

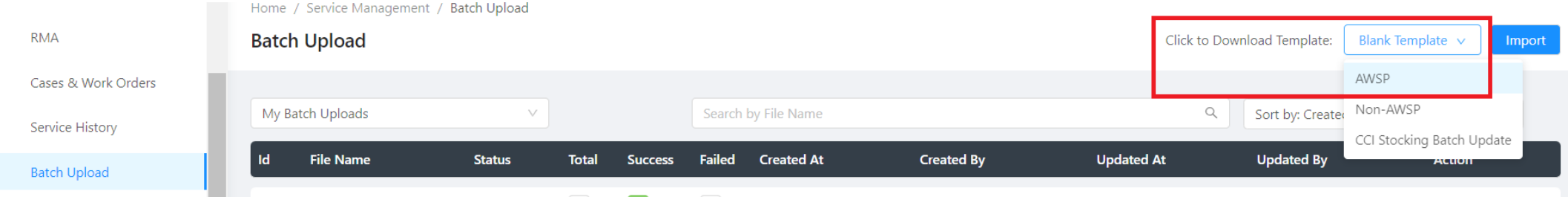
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# **Work Order - Batch update process**

**Lenovo**

# Download the latest Template

Please make sure to always download the latest batch work order template from the NGSP Portal:



# Completing the Batch file update

In order to update an existing Work Order using the Batch File, you will need to fill in the WO Order number from the “Order General” section and complete on the other sections, only the columns that you wish to edit.

Order General			
Labor Vendor	Case Number	Work Order Number	BPF
<b>“SAP ID-Team Name”</b> for Labor Vendor. ID and Name must be EXACTLY the same as shown in System.			
		4000XXXXXXXX	

# Completing the Batch file update

Bear in mind that in order to update the BPF column to “Finish Repair”, the “Repair Notes” and “Diagnostic Notes” should already have information on the Work Orders, or you will need to complete it while updating the Work Order on the batch file.

Order General			
Labor Vendor	Case Number	Work Order Number	BPF
“SAP ID-Team Name” for Labor Vendor. ID and Name must be EXACTLY the same as shown in System.			Finish Repair

Repair Notes	Actual Performed Date	Used Lenovo Diagnostic Code	Diagnostic Notes
Description of what was done to repair the product	the date the the product was repaired format:yyyy-mm-dd g: 2022-02-09		

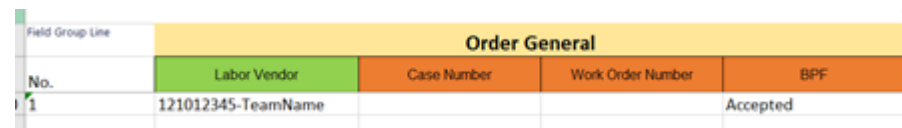
# Types of Work Orders batch files

Depending on your BP Role, you will have visibility on one of the following examples:

- ASP Admins and ASP Admins Level 2:

The batch file available for ASP Admins will allow you to create cases and work orders for multiple Locations at the same time. In column B “Labor Vendor”, please fill in with your Location SAP ID-Team Name (Team Name is your Location’s name as set up in NGSP). Please add dash between location ID and Location name.

This new template is not available for users with ASP Technician role.



Field Group Line	Order General			
No.	Labor Vendor	Case Number	Work Order Number	BPF
1	121012345-TeamName			Accepted

- ASP Technicians: They will have available the single Location template to create/edit Work Orders in batch.

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**thanks.**