

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.

- 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 shows the SAP 'Display Customer: Sales Area Data' interface. The 'Partner Functions' table is highlighted with a blue box, and a callout points to the 'Sold-To Code' column. The 'Extras' menu is open, with 'Customer Partner Functions' highlighted in red. The 'Customer' field is also highlighted in red.

Partner Function	Number	Name
SP Sold-to party	2069867	COMPANIA MINERA LAS TORRES SA DE CV
Q1 QtyCertRec/soldTo pt	112035	MARTIN
Q2 QtyCertRec/soldTo pt	112036	RAFAEL
Q3 QtyCertRec/soldTo pt	112036	RAFAEL

Customer: 2069867 COMPANIA MINERA LAS TORRES SA D TORREON
Sales Org.: MX01 Technology Solutions
Distr. Channel: 9S Mineral Processing
Division: 74 TS reference

Partner Functions

Sold-To Code

Extras

Administrative Data
Blocking Data
Deletion Flags
Confirmation of Change
Classification
Texts
Documents
Additional Data
Customer Partner Functions
Account Group Info
Sales Areas

Customer: 2069867

Address Control Data

Preview

Name
Title
Name

COMPANIA MINERA LAS TORRES SA DE CV

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 000COA0000 COA 25-27

Country Code Region Code

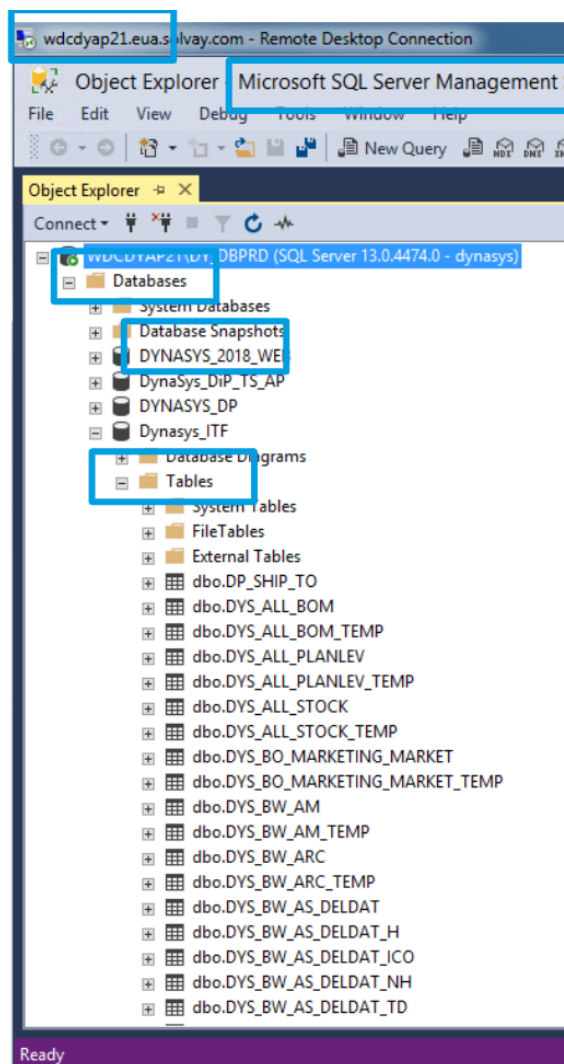
PO Box Address

Input data in Interface

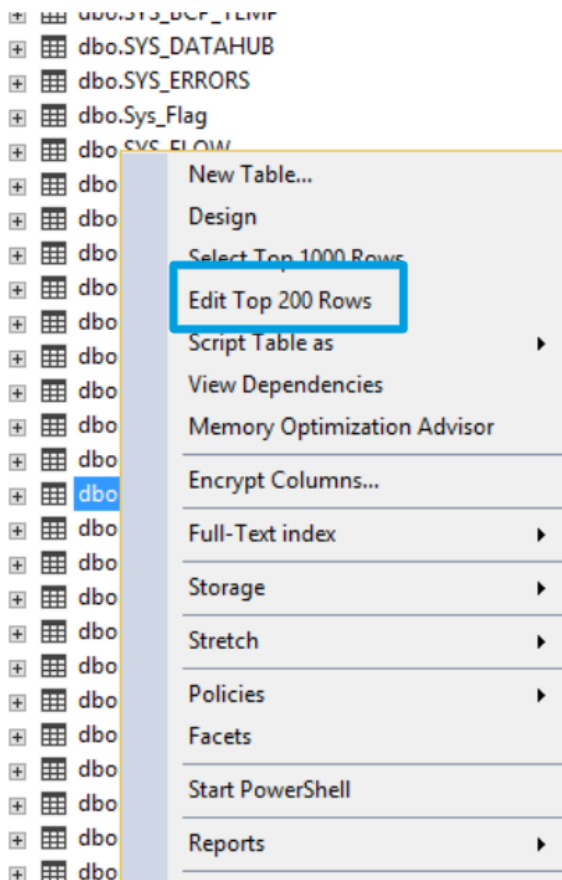
- Connect to **APP01**;
- Open Microsoft SQL;
- Go to: Database > DynaSys ITF >

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.



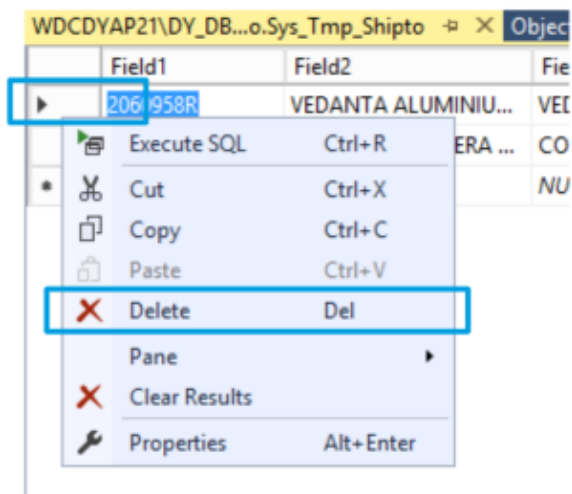
	Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	Field9	Field10	Field11	Field12	Field13
	2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
	2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
▶	2069867R	COMPANIA...	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 boxe 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



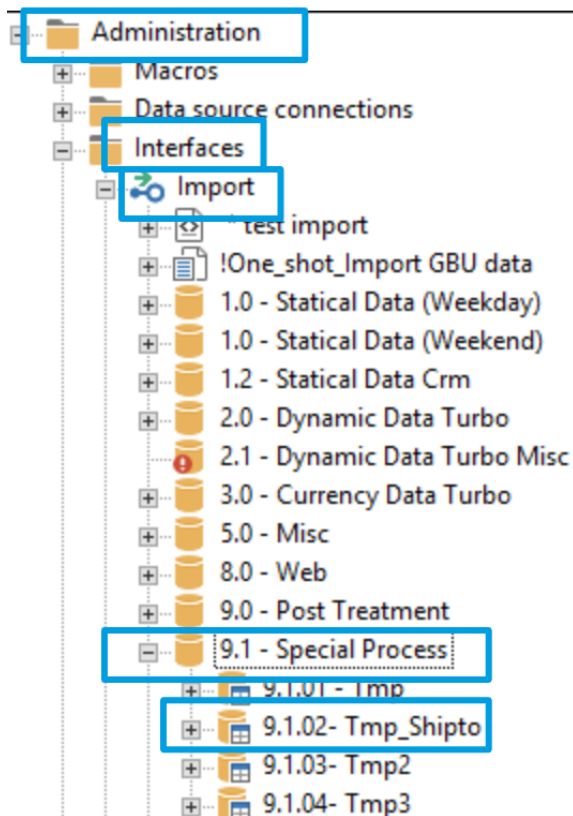
Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8	Field9	Field10	Field11	Field12	Field13
2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	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.

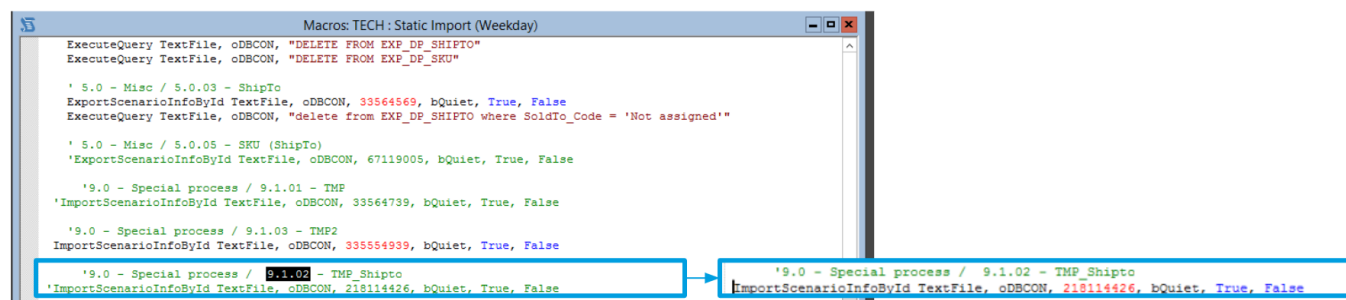


ODBC Query : TMP_Shipto

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.

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Retrieve SAP Information

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- Choose the correct Sales Area.

- All needed information are displayed
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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 shows the SAP 'Display Customer: Sales Area Data' window. The customer is 'COMPANIA MINERA LAS TORRES SA D TORREON' with ID '2069867'. The 'Partner Functions' table lists several roles, with 'SP Sold-to party' highlighted. A callout box labeled 'Sold-To Code' points to the 'SP' role. 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', 'Account Group Info', and 'Sales Areas'. The 'Customer Partner Functions' option is highlighted with a red box.

Partner Function	Number	Name
SP Sold-to party	2069867	COMPANIA MINERA LAS TORR...
Q1 QtyCertRec/shoTo pt	112035	MARTIN
Q2 QtyCertRec/soldTo pt	112036	RAFAEL
Q3 QtyCertRec/shoTo pt3	112036	RAFAEL

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 000COA0000 COA 25-27

Country Code Region Code

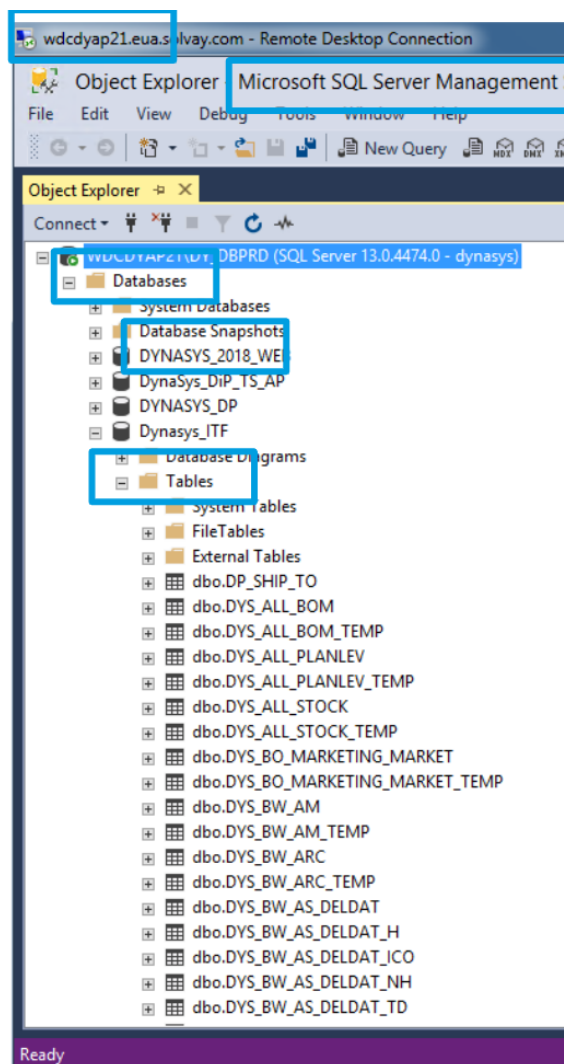
PO Box Address

Input data in Interface

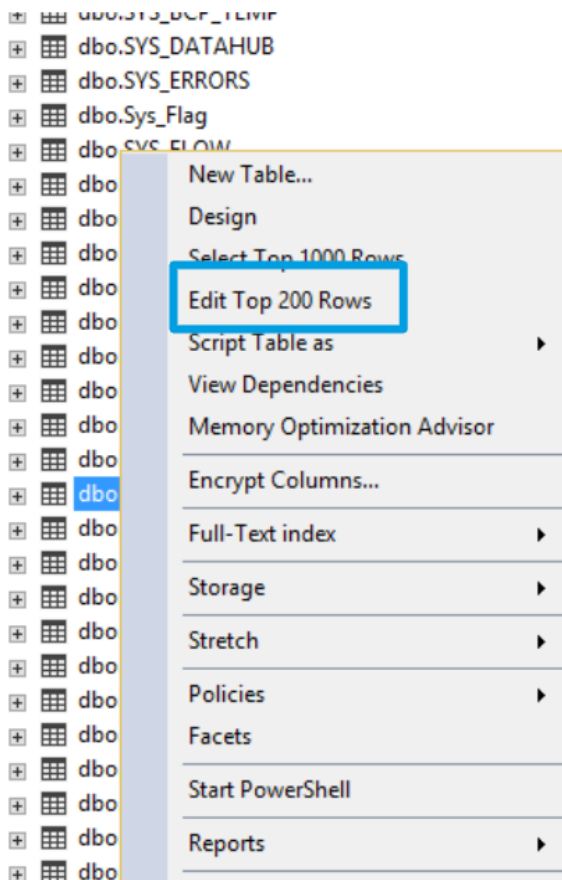
- Connect to **AP21**;
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- Go to: Database > DynaSys ITF >

Table > dbo.SYS_TMP_ShipTo

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- + [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"
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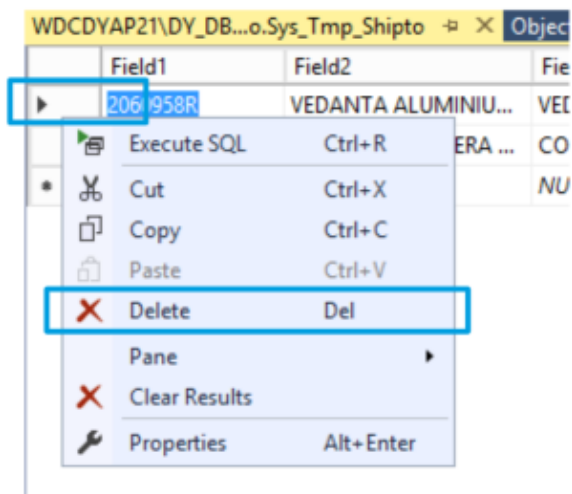
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	2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
	2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
▶	2069867R	COMPANIA...	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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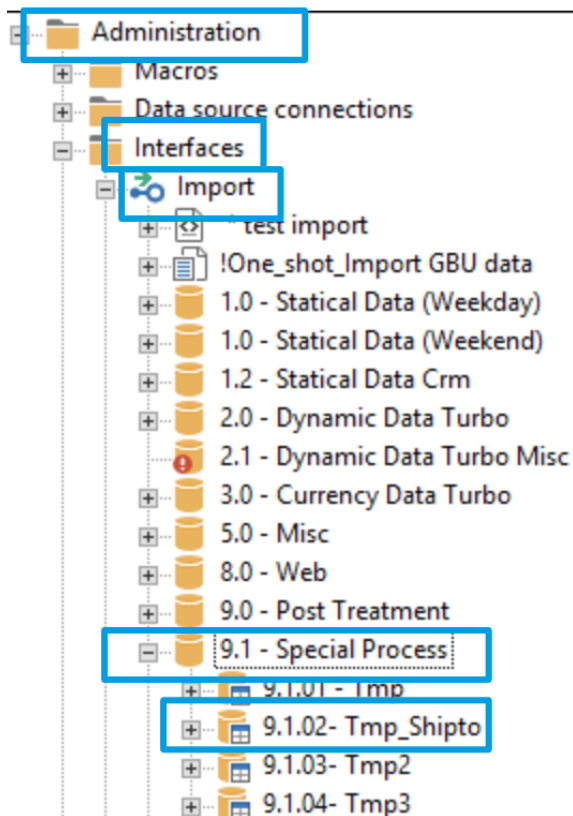
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2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION PRODU...	MX
2081534R	ORION PR...	ORION PRODU...	2081534R	1	MX_MEXR_NAUCALPAN	MX_MEXR_NAUCALPAN	NAUCALPAN	MX_MEXR	MX	2081534R	ORION 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 AP22/23 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.

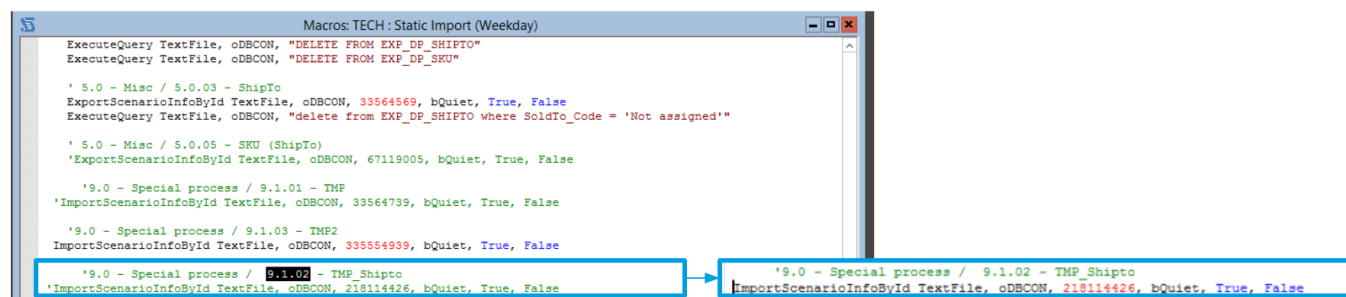


ODBC Query : TMP_ShipTo

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	

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[Template file](#) for data preparation