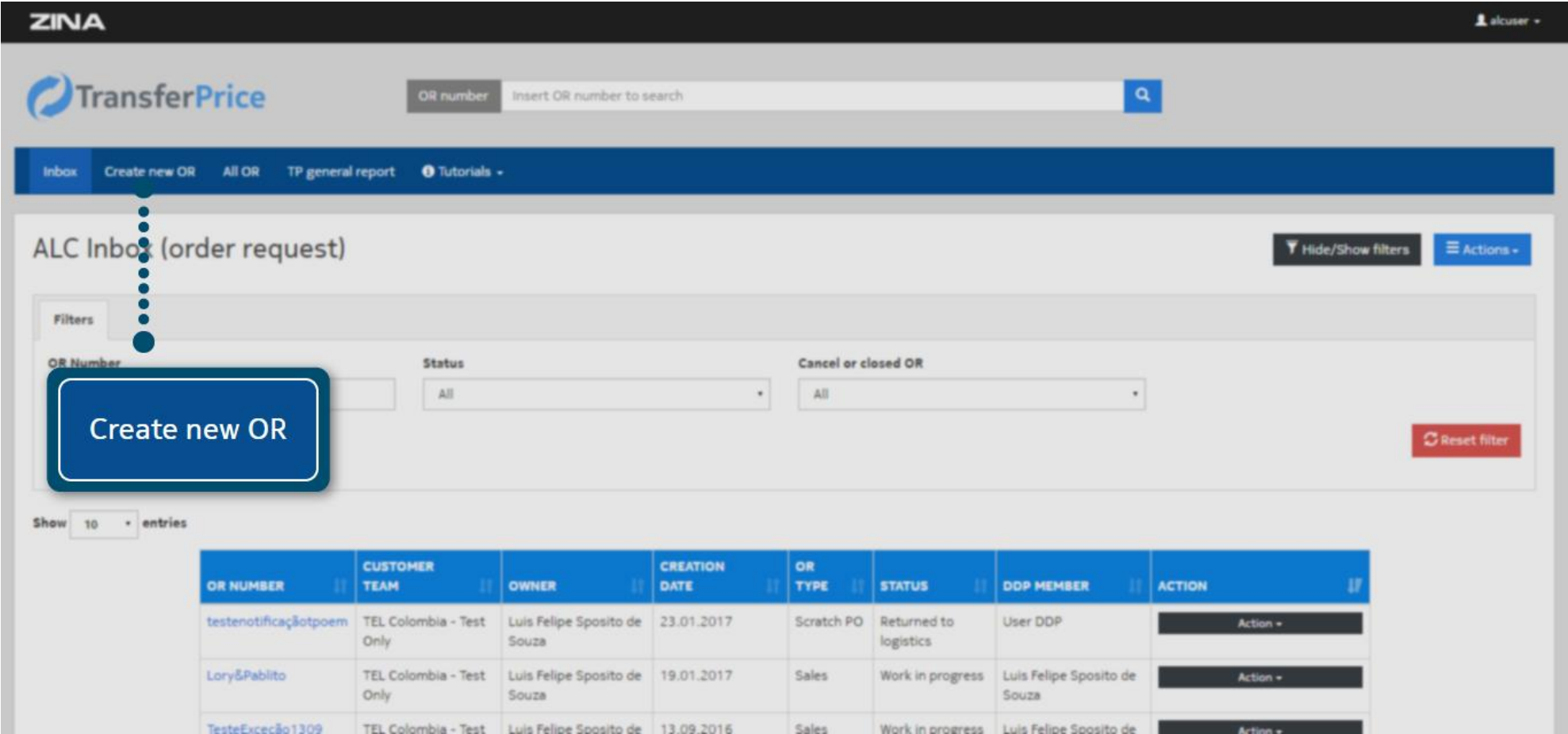# TRANSFER PRICE
User's guide

New Not Sale Order
Creation – ALC user

ZINA

Click on "Create new OR" option in the top menu, as shown in the image below.

NOKIA

Complete the ALC information, first select the process type "Trial", "Donation", "Fixed asset" or "Scratch PO (with the source options: OEM or Nokia & OEM) option, to create a new not sale order, as the image indicates.

ACTION	DESCRIPTION
Trial	These options are selected to generate training tests for a specific period of time, donations or demos and the sales price field is not mandatory, but is very important to provide the order values so that the DDP user will generate the respective composition.
Fixed Asset	
Donation	
Scratch PO (Source options: OEM and NOKIA & OEM)	

Process type *

Trial ▼

ZINA

NOKIA

Choose the "HW" (hardware) or "SW" (software) option in the "Equipment type" box, as shown in the following image.

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NOKIA

In the option "Customer team" select the type of user that will relate to the new "OR".

ZINA

NOKIA

Complete the default "OR" number, as indicated by the following image.

Then display the "Importation plant HW" field and select the item as appropriate for the new "OR".

NOKIA

As seen in the image, in the option "Invoicing plan HW" choose the item according to the new "OR"

ZINA

Complete in the "SAP process origin" the place of origin.

In the "License key activator name" field, type your name of the user who will generate the new "OR", as the current image indicates.

Once you have selected a user name, enter the email address corresponding to that user in the "License key activator email" field.

Complete the "Site ID" field with the corresponding number, as indicated by the image.

NOKIA

Then complete the "Global CSP Configuration unit ID CSP" field, with the number corresponding to the "OR".

Global CSP configuration unit(CU) ID CSP *

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ZINA

In the "Source" field, select the Company where this new "OR" comes from.

Important: if your process type was Scratch PO the source option should be: "OEM" or "Nokia & OEM" only for a not sale case.

NOKIA

The "Notify this people by email" option can add emails to notify the status of the "OR", to the number of users you want.

ZINA

NOKIA

Once you have completed the ALC information, continue with Sales price configuration, if you have not the sales price, can save OR and will modify it in the future.

ZINA

After completing the required information, proceed to leave your comments, filter and configure the users who can view them, selecting the three options shown below.

Select the "Send this OR to DDP team" box to send the new "OR" to review.

To finish, click on "Save Changes" green button, as indicated by the image below.

NOKIA

When the box that you see in the picture appears, your order has been saved, click on "OK" blue button to finish.

ZINA

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If you need any further assistance, user management and support, please get in touch with our team at support.zina@nokia.com

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