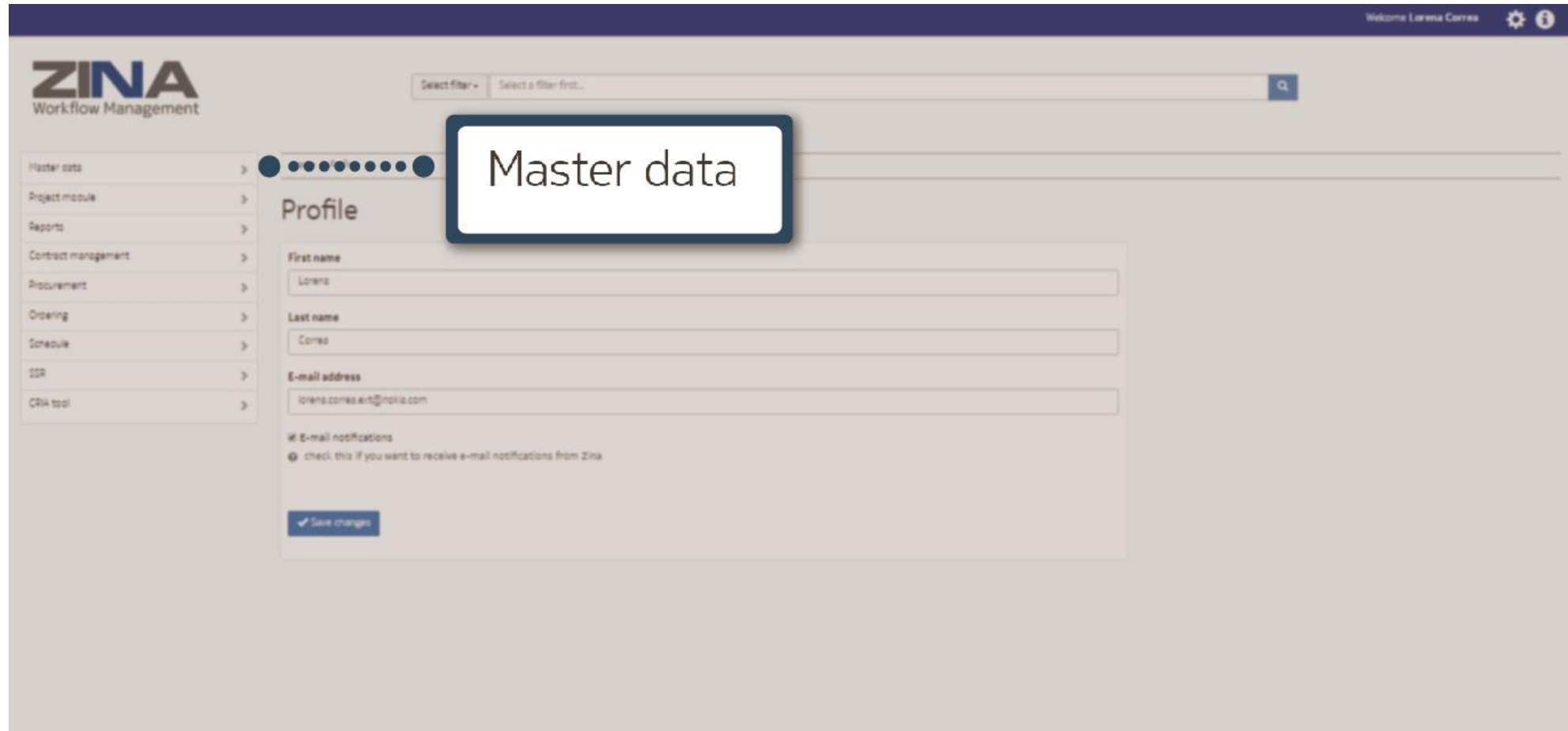


ZINA WORKFLOW MANAGEMENT User's guide

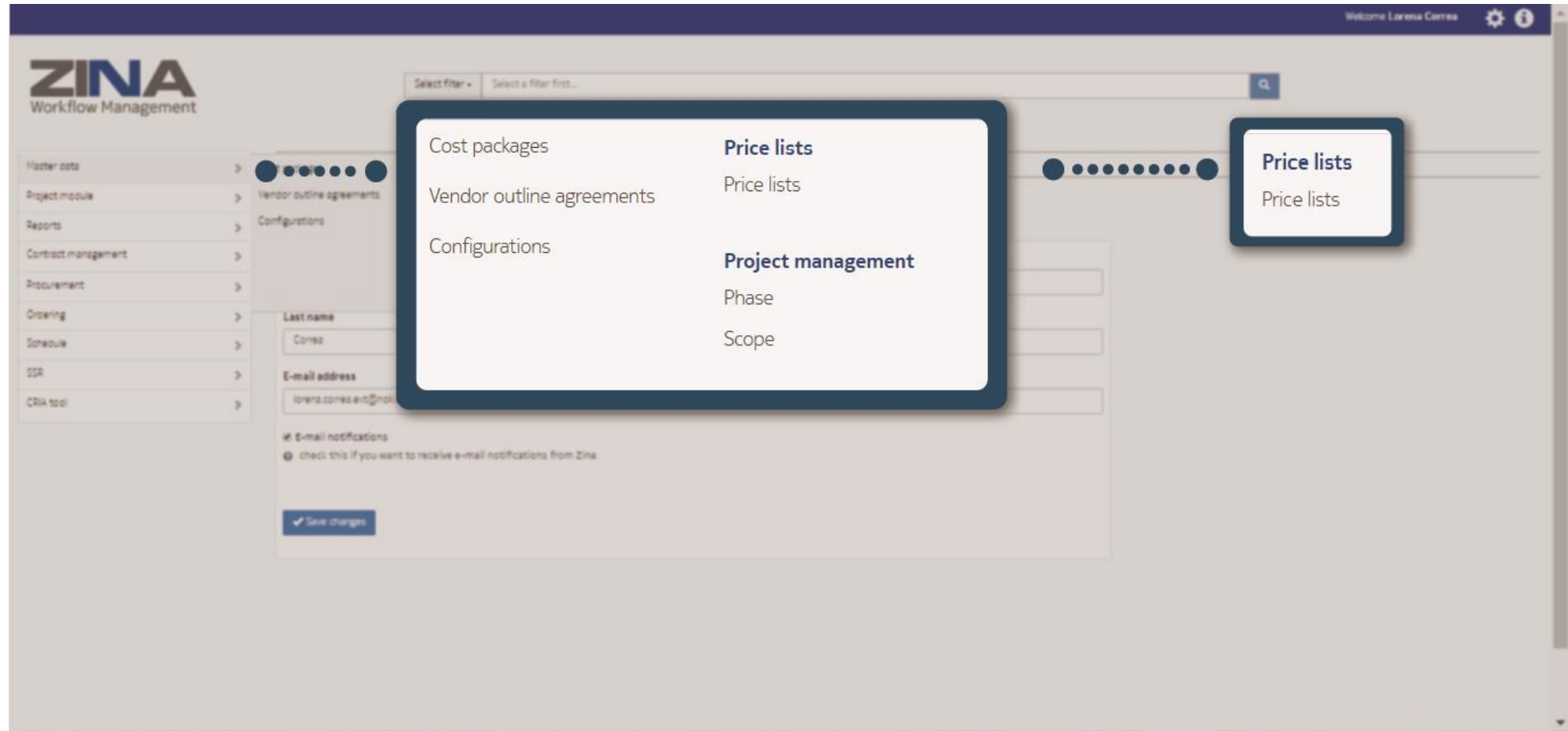
Price List Creation

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

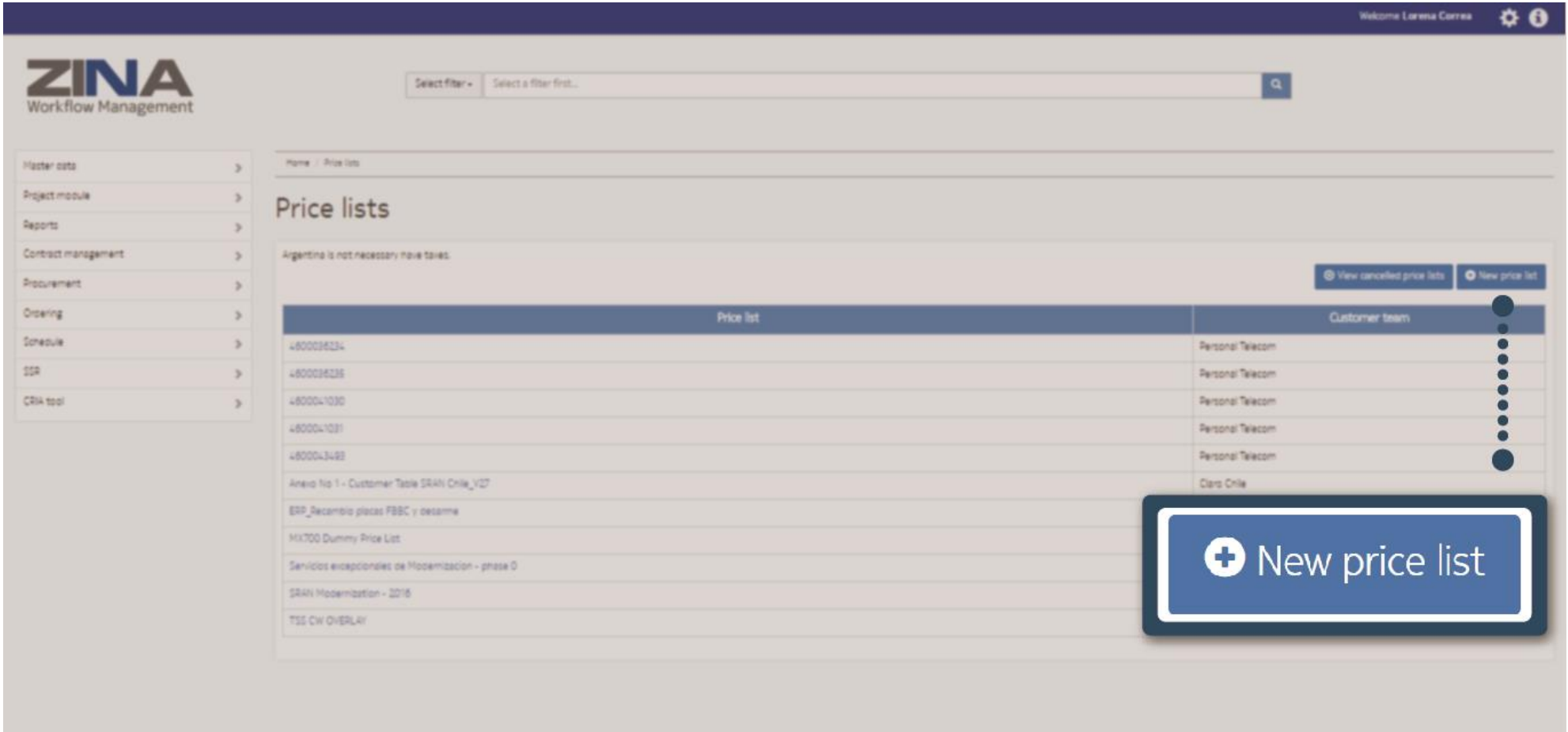


The screenshot shows the ZINA Workflow Management interface. On the left, a side menu lists various options: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, CSR, and CRIA tool. The 'Master data' option is highlighted with a blue dot and a blue box. A callout box labeled 'Master data' points to this option. The main content area displays the 'Profile' form, which includes fields for First name (Lorena), Last name (Correa), and E-mail address (lorena.correa.ext@nokia.com). There is also a checkbox for 'E-mail notifications' and a 'Save changes' button at the bottom.

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



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.



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

The screenshot displays the ZINA Workflow Management interface. At the top, there is a dark blue header with the ZINA logo and the text 'Workflow Management'. A search bar is located on the right side of the header. Below the header, a sidebar on the left contains a list of menu items: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, and CRIA tool. The main content area shows a breadcrumb trail: Home / Price lists / New. A modal form is overlaid on the main content area, containing three input fields: 'Name' (with a red asterisk), 'Contract number', and 'OFFER ID (CRM/SALES FORCE)'. The 'Name' field contains the text 'Test lorena', the 'Contract number' field contains '1234567', and the 'OFFER ID (CRM/SALES FORCE)' field contains '°12345'.

Welcome Lorena Correa

ZINA
Workflow Management

Select filter ▼ Select a filter first... 🔍

Home / Price lists / New

Name *
Test lorena

Contract number
1234567

OFFER ID (CRM/SALES FORCE)
°12345

Click on "Save changes" blue button to continue.

ZINA
Workflow Management

Admin's Area >

Invoice gate >

Master data >

Project module >

Reports >

Order intake >

Contract management >

Logistics >

BRTT >

Procurement >

Class >

Oil >

TIM >

Ordering >

Schedule >

NAH >

SSR >

Select filter ▾

Select a filter first...

Q

Home / Price lists / New

New price list

Name *

teste

Contract number

1345

OFFER ID (CRM/SALES FORCE)

1234

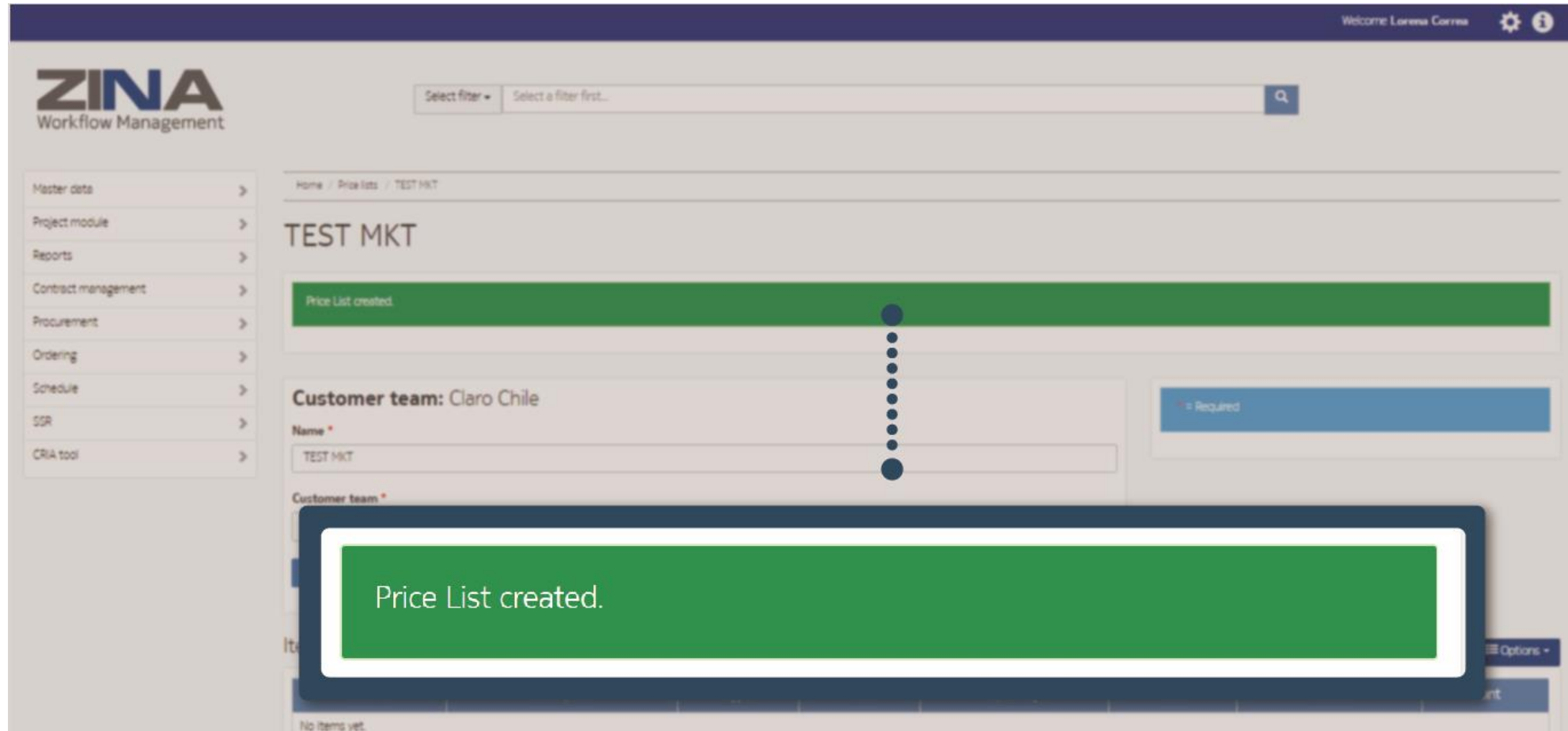
✔ Save changes

● ● ● ● ● ● ● ●

✔ Save changes

Required

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



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

The screenshot shows the 'Price List created' confirmation screen in the Nokia system. The left sidebar contains a navigation menu with items like 'Admin's Area', 'invoice gate', 'Master data', 'Project module', 'Reports', 'Order intake', 'Contract management', 'Logistics', 'BET', 'Procurement', 'Card', 'DI', 'TBI', 'Ordering', 'Schedule', 'SAB', 'SAR', 'SMB', 'CRA tool', 'Cost Base Line', 'ISS table', and 'Download'. The main content area shows the 'teste' price list details for 'Customer Locop Mexico'. A green banner at the top says 'Price List created'. Below it, the 'Customer' section shows 'Name: teste' (annotated with a circled '1'), 'Customer team: Locop Mexico', and 'Contract number: 1345'. A blue button labeled 'Options' (annotated with a circled '2') is visible on the right. A modal window at the bottom is titled 'File:' and contains a text input field with 'Seleccionar archivo' and 'Ningún archivo seleccionado', a red 'Cancel price list' button, and a blue '+ Save Changes' button. A table at the bottom right has columns for 'Currency', 'Quantity', 'Used', 'Available', and 'Plant'.

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

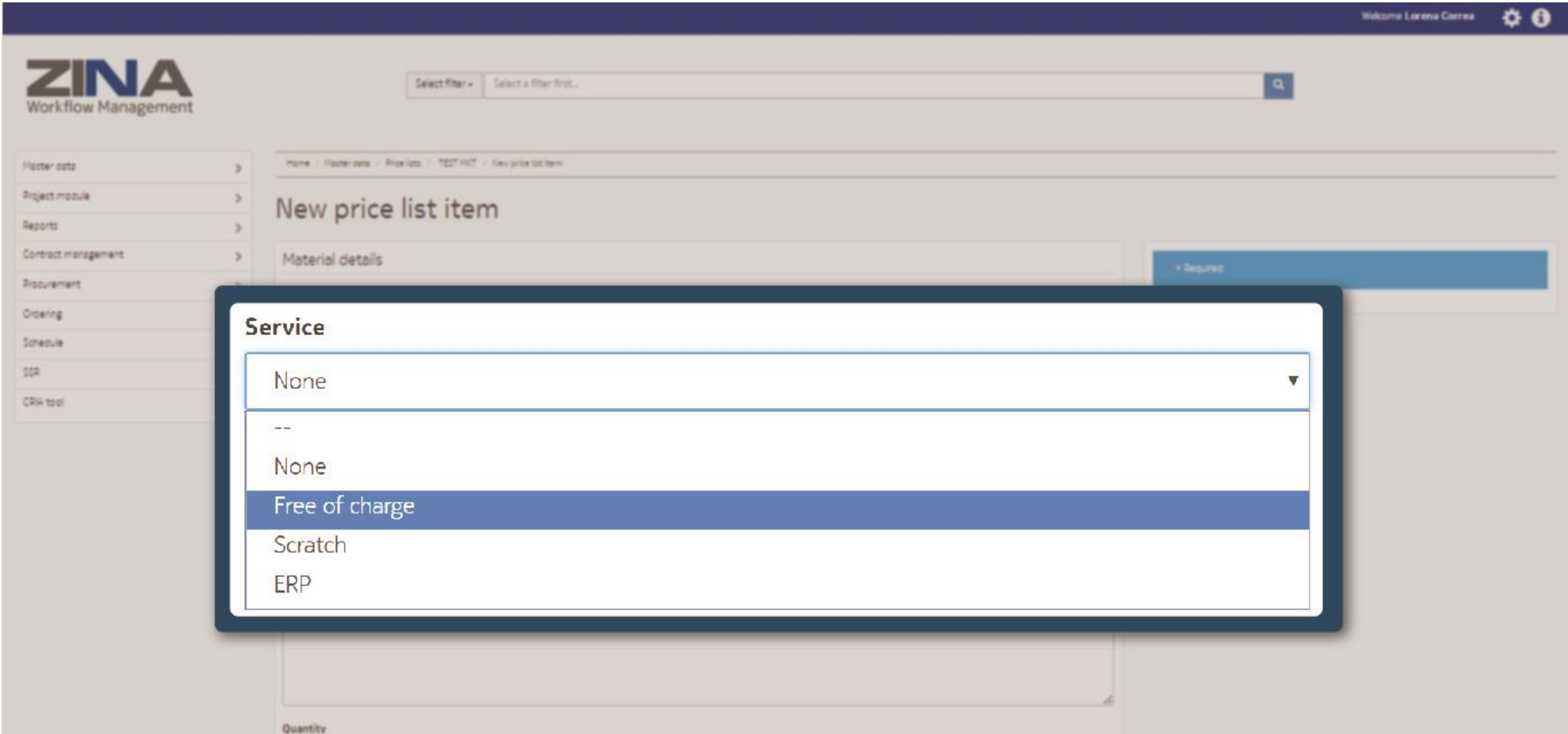
The screenshot shows the Nokia Price List Creation interface. On the left is a sidebar with navigation links: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, and CRIA tool. The main area is titled 'TEST MKT' and contains a form for 'Customer team: Claro Chile'. The form has fields for 'Name' (TEST MKT) and 'Customer team' (Claro Chile), with a '+ Save Changes' button. Below the form is an 'Items' table with columns 'Zina Id', 'Description', 'Qty', and 'Used'. The table contains one row with 'ZS890' and 'test'. To the right of the table is an 'Options' button. A callout box with a plus sign and the text '+ Add one item' points to the 'Options' button. The 'Options' menu is open, showing several options: '+ Add one item', 'Import several items', 'Import Sales items', 'Export items', 'Import several "Free of Charge, Scratch, ERP" items', 'Import items PoC/Scratch', and 'Item usage report CRO'. A legend indicates that a red asterisk (*) means 'Required'.

Zina Id	Description	Qty	Used
ZS890	test		0

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

The screenshot displays the ZINA Workflow Management interface. The top navigation bar includes the ZINA logo, a search bar, and a user profile section. The left sidebar lists various modules: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, and CRM tool. The main content area is titled 'New price list item' and contains a 'Material details' section. A dropdown menu for 'Type' is open, showing options: Hardware, Hardware, Service (highlighted), and Software. A blue button labeled 'Required' is visible on the right side of the form.

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



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

The screenshot displays the ZINA Workflow Management interface. The top navigation bar includes the ZINA logo, a search bar, and a user profile section. The left sidebar lists various modules: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, and CRM tool. The main content area is titled 'New price list item' and contains a 'Material details' section. A modal overlay is present, highlighting the 'Plant' and 'Pci' fields, both of which are dropdown menus with dashed lines indicating they are required. The 'Plant' field is marked with a red asterisk. The background form also shows a 'Quantity' field at the bottom.

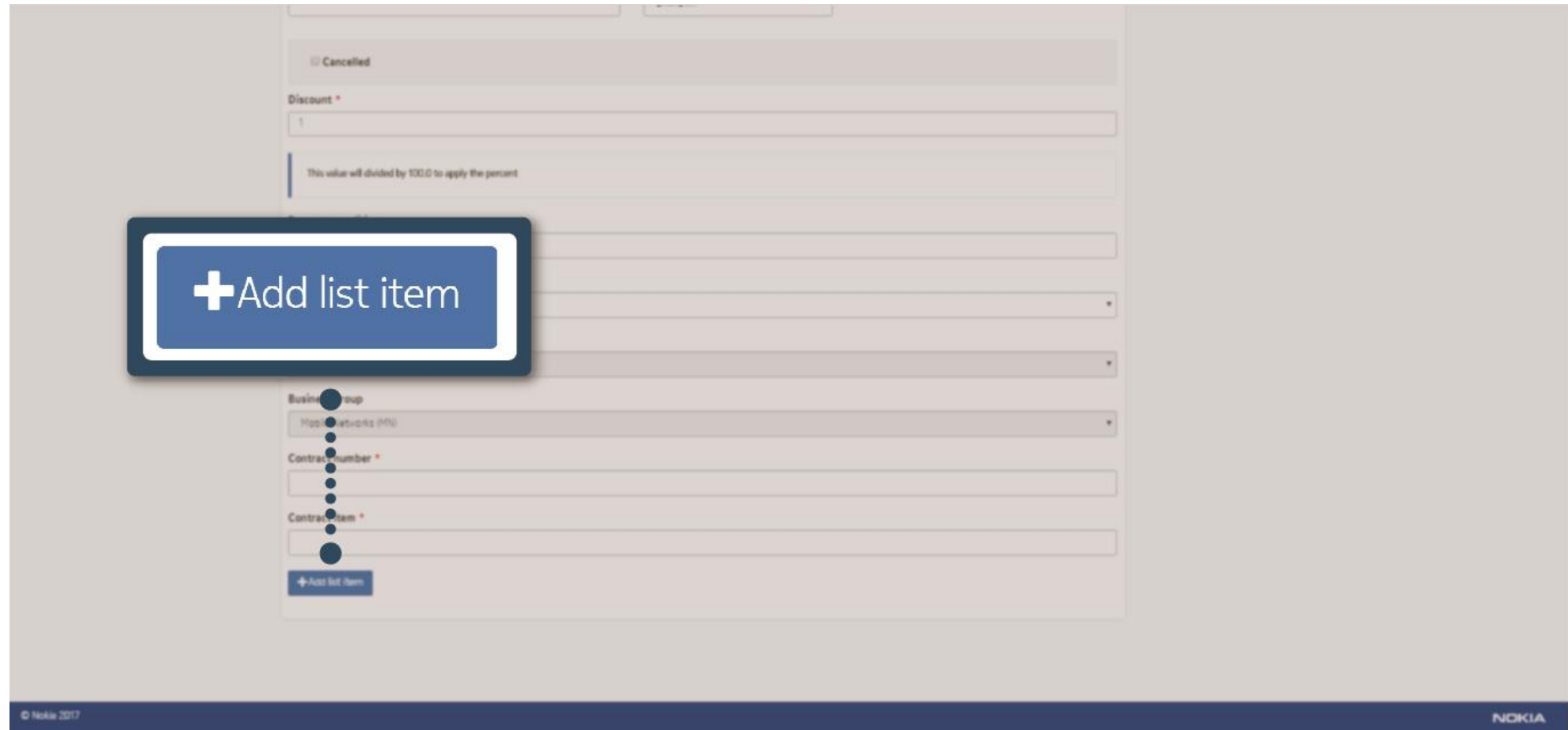
Complete the "Description" field with the most relevant item information.

The screenshot displays the ZINA Workflow Management web application. A modal dialog box is open, titled "Description" with a red asterisk indicating a required field. Inside the dialog, a text input field contains the text "Test new PL item". A green circular button with a white arrow is located at the bottom right of the dialog. The background interface includes a top navigation bar with the ZINA logo, a search bar, and a user profile section. A left sidebar lists various modules: Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, and CRH tool. The main content area shows a breadcrumb trail: Home > Master data > Price list > TEST list > New price list item.

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

The screenshot displays the ZINA Workflow Management interface. The main heading is "New price list item". Below it, the "Material details" section is visible. A modal dialog is overlaid on the form, containing two required fields: "Contract number" and "Contract item", both marked with red asterisks. The background interface includes a sidebar with navigation links (Master data, Project module, Reports, Contract management, Procurement, Ordering, Schedule, SSR, CRIS tool) and a top navigation bar with a search bar and user information.

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



The screenshot shows a web form for creating a price list. A blue button with a white plus icon and the text "+ Add list item" is highlighted with a white border. The form includes the following fields:

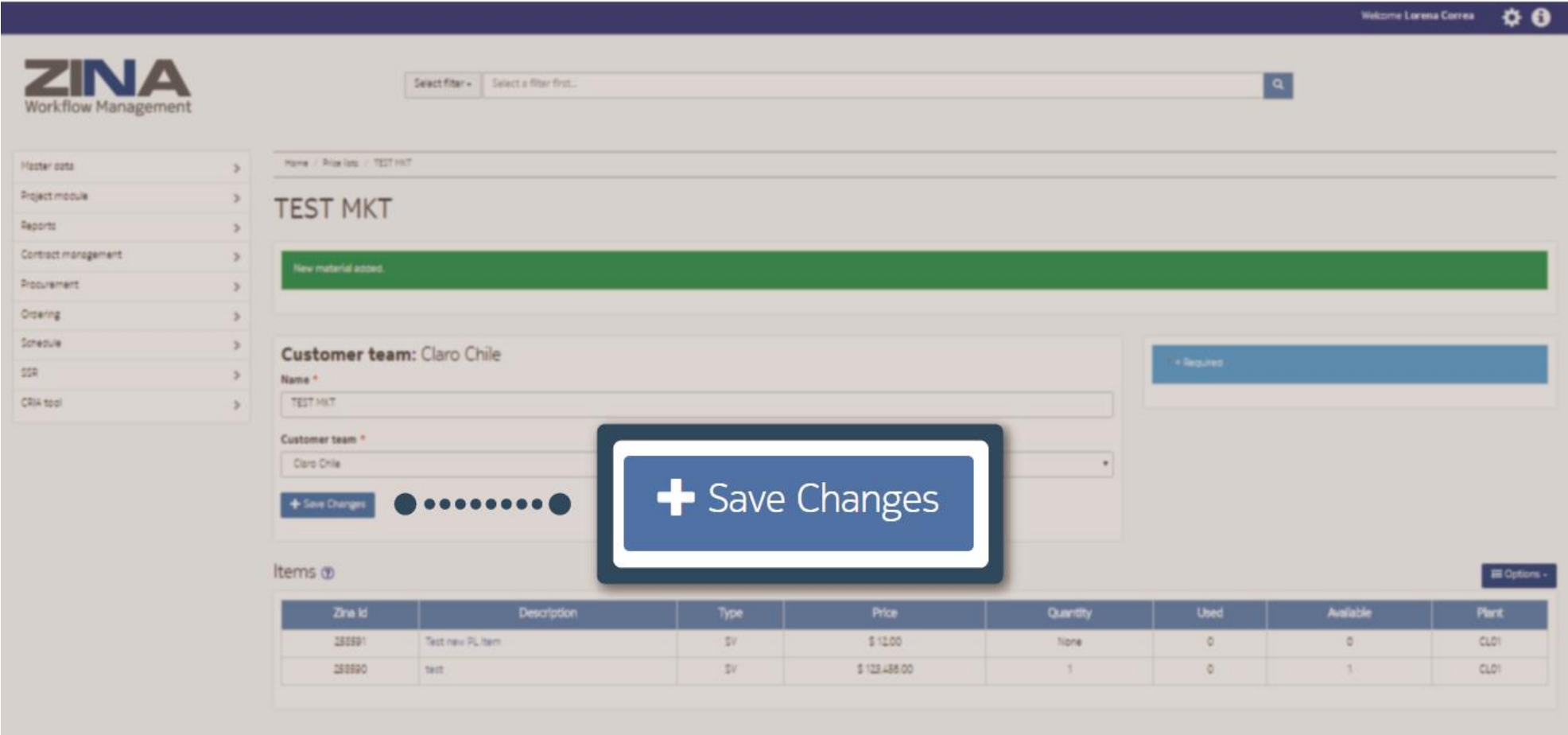
- Cancelled**: A checkbox.
- Discount ***: A text input field containing the value "1".
- Discount note**: A text area containing the text "This value will be divided by 100.0 to apply the percent".
- Business group**: A dropdown menu with "Mobile Networks (PFI)" selected.
- Contract number ***: A text input field.
- Contract item ***: A text input field.
- + Add list item**: A blue button at the bottom of the form.

The footer of the page contains the text "© Nokia 2017" on the left and the "NOKIA" logo on the right.

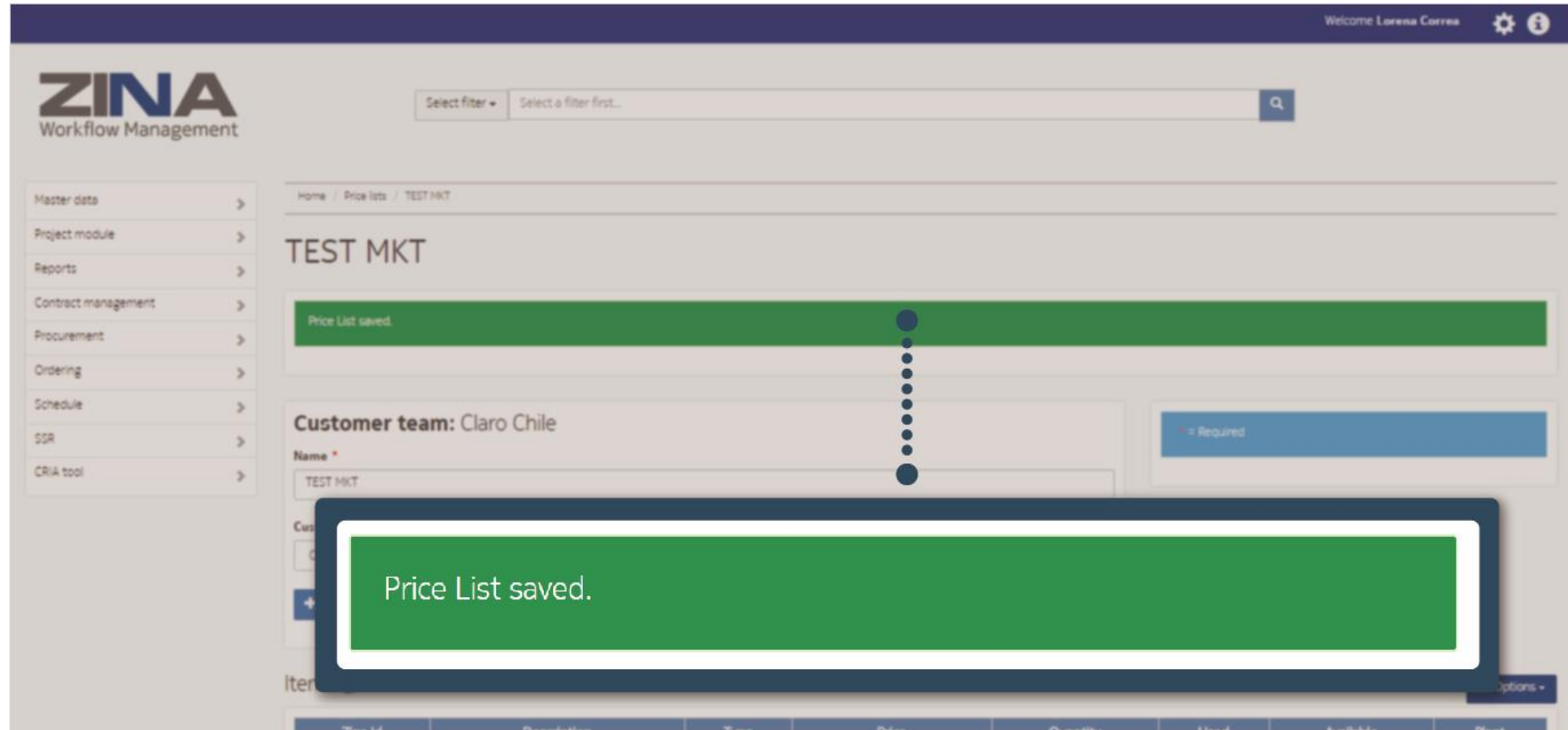
If the creation of the Price List Item was successful, a green alert with "New material added" message will be displayed.

The screenshot displays the ZINA Workflow Management interface. At the top, there is a navigation bar with the ZINA logo and a search bar. The main content area is titled "TEST MKT" and shows a form for creating a price list item. A green alert message "New material added." is displayed at the top of the form. Below the alert, the form fields include "Customer team: Claro Chile", "Name: TEST MKT", and "Customer team: Claro Chile". A blue button labeled "Required" is visible on the right side of the form. A large green alert message "New material added." is overlaid on the bottom of the form, indicating a successful creation. The interface also includes a sidebar with navigation links and a table at the bottom.

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



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



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

NOKIA