mail (sender noreply@okta.com)



#### Notes:

*The welcome email generated to the user upon creation will expire in 7 days.*

1. Click the URL from welcome e-mail to start OKTA registration. It will open a pop-up window and you may follow below steps.
2. Define your password in “Enter new password” field and repeat the same in “Repeat new password” field:

**Important Notes:**

## 1. The password policy rules:

- Minimum 1 digit (0 to 9)
- Minimum 1 special character
- Minimum 1 uppercase character
- Minimum 1 lower case character
- Enforce Password Policy: 24 passwords remembered
- Maximum Password Age: 70 days
- Minimum Password Age: 1 day
- Minimum Password Length: 8 characters

2. User **MUST** remember and manage this password on their own. You need to use Self-service to reset password as Flex support cannot manage this.

## 3. Choose a forgot password question from the drop down and provide your Answer in the box

**Important Note:**

User **MUST** remember and manage the security question. In case you need to unlock your OKTA account, you will need to use this in Self-Service to answer security question.

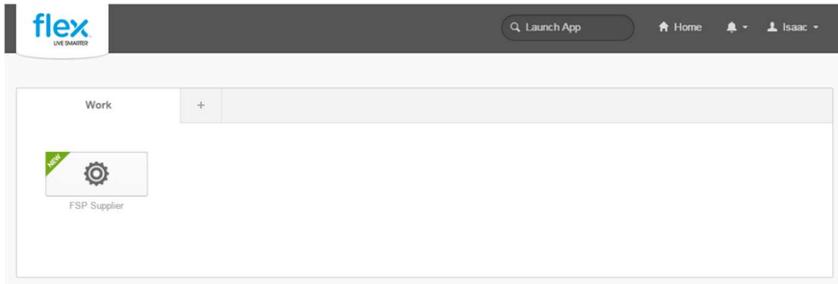
## 4. Click on a picture for your security image and click “Create my Account”

## 5. At last click “Create My Account” button to complete the registration.

Now you have complete the OKTA registration:

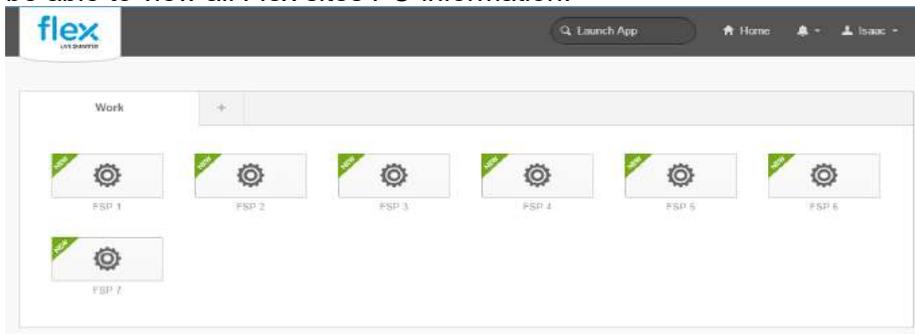
- **Your E-mail address (the mail-box that you received OKTA welcome E-mail) is considered as OKTA login user name,**
- The password you have provided during registration is considered as OKTA login password.

## 6. After registration is completed, the OKTA page will be displayed as illustrated below:

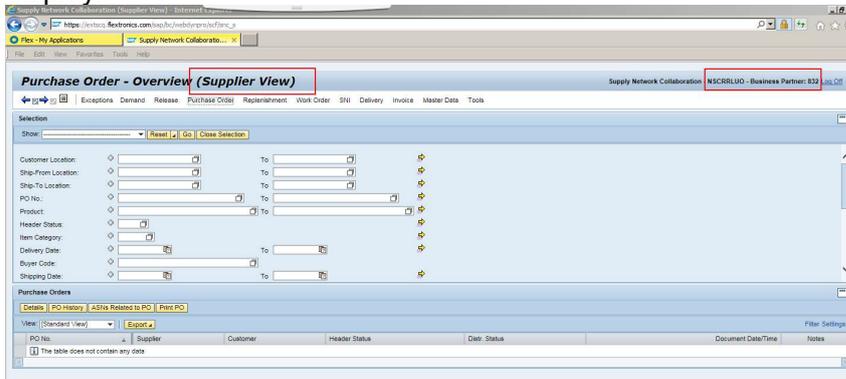


- If you support multiple Flex sites, it may contain multiple FSP icons in OKTA window, see below screen shot as example (i.e. there will be one icon for each Flex site and they are numbered sequentially).

Depending on the setup, you may only see 1 or 2 icons which means with 1 icon you may be able to view all Flex sites PO information.

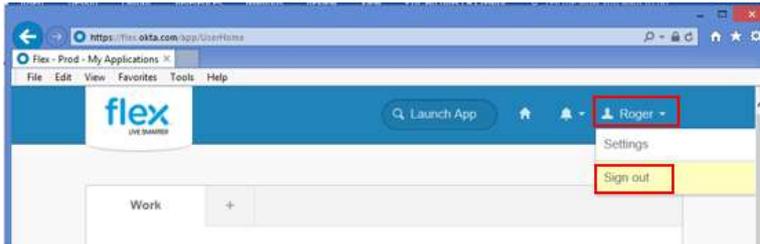


- Please click the FSP icon which will take you to Flex Portal and Flex Portal web UI will be display.



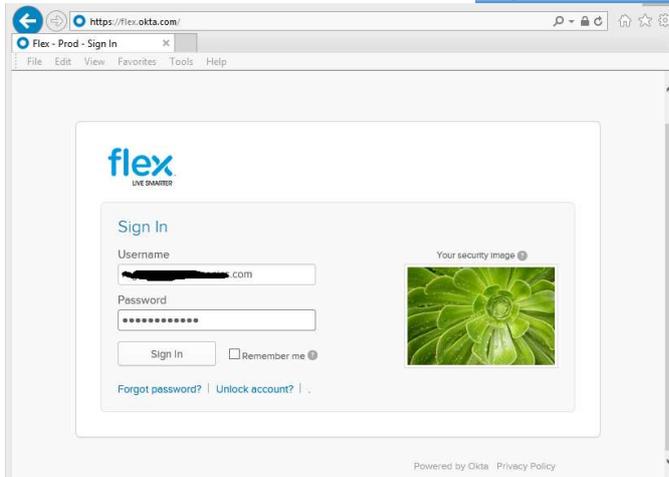
- Click "Log off" link (on the Top-right corner of the screen) to log off and close Flex Portal web page. You must always log off the portal every time you need to access to another FSP icon or when you are done.

- Click "Sign out" from OKTA page to exit OKTA login window, see below screen shot. You must sign out from OKTA when you are done.

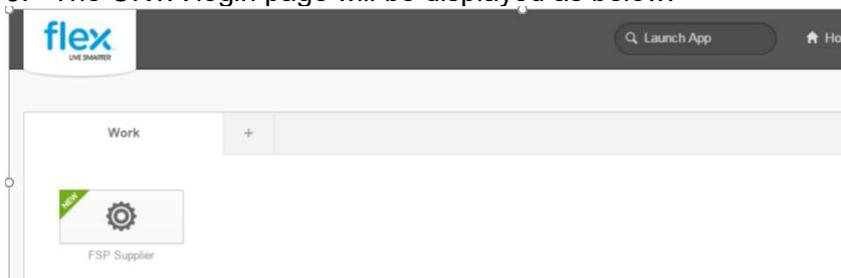


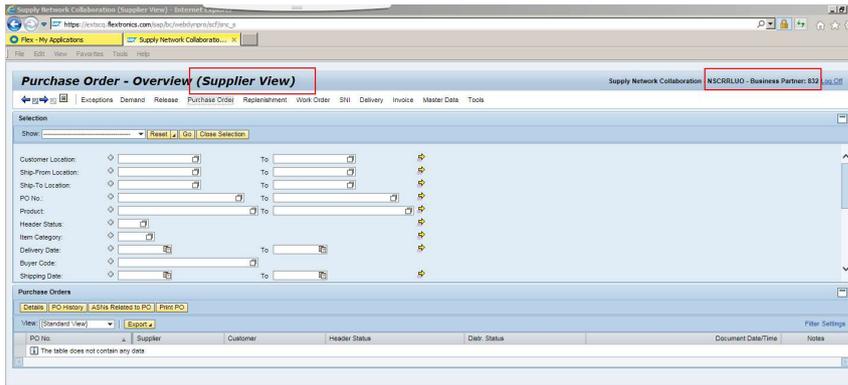
## How to login OKTA (After registration)

1. Go to the OKTA Production URL <https://flex.okta.com/>



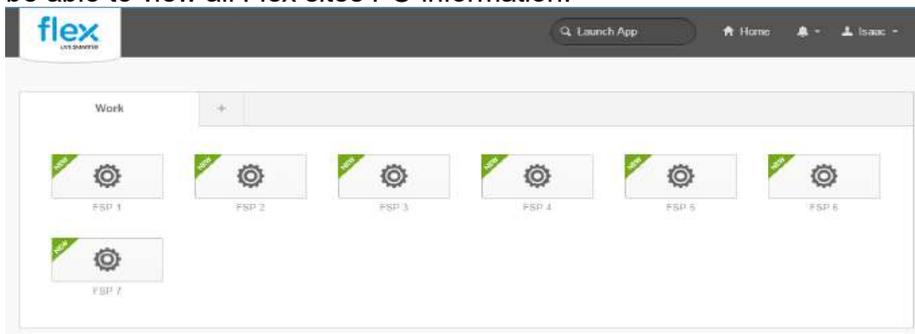
2. Key in your email address as OKTA login ID
3. Key in the password you set during registration
4. Click "Sign In"
5. The OKTA login page will be displayed as below:





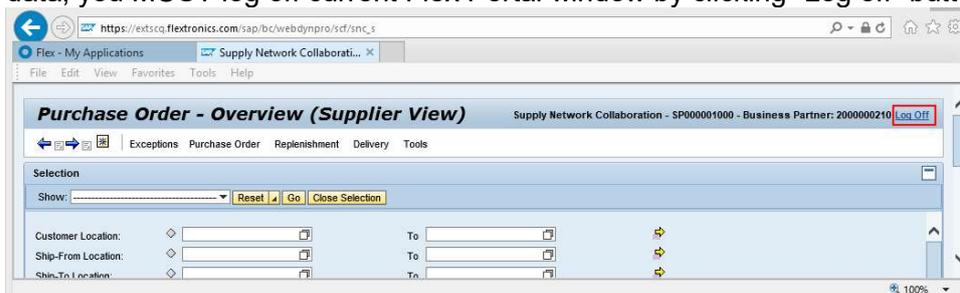
11. If you support multiple Flex sites, it may contain multiple FSP icons in OKTA window, see below screen shot as example (i.e. there will be one icon for each Flex site and they are numbered sequentially).

Depending on the setup, you may only see 1 or 2 icons which means with 1 icon you may be able to view all Flex sites PO information.



6. Click FSP icon to open Flex Portal in another window:

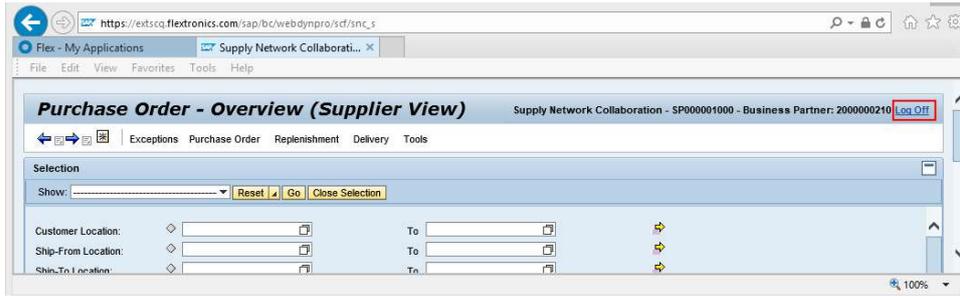
7. If you have multiple FSP icons and need to switch to next icon to review another Flex site data, you MUST log off current Flex Portal window by clicking “Log off” button.



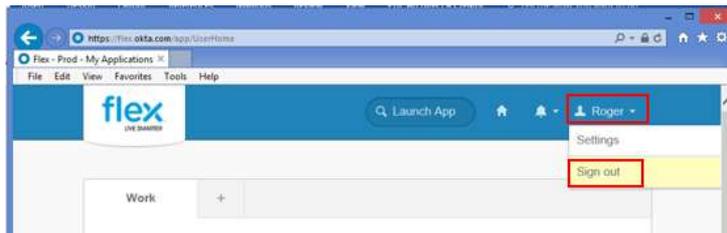
and then click next icon in OKTA window to access Flex Portal for another Flex site.

### To log off Flex Portal:

- Click “Log off” link (on the Top-right corner of the screen) to log off Flex Portal and close this web page.



- Then click “Sign out” from OKTA page to close OKTA login window, see below screen shot:



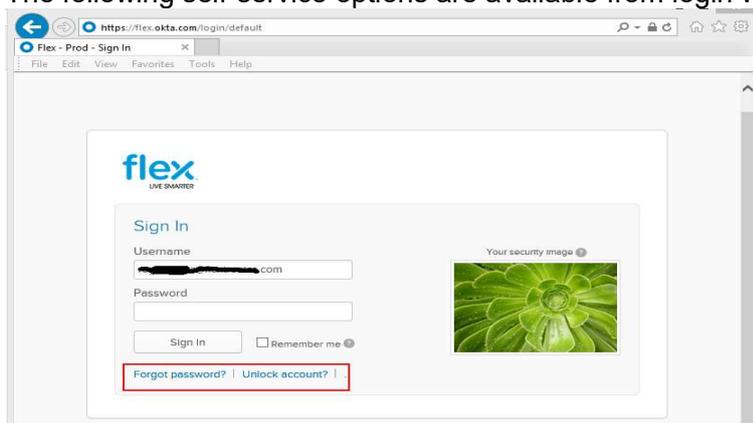
## Self-service capabilities during OKTA login

You have self-service capabilities to

- Reset forgotten password,
- Unlock account,

- Change password,
- Change security image
- Change security question and answer.

The following self-service options are available from login window:



## Reset password - when you have forgotten your password or the password is expired after 70 days.

### Notes:

The new password will be expired after 70 days. Once the password is expired, you need to change the password with Self-service "Forgot password" option to reset the password. Once the new password is reset, it will start to count 70 days for next expiry cycle.

1. Click on "Forgot password?"

2. Key in your email address

3. Click "Send Email". The following message will appear

4. Click "Back" to Sign In window.

You will receive an email with a link to reset your password as illustrated below.

5. Follow the instructions provided in the email. Please take note that this link will expire in **48 hours**:

6. You will be prompted to set your new password and reconfirm your password.

**Unlock Account -- when it is locked after 5 failed attempts to login or account is expired after 90 days from account creation / last unlock action.**

**Notes:**

*The OKTA account will be expired 90 days upon account creation or last unlock action. Once it is expired, you need to use self-service "Unlock Account" option to unlock OKTA account.*

*If you do not login for more than 180 days, the account will be deactivated and you can't unlock the account using self-Service. Only the support Team can activate the account, if this is required, pls contact respective Buyer.*

Use Self-Service option to unlock your account:

1. Click on "Unlock account?"
2. Key in your email address

3. Click "Send Email", The following message will appear

4. Click "Back" to Sign In window.

You will receive an email with a link to unlock your account as illustrated below.

5. Follow the instructions provided in the email. Please take note that this link will expire in 48 hours.

6. You will be prompted to **Answer Unlock Account Challenge (Security Question)** as illustrated below.

It will display the question you selected when you registered:

7. Fill in your answer per registration and click “Unlock account”. Once the account is unlocked, you may then start to use OKTA to access to Flex Portal.

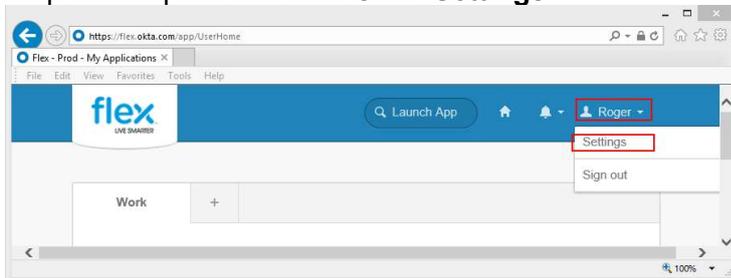
**Notes:**

*If you input incorrect answer, error will be prompt as sample below. Please contact respective Buyer for reactivation process.*



## Change Password, Change Security Image, and Change Security Question and answer:

1. On OKTA page, next to your name and on the top right hand corner of the page, click the drop down option and then Click **“Settings”**



2. The following options will be displayed, update or change as needed.

Security Image
Edit

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



Forgotten Password Question
Edit

Select a forgotten password question so you can reset your password in case you have trouble signing in to your Okta account.

**Question**

What is your favorite security question?

Change Password

Your password must have at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username. At least 1 day (s) must have elapsed since you last changed your password.

Enter current password

Enter new password

Repeat new password

You may click “Edit” to change the options that you want to modify.

### Notes:

*The new password will be expired in 70 days. You may change password here before the expiry cycle. If you do not change and when it expires please use Self-Service to reset password.*

## Flex Portal

Flex Portal offers various capability and it is described in detail below.

### Print Purchase Order with PDF format – Print actual Flex PO format

1. Log into FSP and point your cursor on the **Purchase Order** in the main menu, then select **Purchase Order Overview** from the menu:

2. Fill in the Purchase Order number in “PO No” field, then click “Go” button:

The PO search result will be displayed in the overview view :

**Purchase Order - Overview (Supplier View)**

← → ↻ 🖨️ | Exceptions Purchase Order Replenishment Delivery Tools

Selection

Show: [-----] [Reset] [Go] [Close Selection]

Customer Location: [ ] To [ ]

Ship-From Location: [ ] To [ ]

Ship-To Location: [ ] To [ ]

PO No.: TEST00888 To [ ]

Product: [ ] To [ ]

Header Status: [ ]

Item Category: [ ]

Delivery Date: [ ] To [ ]

Buyer Code: [ ]

Shipping Date: [ ] To [ ]

**Purchase Orders**

[Details] [PO History] [ASNs Related to PO] [Print PO]

View: [Standard View] [Export]

PO No.	Supplier	Customer	Header Status	Distr. Status
TEST00888	2000000210	832	Open	Updated by Customer

Select the PO from PO list in PO overview, and then click **Print PO** button to download the PO in PDF format:

**Purchase Order - Overview (Supplier View)**

← → ↻ 🖨️ | Exceptions Purchase Order Replenishment Delivery Tools

Selection

Show: [-----] [Reset] [Go] [Close Selection]

Customer Location: [ ] To [ ]

Ship-From Location: [ ] To [ ]

Ship-To Location: [ ] To [ ]

PO No.: TEST00888 To [ ]

Product: [ ] To [ ]

Header Status: [ ]

Item Category: [ ]

Delivery Date: [ ] To [ ]

Buyer Code: [ ]

Shipping Date: [ ] To [ ]

**Purchase Orders**

[Details] [PO History] [ASNs Related to PO] [Print PO]

View: [Standard View] [Export]

PO No.	Supplier	Customer	Header Status	Distr. Status
TEST00888	2000000210	832	Open	Updated by Customer

PO is downloaded in PDF format with Flex PO detailed information and Standard Terms and Conditions of purchase.

FLEX PO LAYOUT

Company Address:  
 Flextronics Industrial (Zhuhai) Ltd  
 168 Zhufeng Road  
 ZHUHAI  
 CHINA  
 Flextronics ERP Co# : 832

Reference A :  
 Reference B :

Supplier :  
 MULTITEK-HK LTD  
 6/F, HALE WEAL IND BLDG  
 23-28 TAI  
 HONG KONG  
 HONG KONG

PO Number: TEST00701  
 PO Date: 28.05.2013

IncoTerms : CIP Camage and Insurance  
 Payment Terms : N90--60 days net

Bill-to:  
 FLEXTRONICS INDUSTRIAL (ZHUHAI)  
 XIN QING SCIENCE & TECHNOLOGY PARK ,  
 China

Ship-to:  
 MOTOROLA C/O YCH  
 30 TUIAS ROAD, YCH DISTRIIPARK, SINGAPORE 638462 ,  
 DISTRIIPARK -090900  
 Singapore

Buyer : Roger Luo  
 Buyer Contact Info: roger.luoSZ@on.flextronics.com

PO Line	Item Code	Rev	Item Category	MPN	Itm.Desc.	Ord.Qty	UCM	Price	Req Del Date	Ship.Date	Conf.Qty	Conf.DT	Line Total
10	SNEE-ODM30-42090A1		A,1-1 Pull Signal	ODM30-42090A1	ENGINE PWB DORIS E30	4,500	EA	USD 2.350000	28.05.2013	24.05.2013			10,575.0000
Packaging Type Desc : Customer Part No: MOPN:													
Total: 10,575.0000													

STANDARD TERMS AND CONDITIONS OF PURCHASE

- 1. REVOCATION AND EFFECT OF ORDER.** This purchase order ("Order") may be revoked at any time prior to Flextronics's receipt of written acceptance by Seller. This Order expressly limits acceptance to the terms of this Order and Flextronics hereby objects to any different or additional terms contained in any response to this Order. To the extent that this Order might be treated as an acceptance of Seller's prior offer, such acceptance is expressly made on condition of assent by Seller to the terms hereof, and the shipment of the products covered by this Order ("Goods") by Seller shall constitute such assent. In addition to the other terms in this Order, this Order expressly includes all implied warranties and all of Flextronics's remedies set forth in the Uniform Commercial Code or similar law. The terms of this Order are the sole and exclusive terms on which Flextronics agrees to be bound.
- 2. DELIVERY.** Time is of the essence in this Order. Delivery of the Goods shall be made pursuant to the schedule, via the carrier, and to the place specified on the face hereof unless changed by written instruction from Flextronics prior to shipment. Seller shall promptly inform Flextronics of any anticipated delay in shipment. Flextronics reserves the right to return, shipping charges collect, all Goods received more than three (3) business days in advance of the specified delivery date or after the specified delivery date. If this Order calls for delivery in installments and Seller fails to deliver an installment on the designated delivery date, Flextronics may decline to accept subsequent installments and terminate the balance of the Order.
- 3. SHIPPING INSTRUCTIONS.** Unless otherwise specified on the face hereof, all Goods shall be packaged by Seller in suitable containers to permit safe transportation and handling. Each delivered container must be labeled and marked to identify contents without opening, and all boxes and packages must contain packing sheets listing contents. Flextronics's purchase order number, as well as Flextronics's part number(s), must appear on all shipping containers, packing sheets, delivery tickets, and bills of lading. All Goods shall be shipped on carriers certified compliant with C-TPAT (Customs-Trade Partnership Against Terrorism).
- 4. TITLE AND RISK OF LOSS.** Unless otherwise specified on this Order, Goods shall be delivered DDP Flextronics's location designated on the face hereof (Incoterms 2010), at which time title and risk of loss on the Goods shall pass to Flextronics. If any of the ordered Goods are destroyed or materially damaged prior to the time risk of loss passes to Flextronics, Flextronics may cancel this Order as to the destroyed or materially damaged Goods or require the prompt delivery of substitute Goods of equal quantity and quality.
- 5. PRICE AND PAYMENT.** The price to be paid by Flextronics for the Goods shall be that stated on the face hereof. Payment terms shall be net ninety (90) days from Flextronics's receipt of Goods unless otherwise specified on the face hereof. Seller invoices must list only one Flextronics item number and one Flextronics purchase order number, unless the invoices are for "maintenance, repair and operations" ("MRO") items or bin stocking programs. Unless otherwise specified on the face hereof, the price of the Goods includes all shipping charges, taxes, VAT, duties and packaging. Personal property taxes assessable upon the Goods prior to the receipt by Flextronics shall be borne by Seller.
- 6. INSPECTION.** Flextronics shall have thirty (30) days from the date of receipt of the Goods for inspection and acceptance testing. Any Goods not rejected during that initial 30-day period shall be deemed accepted.
- 7. WARRANTIES.** Seller warrants to Flextronics and its customers that the Goods shall be free of liens, new and unused, perform in accordance with all applicable specifications including Seller's published specifications and be free from defects in materials, workmanship and design for a period of two (2) years from Flextronics's receipt of such Goods. Without limiting Flextronics's right to pursue any applicable remedies, Goods not meeting this warranty may in particular be returned to Seller for credit or replacement at Seller's expense, and at Flextronics's option. Epidemic Failure: Should Goods shipped in any 90-day period to Flextronics or should all Goods cumulatively received by Flextronics experience a failure rate of more than 3% from the same defect or more than 5% from cumulative defects, Seller shall prepare a plan for diagnosing and addressing the problem and will be responsible for all costs incurred by Flextronics and its customers in rectifying such failures, including, without limitation, for engineering changes, testing and field-recovery costs, as well as for all damages.
- 8. ITEMS FURNISHED BY FLEXTRONICS.** Unless otherwise specified by Flextronics in writing, all designs, tools, patterns, drawings, data, materials, and equipment supplied to Seller or paid for by Flextronics shall remain the property of Flextronics, shall be used only for making the Goods for Flextronics, shall be insured by Seller at replacement value, and shall be returned to Flextronics in good condition upon completion of this Order. Seller assumes all responsibility for the accuracy of tooling used in the production of the Goods, whether such tooling is fabricated by Seller or furnished by Flextronics.
- 9. INDEMNITY.** Seller agrees to indemnify, defend and hold Flextronics and its customers harmless from and against any and all claims, actions, losses, expenses, damages, penalties, fines, liabilities and

## View Purchase Order History

To view PO history:

1. Log into Flex Portal and select Purchase Order → Purchase Order Overview:

2. Fill in the Purchase Order number in “PO No” field, then click “Go” button:

The PO search result will be displayed in the overview view :

### Purchase Order - Overview (Supplier View)

← → ↻ | Exceptions Purchase Order Replenishment Delivery Tools

Selection

Show: [-----] Reset Go Close Selection

Customer Location: [ ] To [ ]

Ship-From Location: [ ] To [ ]

Ship-To Location: [ ] To [ ]

PO No.: TEST00888 To [ ]

Product: [ ] To [ ]

Header Status: [ ]

Item Category: [ ]

Delivery Date: [ ] To [ ]

Buyer Code: [ ]

Shipping Date: [ ] To [ ]

**Purchase Orders**

Details PO History ASNs Related to PO Print PO

View: [Standard View] Export

PO No.	Supplier	Customer	Header Status	Distr. Status
TEST00888	2000000210	832	Open	Updated by Customer

3. Select the PO from PO list in PO overview, and then click **PO History** button to show the PO history view:

**Purchase Orders**

Details **PO History** ASNs Related to PO Print PO

View: [Standard View] Export

PO No.	Supplier	Customer	Header Status	Distr. Status
TEST00888	2000000210	832	Open	Updated by Customer

4. To view the PO History Details, select one of the record and then click on PO History Details

### Purchase Order History (Supplier View)

← → ↻ | Exceptions Purchase Order Replenishment Delivery Tools

Selection

Show: [-----] Reset Go Close Selection

Customer Location: [ ] To [ ]

Ship-From Location: [ ] To [ ]

Ship-To Location: [ ] To [ ]

PO No.: TEST00888 To [ ]

Product: [ ] To [ ]

Header Status: [ ]

Delivery Date: [ ] To [ ]

Shipping Date: [ ] To [ ]

Customer: [ ] To [ ]

Goods Recipient: [ ] To [ ]

**PO History Details** PO Overview History Comparison

View: [Standard View] Export

PO No.	Supplier	Customer	Header Status	Changed On	Changed By	Distr. Status
TEST00888	2000000210	832	Open	29.01.2015 17:39:45	GSSSTHUM	Updated by Customer
TEST00888	2000000210	832	Open	29.01.2015 17:42:00	PISUPER	Updated by Customer
TEST00888	2000000210	832	Open	29.01.2015 17:44:37	PISUPER	Updated by Customer
TEST00888	2000000210	832	Open	29.01.2015 18:19:48	GSSSASAN	Updated by Customer
TEST00888	2000000210	832	Open	29.01.2015 18:22:12	GSSSASAN	Updated by Customer
TEST00888	2000000210	832	Open	29.01.2015 20:04:32	PISUPER	Updated by Customer

**Purchase Order Details History**

Exceptions Purchase Order Replenishment Delivery Tools

PO TEST00888

General Terms Partners Contacts Admin. Data

**Document Data**

PO No.: TEST00888

Supplier: 2000000210

Deliv. Priority:

Notes

WO Created

Customer: 832

Delivery Priority Desc.:

Reference A:

Reference B:

**Status Information**

Header Status: Open

Conf. Status: Not Confirmed

Distribution Status: Updated by Customer

Change Status: New

Chg. Distr. Status:

**PO Items**

View: [Standard View] Export

PO Item No.	Item Status	Action Status	Product	Product Desc.	Customer Part Number	Deliv. Date	Ship. Date	Total Qty	Qty UOM	Price	Confirmed Price	Crcy
10	Open	Change PO Line	SNEE-ODM30-70660/A1	KEYBOARD PWB MELINDA 2.0		21.01.2015	21.01.2015	9	EA	0.010000	0.010000	USD
20	Open	Change PO Line	SNEE-ODM30-70660/A1	KEYBOARD PWB MELINDA 2.0		21.01.2015	21.01.2015	9	EA	0.010000	0.010000	USD
30	Open	New PO Line	SNEE-ODM30-70660/A1	KEYBOARD PWB MELINDA 2.0		21.01.2015	21.01.2015	9	EA	0.010000	0.010000	USD

**Item 10**

Schedule Lines General Product Locations Partners Reference Documents Invoice Delivery

View: [Standard View] Export

SL No.	SL Type	Deliv. Date	Ship. Date	Qty	Qty UOM	Rec. Qty	Open
1	Request	21.01.2015	21.01.2015	9	EA	0	

## Download / Upload with Excel spread sheet

Below are the processes available in Download / Upload Center:

### ■ Forecast (For Non-SMI and SMI item)

- Download Demand (Non-SMI item) / Download Demand with / without Inventory (SMI Item)
- Upload Forecast commit (Non SMI item) / Upload Forecast commit with/ without Inventory commit (SMI Item)

### ■ Purchase Orders

- Download purchase orders for confirmation
- Upload purchase order confirmation

### ■ ASN (Advanced Shipment Notification)

- Download due list for purchasing document
- Upload advanced shipping notification for purchasing documents

#### Notes:

1. The FSP Download/Upload functionality only supports **Microsoft Excel format (\*.xlsx)**. It is recommended to install latest Microsoft Excel version.

2. **Microsoft Excel 2003 users please read:**

Since the FSP Download/Upload functionality only supports **Microsoft Excel format (\*.xlsx)**, if you are still using Microsoft Excel 2003, please make sure you have install the required software before using this function. Please follow step by step instructions as described in the link given below.

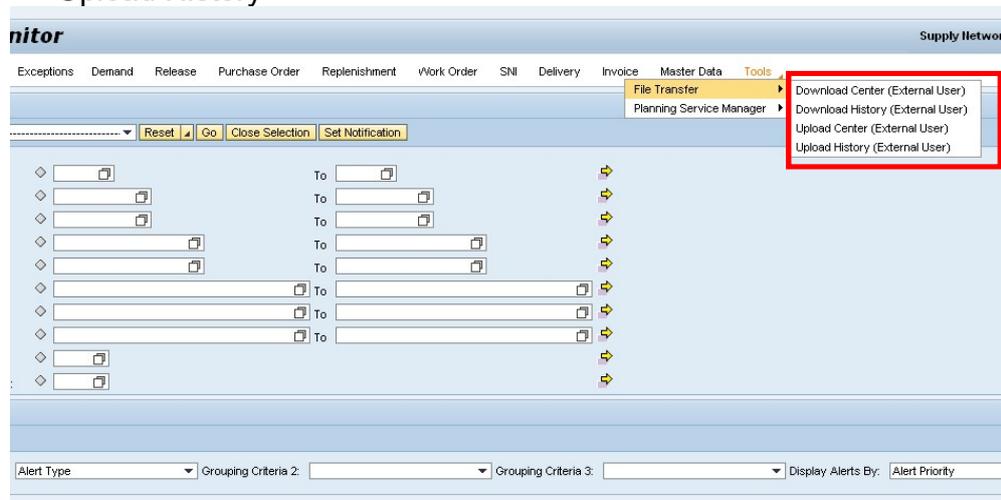
- Please install Office 2003 Service Pack 3 from below website:  
<http://www.microsoft.com/download/en/details.aspx?id=8>
- Then please install this compatibility pack for Open, Edit, and save documents, workbooks and presentations that were created in the newer versions of Word, Excel and Powerpoint.  
<http://www.microsoft.com/download/en/details.aspx?id=3>

### 3. Please ensure that the file is saved in .xlsx format.

4. If you are not sure what process is already implemented with Flextronics Company in FSP, please contact your FSP coordinator or buyer for further confirmation before you begin the download and upload process.

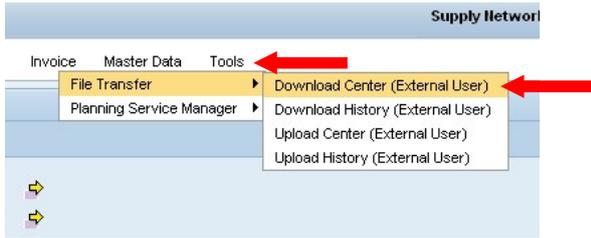
The following Web screens are available on Web UI for file transfer, as show in below screen:

- Download Center
- Download History
- Upload Center
- Upload History



## Download file into MS Excel Sheet

To go to download center, begin by selecting “Tools → File Transfer → Download Center (External User)” from menu :



Once you are in the Download Center screen, you will notice that there are some download profiles which are already created in Profile overview list:

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download	Initiated On	Ready On	Profile Number	User Name
SMI Planned Receipts	2000000210_SMIPLR_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>	01/24/2012 00:02:21	01/24/2012 00:03:58	5669	SP000001002
Purchase Order Confirmation	2000000210_POCONF_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>	01/24/2012 00:03:55	01/24/2012 00:04:48	5668	SP000001002
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>	01/16/2012 21:32:41	01/16/2012 21:33:28	5775	SP000001002

Column	Data Description
<b>Download Profile Type</b>	The profile type for the three processed that used in FSP:  <b>SMI Planned Receipts</b> – Used for Forecast data download <b>Purchase Order Confirmation</b> – Used for PO data download <b>Due List for Purchasing Documents</b> – Used for ASN data download
<b>Profile Name</b>	During the profile generation, system will generate a standard profile name according to the Supplier–Profile type–User–Company combination:  The profile name format of <b>SMI Planned Receipts</b> : <i>Supplier BP_SMIPLR_User ID_DL_0000000XXX</i> (XXX – Flextronics Company code).  For example: 2000000210_SMIPLR_SP000001002_DL_0000000832
	The profile name format of <b>Purchase Order Confirmation</b> : <i>Supplier BP_POCONF_User ID_DL_0000000XXX</i> (XXX – Flextronics Company code).  For example: 2000000210_POCONF_SP000001002_DL_0000000832
	The profile name format of <b>Due List for Purchasing Documents</b> : <i>Supplier BP_ASNDLPD_User ID_DL_0000000XXX</i> (XXX – Flextronics Company code).

Column	Data Description
	For example: 2000000210_ASNDLPD_SP000001002_DL_0000000832
<b>Profile Status</b>	The status of download file
	<b>Ready</b> - System have already complete the download file generation from last schedule background job
	<b>Downloaded</b> - User has downloaded the file and at this moment the generation for next background job has not started
	<b>In progress</b> - The file generation is in progress and not completed
	<b>Errors</b> – There is no valid data to generate the download file.
<b>Downloaded on</b>	The date and time for the last download
<b>URL for Download</b>	The linkage to download the file, you can click this linkage to start the download
<b>Initiated On</b>	The start date and time for the last file generation
<b>Ready On</b>	The finish date and time for the last file generation
<b>Profile Number</b>	The profile number that is created and used by system.
<b>User Name</b>	The use ID that this download profile is created for

**Note:**

- There are three profile type used in FSP for file download from Web UI:
  - **SMI Planned Receipts** – Used for Forecast data download
  - **Purchase Order Confirmation** – Used for PO data download
  - **Due List for Purchasing Documents** – Used for Due list of PO download for ASN creation
- Please check the Flex Company code from Profile name and make sure it is the right Flex company code you are working for.
- “Errors” in “**Profile Status**” column indicated there is no valid data in FSP to generate the download file. For example, no Forecast is send from Flex ERP to FSP for the supplier. In this case, you may ignore this error status, or contact your FSP coordinator or buyer to check why there is no data sent to FSP.

By default, one user ID is used to work for one Flex Company only. And there will have three profiles in profile list for one user ID. It will be same Flex Company code for the three profiles, and display in the Profile name:

**Download Center (External User)**

Exceptions Demand Release Purchase Order Replenishment Work Order

Last Refresh: 01/24/2012 13:08:51 Refresh

View: Own Data

**Download Profiles Overview**

Generate Download File View Log History Create Modify Deactivate

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download
SMI Planned Receipts	2000000210_SMIPLR_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>
Purchase Order Confirmation	2000000210_POCONF_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>

The Flextronics company code for this profile

If a user ID is used to handle more than one Flex Company, then a different profile will be created for different Flex Company with same profile type, as shown in below screen:

**Download Center (External User)** Supply Network Collab

← → ↻ 📄 Exceptions Demand Release Purchase Order Replenishment vWork Order SNI Delivery Invoice Master Data Tools

Last Refresh: 01/24/2012 16:17:09 [Refresh](#)

View: Own Data ▾

**Download Profiles Overview**

Generate Download File View Log History Create Modify Deactivate

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download	Ready On
SMI Planned Receipts	2000010198_SMIPLR_SP000001015_DL_0000000104	Ready			01/24/2012 15:00:26
SMI Planned Receipts	2000010198_SMIPLR_SP000001015_DL_0000000112	Ready			01/24/2012 15:00:36
Purchase Order Confirmation	2000010198_POCONF_SP000001015_DL_0000000104	Ready			01/24/2012 15:00:39
Purchase Order Confirmation	2000010198_POCONF_SP000001015_DL_0000000112	Ready			01/24/2012 15:00:31
Due List for Purchasing Documents	2000010198_ASNDLPD_SP000001015_DL_0000000104	Ready			01/24/2012 15:00:17
Due List for Purchasing Documents	2000010198_ASNDLPD_SP000001015_DL_0000000112	Ready			01/24/2012 15:00:17

To download file into MS Excel sheet:

1. Select the appropriate profile type for your Flex Company, as shown in below screen:

**Download Center (External User)** Supp

← → ↻ 📄 Exceptions Demand Release Purchase Order Replenishment vWork Order SNI Delivery Invoice Master Data

Last Refresh: 01/16/2012 21:33:38 [Refresh](#)

View: Own Data ▾

**Download Profiles Overview**

Generate Download File View Log History Create Modify Deactivate

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download
SMI Planned Receipts	2000000210_SMIPLR_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:33:22	<a href="#">Click here to download</a>
Purchase Order Confirmation	2000000210_POCONF_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>

The Flextronics company code for this profile

**Notes:**

Please select a single profile for each download, multiple profiles is not allowed at one time.

2. Click the “Generate Download File” button. Please make sure you already select the appropriate PO Confirmation profile before you click this button:

**Download Center (External User)** Supply Network Collaboration - SP00001002 - Business Partner: 200000210

← → ↻ 📄 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Master Data Tools

Last Refresh: 01/16/2012 21:54:51 [Refresh](#)

View: Own Data

**Download Profiles Overview**

[Generate Download File](#) [View Log](#) [History](#) [Create](#) [Modify](#) [Deactivate](#) View: Roger's View Filter Settings

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download	Initiated On	Ready On	Profile Number	User Name
SMI Planned Receipts	2000000210_SMIPLR_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:33:22	<a href="#">Click here to download</a>	01/16/2012 21:32:27	01/16/2012 21:33:07	5669	SP000001002
Purchase Order Confirmation	2000000210_POCONF_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:54:51	<a href="#">Click here to download</a>	01/16/2012 00:02:14	01/16/2012 00:08:51	5668	SP000001002
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>	01/16/2012 21:32:41	01/16/2012 21:33:28	5775	SP000001002

**Note:**  
*“Generate Download File” allow user generating PO line manually so you can work on the most current data for PO confirmation.*

You will see below message from message bar to indicate that the process has completed: “File generation for profile XXX...XXX scheduled for immediate execution”, as shown below:

**Download Center (External User)**

← → ↻ 📄 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI

File generation for profile 2000000210\_POCONF\_SP000001002\_DL\_0000000832 scheduled for immediate execution

[Display Message Log](#)

3. Click the “Refresh” link to refresh the status. You will see the Profile status is changed to “In process”. This status indicates that the generation is not complete yet. System will take approximately 1-10 minutes (depending on the number of valid PO line in FSP at that time) to extract the latest PO line data.

**Download Center (External User)** Supp

← → ↻ 📄 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Master Data Tools

Last Refresh: 01/16/2012 22:00:10 [Refresh](#)

View: Own Data

**Download Profiles Overview**

[Generate Download File](#) [View Log](#) [History](#) [Create](#) [Modify](#) [Deactivate](#)

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download
SMI Planned Receipts	2000000210_SMIPLR_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:33:22	<a href="#">Click here to download</a>
Purchase Order Confirmation	2000000210_POCONF_SP000001002_DL_0000000832	In Process	01/16/2012 21:54:51	<a href="#">Click here to download old file</a>
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>

4. Click the “Refresh” link again after few minutes, and the profile status is changed to “Ready” status. The status “Ready” indicates that system have already complete the PO Excel sheet generation.

In “URL for Download” column, you also will see the link name is displaying as “Click here to download”. The PO data is available for download.

**Download Center (External User)** Supply Network Collaboration - SP00001002 -

Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Master Data Tools

Last Refresh: 01/16/2012 22:05:47 [Refresh](#)

View: Own Data

**Download Profiles Overview**

Generate Download File View Log History Create Modify Deactivate View: Roger's \

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download	Initiated On	Ready On
SMI Planned Receipts	2000000210_SMIPLR_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:33:22	<a href="#">Click here to download</a>	01/16/2012 21:32:27	01/16/2012 21:33:07
Purchase Order Confirmation	2000000210_POCONF_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>	01/16/2012 21:58:33	01/16/2012 22:04:00
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>	01/16/2012 21:32:41	01/16/2012 21:33:28

To download the PO Excel sheet:

5. Click “Click here to download” link from the highlight profile:

**Download Center (External User)** Supp

Exceptions Demand Release Purchase Order Replenishment vWork Order SNI Delivery Invoice Master Data

Last Refresh: 01/16/2012 21:33:38 [Refresh](#)

View: Own Data

**Download Profiles Overview**

Generate Download File View Log History Create Modify Deactivate

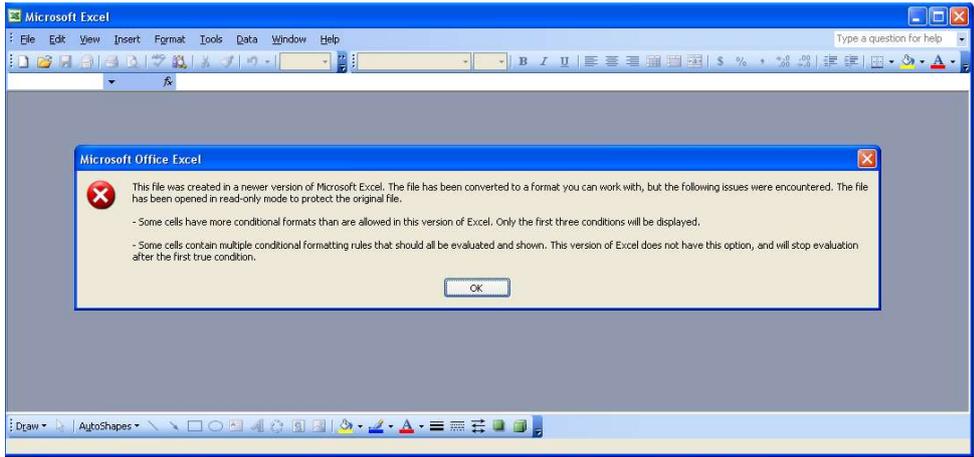
Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download
SMI Planned Receipts	2000000210_SMIPLR_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:33:22	<a href="#">Click here to download</a>
Purchase Order Confirmation	2000000210_POCONF_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>

6. Click “Open” from pop-up window:

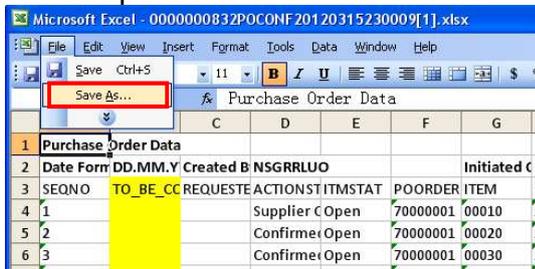


**Microsoft Excel 2003 users please read:**

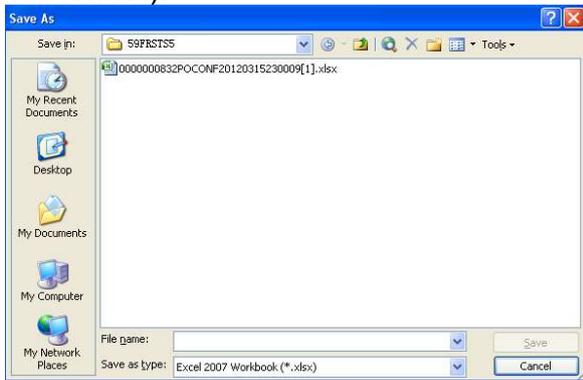
When you open Forecast Excel sheet (SMI Planned Receipts) with MS Excel 2003 version, it will pop-up a window with warning message, as show in below screen. In this case, please click “OK” to continue opening the Excel sheet. This is because some of the fields contain conditional formatting rules (color coding in project row) in Forecast Excel sheet, which is only supported with “xlsx” format.



7. After open the file, select menu **File** → **Save As** to save the file to your local computer:



8. Select the destination folder and enter a filename, and Click **Save** to save the file to local drive. The PO Excel sheet will be saved as .xlsx format (Microsoft Excel 2007 format).



**Note:**

1. Please do not change the default format (.xlsx) to other format type.
2. If you are using Microsoft Excel 2003 version and failed to save the file into “.xlsx” format, you are required to install the Microsoft Excel plug-in before the download. Please refer to the note on page 3 from this document for more details on Microsoft Excel installation.

- The Profile status will be changed to “Downloaded” status and system will also record the date and time of this download and display it in “Download On” column:

**Download Center (External User)** Supply Network Collaboration - SP000001002 - Business Partner: 2000000210

← → ↻ 📄 | Exceptions Demand Release Purchase Order Replenishment Work Order SMI Delivery Invoice Master Data Tools

Last Refresh: 01/16/2012 21:40:31 [Refresh](#)

View: Own Data

**Download Profiles Overview**

Generate Download File View Log History Create Modify Deactivate View: Roger's View Filter Settings

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download	Initiated On	Ready On	Profile Number	User Name
SMI Planned Receipts	2000000210_SMIPLR_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:33:22	<a href="#">Click here to download</a>	01/16/2012 21:32:27	01/16/2012 21:33:07	5669	SP000001002
Purchase Order Confirmation	2000000210_POCONF_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:49:31	<a href="#">Click here to download</a>	01/16/2012 00:02:14	01/16/2012 00:08:51	5668	SP000001002
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>	01/16/2012 21:32:41	01/16/2012 21:33:28	5775	SP000001002

You can also re-download the PO line data. The PO line data in PO Excel Sheet will be the same as last downloaded file. To do so:

- You may click the “Click here to download” link directly from highlight profile, and then save the MS Excel sheet to your local drive.
- After you complete the download, the profile status will stay as “Downloaded” status and system will also record the date and time of this download and update it in “Download On” column.

**Download Center (External User)** Supply Network Collaboration - SP000001002 - Business Partner: 2000000210

← → ↻ 📄 | Exceptions Demand Release Purchase Order Replenishment Work Order SMI Delivery Invoice Master Data Tools

Last Refresh: 01/16/2012 21:54:51 [Refresh](#)

View: Own Data

**Download Profiles Overview**

Generate Download File View Log History Create Modify Deactivate View: Roger's View Filter Settings

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download	Initiated On	Ready On	Profile Number	User Name
SMI Planned Receipts	2000000210_SMIPLR_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:33:22	<a href="#">Click here to download</a>	01/16/2012 21:32:27	01/16/2012 21:33:07	5669	SP000001002
Purchase Order Confirmation	2000000210_POCONF_SP000001002_DL_0000000832	Downloaded	01/16/2012 21:54:51	<a href="#">Click here to download</a>	01/16/2012 00:02:14	01/16/2012 00:09:51	5668	SP000001002
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001002_DL_0000000832	Ready		<a href="#">Click here to download</a>	01/16/2012 21:32:41	01/16/2012 21:33:28	5775	SP000001002

## Download History

Download History allows you to view the download historical data. In Download center, you can review download history by clicking the “History” button once you select the profile:

**Download Center (External User)**

← → ↻ 📄 | Exceptions Purchase Order Replenishment Delivery Tools

Last Refresh: 24.04.2016 20:58:24 [Refresh](#)

View: Own Data

**Download Profiles Overview**

Generate Download File View Log History

Download Profile Type	Profile Name	Profile Status	Downloaded On	URL for Download
SMI Planned Receipts	2000000210_SMIPLR_SP000001000_DL_0000000832	Downloaded	09.03.2016 19:33:07	<a href="#">Click here to download</a>
Purchase Order Confirmation	2000000210_POCONF_SP000001000_DL_0000000832	Downloaded	09.03.2016 18:18:37	<a href="#">Click here to download</a>
Due List for Purchasing Documents	2000000210_ASNDLPD_SP000001000_DL_0000000832	Downloaded	05.04.2016 23:16:58	<a href="#">Click here to download</a>
Due List for Planned Receipts	2000000210_ASNDLPD_SP000001000_DL_0000000832	Errors		

The download history record will be displayed in Download history view:

Download History (External User)							Supply Network Collaboration - SI
<a href="#">←</a> <a href="#">→</a> <a href="#">🔍</a>   <a href="#">Exceptions</a> <a href="#">Demand</a> <a href="#">Release</a> <a href="#">Purchase Order</a> <a href="#">Replenishment</a> <a href="#">Work Order</a> <a href="#">SNI</a> <a href="#">Delivery</a> <a href="#">Invoice</a> <a href="#">Master Data</a> <a href="#">Tools</a>							
Profile No.: 5668 <input type="text"/>							<input type="button" value="Go"/>
Profile Name: 2000000210_POCONF_SP000001002_DL_0000000832							
Type: Purchase Order Confirmation							
Download History							View: [Stan
<input type="button" value="View Log"/>	<input type="button" value="Show All"/>						
	Changed On	Initiated On	Ready On	Downloaded On	Profile Status	URL for Download	
	01/24/2012 00:04:49	01/24/2012 00:03:55	01/24/2012 00:04:48		Ready	<a href="#">Click here to download</a>	
	01/20/2012 00:04:16	01/20/2012 00:02:47	01/20/2012 00:04:16		Ready	<a href="#">Click here to download</a>	
	01/19/2012 00:04:44	01/19/2012 00:00:30	01/19/2012 00:04:43		Ready	<a href="#">Click here to download</a>	
	01/18/2012 00:04:39	01/18/2012 00:03:26	01/18/2012 00:04:38		Ready	<a href="#">Click here to download</a>	
	01/17/2012 18:48:14	01/17/2012 14:59:05	01/17/2012 15:03:12	01/17/2012 18:48:14	Downloaded	<a href="#">Click here to download</a>	
	01/17/2012 15:03:12	01/17/2012 14:59:05	01/17/2012 15:03:12		Ready	<a href="#">Click here to download</a>	
	01/17/2012 12:26:30	01/17/2012 00:02:54	01/17/2012 00:03:48	01/17/2012 12:26:30	Downloaded	<a href="#">Click here to download</a>	
	01/17/2012 00:03:49	01/17/2012 00:02:54	01/17/2012 00:03:48		Ready	<a href="#">Click here to download</a>	
	01/16/2012 22:04:00	01/16/2012 21:58:33	01/16/2012 22:04:00		Ready	<a href="#">Click here to download</a>	
	01/16/2012 21:54:51	01/16/2012 00:02:14	01/16/2012 00:09:51	01/16/2012 21:54:51	Downloaded	<a href="#">Click here to download</a>	
	01/16/2012 21:49:31	01/16/2012 00:02:14	01/16/2012 00:09:51	01/16/2012 21:49:31	Downloaded	<a href="#">Click here to download</a>	
	01/16/2012 00:09:51	01/16/2012 00:02:14	01/16/2012 00:09:51		Ready	<a href="#">Click here to download</a>	
	01/13/2012 13:25:05	01/13/2012 00:03:11	01/13/2012 00:03:44	01/13/2012 13:25:05	Downloaded	<a href="#">Click here to download</a>	
	01/13/2012 00:03:44	01/13/2012 00:03:11	01/13/2012 00:03:44		Ready	<a href="#">Click here to download</a>	
	01/12/2012 10:37:58	01/12/2012 00:02:00	01/12/2012 00:04:36	01/12/2012 10:37:58	Downloaded	<a href="#">Click here to download</a>	

In “Ready On” column, it displays the creation time of the file.

In “Downloaded On” column, it displays the date and time that user did the download.

In “Profile Status”, it displays the download profile status of that history record.

In “URL for Download” column, you may click the “Click here to download” linkage to download and view the old file.

**Note:**  
*The Upload and Download History records are only kept for 3 weeks from the Initiated On Date.*

### Upload profile from Upload Center

Once user have viewed and made all changes and confirmation in Excel sheet, please save the excel file, close and go to Upload Center to upload it.

To do this, navigate to the **Upload Center** link from menu:

1. Go to menu: Tools→File Transfer →Upload Center (External User), and click **Upload Center (External User)**:

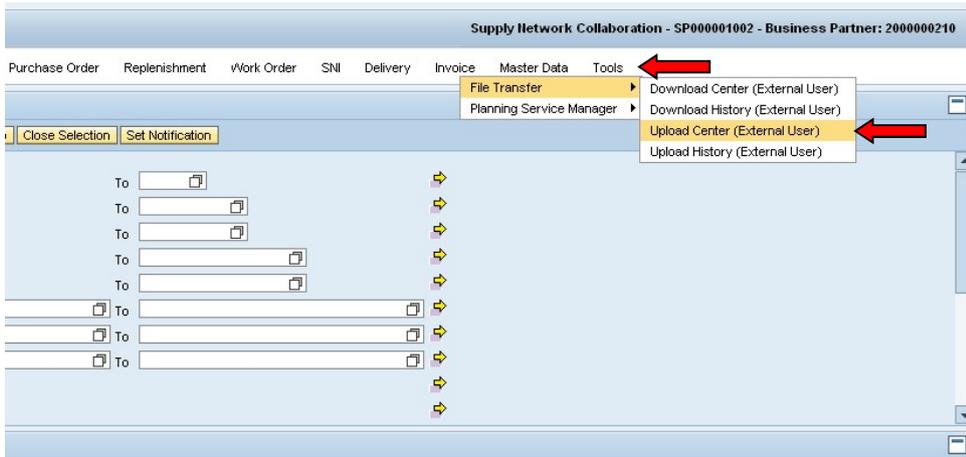


Fig 20. Go to menu Tools→File Transfer →Upload Center (External User)

Once you are in the Download Center screen, you will notice that there are some upload profiles which are already created in upload Profile overview list:

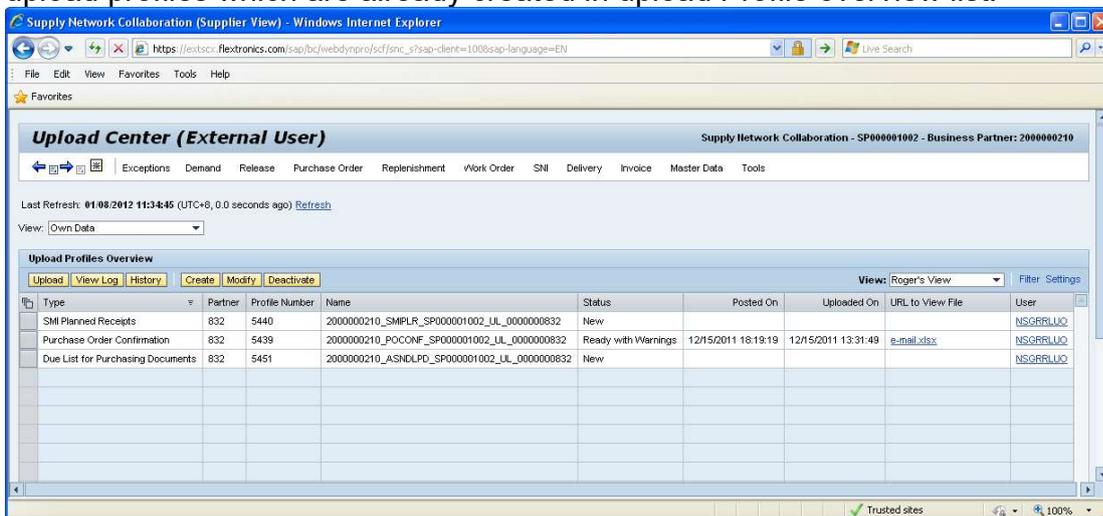


Fig 21. Upload center view

Column	Data Description
<b>Type</b>	The profile type for the three processed that used in FSP: <b>SMI Planned Receipts</b> – Used for Forecast data upload <b>Purchase Order Confirmation</b> – Used for PO data upload <b>Due List for Purchasing Documents</b> – Used for ASN data upload
<b>Partner</b>	<b>The Flextronics Company code used for this profile</b>
<b>Profile Number</b>	The profile number that is created and used by system.
<b>Name</b>	During the profile generation, system will generate a standard profile name according to the Supplier–Profile type–User–Company combination: The profile name format of <b>SMI Planned Receipts</b> : <i>Supplier BP_SMIPLR_User ID_UL_0000000XXX</i> ( <b>XXX</b> – Flextronics Company code).

Column	Data Description
	For example: 2000000210_SMIPLR_SP000001002_UL_0000000832
	The profile name format of <b>Purchase Order Confirmation</b> : <i>Supplier BP_POCONF_User ID_UL_0000000XXX</i> (XXX – Flextronics Company code).  For example: 2000000210_POCONF_SP000001002_UL_0000000832
	The profile name format of <b>Due List for Purchasing Documents</b> : <i>Supplier BP_ASNDLPD_User ID_UL_0000000XXX</i> (XXX – Flextronics Company code).  For example: 2000000210_ASNDLPD_SP000001002_UL_0000000832
<b>Status</b>	The status of upload file
	<b>New</b> – The profile is newly created
	<b>Queued</b> – The file is uploaded and it is waiting for system to process
	<b>In progress</b> - The upload file is being process and it is not completed yet.
	<b>Ready</b> - System have completely process the upload file successfully
	<b>Ready with Warnings</b> - System have completely process the upload file. During this process, there are warnings from system standard validation however this is not used in Flextronics process and it can be skipped during the upload.
	<b>Errors</b> –The upload process failed due to one or multiple errors are triggered during the upload process.
<b>Posted On</b>	The date and time for last upload file process complete
<b>Uploaded on</b>	The date and time for the last file upload
<b>URL to view File</b>	The linkage to download the file which was uploaded last time. User can click this linkage to start the download and view the uploaded file.
<b>User</b>	The user ID that created this profile and recorded by system. User will not use this field.

**Note:**

1. There are three profile types used in FSP for file download from Web UI:

- **SMI Planned Receipts** – Used for Forecast commit upload
- **Purchase Order Confirmation** – Used for PO confirmation upload
- **Due List for Purchasing Documents** – Used for ASN data upload

2. Please check the Flextronics Company code from Partner column and make sure it is the right Flextronics company code you are working for. If you cannot find the PO profile for your Flextronics Company, please contact your FSP coordinator for help.

3. "Errors" status indicated the upload process is failed due to one or multiple errors happened during upload process. In this case, you need to check the error details and do the corresponding correction on the Excel sheet then upload again. Please see the next section "Viewing the log to check the error details" for more details.

By default, a user ID is used to work for one Flextronics Company only. In this case there will have three download profiles in profile list, and they are used for same Flextronics Company code, which is displayed in "Partner" column:

The screenshot shows the 'Upload Center (External User)' interface. The 'Upload Profiles Overview' section contains a table with the following data:

Type	Partner	Profile Number	Name
SMI Planned Receipts	832	5440	2000000210_SMIPLR_SP000001002_UL_0000000832
Purchase Order Confirmation	832	5439	2000000210_POCONF_SP000001002_UL_0000000832
Due List for Purchasing Documents	832	5498	2000000210_ASNDLPD_SP000001002_UL_0000000832

A yellow callout box with a pointer indicates: "The Flextronics company code used for this uploads profile".

And if a user ID is used to handle more than one Flextronics Company, then a different profile will be created for different Flextronics Company with same profile type, as shown in below screen:

The screenshot shows the 'Upload Center (External User)' interface. The 'Upload Profiles Overview' section contains a table with the following data:

Type	Partner	Profile Number	Name	Status	Posted On
SMI Planned Receipts	104	44	2000010198_SMIPLR_SP000001015_UL_0000000104	New	
SMI Planned Receipts	112	47	2000010198_SMIPLR_SP000001015_UL_0000000112	New	
Purchase Order Confirmation	104	43	2000010198_POCONF_SP000001015_UL_0000000104	New	
Purchase Order Confirmation	112	46	2000010198_POCONF_SP000001015_UL_0000000112	New	
Due List for Purchasing Documents	104	45	2000010198_ASNDLPD_SP000001015_UL_0000000104	New	
Due List for Purchasing Documents	112	48	2000010198_ASNDLPD_SP000001015_UL_0000000112	New	

A red box highlights the 'Partner' column.

To uploading the edited Excel sheet:

1. Select the PO upload profile which is used for the correct Flextronics Company:

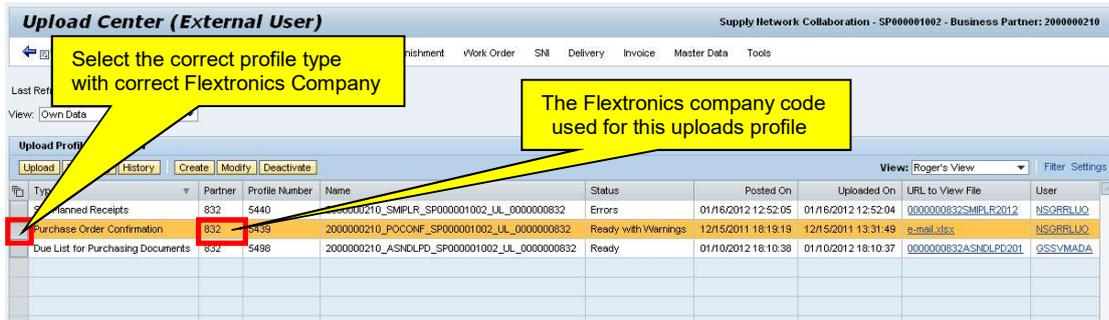
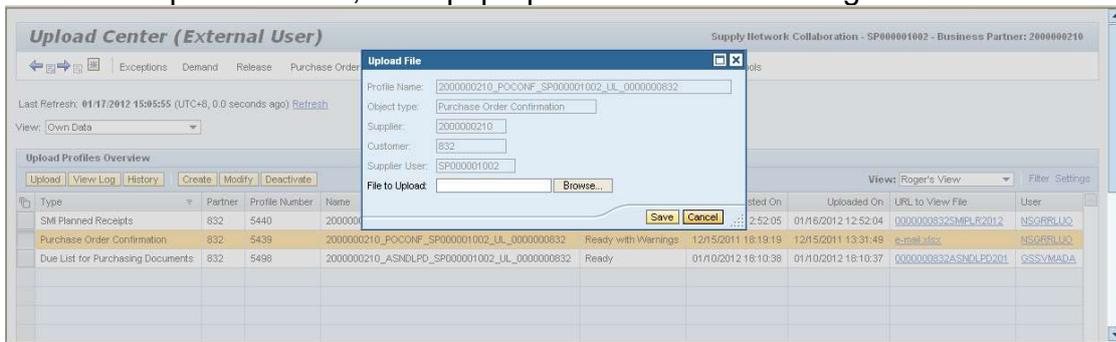


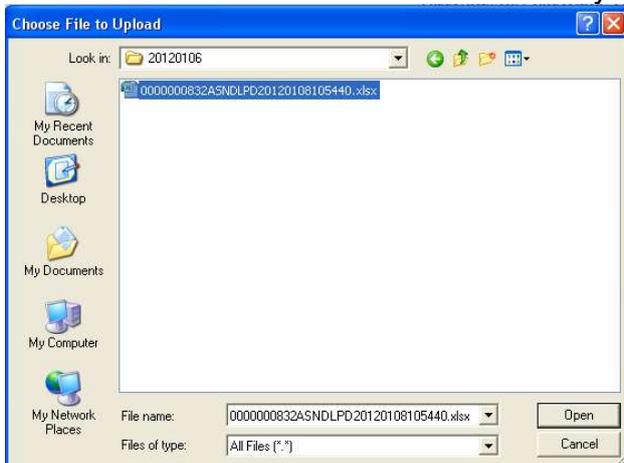
Fig 24. Select the upload profile

**Notes:**  
Please select the correct profile type with correct Flextronics company code for your upload file.

2. Click "Upload" button, it will pop-up a window for selecting the file:

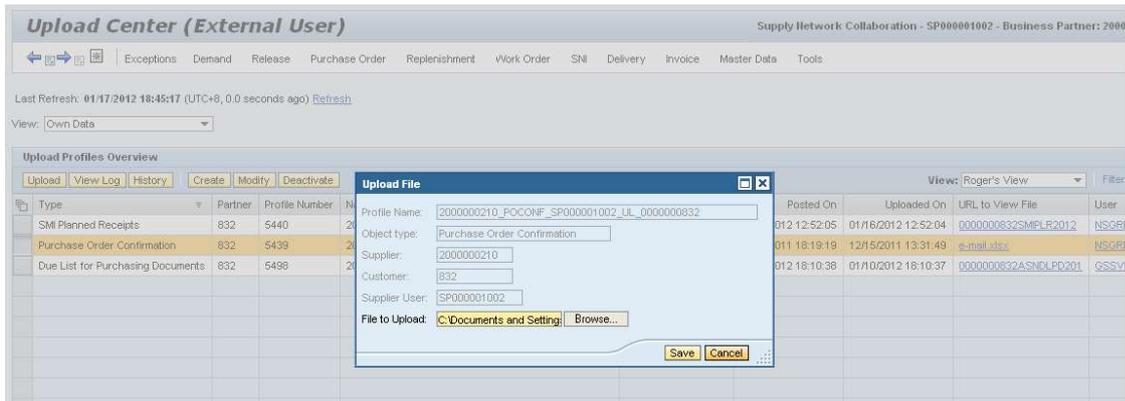


3. Click **Browse** and select the excel file you want to upload

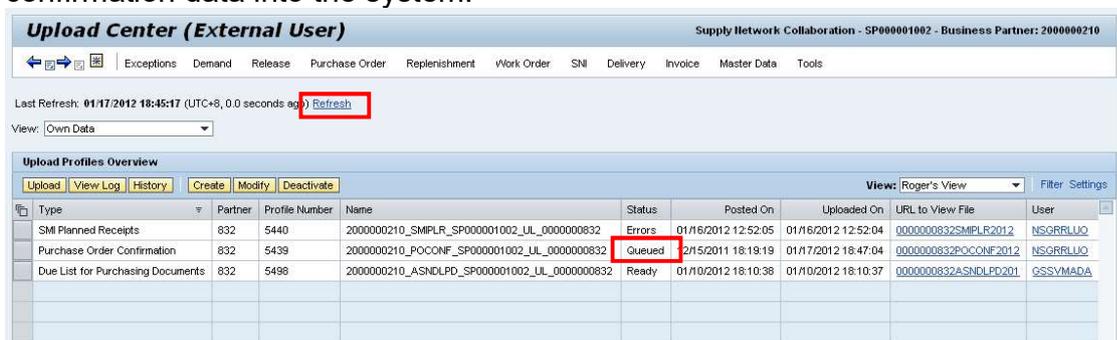


4. Locate the Excel file you want to upload, and click **Open**

5. Click **Save** button to start the upload:

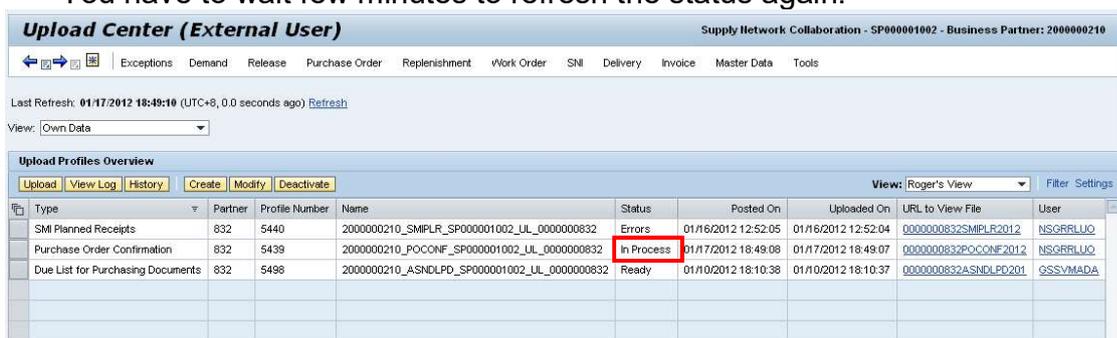


At this time the status of the profile will be changed to “Queued”, which indicates that the upload file is waiting for process. The system takes few minutes to update the confirmation data into the system.



6. Click “Refresh” link:

- If the status is in “In Progress”, it means the upload process is not completed yet. You have to wait few minutes to refresh the status again:



- When the upload is successful, you will see the profile status is changed to “Ready” or “Ready with Warnings” status. Now the upload is complete and the confirmation is saved and published in FSP:

**Upload Center (External User)** Supply Network Collaboration - SP000001002 - Business Partner: 2000000210

← → ↻ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Master Data Tools

Last Refresh: 01/17/2012 18:50:37 (UTC+8, 0.0 seconds ago) [Refresh](#)

View: Own Data

**Upload Profiles Overview**

Upload View Log History Create Modify Deactivate View: Roger's View Filter Settings

Type	Partner	Profile Number	Name	Status	Posted On	Uploaded On	URL to View File	User
SMI Planned Receipts	832	5440	2000000210_SMIPLR_SP000001002_UL_0000000832	Ready	01/16/2012 12:52:05	01/16/2012 12:52:04	0000000832SMIPLR2012	NSGRRLUO
Purchase Order Confirmation	832	5439	2000000210_POCONF_SP000001002_UL_0000000832	Ready	01/17/2012 18:49:08	01/17/2012 18:49:07	0000000832POCONF2012	NSGRRLUO
Due List for Purchasing Documents	832	5498	2000000210_ASNDLPD_SP000001002_UL_0000000832	Ready	01/10/2012 18:10:38	01/10/2012 18:10:37	0000000832ASNDLPD201	GSSVMADA

**Note:**  
 The process with "Ready with Warning" status indicates that there are warnings from system standard validation however this is not used in Flextronics process and it can be skipped during the upload.

## Viewing the log to check the error details

- If the upload failed, you will see profile status is changed to "Errors" status:

**Upload Center (External User)** Supply Network Collaboration - SP000001002 - Business Partner: 2000000210

← → ↻ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Master Data Tools

Last Refresh: 01/17/2012 18:53:55 (UTC+8, 0.0 seconds ago) [Refresh](#)

View: Own Data

**Upload Profiles Overview**

Upload View Log History Create Modify Deactivate View: Roger's View Filter Settings

Type	Partner	Profile Number	Name	Status	Posted On	Uploaded On	URL to View File	User
SMI Planned Receipts	832	5440	2000000210_SMIPLR_SP000001002_UL_0000000832	Ready	01/16/2012 12:52:05	01/16/2012 12:52:04	0000000832SMIPLR2012	NSGRRLUO
Purchase Order Confirmation	832	5439	2000000210_POCONF_SP000001002_UL_0000000832	Errors	01/17/2012 18:53:52	01/17/2012 18:53:51	0000000832POCONF2012	NSGRRLUO
Due List for Purchasing Documents	832	5498	2000000210_ASNDLPD_SP000001002_UL_0000000832	Ready	01/10/2012 18:10:38	01/10/2012 18:10:37	0000000832ASNDLPD201	GSSVMADA

In this case, you need to select the same profile again, and click "View Log" button to check the log details on the upload error message:

**Upload Center (External User)** Supply Network Collaboration - SP000001002 - Business Partner: 2000000210

← → ↻ | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Master Data Tools

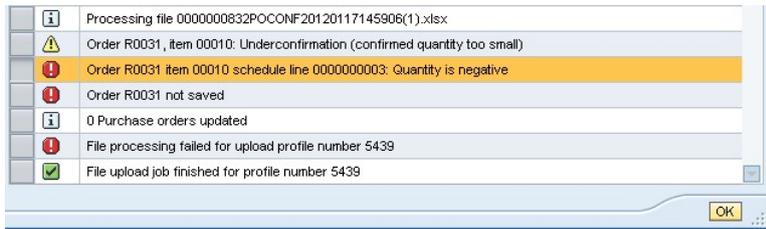
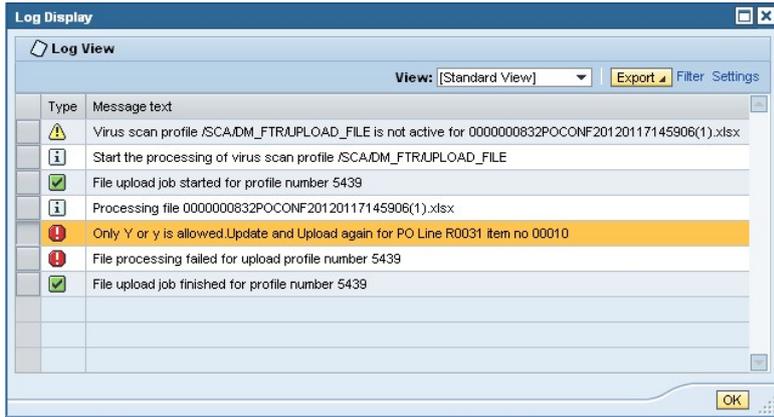
Last Refresh: 01/17/2012 18:53:55 (UTC+8, 0.0 seconds ago) [Refresh](#)

View: Own Data

**Upload Profiles Overview**

Upload View Log History Create Modify Deactivate View: Roger's View Filter Settings

Type	Partner	Profile Number	Name	Status	Posted On	Uploaded On	URL to View File	User
SMI Planned Receipts	832	5440	2000000210_SMIPLR_SP000001002_UL_0000000832	Ready	01/16/2012 12:52:05	01/16/2012 12:52:04	0000000832SMIPLR2012	NSGRRLUO
Purchase Order Confirmation	832	5439	2000000210_POCONF_SP000001002_UL_0000000832	Errors	01/17/2012 18:53:52	01/17/2012 18:53:51	0000000832POCONF2012	NSGRRLUO
Due List for Purchasing Documents	832	5498	2000000210_ASNDLPD_SP000001002_UL_0000000832	Ready	01/10/2012 18:10:38	01/10/2012 18:10:37	0000000832ASNDLPD201	GSSVMADA



**Note:**  
*You have to correct the data in the Excel sheet according to the message, and then do the upload again.*

## Upload History

Upload history allow you to view the upload history records. In Upload center, you can review upload history by clicking the “History” button once you select the profile:

### Upload Center (External User)

← → ↻ 📄 | Exceptions Purchase Order Replenishment Delivery Tools

Last Refresh: 24.04.2016 21:31:18 (UTC+8, 0.0 seconds ago) [Refresh](#)

View: Own Data

#### Upload Profiles Overview

Upload View Log **History**

Type	Partner	Profile Number	Name
SMI Planned Receipts	832	235923	2000000210_SMIPLR_SP000001000_UL_0000000832
Purchase Order Confirmation	832	236012	2000000210_POCONF_SP000001000_UL_0000000832
Due List for Purchasing Documents	832	235924	2000000210_ASNDLPD_SP000001000_UL_0000000832
Due List for Planned Receipts	832	235972	2000000210_ASNDLPR_SP000001000_UL_0000000832

The upload history record will be displayed in Download history view:

### Upload History (External User)

Supply Network Collaboration

← → ↻ 📄 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Master Data Tools

Profile Number: 5439

Name: 2000000210\_POCONF\_SP000001002\_UL\_0000000832

Type: Purchase Order Confirmation

#### Upload Profiles History

View Log Show All

Changed On	Posted On	Ready On	Uploaded On	Status	URL to View File
01/20/2012 13:46:51	01/20/2012 13:46:46	01/20/2012 13:46:50	01/20/2012 13:46:45	errors	PO test.xlsx
01/20/2012 13:46:45	01/18/2012 01:02:16	01/18/2012 01:02:25	01/20/2012 13:46:45	queued	PO test.xlsx
01/18/2012 01:02:26	01/18/2012 01:02:16	01/18/2012 01:02:25	01/18/2012 01:02:13	errors	0000000832POCONF201201117145906(2).xlsx
01/18/2012 01:02:14	01/17/2012 19:01:35	01/17/2012 19:01:38	01/18/2012 01:02:13	queued	0000000832POCONF201201117145906(2).xlsx
01/17/2012 19:01:38	01/17/2012 19:01:35	01/17/2012 19:01:38	01/17/2012 19:01:35	errors	0000000832POCONF201201117145906(1).xlsx
01/17/2012 19:01:35	01/17/2012 18:59:46	01/17/2012 18:59:49	01/17/2012 19:01:35	queued	0000000832POCONF201201117145906(1).xlsx
01/17/2012 18:59:45	01/17/2012 18:57:57	01/17/2012 18:57:59	01/17/2012 18:59:45	queued	0000000832POCONF201201117145906(1).xlsx
01/17/2012 10:58:00	01/17/2012 18:57:57	01/17/2012 18:57:59	01/17/2012 18:57:56	errors	0000000832POCONF201201117145906(1).xlsx
01/17/2012 18:57:56	01/17/2012 18:53:52	01/17/2012 18:53:55	01/17/2012 18:57:56	queued	0000000832POCONF201201117145906(1).xlsx
01/17/2012 18:53:55	01/17/2012 18:53:52	01/17/2012 18:53:55	01/17/2012 18:53:51	errors	0000000832POCONF20120116000217.xlsx
01/17/2012 18:53:51	01/17/2012 18:49:08	01/17/2012 18:49:13	01/17/2012 18:53:51	queued	0000000832POCONF20120116000217.xlsx
01/17/2012 18:49:13	01/17/2012 18:49:08	01/17/2012 18:49:13	01/17/2012 18:49:07	ready	0000000832POCONF201201117145906(1).xlsx
01/17/2012 18:49:07	01/17/2012 18:47:06	01/17/2012 18:47:46	01/17/2012 18:49:07	queued	0000000832POCONF201201117145906(1).xlsx
01/17/2012 18:47:46	01/17/2012 18:47:06	01/17/2012 18:47:46	01/17/2012 18:47:04	errors	0000000832POCONF20120116000217.xlsx
01/17/2012 18:47:04	12/15/2011 18:19:19	12/15/2011 18:19:34	01/17/2012 18:47:04	queued	0000000832POCONF20120116000217.xlsx

In “Ready On” column, it displays the upload complete date and time.

In “Uploaded On” column, it displays the upload start date and time.

In “Status” column, it displays the process status of that upload record.

In “URL to View File” column, you may click the linkage to download and view the old file which was uploading at that time.

**Note:**  
*The Upload and Download History records are only kept for 3 weeks from the Initiated On Date.*

## How to Cancel an ASN

If user has created an ASN incorrectly and the ASN does not updated with receipt quantity yet, user can cancel this ASN in FSP.

### Note:

Only the ASN without receipt quantity can be cancelled. If an ASN is partially delivery or delivery completed in FSP, then this ASN cannot be cancelled anymore.

To cancel an ASN:

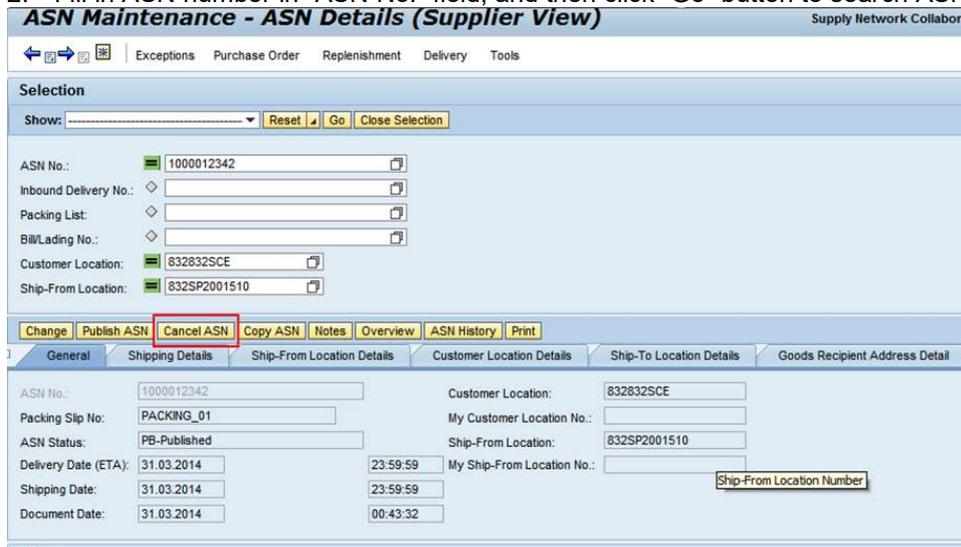
1. Login FSP web UI and go to menu “Delivery” → “Advance Shipment Notification” → ASN Details”



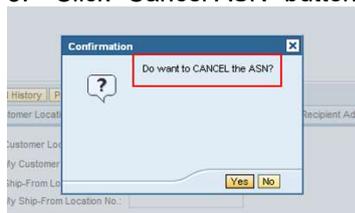
### Note:

ASN cancellation can only be done on FSP web UI. ASN cannot be cancelled through ASN Excel upload or ASN E-mail response.

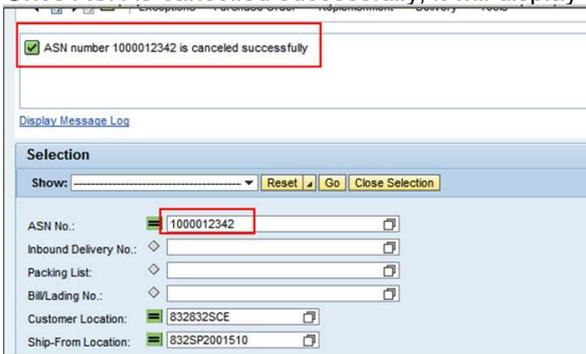
2. Fill in ASN number in “ASN No.” field, and then click “Go” button to search ASN:



3. Click “Cancel ASN” button to cancel this ASN, click “Yes” to continue in pop-up window:

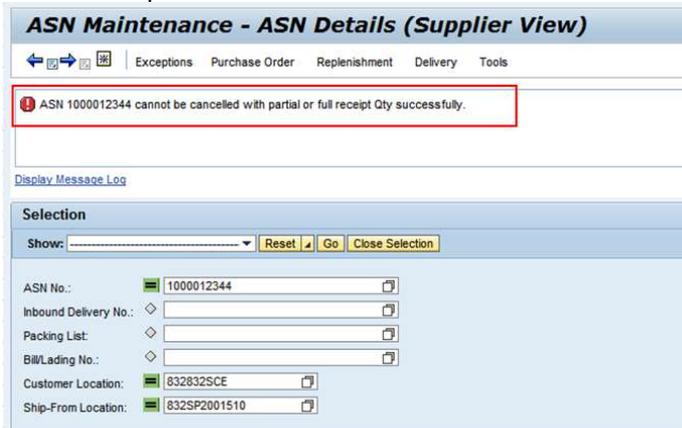


4. Once ASN is cancelled successfully, it will display the message as below:



**Note:**  
Once an ASN is cancelled successful, the ASN confirmed schedule line will be removed from PO details view.

If an ASN already contains receipt quantity, it will display below error message and the cancellation process will be terminated:



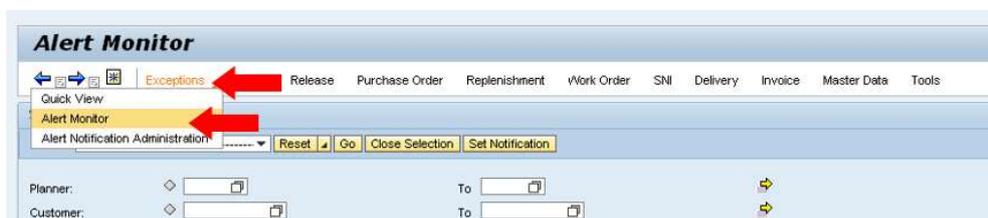
**Note:**  
Once the ASN is canceled, the PO will be unblocked, and supplier can make changes on PO confirmation again.

## How to create your Alerts for New Purchase Order / Change Purchase Order Line

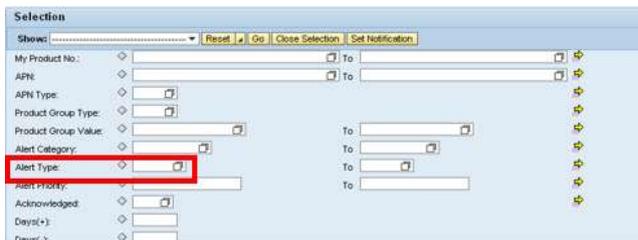
Setting your FSP alerts will allow you to receive an email notification when New Purchase Order Line or Change Purchase Order line has occurred.

Take note that this is only an alert to notify you of New PO or Change PO, you need to login to FSP to take action.

To create your alerts for New PO line/Change PO line, go to Exceptions from menu bar, and **click** on the **Alert Monitor**.



Scroll down the screen in selection area to locate parameter '**Alert Type**'.



Flextronics has chosen the following standard alerts for your use.

<u>Alert Type</u>	<u>Description</u>
7051	New Purchase Order
7052	Changed Purchase Order

To set your alerts for New PO line, it is required to input "7051" in Alert type field:

**Alert Monitor**

← → ↻ 🗨 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Master Data Tools

**Selection**

Show: ----- Reset Go Close Selection Set Notification

My Product No.: ◇ [ ] To [ ] ↕

APN: ◇ [ ] To [ ] ↕

APN Type: ◇ [ ] ↕

Product Group Type: ◇ [ ] ↕

Product Group Value: ◇ [ ] To [ ] ↕

Alert Category: ◇ [ ] To [ ] ↕

**Alert Type: ◇ 7051 [ ] ↕**

Alert Priority: ◇ [ ] To [ ] ↕

Acknowledged: ◇ [ ] ↕

Days(+): ◇ [ ]

Days(-): ◇ [ ]

**Statistical View**

Reset to Default

Grouping Criteria 1: Alert Type (Long) Grouping Criteria 2: Grouping Criteria 3: Display Alerts By:

Click the arrow “↕” nearby Reset button to display a drop down menu:

**Alert Monitor**

← → ↻ 🗨 | Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Master Data Tools

**Selection**

Show: ----- Reset Go Close Selection Set Notification

My Product No.: ◇ [ ] To [ ] ↕

APN: ◇ [ ] To [ ] ↕

APN Type: ◇ [ ] ↕

Product Group Type: ◇ [ ] ↕

Product Group Value: ◇ [ ] To [ ] ↕

Alert Category: ◇ [ ] To [ ] ↕

Alert Type: ◇ 7051 [ ] ↕

Alert Priority: ◇ [ ] To [ ] ↕

Acknowledged: ◇ [ ] ↕

Days(+): ◇ [ ]

Days(-): ◇ [ ]

Reset Save Save as... Delete

Choose “Save as...” option, the save window will be pop-up:

- Input “New PO Line Alert” as the name of this alert in ‘Name’ field
- Select “Partner-Specific” option in next drop down menu:

**Supply Network Collaboration (Supplier View)**

Name: \* New PO Line Alert Partner-Specific  Default

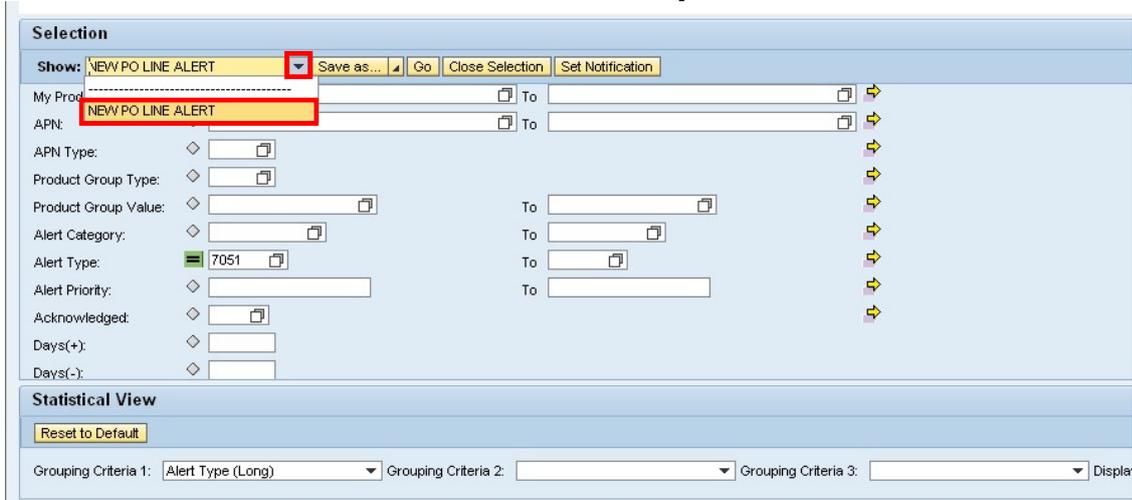
OK Cancel

Click ‘OK’ button to close this window.

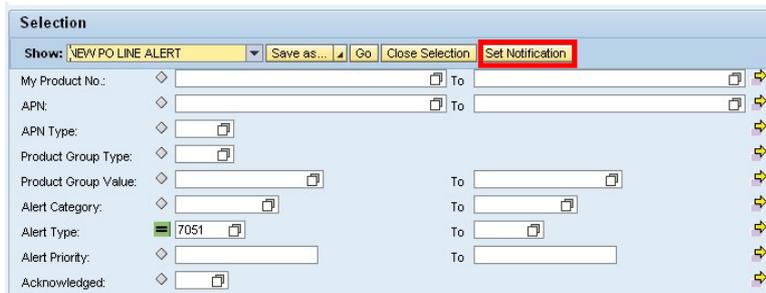
At this point, Alert creation success will appear at the top left corner of the message bar:



Next, click the drop down menu from Selection area, and choose "NEW PO LINE ALERT", which is the new alert that was created just now:



Click on "Set Notification" button:



The alert notification profile view is displayed as below:

Name of selection: - NEW PO ALERT (new profile!)

Save Delete

Valid-from Date: 01/31/2012

Valid-to Date: 12/31/9999

Recipient Type: C-Channel

Recipient User: SP000001002

E-Mail Address: abc@cn.flextronics.com

Fax / Phone Country:

Fax / Phone Number:

Sending User:

Message Channel: EMAIL -E-Mail (Alert Management)

Message Profile: ZSAP\_COLL

Minimum Priority: 3-Information

Immediate Notification:

Periodic Notification:

- Start Date: 01/31/2012

- Start Time [hh:mm]: 6:38

- Period [hh:mm]: 24:00

Unacknow. Alerts Only:

Profile Is Active:

Message Language:

Minimum Age [hh:mm]:

Maximum Age [hh:mm]:

It is important to note, that most of the information here is defaulted to the FSP standard requirements. To reduce errors in your alerts, change or check only the following 4 fields.

- At '**Recipient Type**', select **C-Channel** from the drop down menu
- At '**E-mail Address**', input or change with an e-mail address that will be used to receive the alert mail.
- At '**Minimum Priority**', select **3-Information** from the drop down menu
- Make sure the parameter '**Immediate notification**' is checked
- Make sure the parameter '**Profile Is Active**' is checked

Click '**Save**' button to save Alert notification profile.

Now the alert setup for New PO line alert notification is completed.

Once there are new PO lines received for your FSP ID , system will send you an alert mail with mail subject "Alert for Selection name = New PO LINE", as show in below screen:

From: FSP Admin [FSP\_Support@flextronics.com]  
 To: Roger Luo(SZ)  
 Cc:  
 Subject: Alerts for Selection Name = NEW PO LINE ALERT

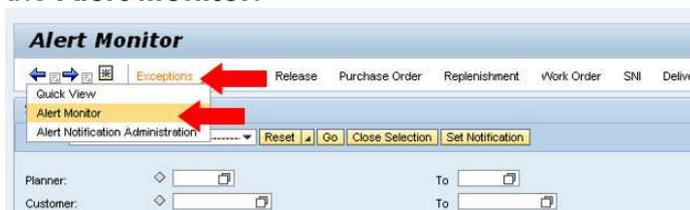
Alert ID: ##50768##

Alerts for Selection Name = NEW PO LINE ALERT

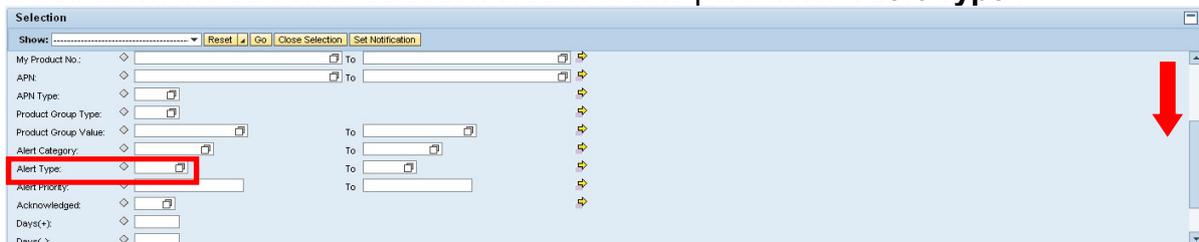
Alert : New Purchase Order Item  
[http://sapscxi.flextronics.com:8012/sap/bc/webdynpro/scf/snc?scr\\_id=ALRTOVVW&selpars=LOCNO%7ePEN%7eMATNR%7eTEST2\\_PART\\_00001](http://sapscxi.flextronics.com:8012/sap/bc/webdynpro/scf/snc?scr_id=ALRTOVVW&selpars=LOCNO%7ePEN%7eMATNR%7eTEST2_PART_00001)  
 Location=PEN  
 Product=TEST2\_PART\_00001  
 Order Number=ZTEST0008  
 Purchase Order Item Number=1  
 Item Quantity=5,000  
 Confirmed Item Quantity=0  
 UoM=EA  
 Delivery Date=12/22/2011 00:00:00  
 Time Zone=PST  
 Time Zone=PST

Alert : New Purchase Order Item  
[http://sapscxi.flextronics.com:8012/sap/bc/webdynpro/scf/snc?scr\\_id=ALRTOVVW&selpars=LOCNO%7ePEN%7eMATNR%7eTEST2\\_PART\\_00001](http://sapscxi.flextronics.com:8012/sap/bc/webdynpro/scf/snc?scr_id=ALRTOVVW&selpars=LOCNO%7ePEN%7eMATNR%7eTEST2_PART_00001)  
 Location=PEN  
 Product=TEST2\_PART\_00001  
 Order Number=ZTEST0008  
 Purchase Order Item Number=2  
 Item Quantity=5,000  
 Confirmed Item Quantity=0  
 UoM=EA  
 Delivery Date=12/22/2011 00:00:00  
 Time Zone=PST  
 Time Zone=PST

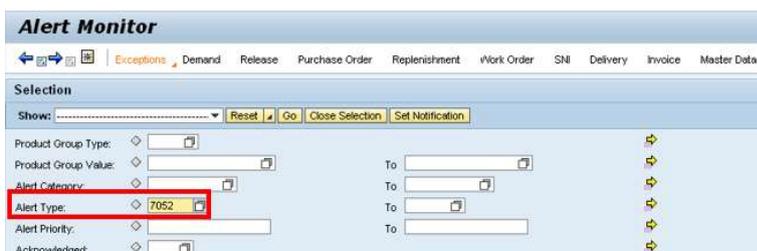
To create your alerts for Change PO line, go to Exceptions from menu bar, and **click on the Alert Monitor**.



Scroll down the screen in selection area to locate parameter 'Alert Type'.



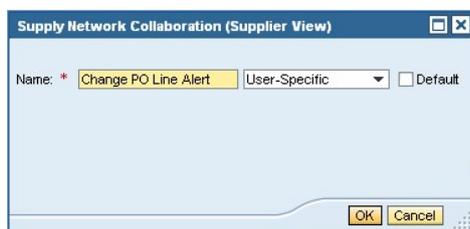
To set your alerts for Change PO line, it is required to input "7052" in Alert type field:



Click the arrow “

Choose “Save as...” , the Save As window will pop-up:

- Input “Change PO Line Alert” as the name of this alert in ‘Name’ field
- Select “User-Specific” option in next drop down menu:



Click ‘OK’ button to close this window.

At this point, Alert creation success will appear at the top left corner of the message bar:



Next, click the drop down menu from Selection area, and select “CHANGE PO LINE ALERT”, which is created in previous step:

**Selection**

Show: CHANGE PO LINE ALERT Save as... Go Close Selection Set Notification

My Location: CHANGE PO LINE ALERT To [ ]

Product: CHANGE PO LINE ALERT To [ ]

My Product No.: NEW PO LINE ALERT To [ ]

APN: [ ] To [ ]

APN Type: [ ]

Product Group Type: [ ]

Product Group Value: [ ] To [ ]

Alert Category: [ ] To [ ]

Alert Type: 7052 To [ ]

Alert Priority: [ ] To [ ]

Acknowledged: [ ]

Click on "Set Notification" button:

**Selection**

Show: CHANGE PO LINE ALERT Save as... Go Close Selection Set Notification

My Location: [ ] To [ ] Set Notification

Product: [ ] To [ ]

My Product No.: [ ] To [ ]

APN: [ ] To [ ]

APN Type: [ ]

Product Group Type: [ ]

Product Group Value: [ ] To [ ]

Alert Category: [ ] To [ ]

Alert Type: 7052 To [ ]

Alert Priority: [ ] To [ ]

Acknowledged: [ ]

The alert notification profile view is displayed as below:

Save Delete

Valid-from Date: 02/01/2012

Valid-to Date: 12/31/9999

Recipient Type: C-Channel

Recipient User: SP000001002

E-Mail Address: abcd@cn.flextronics.com

Fax / Phone Country:

Fax / Phone Number:

Sending User:

Message Channel: EMAIL -E-Mail (Alert Management)

Message Profile: ZSAP\_COLL

Minimum Priority: 3-Information

Immediate Notification:

Periodic Notification:

- Start Date: 02/01/2012

- Start Time [hh:mm]: 6:07

- Period [hh:mm]: 24:00

Unacknow. Alerts Only:

Profile Is Active:

Message Language:

Minimum Age [hh:mm]:

Maximum Age [hh:mm]:

It is important to note, that most of the information here is defaulted to the FSP standard requirements. To reduce errors in your alerts, change or check only the following 4 fields.

- At '**Recipient Type**', select **C-Channel** from the dropdown menu
- At '**E-mail Address**', input or change with an e-mail address that used to receipt alert mail.
- At '**Minimum Priority**', select **3-Information** from the drop down menu
- Make sure the parameter '**Immediate notification**' is checked
- Make sure the parameter '**Profile Is Active**' is checked

Click '**Save**' button to save Alert notification profile.

Now the alert setup for Change PO line alert notification is completed.

Once new Change PO line is received for your FSP ID, system will send you an alert mail with mail title "Alerts for Selection Name = Change PO line Alert", as show in below screen:

This message was sent with High importance.

From: FSP Admin [FSP.Support@flextronics.com]  
 To: Roger Luo(SZ)  
 Cc:  
 Subject: Alerts for Selection Name = CHANGE PO LINE ALERT

Alert ID: ##50774###

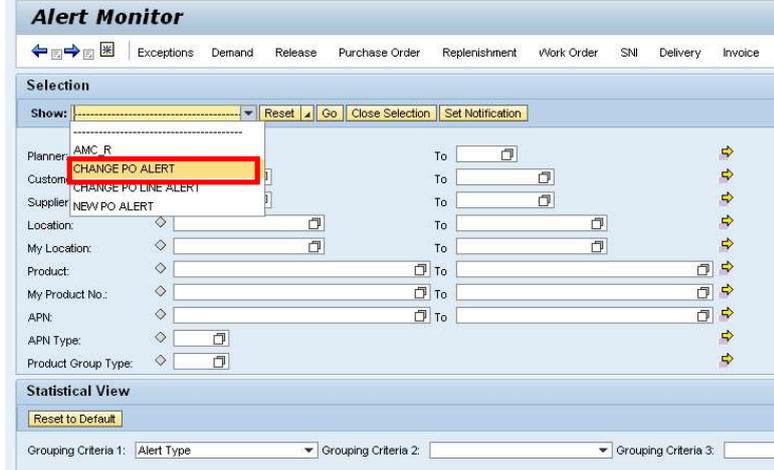
Alerts for Selection Name = CHANGE PO LINE ALERT

Requested delivery quantity changed from 5,000 EA to 1,000 EA  
[http://sapspxa1.flextronics.com/8012/sap/bc/webdynpro/scf/snc?scr\\_id=ALRTOVW&selpars=LOCNO%7ePEN%7eMATNR%7eTEST2\\_PART\\_00001](http://sapspxa1.flextronics.com/8012/sap/bc/webdynpro/scf/snc?scr_id=ALRTOVW&selpars=LOCNO%7ePEN%7eMATNR%7eTEST2_PART_00001)  
 Location=PEN  
 Product=TEST2\_PART\_00001  
 Order Number=ZTEST0008  
 Purchase Order Item Number=1  
 Item Quantity=1,000  
 Confirmed Item Quantity=0  
 UoM=EA  
 Delivery Date=12/22/2011 00:00:00  
 Time Zone=PST  
 Time Zone=PST

Requested delivery date changed from 12/22/2011 00:00:00 to 12/25/2011 00:00:00  
[http://sapspxa1.flextronics.com/8012/sap/bc/webdynpro/scf/snc?scr\\_id=ALRTOVW&selpars=LOCNO%7ePEN%7eMATNR%7eTEST2\\_PART\\_00001](http://sapspxa1.flextronics.com/8012/sap/bc/webdynpro/scf/snc?scr_id=ALRTOVW&selpars=LOCNO%7ePEN%7eMATNR%7eTEST2_PART_00001)  
 Location=PEN  
 Product=TEST2\_PART\_00001  
 Order Number=ZTEST0008  
 Purchase Order Item Number=2  
 Item Quantity=5,000  
 Confirmed Item Quantity=0  
 UoM=EA  
 Delivery Date=12/25/2011 00:00:00  
 Time Zone=PST  
 Time Zone=PST

## How to delete an alert

To delete one alert, go to Alert Monitor, and select the alert that you want to remove from drop down menu:



Click the arrow “” nearby Reset button to display the drop down menu, and select the “Delete” option from the menu:

The screenshot shows the 'Alert Monitor' interface. At the top, there are navigation tabs: Exceptions, Demand, Release, Purchase Order, Replenishment, Work Order, SNI, Delivery, and Invoice. Below the tabs, it indicates '10086 entries found'. A 'Display Message Log' link is present. The 'Selection' section shows a dropdown menu for 'Show:' set to 'CHANGE PO ALERT'. A 'Reset' button is highlighted with a red box, and a context menu is open over it, with the 'Delete' option also highlighted in red. Other buttons include 'Go', 'Open Selection', and 'Set Notification'. The 'Statistical View' section has a 'Reset to Default' button. Below that, 'Grouping Criteria 1' is set to 'Alert Type'. An 'Export' button is also visible. At the bottom, a table shows 'Alert Type' as 'Low' and 'PO Changed Item' with a count of '10086'.

Click "Yes" from the pop-up window:

A 'Confirmation' dialog box is shown. It has a question mark icon and the text 'Do you really want to delete the selection variant?'. At the bottom, there are two buttons: 'Yes' and 'No'.

It will display "1 dependent alert notification profile(s) deleted". The alert is deleted successfully:

The screenshot shows the 'Alert Monitor' interface after the deletion. The message '1 dependent alert notification profile(s) deleted' is displayed in a red-bordered box. The 'Selection' section now shows a 'Show:' dropdown set to '-----'. Buttons include 'Reset', 'Go', 'Close Selection', and 'Set Notification'. Below this, there are several fields for selection criteria, each with a dropdown arrow and a search icon: Planner, Customer, Supplier, Location, My Location, Product, My Product No., APN, APN Type, and Product Group Type. Each field has a 'To' field and a search icon to its right.

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