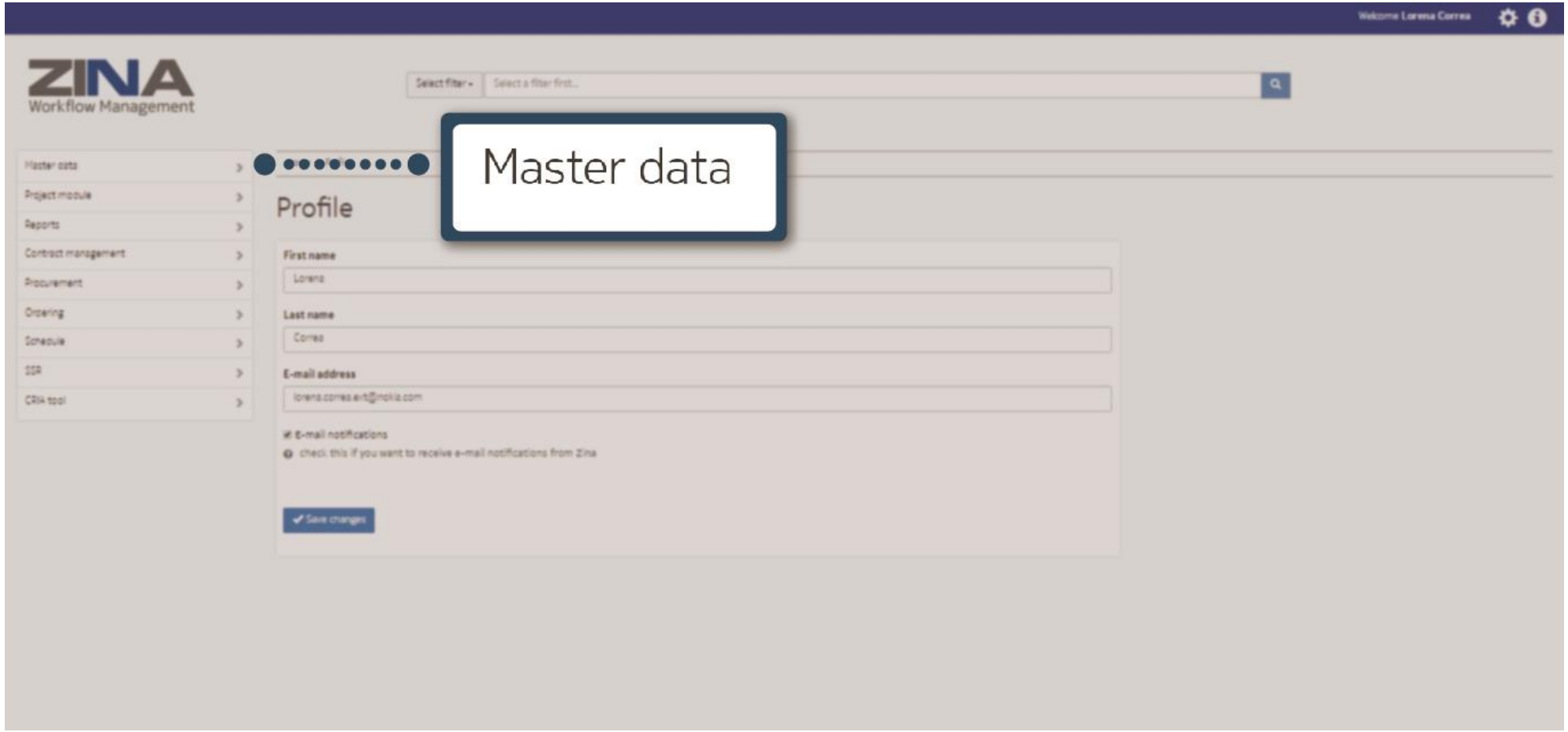
ZINA WORKFLOW MANAGEMENT
User's guide

Price List Creation

ZINA

In the side menu, display “Master data" options.



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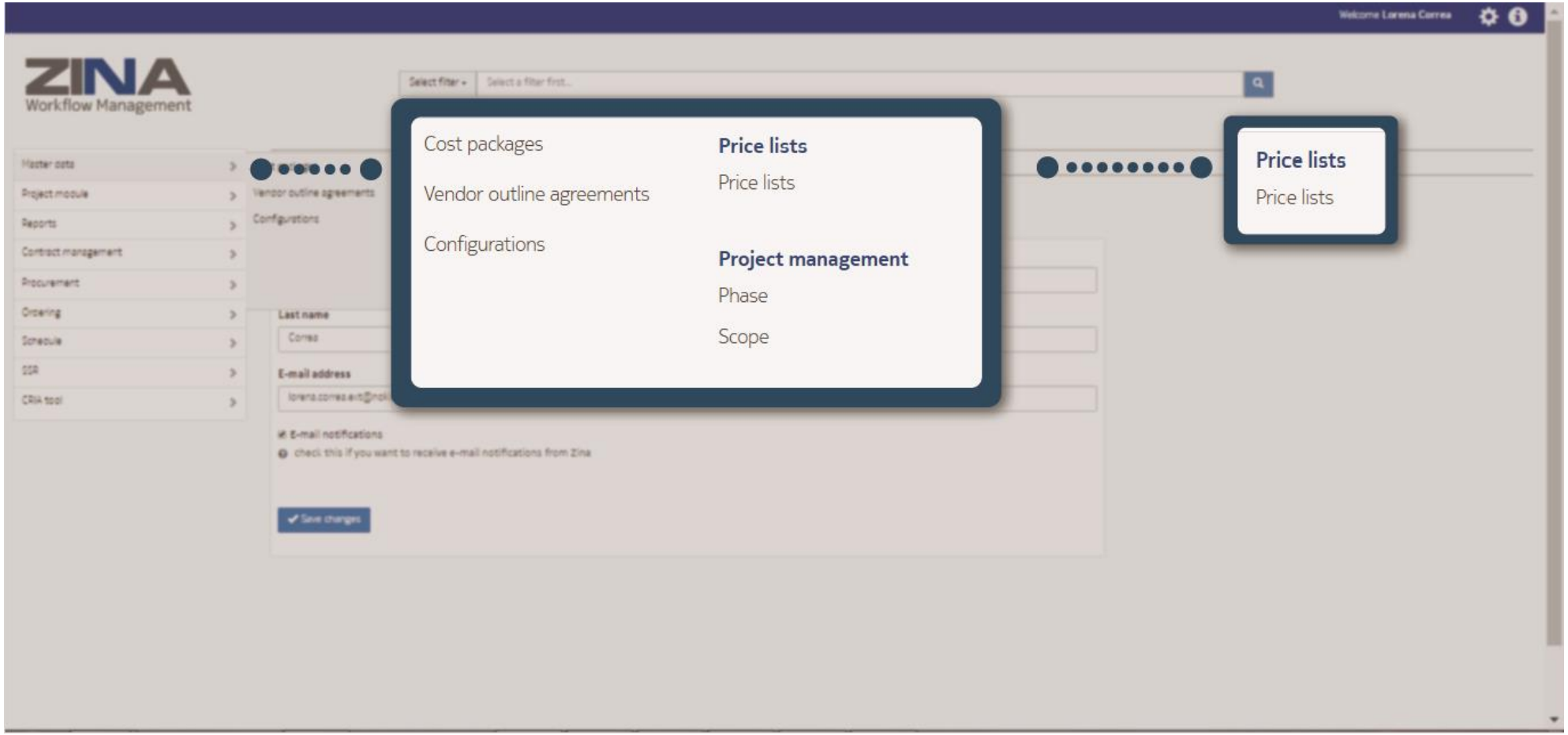
Select the “Price list" option as the image indicates.



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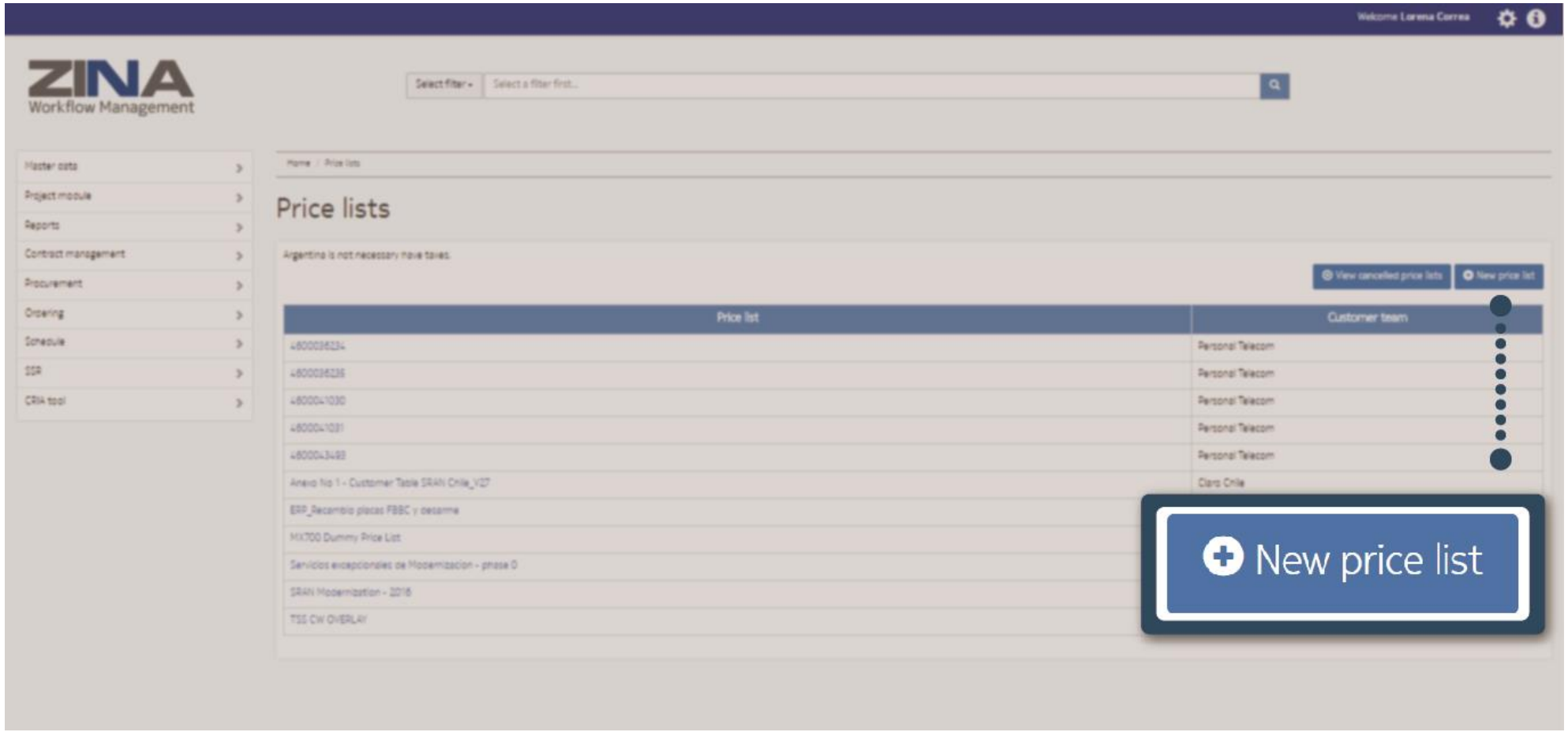
To create a new price list, click on "New Price list" blue button located in the upper right on the Consolidated Price list, as the following image indicates.



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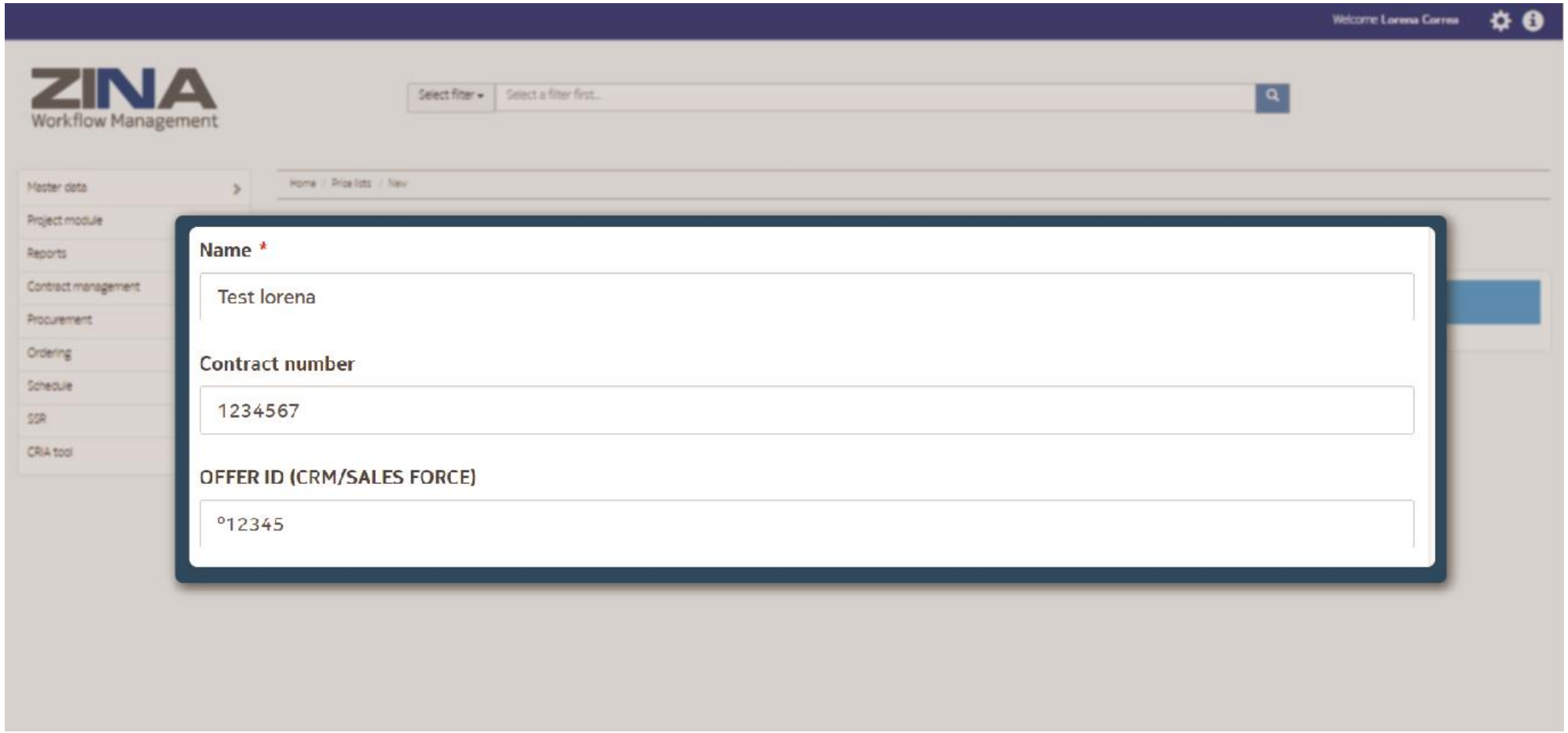
Fill the "Name“, “Contract number“ and “OFFER ID” fields, as the image shows.



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Click on "Save changes“ blue button to continue.

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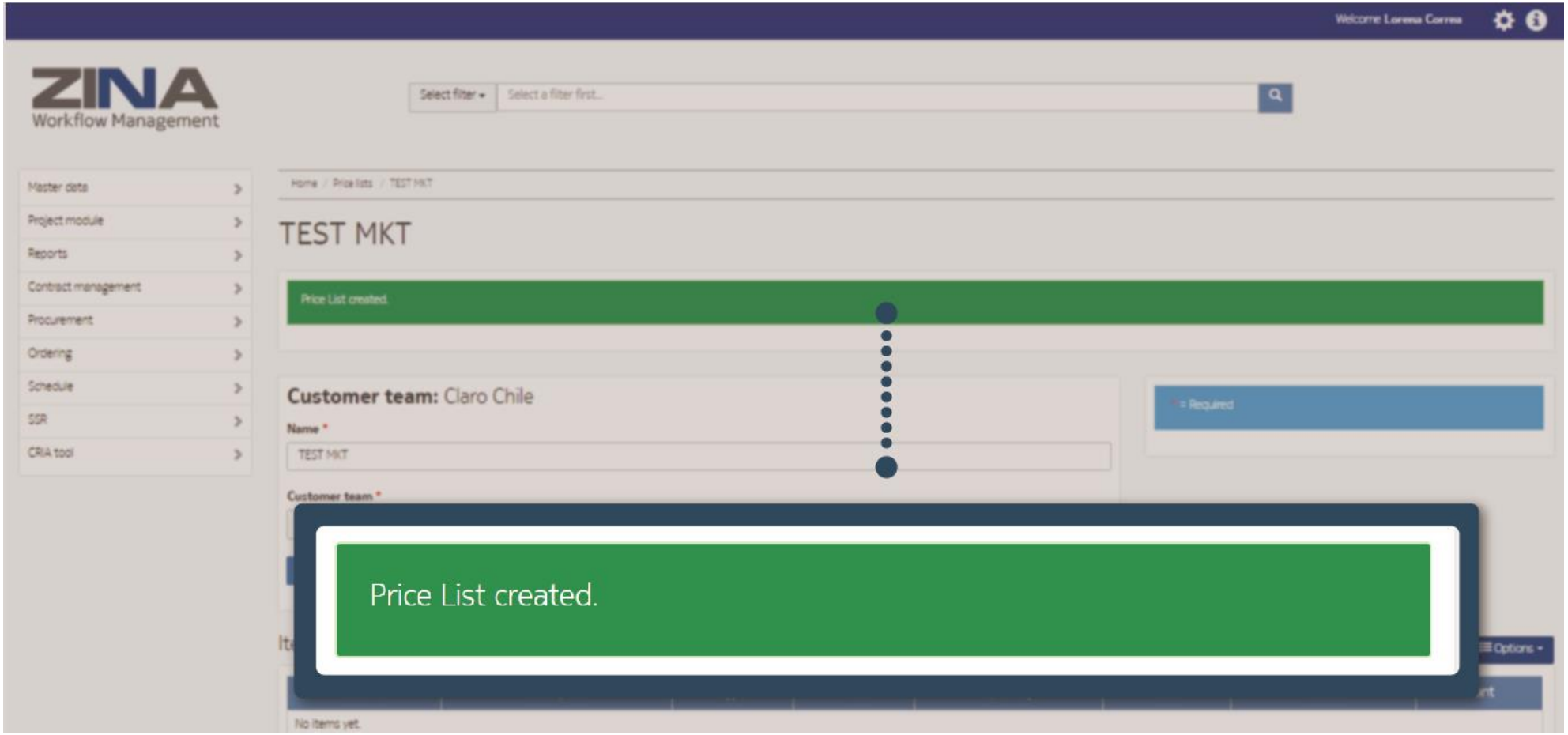
If the creation of "Price list" was successful, a green alert with the "Price List created" message will be displayed.



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1. In the "file" option you can load the signed CPO evidence.
2. Click on "Options" blue button, as the image shows.

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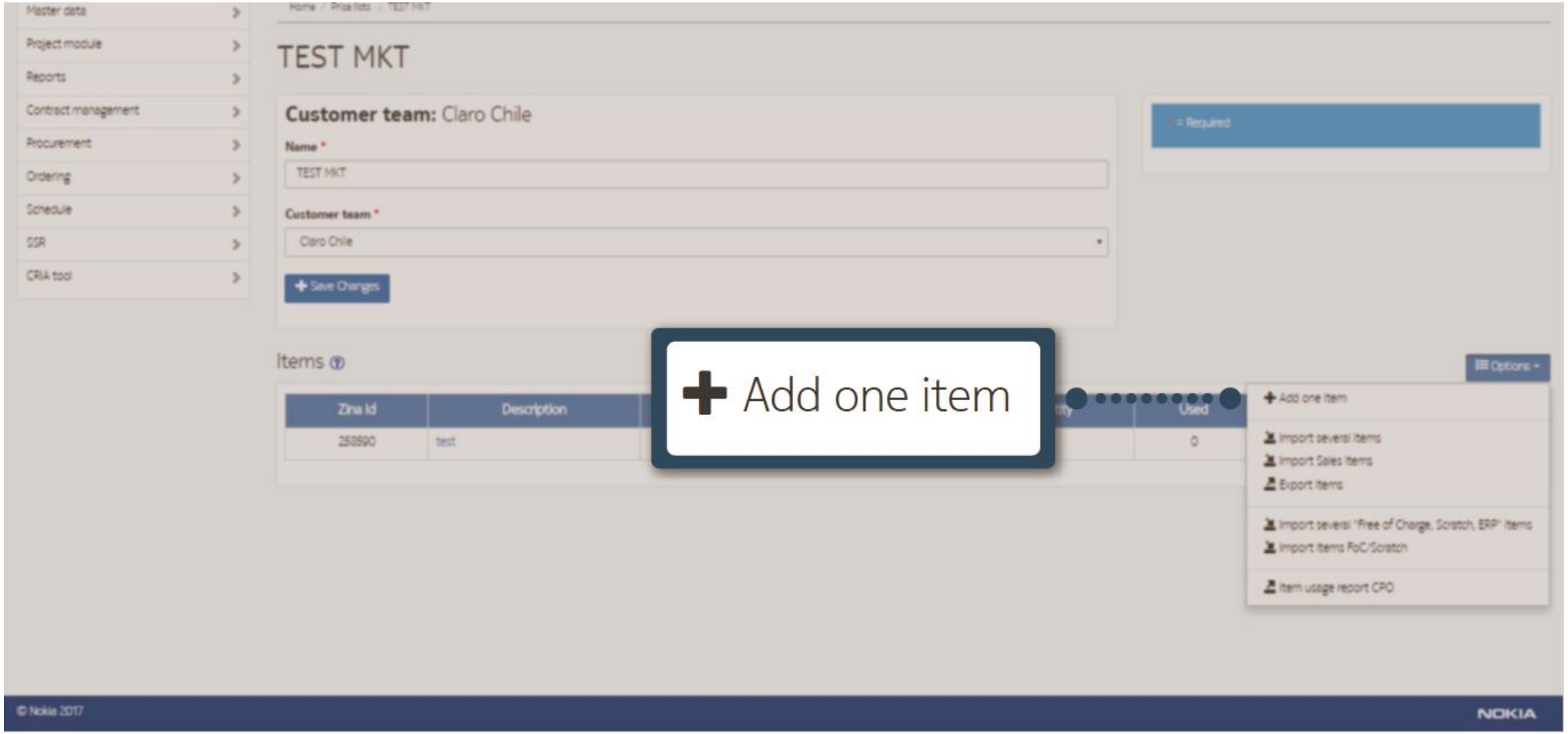
Once the "Options" button content is displayed, select the "Add new item" option for adding new items to the Price list created.



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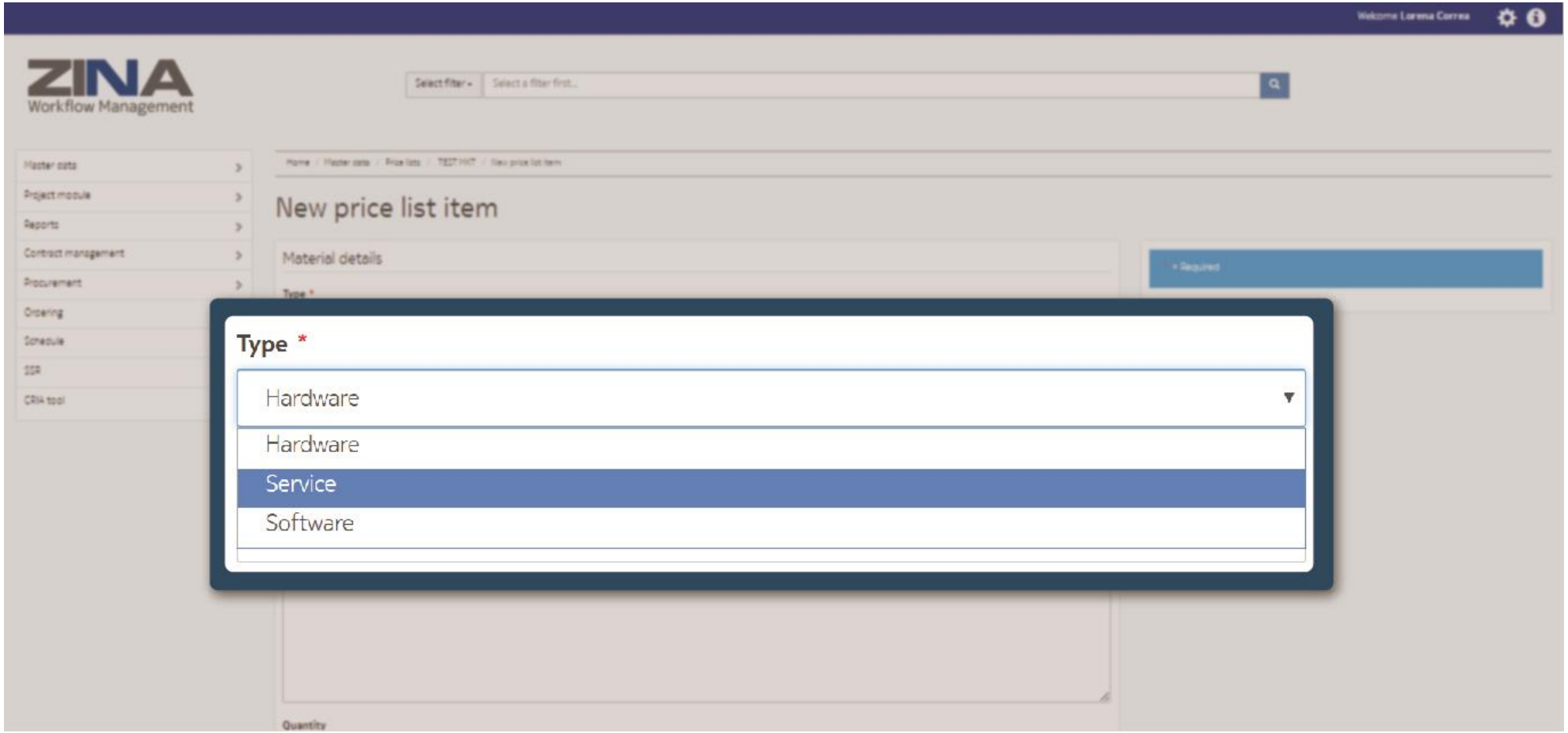
Display the "Type" option and select the service or product required, as the image shows.



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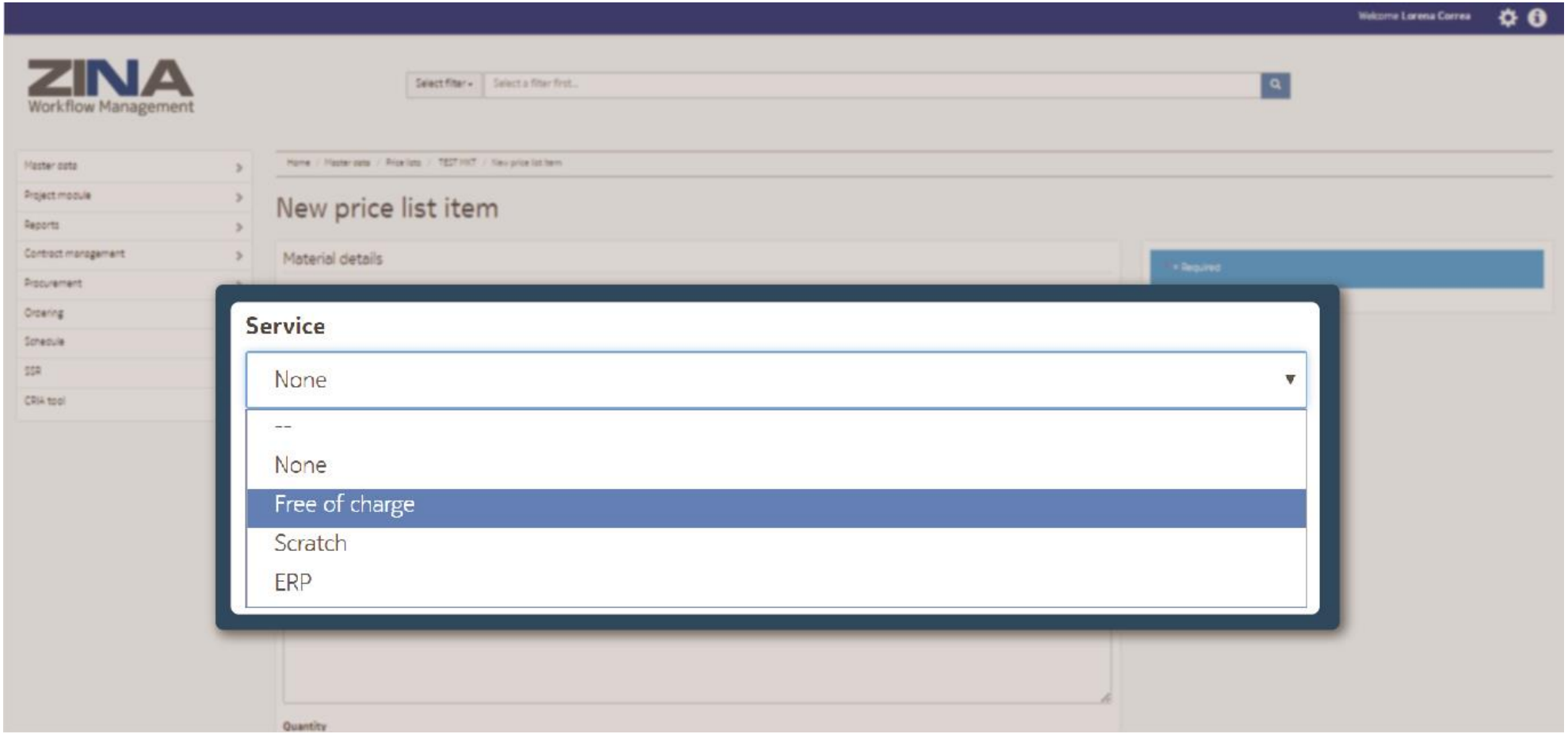
Display the "Service" field and complete the item information.



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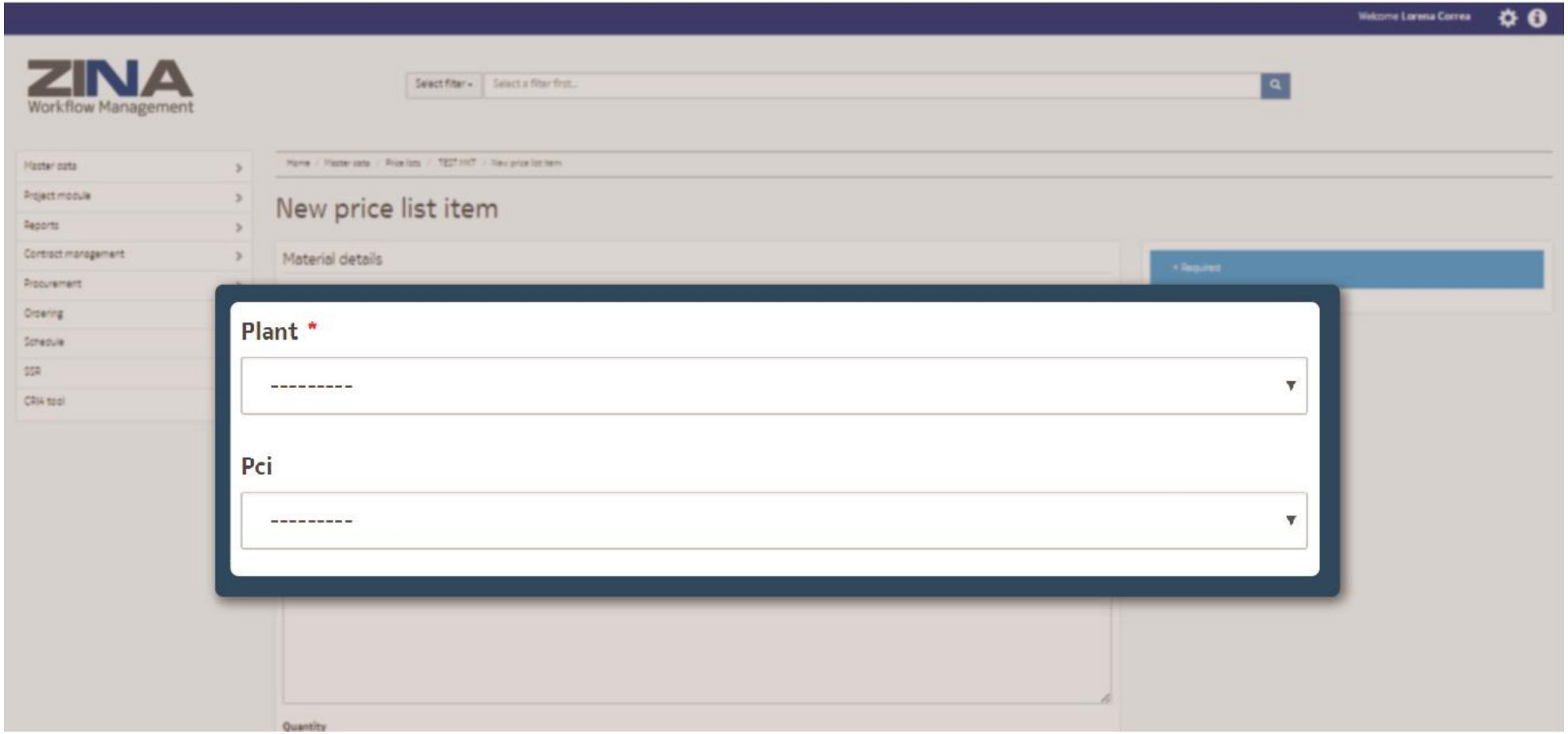
Once the service type is established, complete the "Plant" and "PCI" fields, as the image shows.



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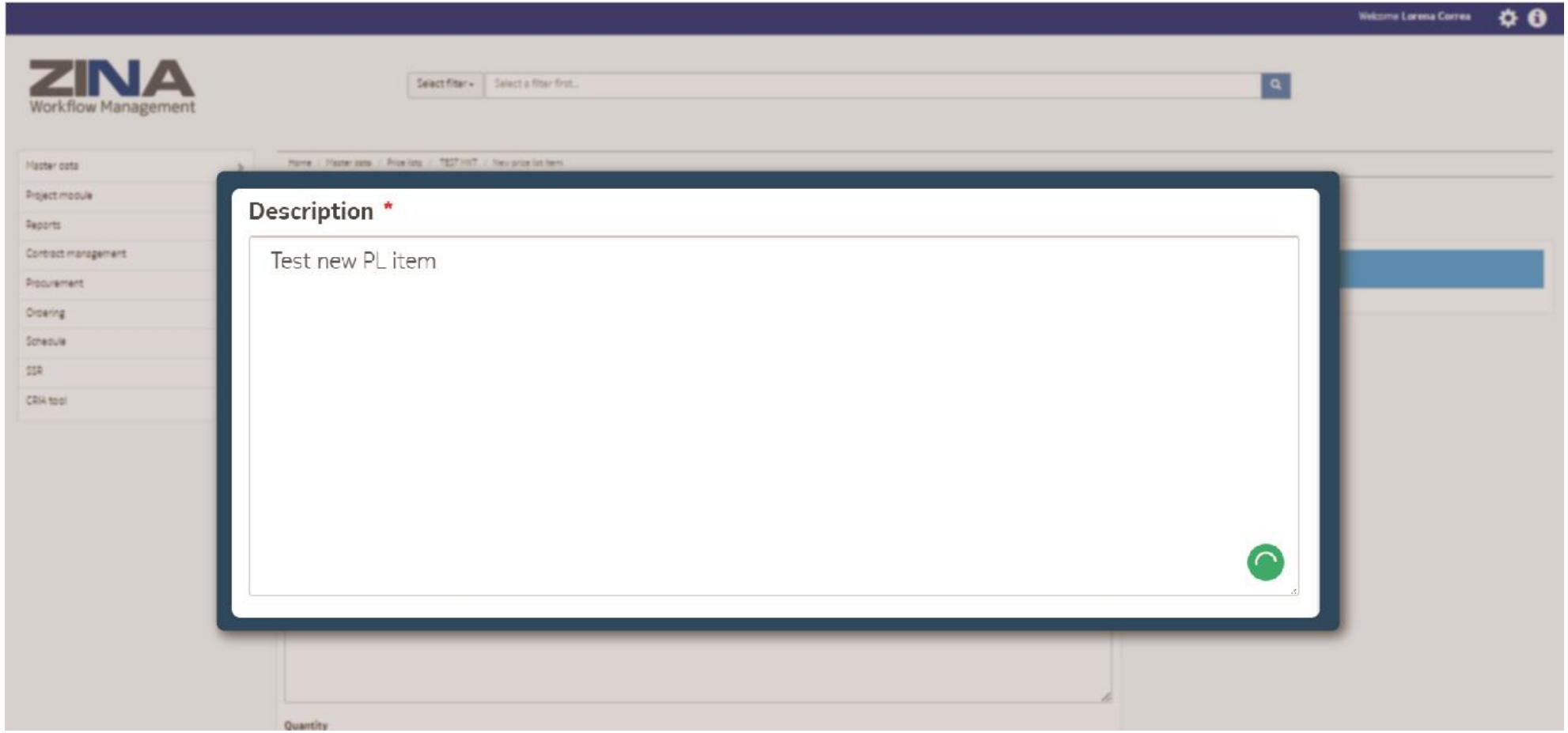
Complete the "Description" field with the most relevant item information.



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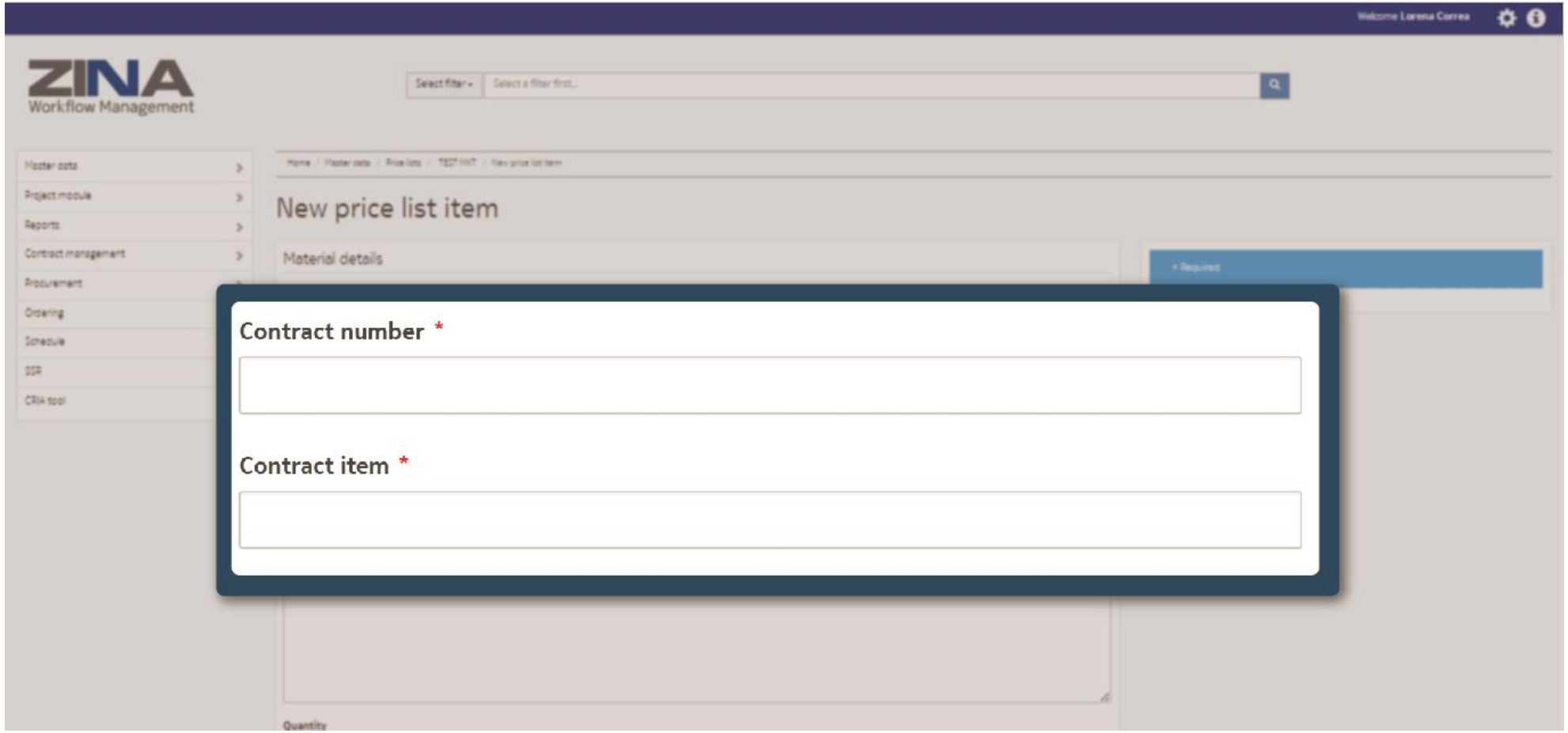
To finish, complete the "Contract number" and "Contract item" fields, as the image shows.



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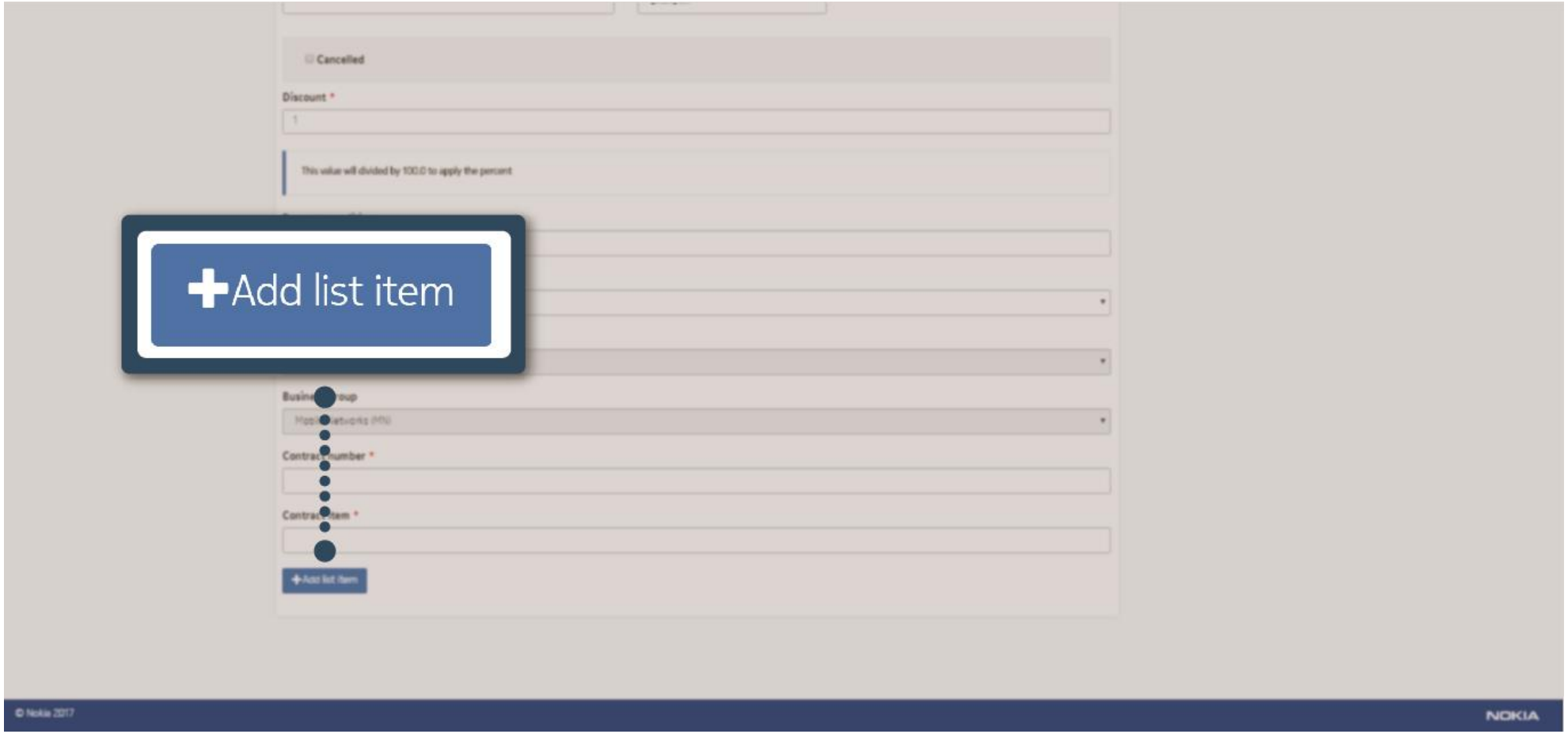
To save your changes, click on "Add list item" blue button.



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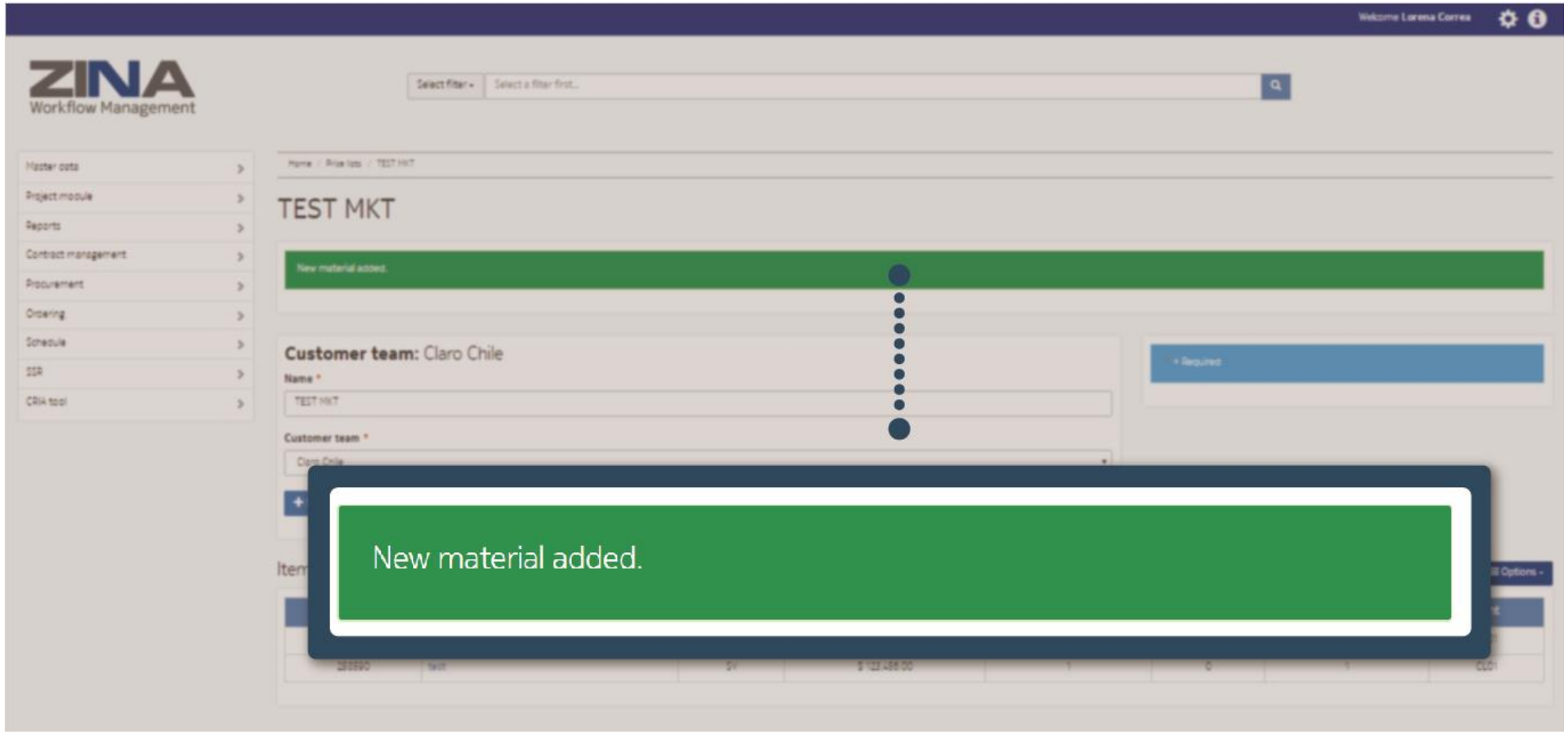
If the creation of the Price List Item was successful, a green alert with "New material added" message will be displayed.



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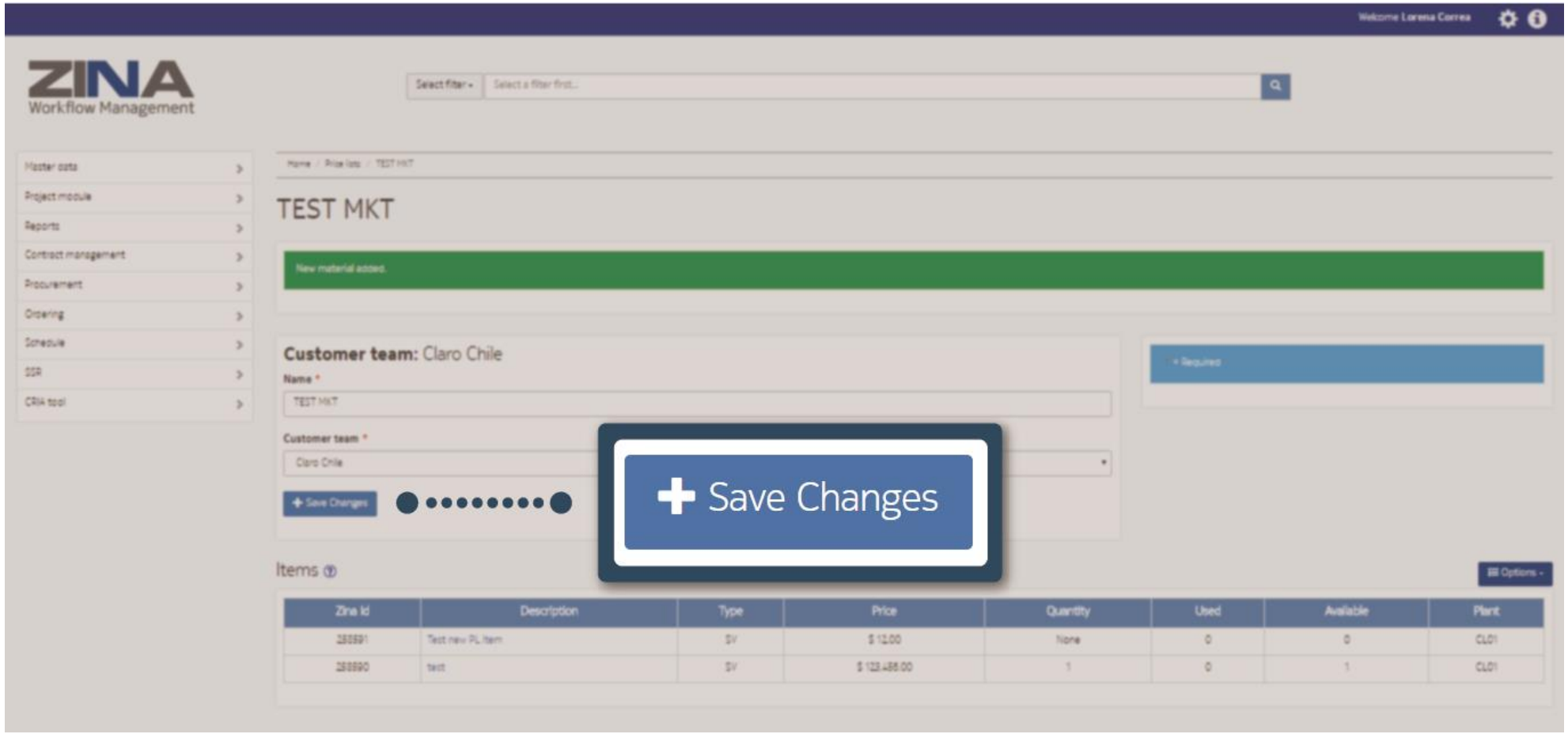
As shown in the following image, click on "Save changes" blue button, to keep the changes.



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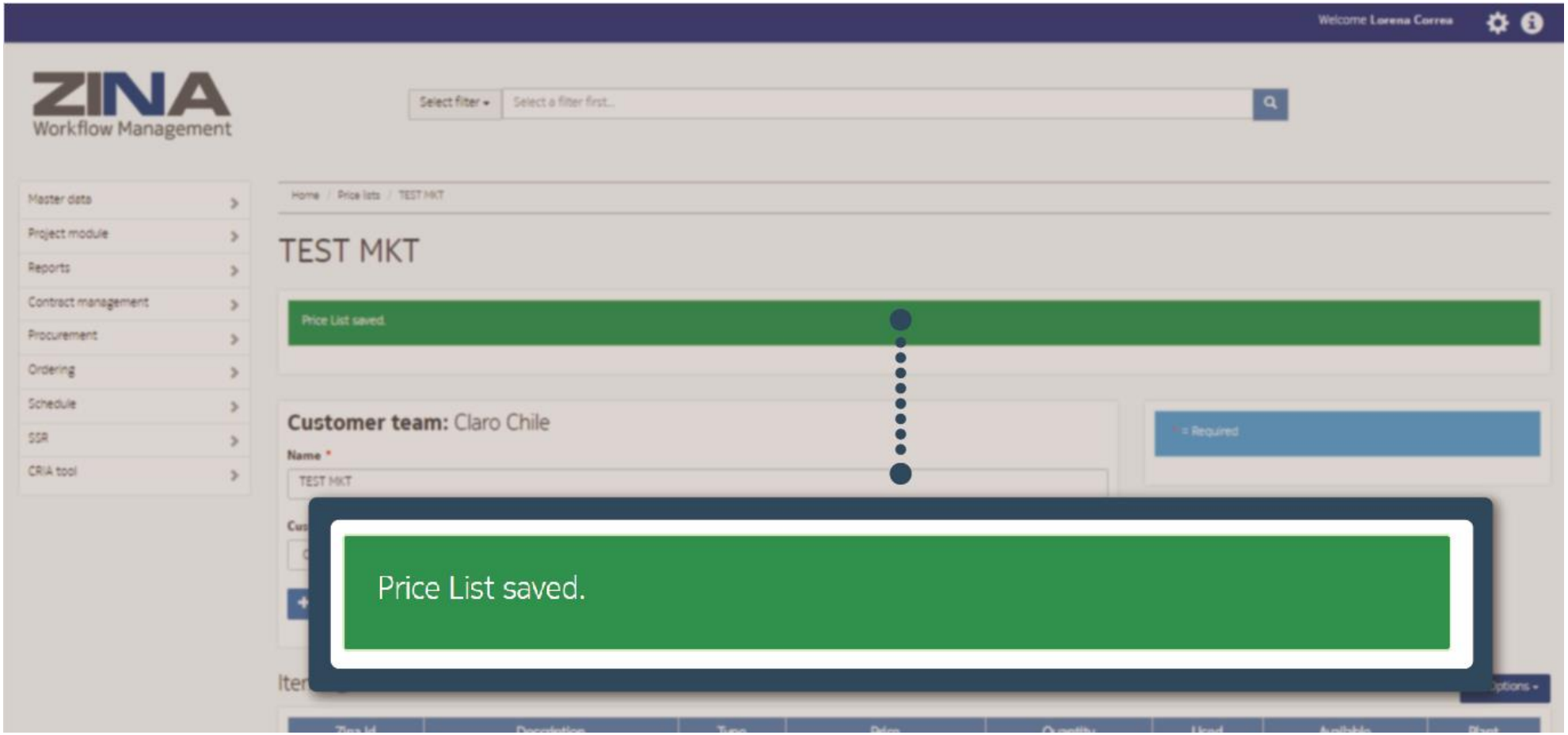
If the creation of the "Price List" and "Price List items" was successful, a green alert will be displayed with "Price List Saved" message.



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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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