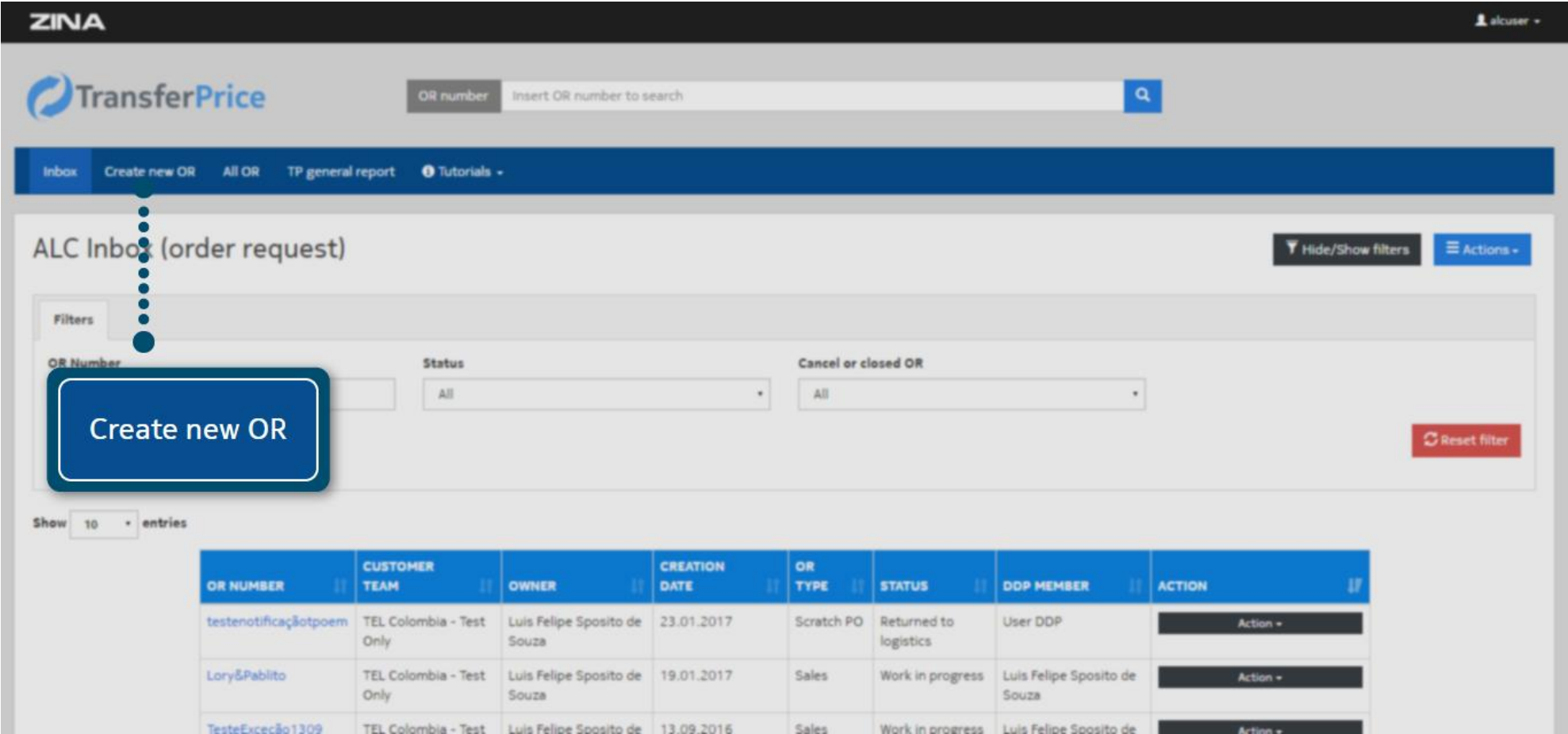


TRANSFER PRICE

User's guide

New software OR
creation – ALC user

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



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

ZINA

TransferPrice

OR number

Inbox **Create new OR** **All OR** **TP general report** **Tutorials**

New order request

ALC information

Process type *

Equipment type *

Customer team *

OR number *

Importation plant HW

Invoicing plant HW

Importation plant SW

Invoicing plant SW

License key activator n

Global CSP configurati

Notify this people by email

Type some text to search in this autocomplete

Process type *

Sales

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"
	If this field was filled, please provide a License key activator email. This email required @nokia.com
Site ID	Max 27 characters

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

ZINA

TransferPrice

OR number

Inbox **Create new OR** **All OR** **TP general report** **Tutorials**

New order request

ALC information

Process type *

Equipment type *

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 & SW" and "HW, SW & SW"
Invoicing plant HW	Are required only when Equipment type was selected with options: "HW & SW" and "HW, SW & SW"
Invoicing plant SW	Are required only when Equipment type was selected with options: "HW & SW" and "HW, SW & SW"
License key activator	If this field was filled, please provide a License key activator email. This email required @nokia.com
Site ID	Max 27 characters

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

ZINA

alcuser

TransferPrice

OR number

Insert OR number to search

Q

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ALC information

Process type *

Scratch PO

Equipment type *

SW

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) ID CSP

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" and "HW, SW & SW"

License key activator

When Equipment type was selected with options: "HW" and "HW, SW & SW", please fill the license key activator email. This email required @nokia.com

Site ID

Max 27 characters

Customer team *

TEL Colombia - Test Only

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

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ALC information

Process type *

Scratch PO

Equipment type *

SW

Customer team *

TEL Colombia - Test Only

OR number *

ZINA-Test

Importation plant HW

Invoicing plant HW

Importation plant SW *

Invoicing plant SW *

Software level

NE ID (upgrade)

SAP process origin

License key activation

Global CSP configuration

Notify this people

Type some text

Sales price configuration

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	
Software level	
NE ID (upgrade)	
SAP process origin	
License key activation	If this field was filled, please provide a License key activator email . This email required @nokia.com
Global CSP configuration	
Notify this people	Max 27 characters
Sales price configuration	Validity is needed when Nokia is selling SW to the customer. If you do not have this information, get in contact with your SSM.

OR number *

TEST

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

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ALC information

Process type *

Scratch PO

Equipment type *

SW

Customer team *

TEL Colombia - Test Only

OR number *

ZINA-Test

Importation plant HW

Invoicing plant HW

Importation plant SW *

BR09

Invoicing plant SW *

Software level

NE ID (upgrade)

SAP process origin

License key activator name

Global CSP configuration unit

Notify this people by email

Type some text to search in

Sales price configuration

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

Importation plant SW *

BR09

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

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ALC information

Process type *

Scratch PO

Equipment type *

SW

Customer team *

TEL Colombia - Test Only

OR number *

ZINA-Test

Importation plant HW

Invoicing plant HW

Importation plant SW *

Invoicing plant SW *

BR09

License key activator name

Global CSP configuration unit

Notify this people by email

Type some text to search in this autocomplete

Sales price configuration

Considering this information

Process type

Mandatory

OR Number

Doesn't have limit of characters

Importation plant

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

activator name

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.

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

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Process type *

Scratch PO

Equipment type *

SW

Customer team *

TEL Colombia - Test Only

OR number *

ZINA-Test

Importation plant HW

Invoicing plant HW

Importation plant SW *

BR09

Invoicing plant SW *

BR09

Software level

RU40

NE ID (upgrade)

SAP process origin

License key activator name

License key activator email

Site ID

SW/LK Validity (Months) *

Global CSP configuration u

Notify this people by email

Type some text to search

Sales price configuration

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	

Software level

RU40

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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Process type

Scratch P

OR number

ZINA-Test

Invoicing plant

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Finland

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

Type some text to search in this autocomplete

Sales price configuration

Considering this information

Process type	Mandatory
Number	Doesn't have limit of characters
Importation plant	Are required only when Equipment type was selected with options: "HW", "HW & SW" and "HW, SW & SER"
Invoicing plant	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.

License key activator name

User Test

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 web application interface for creating a new order request. The form is titled "New order request" and includes several sections: "ALC information", "Invoicing plant SW", "License key activator name", "Global CSP configuration unit(CU) ID CSP", "Notify this people by email", and "Sales price configuration". A callout box with a dark blue border highlights the "License key activator email" field, which contains the text "user.text@nokia.com". The field is marked with a red asterisk, indicating it is required. The background form shows various other fields like "Process type", "OR number", "Invoicing plant SW", "License key activator name", "Global CSP configuration unit(CU) ID CSP", "Source", "WBS element", "Site ID", and "SW/LK Validity (Months)".

License key activator email *

user.text@nokia.com

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

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New order request

ALC information

Process type *

Scratch PO

OR number *

ZINA-Test

Invoicing plant SW *

BR09

License key activator name

Lorena Correa

License key activator email *

lorena.correa.ext@nokia.com

Global CSP configuration unit(CU) ID CSP *

Notify this people by email

Type some text to search in this autocomplete

RU40

Finland

SW/LK Validity (Months) *

SW/LK Validity (Months)

WBS element

WBS element

Source *

Source *

Site ID

OSS REC

Site ID

OSS REC

Sales price configuration

Information

Importation plant SW

Invoicing plant SW

License Key activator name

Site ID

SW/LK Validity (Months)

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.

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

ZINA

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New order request

ALC information

Process type *

Scratch PO

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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

Type some text to search in this autocomplete

Sales price configuration

SW/LK Validity (Months) *

12

Importation plant SW

Invoicing plant SW

License Key activator name

Site ID

SW/LK Validity (Months)

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.

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

ZINAA order request

alcuser

ALC information

Process type *

Equipment type *

Customer team *

Scratch PO

OR number *

Invoicing plant

License key activator name

Global CSP configuration unit(CU) ID CSP *

Notify this people by email

51017265

Source *

WBS element

Notify this people by email

Sales price configuration

Select TAX configuration

Select value configuration

Considering this information

Equipment type	Mandatory
OR number	Doesn't have limit of characters
Invoicing plant	Are required only when Equipment type was selected with options: "HW", "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

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

ZINAA order request

alcuser

ALC information

Process type *

Scratch PO

Equipment type *

Customer team *

OR number *

ZINA-Test

Invoicing plant SW *

BR09

License key activator name

Lorena Correa

lorena.correa.ext@nokia.com

OSS REC

12

Global CSP configuration unit(CU) ID CSP *

51017265

Source *

Nokia

WBS element

D-5846

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

Sales price w/o TAX FCA (BRL)

Select value configuration

Unique value

Considering this information

Process type

Mandatory

Limit of characters

only when Equipment

ated with options:

SW" and "HW, SW &

only when Equipment

ated 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

If Process type was selected with

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

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New order request

ALC information

Process type *

Scratch PO

OR number *

ZINA-Test

Invoicing plant SW *

BR09

License key activator name

Lorena Correa

License key activator email

lorena.correa.ext@nokia.com

Site ID

OSS REC

SW/LK Validity (Months)

12

Global CSP configuration unit(CU) ID CSP *

51017265

Source *

Nokia

WBS element

D-5846

Notify this people by email

lorena.correa.ext@nokia.com, juan.mendoza.ext@nokia.com, luis.f.souza@nokia.com

Sales price configuration

Considering this information

Invoicing plant SW

License Key activator name

Site ID

SW/LK Validity (Months)

have limit of characters

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.

ZINA

alcuser

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New order request

ALC information

Process type *

Scratch PO

Equipment type *

SW

Customer team *

TEL Colombia - Test Only

OR number *

ZINA-Test

Invoicing plant SW *

BR09

License key activator name *

Lorena Correa

Global CSP configuration

51017265

Nokia

D-5846

Notify this people by email

lorena.correa.ext@nokia.com, juan.mendoza.ext@nokia.com, luis.f.souza@nokia.com

Sales price configuration

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"
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.

Type some text to search in this autocomplete

user.text@nokia.com✕zinatest@nokia.com✕

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

Sales price configuration

Please select the price configuration for this order request

Select TAX configuration

Sales price w/o TAX FCA (BRL)

Select value configuration

Select value

Select TAX

Sales price w/o TAX FCA (BRL)

Sales price with TAX DAP (BRL)

Global CSP Configuration Unit (CU ID)

Sales Price with Tax DAP (BRL) or Sales Price w/o Tax FCA (BRL) [*] Only one of this options not both.

Notify this people by email

This email required @nokia.com

Send this OR to DDP team

Save changes

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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.

ZINA Sign in by email

Type some text to search in this autocomplete

user: test@nokia.com zinatest@nokia.com

Sales price configuration
Please select the price configuration for this order request

Select TAX configuration: Sales price w/o TAX PCA (BRL)

Select value configuration: Select value

Contract manager

OR auto

TEL

Leave a

Select value configuration dropdown:

- Select value
- Select value
- Unique value
- Multi value

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

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

Save changes

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NOKIA

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.

ZINA people by email

Type some text to search in this autocomplete

usertest@nokia.com zinatest@nokia.com

Sales price configuration

Please select the price configuration for this order request

Select TAX configuration: Sales price w/o TAX FCA (BRL)

Select value configuration: Unique value

Unique value *
0,01

Contract manage

OR autogenerated name

TEL Colombia - Test C

Leave a comment here

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

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.

Unique value *

0,01

1

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.

The screenshot shows the ZINA web application interface. At the top, there's a search bar and user information. The main section is titled "Sales price configuration" and includes a "Select TAX configuration" dropdown set to "Sales price w/o TAX FCA (BRL)" and a "Select value configuration" dropdown set to "Multi value". Below this, there's a table with columns "Sales Item-proposal" and "Sale price". The first row contains "RAN2123.ZLK" and "0,01". A blue callout box highlights these fields, with a red "X" button next to the price field. A blue circle with the number "2" is also present near the "Notify email" field on the right side of the interface.

Sales Item-proposal	Sale price
asdfghj	0,01

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

The screenshot shows the ZINA software interface. At the top, there's a search bar and a user profile. The main section is titled 'Sales price configuration' and includes a dropdown for 'Select TAX configuration' (set to 'Sales price w/o TAX FCA (BRL)') and a dropdown for 'Select value configuration' (set to 'Multi value'). Below these, there's a table with columns 'Sales Item-proposal' and 'Sale price'. The first row contains 'RAN2123.2LK' and '0,01'. A red 'X' button is next to the 'Sale price' field. A blue 'Add new row' button is located below the table. A callout box with a white plus sign and the text 'Add new row' points to this button. To the right of the main form, there's a sidebar with various configuration options and a 'Notify this people by email' section.

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.

The screenshot displays the ZINA software interface for creating a new software OR. The top navigation bar includes the ZINA logo and a search bar. Below the navigation bar, there are two dropdown menus for 'Select TAX configuration' and 'Select value configuration'. The 'Select TAX configuration' dropdown is set to 'Sales price w/o TAX FCA (BRL)'. The 'Select value configuration' dropdown is set to 'Select value'. Below these dropdowns, there is a section titled 'Contract manager' with a blue box highlighting the option. The 'Contract manager' section includes a sub-section 'OR autogenerated name' with the text 'TEL Colombia - Test Only_TEST_17_OSS REC_SW_Nokia_1234567890'. Below this, there is a 'Leave a comment here' section with a text area. At the bottom of the interface, there are buttons for 'Show to ALC users', 'Show to DDP users', and 'Show to CFO users'. A green button labeled 'Save changes' is located at the bottom right. The footer of the interface shows '© Nokia Solutions and Networks 2015' and the NOKIA logo.

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

ZINA

Contract manager

Customer code

Region

Customer PO - equip.1

Customer PO - equip.2

Contract manager

Customer code

Region

Customer PO - equip.1

Customer PO - equip.2

Customer PO - SW

Customer PO - service

Contract number

Contract line - equip.1

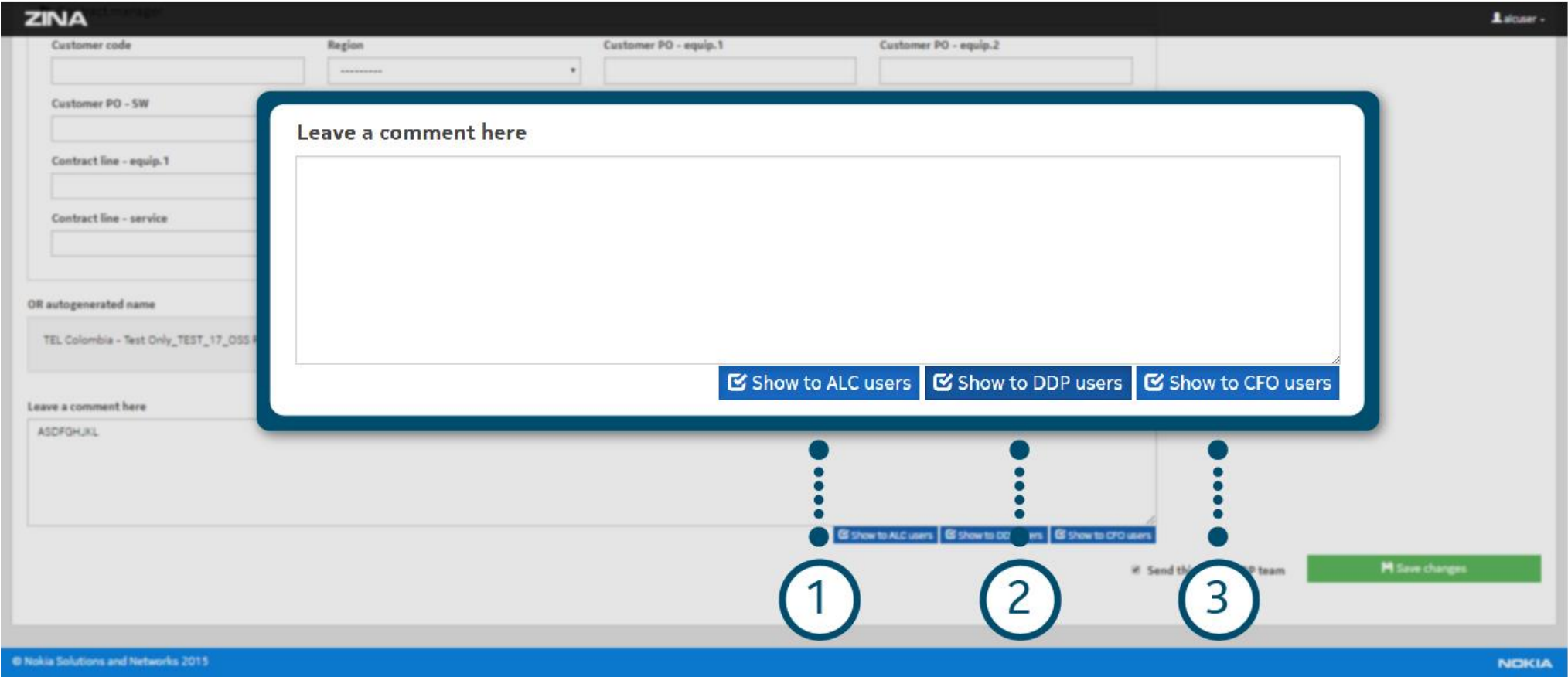
Contract line - equip.2

Contract line - SW

Contract line - service

Template subcontractor

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.

ZINA

Customer code: Region: Customer PO - equip.1: Customer PO - equip.2:

Customer PO - SW: Customer PO - service: Contract number:

Contract line - equip.1: Contract line - equip.2: Contract line - SW:

Contract line - service: Template subcontractor:

OR autogenerated name: TEL Colombia - Test Only_TEST_17_OSS REC_SW_Nokia_1234567890

Leave a comment here: ASDFGHJKL

☐ **Send this OR to DDP team**

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

Send this OR to DDP team Save changes

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

ZINA Manage

Customer code Region Customer PO - equip.1 Customer PO - equip.2

Customer PO - SW Customer PO - service Contract number

Contract line - equip.1 Contract line - equip.2 Contract line - SW

Contract line - service Template subcontractor

OR autogenerated name
TEL Colombia - Test Only_TEST_17_OSS REC_SW_Nokia_1234567890

Leave a comment here
ASDFGHJKL

☐ Send this OR to DDP team

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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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