

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.



UNHRD Humanitarian
Response Depot

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 sales between Partners 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;
- 3) 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.

SALE OF NFIs FROM SELLER'S STOCK:

This part of the process is managed by performing a manual decrease 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 creating a POWM 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:

The screenshot displays the SAP PO Warehouse Mgmt interface. The title bar reads "PO Warehouse Mgmt 8600001942 Created by Nadia PARISI". A green arrow points to the Vendor field, which contains "20001286 UNICEF", with a label "PARTNER THAT SALES THE NFI". The document date is "10.08.2016".

S.	Item	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Pri...	Curr...	Per	O...	Matl Group	Plnt	St
10	Q			B43220004	Centrifugal Diesel Driven Pum...	1	EA	D	30.09.2016	999.00	USD	1	EA	CAMP/FIELD EQUIP OTH	WFP UNHRD -	HR

The Item field shows "[10] B43220004 , Centrifugal Diesel Driven Pu...". The "Account Assignment" tab is active, showing the following details:

- AccAssCat: Project + Sto...
- Distribution: Single account assignme...
- CoCode: World Food ...
- G/L Account: Z100011
- Business Area: ITHS
- CO Area: WFP
- Order: [Empty]
- WBS Element: S.0001.4.02.002 (highlighted with a green box and labeled "PARTNER THAT BUYS THE NFI")
- Fund: 2000001
- Functional Area: SHRD
- Funds Center: ITHS
- Earmarked Funds: 0
- Grant: NOT_RELEVANT_FOR_GM
- Funded Program: [Empty]
- Commitment Item: X_NON_WFP

A "More" button is visible at the bottom right of the account assignment section.

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 UNJS for 'UN Joint & Statutory':

PO Micro Purchases 4400180658 Created by Nadia PARISI

Document Overview On | Print Preview | Messages | Personal Setting

PO Micro Purchases 4400180658 Vendor **20001286 UNICEF** Doc. date 10.08.2016

PARTNER THAT SALS THE NFI

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Pri...	Curr...	Per	O...	Matl Gr
	10	P		Centrifugal Diesel Driven Pump		1	EA	D	30.09.2016	...999.00	USD	1	EA	CAMP/F

Item: [10] Centrifugal Diesel Driven Pump

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purch

AccAssCat Project Distribution Single account assignme... CoCode World Food ...

G/L Account 6506000
Business Area ITHS
CO Area WFP
Cost Center
Order
WBS Element **S.0001.4.02.002**
Fund 2000001 Grant NOT_RELEVANT_FOR_GM
Functional Area SHRD Funded Program S.0001.4.02.002

PARTNER THAT BUYS THE NFI

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