

Invoicing Process for Holanda Ice Cream Business in Mexico

Document Control

Template version history

Version	Action	Author	Date
1.0	Initial creation	Adriana Jiménez	21-05-2020

Document Reviewer	Role	Status	Date

Content

▪ Billing Process flow.....	4
▪ Route mode.....	4
▪ Document flow.....	4
▪ SAP Transactions.....	5
▪ Billing Tie.....	5
▪ Initial Tie Review.....	8
▪ Shortage.....	9
▪ Returns that come.....	11
▪ Returns to create.....	12
▪ Partial returns.....	14
▪ Tie returns.....	15
▪ Unlocking ZA10.....	16
▪ Consignment Cleaning.....	17
▪ Tasting.....	19
▪ Non Revenue.....	20
▪ Employee Sale.....	24
▪ Refacturación.....	27
▪ Batch change.....	28
▪ Batch change cancellation.....	29
▪ Delivery generation.....	31
▪ Batch generation.....	33
▪ Output generation.....	34
▪ Invoice generation.....	39
▪ Transaction sweep.....	41
▪ Additional processes.....	43
Route Change.....	43
Center Change.....	46
Release of Orders.....	47
Taste Change.....	48
Unlocking Code on Order.....	49

Problem Statement

Reconciliation of invoices in SAP is a crucial process in tracking the daily revenue of the Ice Cream business in Mexico, as well as tracking product stocks and helping to maintain control of financial procedures (invoices, returns, top-ups, refunds and free sales). The overall Mexico's Ice Cream invoicing process requires extreme accuracy as well as repetitive procedures, which significantly increases the complexity of process, taking up to 9 hours per day.

Solution Description

Develop and deploy a RPA that automatically loads invoices into SAP, replicating the human process but running the process in the background in order to free up users time and availability.

Scheduling Details

Process	Execution day and time	Execution day and time	Service level agreement
Loading and invoicing in SAP	Daily	Less than the current schedule	

Process Criticality

The analysis below assumes that the RPA is already implemented.

S.No.	Previous processes	Process (to automate)	Dependent process	Criticality of dependant process	Business reason
1		Upload and invoicing in SAP	Billing and update in SAP	High	Up to 9 hours daily dependency in this process

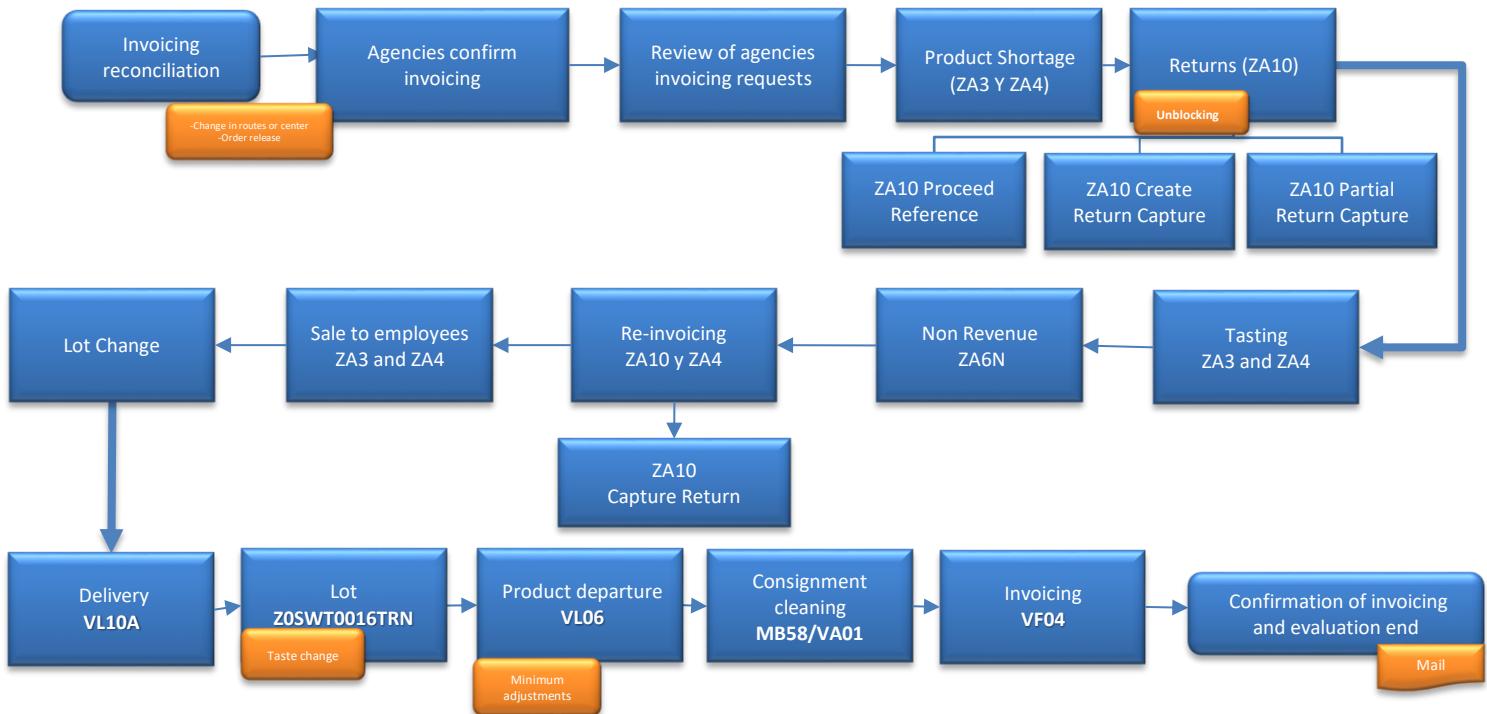
Preceding processes – Processes preceding the automatable process which acts as a trigger for the automata

Dependent process- Processes that are dependent on the completion of the automated process

Criticality of Dependent process- High/ Medium/ Low

Business Reason – Why the criticality was rated high/ medium/ low

Process Flow Chart



There 2 types of routes or sales:

Presales
• There is an existing order. The sales person visited the customer the day before and raised the order. The product is delivered to the customer a day after the order is raised.
• A ZA3 is required to process a ZA4

Self-selling
• The sales person carries with the product and in the moment the order is raised, the product is delivered to the customer.
• A ZA3 is required to process multiple ZA4

SAP Documents flow

Sap Transaction	Flow	ZA3	ZA4	ZA5	ZA10	ZA6N	ZCR	ZDR
VA01	Order							
VL10A	Delivery	Manual	Automatic	Manual	Manual	Manual		
Central	Transport		Automatic					
ZOSWT0016TRN	Lot	Manual	Manual	Manual	Manual	Manual		
VL06	Exit	Manual	Manual	Manual	Manual	Manual		
VF04	Billing		Manual		Manual		Manual	Manual

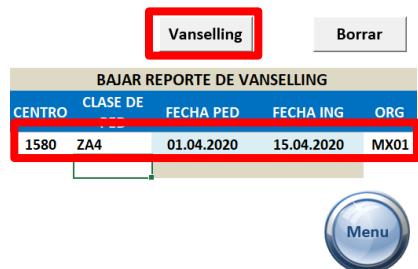
Sap transactions involved:

- VL10A- To generate a delivery
- Z0SWT0016TRN-Generate a lot
- VL06-Give Exit
- VF04- Invoicing
- MB1A- Product adjustment
- MB1B- Reloteo
- VA01-Create an order
- VA02-View or change orders
- VL02N-Change delivery date
- VL09-Delete Exit
- MB58- View Consignments
- Z0OTC0016TRN- Vanselling 1
- Z0OTC0016-Vanselling 2

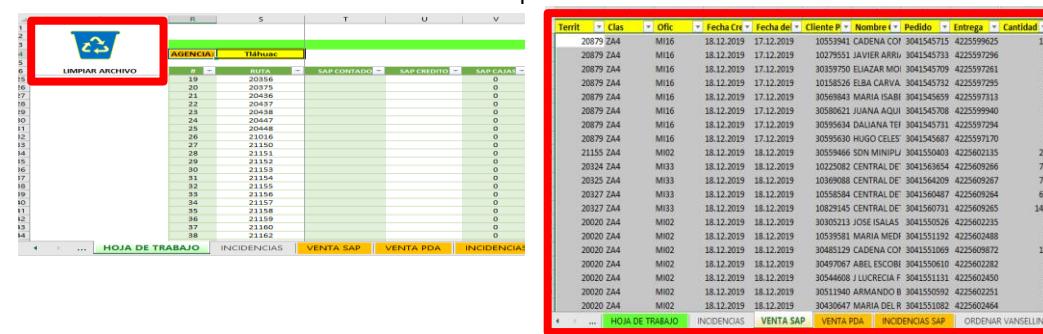
Invoicing reconciliation

The invoicing reconciliation is the match between Mseries (System where orders are raised by Unilever's ice cream sales force) and SAP system. Orders in Mseries flow to SAP system to be invoiced. This validation is performed in file called **Amarre**, as follows:

1.- User enters in the **Control Panel** file, in the **Panel de Control sheet** to generate a Sales Report (Vanselling) of all the sales centers (agencies). The user enters **center**, **order type ZA4** and **invoicing date**. After filling all the data, user clicks on "Bajar Reporte de Vanselling" to run the macro:



2.- It is important to clean the information of the day before in the **Hoja de Trabajo** sheet in the **Amarre** file, so that you can enter both SAP and Mseries sales and be able to compare them.



Territ	Clas	Ofic	Fecha Cr	Fecha dr	Cliente P	Nombre I	Pedido	Entregi	Cantidad
20070 ZAA	M116		18.12.2019	17.12.2019	10279551 JAVIER ARRIBALO	304154775	4225597296	35	
20879 ZAA	M116		18.12.2019	17.12.2019	10279551 JAVIER ARRIBALO	304154773	4225597296	35	
20879 ZAA	M116		18.12.2019	17.12.2019	3035970 ELIAZAR MOLINA	3041547709	4225597291	35	
20879 ZAA	M116		18.12.2019	17.12.2019	10158526 EBA CARVAJAL	3041547732	4225597295	35	
20879 ZAA	M116		18.12.2019	17.12.2019	30598943 MARIA ISABEL	304154959	4225597311	35	
20879 ZAA	M116		18.12.2019	17.12.2019	30588621 JUANA AQUINO	3041547708	4225597940	35	
20879 ZAA	M116		18.12.2019	17.12.2019	30595634 DALIANA TELLO	3041547711	4225597294	35	
20879 ZAA	M116		18.12.2019	17.12.2019	30595630 HUGO CLESES	3041545687	4225597170	35	
21155 ZAA	M002		18.12.2019	18.12.2019	30594845 SON MINIBU	304155060	4225602135	20	
20324 ZAA	M033		18.12.2019	18.12.2019	10229982 CENTRAL DE	304156854	4225602096	71	
20325 ZAA	M033		18.12.2019	18.12.2019	10369002 CENTRAL DE	3041544209	4225602067	72	
20327 ZAA	M033		18.12.2019	18.12.2019	10558594 CENTRAL DE	3041560487	4225602084	60	
20327 ZAA	M033		18.12.2019	18.12.2019	10829145 CENTRAL DE	3041560731	4225602085	145	
20200 ZAA	M002		18.12.2019	18.12.2019	30305213 JOSE ISLAS	3041550526	4225602235	1	
20200 ZAA	M002		18.12.2019	18.12.2019	3059581 MARIA MEDINA	3041551192	4225602488	9	
20200 ZAA	M002		18.12.2019	18.12.2019	30485129 CADENA CO	3041550169	4225609872	10	
20200 ZAA	M002		18.12.2019	18.12.2019	30467067 ABEL ESCOBAR	3041550610	4225602382	2	
20200 ZAA	M002		18.12.2019	18.12.2019	30544608 JUAREZ F	3041551131	4225602450	1	
20200 ZAA	M002		18.12.2019	18.12.2019	30511940 ARMANDO B	3041550992	4225602251	1	
20200 ZAA	M002		18.12.2019	18.12.2019	30430647 MARIA DEL R	3041551082	4225602464	1	

3.- The Macro will indicate that the report is ready and then user must copy from column A to U of the **Vanselling sheet** and paste it in the **Amarre file** on the **SAP Sales** sheet.

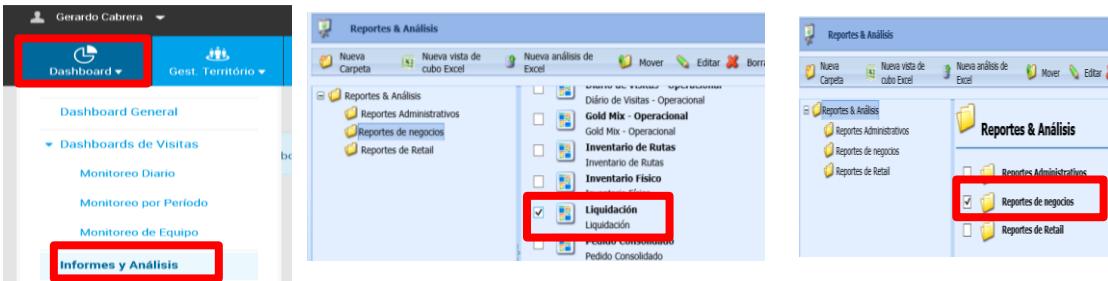
Opciones		Declaración de datos	Obtener datos	Fuentes recientes	Consultas existentes	Actualizar todo	Consultar y conexiones	Ordenar	Filtro	Avances	Test en columnas	Herramientas de datos	Analisis de Previsión	Desglosar	Totalizar	Equipo
Autoguardado																
A1	*															
20079 244	MW8	10.12.2019	17.12.2019	3005011 ELADAR	310401 4.25E+01	6.25E+01	3.38E+01	9	5	333	-78	0	3323 A	HOBRETTI U001	72	
20079 244	MW8	10.12.2019	17.12.2019	3005011 ELADAR	310401 4.25E+01	6.25E+01	3.38E+01	9	5	331	0	0	335 A	HOBRETTI U001	60	
20079 244	MW8	10.12.2019	17.12.2019	3005011 ELADAR	310401 4.25E+01	6.25E+01	3.38E+01	9	5	251	-111.95	0	1330.05 A	HOBRETTI M16	67	
20079 244	MW8	10.12.2019	17.12.2019	3005011 ELADAR	310401 4.25E+01	6.25E+01	3.38E+01	9	5	132	45.1	0	230.05 A	HOBRETTI M16	60	
20079 244	MW8	10.12.2019	17.12.2019	30050011 JAHUAJ	310401 4.25E+01	6.25E+01	3.38E+01	1	1	270	0	0	270 A	HOBRETTI U001	60	
20079 244	MW8	10.12.2019	17.12.2019	30050011 JAHUAJ	310401 4.25E+01	6.25E+01	3.38E+01	1	1	74	4	0	242 A	HOBRETTI U001	60	
20079 244	MW8	10.12.2019	17.12.2019	30050011 JAHUAJ	310401 4.25E+01	6.25E+01	3.38E+01	6	6	893	0	0	66.4	HOBRETTI U001	60	
2785 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	20	20	334.5	0	0	3403.5 A	SENIRHPI M16	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	72	72	338	-445.5	0	279.05 A	HOBRETTI M16	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	66	66	201	492.5	0	219.05 A	HOBRETTI M16	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	90	90	179.5	-294.5	0	221.05 A	HOBRETTI M16	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	260	0	0	260 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	153	0	0	153 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	10	10	389.5	-188.5	0	124.04	HOBRETTI M16	36	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	2	2	270	0	0	270 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	271	0	0	271 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	271.5	0	0	271.5 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	2	2	74.5	0	0	77.5 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	254	0	0	254 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	339	-50.72	0	245.21 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	301	0	0	280 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	300	0	0	280 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	252.5	0	0	252.5 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	400	0	0	400 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	289	0	0	289 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	289	0	0	289 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	225	-225	0	0 A	HOBRETTI U001	60	
2025 244	MW2	10.12.2019	18.12.2019	30050011 SCHUMA	310401 4.25E+01	6.25E+01	3.38E+01	1	1	15.5	-15.5	0	0 A	HOBRETTI U001	60	

4.- User enters in **Mseries**, login with user and password: <https://unilever-holbox.mbiz20.net/Portal/Apps/Login.html?ReturnUrl=%2FPortal%2FApps%2FDefault.html%23%2FDashboard%2FGeneral>



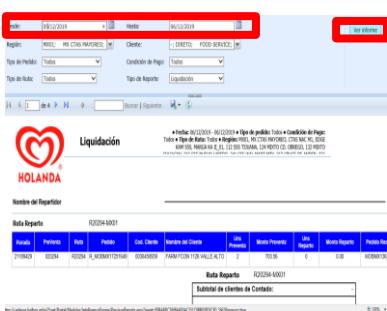
The screenshot shows the Spring Business Solutions login interface. It features a logo at the top left, followed by a "Login" button. Below it is a form with two fields: "Contraseña" (Password) containing "unilever1234" and a red box highlighting the "Contraseña" field. At the bottom left is a link "Olvidé mi Contraseña o ID de Usuario".

5.- The route to execute to download sales is the following **Dashboard → Report and Analisis → Business Report and Settlement**



The first screenshot shows the main dashboard with a red box around the "Informes y Análisis" button. The second screenshot shows the "Reportes & Análisis" section with a red box around the "Liquidación" folder. The third screenshot shows the "Reportes Administrativos" section with a red box around the "Reportes de negocios" item.

6.- User enters the date plus one more day in case any route registers with a different date. To show the report select **Ver Informe**.



This screenshot shows the "Liquidación" report interface. It includes a header with dates (01/12/2019 - 02/12/2019), a search bar, and a "Ver Informe" button. Below is a table titled "Resumen de la Liquidación" with columns like "Ruta Reporte", "Número de Ruta", "Número de Caja", "Número de Caja", "Número de Caja", "Número de Caja", and "Número de Caja". At the bottom is a "Resumen de la Liquidación" table with columns "Ruta Reporte", "Número de Caja", "Número de Caja", and "Número de Caja".



7.- The report is displayed, and the user needs to export it to Excel in CSV format so he can continue to work on it in Microsoft Excel.

The screenshot shows a software interface with a search bar at the top. Below the search bar is a menu with several options: CSV (definibale por cliente), PDF, MHTML (archivo web), Excel, Archivo TIFF, and Word. The menu items are highlighted with red boxes.



Liquidación

Nombre del Repartidor

Ruta Reporto 0290000 MX01

Parada	Previente	Ruta	Pedido	Cod. Cliente	Nombre del Cliente	Ums Preventa	Monto Preventa	Ums Reporto
2109652	0290000	MCRMX171656	000405280	ABARROTES PHANY		1	276.00	1
2109656	0290000	MCRMX171656	000411423	CAFEITO		19	882.50	19
1985468	0290000	MCRMX171656	000410358	A.U.U.CE.VINA		1	276.00	1

8.- Once the CSV file is generated; the user must cut column Z and AA and paste them in column T and U. User must also copy column T and paste it in column S.

The screenshot shows two Microsoft Excel spreadsheets side-by-side. The left spreadsheet has columns labeled O through AB. The right spreadsheet has columns labeled I through AB. A red box highlights a section of the first spreadsheet's columns Z and AA, which are being copied and pasted into the second spreadsheet's columns T and U. Another red box highlights the first spreadsheet's column T, which is being copied and pasted into the second spreadsheet's column S.

9.- The user must copy from column A to V and paste it in the Venta PDA sheet in the Amarre file, starting from Column A.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Textbox32	Textbox32	Textbox20	Textbox27	Textbox28	Textbox29								
2	7935.524-64.7740.0004 ######	115.501	63,420.26	225,841.56										
3														

G	H	I	J	K	L	M	N	O	P	Q	R
Textbox41 - idVistims - cdStore - dsName - cantidad - importe - ruta - nmOrderType - TextBox41 - cantidad - importe -											
Cod. Cliente Nombre del Condición	Tipo	21398580	20316 MOBMMX1754748	30452016 ARABROTES	2	580					
Cod. Cliente Nombre del Condición	Tipo	21397854	20316 MOBMMX1754747	30459006 DEPOSITO LL	1	499.5					
Cod. Cliente Nombre del Condición	Tipo	19903018	20316 MOBMMX1754750	30455610 ARABROTES	6	147					
Cod. Cliente Nombre del Condición	Tipo	21400266	20316 MOBMMX1754750	30316587 ARABROTES	1	280					
Cod. Cliente Nombre del Condición	Tipo	21394979	20316 MOBMMX1754750	30316073 ARABROTES	1	270					
Cod. Cliente Nombre del Condición	Tipo	21395726	20316 MOBMMX1754750	30256655 ARABROTES	5	625.5					
Cod. Cliente Nombre del Condición	Tipo	21404577	20316 MOBMMX1754748	30256310 ARABROTES	1	499.5					
Cod. Cliente Nombre del Condición	Tipo	21397937	20316 MOBMMX1754748	10167532 ARABROTES	2	775.5					
Cod. Cliente Nombre del Condición	Tipo	21395705	20316 MOBMMX1754748	30242172 ARABROTES	3	1,045.50					
Cod. Cliente Nombre del Condición	Tipo	21393242	20316 MOBMMX1754750	30220016 TENOCCHITL	6	1,246.88					
Cod. Cliente Nombre del Condición	Tipo	21393162	20316 MOBMMX1754749	30206141 ARABROTES	1	225					
Cod. Cliente Nombre del Condición	Tipo	21392842	20316 MOBMMX1754747	30191544 CREMERIA CI	1	270					
Cod. Cliente Nombre del Condición	Tipo	21392842	20316 MOBMMX1754747	30191544 CREMERIA CI	7	0					
Cod. Cliente Nombre del Condición	Tipo	21390578	20316 MOBMMX1754748	10633616 MISCELANEA	1	276					
Cod. Cliente Nombre del Condición	Tipo	19903017	20316 MOBMMX1754750	30200652 REGALOS Y P	2	580					
Cod. Cliente Nombre del Condición	Tipo	21392653	20316 MOBMMX1754748	30313436 INTERNET NI	5	144.5					
Cod. Cliente Nombre del Condición	Tipo	21389977	20316 MOBMMX1754748	10547428 ARABROTES	5	390					
Cod. Cliente Nombre del Condición	Tipo	19903019	20316 MOBMMX1754751	30169349 VENTA PROS	7	2,506.06					
Cod. Cliente Nombre del Condición	Tipo	19903019	20316 MOBMMX1754751	30169349 VENTA PROS	1	0					

10.- In the Venta SAP sheet in the Amarre file, the user must check that the formulas from columns V to AB are correct and extend these formulas to the last row of data. Same case for Venta PDA from AD and AE columns.

Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Importe Net Status	Ticket de hand held	Cond.	Grupa	C	Clasificar	DIF Precios	VENTA PDA	Diferencia e Amare de Pedidos	Cajas PDA	Amare de Cajas	
1682.21 D	MOBMMX1740914	60NT	7R		Credito	#N/A	#N/A	0	REVISAR	#N/A	#N/A
3325.6 A	MOBMMX1740915	U001	7W		Contado	#N/A	#N/A	0	REVISAR	#N/A	#N/A
319 A	MOBMMX1740916	U001	00		Contado	#N/A	#N/A	0	REVISAR	#N/A	#N/A
1380.05 A	MOBMMX1740921	NT15	6Y		Credito	#N/A	#N/A	-0.02	REVISAR	#N/A	#N/A
225.9 A	MOBMMX1740917	U001	6L		Contado	#N/A	#N/A	0	REVISAR	#N/A	#N/A
270 A	MOBMMX1740919	U001	00		Contado	#N/A	#N/A	-0.02	REVISAR	#N/A	#N/A
242 A	MOBMMX1740918	U001	7W		Contado	#N/A	#N/A	0	REVISAR	#N/A	#N/A
1915.9 A	MOBMMX1740920	U001	00		Contado	#N/A	#N/A	0	REVISAR	#N/A	#N/A
3493.5 A	SDN MINIPLAZA SEDE	NT15	00		Credito	#N/A	#N/A	0	REVISAR	#N/A	#N/A
4203.4 D	MOBMMX1751744	30FG	70		Credito	-0.31	4203.71	0	OK	73	OK
2750.4 D	MOBMMX1739712	30FG	70		Credito	-0.36	2750.76	0	OK	72	OK
2113.8 D	MOBMMX1761025	30FG	70		Credito	-0.3	2114.1	0	OK	60	OK
8828.9 D	MOBMMX1761020	30FG	70		Credito	-0.49	8828.38	0	OK	145	OK
280 A	MOBMMX1761096	U001	00		Contado	0	280	0	OK	1	OK
533 A	MOBMMX1761106	U001	00		Contado	0	533	0	OK	9	OK
2523.38 D	MOBMMX1761111	60NT	7R		Credito	-0.08	2523.46	0	OK	10	OK
789 A	MOBMMX1761103	U001	00		Contado	0	789	0	OK	2	OK
270 A	MOBMMX1761102	U001	00		Contado	0	270	0	OK	1	OK
580.5 A	MOBMMX1761109	U001	7G		Contado	0	580.5	0	OK	1	OK
499.5 A	MOBMMX1761108	U001	00		Contado	0	499.5	0	OK	1	OK

Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AD	AE
442	1											COND PAGO	VALIDACION_VIA
443	5											COND PAGO	VALIDACION_VIA
444	2											COND PAGO	VALIDACION_VIA
445	15											COND PAGO	VALIDACION_VIA
446	1											COND PAGO	VALIDACION_VIA
447	1											COND PAGO	VALIDACION_VIA
448	1											COND PAGO	VALIDACION_VIA
449	2											COND PAGO	VALIDACION_VIA
450	1											COND PAGO	VALIDACION_VIA
451	1											COND PAGO	VALIDACION_VIA
452	1											COND PAGO	VALIDACION_VIA
453	1											COND PAGO	VALIDACION_VIA
454	1											COND PAGO	VALIDACION_VIA
455	1											COND PAGO	VALIDACION_VIA
456	1											COND PAGO	VALIDACION_VIA
457	0											COND PAGO	VALIDACION_VIA
458	1											COND PAGO	VALIDACION_VIA
459	2											COND PAGO	VALIDACION_VIA
460	1											COND PAGO	VALIDACION_VIA
461	1											COND PAGO	VALIDACION_VIA



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11.- In the **Hoja de Trabajo** sheet in the **Amarre** file the user selects the agency that he wants to review, in the **Agencia** field and a summary of pieces and amounts is displayed to validate that what is in SAP is the same as Mseries. User validates this in columns **AI** and **AJ**.

R	S	AG	AH	AI	AJ	AK	AL
AGENCIA: Coatzacoalcos							
REVISION							
#	RUTA	INCIDENCIAS	INC CAJAS	TOTAL DIFERENCIA	CUADRO DE CAJAS	TOTAL DE VENTA	TOTAL DE CAJAS
1	20115	0	0	-50.58	OK	\$12,079.41	141
2	20116	0	0	-50.40	OK	\$22,455.73	158
3	20117	0	0	-50.76	OK	\$15,758.97	239
4	20118	0	0	-50.13	OK	\$16,182.44	62
5	20119	0	0	-50.79	OK	\$18,789.86	146
6	20121	0	0	-51.88	OK	\$19,648.17	258

12. - User must validate that **pieces** are the same in **column V** against column **Y**. To review the **amount**, user must validate **columns Z** and **AA**. In case there are no differences, the reconciliation file is sent to the agencies by mail, but if we do have differences, these must have the appropriate comment explanation in the reconciliation file before sending it to the agencies.

VIA: Velazquez, ADE-Yulianni • Unilever, Admisa
RV: Amarre piezas & pesos 19.12.2019
Fecha de Revisión: Autodictado el año y el mes
Expira: 17/12/2024
Amarre de Piesas y Pesos 19.12.2019.xlsb
7 MB
Máx. 1000 días a todos
Los adjunto el crece de piezas 5 pesos para que me衰uyen con su conformidad y pueda iniciar su proceso del 18 de Diciembre.
*En el amarre, primero hay que guardar el archivo y posteriormente abrirlo para que les permita trabajar. En la pestaña "trabajo" favor de seleccionar su agencia para que les arroje la informaciion necesaria y posteriormente ir a la pestaña "agencia" para solo visualizar la informacion que les corresponde.
TIAHAC - Pedido Cambiado
SAP 21154 PDA 20436
MORMK176673598
Quedo en espera de su confirmaciion y a sus ordenes para cualquier duda y/o aclaracion. Saludos!! 😊

Initial Invoicing Reconciliation

When differences between Mseries and SAP come up it can mean that an order was raised in a different route, different date, different center, with different sales terms. When the reconciliation shows differences between pieces and amounts, each route and order must be compared between Mseries and SAP to understand where the differences come from.

1.- For validation, the user filters in the **Venta Sap sheet** and in the **Ventas PDA sheet** the route that shows the difference to compare and understand where the difference comes from.

A	B	C	D	E	F	G	H	I	J	K	L	M
Territ	Clas	Ofic	Fecha Cr	Fecha de	Cliente P	Nombre	Pedido	Entrega	Picking D	Factura	Cantidad	Im
203	Z44	M102	18.12.2019	18.12.2019	30526020	RIKHA TORRE	3041565029	4225611706			46	46
203	Z44	M102	18.12.2019	18.12.2019	30206141	RIKHA LOPE	3041565033	4225604866			1	1
203	Z44	M102	18.12.2019	18.12.2019	30439396	JAVIER KOLA	3041565033	4225604866			1	1
203	Z44	M102	18.12.2019	18.12.2019	30493937	JUAN LAZARO	3041565039	4225604875			1	1
203	Z44	M102	18.12.2019	18.12.2019	30571328	ELIZABETH A	3041565039	4225604875			1	1
203	Z44	M102	18.12.2019	18.12.2019	30603021	CELA CRUZ	3041565039	4225605004			1	1
203	Z44	M102	18.12.2019	18.12.2019	30452016	ALBA TOVAR	3041565039	4225605049			2	2
203	Z44	M102	18.12.2019	18.12.2019	30498019	IRVING ENRI	3041565070	4225605057			1	1
203	Z44	M102	18.12.2019	18.12.2019	30256310	PERPETUO SI	3041565071	4225608486			1	1
203	Z44	M102	18.12.2019	18.12.2019	30599251	CHRISTIAN E	3041565070	4225608532			2	2
203	Z44	M102	18.12.2019	18.12.2019	30318073	NANCY MON	3041565070	4225608534			1	1
203	Z44	M102	18.12.2019	18.12.2019	1037931	JUAN CARLO	3041565070	4225608533			2	2
203	Z44	M102	18.12.2019	18.12.2019	30169364	VENTA PROS	3041565087	4225608494			1	1
203	Z44	M102	18.12.2019	18.12.2019	30456169	JOSE MARTIN	3041565078	4225608514			6	6
203	Z44	M102	18.12.2019	18.12.2019	30569577	ANA LUCIA P	3041565078	4225608487			1	1
203	Z44	M102	18.12.2019	18.12.2019	10372213	EVANGELINA	3041565080	4225608486			2	2
203	Z44	M102	18.12.2019	18.12.2019	30316567	LETICIA FLO	3041565081	4225608496			1	1
203	Z44	M102	18.12.2019	18.12.2019	10547428	GILBERTO LA	3041565073	4225608502			5	5
203	Z44	M102	18.12.2019	18.12.2019	30206552	LUDIA GARCIA	3041565080	4225608491			2	2
203	Z44	M102	18.12.2019	18.12.2019	30241272	PERPETUO SI	3041565080	4225608583			3	3

G	H	I	J	K	L	M	N	O	P	Q	R
Textbox11	idvistas	cdStore	dsName	cantidad	importe	ruta	limOrderType	Textbox41	Textbox42	cantidad	importe
Cod. Cliente Nombre del Condicion	Tipo	21398580					OBMX1754749	30452016	ABARROTES	2	580 F
Cod. Cliente Nombre del Condicion	Tipo	21397854					OBMX1754749	30459006	DEPOSITO LL.	1	499,5 F
Cod. Cliente Nombre del Condicion	Tipo	19903018					OBMX1754749	30316	ABARROTES	6	147 F
Cod. Cliente Nombre del Condicion	Tipo	21402036					OBMX1754750	30316	ABARROTES	1	280 F
Cod. Cliente Nombre del Condicion	Tipo	21394979					OBMX1754749	30316	ABARROTES	1	625,5 F
Cod. Cliente Nombre del Condicion	Tipo	21395740					OBMX1754749	30316	ABARROTES	1	499,5 F
Cod. Cliente Nombre del Condicion	Tipo	21404577					OBMX1754749	30256310	ABARROTES	2	775,5 F
Cod. Cliente Nombre del Condicion	Tipo	21387937					OBMX1754747	30167532	ABARROTES	2	1,045,50 F
Cod. Cliente Nombre del Condicion	Tipo	21395705					OBMX1754749	30424172	ABARROTES	3	1,246,88 F
Cod. Cliente Nombre del Condicion	Tipo	21353242					OBMX1754749	30220316	TIENDA CHITL	6	1,246,88 F
Cod. Cliente Nombre del Condicion	Tipo	21393162					OBMX1754749	30206141	ABARROTES	1	225 F
Cod. Cliente Nombre del Condicion	Tipo	21392842					OBMX1754747	30191544	CREMERIA CI	1	270 F
Cod. Cliente Nombre del Condicion	Tipo	21392842					OBMX1754747	30191544	CREMERIA CI	7	0 F
Cod. Cliente Nombre del Condicion	Tipo	21390578					OBMX1754749	106381616	MISCELLANEA	1	276 F
Cod. Cliente Nombre del Condicion	Tipo	19903017					OBMX1754750	30200052	REGALOS Y P	2	580 F
Cod. Cliente Nombre del Condicion	Tipo	21392653					OBMX1754751	30131436	INTERNET NI	5	144,5 F
Cod. Cliente Nombre del Condicion	Tipo	21389977					OBMX1754748	10547428	ABARROTES	5	390 F
Cod. Cliente Nombre del Condicion	Tipo	20316					OBMX1754751	30169349	VENTA PROS	7	2,506,06 F
Cod. Cliente Nombre del Condicion	Tipo	19903019					OBMX1754751	30169349	VENTA PROS	1	0 F
Cod. Cliente Nombre del Condicion	Tipo	20316					OBMX1754751	10379315	ABTS MANA	2	91 F

HOJA DE TRABAJO INCIDENCIAS VENTA SAP VENTA PDA INCIDENCIAS VENTA SAP INCIDENCIAS SAP ORDENAR VANSELLING AJUSTES Rutas Nacional



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2.- A cross check with the order, the pieces and amounts must be performed in another sheet to identify the differences and understand the reason for the difference.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		
	VENTA SAP	Código de Cliente	Artículo	Cant.	Importe	Artículo de la factura	Cant.	Importe	PEDIDO RI	PEDIDO RE	Diferencia	VENTA MSERIES	Código de Cliente	Cant.	Importe	EDDO RI	PIEZAS RI	MONTO RI	
30638120	EPKA TOLEDO FLORE	3.04-E-03	46	6427.3	MOBMX1754738000F	46	6427.3	Diferencia				MOBMX175474	30456018	ABARRO	2	58	OK	OK	OK
3028141	MARIA LOPEZ FLORE	3.04-E-03	1	125	MOBMX17547496	1	125	OK	OK	OK	MOBMX175474	30456008	DEPOSITO	6	493	OK	OK	OK	
3043336	JAVIER XOLALPA GOA	3.04-E-03	1	498.5	MOBMX17547481	1	498.5	OK	OK	OK	MOBMX175475	30455919	ABARRO	1	14	OK	OK	OK	
3043337	JUAN LAZARO GOMEZ	3.04-E-03	1	276	MOBMX17547481	1	276	OK	OK	OK	MOBMX175477	30316597	ABARRO	1	28	OK	OK	OK	
3057128	ELIZABETH AZUCENA	3.04-E-03	1	276	MOBMX17547501	1	276	OK	OK	OK	MOBMX175477	30316073	ABARRO	1	27	OK	OK	OK	
30603030	CELIA CRUZ RUM	3.04-E-03	1	276	MOBMX17547508	1	276	OK	OK	OK	MOBMX175477	30255685	ABARRO	5	623	OK	OK	OK	
30426020	JOSE MARTINEZ ALAEZ	3.04-E-03	2	600	MOBMX17547508	2	600	OK	OK	OK	MOBMX175477	30255685	ABARRO	1	499	OK	OK	OK	
30480019	IVIMA ENRIQUEZ SOCORRO	3.04-E-03	1	498.5	MOBMX17547484	1	498.5	OK	OK	OK	MOBMX175474	3067533	ABARRO	2	775	OK	OK	OK	
30256310	PERPETUO SOCORRO	3.04-E-03	1	498.5	MOBMX17547497	1	498.5	OK	OK	OK	MOBMX175474	30242172	ABARRO	3	1045	OK	OK	OK	
30593251	CHRISTIAN EDUARDO	3.04-E-03	2	576	MOBMX17547499	2	576	OK	OK	OK	MOBMX175474	30220016	TENOCHT	6	1246.8	OK	OK	Diferencia	
30316073	NANCY MONICA RIOA	3.04-E-03	1	270	MOBMX17547503	1	270	OK	OK	OK	MOBMX175474	30261641	ABARRO	1	22	OK	OK	OK	
30379315	JUAN CARLOS NIETO	3.04-E-03	2	91	MOBMX17547500	2	91	OK	OK	OK	MOBMX175474	30195444	CREMERI	1	27	OK	OK	OK	
30495208	JOSE MARTINEZ ALAEZ	3.04-E-03	1	0	MOBMX17547515	1	0	OK	OK	OK	MOBMX175474	30195444	CREMERI	7	1	OK	OK	OK	
30495209	JOSE MARTINEZ ALAEZ	3.04-E-03	6	147	MOBMX17547507	6	147	OK	OK	OK	MOBMX175474	30532085	MINERIA M	1	27	OK	OK	OK	
30569777	ANA LUCIA PAEZ PAEZ	3.04-E-03	1	270	MOBMX17547492	1	270	OK	OK	OK	MOBMX175475	30200952	REGALOS	2	68	OK	OK	OK	
3072213	EVANGELINA GONZAL	3.04-E-03	2	130	MOBMX17547488	2	130	OK	OK	OK	MOBMX175475	30131436	INTERNET	5	144	OK	OK	OK	
30316587	LETICIA FLORES VICT	3.04-E-03	1	280	MOBMX17547505	1	280	OK	OK	OK	MOBMX175475	30547428	ABARRO	5	39	OK	OK	OK	
30547428	GILBERTO LAURARRA	3.04-E-03	5	390	MOBMX17547483	5	390	OK	OK	OK	MOBMX175475	30693349	VENTA PF	7	2506.0	OK	OK	OK	
30200681	LIDIA GARCIA MARTIN	3.04-E-03	2	580	MOBMX17547504	2	580	OK	OK	OK	MOBMX175474	30693349	VENTA PF	1	OK	OK	OK	OK	
30542472	TERESA MARTINEZ V	3.04-E-03	3	1040	MOBMX17547491	3	1040	OK	OK	OK	MOBMX175474	30195444	CREMERI	2	90	OK	OK	OK	
30195144	TERESA MARTINEZ V	3.04-E-03	5	144.5	MOBMX17547501	5	144.5	OK	OK	OK	MOBMX175474	30107185	ABARRO	6	20	OK	OK	OK	
30195144	MARISOL XOLALPA XX	3.04-E-03	1	270	MOBMX17547474	1	270	OK	OK	OK	MOBMX175474	30272213	ABARRO	2	12	OK	OK	OK	
30167533	MARCELINO CRUZ	3.04-E-03	2	775.5	MOBMX17547470	2	775.5	OK	OK	OK	MOBMX175474	30480981	ABARRO	7	688	OK	OK	OK	
30256683	PEDRO ALCORN ROU	3.04-E-03	5	625.5	MOBMX17547488	5	625.5	OK	OK	OK	MOBMX175474	30439337	FARMACI	1	27	OK	OK	OK	
30220030	CADENA COMLIXD	3.04-E-03	6	1246.85	MOBMX17547505	6	1246.85	OK	OK	Diferencia	MOBMX175474	30439336	ABARRO	1	499	OK	OK	OK	
30107861	CIRILO MARTINEZ MA	3.04-E-03	6	284	MOBMX17547479	1	284	OK	OK	OK	MOBMX175474	30480981	VINOS Y LI	1	499	OK	OK	OK	
30480018	MARIA DELCIMA PRI	3.04-E-03	1	270	MOBMX17547509	1	270	OK	OK	OK	MOBMX175474	30595977	ABARRO	1	27	OK	OK	OK	
30033016	MARIA DELCIMA PRI	3.04-E-03	1	270	MOBMX17547509	1	270	OK	OK	OK	MOBMX175474	30595977	ABARRO	2	90	OK	OK	OK	
30803608	MARIA ISABEL APRIAI	3.04-E-03	7	805.5	MOBMX17547473	7	805.5	OK	OK	OK	MOBMX175474	30593251	DEPOSITO	2	57	OK	OK	OK	
30163349	VENTA PROSPECTO E	3.04-E-03	7	2506.06	MOBMX17547502	7	2506.06	OK	OK	OK	MOBMX175474	30693308	MINI SUPE	7	805	OK	OK	OK	
30195144	MARISOL XOLALPA XX	3.04-E-03	7	0	MOBMX17547476	7	0	OK	OK	OK	MOBMX175474	30630321	ABARRO	1	27	OK	OK	OK	
30480961	RAMON ANTONIO MA	3.04-E-03	7	688.5	MOBMX17547478	7	688.5	OK	OK	OK									

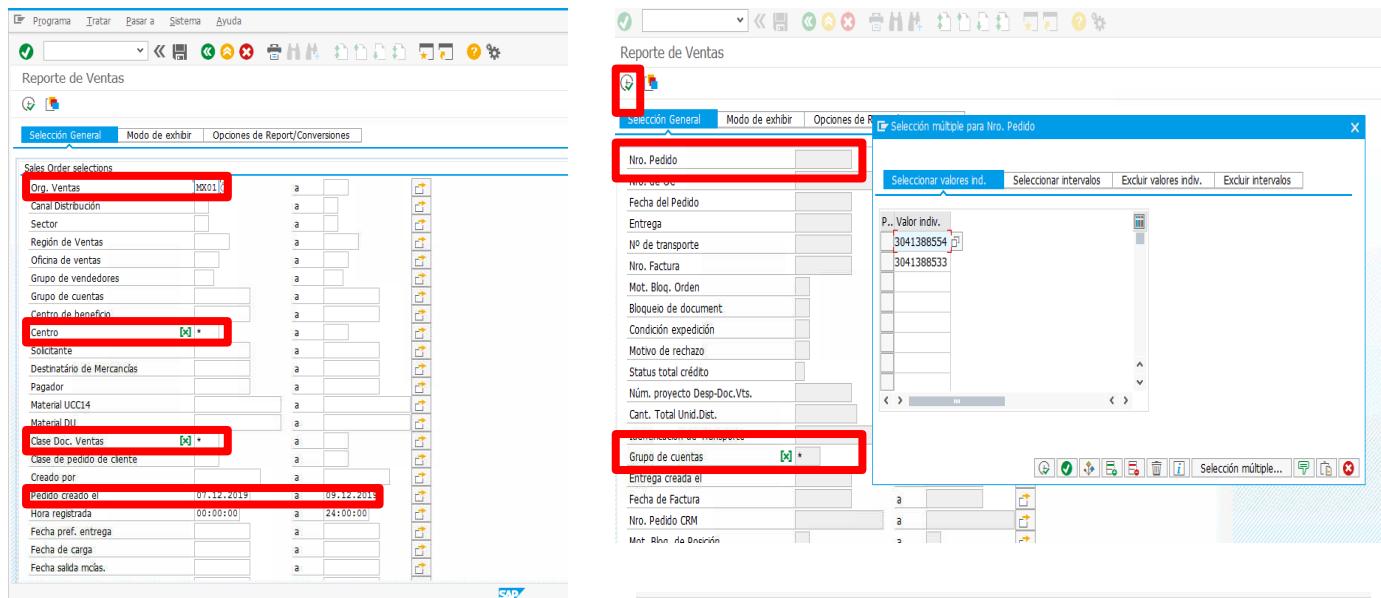
Manual Shortage

Process where any agency can request to delete a line of product or quantity of products in an order due to shortage of the product. When the shortage is from a presale, its erased from ZA3 and ZA4. When the shortage is from a self-selling its erased from ZA4 and the agency would indicate if its required to erased it from ZA3.

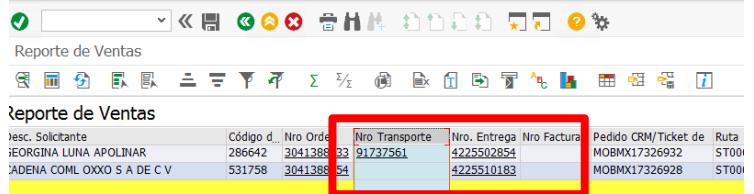
1.- In the Invoicing confirmation file, in the **Desabastos** sheet, the agency confirms which SKUs and quantities need to be deleted from indicated orders.

DESABASTOS					
Ruta	Pedido ZA3	Pedido ZA4	SKU	CANTIDAD	COMENTARIOS
20079	3041388449	3041388554	6746650	1	MOBMK17326928
20079	3041388540	3041388553	925516	1	MOBMK17326932

2.- User enters in SAP to the transaction **ZOTC0016** to review the transport number and delivery only ZA4. The transport deletion is requested to the accounting supervisor to modify the order, while the product exited is deleted by the user. The user need to create the variant to display the report as shown in order to review the orders since it is handled in several billing processes (AJL2021). In case it is only one order, it is displayed directly in **VA02**.

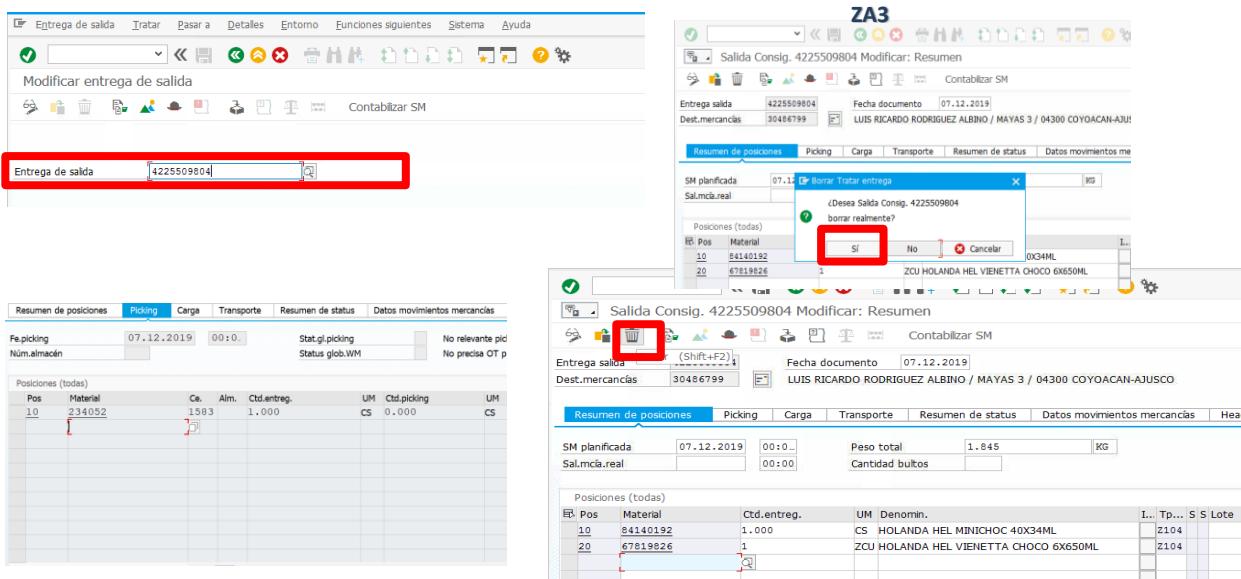


The screenshot shows the SAP Business One interface for reporting sales orders. On the left, the 'Sales Order selections' section is visible, with several fields highlighted by red boxes: 'Org. Ventas' (set to 'MEX01'), 'Centro' (set to 'C'), 'Case Doc. Ventas' (set to 'D4'), and 'Pedido creado el' (set to '07.12.2019'). On the right, a modal dialog titled 'Selección múltiple para Nro. Pedido' is open, listing various delivery-related fields. Two specific fields are highlighted with red boxes: 'P.. Valor indiv.' (containing '3041388554') and 'Grupo de cuentas' (containing '531758').



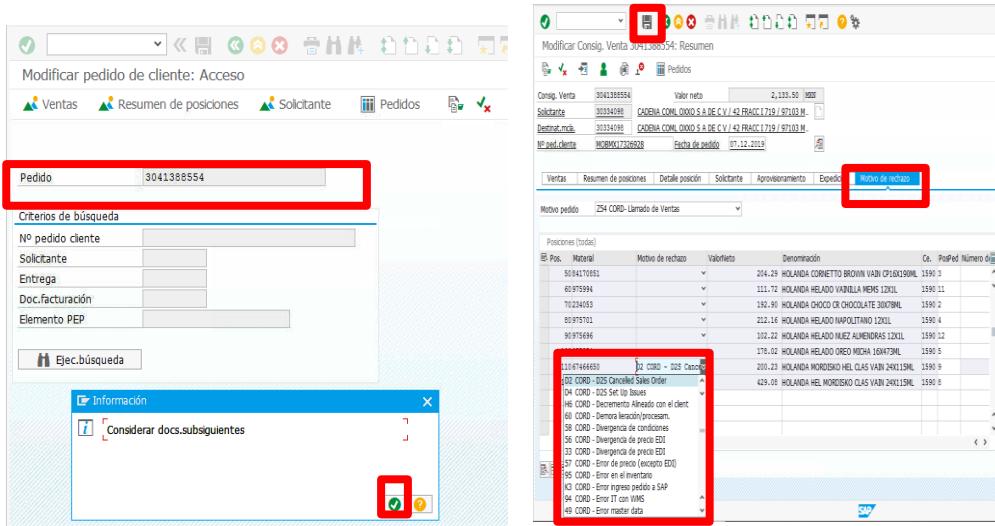
The screenshot shows the 'Reporte de Ventas' report. A specific row of data is highlighted with a yellow background and a red border. The columns shown are: 'Nro. Solicitudante' (with value 'JORGELINA LUNA APOLINAR'), 'Código d.' (with value '286642'), 'Nro Orden' (with value '3041388533'), 'Nro Transporte' (with value '91737561'), 'Nro. Entrega' (with value '4225502854'), 'Nro Factura' (with value 'MOBMX17326932'), and 'Pedido CRM/Ticket de Ruta' (with value 'ST001').

3.- The user needs to clear the delivery documents **ZA4** after the transport is deleted since both this document and **ZA3** must be at the order level to remove the requested requirement. The transaction is the **VL02N**, the user enters the delivery number and selects the trash can, a message will appear asking if the user want to delete and, in the end, confirms the deletion. In the case of an additional **ZA3**, the user has to go to the tab **picking** and delete the **ctd.picking** data before clicking the trash can.

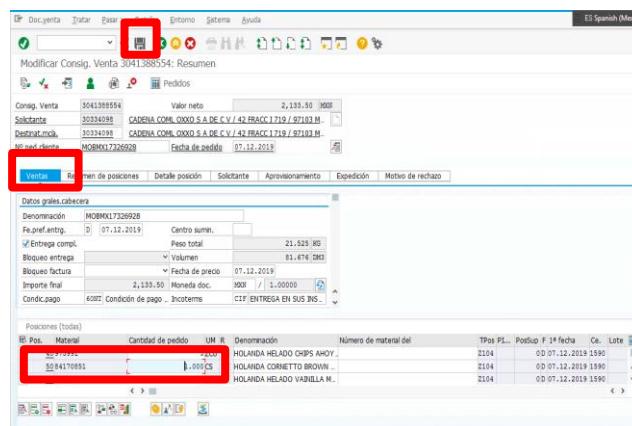


The screenshot shows the 'Salida Consig.' transaction (ZA3). On the left, the main screen shows a table of picking details with one row highlighted. On the right, a modal dialog titled 'Borrar Tratar entrega' (Delete Treat Delivery) is open, containing a confirmation message '¿Dese Salida Consig. 4225509804' and a 'Sí' (Yes) button highlighted with a red box. Below the dialog, another 'Salida Consig.' screen is visible, showing a different set of picking details.

4. - To modify the order, the user enters in the transaction VA02 and enters the order number. In the motive of rejection tab the user enters **D2S Cancell order** and saves the order. With this action the entire line of the code is deleted. This same action is executed for ZA3 and ZA4.



4a.- To modify the order only to change quantity in code, the user must use the transaction **VA02** and enter the order number. In the Sales tab, the user must look for the sku and change to the amount indicated in the confirmation and save. This same action is executed for ZA3 and ZA4.



Returns That Proceed

This process is the return of product that the customer did not receive. The return can be for the total order or partial. The return in SAP are performed in ZA10 and must always be referenced to the source invoice in order to process them.

1.- In the Invoicing confirmation file, in the Returns sheet starts by the ZA10 these documents are already in SAP but you need to enter them reference of the source invoice from which the refund arises, you enter SAP VA02 / We enter the orders



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ZA10 PROCEDEN					
Pedido	MOB	Factura	Cantidad	Cantidad Pesos	TOTALES
8321956758	MOBMX17262641	9356243593	1	\$ 270.00	
8321956797	MOBMX17262659	9356244543	6	\$ 425.03	PEDIDOS
8321957014	MOBMX17326900	9356244996	1	\$ 245.98	6
8321957031	MOBMX17262648	9356245082	1	\$ 276.00	PIEZAS
8321957032	MOBMX17422061	9356245127	1	\$ 283.60	11
8321957015	MOBMX17326908	9356245229	1	\$ 245.98	PESOS
					1746.59

Modificar pedido de cliente: Acceso

Pedido: 8321956758

Opciones de búsqueda

Clave de búsqueda:

Información

Considerar docs.adyacentes

2. - In the sales tab in the Denomination field the user enters the MOBMX number which the agency sends in the Confirmation format as shown in the image and in the same tab we scroll down to the Assignment field where the source invoice is entered.

Modificar Consig. Rechazo 8321956758: Resumen

Consig. Rechazo: 8321956758

Valor neto: 270.00 MXN

Solicitante: 10161313 ELIZABETH PERAZA NOVELO / CALLE 86 444 X 41 AV ITZAE

Destinat.mcia.: 10161313 ELIZABETH PERAZA NOVELO / CALLE 86 444 X 41 AV ITZAE

Nº ped.cliente: MOBMX16689495 Fecha de pedido: 07.12.2019

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento

Datos grises.cabecera

Denominación: MOBMX17262641

Asignación: 9356243593

3. – The user selects the magnifying glass and in the text tab we look for the option of Referenced Documents to enter in the same way the source invoice and this data the agency sends it in the confirmation format and we give record with this step we can generate the delivery of the ZA10, batch, exit and invoice.

Modificar Consig. Rechazo 8321956758: Resumen

Consig. Rechazo: 8321956758 Valor neto: 270.00 MXN

Solicitante: 10161313 ELIZABETH PERAZA NOVELO / CALLE 86 444 X 41 AV ITZAE

Destinat.mcia.: 10161313 ELIZABETH PERAZA NOVELO / CALLE 86 444 X 41 AV ITZAE

Nº ped.cliente: MOBMX16689495 Fecha de pedido: 07.12.2019

Ventas Expedición Factura Contabilidad Condiciones Imputación Interlocutor Textos

Cxtx. Idioma

- Original Delivery
- CustomerSpecific Su...
- EDI Inbound Order
- External Order Text
- Internal Order Text
- External BOL Text
- External SLI Text
- External Invoice Text
- 3PL WMS text
- EDI Promotional Cor...
- EDI Department Cor...
- Obs. Factura / Remit...
- Clave de Acceso
- Nota de cabecera
- Texto Colombia
- Agreement Desc. (E)
- Documentos Referentes

Returns to Create

1.- In the invoicing Confirmation file on the Returns with ZA10 sheet to create these documents we need to make them in Sap with reference to the source invoice from which the return originates, you enter SAP VA01 and capture the data shown in the second image

ZA10 PARA CREAR					
Factura	MOB	Factura	Cantidad	Cantidad Pesos	TOTALES
9356243600	MOBMX17237484	9356243600	1	245.98	
9356194667	MOBMX17165825	9356194667	17	2,040.65	PEDIDOS
					2286.63
					PIEZAS
					18
					PESOS
					2286.63

Crear pedido de cliente: Acceso

Crear con referencia Ventas Resumen de posiciones

Clase de pedido: ZA10

Datos organizativos

Organización ventas: MX01

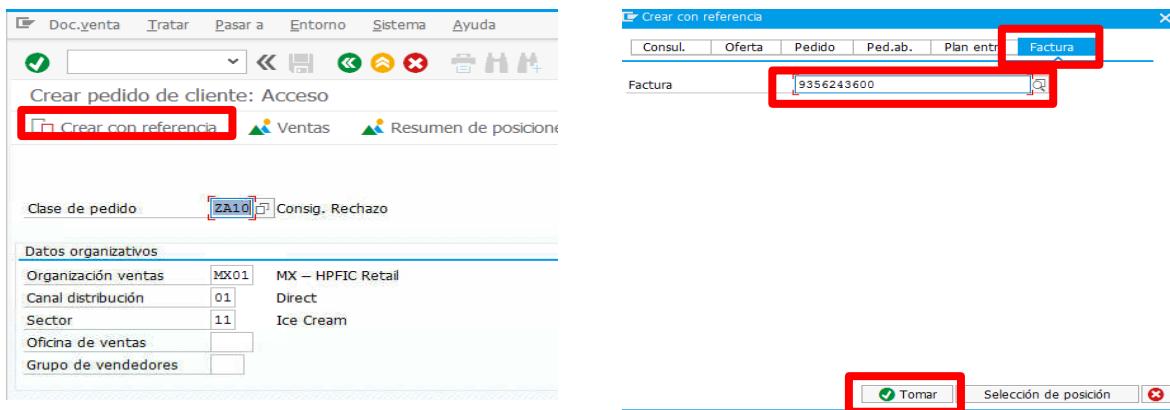
Canal distribución: 01

Sector: 11

Oficina de ventas: Direct

Grupo de vendedores: Ice Cream

2.- We select the option to create with reference opening a screen in which we select the invoice tab and enter the data that the agency gave for the invoice and give take this what it does is make a copy of the original invoice and create it as an ZA10



Crear con referencia

- Consul. Oferta Pedido Ped.ab. Plan entr. Factura

Factura: 9356243600

Crear pedido de cliente: Acceso

Crear con referencia Ventas Resumen de posiciones

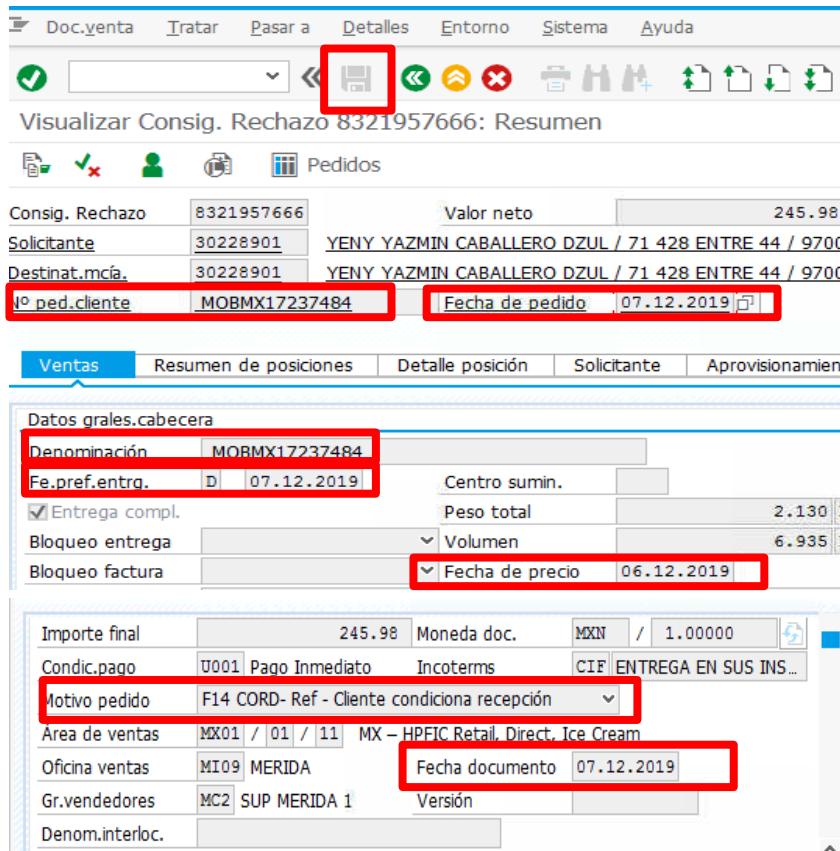
Clase de pedido: ZA10 Consig. Rechazo

Datos organizativos

Organización ventas	MX01	MX – HPFIC Retail
Canal distribución	01	Direct
Sector	11	Ice Cream
Oficina de ventas		
Grupo de vendedores		

Tomar Selección de posición

3. - Already with the uploaded data you have to enter this order we have to enter you the Customer Order No., Order Date, Denomination, Fe.pref.entrg, Date Of Price review that brings the same as the source invoice, Order reason F14, Document date must be the same as the order date, we have to reference it as the previous step we saw and then we only give to save. Already recorded we can give batch delivery, departure, and invoice it.



Visualizar Consig. Rechazo 8321957666: Resumen

Pedidos

Consig. Rechazo	8321957666	Valor neto	245.98
Solicitante	30228901	YENY YAZMIN CABALLERO DZUL / 71 428 ENTRE 44 / 9700	
Destinat.mcia.	30228901	YENY YAZMIN CABALLERO DZUL / 71 428 ENTRE 44 / 9700	
IO ped.cliente	MOB MX17237484	Fecha de pedido	07.12.2019

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento

Datos giales.cabecera

Denominación	MOB MX17237484		
Fe.pref.entrg.	07.12.2019	Centro sumin.	2.130
<input checked="" type="checkbox"/> Entrega compl.	Peso total	2.130	
Bloqueo entrega	Volumen	6.935	
Bloqueo factura	Fecha de precio	06.12.2019	

Importe final	245.98	Moneda doc.	MXN	/	1.00000
Condic.pago	U001 Pago Inmediato	Incoterms	CIF	ENTREGA EN SUS INS...	
Motivo pedido	F14 CORD- Ref - Cliente condiciona recepción				
Area de ventas	MX01 / 01 / 11	MX – HPFIC Retail, Direct, Ice Cream			
Oficina ventas	MI09 MERIDA	Fecha documento	07.12.2019		
Gr.vendedores	MC2 SUP MERIDA 1	Versión			
Denom.interloc.					

Partial Returns

1.- In the Billing Confirmation file on the Returns with partial ZA10 sheet, we need to make them in Sap with reference to the source invoice from which the return originates, you enter SAP VA01 and capture the data shown in the second image

DEVOLUCIONES PARCIALES						
Solicitante	SKU	Cantidad	UM	Factura	MOB	Cantidad Pesos
10160080	84140192	1	CS	9356297731	MOBMX17408216	260
10160080	234053	1	CS	9356297731	MOBMX17408216	270
10160080	934556	1	CS	9356297731	MOBMX17408216	225
30148130	84156863	1	CS	9356298548	MOBMX17399468	475
20098190	67201776	1	CS	9356297740	MOBMX17399465	226.00
					PESOS	1465.93

Doc.venta Tratar Pasar a Entorno Sistema Ayuda

Crear pedido de cliente: Acceso

 Crear con referencia Ventas Resumen de posiciones

Clase de pedido **ZA10** Consig. Rechazo

Datos organizativos

Organización ventas	MX01 MX – HPFIC Retail
Canal distribución	01 Direct
Sector	11 Ice Cream
Oficina de ventas	
Grupo de vendedores	

2. - The applicant's data, SolicitanteDestinat, is captured. Mcia, Customer Order No. (MOBMX), Order Date, Denomination, Fe.pref.entrg, Date of Price Review that brings the same as the source invoice, Order reason F14, Document date, Invoice date must be the same as the order date

Visualizar Consig. Rechazo 8321960377: Resumen

Pedidos

Consig. Rechazo	8321960377	Valor neto	260.00	MXN
Solicitante	10160080	AGUSTIN MORA SOTO / MONTE DE LAS CRUCES 42 / 07500...		
Destinat.mcia.	10160080	AGUSTIN MORA SOTO / MONTE DE LAS CRUCES 42 / 07500...		
Nº ped.cliente	MOBMX17408216	Fecha de pedido	09.12.2019	

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expedición

Datos gtales.cabecera

Denominación	MOBMX17408216		
Fe.pref.entrg.	09.12.2019	Centro sumin.	
<input checked="" type="checkbox"/> Entrega compl.	Peso total	1.480	KG
Bloqueo entrega	Volumen	6.935	DM3
Bloqueo factura	Fecha de precio	09.12.2019	
Importe final	Moneda doc.	MXN	/ 1.00000

Condic.pago U001 Pago Inmediato Incoterms CIF ENTREGA EN SUS INS...

Motivo pedido F14 CORD- Ref - Cliente condiciona recepción

Área de ventas MX01 / 01 / 11 MX – HPFIC Retail, Direct, Ice Cream

Oficina ventas MI04 TULTITLAN Fecha documento **09.12.2019**

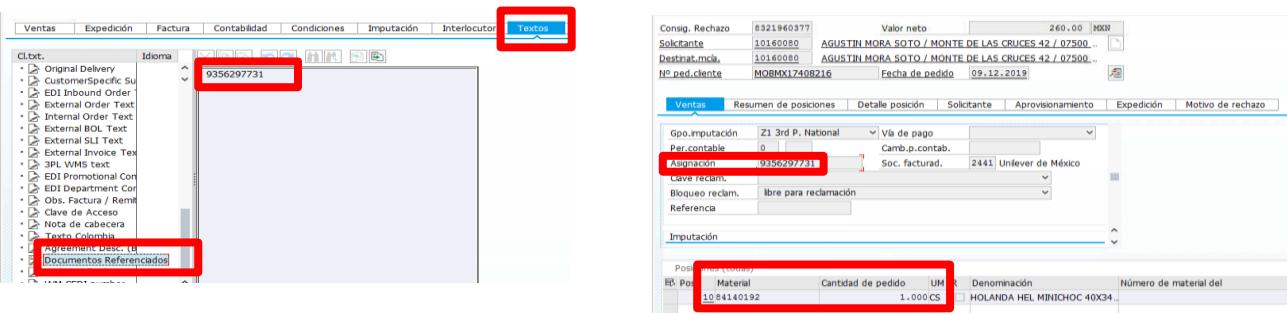
Gr.vendedores MB3 SUP TULTI 3 Versión

Denom.interloc.

Fecha factura **12.12.2019** Días val.adic.

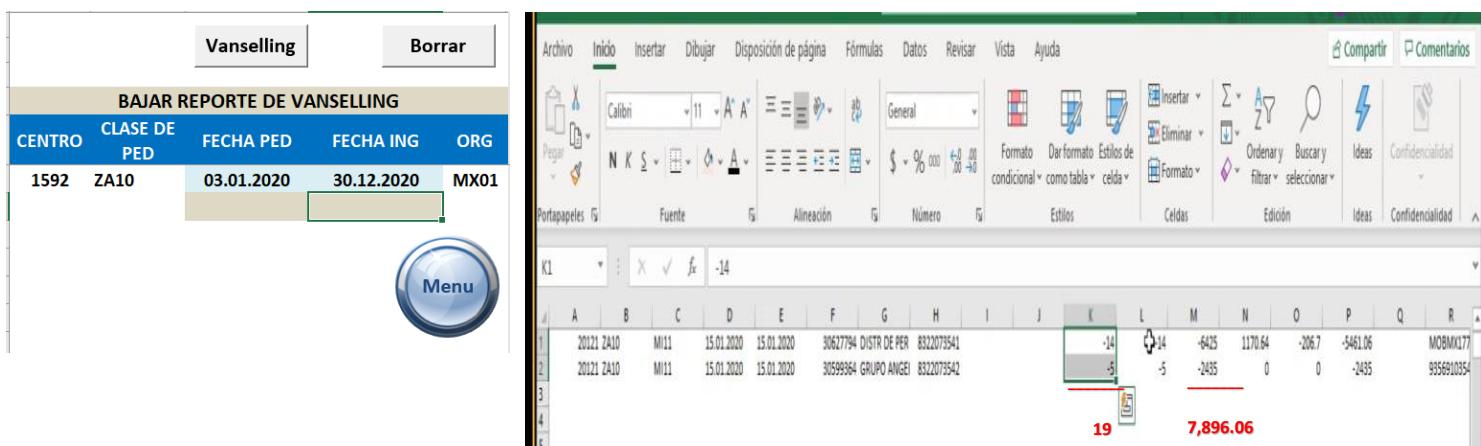
Fe.prestac.servicios Dif. clasif. fiscal

3. - After entering the dates and validating that they are correct the **Assignment** is entered since as we know it is a forced requirement for an ZA10 so we give the magnifying glass and in the text tab in referenced document we enter the source invoice, in the Sales tab we enter **Material, Order Quantity, UM**, this data is in the Billingconfirmation. Already with the entry of the data we will give save, already with this action we create the Order and we will have to run the delivery, lot, exit and invoice.



Returns reconciliation

1.- After generating the request for the returns of the agencies we have to generate with the control panel with **ZA10** document of the agency that we have to validate and be able to compare by **parts, document number and import** this what they sent us in the billing confirmation



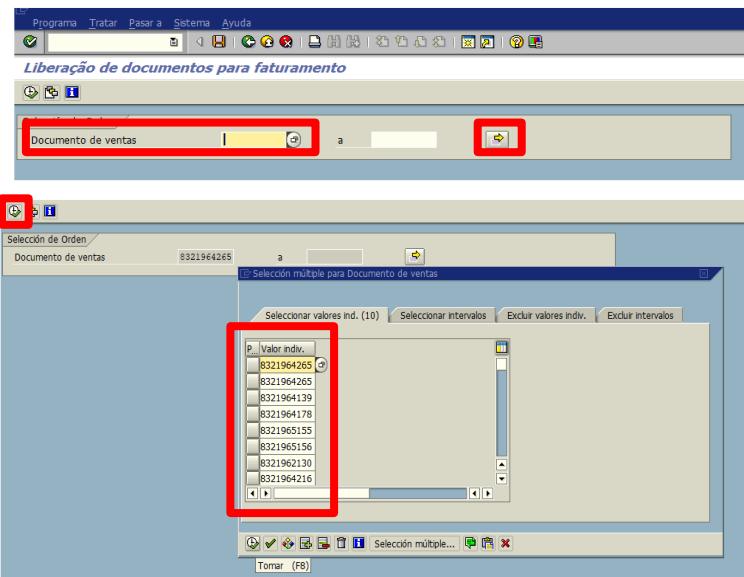
2. - In case we have all on the returns sheet the three options that are **proceed, create and partial** we must make a sum of both number of orders, parts and weights to validate against vanselling

ZA10 PARA CREAR					
Factura	MOB	Factura	Cantidad	Cantidad Pesos	TOTALES
9357260605	MOB MX17783159	9357260605	14	5,463.06	
9357100714	9356910354 REF	9357100714	5	2,435.00	PEDIDOS
				2	PIEZAS
				19	PESOS
				7896.06	

Unlocking ZA10

For returns greater than \$1,000.00 are blocked automatically so it is necessary to unlock with transaction **ZP10OTC011801TRN**.

1.- You enter the document number, if you are going to unlock more than one first the box is filled with a document and later we can select the multiple selection button, with the data already entered we give run we have to consider that we can only enter 30 documents.



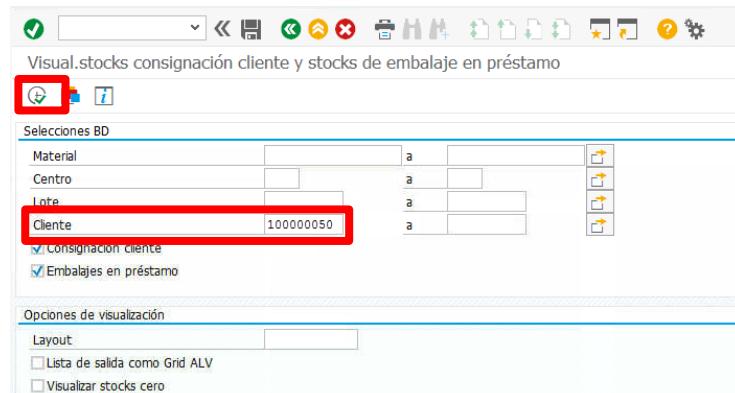
2. - If the document was not created by our user the order number and the legend "Billinglock successfully removed" appears. If the document was created by our user we created it the order number appears and the Legend "Your SAP user created/changed the document." and the release is requested from another biller.

<i>Sales Order Mass Billing Block Release</i>	
Nro Documento	Comentarios
8321964216	Bloqueo de facturación removido con éxito
8321965155	Su usuario SAP creó/cambió el documento.
8321965156	Su usuario SAP creó/cambió el documento.

Consignment Cleaning

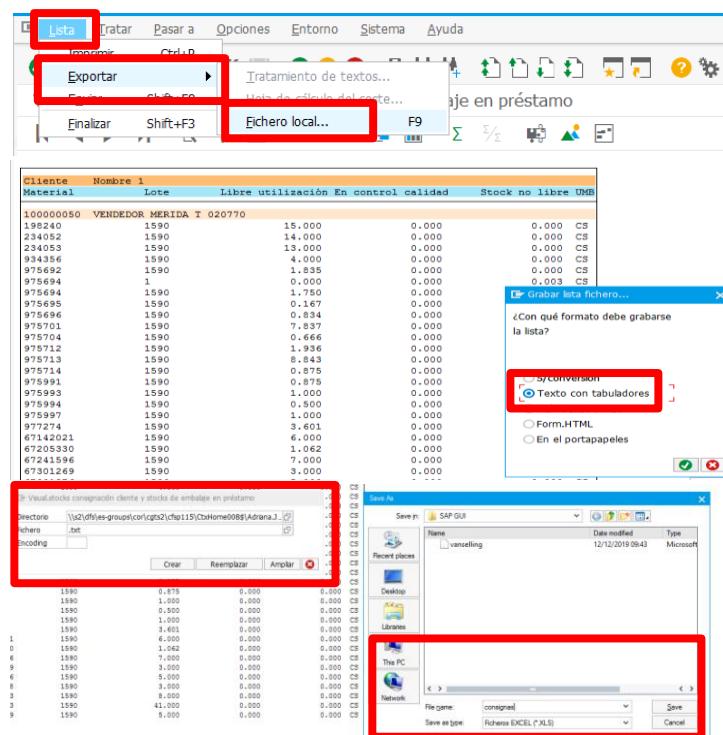
The cleaning of the slogans can be executed in two moments after making the returns or if necessary after completion of all the billing is only for the pre-sale routes since the process of the **ZA10** what it executes in sending this product to the get of each route where they were executed and therefore when performing the cleaning process what we do is the **ZA5** to return it from the route locker to the warehouse of the agency. This start of process depends on the operation of each agency

1.-We must enter the **MB58** transaction which is to generate the slogans of the agency's routes with the get code data of each pre-sale route and F8 to execute



The screenshot shows the SAP MB58 transaction interface. At the top, there is a toolbar with various icons. Below the toolbar, the title bar reads "Visual.stocks consignación cliente y stocks de embalaje en préstamo". The main area is titled "Selecciones BD" (Selections BD). It contains several input fields: "Material" (Material number), "Centro" (Center), "Lote" (Lot), and "Cliente" (Client). The "Cliente" field is highlighted with a red box. Below these fields are two checkboxes: "Consignación cliente" (checked) and "Embalajes en préstamo" (checked). At the bottom of the selection screen, there is a section titled "Opciones de visualización" (View options) with checkboxes for "Layout", "Lista de salida como Grid ALV" (checked), and "Visualizar stocks cero".

2. - With the generated information we will **export** it to Excel from **List/Export/ Local File / Format with Tabs** and save it on our computer to be able to work it out so that we can work it.



The screenshot shows the SAP MB58 transaction interface with the "Lista" tab selected. In the toolbar, the "Exportar" menu is open, and the "Fichero local..." option is highlighted with a red box. A modal dialog box titled "Grabar lista fichero..." (Save list to file...) is displayed, asking "¿Con qué formato debe grabarse la lista?" (What format should the list be saved in?). The "Texto con tabuladores" (Text with tabs) option is selected and highlighted with a red box. Below the dialog, a "Formato" (Format) dropdown shows "Formato tabulador" (Tab-separated format) selected. At the bottom of the dialog, there are "OK" and "Cancel" buttons. In the background, the main SAP grid displays a list of client items with columns: Cliente, Nombre 1, Material, Lote, Libre utilización, En control calidad, Stock no libre UNB. The grid shows numerous rows for different clients and materials. To the right of the grid, a "Save As" dialog box is open, showing the save location as "SAP GUI" and the file name as "vanselling". The "Save as type" dropdown is set to "Archivos EXCEL (*.XLS)".

3.- We enter Sap a in **VA01** to create a **ZA5** document, enter **sales organization, channel, sector** and give enter to start data capture and we will support with the Excel file that we export from SAP.

Clase de pedido	ZA5
Datos organizativos	
Organización ventas	MX01
Canal distribución	01
Sector	11

A	B	C	D	E	F	G	H
1							
2	Cliente	Nombre 1					
3	Material		Lote	Libre utili	En control	Stock no UMB	
4							
5	100000050	VENDEDOR MERIDA T 020770					
6	198240		1590	15	0	0 CS	
7	234052		1590	14	0	0 CS	
8	234053		1590	13	0	0 CS	
9	934356		1590	4	0	0 CS	
10	975692		1590	1.835	0	0 CS	
11	975694		1	0	0	0.003 CS	
12	075604		1590	1.75	0	0 CS	

4.-The applicant is captured, order date, pre-confirmation, price date, Z21 order reason and document date

Visualizar Consig. Revertir 8321957653: Resumen

Consig. Revertir 8321957653 Valor neto 0.00 MXN

Obligante 1000000333 VENDEDOR MERIDA T 020102 / AV PALMA REAL SN FRACC B...

Destinat. 1000000333 VENDEDOR MERIDA T 020102 / AV PALMA REAL SN FRACC B...

Nº ped.cliente Fecha de pedido

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expedición Mo

Datos generales cabecera

Denominación

Fe.pref.entrg. 09.12.2019 Centro sumin.

Entrega compl. ✓ Peso total 23.232 KG

Bloqueo entrega ✓ Volumen 74.460 DM3

Bloqueo factura ✓ Fecha de precio 09.12.2019

Importe final 0.00 Moneda doc. MXN / 1.00000

Condic.pago 0001 Pago Inmediato Incoterms CIF ENTREGA EN SUS IN...

Motivo pedido Z21 CORD- Transferencia de stock

Área de ventas MI09 MERIDA Fecha documento 09.12.2019

Oficina ventas MI09 MERIDA Fecha documento 09.12.2019

5. - Let's go to the **Item Overview** tab and in the **material, order quantity and um** fields we enter the data from the Excel file that we export this to indicate to the document which material codes should be removed from the setpoint and sent to the agency warehouse.

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento E

Fe.pref.entrg. 09.12.2019 Centro sumin.

Posiciones (todas)

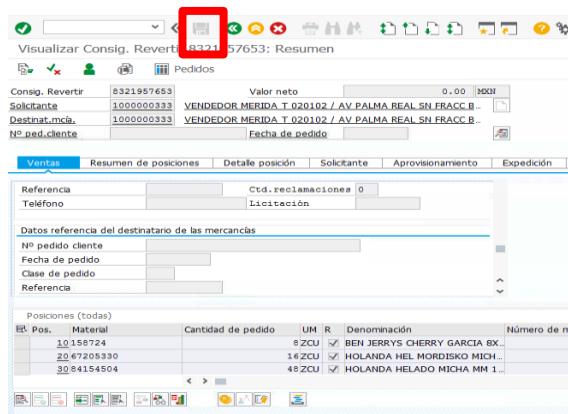
Pos.	Material	Cantidad de pedido	UM	Denominación
1	158724	8 ZCU	✓	BEN JERRYS CHERRY GARCIA 8X...
2	67205330	16 ZCU	✓	HOLANDA HEL MORDISKO MICH...
3	84154504	48 ZCU	✓	HOLANDA HELADO MICHA MM 1...

A	B	C	D	E	F	G	H
Cliente				Nombre 1			
Material	Libre utilización	UMB					
1000000333				VENDEDOR MERIDA T 020770			
15874	8 CS			1590	0	0	
67205330	16 CS			1590	0	0	
84154504	48 CS			1590	0	0	
934356	4 CS			1590	0	0	



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6.- With the above capture we will **save**, we can generate a Vanselling of the ZA5 documents to know the order number and be able to give **delivery, lot and exit** to be able to clean the slogans



Visualizar Consig. Revertir 8321957653: Resumen

Pedidos

Consig. Revertir	8321957653	Valor neto	0.00	MXN
Solicitante	1000000333	VENDEDOR MERIDA T 020102 / AV PALMA REAL SN FRACC B...		
Destinat.mcia.	1000000333	VENDEDOR MERIDA T 020102 / AV PALMA REAL SN FRACC B...		
Nº ped.cliente		Fecha de pedido		

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expedición

Datos referencia del destinatario de las mercancías

Nº pedido cliente Fecha de pedido Clase de pedido Referencia

Posiciones (todas)

Pos.	Material	Cantidad de pedido	UM	R	Denominación	Número de m...
10_158724			8 ZCU		BEN JERRYS CHERRY GARCIA BX...	
20_67205330			16 ZCU		HOLANDA HEL MORDISKO MICH...	
30_84154504			48 ZCU		HOLANDA HELADO MICHAA MM 1...	

Tasting

1.- We enter Sap to transaction **VA01** we enter the type of document that is **ZA3, sales organization, sector and channel**, give enter to capture the data that the agency sends in the billing **confirmation**

Crear pedido de cliente: Acceso

Crear con referencia Ventas Res

Clase de pedido **ZA3** Consig. Venta

Datos organizativos

Organización ventas **MX01** MX - HPFIC Retail
Canal distribución **01** Direct
Sector **11** Ice Cream
Oficina de ventas
Grupo de vendedores

Unilever de México, S. de R.L. de C.V.
División Helados
A No. 2 COL. RANCHO SANTO DOMINGO, TULTITLÁN, EDO. DE MÉXICO (01 800 71 09 199)
HOLANDA

FECHA	04.12.2019	CONSIGNA	1000000330
AGENCIA	MERIDA	COD. CLIENTE	10425841
CENTRO	1590	PIEZAS	2
SKU	CANTIDAD	UM	PRODUCTO
68115512	2	CS	HOLANDA MORDISKO HEL CHOC 24X115ML

2. - We will enter the slogan for this type of document in the **applicant, No.ped.customer** we enter the legend **Tasting, order date, name** we enter Tasting again, **date.pre.entreg, date price, order reason M81, document date and at the end we enter the material, order quantity, UM and execute Save**. This order type we will give you **delivery, batch and departure**

Visualizar Consig. Abastecimien 3041347708: Resumen

Pedidos

Consig. Abastecimien	3041347708	Valor neto	0.00	MXN
Solicitante	1000000330	VENDEDOR MERIDA T 020099 / AV PALMA REAL SN FRACC B...		
Destinat.mcia.	1000000330	VENDEDOR MERIDA T 020099 / AV PALMA REAL SN FRACC B...		
Nº ped.cliente		Denustación	04.12.2019	

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento

Datos grales.cabecera

Denominación **Degustación**
Fe.pref.entrg. **04.12.2019** Centro sumin.
 Entrega compl.
Bloqueo entrega Volumen **13.868 DM3**
Bloqueo factura Fecha de precio **04.12.2019**
Importe final **0.00** Moneda doc. **MXN / 1.00000**
Condic.pago **U001 Pago Inmediato** Incoterms **CIF ENTREGA EN SUS INS...**

Motivo pedido **M81.COB- INDENITACIÓN VAN SELLING**
Área de ventas **MX01 / 01 / 11 MX - HPFIC Retail, Direct, Ice Cream**
Oficina ventas **MI09 MERIDA** Fecha documento **05.12.2019**

Posiciones (todas)

Pos.	Material	Cantidad de pedido	UM	R	Denominación	N...
10	8115512	2.000 CS			HOLANDA MORDISKO HEL CHOC 24X115...	

3. - Already with the za3 processed we will enter again TO **VA01** now to create a ZA4 and we will take the details of the billing



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confirmation, remember that we must have an ZA3 which is the document that feeds the slogan in order to invoice the ZA4 order

Crear pedido de cliente: Acceso

Crear con referencia Ventas Re

Clase de pedido	ZA4
Datos organizativos	
Organización ventas	MX01 MX - HPFIC Retail
Canal distribución	01
Sector	11 <input type="button" value=""/>
Oficina de ventas	
Grupo de vendedores	

4.-We will enter the customer for this type of document in the **applicant**, **No.ped.customer** we enter the legend **Tasting, order date, name** we enter tasting again, **date.pref.entreg**, **date price**, **order reason M81** and **document date**.

Visualizar Consig. Venta 3041347710: Resumen

Pedidos

Consig. Venta	3041347710	Valor neto	0.00	MXN
Solicitante	10425841 VENTA OPORTUNA MERIDA X07 / AV PALMA REAL SN FRACC.			
Destinat.mcia.	10425841 VENTA OPORTUNA MERIDA X07 / AV PALMA REAL SN FRACC.			
Nº ped.cliente	degustacion	Fecha de pedido	04.12.2018	

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expedición

Datos grales.cabecera

Denominación	degustacion		
Fe.pref.entrg.	D 04.12.2018	Centro sumin.	
<input checked="" type="checkbox"/> Entrega compl.		Peso total	0.000 KG
Bloqueo entrega		Volumen	0 DM3
Bloqueo factura		Fecha de precio	04.12.2018
Motivo pedido	M81 CORD- INDEMNIZACIÓN VAN SELLING		
Área de ventas	MX01 / 01 / 11 MX - HPFIC Retail, Direct, Ice Cream		
Oficina ventas	MI09 MERIDA	Fecha documento	04.12.2019

5.- In the same sales tab in the applicant's reference data option we enter **ZVAN** and at the end we enter the **material, order quantity, UM, Tpos** and run **Save**. Immediately on the back you send us the order number and being an ZA4 automatically generates delivery.

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expedición Motivo de rechazo

Datos referencia del solicitante

Clase de pedido	ZVAN Un Sales
Última reclamación	Suplemento
Nombre	
Referencia	Ctd.reclamaciones 0
Teléfono	Licitación

Datos referencia del destinatario de las mercancías

Posiciones (todas)

Pos.	Material	Cantidad de pedido	UM	Denominación	Número de material del	TPOS	ZCIZ
1	68115512	2.000 CS		HOLANDA MORDISKO HEL CHOC...		ZCIZ	

Pedidos

Consig. Abastecimi..	Valor neto	0.00	MXN
Solicitante	10425841 VENTA OPORTUNA MERIDA X07 / AV PALMA REAL SN FRACC.		
Destinat.mcia.	10425841 VENTA OPORTUNA MERIDA X07 / AV PALMA REAL SN FRACC.		
Nº ped.cliente	Degustacion	Fecha de pedido	

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expedición

Datos grales.cabecera

Denominación	degustacion		
Fe.pref.entrg.	D 04.12.2019	Centro sumin.	
<input checked="" type="checkbox"/> Entrega compl.		Peso total	0.000
Bloqueo entrega		Volumen	0.000
Bloqueo factura		Fecha de precio	04.12.2019
Importe final	0.00	Moneda doc.	MXN / 1.00000
Condic.pago	0001 Pago Inmediato	Incoterms	CIF ENTREGA EN SUS INS...

6. -We must give **lot, exit and factura**. This type of documents has zero **value** when entering the correct reason for ordering is



Unilever

already a tasting to consume at the agency and must have **WL2 authorization**

Factura 9356153761 (F2) Visualizar: Resumen, posiciones de factu

Finanzas Documentos de facturación

F2 Factura	9356153761	Valor neto	0.00 MXN
Pagador	10578928	VENTAS PUBLICO MERIDA F 20099 / AV PALMA REA...	
Fecha factura	04.12.2019		

Pos.	Denominación	Ctd.facturada	UM	Valor neto	M
10	HOLANDA MORDISKO HEL CHO...	2.000	CS	0.00	6

Non Revenue

This type of document is a **ZA6N** and is created when another department of the company requests product from the agency and must be charged to the cost center of the requesting department, to make such collection is by means of an internal order that is the requirement and authorization of a **WL2** Ito which it must be appended to the confirmation email

1.- We enter Sap to transaction **VA01** we enter the type of document that is **ZA6N, sales organization, sector and channel**, we give enter to capture the data that the agency sends in the **billing confirmation**

Crear pedido de cliente: Acceso

Crear con referencia Resumi

Clase de pedido	ZA6N	Consig. Abastecimien
Datos organizativos	MX01	MX – HPFIC Retail
Organización ventas	01	Direct
Sector	11	Ice Cream
Oficina de ventas		
Grupo de vendedores		

Unilever de México, S. de R.L. de C.V.
División Helados
A No. 2 COL. RANCHO SANTO DOMINGO, TULTITLÁN, EDO. DE MÉXICO (0999)
ATENCIÓN A CLIENTE TEL. 01 800 71 09 199

FECHA	04.12.2019	CONSIGNA	
AGENCIA	TULTITLÁN	SOLICITANTE	10900360
CENTRO	1582	ORDEN INTERNA	8500013154
MONTO TOTAL		PIEZAS	20
SKU	CANTIDAD	UM	PRODUCTO
934356	1	CS	HOLANDA SOLERO CITRUS LIMÓN 30X65ML
67241596	3	CS	HOLANDA CORNETTO HERSHEY'S 24X120ML
67301269	2	CS	HOLANDA SOLERO ARTESANAL MANGO 24X79ML
67301276	1	CS	HOLANDA SOLERO ARTESANAL L FRESA 24X79ML
67301280	2	CS	HOLANDA SOLERO ARTESANAL L COCO 24X79ML
67318808	2	CS	HOLANDA MAGNUM AVELLANAS CARAM 25X90ML
67507743	3	CS	HOLANDA HEL MORDISKO CLAS VAIN 24X115ML
67810414	1	CS	HOLANDA SOLERO P FRUTOS ROJOS 25X100ML
84160045	2	CS	HOLANDA CORNETTO CHEESECAKE 24X120M
84158050	3	CS	HOLANDA MAGNUM ALMENDRAS 25X100ML

2. - We will enter the **applicant** is always the same code in this case for any agency **10900360**, **No.ped.customer** we enter the OI legend plus the number that the agency sent it on the order date **confirmation**, **Name** we enter again OI plus the number sent, **date.pref.delivery and date price**, **Order reason ZA0** and **invoice date**.

MSO Intern Order	102923091	Valor neto	0.00 MXN
Solicitante	10900360	FREE GOODS MEXICO / AV TEPALCAPA 2 / 54900 TULTITLÁN	
Destinat.mcia.	10900360	FREE GOODS MEXICO / AV TEPALCAPA 2 / 54900 TULTITLÁN	
Nº ped.cliente	OI 8500013154	Fecha de pedido	03.12.2019

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento

Datos grales.cabecera		
Denominación	OI 8500013154	
Fe.pref.entrg.	03.12.2019	
Centro sumin.		
Entrega compl.		
Bloqueo entrega	Volumen	47.335 KG
Bloqueo factura	Fecha de precio	03.12.2019

Motivo pedido ZAU CORD - DEGUSTACION

Área de ventas MX01 / 01 / 11 MX – HPFIC Retail, Direct, Ice Cream

Fecha factura 03.12.2019

3. - We enter in the item summary tab and there we enter the **material, order quantity, UM, and Tpos**, we give enter, in this same tab we must look for the plant field **centro** since by default sends 1669 and we must change it to the one that is working



Pos.	Material	Cantidad de pedido	UM
10934356		1.000	CS
2067241596		3.000	CS
3067301269		2.000	CS
4067301276		1.000	CS
5067301280		2.000	CS
6067318808		2.000	CS
7067507743		3.000	CS
8067810414		1.000	CS
9084160045		2.000	CS
10084158050		3.000	CS

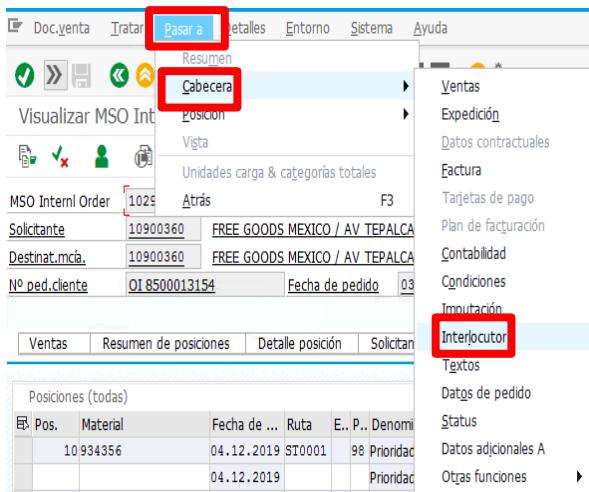
Pos.	Material	TPos	F... PosSup	F... f1a fecha	Ce...
10934356	ZKLN		OD	03.12.2019	1582
2067241596	ZKLN		OD	03.12.2019	1582
3067301269	ZKLN		OD	03.12.2019	1582
4067301276	ZKLN		OD	03.12.2019	1582
5067301280	ZKLN		OD	03.12.2019	1582
6067318808	ZKLN		OD	03.12.2019	1582
7067507743	ZKLN		OD	03.12.2019	1582
8067810414	ZKLN		OD	03.12.2019	1582
9084160045	ZKLN		OD	03.12.2019	1582
10084158050	ZKLN		OD	03.12.2019	1582

4.- En la pestaña de aprovisionamiento en el campo de **ruta** debemos de ingresar **ST001** y en puesto de expedición debemos revisar que es el de la agencia que estamos trabajando.

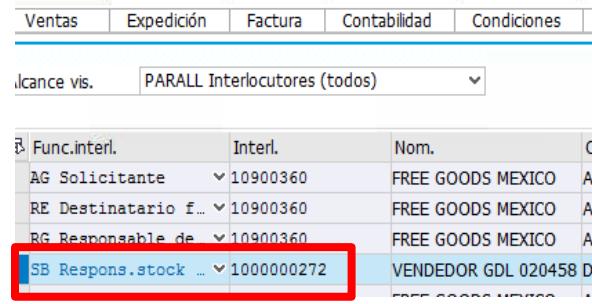


Ruta	E.. P.. Denominación	Motivo rechazo	Pu...
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23
2.2019 ST0001	98 Prioridad 98		MX23

5. - Enter the top menu click on going to / header / partner and in the fields of **respons.stock** must always contain the **10000000272**

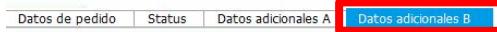


Pos.	Material	Fecha de ...	Ruta	E.. P.. Denominación
10934356		04.12.2019	ST0001	98 Prioridad 98



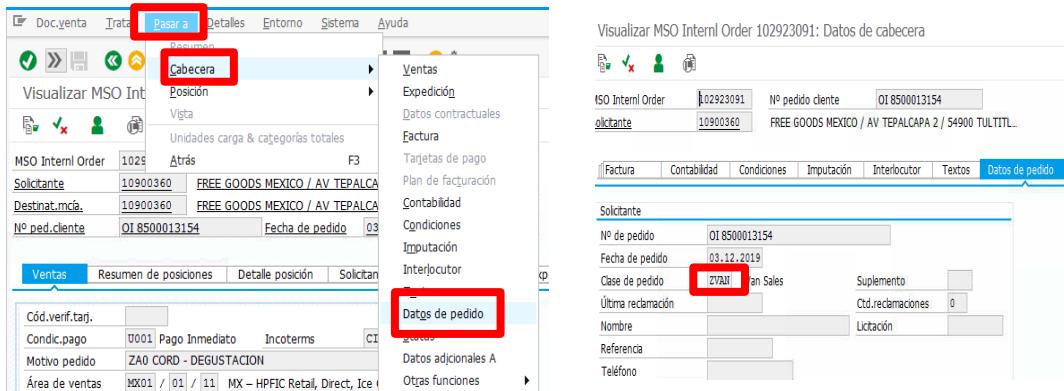
Func.interl.	Interl.	Nom.
AG Solicitante	10900360	FREE GOODS MEXICO / AV TEPALCA
RE Destinatario f...	10900360	FREE GOODS MEXICO / AV TEPALCA
RG Responsable de ...	10900360	FREE GOODS MEXICO / AV TEPALCA
SB Respons.stock ...	10000000272	VENDEDOR GDL 020458 OFREE GOODS MEXICO / AV TEPALCA

6.- Buscamos la pestaña de **Datos Adicionales B**, en el campo de **free goods code** debemos de elegir el **M27**



Datos de pedido	Status	Datos adicionales A	Datos adicionales B
-----------------	--------	---------------------	---------------------

7. - In the top menu we enter to move to / header / Order data in the option **order type** we write **ZVAN**



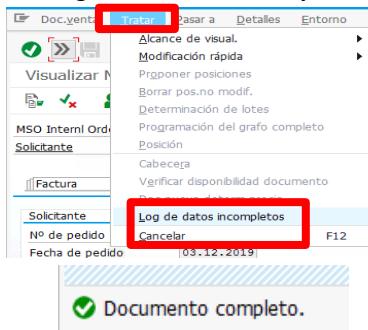
Visualizar MSO Internl Order 102923091: Datos de cabecera

ISO Internl Order 102923091 N° pedido cliente 018500013154
Solicitante 10900360 FREE GOODS MEXICO / AV TEPALCA
Destinat.mća. 10900360 FREE GOODS MEXICO / AV TEPALCA
Nº ped.cliente 018500013154 Fecha de pedido 03.12.2019

Datos de pedido

Solicitante
Nº de pedido 018500013154
Fecha de pedido 03.12.2019
Caso de pedido ZVAN Van Sales Suplemento
Última reclamación Ctd.reclamaciones 0
Nombre Licitación
Referencia
Teléfono

8. - In the top menu we enter to Process / log incomplete data and at the end of the order sends us the full document message, **documento completo**, we validate that the center is the same as we are working on the document and **save**.



Alcance de visual.
Modificación rápida
Proponer posiciones
Borrar pos.no modif.
Determinación de lotes
Programación del grafo completo
Posición
Cabecera
Vigilar disponibilidad documento
Solicitante
Log de datos incompletos
Cancelar F12

Documento completo.

9.- After recording it gives us a document that starts with 102..., so this order we will generate **delivery, lot and output** is not invoiced. If we want to generate a vanselling by this type of document is shown as follows

Pesc. Solicitante	Nro Orden	Nro Transporte	Nro. Entreg	Nro Factura
FREE GOODS MEXICO	102923091		155487901	
FREE GOODS MEXICO	102939878		155528627	



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Employee Sale

This type of document is a **ZA4** with **Z26** motif and we create it when an employee is made at the agency, which carries an authorized discount and must be sent from the billing confirmation. Important we must create a **ZA3** in order to bill the **ZA4**

1.- We enter Sap to transaction **VA01** we enter the type of document that is **ZA3, sales organization, sector and channel**, give enter to capture the data that the agency sends in the **billing confirmation**

Crear pedido de cliente: Acceso

Crear con referencia Ventas Res

Clase de pedido **ZA3** Consig. Venta

Datos organizativos

Organización ventas **MX01** MX - HPFIC Retail
Canal distribución **01** Direct
Sector **11** Ice Cream
Oficina de ventas
Grupo de vendedores

B	C	D	E	F	G
	Unilever de México, S. de R.L. de C.V.				
	División Helados				
	A No. 2 COL RANCHO SANTO DOMINGO, TULTITLÁN, EDO. DE MÉXICO				
FECHA	17.12.2019	DETA No.	20104		
AGENCIA	MERIDA	SUBTOTAL	\$ 693.05		
CENTRO	1590	DESCUENTO	\$ 242.57		
CONSUMO	1000000335	TOTAL	\$ 450.48		
COND.CIENTE		IGV	\$ 0.00		
SKU	CANTIDAD	UM	PRODUCTO		
84170851	1	CS	HOLANDA CORNETTO BROWNIE/VAIN CP16X190ML		
67901280	1	CS	HOLANDA SOLERO ARTESANAL COCO24X79ML		
67151814	1	ZCU	HOLANDA HELADO NAPOLITANO 6X3.6LT		

2. - We will enter the slogan for this type of document in the applicant the slogan, no.ped.customer we enter the legend Employee Sale, order date, name we re-enter Employee Sale, date.pref.between and date price

Visualizar Consig. Abastecimien 3041442181: Resumen

Pedidos

Solicitante **1000000335** VENDEDOR MERIDA T 020104 / AV PALMA REAL SN FRACC B...

Destinat.mcia. **1000000335** VENDEDOR MERIDA T 020104 / AV PALMA REAL SN FRACC B...

Nº ped.cliente **VENTA A EMPLEADO** Fecha de pedido **10.12.2019**

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expedición

Datos grales.cabecera

Denominación **VENTA A EMPLEADO**
Fe.pref.entreg. **D 10.12.2019** Centro sumin.
 Entrega compl. Peso total **6.644 KG**
Bloqueo entrega Volumen **23.865 DM3**
Bloqueo factura Fecha de precio **10.12.2019**
Importe final **0.00** Moneda doc. **MXN / 1.00000**
Condic.pago **U001 Pago Inmediato** Incoterms **CIF ENTREGA EN SUS INS...**

3. - In the same tab we enter the order reason **Z21**, document date, order type **ZVAN**, on the item overview tab we enter the material, order quantity, UM and execute save. This order type we will give you delivery, batch and departure.

Motivo pedido **Z21 CORD- Transferencia de stock**
Área de ventas **MX01 / 01 / 11** MA - REP. KERAS DISTRIBUCION
Oficina ventas **MI09 MERIDA** Fecha documento **10.12.2019**
Gr.vendedores **MC2 SUP MERIDA 1** Version
Denom.interloc.

Datos referencia del solicitante

Clase de pedido **ZVAN** Van Sales

Visualizar Consig. Abastecimien 3041442181: Resumen

Pedidos

Solicitante **1000000335** VENDEDOR MERIDA T 020104 / AV PALMA REAL SN FRACC B...

Destinat.mcia. **1000000335** VENDEDOR MERIDA T 020104 / AV PALMA REAL SN FRACC B...

Nº ped.cliente **VENTA A EMPLEADO** Fecha de pedido **10.12.2019**

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expedición Mot

Fe.pref.entrega **D 10.12.2019** Centro sumin.

Posiciones (todas)

Pos.	Material	Cantidad de pedido	UM	Denominación
10	170851	1.000 CS		<input checked="" type="checkbox"/> HOLANDA CORNETTO BROWN VAIN CP16X190ML
20	301280	1.000 CS		<input checked="" type="checkbox"/> HOLANDA SOLERO ARTESANAL L COCO 24X79ML
30	151814	1ZCU		<input checked="" type="checkbox"/> HOLANDA HELADO NAPOLITANO 6X3.6L

4.- Already with the processing **ZA3** we will enter again to **VA01** now to create a **ZA4** and we will take the billing confirmation data,



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remember that we must have an ZA3 which is the document that feeds the slogan in order to be able to invoice the ZA4 order

Crear pedido de cliente: Acceso

Crear con referencia Ventas Re

Clase de pedido	ZA4
Datos organizativos	
Organización ventas	MX01 MX - HPFIC Retail
Canal distribución	01
Sector	11
Oficina de ventas	
Grupo de vendedores	

5.- Let's enter the customer for this type of document in the requester the customer, no.ped.customer we enter the legend Employee Sale, Order Date, Name We Re-Enter Employee Sales, Date.Pre-order, Date Price, Order Reason Z26, Document Date, Order Type ZVAN.

Visualizar Consig. Venta 3041442180: Resumen

Consig. Venta	3041442180	Valor neto	450.00 MXN
Solicitante	10425715 VENTAS PUBLICO GENERAL MERIDA / AV PALMA REAL SN FR...		
Destinat.mcia.	10425715 VENTAS PUBLICO GENERAL MERIDA / AV PALMA REAL SN FR...		
Nº ped.cliente	VENTA A EMPLEADO	Fecha de pedido	10.12.2019
<input type="button" value="Ventas"/> <input type="button" value="Resumen de posiciones"/> <input type="button" value="Detalle posición"/> <input type="button" value="Solicitante"/> <input type="button" value="Aprovisionamiento"/>			
Datos gerais.cabecera			
Denominación	VENTA A EMPLEADO	Centro sumin.	
Fe.pref.entrg.	D 10.12.2019	Peso total	6.644 KG
<input checked="" type="checkbox"/> Entrega compl.		Volumen	23.865 DM3
Bloqueo entrega		Bloqueo factura	Fecha de precio 10.12.2019
Motivo pedido	Z26 CORD-Orden tienda Unilever	Plazo entrega	
Área de ventas	MX01 / 01 / 11 MX - HPFIC Retail, Direct, I...	Fecha documento	10.12.2019
Oficina ventas	MI09 MERIDA		

Visualizar Consig. Venta 3041442180: Resumen

Consig. Venta	3041442180	Valor neto	450.00 MXN
Solicitante	10425715 Van Sales		
<input type="button" value="Ventas"/> <input type="button" value="Resumen de posiciones"/> <input type="button" value="Detalle posición"/> <input type="button" value="Solicitante"/> <input type="button" value="Aprovisionamiento"/>			
Datos referencia del solicitante			
Clase de pedido	ZVAN		

6.- On the item overview tab we enter the material, order quantity and UM. In the menu we select Go to/ Header / Conditions

Visualizar Consig. Venta 3041442180: Resumen

Consig. Venta	3041442180	Valor neto	450.00 MXN		
Solicitante	10425715 VENTAS PUBLICO GENERAL MERIDA / AV PALMA REAL SN FR...				
Destinat.mcia.	10425715 VENTAS PUBLICO GENERAL MERIDA / AV PALMA REAL SN FR...				
Nº ped.cliente	VENTA A EMPLEADO	Fecha de pedido	10.12.2019		
<input type="button" value="Ventas"/> <input type="button" value="Resumen de posiciones"/> <input type="button" value="Detalle posición"/> <input type="button" value="Solicitante"/> <input type="button" value="Aprovisionamiento"/>					
Fe.pref.entrg. D 10.12.2019 Centro sumin.					
Posiciones (todas)					
Pos.	Material	Cantidad de pedido	UM R	Denominación	Nº
104170851		1.000 CS		HOLANDA CORNETTO BROWN...	
2057301280		1.000 CS		HOLANDA SOLERO ARTESANAL...	
3057151814		1ZCU		HOLANDA HELADO NAPOLITAN...	

Visualizar Consig. Venta 3041442180: Resumen

Consig. Venta	3041442180	Valor neto	450.00 MXN		
Solicitante	10425715 VENTAS PUBLICO GENERAL MERIDA				
Destinat.mcia.	10425715 VENTAS PUBLICO GENERAL MERIDA				
Nº ped.cliente	VENTA A EMPLEADO	Fecha de pedido	10.12.2019		
<input type="button" value="Ventas"/> <input type="button" value="Resumen de posiciones"/> <input type="button" value="Detalle posición"/> <input type="button" value="Solicitante"/>					
Fe.pref.entrg. D 10.12.2019 Centro sumin.					
Posiciones (todas)					
Pos.	Material	Cantidad de pedido	UM R	Denominación	Nº
104170851		1.000 CS		HOLANDA CORNETTO BROWN...	

Doc.yenta Tratar Detalles Entorno Sistema Ayuda

- Visualizar Consig. Venta 3041442180: Resumen
- Ventas Expedición Datos contractuales Factura Tarjetas de pago Plan de facturación Contabilidad Condiciones Imputación Interjocutor Txtoxs Datos de pedido Status Datos adicionales A Otras funciones

7. - In this tab we go to the end and we will write ZMIL, in that field we will enter the difference between the order amount and what they sent us amount in the confirmation format so that the order fits that amount



3. - We generate a vanselling by MOBMX to review the order number created, already with the order created we entered VL10A to give **delivery, batch, departure and invoice**

Pos.	MATERIAL	CANTIDAD DE PEDIDO	UM	Denominación	Número de pedido
1	101404852	1.000	CS	HOLANDA CHOCO CR PESO 30...	
2	20195712	320	UZ	HOLANDA HELADO VAINILLA ME...	
3	201144201	1.000	CS	HOLANDA CHEMISSE PINA COC...	

4.-Already generated the ZA10 is **importante if the product to be re-invoiced is not the same as that of the original invoice you have to create a ZA3 before the ZA4 to feed it** and in the case that the product is the same we will generate the ZA4 that the agency requests manually we enter the transaction **VA01** we enter order class **ZA4, sales organization, distribution channel and sector**.

MOB	Número de factura	Cod. Cliente	Nombre Cliente
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V
MOBMX17158535	9356194850	30626993	FARM GUADALAJARA S A DE C V

5.- With the billing confirmation data we enter **Applicant customer code** in the format, **no.ped.customer** is entered the source invoice number followed by **REF** to identify that it is a **ZA4** that comes from rebilling, order date, Name is **entered** the source **MOBMX** number followed by **REF**, **fe.pref.entrg**, **important price date must go to the one indicated by the agency in the confirmation, order reason Z54**, document date and order type **ZVAN**.

6. -In SAP on the **Item Overview** tab we enter **material, order quantity, UM**, from the rebilling sheet file and then we will give save us the order and delivery. With delivery we generate **batch, output and invoicing**. In case of not generating delivery we should check



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if the order is not blocked and send to release at the schedules that are established, this process is run in the panel review the process.
(See Slide Unlock)

SKU	Cantidad	UM
234052	1	CS
975712	3	ZCU
114621	1	CS
975713	3	ZCU
84171739	1	CS
975991	2	ZCU
84140192	1	CS
84170851	1	CS
67142021	1	CS
975692	2	ZCU

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Ex

Fe.pref.entrega D 17.12.2019 Centro sumin.

Posiciones (todas)

Pos.	Material	Cantidad de pedido	UM	Denominación
1	234052	1.000	CS	HOLANDA CHOCO CR FRESA 30...
2	975712	3	ZCU	HOLANDA HELADO VAINILLA MI...
3	114621	1.000	CS	HOLANDA CHEMISSE PINA COC...
4	975713	3	ZCU	HOLANDA HELADO NAPOLITAN...
5	84171739	1.000	CS	HOLANDA SOLERO MOUSSE LIM...
6	975991	2	ZCU	HOLANDA HELADO CHIPS AHOV...
7	84140192	1.000	CS	HOLANDA HEL MINICHOC 40X4...
8	84170851	1.000	CS	HOLANDA CORNETTO BROWN ...
9	67142021	1.000	CS	HOLANDA MAX BUBBALOO 30X6...
10	975692	2	ZCU	HOLANDA HELADO VAINILLA 12...

Lot Change

This change originates when the product in the warehouse is found with ZCU batch, when the correct thing to allow it to be invoiced or make a move must be the center of the agency and is executed by transaction MB1B with a 311 entry. This application is within the confirmation form on the sheet

1. - Enter the document date, in the field material voucher Reloteo, Text of header center of the agency Reloteo and date of the movement, Cl. Movement 311, Center is that of the agency and Warehouse the warehouse number where the product is located which we are going to correct the product which we are going to correct the.

Registrar traspaso: Acceso

Posición nueva Por reserva ... Por pedido... Parámetros LVS ...

Fecha documento Fecha contab.
 Vale de material Texto de cabecera ValeAcompMrcias

Propuesta para posiciones doc.

Cl.movimiento	<input type="text" value="311"/>	Stock especial	<input type="text"/>
Centro	<input type="text" value="1590"/>	Motivo movimiento	<input type="text"/>
Almacén	<input type="text" value="1000"/>	<input type="checkbox"/> Proporner líneas cero	

Vale acompañamiento mercancías

Impr. Vale individual Vale indiv. con txt-insp Vale colectivo

RELOTEO							
Agencia	Material (SKU)	Tento Breve de Material (Descripción)	LOTE ACTUAL (ORIGEN)	Almacén	Cantidad Libre Utilización	UMB (cs)	CAMBiar a LOTE (DESTINO)
1590	84170851	HOLANDA CORNETTO BROWNIE/VAIN 24X190ML	ZU	1000	1.000	CS	1590
1590	67241596	HOLANDA CORNETTO HERSEY'S 24X120ML	ZU	1000	1.000	CS	1590
1590	67301269	HOLANDA SOLERO ARTESANAL MANGO 24X79ML	ZU	1000	1.000	CS	1590
1590	67301276	HOLANDA SOLERO ARTESANALL FRESA 24X79ML	ZU	1000	1.000	CS	1590
1590	67301280	HOLANDA SOLERO ARTESANALL FRESA 24X79ML	7U	1000	1.000	CS	1590

2.- When entering the transaction we have to enter the **material, Quantity, unit of measure, Warehouse and lot in which they are**



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currently.

Registrar traspaso: Nuevas posiciones

Pos	Material	Cantidad	UME	Alm.	Lote	NL Ce.
1	84170851	1.000	CS	1000	ZU	1590
2	57241591	1.000	CS	1000	ZU	1590
3	57301269	1.000	CS	1000	ZU	1590
4	57301270	1.000	CS	1000	ZU	1590
5	57301280	1.000	CS	1000	ZU	1590
6						1590

3. - We give enter and send us for each code a window so that in the field of Receiver Lot the center of the agency is entered and we will perform it for each product, at the end we give save and send us the document number which is sent to the agency.

Registrar traspaso: Nueva posición 0001

Cl.movimiento: 311 TR Traslado en ce.

Material: 84170851 HOLANDA CORNETTO BROWN VAIN CP16X190ML

Ctd.en: UM entrada: 1.000 CS Centro: 1590 Almacén: 1000 Lote: ZU

Imputación: Dest.mercancía: Alm.recept: 1000 Lote receptor: 1590 Texto:

Performance Assistant

Documento 6133612039 contabilizado

Diagnóstico

El documento 6133612039 ha sido grabado y se almacena en la base de datos correspondiente.

Cancellation of change of the ote

In case there was an error or mistake we can cancel the document in the same transaction **MB1B**

1.- En el menú nos vamos a **Traspaso / Anular con referencia/ Por documento material**.

- Traspaso**
- Otro traspaso
- Entrar con referencia
- Anular con referencia**
- Devolver
- Visualizar
- Editar mensajes
- Contabilizar

Fle Finalizar Shift+F3 Fecha contab. 17.12.2019

Vale de material ValeAcompMrcas

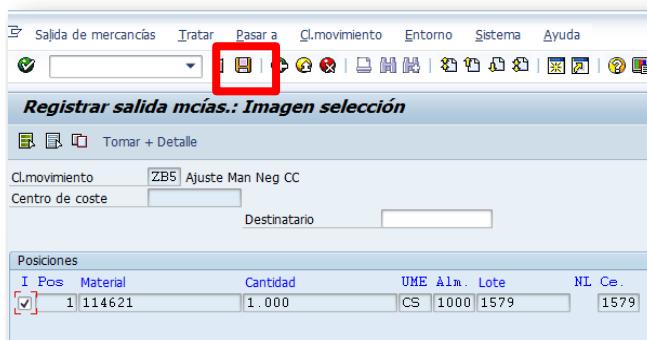
Texto de cabecera Propuesta para posiciones doc.

Cl.movimiento: 311 Stock especial: Motivo movimiento: Proponer líneas cero: 1590 1000

2.- Nos envía la pantalla para ingresar el numero de documento erróneo y se ingresa con la paloma verde



3. - When entering we check that are the data that we want to cancel and subsequently give **Save** with this action the document is canceled





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Delivery Generation

Delivery is the first step in the invoicing of an order within SAP which is generated with transaction **VL10A**, documents ZA3, ZA10 and ZA5 this process is generated since the ZA4s are born in automatic with the delivery

1.- You enter the shipping point of the agency being worked, date **create.delivery** we enter from the first day of the month until the last day of the current month and execute **F8**, we can also execute delivery by specific documents by entering the order number in the sales order tab in **sales document** we enter the order we enter the order we enter the order.

The left screenshot shows the 'Pedidos cliente, visual.rápida' screen with fields for Pto.expedic./Pto.recepción (MX31), Fecha creac.entrega (01.12.2019), and ReglaCálValFeEntrg (2). The right screenshot shows the 'Pedidos cliente, visual.rápida' screen with a red box around the 'Pedidos de cliente' tab and a list of document numbers (3041801048, 3041797698, 3041797736, 3041806160) selected in a dropdown menu.

2.-We select this icon in order to select all orders, the this command is executed to start the delivery process for each of the orders.

The left screenshot shows the 'Semáforo Sal.mcías.' screen with a red box around the 'Fondo' button. The right screenshot shows the 'Operaciones pronto envío: Pedidos cliente, visual.rápida' screen with a red box around the list of delivery details, indicating the process is underway.

3.- Once the process is completed in the commercial document field it sends us the **delivery** number and the traffic light is painted green.

This screenshot shows the 'Operaciones pronto envío: Pedidos cliente, visual.rápida' screen with a red box around the list of delivery details. The traffic lights in the 'Sal.mcías.' column are now green, indicating the process is complete.



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4.- One of the most common reasons why delivery is not reached is that an order does not have route **ST0001**, we double click on the order to enter the **provisioning tab** in the route field we enter **ST0001 and save**, we will return to the VL10A to regenerate background for the delivery to be processed

5.-The second reason is the lack of reason for order in the documents **ZA3 and ZA5** which we double-click on the order in the sales tab on the occasion of order we enter **Z21, save and return us to the VL10A** to regenerate funds for the delivery to be processed.

6. - With the update icon we can be refreshing

the progress of the process to validate the slopes or if applicable if the process is completed



Unilever

Generación de Lote

Batch generation is done with transaction ZOSWT0016TRN this is indispensable to be able to generate subsequent output and we can run it on several SAP modules on par

1.- On the control panel we enter the vanselling option to generate an ZA4, ZA3, ZA5 and ZA10 so that we can take the entries from the Vanselling sheet in column I and generate the batch.

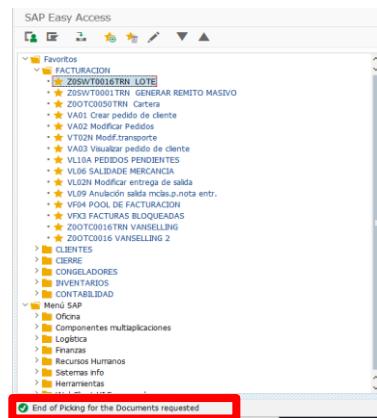
Vanselling				Borrar			
BAJAR REPORTE DE VANSELLING							
CENTRO	CLASE DE PED	FECHA PED	FECHA ING	ORG			
1614	ZA3	28.12.2019	31.12.2019	MX01			
	ZA4						
	ZAS						
	ZA10						
	ZA6N						

A	B	C	D	E	F	G	H	I
21031 ZA4	MI62	28.12.2019	28.12.2019	10463838 CADENA COMI	3041679422	422567979		
21032 ZA4	MI62	28.12.2019	28.12.2019	10477213 CADENA COMI	3041674501	422567727		
21033 ZA4	MI62	28.12.2019	28.12.2019	10544544 CADENA COMI	3041680225	422568031		
21033 ZA4	MI62	28.12.2019	28.12.2019	10551177 CADENA COMI	3041680343	422568030		
21226 ZA4	MI62	28.12.2019	28.12.2019	10578544 CADENA COMI	3041672384	422567616		
21033 ZA4	MI62	28.12.2019	28.12.2019	10645050 CADENA COMI	3041680341	422568030		
21226 ZA4	MI62	28.12.2019	28.12.2019	10724236 CADENA COMI	3041672342	422567613		
21032 ZA4	MI62	28.12.2019	28.12.2019	10740619 CADENA COMI	3041674237	422567710		
21031 ZA4	MI62	28.12.2019	28.12.2019	10744203 CADENA COMI	3041679377	422567989		
21226 ZA4	MI62	28.12.2019	28.12.2019	10755715 CADENA COMI	3041672341	422567626		
21033 ZA4	MI62	28.12.2019	28.12.2019	10777877 CADENA COMI	3041680293	422568032		
21033 ZA4	MI62	28.12.2019	28.12.2019	10803832 CADENA COMI	3041680323	422568027		
21226 ZA4	MI62	28.12.2019	28.12.2019	10803833 CADENA COMI	3041672495	422567625		
21031 ZA4	MI62	28.12.2019	28.12.2019	10813292 CADENA COMI	3041679391	422567977		
21226 ZA4	MI62	28.12.2019	28.12.2019	10813293 CADENA COMI	3041672576	422568462		
21032 ZA4	MI62	28.12.2019	28.12.2019	10818868 CADENA COMI	3041674379	422567717		
21226 ZA4	MI62	28.12.2019	28.12.2019	10826450 CADENA COMI	3041672490	422567625		

2. -Already with the entries of the documents mentioned above we go to transaction **ZOSWT0016TRN**, enter the **deliveries, sales organization, delivery type, picking status, Lot** goes and center of the agency that are being worked, **Picking** and we give execute

<input checked="" type="checkbox"/> Entrada	<input type="checkbox"/> Transporte
Opciones	
Datos generales	
Entrega	155326429
Creado Por	
Creado el	
Puesto exped.	
Organiz.ventas	
Clas. Entrega	
Mov.mcia.prev	
Mov.mcia.real	
Fecha entrega	
Condic.exped.	
Dest.mercancías	
Datos del artículo	
Posicion	
Tipo posicion	
Centro	
Almacen	
Material	
Status de picking	
Lote	1590
<input checked="" type="checkbox"/> Determinación Automática de lote	
Acción	
<input checked="" type="checkbox"/> Efectua Picking	
<input type="checkbox"/> Cancela Picking	

3. - As soon as the batch is generated it sends us to the SAP home screen with the next message I finish





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Output Generation

The output generation is carried out with transaction **VL06** in the option **p.sal.goods**, this step of billing can only run in a single module.

1. -In transaction VL06 we select the option and subsequent enter, **shipping post** and **fe.mov.mcía.planif** with the start date of the month being worked, the final is the date of the day we are billing and give execute

Monitor de entregas	
	Visualizar variantes
	Sólo entregas
Entregas de salida	
	Cl.selección
	De verificación
	para la distribución
	para picking
	p.confirmación
	para carga
	p.sal.mercancías
	p.planific.transporte

Suministros para salida de mercancías	
	Salida mercancías segundo plano
Dat.organitzativos	
Pto.expedic./Pto.recepción	VL06
Dat.tmpo.	
Fe.mov.mcía.planif.	01.12.2019
	a 25.12.2019

2. - We will send the screen with the departures that are pending, we give F5 to select everything, we give in to post goods issue and send us the option to give us the date of **departure** which must be the day of billing that is working very important.

Salida de mercancías para suministros a contabilizar						
Entrega	Sal.mcias.	Ruta	Destinat.	Nombre destinatario de mercancías	Solic.	Nombre del solicitante
<input checked="" type="checkbox"/> 125683438	17.12.2019	ST0001	30236432	GUADALUPE GONZALEZ COBIX	30236432	GUADALUPE GONZALEZ COBIX
<input checked="" type="checkbox"/> 125683439	17.12.2019	ST0001	30606016	ZAYRA LUZ MONTERA LARA	30606016	ZAYRA LUZ MONTERA LARA
<input checked="" type="checkbox"/> 125683441	17.12.2019	ST0001	30617824	ANTONIO ANTONIO BLAS	30617824	ANTONIO ANTONIO BLAS

Proponer fecha de salida de mercancías real

Fe.mov.mcía.real **28.12.2019** 13:43

3. - Since it was executed it will send us the outputs in green, at the end of the screen it sends us the message that the number of outputs and the number of errors were generated

Salida de mercancías para suministros a contabilizar						
Entrega	Sal.mcias.	Ruta	Destinat.	Nombre destinatario de mercancías	Solic.	Nombre del solicitante
14263817	16.08.2018	ST0001	10572192	CAMPESTRE JUAREZ AC	10572192	CAMPESTRE JUAREZ AC
142649878	16.08.2018	ST0001	30525801	JUAN CARLOS FERNANDEZ BEJARANO	30525801	JUAN CARLOS FERNANDEZ BEJARANO
142649879	16.08.2018	ST0001	10646724	EMMA LAURA HUERTA JIMENEZ	10646724	EMMA LAURA HUERTA JIMENEZ

3 movimientos de mercancías correctos, 0 erróneos

4.- To output a **document** we give Shift + F7 with this option to open the Dat.docum option, in the **delivery** option we enter the



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number of it and select **run** to follow sends us the screen with the outputs that are pending, we select the document, we give in to post goods issue **and send** us the option to give the date of **departure** which must be the day of billing that is working very important since it is executed will send us the outputs in green, at the end of the screen sends us the message that the number of departures and the number of errors were **generated** and the number of errors.

Suministros para salida de mercancías

							Salida mercancías segundo plano
Dat.docum.							
Entrega	4225683438	a					
Clase de entrega		a					
Grupo		a					

Salida de mercancías para suministros a contabilizar

			Vista de posición		Contabilizar salida mercancías			
Entrega	Sal.mercancias	Ruta	Destinat.	Nombre destinatario de mercancías	Solic.	Nro		
✓ 4225683438	17.12.2019	ST0001	30236432	GUADALUPE GONZALEZ COBIX	30236432	GU1		

Proponer fecha de salida de mercancías real

Fe.mov.mcia.real	30.12.2019	14:07		

5.- In case the outputs do not run are put in red as well as in the end sends us the error number and to review the error the option is to enter **Display log errors** or **F9**, in the text message tells us the error in this case the free customer stock which is due to missing product in the warehouse and when it is this error we must execute an adjustment.

Salida de mercancías para suministros a contabilizar

Lista	Tratar	Passar a	Opciones	Funciones siguientes	Entorno	Sistema	Ayuda
Vista de posición							
Entrega	Sal.mercancias	Ruta	Destinat.	Nombre destinatario de mercancías	Solic.	Nombre del solicitante	
✓ 142650892	16.08.2018	ST0001	100000059	VENDEDOR GOMEZ PALACIO I 020751	1000000059	VENDEDOR GOMEZ PALACIO I 020751	
✓ 142650893	16.08.2018	ST0001	1000000016	VENDEDOR GOMEZ PALACIO I 020374	1000000016	VENDEDOR GOMEZ PALACIO I 020374	
✓ 142650894	16.08.2018	ST0001	1000000054	VENDEDOR GOMEZ PALACIO I 021214	1000000054	VENDEDOR GOMEZ PALACIO I 021214	
✓ 422032945	16.08.2018	ST0001	1000000056	VENDEDOR HERMANO MICHELLE	1000000056	VENDEDOR HERMANO MICHELLE	
✓ 422032946	16.08.2018	ST0001	1000000067	GLORIA TERRAZAS	1000000067	GLORIA TERRAZAS	
✓ 422032947	16.08.2018	ST0001	1000000127	OLGA CARRETE GARRETE	105000127	OLGA CARRETE GARRETE	
✓ 422032948	16.08.2018	ST0001	30409463	ZEFRINO VELAZQUEZ CHAVEZ	30409463	ZEFRINO VELAZQUEZ CHAVEZ	
✓ 422032949	16.08.2018	ST0001	30542227	GRALILY CINTIERRA DE LA ROSA	30542227	GRALILY CINTIERRA DE LA ROSA	
✓ 422032950	16.08.2018	ST0001	30540593	ROBERTA DE LOS APAREJES VILLANUEVA ARELLANO	30540593	ROBERTA DE LOS APAREJES VILLANUEVA ARELLANO	
✓ 422032951	16.08.2018	ST0001	30577932	ERICK ALBERTO VILLENA VILLENA	30577932	ERICK ALBERTO VILLENA VILLENA	
✓ 422032952	16.08.2018	ST0001	30577932	ROSE ALFREDO ITURBE CHAVEZ	30577932	ROSE ALFREDO ITURBE CHAVEZ	
✓ 422032953	16.08.2018	ST0001	30577938	EULOGIO CERONQUES HERNANDEZ	30577938	EULOGIO CERONQUES HERNANDEZ	
✓ 422032954	16.08.2018	ST0001	30577944	ROSA MARIA MENOC VAZQUEZ	30577944	ROSA MARIA MENOC VAZQUEZ	
✓ 422032955	16.08.2018	ST0001	30577951	FARM BENAVIDES SAB DE C V	30577951	FARM BENAVIDES SAB DE C V	
✓ 422032956	16.08.2018	ST0001	30577951	ULISES LOPEZ GALLEGOS	30577951	ULISES LOPEZ GALLEGOS	
✓ 422032957	16.08.2018	ST0001	30223368	FARM IGUALES S A DE C V	30223368	FARM IGUALES S A DE C V	
✓ 422032958	16.08.2018	ST0001	30310719	CARDENIA COMC OXO S A DE C V	30310719	CARDENIA COMC OXO S A DE C V	
✓ 422032959	16.08.2018	ST0001	30310719	CARDENIA COMC OXO S A DE C V	30310719	CARDENIA COMC OXO S A DE C V	
✓ 422032960	16.08.2018	ST0001	30310719	CARDENIA COMC OXO S A DE C V	30310719	CARDENIA COMC OXO S A DE C V	
✓ 422032961	16.08.2018	ST0001	30310719	TENCOROZA DE CINCS S A DE C V	30310719	TENCOROZA DE CINCS S A DE C V	
✓ 422032962	16.08.2018	ST0001	30310719	TENCOROZA DE CINCS S A DE C V	30310719	TENCOROZA DE CINCS S A DE C V	
✓ 422032963	16.08.2018	ST0001	30310719	MARIA SOLEDAD LOPEZ PEREZ	30310719	MARIA SOLEDAD LOPEZ PEREZ	
✓ 422033012	16.08.2018	ST0001	10437102	CADENA COMC OXO S A DE C V	10437102	CADENA COMC OXO S A DE C V	
✓ 422033013	16.08.2018	ST0001	30244926	CADENA COMC OXO S A DE C V	30244926	CADENA COMC OXO S A DE C V	
✓ 422033457	16.08.2018	ST0001	30432694	CADENA COMC OXO S A DE C V	30432694	CADENA COMC OXO S A DE C V	
✓ 422033458	16.08.2018	ST0001	30310719	CADENAS COMC OXO S A DE C V	30310719	CADENAS COMC OXO S A DE C V	
✓ 422033459	16.08.2018	ST0001	30310719	LAUREANA MELISSA HERNANDEZ MARTINEZ	30310719	LAUREANA MELISSA HERNANDEZ MARTINEZ	
✓ 422033460	16.08.2018	ST0001	30310719	BERTHA GALIANA REYES	30310719	BERTHA GALIANA REYES	
✓ 422033461	16.08.2018	ST0001	10526662	CADENA COMC OXO S A DE C V	10526662	CADENA COMC OXO S A DE C V	
✓ 422033462	16.08.2018	ST0001	30416697	ENRIQUE RODRIGO GOMEZ	30416697	ENRIQUE RODRIGO GOMEZ	
✓ 422033545	16.08.2018	ST0001	10482339	CADENA COMC OXO S A DE C V	10482339	CADENA COMC OXO S A DE C V	
✓ 422033546	16.08.2018	ST0001	10498861	CADENA COMC OXO S A DE C V	10498861	CADENA COMC OXO S A DE C V	
✓ 422033547	16.08.2018	ST0001	10366744	CADENA COMC OXO S A DE C V	10366744	CADENA COMC OXO S A DE C V	

56 movimientos de mercancías correctos, 3 errores

Salida de mercancías para suministros a contabilizar

			Vista de posición		Contabilizar salida mercancías			
Entrega	Sal.mercancias	Ruta	Destinat.	Nombre destinatario de mercancías	Solic.	Nombre del solicitante		
✓ 4225692549	02.01.2020	ST0001	10142613	LATINO AMERICANA HOTEL SA DE CV	10142613	LATINO AMERICANA HOTEL SA DE CV		
✓ 4225692550	02.01.2020	ST0001	30261957	TIENDAS TRES B S A DE C V	30261957	TIENDAS TRES B S A DE C V		



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6.- When it is a minimum adjustment by the part of billing centrally we can execute it as long as it is less than that it is **0.060 liters only** and **0.050 per michas** we can make the move without requesting authorization, if it is higher or the minimum of another product must request authorization from the regional coordinator of the agency or if applicable send clarification to the agency. Another option to view the errors is to update the file and send us the pending outputs and select the order from the modify supplies menu , later in the option to [Contabilizar SM](#) review each one and validate the error. If it is minimum adjustment tells us the amount and whether it is to get or to the Warehouse

7. - To make an **adjustment** the transaction is **MB1A** can be executed to the setpoint or direct to the warehouse, you enter document date, Header text, **ZB6 movement cl.**, plant, **Special stock W** and give enter . In case the adjustment is direct to Warehouse 1000 we do not enter Special Stock and enter **Warehouse 1000 enter**.

Slogan

Store 1000

8. - We will enter the customer **data, material, quantity, ume and batch** of the adjustment when it is direct to the setpoint and give **save**. To be able to know what the setpoint code is, we enter the order, menu **go to / Header / Interlocutor** and on the partner tab in the respons field. **Stock** this gets the code you need for adjustment.



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9.-When the adjustment is to the warehouse we will enter the **material, quantity, ume, lot, warehouse** must be **1000** always, as well as in ce. The one at the agency we're working on. Let's run **save** so that it will send us the message with the executed document number.

Registrar salida mciás.: Nuevas posiciones

Cl.movimiento: ZB6 Ajuste Man Posit CC
De Cuenta G/L:
Centro de coste:
Destinatario:

Posiciones

Pos.	Material	Cantidad	UME	Alm.	Lote	NL Ce.
1	975695	0.050	CS	1000	1582	1582
2				1000		1582

10. - To make the **cancellation of an adjustment** the transaction is **MB1A** in the menu option goods issue / cancel with reference **/by material document**, send us a screen where you request the document number to cancel and give in the green pigeon

Salida de mercancías

- Otra salida de mercancías
- Entrar con referencia
- Anular con referencia**
- Modificar
- Visualizar
- Editar mensajes
- Contabilizar
- Finalizar Shift+F3
- Vale de material

Modelo: Documento material

Doc.material
6214116478

11.- Enters us into the document and we will give in the save option **save** to run the cancellation and sends us the document number that I generated by the reverse.

Registrar salida mciás.: Imagen selección

Cl.movimiento: ZB5 Ajuste Man Neg CC
Centro de coste:
Destinatario:

Posiciones

I	Pos.	Material	Cantidad	UME	Alm.	Lote	NL Ce.
<input checked="" type="checkbox"/>	1	975695	0.050	CS	1000	1582	1582

Before starting the last billing step we must download a vanselling of the document that we are working ZA4 or ZA10 with the control panel to validate that the parts on request are equal to the parts that we gave off to be able to check in.

BAJAR REPORTE DE VANSELLING			
CENTRO	CLASE DE PED	FECHA PED	FECHA ING
1596	ZA3	01.01.2020	31.12.2020
	ZA4		
	ZA5		
	ZA10		
	ZA6N		

Vanselling **Borrar**

Menu

A	B	C	D	E	F	G	H	I	J	K	L	M
53	20222 ZA4	MI22	02.01.2020	02.01.2020	30480296	VIRGINIA RAM	3041712254	4225699483	6214073315	93573791	13	13
54	20222 ZA4	MI22	02.01.2020	02.01.2020	30561782	MARIA ELENA	3041711285	4225698826	6214073041	93573791	2	2
55	20211 ZA4	MI22	02.01.2020	02.01.2020	30501043	MARIA REYNA	3041711170	4225698716	6214072962	93573791	2	2
56	20211 ZA4	MI22	02.01.2020	02.01.2020	30551195	SUPER MERC	3041699986	4225692415	6214072278	93573791	4	4
57	20222 ZA4	MI22	02.01.2020	02.01.2020	10438124	CADENA COM	3041712265	4225702512	6214078150	93573793	5	5
58	20222 ZA4	MI22	02.01.2020	02.01.2020	30334943	CADENA COM	3041712204	4225699415	6214078102	93573793	6	6
59	20222 ZA4	MI22	02.01.2020	02.01.2020	30576456	CADENA COM	3041711312	4225698774	6214077812	93573793	2	2
60	20222 ZA4	MI22	02.01.2020	02.01.2020	30559553	JOSE REFUGI	3041712101	4225699340	6214078099	93573795	4	4
61	20222 ZA4	MI22	02.01.2020	02.01.2020	30187272	ANNA LAURA M	3041711431	4225698904	6214077813	93573795	9	9
62	20222 ZA4	MI22	02.01.2020	02.01.2020	10388196	JOSE MANUEL	3041712101	4225699450	6214078148	93573795	1	1
63	20222 ZA4	MI22	02.01.2020	02.01.2020	10511020	MAYRA JAELM	3041711510	4225698973	6214078097	93573795	22	22
64	20222 ZA4	MI22	02.01.2020	02.01.2020	10721276	MARIA MONICA	3041712101	4225699341	6214078097	93573795	2	2
65	20222 ZA4	MI22	02.01.2020	02.01.2020	30576456	FRANCISCO G	3041712101	4225698749	6214078149	93573795	1	1
66	20222 ZA4	MI22	02.01.2020	02.01.2020	30501060	MARIA DEL R	3041712300	4225698978	6214078001	93573795	6	6
67	20222 ZA4	MI22	02.01.2020	02.01.2020	30630462	REYNA VILLEL	3041712197	4225699446	6214078146	93573795	2	2
68	20222 ZA4	MI22	02.01.2020	02.01.2020	30612517	FATIMA JANN	3041712254	4225698479	6214078149	93573795	4	4
69	20210 ZA4	MI22	02.01.2020	02.01.2020	30634025	CADENA COMI	3041707921	4225696825	6214078733	93573795	3	3
70	20208 ZA4	MI22	02.01.2020	02.01.2020	10435713	VENTAS PUBL	3041716363	4225701521	6214078330	93573795	42	42
71	20209 ZA4	MI22	02.01.2020	02.01.2020	30560540	PAULA GUADA	3041700497	4225692934	6214078653	93573797	11	11
72	20212 ZA4	MI22	02.01.2020	02.01.2020	10706123	CERVIMAX S A	3041710679	4225696177	6214078728	93573797	63	63
73	20894 ZA4	MI22	02.01.2020	02.01.2020	10606056	ANGEL DELGA	3041711795	4225699147	6214078755	93573797	20	20
74	20210 ZA4	MI22	02.01.2020	02.01.2020	30557869	FARM GUADA	3041707922				0	0
75	20211 ZA4	MI22	02.01.2020	02.01.2020	30254084	COMERC FARM	3041711128				0	0
76										1027	1027	

Informaciones de van-selling

Reporte: Estado de Pedidos												
Página: 4												
Territ	Clas	Ofic	Fecha Crea	Fecha del Pedido	Cliente Pe	Nombre Cliente Pedido	Pedido	Entrega	Picking Docu	Factura	Cantidad	Cantidad
021220	Z4	MI22	02.01.2020	02.01.2020	30263566	FRANCISCO JAVIER HER	3041711478	4225698918	6214073087	9357379054	3	3
021220	Z4	MI22	02.01.2020	02.01.2020	10149621	EULALIO VAZQUEZ HERN	3041711514	4225698974	6214073119	9357379051	1	1
021220	Z4	MI22	02.01.2020	02.01.2020	30571461	BLASA MARTINEZ LOPEZ	3041711503	4225698944	6214073091	9357379059	1	1
021220	Z4	MI22	02.01.2020	02.01.2020	30516629	DAVID HERNANDEZ GARC	3041711523	4225698931	6214073089	9357379074	1.0	1.0
021220	Z4	MI22	02.01.2020	02.01.2020	30439680	MAYRA ISELA GUERRERO	3041711426	4225698861	6214073074	9357379070	1.0	1.0
021220	Z4	MI22	02.01.2020	02.01.2020	30570425	CARMEN RODRIGUEZ MUN	3041700059	4225692573	6214072279	9357379078	4.0	4.0
Total por TERRITORIO											64.0	64.0

Informaciones de van-selling

Reporte: Estado de Pedidos												
Página: 5												
Territ	Clas	Ofic	Fecha Crea	Fecha del Pedido	Cliente Pe	Nombre Cliente Pedido	Pedido	Entrega	Picking Docu	Factura	Cantidad	Cantidad
Total REPORTE											1,027.0	1,027.0

Invoice Generation

The generation of the invoice is done with transaction **VF04**, this step of billing can be carried out in several modules for the same agency in SAP to make the generation of invoices faster.

1.- In transaction **VF04** we enter invoice **date**, **sales organization**, **shipping point of the agency we are working on** and select all the document options **to select**. In the sales document field we can enter one or more deliveries to invoice specific documents.

Datos de factura	Fecha factura de	01.01.2020	a	31.01.2010	
	Clase de factura		a		
	Documento comercial		a		
<input checked="" type="checkbox"/> Selección <input type="checkbox"/> Dat.por def. <input type="checkbox"/> Ejecución en proceso de fondo					
Datos organizat.	Organización de ventas	MX01	a		
	Canal de distribución		a		
	Sector		a		
	Puesto de expedición	MX24	a		
Datos del cliente	Solicitante		a		
	País receptor		a		
	Criterio de clasificación		a		
Documentos a seleccionar	<input checked="" type="checkbox"/> Referido a pedido	<input checked="" type="checkbox"/> En base a la entrega	<input checked="" type="checkbox"/> Referido a rappel		
	<input checked="" type="checkbox"/> Facturación interna	<input checked="" type="checkbox"/> s/documentos c/bloqueo fact.	<input checked="" type="checkbox"/> Documentos c/stat.ARE		

2.- In the dat. tab per **def** you enter in the **invoice date field** which is the date of the day we are generating the process is usually that of a previous day and we give to display billing pool 

Vis.pool fact.	Var.visual...				
<input checked="" type="checkbox"/> Selección <input type="checkbox"/> Dat.por def. <input type="checkbox"/> Ejecución en proceso de fondo					
Datos de factura	Fecha factura de	01.01.2020	a	31.01.2010	
	Clase de factura		a		
	Documento comercial		a		
Dat.por def.	Clase de factura	02.01.2020			
	Fecha de prestación de servicios				
	Fecha de precio				

3.- It shows us the total of the billing pool which we must validate that the shipping point in all documents is the same as we are working since in this transaction you can send us documents from the whole company not only of Ice Cream Holland and it is very delicate to invoice documents from other companies. We will select all the documents with the icon and subsequent we give record, when performing this action  will start to invoice each of the documents and on the back of the screen tells us the progress as well as the term 

Tratar pool de facturación

Tp...	OrgVt	Fecha factura	Solicitante	Ofac	PRec	Documento	Cds	Se	Dirección	Nombre del solicitante	LugarSoPedido	PsEx
A	MX01	23.10.2019	10115637	ZCG2	MX	8321799303	01	11	9051805551 CADENA COML OXXO S A DE C V	SAN NICOLAS D...	MX34	
A	MX01	23.10.2019	10135123	ZCG2	MX	8321799888	01	11	9051804277 FARM GUADALAJARA S A DE C V	TORREON	MX07	
A	MX01	23.10.2019	10158317	ZCG2	MX	832179928	01	19	323041 TIENDAS OHEIRAU S A DE C V	MIGUEL HIDALGO		
A	MX01	23.10.2019	10186525	ZCG2	MX	8321799284	01	11	9051805464 7ELEVEN DE MEXICO S A DE C V	SAN NICOLAS	MX34	
A	MX01	23.10.2019	10354074	ZCG2	MX	8321799065	01	11	9051804040 CADENA COML OXXO S A DE C V	LEON	MX43	
A	MX01	23.10.2019	30126683	ZCG2	MX	8321798631	01	11	330789 CADENA COML OXXO S A DE C V	PUEBLA	MX25	
A	MX01	23.10.2019	30126683	ZCG2	MX	8321798632	01	11	3676147 CADENA COML OXXO S A DE C V	PUEBLA	MX25	
A	MX01	23.10.2019	30126683	ZCG2	MX	8321798633	01	11	2697068 CADENA COML OXXO S A DE C V	PUEBLA	MX25	
A	MX01	23.10.2019	30126683	ZCG2	MX	8321798634	01	11	2696807 CADENA COML OXXO S A DE C V	PUEBLA	MX25	
A	MX01	23.10.2019	30126683	ZCG2	MX	8321798635	01	11	3686781 CADENA COML OXXO S A DE C V	AMOZOC	MX25	

Grupo	Creado por	Creado el	Ctd.	Err.
1001802398	VELAZQU_A700	03.01.2020	1	8



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4.- Already generated the invoice we must generate a vanselling of the documents that we are working to validate that they all meet their invoice.

A	B	C	D	E	F	G	H	I	J	K	L
20209 ZA4	M122	02.01.2020	02.01.2020	30411360 EL SITIO ABAR	3041700520	4225692903	621407254	935737913		1	
20222 ZA4	M122	02.01.2020	02.01.2020	10176830 MARIA SUSAN	3041712234	4225699404	621407328	935737913		2	
20222 ZA4	M122	02.01.2020	02.01.2020	10390590 MARIA DORA	3041712234	4225699406	621407328	935737913		7	
20222 ZA4	M122	02.01.2020	02.01.2020	30480296 VIRGINIA RAM	3041712254	4225699483	621407331	935737913		13	
20222 ZA4	M122	02.01.2020	02.01.2020	30617820 MARIA ELENA	3041711284	4225698826	621407304	935737914		2	
20211 ZA4	M122	02.01.2020	02.01.2020	30501043 MARIA REYNA	3041711170	4225698716	621407296	935737914		2	
20211 ZA4	M122	02.01.2020	02.01.2020	30551195 SUPER MERC I	3041699984	4225692415	621407227	935737914		4	
20222 ZA4	M122	02.01.2020	02.01.2020	10488124 CADENA COMI	3041712265	4225702512	621407815	935737930		5	
20222 ZA4	M122	02.01.2020	02.01.2020	30334943 CADENA COMI	3041712204	4225699415	621407810	935737930		6	
20222 ZA4	M122	02.01.2020	02.01.2020	30576456 CADENA COMI	3041711312	4225698774	621407781	935737930		2	
20222 ZA4	M122	02.01.2020	02.01.2020	30559553 JOSE REFUGIC	3041712161	4225699348	621407809	935737958		4	
20222 ZA4	M122	02.01.2020	02.01.2020	30187272 ANA LAURA M	3041711431	4225698904	621407781	935737958		9	
20222 ZA4	M122	02.01.2020	02.01.2020	10381812 JOSE MANUEL	3041712184	4225694455	621407814	935737958		1	
20222 ZA4	M122	02.01.2020	02.01.2020	10511020 MAYRA JAEL N	3041711511	4225698973	621407809	935737958		22	
20222 ZA4	M122	02.01.2020	02.01.2020	10721276 MARIA MONIC	3041712137	4225699341	621407809	935737958		2	
20222 ZA4	M122	02.01.2020	02.01.2020	30439967 FRANCISCO G	3041712187	4225699454	621407814	935737958		1	
20222 ZA4	M122	02.01.2020	02.01.2020	30501060 MARIA DEL ROC	3041712300	4225699378	621407810	935737958		6	
20222 ZA4	M122	02.01.2020	02.01.2020	30604062 REYNA VILLEL	304171197	4225699446	621407814	935737958		2	
20222 ZA4	M122	02.01.2020	02.01.2020	30612517 FATIMA JANN	3041712264	4225699479	621407814	935737958		4	
20210 ZA4	M122	02.01.2020	02.01.2020	30624025 CADENA COMI	3041707921	4225696825	621407873	935737958		3	
20208 ZA4	M122	02.01.2020	02.01.2020	10425713 VENTAS PUBL	3041716384	4225701521	621407833	935737976		42	
20209 ZA4	M122	02.01.2020	02.01.2020	30560540 PAULA GUADA	3041700497	4225692934	621407865	935737976		11	
20212 ZA4	M122	02.01.2020	02.01.2020	10706123 CERVIMAX S A	3041706679	4225696177	621407872	935737976		63	
20894 ZA4	M122	02.01.2020	02.01.2020	10660935 ANGEL DELGA	3041711794	4225699447	621407875	935737976		20	
20210 ZA4	M122	02.01.2020	02.01.2020	30557869 FARM GUADA	3041707922					0	
20211 ZA4	M122	02.01.2020	02.01.2020	30254084 COMERC FARM	3041711128					0	

5.- Since all the invoiced documents have been validated we must confirm by email to the agency that the process is completed or if any pending is communicated.

De Envíar

Para Lopez_Eder-Yair Mojica_Susana ibarra2_vanessa

CC

Asunto RE: Confirmación Facturación 19.xlsx

¡Hola, buen dia!

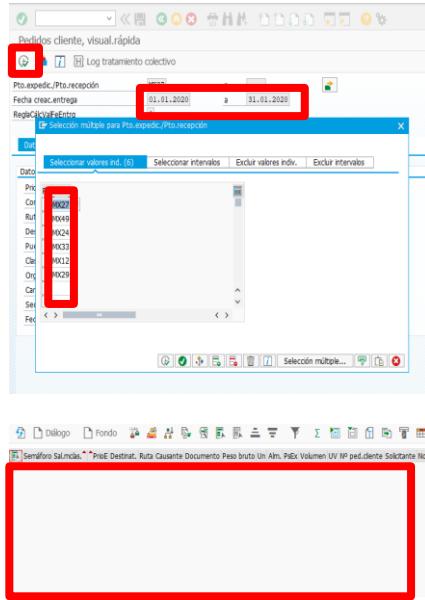
Confirmo que ya se llevó acabo la facturación del 02.01.2020, sin pendientes.

Saludos 😊

Transaction Sweep

At the end of the billing process of the agencies under our responsibility we must run certain transactions to validate that we do not leave any documents pending and confirm to the agencies by mail of this review.

1. - The first transaction is the **VL10A** we enter date **create delivery, shipping point** of the total agencies that we have, execute and must send us the screen without any document to know that 100% of deliveries are processed



2. -The next transaction to review is **VL06** in the option **para picking** we enter the start date of the month to the last day of the month, **shipping point** of the total agencies that we have in charge, execute and at the end of the screen will send us the message of No deliveries to validate that there are no pending documents.



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3.-The third transaction to review is **VLOG** in the option **p.sal.mercancías** we enter the start date of the month to the last day of the month, **shipping point** of the total of the widths that we have in charge, **execute** and at the end of the screen will send us the message of No deliveries to validate that there are no pending documents.

Suministros para salida de mercancías

Salida mercancías segundo plano

Dat.organativos
Pto.expedic./Pto.recepción

Dat.tmpo.
Fe.mov.mcá.planif. **1.01.2020** a **31.01.2020**

Da Selección múltiple para Pto.expedic./Pto.recepción

Selección múltiple para Pto.expedic./Pto.recepción

P. Valores
MX27
MX49
MX24
MX33
MX12
MX29

Sin entregas seleccionadas

4.-We generate transaction **VF04**, month start date at the end of the month, **shipping point**, all document options to select,, execute, and the transaction must be empty without pending documents.

Tratar pool de facturación

Vis.pool fact. Var.visual...

Datos de factura
Fecha factura **01.01.2020** a **31.01.2020**

Caso de factura
Documento comercial

Selección Dat.por def. Ejecución en proceso de fondo

Datos organizat.
Organización de ventas
Canal de distribución
Sector
Puesto de expedición

Datos del cliente
Solicitante
País receptor
Criterio de clasificación

Documentos a seleccionar
 Referido a pedido
 En base a la entrega
 Referido a rango
 Facturación interna
 Si documentos c/bloqueo fact.
 Documentos c/stat.ARE

Tratar pool de facturación

Factura individual Factura colectiva Factura co

TpF..	OrgVt	Fecha factura	Solicitante	ClFac	PRec	Documento	Cds	Se	Dirección	Nombre del solicitante

Route Change on Order

1.-For a change of route we entered transaction **ZOOTC0016** we enter the center Org Sales **MX01** , Center, Document Type, Order created **ZA4 el**, Nro Order and execute with this to validate if you have transportation in case you have we must send it to the Agency Supervisor to cancel it by email

Reporte de Ventas

Selección General		Modo de exhibir	Opciones de Report/Conversiones
Sales Order selections			
Org. Ventas	[MX01]	a	
Canal Distribución		a	
Sector		a	
Región de Ventas		a	
Oficina de ventas		a	
Grupo de vendedores		a	
Grupo de cuentas		a	
Centro de beneficio		a	
Centro	[*]	a	
Solicitante		a	
Destinatario de Mercancías		a	
Pagador		a	
Material UCC14		a	
Material DU		a	
Clae Doc. Ventas	[A]	a	
Clae de pedido de cliente		a	
Creado por		a	
Pedido creado el	[07.12.2019]	a [09.12.2019]	
Hora registrada	[00:10:10]	a [24:10:10]	
Fecha de carga		a	
Fecha salida mclás.		a	
Fe.mov.mclá.planif.		a	
Fe.mov.mclá.real	[3041388554]	a	
Nro. Pedido	[3041388554]	a	
Nro. de OC		a	
Fecha del Pedido		a	
Entradas		a	
Reporte de Ventas			
                                    			

Reporte de Ventas

Puesto de Expedic.	Región de...	Fe. Pedido	Solicitante	Desc. Solicitante	Nro Orden	Nro Transporte
MX31	020079	07.12.2019	1000000176	JAVIER MAY	3041388449	
MX31	020079	07.12.2019	1000000176	JAVIER MAY	3041388540	
MX31	020079	07.12.2019	30230329	GEORGINA LUNA APOLINAR	3041388533	91741086
MX31	020079	07.12.2019	30334098	CADEMA COML OXXO S A DE C V	3041388554	91741086

2.-In the same transaction we will look for the delivery to later enter **VLO2N** to delete the delivery by entering it and give in the trash can.

Modificar entrega de salida

Entrega de salida		Contabilizar SM
                                    	[4225512210]	

Salida Consig. 4225512210 Modificar: Resumen

Entrega salida		Contabilizar SM						
Entrega salida	[4225512210]	Fecha documento [09.12.2019]						
Dest.mercancías	30230329	GEORGINA LUNA APOLINAR / 24 440 ENTRE 41 Y 43 / 97255 MERIDA-EL ROBLE						
                                    								
      								
SM planificada	[06.12.2019]	00:0...						
Sal.mclá.real	[07.12.2019]	18:41						
Resumen de posiciones								
Pos	Material	Ctd.entreg.	UM Denomin.	L.	Tp	S	\$	Lote
10	975712	1	ZCU HOLANDA HELADO VAINILLA MIOCHA 16X473ML	2104	1590			
20	975713	2	ZCU HOLANDA HELADO NAPOLITANO MIOCHA 16X473...	2104	1590			
30	94140152	1.000	CS HOLANDA HEL NINCHOC 40X34ML	2104	1590			
40	94170851	1.000	CS HOLANDA CORNETTO BROWN VAINA CP16X190ML	2104	1590			
50	975692	1	ZCU HOLANDA HELADO VAINILLA 12XL	2104	1590			
60	975701	2	ZCU HOLANDA HELADO NAPOLITANO 12XL	2104	1590			
70	975694	1	ZCU HOLANDA HELADO FRESA 12XL	2104	1590			
80	975695	1	ZCU HOLANDA HELADO CHOCOLATE 12XL	2104	1590			
90	97507743	1.000	CS HOLANDA HEL NORDISKO CLAS VAIN 24X115ML	2104	1590			



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3.- In the transaction **VA02** I enter the order of the ZA4 and select in the green pigeon, already entering double click on the applicant to send us to the screen of the Interlocutor to change it to the correct one which we find in the mooring on the national route sheet.

Modificar pedido de cliente: Acceso

Ventas Resumen de posiciones Solicitante Pedidos

Pedido **3041388533**

Criterios de búsqueda

Nº pedido cliente **3041388533**

Solicitante **30230329**

Entrega **30230329**

Doc.facturación **30230329**

Elemento PEP **30230329**

Ejec.búsqueda

Información

Considerar docs.siguientes

Modificar Consig. Venta 3041388533: Datos de cabecera

Consig. Venta **3041388533** Nº pedido cliente **MOBMX17326932**

Solicitante **30230329** GEORGINA LUNA APOLINAR / 24 440 ENTRE 41 Y 43 / 97255 MERIDA

Ventas Expedición Factura Contabilidad Condiciones Imputación **Interlocutor** Textos Datos de ped.

Alcance vs. PARALL Interlocutores (todos)

Func.interl.	Interl.	Nom.	Calle	Cód.pos	Pob
AG Solicitante	30230329	GEORGINA LUNA APOLI.	24 440 ENTRE 41 Y 43	97255	MERIDA
RE Destinatario	30230329	GEORGINA LUNA APOLI.	CALLE 33 381	97256	MERIDA
RG Desconocible	30230329	GEORGINA LUNA APOLI.	24 440 ENTRE 41 Y 43	97255	MERIDA
SB Respons.stock	10000000176	AVIER MAY	AV PALMA REAL SN FRACC B	97288	MERIDA
RE Destinatario	10000000176	GEORGINA LUNA APOLI.	24 440 ENTRE 41 Y 43	97255	MERIDA
YF Sirius EUCustomer	10901432	MX IC TIENDAS OASIS			
YG Sirius EUCustomer	10901097	OTHERS_Mx_TIENDAS ..			
YI Sirius EUCustomer	10901018	OTHERS_Mx_TIENDAS ..			
YI Sirius EUCustomer	17800	OTHERS MEXICO		00000	
YJ Sirius EUCustomer	17801	OTHERS MEXICO		00000	
YK Sirius NatCust..	10901003	OTHERS LA (2)			
YL Sirius NatCust..	30036919	ALL OTHERS AMERICAS			
YS Vendedor	6506943	LORENZO FELICIANO C..	Ave. Tepalcapa No. 2	54900	Col. Rancho Santo Domingo

4.- Since we change e Resp d Stock, we give you **save** with this when you are ZA4 creates us in automatic the output we have to re-perform step 2 of this process which is to delete the output and re-enter VA02 to the order

Modificar entrega de salida

Contabilizar SM

Entrega de salida **4225512210**

Salida Consig. 4225512210 Modificar: Resumen

Contabilizar SM

Entrega salida **4225512210** Fecha documento **09.12.2019**

Dest.mercancías **30230329** GEORGINA LUNA APOLINAR / 24 440 ENTRE 41 Y 43 / 97255 MERIDA-EL ROBLE

Resumen de posiciones Picking Carga Transporte Resumen de status Datos movimientos mercancías Header : Pa

SM planificada **06.12.2019 00:00** Peso total **13.273 KG**

Sal.mcia.real **07.12.2019 18:41** Cantidad bultos **0**

Posiciones (todas)

Pos	Material	Ctd.entreg.	UM Denomin.	I..	Tp	S	Lote
10	975712	1	ZCU HOLANDA HELADO VAINILLA MICH 16X473ML	Z104	1590		
20	975713	2	ZCU HOLANDA HELADO NAPOLITANO MICH 16X473ML	Z104	1590		
30	84140192	1.000	CS HOLANDA HEL MINIHCOC 40X34ML	Z104	1590		
40	84170851	1.000	CS HOLANDA CORNETTO BROWN VAIN 1P16X190ML	Z104	1590		
50	975692	1	ZCU HOLANDA HELADO VAINILLA 12XL	Z104	1590		
60	975701	2	ZCU HOLANDA HELADO NAPOLITANO 12XL	Z104	1590		
70	975694	1	ZCU HOLANDA HELADO FRESCA 12XL	Z104	1590		
80	975695	1	ZCU HOLANDA HELADO CHOCOLATE 12XL	Z104	1590		
90	67507743	1.000	CS HOLANDA HEL MORDISKO CLAS VAIN 24X115ML	Z104	1590		

5.- We re-enter the order and now we will change the route it is necessary to make it in two steps as otherwise it does not respect the first change and give record again. **For self-sales only ZA4 is modified**

Modificar Consig. Venta 3041388533: Resumen

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expedición

Denom.interloc.

Determinación de precio y estadísticas

Esquema cálculo **ZCM002 MX Van Seling** Grupo clientes **6H Oasis**

Grupo precios **50 Standard** Utilización

Zona de ventas **020079 MERIDA T 02007** Lista precios **50 1U Standard**

Expedición



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6. - The process for **ZA3** we check what process it is in if it has output we delete it earlier with **VL09**, entering shipping point, the delivery number and select to execute

Reporte de Ventas					
Region de	Fecha	Solicitante	Desc. Solitante	Nro Orden	Nro Transporte
039436	ZA3	18.12.2019	100000054	VENDEDOR TLAHUAC T 020436	3041563010
030436	ZAA	18.12.2019	30082150	SARAH VENDOR DE JESUS	3041562802

Anular movimiento de mercancías

Operaciones a anular

Puesto de expedición	MX24
Ruta	
Fecha de mov.de mercancías	
Entrega entrante/de salida	155960600
Grupo de entregas	
Nº de transporte	

Entrg.entrantes & entrng.salida
 Entregas sal.
 EntregasEntr

7.-Once canceled the exit what we are going to do is cancel the delivery of the **ZA3** in transaction **VL02N** we enter the delivery number, we give enter and subsequent the trash can to remove it.

Modificar entrega de salida

Entrega de salida	155960600
-------------------	-----------

Entrega de salida 155960600 Modificar: Resumen

Entrega salida	155960600	Fecha documento	19.12.2019
Dest.mercancías	100000054	VENDEDOR TLAHUAC T 020436 / PROVIDENC	
Resumen de posiciones Picking Carga Transporte Resumen de status			
SM planificada	19.12.2019	00:0...	Peso total 2.116
Sal.mcia.real	18.12.2019	18:12	Cantidad bultos 0
Posiciones (todas)			
Pos	Material	Ctd.entreg.	UM Denomin.
10	67810414	1.000	CS HOLANDA SOLERO P FRUTO

8. - In the transaction **VA02** enter the order of the **ZA3** and give it in the green pigeon, already entering we will change the applicant to the correct route which is on our national routes sheet and is that of the debtor column slogan

Modificar pedido de cliente: Acceso

Pedido	3041563010			
Criterios de búsqueda				
Nº pedido cliente				
Solicitante				
Entrega				
Doc.facturación				
Elemento PEP				
Ejec.búsqueda				
Información <input checked="" type="checkbox"/> Considerar docs.siguientes				
UDN	RUTA	Deudor Consigna	Ta Pub Gral	TIPO
Tláhuac	20436	100000054	10412069	PREVENTA
Tláhuac	21154	1000000577	10438693	PREVENTA



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9. Since we enter for the ZA3 we will only change the Applicant, Recipient of Merchandise and give record so that the change is both ZA4 and ZA3 this is in pre-sale.

Modificar Consig. Abastecim 3041563010: Resumen

Consig. Abastecim 3041563010 Valor neto 0.00 MXN

Solicitante 100000054 VENDEDOR TLAHUAC T 020436 / PROVIDENCIA 490B / 1321...

Destinatario 100000054 VENDEDOR TLAHUAC T 020436 / PROVIDENCIA 490B / 1321...

Nº ped.cliente 394700 Fecha de pedido 18.12.2019

Ventas Resumen de posiciones Detalle posición Solicitante Aprovisionamiento Expe...

Datos grales.cabecera

Denominación MOBMX17667398

Fe.pref.entrg. D 20.12.2019 Centro sumin.

Entrega compl. Peso total 2.116 KG

Bloqueo entrega Volumen 8.226 DM3

Bloqueo factura Fecha de precio 18.12.2019

Importe final 0.00 Moneda doc. MXN / 1.00000

Condic.pago U001 Pago Inmediato Incoterms CIF ENTREGA EN SUS INS...

Center Change

1.-For a change of center we enter transaction **Z0OTC0016** we enter the center Org Sales **MX01** , **Center, Document Type, Order created ZA4 on, Nro Order and execute** with this to validate if you have transportation in case you have we must send it to the Agency Supervisor to cancel it by email

Reporte de Ventas

Selección General Modo de exhibir Opciones de Report/Conversiones

Sales Order selections

Org. Ventas	0001
Canal Distribución	a
Sector	a
Región de Ventas	a
Oficina de ventas	a
Grupo de vendedores	a
Grupo de cuentas	a
Centro de beneficio	a
Centro	[x] a
Solicitante	a
Destinatario de Mercancías	a
Pagador	a
Material UCC14	a
Material DU	a
Clase Doc. Ventas	[x] a
Clase de pedido de cliente	a
Creado por	a
Pedido creado el	07.12.2019 a 09.12.2019
Hora registrada	00:00:00 a 24:00:00

Fecha de carga a

Fecha salida mclás. a

Fe.mov.mclc.plnf. a

Fe.mov.mclc.real a

Nro. Pedido 3041388554

Nro. de OC a

Fecha del Pedido a

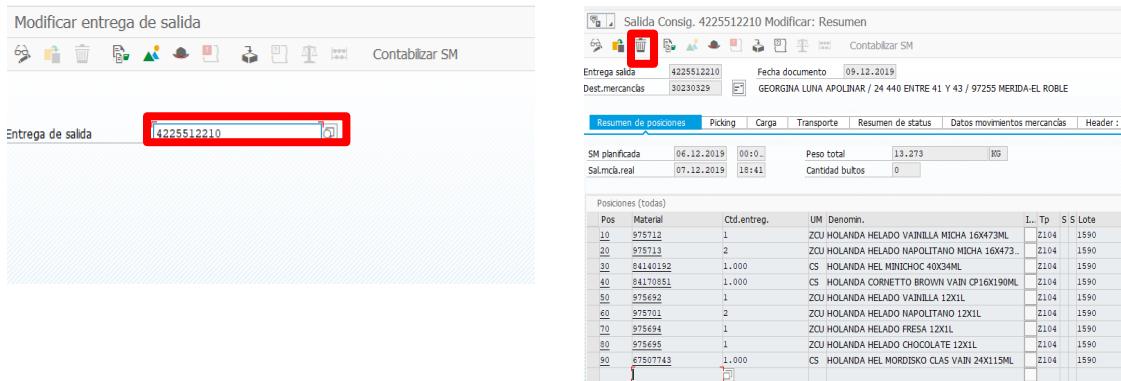
Entrada a

Reporte de Ventas

Reporte de Ventas

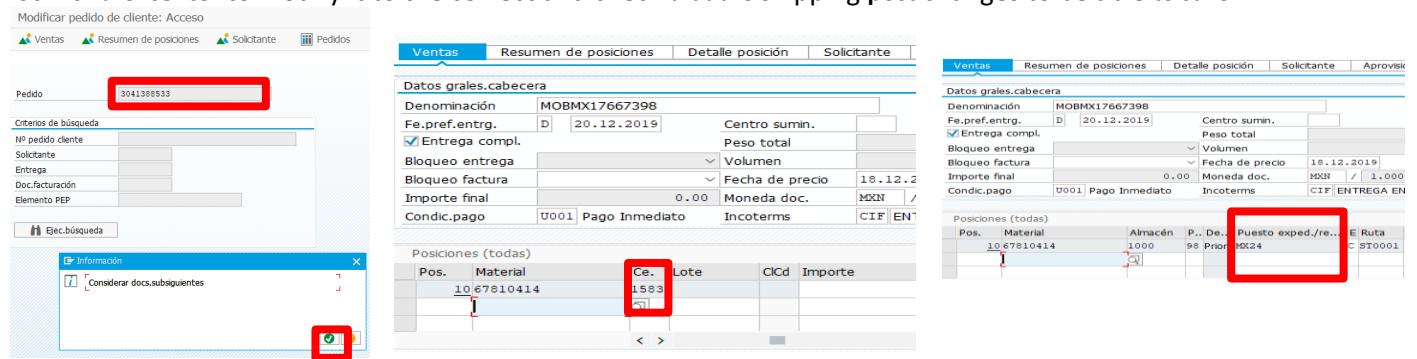
Puesto de Expedic.	Región de...	Fe. Pedido	Solicitante	Desc. Solicitante	Nro Orden	Nro Transporte
MX31	020079	07.12.2019	1000000176	JAVIER MAY	3041388449	
MX31	020079	07.12.2019	1000000176	JAVIER MAY	3041388540	
MX31	020079	07.12.2019	30230329	GEORGINA LUNA APOLINAR	3041388533	91741086
MX31	020079	07.12.2019	30334098	CADENA COML OXXO S A DE C V	3041388534	91741086

2.-In the same transaction we will look for the delivery and then enter the **transaction VL02N** to delete the delivery by entering it and give in the trash can since to modify any order must be at the order level.



The screenshot shows two SAP screens. The top screen is 'Modificar entrega de salida' (Change delivery output) with various icons and a 'Contabilizar SM' button. The bottom screen is 'Resumen de posiciones' (Summary of positions) for delivery 4225512210, dated 09.12.2019. It lists items like ZU HOLANDA HELADO VANILLA MCHA 16X73ML and ZU HOLANDA HELADO NAPOLITANO MCHA 16X473ML. A red box highlights the delivery number 4225512210 in the header.

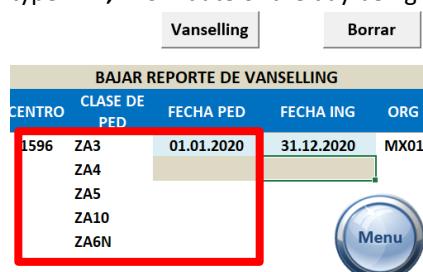
3.-In the transaction **VA02** I enter the order of the ZA4 and select in the green pigeon, already entering in the sales tab in sku we look for the **center** to modify it to the correct and check that the shipping **post** changes to be able to save.



The screenshot shows the 'Modificar pedido de cliente: Acceso' screen with an order number 3041396539 highlighted. Below it is the 'Ventas' (Sales) screen. A green pigeon icon is visible in a 'Información' (Information) pop-up window. A red box highlights the order number 3041396539.

Release of Orders

1.-To send to release one or more orders to the credit area we must enter the Control Panel, enter the center of the agency, order type **Z4A**, work date of the day being made



The screenshot shows the 'BAJAR REPORTE DE VANSELLING' (Download Vanselling report) screen. It lists various centers (Z4A is highlighted with a red box) and their corresponding dates. A red box also highlights the ZA4 row.

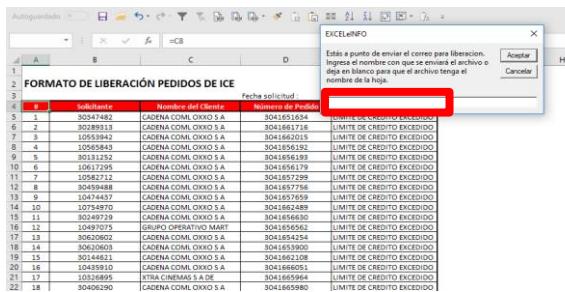
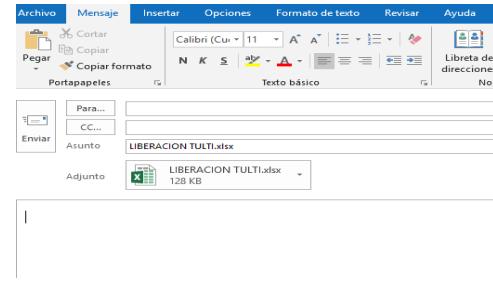
2. - In the Vanselling sheet in the blocked option **Bloqueados** we run and generate a vanselling sends us to the blocked sheet to indicate the name of the file is entered and subsequently generates the mail with the file attached for sending to the credit and collection department.

Bloqueados	0	Bloqueados	
Fecha del	Cliente Pe	Nombre Cliente Pedid	Ped
28.12.2019	30226169	MARTIN MARTINEZ CAST	3
28.12.2019	30424068	CADENA COML OXXO S A	3
28.12.2019	30306868	JUAN CARLOS FUENTES	3
28.12.2019	10485114	ALFONSO MANUEL ANTON	3

Horarios de Liberación

Lunes a Jueves	Viernes	Sábados
8:30 a 10:00 hrs	8:30 a 10:00 hrs	8:30 a 10:30 hrs
11:00 a 11:30 hrs	11:00 a 11:30 hrs	
12:30 a 13:00 hrs	12:30 a 13:00 hrs	
15:00 a 15:30 hrs	14:00 a 14:30 hrs	
16:30 a 17:00 hrs		
17:30 a 18:00 hrs		
Personal de Credito	correo electronico	
Kathia Mendoza	Kathia.Mendoza@unilever.com	
Silvia Cal	Acf-Silvia.Cal@unilever.com	

3. We enter on behalf of the file, accept, send us an email with the attached file and it is put with a copy to the people who release credit. *

Taste Change

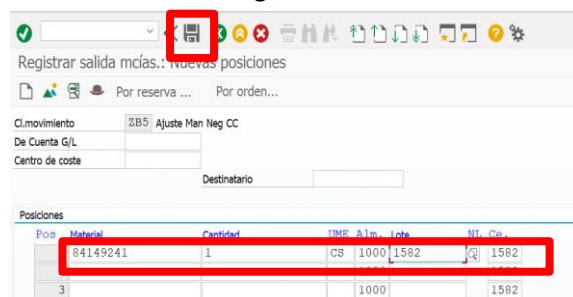
1.-The agency requests the change of flavor of codes of the same family within the billing confirmation, appending the authorization email of the agency coordinator, this we will do in the transaction **MB1A**, executing two types of documents **ZAB5** is to remove sku and **ZB6** is to add the sku, such change can be to the Warehouse or direct to the consignment the agency indicates it.

AJUSTE POR CAMBIO DE SABOR									
Agencia	Centro	Consigna/Almacén	CANTIDAD	UMB (cs)	SKU A ELIMINAR (ZB5)	Texto Breve de Material (Descripción)	No. Docto AJ	SKU A AGREGAR (ZB6)	Texto Breve de Material (Descripción)
La Paz	1614	1000	1.000	CS	84149241	HOLANDA CORNETTO OREO 24X120ML		84170851	HOLANDA CORNETTO BROWN VAIN CP16X190ML
La Paz	1614	1000000375	2.000	CS	84149241	HOLANDA CORNETTO OREO 24X120ML		84170851	HOLANDA CORNETTO BROWN VAIN CP16X190ML

2. - We enter SAP to **MB1A**, the data are document date, header text Taste Change, center of the agency, in case it fits the Warehouse we enter the 1000 or the special stock setpoint enter W.




3. - For the adjustment of **Warehouse** asks us for the **material, quantity, UME, warehouse, lot that must be equal to the center of the agency, already entered the data we give record** and send us the document number which we must write in the format of taste change of the confirmation.






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4.- For the adjustment of **Consigna** asks us the **client** the data sent by the material agency, **quantity, UME, lot that must be equal to the center of the agency**, already entered the data we give **record** and send us the document number which we must write in the format of taste change of **the confirmation**

Documento 6214121680 contabilizado

AJUSTE POR CAMBIO DE SABOR					
Consigna/Automóvil	CANTIDAD	UME (es)	SKU A ELIMINAR (ZB5)	Texto Breve de Material (Descripción)	No. Docdo Aj.
1000	1.000	CS	84149241	HOLANDA CORNETTO OREO 24X120ML	6214117785
10000000375	2.000	CS	84149241	HOLANDA CORNETTO OREO 24X120ML	6214121680

5.- Already entered the **ZB5s** in the same way we now enter **ZB6** now with the material indicating that we have to add only changes the document type but the process runs the same for both warehouse and setpoint..

Order Blocked by Material

1.-A **ZA3 or ZA4** may not generate delivery because some code is locked to correct it we can **manually** or on the control panel, we enter the transaction **VA02**, give **CTRL + F4**, with this the codes are unchecked and save for the unlock to run



2.-To unlock an order by code on the **control panel** in the **VL10** option in the material **unlock** menu, enter **the order**, we place ourselves in the first order to generate the macro. First we have to deal with the ZA3 and later the ZA4, in case only the ZA4 is locked only that type of document is executed and the macro executes the same operation of the manual.



3.-When performing this operation either manual or by the panel the document is unlocked and we can generate the delivery in case of ZA4 is generated in automatic.



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