TRANSFER PRICE
User's guide

DDP – Exceptions

ZINA

Locate the "OR" you want to modify and select the "take" action, as the image indicates.

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1. Choose "Accept" option to indicate that someone is working with the OR already.

2. Choose "Release" option to release the OR to another DDP member, as shown in the following image.

3. Select the "OR number" to enter the detail of the "OR"

Once "DDP information", "Item proposal" and "Composition" data are complete:

1. Display "Options" menu.
2. Click on "Composition" option.

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1. Review your info in composition module.
2. Display the "Edition tools" menu.
3. Click on "Create Exception" option.

ZINA

1. Download template .xls file.
2. To start import your file, please drag and drop the file into the following zone or use the import button.

NOKIA
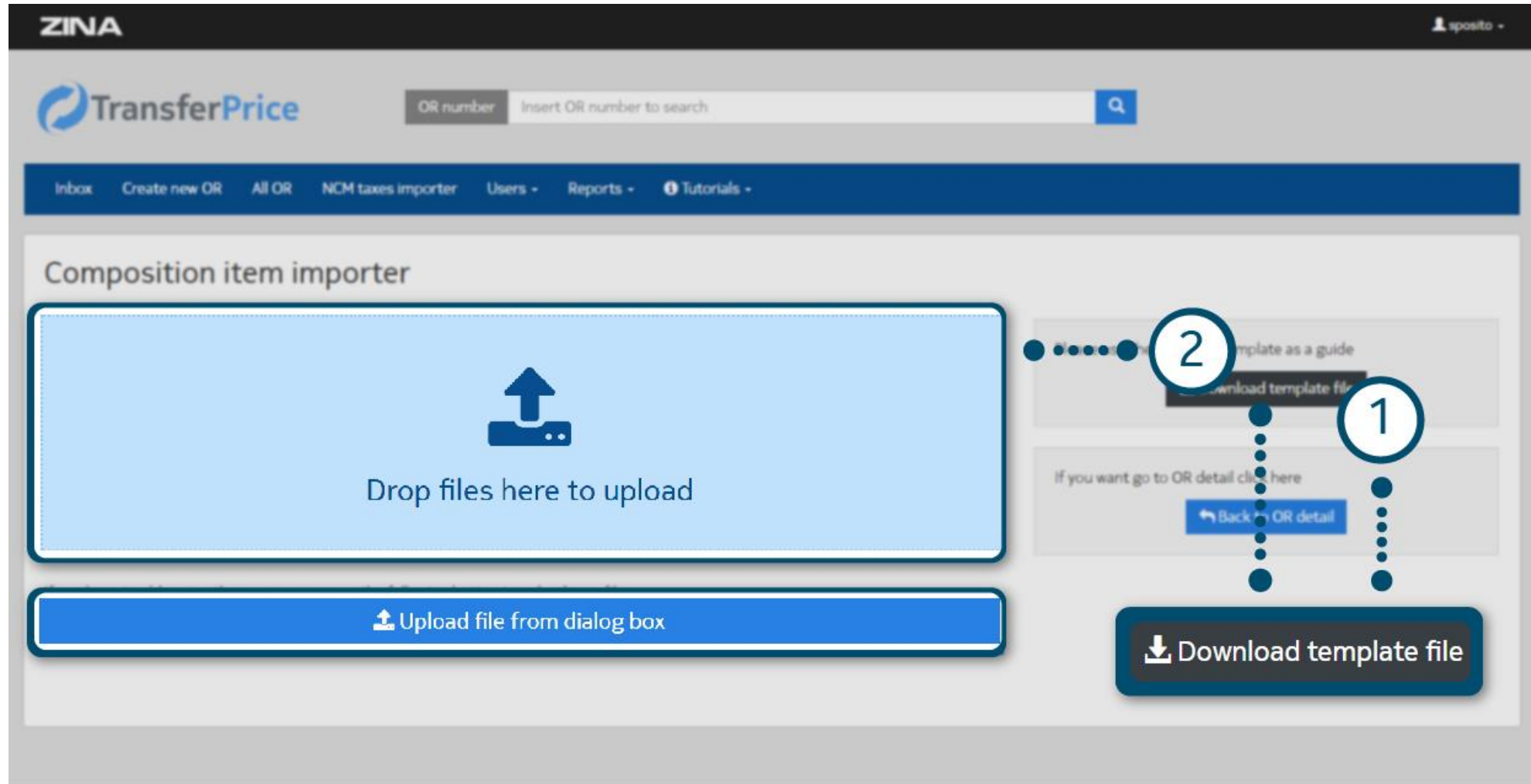
1. If the import process was successful, you will see an alert indicating that your file has been imported, otherwise check your .xls document and perform the import process again.

2. Click on "Back to OR detail" to continue DDP process.
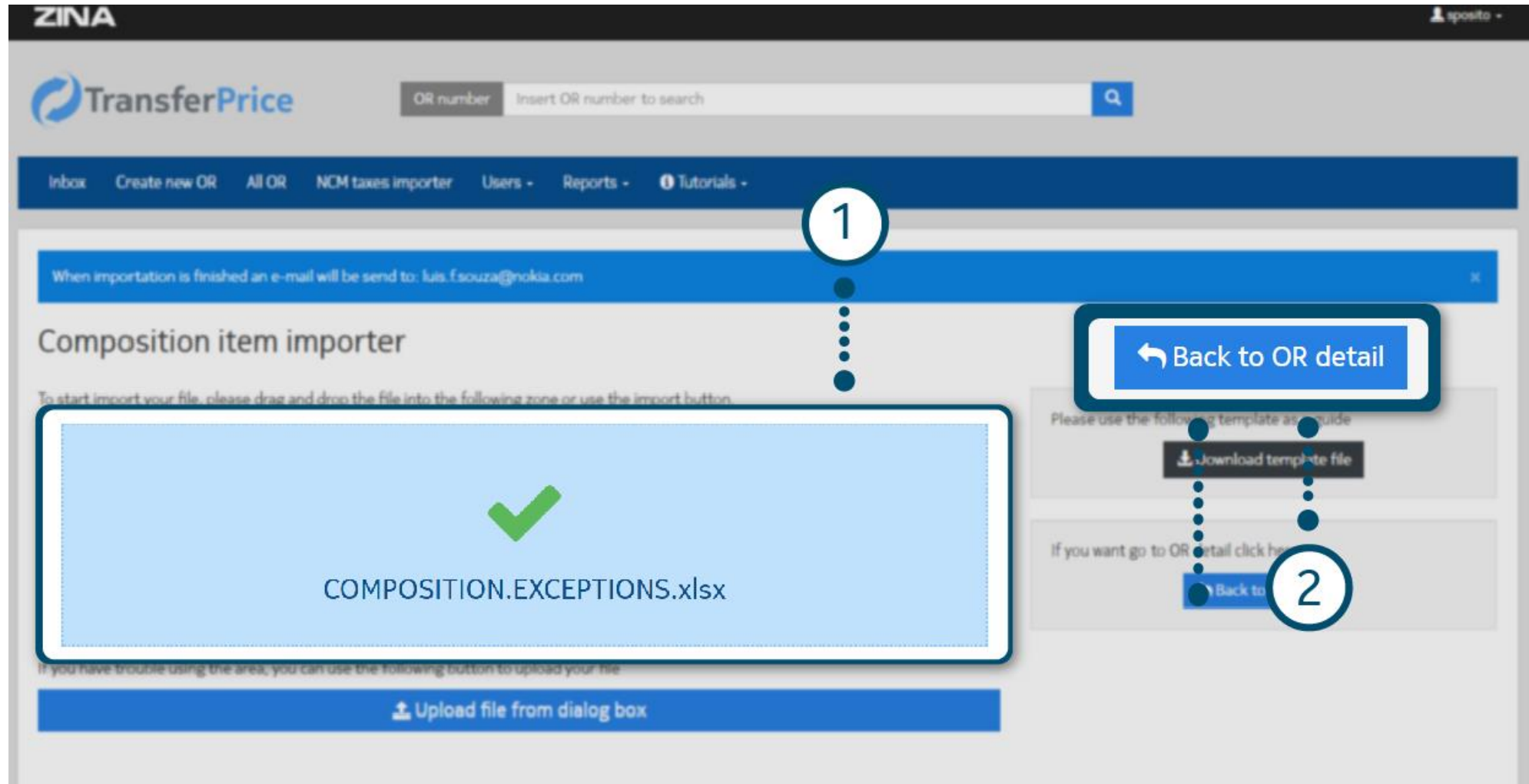
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As the image indicates, you are on the detail of the OR, click on the "Inbox" option in the top menu.

1. Display the black option "Work in progress".
2. To finish the DDP process you must select an option from the "Work in progress" menu, so keep in mind the box shown in the image.

| ACTION	DESCRIPTION
Send to CFO	Send to the financial department o make review or approval of the calculation in exceptional cases.
Return to logistics	This option allows the import process to continue.
ALC Reprocessing	In the case of incorrect information or adjusting an existing OR.
On Hold	This option should be activated when there are doubts about an OR that can not be clarified at the moment, so the process is paused until the correct information is obtained.
Release	Allows you to release the OR for another DDP user who wants to be responsible.

Write your comments and click the blue "Save" button to send and save or the red "Close" button to close.
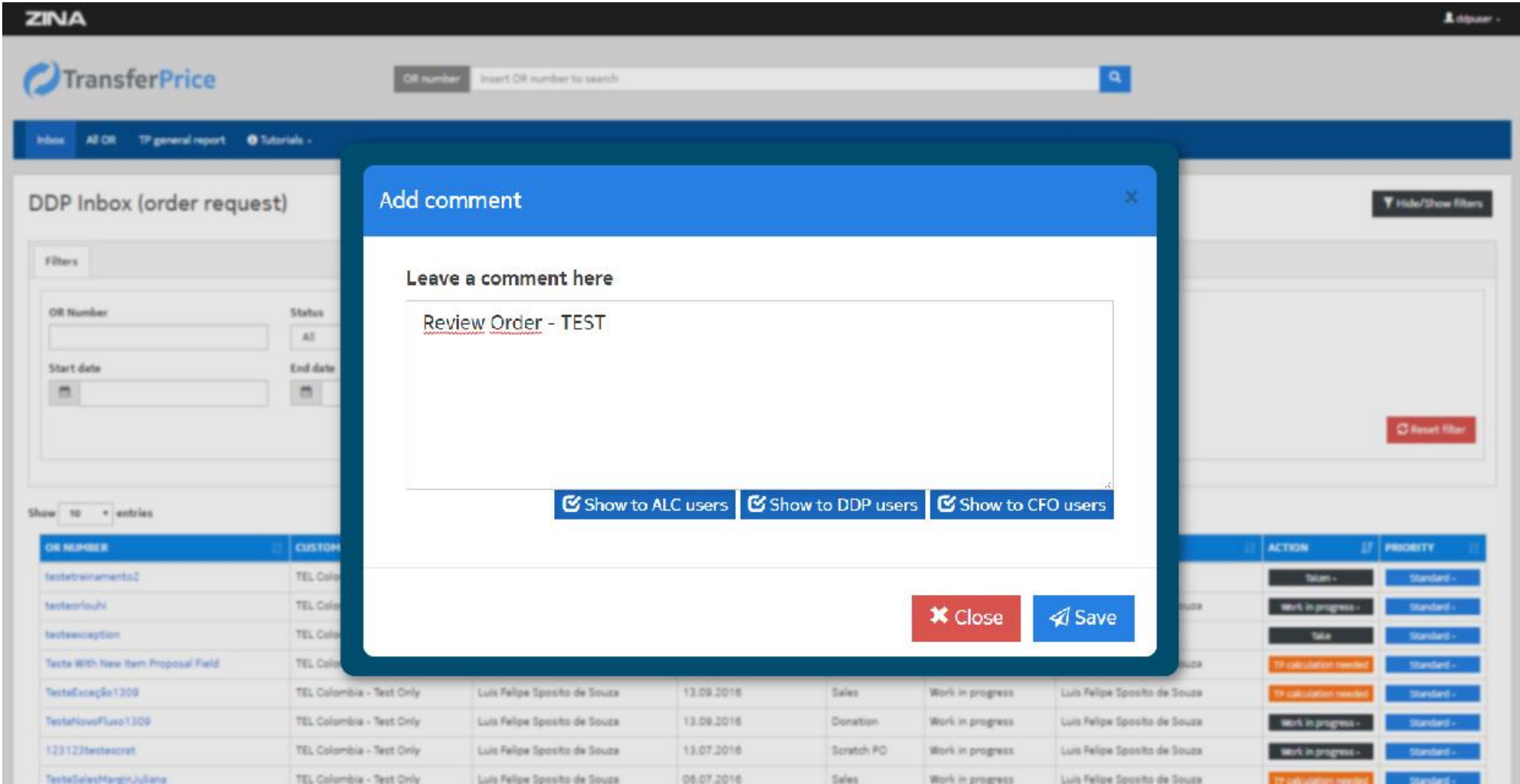
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If you need any further assistance, user management and support, please get in touch with our team at support.zina@nokia.com

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