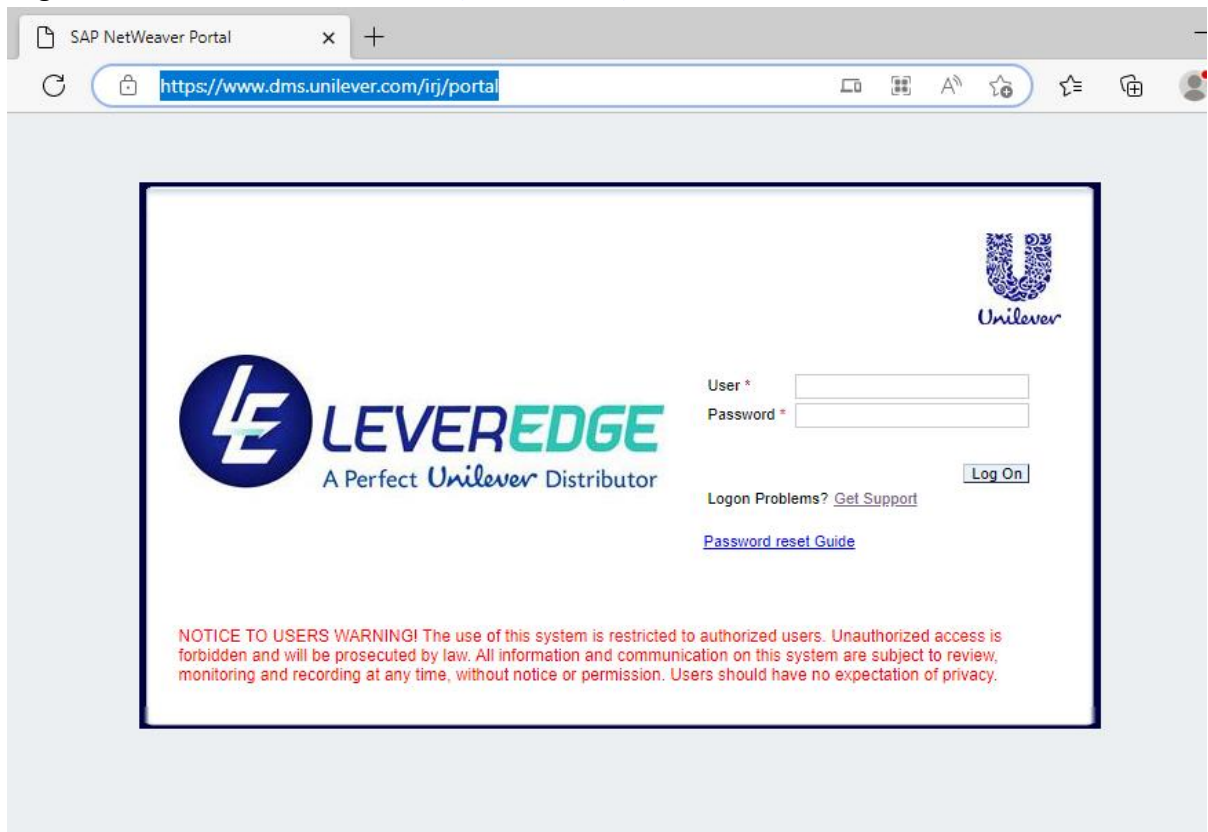


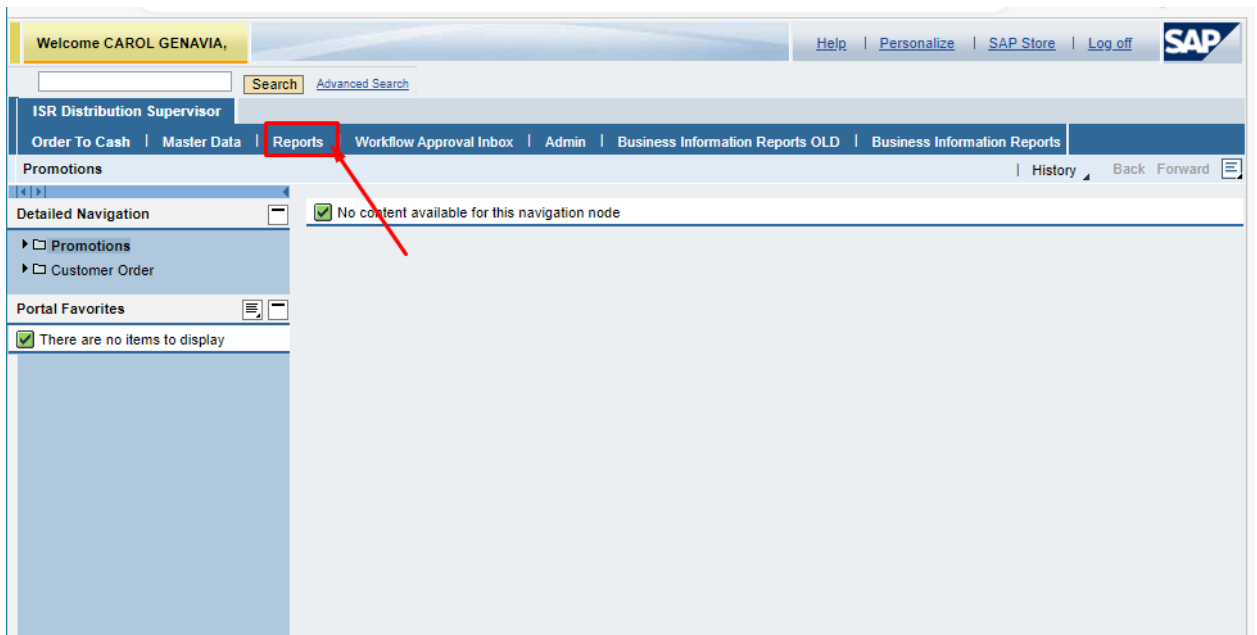
# **URIC MODULE**

## **EXTRACTING OF OUTLETMASTER**

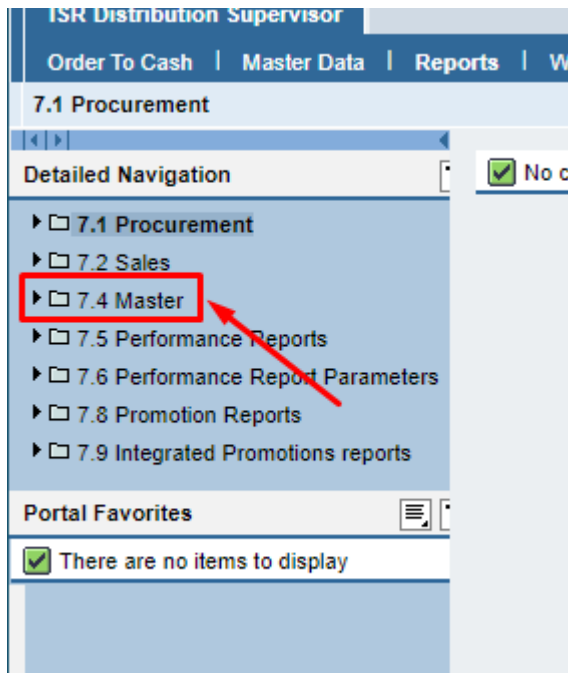
- Login to ISR - [SAP NetWeaver Portal \(unilever.com\)](https://www.dms.unilever.com/irj/portal)



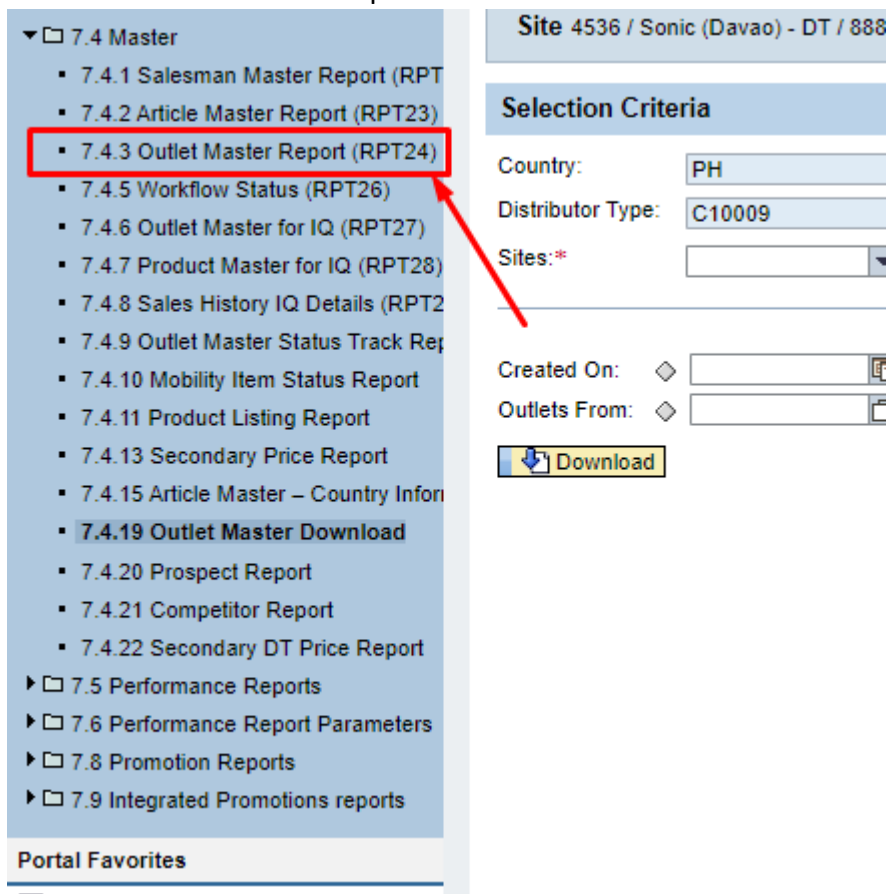
- Click reports



- Click 7.4 Master



- Click 7.4.3 Outlet Master Report



- Put a 4536 and 4537 in delivery site.

**NGDMS: Outlet Master Report**

Menu |  | Save as Variant... Back Exit Cancel System | Execute Get Variant...

**Selection Criteria**

Outlet Code	<input type="text"/>	to	<input type="text"/>	
Outlet Type	<input type="text"/>	to	<input type="text"/>	
Outlet Subtype	<input type="text"/>	to	<input type="text"/>	
Trade Format	<input type="text"/>	to	<input type="text"/>	
Delivery Site	4536	to	4537	
Classification	<input type="text"/>	to	<input type="text"/>	
Perfect Store	<input type="text"/>	to	<input type="text"/>	
Status	<input type="text"/>	to	<input type="text"/>	
Credit Limit	<input type="text"/>	to	<input type="text"/>	
Banner	<input type="text"/>	to	<input type="text"/>	
Created On	<input type="text"/>	to	<input type="text"/>	
eRTM Outlets	<input type="checkbox"/>			

- Then click execute

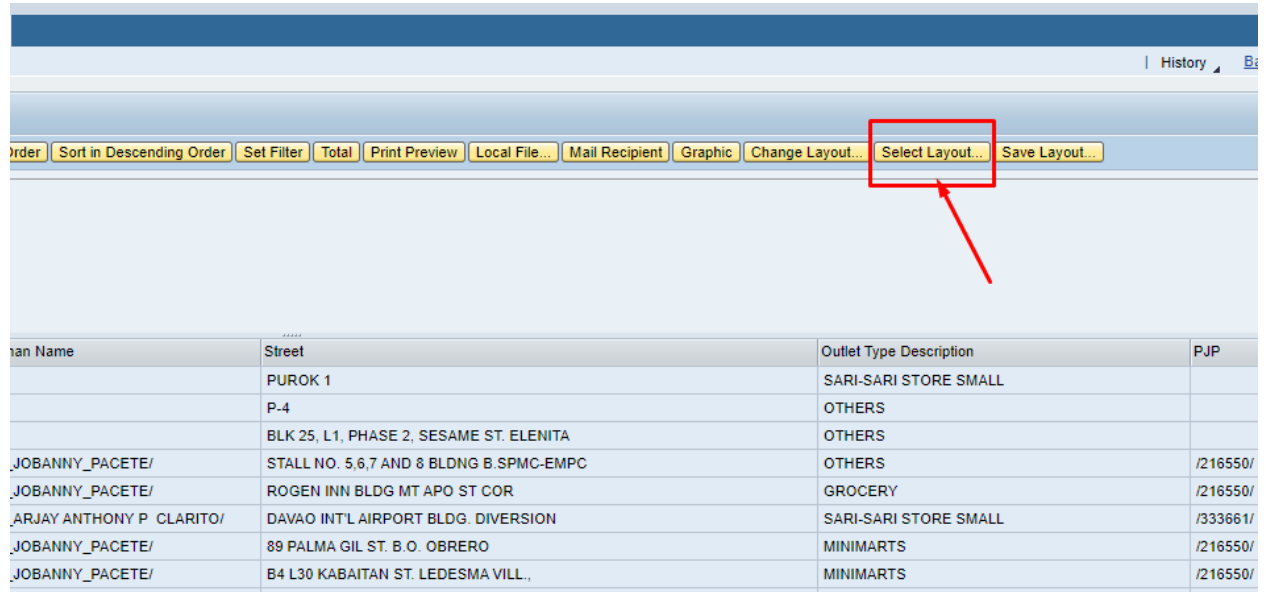
**NGDMS: Outlet Master Report**

Menu |  | Save as Variant... Back Exit Cancel System | **Execute** Get Variant...

**Selection Criteria**

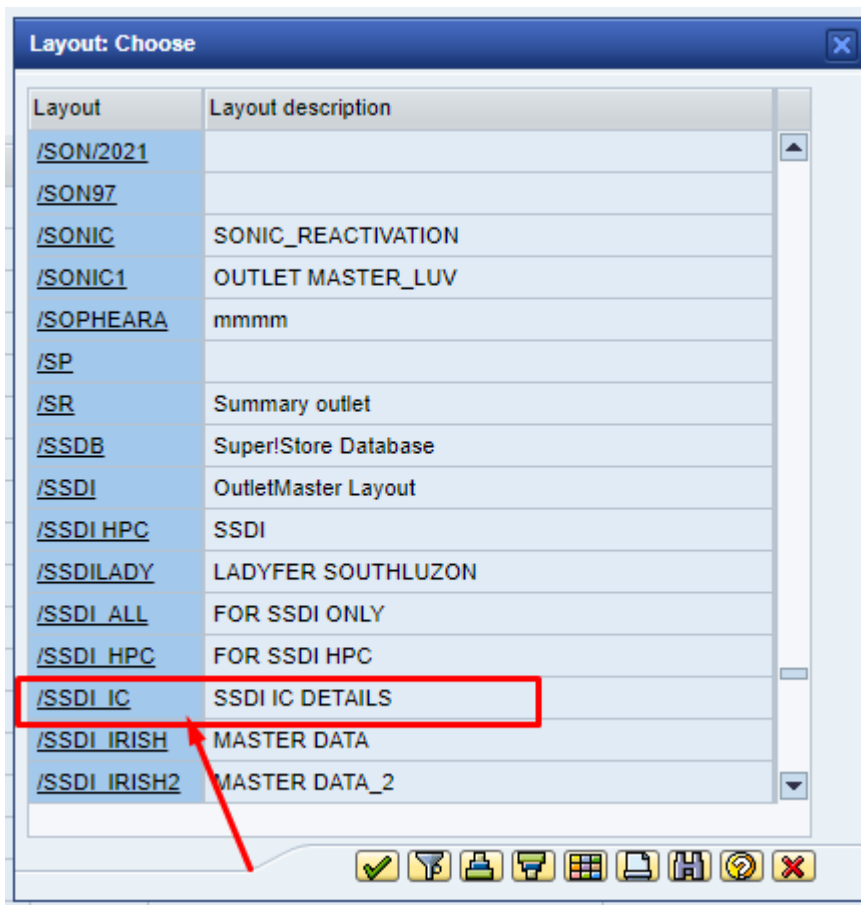
Outlet Code	<input type="text"/>	to	<input type="text"/>	
Outlet Type	<input type="text"/>	to	<input type="text"/>	
Outlet Subtype	<input type="text"/>	to	<input type="text"/>	
Trade Format	<input type="text"/>	to	<input type="text"/>	
Delivery Site	4536	to	4537	
Classification	<input type="text"/>	to	<input type="text"/>	
Perfect Store	<input type="text"/>	to	<input type="text"/>	
Status	<input type="text"/>	to	<input type="text"/>	
Credit Limit	<input type="text"/>	to	<input type="text"/>	
Banner	<input type="text"/>	to	<input type="text"/>	
Created On	<input type="text"/>	to	<input type="text"/>	
eRTM Outlets	<input type="checkbox"/>			

- Click select layout



Outlet Name	Street	Outlet Type Description	PJP
	PUROK 1	SARI-SARI STORE SMALL	
	P-4	OTHERS	
	BLK 25, L1, PHASE 2, SESAME ST. ELENITA	OTHERS	
JOBANNY_PACETE/	STALL NO. 5,6,7 AND 8 BLDNG B.SPMC-EMPC	OTHERS	/216550/
JOBANNY_PACETE/	ROGEN INN BLDG MT APO ST COR	GROCERY	/216550/
ARJAY ANTHONY P. CLARITO/	DAVAO INT'L AIRPORT BLDG. DIVERSION	SARI-SARI STORE SMALL	/333661/
JOBANNY_PACETE/	89 PALMA GIL ST. B.O. OBRERO	MINIMARTS	/216550/
JOBANNY_PACETE/	B4 L30 KABAITAN ST. LEDESMA VILL.,	MINIMARTS	/216550/

- Click SSDI IC- SSDI IC DETAILS



- After clicking ssdi ic, click menu => list => export=> spreadsheet

**NGDMS: Outlet Master Report**

Menu: **List** (highlighted with a red box and arrow) → **Export** (highlighted with a red box and arrow) → **Spreadsheet...** (Shift+F9) (highlighted with a red box and arrow)

Buttons: Back, Exit, Cancel, System, Details, Sort in Ascending Order, Sort in Descending Order, Set Filter, Total, Print Preview, Local File, Mail Recipient, Graphic, Change Layout, Select Layout, Save Layout.

	Status	PJP	Salesman	Salesman Name	Street	Street 2
4485138	Send to ECC				PUROK 1	BRGY POBLACION
4482137	Send to ECC				P-4	BRGY KIBLAGON
4479701	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	BLK 25, L1, PHASE 2, SESAME ST. ELENITA	HGHTS. SUBD. BRGY CATALUNAN
4476818	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	STALL NO. 5, 6, 7 AND 8 BLDNG B.SPMC-EMPC	COOP BLDNG JP LAURE BRGY BU
4474625	Active	/333661/	/31737/	/SMN_ARJAY ANTHONY P. CLARITO/	ROGEN INN BLDG MT APO ST COR	LOPEZ JAENA ST BARANGAY 7-A
4467493	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	DAVAO INT'L AIRPORT BLDG. DIVERSION	ROAD SASA BRGY. SASA BUHANG
4465732	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	89 PALMA GIL ST. B.O. OBRERO	BRGY 17B, POBLACION DISTRICT
4456692	Active	/267738/	/22807/	/SMN_ZALDY_CALAYO/	B4 L30 KABAITAN ST. LEDESMA VILL.,	MARFORI HEIGHTS BRGY 10-A
4452351	Active	/216550/	/10994/	/SMN_JOBANNY_PACETE/	PHASE 1 PUROK 23	BRGY. SANTO NINO TUGBOK DIST
					LUCITA BLDG. COR. LAPULAPU	SOBRECAREY ST. BRGY 15B DEL

- Click choose

**Choose a file to save**

File Name:

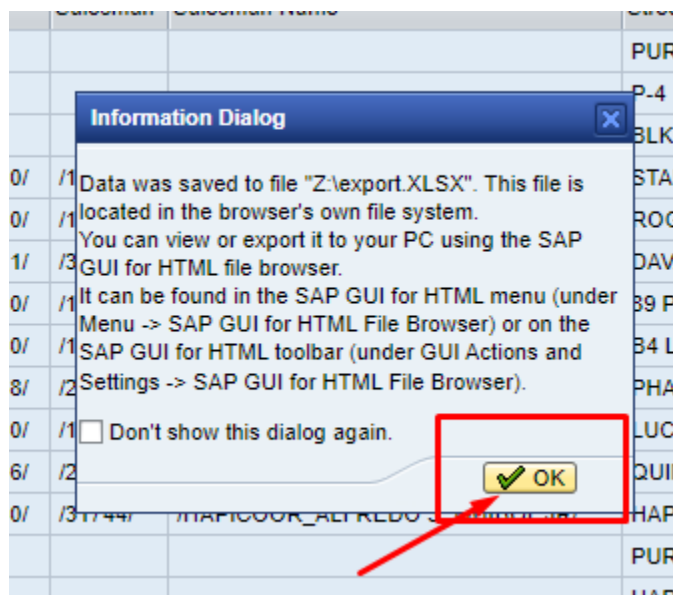
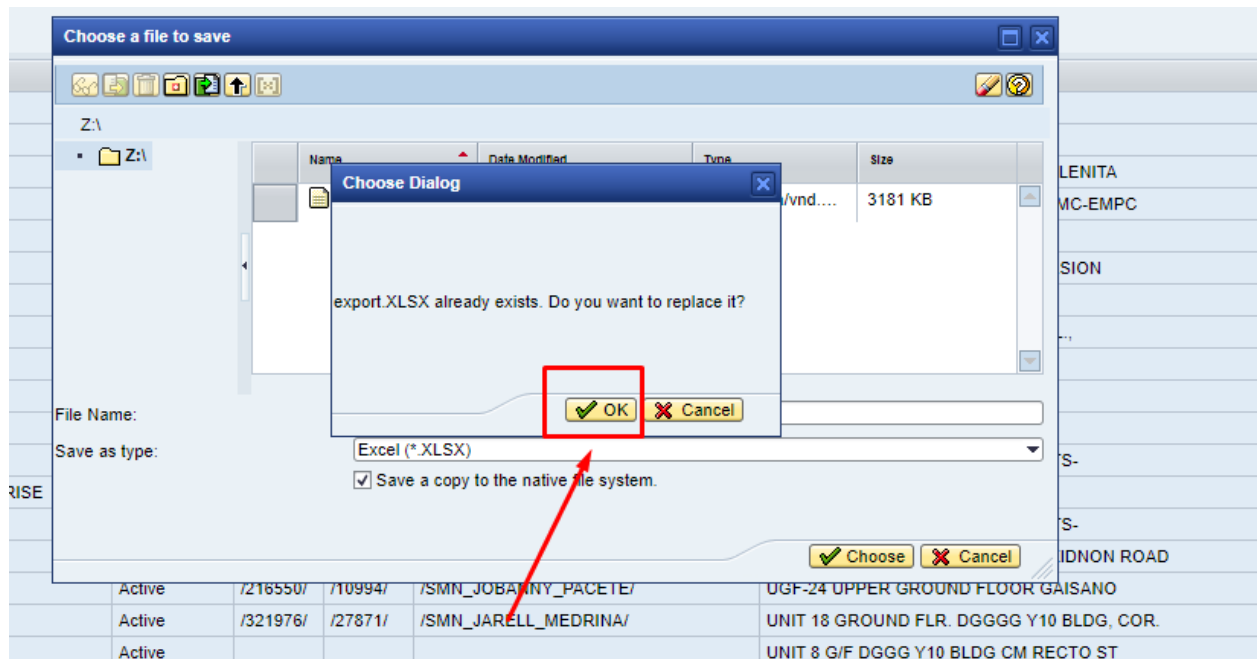
Save as type:

☒ Save a copy to the native file system.

**Choose** (highlighted with a red box and arrow) **Cancel**

Name	Date Modified	Type	Size
export.XLSX	5/12/2023, 3:50:09 PM	application/vnd....	3181 KB

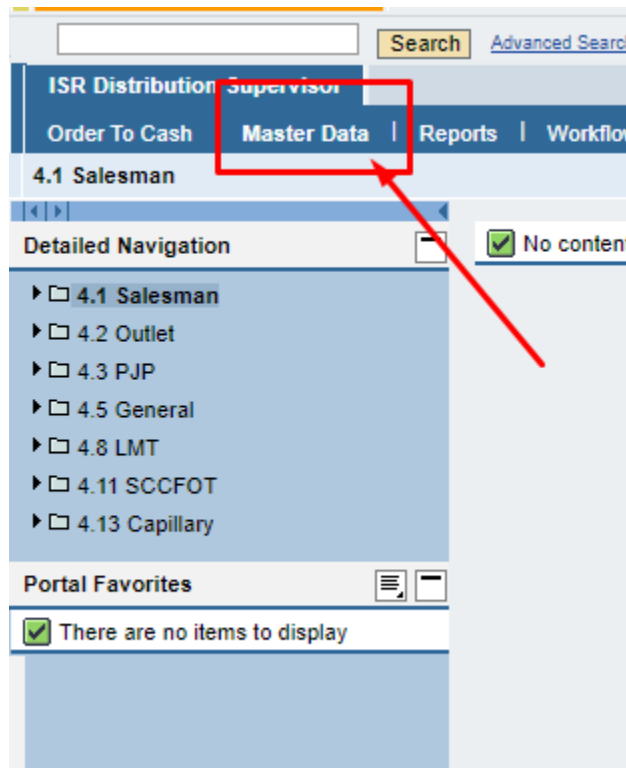
- Then ok



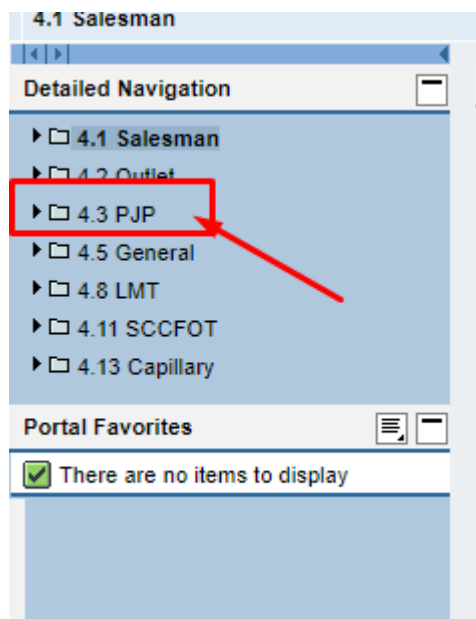


## **EXTRACTING MANUAL PJP UPLOAD**

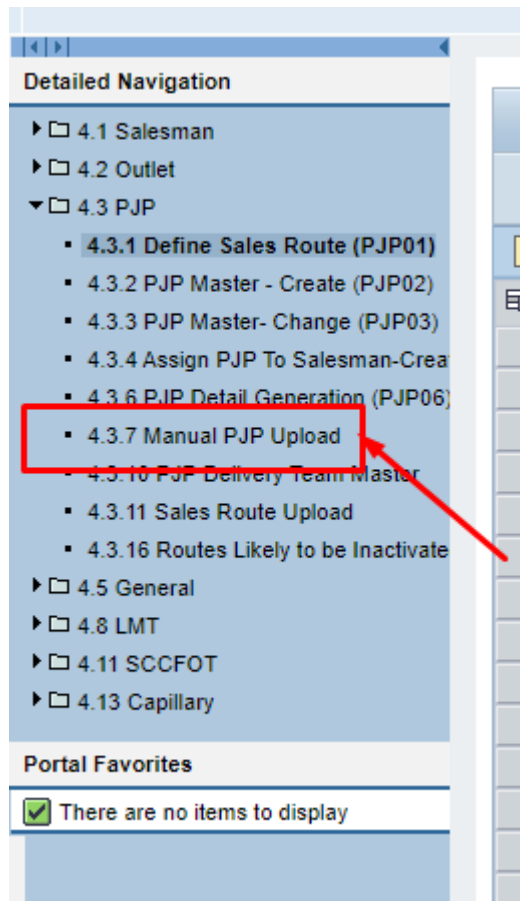
- Click Master Data



- Then 4.3 PJP



- Click 4.3.7 Manual PJP Upload



- Click download

A screenshot of a web application form titled 'PJP Upload Create/Change'. The form has a header bar with the title. Below the header, there is a row of text showing 'Site 4536 / Sonic (Davao) - DT / 888 MINTRADE BUILDING / 8000 DAVAO CITY-2nd District' and 'User 4536SONSUP'. The main body of the form is titled 'Choose any option' and contains two radio buttons: 'Download' (which is selected) and 'Upload'. Below the radio buttons is a yellow 'Submit' button.

- Click download

**PJP Upload Create/Change**

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

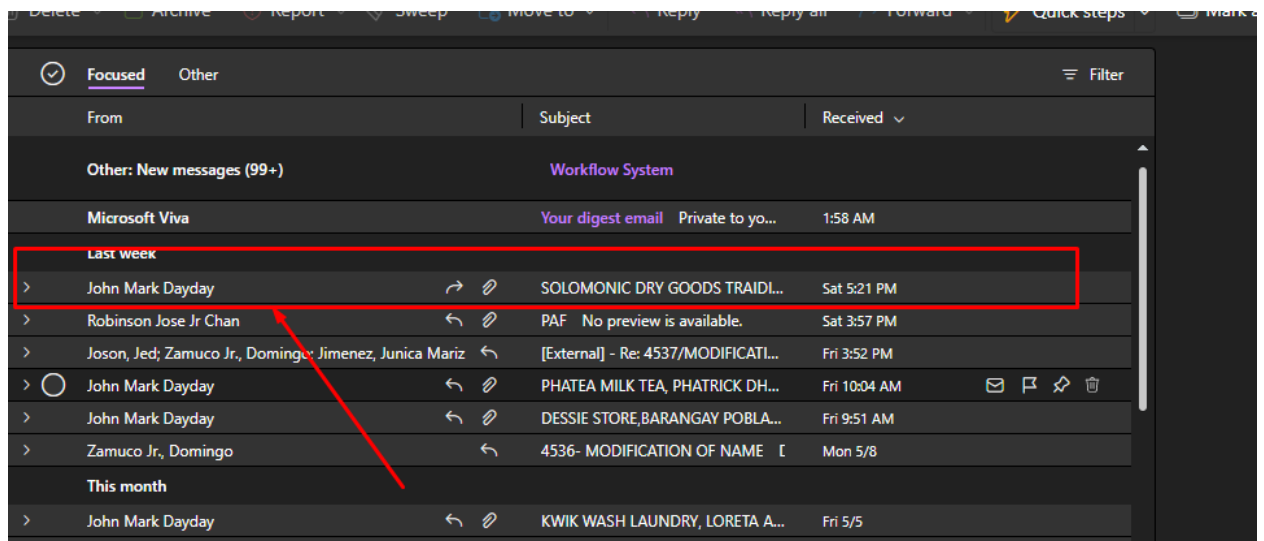
Download file

Salesman Code:  To

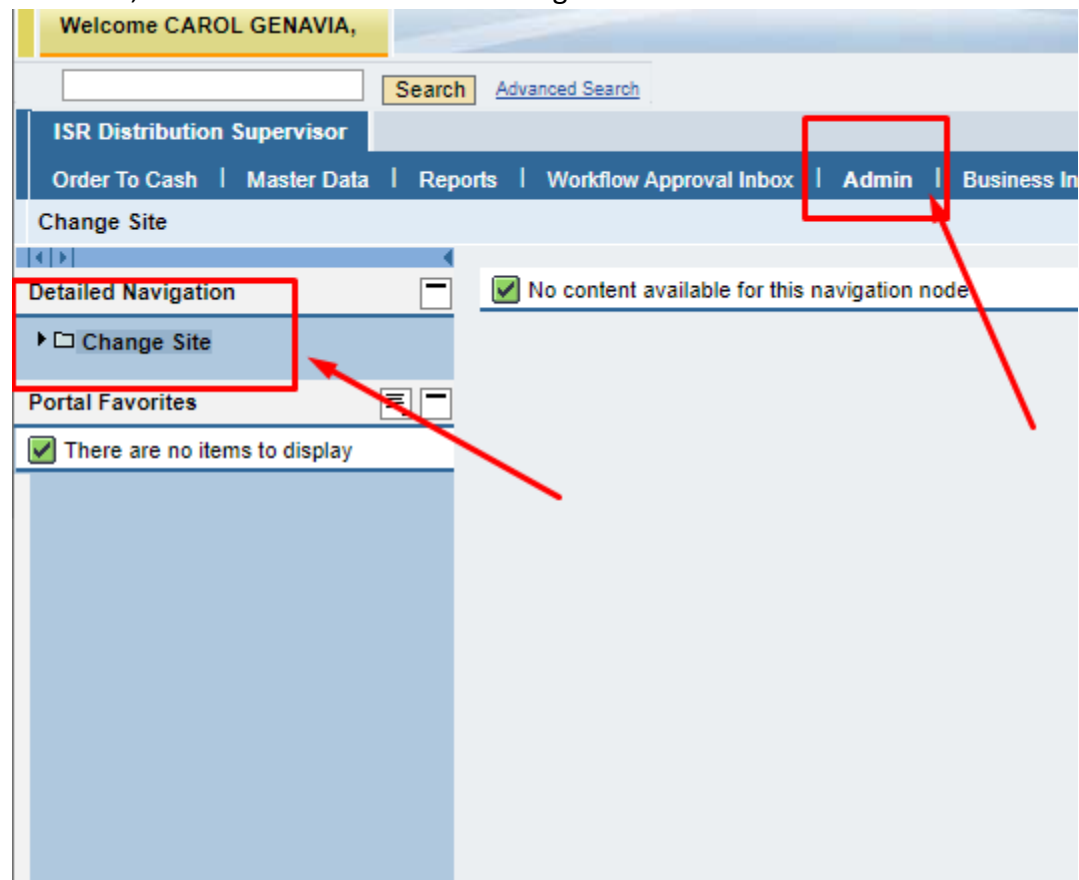
Download

# **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

**Change Site** [Help](#)

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

Select Site

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

- 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

Welcome CAROL GENAVIA,

[Advanced Search](#)

ISR Distribution Supervisor

Order To Cash | **Master Data** | Reports | Workflow App

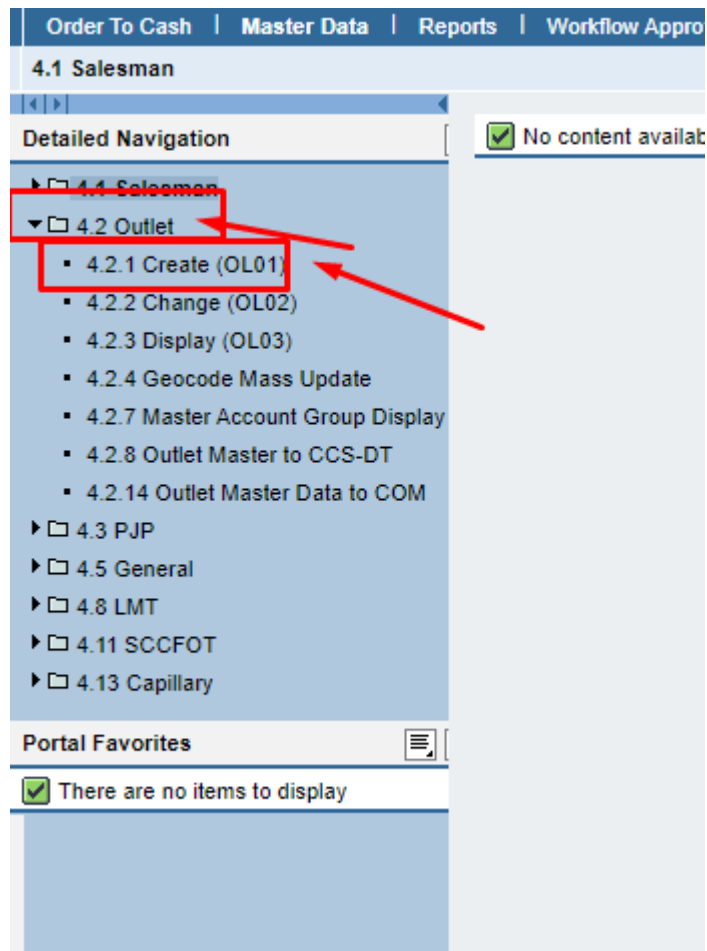
4.1 Salesman

Detailed Navigation

- 4.1 Salesman
- 4.2 Outlet
- 4.3 PJP
- 4.5 General
- 4.8 LMT

☒ No content avail

- 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 District User 4536SONSUPDocum

☒ Sold to Party

☐ Ship to Party

General Data	Address	Company Code Details	Sales Area Data
Name:*	<input type="text" value="NAME OF STORE"/>		
Name 2:	<input type="text"/>		
Name 3:	<input type="text" value="NAME OF STORE"/>		
Search Term:*	<input type="text"/>		
Language:	<input type="text" value="EN"/> <input type="button" value="English"/>		
Customer Class:*	<input type="text"/>	Branch Code: <input type="text"/>	
Cust. Tax ID:	<input type="text"/>		
Master Account Group:*	<input type="text"/>		
Transportation Zone:*	<input type="text"/>		

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

KAWANGKAWAN, PANAYAN ALAPI  
REVENUE REGION NO. 12 - DAVAO CITY  
REVENUE DISTRICT NO. 11 - WEST DAVAO CITY

OCN: 113RC20230000000308  
Date OCN Generated: January 19, 2023

### CERTIFICATE OF REGISTRATION

TIN & BRANCH CODE 009-574-578-00002	<b>NAME OF TAXPAYER</b> BUCKWHEAT CORPORATION	TIN ISSUANCE DATE February 28, 2020
REGISTERING OFFICE REGISTERED ADDRESS PHASE 1 PUROK 23 SANTO NIÑO TUGBOK DISTRICT 8000 DAVAO CITY DAVAO DEL SUR PHILIPPINES	Head Office	Branch

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
REGISTRATION FEE	060%	February 28		

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

**Business Permit**

To whom it may concern,

Pursuant to the revenue code of this Municipality/City, after payment of taxes, fees and charges, etc., and compliance with existing requirements, Permit is hereby granted to the herein Taxpayer:

**PHATEA MILKTEA STATION**  
Business Name

**REFRESHMENT STANDS, KIOSKS AND COUNTERS**  
Line of Business

**P-4, Brgy. Kiblagon, Malalag, Davao del Sur**  
Business Address

This PERMIT can be revoked any time if any of the Conditions and Provisions set forth by the Code is violated and/or the peace and order, health, environment, safety and security of the public are at stake.

ROMEO, PHATRICK DHEV VERCELES	R-112408-00032	2023-112408000-0553
Owner's Name	Business ID No.	Permit No.
000-000-000-00000	Sole Proprietorship	3743716
Business TIN	Type of Business	DTI Registration No.
		Type of Application
Date Issued	Valid Until	Business Photo No.
20 Jan 2023	31 Dec 2023	
		No. of Employees
		1

- **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

The screenshot shows a software interface for store registration. The form contains the following fields and options:

- Name:\*** [NAME OF STORE]
- Name 2:** [ ]
- Name 3:** [NAME OF STORE]
- Search Term:\*** [ ]
- Language:** EN ☐ English
- Customer Class:\*** [Dropdown menu with options: H-Head Office, I-Individual]
- Cust. Tax ID:** [ ]
- Master Account Group:\*** [ ]
- Transportation Zone:\*** [ ]
- Branch Code:** [ ]

The **Customer Class** dropdown menu is highlighted with a red box, indicating the selection options.

- **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**

Submit Details Load saved details Save Clear all

☒ Sold to Party

☐ Ship to Party

General Data

Address

Company Code Details

Sales Area Data

Partner Functions

Sales Area Data 1

Cabinet Details

**Contact Person**

Last Name:\* LAST NAME

First name:\* FIRST NAME

Street:\* BLDNG#, STREET, PUROK, HOUSE #

Street2: BARANGAY

Street3: CITY AND PROVINCE

House Number:

Postal Code:

Country:\* PH ☐ Philippines

Region:\* R11 ☐ R11 Davao Region

Telephone Number:\* 09123456789

Mobile Number:

Fax Number: 23136

E-Mail Address:

LSR Region:\* D01207 ☐ SOUTH MINDANAO

LSR Province:\* D10525 ☐ DAVAO DEL SUR

LSR Town/City:\* D31896 ☐ DAVAO CITY

LSR Barangay:\* D56006 ☐ CATALUNAN PEQUEÑO

Longitude: 0.000000000000

Latitude: 0.000000000000

Area Type:\*

Citadel:\*

Outlet Location:

- **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

	A	B	C	D	E	F	G	H
1	LSR Level ID 1	Region	LSR Level ID 2	Province	LSR Level ID 3	City	LSR Level ID 4	Barangay
55	D01207	SOUTH MINDANAO	D10525	DAVAO DEL SUR	D31896	DAVAO CITY	D56006	CATALUNAN PEQUEÑO
2927								
2928								
2929								
2930								
2931								
2932								
2933								
2934								
2935								

- **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

Telephone Number:\* 09123456789

Mobile Number:

Fax Number: 23136

E-Mail Address:

LSR Region:\* D01207 SOUTH MINDANAO

LSR Province:\* D10525 DAVAO DEL SUR

LSR Town/City:\* D31896 DAVAO CITY

LSR Barangay:\* D56006 CATALUNAN PEQUEÑO

Subm LSR City/Town

Hide Filter Criteria

LSR City:

LSR Level Desc.:

Start Search Reset

LSR City	LSR Level Desc.
D31654	BANSALAN
D31896	DAVAO CITY
D31902	DIGOS CITY
D31919	DON MARCELINO
D32054	JOSE ABAD SANTOS (TRINIDAD)
D32083	KIBLAWAN
D32085	KIDAPAWAN
D32237	MALALAG
D32248	MALITA
D32301	MATANAO

OK Cancel

Mobile Number:

Fax Number: 23136

E-Mail Address:

LSR Region:\* D01207 SOUTH MINDANAO

LSR Province:\* D10525 DAVAO DEL SUR

LSR Town/City:\* D31896 DAVAO CITY

LSR Barangay:\* D56006 CATALUNAN PEQUEÑO








- The result should be like this

Longitude:   
 Latitude:   
 Area Type:\*   
 Citadel:\*  CITADEL 1  
 Outlet Location:

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

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

Sales Org: 4536 Sonic (Davao) - DT    Distr. Channel: TO Pre-Sales    Division: DDComn

Banner:\*    
 Outlet Type:\*   
 Outlet Sub Type:\*    
 Trade Format:\*   
 Status:   
 Classification:\*    
 Pft str std:\*    
 Secondary Sales Monitoring:  YES  
 Payment Terms:\*    
 Deliver.Site:\*   Sonic (Dava  
 H.O. Address1:   
 H.O. Address2:   
 H.O. Address3:   
 Plant:\*  

- **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

☒ Sold to Party  
☐ Ship to Party

**Sales Area Data 1**    **Cabinet Details**

Store Class:   
 Cabinet Ownership:   
 Period Waive From:   
 Scan Waive: ☐  
 Scan All Cabinets?:   
 Temp Close From:

Product Sector: \*  
☒ Impulse  
☒ Take Home  
☐ Scooping

to: