CASH REPAYMENT

UNHRD Sales process includes the sales of items between Partners. As per the Memo from UNHRD Network Coordinator this process can be applied between External Partners by applying the solution detailed on this document.

Fighting Hunger Worldwide



Memorandum

To: All UNHRD Network Staff

Date: November 06, 2016

Through:

Mr. Pierre Honnorat

From: UNHRD Network Coordinator

Subject: New process for Cash repayment between External Partners

Over the last few years, a number of requests have arisen with respect to <u>sales between Partners</u> of materials stored on their behalf in the UNHRD warehouses.

The requests have been considered pertinent to the UNHRD Sales process because in accordance with the UNHRD SOP Chapter 5, p. 9 "Users are allowed to loan, sell or exchange stocks with other users, subject to a bilateral agreement between parties".

The process developed for the Cash Repayment is based on the following concepts:

- 1) The Partner willing to buy NFIs from another partner is identified as the Buyer;
- 2) The Partner willing to sell the NFIs is identified as the Vendor;
- The stock of the Vendor will be decreased by the SAN team based in Brindisi through a manual WMS transaction with dedicated Movement Type that identifies the Cash Repayment process;
- 4) The NFIs will be entered into the Buyer's stock through a POWM and the relevant GR;
- 5) The Partner acting as the Vendor will send the invoice for the NFIs sold and will be paid through bank transfer against a PONF and the subsequent GR/LIV

MCRs: The Sales process managing this solution will be the current standard UNHRD Sales procedure (i.e. 7% of MRC is applicable).

Sales value: The sales value will be established by the Partners acting as vendor and mutually agreed by the buyer, as specified in Chapter 5 of UNHRD SOP. The value of the goods sold will be in line with the Invoice provided by the Partner acting as Vendor.

PO TYPE: OSPG has recommended to issue PONFs with Purchase Organization *'UN Joint & Statutory'* as the best option applicable to the above-described scenario, for tracking and statistical purposes.

This said, for the time being the Cash Repayment process will be limited to the sales amongst External Partners only.

Memo - Cash Repayment 2016

SALE OF NFIS FROM SELLER'S STOCK:

This part of the process is managed by performing a <u>manual decrease</u> of stock from the Partner that sell the items in stock. This Partner is considered as a standard WINGS **Vendor**. This action is performed by SAN unit upon receipt of confirmation for sale including material code, WBS of Vendor and quantity.

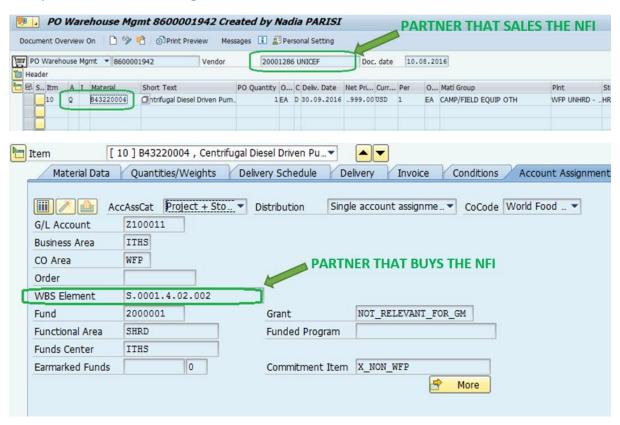
PROCUREMENT OF NFIs TO BUYER'S STOCK:

This part of the process is managed at Hub level by <u>creating a POWM</u> to receive the items under the Partner stock. This Partner is considered as **Buyer**.

The code associated to the Partners that sales the NFI (the Vendor) has to be picked from the list of WINGS Vendor Codes list.

In case the Partner does not have a Vendor Code associated in WINGS, the standard request to WFP Vendor Master for Warehouse Management purposes has to be submitted by UNHRD Focal Points for WFP Vendor Master issues.

The remaining POWM specifications have to be entered as for any POWM created for the receipt in Warehouse Management for External Partners NFIs:



This part of the process is completed by posting the GR versus the POWM.

PAYMENT TO VENDOR:

This part of the process is started at Hub Level by requesting the Invoice to the Partner acting as Vendor, creating the PR for Goods and creating the following PONF and entering the GR posting; Purchase Organization to be adopted in the PONF is <u>UNJS for 'UN Joint & Statutory'</u>:



This part of the process is completed by UNHRD Finance by performing the payment versus the PONF and GR created.