

Output Management

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Scope



ERP



References

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1. Objective and Scope

1.1 Objective of this Procedure

The Output Management regards the PO’s send method and includes adding and changing it. The requests are submitted by the LPRs, that are responsible for the contact’s administration.

All requests are sent to Master Data via e-mail or Webform

E-mail: general.3s-codif@solway.com

WebForm: <https://sites.google.com/a/solway.com/solway-buyer-portal/>

The PtP Portal User’s guide can found at: https://docs.google.com/a/solway.com/presentation/d/1rln_Sp3OadG6nZUJLrd7VTJjYBUvCa1IsiPFYh7BNNk/edit#slide=id.p

This document’s objective is to provide a guide to managing the output’s send method.

1.2 Scope

Under Master Data’s scope, is the management of outputs for NAM region only.

2. Main Part

2.1 Roles and Responsibilities

Requester

For output management, the requests are submitted by the LPRs, who are responsible for the supplier contact’s administration. The requisition is performed via the PO – Send Method spreadsheet and sent to general.3s-codif@solway.com

Master Data

Master Data is responsible for receiving the request and processing it in the system. Once it is complete, the team will inform the requester via e-mail.

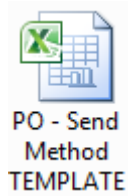
2.2 Creating an Output

Description

The output refers to the PO’s send method. It is mandatory to have this information in the master data, and the available options are fax or e-mail. Requests are sent by the LPR, along with a standard form, which contains all the necessary information.

PO – Send Method spreadsheet

Comments	SN	Vendor Name	Responsible	Method	E-mail Address	E-mail Address 02	Fax Number	Fax	Cost	Default Cost	Default P2
	0000	Continental									
	0002	Continental									
	0003	Continental									
	0004	Continental									
	0005	Continental									
	0006	Continental									
	0007	Continental									
	0008	Continental									
	0009	Continental									
	0010	Continental									



MN04

Output Type: Determines the type of output being created. In this case, it is the PO's output method.

- Output Type: ZNE2

Enter

Key Combination: Determines which areas have a relation with the output's creation.

- Select the third option, CoCode /Pur. Group/Vendor



Create Output - Condition Records : Purchase Order

Key combination

Output Type PO letter creat.only

Create Output - Condition Records : Purchase Order

Key combination

Output Type PO letter creat.only

Key Combination

CoCode / Pur. Group / Doc. Type / SuppLInt

CoCode / Pur. Group / Doc. Type / Vendor

CoCode / Pur. Group / Vendor

CoCode, Vendor

CoCode / Pur. Group / Doc. Type

CoCode / Pur. Group

2.2.1 Creating a Fax Output

MN04

The standard company code used is Solvay USA Inc.

- Company Code: 7424

For each Purchasing Group mentioned in the form, a new line is created.

- Purchasing Group: Information available in the requester's form
- Vendor: Information available in the requester's form
- Function: OA
- Medium: 2
- Date/Time: 4



Fax numbers can only be setup as an output method by ODA, the fax number cannot be added. This action is performed by the Vendor Master Data team.

Create Condition Records (PO letter creat.only): Fast Entry

Communication

Company Code

Purch. ...	Vendor	Name	Funct	Partner	M...	Da...	Lan...
GBE	102459		OA		2	4	
GBD	102459		OA		2	4	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						

2.2.2 Creating E-mail Output

MN04

The standard company code used is Solvay USA Inc.

- Company Code: 7424

For each Purchasing Group mentioned in the form, a new line is created.

- Purchasing Group: Information available in the requester's form
- Vendor: Information available in the requester's form
- Function: MY
- Medium: 7
- Date/Time: 1
- Language: EN

Create Condition Records (PO letter creat.only): Fast Entry

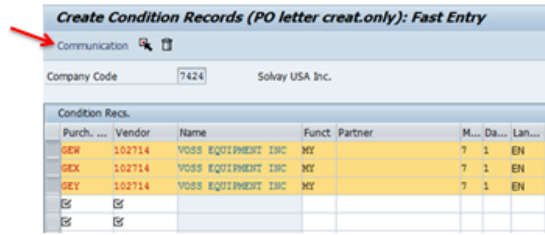
Communication

Company Code Solvay USA Inc.

Purch. ...	Vendor	Name	Funct	Partner	M...	Da...	Lan...
GEY	102714		MY		7	1	EN
SEX	102714		MY		7	1	EN
gew	102714		MY		7	1	EN
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						

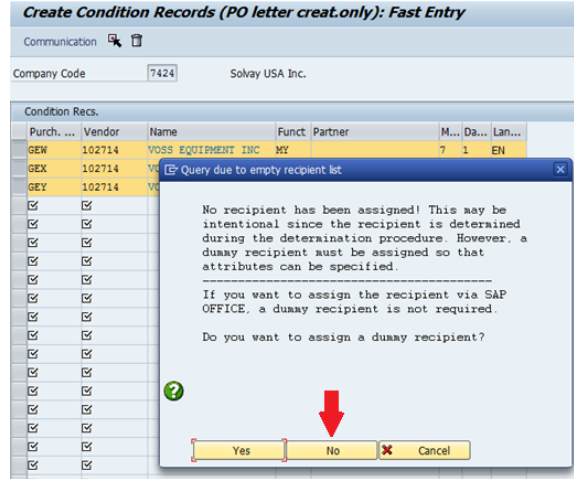
Enter

- Select all lines and go to Communication



This message checks if a dummy recipient should be setup. The recipient's e-mail address will be added on the next step.

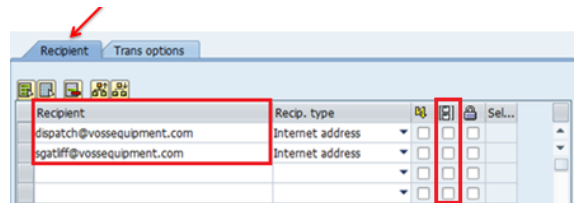
- Select NO



- Select Recipient tab

If the LPR requests to have a contact copied in the output e-mail, check the second column, highlighted in the example above.

- Recipient: add the e-mails desired



Enter

The Recp. type field should be filled automatically after pressing Enter.

If more than one Purchasing Group was filled in the previous screen, these steps (Dummy printer message and e-mails) must be repeated to all of them.



Once you completed the recipients for all purchasing groups, the Partner field in the first screen should be populated with the e-mail address added previously.



2.2.3 Changing an Output

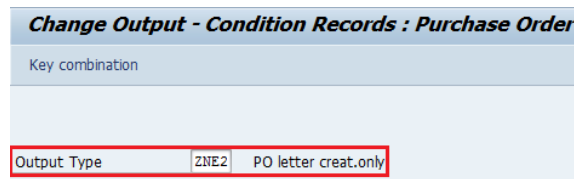
The LPR may send a request to update an e-mail address, or change the send method. The standard form will be used for these types of requests as well.

MN05

This field determines the type of output being created. In this case, it is the PO's output method.

- Output Type: ZNE2

Enter



Key Combination: Determines which areas have a relation with the output.

- Select the third option, CoCode /Pur. Group/Vendor



Change Output - Condition Records : Purchase Order

Key combination

Output Type PO letter creat.only

Key Combination

CoCode / Pur. Group / Doc. Type / Suppl.Plnt

CoCode / Pur. Group / Doc. Type / Vendor

CoCode / Pur. Group / Vendor

CoCode, Vendor

CoCode / Pur. Group / Doc. Type

CoCode / Pur. Group

The standard company code used is Solvay USA Inc.

- Company Code: 7424
- If there is more than one Purchasing Group, click on the arrow button to include all Purchasing Groups.
- Purchasing Group: Information available in the requester's form
- Vendor: Information available in the requester's form

Change PO letter creat. (ZNE2): Selection

Condition Info

Company Code	7424	to		
Purchasing Group	GG1	to		
Vendor	104387	to		



To change the send method, simply replace the information in the following fields: Function, Medium, Date/Time and Language.

Example: The send method in the picture above is e-mail. To change it to fax, replace the Function to OA, Medium to 2, Date/Time to 4 and erase the Language field, because it is not used for fax send method.

OBS: Send method ZNEB stands for EDI.

To manage the e-mail address, follow the steps below:

- Select all lines and go to Communication
- Select Recipient tab

If the LPR requests to have a contact copied in the output e-mail, check the second column, highlighted in the example above.

- Recipient: change/delete the e-mails desired

Enter

The Recip. type field should be filled automatically after pressing Enter.

If more than one Purchasing Group was filled in the previous screen, these steps must be repeated to all of them.



Change Condition Records (PO letter creat.only): Fast Change

Communication

Company Code Solvay USA Inc.

P...	Vendor	Name	Funct	Partner	M...	Da...	Lang...
<input checked="" type="checkbox"/>	GG1 104387	LUDLUM MEASUREMENTS..	MY	Dummy recipient for..	7	1	EN
<input checked="" type="checkbox"/>							
<input checked="" type="checkbox"/>							

Send with Note

Title:

Note for recipient



* LI 1, Co 1

Recipient	Recip. type			Sel...
Dummy recipient for output		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
amontoya@ludlums.com	via Internet	<input type="checkbox"/>	<input type="checkbox"/>	
xboat@ludlums.com	via Internet	<input type="checkbox"/>	<input type="checkbox"/>	
repair@ludlums.com	via Internet	<input type="checkbox"/>	<input type="checkbox"/>	

Check if all changes have been made.



Change Condition Records (PO letter creat.only): Fast Change

Communication  							
Company Code		7424	Solvay USA Inc.				
Condition Recs.							
P...	Vendor	Name	Funct	Partner	M...	Da...	Lan..
GGI 104387		LUDLUM MEASUREMENTS	MY	Dummy recipient for...	7	1	EN
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						