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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>)

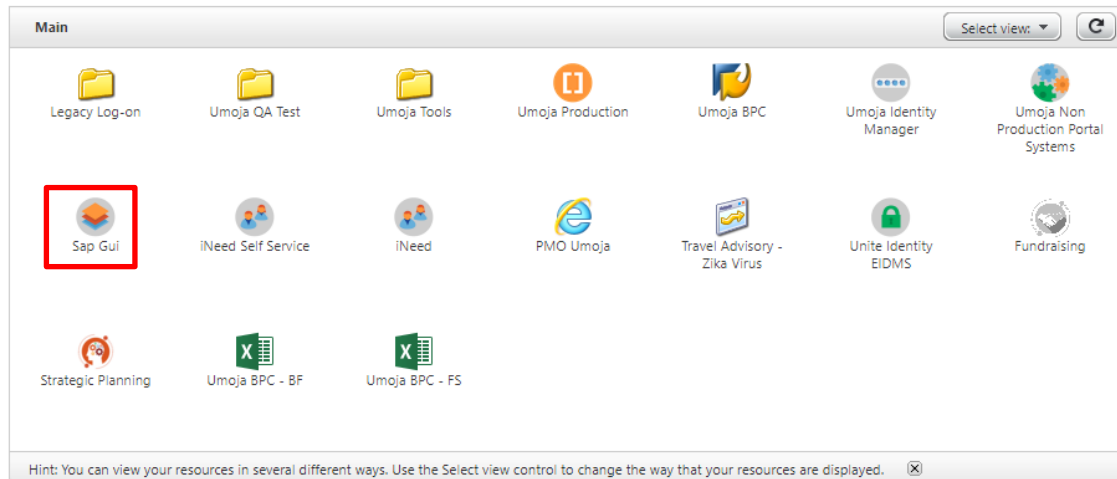
Login to Umoja Production Systems

Unite ID:

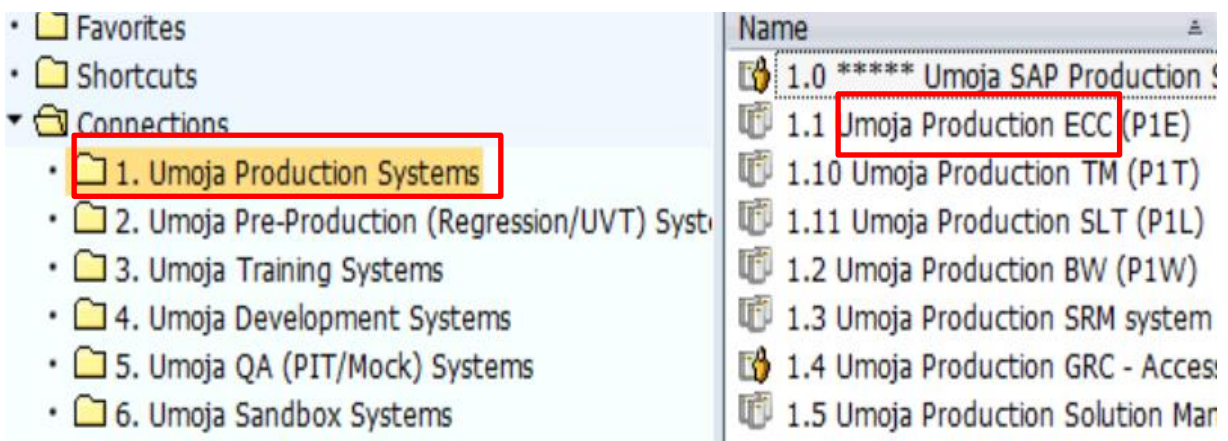
Password:

CONTINUE

2. Click on the “Sap Gui” link:

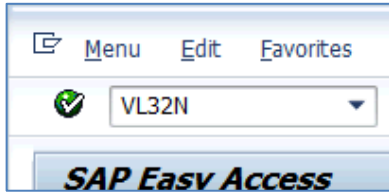


3. When the SAP Logon Pad loads, select “Umoja Production ECC”.

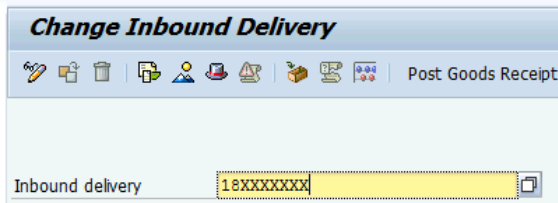


4. Log in as an “Inbound Coordinator” using the username and password appearing in your cover page.

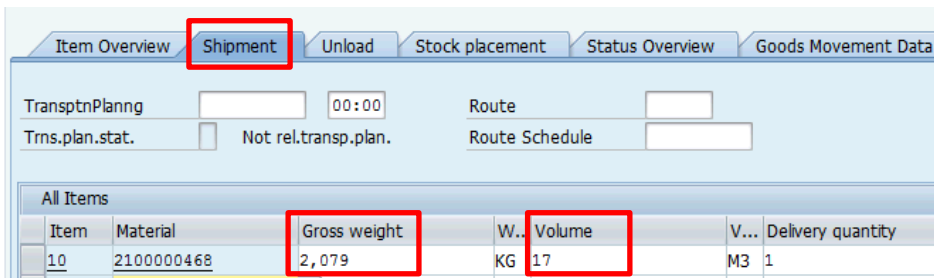
5. Execute T-Code “VL32N” to edit the Inbound Delivery document and perform packing.



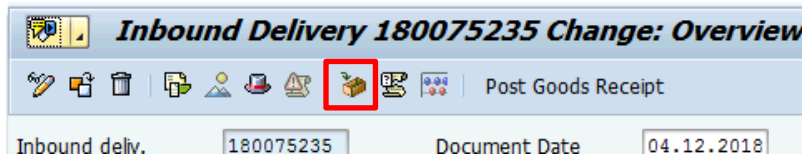
6. Indicate one of your two “Inbound Delivery” numbers you wrote down in the previous step and press “Enter”.



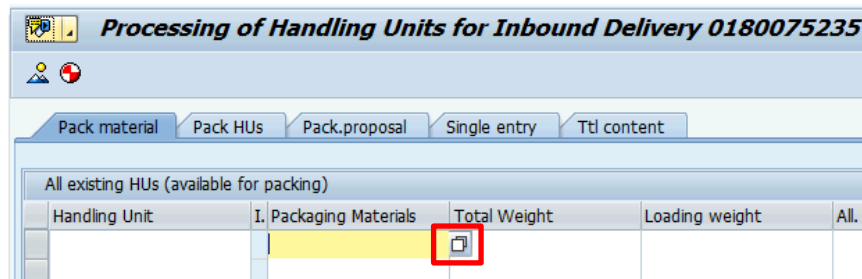
7. Click on the “Shipment” tab and indicate “number” kg as “Gross weight” and “number” m3 as “Volume”.



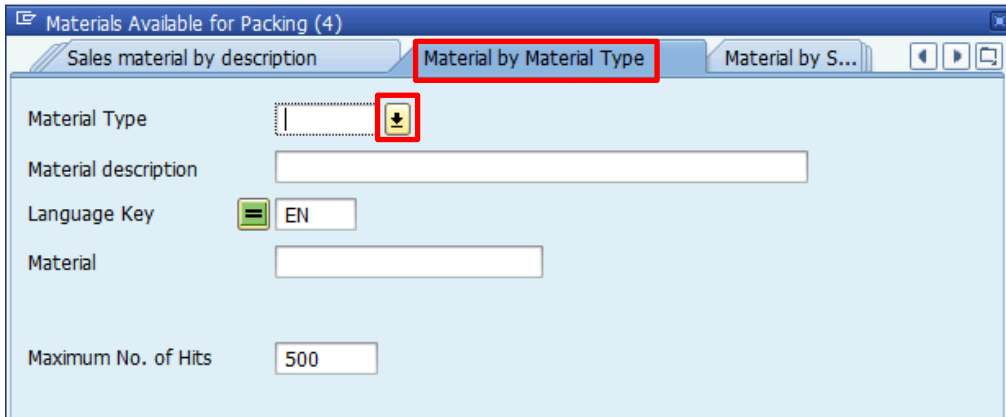
8. Click on the “Pack” button.



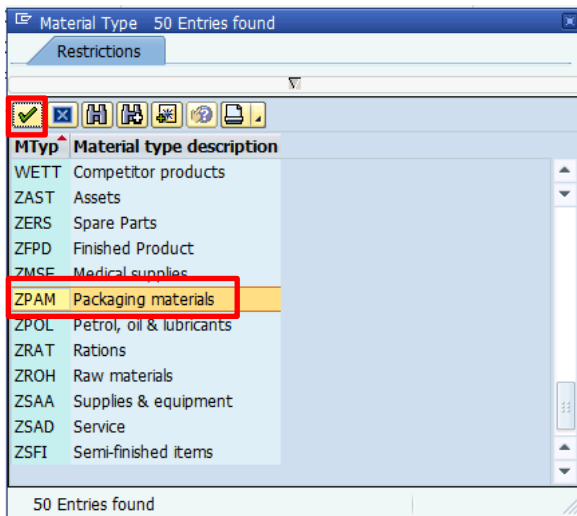
9. On the “Pack material” tab, click on the matchbox appearing in the “Packaging Materials” field to select the material that will be used to pack the items.



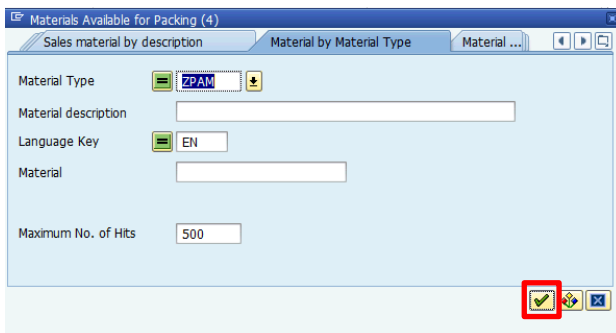
10. Select the “Material by Material Type” tab, and click on the arrow appearing next to the “Material Type” field.



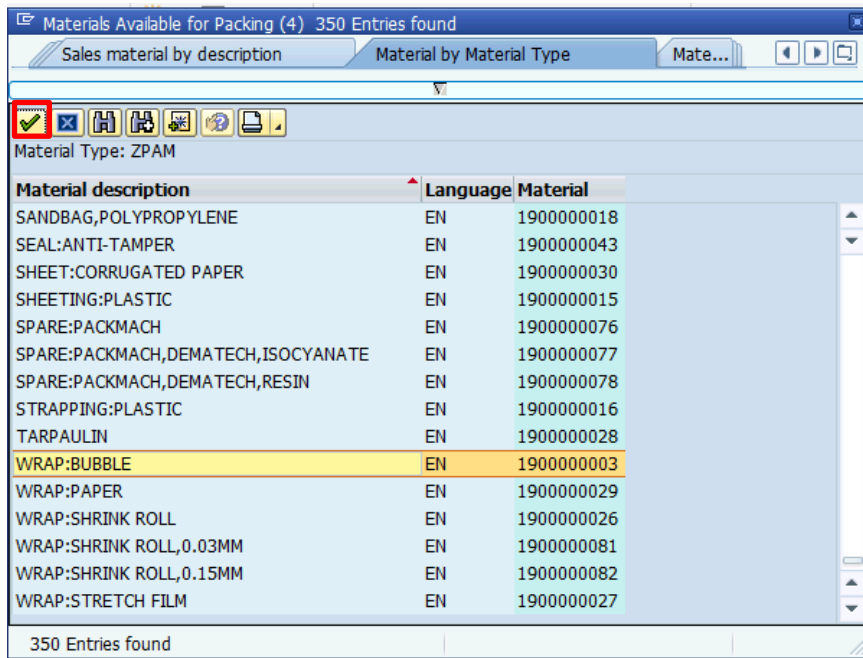
11. Select the option “ZPAM – Packaging materials” and click on the green check button.



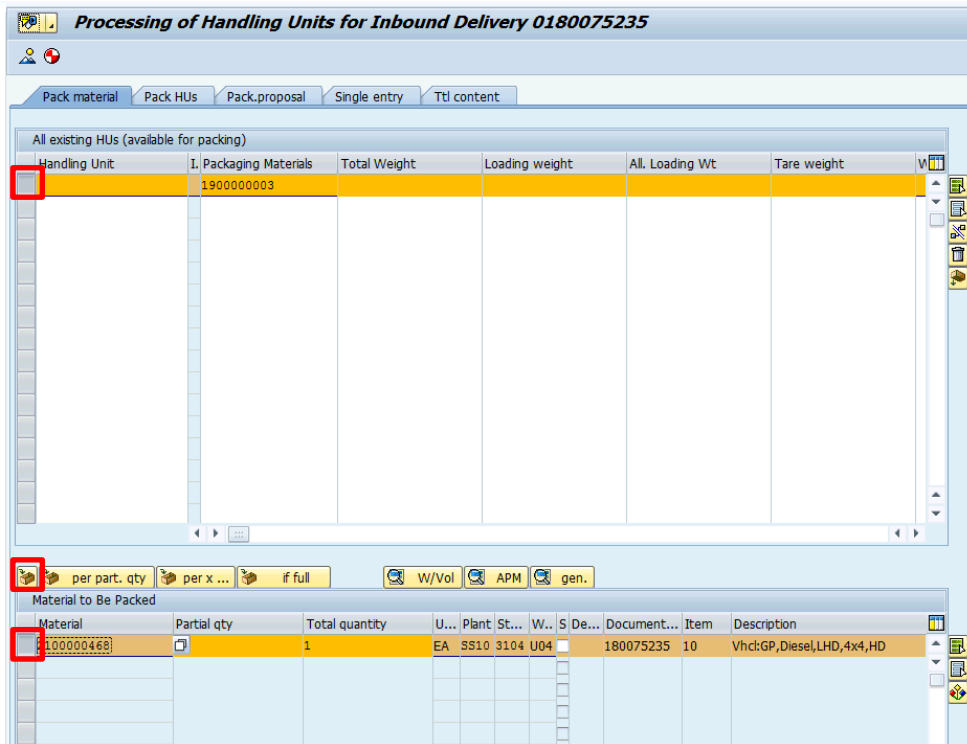
12. Click on the “Start Search” button to display all the available Packaging materials. Choose one that has no special character in front of the description.



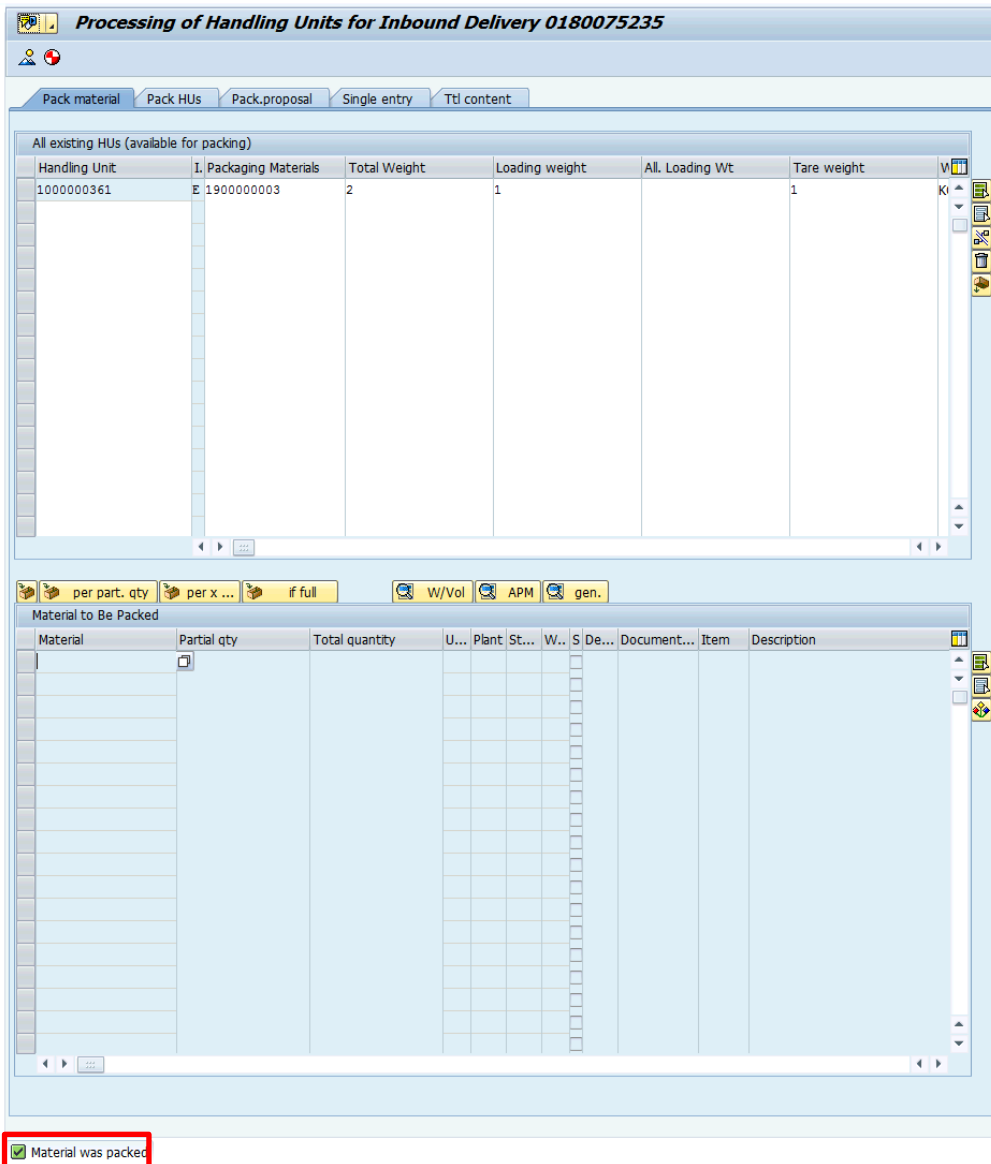
13. The system displays the available Packaging materials. A new “Rolling stock” packaging material is being set up for vehicles. Use if applicable. Select the packaging material to be used and click on the green check button



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.



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 HUs | Pack.proposal | Single entry | Ttl content

All existing HUs (available for packing)

Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading Wt	Tare weight
1000001151	E 1900000088	1	4,159		1
1000001163	E 1900000088	1			1

per part. qty | per x ... | if full | W/Vol | APM | gen.

Material to Be Packed

Material	Partial qty	Total quantity	U...	Plant	St...	W..	S	De...	Document...	Item	Description
2100000083	1	5	EA	IQ21	6101	J01	<input type="checkbox"/>		180079146	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.

Pack material | Pack HUs | Pack.proposal | Single entry | Ttl content

All existing HUs (available for packing)

Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading Wt	Tare v
1000001151	E 1900000088	1			1
1000001163	E 1900000088	2,080	2,079		1

per part. qty | per x ... | if full | W/Vol | APM | gen.

Material to Be Packed

Material	Partial qty	Total quantity	U...	Plant	St...	W..	S	De...	Document...	Item	Description
2100000083	1	5	EA	IQ21	6101	J01			180079146	10	Modular Unit:

Material was packed

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

Processing of Handling Units for Inbound Delivery 0180079146

Pack material | Pack HUs | Pack.proposal | Single entry | Ttl content

All existing HUs (available for packing)

Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading Wt	Tare weight
1000001151	E 1900000088	1			1
1000001163	E 1900000088	2,080	2,079		1
1000001164	E 1900000088	2,080	2,079		1

per part. qty | per x ... | if full | W/Vol | APM | gen.

Material to Be Packed

Material	Partial qty	Total quantity	U...	Plant	St...	W..	S	De...	Document...	Item	Description

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

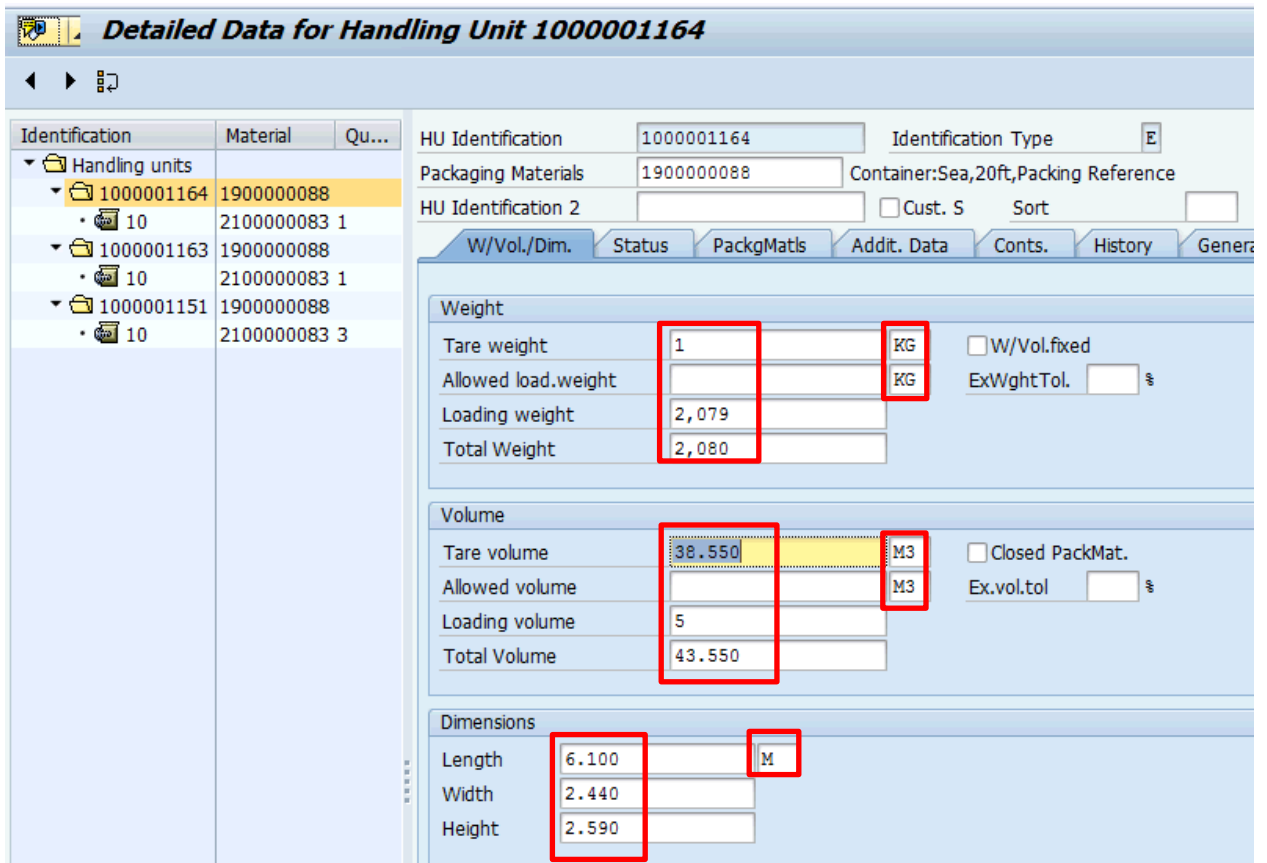
Processing of Handling Units for Inbound Delivery 0180079146

Pack material | Pack HUs | Pack.proposal | Single entry | Ttl content

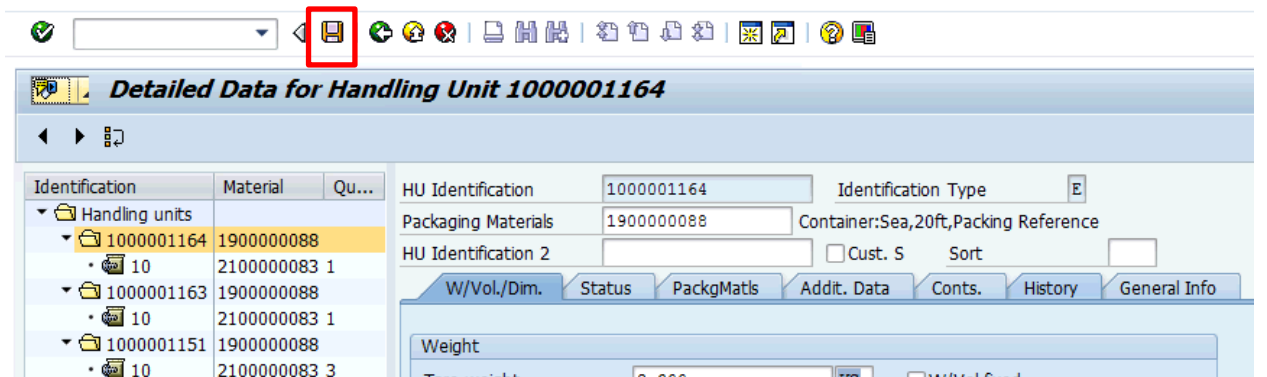
All existing HUs (available for packing)

Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading
1000001151	E 1900000088	1		
1000001163	E 1900000088	2,080	2,079	
1000001164	E 1900000088	2,080	2,079	

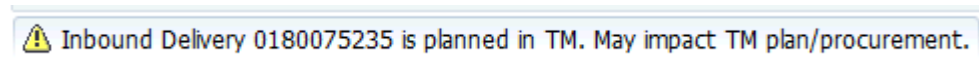
20. Go to the 'W/Vol./Dim.' Tab and enter/adjust the Weight, Volume, Dimensions for this package/HU including the Units of Measures.



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.



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).



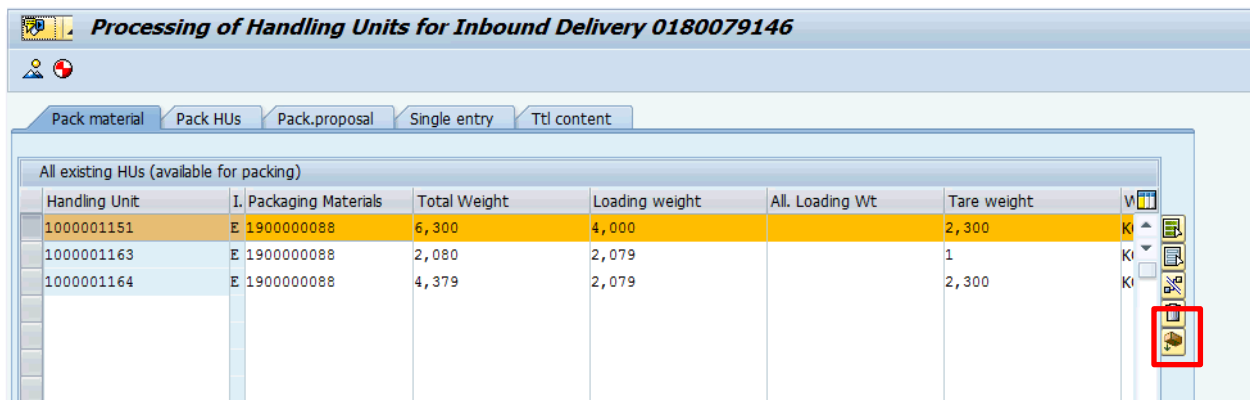
25. Press Enter to actually save the changes in the Inbound Delivery document. The system displays a message indicating that the Inbound Delivery document was updated.

 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).



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

Processing of Handling Units for Inbound Delivery 0180079146

Pack material | **Pack HUs** | Pack.proposal | Single entry | Ttl content

All existing HUs (available for packing)

Handling Unit	I. Packaging Materials	Total Weight	Loading weight	All. Loading Wt	Tare weight	V
1000001151	E 1900000088	2,300			2,300	KI
1000001163	E 1900000088	2,080	2,079		1	KI
1000001164	E 1900000088	4,379	2,079		2,300	KI

per part. qty | per x ... | if full | W/Vol | APM | gen.

Material to Be Packed

Material	Partial qty	Total quantity	U...	Plant	St...	W..	S	De...	Document...	Item	Description
2100000083	3	5	EA	IQ21	6101	J01			180079146	10	Modular Unit:Prefab,3 Modules

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