

GE Oil&Gas

iSupplier Portal Massive Upload Supplier User Manual

Creation Date : February 10th 2011

Last Update : August 12th 2011

Version : 2.0



iSupplier Portal Massive Upload management for Supplier Responsibility



iSP Massive Upload management flow

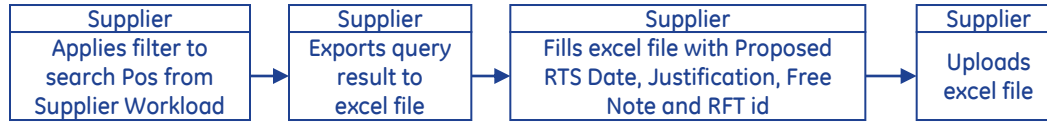


1. The Supplier propose a new RTS Date

iSP Massive Upload management flow



1. The Supplier searches new or rescheduled Pos using the filter “Action Required” = “Pending Supplier” or using several search criteria (Order, Item Code, Promised Date after Date1 and Promised Date before Date2, RTS Date after Date1 and RTS Date before Date2, etc)



iSP Massive Upload management

Before beginning with the Massive Upload management process it is necessary to access Oracle

A screenshot of the Oracle E-Business Suite login page. The page header reads "ORACLE E-Business Suite". Below the header, it says "Welcome to OnG IT gpsogq49 [GPSOGQ49]@". There are two input fields: "Username" with the value "105043243" and "Password" with masked characters. A "Login" button is located below the password field. Two orange circles with numbers "1" and "2" are overlaid on the page. Circle "1" is positioned at the top right corner of the orange-bordered login form area. Circle "2" is positioned at the top left corner of the "Login" button. At the bottom left of the page, there is a "Corporate Policy Message" and "Copyright (c) 2006, Oracle. All rights reserved.".

iSP Massive Upload management



Enter in the Shipment tab in which there are all the functionalities useful to manage "Massive Upload"

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Home | Negotiation | Orders | **Shipments** | Account | Admin | Contact Us

Search PO Number Go

Notifications

[Full List](#)

Subject	Date
Standard PO 439686719.0 requires your acceptance	09-Nov-2010 15:20:25
Standard PO 439686222.0 requires your acceptance	05-Nov-2010 16:17:32
Standard PO 439660106.2 requires your acceptance	05-Nov-2010 08:04:16
Standard PO 439666107.2 requires your acceptance	04-Nov-2010 09:47:12
Some material has drawing in critic revision	04-Nov-2010 06:24:24

Orders At A Glance

[Full List](#)

PO Number	Description	Order Date
439604162	Inlet Duct /// Fiume Treste - Stogit	19-Nov-2010 09:58:39
439685336	Filter Houses /// In Amenas (Bolts & Gaskets for Final Destination)	16-Nov-2010 11:39:17
439658077	EXHAUST STACK SYSTEM x ABU MAHDI - NP JOB 1604926	15-Nov-2010 17:19:19
439682956	Materiale per emergenza in cantiere	11-Nov-2010 17:54:31
439681188	Materiale per emergenza in cantiere	11-Nov-2010 11:18:07

- Orders
 - [Agreements](#)
 - [Purchase Orders](#)
 - [Purchase History](#)
- Shipments
 - [Overdue Receipts](#)
- Receipts
 - [Receipts](#)
 - [Returns](#)
 - [On-Time Performance](#)
- Invoices
 - [Invoices](#)
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Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences | Help

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iSP Massive Upload management

The User could perform the Massive Upload only for “exported PO”; the user will make a query for the selected filters and then the user will export the result in a local file using “Massive Upload Template” action.

Supplier Workload

More Action List Go Export Advance Search

▶ Massive Update

Simple Search

Please enter your search criteria and select the “Go” button to see the result. Note that the search is case insensitive.

Organization SPA

Order Release

Item Code Project Number

Ship to Org Action Required

Shipment Status Issue Flag

Open

Select All | Select None

Select	Order	Org	Line	Ship	Item Code	Item Description	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag	RFT ID	Justification
<input checked="" type="checkbox"/>	439391117	CU_NP_IT	1	1	S/WD490065760	1/2 DIAFRAMMA FUCINATO		15-MAY-2006	31-Dec-2014	08-May-2006	7	31-Dec-2014		N	241611	SN025-Push Out not accepte
<input type="checkbox"/>	439444462	CU_NP_IT	77	8	SPE66420	ASTA*		09-NOV-2007	31-Dec-2014	02-Dec-2008	7	31-Dec-2014		N	322343	SN025-Push Out not accepte

3 The system shows the query results

iSP Massive Upload management

Select the Action List

Supplier Workload

More Action List [dropdown] Go Export Advance Search

Massive Update

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Organization SPA Order Release Item Code Project Number Ship to Org Action Required Shipment Status Issue Flag

Go Clear

Select All | Select None

Select the "Massive Upload Template" action

Select	Order	Org	Line	Ship	Item Code	Item Description	Action required	Contract Date	Contract Date	Need Date	Time	Ship Date	Proposed RTS Date	RTS Actual Flag	RFT ID	Justification
<input checked="" type="checkbox"/>	439391117	OU_NP_IT	1	1	SWD490065760	1/2 DIAFRAMMA FUCINATO		15-MAY-2006	31-Dec-2014	08-May-2006	7	31-Dec-2014		N	241611	SN025-Push Out not accepte
<input type="checkbox"/>	439444462-31	OU_NP_IT	77	8	SPE66420	ASTA*		09-NOV-2007	31-Dec-2014	02-Dec-2008	7	31-Dec-2014		N	322343	SN025-Push Out not accepte

iSP Massive Upload management



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Home Negotiation Orders **Shipments** Account Admin Contact Us

Supplier Workload Receipts Returns Overdue Receipts On-Time Performance Quality

Shipments: Supplier Workload >

Export Button

Previous 1-10 Next 10

Last Update Date	PO Number	Release Num.	Shipment Line Num	Contractual Day	Contractual Month	Contractual Year	Proposed RTS Day	Proposed RTS Month	Proposed RTS Year	RTS Actual Flag	Justification Code	Free Note	RFT Id
12-Aug-2011 11:28:45	439391117		1 1	15	5	2006				N	SN025	Test Barbara	241611

File Download

Do you want to open or save this file?

 Name: export.csv
Type: Microsoft Excel Comma Separated Values File
From: oasitfi34npge.np.ge.com

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Save As

Save in: My Computer

- System (C:)
- Data (D:)
- DVD Drive (E:)

My Recent Documents
Desktop
My Documents
My Computer
My Network

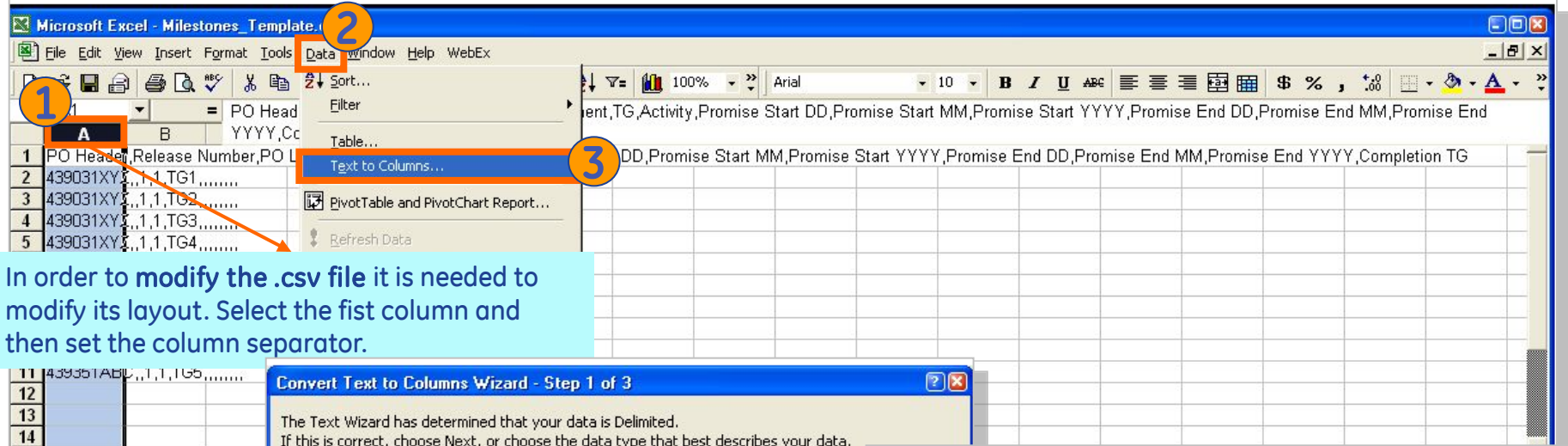
File name: export.csv
Save as type: Microsoft Excel Comma Separated Values File



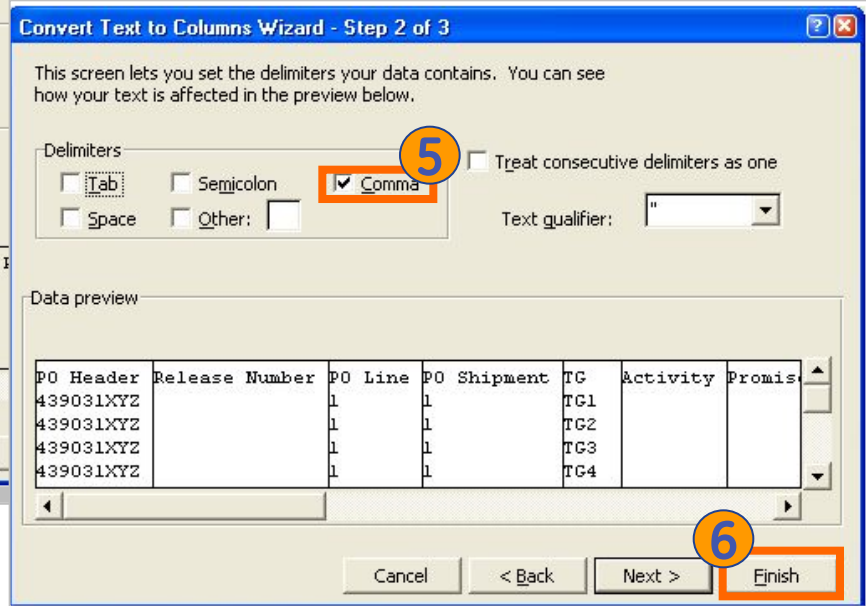
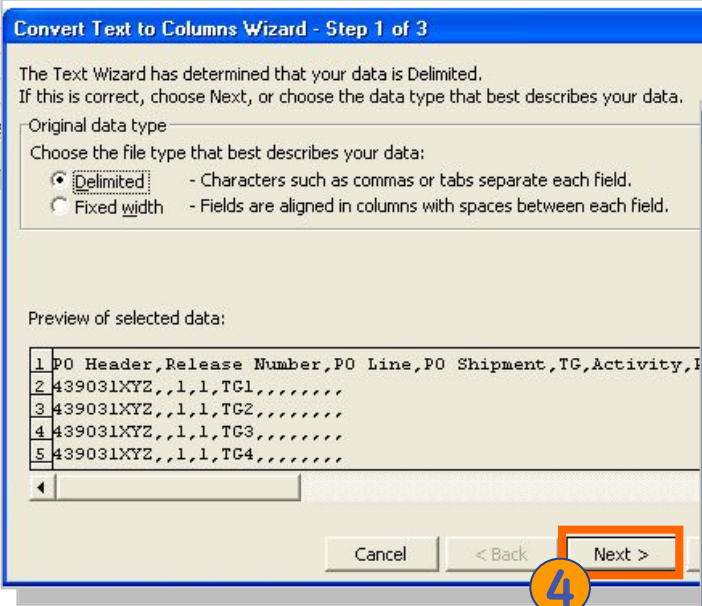
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If excel open the file putting all data into the first column, you must do the following step



In order to modify the .csv file it is needed to modify its layout. Select the first column and then set the column separator.



iSP Massive Upload management



The exported .csv file contains all key information necessary to update the system (Order, Release Number, Line, Shipment) and the information that could be changed as:

- Proposed RTS Date
- RTS Actual Flag
- Justification
- Free Note
- RFT Id

	A	B	C	D	E	F	G	H	I	J	K
1	PO Number	Release Num.	Line	Shipment Num	Proposed RTS Day	Proposed RTS Month	Proposed RTS Year	Confirmed RTS	Justification Code	Free Note	RFT Id
2	439700183		6	1	29	12	2011	N	O0015		
3	439700183		1	1	29	12	2011	N	O0016		
4	439700183		7	1	29	12	2011	N	O0017		
5	439700183		3	1	29	12	2011	N	O0018		
6	439700183		2	1	29	12	2011	N	O0019		
7	439700183		4	1	29	12	2011	N	O0020		
8	439700183		5	1	29	12	2011	N	O0021		

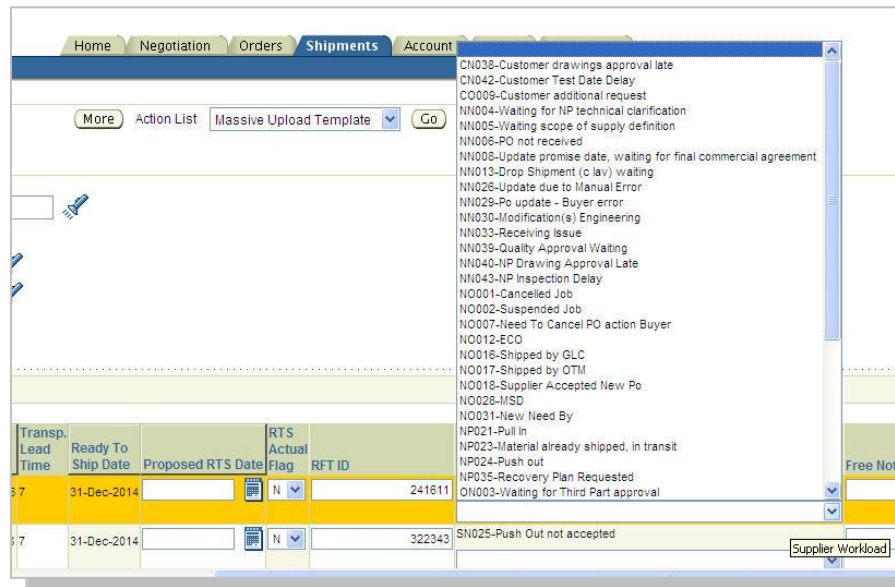
iSP Massive Upload management

The User has to manually enter

- Proposed RTS Date (DD,MM,YYYY)
- RTS Actual Flag (Y,N)
- Justification
- Free Note
- RFT Id

The Massive Upload Template” file, must contain all key information necessary to update the system. If there are not such information the whole file will be rejected.

It’s mandatory to fill “Justification” field, with the justification code visible from the supplier Workload, when any other field is updated, on the contrary he will receive an error message and the whole file will be rejected



The screenshot displays the 'Shipments' tab in the iSP system. A dropdown menu is open, showing a list of justification codes such as 'CN038-Customer drawings approval late', 'NO001-Cancelled Job', and 'SN025-Push Out not accepted'. Below the dropdown, a table shows shipment data with columns for 'Transp. Lead Time', 'Ready To Ship Date', 'Proposed RTS Date', 'RTS Actual Flag', and 'RFT ID'. Two rows are visible, with the first row having a 'Proposed RTS Date' of '31-Dec-2014' and an 'RFT ID' of '241611'. A 'Supplier Workload' button is located at the bottom right of the interface.

Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag	RFT ID
7	31-Dec-2014		N	241611
7	31-Dec-2014		N	322343

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What do the fields mean?

- Last Update Date: it is the date of the last update related to the PO, line, shipment, release. It's function is to verify that what you're updating, wasn't in the same time updated by another user!
- Proposed RTS Date: this is the RTS Date proposed by the Supplier.
- RTS actual flag: It says if the Proposed RTS Date is a scheduled date (RTS actual Flag=N) or an actual date (RTS Actual Flag= Y). When the Supplier put RTS Actual Flag= Y, he can't change it! Only the SPA is able to sblock this flag using the "Unconfirm RTS" action.
- Justification
- Free Note
- RFT Id: request for transportation id

iSP Massive Upload management



The user could delete from “Massive upload Template” some exported lines, but he couldn’t change key information (Order, Line, Shipment, Release Number).

- He can’t delete the first lines
- He can’t add new lines
- He can’t add or deleted columns
- He can’t change the columns position

iSP Massive Upload management

The system doesn't update value if:

- The PO is approval Status
- The PO is already closed
- The Last Update Date in the file doesn't match with Last Update Date in the system: someone else update the some PO shipment before you!
- You modify the Massive upload template as described in the previous page

iSP Massive Upload management

When the csv file is ready the User can start the upload process from the Home page.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Negotiation, Orders, Shipments, Account, Admin, and Contact Us. Below this is a 'Supplier Workload' section with a search form and a table of items. A callout box with the text 'Select the "Massive Upload" action' points to the 'Massive Upload' option in a dropdown menu. The dropdown menu is open, showing options: Massive Upload Template, Proposed RTS Date, Add Free Note, Update RFT, Document Request, Massive Upload (highlighted), and Massive Upload Template. A red circle with the number '1' is next to the 'Massive Upload' option.

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Home Logout Preferences

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Supplier Workload

More Action List Massive Upload Template Go Export Advance Search

Massive Update

Simple Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

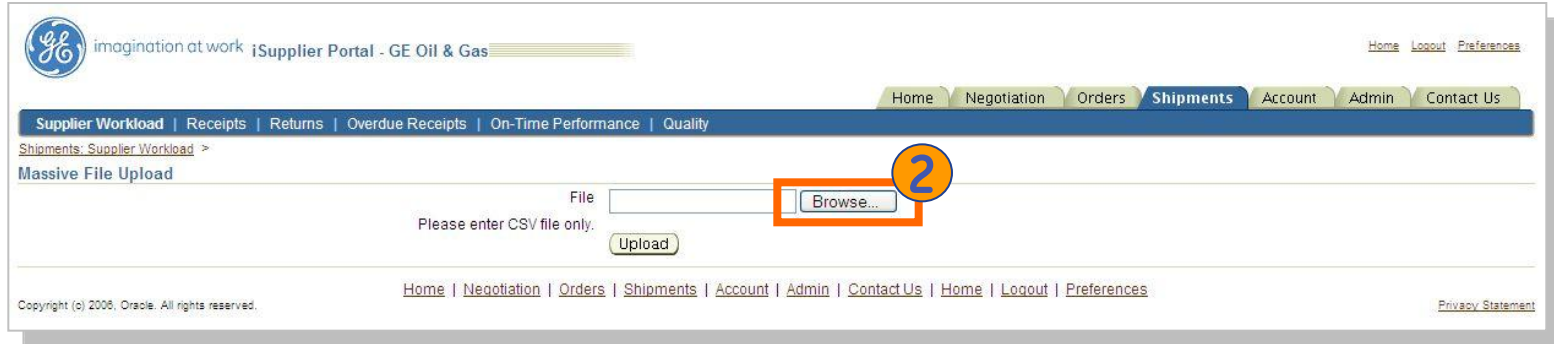
Organization SPA Order Release Item Code Project Number Ship to Org Action Required Shipment Status Open Issue Flag

Go Clear

Select All | Select None

Select	Order	Org	Line	Ship	Item Code	Item Description	Action required	Contractual Date	Promise Date	Need Date	Transp. Lead Time	Ready To Ship Date	Proposed RTS Date	RTS Actual Flag	RFT ID	Justification
<input checked="" type="checkbox"/>	439391117	OU_NP_IT	1	1	SWD490085780	1/2 DIAFRAMMA FUCINATO		15-MAY-2006	31-Dec-2014	08-May-2006	7	31-Dec-2014		N	241611	SN025-Push Out not accepted

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Home | Negotiation | Orders | **Shipments** | Account | Admin | Contact Us

Supplier Workload | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: [Supplier Workload](#) >

Massive File Upload

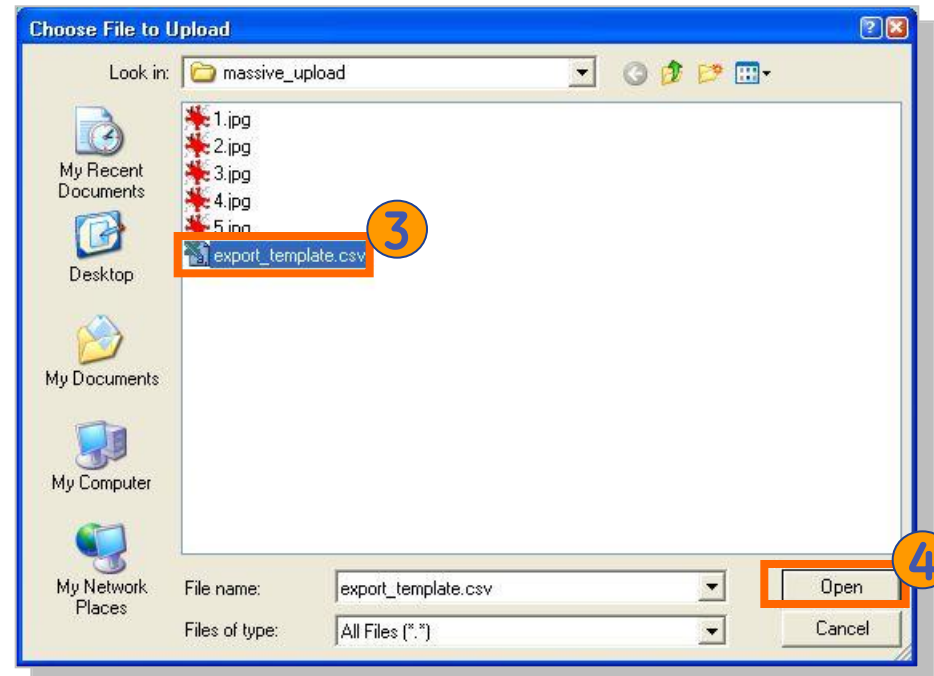
File **Browse...**

Please enter CSV file only.

Upload

Home | Negotiation | Orders | Shipments | Account | Admin | Contact Us | Home | Logout | Preferences

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Choose File to Upload

Look in: massive_upload

- 1.jpg
- 2.jpg
- 3.jpg
- 4.jpg
- 5.jpg
- export_template.csv**

File name: export_template.csv

Files of type: All Files (*.*)

Open **Cancel**

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Massive File Upload

File:

Please enter CSV file only.

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iSP Massive Upload management



This screen visualizes an example of an upload message.

The system shows the following message when the csv file uploaded is fine

The screenshot displays the iSupplier Portal interface for an internal user. The page title is "Status of Uploaded File". Below the title, there are "Export" and "Upload" buttons. A table with a red border highlights the following data:

Error Code	Log Description	PO Number	Release	Line Num	Shipment Num
NPPOS_MTS_SUCCESS	Data has been uploaded to staging table will be processed in the Night Run.				

At the bottom of the page, there is a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved." and a "Privacy Statement" link.

iSP Massive Upload management



This screen visualizes an example of an upload message.

The system shows the following error message when the User try to upload an OLD csv file, without to perform the query IMMEDIATELY before

The screenshot displays the 'Supplier Workload' section of the iSupplier Portal. The user is logged in as 'OG ISupplier Portal Massive Upload Internal User'. The page title is 'Status of Uploaded File'. Below the title, there are two buttons: 'Export' and 'Upload'. A table is shown with the following data:

Error Code	Log Description	PO Number	Release Line Num	Shipment Num
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439637469	2	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439637469	3	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439637469	1000	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439637469	1001	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439637469	1002	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439637469	1003	2
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439637474	3	1
NPPOS_RTS_ERROR1	Data that was Imported and Data that is being Uploaded are Not Same.	439637474	4	1

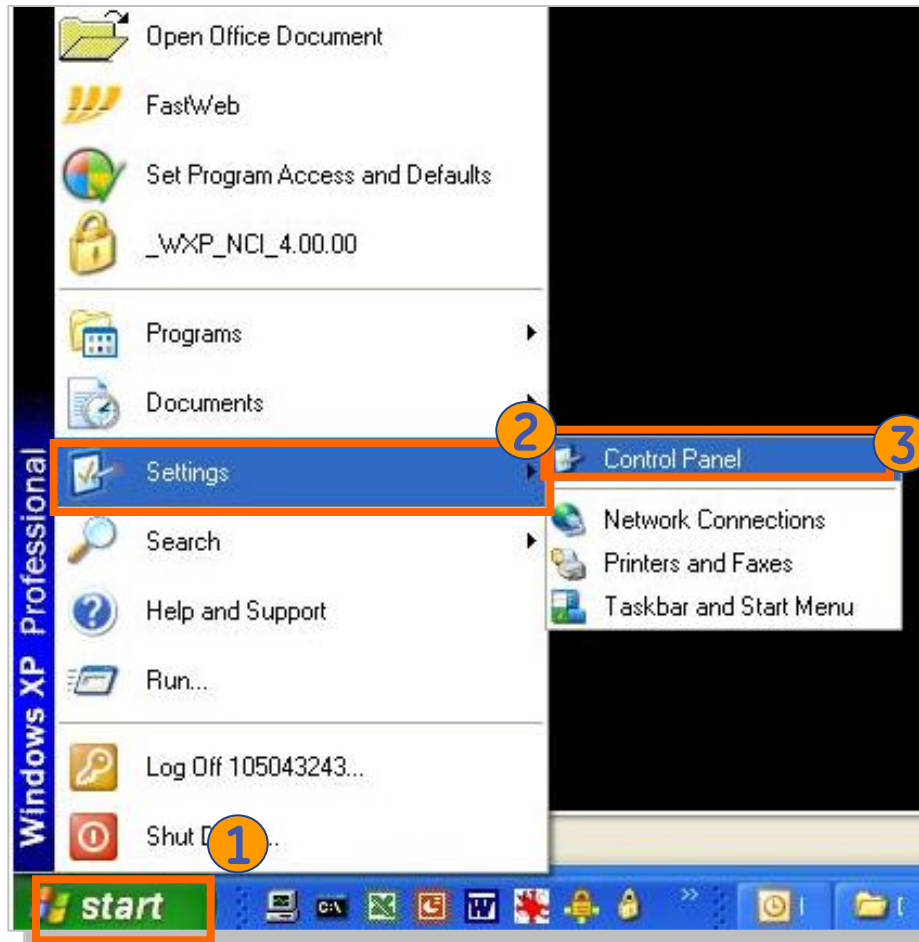
The table is highlighted with an orange border. At the bottom of the page, there is a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.' and a footer with the text 'Supplier Workload | Home | Logout | Preferences' and 'Privacy Statement'.

Csv uploading Problem Resolution

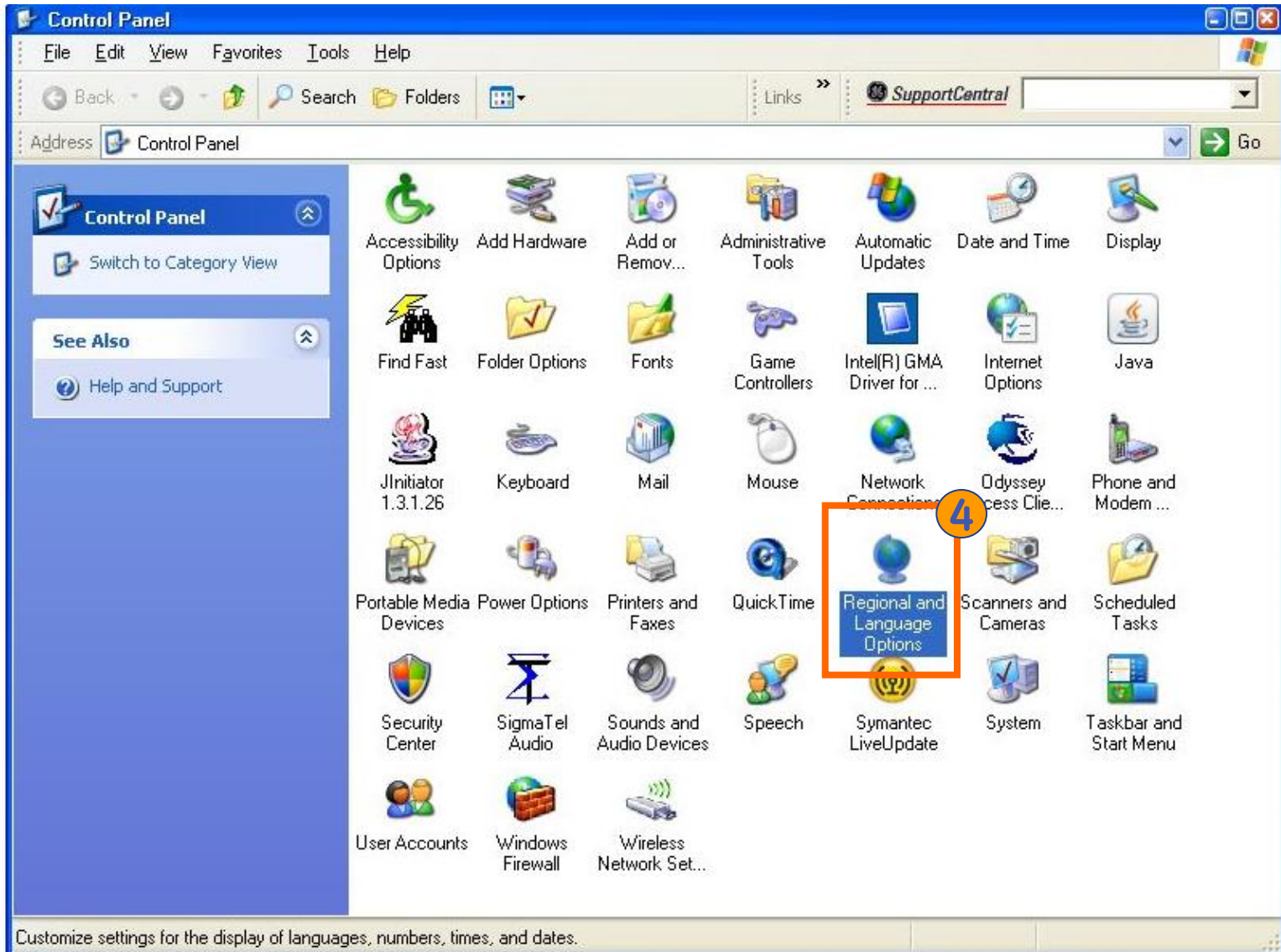


Csv uploading Problem Resolution

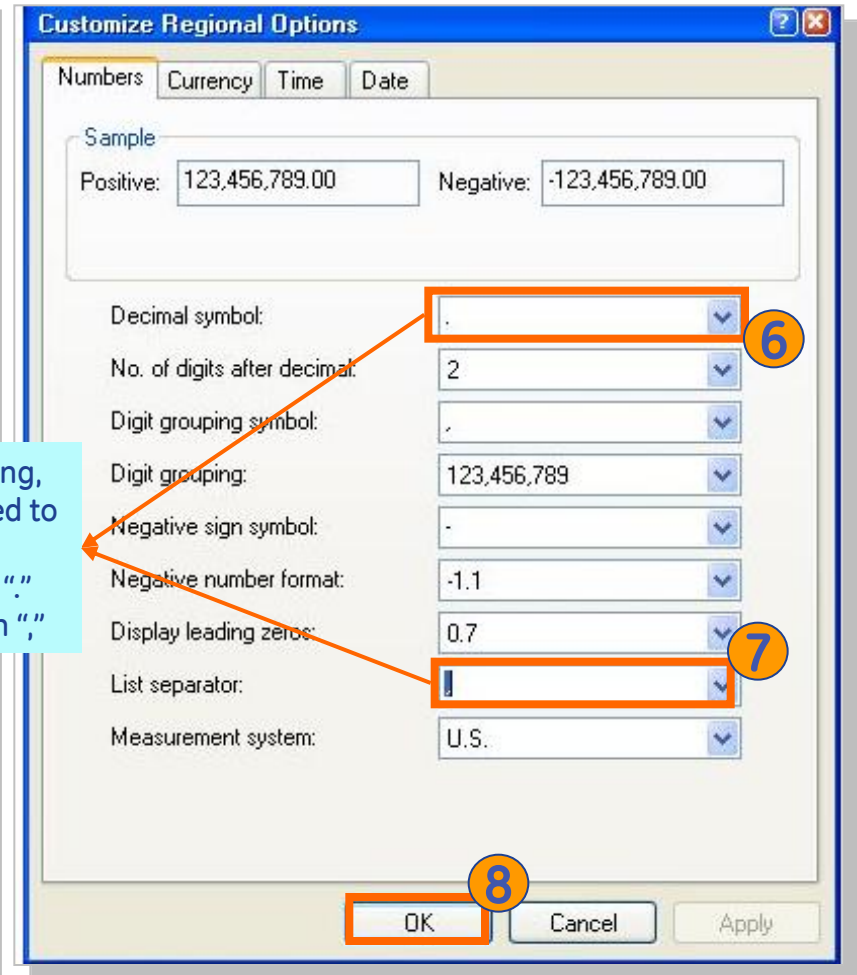
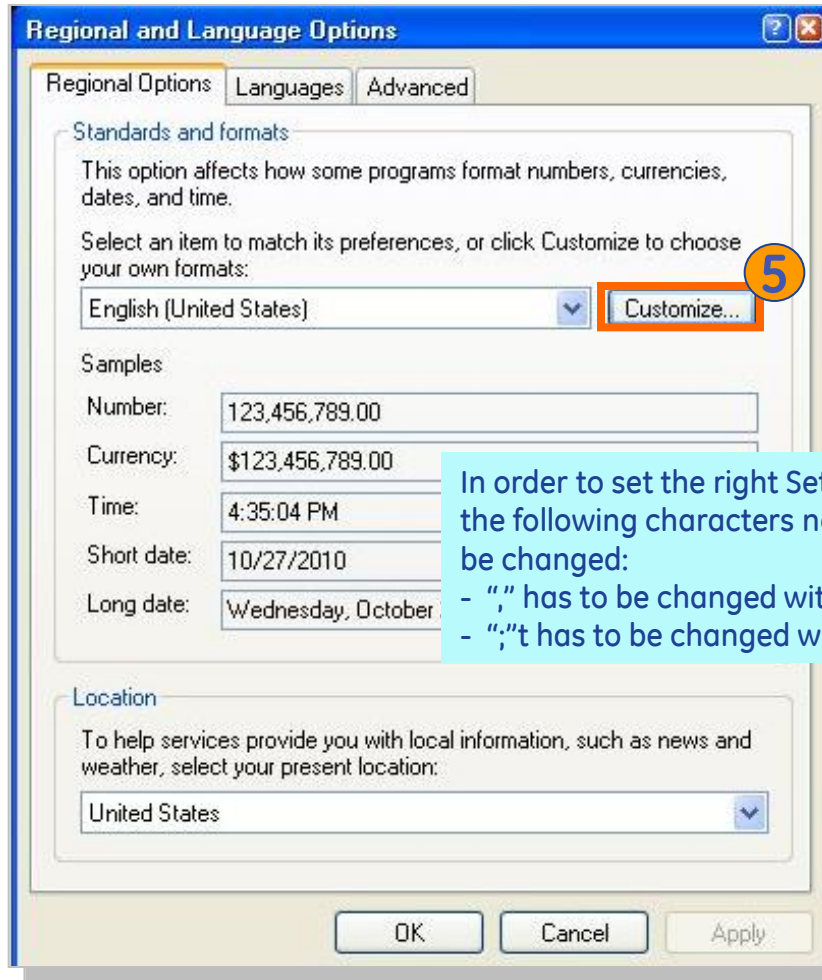
During the loading of the CSV file, there might be a loading problem caused by the Italian Windows version. In order to prevent this uploading Error the User has to perform the following actions. These are required only when in Regional and Language Options, the Limit Separator is ";" (semicolon) instead "," (comma)".



Csv uploading Problem Resolution



Csv uploading Problem Resolution



In order to set the right Setting,
the following characters need to
be changed:
- "," has to be changed with "."
- ";" has to be changed with "|"

Thank You for Attending!