

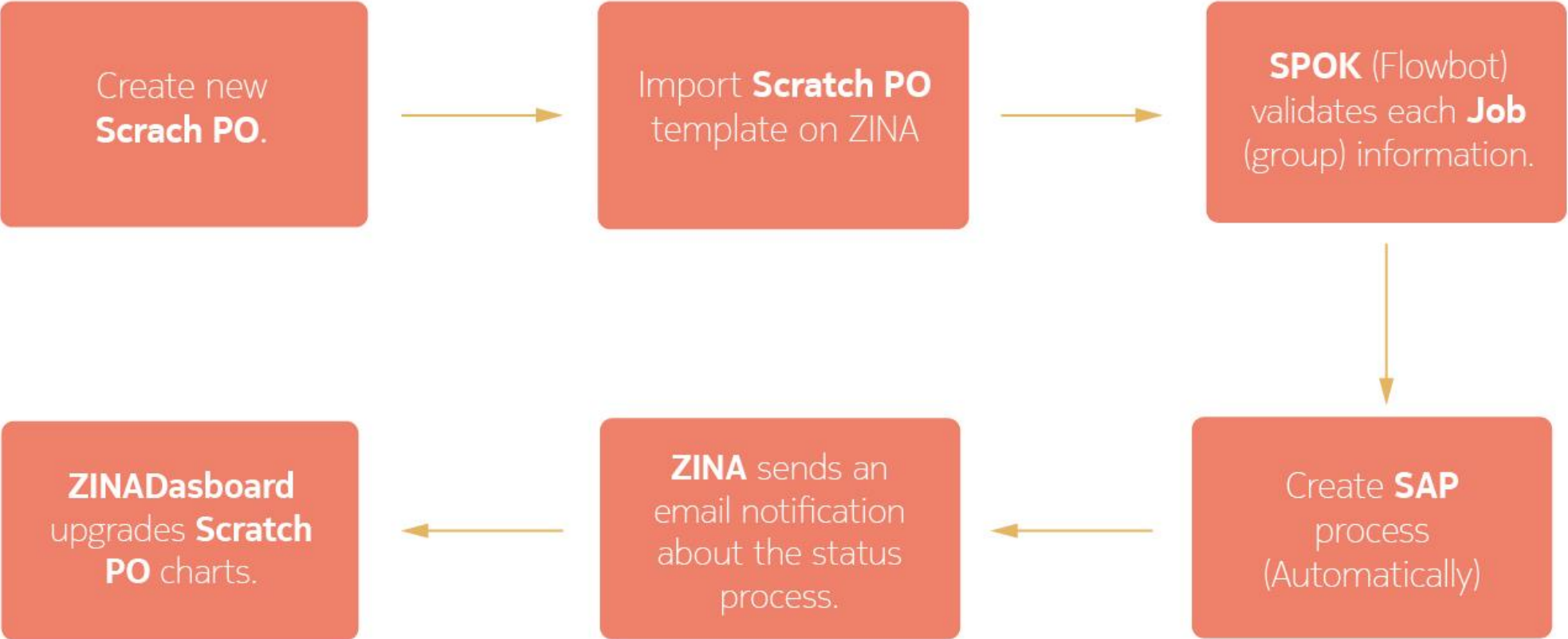
# **ZINA WORKFLOW MANAGEMENT User's guide**

Scratch PO – Flowbot  
Job Report

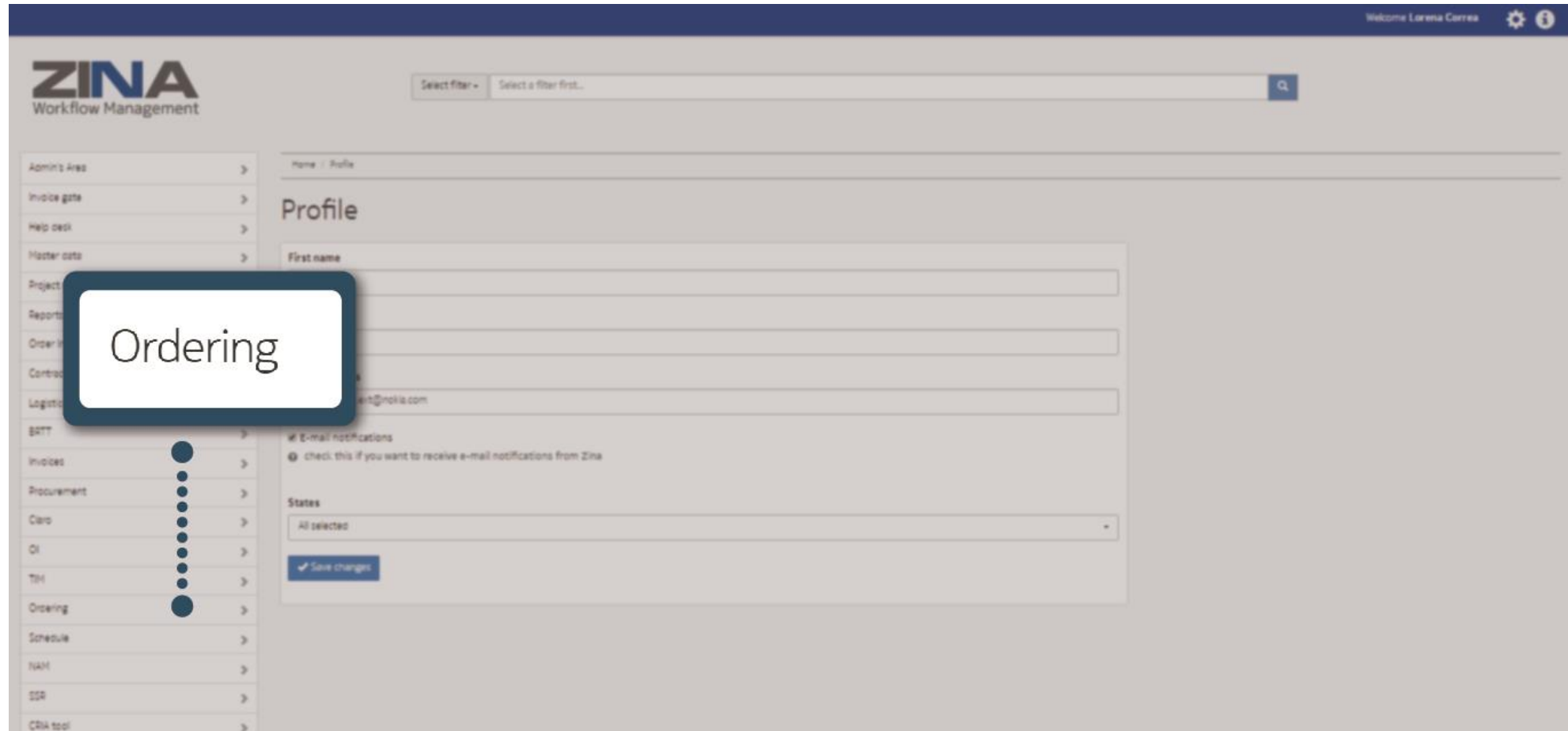
ZINA is automating the creation of Scratch Purchase Orders – Non B2B and Change Request for vendors. The tool includes an important set of achievements and benefits to take into account:

- 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.

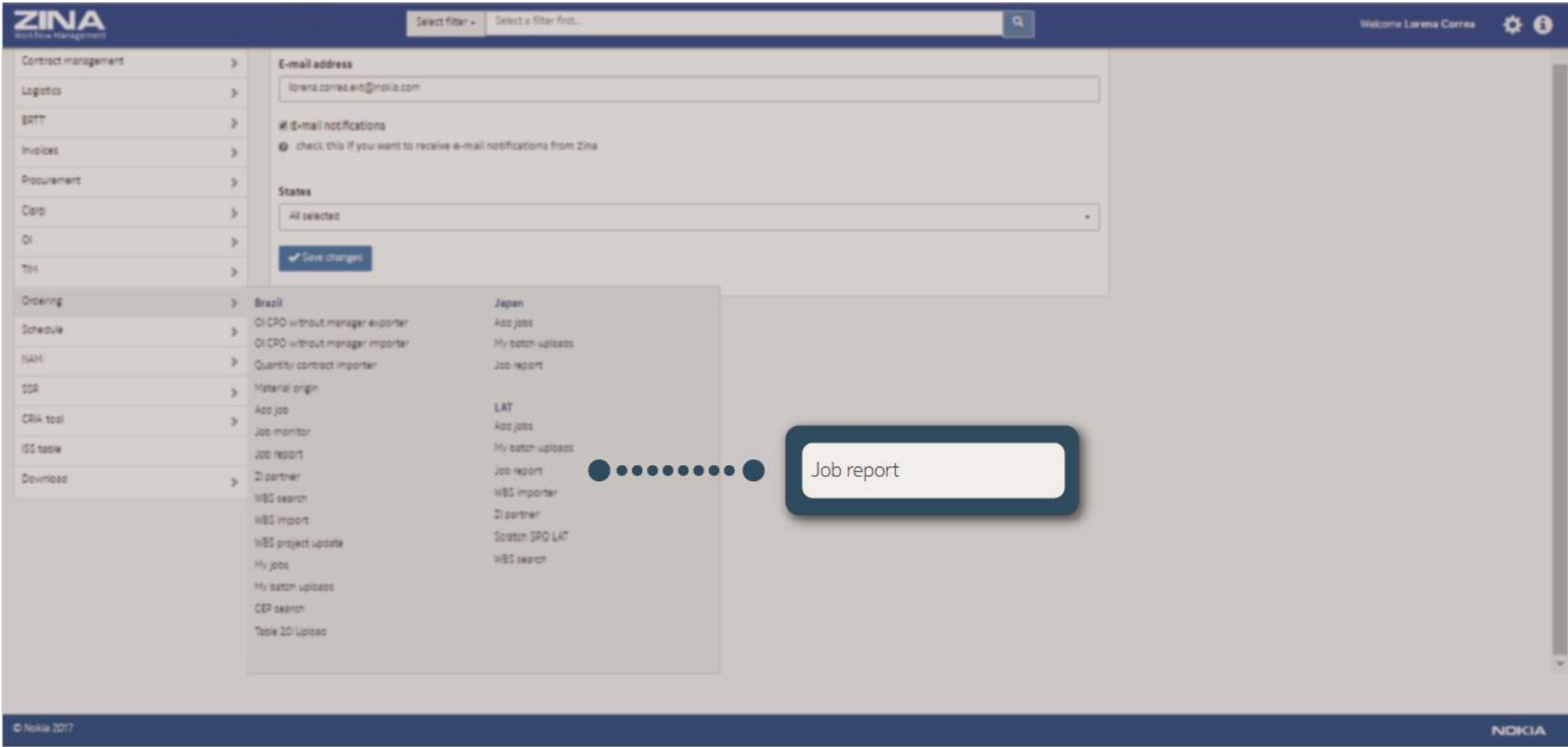
Scratch PO  
workflow using  
SPOK and SAP



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



Select the “Job report” option as the image indicates.



Choose the state option that you prefer to will generate the Flowbot job report.

The screenshot displays the ZINA Workflow Management interface. On the left is a sidebar with navigation links: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SSR, and CRIA tool. The main content area is titled 'Flowbot job report' and includes a search bar at the top. Below the title, there are sections for 'State' and 'Date'. The 'State' section features a progress indicator with five dots, the first of which is filled. Below this, there are four radio button options: Created, Not sent, Rejected, and Waiting Response. The 'Date' section has fields for 'Initial date' and 'Final date', both with date pickers. A 'Generate report' button is located at the bottom left of the main content area. A modal window is overlaid on the 'State' section, titled 'State', and contains the same four radio button options: Created, Not sent, Rejected, and Waiting Response. To the right of the modal, a list of transactions is visible, including 'Remoção do BBR de Serviço Externo (blockRemoveSvcExt)', 'bon (bon)', 'Calloff (calloff)', 'calloffBatch (calloffBatch)', 'cancellationContract (cancellationContract)', 'Care (Sem Faturamento) (care)', 'changeTextScratch (changeTextScratch)', 'contract (contract)', 'createSvo (createSvo)', and 'creditNote (creditNote)'.

In the search bar on the transactions field look at and select “ScrathPoLat” option.

The screenshot displays the ZINA Workflow Management interface. The main header includes the ZINA logo and a search bar. The sidebar on the left contains navigation links: Master data, Project module, Reports, Contract m, Invoices, Procurement, Ordering, Schedule, SSR, and CRM tool. The main content area shows the 'Flowbot job report' page. A modal window titled 'Transactions' is open, showing a list of transaction types. The 'ScratchPo' option is selected, and the 'scratchPoLat (scratchPoLat)' option is also selected. The background shows the ZINA logo, a search bar, and a sidebar with navigation links.

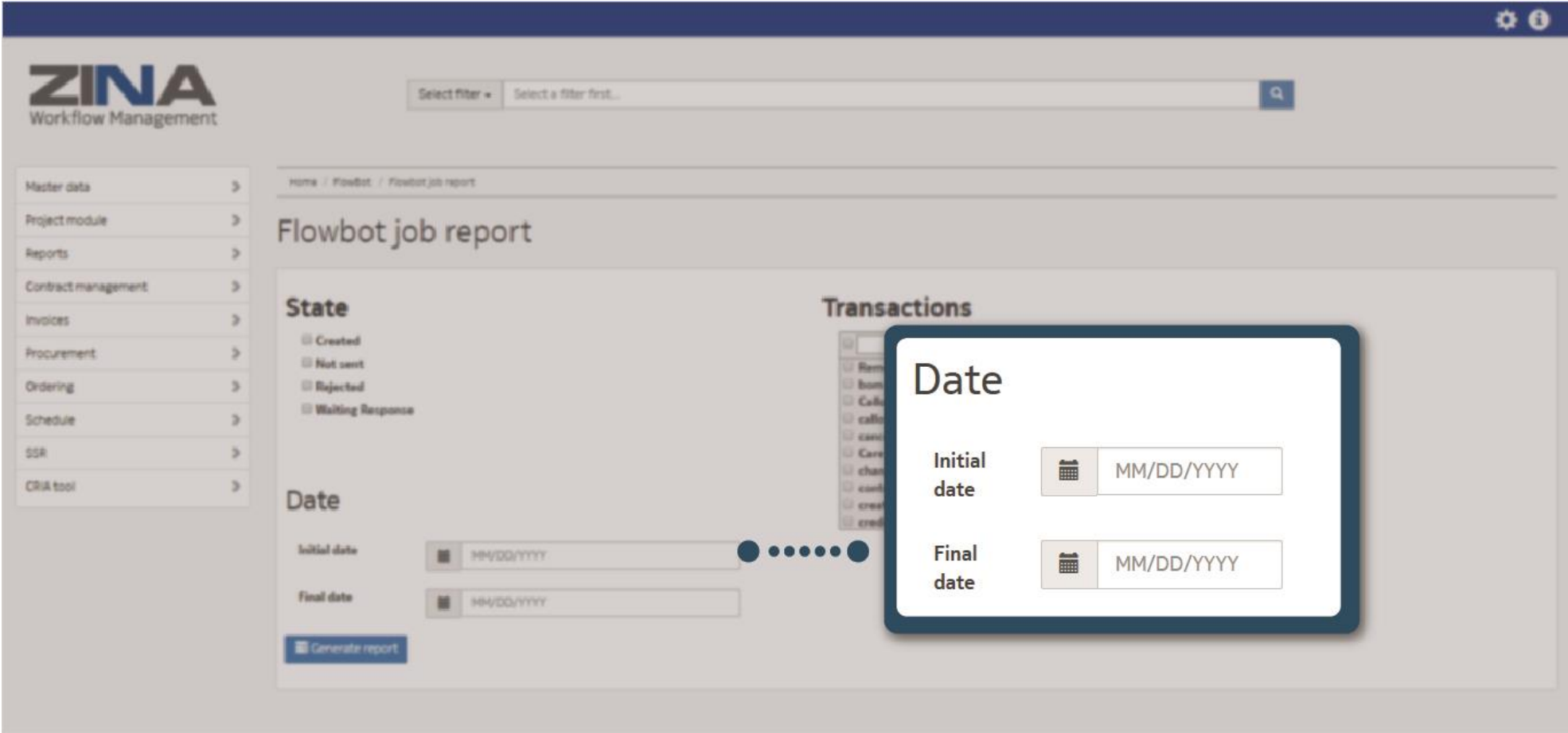
**Transactions**

- ☒ ScratchPo
- ☐ scratchPO (scratchPO)
- ☐ scratchPoCancellation (scratchPoCancellation)
- ☒ scratchPoLat (scratchPoLat)

**Transactions**

- ☐ Remoção do BRR de Serviço Externo (blockRemoveSrvExt)
- ☐ Bom (bom)
- ☐ Calloff (calloff)
- ☐ calloffBatch (calloffBatch)
- ☐ cancellationContract (cancellationContract)
- ☐ Care (Sem Faturamento) (care)
- ☐ changeTextScratch (changeTextScratch)
- ☐ contract (contract)
- ☐ createSrv (createSrv)
- ☐ creditNote (creditNote)

Configure initial and final date, as the image indicates.





Once, all fields have been completing, click on **"Generate report"** blue button, as the image shows.

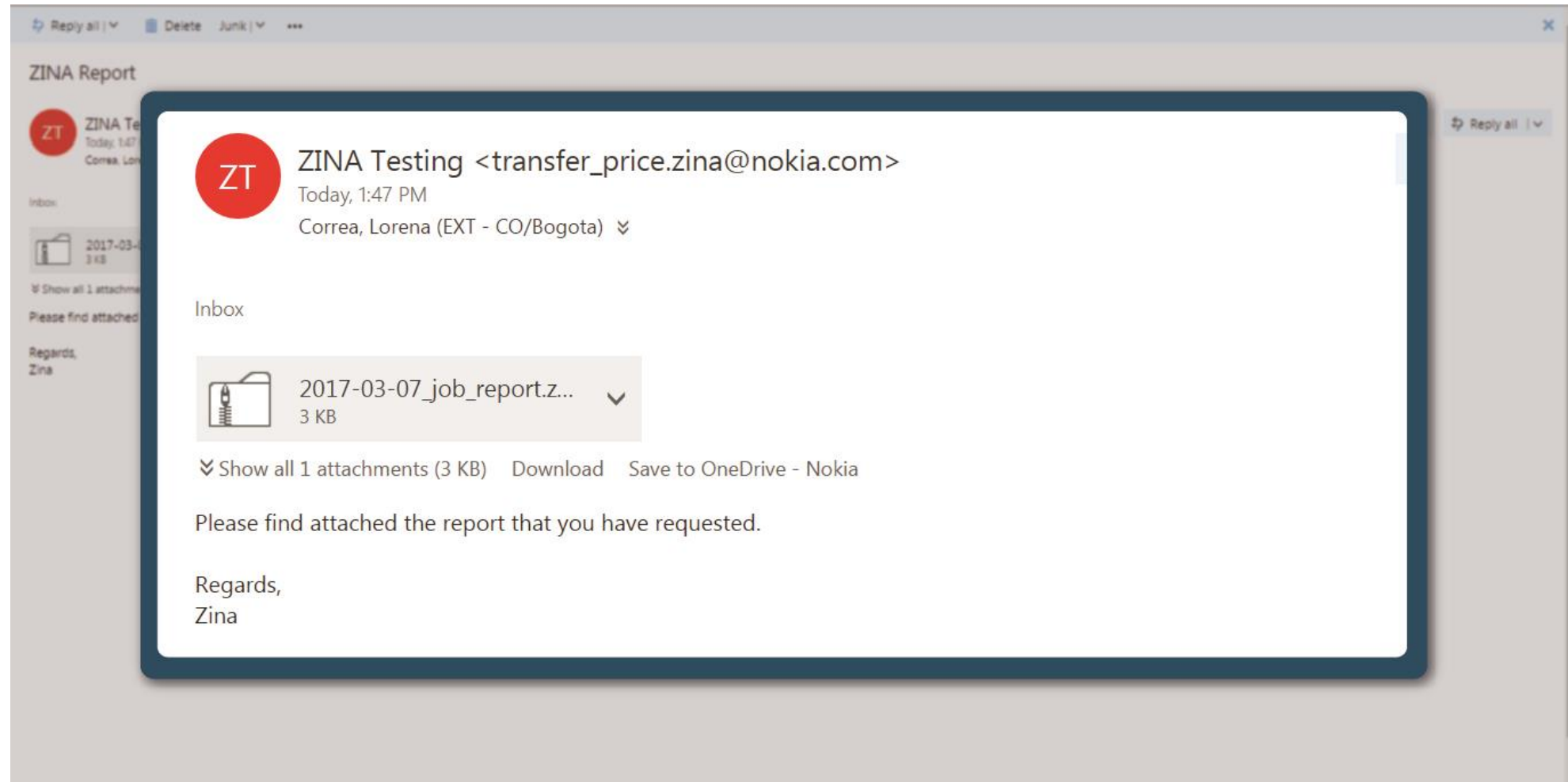
The screenshot shows the ZINA Workflow Management interface. The top navigation bar includes the ZINA logo and a search bar. The sidebar on the left lists various modules: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SSR, and CRIA tool. The main content area is titled 'Flowbot job report' and contains several sections:

- State:** A list of checkboxes for 'Created', 'Not sent', 'Rejected', and 'Waiting Response'.
- Date:** Fields for 'Initial date' and 'Final date', each with a date picker icon and a text input field.
- Transactions:** A list of transactions with checkboxes, including 'Remoção do BBR de Serviço Externo (blockRemoveSvsExt)', 'Bon (bon)', 'Calloff (calloff)', 'calloffBatch (calloffBatch)', 'cancellationContract (cancellationContract)', 'Care (Sem Faturamento) (care)', 'changeTextScratch (changeTextScratch)', 'contract (contract)', 'creatSvo (creatSvo)', and 'creditNote (creditNote)'.
- Generate report:** A blue button with a document icon, highlighted with a red box.

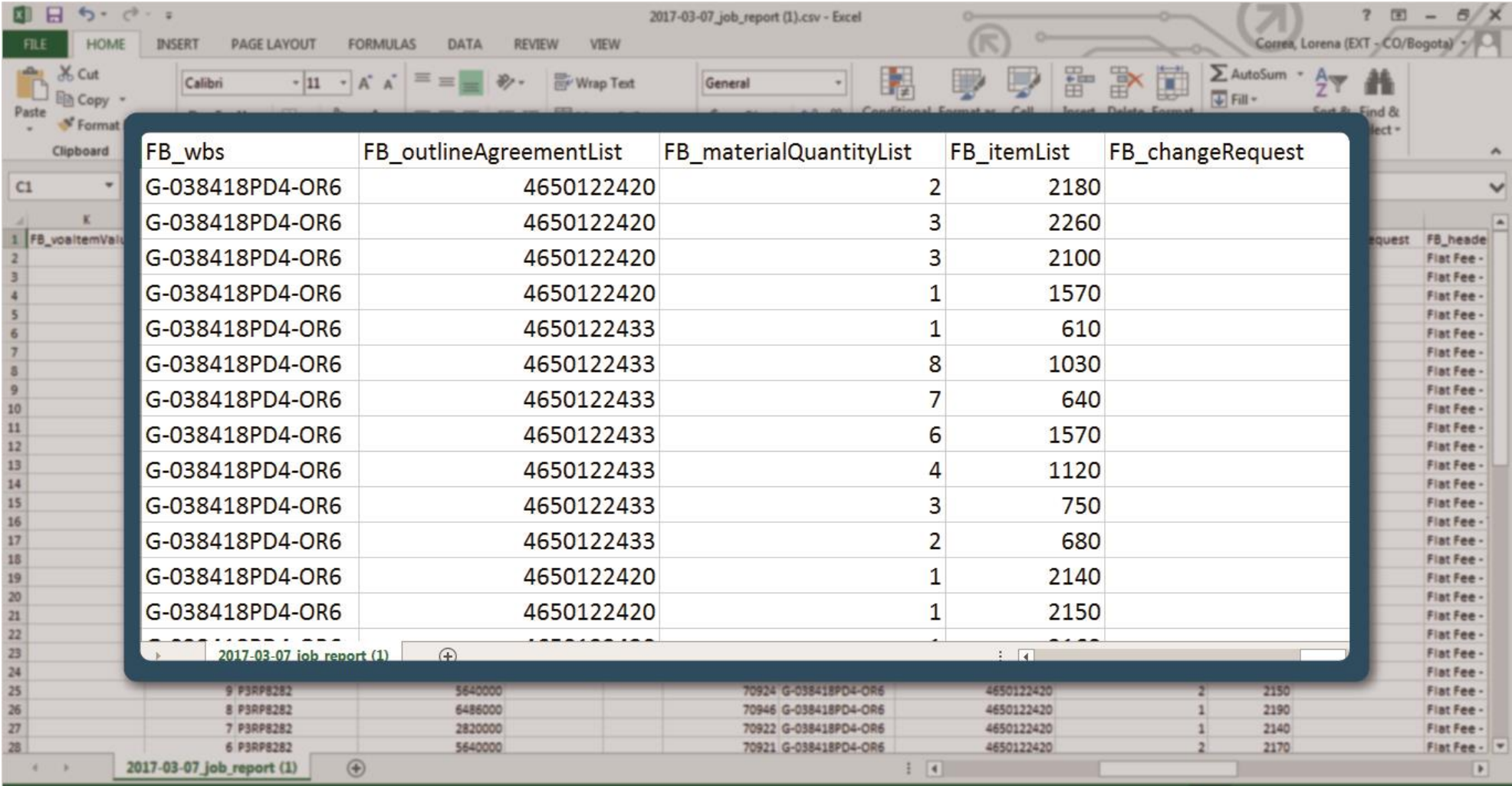
The Scratch PO Job Report will be delivered via email, as blue alert indicates.

The screenshot shows the ZINA Workflow Management interface. On the left is a sidebar menu with items: Master data, Project module, Reports, Contract management, Invoices, Procurement, Ordering, Schedule, SSR, and CRIA tool. The main content area has a breadcrumb trail 'Home / Report / Jobs Report' and a title 'Jobs Report'. A blue alert box in the center states: 'Our server is working on your report and it will be delivered by email once it's ready.' Below this, a larger blue alert box with a dark blue border also displays the same message.

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.

	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



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

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

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.

[illegible]



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	

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)

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