

ORDERING PARTS

0100-Material
0800-SubContractors

Go to Navigator

Put in Job # then click Orders tab

Project def. 440P-187597	Person Resps. Mcalister, John D Start date 02/01/2016		
B TX4-FIS-BS&W Distribution Ctr Budget	Applicant Morel, Christopher R Finish date 02/28/2017	Status REL / POBO Start Project	
Sales doc.			
PROJECT SETUP PO Number Design Price Response person # BaseProject Setup Applicant # BOOK PROJECT Book BaseProject			
CHANGE ORDER Proc. Number: DP ChangeOrder PO Number: ChangeOrder Setup Book ChangeOrder			
PROJECT COMPLETION Warranty Start Dt: POC Warranty End Dt: Project CNF-TECO-FNBL Close Network			

Document overview Preliminary projects ✓ Quotations ✓ Orders Other SD Documents (xls) Processes													
Pro...	Process description	Prel.proj.	r...	SD	Stat.PP	Quotn.	r...	SD	Status QU	Order	r...	SD	Status SO
000			<input type="checkbox"/>			2001185452	<input checked="" type="checkbox"/>		transferred	3005804777	<input checked="" type="checkbox"/>		outstanding
001			<input type="checkbox"/>			2001272513	<input checked="" type="checkbox"/>		transferred	3006192716	<input checked="" type="checkbox"/>		outstanding
002			<input type="checkbox"/>			2001263379	<input checked="" type="checkbox"/>		transferred	3006181369	<input checked="" type="checkbox"/>		outstanding
003			<input type="checkbox"/>			2001301484	<input checked="" type="checkbox"/>		transferred	3006351906	<input checked="" type="checkbox"/>		outstanding
004			<input type="checkbox"/>			2001315497	<input checked="" type="checkbox"/>		transferred	3006384627	<input checked="" type="checkbox"/>		outstanding

Click BOM—first row

Document overview Preliminary projects ✓ Quotations ✓ Orders Other SD Documents (xls) Processes													
Pro...	Sales Doc...	Item	r...	BOM	L	Calc	PRL	SD	Status	Overall status	Item...	Description	Material
000	3005804777	10	<input checked="" type="checkbox"/>						outstanding	Completed	10	BTX4-FIS-BS&W Dist Ctr Budget-\$38399	A6X200
001	3006192716	10	<input checked="" type="checkbox"/>						outstanding	Completed	10	c01 BTX4-FIS-BS&W Dist Ctr Budget	A6X200
002	3006181369	10	<input checked="" type="checkbox"/>						outstanding	Completed	10	c02 BTX4-FIS-BS&W Dist Ctr Budget	A6X200
003	3006351906	10	<input checked="" type="checkbox"/>						outstanding	Completed	10	c03-BTX4-FIS-BS&W Distribution Ctr Budget	A6X200
004	3006384627	10	<input checked="" type="checkbox"/>						outstanding	Being processed	10	BTX4-FIS-BS&W Dist Ctr Budget CO#5	A6X200

If Node is already created, highlight node

BOM items Item R Release date Qty QU Component Proj. shrt txt PME Sc... SAID Proc. price NamePriceTotal Estd. pr. Vendor												
BTX4-BAU-UTSA Tobin Lab Mods	0010		1 PC	A6X2000012	BTX4-BAU-UTSA Tobin La...							
• BAU Automation Material Planned Cost	0001		1 PC	A7F20000813	BAU Automation Material ...	Z00	PTO	001	0.00	0.00	30,267.27	
• Electrical Wiring	0002		16,975 AU	A7F30000072	Electrical Wiring	Z00	PTO	001	0.00	0.00	1.00	
• Subcontractor Node	0012		1 PC	A7F20000938	Subcontractor Node	Z00	PTO		0.00	0.00	0.00	
• Controllers	0022		1 PC	A7F20000951	Controllers	Z00	PTO		0.00	0.00	0.00	
• Input Devices	0032		1 PC	A7F20001090	Input Devices	Z00	PTO		0.00	0.00	0.00	
• Output Devices	0042		1 PC	A7F20001120	Output Devices	Z00	PTO		0.00	0.00	0.00	
• Air Valves	0062		1 PC	A7F20125675	Air Valves	Z00	PTO		0.00	0.00	0.00	
• Project Material	0082		1 PC	A7F20125662	Project Material	Z00	PTO		0.00	0.00	0.00	
• Water Valves	0092		1 PC	A7F20125711	Water Valves	Z00	PTO		0.00	0.00	0.00	
• Actuators	0102		1 PC	A7F20125787	Actuators	Z00	PTO		0.00	0.00	0.00	

* See Notes to Create Node next Page *

You can either right click on node and choose "create item" or click "page with + sign".

BOM items	Item	R	Release date	Qty	QU	Component	d. pr.	Vendor
BTX4-BAU-UTSA Tobin Lab Mods	0010			1 PC		A6X2000001		
• BAU Automation Material Planned Cost	0001			1 PC		A7F20000813	67.27	
• Electrical Wiring	0002		16,975 AU			A7F3000072	1.00	
• Subcontractor Node	0012			1 PC		A7F2000093	0.00	
• Controllers	0022			1 PC		A7F20000951	0.00	
• Input Devices	0032			1 PC		A7F20001090	0.00	
• Output Devices	0042			1 PC		A7F20001120	0.00	
• Air Valves	0062			1 PC		A7F20125675	0.00	
• Project Material	0082			1 PC		A7F20125662	0.00	
• Water Valves	0092			1 PC		A7F20125711	0.00	
• Actuators	0102			1 PC		A7F20125707	0.00	

If part is a Siemens part, put in "Component" field.

If not, hit bubble and put in "Mfr Part #" field. Doub

E1P(1)/100 Detail information: create BOM item

Header data

Component

Shorttext

Product no

Options

General Nos + texts Procurement Marking

Qty How Many needed Brch.qty

Purchase

Vendor

SAID Address from bubble

Proc. price 0.00
0.00

Total 0.00

Calculation

WBS element Job #, P. 1.01.03

Calculation group Z00 (Material) Z00 (SubContractor)

Alternative Opt MA RelevOffInCst

MatlProvisIndicator SPK

Change date 02/06/2017

No summation

Procurement scenario

Restrict number to 500 No restriction

Language Key EN

MPN Material A7F30026240

Material description CURRENT SWITCH, MICRO, SPLIT CORE, ADJ., .75

Int. material no. H306

MDN

E1P(1)/100 BOM component 1 Entry

MPN Material	Material description	Int. material no.	MDN
A7F30026240	CURRENT SWITCH, MICRO, SPLIT CORE, ADJ., .75		H306

To Create Tag on Siemens Parts
Click on markings tab
then put = then tag ID
I put in all three areas

IF PART IS NOT IN SAP, GO TO PAGE 6 OF THIS DOCUMENT

Sub Contractors

Note: Need these items
Quote, W.O., over 15K
need SAF, over 150K SAF /
Diversity
Date is current not expired

* Create Sub. Contr. Node

Job #

Nav.

Orders

Go into Sub. Contr. Node or create Node

Creating Sub Contractor Node

Go into ~~Contract~~ enter Job #

Click on Orders

Click on Bom Field

Click on Products

Click on Products Bom Click on Item

Drag to top of Job name to create node

Label it Sub Contractor

Click on Service tab to create line underneath

Sub Contractor to Put Contractor In

Follow same directions as "New Node"

Electrical Contractor: A7F30000072

Everything Else: A7F3000003

Subcontractor bucket - .01

Cal. Group - Z006

Sub Contractor Price - \$1.00 Always

Click on line to open it

Click on
Bom to take
Split screen
away

Create a New Node

Click on products

~~Click on products~~

Click on Project BSM

Click Item

Drag to top A job name (Node) to create
label it

Click on BSM to Make Split Screen away.

Follow instructions to ordering parts

Fill out following fields (see screenshot above) in green

Qty

SAID—address from bubble

WBS Element—44OP-200003.P.1.01.03

Calculation Group—Z000 for material

Hit enter then paper icon at bottom of screen

Highlight added line

Hit "GoTo" at top of page then PL- partially selected (**VERIFY/CHANGE VENDOR & PRICE**)

BOM- maintenance												
BOM Items												
	Item	R	Release date	Qty	QU	Component	Proj. shrt txt	PME	Sc...	SAID	Proc. price	NamePrice
BTX4-BAU-UTSA Tobin Lab Mods	0010			1 PC	A6X20000012	BTX4-BAU-UTSA Tobin La...						
• BAU Automation Material Planned Cost	0001			1 PC	A7F20000813	BAU Automation Material ...	Z00	PTO	001		0.00	
• Electrical Wiring	0002			16,975 AU	A7F3000072	Electrical Wiring		PTO3	001		0.00	
Subcontractor Node	0012			1 PC	A7F20000938	Subcontractor Node	Z00	PTO			0.00	
Controllers	0022			1 PC	A7F20000951	Controllers	Z00	PTO			0.00	
Input Devices	0032			1 PC	A7F20001090	Input Devices	Z00	PTO			0.00	
Output Devices	0042			1 PC	A7F20001120	Output Devices	Z00	PTO			0.00	
Air Valves	0062			1 PC	A7F20125675	Air Valves	Z00	PTO			0.00	
Project Material	0082			1 PC	A7F20125662	Project Material	Z00	PTO			0.00	
• Enclosed PS Three 100VA C2 Outputs	0010	X	10/06/2016	1 PC	A7F30011621	Enclosed PS Three 100VA...		PTO3	002		141.28	1
• ENCLOSURE ASSY 18	0020	X	10/06/2016	2 PC	PXA-ENC18	ENCLOSURE ASSY 18		PTO3	002		68.65	1
• 6-WIRE 2-RJ11 RS CABLE 50'PLMN	0090	X	10/06/2016	4 PC	588-100B	6-WIRE 2-RJ11 RS CABLE ...		PTO3	002		6.05	
• RIB 120VAC 24VAC/DC SPDT	0100	X	10/06/2016	4 PC	RIBU1C	RIB 120VAC 24VAC/DC S...		PTO3	002		6.89	
• CURR SWITCH SPL CORE FIX TRIP	0110	X	10/06/2016	2 PC	A7F30008363	CURR SWITCH SPL CORE ...		PTO3	002		15.95	
• Xfrm 100VA,120-24V,dual hub,ClassII	0120	X	10/06/2016	2 PC	A7F30008355	Xfrm 100VA,120-24V,du...		PTO3	002		13.28	
Current Switch,Micro,Split Core,Adj.,75	0130			1 PC	A7F30026240	Current Switch,Micro,Split...		PTO	002		28.54	
Water Valves	0092			1 PC	A7F20125711	Water Valves	Z00	PTO			0.00	
Actuators	0102			1 PC	A7F20125787	Actuators	Z00	PTO			0.00	

Highlight line, hit pencil

If price/vendor are on the line, hit save

If price/vendor are not on the line, fill in vendor # (from vendor list) and price (from quote)..enter

Hit save

Green back arrow

Part. selected product list (Sales order) 44OP-200003 Process 000												
	Mat. price	Mat. discount	Vendor discount	Source of supply	Proc. price determ.	L-Price determ.						
Ic.	Material number	Short Text	Quanti...	Sce...	MTP...	Estd...	Proc.p...	Vendor	Name	Product number	PME	
	A7F30026240	Current Switch,Micro,Split Core,...	1	PTO	BANC	0.00	28.54	30016807	VERIS INDUSTRIES ...	H308		

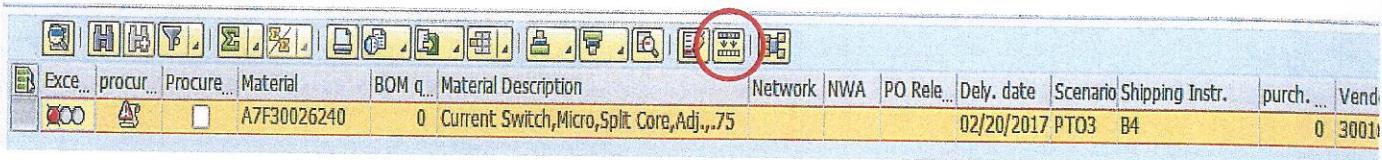
Highlight line and hit green flag to "release"



Hit "GoTo" at top of page then select **PRL**-partially selected (**add Network, NWA, Delivery Date & shipping instructions**)

Highlight line

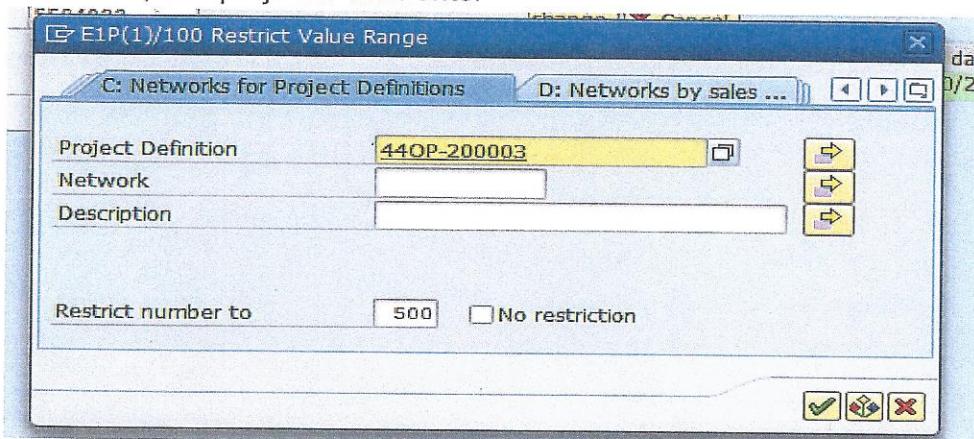
Hit Mass Change



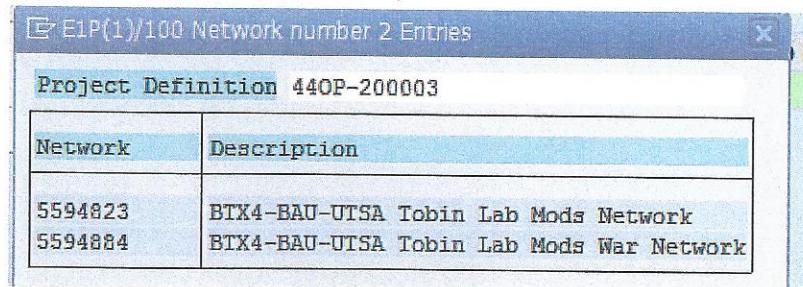
Highlight "Network" column then "new value"



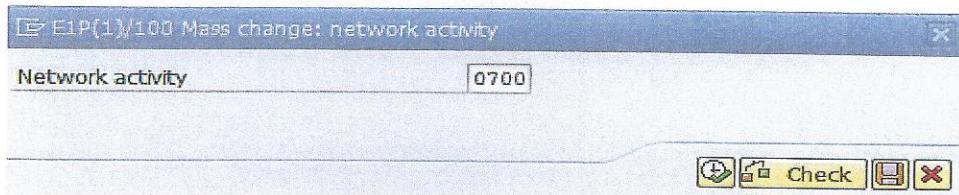
Hit bubble, add project # then enter



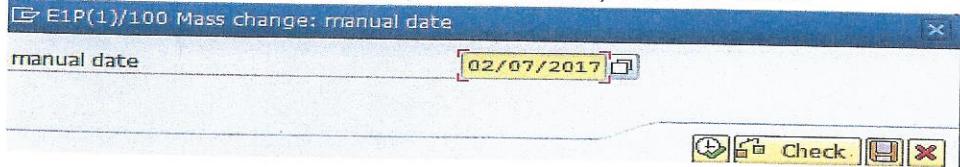
You'll see 2 network #'s..one for base project and the other for warranty. Unless someone tells you to order the parts against warranty, you always pick the base project's network #. Double click on correct # then hit "clock" on next screen.



Highlight "NWA" column, then "New Value" (0700 is for material and 0800 is for subcontractor)
Fill in 0700 then hit "clock"



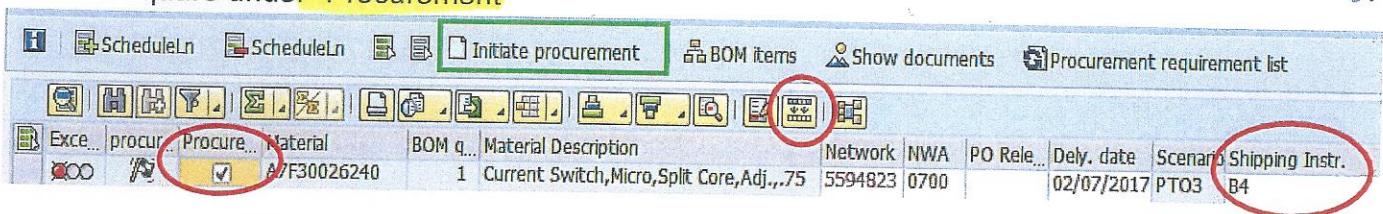
Highlight "Delivery Date" column then "New Value" (if Siemens' parts, put tomorrow's date, if 3rd party parts, put in the actual delivery date needed) then hit "clock"



Once all 3 fields are in and correct, hit "Mass Change"

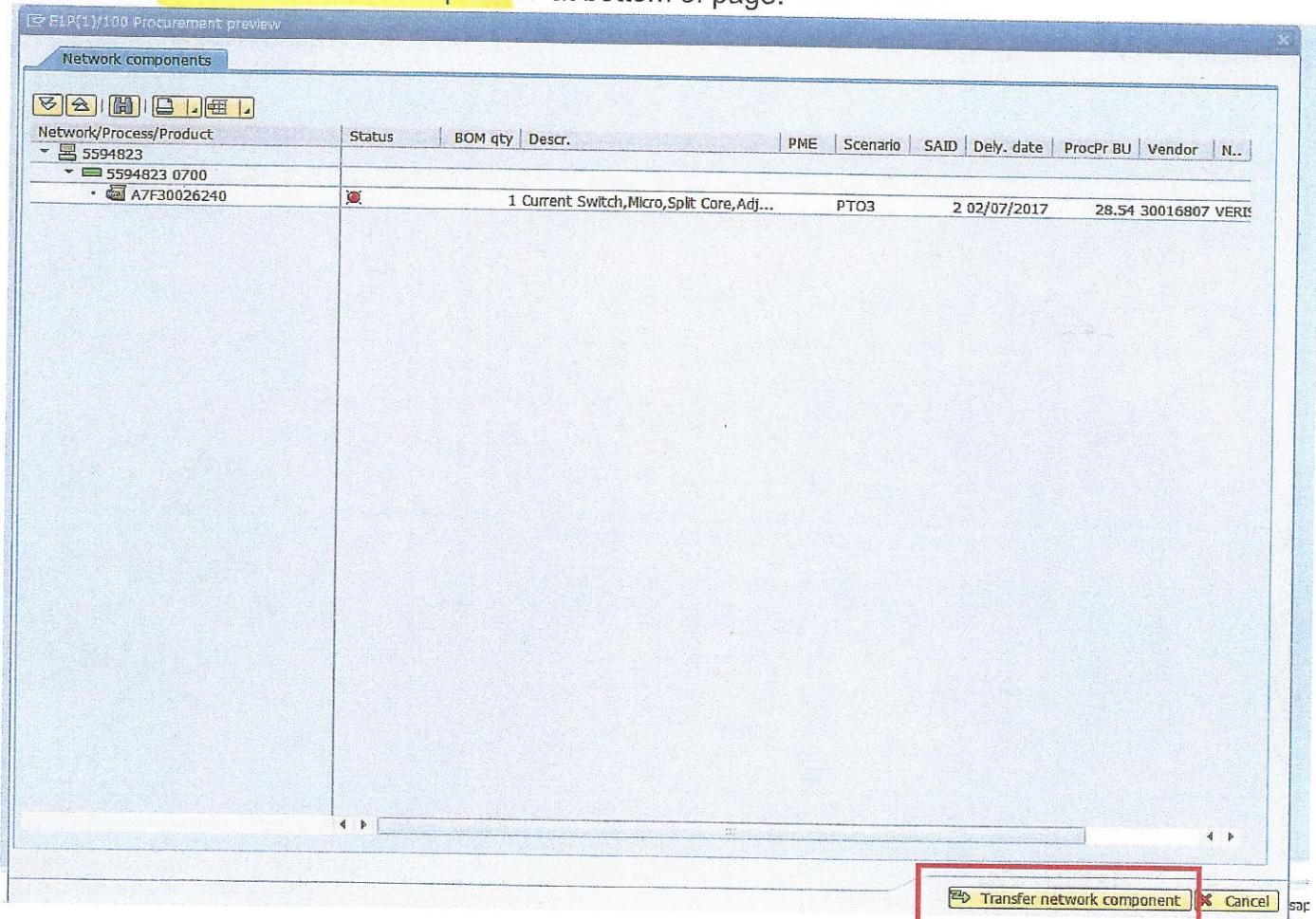
Change "shipping instructions" (B1 is overnight, B2 is 2-Day, B3 is 3-Day and B4 is ground)
Hit white square under "Procurement"

B5 next day
Air(Before 8AM)



Hit "Initiate Procurement" (see above screenshot) in green

This is your last chance to make sure everything is correct before you place the order. If everything is correct, hit "Transfer network component" at bottom of page.



Hit "Close" button at bottom of page

Hit save button at top of page

M E

*****NO PART # IN SAP*****

MRF Generic Product

You'll need to create a substitute p/n (UBF:xxx). This will be put in the "components" field.
The XXX is the ESN code found on ESN code paperwork.

You'll need to get a quote from the vendor before you can place the order.
Fill everything else out like normal.

- * You'll have to attach the quote to the PR.
Go into "Project Builder"

SynergyPLUS Navigator - Solution Business

Settings for Project Maint. indicators **Project Builder** Quotation Sales order Prj Attribs. Commissions

Project def. UBF:OEA BTX4-BAU-UTSA Tobin Lab Mods Sales doc. []	Person Respons. Brothers, Kenneth J Start date 08/05/2016 Applicant Wood, Mark R Finish dat 03/01/2018 Status REL / P400 Material & Resources at Site
PROJECT SETUP PO Number [] Respons person # [] Applicant # [] BOOK PROJECT Book BaseProject	CHANGE ORDER Proc. Number: [] PO Number: DP ChangeOrder ChangeOrder Setup Book ChangeOrder
BaseProject Setup	PROJECT COMPLETION Warranty Start Dt: [] POC Warranty End Dt: [] Project CNF-TECO-FNBL Close Network

Hit the "double down" arrows

Project Builder: Project 44OP-200003

Project Structure: Description Identification

BTX4-BAU-UTSA Tobin Lab M 44OP-200003

Root WBS element 44OP-200003

Identification and view selection

Project Def. 44OP-200003 BTX4-BAU-UTSA Tobin Lab Mods

Detail: []

Overview(s): []

* After you hit enter go to PME Box hit Flag (turns white)
Put in part number. Hit "V" mark "x" out of pop up box.
hit "paper icon".

Create BOM Item

Find the part # you just entered

Project Builder: Project 44OP-167793

Identification and view selection

Material: UBF:OEA B100 UBF:OEA MEASURING INSTRUMENT

Item: 1550 Item Text: RCDLM35, 3/4" 35 GPM LEAD FREE BRNZ ALOY

General Data Purch. Data Proc.Param LongText Assignment

Purchasing Data

Purchase Req. 1018107225 / 1560 Manual Reqt Date CostRel

Requirement qty 1 PC Align. finish date UnitCost.

Reqt Date 08/22/2015 Align.Startdate.Comp

Offset 0

Procurement Type Third-Party Requisition for Network

Purch. Group BJD Purch.Org. B100 Price/currency 181.00 USD

Info Record Price Unit 1 PC FixPrice

Outl. Agreement G/L Account 60108000

Worklist Templates

Templates: Name Project object

- Individual Objects
- Projects
- Standard Templates

Copy "Purchase Req. (PR)"—see above

Go to new SAP screen

Go into transaction ME53N (Display PR)

Hit "2 squares w/arrow"

Display Purchase Req. 1022317972

Document Overview On Personal Setting

Purchase requisition 1022317972

Header

Paste PR # into field, enter

E1P(4)/100 Select Document

Purchase Requisition 1022317972

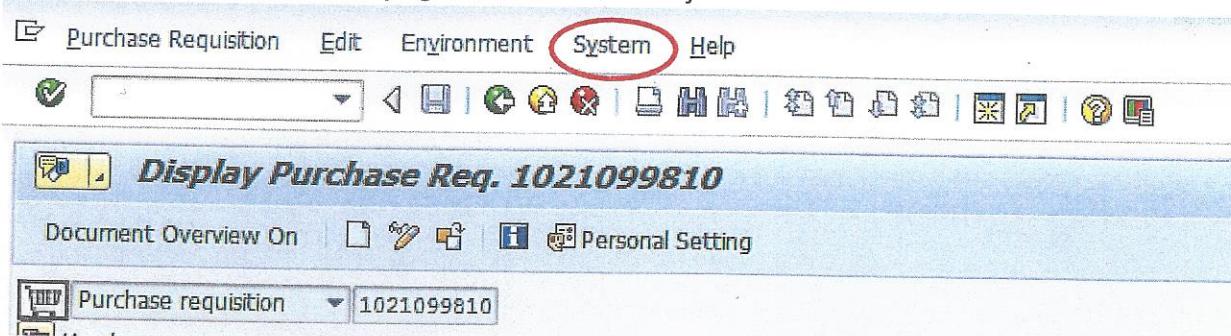
Pur. Order

Purch. Requisition

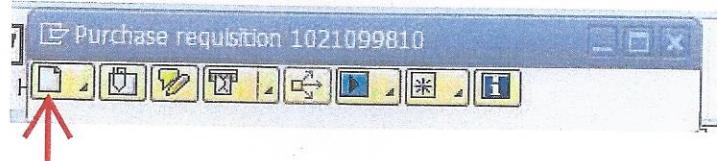
SRM Contract

Other Document

Click on "Systems" at top of page, then "service objects"



Click on paper icon, then "create attachment"



Search for quote you saved, then hit open

Your document will attach

If you want to check to make sure it attached, click on the "paper w/paper clip" icon (see above)