

## 4.6.1 - How to manually upload a Ship-To

### Information given by Users

User communicates new ship-to code and name.

- There is no Sales Order/M3 in SAP;
- So there is no Ship-to (to create related DFUs) > in BW flat files and in DynaSys.

**This request comes when forecast needs to be inputted without/before creation of Sales Orders.** This should not be an usual practice!

**When a Sales Order will be created in SAP for this Ship-To, Dynamic Data will automatically be integrated to manual DFUs (related to this Ship-To).**

*Example: COMPANIA MINERA LAS TORRES SA DE CV. #2069867*

### Retrieve SAP Information

- Key in SAP T-Code = XD03;
- Key in the Ship-To code;
- Choose the correct Sales Area.

Customer Display: Initial Screen

Customer  1

Company code

Sales area

Sales Organization

Distribution Channel

Division

Sales Areas by Customer 2

Cust.

Sales Org.	Name	Distr. Chl	Name	Division	Name
MX01	Technology Solutions	9S	Mineral Processing	74	TS reference

Sales Organization

Customer Display: Initial Screen

Customer   3

Company code

Sales area

Sales Organization  Technology Solutions

Distribution Channel  Mineral Processing

Division  TS reference

- All needed information are displayed
- Copy/Paste information as for the example below

Example: COMPANIA MINERA LAS TORRES SA DE CV. #2069867

ShipTo_Code	Description	Shortname	SoldTo_Code
2069867R	COMPANIA MINERA LAS TORRES SA DE CV	COMPANIA MINERA LAS TORRES SA DE CV	2069867R

One time shipto	City_Code	City Name	Shortname	Region_Code	Country_Code
1	MX_COAR_TORREON	MX_COAR_TORREON	TORREON	MX_COAR	MX

## Rules

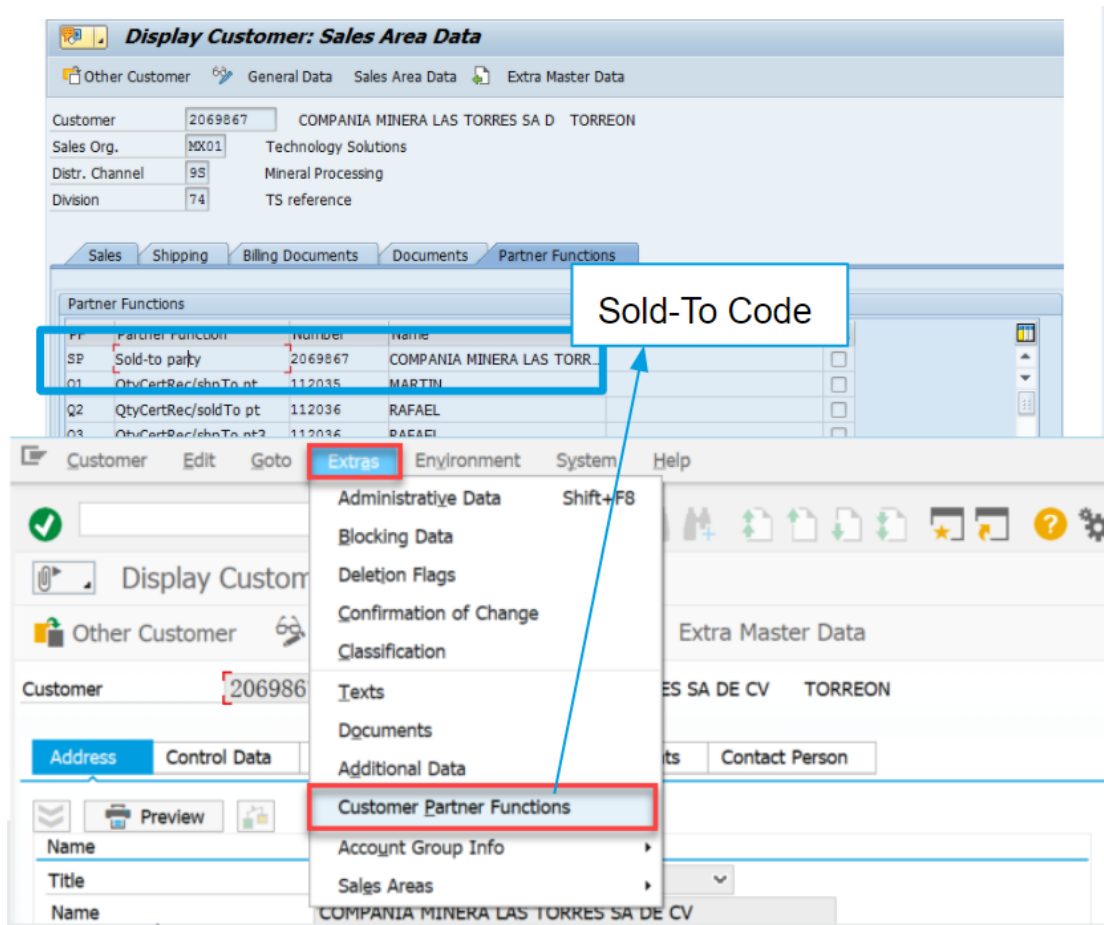
Description = Shortname  
 One time Ship-To = 1

Region Code = Country Code + Region Code+R

City Code = Country Code + Region Code + City Name

### General Data - Address

### Sales Area Data - Partners Functions



**Display Customer: General Data**

Ship-To Code    Sales Area Data    Extra Master Data

Customer    2069867    COMPANIA MINERA LAS TORRES SA ...    TORREON

Address    Control Data    Payment Transactions    Unloading Points    Contact Person

Preview

Name

Title

Name    COMPANIA MINERA LAS TORRES SA DE CV

Description and Short Description

Search Terms

Search term 1/2    COMPANIA M

Street Address

Street/House number    CALZADA SALTILLO 400 NO 989    City

Street 4    COL CAMPESTRE LA ROSITA

Postal Code/City    27250    TORREON

Country    MX    MEXICO    Region    COA    COAHUILA

Transportation Zone    COA 25-27

Country Code    Region Code

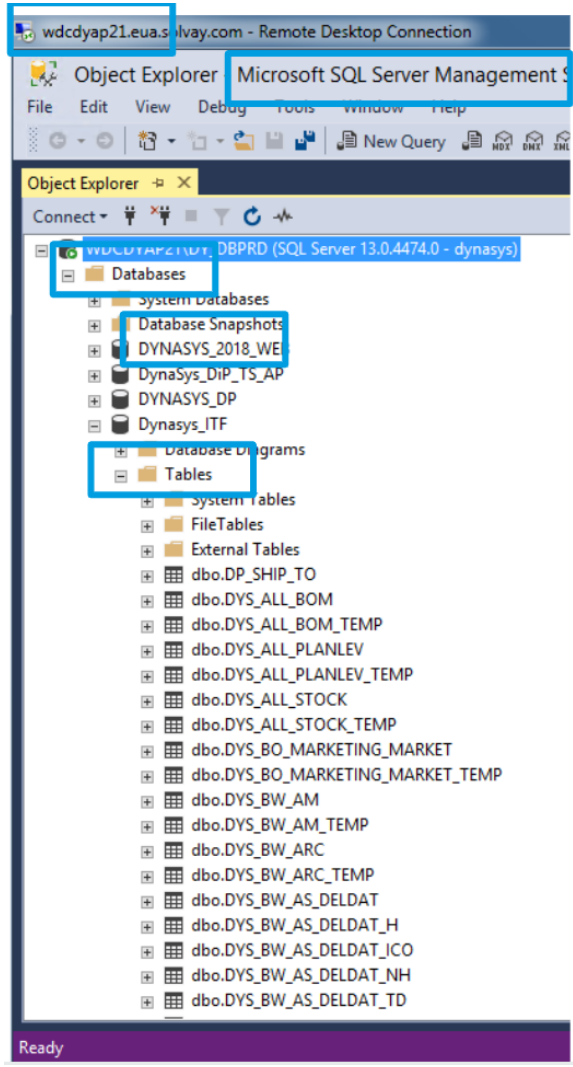
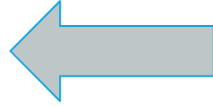
PO Box Address

## Input data in Interface

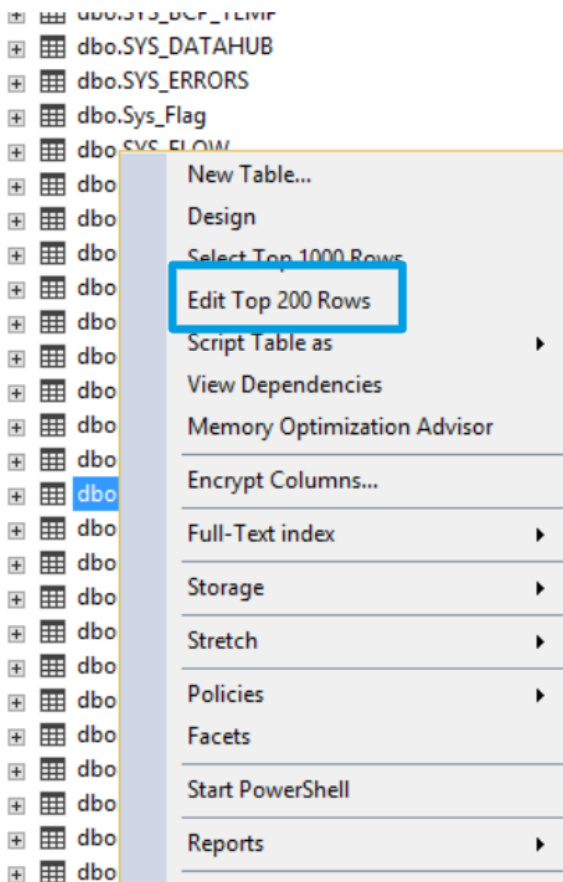
- Connect to **APP01**;
- Open Microsoft SQL;
- Go to: Database > DynaSys ITF >

Table > dbo.SYS\_TMP\_ShipTo

- ⊕ [table icon] dbo.sys\_Periods
- ⊕ [table icon] dbo.Sys\_Schedule
- ⊕ [table icon] dbo.SYS\_STAT
- ⊕ [table icon] dbo.SYS\_TIMESTAMP
- ⊕ [table icon] dbo.Sys\_Tmp
- ⊕ [table icon] **dbo.Sys\_Tmp\_ShipTo**
- ⊕ [table icon] dbo.Sys\_Tmp1
- ⊕ [table icon] dbo.Sys\_Tmp2
- ⊕ [table icon] dbo.Sys\_Tmp3



- Right click on dbo.SYS\_TMP\_ShipTo;
- Click on "Edit Top 200 Rows"
- A new window appears with 13 fields.



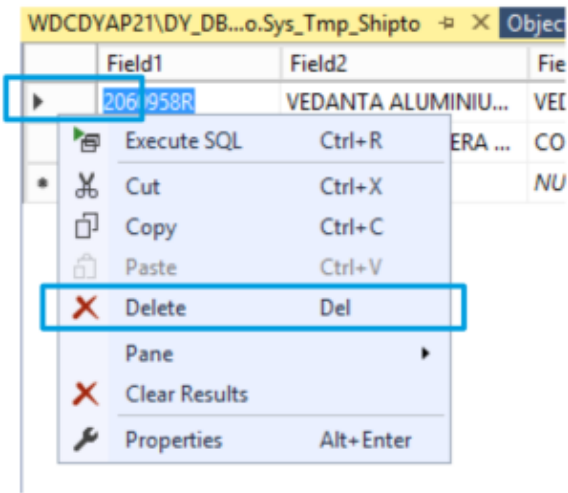
	Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	Field9	Field10	Field11	Field12	Field13
	2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
	2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
▶	2069867R	COMPANI...	COMPANIA MI...	2069867R	1	MX_COAR_TORREON	MX_COAR_TORREON	TORREON	MX_COAR	MX	2069867R	COMPANIA MI...	MX
*	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL

- Click on the box with the arrow;
- Right click and Delete;
- Select the empty lines;
- Copy/Paste the lines with the new retrieved

**Information.**

⚠!Close the window without saving!

Example: COMPANIA MINERA LAS TORRES SA DE CV. #2069867



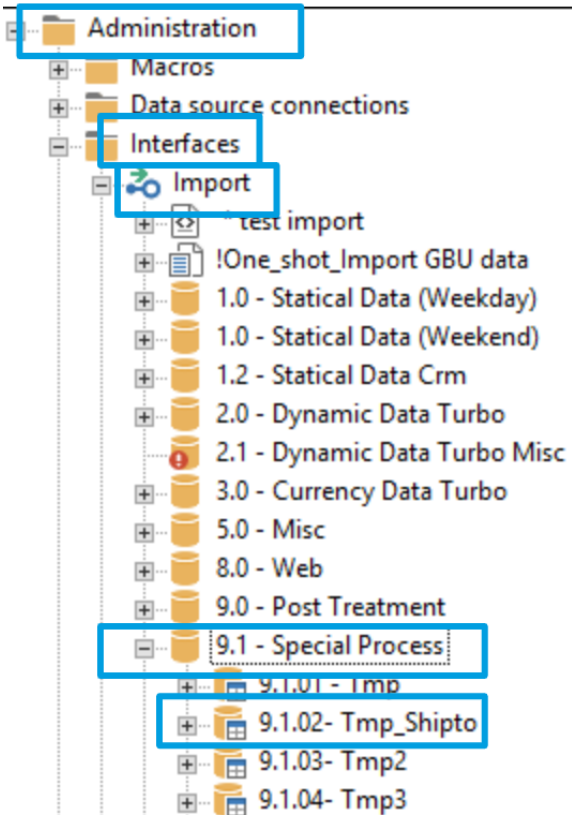
Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	Field9	Field10	Field11	Field12	Field13
2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
2069867R	COMPANI...	COMPANIA MI...	2069867R	1	MX_COAR_TORREON	MX_COAR_TORREON	TORREON	MX_COAR	MX	2069867R	COMPANIA MI...	MX
NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL

## Verify Data in DynaSys

- Connect to APP01 with an Administrator user;
- Go to Administration > Interface > Import >

### 9.1 Special Process > 9.1.02 Tmp\_ShipTo.

- Right click and select "Execute Query";
- Verify data in "ODBC Query: TMP\_ShipTo";
- Close the window without further actions.

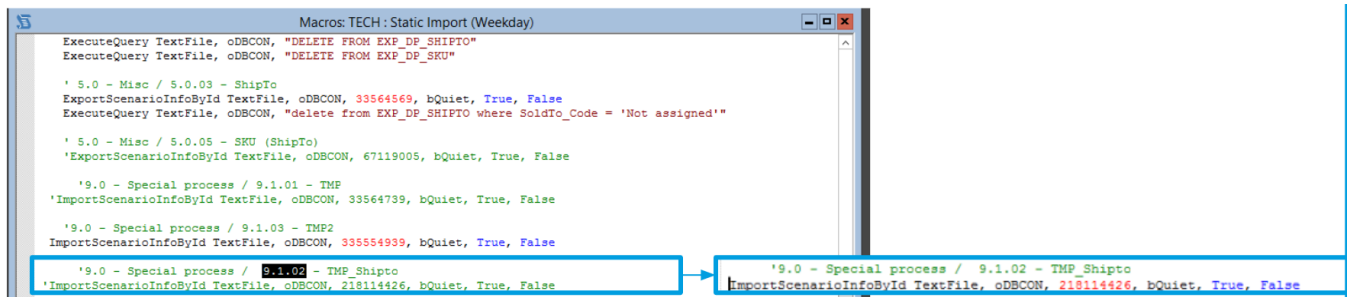


ODBC Query : TMP\_Shipto

Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	Field9	Field10	Field11	Field12	Field13
2081534R	ORION PRODUCTOS INDUSTRIALES	ORION PRODUCTOS INDUSTRIALES	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR_MX	2081534R	ORION PRODUCTOS INDUSTRIALES	MX	
2081534R	ORION PRODUCTOS INDUSTRIALES	ORION PRODUCTOS INDUSTRIALES	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR_MX	2081534R	ORION PRODUCTOS INDUSTRIALES	MX	
2069867R	COMPANIA MINERA LAS TORRES SA DE CV	COMPANIA MINERA LAS TORRES SA DE CV	2069867R	1	MX_COAR_TORREON	MX_COAR_TORREON	TORREON	MX_COAR_MX	2069867R	COMPANIA MINERA LAS TORRES SA DE CV	MX	

#### Activate Action in Static Import (daily)

- Go to Macros > TECH: Static Import (Weekday);
- Right click > Display Text;
- CTRL+F "9.1.02";
- Delete the apostrophe > line appears in RED;
- Save the changes.



#### The following Day...

- Verify that the new Ship-To appears in the master data table;
- Add the apostrophe again in the macro;
- Save.

Template file for data preparation

<https://docs.google.com/spreadsheets/d/105xZhdakcknmTqZRYB2RQ5lyl9MHDWMnn3ZPre95M5s/edit#gid=246662615>

## Information given by Users

**User communicates new ship-to code and name.**

- There is no Sales Order/M3 in SAP;
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*Example: COMPANIA MINERA LAS TORRES SA DE CV. #2069867*

## Retrieve SAP Information

- **Key in SAP T-Code = XD03;**
- **Key in the Ship-To code;**
- **Choose the correct Sales Area.**



- All needed information are displayed
- Copy/Paste information as for the example below

Example: COMPANIA MINERA LAS TORRES SA DE CV. #2069867

ShipTo_Code	Description	Shortname	SoldTo_Code
2069867R	COMPANIA MINERA LAS TORRES SA DE CV	COMPANIA MINERA LAS TORRES SA DE CV	2069867R

One time shipto	City_Code	City Name	Shortname	Region_Code	Country_Code
1	MX_COAR_TORREON	MX_COAR_TORREON	TORREON	MX_COAR	MX

## Rules

Description = Shortname  
One time Ship-To = 1

Region Code = Country Code + Region Code+R

City Code = Country Code + Region Code + City Name

### General Data - Address

### Sales Area Data - Partners Functions

The screenshot displays the SAP interface for 'Display Customer: Sales Area Data'. The customer information includes: Customer 2069867, COMPANIA MINERA LAS TORRES SA D TORREON, Sales Org. MX01, Technology Solutions, Distr. Channel 95, Mineral Processing, and Division 74, TS reference. The 'Partner Functions' table is shown with columns for Partner Function, Number, Name, and Sold-To Code. The 'Sold-To Code' column is highlighted with a blue box and a callout box. The 'Extras' menu is open, showing options like Administrative Data, Blocking Data, Deletion Flags, Confirmation of Change, Classification, Texts, Documents, Additional Data, Customer Partner Functions (highlighted in red), Account Group Info, and Sales Areas.

**Display Customer: General Data**

Ship-To Code    Sales Area Data    Extra Master Data

Customer    2069867    COMPANIA MINERA LAS TORRES SA ...    TORREON

Address    Control Data    Payment Transactions    Unloading Points    Contact Person

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Title

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Description and Short Description

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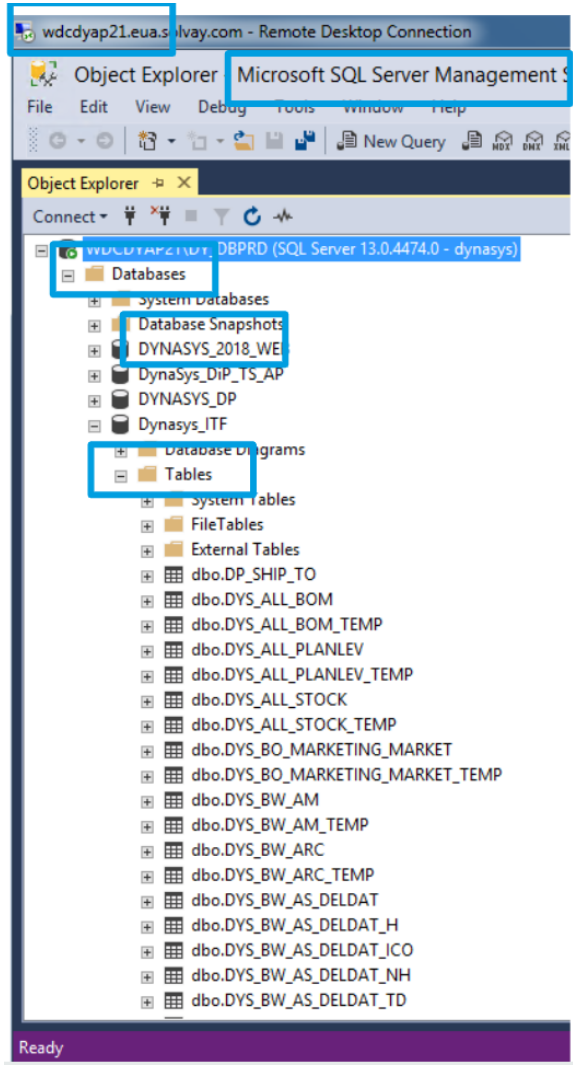
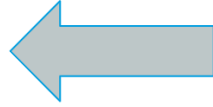
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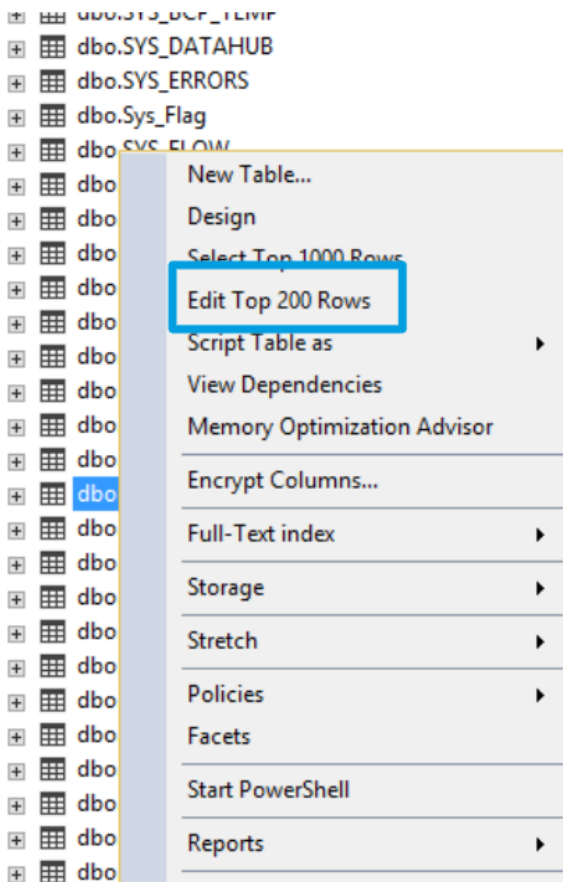
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- Right click on dbo.SYS\_TMP\_ShipTo;
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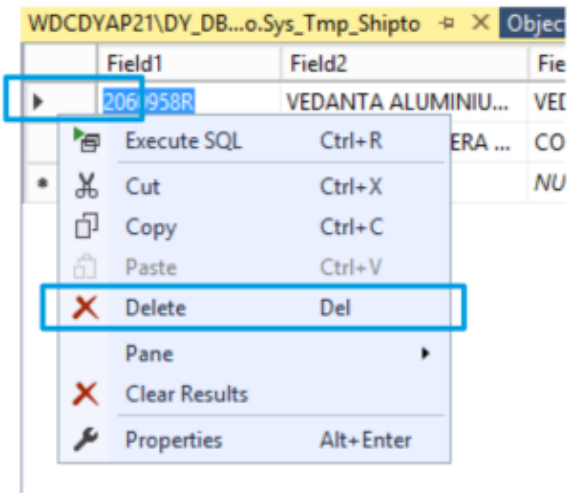
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	2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
▶	2069867R	COMPANI...	COMPANIA MI...	2069867R	1	MX_COAR_TORREON	MX_COAR_TORREON	TORREON	MX_COAR	MX	2069867R	COMPANIA MI...	MX
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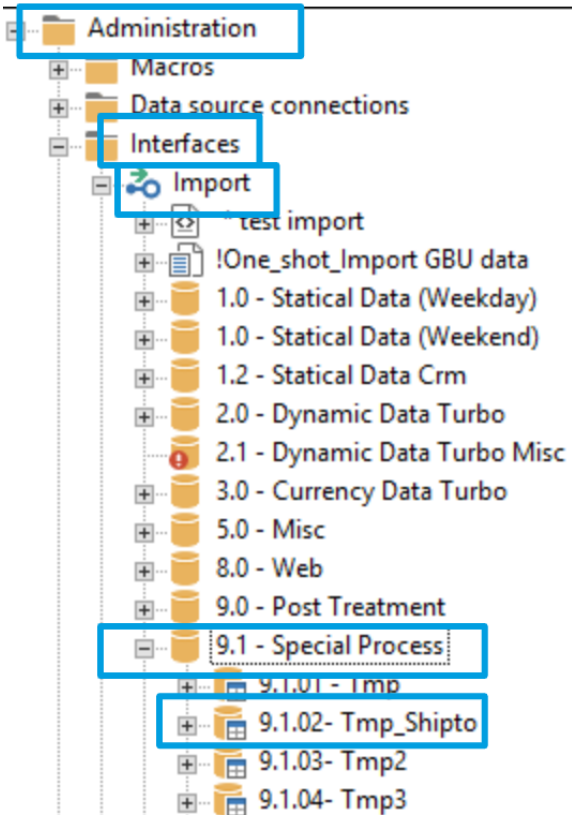
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2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
2069867R	COMPANI...	COMPANIA MI...	2069867R	1	MX_COAR_TORREON	MX_COAR_TORREON	TORREON	MX_COAR	MX	2069867R	COMPANIA MI...	MX
NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL	NULL

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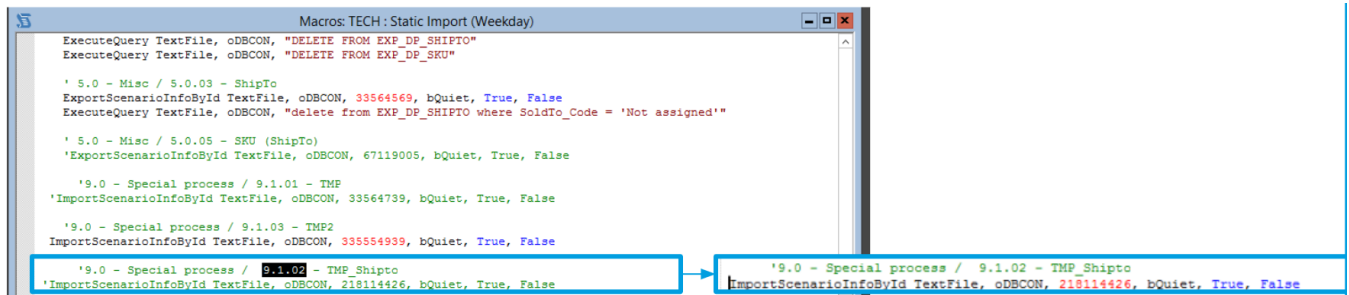


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2081534R	ORION PRODUCTOS INDUSTRIALES	ORION PRODUCTOS INDUSTRIALES	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR_MX	2081534R	ORION PRODUCTOS INDUSTRIALES	MX	
2069867R	COMPANIA MINERA LAS TORRES SA DE CV	COMPANIA MINERA LAS TORRES SA DE CV	2069867R	1	MX_COAR_TORREON	MX_COAR_TORREON	TORREON	MX_COAR_MX	2069867R	COMPANIA MINERA LAS TORRES SA DE CV	MX	

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