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| **Third Party Location (TPL) Operational Information**GMI business area: please answer the questions on page 1.*When filling out this questionnaire, work with all businesses using the location to verify current activity at the location.*This will help EDI team determine which transactions should be implemented with the TPL (page 2). |

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| --- | --- |
| Plant Name |       |
| SAP Plant Code |       |
| SAP Customer Number |       |

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| --- | --- | --- | --- |
| **Contact Information** | Name | Phone | Email |
| GMI Business Owner |       |       |       |
| GMI Business Rollout Support |       |       |       |
| GMI Inventory Analyst |       |       |       |
| TPL Business |       |       |       |
| TPL Technical |       |       |       |
| TPL Technical |       |       |       |

**Location Information**

1. Identify the location type.

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| --- | --- | --- | --- | --- |
| [ ] ContractPacker | [ ] Warehouse | [ ] Customer Service Facility | [ ] Plant Managed Warehouse | [ ] Purchasing Managed Warehouse |

1. Identify all storage locations associated with the location.
2. Identify the department that manages the location. Provide GMI Inventory Analyst in contact information above.

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| --- | --- | --- | --- | --- | --- |
| [ ] Contract Accounting | [ ] Warehouse Accounting | [ ] Plant (identify) | [ ] On-site GMI | [ ] Sourcing | [ ] Canada HQ |

1. Identify all product types managed at the location.
* If this is a new SAP location, provide at least two material numbers for each product type (needed for testing). Verify prior to testing that the materials are set up and active in SAP ERQ (test environment).

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| --- | --- | --- | --- | --- | --- |
| ⯎FINI | ⯎SEMI | ⯎Bulk | ⯎Batch Managed | ⯎Ingredients | ⯎Pkg Materials |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

1. Identify all receipt types processed at the location.

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| --- | --- | --- | --- |
| [ ] Vendor PO Receipts | [ ] Interplant Receipts | [ ] Production Receipts | [ ] Customer Return Receipts |

* Identify the anticipated number of daily inbound receipts.
* Identify production frequency and volume.
* Will the location use the consumption process (sent in the 944) or SAP back-flushing? Consumption / Back-flush
* If this is a new SAP location, provide vendor numbers and plant locations from which the site is expected to receive. Verify prior to testing that shipping relationships are established for all locations in both SAP ERP and ERQ.

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| --- | --- | --- | --- | --- |
| Vendor / Plant Number | Name |  | Vendor / Plant Number | Name |
|       |       |  |       |       |
|       |       |  |       |       |
|       |       |  |       |       |

1. Identify all order types shipped from the location.

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| --- | --- | --- | --- | --- | --- | --- |
| [ ] Customer | [ ] Interplant | [ ] Cross Border/Export | [ ] Sample | [ ] Firesale | [ ] Donation | [ ] Other (identify) |
| [ ] Combined orders (multiple deliveries on one shipment) | [ ] Multiple stop shipments |

* Identify the anticipated number of daily outbound shipments.
* Identify the type of pallets used at the location. Slip Sheets / Wood / CHEP / iGPS / Other (identify)
* If this is a new SAP location, provide customer numbers and plant locations to which the site is expected to ship. Verify prior to testing that shipping relationships are established in ZMSTR for all locations in SAP ERQ.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ship-to Number | Name |  | Ship-to Number | Name |
|       |       |  |       |       |
|       |       |  |       |       |
|       |       |  |       |       |

1. Identify the following label information for the location.
* Will General Mills require the location to label product with the SSCC18 label? Yes at time of (receipt / production / shipment) / No
* Will the location ship to customers that require customer shipping labels? Yes / No
1. Identify the timing expectations for business start-up.
2. Identify any unique characteristics or requirements associated with this location.

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| **EDI Transactions and Testing**The remaining pages contain additional questions / discussion points to sort out project scope with the trading partner. General Mills EDI personnel and the business team rollout support personnel will determine immediate scope of this startup. |

**Notes:**

Have trading partner fill out General Mills EDI survey to better understand their current capabilities and to gather setup information.

Discuss planned vacations of key personnel and note ERQ refresh calendar to see how this will impact testing goals.

**850 / 860 Production Order / Production Order Change** – Outbound to Partner

Offered if the location produces inventory (including freeze plan) or builds special packs. Location sends back the 944 (see below).

* Will the location want the EDI production order download (the 850)? Yes / No
* Can the location accept changes to the order download (the 860)? Yes / No

**855 Copy of Purchase Order** – Outbound to partner

Offered if the location receives PO’s from vendors. Location sends back the 944 (see below).

**856 Advance Ship Notice** – Outbound to partner

Offered if the location receives interplant orders. Location sends back the 944 (see below).

* The location needs to have a process in place to receive product if they do not get an ASN (blind receipts).

**944 Inventory Receipt** – Inbound from partner

Requested if the location receives inbound loads (see 855/856 above) or if the location produces inventory (including freeze plan) or builds special packs (see 850/860 above) – this is the *production* 944 (944p).

* General Mills’ preference for receiving damaged product is that they be reported on the 944 (reporting will show these as carrier related damages). Location reports damages on the 944? Yes / No
* As an alternative, damages can be reported on the 947 as inventory adjustments (reporting will show these as warehouse related damages). Location reports damages on the 947? Yes / No

**940 Warehouse Shipping Order** – Outbound to partner

Offered if the location ships ether interplant or customer orders.

* Can the location process *changes* to the order and order *deletes*? Yes / No

**945 Notice of Ship (NOS) / Goods Issue (GI)** – Inbound from partner

Requested if the location ships either interplant or customer orders.

**846 Inventory Balance / 852 Inventory Activity –** Inbound from partner

Requested from all locations. Timing of the 846 should be determined with the following considerations:

* The TPL should generate the 846 when the least amount of activity occurs (typically late evening).
* The TPL should transmit the 846 to General Mills no later than 11:30 pm central time to be reported on the Age Management Report.

Will the business want to receive a Daily Activity Report? Yes / No If yes, the location will need to send the 852.

**947 Inventory Adjustment –** Inbound from partner

Offered if the business wants inventory adjustments to be completed by EDI.

If adjustments will be completed manually, identify:

* Method of adjustment: Web SAP / SAP (direct) / Manually by GMI business
* Name of person manually handling the adjustments:

(Team EDI: this name should match GMI Inventory Analyst on page 1)

**214 Carrier Shipment Status** –Inbound from partner

Requested if the business is interested in receiving and the location is capable of sending.

* Load Ready (outbound truck has been loaded).
* Load Arrival (inbound truck has arrived).

**888 Material Download** – Outbound to partner

Offered if the location is interested in and capable of receiving.

* General Mills’ EDI 888 transaction is warehouse specific. The document contains all information identified on the 888 spec if that information is populated in the SAP material master record. Most FINIs and SEMIs have all the information fields set up (we do not currently send the 888 for raw materials).
* The 888 change is a full detail replacement (if a material changes in General Mills’ system, then all of the data is sent on the 888, not just the data that changed).

**947 Inventory Status** – Outbound to partner

Is this a “Green Light” location? Yes / No If so, this is an additional transaction that is needed for the process.

**Miscellaneous**

Identify any special processes associated with this location (e.g., Pick-a-Shipment (Canada), receiving the 940 directly from the customer (Interstate), or GMI taking ownership of the product when cleared by US Customs (Arcor) instead of at the point of shipment).