

**Disclaimer:** I have found some errors in this, so double check things. This should be 98% right though.

## **SAP PURCHASING**

1. Buyer Standard Work
2. Assign and Process Purchase Requisitions (ME57)
3. View Purchase Orders (ME23N & ME22N)
4. Printing a Purchase Order (ME23N)
5. Open PO Report (ME2L)
6. MRP Rescheduling
7. Finding POs by Part Numbers (ME2M)
8. Locating Vendor Information (XK03)
9. Finding Spend by Supplier (ME2L)
10. Interplant Shipments (MD04)
11. Blocked Invoices (MRBR & FBL1N)
12. Changing Purchase Groups (MD04)
13. Faxing a SAP PO (ME22N)
14. Obsolete Materials (MD04 & MM02)
15. Changing Lead times (ME32K & MM02)
16. Safety Lead Time (MM02 MRP2 Tab)
17. No Source List (ME57)
18. Outside Processes – an Example of a process
19. NCMR Process (QM03)
20. Managing Low Value Inventories (Process)
21. MRP and ROP

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
 REVEALED TO: THE BEARDED ONE

REVELATION REVISION : PLANNING  
 APPROVED BY: THERE IS NO HIGHER AUTHORITY

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:30	Work on sending outside processing paperwork out and scheduling drivers daily route review also update sheets of receipts and email	Work on sending outside processing paperwork out and scheduling drivers daily route review also update sheets of receipts and email	Work on sending outside processing paperwork out and scheduling drivers daily route review also update sheets of receipts and email	Work on sending outside processing paperwork out and scheduling drivers daily route review also update sheets of receipts and email	Work on sending outside processing paperwork out and scheduling drivers daily route review also update sheets of receipts and email
8:30 - 9:15	Review and answer production shorts MD04 - meeting prep	Review and answer production shorts MD04 - meeting prep	Review and answer production shorts MD04 - meeting prep	Review and answer production shorts MD04 - meeting prep	Blocked invoices and GRIR review MRBR, FBL1N, ME23n, MD04
9:15 - 9:45	Production Meeting at Plant 1	Review and answer production shorts - meeting prep	Production Meeting at Plant 1	Review and answer production shorts - meeting prep	Blocked invoices and GRIR review MRBR, FBL1N, ME23n, MD04
9:50 - 10:30AM	Run ME2L and close Castle and open order issues	Production Meeting at Plant 2	Place PO's GRIR-Blocked Invoices	Production Meeting at Plant 2	Review past dues and expedites ME2L Reschedules
10:30 - 11:00	Kan ban card review				
11:00 - 12:00	Send open order reports to Castle, Wisco, and creat past due vendor sheet	Castle Meeting go over issues with Kris Franco every other week	ME23N confirmations and email answering	ME23N confirmations and email answering	ME23N confirmations and email answering
11:30 - 12	GRIR past due Blocked	Castle Meeting go over issues with Kris Franco every other week	ME23N confirmations and email answering	ME23N confirmations and email answering	Weekly wrap up meeting with sourcing
Additions that occur but once a month	CRC Safety review and audits 30 min	1st week of each month create and add Field PO 3 to 4 to complete and have it Received and submitted to AP	Second Wednesday of each month Castle Sourcing in Rockford or Genoa 11- 1:30		1st Friday of the month from 2 to 3 employee club meeting
12:00 - 12:30	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 -1:00	ME23N confirmations and email answering				
1:00 - 1:30	ECO Meeting	Reschedules review ZGM_MRP_RESCHED	Blocked invoices	Place PO's ME57, answering expedites RI-RO	ME23N confirmations and email answering
1:30 - 2:30	Place PO's ME57	Place PO's ME57	Reschedules review ZGM_MRP_RESCHED	Blocked invoices with Barb O	Ariba PO's and return trailer requests
2:30 - 3:00	Returns RGA PO's	Place PO's ME57	Returns RGA PO's	Returns RGA PO's	Returns RGA PO's
3:30 - 4:00	Run reschedule ZGM_MRP_RESCHED report go over RI -RO- Cancellations	Returns RGA PO's	ME2L report send and call on Past dues	Place PO's ME57, answering expedites RI-RO	ME57 review and place any orders
4:00 - 4:45	ME2L report send and call on Past dues	ME23N confirmations and email answering	ME23N confirmations and email answering	UT10 Puller Meeting	ME23N confirmations and email answering
4:45 -5:00	Kan ban card review				



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After hitting the “assignments” button, the report should be condensed to the below:

Vendor:

Number of requisitions needing firmed up:

Prg	OTy	CoCd	Outl	aget	Xty	Val1d	from	to	PReqs	Processing note
Vendor										
		1300	4600000102	MX		01/03/2005	12/31/9999		1	
Vendor										
		1300	4600000172	MX		01/03/2005	12/31/9999		1	
Vendor										
		1300	4600000216	MX		01/03/2005	12/31/9999		4	
Vendor										
		1300	4600000501	MX		01/03/2005	12/31/9999		1	

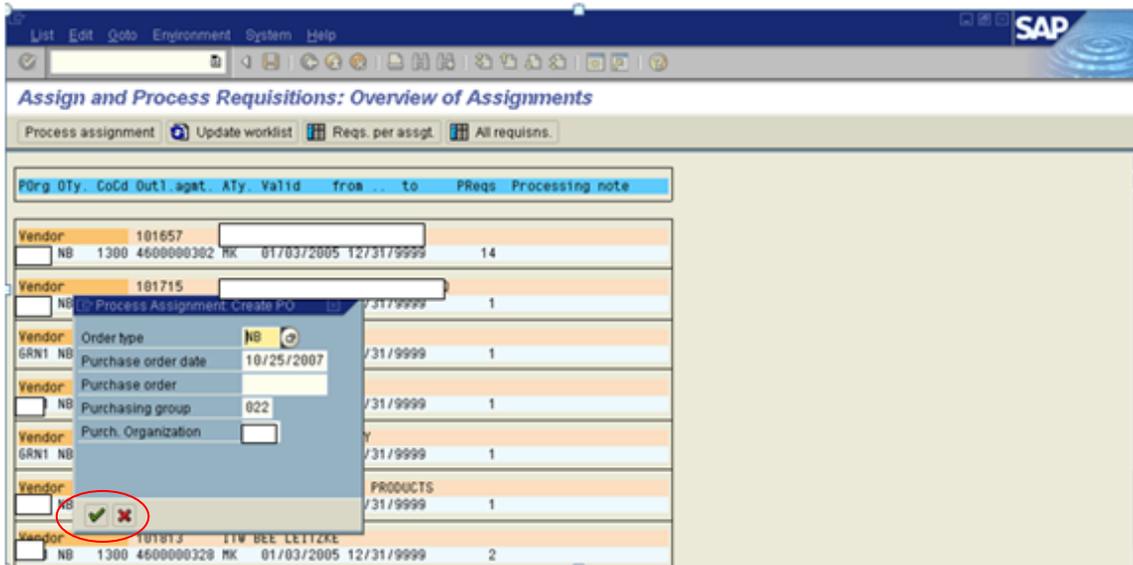
After running ME57, it should look like the below. Double click on contract number.

Prg	OTy	CoCd	Outl	aget	Xty	Val1d	from	to	PReqs	Processing note
Vendor										
		1300	4600000302	MX		01/03/2005	12/31/9999		14	
Vendor										
		1300	4600000309	MX		01/03/2005	12/31/9999		1	
Vendor										
		1300	4600000313	MX		01/03/2005	12/31/9999		1	
Vendor										
		1300	4600000315	MX		01/03/2005	12/31/9999		1	

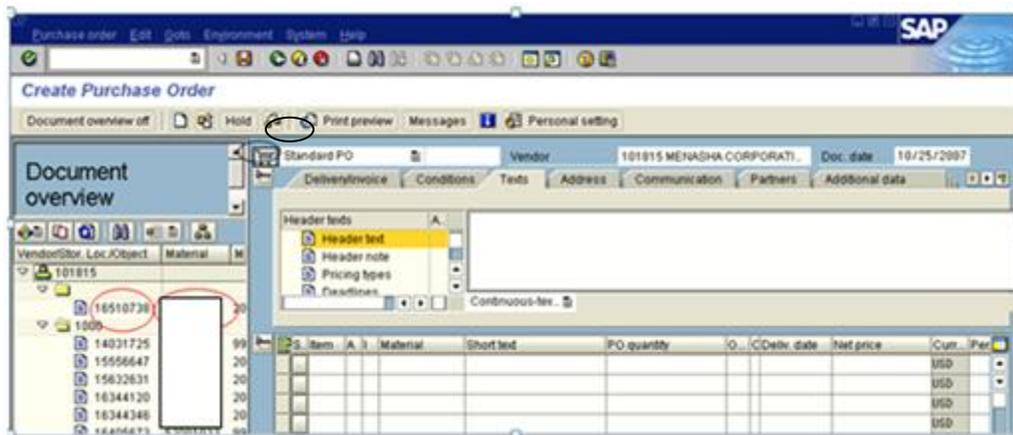
The below should appear. Next, click on the check mark.

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
REVEALED TO: THE BEARDED ONE

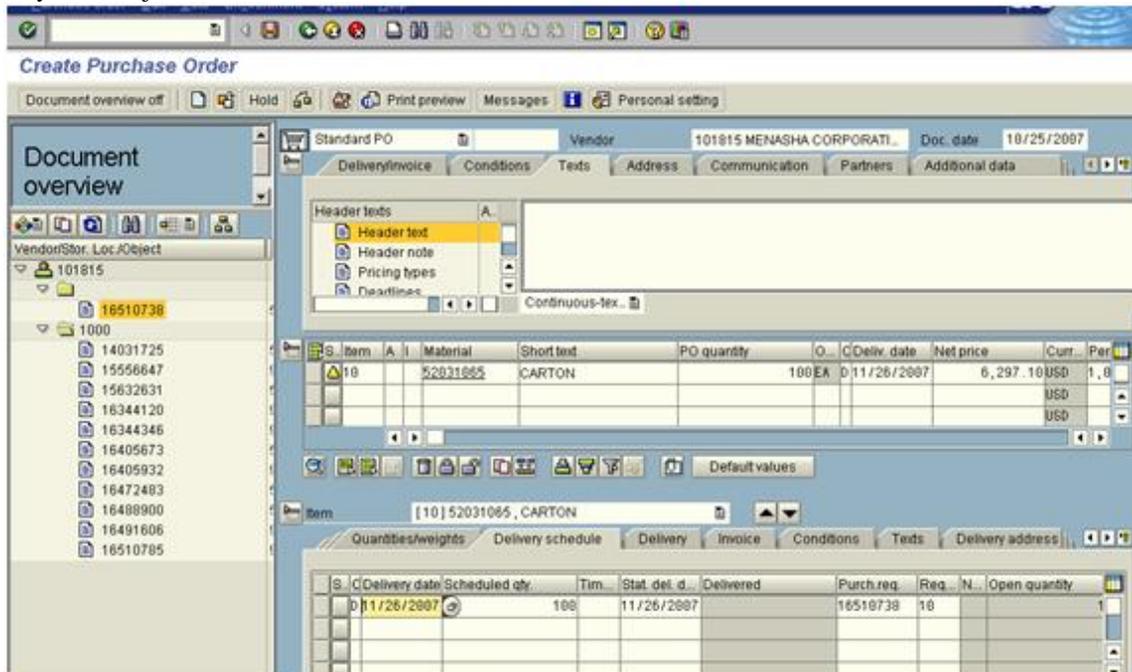
REVELATION REVISION : PLANNING  
APPROVED BY: THERE IS NO HIGHER AUTHORITY



This will then take you to ME21N (Purchase Order Create Screen). On the left hand side is the document number with the part number listed on the right. You need to drag the document number and drop it in the shopping cart. Each plant that requires a part from this vendor will have their own folder. If there is more than one folder, you will need to create separate purchase orders for each one. Looking at the below example, the first folder is for Canton's Plant 1, and the second folder is for Canton's Plant 2. Since they have different shipping addresses, separate purchase orders are required.

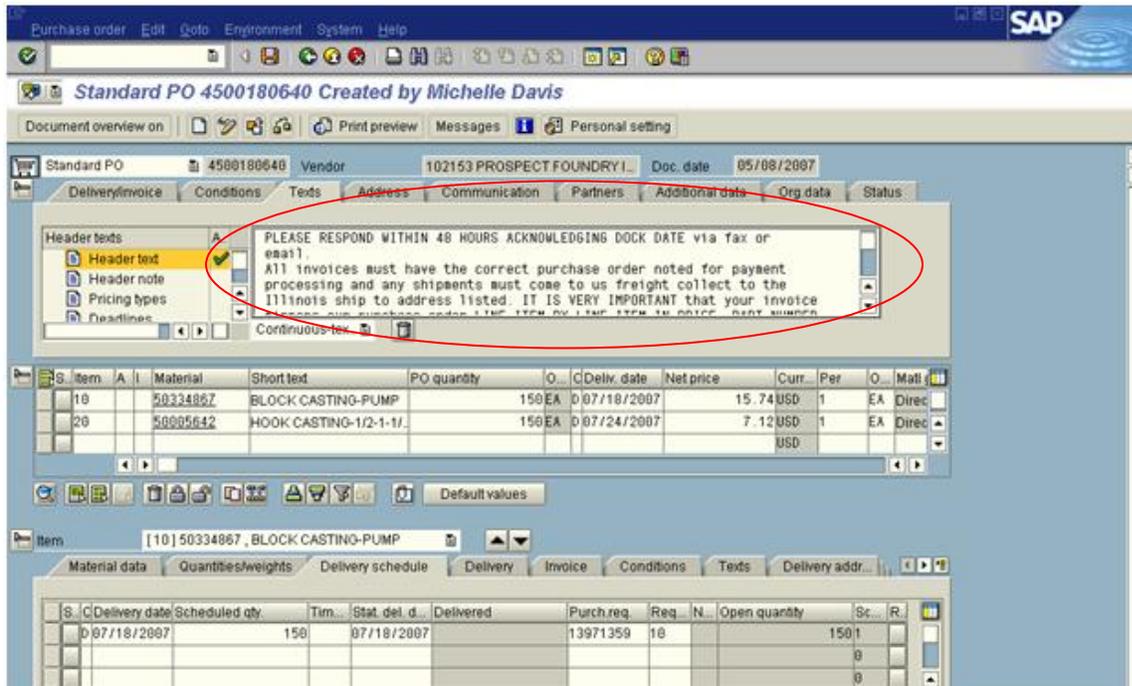


Dragging the first document over populates the purchase order as shown below. Requirements MUST be confirmed by going to the MD04 screen and verifying the demand is needed, prior to saving the purchase req. There might be notes added as well. For example, if the part is in RV Status, part becoming obsolete, order qty, etc. Once saved, it now becomes a Purchase Order. Often you may need to change lot size, safety stock, etc. These decisions are made on your own justification.



Additional Information:

- Header Text
  - This actually prints out on the purchase order for the vendor to see. Purpose is to have the same Header Text on all PO's.



The statement below describes the acknowledgement, payment and invoice statement, and the routing guide.

**PLEASE RESPOND WITHIN 48 HOURS ACKNOWLEDGING DOCK DATE via fax or email.**

All invoices must have the correct purchase order noted for payment processing and any shipments must come to us freight collect to the Illinois ship to address listed. **IT IS VERY IMPORTANT** that your invoice mirrors our purchase order **LINE ITEM BY LINE ITEM IN PRICE, PART NUMBER AND QUANTITY** or it **WILL NOT PASS THROUGH THE PAYMENT PROCESS** and may be returned to you unpaid. Please note that Greenlee does not pay any freight or surcharges without prior arrangement to find your freight carrier please go to <http://www.routingguides.com/Brownie/tex.htm> Any shipments used by the wrong carrier will be charged back to the supplier, plus a 200.00 administrative charge per incident.

Thanks, LUCKY LUKE

Phone 603-555-8999 direct line

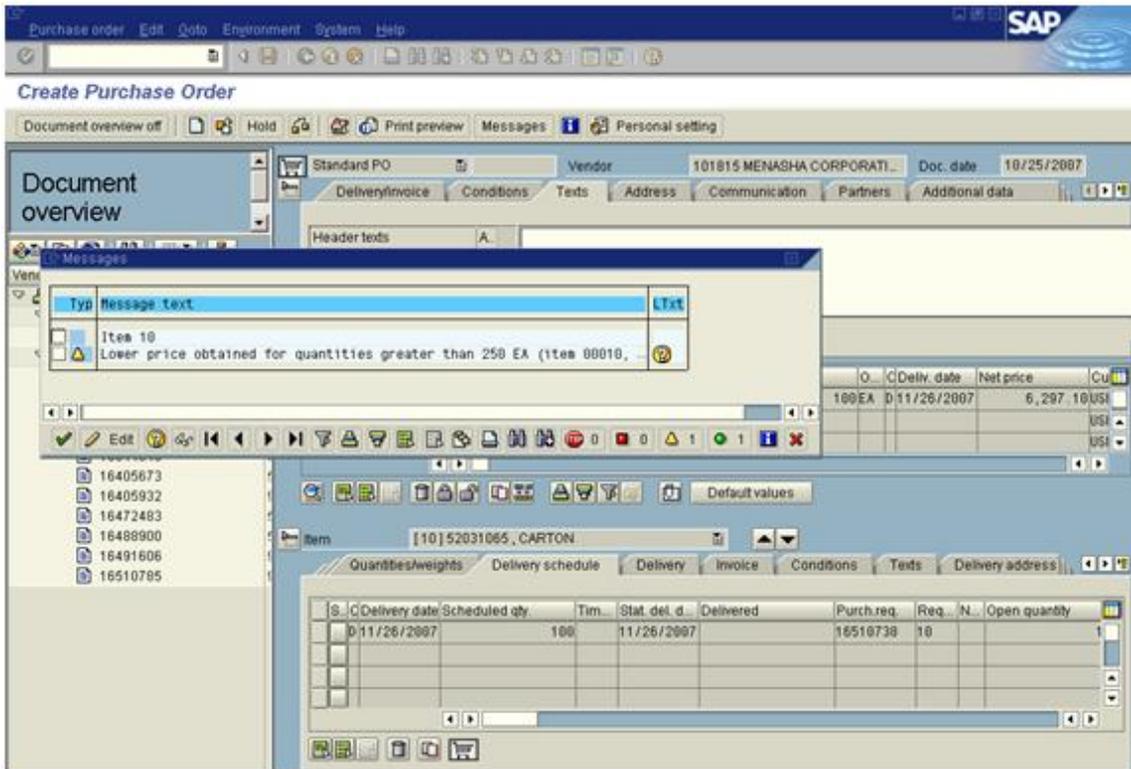
Fax, 603-555-2553

[lucky@branmuffins.com](mailto:lucky@branmuffins.com) If possible please confirm email

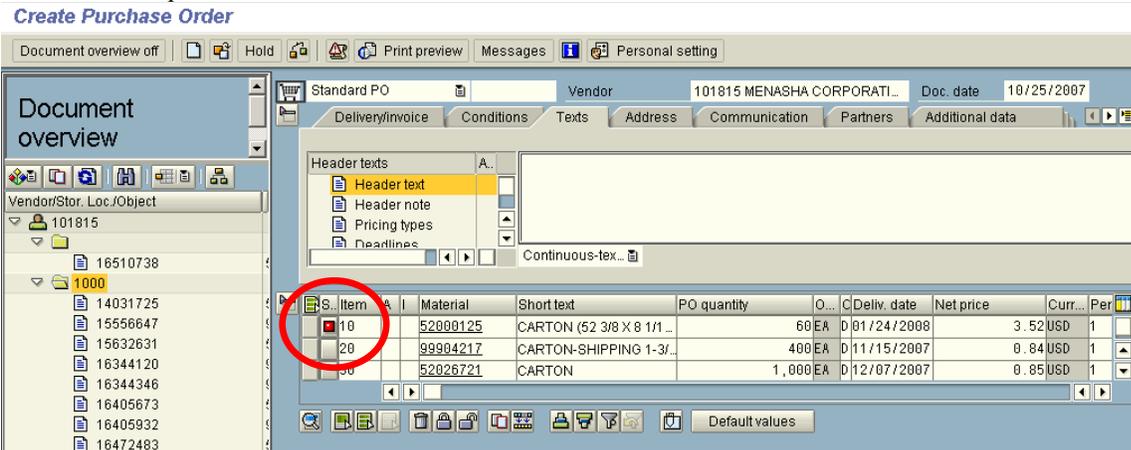
You will need to change the contact information to your name, email address, and phone number.

*Header Note* This field is used for internal comments and will not be printed on purchase order. For example, noting delivery date changes or expediting notes.

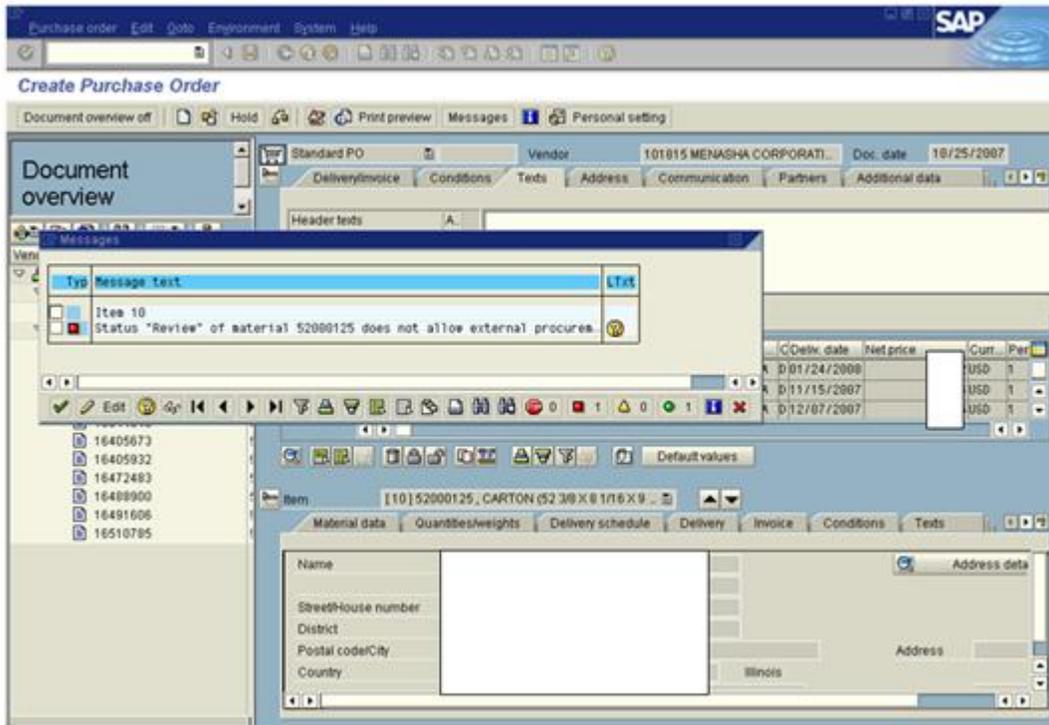
*Status Symbols* There might be a yellow triangle or a red block. These need to be clicked on to see what the message says. For example, clicking the yellow triangle for this part shows the following:



Here's an example with the red block:

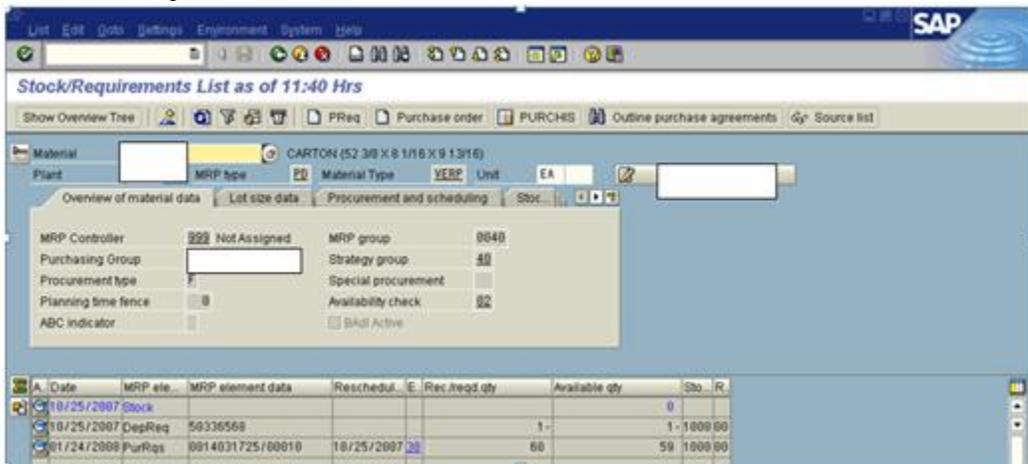


When clicking on the red block, the following appears:

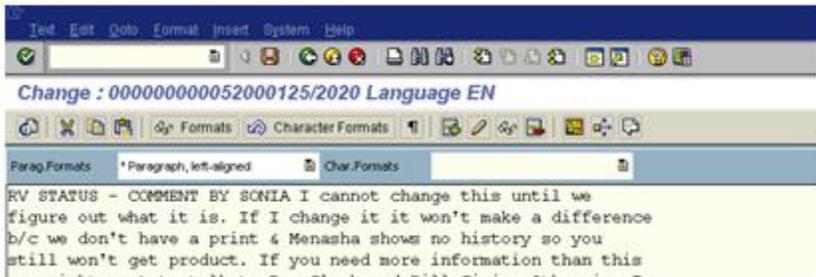


When parts are on review, you should go to MD04 and make sure there are notes showing such. If there aren't you should add them at the time you find it's in "RV" status. This means that this part is under review with the designated source buyer due to the fact that the contract has expired, the part hasn't been ordered in the last year, etc. It's a good idea to notify the source buyer that you are needing to place this on order so they can updated the contract for this part.

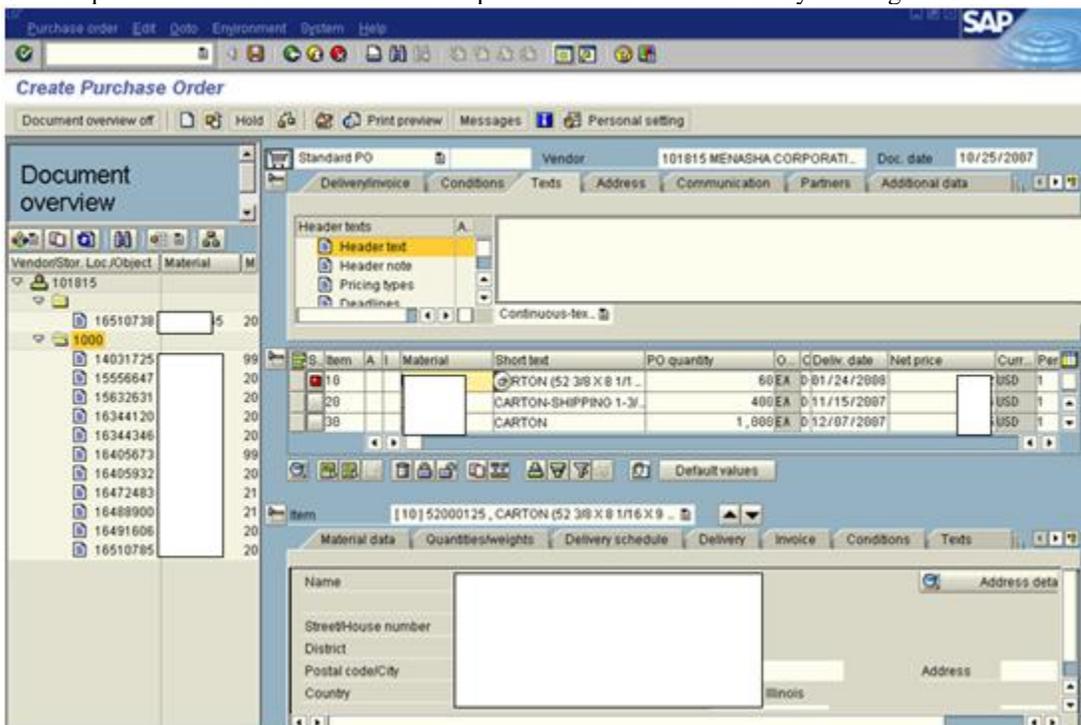
See below, this part does have text added for the "RV" status:



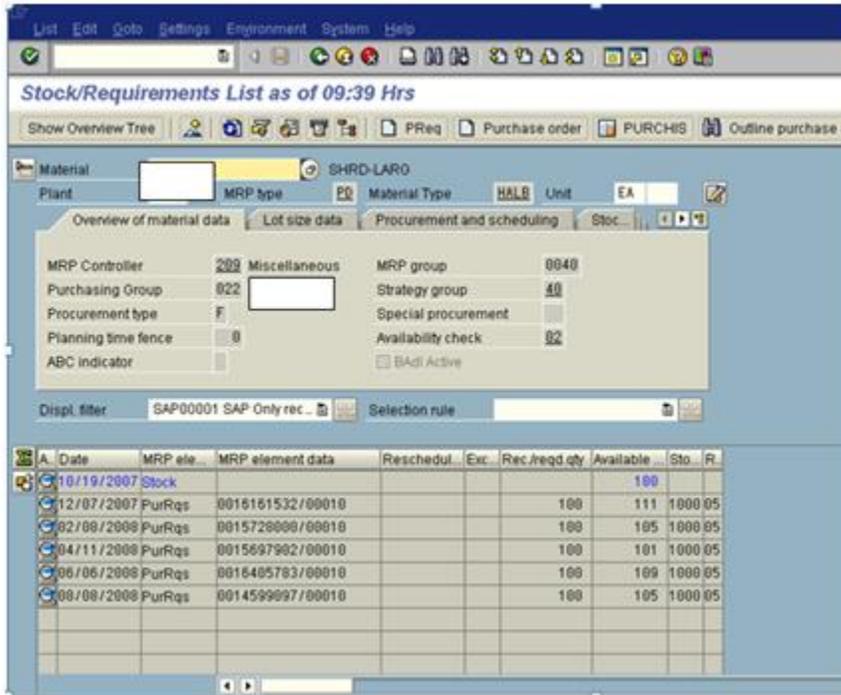
Once clicking on the notes, the below appears:



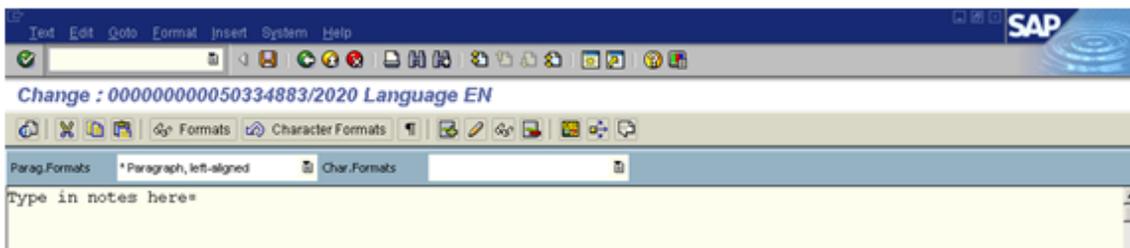
Once requirements have been confirmed the purchase order can be saved by clicking the save button



Adding Notes - Open MD04 screen.  
Click on notes icon.



Type in your notes. Initial, date and save.

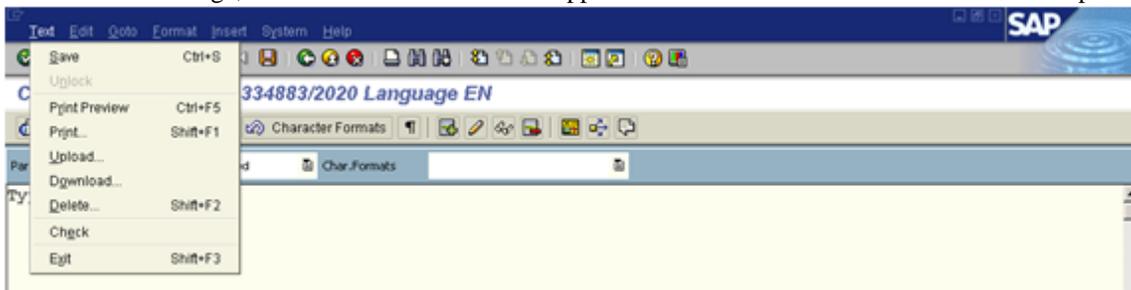


The notes icon will expand to include the date and the user's name that made *the most recent* note. These notes will be visible to all that open this screen.

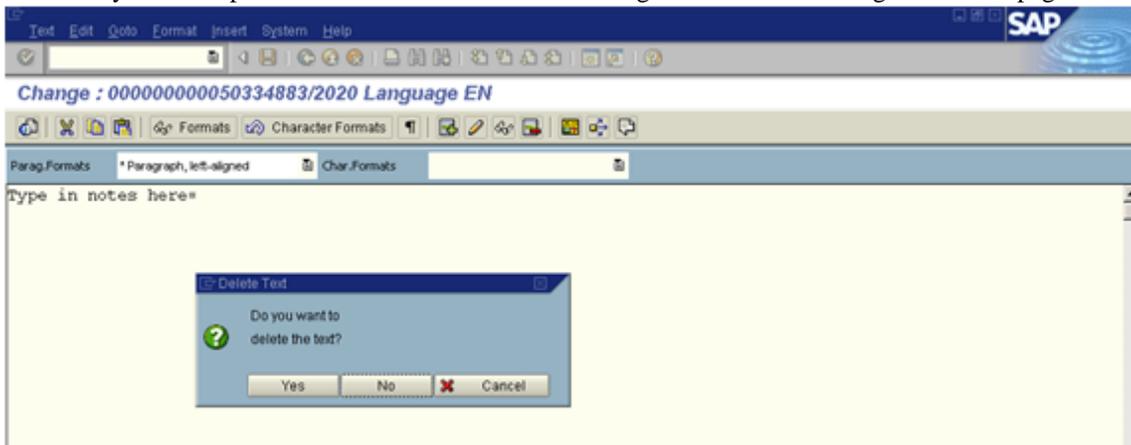
IMPORTANT! This procedure to delete notes from MD04 must *be followed in order to permanently delete them*. If notes are removed by any other means, they will disappear temporarily, but they will reappear the next time someone opens the screen.

Open MD04 screen.  
 Click on notes icon.

To delete the message, click on the word text in the upper left corner. Choose delete text from the drop down menu.



A confirmation box will appear to offer you an option to rethink your decision to delete. Once you confirm, the message will be lost. Once the notes have been removed ARROW BACK to the MD04 screen. DO NOT HIT SAVE!!! If you do, a blank notes page will be saved and the icon will still appear showing there is a note, which will cause everyone that opens that screen to waste time checking notes that are nothing but a blank page.

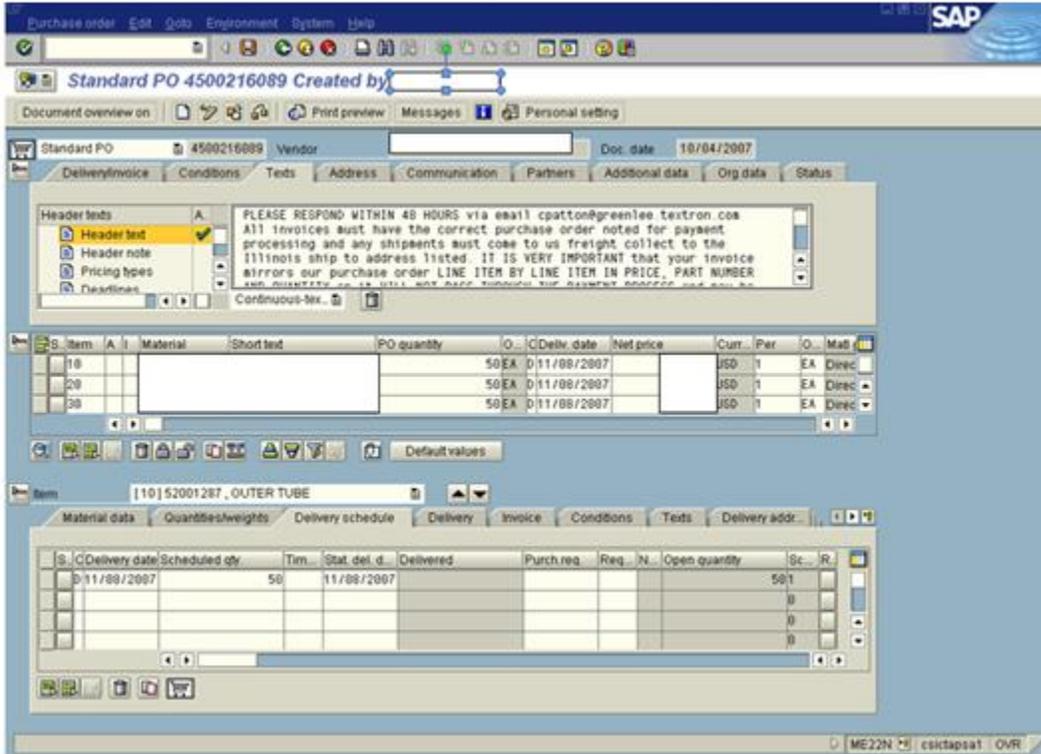


ME23N = View Purchase Order  
 ME22N = Change Purchase Order

Both of these screens display the same information; it just depends if you just want to view the purchase order or if you need to change something on the purchase order. ME22N is shown below. This is where you would change the price, due date, add header notes, etc. If the supplier acknowledges within the allowed time period and needs to change the date, this is where it is done.

The delivery date is the date they will be driven into MRP, the statistical delivery date is the date that the vendor will be graded on (on-time delivery on their scorecard). If the vendor needs to change the date and you agree, both dates should be changed. However, if they change the date and do not comply with their lead-time and the product is

needed, you would change the delivery date to reflect the expected delivery date and leave the stat. del. date as is. This would give them a poor on time delivery performance for this part.

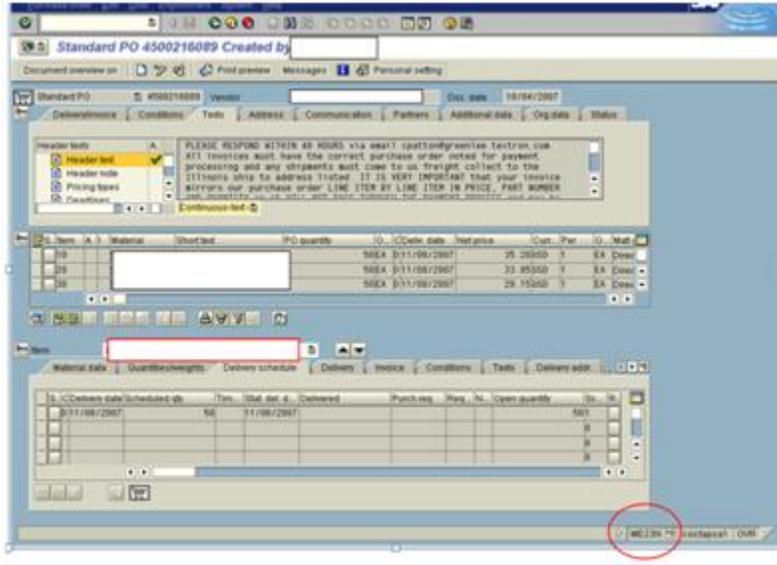


Please note, from screen you can change the price, quantity, anything in the white fields. You can also add header notes, these are for your personal view. They will not print out on the PO, but are helpful to keep track of commitments or issues the supplier might have with a part on this PO.

Notice that there are some grey cells, these cannot be changed. If you look at ME23N (purchase order display), the entire all the cells are grey. See below:

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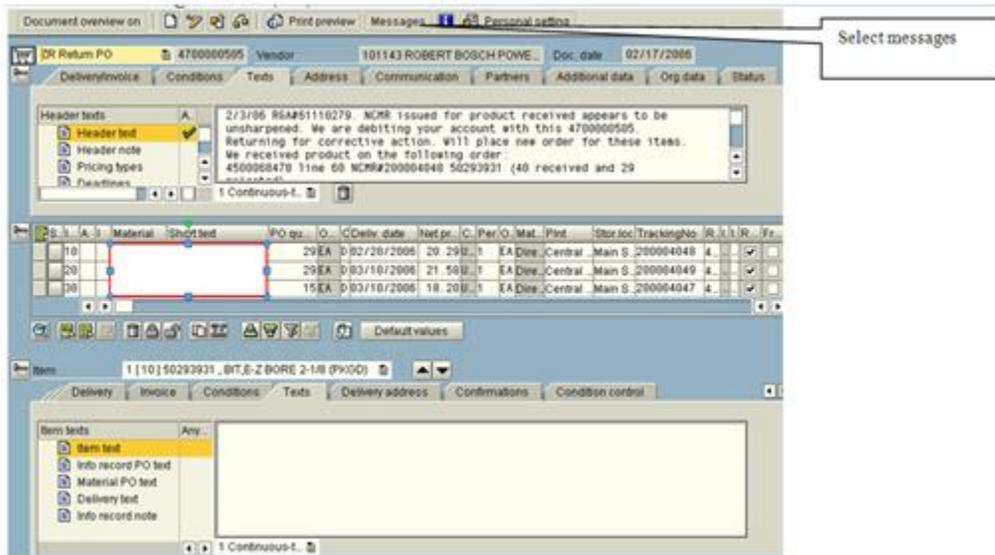
**PRINTING A PO**

Instructions on Printing Purchase orders FROM ME23N

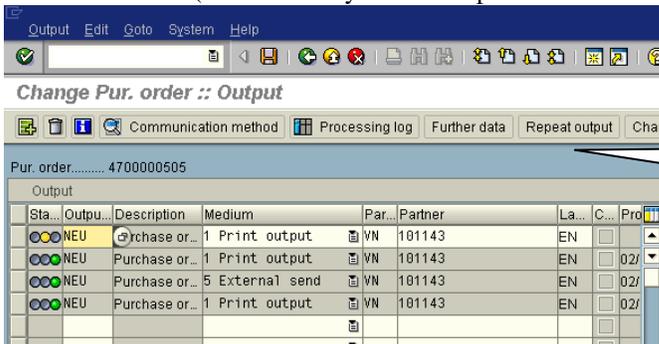
ME23N (careful) All purchase orders automatically create an Output to go to supplier, if you edit or comment and save, supplier will get a change order. (Debit 47# at this point require you to create an Output.)

If you do not want supplier to get Output you have to delete it. See below to delete output.

- ME22N
- Select Change order (F7)

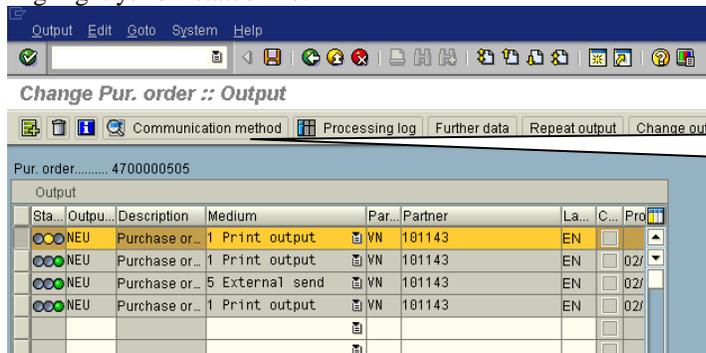


1. (ZPTL is Portal PO. Generally we do not recreate these.) If you need to resent it is easier to highlight line you want to repeat and then select Repeat Output and then save. This can be done for all Outputs you want to repeat.
2. TYPE NEU (and decide if you want to print or email or fax.)



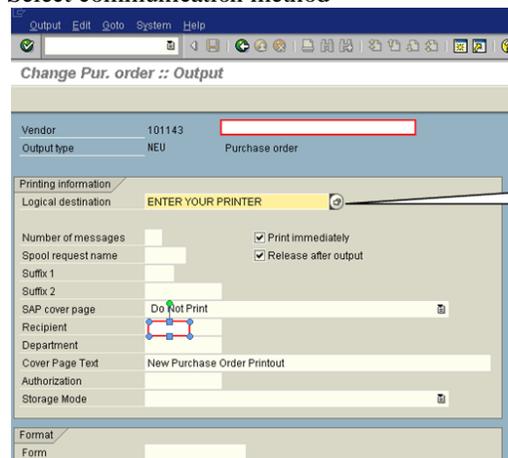
Highlight line and then select Repeat Output and save.

- a. PRINT: (Select 1 for output and Language EN)
- b. Highlight yellow status line:



Select Communication method

- c.
- d. Select communication method

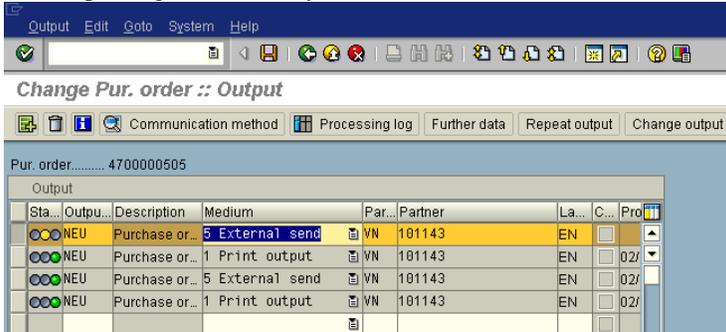


Enter your SAP printer

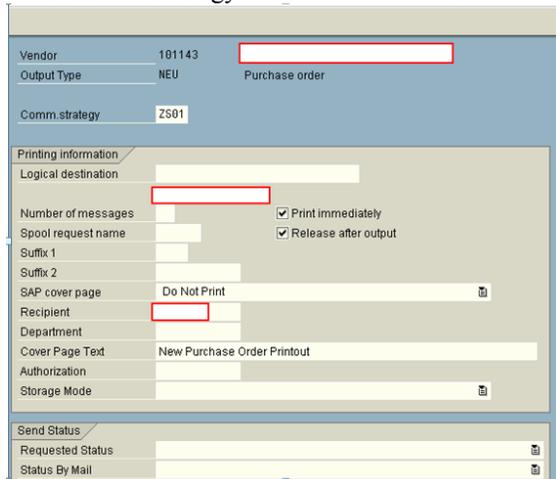
- e.
- f. Check box to print immediately
- g. Check box to Release after output
- h. THEN hit Back Green arrow
- i. Highlight line and select Further Data
- j. Enter dispatch time as Immediately.
- k. Save APPLICATION.

This will only print to your printer. Supplier does not get this.

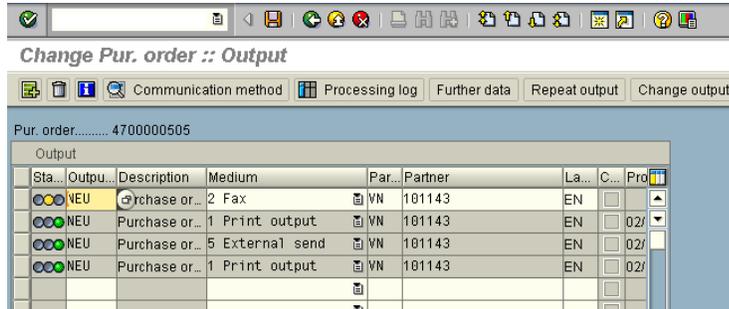
3. EMAIL OPTION. (Warning, this will email yourself and the Supplier so make sure you want the supplier to get a copy and not confuse this as a new order. It will not send a change order when you create the output to go immediately.



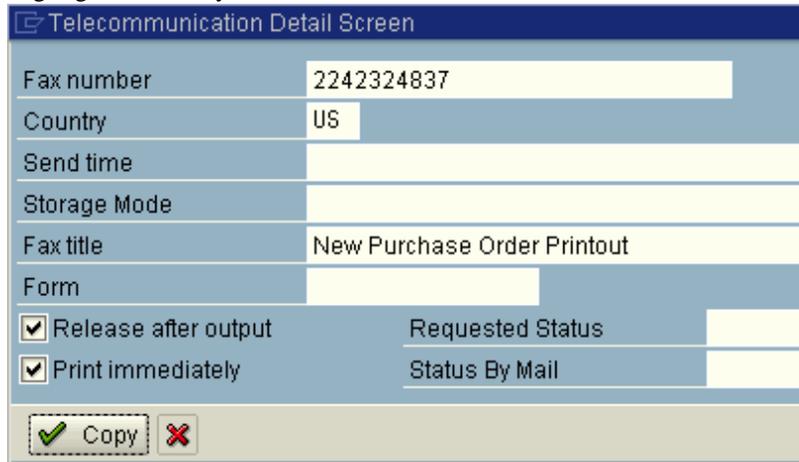
4. Medium should be 5 for external send.
5. Select Communication Method
  - a. Enter Comm Strategy "ZS01 Internet"



- b.
  - c. Check print immediately
  - d. Check Release after output
  - e. Go to further data
    - i. Select 4 send immediately
  - f. SAVE APPLICATION.
6. FAX ORDERS
  - a. Go to Messages.



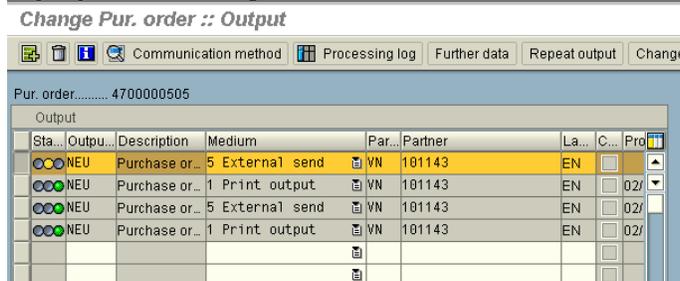
- b.
- c. Select Medium (2 FAX) and LA should be EN and enter
- d. Highlight line with yellow status button.



- e.
- f. Enter fax number (it should automatically populate)
- g. Select Release after output
- h. Select print Immediately
- i. Select copy
- j. Select further data
- k. Select Dispatch time 4 - Send Immediately
- l. Select back arrow
- m. SAVE Application and order goes out.

7. DELETE OUTPUT

- a. Highlight line with output



- b.
- c. Select Trash can

LESSONS LEARNED:

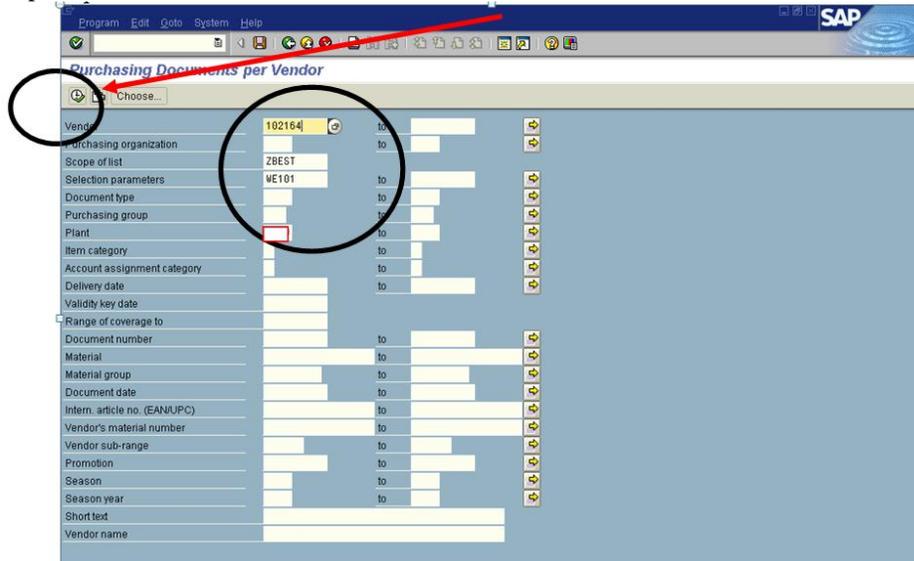
- It is impossible to create an output and have it display as change. You have to allow the system generated output to go in order to show a change order.
- CHANGE ORDERS. If you make a change to an order it will only print what was changed on the order. Careful so you do not mistakenly change only the header because it will send only the header text.

**OPEN PO REPORT**

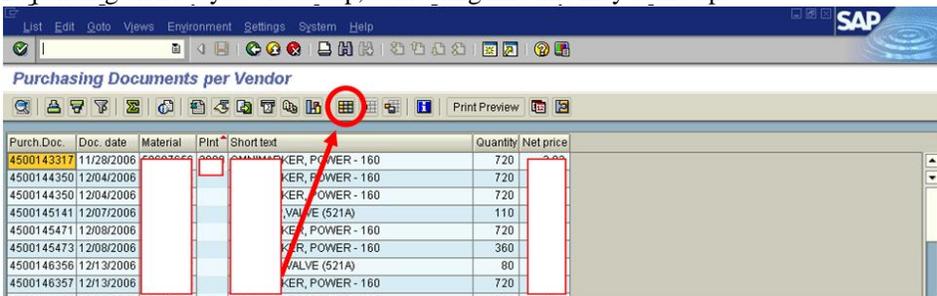
Purpose: to see open Purchase Orders on a Supplier (to just run it wide open)

Transaction code ME2L

Populate the screen with the below data and hit the execute button



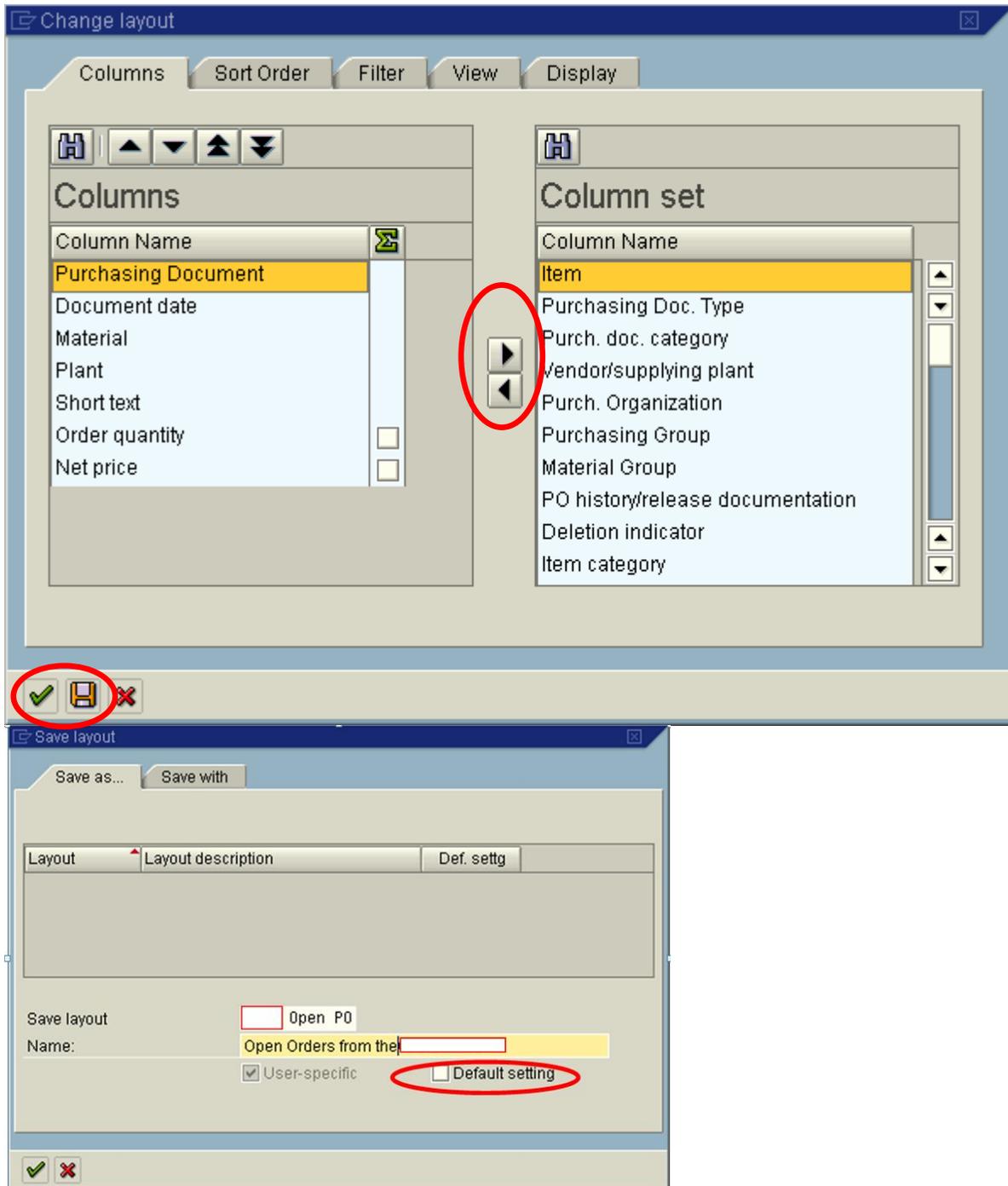
Depending on how you are set up, something like this may come up:



On a lot of SAP Output screens you can change the look of the lay-out and the information that shows up.

To change a layout, look for a Select layout icon (sometimes they look different in different screens). In this screen, they look like the one circled above.

You should get a group of options you can add. To select or deselect an item - which will become a column on your spread sheet - click the arrow type buttons, then click the Green check mark. Also note that if you like this lay out, the columns you added are columns you will want to see again, you can save the layout.



You can also save it as your default setting.

After you re-run the report, you can save it to a local file on your PC, and manipulate.

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Doc. date	Material	Plant	Short text	Quantity	Net price	To be del.	Open value
11/28/2006				720		720	0.00
12/04/2006				720		720	0.00
12/04/2006				720		720	0.00
12/07/2006				110		110	0.00
12/08/2006				720		720	0.00
12/08/2006				360		360	0.00

Version 2

Purpose: To see open Purchase Orders /Plant Specific.  
 Transaction code ME2L

Fill in as shown below. This provides you plant specific purchase order information. Once you've filled in the appropriate information, click on the execute.

Choose...

Vendor to

Purchasing organization to ZBEST

Scope of list WE101

Selection parameters to NB

Document type to

Purchasing group to

Plant to

Item category to

Account assignment category to

Delivery date to

Validity key date to

Range of coverage to

Document number to

Material to

Material group to

Document date to

Intern. article no. (EANUPC) to

Vendor's material number to

Vendor sub-range to

Promotion to

Season to

Season year to

This will pull up the below, from this you are able to download this into an excel spreadsheet. First click on the delivery schedule.

**Purchasing Documents per Vendor**

Print Preview

Item	Type	Cat	PO#	POH	Doc. date	Material	Short text	Matl group	D	I	A	Plant	S	Loc	Quantity	Unit	Quantity	SKU	Net pri	
<b>Vendor/supplying plant 100053 BEKAERT CORP</b>																				
Purchasing Document 4500195899																				
10	NB	F	036		07/11/2007		DIR_MATL								1000	20,000.000	LB	20,000.000	LB	
Purchasing Document 4500198054																				
10	NB	F	036		07/19/2007		DIR_MATL								1000	20,000.000	LB	20,000.000	LB	
<b>Vendor/supplying plant 100074 PRECISE STAMPING INC</b>																				
Purchasing Document 4500194634																				
20	NB	F	012		07/05/2007		DIR_MATL									50	EA	50	EA	
Purchasing Document 4500212312																				
30	NB	F	036		09/19/2007		DIR_MATL									250	EA	250	EA	
Purchasing Document 4500225692																				
30	NB	F	036		11/09/2007		DIR_MATL									300	EA	300	EA	
Purchasing Document 4500225695																				
10	NB	F	036		11/09/2007		DIR_MATL									500	EA	500	EA	
20	NB	F	036		11/09/2007		DIR_MATL									150	EA	150	EA	
30	NB	F	036		11/09/2007		DIR_MATL									150	EA	150	EA	
Purchasing Document 4500227145																				
30	NB	F	036		11/15/2007		DIR_MATL									1000	300	EA	300	EA
Purchasing Document 4500227810																				
10	NB	F	036		11/19/2007		DIR_MATL										40	EA	40	EA
Purchasing Document 4500227811																				
10	NB	F	036		11/19/2007		DIR_MATL									1000	150	EA	150	EA
Purchasing Document 4500231597																				
10	NB	F	036		12/06/2007		DIR_MATL									1000	150	EA	150	EA

It will look like the below. You are then going to import this into an excel spreadsheet. Click on “moving it to a local file”.

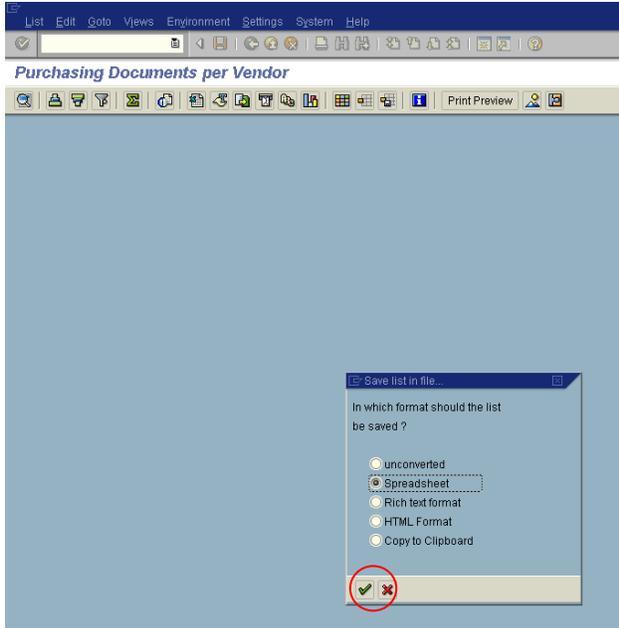
List Edit Goto Views Environment Settings System Help

**Purchasing Documents per Vendor**

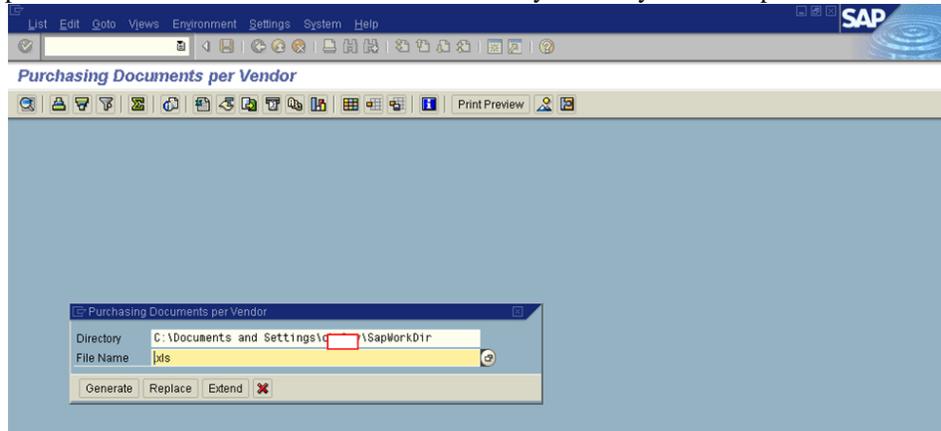
Print Preview

Vendor/supplying plant	Purch.Doc.	Item	Doc. date	Material	Short text	Plant	PO quantity	GR qt	Unit	Net price	Crc
	4500195899	10	07/11/2007				20,000.000	0.000	LB		USD
	4500198054		07/19/2007				20,000.000	0.000	LB		USD
	4500194634	20	07/05/2007				50	0	EA		USD
	4500212312	30	09/19/2007				250	150	EA		USD
	4500225692		11/09/2007				300	0	EA		USD
	4500225695	10	11/09/2007				500	0	EA		USD
		20	11/09/2007				150	0	EA		USD
		30	11/09/2007				150	0	EA		USD
	4500227145		11/15/2007				300	0	EA		USD
	4500227810	10	11/19/2007				40	0	EA		USD
	4500227811		11/19/2007				150	0	EA		USD
	4500231597		12/06/2007				150	0	EA		USD
		20	12/06/2007				150	0	EA		USD
	4500215332	90	10/02/2007				40	0	EA		USD
	4500215751	20	10/03/2007				175	0	EA		USD
	4500217416		10/10/2007				80	0	EA		USD
	4500217419	10	10/10/2007				400	131	EA		USD
	4500217420		10/10/2007				560	0	EA		USD
	4500220263		10/19/2007				160	0	EA		USD
		20	10/19/2007				64	0	EA		USD
	4500220266	10	10/19/2007				100	0	EA		USD
	4500223057		10/30/2007				20	0	EA		USD
	4500227130		11/15/2007				24	0	EA		USD
		20	11/15/2007				376	0	EA		USD
		30	11/15/2007				560	0	EA		USD

You are going to click on the spreadsheet format selection and then the green arrow.



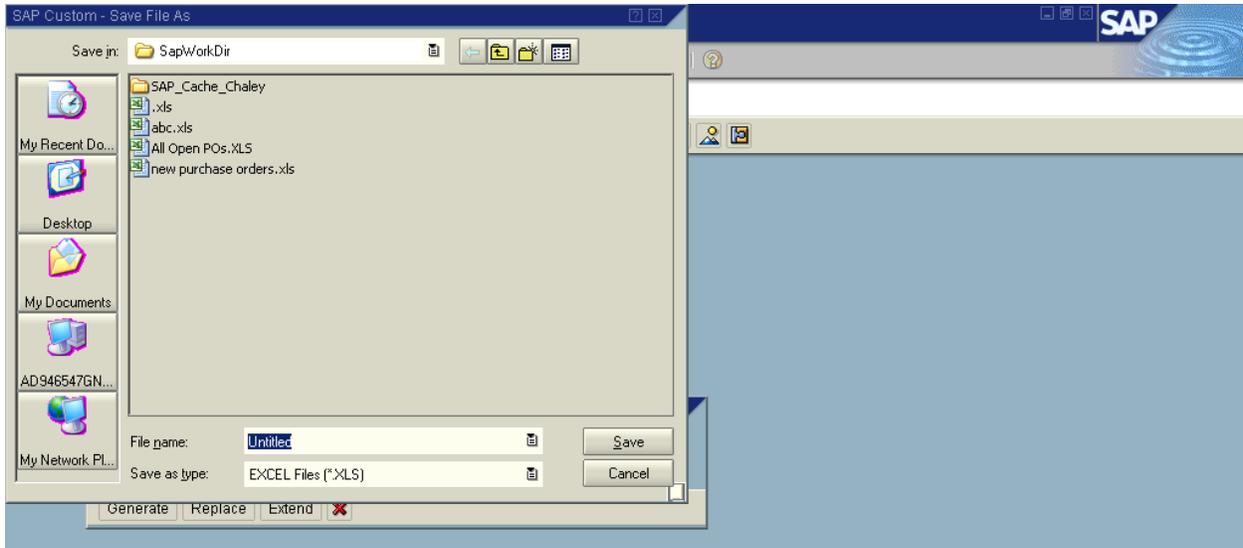
You will then need to send this report to somewhere on your computer, whether it be on your desktop or in your personal file. Click on the below to locate where you want your file exported to.



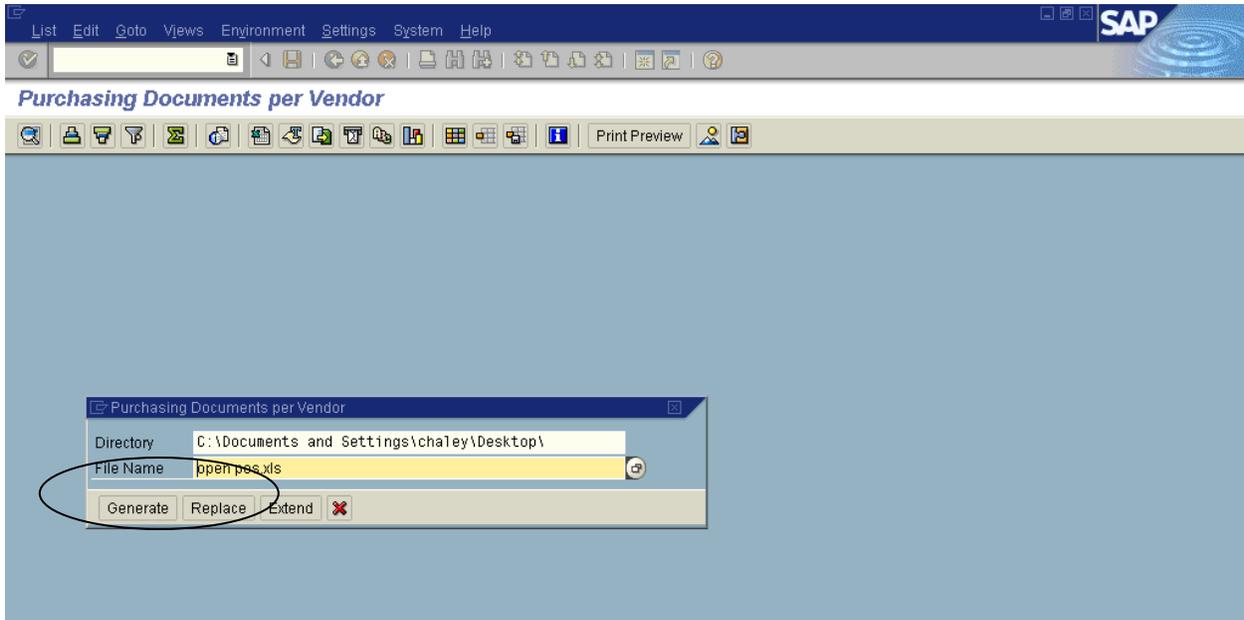
See below. From the below, I usually would just save it on my desktop.

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
REVEALED TO: THE BEARDED ONE

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From here you either generate a new report, or if it's the same file name you can replace it with this new one.

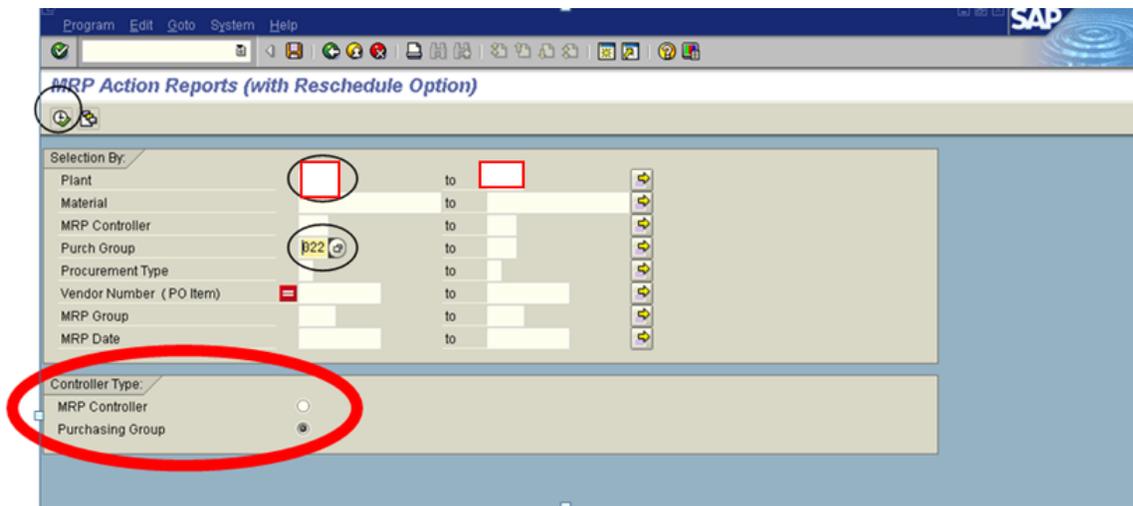


You will now be able to pull this up and sort it however you want. You can find out the oldest Stat. Del. Date, the oldest Delivery Due Date, sort by suppliers, etc.

**MRP RESCHEDULING**

ZGM\_MRP\_RESCHED: Rescheduling Report

This report will give you MRP recommendations for your specific orders. This can be run with various specifications (buyers or planners). The example below is run by plant and is buyer specific. Once done entering your specifications, you then click on the execute button.



As mentioned above, this can be ran and list all buyers/planners or individuals. By leaving the purchasing group/MRP group blank, the report will pull all individuals. Make sure to pick what controller you are searching for also.





REVELATION: PURCHASING DETAILED SCREEN SHOTS  
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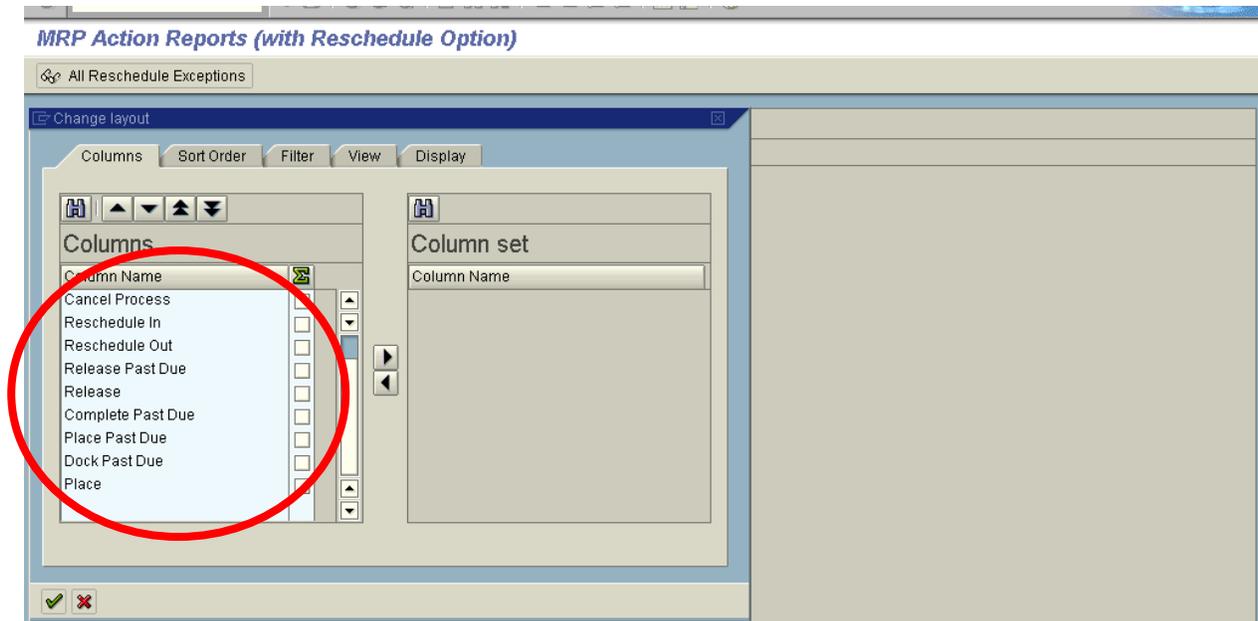
The screenshot shows the SAP MRP Action Reports interface. A data table is visible with columns: Cntrl, Purchasing Group, Plant, Material, ExErr, MRP Ele, MRP Element Number, Rec.Reqd Quantity, Original Dt, ReSched Dt, Calc Days, and V. A dialog box titled 'Export list object to XSL' is open, displaying the message: 'An XSL list object is exported with 20 lines and 19 columns. Choose a processing mode: Table (circled in red), Pivottable. There are also 'OK' and 'Cancel' buttons at the bottom of the dialog.

Click on the continue button again to import the data into Microsoft Excel. This will now download into Microsoft Excel so you can massage the information into your desired layout.

The screenshot shows Microsoft Excel with the data imported from the SAP report. The data is organized into columns: A (Cntrl), B (Purchasing Group), C (Plant), D (Material), E (ExErr), F (MRP Ele), G (MRP Element Number), H (Calc Days), I (Vendor), J (Vendor Name), K (MRP Type), and L (Material). The data rows correspond to the SAP report, with columns H through L highlighted in yellow. A red box highlights the data area from row 2 to 21 and columns A through L.



Once the MRP Exception Report (ZGM\_MRP\_RESCHEDED) is ran it is important to understand what is driving the exception messages, buyers and planners should know the root cause for their messages. Below are the different reschedule messages in SAP:



The three that should be looked at on a regular basis:

- **Cancel Process**
- **Reschedule In**
- **Reschedule Out**

When working the exception messages, numerous things must be looked at. MD04 (**MUST BE UNFILTERED**) is the screen that should first be reviewed to confirm the exception messages make sense and should be acted upon. Each part needs to be looked at individually and reviewed before doing any changes. **Remember, these exception messages are just a “suggestion”. The decision to act should be the buyer/planner.**

When looking at MD04 and analyzing the MRP requirements, here are **SOME EXAMPLES** that should be looked at;

**Cancel:**

- Is the cancel message for a blanket po?
- Regarding purchased parts, the header text or header note should be looked at. Perhaps part is no longer used but we were required to purchase the supplier’s remaining inventory.
- Did the forecast drop out? Check with the Forecast Analyst to confirm the current requirements are correct.
- Perhaps the part is now obsolete?

**Rescheduling In:**

- Is the move-in just to cover safety stock, coverage profile, etc. (either at the part level or the parent level)?
- Does the safety stock quantity make sense or should it be changed?
- Should this part have a coverage profile?
- Is the move-in for a forecast or a firm order?
- Is it worth moving in for a couple days or a week?
- As seeing this affects the inventory value, you should be careful with move-ins at quarterly or yearly end, management might be pushing to lower inventory levels.

**Rescheduling Out:**

- What time frame should you be looking at for move outs? Should you be concerned about parts only needing to be moved out one week or two months?
- How much value is the move out? **For example**, are you moving \$30 of a label out two weeks or \$24,000 worth of fish tape a whole month?
- If the move out seems extreme (months), did the demand change? Check with the Forecast Analyst to confirm the current requirements are correct.

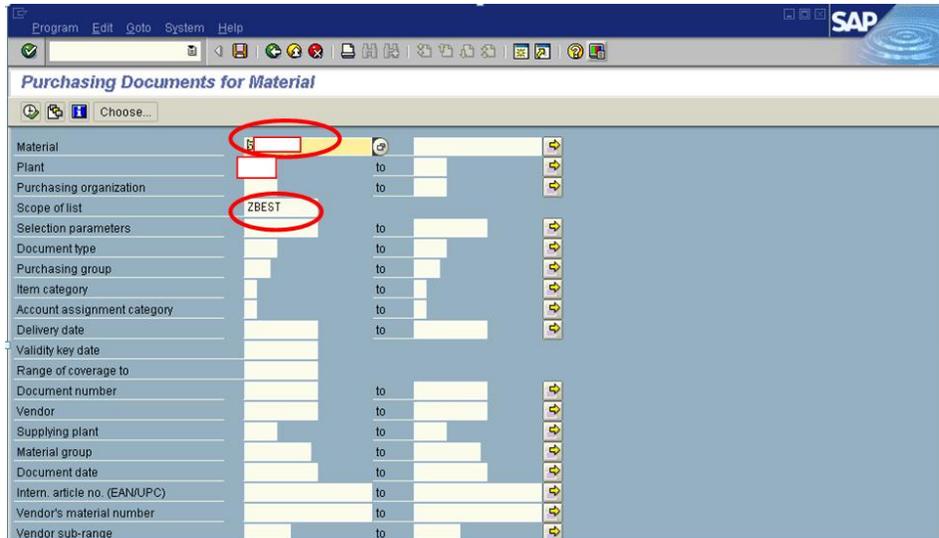
**Important Notes:**

- Some parts that were PD (MRP planned) that were converted to ND (no planning) might still have exception messages. They do not populate on the MD04 screen because they are ND. You must change them back to PD, rerun MRP, and then change them to ND. This should kill the original exception message.
- You are able to have more than one exception message for the same part/po/line item. For example, you could have a message that the part has a **dock past due (DP)** and also needs to be **rescheduled out (RO)**. See below:

Purchasing Group	Material	ExErr	MRP Element Number	Vendor	Vendor Name	Short Text	Original D	ReSched Dt	Orig Error Dt
Joe Jones	52055563	DP	4500223093/000010/0001	104366	WILLS CO INC	BIKE ASSEMBLY	12/11/2007	02/12/2008	12/13/2007
Joe Jones	52055563	RO	4500223093/000010/0001	104366	WILLS CO INC	BIKE ASSEMBLY	12/11/2007	02/12/2008	12/13/2007

**FINDING POs BY PART NUMBER**

Go into ME2M type in the part number and go down to scope of list and take off the Z in front of ZBEST and then click on the execute button.



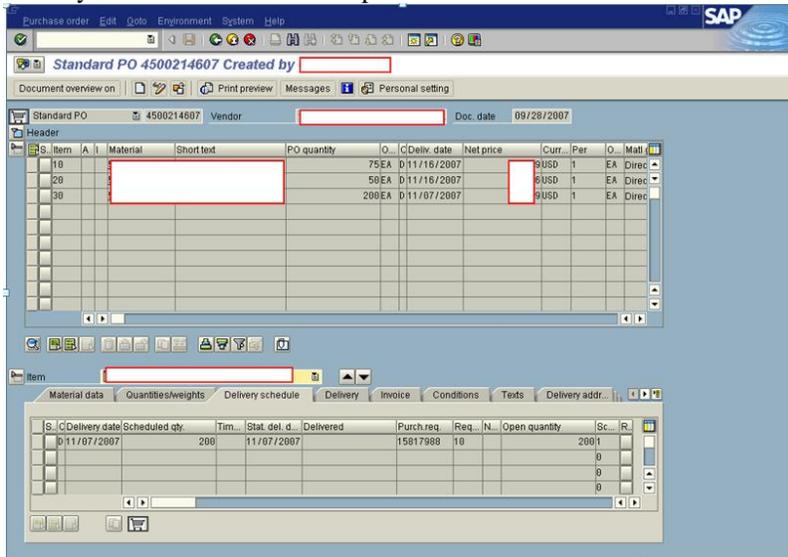
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This page will come up and it will be all closed purchase orders and open ones. You just scrolled down to the last page to see when the next one is due in. Then you can double click on the purchase order.

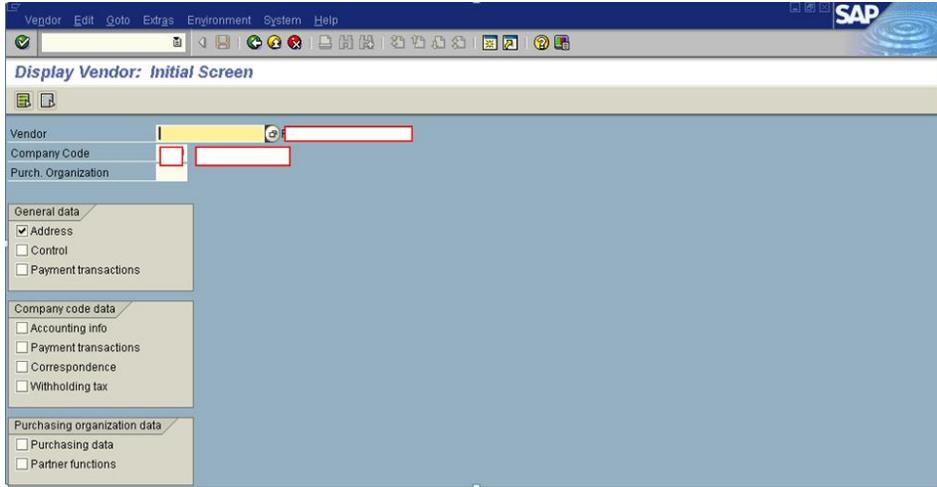
PO	Type	Vendor	Name	P6p	Order date
00010					
	Contract release order	4600000366	Item	00310	
	Still to be delivered	0	EA	0.00	USD 0.00 %
	Still to be invoiced	0	EA	0.00	USD 0.00 %
4500214607	NB	101992			036 09/28/2007
00030					
	Contract release order	4600000366	Item	00310	
	Still to be delivered	200	EA	758.00	USD 100.00 %
	Still to be invoiced	200	EA	758.00	USD 100.00 %
4500219281	NB	101992			036 10/16/2007
00010					
	Contract release order	4600000366	Item	00310	
	Still to be delivered	200	EA	758.00	USD 100.00 %
	Still to be invoiced	200	EA	758.00	USD 100.00 %
00020					
	Contract release order	4600000366	Item	00310	
	Still to be delivered	200	EA	758.00	USD 100.00 %
	Still to be invoiced	200	EA	758.00	USD 100.00 %
4700000283	ZR	101992			INC 028 08/08/2005
00010					
	Contract release order	4600000366	Item	00310	
	Still to be delivered	0	EA	0.00	USD 0.00 %
	Still to be invoiced	0	EA	0.00	USD 0.00 %

This will show the purchase order and when the parts are due in and for how many. You can also click on the delivery address to see where the parts will be delivered.

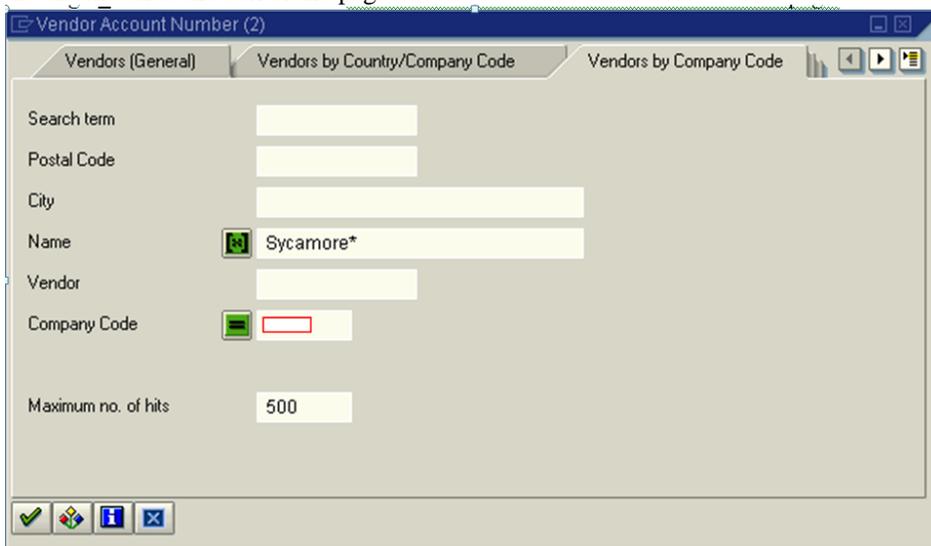


**LOCATING VENDOR INFORMATION**

Go into XK03 if you do not have the vendor number you can double click on the little folder here.



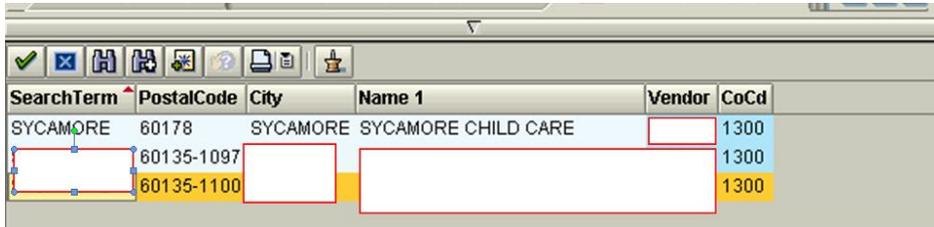
Then this screen will pop up and you can type in at least a part of the name for instance I want to find out Sycamore Child Care address I will type in Sycamore\* Always put in this little sign \* after the vendor name. Next click on the check box at the box of the page.



Then this page will come up and you will highlight Sycamore Child Care and double click on the highlighted line.

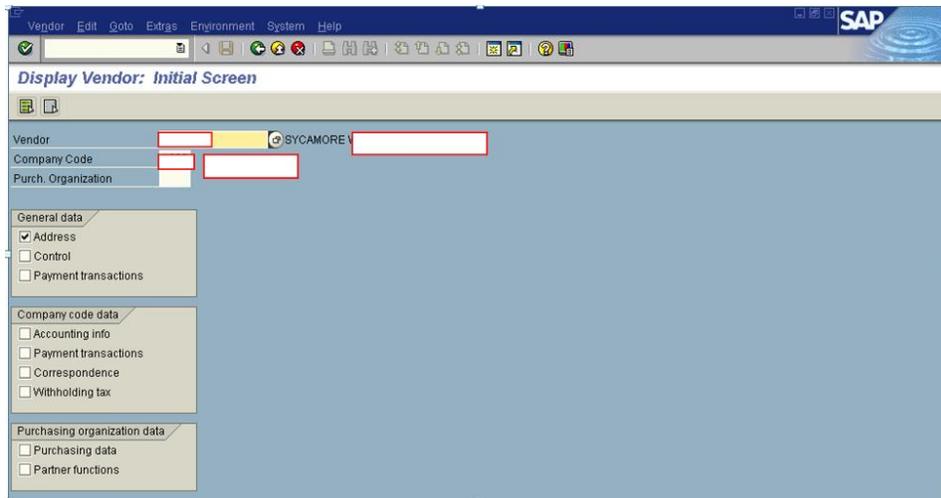
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SearchTerm	PostalCode	City	Name 1	Vendor	CoCd
SYCAMORE	60178	SYCAMORE	SYCAMORE CHILD CARE		1300
	60135-1097				1300
	60135-1100				1300

Now the vendor number will pop up in this box and then put a check mark in the address box and hit the green check ball at the top of the page.



Vendor: [Redacted] SYCAMORE [Redacted]

Company Code: [Redacted]

Purch. Organization: [Redacted]

**General data**

- Address
- Control
- Payment transactions

**Company code data**

- Accounting info
- Payment transactions
- Correspondence
- Withholding tax

**Purchasing organization data**

- Purchasing data
- Partner functions

Now you can find all the information for this vendor such as vendor number, address, phone number, fax number and sometimes there will be a contact name and email address for them.

The screenshot shows a web application interface titled "Display Vendor: Address". At the top, there are navigation icons and a "CIN Details" button. Below this, a "Vendor" field contains the value "102510". There are "Preview" and "Print" icons. The form is divided into several sections:

- Name:** Fields for "Title" and "Name".
- Search terms:** A field for "Search term 1/2".
- Street address:** Fields for "Street/House number", "District", and "Postal code/City". Below these are dropdown menus for "Country" (US, USA), "Region" (IL, Illinois), "Time zone" (CST), and "Jurisdict. code" (1403733501).
- PO box address:** Fields for "PO Box" and "Postal code".

**FINDING SPEND BY SUPPLIER**

Purpose: To find yearly spend of items by supplier.

Use ME2L with the settings below.

You can select the suppliers by the vendor code and then use one years data based on the delivery date.

This will give you the qty that each supplier shipped by material.

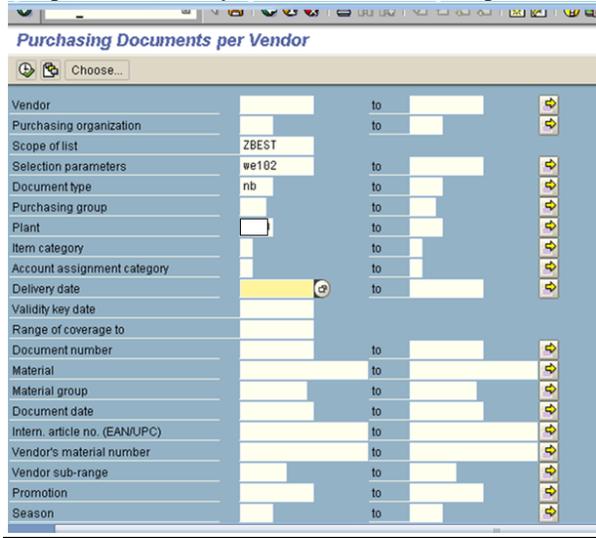
You can then take the goods receipt column and multiply by the PO price.

Be careful to watch the qty per- for example per 1, 10, 100, ect.... and the unit of measure.

Check if the suppliers are in dollars. There are some that need to be converted.

Sourcing pulls this information on a yearly basis, however you want timely information based on need.

The parameters that you are to use are below plus add the date and vendor number.



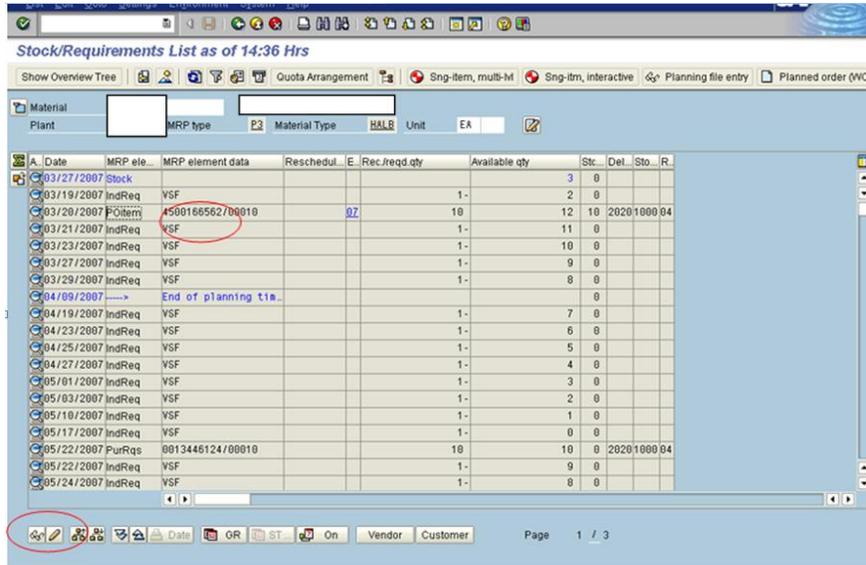
**INTERPLANT SHIPMENTS**

**PAST DUE IN TRANSIT SHIPMENT (STO) TO RECEIVING PLANT**

Past due makes us angry, so the planner who typed this used all caps, so you would know she was mad.

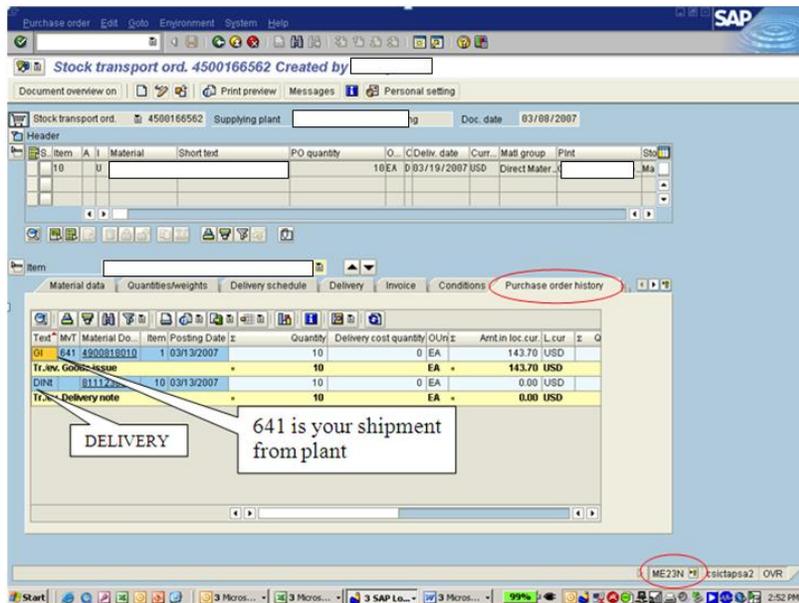
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STEP 1 – IN THE RECEIVING PLANT CLICK ON STO # (UNDER MRP ELEMENT/DATA) AND THEN HIT EYEGLASSES. THIS WILL TAKE YOU TO THE STO DETAIL SCREEN. YOU WILL NEED TO CLICK ON THE PURCHASE HISTORY TAB. PURCHASE HISTORY WILL ONLY SHOW UP IF A DELIVERY (ALSO SHIPMENT AND RECEIPT) WAS CREATED (see example on next page).

STEP 2 – ONCE YOU ARE IN THE PURCHASE HISTORY TAB, YOU WILL BE ABLE TO SEE THAT YOUR STO SHIPPED AND RECEIVING PLANT HAS NOT RECEIVED IN. See definitions of transactions noted below.



NOTE – the above shows your delivery (DINT) and the 641 shipment transaction. The 101 Receipt transaction is missing for your quantity.

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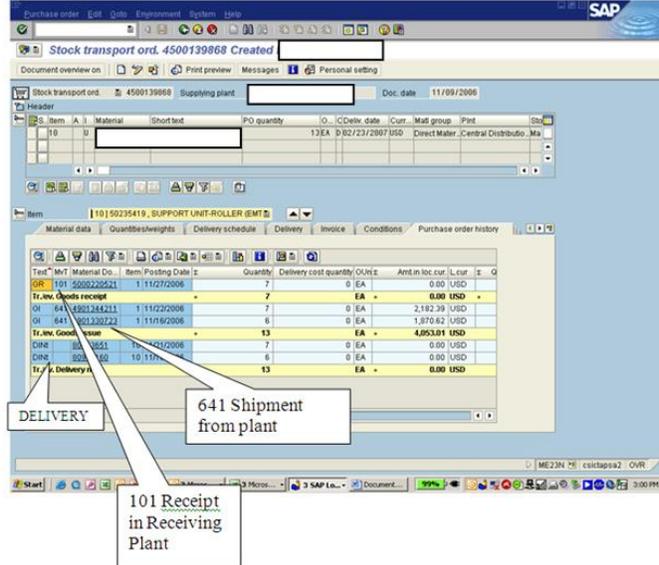
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DINT = <b>Delivery</b> has been created 641 = (GI – Goods issue) = <b>SHIPMENT</b> has been made to Receiving Plant 101 = (GR – Goods receipts) = <b>RECEIPT</b> @ Receiving plant
--

See next example where complete STO quantity was shipped, but only partial received in.

Example of STO where full quantity was shipped (different days), but only partial received in.



The below will vary per plant site.

STEP 3 – Once stuck shipment (STO) is identified, you will need to contact the Receiving Plant dept – Lisa Scales & Sheila Struse and cc: Helen Hamburger and Julie Muffins. The REGIONAL DISTRIBUTION CENTER will review and advise back receipt of product, or product was not received. If product was not received, see steps below. If product was not received, you may have to remind REGIONAL DISTRIBUTION CENTER contacts and Canton contacts to do the steps below.

1. REGIONAL DISTRIBUTION CENTER will have to receive in against STO
2. REGIONAL DISTRIBUTION CENTER will then have to do a 303 transaction
3. Canton will then have to do 305 transaction

**ZREPORTS**

Z Reports are custom written reports, usually needed to combine or limit access to data from key tables.

**ZG\_LEAD\_TIME**

This report can show you numerous on time delivery metrics. It can be run by supplier specific, posting date of the PO, plant specific, etc. For the example below we are running it for every PO that was received in the prior week.

We want

to know how many of the pos were early and how many were late.

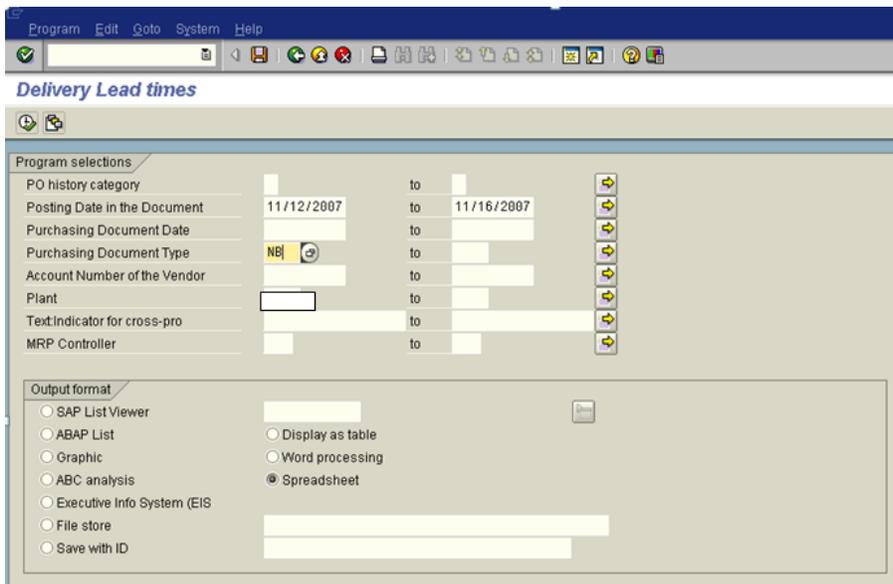
Fields Entered:

Posting Date = Date PO was Received

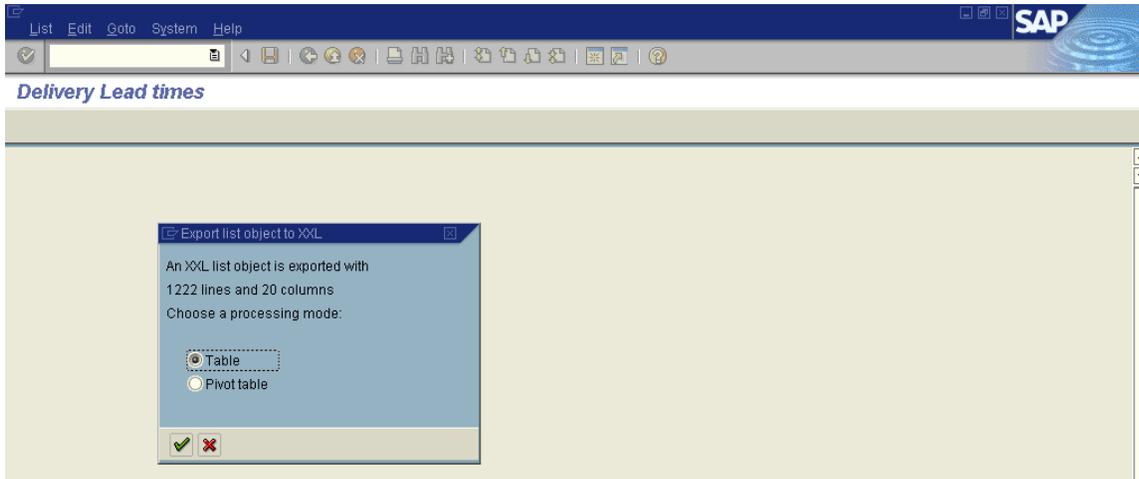
Purchase Document Type: NB = Purchase Orders

Plant = 2020 (Greenlee)

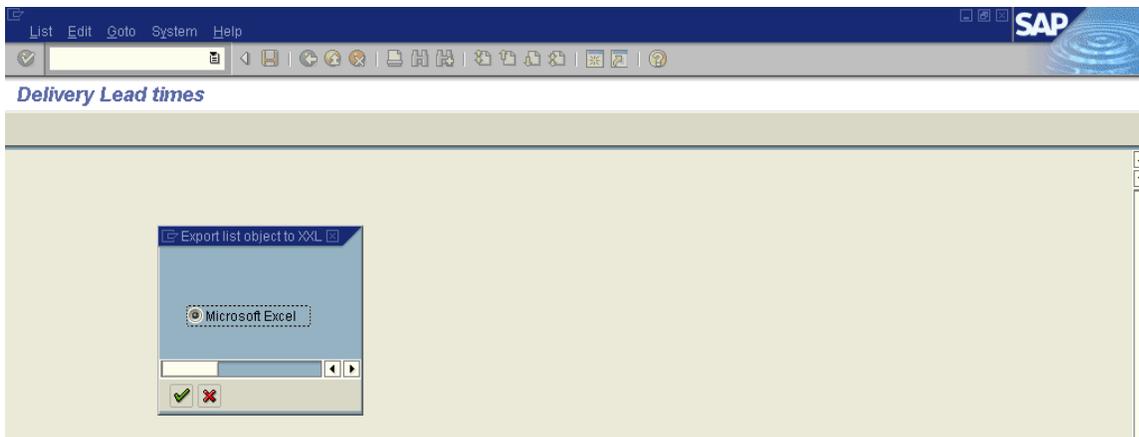
Note that the output format is designated for a spreadsheet. Once your fields are selected, click on the execute.



Next, pick whether you would like a table or pivot table and click on the green check.



Click on the green check for MicroSoft Excel.



This will then import it into an excel spreadsheet. You MUST save this before going back into SAP and using the same session. If you do not save it the report is gone.

Here's some of the categories shown below:

Doc Date = Date PO was created

Delivery Date = Date supplier committed to

StatDelDate = This is the date that the supplier gets recorded for their scorecard

PDT = Planned Delivery Time

ADT = Actual Delivery Time

Perf = Days early or late to the PDT

% Perf = % of days early or late to the PDT

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You can massage this information into the format or data you are looking for.

Vendor	Purch Doc	Item	Material	Short text	Doc. date	Deliv. date	StatDelID	Pstng Date	PDT	ADT	Perf	% Perf	F
100053	4500195901	00010			07/11/2007	11/02/2007	11/02/2007	11/12/2007	35	124	10		
100053	4500195901	00010			07/11/2007	11/02/2007	11/02/2007	11/12/2007	35	124	10		
100053	4500195902	00010			07/11/2007	11/09/2007	11/09/2007	11/13/2007	35	125	4		
100053	4500195904	00010			07/11/2007	11/16/2007	11/16/2007	11/13/2007	35	125	-3		
100053	4500195904	00010			07/11/2007	11/16/2007	11/16/2007	11/13/2007	35	125	-3		
100074	4500218393	00010			10/12/2007	11/13/2007	11/13/2007	11/12/2007	21	31	-1		
100074	4500198416	00010			07/20/2007	08/24/2007	08/24/2007	11/12/2007	21	115	80		
100074	4500198416	00010			07/20/2007	08/24/2007	08/24/2007	11/12/2007	21	115	80		
100074	4500213742	00020			09/25/2007	11/13/2007	11/13/2007	11/12/2007	21	48	-1		
100074	4500218394	00010			10/12/2007	11/02/2007	11/02/2007	11/12/2007	21	31	10		
100074	4500218394	00020			10/12/2007	11/14/2007	11/14/2007	11/14/2007	21	33	0		
100099	4500215252	00010			10/02/2007	11/06/2007	11/06/2007	11/14/2007	28	43	8		
100172	4500215332	00070			10/02/2007	11/07/2007	11/07/2007	11/14/2007	48	43	7		
100172	4500209688	00010			09/10/2007	10/15/2007	10/15/2007	11/15/2007	42	66	31		
100172	4500215332	00020			10/02/2007	11/19/2007	11/19/2007	11/14/2007	20	43	-5		
100172	4500215332	00100			10/02/2007	11/20/2007	11/20/2007	11/14/2007	20	43	-6		
100228	4500201454	00010			08/02/2007	09/27/2007	09/27/2007	11/14/2007	28	104	48		
100228	4500213744	00010			09/25/2007	11/07/2007	11/07/2007	11/14/2007	28	50	7		
100228	4500213744	00020			09/25/2007	11/28/2007	11/28/2007	11/16/2007	28	52	-12		
100228	4500218397	00010			10/12/2007	11/20/2007	11/20/2007	11/14/2007	28	33	-6		
100318	4500225415	00020			11/08/2007	11/29/2007	11/29/2007	11/15/2007	21	7	-14		
100318	4500225415	00010			11/08/2007	11/29/2007	11/29/2007	11/15/2007	21	7	-14		
100345	4500216330	00010			10/05/2007	11/08/2007	11/08/2007	11/13/2007	21	39	5		
100345	4500215106	00020			10/01/2007	11/08/2007	11/08/2007	11/13/2007	21	43	5		
100345	4500215104	00010			10/01/2007	11/13/2007	11/13/2007	11/13/2007	38	43	0		
100345	4500215105	00010			10/01/2007	11/08/2007	11/08/2007	11/13/2007	32	43	5		
100345	4500216331	00010			10/05/2007	11/08/2007	11/08/2007	11/13/2007	21	39	5		
100345	4500213080	00010			09/21/2007	10/26/2007	10/26/2007	11/14/2007	21	54	19		
100345	4500209760	00020			09/10/2007	11/07/2007	11/07/2007	11/13/2007	21	64	6		
100345	4500218841	00020			10/15/2007	11/16/2007	11/16/2007	11/13/2007	21	29	-3		
100345	4500218841	00010			10/15/2007	11/16/2007	11/16/2007	11/13/2007	21	29	-3		

**BLOCKED INVOICES**

FOR BLOCKED INVOICE REPORT

Go to MRBR

Key in the business day before report in the 2<sup>nd</sup> box under Posting date.

The screenshot shows the SAP 'Release Blocked Invoices' dialog box. The window title is 'Release Blocked Invoices'. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is divided into several sections:

- Selection of blocked invoices:** A table with fields for Company code (1300), Invoice document, Fiscal year, Vendor, Posting date (to 01/17/2007), Due date, Purchasing group, and User. Each field has a 'to' field and a dropdown arrow.
- Processing:** Radio buttons for 'Release manually' (selected) and 'Release automatically'. A checkbox for 'Move cash disc. date' is present.
- Blocking procedure:** Radio buttons for 'Blocked due to variances' (selected), 'Manual payment block', and 'Stochastically blocked'.
- Display options:** A 'Variant' field with a dropdown arrow.

Click execute

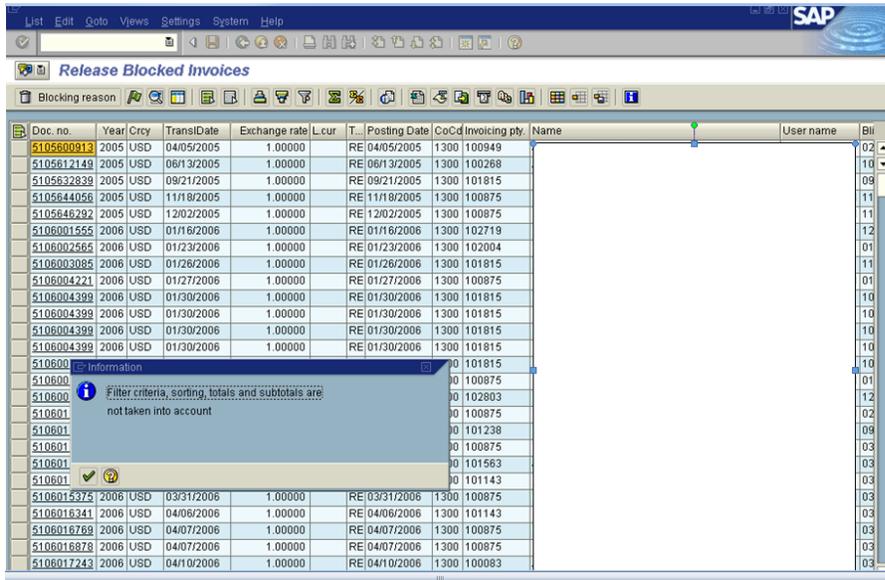
When this screen comes up, click on list and export

Doc. no.	Year	CrCY	TransDate	Exchange rate	LCur	T...	Posting Date	CoCd	Invoicing pty	Name	User name	Bli
5105600913	2005	USD	04/05/2005	1.00000		RE	04/05/2005	1300	100949			02
5105612149	2005	USD	06/13/2005	1.00000		RE	06/13/2005	1300	100268			10
5105632839	2005	USD	09/21/2005	1.00000		RE	09/21/2005	1300	101815			09
5105644056	2005	USD	11/18/2005	1.00000		RE	11/18/2005	1300	100875			CH 11
5105646292	2005	USD	12/02/2005	1.00000		RE	12/02/2005	1300	100875			CH 11
5106001555	2006	USD	01/16/2006	1.00000		RE	01/16/2006	1300	102719			12
5106002565	2006	USD	01/23/2006	1.00000		RE	01/23/2006	1300	102004			01
5106003085	2006	USD	01/26/2006	1.00000		RE	01/26/2006	1300	101815			11
5106004221	2006	USD	01/27/2006	1.00000		RE	01/27/2006	1300	100875			CH 01
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106005544	2006	USD	02/03/2006	1.00000		RE	02/03/2006	1300	100875			CH 01
5106007021	2006	USD	02/14/2006	1.00000		RE	02/14/2006	1300	102803			12
5106010436	2006	USD	03/03/2006	1.00000		RE	03/03/2006	1300	100875			CH 02
5106011429	2006	USD	03/09/2006	1.00000		RE	03/09/2006	1300	101238			09
5106013124	2006	USD	03/17/2006	1.00000		RE	03/17/2006	1300	100875			CH 03

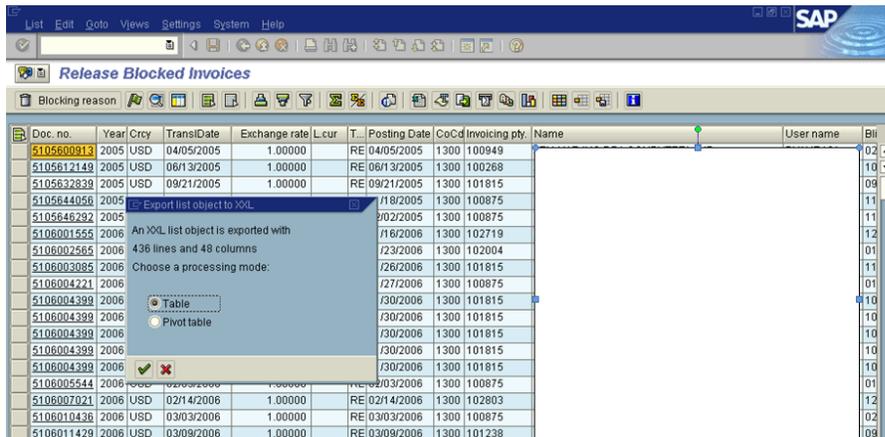
Click on Spreadsheet

Doc. no.	Year	CrCY	TransDate	Exchange rate	LCur	T...	Posting Date	CoCd	Invoicing pty	Name	User name	Bli
5105600913	2005	USD	04/05/2005	1.00000		RE	04/05/2005	1300	100949			02
5105612149	2005	USD	06/13/2005	1.00000		RE	06/13/2005	1300	100268			10
5105632839	2005	USD	09/21/2005	1.00000		RE	09/21/2005	1300	101815			09
5105644056	2005	USD	11/18/2005	1.00000		RE	11/18/2005	1300	100875			CH 11
5105646292	2005	USD	12/02/2005	1.00000		RE	12/02/2005	1300	100875			CH 11
5106001555	2006	USD	01/16/2006	1.00000		RE	01/16/2006	1300	102719			12
5106002565	2006	USD	01/23/2006	1.00000		RE	01/23/2006	1300	102004			01
5106003085	2006	USD	01/26/2006	1.00000		RE	01/26/2006	1300	101815			11
5106004221	2006	USD	01/27/2006	1.00000		RE	01/27/2006	1300	100875			CH 01
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106005544	2006	USD	02/03/2006	1.00000		RE	02/03/2006	1300	100875			CH 01
5106007021	2006	USD	02/14/2006	1.00000		RE	02/14/2006	1300	102803			12
5106010436	2006	USD	03/03/2006	1.00000		RE	03/03/2006	1300	100875			CH 02
5106011429	2006	USD	03/09/2006	1.00000		RE	03/09/2006	1300	101238			09
5106013124	2006	USD	03/17/2006	1.00000		RE	03/17/2006	1300	100875			CH 03
5106014128	2006	USD	03/28/2006	1.00000		RE	03/28/2006	1300	101563			03
5106014851	2006	USD	03/30/2006	1.00000		RE	03/30/2006	1300	101143			03
5106015375	2006	USD	03/31/2006	1.00000		RE	03/31/2006	1300	100875			CH 03
5106016341	2006	USD	04/06/2006	1.00000		RE	04/06/2006	1300	101143			03
5106016769	2006	USD	04/07/2006	1.00000		RE	04/07/2006	1300	100875			CH 03
5106016878	2006	USD	04/07/2006	1.00000		RE	04/07/2006	1300	100875			CH 03
5106017243	2006	USD	04/10/2006	1.00000		RE	04/10/2006	1300	100083			03

When this comes up, click on green check mark



Click on Table



When this comes up, click on check mark or hit enter on your keyboard

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
 REVEALED TO: THE BEARDED ONE

REVELATION REVISION : PLANNING  
 APPROVED BY: THERE IS NO HIGHER AUTHORITY

Doc. no.	Year	CrCY	TranslDate	Exchange rate	LCur	T.	Posting Date	CoCd	Invoicing pty.	Name	User name	Bli
5105600913	2005	USD	04/05/2005	1.00000		RE	04/05/2005	1300	100949			02
5105612149	2005	USD	06/13/2005	1.00000		RE	06/13/2005	1300	100268			10
5105632839	2005	USD	09/21/2005	1.00000		RE	09/21/2005	1300	101815			09
5105644056	2005			1000		RE	11/18/2005	1300	100875			11
5105646292	2005			1000		RE	12/02/2005	1300	100875			11
5106001555	2006			1000		RE	01/18/2006	1300	102719			12
5106002565	2006			1000		RE	01/23/2006	1300	102004			01
5106003095	2006			1000		RE	01/28/2006	1300	101815			11
5106004221	2006			1000		RE	01/27/2006	1300	100875			01
5106004399	2006			1000		RE	01/30/2006	1300	101815			10
5106004399	2006			1000		RE	01/30/2006	1300	101815			10
5106004399	2006			1000		RE	01/30/2006	1300	101815			10
5106004399	2006	USD	01/30/2006	1.00000		RE	01/30/2006	1300	101815			10
5106005544	2006	USD	02/03/2006	1.00000		RE	02/03/2006	1300	100875			01
5106007021	2006	USD	02/14/2006	1.00000		RE	02/14/2006	1300	102803			12
5106010436	2006	USD	03/03/2006	1.00000		RE	03/03/2006	1300	100875			02
5106011429	2006	USD	03/09/2006	1.00000		RE	03/09/2006	1300	101238			09
5106013124	2006	USD	03/17/2006	1.00000		RE	03/17/2006	1300	100875			03
5106014128	2006	USD	03/28/2006	1.00000		RE	03/28/2006	1300	101563			03
5106014851	2006	USD	03/30/2006	1.00000		RE	03/30/2006	1300	101143			03
5106015375	2006	USD	03/31/2006	1.00000		RE	03/31/2006	1300	100875			03
5106016341	2006	USD	04/06/2006	1.00000		RE	04/06/2006	1300	101143			03
5106016769	2006	USD	04/07/2006	1.00000		RE	04/07/2006	1300	100875			03
5106016878	2006	USD	04/07/2006	1.00000		RE	04/07/2006	1300	100875			03
5106017243	2006	USD	04/10/2006	1.00000		RE	04/10/2006	1300	100083			03

This is how the screen will look

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
 REVEALED TO: THE BEARDED ONE

REVELATION REVISION : PLANNING  
 APPROVED BY: THERE IS NO HIGHER AUTHORITY

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Doc. no.	Year	L cur	Type	CoCd	Inv. qty	Name	User name	PBk	Log block	Item	Purch. Doc.	Item	SAA
2	5105600913	2005	RE	1300	1009				A	000002	GRDO21836	00002	01	
3	5105612149	2005	RE	1300	1002				A	000001	GRDO18930	00001	01	
4	5105632839	2005	RE	1300	1018				A	000001	GRDO28157	00001	01	
5	5105644056	2005	RE	1300	1008				A	000001	4500059620	00010	01	%9
6	5105646292	2005	RE	1300	1008				A	000001	4500061849	00010	01	%2
7	5106001555	2006	RE	1300	1027				A	000001	4500058249	00060	00	%0
8	5106002565	2006	RE	1300	1020				A	000001	GRDO31609	00001	01	
9	5106003085	2006	RE	1300	1018				A	000002	4500055924	00030	00	%9
10	5106004221	2006	RE	1300	1008				A	000001	4500058051	00010	01	%9
11	5106004399	2006	RE	1300	1018				A	000004	GRDO29681	00004	01	
12	5106004399	2006	RE	1300	1018				A	000005	GRDO29681	00005	01	
13	5106004399	2006	RE	1300	1018				A	000008	GRDO29681	00008	01	
14	5106004399	2006	RE	1300	1018				A	000016	GRDO29704	00005	01	
15	5106004399	2006	RE	1300	1018				A	000018	GRDO29717	00001	01	
16	5106005544	2006	RE	1300	1008				A	000001	4500070751	00010	01	%2
17	5106007021	2006	RE	1300	1028				A	000001	4500062220	00010	00	%9
18	5106010436	2006	RE	1300	1008				A	000001	4500076392	00010	01	%2
19	5106011429	2006	RE	1300	1012				A	000361	4500005048	03660	00	%0
20	5106013124	2006	RE	1300	1008				A	000001	4500082228	00010	01	%2
21	5106014128	2006	RE	1300	1018				A	000001	GRDO30630	00001	01	
22	5106014624	2006	RE	1300	1014				A	000001	4500058249	00060	00	%0

- Highlight the entire spreadsheet by clicking on the box between column A and Row One
- Remove highlight from spreadsheet
- Sort by Purch Doc (column L)
- Delete all GRDOXXXXX purchase orders (these are Ariba orders)

When the screen looks like this, highlight the entire document and click on autofilter

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Doc. no.	Year	L cur	Type	CoCd	Inv. qty	Name	User name	PBk	Log block	Item	Purch. Doc.	Item	SAA
2	5106011429	2006	RE	1300	101238				A	000361	4500005048	03660	00	%0
3	5106060537	2006	RE	1300	101238				A	000057	4500005048	03940	00	%0
4	5106017557	2006	RE	1300	102740				A	000001	4500018959	00060	00	%0
5	5106034310	2006	RE	1300	101815				A	000001	4500023177	00010	00	%9
6	5106065189	2007	RE	1300	101992				A	000002	4500033597	00020	00	%0
7	5106023098	2006	RE	1300	101143				A	000001	4500036212	00010	00	%0
8	5106023098	2006	RE	1300	101143				A	000005	4500036212	00050	00	%0
9	5106056299	2006	RE	1300	101633				A	000015	4500050538	00030	00	%0
10	5106003085	2006	RE	1300	101815				A	000002	4500055924	00030	00	%9
11	5106004221	2006	RE	1300	100875				A	000001	4500058051	00010	01	%9
12	5106001555	2006	RE	1300	102719				A	000001	4500058249	00060	00	%0
13	5105644056	2005	RE	1300	100875				A	000001	4500059620	00010	01	%9
14	5105646292	2005	RE	1300	100875				A	000001	4500061849	00010	01	%2
15	5106007021	2006	RE	1300	102803				A	000001	4500062220	00010	00	%2
16	5106005544	2006	RE	1300	100875				A	000001	4500070751	00010	01	%2
17	5106031356	2006	RE	1300	101298				A	000001	4500070850	00010	00	%0
18	5106060299	2006	RE	1300	100875				A	000001	4500073765	00010	00	%0
19	5106060300	2006	RE	1300	100875				A	000001	4500073765	00020	00	%0
20	5106060301	2006	RE	1300	100875				A	000001	4500073765	00030	00	%0

Go to column AA (PRC) and filter by X, the number of blocked invoices due to price will show up in the lower right hand column and if you want to see the invoices that are blocked due to quantity issues, filter by column Z

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
 REVEALED TO: THE BEARDED ONE

REVELATION REVISION : PLANNING  
 APPROVED BY: THERE IS NO HIGHER AUTHORITY

	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
	User name	PE	Log bloc	Item	Purch. Doc	Item SA	Material	Plr	Pr	Ref. do	Ye	Iter	C	CT	Ctr. kr	S	O	Qty	Prc	Qu	It	
2		A	000361	4500005048	03660	00	90506170	2020	024			0000								X		
10		A	000002	4500055924	00030	00	99974711	2000	014			0000								X		
13		A	000001	4500059620	00010	01	99041146	2010	005			0000								X		
38		A	000003	4500080063	00030	00	50476732	2000	014			0000								X		
41		A	000003	4500080767	00030	01		2020	039			0000								X		
42		A	000001	4500081336	00010	01	99504952	2020	005			0000								X		
43		A	000001	4500081336	00010	01	99504952	2020	005			0000								X		
75		A	000003	4500103569	00030	00	90551281	2020	022			0000								X		
81		A	000047	4500114222	00040	00	52024874	2000	014			0000								X		
88		A	000001	4500122733	00020	00	50111990	2020	022			0000								X		
89		A	000002	4500122733	00020	00	50111990	2020	022			0000								X		
91		A	000001	4500124919	00010	01		2020	007			0000								X		
98		A	000002	4500127713	00020	00	50417122	2020	043			0000								X		
100		A	000001	4500129212	00010	00	50061666	2030	020			0000								X		
103		A	000001	4500130274	00010	00	50111990	2020	022			0000								X		
110		A	000003	4500133375	00030	00	50417122	2020	043			0000								X		

**To look up a check number you need to follow these steps:**

Go to FBLIN  
Enter the Vendor number  
1300 in company Code  
Line Item selection  
Click on ALL ITEMS  
Type  
Place a check mark in all of the boxes  
Execute

Look for the Green dotted items these are the paid items

Look for the doc numbers that are 20000\*\*\*\*  
This is where the items have paid  
Double click on the 20000\*\*\*\* number  
Go to the Environment at the top of the page.  
Go to check info  
This screen tells you the check number and the date of the check.  
Check Encashment is the date the check was cashed

\*\*\*\*\***To look up wire**  
**info:**

Go to FBLIN  
Enter the Vendor number  
1300 in company Code  
Line Item selection  
Click on ALL ITEMS  
Type  
Place a check mark in all of the boxes  
Execute

Look for the Green dotted items these are the paid items

Look for the doc numbers that are 20000\*\*\*\*  
This is where the items have paid  
Double click on the 20000\*\*\*\* number  
Go to the Environment at the top of the page.  
Click on Payment usage.

This tells you all of the invoices that have paid VIA Wire.

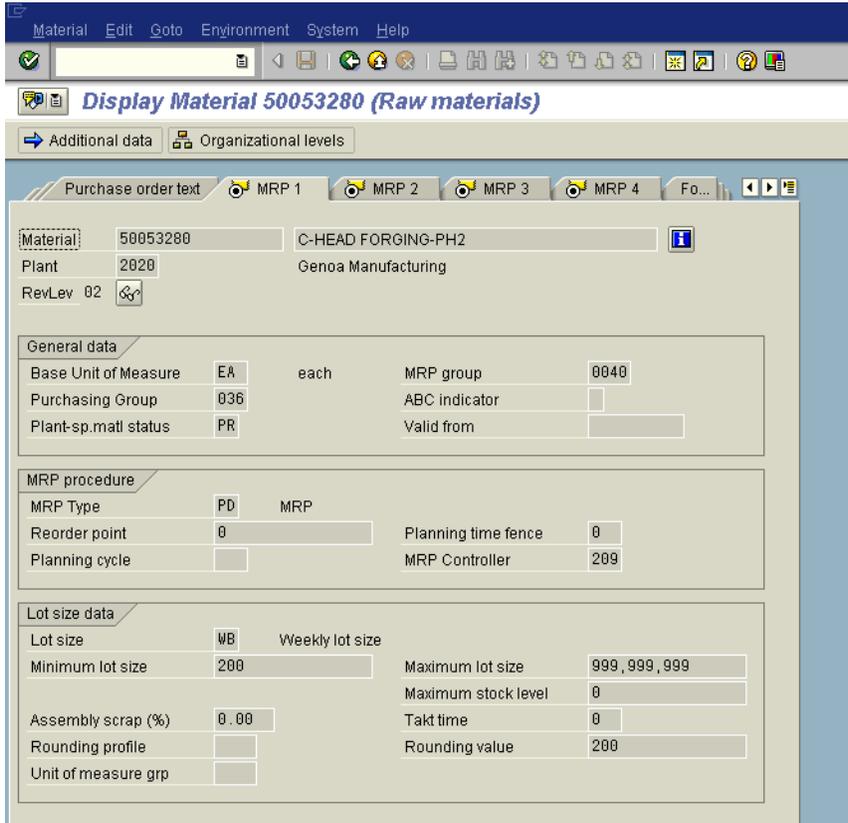
## ET CETERA

### CHANGING BUYER CODES

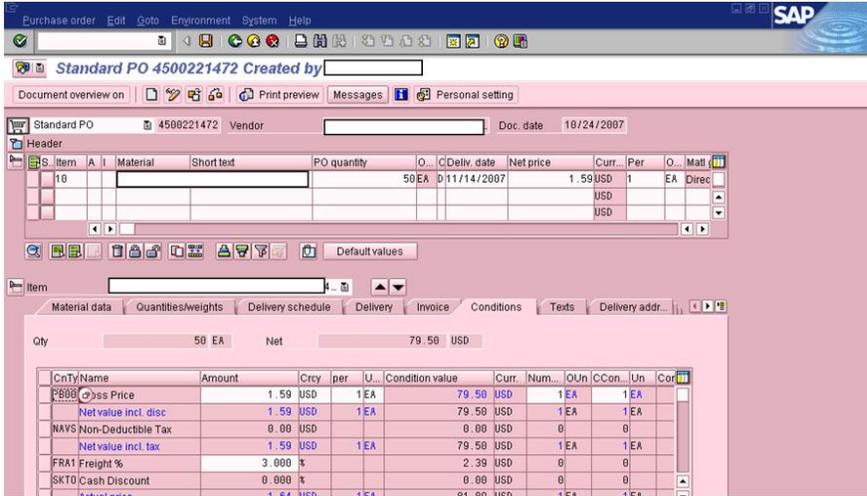
GO TO MD04 AND EITHER DOUBLE CLICK ON THE PART NUMEBR OF GO TO ENVIROMENT –THEN CHANGE MATERIAL

A.	Date	MRP ele...	MRP element data	Reschedul... E...	Rec./reqd. qty	Available qty	Del...	Sto... R...
	11/02/2007	Stock				25		
	10/02/2007	POItem	4500207332/00010	11/02/2007 15	400	425	1000	02
	10/26/2007	OrdRes	50058142		3-	422	1000	02
	11/01/2007	OrdRes	50335030		20-	402	1000	02
	11/02/2007	DepReq	50058142		8-	394	1000	02
	11/02/2007	DepReq	50058142		8-	386	1000	02
	11/02/2007	DepReq	50058142		8-	378	1000	02
	11/08/2007	DepReq	50335030		20-	358	1000	02
	11/12/2007	DepReq	50058142		8-	350	1000	02
	11/14/2007	PRqRel	0015847090/00010		3-	347	2000	02
	11/15/2007	DepReq	50335030		20-	327	1000	02
	11/15/2007	DepReq	50058142		8-	319	1000	02
	11/26/2007	DepReq	50335030		20-	299	1000	02

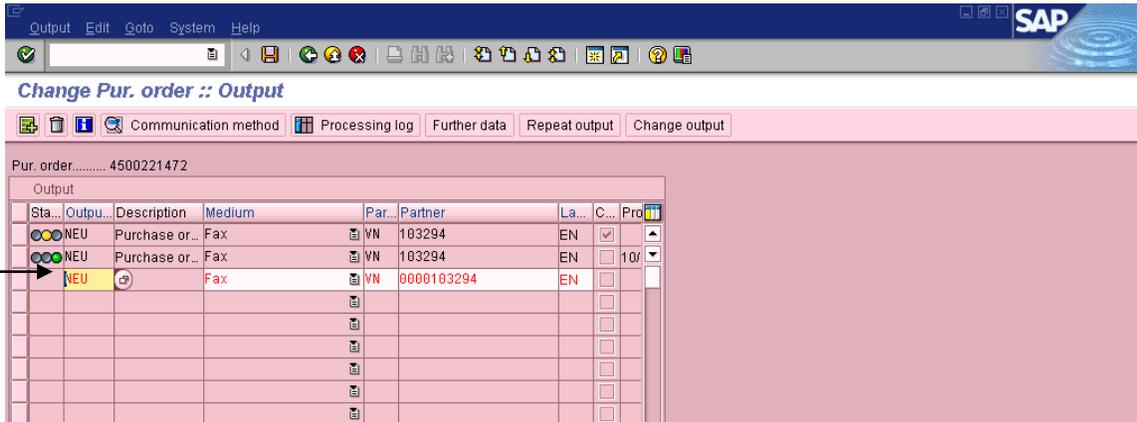
GO TO MRP 2 TAB AND ENTER THE BUYER CODE THEN CLICK SAVE. NEXT MRP RUN THIS MATERIAL WILL BE ASSIGNED TO THE RIGHT BUYER.



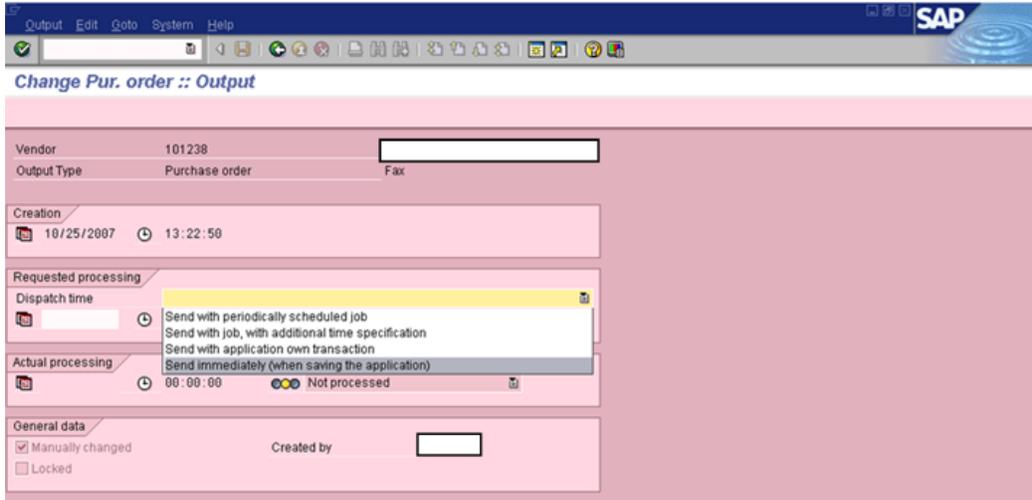
**FAXING A SAP PURCHASE ORDER**  
**ME22N CLICK ON THE MESSAGES BOX**



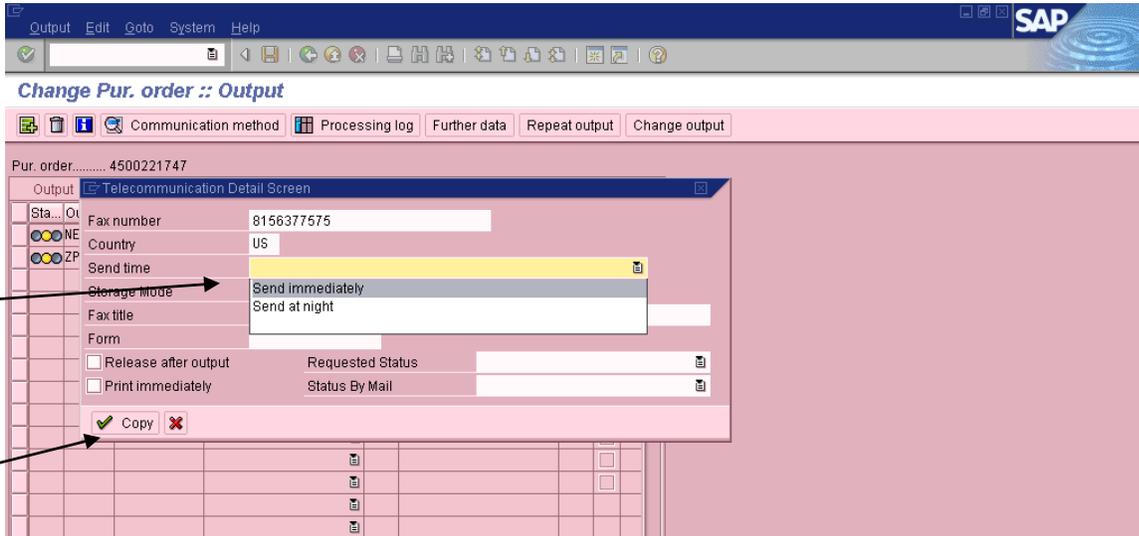
IN THE NEXT BLANK LINE, TYPE NEU-FAX-VN AND HIT ENTER TO POPULATE THE NUMBERS SAVED IN SAP DATABASE



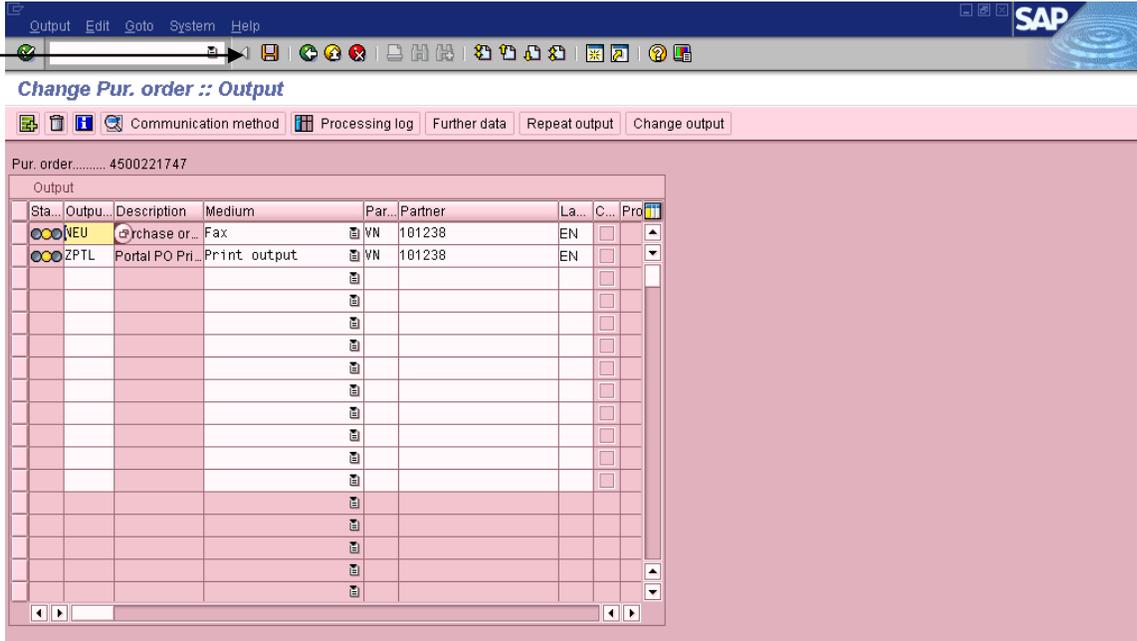
GO TO THE FURTHER DATA BOX AND CLICK ON THE PULL DOWN MENU AND SELECT SEND IMMEDIATELY(WHEN SAVING THE APPLICATION).



CLICK THE GREEN ARROW TO GO BACK AND CLICK ON THE COMMUNICATION METHOD BOX.  
CLICK ON THE SEND TIME BLANK PULL DOWN MENU AND SELECT SEND IMMEDIATELY. THAN  
CLICK THE GREEN CHECKMARK COPY BUTTON



CLICK THE SAVE BUTTON TO FINISH

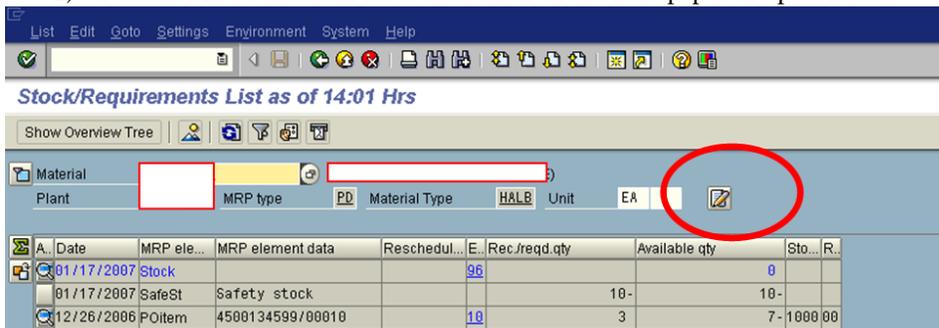


**OBSOLETE MATERIALS**

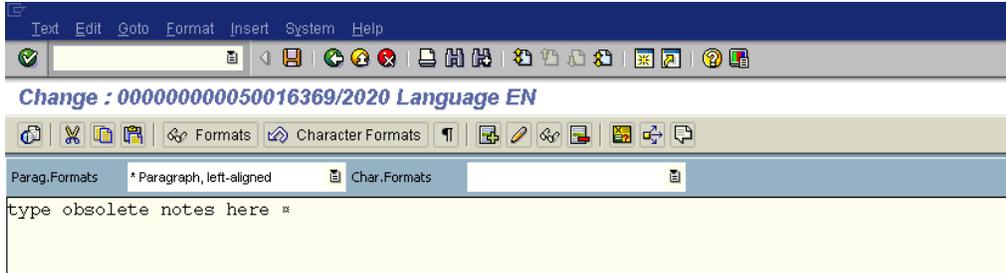
Purpose: Outline the steps a Forward Based Buyer would follow upon notification of a product obsolescence.

Forward Based Buyer – Obsolete parts

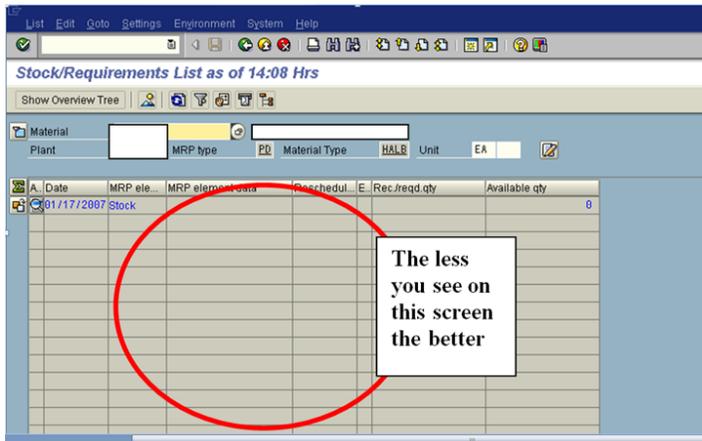
- 1) Request cycle count and inventory adjustment
- 2) Note in MD04 that item is obsolete click on the little paper and pencil icon



You will end at a new field.

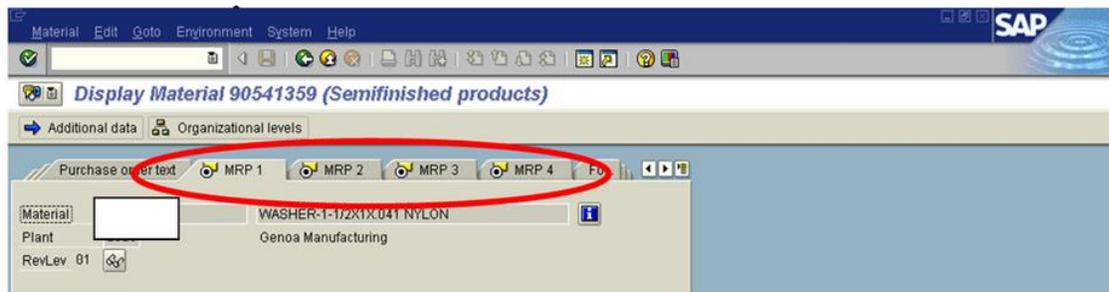


- 3) Verify forecast/demand is gone – in MD04, when you call up the item you should see a screen that will be either very unpopulated or have some stock our order information left in it. The key will be to verify there is no demand in the plant.



- 4) Contact supplier and cancel any pending shipments, if possible
- 5) Change Material Master (MM02)
  - a. Remove safety stock – MRP2 Tab
  - b. Change MRP type to ND

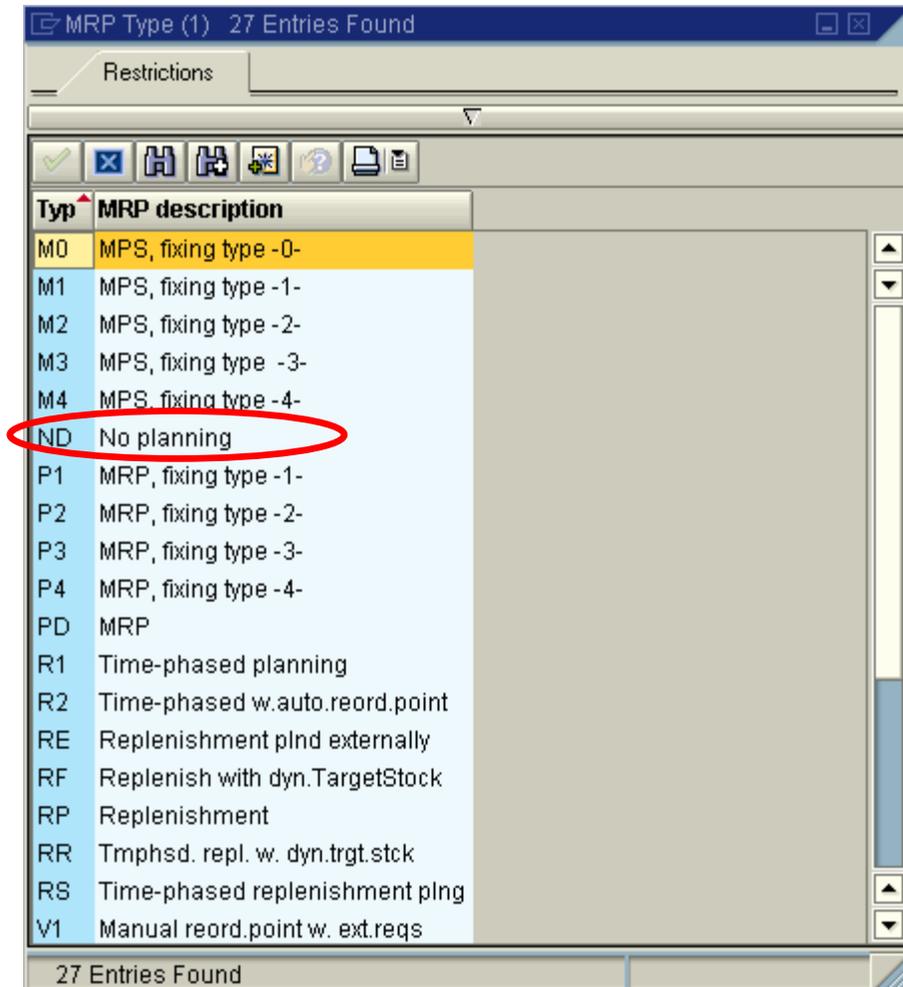
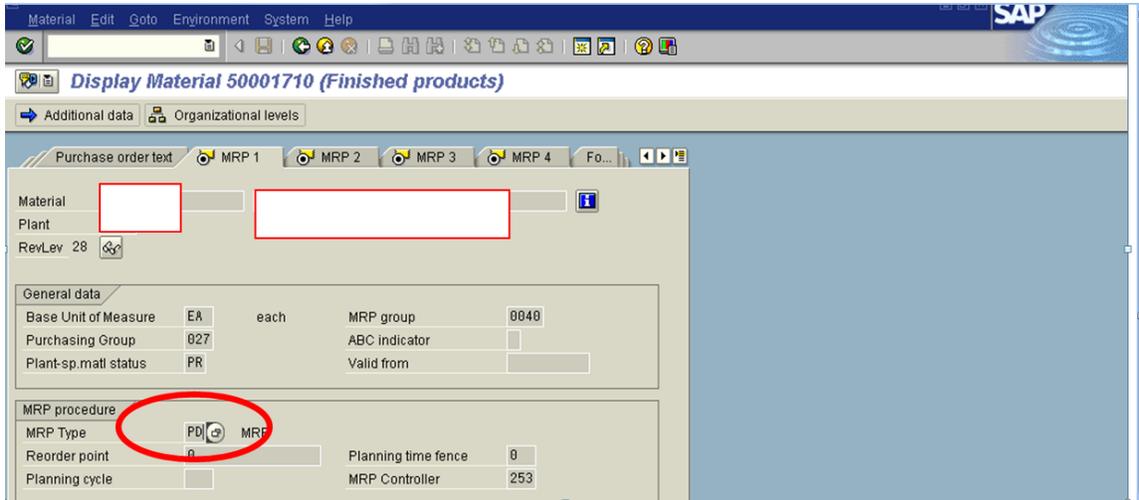
Note there are multiple tabs in MM02



On the MRP1 Field, to change MRP type, go to the field, hit the toggle down and select ND from the pop up list

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
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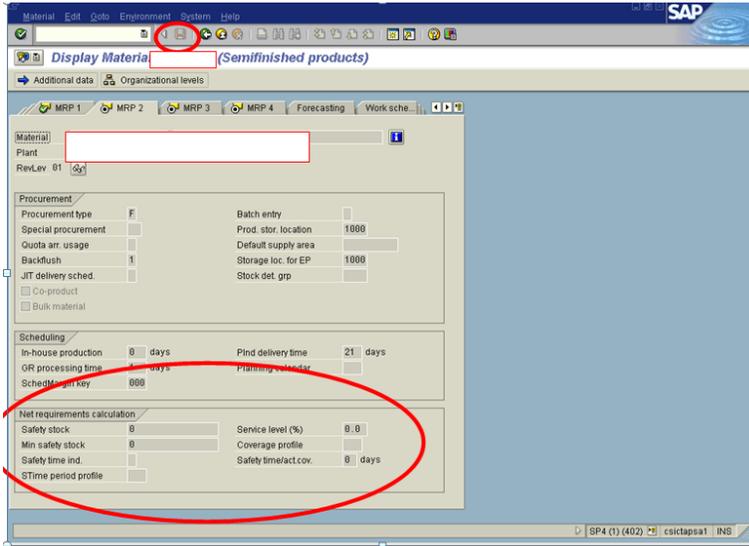


c. Remove coverage profile (safety lead time) – MRP2 Tab

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
REVEALED TO: THE BEARDED ONE

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d. Save



## LEAD TIMES

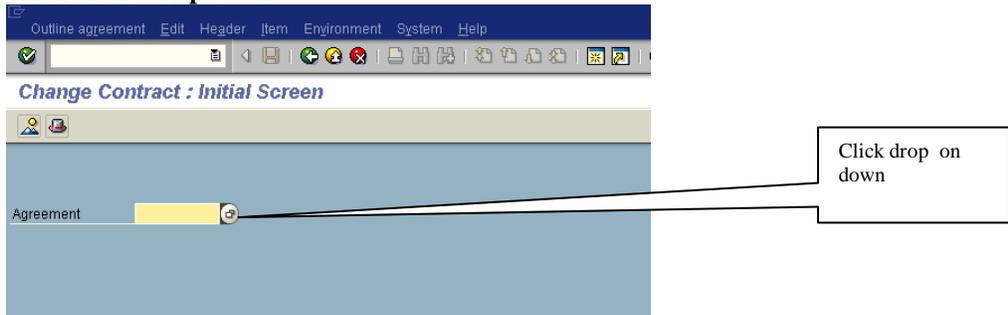
### CHANGING LEAD TIMES

Lead time should Always be changed in 2 locations.

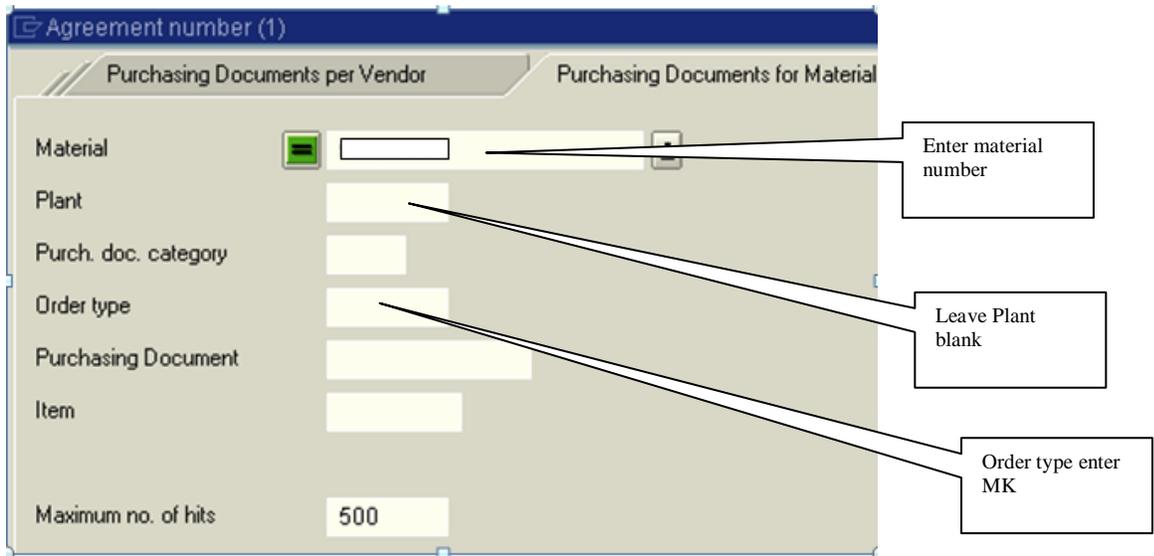
**Contract ME32K**  
**MM02 – MPR2 screen**

Go to **ME32K**

Click on the drop down



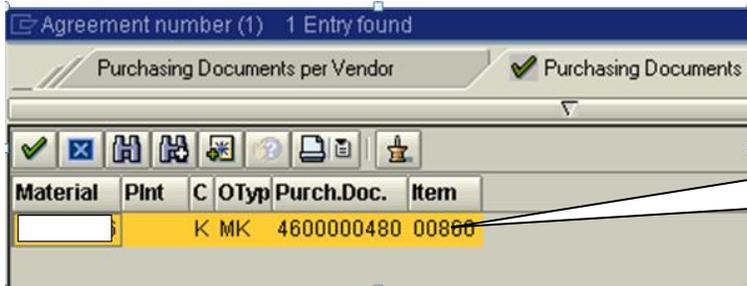
Go to Purchasing Documents Material tab and enter material number



Double Click on the most current contract

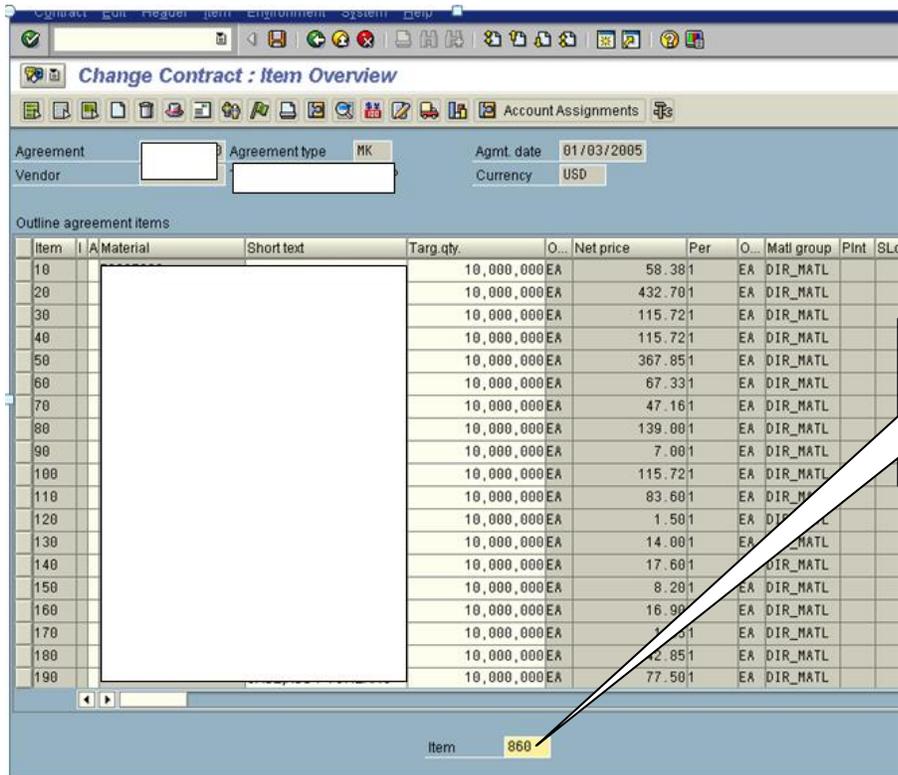
REVELATION: PURCHASING DETAILED SCREEN SHOTS  
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Remember Item # (line#) and double click to open

Enter the line number



Enter line number and return

Click in clear gray box to left of line 860 to highlight line

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
 REVEALED TO: THE BEARDED ONE

REVELATION REVISION : PLANNING  
 APPROVED BY: THERE IS NO HIGHER AUTHORITY

Change Contract : Item Overview

Agreement type: MK      Agmt. date: 01/03/2005  
 Vendor:      Currency: USD

Item	Material	Short text	Targ. qty.	O...	Net price	Per	O...	Matl group	Plnt	SLoc	D	T
860			10,000,000	EA	340.761		EA	DIR_MATL				
870			10,000,000	EA	533.811		EA	DIR_MATL				
880			10,000,000	EA	340.761		EA	DIR_MATL				
890			10,000,000	EA	424.921		EA	DIR_MATL				
900			10,000,000	EA	204.921		EA	DIR_MATL				
910			10,000,000	EA	409.391		EA	DIR_MATL				
920			10,000,000	EA	322.631		EA	DIR_MATL				
930			10,000,000	EA	447.191		EA	DIR_MATL				

Callout: Select Magnifying class OR Shift F5

Change Contract : Item 00860 Additional Data

Agreement item: 860      Item cat.      AcctAssCat  
 Material      Matl group: DIR\_MATL      Plant  
 Short text      Stor. Loc.

Administration

Pl. deliv. time: 12

OR proc. time  
 Revision Level  
 Prior vendor  
 Season category  
 Kanban Indicat.

Weights and volumes for 1 order unit

Gross weight: 2.300  
 Volume: 293.832      \*3  
 Points

Source list  
 Exclusion

Conditions

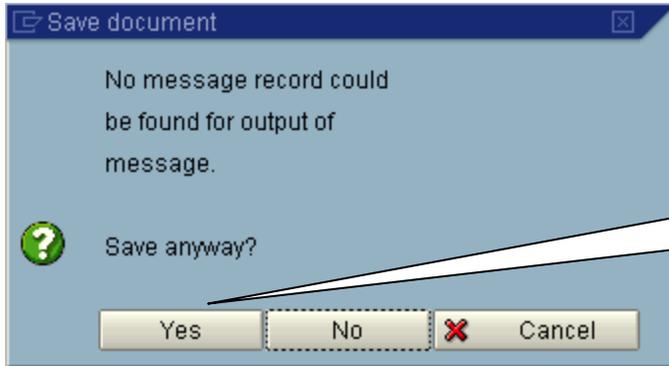
Condition group       No cash disc.  
 Sub-range      Promotion

Pr. date cat.      No control  
 Incoterms

GR control

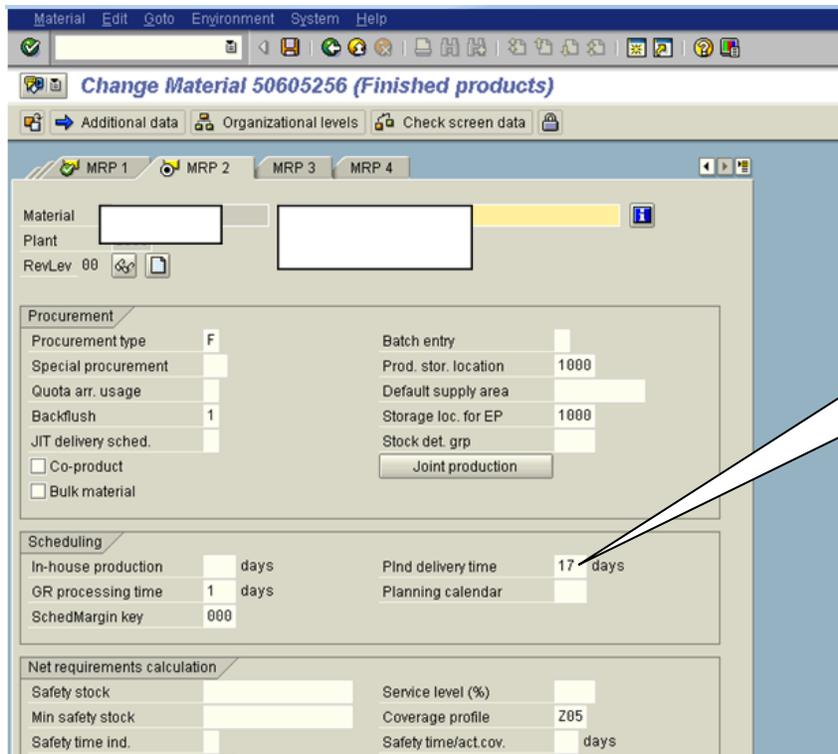
Callout: Enter the lead time date

SAVE



Select YES.  
WE do not have  
an output set up.

MM02  
GO TO MRP 2 Screen

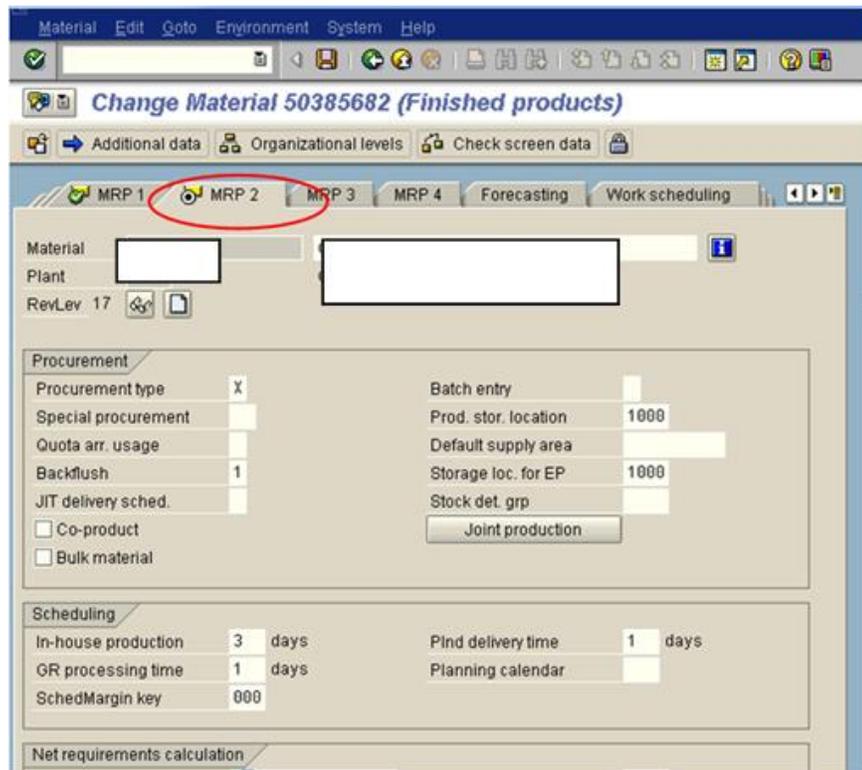


Planned Delivery  
time  
(7 calendar  
week) – enter  
days

**SAFETY LEAD TIME**

Purpose – Safety Lead time orders product earlier than the planned delivery lead time. It allows you to buffer against variability in supply.

How to set up Safety Lead times:



GO TO MM02 and MRP2 tab.

The screenshot shows the SAP 'Safety time indicator' configuration screen. A search dropdown is open, displaying the following results:

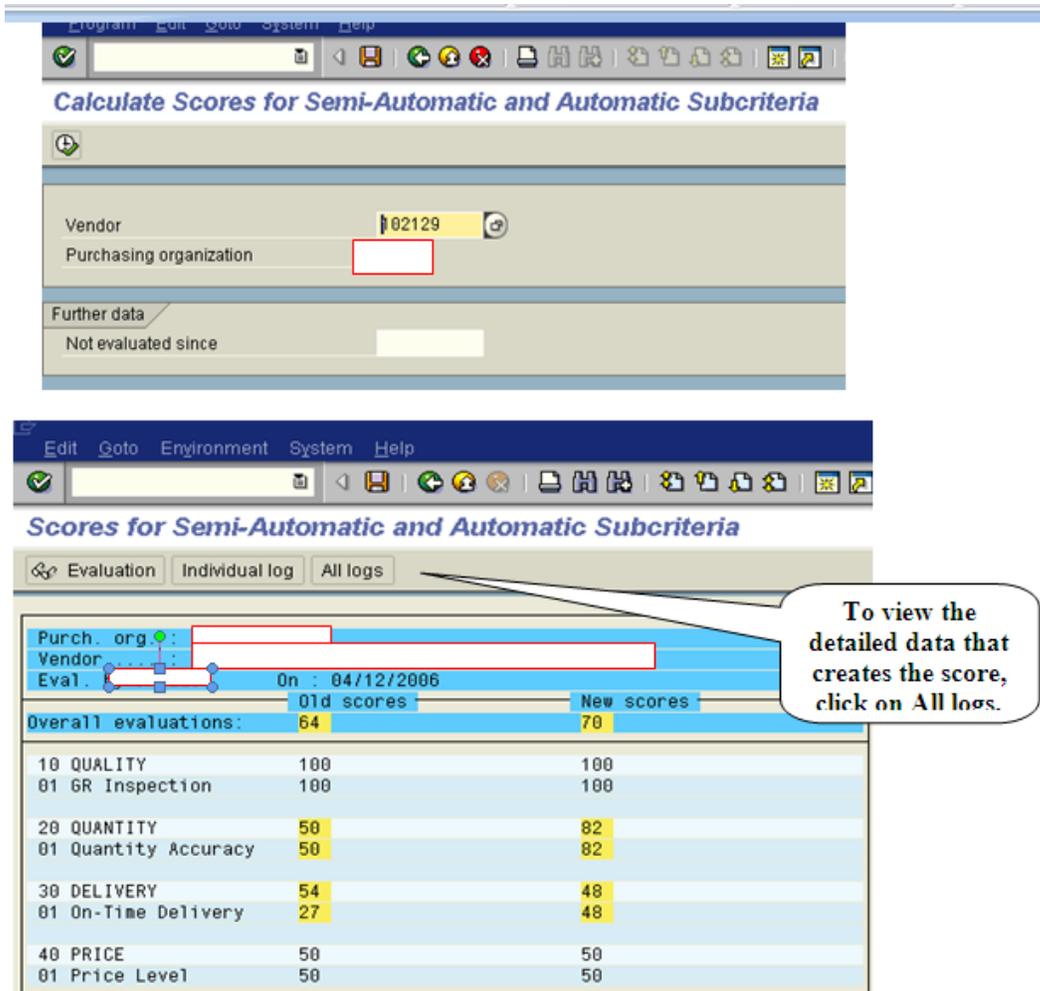
Safety time i...	Short text
	Ignore safety time
1	Safety time for independent reqmts
2	Safety time for all requirements

A red arrow points from the 'Ignore safety time' option to the 'Safety time ind.' field in the 'Net requirements calculation' section, which is circled in red. Other fields in the same section are also circled in red:

Field	Value
Safety stock	
Min safety stock	
Safety time ind.	
STime period profile	
Service level (%)	
Coverage profile	
Safety time/act. cov.	days

**AUTOMATIC SUPPLIER PERFORMANCE**  
**ME63: Automatic New Evaluation**

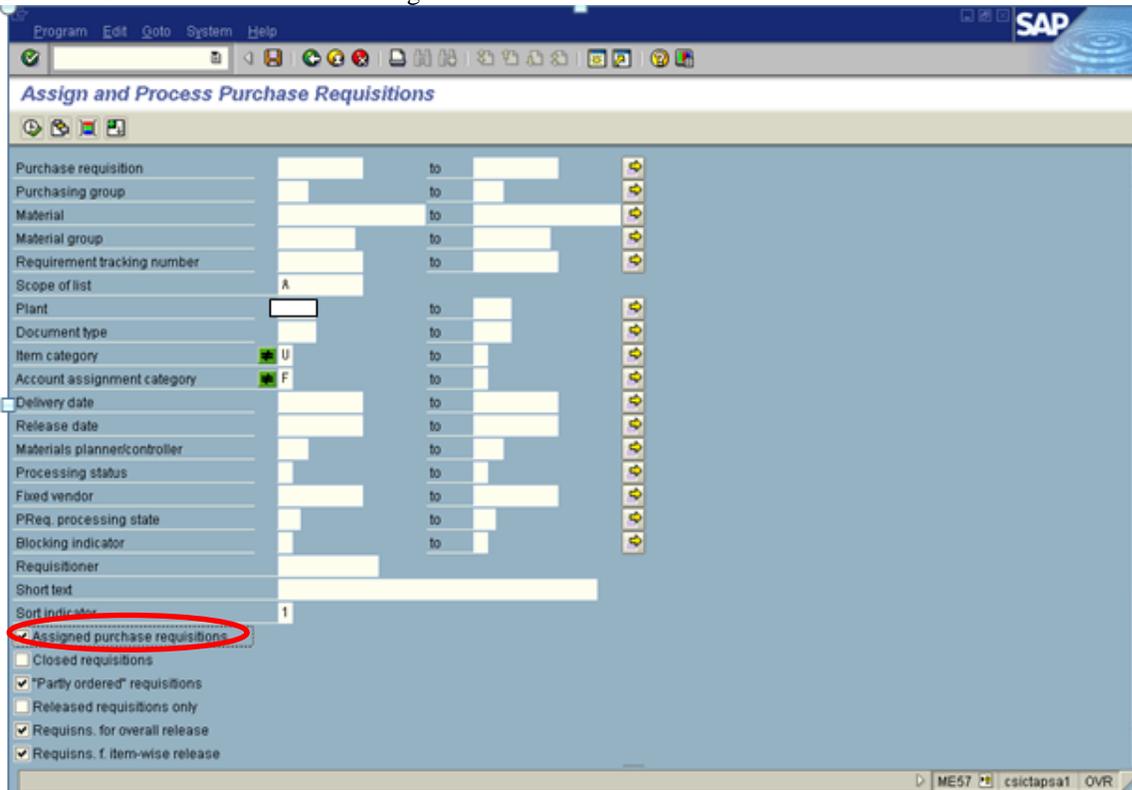
You may run this transaction at anytime, but **DO NOT SAVE**. SAP calculates the score for the prior 30 days so running the evaluation in the middle of the month and saving it will affect the supplier's scores for the following month and give inaccurate scores.



**\*\*DO NOT SAVE** after you run this report.

**NO SOURCE LIST**

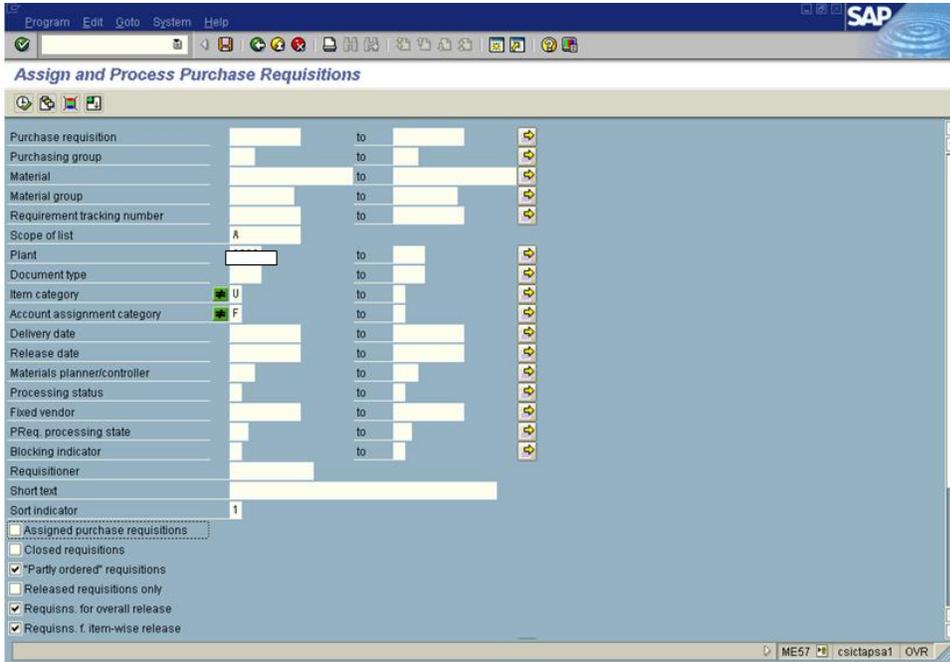
Go to ME57 You will see the following screen below.



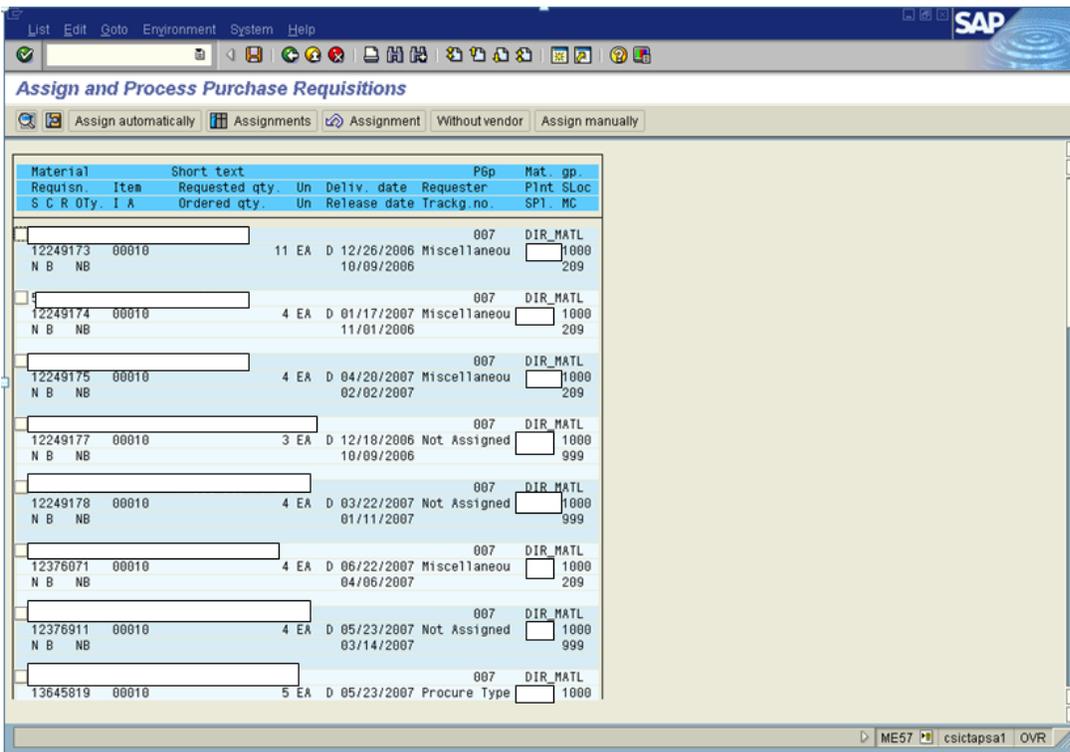
Your next step is to un click the Assigned Purchased Requisitions tab

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 REVEALED TO: THE BEARDED ONE

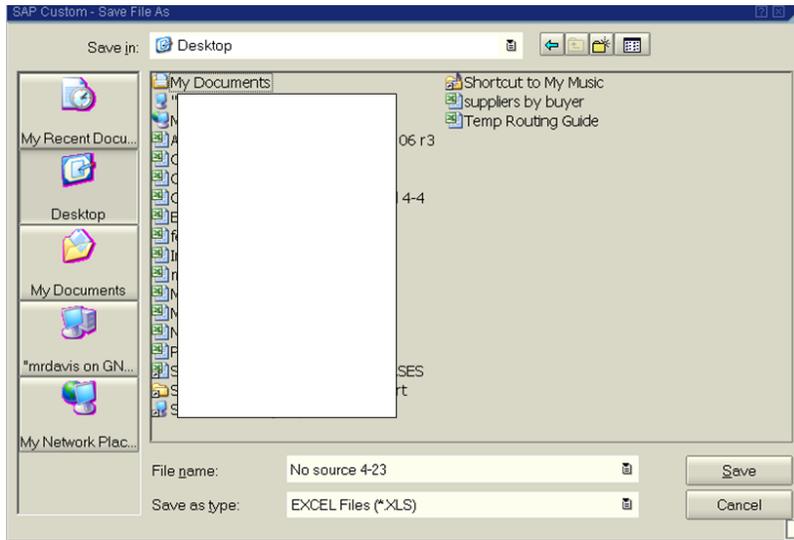
REVELATION REVISION : PLANNING  
 APPROVED BY: THERE IS NO HIGHER AUTHORITY



The screen will look like this and then you will hit the clock in the upper left hand corner, which will execute the report.



This is the screen that you have after you execute and you go to System/List/ Save/ Local file/ spreadsheet Save to your desktop to use as a temporary document.



Hit save.

Goto your previous No Source list and open it up as shown below.

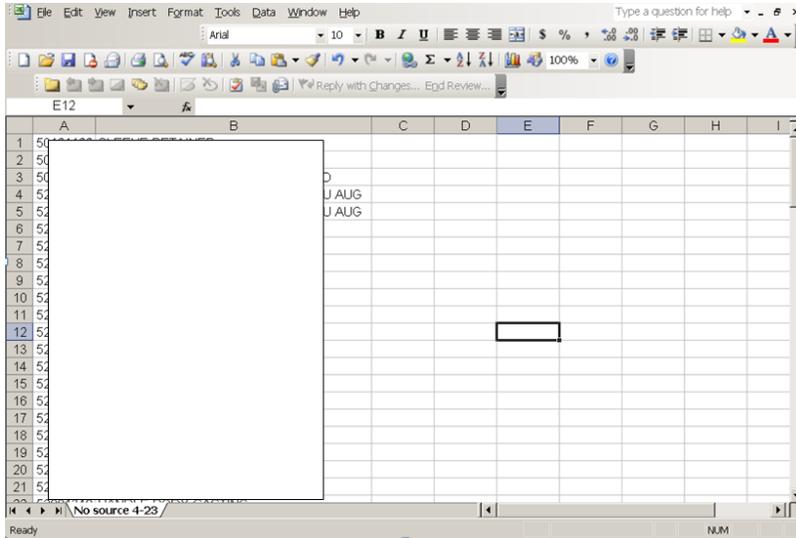
	A	B	C	D	E	F
	PN	desc	Comments	Comments-Sourcing buyer	responsible buyer	date entered on list
1			Forward Buyer			
2	50221013	BASE MOTOR CONTROL (037/000)				16-Apr
3	50					16-Apr
4	50					16-Apr
5	50					16-Apr
6	90					16-Apr
7	90					16-Apr
8	90					16-Apr
9	50					4/9/2007
10	50					4/9/2007
11	50					4/9/2007
12	50					04/02/07
13	50					04/02/07
14	50					04/02/07
15	50					04/02/07
16	50					04/02/07

Then you get your new list

1	A	B	C	D	E	F	G	H	I	J	K	L
2		Material	Short text			PGP	Mat. gp.					
3		Requisn.	Item	Requested qty.	Un Deliv. date	Requester	Plant SLoc					
4		S C R O Ty.	I A	Ordered qty.	Un Release date	Trackg.no.	SPI.	MC				
6			12249173			10	11	EA	D		#####	Miscellaneous
8		N	B	NB							10/9/2006	
11			12249174			10	4	EA	D		1/17/2007	Miscellaneous
12		N	B	NB							11/1/2006	
15			12249175			10	4	EA	D		4/20/2007	Miscellaneous
16		N	B	NB							2/2/2007	
19			12249177			10	3	EA	D		#####	Not Assigne
20		N	B	NB							10/9/2006	

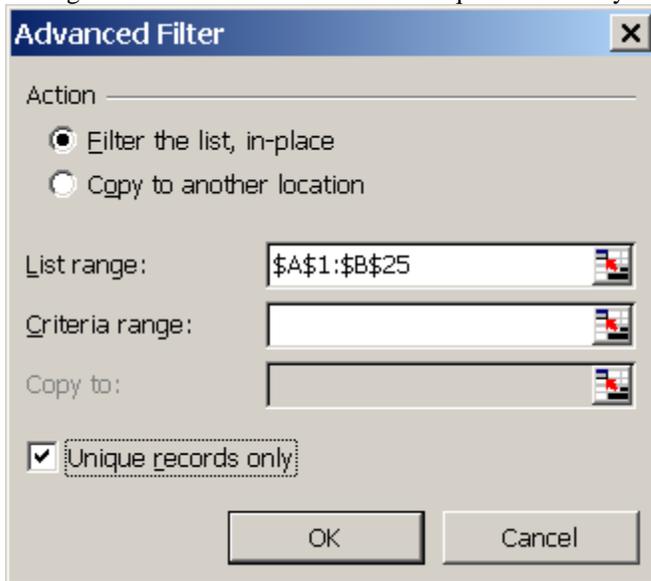
Delete the Top 5 lines  
 Delete column A and B

Highlight and sort by A  
 Delete all lines that do not have a part number in part number column  
 Then delete column B through E  
 Then delete C on



It will look like above.

Then go to Data /filter/ advance filter/ unique records only. Hit ok



- 50455522 Lining, Silver
- 50455592 Bullet, Magic
- 50455579 Outlook, Optimistic
- 52555581 Mob, Prodemocracy
- 99990032 Move, Career Ending

These are your No source items. Add to previous sheet and delete any duplicates. Distribute to all planners, sourcing team, and material managers.

This should be done by 4:00 every Monday.

Plant 5000/6000:

Same process as above. Copy new parts into last tab of REGIONAL DISTRIBUTION CENTER no source report and redat tab to current date.

Review materials and determine if it is sourcing issue or one for Product Manager or other. Copy information into appropriate tab and email spreadsheet out to appropriate contacts on email list tab. (Send just email to Sourcing group for them to go to network and access file and update.)

### **OUTSIDE PROCESSES**

**Purpose:** This work instruction is to provide updated part requirements to the outside processing vendor, and to inform the Materials group and the Industrial Engineers as to their responsibilities when sending work out for outside operation.

**Scope:** This is the decision to send parts outside for each operation requiring outside processes and the steps needed to complete a quality product.

**Media used:** SAP, an electronic MRP system used by Greenlee Acme., packing slips, prints whether electronic or print copy, or copy of purchase order via fax or emailed.

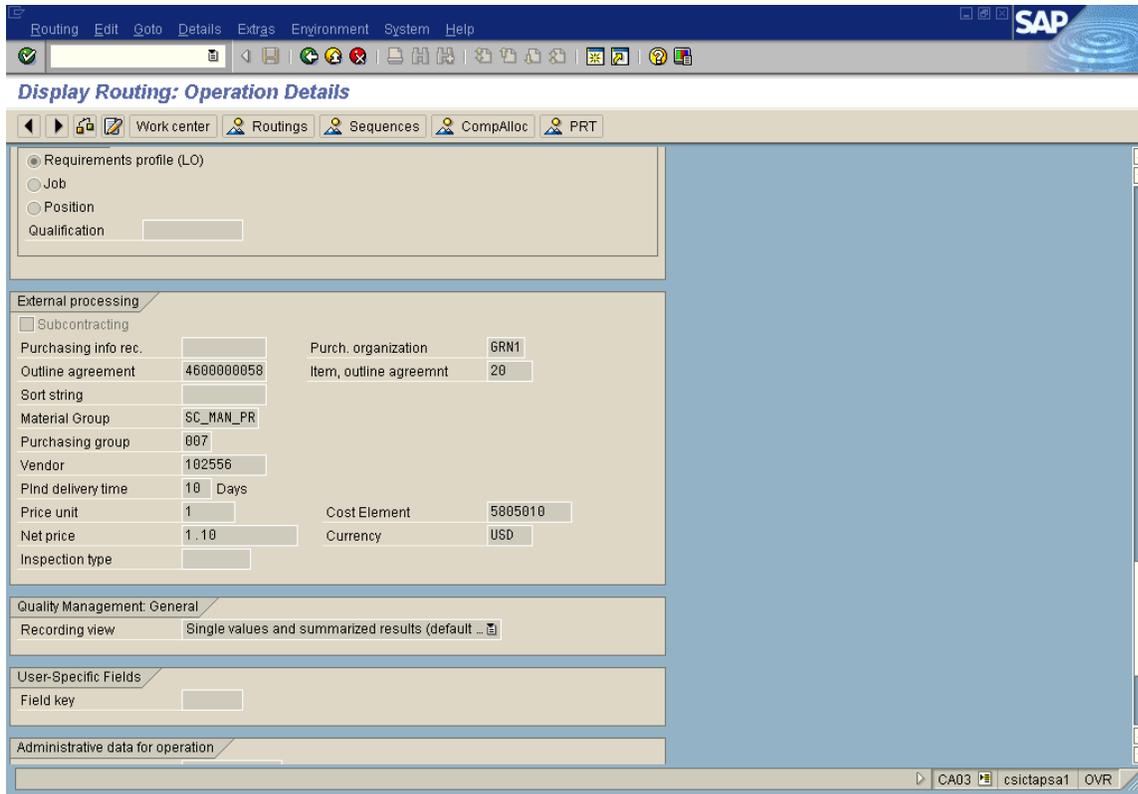
The process starts with the decision from the materials team and production to outsource a work order operation (s) from making the product in house. When the decision is made to outsource the following procedure is followed.

#### **Responsibilities:**

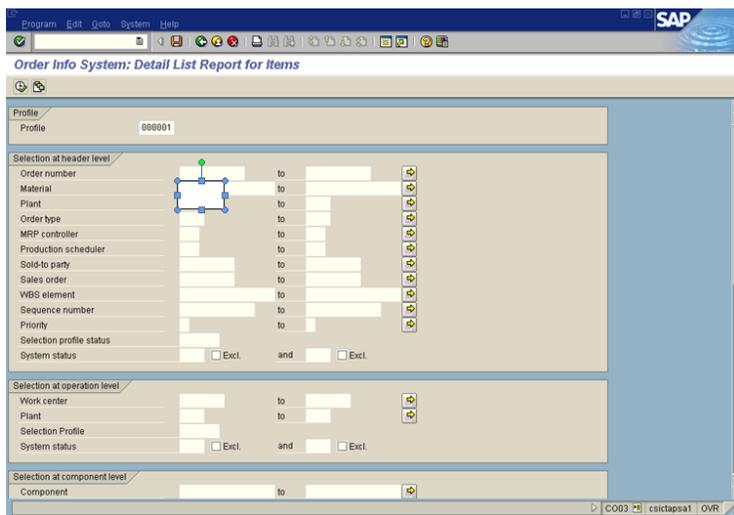
The Industrial Engineers are to mark up an existing print, and create alternate routing with the specifications that the vendor needs to produce. This is sent to the vendor via email, fax, or mail. The vendor is going to approve the print with any questions returned to the Engineering department.

If the part/operation has been quoted before and the price is the same as the system states in the Purchasing agreement located in ME3L. The Industrial Engineer or materials team member is going to review the SAP system to make sure the notes are properly stated in ME3L.

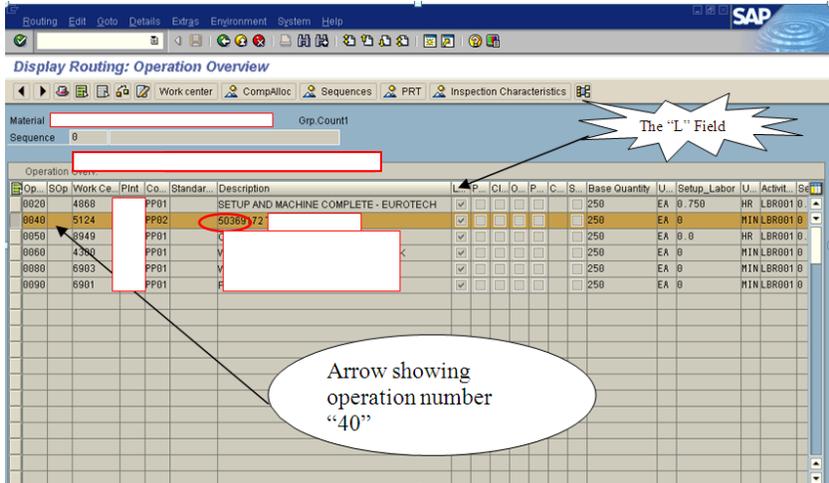
This is CA03 which shows the agreement has been entered in the system by the Plant Buyer or Sourcing team member previously and the item has been set up already in the system.



If the notes and the price are not maintained in the system, then the Industrial Engineer will give the information to the Plant Buyer. The buyer will get the quote information based on quantity, delivery, and specifications to the print. The Industrial Engineer finds the information in the SAP system by using CO03. In the below display the information of material, profile, and plant need to be entered.

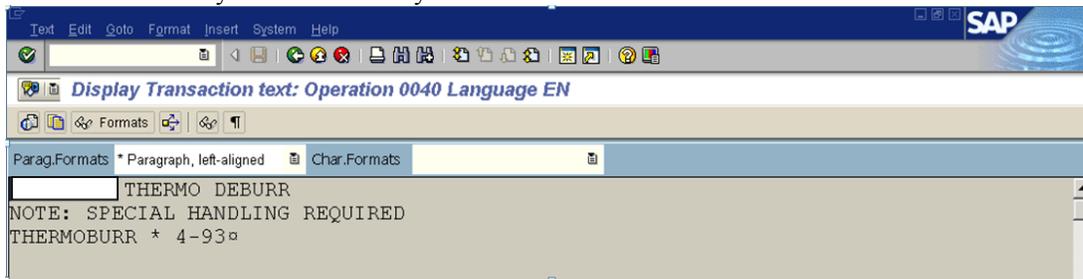


CA03 (Shown below) will show the routing from the work order and by clicking on the “L” or long text field with show the notes that are existing or not for that specific operation.



The outside operation “40” as shown above, is in the routing with “CTL” code of PP02 (circled in red). When you double click on the “L” field and review, you will reveal the notes as shown below. This is also located in the order itself in CO03.

This is the text box you will see when you double click the “L” field.



As you can see in the above notes, this operation lists a vague requirement “Special Handling Required” This description needs to be updated by the Industrial Engineer to be more specific. For a better example; “Put in plastic tubs” might be the better defined description.

The Buyer, once the Vendor has quoted the outside operation, the price is compared to the in house production cost minus the variable cost in the Production Manager’s Make or Buy report.

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REVELATION REVISION : PLANNING  
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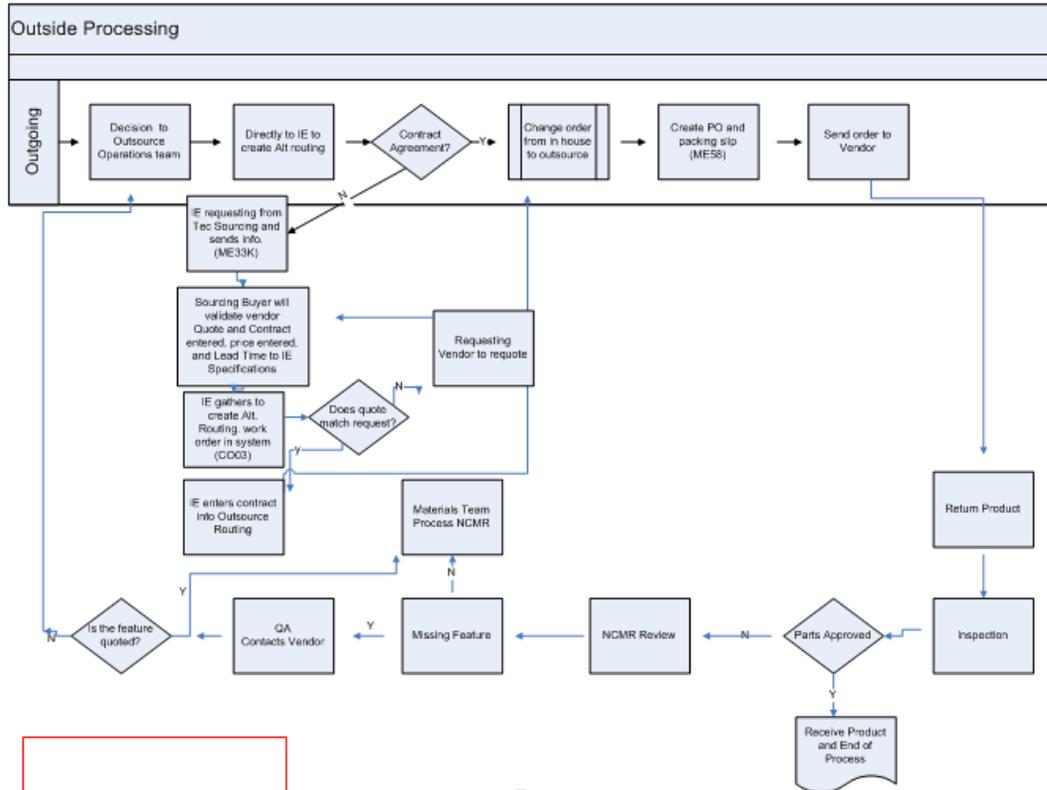
Part Number	Description	SAP Base Quantity	EMQ	SAP Moving Cost	SAP Standard Cost	Annual Usage	OP1 Work Center	Setup for Base Quantity OP1 (hr)	Setup Labor OP1
		100	319					1.0	0.010
		100	447					1	0.010
		100	439					1	0.010
		200	1					0	0.000
		800	1					0	0.000
		400	801					0.5	0.001
		1500	1					0	0.000
		1548	1					0	0.000
		504	385					1.5	0.003
		75	48					1.8	0.024
		75	48					1.8	0.024
		288	191					1	0.003
								0	0.000

The above picture is the calculation spreadsheet used by the Canton Plant. This is stored on the shared drive available for Plant Buyers and Sourcing.

If the Vendor quote is current, the plant buyer will compare the price in the system and review the Make vs. Buy decision. The Buyer will then get 2 quotes from other related suppliers and then make the final decision of where the product is sourced to. Next the Buyer will enter the Contract Price and Lead-time in the agreement under a new line number. This is done in Screen ME31K.

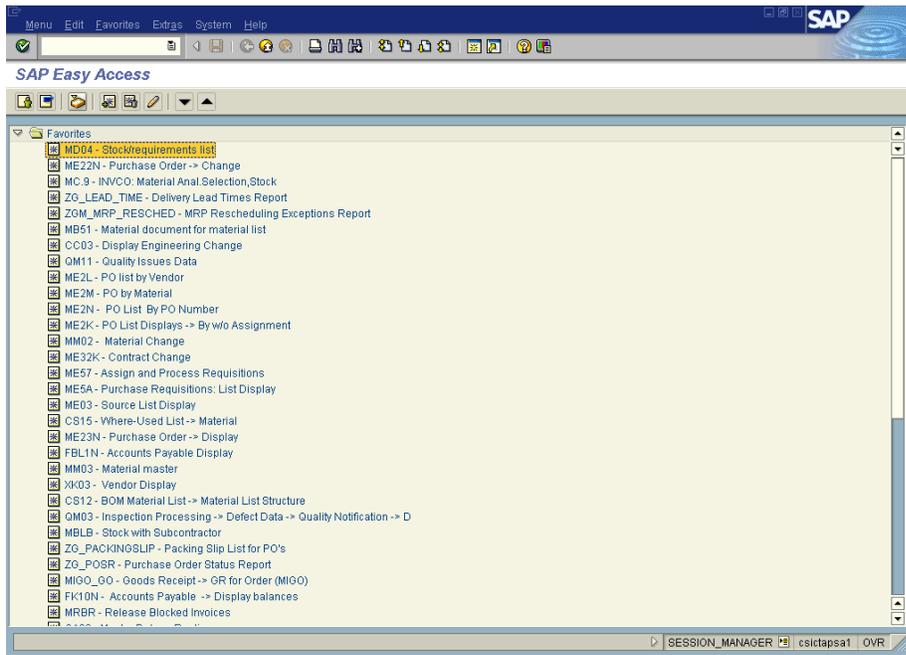
If the Vendor is new, the buyer will work with Sourcing to negotiate the best deal and then enter the new contract in ME32K. Once the IE enters the part in the routing system, the plant buyer will get quotes according to the purchasing policy entered. The part will then be entered in the system with the proper requirements, price, and ordering quantity. The parts will then be ready to go to the Materials Analyst to have the packing slip generated and the Purchase Order to send to vendor.

Below is the process map defining the Canton Acme out sourcing steps.



## NCMR PROCESS

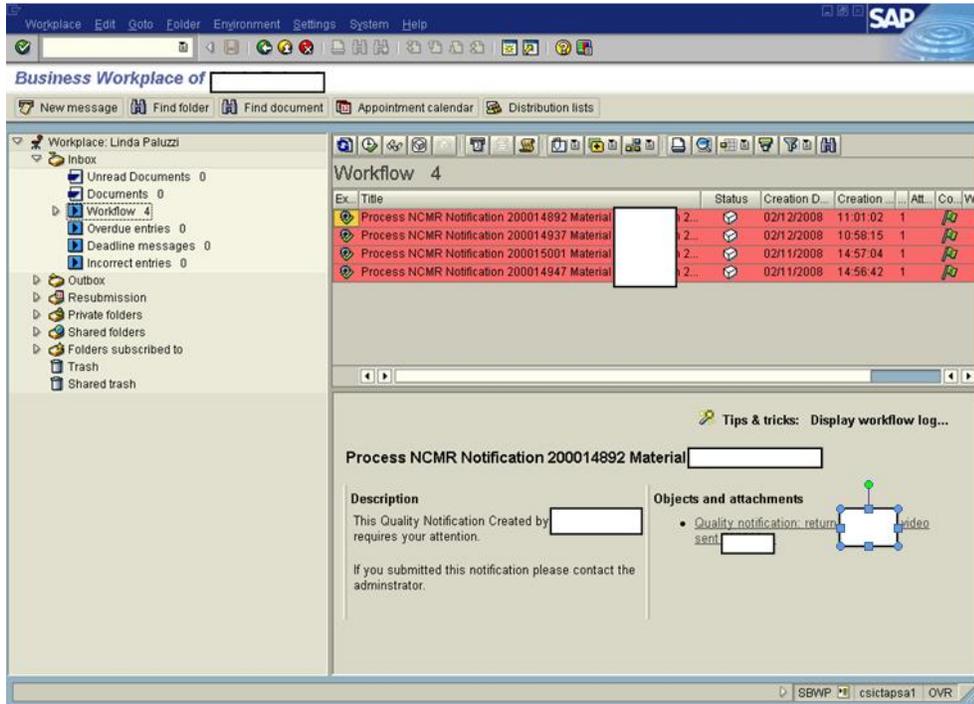
This demonstrates the buyer approval and disposition process in SAP for Non-Conforming Material Returns



From the opening screen, click on the icon to open SAP Business Workplace.

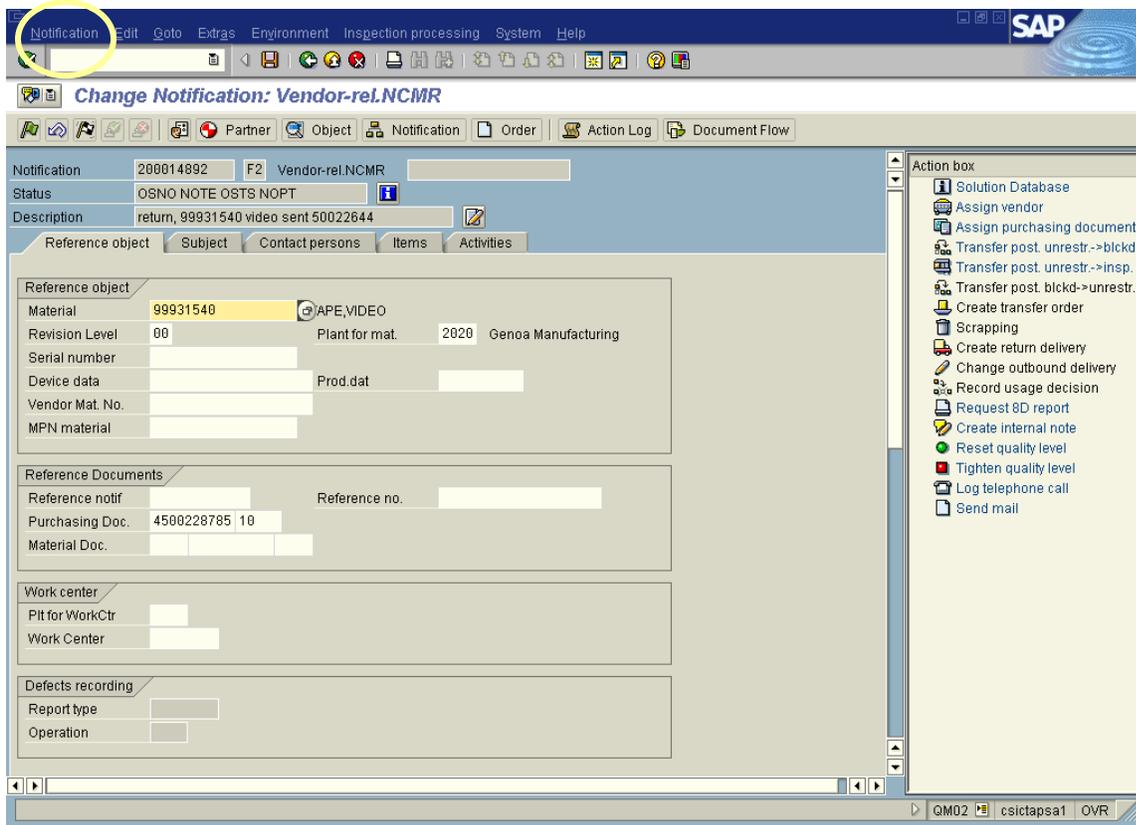
REVELATION: PURCHASING DETAILED SCREEN SHOTS  
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Click on Inbox and Workflow to see the NCMRs that require action.

The bottom right hand box will give you a snapshot of the NCMR that is currently highlighted.



Once the document has been opened, you will see the item being returned, the purchase order that it was received against and the notification number.

Clicking on the Subject tab will show you notes about the return.

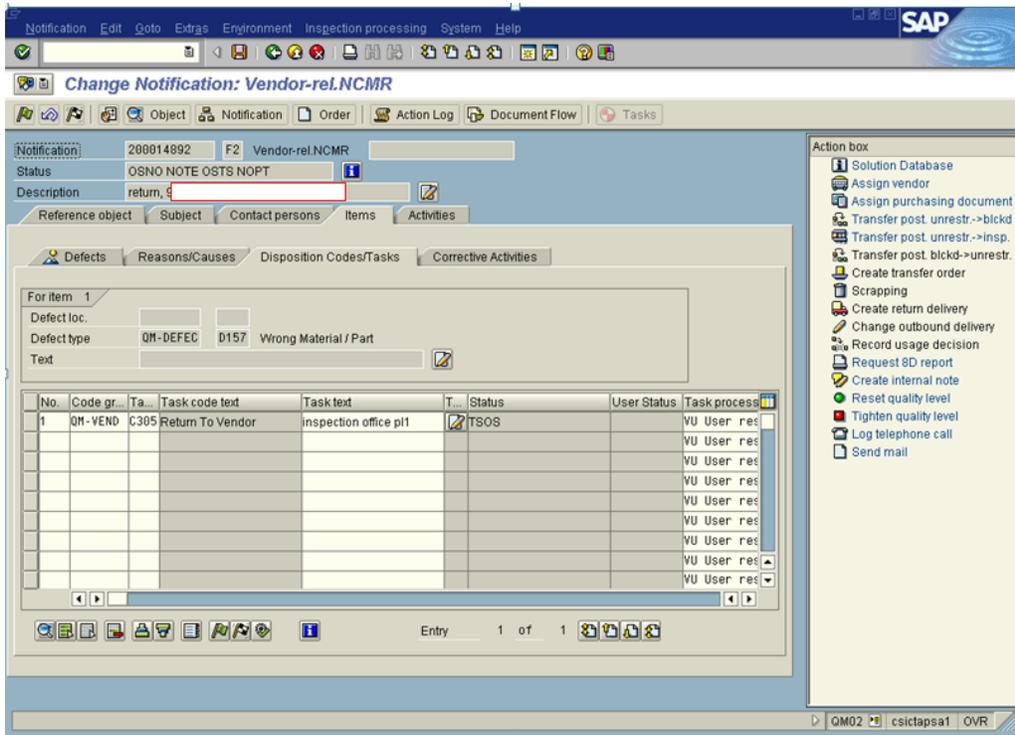
Clicking on the Contact persons tab will show you the supplier information.

Clicking on the items tab will open a new set of tabs.

*If at any time during this process you would like to print a copy of this NCMR, click on the notification drop down list in the upper left hand corner of the screen (see yellow circle above), click on print, and then notification. From there, you can print or view (via print preview) the hardcopy of this NCMR.*

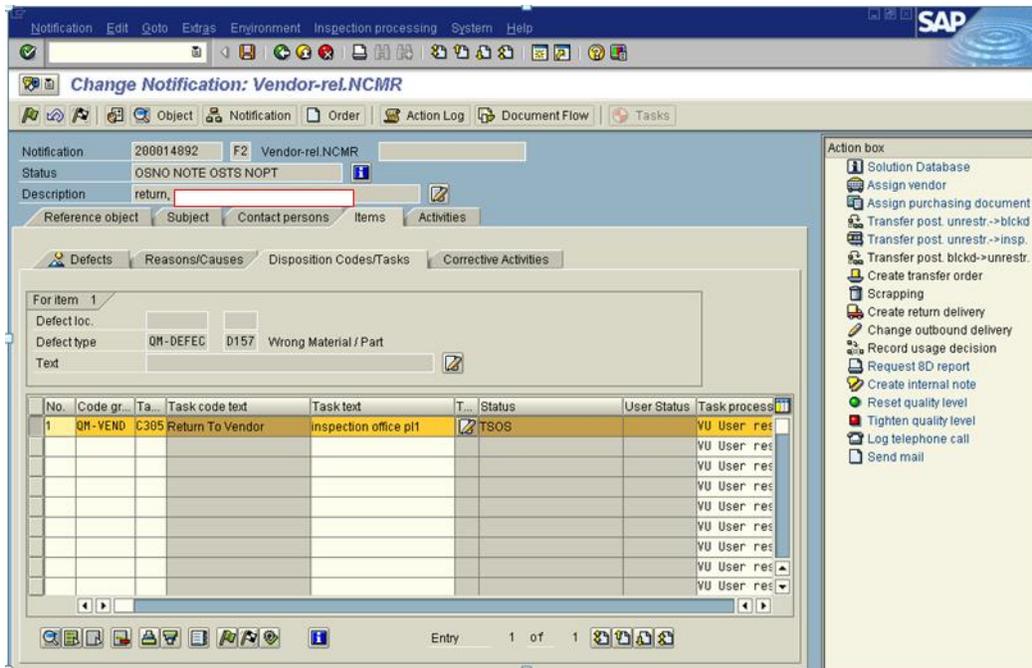
REVELATION: PURCHASING DETAILED SCREEN SHOTS  
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The new set of tabs will show you the type of the defect in the Defects tab, the cause code under the Reasons/Causes tab, and the disposition request in the Disposition tab.

The Disposition tab requires action.



In the Disposition tab, highlight the line to be addressed. Click on the checkered flag icon below. A couple of pop up blocks may appear if the NCMR has been sitting in the inbox over 24 hours. Click on the green checkmark to click through them. If there is more than one line item, you must repeat the process for each line before moving to the next step.

Once the item has been disposed, it will gray out. Next, click on the checkered flag above.

A dialog box will appear that shows that the item came from an external (supplier) or internal (manufacturing) source. Click on the green checkmark.

Another pop-up box will appear.

This Work Item Has To Be Completed Explicitly...

Info Log Attachments Agents

**Process NCMR Notification 200014892 Material**

**Description**

This Quality Notification Created by  requires your attention.

If you submitted this notification please contact the administrator.

**Objects and attachments**

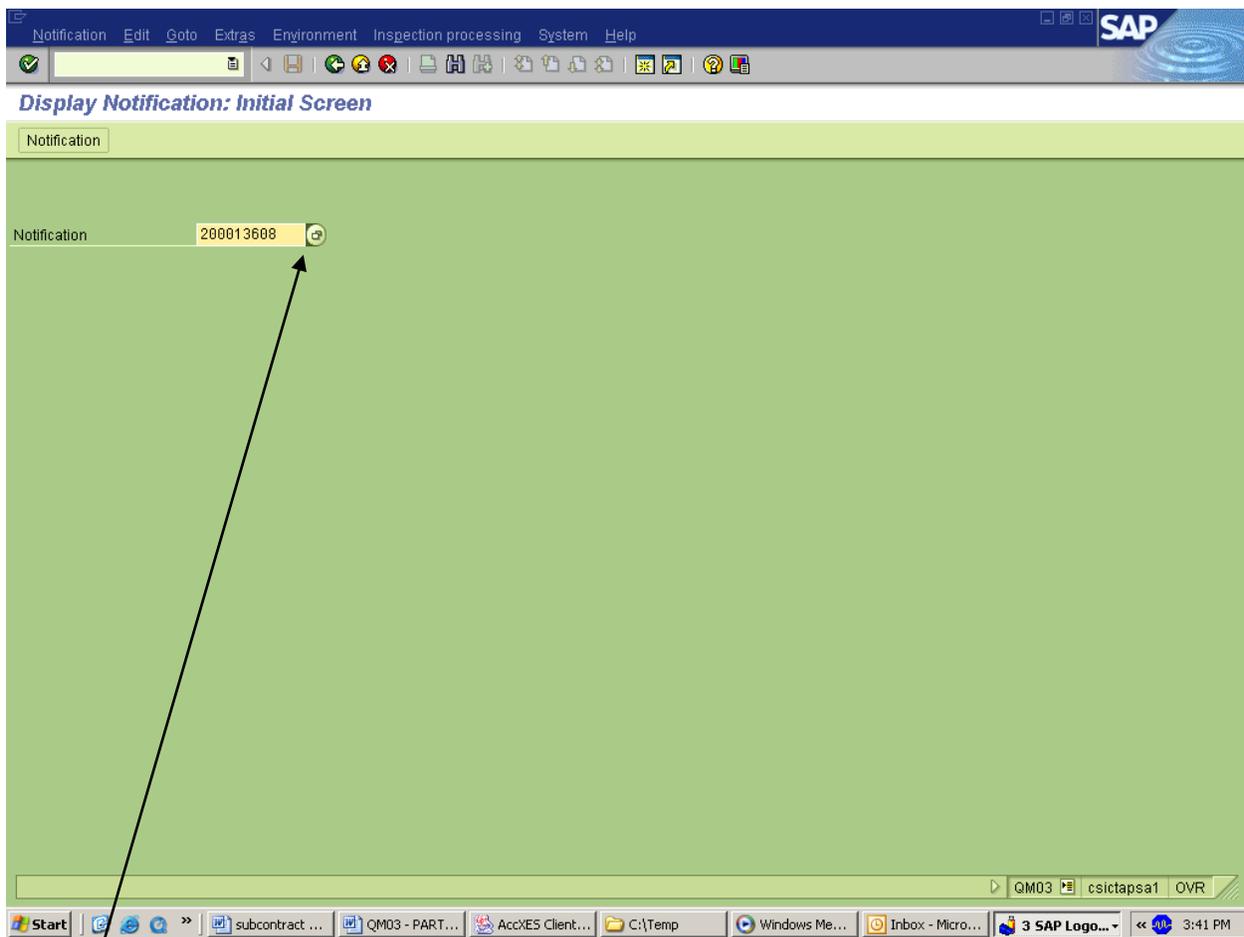
- Quality notification: return.

This pop-up block is the final step. Click the green check mark to finish the process. You will then return to the starting screen.

**QM03**

TO FIND AN NCMR (NON- CONFORMING MATERIAL REPORT) BY PART NUMBER

QM03

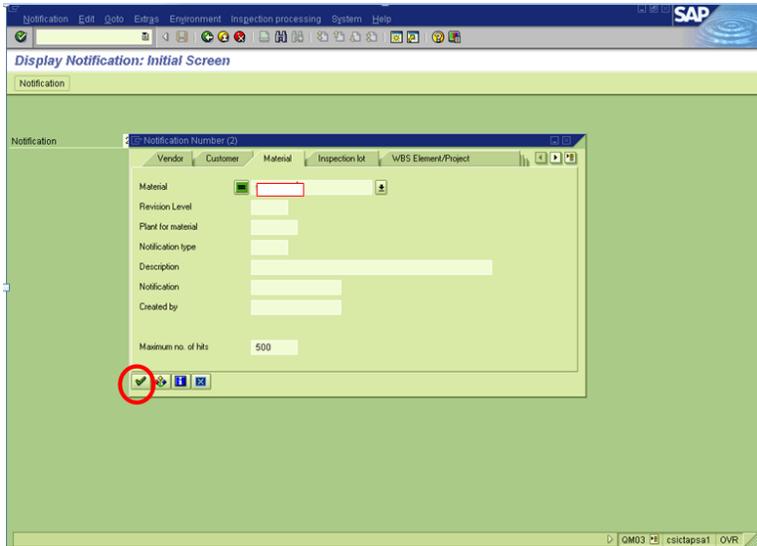


CLICK/

AND THE NEXT SCREEN WILL GIVE YOU A SCREEN TO INPUT A PART NUMBER:

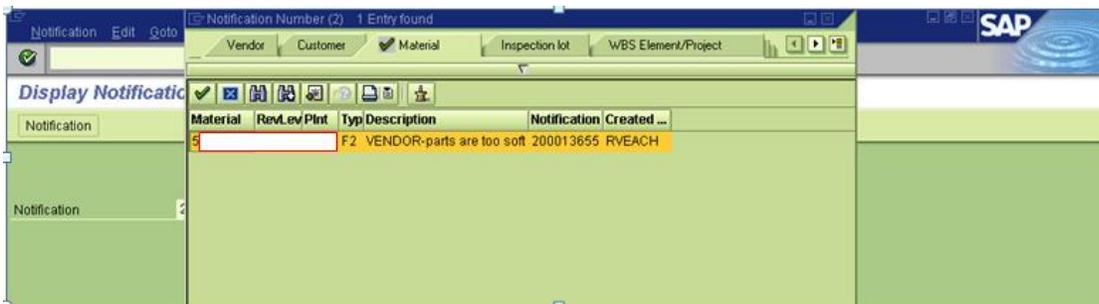
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CLICK THE GREEN CHECK MARK

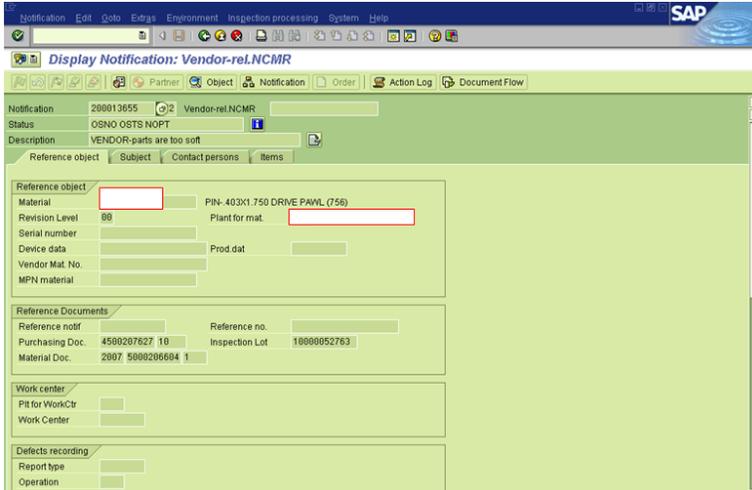
THE NEXT PAGE WILL GIVE YOU ANY AND ALL NCMR'S WRITTEN UP FOR THIS PARTICULAR PART NUMBER.



DOUBLE CLICK THE PART NUMBER AND THAT DESIGNATED NCMR WILL OPEN UP WITH ALL THE PERTINENT INFORMATION:

REVELATION: PURCHASING DETAILED SCREEN SHOTS  
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THIS IS JUST A WAY TO VIEW - NO CHANGES CAN BE MADE.

### MANAGING LOW VALUE INVENTORIES

**Purpose** – to maintain an “in stock” position on truly active Repair Parts.

#### **Determining what to stock**

There are a number of methods for gathering the information, with the easiest being the Monthly Forecast Spreadsheet.

Hiding most columns, we are particularly interested in MRP Type, Planned Delivery Time, Minimum Lot Size, and Safety Stock.

Adding a few columns, we determined the number of months over the last 12 months that we received orders (frequency), average demand in the months we had orders, and some data on sales, cost, etc., over a 12 month period, and in an average monthly period.

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OCTOBER FORECAST ANALYSIS - 10/9/2007

MATERIAL	DESCRIPTION	MRP TYPE	PLND DEL TIME	MIN LOT SIZE	SS	OH AS OF 10/9	STD COST	TOTAL IN \$	Total Sales in units	Months with Sales in them	Average Monthly Sales	Total Sales History \$- 12 months	Avg Monthly Sales
		PD	7	1	0	0	\$1.72	\$0.00	6	2	3.0	\$10.32	\$7.66
		PD	81	4	0	68	\$1.59	\$108.12	5	2	4.0	\$159.22	\$1.06
		PD	109	8	0	12	\$47.70	\$572.40	41	10	4.1	\$1,955.70	\$162.98
		PD	84	4	0	0	\$6.89	\$0.00	7	3	2.3	\$48.23	\$4.02
		PD	84	4	0	0	\$6.89	\$0.00	6	5	1.2	\$41.34	\$3.45
		PD	84	1	0	9	\$0.24	\$2.16	5	2	2.5	\$1.20	\$0.10
		PD	91	2	0	12	\$2.12	\$25.44	4	2	2.0	\$8.48	\$0.71
		PD	84	1	0	0	\$23.32	\$0.00	2	2	1.0	\$46.64	\$3.89
		PD	84	1	0	0	\$8.48	\$0.00	3	2	1.5	\$25.44	\$2.12
		PD	84	4	0	0	\$44.52	\$0.00	90	12	7.5	\$4,006.80	\$333.90
		PD	84	100	0	71	\$8.61	\$611.31	685	12	57.1	\$5,897.85	\$491.49
		PD	84	5	0	5	\$1.59	\$7.95	21	5	4.2	\$33.39	\$2.78
		PD	14	1	0	1	\$12.00	\$12.00	19	6	2.4	\$228.00	\$19.00
		PD	7	1	0	2	\$31.99	\$63.98	5	4	1.3	\$159.95	\$13.33
		PD	14	1	0	3	\$13.94	\$41.82	15	10	1.5	\$209.10	\$17.43
		PD	7	1	0	3	\$856.86	\$2,570.58	7	6	1.2	\$5,998.02	\$499.84
		PD	56	10	5	15	\$10.41	\$156.15	79	12	6.6	\$822.39	\$68.53
		V1	56	10	0	12	\$6.18	\$74.16	12	5	2.4	\$74.16	\$6.18
		V1	56	5	0	7	\$6.55	\$45.85	30	11	2.7	\$196.50	\$16.38
		V1	56	10	0	4	\$15.97	\$63.88	18	6	3.0	\$287.46	\$23.96
		V1	56	15	0	5	\$21.00	\$105.00	24	9	2.7	\$504.00	\$42.00
		V1	42	15	0	12	\$15.09	\$181.08	12	2	6.0	\$181.08	\$15.09

Next, we developed some general rules. The rules were based on:

1. The frequency with which an item was ordered (every month? 6 months of the year? Once a Year?)
2. Adjusting the Minimum Order Quantity - the idea is we wanted to reduce transactions on low \$ items that were infrequently ordered, but stay in stock on items that we did sell frequently. Low \$ items get higher minimum Planned Order Quantities.
3. Adjusting the Safety stock to trigger demand – lower \$ items, particularly high usage items, had safety stock and order quantity set relatively high. Higher \$ items had a different criteria used.

The below table outlines the basic guidelines for items order frequently (orders in at least 9 of the last 12 months).

Order History		
On items with orders in at least 9 of the last 12 months	Safety Stock Setting	Minimum Planned Order QTY
Annual Demand \$ Value <\$100	13 weeks of Demand	52 weeks of Demand
Annual Demand \$ Value between \$101 and \$299	13 weeks of Demand	26 weeks of Demand
Annual Demand \$ Value between \$300 and \$499	8 weeks of Demand	13 weeks of Demand
Annual Demand \$ Value between \$500 and \$999	4 weeks of Demand	13 weeks of Demand
Annual Demand \$ Value between \$1,000 and \$2499	4 weeks of Demand	8 weeks of Demand
Annual Demand \$ Value between \$2,500 and \$4,999	2 weeks of Demand	4 weeks of Demand
Annual Demand \$ Value > \$5,000	2 weeks of Demand	2 weeks of Demand

**Lower Frequency Items**

On items with orders in 2 or fewer months, over the last 12 months, we may or may not make changes to safety stock or MOQ. The Planner needs to verify the basic settings are where they believe they should be, but it is

unlikely safety stock or a high MOQ is desirable in these situations. We could leave safety stock at zero, and minimum planned order qty at one if we choose to.

Again, the basic strategy on the items used less frequently, but with some regular demand, is to make some cost based decisions between frequency to order (what is the planned order quantity) and the safety stock, which can be used to trigger orders and hedge service.

The logic in the above table still applies to the lower frequency items, but you should be a little more inventory sensitive on the higher \$ items. For example, lower safety stocks would be likely, but not necessarily lower order quantities.

And always pay attention to what the Planned Delivery Time is and the overall supplier performance. Both factor into your safety stock decisions.

### MRP and ROP

It is up to the planning team what method should be used. We do need to be cautious and try and standardize as much as possible, and have rules on items with certain attributes.

Factors to consider in the ROP or MRP decisions:

- If a major portion of the demand on an item is service parts, and it is not “off the shelf” from Suppliers, it likely needs to be forecasted.
- With both MRP and reorder point, you need to have reasonably consistent supplier lead times, and to calculate the planned order quantity you want.
- MRP Safety stock can act exactly the same as reorder point.
- ROP implies a certain level of standardization or “abundance”.
- D items do not get forecasted.

### Setting the Data Parameters

For Wire Management, a standardized MRP template is used for the repair parts. The following screen shorts illustrate the MRP1 and MRP2 views for most Canton supplied items.

The Main fields we look at are one the MRP1 and MRP2 screens. *Remember the maintenance is in the Plant 2000 location for these items.*

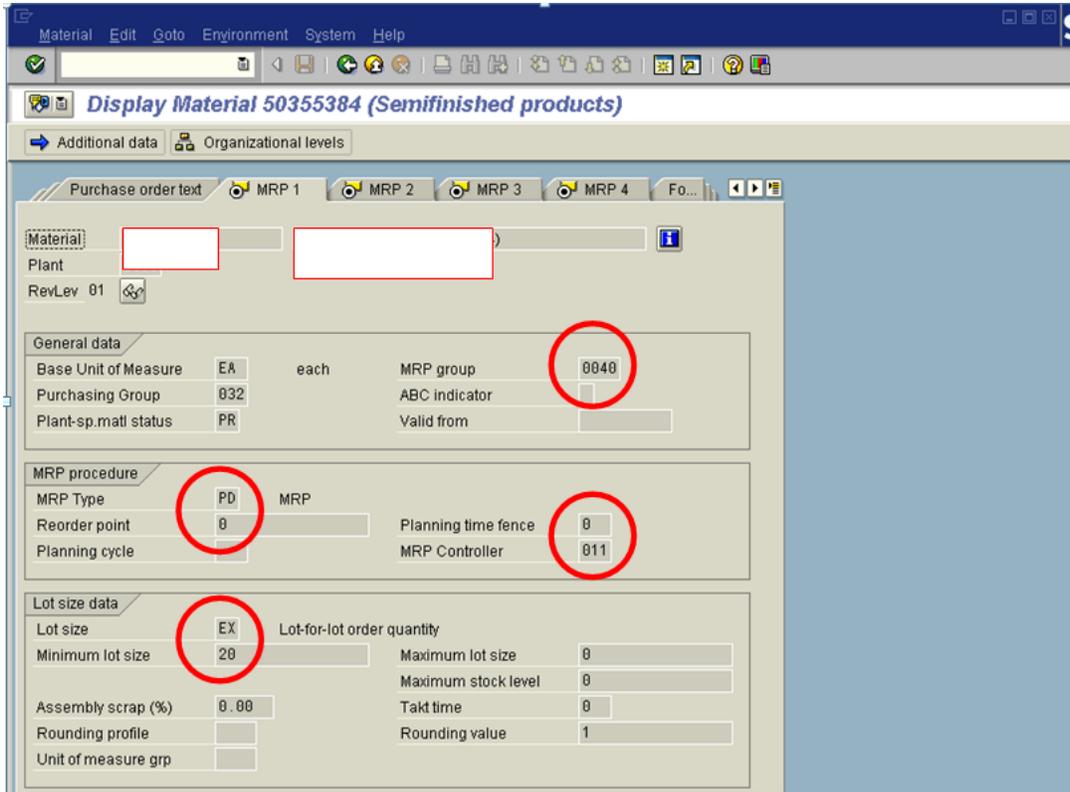
All fields are important but there is a hierarchy that needs to be considered. For example, if MRP type PD is set, it ignores any value in the Reorder Point field (MRP ignores reorder point).

MRP Type PD means that this is an MRP driven item.

MRP Group 0040 tells you it is a make to forecast item.

The MRP controller is sometimes wrong so it is worth checking it out and making sure it is the one you think it should be.

Lot Size EX is a lot for lot logic. It will look at the value in the minimum lot size and take that as the minimum it can orders.

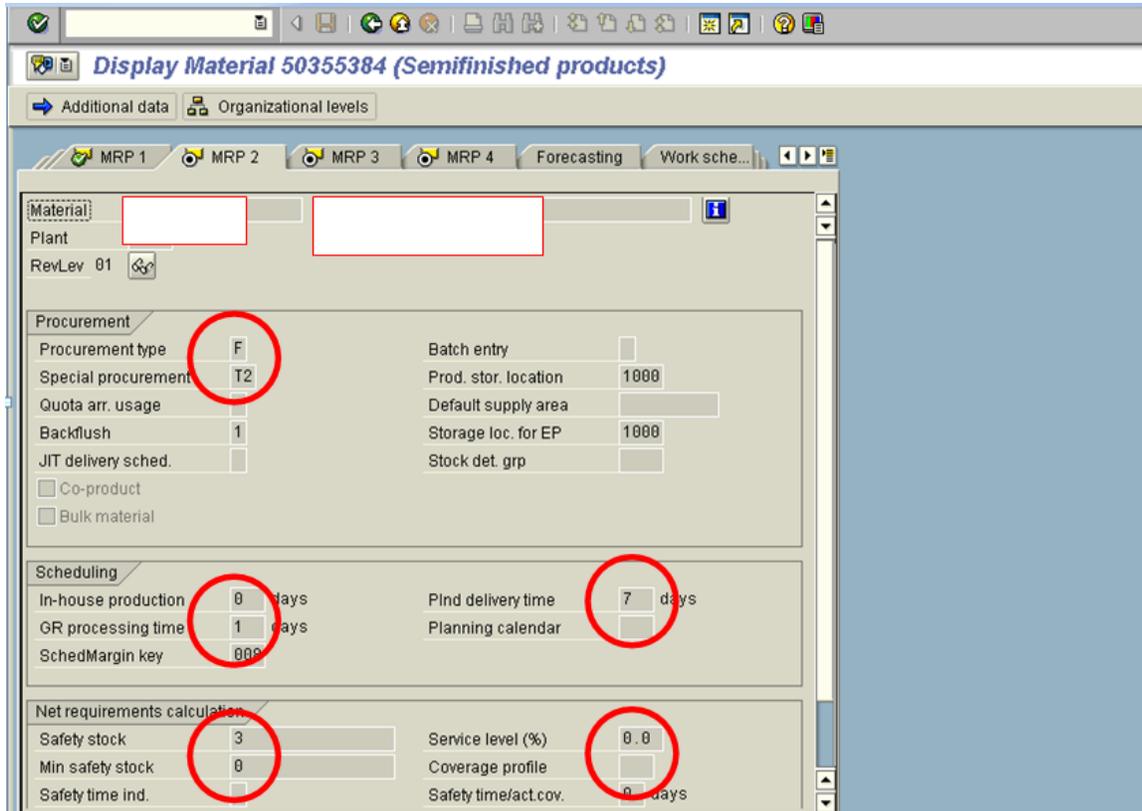


Procurement Type F is used for Buy items. Canton is a supplier to REGIONAL DISTRIBUTION CENTER so our items are buy items from the perspective of the REGIONAL DISTRIBUTION CENTER. But because we are also an SAP interplant, Special Procurement type T2 is set.

For buys from outside, non-SAP Greenlee sites, the Special Procurement Field is left blank.

Planned Delivery time is important and abused. It is supposed to be the value representing the travel time to deliver from the Plant to the REGIONAL DISTRIBUTION CENTER. Canton sets it at 7 days, even though we deliver in 1 day, in order to drive where the STO is generated. STOs are generated for Canton, in general, at the PDT of 7, + the 1 day goods receipt processing time, for a total of 8 Calendar days out.

One other thing to look for is the coverage profile, which is a dynamic safety stock. If you are using the Minimum Safety Stock setting, do not use coverage profile.



**Important Notes**

1. Don't change fields if you are not familiar with them. Most of the above comments are just if you are in the data, and are looking at it, if you see a lot of discrepancies, there probably is a bigger data clean up that needs to happen.
2. Lead times and Supplier Reliability are critical, so understand them as well as you can and factor them into your decision making process.
3. Items that are purchased rarely are highly likely to end up in "RV" planning status – this means effectively no source, and there will be a longer time to supply.
4. If the only usage on a repair part is the REGIONAL DISTRIBUTION CENTER, the routes need to be set up so the items show as a REGIONAL DISTRIBUTION CENTER buy-out.