

Objectives

Use these procedures to interpret the layout of the List of Inbound Deliveries report (T-Code VL06I) in Umoja.

Trigger

Perform these steps when there is the need to execute the report “List of Inbound Deliveries” (T-Code VL06I). In particular, use this guide to interpret and customize the report layout.

This Job Aid describes the available layout variant.

Prerequisites

- SC350 – Inbound Goods Process

Transaction Codes

- T-Code: VL06I

Role(s)

Inbound Coordinator
Virtual and Direct Receiving User
Receiving User

List Display Layout

There two levels at which you can display the report: **Header View** (information from the delivery header) and **Item View** (information from delivery item details).

The **Header View** is displayed by default, however the user can switch to Header level view by clicking button “Header View”  **Header View** or selecting layout variant “Default UN Delivery Layout - Header view” which includes the following columns:

Column Number	Column Heading	Description
1	Delivery	Inbound Delivery Number
2	Nr	Number of items in the delivery
3	GM	Total Goods Movement Status ‘ ‘ Not relevant A - Not yet processed (<i>No GR not processed</i>) B - Partially processed (<i>Partial GR</i>) C - Completely processed (<i>GR complete</i>)
4	ShPt	Shipping Point/Receiving Point - Plant for which the delivery is intended.
5	ExtDeliv.	Purchase Order Number
6	Coll. No.	Collective Number – Refers to the Legacy PO Number for converted POs
7	IncoT	Incoterm, part 1
8	Incoterms (Part2)	Incoterm, part 2
9	Vendor	Vendor number
10	Name of Vendor	Vendor name
11	PO DI date	PO Delivery Date as listed in the PO
12	Deliv.date	Delivery Date – The revised Delivery Date, as updated by the Inbound Coordinator
13	Ac.GI date	Actual GR Date - For Virtual GR requirements, indicates date of transfer of ownership, as updated by the Inbound Coordinator
14	GoodsRecpt	Planned GR Date at Final Destination as updated by the Inbound Coordinator
15	Bill of lading	Bill of Lading Number
16	Trpt	Means of Transport Type- ‘ZFPO’ indicates that a follow-on freight PO is relevant for shipment
17	Mns of Trans. ID	Means of Transport ID - Follow-on freight PO number, for transport of goods to next destination, as applicable
18	Last Inbo	Date of last change to the Inbound Delivery Document
19	Name	User Name of user who last changed the Inbound Delivery



From the list, it is possible to display the details of inbound delivery by positioning the cursor on the Inbound delivery number and double clicking on it.



To edit an inbound delivery from the list, select it by placing a check mark next to Inbound delivery number and clicking “Change Inbound Delivery” button 



To display the report at item level click button “Item View” 

Header View Layout

Total Goods Movement Status:

- “ - Not Relevant
- A - Not yet processed
- B - Partially processed
- C - Completely processed

Collective Number

Legacy PO Number (for converted POs)

Incoterm Part 2

Vendor Number

Delivery Date

The revised Delivery Date, as updated by the Inbound Coordinator

Planned GR Date at Final Destination

as updated by the Inbound Coordinator

Bill of Lading Number

Means of Transport ID

Follow-on freight PO number, for transport of goods to next destination, as applicable

User Name

of user who last changed the Inbound Delivery

List of Inbound Deliveries

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Delivery	Nr	GM	ShPt	ExtDeliv.	Coll. No.	IncoT	Incoterms 2	Vendor	Name of vendor	PO Dl Date	Deliv.date	Ac.GI date	GoodsRecpt	Bill of lading	TrpT	Mns of Trans.ID	Last Inbo	Name
<input type="checkbox"/> 180015330	1	C	LB10	2200018149		DAP	UNIFIL HQ, Naq...	1110001806	OKI GENERAL TRADING LLC	05.05.2015	05.05.2015	01.04.2015					01.04.2015	NZOUROB
<input type="checkbox"/> 180015743	4	C	LB10	2200018682		DAP	UNIFIL HQ Naqo...	1110001286	INTERTRADE INTERNATIONAL...	07.05.2015	07.05.2015	06.05.2015					06.05.2015	NZOUROB
<input type="checkbox"/> 180008880	1	C	LB10	2200008798		DAP	UNIFIL-Naoura...	1110001102	Haidar Trading Est	08.05.2015	08.05.2015	14.07.2014					27.11.2014	NZOUROB
<input type="checkbox"/> 180015596	3	C	LB10	2200017990		DAP	UNIFIL Naoura...	1110000260	LEBECOS.A.L.LEBANESEEURO...	08.05.2015	08.05.2015	02.04.2015					10.04.2015	NZOUROB
<input type="checkbox"/> 180015742	2	C	LB10	2200018676		DAP	UNIFIL HQ Naqo...	1110000260	LEBECOS.A.L.LEBANESEEURO...	08.05.2015	08.05.2015	20.03.2015					27.03.2015	EHADDAD4
<input type="checkbox"/> 180015119	3	C	LB10	2200017674		DAP	UNIFIL HQ Naq...	1110001102	Haidar Trading Est	10.05.2015	10.05.2015	02.03.2015					08.05.2015	NZOUROB
<input type="checkbox"/> 180015120	1	C	LB10	2200017682		DAP	UNIFIL HQ Naqo...	1110001102	Haidar Trading Est	10.05.2015	10.05.2015	20.02.2015					29.04.2015	NZOUROB

Delivery Number

Plant

Incoterm Part 1

Vendor Name

PO Delivery Date
As listed in the PO

Actual GR Date
For Virtual GR requirements, indicates date of transfer of ownership as updated by the Inbound Coordinator

Means of Transport Type
'ZFPO' indicates that a follow-on freight PO is relevant for shipment

Date of Last Change
to the Inbound Delivery Document

Number of Line Items in PO
PO Number

Note: The last column of the report indicates the name of the user who last changed the Inbound Delivery document; this is useful should clarifications be required. If the field is blank, the Inbound Delivery has not been updated since creation.

The **Item View** of the report can be displayed by clicking button “Item View”  Item View or selecting layout variant “Default UN Delivery Layout - Item view” which includes the following columns:

Column Number	Column Heading	Description
1	Delivery	Inbound Delivery Number
2	Item	Number of items in the delivery
3	GS	Total Goods Movement Status ‘ ‘ Not relevant A - Not yet processed (<i>No GR not processed</i>) B - Partially processed (<i>Partial GR</i>) C - Completely processed (<i>GR complete</i>)
4	Plnt	Shipping Point/Receiving Point - Plant for which the delivery is intended.
5	Purch. Doc.	Purchase Order Number
6	Coll. No	Collective Number – Refers to the Legacy PO Number for converted POs
7	Shopping	Shopping Cart number
8	Requisnr.	Requisitioner – Name of Requisitioner
9	IncoT	Incoterm, part 1
10	Incoterms (Part 2)	Incoterm, part 2
11	Vendor	Vendor number
12	Name of Vendor	Vendor name
13	Material	Material Number
14	Description	Material Description
15	Dlv. qty	Delivery Quantity
16	Deliv.date	PO Delivery Date as listed in the PO
17	PO DI date	Delivery Date – The revised Delivery Date, as updated by the Inbound Coordinator
18	Act. GI Date	Actual GR Date - For Virtual GR requirements, indicates date of transfer of ownership, as updated by the Inbound Coordinator
19	GoodsRecpt	Planned GR Date at Final Destination as updated by the Inbound Coordinator
20	Funds C	Funds Center
21	Fund Center Descr	Fund Center Description
22	SLoc	Storage Location
23	Name	Short name of Receiving Entity/Recipient
24	Name 2	Long name of Receiving Entity/ Recipient

25	Street/House Number	Recipient Address – Street
26	Postl	Recipient Address – Postal Code
27	City	Recipient Address – City
28	Country co	Recipient Address – Country code, description
29	Last Inbo	Date of last change to the Inbound Delivery Document
30	Name	User Name of user who last changed the Inbound Delivery

Item View Layout

(Only New Columns Defined)

Shopping Cart
Number

Requisitioner

Material Number
of the Material Master

Material Description
of the Material Master

List of Inbound Deliveries

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Delivery	Item	GS	Plnt	Purch.Doc.	Coll. No.	Shopping	Requisnr.	IncoT	Incoterms (Part 2)	Vendor	Name of vendor	Material	Description	Dlv.gty
<input type="checkbox"/> 180015330	10	C	LB10	2200018149		3300012676	DALSAYAH	DAP	UNIFIL HQ, Naqoura, LB	1110001806	OKI GENERAL TRADING LLC	1500009232	Rack:Eqp	7
<input type="checkbox"/> 180015743	10	C	LB10	2200018682		3300012631	FSARYEDD	DAP	UNIFIL HQ Naqoura-Lebanon	1110001286	INTERTRADE INTERNATIONALSERVICESSA	1500021351	Paint:Emulsion,Acrylic,Blk	25
<input type="checkbox"/> 180015743	20	C	LB10	2200018682		3300012631	FSARYEDD	DAP	UNIFIL HQ Naqoura-Lebanon	1110001286	INTERTRADE INTERNATIONALSERVICESSA	150009339	Paint:Emulsion	45
<input type="checkbox"/> 180015743	30	C	LB10	2200018682		3300012631	FSARYEDD	DAP	UNIFIL HQ Naqoura-Lebanon	1110001286	INTERTRADE INTERNATIONALSERVICESSA	1100000280	Roofing:Asphalt Coating	12
<input type="checkbox"/> 180015743	40	C	LB10	2200018682		3300012631	FSARYEDD	DAP	UNIFIL HQ Naqoura-Lebanon	1110001286	INTERTRADE INTERNATIONALSERVICESSA	1100000280	Roofing:Asphalt Coating	12
<input type="checkbox"/> 180008880	10	C	LB10	2200008798		1000042585	FSARYEDD	DAP	UNIFIL-Naqoura-LB	1110001102	HAIDAR TRADING EST	1100000120	Cement	1,500
<input type="checkbox"/> 180015596	10	C	LB10	2200017990		1000079850	CMOUCHAN	DAP	UNIFIL Naqoura, Lebanon	1110000260	LEBECOS.A.L.LEBANESEEUROPEAINCOMPAN	1100000171	Tile:Floor, Porcelain	300
<input type="checkbox"/> 180015596	20	C	LB10	2200017990		1000079850	CMOUCHAN	DAP	UNIFIL Naqoura, Lebanon	1110000260	LEBECOS.A.L.LEBANESEEUROPEAINCOMPAN	150003242	Glue:Contact Cement	200
<input type="checkbox"/> 180015596	30	C	LB10	2200017990		1000079850	CMOUCHAN	DAP	UNIFIL Naqoura, Lebanon	1110000260	LEBECOS.A.L.LEBANESEEUROPEAINCOMPAN	1500003973	Hardware Set:Eqp Spec	75
<input type="checkbox"/> 180015742	10	C	LB10	2200018676		3300012557	CMOUCHAN	DAP	UNIFIL HQ Naqoura Lebanon	1110000260	LEBECOS.A.L.LEBANESEEUROPEAINCOMPAN	1500010674	Pipe,PVC,3in	400
<input type="checkbox"/> 180015742	20	C	LB10	2200018676		3300012557	CMOUCHAN	DAP	UNIFIL HQ Naqoura Lebanon	1110000260	LEBECOS.A.L.LEBANESEEUROPEAINCOMPAN	1500002187	Coupling:Pipe	75

Fund Center
Description

Recipient Entity Name
Short & Long Form

16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Deliv.date	PO DI Date	Ac.GI date	GoodsRecpt	Funds C	Fund Center Descr	SLoc	Name	Name 2	Street/House Number	Postl	City	Country co	Last Inbo	Name
05.05.2015	05.05.2015	01.04.2015		10062	UNIFIL Regional ICT-		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	01.04.2015	NZOUROB
07.05.2015	07.05.2015	06.05.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	06.05.2015	NZOUROB
07.05.2015	07.05.2015	06.05.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	06.05.2015	NZOUROB
07.05.2015	07.05.2015	06.05.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	06.05.2015	NZOUROB
07.05.2015	07.05.2015	06.05.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	06.05.2015	NZOUROB
07.05.2015	07.05.2015	06.05.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	06.05.2015	NZOUROB
08.05.2015	08.05.2015	14.07.2014		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	27.11.2014	NZOUROB
08.05.2015	08.05.2015	02.04.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	10.04.2015	NZOUROB
08.05.2015	08.05.2015	02.04.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	10.04.2015	NZOUROB
08.05.2015	08.05.2015	02.04.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	10.04.2015	NZOUROB
08.05.2015	08.05.2015	20.03.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	27.03.2015	EHADDAD4
08.05.2015	08.05.2015	20.03.2015		10074	UNIFIL Engineering ...		UNIFIL HQ	UN Interim Force in Lebanon	Main Street,		Naqoura, South Leba-	LB,Libanon	27.03.2015	EHADDAD4

Fund Center
Storage Location
Destination if for Inventory

Recipient Delivery
Address



From the **Item View** list, it is possible to filter records meeting specific criteria. For example you can filter Inbound deliveries based on the destination address (useful for large Plants spread over many countries). To do so:

1. Click on the column header whose data you want to filter
2. Click button “Set Filter” 
3. In the opened “Filter Criteria” window set the selection criteria
4. Click the Execute button

List of Inbound Deliveries

Header View                    

Delivery	Quantity	Deliv.date	PO D1 Date	Ac.GI date	GoodsRecpt	Fund	Fund Center Description	SLoc	Name
<input type="checkbox"/> 180013020	10	27.05.2015	27.05.2015			200LA	UNIFIL Joint Logistics Operations Center		UNIFIL HQ
<input type="checkbox"/> 180013021	100	27.05.2015	27.05.2015	27.05.2015		32AEL	UNEP Mediterranean Action Plan MAP/MEDU		UNIFIL HQ
<input type="checkbox"/> 180013021	500	27.05.2015	27.05.2015	27.05.2015		32AEL	UNEP Mediterranean Action Plan MAP/MEDU		UNIFIL HQ
<input type="checkbox"/> 180013021	3	27.05.2015	27.05.2015	27.05.2015		32AEL	UNEP Mediterranean Action Plan MAP/MEDU		UNIFIL HQ
<input type="checkbox"/> 180013021	1	27.05.2015	27.05.2015	27.05.2015		32AEL	UNEP Mediterranean Action Plan MAP/MEDU		UNIFIL HQ
<input type="checkbox"/> 180012975	2	28.05.2015	08.05.2015	19.05.2015	03.06.2015	10UNA	UNON Facility Management Transportation	4101	UN Office at
<input type="checkbox"/> 180012975	10	28.05.2015	08.05.2015	19.05.2015	03.06.2015	10UNA	UNON Facility Management Transportation	4101	UN Office at
<input type="checkbox"/> 180012975	2								
<input type="checkbox"/> 180012943	1								Integr.Stabilize
<input type="checkbox"/> 180012943	1								Integr.Stabilize
<input type="checkbox"/> 180012943	1								Integr.Stabilize
<input type="checkbox"/> 180012943	1								Integr.Stabilize
<input type="checkbox"/> 180012943	1								Integr.Stabilize
<input type="checkbox"/> 180012944	20,000								Integr.Stabilize
<input type="checkbox"/> 180012945	25								Integr.Stabilize
<input type="checkbox"/> 180012993	2								Integr.Stabilize
<input type="checkbox"/> 180012993	10								Integr.Stabilize
<input type="checkbox"/> 180012993	2								Integr.Stabilize
<input type="checkbox"/> 180012993	1								Integr.Stabilize

Filter criteria

Select.

Name UNIFIL HQ to

Execute          



To edit an inbound delivery from the list, select it by placing a check mark next to Inbound delivery number and clicking “Change Inbound Delivery” button 



To display the report at **Header View** level click button “Header View” 

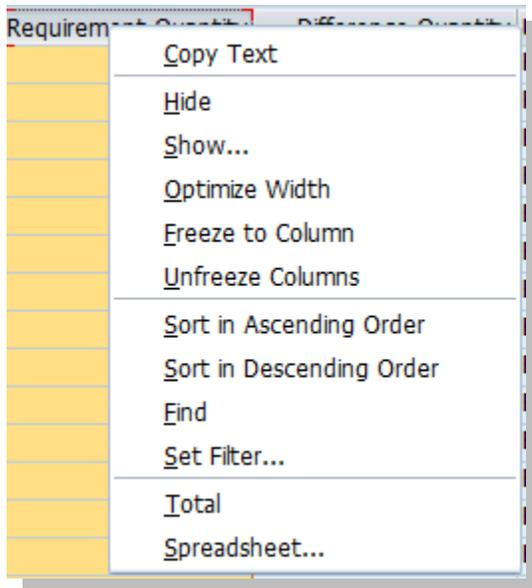
Creation of a Personal Layout Variant

It is possible to adapt the layout to own requirements and to save it for further use. The following options are available:

1. Add / remove / resize columns in the list
2. Create totals for relevant columns in the list
3. Sort the list ascending or descending
4. Create sub-totals
5. Save the layout

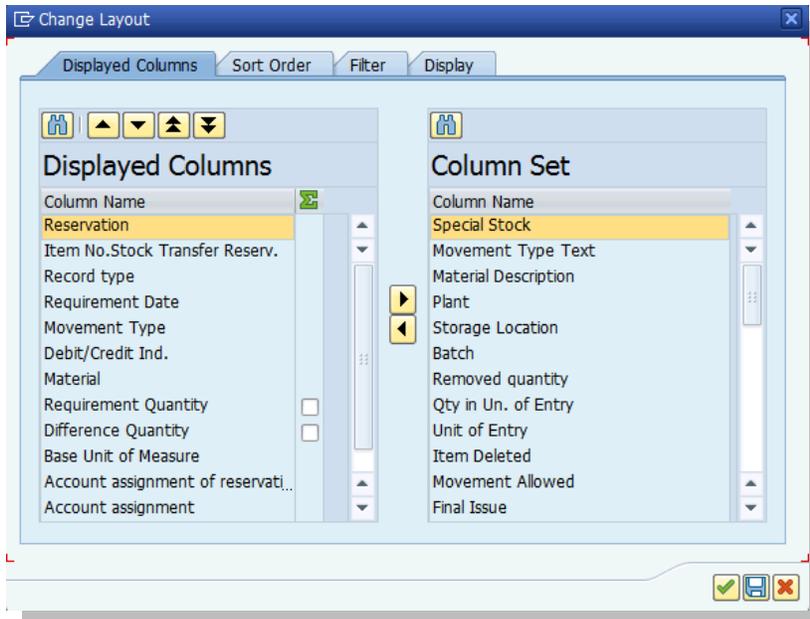
There are several ways to add, suppress, resize and change the order in which the columns are displayed in the report.

1. Click on a column to highlight it, position the cursor on the column's header and right click; the system displays a pop-up box with all the options available:



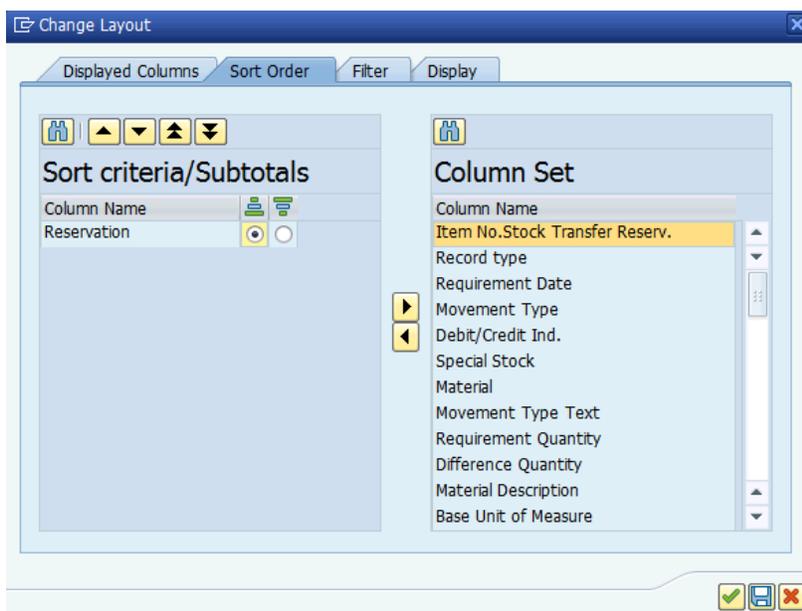
2. The selected column can be hidden, shown, re-sized, used to freeze or unfreeze the view, and used as sort criteria. A filter can be set, and a total calculated (as/if applicable).
3. It is also possible to drag and drop a column in order to change its position in the list.
4. Use the icon  to review and modify the columns included in the report. The system displays a pop-up box from where it is possible to perform various operations:

Tab Displayed Columns



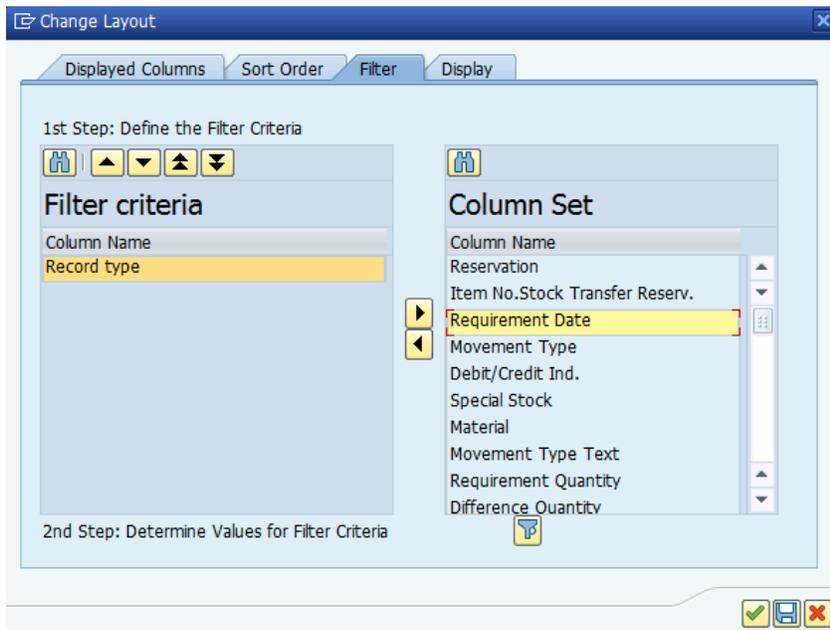
- The list on the left (Displayed Columns) includes the columns already displayed in the report
- The list on the right (Column Set) includes the columns not currently displayed. In order to move the columns from left to right, and viceversa, highlight the column and drag and drop or use the small black left and right arrows.

Tab Sort Order



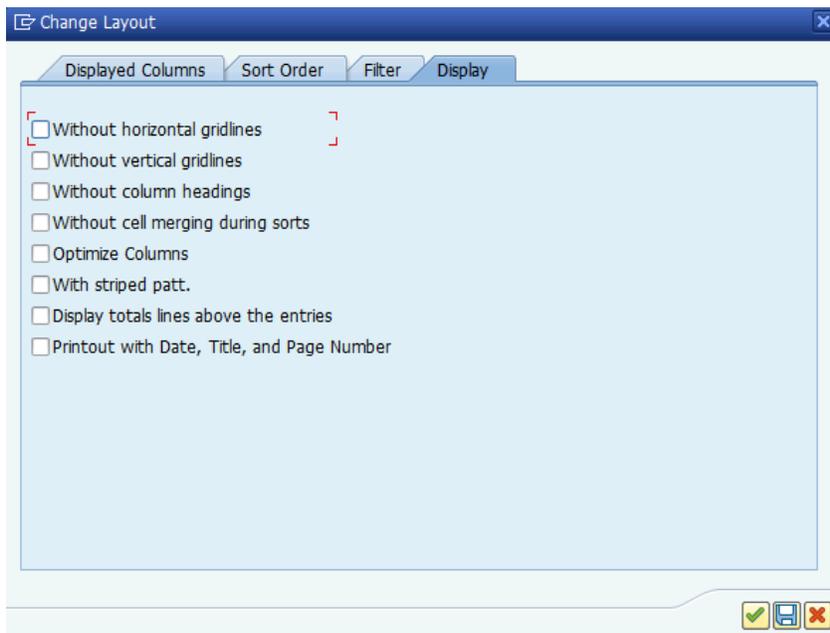
- The list on the left includes the sort criteria currently used in the report.
- In order to change it, highlight one or multiple columns in the list at the right and drag and drop them, or use the small black left and right arrows.
- Use the icons  to define the sort as ascending or descending.

Tab Filter



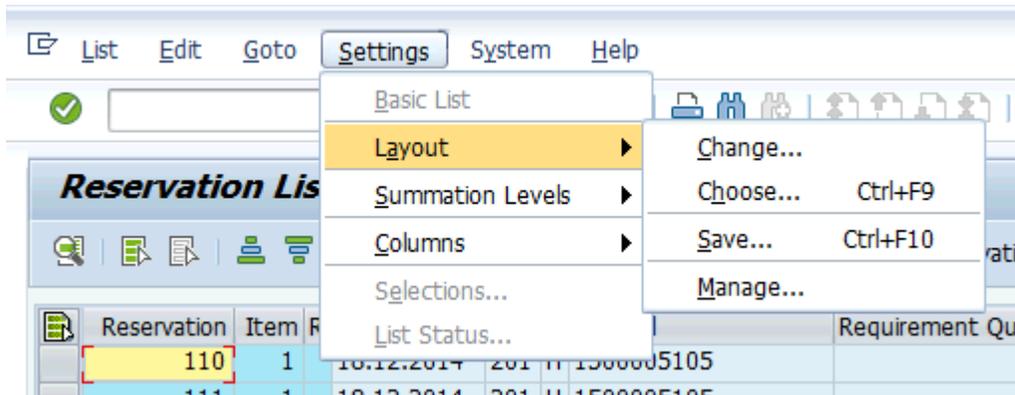
- In this tab it is possible to set one or multiple filter criteria.
- As in previous steps, move the columns from left to right, or vice versa, and thereafter set the filter value using the funnel icon

Tab Display



- In this tab it is possible to select the desired layout options.

- To save all settings click on the save icon  and type a name for the layout variant
- The same customization options are also available via main menu (Settings):



In particular, it is possible to retrieve a display layout variant previously saved by clicking on Layout → Choose. The system will display a pop-up box from which the required layout variant can be selected.



There are two ways of saving a selection variant:

1. **User Specific:** this is the only mode for end users; these variants are visible only to the user who created it.
2. **General:** this way is only for Umoja team, to create variants available to all users. The name of these variants begin with “/”.

A variant can be defined as default; this means that anytime the report is executed, the initial layout variant is the one set as default.