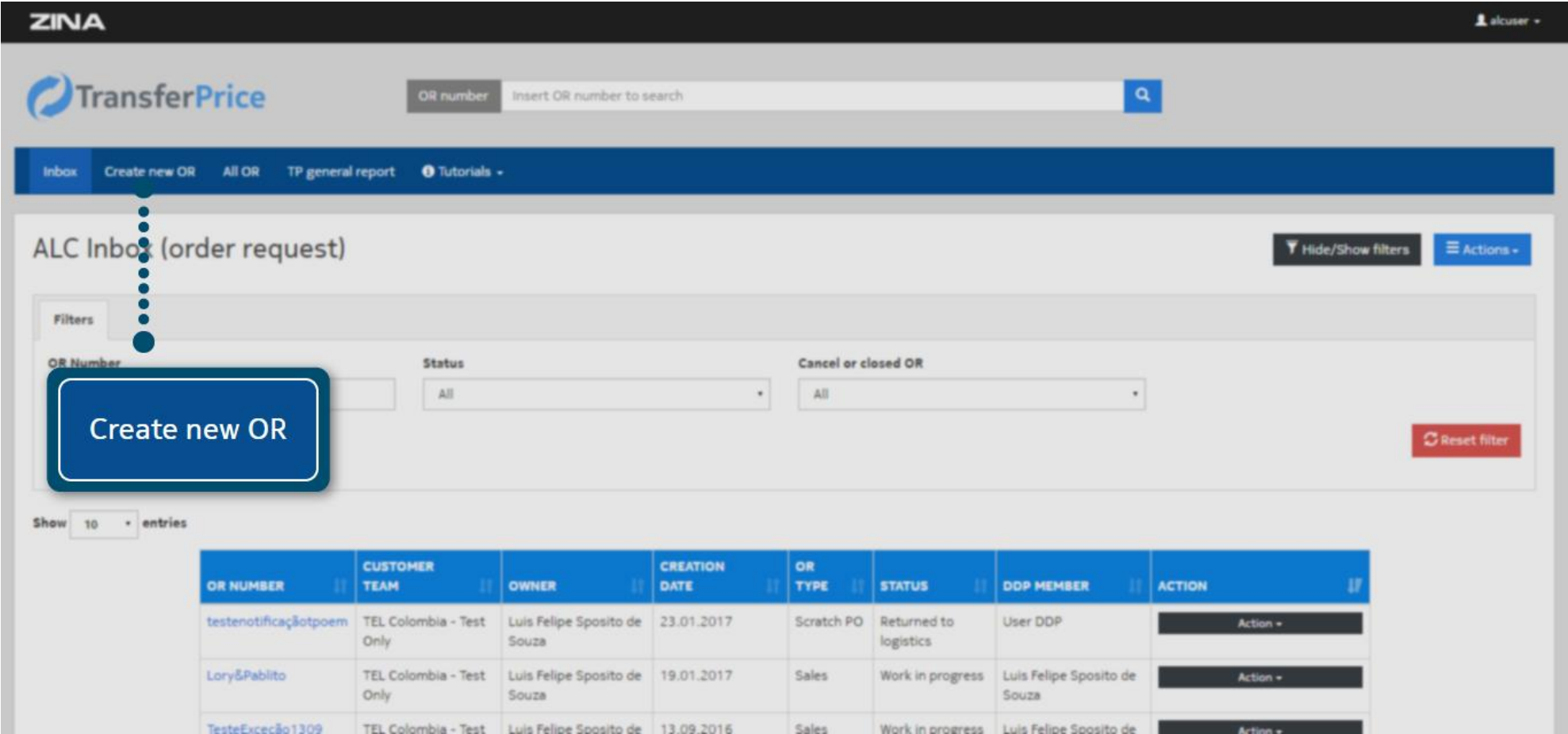


TRANSFER PRICE

User's guide

New Not Sale Order
Creation – ALC user

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



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.

ZINA

TransferPrice

OR number

Inbox Create new OR All OR TP general report Tutorials

New order request

ALC information

Process type * Equipment type

OR number * Importation plant HW

Invoicing plant SW Software level NE ID (upgrade) SAP process origin

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 <small>(Source options: OEM and NOKIA & OEM)</small>	

Process type *

Trial ▼

Importation plant HW type was selected with options: "HW", "HW & SW" and "HW, SW & SER"

Invoicing plant HW

Importation plant SW Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"

Invoicing plant SW

License Key activator name If this field was filled, please provide a License key activator email. This email required @nokia.com

Site ID Max 27 characters

SW/LX Validity (Months) Validity is needed when Nokia is selling SW to the customer. If you do not have this information, get in contact with your SSM.

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

ZINA

TransferPrice

OR number

Insert OR number to search

Q

Inbox

Create new OR

All OR

TP general report

Tutorials

New order request

ALC information

Process type *

Sales

Equipment type *

HW

Customer team *

OR number *

Importation plant HW *

Invoicing plant HW *

Importation plant SW

Invoicing plant SW

License key activator name

Global CSP configuration unit

Notify this people by email

Type some text to search in this autocomplete

Considering this information

Process type

Mandatory

OR Number

Doesn't have limit of characters

Importation plant HW

Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"

Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"

this field was filled, please provide a license key activator email. This email required @nokia.com

Max 27 characters

SW/LK Validity (Months)

Validity is needed when Nokia is selling SW to the customer. If you do not have this information, get in contact with your SSM.

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ZINA

ZINA

TransferPrice

OR number

Inbox

Create new OR

All OR

TP general report

Tutorials

New order request

ALC information

Process type *

Sales

Equipment type *

HW

Customer team *

TEL Colombia - Test Only

OR number *

Importation plant HW *

Invoicing plant HW *

Importation plant SW *

Invoicing plant SW

License key activator name

Global CSP configuration unit(CU)

Notify this people by email

Considering this information

Process type	Mandatory
OR Number	Doesn't have limit of characters
Importation plant HW	Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"
Importation plant SW	Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"
Invoicing plant SW	If field was filled, please provide a license key activator email. This email must end with @nokia.com
Importation plant SW	Maximum length: 127 characters
SW/LK Validity	Validity is needed when Nokia is

Customer team *

TEL Colombia - Test Only

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

ZINA

TransferPrice

OR number

Insert OR number to search

Q

Inbox

Create new OR

OR number *

TRIALorderTEST

New order record

ALC information

Process type *

Sales

HW

TEL Colombia - Test Only

OR number *

TEST -ZINA HW

Importation plant HW *

Invoicing plant HW *

Importation plant SW

Invoicing plant SW

Software level

NE ID (upgrade)

SAP process origin

License key activator name

License key activator email

Site ID

SW/LK Validity (Months)

Global CSP configuration unit(CU) ID CSP *

Source *

WBS element

Notify this people by email

Process type

Mandatory

OR Number

Doesn't have limit of characters

Importation plant HW

Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"

Invoicing plant HW

Importation plant SW

Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"

Invoicing plant SW

License Key activator name

If this field was filled, please provide a License key activator email. This email required @nokia.com

Site ID

Max 27 characters

SW/LK Validity

Validity is needed when Nokia is

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

ZINA

TransferPrice

OR number

Inbox

Create new OR

Importation plant HW *

BR50

New order received

ALC information

Process type *

Sales

HW

TEL Colombia - Test Only

OR number *

TEST -ZINA HW

Importation plant HW *

BR50

Invoicing plant HW *

Importation plant SW

Invoicing plant SW

Software level

NE ID (upgrade)

SAP process origin

License key activator name

License key activator email

Site ID

SW/LK Validity (Months)

Global CSP configuration unit(CU) ID CSP *

Source *

WBS element

Notify this people by email

Information

Process type

Mandatory

OR Number

Doesn't have limit of characters

Importation plant HW

Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"

Invoicing plant HW

Importation plant SW

Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"

Invoicing plant SW

License Key activator name

If this field was filled, please provide a License key activator email. This email required @nokia.com

Site ID

Max 27 characters

SW/LK Validity

Validity is needed when Nokia is

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

ZINA

TransferPrice

OR number

Insert OR number to search

Q

Inbox

Create new OR

Invoicing plant HW *

BR50

New order received

ALC information

Process type *

Sales

HW

TEL Colombia - Test Only

Process type

Mandatory

OR number *

TEST -ZINA HW

Importation plant HW *

BR50

Invoicing plant HW *

BR50

Importation plant SW

Invoicing plant SW

Software level

NE ID (upgrade)

SAP process origin

License key activator name

License key activator email

Site ID

SW/LK Validity (Months)

Global CSP configuration unit(CU) ID CSP *

Source *

WBS element

Notify this people by email

Information

OR Number

Doesn't have limit of characters

Importation plant HW

Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"

Invoicing plant HW

Importation plant SW

Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"

Invoicing plant SW

License Key activator name

If this field was filled, please provide a [License key activator email](#). This email required @nokia.com

Site ID

Max 27 characters

SW/LK Validity

Validity is needed when Nokia is

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

ZINA

TransferPrice

OR number

Insert OR number to search

Q

Inbox

Create new OR

All OR

TP general report

Tutorials

New order received

ALC information

Process type *

Sales

OR number *

TEST -ZINA HW

Invoicing plant SW

License key activator name

Global CSP configuration unit(CU) ID CSP *

Notify this people by email

Importation plant HW *

BR50

Software level

License key activator email

Source *

Invoicing plant HW *

BR50

NE ID (upgrade)

Site ID

Importation plant SW

...

SAP process origin

Finland

SW/LK Validity (Months)

WBS element

Importation plant HW

Invoicing plant HW

Importation plant SW

Invoicing plant SW

License Key activator name

Site ID

SW/LK Validity

Information

Mandatory

Doesn't have limit of characters

Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"

Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"

If this field was filled, please provide a License key activator email. This email required @nokia.com

Max 27 characters

Validity is needed when Nokia is

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

ZINA

TransferPrice

OR number

Insert OR number to search

Q

Inbox

Create new OR

All OR

TP general report

Tutorials

New order request

ALC information

Process type *

Sales

OR number *

TEST -ZINA HW

Invoicing plant SW

License key activator name

ZINA TEST

Global CSP configuration unit(CU) ID CSP *

Source *

WBS element

Notify this people by email

Type some text to search in this autocomplete

License key activator name

User

Importation plant SW

Invoicing plant SW

License Key activator name

Site ID

SW/LK Validity (Months)

Site ID

SW/LK Validity (Months)

Mandatory

Doesn't have limit of characters

Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"

Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"

If this field was filled, please provide a License key activator email. This email required @nokia.com

Max 27 characters

Validity is needed when Nokia is selling SW to the customer. If you do not have this information, get in contact with your SSM.

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

The screenshot shows the ZINA TransferPrice web application interface for creating a new order request. The page title is "New order request". The "ALC information" section includes a "Process type" dropdown set to "Sales" and an "OR number" dropdown set to "TEST -ZINA HW". The "License key activator email" field is highlighted with a callout box and contains the text "usertest@nokia.com". Other fields include "Invoicing plant SW", "License key activator name" (set to "ZINA TEST"), "Global CSP configuration unit(CU) ID CSP", "Source", "WBS element", "Site ID", and "SW/LK Validity (Months)". A "Notify this people by email" section is at the bottom. A sidebar on the right lists "Mandatory" fields: "License key activator email", "Site ID", and "SW/LK Validity (Months)".

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

ALC information

Process type *

Sales

Equipment type *

HW

Customer team *

TEL Colombia - Test Only

OR number *

TEST-ZINA HW

Importation plant HW *

BR50

Invoicing plant HW *

BR50

Importation plant SW

Invoicing plant SW

Software level

NE ID (upgrade)

SAP process origin

Finland

License key activator name

ZINA TEST

License key activator email *

usertest@nokia.com

Site ID

Test

SW/LK Validity (Months)

Global CSP configuration unit(CU) ID CSP *

50975616

Source *

WBS element

Notify this people by email

Type some text to search in this

Sales price configuration

Please select the price configuration

Select TAX configuration

Select TAX

Select value

Considering this information

Process type	Mandatory
OR Number	Doesn't have limit of characters
Importation plant HW	Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"
Invoicing plant HW	
Importation plant SW	Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"
Invoicing plant SW	
License Key activator name	If this field was filled, please provide a License key activator email. This email required @nokia.com
Site ID	Max 27 characters
	is needed when Nokia is SW to the customer. If you do this information, get in with your SSM.
	required except when present type was selected with option
	type was selected with "Sales" option, is required filling *Sales Price with Tax DAP BRL) or *Sales Price w/o Tax FCA (BRL). (*) Only one of this options not both.
DAP (BRL) or Sales Price w/o Tax FCA (BRL)	
Notify this people	This email required @nokia.com

Site ID

TEST

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ZINA

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

Order request

ALC information

Process type *

Sales

Equipment type *

Customer team *

OR number *

TEST -ZINA HW

Invoicing plant SW

License key activator name

ZINA TEST

usertest@nokia.com

Global CSP configuration unit(CU) ID CSP *

50975616

Notify this people by email

Type some text to search in this autocomplete

Sales price configuration

Please select the price configuration for this order request

Select TAX configuration

Select TAX

Select value configuration

Select value

Considering this information

Mandatory

Doesn't have limit of characters

Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"

Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"

If this field was filled, please provide a License key activator email. This email required @nokia.com

Site ID

Max 27 characters

SW/LK Validity (Months)

Validity is needed when Nokia is selling SW to the customer. If you do not have this information, get in contact with your SSM.

Global CSP Configuration Unit (CU) ID

Always required except when Equipment type was selected with "SER" option

Sales Price with Tax DAP (BRL) or Sales Price w/o Tax FCA (BRL)

If Process type was selected with "Sales" option, is required filling *Sales Price with Tax DAP (BRL) or *Sales Price w/o Tax FCA (BRL). (*) Only one of this options not both.

Notify this people

This email required @nokia.com

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.

ZINA New Not Sale Order Creation

ALC information

Process type * Equipment type * Customer team *

OR number * Invoicing plant SW

License key activator name *

Global CSP configuration unit(CU) ID CSP * Source * WBS element

Notify this people by email

Sales price configuration

Please select the price configuration for this order request

Select TAX configuration *

Select value configuration *

Considering this information

Mandatory

Doesn't have limit of characters

Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"

Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"

License Key activator name If this field was filled, please provide a [License key activator email](#). This email required @nokia.com

Site ID Max 27 characters

SW/LK Validity (Months) Validity is needed when Nokia is selling SW to the customer. If you do not have this information, get in contact with your SSM.

Global CSP Configuration Unit (CU) ID Always required except when Equipment type was selected with "SER" option

Sales Price with Tax DAP (BRL) or Sales Price w/o Tax If Process type was selected with "Sales" option, is required filling:
*Sales Price with Tax DAP (BRL) or
*Sales Price w/o Tax FCA (BRL). (*)

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

ALC information

Process type *

Sales

Equipment type *

HW

Customer team *

TEL Colombia - Test Only

OR number *

TEST -ZINA HW

Invoicing plant SW

License key activator

ZINA TEST

Global CSP configuration

50975616

Notify this people by email

Type some text to search in this autocomplete

usertest@nokia.com

Sales price configuration

Please select the price configuration for this order request

Select TAX configuration

Select TAX

Select value configuration

Multi value

Considering this information

Process type	Mandatory
OR Number	Doesn't have limit of characters
	Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"
	Are required only when Equipment type was selected with options: "SW", "HW & SW" and "HW, SW & SER"
	If this field was filled, please provide a License key activator email. This email required @nokia.com
Site ID	Max 27 characters
SW/LK Validity (Months)	Validity is needed when Nokia is selling SW to the customer. If you do not have this information, get in contact with your SSM.
Global CSP Configuration Unit (CU) ID	Always required except when Equipment type was selected with "SER" option
Sales Price with Tax DAP (BRL) or Sales Price w/o Tax FCA (BRL)	If Process type was selected with "Sales" option, is required filling *Sales Price with Tax DAP (BRL) or *Sales Price w/o Tax FCA (BRL). (*) Only one of this options not both.
Notify this people	This email required @nokia.com

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 Configuration with CSP ID CSP

Source * Nokia * WBS element D-6608

50975616

Notify this people by email

Type some text to search in this autocomplete

usertest@nokia.com

Sales price configuration

Please select the price configuration for this order request

Select TAX configuration

Sales price with TAX DAP (BRL)

Select value configuration

Select value

Sales price configuration

Please select the price configuration for this order request

Select TAX configuration

Select value configuration

Select TAX

Select value

Site ID Max 27 characters

SW/LK Validity (Months) Validity is needed when Nokia is selling SW to the customer. If you do not have this information, get in contact with your SSM.

Global CSP Configuration Unit (CU) ID Always required except when Equipment type was selected with "SER" option

Sales Price with Tax DAP (BRL) or Sales Price w/o Tax FCA (BRL) If Process type was selected with "Sales" option, is required filling "Sales Price with Tax DAP (BRL)" or "Sales Price w/o Tax FCA (BRL)". Only one of this options not both.

this people This email required @nokia.com

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.

Unique value *

15,18

Contract manager

OR autogenerated name

TEL Colombia - Test Only_TE

Leave a comment here

test

Leave a comment here

Show to ALC users Show to DDP users Show to CFO users

1 2 3

Save changes

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

ZINA

Unique value *

15,18

Contract manager

OR autogenerated name

TEL Colombia - Test Only_TEST -ZINA HW_17_Test_HW_Nokia_50975616

Leave a comment here

test

☐ **Send this OR to DDP team**

Show to ALC users Show to DDP users Show to CFD users

Send this OR to DDP team Save changes

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ZINA

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

The screenshot shows the ZINA web interface for creating a new Not Sale Order. The interface includes a header with the ZINA logo and a user profile icon. The main form area contains several sections: a 'Unique value' field with the text '15,18', a 'Contract manager' section, an 'OR autogenerated name' field with the text 'TEL Colombia - Test Only_TEST - ZINA HW_17_Test_HW_Nokia_50975616', and a 'Leave a comment here' text area with the text 'test'. At the bottom of the form, there are three buttons: 'Show to ALC users', 'Show to DDP users', and 'Show to CFO users'. Below these buttons is a checkbox labeled 'Send this OR to DDP team'. A green 'Save changes' button is located at the bottom right of the form. A blue callout box with a white border and a blue border highlights the 'Save changes' button, with a line pointing to the bottom right of the form.

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

ZINA

Unique value *

15,18

Contract manager

OR autogenerated name

TEL Colombia - Test Only_TEST - ZINA HW_17_Test_HW_Nokia_50975616

Leave a comment here

test

Show to ALC users Show to DDP users Show to CFO users

Send this OR to DDP team

Save changes

Order Request saved!

OK

FCA (BRL) Only one of this options not both.

Notify this people by email This email required @nokia.com

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

NOKIA