URIC MODULE

EXTRACTING OF OUTLETMASTER

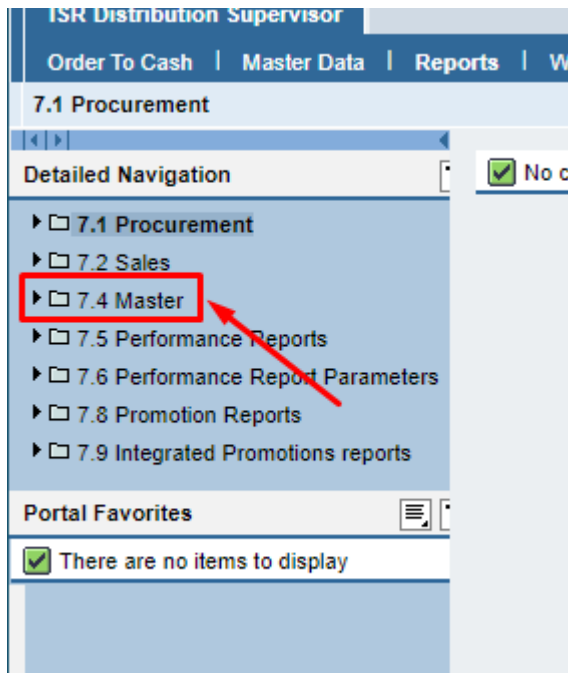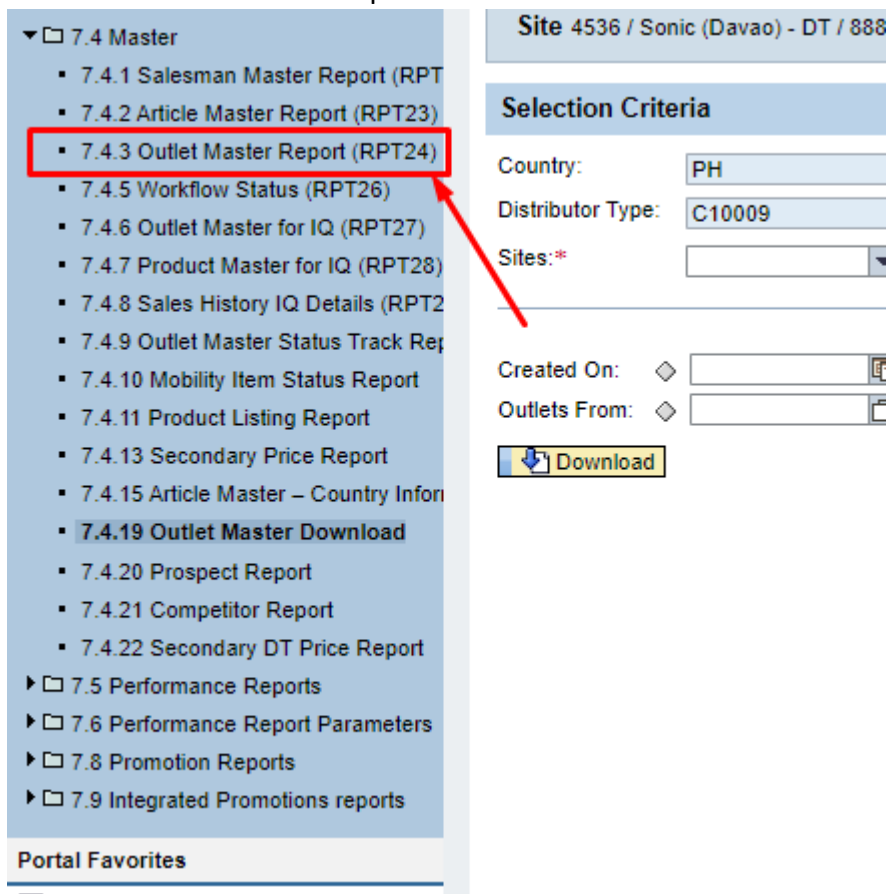- Login to ISR - SAP NetWeaver Portal (unilever.com)
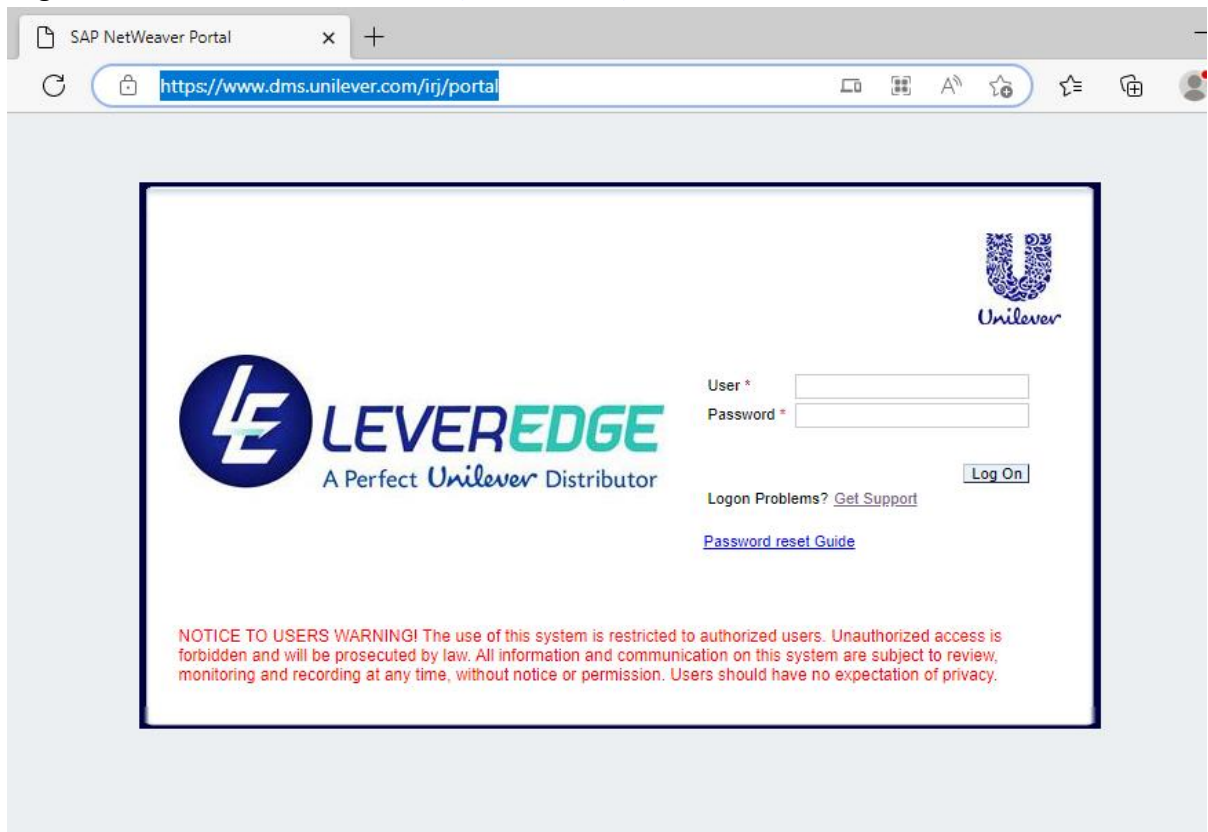
- Click reports
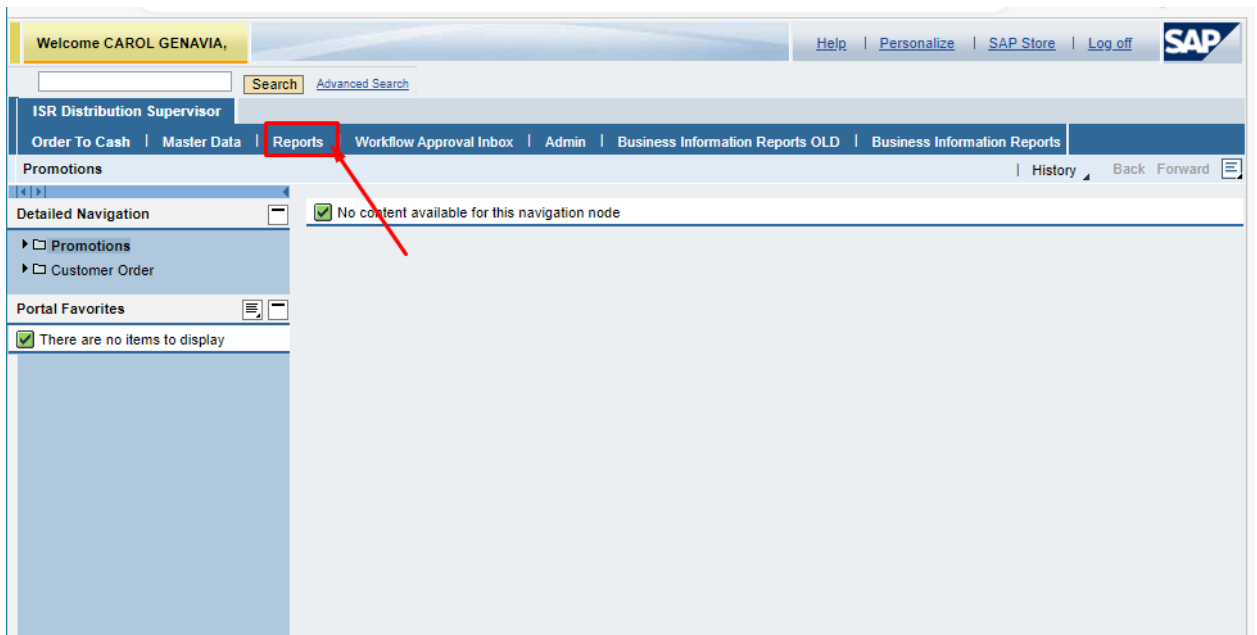
- Click 7.4 Master

- Click 7.4.3 Outlet Master Report

- Put a 4536 and 4537 in delivery site.

- Then click execute

- Click select layout

- Click SSDI IC- SSDI IC DETAILS
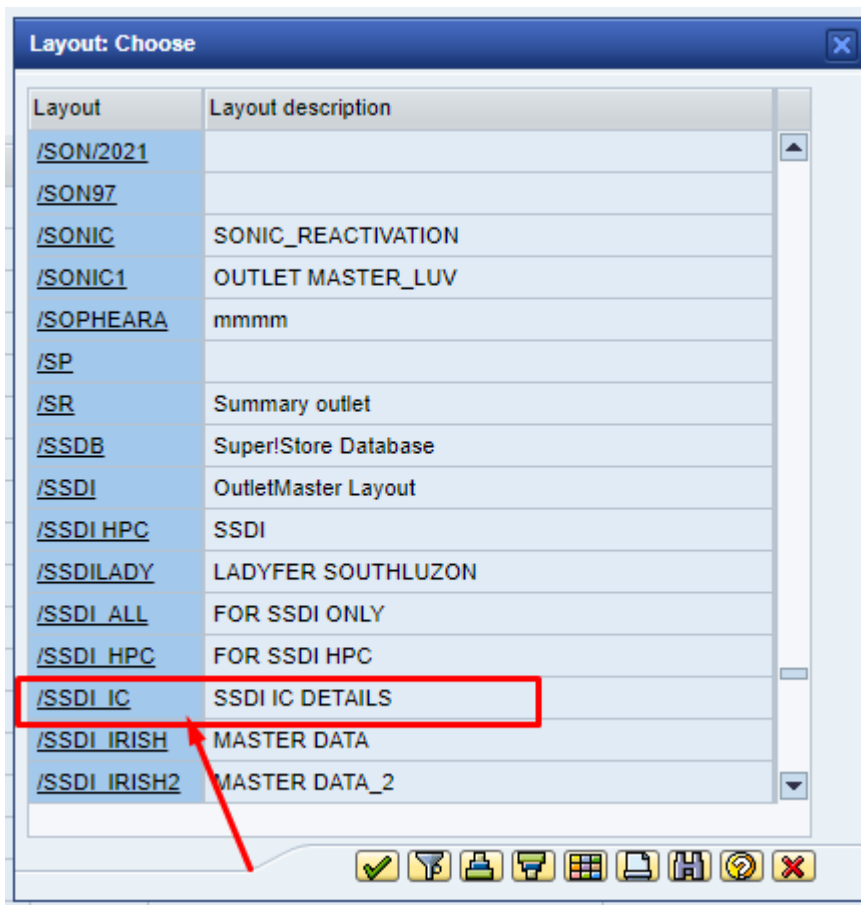
- After clicking ssdi ic, click menu => list => export=> spreadsheet

NGDMS: Outlet Master Report

			Status	PJP	Salesman	Salesman Name	Street	Street 2
4485139		DESSIE SARI-SARI STORE	Send to ECC				PUROK 1	BRGY POBLACION
4485138		PHATEA MILKTEA STATION	Send to ECC				P-4	BRGY KIBLAGON
4482137	18017715	KWIK WASH LAUNDRY	Active				BLK 25, L1, PHASE 2, SESAME ST. ELENITA	HGHTS. SUBD. BRGY CATALUNAN
4479701	18017488	YANA'S ILOCANDIA EATERY	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	STALL NO. 5,6,7 AND 8 BLDNG B.SPMC-EMPC	COOP BLDNG JP LAURE BRGY BU
4476818	18017210	LEDESMA, LORRAINE VIROCEL	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	ROGEN INN BLDG MT APO ST COR	LOPEZ JAENA ST BARANGAY 7-A
4474625	18016978	SPEED UP FOOD HAUSE	Active	/333661/	/31737/	/SMN_ARJAY ANTHONY P CLARITO/	DAVAO INT'L AIRPORT BLDG. DIVERSION	ROAD SASA BRGY. SASA BUHANG
4467493	18016596	AGORA GROCERS INC.	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	89 PALMA GIL ST. B.O. OBRERO	BRGY 17B, POBLACION DISTRICT
4465732	18016388	LAUNDRY PLUS MINIMART	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	B4 L30 KABAITAN ST. LEDESMA VILL.,	MARFORI HEIGHTS BRGY 10-A
4456692	18015517	BUCKWHEAT CORPORATION	Active	/267738/	/22807/	/SMN_ZALDY_CALAYO/	PHASE 1 PUROK 23	BRGY. SANTO NINO TUGBOK DIST
4452351	18015253	DMART KOREAN GROCERY	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	LUCITA BLDG. COR. LAPULAPU	SOBRECAREY ST, BRGY 15B ,DEL

- Click choose

- Then ok
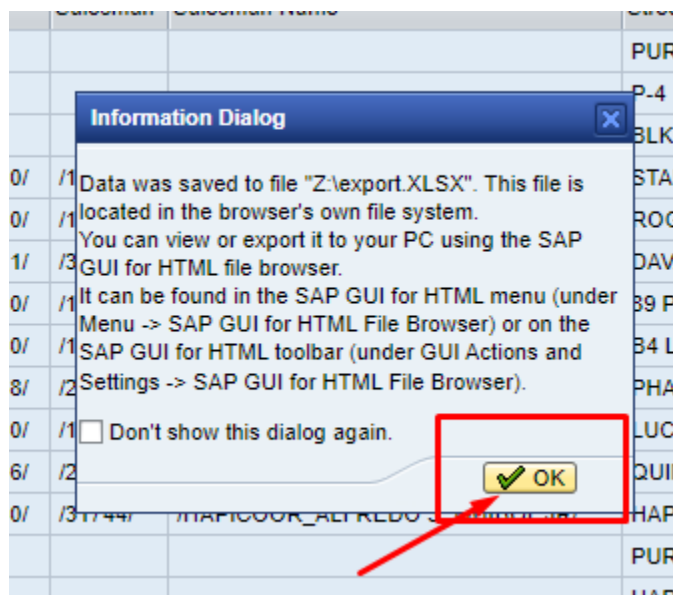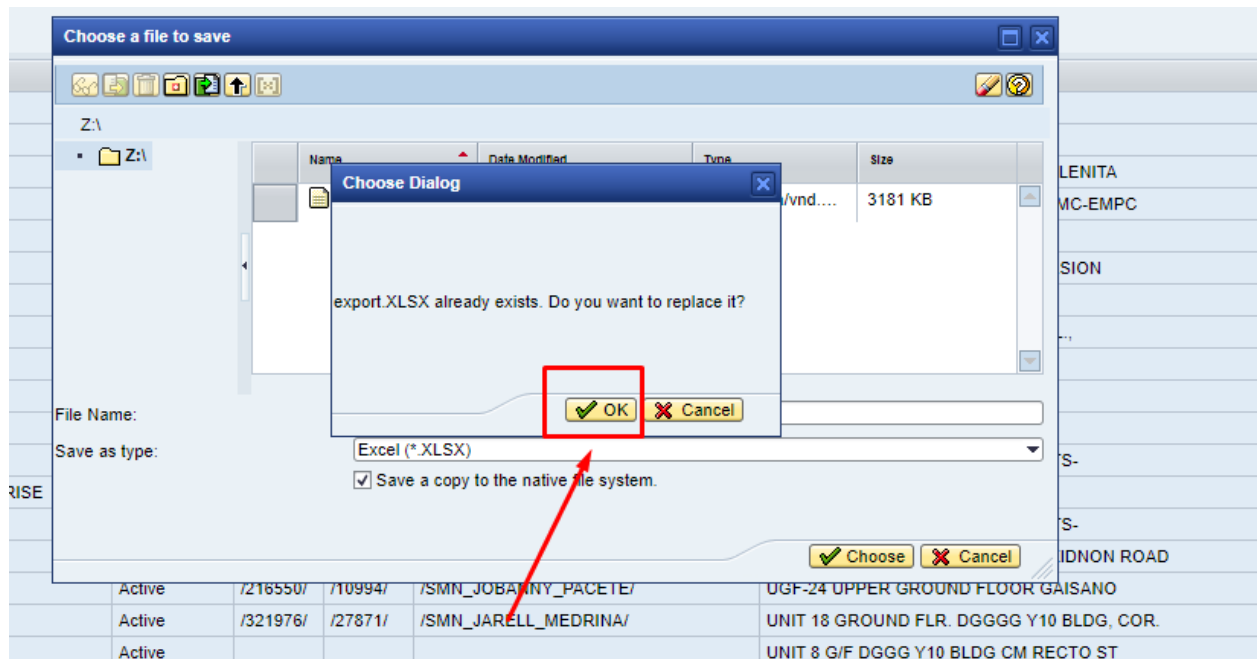
EXTRACTING MANUAL PJP UPLOAD

- Click Master Data

- Then 4.3 PJP

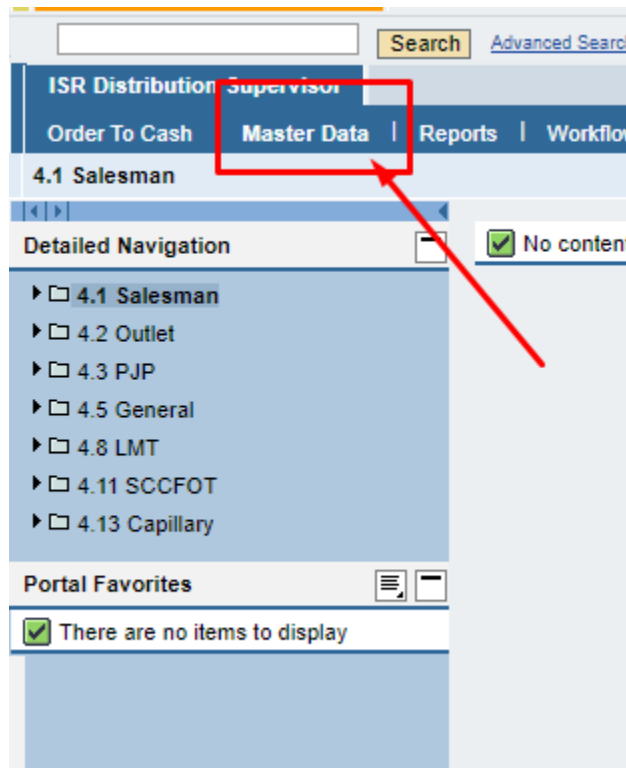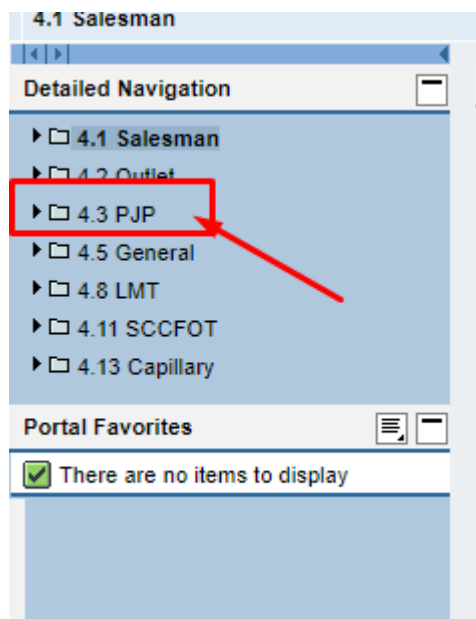- Click 4.3.7 Manual PJP Upload
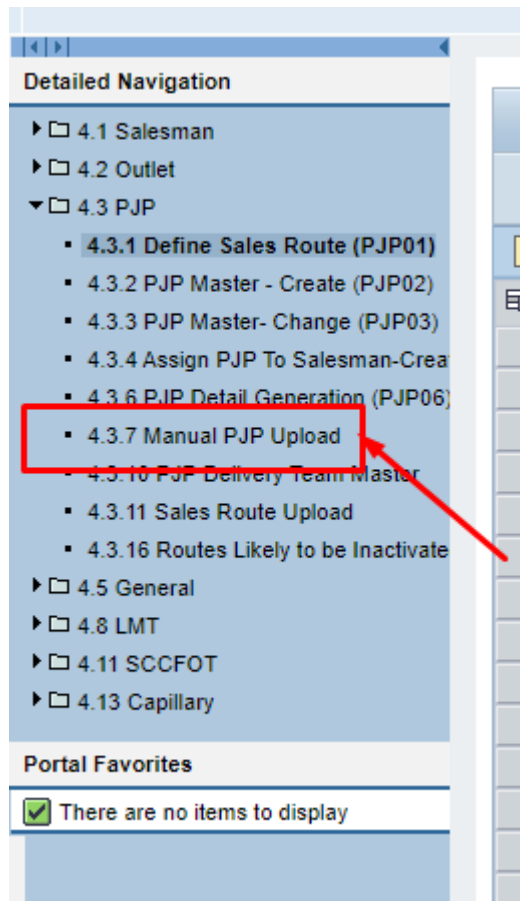
- Click download

- Click download

PJP Upload Create/Change

Site 4536 / Sonic (Davao) - DT / 888 MINTRADE BUILDING / 8000 DAVAO CITY-2nd District   Use

Download file

Salesman Code: ◇ [   ] To [   ] ➡

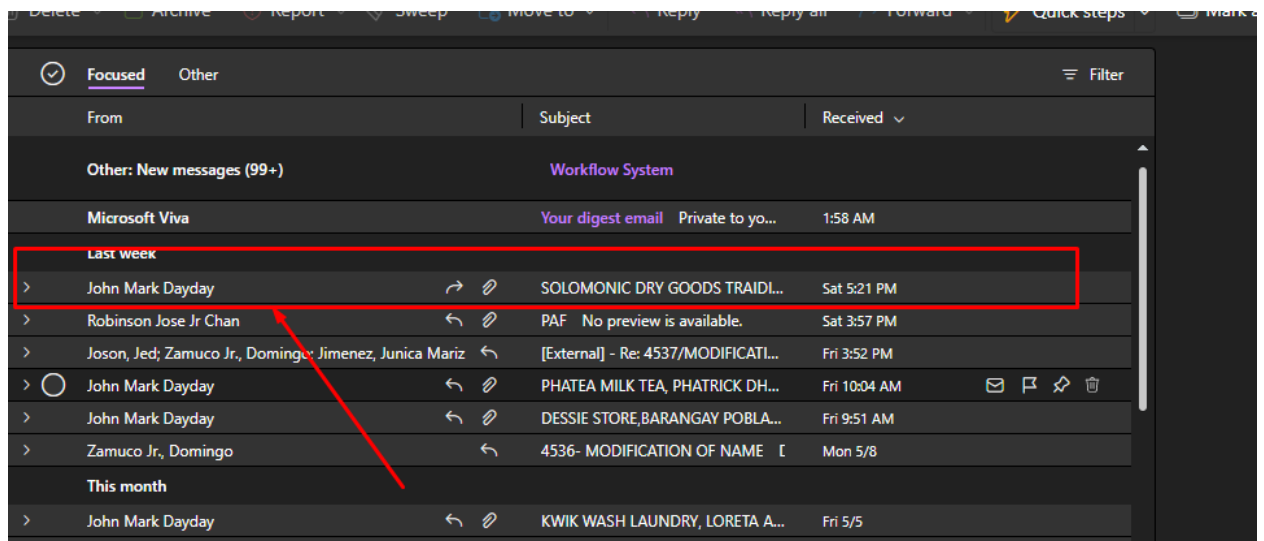[Download]

ENROLLMENT OF NEW STORES
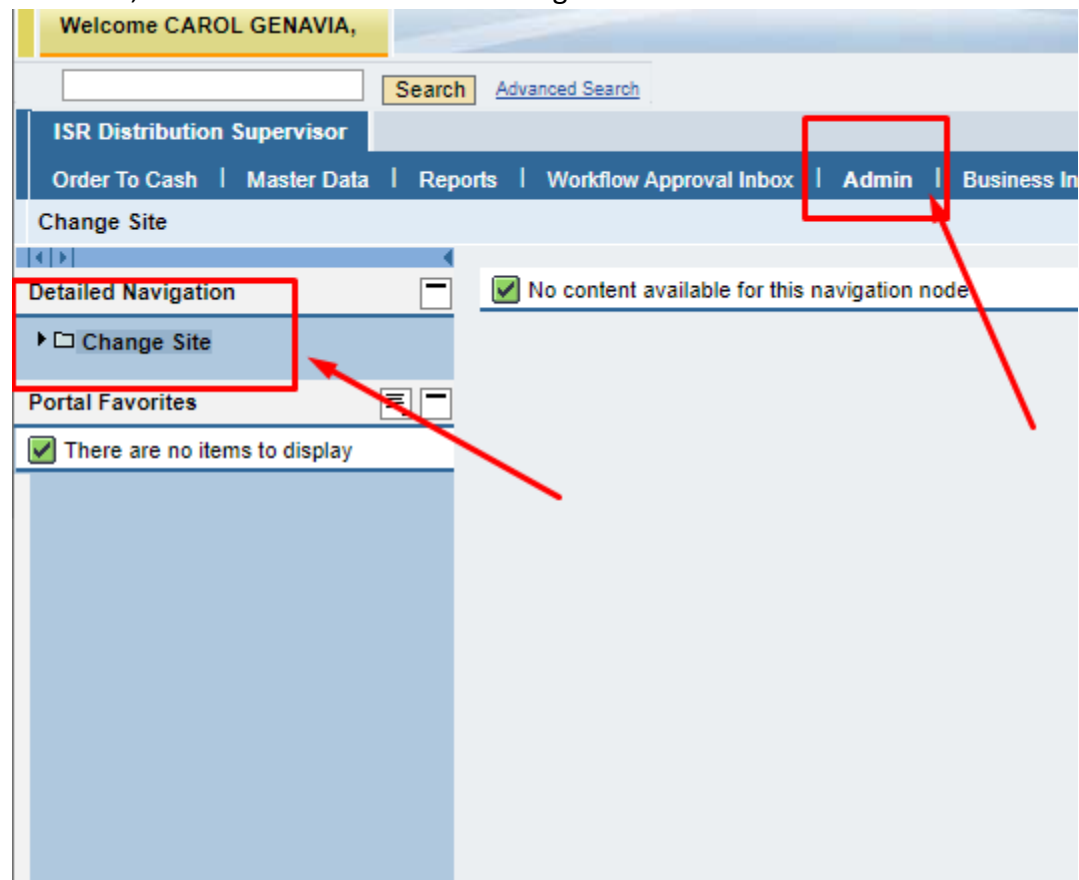
- Always check your outlook email if naay new enrollment

- Go to ISR, then click admin and then change site

- Choose a site if 4536 or 4537 ba imong ienroll

- Before enrolling new stores, open an outletmaster first, then check the name of stores (basin naay kaparehas). If none check the name of owner, then the address.
- Click master data

- Then 4.2 outlet and then click create
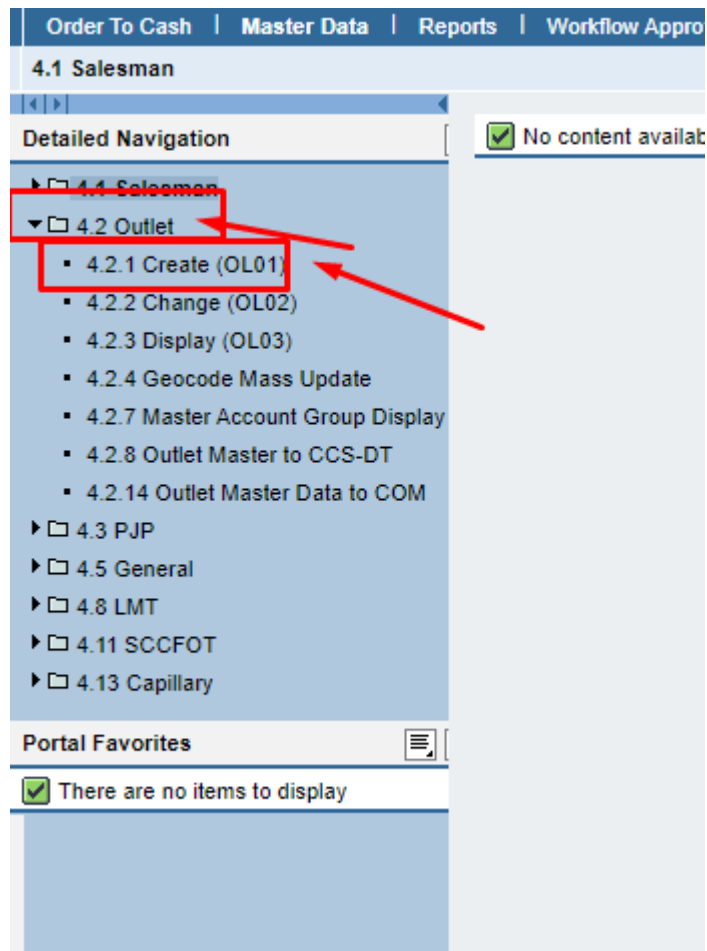
SAMPLE ONLY

- Fill out everything that has an asterisk.

Create Outlet

Site 4536 / Sonic (Davao) - DT / 888 MINTRADE BUILDING / 8000 DAVAO CITY-2nd DistrictUser 4536SONSUPDocum

| Submit Details | Load saved details | Save | Clear all |

◉ Sold to Party
○ Ship to Party

| **General Data** | Address | Company Code Details | Sales Area Data |

Name:*   NAME OF STORE
Name 2:
Name 3:   NAME OF STORE

Search Term:*
Language: EN   English
Customer Class:*   ▼   Branch Code:

Cust. Tax ID:
Master Account Group:*
Transportation Zone:*

- **Name-** name of store (if COR Base is name of taxpayer)

- **Name –** name of store. if no COR, pwede ang brgy. Cert, mayors permit, dti and etc indicating the name of store and the owner.

- **Name 2:** Branch of store (applicable only if the store has a COR)
- **Name 3 :** If COR based (trade name) if no COR, copy paster the name1.
- **Search Term:** Choose in this options if asa ang as duol sa iya.

Airport
Barangay Hall
Basketball Court
Church
Seaport
Plaza
Public Market
Public Transport Terminal
School

- **Customer Class:** Choose only in the option

Name:*	NAME OF STORE	
Name 2:		
Name 3:	NAME OF STORE	
Search Term:*		
Language:	EN English	
Customer Class:*		Branch Code:
	H-Head Office	
Cust. Tax ID:	I-Individual	
Master Account Group:*		
Transportation Zone:*		

- **Cust. Tax ID:** Tin Id of the owner
- **Master Account Group:** Choose 1 if asa sya na belong
    - **99003 –** Sari2 Store
    - **99006 –** Drug Store/ Pharmacy
    - **99007-** Others
    - **99002-** Grocery/Minimart
- **Transportation Zone:** Open the excel file of transpo zone, copy one of the departure then paste it to ISR

	A	B	C	D	E	F	G	H	I
1	Departure	Shipping Poi	Spac	Loops	Departure	Shipping Poi	Route	Route Description	
23	ZPH100P123	DV - DAVAO	>	Loop B	ZPH2DV0B03	DV	PDVB03	PADADA	
53	ZPH100P123	DV - DAVAO	>	Loop H	ZPH2DV0H07	DV	PDVH07	DAVAO > MARAGUSAN TO MONTEVISTA > NABUNTURAN	
54	ZPH100P123	DV - DAVAO	>	Loop H	ZPH2DV0H06	DV	PDVH06	DAVAO > MARAGUSAN TO MONTEVISTA > MONTEVISTA	
55	ZPH100P123	DV - DAVAO	>	Loop H	ZPH2DV0H05	DV	PDVH05	DAVAO > MARAGUSAN TO MONTEVISTA > MONKAYO	
56	ZPH100P123	DV - DAVAO	>	Loop H	ZPH2DV0H04	DV	PDVH04	DAVAO > MARAGUSAN TO MONTEVISTA > MARAGUSAN (INTERIOR)	
57	ZPH100P123	DV - DAVAO	>	Loop H	ZPH2DV0H03	DV	PDVH03	DAVAO > MARAGUSAN TO MONTEVISTA > COMPOSTELA	
58	ZPH100P123	DV - DAVAO	>	Loop H	ZPH2DV0H08	DV	PDVH08	DAVAO > DON MARCELINO	
59	ZPH100P123	DV - DAVAO	>	Loop A	ZPH2DV0A01	DV	PDVA01	DAVAO - POBLACION	
78									
79									

General Data	Address	Company Code Details	Sales Area Data

Name:*   NAME OF STORE

Name 2:

Name 3:   NAME OF STORE

Search Term:*

Language: EN   English

Customer Class:*   Branch Code:

Cust. Tax ID: TIN ID

Master Account Group:*   99002   GR NO MASTER ACCOUNT

Transportation Zone:*   ZPH2DV0A01   DAVAO CITY

- **Fill in the asterisk**

- **Street:** Building # / Street/ Purok/ House #
- **Street2:** Barangay
- **Street3:** City & Province
- **House Number:** Applicable only in 4537
- **Region:** R11
- **Fax Number:** Salesman Code
- **LSR Region, LSR Province, LSR Town/ City, LSR Barangay:** this can be found in the excel, copy and paste it in ISR

- **Area Type:** Choose only Primary

- **Citadel:** Click the small box of LSR Town/City, then click start search => click kung unsay LSR Town City, ang atong gifill out is Davao city so click davao city

- The result should be like this

- Every time you choose an option, just click this small boxes

- **Banner Outlet Type:** choose south mindanao
- **Outlet Type:** choose base what you select in master account group
- **Outlet Sub type:** base on what you choose in Outlet type
- **Trade format:** choose B21- Distributive trade

- **Classification:** base on what you choose in master account group
- **Pft str std:** choose N/A
- **Payment terms:** just base on the checklist
- **Plant:** P123 DAVAO
- **Lead Time/Days:** put 01
- **Perfect store audit type:** Choose not assigned
- **Delivery Priority:** choose 02 NORMAL
- **In sales Area Data 1-** Just click impulse and take home, then submit details