<table>
<thead>
<tr>
<th>Flex Supplier Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to use Flex Supplier Portal</td>
</tr>
</tbody>
</table>
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

   ![Password Question Form](image)

   **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”

   ![Security Image Selection](image)

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:
7. 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.

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

9. 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.

10. 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/](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 screenshot:

**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:

![Answer Unlock Account Challenge](image)

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

   - **Forgotten Password Question**
     - 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 (d) must have elapsed since you last changed your password.

   - Enter current password
   - Enter new password
   - Repeat new password

   - Change 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:

![](image)

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

![](image)

The PO search result will be displayed in the overview view:
Select the PO from PO list in PO overview, and then click **Print PO** button to download the PO in PDF format:

PO is downloaded in PDF format with Flex PO detailed information and Standard Terms and Conditions of purchase.
3. TERMS AND CONDITIONS OF PURCHASE

1. DESCRIPTION AND PRICE OF GOODS: The purchase order (PO#) is issued to seller by Purchaser, and the terms and conditions of sale are incorporated into this Order by reference. Seller acknowledges that the price quote is subject to change without notice. Seller agrees to deliver the goods described herein in accordance with the terms and conditions of this Order.

2. PRICE: The prices quoted are subject to change without notice. The price shall be subject to change if the Purchaser fails to provide timely payment for the goods.

3. PACKAGING: Goods must be shipped in accordance with the Purchaser's specifications. Seller shall be responsible for all costs associated with packaging.

4. SHIPPING: Goods shall be shipped FOB originating location. Seller shall be responsible for all costs associated with shipping.

5. INSPECTION: Goods shall be inspected by Purchaser upon delivery. Seller shall be responsible for all costs associated with inspection.

6. TITLE: Title to the goods shall pass to Purchaser upon delivery. Seller shall be responsible for all costs associated with title transfer.

7. CONFIDENTIALITY: Seller shall maintain the confidentiality of all information furnished by Purchaser.

8. INDEMNIFICATION: Seller shall indemnify Purchaser against all costs and expenses associated with any claims arising out of the sale of the goods.

9. WAIVER: The waiver of any breach of this agreement by Seller shall not constitute a waiver of any subsequent breach.

10. ARBITRATION: Any disputes arising out of this agreement shall be resolved through arbitration.

11. TERMINATION: This agreement shall be terminated upon the occurrence of any event that constitutes a breach by Seller.

12. ENTIRE AGREEMENT: This agreement constitutes the entire agreement between the parties and supersedes all prior negotiations.

13. GOVERNING LAW: The laws of the State of California shall govern the interpretation of this agreement.

14. SIGNATURES: This agreement is executed by Seller and Purchaser on the day and year first written above.

Purchaser: Flextronics Industrial (S) Pte Ltd
Supplier: Motorola Solutions Asia Pte Ltd

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Flextronics Industrial (S) Pte Ltd

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

4. To view the PO History Details, select one of the record and then click on PO History Details.
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 installed the required software before using this function. Please follow the step-by-step instructions as described in the link given below.


- 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 shown in the 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 the 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:

<table>
<thead>
<tr>
<th>Column</th>
<th>Data Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download Profile Type</td>
<td>The profile type for the three processed that used in FSP:</td>
</tr>
<tr>
<td></td>
<td><strong>SMI Planned Receipts</strong> – Used for Forecast data download</td>
</tr>
<tr>
<td></td>
<td><strong>Purchase Order Confirmation</strong> – Used for PO data download</td>
</tr>
<tr>
<td></td>
<td><strong>Due List for Purchasing Documents</strong> – Used for ASN data download</td>
</tr>
<tr>
<td>Profile Name</td>
<td>During the profile generation, system will generate a standard profile name according to the Supplier–Profile type–User-Company combination:</td>
</tr>
<tr>
<td></td>
<td>The profile name format of <strong>SMI Planned Receipts</strong>:</td>
</tr>
<tr>
<td></td>
<td><em>Supplier BP_SMIPLR_User ID_DL_00000000XXX</em> (XXX – Flextronics Company code).*</td>
</tr>
<tr>
<td></td>
<td>For example:</td>
</tr>
<tr>
<td></td>
<td>20000000210_SMIPLR_SP000001002_DL_0000000832</td>
</tr>
<tr>
<td></td>
<td>The profile name format of <strong>Purchase Order Confirmation</strong>:</td>
</tr>
<tr>
<td></td>
<td><em>Supplier BP_POCONF_User ID_DL_00000000XXX</em> (XXX – Flextronics Company code).*</td>
</tr>
<tr>
<td></td>
<td>For example:</td>
</tr>
<tr>
<td></td>
<td>20000000210_POCONF_SP000001002_DL_0000000832</td>
</tr>
<tr>
<td></td>
<td>The profile name format of <strong>Due List for Purchasing Documents</strong>:</td>
</tr>
<tr>
<td></td>
<td><em>Supplier BP_ASNDLPD_User ID_DL_00000000XXX</em> (XXX – Flextronics Company code).*</td>
</tr>
<tr>
<td></td>
<td>For example:</td>
</tr>
<tr>
<td></td>
<td>20000000210_POCONF_SP000001002_DL_0000000832</td>
</tr>
<tr>
<td>Column</td>
<td>Data Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Profile Status</td>
<td>The status of download file</td>
</tr>
<tr>
<td>Ready</td>
<td>System have already complete the download file generation from last schedule background job</td>
</tr>
<tr>
<td>Downloaded</td>
<td>User has downloaded the file and at this moment the generation for next background job has not started</td>
</tr>
<tr>
<td>In progress</td>
<td>The file generation is in progress and not completed</td>
</tr>
<tr>
<td>Errors</td>
<td>There is no valid data to generate the download file.</td>
</tr>
<tr>
<td>Downloaded on</td>
<td>The date and time for the last download</td>
</tr>
<tr>
<td>URL for Download</td>
<td>The linkage to download the file, you can click this linkage to start the download</td>
</tr>
<tr>
<td>Initiated On</td>
<td>The start date and time for the last file generation</td>
</tr>
<tr>
<td>Ready On</td>
<td>The finish date and time for the last file generation</td>
</tr>
<tr>
<td>Profile Number</td>
<td>The profile number that is created and used by system.</td>
</tr>
<tr>
<td>User Name</td>
<td>The use ID that this download profile is created for</td>
</tr>
</tbody>
</table>

**Note:**

1. **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

2. **Please check the Flex Company code from Profile name and make sure it is the right Flex company code you are working for.**

3. **“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:
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:

To download file into MS Excel sheet:

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

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:
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:

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.

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.

To download the PO Excel sheet:

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

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:

![Image of Microsoft Excel with Save As dialog open]

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).

![Image of file save dialog]

**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.
9. 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:

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:

1. You may click the “Click here to download” link directly from highlight profile, and then save the MS Excel sheet to your local drive.

2. 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 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:
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.*
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:

<table>
<thead>
<tr>
<th>Column</th>
<th>Data Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>The profile type for the three processed that used in FSP:</td>
</tr>
<tr>
<td></td>
<td><strong>SMI Planned Receipts</strong> – Used for Forecast data upload</td>
</tr>
<tr>
<td></td>
<td><strong>Purchase Order Confirmation</strong> – Used for PO data upload</td>
</tr>
<tr>
<td></td>
<td><strong>Due List for Purchasing Documents</strong> – Used for ASN data upload</td>
</tr>
<tr>
<td>Partner</td>
<td>The Flextronics Company code used for this profile</td>
</tr>
<tr>
<td>Profile Number</td>
<td>The profile number that is created and used by system.</td>
</tr>
<tr>
<td>Name</td>
<td>During the profile generation, system will generate a standard profile name</td>
</tr>
<tr>
<td></td>
<td>according to the Supplier–Profile type–User–Company combination:</td>
</tr>
<tr>
<td></td>
<td>The profile name format of <strong>SMI Planned Receipts</strong>:</td>
</tr>
<tr>
<td></td>
<td><strong>Supplier BP_SMIPLR_User ID_UL_0000000XXX</strong> (XXX – Flextronics Company code).</td>
</tr>
<tr>
<td>Column</td>
<td>Data Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>For example: 2000000210_SIPLMR_SP000001002_UL_00000000832</td>
</tr>
<tr>
<td></td>
<td>The profile name format of <strong>Purchase Order Confirmation</strong>: Supplier BP_POCONF_User ID_UL_00000000XXX (XXX – Flextronics Company code).</td>
</tr>
<tr>
<td></td>
<td>For example: 2000000210_POCONF_SP000001002_UL_00000000832</td>
</tr>
<tr>
<td></td>
<td>The profile name format of <strong>Due List for Purchasing Documents</strong>: Supplier BP_ASNDLPD_User ID_UL_00000000XXX (XXX – Flextronics Company code).</td>
</tr>
<tr>
<td></td>
<td>For example: 2000000210_ASNDLPD_SP000001002_UL_00000000832</td>
</tr>
<tr>
<td>Status</td>
<td>The status of upload file</td>
</tr>
<tr>
<td></td>
<td><strong>New</strong> – The profile is newly created</td>
</tr>
<tr>
<td></td>
<td><strong>Queued</strong> – The file is uploaded and it is waiting for system to process</td>
</tr>
<tr>
<td></td>
<td><strong>In progress</strong> - The upload file is being process and it is not completed yet.</td>
</tr>
<tr>
<td></td>
<td><strong>Ready</strong> - System have completely process the upload file successfully</td>
</tr>
<tr>
<td></td>
<td><strong>Ready with Warnings</strong> - 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.</td>
</tr>
<tr>
<td></td>
<td><strong>Errors</strong> – The upload process failed due to one or multiple errors are triggered during the upload process.</td>
</tr>
<tr>
<td>Posted On</td>
<td>The date and time for last upload file process complete</td>
</tr>
<tr>
<td>Uploaded on</td>
<td>The date and time for the last file upload</td>
</tr>
<tr>
<td>URL to view File</td>
<td>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.</td>
</tr>
<tr>
<td>User</td>
<td>The user ID that created this profile and recorded by system. User will not use this field.</td>
</tr>
</tbody>
</table>

**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:

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:

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:
**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:

  ![Image of Upload Center (External User) with Profile Status Changed to Errors](image)

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

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 delivered 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

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:

![Image of ASN cancelled successfully]

**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:

![Image of ASN cannot be cancelled]

**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.

<table>
<thead>
<tr>
<th>Alert Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7051</td>
<td>New Purchase Order</td>
</tr>
<tr>
<td>7052</td>
<td>Changed Purchase Order</td>
</tr>
</tbody>
</table>

To set your alerts for New PO line, it is required to input “7051” in Alert type field:
Click the arrow “▲” nearby Reset button to display a drop down menu:

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:

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:
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:
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 " " nearby Reset button to display a drop down menu:

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:
Click on “Set Notification” button:

The alert notification profile view is displayed as below:
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:
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:
Click “Yes” from the pop-up window:

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

END OF DOCUMENT