Supplier Instructions for Creating UID Files

Follow the attached **instructions** (spreadsheet #2) **and the notes below**, for creating the UID file using our **template** (spreadsheet #3).

**Do not deviate from the format or layout of the template**, as it causes errors in the system and prevents the files from being uploaded.



***NOTES:***

* The only data that should be in your Excel file are ONE header row with column names, as shown on the Instructions spreadsheet; plus, the actual data that should be uploaded.  **Nothing else** (i.e., no extra rows or columns; no extra data; no extra tabs; and do not put “N/A” or any data in a field that’s blank in the example).
* Only data for parts with a UID requirement should be on the spreadsheet
* Data for Repair POs should be in a separate file than data for Production POs; they shouldn’t be together
* DO NOT HIDE COLUMNSOR ROWS on the spreadsheet
* There should be NO OTHER COLUMNS on the spreadsheet, ONLY what’s on the template
* There should be NO OTHER DATA or INFORMATION on the spreadsheet, ONLY what’s required in the template
* There should be NO OTHER TABS on the Excel spreadsheet, ONLY the ONE tab with the data to be uploaded
* **Remove all formulas.**  There should be only data values, not formulas in cells
* Issuing Agency Code (Column E) identifies the type of value in Column F (e.g., Cage Code, DUNS, etc.)
* The value in Column C is a **concatenation** of the values from several columns (see example below).

The concatenation would be different for UID1 and UID2 Batch/Lot.

The value also would be different on each row because the S/N – which is part of the UID – would be different.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Column C | Column D | Column E | Column F | Column G | Column H | Column I |
| UID | UID Construct | Issuing  Agency Code | Enterprise  Identifier | Original  PartNumber | BatchLot | SerialNumber |
| DK0123135499991896 | UID2 PN | D | K0123 | 13549999 |  | 1896 |

* ***COLUMN J (EMBEDDED):*** 
  + If the P/N appears on the PO Line Item, then "NO" should be in Column J on the spreadsheet
  + If the P/N on the spreadsheet is a parent (contains other embedded parts), then "NO" should be in Column J on the spreadsheet for the parent part
  + If a part is embedded in a Next Higher Assembly (NHA) (meaning, it’s a component part that DOES NOT appear on the PO Line Item, and is a child to the P/N that DOES appear on the Line Item), then "YES" should be in Column J on the spreadsheet for the embedded (component) part
* **Save the file as .xls or .xlsx.** Do NOT save file as .xlsm, which contains macros, our secure firewall will block it
* Keep every filename UNIQUE, SHORT (45 CHAR MAX), and WITHOUT SPECIAL CHARACTERS