Supply Chain Platform (SCP)
Ministry of Defence
Upload/Download Discrete Orders, Shipments, and Invoices

Upload/Download

The Upload/Download feature allows users to

- Download a previous file to use as a template.
- Upload multiple new discrete orders.
- Provide responses to multiple discrete orders.
- Submit multiple shipment responses.
- Submit multiple invoice responses.

Obtain the Template

To download a discrete order, shipment or invoice file to use as a template, follow the steps below.

Step 1. From the Navigation Tree, go to **Upload/Download**.

Step 2. Click **Downloads**. Select the file type that you wish to download and use as a template (i.e. Discrete Order, Shipment or Invoice).

Step 3. Complete Search fields and click **Search to Download.**

NOTE: If you have fields that contain the same data as a previous download, we recommend downloading that file so the data will be pre-populated for your upload.

Step 4. Select **Invoice Download**. Click **Next**.

Step 5. The file will download. To obtain, click **Completed** in the status column. If Completed does not appear, click the refresh icon to refresh status.

Update or Complete File

Step 1. Update or complete the Excel file by entering data fields. Required fields are indicated in blue.

Step 2. You will need to ensure that all sheets for the file have been updated or completed before uploading. The Valid Values sheet for invoice and shipments upload is an instructional sheet for assistance with column completion.

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Step 3. Save the file to your local machine.

NOTE: You cannot enter an existing invoice number in the Invoice No. column. Additionally, invoice numbers cannot start with INV. If providing a Discrete Order change response, you will need to remove cancelled lines from your Discrete Order file.

Upload File

You will need to upload the file for submission.

Step 1. From the Navigation Tree, go to **Upload/Download**.

Step 2. Select Uploads and then Order Management.

Step 3. Select the file type that you wish to upload (i.e. Discrete Order, Shipment or Invoice).

Step 4. Browse for the file that you are uploading. Click **Next**.

Step 5. When the file has finished uploading, the status will display **Completed**. If you receive a **Completed with Errors** message, review the error message to view error. Make the required correction(s) to the file, save the file to your local machine and re-upload the file.

View Uploaded Data

To view uploaded data, complete the following steps.

Step 1. From the Navigation Tree go to **Order Management**.

Step 2. Select the appropriate option (i.e. Discrete Order, Shipment or Invoice) and select **Summary or Search**. Enter search criteria and click **Search**.

Step 3. View results.