

# **Sales and Distribution**

## **SD Part I LAB BOOK**

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## Getting Started

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### 1.1 Overview

This lab book is a guided tour for learning SAP SD. It comprises of assignments to be done. Refer the demos and work out the assignments given by referring the case studies which will expose you to work with Java applications.

### 1.2 Setup Checklist for SAP SD

Here is what is expected on your machine in order to work with lab assignment.

#### Minimum System Requirements

- Intel Pentium 90 or higher (P166 recommended)
- Microsoft Windows 7 or higher.
- Memory: (1GB or more recommended)

#### Please ensure that the following is done:

- SAP GUI is installed
- Connection to the SAP Server is present

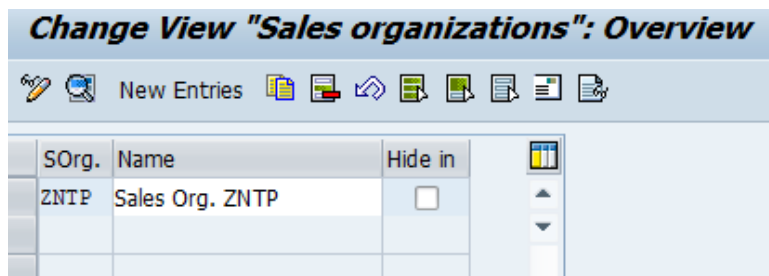
## Lab 1-1 Enterprise Structure-Defining

<b>Goals</b>	<ul style="list-style-type: none"> <li>Defining Sales Organization, Distribution Channel, Sales Office and Sales Group</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

### 1. Create a Sales Organization.

Transaction code: – OVX5

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Sales and Distribution -> Define, copy, delete, check Sales Organisation

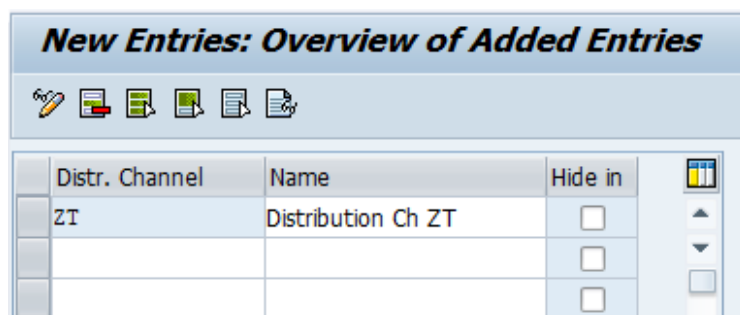


**Sales Organisation- ZNTP is created**

### 2. Create a Distribution channel

Transaction code: – OVXI








Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Sales and Distribution -> Define, copy, delete, check Distribution Channel



**Distribution Channel – ZT is created**

### 3. Create a Sales Office.

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Sales and Distribution -> Maintain sales office








<b>New Entries: Overview of Added Entries</b>			
      			
Sales office	Created by	Description	Hide in
ZNTP		Sales Office ZNTP	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

You are allowed to enter up to 4 alphanumeric digits.

**Sales Office – ZNTP is created**

### 4. Create a Sales Group.

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Sales and Distribution -> Maintain sales group

<b>New Entries: Overview of Added Entries</b>			
      			
Sales group	Description	Hide in	
ZNT	Sales Group ZNT	<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

You are allowed to enter maximum three alphanumeric digits.

**Sales Group – ZNT is created**

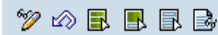
## Lab 2-1 Enterprise Structure-Assigning

<b>Goals</b>	<ul style="list-style-type: none"> <li>Assignment of different organizational units</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

### 1. Assign Sales Organization to Company code

Menu path: SPRO -> SAP Customizing implementation Guide -> Enterprise Structure -> Assignment -> Sales & Distribution -> Assign sales organization to company code.

**Change View "Assignment Sales Organization - Company Code": Overview**




SOrg.	Name	CoCd	Company Name	Status
ZNTP	Sales Org. ZNTP	1000	Tata groups	
ZSSP	Sales Org ZSSP TR_27	1000	Tata groups	
ZSTP	Sales org ZSTP	1000	Tata groups	

**Sales Organization ZNTP is assigned to Company Code 1000.**

### 2. Assign Distribution Channel to Sales organization

Menu path: SPRO > SAP Customizing implementation Guide > Enterprise Structure > Assignment > Sales & Distribution > Assign distribution channel to sales organization.

**New Entries: Overview of Added Entries**




SOrg.	Name	DChl	Name	Status	Hide in
ZNTP	Sales Org. ZNTP	ZT	Distribution Ch ZT		<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>

**Distribution Channel ZT is assigned to Sales organization ZNTP**

### 3. Assign Division to Sales Organization


Menu path: SPRO > SAP Customizing implementation Guide > Enterprise Structure > Assignment > Sales & Distribution > Assign Division to Sales Organization

<b>New Entries: Overview of Added Entries</b>					
					
Assignment Sales Organization - Division					
	SOrg.	Name	Dv	Name	Status
	ZNTP	Sales Org. ZNTP	01	Product Division 01	
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Division 01 to Sales Organization ZNPT

### 4. Assign Sales Group to Sales Office


Menu path: SPRO > SAP Customizing implementation Guide > Enterprise Structure > Assignment > Sales & Distribution > Assign Sales Group to Sales Office

<b>New Entries: Overview of Added Entries</b>					
					
Assignment Sales Office - Sales Groups					
	SOff.	Description	SGrp	Description	Status
	ZNTP	Sales Office ZNTP	ZNT	Sales Group ZNT	
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Sales Group ZNT assigned to Sales Office ZNTP

### 5. Assign Sales Organization and Distribution Channel to Plant

Menu path: SPRO > SAP Customizing implementation Guide > Enterprise Structure > Assignment > Sales & Distribution > Assign Sales Organization - Distribution Channel – Plant

<b>New Entries: Overview of Added Entries</b>					
					
Assignment Sales Organization/Distribution Channel - Plant					
	SOrg.	Name	DChCust/Mt	Name	Plnt
	ZNTP	Sales Org. ZNTP	ZT	Distribution Ch ZT	2000
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Sales Organization ZNTP and Distribution Channel ZT assigned to Plant 1000

### Lab 3-1 Sales Area and assignments

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create Sales Area and assign it to Sales Office and Sales Group</li> </ul>
<b>Time</b>	10 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

Create Shipping and assign it to a Plant

#### 1. Create Sales Area.

In SAP, Sales area is a combination of three organizational units i.e. Sales Organization, Distribution Channel and Division. The sales area represents the basic sales process of company and uses to maintain master data, to configure the documents to process documents(by customers) and generate reports.

MENU Path: SPRO -> IMG -> Enterprise Structure -> Assignment -> Sales and Distribution -> Set up sales area.

<b>New Entries: Overview of Added Entries</b>							
Assignment Sales Org. - Distribution Channel - Division							
SOrg.	Name	DChl	Name	Dv	Name	Status	Hide in
ZNTP	Sales Org. ZNTP	ZT	Distribution Ch ZT	01	Product Division 01		<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>

#### Sales Organization ZNTP, Distribution Channel ZT and Division 01

#### 2. Assign Sales Office to Sales area

MENU Path: SPRO -> IMG -> Enterprise Structure -> Assignment -> Sales and Distribution -> Assign Sales Office to Sales area

New Entries: Overview of Added Entries

Assignment Sales Office - Sales Area

SOrg.	Name	DChl	Name	Dv	Name	SOFF.	Description	Status	Hid...
ZNTP	Sales Org. ZNTP	ZT	Distribution Ch ZT	01	Product Division 01	ZNTP	Sales Office ZNTP		<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>

#### Assigning Sales area to Sales Office ZNTP



#### Lab 4-1 Shipping Point and assignment to Plant

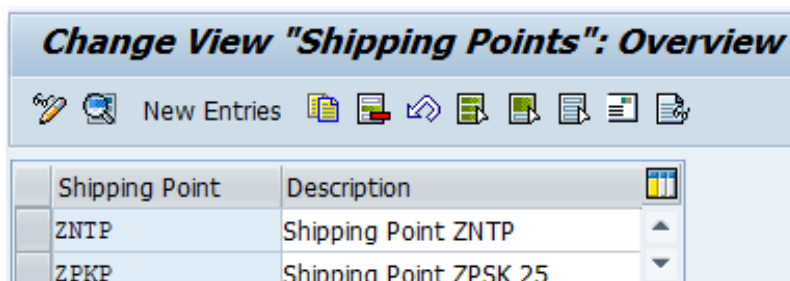
<b>Goals</b>	<ul style="list-style-type: none"> <li>Create Shipping Point and assign it to a Plant</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

##### 1. Create Shipping Point.

Shipping point is a place or location where the goods and services are delivered to the customers

Transaction code: – OVXD

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Definition -> Logistics Execution -> Define copy, delete, check shipping point.



##### Shipping Point ZNTP is created

##### 2. Assign Shipping Point to Plant

Menu Path: SPRO -> Display IMG -> Enterprise Structure -> Assignment -> Logistic Execution -> Assign Shipping Point to Plant

### Shipping Points -> Plants: Overview

Assign Analyze error(s) Delete Select/Deselect Deselect

Plant

Shipping Points

2000 Pune tata plant

0001	Shipping Point 0001
0003	Shipping Point 0001
0005	Shipping Point 0005
0054	Shipping Point Z054
0154	Shipping Point Z054
7	shipping point batch 17
Y023	Shipping Point Y023
Y094	Shipping Pt. Y094
Y095	Shipping Point 0001
Y096	Shippint pnt 96
Z004	shipping pt z024
Z020	Shipping Point 0001
Z024	*Without name*
Z026	Shipping Point 0001
Z031	Shipping pt.31
Z054	Shipping Point 0001
Z121	Shipping Point z121
ZNMP	Shipping Point ZNMP
ZNTP	Shipping Point ZNTP

**Shipping Point ZNTP is assigned to Plant 2000**

## Lab 5-1 Business Partner

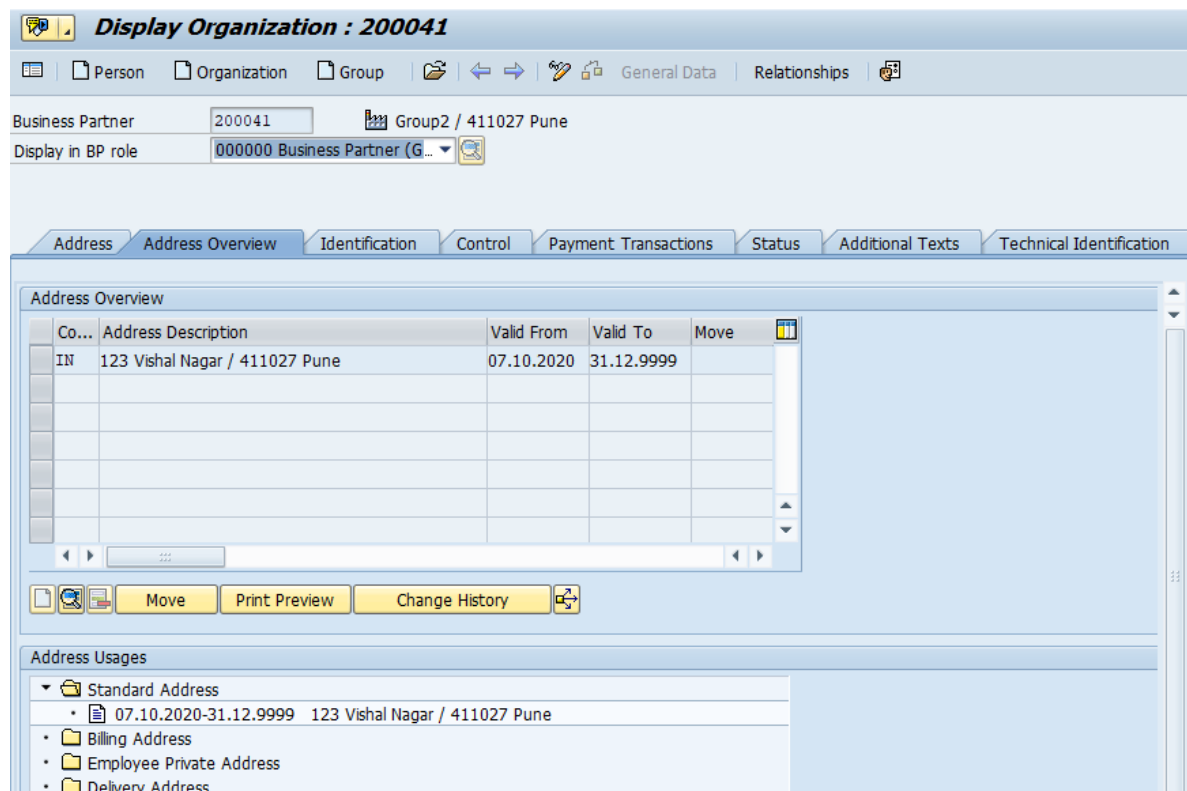
<b>Goals</b>	<ul style="list-style-type: none"> <li>Create a Business Partner General Data and extend it to Customer FLCU01 for Sales Data and to Customer Role FLCU00 for Financial Accounting</li> </ul>
<b>Time</b>	30 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

Business Partner can be created as a person, organization or a group in which we have some business interest.

It is a single transaction to create, edit, and display the master data. You can assign different roles for a single business partner which implies whether this BP is a customer or a vendor or both.

### Transaction Code – BP

#### 1. Business Partner General Data



The screenshot shows the SAP 'Display Organization' transaction for business partner 200041. The interface includes a top navigation bar with tabs for 'Person', 'Organization', 'Group', 'General Data', and 'Relationships'. The 'General Data' tab is active. Below the navigation bar, the business partner number '200041' is entered, and the group 'Group2 / 411027 Pune' is selected. The 'Display in BP role' dropdown is set to '000000 Business Partner (G...'. The main area displays the 'Address Overview' table, which shows the address '123 Vishal Nagar / 411027 Pune' with a valid from date of '07.10.2020' and a valid to date of '31.12.9999'. Below the table, there are buttons for 'Move', 'Print Preview', and 'Change History'. The 'Address Usages' section at the bottom shows a tree view with 'Standard Address' expanded, listing the address '07.10.2020-31.12.9999 123 Vishal Nagar / 411027 Pune' and its associated roles: 'Billing Address', 'Employee Private Address', and 'Delivery Address'.

BP 200041 is created

## 2. Extend BP to Customer FLCU01 for Sales Data

**Display Organization: 200041, role Customer**

Person | Organization | Group | General Data | Sales and Distribution | ETM Data | Relationships

Business Partner: 200041    Group2 / 411027 Pune

Display in BP role: FLCU01 Customer

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**Sales Area**

Sales Org.: ZNTP    Sales Org. ZNTP    [Sales Areas](#)

Distr. Channel: ZT    Distribution Ch ZT    [Switch Area](#)

Division: 01    Product Division 01

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

**Order**

Sales District: NORTH    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 Grp: ☐

PP customer proced.: ☐

Currency: USD    United States Dollar

Exchange Rate Type: ☐

[Product Attributes](#)

### 3. Extend BP to Customer FLCUoo for Financial Accounting

**Display Organization: 200041, role FI Customer**

Business Partner: 200041    Group2 / 411027 Pune  
 Display in BP role: FLCU00 FI Customer

Company Code

Company Code	1000	Tata groups	Company Codes
Customer	104		Switch Company Code
Vendor			

Customer: Account Management    Customer: Payment Transactions    Customer: Correspondence    Customer: Insurance    Customer: Status

**Account Management**

Reconciliation acct	140000	Customers - Domestic Receivables
Head office		
Sort key		
Authorization Group		
Planning Group		
Release Group		
Value Adjustment		

**Interest Calculation**

Interest indicator		
Interest Cycle		Months
Last Key Date		
Last Interest Run		

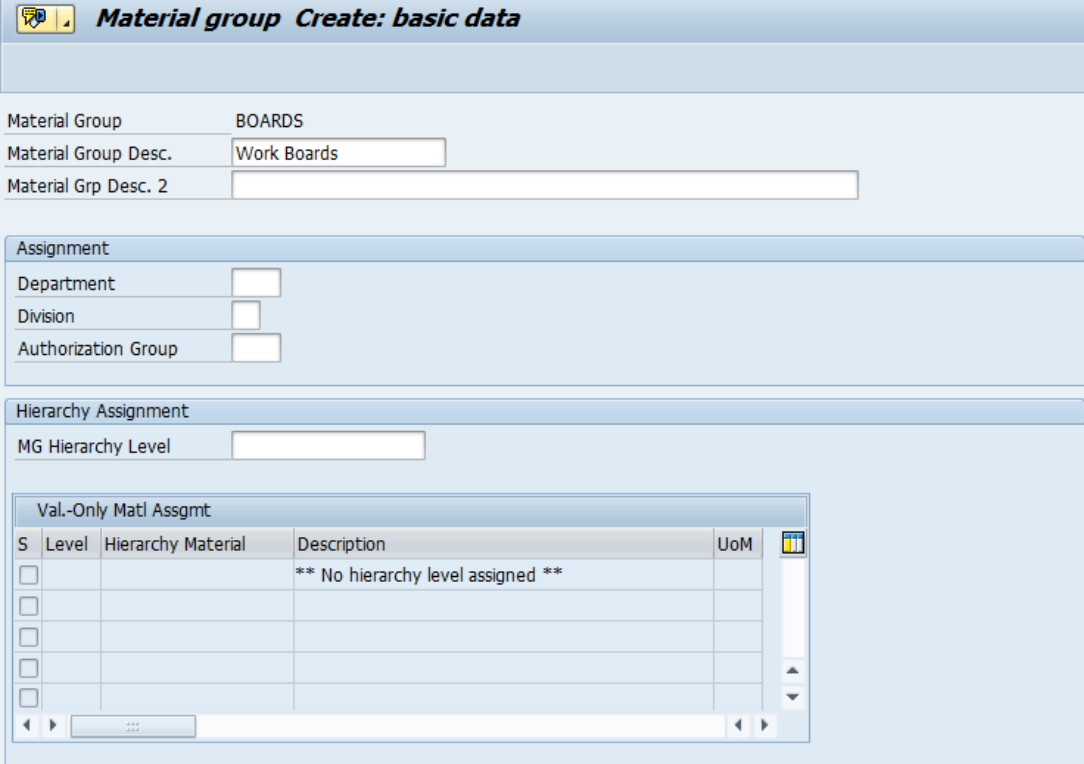
## Lab 6-1 Material

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create Material Group, Material type and a material.</li> </ul>
<b>Time</b>	30 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

### 1. Create a Material Group.

Transaction Code: WG21

Menu Path : SPRO -> Logistic general -> **Material** Master -> Settings for Key Fields -> Define Material Group.



The screenshot shows the SAP 'Material group Create: basic data' screen. The 'Material Group' field is set to 'BOARDS'. The 'Material Group Desc.' field contains 'Work Boards'. Below this, there are sections for 'Assignment' (Department, Division, Authorization Group) and 'Hierarchy Assignment' (MG Hierarchy Level). At the bottom, a table titled 'Val.-Only Matl Assgmt' is displayed with columns: S, Level, Hierarchy Material, Description, and UoM. The table shows a single row with the description '\*\* No hierarchy level assigned \*\*'.

**Material Group Boards have been created.**

## 2. Create Material Type

Menu Path: SPRO -> Logistics General -> Material Master -> Basic Setting -> Material Master

**Change View "Material types": Details of Selected Set**

Material type  Training Trading goods Product Type Group ☐

**General data**

Field reference	HAWA	X-Plant Mat.Status	<input type="checkbox"/>
SRef: material type	ROH	Item category group	NORM
Authorization group	<input type="text"/>	With Qty Structure	<input type="checkbox"/>
External no. assignment w/o check	<input type="checkbox"/>	Initial Status	<input type="checkbox"/>

**Special material types**

Material is configurable	<input type="checkbox"/>
Material f. process	<input type="checkbox"/>
Pipeline mandatory	<input type="checkbox"/>
Mand. RP logistics	<input type="checkbox"/>
Manufacturer part	<input type="checkbox"/>
FFF Class	<input type="checkbox"/>

**Internal/external purchase orders**

Ext. Purchase Orders	<input type="text" value="2"/>
Int. purchase orders	<input type="text" value="0"/>

**User departments**

Status description	<input type="checkbox"/>
Work scheduling	<input type="checkbox"/>
Accounting	<input type="checkbox"/>
Classification	<input type="checkbox"/>
MRP	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>
Production resources/tools	<input type="checkbox"/>
Costing	<input type="checkbox"/>
Basic data	<input type="checkbox"/>
Storage	<input type="checkbox"/>
Forecasting	<input type="checkbox"/>







### Material Type Zntp is created


## 3. Create Material using the material group and material type created

Transaction Code:

1. MM01 – Create Material
2. MM02 – Change Material
3. MM03 – Display material

**Create Material 13167 (Basic Data, Trading goods)**




 Descriptions
 Units of Measure
  Org. Levels
  Check Screen Data
 

Material  

Descr.

**Descriptions**

Language	Material description
EN	White board material
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

 Delete line Entry 0 of 0

**General Data**

Base Unit of Measure	<input type="text" value="EA"/>	Material Group	<input type="text" value="BOARDS"/>
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	<input type="text" value="NORM"/> Standard item

**Material 13167 created**



### Lab 6-1-1 Extend material to different Sales Organisations

<b>Goals</b>	<ul style="list-style-type: none"> <li>Extend the new material to at least 3 sales organization and verify in SAP Table MVKE (Tcode- SE16N)</li> </ul>
<b>Time</b>	90 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting SAP server</li> </ul>

1. Extend material to at least 3 sales organization

Transaction Code: MM01

- Enter Material and choose Sales data
- Enter Plant and Sales Organisation (to wish you wish to extend the material)

**Create Material (Initial Screen)**

Select View(s)   Org. Levels   Data

Material: 13167

Industry Sector: 1 Retail

Material type: HAWA Trading goods

**Organizational Levels**

Organizational levels

Plant: 2000

Sales Org.: Y021

Distr. Channel: 41


☐ Org. levels/profiles only on request

☒ Select View(s)   ☐ Default Setting  

3. SAVE the document

**Create Material 13167 (Sales: Sales Organization Data, Trading goods)**

☐ Descriptions   
 ☐ Units of Measure   
 ☐ Org. Levels   
 ☐ Check Screen Data   
 ☐

Material: 13167   
 Descr.: White board material  
 Sales Org.: Y021    Sales Org. Y021  
 Distr. Chl: 41    Dist Ch 41

**General data**

Base Unit of Measure: EA    each  
 Division: ☐  
 Material Group: BOARDS    Work Boards  
 Sales unit: ☐    ☐ Sales unit not var.  
 Unit of Measure Grp: ☐  
 X-distr.chain status: ☐    Valid from:   
 DChain-spec. status: ☐    Valid from:   
 Delivering Plant:   
☒ Cash Discount    **Conditions**

**Grouping terms**

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

**Tax Data**

Country	Ta...	Tax Category	Tax classification
US	USA	UTXJ Tax Jurisdict.Code	0 Exempt

☒ The material already exists and will be extended

2. Verify in SAP Table MVKE

T-Code- SE16N

### MVKE: Display of Entries Found



Search in Table  Sales Data for Material  
 Number of hits   
 Runtime  Maximum no. of hits

Insert Column

	Material	SOrg.	DChl	DCh	Matl stats	VRG	Com	CDc	St	ValidFrom	Order qty	Dely Qty	MtO qty	Deliv.unit
	13167	Y021	41					X			0.000	0.000	0.000	0.000
	13167	Z230	01					X			0.000	0.000	0.000	0.000
	13167	ZNTP	ZT					X			0.000	0.000	0.000	0.000


## Lab 7-1 Create Condition Table

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create Condition Table</li> </ul>
<b>Time</b>	60 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

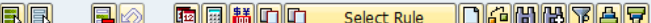
### 1. Create Condition

T-Code: VK11

**Create Price Condition (PR00) : Fast Entry**



Sales Organization: ZNTP      Sales Org. ZNTP  
 Distribution Channel: ZT      Distribution Ch ZT  
 Customer: 104      Group2



Customer/material with release status

Material	S Description	P.. Amount	Unit	per	U...	C..	S..	Valid From	Valid To	D
13167	White board material	500.00	USD		1 EA	C		07.10.2020	31.01.2021	


### 2. Display Condition

T-code: VOKo

TAB Condition type -> Condition type -> Definition

1. Select PR00
2. Goto Display
3. Select Record for Access

**Change View "Conditions: Condition Types": Details**



Condition Type: PR00 Price      Access Sequence: PR02 Price with Release Status  
 Records for Access

Control Data 1

Condition Class: B Prices      Plus/Minus: ☐ positive and negative  
 Calculation Type: C Quantity

### 4. Execute

### List for Condition Type PR00 (Price)







 Send Condition

Table 305 Customer/material with release status

Sale	Di	Customer	Material	S	Valid From	Valid To
<input type="checkbox"/> ZNTP	ZT	104	13167		07.10.2020	31.01.2021

### Display Price Condition (PR00) : Condition Supplements












Variable Key

SOrg.	DChl	Customer	Material	ReSt	Description
ZNTP	ZT	104	13167		White board material

Variable Data Part

Processing Status	Description

Validity

Valid From 07.10.2020 Valid To 31.01.2021





Condition Supplements

CnTy	Name	Amount	Unit	per	U...	Deletion	Scales	Texts
PR00	Price	500.00	USD	1	EA		<input type="checkbox"/>	<input type="checkbox"/>

## Lab 8-1 Create an Inquiry

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create an Inquiry</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

An inquiry document is an internal document .It records the information about the request from prospective customer to be circulated in the company and is not a legal document.

The information captured is mainly the materials and the quantity.More details could be added to the document which is optional. The big advantage of creating inquiry is to reduce any business overhead needed for completing the reply to the customer.

### 1. Enter T-code and details

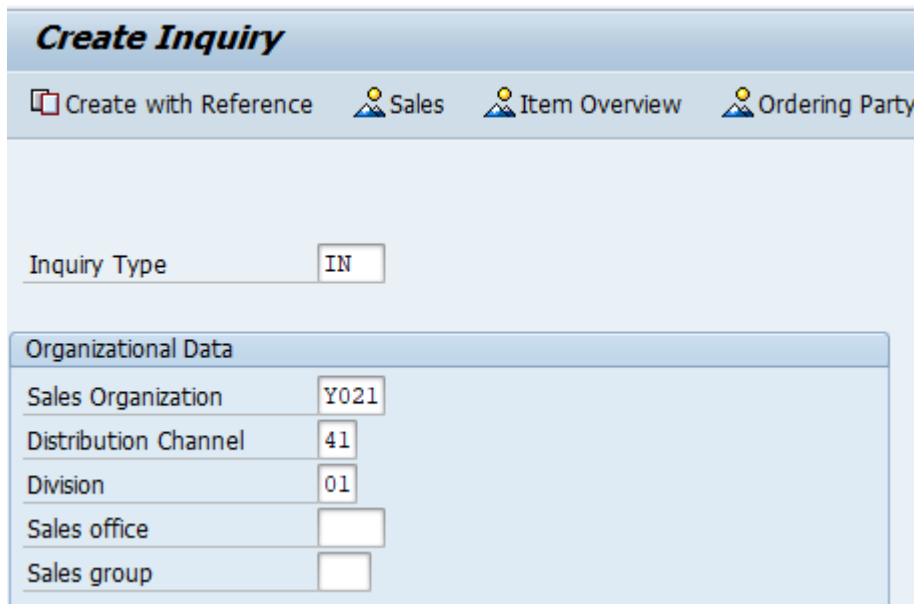
Transaction code:

VA11 – Create Inquiry

VA12 – Change Inquiry

VA13 – Display Inquiry








Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Inquiry -> VA11 - Create



Type: IN

2. Enter the details and complete the document by filling the required fields









































**Display Inquiry 10000011: Overview**

Inquiry: 10000011      Net Value: 100.00 EUR  
 Sold-To Party: 66      Nalini / 123 Vishal Nagar / 411027 Pune  
 Ship-To Party: 66      Nalini / 123 Vishal Nagar / 411027 Pune  
 Cust. Reference:      Cust. Ref. Date:     

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

Valid From: 02.09.2020      Valid To: 02.09.2020  
 Req. Deliv.Date: D 02.09.2020      Expect.Ord.Val.: 30.00 EUR

All Items

Item	Material	Req. Segment	Order Quantity	SU	AltItm	Item Description
	10 59			10 EA		0 Wooden door panels

**Sold to Party:** 66

**Material:** 59

Complete the document and SAVE.

### Lab 9-1 Create a Quotation

<b>Goals</b>	<ul style="list-style-type: none"> <li>With reference to the Inquiry, create a Quotation.</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

A quotation is also a sales document which is created after the creation of the inquiry document as a response to the customer request. Based on Inquiry we can create Quotation. A Quotation is a document, in which a seller offers goods or services at a stated price, under specified conditions to a buyer.

#### 1. Enter T-code and details

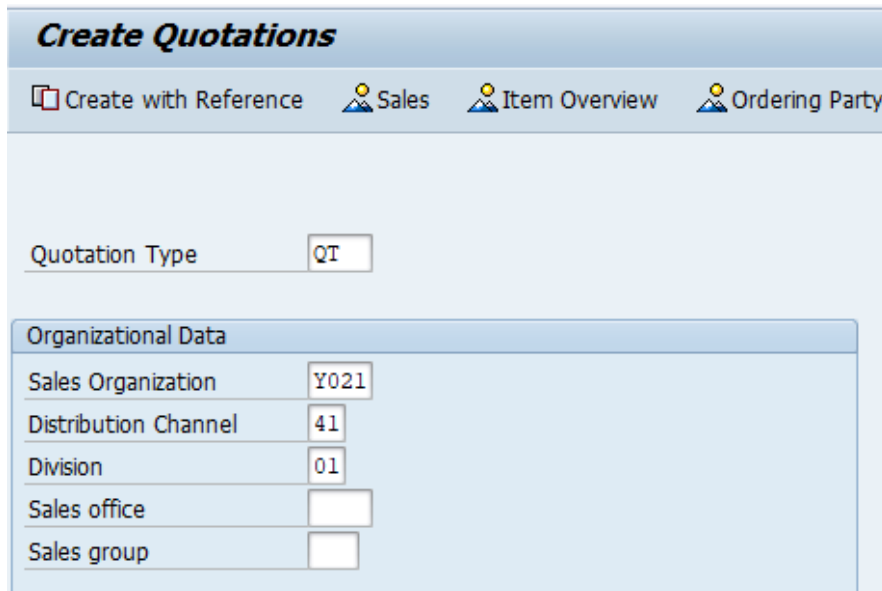
Transaction code:

VA21 – Create Quotation

VA22 – Change Quotation

VA23 – Display Quotation

Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Inquiry -> VA21 - Create



Create with Reference: Enter Inquiry created

**Type:** QT

**Sales Organisation:** Y021 (Use yours)



Division: 01

2. Enter the details and complete the document by filling the required fields

**Display Quotation 20000008: Overview**

Quotation: 20000008 Net Value: 100.00 EUR

Sold-To Party: 66 Nalini / 123 Vishal Nagar / 411027 Pune

Ship-To Party: 66 Nalini / 123 Vishal Nagar / 411027 Pune

Cust. Reference: Cust. Ref. Date:

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

Valid From: 02.09.2020 Valid To: 02.09.2020

Req. Deliv.Date: D 02.09.2020 Expect.Ord.Val.: 70.00 EUR

Group

Item	Material	Req. Segment	Order Quantity	SU	AltItm	Item Description
	10 59		10 EA			0 Wooden door panels

Quotation: 20000008 is created.

Complete the document and SAVE.

## Lab 10-1 Quantity Contract

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create a Quantity Contract.</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

A quantity contract is an agreement that a customer will order a certain quantity of a product from you during a specified period.

### 1. Enter T-code and details

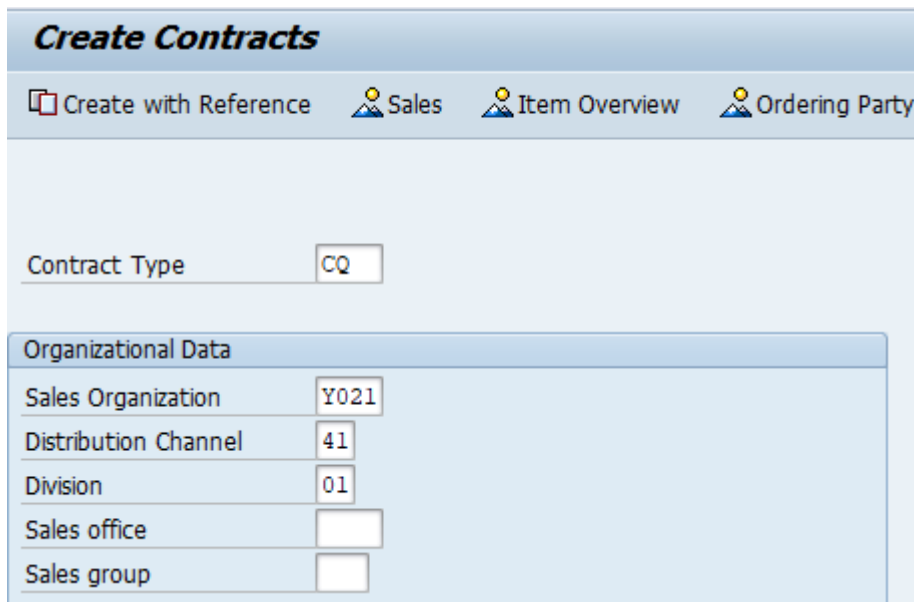
Transaction code:

VA41 – Create Quantity Contract

VA42 – Change Quantity Contract

VA43 – Display Quantity Contract

Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Contract -> VA41 – Create



**Type:** CQ

**Sales Organisation:** Y021 (Use yours)

**Distribution Channel:** 41

**Division:** 01

2. Enter the details and complete the document by filling the required fields

**Display Quantity Contract 40000011: Overview**

Quantity Contract: 40000011      Net Value: 50,000.00 EUR

Sold-To Party: 66      Nalini / 123 Vishal Naagar / 411027 Pune

Ship-To Party: 66      Nalini / 123 Vishal Naagar / 411027 Pune

Cust. Reference: test      Cust. Ref. Date:

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

Description:

Valid From: 02.09.2020      Valid To: 02.09.2020

Billing Block:      Pricing Date: 02.09.2020

Order Reason:

Sales Area: Y021 / 41 / 01      Sales Org. Y021, Dist Ch 41, Product Division 01

Master Contract:

Shp.Cond.: 01 standard

Business Area:

Pricing agrt    Bill. plan

All Items

Item	Material	Req. Segment	Target Quantity	U...	Item Description
	10 59		100 EA		Wooden door panels

Complete the document and SAVE.

## Lab 11-1 Value Contract

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create a Value Contract.</li> </ul>
<b>Time</b>	2 Hours
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

A value contract is a legal agreement with a customer that contains the materials and services that the customer receives within a specified time period, and for a value up to a specified target value. A value contract can contain certain materials or a group of materials (product hierarchy, assortment module).

### 1. Enter T-code and details

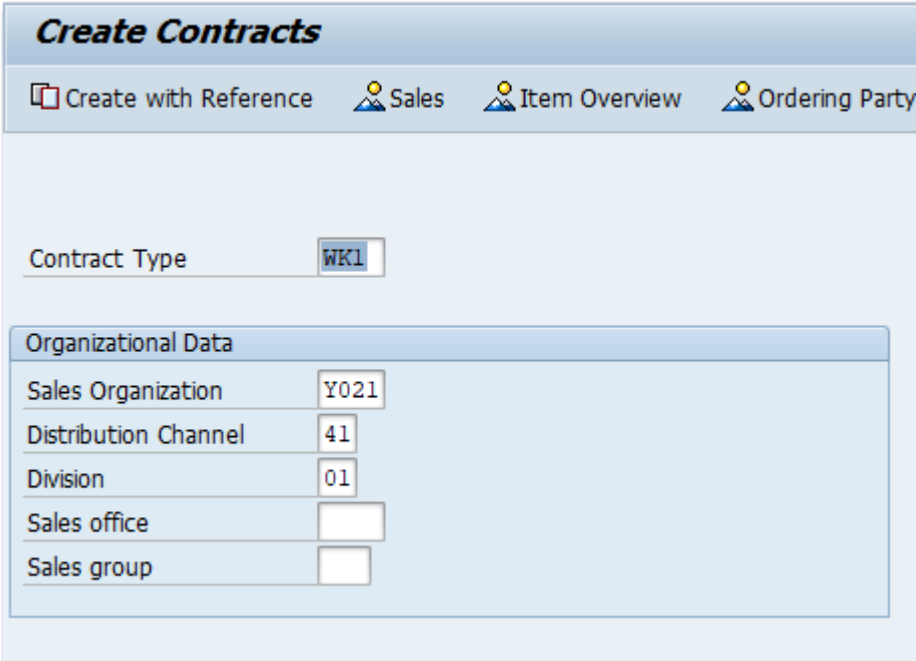
Transaction code:

VA41 – Create Value Contract

VA42 – Change Value Contract

VA43 – Display Value Contract

Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Contract -> VA41 – Create



**Create Contracts**

Create with Reference Sales Item Overview Ordering Party

Contract Type WK1

**Organizational Data**

Sales Organization Y021

Distribution Channel 41

Division 01

Sales office

Sales group

**Type:** WK1

**Sales Organisation:** Y021 (Use yours)

2. Enter the details and complete the document by filling the required fields

**Display Value Contract- Gen. 40000086: Overview**

Contracts

Value Contract- Ge... 40000086      Net Value 368.32 EUR

Sold-To Party 66      Nalini / 123 Vishal Nagar / 411027 Pune

Ship-To Party 66      Nalini / 123 Vishal Nagar / 411027 Pune

Cust. Reference Test      Cust. Ref. Date 15.09.2020

Sales    Item Overview    Item detail    Ordering party    Reason for rejection

Description

Valid From 15.09.2020      Valid To

Pricing agmt    Bill. plan

All Items

Item	Target Value	Curr.	Value Released	Material	Item Description
	101,000.00	EUR	7,366.48	59	Wooden door panels

Complete the document and SAVE.

## Lab 12-1 Scheduling Agreement

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create a Scheduling Agreement.</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

A scheduling agreement is an outline agreement between you and a sold-to party that is valid for a certain period of time. The scheduling agreement contains fixed delivery dates and quantities. These dates are contained in the schedule lines for the scheduling agreements.

### 1. Enter T-code and details

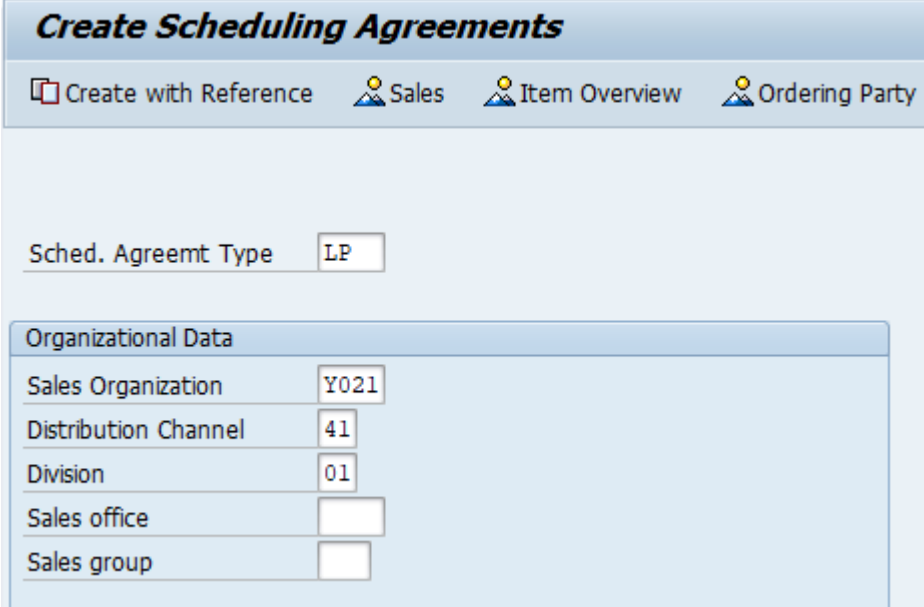
Transaction code:

VA31 – Create Scheduling Agreement

VA32 – Change Scheduling Agreement

VA33 – Display Scheduling Agreement

Menu PATH: SAP Menu -> Logistics -> Sales and Distribution -> Sales -> Scheduling Agreement



**Type:** LP



**Sales Organisation:** Y021 (Use yours)


**Distribution Channel:** 41

**Division:** 01

2. Enter the details and complete the document by filling the required fields

**Display Scheduling Agreement 30000037: Overview**













Scheduling Agreement... 30000037      Net Value 0.00 EUR  
 Sold-To Party 66      Nalini / 123 Vishal Naqar / 411027 Pune  
 Ship-To Party 66      Nalini / 123 Vishal Naqar / 411027 Pune  
 Cust. Reference test      Cust. Ref. Date 15.09.2020


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


Description  
 Valid From 15.09.2020      Valid To 15.09.2020


























































































































































































































































































































































































































### Lab 13-1 Update Stock for the material in plant

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create Stock for the material (50QTY) in plant 2000.</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

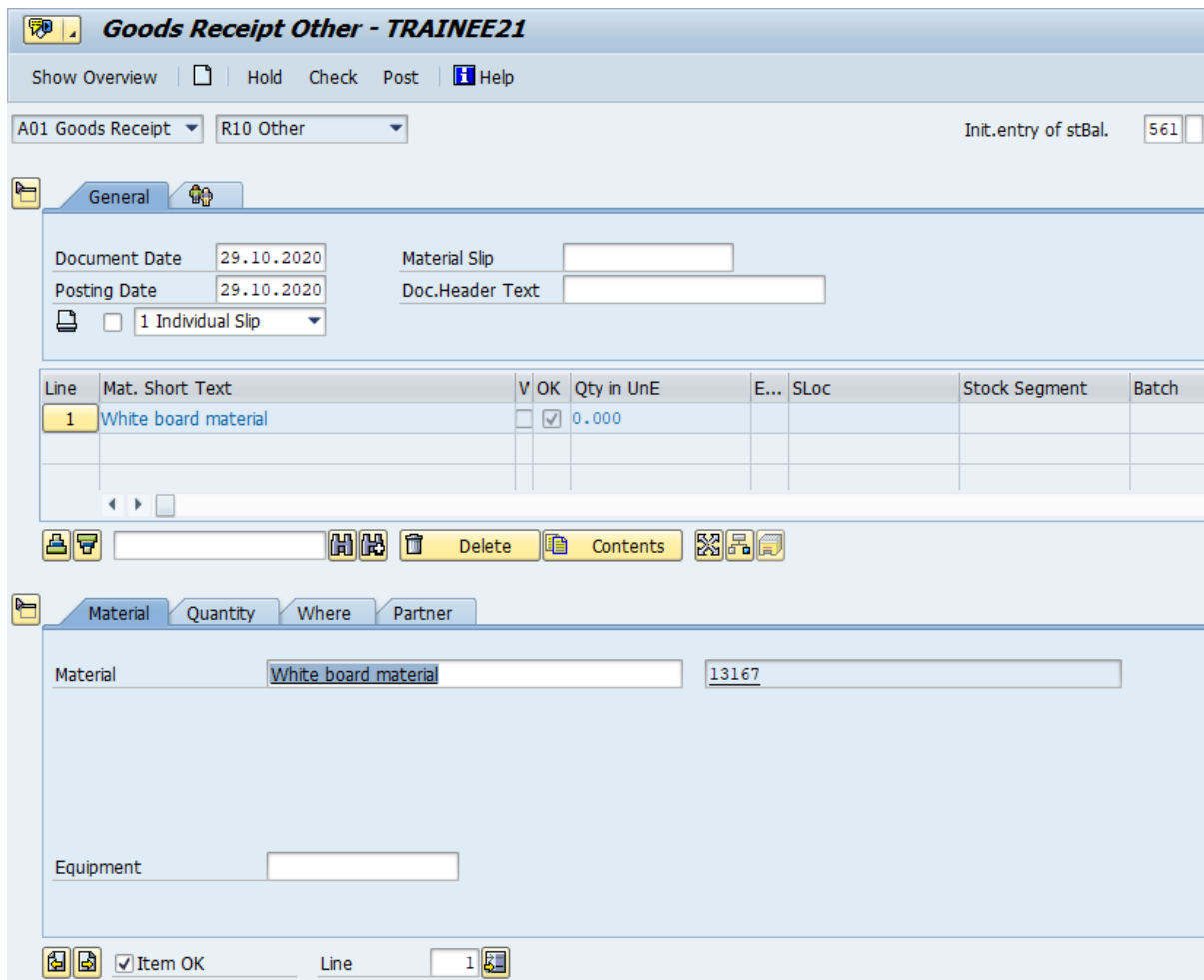
Stock material can be defined as: A material with a value-based inventory management (tracked in an inventory) A material purchased for a specific stock account where its quantity, value, and consumption will be updated in its SAP material master record.

Transaction code:

**MIGO** – Stock Update

**MMBE** – Table for checking

1. Enter the material



The screenshot shows the SAP MIGO transaction interface. The title bar reads "Goods Receipt Other - TRAINEE21". Below the title bar, there are tabs for "Show Overview", "Hold", "Check", "Post", and "Help". The "A01 Goods Receipt" and "R10 Other" dropdowns are visible, along with the "Init. entry of stBal." field set to "561".

The "General" tab is active, showing fields for "Document Date" (29.10.2020), "Posting Date" (29.10.2020), "Material Slip", and "Doc.Header Text". There is a checkbox for "1 Individual Slip".

Below the general fields is a table with the following columns: Line, Mat. Short Text, V OK, Qty in UnE, E..., SLoc, Stock Segment, and Batch. The first row shows "1 White board material" with a quantity of "0.000".

At the bottom, there are tabs for "Material", "Quantity", "Where", and "Partner". The "Material" tab is active, showing the material name "White board material" and the plant "13167". There is also an "Equipment" field.



The bottom status bar shows "Item OK" and "Line 1".




Material: 13167

## 2. Enter Quantity

**Goods Receipt Other - TRAINEE21**









Show Overview |  Hold Check Post  Help

A01 Goods Receipt ▾ R10 Other ▾ Init.entry of stBal. 561

**General** 




Document Date 29.10.2020 Material Slip   
 Posting Date 29.10.2020 Doc.Header Text   
☐ 1 Individual Slip ▾

Line	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Stock Segment	Batch
1	White board material	<input checked="" type="checkbox"/>	1,000	EA	Lager 0001		

     Delete  Contents   

**Material** **Quantity** **Where** **Partner**

Qty in Unit of Entry 1,000 EA  
 Qty in SKU 1,000 EA Ext. Amount LC

  ☒ Item OK Line 1 

Quantity: 1000

## 3. Enter Plant details

**Goods Receipt Other - TRAINEE21**

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R10 Other

Init.entry of stBal. 561

**General**

Document Date 29.10.2020

Material Slip

Posting Date 29.10.2020

Doc.Header Text

☐ 1 Individual Slip

Line	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Stock Segment	Batch
1	White board material	<input checked="" type="checkbox"/>	1,000	EA	Lager 0001		

 
**Material** | **Quantity** | **Where** | **Partner**

Movement type 561 + Init.entry of stBal.

Stock type Unrestricted-Use

Plant Pune tata plant 2000

Storage location Lager 0001 0001

Unloading Point

Text

☒ Item OK Line 1

Plant: 2000



Storage Location: 0001

SAVE the document.

4. Check updated stock in Table

T-Code: MMBE

### Stock Overview: Basic List

---

**Selection**






Material  White board material

Material Type HAW... Trading goods

Unit of Measure  Base Unit of Measure EA

---

**Stock Overview**






Detailed Display

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. insp
Full	2,000.000	
1000 Tata groups	2,000.000	
2000 Pune tata plant	2,000.000	
0001 Lager 0001	2,000.000	

Stock before: 1000  
New Stock added: 1000  
Hence, Total stock: 2000

### Lab 14-1 Sales Order type

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create a Sales Order type in SPRO.</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

MENU Path:

SPRO -> Sales and Distribution -> Sales -> Sales Document -> Sales Document Header -> Define Sales Document Types

1. Copy Sales Order Type "OR"
2. Enter Name and description

**Change View "Maintain Sales Order Types": Details of Selected Set**

Sales Document Type	<input type="text" value="ZCNT"/>	<input type="text" value="STD ORDER"/>
SD Document Category	<input type="text" value="C"/>	Sales Document Block <input type="text"/>
Indicator	<input type="text"/>	

Number systems			
No. Range Int. Asst	<input type="text" value="01"/>	Item No. Increment	<input type="text" value="10"/>
No. Range Ext. Asst	<input type="text" value="02"/>	Subitem Increment	<input type="text" value="10"/>

General control			
Reference mandatory	<input type="text"/>	Material entry type	<input type="text"/>
Check division	<input type="text" value="2"/>	<input checked="" type="checkbox"/> Item division	
Probability	<input type="text" value="100"/>	<input checked="" type="checkbox"/> Read info record	
Check credit limit	<input type="text"/>	Check Customer Ref	<input type="text"/>
Credit group	<input type="text"/>	<input type="checkbox"/> Enter PO number	
Output application	<input type="text" value="V1"/>	Commitment date	<input type="text"/>

Sales Document Type: ZCNT created and saved.

### Lab 15-1 Item Category type

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create an Item Category type and assign it to the Sales Order.</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

#### 1. Create Item Category Type

MENU Path:

SPRO -> Sales and Distribution -> Sales -> Sales Document -> Sales Document Item -> Define Item Categories

1. Copy Item Category Type "TAN"
2. Enter Name and description

**Change View "Maintain Item Categories": Details of Selected Set**

Item category:

**Business Data**

Item Type	<input type="text"/>	<input checked="" type="checkbox"/> Business Item
Completion Rule	<input type="text"/>	<input checked="" type="checkbox"/> Sched.Line Allowed
Special Stock	<input type="text"/>	<input type="checkbox"/> Item Relev.for Div
Billing Relevance	<input type="text" value="K"/>	<input type="checkbox"/> Returns
Billing Plan Type	<input type="text"/>	<input checked="" type="checkbox"/> Wght/Vol.Relevant
Billing Block	<input type="text"/>	<input type="checkbox"/> Credit Active
Pricing	<input type="text" value="X"/>	<input checked="" type="checkbox"/> Determine Cost
Statistical Value	<input type="text"/>	
Revenue Recognition	<input type="text"/>	
Delimit. Start Date	<input type="text"/>	

**General Control**

☐ Autom.batch determ.
 ☐ Rounding permitted
 ☐ Order qty = 1

Item category: ZTNT created and saved.

## 2. Assign it to the Sales Order

MENU Path:

SPRO -> Sales and Distribution -> Sales -> Sales Document -> Sales Document Item -> Assign Item Categories

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

New Entries

SaTy	ItCGr	Usge	HLevItCa	DfltC	MItCa	MItCa	MItCa
ZCNT	NORM			ZTNT	TAP	TAQ	TANN
ZCNT	NORM		GTR2	REN			
ZCNT	NORM		TAC	TAF			

Default Item Category updated to ZTNT for Sales Document Type ZCNT.

## Lab 16-1 Creation of a Sales Order document

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create a Sales Order document with the above configuration changes.</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

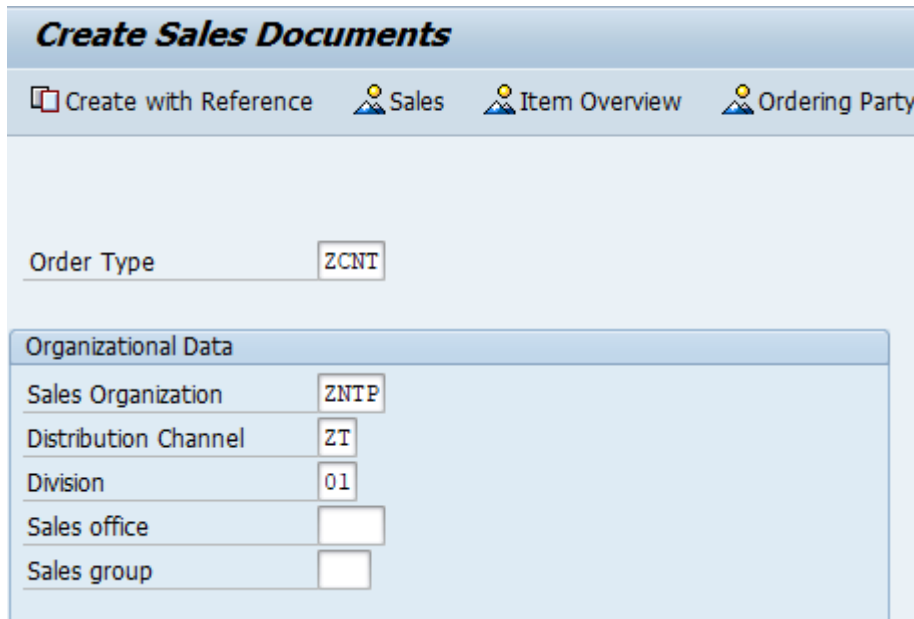
Transaction code:

VA01: Create Sales Order

VA02: Change Sales Order

VA03: Display Sales Order

1. Enter T-Code VA01 and enter details



**Create Sales Documents**

Create with Reference Sales Item Overview Ordering Party

Order Type

**Organizational Data**

Sales Organization

Distribution Channel

Division

Sales office

Sales group

**Type:** ZCNT

**Sales Organisation:** ZNTP (Use yours)

**Distribution Channel:** ZT

**Division:** 01

2. Enter details and SAVE

**Display STD ORDER 986: Overview**

**STD ORDER** 
**Net Value**  **USD**

**Sold-To Party**  **Sia / 123 Vishal Naagar / 411027 Pune**

**Ship-To Party**  **Sia / 123 Vishal Naagar / 411027 Pune**

**Cust. Reference** 
**Cust. Ref. Date**

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

**Req. Deliv.Date**  
**Deliver.Plant**

**Complete Div.** ☐
**Total Weight**  **KG**

**Delivery Block** 
**Volume**

**Billing Block** 
**Pricing Date**

**Pyt Terms**  **Pay immediately w/o deduction**

**Inco. Version**

**Incoterms**

**Inco. Location1**

**All Items**

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description
10	13167			10 EA	<input checked="" type="checkbox"/>	White board material

Sales Order 986 is created.



### Lab 17-1 Sales Order Cycle

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create an Inquiry -&gt; Quotation -&gt; Sales Order Cycle.</li> </ul>
<b>Time</b>	20 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

- Create Inquiry and Quotation as mentioned in LAB 8 and LAB 9.

- Create Sales order with respect to Quotation

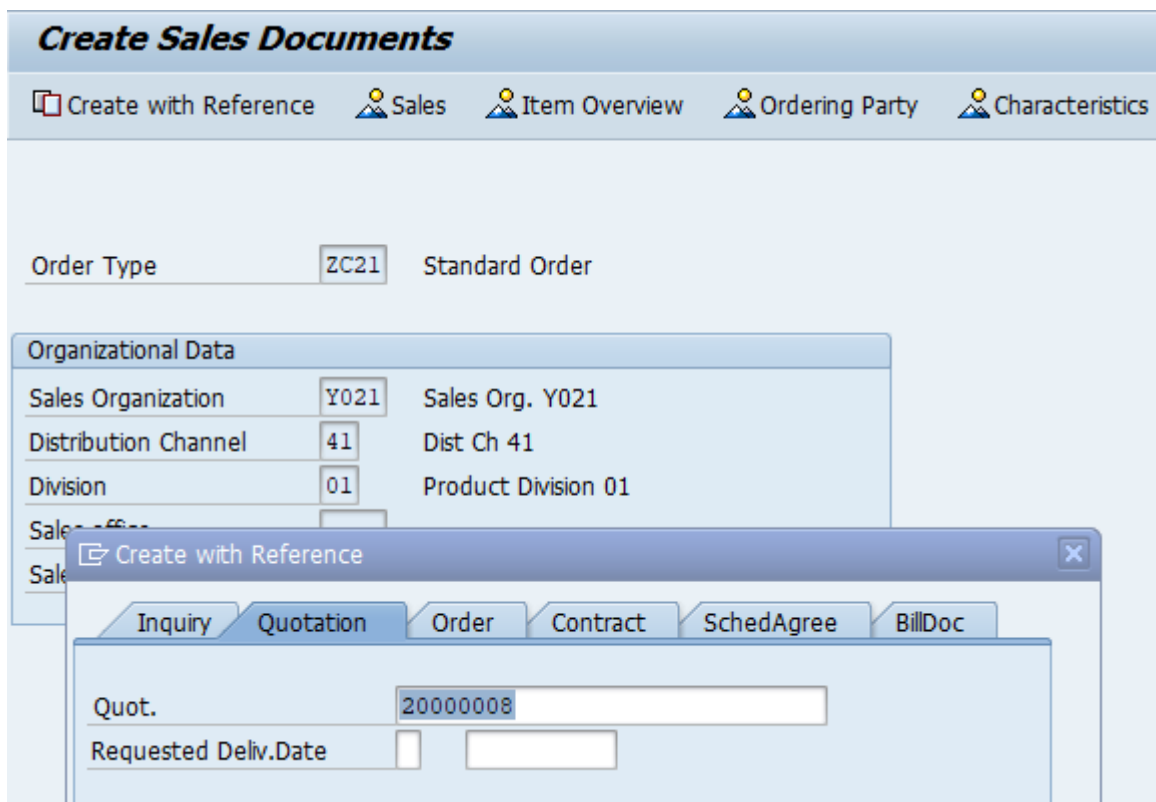
Transaction code:

VA01: Create Sales Order

VA02: Change Sales Order

VA03: Display Sales Order

1. Enter T-Code VA01 and enter details and click on the create to reference and enter quotation created



**Create Sales Documents**

Create with Reference Sales Item Overview Ordering Party Characteristics

Order Type  Standard Order

**Organizational Data**

Sales Organization  Sales Org. Y021

Distribution Channel  Dist Ch 41

Division  Product Division 01

Sales Office

Sales Office

Create with Reference

Inquiry Quotation Order Contract SchedAgree BillDoc

Quot.

Requested Deliv.Date

Type: ZC21

Sales Organisation: Y021 (Use yours)


Distribution Channel: 41

Division: 01

Quotation: 20000008

2. Complete the document and SAVE

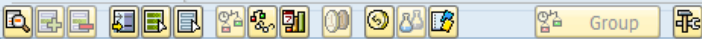
**Display Trainee21 Std Order 56: Overview**



Trainee21 Std Ord... 56      Net Value 2,000.00 EUR  
 Sold-To Party 66      Nalini / 123 Vishal Nagar / 411027 Pune  
 Ship-To Party 66      Nalini / 123 Vishal Nagar / 411027 Pune  
 Cust. Reference test      Cust. Ref. Date

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

Req. Deliv.Date D 07.09.2020      Deliver.Plant  
 Complete Div. ☐      Total Weight 20 KG  
 Delivery Block      Volume 0.000  
 Billing Block      Pricing Date 07.09.2020  
 Pyt Terms 0002 14 days 2%, 30 net  
 Inco. Version  
 Incoterms CFR  
 Inco. Location1 test



All Items

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description
	10 59			10 EA	<input checked="" type="checkbox"/>	Wooden door panels

Sales order 56 has been created.

### Lab 18-1 Sales Order with reference to Value only contract

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create Sales Order with reference to Value only contract created.</li> </ul>
<b>Time</b>	30 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

- Create Value contract as mentioned in LAB 11
- Create Sales order with respect to Value contract

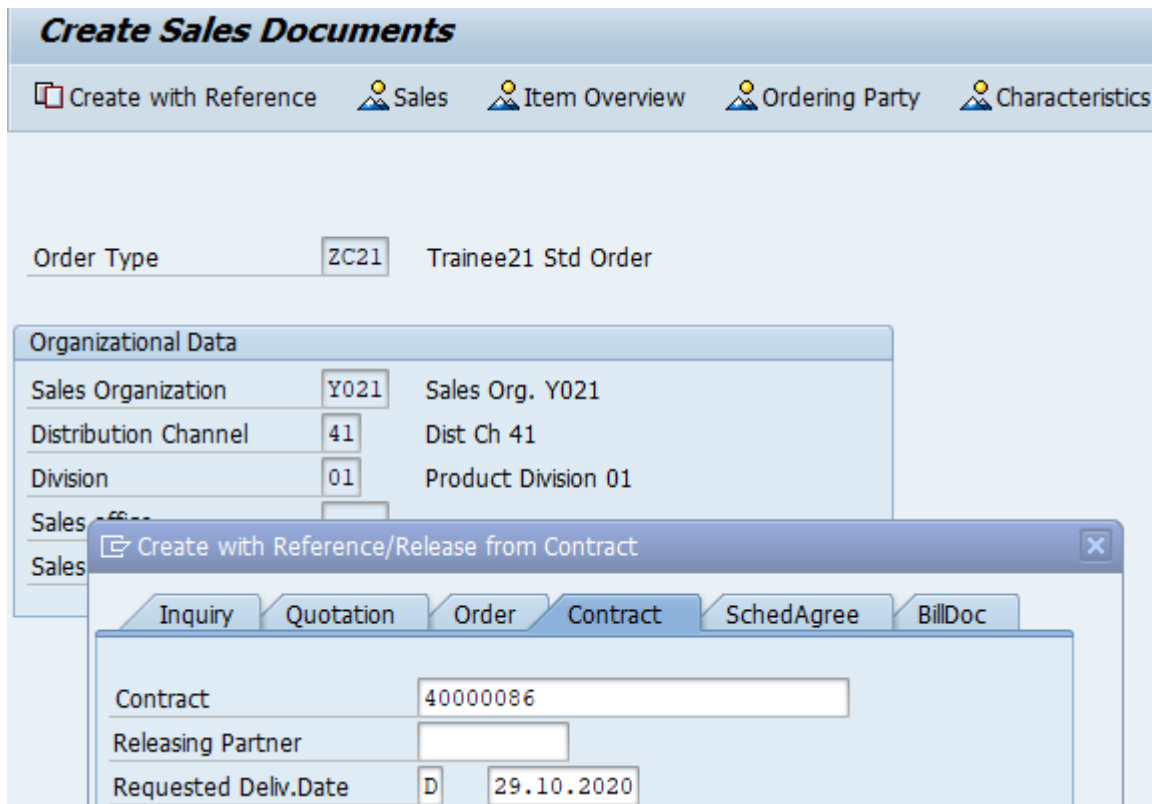
Transaction code:

VA01: Create Sales Order

VA02: Change Sales Order

VA03: Display Sales Order

1. Enter T-Code VA01 and enter details and click on the create to reference and enter Value contract created



**Create Sales Documents**

Create with Reference Sales Item Overview Ordering Party Characteristics

Order Type **ZC21** Trainee21 Std Order

**Organizational Data**

Sales Organization **Y021** Sales Org. Y021

Distribution Channel **41** Dist Ch 41

Division **01** Product Division 01

Sales Office **...**

**Create with Reference/Release from Contract**

Inquiry Quotation Order **Contract** SchedAgree BillDoc

Contract **40000086**

Releasing Partner **...**








Requested Deliv.Date **D** **29.10.2020**

**Type:** ZC21

**Sales Organisation:** Y021 (Use yours)

## 2. Complete the document and SAVE










**Display Trainee21 Std Order 320: Overview**

Trainee21 Std Ord... 320      Net Value 460.41 EUR  
 Sold-To Party 66      Nalini / 123 Vishal Naagar / 411027 Pune  
 Ship-To Party 66      Nalini / 123 Vishal Naagar / 411027 Pune  
 Cust. Reference test      Cust. Ref. Date

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

Req. Deliv.Date D 21.09.2020      Deliver.Plant  
 Complete Div. ☐      Total Weight 10 KG  
 Delivery Block      Volume 0.000  
 Billing Block      Pricing Date 21.09.2020  
 Pyt Terms 0001 Pay immediately w/o deduction  
 Inco. Version  
 Incoterms CFR  
 Inco. Location1 Pune

All Items

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description
	10 59			1 EA	<input checked="" type="checkbox"/>	Wooden door panels

Sales Order 320 has been created.

## Lab 19-1 Delivery Document Type

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create a Delivery Document Type in SPRO.</li> </ul>
<b>Time</b>	30 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

MENU Path:

SPRO -> Logistics Execution -> Shipping -> Deliveries -> Define Delivery Types

1. Copy Delivery Type "LF"
2. Enter Name and description

**Change View "Delivery Types": Details of Selected Set**

Delivery Type  Outbound Delivery

Document Cat.  Delivery

**Number Systems**

Item Number Increment

NR of Int. Asst

NR of Ext. Asst

**Order Reference**

Order Required

Default Ord.Ty.  Order Type Sched   Order w.indep.item

**Document Content**

Storage Location Rule  OutputDet.Proc.

Delivery Type: ZF21 is created.



## Change View "Maintain Sales Order Types": Details

 New Entries     

Sales Document Type

SD Document Category

Sales Document Block ☐

Indicator ☐

### Number systems

No. Range Int. Asst

Item No. Increment

No. Range Ext. Asst

Subitem Increment

### General control

Reference mandatory ☐

Material entry type ☐

Check division

☒ Item division

Probability

☒ Read info record

Check credit limit ☐

Check Customer Ref ☐

Credit group

☐ Enter PO number

Output application

Commitment date

☐ Disp. Preceding Docs

### Transaction flow

Screen sequence grp.  Sales Order

Display Range

Incompl.Proced.  LOGS

FCode for overv.scr.

Transaction group  Sales Order

Quotation Messages ☐

Doc. Pricing Proc.

Outline Agrmt Mess. ☐ ☐

Status profile

Message: Mast.contr.

Alt.sales doc. type1

ProdAttr.messages

Alt.sales doc. type2

☐ Incomplet.messages

Variant

### Scheduling Agreement

Corr.delivery type

Delivery block ☐

## Lab 21-1 Sales Order, Delivery and Billing document

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create Sales Order-&gt;Delivery (VLo1N, prefer VA02)-&gt;Billing Document and verify the Flow in VA02.</li> </ul>
<b>Time</b>	30 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

### 1. Create Sales Order

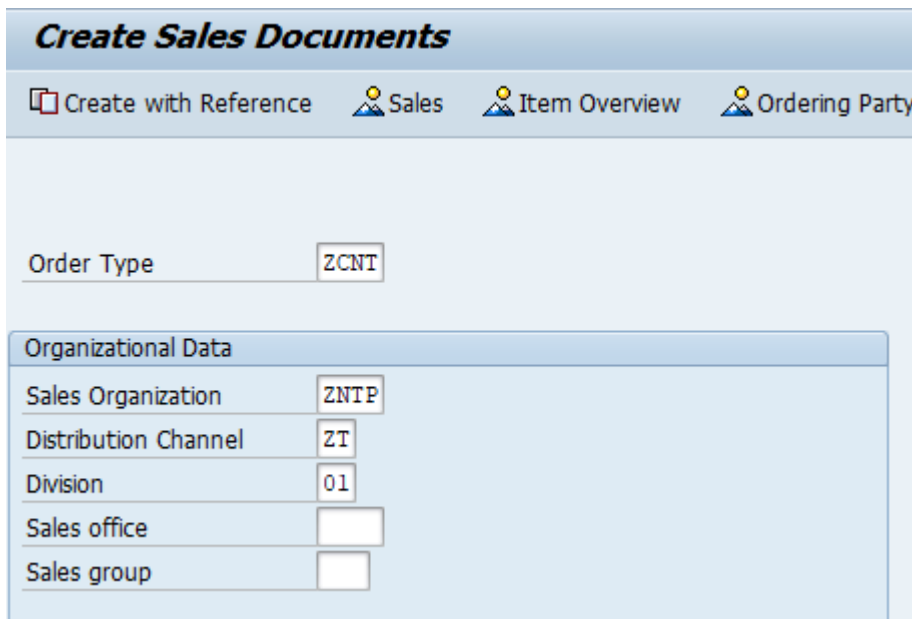
Transaction code:

VA01: Create Sales Order

VA02: Change Sales Order

VA03: Display Sales Order

#### 1. Enter T-Code VA01 and enter details



**Create Sales Documents**

Create with Reference Sales Item Overview Ordering Party

Order Type

**Organizational Data**

Sales Organization

Distribution Channel

Division

Sales office

Sales group

**Type:** ZCNT

**Sales Organisation:** ZNTP (Use yours)


**Distribution Channel:** ZT

**Division:** 01

#### 2. Enter details and SAVE




**Display STD ORDER 1166: Overview**



STD ORDER: 1166      Net Value: 4,000.00 USD  
 Sold-To Party: 104      Sia / 123 Vishal Naqar / 411027 Pune  
 Ship-To Party: 104      Sia / 123 Vishal Naqar / 411027 Pune  
 Cust. Reference:      Cust. Ref. Date:

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

Req. Deliv.Date: D 29.10.2020      Deliver.Plant:   
 Complete Dlv.: ☐      Total Weight: 10 KG  
 Delivery Block:      Volume: 0.000  
 Billing Block:      Pricing Date: 29.10.2020  
 Pyt Terms: 0001 Pay immediately w/o deduction  
 Inco. Version:   
 Incoterms: FOB  
 Inco. Location1: Pune



All Items

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description
10	13169		10 EA		<input type="checkbox"/>	Black board

Sales Order 1166 is created.

## 2. Create Delivery (VL01N, prefer VA02)

Transaction code:

VL01N

VA02

1. Goto VA02
2. Enter Sales Order
3. Goto Tab -> Sales Document -> Deliver
4. Enter Picked Qty
5. Post Goods Issue

**Outbound Delivery Create: Overview**

Post Goods Issue Display JIT Calls

Outbound Deliv.  Document Date 29.10.2020  
 Ship-to party 104 Sia / 123 Vishal Nagar / 411027 Pune

Item Overview Picking Loading Shipment Status Overview Goods Movement Data

Pick Date/Time 29.10.2020 08:00... OvrllPickStatus A Not Yet Picked  
 Warehouse No. OverallWMStatus No WM Trnsf Ord Req

Item	Material	Plnt	SLoc	Req. Segment	Deliv. Qty	Un	Picked Qty	Un	Ba
10	13169	2000	0001		10	EA	10	EA	

Outbound Delivery 80000610 created

### 3. Billing Document

Transaction code: VF01

SAVE the document.

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

Billing Documents

F2 Invoice 0000000001 Net Value 4,000.00 USD  
 Payer 104 Sia / 123 Vishal Nagar / 411027 Pune  
 Billing Date 29.10.2020

Item	Material	Item Description	Billed Quantity	SU	Net Value	Curr...	Tax
	1013169	Black board	10 EA		4,000.00	USD	




Billing Document 90000568

### 4. Flow of document

Transaction code: VA02






Enter Order and goto display document flow

## Document Flow

 Status Overview
  Display Document
 Service Documents
  Additional Links

**Business Partner** 0000000104 Sia




Document	On	Time	Status
▼  → STD ORDER 0000001166	29.10.2020	07:09:12	Completed
▼  Outbound Delivery 0080000610	29.10.2020	07:11:14	Completed
•  Picking Request 20201029	29.10.2020	07:14:29	Completed
•  GD goods issue:delvy 4900001430	29.10.2020	07:14:36	Complete
•  Invoice 0090000568	29.10.2020	07:17:20	

## Lab 22-1 Split Delivery and Collective Billing document

<b>Goals</b>	<ul style="list-style-type: none"> <li>Create Sales Order with 20 QTYs -&gt; Split Delivery into 10 QTY each -&gt; Create a collective Billing Document (Vf04).</li> </ul>
<b>Time</b>	30 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

1. Create Sales Order with 20 QTYs  
T-code VA01


**Display STD ORDER 1167: Overview**



STD ORDER: 1167      Net Value: 8,000.00 USD  
 Sold-To Party: 104      Via / 123 Vishal Nagar / 411027 Pune  
 Ship-To Party: 104      Via / 123 Vishal Nagar / 411027 Pune  
 Cust. Reference:      Cust. Ref. Date:

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

Req. Deliv.Date: D 29.10.2020      Deliver.Plant:      Complete Div.: ☐      Total Weight: 10 KG  
 Delivery Block:      Volume: 0.000      Billing Block:      Pricing Date: 29.10.2020  
 Pyt Terms: 0001 Pay immediately w/o deduction  
 Inco. Version:      Incoterms: FOB  
 Inco. Location1: Pune



**All Items**

Item	Material	Req. Segment	Order Quantity	Un	S	Item Description
10	13169		20	EA	<input type="checkbox"/>	Black board

2. Split delivery
  1. Goto VA02
  2. Enter Sales Order
  3. Goto Tab -> Sales Document -> Deliver
  4. Enter Delivery Qty - 10 and Picked Qty - 10
  5. Post Goods Issue

Repeat again.

**Outbound Delivery Create: Overview**

Post Goods Issue   Display JIT Calls

Outbound Deliv.  Document Date   
 Ship-to party  Sia / 123 Vishal Nagar / 411027 Pune

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

Pick Date/Time     OvrllPickStatus  Not Yet Picked  
 Warehouse No.    OverallWMStatus  No WM Trnsf Ord Req'd

All Items										
Itm	Material	Pnt	SLoc	Req. Segment	Deliv. Qty	Un	Picked Qty	Un	Batch	
10	13169	2000	0001		10	EA	10	EA		

Outbound Delivery 80000611 and 80000612 created

### 3. Create a collective Billing Document

T-Code: VF04

1. Select the outbound deliveries
2. Click – Collective Billing Document

**Maintain Billing Due List**

Individual Billing Document   Collective Billing Document   Collective Billing Doc./Online

S	BCat	SOrg.	Billing Date	Sold-To	BillT	DstC	Document	DChl	Dv	Doc.Cat.	Address	Sold-To Pt	Sold-toLoc	Sort Term
X	L	Y023	08.10.2020	74	F2	IN	80000584	Z3	01	J	24949	KAP	Pune	
X	L	Z020	15.09.2020	31	F2	IN	80000053	01	01	J	24729	test Arnab	Kolkata	
X	L	ZNMP	28.10.2020	103	F2	IN	80000609	ZM	01	J	25197	ZNMP	Pune	
X	L	ZNTP	29.10.2020	104	F2	IN	80000611	ZT	01	J	25199	Sia	Pune	
X	L	ZNTP	29.10.2020	104	F2	IN	80000612	ZT	01	J	25199	Sia	Pune	
X	L	ZPKP	08.10.2020	105	F2	IN	80000587	ZK	01	J	25212	PSK team	Pune	
X	L	ZSTP	08.10.2020	102	F2	IN	80000591	ZJ	01	J	25191	SSS	Pune	
X	L	ZSTP	08.10.2020	102	F2	IN	80000595	ZJ	01	J	25191	SSS	Pune	
X	L	ZSTP	08.10.2020	102	F2	IN	80000596	ZJ	01	J	25191	SSS	Pune	
X	L	ZSTP	08.10.2020	102	F2	IN	80000600	ZJ	01	J	25191	SSS	Pune	




Invoice 0090000569 created

### 4. Flow of document

Transaction code: VA02











Enter Order and goto display document flow

## Document Flow

 Status Overview
  Display Document
 Service Documents
  Additional Links

**Business Partner** 0000000104 Sia



Document	On	Time	Status
▼   STD ORDER 0000001167	29.10.2020	07:28:24	Completed
▼  Outbound Delivery 0080000611	29.10.2020	07:30:39	Completed
•  Picking Request 20201029	29.10.2020	07:32:10	Completed
•  GD goods issue:delvy 4900001431	29.10.2020	07:32:10	Complete
•  Invoice 0090000569	29.10.2020	07:35:41	
▼  Outbound Delivery 0080000612	29.10.2020	07:32:57	Completed
•  Picking Request 20201029	29.10.2020	07:33:01	Completed
•  GD goods issue:delvy 4900001432	29.10.2020	07:33:01	Complete
•  Invoice 0090000569	29.10.2020	07:35:41	

## Lab 23-1 Pricing Procedure

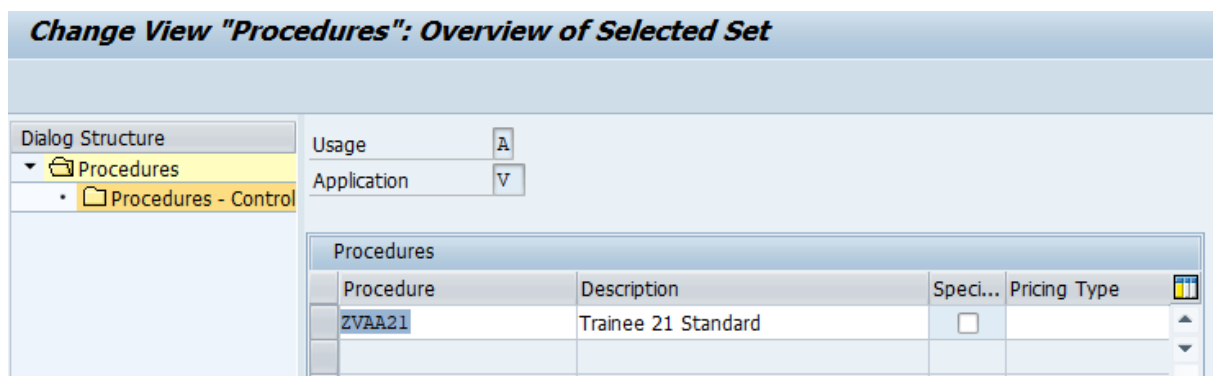
<b>Goals</b>	<ul style="list-style-type: none"> <li>Create a new Pricing Procedure and a Discount Condition type-SPRO.</li> <li>Assign the New Condition type -&gt; New Pricing Procedure -&gt; Sales Order type – SPRO</li> <li>Maintain Condition record for the new condition type and create a Sales Order</li> </ul>
<b>Time</b>	30 Minutes
<b>Lab Setup</b>	<ul style="list-style-type: none"> <li>Connectivity to SAP server</li> <li>Login details for connecting to SAP server</li> </ul>

### 1. Create a new Pricing Procedure and a Discount Condition type

#### 1. Pricing Procedure

MENU Path: SPRO -> SAP Reference IMG -> Sales and Distribution -> Basic Function -> Pricing -> Pricing Control -> Define And Assign Pricing Procedures - Set Pricing Procedures

1. Copy RVAA01
2. Enter name and description
3. Copy all
4. SAVE



#### 2. Discount Condition Type

MENU Path: SPRO -> SAP Reference IMG -> Sales and Distribution -> Basic Function -> Pricing -> Pricing Control -> Define Condition Types - Set Condition Types for Pricing

1. Copy KA02
2. Enter name and description
3. SAVE

**Change View "Conditions: Condition Types": Details of Selected Set**

Condition Type	ZA21	Promo Discount % 1	Access Sequence	A001	Special offer discounts
<b>Records for Access</b>					
<b>Control Data 1</b>					
Condition Class	A	Discount or surcharge	Plus/Minus	X	Negative
Calculation Type	A	Percentage			
Condition Category					
Rounding Rule		Commercial			
Structure Condition		None			
Condition Function					
Dat.Rec.Source	Condition Technique (old)				

2. Assign the New Condition type -> New Pricing Procedure -> Sales Order type

MENU Path: SPRO -> SAP Reference IMG -> Sales and Distribution -> Basic Function -> Pricing -> Pricing Control -> Define And Assign Pricing Procedures - Set Pricing Procedures

1. Select ZVAA21 and goto Procedures – Control Data
2. Copy any and put counter and condition type
3. SAVE

**Change View "Procedures - Control Data": Overview of Selected Set**

<b>Dialog Structure</b>		Procedure		ZVAA21	Trainee 21 Standard						
<ul style="list-style-type: none"> <li>Procedures</li> <li>Procedures - Control</li> </ul>		<b>Procedures - Control Data</b>									
<b>Reference Step Overview</b>											
Step	Co...	Co...	Description	Fro...	To ...	Ma...	R...	St...	Rel...	Print T...	Subt...
102	4	ZA21	Promo Discount % 1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	

3. Maintain Condition record for the new condition type and create a Sales Order

T-Code: VK11

1. Condition Type: ZA21



**Create Condition Records**

Condition Information      Key Combination

Condition type     




Key Combination


☒ Customer/Material  
☐ Division/Customer  
☐ Price List Type/Currency/Material  
☐ Material

☒ ☐

## 2. Enter details and SAVE

**Create Promo Discount % 1 Condition (ZA21) : Fast Entry**

 Sales Organization:  Sales Org. ZNTF  
 Distribution Channel:  Distribution Ch ZT  
 Customer:  Sia

 Select Rule

Customer/Material	Material	Description	Amount	Unit	per	U...	C..	S..	Valid From	Valid To
<input checked="" type="checkbox"/>	13169	Black board	500.000	-			A		29.10.2020	30.11.2020








### 3. Create Sales Order

T-Code: VA01

Complete the document

Then goto Availability Check

## Availability Overview

   Stock Overview 
  Stock in Detail 
  Totals Overview 
  Totals in Detail 
  Scope of check

Material: 13169  
 Black board  
 Plant: 2000  
 MRP Area: 2000  
 Base Unit: EA

Avail. check: 02  
 Check.rule: A  
 With negmbt qty: ☐

Totals display

Receipts: 1,945  
 Issues: 0  
 Confirmed issues: 0

ATP situation

Date	MRP ...	Stock Segment	MRP element data	Rec./reqd qty	Confirmed	Cum. ATP qty
29.10.2020	Stock			1,945		1,945
29.10.2020	SLocSt		0001	1,945		1,945

SAVE the document.

Sales Order 1169 created.