

Brownies Buyers' Handbook

MRP Planning and
Purchasing In SAP

Fruitcake
Division
Manitoba

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Introductory notes by Author and Plagiarist

Here is the deal. I have never found a site that shows me exactly what to do in SAP or in Supply Chain. I have worked in Supply Chain for 30 years, and have achieved a respectable level of mediocrity in SAP, S&OP, and materials management, but I wish it had been so much easier than it has been. No one really showed me the way. I want a blue print, but the world has not given me one! And I certainly won't give you one either. But maybe the site will help a little.

MD04 and Purchasing

Let's start go on with MD04 and Purchasing. Explore the exciting world of MD04 in this really very nice power point. Follow the brave little buyer as she explains the nuances of the screens. Scream with excitement as she hits toggle buttons and drop down screens with intrepid abandon. Question whether I used the word intrepid correctly, as she then meanders through some other screens, and at times, appears to have lost her fervid direction. Then, as you start to despair, remember that this is still a pretty darn good power point, and stop having such a shitty attitude already. We have not even started our journey into SAP and already, you are a mess. Pull it together!

Basic Definitions

Fixed issues and receipts are anything that is confirmed or firmed up. For example, when a shop floor order is created and confirmed by a planner, an OrdRes (Order Reservation) appears in MRP – this is a fixed issue. A planned issue, on the other hand, is anything that has not been confirmed by the planner to be placed on order. A production order might exist for an item, but if the planner does not confirm it, it will appear as a DepReq (Dependent Requisition). The same logic goes for fixed and planned receipts. If a buyer has created a PO for an item, that order is considered fixed. If the buyer has not, then it is only a PurReq (Purchase Requisition), which is a planned receipt.

Planned Issues:

- DepReq, IndReq, CusReq, PRqRel, PldOrd
- Planned Receipts: PurReq, PldOrd

Fixed Issue:

- OrdRes, OrdDS, Delvry, CustOrd
- Fixed Receipts: POitem

Understanding MRP in SAP and MD04

- SAP operates on both fixed and planned issues and receipts
- MRP (Material Requirements Planning) is utilized
- Transaction MD04 is a great tool to make the distinction of what exactly and how much is needed to be on order

List Edit Goto Settings Environment System Help

Stock/Requirements List as of 10:35 Hrs

Show Overview Tree StatDiv OCPGI Parent APU Run MRP PIR

Material Plant 1150 MRP type PD Material Type ROH Unit EA

| A... | Date | MRP el... | MRP element data | Rescheduli... | Ex... | Rec./reqd.qty | Available qty | S |
|-------|------------|-----------|------------------|---------------|-------|---------------|---------------|------|
| Stock | 08/14/2006 | | | | | | 142,906.000 | |
| | 08/14/2006 | SafeSt | Safety stock | | | 50,000.000- | 92,906.000 | |
| | 06/15/2006 | OrdRes | 78101160443 | | | 9,600.000- | 83,306.000 | 2002 |
| | 06/30/2006 | OrdRes | 78101160444 | | | 3,970.000- | 79,336.000 | 2002 |
| | 07/31/2006 | OrdRes | 78101160443 | | | 29,500.000- | 49,836.000 | 2002 |
| | 08/24/2006 | PurRqs | 0048563034/00010 | 06 | | 100,000.000 | 149,836.000 | 1001 |
| | 08/25/2006 | DepReq | 78101160444 | | | 50,000.000- | 99,836.000 | 2002 |
| | 10/11/2006 | DepReq | 78101160443 | | | 30,000.000- | 69,836.000 | 2002 |
| | 10/18/2006 | DepReq | 78101160444 | | | | | |
| | 11/21/2006 | PldOrd | 0058975312/STP0 | | | | | |
| | 11/22/2006 | DepReq | 78101160443 | | | | | |
| | 11/27/2006 | DepReq | 78101160444 | | | | | |
| | 01/22/2007 | DepReq | 78101160443 | | | | | |
| | | | | | | 100,000.000 | 129,836.000 | 1001 |
| | | | | | | 50,000.000- | 79,836.000 | 2002 |
| | | | | | | 30,000.000- | 49,836.000 | 2002 |

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MD04 sapux064 INS

1) This is an example of an average item in Transaction MD04. Click on the magnifying glass button next to "Stock" to sift through the long list of fixed and planned requirements.

2) "MRP Element" lists the transaction code (whether fixed or planned) and "Rec./reqd. qty" shows the quantity associated with that code.

3) "Available qty" shows the amount on hand after deductions and additions are made via fixed and planned requirements/transaction codes.

List Edit Goto Settings Environment System Help

Stock/Requirements List as of 09:49 Hrs

Show Overview Tree StatDiv OCPGI Parent APU

Material TAINER_020 FISH PAPER
Plant 1150 MRP type PD Material Type ROH Unit EA

| A... | Date | MRP el... | MRP element data | Rescheduli... | Ex... | Rec./reqd.qty | Available qty | Deli... | Stor... |
|------|------------|-----------|------------------|---------------|-------|---------------|---------------|---------|---------|
| | 08/14/2006 | Stock | | | | | 51,963.000 | | |
| | 08/14/2006 | SafeSt | Safety stock | | | 40,000.000- | 11,963.000 | | |
| | 05/15/2006 | OrdRes | 78101157505 | | | 100.000- | 11,863.000 | | 2002 |
| | 05/23/2006 | OrdRes | 78205134636 | | | 10.000- | 11,853.000 | | 2002 |
| | 06/05/2006 | OrdRes | 78205134634 | | | 48.000- | 11,805.000 | | 2002 |
| | 06/19/2006 | OrdRes | 78205134636 | | | 30.000- | 11,775.000 | | 2002 |
| | 07/06/2006 | OrdRes | 78205134643 | | | 40.000- | 11,735.000 | | 2002 |
| | 07/10/2006 | OrdRes | 78205134631 | | | 50.000- | 11,685.000 | | 2002 |
| | 07/24/2006 | OrdRes | 78205134621 | | | 200.000- | 11,485.000 | | 2002 |
| | 07/25/2006 | OrdRes | 78101103981 | | | 2,500.000- | 8,985.000 | | 2002 |
| | 07/26/2006 | OrdRes | 78101101676 | | | 50,400.000- | 41,415.000- | | 2002 |
| | 07/31/2006 | DepReq | 78205134621 | | | 100.000- | 41,515.000- | | 2002 |
| | 08/01/2006 | OrdRes | 78205134659 | | | 400.000- | 41,915.000- | | 2002 |
| | 08/07/2006 | OrdRes | 78101101656 | | | 600.000- | 42,515.000- | | 2002 |
| | 08/07/2006 | OrdRes | 78101104356 | | | 1,000.000- | 43,515.000- | | 2002 |
| | 08/07/2006 | DepReq | 78101104356 | | | 1,000.000- | 44,515.000- | | 2002 |
| | 08/11/2006 | POitem | 4500524765/00440 | 07/26/2006 | 10 | 40,000.000 | 4,515.000- | | 1001 |
| | 08/14/2006 | OrdRes | 78101103977 | | | 3,000.000- | 7,515.000- | | 2002 |
| | 08/18/2006 | OrdRes | 78101103978 | | | 3,000.000- | 10,515.000- | | 2002 |

Date AV ST On Vendor Customer Page 1 / 6

MD04 sapux064 INS

This is an example of an item with a more complicated stock requirements list. Again, click on the magnifying glass.

Stock/Requirements List as of 20:04 Hrs

Show Overview Tree | Req.delv.dt | Material documents | MRP

Material | Plant | MRP type | PD | Material Type | RQH

Another common way to evaluate receipts vs. requirements is to click on the "sigma" button



| Date | MRP cl... | MRP element data | Rescheduli... | Ex... | Req |
|------------|-----------|------------------|---------------|-------|---------------------------|
| 06/17/2009 | Stock | | | | |
| 06/17/2009 | SafeSt | Safety stock | | | |
| 04/01/2008 | POitem | 4 | 08/21/2009 | 15 | |
| 05/15/2009 | OrdRes | | | | |
| 05/29/2009 | OrdRes | | | | 24.000 - 230.000 2000 00 |
| 06/10/2009 | Delvry | | 0000 | | 9.000 - 221.000 2000 |
| 06/12/2009 | OrdRes | | | | 36.000 - 185.000 2000 00 |
| 06/19/2009 | OrdRes | | | | 102.000 - 83.000 2000 00 |
| 07/13/2009 | POitem | 4 | 08/21/2009 | 15 | 100.000 - 183.000 1000 00 |
| 07/17/2009 | DepReq | P | | | 2.001 - 180.999 2000 00 |
| 07/24/2009 | DepReq | 2 | | | 16.857 - 164.142 2000 00 |
| 07/31/2009 | DepReq | P | | | 1.911 - 162.231 2000 00 |
| 08/07/2009 | DepReq | P | | | 0.516 - 161.715 2000 00 |
| 08/14/2009 | DepReq | P | | | 0.786 - 160.929 2000 00 |
| 08/21/2009 | DepReq | 6 | | | 81.938 - 78.991 2000 00 |
| 08/27/2009 | DepReq | 5 | | | 49.875 - 29.116 2000 00 |
| 09/03/2009 | DepReq | P | | | 0.948 - 28.168 2000 00 |
| 09/11/2009 | DepReq | P | | | 2.001 - 26.167 2000 00 |
| 09/25/2009 | DepReq | P | | | 2.001 - 24.166 2000 00 |

Date | GR | ST | On | Vendor | Customer | Page 1 / 4



We can choose in which time frame buckets we wish to view the information by clicking on the tabs.

Show Overview Tree

Material: 89KV IN
Plant: MRP type: PD

Days Weeks Months

| A... | Period/seg... | Plnd ind.re... | Requireme... | Receipts | Avail. quant... | ATP quantity | Actual c... |
|-----------|---------------|----------------|--------------|----------|-----------------|--------------|-------------|
| Stock | | | | | 254.000 | 91.156 | 41.6 |
| W 14/2008 | | 0.000 | 0.000 | 12.000 | 266.000 | 0.000 | |
| W 20/2009 | | 0.000 | 12.000- | 0.000 | 254.000 | 0.000 | |
| W 22/2009 | | 0.000 | 24.000- | 0.000 | 230.000 | 0.000 | |
| W 24/2009 | | 0.000 | 45.000- | 0.000 | 185.000 | 0.000 | |
| W 25/2009 | | 0.000 | 102.000- | 0.000 | 83.000 | 0.000 | |
| W 29/2009 | | 0.000 | 2.001- | 100.000 | 180.999 | 0.000 | |
| W 30/2009 | | 0.000 | 16.857- | 0.000 | 164.142 | 0.000 | |
| W 31/2009 | | 0.000 | 1.911- | 0.000 | 162.231 | 0.000 | 84.4 |
| W 32/2009 | | 0.000 | 0.516- | 0.000 | 161.715 | 0.000 | 79.4 |
| W 33/2009 | | 0.000 | 0.786- | 0.000 | 160.929 | 0.000 | 74.4 |
| W 34/2009 | | 0.000 | 81.938- | 0.000 | 78.991 | 0.000 | 69.4 |
| W 35/2009 | | 0.000 | 49.875- | 0.000 | 29.116 | 0.000 | 65.4 |
| W 36/2009 | | 0.000 | 0.948- | 0.000 | 28.168 | 0.000 | 60.4 |
| W 37/2009 | | 0.000 | 2.001- | 0.000 | 26.167 | 0.000 | 55.4 |
| W 39/2009 | | 0.000 | 2.001- | 0.000 | 24.166 | 0.000 | 45.4 |

This screen combines the receipts, requirements and ending available balance by time period.

Date GR ST

List Edit Goto Settings Environment System Help

Stock/Requirements List as of 15:41 Hrs

Show Overview Tree StatDiv

Material 087

Plant MRP type PD Material Type ROH Unit EA

| A | Date | MRP el... | MRP element data | Rescheduli... | Ex... | Rec./reqd.qty | Available qty | Stor... |
|---|------------|-----------|------------------|---------------|-------|---------------|---------------|---------|
| | 08/11/2006 | Stock | | | | | 806.000 | |
| | 08/11/2006 | SafeSt | Safety stock | | | 500.000- | 306.000 | |
| | 08/04/2006 | PurRqs | 0048562658/00010 | | 07 | 694.000 | 1,000.000 | 1001 |
| | 08/07/2006 | DepReq | 78101102417 | | | 1,000.000- | 0.000 | 2002 |
| | 12/20/2006 | PldOrd | 0055521968/STP0 | | | 1,000.000 | 1,000.000 | 1001 |
| | 12/21/2006 | DepReq | 78101102417 | | | 1,000.000- | 0.000 | 2002 |
| | 04/23/2007 | PldOrd | 0058971793/STP0 | | | 1,000.000 | 1,000.000 | 1001 |
| | 04/24/2007 | DepReq | 78101102417 | | | 1,000.000- | 0.000 | 2002 |

Vendor Customer

The list was created at 15:41 hours

MD04 sapux064 INS

It is important also to realize the difference between planned and fixed requirements.

This is an example of a PurReq driven solely by planned issues. The PurReq on the third line for 694 pieces is generated by the DepReq for 1,000 pieces. A decision needs to be made based on the confidence you have that the planned requirement will materialize into a firm requirement.

List Edit Goto Settings Environment System Help

Stock/Requirements List as of 09:06 Hrs

Show Overview Tree StatDiv OCPGI Parent APU Run MRP PIR PO History

Material Plant 1150 MRP type PD Material Type ROH Unit EA

| A | Date | MRP el | MRP element data | Rescheduli | Ex | Rec./reqd.qty | Available qty |
|---|------------|--------|--------------------|------------|----|---------------|---------------|
| | 08/14/2006 | Stock | | | | | 31.000 |
| | 08/21/2006 | PurRqs | 0049518327/00010 * | | | 70.000 | 101.000 |
| | 08/22/2006 | OrdRes | 78101138904 | | | 40.000- | 61.000 |
| | 08/22/2006 | OrdRes | 8101138906 | | | 30.000 | 31.000 |

This is an example of SAP generating a PurReq for more than what is needed. There are two OrdRes for a total of 70 pieces and there is currently 31 pieces on hand. Although the PurReq is for 70 pieces, we should only place an order for 39 pieces.

Several reason for why SAP will tell you to order more than is necessary exist. Rounding values, minimum lot sizes, etc. may be to blame. It is worth the time to check the Material Master for verification. The topic of Material Masters will be discussed later.

start Inbox - Microsoft Out... 3 SA MD04 sapux064 INS 9:12 AM

Stock/Requirements List as of 15:57 Hrs

Show Overview Tree | StatDiv | OCPGI | Parent | APU | Run MRP | PIR | PO History

Material: B
Plant: MRP type: PD Material Type: ROH Unit: EA

| A... | Date | MRP el... | MRP element data | Rescheduli... | Ex... | Rec./reqd.qty | Available qty | Stor... |
|------|------------|-----------|------------------|---------------|-------|---------------|---------------|---------|
| | 08/11/2006 | Stock | | | | | 0.000 | |
| | 05/25/2006 | POitem | 4500453740/00030 | | 20 | 4.000 | 4.000 | 1001 |
| | 07/12/2006 | POitem | 4500484901/00070 | | 20 | 400.000 | 404.000 | 1001 |
| | 07/18/2006 | POitem | 4500487010/00070 | | 20 | 800.000 | 1,204.000 | 1001 |

This is an example of having open POs coming in for seemingly no need. Once these orders are delivered and received in, there will be 1,204 pieces in excess inventory. In this situation, the buyer should research the reasons why these orders were placed. Common reasons for leaving the POs as is include ordering ahead of scheduling (due to lead time constraints) and the item has been removed from the BOM but not added as a separate line item on the SO yet. If there is no true need for the material, the buyer should contact the supplier to see if anything can be done (cancelled, etc.).

MD04 | sapux064 | INS

Stock/Requirements List as of 20:28 Hrs

Show Overview Tree Req.delv.dt Material documents MRP

Material Plant MRP type PD Material Type ROH Unit EA

| A... | Date | MRP el... | MRP element data | Rescheduli... | Ex... | Rec./reqd.qty | Available qty | Stor... | R |
|------|------------|-----------|------------------|---------------|-------|---------------|---------------|---------|----|
| | 06/17/2009 | Stock | | | | | 8.000 | | |
| | 06/19/2009 | OrdRes | :1 | | | 12.000- | 4.000- | 2000 | 00 |
| | 08/18/2009 | PurRqs | 0185438061/00010 | 06/19/2009 | 30 | 4.000 | 0.000 | 1000 | 00 |

GR ST... On Vendor Customer

This is an example of a PurReq generated by SAP with an available for production date that is actually after the date it is needed. For us to have this material available for production on 6/19, this PurReq should have shown an available date of 6/19 instead. (The reason that it does not show a 6/19 date is because of the lead time associated with the part. Based on the lead time in the Material master, the earliest this part available is 8/18)

Show Overview Tree | Req.delv.dt | Material document

Material: P3 | M. - 3 FT.
Plant: | MRP type: PD | Material Type: | ROH: | Unit: | EA: |

1) There are two ways to view transactions in Transaction MD04 – when an item is needed in production or when the item needs to be received in.

| A | Date | MRP el... | MRP element data | Rescheduli... | Ex... | Rec./reqd.qty | Available qty | Stor... R |
|---|------------|-----------|--------------------|---------------|-------|---------------|---------------|-----------|
| | 06/17/2009 | Stock | | | | | 187.000 | |
| | 06/17/2009 | SafeSt | Safety stock | | | 100.000- | 87.000 | |
| | 05/21/2009 | OrdRes | CCR152J1 | | | 2.000- | 85.000 | 2000 00 |
| | 06/19/2009 | OrdRes | 7 Individual reqmt | | | 56.000- | 29.000 | 2000 00 |
| | 06/24/2009 | POitem | 4900111134/00030 | | | 80.000 | 109.000 | 1000 00 |
| | 06/26/2009 | OrdRes | 3 Individual reqmt | | | 31.000- | 78.000 | 2000 00 |
| | 07/01/2009 | POitem | 4900111134/00030 | 07/17/2009 | 15 | 80.000 | 158.000 | 1000 00 |
| | 07/03/2009 | DepReq | 4 Individual reqmt | | | 9.020- | 148.980 | 2000 00 |
| | 07/15/2009 | POitem | 4900111134/00030 | 09/11/2009 | 15 | 80.000 | 228.980 | 1000 00 |
| | 07/15/2009 | POitem | 4900111134/00030 | 02/04/2010 | 15 | 80.000 | 308.980 | 1000 00 |

2) For the item on the slide, we are currently viewing the transactions by the date that the item needs to be available. In other words, the 6/24 showing up next to the POitem is the date that the order needs to be available for production to use on the shop floor. It is not the date that we need it to be delivered for a goods receipt.

3) This button has "GR" displayed. This indicates that the stock requirements list is currently being viewing by date of availability for production. To change the dates to be based off goods receipt instead, click on that button.

Date | **GR** | ST... | On | Vendor | Customer

Stock/Requirements List as of 20:32 Hrs

Show Overview Tree Req.delv.dt Material documents MRP

Material Plant MRP type PD Material Type ROH Unit EA

| A | Date | MRP el... | MRP element data | Rescheduli... | Ex... | Rec./reqd.qty | Available qty | Stor... | R |
|---|------------|-----------|--------------------|---------------|-------|---------------|---------------|---------|----|
| | 06/17/2009 | Stock | | | | | 187.000 | | |
| | 06/17/2009 | SafeSt | Safety stock | | | 100.000- | 87.000 | | |
| | 05/21/2009 | OrdRes | | | | 2.000- | 85.000 | 2000 | 00 |
| | 06/10/2009 | OrdRes | 7 Individual reqmt | | | 56.000- | 29.000 | 2000 | 00 |
| | 06/22/2009 | POitem | 4900111134/00030 | | | 80.000 | 109.000 | 1000 | 00 |
| | 06/26/2009 | OrdRes | 3 Individual reqmt | | | 31.000- | 78.000 | 2000 | 00 |
| | 06/29/2009 | POitem | 4900111134/00030 | 07/17/2009 | 15 | 80.000 | 158.000 | 1000 | 00 |
| | 07/03/2009 | DepReq | 4 Individual reqmt | | | 9.020- | 148.980 | 2000 | 00 |
| | 07/06/2009 | POitem | 4900111134/00030 | 09/11/2009 | 15 | 80.000 | 228.980 | 1000 | 00 |
| | 08/07/2009 | DepReq | 2 Individual Reqmt | | | 80.000 | 308.980 | 1000 | 00 |
| | 08/10/2009 | POitem | 4900111134/00030 | | 20 | 72.020- | 236.960 | 2000 | 00 |
| | | | | | 20 | 90.000 | 326.960 | 1000 | 00 |
| | | | | | 20 | 32.020- | | | |
| | | | | | 20 | 80.000 | | | |
| | | | | | 20 | 5.020- | | | |
| | | | | | 20 | 80.000 | | | |
| | | | | | | 8.000- | | | |
| | 08/07/2009 | DepReq | 2 Individual Reqmt | | | 12.020- | | | |
| | 08/10/2009 | POitem | 4900111134/00030 | | 20 | 80.000 | | | |

2) The date next to the POitem is now 6/22 rather than 6/24 since there are two days allowed for the receiving department to key the good receipt after the material has been delivered.

1) The button will now display "AV" and all the transactions in the stock requirements list will be showing dates of when we need the orders to be delivered and received in.

Date AV ST On Vendor Customer



Stock/Requirements List as of 09:08 hrs

Show Overview Tree | Req.devl.dt | APU

Material

Plant MRP type Material Type ROH Unit LB

| A.. | Date | MRP ... | MRP element data | Rescheduli... | Ex... | Receipt/Reqmt | Available Qty | St... | R.. |
|-----|------------|---------|------------------|---------------|-------|---------------|---------------|-------|-----|
| | 07/31/2012 | Stock | | | | | | | |
| | 06/22/2012 | OrdRes | 2 | | | 38.721- | 19,874.157 | 2000 | 01 |
| | 08/03/2012 | OrdRes | | | | 514.080- | | | |
| | 08/03/2012 | OrdRes | | | | 514.080- | | | |
| | 08/03/2012 | OrdRes | | | | 231.704- | | | |
| | 08/03/2012 | OrdRes | | | | 580.819- | | | |
| | 08/03/2012 | OrdRes | | | | 574.260- | | | |
| | 08/03/2012 | OrdRes | | | | 344.456- | | | |

List Edit Goto Settings Environment System Help



Stock/Requirements List as of 09:08 hrs

Show Overview Tree | Req.devl.dt | APU

Material

Plant MRP type Material Type ROH Unit LB

Overview of material data | Lot size data | Procurement and scheduling | Stocks/cov...

| | | | |
|---------------------|-----|--------------------------------------|------|
| MRP Controller | 14P | MRP group | D040 |
| Purchasing Group | 706 | Strategy group | |
| Procurement Type | F | Special procurement | |
| Planning time fence | 0 | Availability check | 27 |
| ABC Indicator | A | <input type="checkbox"/> BAaI Active | |

We can also expand the header by clicking this icon. This allows you to see more information such as MRP Controller.

To close the header click this icon.

| A.. | Date | MRP ... | MRP element data | Rescheduli... | Ex... | Receipt/Reqmt | Available Qty | St... | R.. |
|-----|------------|---------|------------------|---------------|-------|---------------|---------------|-------|-----|
| | 07/31/2012 | Stock | | | | | 19,912.878 | | |
| | 06/22/2012 | OrdRes | 2 | | | 38.721- | 19,874.157 | 2000 | 01 |
| | 08/03/2012 | Or | | | | 51. | | | |
| | 08/03/2012 | Or | | | | 51. | | | |
| | 08/03/2012 | Or | | | | 23. | | | |

Understanding the Purchase Order

- Purchase Orders can be viewed by drilling down through the MD04 screen, by utilizing the transaction ME22N, etc.

CI Standard PO 4502115445 Created by Lauren Moore

Document overview on

CI Standard PO 4502115445 Vendor Doc. date 04/28/2009
Delivery/invoice Conditions Texts Address Communication Partners Additional data Org. data Status Release strategy

Payment terms K050 Currency USD
Payment in 50 days 0.000 % Exchange rate 1.00000 Exch. rate fixed
Payment in 0 days 0.000 %
Payment in 0 days net
Incoterms FOB SHIPPING POINT GR message

| S... | Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr.. | Per | O... | Matl group |
|------|------|---|---|----------|------------|-------------|------|---|-------------|-----------|--------|-----|------|------------|
| | 10 | | | | | 12.000 | EA | D | 06/19/2009 | 606.84 | USD | 1 | EA | Transforme |
| | 20 | | | | | 7.000 | EA | D | 06/08/2009 | 589.16 | USD | 1 | EA | Transforme |
| | 30 | | | | | 1.000 | EA | D | 05/29/2009 | 582.26 | USD | 1 | EA | Transforme |

Item [30] VTR076, CURR.TRANS
Material data Quantities/weights Delivery address Confirmations C...

Overdeliv. tol. 5.0 % Unlimited
Underdel. tol. 5.0 %
Shipping instr.
Stock type Unrestricted use
Rem. shelf life 0 D
QA control key
Reminder 1 0 Goods receipt
Reminder 2 0 GR non-valuated
Reminder 3 0 Deliv. Completed
No. reminders 0
Plnd delay time 45
GR proc. time 2 Latest GR date
Incoterms FOB ORIGIN

Everything in this top portion of the PO pertains to the ENTIRE PO.

Purchase order Edit Goto Environment System Help

CI Standard PO 4502051449 Created by Lauren Moore

Document overview on Print preview Messages Personal setting

CI Standard PO 4502051449 Vendor PO5052 COOPER ELECTRIC (SH/ Doc. date 03/23/2009

Delivery/Invoice Conditions Texts Address Communication Partners Additional data Org.data Status

Purchasing Org. 1000
Purch. Group 700
Company Code

| Material | Short text | PO quantity | O... | C |
|----------|------------|-------------|------|---|
| TR205 | C STD ST | 216.000 | EA | D |
| TR208 | C STD ST | 360.000 | EA | D |
| TR210 | BC STD S | 240.000 | EA | D |

69KV INSUL 3"BC STD STR

ties/weights Delivery schedule Delivery Invoice Conditions

Overdeliv. tol. 10.0 % Unlimited
Underdel. tol. 0.0 %

Ship Stoc
Rem QA

Reminder 1 0
Reminder 2 0
Reminder 3 0
Reminders 0
Delivery time 115
Proc. time 2 Latest GR date
Terms Listed at item level

Start Purching 101.ppt Strategic Purchasi... SAP Logon 710 CI Standard PO 4... 8:44 PM

This displays the date that the PO was created.

The upper display of a name indicates who created the PO. However, this display to the side under the Org.data tab shows who the PO is assigned to. The Purch. Group can be changed to another employee. In this case the names match. A case in which these would not match include when an employee is out of the office and a co-worker enters a PO but is not ultimately responsible for that vendor.

This displays the vendor by number and name.

This shows that this is a standard PO. There are other options and an InterCompany PO is another common type of PO.

This displays the Purchase Order Number that is unique to this individual PO and is automatically assigned after the Purchasing Requirement is saved.

Two common codes that will be consistent across all transactions for our facility include:

Purchasing Org. = 666

Company Code = 333

The screenshot shows the SAP CI Standard PO interface. At the top, the document number is 4502051449 and the date is 03/23/2009. The 'Conditions' tab is selected, showing fields for Purchasing Org. (1000), Purch. Group (700), and Company Code. Below this is a table of line items:

| Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | Q | Matl group |
|------|---|---|----------|------------|-------------|------|---|-------------|-----------|---------|-----|----|-------------|
| 10 | | | | | 216.000 | EA | D | 07/02/2009 | 3,192.82 | USD | 100 | EA | Ceramic Ins |
| 20 | | | | | 360.000 | EA | D | 07/02/2009 | 3,840.29 | USD | 100 | EA | Ceramic Ins |
| 30 | | | | | 240.000 | EA | D | 07/02/2009 | 5,242.46 | USD | 100 | EA | Ceramic Ins |

The 'Item' tab is selected, showing details for item 40. Fields include Overdeliv. tol. (10.0%), Underdeliv. tol. (0.0%), Shipping instr., Stock type (Unrestricted use), Rem. shelf life (0 D), QA control key, and Reminder 1, 2, 3 (all 0). Checkboxes for Goods receipt, GR non-valuated, and Deliv. Completed are also visible.

Annotations include a red arrow pointing to the 'Conditions' tab, a red oval around the line item table, and a red arrow pointing to the 'Invoice' tab.

This center section displays a lot of information including the line item number, Material number, Description, Quantity, Delivery Date, and Price per number of units

Purchase order Edit Goto Environment System Help

CI Standard PO 4502115445 Created

Document overview on Print preview

CI Standard PO 4502115445 Vendor

Delivery/invoice Conditions Texts Address

Payment terms K050
Payment in 50 days 0.000 %
Payment in 0 days 0.000 %
Payment in 0 days net
Incoterms FOB SHIPPING POINT

Currency USD
Exchange rate 1.00000 Exch.rate fixed

| S... | Item | A | I | Material | Short text |
|------|------|---|---|----------|------------|
| | 10 | | | | |
| | 20 | | | | |
| | 30 | | | | |

Item [30]

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Texts Delivery address Confirmations

Overdeliv. tol. 5.0 % Unlimited
Underdel. tol. 5.0 %
Shipping instr.
Stock type Unrestricted use
Rem. shelf life 0 D
QA control key

Reminder 1 0 Goods receipt
Reminder 2 0 GR non-valuated
Reminder 3 0 Deliv.Completed
No. reminders 0
Pind dely time 45
GR proc. time 2 Latest GR date
Incoterms FOB ORIGIN

Start Purchasing 101.ppt Strategic Purchasi... SAP Logon 710 CI Standard PO 4... 9:04 PM

By clicking on the Delivery/invoice tab we can see the payment terms. For a more detailed explanation, click on the drop down. Currently our standard term are 2%, 20, net 90. However, in this case you can see that special terms have been negotiated with the vendor.

From this tab, we can also view the Incoterms that apply to the entire PO. These should not conflict with the terms assigned to the individual line item as displayed below. If the case that individual line items have different terms, the top fields should be blank and the appropriate incoterms applied per line item below (see next slide.)

CI Standard PO 4502115445 Created by Lauren Moore

Document overview on Print preview Messages Personal setting

CI Standard PO 4502115445 Vendor Doc. date 04/28/2009

Delivery/invoice Conditions Texts Address Comm

Payment terms K050
Payment in 50 days 0.000 %
Payment in 0 days 0.000 %
Payment in 0 days net
Incoterms FOB SHIPPING POINT

GR message

By clicking on the drop down or utilizing the up and down arrows, we can view the items that are specific to each line item of the PO in this bottom portion of the screen.

| S... | Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | O... | Matl group |
|------|------|---|---|----------|------------|-------------|------|---|-------------|-----------|---------|-----|------|------------|
| | 10 | | | | | 12.000 | EA | D | 06/19/2009 | 606.84 | USD | 1 | EA | Transforme |
| | 20 | | | | | 7.000 | EA | D | 06/08/2009 | 589.16 | USD | 1 | EA | Transforme |
| | 30 | | | | | 1.000 | EA | D | 05/29/2009 | 582.26 | USD | 1 | EA | Transforme |

Item [30] VTR076, CURR.TRANS. 50:5R 110KV AB

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Texts Delivery address Confirmations C...

Overdeliv. tol. 5.0 % Unlimited
Underdel. tol. 5.0 %
Shipping instr.
Stock type Unrestricted use
Rem. shelf life 0 D
QA control key

Reminder 1 0 Goods receipt
Reminder 2 0 GR non-valuated
Reminder 3 0 Deliv.Completed
No. reminders 0
Pind dely time 45
GR proc. time 2 Latest GR date
Incoterms FOB ORIGIN

Purchase order Edit Goto Environment System Help

CI Standard PO 4500534850 Created by Connie S Winkler

Document overview on Print preview Messages Personal setting

ZNB CI Standard PO 4500534850 Vendor Doc. date 08/10/2006

Header

| S | Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | O... | Matl group |
|---|------|---|---|----------|--------------------------|-------------|------|---|-------------|-----------|---------|--------|------|------------|
| | 20 | | | 11675189 | BLK,HHCS 5/16 X 5 3/4 ZN | 28,200.000 | EA | D | 08/17/2006 | 654.64 | USD | 10,000 | EA | Screws |
| | 40 | | | | | 6.000 | EA | D | 08/16/2006 | 1.10 | USD | 1 | EA | Washers |
| | 60 | | | | | 0.000 | EA | D | 08/11/2006 | 48.02 | USD | 10,000 | EA | Nuts |
| | 100 | | | | | 0.000 | EA | D | 08/25/2006 | 21.10 | USD | 1,000 | EA | Nuts |
| | 120 | | | | | 5.000 | EA | D | 08/21/2006 | 81.28 | USD | 1,000 | EA | Screws |
| | 150 | | | | | 0.000 | EA | D | 08/10/2006 | 546.39 | USD | 10,000 | EA | Screws |
| | 160 | | | | | 0.000 | EA | D | 08/10/2006 | 86.90 | USD | 1,000 | EA | Screws |
| | 260 | | | | | 33,000.000 | EA | D | 08/17/2006 | 28.78 | USD | 1,000 | EA | Bolts |
| | 430 | | | | | 2,636.000 | EA | D | 08/16/2006 | 33.87 | USD | 1,000 | EA | Nuts |

Item 6 [150] ZN

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions

| S | C | Delivery date | Scheduled qty. | Time | Stat. del. da | Delivered | Purch.req. | Req. N. | Open quantity | Sch. R |
|---|---|---------------|----------------|------|---------------|-----------|------------|---------|---------------|--------|
| | D | 08/10/2006 | 8,200.000 | | 08/15/2006 | | 49814876 | 10 | 8,200.000 | 1 |
| | D | 08/25/2006 | 16,000.000 | | 08/25/2006 | | | | 16,000.000 | 2 |
| | | | | | | | | | 0 | |
| | | | | | | | | | 0 | |

ME23N sapux064 INS

2) Always make sure the drop down box above the Delivery Schedule tab shows the item that is being changed.

1) This is an example of how to place an order for an item with more than one delivery date.

CI Standard PO 4502115445 Created by Lauren Moore

Document overview on    Print preview Messages   Personal setting

CI Standard PO 4502115445 Vendor 17 Doc. date 04/28/2009

Delivery/invoice Conditions Texts Address Communication Partners Additional data Org.data Status Release strategy

| | | | |
|---------------|--|---------------|--|
| Payment terms | K050 | Currency | USD |
| Payment in | 50 days 0.000 % | Exchange rate | 1.00000 <input type="checkbox"/> Exch.rate fixed |
| Payment in | 0 days 0.000 % | | |
| Payment in | 0 days net | | |
| Incoterms | FOB SHIPPING POINT <input type="checkbox"/> GR message | | |

| S... | Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | O... | Matl group |
|------|------|---|---|----------|------------|-------------|------|---|-------------|-----------|---------|-----|------|------------|
| | 10 | | | | | | | | | | | | | |
| | 20 | | | | | | | | | | | | | |
| | 30 | | | | | | | | | | | | | |

The Delivery/invoice tab also describes the currency that is associated with this PO. This is most applicable to suppliers that require payment in currency other than USD. For example Sadtem will reject your PO if this is not in EUR. If the currency does not match the currency required of the PO then the Vendor master needs to be investigated.

Item [30] VTR076 , CURR.TRANS. 50:5R 110KV ABB:...

Material data Quantities/weights Delivery schedule Deliv

| | | | |
|-----------------|--|-----------------|--|
| Overdeliv. tol. | 5.0 % <input type="checkbox"/> Unlimited | Remind | |
| Underdel. tol. | 5.0 % | Reminder 2 | 0 <input type="checkbox"/> GR non-valuated |
| Shipping instr. | | Reminder 3 | 0 <input type="checkbox"/> Deliv.Completed |
| Stock type | Unrestricted use | No. reminders | 0 |
| Rem. shelf life | 0 D | Plnd delay time | 45 |
| QA control key | | GR proc. time | 2 Latest GR date |
| | | Incoterms | FOB ORIGIN |



CI Standard PO 4502115445 Created by Lauren Moore

Document overview on Print preview Messages Personal setting

CI Standard PO 4502115445 Vendor 17983 Doc. date 04/28/2009

Delivery/invoice Conditions Texts Address Communication Partners Additional data Org.data Status Release strategy

Net 11,988.46 USD

| CnTy | Name | Amount | Crcy | per | U... | Condition value | Curr. | Condition value | CdCur |
|------|----------------------|---------|------|-----|------|-----------------|-------|-----------------|-------|
| PB00 | Gross Price | 582.26 | USD | | 1 EA | 582.26 | USD | 0.00 | |
| PB00 | Gross Price | 589.16 | USD | | 1 EA | 4,124.12 | USD | 0.00 | |
| PF00 | Gross Price | 606.84 | USD | | 1 EA | 7,282.08 | USD | 0.00 | |
| | Net value incl. disc | | | | | 11,988.46 | USD | 0.00 | |
| NAVM | Non-Deductible Tax | | | | | 0.00 | USD | 0.00 | |
| | Net value incl. tax | | | | | 11,988.46 | USD | 0.00 | |
| ZFRT | Freight Tracking | | | | | 359.65 | USD | 0.00 | |
| SKTD | Cash Discount | 0.000 % | | | | 0.00 | USD | 0.00 | |
| | Final price | | | | | 12,348.11 | USD | 0.00 | |

Condition rec. Activate Update

The Conditions tab displays all of the pricing information for the total PO.

| S... | Item | A | I | Material | Short text | O... | Matl group |
|------|------|---|---|----------|------------|------|------------|
| | 10 | | | | | EA | Transforme |
| | 20 | | | | | EA | Transforme |
| | 30 | | | | | EA | Transforme |

Item detail

Start Purchasing 101.ppt Strategic Purchasi... SAP Logon 710 CI Standard PO 4... 9:24 PM



CI Standard PO 4502155266 Created by Lauren Moore

Document overview on Print preview Messages Personal setting

CI Standard PO 4502155266 Vendor 17983 Doc. date 05/19/2009

Delivery/invoice Conditions Texts Address Communication Partners Additional data Org.data Status Release strategy

Header texts

| | | |
|---------------|-------------------------------------|--|
| Header text | <input checked="" type="checkbox"/> | |
| Header note | <input type="checkbox"/> | |
| Pricing types | <input type="checkbox"/> | |
| Deadlines | <input type="checkbox"/> | |

Continuous-text

| S... | Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | O... | Matl group |
|------|------|---|---|----------|------------|-------------|------|---|-------------|-----------|---------|-----|------|------------|
| | 10 | | | | | 12.000 | EA | D | 09/01/2009 | 606.84 | USD | 1 | EA | Transforme |

In the Texts tab you can include any notes that will apply to the entire PO. Most often this will include the SO number and name (if known) or any special requirements. In this case, you can see that the project name is displayed.

Item detail

CI Intercompany PO 4900111134 Created by Lauren Moore

Document overview on     Print preview  Messages  Personal setting

CI Intercompany PO 4900111134 Vendor PO Doc. date 04/06/2009
Delivery/invoice Conditions Texts Address Communication Partners Additional data Org. data Status Release strategy

Street/House number T
Postal code/City
Country
Telephone Extension
Fax Extension



| S | Item | A | I | Material | Short text |
|---|------|---|---|----------|------------|
| | 10 | | | | EAD |
| | 20 | | | | /3c |
| | 30 | | | | /3c |

The Material data tab in the bottom portion of the PO can provide the supplier's part number if it is not in the description of the material. This is populated from the information that you supply when entering the purchasing views (described later).

Item LEAD A
Material data Quantities/weights Delivery schedule Delivery invoice Conditions Purchase order history Texts Delivery address

Material group 23505 Revision Level 00
Vendor mat. no. CHCCR003P3 EAN/UPC
Vendor sub-range
Batch Vendor Batch InfoUpdate

(1) The Delivery Schedule tab shows the quantities and delivery dates for a specific line item.

(2) As you can see the date shown in the middle portion of the PO shows the first delivery date of the schedule line item. (Note: We are viewing information below for line item 30)

The screenshot displays the SAP Purchase Order (PO) interface for PO1004 COOPER C-H MOLDED P. The main table shows three line items:

| S... | Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | O... | Matl group |
|------|------|---|---|----------|------------|-------------|------|---|-------------|-----------|---------|-----|------|------------|
| | 10 | | | | PLUG | 90.000 | EA | D | 06/15/2009 | 1,942.08 | USD | 100 | EA | Cable Asse |
| | 20 | | | | 5 PIN, | 240.000 | EA | D | 06/15/2009 | 18.51 | USD | 1 | EA | Cable Asse |
| | 30 | | | | 5 PIN, | 890.000 | EA | D | 06/15/2009 | 15.69 | USD | 1 | EA | Cable Asse |

The detailed view for line item 30, CCR003P3, 5 PIN, #16/3c PLUG & LEAD A, shows the following delivery schedule:

| S... | Delivery date | Scheduled qty. | Time | Stat. del. da. | GR qty | Purch.req. | Req... | N... |
|------|---------------|----------------|------|----------------|--------|------------|--------|------|
| D | 06/15/2009 | 80.000 | | 06/15/2009 | 80.000 | | | |
| D | 06/22/2009 | 80.000 | | 06/22/2009 | | | | |
| D | 06/29/2009 | 80.000 | | 06/29/2009 | | | | |
| D | 07/06/2009 | 80.000 | | 07/06/2009 | | | | |
| D | 07/13/2009 | 80.000 | | 07/13/2009 | | | | |
| D | 07/20/2009 | 90.000 | | 07/20/2009 | | | | |
| D | 07/27/2009 | 80.000 | | 07/27/2009 | | | | |
| D | 08/03/2009 | 80.000 | | 08/03/2009 | | | | |
| D | 08/10/2009 | 80.000 | | 08/10/2009 | | | | |
| D | 08/17/2009 | 80.000 | | 08/17/2009 | | | | |

(3) What you can see here is a blanket order for CCH cables in which a quantity of 80 cables are due on different due dates. In this case most of all of the quantities are equal but you can make them different. You can also see that the total of all the individual deliveries are displayed above.

This type of delivery schedule may be utilized to overcome a minimum order quantity by splitting the amounts over time. This may also be utilized as part of an assortment of agreements that may be made with a supplier.

Purchase order Edit Goto Environment System Help

Document overview

CI Intercompa

Header

S... Item A

10

20

Another important note on the Delivery schedule tab is the difference of the delivery date column and the Stat. del. Date tab. When a supplier informs us of a different delivery date than the original PO then the delivery date should be changed. This will update the MD04 screen so that anyone looking will have an accurate picture of when we expect the line item to deliver. However, there is another date on this PO: Stat. del. Date. This is the date that the supplier is measured against for the Supplier On Time Delivery metric. This date should be changed based on your discretion. Example: if the supplier acknowledged one date and then reported that they were going to be late and it was their own issue then you would change the Delivery date but not the Stat. del. Date. If we caused the delay, however, we would change both dates so that the supplier is not penalized for our own mistake. (Please speak with your manager for more detailed direction)

Item [10] C 16/30 PLL

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Texts Delivery address Confirmations C...

| S... | C | Delivery date | Scheduled qty. | Time | Stat. del. da... | GR qty | Purch.req. | Req... | N... | Open quantity | Sch... | R |
|------|---|---------------|----------------|------|------------------|--------|------------|--------|------|---------------|--------|---|
| | D | 06/01/2009 | 6.000 | | 06/01/2009 | | | | | 6.000 | 1 | |
| | | | | | | | | | | 0 | | |
| | | | | | | | | | | 0 | | |
| | | | | | | | | | | 0 | | |

Start Purchasing 1... Strategic Pur... SAP Logon 710 Display Purch... CI Intercom... 9:53 PM

CI Intercompany PO 4

Document overview on Print preview Messages Personal setting

CI Intercompany PO 4900056454 Vendor P Doc. date 05/13/2009

(1) Under the delivery tab we can see the percentage that the Receiving department is allowed to receive over/under the quantity on the PO. In this case the Receiving department can receive over or under 5% of the total quantity. This is important to note because although Receiving can receive a different quantity than is listed on the PO, the invoice for this PO will still be blocked for a quantity difference.

(2) Under this tab you will also see that the Deliv.Completed field is not checked. If the goods are delivered in full, this will show a check mark. If the goods are under-delivered the will not show a check. If needed you will need to check this box (ZTAS items, items that will not complete delivery... please see your manager for clarification of specific situations)

| | | | | | |
|-----------------|------------------|------------------------------------|-----------------|------------|---|
| Overdeliv. tol. | 5.0 % | <input type="checkbox"/> Unlimited | Reminder 1 | 0 | <input checked="" type="checkbox"/> Goods receipt |
| Underdel. tol. | 5.0 % | | Reminder 2 | 0 | <input type="checkbox"/> GR non-valuated |
| Shipping instr. | | | Reminder 3 | 0 | <input type="checkbox"/> Deliv.Completed |
| Stock type | Unrestricted use | | No. reminders | 0 | |
| Rem. shelf life | 0 D | | Plnd delay time | 28 | |
| QA control key | | | GR proc. time | 2 | Latest GR date |
| | | | Incoterms | FOB ORIGIN | |

(3) There are also times when your will need to check the Unlimited field (Please see your manager for specific instructions)

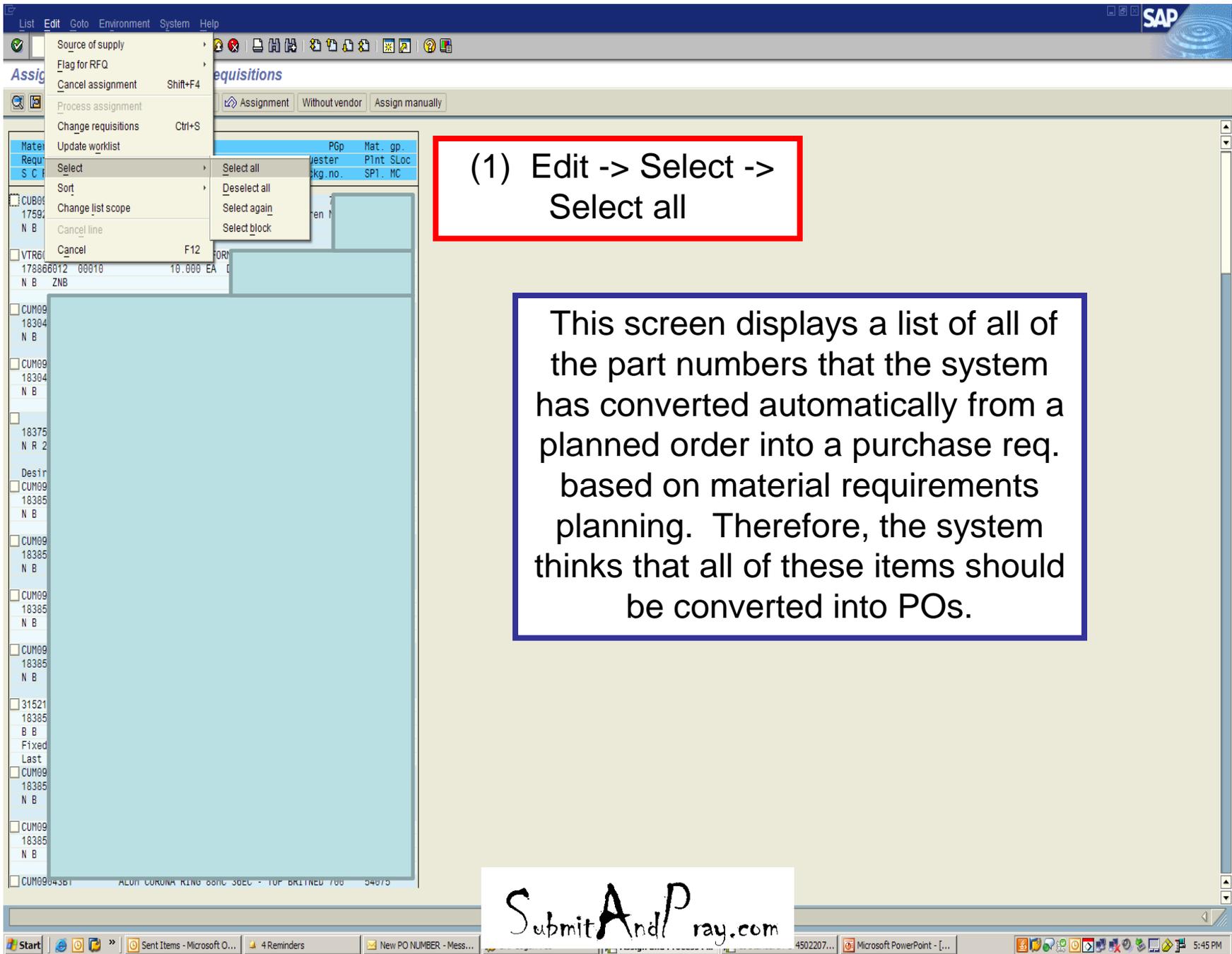
Assign and Process Requisitions (Daily) (ME57)

The screenshot shows the SAP ME57 transaction 'Assign and Process Purchase Requisitions'. The interface includes a menu bar (Menu, Edit, Favorites, Extras, System, Help) and a toolbar. The main area is a list of fields for requisition assignment, such as Purchasing requisition, Purchasing group, Material, and Requirement tracking number. The 'Purchasing group' field contains the value '700'. Below the list is a section for 'Assigned purchase requisitions' with several checkboxes. A red dashed line points from the 'Execute' button in the toolbar to the 'Assigned purchase requisitions' section. Two red boxes with arrows point to the 'Purchasing group' field and the 'Assigned purchase requisitions' section, respectively.

(1) Insure that your purchasing group is entered and that the box is checked

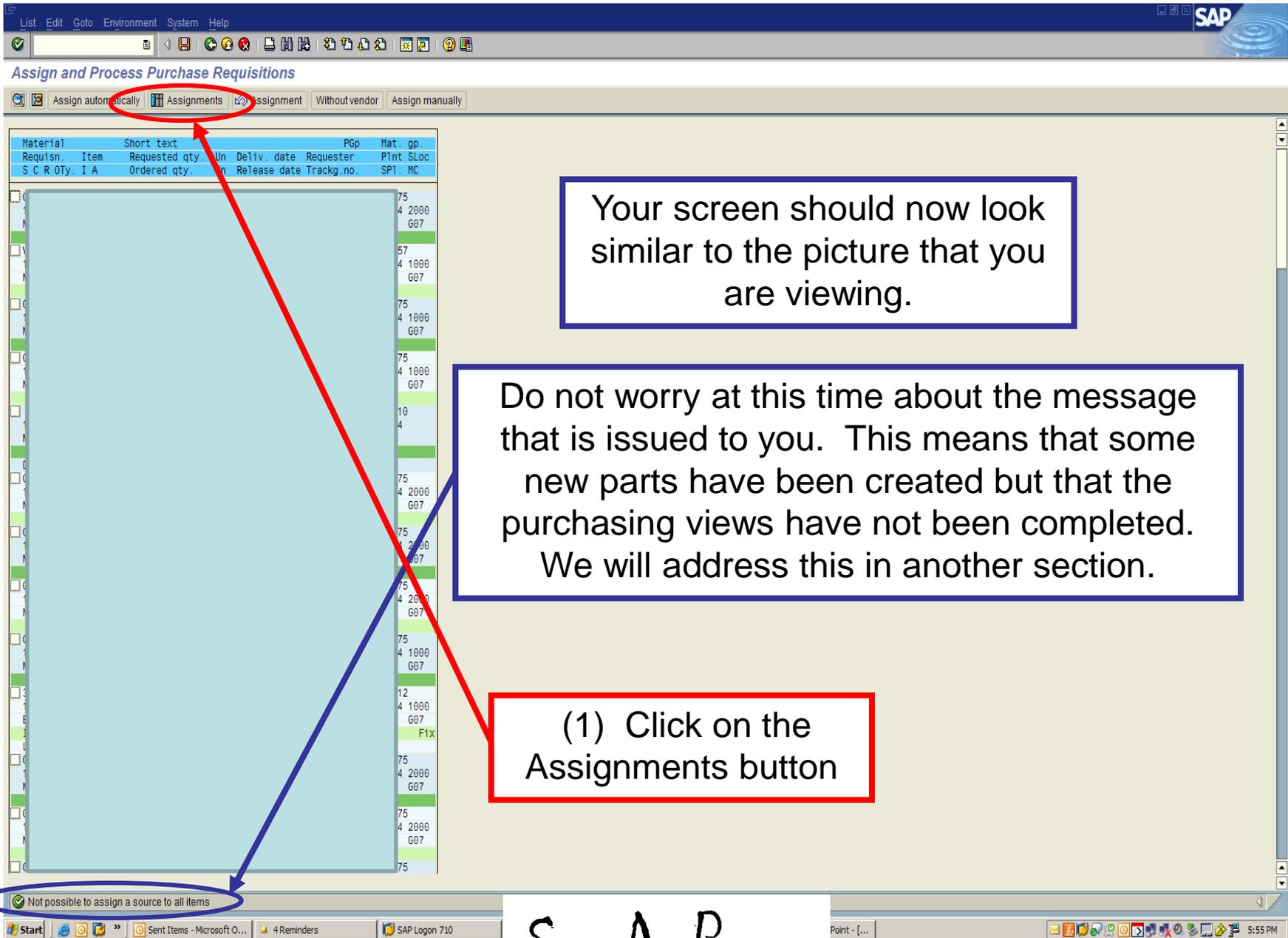
(2) Click the Execute Button

SubmitAndPray.com



(1) Edit -> Select -> Select all

This screen displays a list of all of the part numbers that the system has converted automatically from a planned order into a purchase req. based on material requirements planning. Therefore, the system thinks that all of these items should be converted into POs.



Your screen should now look similar to the picture that you are viewing.

Do not worry at this time about the message that is issued to you. This means that some new parts have been created but that the purchasing views have not been completed. We will address this in another section.

(1) Click on the Assignments button

Assign and Process Requisitions: Overview of Assignments

Process assignment

| P0rg | QTy. | CoCd | Outl. | agmt. | ATy | PReqs | Processing note |
|-------|------|------|-----------|-------|-----------|-------|-----------------|
| Withc | | | | | | 41 | |
| 1000 | | | | | | 1 | |
| Vendc | | | | | | 1 | |
| 1000 | | | | | | | |
| Vendc | | | | | INC | 1 | |
| 1000 | ZNB | 1214 | W/o outl. | | agmt. | | |
| Ver | | | | | | 1 | |
| 100 | | | | | | 6 | |
| Ver | | | | | | 1 | |
| 100 | | | | | | 2 | |
| Ver | | | | | MPANY | 1 | |
| 100 | | | | | | 1 | |
| Ver | | | | | | 15 | |
| 100 | | | | | | | |
| Ver | | | | | -UNBONDED | 1 | |
| 100 | | | | | | | |

(1) double click on a vendor in order to view/change a purch req.

| P0rg | QTy. | CoCd | Sched. | agmt. | ATy. | Valid from | to | PReqs | Processing note |
|------|------|------|--------|-------|------|------------|----|-------|-----------------|
| Sup | | | | | | | | 1 | Ordered 0 |
| 100 | | | | | | | | | |
| Sup | | | | | | | | 1 | Scheduled 1 |
| 1000 | | | | | | | | | |

System Help

SAP

Choose Ordering address

| Ordering address | Name | Loc. |
|------------------|------|--------------|
| 16172 | T | CHICAGO |
| 102595 | T | ORMOND BEACH |
| 103861 | T | CLEVELAND |

Address

(1) Some vendors require that you double click on an Ordering address (all of the three columns is acceptable) (or click on an address and then on the check mark button)

This most often occurs when multiple facilities from within Brownies Bakery Consortium orders from the same supplier. We may choose to receive our material from a geographically closer vendor or from a specific location.

Start | Inboxes - Microsoft Outlook | 4 Reminders | SAP Logon 710 | SAP | SAP Easy Access | Microsoft PowerPoint - [...] | Carroll, William H - Conv... | 6:18 PM

Purchase order Edit Goto Environment System Help

CI Standard PO 4502128174 Created by Lauren Moore

Document overview on Print preview Messages Personal setting

CI Standard PO IPMENT SALES C Doc. date 05/07/2009

Delivery/invoice Conditions Texts Address Communication Partners Additional data Org. data Status Release strategy

Header texts
Header text
Header note
Pricing types
Deadlines
Continuous-text

Item

| S | C | Deliv. date | Scheduled qty. | Time | Stat. del. da | GR qty | Purch. req. | Req. N | Open quantity | Sch. | R |
|---|---|-------------|----------------|------|---------------|--------|-------------|--------|---------------|------|---|
| | D | 06/12/2009 | 10.000 | | 06/12/2009 | | 180318759 | 10 | 10.000 | 1 | |
| | | | | | | | | | 0 | | |
| | | | | | | | | | 0 | | |
| | | | | | | | | | 0 | | |

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Texts Delivery address Confirmations Condition control

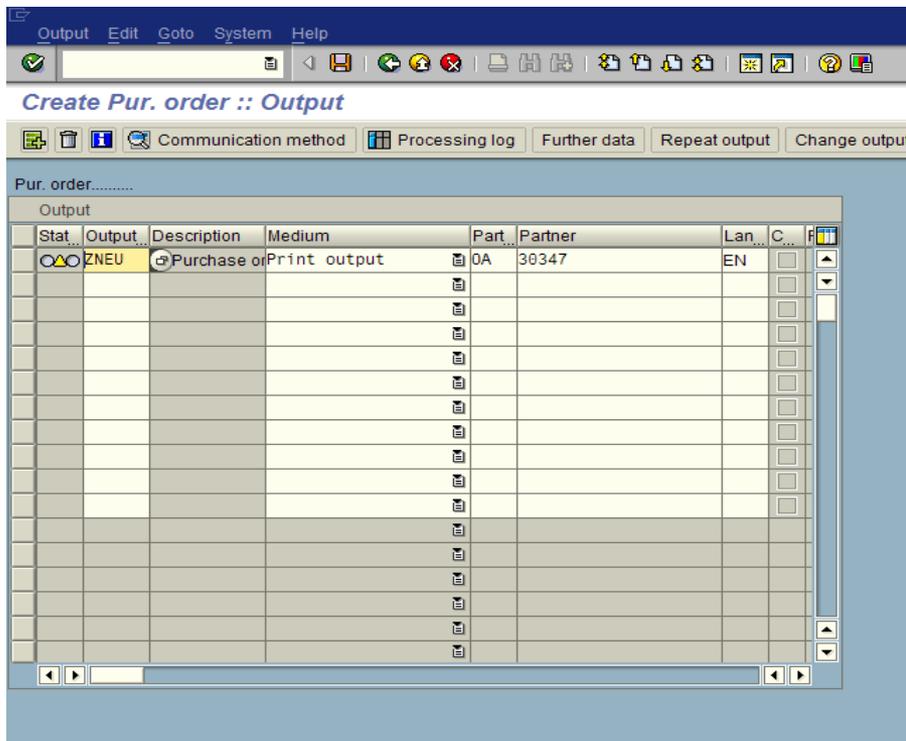
Releases already effected are liable to be reset

Start | Inboxes - Microsoft Outlook | 8 Reminders | SAP Logon 710 | CI Standard PO 45021... | Carroll, William H - Conv... | My Documents | Microsoft PowerPoint - [...]

2:56 PM

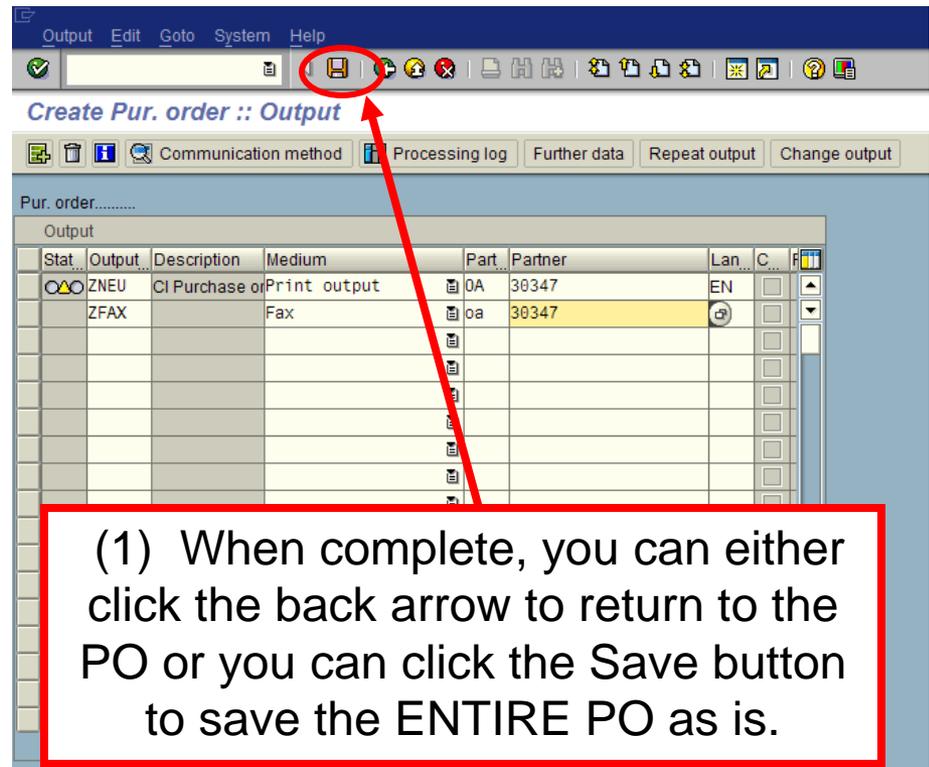
(1) When all of the changes to this PO are complete, Click on the Messages button

This brings up the proposed Purchase Order. From this screen any necessary changes can be completed.



This screen allows you to determine the type of output messages. ZNEU will print a copy of the PO

Additional types of output can be added here in the lines below. ZFAX will generate a faxed copy to be sent to the supplier. (Note that ZFAX will not work for any vendors outside of North America. In these cases alternatives include utilizing ZEML to generate a PDF attached to an e-mail to be sent to the supplier or scanning a copy of the PO into an e-mail yourself.)



(1) When complete, you can either click the back arrow to return to the PO or you can click the Save button to save the ENTIRE PO as is.

Purchase order Edit Goto Environment System Help

Create Purchase Order

Document overview off Hold Print Preview Messages Personal setting

Document overview

CI Standard PO Vendor 16172 THOMAS & BETTS CORP Doc. date 06/17/2009

Delivery/invoice Conditions Texts Address Communication Partners Additional data Org. data Status

Purchasing Org. []
Purch. Group []
Company Code [] C

| S | Item | A | I | Material | Short text | PO quantity | O... | C | Deliv. date | Net price | Curr... | Per | O... | Mat. group | Plant |
|---|------|---|---|----------|-----------------------|-------------|------|---|-------------|-----------|---------|-----|------|--------------|-------------------|
| | 10 | | | VFS324 | 27KV(UG)38KV(SG) 125B | 3.000 | EA | D | 07/28/2009 | 839.00 | USD | 1 | EA | Switches-Hig | Greenwood, SC (C) |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |

Default values

Item [10]

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Texts Delivery address Confirmations Condition control

| S | C | Delivery date | Scheduled qty. | Time | Stat. del. da | GR qty | Purch. req. | Req. N. | Open quantity | Sch. R |
|---|---|---------------|----------------|------|---------------|--------|-------------|---------|---------------|--------|
| | D | 07/28/2009 | 3.000 | | 07/28/2009 | | 185456281 | 10 | 3.000 | 1 |
| | | | | | | | | | 0 | |
| | | | | | | | | | 0 | |
| | | | | | | | | | 0 | |

Can delivery date be met? (Realistic delivery date: 08/01/2009)

Start | Inboxes - Microsoft Outlook | 4 Reminders | SAP Logon 710 | Create Purchase Order | SAP Easy Access | Microsoft PowerPoint - L... | Carroll, William H - Conv... | 6:25 PM

(1) When you have completed your work on this screen, be sure to click the save button

Assign and Process Requisitions: Overview of Assignments

Process assignment | Update workload | Reqs. per assgt. | All requisitions.

| P0rg | OTy | CoCd | Outl | agmt | ATy | Valid | from | to | PReqs | Processing note |
|------|-----|------|------|------|-----|-------|------|----|-------|-----------------|
| Wit | | | | | | | | | 14 | |
| 100 | | | | | | | | | 1 | |
| Ver | | | | | | | | | 1 | |
| 100 | | | | | | | | | 3 | |
| Ver | | | | | | | | | 6 | |
| 100 | | | | | | | | | 23 | Ordered 23 |
| Ver | | | | | | | | | 1 | |
| 100 | | | | | | | | | 1 | |
| Ver | | | | | | | | | 1 | |
| 100 | | | | | | | | | 1 | PARATUS |
| Ver | | | | | | | | | 1 | |
| 100 | | | | | | | | | 1 | DUCTS |
| Ver | | | | | | | | | 2 | - CHARLOTTE |
| 100 | | | | | | | | | 15 | |
| Ver | | | | | | | | | | |
| 100 | | | | | | | | | | |

Now you can see on this screen that all of the line items that the system generated requirements for this vendor have been converted into a PO

Once you have completed your review of this list, the converted POs must be released before the output messages can be generated

CI Standard PO created under the number 4502218548

Release Purchase Order (every PO) (ME28)

Release code

Release group

Set release

Cancel release

Release prerequisite fulfilled

List with items

Scope of list

Purchasing document category

Purchasing organization

Document number

Document type

Purchasing group

Vendor

Supplying plant

Document date

BEST

F

(1) Enter your release code, for example 03 and then execute

The larger release codes have authority to release larger amounts of money. In the case where you have created a PO that is larger than the amount that you are authorized to release please locate someone with a higher release authority (i.e. Materials Manager) to review and release you PO. In the extreme case that no one in the Playboy Mansion can release your PO (>\$1M), you will need to contact Division (Bubba Licious).

Release Purchasing Documents with Release Code 03

Release Cancel release Release strat Release + save Print preview

| PO | Type | Vendor | Name | Release indicator | Release option | Pg# | Order date |
|------------|---------|--------|----------------|-------------------|------------------|-----|------------|
| 4502207907 | ZNB | 3508 | INSULATORS LLC | | | 700 | 06/26/2009 |
| BP/01 1254 | <10,000 | | X P0 Blocked | | Release possible | | |
| 4502227339 | ZNB | 20773 | INSULATORS LLC | | | 700 | 06/26/2009 |
| BP/01 1254 | <10,000 | | X P0 Blocked | | Release possible | | |

(1) Click on the line below the suppliers name

(2) Click the Release button

Continue releasing all of your POs until complete. Because you are looking at all of the converted but not released POs based on your release code authorization, you will often see POs created by other buyers on this screen.

(3) Save these releases by clicking the Save button

Message Output (every PO) (ME9F)

The screenshot shows the SAP Message Output (ME9F) transaction interface. The 'Purch. doc. data' section contains the following fields:

| | | | |
|-------------------------|------|----|--|
| Document number | | to | |
| Vendor | | to | |
| Purchasing organization | 1000 | to | |
| Purchasing group | 700 | to | |
| Document type | | to | |
| Document date | | to | |

The 'Message data' section contains the following fields:

| | | | |
|------------------------|----------|----|--|
| Application | EF | | |
| Message type | | to | |
| Transmission time-spot | | | |
| Processing status | 0 | | |
| Creation date | | | |
| Time created | 00:00:00 | | |

Annotations in the image include:

- A blue circle around the Document number field.
- A red circle around the Purchasing group field (700).
- A red arrow pointing from the red box (1) to the Purchasing group field.
- A blue arrow pointing from the red box (2) to the execute button (a yellow button with a right-pointing arrow).

(1) Enter your Purchasing group number

(2) Click the execute button to run this transaction

This transaction will automatically fill in the Document number field with you most recent PO number. If you leave this in then you are narrowing your search to that specific PO. This will shorten the amount of time that it takes to run this transaction if you only want to generate output messages for that specific PO but if you have created multiple POs that need output generation then you must clear this field.

List Edit Goto Settings System Help

SAP

Message Output

Output message Display message Message detail Trial printout

| Purch.Doc. | Vendor | Name 1 | Per. Doc. | date | Msg. Lng | Partner | Role | Created on Time | Time N | User name | Output Device | Name | Fax number | Chng. |
|-------------------------------------|--------|--------|-----------|------|----------|---------|------|-----------------|--------|-----------|---------------|------|------------|-------|
| 4501826 | | | | 2009 | | | | | | | GWPSSHP400001 | | | |
| <input type="checkbox"/> | ZFAX | | | | | | | | | | | | | |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4501852 | | | | 2009 | | | | | | | GWPSSHP400001 | | | |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4501988 | | | | 2009 | | | | | | | GWPSSHP400001 | | | X |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502046 | | | | 2009 | | | | | | | GWPSSHP400001 | | | X |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502056 | | | | 2009 | | | | | | | GWPSSHP400001 | | | X |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502077 | | | | 2009 | | | | | | | GWPSSHP400001 | | | X |
| <input type="checkbox"/> | ZEML | | | | | | | | | | | | | |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | GWPSSHP400001 | | | X |
| 4502106 | | | | 2009 | | | | | | | GWPSSHP400001 | | | X |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502108 | | | | 2009 | | | | | | | GWPSSHP400001 | | | X |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502124 | | | | 2009 | | | | | | | GWPSSHP400001 | | | X |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502132 | | | | 2009 | | | | | | | GWPSSHP400001 | | | X |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502136 | | | | 2009 | | | | | | | GWPSSHP400001 | | | |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502138 | | | | 2009 | | | | | | | GWPSSHP400001 | | | |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502143 | | | | 2009 | | | | | | | GWPSSHP400001 | | | |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502207 | | | | 2009 | | | | | | | GWPSSHP400001 | | | |
| <input checked="" type="checkbox"/> | ZFAX | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502209 | | | | 2009 | | | | | | | GWPSSHP400001 | | | |
| <input type="checkbox"/> | ZNEU | | | | | | | | | | | | | |
| 4502227 | | | | 2009 | | | | | | | GWPSSHP400001 | | | |
| <input checked="" type="checkbox"/> | ZFAX | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | ZNEU | | | | | | | | | | | | | |

(2) Click the Output message button

(1) Check the boxes next to the output that you intend to send

Start | Inboxes - Microsoft Outlook | SAP Logon 710 | Message Output | Stock/Requirements List... | My Documents | Microsoft PowerPoint - [...] | 4:02 PM

Create New PO (no requisition) (as needed) (ME21N)

(1) Sometimes the system has not generated a requirement for a specific material(s) however a PO needs to be placed. This can occur when our SO has not been entered or scheduled yet but lead time requires immediate action. In this case a safety stock of clamps is held at our supplier, Shealy, and released every quarter if we do not need them before then.

Purchase order Edit Goto Environment System Help

SAP

Create Purchase Order

Document overview on Hold Print preview Messages Personal setting

CI Standard PO Vendor 12240 Doc. date 07/06/2009

Delivery/invoice Conditions Texts Address Communication Partners Additional data Org. data Status

Header texts

- Header text
- Header note
- Print
- Choose Ordering address

Ordering address Name Loc.

| Ordering address | Name | Loc. |
|------------------|------|------|
| 12240 | SHE | A GR |
| 103943 | SHE | A GR |

Deliv. date

Address

Item New item

Start Inboxes - Microsoft Outlook 1 Reminder SAP Logon 710 Create Purchase Order Microsoft PowerPoint - [...] 3:22 PM

(1) Enter the vendor number and choose the correct ordering address

Purchase order Edit Goto Environment System Help

Document overview on Hold Print preview Messages Personal setting

CI Standard PO Vendor 1 Doc. date 07/06/2009

Delivery/invoice Conditions Texts Address Communication Partners Additional data Org data Status

Header texts

- Header text
- Header note
- Pricing types
- Deadlines

Continuous-text

| S | Item | A | I | Material | Short text | PO quantity | O | C | Deliv. date | Net price | Curr. | Per | O | Matl group | Plant |
|---|------|---|---|----------|------------|-------------|----|---|-------------|-----------|-------|-----|----|----------------|------------------|
| | 10 | | | CCZ6H1 | TERM.CLAMP | 3,600.000 | EA | D | 10/01/2009 | 1.86 | USD | 1 | EA | Electrical Cor | Greenwood, SC (C |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |
| | | | | | | | | | | | USD | | | | |

(1) All of the remaining items need to be verified such as the Incoterms and Output Messages etc. Once this is complete and you are satisfied with the PO, click Save.

Item [10] CCZ6H1, TERM.CLAMP

Material data Quantities/weights Delivery schedule Delivery Invoice Conditions Texts Delivery address Confirmations Condition control

| S | C | Delivery date | Scheduled qty. | Time | Stat. del. da. | GR qty | Purch. req. | Req. N. | Open quantity | Sch. | R |
|---|---|---------------|----------------|------|----------------|--------|-------------|---------|---------------|------|---|
| | D | 10/01/2009 | 3,600.000 | | 10/01/2009 | | | | 3,600.000 | 1 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Order quantity violates rounding rules (See long text)

Start | Inboxes - Microsoft Outlook | 1 Reminder | SAP Logon 710 | 3:26 PM

Note

- All purchase order follow the same pattern:
 1. Create PO
 2. Release
 3. Message Output

All Reports or transactions that begin with Z are customized.

Change Pur. order :: Output

Communication method Processing log Further data Repeat output Change output

Pur. order delete (once) (Shift+F6)

| Stat. | Output | Description | Medium | Part. | Partner | Lan. | C. | F |
|-------|--------|-----------------------------|--------|-------|---------|------|----|---|
| CO | ex | CI Fax Purch. | CFax | DA | 103889 | EN | | |
| CO | Z | CI Purchase or Print output | | DA | 103889 | EN | | |
| CO | ex | CI Purchase or Print output | | DA | 103889 | EN | | |

Output

(1) Highlight the item(s) you need to delete

(2) Click on the Trash can button

However, if neither you nor the vendor require a copy of the updated PO, you will need to delete this output message. If you do not delete this message it will be displayed in your messages every time you run ME9F.

Start | Inboxes - Microsoft Outlook | SAP Logon 710 | SAP Easy Access | Change Pur. order :: 0... | My Documents | Microsoft PowerPoint - [...]

4:32 PM

Change Pur. order :: Output

Communication method Processing log Further data Repeat output Change output

Pur. order..... 4502227339

Output

| Stat. | Output | Description | Medium | Part. | Partner | Lan. | C. |
|-------|--------|----------------------------|--------|-------|---------|------|-------------------------------------|
| OO | ZFAX | CI Fax Purch. | CFax | DA | 103889 | EN | |
| OX | ZNEU | CI Purchase orPrint output | | DA | 103889 | EN | <input checked="" type="checkbox"/> |
| OO | ZNEU | CI Purchase orPrint output | | DA | 103889 | EN | |

Information

Output ZNEU can be created again automatically in:
language EN for partner 103889

(3) Enter through the message

(4) Save

Additional Notes

- ME23N – Display Purchase Order
- If you set a supplier up to receive POs via e-mail (ZEML), the account that these POs are sent to needs to be a dedicated account for receiving POs that multiple people have access to. This will prevent trouble in the case that your contact is unavailable.
- POs that are automatically sent to suppliers (ZFAX, ZEML etc.) will display Bubba Licious's signature but not on the POs that print out here. Therefore if you ever need to scan and send a PO to a supplier, be sure to sign at the designated location.
- If you have your output messages to automatically generate the ZFAX then after you create a change to the PO, the version that is faxed to the supplier will state "Change to Purchase Order". However, if you do not have ZFAX set up to automatically generate and you must add it to the output messages then the version that is faxed to the vendor will not state that it is a change. If the supplier is not careful to notice either that the PO number was previously submitted or that there is a revision date at the bottom of each page then they may mistake this for a new PO and not only not change the original request but they may double your order.

Additional Notes (cont.)

- Be sure of the understanding between Brownies and supplier for Delivery Dates. For most domestically sourced items this means the date that the material is due here at our facility. However, for international orders (especially ones with terms like EXW) this could mean the date that the goods are available for pick up or the date that the goods are due to the nearest port for export.

Generating STOs

- All STO items will generate requirements for our sister facilities automatically as long as the part was set up correctly (see generating Scheduling Agreements and Source Lists)
- In some cases you will need to force a schedule line into the system to generate the requirements on the desired facility utilizing ME38

Maintain Sched. Agreement Schedule (as needed) (ME 38)

Scheduling agreement delivery schedule Edit Header Item Environment System Help

Maintain Sch. Agmt. Schedule : Initial Screen

Agreement

(1) Enter your agreement number
(please see the next section if you do not
know this number)

SubmitAndPray.com

7:12 PM

The screenshot shows the SAP 'Maintain Sch. Agmt. Schedule' interface. The top menu bar includes 'Item', 'Environment', and 'System'. A dropdown menu is open under 'Item', with 'Delivery schedule' (F2) highlighted. A red circle and arrow point to this menu item, with a text box stating: (2) Select Item and then Delivery schedule. Below the menu, the 'Sch. agreement items' table is visible. The first row is highlighted in blue, with a red circle and arrow pointing to it, and a text box stating: (1) Ensure that this is the material number that you intended and then highlight the line. The table has columns for 'Item', 'Material', 'Short text', 'Targ. qty.', 'Open target qty.', and 'Matl group'. The 'Item' field at the bottom of the screen contains the value '10'. The Windows taskbar at the bottom shows the Start button, 'Inbox - Microsoft Outlook', '4 Reminders', 'SAP Logon 710', 'Maintain Sch. Agmt. S...', and 'Microsoft PowerPoint - [...]'.

Scheduling agreement delivery schedule Edit Header Item Environment System Help

Maintain Sch. Agmt. Schedule : It

Agreement 5500029036 Agreement type ZLU

Vendor

Supplying plant 1253 Olean, NY (CPS)

Sch. agreement items

| Item | Material | Short text | Targ. qty. | Open target qty. | Matl group | Print | Lock |
|------|----------|------------|------------|------------------|------------|-------|------|
| 10 | S1 | | | | | | |

Item 10

Start | Inbox - Microsoft Outlook | 4 Reminders | SAP Logon 710 | Maintain Sch. Agmt. S... | Microsoft PowerPoint - [...] | 9:55 AM

Display scheduling agreements (as needed) (ME2M)

(1) Enter the part number

(2) Execute

Purchasing Documents for Material

Print Preview PO history Changes Delivery schedule Services

| Sch. | agmt. | Ty. | Suppl. | pInt | Name | PGp | Agmt. | date | | | |
|------------|-----------------|------|--------|------|--|---------------|-------|------------|-------|-----|----------|
| Item | Material | | | | Short text | | Mat. | group | | | |
| D | I | A | PInt | SLoc | Targ. | qty. | Un | Net price | Curr. | per | Un |
| 5500007688 | ZLU | | | | P1ant | | 700 | 10/01/2005 | | | |
| 00010 | URS10050A1A1A1A | | | | ARR,U-SIL,HD-10KA,RP,VSTAR,10KV,W/O BRKT | | | 33010 | | | |
| L | U | 1254 | 0000 | | | 9,999,999.000 | EA | 0.00 | USD | | 1 EA |
| | | | | | Still to be delivered | 0.000 | EA | 0.00 | USD | | 0.00 % |
| | | | | | Still to be invoiced | 0.000 | EA | 0.00 | USD | | 0.00 % |
| | | | | | Total goods issues | 15.000 | EA | | | | 100.00 % |
| 5500029038 | ZLU | | | | P1ant | | 700 | 10/20/2005 | | | |
| 00010 | URS10050A1A1A1A | | | | ARR,U-SIL,HD-10KA,RP,VSTAR,10KV,W/O BRKT | | | 33010 | | | |
| L | U | 12 | 1000 | | | 9,999,999.000 | EA | 0.00 | USD | | 1 EA |
| | | | | | Still to be delivered | 51.000 | EA | 0.00 | USD | | 2.79 % |
| | | | | | Still to be invoiced | 0.000 | EA | 0.00 | USD | | 0.00 % |
| | | | | | Total goods issues | 1,779.000 | EA | | | | 97.21 % |

As you can see there have been two agreements set up for this part number and the details are listed as well. The important thing to note here is that you will need to record the agreement number in order to make changes to it.

Agreement Numbers

Master Data for non STO (sister facility) Material

- MRP views
- Purchasing views
- Info records
- Source lists

MRP Views (as needed) (MM01)

The screenshot shows the SAP MM01 'Create Material (Initial Screen)'. The interface includes a menu bar (Material, Edit, Goto, Defaults, System, Help), a toolbar, and a main workspace. The workspace has tabs for 'Select view(s)', 'Organizational levels', and 'Data'. The 'Material' field is empty, 'Industry Sector' is 'Mechanical engineering', and 'Material Type' is 'Raw materials'. A 'Change Number' field is also present. A 'Copy from...' section has a 'Material' field. Three red boxes with arrows point to the 'Material' field, the 'Industry Sector' field, and the 'Material Type' field, corresponding to the numbered instructions. A blue box at the bottom right contains the text 'MRP views are specific to each Material Number'. The Windows taskbar at the bottom shows 'SAP Logon 710' and the time '12:06 PM'.

(1) Enter the Part Number

(2) Click Enter or the Check Mark and the additional fields will generate automatically

(3) Click Enter or the Check Mark again

MRP views are specific to each Material Number

Create Material (Initial Screen)

Select view(s) Organizational levels Data

Material:
Industry Sector: Mechanical engineer
Material Type: Raw materials
Change Number:
Copy from...
Material:

Select view(s)

- View
- Basic Data 1
- Basic data 2
- Classification
- Sales: Sales Org. Data 1
- Sales: Sales Org. Data 2
- Sales: General/Plant Data
- Foreign Trade: Export Data
- Sales and Distribution Text
- Purchasing
- Foreign Trade: Import Data
- Purchase Order Text
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- Forecast
- General Plant Data / Storage 1

View selection only on request
 Create views selected

Organizational levels Data Default values

(1) Highlight all 4 of the MRP views

(2) Click enter or the Check Mark

Create Material (Initial Screen)

Select view(s) Organizational levels Data

| | |
|-----------------|--------|
| Material | CUM098 |
| Industry Sector | Mechan |
| Material Type | Raw m |
| Change Number | |
| Copy from... | |
| Material | |

Organizational levels

Plant G

StorageLocation Floor Stock

Profiles

MRP profile

Org. levels/profiles only on request

Select view(s) Default values

(1) Ensure that the Plant field is entered

(2) Click enter or the Check Mark

(2) Enter your Purchasing Group Number

(1) Enter DO40 into the MRP group

(3) Enter PD into MRP Type. This will allow MRP to run on this part number

(4) Enter your MRP Group Number

(5) Enter the Lot size you would like to use for this part. In this case we choose WB which is one week lot sizing. Therefore, the system will group the requirements for one week into one purchase requirement. Other options are available but it is always best to utilize an option that makes sense for this part based on things like transportation costs, holding cost, etc.

(6) If a minimum order quantity exists, you can enter this here

(7) If you have a constraint that requires this part to be ordered in a multiple of a number, you can enter this here. An example of this would be a box quantity.

The screenshot shows the SAP MRP configuration screen for a material. The interface is divided into several sections: General data, MRP procedure, and Lot size data. Red boxes and arrows highlight specific fields corresponding to the numbered instructions:

- General data:**
 - MRP group: DO40
 - Purchasing Group: 700
 - Plant-sp.matl status: ZN
- MRP procedure:**
 - MRP Type: PD
 - MRP Controller: G07
- Lot size data:**
 - Lot size: WB (with a dropdown arrow)
 - Minimum lot size: (empty field)
 - Fixed lot size: (empty field)
 - Ordering costs: (empty field)
 - Assembly scrap (%): (empty field)
 - Rounding profile: (empty field)
 - Unit of measure grp: (empty field)
 - Maximum lot size: (empty field)
 - Maximum stock level: (empty field)
 - Storage costs ind.: (empty field)
 - Takt time: (empty field)
 - Rounding value: (empty field)

(2) Enter 2 into Backflush

(1) Always enter 2000 into the Pro. Stor. Location. This is the location where the backflushing of materials is done.

(3) Enter 1000 into the Storage loc. For EP. This is the storage location that parts will be received into. In the cases where this specific material is too large to receive on the Receiving side and will be delivered to the Shipping department then you should enter 2000.

(4) Enter the vendor's lead time (1 week = 7 days)

(5) Enter 2 into GR processing time. This is the amount of time that the receiving department is allowed to receive the material after it is delivered and is determined by our ISO documents.

(6) Enter 004 into the SchedMargin key

(7) If you would like to add a safety stock level, you can add this here. Remember you can always make changes to these views.

The screenshot shows the SAP MRP configuration interface for material 635. The 'Procurement' section includes fields for Procurement type (F), Special procurement, Quota arr. usage, Backflush (2), JIT delivery sched., and Bulk material. The 'Scheduling' section includes Plnd delivery time (28 days), GR processing time (2), and SchedMargin key (004). The 'Net requirements calculation' section includes Safety stock, Min safety stock, Safety time ind., Service level (%), Coverage profile, and Safety time/act.cov. Red boxes and arrows highlight the values 2, 2000, 1000, 28, 2, and 004, corresponding to the numbered instructions.

| Field | Value |
|----------------------|---------|
| Backflush | 2 |
| Prod. stor. location | 2000 |
| Storage loc. for EP | 1000 |
| Plnd delivery time | 28 days |
| GR processing time | 2 |
| SchedMargin key | 004 |

Create Material CUM09035Y1G (Raw materials)

Additional data Organizational levels Check screen data

MRP 2 MRP 3 MRP 4 Forecast Plant data / stor. 1 Plant...

Material
Plant

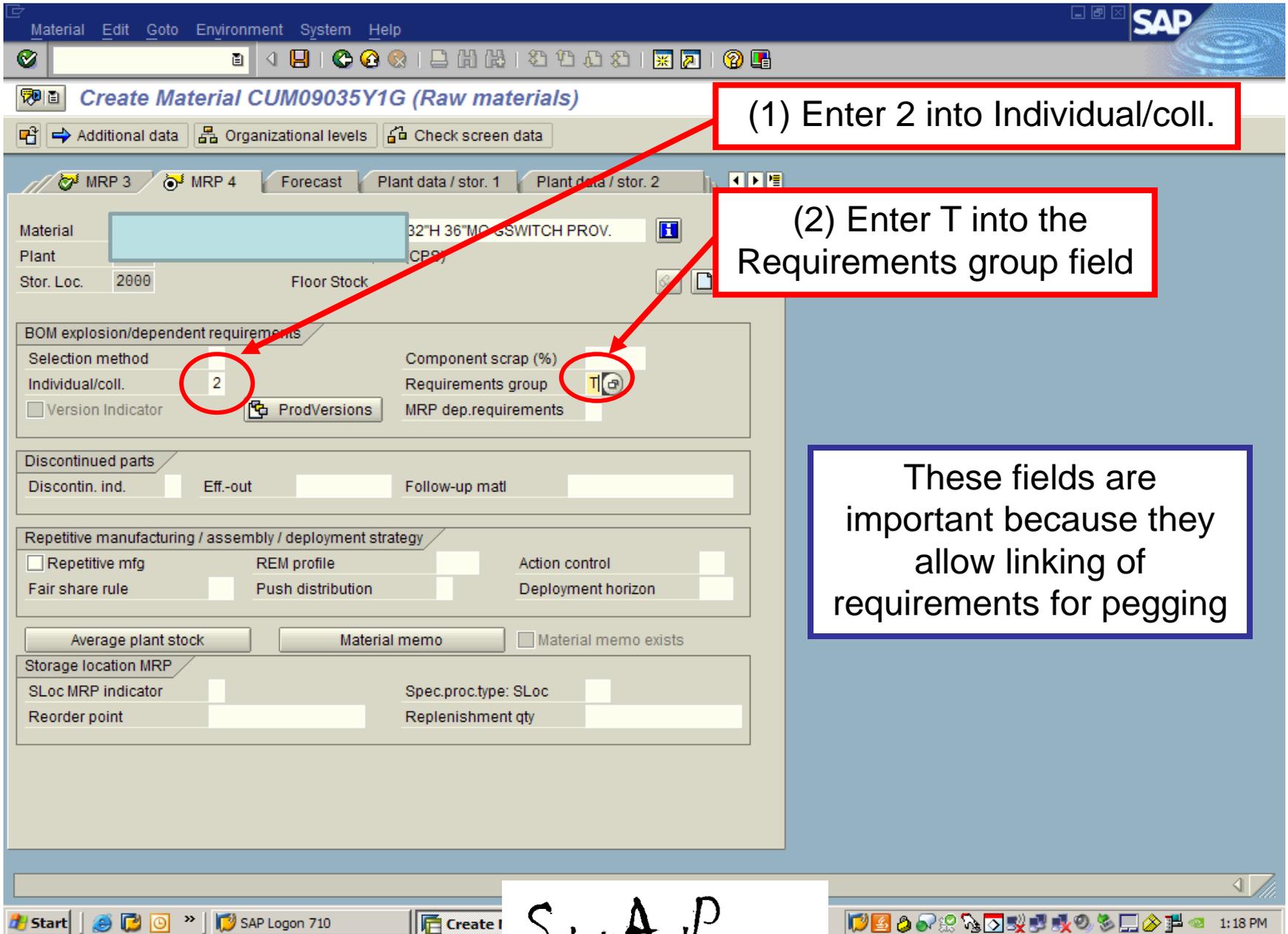
Forecast requirements
Period indicator Fiscal Year Variant Splitting indicator

Planning
Strategy group
Consumption mode Bwd consumption per.
Fwd consumption per. Mixed MRP
Planning material Planning plant
Plng conv. factor Planning matl BUnit

Availability check
Availability check Tot. repl. lead time days
Cross-project

Plant-specific configuration
ConfigurableMaterial
 Variant
 Planning variant

(1) Enter Z7 into the Availability check



(1) Enter 2 into Individual/coll.

(2) Enter T into the Requirements group field

These fields are important because they allow linking of requirements for pegging

Purchasing Views (as needed) (MM01)

The screenshot shows the SAP MM01 'Create Material (Initial Screen)'. The 'Material' field contains 'CUI'. The 'Select view(s)' dialog is open, showing a list of views. The 'Purchasing' and 'Purchase Order Text' views are highlighted. A red box highlights the 'Material' field with the text '(1) Enter the part number'. Another red box highlights the 'Purchasing' and 'Purchase Order Text' views with the text '(2) Utilize MM01 and select Purchasing and Purchase Order Text'. A blue box at the bottom right contains the text 'Purchasing views are specific to each Material Number'.

(1) Enter the part number

(2) Utilize MM01 and select Purchasing and Purchase Order Text

Purchasing views are specific to each Material Number

Create Material (Initial Screen)

Select view(s) Organizational levels Data

Material: []
Industry Sector: Mecha
Material Type: Raw m
Change Number: []
Copy from... Material: []

Organizational levels

Plant: []

Org. levels/profiles only on request

Select view(s) Default values

(1) Ensure that the Plant field is entered

Create Material (Raw materials)

Additional data Organizational levels Check screen data

Sales text Purchasing Foreign trade import Purchase Order Text

Material [] Plant []

General data

| | | | | | |
|---|------|------|------------------------------------|-------|----------|
| Base Unit of Measure | EA | each | Order unit | | Var. OUn |
| Purchasing Group | 700 | | Material Group | 99999 | |
| Plant-sp.matl status | ZN | | Valid from | | |
| Tax ind. f. material | | | Qual.f.FreeGoodsDis. | | |
| Material freight grp | P168 | | <input type="checkbox"/> Autom. PO | | |
| <input type="checkbox"/> Batch management | | | | | |

Purchasing values

| | | | | | |
|----------------------|------|---------------------|---|--|---------|
| Purchasing value key | Z026 | Shipping instructs. | | | |
| Reminder 1 | 0 | days | Underdel. tolerance | 0.0 | percent |
| Reminder 2 | 0 | days | Overdeliv. tolerance | 0.0 | percent |
| Reminder 3 | 0 | days | Min. del. qty in % | 0.0 | percent |
| Std del. time var. | 0 | days | <input type="checkbox"/> Unltd overdelivery | <input type="checkbox"/> Acknowledgment reqd | |

Other data / manufacturer data

| | | | | |
|--------------------|---|------|---|---|
| GR processing time | 2 | days | <input type="checkbox"/> Post to insp. stock | <input type="checkbox"/> Critical part |
| Quota arr. usage | | | <input checked="" type="checkbox"/> Source list | <input type="checkbox"/> JIT sched. indicator |

(1) Enter Z026 into the Purchasing value key field

(2) Check the box for Source list

The material already exists and will be extended

Material Edit Goto Environment System Help

Create Material (Raw materials)

Additional data Organizational levels Check screen data

Sales text Purchasing Foreign trade import Purchase Order Text

Material Plant

General data

| | | | | | |
|---|------|------|------------------------------------|-------|----------|
| Base Unit of Measure | EA | each | Order unit | | Var. OUn |
| Purchasing Group | 700 | | Material Group | 99999 | |
| Plant-sp.matl status | ZN | | Valid from | | |
| Tax ind. f. material | | | Qual.f.FreeGoodsDis. | | |
| Material freight grp | P168 | | <input type="checkbox"/> Autom. PO | | |
| <input type="checkbox"/> Batch management | | | | | |

Purchasing values

| | | | | | |
|----------------------|------|------|---|---|---------|
| Purchasing value key | Z026 | | Shipping instructs. | | |
| Reminder 1 | 0 | days | Underdel. tolerance | 0.0 | percent |
| Reminder 2 | 0 | days | Overdeliv. tolerance | 0.0 | percent |
| Reminder 3 | 0 | days | Min. del. qty in % | 0.0 | percent |
| Std del. time var. | 0 | days | <input type="checkbox"/> Unltd overdelivery | <input checked="" type="checkbox"/> Acknowledgment reqd | |

Other data / manufacturer data

| | | | | |
|--------------------|---|------|---|---|
| GR processing time | 2 | days | <input type="checkbox"/> Post to insp. stock | <input type="checkbox"/> Critical part |
| Quota arr. usage | | | <input checked="" type="checkbox"/> Source list | <input type="checkbox"/> JIT sched. indicator |

(1) Enter through this message

Check the data for the purchasing value key

Start SAP Logon 710 Create Material CUMO... Microsoft PowerPoint - [...] 1:29 PM

Material Edit Goto Environment System Help

Material [] (Raw materials)

Additional data Organizational levels Check screen data

Foreign trade import Purchase Order Text MRP 1 MRP 2 MRP 3

Material []

Purchase order text

Langs maintained English

English

English

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

No text maintained; a blank text has been created in English automatically

Start SAP Logon 710 Create Material CUM0... Microsoft PowerPoint - ... 1:30 PM

(1) On this tab text can be added that will pull onto any PO that is created with the material

Create Info Records (as needed) (ME11)

The screenshot shows the SAP ME11 'Create Info Record: Initial Screen'. The interface includes a menu bar (Info record, Goto, Extras, Environment, System, Help) and a toolbar. The main form has the following fields and options:

- Vendor: [Empty field]
- Material: [Empty field]
- Purchasing Org.: 1000
- Plant: 1254
- Info record: [Empty field]
- Info Category:
 - Standard
 - Subcontracting
 - Pipeline
 - Consignment

Four red callout boxes with arrows point to specific elements:

- (1) Enter the vendor number
- (2) Enter the material number
- (3) Enter the Purchasing Org. This will always be 1000
- (4) As you can see this is Standard Info Category is automatically selected. However, if you are creating a subcontracted part or a consignment part then you will need to select the appropriate category.

Info Records are specific to Material Number and Vendor. Therefore, if you have multiple suppliers for one part, then you will have an info record for each supplier.

Info record Edit Goto Extras Environment System Help

Create Info Record: General Data

Purch. org. data 1 Texts

Info record
Vendor
Material
Material Group 99999

Vendor data
Reminder 1 days
Reminder 2 days
Reminder 3 days
Vendor Mat. No.
Sub-range
VSR sort no.
Vend. mat.group
Points / 1 EA
Salesperson
Telephone
Return Agreement
Prior vendor

Origin data
Certif. categ.
Certificate
Valid to
Ctry of origin US
Region
Number
Manufacturer

Supply option
Available from
Available to
 Regular vendor

Order unit (Purchasing)
Order unit EA
Equal To 1 EA <-> 1 EA
Var. order unit Not active

(1) Enter the vendor's part number

In some cases where the vendor does not provide their material number, their quote number can be utilized. This is useful to the supplier so they don't have to call and request that you search for the original quote. Similarly, this will also save you time so that you don't have to try and locate the quote.

Start SAP Logon 710 Create Info Record: G... Microsoft PowerPoint - ... 1:40 PM

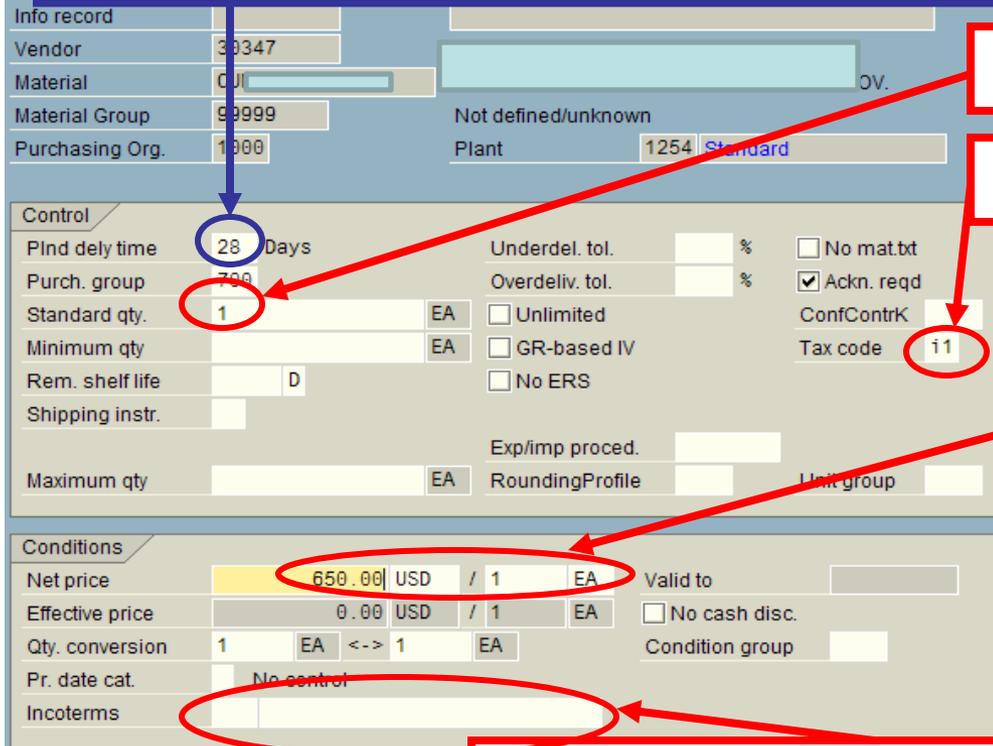
The PInd delivery time will automatically generate from the MRP views that you entered earlier. You can change this here if you would like but it will not update the MRP views.

(1) Enter 1 as the Standard qty

(2) Enter I1 as Tax Code

(3) Enter the pricing. Be sure to note the price per quantity. Often quotes will list prices per 100. This is the place where you can change the currency if necessary.

(4) If you would like to add a special incoterm that is specific to this part number and vendor, you can add this here. If you leave this blank, when you create a PO the vendor's standard terms will be listed.



The screenshot shows the SAP MRP view for a material. The 'Info record' section displays Vendor 30347, Material CUI, Material Group 99999, Purchasing Org. 1000, and Plant 1254 Standard. The 'Control' section shows PInd dely time 28 Days, Purch. group 700, Standard qty 1, Minimum qty EA, Rem. shelf life D, Shipping instr., Maximum qty EA, RoundingProfile, and Unit group. The 'Conditions' section shows Net price 650.00 USD / 1 EA, Effective price 0.00 USD / 1 EA, Qty. conversion 1 EA <-> 1 EA, Pr. date cat. No control, and Incoterms. Red circles and arrows highlight the Standard qty (1), Tax code (I1), Net price (650.00 USD / 1 EA), and Incoterms field.

The screenshot shows the SAP 'Create Info Record: Purch. Organization Data 2' interface. The 'References' section contains a 'Quotation' field, which is highlighted with a red circle. A red arrow points from a text box to this field. The text box contains the following text:

(1) This is where you can enter the vendor's quote number. However, this is only a reference field as this will not print out on the PO. This is the reason why I suggest entering this information in the vendor's material number as discussed before because that field will display on the PO.

Info record Edit Goto Extras Environment System Help

General data Purch. org. data 1 Conditions

Info record
Purchasing Org. 1000 Plant Standard Language EN

Info record texts

| TxtType | Text | More text | Status |
|--|------|--------------------------|--------|
| <input type="checkbox"/> Info record note | | <input type="checkbox"/> | |
| <input type="checkbox"/> Purchase order text | | <input type="checkbox"/> | |

(1) This is an additional screen where you can choose to add text that will display on the PO specific to this material and supplier. This is similar to the second screen under the Purchasing views.

Start | SAP Logon 710 | Create Info Record: T... | Microsoft PowerPoint - [...]

1:58 PM

Maintain Source List (as needed) (ME01)

The screenshot displays the SAP ME01 'Maintain Source List: Initial Screen'. The interface includes a menu bar with 'Source list', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has a light blue background with a form containing the following fields:

| | |
|----------|----------------------|
| Material | <input type="text"/> |
| Plant | 1254 |

A red circle highlights the 'Material' input field, and a red arrow points from this circle to a callout box containing the text: (1) Enter the material number.

At the bottom right, a blue-bordered callout box contains the text: Source Lists are specific to each Material Number.

The Windows taskbar at the bottom shows the Start button, several application icons, and the taskbar text: 'SAP Logon 710', 'Maintain Source List: ...', and 'Microsoft Power...

Maintain Source List: Overview Screen



Material
Plant

Source list records

| Valid from | Valid to | Vendor | POrg | PPI | OU | Agreement | Item | Fix | Blk | M | MRP area |
|------------|------------|--------|------|-----|----|-----------|------|-------------------------------------|--------------------------|---|----------|
| 7/3/09 | 12/31/9999 | 30347 | 1000 | | | | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1 | |
| | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| | | | | | | | | <input type="checkbox"/> | <input type="checkbox"/> | | |

(1) Enter today's date for the Valid from field, 12/31/9999 for the Valid to field, the vendor number for Vendor, and 1000 for POrg.

(2) Check the Fix box for the "Fixed" vendor. This is the supplier that the system will automatically generate the requirement with. Therefore, only one box will be checked per part number.

(3) Enter 1 in the M field. This determines the type of relationship that the source list will have with the MRP system

This screen allows you to assign vendors to the material number. In this case, only 1 supplier is listed. However, if multiple suppliers exist per part number they will be listed here as well. This is also a good screen to check if other vendors could be contacted in the case where your desired supplier is unable to meet your requirements i.e. delivery date

Additional Notes

- Accounting (Ace Casino) will need to maintain the accounting views for each part number before the system will allow a PO to be created. Therefore, when you complete the source list send an e-mail to accounting that requests that they maintain their views.
- In review, in order to create a new part, the following steps must be taken (in order)
 - MRP views
 - Purchasing views
 - Create Info record
 - Maintain source list
 - Send notification to Accounting

Master Data for STO (sister facility) Material

- MRP views
- Purchasing views
- *Create Scheduling Agreement*
- Source lists

Create Material (Initial Screen)

Select view(s) Organizational levels Data

Material: []
Industry Sector: []
Material Type: Raw materials
Change Number: []
Copy from... Material: []

Select view(s)

- View
- Basic Data 1
- Basic data 2
- Classification
- Sales: Sales Org. Data 1
- Sales: Sales Org. Data 2
- Sales: General/Plant Data
- Foreign Trade: Export Data
- Sales and Distribution Text
- Purchasing
- Foreign Trade: Import Data
- Purchase Order Text
- MRP 1
- MRP 2
- MRP 3
- MRP 4
- Forecast
- General Plant Data / Storage 1

View selection only on request
 Create views selected

Organizational levels Data Default values

(1) Highlight all 4 of the MRP views

(2) Click enter or the Check Mark

Create Material (Initial Screen)

Select view(s) | Organizational levels | Data

| | |
|-----------------|--------|
| Material | CUM098 |
| Industry Sector | Mechan |
| Material Type | Raw m |
| Change Number | |
| Copy from... | |
| Material | |

Organizational levels

Plant Floor Stock

StorageLocation 0000

Profiles

MRP profile

Org. levels/profiles only on request

Select view(s) | Default values |

(1) Ensure that the Plant field is entered

(2) Click enter or the Check Mark

(2) Enter your Purchasing Group Number

(1) Enter DO40 into the MRP group

(3) Enter PD into MRP Type. This will allow MRP to run on this part number

(4) Enter the Planning Time fence. This is the manufacturing lead time of our sister facility.

(5) Enter your MRP Group Number

(6) Enter the Lot size your would like to use for this part. In this case we choose WB which is one week lot sizing. Therefore, the system will group the requirements for one week into one purchase requirement. Other options are available but it is always best to utilize an option that makes sense for this part based on things like transportation costs, holding cost, etc.

Purchase Order Text

Material UH0240191845A

Plant

RevLev 01

General data

| | | | | |
|----------------------|-----|------|---------------|------|
| Base Unit of Measure | EA | each | MRP group | DO40 |
| Purchasing Group | 700 | | ABC indicator | |
| Plant-sp.matl status | 70 | | Valid from | |

MRP procedure

| | | | |
|----------------|----|---------------------|-----|
| MRP Type | pd | | |
| Reorder point | | Planning time fence | 35 |
| Planning cycle | | MRP Controller | G07 |

Lot size data

| | | | |
|---------------------|----|---------------------|--|
| Lot size | WB | | |
| Minimum lot size | | Maximum lot size | |
| Fixed lot size | | Maximum stock level | |
| Ordering costs | | Storage costs ind. | |
| Assembly scrap (%) | | Takt time | |
| Rounding profile | | Rounding value | |
| Unit of measure grp | | | |

The material already exists and will be extended

(1) Ensure that Procurement type is set to F for External procurement

(2) Always enter 2000 into the Pro. Stor. Location. This is the location where the backflushing of materials is done.

(4) Enter 2 into Backflush unless this is a serialized part i.e. Olean and Kyle parts. In this case, this part is serialized and therefore this field should be left blank

(3) The special procurement field needs to be assigned to the correct facility. In this case ZD represents Olean.

(5) Enter 1000 into the Storage loc. For EP. This is the storage location that parts will be received into. In the cases where this specific material is too large to receive on the Receiving side and will be delivered to the Shipping department then you should enter 2000.

(8) Enter 004 into the SchedMargin key

(7) Enter 2 into GR processing time. This is the amount of time that the receiving department is allowed to receive the material after it is delivered and is determined by our ISO documents.

(6) Enter 5 into the Plnd delivery time to account for an average of 5 days in transit

The screenshot shows the SAP MRP data entry interface for material 4 A11. The Procurement tab is active, showing the following fields and values:

| Field | Value |
|----------------------|--------------------------|
| Procurement type | F |
| Special procurement | |
| Batch entry | |
| Prod. stor. location | 2000 |
| Default supply area | |
| Backflush | 2 |
| Storage loc. for EP | 1000 |
| JIT delivery sched. | |
| Stock det. g. | |
| Co-product | <input type="checkbox"/> |
| Bulk material | <input type="checkbox"/> |
| Joint production | <input type="checkbox"/> |

The Scheduling tab is also visible, showing:

| Field | Value |
|---------------------|--------|
| In-house production | |
| GR processing time | 2 days |
| SchedMargin key | 004 |
| Plnd delivery time | 5 days |
| Planning calendar | |

Red circles and arrows highlight the following fields: Procurement type (F), Special procurement, Backflush (2), Storage loc. for EP (1000), Prod. stor. location (2000), GR processing time (2), SchedMargin key (004), and Plnd delivery time (5).

Material Edit Goto Environment System Help

SAP

Create Material UH0240191845A11 (Finished products)

Additional data Organizational levels Check screen data

MRP 2 MRP 3 MRP 4 Forecast Work Scheduling Plant d

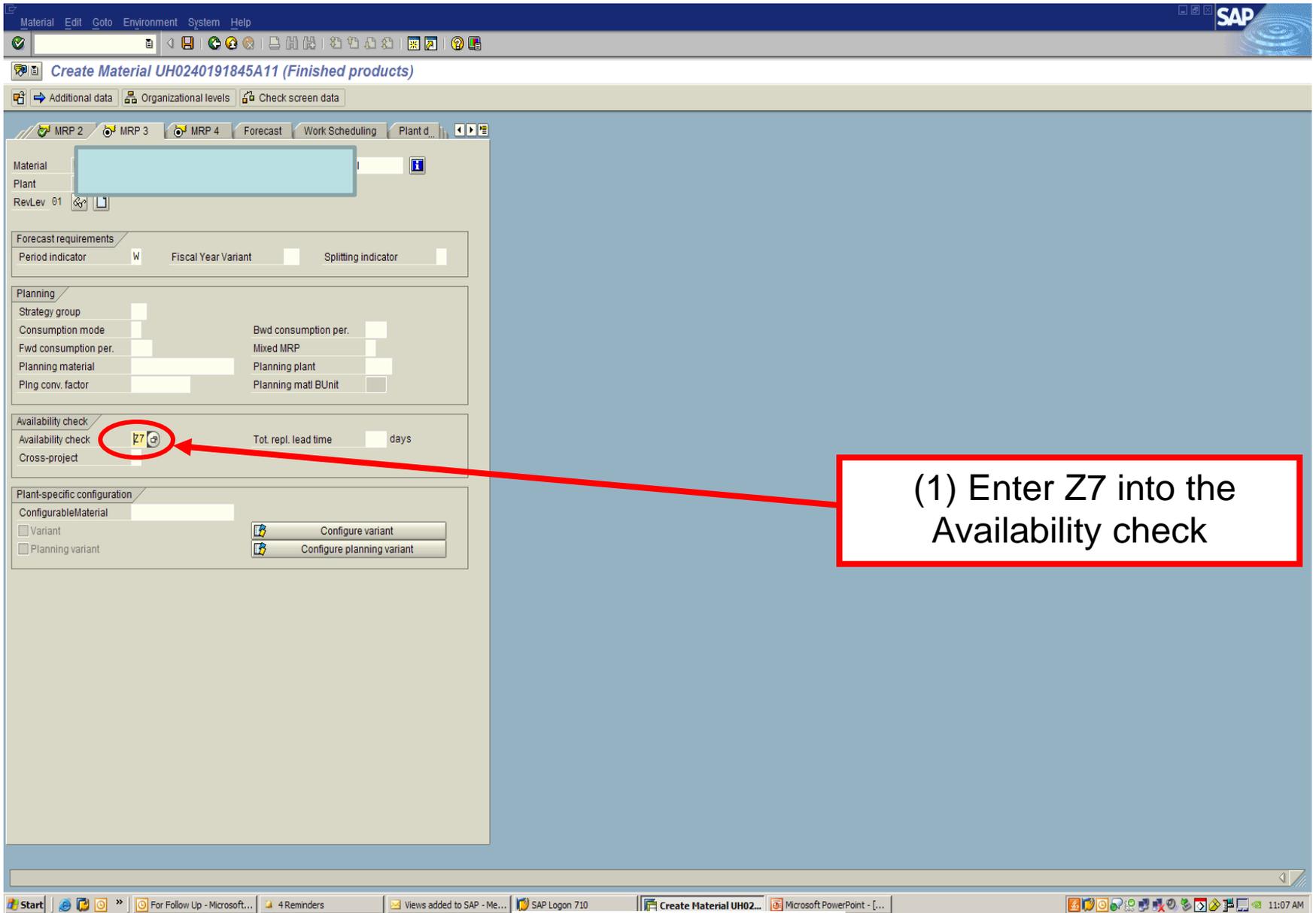
Material
Plant
Rev. Lev. 01

Forecast requirements
Period indicator W Fiscal Year Variant Splitting indicator

Planning
Strategy group
Consumption mode Bwd consumption per.
Fwd consumption per. Mixed MRP
Planning material Planning plant
Plng conv. factor Planning matl BUnit

Availability check
Availability check Z7 Tot. repl. lead time days
Cross-project

Plant-specific configuration
ConfigurableMaterial
Variant Configure variant
Planning variant Configure planning variant



(1) Enter Z7 into the Availability check

Material UH0240191845A11 (Finished products)

MRP 3 MRP 4 Forecast Work Scheduling Plant data / stor. 1

Material: [Redacted] Plant: Greenwood, CO (010) Rev. Lev. 01
Stor. Loc.: 2000 Floor Stock

BOM explosion/dependent requirements

Selection method: Individual/coll. **2** Component scrap (%): [] Requirements group: **T**
 Version Indicator ProdVersions MRP dep. requirements: []

Discontinued parts

Discontin. ind.: [] Eff.-out: [] Follow-up matl: []

Repetitive manufacturing / assembly / deployment strategy

Repetitive mfg REM profile: [] Action control: []
Fair share rule: [] Push distribution: [] Deployment horizon: []

Average plant stock: [] Material memo: [] Material memo exists

Storage location MRP

SLoc MRP indicator: [] Spec. proc. type: SLoc: []
Reorder point: [] Replenishment qty: []

(1) Enter 2 into Individual/coll.

(2) Enter T into the Requirements group field

These fields are important because they allow linking of requirements for pegging

Start | For Follow Up - Microsoft... | 4 Reminders | Views added to SAP - Me... | SAP Logon 710 | Create Material UH02... | Microsoft PowerPoint - [] | 11:08 AM

Purchasing Views (as needed) (MM01)

(1) Enter the part number

(2) Utilize MM01 and select Purchasing

Note that the Purchase Order Text line was not highlighted in this case because sister parts operate based on transfer agreements and therefore no PO will be issued.

Purchasing views are specific to each Material Number

The screenshot shows the SAP MM01 interface. The 'Material' field is set to 'Mechanical engineer'. The 'Material Type' is 'Finished products'. The 'Select view(s)' dialog box is open, showing a list of views. The 'Purchasing' view is highlighted. The 'Purchase Order Text' line is not highlighted. The 'View selection only on request' and 'Create views selected' checkboxes are unchecked. The 'Organizational levels' checkbox is checked. The 'Data' button is highlighted. The 'Default values' button is also visible. The SAP logo is in the top right corner. The Windows taskbar is visible at the bottom.

Create Material (Initial Screen)

Select view(s) Organizational levels Data

Material CUM096 Organizational levels

Industry Sector Mecha

Material Type Raw m

Change Number

Copy from... Material

Plant Create

Org. levels/profiles only on request

Select view(s) Default values

(1) Ensure that the Plant field is entered

Material Edit Goto Environment System Help

SAP

Create Material UH0240191845A11 (Finished products)

Additional data Organizational levels Check screen data

Sales text Purchasing Foreign trade import Purchase Order Text MR...

Material
Plant
Rev. Lev 01

General data

| | | | | | |
|---|------|------|------------------------------------|-------|----------|
| Base Unit of Measure | EA | each | Order unit | | Var. OUn |
| Purchasing Group | 700 | | Material Group | 99999 | |
| Plant-sp. matl status | Z9 | | Valid from | | |
| Tax ind. f. material | | | Qual.f.FreeGoodsDis. | | |
| Material freight grp | P202 | | <input type="checkbox"/> Autom. PO | | |
| <input type="checkbox"/> Batch management | | | | | |

Purchasing values

| | | | | |
|----------------------|--------|---|---|--|
| Purchasing value key | Z026 | Shipping instructs. | | |
| Reminder 1 | 0 days | Underdel. tolerance | 0.0 percent | |
| Reminder 2 | 0 days | Overdeliv. tolerance | 0.0 percent | |
| Reminder 3 | 0 days | Min. del. qty in % | 0.0 percent | |
| Std del. time var. | 0 days | <input type="checkbox"/> Unltd overdelivery | <input checked="" type="checkbox"/> Acknowledgment reqd | |

Other data / manufacturer data

| | | | |
|--------------------|--------|---|--|
| GR processing time | 2 days | <input type="checkbox"/> Post to insp. stock | <input type="checkbox"/> Critical part |
| Quota arr. usage | | <input checked="" type="checkbox"/> Source list | <input type="checkbox"/> JIT indicator |

The material already exists and will be extended

Start For Follow Up - Microsoft... 4 Reminders Views added to SAP - Me... SAP Logon 710 Create Material UH02... Microsoft PowerPoint - [... 11:16 AM

(1) Check the box for Source list

Note:

- It is important to note that at this point you must request that accounting (Poison Ivey) maintain the accounting views for this material number before you can move forward.

Create Transport Scheduling Agreement (as needed) (ME37)

The screenshot shows the SAP ME37 'Create Scheduling Agreement: Initial Screen'. The interface includes a menu bar (Outline agreement, Edit, Header, Item, Environment, System, Help) and a toolbar. The main area is divided into several sections:

- Supplying plant:** A text field containing '220' is circled in red. A red arrow points from this field to a callout box.
- Organizational data:** A section containing:
 - Purch. Organization:** A text field containing '1000' is circled in red. A red arrow points from this field to a callout box.
 - Purchasing group:** A text field containing '700' is circled in red.
- Default data for items:** A section with fields for Item category (U), Stock transfer, Acct assignment cat., Plant, Storage Location, Req. Tracking Number, and Acknowledgment reqd.

Two red callout boxes provide instructions:

- (1) Enter the supplying facility's plant number
- (2) Enter 1000 for the Purch. Organization and your Purchasing group number

The Windows taskbar at the bottom shows the Start button, several open applications (For Follow Up - Microsoft..., 4 Reminders, Views added to SAP - Me...), and the system tray with the time 11:19 AM.

Scheduling agreement Edit Header Item Environment System Help

SAP

Create Scheduling Agreement : Header Data

Agreement [] Company Code [] Purchasing group 700
Supplying plant [] Agreement type [] Purch. Organization 1000
Vendor []

Administrative fields

| | | | | | |
|----------------|------------|----------------------|------------|-----------------|----|
| Agreement date | 07/06/2009 | Item number interval | 10 | Sub-item inter. | 1 |
| Validity start | 07/06/2009 | Validity end | 12/31/9999 | Language | EN |

GR message

Terms of delivery and payment []

Reference data

| | | | |
|----------------|-----|-----------------|-----|
| Your reference | [] | Salesperson | [] |
| Our reference | [] | Telephone | [] |
| | | Invoicing party | [] |

(1) Enter the date 12/31/9999 into the Validity end field

Make an entry in all required fields

Start | For Follow Up - Microsoft... | 4 Reminders | Views added to SAP - Me... | SAP Logon 710 | Create Scheduling Ag... | Microsoft PowerPoint - [] | 11:21 AM

Scheduling agreement Edit Header Item Environment System Help

Account Assignments

Agreement Agreement type ZLU Agmt. date 07/06/2009

Vendor

Supplying plant

Outline agreement items

| Item | Material | Short text | Quantity | Matl group | Plant | SLoc | D | Te... |
|------|-----------------|------------|----------|------------|-------|------|---|-------|
| 10 | UH0240191845A11 | | 999999 | | 1254 | | | |
| 20 | | | | | 1254 | | | |
| 30 | | | | | 1254 | | | |
| 40 | | | | | 1254 | | | |
| 50 | | | | | 1254 | | | |
| 60 | | | | | 1254 | | | |
| 70 | | | | | 1254 | | | |
| 80 | | | | | 1254 | | | |
| 90 | | | | | 1254 | | | |
| 100 | | | | | 1254 | | | |
| 110 | | | | | 1254 | | | |
| 120 | | | | | 1254 | | | |
| 130 | | | | | 1254 | | | |
| 140 | | | | | 1254 | | | |
| 150 | | | | | 1254 | | | |
| 160 | | | | | 1254 | | | |
| 170 | | | | | 1254 | | | |
| 180 | | | | | 1254 | | | |
| 250 | | | | | 1254 | | | |
| 260 | | | | | 1254 | | | |
| 270 | | | | | 1254 | | | |
| 280 | | | | | 1254 | | | |
| 290 | | | | | 1254 | | | |
| 300 | | | | | 1254 | | | |
| 310 | | | | | 1254 | | | |
| 320 | | | | | 1254 | | | |

Item

Start For Follow Up - Microsoft... 4 Reminders Views added to SAP - Me... SAP Logon 710 Create Scheduling Ag... Microsoft PowerPoint - [...]

11:23 AM

(1) Enter the material number

(2) Enter a large quantity. By entering a large quantity you will be allowing the system to utilize this agreement until all of these have been delivered. This prevents you from needing to create a new agreement every time.

Create Scheduling Agreement : Initial Screen

Reference to PReq

Supplying plant
Agreement type ZLU
Agreement date 07/06/2009
Agreement

Organizational data
Purch. Organization 1000
Purchasing group 700

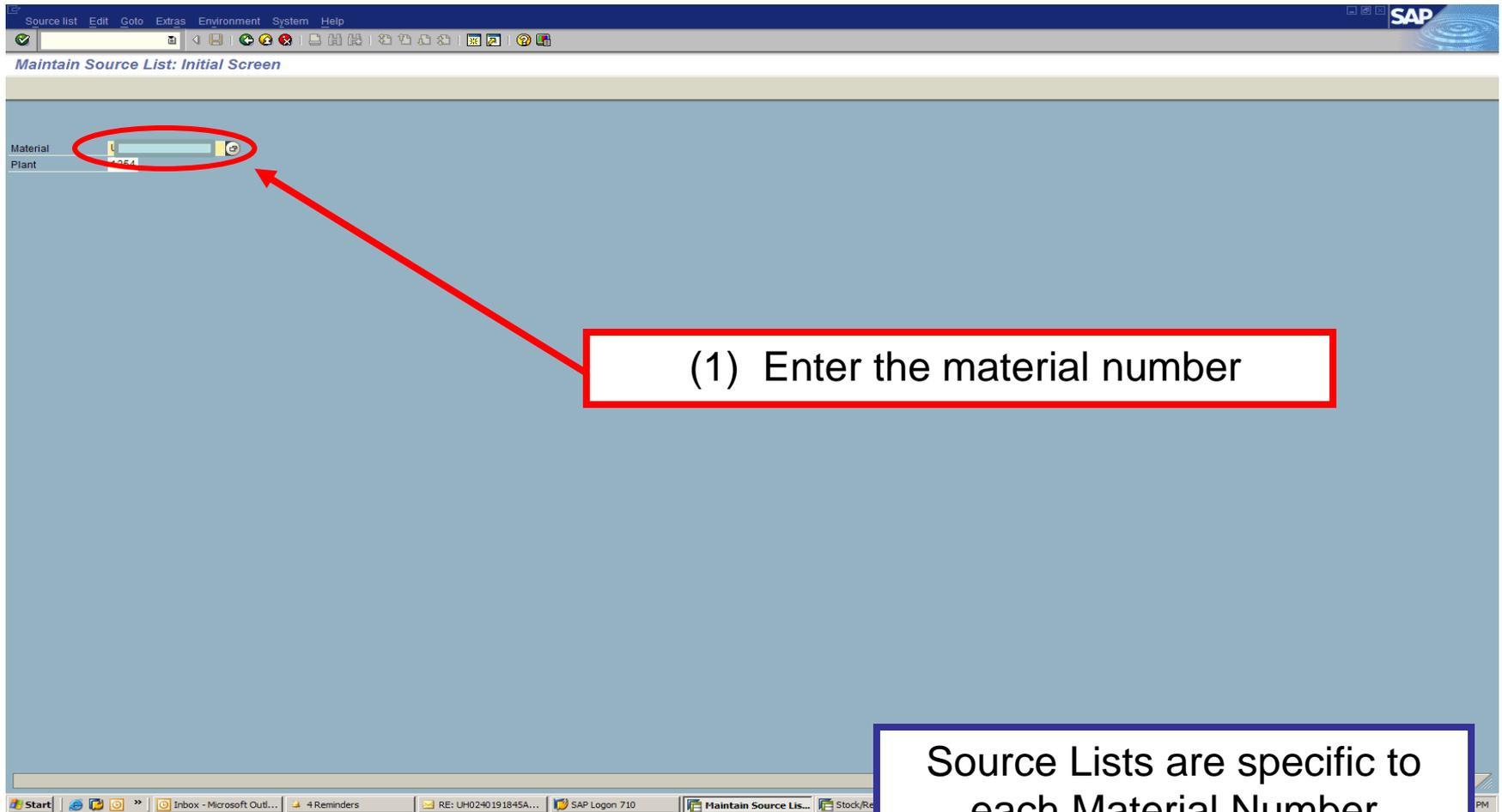
Default data for items
Item category U Stock transfer
Acct assignment cat
Plant 1254
Storage Location
Req. Tracking Number
 Acknowledgment reqd

(1) After you Save this agreement, it is important to record this agreement number as it will be required to maintain the source list. However, in the event that you forget to record this number it can be retrieved through ME2M as discussed in a previous section.



CI Transp sched agmt created under the number 5500020608

Maintain Source List (as needed) (ME01)



The screenshot displays the SAP ME01 'Maintain Source List: Initial Screen'. The 'Material' field is highlighted with a red circle, and a red arrow points from a text box to this field. The text box contains the instruction: (1) Enter the material number. Another text box at the bottom right states: Source Lists are specific to each Material Number.

(1) Enter the material number

Source Lists are specific to each Material Number

Vendor Masters

- Vendor Masters contain information specific to each vendor such as payment terms, address, fax number, etc. This data is maintained at the divisional level and any changes must be formally requested. The forms are located at [I:\PunchaVendor](#). Once completed this must be approved by accounting (Yuri Dudu) and then scanned and emailed to division (Mishack Hertz).

ZTAS – Third Party Ship Direct

- ME5A - daily

Invoices

- Unblocking invoices
- Displaying payment information (history)
i.e. check date/number

Other Useful Transactions

- ZSREQ
- MB51
- LS24
- ZMRPEXLIST
- ZIQR
- MK03

ZSREQ – Supplier Requirements Analysis

- This is a useful transaction for many reasons
 - Looking at late line items by vendor – This report may be utilized to run a report weekly that is then sent to the vendor to request updated delivery dates for past due items.
 - All open line items by vendor – Certain vendors may often experience production delays and not pass this information on to you. A report can be run weekly to request updated delivery dates for all of the open orders with a specific vendor.
 - All open line items due on a date or date range – On occasion it may be necessary to view the orders that are due for a date (especially at the end of month, quarter, year etc. or in case any deliveries are scheduled during a shutdown).
 - Many other uses for this transaction exist and information will be reported depending on the fields that you utilize.

ZSREQ: Supplier Requirements Analysis

*** ZSREQ: Supplier Requirement Analysis ***

Organizational Elements-Set PIDS: [BUK:Comp.Code, EKO:Pur.Org, WRK: Plant]

| | | | | |
|----------------------------|-------------------------------------|----|----------------------|--|
| Purch. Organization | <input type="text"/> | to | <input type="text"/> |  |
| Company Code | <input checked="" type="checkbox"/> | to | <input type="text"/> |  |
| Vendor/Fixd Vendor for Req | <input type="text"/> | to | <input type="text"/> |  |
| Plant | <input type="text"/> | to | <input type="text"/> |  |
| Material | <input type="text"/> | to | <input type="text"/> |  |
| MRP Controller | <input type="text"/> | to | <input type="text"/> |  |
| Pur Grp for PO & Preq Only | <input type="text"/> | to | <input type="text"/> |  |

Purchase Order Selections

| | | | | |
|----------------------------|----------------------|----|----------------------|--|
| Purchase Order | <input type="text"/> | to | <input type="text"/> |  |
| Sch.Deliv.Dates | <input type="text"/> | to | <input type="text"/> |  |
| PO Order Type | <input type="text"/> | to | <input type="text"/> |  |
| Item Category | <input type="text"/> | to | <input type="text"/> |  |
| Account Assignment Categor | <input type="text"/> | to | <input type="text"/> |  |

Only Open Schedule Lines
 Use ME23N to Display PO
 Get PO Txt Also
 Include Non-Material PO's/Reqs
 Include Scheduling agreements

Unconverted Purchase Requisition Selection

| | | | | |
|-----------------------|----------------------|----|----------------------|--|
| Unconv. Purchase Reqs | <input type="text"/> | to | <input type="text"/> |  |
|-----------------------|----------------------|----|----------------------|--|

Planned Orders for Purchased Items [Outside PDT]

| | | | | |
|-------------------------|----------------------|----|----------------------|--|
| Planned Order Number | <input type="text"/> | to | <input type="text"/> |  |
| Planned Order MRP Contr | <input type="text"/> | to | <input type="text"/> |  |

Purch. Organization = 1000,
Company Code = 6969 and
Plant = 3333 will be required
but the additional fields will
help to report on exactly the
information that you are in
search of

Stock per Material

Units of Measure...

Whse number
Material
PInt

| Typ | StorageBin | SC | SS | PB | RB | Total Stock | Available stock | BUN | GR | Date |
|------|------------|----|----|----|----|-------------------|-----------------|-------|------------|------|
| SLoc | Batch | Re | IA | CP | CR | Stock for putaway | Pick quantity | Cert. | No. | |
| 003 | 3020702 | | | | | 40.000 | 40.000 | EA | 06/20/2009 | |
| 7000 | | | | | | 0.000 | 0.000 | | | |
| 003 | 3030201 | | | | | 60.000 | 60.000 | EA | 07/24/2008 | |
| 7000 | | | | | | 0.000 | 0.000 | | | |

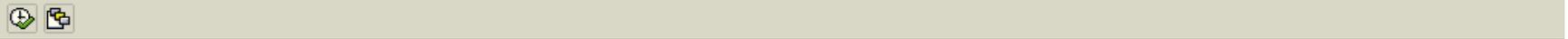
In this example this material is located in 2 different locations within the warehouse

Specific locations are identified with their quantities

ZMRPEXLIST – MRP Exception List

- This report is utilized to determine if changes to the delivery dates of all open POs are required. Through the use of exception codes, the system makes suggestions. This report is also run daily as part of the dashboard and the output is available in spreadsheet form.

MRP Exception List



MRP Exception Message List[MD04 Based]

| | | | | |
|--------------------|----------|----|--|---|
| Plant | | to | |  |
| Material Type | | to | |  |
| Material | | to | |  |
| MRP Controller | | to | |  |
| Procurement Type | | to | |  |
| Purchasing Group | 700 | to | |  |
| Material Group | | to | |  |
| Plant MM/PP Status | | to | |  |
| Exception Message | | to | |  |
| Output Layout | /DEFAULT | | | |

Plant = 1254 is the only required field but this will list everyone's exceptions. By adding your purchasing group number the exceptions will be limited to the ones assigned to you.

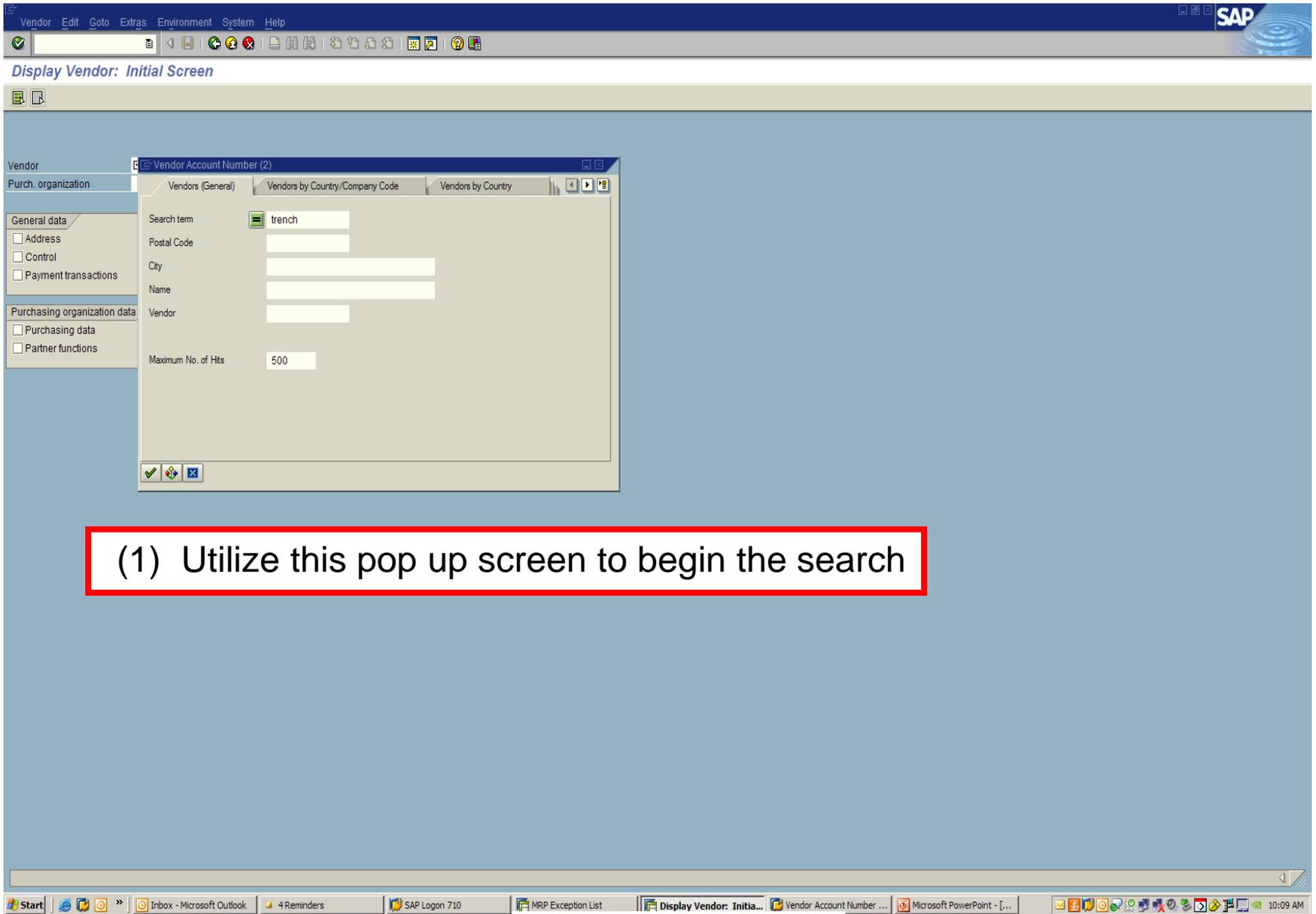
Material Inventory Quality Ratio Report - 6.1 Turns

| Plant | MTyp | Mkt. Intro. Date | MRP Cn | PGr | ProcType | MRP | PDT | IPT | TRLT | SPT | Matl group | MG 3 | Material | Material Description | Total stock |
|-------|------|------------------|--------|-----|----------|------|-----|-----|------|-------|------------|------|----------|----------------------|-------------|
| | ERT | 01/01/1980 | G01 | 700 | E | 4040 | 0 | 9 | 25 | 99999 | | | | | 2,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4040 | 0 | 9 | 25 | 99999 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4040 | 0 | 9 | 25 | 99999 | | | | | 2,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4040 | 0 | 9 | 25 | 99999 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4040 | 0 | 9 | 25 | 99999 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4040 | 0 | 9 | 25 | 99999 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 24510 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 24510 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 2,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 19,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 22,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 16,000 |
| | | | | | | | | 9 | 25 | 99999 | | | | | 5,000 |
| | | | | | | | | 9 | 25 | 99999 | | | | | 1,000 |
| | | | | | | | | 9 | 25 | 99999 | | | | | 1,000 |
| | | | | | | | | 9 | 25 | 99999 | | | | | 1,000 |
| | | | | | | | | 9 | 25 | 99999 | | | | | 3,000 |
| | | | | | | | | 9 | 25 | 99999 | | | | | 1,000 |
| | | | | | | | | 9 | 25 | 99999 | | | | | 8,000 |
| | | | | | | | | 9 | 25 | 99999 | | | | | 1,000 |
| | | | | | | | | 9 | 25 | 99999 | | | | | 1,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 6,000 |
| | ERT | 01/01/1980 | G01 | 700 | E | 4023 | 0 | 9 | 25 | 99999 | | | | | 2,000 |

This is the output provided by the system and can be use to identify E & O material

MK03 – Display Vendor

- This transaction can be useful to help look up a vendor number by searching based on the name



(1) Utilize this pop up screen to begin the search

Vendor Account Number (2) 1 Entry found

Vendors (General) | Vendors by Country/Company Code | Vendors by Country

Vendor

Purch. organization

| SearchTer | PostalCode | City | Name 1 | Vend |
|-----------|------------|------|--------|------|
|-----------|------------|------|--------|------|

General data

- Address
- Control
- Payment transactions

Purchasing organization data

- Purchasing data
- Partner functions

1 Entry found

10:10 AM

This will display all of the vendors that could be associated with your search criteria. Also, by checking the Address box located to the left and running this transaction, you can see all of the information for this vendor. This can be useful for determining a telephone number. However, this information is based on the Vendor Master Data and if this is not maintained, the information displayed could be old and outdated.