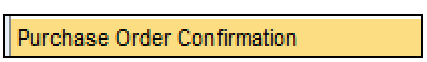
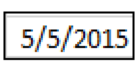
Purchase Order Confirmation using File Transfer Method EN

Step	Action
1.	Upon logging into the SAP SNC system, the *Alert Monitor* displays.
2.	Click the **Tools** menu. 
3.	Click the **Download Center (External User)** menu item. 
4.	The first time you use the *Download Center (External User)* screen, create a download profile. In the future, having a pre-defined download profile saves time when generating the PO confirmations download file. In this example, create a Download Profile that only defines the customer. In the live system you have the option of creating multiple Download Profiles with additional search criteria.
5.	Click **Create**. 
6.	Click the **Customer:** field. 
7.	Type **Customer: *** "**CORP_3M**".
8.	Click **Next**. 
9.	Click the button to the right of the **Profile Type** field. 
10.	Click **Purchase Order Confirmation**. 
11.	Click **Next**. 
12.	Click **Next**. 
13.	If you want to set the profile to run automatically, select the frequency from the **Periodicity of File Generation** list.

Step	Action
14.	Click **Next**. 
15.	Click the **Profile Name** field. 
16.	Type **Profile Name** "**JADL001**".
17.	You have the option to set the **Delivery Type of Download File** to be either picked up from the Download Center (External User) or emailed to you.
18.	Click **Finish**. 
19.	After creating the Download Profile, generate the *Purchase Order Confirmation* file and download it to your computer.
20.	Click **Refresh**. 
21.	Click **Click here to download**. 
22.	Click **Open**. 
23.	The Excel file with the list of Purchase Orders displays. Review the POs and make any changes necessary. In this example, change the delivery date.
24.	Click the **Deliv. Date** field. 
25.	Type the desired information into the box. Type a valid value; e.g., "**5/4/2015**".
26.	Click the **File** tab. 
27.	Click **Save As**. 
28.	Navigate to a location to save the document and give it an identifiable name.
29.	Click **Desktop**.
30.	Type **File name:** "**ULJA001**".
31.	Click **Save as type:**.

Step	Action
32.	The file must be in a format that the Upload Center (External) accepts. Save the file as type **CSV (Comma delimited) (*.csv)**.
33.	Click **CSV (Comma delimited) (*.csv)**.
34.	Click **Save**. Save
35.	Click **Yes**. Yes
36.	Exit Excel, and return to the Supply Network Collaboration portal. Navigate to the *Upload Center (External)*.
37.	Click the **Tools** menu. Tools
38.	Click **Upload Center (External User)**. Upload Center (External User)
39.	To use the *Upload Center (External User)* you need an upload profile. In the future, having a pre-defined upload profile saves time when uploading the PO confirmation information. In this example, create an upload profile for customer 3M.
40.	Click **Create**. Create
41.	Click the **Profile Name:** field.
42.	Type **Profile Name:** "**JAUL0002**".
43.	Click the button to the right of the **Object type:** field.
44.	Click **Purchase Order Confirmation**. Purchase Order Confirmation
45.	Click the **Customer:** field.
46.	Type **Customer:** "**CORP_3M**".
47.	Click **Browse**. Browse...

Step	Action
48.	Navigate to the file for upload and select it.
49.	Click **Open**.
50.	Click **Save**.
51.	Uploading the file may take some time depending upon the size of the file. Click **Refresh** to update the Status information. When the file **Status** reads "Ready" the file has uploaded. If the Status is other than ready, troubleshoot the issues and then re-run the upload. After uploading the file, view the upload log for any errors.
52.	Click **Refresh**.
53.	Click **View Log**.
54.	The *Log* displays the message: "**File upload job finished for profile number XXXX**".
55.	Click **OK**.
56.	You have completed this activity. **End of Procedure.**