

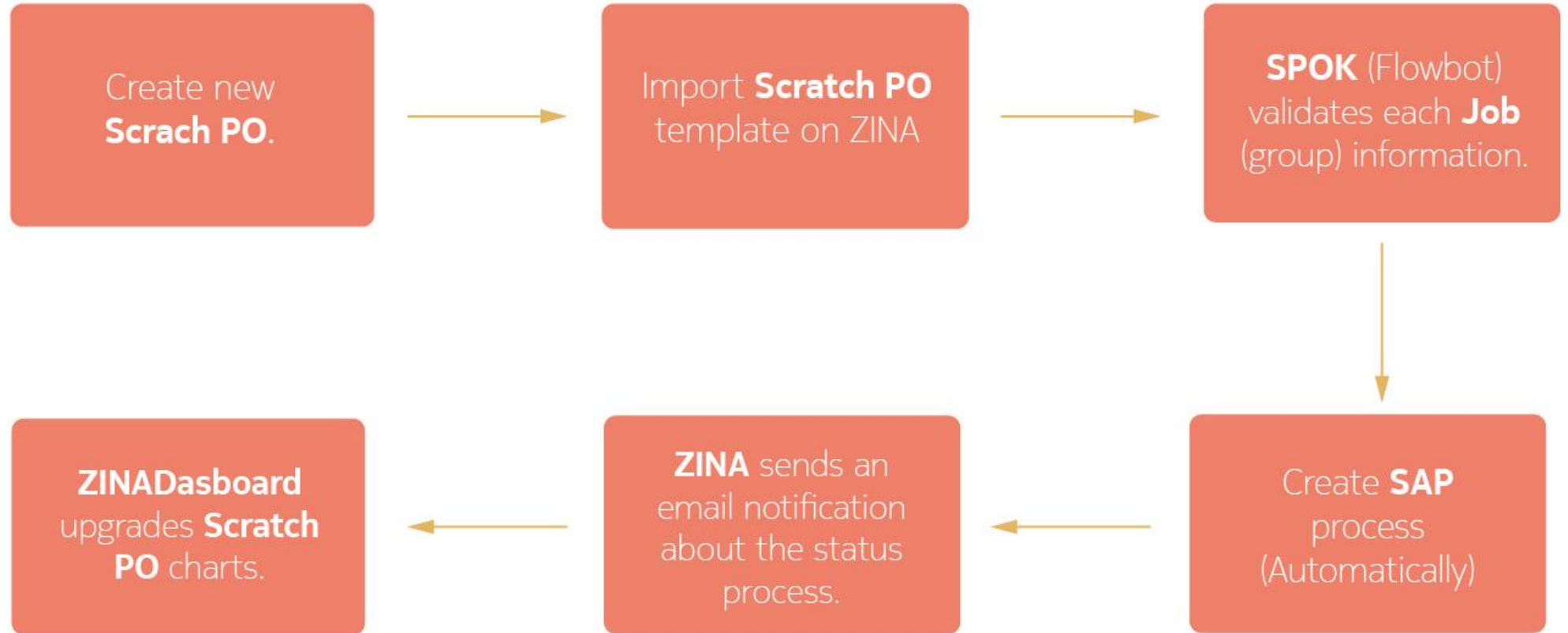
# **ZINA WORKFLOW MANAGEMENT User's guide**

Scratch PO – Batch  
Upload Report

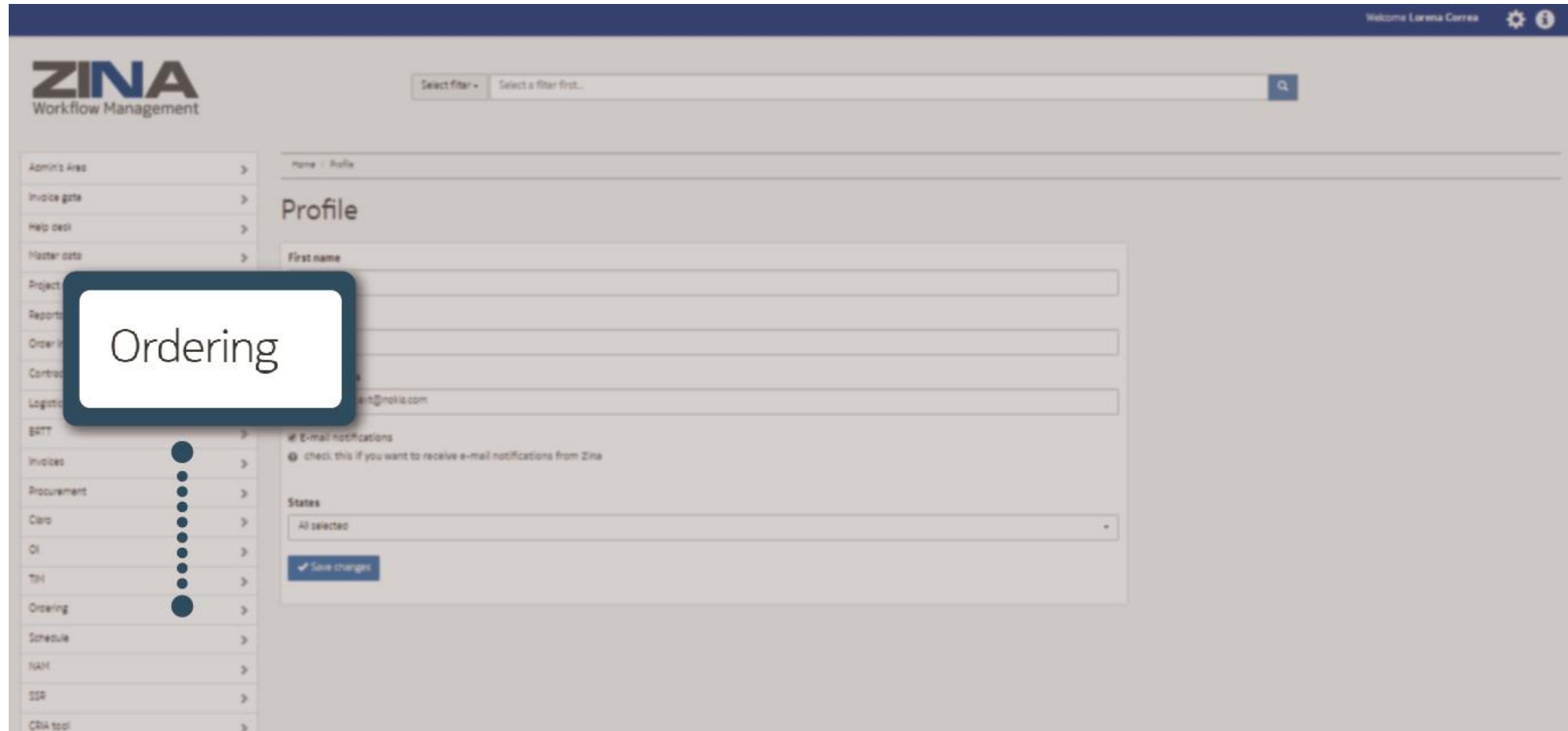
ZINA is automating the creation of Scratch Purchase Orders – Non B2B and Change Request for vendors. The tool includes an important set of achievements and benefits to take into account:

- Allows a better control over Scratch PO for subcontractors creation.
- Reduces time from an average of 3 days to around 10 minutes.
- Saves costs associated with the creation of this process in SAP. (without human interaction)
- The process is totally automated.

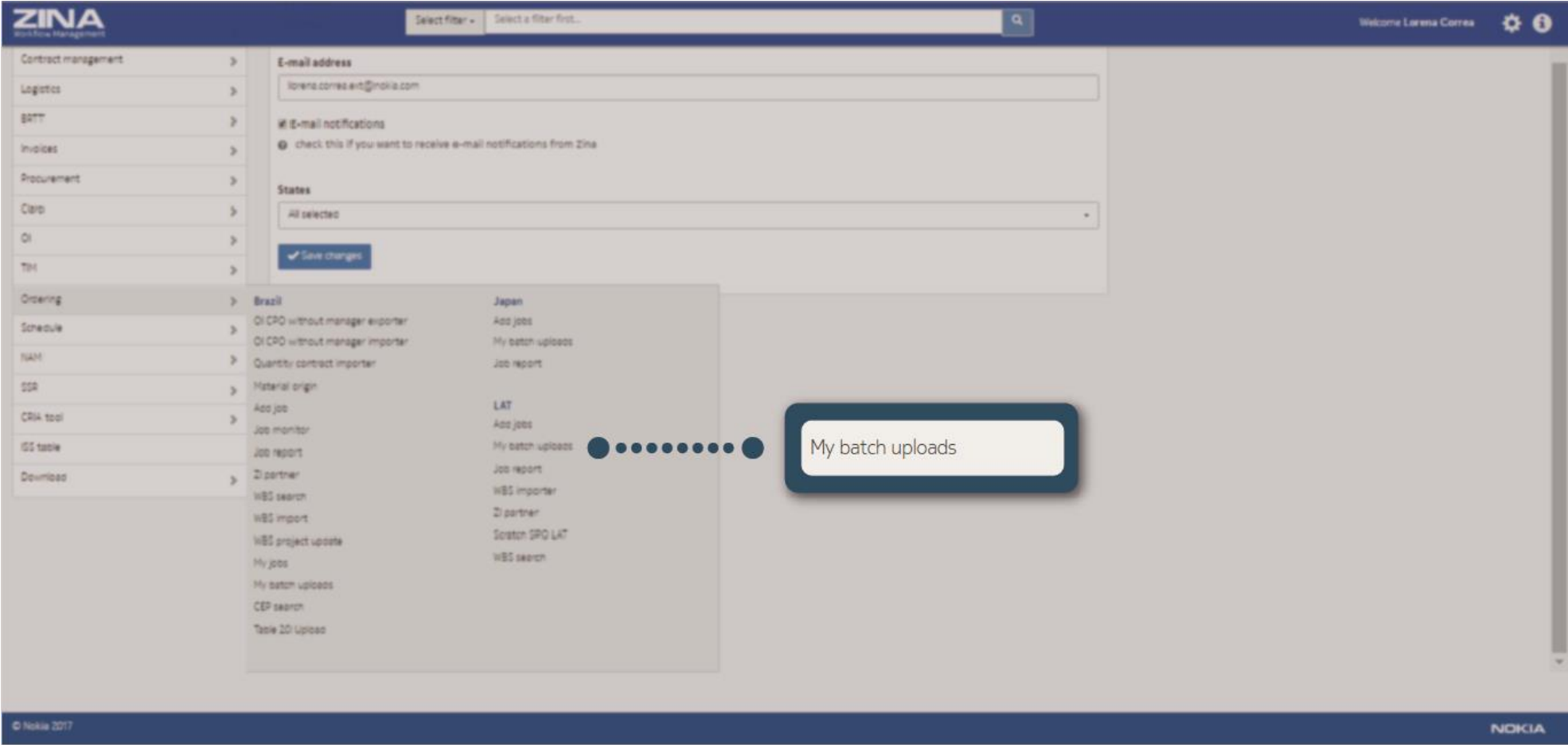
Scratch PO  
workflow using  
SPOK and SAP



In the side menu,  
display the  
“Ordering”  
options.



Select the “My batch uploads” option as the image indicates.



To verify the process performed, locate in the row of the created item and click on the option in the "Upload file" column, as shown in the following image.

ZINA

Workflow Management

Select filter ▾

Select a filter first...

Q

Master data >

Project module >

Reports >

Contract management >

Invoices >

Procurement >

Ordering >

Schedule >

SSR >

CRIA tool >

Home / Flowbot / My batch uploads

My batch uploads

Type	Uploaded File	Jobs	Start	Finished
flowbot-scratchPoLetChangeRequest	file_upload_history/2017/3/change_request_spo_creation_template.xls	0	None	False
flowbot-scratchPoLetChangeRequest	file_upload_history/2017/3/scratchpoch-15.xls	20	March 1, 2017, 12:16 p.m.	False: Processed
flowbot-scratchPoLetChangeRequest	file_upload_history/2017/3/scratchpoch-15.xls	20	March 1, 2017, 10:29 a.m.	False: Processed

file\_upload\_history/2017/2/scratchpo-15.xls

Download a report from the imported file, as shown in the following image.

ZINA

Workflow Management

Select filter -

Select a filter first...

Q

Admin's Area

Invoice gate

Help desk

Master data

Project module

Reports

Order intake

Contract management

Logistics

BATT

Invoices

Procurement

Card

CI

TH

Ordering

Schedule

NAH

SSR

CRIA tool

Home / Flowbot / Batch upload details

Batch upload details: file\_upload\_history/

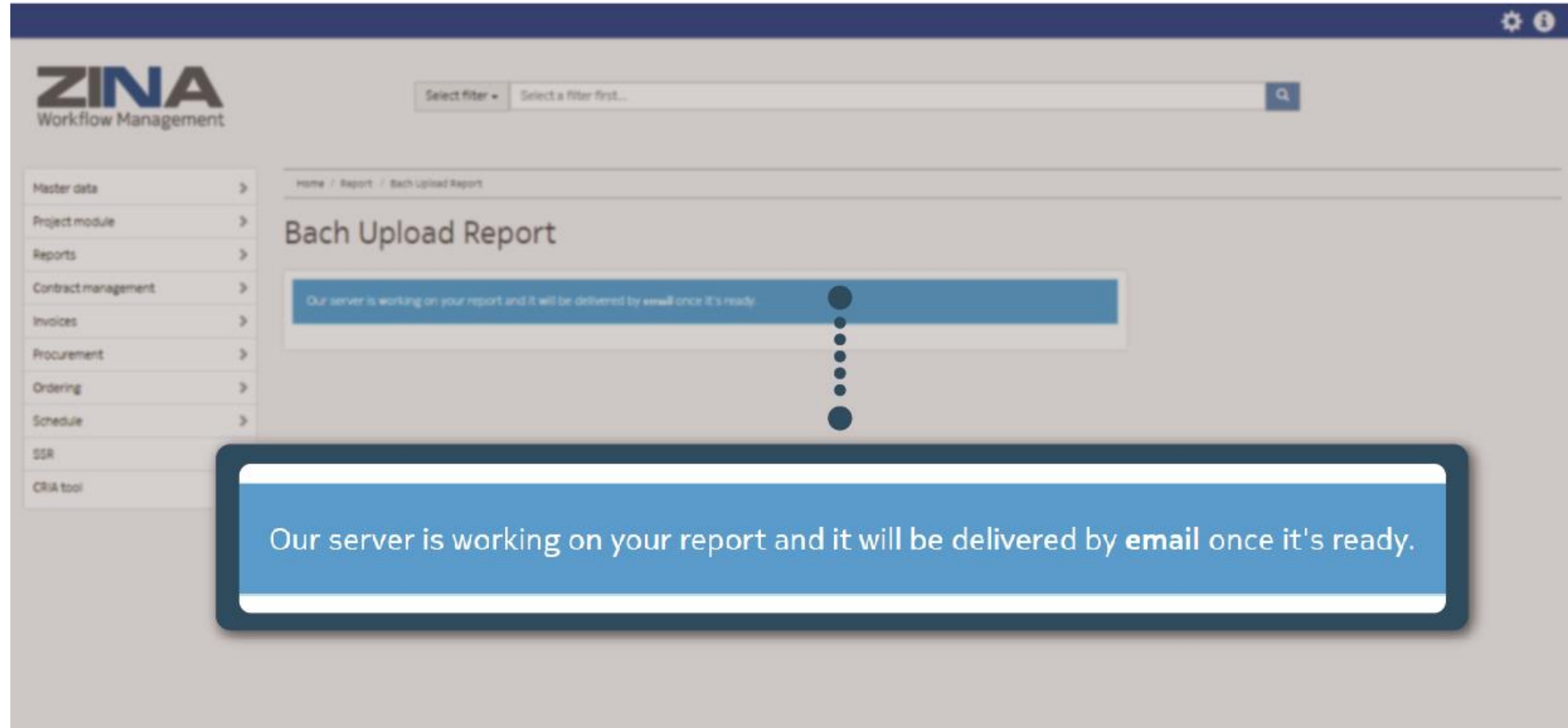
Download Report

Revert to flowbot

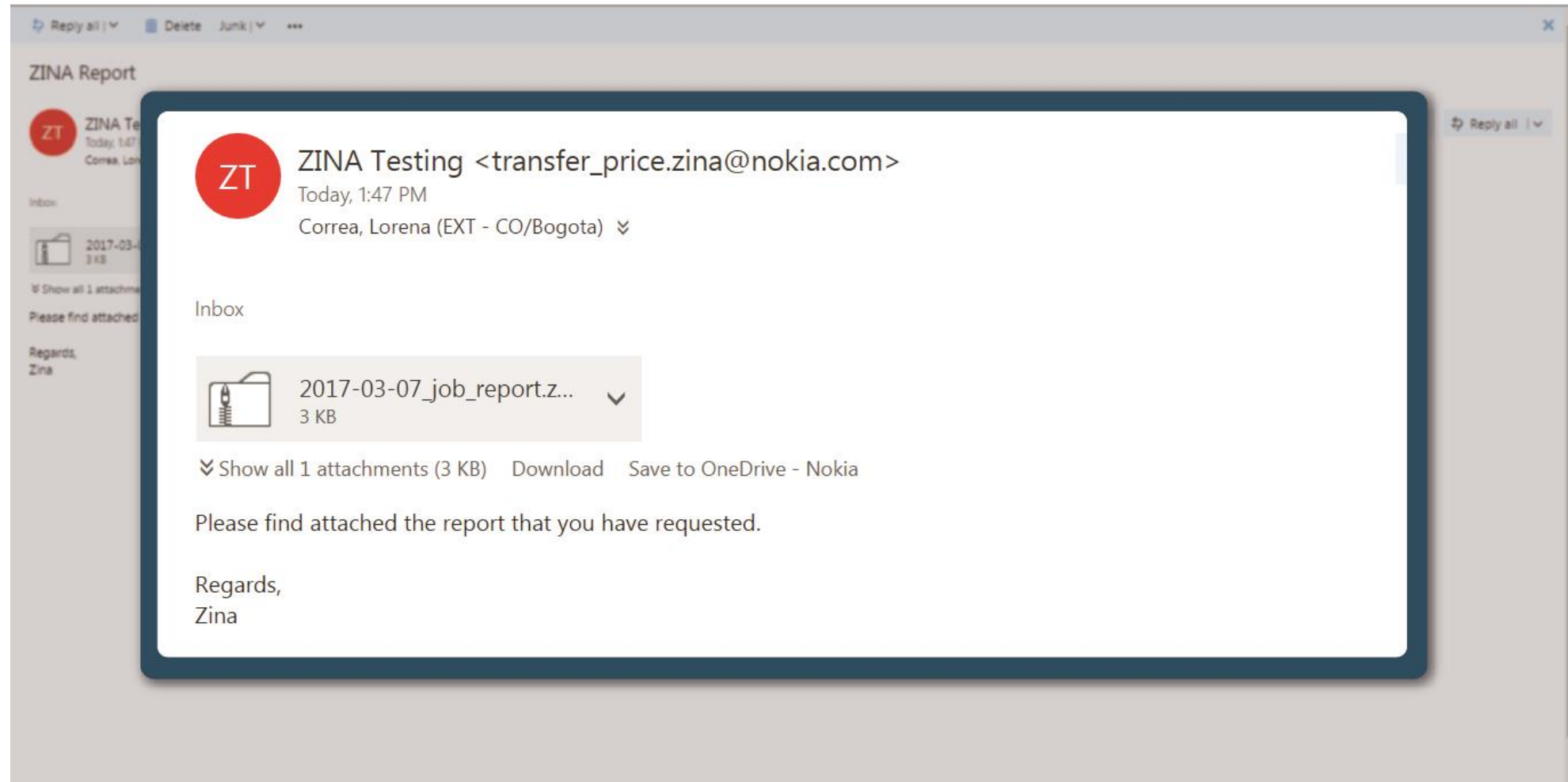
Download Report

Resend	State	Flowbot Job ID	Transaction	Output	Sent to Flowbot on	Executed on	
00	not sent	None	scratchPoLet (scratchPoLet)	FB_group: [v16723, v16723, v16723] FB_profitCenter: FB_accIndicator: FB_swt: NO FB_materialList: [v9307236, v00071226, v9307236] FB_wbs: G-019016PD1-TNO-NOD-0011 FB_outlineAgreementList: [v4660122100, v4660122100, v4660122100] FB_materialQuantityList: [v1, v1, v1] FB_itemList: [v410, v70, v370] FB_changeRequest: FB_headerText: SSR: 16723 / NR: 10701413 - BR23 - VIDE Invoicing Details acima - CNPJ 0110817710034-37 - IE 116.979.430117 - BH 3.379.732-0. Verificar calendario de entregas de Notas Fiscais a Nokia. A entrega de nota Fiscal deve ser feita via Portal Edicom, caso tenha duvidas enviar um email para: einvoice.brazil@nokia.com. 13 - Servicos de TI - Cda. 3029427 - Servicos Tecnicos em Telecomunicacoes. Descricao da NR: Servicos Tecnicos em Telecomunicacoes conforme contrato, site XXXX, Projeto XXXXX. Servicos pertinentes ao item 31.01 da lista de servicos da lei 116-03 - Em caso de duvidas verificar o Manual de Instrucao de Returamento. IMPORTANTE: PO NO VALOR COM IMPOSTOS. O imposto de ISS e de responsabilidade da subcontratada e devido no municipio onde a EMPRESA SUBCONTRATADA esta localizada. Nokia Solutions and Networks efetuara a retencao de IR, PIS, COFINS e CSLL. FB_swtText: TH-ZINA-SVS FB_purchasingGroup: ZAH		None	None
00	not sent	None	scratchPoLet (scratchPoLet)	FB_group: [v16724, v16724, v16724] FB_profitCenter:		None	None

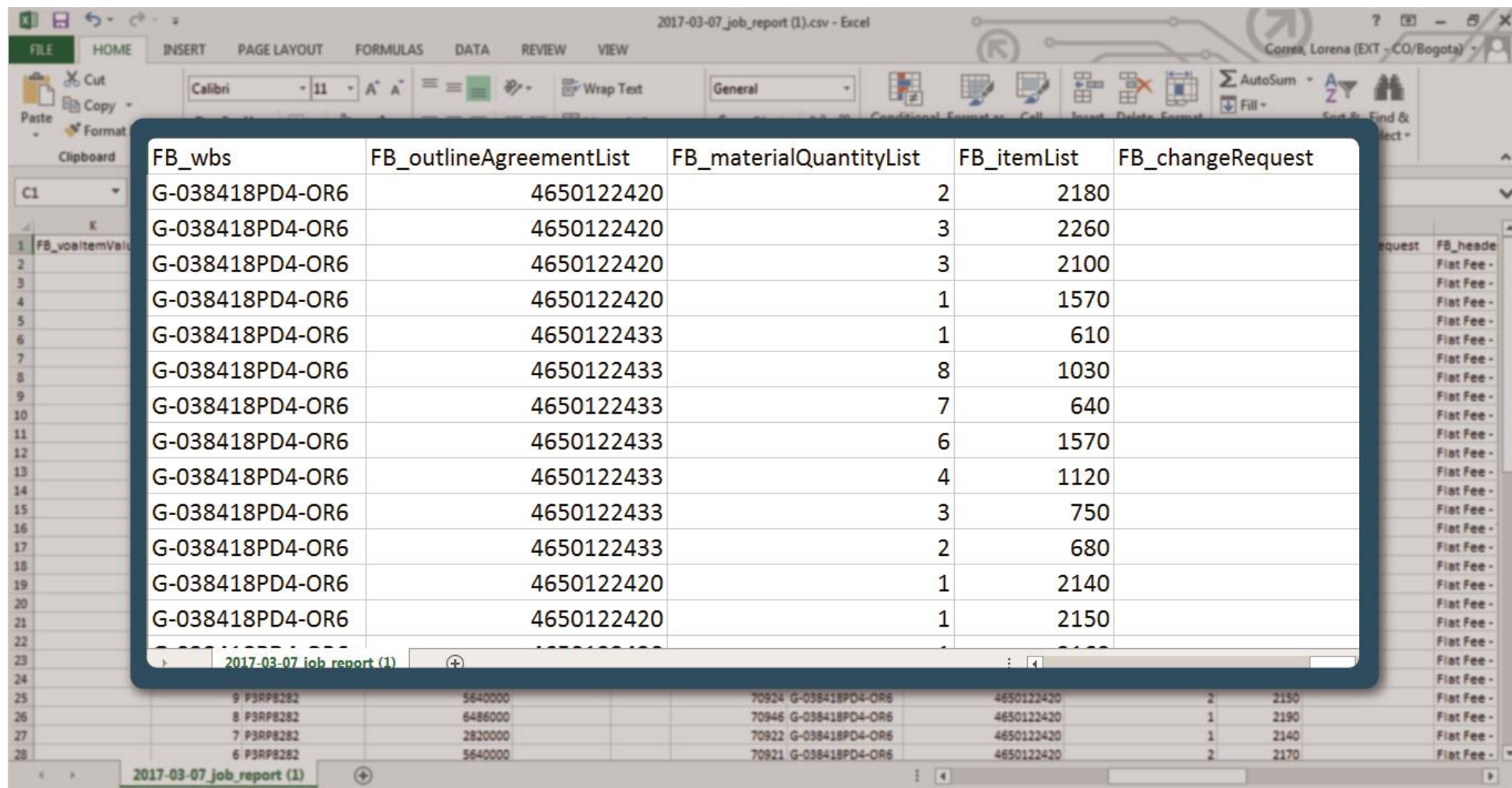
The Scratch PO Batch Upload Report will be delivered via email, as blue alert indicates.



You will receive an email notification with the report attached.



The first columns show technical information related with the Scratch PO created.



FB_wbs	FB_outlineAgreementList	FB_materialQuantityList	FB_itemList	FB_changeRequest
G-038418PD4-OR6	4650122420	2	2180	
G-038418PD4-OR6	4650122420	3	2260	
G-038418PD4-OR6	4650122420	3	2100	
G-038418PD4-OR6	4650122420	1	1570	
G-038418PD4-OR6	4650122433	1	610	
G-038418PD4-OR6	4650122433	8	1030	
G-038418PD4-OR6	4650122433	7	640	
G-038418PD4-OR6	4650122433	6	1570	
G-038418PD4-OR6	4650122433	4	1120	
G-038418PD4-OR6	4650122433	3	750	
G-038418PD4-OR6	4650122433	2	680	
G-038418PD4-OR6	4650122420	1	2140	
G-038418PD4-OR6	4650122420	1	2150	

The “FB\_spoTotalValue” column shows the total SPO value.

2017-03-07\_job\_report (1)

FB\_spoTotalValue

8.027.600,00

21.150.000,00

26.790.000,00

8.930.000,00

56.400.000,00

62.510.000,00

73.320.000,00

AA	AB	AC	AD	AE	
1	status	FB_spoTotalValue	FB_spo	FB_svo	FB_vendor
2	1	8.027.600,00	34083909	97081334	812291 WIRELESS SERVICES COLOMBIA S.A.
3	1	21.150.000,00	34083910	97081335	812291 WIRELESS SERVICES COLOMBIA S.A.
4	1	26.790.000,00	34083907	97081333	812291 WIRELESS SERVICES COLOMBIA S.A.
5	-2				
6	1	8.930.000,00	34083906	97081332	473882 OSC TELECOMS & SECURITY SOLUTIONS
7	1	56.400.000,00	34083904	97081330	473882 OSC TELECOMS & SECURITY SOLUTIONS
8	1	62.510.000,00	34083902	97081328	473882 OSC TELECOMS & SECURITY SOLUTIONS
9	1	73.320.000,00	34083905	97081331	473882 OSC TELECOMS & SECURITY SOLUTIONS
10	1	48.880.000,00	34083903	97081329	473882 OSC TELECOMS & SECURITY SOLUTIONS
11	1	19.458.000,00	34083901	97081326	473882 OSC TELECOMS & SECURITY SOLUTIONS
12	1	12.220.000,00	34083830	97080967	473882 OSC TELECOMS & SECURITY SOLUTIONS
13	1	2.820.000,00	34083839	97080973	812291 WIRELESS SERVICES COLOMBIA S.A.
14	1	2.820.000,00	34083834	97080969	812291 WIRELESS SERVICES COLOMBIA S.A.
15	1	2.820.000,00	34083836	97080972	812291 WIRELESS SERVICES COLOMBIA S.A.
16	1	3.800.000,00	34083837	97080971	812291 WIRELESS SERVICES COLOMBIA S.A.
17	1	12.220.000,00	34083820	97080961	473882 OSC TELECOMS & SECURITY SOLUTIONS
18	1	12.220.000,00	34083824	97080964	473882 OSC TELECOMS & SECURITY SOLUTIONS
19	1	12.220.000,00	34083828	97080966	473882 OSC TELECOMS & SECURITY SOLUTIONS
20	1	12.220.000,00	34083826	97080965	812291 WIRELESS SERVICES COLOMBIA S.A.
21	1	14.500.000,00	34083816	97080957	866943 PG Ingenieria del Riesgo SAS
22	1	4.500.000,00	34083822	97080960	866943 PG Ingenieria del Riesgo SAS
23	1	6.486.000,00	34083537	97080823	866943 PG Ingenieria del Riesgo SAS

2017-03-07\_job\_report (1)

Correa, Lorena (EXT - CO/Bogota)

AutoSum

Fill

Clear

Sort & Find & Filter

Select

contract expired on 31.12.2016

AH	AI
agentName	
FB-AG-28	
FB-AG-49	
FB-AG-42	
FB-AG-14	
FB-AG-33	
FB-AG-12	
FB-AG-15	
FB-AG-26	
FB-AG-25	
FB-AG-31	
FB-AG-34	
FB-AG-21	
FB-AG-44	
FB-AG-07	
FB-AG-16	
FB-AG-32	
FB-AG-04	
FB-AG-09	
FB-AG-10	
FB-AG-26	
FB-AG-22	
FB-AG-33	

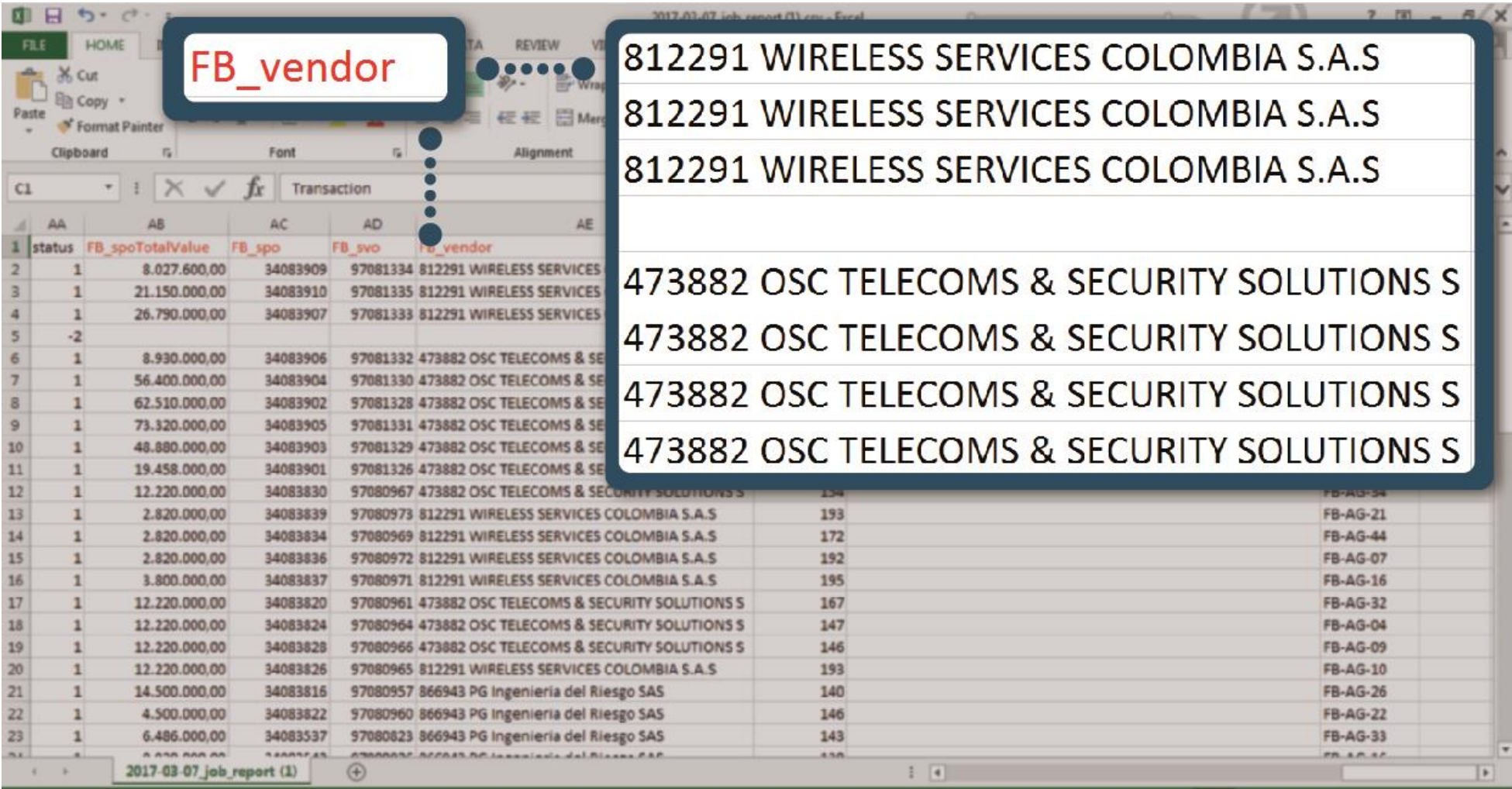
The “FB\_spo” column has the Scratch PO number, as the image indicates.

AA	AB	AC	AD	AE	AG	AH	AI
1	status	FB_spoTotalValue	FB_spo	FB_svo	FB_vendor		agentName
2	1	8.027.600,00	34083909	97081334	812291 WIRELESS SERVICES		FB-AG-28
3	1	21.150.000,00	34083910	97081335	812291 WIRELESS SERVICES		FB-AG-49
4	1	26.790.000,00	34083907	97081333	812291 WIRELESS SERVICES		FB-AG-42
5	-2						
6	1	8.930.000,00	34083906	97081332	473882 OSC TELECOMS & SE		FB-AG-14
7	1	56.400.000,00	34083904	97081330	473882 OSC TELECOMS & SE		FB-AG-33
8	1	62.510.000,00	34083902	97081328	473882 OSC TELECOMS & SE		FB-AG-12
9	1	73.320.000,00	34083905	97081331	473882 OSC TELECOMS & SE		FB-AG-15
10	1	48.880.000,00	34083903	97081329	473882 OSC TELECOMS & SE		FB-AG-26
11	1	19.458.000,00	34083901	97081326	473882 OSC TELECOMS & SE		FB-AG-25
12	1	12.220.000,00	34083830	97080967	473882 OSC TELECOMS & SE		FB-AG-31
13	1	2.820.000,00	34083839	97080973	812291 WIRELESS SERVICES		FB-AG-34
14	1	2.820.000,00	34083834	97080969	812291 WIRELESS SERVICES		FB-AG-21
15	1	2.820.000,00	34083836	97080972	812291 WIRELESS SERVICES		FB-AG-44
16	1	3.800.000,00	34083837	97080971	812291 WIRELESS SERVICES		FB-AG-07
17	1	12.220.000,00	34083820	97080961	473882 OSC TELECOMS & SECURITY SOLUTIONS S	195	FB-AG-16
18	1	12.220.000,00	34083824	97080964	473882 OSC TELECOMS & SECURITY SOLUTIONS S	167	FB-AG-32
19	1	12.220.000,00	34083828	97080966	473882 OSC TELECOMS & SECURITY SOLUTIONS S	147	FB-AG-04
20	1	12.220.000,00	34083826	97080965	812291 WIRELESS SERVICES COLOMBIA S.A.S	146	FB-AG-09
21	1	14.500.000,00	34083816	97080957	866943 PG Ingenieria del Riesgo SAS	193	FB-AG-10
22	1	4.500.000,00	34083822	97080960	866943 PG Ingenieria del Riesgo SAS	140	FB-AG-26
23	1	6.486.000,00	34083537	97080823	866943 PG Ingenieria del Riesgo SAS	146	FB-AG-22
24	1	6.486.000,00	34083537	97080823	866943 PG Ingenieria del Riesgo SAS	143	FB-AG-33

The next “FB\_svo” column shows the Service Order number.

	AA	AB	AC	AD	AE	AG	AH	AI
1	status	FB_spoTotalValue	FB_spo	FB_svo	FB_vendor		agentName	
2	1	8.027.600,00	34083909	97081334	812291 WIRELESS SERVICES COLOMBIA S.A.		FB-AG-28	
3	1	21.150.000,00	34083910	97081335	812291 WIRELESS SERVICES COLOMBIA S.A.		FB-AG-49	
4	1	26.790.000,00	34083907	97081333	812291 WIRELESS SERVICES COLOMBIA S.A.		FB-AG-42	
5	-2						FB-AG-14	
6	1	8.930.000,00	34083906	97081332	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S		FB-AG-33	
7	1	56.400.000,00	34083904	97081330	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S		FB-AG-12	
8	1	62.510.000,00	34083902	97081328	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S		FB-AG-15	
9	1	73.320.000,00	34083905	97081331	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S		FB-AG-26	
10	1	48.880.000,00	34083903	97081329	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S		FB-AG-25	
11	1	19.458.000,00	34083901	97081326	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S		FB-AG-31	
12	1	12.220.000,00	34083830	97080967	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S		FB-AG-34	
13	1	2.820.000,00	34083839	97080973	812291 WIRELESS SERVICES COLOMBIA S.A.		FB-AG-21	
14	1	2.820.000,00	34083834	97080969	812291 WIRELESS SERVICES COLOMBIA S.A.		FB-AG-44	
15	1	2.820.000,00	34083836	97080972	812291 WIRELESS SERVICES COLOMBIA S.A.		FB-AG-07	
16	1	3.800.000,00	34083837	97080971	812291 WIRELESS SERVICES COLOMBIA S.A.	195	FB-AG-16	
17	1	12.220.000,00	34083820	97080961	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S	167	FB-AG-32	
18	1	12.220.000,00	34083824	97080964	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S	147	FB-AG-04	
19	1	12.220.000,00	34083828	97080966	473882 OSC TELECOMS & SECURITY SOLUTIONS S.A.S	146	FB-AG-09	
20	1	12.220.000,00	34083826	97080965	812291 WIRELESS SERVICES COLOMBIA S.A.	193	FB-AG-10	
21	1	14.500.000,00	34083816	97080957	866943 PG Ingenieria del Riesgo SAS	140	FB-AG-26	
22	1	4.500.000,00	34083822	97080960	866943 PG Ingenieria del Riesgo SAS	146	FB-AG-22	
23	1	6.486.000,00	34083537	97080823	866943 PG Ingenieria del Riesgo SAS	143	FB-AG-33	

“FB\_vendor”  
column has the  
subcontractor  
number and name.



AA	AB	AC	AD	AE
status	FB_spoTotalValue	FB_spo	FB_svo	FB_vendor
1	8.027.600,00	34083909	97081334	812291 WIRELESS SERVICES COLOMBIA S.A.S
1	21.150.000,00	34083910	97081335	812291 WIRELESS SERVICES COLOMBIA S.A.S
1	26.790.000,00	34083907	97081333	812291 WIRELESS SERVICES COLOMBIA S.A.S
-2				
1	8.930.000,00	34083906	97081332	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	56.400.000,00	34083904	97081330	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	62.510.000,00	34083902	97081328	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	73.320.000,00	34083905	97081331	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	48.880.000,00	34083903	97081329	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	19.458.000,00	34083901	97081326	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	12.220.000,00	34083830	97080967	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	2.820.000,00	34083839	97080973	812291 WIRELESS SERVICES COLOMBIA S.A.S
1	2.820.000,00	34083834	97080969	812291 WIRELESS SERVICES COLOMBIA S.A.S
1	2.820.000,00	34083836	97080972	812291 WIRELESS SERVICES COLOMBIA S.A.S
1	3.800.000,00	34083837	97080971	812291 WIRELESS SERVICES COLOMBIA S.A.S
1	12.220.000,00	34083820	97080961	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	12.220.000,00	34083824	97080964	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	12.220.000,00	34083828	97080966	473882 OSC TELECOMS & SECURITY SOLUTIONS S
1	12.220.000,00	34083826	97080965	812291 WIRELESS SERVICES COLOMBIA S.A.S
1	14.500.000,00	34083816	97080957	866943 PG Ingenieria del Riesgo SAS
1	4.500.000,00	34083822	97080960	866943 PG Ingenieria del Riesgo SAS
1	6.486.000,00	34083537	97080823	866943 PG Ingenieria del Riesgo SAS

The last “error” column describes bugs generated in the Scratch PO validation process.

AA	AB	AC	AD	AE	AF	AG	AH	AI
status	FB_spoTotalValue	FB_spo	FB_svo	FB_vendor	scriptTime	error	agentName	
1	8.027.600,00	34083909	97081334	812291 WIRELESS SERVICES COLOMBIA S.A.S	218		FB-AG-28	
2	21.150.000,00	34083910	97081335	812291 WIRELESS SERVICES COLOMBIA S.A.S	207		FB-AG-49	
3								
4								
5								
6								
7								
8								
9								
10	48.880.000,00	34083903	97081329	473882 OSC TELECOMS & SECURITY SOLUTIONS S	181		FB-AG-25	
11	19.458.000,00	34083901	97081326	473882 OSC TELECOMS & SECURITY SOLUTIONS S	191		FB-AG-31	
12	12.220.000,00	34083830	97080967	473882 OSC TELECOMS & SECURITY SOLUTIONS S	154		FB-AG-34	
13	2.820.000,00	34083839	97080973	812291 WIRELESS SERVICES COLOMBIA S.A.S	193		FB-AG-21	
14	2.820.000,00	34083834	97080969	812291 WIRELESS SERVICES COLOMBIA S.A.S	172		FB-AG-44	
15	2.820.000,00	34083836	97080972	812291 WIRELESS SERVICES COLOMBIA S.A.S	192		FB-AG-07	
16	3.800.000,00	34083837	97080971	812291 WIRELESS SERVICES COLOMBIA S.A.S	195		FB-AG-16	
17	12.220.000,00	34083820	97080961	473882 OSC TELECOMS & SECURITY SOLUTIONS S	167		FB-AG-32	
18	12.220.000,00	34083824	97080964	473882 OSC TELECOMS & SECURITY SOLUTIONS S	147		FB-AG-04	
19	12.220.000,00	34083828	97080966	473882 OSC TELECOMS & SECURITY SOLUTIONS S	146		FB-AG-09	
20	12.220.000,00	34083826	97080965	812291 WIRELESS SERVICES COLOMBIA S.A.S	193		FB-AG-10	
21	14.500.000,00	34083816	97080957	866943 PG Ingenieria del Riesgo SAS	140		FB-AG-26	
22	4.500.000,00	34083822	97080960	866943 PG Ingenieria del Riesgo SAS	146		FB-AG-22	
23	6.486.000,00	34083537	97080823	866943 PG Ingenieria del Riesgo SAS	143		FB-AG-33	
24								

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

**NOKIA**