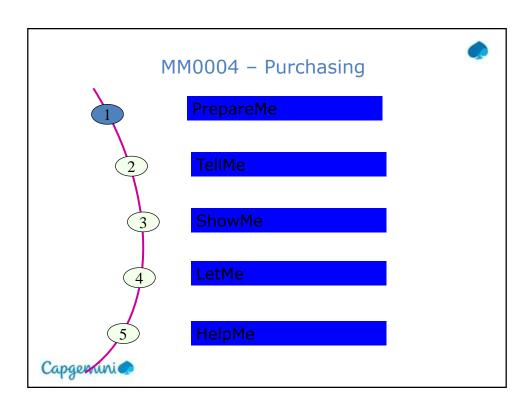
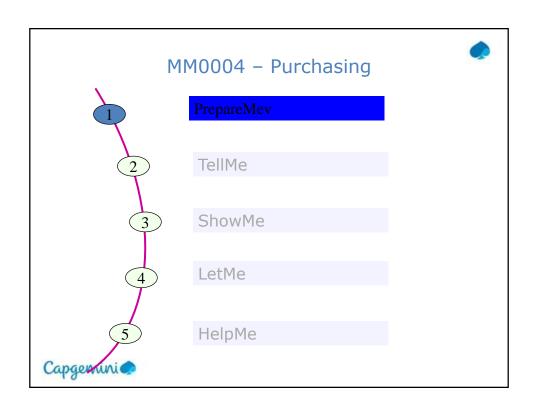


This In-house course is developed to meet the needs of SAP R/3 Consultants working at Cappemini. This course is designed to present a high level view of Materials Management Organization Structure and to provide the Consultants with basic information about how to use this Functionality.

More in-depth courses have been developed to train Consultants in specific areas discussed during this course.

Your comments at the conclusion of this training session are appreciated and will help us better tailor future courses to meet your training needs.





PrepareMe





Purpose

- A way to reduce expediting , and concentrate on sourcing and negotiating
- Improved request control and approval
- Acquire materials and services as economically as possible
- To select the vendor to be used, considering delivered cost, quality required, vendor capability, vendor service record and delivery dates
- Control the source determination process with the aid of the source list



Use





Potential benefits offered by procurement function

Procurement Functions can bring your enterprise many benefits. It offers you many advantages over manual purchasing systems and stand-alone solutions.

Reduces clerical effort

Procurement Functions allow you to reduce the time you spend on clerical tasks , such as looking for copies of orders, or trying to find out which orders have been received. Many of the procurement tasks can be carried out automatically with Procurement Functions.

Allows more time for negotiation

Procurement Functions gives you more time for planning and analyzing the supply situation, negotiating prices with your suppliers, and for passing on information about changes in requirements and the servicing of deliveries. You have more time to get the best deal for your enterprise.

Meets your needs

Procurement Functions addresses standard procurement procedures. Every enterprise has its own procurement requirements. Because of the open and flexible structure provided by the use of relational databases, you can add your own routines or those provided by other manufacturers to meet the individual needs of your enterprise. You can ensure the changing requirements of your enterprise are always met.

Integrates your information

Because Procurement Functions makes use of relational databases, data is entered once only and stored in common databases. This ensures that the same up-to-date procurement information is available to everyone who needs it. This is invaluable for enterprises that operate a just-in-time ordering policy.



Challenges



What information Is included

- •What is to be purchased?
- •How much is to be purchased?
- •How much does it cost?
- •Who's paying for it?
- •When is it needed?
- •Where does it go when it arrives?
- •What additional information is needed, relative to this purchase?

How much Does it cost

- •What is the unit price of the item?
- •This, together with the quantity requested, will be extended to a total cost of the requisition line item.
- •The total cost of the line item will be a factor in determining who needs to approve the purchase request

Where does it go when it arrives?

•If the material is non-inventory, to what building/room number should it be delivered?.

What is to be purchased

- •Determine if it is a service or material
- •If It is service what activities are to be included in the service

How much is to be purchased

•Quantity to be purchased with appropriate Unit of measure

Who is paying for it?

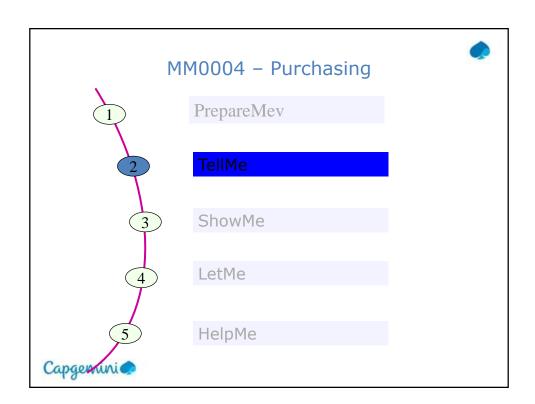
- •What type of purchase is it?
- •What department is paying for it?
- •What fund is providing the money?
- •This information also becomes a factor in determining who needs to approve the purchase request.

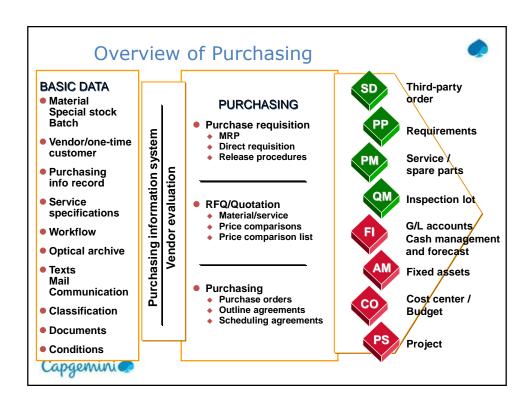
When it is needed?

An expected delivery date must be Determined.

This may be the date agreed to by the supplier at the time contact was made by the requisitioner or a requested delivery date with no contact with the supplier.

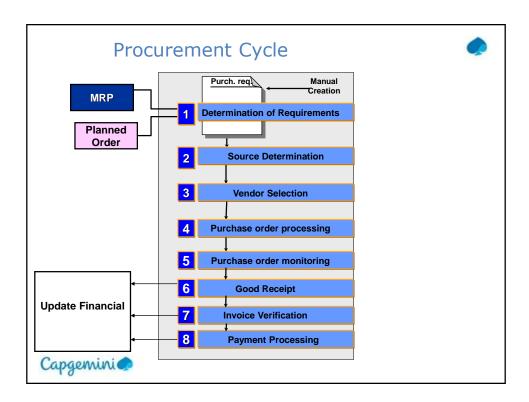






The above structure deals with the concept of organizational levels in Purchasing necessary to replicate an

enterprise structure in the SAP system. It also introduces a simple procurement process with its elements like RFQ, purchase order etc integrated with Master Data and the other cross-functional modules.



Determination of requirements: The responsible user department can manually pass a requirement for materials to the Purchasing department via a purchase requisition. If you have set a MRP procedure for a material in the material master, the SAP system automatically generates a purchase requisition.

Determination of source of supply: As a purchaser, you are supported during determination of possible sources of supply. You can use determination of the source of supply to create requests for quotation (RFQs) and then enter the quotations. In addition, you can refer to purchase orders, contracts and conditionsthat already exist in the system.

Vendor selection: The system simplifies the selection of vendors by making price comparisons between the various quotations. It automatically sends rejection letters.

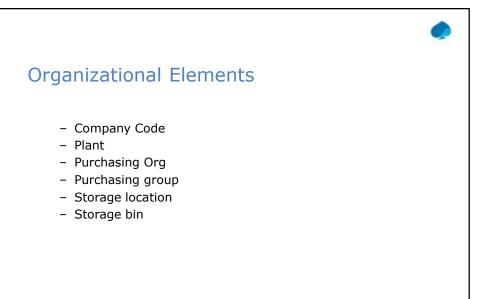
Purchase order handling: Similar to purchase requisitions, you can create purchase orders manually or have them created automatically by the system. When you create purchase orders, you can copy data from other documents, such as purchase requisitions or quotations, to reduce the amount of entry work required. You also have the option of working with outline agreements.

Purchase order monitoring: You can monitor the processing status of the purchase orders in the system. You can also determine, for example, whether a delivery or an invoice for a purchase order item has been entered. You can remind the vendors of outstanding deliveries.

Goods receipt: When you enter incoming deliveries in the system, you refer to the relevant purchase order. The amount of entry work is therefore minimized, and you can check whether the delivered goods and quantities match the purchase order. The system also updates the purchase order history of the purchase order.

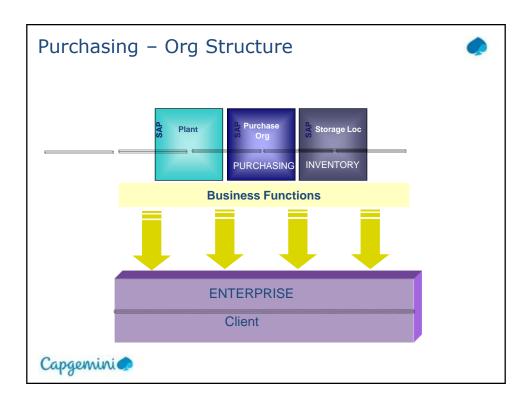
Invoice verification: When entering invoices, you refer to the previous purchase order or delivery so you can check the calculations and the general accuracy of the invoice. The availability of the purchase order and goods receipt data enables you to refer to the quantity and price variances.

Payment processing: The payment program authorizes payment to the creditor liabilities. Financial Accounting executes this program regularly.



Capgemini 🧆

In the SAP system, organizational levels are structures that represent the legal or organizational views of a company. The determination of the organizational levels is an important work step in the project and an essential prerequisite for all subsequent activities.



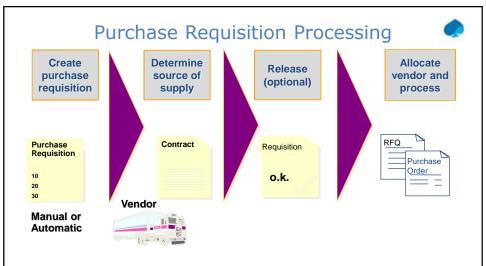
The purchasing organization is an organizational unit within logistics that subdivides the enterprise according to the purchasing requirements. A purchasing organization procures materials or services, negotiates conditions of purchase with vendors, and assumes responsibility for these transactions. You can incorporate purchasing into the company structure by assigning the purchasing organization to a company code and to plants.



Business Objects

- Purchase requisition
- RFQ
- Vendor quotation
- Purchase order





• In the SAP system, you can set up approval procedures for purchase requisitions and external purchasing documents (POs, contracts, scheduling agreements, and RFQs).





Purchase Requisition - Release



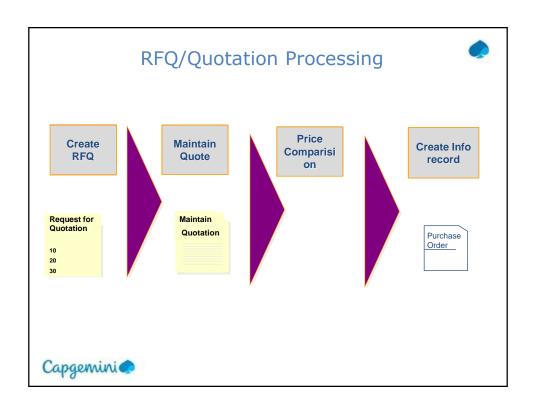
A Purchasing Requisition that is subject to a release procedure needs to be released by the required releasing authority.

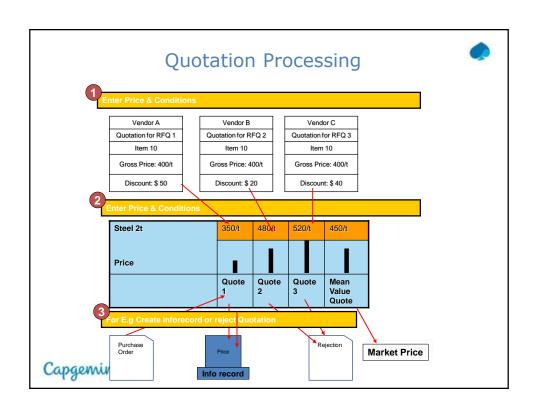
The release procedure is semi-automated but it does require that all persons who are responsible for approving the requisitions to understand how to release them in a timely manner so that goods and services can be procured efficiently.

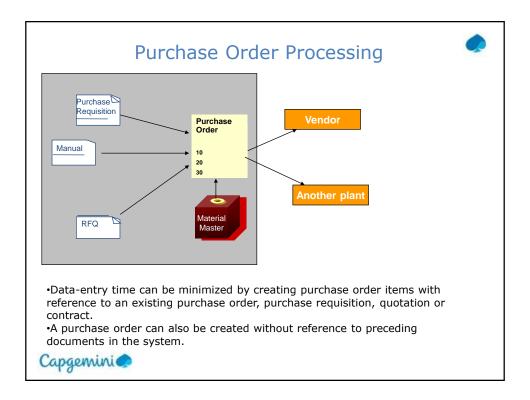
Daily Activities for all approval authorities

- List Display of Purchasing Requisitions
- Perform Individual release (line item wise) or Collective release (Entire document)







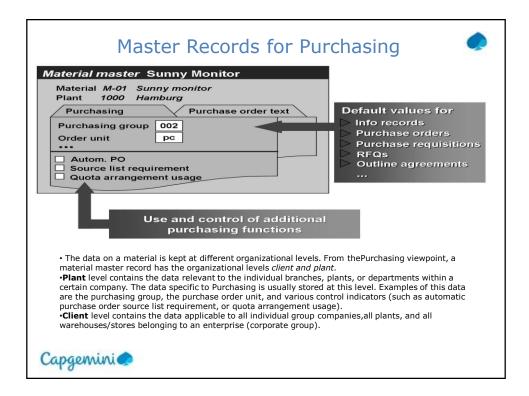


When you enter the purchase order data, the system suggests default values. For example, it suggests the ordering address, as well as the terms of payment and freight (incoterms) from the vendor master record. If a material master record exists, the material short text and the material group is transferred automatically. If a purchasing info record already exists in the system, a price can be proposed for the purchase order.

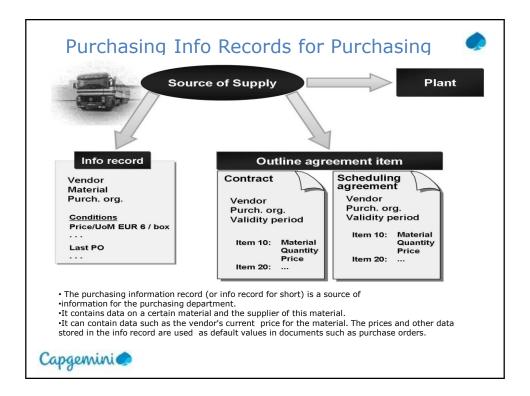
In addition to the purchasing data (in material master), you can maintain **partner roles in the vendor** master record (these may also be referred to as partner functions). Partner roles are roles that your business partners may assume (such as ordering address, goods supplier, or invoicing party), and are automatically taken into account when you create a purchase order, for example.

Purchase order processing Document no Org data Condition Status Purchase Ord Header Item Material No Material Desc. Quantity Price Plant

- In a PO, materials or services can be procured for all the Plants attached to the Purchasing Org. for which PO is created
- Standard PO, Subcontracting PO, Consignment PO, STO and Third Party PO are different types of PO and these are differentiated with Document Type function.
- Document Overview screen PO, displays different Purchasing documents like RFQ, PR, other PO's.



This data structure facilitates the organization of material-related information within the whole enterprise. It prevents redundancy in the storage of material data if the same material is used in more than one plant or stored at more than one storage location.



There are two types of info record:

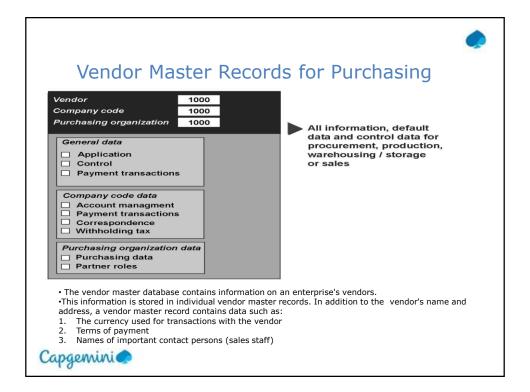
. Info records with material master record (for example, stock material)

These reflect the relationship between a material or service with a material master record and a vendor.

. Info records without material master record (for example, consumable material) $\$

These reflect the relationship between a material or service without a material master record and a vendor.

The system suggests info records for material groups as sources when you manually create a requisition item without a material master record.



The vendor master record comprises the following three areas:

General data

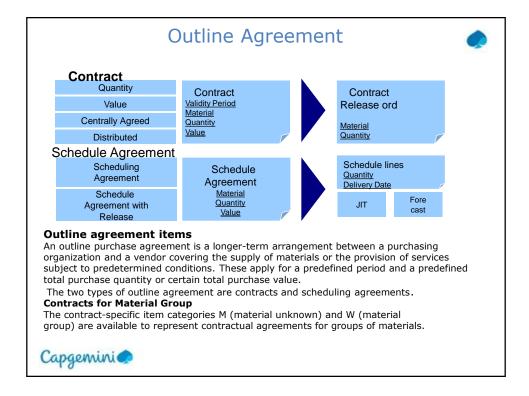
This is data that applies equally to every company code and every purchasing organization within your enterprise (for example, address, telephone numbers, or language of communication with vendor).

Company code data

This is data that is kept at company-code level (such as data on payment transactions, or reconciliation account number).

Purchasing data

This is data that is important for purchasing and is kept for each purchasing organization (for example, contact person, and terms of delivery).



There are two key differences in the use of these two agreement types:

. The volume of documents -

In the case of the contract, as a rule, you create a new purchase order in the system each time you release goods or services against the contract. With the scheduling agreement, on the other hand, there is only one further document apart from the agreement document; this is the delivery schedule, which is continually extended as new requirement quantities and delivery dates are added.

. Use in automatic materials planning-

Requirements planning can be set up in such a way that the contract item is automatically assigned to a requisition item as the source of supply. However, this requisition must subsequently be converted into a purchase

order (contract release order). In the case of the scheduling agreement, it is possible to directly generate scheduling agreement delivery schedules from the planning run, thus removing the need for any further processing time in the purchasing department.

The item categories M and W are intended for the entry of contract items without specification of the material.

Item category M

Recommended for similar materials of the same price. These can be materials with different material numbers or materials without material master records.

Example of use of item category M:

You have set up a contract with your vendor covering various types of writing paper (lined, squared, blank, two-/four-hole prepunched, etc.). The different types of paper have the same weight, the same quality, and the same price. When entering this contract item of category M, you enter the short description, material group, target quantity, unit of measure, and price, but no material number. The short description must then be entered in the contract release order (for example, lined, two-hole prepunched).

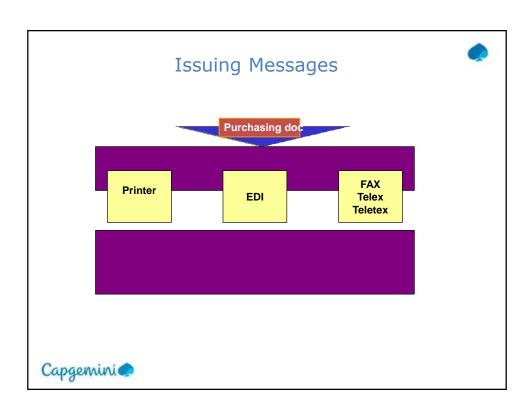
Item category W

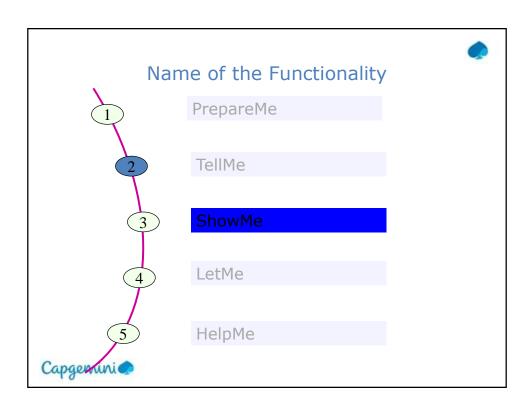
Recommended for materials belonging to the same material group but with different prices. Item category W can only be used in value contracts.

Example of use of item category W:

You have set up a contract with your vendor for various types of cable. The contract is to cover all types of cable included in the vendor's price list. However, the exact type is only determined when a purchase order is created for a certain cable. Instead of creating one contract item for each type of cable in the vendor's

assortment, you could enter item category W and the appropriate material group (for example, cable).

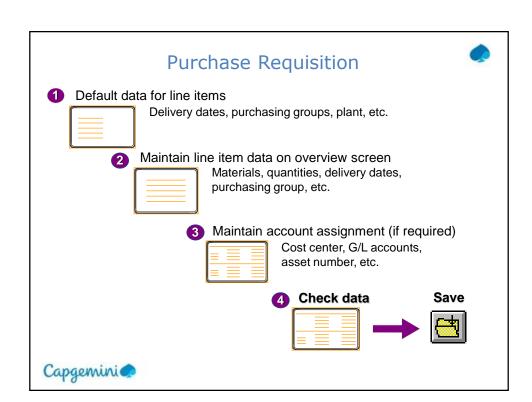


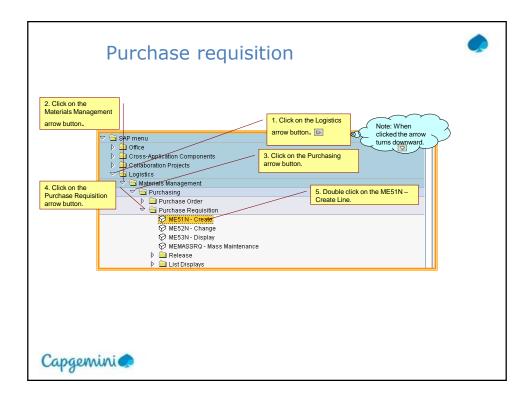


ShowMe

- Agenda
 Purchase requisition
 RFQ
 Vendor quotation
 Purchase order







Purchase Requisition is an internal document either created manually or automatically through MRP. It is just a notification of requirement of certain qty of material within a specified period of time.

Purchase Requisition can be converted to a RFQ, PO or an outline agreement.

PR can be for various procurement types like, standard, subcontracting, stock transfer, consignment, etc.

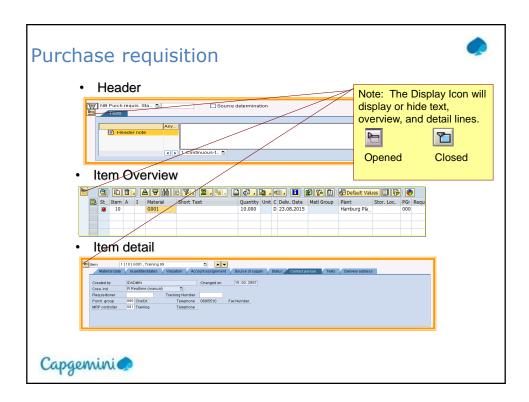
Vendors are assigned to PR before they are further processed.

the Purchasing - for Purchase requisition menu, do the following:

. . .

Log on to the system. The SAP Menu appears.

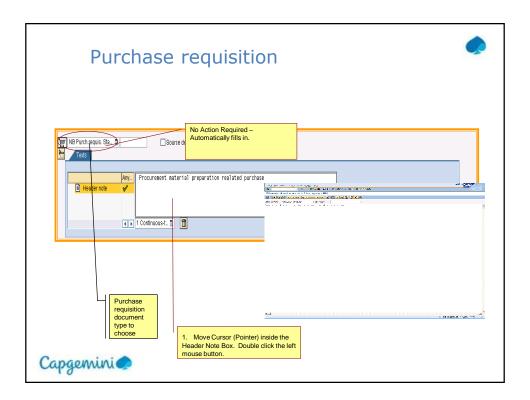
Choose *Logistics -> Materials management -> Purchasing -> Purchase requisition*, to access Purchase requisition.



Each purchasing document is subdivided into two main areas: the header and individual items. Each document will contain a header and can contain several items.

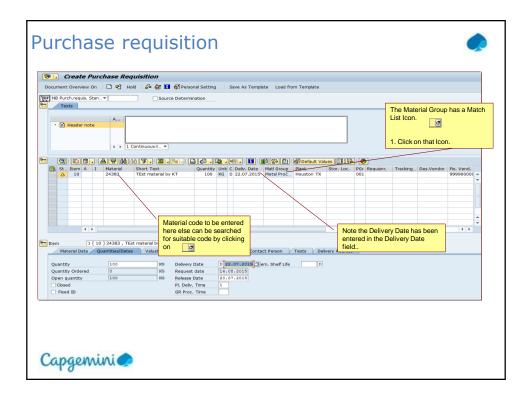
The header contains information relevant to the whole document . The items specify the materials or services to be procured. For example, information about the vendor and the document number is contained in the document header, and the material description and the order quantity are specified in each item.

The additional data provides extra information about the item, and has no direct connection with the item procurement data. Additional data includes, for example, account assignment data (such as cost center and G/L account).



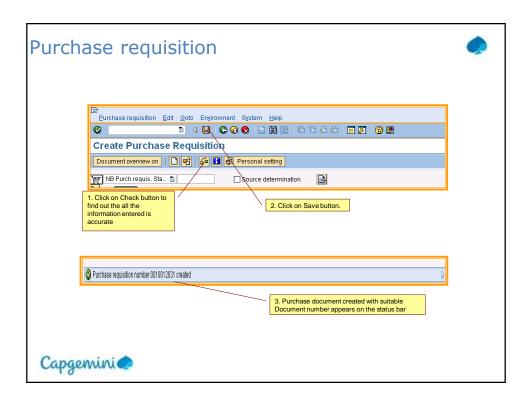
The requisitioner can enter internal header memos providing subsequent processors with information applicable to the entire requisition.

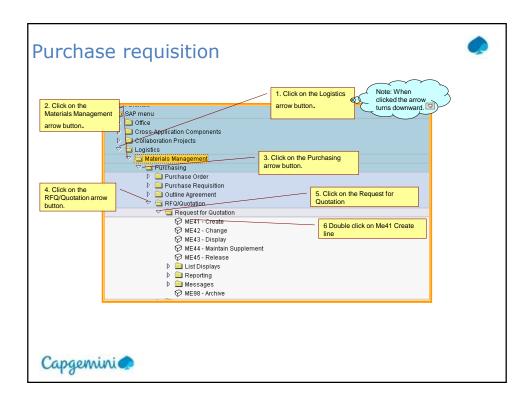
You have a choice between conventional word-processing and a new continuous-text editor which supports automatic line-breaks and searches for and replacement of text (among other functions).



Enter the necessary data in the relevant screen areas. Item overview: E.g. material, quantity, delivery date, and plant If you accidentally entered the wrong material, you can change it without having to create a new item. You can also change the item category and plant without having to create a new item.

Item details: E.g. account assignment and source of supply



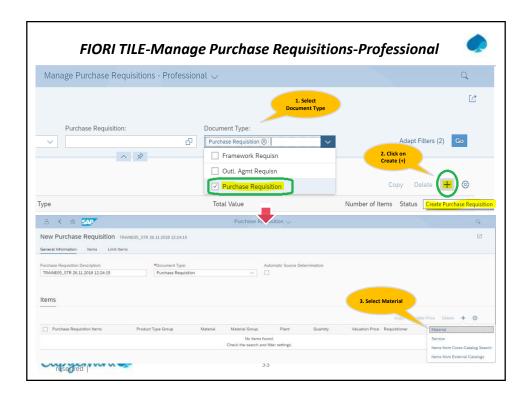


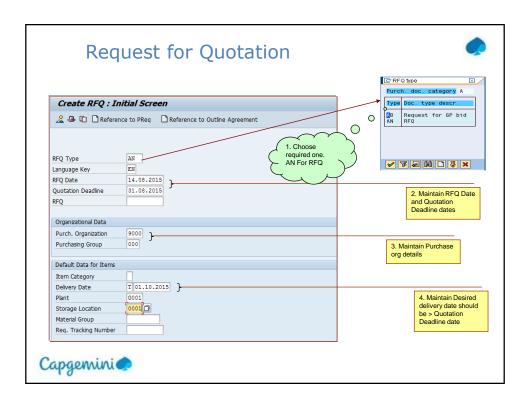
the Purchasing - for RFQ menu, do the following:

. . .

Log on to the system. The SAP Menu appears.

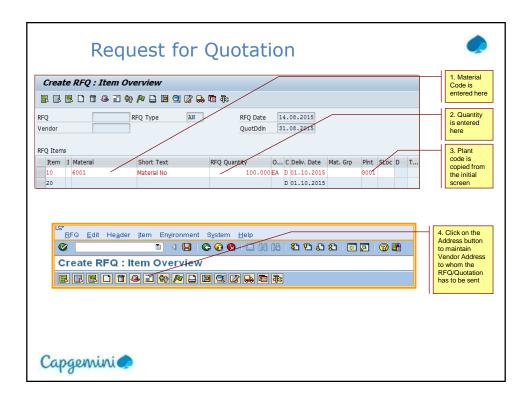
Choose $Logistics \rightarrow Materials \ management \rightarrow Purchasing \rightarrow RFQ/Quotation \rightarrow Request for \ Quotation$, to access Request for Quotation.





A request for quotation (RFQ) is an invitation extended to a vendor by a purchasing organization to submit a quotation (bid) for the supply of materials or performance of services

An RFQ consists of the RFQ header and the items



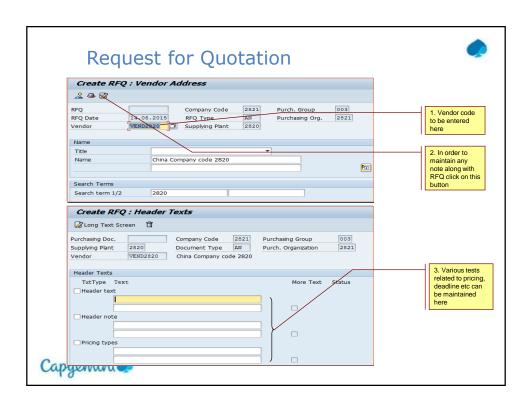
Items

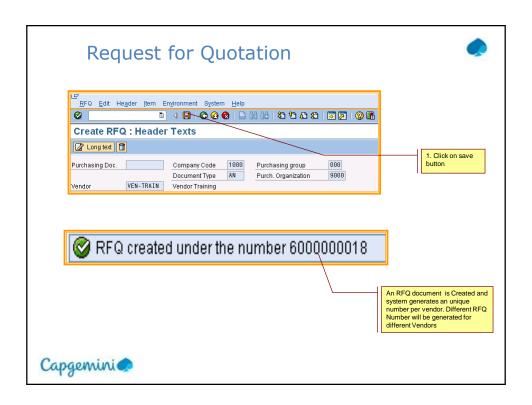
Contain the total quantities and delivery dates for the materials or services specified in the RFQ.

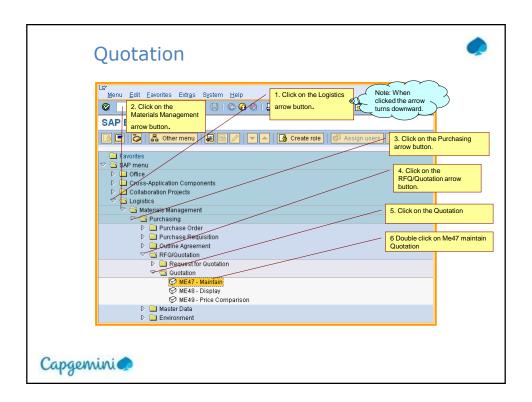
An item of a quotation may contain a delivery schedule made up of a number of schedule lines in which the total quantity is broken down into smaller quantities to be delivered on the specified dates over a certain period.

An item of the procurement type "external service" contains a set of service specifications. The latter can be hierarchically structured. The summary view of such a hierarchical structure is referred to as an outline. The outline comprises a number of levels, each representing a level of the service hierarchy. The RFQ quantities are set out in service lines, representing individual jobs or activities.

In contrast to other purchasing documents, you cannot enter an account assignment in an RFQ.





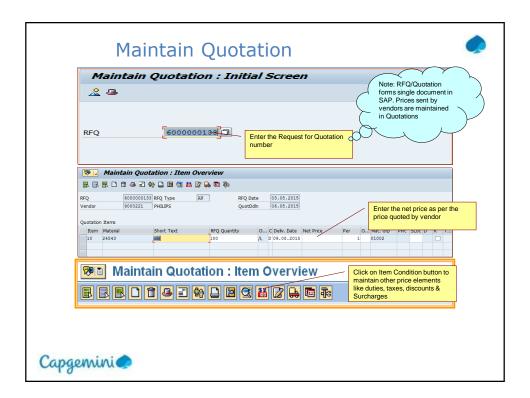


the Purchasing - for Quotation menu, do the following:

. . .

Log on to the system. The SAP Menu appears.

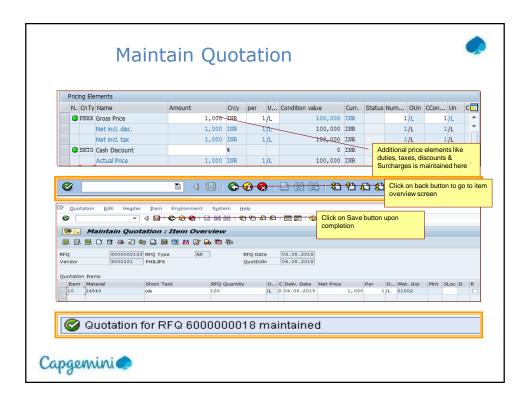
Choose Logistics -> Materials management -> Purchasing -> RFQ/Quotation -> Quotation -, to access Quotation.



A quotation is an offer by a vendor to a purchasing organization regarding the supply of materials or performance of services subject to specified conditions.

A quotation is legally binding on the vendor for a certain period. The quotation is the vendor's response to a request for quotation issued by a purchasing organization.

A quotation consists of items in which the total quantity and delivery date of an offered material or service are specified.

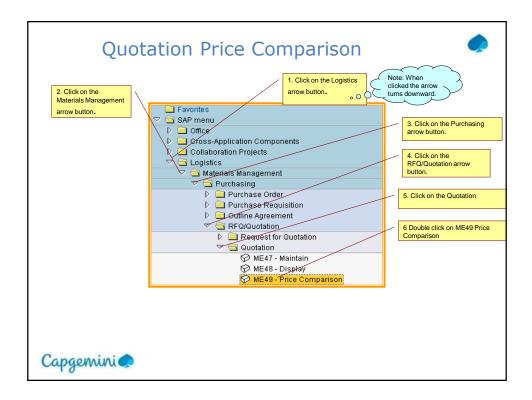


Conditions can apply at various levels:

To the entire quotation

At item level, to the material to be supplied or to the planned procurement in the case of services

At service line level for individual services (tasks or activities)



the Purchasing - for Quotation price comparision menu, do the following:

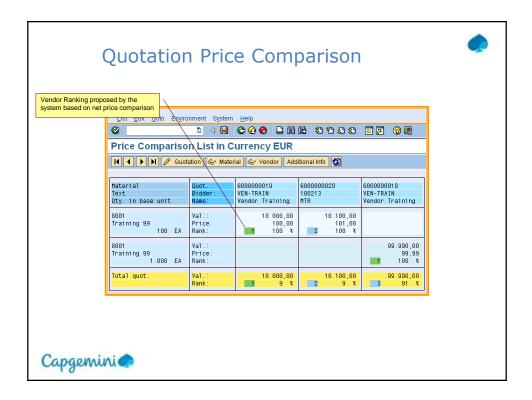
...

Log on to the system. The SAP Menu appears.

Choose $Logistics \rightarrow Materials \ management \rightarrow Purchasing \rightarrow RFQ/Quotation \rightarrow Quotation \rightarrow Price \ comparision$, to access Price comparision.

Program Edit Goto System H						
		→ (1) (2)	18070708011	<u>* [2] (2) </u>		
Price Comparison List					1. Enter Purchase of	org code
(b) (c)						<u> </u>
Purchasing organization	9000				2. Enter the quotatio	
Quotation	6000000018	to	6000000020 🕝	\$	those price comparis	on is required
Collective RFQ		to		* * * *		
Vendor		to		<u></u>		
Material		to		->		
Comparison values Reference quotation						
Mean value quotation						
Minimum value quotation						
Percentage basis	П					
Max. no. quotations per page	12					
Price computations						
☐ Include discounts						
Include delivery costs						
Determine effective price					Check the required check	
Ju-					is will have a effect if in 0 e has maintained the deli	

You can compare the prices from all quotations received as a result of a competitive bidding process using the **price comparison list**. The **comparison list ranks the quotations by item from lowest to highest price.**



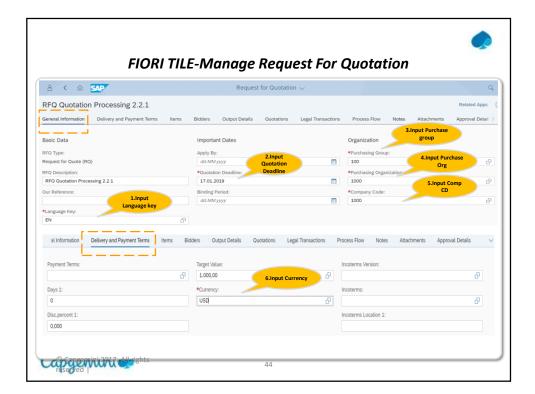
The price comparison list displays the price per item in the base unit stored in the material master record.

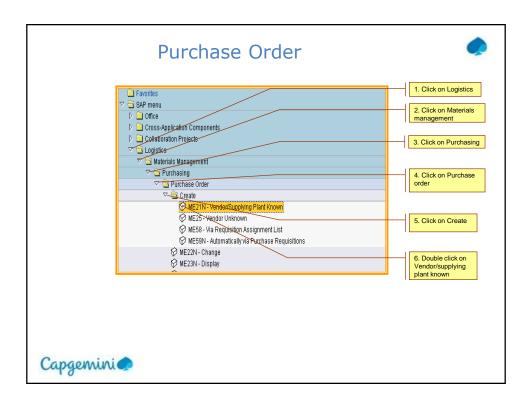
From the price comparison list, you can do the following:

- · Display additional information about the material master record for a particular material
- · Display additional information on the quotations in the price comparison
- · Display a certain quotation
- · Display a vendor master record
- · Invoke vendor evaluation functions

If you position the cursor on

- A vendor, only the latter's evaluation is displayed (in relation to the materials he is able to supply).
- A material, the system generates a ranking list of all vendors that have submitted a quotation.
- The quotation data (e.g. price or rank), the system will carry out a comparison of evaluations.



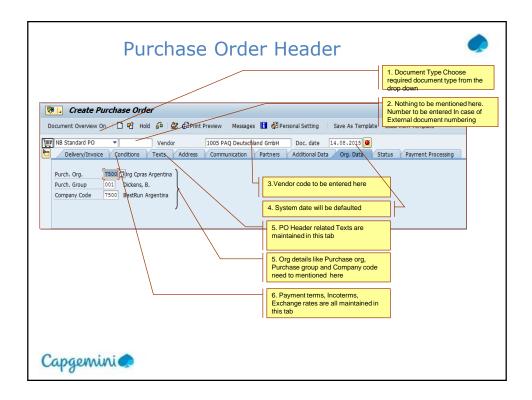


the Purchasing menu, do the following:

...

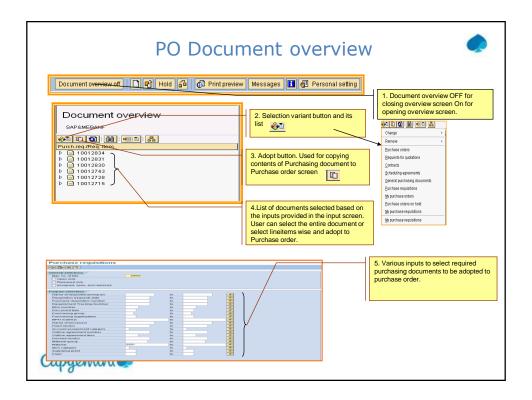
Log on to the system. The SAP Menu appears.

Choose *Logistics -> Materials management -> Purchasing*, to access the Purchasing menu.



Each purchasing document is subdivided into two main areas: the header and individual items. Each document will contain a header and can contain several items.

The header contains information relevant to the whole document . The items specify the materials or services to be procured. For example, information about the vendor and the document number is contained in the document header, and the material description and the order quantity are specified in each item.



In the document overview, you can display different purchasing documents that you need for your daily work (such as requisitions, POs, vendor scheduling agreements, etc.). At the same time, you can work on your requisitions or POs in the right-hand part of the screen.

You can choose which documents are displayed to you in the document overview.

You can display the following documents:

Purchase orders

Requests for quotation

Contracts

Scheduling agreements

Purchasing documents in general

Purchase requisitions

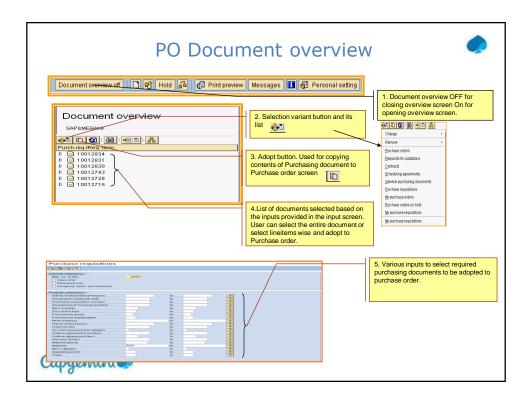
My purchase orders

Purchase Orders on Hold

My purchase requisitions

There are various features in document over view screen which are as mentioned below

Change or Delete Selection Variant, Choose Documents for Processing, Find Documents, Refresh Document Overview, Hide Document Overview



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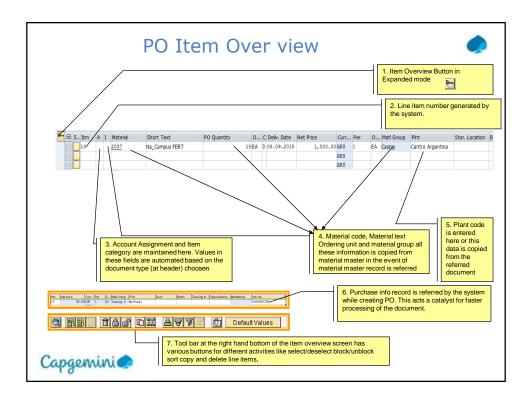
My purchase orders

Purchase Orders on Hold

My purchase requisitions

There are various features in document over view screen which are as mentioned below

Change or Delete Selection Variant, Choose Documents for Processing, Find Documents, Refresh Document Overview, Hide Document Overview



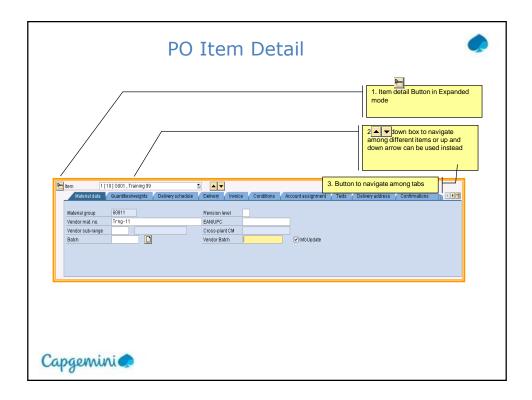
Each purchasing document is subdivided into two main areas: the header and individual items. Each document will contain a header and can contain several items.

Item Overview

The item overview is a summary of the header and item data in a purchasing document. The top part of the item overview screen contains important header data. The center portion of the screen contains data on the items to be procured.

The items are numbered according to the item number increment defined for the document type. You can change the default item number if you wish.

In addition, you can switch between single and double-line display on the item overview screen. To do so, choose *Edit -> Change display*.



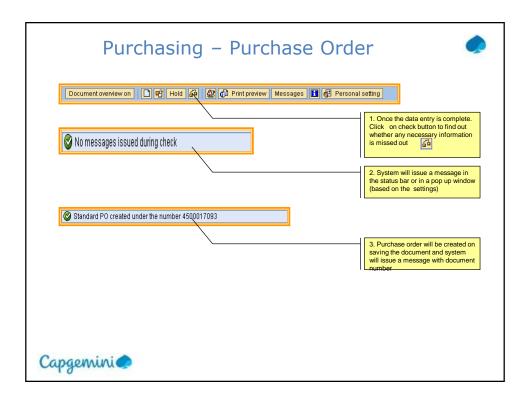
Item Detail Screen

The item detail screen contains important data on the procurement of a material. For example, it shows data for monitoring compliance with due dates and data for controlling goods and invoice receipts.

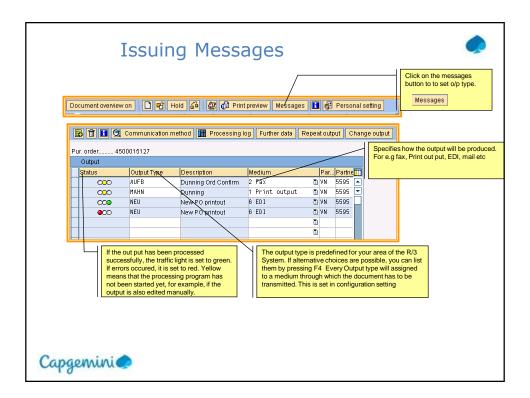
To display the detailed information on an item, select the item on the overview screen. Then choose *Item ->Details*

Additional Data on Items

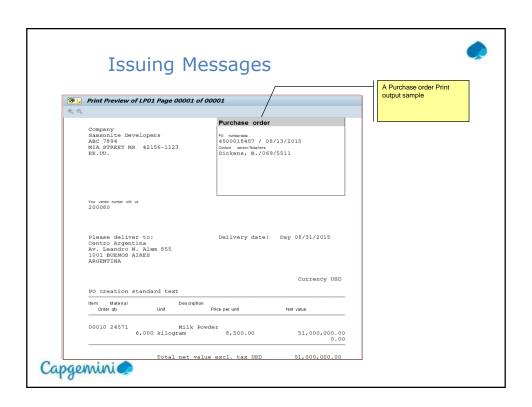
The additional data comprises further information on an item (e.g. prices and conditions, account assignment, texts, etc.). You can display the additional data by selecting the desired item on the item overview screen and choosing the data to be displayed from the Item menu.

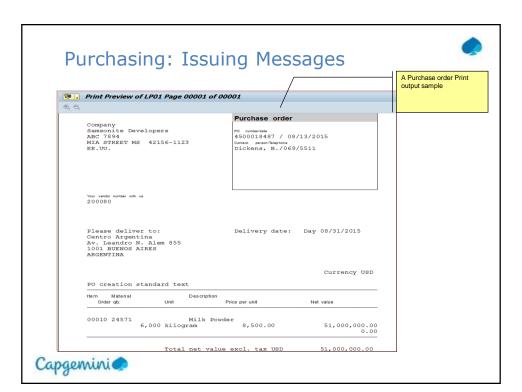


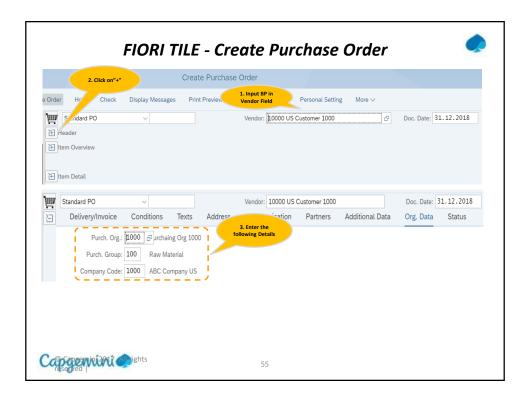
Check whether data entered is correct by clicking on the check button and save the document. System generates a document number.

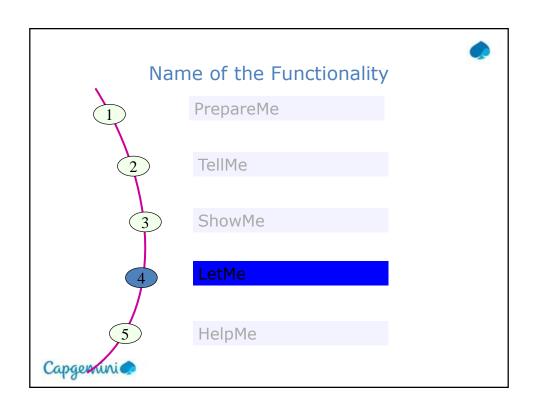


In order that the purchasing documents you create in the SAP System can be transmitted to the vendor (e.g. via the regular postal service as a normal printed document, as a fax, or via electronic data interchange (EDI)), the system generates a *message* for each document. (In this context, a message is a document in output format for communication to vendors, and should not be confused with system messages for example. The term "external message" may occasionally be used synonymously in this sense.)









Purchasing: Transactions codes



Transaction code	Description			
Purchase Requisition				
ME51N	Create Purchase Requisition			
ME52N	Change Purchase Requisition			
ME53N	Display Purchase Requisition			
ME5A	Purchase Requisition: List Display			
ME5J	Purchase Requisition for Project			
ME5K	Requisitions by Account Assignment			
MELB	Purchase Requisition by Tracking No			
ME54	Release Purchase Requisition			
ME55	Collective Release of Purchase Requisition			
ME5F	Release Reminder: Purchase Requisition			

Transaction code	Description			
RFQ/Quotation				
ME41	CreateRFQ			
ME42	Change RFQ			
ME43	Display RFQ			
ME44	Maintain supplement			
ME45	Release RFQ			
ME4L	List Display RFQ by Vendor			
ME4M	List Display RFQ by material			
ME4C	List Display RFQ by Material group			
ME47	Quotation Maintain			
ME48	Quotation Display			
ME49	Price Comparison			



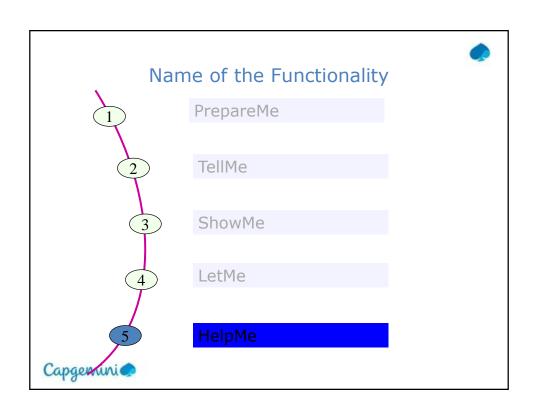


Purchasing: Transactions codes

Transaction code	Description	
Purchase Order		
ME21N	Create Purchase Order	
ME22N	Change Purchase Order	
ME23N	Display Purchase Order	
ME2M	Display purchase order by Material	
ME2L	Display purchase order by vendor	
ME2K	Purchase order by Account Assignment	
ME2B	Purchase Order by Tracking No	
ME2N	List Display by PO Number	
ME29n	Purchase Order Release - Individual	
ME28	Purchase order Release - collective	
ME9F	Purchase order Print/Transmit	

Transaction code	Description		
Contract			
ME31K	Create Contract		
ME32K	Change Contract		
ME33K	Display Contract		
ME35K	Release Contract		
,	Scheduling Agreement		
ME31L	Create SA		
ME32L	Change SA		
ME33L	Display SA		
ME35L	Release SA		





SAP Document settings



	Purchasing Documents						
Document Property	Pur.Req	RFQ	Purchase Order	Contract	SLAs		
Doc. Type	В	A	F	к	L		
Applicable Item Category	Standard, L- Sub-Contracting, K-Consignment, D-Service, S-Third Party Order, U-Stock Transfer, T-Text						
A/c Assignment	A-Asset, K-Cost Center, P-Project, C-Sales Order, 1- Third Party Item, U-Unknown, X-Auxiliary A/c. Assignment						
CONTROL DATA							
1. Document Category	NB - Std. PR / NBB		NB - Std. PO/NBF	MK-Qty/MKK	LP-Std. SA/LPL		
/Field Selection Group	FO - Framework PR/FOB		FO - Framework PO/FOF	WK-Volume/WKK	LPA-SA with Rel. Doc/LPL		
	RV - OA PR/RVB	AN - Std RFQ / ANA AB - Global RFQ/ANA	UB - Stock Transfer PO/UBF	DC- Distributed/ WKK	LU-Stock Transfer SA/LUL		
	MV - Model Spec. PR/RVB		DB - Dummy PO/NBF				
	IN - E Commerce PR/NBB		IN - E Commerce PO/NBF				
2. Number Ranges	Yes. OMH7	Yes. OMH6	Yes. OMH6	Yes. OMH6	Yes. OMH6		
a) Internal/External	Yes. 01/02	Yes.60/61	Yes. 45/41	Yes. 46/44 & DC- 70	Yes. 55/56		
b) Same/Different	Yes.	Yes.	Yes.	Yes.	Yes.		
3. Screen Layout	Yes	Yes.	Yes.	Yes.	Yes.		
4. Document Types	Yes	Yes.	Yes.	Yes.	Yes.		
5. Texts	Yes	Yes.	Yes.	Yes.	Yes.		
6. Release Procedure	Yes	Yes	Yes.	Yes.	Yes.		
7. Tolerance Limit for Archiving	Yes	Yes.	Yes.	Yes.*	Yes.*		
8.Set Up Authorization Check for G/L Accounts	Yes.	No	Yes.	Yes.	Yes.		







Additional Information: List of Tables (need to replace with Hana tables, required help on this)

Table	Table Description	Table	Table Description
EINA	Purchasing Info Record- General Data	MARA	Material master
EINE	Purchasing Info Record- Purchasing Organization Data	макт	Material text
MAKT	Material Descriptions	MARC	Material per plant / stock
MARA	General Material Data	MVKE	Material master, sales data
MARC	Plant Data for Material	MARD	Storage location / stock
MARD	Storage Location Data for Material	MSKA	Sales order stock
MAST	Material to BOM Link	MSPR	Project stock
MBEW	Material Valuation	MARM	Units of measure
MKPF	Header- Material Document	MEAN	international article number
MSEG	Document Segment- Material	PGMI	Planning material
MVER	Material Consumption	PROP	Forecast parameters
MVKE	Sales Data for materials	MAPR	Link MARC <=> PROP
RKPF	Document Header- Reservation	MBEW	Material valuation
T023	Mat. groups	MVER	Material consumption
T024	Purchasing Groups	MLGN	Material / Warehouse number
T156	Movement Type	MLGT	Material / Storage type
T157H	Help Texts for Movement Types	MPRP	Forecast profiles







Additional Information: List of Tables, need help on this

Table	Table Description	Table	Table Description	
MOFF	Lists what views have not been created	MDTB	MRP table	
A501	Plant/Material	MDKP	Header data for MRP document	
EBAN	Purchase Requisition	MLAN	Tax data material master	
EBKN	Purchase Requisition Account Assignment	MTQSS	Material master view: QM	
EKAB	Release Documentation	ЕККО	Purchase document	
EKBE	History per Purchasing Document	ЕКРО	Purchase document (item level)	
EKET	Scheduling Agreement Schedule Lines	EKPV:	Shipping-Specific Data on Stock Tfr. for Purch. Doc. Item	
EKKN	Account Assignment in Purchasing Document	EKET	Delivery schedule	
ЕККО	Purchasing Document Header	VETVG	Delivery Due Index for Stock Transfer	
EKPO	Purchasing Document Item	EKES	Order Acceptance/Fulfillment Confirmations	
IKPF	Header- Physical Inventory Document	EKKN	Account assignment in purchasing	
ISEG	Physical Inventory Document Items	EKAN:	Vendor address purchasing	
LFA1	Vendor Master (General section)	EKPA	Partner functions	
LFB1	Vendor Master (Company Code)	EIPO	Item export / import data	
NRIV	Number range intervals	EINA	Purchase info record (main data)	
RESB	Reservation/dependent requirements	EINE	Purchase info record (organizational data)	
T161T	Texts for Purchasing Document Types	EORD	Source list	
EBKN	Purchase Requisition Account Assignment	EBAN	Purchase requisition	







Case Study- Create purchase order.

1. Create a purchase order with the following header data:	
1. Create a parchase order with the following header data.	
Vendor T-K520A##	
Purchasing organization 1000 (IDES Deutschland)	
Purchasing group Z## (SCM520-##)	
Company code 1000 (IDES AG)	
Item 1:	
20 boxes of material T-M520C## are needed in plant 1000. C	hoose account
assignment category K for cost center and assign the purchas 400000 and cost center 1000 .	e to G/L account
Must you enter an order price?	
Where does the default value for the delivery date come from	?

Test Your Knowledge



- 1. How do scheduling agreements differ from contracts?
- Choose the correct answer(s).
- □ A You can create contracts with reference to a scheduling agreement
- but you cannot create scheduling agreements with reference to a contract.
- $\hfill \mbox{\tt B}$ Account assignment category U (unknown) is allowed in the contract but not in the scheduling agreement.
- □ C Contracts can contain a plant but scheduling agreements have to.
- □ D You can use item category W (material group) in both the contract and the scheduling agreement but you can only use item category M (material unknown) in the contract.
- 2. You want to create a purchase order but do not know the vendor. Which statement is applicable? *Choose the correct answer(s).*
- □ A You have to first create a requisition.
- □ B You create a purchase order without a vendor, hold this and then assign a source to the purchase order using a collective transaction.
- ☐ C Using the "Create PO, vendor unknown" function.
- □ D You always have to use a one-time vendor.





Test Your Knowledge

3. No source was found in the assignment list during automatic assignment of sources. What can you do?

Choose the correct answer(s).

- □ A Assign a source manually.
- □ B Flag the purchase requisition for RFQ.
- □ C Convert the purchase requisition directly to an RFQ to a 1-time vendor.
- $\hfill \square$ D Block the purchase requisition automatically.
- 4. What identifies a subcontracting item in a purchase order? *Choose the correct answer(s).*
- □ A Item category for subcontracting
- $\hfill \square$ B An account assignment category must also be used in conjunction with the subcontracting item category.
- □ C One component at minimum must be provided.
- $\hfill \square$ D The material ordered and material provided can be identical.



Answers



 How do scheduling agreements differ from contracts? Answer: B, C.

2. You want to create a purchase order but do not know the vendor. Which statement is applicable?

Answer: C

3. No source was found in the assignment list during automatic assignment of sources. What can you do?

Answer: A, B

During manual assignment, the system checks whether there is a corresponding info record. A warning message is output in the standard system if an info record does not exist (Message 06341). Is this is set up as an error message, a purchasing info record must be available for the fixed vendor being entered. Flagging the RFQ (answer B) is only possible in the "Assign and Process" transaction (ME57).

3. What identifies a subcontracting item in a purchase order?

Answer: A, C, D

The material ordered can be identical with the material provided (answer D). This is known as recursion.

