







Table of Contents

Module 1: Umoja Sales & Distribution Overview	2
End-to-End High Level Process	2
Sales Documents	3
Distribution Channels	8
Variations of Umoja Sales & Distribution Process	9
Enterprise Roles & Responsibilities	10
Module 2: Verify Master Data	12
Verify Master Data in Umoja	14
Verify Master Data: Customer Business Partner (BP)	15
Verify Master Data: Material Master (MM03)	19
Verify Master Data: Pricing Conditions (VK13)	26
Module 3: Create/Approve Quotation	
Create a Quotation – VA21	
Create a Quotation with Reference to a Service Order – DP80	37
Display / Change a Quotation – VA22 & VA23	40
Approve Quotation – V.26	45
Print Quotation – VA22	49
Print Quotation – VA22 Module 4: Create Contract	
	55
Module 4: Create Contract	55
Module 4: Create Contract Create Sales Contract – VA41	55
Module 4: Create Contract Create Sales Contract – VA41 Display / Change Sales Contract – VA43 / VA42	55 55 61 65
Module 4: Create Contract Create Sales Contract – VA41 Display / Change Sales Contract – VA43 / VA42 Module 5: Create/Approve Sales Order	55
Module 4: Create Contract Create Sales Contract – VA41 Display / Change Sales Contract – VA43 / VA42 Module 5: Create/Approve Sales Order Create Sales Order – VA01	55
Module 4: Create Contract Create Sales Contract – VA41 Display / Change Sales Contract – VA43 / VA42 Module 5: Create/Approve Sales Order Create Sales Order – VA01 Display or Change a Sales Order – VA03 & VA02	55
Module 4: Create Contract Create Sales Contract – VA41 Display / Change Sales Contract – VA43 / VA42 Module 5: Create/Approve Sales Order Create Sales Order – VA01 Display or Change a Sales Order – VA03 & VA02 Delete a Specific Line Item – VA02	55
Module 4: Create Contract Create Sales Contract – VA41 Display / Change Sales Contract – VA43 / VA42 Module 5: Create/Approve Sales Order Create Sales Order – VA01 Display or Change a Sales Order – VA03 & VA02 Delete a Specific Line Item – VA02 Delete the whole Sales Order – VA02	55
Module 4: Create Contract Create Sales Contract – VA41. Display / Change Sales Contract – VA43 / VA42. Module 5: Create/Approve Sales Order Create Sales Order – VA01. Display or Change a Sales Order – VA03 & VA02. Delete a Specific Line Item – VA02 Delete the whole Sales Order – VA02 Approve Sales Order – VA02/VA05/V.26.	55
Module 4: Create Contract Create Sales Contract – VA41 Display / Change Sales Contract – VA43 / VA42 Module 5: Create/Approve Sales Order Create Sales Order – VA01 Display or Change a Sales Order – VA03 & VA02 Delete a Specific Line Item – VA02 Delete the whole Sales Order – VA02 Approve Sales Order – VA02/VA05/V.26 Print Sales Order – VA02	55
Module 4: Create Contract Create Sales Contract – VA41 Display / Change Sales Contract – VA43 / VA42. Module 5: Create/Approve Sales Order. Create Sales Order – VA01 Display or Change a Sales Order – VA03 & VA02. Delete a Specific Line Item – VA02 Delete the whole Sales Order – VA02. Approve Sales Order – VA02/VA05/V.26. Print Sales Order – VA02 Module 6: Sales and Distribution Scenarios	55
Module 4: Create Contract Create Sales Contract – VA41 Display / Change Sales Contract – VA43 / VA42 Module 5: Create/Approve Sales Order Create Sales Order – VA01 Display or Change a Sales Order – VA03 & VA02 Delete a Specific Line Item – VA02 Delete the whole Sales Order – VA02 Approve Sales Order – VA02/VA05/V.26 Print Sales Order – VA02 Module 6: Sales and Distribution Scenarios. Sales Consignment Order	55



Third-Party Procurement	101
Return Order and Credit / Debit Memo processing	
Return Order Processing steps	
Credit / Debit Memo Request	
Resource Related Billing (RRB) Order	
RRB Sales Order Process	
Sales Order through iDoc	
Create Sales Order from FTP File_iDoc Interface process	
Module 7: Reports	
Appendix and Reference Information	115
Attachments	
Key Transactions	
Key Terminology	



Module 1: Umoja Sales & Distribution Overview

Umoja Sales and Distribution process is used to provide services or sales of materials to Entities "external" to Umoja. For any services or sales to Entities "internal" to Umoja, the Service Order Management, Cost Allocation or Stock Transfer processes should be used.

In this User Guide, we are going to cover the following processes:

- How to verify master data
- How to create and approve a quotation
- How to create contracts
- How to create and approve different types of Sales Orders
- How to create Outbound Deliveries, Picking and Goods Issue
- Billing Process please refer to the FI330 Umoja Accounts Receivable Process course
- Various scenarios for the Sales & Distribution Process
- Reports

Use this User Guide as a reference when performing Sales and Distribution transactions using the Umoja Sales and Distribution process. The User Guide will focus mainly on transactions that occur in the Sales and Distribution module however, other modules that interact with Sales and Distribution will also be discussed.

Assumptions: The Sales and Distribution User Guide is intended for users of the Services Delivery process. It is assumed that the user has taken the prerequisite training necessary to perform and understand the processes for Sales and Distribution.

Note: In this document, any reference to SD refers to Sales and Distribution.

End-to-End High Level Process

The end-to-end standard process for Umoja sales and distribution process can be seen below.



<u>Note</u>: There are variations to the process above based upon the different scenarios. There are pre-sales activities which include Sales Quotations and Contracts that may or may not be involved. Notifications and Service Orders may be used as reference in creating Sales Documents. Creation of Notifications and Services Orders are discussed in detail in the Service Order Management User Guide. For details on Billing processes please refer to the FI330 **Umoja Accounts Receivable Process** course for more details.

Within this process, users, customers, materials/services and pricing conditions in the SD module are structured/categorized based on sales areas, which consist of Sales Organization, Distribution Channels and Divisions.



Sales Documents

- There are <u>many categories of sales related documents</u>, the most common ones that will be used by the UN are: Quotation, Sales Contract & Sales Order
- Within each of these categories, there are also <u>various document types</u> that will be used differently depending on your requirements
- SD Users will need to enter the Sales Organization, Distribution Channel and Division, the Sales Group and Sales Office when creating Sales Documents in the SD module

Sales Quotation

- A pre-sales activity where the entity creates a legally binding offer with a Customer to deliver a product or provide a service within specified time and with certain fixed conditions
- The quotation typically includes information such as the customer name, validity date, prices, quantity, delivery date and location of the goods or services inquired about by the Customer
- The information in a quotation document can be referenced or converted into a Sales Order document once accepted
- Quotation types:

ZQ2 – UN Quotation – Manual

ZQT – UN Quotation – RRB

Sales Contract

- A sales agreement that contains special conditions negotiated with an External Customer, for example, price, target value or target quantity
- A sales contract is valid for a specified period
- A Sales Order can be submitted to release products from the amount agreed in the contract
- Types of sales contracts:

ZCN – UN Value Contract

ZCN1 – UN Quantity Contract

ZCN2 – UN Contract RRB

Sales Order

- A Sales Order is an electronic document that <u>records an External Customer's request</u> <u>and requirements</u> of materials or services to be sold
- The Sales Orders <u>contain all information</u> needed to process the Customer's requests in the Sales Order processing phase and the subsequent phases of the Customer order management cycle



- During processing of the Sales Order document, appropriate <u>sales-related information is</u> <u>pulled from the Customer master records</u>, the <u>material master records</u>, and the <u>condition</u> <u>master records (pricing/output)</u>.
- The sales document type controls the choice of documents that will be used in the follow-up delivery (delivery type) and billing processes (billing type)
- The UN Standard Order can be created directly or as a reference against:
 - Service or Maintenance Order
 - Disposal Notification
 - Sales Contract
 - Quotation
 - Other UN Standard Order
 - Grant (i.e. for billing purpose)

<u>Note</u>: A Sales Order is not a billing document. When due, it will be processed by a Financial Accounting Senior User to have an invoice issued and accounts receivable booked.

Main Sales Order Types

- Standard Order (ZOR & ZOR1): Used in normal Sales Order processing. A delivery and invoice are the follow-up processing activities. The ZOR1 Standard Order is created through an iDoc process and the Delivery is created automatically, unlike ZOR where a Standard Order is created manually
- Customer Consignment Orders (ZKB, ZKE & ZKA): Used to initiate the consignment process. Consignment activities and documents will follow. The Order Types ZKB, ZKE and ZKA are Consignment Order Fill-Up, Consignment Order Issue and Pick-Up respectively
- **Return Order (ZRE)**: Used when materials are to be returned by the Customer. A returns delivery and credit memo will follow
- Credit Memo Request (ZCR): Used to initiate the credit process. No delivery will follow. A credit memo will result during billing
- **Debit Memo Request (ZDR)**: Used to initiate the debit process. No delivery will follow. A debit memo will result during billing
- Delivery Free of Charge Order (ZFD): Used when the Customer will not be charged for the items on the order
- Resource Related Billing Orders (ZRB & ZRB2): Used when the Customer is billed through a Service Order. The Activities, Materials & costs from the service order are transferred to the RRB Order for billing

Sales Order Item Categories

Item Category controls the behaviour of an item in a Sales Order e.g. pricing, down payments and purchasing. We will use item categories in the different Sales & Distribution scenarios. Item categories are at the line item level. The item categories that can be selected are filtered



based upon the material type. The item categories are grouped into either inventory material or service material.

The following are item categories for inventory materials:

Restrictions		_	
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✓ ⊠ (Å) (Å)			
tCa Description			
TAN Standard I	item		
TAS ThirdParty	It w/PReq		
TANN Free of Ch	arge Item		
TN2 Standard I	item w/Down		
TAS ThirdParty	w/DP-PReq		
3P Bill 3Party			
3PD Bill 3Ptywe	OP no PReq		
TN3 Inv Item S	oldAs Serv		
TN4 Inv Itm as	Serv w/DP		
KL1 FOC Item	w/o Invntry		

Item Category	Description
TAN	Standard Item
TAS	Third Party Procurement with Purchase Requisition
TANN	Free of Charge Item
ZTN2	Standard Item with Advance / Down Payment
ZTAS	Third Party Procurement with Advance / Down Payment
Z3P	Bill to 3 rd Party without Purchase Requisition
Z3PD	Bill to 3 rd Party with Down Payment without Purchase Requisition
ZTN3	Inventory Item sold as a Service
ZTN4	Inventory Item sold as a Service with Down Payment
ZKL1	Free of Charge Item without Inventory



User Guide

The following item categories are used for service materials:

🔄 Res	strict Value Range (1) 7	Entries found
F	Restrictions	
		N/
~ D	3 # # 6 .	
ItCa	Description	
	Service	
	ThirdPartyIt w/PReq	
	Service W/DownPaymt	
	ThirdParty w/DP-PReq	
	Bill 3Party w/o PReq	
	Bill 3PtywDP no PReq	
ZKLX	Free of Charge Serv	
7 E	ntries found	
-		

Item Category	Description
TAD	Service
TAS	Third Party Procurement with Purchase Requisition
ZTAD	Service with Advance / Down Payment
ZTAS	Third Party Procurement with Advance / Down Payment
Z3P	Bill to 3 rd Party without Purchase Requisition
Z3PD	Bill to 3 rd Party with Down Payment without Purchase Requisition
ZKLX	Free of Charge Service

Delivery (Only when Inventory Materials are used in Sales Orders)

- The delivery process begins when a delivery document is created. The delivery document controls, supports and monitors Picking and the Goods Issue
- When a delivery document is created, data is copied from the Sales Order, including the ship-to-party, the materials and confirmed quantities

Billing Document

- The Billing Document is created with reference to a preceding document (Sales Order or Delivery Document)
 - When a Service Material is used in a Sales Order, the Billing Document is created with reference to the Sales Order
 - When an Inventory Material is used in a Sales Order, the Billing Document is created with reference to the Delivery Document

- When a Billing Document is created, data is copied from the Sales Order and/or the Delivery Document into the Billing Document
- The Billing Document serves several important functions:
 - It is the Sales and Distribution document that generates invoices
 - It serves as a data source for financial documents
 - It is the basis of the accounts receivable postings in FI
- When a Billing Document is created, the G/L accounts are expected to be updated automatically

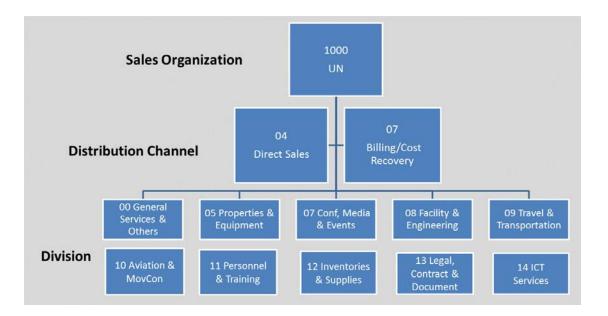
Billing Guidelines

The Umoja Sales and Distribution process should always be used to create billing documents. However, if there are justifiable exceptions then a Finance Officer can create invoice and bill "external" client directly through Umoja Account Receivable process.

- Paper request such as charge back/billing memorandum is no longer needed; Service Providing office can directly create a Sales Order in Umoja, which will be reviewed and issued as invoice by a Senior Finance Officer once it is due for billing
- In certain Umoja transactions such as purchases and travel arrangements for third parties (i.e. clients "external" to Umoja), Sales Orders/Contracts can be used to circumvent funding requirements
- Prices to be used in Sales Order can be the same or different from the actual costs or rates the UN charges its "internal" clients
- Additional surcharges and/or administrative fees can also be created and apply separately on top of the prices

Structure in SD Module

Users, customers, materials/services and Pricing Conditions in the SD module are structured/categorized based on Sales Areas, which consist of Sales Organization, Distribution Channels and Divisions.





Distribution Channels

The distribution channel determines how materials or services are sold and how they are distributed to Customers. Distribution Channels are used to indicate if the sale is a spendable or non-spendable activity.

The following table shows the different Distribution Channels that are available as **NSP** – Non-spendable or **SP** – Spendable.

<u>Distri</u>	bution Channels
01	Retail – NSP
02	Distributor - NSP
03	Online – NSP
04	Direct Sales - NSP
05	Stock Transport - STO
06	Grants
07	Cost Recovery - SP
08	Subscription - NSP

<u>Note</u>: Distribution Channels **05** and **06** are not used directly in Sales and Distribution processes in the UN. Distribution Channel **07** (Cost Recovery - SP) is the only one that is used as Spendable. All others are Non-Spendable.

A Sales Document is either 'Spendable' or 'Non-Spendable'. If there is a transaction that has both, then a Sales Documents needs to be created for each. For example, if there is a conference event that includes security services, conference room charges and video-conference equipment charges, then two Sales Orders will be created. One for Security Services as non-spendable and the other for all the spendable services/materials like room charges and video- conference equipment charges.

Spendable

True cost recovery is spendable revenue which will be re-allotted and made available to Budget Owners.

Non-spendable

Funds that cannot be spent and must be returned to member states as this is real revenue.

Divisions

A Division is an organizational unit that establishes responsibility for profits from materials and

services. It can be used to organize materials or services, for example to form product groups or lines.

The table below lists the Divisions defined in Umoja for UN:

Divisio	Divisions			
00	General Services & Others	08	Facility & Engineering	
01	UN Postal admin	09	Travel & Transportation	
02	Bookshop services	10	Aviation & MovCon	
03	Visitors services	11	Personnel & Training	
04	Publications	12	Inventories & Supplies	
05	Properties & Equipment	13	Legal, Contract & Document	
06	Statistics	14	ICT services	
07	Conf, Media & Events			

The combination of Plant, Distribution Channel and Division, serves to limit the view of materials and services for Sales and Distribution. When processing Sales Quotations, Contracts or Orders, a User will only have visibility to materials and services that have been extended to the Sales Area selected in the document.

Sales Groups

The 'Sales Group' field is used to identify the department/office which the Sales Order originated from. This will have the same values that are there for the 'Planner Group' field which is used in Service Orders to identify the department/office. All the Sales Groups are connected to one Sales Office which is defined as "0001 – United Nations" and is one level higher to the Sales Groups. The Sales Group is maintained at the header of the Sales Orders, Sales Quotations and Sales Contracts. The value entered in the 'Sales Group' field will be copied to the subsequent documents created from the Sales Order, Quotation or Contract.

The table below shows the Sales Groups that are defined in Umoja.

Sales Group	Description	Sales Group	Description
010	General	L01	Mail Operations
A01	Administration	L02	Transport Services
A02	Financial Services	L03	Travel Services
C00	Conference Service	L04	Aviation & MovCon
C01	Interpretation	M00	Medical Services
C02	Translation	P00	Public Information
C04	Publishing	P01	Publishing
F00	Facilities Managem	R01	Postal Administrat
F01	Property Managemen	R02	Services to Public

F02	Engineering	S00	Safety and Securit
H00	Human Resources	T00	ICT
L00	Support Services	T01	Broadcast Services

Variations of Umoja Sales & Distribution Process

In addition to the standard end-to-end Sales Order Process discussed above (page 2), other variations of Sales & Distribution processes are listed below:

- Sales Order for Donation & Free of Charge
- Advaced Payment Request and Billing Plan
- Credit/Debit Memo
- Return Order & Processing of Returned Goods
- Sales Consignment Order
- Thrid-Party Procurement
- Resource Related Billing RRB Order
- Sales Order upload through iDocs for Commericial Activities

These processes will be discussed in the later modules in this User Guide.

Enterprise Roles & Responsibilities

SD activities in Umoja are performed primarily by three Enterprise Roles: the SD Master Data Maintainer, the SD User, and the SD Approver. Their responsibilities are listed below:

Enterprise Roles	System Activities	Non-system Activities
SD Master Data Maintainer	 Verifying a Business Partner Create standard texts for quotations, contracts, orders and invoices (T-code: SO10) Create, delete, update and expire standard rates/pricing and pricing conditions (T- codes: VK11 and VK12) Create, delete, and update Activity Type rates (T-code: KP26) Maintain the link between Activity Types and Service Materials through the DIP (Dynamic Item Processor) Profile 	 Research pricing information Work with Finance/Account to identify standard instructions and texts to be used in billing documents Receive and review requests related to the creation and maintenance of Services Delivery Master Data detailed above Ensure that proper review and approval process have been followed as per guidelines established by the Process Owners
SD User	Create sales quotations,	Receive and confirm requests



	 contracts and orders (T-codes: VA21, VA41 and VA01) Update sales quotations, contracts and orders (T-codes: VA22, VA42 and VA02) Cancel sales quotations, contracts and orders (T-codes: VA22, VA42 and VA02) Enter planned and/or actual usage quantities/charges (i.e. Statistical Key Figures) for period end execution of cost 	 and orders from Customers Answer questions and clarify needs/requests Distribute and/or assign works to relevant unit/staff Capture and report on status and costs of services and charges Prepare data files and/or reports from legacy system for upload and/or manually
SD Approver	 allocation cycle (T-code: KB31N) Review and approve or reject sales contracts, quotations and orders (T-codes: V.26, VA22, VA42 and VA02) Update sales contracts, quotations and orders if not return to Services Delivery User for modification 	 entry into Umoja Ensure that requests, contracts, quotations and orders are created in accordance with agreements with the Customers and in accordance with the established procedures and policies

Security Structure in SD Module

The high level points to note for SD module are summarized below:

- Location or site specific information and security authorization are maintained at the Plant level
- The SD Approver is only allowed to be able to approve Sales Orders associated with their Fund Centers



User Guide

Module 2: Verify Master Data

Module Introduction

The SD User may verify whether the relevant Master Data such as the Business Partner (the BP) with a Customer role, Material and Pricing Conditions are accurate in the Umoja system.

Master Data Elements

Master Data is fundamental business data that is common and applicable across multiple business functions, applications and transactions.

UN offices providing the same or similar services will utilize the same Distribution Channels and Divisions, thus sharing and using the same Master Data, such as Customers, Materials and Pricing Conditions

The Master Data elements used in the Services Delivery process are:

• Business Partner (BP):

A BP is any entity (person or organization) that has a business relationship with UN. It can be a UN agency, government entity, non-profit organization, commercial vendor or individual that is involved with UN.

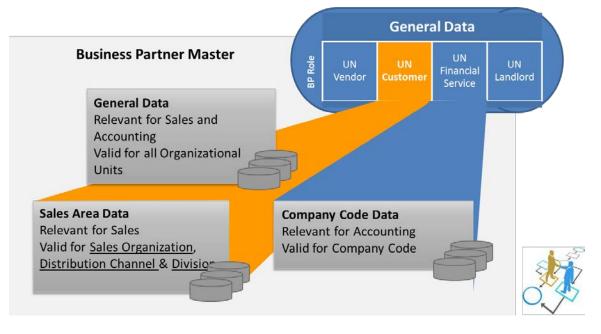
• Types of BPs Groups





• Business Partner: UN Customer Role

BP record contains General Data utilized by all processes. BP Role Data is modulespecific, and the UN Customer role data is used specifically with the Umoja Sales & Distribution process.



Customer:

All Customers are referred to as Business Partners (BP's) in the Umoja solution. A BP record contains general data utilized by all processes. The BP role data is module-specific, such as UN Customer data for the Umoja Sales & Distribution (SD) module

A BP needs to have a 'UN Customer' role and should be extended to the relevant 'Sales Area' before it can be used in creating SD related documents.

Material:

Material Master Data contains all the information on the goods and services that UN procures, produces, stores, distributes and sells.

The material record contains basic data utilized by all processes, and module-specific data such as Sales data for the Umoja Sales & Distribution (SD) module

Until Galileo is decommissioned and replaced by Umoja, only materials with **Material Type = 'ZSAD - Service'** shall be used in SD related documents as using real material items will trigger an inventory check.

• Pricing:

A Pricing Condition determines the price calculated on a set of variables applicable at the time of price calculation, to the specific plant, material and/or Customer. The information about each of these variables is stored in the system as Master Data in the form of Pricing Conditions.

There are multiple condition types that are being used to represent pricing elements in the Umoja system, such as prices, handling fees, administrative fees, surcharges or





discounts. These will be applied based on the key combination conditions and their validities specified in the condition records.

Types of Pricing Conditions

A condition type is a representation in the Umoja of some aspect of the daily pricing activities. Condition types_are used to represent pricing elements such as prices, discount surcharges or handling fees in the Umoja System. The following are examples of condition types that may be used in Sales & Distribution. Please note there are many more condition types.

- PR00 Price
- ZK07 Customer Administration Fee
- ZK09 Ship & Handling Fee
- <u>K007</u> Customer Discount
- <u>KF00</u> Freight Surcharge

They will be applied based on the key combination conditions and their validities specified in condition records.

Key Combinations

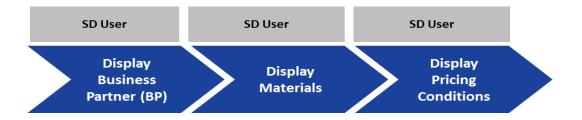
Key Combitionations allow you to to have different pricing depending on factors such as Plant, Material and Customer. For example, your entity may offer different discounts depending on the Customer you are selling to and/or the material being sold. Generally in Umoja, condition types can be have the following key combinations.

- Plant
- Plant and Material
- Customer, Plant, Material
- Customer with Release Status

Another example is that each Plant will have its own price for a service or material.

Verify Master Data in Umoja

The SD user may verify Master Data for Buisness Partner (BP), Materials and Pricing Conditions as illustrated below:



Verify Master Data: Customer Business Partner (BP)



Use the following instructions to verify BP Master Data. These instructions provide an example to illustrate the process. Please substitute value that are relevent to your task for the fields.

The steps to display a BP are as follows:

- 1. Type **BP** in the **Command** field and click the **Enter** icon
- 2. The **Maintain Business Partner** screen is displayed. Click the **Matchcode** icon in the **BP Number field** (top center of screen, not in the locater on the left hand side)
- 3. The Restrict Value Range window is displayed. Click the R: Partners by BP Role tab
- 4. BP Type **Z00013** in the **BP Role** field (corresponds to the **UN Customer**) and then click the **Continue** icon

Workist Find Ind Business Partner By Number Restrict Value Range Restrict Value Rang	🔄 <u>C</u> ondit	tion <u>E</u> dit	<u>G</u> oto	Extras Environment Pricing System
Person Organization Group Group BP Number Workist Find Business Partner By Number Start BP Role U: Partner According to User V. I BP Role Z00013 Vald On II. Discription BP Number Search term 1 Search term 2 BP Number	Ø		•	4 🔲 ✿ ֎ 😪 🗎 🕅 👪 완 铅 👘
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Vald On 01.05.2013 BP Number* Description Image: Search term 1 Search term 2 Image: Search term 2 BP Number Image: Search term 2 BP Number<		Start		BP Role Z00013
		š 🔎 🖷 🖌 I 🐷		Name 1/last name
	BP Number Des	cription		Name 2/First name
				Search term 1
				Search term 2
				BP Number
Restrict number to 500 No restriction				
				Restrict number to 500 No restriction

- 5. Click the **Find** icon to initiate the BP search
- 6. Type the BP name or other known information (Address, country and so on) and click the **Find** icon



Note: The use of a wildcard to search for a BP is recommended.

Partners, General Partners by BP Role		Partner Acco
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BP Role: Z00013		
Title Valii Find		
Nar	rst n	Search term 1
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A/R		EUR
A/R: ICTY		UN
A/R: UN MISSION IN HAITI		UN
A/R: UNDP		UN
A/R: UNDP - SARAJEVO		UN
A/R: UNHCR - DARFUR		UN
A/R: WORLD FOOD PROGRAMME		UN
ALASKA REFRIGERATORS INDUSTRY LTD		ALA
ARGENTINEAN GOVERNMENT		GOV
BEIRUT COMMISSARY SERVICES LTD		BEIRUT
BENIN GOVERNMENT		GOV
		BIN

- 7. Select the appropriate UN Customer
- 8. Click the Continue icon

Partners, General Partn	ers by BP Role	Partner According	to User Part.	
	7			
✓ ■ # # # @ □.				
BP Role: Z00013				
Title: UN Customer				
Valid On: 06.08.2013				
Name 1/last name	Name 2/First n	Search term 1	Search ter	BP Number
MUNICIPALITY OF TAYR HARFA		TAY		111100007(-
MUNICIPALITY OF TIBNIN		TIB		1111000038
MUNICIPALITY OF TULIN		TUL		1111000045
MUNICIPALITYOFSAFADALBATTIKH		SAF		1111000064
NISSAN TRADING CO. LTD.		NIS		1118000018
ORANGE		ORA		1118000019
PEAK INTERNATIONAL TRADE COLTD		PEA		1118000020
PERMANENT MISSION OF SUDAN		SUDAN		1111000090
RED CROSS INDIA		RED CROSS		1115000030
STRATOS WIRELESS INC.		STR		111800002:
TECHNICAL PUBLIC SCHOOL OF BIN		TEC		1115000010
TOP SOURCES TRADING LTD		TOP		1118000023
TOYOTA MOTOR CORPORATION		TOY		1118000022
UN WOMEN		UNW		111400000:
UN WOMEN #2		UN WOMEN		1114000024
UNICEF		UNICEF		1114000014
UNICEF		UNICEF		1114000023



9. Select UN Customer from the Display in BP Role drop-down list

up 🚰 🗢 🔿	💯 🖆 General Data 🛛 Relationships 🛛 🚱
3P Number	1114000001 🖌 🐜 UN WOMEN / 199 TYRE
Display in BP role Address Address Address	Business Partner (Gen.) Business Partner (Gen.) UN Vendor UN Customer ess UN Financial Services BP UN Sponsor Control Payment Transactions
Title	Company
Name	UN WOMEN
Salutation	

10. Click the Company Code button and review the information

? 🚰 General Data Company Co	de Sales and Distribution Relationships 🔂
1114000001 🖌 🔛 UN WOMEN UN Customer 🔹 📿	/ 199 TYRE
111400001	Company Codes Company Code Switch Company Code
lanagement Customer: Payment	t Transactions Customer: Correspondence C.



- 11. Click the Sales and Distribution button
- 12. Click the Sales Areas button

		BP Number	1114000001 🖌	UN WOMEN / 199 TYRE	
Worklist	Find	Display in BP role	UN Customer	* 🕄	
Find	Business Partner 💌	1			
Ву	Number 👻	Sales Area			
BP Number	1115000041	Sales Org.		Sales	Areas
	Start	Distr. Channel Division		Detail view of	sales areas

13. Select the relevant Sales Area, which is the combination of the **Sales Organization**, **Distribution Channel** and **Division**, that correspond to your operation.

<u>Note</u>: If the required Distribution Channel and Division combination does not appear for selection, it means that the BP cannot be used for that Sales Area. In this case, a request to extend the BP to the required Sales Area needs to be submitted.

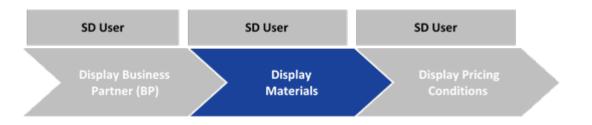
s are	35					
Sal	Sales Organization	D	DistrChannel	D.,	Divis.	
1000	United Nations	04	Direct Sales	00	General Serv & Other	
1000	United Nations	04	Direct Sales	05	Property & Equipment	
1000	ited Nations	04	Direct Sales	07	Conf, Media & Events	
1000	United Nations	04	Direct Sales	08	Facility & Engineer	
1000	United Nations	04	Direct Sales	09	Travel & Transport	
1000	United Nations	04	Direct Sales	10	Aviation & MovCon	-
4 F					()	8

- 14. Review the essential information in various tabs such as:
 - Orders tab for Currency
 - Shipping tab for Delivery Plant
 - Billing tab for Terms of Payment and Account Assignment Group
 - Partner Functions tab for Sold-to-Party, Bill-to-Party and Ship-to-Party



		General Data Co	ompany Code Sales and Di	stribution Relationships 6	F
BP Numbe	r 111400	0001 🖌 🕅 U	IN WOMEN / 199 TYRE		
Display in E	P role UN Cust	omer	- 3		
	nnel 04	Direct Sales	<u> </u>	Sales Areas Switch Area	
Distr. Cha	nnel 04	Direct Sales	6	Switch Area	
Division	07	Conf, Media & B	Events		
-					_
Orde	rs Shipping Billin	p Partner Fun	ctions Additional Data	Status Customer: Texts	;
- Olde					
Giuc					
	Functions				
-	Functions Partner Functn	Number	Descript.	Partner Description	De

Verify Master Data: Material Master (MM03)



Material master records contain all the information about the materials that the UN procures, stores and ships. The integration of all information about a material into a single record eliminates redundancy and makes it possible to store material data for all relevant system components in a single, central database.

Material Type

Materies are classified by Material Type as part of the Materials Management process. In Umoja the are many Material types used. These material types are use for selling inventory. The following is the list of material types.



ABF	Waste		
CBAU	Compatible Unit		
CH00	CH Contract Handling		
CONT	Kanban Container		
COUP	Coupons		
DIEN	Service		
EPA	Equipment Package		
ERSA	Spare Parts		
FERT	Finished Product		
FGTR	Beverages		
FHMI	Production Resource/Tool		
FOOD	Foods (excl. perishables)	NLAG	Non-stock materials
FRIP	Perishables	NOF1	Nonfoods
HALB	Semifinished Product	PIPE	Pipeline materials
HAWA	Trading Goods	PLAN	Trading goods (planned)
HERS	Manufacturer Part	PROC	Process materials
HIBE	Operating supplies	PROD	Product groups
IBAU	Maintenance assemblies	ROH	Raw materials
INTR	Intra materials	UNBW	Nonvaluated materials
КМАТ	Configurable materials	VERP	Packaging
LEER	Empties	VKHM	Additionals
LEIH	Returnable packaging	VOLL	Full products
LGUT	Empties (retail)	WERB	Product catalogs
MODE	Apparel (seasonal)	WERT	Value-only materials
MPO	Material Planning Object	WETT	Competitor products

In addition to the standard SAP material types the following custom material types are used in Umoja. Please note we are only using materials with type **ZSAD – Service** for services until Galileo is decomissioned.

	ZAST	Assets	
	ZERS	Spare Parts	
	ZFPD	Finished Product	
	ZMSE	Medical supplies	
	ZPAM	Packaging materials	
	ZPOL	Petrol, oil & lubricants	
	ZRAT	Rations	
	ZROH	Raw materials	
	ZSAA	Supplies & equipment	
	ZSAD	Service	
1	ZSFI	Semi-finished items	

Step-by-Step Instructions

The steps to display material are as follows:

- 1. Type MM03 in the Command field and click the Enter icon
- 2. Click the **Matchcode** icon in the **Material** field to open the search feature for the condition type



87		0 🔞		29 87
		6 U U		
Display Ma	aterial (Tr	itial S	creel	,)
Display Pla		nuar o	creer	"
Select View(s)	Org. Levels	Data		
laterial	1		đ	
	E		-	

- 3. Select the Material by Material Type tab
- 4. Click the Multiple Selection matchcode icon in the Material Type field

🖻 Material Number (1)	L.					
Sales material by d	lescription	Mater	rial by Material '	Туре	Material b	y S
Material Type	[
Material description						
Language Key	EN EN					
Material						
Maximum No. of Hits	500]				
_	_	_	_	_	_	

- 5. Select ZSAD as the Material Type so that the Service Materials can be listed
- 6. Click the **Copy** icon
- 7. Click the Start Search icon in the Material Number window



🔄 Mate	erial Type 50 Entries found			
Re	estrictions			
	V			
Image: Second				
MT*	Material type descripti			
PROD	Product groups			
ROH	Raw materials			
UNBW	Nonvaluated materials			
VERP	Packaging			
VKHM	Additionals			
VOLL	Full products			
WERB	Product catalogs			
WERT	Value-only materials			
WETT	Competitor products			
ZAST	Assets			
ZERS	Spare Parts			
ZFPD	Finished Product			
ZMSE	Medical supplies			
ZPAM	Packaging materials			
ZPOL	Petrol, oil & lubricants			
ZRAT	Rations			
ZROH	Raw materials			
ZSAA	Supplies & equipment			
ZSAD	Service			
ZSFI	Semi-finished items			
50 Er	itries found			

Material Number (1)	scription Material by Materi.	
Material Type Material description Language Key (Material	ZSAD EN	
Maximum No. of Hits	500	

- 8. Select the Material to review
- 9. Click the Copy icon



Material by Material Type Ma	aterial by Sup	o 📔 🔹 🕨	
<u>ν</u>			
< < < < < < < < < < < < < < < < < < <			
Material Type: ZSAD			
Material description	Langua	Material	
CLEANING SERV:SHELTER	EN	2000000132	-
CLEANING SERV:WORK FACILITY	EN	2000000126	-
COMMISSARY SERV	EN	2000000144	
COMMS EQP SERV AGREEMENT	EN	2000000142	-
COMMS MAINTENANCE & SUPPORT SERV	EN	200000080	
COMMUNICATIONS CABLE & AUDIO SERV	EN	200000077	
COMMUNICATIONS CENTRE OPERATOR	EN	2000000148	
COMMUNICATIONS INSTALL SERV	EN	200000079	
COMMUNICATIONS LOGISTICS ASSISTANT	EN	2000000147	
CONFERENCE RENTAL SERV	EN	200000082	-
CONSULTANT / CONTRACT RECHARGE SERV	EN	200000083	-

- 10. Press Enter and select the desired views such as Basic Data 1, Basic Data 2, Sales Org. Data 1, Sales: Sales Org. Data 2, General Plant Data/Storage 1 and Accounting 1
- 11. Click the Continue icon

	View	1000
	Basic Data 1	-
	Basic Data 2	<u> </u>
laterial 200000080	Sales: Sales Org. Data 1	
	Sales: Sales Org. Data 2	
	Sales: General/Plant Data	
	Foreign Trade: Export Data	
	Sales Text	
	Purchasing	
	Foreign Trade: Import Data	
	Purchase Order Text	
	Accounting 1	
	Accounting 2	
	Costing 1	
	Costing 2	-

- 12. Click the Matchcode icon in the Plant field
- 13. Select the appropriate plant
- 14. Click the **Choose** button
- 15. Click Continue in the Organizational Levels window

anizatio	onal level	evels s		2
nt		ð		
uation	type			
es Org.				
tr. Char	nnel			
		1		
rg. leve	ls/profile	only on r	request	
			Select New(s) Default S	Setting
		_		_
	/			
		Francisco	Dhoth	
	ossible	Entries:	Plants	- 1
R	Maint.	Plant	Name 1	
	x	IQ20	UN Assistance Mission for Iraq	
	x	IT01	UN Logistics Base	
	X X	IT01 KE00	UN Logistics Base UN Office at Nairobi	
	<u> </u>			
	x	KE00	UN Office at Nairobi	
	x x	KE00 KE10	UN Office at Nairobi UN Office AU Mission Somalia	
	X X X X	KE00 KE10 KE20	UN Office at Nairobi UN Office AU Mission Somalia UN Polit. Office for Somalia	
	X X X X X	KE00 KE10 KE20 LB10	UN Office at Nairobi UN Office AU Mission Somalia UN Polit. Office for Somalia UN Interim Force in Lebanon	
	X X X X X X	KE00 KE10 KE20 LB10 LB20	UN Office at Nairobi UN Office AU Mission Somalia UN Polit. Office for Somalia UN Interim Force in Lebanon UN Office Spec Coor in Lebanon	
	X X X X X X X	KE00 KE10 KE20 LB10 LB20 LR10	UN Office at Nairobi UN Office AU Mission Somalia UN Polit. Office for Somalia UN Interim Force in Lebanon UN Office Spec Coor in Lebanon UN Mission in Liberia	
	X X X X X X X X	KE00 KE10 KE20 LB10 LB20 LR10 LY20	UN Office at Nairobi UN Office AU Mission Somalia UN Polit. Office for Somalia UN Interim Force in Lebanon UN Office Spec Coor in Lebanon UN Mission in Liberia UN Support Mission in Libya	
	X X X X X X X X X X	KE00 KE10 KE20 LB10 LB20 LR10 LY20 PK10	UN Office at NairobiUN Office AU Mission SomaliaUN Polit. Office for SomaliaUN Interim Force in LebanonUN Office Spec Coor in LebanonUN Mission in LiberiaUN Support Mission in LibyaUN MilOb in India and Pakistan	

16. Review the information in the various tabs such as:

- Basic Data 1: For the Material Description, Base Unit of Measure and Material Group
- Basic Data 2: Contains Other Data fields

Basic views are views with general information about the material.

₃ 🕈 Additional Data	aa Org. Le	evels			
Basic data 1	🗗 Basic da	ta 2 Si	ales: sales org. 1 S	ales: sales org. 2	🔂 S
aterial 20000008	0	Comms	Maintenance & Suppor	t Serv	
General data					
Base Unit of Measure	EA	each	Material Group	72151600	
Old material number			Ext. Matl Group		
Division			Lab/Office		
Product allocation			Prod.hierarchy		
(-plant matl status			Valid from		
Assign effect, vals			GenItemCatGroup		
laterial authorization gro	oup				
Authorization Group					
Dimensions/EANs					
EAN/UPC			EAN Category		
ackaging material data					
Matl Grp Pack.Matls					
Basic Data Texts					
anguages Maintained	0 🔽) Basic	Data Text Lang	Jage:	*

- Sales: sales org. 1: Contains General data regarding sales activity
- Sales: sales org. 2: Contains Grouping terms
- Sales General / Plant: Contains information about general sales characteristics of material. This is maintained on the Plant Level
- Foreign Trade Export: Contains information about freight, foreign trade, and exporting of materials
- **Purchasing**: Contains information regarding purchasing of this material
- Foreign Trade Import: Contains information about freight, foreign trade, and importing of materials
- Accounting 1: Contains information about Valuation Class, Moving Price, Stock Value, Quantity, Standard Price, etc.

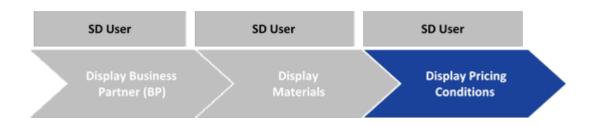


Purchase order te	ext 🖉 Accounting	1 Recounting 2	Costing 1
Material 20000008 Plant LB20	- Indirectopi	t Serv:Comms Spec Coor in Lebanon	i
General data			
Base Unit of Measure	EA each	Valuation Category	
Currency	USD	Current period	02 2015
Division		Price determ.	ML act.
Current valuation			
Valuation Class	K001		
VC: Sales order stk		Proj. stk val. class	
Price Control	V	Price Unit	1
Moving price	0.00	Standard price	0.00
Total Stock	0	Total Value	0.00
		🗌 Valuated Un	
Future price	0.00	Valid from	
Previous price	0.00	Last price change	
		Previous period/year	Std cost estimate
		Previous period/year	Std cost estimate

• Costing: Costing view is used to determine the product cost

Verify Master Data: Pricing Conditions (VK13)

The SD User or Approver may verify Pricing Conditions for their Plant, for a product or a BP.



Step-by-Step Instructions

The steps to display Pricing Conditions are as follows:

- 1. Type VK13 in the Command field and click the Enter icon
- 2. Click the **Matchcode** icon in the **Condition type** field to open the search feature for the condition type



Condition Edit Goto Extras Environmen	t Pricing System
🖉 🚽 🖉 🖓 🔛	🗅 M K 🎝 🔁
Create Condition Reco	ords
Condition Information Key C	ombination
Condition type	

- 3. Select the appropriate condition type from the displayed list
- 4. Click the Continue icon

R	lestrictions				
	▼				
1					
СТур	Name				
WCOC	BR COFINS WHT Code	A			
WCOF	BR COFINS WHT Code	*			
WCSC	BR CSLL WHT Code				
WGEC	BR General WHT Code				
WIA1	Input Tax Dest. Ctry				
WIA2	Output Tax Dep. Ctry				
WIA3	Output Tax Dest.Ctry				
WIRC	BR IR WHT Code				
WISC	BR ISS WHT Code				
WISS	BR ISS WHT Code				
WPIC	BR PIS WHT Code				
WPIS	BR PIS WHT Code				
WTTX	Withholding Tax TH				
WUST	Sales Tax				
ZK07	CustAdminFee %-Net				
ZK08	CustAdminFeeFix\$-Net				
7609	Shin & Handling Feet				

- 5. Click the Enter icon. The Key Combination window is displayed
- 6. Select the radio button for the appropriate key combination
- 7. Click the **Continue** icon





🔄 Key Combination	×
 SOrg-order/Customer/Plant/Material SOrg-order/Plant/Material SOrg-order/Plant Customer with Release Status 	
	×

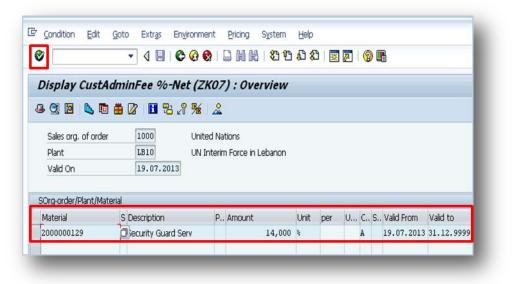
- 8. Populate the relevant criteria for display, such as **Sales org. of order, Plant, Material** and **Valid On** fields
- 9. Click the Execute icon

 • 	4 🔲 🗞 🙆 🚷 🔚		💥 🛃 🛛 🔞 📑
Display CustAdmini	Fee %-N (ZKO7): S	Selection	
🕒 🍪 🔁 🚺 Condition Inf	D		
Sales org. of order	1000	United Nations	
Plant	LB10	UN Interim Force in L	ebanon
Material	200000188	5	\$
Release status		to	S
Valid On	19.07.2013		

- 10. Review the following fields:
 - Plant

User Guide

- Material
- Amount
- Approval Status
- Valid to
- Valid From
- 11. If the Pricing Condition requires to be either updated or created, follow the master data governance process





Module 3: Create/Approve Quotation

Module Introduction

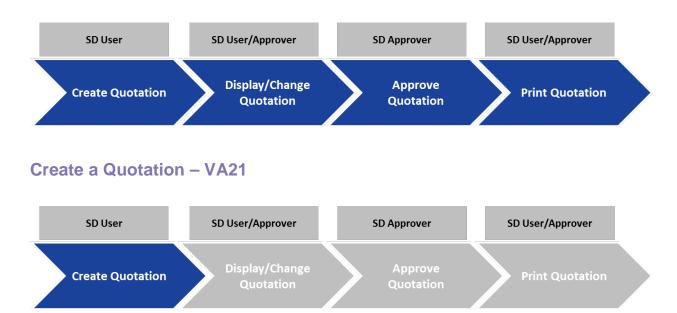
The SD User is responsible for creating and modifying Quotations for either a service or a product. Quotations can be created with or without reference to a service order.

The SD Approver is responsible for approving Quotations and Standard Orders in Umoja.

Quotations can be printed by either SD User or SD Approver if needed.

Business Process Context

The steps for creating and approving a Quotation are:



Step-by-Step Instructions

The steps to create a Quotation without Reference are as follows:

Note: Please substitute the values that are relevent to you.

- 1. Type VA21 in the Command field and click the Enter icon
- 2. Populate the following fields and click the **Enter** icon:
 - Quotation Type (ZQ2 UN Quotation Manual)
 - Sales Organization (1000)
 - Distribution Channel
 - Division
 - **Sales Group** [If the value is typed in (i.e. if the value is not picked from the dropdown list), enter the Sales Office as 0001- United Nations]



Ø [- 4 🗉 🛙	9 🚱 🚷 🖴	111 112 112 112 112 112 112 112 112 112	12 82 💥 🖉 🔞 🛙
Create Quotati	on: Initial Scr	een		
Create with Referen	ce 🤽 Sales 🙎	Item overview	🙎 Ordering pa	rty
Quotation Type	ZQ2 UN Quot	ation -Manual		
Organizational Data]
Sales Organization	1000 United N	ations		
Distribution Channel	07 Cost Rec	overy - SP		
Division	14 ICT Servi	ices		
Sales Office	0001 United N	ations		
Sales Group	T01 Broadcas	t Services		

- 3. Type the **BP Number** in the **Sold-To Party** field. The **Ship-To Party** field will be automatically populated
- 4. Type the appropriate date in the Valid to field under the Sales tab

create on q	uotation -M	fanual: Overview		
ଯ ଜୁ 🚨 💰) 🔗 🏦 Orders	5		
IN Quotation -Man		Net value	0,00	USD
old-To Party	<u>1114000001</u> <u>U</u>	IN WOMEN / UNIFIL P.O.BOX	(199 / 199 TYRE	
hip-To Party	1114000001	IN WOMEN / UNIFIL P.O.BOX	(199 / 199 TYRE	
O Number		PO date		2
Sales Item	overview Iter	m detail Ordering party	Procurement Shipping	Reason for rejection
Sales Item Req. deliv.date	D 07.08.20		Procurement Shipping	Reason for rejection
			Procurement Shipping	Reason for rejection
Req. deliv.date	D 07.08.20	13 Deliver.Plant		Reason for rejection
Req. deliv.date Valid from	D 07.08.20	13 Deliver.Plant Valid to	14.08.2013	Reason for rejection
Req. deliv.date Valid from	D 07.08.20	13 Deliver.Plant Valid to Total Weight	14.08.2013 0,000 07.08.2013	Reason for rejection
Req. deliv.date Valid from Complete div.	D 07.08.20	13 Deliver.Plant Valid to Total Weight Pricing date 0,00 Doc. Currency	14.08.2013 0,000 07.08.2013	
Req. deliv.date Valid from Complete div. Total amount	D 07.08.20 07.08.2013	13 Deliver.Plant Valid to Total Weight Pricing date 0,00 Doc. Currency	14.08.2013 0,000 07.08.2013 USD / 1,00000	

- 5. In the **Sales** tab, for each item to be listed in the Quotation use the following steps and repeat for each line item.
 - Type the appropriate information in the **Material**, **Order Quantity** and **Plant** fields. These are the required fields.
 - The Amount and Currency should be populated from the Pricing Condition. If there is no Pricing Condition defined, then the SD User will need to enter the Amount and Currency (default is USD)

- The Description field will be derived from the Material number
- Check REQS Approval Requested when complete to submit the relevant line item for approval by the SD Approver. This ensures that the Quotation is now is in Approval Requested status
- The SD Users will need to notify the SD approver outside of Umoja when a Quotation is ready to be approved
- 6. Amend the information contained for each material, select the material line item and click the **Display Item Details** icon or double-click the line item

You can change the item category and pricing conditions as well, if required.

7. Check each line item to collectively request for Approval

Req. deliv.date	D 07.08.2013	Deliv	ver.P	ant											
Valid from	07.08.2013	Valid	i to		14.08	.2013									
Complete div.		Tota	Total Weight				0 1	KG							
		Prici	Pricing date 07.08.2013		.2013										
Total amount	114.000	,00 Doc.	. Cun	rency	USD	/ 1,00	0000	3							
Payment terms	Z012 Within 30 days	Du Inco	term	s	FCA F	REE CARR	IER								
Order reason					-										
presented from the set			ons, I	Billing/CostR	ecove	ry, ICT Se	rvices								
All items															
	ial Order Qua	intity	Un	Description			CnTy	Amount	Crcy	ItCa	Pint	NONE	REQS	APPR	REJ 🚺
All items	and the second se	-		Description Comms Mair		nce & Sup			Crcy USD	ItCa AGX	Pint LB10	NONE	REQS	APPR	REJ

<u>Note</u>: Steps 8 to 19 are an alternative approach that are relevant to each line Item. Repeat the same steps for all the line items in the Quotation.

8. At the item level, maintain or if required, populate the Sales A and Sales B tabs

Create UN Quo	tation -Manual: It	em Data		Create UN Q	uotation -Manu	al: It	em Data	
н тэн 🛙	🖓 😵 🕸 🖪 🖉	ŵr.		нтэн	0 0 20 00		&r	
Sales Document Item Material	10 200000080	Item category AGX Quo Comms Maintenance & Suppo	otation Item ort Serv	Sales Document Iten Material	200000080		Item category AGA Comms Maintenance	
Sales A Sales B	Shipping Billing Doc	ument Conditions Ac	count assign	Sales A Sale	s B Shipping Bi	ling Doc	current Conditions	Account assignme
Order Quantity and Del	ivery Date			Pricing and Statisti	CS			
Order Quantity	1	EA 1 EA	<->	Pr. Ref. Mati	1	0		
First Delivery Date	D 07.08.2013			Prod.hierarchy	1	1		
Delivery time		U.¥.		Material Group	72151600 Comm	Support	Serv	
				MatGroup 1	1	7		
General Sales Data			_	MatGroup 2		1		
Net value	114.000,	00 USD Exch. Rate	1,00000	Division	14 ICT Services		Mat.pricing grp	
Pricing date	07.08.2013			Customer group		*	Price group	
Material entered	200000080			Price List	Standard	*	Sales district	
EAN/UPC								
Engineering change		BOM explosion number	1	Control of Resource	e-related Billing and Crea	tion of	Quotations	
Usage		-		Biling form		*	DIP profile	

9. Type the appropriate value for the mission or office responsible for delivering the service in the **Plant** field under the **Shipping** tab

F	Restrictions	
		∇
🖌 💽	3 (H) (H) (L) .	
Pint	Name 1	Log.Syst
4F10	UN Asst Mission in Afghanistan	
4T00	UN Office at Vienna	
BI20	UN Office in Burundi	
CD10	UN Mission in DR of the Congo	
CF20	UN Office in Central African	
CHOO	UN Office at Geneva	
CI 10	UN Operation in Cote D'Ivoire	
CY10	UN PK Force in Cyprus	
EH10	UN Mission in Western Sahara	
ES01	UN Support Base in Valencia	
ET20	UN Office to African Union	
3A20	UN Reg Office Central Africa	
3W20	UN PB Office in Guinea-Bissau	
HT10	UN Mission in Haiti	
L10	UN Truce Supervision Org.	
L20	UN Office SpecCo for ME Peace	
Q20	UN Assistance Mission for Iraq	
T01	UN Logistics Base	
<e00< td=""><td>UN Office at Nairobi</td><td></td></e00<>	UN Office at Nairobi	
<e10< td=""><td>UN Office AU Mission Somalia</td><td></td></e10<>	UN Office AU Mission Somalia	
<e20< td=""><td>UN Polit. Office for Somalia</td><td></td></e20<>	UN Polit. Office for Somalia	
.B10	UN Interim Force in Lebanon	
.B20	UN Office Spec Coor in Lebanon	
R10	UN Mission in Liberia	
.Y20	UN Support Mission in Libya	
PK10	UN MIOh in India and Pakistan	
37 E	Entries found	

I 	1 🖓 🚰 🖧 📑 🗐 «	ç,
Sales Document Item	10	Item category AGX Quota
Material	200000080	Comms Maintenance & Support
Chin to party	11114000001 UN WOMEN /	LINTEL D O DOX 100 / 100 TVD
Ship-to party	1114000001 UN WOMEN /	UNIFIL P.O.BOX 199 / 199 TYP
Ship-to party Shipping	1114000001 UN WOMEN /	UNIFIL P.O.BOX 199 / 199 TYP
	1114000001 UN WOMEN /	UNIFIL P.O.BOX 199 / 199 TYF
Shipping	1114000001 UN WOMEN /	
Shipping Unloading Point	1114000001 UN WOMEN / LB10 UN Interim Force in L	Ceiving point
Shipping Unloading Point Department		Ceiving point
Shipping Unloading Point Department Plant		Delvery Prior.
Shipping Unloading Point Department Plant Shipping Point		Delivery Prior.

10. **Terms of Payment** field under the **Billing Document** tab is populated based on information from the Customer BP

Create UN Qu	
0	- < 🖳 । 😋 🚱 । 📮
Create UN Que	otation -Manual: Header
A 🖗	
UN Quotation -Manual	Purchase order
Sold-to party	1114000001 UN WOMEN / U
Sales Shipping	Billing Document Accountin
	Billing Document Accountin
Sales Shipping Payer Terms of Delivery and	Biling Document Accountin
Payer	Biling Document Accountin
Payer Terms of Delivery and	Biling Document Accountin 1114000001 UN WOMEN / Payment
Payer Terms of Delivery and Terms of Payment	Biling Document Accountin 1114000001 UN WOMEN / Payment

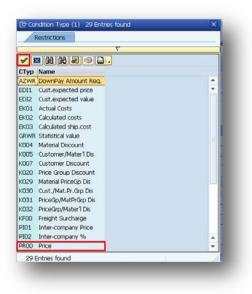
11. Under the **Conditions** tab, click the **Matchcode** icon in the **CnTy** (Condition Type)

Qty		1	EA Net Tax		1,6	0.00					
Dri	cing El	ements									
		/ Name	Amount	Crcy	per U	Condition value	Curr.	Status	Num	OUn	0
	PROO	Price	1,661.54	USD	1 EA	1,661.54	USD		1	EA	
		Gross Value	1,661.54	USD	1 EA	1,661.54	USD		1	EA	
		Discount Amount	0.00	USD	1 EA	0.00	USD		1	EA	
		Net Value After Disc	1,661.54	USD	1 EA	1,661.54	USD		1	EA	
		Surcharge Amount	0.00	USD	1 EA	0.00	USD		1	EA	
		Net Value for Item	1,661.54	USD	1 EA	1,661.54	USD		1	EA	
	AZWR	DownPay Amount Req.	0.00	USD		0.00	USD		0		
		Total	1,661.54	USD	1 EA	1,661.54	USD		1	EA	
)	VPRS	Internal price	0.00	USD	1 EA	0.00	USD		1	EA	
	_	Profit Margin	1,661.54	USD	1 EA	1,661.54	USD		1	EA	

12. Select the Conditions Type from the displayed list

<u>Note</u>: In addition to the Condition Type PR00 – Price, other **Condition Types** can be added if they have not been automatically added through the Pricing Conditions Master, such as:

- ZK09 Ship and Handling Fee
- ZK07 Customer Administrative Fee
- K007 Customer Discount
- KF00 Freight Surcharge
- 13. Click the Copy icon



14. Type the appropriate price in the **Amount** field



15. Press Enter

16. Verify that the **Pricing Conditions** applicable to the client have been applied (if any)

Ø			• 4 🖪	000		181	1080			
C	reate l	UN Quo	tation -Ma	nual: Item Da	ta					
н	+ +	нп	۵ 🖓	= 83 🖪 🗐 ar						
Salos	Docume	nt Item	10	Item cat	onny	AGX C	Juotation	Item		
Mate		in them	2000000076	Cleaning		and the second second second	çavianır	10011		
1	Sales A	Sales B	Shipping	Billing Document	Conc	ditions	Account	assignment	Sched	ule ine
-	Inverse and	1VAL	and a second allowed the second				blong seminerery		hilindiar Abarba	pocchicolus
Qty			20 H	Net			0.00	USD		
				Tax			0.00	1		
-										
	Pricing Ek									1
	Pricing El	Name		Amount	Crcy	per U.			Curr.	Statu
	-	y Name Gross Valu		0.00	USD	1EA	-	0.00	USD	Statu
	-	(Name Gross Valu Discount A	mount	0.00	USD USD	1EA 1EA		0.00	USD USD	Statu
	N., CnT)	Name Gross Valu Discount A Net Value	mount After Disc	0,00	USD USD USD	1EA		0.00	USD USD USD	Statu
	N., CnT)	Name Gross Value Discount A Net Value CustAdmin	Mount After Disc Fee %-Net	0.00 0.00 0.00 14.000	USD USD USD	1EA 1EA 1EA		0.00	USD USD USD USD	Statu
	N., CnT)	/ Name Gross Value Discount A Net Value CustAdmin Surcharge	mount After Disc Fee %-Net Amount	0.00 0.00 0.00 14.000 0.00	USD USD USD ¥ USD	1EA 1EA 1EA		0.00	USD USD USD USD USD USD	Statu
	N CnTy	Name Gross Value Discount A Net Value CustAdmin Surcharge Net Value	mount After Disc Fee %-Net Amount for Item	0.00 0.00 0.00 14.000 0.00 0.00	USD USD USD USD USD	1EA 1EA 1EA		0.00 0.00 0.00 0.00 0.00	USD USD USD USD USD USD	Statu
	N CnTy	/ Name Gross Value Discount A Net Value CustAdmin Surcharge Net Value	mount After Disc Fee %-Net Amount	0.00 0.00 14.000 0.00 0.00 0.00	USD USD USD 4 USD USD USD	1EA 1EA 1EA		0.00 0.	USD USD USD USD USD USD USD USD	State
	N CnTy	/ Name Gross Value Discount A Net Value CustAdmin Surcharge Net Value DownPay / Total	mount After Disc Fee %-Net Amount for Item Amount Req.	0.00 0.00 14.000 0.00 0.00 0.00 0.00	USD USD 4 USD USD USD USD	1EA 1EA 1EA 1EA		0.00 0.00 0.00 0.00 0.00 0.00 0.00	USD USD USD USD USD USD USD USD	Statu
	N CnTy	/ Name Gross Value Discount A Net Value CustAdmin Surcharge Net Value DownPay / Total Profit Marg	mount After Disc Fee %-Net Amount for Item Amount Req.	0.00 0.00 14.000 0.00 0.00 0.00	USD USD 4 USD USD USD USD USD USD	1EA 1EA 1EA		0.00 0.00 0.00 0.00 0.00 0.00 0.00	USD USD USD USD USD USD USD USD	Statu

17. Under the Status tab, click the Object Status button

ales Document Item Iaterial	IO Item category AGX Quotation Item 2000000080 Comms Maintenance & Support Serv
Billing Document	Conditions Account assignment Schedule lines Partners Texts Order Data
Processing status	
Overall status	Open
Reason for rejection	·
Reference status	Not referenced
System status	REL NoMP
User Status	NONE
Completeness	
Item Data	Complete
Item data for deliv.	Complete
Item billing data	Complete

18. Click the REQS – Approval Requested radio button when complete to submit the relevant line item for approval by the SD Approver. SD users should notify the SD approver when Quotation is ready to be approved. SD approvers should be aware of what sales documents they need to be approved

The following are the different statuses:

- **REQS** Approval Requested (by SD User)
- **APPR** Approved (by SD Approver)

• REJT - Rejected (by SD Approver)

<u>Note</u>: None is the default status when the Quotation is created. Document stays in this status till the SD User selects the **REQS** status to request approval.

If the Quotation was rejected the user may edit the Sales Document and change the status to **REQS** to await for approval again.

19. Click the Back icon

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Repeat the steps for additional services or materials, i.e. additional line items on the Quotation.

	• 4				🐹 🗾 🔞
Change Statu	IS				
H					
bject number	TM000000	0002VB			
bject Category	VBP	Sales order i	tem		
tatus Profile	ZSD_VA21	Sales Quota	ion Profile		
System status			Status with	status no.	
			No St	at Text	
Stat Text					(CTD)
Stat Text Stat Text	ł	1	0 1 NO	NE None	<u> </u>
				NE None QS Approval Requested	L L
REL Released					L L

- 20. Click the Save icon
- 21. Note the Quotation number for future reference



H I I H I 🔂 🕼	1 🚰 🕹 📴 📾 🛷
iles Document Item 10 aterial 20	Item category AGX Quotation Item 00000080 Comms Maintenance & Support Serv
Billing Document	Conditions Account assignment Account assig
Processing status	
	Open
Reason for rejection	
Reference status	Not referenced
System status	REL NoMP
User Status	REQS
Completeness	
Item Data	Complete
Item data for deliv.	Complete
Item biling data	Complete

22. To review the quotation, click the **Sales document** menu and select **Display** Alternatively, you can use the T-code **VA23**.

¢	Sales document	<u>E</u> dit	<u>G</u> oto
6	Create		
	C <u>h</u> ange		
	<u>D</u> isplay		
	Create with Re	efere <u>n</u> ce	9
	Save		Ctrl+S
U	Create subseq	uent <u>o</u> re	der
Sc	Deliver		
Sh	Billing		
PC	D <u>e</u> lete		
	Exit	Sh	ift+F3

Create a Quotation with Reference to a Service Order – DP80

Quotations may also be created with reference to a Service Order.

Step-by-Step Instructions



The steps to create a Quotation with Reference to a Service Order are as follows:

1. Type DP80 in the Command field and click the Enter icon



- 2. Enter the required Service Order number in the selection area (please note that a Service Order must exist or should be created prior to creating a Quotation with reference to it)
- 3. Click the Quotation icon in the Tool bar to save

Create Quota	tion: Initial	Screen
🔊 Sales price basis	🔊 Sales price	Quotation Sales pricing
Selection		
Service order		
Pricing		
Pricing date	29.04.2015	

- 4. The **Change Quotation: Overview** screen displays with the new Quotation created. Enter the appropriate date in the Valid To field
- 5. Click the **Save** icon



Quotat d-To Pa p-To Pa		200000006 140000032 140000032	4 UNICEF-KEN	YA/	/ NEW YORK		330.60	USD				
Numbe	и И			PO	date			2				
Sales	Item	overview	Item detail	Ord	ering party	Procurement	Shipping	Reason for reject	ction			
Req. del	liv.date	D 09.0	1.2015	Del	iver.Plant							
alid from	m	09.01.20	15	Vali	d to							
Comp	lete div.			Tot	al Weight		20	KG				
				Pric	ing date	09.01.2015						
Total arr	nount		330.60	Doo	c. Currency	USD / 1.0	0000					
Payment	t terms	Z012 With	nin 30 days Du	Inc	oterms	FCA FREE CAR	RIER					
Order re	ason					*						
Sales are	ea	1000 / 0	7 / 07 United	l Nat	ions, Billing/Cos	tRecovery, Conf,	Media & E	ve				
All item	15											
	Material	Or	der Quantity	Un	Description		CnTy	Amount	Crcy	ItCa	PInt	
Item			6	ZEA	General Cater	ng Serv	EK01	1.00	USD	ZAGX	KE00	
	2000000	075	0.									
10				н	Security Serv		EK01	1.00	USD	ZAGX	KE00	
<u>10</u> <u>20</u>	2000000	116	3(Security Serv Cover:Notebo	ok	EK01 EK01	1.00	0.0.72	ALCOSCIC.	KE00	

Note: Steps 6 to 9 indicate how to view related documents, referred to as Document Flow.

- 6. Type IW32 in the Command field and click the Enter icon
- 7. Enter the Service Order number and click the Enter icon

Change C	Order: Ini	tial Screen	,			
Header data	Operations	Components	Costs	Additional data	Planning	Control 🛛 🔂
Order	M					

8. Click the **Document Flow** icon



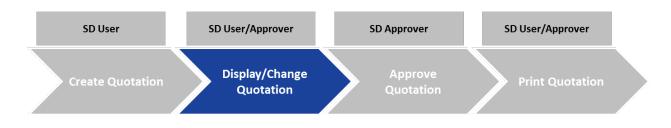
- 9. The Display Document Flow screen displays. Note the Quotation number
 - To display the line item details at the bottom of the same screen, double-click the document
 - To navigate to the document, select the document and click the **Display document** button

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Bu	isiness Partne	er:140	0000324 UNICE	F-KENYA	NA1	N/	AL	IA	AL	VAIN
8		1.								
Doc	ument			On	Status					
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_	Service Not			08.01.2015 N						
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_	• 📄 Billable M	laint/S	ervice Ord 100		eleased Print				te	
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	Bilable M UN (Aaint/S Quotat	ion - RRB 2000	00045 09.01.2015 R	eleased Print pen	ed Pre		tlement		
	Bilable N UN UN	Aaint/S Quotat - RRB Item	ervice Ord 100 ion - RRB 2000 200000006	000045 09.01.2015 R	eleased Print pen	ed Pre	-costed Set	Curr.		
-	Bilable N Bilable N UN UN UN UN Quotation Sales Doc.	Aaint/S Quotat - RRB Item 10	ervice Ord 100 ion - RRB 2000 200000006 Material	000045 09.01.2015 R 00006 09.01.2015 C	eleased Print pen	SU ZEA	-costed Set	Curr. USD		

Display / Change a Quotation – VA22 & VA23

Business Process Context

The SD User or SD Approver can display and change a quotation (if necessary) for services or goods.



A quotation may be changed at various stages of the process:

- 1. While its being created and has not been submitted for Approval
- 2. After the SD Approver has Approved or Rejected the Quotation. The status will need to be changed back to Requesting Approval (**REQS**) if this is done
- 3. After the Quotation has been Printed

Step-by-Step Instructions

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The steps to review a quotation are as follows:

- 1. Type VA23 (Display) or VA22 (Change) in the Command field and click the Enter icon
- 2. Type the quotation number in the Quotation field
- 3. Click the Search button

Sales Sales Item overv	iew 🙎 Ordering party	Quotations	6. 4
Search Criteria			
Search Criteria			
Purchase Order No.			
Sold-to party			
WBS Element			
Material			

- 4. In the **Sales** tab, review the following fields:
 - Valid from: Date when the Quotation is valid from
 - Valid to: Date till which the Quotation is valid
 - **Payment terms**: Terms of payment copied from the Customer for whom the Quotation is created. For example: Payable immediately, Within 30 or 45 days due net, As of end of month Payable immediately Due net, etc.
 - **Incoterms**: These are internationally accepted rules for world trade. In this way, purchasers can collaborate with their vendors to define delivery conditions and connected buyer and seller obligations. For example: EXW Ex Works, FCA Free Carrier, etc.



6 * 6 8	Ord III Ord	ers						
IN Quotation -Man	20000015		Net value			114.000,00	USI	D
old-To Party	1114000001	UN WOMEN	/ UNIFIL P.O.BOX	199 / 19	9 TYRE			
hip-To Party	1114000001	UN WOMEN	/ UNIFIL P.O.BOX	199 / 19	9 TYRE			
O Number			PO date					2
Req. deliv.date	D 07.08.	-	Ordering party Deliver.Plant		rement	Shipping		Rea
Req. deliv.date Valid from		2013	Deliver.Plant Valid to		rement			Rea
Req. deliv.date	D 07.08.	2013	Deliver.Plant		1		KG	Rea
Req. deliv.date Valid from	D 07.08.	2013	Deliver.Plant Valid to	14.0	1	0		Rea
Req. deliv.date Valid from	D 07.08. 07.08.2013	2013	Deliver.Plant Valid to Total Weight	14.0)8.2013)8.2013	0		Rea
Req. deliv.date Valid from	D 07.08. 07.08.2013	2013	Deliver.Plant Valid to Total Weight Pricing date Doc. Currency	14.0 07.0 USD)8.2013)8.2013	0	KG	Rea
Req. deliv.date Valid from Complete div.	D 07.08. 07.08.2013	2013	Deliver.Plant Valid to Total Weight Pricing date Doc. Currency	14.0 07.0 USD)8.2013)8.2013]/[1	0	KG	Rea

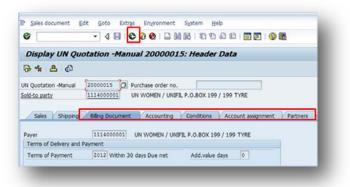
5. For header data, click the Display Doc. Header Detail icon



- 6. Review the following information:
 - Billing Document tab for Billing Date
 - Conditions tab for the Total Price, Surcharge and other pricing elements
 - Partners tab for Sold-to, Bill-to, Payer and Ship-to Party



7. Click the Back icon to return to the main screen



8. Double-click the line item or click the **Display Item Details** icon to view the item data

eq. delv.date	D 07.08.2013	Deliver.Pla		-									
/alid from	07.08.2013	Valid to	14.	08.20	013								
Complete div.		Total Wei	ight			0 K	(G						
		Pricing da	te 07.	08.20	013								
Total amount	114.000,00	Doc. Curr	ency USC) /	1,0000	0	2						
Payment terms	Z012 Within 30 days Du	Incoterme	s FCA	FREE	CARRIER								
order reason				-									
	1000 / 07 / 14 United	Nations, B	Billing/CostReco	2	ICT Service	es							
	1000 / 07 / 14 United	l Nations, B		2	ICT Servic	es							
Sales area	1000 / 07 / 14 United	l Nations, B		2	ICT Servic	es							
Sales area	1000 / 07 / 14 United			2		es CnTy	Amount	Crcy	ItCa	Pint	NONE	REQS	APPI
Sales area All items	Order Quantity	Un	Billing/CostReco	very, I	1	CnTy	Amount 100.000,00	1	ItCa AGX	Pint LB10	NONE	REQS	APPE
Sales area All items Item Material	Order Quantity	Un	Biling/CostReco Description	very, I	1	CnTy		1	ALC: NOT THE REAL PROPERTY OF		NONE		APPI
Item Material	Order Quantity	Un	Biling/CostReco Description	very, I	1	CnTy		1	ALC: NOT THE REAL PROPERTY OF		NONE		APPE

- 9. Review the following information:
 - Header section for Item Category
 - Sales A tab for First Delivery Date, Net Value and Exchange Rate (Exch. Rate)
 - Sales B tab for Material Group, Division and Price List
 - Shipping tab for Ship-to Party, Plant, Weight and Volume and Delivery Tolerance
 - Conditions tab for Item Price, Surcharge and other pricing elements



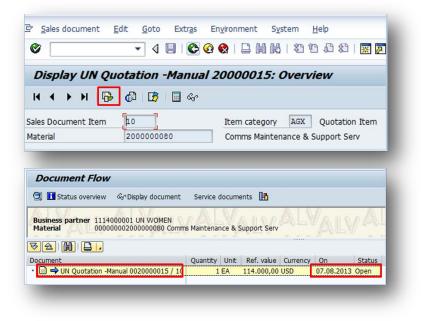
IA A > > > 🔂	
ales Document Item	10 Item category AGX Quotation
Material	200000080 Comms Maintenance & Support Serv
Sales A Sales B	Shipping Billing Document Conditions Account a
Jaics A Jaics D	Shipping bling bocamente condicions Accounce
Order Quantity and D	elivery Date
Order Quantity and D Order Quantity	elivery Date
Order Quantity	1]EA 1 EA <->
Order Quantity First Delivery Date	1]EA 1 EA <->
Order Quantity First Delivery Date Delivery time	1]EA 1 EA <->

- 10 Review the following information:
 - Status tab for Approval status by clicking the Obj. status button

laterial	200000113	Sale:Supply
Billing Document	Conditions Accou	ant assignment Schedule lines Partners Texts Order Data Status
Processing status		
Overal status	Open	
Reason for rejection		•
Reference status	Not referenced	
System status	REL NOMP	
User Status	REQS	
Completeness		
Item Data	Complete	
Item data for delv.	Complete	
Item biling data	Complete	

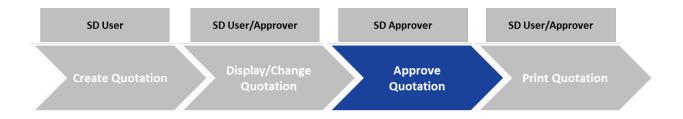
- 11. To check the document flow, click the **Display Document Flow** icon
- 12. Note the Document Type, Number, Creation Date and Status





Approve Quotation – V.26

A Quotation can be approved (or rejected) by the **SD Approver** while it is created by the SD User.



Note you can run the Report VA25 to identify all Quotations that need to be approved. The steps are as follows:

- 1. Type VA25 in the Command field and click the Enter icon to navigate to the List of Quotations screen
- 2. Click the **Disp variants** button. Pick the layout for Sales Quotations Awaiting Approval



Disp.variants Fu	rther sel.criteria	Organizational data	Partner function
Sold-to party			
Material			
Valid from	21.09.2015	То	21.10.2015
Quotation data			
Document Date		to	
Selection criteria			
Open quotations	My quotati	ons	
All quotations			

🕞 Layout: Ch	ose	×
Layout	Layout description 🚔 🏂 🖓 😂	
OSAP 1SAP 2SAP	Quotations Quotation items Quotations - Schedules	
	· · · · · · · · · · · · · · · · · · ·	

- 3. Click the Further sel.criteria button
- 4. On the **Selection Fields** pop-up screen, select the **Funds Center** checkbox and click the **Continue** button



- 5. On the **Enter selection requirements** pop-up screen, enter the relevant Funds Centers. Click the **Continue** button to get back to the **List of Quotations** screen
- 6. Update the **Valid From** and **To** dates if required
- 7. Click the **Continue** button on the top left of the screen. The open quotations that are awaiting Approval will be listed. Note the document numbers as needed

Step-by-Step Instructions

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The steps to approve a Quotation are as follows:

- 1. Type V.26 in the Command field and click the Enter icon
- 2. Click the Variant icon and choose the variant UN Quotations Waiting for Approval. Press the Enter key on your keyboard

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ganizatio	onal Data					
ales Org	anization	1000	to			1
istribut						(
ales Gri	Z_UN_REQS_QT U					8989
ntrol				X	SAV	

User

Guide



3. **REQS** is displayed in the **Object Status** field. Click the **Execute** icon

his of the base	Inneal		
bject Status	REQS		
Organizational Data			
Sales Organization	1000	to	1
Distribution Channel	07	to	(
Division	00	to	
Sales Office		to	19 19 19 19 19 19 19 19 19 19 19 19 19 1
Sales Group		to	B
Sales Document Data			
Document Number Document Date		to to	
Document Number Document Date Created By		to to	<u>8</u>
Document Number Document Date	ZQ2	to	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Document Number Document Date Created By Sales Document Type	ZQ2	to to	4 4 4 8
Document Number Document Date Created By Sales Document Type	ZQ2	to to	
Document Date Created By Sales Document Type Control	ZQ2	to to	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)

You may populate the following fields to filter the Quatation output list:

- Sales Organization 1000
- Distribution Channel –
- Division Enter the Organization Unit responsible for the profits
- Sales Office
- Sales Group
- **Document Number** Quotation Number
- Document Date Date Quotation was created
- Created By The SD user who created the Quotation
- Sales Document Type Quotation Type
- 4. Enter the quotation numbers to be approved as described above. Click the **Execute** icon (A list of quotations pending approval will be displayed)

list of Sales Documen	ts by Liser Status	ATS/ ATS/ ATS/
<u> </u>		
Sales Document Type	Sales User Status	Sold-to party Material

5. Click the relevant Quotation to be approved

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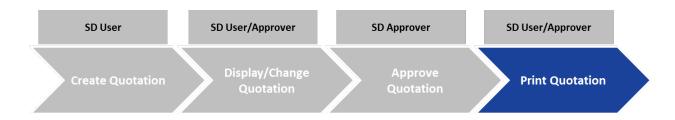
- 6. The **Change Quotation Overview** screen is displayed with the **Sales** tab displaying the line items
- 7. At the material line item level, review the details provided on the document and change the status of all or relevant line items from REQS to APPR (Approved). If a line item has to be rejected then select the REJT checkbox instead of APPR

Change UN Quotation -M	anual 200000	006: Overvi	iew											
🕞 🐪 🚑 🐴 🚨 👘 🌮 🏢 Orders														
Ship-To Party 150000429 ASHOKA INI	Net value DONESIA / / NAIROBI DONESIA / / NAIROBI		10.00											
PO Number	PO date			2										
Sales Item overview Item detail	Ordering party	Procurement	Shipping	Reason for re	jection									
Req. delv.date D 29.04.2015 Valid from 29.04.2015	Deliver.Plant Valid to	30.05.2015												
Complete div.	Total Weight		1	KG										
Total amount 10.00	Doc. Currency		0000	Ð										
Payment terms Z012 Within 30 days Du	Incoterms	FCA FREE CAR	RIER											
Order reason Sales area 1000 / 04 / 00 United	d Nations, Direct Sales	▼ 5, General Serv 8	Other											
All items														
Item Material Order Quantity	Un Description		CnTy	Amount	Crcy	ItCa	Plnt	NONE	REQS	APPR	REJT	AcctAssign.G	S First	: 🛄 📗
<u>10</u> 2100000206	LEA Rack:Server Blac	de	PROO	10.	DO USD	AGN	KE00		✓	V		Sale of A		
													29.	
	REA												1	
	<u>s</u>	_	_		_	_	_	_	_	_	_	_	_	

- 8. Click the Save icon to save the document and return to display the List of Sales items
- 9. Follow the steps listed above for approving further Quotations awaiting Approval

Print Quotation – VA22

After the quotation is approved, the SD User or SD Approver can print the Quotation.



Step-by-Step Instructions

The steps to print a quotation are as follows:

- 1. Type VA22 in the Command field and click the Enter icon
- 2. Ensure that you are in the **Change** mode. Type the quotation number in the **Quotation** field

3. Click the Search button

Change Quot	ation:	Initial Screen		
🔏 Sales 🛛 🧟 Item (overview	🙎 Ordering party	Quotation	IS
Quotation	200	00015	đ	
Search Criteria				
Search Criteria Purchase Order No.				
Purchase Order No.				
Purchase Order No. Sold-to party				

- 4. Click the **Extras** menu
- 5. Select Output > Header > Edit

Goto E	xtr<u>a</u>s En<u>v</u>ironment S	ystem <u>H</u>	elp			
- 4 (Packing proposal Shipment cost informati	on	R C C	E 🖉 (2 🖪	
ation -	Export license	1	v			
6ª 🔗 🛛	Financial document Configuration	Ctrl+F1				
015	Costing	Ctrl+F7	114.00	0,00 U	SD	
00001 U	Parameter effectivity	Ctrl+F9	RE			
0001 U	Technical objects		RE			
	<u>D</u> ocuments Display batc <u>h</u> determ.				2	
/ Ite	O <u>u</u> tput	1	Heade	r 🕨	<u>E</u> dit	
	Price agreements	1	Item	•	Print Preview	Ctrl+Shift+F1
07.08.2013	Deliver.Plant					
3.2013	Valid to	14.08.	2013			
	Total Weight			0 KG		
	Pricing date	07.08.	2013			

 The Output field will be populated with ZAN0 – UN Quotation automatically to print using the UN customised Sale Order format. Note that the Status field will indicate a yellow triangle





- If this Quotation has already been printed, the Status field will indicate a green square. To print the Quotation again, select the line item and click the Repeat Output button. A new row will be created with a yellow triangle
- 8. If the form needs to be printed in a language other than the defaulted language, change to the required language code in the **Language** column
- 9. Click the **Communication method** button

	•	4 🛛	C Q Q			0 80 🗷 🖉	
Change	UN Quotati	ion -Ma	nual 2000	001	5: Output		
8 8 8	Communicatio	n method	Processing	log	Further data	Repeat output	
Quotation	-Manual 0020000	015					
Output		ABA KI					
St Outp	Description	Medium		Fu	Partner	La	È.
OLO ZANO	Quotation	Print ou	tput 💌	SP	1114000001	EN	C
							6
			*				C
			*				E
			*				E
			•				
							-

- 10. Type LOCL in the Logical destination field
- 11. Select the Print immediately check box

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Change UN Qu	otation -Ma	nual 20000015: Out;	out
Sold-to party	1114000001	UN WOMEN	
Output type	ZANO	UN Quotation	
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Printing information Logical destination		√ Print immediately	
Printing information Logical destination Number of messages			12
Printing information		Print immediately]]
Printing information Logical destination Number of messages Spool request name		Print immediately]]



User Guide

- 12. Click the Back icon
- 13. Click the Further data button

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Ch	ange	UN Quotat	tion -Manual 2	000	001	5: Output		
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- 14. Select Send Immediately (when save the application) from the Dispatch time drop-down list
- 15. Click the Back icon

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Change UN Q	Quotation -Manual 20	000015: Output
Sold-to party	1114000001	UN WOMEN
Output Type	UN Quotation	Print output
Creation		
07.08.2013	16:00:32	
Requested processin	g	
Dispatch time	Send with application own	i transaction
	Send with periodically school Send with job, with addition Send with application own	onal time specification
Actual processing	Send immediately (when s	
2	(00:00:00 000	Not processed 🔹

16. Click the Save icon and note the system message



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Quotation	2000	00015	ja
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Purchase Ord	er No.		
Sold-to party			
WBS Element	t 🗌		
Material			
<mark>尚</mark> s	earch		

17. The standard Print dialog window will be displayed. The quotation can be printed or saved as PDF. Review the quotation and ensure that all the essential information appears in the printed document correctly

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Page 1 of 2 05.2013 01:04:05	09.06				
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				Gross Value	
3,000.00					
3,000.00				Discount Amou Surcharge Am	

- 18. To repeat printing:
 - Repeat earlier steps to reach the **Output** screen

- Highlight the output to repeat and click the **Repeat Output** button. A second Quotation Print output appears
- Select the new line item and click the **Save** icon

		•	4 📙	😋 😧 🚷 [3 4		5 🕄 🔀 🛛
Chai	nge U	N Quotati	ion -Ma	nual 2000	001	5: Output	
6	I 🤮	Communicatio	n method	Processing	log	Further data	Repeat output
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Module 4: Create Contract

Module Introduction

The SD User is responsible for creating a sales contract. This module explains the steps to create a sales contract, display a sales contract and print a contract.



A sales contract outline a sales agreement that contains special conditions negotiated between a vendor and a Customer, for example, price, target value or target quantity. A sales contract is valid for a specified period. A Customer submits a Sales Order to release products or services from the amount agreed in the contract. For example, Quanity contracts can have one contract established that multiple Sales Orders can refer to and draw down from.

<u>Note</u>: Sales Contract may be created with or without reference to a Sales Quotation.

Create Sales Contract – VA41



Step-by-Step Instructions

The steps to create a Sales Contract are as follows, you may use your own values for fields to create Sales Contracts that are applicable to the task at hand:

- 1. Enter VA41 in the Command field
- 2. Click the Enter icon

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3. If you are creating the contract with reference to a Quotation click the **Create with Reference** button. And enter in the Quotation number that the sales contract will be created against. If not, skip this step

Module 4: Create Contract

4. Populate the following fields:

- Contract Type: ZCN1
- Sales Orgnization: 1000
- **Distribution Chanel**: 04 Direct Sales
- **Division**: 04 Publications (DPI)
- **Sales Group** [If the value is typed in (i.e. if the value is not picked from the dropdown list), enter the Sales Office as 0001- United Nations]

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Create Contra	ct: Initial	Screen		
Create with Referen	nce 🙎 Sale	s 🙎 Item overview	🙎 Ordering) party
Contract Type	ZCN1 U			1
conclace Type	ZONI	IN Quantity Contract		
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		IN Quantity Contract		
Organizational Data	1000 U			
Organizational Data Sales Organization	1000 U	Inited Nations		
Organizational Data Sales Organization Distribution Channel	1000 U 04 D 04 P	Inited Nations lirect Sales - NSP		

5. Click the Enter icon

User

Guide

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Create Contrac	t: Initia	al Screen		
Create with Referen	nce 🔊 S	ales 🛛 🔬 Item overview	http://www.commonstration.com/www.com/www.com/www.com/www.com/www.com/www.com/www.com/www.com/www.com/www.com/	
		_		
Contract Type	ZCN1			
Organizational Data				
	1000	United Nations		
Sales Organization				
Sales Organization Distribution Channel	04			
	04			
Distribution Channel		J		

- 6. Populate the following fields:
 - Header Section: Sold-to Party, Purchase Order (PO) Number
 - Sales Tab: Valid From, Valid to
 - Item Level:
 - For Quantity Contracts: Material, Target Quantity and, Plant
 - For Value Contracts: Material, Target Value and Plant
- 7. Click the Enter icon

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Create UN (Quantity Contract: Overview		
	ntracts		
N Quantity Contr			
old-To Party	1800000155 BLACKWELL PUBLISHING LTD. / JOURNALS CUSTOMER SERVI		
hip-To Party	1800000155 BLACKWELL PUBLISHING LTD. / JOURNALS CUSTOMER SERVI		
0 Number	PIT-CL3-SD18 PO date		
Description Valid from Biling block	07.01.2015 Vald to 07.01.2015 Pricing date 07.01.2015		
Order reason	1000 / 04 / 04 United Nations, Direct Sales, Publications (DPI)		
Sales area			
	standard		
Sales area Master contract Shipping Cond.			
Master contract Shipping Cond.			
Master contract Shipping Cond. Business Area	Target quantity UoM Description Customer Material Numb	ItCa	HgL



To change the **Document Currency** (system defaults the document currency from the Customer master record of the sold-to party), take following steps:

- 8. Click the **Display Document Header Detail** icon
- 9. Change the currency as needed in the Pricing and Statistics section of the Sales tab

Sales area data 1000 / 04 / 04 United Nations, Direct Sales, Publications (DPI) Sales office Created by NN1SVSDUSR Sales group Created on 07.01.2015 Valid from 07.01.2015 Valid to 07.01.2015 Valid to 07.01.2015 Created on 07.01.2015 Created on 07.01.2015 Valid to 07.01.2015 Created on 07.01.2015 Valid to 07.01.2015 Valid to 07.01.2015 Created on 07.01.2015 Valid to 07.01.2015 Created on 07.01.2015 Valid to 07.01.2015 Valid		F 7_1		
Sales Shipping Billing Document Accounting Conditions Account assignment Contract Type ZCN1 UN Quantity Contract Document date 07.01.2015 Sales area data 1000 / 04 / 04 United Nations, Direct Sales, Publications (DPI) Sales office Created by NN1SVSDUSR Sales group Created on 07.01.2015 /alid from 07.01.2015 Valid to 07.01.2015 /cresion Guarantee Order reason Theck rel. part. No check /aster contract No Sales Sales Sales		4J		
Contract Type ZCN1 UN Quantity Contract Document date 07.01.2015 Sales area data 1000 / 04 / 04 United Nations, Direct Sales, Publications (DPI) Sales office Created by INNISVSDUSR Sales group Created on 07.01.2015 Valid from 07.01.2015 Valid to 07.01.2015 Version Guarantee Order reason Image: Check rel. part. No check Image: Check rel. part. No check Image: Check rel. part.	old-to party	1800000155 BLACKW	ELL PUBLISHING LT	D. / JOURNALS CUSTOMER S
Contract Type ZCN1 UN Quantity Contract Document date 07.01.2015 Sales area data 1000 / 04 / 04 United Nations, Direct Sales, Publications (DPI) Sales office Created by INNISVSDUSR Sales group Created on 07.01.2015 Valid from 07.01.2015 Valid to 07.01.2015 Version Guarantee Order reason Image: Check rel. part. No check Image: Check rel. part. No check Image: Check rel. part.	Sales Shinn	ing Rilling Document	counting Condit	ions Account assignmen
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Valid from 07.01.2015 Valid to 07.01.2015 Valid to 07.01.2015 Guarantee Order reason Check rel. part. No check Aaster contract	Sales office		Created by	NN1SVSDUSR
Version Guarantee Order reason Check rel. part. No check Vaster contract	Sales group		Created on	07.01.2015
Order reason Check rel. part. No check Aaster contract	Valid from	07.01.2015	Valid to	07.01.2015
Check rel. part. No check Aaster contract	Version		Guarantee	
Aaster contract	Order reason			-
	Check rel. part.	No check		•
Delivery time	Master contract			
	Delivery time		•	
	Pricing and Statist			
Pricing and Statistics	Doc. Currency	EUR / /0.82000	Pricing date	07.01.2015
	Pric. procedure	ZRVAA1 UN Standard	Customer group	
Doc. Currency EUR / /0.82000 Tricing date 07.01.2015	Price List	Standard	Usage	
Doc. Currency EUR / /0.82000 Pricing date 07.01.2015 Pric. procedure ZRVAA1 UN Standard Customer group	Price group		Sales district	

To enter further information for Line Item(s) of the Contract:

- 10. Click the **Back** icon and go back to **Overview** screen
- 11. Double click the Line Item in All Item section or click Display Item Detail
- 12. In the Line Item Details, populate the following fields in the Sales A tab
 - Order Quantity: This should be the same as Target Quantity

<u>Note</u>: The Order Quantity and Delivery Date section in the Sales A tab have different fields for a Quantity Contract vs. a Value Contract.

13. Click the **Conditions** tab (only for Quantity Contracts):

- Click the Matchcode icon in the CnTy (Condition Type) field
- Select Condition Type PR00 (Price)
- Enter the **Amount** (unit price)
- Populate additional conditions as needed

<u>Note</u>: For Value Contracts, the details in the **Conditions** tab will get populated automatically, i.e., **Quantity** = 1 and **Amount** = Target Value.

Pricing Elements Amount Crcy per U Condition va N. Cn Ty Name Amount Crcy per U Condition va Gross Value 0.00 EUR 1 FA	lue Curr. Stat			
	lue Curr Stat			tras at the
		tus Num OUn CCon		ondition value
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Discount Amount 0.00 EUR 1 EA	0.00 EUR	0 EA	0 EA	0.00
Net Value After Disc 0.00 EUR 1 EA	0.00 EUR	0 EA	0 EA	0.00
Surcharge Amount 0.00 EUR 1 EA	0.00 EUR	0 EA	0 EA	0.00
Net Value for Item 0.00 EUR 1 EA	0.00 EUR	0 EA	0 EA	0.00
AZWR DownPay Amount Req. 0.00 EUR	0.00 EUR	0	0	0.00
Total 0.00 EUR 1 EA	0.00 EUR	0 EA	0 EA	0.00
VPRS Internal price 0.00 USD 1 EA	0.00 EUR	1 EA	1 EA	0.00 t
	0.00 EUR	0 EA	0 EA	0.00

- 14. In the **Account Assignment** tab, if the account assignment is against an Internal Order (I/O) or a Work Breakdown Structure Element (WBSE):
 - Populate the Internal Order in the **Order field** (or WBSE in the **WBS Element** field)
 - Click the FM AccAssignt button
 - The Fund Center and Functional Area will have values populated
 - If the **Grant** field has the value **GMNR** then enter **Fund**; If the **Grant** field has a grant populated then the **Fund** will be populated automatically

If account assignment is not against an I/O or WBSE, then run the following steps:

- a. Click the FM AccAssignt button
- b. Enter Fund Centre and Functional Area



Business Area	U999	1		
		Order		0
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WBS Element				
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Costing sheet]		
Overhead key				
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C Object Assignme	
Obj.cat.	Sales doc. item
Object	10
Commitment Item	
Funds Center	
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Functional Area	
Funded Program	FPNR
Grant	GMNR
Budget Period	

<u>Note</u>: If there is more than one line item, repeat the entry for all details listed above for each line item by clicking the **Next Item** icon.

P	Display UN Quantity Contrac	ct ·
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Sales Doo	cument Item 10 I	terr

15. Click the Save icon

<u>Note</u>: If data is incomplete, the system will take you to the incompletion log which lists the mandatory fields with missing information. Click **Select All** and click the **Complete Data** button. The listed missing fields can be filled one by one by clicking the **Next** icon. Click the **Save** icon again and note down the Contract number that gets generated.

Display / Change Sales Contract – VA43 / VA42



Step-by-Step Instructions

The steps to display Sales Contract are as follows:

- 1. Enter VA43 in the Command field
- 2. Click the Enter icon



3. Enter the Contract No. and click the Search button



Change	Contract: In	nitial Screen		
🔊 Sales 💈	Item overview	🔊 Ordering party	iii Contracts	G• 🖌
Contract				
Search Criteria	3			
]
Purchase Ord	er No.]
Search Criteria Purchase Ord WBS Element Material	er No.]
Purchase Ord WBS Element	er No.]

- 4. For the initial **Overview Screen**, review the following information:
 - Header section: Sold-To Party, Ship-To Party and the Customer's PO Number (reference to customer's request). Please Note that there may not be a Customer PO
 - Sales tab: Contract Valid From and Valid To dates as well as Document Sales Area

6 8 0									
Quantity Contr.	40000006	Net value	1	4,450.00 2	UR				
Id-To Party ip-To Party Number		WELL PUBLISHING LTD. / WELL PUBLISHING LTD. / PO date							
Sales Item	overview 🖌 Item deta	al Cordering party	Procurement	Shipping	Reason for reject	tion	 		_
Description									
	07.01.2015	Valid to	07.01.2015						
Billing block	07.01.2015	Valid to	07.01.2015						
Billing block Order reason			07.01.2015	P1)	-				
Bling block Order reason Gales area		 Pricing date 	07.01.2015	P1)					
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Vald from Biling block Order reason Sales area Master contract Shipping Cond. Business Area All items Item Materia	1000 / 04 / 04 U	Pricing date United Nations, Direct Sale	es, Publications (D	PI)		stomer Material Numb	ItCa HgLvit	S Net value	

- 5. Click **Display Doc. Header Detail** icon to display details of the **Header Data**, review or edit the following information:
 - Sales tab
 - Billing Document tab
 - Partners tab



**	-	6										
	itity C arty	ontract 40000006 1800000155	Purchase ord BLACKWELL		PIT-C	-	D18 RNALS CUSTOMER SER					
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Prici	ng Ele	ments										
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	PROO	Price					12,500.00	EUR		0.00		
		Gross Value					12,500.00	EUR		0.00		
		Discount Amount					0.00	EUR		0.00		
		Net Value After Disc					12,500.00	EUR		0.00		
	ZK07	CustAdminFee %-Net					1,750.00	EUR		0.00		
	ZK09	Ship & Handling Fee\$					200.00	EUR		0.00		
		Surcharge Amount					1,950.00	EUR		0.00		
		Net Value for Item					14,450.00	EUR		0.00		
	AZWR	DownPay Amount Req.					0.00	EUR		0.00		
1		Total					14,450.00	EUR		0.00		
		Internal price					9,225.00	EUR		11,250.00	USD	1
0	VPRS	incernal price								11,100.00		

- 6. Click **Display Item Details** icon for details of the **Item Data**, review the following information:
 - Header section
 - Sales A tab
 - Shipping tab
 - Conditions tab
 - Account Assignment tab (including information displayed after clicking the FM AccAssignt button)

es Document Iter terial	n 10 140000003	Item category Z Publication for Sale	M3 Qty Contr_Stnd Item	
Sales A Sal	es 8 Shipping Billing De	cument Conditio	s Account assignment Partners Texts Order Data Statu	s Structure Ad
iyer	1800000155 BLACKWEL	L PUBLISHING LTD. / J	DURNALS CUSTOMER SERVIC	
elivery and Paym	ent Terms			
ncoterms	FCA FREE CARRIER	Fixe	val.date	
ayment Terms	Z012 Within 30 days Du	e net Add	value days 0	
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nvoicing dates		Payment Method		
illing Date	07.01.2015	Posting period	0	
erv.rendered		Exch.rate-acct.		
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isk Management				

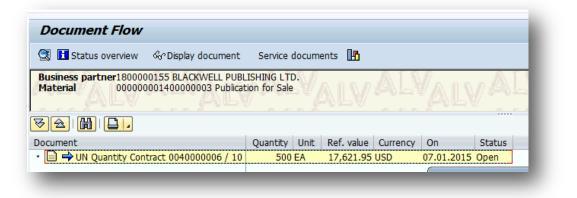




Note: To review the next Line Item, click the Next Item and repeat the above steps.



7. To check Document Flow, click the Display Document Flow icon





Module 5: Create/Approve Sales Order

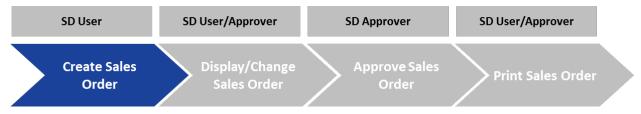
Module Introduction

The SD User creates a Sales Order in the Umoja system. The Sales Order may contain one or several line items. Each line item contains critical data about the service to be provided, location for the service/material to be delivered, delivery date and price. This information can be entered directly (manually) first time into the system or could be copied from another sales document (Quotation / Contract / Sales Order / Billing Document).

Create Sales Order – VA01

Business Process Context

The SD User creates a Sales Order with or without referencing Quotation or Contract



Step-by-Step Instructions

The steps to create a Sales Order are as follows:

- 1. Type VA01 in the Command field and click the Enter icon
- 2. Click the Matchcode icon in the Order Type field

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Create Sales Orde	er: Initia	l Screen	
Create with Reference	Sales	🙎 Item overview	🔏 Ordering part
Organizational Data			
Sales Organization			
Distribution Channel			
-			
Division			
Division Sales Office			

3. Select the required order type from the displayed list

4. Click the Continue icon



Note that there are different types of Sales Orders that may be created. Select the Order Type highlighted above to create a "UN Standard Order". Please refer **Module 1: Umoja Sales and Distribution Overview** section for further details.

User

Guide

5. If creating an order with reference to another sales document, click the **Create with Reference** button

You can also create an order without referencing another document and skip steps 6 and 7.

Populate the following fields and click the Enter icon:

- Order Type
- Sales Organization
- Distribution Channel
- Division
- **Sales Group** [If the value is typed in (i.e. if the value is not picked from the dropdown list), enter the Sales Office as 0001- United Nations]

Ø [▼_ <	🔲 😋 🚱 🚱 🗅	間殿一石石・	10 \$0 💥 🛃 🛞 📑
Create Contrac	t: Initial	Screen		
Create with Referen	nce Sale	es 🙎 Item overview	🙎 Ordering part	у
			_	
Contract Type	ZCN1	UN Quantity Contract		
Organizational Data				
Organizational Data Sales Organization	1000	United Nations		
-		United Nations Direct Sales - NSP		
Sales Organization	04 [
Sales Organization Distribution Channel	04 I 04 I	Direct Sales - NSP		

- 6. Depending on the reference document, select the appropriate tab and fill in the relevant fields. For example: if creating with reference to a Quotation, type the quotation number in the Quot. field in the Create with Reference pop-up window. Alternately, if creating with reference to a Contract, type the Contract number in the Contract field of the Contract tab
- 7. Click the **Copy** or **Item Selection** button

<u>Note</u>: To confirm transfer of selected line items from a reference document that will form part of the Standard Order, the **Item Selection** button should be clicked instead of the **Copy** button. This will allow the user to choose only relevant line items for the new Standard Order to be created. The **Copy** button will allow all the line items to be copied.

? Create with Reference	[
Inquiry Quotation	Order Contract SchedAgree BillDoc
Quot.	20000041
Requested deliv.date	
Search Criteria	
Pur. Order	
Sold-to party	
WBS Element	
📙 Search	
	Copy Item Selection

UN Quotat	ion -Manual 20	000015: Select	tion Li	ist foi	r Reference Document
🖌 Copy					
Reference					
UN Quotation -Ma	nual 20000015				
Quotation valid fro	om 07.08.2013	Quotation valid to	13		
Sold-to party	1114000001	UN WOMEN			
All items					
	Material	Open quantity	SU	AltItm	Description
and some state of the local division of the		Open quanticy		Aluum	
✓ 10	200000080		1 EA		Comms Maintenance & Support Se

All the Line Items that are available in the reference document will be displayed. Uncheck the Line Items that should not be transferred under the **Selection** field.

- The **Open Quantity** field contains the balance quantity on the reference document that can be consumed. In case of a Quotation, the open quantity can be modified and the balance can be exceeded
- In case of a Quantity Contract, the open quantity cannot be modified to a quanity beyond the balance displayed that can be referenced
- In case of a Value Contract, the open quantity will always be 1. However, if the **Open Quanity** is increased, there will a warning message indicating that the



User Guide

Target qty of reference should be 1 EA and the system will prevent Saving the Standard Order with the additional value

- 8. Click the Copy button
- In the Header Section, type the PO number confirmed by the customer in the PO Number field. This is an external reference field where the customer's PO (Purchase Order) number should be entered

If creating an order without reference, also populate the Sold-To Party field.

Create UN S	tandard O	rder: Ove	rview		
4 🕼 🐣 🕼	🖉 🛛 🛗 Orde	ers			
UN Standard Order			Net value		0,00 (
<u>Sold-To Party</u>	1114000001	UN WOMEN /	UNIFIL P.O.BOX 19	9 / 199 TYRE	
<u>Ship-To Party</u>	1114000001	UN WOMEN /	UNIFIL P.O.BOX 19	9 / 199 TYRE	
PO Number	UVT-SD04 UNS	SCOL UN-W	PO date		
Sales Item	overview It	em detail	Ordering party	Procurement	Shipping
			, and the second s	Procurement	Shipping
Req. deliv.date	D 07.08.2		Deliver.Plant	Procurement	
			, and the second s	Procurement	Shipping 0,000 0,000
Req. deliv.date			Deliver.Plant Total Weight	Procurement	0,000
Req. deliv.date Complete div. Delivery block			Deliver.Plant Total Weight Volume		0,000
Req. deliv.date Complete div. Delivery block Billing block			Deliver.Plant Total Weight Volume Pricing date		0,000

- 10. Click **Display Doc. Header Detail** icon to display details of the **Header Data**, review or edit the following information:
 - Sales tab including Document Currency and Document Date
 - Billing Document tab including Billing Date

Note: Billing Date must be in the current billing period. The billing date must come after the Document Date of the Sales Order. Sales Order should not be created retroactively.

• **Billing Plan** tab (refer Module for Standard Order with Advance Payment)

					·	
UN Standard Order		Net va	ue	0,00	USD	
Sold-To Party	1114000001	UN WOMEN / UNIFIL	P.O.BOX 199 / 199 T	YRE		
Ship-To Party	1114000001	UN WOMEN / UNIFIL	P.O.BOX 199 / 199 T	YRE	_	
PO Number	UVT-SD04 UM	SCOL UN-W_ PO dat			2	



11. In the Sales tab, the SD User can populate or verify information displayed in the Item, Material, Order Quantity, Amount, Currency and Plant fields. Change the Item Category, if required. Then change the line item status to RES – Approval Requested to submit the line item for approval by the SD Approver

Req. deliv.date	D 07.08.20	13	Deliver.Plant									
Complete dlv.			Total Weight		40 K	G						
Delivery block		•	Volume		0,000							
Billing block		•	Pricing date	07.0	08.2013							
Payment card			Exp.date									
Card Verif.Code												
Payment terms	Z012 Within 3	0 days Du	Incoterms	FCA	FREE CARRIER							
Order reason					•							
Older reason												
Order reason												
All items												
	l _Un	Description	i	CnTy	Amount	Crcy	ItCa	Pint	NONE	REQS	APPR	REJT
All items		Description Computer:		Cn Ty PR00	Amount 1.500,00		ItCa TAN	Pint LB20	NONE	REQS	APPR	REJT

12. To populate or verify information displayed in the **Item**, input the material number and then select and double-click the **line item**, or select the line item and click the **Display Item Details** icon

Req. deliv.date	D 0	7.08.2013	Deliver.Plant									
Complete div.			Total Weight		4	0 KG						
Delivery block			 Volume 		0,00	0						
Billing block			 Pricing date 	07.0	8.2013							
Payment card			Exp.date									
Card Verif.Code	-	_										
Payment terms	Z012	Within 30 days Du	Incoterms	FCA	FREE CARRIER							
	Z012	Within 30 days Du	Incoterms	FCA	FREE CARRIER		^					
Payment terms Order reason	2012	Within 30 days Du	. Incoterms		FREE CARRIER							
Payment terms Order reason	2012	Within 30 days Du	Incoterms		FREE CARRIER							
Payment terms Order reason		Within 30 days Du			FREE CARRIER			Pint	NONE	REOS	APPR	REIT
Payment terms Order reason All items			n		Amount		-	Pint LB20	NONE	REOS	APPR	REIT
Payment terms Order reason All items Item Materia	5105	Un Descriptio	n :Laptop	CoTy	Amount 1.500,	Crev	• ItCa			REOS	APPR	-

- 13. Review or edit information in the Sales A and Sales B tabs
- 14. Review or edit information in the **Plant** field (copied from line item) under the **Shipping** tab

hip-to party	111400	0001 UN WOM	1EN / U	JNIFIL P.O.BOX 199 / 199 TYRE	
Shipping					
Unloading Point				Ceiving point	
Department				Delivery Prior.	
Plant	LB20	UN Office Spec	Coor i	Stor. Location	
Shipping Point	LB20	Lebanon Coordin	nator	Part.dlv./item	
Route]		Max.Part.Deliv.	
Mat.freight grp				Order Combinat.	
MnsOfTrns type				Shipping type	
MeansTransp.				Spec.processing	
POD-relevant					
Weight and Volum	ne			Delivery Tolerance	
Net weight		10	KG	Overdeliv. Tolerance \$	
Gross weight		10		Underdel. Tolerance %	
Volume				Unlimited tol.	

- 15. When creating a Standard Order with reference to a Quotation, the **Pricing Elements** section under the **Conditions** tab is pre-populated from the Quotation
 - If the Standard Order is created without a reference but relevant Pricing Conditions are available in the system, then also the Pricing Elements section will have the prepopulated details
 - If the Pricing Condition for Price (PR00) is not available then click the Update button and select option C (Copy manual pricing elements and redetermine the others) from the pop-up screen
 - If you need to add new conditions, click the Matchcode icon after the last row in the CnTy field to select additional conditions

												B	Copy price components and redetermine scales Carry out new pricing
Sales A	A Sales B Shipping	Billing Document	Con	ditions	10	Account assignment	Scheo	dule lines Pa	rtners	Texts	Order Data	C G H	Copy manual pricing elements and redetermine the others Copy pricing elements unchanged and redetermine taxes Redetermine freight conditions
Qty	10 1	EA Net Tax	-		15.0	0,00 USD						1) K M	Redetermine rebate conditions Redetermine confirmed purch, net price / value (KNTYP=d) Adopt price components and cose. Redetermine taxes. Copy pricing elements, turn value Transfer pricing components unchanged, new cost
Pricing	Elements					-						0	Redetermine variant conditions (KNTYP=O)
N. Cn	Ty Name	Amount	Crcy	per	U	Condition value	Curr.	Status Num	OU	n CCon Un	Condition value		Apply Price Parts and Bonus Conditions Redetermine precious metal conditions (KNTYP=U)
O AZ	WR DownPay Amount Req.	0,00	USD			0,00	USD		0	0	0,00	x	Customer reserve X
	Total	1.500,00	USD		1 EA	15.000,00	USD		1 EA	1EA	0,00	Y	Customer reserve Y Customer reserve Z
Q VP	RS Internal price	0,00	USD		1EA	0,00	USD		1 EA	1EA	0,00	1	Customer reserve 1
	Profit Margin	1,500,00	USD		1EA	15.000,00	USD		1EA	1EA	0,00	· 2	Customer reserve 2
1 million (million)	0											* 3	Customer reserve 3 Customer reserve 4
1 2	distant in the												

16. Select the appropriate condition type and click the Enter icon

	ndition Type (1) 29 Entr	ries found 🛛 🗙	
~	3 H H 😹 🐵 🗅		1
_	Name		-
	Price Group Discount	A	1
	Material PriceGp Dis		
	Cust./Mat.Pr.Grp Dis		1
	PriceGp/MatPrGrp Dis		
(032	PriceGrp/Mater'l Dis		
(F00	Freight Surcharge		
PI01	Inter-company Price		
PI02	Inter-company %		l
ROO	Price		
(A00	% Discount from Net		
A01	% Disc.from Gross		
B00	Discount (Value)		
RCOD	Quantity Discount		
RD00	Weight Discount		
ZK07	CustAdminFee %-Net		
ZKO8	CustAdminFeeFix\$-Net		
ZKO9	Ship & Handling Fee\$		
ZK10	CustAdminFee %-Gross	A	
ZK11	CustAdmFeeFix\$-Gross	· · · · · · · · · · · · · · · · · · ·	1
29 E	Entries found		1

17. Type appropriate data in the **Amount** field and hit **Enter** to update

N CnTy Name Amount Crcy per U Condition value Curr. Status Num Curr. Status <th></th> <th></th> <th></th> <th></th> <th>USD</th> <th>87.58</th> <th>18,7</th> <th></th> <th></th> <th>Net</th> <th>19 EA</th> <th></th> <th></th> <th></th>					USD	87.58	18,7			Net	19 EA			
Discount Amount 0.00 USD 1EA 0.00 USD 1EA Net Value After Disc 988.82 USD 1EA 18,787.58 USD 1EA ZK09 Ship & Handling Fee\$ USD USD 0.00 USD 0.00 USD 0 Surcharge Amount 0.00 USD 1EA 0.00 USD 1E Net Value for Item 988.82 USD 1EA 18,787.58 USD 1E AZWR DownPay Amount Req. 0.00 USD 0.00 USD 0 0]	0.00				Tax				
Discount Amount 0.00 USD 1EA 0.00 USD 1EA Net Value After Disc 988.82 USD 1EA 18,787.58 USD 1EA ZK09 Ship & Handling Fee\$ USD USD 0.00 USD 0.00 USD 0 Surcharge Amount 0.00 USD 1EA 0.00 USD 1E Net Value for Item 988.82 USD 1EA 18,787.58 USD 1E AZWR DownPay Amount Req. 0.00 USD 0.00 USD 0 0											ents	ement	ng Ele	Pricir
Net Value After Disc 988.82 USD 1EA 18,787.58 USD 1EA I ZK09 Ship & Handling Fee\$ USD USD 0.00 USD 0.00 0 Surcharge Amount 0.00 USD 1EA 0.00 USD 1EA Net Value for Item 988.82 USD 1EA 18,787.58 USD 1EA AZWR DownPay Amount Req. 0.00 USD 0 0.00 USD 0	OUn CCon	Num OUr	Status	Curr.	on value	Conditio	U	per	Crcy	mount	ame Am	Name	CnTy	N
ZK09 Ship & Handling Fee\$ USD 0.00 USD 0 Surcharge Amount 0.00 USD 1EA 0.00 USD 1E Net Value for Item 988.82 USD 1EA 18,787.58 USD 1E AZWR DownPay Amount Req. 0.00 USD 0 0 0 0	A	1EA		USD	0.00		1EA		USD	0.00	scount Amount	Disco		
Surcharge Amount 0.00 USD 1 EA 0.00 USD 1 E Net Value for Item 988.82 USD 1 EA 18,787.58 USD 1 E AZWR DownPay Amount Req. 0.00 USD 0.00 USD 0.00 USD 0	A	1EA		USD	18,787.58		1EA		USD	988.82	et Value After Disc	Net V		
Net Value for Item 988.82 USD 1EA 18,787.58 USD 1E AZWR DownPay Amount Req. 0.00 USD 0.00 USD 0 0		0		USD	0.00				USD		nip & Handling Fee\$	Ship 8	ZK09	
AZWR DownPay Amount Req. 0.00 USD 0.00 USD 0	A	1EA		USD	0.00		1EA		USD	0.00	Ircharge Amount	Surch		
	A	1EA		USD	18,787.58		1EA		USD	988.82	et Value for Item	Net V		
Total 988 82 1190 1EA 18 787 58 1190 1E		0		USD	0.00				USD	0.00	ownPay Amount Req.	Down	AZWR	•
10,777.30 03D 1EM	A	1EA		USD	18,787.58		1EA		USD	988.82	otal	Total		
SKT0 Cash Discount 0.000 % 0.00 USD 0		0		USD	0.00				*	0.000	ash Discount	Cash	SKTO	
Profit Margin 988.82 USD 1EA 18,787.58 USD 1E	A	1EA		USD	18,787.58		1EA		USD	988.82	ofit Margin	Profit		

18. Under the **Account assignment** tab, click the **FM AccAssignt** button. You may enter an internal order in the Order field or WBS Element in the corresponding field

The Account Assignment Information in the Sales document determines where revenue should be posted to. This is a combination of Fund, Fund Center and Functional Area.





On this tab, the **Business Area** will remain as **U999** except in the case of either a WBS Element or Internal Order where it gets derived automatically from the WBS Element/Internal Order

Account assignme Business Area	U999	Order	
Profit Center		Profit. Segment 🔗	
WBS Element			Sector More
Data relevant for Costing sheet	cost accounting		
Overhead key			
	B FM	AccAssignt	

- 19. Populate the following fields (if not pre-populated in case of a WBS Element or Internal Order):
 - **Funds Center** The organizational unit that controls budget. Every Funds Center links to a Cost/Profit Center
 - **Fund** The lowest level source of funding used for tracking, controlling and reporting on available financial resources

Note: Budget Period will get derived from the Fund.

 Functional Area – A Master Data element maintained in Funds Management. The Functional Area is used to classify revenues and expenditures of an organization by function

Commitment Item		
Funds Center	11074	
Fund	200LA	
Functional Area	11BC001	
Funded Program	FPNR	
Grant	GMNR	
Budget Period		

- 20. Click the **Continue** icon and the **Account Assignment** tab will be displayed
- 21. Navigate to the next Line Item and populate the **Conditions** tab and the **Account Assignment** for each line item in the Sales Order

iles Document Item aterial	10 110000236	Item category TAN Standard Item Accommodation Unit:Soft Wall,A2
Sales A Sales		g Document Conditions Account assignment
Account assignment	_	
Business Area		Order
Profit Center		Profit. Segment
WBS Element		
		🖻 Mor
Data relevant for co	st accounting	
Costing sheet		
Overhead key		

22. After all the Line Items have been updated, navigate back to the Standard Order Overview screen. Note that the NONE checkboxes will be selected by default for each line when the Order is created. If the Line Items are ready to be approved, click the **REQS checkbox** for each Line Item and hit **Enter**. The check will appear in the **REQS** checkbox and will be deleted from the **NONE** checkbox. This step will enable the Approver to view the Sales Order Line Items in the list of Sales Orders that are pending approval

Req. delv.date	D	07.08.20	013	Delver.Plant	1									
Complete div.				Total Weight			40 K	G						
Delivery block				Volume			0,000							
Billing block				Pricing date	07.0	8.2013								
Payment card				Exp.date										
Card Verif.Code														
Payment terms	Z012	Within 3	0 days Du_	Incoterms	FCA	FREE CAR	RIER							
Order reason						•								
Allitems														
Asicens		Un	Description	i	CnTy	Amount		Crcy	ItCa	Pint	NONE	REQS	APPR	REJ
Item Materia					- Andrewski and				- Contraction		- Colorado	and the second		and the owner of
Item Materia	5105	D	Computer:	Laptop	PROO		1.500,00	USD	TAN	L820	V			10

23. Click the **Save** icon

IMPORTANT NOTE: It is critical to update the Account Assignment information before the Sales Order is saved. If the Account Assignment has not been updated and the Funds Center, Fund and Functional Area information is missing, an error will be displayed when the Sales Order is saved. The Account Assignment fields cannot be populated and the Sales Order re-saved once the error is triggered. The Sales Order will have to be recreated.

24. Note the new Standard Order no. created displayed at the bottom of the screen

Note: The Umoja System will not let you save an incomplete Sales Order. The user will have to complete the mandatory fields before the document can be saved. If any field is missing, either an error message will be displayed at the bottom of the screen or an "Incomplete Log" message will be displayed. The system will direct the focus to the field with missing information. Complete the data and save again to generate a Sales Order number.

Document Flow

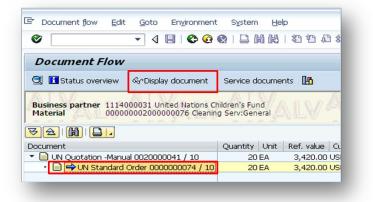
Document Flow shows all the related (parent / child hierarchy) documents for any selected document.

1. Click the **Display Document Flow** icon

•			(CR) 1 (A)					
2		• <		0 🚱 🚷 🔤 🛙		17 17	8 × ×	1 🕲 📑
/	~.							
Display UN	Stand	dard (Order 7	4: Overvie	w			
_				74: Overvie	w			
_				74: Overvie	w			
Display UN				74: Overvie	w			



- 2. Note the document types, numbers and their statuses. Select the document that is to be reviewed
- 3. Click the **Display document** button

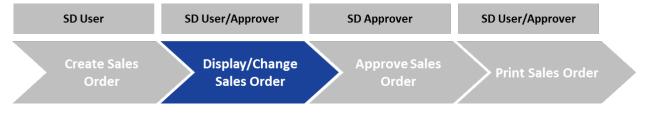


- 4. The selected Document will be displayed. This would be the same as using the transaction code **VA03** to display a Sales Order document
- 5. Note that the Document Flow display is relevant to all types of documents in Umoja (Quotations, Sales Orders, Service Orders, Billing, etc.)

Display or Change a Sales Order – VA03 & VA02

Business Process Context

The SD User creates a Standard Order with or without a Quotation.



Step-by-Step Instructions

The steps to display or change a Standard Order are as follows:

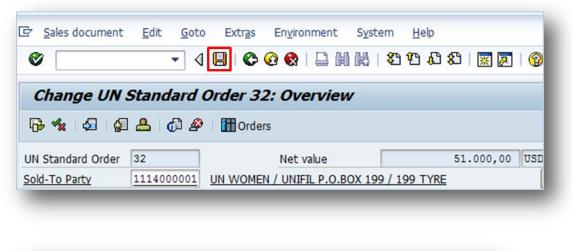
1. Click the Sales Document menu and select Change

Alternatively, you can use the T-code **VA02** (Change).

<u>Note</u>: To display a document to view, enter T-Code VA03 (Display). This mode will not allow any changes to be made to the document.

6	<u>C</u> reate		📕 😋 🚱 📢
	C <u>h</u> ange		
-	<u>D</u> isplay		ler 74: 0
6	Create with Refer	re <u>n</u> ce	- rders
4	Save		ruers
UP	Create subsequer	nt <u>o</u> rder	Ne
Sc	Delįver		ited Nations C
SC Sh	Billing		ited Nations C
PC	D <u>e</u> lete		PO
	Exit	Shift+F3	
7	Sales Item over	view Iter	m detail Ord

- 2. Change the information as required and click the Save icon
- 3. Note the system message indicating that the Sales Order has been saved



UN Standard Order 32 has been saved

Delete a Specific Line Item – VA02

um

If a Sales Order has line items that are in any user status, but not yet been Delivered or Invoiced, the line item can be Deleted. If there is any subsequent document(s) (i.e. Delivery, Invoice, etc.) for a Sales-Order Line Item then it is not possible to Delete that Line Item.

In case there is a need to delete one or more Line Items for a Standard Order, the steps to delete a line item are as follows:

- 1. Enter the T-code VA02 in the Command field
- 2. Navigate to the Sales Order you wish to update
- 3. Select the line item to be deleted and clicking the **Delete Item** icon

Req. deliv.date	D	26.08.	2013	Deliver.P	Mant					
valid from	26.	08.2013		Valid to		31.12	2.20	13		
Complete div.				Total W	eight				0	KG
				Pricing o	late	26.08	8.20	13		
Total amount			52.500,00	Doc. Cu	rrency	USD	1/	1,00	000	3
		Contraction of the				[mm.]/-				
Payment terms	Z01	2 Within	30 days Du	Incoterr	ns	FUA	REE	CARRI	ER	
Order reason	Dan	2 Within naged in t	ransit	Incoterr Nations,		-				/8_
Order reason	Dan	naged in t	ransit			-				/e_
Order reason Sales area	Dan 100	naged in t	ransit	l Nations,		stRecove				/e_ Amou
Order reason Sales area All items	Dan 100	naged in t	ransit / 07 United	l Nations,	Billing/Co	stRecove	ry, C		edia & Ev	
Item Materia	Dan 100	naged in t	ransit / 07 United	Un Un L. 500 M2	Billing/Co	stRecove	ry, C		edia & Ev	

4. Click Save to save the changes to the Sales Order

Once the Line Item has been deleted, user will not be able to revere the deletion (unless it is not saved). Deleted Line Items will not be visible in Delivery, Billing and Reports. Deleted Items are captured in the change log of the Sales Order.

Delete the whole Sales Order – VA02

If a Sales Order has not yet been Delivered or Invoiced, the whole Order can be Deleted. If there is any open subsequent document(s) (i.e. Delivery, Invoice, etc.) for a Sales-Order then it is not possible to Delete the Order.

This action will remove the entire Stales Order from the system. Hence it will not be available for delivery, for invoicing or on reports.

Step-by-Step Instructions

To Delete the whole Sales Order:

- 1. Enter the T-code VA02 in the Command field
- 2. Navigate to the Sales Order you wish to update
- 3. Click the **Sales Document -> Delete** from the menu

Greate		1000	● 前 前 前	10001		0.							
Qjange Display		rd Orde	er 4112: Ov	erview									
Create wi	h Reference Ctri+S	iii Orders											
-	osequent order		Net value	0	102.00	USD							
Delver		OF GERMA	NY TO THE UNIT	TED NATIONS / 82		and the second second							
Billing		Contraction of the		ED NATIONS / 8		- Cased							
gilling Delete		PO date				22							
Ext	st Shift+F3												
Sales It	m overview	n detail	Ordering party	Procurement	Shipping	Reason for reje	tion						
Complete di Delivery block	slock		Total Weight Volume Pricing date	20.03.2016	0.000	3 -							
Billing block													
Billing block Payment card			Exp.date										
Payment card		1	Exp.date										
				TCA FREE CAR	RIER								
Payment card Card Verif.Cod Payment term	the second se			TCA FREE CAR	RIER	1:							
Payment card Card Verif.Cod Payment term Order reason	the second se				RIER								
Payment card Card Verf.Cod Payment term Order reason All items	2001 Pay Imm	dately w/_	Incoterms			Ŧ	Lacore						
Payment card Card Verf.Cod Payment term Order reason Al terms Item Mate	a 2001 Pay Imme	dately w/_	Incoterms Un Description	•	CnTy A	mount	Crcy	A Constant of the	Pint NONE		APPR	Management of the second second	
Payment card Card Verf.Cod Payment term Order reason All terms	a 2001 Pay Imme	dately w/_	Incoterms	•		Ŧ	/		Pint NONE	REQS	APPR	 55 Securi_ *	

4. A system message "Delete Order processing" will pop up. Click "Yes" if you are certain that the order is to be deleted. The Sales Order will be removed from the system. If you wish not to delete the Sales Order, click 'No' or 'Cancel'.

🖲 Change UN Sta	ndard Order	4112: Overview											
🕞 ≰ i 🗸 i 🐴 🕹 i 🚳 2	🄉 🛛 🚻 Orders												
IN Standard Order 4112 iold-To Party 111100006 hip-To Party 111100006 'O Number Conference	PM OF GERMAN	t value // TO THE UNITED NATIONS / 871 / TO THE UNITED NATIONS / 871 / TO THE UNITED NATIONS / 871 date		<u>ZA</u>									
Sales Item overview	Delete Order Proce	ssing [ipping	Reason for reje	ction								
Req. deliv.date D 2: Complete div. Delivery block Billing block Payment card Card Verf.Code Payment terms Z001 Pay Order reason	Yes	rder 4112 ? No X Cancel o.date	.000										
All items	o 17 11				6				2500				
Item Material Or <u>10</u> 2000000116		Description Security Serv	CnTy PR00	Amount 34.00	Crcy USD	ItCa TAD	Pint US00	NONE	REQS	APPR	REJT	AcctAssign.G S 55 Securi •	First 1
												▼ □ ▼ □	21.0 ¥ 21.0 21.0
												▼ □	21.0

Alternatively if subsequent documents have been generated from the Sales Order, i.e. invoices etc, the following process should be followed.

Cancel or Reject the whole Sales Order - VA02

Business Process Context



User Guide

If a Standard Order has already been approved (or in any other user status) by the SD Approver but not yet been Delivered or Invoiced, the whole Standard Order or a line item can be Cancelled or Rejected.

If there is any open subsequent document(s) (i.e. Delivery, Invoice, etc.) for a Sales-Order then it is not possible to Reject/Cancel the Sales Order/Line Item.

This action will automatically block the entire Standard Order or specific line item from being delivered / invoiced.

Step-by-Step Instructions

To cancel/reject the whole Standard Order:

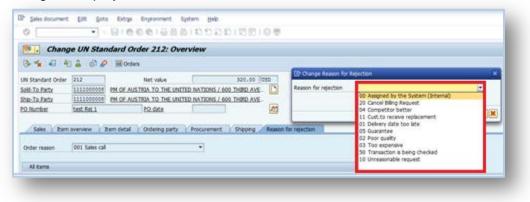
- 1. Enter the T-code **VA02** in the **Command** field and navigate to the Standard Order you wish to reject
- 2. Click the Reject Document icon in the Sales Order Overview screen

Ø	💌 « 😸 i 🕲 🛞 😓 🗄 🖄 🕸 화 화 🕄 🏹 🗊 🐨 🖳
🖲, Chang	e UN Standard Order 212: Overview
🗞 ≰ i 🕹 i स्	3 🖴 i di 🚾 i 🎚 Orders
UN Standard Order	212 Reject document (Ctrl+F10) 320.00 030
Sold-To Party	1111000008 PM OF AUSTRIA TO THE UNITED NATIONS / 600 THIRD AVE .
Ship-To Party	1111000008 PM OF AUSTRIA TO THE UNITED NATIONS / 600 THIRD AVE
PO Number	test Rel 1 PO date
Sales Rem	overview / Item detail / Ordering party / Procurement / Shipping / Reason for rejection
Order reason	
Allitems	Passon for relaction Net value Description Slot Onterm Outcome

3. The **Change Reason for rejection** pop-up screen appears. Select **Reason for rejection** from the drop down list to reject the entire document



4. Click the **Continue** icon to continue and **Save** the Sales Order. Document saved message is displayed at the bottom of the screen



5. Click the **Display doc. Header Details** button to go to the Header Data screen. The **Status** tab will provide information on the Rejection Status of the Sales Order

			C - The state of a s	0000100		
. Chang	e UN Stan	dard Order	212: Header	r Data		
	5					
Standard Order	212	Purchase 21 PH OF /		NITED NATIONS / 600 T	HRO A.	
Payment cards	Biling plan	Accountin	g Conditions	Account assignment	Partners Text	a Order Data Status
Processing status						
Overal status	Open					
Rejection status	Nothing	rejected				
Credit status	Not per	formed				
Bill stat. order-rel.	Not invi	oced				
	Blocked					
Overall blkd status	NO DE					
Overall bilkd statu: Funds Manageme	n. (va					
	n					
Funds Manageme	Complete		Item data	Al terns complete	-	
Funds Manageme Completeness			Item data Item delv.data	Al terns complete Al terns complete	7	

Cancel or Reject Specific Line Item – VA02

Step-by-Step Instructions

To cancel specific line item from a Standard Order:

1. Enter the T-code **VA02** in the **Command** field and navigate to a Standard Order you wish to reject a line item for. The **Status** tab reflects the status of any partially rejected line items for the Sales Order



💌 🖌 Change UN	l Standard Order 212: Item Data
H + + H 💼	
	Item category TAD Service 2000000017 Vessel Serv:Maritime Task Force
Sales A Sales B	Shipping Y Billing Document / Conditions / Account assignment / Schedule lines / Partners / Texts / Order Data / Status / S
Processing status	
Overall status	Open
Reason for rejection	
Ord-related bill.st.	Not invoiced
System status	REL NoMP
User Status	NONE
Completeness	
Item Data	Complete
Item data for deliv.	Complete
Item billing data	Complete
Obj. status	

- 2. Go into the **Reason for Rejection** tab
- 3. Go to the relevant line item and select the applicable reason from the **Reason for Rejection** drop-down menu

l items					
item	Material		Reason for rejection	Net value	Description
		Cancel Billing Competitor Cust.to rece Delivery dat Guarantee Poor quality Too expens	better eive replacement e too late ive is being checked		

4. Click the Save icon

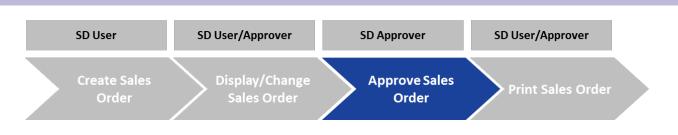
Approve Sales Order – VA02/VA05/V.26

Business Process Context

The **SD Approver** approves a Sales Order.

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Module 5: Create/Approve Sales Order



There are various ways in which a Sales Order can be approved/rejected. An Approver can choose to use the transaction codes **VA02**, **VA05** or **V.26** depending on the situation.

- If the user knows the Sales Order Number that needs approval he/she may use **VA02** to enter directly to the sales order
- If you want to view a list of Sales Orders waiting for approval you may use V.26
- If you want to view a list of Sales Orders by Sold-to party, Material, and/or by Purchase order use VA05

Note: A Line Item in the sales order could be rejected (User Status: REJT) by the approver for one of the follow reasons:

• Approver does not agree with the details related to that line (i.e the Material, Order Quantity, Plant, Item Category, Coding Block, etc.). In this case, once the SD Approver checks the 'REJT' check box, the SD User must correct the relevant information (following the instruction provided above) for that line item and resubmit the order for approval (User Status: REQS).

• Approver wishes to remove the Line Item from the order. In this case, SD Users must delete the Line Item.

The SD Approver would need to communicate to the SD User why the line item was set to REJT.

NOTE: The User Status 'REJT' and the field 'Reason for Rejection' are not connected in any way. Maintaining a Reason for Rejection against a line item would cancel the line item from being processed further.

Step-by-Step Instructions

The steps to approve a Sales Order are as follows:

For approval steps by VA02 skip to step 9. For approval steps by VA05 skip to step 13.

1. Type V.26 in the Command field and click the Enter icon

B M	enu	Edit	<u>Favorites</u>	Extr <u>a</u> s	System	Help
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SA	P Ea	asy A	ccess			
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- 2. Click the Variant icon and choose the variant UN Orders Waiting Approval. Press the Enter key on your keyboard
- 3. Click the Continue icon



- 4. The required information is visible by default in the **Sales Document Data** section
- 5. Enter the relevant **Sales Area** information to view orders assigned to the Approver
- 6. Click the **Execute** icon (A list of orders pending approval will be displayed)

List of sales docume	ents by object st	atus	
🕀 🔁 🖬			
Object Status	REQS		
Organizational Data			
Sales Organization	1000	to	\$
Distribution Channel		to	_
Division		to	S
0-1- 0ff		to	
Sales Office			

Standard Orders, including Credit/Debit Memo Requests and Return Orders, with User Status = **REQS-Approval Requested** will be displayed.

- 7. Select the Standard Order to aprove
- 8. Click the Enter icon or press the Enter key on the keyboard

bject Status: User Status	REQS at Docu	ment Item Level		
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ist of Sales Documen		atus	Sold-to party	W 4408
	Sales		Sold-to party	W 4408
Sales Document Type	Sales 10	liser Status	Sold-to party 1114000001	Material

9. Skip to Step 18 for the rest of the approval steps

Please follow steps 10-12 for approval by **VA02**. You should use these steps if you know the Sales order number that needs to be approved.

- 10. Type **V02** in the **Command** field and click the **Enter** icon
- 11. Enter the Sales Order number in the Order field. Click the Sales button to continue

Sales 🛛 🔬 Item ov	erview 🛛 🏡 Ordering party	🛄 Orders 🛛 🔂 🖌
Order	9685	ja
Search Criteria		
Purchase Order No.		
Sold-to party		
Delivery		
Billing Document		
WBS Element		
Material		
Search		

12. The Sales Order should now be displayed in change mode. Skip to step 18 to continue the approval process

To view list of Sales Orders to be approved by Sold-to party, Material, and/or by Purchase order use **VA05**.

13. Type VA05 in the Command field and click the Enter icon



- 14. The List of Sales Order screen displays. Enter the Sold-to party, Material, and/or the Purchase order no.
- 15. You may also specify a date range for the **Document Date**
- 16. Select **Open Sales Order** or **All Orders**. You may also select the **My order** check box to display only order you created. Press **Enter** to continue

List of Sales	orders					
🔁 Disp.variants	Further sel.criteria	Organizational d	ata Partne	r function		
Sold-to party						
Material						
Purchase order no.						
Sales order data						
Document Date	04.10.2015	To 03	11.2015			
Selection criteria						
Open sales orde	rs My orders					
All orders						
_			_		_	

17. A list of Sales Orders will be displayed depending on the inputs you entered. Once you have found the Sales Order that needs to be approved select it and then press **Enter**. You will now be in change mode in the order you selected

			<u>,</u>										
List of S	ales	Orde	ers										
Doc. date04.1	10.2015	To 03.1	11.2015										
Document	Item S	SLNo S	Description	SaTy	Doc. Date	ConfirmQty	Purchase order no.	PO number	Batch V	alid from	Valid to Delivery Date	Created by	BB
9685	10	1	Utilities Serv	ZOR	03.11.2015	0	Test-A	Test-A			06.05.2015	INSTRUCTOR03	
9685	10	2	Utilities Serv	ZOR	03.11.2015	3	Test-A	Test-A			03.11.2015	INSTRUCTOR03	
9685	20	1	Travel Related Serv with Agency Fee	ZOR	03.11.2015	1	Test-A	Test-A			10.11.2015	INSTRUCTOR03	
9685	30	1	Internet Service Provider Serv	ZOR	03.11.2015	2	Test-A	Test-A			10.11.2015	INSTRUCTOR03	
9685	40	1	Mail Serv	ZOR	03.11.2015	22	Test-A	Test-A			10.11.2015	INSTRUCTOR03	
9684	10	1	Utilities Serv	ZOR	03.11.2015	0	Test-A	Test-A			06.05.2015	INSTRUCTOR03	
9684	10	2	Utilities Serv	ZOR	03.11.2015	3	Test-A	Test-A			03.11.2015	INSTRUCTOR03	
9684	20	1	Travel Related Serv with Agency Fee	ZOR	03.11.2015	1	Test-A	Test-A			10.11.2015	INSTRUCTOR03	
9684	30	1	Internet Service Provider Serv	ZOR	03.11.2015	2	Test-A	Test-A			10.11.2015	INSTRUCTOR03	
9684	40	1	Mail Serv	ZOR	03.11.2015	22	Test-A	Test-A			10.11.2015	INSTRUCTOR03	
70000598	10		GRANT MATERIAL - CASH	ZGM	02.11.2015	1	R1-32DDN-000275	R1-32DDN-000275				117TRGMACAPR	र
70000596	10		GRANT MATERIAL - CASH	ZGM	02.11.2015	1	R1-32DDN-000273	R1-32DDN-000273				117TRGMACAPR	2
70000534	10		GRANT MATERIAL - CASH	ZGM	01.11.2015	1	R1-32DDN-000213	R1-32DDN-000213				040TRGMACAPR	र
70000519	10		GRANT MATERIAL - CASH	ZGM	01.11.2015	1	S1-32DDN-000176	S1-32DDN-000176				115TRGMACAPR	2
70000567	10		GRANT MATERIAL - CASH	ZGM	30.10.2015	1	R1-32DDN-000242	R1-32DDN-000242				323TRGMACAPR	2
70000564	10		GRANT MATERIAL - CASH	ZGM	29.10.2015	-	R1-32DDN-000238					301TRGMACAPR	
70000532	10		GRANT MATERIAL - CASH	ZGM	28.10.2015	1	R1-32DDN-000212	R1-32DDN-000212				039TRGMACAPR	२
70000459	10		GRANT MATERIAL - CASH	ZGM	21.10.2015	1	R1-32DDN-000165	R1-32DDN-000165				102TRGMACAPR	2
70000438	10		GRANT MATERIAL - CASH	ZGM	20.10.2015	1	R1-32DDN-000149	R1-32DDN-000149				122TRGMACAPR	2
70000543	10		GRANT MATERIAL - CASH	ZGM	15.10.2015	1	R1-32DDN-000211	R1-32DDN-000211				040TRGMACAPR	2
70000542	10		GRANT MATERIAL - CASH	ZGM	15.10.2015	1	R1-32DDN-000210	R1-32DDN-000210				032TRGMACAPR	२

18. Review the document. When you are ready to approve, return to the Sales tab





- Change the line item status to APPR-Approved for the line item that needs to be approved. For line items that need to be rejected, change the line item status to REJT-Rejected
- 20. Click the Save icon

-		ord Order 32:	Sten												
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- 21. Alternatively at the item level, click the Status tab
- 22. Click the Obj. status button

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Billing Document	Conditions Account assignment Schedule lines Partners Texts Order Data Status Str
Processing status	
Overall status	Open
Reason for rejection	· · · · · · · · · · · · · · · · · · ·
Delivery status	Not delivered
System status	REL NOMP
User Status	REQS
Completeness	
Item Data	Complete
Item data for deliv.	Complete
Item billing data	Complete

23. Change status from REQS Approval Requested to APPR Approve

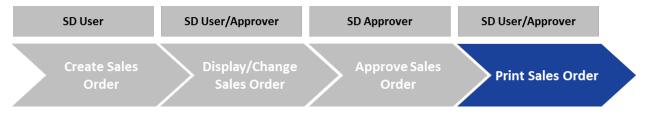


Object number	278000000	0032000010	
Object Category	(PERSONAL PROPERTY AND INCOME.	Sales order	tem
Status Profile	ZSD_VA01	Sales Order	Types Profile
Status Busin	ess processes		
System status			Status with status no.
V REL Release		10	1 NONE None 2 REQ3 Approval Requested 3 APPR Approved 4 REJT Rejected
			Status w/o status no.
			99
Active Statu			

Print Sales Order – VA02

Business Process Context

The SD User or SD Approver can print Sales Orders at any stage of the approval process but typically its done after the Sales Order has been approved.



Step-by-Step Instructions

The steps to print a Sales Order are as follows:

- 1. Type VA02 in the Command field and click the Enter icon
- 2. Ensure that you are in the Change mode. Type the Order Number in the Order field
- 3. Click the Search button



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Order	32				a
	E				
Search Criteria					
Purchase Order No.					
Sold-to party					
Delivery					
Billing Document					
WBS Element					
Material					
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- 4. Click the **Extras** menu
- 5. Select Output > Header > Edit

Change UN Standard O	Packing proposal Ctrl+F3 Shipment cost information Export license Einancial document	*	3 83 🕱 🛛	a])	8	
Image: Sold-To Party 1114000001 U Ship-To Party 1114000001 U 20 Number UVT-SD04 UNSC	Configuration Ctrl+F1 Costing Ctrl+F7 Parameter effectivity Ctrl+F9 Technical objects Documents Display batch determ. Ctrl+F9		51.000,0 RE RE	0 U	rsd D A	
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	Price agreements	•	<u>I</u> tem	×	Print Preview	Ctrl+Shift+F1

- 6. The Output Type **ZBA0-UN Order Confirm** will be defaulted in the **Output** column
- 7. If the form needs to be printed in a language other than the defaulted language, go to the 'Language' column and change to the required language code
- 8. Click the Communication method button



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Char	ige Ul	N Standaı	rd Order 32: 0	Outp	ut		
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UN Stand	lard Ord	er 00000000					
Output			152				
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	-		Print output	-	SP	1114000001	EN
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				•			
_				-			

- 9. Note LOCL will be defaulted in the Logical destination field
- 10. The **Print immediately** check box and the **Release after output** checkbox will be checked
- 11. Click the Back icon

Sold-to party	1114000001	UN WOMEN	
Output type	ZBA0	UN Order Confirm	
Printing information			
Logical destination	LOCL	D	
Number of messages Spool request name		Print immediately Release after output	
Suffix 1			
Suffix 2			
SAP cover page	Do Not Print		•
Recipient			
Department			
Cover Page Text			
Authorization			
Storage Mode	Print only		-

- 12. Click the Further data button
- 13. Select **Send immediately (when saving the application)** from the **Dispatch time** dropdown list



Change U	N S	Standard O	rder	32: Output			
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Dispatch time		Send with periodical Send with job, with	lly schedul additiona n own tra	ed job I time specification nsaction			

14. Click the **Save** icon. The standard print dialog box appears. Select the relevant printer or PDF option and click **OK** to print

Review and ensure that all the essential information appears in the printed document correctly.



Module 6: Sales and Distribution Scenarios

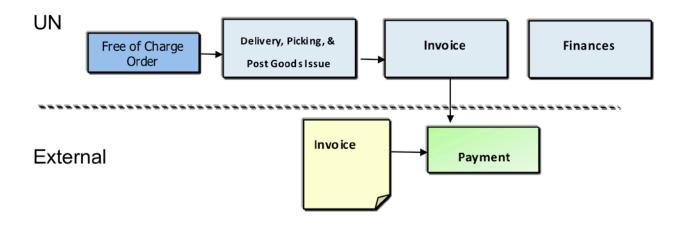
Module Introduction

In addition to the standard Sales Order, the following are the different Sales & Distribution Scenarios that may occur.

- 1. Sales Order for Free of Charge
- 2. Sales Consignment Orders
- 3. Standard Order with Advance / Down Payment
- 4. Third Party Procurement
- 5. Return Order with Credit / Debit Memo
- 6. Resource Related Billing
- 7. Sales Order through iDoc

Sales Order for Free of Charge

The SD user may create a free of charge Sales Order. An example of when the UN would create a free of charge Sales Order would be the following scenario: UN donates vaccines to an NGO. The UN will arrange for packing, handling, freight and insurance services, and bill the NGO for these costs through an invoice.



Free of Charge Sales Order Processing

A Free of Charge Sales Order is created just like a Standard Order. However, when the Free of Charge Order Type 'ZFD' is selected, the system will limit certain fields from being displayed or entered.

The following process deviations can be observed:

• The Sales Order should be created with **Order Type**: ZFD - UN Free of Charge



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Order Type	ZFD	UN Free of Cha	arge			
Organizational Data						
Organizational Data						
Sales Organization						
-						
Sales Organization						
Sales Organization Distribution Channel						

Populate the header section and enter the relevant data.

- On the **Sales** tab, select the Order Reason for Free of charge sample. This field is mandatory for Free of Charge Orders
- Populate the Material, Order Quantity and Plant
- Note that the **Condition Type field (CnTy)** is greyed out and blank
- The **Amount** field will not allow any data to be entered. If data is entered, the field is cleared automatically when the **Enter** key is pressed. An information message is displayed indicating that data should not be entered for that field
- Only Item Categories relevant for Free of Charge sales will be available for selection



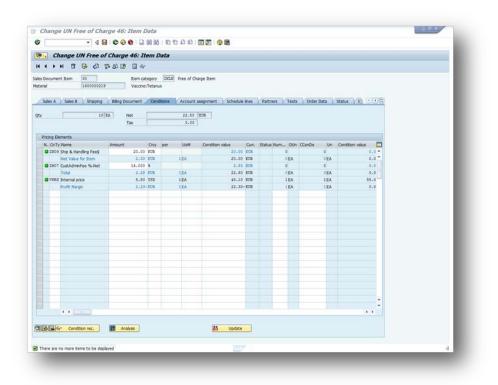
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Guide

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<u>Note</u>: If required, enter additional Condition Types on the **Conditions** tab (navigate to this by double-clicking a **Line Item** or select line and click the **Display Item Detail** icon). The system limits the condition types for Free of Charge Sales Order to:

- 1. KF00 Freight Surcharge
- 2. ZK07 CustAdminFee %-Net
- 3. ZK08 CustAdminFeeFix\$-Net
- 4. ZK09 Ship & Handling Fee\$





NOTE: The example in the screenshot demonstrates a Sales Order where the document currency has been changed from USD to EUR in the document header.

Next, the Free of Charge Sales Order should be processed as a Standard Order by going through the Approvals, Delivery and Invoicing processes as discussed in the previous modules of this document. An Invoice should be created even if there is no value for this type of a Sales Order.





Sales Consignment Order

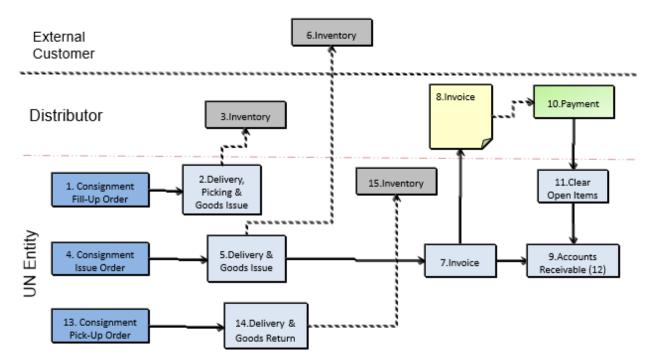
UN may engage a distributor to sell goods/services through Consignment. Consignment goods are goods that are stored at the distributer, but which are still the property of the UN.

- Consignment Fill-up is used to supplement the distributer's consignment stock
- Consignment Issue Order is when the distributer sells consignment goods from its inventory
- Consignment Pick-up is when the distributer can return the unused consignment stock or if Customer returns consignment stock back to the UN's inventory

In Umoja a different type of Sales Order is created for each step of selling goods through the Consignment process (Order Types):

- Consignment Fill-Up (ZKB)
- Consignment Issue (ZKE)
- Consignment Pick-Up (ZKA)

Below illustrates the process for Sales Consignment:



Consignment Fill-up, Issue or Pick-up Sales Orders Processing

A Consignment Sales Order is created just like a Standard Order. However, depending on the process (Consignment Fill-up, Issue or Pick-Up), the Order Type would be different. The system will limit certain fields from being displayed or entered.

The following process deviations can be observed:

1. The Sales Order should be created with **Order Type** (ZKB, ZKE or ZKA)



- 2. As this is not relevant for billing, there is no pricing detail to be maintained. The **Amount** field will not allow any data to be entered. If data is entered, the field is cleared automatically when the **Enter** key is pressed. An information message is displayed indicating that data should not be entered for that field
- 3. Only specific Item Categories will be available:
 - KBN Consignment Fill-Up
 - KEN Consignment Issue
 - KAN Consignmenet Pick-Up: Complete the Sales Order information and save it. Note the Sales Order number
- 4. Approve the Sales Order
- The next steps in the process will be continued in accordance with the the steps reflected in the Sales Consignment Process diagram above. These steps are part of Umoja Logistics Execution and Finance (Accounts Receivable) processes
 - For Consignment Fill-Up, create the Delivery, Picking and Goods Issue. This is not relevant for Billing, since the Inventory is still owned by the UN although the Inventory lies with the Consignee
 - For Consignment Issue process, create the Delivery and Goods Issue. There will be no Picking process as the Inventory is already with the Consignee. The Billing document and subsequent follow-up for receiving payment is processed after the Goods Issue by Finance
 - Note that the Consignment Issue Order will be initiated with the receipt of Sales information from the Consignee
 - For Consignment Pick-Up process, create the Delivery and Goods Return. This would bring the Inventory back from the Consignee to the UN Storage Locations. This is not Billing relevant

Note for all Types of Sales Orders:

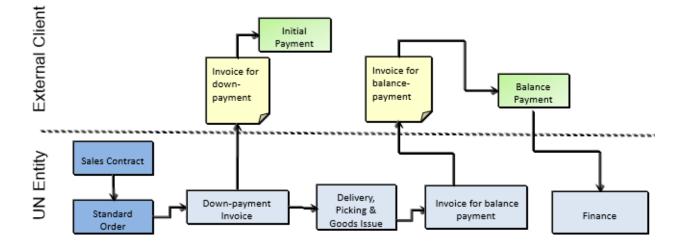
- For any Sales Order with Inventory Material, the system performs the availability check. If there is no inventory available in the system to satisfy the demand of the materials for this order, the system navigates to the **Availability Control** screen instead of the expected result. Check if the correct **Material** or the **Plant** have been entered
- Since only the materials maintained in the Material Master can be used, any additional information or detail description of the items needs to be added in the **Text** field at the item level including **Fixed Asset Number**. To do so, double click the line item number



eles Document Item	10 10 10 10 10 10 10 10 10 10 10 10 10 1	Item category KBN Consignment Fill-up			
aterial 1	1500004559	Paper:Carbonless Print,CB			
Sales A Sales B	Shipping	Billing Document Conditions Account assignment	Schedule lines	Partners Texts	Order Data
Txt ty. • 🖉 Material sales text	Lang. EN	Test Text	٦		

Create Standard Order with Advance / Down Payment

It explains the steps to create Standard Order with advance (down) payment. The down payment option may be relevant to other Order Types as well.



Standard Order with Down Payment Processing

The Customer agrees to pay down payment prior to Good or Service being provided by UN. The SD User creates a Standard Order in the Umoja system.



User Guide

The following process deviations can be observed:

- 1. A Standard Order is created as described in Module 5.
- 2. On the Line Item rows, change the Item Category to any of the following to trigger the down payment functionality allowed by the system
 - Service with Down Payment (ZTAD)
 - Standard Item with Down Payment (ZTN2)
 - Third Party with Down Payment
 - With Purchase Requisition (ZTAS)
 - Without Purchase Requisition (Z3PD)
 - Inventory Item as Service with Down Payment (ZTN4)

P. Change UN Standard Order 50: Overview									
🕞 🔩 🔕 🕼 🐣 🕼 🔗 🛗 Orders									
UN Standard Order 50 Net value 770.00 EUR Sold-To Party 180000155 BLACKWELL PUBLISHING LTD. / JOURNALS CUSTOMER SERVI_ Image: Content of the servi and the servi									
Billing block	Ordering party Procurement Shipping Reason for rejection Delver.Plant								
Payment card Exp.date Card Verif.Code									
All items									
Item Material Order Quantity	Un Description Cn Ty Amount Crcy ItCa Pht NONE REQS APPR REJT AcctAssign.G S First T EA Publication for Sale PR00 25.00 EUR Z1xlp Too It Sale of S S First T								

- 3. The **Billing plan** tab will be available in the Header Details screen only if the Item Category for a Standard Order is one of the five types listed above
- 4. Click the Display Doc. Header Detail icon. The Header Data screen is displayed
- 5. Go to the **Billing plan** tab to take the subsequent actions:
 - In the grid visible under the **Dates** section, 2 rows (Down Payment row and Down Payment Conclusion row) partially populated should be completed by adding the following information:
 - Billing Date defaulted to today's date but can be modified
 - (Down Payment) % OR the Bill Value Either the percentage of the down payment or the amount (Bill Value) required for down payment can be entered. If the % is entered, then the System will calculate the Bill Value and vice versa
 - This row generates the **down payment request** during the billing process for the advance payment



N Standard Orde	r [50	Purchase o	rder no.	PIT-CL3-SD18									
old-to party		180000015	5 BLACKWEL	L PUBLIS	HING LTD. / JOURNALS O	CUSTOME	R SER							
Sales Ship	ping	Billing Doo	ument Paym	ent cards	Billing plan Acco	ounting	Cond	itions A	ccount a	ssignment	Partners	Texts	Order D	Þ
		N	et value		770.00 EUR									
Billing plan														
BillingPlanType	Z3	UN Billing	w/ Down Paymen	t										
Start date	07.0	1.2015	Today's Date		Reference	0000000	001							
Start uate				_										
Start date		and the second se				EUR								
	0	.00	Billing value		770.00	LUK								
InvoicePercentg	0	00	Billing value		770.00	LUR								
InvoicePercentg Dates			Billing value	0/4			Plack	MSto PP	pilc+	PayT DCat	Pilling Tuno	EychPt Act	Milestone no	C.
InvoicePercentg Dates Billing Date	DtDs	MistRel		1.000	Bill.value	Crcy	Block	MStn BR	BillSt		Billing Type	ExchRt.Act	Milestone no.	Fb
InvoicePercentg Dates			Billing value	100.00	Bill.value 770.0	Crcy	Block	MStn BR	BillSt A A	PayT DCat	Billing Type FAZ	ExchRt.Act		-

- The second row for Down Payment Conclusion needs to be populated with data in the following field:
 - Bill value Total Order value or net value. This value will be copied to the billing value field. If the Billing Value and the Net Value are different then an information screen will pop up as displayed below. This is an indication that the Bill Value should be corrected in the second row.

ট Information		×
Sum of invoice value differs from item value. Confirm		L
	(< ?

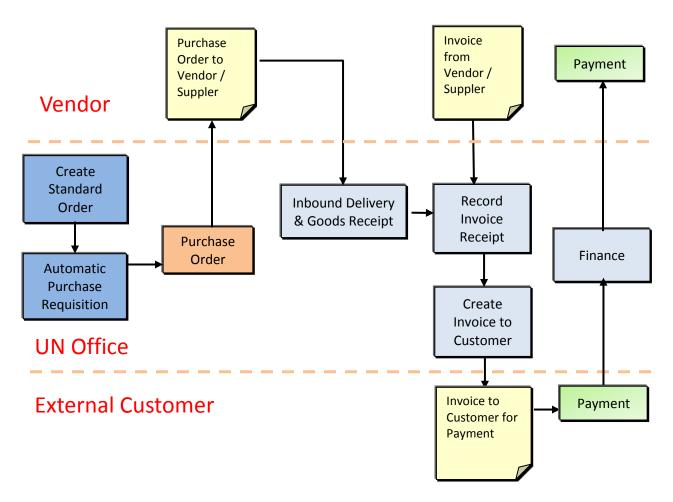
- The billing **Block** would be defaulted to 02 indicating that the final billing is initially blocked. This will need to be removed when the final billing needs to be processed after completion of preceding activities. These activities would be receipt of the amount for down payment and upon completion of the service indicated on the Sales Order
- This row generates the final billing (invoice). The payment for the down payment request amount would need to be made before the final invoice is generated
- 6. The down payment request (down payment invoice) is generated through the invoicing process (executed by Finance)
- After the down payment request has been created and paid, the Delivery, Picking and Goods Issue processes are carried out. The Delivery Process is only relevant for Inventory Material



8. The SD User will remove the billing Block. As the final step, Finance will process the Invoice for the final payment

Third-Party Procurement

Third-party procurement occurs when a UN agency or any other entity external to Umoja requests the UN to procure services or materials on its behalf. UN may agree to purchase and pay for the goods or services on the condition that reimbursement is received before or after the goods/services are delivered. There is no revenue generation expected as part of this process.



Third Party Procurement processing

The Customer requests for goods or services that the UN does not sell / provide. The Coordinating UN Office creates a Standard Order in Umoja.

The following process deviations can be observed:

- 1. During the Standard Order creation process, after the **Material**, **Quantity** and **Plant** have been added, change the **ItCa** (Item Category) to one of the following reflecting third party procurement:
 - **TAS** ThirdPartylt w/PReq This Item Category is selected if the entered material requires a Purchase Requisition without Down Payment to be created

- ZTAS ThirdParty w/DP-PReq This Item Category is selected if the entered material requires a Purchase Requisition to be created along with a Down Payment.
- **Z3P** Bill 3Party w/o PReq This Item Category is selected if the entered material does not require a Purchase Requisition and there is no Down Payment.
- **Z3PD** Bill 3PtywDP no PReq This Item Category is selected if the entered material does not require a Purchase Requisition but has a Down Payment
- In case the Item Categories selected are TAS (and after Enter is pressed), the Create Purchase Requisition screen is displayed. For Item Category ZTAS, the Create Purchase Requisition screen is displayed after the REQS (user status) check box is selected and Enter is pressed)
- 3. Enter data in the **Purch. Grp** (Purchasing Group for the Purchase Order) and **Val. Price** (Value Price for the material) fields. This is repeated for each Line Item with the specified Item Categories.

Note: Purchasing Group chosen shall be the Procurement Unit/Section responsible for the procurement action to be taken.

Value Price is the purchasing price that the UN will pay to the vendor. This may be different from the amount of the Line Item that is the price charged to the Third-Party (i.e. customer).

Release stra	ategy							
Doc. Type	ZPR		Item Cat.		AcctAssCat	x		
Material	20000007	7	Matl Group	83111700	Plant	CHOO		
Short Text	Communica	tions Cable & Audio S	erv					
			Special Stoc	k				
Quantity and	Date/Time							
Quantity	1	EA	Delv.Date D 13.01.2015					
TrackingNo Valuation Co	ntrol	MRP Cont.	Release Dt	13.01.2015	GR ProcTme			
Val. Price		700 CHF 🔂 1	EA	√ GR	√ IR			
			[GR Non-Val				
Procurement	t Options							
Agreement		Purchasing	g Org.	Orde	r Unit	EA		
Fix. Vend.				Supp	lying Plant			
Info Rec.								

4. For the scenario where Item Category is **TAS**: The SD Approver is not required to approve Standard Order for Third-Party Procurement as the Standard Order

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User Guide

automatically generates a Shopping Cart that is directly routed to the appropriate SRM Approver

- The SRM Approver approves the requisition (Shopping Cart) generated by Standard Order for Third-Party Procurement. Usually the relevant SD Approver is also the SRM Approver.
- 5. Once the Sales Order is saved, it can be reopened in Change mode using the T-Code VA02. Navigate to the Item Detail → Schedule Lines tab.
 - Under the Quantities / Dates section, the **Purchase Requisition** number and **Requisition Item** information is displayed. A Purchase Requisition will be created for each Line Item in the Sales Order where the relevant Item Category is selected.

P Change UN Standard Ord	er 9895: Item Data			
	i 🔲 &r			
Sales Document Item 10 Material 200000008	Item category TAS Thirds Insurance Serv	artyIt w/PReq		
Sales A Sales B Shipping Billing I	ocument Conditions Acco	unt assignment / Schedule line	s Partners Texts Orde	er Data Status
Fixed date and qty Delivery time	Order Quantity Delivered qty	2 EA 0		
Quantities/Dates				
P Delivery D Order quantity Rounded of	ty Confirmed Qty S Delive	ry block Delivered qty Sc Pu	rchase Requisition Requisn Item	
D 05.11.2015 2	2 2 EA	▼ CS 40	00000166 10	P
D		•	0	
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	Shipping Shipping	ent 🔍 Purch. requisition		

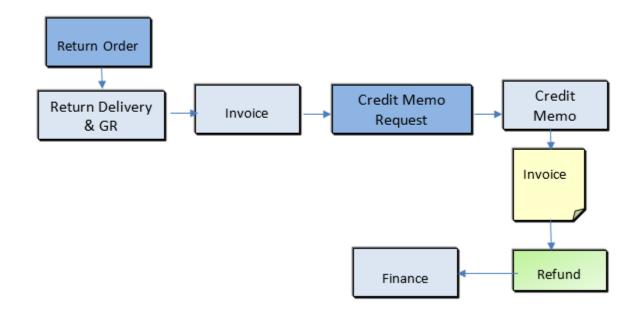
- To change any details on the Purchasing Group and Value Price, click the Purch. Requisition button.
- 6. To create the Invoice for this Sales Order, the Goods Receipt and the Invoice Receipt for the Purchase Order created, must be completed. Once the required purchased material is received, the Sales process can be completed.
- 7. The accounting documents generated through the Invoice process will not impact the Revenue GL account but will impact the Third Party Procurement Liability Account.

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Return Order and Credit / Debit Memo processing

A Return Order is created when a Customer returns goods (Inventory Material only) that were sold and should receive a credit. A Return Delivery Document would follow and a Goods Receipt is performed. During Invoice processing, a credit memo request is generated.



Return Order Processing steps

- 1. A Return Order is created when the customer returns Inventory that was sold and is created with reference to the Sales Order which the item was sold from.
- 2. To Accept the returned goods, a return delivery is created and a 'Goods Receipt' is posted.
- 3. The Inventory is received to 'Returned Stock'
- 4. After inspecting, the goods are transferred to 'Unrestricted Stock' if they can be sold again.
- 5. Finally, the billing is created to generate a Credit Memo.

Note: A Credit Memo Order Type can be processed directly where there is no return of inventory material.

The following process deviations from a Standard Order can be observed:

- 1. A Return Order is a Sales Order created with the Order Type ZRE (UN Returns)
- Although the system will not prevent a Return Order from being created without reference, the recommended procedure would be to use the original Sales Order [where the Inventory Material was sold] as Reference for returning any goods. Refer Module 5 for how to create a Sales Order with Reference to another Order.
- 3. When the original Sales Order is referred, the Inventory Material to be returned is copied to the Return Order where the quantity can be updated as required.
- 4. Once created, the Return Order is processed as a Standard Order.



Credit / Debit Memo Request

Credit Memo Requests / Debit Memo Requests are Order Types which are created when there is an Over-charge or an Under-charge that needs to be corrected. In these cases, the invoice issued to a Customer needs to be adjusted with a financial adjustment document.

- A Credit memo is used to refund a Customer. This credits (or reduces) account receivables and debits the revenue
- A Debit memo is used to add charges. This debits (or increases) account receivables and credits the revenue

A credit/debit memo is created with reference to either a Billing Document or a Sales Order which has the over/under charge. The steps are as follows.

The transaction code VA01, the same as for a standard order, is used. The order type will be ZCR, for a Credit Memo, or ZDR, for a Debit Memo. Select Create with reference. All fields on the following screen shot need to populated, if necessary, following the instructions for a standard slaes order in Module 5.

Create Sales Order: Initial Screen									
Create with Reference	🔊 Sales	🔊 Item overview	🔊 Ordering par						
Order Type		Credit Memo Req							
Organizational Data									
Sales Organization	.000 Uni	ted Nations							
Distribution Channel									
Division									
Sales Office									
Sales Group									

On the next screen, the order number to which the memo refers needs to be entered, if you are referencing the sales order, (alternatively you can reference the billing document) and click Item Selection.

? Create with Reference	<u> </u>
Inquiry Quotation Order Contract SchedAgree BillDoc	
Order 5459	
Requested deliv.date	
Search Criteria	
Pur. Order	
Sold-to party	
Delivery	
WBS Element	
Material	
Read frm Archive	
M Search	
Copy Item Selection	×

Ticking the boxes on the line items allows them to be copied through to the Credit/Debit Memo request. Then enter the quantities that relate to the adjustment required. Once completed click on the copy button on the top left of the screen.

P	UN S	tandard Order	r 41 .	76: Selection	List	for Re	eference Document	
🖋 Сору	•							
Reference								
UN Standa <u>Sold-to pa</u> All item	<u>rty</u>	r 4176 1111000062	P	1 OF GERMANY TO	THE UN	ITED NA	TIONS	
S Item	HgLvIt	Material		Open quantity	SU	AltItm	Description	
 ✓ 10 ✓ 20 		200000186		[2EA		Content Management Application Serv	A
✓ 20		200000186			4 EA		Content Management Application Serv	•

In the Sales Tab in the Order reason field the relevant reason from the drop-down is to be selected, i.e. Quantity discrepancy.

Create UN Cr	edit Me	mo Re	q: Ov	erview									
3 41 🎍 🖨	🌮 🧰 O	rders											
I Credit Memo R			Ν	let value			535.24	USD					
Id-To Party 1800000817 CULINART INC / 175 SUNNYSIDE BOULEVARD / PLAINVIEW 1													
ip-To Party 1800000817 CULINART INC / 175 SUNNYSIDE BOULEVARD / PLAINVIEW 1													
) Number PO date 🔊													
Sales Item ov	verview	Item de	tail C	rdering pa	rty Procur	ement	Reason	for rejection					
Billing block			▼ P	ricing date	29.03	3.2016							
Payment card			E	xp.date									
Card Verif.Code						_							
Order reason	Quantity of	iscrepanc	γ		•								
Sales area	1000 / 0	7 / 00	United N	ations, Cos	t Recovery - S	P, General	Serv & O)th					
Billing Date	16.	09.2016											
Serv.rendered date													
All items													
Item Material	Or	der Quant	tity U	n Descrip	tion		CnTy	Amount		Crcy	ItCa	Pint	NONE
<u>10</u> 200000159	92		Н	R >Cleani	ng off hours (H	H)	PR00		62.31	USD	G2W	US00	v
2020000160	03		Н	R >Elevat	or Operator (O	OffTime) (H)PR00		29.00	USD	G2W	US00	 Image: A start of the start of
1	þ												
	Ť												

When all the data is entered the docment is to be saved and processed in the same way as other sales documents.

Once the Credit/Debit Memo Requests initiates the process, the next step is to create the Credit Memo/Debit Memo through the billing process. No Delivery process is involved. If there was inventory returned, then follow the Return Order process.

The following is a summary of the process deviations from a Standard Order:

- 1. A Sales Order of Order Type **ZCR (Credit Memo Req)** OR **ZDR (Debit Memo Req)** is created.
- 2. The Credit or Debit Memo Request is created with Reference against an Invoice or Order that has already been issued.
- 3. The process to approve and create a billing document remains the same as a Standard Order.

Resource Related Billing (RRB) Order

A Resource Related Billing (RRB) Order will be used in scenarios where a Service Provider or Planner wants to plan ahead for a Request for Service or Event by an External Entity (Customer). The Service Order can be used to plan specific events or tasks including identifying the service providers, costs, activities or components used. The Service Order is then used to generate a Quotation to the Customer giving details of planned costs. This

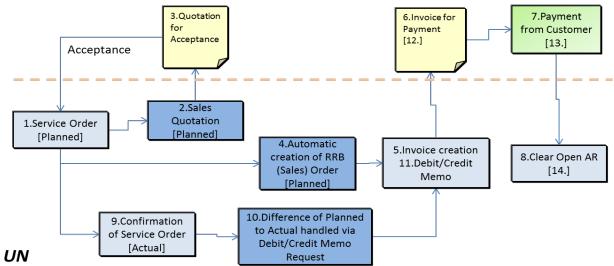


process is recommended for Planners who provide services to both Internal and External Entities as they can consistently plan their events using Service Orders.

However, a Standard Order can be created directly as well instead of generating an RRB Order. In this case, the Service Provider / Planner will need to know the Account Assignment information (Fund, Fund Centre and Functional Area) for each Service Provider for the various tasks or planned activities at the Line Item level.

In this scenario, the UN bills an External Customer for services.

- UN creates a Service Order (Type ZM04) with all the services that will be provided with the planned values
- The service order is converted to a Sales Quotation and submits the Quotation for approval to the Customer
- When the Customer confirms that the Quotation is OK, the Quotation is 'Accepted' through the Service Order, a Resource Related Billing Request (a type of Sales Order) is automatically created
- This Sales Order is then Billed (for the planned amount) to charge the Customer and the revenue is received by the 'organiser'
- Once the work is completed, the service order is confirmed with the actual amounts. This would transfer the revenue from the 'organiser' to the 'Service Provider'
- If there is a difference between the planned and the Actual charges, this difference is handled through the 'Debt Memo Request' / 'Credit Memo Request' process



External Entity

RRB Sales Order Process

The process involves creation of a Quotation from a Service Order followed by creating an RRB Sales Order. The process deviations from the standard Quotation and Sales Order creation are provided below:



 Creating a Resource Related Billing Sales Order, is initiated from a Service Order. Refer the Service Order User Guide (course SD390) for how to create a Service Order of Order Type ZM04. Create the Service Order of Type ZM04 and ensure that the correct Profile is selected (on the Control tab)

Note: The Profile will derive the Item Category on the Sales Order Line Items and this cannot be modified on the Sales Order.

- a. ZUN00001 UN CS Profile without DownPayment
- b. ZUN00002 UN CS Profile with DownPayment
- 2. Create a Quotation from a Service Order using the T-Code **DP80** as discussed in Module 3 of this document
- Accept the quotation from the Service Order used to create the Quotation in the earlier steps. Use T-Code IW32 and click Enter. The steps to accept a quotation from a service order are as follows:
 - Enter Service order created in the previous step in the order field and press the **Enter** key
 - From the menu bar select: **Order > Functions > Accept Quotation.** This automatically saves the service order and creates a new UN Standard Order RRB
- 4. If the Service Order was created with the Profile for Down Payment (ZUN00002), then go to the Billing Plan at the Header Detail of the UN Standard Order RRB that gets generated and update the Billing Plan. Refer to Module 8 (Standard Order with Advance Payment) on specific details regarding the Billing Plan updates
- 5. In some cases, UN Standard Order (RRB) created from the Service Order would have materials with Unit of Measure (UoM) ZAU. This occurs only if an Activity Type with UoM ZAU is selected on the reference Service Order (ZM04). The material description would include two Units of Measure that are possible for that material. The user will need to remove the UoM that is not relevant from the Material Description depending on the specific scenario. For example, Carpeting(Cntcr Reg Time) (yd2/m2) or Spec. waste removal(Cntrct) (yd3/m3)
- 6. Finance will process the Billing document and receive payment from Customer which ensures that the payment is available to the Service Organiser / Planner's Fund Center. The Service Order Confirmation is then processed to denote completion of service. The process of Service Order Confirmation transfers the funds from the Service Organiser / Planner to the individual Service Providers (Work Centres). However, if the Service Organiser / Planner has enough funding to provide the service then the Service Order Confirmation can be processed prior to the Invoice generation
- With reference to the Process Diagram in this Module, Steps 10–13 indicate the process of Credit / Debit Memo that may be needed in case there is a difference of cost between Planned vs. Actuals for the RRB Order

Sales Order through iDoc

The Sales Order from iDoc process is used when an Entity has a Point of Sale system where the individual sales are being recorded. The customers to whom the sales are being made and



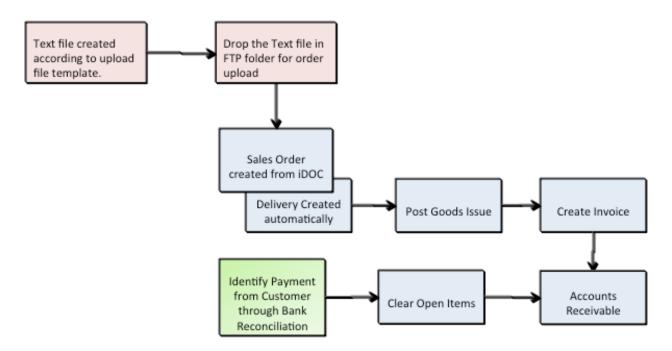
recorded may not eixst as Individual Customer BPs in Umoja. As a result, the iDoc process is used to upload the multiple Sales being made through a file to create multiple Sales Orders. Typically each Sales Order is recorded in the Point of Sale system is periodically uploaded to Umoja as a consolidated sale to enable accurate financial and inventory recording in Umoja. Specific Customer BPs (who are in Umoja) along with Generic BPs (customers not in Umoja like visitors or walk-in customers buying books or stamps at the sales couter) for the consolidated sales are set up to facilitate using the iDoc process.

The Sales Orders created from iDoc process will generate a Delivery document automatically in the cases where there is Inventory. The next step would be to process or post a goods issue. Picking is not relevant since the Sales Orders are created post facto.

No approval is required for the [iDoc generated] Sales Orders.

The process of creating Sales Orders through iDoc includes the following high level steps:

- 1. Sale is recorded through the legacy system (post of sale system)
- 2. Extract the details to be uploaded from legacy system and create the flat file
- 3. Drop flat file in a pre-defined FTP folder. FileZilla may be used for this process.
- 4. Umoja system picks the file and processes it
- 5. Sales Orders & Outbound Delivery Documents would be generated automatically
- 6. Goods issue to be performed (no picking required)
- 7. Billing carried out by Financial Accounting Senior User



Flat File (comma separated) structure for iDoc upload

- 1. CHAR 8 Organization ID
 - o Distribution Channel
 - o **Plant**
 - o Storage Location

User

Guide

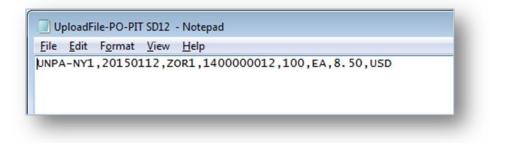
• Customer BP (specific or generic)

Org ID is pre-defined for each Business Unit that has opted to used the iDoc process for Sales Orders.

- 2. CHAR 10 File Upload Date (YYYYMMDD)
- 3. CHAR 4 Sales Order Type **ZOR1**
- 4. CHAR 8 Product Code ID

This is the material number for the service or inventory material that is being sold

- 5. CHAR 19 Quantity sold
- 6. CHAR 3 Unit of Measure
- 7. CHAR 16 Unit Price
- 8. CHAR 3 Currency
- 9. CHAR 10 Specific Customer BP (optional)



Create Sales Order from FTP File_iDoc Interface process

 The file is saved into the FTP folder, where Process Integrator picks up the file, converts it into the proper iDoc format required by ECC (ORDERS05) where it will be used to create Sales Order(s). The two screenshots below indicate the folders where a) the file is dropped and b) where the file moves to Archive after it has been picked up for processing.



Host:	Username:	Password:	Port:	Quickconnect	•					
Status: Status: Command: Responde: Command: Status: Status: Status: Command: Status: Status: Status: Status:	Connected to unf/91_umoja.un.org Starting upload of C-Users(Phinn.Das/D Col 7/0394_DIV01/QUALITY' New directory us '7/0394_DIV01/QUALITY UT C'Users (Phinn.Das/Documents (Phi I) boaik:Ci Users (Phinn.Das/Documents (Phi I) bears(Ci Users (Phinn.Das/Documents) Rethering directory Islang Listing directory (J0394_DIV01/QUALITY Directory Islang successful	* han\Umoja\Cluster 3\Stamp han\Umoja\Cluster 3\Stamp	and Publications proce	sses (Upload Files (Uplo	adFile-PO-PIT SD12 .txt" "Up	loadFile PO-PIT		UploadFile-PO-PIT SD	12 .txt	
.ocal site: C:\Usi	ers\Shihan.Dias\Documents\Shihan\Umoja\C	Remote site: //0394_DIV01/QUALITY								
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Selected 1 file. To	tal size: 49 bytes				1 file and 1 director	. Total size: 49	bytes			
				Status						

Host: Use	Toggles processing of the trans	ferqueue	Port:	Quickconnect					
itatus: File transfer su itatus: Retrieving direc command: Is itatus: Listing directory itatus: Directory listing itatus: Retrieving direc command: Is	y /10394_DIV01/QUALITY successful tory listing y /10394_DIV01/QUALITY successful		cations proces	ses'Upload Files'UploadFile	PO PIT SD 12 .txt =	> remote:/10394_DIV01/QUALIT	YJUploadFile-PO-PIT SC	112 .txt	
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Orders_New_Format_03.bt Orders_New_Format_X.bt OrderTest01_02Oct2014.bt OrderTest02_02Oct2014.bt	449 Text Document 449 Text Document 449 Text Document	02/10/2014 3:58:48 02/10/2014 5:59:21		E					
Orders_New_Format_X.txt OrderTest01_02Oct2014.txt	449 Text Document 449 Text Document				1 directory				



- 2. The Division is derived from the file folders (I0394_DIV01 as visible in the screenshot above) and the PO Number field is populated with the upload File Name (UploadFile-PO-... as visible in the screenshot).
- 3. Go to VA05 and check the list Sales Order created. In case the expected number of Sales Orders are not created, then the Umoja Production Support process has to be followed to report an issue.
- 4. Go to VA03 to verify each Sales Order or navigate to each one from the list visible in the previous step.



Module 7: Reports

- 2. VA05 List of Sales Orders
- 3. VA25 List of Quotations
- 4. VA45 List of Contracts
- VF05N List of Billing Documents



Appendix and Reference Information

Attachments

For more information about uploading attachments (e.g. scanned documents) into Umoja, please see this Job Aid: <u>Uploading Attachments in Umoja</u>.

Key Transactions

Transactions	T-Code
Verify Business Partner	BP
Display Material	MM03
Display Pricing Conditions	VK13
Create Pricing Conditions	VK11
Create a Quotation	VA21
Display a Quotation	VA23
Change a Quotation	VA22
Change Sales Order	VA02
Display Sales Order	VA03
Create Sales Order	VA01
Approve a Sales Order or Quotation	V.26
Create a Contract	VA41
Change a Conract	VA42
Display a Contract	VA43
Create Quotation with Reference to Service Order	DP80
Accept Quotation from Service Order	IW32



Key Terminology

Key Terms	Description
Business Area	It is a classification of UN entities operating in Umoja. Examples of business areas include Peacekeeping Missions, Special Political Missions and Offices Away from Headquarters.
Business Partner (BP)	It refers to a person or an organization that has a business interest with UN. A BP can be a commercial Customer that purchases goods or services from UN.
Company Code	It is the smallest organizational unit of external accounting for which a complete, self-contained set of accounts can be created. It includes the entry of all transactions that must be posted and the creation of all items for legal individual financial statements, such as the balance sheet and the profit and loss statement.
Condition Types	It is a set of variables that applies when price is calculated.
Distribution Channel	It determines how materials or services are sold and how they are distributed to customers, for example, retail, wholesale or self-collection.
Division	It is an organizational unit that establishes responsibility for profits from materials and services. It can be used to organize materials or services, for example to form product groups or lines.
Funds Center	It is an organizational unit within the Financial Management (FM) module that controls a budget. It is time dependent and has the valid from and to dates. Every Funds Center corresponds to a Cost Center.
Fund	It represents the foundation for tracking, controlling and reporting on available financial resources in Umoja.
Functional Area	It is a Master Data element that is maintained within the FM module. It is also used in Financial Accounting (FI) and Cost Management (CO) to classify revenues and expenditures of an organization by function.
Plant	It is a location where materials are produced, purchased, stored, inventoried, shipped, received and valuated or from which services are provided (Mission/Support Center in Peacekeeping, Country for HQ and OAHs).
Item Category	It is an essential part of a SD standard order that generally controls the behavior of an item, such as pricing.
Sales Organization	It is the overarching sales body, in this case the UN.