

MT FOC User Manual Extension Features

Prepared For

Trade Operations Team

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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

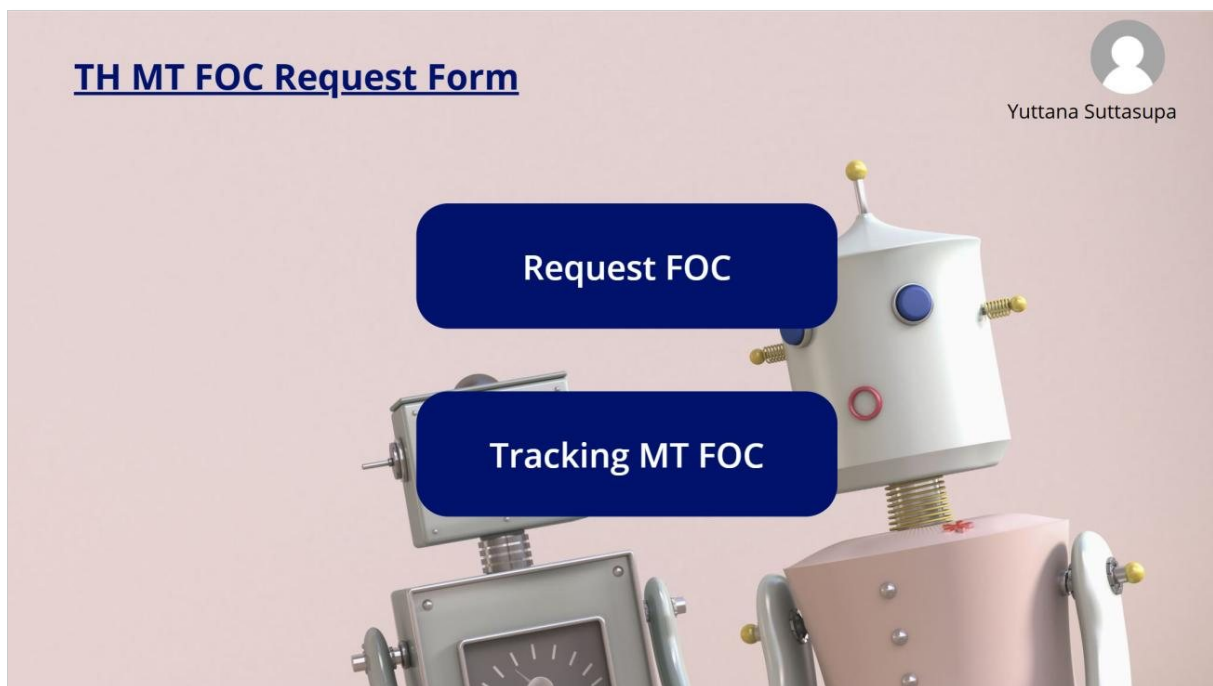


Figure 1.1: Main Menu

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

Customer Details :

SaleOrg

TH18 Nestle (Thai)

Distribution channel

01 Retail

*SoldtoCode

*SoldtoName

TaxID

Building

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



Figure 2.1: Sample Email

×

TH MT FOC Export

Send Mail

Export XML

Sale Org

Distribution channel

Budget

รหัสประจำตัวผู้เสียภาษี

ชื่อหมู่บ้าน,อาคาร

Grocery / Out of Home / Pet

0501 : Head Office (TH01)

0502 : Bangkok (TH02)

0503 : Bangkok (TH03)

0504 : Bangkok (TH04)

0505 : Bangkok (TH05)

0506 : Bangkok (TH06)

0507 : Bangkok (TH07)

0508 : Bangkok (TH08)

0509 : Bangkok (TH09)

0510 : Bangkok (TH10)

0511 : Bangkok (TH11)

0512 : Ayudhya (TH12)

0513 : Ayudhya (TH13)

0514 : Ayudhya (TH14)

0515 : Ayudhya (TH15)

0516 : Ayudhya (TH16)

0517 : Ayudhya (TH17)

0518 : Ayudhya (TH18)

0519 : Ayudhya (TH19)

0520 : Ayudhya (TH20)

0521 : Ayudhya (TH21)

0522 : Ayudhya (TH22)

0523 : Ayudhya (TH23)

0524 : Ayudhya (TH24)

0525 : Ayudhya (TH25)

0526 : Ayudhya (TH26)

0527 : Ayudhya (TH27)

0528 : Ayudhya (TH28)

0529 : Ayudhya (TH29)

0530 : Ayudhya (TH30)

0531 : Ayudhya (TH31)

0532 : Ayudhya (TH32)

0533 : Ayudhya (TH33)

0534 : Ayudhya (TH34)

0535 : Ayudhya (TH35)

0536 : Ayudhya (TH36)

0537 : Ayudhya (TH37)

0538 : Ayudhya (TH38)

0539 : Ayudhya (TH39)

0540 : Ayudhya (TH40)

0541 : Ayudhya (TH41)

0542 : Ayudhya (TH42)

0543 : Ayudhya (TH43)

0544 : Ayudhya (TH44)

0545 : Ayudhya (TH45)

0546 : Ayudhya (TH46)

0547 : Ayudhya (TH47)

0548 : Ayudhya (TH48)

0549 : Ayudhya (TH49)

0550 : Ayudhya (TH50)

0551 : Ayudhya (TH51)

0552 : Ayudhya (TH52)

0553 : Ayudhya (TH53)

0554 : Ayudhya (TH54)

0555 : Ayudhya (TH55)

0556 : Ayudhya (TH56)

0557 : Ayudhya (TH57)

0558 : Ayudhya (TH58)

0559 : Ayudhya (TH59)

0560 : Ayudhya (TH60)

0561 : Ayudhya (TH61)

0562 : Ayudhya (TH62)

0563 : Ayudhya (TH63)

0564 : Ayudhya (TH64)

0565 : Ayudhya (TH65)

0566 : Ayudhya (TH66)

0567 : Ayudhya (TH67)

0568 : Ayudhya (TH68)

0569 : Ayudhya (TH69)

0570 : Ayudhya (TH70)

0571 : Ayudhya (TH71)

0572 : Ayudhya (TH72)

0573 : Ayudhya (TH73)

0574 : Ayudhya (TH74)

0575 : Ayudhya (TH75)

0576 : Ayudhya (TH76)

0577 : Ayudhya (TH77)

0578 : Ayudhya (TH78)

0579 : Ayudhya (TH79)

0580 : Ayudhya (TH80)

0581 : Ayudhya (TH81)

0582 : Ayudhya (TH82)

0583 : Ayudhya (TH83)

0584 : Ayudhya (TH84)

0585 : Ayudhya (TH85)

0586 : Ayudhya (TH86)

0587 : Ayudhya (TH87)

0588 : Ayudhya (TH88)

0589 : Ayudhya (TH89)

0590 : Ayudhya (TH90)

0591 : Ayudhya (TH91)

0592 : Ayudhya (TH92)

0593 : Ayudhya (TH93)

0594 : Ayudhya (TH94)

0595 : Ayudhya (TH95)

0596 : Ayudhya (TH96)

0597 : Ayudhya (TH97)

0598 : Ayudhya (TH98)

0599 : Ayudhya (TH99)

0600 : Ayudhya (TH100)

Others (Shipping Point)

0512 : Ayudhya (TH12)

0508 : Kiwpie (TH08)

0505 : Ice Cream (TH05)

8480 : Surat (TH90)

Send Email

Send To

e2o-o2c@ph.nestle.com

CC

Search Email

▼

Subject

ICR E2O FOC Sample&Donation - PO Number: GR21048-10/31/2

Content

```
<?xml version="1.0" encoding="UTF-8"?><E2OFile
Date="20251030" Time="114527">
<FilePath>/Temp_E2OFile</FilePath>
<FileName>NE2O_V06_ZSAD_20251030_114527.XML</FileNa
me><poType>NE2O</poType><language>EN</language>
<createdBy /><version>2023_03_FULL</version>
<system>b05c6d5943</system>
<orderType>ZSAD</orderType>
```

OK

Cancel

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.

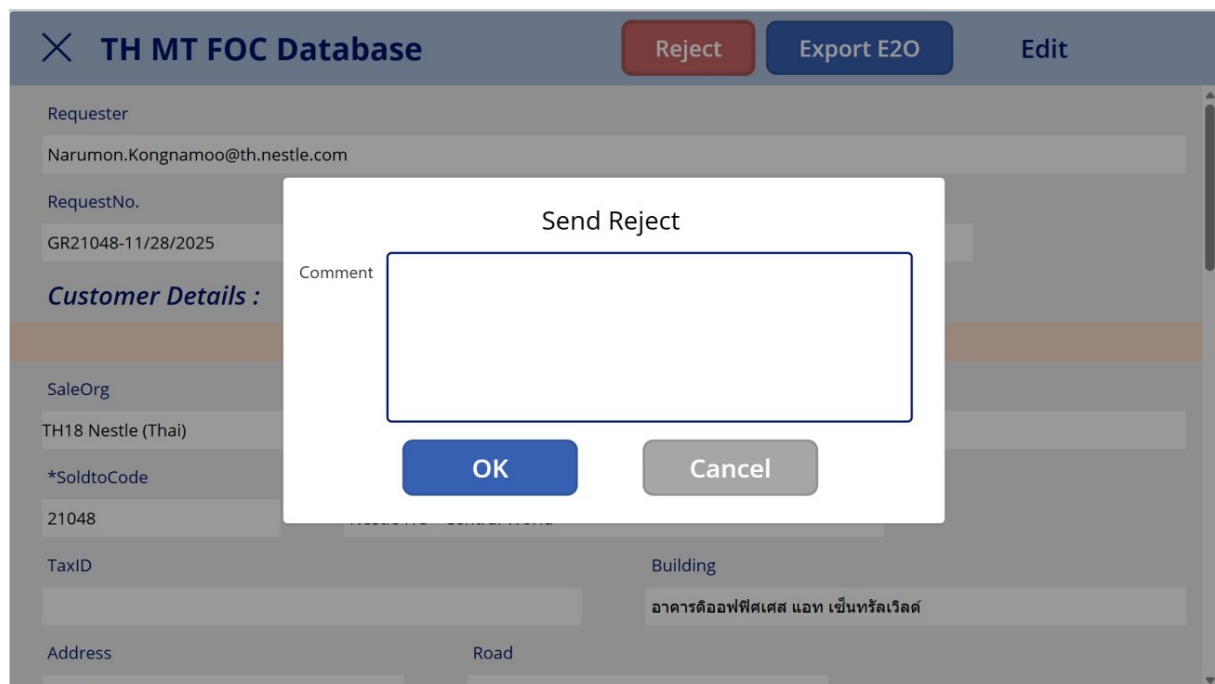


Figure 3.1: Reject Dialog

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

Send Mail

Export XML

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)

T-52204130

☐ Non PFME (Donation)

Cost Center For Donation only

รหัสประจำตัวผู้เสียภาษี

ชื่อหมู่บ้าน,อาคาร

อาคารดีออกฟิตเนส แอท เซ็นทรัลเวิลด์

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.

×

TH MT FOC Export

Send Mail

Export XML

Tax Codes Verification

BU

Non Pet care

▼

กิจกรรม

6.ให้ของ premium ที่มีคำว่า ".....ห้ามจำหน่าย" / ให้ Cash voucher (The Mall, Central, Big C, Lotus etc.)

▼

ผู้รับ

1) คู่ค้าที่เปิด PO ซื้อสินค้าจากบริษัทเนสท์เล่โดยตรง

▼

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 ปอนด์ นฤมล ทีม Chanr

Material Number

106017942

Quantity

1

UoM

☒ CS
 ☐ DSP
 ☐ EA

RDD Date

11/28/2025

PO no.

GR21048-11/28/20

☐ Specific Batch?

Batch

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

Send Mail

Export XML

Tax Codes Verification

BU

Non Pet care

▼

กิจกรรม

6.ให้ของ premium ที่มีคำว่า ".....ห้ามจำหน่าย" / ให้ Cash voucher (The Mall, Central, Big C, Lotus etc.)

▼

ผู้รับ

1) คู่ค้าที่เปิด PO ซื้อสินค้าจากบริษัทเนสท์เล่โดยตรง

▼

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 ปอนด์ นฤมล ทีม Chanr

Material Number

106017942

Quantity

1

UoM

☒ CS
☐ DSP
☐ EA

RDD Date

11/28/2025

PO no.

GR21048-11/28/20

☐ Specific Batch?

Batch

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

×

TH MT FOC Export

Send Mail

Export XML

Tax Codes Verification

BU

Non Pet car

กิจกรรม

6. ให้ของ pre

ผู้รับ

1) ลูกค้าที่เปิด

VAT Rate

ยกเว้น

Remarks

Reason code

ZSAD: SC Sa

Ref Sheet

Sold-To

21048

Material Number

106017942

RDD Date

11/28/2025

PO no.

GR21048-11/28/20

Specific Batch?

Batch

Send Email

Send To

e2o-o2c@ph.nestle.com

CC

Kongnamoo,Narumon,TH-Bangkok,Commercial Developn

Subject

Completed with FOC Request - PO Number: GR21048-11/28/202

Content

```
<?xml version="1.0" encoding="UTF-8"?><E2OFile
Date="20251128" Time="043614">
<FilePath>\Temp_E2OFile</FilePath>
<FileName>NE2O_V06_ZSAD_20251128_043614.XML</FileNa
me><poType>NE2O</poType><language>EN</language>
<createdBy /><version>2023_03_FULL</version>
<system>b05c6d5943</system>
<orderType>ZSAD</orderType>
```

OK

Cancel

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.