



# User guide HostLogic SAP - EKAER 5.0 solution

version 4.4 15. July 2015









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### 1. Introduction

Based on the government regulation 1629/2014. (XI. 6.) the introduction of the EKAER system started on Hungary. It is valid from 2015.01.01. The detailed information can be found on the following link: <a href="https://www.ekaer.nav.gov.hu/">https://www.ekaer.nav.gov.hu/</a>

The HostLogic Zrt., as professional supporter of the SAP based systems developed a solution package for the EKAER. With this solution the companies using SAP, can meet the legal requirements in time, and eases the additional administrative workload generated due to the EKAER.

The HostLogic solution can be applied both on the export and import deliveries.

This user guide represents the **HostLogic EKAER-SAP solution 5.0.** The solution is in compliance with the regulation that will be valid from 2015.08.15.

The prerequisite of the usage of the solution is to make the necessary settings in the SAP system, and to ask for the registration details from the NAV authority in advance. Further need is to ask registration details for the NAV TEST system, to be able to make the tests in the test environment. For the registration and the system integration you can find useful information on the following link:

#### Registration flow documentation of the EKAER system:

https://ekaer.nav.gov.hu/files/document/document/15/EKAER%20USER%20GUIDE EN.pdf

The registration data (Name of the company, VAT number, Telephone number, email address) for the NAV test system should be sent for the following email address:

ekaer-importor-teszt@virgo.hu

### 2. Authorization

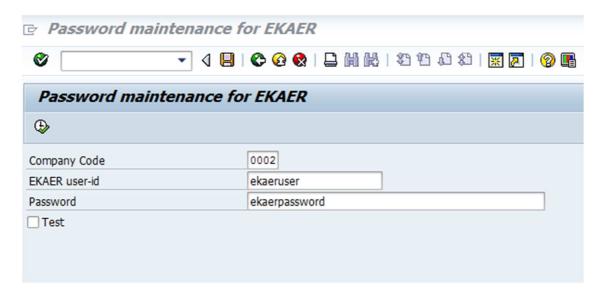
The HostLogic solution is prepared for the general authority management in the SAP. The users should be assigned to the chosen roles during the settings. To be able to use the functions written in this document, you have to own the necessary authorization. You will find more details in the configuration guide document.



# 3. Encryption of the EKAER password

To be able to send a request for EKAER number, you need a user name and a signature code. This should be set also in the SAP (confidentially), to ensure the machine-machine relation. The following procedure should be done only for the EKAER user, no need to do this for the SAP users.

Set the following in the YH\_EKAER\_PWD transaction:



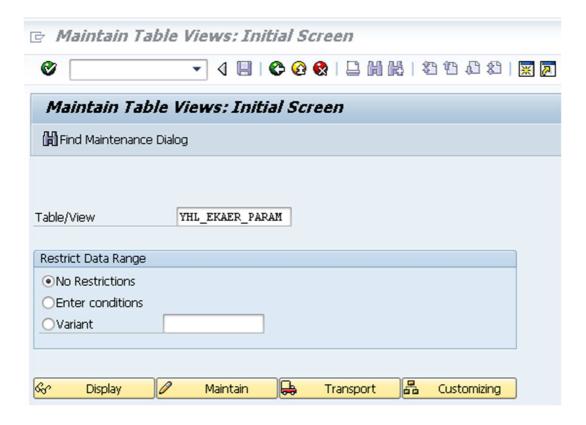
Field	Description	Value
Company code	The relevant company	'0200' (your company code)
EKAER user-id	The user id sent by the NAV (20 character maximum)	The user id registrated by the NAV
EKAER password	The password which was given during the NAV EKAER registration	Password of the EKAER user
Test	Optional	The transaction can be run as test, if you would like to finalize the encryption do not tick it.

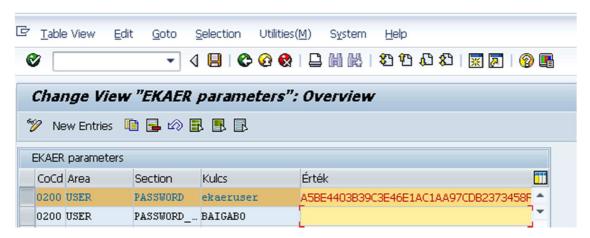


The following message shows that the run was successful:

☑ EKAER password of rrecsei is successfully changed!

Parallel with this activity, the password will be set in the following parameter table, from where the program will read this information to be able to request the EKAER number:





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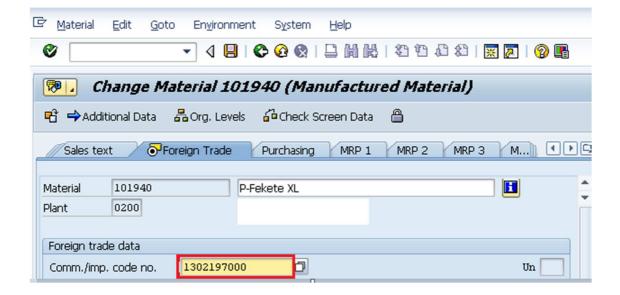


### 4. Master data

The system of EKAER NAV requires some master data, which you should check in the SAP ERP system, before request the EKAER number. If you find some missing master data, then you have to maintain them.

### 4.1 Material master

The commodity code number is an obligatory value. Based on the NAV rules, this number is maximum 8 character long. You should maintain it in the material master, on the "Foreign trade data" tab, field: Comm./imp. code no. (If you maintain number which is longer than 8 character, then the program will send only the first 8 of them)

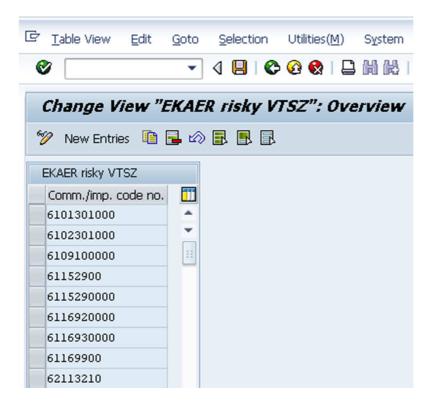




# 4.2 Maintenance of the risky commodity codes

To be able to control the limit, the program needs a separate table, to define which commodity codes are the risky items.

The table can be reached with the following transaction from the EKAER menu (YH\_EKAER\_MENU):





# 4.3 Maintenance of the grouping conditions

From 1<sup>st</sup> of June you can send more load or unload address in one EKAER request. The method of this solution is that you can record more "delivery plans". One delivery plan contains one load and one unload address. For each delivery plan you can record many items, but one item can belong only to one delivery plan!

Based on this new function, we had to extend the grouping criterias as well. You can set them on two level:

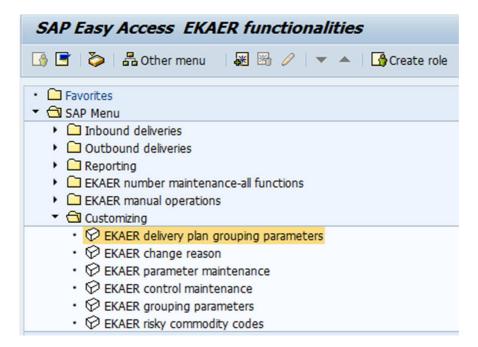
- Delivery plan level
- Delivery level

# 4.3.1 Settings of the delivery plan grouping

Here you can set which data should control the grouping of the delivery plans.

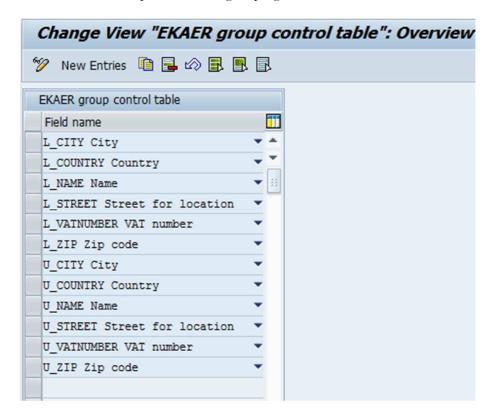
Transaction code: YH\_EKAER\_GROUP\_PLAN

The table can be reached with the following transaction from the EKAER menu (YH\_EKAER\_MENU):





As only one delivery plan can belong to one load and unload address, here we set the load and unload address parameters as grouping criteria:

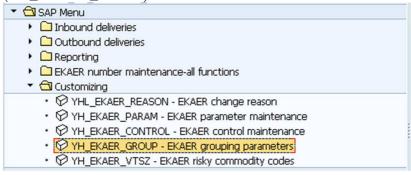


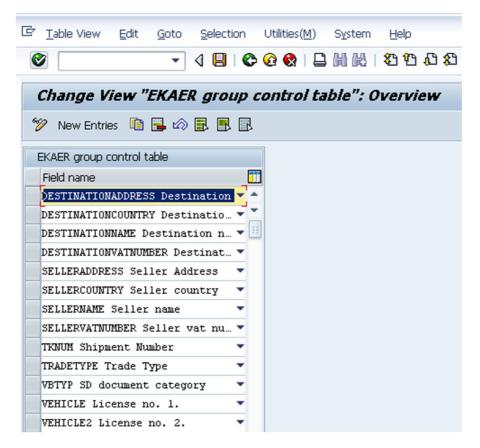


# 4.3.2 Delivery grouping conditions

Here you can set which data should control the grouping of the deliveries. You can request only one EKAER number for one group (practically you can choose data from the header parameters of the delivery).

The table can be reached with the following transaction from the EKAER menu (YH\_EKAER\_MENU):





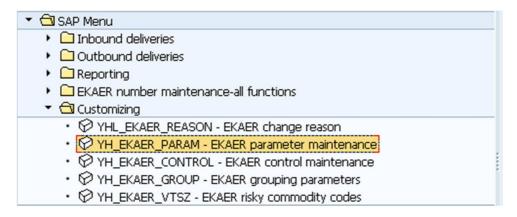
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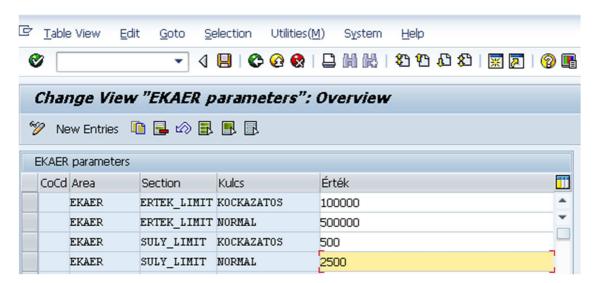
### 4.4 Maintenance of the limit control

Based on the law regulation you have the possibility, to set the value and the weight limit in the parameter table, to be able to select only the EKAER relevant deliveries.

The table can be reached with the following transaction from the EKAER menu (YH\_EKAER\_MENU):



The limits can be defined separately for the normal ("NORMAL") and for the risky ("KOCKAZATOS") items.





### 4.5 Maintenance of modification and deletion reason codes

Since 2015.04.01, based on the EKAER regulation you have to specify the reason of the modification or deletion of the EKAER number. For example, if you changed the plate number and you send your request, you have to send the reason of the change: "Changed plate number"

### Transaction code: YHL\_EKAER\_REASON

You can also reach the transaction from the menu: YH\_EKAER\_MENU

▼ 🔁 SAP Menu
<ul> <li>Inbound deliveries</li> </ul>
<ul> <li>Outbound deliveries</li> </ul>
▶ ☐ Reporting
<ul> <li>EKAER number maintenance-all functions</li> </ul>
▼ 🔁 Customizing
<ul> <li>YHL_EKAER_REASON - EKAER change reason</li> </ul>
<ul> <li>YH_EKAER_PARAM - EKAER parameter maintenance</li> </ul>
<ul> <li>         • YH_EKAER_CONTROL - EKAER control maintenance     </li> </ul>
<ul> <li>         • YH_EKAER_GROUP - EKAER grouping parameters     </li> </ul>
<ul> <li>         • YH_EKAER_VTSZ - EKAER risky commodity codes     </li> </ul>

You can set one reason code as default and this will be sent in the modification request automatically. If you would like to change the code, you can do it before sending the request.

You can specify reason codes in the following categories: plate number, weight, value and deletion.

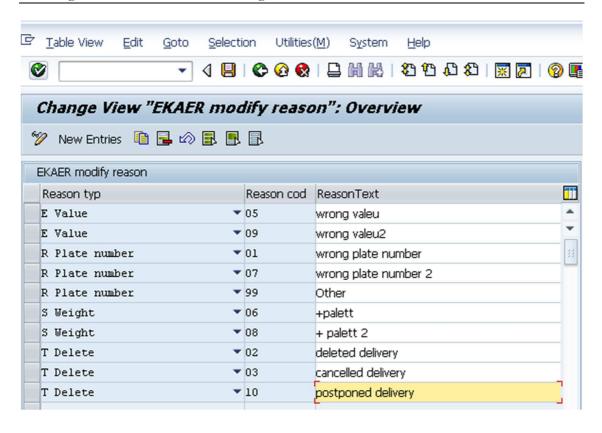
From the 1st of June the NAV extended the list of the modifiable data:

- description or VTSZ (commodity code) number change of an item
- addition of a new item or deletion of an exsisting one. This can be justified with the "item status reason" reason code.

With the "New Entries" button, you can add new entries, or you can modify the existing ones by retyping the reason text.

You can delete line with the licon after you selected it.







# 4.6 Maintenance of the MNB average rate

For the NAV you have to send the value in HUF, even if you use other currency in the deliveries. The conversion to HUF should be done based on the previous year's MNB official exchange rate what was valid on the last day of the previous year. If the foreign currency is not mentioned on the MNB's official exchange rate list, then it should be converted based on the announced EUR rate by the MNB.

#### Transaction code: OB08

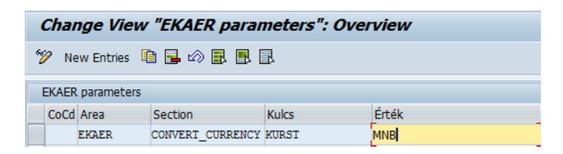
You need to maintain those currencies for the MNB type of exchange rate (with the "Direct Quoted Exchange Rate"), which you use in your deliveries.

You need to maintain the table once per year, when the MNB issues the closure exchange rates.



If your company uses for this exchange rate type for some different purpose, or you would like to use some other different rate for the EKAER program, then you can specify it in the parameter table. If you do not set it, the program will search for the MNB by default.

Transaction code: YH\_EKAER\_PARAM





### 4.7 Maintenance of the master data for the inbound deliveries

You need to create inbound deliveries only for those deliveries which are coming from the EU and you would like to request EKAER number for them.

### 4.7.1 Vendor master

Transaction code: XK02

Press ENTER, after you gave the vendor number on the initial screen, then enter the "Confirmation Control" key: 0003 Inb. deliv./rough GR on the purchasing data tab.



If you do not use purchasing info record, then this data will be retrieved from here into the purchase order. So it makes sense to set this value for the vendor in case if you use the info record and also in case if you do not use it. If you use info record, then this value will be copied from the vendor master. (especially if you use automatic info record creation)

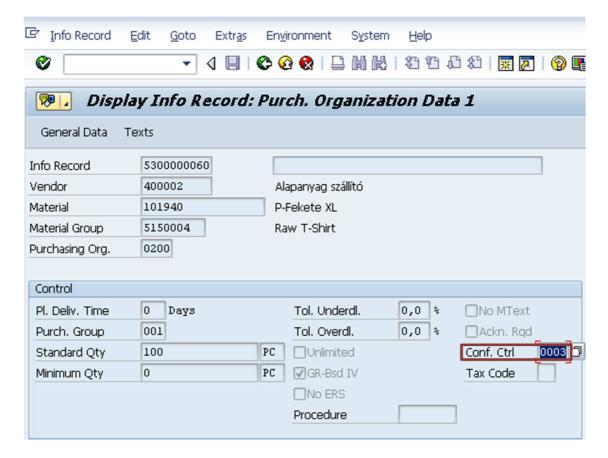


# 4.7.2 Purchasing info record

#### Transaction code: ME12

If the purchasing info record was created before you set the confirmation control key in the vendor master, then you have to set it here also, otherwise the info record will overwrite the data from the vendor master. So you have to modify the existing info records.

### Confirmation control key: 0003 – Inb. deliv./rough GR should be set:





#### 4.8 Unload and load addresses

### 4.9 Unload address

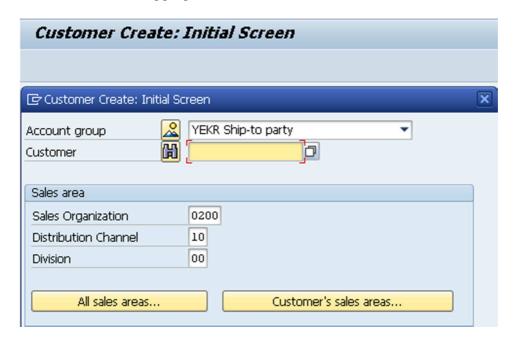
If you sale goods to inland or to abroad and it should be unloaded to a special unload address, then the partner functions of the sold-to should be extended with the "LC EKAER Delivery add.". The usage of this function is not obligatory, if it is not filled, then the ship-to will be the unloading address.

### 4.9.1 Creation of the unload address

#### Transaction code: VD01

Account group: YEKR - EKAER Delivery address Sales Organization: choose the appropriate one Distribution Channel: choose the appropriate one

Division: choose the appropriate one



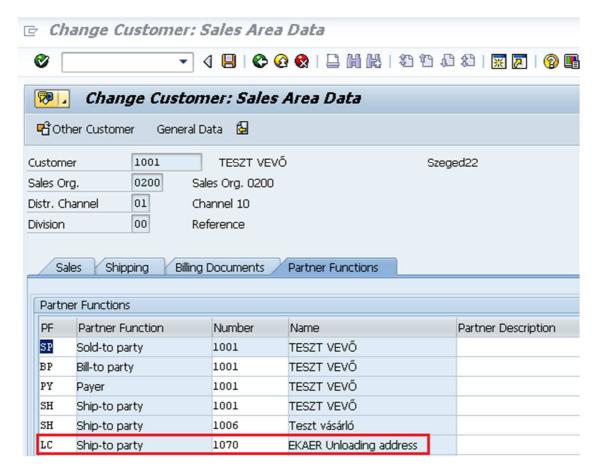
After you filled all the necessary data, save it, and the new partner will be created. It is important to fill the <u>VAT number</u>, because the EKAER will check it.



# 4.9.2 Assignment of the EKAER unload address to the sold-to

#### Transaction code: VD02

You enter the number of the sold-to, and on the Partner Functions tab (sales area data) add the previously created LC partner.



Once you set it, it will be copied into the customer order and to the outbound delivery during creation. One partner can have more unload addresses, but in the order you can use only one.



### 4.10 Load address

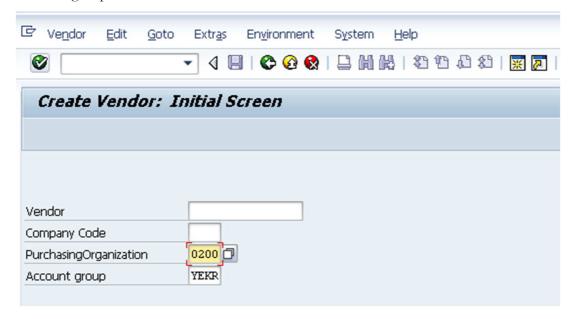
In case of the imports from the EU, the orderer company should request the EKAER number. It can happen, that the goods will be loaded on a special load address. To handle this in SAP, you have to create the load address partner function like you did for the unload address. You have to create the new partner, and assign it to the vendor's master. The usage of the role is not obligatory, if it is not filled, then the vendor will be the load address.

### 4.10.1 Creation of the load address

Transaction code: XK01

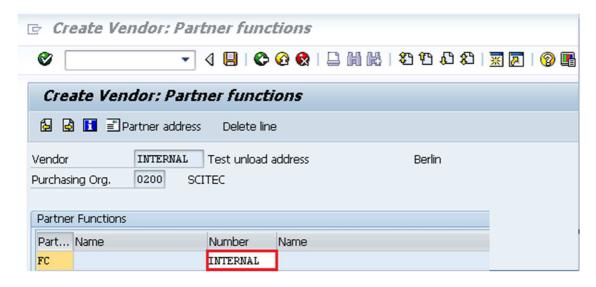
Company Code: DO NOT fill it

Purchasing Organization: choose the appropriate one Account group: YEKR – EKAER Load address



After you filled the organizational data (no need for the company code!), press ENTER, and fill all the necessary data, especially the VAT number. It is important, to add a new entry on the Partner functions tab for the FC partner with number of "INTERNAL"





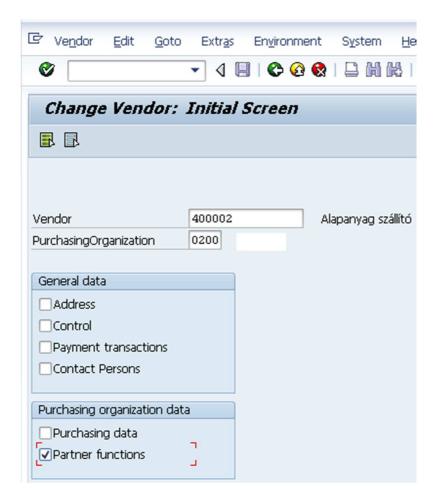
Save it when you are done.



# 4.10.2 Assignment of the load address to the vendor

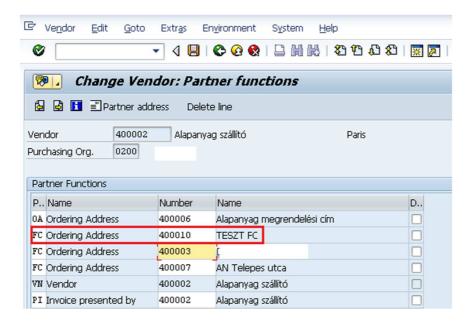
#### Transaction code: XK02

Fill the vendor code and the purchasing organization, tick the Partner function tab and press Enter. Create a new line with the FC partner function, and add the number of the previously created vendor.





Partner functions tab:



After you are ready, save it.

# 4.11 Unloading point

In case of import procurement, there is a possibility to deliver the goods to some special rental store, which can be managed in SAP with the creation of the YP "Unloading point" partner function.

The Unloading point can be created similarly, as we described in chapter: 4.10 Load address.

Transaction code: XK01

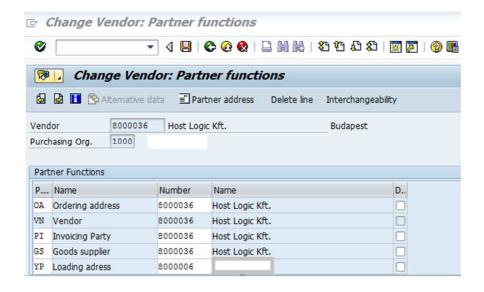
Account group: YEKP - Unloading point

# 4.11.1 Assignment of the unloading point to the vendor

Transaction code: XK02

Enter the vendor code of the supplier you would like to modify, then enter the purchasing organization, and on the Partner Functions tab add the new entry with YP partner function and with the previously created vendor number.







# 4.12 Management of the forwarder

The logic of the EKAER system: In the EKAER request you can set an own forwarder with its EKAER identifier (the forwarder should be registered). In this case the forwarder will be able to modify some of the data (plate number, date and time of the load and unload) in your EKAER request under its VAT number (on the Web surface). For this, you need to add the forwarder into the param table. The vendor number used in SAP should be entered with the leading zeros in the front. The key fields are: Company code/EKAER/SPED/Vendor, and the value should be the EKAER identifier.

# 4.12.1 Forwarder partner function

# 4.12.1.1 Forwarder partner function in the sales

In the outbound delivery you can specify the forwarder with the SP forwarding agent partner function. If you set the vendor code in the param table also, then this forwarder will be authorized to modify your EKAER request. You have to check the settings of this partner function.

In sales process you can enter this partner in the customer master, customer order or in the outbound delivery. If you set it in the customer master, it will be retrieved in the customer order and in the delivery.

# 4.12.1.2 Forwarder partner function in the procurement

For procurement you can use the WL partner function for the forwarding agent. Currently it is not retrieved from the vendor master or from the purchasing order into the inbound delivery, so you can set it only directly in the inbound delivery.



# 5. Parameters of the HostLogic SAP-EKAER solution

You have to set the necessary parameters before you can use the program. This task should be done by the consultant, but you can find detailed information in the *Configuration guide* document.

Transaction code: YH\_EKAER\_PARAM

Table name: YHL\_EKAER\_PARAM

The table is not transport relevant; the maintenance should be done manually in each system!

EKAER parameters						
CoCd	Area	Section	Kulcs	Érték		
	EKAER	CONVERT_CURRENCY	KURST	MNB		
	EKAER	ERTEK_LIMIT	KOCKAZATOS	100000		
	EKAER	ERTEK_LIMIT	NORMAL	500000		
	EKAER	GROUP	FORM	CREATE_GROUP		
	EKAER	GROUP	PROGRAM	YH_EKAER_GROUP_CREATE		
	EKAER	PLAN_GROUP	FORM	CREATE_PLAN_GROUP		
	EKAER	PLAN_GROUP	PROGRAM	YH_EKAER_GROUP_CREATE		
	EKAER	SIMPLE	SIMPLE			
	EKAER	SULY_LIMIT	KOCKAZATOS	500		
	EKAER	SULY_LIMIT	NORMAL	2500		
1000	EKAER	HEADER	HEADERVERSION	1.0		
1000	EKAER	HEADER	REQUESTVERSION	1.9		
1000	EKAER	URL	URL	https://import-test-b.ekaer.nav.gov.hu/TradeCard		
1000	SELECTION	PSTYV	YB02	X		
1000	SELECTION	PSTYV	YBOM	X		
1000	SPED	ID	0000001010	112307558		
1000	SPED	ID	0000020000	117139089		
1000	SPED	ID	1010	112307558		
1000	USER	CONVERSION	EKAERTESZT1	BaiGabo		
1000	USER	CONVERSION	EKAERTESZT2	BaiGabo		
1000	USER	PASSWORD	EKAERUSER	A5BE4403B39C3E46E1AC1AA97CDB2373458F830		
1000	USER	PASSWORD SIGN	EKAERUSER	jkjhhggfR5		

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CoCd	Area	Section	Key	R/ O*	Value / Comments
	EKAER	CONVERT_CU RRENCY	KURST	О	Type of the exchange rate, for example: MNB
	EKAER	ERTEK_LIMIT	KOCKAZA TOS	R	In case of risky items, this value is the limit, above it you have to request the EKAER number.
	EKAER	ERTEK_LIMIT	NORMAL	R	In case of normal (non risky) items, this value is the limit, above it you have to request the EKAER number.
	EKAER	GROUP	FROM	R	Fix value: CREATE_GROUP, it is needed for the request of a group of deliveries.
	EKAER	GROUP	PROGRAM	R	Fix value: YH_EKAER_GROUP_CREATE, it is needed for the request of a group of deliveries.
	EKAER	GROUP	FROM	K	CREATE_PLAN_GROUP – it is needed for the request of a group of delivery plans.
	EKAER	GROUP	PROGRAM	K	YH_EKAER_GROUP_CREATE – it is needed for the request of a group of delivery plans.
	EKAER	SIMPLE	SIMPLE	О	In case of simple EKAER request the value: X
	EKAER	SULY_LIMIT	KOCKAZA TOS	R	In case of risky items, this weight is the limit, above it you have to request the EKAER number.
	EKAER	SULY_LIMIT	NORMAL	R	In case of normal (non risky) items, this weight is the limit, above it you have to request the EKAER number.
Company code	EKAER	HEADER	HEADERV ERSION	R	Fix value: 1.0, it is needed for the general function of the system.
Company code	EKAER	HEADER	REQUESTV ERSION	R	Fix value: 1.9, it is needed for the general function of the system.
Company code	EKAER	URL	URL	R	The Web address of the NAV, Important, that it is different for the test system and for the production system!
Company code	SELECTI ON	PSTYV	type if the item	О	If you would like to exclude some item type from the request to the NAV, you can set here.
Company code	SPED	ID	SAP identifier of the forwarder	R	"Confidential" forwarder, when you authorize him with the right of change of your EKAER request. The value is the NAV EKAER number of the forwarder.
Company code	USER	CONVERSION	SAP user	R	SAP user, who can request EKAER number, the value is the EKAER registration name.
Company	USER	PASSWORD	NAV EKAER user	О	The value is the EKAER password of the registered user on the NAV surface.
Company code		PASSWORD_SI GN	NAV EKAER user	R	The value is the signature key of the registered EKAER user on the NAV surface.
		(*) R = R	equired value	, O =	Optional value, M = Display

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For the test system you have to use the following link: <a href="https://import-test-">https://import-test-</a>

<u>b.ekaer.nav.gov.hu/TradeCardManagementService/customer/manageTradeCards</u>

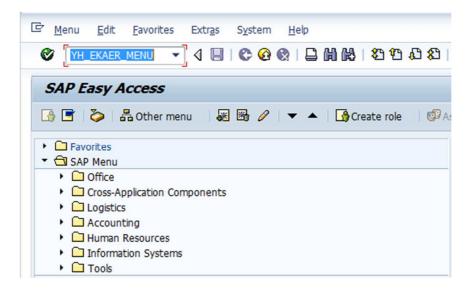
For the production system you have to use the following link: <a href="https://import.ekaer.nav.gov.hu/TradeCardManagementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/managementService/customer/customer/managementService/customer

USER area: More SAP USER can use the same EKAER password for the requests.

# 6. Function of the HostLogic SAP-EKAER solution

### 6.1 EKAER area menu

The transactions of the SAP-EKAER program package were collected to one area menu, for the easier usage. The name of it is: YH\_EKAER\_MENU The start the menu, enter it into the field of the transaction codes.



Press ENTER and the area menu will be visible.





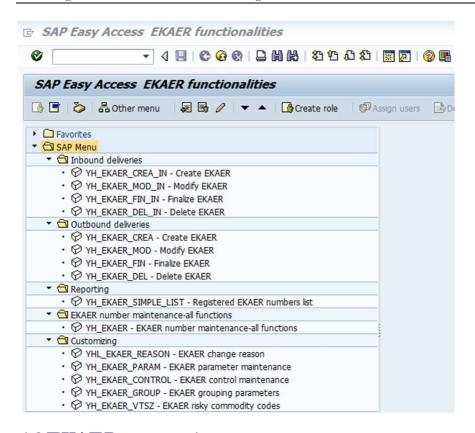
From this cockpit all of the EKAER transactions can be reached.

- Under the Inbound and Outbound deliveries folders you can reach the transactions for the sending of the requests. (We will call them " transactions with limited functionalities" in the followings)
- Under EKAER number maintenance all functions transaction you can reach all functions, like: request of EKAER number, change, delete and finalization of it.

It is important that from the V4 version the structure of the program was changed, so we made possible here the run of the V3 version as well to avoid any obstacles in the transition.

- **Reporting** can be used for reporting of the EKAER numbers.
- Under **Customizing** you can reach the EKAER settings.





#### **6.2 EKAER transactions**

The different functions (request, modify, delete, finalize) were separated into transactions, per delivery type. (inbound (import from the EU), outbound) During sales process you can manage the EKAER functions for outbound deliveries or for shipment documents, during import process you can manage them for the inbound delivery document.

The request and the modification of the EKAER number function was separated due to the grouping function.

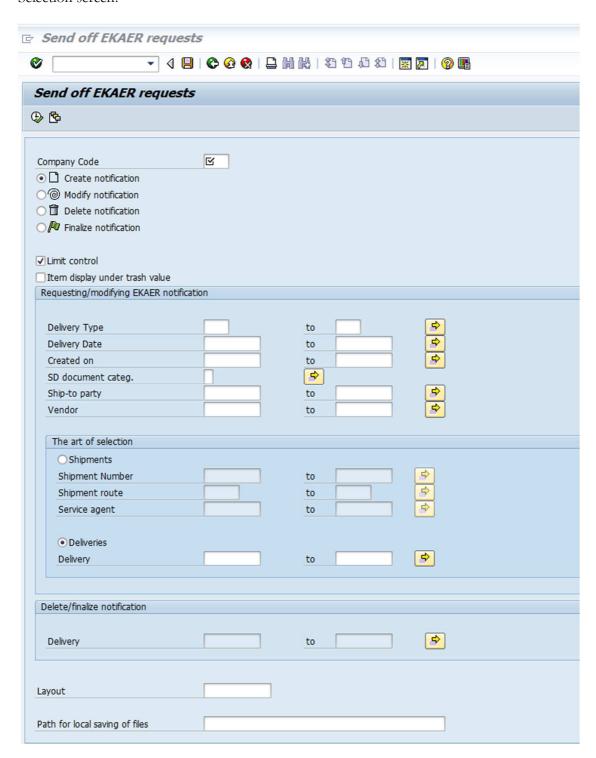
Transaction code	Description	Comment
YH_EKAER	EKAER number maintenance-all	EKAER all functionalities
	functions	
YH EKAER CREA	Create EKAER	EKAER request for
		outbound deliveries
YH EKAER MOD	Modify EKAER	EKAER modification for
		outbound deliveries
YH EKAER DEL	Delete EKAER	EKAER deletion for
		outbound deliveries

### HostLogic SAP-EKAER solution user guide

YH EKAER FIN	Finalize EKAER	EKAER finalization for
		outbound deliveries
YH_EKAER_CREA_IN	Create EKAER	EKAER request for inbound
		deliveries
YH EKAER MOD IN	Modify EKAER	EKAER modification for
		inbound deliveries
YH EKAER DEL IN	Delete EKAER	EKAER deletion for inbound
		deliveries
YH EKAER FIN IN	Finalize EKAER	EKAER finalization for
		inbound deliveries



#### Selection screen:



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Field	Description	R/O*	Values / Comments
Company code	Company code	R	The company code of the company on behalf of you send the request
Create notification	The name of the EKAER function	R/O	If you choose this you can send the EKAER request
Modify notification	The name of the EKAER function	R/O	If you choose this you can modify the EKAER request
Delete notification	The name of the EKAER function	R/O	If you choose this you can delete the previously requested EKAER number
Finalize notification	The name of the EKAER function	R/O	If you choose this you can finalize the EKAER request
Limit control	Selection of the deliveries, which are above of the value and weight limits	О	The program will select only the limit relevant deliveries, which are above of the value or weigh limit. (Limits should be maintained in the param table)
Item display under trash value	Selection of the deliveries, which are above or below of the value and weight limits	О	If you tick it, the program will also select the deliveries which are under the limit.
Delivery type	Delivery type	О	The deliver type used in the system. For example: LF – outbound delivery, EL – inbound delivery
Delivery date	Delivery date from the delivery document	О	
Created on	Date of the delivery document	О	Creation date of the delivery document
SD document categ.	Type of the document	О	J- outbound deliveries 7- inbound deliveries It is filled automatically in the separated transaction versions.
Ship-to party	Customer number of the shipping address	О	Number of the ship-to party used in the outbound delivery
Vendor	Vendor number of the supplier	О	Number of the vendor used in the inbound delivery
Shipment Number	Number of the shipment document	R/O	If you use shipment documents, you can choose this option to select the required shipments.
Deliveries	Number of the delivery document	R/O	If you do not use shipments, then you have to use this option, to select the out or inbound deliveries.
Delete/finalize notification	Used in case of deletion or finalization	О	If you choose the deletion or finalization of the request, you have to select the deliveries here
Layout	Mode of the display	О	You can choose the display mode for the ALV list



Library for local files	Path for the saving of the local file	О	In case of machine-machine access it is not relevant, use only if you want to save down the XML file, and then load up manually to the NAV surface.	
(*) R = Required value, O = Optional value, M = Display				

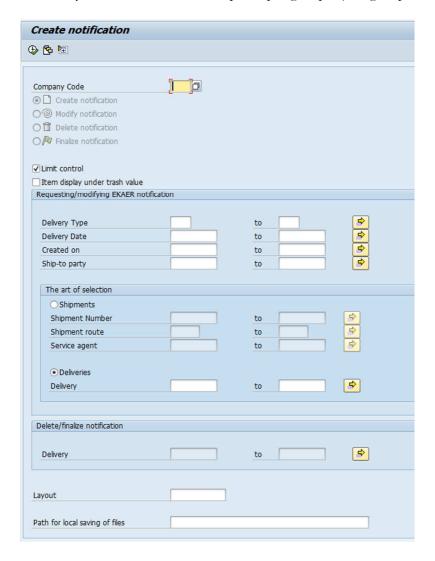


### 6.3 Transactions with limited functionalities

The selection fields used in these transactions are the same, as the ones was described in the previous table.

### 6.3.1 YH\_EKAER\_CREA

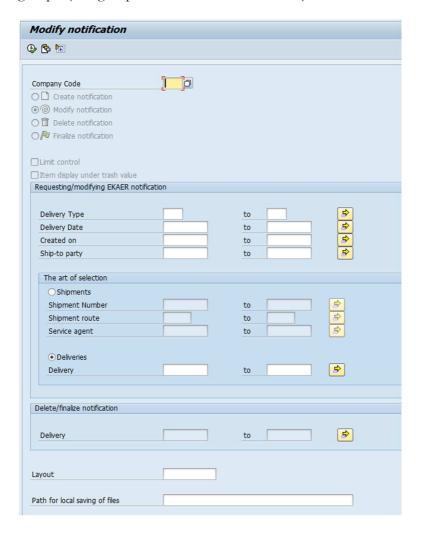
You can send EKAER request for the outbound deliveries. (SD document category is set to "J") You can send requests for more deliveries at once, or with the help of the grouping function you can send EKAER requests per groups. (one group can contain more deliveries)





## 6.3.2 YH\_EKAER\_MOD

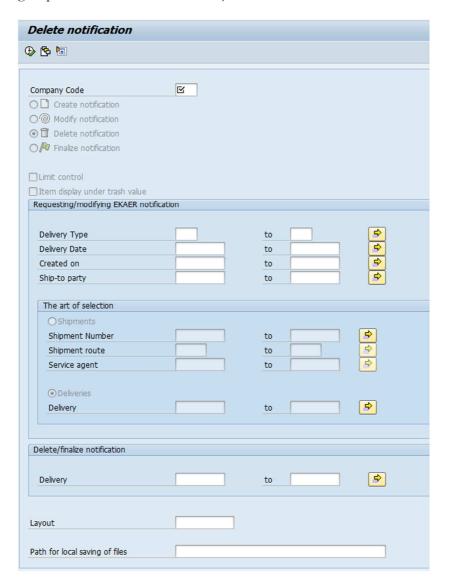
You can send modifications for the EKAER requests of the outbound deliveries. (SD document category is set to "J") You can send requests for modification for more deliveries at once, or with the help of the grouping function you can modify EKAER requests per groups. (one group can contain more deliveries)





## 6.3.3 YH\_EKAER\_DEL

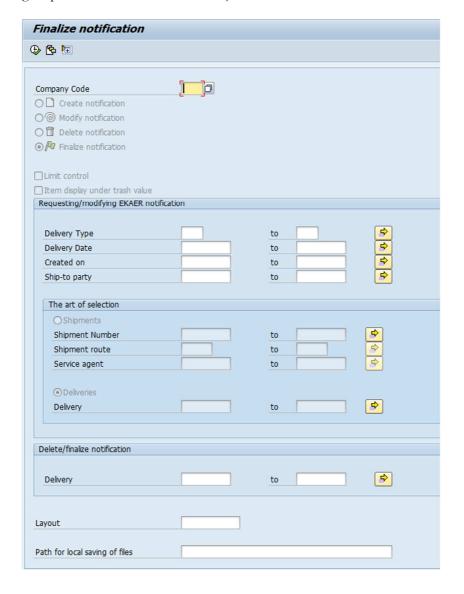
You can delete the requested EKAER numbers for the outbound deliveries. (SD document category is set to "J") You can delete the EKAER number for more deliveries at once, or with the help of the grouping function you can delete EKAER requests per groups. (one group can contain more deliveries)





## 6.3.4 YH\_EKAER\_FIN

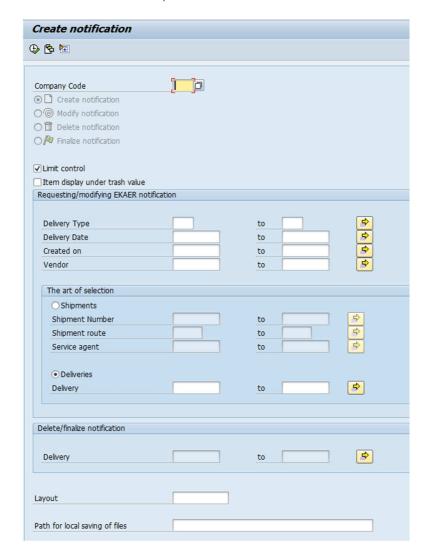
You can finalize the requested EKAER numbers for the outbound deliveries. (SD document category is set to "J") You can finalize the EKAER number for more deliveries at once, or with the help of the grouping function you can finalize EKAER requests per groups. (one group can contain more deliveries)





## 6.3.5 YH\_EKAER\_CREA\_IN

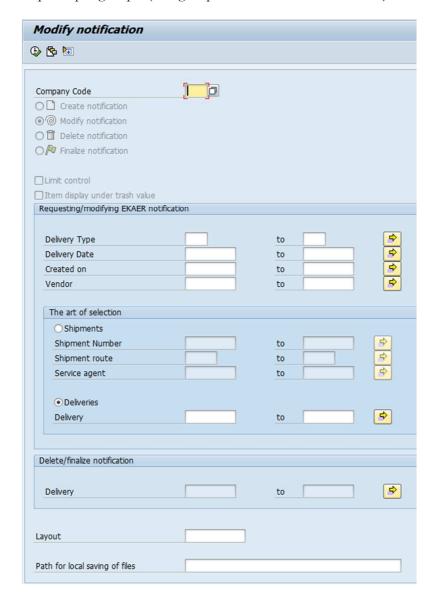
You can send EKAER request for the inbound deliveries (procurement from the EU). (SD document category is set to "7") You can send requests for more deliveries at once, or with the help of the grouping function you can send EKAER requests per groups. (one group can contain more deliveries)





# 6.3.6 YH\_EKAER\_MOD\_IN

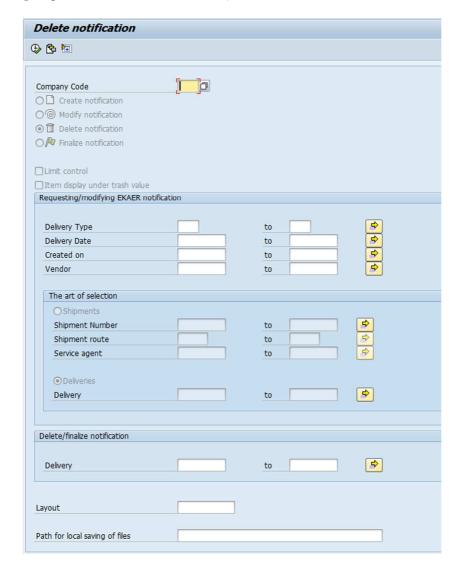
You can send modifications for the EKAER requests for the inbound deliveries (procurement from the EU). (SD document category is set to "7") You can send requests for more deliveries at once, or with the help of the grouping function you can modify EKAER requests per groups. (one group can contain more deliveries)





## 6.3.7 YH\_EKAER\_DEL\_IN

You can delete EKAER requests for the inbound deliveries (procurement from the EU). (SD document category is set to "7") You can delete requests for more deliveries at once, or with the help of the grouping function you can delete EKAER requests per groups. (one group can contain more deliveries)





## 6.3.8 YH\_EKAER\_FIN\_IN

You can finalize EKAER requests for the inbound deliveries (procurement from the EU). (SD document category is set to "7") You can finalize requests for more deliveries at once, or with the help of the grouping function you can finalize EKAER requests per groups. (one group can contain more deliveries)

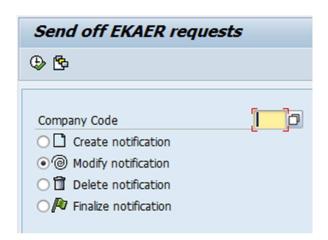




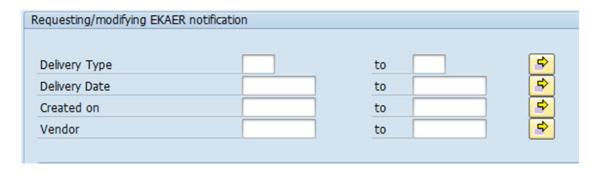
# 6.4 EKAER number request for outbound deliveries and transport organization

Transaction code	Description	Comment
YH EKAER	Every EKAER Functionality	Every EKAER Functionality are
_ '		available
YH_EKAER_CREA	EKAER number request	EKAER number request for
	-	outbound deliveries
YH_EKAER_CREA_IN	EKAER number request, inbound	EKAER number request for
		inbound import deliveries

Enter company code: with the proper company code Choose the 'Send off EKAER requests' option:



EKAER number request creation can be much easier if the delivery and transport documents are selected on the selection screen. The filter can be used for: Delivery Type, Delivery Date, Creation date, Sales document type, Ship-to party, Vendor, Delivery document number, Shipment document number, Shipment route and Service agent.



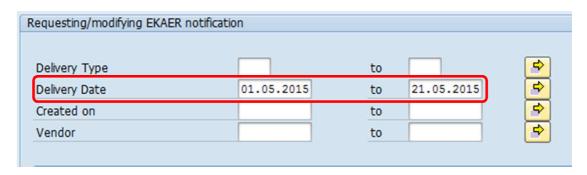
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If the limit control is checked in, the list does not display the deliveries that are below the weight and value limits that are entered in the parameter table. Weight and value limits can be separately entered for risky and normal product groups. The Products are grouped based on the Customs Tariff Number. The risky Customs Tariff Numbers can be entered in a developed customizing table. The process is described in the setup guide.

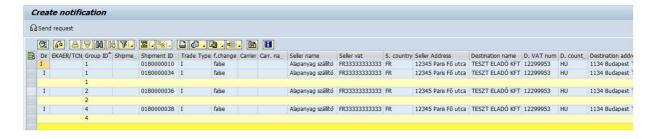


Enter the desired selection or the delivery/shipment document number



Press Execute.

After execution the list displays the deliveries. The program automatically selects the deliveries based on the grouping criteria set as it is detailed in the *Setup Guide*.



For more comfortable navigation, user defined layout can be created for the ALV list. By

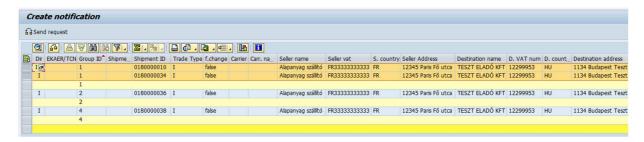
clicking on the icon

Deliveries can be summarized based on weight and value. For example if you want to know the total weight and value of goods delivered by one particular vehicle, you can create subtotals based on license plates.

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A Group can be selected by double clicking on one of its deliveries. Individual lines can also be selected in a group.

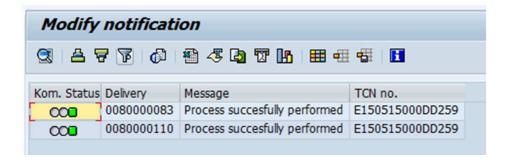


After highlighting the records, click on the button to send the EKAER requests. Please Note that before sending the data are refreshed based on the actual status of the database!



At the end of processing, the results are displayed.

In case of successful processing the 15-digit EKAER number is displayed on the screen



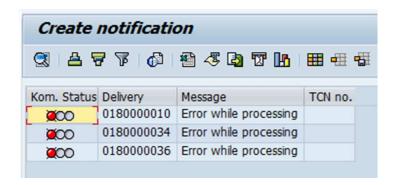
By going back, the list highlights the successful EKAER number requests with green.



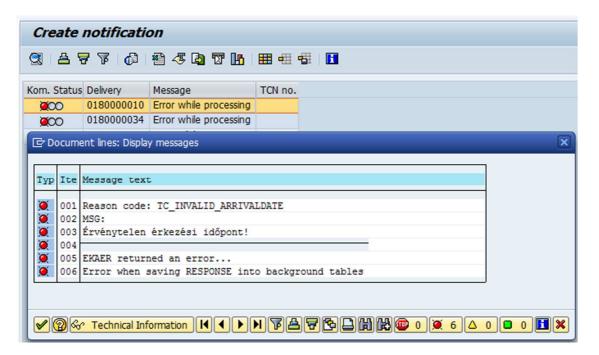
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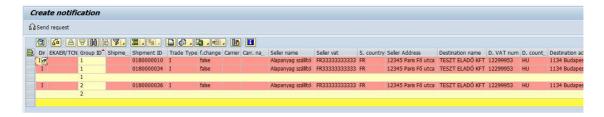
In case of failure an error message pops up.



You can read the detailed description of the error by double clicking on the line.



Unsuccessful requests are highlighted with red in the list.

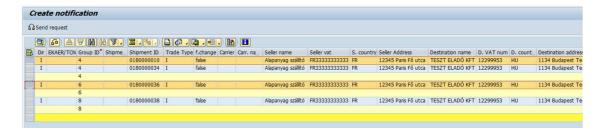


#### Host Logic Zrt,

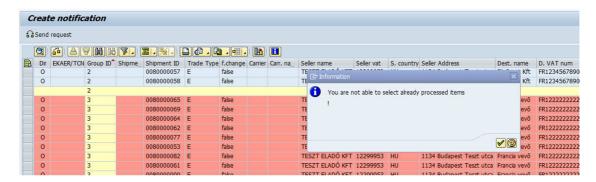


# 6.4.1 Manual Grouping

You can create groups manually by clicking on individual lines in the group.



If you select processed and unprocessed records as well, an error message will pop up.





# 6.5 Modification of EKAER data sent from SAP ERP system

Modifiable data:

- License plate,
- Load and Unload time,
- Volume of Goods

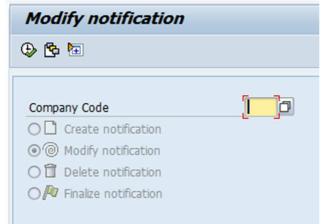
Steps of modification are detailed here: 7.1.1 Preceding steps of EKAER number request

**IMPORTANT!** From 2015.04.01 it is obligatory to enter the reason of modification. Steps of modification are detailed here: 4.5 Maintenance of modification and deletion reason code

# 6.5.1 Sending modified EKAER data

Transaction code	Description	Comment
YH EKAER	Every EKAER Functionality	Every EKAER Functionality is
		available
YH EKAER MOD	EKAER number modification	EKAER number modification
		for outbound deliveries
YH_EKAER_MOD_IN	EKAER number modification inbound	EKAER number modification
		for inbound deliveries

Selection: Modify Notification





#### Enter the modified deliveries

Shipments Shipment Number		to	<b>(\$</b> )	
Shipment route		to	\$	
Service agent		to	<u> </u>	
Deliveries Delivery	80000051	to	<b>\$</b>	



If the entered delivery number is part of a group, the program displays the other deliveries in the group as well.

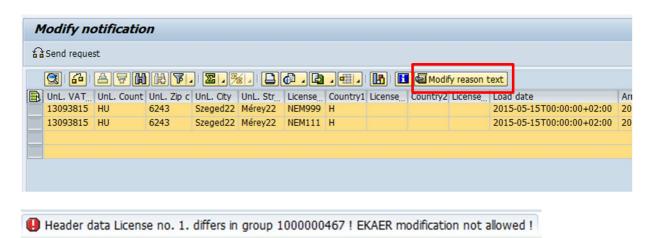
**Important:** Deliveries that have the same EKAER number, can only be modified together. Modification request can only be sent if the grouping data are consistent.

Highlight the records in the list and click on the button



If the request is successful you get green lights on the screen.

If one of the header data differs in a group an error message pops up.

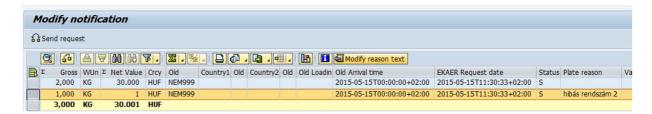


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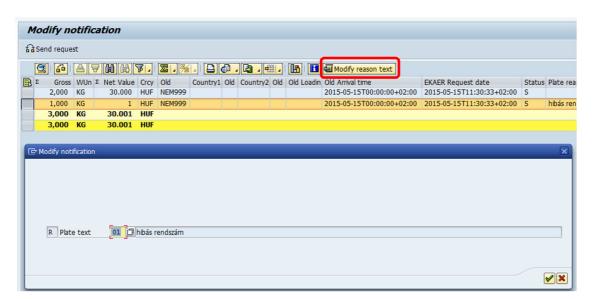


# 6.5.1.1 Setting of modification reason in the ALV list

Modification Reasons are read into the ALV list, so you can see the particular reason before sending the request to the NAV.



One reason has been preconfigured in the control table (YHL\_EKAER\_REASON), if you would like to modify this, click on the "modify reason text" button.



You can choose reason code from the dropdown list.



If the reason is shown in the list, you can send the request to the NAV.

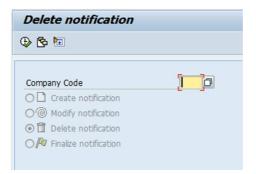


## 6.6 Delete EKAER number

Transaction code	Description	Comment
YH EKAER	Every EKAER Functionality	Every EKAER Functionality is
		available
YH EKAER DEL	Delete EKAER number	Delete EKAER number for
		outbound delivery
YH EKAER DEL IN	Delete EKAER number for inbound	Delete EKAER number for
	delivery	import inbound delivery

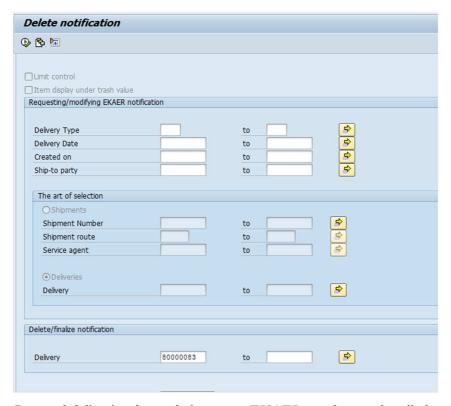
## Important! From 2015.04.01 you must enter a reason for EKAER number deletion.

Steps of deletion request reason setup are shown here: <u>4.5 Maintenance of modification and deletion reason</u> code



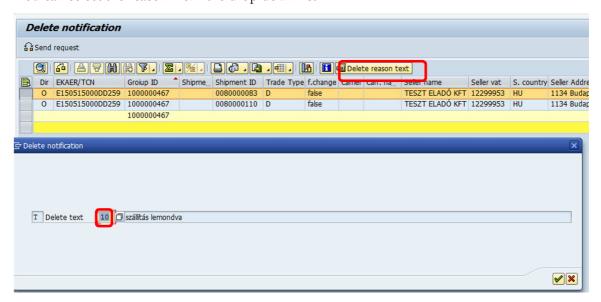
Write the delivery document number into the "Delete/Finalize Delivery" field then "Execute". If you would like to delete EKAER numbers that are grouped together, enter the data of the group on the selection screen.





Grouped deliveries that only have one EKAER number are handled together so by deleting one delivery's EKAER number you will delete the number for all that are in the same group.

You can pick the reason of deletion by clicking on the "Delete reason text" button. You can select the reason from the drop down list.



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You will get a response with green lights:



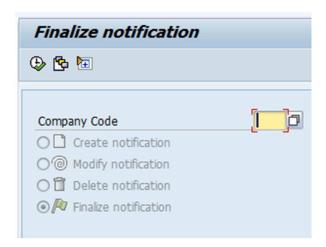
You can always send request for a new number as written in <u>6.4 EKAER number request for outbound deliveries and</u> transport organization

### 6.7 Finalize EKAER number

If you would like to confirm inbound deliveries to the NAV that have an EKAER number, you can Finalize them with this function.

Transaction code	Description	Comment
YH EKAER	Every EKAER Functionality	Every EKAER Functionality is
_ '		available
YH EKAER FIN	EKAER number finalization	EKAER number finalization for
		outbound deliveries
YH EKAER FIN IN	EKAER number finalization for inbound	EKAER number finalization for
	deliveries	import inbound deliveries

Select: Finalize notification



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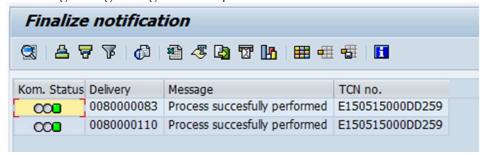


Write the delivery document number into the "Delete/Finalize Delivery" Field then "Execute".

elete notification				
· 🔁 垣				
]Limit control ]Item display under trash value				
Requesting/modifying EKAER noti	fication			
Delivery Type Delivery Date Created on Ship-to party		to to to	<b>\$ \$ \$ \$</b>	
The art of selection				
Shipment Number Shipment route Service agent		to to to	<b>4</b> 4 4	
Deliveries     Delivery		to	<b>\$</b>	
Delete/finalize notification				
Delectrifinanze motification				
	80000083	to	4	

Select the records in the list and press the button to send the request

You will get the green lights as a response:



Finalization applies to all the deliveries that are grouped together.



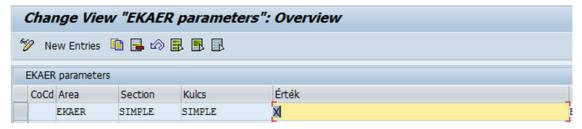
# 6.8 Simple EKAER request

In case of simple EKAER request (possible only in case of normal products) it is enough to send the following data in the request: seller data, destination data, plate number.

If the company is authorized for the simple EKAER request, it has to manage the followings.

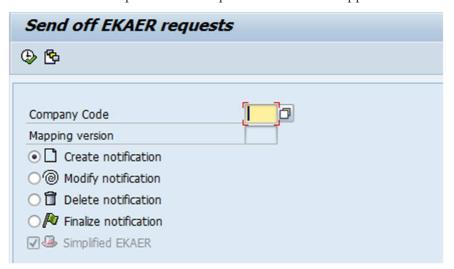
## Transaction code: YH\_EKAER\_PARAM

Add the following entry in the parameter table:



Company	Area	Section	Kulcs (Key)	K / O	Values / Descriptions
	EKAER	SIMPLE	SIMPLE	О	X (if the company is authorized for the simple EKAER request)

In this case the simple EKAER request check box will appear on the selection screen.



If there are both normal and risky items in the delivery, then the program will send the EKAER request with the data content required in case of risky items, so in this case simple request cannot be sent.

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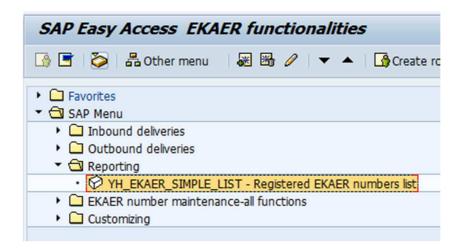


# **6.9 EKAER** number reports

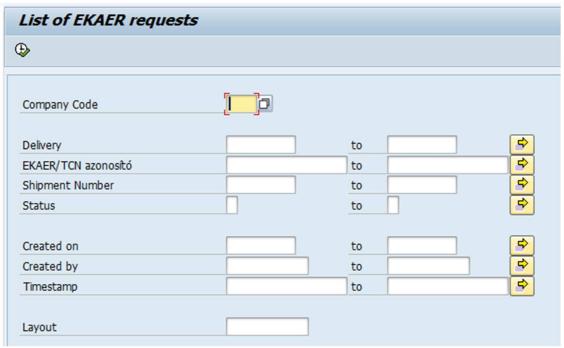
You can list the EKAER numbers you got from the NAV or entered manually into the proper field.

Transaction code: YH\_EKAER\_SIMPLE\_LIST

Path in the menu:



#### Selection screen:

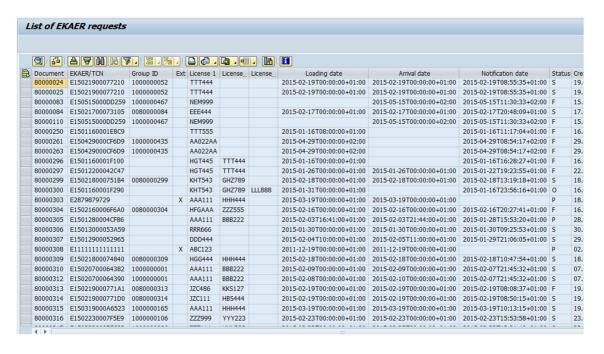


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Field name	Description	K/O *	Values / Comments
		*	
Company Code	Code of your company	K	The company the requests the EKAER number
Delivery	Delivery document number	О	If you are not using transport organization use this field for deliveries
EKAER/TCN number	EKAER number	Ο	enter the EKAER number here for selection
Status	EKAER number status	О	You can select between active and finalized statuses
Creation date	EKAER number request date	О	
created by	EKAER number requester	О	SAP user ID
Timestamp	Load date + timestamp belonging to the load date	Ο	
Layout	layout for the list	О	Here you can enter your personal layout
(*) K = Obligatory	value, O = Optional value, M	= display	7

#### List view



The list displays every EKAER number that has been input automatically or otherwise into the communication table. It also shows the deliveries that have manually entered EKAER number.

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If it's an automatically received EKAER number, the list displays the data that have been input during the number request. In this case we use the statuses provided by the NAV.

For manually entered EKER numbers, the data are coming from the delivery documents-Manually entered EKAER numbers are shown in the list with status "S".

# 6.10 Entering manually requested EKAER number

Those EKAER numbers which have been requested on the webpage, not from SAP, cannot be modified, deleted or finalized in the system, however the number can be manually entered into the delivery document, in order to be shown on the belonging printings.

#### Transaction code: VL02N

Outbound delivery, Header data Shipment tab. "Means of transport type" Choose "E" EKAER value, then write the number into the "Transport-ID"

Shipment			
ShippingPt	0200 Shipping Point 0200	TrnsPlnSta	A Open transp.planning
Route	Y01 1 Day	ShpmtBlRsn	▼
RouteSched			
Incoterms	EXW Dunakeszi		
BillOfLad.	NEM-111		
GR/GI Slip			
MnsTransTy	E	Shpg Cond.	15 5+ Days
TrnsIDCode	E99999999999999	Ship.type	



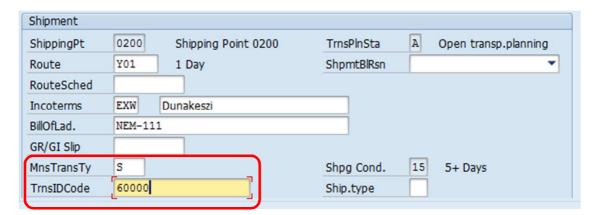
# 6.11 Recording weight of Outbound Deliveries and Inbound Deliveries increased by the weight of packaging

In the previous section (6.10 Entering manually requested EKAER number) you have seen how to enter EKAER numbers requested outside SAP. You can enter the total weight of the delivery in KG in the same field, but the "Means of transport type" has to be switched to "S".

#### Transaction code: VL02N, or in case of Inbound Delivery: VL32N

Outbound Delivery, Header: Shipment tab "Means of transport type" has to be switched to "S". then enter the total gross weight into "Transport-ID" in KG.

Important! The entered value has to contain the weight of the delivery items and has to be whole number.



If the weight is maintained in this field, the program will use only this data.

The program runs on the following algorithm: The item weight is subtracted from the "Transport ID" value and the residual weight (packaging weight) is divided proportionally based on the individual weight of delivery items.



## 7. SAP Processes

# 7.1 Outbound Delivery without shipment

## 7.1.1 Preceding steps of EKAER number request

The EKAER number request has to happen after the picking of the outbound delivery items, because it ensures that we have the proper volume for the delivery. Load and unload date, license plate and the belonging country code has to be entered before the EKAER number request.

Important! The system doesn't allow entering a new item! To enter a new item, delete the EKAER number and a new one has to be requested for the Delivery.

If all necessary data are entered you can request the EKAER number, and after that you can print the delivery note, so the EKAER number is printed on that.

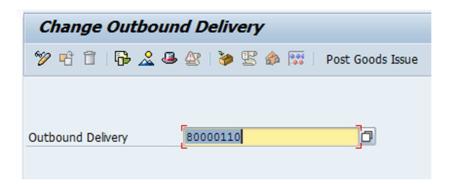
The EKAER number is stored in a custom table and printed on the documents from that table.

### 7.1.1.1 Entering license plate and country code for Outbound Deliveries

License plate and country code can be entered in the outbound delivery document.

#### Transaction code: VL02N

Enter the delivery number on the selection screen and press ENTER.





License plate and country code can be entered in the header data: Menu: Go to->Header->Shipment "Bill of Lading" field The value in this field can be modified after picking as well.

Important! License plates have to be entered with capitals and have to be separated by forward slashes. Otherwise you will get an error message. (For example:AAA111/BBB222) If the country code is not Hungarian than you have to enter it in the same field: SK:NZ4567/A:W5245. If you do not enter a country code than the system automatically recognizes it as Hungarian. Country codes have to be entered for every license plate.

Shipment	
ShippingPt	0200 Shipping Point 0200 TrnsPlnSta A Open transp.planning
Route	Y01 1 Day ShpmtBlRsn ▼
RouteSched	
Incoterms	EXW Dunakeszi
BillOfLad.	SK:LZ111Z
GR/GI Slip	
MnsTransTy	Shpg Cond. 15 5+ Days
TrnsIDCode	Ship.type

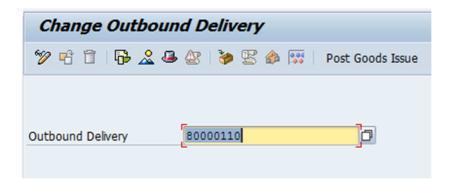


## 7.1.1.2 Entering Load and Unload date

Load and Unload date are filled automatically by the system. It can also be entered on the shipment tab, however the value cannot be modified after the goods issue

#### Transaction code: VL02N

Enter the delivery number on the selection screen and press ENTER.



Data can be entered in the header data: Menu: Go to->Header->Shipment "Loading" field



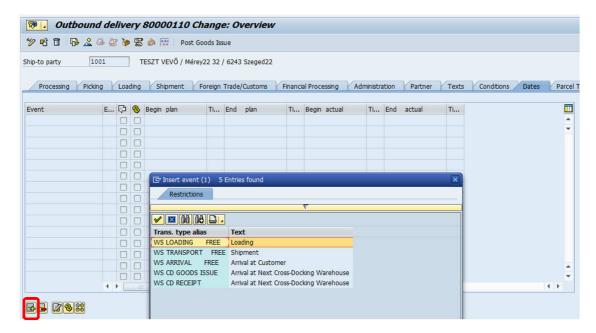
Outbound delivery 80000110 Change: Header Details	
🎾 🖆 🛅   🕞 🙎 🚇 💇 🦫 👺 🆚 📆   Post Goods Issue	
Ship-to party TESZT VEVŐ / Mérey22 32 / 6243 Szeged22	
Processing Picking Loading Shipment Foreign Trade/Customs Financial Proce	ccina
Processing Picking Loading Shipment Poleign Hade/Cuscoms Pinancial Process	SSIITY
Dates Goods to be loaded	
TransptnPlanng 15.05.2015 00:00 Trans. Grp 0001 Normal	
Loading 15.05.2015 00:00	
Planned GI 15.05.2015 00:0	
Ship-to party	
Delivery Date 15.05.2015 00:00	
Friday 00:00 - 00:00 and 00:00 - 00:00	
Unloading Point *	
Chiamant	
Shipment	
ShippingPt 0200 Shipping Point 0200 TrnsPlnSta A Open transp.planning	_
Route Y01 1 Day ShpmtBlRsn	
RouteSched	
Incoterms EXW Dunakeszi	
BillOfLad. SK:LZ111Z	
GR/GI Slip	
MnsTransTy Shpg Cond. 15 5+ Days	
TrnsIDCode Ship.type	



# 7.1.1.3 Modifying Load and Unload Date and Time after posting Goods Issue

#### Transaction code: VL02N

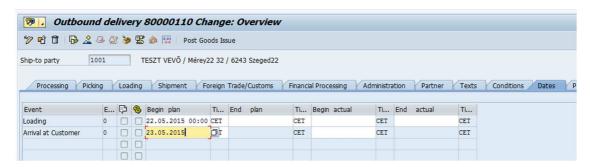
Enter the Delivery number then go to Header data, Dates tab.



Choose time type from the pop up window

For load date: "WS LOADING FREE". Enter new time for "Begin plan" column then press enter

For unload date: "WS ARRIVAL FREE" Enter new time for "Begin plan" column then press enter



Save your data.

#### Host Logic Zrt,



After altering the data you can send it to the NAV system. You can double check the data in the ALV list.

Transaction code: YH\_EKAER or YH\_EKAER\_CREA



# 7.2 Outbound Delivery with transport organization

The HostLogic solution is able to handle deliveries with transport organization!

Transaction code: VT02N

In this case the process only differs from what is written in section **Error! Reference** source not found. that the license plate and country code along with the load/unload date have to be maintained in the transport documents. The data entered this way will be derived into the delivery documents so you don't have to input them individually.

# 7.2.1 Entering License plate, Load and Unload Date and Time

Enter license plate number into the "Container ID" field.

Important! License plates have to be entered with capitals and have to be separated by forward slashes. Otherwise you will get an error message. (For example:AAA111/BBB222) If the country code is not Hungarian, you have to enter it in the same field: SK:NZ4567/A:W5245. If you do not enter a country code than the system automatically recognizes it as Hungarian. Country codes have to be entered for every license plate.

For load date, enter a value to "Loading start" field. for unload date, enter a value to "Shipment end".



Deliveries	🙎 🦫 👺 l f		900					
Processing	Identification	Shipment Cs	t Cal Contro	ol Admir	nistr.			
Shipment type	0001 Indiv.Shipr	mt - Road ▼	Trans	portPlanPt	0200	Transp.Pl.Pt 020	0	
Overall status	0 Planned	~	CCC Tend	er status	Not o	ffered to forwardi	ing a 🔻	
FwdAgent								
Shipment route								
Shipping type	01 Truck							
Service Level	1 Load	•	Shipp	ing Cond.				
Container ID	ABC124/IBK454	/OMK345	Spec.	Process.				
AlwdTotWgt	KG	3	Exter	nal ID 1				
Deadl Furt	her Dates Sta	anes Part	ner Texts	Duration	and Distr	nce Status	Tender	Add
Deadl. Furt	her Dates Sta	ages Part	tner Texts	Duration	n and Distr	nce Status	Tender	Add
Deadl. Furt	her Dates Sta	ages Part	Texts  Execution	Duration	n and Distr	nce Status	Tender	Add
Deadl. Furt		ages Part		Duration 00:00	n and Distr	Planning	Tender	Add
		ages Part			n and Distr		Tender	Add
Check-in	Planning			00:00		Planning	Tender	Add
<u>Check-in</u> Loading start	Planning	00:00		00:00		Planning Check-in	Tender	Add
Check-in Loading start	Planning	00:00		00:00		Planning Check-in Loading start	Tender	Add
Check-in Loading start Loading end	Planning	00:00		00:00	Sh	Planning Check-in Loading start Loading end	Tender	Add

All deliveries in this shipment will use this data from now on.

•



# 7.3 Import Procurement from EU – Inbound Delivery

EKAER number has to be requested for every procurement inside the EU and the Vendor has to be notified to record the EKAER number on the Delivery Documents.

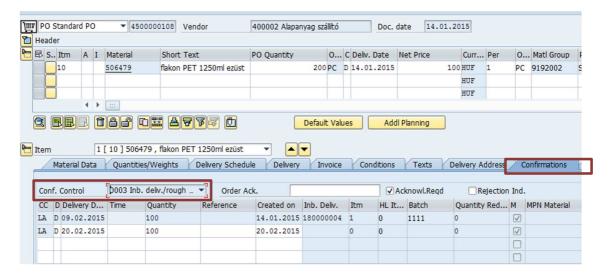
Each MM procurement process has to have an inbound Delivery document.

Use VL31N and copy from the purchase order. Goods Receipt is carried out by MIGO transaction. The inbound Delivery document, just like the outbound delivery document, can be used to request EKAER number.

The inbound Delivery document is going to be MRP relevant, so material requirements planning can also be even more accurate.

# 7.3.1 Purchase Order Creation – with Confirmation control key

Prerequisite of the inbound Delivery document is to activate "0003-Inb.Delivery/rough GR" Confirmation control key. It can be automatically set if the masterdata of the material is maintained correctly, but it can be altered manually.



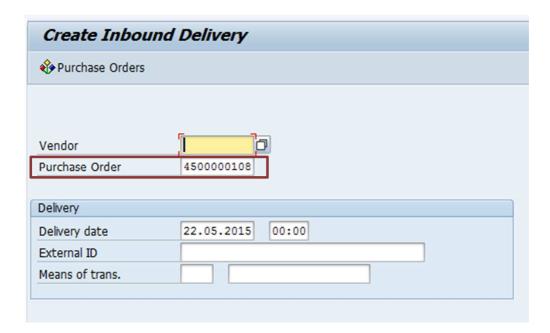


# 7.3.2 Inbound Delivery document creation

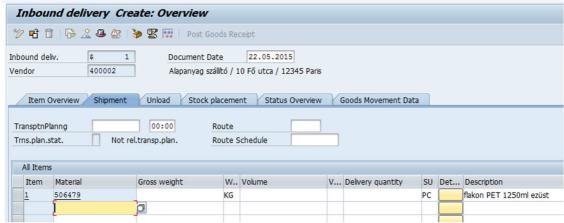
An inbound Delivery document can be created by copying a purchase order or by mass creation based on the purchase orders from one particular Vendor.

# 7.3.2.1 Create Inbound Delivery from Purchase Order

Transaction code: VL31N



Enter PO number then press "ENTER" to start the creation of the inbound Delivery



Host Logic Zrt,



Menu: Goto, Header, Shipment, then Enter license plate number into the "Bill of Lading" field and Unload Date in the "Delivery date" field.

Important! License plates have to be entered with capitals and have to be separated by forward slashes. Otherwise you will get an error message. (For example:AAA111/BBB222) If the country code is not Hungarian than you have to enter it in the same field: SK:NZ4567/A:W5245. If you do not enter a country code than the system automatically recognizes it as Hungarian. Country codes have to be entered for every license plate.

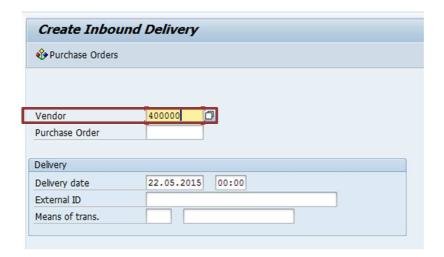
Inbound delivery Create: Header Details	
🎾 🕆 🗎   🖟 🚵 🚇 🕸   🦫 👺 🔭   Post Goods Receipt	
Vendor 400002 Alapanyag szállító / 10 Fő utca / 12345 Paris	
Consider Todal Control China	
Processing Foreign Trade/Customs Shipment Unload Stock placement Administrate	
Planning	Goods to be loaded
TransPlanngDate 00:00	ContainsDG DGMgmtProf
	Trans. Grp 0001 Normal
Goods receipt	
Delivery date 22.05.2015 00:00	_
Warehouse No.	Door
Shipment	
ReceivngPt	TrnsPlnSta Not rel.transp.plan.
Route	ShpmtBlRsn ▼
RouteSched	
Incoterms CIF Valami	
BillOfLad. KKS127	
GR/GI Slip	
MnsTransTy	Shpg Cond.
TrnsIDCode	Ship.type
MeansOfTrn	SpecProcss

Save the inbound Delivery.

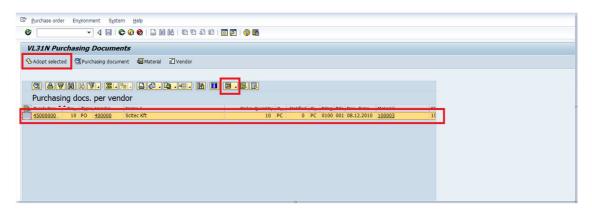


#### 7.3.2.2 Creation based on Vendor number

In VL31N enter the vendor number on the selection screen and press Enter. The list will display the POs to be processed of a specific vendor.



After pressing "Enter" the list displays the not avised items of the vendor.

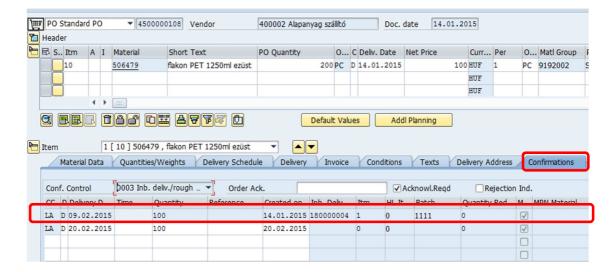


The items can be displayed based on Header-Item or Scheduling time. Inbound Delivery creation by item selection then "Adopt Selected".

Save the Inbound Delivery document.

In Transaction: ME22N, You can see the inbound Delivery item and quantity on the confirmations tab.





# 7.3.3 Inbound Delivery

If the goods have arrived, press the Goods Receipt button in the Delivery document. The actual Goods Receipt is carried out in the MIGO transaction.

# 7.3.4 Domestic Procurement – Requisition by the addressee

Based on the amendment of 2015.04.01 "consignee notification" is also possible The NAV wording reads as follows: "Only for non-hazardous products, for domestic procurement is allowed by consignee notification." The program has been altered according to this, without the introduction of a new function. In this case, do as written in section <u>7.3 Import Procurement from EU – Inbound</u> Delivery.

#### From 1st of June 2015 the following was modified in the requisition by the addressee:

In case of you put normal and risky products as well to one truck (in one seller and one destination relation) and the limits (value or weight) are reached, then both partners should request for EKAER number.