



### < CIAL\_SAP\_EUM\_02\_DISPATCH HANDLING SECTION >

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PREPARED BY



### *ABBREVIATIONS*

ABBREVIATION	DESCRIPTION
CIAL	Cochin International Airport Ltd.

### *CHANGE HISTORY*

Version	Description	Created by	Date	Reviewed by	Date

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## **User's Manual for Dispatch Handling Section**

The dispatch handling section had to perform a series of actions to complete the dispatch processing of the requests. These are explained one by one.

# 1 Acknowledge Dispatch Request:

## Overview

### Trigger:

This procedure will be used to acknowledge the receipt of dispatches.

Business Process Description Overview
This transaction will acknowledge the receipt of dispatches.

Input - Required Fields	Field Value / Comments

Output - Results	Comments
Dispatches acknowledged	

## Procedural Steps

### Access the transaction by:

Via Menus	
Via Transaction Code	<b>ZDTS007</b>

When the departments hand over the dispatches, the dispatch handling section should acknowledge the receipt of these dispatches. This will be done using the transaction **ZDTS007**. From the selection screen, select the respective department, the request date and mode of dispatch as follows:

Selection Criteria :

Request Status	N
Department	10002006
Request Date	14.11.2014
to	

☒ Courier Dispatches  
☐ India Post Dispatches

Based on selection, the courier dispatches and India post dispatches are displayed separately in the report. From the report, the user can select individual request by checking the boxes or can select the entire requests by pressing select all button. Provision is provided for deselect all requests also. Pressing the save button from the list will acknowledge the receipt of the dispatches. This action will change the status of the dispatch request from 'New' to 'Received/Dispatched'.

For courier dispatches:

*Acknowledge receipt of dispatches*

**Acknowledge receipt of dispatches**

**Acknowledge receipt of courier dispatches**

Check	Request No.	Department Name	Company	Address - 1	Address - 2	Address - 3	Address - 4	Address - 5	Mobile Number
<input checked="" type="checkbox"/>	1000000130	Cargo	L & T Pvt. Ltd.	MARKET ROAD,	Opp. Joy Alukkas,	Menaka, Ernakulam(Dist)	KERALA, INDIA	PIN-556677	9999999999

For India post dispatches:

*Acknowledge receipt of dispatches*

**Acknowledge receipt of dispatches**

**Acknowledge receipt of India post dispatches**

Check	Request No.	Department Name	Company	Address - 1	Address - 2	Address - 3	Address - 4	Address - 5	Dispatch Mode	Created By	Created Da...	Creat
<input checked="" type="checkbox"/>	1000000133	Cargo	TCS	INFOPARK	KOCHI				Ordinary Post	ABDIITH	14.11.2014	12:46
<input checked="" type="checkbox"/>	1000000132	Cargo	Air India Exp	qwqwqqw	sdsdsd	fgfg			Registered Post	ABDIITH	14.11.2014	12:38

## 2 Enter dispatch details & rate:

### Overview

#### Trigger:

This procedure will be used to enter dispatch details and rate.

Business Process Description Overview
This transaction will be used to enter dispatch details and rate.

Input - Required Fields	Field Value / Comments

Output - Results	Comments
dispatch details and rate entered	

### Procedural Steps

#### Access the transaction by:

Via Menus	
Via Transaction Code	ZDTS008

Once the dispatches were physically sent, all the dispatch details and the rate of the dispatch had to be maintained against each request. **This can be done only to those requests which are acknowledged.** This is done using the transaction **ZDTS008**. The dispatch details of the courier services and India post services are carried out separately. The user had to fill the request date and will have to select Courier or India Post. The selection screen will look as follows:

Dispatch Details Updation

Selection Criteria :

Request Date 01.05.2014 to 29.10.2014

☒ Courier Dispatches

☐ India Post Dispatches

For courier dispatches having weight less than 500gm, the user will have to enter the courier reference number, dispatch date, location code based on the dispatched location and rate code based on the weight of the dispatch. This will cause the rate to be filled automatically. For dispatches having weight greater than

500gm, the user should select the rate code 'OTHR'. This will enable the rate field for editing. The user should manually enter the rate here. All the fields that are editable are mandatory fields and the user should fill all these fields. Once details are entered, press the save button to save changes.

In case of India post dispatches, the user will have to enter reference number, dispatch date and the rate. Then press the save button to save changes.

Check	Request No.	De...	Company Name	Creation Date	Cost Cent...	Courier Agency	Reference N...	Dispatch Date	Location Code	Rate Code	Amount	Curren
<input checked="" type="checkbox"/>	1000000072		TTTTTTTTTTTTT...	14.11.2014		0000100099	R4343	14.11.2014	DTDC1	UP500	18.00	INR

Check	Request No.	Departme...	Dispatch Mode	Company Name	Creation Date	Reference N...	Disp. Date	Amount	Currency
<input checked="" type="checkbox"/>	1000000073		Speed Post with AD	SDSDSDS	14.11.2014	R555555	14.11.2014	230.00	INR
<input checked="" type="checkbox"/>	1000000074		ORDINARY POST	BNBNBNBN	14.11.2014	R33333	14.11.2014	45.00	INR

Once saved, the request status changes from 'Received/Dispatched' to 'Ready to be settled'.



### 3 Dispatch settlement through PO creation:

#### Overview

##### Trigger:

This procedure will be used to create PO for dispatch settlement.

Business Process Description Overview
This transaction will create PO for dispatch settlement.

Input - Required Fields	Field Value / Comments

Output - Results	Comments
Dispatch request settled by creating PO	

#### Procedural Steps

##### Access the transaction by:

Via Menus	
Via Transaction Code	

Once the rate had been maintained for the requests, these can be settled by creating a Purchase Order. The settlement is done based on the dispatch dates of the requests. If multiple requests are there for a department, then these added together to become an item of the PO. The settlement is done separately for Courier and India Post. Test run facility is given to check whether PO can be created without error or not. The following screen shots shows the various steps in dispatch settlement.

##### Courier Settlement:

Testrun Success output:

Dispatch settlement

Dispatch settlement

Vendor	Remarks
100099	Purchase order can be successfully created !

Testrun Error output:

Dispatch settlement

Dispatch settlement

Vendor	Remarks
100020	PO header data still faulty
100020	Vendor 100020 has not been created for purch. organization 1000

After PO creation:

Dispatch settlement

Dispatch settlement

Vendor	Remarks
100099	General Opex PO created under the number 4500001464

## Purchase Order:

**General Opex PO 4500001464 Created by ABJIITH**

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template

ZF05 General Opex PO 4500001464 Vendor 100099 GMMCO Doc. date 30.10.2014

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...	Per	O... Matl Group
10	K				Courier charges for FINDEPT dept.	1LS	D	30.10.2014	70.00	INR	1	LS Courier Serv
20	K				Courier charges for DFS dept.	1LS	D	30.10.2014	28.00	INR	1	LS Courier Serv
30	K				Courier charges for COMMERCIAL dept.	1LS	D	30.10.2014	18.00	INR	1	LS Courier Serv

Add Planning

Item Detail

SAP >> | 200 | cialqec | INS |

## India Post Settlement:

**Dispatch settlement**

Selection Criteria :

Dispatch Date 31.10.2014 to

☐ Courier Dispatches

☒ India Post Dispatches

☒ Test Run

## Testrun Success Output:

**Dispatch settlement**

Remarks

○○○ Purchase order can be successfully created !

After PO creation:

The screenshot shows the 'Dispatch settlement' window in SAP. It has a title bar with a green checkmark and a dropdown menu. Below the title bar is a toolbar with various icons. The main area is titled 'Dispatch settlement' and contains a 'Remarks' section. The remark text reads: 'Petty expense PO created under the number 4500002347'.

Purchase Order:

The screenshot shows the 'Petty expense PO 4500002347 Created by ABIJITH' window in SAP. It has a title bar with a green checkmark and a dropdown menu. Below the title bar is a toolbar with various icons. The main area is titled 'Petty expense PO 4500002347 Created by ABIJITH' and contains a table of items. The table has columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C Deliv. Date, Net Price, Curr..., Per, O..., Matl Group, Plnt. The table contains three rows of data:

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
10	K				Postage for ITC dept.	1	LS	D 31.10.2014	890.00	INR	1	LS	Postal Servic..	CIAL
20	K				Postage for CARGO dept.	1	LS	D 31.10.2014	456.00	INR	1	LS	Postal Servic..	CIAL
30	K				Postage for CIVIL dept.	1	LS	D 31.10.2014	345.00	INR	1	LS	Postal Servic..	CIAL

Below the table is a toolbar with various icons and an 'Add Planning' button. At the bottom of the window, there is a status bar with the SAP logo and the text '120 | cialdec | INS |'.

**Note:**

Once PO had been successfully created, the user should add the Name of work text field of the PO. This will start the approval process of the PO.

## 4 Dispatch Summary report with editing option:

### Overview

#### Trigger:

This procedure will be used to display dispatch requests with edit option based on selection criteria.

Business Process Description Overview
This transaction display dispatch requests with edit option based on selection criteria.

Input - Required Fields	Field Value / Comments


Output - Results	Comments
Dispatch Request displayed with edit option	

### Procedural Steps

#### Access the transaction by:

Via Menus	
Via Transaction Code	ZDTS010

The transaction for the report is **ZDTS010**. This report can be used for displaying all the requests of all the departments based on the selection criteria. **This report can also be used to edit the dispatch details entered using transaction ZDTS008. This can be done only for requests that are not yet settled. A legend for the icons displayed on the list is also given on the list output.**

To edit the dispatch details, click on the edit  icon on the list. The output of the report will look as follows:

Dispatch Summary Report									
Legend									
Dispatch Summary Report									
Ind.	Request No.	Company Code	Department	Company	Sub...	Dispatch Mode	Request Status	Created By	Created
▲	1000000082	1000	Human Resources	L&T Constructions Ltd		Courier	New	478	05.0
▲	1000000083	1000	Human Resources	GE TRADERS		Courier	Ready for settlement	478	05.0
▲	1000000084	1000	Human Resources	ATHULYA TRADERS		Ordinary Post	Received/Dispatched By...	478	05.0
▲	1000000085	1000	Human Resources	POPULAR HYUNDAI		Registered Post	New	478	05.0
▲	1000000086	1000	Human Resources	GMR Ltd.		Speed Post	Received/Dispatched By...	478	05.0
▲	1000000087	1000	Human Resources	KKK Exports		Courier	Ready for settlement	478	05.0
▲	1000000088					Courier	New	478	05.0
▲	1000000089					Speed Post	New	478	05.0
▲	1000000090					Registered Post	New	478	05.0
▲	1000000091					Ordinary Post	Received/Dispatched By...	478	05.0
▲	1000000092					Courier	Ready for settlement	478	13.0
▲	1000000093					Courier	Ready for settlement	478	13.0
▲	1000000094					Registered Post	Settled	478	13.0
▲	1000000095					Courier	Ready for settlement	19	23.0
▲	1000000096					Courier	Ready for settlement	19	23.0
▲	1000000097					Registered Post	Settled	19	23.0
▲	1000000098					Registered Post	Ready for settlement	19	23.0
▲	1000000099					Ordinary Post	Ready for settlement	19	23.0
▲	1000000100	1000	Cargo	emirates		Speed Post	Received/Dispatched By...	19	23.0
▲	1000000101	1000	Cargo	Air India Exp		Courier	Received/Dispatched By...	19	23.0
▲	1000000102	1000	Human Resources	L & T Ltd.		Courier	Ready for settlement	ABDIITH	06.0
▲	1000000103	1000	Human Resources	CAT Ltd		Courier	Ready for settlement	478	06.0
▲	1000000104	1000	Human Resources	L & T Ltd.		Courier	Ready for settlement	478	06.0
▲	1000000105	1000		WFOFOFO		Courier	New	ARTIITH	14.1