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Overview

As a Inbound Coordinator, you are required to perform *Packing* of goods on the inbound delivery in ECC, before solicitation and transportation can start. Weight and Volume added will be reflected in the SOW which is used as basis for solicitation. The volume of the packaging is used for charges calculation. Packing is required for non-DAP/DDU shipments.

For packing of Inter/Intra mission transfers please refer to the Logistics Execution Job aid 'Outbound Delivery processing for Stock Transfers Orders', especially the section: Perform packing on an Outbound delivery.

Objective

To provide as step-by-step how-to guide for **Inbound Coordinators** who are monitoring and updating Inbound Deliveries with reference to Goods PO in order to pack and plan the transportation of UNOE/PO goods. This document is also intended for **Receiving Users** and **Virtual Goods Receiving Users** responsible for performing virtual and physical goods receipt against the Inbound Deliveries. The objective is to replicate and pack as the information received by the Vendor so that correct packing and packaging materials are reflected in the SOW (Statement of Work) in Umoja TM.

- 1. This action is performed in Umoja Component ECC
- 2. The "Pack" function is performed via the "Inbound Delivery" document to reflect the correct weight & volume of the materials being shipped
- 3. Several Packaging materials are available under material type "ZPAM".

Enterprise Role(s)

Role ID	Role Name
RD.01	Inbound Coordinator



Procedure:

1. Connect to the Umoja Dashboard using your Unite credentials

(https://login.umoja.un.org/vpn/index.html)

Login to Umoja Production Systems

Unite ID:	
UNITE ID	
Password:	
•••••	
CONTINUE	

2. Click on the "Sap Gui" link:

Main						Select view: 🔹 🕐
Legacy Log-on	Umoja QA Test	Umoja Tools	Umoja Production	Umoja BPC	Umoja Identity Manager	Umoja Non Production Portal Systems
Sap Gui	iNeed Self Service	R iNeed	PMO Umoja	Travel Advisory - Zika Virus	Unite Identity EIDMS	Fundraising
Strategic Planning	Umoja BPC - BF	Umoja BPC - FS				
Hint: You can view your	resources in several differe	nt ways. Use the Select vi	ew control to change the v	vay that your resources an	e displayed. 🙁	

3. When the SAP Logon Pad loads, select "Umoja Production ECC".

Eavorites	Name A
Ghortcuts	1.0 ***** Umoja SAP Production S
Connections	1.1 Jmoja Production ECC (P1E)
 1. Umoja Production Systems 	1.10 Umoja Production TM (P1T)
 2. Umoja Pre-Production (Regression/UVT) Systematical 	1.11 Umoja Production SLT (P1L)
 Imoja Training Systems 	1.2 Umoja Production BW (P1W)
 4. Umoja Development Systems 	1.3 Umoja Production SRM system
 Imoja QA (PIT/Mock) Systems 	🚯 1.4 Umoja Production GRC - Acces
• 🗋 6. Umoja Sandbox Systems	1.5 Umoja Production Solution Mar

4. Log in as an "**Inbound Coordinator**" using the username and password appearing in your cover page.



5. Execute T-Code "VL32N" to edit the Inbound Delivery document and perform packing.



6. Indicate one of your two "**Inbound Delivery**" numbers you wrote down in the previous step and press "**Enter**".

Change Inbo	ound Delivery
🎾 📽 🗊 🔂 .	🤽 🚇 🎡 ≽ 墜 🔛 🛛 Post Goods Receipt
Inbound delivery	

7. Click on the "Shipment" tab and indicate "number" kg as "Gross weight" and "number" m3 as "Volume".

Item Overview Ship	ment Unload Sto	ock placement Status (Overview G	Goods Movement Data
TransptnPlanng	00:00	Route		
Trns.plan.stat.	Not rel.transp.plan.	Route Schedule		
All Items				
Item Material	Gross weight	W Volume	V	Delivery quantity
10 210000468	2,079	KG 17	M3	1

8. Click on the "**Pack**" button.



9. On the "Pack material" tab, click on the matchbox appearing in the "Packaging Materials" field to select the material that will be used to pack the items.



10. Select the "Material by Material Type" tab, and click on the arrow appearing next to the "Material Type" field.



🖙 Materials Available fo	or Packing (4)				
Sales material by o	description	Material by	/ Material Type	Material by S	
Material Type					
Material description					
Language Key	EN]			
Material					
Maximum No. of Hits	500				

11. Select the option "ZPAM – Packaging materials" and click on the green check button.

🔄 Mat	erial Type 50 Entries found		
R	estrictions		
		$\overline{\mathbf{N}}$	
🖌 🗵	I H H 😹 🐵 🗋 🗸		
MTyp	Material type description		
WETT	Competitor products		*
ZAST	Assets		Ŧ
ZERS	Spare Parts		
ZFPD	Finished Product		
7MSE	Medical supplies		
ZPAM	Packaging materials		
ZPOL	Petrol, oil & lubricants		
ZRAT	Rations		
ZROH	Raw materials		
ZSAA	Supplies & equipment		-
ZSAD	Service		
ZSFI	Semi-finished items		*
			Ψ.
50 E	ntries found		//
2012			111

12. Click on the "Start Search" button to display all the available Packaging materials. Choose one that has no special character in front of the description.

🖙 Materials Available f	or Packing (4)				
Sales material by	description	Material by Mat	erial Type	Material	
Material Type Material description					
Language Key	EN EN]			
Material					
Maximum No. of Hits	500				

13. The system displays the available Packaging materials. A new "**Rolling stock**" packaging material is being set up for vehicles. Use if applicable. Select the packaging material to be used and click on the green check button



🖻 Materials Available for Packing (4) 350 Entrie	es found			×
Sales material by description Ma	aterial by Ma	aterial Type	Mate	
	V			
X H H Z 0 L .				
Material Type: ZPAM				
Material description	Langu	age Material		
SANDBAG, POLYPROPYLENE	EN	190000018		
SEAL:ANTI-TAMPER	EN	190000043		-
SHEET:CORRUGATED PAPER	EN	190000030		
SHEETING:PLASTIC	EN	190000015		
SPARE:PACKMACH	EN	190000076		
SPARE:PACKMACH, DEMATECH, ISOCYANATE	EN	190000077		
SPARE:PACKMACH, DEMATECH, RESIN	EN	190000078		
STRAPPING:PLASTIC	EN	190000016		
TARPAULIN	EN	190000028		
WRAP:BUBBLE	EN	190000003		
WRAP:PAPER	EN	190000029		
WRAP:SHRINK ROLL	EN	190000026		
WRAP:SHRINK ROLL,0.03MM	EN	190000081		
WRAP:SHRINK ROLL,0.15MM	EN	190000082		
WRAP:STRETCH FILM	EN	190000027		-
350 Entries found				

14. In order to pack the products inside the packaging material, select the "Material to Be Packed" and the "Handling Units (HUs) available for packing" and click on the "Pack" button.



15. The system displays a message indicating that the material was packed. Now, the "Material to Be Packed" section appears empty.



Pack material	Pack HUs Pack	.proposal	Single entry	Ttl cont	int					
All existing HUs (av	vailable for packing)									_
Handling Unit 1000000361	I. Packagin E 1900000	g Materials	2		Loading We	ignt	All. Loading Wt	1	K	•
									• •	4 ¥
a por part at		if 6.1				000				
) ờ per part. qt Material to Be Paci	y 🐌 per x 🍞	if full) 🔯 w	//Vol	АРМ 🕄	gen.				
per part. qt Material to Be Pack Material	ced	if full	al quantity	V/Vol	APM 🕄	gen. S De D	Document Item	Description		
per part. qt Material to Be Pack Material	xy y per x y ked Partial qty	if full Tota	al quantity	VVol	арм 🕄	gen. S De D	Document Item	Description		•
per part. qt Material to Be Pack Material	y per x y ked Partial qty	if full Tota	al quantity	V/Vol	APM	gen.	Document Item	Description		•
per part. qt Material to Be Pack Material	y 🎾 per x 🥻	if full Tota	al quantity	U Plar	APM	gen.	Document Item	Description		• •
Per part. qt Material to Be Pack Material	y > per x >	tí full Tota	al quantity	U Plar	APM	gen.	Document Item	Description		• •
Material to Be Pack	y > per x > eed Partial qty) if full Tota	al quantity	U Plar	APM	gen.	Document Item	Description		•
Material to Be Pack	y Der x Verwerken	Tota	al quantity	U Plar	APM	gen. S De C 	Document Item	Description		•
Material to Be Pack	y Der x Verwerken	Tota	al quantity	U Plar	APM 🔇	gen. C	Document Item	Description		•
Material to Be Pack	y Der x Verwerken) if full Tota	al quantity	V/Vol Q	APM 🔇	gen. S De [Document Item	Description		-
Material to Be Pack	y y per x y keed) if full	al quantity	U Plar	APM 3	gen. S De [] S	Document Item	Description		
Material to Be Pack	y y per x y keed) if full	al quantity	U Plar	APM 3	gen. S De [C C C C C C C C C C C C C C C C C C C	Document Item	Description		-
Material to Be Pack	y y per x y keed) if full	al quantity	U Plar	APM 3	gen. S De C 	Document Item	Description		
Material to Be Pack	y y per x y keed) if full	al quantity	V/Vol	APM 3	gen. S De C 	Document Item	Description		
Material to Be Pack	y per x y) if full	al quantity	V/Vol Q	APM 3	gen. S De C 	Document Item	Description		•
Material to Be Pack	y y per x y keed) if full	al quantity	V/Vol Q	APM 3	gen. S De C 	Document Item	Description		• •

16. In case quantities are split, partial packaging is possible. Enter as above the packaging material on the top part of the screen and on the lower section adjust the 'partial qty' column



Processing of Handling Units for Inbound Delivery 0180079146									
≗ 🗣	£ 🕒								
Pack material	Pack material Pack HUs Pack.proposal Single entry Ttl content								
All existing HUs	(available for	packing)							
Handling Unit]	I. Packaging Materia	als Total Weight		Loading weig	ht	All. Loadir	ng Wt	Tare weight
1000001151	E	190000088	1	4	4,159				1
1000001163	E	190000088	1						1
		< >							4
🍃 🦻 per part.	. qty 🥻 p	er x 🥻 if fu	ul 🔍 🔍	W/Vol 🕄	АРМ 🕄	gen.			
Material to Be P	acked	n		n					
Material	Par	tial otv	Total quantity	U Plan	t St W	S De [Document	Item	Description
210000083	1		5	EA IQ21	1 6101 J01	1	80079146	10	Modular Unit:Prefab.3 Modules
									,
						-			

17. In this case only 1 out of the 5 Prefabs will be packed into the container. Press the pack button.



Handling Unit 1000001151 1000001163	I. Packaging Materials E 1900000088 E 1900000088 A 1900000088	Total Weight 1 2,080	Loading weight	All. Loading Wt	Tare 1 1
100001151	E 190000088	1 2,080	2,079		1
1000001163	E 190000088	2,080	2,079		1
per part. qty Naterial to Be Packed Material	per x) if full Partial qty	tal quantity U	Plant St W S De	Document Item	Description
210000083	1	EA		180079146 10	Modular Un

18. Repeat this step until all products are packed according to vendor information and no material is left to be packed



Pack material Pack HUs Pack.proposal Single entry Ttl content							
All autobie a 1015 (auto	4-1-1-5						
All existing HUs (ava	Iable for packing)	Tatal Mainht	Landin a susiaht	All Londine 14/h	Tana unaiaha		
Handling Unic	I. Packaging Materials	Total weight	Loading weight		Tare weigh		
1000001151	E 190000088	1			1		
1000001163	E 190000088	2,080	2,079		1		
1000001164	E 190000088	2,080	2,079		1		
-							
	▲ ►						
) 🎲 per part. qty	🏈 per x 🦃 if full	W/Vo	I 🕄 APM 🕄 gen.				
per part. qty Material to Be Packe	d	W/Vo	APM G gen.	Designed them			

19. To maintain dimension, weight, and volume double click on the Handling Unit

	Processing of Handling Units for Inbound Delivery 0180079146								
4	22 😏								
	Pack material Pack HUs Pack.proposal Single entry Ttl content								
	All existing HUs (available for packing)								
	Handling Unit	I. Packaging Material	s Total Weight	Loading weight	All. Loading				
	1000001151	E 190000088	1						
	1000001163	E 190000088	2,080	2,079					
	1000001164	E 190000088	2,080	2,079					

20. Go to the 'W/Vol./Dim.' Tab and enter/adjust the Weight, Volume, Dimensions for this package/HU including the Units of Measures.



Detailed	Data for	Hand	lling Unit 1000	001164
< ▶ ‡⊅			-	
Identification ▼ ☐ Handling units ▼ ☐ 1000001164	Material	Qu	HU Identification Packaging Materials	1000001164 Identification Type E 1900000088 Container:Sea,20ft,Packing Reference
• 📾 10 • 🔁 1000001163 • 📾 10	2100000083 190000088 210000083	1 1	HU Identification 2	Cust. S Sort Status PackgMatls Addit. Data Conts. History Generation
 ◆ 1000001151 ◆ @ 10 	190000088 210000083	3	Weight Tare weight Allowed load.weigh Loading weight Total Weight	1 KG W/Vol.fixed ht KG ExWghtTol. 2,079 2,080
			Volume Tare volume Allowed volume	38.550 M3 Closed PackMat. M3 Ex.vol.tol
			Total Volume Dimensions	43.550
			Length 6.10 Width 2.44 Height 2.59	

- 21. If the Unit of Measures are not maintained properly the Inbound Delivery will get stuck between ECC and TM.
- 22. Repeat the step on 'W/Vol./Dim.' Tab for all Handling Units on this shipment.
- 23. Click on the "Save" button to record the new packing dimension you have just indicated.

Ø	- √ (8 0	9 🚱 😫 🖵 🕅 🔀	\$1 fD 🗘 \$2 🕱 🗖] 🔞 🖪		
Detailed	📴 📔 Detailed Data for Handling Unit 1000001164						
∢ ▶ ¦⊋							
Identification	Material	Qu	HU Identification	1000001164	Identification Type	E	
🝷 🔂 Handling units			Packaging Materials	190000088	Container:Sea.20ft.Packing Re	ference	
 1000001164 	190000088		HUL Identification 2				
• 🚾 10	210000083	1	HU Identification 2				
▼ ¹ 1000001163	190000088		W/Vol./Dim. St	atus PackgMatls	Addit. Data Conts. Hi	story General Info	
• 🚾 10	210000083	1					
▼ ¹ 1000001151	190000088		Weight				
• 🚾 10	210000083	3	Tara waiaht	2 200			

24. If the system displays a warning message indicating that the Inbound Delivery is already planned in TM then at least one stage was already planned in the TM system).

▲ Inbound Delivery 0180075235 is planned in TM. May impact TM plan/procurement.



25. Press Enter to actually save the changes in the Inbound Delivery document. The system displays a message indicating that the Inbound Delivery document was updated.

Inbound Delivery 180075235 has been saved

- 26. Repeat the same procedure *to* indicate the weight & volume for your each of your Delivery Document.
- 27. After Handover of the products took place the VGR will be posted in ECC. In case there is a discrepancy in the quantities on the inbound delivery and the quantity handed over there might be the need to unpack and repack a Handling Unit. This repacking has to happen if there is a quantity discrepancy within a Handling Unit.
- 28. To unpack a Handling Unit, mark the line and click unpack (empty).

Processing of Handling Units for Inbound Delivery 0180079146						
2 😌						
Pack material Pack HUs Pack.proposal Single entry Ttl content						
All existing HUs (avail	able for packing)					
Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading Wt	Tare weight	V III
1000001151	E 190000088	6,300	4,000		2,300	к 🔶 📑
1000001163	E 190000088	2,080	2,079		1	кі 🚬 💽
1000001164	E 190000088	4,379	2,079		2,300	кı — 😿
						P

29. The quantities will show open as to be packed again



	HUS Pack.proposal	Single entry Ttl	content			
II existing HUs (available	for packing)					
Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading Wt	Tare weight	1
1000001151	E 190000088	2,300			2,300	к
1000001163	E 190000088	2,080	2,079		1	к
1000001164	E 190000088	4,379	2,079		2,300	к
	• • • • • • • • • • • • • • • • • • •					4 1

30. Adjust the partial qty to the amount that was handed over and repack the Handling Unit, as per steps above. Adjust the delivery qty on Inbound delivery and the VGR can be posted for the amount received.



Revision History (Soft Copy only)

Date	Version	Prepared by	Description
December 2019	1	UCS Training Team	Version 1