

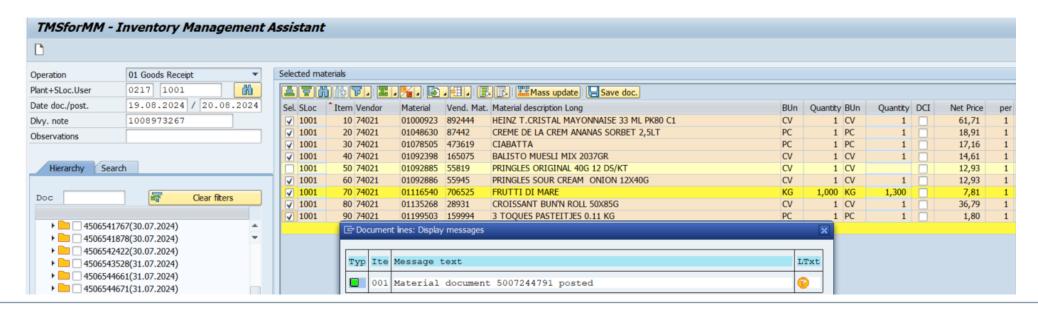
See in the following slides the procedure to incorporate the KMR number you receive from Sligro into SAP.

By following this procedure, it is easier for us (Coperama and Minor Hotels) to look up the KMR number if needed. If you do not comply with this, we will be forced to contact you directly and you will have to manually look up the KMR numbers via the packing slips.



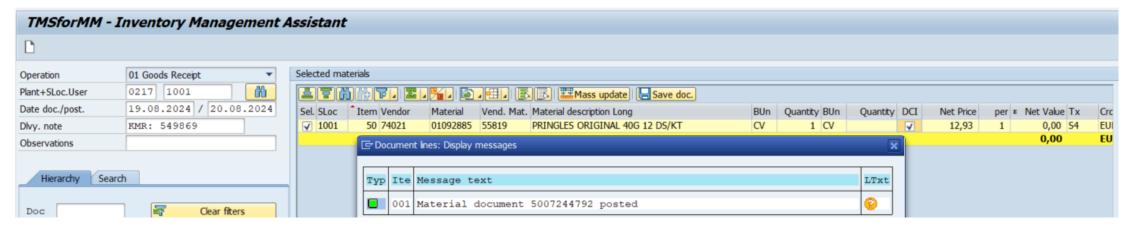
Step 1. Contact Sligro within 48 hours after delivery in case a/of Manko/broken/damaged delivered material(s). Sligro will provide the KMR number(s), write this/these number(s) down on packing slip. If no KMR number is provided, please contact the F&B Support directly.

Step 2. Receive the/all PO line(s) in SAP (/CCSHT/IM_ASSISTANT) as normal, except the line(s) you have received a KMR number(s) for, leave this/these line(s) open. As always use the packing slip reference number as delivery note.



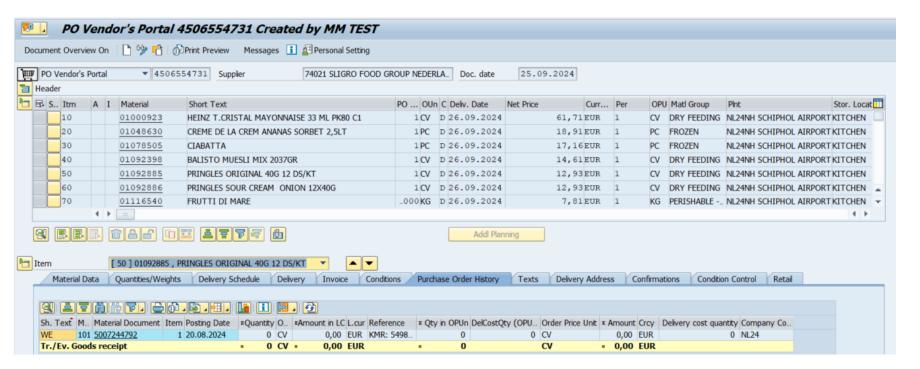


Step 3. Receive the/all PO Line(s) you have a KMR number for separately with quantity 0 and the DCI box checked, use the KMR number as Delivery Note.



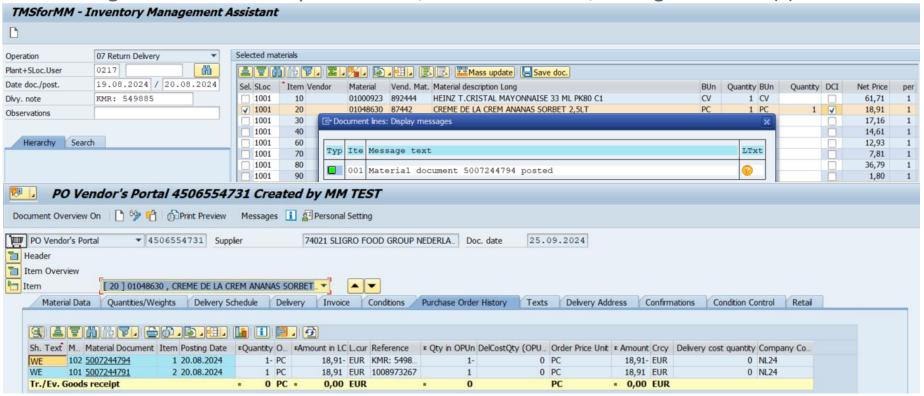
Step 4. Once the invoice is processed and the quantity incidence is generated you have to do a credit memo request via your workflow. Without the KMR number you always have to accept the delivered quantity (this is applicable for back orders as well, if accepted it must be paid). In case clearly stated on the invoice that the material is not delivered (out of stock) you do not have to contact Sligro for the KMR number and you can do the credit memo request if needed.

Step 5. If the procedure is followed correctly, we can check internally if we have a KRM number without contacting you directly. This will save you time and effort.





If you notice the broken or damaged materials after goods receipt is done but within 48 hours after delivery you have to fill in the KMR number during the return delivery movement, fill in the broken/damaged amount(s) and select the DCI box.



You can find more information regarding the Sligro processes on the F&B Operation BUNE SharePoint Sligro Updates Netherlands only



