

TELECOM DISTRIBUTOR SYSTEM

Process Flow Document

Author:	Innoveta
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Version Control Sheet

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Following are the pre-requisites to perform transactions using Telecom Distributor Web Application.

Login as admin user

The following master details are required in creation of sales hierarchy

Step 1

PRODUCT HIERARCHY CREATION:

Configuration Menu (Under Product Hierarchy Sub Menu)

- Product Hierarchy Level Master

This is the screen where in the Product Hierarchy Levels can be created (For e.g. Product Group, Product Category...)

- Product Hierarchy Definition

This is the screen where in the Descriptions (Names) for created Product Hierarchy levels can be created. (For e.g. Product Group as Sim Card & Product Category as Prepaid Sim Card, Postpaid Sim Card...)

- Product Hierarchy Assign

This is the screen where in the Product Hierarchy Levels will be mapped to the Product Hierarchy Definitions. (For e.g. Categories Prepaid Sim Card & Postpaid Sim Card will come under group Sim Card)

Step 2

GEOGRAPHY HIERARCHY CREATION:

Configuration Menu (Under Geography Hierarchy Sub Menu)

- Geography Hierarchy Level Master

This is the screen where in the Geographical Levels can be created (For e.g. Country, State...)

- Geography Hierarchy Definition

This is the screen where in the Descriptions (Names) for created Geography levels can be created. (For e.g. India, Maharashtra...)

- Geography Hierarchy Assign

This is the screen where in the Geography Definitions will be mapped to the Geography Levels. (For e.g. Country as India, State as Maharashtra...)

Step 3

Masters Main Menu: (Under Distribution Sub Menu)

- Line of Business Master – Requires Product Group mapping LOB wise
- Circle Master (Dependent on Line of Business Master)

Configuration Menu (Under Sales Hierarchy Sub Menu)

- Sales Hierarchy Level Master

This is the screen where in the Sales hierarchy structure of Telecom Company will be created

Masters: (Under Distribution Sub Menu)

- Sales Hierarchy Circle Mapping

This is the screen where in the Circle Level Head will be mapped to all Circles. Based on this mapping, National Level and Circle Level Hierarchy will be differentiated & established in the application

Step 4

CREATION OF SALES HIERARCHY:

Configuration Menu (Under Sales Hierarchy Sub Menu)

- Sales Hierarchy Master

This is the screen where in the Sales Hierarchy Structure for a particular circle will be created.

This is where the link between Circles, Sales Hierarchy Levels & Line of Businesses will be established. This Hierarchy structure will be used through out the application where ever the dependency arises. Differentiation between National Level and Circle Level can be recognized in this screen

- Sales Hierarchy Definition

This is the screen where in the definitions (Descriptions) for already created National & Circle Sales Hierarchy Levels can be created. (For e.g. Country Head can be given a definition Rajiv Singh...). Line of Business mapping will be dependant on Sales Hierarchy Master. Geography Mapping will be dependant on the Geography Mapping details created. Circle wise Region Details from Master – Geography – Region master & Region wise Zone details from Master – Geography – Zone Master is required for creation of sales definitions for a particular region and zone in a circle

- Sales Hierarchy Assign

This is the screen where in the Reporting structure for both National level and individual Circle level can be created

Step 5

CREATION OF USERS:

Masters: (Under User Sub Menu)

- User Profile

This is the screen where in Profiles for creating new users can be created. Based on the profile, Users will be provided access to Products and Screens TDS application

Masters: (Under User Sub Menu)

- Designation Master

This is the screen where in Designations for users can be created.

- User Master

This is the screen where in User Login Credentials for a Sales Hierarchy Definition will be created based on the User Profile. Reporting to structure will depend on the Sales Hierarchy Reporting Structure created for both levels. Designations can be attached to the Users. Logins can be as below:

1. National Level Users
2. Circle Level Users

Step 6

CREATION OF DISTRIBUTION CHANNEL MASTER: (UNDER MASTER – DISTRIBUTION CHANNEL):

Pre-Requisites:

Masters: (Under Product Sub Menu)

- Product UOM Master

This is the screen where in the Unit of Measurement for a product is created (Unit, Pieces, Rs...)

- Product Master

This is the screen where in the Products are created. Pre-Requisites to create products are

- Circle Master – Under Master – Distribution menu
- Product Group – From Configuration – Product Hierarchy - Product Hierarchy Assign
- Product Category – From Configuration – Product Hierarchy - Product Hierarchy Assign
- UOM – From Master – Product - Product UOM Master
- Supplier – From Master – Distribution – Supplier Master

Masters (Under Pricing sub menu)

- Price Master

This is the screen where in prices for the created products are created. Pre-Requisites to create Prices are

- Circle Master – Under Master – Distribution menu
- Product Code – From Master – Product - Product Master (Default Price List is entered here)

Following Details are required to create a Distribution Channel Master

- Circle Master – Under Master – Distribution menu
- Line of Business Master – Under Master – Distribution menu
- Reporting To – From Configuration – Sales Hierarchy - Sales Hierarchy Definition
- Reporting To Name – From Master – User – User Master
- VTopup Group – From Master – Distribution - VTopup Group Master
- Distribution Channel Type - From Master – Distribution Channel - Distribution Channel Type Master
- Category – From Master – Distribution – Category Master
- User Profile - From Master – User – User Master
- Customer Profile - From Master – Distribution – Customer Profile Master
- Payment Terms - From Master – Distribution – Payment Terms Master
- Default Price List - From Master – Price – Price List Master
- Ownership Type – From Master – Distribution – Ownership Type Master
- Suspension Remarks - From Master – Distribution – Suspension Remarks Master
- MSISDN Type - From Master – Distribution – MSISDN Type Master
- Geography Details – From Distribution – Geography Hierarchy – Geography Hierarchy Assign

- Class – From Master – Class (Distribution Class Masters based on Distribution Channel Configuration setting)
- Enrollment Forms - From Master – Distribution – Enrollment Document Master
- Distributor Bank Mapping – From Master – Bank – Bank Master & Bank Branch Master

Distribution Channel Master also depend on Configuration – Distribution Channel - Distribution Channel Configuration settings

Step 7

CREATION OF DISTRIBUTION CHANNEL AND BANK MAPPING:

Pre-Requisites:

- Bank Name – From Master – Bank – Bank Master should be created
- Branch Name - From Master – Bank – Bank Branch Master should be created

Following Details are required to create Distribution Channel and Bank Mapping:

- Circle Master – Under Master – Distribution menu
- Distribution Channel Type - From Master – Distribution Channel - Distribution Channel Type Master
- Distribution Channel Name - From Master – Distribution Channel - Distribution Channel Master

Step 8

CREATION OF RETAIL OUTLET MASTER - FROM MASTER – DISTRIBUTION

Following Details are required to create a Retail Outlet Master:

- FOS Type Master - Under Master – Beat & FOS
- FOS Master - Under Master – Beat & FOS
- Beat Master - Under Master – Beat & FOS
- Beat Coverage Master - Under Master – Beat & FOS
- Circle Master – Under Master – Distribution menu
- Line of Business Master – Under Master – Distribution menu
- Distribution Channel Type - From Master – Distribution Channel - Distribution Channel Type Master
- Distribution Channel Name - From Master – Distribution Channel - Distribution Channel Master
- Retail Outlet Category - From Master – Distribution – Category Master
- Retail Outlet Type - From Master – Distribution – Type Master
- Nature of Outlet - From Master – Distribution – Nature of Master
- Retail Outlet Channel - From Master – Distribution – Retail Channel Master
- Retail Outlet Group - From Master – Distribution – Retail outlet Group Master
- BTS Cell ID - From Master – Distribution – BTS Master(NO ENTRY)
- Ownership Type – From Master – Distribution – Ownership Type Master
- Suspension Remarks - From Master – Distribution – Suspension Remarks Master
- Account Category - From Master – Distribution – Corporate Account Category Master
- MSISDN Nos - From Master – Distribution – MSISDN Type Master
- Geography Details – From Distribution – Geography Hierarchy – Geography Hierarchy Assign
- Competitor Brands - From Master – Distribution – Competitor Master
- Class - From Master – Class (Retail Outlet Class Masters)
- Enrollment Forms - From Master – Distribution – Enrollment Document Master

Step 9

POP TRANSACTION:

Following Details are required to perform a POP Transaction:

- Circle Master – Under Master – Distribution menu

- Distribution Channel Type - From Master – Distribution Channel - Distribution Channel Type Master
- Distribution Channel Name - From Master – Distribution Channel - Distribution Channel Master
- Beat Name - Under Master – Beat & FOS
- Retail Outlet - From Master – Distribution
- Product Group – From Configuration – Product Hierarchy – Product Hierarchy Definition
- POP Size - From Master – POP – POP Size Master
- POP Master - From Master – POP – POP Master (Requires Product Group & POP Size Master)

Step 10

PRIMARY ORDER PLACEMENT (REQUIRES DISTRIBUTION CHANNEL USER MASTER):

This is the screen where in Distributor can place their orders. Normal and FOC orders can be raised using this module

Pre-Requisites:

1. Product Group attached to Line of Business
2. Product Group attached Line of Business selected after Distribution Channel login
3. Default Price List attached to the Product and Mapped to the Distribution Channel

Following Details are required to perform a Primary Order Placement Transaction:

- Distribution Channel Master User - From Master – User – User Master
- Bill To Address from Distribution Channel Master
- Ship To Address Distribution Channel Master
- Supplier – From Master – Distribution – Supplier Master
- Product Group – From Configuration – Product Hierarchy – Product Hierarchy Definition
- Product Category - From Configuration – Product Hierarchy – Product Hierarchy Definition
- Product Code - From Master – Product – Product Master (Based on LOB Selection, Default Price Mapped to the Distribution Channel)
- Payment Details – From Master – Bank – Instrument Master

Primary Order Placement also depends on Configuration – Primary Order – Primary Order Configuration settings

Step 11

PRIMARY ORDER APPROVAL (REQUIRES SALES APPROVAL USER MASTER):

This is the screen where in Pos raised by distributors are approved, Rejected or Dispatched. Three types of approval will be done through this screen.

- Sales Approval
- Finance Approval
- Commercial Approval

Following are the Pre-Requisites for an Approval to be performed in Primary Order Approval Screen:

Pre-Requisites:

Primary Order Placement also depend on Configuration – Primary Order – Primary Order Configuration settings

1. User Profile for Sales, Finance & Commercial Approving users should be created
2. User Master for Sales, Finance & Commercial Approving users should be created
3. User Profile for Sales, Finance & Commercial Approving users should be mapped to Primary Order Approval settings in Primary Order Configuration
4. Product Group attached Line of Business for which PO has been raised should be selected after Approving User login

5. All pre-requisites that are required to raise an order in Primary Order Placement screen will apply to Primary Order Approval as well
6. Primary Order Approval also depends on Configuration – Primary Order – Primary Order Configuration settings

Step 12

SERIAL NO ENERGIZING:

Following are the Pre-Requisites for Serial No Energizing:

1. Primary Orders to be raised in Primary Order Placement screen
2. Primary Order Approval – Based on Approval Process for Suppliers setting in Primary Order Configuration Settings. PO has to be Sales Approved, Finance Approved and Commercial Dispatched

Step 13

RETURN TO COMPANY:

Following are the Pre-Requisites for Return To Company:

3. Primary Orders to be raised in Primary Order Placement screen
4. Primary Order Approval – Based on Approval Process for Suppliers setting in Primary Order Configuration Settings. PO has to be Sales Approved, Finance Approved and Commercial Dispatched