

The Coca-Cola Company

**Marketing Expense Management
PO Request Creation/Submission**

The Evolution

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PO Submission/Creation - Marketing Procurement Tool

- CCNA Marketing Procurement Tool is sun-setting
- Coca-Cola Refreshments/Glaceau Marketing
- Issues with the Marketing Procurement Request Tool
 - Data has to be manually re-keyed in to SAP
 - Average of 3.5 minutes/request
 - No data validation in the form - free text fields.
 - Vendor Information
 - Campaign/Internal Order/GL Account
 - Delivery Date
 - No check for Available Budget
 - Limited Workflow
 - Required request details are submitted in the “Comments” field
 - Requires an IT request to make changes or updates to the format/functionality of the form.

PO Submission/Creation- Marketing Procurement Tool/Winshuttle

- Can we do this in mass? YES
 - Worked with IT to create views where all PO request data could be exported
 - Use Access queries/macros to scrub the data and format for upload via Winshuttle to SAP
- What we learned...
 - Approximately 20% of all PO Request submissions could be processed “as is”
 - 50% of request had vendor issues
 - Vendor blocked
 - Vendor needed to be extended to Purchasing Org
 - Not an existing vendor
 - Wrong vendor number
 - Remaining request had issues related to
 - Available budget
 - Wrong Campaign/Internal Order
 - Wrong Internal Order/GL Account
 - Incomplete Quantity/Price Information



PO Submission/Creation- Marketing Procurement Tool/Winshuttle

- Year to date 2012, we have created 7500 PO's via Winshuttle Runner mass upload:
 - Yielded a savings of 433 hours, or 11 weeks of manual data entry.
 - Allows for return of clear SAP error message in the Winshuttle template.
 - Continues processing the data file even when errors are returned.
 - Do not have to manually look up the available budget for the request prior to processing.
 - Show stopper: Time was spent manually keying every purchase order regardless of erroneous data. Many errors were not known until the "save" was executed.


PO Request on SharePoint – Excel and Winshuttle

Marketer
submits **PO
request** via
SharePoint
Excel Template

Procurement
Specialist
reviews form and
runs Winshuttle
Script to create
PO in SAP

PO approved in
SAP

Purchase Order Request



Requestor:
 Phone #:
 Email:
 Date Requested:
 Vendor Name:
 Vendor #:
 Vendor Address:
 City / State:
 Postal Code:
 Quote Obtained? Yes No
 Send out PO? Yes No
 Fax # if Yes:

1. Select Requestor Name from Drop Down
 2. Select the Vendor Name from Drop Down
 3. If the PO needs to be sent out, fill in Fax #

FOR PURCHASING BUYER USE ONLY
 SAP PO#:
 Buyer:

Purchasing Buyer:
 1. Enter SAP PO #
 2. Select Name From Drop Down

PO Line Item Detail Information

Item #	Item Desc	REQUIRED FOR GOODS		REQUIRED FOR ALL		Plant	* Deliver Date	* Internal Order	Available Budget	Campaign	FS Item	* Recipient
		QTY	UOM	Price	Total Amount							
010	Service		EA	\$ 10.00	\$ 10.00	0536	7/28/2011	900624076	\$ 0.01	C141464	891200	A123456
020	Goods	1	EA	\$ 10.00	\$ 10.00	0536	7/28/2011	900630113	\$ 260,606.13	C142571	893302	A456789
030			EA		\$ -	0536						
040			EA		\$ -	0536						
050			EA		\$ -	0536						
060			EA		\$ -	0536						
070			EA		\$ -	0536						
080			EA		\$ -	0536						
090			EA		\$ -	0536						
100			EA		\$ -	0536						
TOTAL		1	EA		\$ 20.00							

PO Notes:

Buyer Notes:

Enter the following **REQUIRED** Data (white cells):
 * Item Description
 * QTY (Required for Goods Only)
 * Price
 * Delivery Date
 * Select Internal Order from Drop Down
 * Input KO ID of the Recipient for that line item
 Enter any PO Notes that the Buyer will need to process the Request


If line item highlights in **YELLOW**, Price has exceeded the Available Budget amount for that Internal Order.

PO Request on SharePoint – Excel and Winshuttle


Advantages

- Developed Excel form with Data Validation for:
 - Requestor/Recipient
 - Vendor # / Name / Address Information
 - Available Budget with Conditional Color Format
 - Campaign/Internal Order/GL Account combination
- All Coca-Cola associates have Excel.

Challenges

- Data tables in the form for Vendor and Campaign spend information have to be manually updated and uploaded to SharePoint daily. NOT real time data.
 - Requestors have to download the Excel template and save it to their computer each time before submitting a request.
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PO Request on SharePoint – InfoPath and Winshuttle

mem
PO REQUEST
form


Request Details

Request ID:

Date Requested:

Requestor:

Plant: CCR
 Glaceau
 CCNA

PO Currency:

Vendor Details

For Procurement Specialist:

Notes

Internal Order:

Campaign	Campaign Name	Org Node	FS Item
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Procurement Type:

Available Budget:

Item	Set/Clear Budget	Description	QTY	Price	Total Price	Available Budget	Order Unit	Delivery Date	Internal Order	GL Account	Recipient Search	Recipient Selected	Ship To Name	Ship To Street
10	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>	EA	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

PO Total:


Attachments

PO Supporting Documents -

Click "Insert Item" to add

PO Request on SharePoint – InfoPath and Winshuttle

Additional Benefits


- Additional data validations – SharePoint List Lookups/Date Picker/Required Fields/Drop Down List
 - Live web form – does not have to be downloaded to desktop before submission.
 - Winshuttle Query to return real time internal order master data and available budget from SAP.
 - Utilizing workflow to initialize web services that manage PO creation and error message handling
 - Different form views for different users/roles
 - One central repository for PO requests and related data
 - Repurpose associates time to more value added task and analytics
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PO Request on SharePoint – InfoPath and Winshuttle Current State

- Successfully implemented Winshuttle Central/Server test and production environments.
- Completed InfoPath PO Request Web Form v 1.0
- Completed end user training for an internal client base of around 250 people in Marketing.
- Migrating Winshuttle desktop licenses to Central SharePoint environment .
- CokeShuttle Marketing IN-SITE and PO Request Web Form GO Live
 - Thursday, October 18, 2012



CokeShuttle Marketing IN-SITE Future State 2013

- Upgrade to Winshuttle 10.4
 - Migrate an additional 300 North America Marketing clients to Winshuttle Central SharePoint environment in early 2013
 - Continue to standardize processes and forms by implementing additional Winshuttle based solutions for:
 - Budget Shifts
 - Goods Receipts
 - Campaign Setup and Maintenance
 - Funds Reservations
 - PO Closures
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The background of the slide features a large, faded, and semi-transparent version of the Coca-Cola logo in its signature script font. The logo is centered horizontally and spans most of the width of the slide. The overall color scheme is a gradient of reds, from a darker red at the top to a lighter red at the bottom.

Thank you!

Questions?