

# **Sales and Distribution**

## **SD Part 2 LAB BOOK**

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## Lab 1-1 Create a Return Sales Order w.r.t. Normal Sales Order->Returns Delivery->Credit Memo (Billing)

### 1.1 Create Return Order

Sales Department can create return order by T-code VA01. Return order can be created with reference to sales order or billing documents.

#### Step 1)

- Enter T-code VA01 in command field.
- Enter Order Type RE (Returns).
- Enter Sales Area data in Organizational Data Block.
- Click on Create with Reference Button.

The screenshot shows the SAP 'Create Sales Documents' interface. The command field contains 'VA01'. The 'Create with Reference' button is highlighted. The Order Type is set to 'RE' (Returns). The Organizational Data block shows the following values: Sales Organization: ZPKP, Distribution Channel: ZK, Division: 01. The Sales Org. Trainee is 25, Dist channel is T 25, and Product Division is 01.

#### Step 2)


- Enter Sales order # reference no. for return order.
- Click on Copy Button

The screenshot shows the SAP 'Display Returns 60000196: Overview' interface. The 'Sold-To Party' field is highlighted with the value 102. The 'Copy' button is highlighted. The 'Material' field is highlighted with the value 101111. The 'Un' field is highlighted with the value 10EA.

**Step 3)**

- Enter Order reason .
- Enter Ordered Quantity.
- Remove Billing Block.

**Step 4)**

- Check Incompletion log
- Click on save  button.
- Copy the Order number for further reference.

**1.2 Create Return Delivery Document**

**Step 1)**

- Enter T-code VL01N in command field.
- Enter Shipping Point.
- Enter Delivery Type LR (Return Delivery).



**Create Outbound Delivery with Order Reference**

☐ With Order Reference ☐ W/o Order Reference

Shipping Point: 1000

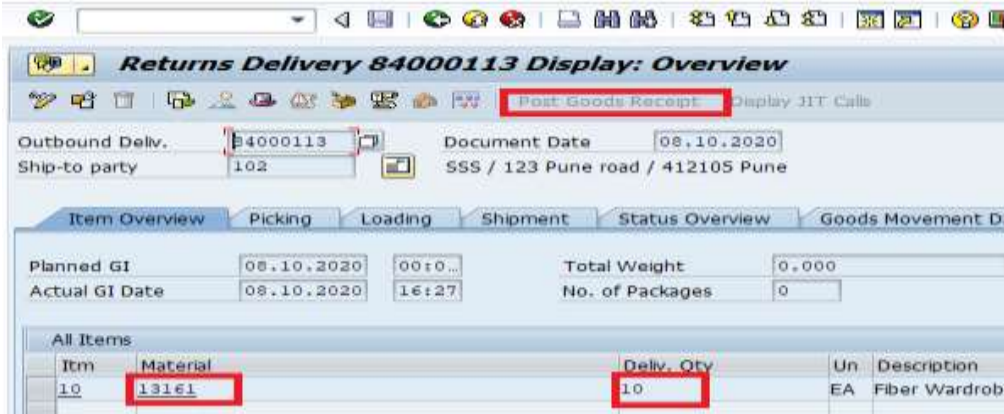
**Sales Order Data**

Selection Date: 21.10.2020  
Order: 20000003  
From Item:   
To Item:

**Predefine Delivery Type**

Delivery Type: LR

- Press Enter Button.



**Returns Delivery 84000113 Display: Overview**

Outbound Deliv. 84000113 Document Date 08.10.2020  
 Ship-to party 102 SSS / 123 Pune road / 412105 Pune

Item Overview Picking Loading Shipment Status Overview Goods Movement Data

Planned GI 08.10.2020 00:00... Total Weight 0.000  
 Actual GI Date 08.10.2020 16:27 No. of Packages 0

Item	Material	Deliv. Qty	Un	Description
10	13161	10	EA	Fiber Wardrobe

## Step 2)

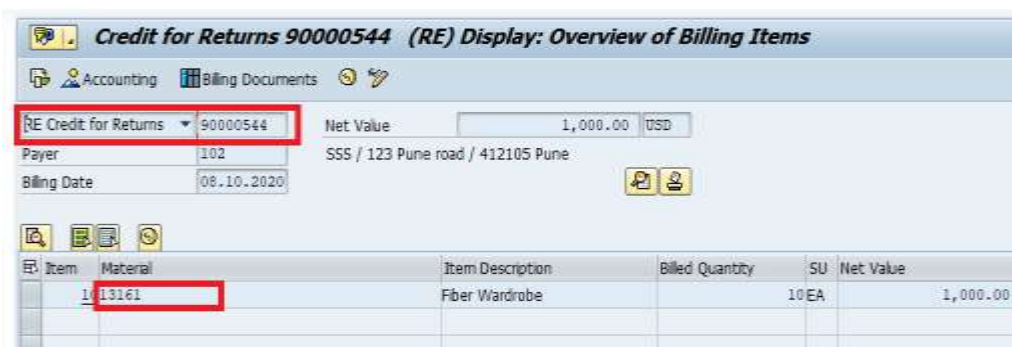
- Enter Return Delivery Quantity.

## Step 3)

- Click on save button.
- Copy the Order number for further reference.

## 1.3 Create Billing Document

- Enter T-code VF01 in command field.
- Enter the Order number.
- Press Enter Button.



**Credit for Returns 90000544 (RE) Display: Overview of Billing Items**

Accounting Billing Documents

RE Credit for Returns 90000544 Net Value 1,000.00 USD  
 Payer 102 SSS / 123 Pune road / 412105 Pune  
 Billing Date 08.10.2020





Item	Material	Item Description	Billed Quantity	SU	Net Value
10	13161	Fiber Wardrobe	10	EA	1,000.00

## 1.4 Create Credit Memo

### Step 1)


- Enter T-code VA01 in command field.
- Enter order type field value as credit memo request .
- Enter Sales Organization / Distribution Channel / Division in Organizational Data.
- Click on Create with References Button.

**Create Sales Documents**

 Create with Reference  Sales  Item Overview  Ordering Pa

Order Type

Organizational Data

Sales Organization   
Distribution Channel   
Division    
Sales office   
Sales group


## Step 2)

- Enter order no in Order tab of Pop Up.
- Click on Copy Button.


## Step 3)

- Enter Billing Block / Pricing Date / Order Reason and Billing Date in sales tab.
- Enter Material and Quantity for which we want to create Credit Memo.



**Display Credit Memo Request 60000197: Overview**








Credit Memo Requ...  Net Value  USD




Sold-To Party  SSS / 123 Pune road / 412105 Pune 

Ship-To Party  SSS / 123 Pune road / 412105 Pune


Cust. Reference  Cust. Ref. Date   

Sales  Item Overview  Item detail  Ordering party  Procurement  Reason for rejection

Billing Date  Serv. Rendered   
Billing Block  Pricing Date

  Group 

All Items

Item	Material	Reqmnt Segment	Target Quantity	J...	Net Value	Doc...	Item Des
1	13161		5	A	500.00	USD	Fiber War

## Step 4)

- Click on Save Button .

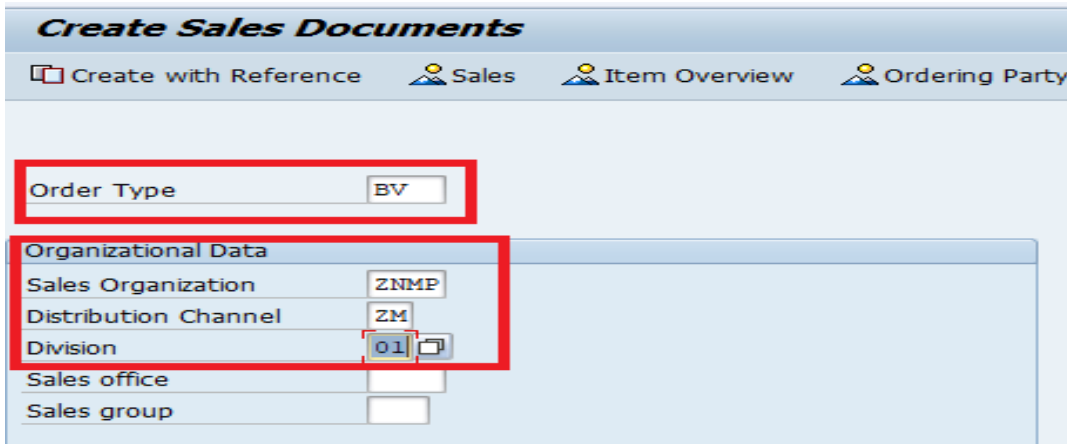
## Lab 2-1 Create a Cash Sales->PGI->Billing

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### 1.1 Create a Cash Sales

#### Step 1)

- Enter T-code VA01 in command field.
- Enter Order Type BV (Cash Sales).
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button.



**Create Sales Documents**

☐ Create with Reference    Sales    Item Overview    Ordering Party

Order Type: BV


**Organizational Data**

Sales Organization	ZNMP
Distribution Channel	ZM
Division	01
Sales office	
Sales group	

#### Step 2)

- Enter the Sold-to-party, Material, Order Qty
- Check the incompleteness log
- Click on Save Button and copy Delivery no.

**Create Cash Sale: Overview**



Cash Sale:  Net Value:  0.00 USD

Sold-To Party:  103 ZNMP / 111 Balewadi highstreet / 123456 Pune

Ship-To Party:  103 ZNMP / 111 Balewadi highstreet / 123456 Pune

Cust. Reference:  Cust. Ref. Date:

Sales | Item Overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. Deliv.Date:  D 28.10.2020 Deliver.Plant:

Complete Div.: ☐ Total Weight:  0 KG

Delivery Block:  Volume:  0.000


Billing Block:  Pricing Date:  28.10.2020

Pyt Terms:

Inco. Version:

Incoterms:

Inco. Location1:



All Items


Item	Material	Req. Segment	Order Quantity	Un	S	Item Description
1	13166		10 EA			Wooden desk

## 1.2 Delivery- Post goods issue

### Step 1)

- Enter T-code VL02N in command field.
- Enter the delivery no.
- Press Enter button
- Click on Post Goods Issue (PGI)

**Cash Sales 80000608 Change: Overview**



Outbound Deliv.:  80000608 Document Date:  28.10.2020

Ship-to party:  103 ZNMP / 111 Balewadi highstreet / 123456 Pune

Item Overview | Picking | Loading | Shipment | Status Overview | Goods Movement Data

Planned GI:  28.10.2020  00:0... Total Weight:  10 KG

Actual GI Date:   00:00 No. of Packages:

All Items

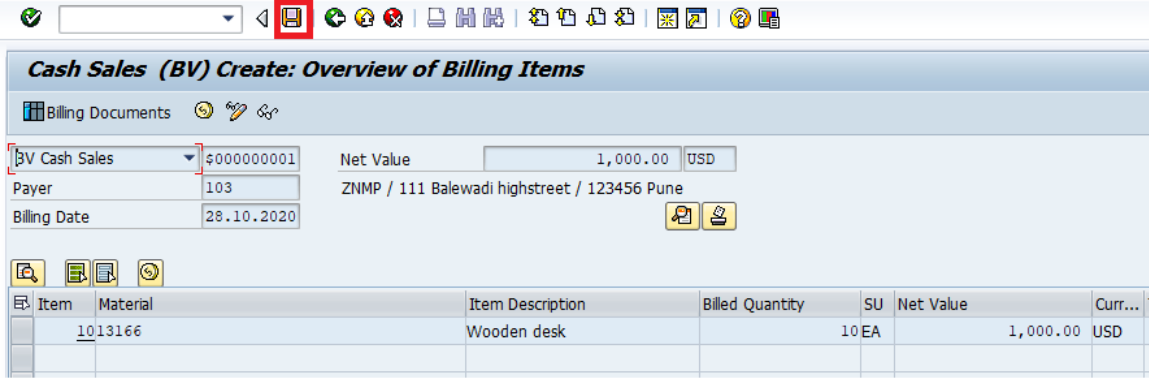
Itm	Material	Deliv. Qty	Un	Description
5	13166	10	EA	Wooden desk



## 1.3 Billing

### Step 1)

- Enter T-code VF01 in command field.
- Enter the Cash sales document no.
- Press Enter button
- Click on Save



**Cash Sales (BV) Create: Overview of Billing Items**

Billing Documents

BV Cash Sales 0000000001 Net Value 1,000.00 USD  
 Payer 103 ZNMP / 111 Balewadi highstreet / 123456 Pune  
 Billing Date 28.10.2020

Item	Material	Item Description	Billed Quantity	SU	Net Value	Curr...
1013166	1013166	Wooden desk	10 EA		1,000.00	USD

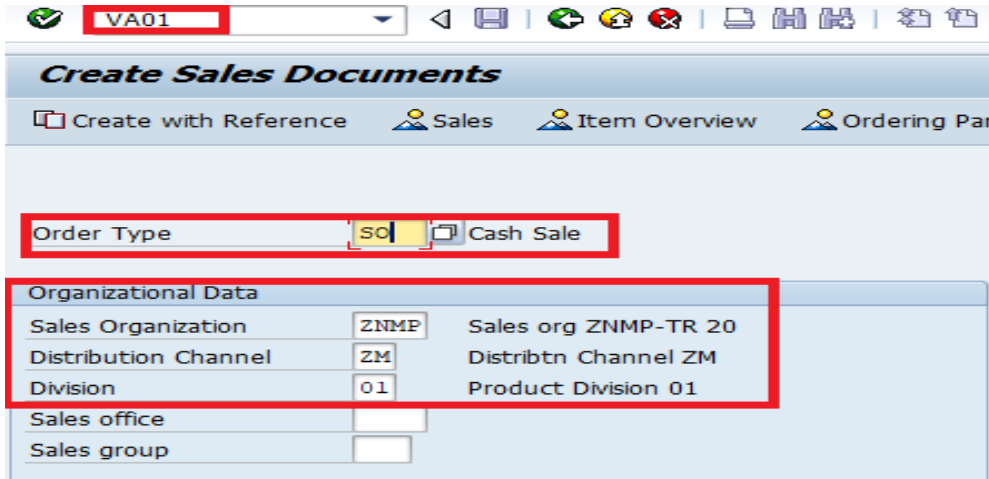
To Check the document>>> T-code VA02>> Click on  Document flow

## Lab 3-1 Create a Rush Order->Picking and PGI->Billing

### 1.1 Create a Cash Sales

#### Step 1)

- Enter T-code VA01 in command field.
- Enter Order Type SO (Rush Order).
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button.



**Create Sales Documents**

Create with Reference | Sales | Item Overview | Ordering Par

Order Type: SO | Cash Sale

**Organizational Data**

Sales Organization	ZNMP	Sales org ZNMP-TR 20
Distribution Channel	ZM	Distribtn Channel ZM
Division	01	Product Division 01
Sales office		
Sales group		

#### Step 2)

- Enter the Sold-to-party, Material, Order Qty
- Check the incomplection log
- Click on Save Button and copy Delivery no.

**Create Rush Order: Overview**

Icons:

Rush Order:  Net Value:  0.00 USD

Sold-To Party:  103 ZNMP / 111 Balewadi highstreet / 123456 Pune

Ship-To Party:  103 ZNMP / 111 Balewadi highstreet / 123456 Pune

Cust. Reference:  test Cust. Ref. Date:

Tabs: Sales | **Item Overview** | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. Deliv.Date: D 28.10.2020 Deliver.Plant:

Complete Div.: ☐ Total Weight:  0 KG

Delivery Block:  Volume:  0.000

Billing Block:  Pricing Date: 28.10.2020

Pyt Terms:

Inco. Version:

Incoterms: CFR

Inco. Location1: Pune

Icons:

All Items

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description
1	13166		10	A		Wooden desk

## 1.2 Delivery- Picking and Post goods issue

### Step 1)

- Enter T-code VL02N in command field.
- Enter the delivery no.
- Press Enter button
- Go to Picking tab>>> Enter Picked Qty
- Click on Post Goods Issue (PGI)

Icons:

**Outbound Delivery 80000609 Change: Overview**

Icons:

Outbound Deliv.: 80000609 Document Date: 28.10.2020

Ship-to party: 103 ZNMP / 111 Balewadi highstreet / 123456 Pune

Tabs: Item Overview | **Picking** | Loading | Shipment | Status Overview | Goods Movement Data

Pick Date/Time: 28.10.2020 00:00:00

Warehouse No.:

OverlPickStatus: A Not Yet Picked

OverallMMStatus: No WM Tmsf Ord Reqd

All Items

Item	Material	Plant	SLoc	Req. Segment	Deliv. Qty	Un	Picked Qty	Un	Batch	Bl...	P V Stag. Date
10	13166	2000	0001		10	EA	5	EA			28.10.2020

### 1.3 Billing

#### Step 1)

- Enter T-code VF01 in command field.
- Enter the Cash sales document no.
- Press Enter button
- Click on Save



**Invoice (F2) Create: Overview of Billing Items**

Billing Documents

F2 Invoice: \$0000000001 Net Value: 0.00 USD  
Payer: 103 ZNMP / 111 Balewadi highstreet / 123456 Pune  
Billing Date: 28.10.2020

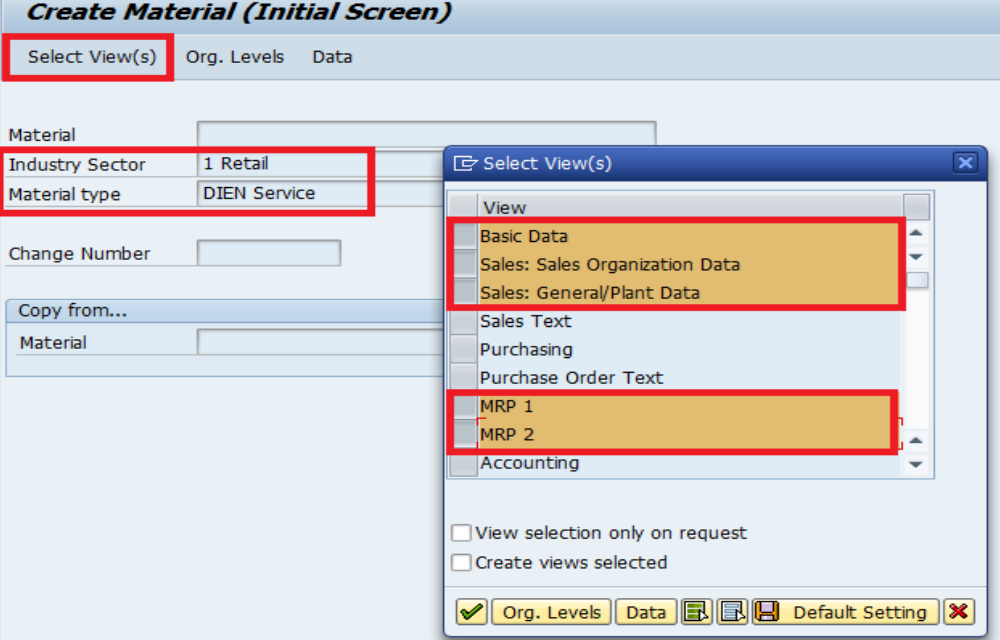
Item	Material	Item Description	Billed Quantity	SU	Net Value	Curr...
	1013166	Wooden desk	10 EA		0.00	USD

To Check the document>>> T-code VA02>> Click on  Document flow

## Lab 4-1 Create a Service Material (MAT-TYPE-DIEN)

### Step 1)

- Enter T-code MM01 in command field and create a new material
- Enter Material type as DIEN (Service Material)>>> Select Industry sector as Retail>>> Press Enter
- Select view as 1) Basic data 2) Sales: Sales org data 3) Sales: General/Plant 4) MRP1 5) MRP2



**Create Material (Initial Screen)**

Select View(s) Org. Levels Data

Material

Industry Sector 1 Retail

Material type DIEN Service

Change Number

Copy from...

Material

Select View(s)

View

- Basic Data
- Sales: Sales Organization Data
- Sales: General/Plant Data
- Sales Text
- Purchasing
- Purchase Order Text
- MRP 1
- MRP 2
- Accounting

☐ View selection only on request

☒ Create views selected

Org. Levels Data Default Setting

### Step 2)

- Enter Plant/ Storage location/ Sales org/ Dist. Channel
- Press Enter

**Organizational Levels**




Organizational levels	
Plant	2000
Stor. Loc.	0001
Sales Org.	ZNMP
Distr. Channel	ZM

Profiles

MRP profile


☐ Org. levels/profiles only on request

 Select View(s)  Default Setting 

### Step 3)

#### Screen 1: Enter the Material description/ Base Unit


**Create Material 13174 (Basic Data, Service)**

Material  


Descr.

**Descriptions**


Language	Material description
EN	Annual subscription service

 Delete line Entry 0 of 0

**General Data**

Base Unit of Measure	EA 	Material Group	<input type="text"/>
Old material number	<input type="text"/>	Ext. Matl Group	<input type="text"/>
Division	<input type="text"/>	Lab/Office	<input type="text"/>
Product allocation	<input type="text"/>	Prod.hierarchy	<input type="text"/>
X-Plant Mat.Status	<input type="text"/>	Valid from	<input type="text"/>
Assign effect. vals	<input type="checkbox"/>	GenItemCatGroup	LEIS Service w/o Delivery

#### Screen 2: Enter Tax

Item Category Group	LEIS	Service w/o Delivery	
Gen. item cat. grp	LEIS	Service w/o Delivery	
<b>Tax Data</b>			
Country	Ta...	Tax Category	Tax classification
US	USA	UTXJ Tax Jurisdct.Code	

**Screen 3:** Enter Purchasing Group/ MRP Type/ Planned Delivery time

General Data	
Base Unit of Measure	EA each
Purchasing Group	TPG
Plant-Sp.Matl Status	
MRP Group	
ABC Indicator	
Valid From	

MRP procedure	
MRP Type	ND
Reorder Point	
Planning cycle	
Planning time fence	
MRP Controller	

Click on Save and Copy the service material no.

## Lab 5-1 Create a Service Contract->Change Billing Plan->Create Billing

### 1.1 Create a Service Contract

#### Step 1)

- Enter T-code VA41 (Create Contract) command field **OR** SAP Easy access>>>SAP Menu>>>Logistics>>>Sales & distribution>>>Sales>>>Contracts>>>Create
- Enter Order Type WV (Service & Maint).
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button.



#### Step 2)

- Enter the Sold-to-party, Material, Target Qty, Enter Cotract end date, Enter Acceptance date rule (eg 04)
- Check Item Categaory as WVN
- Click on Save Button and copy the Service & Maint. No.



**Change Service and Maint. 40000161: Overview**

Contracts

Service and Maint. 40000161 Net Value 9.00 USD

Sold-To Party 103 ZIMP / 111 Balewadi highstreet / 123456 Pune

Ship-To Party 103 ZIMP / 111 Balewadi highstreet / 123456 Pune

Cust. Reference Test 20 Cust. Ref. Date 28.10.2020

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

Description

Contract Start 28.10.2020 Contract End 31.12.2020

Billing Block Pricing Date 28.10.2020

Order Reason

Sales Area ZIMP / TR / 01 Sales org ZIMP-TR 20, Distribtn Channel ZM, Product Di.

Master Contract

Ship.Cond. 01 standard

Business Area

Pricing agmt Bill plan

Item	Material	Target Quantity	U.	Item Description	Customer Material Numbr	ECB
10	13166	10EA		Wooden desk		WV31

## 1.2 Change Billing Plan

### Step 1)

- Enter T-code VA42 command field.>>>Enter the contract no.>>Select the line item & Click on the Billing Plan
- Change the date: Enter Dates until
- Press Enter and Click on Save

**Change Service and Maint. 40000161: Item Data**

Config. Costing

Sales Document Item 10 Item category WVN Maint.Contract Item

Material 13166 Wooden desk

Sales A Sales B Contract data Shipping Billing Document Billing plan Conditions Account

Net value 0.00 USD

Billing plan

BillingPlanType 02 Periodic 50 Monthly on First of Mont... InAdvance ☐

Start date 29.10.2020 13 Contract Start (Contract hea... Dates from 30.11.2020

End date 31.12.2020 14 Contract Ende (Contract hea... Dates until 31.12.2020 09

Horizon 30.11.2021 52 Horizon 1 Year Hdr ☒ Corr ☐ Cal-Id ☐

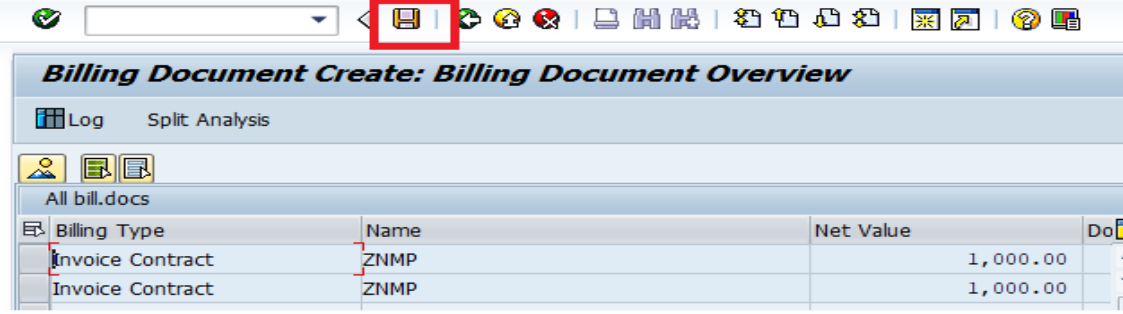
Dates

Settlement	To	Billing date	Bill.value	Crcy	Block	BillSt	Man.	Cor	PayT	DCat
30.11.2020	30.11.2020	01.12.2020		0.00	USD	A	<input type="checkbox"/>			01
01.12.2020	31.12.2020	01.01.2021		0.00	USD	A	<input type="checkbox"/>			01

## 1.2 Create Billing

### Step 1)

- Enter T-code VF01 in command field.
- Enter the document no. of Service & Maint.
- Press Enter button
- Click on Save



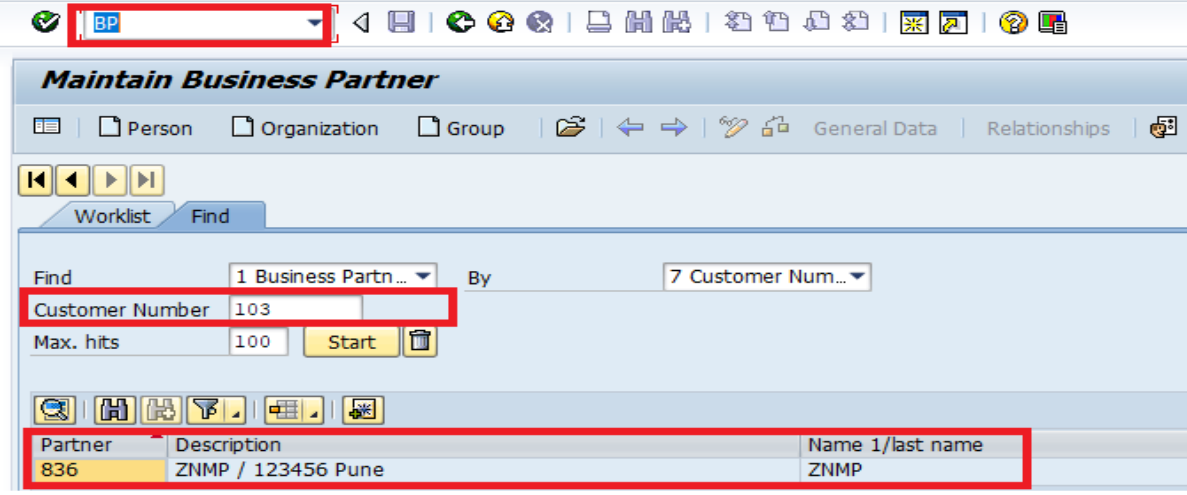
Billing Type	Name	Net Value	Do
Invoice Contract	ZNMP	1,000.00	
Invoice Contract	ZNMP	1,000.00	

To Check the document>>> T-code VA02>> Click on  Document flow

## Lab 6-1 Create a Credit Customer-BP

### Step 1)

- Enter T-code BP in command field.
- Enter the Customer no.
- Press Enter



**Maintain Business Partner**

Person Organization Group

Worklist Find

Find 1 Business Partn... By 7 Customer Num...

Customer Number 103

Max. hits 100 Start

Partner	Description	Name 1/last name
836	ZNMP / 123456 Pune	ZNMP

### Step 2)

- Go to change mode
- Add one more role to your existing BP- UKM000 SAP Credit Mgt.
- Go to Credit Profile>>>Rules>>>Date- Valid to>>>Risk Class>>>Check Rule>>>Credit Group
- Enter Rating Procedure>>>Rating>>>Trend

**Change Organization: 836, new role SAP Credit Management**

Business Partner: 836 ZNMP / 123456 Pune  
Change in BP role: UKM000 SAP Credit Manage...

Address Address Overview Identification Control Payment Transactions Status **Credit Profile**

Scoring

Rules: B2B-EXIST Rule for Existing Custo...  
Score: Valid To: 31.12.2020  
Risk Class: C Medium Default Risk  
Check Rule: 03 Credit Limit Check Only (Dynam...  
Credit Group: 2 Small/Medium Custo...

External Credit Information

Rating Proced...	Allowed	Rating	Trend	Def...	Valid From	Valid To	Rated On	ID number
01NT1	<input checked="" type="checkbox"/>	1A	+ Po...	<input type="checkbox"/>				

### Step 3)

- Go to Creditworthiness data>>>Credit Standing

**Change Organization: 836, new role SAP Credit Management**

Business Partner: 836 ZNMP / 123456 Pune  
Change in BP role: UKM000 SAP Credit Manage...

Address Address Overview Identification Control Payment Transactions Status Credit Profile **Creditworthiness Data**

Creditworthiness Data

Credit Standing: 2  
Dt.Cred.Stndg:  
Stat.Cred.Stndg: None

### Step 4)

- Go to Credit Segment data
- Credit Segment>>>Rule>>>Limit defined>>>Enter Limit>>>Enter Valid to date
- Click on Save

**Change Organization: 836, new role SAP Credit Management**

Person



Organization



Group



Business Partner 836 ZNMP / 123456 Pune

Change in BP role UKM000 SAP Credit Manage...

Credit Segment 0001 Business Area 0001(New)

Delete Data in Segment

Credit Limit and Control

Payment Behavior Key Figures

KPI Payment Behavior

Credit Limit

Rules B2B-EXIST Rule for Existin... Credit Limit for Business Customers

☐ Limit Not Defined☒ Limit Defined

Limit 8000 EUR

Valid To 31.12.2020

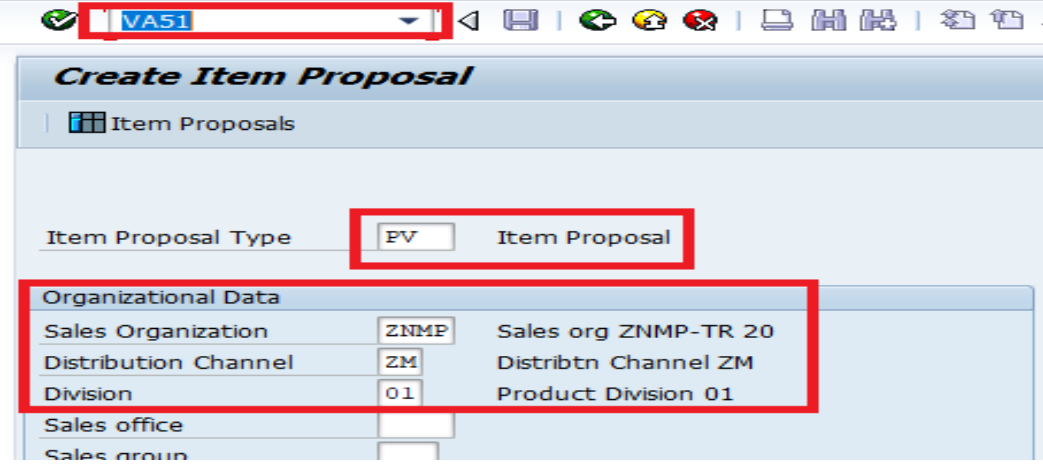
Credit Exposure 0.00

## Lab 7-1 Create Item Proposal with 2 items->Create a Sales Order->Create 2 deliveries>Collective Billing

### 1.1 Create Item Proposal with 2 items

#### Step 1)

- Enter T-code VA51 (Create Item Proposal) command field **OR** SAP Easy access>>>SAP Menu>>>Logistics>>>Sales & distribution>>>Master data>>>Products>>>Item Proposal>>>Create
- Enter Order Type PV (Item Proposal).
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button.



**Create Item Proposal**

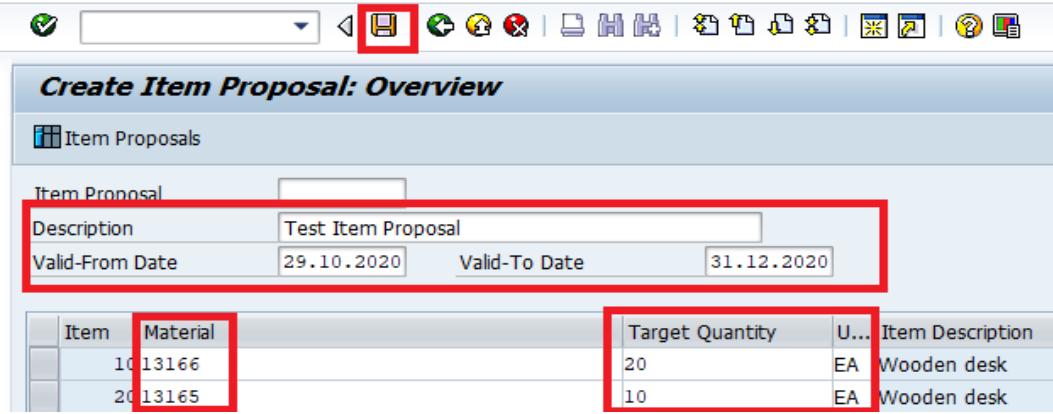
Item Proposal Type: **PV** Item Proposal

**Organizational Data**

Sales Organization	ZNMP	Sales org ZNMP-TR 20
Distribution Channel	ZM	Distribtn Channel ZM
Division	01	Product Division 01
Sales office		
Sales group		

#### Step 2)

- Enter the description>>>Valid from; Valid to date
- Enter 1<sup>st</sup> Material>>>Qty
- Enter 2<sup>nd</sup> Material>>>Qty
- Click on Save and copy the Item Proposal no.



**Create Item Proposal: Overview**

Item Proposal: [ ]

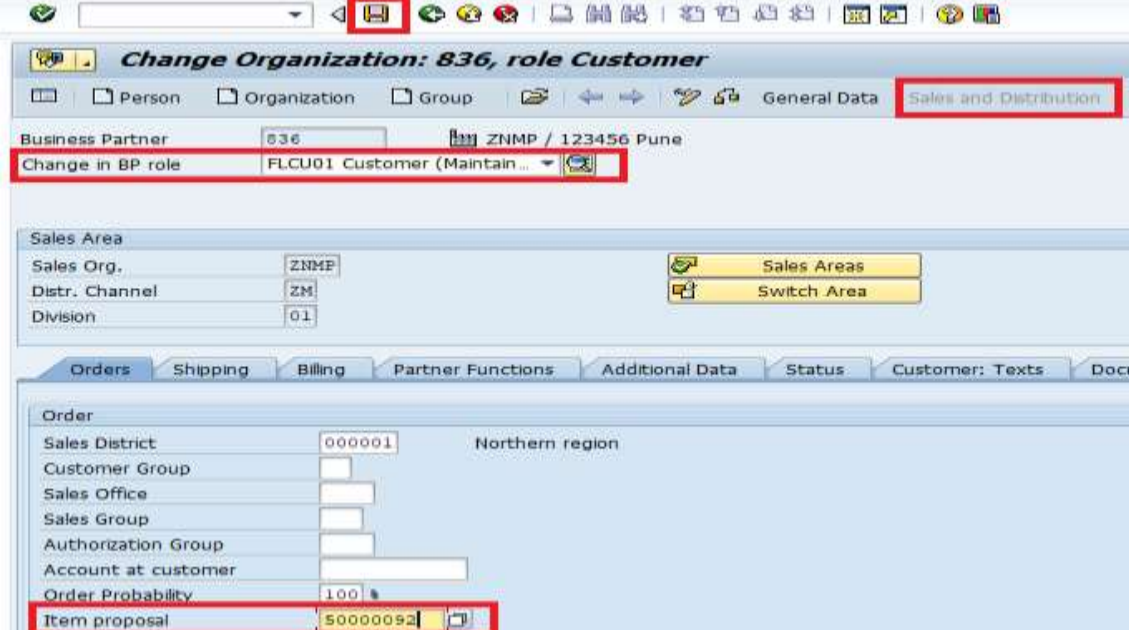
Description: Test Item Proposal

Valid-From Date: 29.10.2020 Valid-To Date: 31.12.2020

Item	Material	Target Quantity	U...	Item Description
10	13166	20	EA	Wooden desk
20	13165	10	EA	Wooden desk

### Step 3)

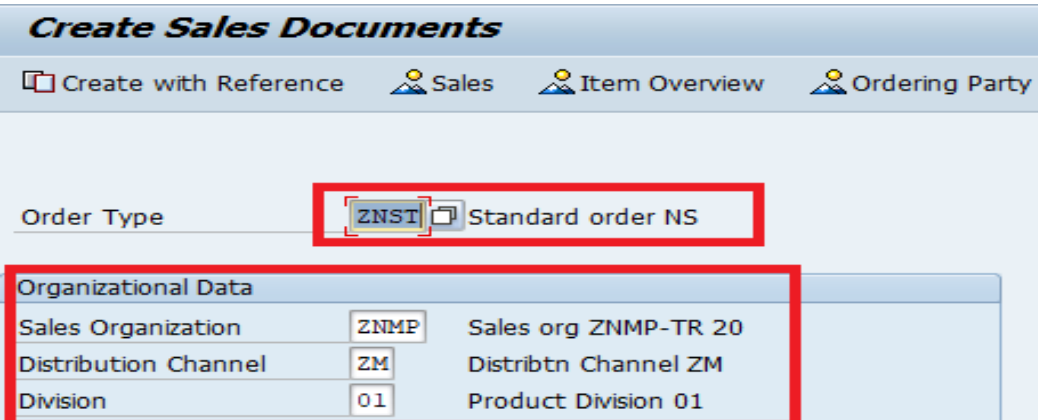
- Enter the T-code BP in the command field
- Enter Customer no.>>>Display mode>>>Customer Role>>> Sales & Distribution tab>>>Go to change mode>>>Enter the Item Proposal no.
- Save it



## 1.2 Create a Sales Order

### Step 1)

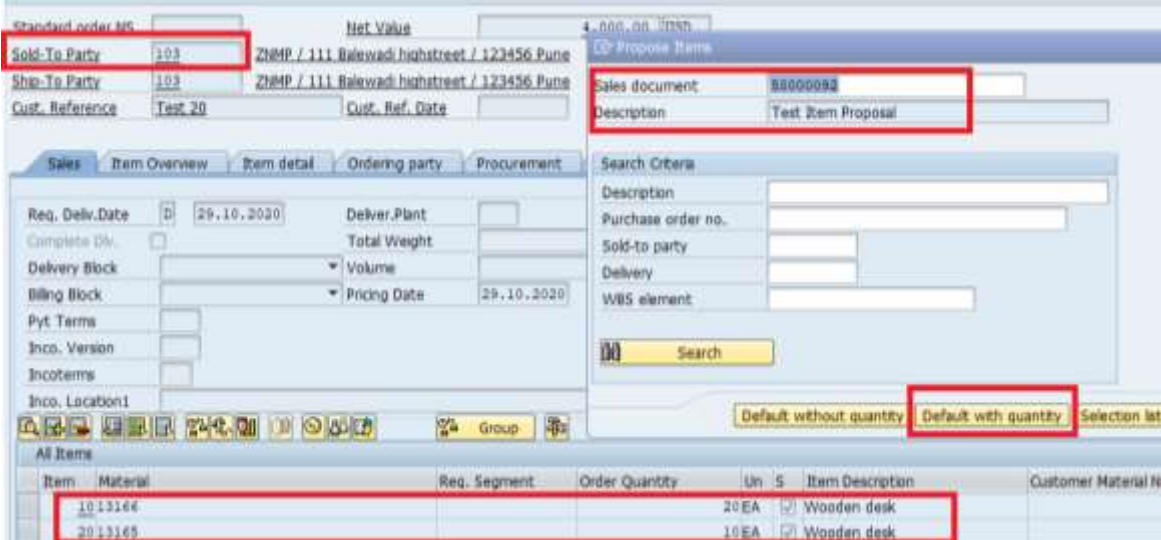
- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button





## Step 2)

- Click on Propose Item>>>Proposal will come automatically>>>Default with quantity
- Complete the document and check the incompleteness log
- Click on Save



The screenshot shows the SAP Sales Order Proposal form. Key fields and sections are highlighted with red boxes:


- Sold-To Party:** 103, ZHMP / 111, Balewadi, highstreet / 123456 Pune
- Ship-To Party:** 103, ZHMP / 111, Balewadi, highstreet / 123456 Pune
- Cust. Reference:** Test 20
- Sales document:** 88000093
- Description:** Test Item Proposal
- Search Criteria:** Description, Purchase order no., Sold-to party, Delivery, WBS element
- Buttons:** Default without quantity, Default with quantity (highlighted), Selection list
- Item List:**

Item	Material	Req. Segment	Order Quantity	Un	5	Item Description	Customer Material
10	13166		20 EA			Wooden desk	
20	13165		10 EA			Wooden desk	

## 1.3 Create 2 deliveries using VL01N

### Step 1)

- Enter T-code VL01N in command field.
- Enter the shipping point and order no.>>>Select the first item
- Press Enter button



The screenshot shows the SAP 'Create Outbound Delivery with Order Reference' form. Key fields and sections are highlighted with red boxes:

- Shipping Point:** 0001, Shipping Point 0001
- Sales Order Data:**
  - Selection Date:** 29.10.2020
  - Order:** 1168
  - From Item:** (highlighted)
  - To Item:** (highlighted)
- Restrictions Table:**

Sales D.	Item	Mate.
1168	000010	13166
1168	000020	13165

### Step 2)


- Picking >>>Post goods Issue (PGI)
- Repeat the same steps for second item also



#### 1.4 Collective Billing

##### Step 1)

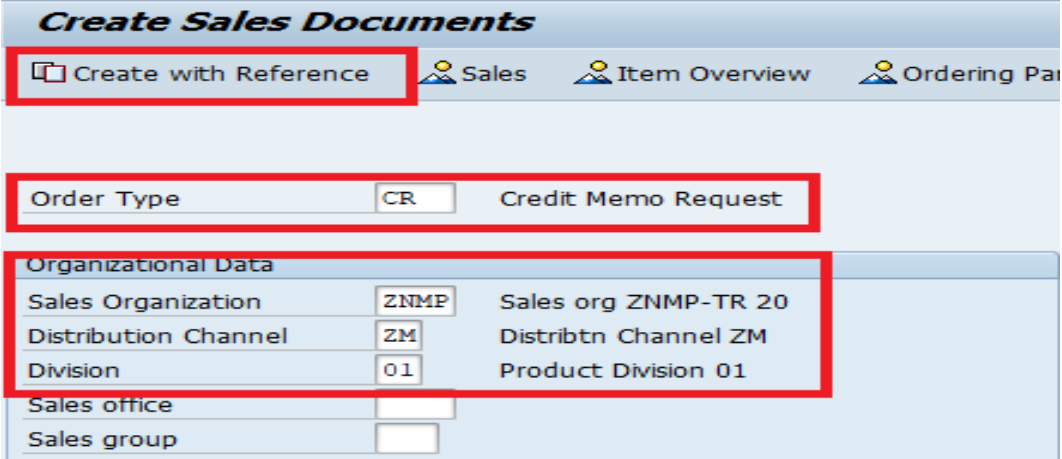
- Enter T-code VF04 in command field.
- Enter Billing Date From>>>Display billing list
- Select the two line item that you created and Click on Collective billing document

To Check the document>>> T-code VA02>> Click on  Document flow

## Lab 8-1 Setup a Credit Memo Scenario

### Step 1)

- Create a sales Order using the T-Code VA01
- Order type as CR (Credit Memo Request)
- Enter Sales Area data in Organizational Data Block.
- Click on create with reference with billing document



**Create Sales Documents**

☒ Create with Reference    Sales    Item Overview    Ordering Pa...

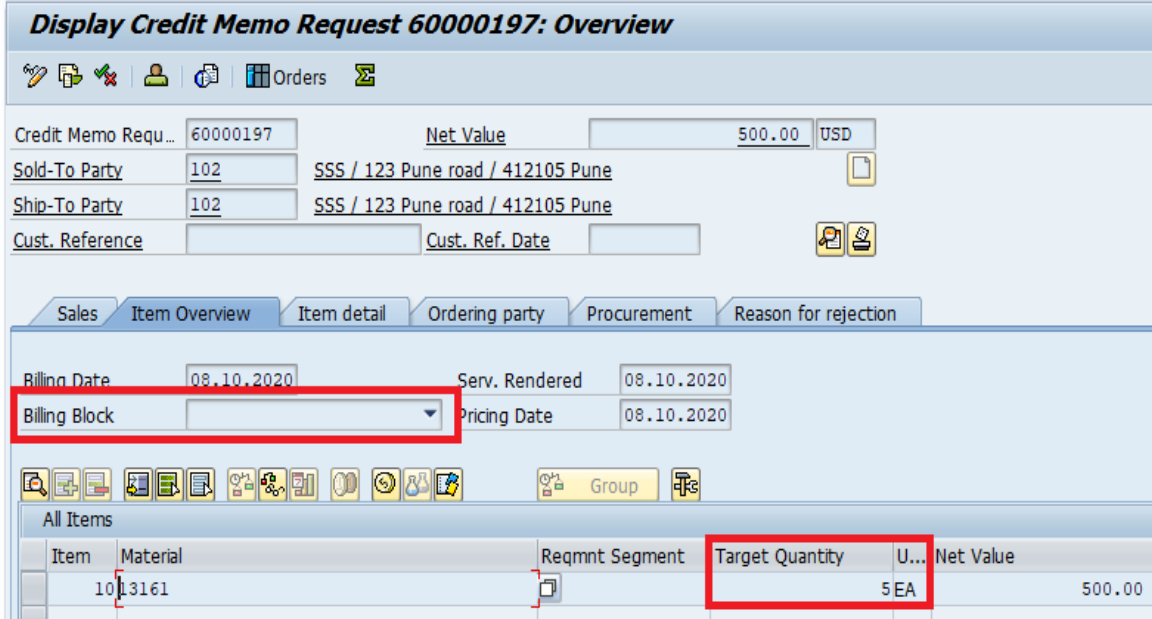
Order Type: CR    Credit Memo Request

**Organizational Data**

Sales Organization	ZNMP	Sales org ZNMP-TR 20
Distribution Channel	ZM	Distribtn Channel ZM
Division	01	Product Division 01
Sales office		
Sales group		

### Step 2)

- Enter the billing document no.>>>Press enter>>>Enter Qty>>>complete the document>>>Remove billing block>>>Save the document
- Copy the document no.



**Display Credit Memo Request 60000197: Overview**

Credit Memo Requ... 60000197    Net Value 500.00 USD

Sold-To Party 102    SSS / 123 Pune road / 412105 Pune

Ship-To Party 102    SSS / 123 Pune road / 412105 Pune

Cust. Reference    Cust. Ref. Date   

Sales    Item Overview    Item detail    Ordering party    Procurement    Reason for rejection

Billing Date 08.10.2020    Serv. Rendered 08.10.2020

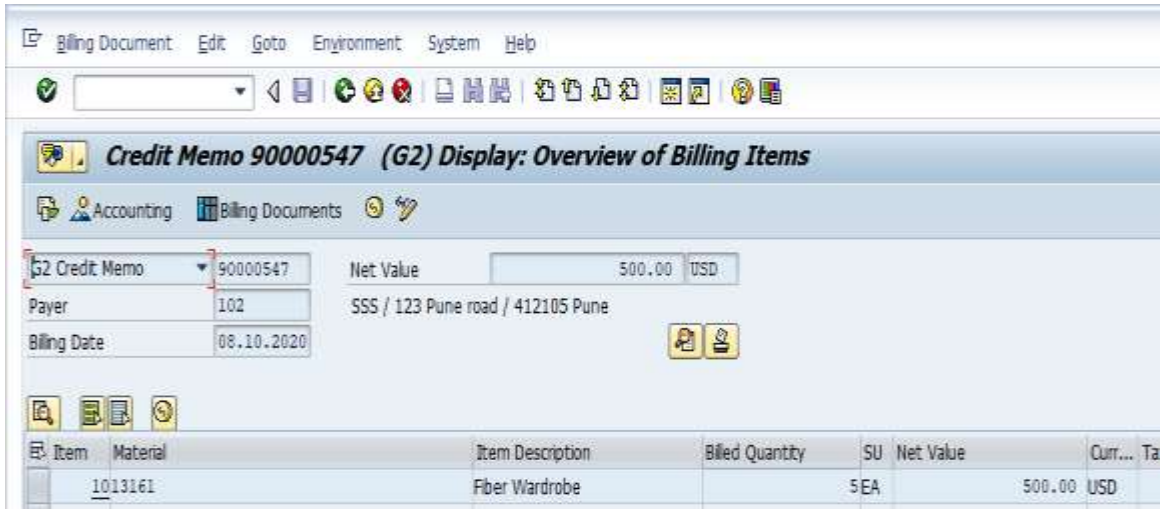
Billing Block    Pricing Date 08.10.2020

Group

Item	Material	Reqmnt Segment	Target Quantity	U...	Net Value
10	13161		5 EA		500.00

### Step 3)

- Enter VF01 in the command field
- Press Enter
- Enter the document no.
- Click on Save



The screenshot shows the SAP 'Credit Memo 90000547 (G2) Display: Overview of Billing Items' window. The window has a menu bar (Billing Document, Edit, Goto, Environment, System, Help) and a toolbar. Below the title bar, there are tabs for Accounting and Billing Documents. The main area displays the following information:

G2 Credit Memo	90000547	Net Value	500.00	USD
Payer	102	SSS / 123 Pune road / 412105 Pune		
Billing Date	08.10.2020			

Below the main area, there is a table with the following columns: Item, Material, Item Description, Billed Quantity, SU, Net Value, Curr..., and Ta. The table contains one row:

Item	Material	Item Description	Billed Quantity	SU	Net Value	Curr...	Ta
	1013161	Fiber Wardrobe		5 EA	500.00	USD	

## Lab 9-1 Setup up Partner Determination Z# in BP and Normal Sales Order

---

### Step 1)

#### Path

- SPRO>>>SD>>>Basic Functions>>>Set up partner determination>>>Set Partner Determination for Customer Master
- Partner functions>Position>>Enter SP>>>Copy Sold to party>>>Enter partner function>>>Name>>>Unchecknthe checkbox>>>Enter>>>Enter>>>Save>>>Transport Request
- Now go to Account Group>>>Function assignment>>>Click on new entries>>>Put your Partner Function>>>Account as DEBI>>>Enter>>>Save
- Select the line item AG>>>Sold to party>>>Partner functions in procedure>>>New entries>>>Enter Partner Function>>>Enter>>>Save
- Go back>>>Select Set up Partner determination for SD Header>>>Enter>>>Select line item TA (Standard order)>>>Double click on Partner Function in Procedure>>>New entries>>>Enter your Partner Function>>>Save>>>Transport Request
- Open another session and Enter the T-Code BP>>>Enter Customer no.>>>Enter>>>Select Role as Customer>>>Sales and distribution Tab>>>Partner Function>>>Go to change mode>>>Enter PR>>>Enter>>>Save

### Step 2)

#### Create Sales Order

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button
- Enter Details>>>EnterMaterial>>> Enter Qty>>>Check the Incompletion Log>>>Go to>>>Header>>>Sales>>>Partner Tab>>>Check>>>Save

## Lab 10-1 Setup Output Determination for Normal Sales Order

---

### Step 1)

#### Path

- SPRO>>>Sales &Distribution>>>Basic functions>>>Output Determination>>>Output Determination>>>Output Det. Using Condition type>>>Maintain output det. for sales doc.>>>Maintain output types
- Copy BA01>>>Go to change mode>>>Change the name>>>Default values(Tab)>>>4(send immediately)>>>Enter>>>Copy all>>>EN>>>Enter>>>Continue
- Select your output type>>>Click on partner function>>>New entries>>>1 Print output>>>Function>>>Enter>>>Save>>>Transport Request
- Go back>>>Go to maintain output det. procedure>>>V10000(Order Output)>>>Control data>>>Copy>>>Enter the correct counter no.>>>output type>>>Enter>>>Save

### Step 2)

- Enter T-code VV11 (Create Output) in the command field
- Enter Output Type as BA\_\_
- Press Enter Button
- Enter Customer no.>>>Function>>>EN>>>Enter>>>Save

### Step 3)

#### Create Sales Order

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button
- Enter Details>>>EnterMaterial>>> Enter Qty>>>Check the Incompletion Log>>>Go to extras>>>Output header>>>Edit>>>Enter the output type BA\_\_>>>Medium print>>>Enter>>>Save>>>Logical destination(Type: LP01)

### Step 4)

- Enter the T-Code VA02>>>Check the Header>>>Edit>>>Green
- Go back>>>go to extras>>>Header>>>Print Preview

## Lab 11-1 Setup Text Determination in Normal Sales Order

---

### Step 1)

#### Path

- SPRO>>>Sales &Distribution>>>Basic functions>>>Text Contro>>>Define and assign Text determination procedure>>>Configure text>>>Sales Document (Header)
- Go on change mode>>>Copy 01>>>Enter 2 digit no.>>>Description>>>Enter>>>Copy all>>>Continue>>>Select yours>>>Go to text ID's Text Procedure>>>Except Header (From)>>>Delete all entries and add two more header>>>Go to new entries>>>Put sequence>>>Save>>>Transport Request
- Go to Text Procedure assignment>>>Postion>>>Search your standard order>>>Select and put Text Data>>>Enter>>>Save

### Step 2)

- Go back >>>Select Item (Sales Order)>>>Go to change mode>>>Copy 01 (Sales Item)>>>Enter text procedure>>>Description>>>Enter>>>Copy all>>>Continue>>>Select yours>>>Go to Text ID's Text procedure>>>Delete and enter new entries>>>Save It>>>Transport Request
- Go to Text Procedure assignment>>>Postion>>>Search your Item category>>>Select and put Text Data>>>Enter>>>Save

### Step 3)

#### Create Sales Order

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button
- Enter Details>>>Enter Material>>> Enter Qty>>>Complete the document>>>Check the Incompletion Log>>>Go to>>>Header>>>Edit>>>Output  
BA\_\_\_\_>>>Enter>>>2P01>>>Save

### Step 4)

Enter the T-code VA02 in the command field

Extras>>>Header>>>Print Preview>>>Check the printout

## Lab 12-1 Create Incompletion Procedure and remove the Net Weight/Gross weight/Incoterms/Payterms from resp. Sales Order

---

### Step 1)

#### Path

- SPRO>>>Sales & Distribution>>>Basic functions>>>Log of Incompletion Items
- Define Incompletion Procedure>>>A Sales Header>>>Procedures>>>11 Copy SO>>>Procedure>>>Any one letter>>>Description>>>Fields>>>Delete the fields like Intercome, NetWeight/Gross Weight ,Payment terms>>>Save
- Go back and do for Item also
- Select B Sales Item>>>Procedures>>>Copy Standard Item>>>Enter Procedure>>>Any letter different from Header>>>Description>>>Fields>>>Delete the fields like Intercomes/Payment Terms>>>Save
- Assign Item Category >>>Save
- Assign Sales order Type>>>Any letter>>>Save

### Step 2)

IMG > SD > Basic Functions > Log of Incomplete Items > Define Status Groups

### Step 3)

#### Create Sales Order

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button
- Enter Details>>>EnterMaterial>>> Enter Qty>>>Complete the document>>>Check the Incompletion Log>>>Save

## Lab 13-1 Create a Material Determination scenario in Sales Order

---

### Step 1)

#### Path

- SPRO>>>Sales & Distribution>>>Basic functions>>>Material Determination>>>
- Assign Procedures to sales document types>>>Position>>>Sales document type>>>Enter Material Determination (A00001)>>>Enter>>>Save>>>Transport Request

### Step 2)

- Sap Menu>>>Logistics>>>Mater data>>>Products>>>Material Determination>>> **OR** Enter VB11 (create) in the Command Field
- Enter Material Det.Type(A001)>>>Enter>>>Change Valid to date>>>Proposal reason>>>Manual material selection>>>Enter 2 Material>>>Enter >>>Save

### Step 3)

#### Create Sales Order

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button
- Enter Details>>>Enter Material>>>It will ask different material,Pick it (Substitute)>>>Enter Qty>>>Complete the document>>>Save

### Step 4)

#### Delivery

- Enter T-code VL01N in the command field
- Enter Shipping Point>>>Enter Order no.>>>Enter>>>
- Picking>>>enter the qty>>>Post goods Issue (PGI)



## Step 5)

### Billing

- Enter VF01 in the command field
- Press Enter
- Enter the document no.
- Click on Save

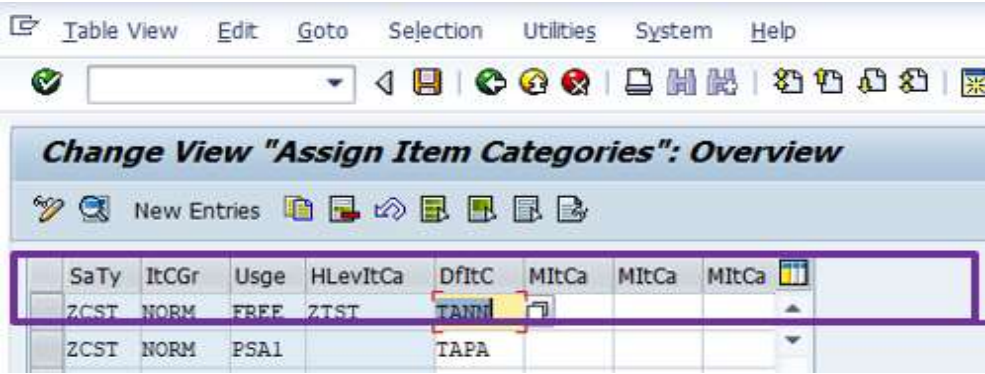
To Check the document>>> T-code VA02>> Click on  Document flow

## Lab 14-1 Create Free Goods Scenario in Sales Order

### Step1)

SPRO>>>Sales & Distribution>>>Basic Functions>>>Free Goods>>>Determine Item Category for free goods item>>>New Entries>>>Enter>>>Save

ZCST->NORM->FREE->ZTST->TANN



SaTy	ItCGr	Usge	HLevItCa	DfitC	MitCa	MitCa	MitCa
ZCST	NORM	FREE	ZTST	TANN			
ZCST	NORM	PSA1		TAPA			

### Step 2)

Go to free goods>>>Condition technique for free goods>>>Activate free goods determination>>>Postion>>>"A">>>Add "N">>>Select free goods>>>Save>>>Transport Request



SOrg.	DChl	Dv	DoPr	CuPP	Proc.
ZSTP	ZJ	01	A	1	NA0001

### Step 3)

- Enter the T-Code VBN1 (Create Free Goods) OR  
SAP Menu>>>Logistics>>>Conditions>>>Free Goods>>Create Free goods
- Enter Dis. Type NA00>>>Enter>>>Change the valid to date>>>Enter  
Material>>>Qty>>>For (2)>>>EA>>>Qty add(1)>>>Save it

### Change Free Goods SD (NA00)

Exclusive

Sales Organization: ZSTP Sales org ZSTP  
 Distribution Channel: ZJ Dist.Channel  
 Customer: 1 forsto  
 Valid On: 08.10.2020

Customer / material Free goods view - INCLUSIVE

Material	Name	Min. Qty	For	Un...	Add. qnty.	Ad...	in %	Cal...	FreeGoods
13159	Wooden Wadrobe	10		2 EA		1 EA	50.00	1	

#### Step 4)

#### Create Sales Order

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button
- Enter Details>>>Two times divided>>>Complete the document>>>Save

#### Create Standard Order tr30: Overview

Create Standard Order tr30: Overview

Standard Order tr30:  Net Value:  0.00 USD

Sold-To Party:  SSS / 123 Pune road / 412005 Pune

Ship-To Party:  SSS / 123 Pune road / 412005 Pune

Cust. Reference:  test\_30 Cust. Ref. Date:  07.10.2020

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. Deliv. Date:  07.10.2020 Deliver Plant:

Complete DN: ☐ Total Weight:  0.00

Delivery Block:  Volume:  0.000

Billing Block:  Pricing Date:  07.10.2020

Pgt. Terms:

Inco. Version:

Inco. Location:

All Items

Item	Material	Order Quantity	Un S	Item Description	Customer Material Number	ItCa	HL Item	D Post
1013159		4 EA		Wooden Wadrobe		ITST		07.
2013159		4 EA		Wooden Wadrobe		TAM		07.

## Step 5)

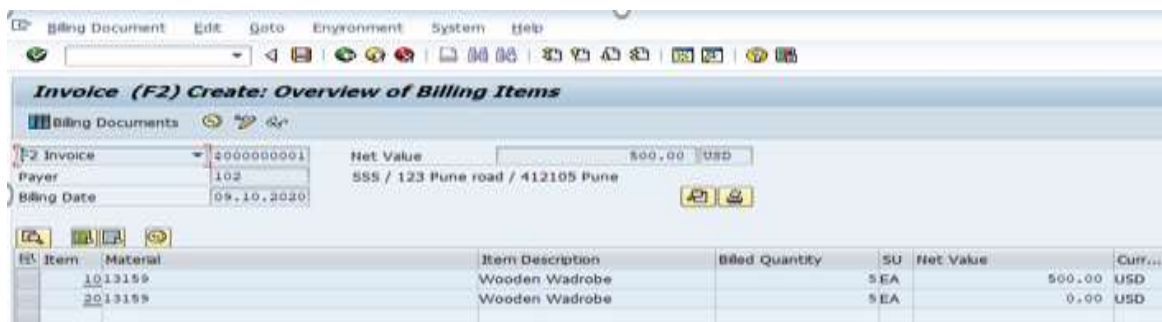
### Delivery

- Enter T-code VL01N in the command field
- Enter Shipping Point>>>Enter Order no.>>>Enter>>>
- Picking>>>enter the qty>>>Post goods Issue (PGI)

## Step 6)

### Billing

- Enter VF01 in the command field
- Press Enter
- Enter the document no.
- Click on Save



The screenshot shows the SAP Billing Document (F2) Create: Overview of Billing Items screen. The interface includes a menu bar (Billing Document, Edit, Goto, Environment, System, Help) and a toolbar. The main area displays the following information:

- Billing Documents:** F2 Invoice, 4000000001
- Net Value:** 500.00 USD
- Payer:** 102
- Billing Date:** 09.10.2020
- Address:** 555 / 123 Pune road / 412105 Pune

Below this information is a table with the following columns: Item, Material, Item Description, Billed Quantity, SU, Net Value, and Curr... (Currency). The table contains two rows of data:

Item	Material	Item Description	Billed Quantity	SU	Net Value	Curr...
1013159		Wooden Wadrobe		SEA	500.00	USD
2013159		Wooden Wadrobe		SEA	0.00	USD

To Check the document>>> T-code VA02>> Click on  Document flow

## Lab 15-1 Create a Cross Selling Scenario with Sales Order->Delivery->Split Invoice

### Step 1)

- **Path**  
SPRO>>>Sales and Distribution>>>Basic functions>>>Cross Selling
- Maintain Customer/Document procedures for cross selling
- Assign document procedure for cross selling to sales document types>>>Position>>>Sales Doc.>>>"B" Cross Selling>>>Save>>>Transport Request
- Define & assign cross selling profile>>>Assign Cross selling Profile>>>**New Entries**>>>Save>>>Transport Request  
Sales org->Dhl->Div->CS Cust. Pro.-> CS Doc. Pro>>> CS Profile



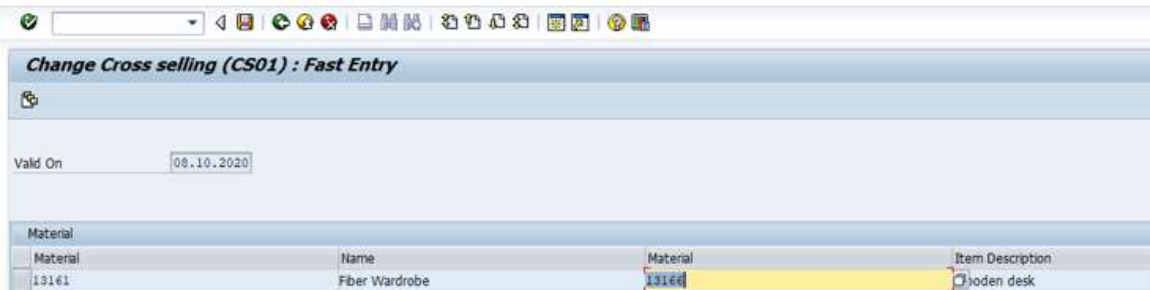
SOrg.	DChl	Division	CS cust. proc.	CS doc. proced.	CS profile	Description
Z230	01	23	B	B	B000001	Cross Selling
Z230	7	01	B	B	B000001	Cross Selling
Z230	7	7	B	B	B000001	Cross Selling
Z230	7	23	B	B	B000001	Cross Selling
Z230	21	01	B	B	B000001	Cross Selling
Z230	21	7	B	B	B000001	Cross Selling
Z230	21	23	B	B	B000001	Cross Selling
Z230	21	01	B	B	B000001	Cross Selling

### Step 2)

- **Path**  
SPRO>>>Sales and Distribution>>>Sales>>>Sales document>>>Sales document Item>>>
- Assign Item Categories>>>**New Entries**>>>Enter>>>Save>>>Transport Request  
ZC20->NORM>>>CSEL>>>ZT20>>>ZT20

### Step 3)

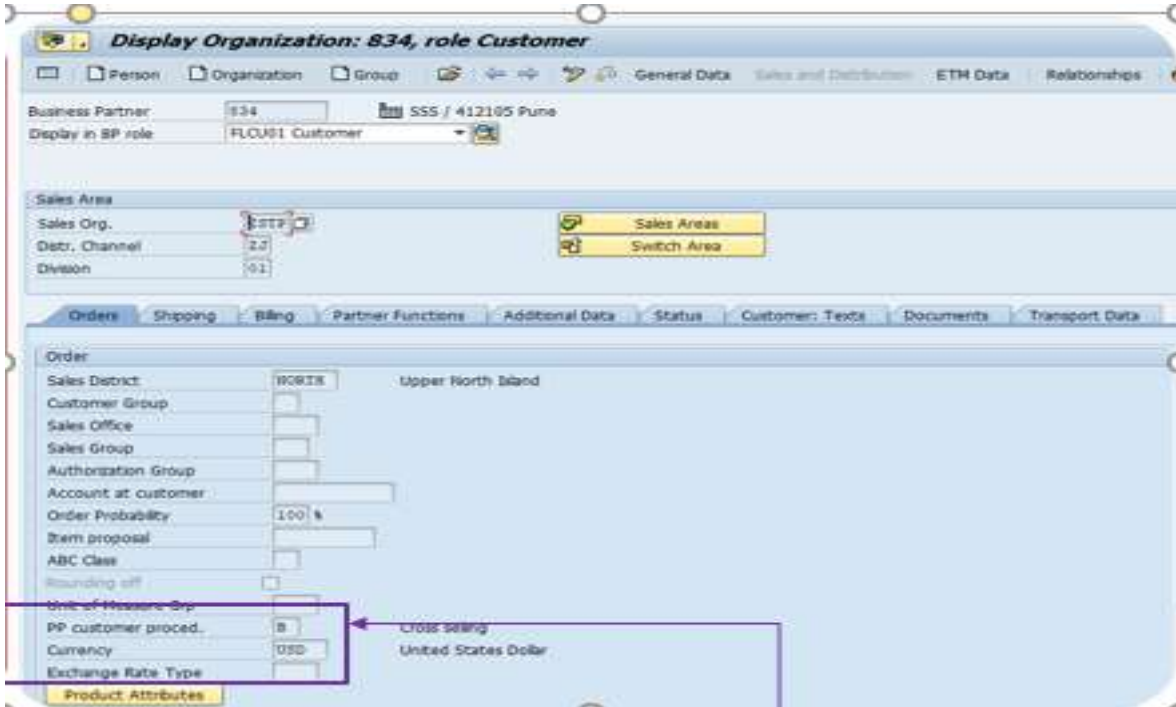
- Enter the T-Code VB41 (to create cross selling) in the command field
- Enter CS01(Cross selling)>>>Enter>>>Valid to date>>> 1<sup>st</sup> Material>>>2<sup>nd</sup> Material>>>Save



Material	Name	Material	Item Description
13161	Fiber Wardrobe	13166	Hoden desk

#### Step 4)

- Enter the T-Code BP in the Command field.
- Enter the Customer no. >>>Press Enter>>>Select Role as Customer Role>>>Go to change mode>>>Enter PP customer Proce. "B" (Cross Selling)>>>Save



**Display Organization: 834, role Customer**

Business Partner: 834 SSS / 412195 Pune  
Display in BP role: FLOU01 Customer

Sales Area  
Sales Org.: 834  
Dist. Channel: 20  
Division: 01

Orders Shipping Billing Partner Functions Additional Data Status Customer Texts Documents Transport Data

Order  
Sales District: 100101 Upper North Island  
Customer Group:   
Sales Office:   
Sales Group:   
Authorization Group:   
Account at customer:   
Order Probability: 100 %  
Item proposal:   
ABC Class:   
Rounding off:   
Unit of Measure-Buy:   
PP customer proced.: B ← Cross selling United States Dollar  
Currency: USD  
Exchange Rate Type:   
Product Attributes

#### Step 5)

##### Create Sales Order

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button
- Enter Details>>>Enter material>>>It will pop two materials>>Copy>>>Enter Qty>>>Complete the document>>>Save



**Create Standard order ST: Overview**

Standard order ST:  Net. Value:  3.00 USD

Order-To Party:  SSS / 113 Pune road / 412105 Pune

Ship-To Party:  SSS / 113 Pune road / 412105 Pune

Customer Reference:  test 20 Customer Ref. Date:  01.10.2020

**Sales** | Item Overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. Deliv. Date:  08.10.2020 Deliver. Plant:

Complete Deliv.: ☐ Total Weight:  0.200

Delivery Block:  Volume:  0.200

Billing Block:  Pricing Date:  01.10.2020

Pymt. Terms:  000: Pay immediately w/o deduction

Inco. Version:

Incoterms:  CFR

Inco. Location1:  SSS

**Cross Selling Materials: Overview**

Cross-selling list:

Hq. Lvl.	Material	Order Quantity
	013161	10 E
	3013166	10 E

**Item Overview**

Item	Material	S	Item Description	Customer Material Number	ItCa	ML Item	D	First Date	Pirt	Batch
10	13161							08.10.2020	2000	

## Step 6)

### Delivery

- Enter T-code VL01N in the command field
- Enter Shipping Point>>>Enter Order no.>>>Enter>>>
- Picking>>>enter the qty>>>Post goods Issue (PGI)

**Outbound Delivery ST Create: Overview**

Outbound Delv.:  Document Date:  08.10.2020

Ship-to party:  SSS / 123 Pune road / 412105 Pune

**Item Overview** | Picking | Loading | Shipment | Status Overview | Goods Movement Data

Planned GI:  09.10.2020 16:12:00 Total Weight:  20 KG

Actual GI Date:  00:00 No. of Packages:

**All Items**

Item	Material	ItCa	P	V	Batch	Val. Type	Open Qty	Un	Stag. Date	Mati...	Picked Qty	Un	Gross Weight
10	13161	21ST	A				10	EA	08.10.2020	16:12	10	EA	10
20	13166	21ST	A				10	EA	08.10.2020	16:13	10	EA	10

## Step 6)

### Billing

- Enter VF01 in the command field
- Go to selection list>>>Select 1<sup>st</sup> one>>>Copy
- Press Enter
- Click on Save

### Create 2<sup>nd</sup> Billing

- Enter VF01 in the command field
- Press Enter
- Enter the document no.
- Click on Save



To Check the document>>> T-code VA02>> Click on  Document flow



## **Lab 16-1 Create a New Availability Check Group->Assign to Material Master->Create Sales Order->Delivery**

---

### **1.1 Create a New Availability Check Group**

#### **Path**

SPRO>>>SAP IMG>>>Sales & Distribution>>>Basic Function>>>Availability check & transfer of requirements>>>Availability check>>>Availability check with ATP Logic or Again. Planning

#### **Step 1)**

Define Availability check group>>>Copy "02" >>>Change the AV as "ZN" or anything else>>>Save>>>Transport Request

#### **Step 2)**

Configure scope of Availability check>>>Copy the standard one (A) "02">>>Avail . name as ZN>>>Save>>>Transport Request

#### **Step 3)**

Configure scope of Availability check>>>Copy the standard one for Delivery (B) "02">>>Avail. name as ZN>>>Save>>>Transport Request

### **1.3 Assign to Material Master**

- Enter the T-Code MM02 (Change Material) in command field
- Enter the Material>>>Select view as Sales: General & Plant Data>>>Change availability check from 02 to ZN>>>Save

### **1.4 Create Sales Order**

#### **Step 1)**

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button

#### **Step 2)**

Enter Sold-to-party>>>Material>>>Enter qty>>>fill all the mandatory details>>>Check in procurement Rq. Ty. as 011>>>go on display availability check >>>Check availability check as "ZN" that you have created>>>Check rule as "A">>> Check the incompleteness log>>>Save

### 1.5 Delivery

Enter T-code VL01N in the command field

Enter Shipping Point>>>Enter Order no.>>>Enter>>>

Picking>>>enter the qty>>>Post goods Issue (PGI)

To Check the document>>> T-code VA02>> Click on  Document flow

## Lab 17-1 Create process flow-CF->CI->CR-CP

---

**Consignment Fillup>>>Consignment Issue>>>Consignment Returns>>>Consignment Pickup**

**Note: Change the availability check in Materail MM02 as “02” Availbility check in Sales: General & Plant view**

### 1) Consignment Fillup

- Check Stock First>>>Enter the T-code MMBE in command field>>>Enter the material>>>Excute

### Create Sales order for Consignment Fillup

#### Step 1)

- Enter the T-code VA01 in the command field
- Enter Order Type as KB (Consignment Fillup)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button

#### Step 2)

- Enter Sold-to-party>>>Material>>>Enter qty>>>fill all the mandatory details>>>Check the incomplection log>>>Save

### Delivery

- Enter T-code VL01N in the command field
- Enter Shipping Point>>>Enter Order no.>>>Enter>>>
- Picking>>>enter the qty>>>Post goods Issue (PGI)

### 2) Consignment Issue

- Check Stock First>>>Enter the T-code MMBE in command field>>>Enter the material>>>Excute

### Create Sales order for Consignment Issue

#### Step 1)

- Enter the T-code VA01 in the command field
- Enter Order Type as KE (Consignment Issue)
- Enter Sales Area data in Organizational Data Block.

- Press Enter Button

#### **Step 2)**

- Enter Sold-to-party>>>Material>>>Enter qty>>>fill all the mandatory details>>> Check the incompleteness log>>>Save

#### **Delivery**

- Enter T-code VL01N in the command field
- Enter Shipping Point>>>Enter Order no.>>>Enter>>>
- Picking>>>enter the qty>>>Post goods Issue (PGI)

#### **Billing**

- Enter VF01 in the command field
- Press Enter
- Enter the document no.
- Click on Save

### **3) Consignment Returns**

- Check Stock First>>>Enter the T-code MMBE in command field>>>Enter the material>>>Execute

#### **Create Sales order for Consignment Returns**

#### **Step 1)**

- Enter the T-code VA01 in the command field
- Enter Order Type as KR (Consignment Returns)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button

#### **Step 2)**

- Enter Sold-to-party>>>Material>>>Enter qty>>>Remove the billing block>>>Enter the order reason>>>fill all the mandatory details>>> Check the incompleteness log>>>Save

#### **Delivery**

- Enter T-code VL01N in the command field
- Enter Shipping Point>>>Enter Order no.>>>Enter>>>
- Picking>>>enter the qty>>>Post goods Issue (PGI)

### **Billing**

- Enter VF01 in the command field
- Press Enter
- Enter the document no.
- Click on Save

### **4) Consignment Pickup**

- Check Stock First>>>Enter the T-code MMBE in command field>>>Enter the material>>>Excute

### **Create Sales order for Consignment Pickup**

#### **Step 1)**

- Enter the T-code VA01 in the command field
- Enter Order Type as KA (Consignment Pickup)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button

#### **Step 2)**

- Enter Sold-to-party>>>Material>>>Enter qty>>>fill all the mandatory details>>>Check the incomplection log>>>Save

### **Delivery**

- Enter T-code VL01N in the command field
- Enter Shipping Point>>>Enter Order no.>>>Enter>>>
- Picking>>>enter the qty>>>Post goods Issue (PGI)

## **Lab 18-1 Normal Sales order (Optional)->Returns->Subsequent Delivery (type-SD)->Delivery**

---

### **1.1 Create a Normal Sales Order**

#### **Step 1)**

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button

#### **Step 2)**

- Enter Sold-to-party>>>Material>>>Enter qty>>>fill all the mandatory details>>> Check the incompleteness log>>>Save

#### **Delivery**

- Enter T-code VL01N in the command field
- Enter Shipping Point>>>Enter Order no.>>>Enter>>>
- Picking>>>enter the qty>>>Post goods Issue (PGI)

#### **Billing**

- Enter VF01 in the command field
- Press Enter
- Enter the document no.
- Click on Save

### **1.2 Create Returns with reference of above sales order**

#### **Step 1)**

- Enter the T-code VA01 in the command field
- Enter Order Type RE (Returns)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button

#### **Step 2)**

- Enter qty the qty you want return >>> Check the incompleteness log>>>Save

### **1.3 Create Subsequent Deivery**

#### **Step 1)**

- Enter the T-code VA01 in the command field
- Enter Order Type SD Subsequent Deivery
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button
- Enter Return Sales order no.

#### **Step 2)**

- Check the incomplection log>>>Save

#### **Delivery**

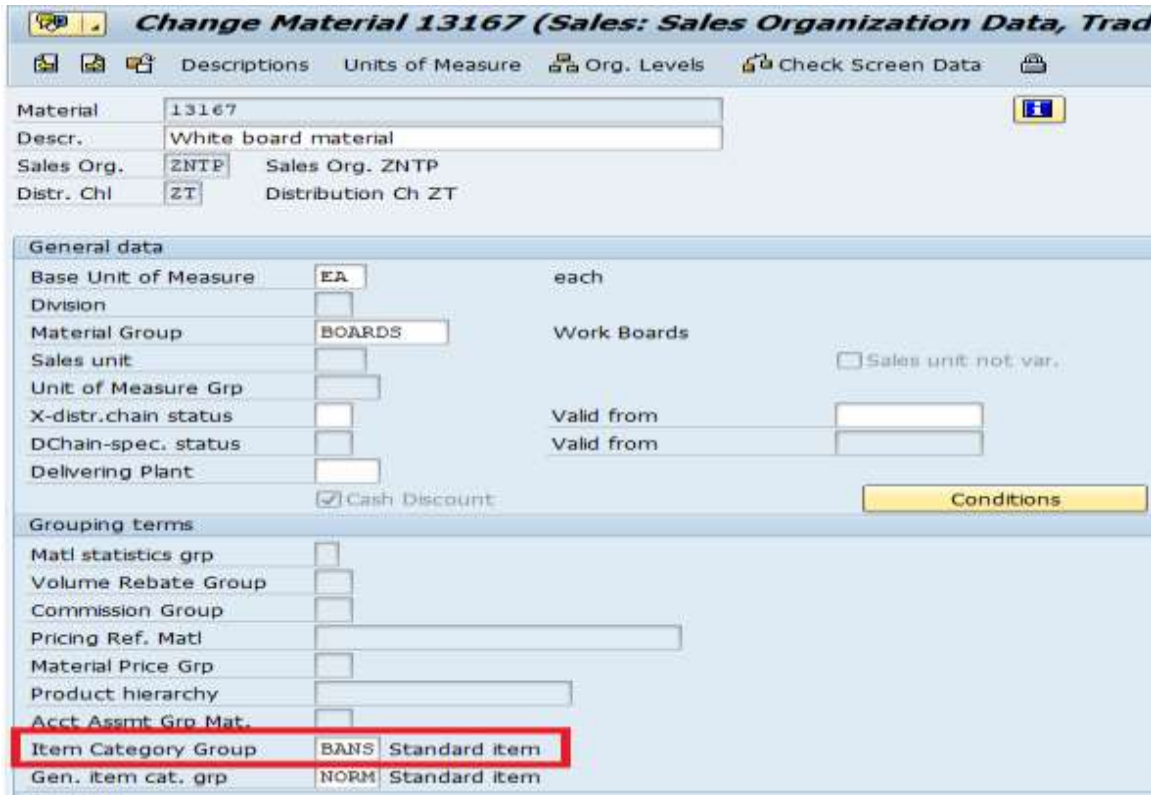
- Enter T-code VL01N in the command field
- Enter Shipping Point>>>Enter Order no.>>>Enter>>>
- Picking>>>enter the qty>>>Post goods Issue (PGI)

To Check the document>>> T-code VA02>> Click on  Document flow

## Lab 19-1 Create a 3rd Party Sales Order->Purchase Order->GR

### Step 1)

- Enter T-Code MM02 in the Command Field.
- Enter Material>>>Select View as>>> Sales: Sales org data and Sales: General/Plant>>>Change the item category group from "NORM" to "BANS" (Third party item)>>>Save



**Change Material 13167 (Sales: Sales Organization Data, Trad**

Material: 13167  
 Descr.: White board material  
 Sales Org.: ZNTP Sales Org. ZNTP  
 Distr. Chl: ZT Distribution Ch ZT

**General data**

Base Unit of Measure: EA each  
 Division:  
 Material Group: BOARDS Work Boards  
 Sales unit:  
 Unit of Measure Grp:  
 X-distr.chain status: Valid from:  
 DChain-spec. status: Valid from:  
 Delivering Plant:  
☒ Cash Discount

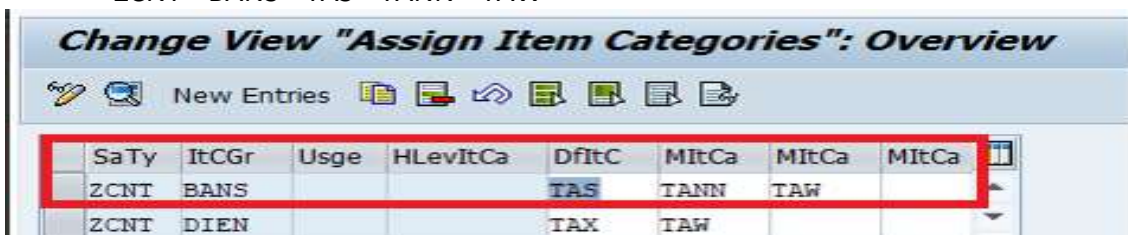
**Grouping terms**

Matl statistics grp:  
 Volume Rebate Group:  
 Commission Group:  
 Pricing Ref. Matl:  
 Material Price Grp:  
 Product hierarchy:  
 Acct Assmt Grp Matl:  
**Item Category Group: BANS Standard item**  
 Gen. item cat. grp: NORM Standard item

### Step 2) Configuration

#### Path

- SPRO>>>Sales and Distribution>>>Sales document>>>Sales Item category>>>TAS (Third party item)
- Assign Item category>>>Search Sales document type in position>>>  
ZCNT->BANS->TAS->TANN->TAW



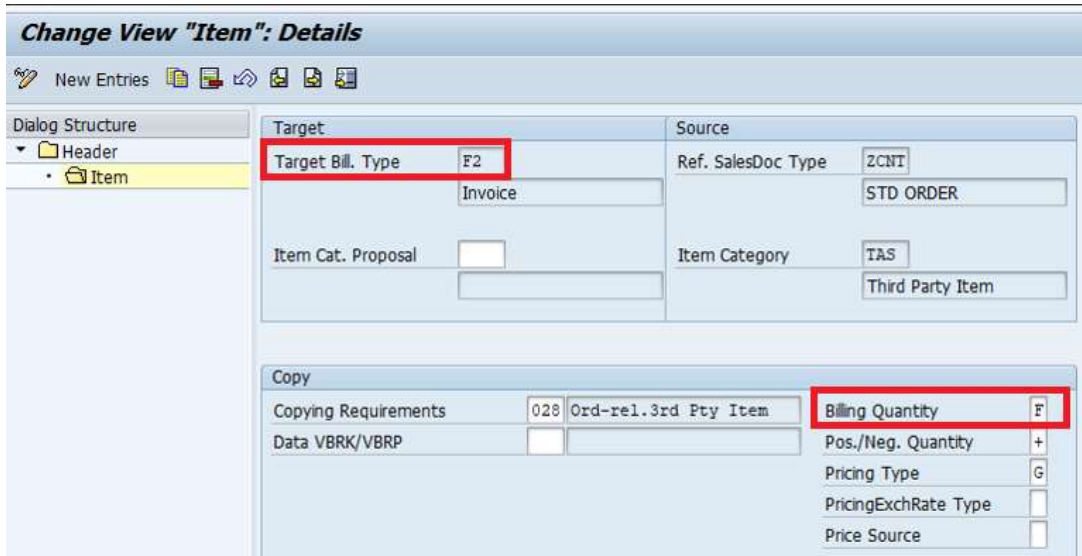
**Change View "Assign Item Categories": Overview**

SaTy	ItCGr	Usge	HLevItCa	DfltC	MItCa	MItCa	MItCa
ZCNT	BANS			TAS	TANN	TAW	
ZCNT	DIEN			TAX	TAW		



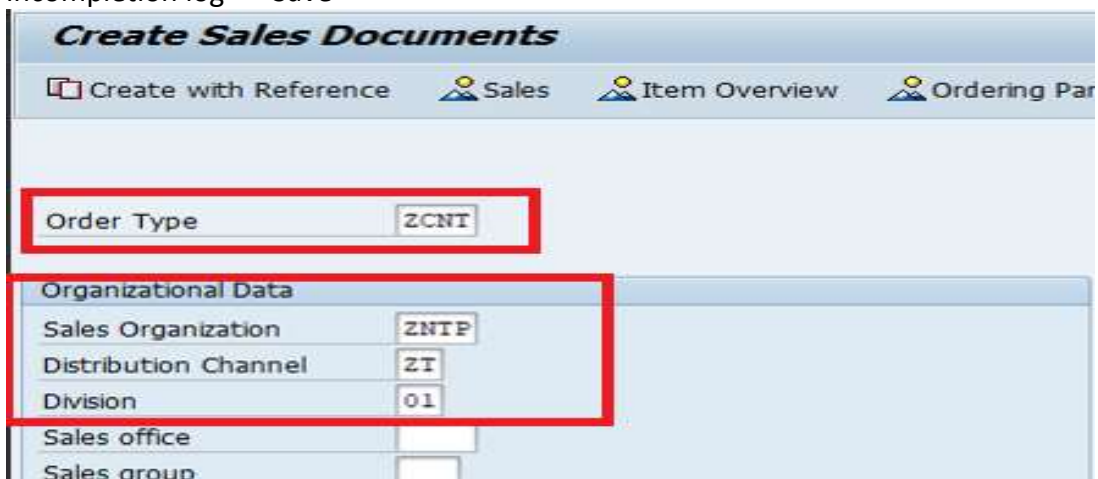
### Step 3)

- SPRO>>>Sales & Distribution>>>Billing>>>Billing Document>>>Maintain Copy Control>>>Billing type as "F2">>>Sales document ZC20>>>Select the standard one and go to item>>>Select TAS>>>Go to display>>>Billing quantity "F">>>Save



### Step 4)

- Enter the T-code VA01 in the command field
- Enter Order Type (the one you have created in SPRO)
- Enter Sales Area data in Organizational Data Block.
- Press Enter Button
- Enter Sold-to-party>>>Material>>>Enter qty>>>Check item category as TAS>>>Enter Plant>>>Purchase req.>>>Enter price>>>fill all the mandatory details>>> Check the incompleteness log>>>Save



**Create STD ORDER: Overview**

STD ORDER:  Net Value: \$,000.00 USD

Sold-To Party:  104 Sia / 123 Vishal Nagar / 411027 Pune

Ship-To Party:  104 Sia / 123 Vishal Nagar / 411027 Pune

Cust. Reference:  test123 Cust. Ref. Date: 08.10.2020

Sales Item Overview Item detail Ordering party Procurement Shipping Reason for rejection

Req. Deliv. Date:  08.10.2020 Deliver. Plant:

Complete Delv. ☐ Total Weight:  0 KG

Delivery Block:  Volume:  0.000

Billing Block:  Pricing Date: 08.10.2020

Pyt. Terms: 0001 Pay immediately w/o deduction

Inco. Version:

Incoterms: CFR

Inco. Location1: PUNE

Group:

Item	Material	Order Quantity	Un	5	Item Description	Customer Material Number	ItCa
10	13167	10 EA	<input checked="" type="checkbox"/>		White board material		TAS
20	13169	10 EA	<input checked="" type="checkbox"/>		Black board		STINT

### Step 5)

- Enter the T-Code VA02 in the Command field.
- Click on document flow>>>Select & go in Status overview>>>Copy Purchase requisition no.

**Sales order: Status Overview**

Display sales document Document flow Display document Expand all Collapse all

STD ORDER: 1039

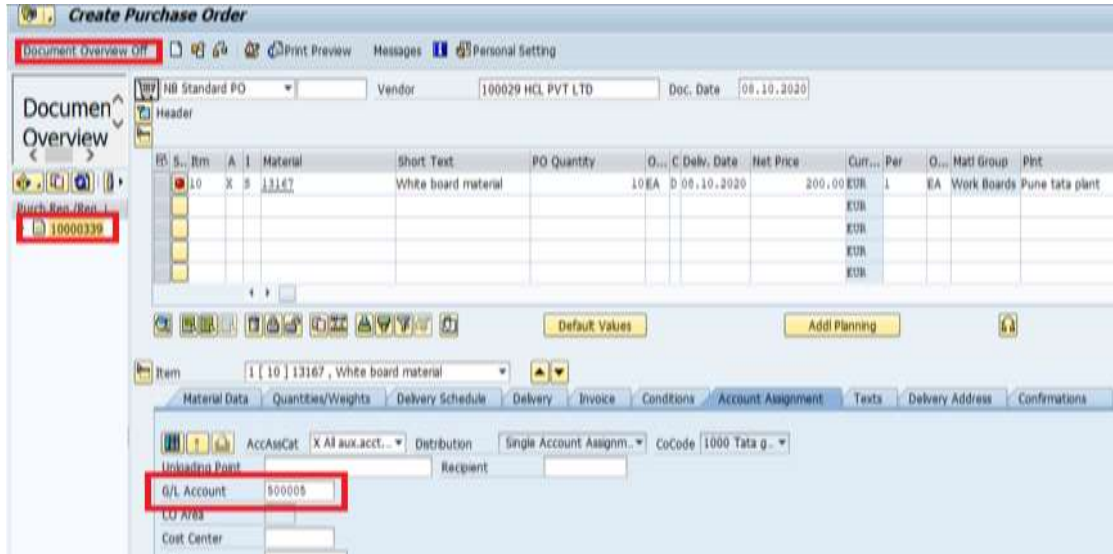
Sold-to: 104 Sia

Status overview

- Current hdr status: Not Delivered Complete header data
- Current item status
- ItemNo Material: 000010 White board material 10.000 EA No invoice receipt
- Total processing: Open
- Invoice rcpt status: No invoice receipt 0.000 EA Posted 0.000 EA o
- Completeness: Complete item data
- Rejection status: Nothing Rejected
- Purch. requisition: Purch.req. available
- Purch. requisition: 10000339 10 08.10.2020 10.000 EA
- Billg doc. complete: Complete item data

### Step 6)

- Enter the T-Code ME21N in the Command field.
- Document Overview>>>Purchase Requisition>>>Excute>>>Drag and put the no. to the shopping cart
- Enter Purchase org>>>Vendor>>>Enter GI Account>>> Check>>>Save



### Step 7)

- Enter the T-Code MIGO in the command field.  
A01>>R01 Purchase Order
- Enter Purchase order no. from last step>>>Enter>>>Check on Item Ok  
>>>Check>>>Post

**Goods Receipt Purchase Order 4500000659 - TRAINEE31**

Hide Overview | Hold | Check | Post | Help

My Documents

- Purchase Orders
  - 4500000659
  - 4500000658
  - 4500000643
  - 4500000641
  - 4500000626
- Orders
  - Blank
- Reservations
  - Blank
- Material Documents
  - 5000000523
  - 5000000509
  - 5000000507
  - 5000000492
  - 4900000769
  - 4900000677
- Held Data
  - Blank

General Vendor

Document Date 08.10.2020 Delivery Note Vendor HCL PVT LTD  
 Posting Date 08.10.2020 Bill of Lading HeaderText

1 Individual Slip

Line	Mat. Short Text	V OK	Qty in Unit	E...	S...	S Loc	Sales Order	Sales...	G/L Account	Stock Segment
1	White board material		10	EA			1035	10	500005	

Material Quantity Where Purchase Order Data Partner Account Assignment

Material White board material 13167  
 Supplier Mat. No.  
 Material Group BOARD8

EAH in Order Unit  
 EAH Check

✓ Item OK Line 1

### Step 8)

- Enter the T-Code MIRO in the command field
- Enter the company code
- Enter Purchase order no.>>>Invoice Date>>>Amount>>>Tax code>>>Tax>>>Baseline date>>>Remove the Tax V1

**Enter Incoming Invoice: Company Code 1000**

Show PO structure Show worksheet | Hold | Simulate | Messages | Help | INF

Transaction 1 Invoice Balance 2,000.00- EUR

Basic Data Payment Details Tax Contacts Note

Invoice date 23.09.2020 Reference  
 Posting Date 08.10.2020  
 Amount 2000 EUR

Calculate Tax

Tax Amount  
 Text  
 Paymt terms Due immediately  
 Baseline Date 08.10.2020

Vendor 0000100029  
 HCL PVT LTD  
 PO Box 560123  
 560123 BENGALURU  
 INDIA

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreem... 4500000659 1 Goods/service items

Layout 7\_6310 All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Tax Code
1	2,000.00	10 EA		4500000659 10	White board material	E0 E0 (#	

## Step 9)

### Billing

- Enter VF01 in the command field
- Press Enter
- Enter the document no.
- Click on Save



The screenshot shows the SAP 'Invoice (F2) Create: Overview of Billing Items' screen. It includes fields for 'F2 Invoice' (2000000001), 'Payer' (104), 'Billing Date' (06.10.2020), 'Net Value' (4,000.00 USD), and 'Sia / 123 Vihai Nagar / 411027 Pune'. Below these fields is a table with columns: 'Item', 'Material', 'Item Description', 'Billed Quantity', 'SU', 'Net Value', 'Cum...', and 'Tax Amount'. The table contains one row with '2013149' as the material and 'Black board' as the item description, with a net value of 4,000.00 USD.

## Step 10)

To Check the document>>> T-code VA02>> Click on  Document flow