Domestic NB POs

1. In So99, in the replenishment section select your planner code, and choose the date until the next calender Window (From Wednesday to Wednesday)
2. Check all the remaining boxes (Tip, sort and press down/space, or click approve all in the top)
3. Give 30 minutes for the POs to migrate to Mercury.
4. In the Knime Flow:
   * STEP 1: Reset both connector nodes.
   * STEP 2 *(Only need it the first time):* Double click on the node, and select a destination folder in your PC. Then run the node.
   * STEP 3 *(Only need it the first time):* Double click, and in the query edit the destination folder that you choose in step 2.
   * STEP 4 *(Only need it the first time):* doble click and select your planner code.
   * STEP 5: Double click and add the vendors that you want to exclude from the procedure by SKU. This step will make sure you cancel every line for the POs with less than 50% regional need by PO, and approve every line with >50% regional need by PO for those vendors.
   * STEP 6: Add the SKUs that you don’t want to exclude from POs (New SKUs/SKUs we need to order independent of the process, etc)
   * STEP 7 *(Only need it the first time):* Select a destination folder for your Mercury template.
5. Upload in Mercury the template from Step F.
6. Delete all the drafts with zero quantity: Search by draft, your planner code and today. Sort by qty=zero and cancel those drafts.

Graphical user interface, application

Description automatically generated

1. Before releasing, check the POs needing approval: enter into those POs and check the specific SKU; if it is driven MOQ issue: Exclude those SKUs from POs and work for next week to solve those issues.

Graphical user interface

Description automatically generated

1. Release all the POs from Mercury by Selecting your planner code, today, and draft.