Standard Operating Procedure

MSG
(Purchase Order Processing)

Document Control:

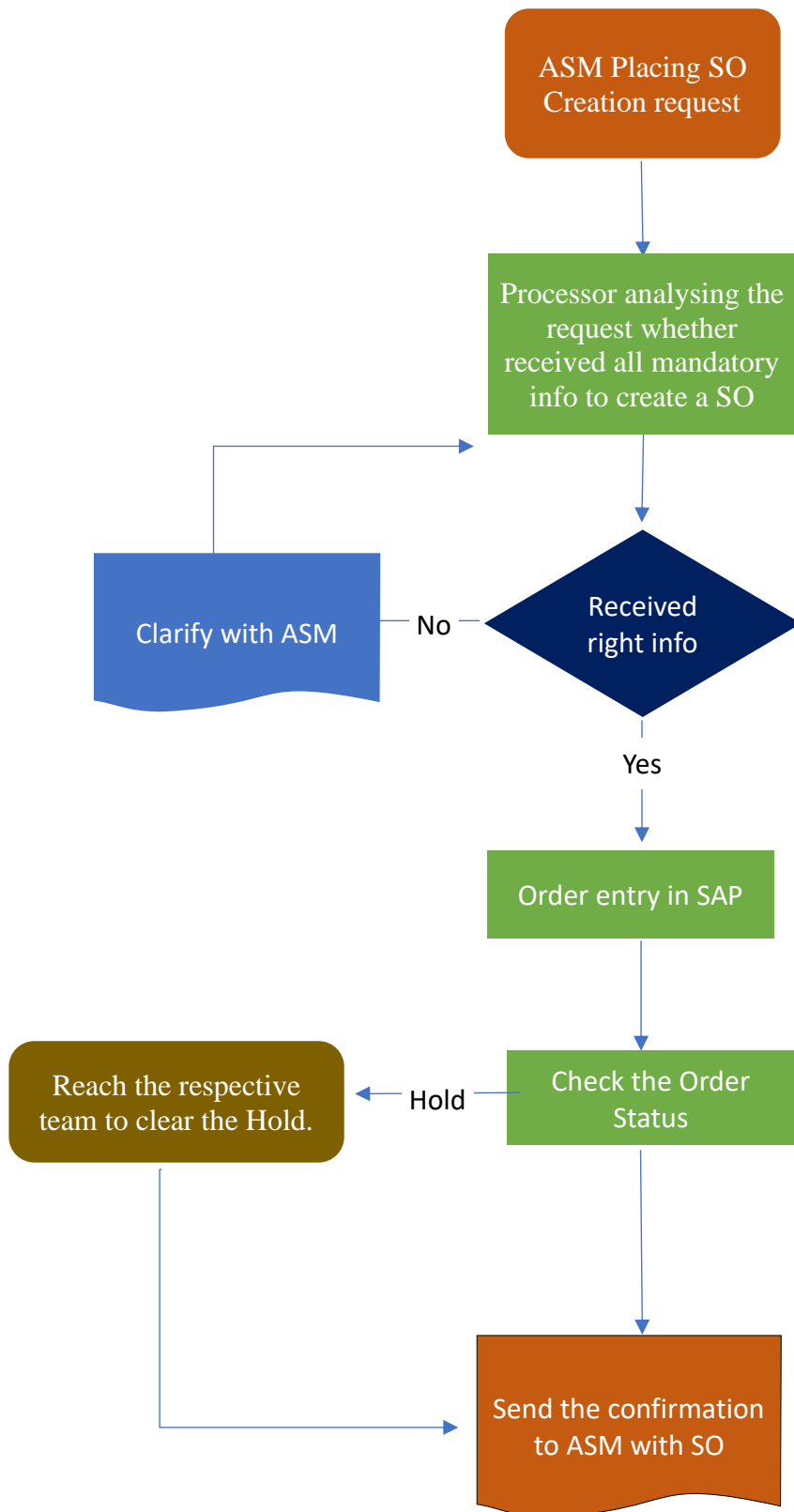| Document Name	MSG – SO Processing
Document Version	V003
Date (Created on)	23/12/2022
Next Review Date	01/04/2023
Plan Owner	Mr. Venkataramanan U (Senior Manager)

Version Control:

Version Number	Revision Date	Revision Description	Prepared by	Reviewed / Approved by
V001				
V002	23/12/2022	Updated few changes with Redserv format	SURIYA AGORAM	MR. VENKATRAMANAN U
V003	07/02/2024	Updated with the current process		

Process Details

Process Name	MSG – SO
Region	PAN INDIA
Process Manager	MR. VENKATRAMANAN U
Senior Process Manager	MR. VENKATRAMANAN U
Business Head	MR. VISHWANATHAN R K

Index:

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                    ┌─────────────────────┐
                    │  ASM Placing SO     │
                    │  Creation request   │
                    └──────────┬──────────┘
                               │
                               ▼
                    ┌─────────────────────┐
                    │ Processor analysing │
                    │ the request whether │
                    │ received all        │
                    │ mandatory info to   │
                    │ create a SO         │
                    └──────────┬──────────┘
                               │
                               ▼
   ┌──────────────┐         ◇◇◇◇◇◇◇◇◇
   │ Clarify with │◄── No ──◇ Received ◇
   │ ASM          │         ◇ right info◇
   └──────────────┘         ◇◇◇◇◇◇◇◇◇
                               │
                              Yes
                               ▼
                    ┌─────────────────────┐
                    │ Order entry in SAP  │
                    └──────────┬──────────┘
                               │
                               ▼
   ┌──────────────┐         ┌─────────────────────┐
   │ Reach the    │◄─ Hold ─│ Check the Order     │
   │ respective   │         │ Status              │
   │ team to clear│         └──────────┬──────────┘
   │ the Hold.    │                    │
   └──────┬───────┘                    ▼
          │              ┌─────────────────────┐
          └─────────────►│ Send the confirmation│
                         │ to ASM with SO       │
                         └─────────────────────┘
```

ASM Placing SO Creation request

Processor analysing the request whether received all mandatory info to create a SO

Received right info

Clarify with ASM — No

Yes

Order entry in SAP

Check the Order Status

Hold — Reach the respective team to clear the Hold.

Send the confirmation to ASM with SO

MSG CHECK POINTS:

- **Partner Code:** Need to check customer code is same in subject and trail mail.
- **Sap code:** If part code (MPN) is given, kindly check the sap code is match along with the MPN.
- Bill to/ Ship to
- **Quantity:** Take the qty from the PO.
- **Quotation**: If wherever quotation number is mentioned kindly do the order in quotation not in VA01 except B2b orders.
- **Incoterm**: For APMP, APWW incoterm will be AIR mode for region-to-region billing, if STN is also mentioned in the PO.
- **Partial billing**: If the word partial billing is mentioned in partner po, we can process with as per available qty mentioned in the mail body.
- **Order type**: Kindly check the order type whether its BTB or SNS before processing the order.
- **IGST**- If Partner had place the PO with IGST BILLING ALLOWED, then we can process the sale order as per ASM mail body mentioned Plant

Business groups of AMG and their credit days

APMP - 21 days and 30 days for APR partners as exception

APWW - 21 days and 30 days for APR partners as exception

APMC - 30 days

APAD - 30 days

APAC - 30 days

APIP - 21 days

APHP - 21 days

MOTO -14 & 21 days

NTHG - 7 days

GLSP - 21 and 30 days

GLMP - 21 and 30 days

LTAB – 21 days

TITN – 15 days

BOLT – 21 DAYS

GRMN- 21 DAYS

The above credit days will be called PDC.

The CDC means 1 day. If billed with CDC, 1% cash discount will be reduced for apple products like (APMC APAD APAC) and 0.75% is deducted for APMP, APWW and 0.5% for moto.

INCOTERMS

- STN & DTD applicable for APAD, APMC, APAC, APIP, APHP, MOTO, NTHG, GLSP, GLMP, LTAB
- APAD, APMC, APAC, APIP, APHP, MOTO, NTHG, GLSP, LTAB, TITN, BOLT, – AIR can be applicable only with biz approval.
- AIR must be applicable for APMP & APWW when billing is done from region to region, remaining inter-region will be STN & DTD.
- (Exception when billing done through Kolkata to Guwahati passes by AIR for APMP & APWW)
- EXW, CSP will be applicable according to partner's PO requirement.

ORDER TYPE

- ZORD – normal SNS billing
- ZDTE – billing through adhoc limit
- ZEBB – B2b loading 1010 order type.
- ZDBC – billing for deal-based credit.
- ZBTB- B2b loading 1005 order type.

STORAGE LOCATION

- For ACCY (APAC) to be billed on 1012 storage location need biz. Approval.
- Billing should not punch on 1004 storage location.
- B2b loading order will be bill on 1010 storage location and 1005 storage location.

1. QUOTATION ORDER
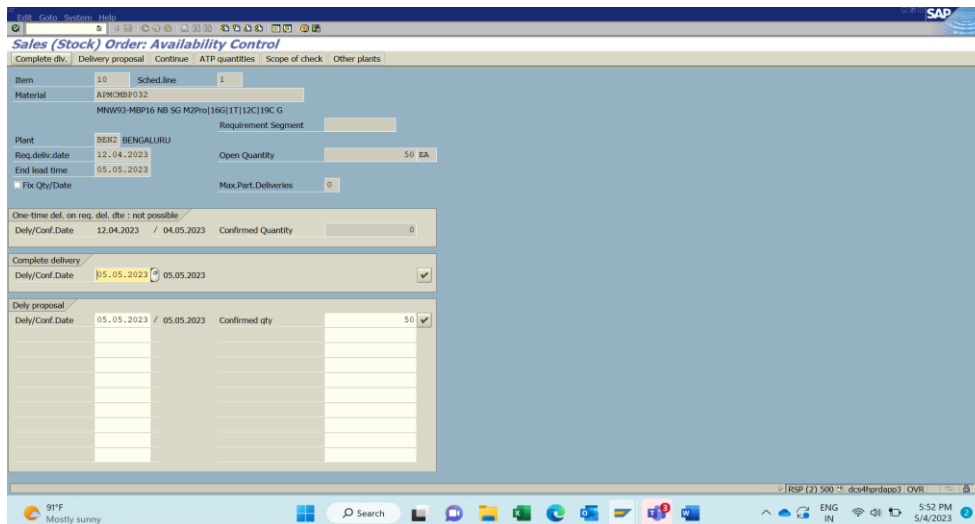
- For ZORD quotation should select ZORD order type and give the quotation number in 'create with reference'.
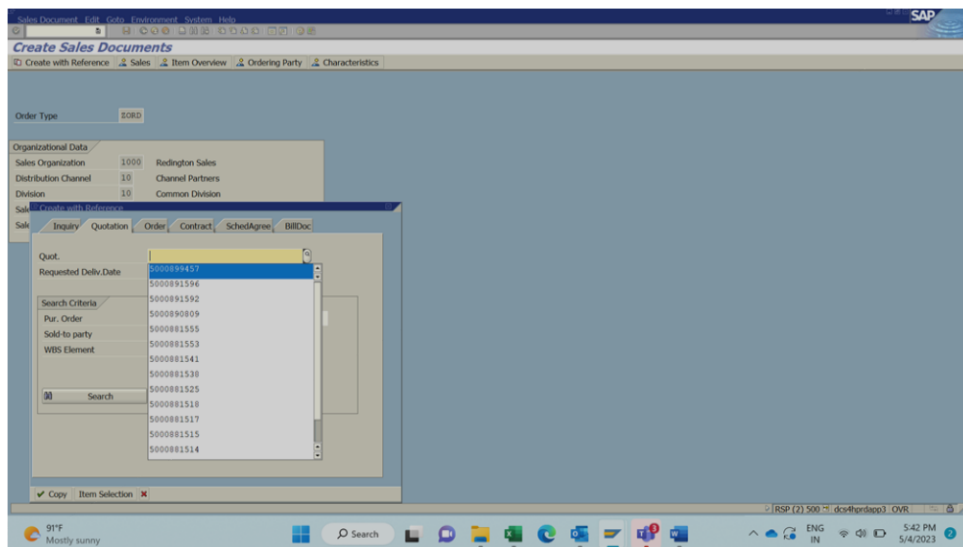
Click on the item selection key(F7) and select the sap code with quantity whichever needs for billing.
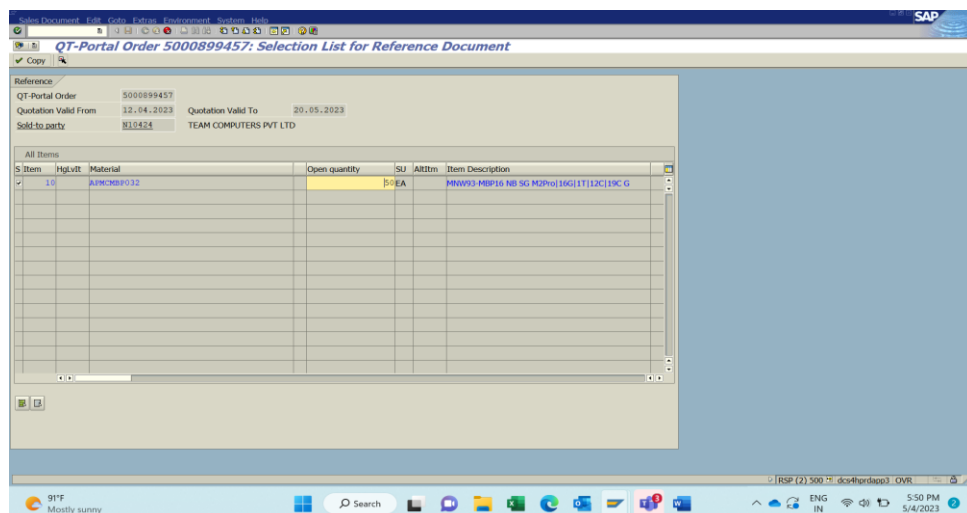
And copy (F5) that sap code and give complete delivery (F6) whenever required to create the sale order.
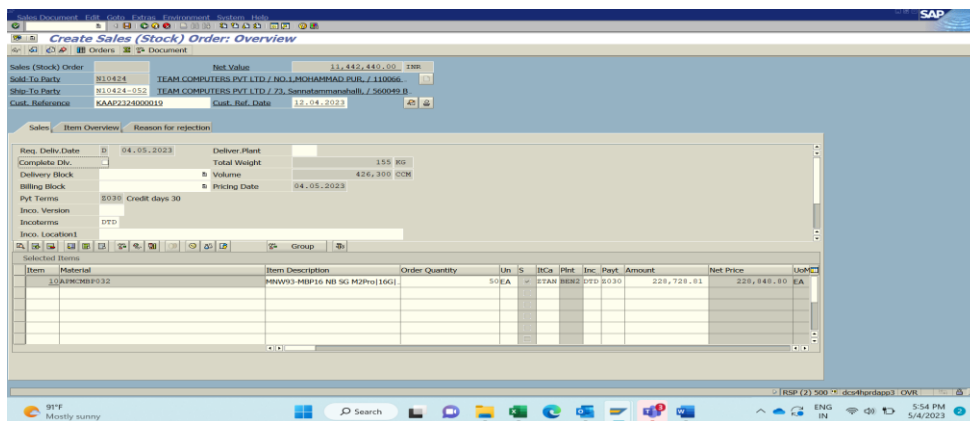
And the first thing is to remove complete delivery to make partial delivery of the orders. And change the plant which asked in PO to bill.

Go to 'EDIT' - fast change of – plant and change the plant (press tab and enter)
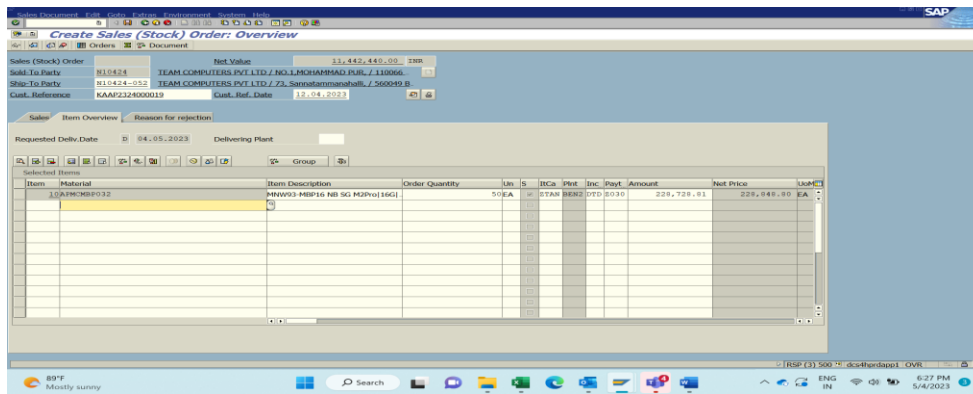
Then go to header and require making changes in partner, billing document, accounting, condition.
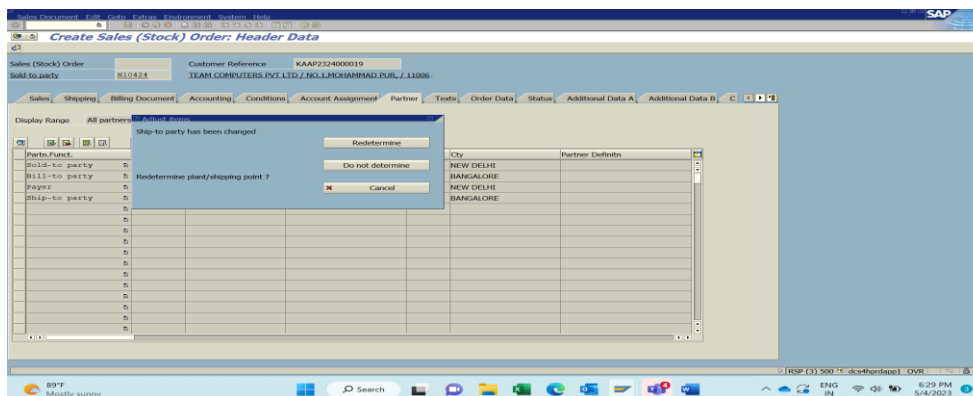
Now need to add the sequence given in the partner PO as how they mentioned the bill to and ship to and give do not determine.
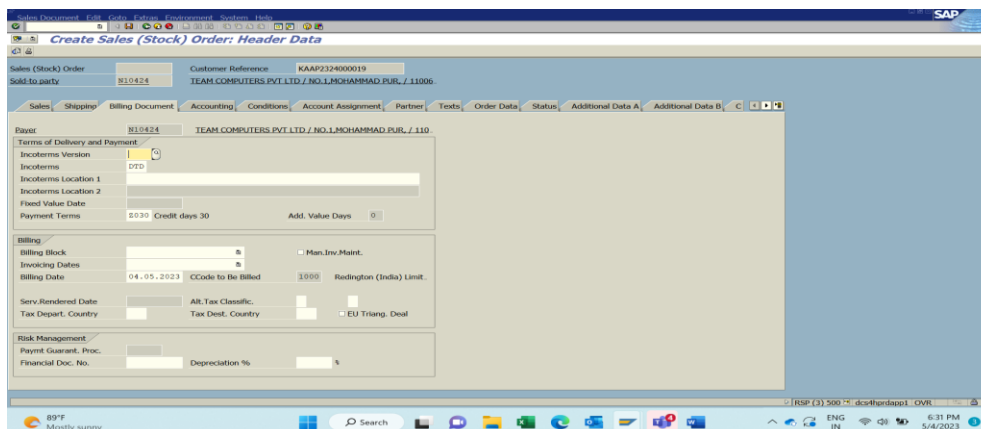
Give the required credit days for the biz code and incoterm analyzing the billing plant and ship to party sequence, also refer the above details for incoterm and credit days.

If cover cheque 'Q' is available for the partner mention "Q" in payment method.

If there is no cover cheque, kindly collect the bank details from ASM and give 'P' in payment method and add the bank details, can also give 'G' in payment method in one day CDC billing.

And add the bank details in additional data B on header – transaction cheque number (last 5 digits), cheque collection (branch 02) and bank number.

If we are billing against DZ, and we have sufficient DZ amount as per PO, we can use Advance Payment hold "A" and mention the receipt no. in additional data B.

For quotation order need to update the 'carry out new pricing' in conditions instead of giving POS ID in line item to make discount for the order.

Now go to line item and check the POS ID mentioned in additional data B is correct.
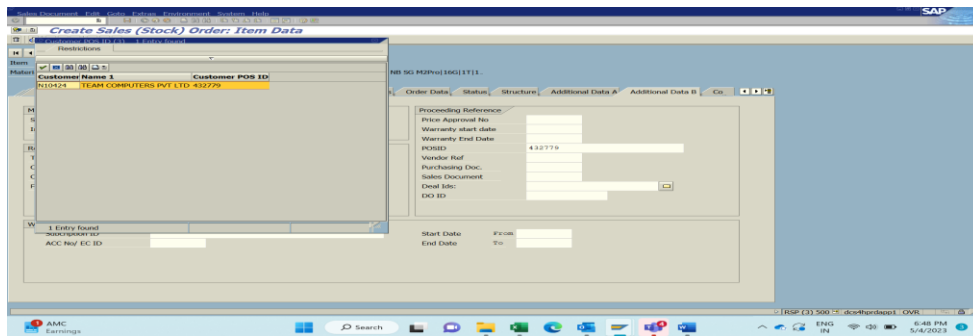
Check the functional discount is captured in conditions and if the billing billed on CDC 1-day credit then the cash discount will also reflect in conditions of line item.
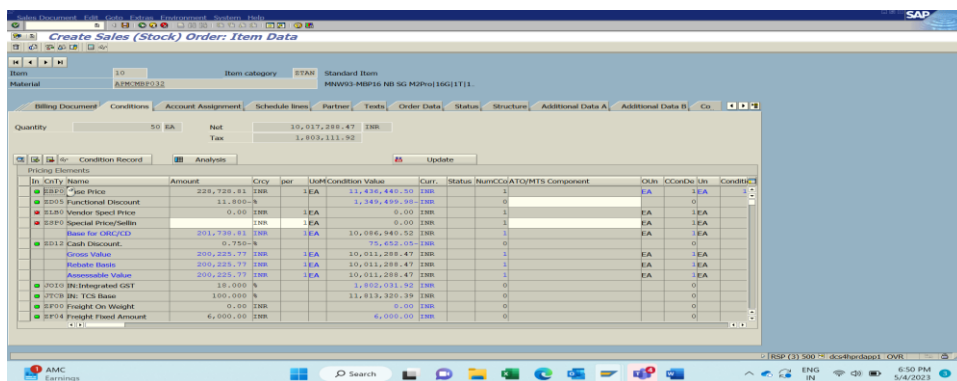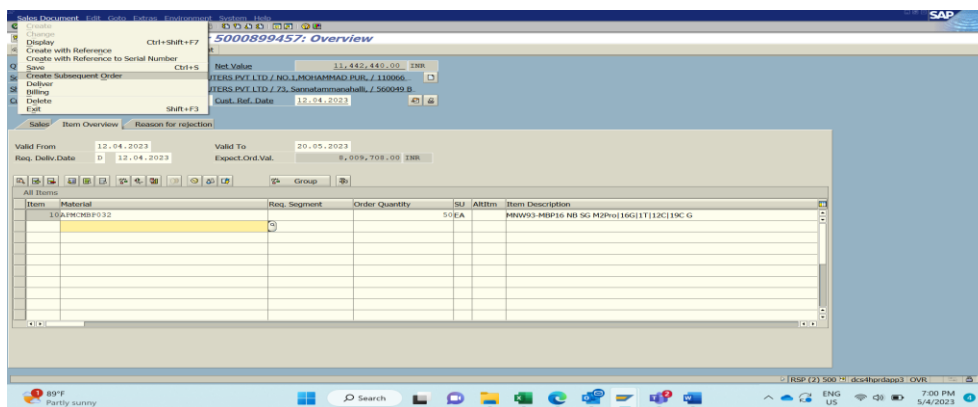

Finally check the details in item overview and storage location on this display page and save the sale order.
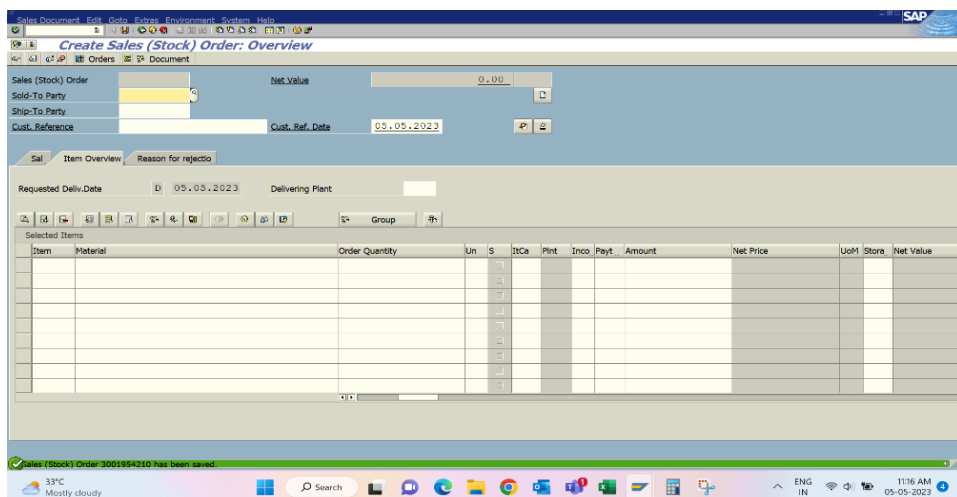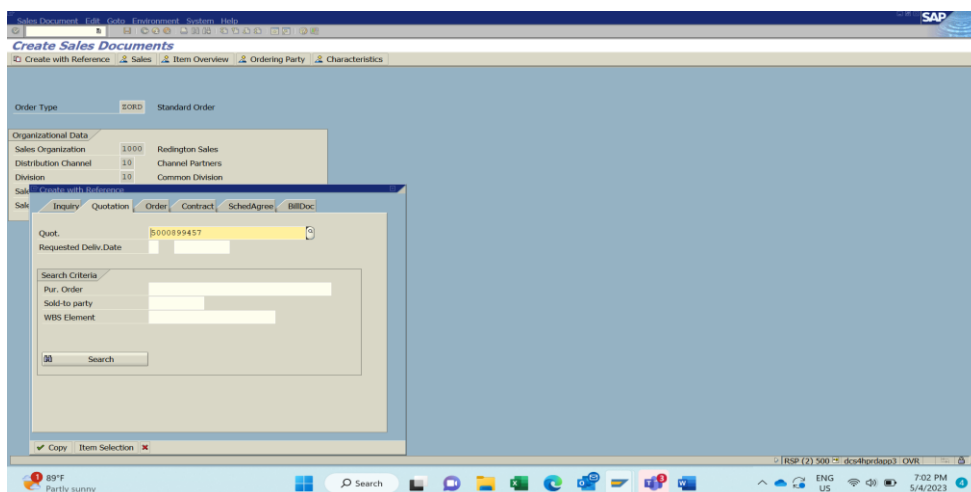
(or) can bill the quotation order using the t-code "ZSD_QUOT" – quotation number.
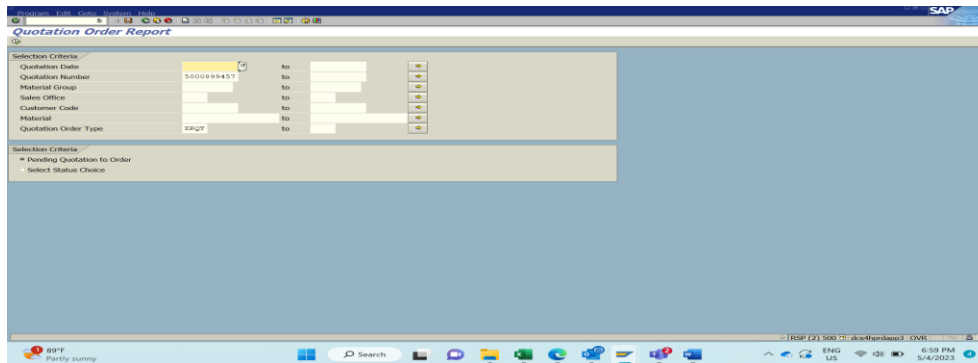
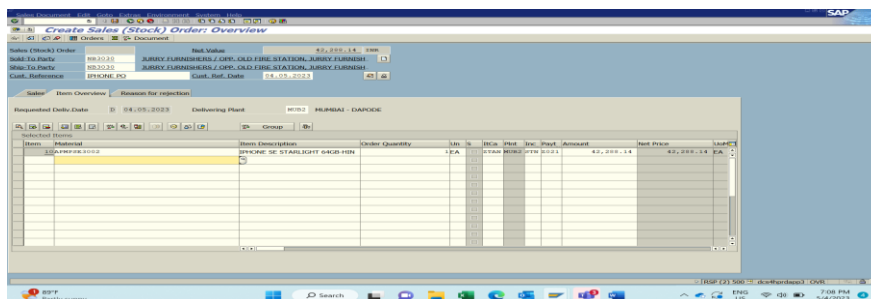Click on the quotation number and go to the sale document and select create subsequent order.

Then it takes 'to create with reference' page and follow up above step to complete the sale order.

2. ZORD BILLING IN VA01

Use the t-code "VA01" in ZORD order type and enter the details like partner code, customer reference, plant, sap code, quantity given in the PO.

Now same as quotation order fill the header and line-item details. Additionally give POS ID manually in additional data B on header for VA01 billing also check and save whether the functional discount captured.
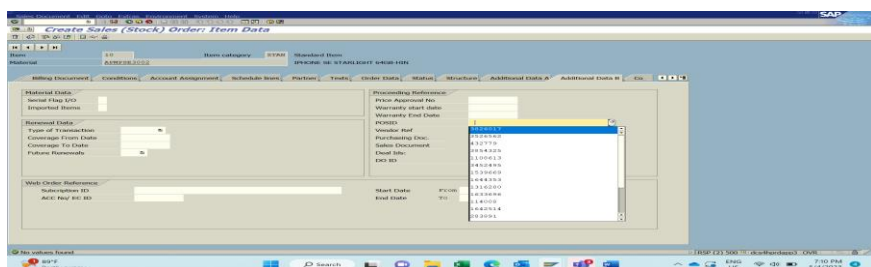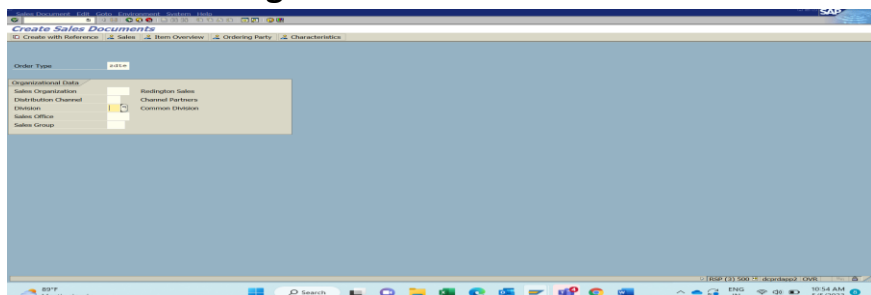

ORC – IPHONE

- While billing APMP the system will take ORC in ZD03 or else we need to update ORC manually in ZBUF.
- ORC will be applicable for IPhone 12, iPhone 13, iPhone 14 and 14 plus except iPhone pro and pro max.

Note: ORC should be taken without GST (/1.18) for the orders.

3. ZDTE billing IN VA01

Select the order type as 'ZDTE' and remove the value from the sales organization, distribution channel and division. Then as usual same steps to follow ad ZORD billing and additional need to add the case ID in additional data B on header.

4. ZEBB billing in VA01

ZEBB orders are B2B loading, and it will load on 1010 storage location automatically.

It is same as normal billing additionally need to add end customer details in partner tab on header.

End customer name alone required to fill in end customer details and mention the end customer name in addition data B on header.
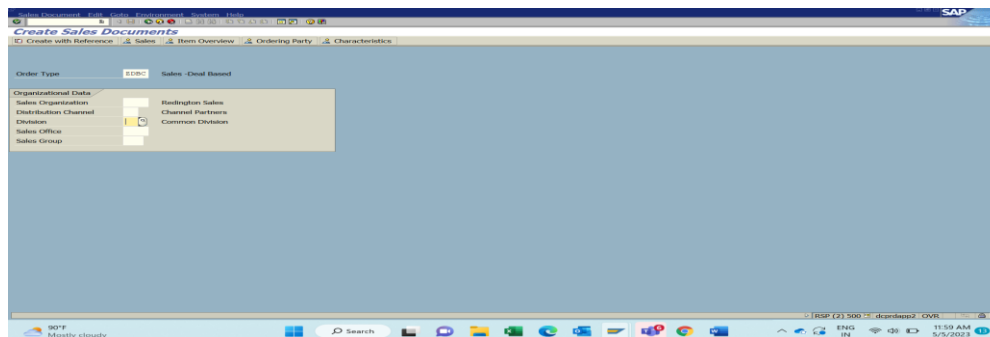
| 010 BTB order | 3001928422 | Customer Reference | KAAP2324000019 |
| Sold-to party | N10424 | TEAM COMPUTERS PVT LTD / NO.1,MOHAMMAD PUR, / 11006 |

Sales | Shipping | Billing Document | Accounting | Conditions | Account Assignment | Partner | Texts | Order Data | Status | Additional Data A | Additional Data B | C

Customer Data

End Customer GST Number	
End Customer PAN Number	
End Customer Name	TEAM COMPUTERS PVT LTD
End Customer Vertical	OTHERS
End Cust PO Ref	
ACH Number	
Transaction Cheque No	
L/C Number	
Cheque Collection	
Bank number	
Customer Category	
Contract Type	

Preceding Documents

Vendor Reference No	
Price Approval No	
Billing On Overdue No	
Case ID	
Transaction ID	
Sales Category	
Oppurtunity Id	

5. ZDBC billing in VA01

ZDBC is deal-based credit order is same as ZDTE order. Kindly select the order type and remove the value from the sales organization, distribution channel and division. And update the case ID in additional data B on header.

| Sales -Deal Based | 3000181554 | Customer Reference | 380 |
| Sold-to party | S10269 | DATA LOGICS INDIA PVT LTD / CANARA BANK, 8TH FLOOR, 5 |

Sales | Shipping | Billing Document | Accounting | Conditions | Account Assignment | Partner | Texts | Order Data | Status | Additional Data A | Additional Data B

Customer Data

End Customer GST Number	
End Customer PAN Number	
End Customer Name	
End Customer Vertical	
End Cust PO Ref	
ACH Number	
Transaction Cheque No	
L/C Number	
Cheque Collection	
Bank number	

Preceding Documents

Vendor Reference No	
Price Approval No	
Billing On Overdue No	
Case ID	372
Transaction ID	
Sales Category	
Oppurtunity Id	

6. MOTO, NTNG, LTAB, JBRA, GLMP, AND GLSP BILLING

Updating of POS ID in additional data B on header need not required for MOTO, NTNG, LTAB, GLMP, AND GLSP biz. Other than this it is normal billing through VA01.

7. PROCESSING APR PO'S USING POWER QUERY (UPLOAD)

We will receive PO from ASM side through workflow, Below is Example of PO- TRESOR SYSTEMS PRIVATE LIMITED

HI

kindly process as per Mention in BELOW .
PO Ref- capture store name
payment terms- 1 DAY CDC (0.20% ORC) + (0.25% CDC)   BOTH APPROVAL MAIL ATTACHED.
Plant – AS PER MENTIONED IN BELOW.
BILL TO SHIP TO – AS PER MENTIONED IN PO .

SAP CODE	Item Code	Item Description	PLANT	PO QTY
APMP15PL09	MU1F3HN/A	iPhone 15 Plus 256GB Blue	FAR1 1012-10, FAR1 1001-5, KOL2 1001-50,, KOL2 1012-7,	72
APMP15PL10	MU1G3HN/A	iPhone 15 Plus 256GB Green	JAI1 1001-15,KOL2 16	31

Hi Pardeep,

Pls process billing @CDC (1%).

Upfront Discount: (.20%)

Item Code	Item Description	PO QTY	PO Basic	AMRT-PJB	ANUDR-RJ	BIKA-RJ	BTA-PJB	CMK-RJ	DEL-PJB	EBS-DEL	ELG-KOL	EM-CHD	FZR-PJB	GGN-IRIS	GGN-GGN-OK SEC70	GGN-SOHNA	HISAR-HR	JAMMU-OK	JDH-OK	JPR-MIROAD	JPR-OK VDN	JPR-WTP	KOTA-OK	MDLT-JLD	PARK-KOL	PNCK-HR	PNPT-HR	PTP-RJ	RRJMU-JK	SCM-KOL	SPM-KOL	UDR-OK	U A
MU1F3HN/A	iPhone 15 Plus 256GB Blue	72	75025.40	4	2	2	2	2	1	5		10	1	2		2	2		2	3	3	2	2	5	1	4	3	2	1	3		2		3
MU1G3HN/A	iPhone 15 Plus 256GB Green	31	75025.40						1	1				2			1						6	2		4			3	2	3	1	

1. **Tax : IGST /SGST allowed (wherever applicable)**
2. **Partial billing : Allowed**

- In this PO We first analyze everything is according to MSG checkpoints from Partner PO SAP code, Qty to Partial billing approval is available wherever it is applicable, If everything is correct we proceed through Process.

sap code	AMRT-PJB	ANUDR-RJ	BIKA-RJ	BTA-PJB	CMK-RJ	DEL-PJB	EBS-DEL	ELG-KOL	EM-CHD	FZR-PJB	GGN-IRIS	GGN-OK	GGN-SEC70	GGN-SOHNA	HISAR-HR	JAMMU-OK	JDH-OK	JPR-MIROAD
APMP15PL09	4	2	2	2	2	1	5		10	1	2		2	2		2	3	3
APMP15PL10							1	1			2				1			
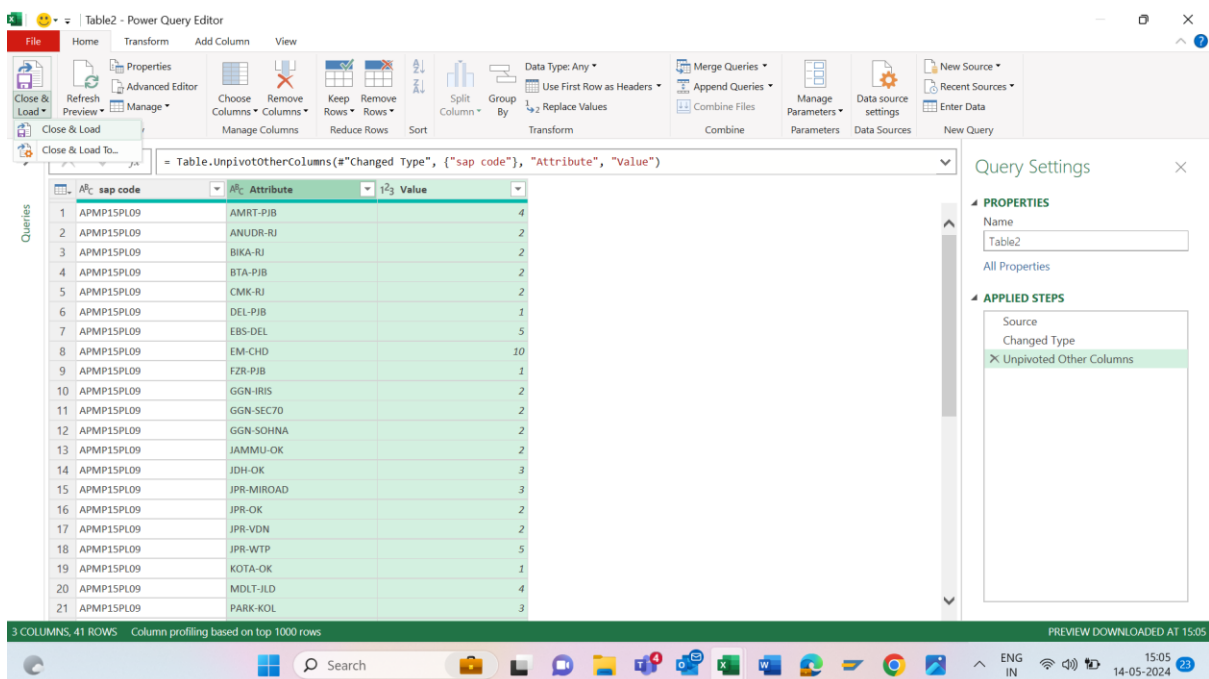
- Copy the PO in a blank excel sheet, then take sapcode against the MPN and then select the area of the sheet to use power query

- Select Sap code & Sequence in excel shit and use the short cut (ALT + A+ P + T) Or Select From Data and Table/ range icon

Then Power query Editor gets open in separate sheet, select on Sap code column and then select on Unpivot other column, Then click on close & load option.
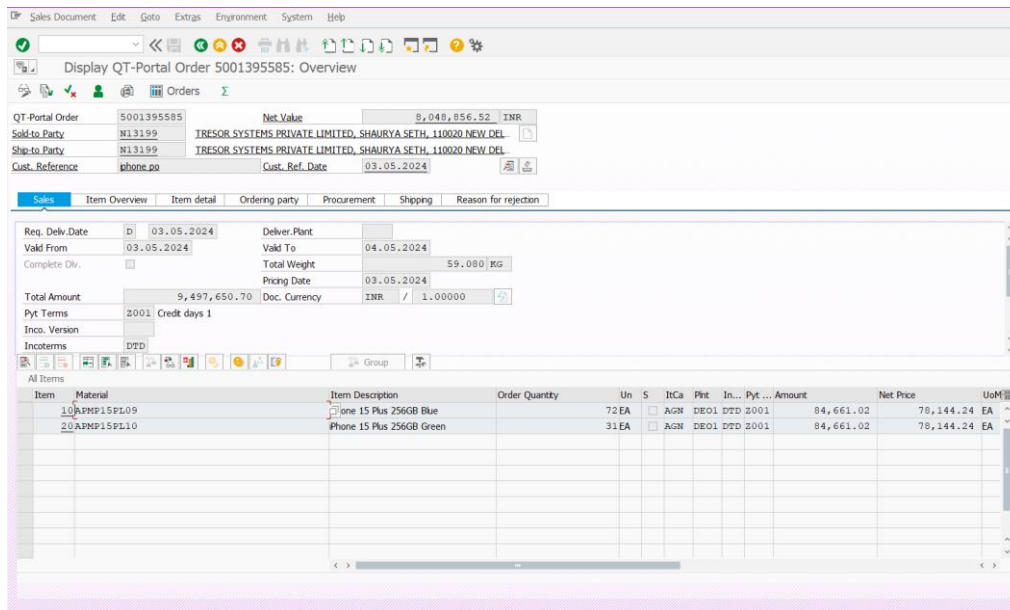
- Then we need to take data such as Bill to- ship to & Incoterm from the master data sheet which is available with us.
- Plant, line item, Quotation, Credit days should be taken as per PO. Use VLOOKUP wherever applicable.
- Create quotation using VA21-ZRQT option.
- Creating quotation is similar to Creating Sale order using VA01, In quotation we need to just give valid to days , we can give is ranging from 1 day to 1 week.

- Then save the quotation we will get quotation number starting from 5 series.

sap code	Attribute	Value	bill	ship	plant	quotation	line
APMP15PL09	AMRT-PJB	4	N13199-026	N13199-026	FAR1	5001395585	10
APMP15PL09	ANUDR-RJ	2	N13199-053	N13199-053	FAR1	5001395585	10
APMP15PL09	BIKA-RJ	2	N13199-042	N13199-042	FAR1	5001395585	10
APMP15PL09	BTA-PJB	2	N13199-057	N13199-057	FAR1	5001395585	10
APMP15PL09	CMK-RJ	2	N13199-043	N13199-043	FAR1	5001395585	10
APMP15PL09	DEL-PJB	1	N13199-008	N13199-008	FAR1	5001395585	10
APMP15PL09	EBS-DEL	5	N13199	N13199	FAR1	5001395585	10
APMP15PL09	EM-CHD	10	N13199-020	N13199-020	FAR1	5001395585	10
APMP15PL09	FZR-PJB	1	N13199-046	N13199-046	JAI1	5001395585	20
APMP15PL09	GGN-IRIS	2	N13199-038	N13199-038	KOL2	5001395585	10
APMP15PL09	GGN-SEC70	2	N13199-058	N13199-058	KOL2	5001395585	20
APMP15PL09	GGN-SOHNA	2	N13199-027	N13199-027	KOL2	5001395585	10
APMP15PL09	JAMMU-OK	2	N13199-011	N13199-011	KOL2	5001395585	10
APMP15PL09	JDH-OK	3	N13199-012	N13199-012	KOL2	5001395585	10
APMP15PL09	JPR-MIROAD	3	N13199-032	N13199-032	JAI1	5001395585	20
APMP15PL09	JPR-OK	2	N13199-030	N13199-030	KOL2	5001395585	10
APMP15PL09	JPR-VDN	2	N13199-052	N13199-052	KOL2	5001395585	10
APMP15PL09	JPR-WTP	5	N13199-001	N13199-001	JAI1	5001395585	20
APMP15PL09	KOTA-OK	1	N13199-016	N13199-016	KOL2	5001395585	10

- Map all data required to use in upload sheet, then use the T- CODE ZQUOT_ORD to download the Upload sheet and then copy all data in that sheet.

- Then Save the Upload sheet and again go to the T- CODE ZQUOT_ORD and Upload the sheet where you have saved the Data.
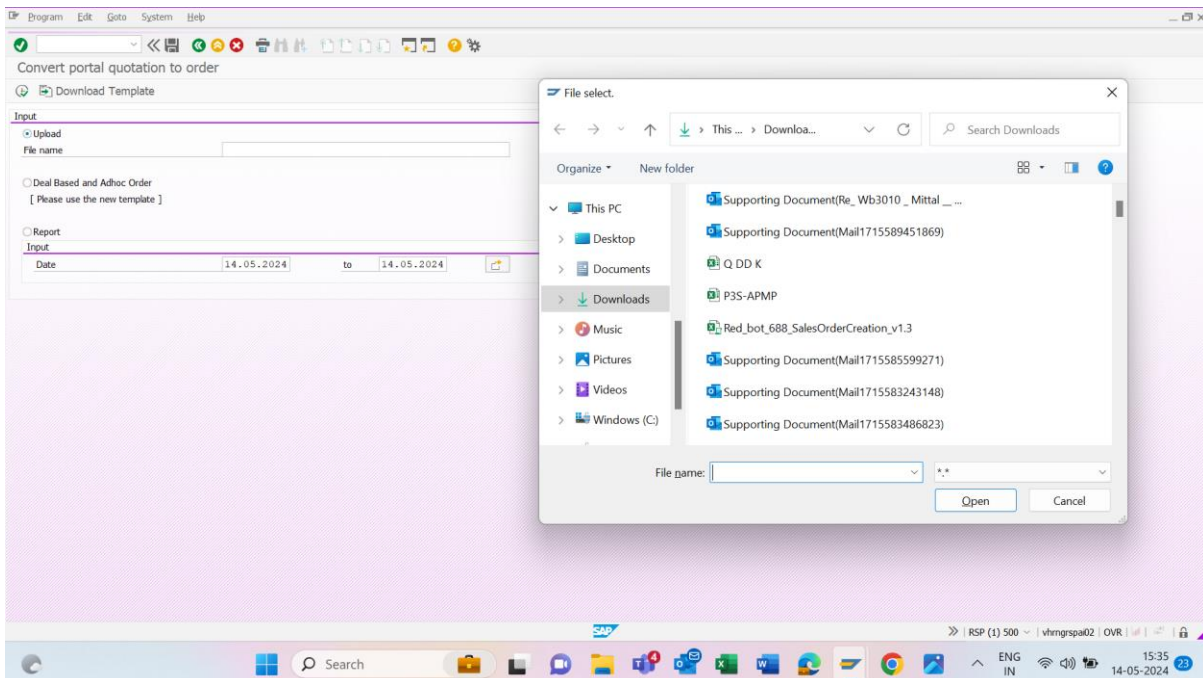
- Once You select the sheet select F8 option ,all data will get converted to SO Number , You can check everything is correct using VA05 option.