SAP PORTAL

1. PROCUREMENT MODULE

Process Flow

[Sales] Customer Inquiry > [Sales] Customer PO > [Sales] Customer Order Form “COF”

Purchase Order > GRPO > AP Voucher > Check Voucher

*Blanket Agreement:*

Blanket Agreement > Purchase Order > GRPO > [See *SAP PORTAL I.A.2.*]

A close up of a map

Description automatically generated

# Purchase Order

* Issuance of PO will be based on availability of stock or based on the “Sales Contract Agreement” with Supplier.

## There are Two (2) kinds of purchases:

### Local

### Importation

### Confidential, for this transaction, Ms. Ria is only allowed to do this process.

## Blanket Agreement

* These purchases are only applicable for Importation purchases.

### Based on agreed Production to produce for a certain period.

#### 90 days after arrival of Bill of Lading to pay billing.

### Based on Funded or amount deposited to Supplier in import units.

## Approval Process

### Purchasing Manager: first to approve the document

### General Manager – JLU: To finalize the approval document thru SAP Portal.

## Handing over of PO

### Send thru email in PDF File format

## Cancelled PO Process

### Cancelled PO will do an approval process.

### Down payment from cancelled po will be transfer to new PO or another PO.

### Change in Pricing or Quantity

## Notification

### Delivery Date used to Notify deliverables from Supplier, Mandatory to Input Delivery Date.

### If item price for new created PO is different from previous added item need a prompt to notify user.

### If created PO has the same item in open PO.

### [Special Order Unit] If PO has been created will notify Salesperson via email.

## Additional Information

### PO series: [Internal Code] Initial – Date – #

## User Define Field – Additional Field

### Bill of Lading #

### Supplier PO #

### Chassis #

### In-Transit [Yes/No]

### Approved [Yes/No/Pending]

## Mandatory Updates

### Bill of Lading #

### Delivery Date Update

# Good Receipt PO

* Upon issuance of Purchase Order to the Supplier, waiting process for the arrival of Units.
* Bill of Lading # must be updated before receiving the units from the Import Supplier. Since Bill of Lading # are forwarded before the arrival of unit/spare parts in Warehouse.
* If unit are Good and Complete, it will be added in the portal. In SAP Business One, will be added as Save as Draft. HQ will do the final posting.

## In-Transit [Report]

### Once BL# information is update or have information, Unit/Item must show as in-transit status.

### Search based on Item

### Portal Users must see Item Status [In-Transit]

### [*Import Items*] Broker does the forwarding of Unit/Item from Port to PowerTrac/FastPace Warehouse.

### Aside from BL#, S/N (Chassis#, Engine#, etc.) are forwarded by supplier before the arrival of Units.

#### Must be recorded in SAP before the arrival of Item.

## PDI [Quality Inspection before Receiving]

### Yard [Warehouse/Bin]

* Create “Virtual” Yard for units/items that are for inspections or incomplete items

#### Virtual Warehouses:

##### PDI Yard 1-2-3

##### Incomplete/Missing Item Yard

### Serial Management

* Unit are Set Item that has accessories to check to consider as Complete Unit received.
* Drop down list if Unit are Complete/Incomplete.

#### Additional Field [Drop List]

##### Unit Complete [Yes/No]

##### [If Incomplete] Accessories (Pre):

###### Side mirrors

###### Curtains

###### Head Light

###### Batteries

###### Toolbox

###### Others: (Specify) \_\_\_\_\_\_\_\_\_\_ (50 Character)

##### Defective [Yes/No]

##### Remarks (100 Character)

### Serial Number

* Locking Serial Number if:
  + - * Unit have incomplete accessories
      * Defective
* Authorized user override to unlocked Serial Number:
  + - * HQ – Case basis.
      * PDI Manager – Accessories are complete.

### UDO

* Add for Adding ChASSIS no and Engine
* UDF for Accessories
* Locked for Serial

## Reports

1. SALES MODULE

Process Flow

Sales Quotation > Customer PO > Customer Order Form > Opt.: Reservation > Dispatch > DR/SI > AR (Check) Payment

A close up of a map

Description automatically generated

# Sales Quotation

# Customer Order Form [Manual Process]

## Approval

* GM

# Reservation [Optional]

# Dispatching

* Dispatch must be based on Open SO and availability of Unit in Inventory
* If Unit is not available, SO will not be visible in SAP Portal
* Once Added in SAP Portal, it will be “Save as Draft” in SAP Business One

## Ship Type

### Pick up

### Dilevery

## Document Transaction must have two Tab

### Units and Items to Delivery

### Trucking Service or Company Information

#### Additional Fields [UDF]

* This in for are updated and reported from Dispatching in SAP Portal

### Trucking Fee

### Trucking Company

### Travel: Sea, Land, and Sea/Land

### Plate Number

### Authorized Driver

## Approval

### PDI Head; and

### Authorized Accounting Head

1. INVENTORY MODULE

# Inventory Viewing

## Warehouse

### Rename as Yard.

* Will create a Virtual Yard to classify items which are ready to Sell and incomplete unit.
* WH users may only view all items that are not yet receive.

### Portal window

#### Make to Window for GRPO. Window 1, for Unit items. And Window 2, for Spare Part.

SAP Business One

1. **PROCUREMENT MODULE**

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Blanket Agreement > Purchase Order > GRPO > [See *SAP PORTAL I.A.2.*]

# Goods Receipt PO

## Save as Draft

### Once added in SAP Portal, it will be added as “Save as Draft” in SAP Business One.

### Users may view all “Save as Draft” in *Document Draft Report* to view the transaction and do the final posting of unit or spare part.

# Importation Cost [Landed Cost]

## Type of Importation Cost

### Supplier Payment (Unit or Spare Part Cost)

### Forwarder in China

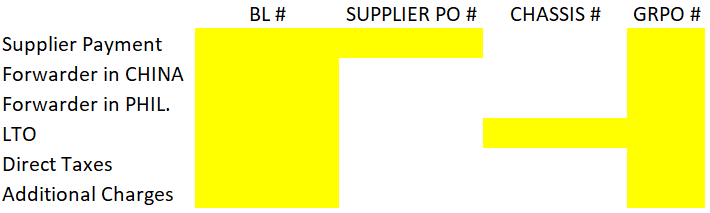
### Forwarder in Philippines

### LTO

### Direct Taxes

### Additional Charger

* Reference information to Tag or Input for Payment purposes. Please see *photo* below.



# AP Voucher [AP Invoice]

## Cash Advances

### Broker

### LTO Processor

### Employees – Need to create Employee as Customer Business Master Data.

## APV for Purchase Item (Import Unit)

* Cannot proceed if no GRPO transaction
* Down payments are done thru A/P Down Payment Invoice
* Full payments are process when Term Expires

1. **SALES MODULE**

# Sales Order

* Recording after done to Manually input from “Customer Order Form”

# Dispatch [SAP Portal]

# Delivery

* View in **Document Draft Report**, all “Save as Draft” Document from SAP Portal to SAP Business One.
* Final Posting will be done by HQ.

## Additional Fields [UDF]

* This in for are updated and reported from Dispatching in SAP Portal

### Trucking Fee

### Trucking Company

### Travel: Sea, Land, and Sea/Land

### Plate Number

### Authorized Driver

### Location

### Status DR Release: [Released/Not Released/Waiting(Default)]

#### In Waiting: [Date from:to]

#### If Released: [Date]

* To be update by Head Office

### Received/Signed Date of DR: [Date]

## Forms

### Delivery Receipt

### Delivery Note

### Transmittal Form

# Sales Invoice

* DR Status must be [Released]

## Additional Fields

* Must be same as **Delivery**

1. **FINANCE**

# Collection

Process Flow

Preparation of Statement of Account > Counter Receipt > send to Client (via Email or Deliver) > Audit send Report > Collection Agent > Received Payment

A close up of a map

Description automatically generated

## Statement of Account

### Aging/Terms start in Date Release

## Approval

### Originator: Audit Officer

### Approval: Audit Manager

## Counter Receipt

### Document attachment:

* Delivery Receipt
* Sales Invoice
* Statement of Account

## Case Scenario to be Note:

### Customer of Dealer sometimes pays direct to PowerTrac.

Recommendation:

* If upon payment of Customer exceeds the payment to be paid by Dealer, there will be an:
  + Off-Setting
  + Refund
* G/L Account once Exceed: Non-trade – Accounts Payable

### PowerTrac and Fastpace, Vendor-Customer Relation

* Need to create Vendor MD and Customer MD

### Bounce Check

* Cancellation of Incoming Payment if Customer will issue or advised to redeposit.

### Return Checks

## Mode of Payment

* Bank Online
* Check
* Cash

## Rediscounting

## Additional Field

### OR#

### Issued OR [Yes/No]

### AR# (For DR issuance)

# Disbursement

Process Flow

[*Local*]

Receive Billing Statement > Audit > Request for Payment > Approval > Check/Disbursement Voucher > Check/Bank Transfer > Approval > Release > Recording of Receipt

[*Import*]

Billing from Import Supplier > Authorized Person > Request for Payment > Approval > Check/Disbursement Voucher > Bank Transfer > Approval > Notification > Waiting Acknowledgement Receipt

A close up of a map

Description automatically generated

## Cash Advance

### Importation

* Broker
* LTO Processor

### Employee

* Create Customer Business Master Data

## Check/Disbursement Voucher

### Information to Input

* Bank Information [*Payment Means*]
* Contact Number [UDF]
* If Different Payee
* Exchange Rate PHP to Currency of Supplier

## Petty Cash Fund

### If Use by P Voucher

#### Additional Field [UDF]

* Vendor Name
* Address
* TIN

### Case scenario

#### If PCF used to Purchase Sale Item

### [**Request**] Petty Cash Fund Module

* HQ – will have an direct access in recording of PCF Module
* Branches will retain to use Excel as Monitoring of PCF Expenses

#### Branches

* Service
* Davao
* Valenzuela
* Cebu

1. **INVENTORY MASTER DATA**

# Item Inventory

## Inventory Group

### Spare parts

### Unit

## Unit of Measurement

### To be Send by Ms. Ria

## Managed Item by:

#### Serial Number

#### Batch

## Brand

* 1 Item Master Data per Brand

## Warehouse

### Rename as Yard.

### Virtual Warehouse

* PDI Yard
* Dispatch Yard

## Valuation Method

* Weighted Average

## UoM

* To be send by Ms. Ria

## Additional Field [User Defined Fields]

# Serial Number Management *or* Batch Number Management

## Additional Field

* Chassis Number
* Enginer Number
* Accessories [Yes/No]
  + Side mirrors
  + Curtains
  + Head Light
  + Batteries
  + Toolbox
  + Others: (Specify) \_\_\_\_\_\_\_\_\_\_ (50 Character)
* Locked
  + For Units that are incomplete.
  + If locked, cannot use to Dispatch and not available

1. BUSINESS PARTNER MASTER DATA

# Customer Master Data

## Consolidation BP

* Consolidation Payment
* We will input Customers of PowerTrac/Fastpace Customer.
* Should have different *Customer Code* assign each Customer of PowerTrac/Fastpace Customer.

## Dealer’s Customer:

* Need to Create Customer Dealers Master Data

## Sister Companies

* Can view, Sister Company as Reference to check Financial Standing.

# Vendor Master Data

1. **ACCOUNTING**

# Fixed Asset Inventory

# Cost Center

## To be send by Ms. Yul

# Chart of Account

# Reports

## Financial Condition

## Financial Operation

## Statement of Cash Flow

## BIR Reports

## Bank Reconciliation

## Bank Summary Report (For Replenishment)

#### Column(s)

#### Date

#### Check #

#### Payee

#### [UDF] Particular

#### G/L Account

#### Debit (Amount)

#### Credit (Amount)

#### Balance Forwarded

## Commission Report

# Series or Code

## Sales Order

## Delivery

## Sales Invoice

## Purchase Order

## Goods Receipt PO

## AP Voucher

## Cash/Check Voucher

## Inventory Out Slip (for Inventory Transfer or Good Issue)

* Code of Warehouse - #

## Customer Master Data

### Customer Code:

### Dealer’s Customer Code: Customer Code - ####

## Vendor Master Data

## Inventory Master Data

## Fixed Asset Master Data