

# MT FOC User Manual

## Extension Features

### **Prepared For**

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# Version History

Version	Date	Author	Description
1.0	December 2, 2025	Nick Chamnong	Initial release - Extension features user guide

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# 1. Existing Functions Overview

The existing MT FOC application has two main functions:

1. **Add, Edit, Delete FOC Requests** - Manage FOC request data
2. **Track FOC Summary** - View overall MT FOC data using Power BI

The main menu provides two options:

- **Request FOC** - Access FOC request list where you can add, edit, or delete requests
- **Tracking MT FOC** - Link to Power BI dashboard

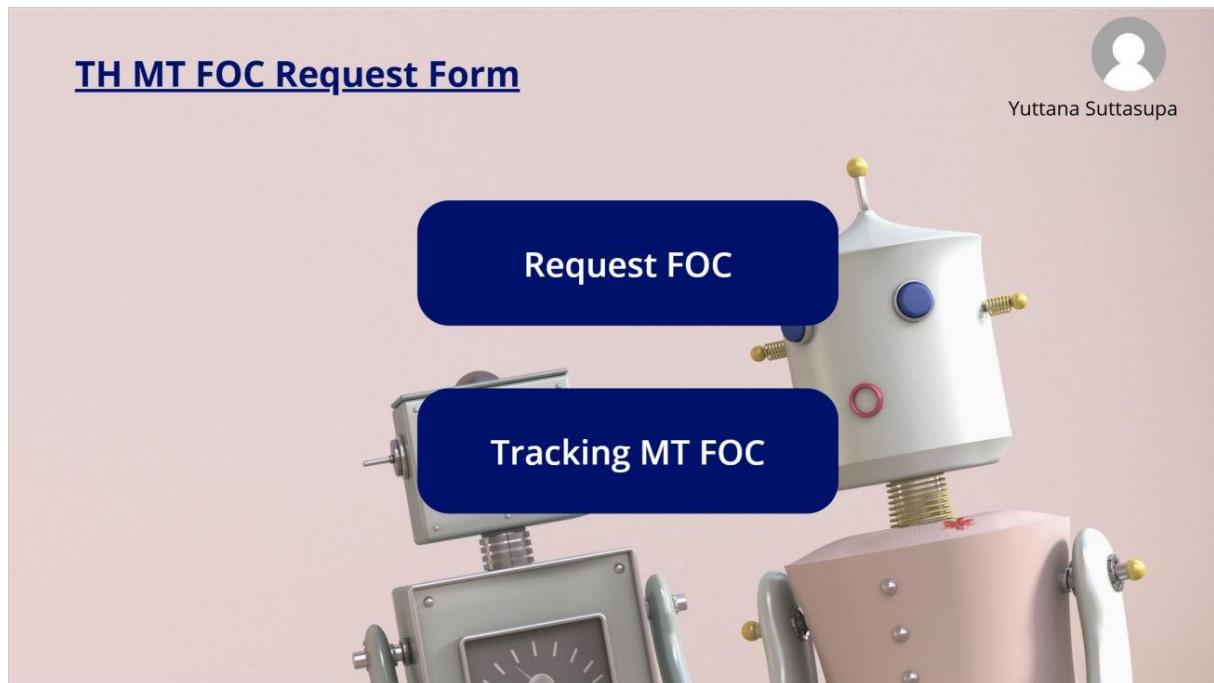


Figure 1.1: Main Menu

After clicking **Request FOC**, the application shows a list of FOC requests where you can:

- Click **New Request** to create a new request
- **Refresh** the FOC list
- **Search** for specific FOC requests
- View details or edit existing requests

TH MT FOC Overview					
Request No.	Requester			Mat. code	
	Search items	Search items	Search items		
11/27/2025 Napatsakorn.Loyawattananant@th.nestle.com GR5027493- 5027493 CJ Express 18/12/2025	106019206	Nescafe B&B Dumpling Bag 1x12 CS TH	>		
11/27/2025 Napatsakorn.Loyawattananant@th.nestle.com GR5027493- 5027493 CJ Express 17/12/2025	106019206	Nescafe B&B Dumpling Bag 1x12 CS TH	>		
11/27/2025 Napatsakorn.Loyawattananant@th.nestle.com GR5027493- 5027493 CJ Express 17/12/2025	106019206	Nescafe B&B Dumpling Bag 1x12 CS TH	>		
11/25/2025 Narumon.Kongnamoo@th.nestle.com GR21048- 21048 Nestle HO - Central World 11/28/2025	106017942	CDT FoldableBasket tie top(GT)1x24 CS TH	Approve	>	
11/24/2025 Sarita.Patanavipart@th.nestle.com GR10401- 10401 12/3/2025	105774720	MT Trolley20"Coffee Month(BigC)1x1 CS TH	Approve	>	
11/24/2025 Sarita.Patanavipart@th.nestle.com					

Figure 1.2: FOC Request List

When clicking **New Request**, you can enter data and click the checkmark to save.

When viewing request details, the form appears similar to New Request but with existing data. You can click **Edit** to modify and the checkmark to confirm changes, or **Cancel** to discard.

### TH MT FOC Form

Requester	Yuttana.Suttasupa@th.nestle.com	
RequestNo.	GR-	RequestDate 11/28/2025
<b>Customer Details :</b>		
SaleOrg TH18 Nestle (Thai)	Distribution channel 01 Retail	
*SoldtoCode <input type="text"/>	*SoldtoName <input type="text"/>	
TaxID <input type="text"/>	Building <input type="text"/>	

Figure 1.3: Request Form

## 2. Extension Scope

The extension adds the following functions to MT FOC:

1. **Reject Function** - Change FOC request status to Cancel and send email notification to Requester with rejection reason
2. **Export XML Function** - Generate NBS-compliant XML files for SAP integration
3. **Send Mail Function** - Send email to NBS containing:
  - o XML file attachment
  - o PDF summary of the order form
  - o Link to Power App
4. **Status Update** - After sending mail, FOC request status changes to "Done"
5. **Auto Ref Sheet Function** - Automatically populate order details from attached Excel files in SharePoint

The screenshot shows a sample email with the following content:

**Dear CS Team**

Please kindly issue FOC as file attached ka

**Request No:** GR201800-11/21/2025

**Material:** WIN Learning Explorer Bike 1x1 CS TH

**Delivery to:** บริษัท ซีพี ออลล์ จำกัด

**Delivery Date:** 11/21/2025

[Link to Power Apps](#)

At the top, there are two attachments listed:

- NE2O\_V06\_ZSAD\_20251114\_... (3 KB)
- GR201800-11/21/2025\_2025... (122 KB)

Below the attachments, it says "2 attachments (125 KB)".

Figure 2.1: Sample Email

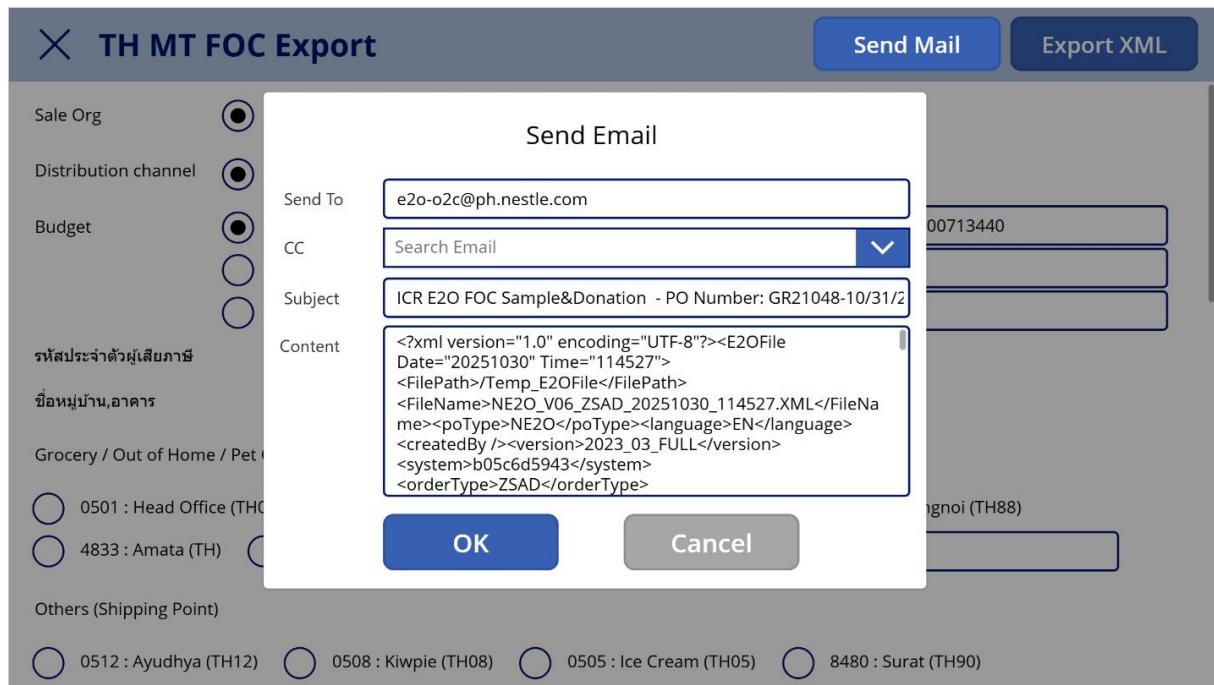


Figure 2.2: Send Email Dialog with XML Content Preview

### 3. Extension Function Details

#### 3.1 Reject Function

When clicking the **Reject** button, a dialog appears for entering a comment as the rejection note. After clicking OK, an email is sent to the Requester informing them of the cancellation with the reason.

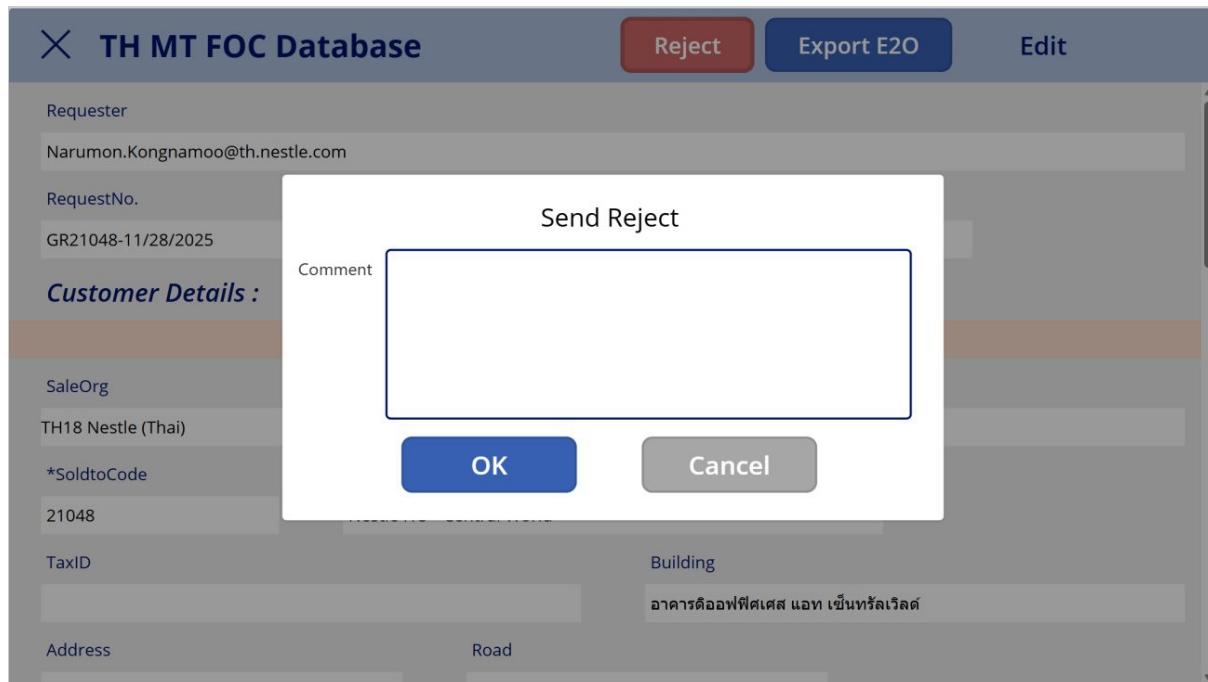


Figure 3.1: Reject Dialog

#### 3.2 Export E2O Screen

When clicking the **Export E2O** button, a new screen appears showing important details for creating the XML file, divided into 3 sections:

##### Section 1: Basic Export Settings

- Sale Org
- Distribution channel
- Budget
- Tax ID
- Building/Village name
- Shipping Point

This data is automatically populated from the FOC request but can be edited by the user.

**TH MT FOC Export**

**Sale Org**  TH18 Nestle (Thai)  MM11 Myanmar

**Distribution channel**  01 Retail  02 Out of Home  05 Export

**Budget**  PFME WBS element/Campaign ID (Activity ID)  Non PFME (Manual VAT & WT if any) WBS element/Campaign ID (Activity ID)  Non PFME (Donation) Cost Center For Donation only

รหัสประจำตัวผู้เสียภาษี

ชื่อหน่วยงาน, อาคาร  อาคารดิออยฟิศเซส แอนด์ เซ็นทรัลเวลล์

Grocery / Out of Home / Pet Care (Shipping Point)

0501 : Head Office (TH01)  0509 : Wyeth (TH08)  0516 :Bang Phli (TH16)  8301 : Wangnoi (TH88)  
 4833 : Amata (TH)  0511 : Market Hygiene (TH11)  Other

Others (Shipping Point)

0512 : Ayudhya (TH12)  0508 : Kiwpie (TH08)  0505 : Ice Cream (TH05)  8480 : Surat (TH90)

Figure 3.2: ExportScreen - Section 1

## Section 2: Tax Codes Verification

The user must fill in:

- BU (Business Unit)
- Activity
- Recipient
- WT Rate

The entered data is processed to calculate the **Reason Code**, which is used in XML generation.

The screenshot shows the 'TH MT FOC Export' interface. At the top right are 'Send Mail' and 'Export XML' buttons. Below is a section titled 'Tax Codes Verification' with fields for BU (Non Pet care), گیجگرمن (6. ให้ของ premium ที่มีค่า ".....ห้ามจำหน่าย" / ใน Cash voucher (The Mall, Central, Big C, Lotus etc.)), ผู้รับ (1) คู่ค้าที่เปิด PO ข้อสินค้าจากบริษัทเนสท์เล่โนดยูธ), VAT Rate (ยกเว้น), Remarks (empty), and Reason code (ZSAD: SC Samples To Consumer (VAT 0%, WT 0%)).

Below this is a 'Ref Sheet' section with buttons for 'Auto Ref Sheet' and 'Add'. It contains fields for Sold-To (21048), Ship-To (21048), Address (Nestle HO - Central World), Header Note (จัดส่ง ป้อนต์ นกมล ทีม Chan), Material Number (106017942), Quantity (1), UoM (radio buttons for CS, DSP, EA, with CS selected), RDD Date (11/28/2025), PO no. (GR21048-11/28/20), Specific Batch? (checkbox), Batch (checkbox), and a trash icon.

Figure 3.3: ExportScreen - Section 2: Tax Codes Verification (with Ref Sheet below)

### Section 3: Order Details (Ref Sheet)

Order details are automatically populated from the FOC request:

- Sold-To
- Ship-To
- Address
- Header Note
- Material Number
- Quantity
- UoM
- RDD Date
- PO no
- Specific Batch

Users can:

- **Add** - Add new order items
- **Delete** (trash icon) - Remove order items
- **Edit** - Modify any field

For stores with multiple branches, branch data is sent as attachments. Users can click **Auto Ref Sheet** to have the system read the attachment and populate order items automatically.

**TH MT FOC Export**

**Tax Codes Verification**

BU	Non Pet care	▼		
กิจกรรม	6.ให้ของ premium ที่มีค่า ".....ห้ามจำหน่าย" / ใน Cash voucher (The Mall, Central, Big C, Lotus etc.)			
ผู้รับ	1) คู่ค้าที่เปิด PO ข้อสินค้าจากบริษัทเนสท์แล็ตเตอร์			
VAT Rate	ยกเว้น	WT Rate	ยกเว้น	▼
Remarks				
Reason code	ZSAD: SC Samples To Consumer (VAT 0%, WT 0%)			

**Ref Sheet**

**Auto Ref Sheet** **Add**

Sold-To	21048	Ship-To	21048	Address	Nestle HO - Central World	Header Note	จัดส่ง ป้อนต์ นกมล ทีม Chan
Material Number	106017942	Quantity	1	UoM	<input checked="" type="radio"/> CS <input type="radio"/> DSP <input type="radio"/> EA		
RDD Date	11/28/2025	PO no.	GR21048-11/28/20;	Specific Batch?	<input type="checkbox"/>	Batch	<input type="button" value="Delete"/>

Figure 3.4: ExportScreen - Section 3: Ref Sheet

### 3.3 Send Mail Function

When clicking **Send Mail**, the system prepares the XML file and displays a dialog for sending email:

Field	Description
Send To	Recipient email (default: e2o-o2c@ph.nestle.com)
CC	CC recipients (default: Requester's email, can be modified)
Subject	Email subject
Content	Preview of XML data to be sent

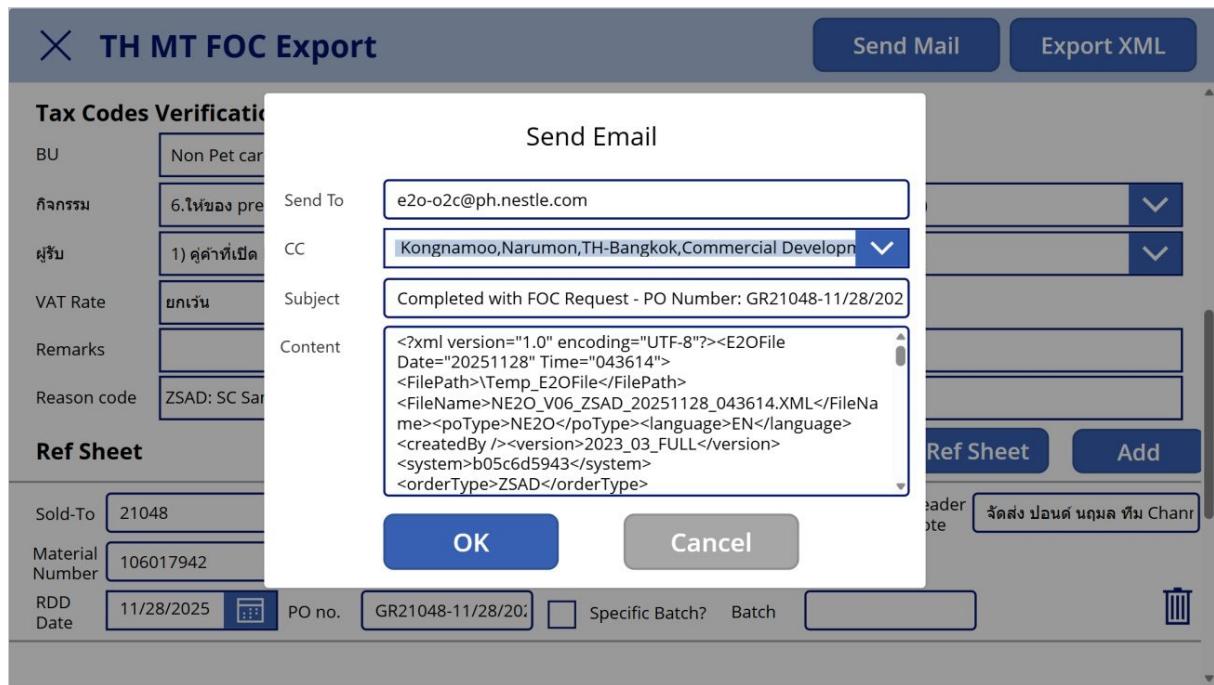


Figure 3.5: Send Email Dialog

## 4. Step-by-Step Usage Guide

### Access Export Screen

Click **Export E2O** from the Request Detail screen to enter the ExportScreen.

### Auto-populate Order Items (if applicable)

Click **Auto Ref Sheet** to have the system automatically populate order details by reading data from the RefSheet attachment.

**Note:** If there is no attachment, this button will be disabled.

### Verify Data

Review all data for accuracy. If any information is incorrect, you can edit it directly.

### Send to NBS

Click **Send Mail**, enter the CC email addresses, then click **Send**. The email will be sent to NBS and all addresses in CC.

*For support, contact your IT helpdesk or Vector Dynamics Co., Ltd.*