Process Overview

Each week on Tuesday, you will receive an email that informs you that you a new file that requires your response. The steps below should be followed to allow our system to be updated with your response and assumes the Swish utility has been installed and configured. Please see the Swish Installation and Configuration section at the end of this document.

1) Open, Update, and Save the Excel file
2) Upload the updated Excel file

Automated Email Communication

There are several types of automated emails you may receive from our system, which are explained below.

1. **New File**

   Each week on Tuesday, you will receive an email that there is a new file that requires your response.

2. **File Not Received**

   Beginning on Wednesday of each week, our system will send you an email reminding you that your file has not been received, if we have not received a file from you that week.

3. **File Incomplete**

   Each morning, our system will attempt to process any files received from you the previous day. If there are any incomplete or missing dates in the file you submitted, you will receive an email. If this happens, please contact your Buyer to have the incorrect file removed, so you can upload a new file.
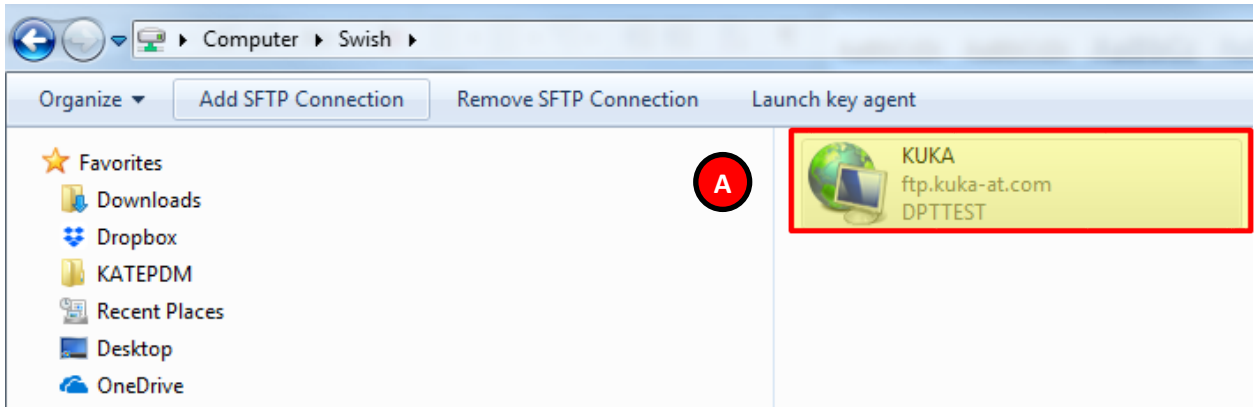
Please see the end of this document for Troubleshooting and Support related information.

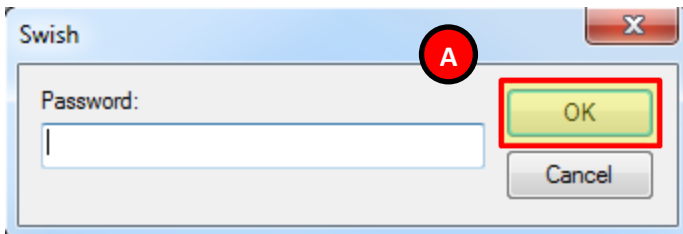## Open, Update, and Save the Excel file

1. Open My Computer (based on your version of Windows, this may be called Computer)
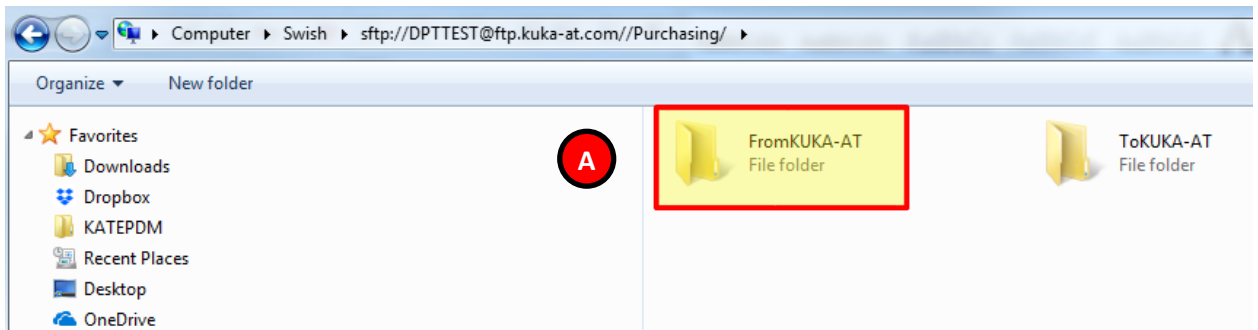2. Double-click Swish (A)
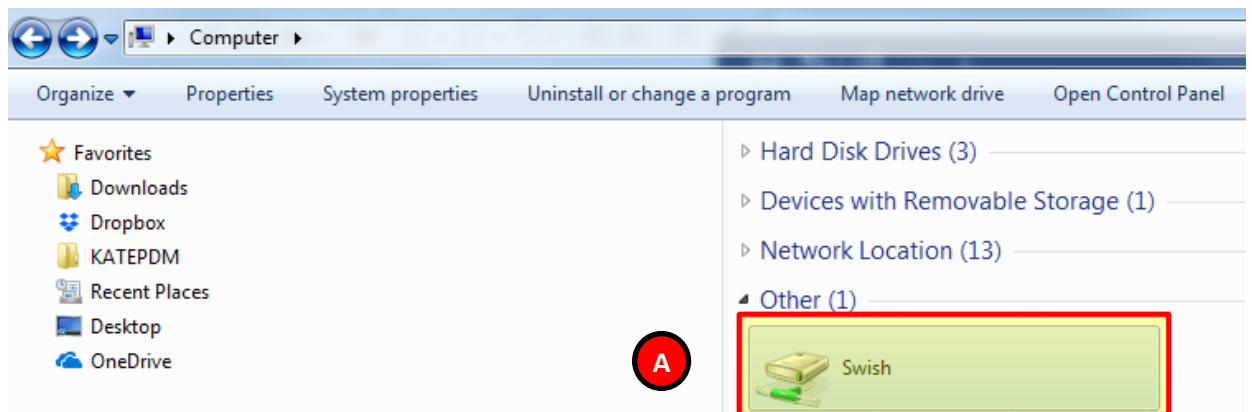
3. Double-click KUKA (A)

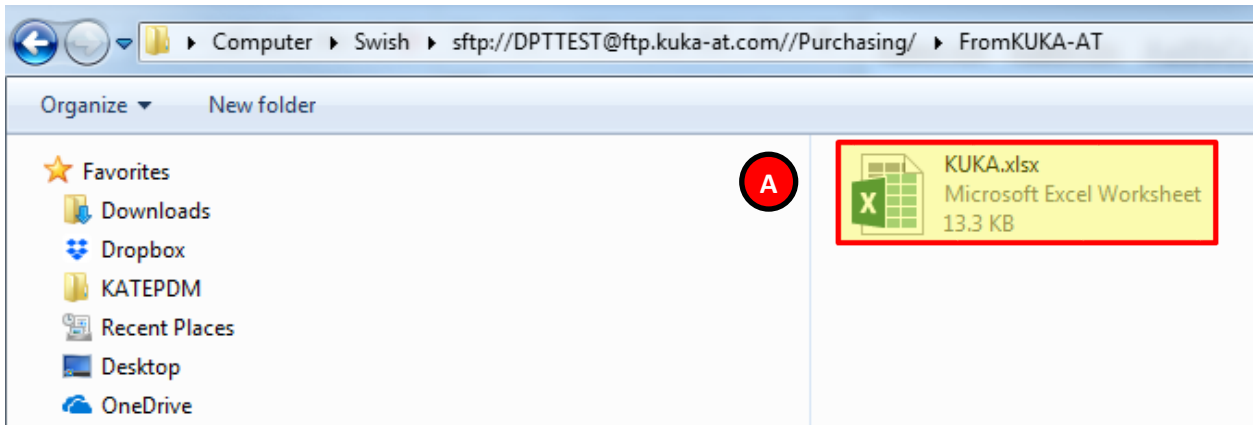4. If prompted, enter your password and Click OK (A)

5. Double-click FromKUKA-AT (A)

6.
7. Double-click the Excel file (A) to open it
   Note: in the example below, the file is named KUKA.xlsx. The name of your file will be match your Vendor ID.

8. After open the Excel file, you will need to provide a Promise Date (if there isn't one) or update/validate the existing Promise Dates for accuracy for each line in the file (A). Optionally, Vendor Notes (B) and Tracking Numbers (C) may be added. All other fields in the spreadsheet are for reference only and may not be edited by you.


9. When this file has been updated, you will need to save this file on your local computer. We recommend saving this on your Desktop. Note: This file MUST be saved with the original file name.

10. In Microsoft Excel, select File > Save As and specify the location in which you would like to save the file. In the example below, we are using the Desktop. Click Save (A).
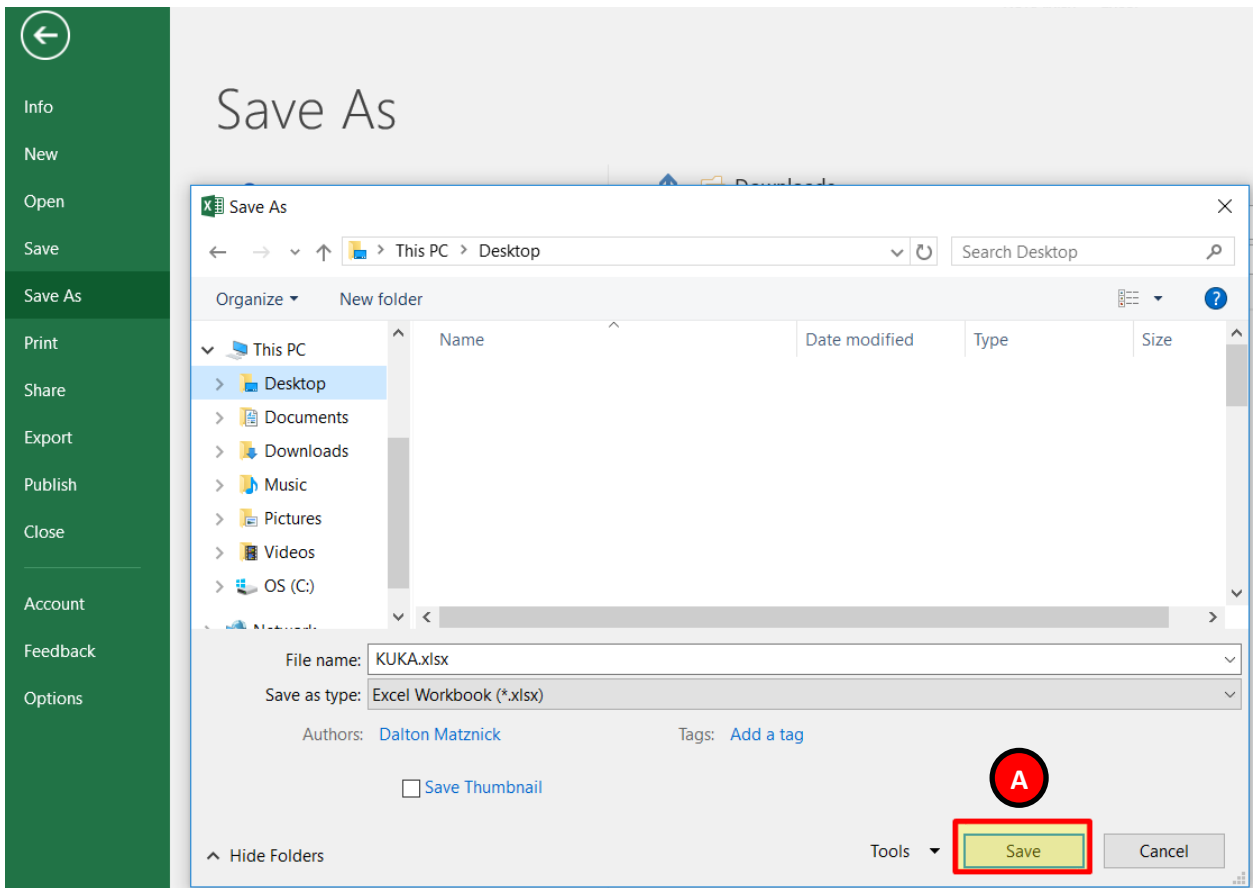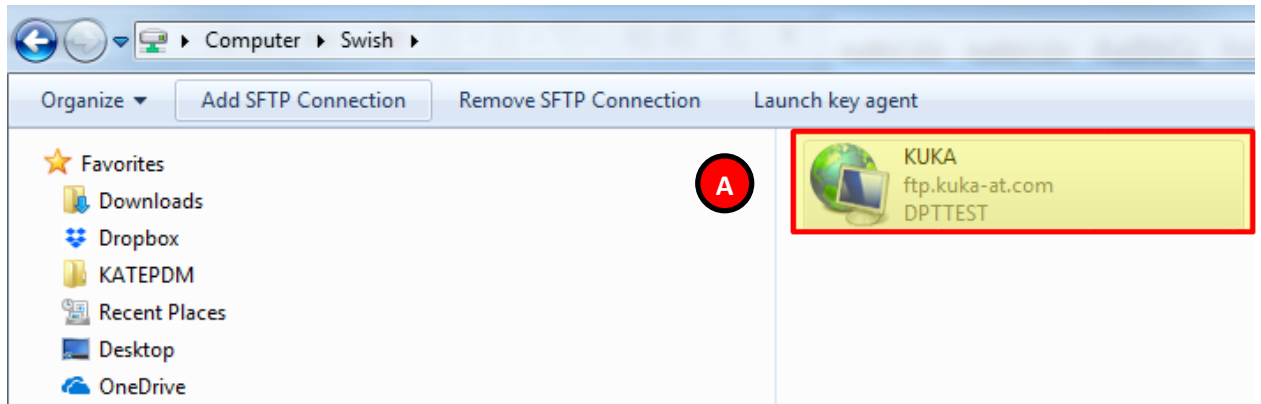
Upload the updated Excel file

After you have updated and saved the Excel file, you will need to Upload this file to the ToKUKA-AT folder. Please complete the steps below.
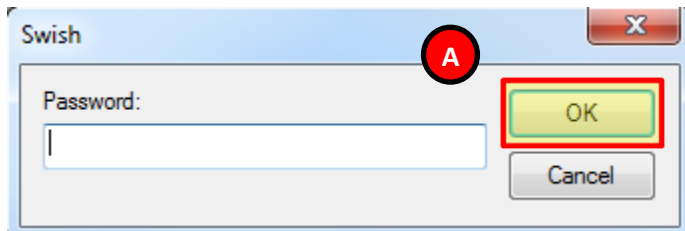
1. Open My Computer (based on your version of Windows, this may be called Computer)
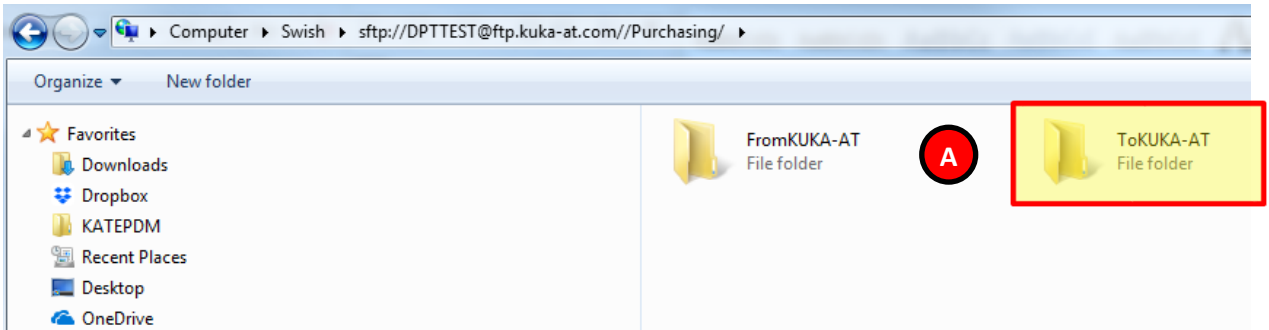2. Double-click Swish (A)
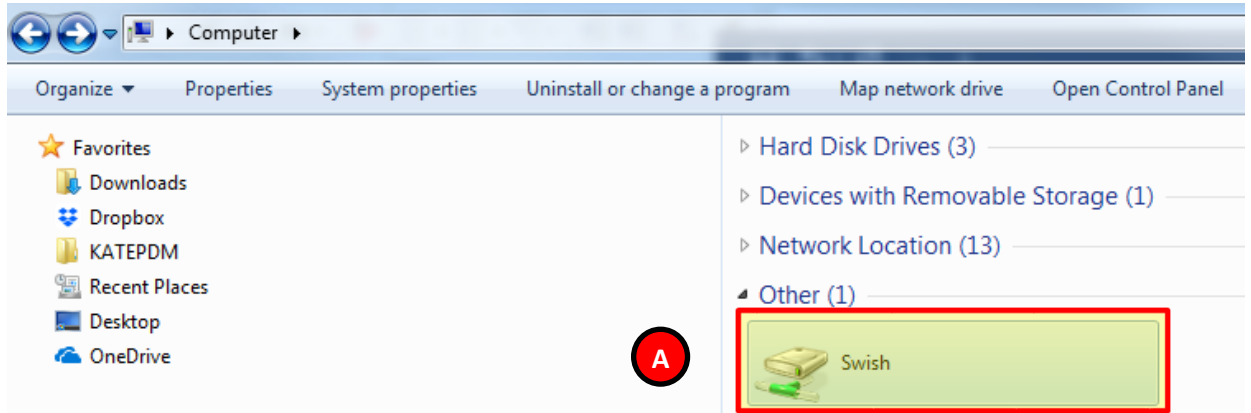
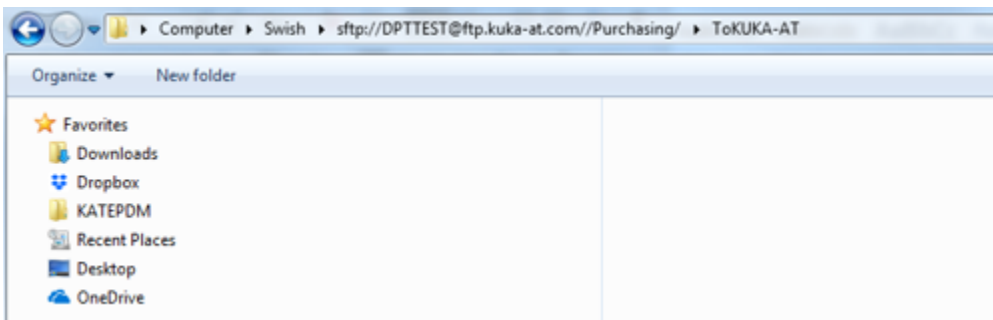3. Double-click KUKA (A)

4. If prompted, enter your password and Click OK (A)

5. Double-click ToKUKA-AT (A)

6. You need to find where you saved the updated Excel file. In this example, we saved our file to the Desktop. You will then need to copy and paste the file into the ToKUKA-AT folder shown below.

Swish Installation and Configuration

Download and Installation

1. Download the Swish utility by clicking on the Download button on the website listed below:
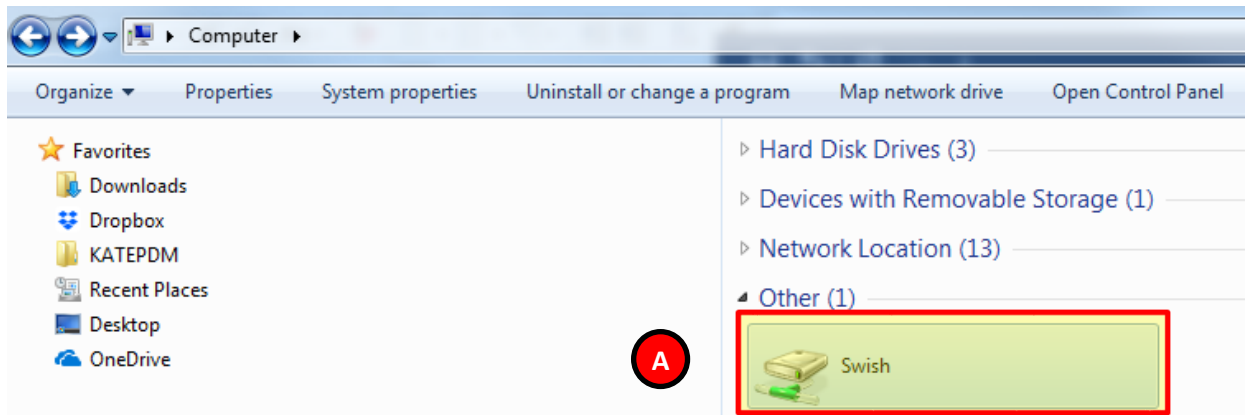   a. http://www.swish-sftp.org/
   b.
2. Install the utility on your computer by running the installer.
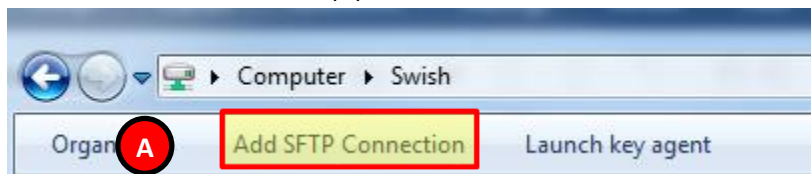
One-Time Configuration

1. Open My Computer (based on your version of Windows, this may be called Computer)
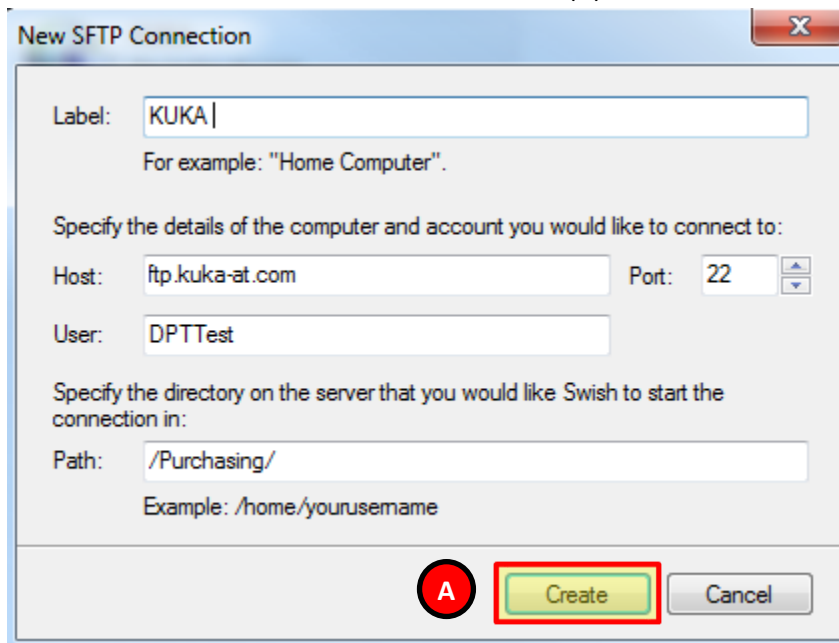
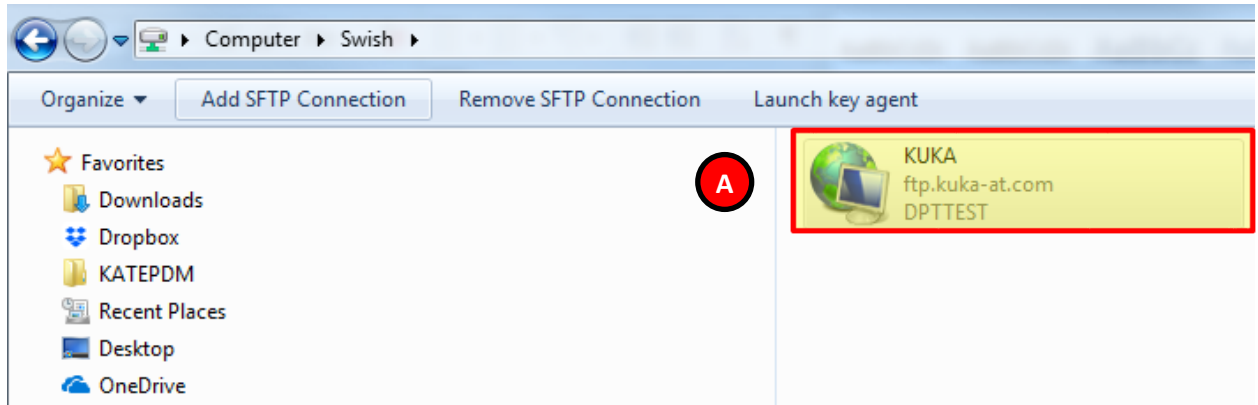2. Double-click Swish (A)
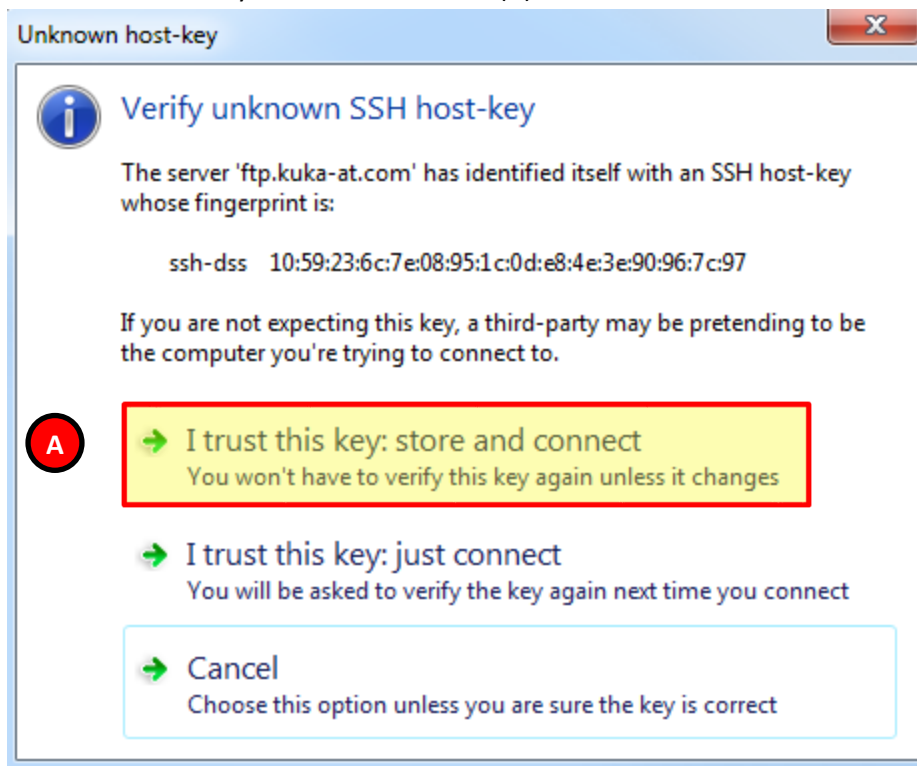

3. Click Add SFTP Connection (A)

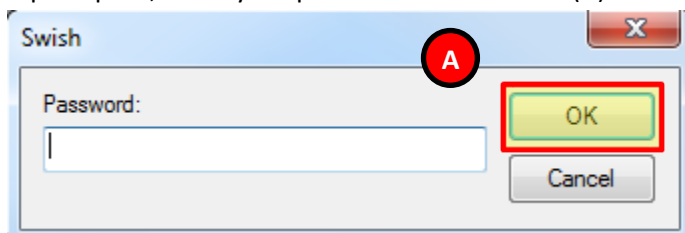4. Enter the values shown below and click Create (A)

5. Double-click KUKA (A)

6. Click "I trust this key: store and connect" (A)

7. If prompted, enter your password and Click OK (A)

Support

If you need support with this process, please contact your Buyer.