# ORDER TO CASH

**Version-1.0**

## Distributor Order Booking Portal

## USER Manual

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## Introduction

This document is prepared as a guide to the Order to Cash system. This system is developed to provide updated and accurate information to our customers, and give the customers the feature to order stock through the portal.

Following are the Salient features of the system.

1. You can view the current Ledger balance, value of orders in delivery, value of open sales order and available balance for further orders.
2. The system provides the itemized ledger for the current month.
3. Information about all the pending deliveries and pending orders.
4. Information about all past orders.
5. Balances of empty/pallets/layer sheets etc.
6. Price list of each item for the current day
7. Sales target vs actual sales report
8. Stock coverage days' information about the customer stock.
9. New stock orders.

## Login
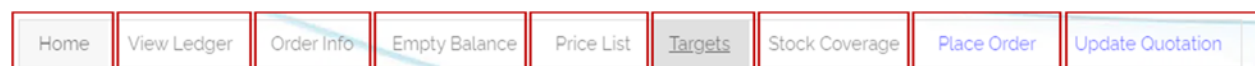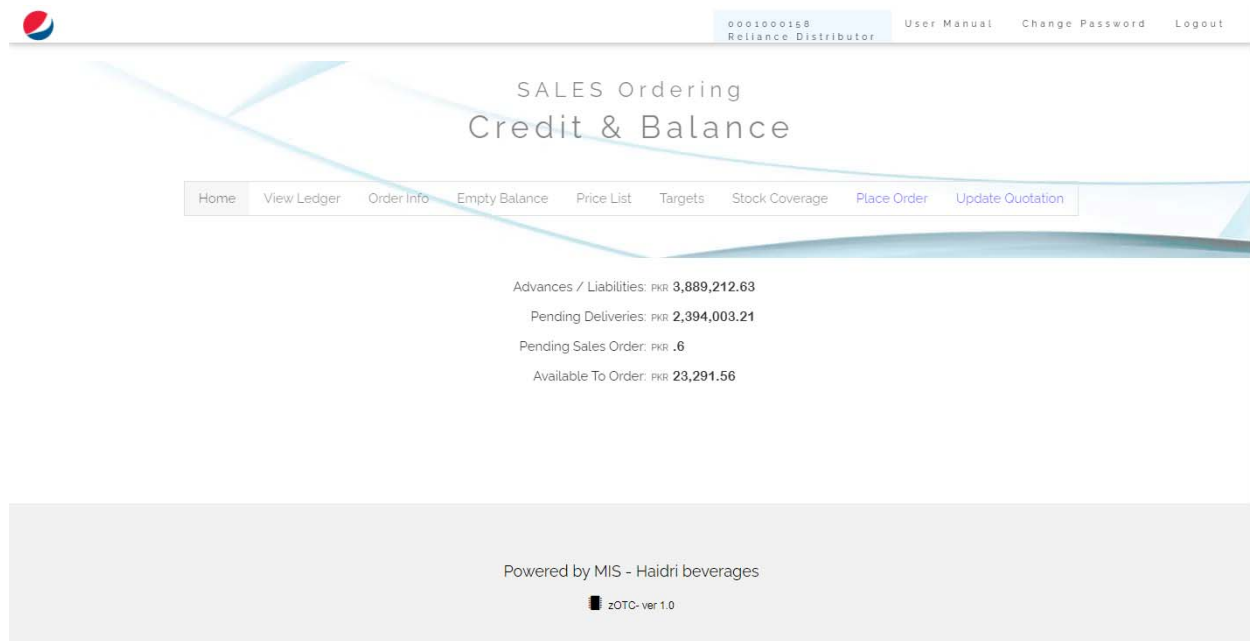
To login the portal enter below link in browser address bar.

*otc.pepsiisb.com*

In below screen enter your user name (SAP customer code) with 000 in the start like 0001000xxx and your password, then press enter or click on login button.
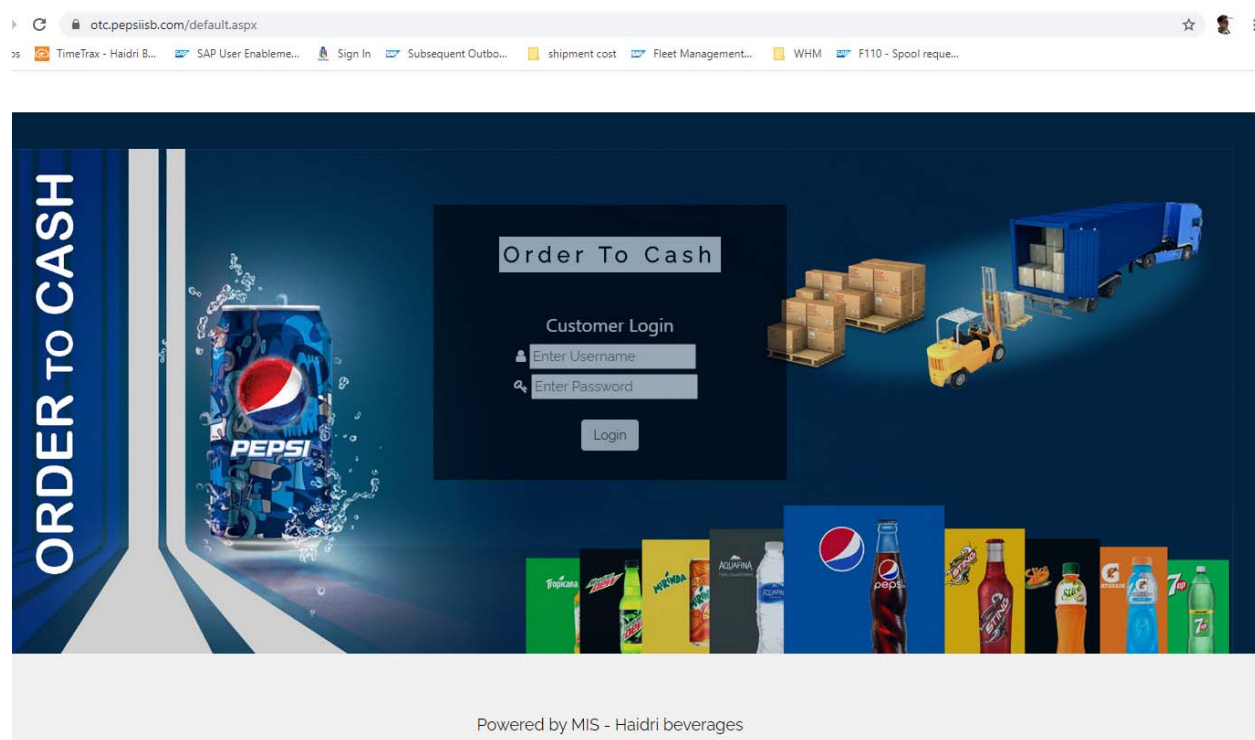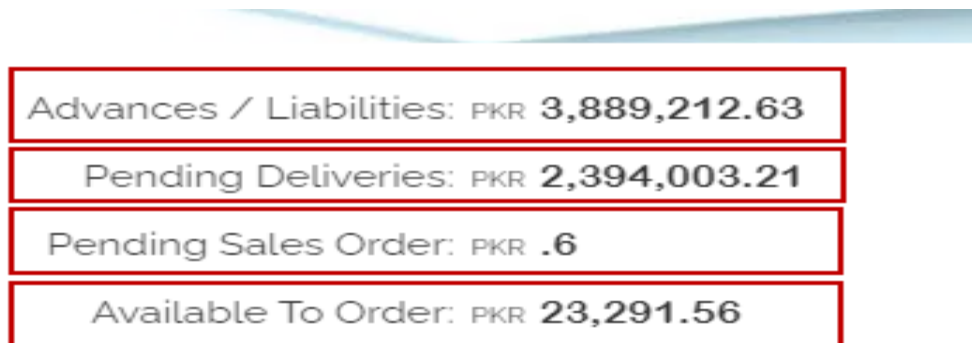


On successful logon, customer will see following screen. In below screen there are 9 tabs as mentioned below:

1- On first tab, **Home** Screen distributor can see following four informations



In above screen shot four type of information is available.

a- This is the customer ledger balance.

b- In second row system is showing amount of pending deliveries. Pending deliveries are all the orders which have been accepted and cash is available against them.

c- In third row system in showing amount of pending sale orders. These are all the sales order which have been received but are not accepted either because of payment or stock shortage.

d- In last row system is showing available balance to order more stock.

## View Ledger

On second tab **View Ledger**, distributor can see all financial entries item detail. Detail is as under:

| 1 | 2 | 3 | 4 | 5 | 6 |
| --- | --- | --- | --- | --- | --- |
| | | Download to Excel | | | |
| Doc # | Doc Date | Invoices | Reciepts | Item text | Billing Doc # |
| 3300055820 | 27-10-2020 | 48,848 | | | 2211055295 |
| 3300055821 | 27-10-2020 | 51 | | | 2211055296 |
| 3300055814 | 23-10-2020 | 635,030 | | | 2211055289 |
| 3300055815 | 23-10-2020 | 651 | | | 2211055290 |
| 3300055816 | 23-10-2020 | 635,030 | | | 2211055291 |
| 3300055817 | 23-10-2020 | 651 | | | 2211055292 |
| 3300055818 | 23-10-2020 | 635,030 | | | 2211055293 |
| 3300055819 | 23-10-2020 | 651 | | | 2211055294 |
| 3300055811 | 22-10-2020 | 1,270,061 | | | 2211055286 |
| 3300055812 | 22-10-2020 | 1,299 | | | 2211055287 |
| | | 1 2 | | | |

1- First column shows accounting document number.
2- Second column shows the date of that posting.
3- Third column shows payable of distributor/invoice amount.
4- Fourth column shows receipts, amount submitted by distributor through cash/online.
   Adjustments are also included in this column and detail is also mentioned in item text column.
5- Fifth column any comments about that item
6- Sixth column shows billing numbers.

## Order Info

On third tab **Order Info,** there is two types of information is available:
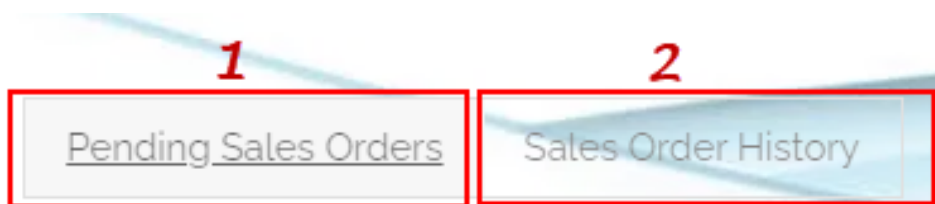
Pending Sales Orders

In the following screen all the sales orders from last 7 days are listed. These are the orders which have not left the factory gate yet. The green color indicates that the order has no issues and is being worked on , red indicates the order is not accepted yet due to cash or stock shortage.

## Pending Sales Order

| Document # | Doc Date | Value (PKR) | STATUS | Del. Doc |
|---|---|---|---|---|
| 1000309158 | 31.10.2020 | 36,996,708 | 🔴 | - |
| 1000309157 | 31.10.2020 | 105,374,424 | 🔴 | - |
| 1000309156 | 31.10.2020 | 85,472,145 | 🔴 | - |
| 1000309155 | 31.10.2020 | 84,512,790 | 🔴 | - |
| 1000309154 | 31.10.2020 | 70,963,843 | 🔴 | - |
| 1000309153 | 31.10.2020 | 106,838,554 | 🔴 | - |
| 1000309152 | 31.10.2020 | 625,893 | 🟢 | -2211075119 |
| 1000309152 | 31.10.2020 | 625,893 | 🟢 | -2211075117 |
| 1000309152 | 31.10.2020 | 625,893 | 🟢 | -2211075550 |
| 1000309152 | 31.10.2020 | 625,893 | 🟢 | -2211075414 |

1 2 3 4 5 6 7 8 9 10 ...

1. In first column system is showing sale order numbers.
2. In second column date of sales order is shown.
3. In third column system is showing total amount of sales order.
4. In last column system is showing Status about Sale Order. Red light is showing that delivery of that sale order is not created yet. Reason will be shortage of cash or shortage of stock. Green light is showing that delivery has created successfully.

## Sales order History

Sales order History shows complete sale order with all order items, status clear or pending.



## Sales Order History

Here on sale history user can extract sale order related data for 30 days only in one attempt. User can select any 30 days period in the past for the above report.

# Empty balance

On fourth tab **Empty Balance,** system shows balance of each item like Shell, Pallet and empty bottle.

Download to Excel

| Material # | Description | Balance | Unit |
|---|---|---|---|
| 2008 | EMPTY REGULAR 240ML STING | 7430 | CRT |
| 2122 | EMPTY REGULAR 240ML STING | 7430 | CRT |
| 2006 | EMPTY REGULAR 250ML MIRINDA | 3514 | CRT |
| 2001 | PLASTIC SHELL 250 ML H/D | 691 | NO |
| 2159 | PLASTIC LAYER SHEET 1460˙880 (BLUE) | 469 | NO |
| 2021 | COKE 250 ML | 2 | CRT |

## Price List

On fifth tab **Price List**, system is showing rate of every item.

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| Material # | Description | Rate (PKR) | E-i # |
|---|---|---|---|
| 3031 | BERRY BLAST - 240 ML GLASS (24) FD | 626 | 45 |
| 3096 | BERRY BLAST - 500 ML P(12) | 600 | 129 |
| 3290 | BERRY BLAST STIMULANT - 500 ML P(12) | 600 | 854 |
| 3306 | Gold Rush STIMULANT - 500 ML P(12) | 600 | 865 |
| 3032 | BERRY BLAST - 250 ML CAN (12) | 541 | 130 |
| 3298 | BERRY BLAST STIMULANT - 250 ML CAN | 541 | 860 |
| 3307 | Gold Rush Stimulant 250 ML CAN (12) | 541 | 866 |
| 3010 | 7-UP - 300 ML CAN (12) | 497 | 40 |

## Targets

On Sixth tab **Targets,** system is showing target of each item. Column detail is as under:

| Material # | Description | Target (Cases) | Volume (Cases) | Diff (Cases) | Unit | E-i # |
|---|---|---|---|---|---|---|
| 3290 | BERRY BLAST STIMULANT - 500 ML P(12) | 20727 | 9900 | 10827 | PAK | 854 |
| 3101 | SLICE MANGO - 1000ML (6) TP | 300 | 9900 | -9600 | PAK | 49 |
| 1199 | Gatorade Blue Bolt 500ML (6) | 165 | 9900 | -9735 | PAK | |
| 1200 | Gatorade White Light 500ML (06) | 165 | 9900 | -9735 | PAK | |

1- In above screen first column is showing item code in system.
2- In second column Description of each item is mentioned.
3- In third column target of each item of current month is shown.
4- In fourth column sale of each item for current month is mentioned.
5- In fifth column difference of sale and targets is shown.
6- In sixth column unit of measurement is showing. PAK means Packets
7- In last column Eagle I item code is shown.

## Stock Coverage

On seventh tab **Stock Coverage,** distributor stock is showing. More detail is as under:

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|

Download to Excel

| SKU (SAP) | SKU (E-i) | Description | Current Stock | Current Month Actual | Last Days Month Actual | Current Month Target | Stock To Order | Out of Stock (Days) | Opportunity Lost (Cases) |
|---|---|---|---|---|---|---|---|---|---|
| 3077 | 1 | PEPSI - 250 ML GLASS (24) FD | 1054 | 9 | 7.9 | 24.5 | 0 | 0 | 0 |
| 3043 | 2 | MIRINDA - 250 ML GLASS (24) FD | 61 | 2.3 | 1.7 | 3.4 | 65 | 2 | 36 |
| 3006 | 3 | 7-UP - 250 ML GLASS (24) FD | 1981 | 10.5 | 9.3 | 18.9 | 0 | 0 | 0 |
| 3059 | 4 | DEW - 250 ML GLASS (24) FD | 1567 | 7.8 | 7.1 | 9.1 | 0 | 0 | 0 |
| 3199 | 32 | PEPSI CAN250ML(12) | 2075 | 12.2 | 9.2 | 7.5 | 0 | 0 | 0 |
| 3195 | 33 | PEPSI DIET 250ML CAN(12) | 938 | 25.4 | 23.5 | 24.1 | 0 | 0 | 0 |
| 3200 | 34 | MIRINDA CAN 250ML (12) | 1934 | 30.7 | 21.7 | 18.6 | 0 | 0 | 0 |
| 3201 | 35 | 7-UP CAN 250ML (12) | 2832 | 11.3 | 7.5 | 10.2 | 0 | 0 | 0 |
| 3194 | 36 | 7-UP FREE 250ML CAN(12) | 1075 | 9.7 | 8.3 | 15.1 | 0 | 0 | 0 |
| 3202 | 123 | MOUNTAIN DEW CAN 250ml (12) | 1878 | 25.7 | 16.2 | 14.3 | 0 | 0 | 0 |

1 2 3 4 5 6 7

1- First column is shows SAP item code.
2- Second column is showing Eagle I item code.
3- Third column is showing description of each item.
4- Fourth column is showing last day closing stock of distributor.
5- Fifth column shows the total sales of that item in the current month
6- Sixth column shows the total sales volume of last month till same date.
7- Seventh column shows the target for the item code for current month
8- Eighth column shows the minimum stock customer must order to meet stock keeping KPI
9- Ninth column shows the number of days item has been out of stock
10- Last column shows the lost sales for that item due to stock shortage.

## Place Order

On eighth tab **Place Order,** User can place order on this tab. By clicking on this tab below screen will open, this is information message about distributor stock. It informs to distributor that stock of these items is less than target stock.

Out of Stock SKU(s). **Must Order on Priority!** ×

| SKU (SAP) | SKU (E-i) | Description | Out of Stock (Days) | Oppertunity Lost (Cases) |
|---|---|---|---|---|
| 3043 | 2 | MIRINDA - 250 ML GLASS (24) FD | 2 | 36 |
| 3115 | 133 | SLICE MANGO - 200 ML T (24) | 2 | 1692 |

Close above screen. Below screen will appear to place an order:

## Add Products

1
Choose Capacity [_____] ▾  Make Pallet(s) Order

Search [Find product .. ]  Qty (CAS) [ 0 ]  Qty (PAL) [ 0 ]  [Add]

2  3  4  5

1- At number one Choose Capacity, below options are available

[ _____ ▾ ]

No Capacity - Bulk Order
10 Pallets
15 Pallets
20 Pallets

2- Select the product to order (search by name, pack , code etc)
3- Quantity in cases
4- Quantity in Pallets

## Rules for Order

- Select the load type either by vehicle size or a bulk order without vehicles
- The system will only accept full pallet orders, you can add 1, 2, 3 and so on in pallets, if you select in fraction system will automatically round it to full pallet
- In case of bulk order customer must order pallets in multiple of 10. Like 10, 20, 30, 90, 100 … 500 etc.
- Mixed Pallet can be ordered using maximum of 2 items from same pack and both must have 50-50 quantity. If quantities are not 50-50 system will automatically round it.

- Once the order is placed, user will see their FOC (Incisive and exclusive) Promo of selected packs and prices for each line.

## Inclusive FOC

Inclusive foc means same sku promo. If there is an active FOC scheme on any item, system will ask you to select the item in pop-up window. System will keep the total quantity same as ordered but it will give free products within the ordered quantity.

## Excusive FOC

Excusive FOC means FOC scheme on the product which will offer product as FOC other than the ordered item. The total quantity of original item will remain the same and extra FOC will be added to order.

**Choose Free goods**

| | Mat # | Desc. |
|---|---|---|
| CHOOSE --> | 00000000000001040 | AQUAFINA - 500 ML P (12) LOC |
| CHOOSE --> | 00000000000003028 | AQUAFINA - 500 ML P (12) LOC |

Are you Sure ?

OK    Cancel

Add Products

You can see your quotation button has been display.

| | Mat # | Desc. | Qty (CAS) | Qty (PAL) |
|---|---|---|---|---|
| 🗑 | 3026 | AQUAFINA - 1500 ML P (6) LOC | 1040 | 10 |
| | | Totals | 1040 | 10 |

| Comments | |
|---|---|
| Sold-To-Party | RELIANCE DISTRIBUTION,ISLAMABA ▾ |
| Ship-To-Party | RELIANCE DISTRIBUTION,ISLAMABA ▾ |

**Create Quotation**

## Create Quotation

Once the order has been completed and all rules are followed the create quotation button will be enabled. User can create quotation and see the quantity, value and FOC scheme like in the image below

| Doc Date | Doc Number. | Line Item | Material # | Description | Value (PKR) | Quantity (CAS) | Quantity (PAL) |
|---|---|---|---|---|---|---|---|
| 31-10-2020 | 0600160835 | 000010 | 3026 | AQUAFINA - 1500 ML P (6) LOC | 250640 | 1040.000 | 10 |
| 31-10-2020 | 0600160835 | 000020 | 3028 | AQUAFINA - 500 ML P (12) LOC | 0 | 87.000 | 0.52 |
| | | | | Total | 250640 | 1040 | 10 |

Create Order

## Create Order

When you press create order button sales order will be posted in company system and the shipment and delivery will be planned and executed. An email will be sent to customer and company team as well.

(Distributor and Shipping Team)

Dear Reliance Distributor,
We have received following order(s) on Oct, 31 2020.

✓ Order #: 1000309184

Thankyou.