

IT - ZITA Procedure

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: `ww, country_accounting`
- Country or group of countries (if applicable): `belux, china, france, italy, lam, nam, uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore`
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: `ww, financial_accounting, central_fin_proc_compliance`
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: `country_accounting, france, financial_accounting`
(for country operations, the Domain is always `country_accounting`)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: N/A

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Scope

[financial_accounting](#)

[country_accounting](#)

[service_invoicing](#)

ERP



PF1

Frequency

Monthly

References

Z1M_IT_ZITA; [FBL3N](#); [FB05](#)

Forms

Attachments

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Objective and Scope

1.1. Objective of this Operation

This document describes in detail how to perform the operations through Z1M_IT_ZITA transaction for creation of sales orders regarding goods leaving the warehouse.

"ZITA" was born from the necessity to apply a method homogeneous for all users, that SAP did not predicted to allow the follow in real time the handling of materials.

In the plant it is useful to speed the registration of the operations, to check and the printing of the transport document that follows the materials with complete bound and unbound data based on SAP master data and helps to control data continuously and in real time using customizing and own database linked to standard modules MM / PM / FI / CO. It was also adopted to simplify accounting operations.

1.2. Scope

This procedure is only applicable for company 0270 in Italy, in ERP Solvay environment PF1. Solutions mentioned here do not apply to other countries.

2. Definitions

NA

3. Tasks description

3.1. Periodicity

This procedure must be done monthly, starting D-2 collecting the proforma invoice numbers and D+1 by performing the necessary accounting operations.

3.2. Responsibilities

Finance Operations Responsibilities:

- Accounting Platform is responsible for the launching of the Z1M_IT_ZITA transaction (from step 3.3. and 3.4 of this procedure).

Plant Responsibilities:

- Maintenance of the tables;
- Ensure the execution of step 3.5 of this procedure (this is because of some access/transaction limitations).

3.3. I understand the principles of ZITA process

"ZITA" is organized based on the type of Operation, the main motive for the issue of the "DDT", the Transport Document that is a document required by Italian law on the transport of goods, which in various cases has replaced a previous document called the "delivery note".

Every month there are documents issued for the sale of various materials (crushed stone, iron and steel scrap, grain, etc.) with specific conditions (transport, payment, price and expected quantity) and they are recorded under the heading "Sales Documents". Each document is assigned an annual progressive numbering.

It can be broken down into:

Departures without Return (Transfers, Sending for disposal and scrapping, Returns for replacement, etc.);
Exit with Return (C / Processing, Vision, Deposit and Use Loan);
Free Sales and Transfers;
Returns to Third Parties (from ENTRY documents from Third Parties in C / Processing, Vision, Deposit and Use Loan).

It includes the following functions:

OUTPUTS
RETURN
REVENUE
SALES DOCUMENTS
ACCOUNTING SALES
Customizing FUNCTIONS, User authorizations and Internal Numbering Management and Typographic (DDT or EICAM)
REPORTING

Transaction Z1M_IT_ZITA presents the following screen:

SAP



Z1M_IT_ZITA

- Uscite
- Entrate
- Rientrate
- Documenti di Vendita (UAC)
- Vendite Contabili (CTA)
 -  Z1M_IT_ZIVA Gestione DDT di Vendita per emissione Ordini di Vendita e Autofatture
 -  Z1M_IT_ZIV3 Stampa Autofatture con inserimento nr. Fattura nel DDT
 -  Z1M_IT_ZIVM Aggiornamento nr. Fattura nel DDT
- Altre funzioni
- Reportistica

Our activity consists in checking and, if necessary, complete the sales document with the necessary information to invoice (the material code associated with the VAT code and with the Order CO).

The documents prepared in this way will support the exit document with the purpose of sale both for the compilation of the DDT and for the accounting.

3.3.1 I collect data from the shipping agent

Before month end (around D-2/D-1) you will need to contact the shipping agent Ezio Chiappe,Srl, via email Rosignano.Chiappe@solvay.com to obtain the number of pro forma invoices issued during the month.

EXAMPLE OF A MESSAGE TO BE SENT TO SHIPPING AGENT:

To: Rosignano.Chiappe@solvay.com

Subject: ZITA Reminder 04/2022 - Request n. proforma

Good morning,
 Can you please confirm, if we have any Proforma Invoice addressed to Solvay Chimica and issue for the DDT document on April 2022?
 Is yes, could you please let me know the proforma invoice number and it's details?

Thanks and best regards.

EXAMPLE OF RESPONSE MESSAGE FROM THE SHIPPING AGENT:

Fatture proforma aprile:

Fatt.n. 12/PF del 27/04/2022 ddt 3040000185 destinazione Giappone

3.3.2 I prepare the data before issuing the self invoicing

Remark

Before to run this procedure be sure that you have a SAP Session opened in Italian language. This is a developed transaction and sometimes in English can originate problems.

3.3.2.1 Z1M_IT_ZIVM - Exclude DDT

The DDT documents indicated by the shipping agent should be exclude from the procedure. It will be necessary to operate this exclusion manually by adding the proforma invoice number and issuing date to the DDT.

Open transaction **Z1M_IT_ZITA**, choose **VENDITE CONTABILI (CTA)** and select **Z1M_IT_ZIVM** to modify:

It will open a new screen and you will have to add the following details:

1. Division ROA for entity 0270
2. Esercizio + Anno: date of DDT issue
3. Nr. DDT: see shipping agent's response - DDT number

Press enter and all details available will appear in the screen:

Rg	Descrizione	Quantità	U.M.	Valore	nr.Fattura	Data Fatt.	Addebito	Materiale
1	SODIUM BICARBONATE	1,500	KG	15,00			40551000380	

The next step is to add in fields in blank the proforma number and date of issue:

Rg	Descrizione	Quantità	U.M.	Valore	nr.Fattura	Data Fatt.	Addebito	Materiale
1	SODIUM BICARBONATE	1,500	KG	15,00	12/PF	27.04.2022	40551000380	

As soon as you copy the data, press the "save" key.

After saving the document, a message appears:

W: W:ZI:999 Numero Fattura inesistente 2007 14/PF

Press enter twice.

The DDT is invoiced, so it will not appear in the DDT list of documents to be invoiced.

3.3.2.2 Z1M_IT_ZIVA - Resume of all delivery notes

Open transaction Z1M_IT_ZITA; choose **VENDITE CONTABITI (CTA)** and select **Z1M_IT_ZIVA** to process the accounting sales.

Once inside you will have to:

- Add the company 0270 in field Società;
- Then press "Aggiornamento Mensile" button available on the top

VENDITE e CESSIONI GRATUITE

Aggiornamento mensile

Ricerca per :

Società	0270	
Divisione		
Cliente		
Doc. di Vendita		
Numero Interno		
Materiale e descr.		

DDT da Elaborare

Vendite
Cessioni Gratuite
Ordini di Lavorazione

DDT Elaborati

Ord.Vendita e Fatture

The following message will appear:

VENDITE e CESSIONI GRATUITE

Aggiornamento mensile

Ricerca per :

Società	0270	
Divisione		
Cliente		
Doc. di Vendita		
Numero Interno		
Materiale e descr.		

DDT da Elaborare

Vendite
Cessioni Gratuite
Ordini di Lavorazione

DDT Elaborati

Ord.Vendita e Fatture

Information

I:Z1M:999 Aggiornamento effettuato per nr. 34
DDT di Vendita

Confirm by clicking

The following message will appear:

VENDITE e CESSIONI GRATUITE

Aggiornamento mensile

Ricerca per :

Società 0270
 Divisione
 Cliente
 Doc. di Vendita
 Numero Interno
 Materiale e descr.

DDT da Elaborare

Vendite
 Cessioni Gratuite
 Ordini di Lavorazione

DDT Elaborati

Ord.Vendita e Fatture

VENDITE: Aggiornamento mensile da Uscite DDT

Non esistono DDT di Vendita : dal 01.04.2022 al 30.04.2022

Vuole cambiare il periodo SI NO

1. Check that the period is correct and corresponds to the current month;
2. If it is correct press NO, otherwise press YES and change the period.

The other option is normally used when something from the past month has remained to invoice then will appear the previous period and in this case you should select YES to change the period and generate the sales order.

Normally all the data is processed with in the correspondent month.

3.4 I run Z1M_IT_ZIVA: Free sampling and issuing of self invoices

Open transaction Z1M_IT_ZITA; choose **VENDITE CONTABITI (CTA)** and select **Z1M_IT_ZIVA** to process the accounting sales.

Once inside you will have to:

- Add the company 0270 in field Società;
- Then press "**CESSIONI GRATUITE**" button

Aggiornamento mensile

Ricerca per :

Società 0270
 Divisione
 Cliente
 Doc. di Vendita
 Numero Interno
 Materiale e descr.

DDT da Elaborare

Vendite
 Cessioni Gratuite
 Ordini di Lavorazione

DDT Elaborati

Ord.Vendita e Fatture

In the next display we shall see the DDT list of documents still to be invoiced. It appears as follow:

Ricerca per : Società **0270** SOLVAY CHIMICA (IT)

Divisione
 Cliente
 Doc. di Vendita
 Numero Interno
 Materiale e descr.

DDT da Elaborare
 Vendite
 Cessioni Gratuite
 Ordini di Lavorazione

DDT Elaborati
 Ord. Vendita e Fatture

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Div. Cliente	nr Interno	rg	IVA	%	CdPg	Conto COGE	Analitica	Descrizione	Quantit
ROA	AQUALE S.P.R.L.	710002871	1		0			CAMPIONI ACQUA DI FALDA	1,1
ROA	BASF ITALIA SRL	710002950	1		0			CAMPIONI DI SOLVESSO	25,1
ROA	BRENTAG NV	710002909	1		0			CLORURO DI CALCIO - CASO FCC	1,1
ROA	ECOGOMMA S.P.A.	710002756	1		0			CLORURO DI CALCIO PAGLIETTE	2.500,1
ROA	PUNCH INDUSTRIES	710002767	1		0			OXYPER BLEND 60-40	420,1
ROA	REGAL ITALIA S.R.L.	710002898	1		0			LETTIERE	674,1
ROA	ROTO STAMPA	710002847	1		0			DEPLIANTS PUBBLICITARI	273,1
ROA	SOLVAY CARBONATE FRANCE	710002824	1		0			CAMPIONI FANGO USCITA FLP DEPURAZIONE	4,1
ROA	SOLVAY CHIMIE HONNINGEN	710002757	1		0			DETERSIVO	6,1
ROA	SOLVAY CHIMIE HONNINGEN	710002778	1		0			CARBONATO DI SODIO PEROSSIDRATO	1,1
ROA	SOLVAY S.A.	710002772	1		0			LETTIERE	470,1
ROA	SOLVAY S.A. NOH	710002957	1		0			CAMPIONI DI PONT	1,1

You will find some columns in blank, important information that will allow us to process the posting in SAP. You will have to enter in each the following data:

Customer	Tax code	Payment conditions	Conto Coge
CLIENTE	IVA	CdPg	CONTO CoGe
0270	400002	N2	L007
			2740000000

After all data is there press "enter" and the yellow symbol should turn a green symbol if it is to be processed:

DDT Attivare Disattivare Generare SBDC Fatture

Ricerca per : Società **0270** SOLVAY CHIMICA (IT)

Divisione
 Cliente
 Doc. di Vendita
 Numero Interno
 Materiale e descr.


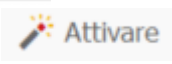
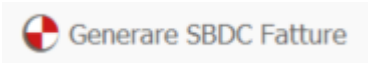
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Div. Cliente	nr Interno	rg	IVA	%	CdPg	Conto COGE	Analitica	Descrizione	Quantità	UH
✓ COG ROA 400002	AQUALE S.P.R.L.	710002871	1	Q7	20	L007	2740000000	CAMPIONI ACQUA DI FALDA	1,000	KG
✓ COG ROA 400002	BASF ITALIA SRL	710002950	1	Q7	20	L007	2740000000	CAMPIONI DI SOLVESSO	25,000	1L
✓ COG ROA 400002	BRENTAG NV	710002909	1	Q7	20	L007	2740000000	CLORURO DI CALCIO - CASO FCC	1,000	KG
✓ COG ROA 400002	ECOGOMMA S.P.A.	710002756	1	Q7	20	L007	2740000000	CLORURO DI CALCIO PAGLIETTE	2.500,000	KG
✓ COG ROA 400002	PUNCH INDUSTRIES	710002767	1	Q7	20	L007	2740000000	OXYPER BLEND 60-40	420,000	KG
✓ COG ROA 400002	REGAL ITALIA S.R.L.	710002898	1	Q7	20	L007	2740000000	LETTIERE	674,000	KG
✓ COG ROA 400002	ROTO STAMPA	710002847	1	Q7	20	L007	2740000000	DEPLIANTS PUBBLICITARI	273,000	KG
✓ COG ROA 400002	SOLVAY CARBONATE FRANCE	710002824	1	Q7	20	L007	2740000000	CAMPIONI FANGO USCITA FLP DEPURAZIONE	4,000	KG
✓ COG ROA 400002	SOLVAY CHIMIE HONNINGEN	710002757	1	Q7	20	L007	2740000000	DETERSIVO	6,000	KG
✓ COG ROA 400002	SOLVAY CHIMIE HONNINGEN	710002778	1	Q7	20	L007	2740000000	CARBONATO DI SODIO PEROSSIDRATO	1,000	KG
✓ COG ROA 400002	SOLVAY S.A.	710002772	1	Q7	20	L007	2740000000	LETTIERE	470,000	KG
✓ COG ROA 400002	SOLVAY S.A. NOH	710002957	1	Q7	20	L007	2740000000	CAMPIONI DI PONT	1,000	PI

The following steps consists in:

1. Select all lines visible using button 
2. Then click **Attivare** (Enabling) button 
3. And to finalize **Generare SBDC Fatture** (generate batch input session) button 


At this point the procedure asks for confirmation of the invoice date:



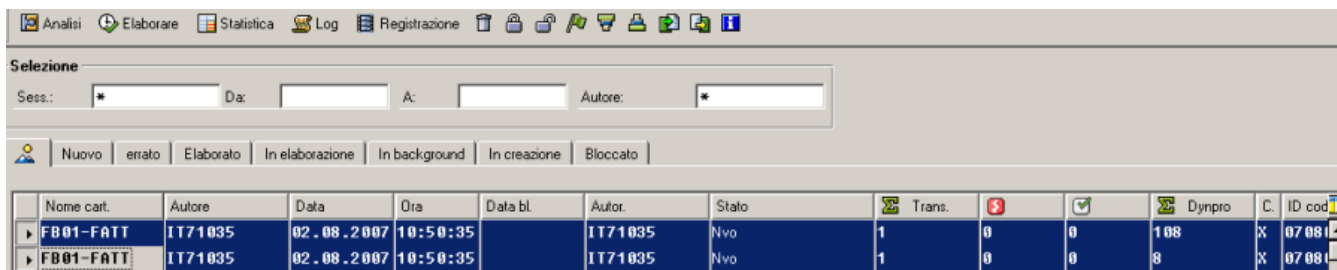
If the proposed date is correct press the "confermare" button, otherwise change the date manually.

After confirming the following screen appear indicating the number of batch inputs created:



Press this key: 

It will jump to the transaction and the following screen than appears:



Select the batch session created "FB01-FATT" and press the "process" key in mode display only errors.

The posting of the self-invoice will be done automatically, to visualize it open the account number 2740000000 through the transaction **FBL3N** and search for doc type C1.

Take note of the document number C1 generated, you will need it in the next step.

3.4.1 I run Z1M_IT_ZIVA: Free sampling and issuing of self invoices - print and archive pdf

Open transaction Z1M_IT_ZITA; choose **VENDITE CONTABITI (CTA)** and select **Z1M_IT_ZIV3** to print the self -invoicing.

Press the Z1M_IT_ZIV3 transaction key: the following screen appears:

Società	0270	A		→
N. documento	1010000013	A		→
Esercizio	2007	A		→
Delimitazioni generali				
Data di registrazione		A		→
Numero di riferimento		A		→
Parametrizzazione tecnica				
<input type="checkbox"/> Legg. posizioni seq.				
Altre Delimitazioni generali :				
Tipo di Documento	<input type="checkbox"/>	A	<input type="checkbox"/>	→
Limiti per emissione Bollo su Fattura in EUR				
Importo Fattura			77,47	
Importo Bollo			1,81	
Parametri di stampa				
Unità di Output				
Numero di Copie				

You will have to enter the

- Company
- self-invoicing document number processed in the previous step
- year of issue

Press the "Execute" button:

An image of the self-invoicing document appears, and then it will be necessary to proceed as follows:

1. Printing the document in PDF format Print ZPDF > add your email address;
2. SAP sends the invoice to your mail (it can take some minutes);
3. Attach the pdf to the SAP document processed in the previous step for optical storage.

3.4.2 I clear GL accounts

The process ends with the balancing of:

- Account 2740000000 - transaction F-03;
- Customer account 400002; transaction F-32 or FB05.

Choose the customer account select the information concerned to the self billing generated and use account 6470000000 – (NON – DEDUCTIBLE VAT ON FREE SUPPLIES) with cost center XU800CPFIN.

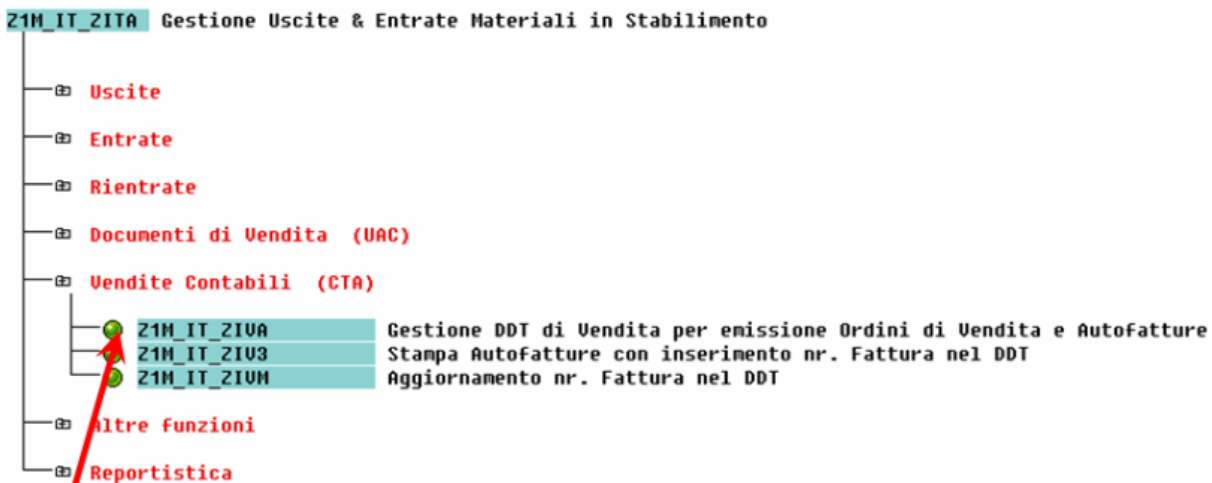


THIS CASE DOESN'T PRODUCE ANY INVOICE

3.5. I run Z1M_IT_ZITA: Goods leaving the warehouse with a DDT for order processing

At the end of the month we will resume all the delivery notes for each sales document and will authorize the creation of the standard sales order with automatic VA01 for final accounting. The final outcome is generation of a CROCO Invoice.

Launch the Z1M_IT_ZITA transaction and the following display appears



Premere il tasto sulla variante Z1M_IT_ZIVA e si aprirà la seguente videata:

A screenshot of the SAP DDT processing screen. The title is "Aggiornamento mensile". The "Ricerca per:" section contains fields for: Società (0270), Divisione, Cliente, Doc. di Vendita, Numero Interno, and Materiale e descr. The "DDT da Elaborare" section has buttons for Vendite, Cessioni Gratuite, and Ordini di Lavorazione. The "DDT Elaborati" section has a button for Ord.Vendita e Fatture.

Enter Company code
Press key: Ordini di Lavorazione

The following display with the DDT document list for invoicing to our BICARJET client appears:

Doc.Vend. DDT Altivare Disattivare Creare Ord.Vendita

Ricerca per :
 Società 0270 SOLVAY CHIMICA (IT)
 Divisione
 Cliente
 Doc. di Vendita
 Numero Interno
 Materiale e descr.

DDT da Elaborare
 Vendite
 Cessioni Gratuite
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DDT Elaborati
 Ord.Vendita e Fatture

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Div. Cliente	Doc. Vend.	pos. nr Interno	rg	IUA	% CdPg	Ordine CO	Descrizione	Quantità	UM
ROA	BICARJET	710002933	1	0			MELTRON GG - Sacchi 25 kg su pls 1400	28.000,000	KG
ROA	BICARJET	710002935	1	0			MELTRON GG - Sacchi 25 kg su pls 1400	33.600,000	KG

DDTs are always presented in red cell because there are still the following elements to be added:

1. Sales document issued by the Purchasing Office n°2004000021
2. The position of the sales document on the basis of the material description, that have different prices check in Z1M_IT_ZIV4 Ordine di Lavorazione Visualizzare. Then insert 2004000021 and click on "Dettaglio Posizioni", Select the position corresponding to the material that should be invoiced

Numero Documento 2004000021

Società 0270 SOLVAY CHIMICA (IT)
 Codice Cliente 409059 BICARJET SRL
 VIA IX STRADA 4
 35129 PADOVA PD IT

Divisione ROA SCHM-IT /ROSIGNANO (SU)ROSIGNANO SOLVAY
 Incoterms EXW EXW - Franco fabbrica
 Cond. di Pagamento 0412 90 D EOM InvD
 Lingua IT Italiano

Data di consegna 05.03.2004
 Data di fine rapporto 31.12.2004

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pos	Div.	Materiale	Descrizione materiale	Quantità prevista	UM	Prezzo in EUR	per	Ordine CO	IVA %
1	ROAB	20132817	Lavorazione MELTRON	56.000,000	KG	20,00	1.000	40651000500	05 20
2	ROAB	20132817	Lavorazione MELTRON GG SACCHI DA 25 KG	100.000,000	KG	40,00	1.000	40651000500	05 20
3	ROAB	20132817	Lavorazione MELTRON GG SACCHI DA 1000 KG	50.000,000	KG	30,00	1.000	40651000500	05 20
4	ROAB	20132817	Lavorazione MELTRON GG SFUSO	50.000,000	KG	10,00	1.000	40651000500	05 20
5	ROAB	20132817	Lavorazione MELTRON MD SACCHI DA 25 KG	50.000,000	KG	40,00	1.000	40651000500	05 20
6	ROAB	20132817	Lavorazione MELTRON MD SACCHI DA 1000 KG	50.000,000	KG	30,00	1.000	40651000500	05 20
7	ROAB	20132817	Lavorazione MELTRON MD SFUSO	50.000,000	KG	10,00	1.000	40651000500	05 20
8									0
9									0
10									0

Press enter until cells go green:

Doc.Vend. DDT Altivare Disattivare Creare Ord.Vendita

Ricerca per :
 Società 0270 SOLVAY CHIMICA (IT)
 Divisione
 Cliente
 Doc. di Vendita
 Numero Interno
 Materiale e descr.

DDT da Elaborare
 Vendite
 Cessioni Gratuite
 Ordini di Lavorazione

DDT Elaborati
 Ord.Vendita e Fatture

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Div. Cliente	Doc. Vend.	pos. nr Interno	rg	IUA	% CdPg	Ordine CO	Descrizione	Quantità	UM	
ROA 409059	BICARJET SRL	2004000021	2	710002933	1	05	20 0412 40651000500	MELTRON GG - Sacchi 25 kg su pls 1400	28.000,000	KG
ROA 409059	BICARJET SRL	2004000021	2	710002935	1	05	20 0412 40651000500	MELTRON GG - Sacchi 25 kg su pls 1400	33.600,000	KG

1. Press "activate" key
2. Press the "sales order creation "key

The following screen appears:

1. Invoice date updating
2. Press "confirm"

After confirming the following screen appears with the following message:

Unit measurement KG must be modified in AF

Pos.	Materiale	Qtà prevista	UM	Val.netto	Causa del rifiuto
10	20132817	61.600,000	AF		

Press "enter "and a display with an error message appears:

Posizione **10** Cat. pos. **L2W** Richiesta
 Materiale **20132817** SERVICES - full tax

Vendite A | Vendite B | Spedizione | Fattura | Condizioni | Contab. | Partner | Testi | Dati ordine d'acq. | Stato | Struttura | Dati supplementari A | Dati suppl

Qtà **61.600,00 AF** Netto **0,00 EUR**
 Imposta **0,00**

TP.c	Definizione	Importo	Div.	per	UM	Valore condizione	Div.	Ft.cnv	UMB	D.conv	UM
	Profit Margin	0,00	EUR	1	AF	0,00	EUR		0 AF		0 AF
	PDIV Prezzo "OPDIV"	40,00	EUR	1.000	KG						

E: Posizione 000010 condizione PDIV (Unità di misura KG non ammessa)

Modify the unit measurement in AF in PDIV line:

Posizione **10** Cat. pos. **L2W** Richiesta
 Materiale **20132817** SERVICES - full tax

Vendite A | Vendite B | Spedizione | Fattura | Condizioni | Contab. | Partner | Testi | Dati ordine d'acq. | Stato | Struttura

Qtà **61.600,00 AF** Netto **0,00 EUR**
 Imposta **0,00**

TP.c	Definizione	Importo	Div.	per	UM	Valore condizione	Div.
	Profit Margin	0,00	EUR	1	AF	0,00	EUR
	PDIV Prezzo "OPDIV"	40,00	EUR	1.000	AF		

Press "enter" and this display appears:







Ordine di Vendita			
Cliente	409059	BICARJET SRL - ANGERA	
Ordine di Vendita	2004000021		
Posizione	2		
Materiale	20132817	Lavorazione MELTRON GG SACCHI DA 25 KG	
CREATO : ORDINE di VENDITA nr. 1000166864 chiudere			

! THIS OPERATION CREATES A SALES ORDER FOLLOWING THE INVOICE STANDARD PROCEDURE. PLEASE ENSURE INVOICE IS ISSUED.

End of document.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

May 24, 2022	Actor	Type	Activity	Version
Published	 MARIANO, Sofia	Edit	updated the page at 4:55 pm Other contributors: 	
	 MARIANO, Sofia	State	changed state to Published at 3:46 pm	v30
Draft	 MARIANO, Sofia	State	gave <i>Approvers</i> approval at 3:46 pm <i>Revision of procedure to clarify sequence and steps to follow.</i>	
	 MARIANO, Sofia	Edit	updated the page at 1:41 pm	
	 MARIANO, Sofia	State	changed state to Draft at 11:41 am	v22