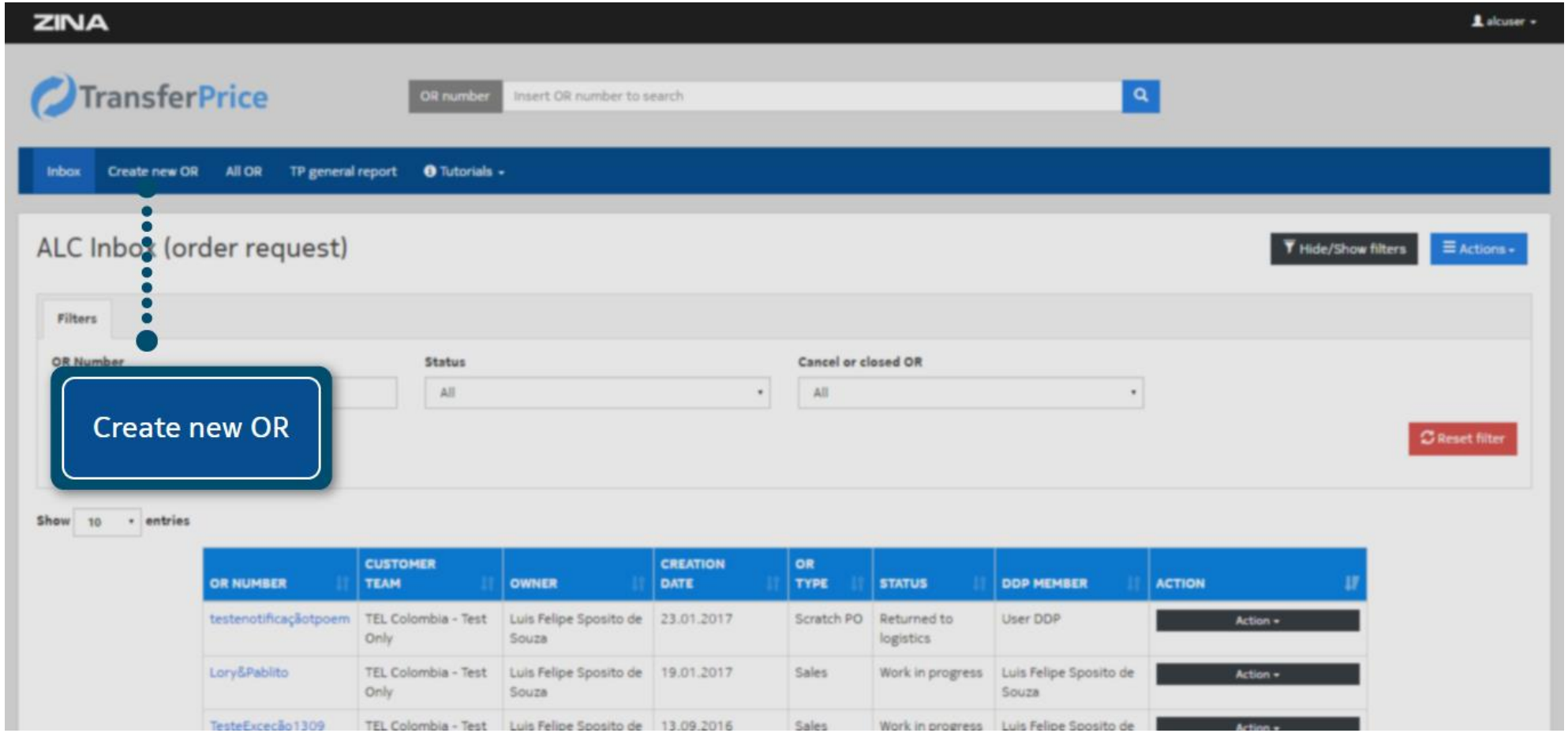
TRANSFER PRICE
User's guide

New software OR
creation – ALC user

ZINA

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



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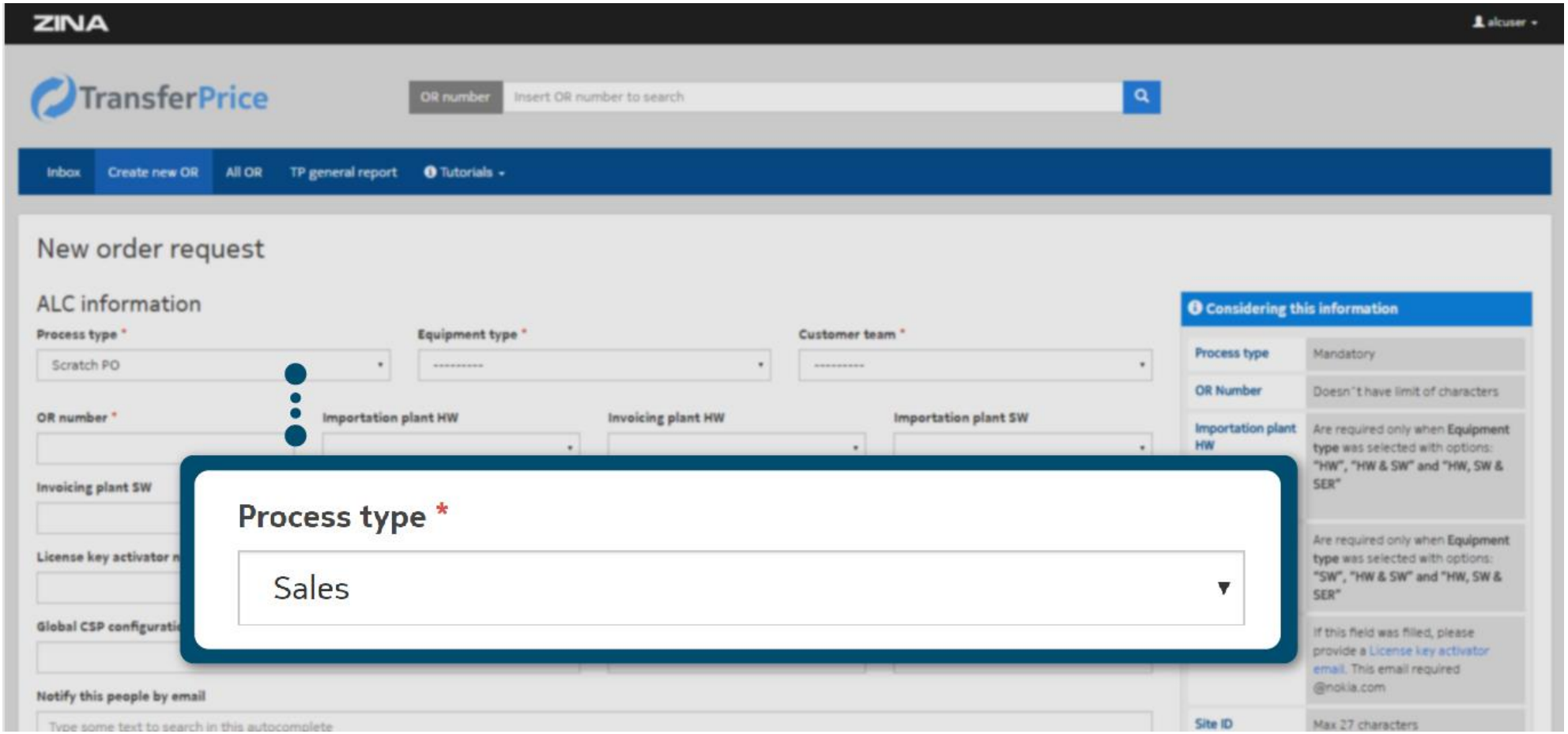
Process to complete the ALC information, first select the process type option "Sales" (multiple SW items) or "Scratch PO" (single SW item).



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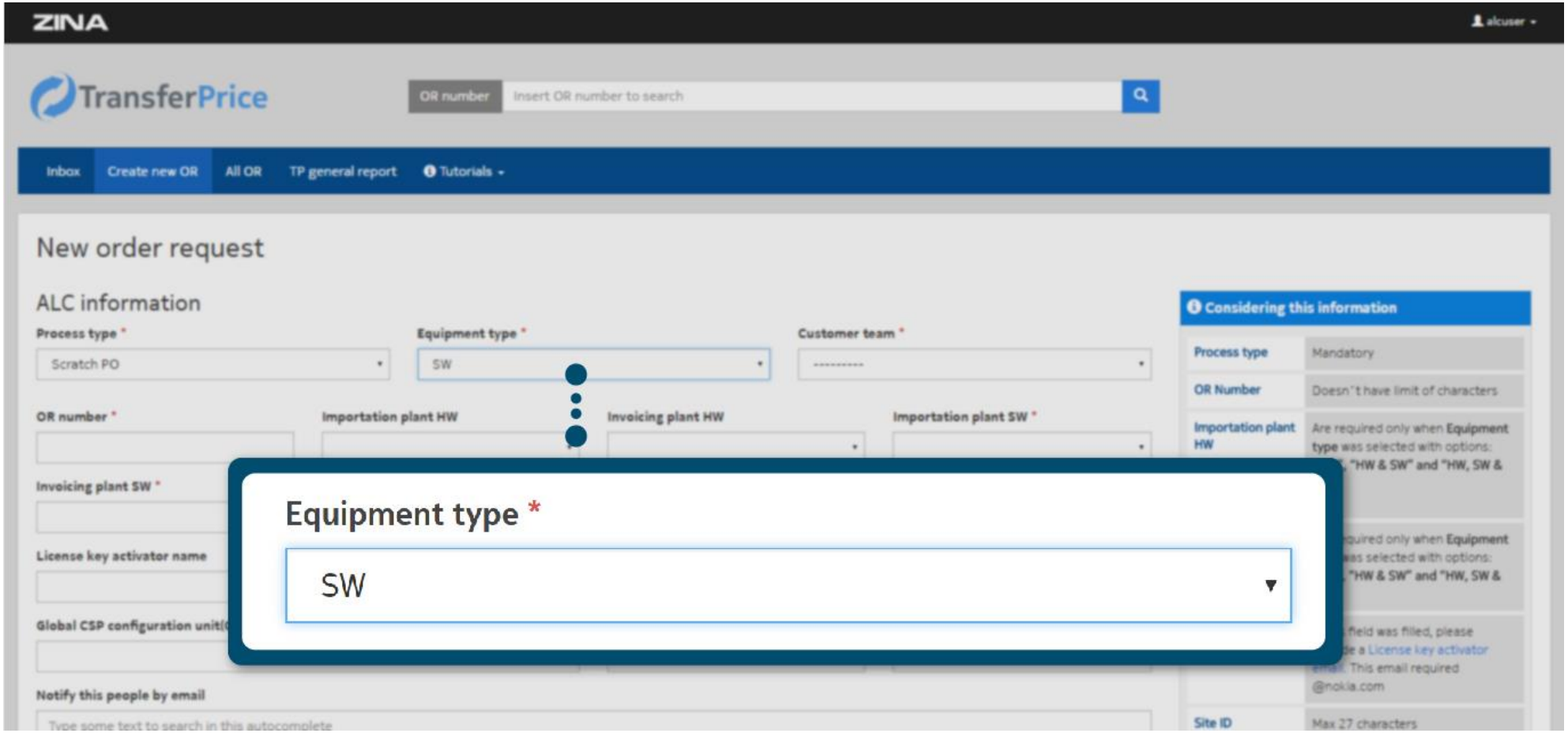
Choose the "SW" (software) option in the "Equipment type" box, as shown in the following image.



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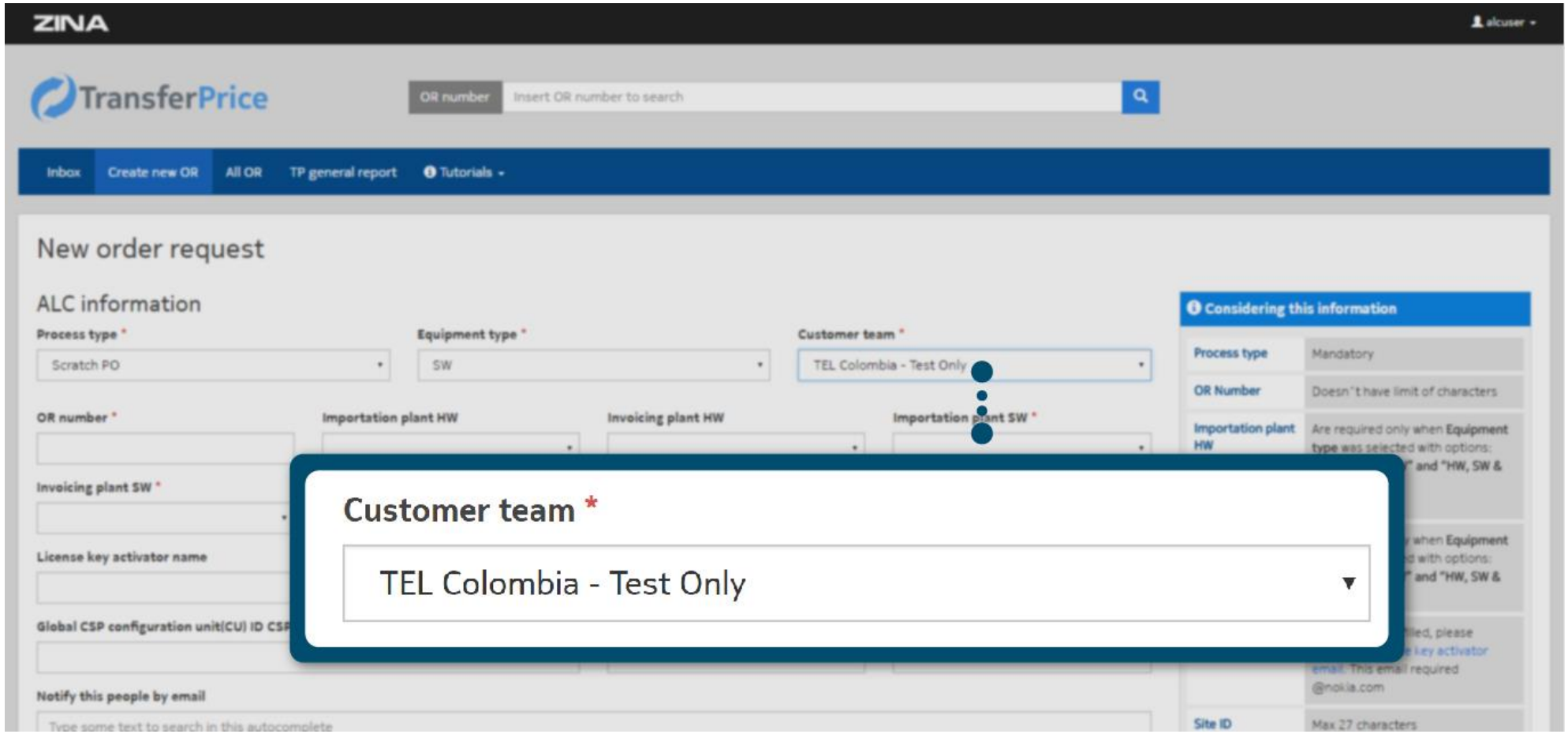
In the option "Customer team" select the type of user that will relate to the new "OR".



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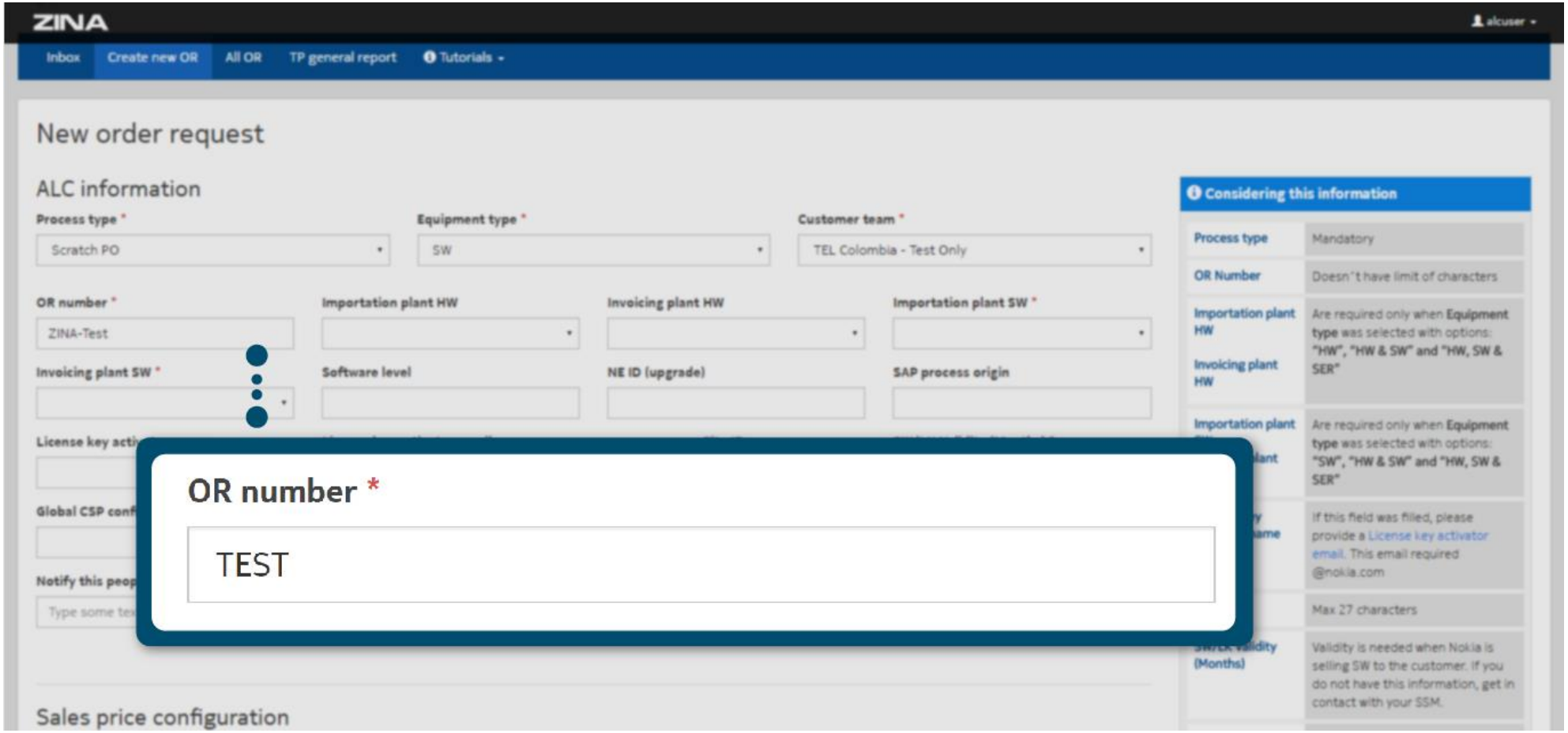
Complete the default "OR" number, as indicated by the following image.



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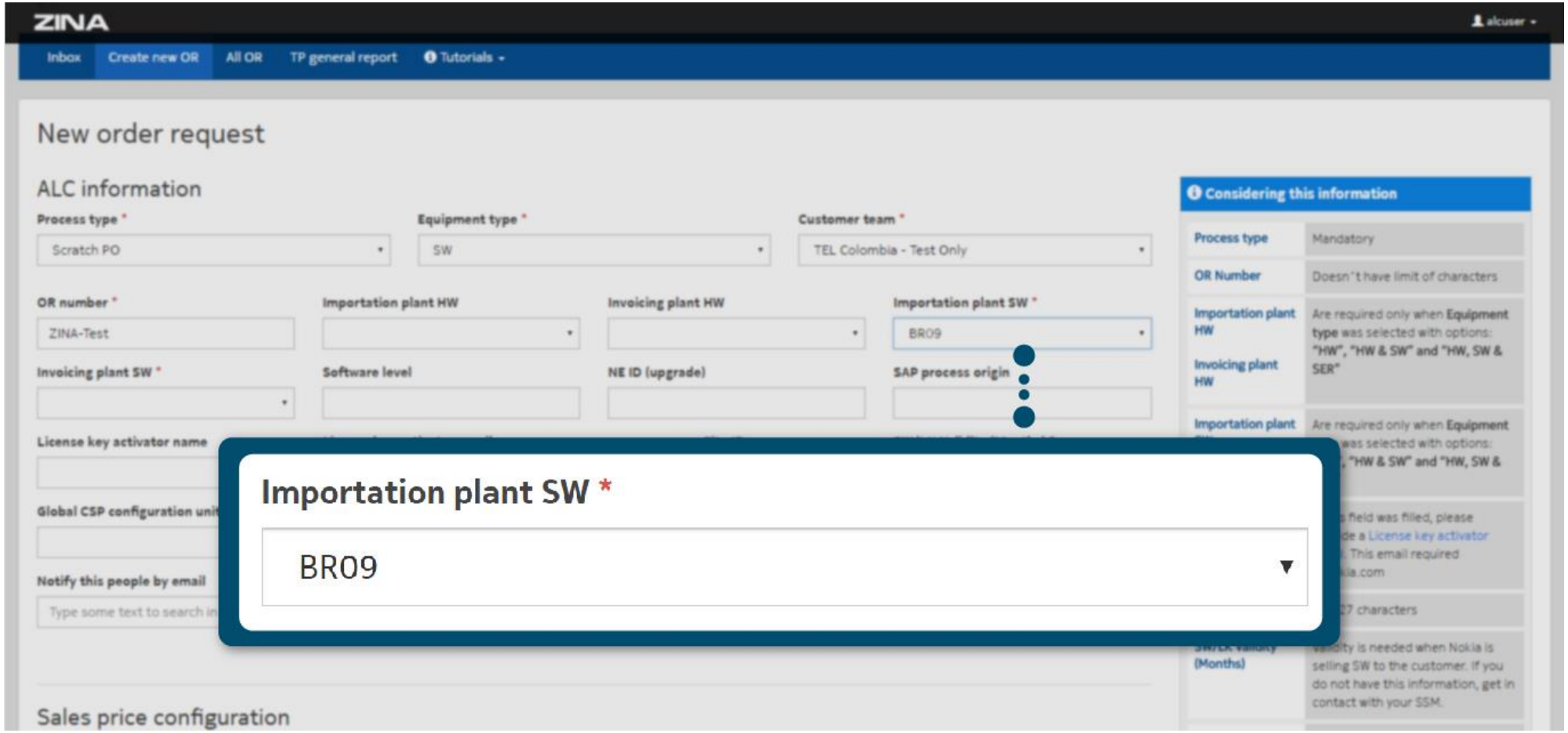
Then display the "Importation plant SW" field and select the item as appropriate for the new "OR".



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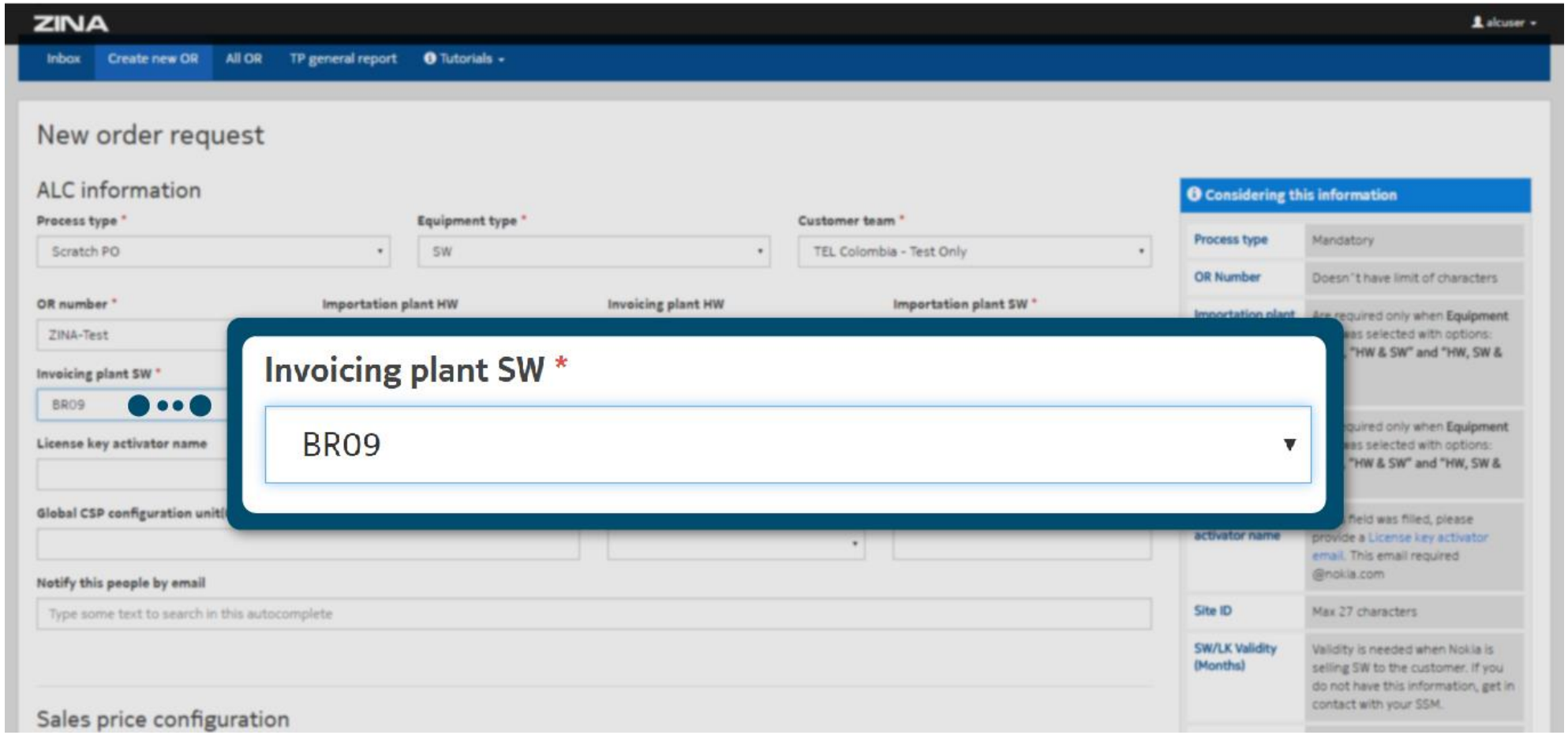
As seen in the image, in the option "Invoicing plan SW" choose the item according to the new "OR"



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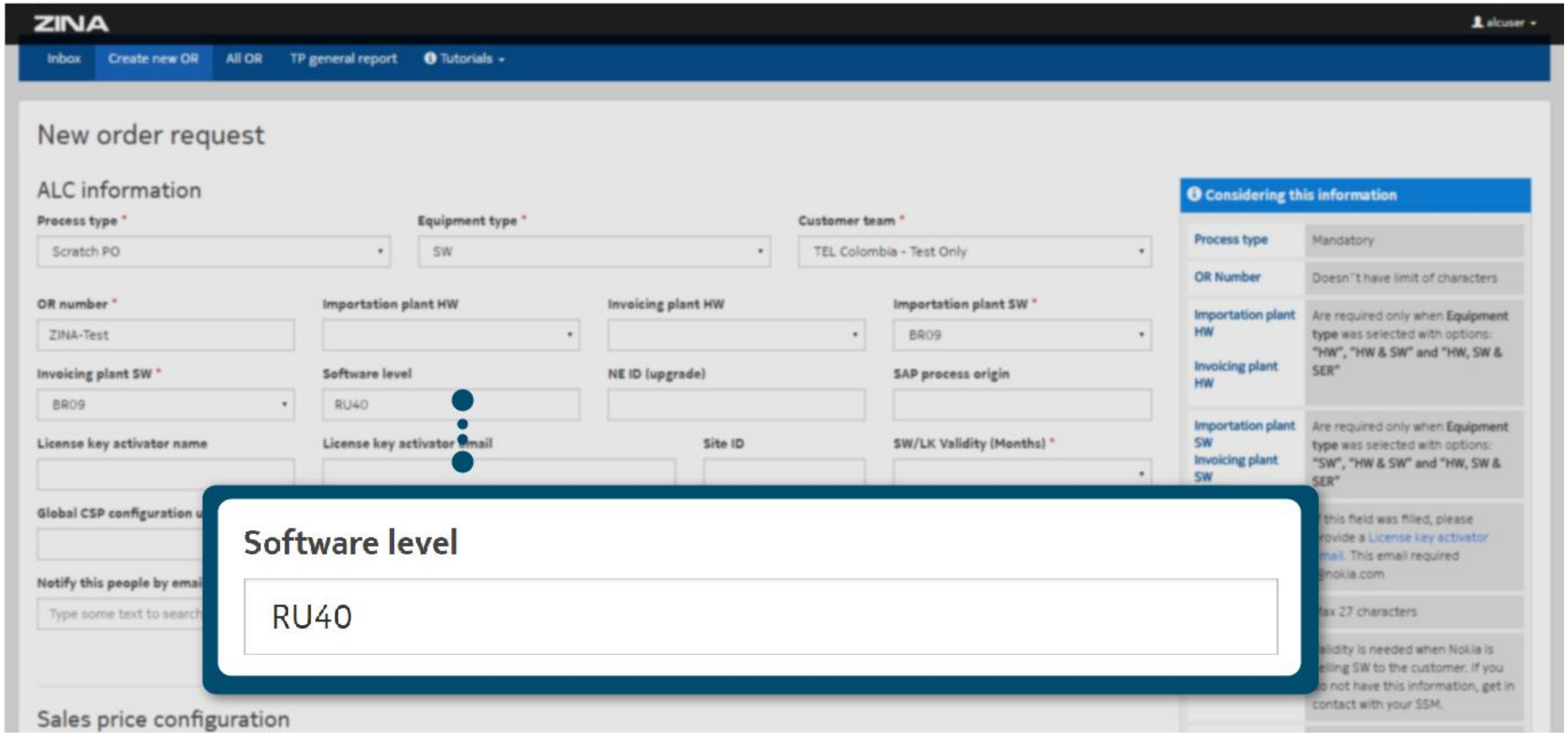
Complete the default reference in the "Software level" option.



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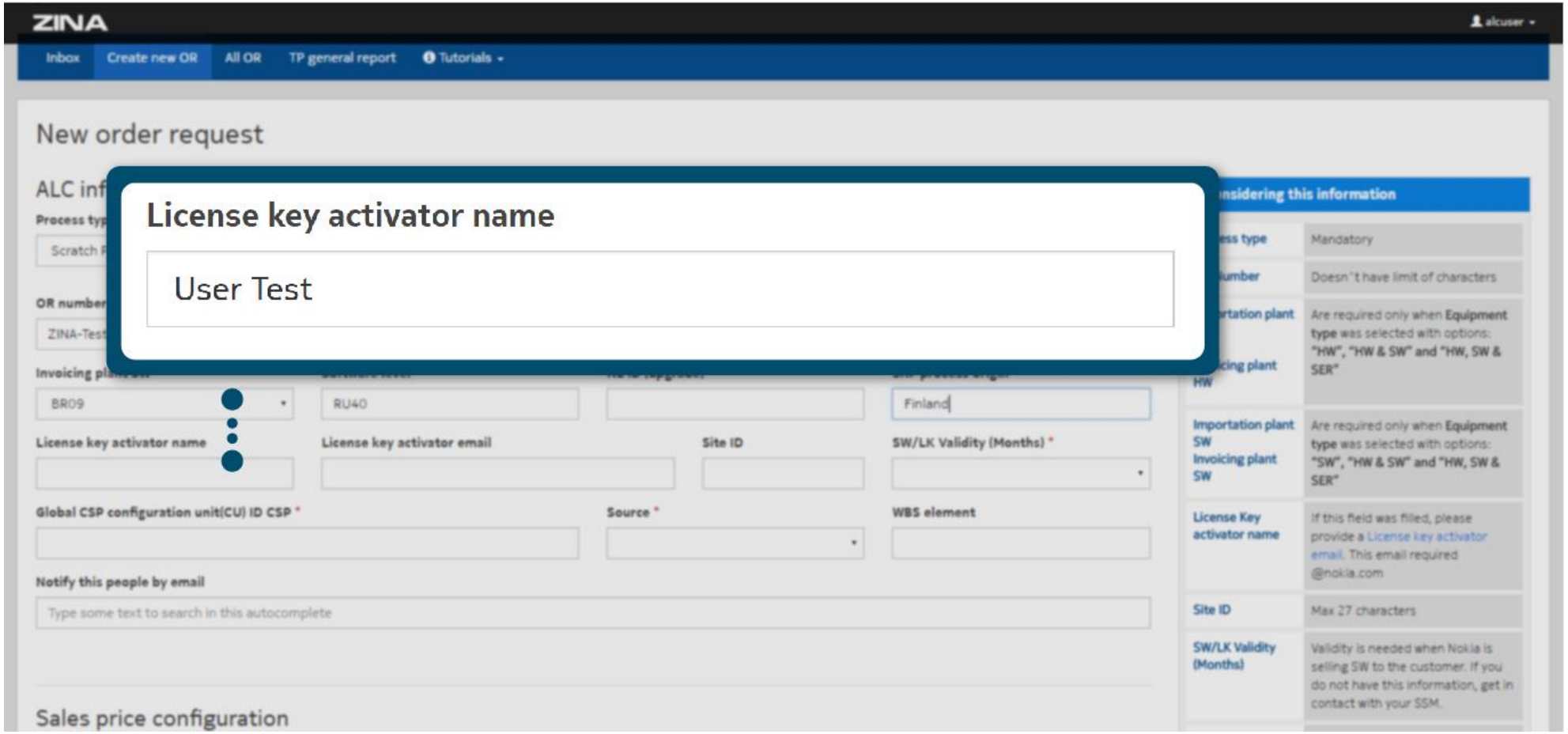
In the "License key activator name" field, type your name of the user who will generate the new "OR", as the current image indicates.



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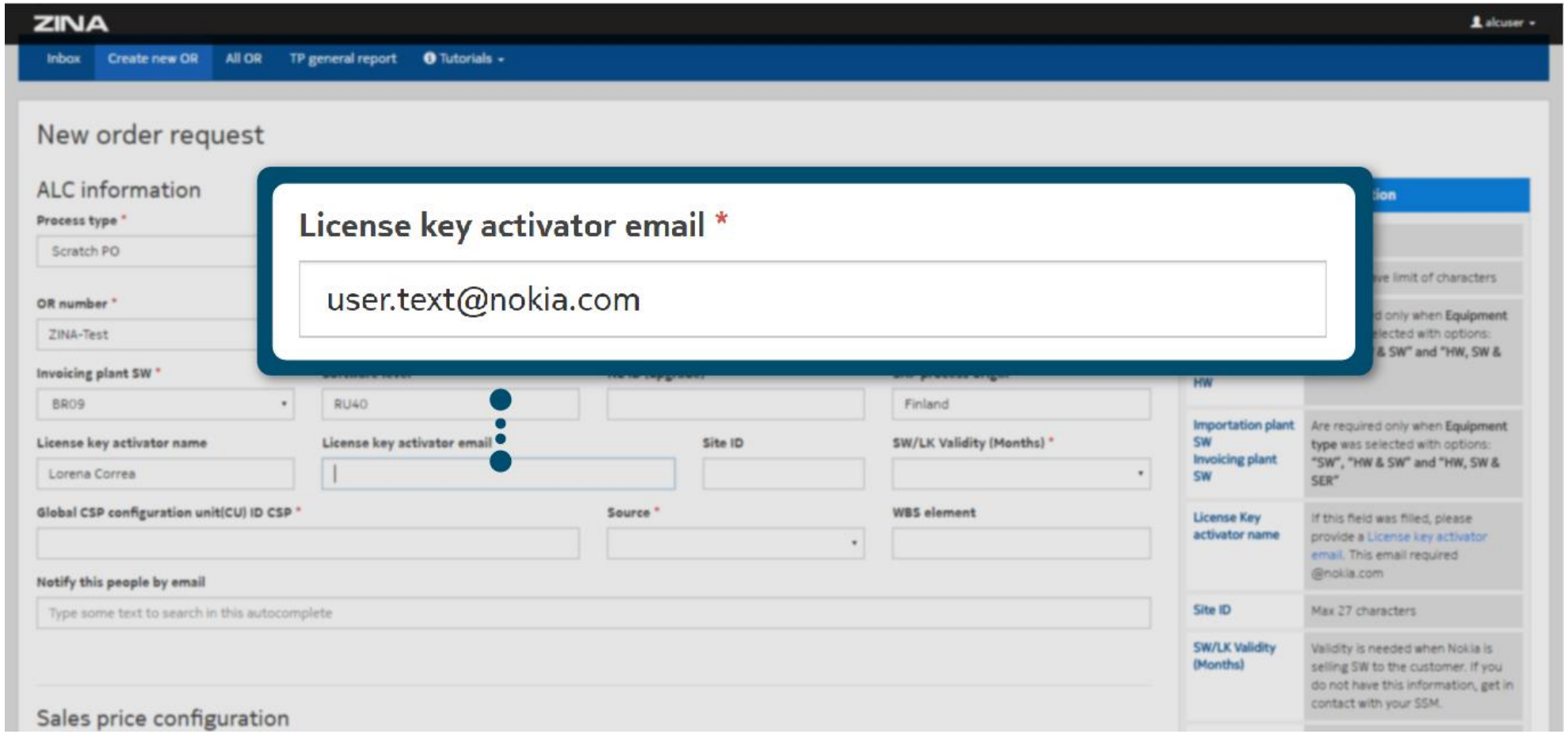
Once you have selected a user name, enter the email address corresponding to that user in the "License key activator email" field.



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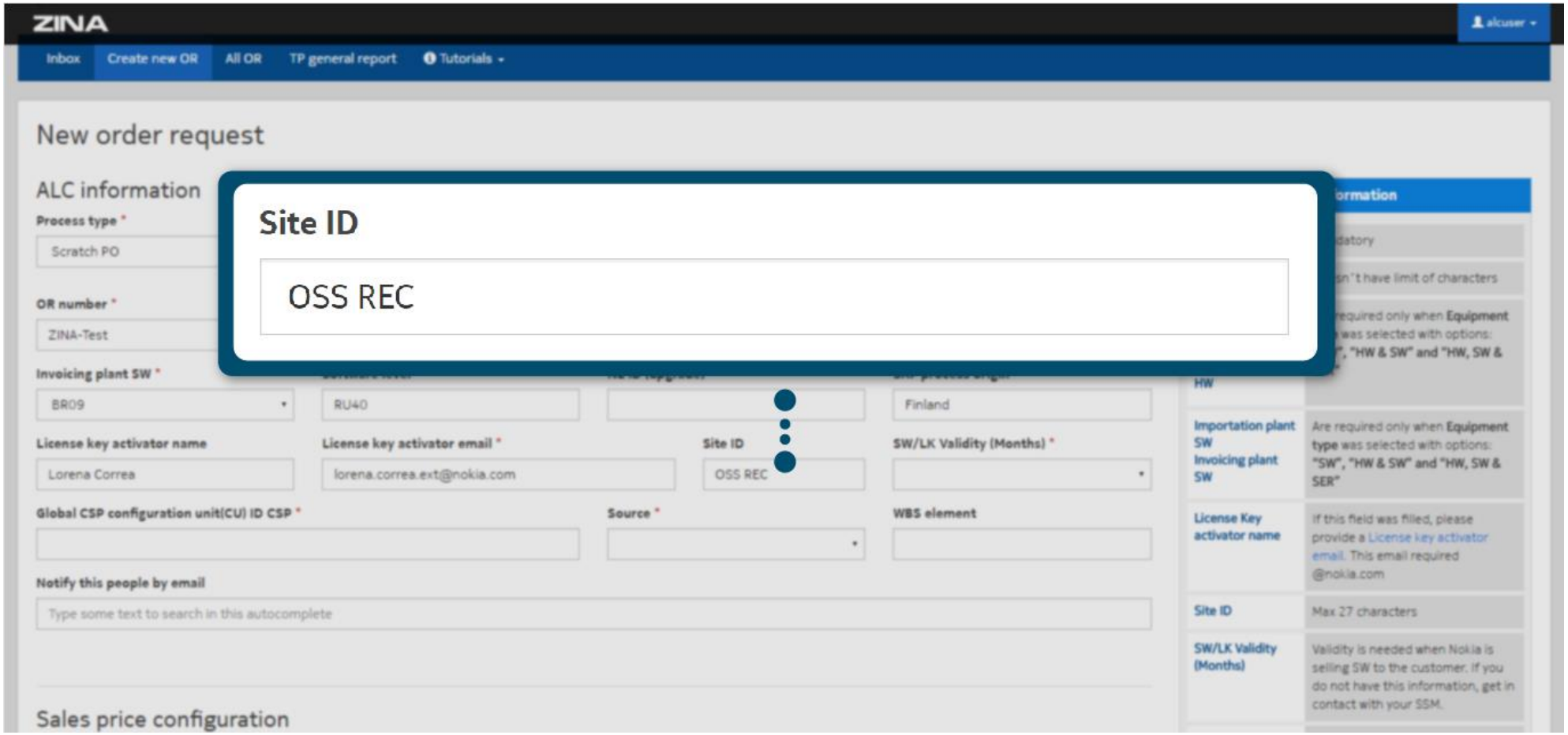
Complete the "Site ID" field with the corresponding number, as indicated by the image.



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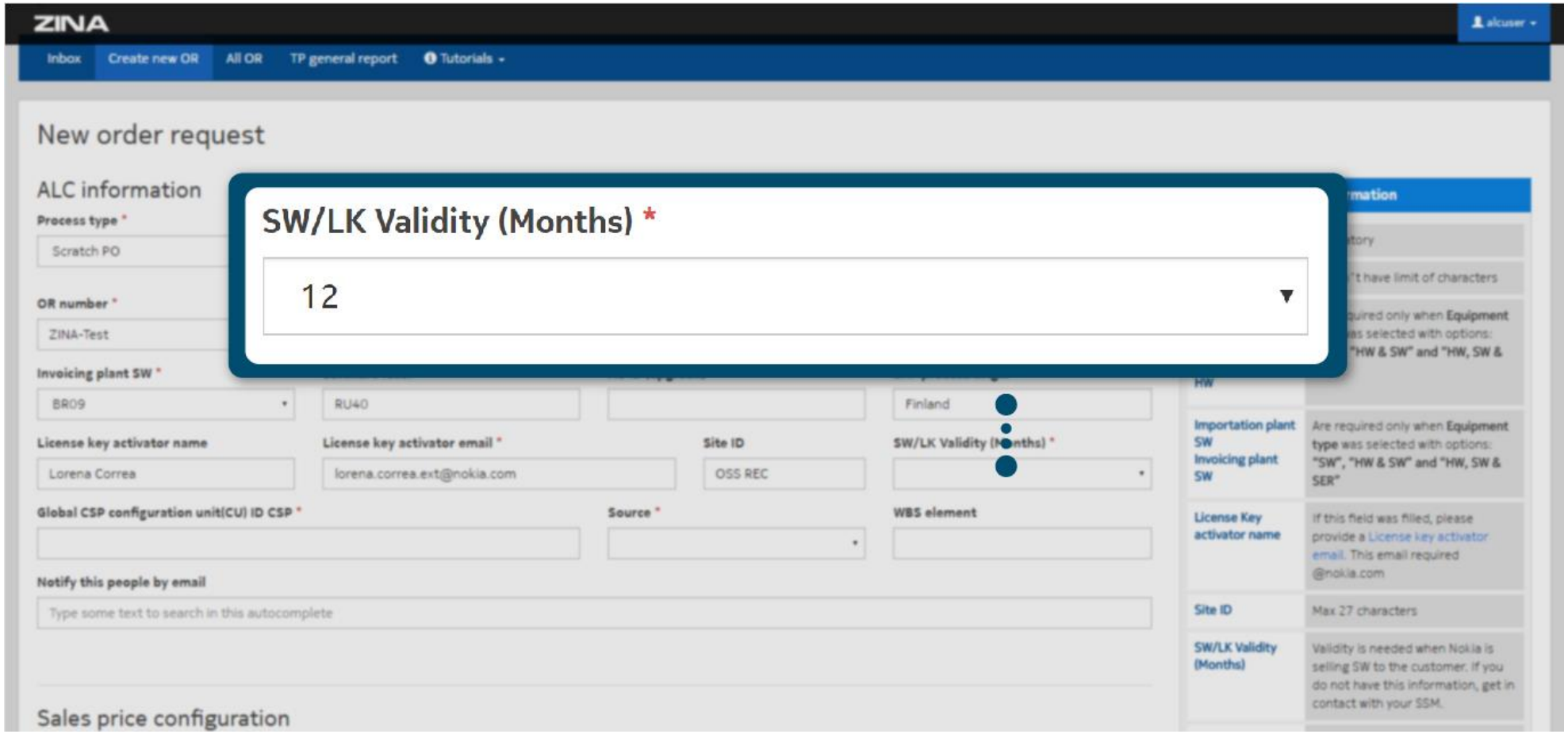
Select the validation period of the software in the "SW / LK Validity" field, estimated in months.



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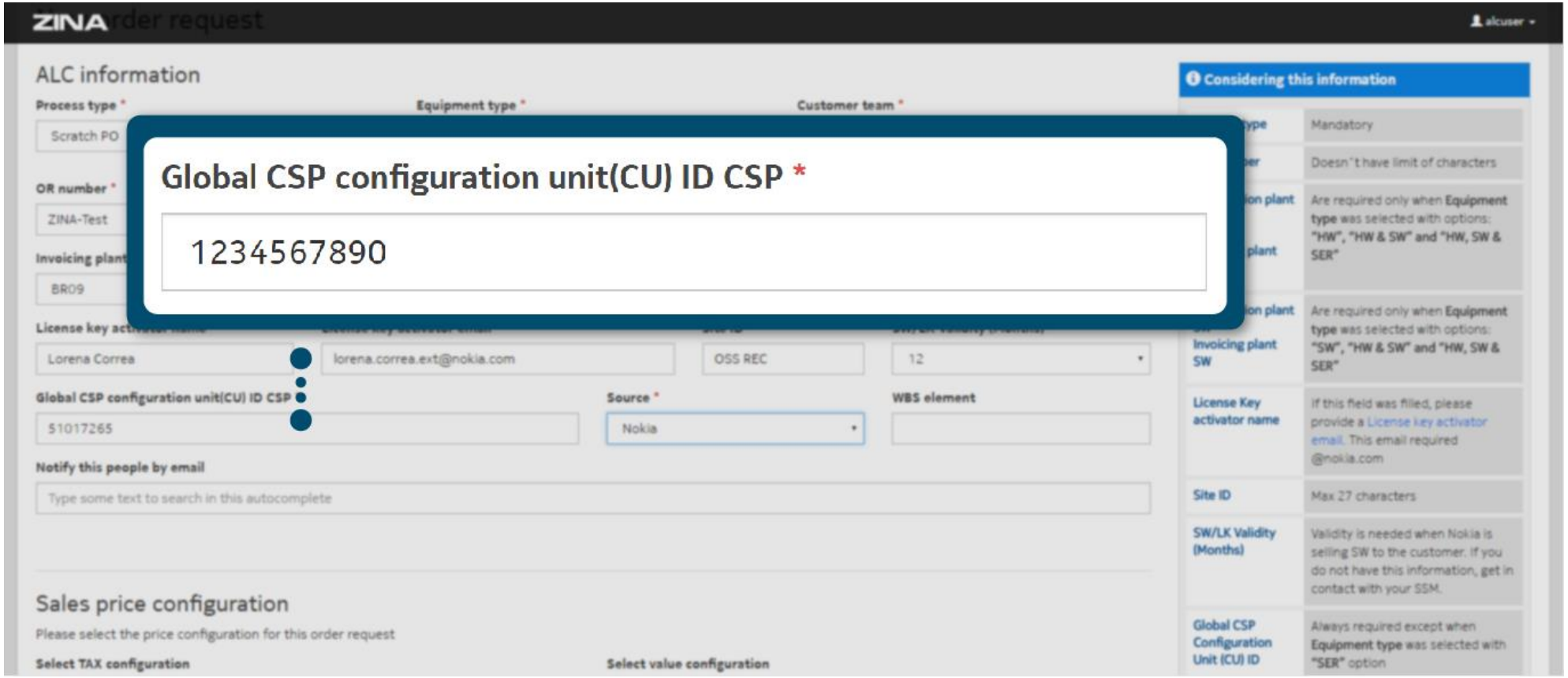
Then complete the "Global CSP Configuration unit ID CSP" field, with the number corresponding to the "OR“.



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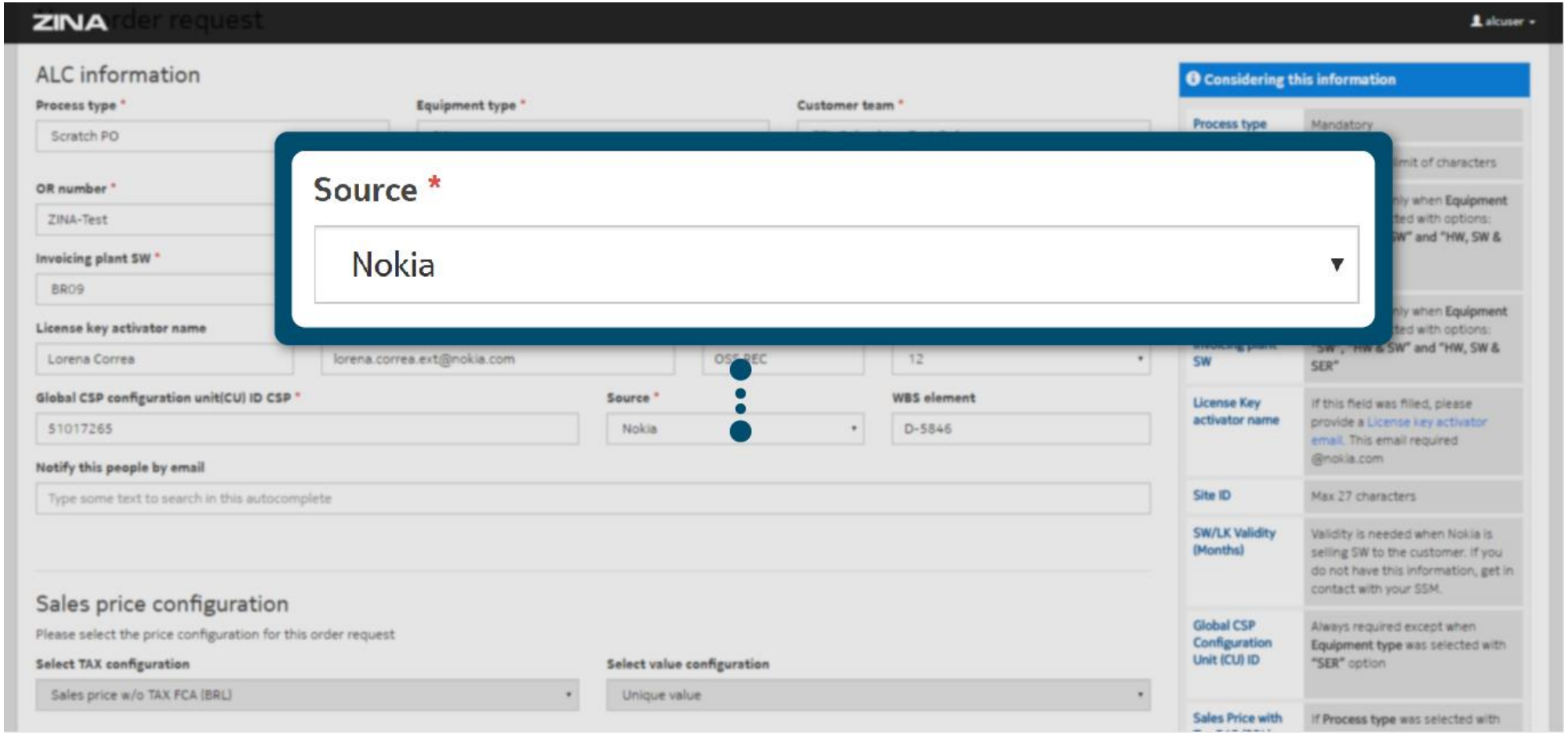
In the "Source" field, select the Company where this new "OR" comes from, as indicated by this image.



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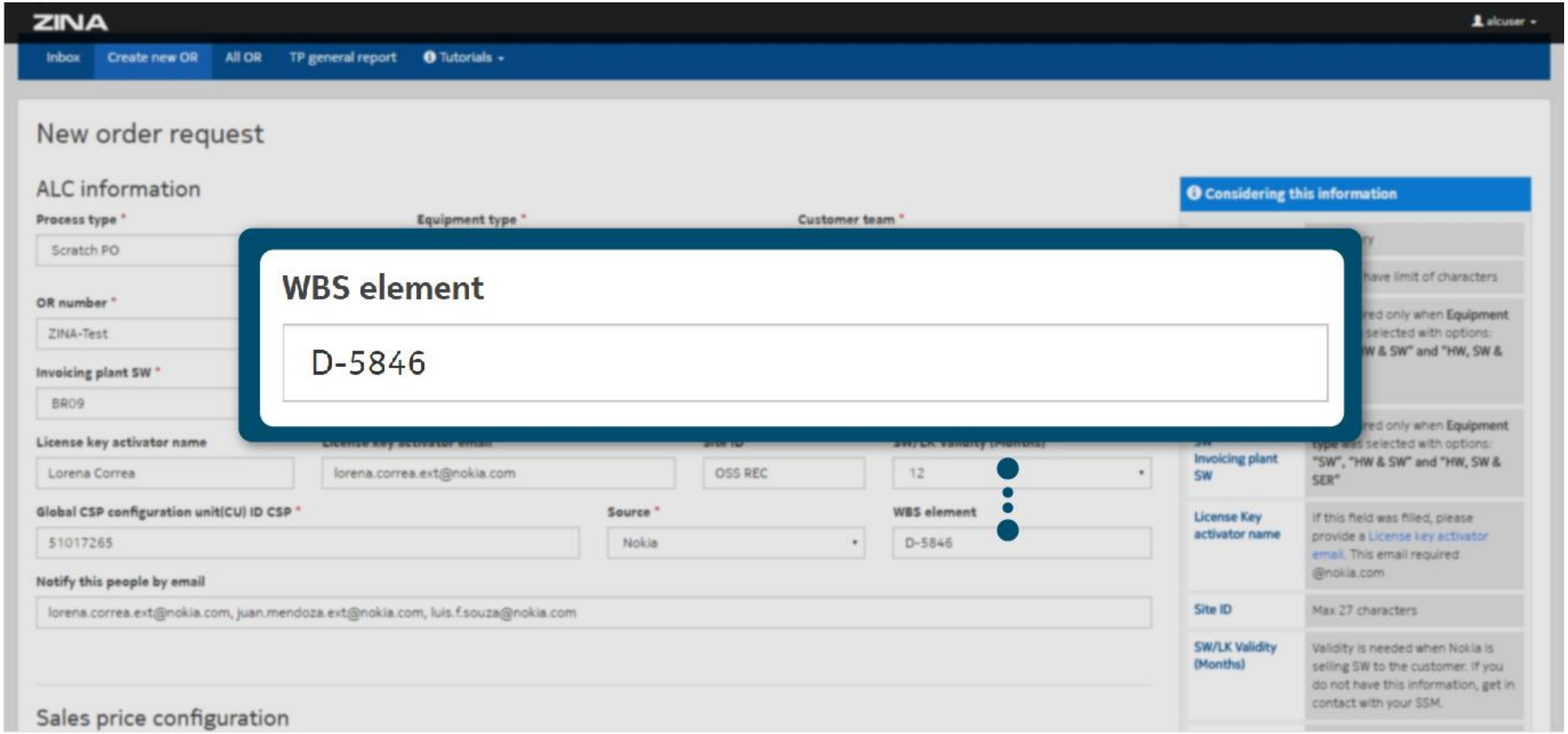
As shown in the image below, complete the "WBS element" field.



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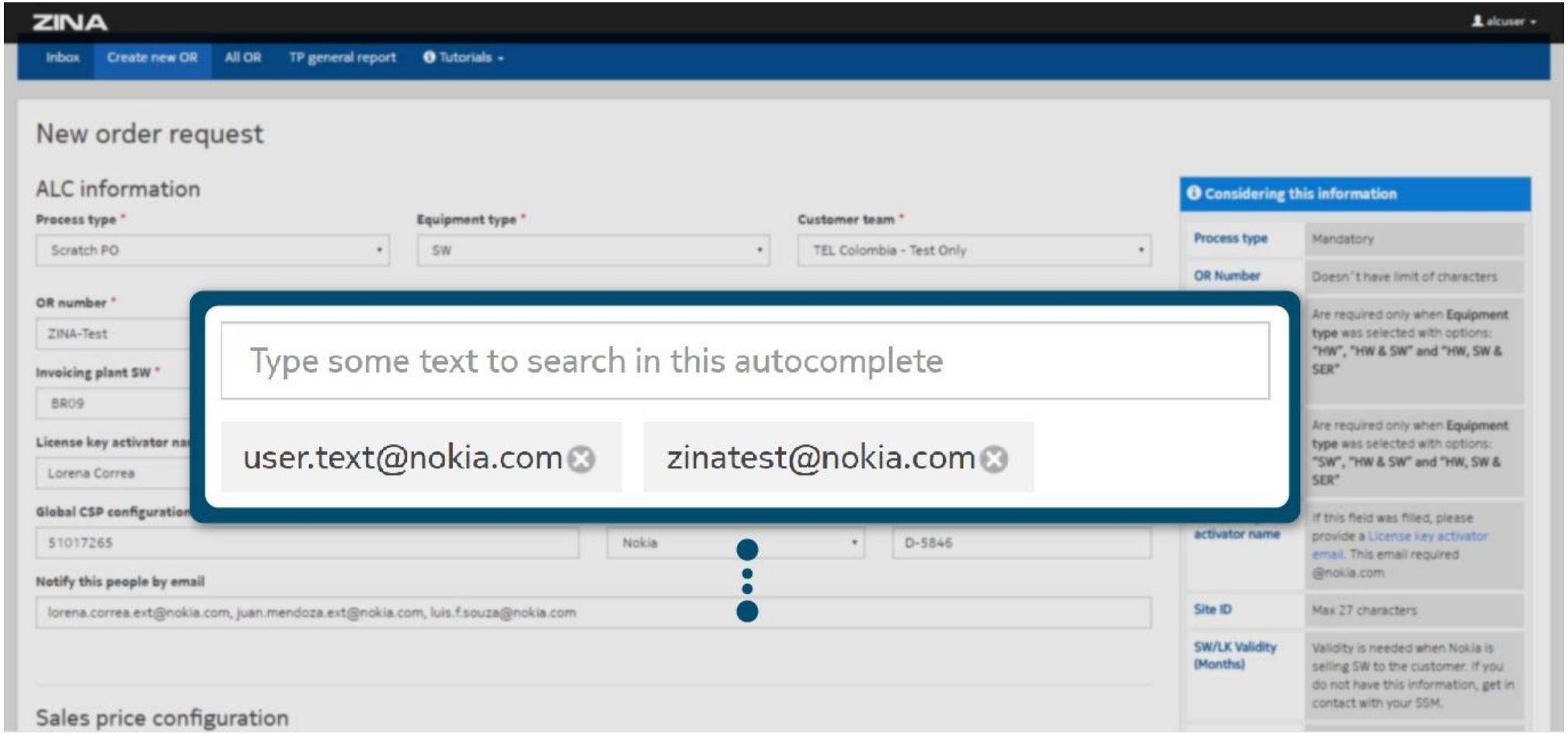
The "Notify this people by email" option can add emails to notify the status of the "OR", to the number of users you want.



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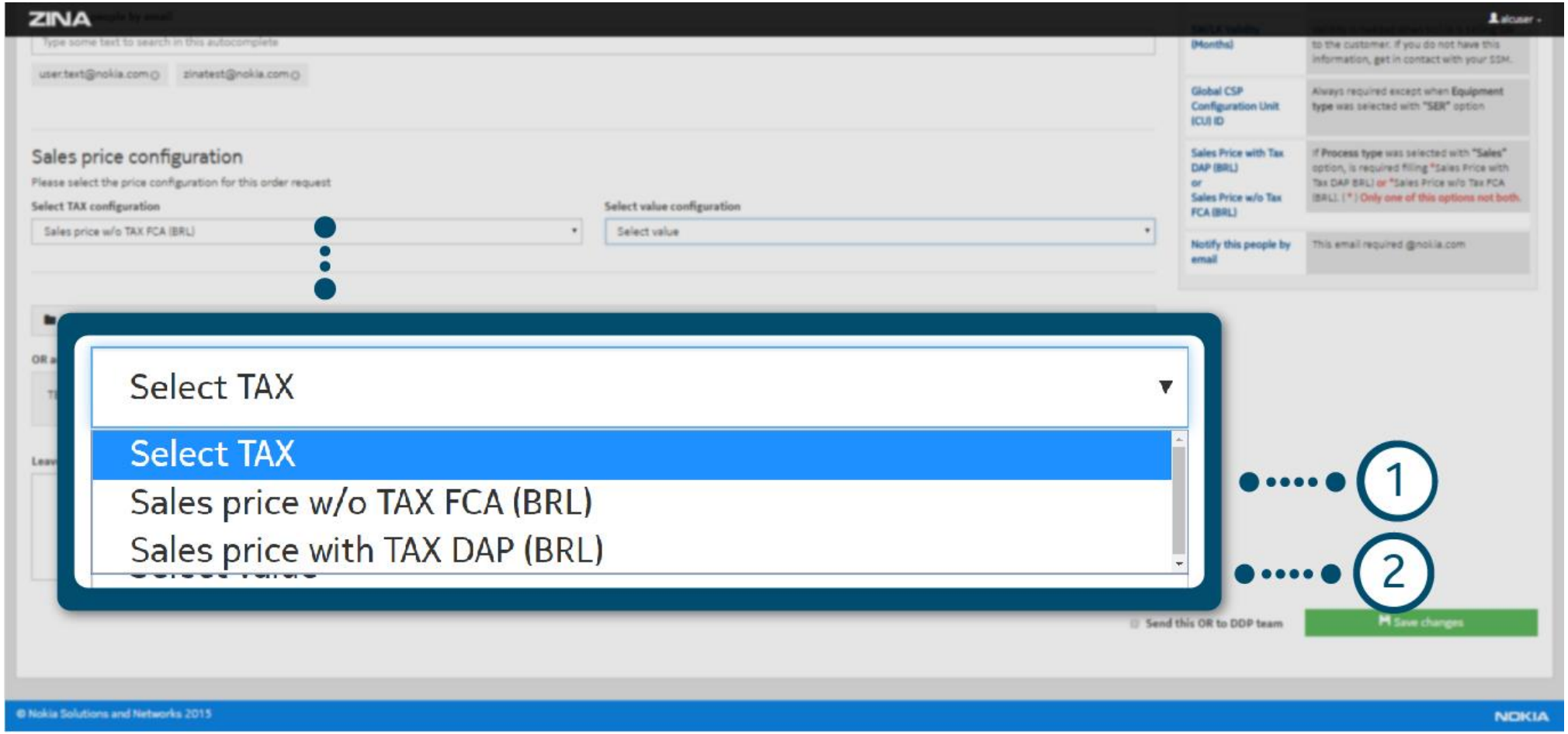
Once you have completed the ALC information, proceed to configure the sales prices, first select in the "Select TAX configuration" field if the sales price is free of tax or not, as indicated by the image below



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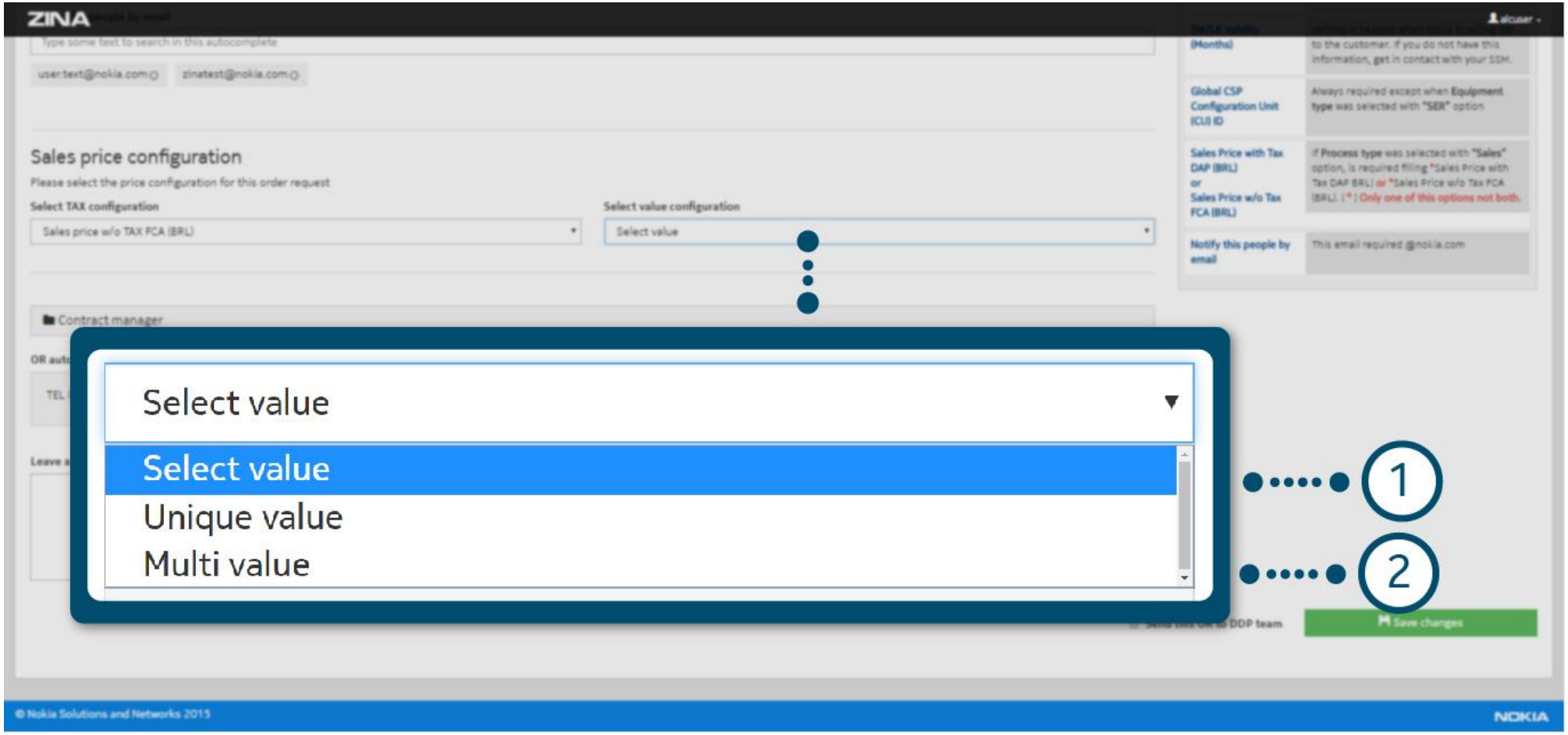
In the "Select value configuration" field choose the "Unique value" option to configure a single item or "multi value" to set two or more items.



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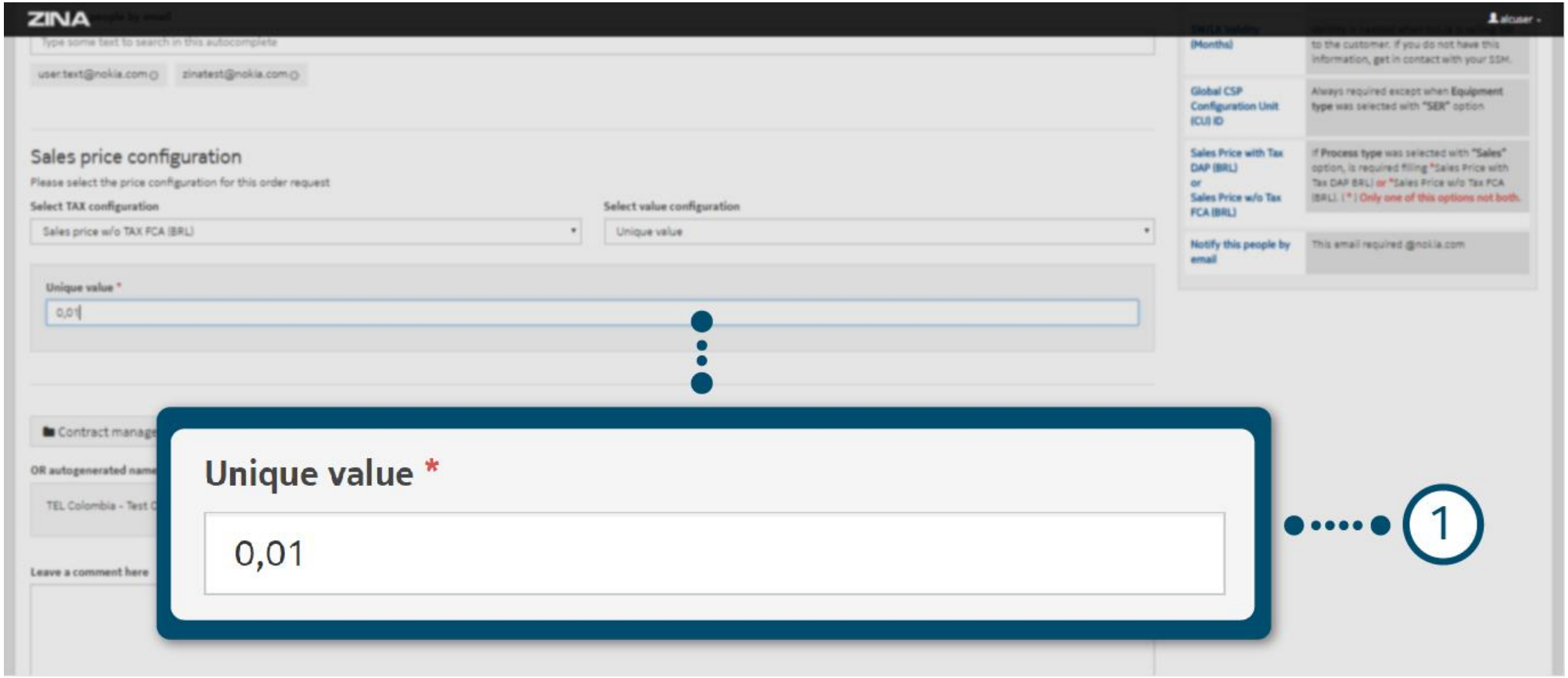
If you have selected the option "Unique value" set the sale price of the service, it should always be: 0.01, as indicated by the image.



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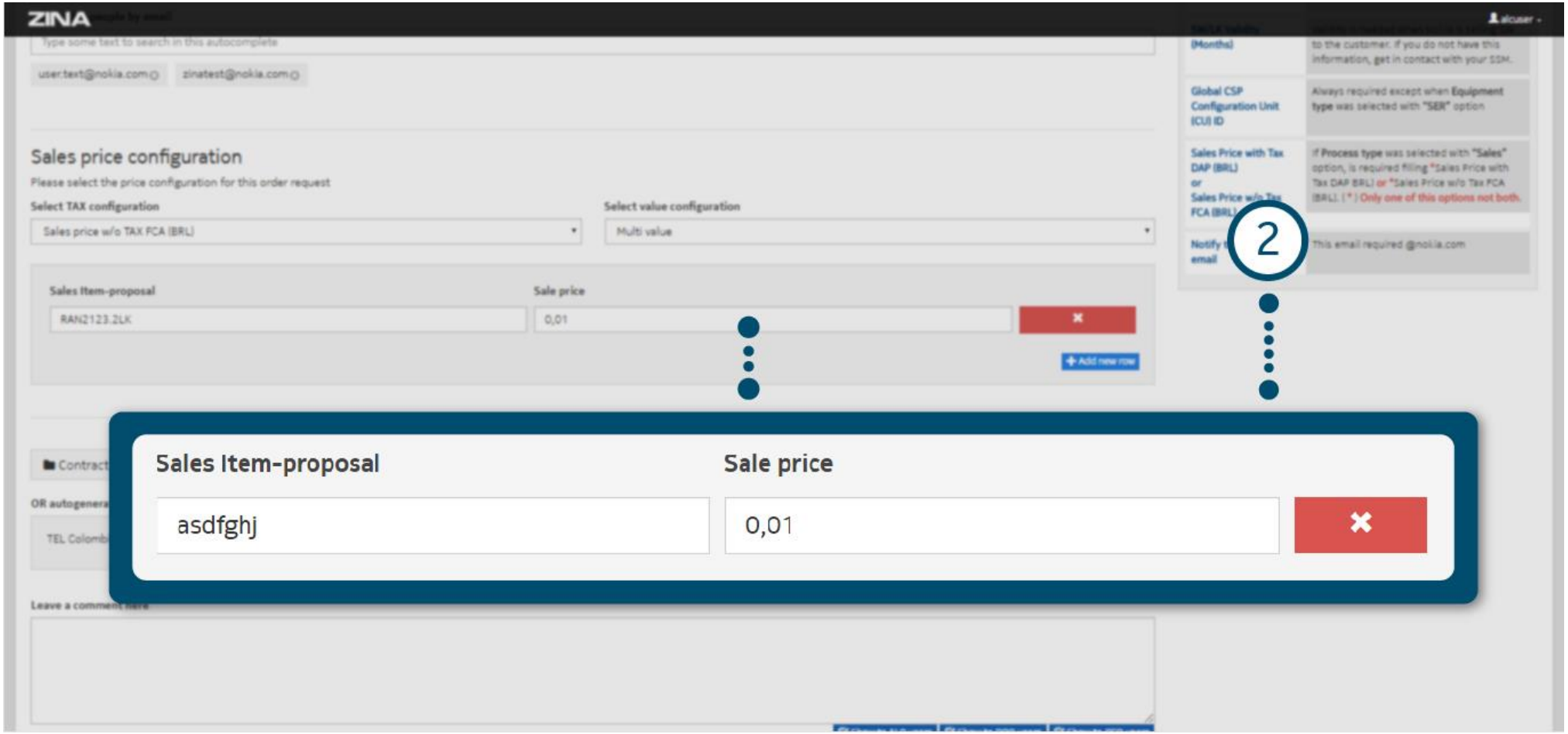
If you want to configure several items and chose the option "Multi value", complete the "Sales item-proposal" and "Sales Price" fields of the first item, as indicated by the following image.



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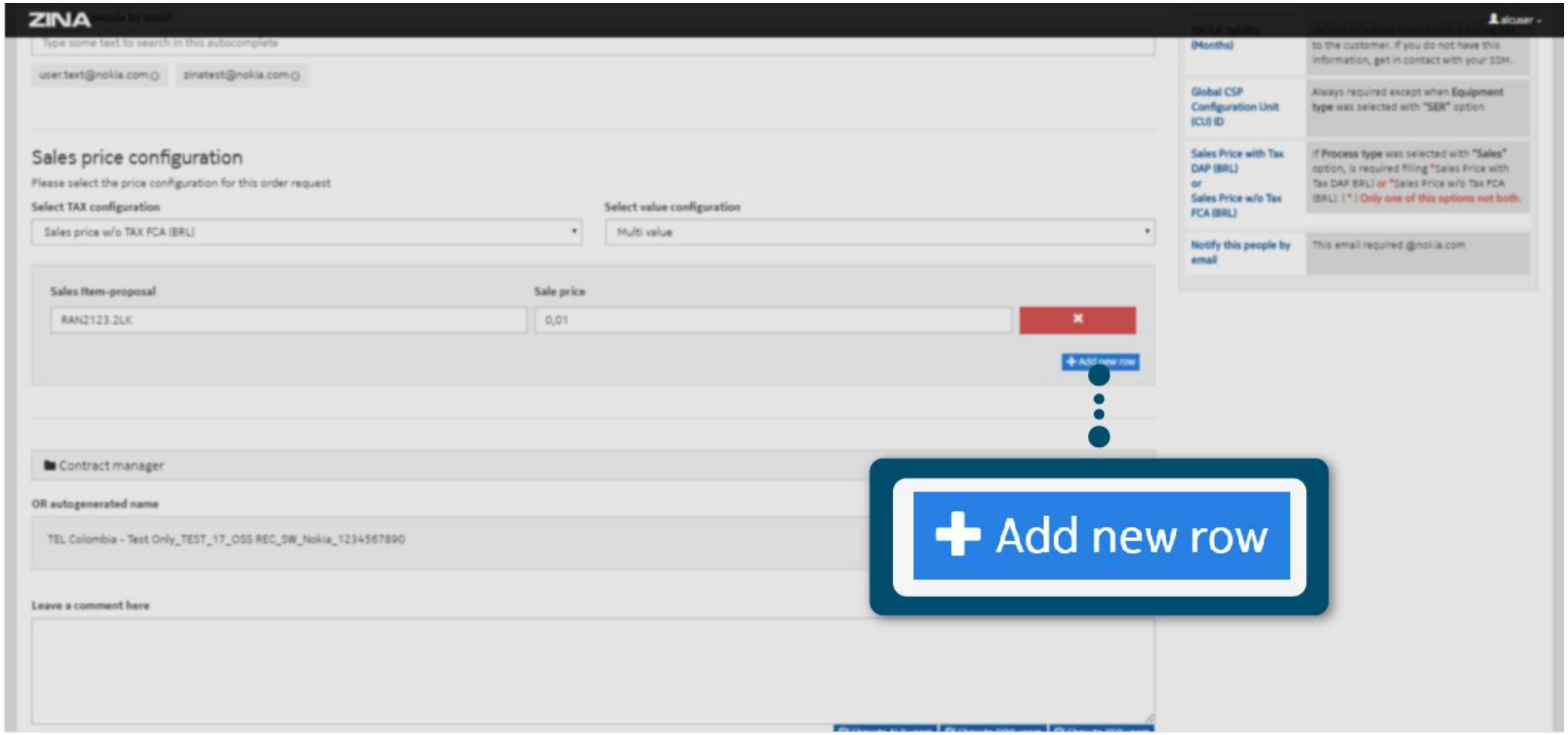
Click the blue "Add new row" button to add a new item and fill in the fields.



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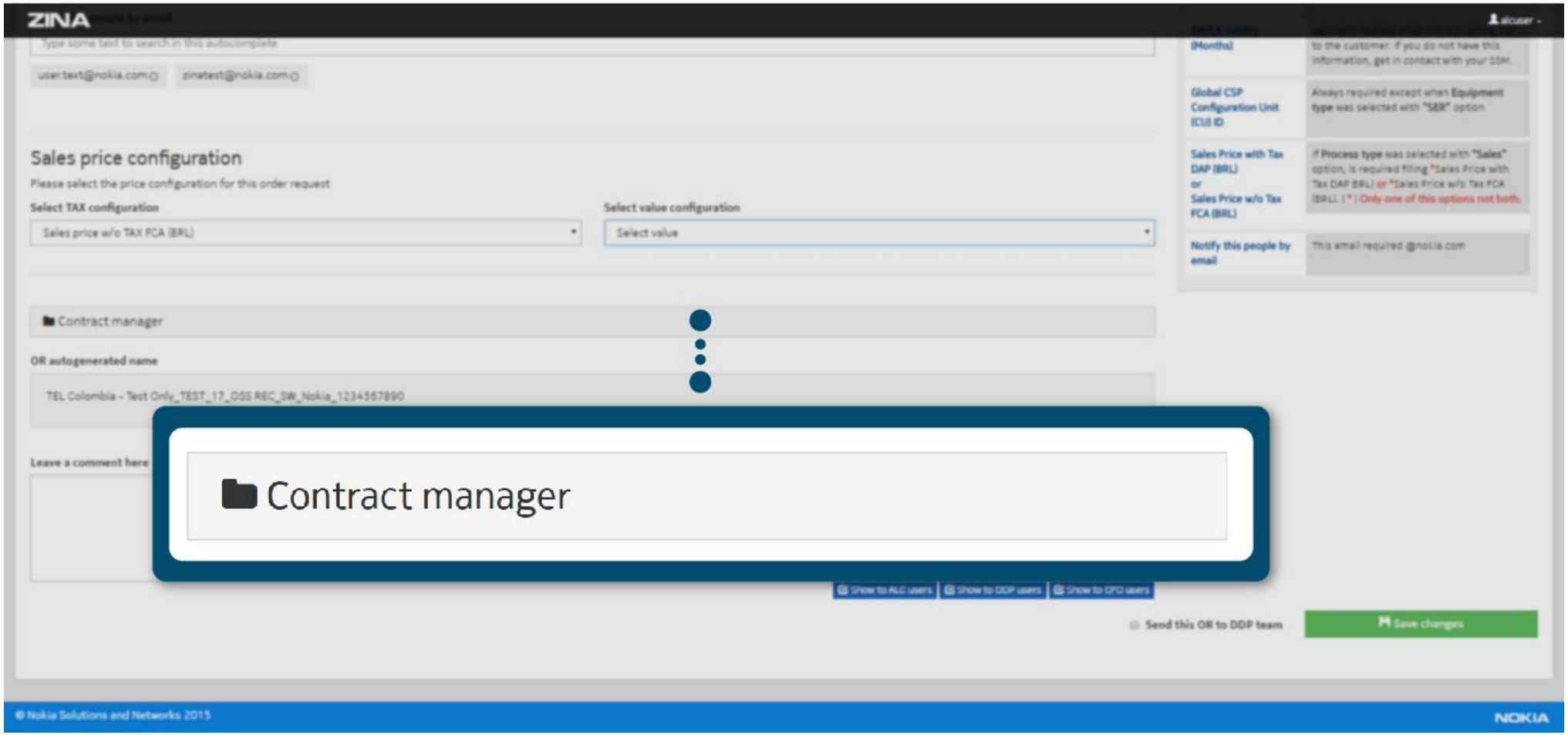
Once you have configured the price information, proceed to display the "Contract manager" form by clicking on the option as shown in the following image.



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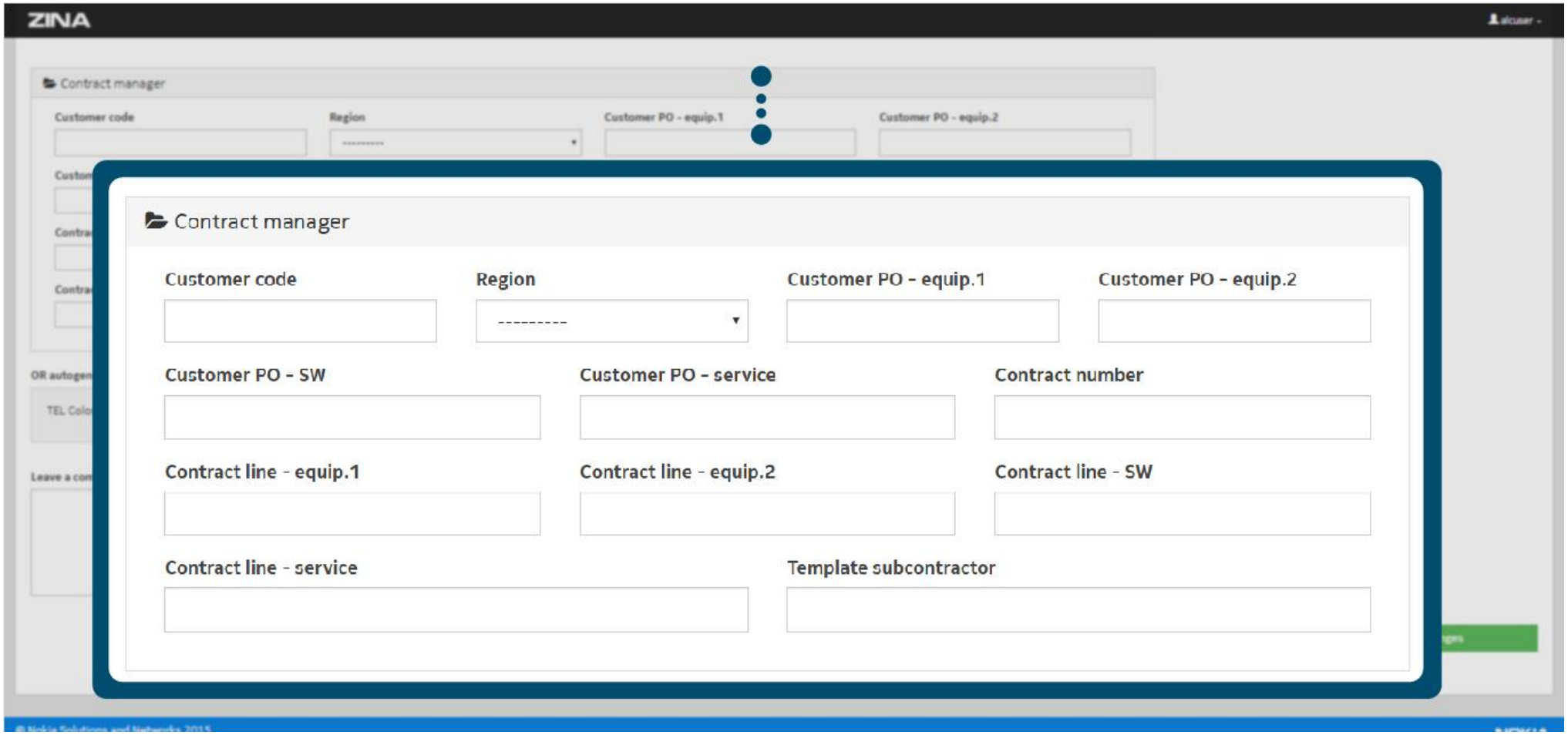
Complete the fields with the default information. (These fields are not mandatory)



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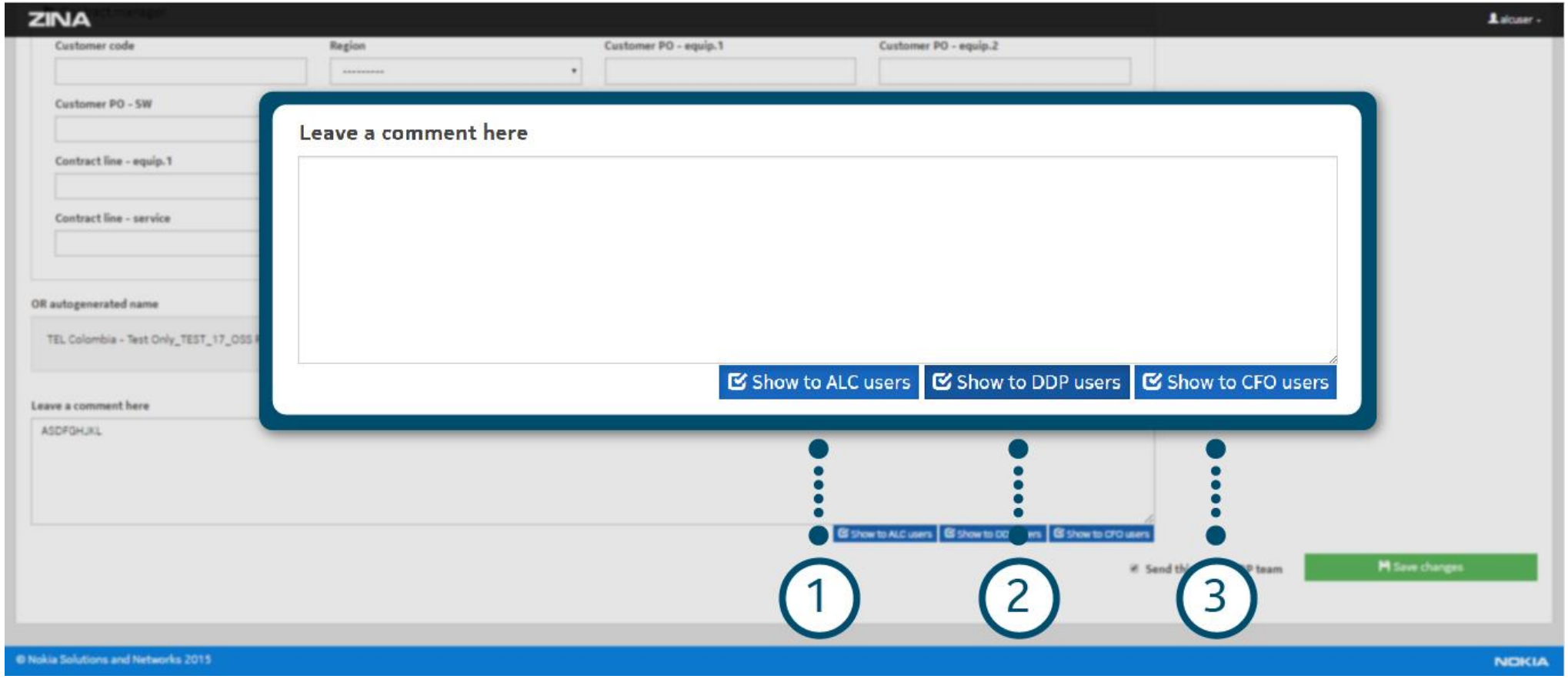
After completing the required information, proceed to leave your comments, filter and configure the users who can view them, selecting the three options shown below.



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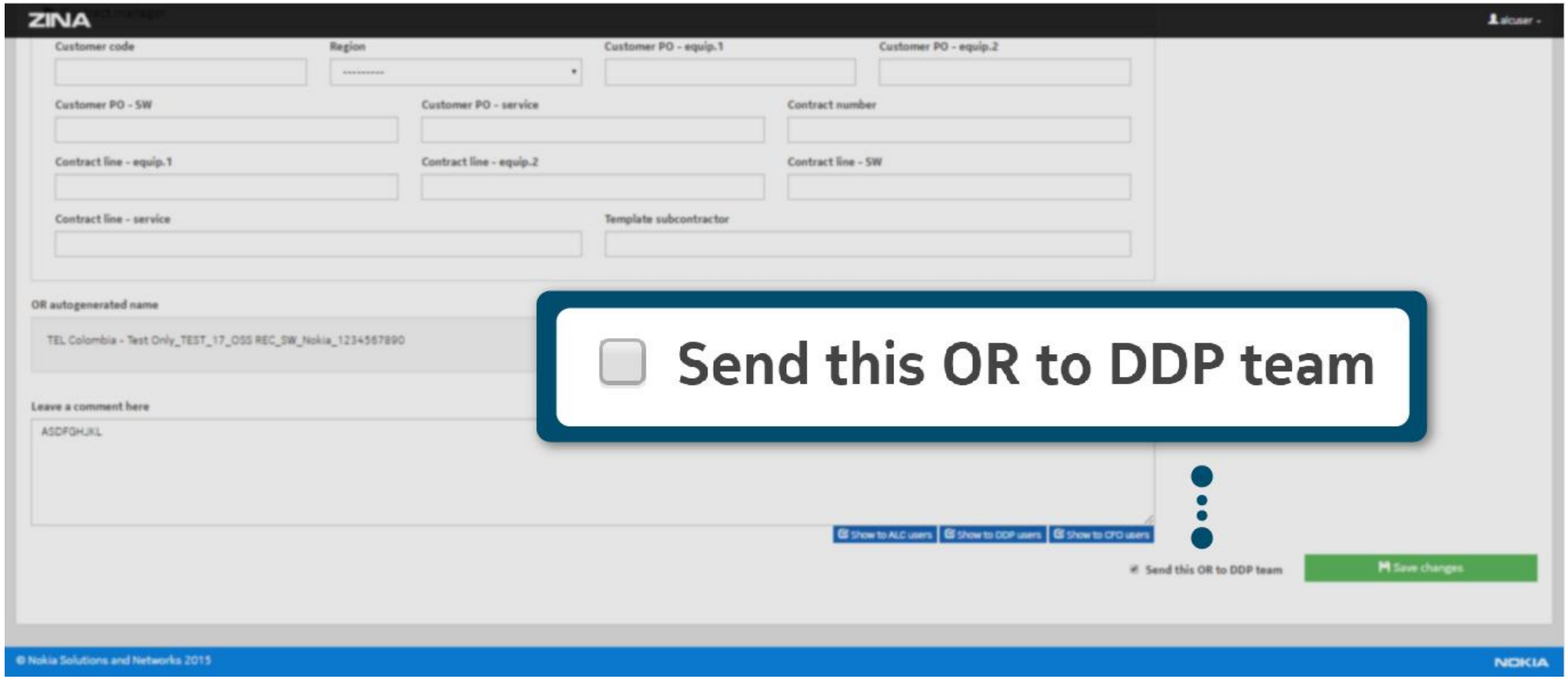
Select the "Send this OR to DDP team" box to send the new "OR" to review.



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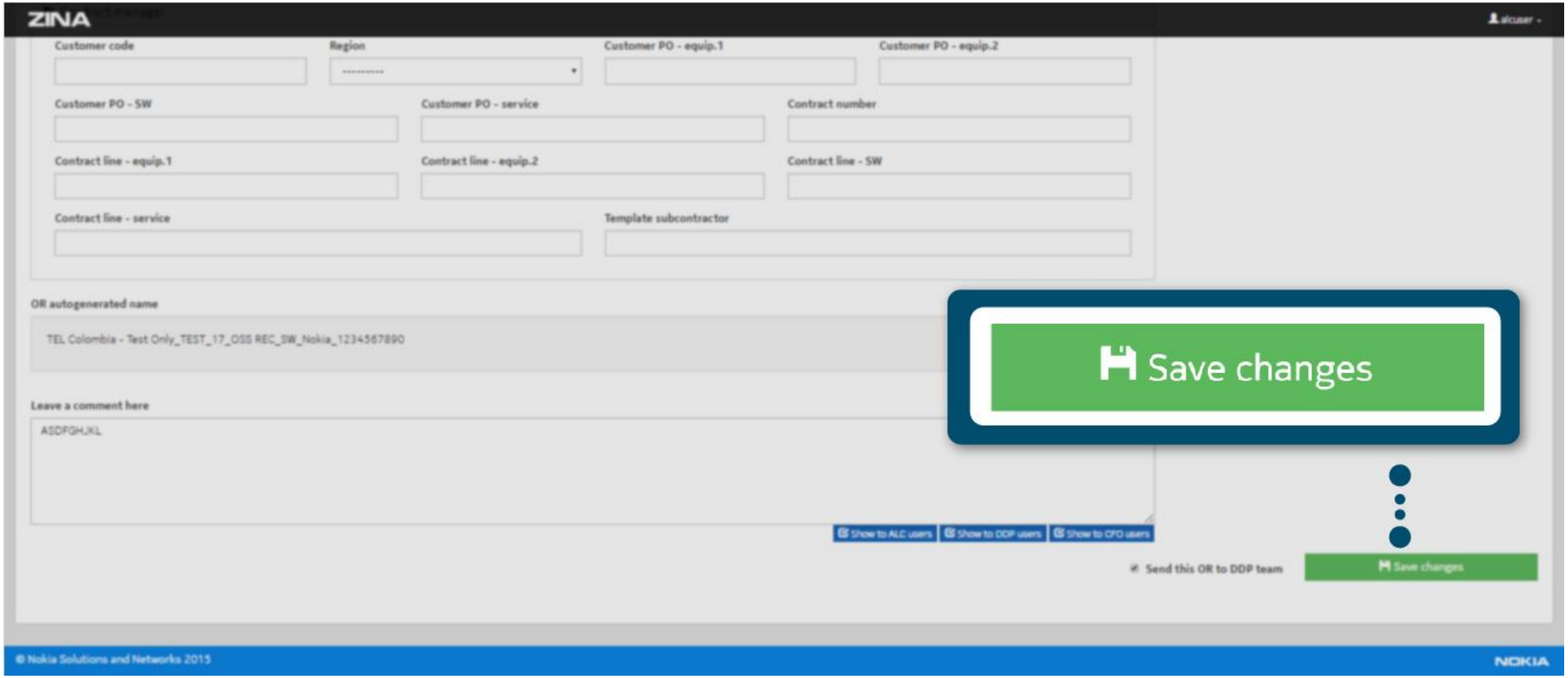
To finish, click on the green button "Save Changes", as indicated by the image below.



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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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