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What is an Electronic Receiving and how to let your supplier give you shipment details electronically?

Electronic receiving is a way for the suppliers in the textile industry to supply details of shipment to the customer who is receiving a shipment in an electronic format. If you are a textile importer or a textile converter, and if you are using mod2 software, you want to manage and know the details of your inventory in detail. Rather than manually typing in roll yardages for each shipment from your supplier, you could automate the task by asking your our supplier to send you the spread sheet file using any available method, such as emailing, burning on CD , copying on a floppy disk or any other suitable electronic storage media.

- **Benefits.**

- 1- To speed-up data entry.
- 2- More accurate data entry.
- 3- No data entry by a human.
- 4- Easier to use.

- **Why use Excel?**

- 1- Commonly used globally.
- 2- People are familiar with excel.
- 3- Usually the data is visible.

- **What about EDI?**

EDI is proprietary and costly to implement

- **What about name of the spread sheet?**

You can use any name you want. To name the spread sheet use any windows valid file name (Note extension should be .xls). The file name is not used, but it would be preferred for the name to be reflective of the P.O. number.

- Anatomy of a sample spreadsheet.

	A	B	C	D	E	F	G	H
1	OUR PO#[MOD2 INC.]	12365						
2	SALES ORDER#[MOD2 INC.]	2892						
3	NAME	MOD2 INC.						
4	PACKING LIST#[MOD2 INC.]	B101						
5	PACK DATE	2/5/2002						
6	INVOICE#[MOD2 INC.]							
7	UNIT	YDS						
8	DATE CREATED	2/5/2002						
9	TOTAL QTY	2,150 yds						
10								
11								
12								
13	BEGIN							
14	LINE#	STYLE#	COLOR	ROLL ID	ROLL#	LOT#	BOX#	QTY
15								
16	1	BBB	PINK		33	0	0	100
17	1	BBB	PINK		34	0	0	50
18	2	BBB	BLACK		2	0	1	150
19	3	VVS	BLUE		8	0	1	100
20	3	VVS	BLUE		10	0	1	100
21	3	VVS	BLUE		1	0	1	25
22	4	C11-011	GREEN		20	0	20	10
23	4	C11-011	GREEN		21	0	20	10
24	4	C11-011	GREEN		22	0	20	10
25	TOTAL				31			
26	END							

- **COLUMN A:** This column holds the line numbers from the P.O. that was given to the supplier.
- **COLUMN B:** (Except for Cell B1) This is an important column since it is the only reference key used while importing the spread sheet.
- **COLUMN C:** Holds Color reference only.
- **COLUMN D:** Holds ROLL ID for bar-code reference only.
- **COLUMN E:** Holds the ROLL number provided by the supplier.
- **COLUMN F:** Holds the LOT number provided by the supplier.
- **COLUMN G:** Holds the BOX number provided by the supplier.
- **COLUMN H:** Holds the quantity of the item to be shipped by the supplier (absolute requirement).

RESERVED ITEMS:

- Reserved Cell B1: The P.O. Number expected to get received.
- Reserved word BEGIN must appear somewhere on column A;
- ROW 2-N: Any value (not numeric) in column A is considered a comment and ignored.

Examples:

Cell B1 holds 12365 which is the purchase contract issued to the supplier [that is the order we are receiving]

In above spread sheet row 2,3,4,5,6,7,8,9,10,11,12,14,25,26 are all comment lines and are optional and only for human reading purposes.

In above spreadsheet row 13 has the word "begin"

Note: Ditto effect: you can eliminate entering the same value for a cell if it is going to hold the same value from it's above cell, but note that each column should at least have one cell with a value before using this effect for the descending cells. also if the above cell is empty but one or more cells above that one has a value , ditto effect will assign that value to current cell.

- **Technical Limitation.**
 - One(1) Excel sheet per receiving **(NOT per P.O.)**
 - Do not ship multiple P.O.'s in one receiving.
 - You must use Excel version 95,97 or 2000 , and only one sheet per workbook. (xls file)

- **Examples**

The following files are valid example's of Electronic receiving spread sheets.

- [Valid1.xls](#)
- [Valid2.xls](#)
- [Valid3.xls](#)
- [Valid7.xls](#)

The following files are invalid example's of Electronic receiving spread sheets.

- [Invalid1.xls](#) (File is missing "BEGIN")
- [Invalid2.xls](#) (Problem: line # to import is missing on column A)
- [Invalid3.xls](#) (Cell B1 is missing the P.O #)

- **For Additional Information.**

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