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A. Organization

1. Procurement

1.1.   Purchasing Group

Questions:

Q: 1) Shall puchasing groups represent individual buyers or groups of buyers? If Groups of buyers, provide a list of groups.

A:

Q: 2) Provide a list of buyer names.

A:

1.2.   Purchasing Organization

Questions:

Q: 1) Which purchasing departments exist in your enterprise?

A:

Q: 2) If there is more than one department which handles all purchasing, specify which department(s) negotiate pricing terms and conditions with your suppliers.

A:

Q: 3) Do you have departments outside your purchasing department, which handle purchasing? If so, list these departments and what they purchase.

A:

Q: 4) How do the departments share the task of procuring the goods and services required by the organization?

A:

Q: 5) Where do you procure materials/services in your enterprise?

A:

Q: 6) Which material types/external services do you procure?

A:

Q: 7) For which enterprise entities do you procure materials/services? List these materials/services.

A:

Q: 8) Do you have corporate and localized purchasing functions?

A:

Q: 9) Do you negotiate vendor pricing at a corporate or local level?

A:

Q: 10) Where do you procure materials/services in your enterprise centrally?

A:

Q: 11) Which materials/services do you procure centrally?

A:

Q: 12) For which enterprise areas do you procure materials/external services centrally? List these materials/services.

A:

Q: 13) Where do you negotiate centrally agreed contracts for the purchase of materials/services in your enterprise?

A:

Q: 14) For which materials/external services do you negotiate framework contracts?

A:

Q: 15) Which enterprise entities can release orders against these contracts?

A:

Q: 16) Do you want to have procurement in particular enterprise areas/business areas or product groups separated?

A:

B. Master Data

1. Procurement

Questions:

Q: 1) How many different materials do you procure on a regular basis?

A:

1.1.   Manufacturer Part Number

Questions:

Q: 1) Will you maintain your vendor's part number within SAP, associated to your material master number? If yes, could there be more than one manufacturers part number associated with one of your material master numbers?

A:

1.2.   Conditions

Questions:

Q: 1) Which price components do you use in purchasing documents (e.g. gross price, surcharges, discounts, freight, duty, import)?

A:

Q: 2) Do prices depend on the quantity ordered (e.g. quantity discounts or price scales)? If so, specify price components, quantity, and other factors.   ist, please also specify if the price component is based on quantity, based

A:

Q: 3) To which date does the price determination process relate? (E.g. delivery date, PO date, other.)

A:

Q: 4) Is pricing information from other systems to be used for price computation purposes in R/3?   ystem?

A:

Q: 5) Do you manually change the price at header level for the entire purchasing document?

A:

Q: 6) Do you allow changes to the gross price that is automatically determined by the R/3 System?

A:

Q: 7) Does the vendor's price include value-added tax?

A:

Q: 8) Is it possible to change pricing conditions after a PO has been created?

A:

Q: 9) Specifically for Brazil indexation: Which indexes and forms are necessary?

A:

1.3.   Source List

Questions:

Q: 1) Will you maintain specific vendor hierarchies?

A:

Q: 2) Do you want to maintain a list of approved vendors? This means that if a material is subject to a source list requirement, it can only be procured from the vendors included on the source list.

A: [ ]Yes
      [ ]No

Q: 3) Do you need a source list for: (1) all materials (2) all materials of a plant (3) certain materials only? Please explain.   nly. Explain for which materials.

A:

Q: 4) Is there a fixed vendor for some materials? (1) No. (1) Yes, in certain plants (specify) (2) Yes, across the entire enterprise (3) Yes, everywhere except in certain plants (specify).

A:

Q: 5) Do some vendors cover certain geogr. regions? (1) No. (2) Yes. Warning if vendor does not cover relevant region. (3) Yes. Prevent issue of POs in latter case.
o

A:

Q: 6) Should it be possible to for purchase orders to be created automatically in the course of material requirements planning (MRP)?

A: [ ]Yes

[ ]No

Q: 7) Should it be possible to for scheduling agreement schedule lines to be created automatically in the course of material requirements planning (MRP)?

A: [ ]Yes
      [ ]No

1.4.   Quota Arrangement

Questions:

Q: 1) Will you maintain specific vendor quotas (for example 70 % from vendor A, 30% from vendor B) for your materials? If yes, how many quota arrangements are you currently maintaining?

A:

1.5.   Delivery Address

Questions:

Q: 1) Are there addresses, over and above the plant address(es) that will be used repeatedly on purchasing documents? If yes, provide a list of those needed.

A:

Q: 2) Do any storage locations have an address that varies from the assigned plant? If yes, provide a list of the additional specific storage location addresses.

A:

1.6.   Vendor Rebate Arrangements

Questions:

Q: 1) Do you wish to send your business partners written confirmation of rebate arrangements entered into with them?

A: [ ]Yes
      [ ]No

Q: 2) Do you grant your vendors volume rebates based on the volume of business done over a period of time?

A:

1.7.   Settlement Accounting for Conditions Requiring Subsequent Settlement

Questions:

Q: 1) Is the data from the process of subsequent settlement to be included in the profitability analysis?

A: [ ]Yes
     [ ]No

Q: 2) Is the process of subsequent settlement to be carried out at plant level?

A:

Q: 3) At which levels is aggregation or sorting of data to be carried out?

A:

Q: 4) Must external business volume data (e.g. from sites with other systems) be taken into account for subsequent (end-of-period rebate) settlement?

A:

Q: 5) Are tolerance limits to be taken into account in subsequent (end-of-period rebate) settlement? If so, which?

A:

Q: 6) Are your business partners to be given written notification of rebate arrangements for which settlement accounting has taken place?

A: [ ]Yes
     [ ]No

Q: 7) How long do your agreements run?

A:

Q: 8) What is the maximum period of an agreement with the settlement partner?

A:

Q: 9) How many agreements do you use that have a validity period of more than one year?

A:

Q: 10) Which periods of time do you use that have a validity period of less than one year?

A:

Q: 11) Do you extend your agreements at regular intervals?

A: [ ]Yes
     [ ]No

Q: 12) If so, how often do you extend them?

A:

Q: 13) Do you use rebate arrangements that apply retrospectively?

A:

Q: 14) Do you carry out several settlements for each agreement?

A: [ ]Yes
   [ ]No

Q: 15) In the case of multiple settlement, do you use fixed time intervals that can be defined beforehand in a calendar?

A: [ ]Yes
   [ ]No

Q: 16) If the intervals that you use are of equal length, how long are these intervals?

A:

Q: 17) If you perform more than one settlement for each rebate agreement: Do you perform a final settlement in which all previous advance payments are offset?

A: [ ]Yes
   [ ]No

Q: 18) Do you settle rebate agreements only within an self-contained accounting unit ("company code") or are various volume rabates for various subenterprises settled in a single rebate agreement and distributed proportionally?

A:

Q: 19) Do you settle rebate arrangements as credits or debits?

A:

Q: 20) Are settlements that are sent to customers (instead of vendors) also created based on the business volume data from purchasing or agency business?

A: [ ]Yes
   [ ]No

Q: 21) Before which settlements do you agree on your business volume with your settlement partners?

A:

Q: 22) Do you want to post the settlement documents immediately in Financial Accounting?

A: [ ]Yes

[ ]No

Q: 23) Do you receive promotional deals?

A: [ ]Yes
      [ ]No

Q: 24) Are subsequent settlement conditions to be taken into account for articles subject to inventory management (valuation) on a value basis?

A: [ ]Yes
      [ ]No

Q: 25) When is the business volume updated?

A:

Q: 26) Which business-volume-relevant document types do you use?

A:

Q: 27) Which schema do you want to use to calculate conditions that are subsequently settled? Which discounts are included in the business volume basis for subsequent settlement, if necessary?

A:

Q: 28) Which discounts are included in the business volume basis for subsequent settlement, if necessary?

A:

Q: 29) On which value does the business volume of subsequent settlement depend?

A:

Q: 30) Are conditions calculated differently?

A: [ ]Yes
      [ ]No

Q: 31) Do you want to transfer business volume data from other systems to the R/3 System?

A: [ ]Yes
      [ ]No

Q: 32) Do you want to import documents subject to volume-based rebates into the system using a data carrier?

A: [ ]Yes
      [ ]No

Q: 33) Which evaluations and statistics do you need?

A:

1.8. Release Strategy with Classification

Questions:

Q: 1) Will any purchasing documents be subject to approval in SAP? If yes, describe the criteria that will be needed to determine the appropriate approval policy for purchase requistions, RFQs, purchase orders, contracts, scheduling agreements.

A:

1.9. Vendor Evaluation

Questions:

Q: 1) How do you evaluate vendors in your legacy system?

A:

Q: 2) Which criteria do you use to evaluate your vendors?

A:

Q: 3) How do you rate the scores for these criteria? If the criteria are not weighted equally, indicate the individual weightings.

A:

C. Business Processes

1. Procurement

Questions:

Q: 1) How many different materials do you procure on a regular basis?

A:

Q: 2) How does material move between plants?

A:

1.1. Procurement of Materials and External Services
1.1.1. Purchase Requisition
1.1.1.1. Purchase Requisition Processing

Questions:

Q: 1) How are purchase requisitions created in the case of stock material, material for direct consumption, external services?

A:

Q: 2) Will you use a purchase requisition to trigger creation of for a contract or scheduling agreement (Outline Agreement Request)?

A:

Q: 3) How many days does it take, typically, before a purchase requisition becomes demand in a purchasing document given to a supplier? Please indicate processing time per plant.

A:

Q: 4) Will purchase requisitions generated via material/article requirements planning be manually post-processed?

A: [ ]Yes
     [ ]No

1.1.1.2.   Purchase Requisition Assignment

Questions:

Q: 1) On the basis of which criteria are purchase requisitions assigned to a source of supply?

A:

Q: 2) On the basis of which criteria are purchase requisitions grouped together?

A:

Q: 3) What support (e.g. price simulation) does the buyer need in order to assign the purchase requisition?

A:

Q: 4) Are purchase requisitions converted into requests for quotations?

A: [ ]Yes
     [ ]No

Q: 5) Which sources of supply will you use for purchase requisitions? Are these sources of supply internal and/or external to your company?

A:

1.1.1.3.   Release Purchase Requisition

Questions:

Q: 1) Should requisitions be subject to approval by someone (or possibly several people) before the requisition can be processed into an RFQ and/or purchase order?
a

A:

Q: 2) Are the purchase requisitions subject to a release strategy? If so, which criteria apply?

A:

Q: 3) How is the person responsible for releasing the purchase requisition to be notified?

A:

1.1.2.   Purchasing
1.1.2.1.   Purchase Order Processing

Questions:

Q: 1) How will purchase orders be created in your system?

A:

Q: 2) Do you want the system to check whether the purchase price is within a predefined tolerance in your system, compared with the material valuation price?

A:

Q: 3) Describe how the source of supply is determined for manually created purchase requisitions!

A:

Q: 4) Specify the consumption categories for which you will procure external services and material directly: Asset, cost center, production order, project, sales order, other (please specify).

A:

Q: 5) Which types of purchase order will you use?

A:

Q: 6) How do you transmit purchase orders to your vendors?

A:

Q: 7) Do you order material in a unit of measure that differs from the one used for stockkeeping purposes?

A: [ ]Yes
      [ ]No

Q: 8) Do you pay for material in a different unit of measure than the one that is shown in the PO/and or used for stock putaway?

A: [ ]Yes
       [ ]No

Q: 9) Is it necessary to track certificates of origin and/or customs reference numbers for materials produced in foreign countries?

A:

Q: 10) Will you be purchasing material imported from foreign vendors ?

A: [ ]Yes
       [ ]No

Q: 11) Are purchasing info records to be updated automatically with every purchase order?

A: [ ]Yes
       [ ]No

Q: 12) Do you wish to analyze/evaluate purchase transactions according to the reasons for ordering?

A: [ ]Yes
       [ ]No

Q: 13) Do you plan and enter freight costs in the PO? If yes, describe the basis of the costs. Also indicate if any types of costs can be determined automatically (for example, freight costs per piece, per unit of weight, as a percentage of the value).

A:

Q: 14) Do you want to prevent users from changing the account assignment of items in purchasing documents for which they have no authorizations? If so, for which purchasing documents?

A:

Q: 15) Do you sometimes order stock material directly for a cost center or another consumption category?

A: [ ]Yes
       [ ]No

Q: 16) Do you have to declare your ordering activities to the authorities? If so, describe.

A:

Q: 17) Do you allow overdeliveries? If so, specify the percentage variance for the individual materials/material types.   yes, what percentage would you allow? Should this default percentage threshold vary for diff

A:

Q: 18) On the occasion that a vendor sent you less than the quantity ordered, would you ever want this shortfall to be considered an under delivery, with no further deliveries expected? Please list the values for each material/material group.

A:

Q: 19) Can the materials you purchase be subject to different tax types? (For example, based upon the material purchased, based upon the plant for which the material is purchased, etc)?   o

A:

Q: 20) Do your POs issued to vendors contain specific transport or packing instructions? ssue to suppliers? Is vendors' compliance with the transport and packing instruhe instructions when the goods are received ?

A:

Q: 21) Is it to be possible for purchase orders to be generated automatically following a goods receipt? Specify the criteria for this.

A:

1.1.2.2.   Contract Release Order

Questions:

Q: 1) Will contract release orders be created in R/3 manually, with reference to purchase requisitions, and/or automatically? (For more details, refer to the Source Administration Scenario.) - for stock material - for consumable material - for external services

A:

1.1.2.3.   Release of Purchase Orders

Questions:

Q: 1) Are purchase documents to be approved by someone before being issued to vendors? Describe the approval procedure....

A:

Q: 2) How is the person responsible for approval to be notified? - Approver checks R/3 regularly, by phone, by e-mail, by workflow, other.

A:

Q: 3) Will you use an electronic signature to release purchasing documents?

A: [ ]Yes
     [ ]No

1.1.2.4.   Transmission of Purchase Orders

Questions:

Q: 1) How do your vendors transmit shipping notifications?

A:

Q: 2) What information does the shipping notification contain?

A:

Q: 3) How are your RFQs and rejection letters to your vendors to be transmitted?

A:

Q: 4) How long after ordering and before the time of delivery should a shipping notification have been received?

A:

Q: 5) Are there differences per vendor and/or site? If so, which?

A:

Q: 6) How will you transmit your purchasing documents to your vendors?

A:

Q: 7) Do you wish to adopt vendors' own nomenclature for characteristics (color codes etc.) on your order form?

A:

Q: 8) How are purchase orders to be transmitted?

A:

1.1.2.5.   Scheduling Agreement Delivery Schedule

Questions:

Q: 1) Are scheduling agreement delivery schedules/SA releases created in R/3 manually, with reference to requisitions and/or automatically? (Further details in sourcing administration scenario.)

A:

Q: 2) How do you wish to synchronize (monitor) the delivery schedules/SA releases with respect to the quantities delivered?

A:

Q: 3) Do you want to offer your vendors the option of viewing the scheduling agreement releases via the Internet?

A:

1.1.2.6.   Transmission of Scheduling Agreements

Questions:

Q: 1) How do you wish to transmit scheduling agreements?

A:

Q: 2) How are your RFQs and rejection letters to your vendors to be transmitted?

A:

Q: 3) Are there differences per vendor and/or site? If so, which?

A:

1.1.2.7. Delivery and Acknowledgment Expediter

Questions:

Q: 1) How many days after the due delivery date will you send messages to your vendors urging delivery of the overdue goods?

A:

Q: 2) Should this deadline monitoring vary for different materials or articles? If so, please explain.

A:

Q: 3) Will you send out reminders regarding outstanding vendor confirmations if the due date is exceeded? wledgment deadline is exceeded?

A: [ ]Yes
[ ]No

Q: 4) Which kinds of purchasing document do you want to send to vendors? 1) The complete purchasing document 2) Information re changes 3) Reminders (prior to due date 4) Urging letters/expediters (after due date) 5) Scheduling agreement delivery schedules.

A:

Q: 5) Will you send urging messages (expediters) to your vendors in the case of overdue deliveries.If so, how many days after the due date will you do this?

A:

Q: 6) How are reminders and urging letters (expediters) to be sent to your vendors?

A:
1.1.2.8. Inbound EDI Processing

Questions:

Q: 1) Create a list of which R/3 messages are sent to which business partners, which IDoc type is used and which EDI standards the messages are to be converted into.

A:

Q: 2) From how many different business partners will you receive EDI messages?

A:

Q: 3) Describe the changes you want to make to the standard EDI messages.

A:

Q: 4) Under which operating system do you want your EDI subsystem to run?

A:

Q: 5) Which interface technique do you want to use for exchanging messages between R/3 and your subsystem?

A:

Q: 6) Has SAP certified your EDI subsystem?

A:

Q: 7) Make a list showing the number of all outgoing messages (customer-specific) and the desired send time.

A:

Q: 8) Create a list showing the number of all incoming EDI messages (customer-specific) and the desired processing time

A:

Q: 9) Do you want to use Work Flow to be notified of errors or warnings?

A:

Q: 10) What type of reporting tools do you want to use?

A:

1.1.2.9.   Processing of Shipping Notifications/Confirmations

Questions:

Q: 1) Will you process shipping notifications with the R/3 System?

A: [ ]Yes
     [ ]No

Q: 2) Once you have issued a purchasing document to a vendor, do you want to track "confirmations" your vendor may return to you regarding the order?

A:

Q: 3) What do you do if the order acknowledgment contains quantity and/or delivery date variances viz a viz the purchase order or a previous acknowledgment?

A:

Q: 4) Which type of vendor confirmation do you need and at which time intervals? Which events should trigger a confirmation?

A:

1.1.2.10. Transmission of Shipping Notifications

Questions:

Q: 1) Which department or person is to be informed of the shipping notifications?

A:

1.1.3. Transportation

1.1.3.1. Message Transmission for Transport Documents

Questions:

Q: 1) Do you require shipment documents for physically transporting the merchandise? If so, what form of document (e.g. paper, EDI)?

A:

Q: 2) What information do these documents contain?

A:

Q: 3) How are shipping documents to be transmitted?

A:

1.1.3.2. Transportation Planning and Processing

Questions:

Q: 1) Do you plan transportation yourself?

A:

Q: 2) Do you use any third-party transportation systems?

A: [ ]Yes
      [ ]No

Q: 3) Describe your transportation handling in detail.

A:

Q: 4) What carriers do you use to transport goods?

A:

Q: 5) How do you select your carriers?

A:

Q: 6) How do you create shipments?

A:

Q: 7) Do you have Individual and/or Collective Shipments?

A:

Q: 8) Do you use one mode of transport per route or a combination of modes per route, e.g. road, rail, sea?

A:

Q: 9) Do you need leg determination?

A:

Q: 10) List all documents required to complete the transportation process.

A:

Q: 11) Do you record the progress of the shipment?

A:

Q: 12) If so, which ones?

A:

Q: 13) Is freight charged to the customers or is it absorbed by the company?

A:

Q: 14) Do you need to be able to enter your actual transportation data at a later point in time (for example, time taken, distance travelled)?

A:

Q: 15) How do you determine shipment costs (for example, kilometers, volume)?

Questionnaire_MM.doc

A:

Q: 16) How do you carry out settlement accounting with the external carrier?

A:

Q: 17) Do you charge stores for the costs of using your own vehicles?

A:

Q: 18) Do you handle several deliveries for different ship-to parties in one single shipment?

A:

Q: 19) According to which criteria do you group deliveries for one shipment?

A:

Q: 20) Do you have your own vehicles or do you use external carriers?

A:

Q: 21) What do you use as a basis for scheduling your vehicles or the vehicles of your external carrier?

A:

Q: 22) How do you respond to capacity constraints? Describe the contractual conditions.

A:

Q: 23) What information do these documents contain?

A:

1.1.3.3.   Freight Cost Invoicing and Settlement

Questions:

Q: 1) Is freight charged to the customer or does the company absorb the cost?

A:

Q: 2) How do you calculate your freight costs (freight pricing procedure)?

A:

Q: 3) Are you using multi-dimensional scales for freight calculation?

A:

Q: 4) How do you post your freight costs to accounting?

A:

Q: 5) Do you verify invoices for your forwarding agents? If so, which rules do you use?

A:

1.1.4.   Goods Receipt
1.1.4.1.   Reservation Processing

Questions:

Q: 1) Will you maintain specific material reservations (for sales, for production) for your stock materials?

A:

Q: 2) How far in advance are materials to be allowed to be reserved?

A:

Q: 3) In which cases would you want to use manual reservations?

A:

Q: 4) How long after the reservation date are open reservations canceled?

A:

1.1.4.2.   Goods Receipt Processing

Questions:

Q: 1) The material stock balances shown in your legacy system are to be transferred to the R/3 System. Will the stocks be valuated at the prices specified in the R/3 e total value of the former system be taken over?

A:

Q: 2) If you do not use the R/3 Purchasing functionality, describe the process of receiving goods from a vendor.

A:

Q: 3) If you do not use production orders of the R/3 System, describe the process of receiving goods from production.

A:

Q: 4) Should the person who posts a goods receipt be able to use a different account assignment than the one specified via the automatic account determination process?nt assignment?

A:

1.1.4.3.   Goods Receipt Processing with Reference

Questions:

Q: 1) Describe the process for receiving goods with reference to a purchase order.

A:

Q: 2) Name the storage locations to which vendors deliver the goods.

A:

Q: 3) How do you inform the Purchasing Department that goods have been received?

A:

Q: 4) Do you receive quantities less than the ordered quantity? If yes, is the purchase order considered complete then or do you receive the missing quantities later?

A:

Q: 5) Do you physically store the goods you have received into "stock in quality inspection" at a different location than those posted to normal stock?

A: [ ]Yes
       [ ]No

Q: 6) Do you allow every material to be stored at all storage locations? Please describe!

A:

Q: 7) Do you use a unit of measure for the pricing of the goods other than the unit you order in? If yes, you can define the variances in customizing.

A:

Q: 8) Do the materials you receive have to be stored for a certain time before they can be used or do they have an expiration date that you want to keep in the system?

A:

Q: 9) Do you refuse to accept deliveries if the vendor has not complied with the shipping instructions? (Can be used to evaluate vendors.)

A: [ ]Yes
       [ ]No

Q: 10) Which documents are generated with the goods receipt?

A:

Q: 11) Which documents are generated in connection with a goods receipt?

A:

Q: 12) If a goods receipt quantity is assigned to a goods issue, do you want the person who enters the goods receipt to receive a corresponding message?

A:

Q: 13) Will you inspect the material/article at the time of goods receipt? If so, do you enter the goods receipt and the inspection result or do you only enter the goods receipt after the inspection has been carried out?

A: [ ]Yes
       [ ]No

Q: 14) If you are using batch management, how is the batch number determined at the time of goods receipt?

A:

Q: 15) Do you classify the batches at the time of goods receipt? Please specify the criteria.

A:

Q: 16) Is the automatic account determination process defined by Financial Accounting? If not, who is responsible within Logistics?

A:

Q: 17) Do you wish to print out the material document as evidence of a goods movement? Which information should be included in the printout?

A:

1.1.4.4.   Automatic Generation of Purchase Orders

Questions:

Q: 1) Is it to be possible for purchase orders to be generated automatically following a goods receipt? Specify the criteria for this.

A:

1.1.5.   Service Entry Sheet
1.1.5.1.   Service Entry Sheet

Questions:

Q: 1) Do you wish to process or document completion of the services performed by the service provider?

A:

1.1.6.   Warehouse/Stores

Questions:

Q: 1) Do you have storage locations, which are not relevant for Warehouse Management ?

A:

Q: 2) Will you use storage locations for more than one plant? Name these storage locations and the relevant plants.

A:

Q: 3) Describe the structure of your warehouse!

A:

Q: 4) Are you using external Warehouse control systems / subsystems? Do you plan to connect this system with the R/3 ?

A:

Q: 5) Which system should determine the storage bins for stock placement / removement ?

A:

Q: 6) For removals and batch management, which system should determine the batch?

A:

Q: 7) Which system should generate the transport orders ?

A:

Q: 8) How does your automated storage and retrieval system communicate to the legacy system? Explain or provide a design drawing.

A:

Q: 9) Do you need traceability of materials based on pallet information?

A:

Q: 10) Do you want to control whether goods in the goods receipt zone are displayed in the availablity check?

A:

1.1.6.1. Stock Placement Processing

Questions:

Q: 1) Are pallets managed in the system with a unique number?

A: [ ]Yes
     [ ]No

Q: 2) Are materials posted to quality inspection after goods receipt, or are they in unrestricted-use stock?

A:

Q: 3) Can goods be issued directly from the goods receipt area?

A: [ ]Yes
     [ ]No

Q: 4) Do you post your materials to "blocked stock"?

A: [ ]Yes
     [ ]No

Q: 5) Do you post your materials to return delivery stock?

A: [ ]Yes
     [ ]No

Q: 6) Describe the individual steps from external goods receipt to final placement in storage (putaway).

A:

Q: 7) Do you have capacity limits for your storage bins, for example, weight, volume...?

A: [ ]Yes
     [ ]No

Q: 8) Is a transfer requirement to be generated automatically at the time of a goods receipt with reference?

A:

Q: 9) For which goods movements are transfer orders to be created automatically?

A:

Q: 10) What kind of form (printout) do you need for stock putaways (GR slip, transfer order form, sticker, etc.)?

A:

Q: 11) Is procured material pending inspection posted to stock or does it remain in the goods receipt storage area? What happens with the samples: - Keep in GR area - post to stock - move to inspection area?

A:

Q: 12) Which parameters determine your putaway strategies?
etermining the appropriate storage bin.

A:

Q: 13) Do you print the stock placement (putaway) document when the transfer order is created?

A: [ ]Yes
     [ ]No

Q: 14) Are transfer orders confirmed manually or automatically?

A:

Q: 15) Please list the storage types that will have placement confirmation.

A:

Q: 16) Does your legacy system automatically determine the storage bin in which to place the materials? Is this done manually?

A:

Q: 17) Who is notified of a stock putaway? How is this person notified?

A:

Q: 18) Will you maintain placement strategies (for example, storage types, storage sections, storage bins) for your stock materials?

A:

Q: 19) How many storage bins do you have per storage type?

A:

Q: 20) How many stock putaways (items) do you have per day?

A:

Q: 21) Do you receive consignment stock from vendors?

A: [ ]Yes
       [ ]No

Q: 22) Do you receive articles that have batch or serial numbers from vendors?

A:

Q: 23) Do you create a pre-allocation of your materials within warehouse management?

A: [ ]Yes
       [ ]No

Q: 24) Do you group together your pick list for multiple processing for a particular shipping point, route, pick date, stock placement, stock removal?

A:

Q: 25) Do you receive materials with batch or serial numbers from vendors?

A:

1.1.6.2.   Difference Processing

Questions:

Q: 1) How do you handle stock differences that are noticed either at the time of transfer order confirmation or continuous inventory based on bin-to-bin transfer?

A:

1.1.6.3.   Confirmation

Questions:

Q: 1) Are to-bin transfer orders confirmed separately or automatically by the system?

A:

Q: 2) How much time elapses between delivery of the goods and their inspection, and between inspection and the arrival of the goods at their final destination?   the destination bin.

A:

Q: 3) How are the picking results confirmed?

A:

Q: 4) Which data is confirmed (e.g. actual time, transport equipment used)?

A:

Q: 5) Do you want to confirm the quantities involved in when stock is placed into or taken out of storage manually or automatically?

A:

1.1.6.4.   Return Delivery

Questions:

Q: 1) Will you be required to retain costs for material that is inspected as a result of a stock purge?

A: [ ]Yes
     [ ]No

Q: 2) Will you create action plans/tasks for this defective material?

A: [ ]Yes
     [ ]No

Q: 3) Do you enter data (for example, defects, characteristic results, specific findings) on the defective material found in the stockroom or on the shop floor?

A: [ ]Yes
     [ ]No

Q: 4) Do you have to inspect/re-inspect defective material found in your stockroom or on the production floor?

A: [ ]Yes
     [ ]No

Q: 5) Which documentation should accompany the goods that are returned to the vendor?

A:

Q: 6) Describe the handling of inspection lots where the usage decision has determined that they are to be rejected and returned   ned to the vendor.

A:

1.1.6.5.   Posting Change WM

Questions:

Q: 1) Do you use transfer orders to implement transfer postings with respect to consignment material?

A:

Q: 2) Which movement types will you use for posting changes?

A:

Q: 3) What type of documentation (forms) is to be generated in the case of transfer postings?

A:

Q: 4) Who is to be informed of a transfer posting? How is this person to be informed?

A:

1.1.6.6. WM Stock Transfer

Questions:

Q: 1) Do you use storage-bin-to-storage-bin stock transfers?

A: [ ]Yes
     [ ]No

1.1.7. Invoice Verification
1.1.7.1. Evaluated Receipt Settlement (ERS)

Questions:

Q: 1) According to which rules do you effect automatic settlement with regard to goods receipts?

A:

Q: 2) Should a goods receipt with reference to a PO automatically generate an invoice for the delivery?

A:

1.1.7.2. Invoicing Plan Settlement

Questions:

Q: 1) How many invoicing plans will you have?

A:

1.1.7.3. Inbound EDI Processing

Questions:

Q: 1) Create a list of which R/3 messages are sent to which business partners, which IDoc type is used and which EDI standards the messages are to be converted into.

A:

Q: 2) From how many different business partners will you receive EDI messages?

A:

Q: 3) Describe the changes you want to make to the standard EDI messages.

A:

Q: 4) Under which operating system do you want your EDI subsystem to run?

A:

Q: 5) Which interface technique do you want to use for exchanging messages between R/3 and your subsystem?

A:

Q: 6) Has SAP certified your EDI subsystem?

A:

Q: 7) Make a list showing the number of all outgoing messages (customer-specific) and the desired send time.

A:

Q: 8) Create a list showing the number of all incoming EDI messages (customer-specific) and the desired processing time

A:

Q: 9) Do you want to use Work Flow to be notified of errors or warnings?

A:

Q: 10) What type of reporting tools do you want to use?

A:

1.1.7.4.   Invoice Processing with Reference

Questions:

Q: 1) Do you reduce the amount of your vendors' invoices automatically in the event of variances?   vendor?

A:

Q: 2) Name the types of tax that might appear on a vendor's invoice.

A:

Q: 3) List the types of tax that are generally applicable and should therefore be automatically suggested in the standard system when an invoice is entered.

A:

Q: 4) If there are different types of tax, can groups of these tax types occur together under certain circumstances?

A:

Q: 5) If you are implementing QM, do you always require that goods receipts have passed QM inspection before being paid ?

A:

Q: 6) How do you treat unplanned delivery costs included in an invoice ?

A:

Q: 7) Do you sometimes have to change the account assignment for a certain purchase order at the time of invoice verification?

A:

Q: 8) Should down payments also be cleared?

A:

Q: 9) Which other messages do you want to send to your vendors or to people within your organization with respect to the invoice receipt?

A:

Q: 10) Is a goods receipt always necessary for invoice verification purposes? If so, do you allow reversal of the goods issue after the invoice has been posted? has been entered?

A:

Q: 11) Is the automatic account determination process only defined by Financial Accounting? If not, who is responsible within Logistics?

A:

Q: 12) Do you wish to notify Purchasing if the invoice price exceeds the purchase order price?

A:

Q: 13) Specific to Brazil: Describe the Nota Fiscal process including special situations like future delivery, importation, returnable transport packing, freight!

A:

Q: 14) Do you use tax jurisdiction codes? Specify the codes used.

A:

Q: 15) Will you have invoices with mass amounts of data for which no item check is required?

A:

Q: 16) Do you receive invoices relating to transactions that are not administered in the system?

A:

1.1.7.5.   Invoice Overview

Questions:

Q: 1) Who is responsible for processing incorrect invoices in your firm?

A:

Q: 2) Describe the information flow between Purchasing and Invoice Verification when an error occurs?

A:

1.1.7.6.   Invoice Release

Questions:

Q: 1) Which invoice blocking reasons will you use?

A:

Q: 2) Do you want to block invoices for late delivery of goods? If so, block the invoice when the number of days late times the value of the late items is greater than X. Specify a value for X.

A:

Q: 3) Invoices can be entered in the system but may be automatically blocked due to variances. Specify the maximum quantity and price variances that are allowed.
ning or error messages?

A:

Q: 4) Do you want to block invoice items whose value exceeds a certain amount? What is the threshold value for invoice items 1) with reference to a purchase order 2) without reference to a purchase order?

A:

Q: 5) Who is to be notified in the event of variances between the purchase order price and the invoice price? How is this person to be notified?

A:

Q: 6) Do you wish to block invoices randomly (stochastically) or only if a certain value is exceeded?

A:

Q: 7) Who (e.g. buyer, accounts payable clerk) checks blocked invoices and releases them for payment? How is this person to be notified?   le manager)

A:

1.2.   Procurement via Subcontracting
1.2.1.   Purchase Requisition
1.2.1.1.   Purchase Requisition Processing

Questions:

Q: 1) How are purchase requisitions created in the case of stock material, material for direct consumption, external services?

A:

Q: 2) Will you use a purchase requisition to trigger creation of for a contract or scheduling agreement (Outline Agreement Request)?

A:

Q: 3) How many days does it take, typically, before a purchase requisition becomes demand in a purchasing document given to a supplier? Please indicate processing time per plant.

A:

Q: 4) Will purchase requisitions generated via material/article requirements planning be manually post-processed?

A: [ ]Yes
      [ ]No

1.2.1.2.   Purchase Requisition Assignment

Questions:

Q: 1) On the basis of which criteria are purchase requisitions assigned to a source of supply?

A:

Q: 2) On the basis of which criteria are purchase requisitions grouped together?

A:

Q: 3) What support (e.g. price simulation) does the buyer need in order to assign the purchase requisition?

A:

Q: 4) Are purchase requisitions converted into requests for quotations?

A: [ ]Yes
        [ ]No

Q: 5) Which sources of supply will you use for purchase requisitions? Are these sources of supply internal and/or external to your company?

A:

1.2.1.3.   Release Purchase Requisition

Questions:

Q: 1) Should requisitions be subject to approval by someone (or possibly several people) before the requisition can be processed into an RFQ and/or purchase order?
a

A:

Q: 2) Are the purchase requisitions subject to a release strategy? If so, which criteria apply?

A:

Q: 3) How is the person responsible for releasing the purchase requisition to be notified?

A:

1.2.2.   Purchasing
1.2.2.1.   Purchase Order Processing

Questions:

Q: 1) How will purchase orders be created in your system?

A:

Q: 2) Do you want the system to check whether the purchase price is within a predefined tolerance in your system, compared with the material valuation price?

A:

Q: 3) Describe how the source of supply is determined for manually created purchase requisitions!

A:

Q: 4) Specify the consumption categories for which you will procure external services and material directly: Asset, cost center, production order, project, sales order, other (please specify).

A:

Q: 5) Which types of purchase order will you use?

A:

Q: 6) How do you transmit purchase orders to your vendors?

A:

Q: 7) Do you order material in a unit of measure that differs from the one used for stockkeeping purposes?

A: [ ]Yes
[ ]No

Q: 8) Do you pay for material in a different unit of measure than the one that is shown in the PO/and or used for stock putaway?

A: [ ]Yes
[ ]No

Q: 9) Is it necessary to track certificates of origin and/or customs reference numbers for materials produced in foreign countries?

A:

Q: 10) Will you be purchasing material imported from foreign vendors ?

A: [ ]Yes
[ ]No

Q: 11) Are purchasing info records to be updated automatically with every purchase order?

A: [ ]Yes
[ ]No

Q: 12) Do you wish to analyze/evaluate purchase transactions according to the reasons for ordering?

A: [ ]Yes
[ ]No

Q: 13) Do you plan and enter freight costs in the PO? If yes, describe the basis of the costs. Also indicate if any types of costs can be determined automatically (for example, freight costs per piece, per unit of weight, as a percentage of the value).

A:

Q: 14) Do you want to prevent users from changing the account assignment of items in purchasing documents for which they have no authorizations? If so, for which purchasing documents?

A:

Q: 15) Do you sometimes order stock material directly for a cost center or another consumption category?

A: [ ]Yes
       [ ]No

Q: 16) Do you have to declare your ordering activities to the authorities? If so, describe.

A:

Q: 17) Do you allow overdeliveries? If so, specify the percentage variance for the individual materials/material types.   yes, what percentage would you allow? Should this default percentage threshold vary for diff

A:

Q: 18) On the occasion that a vendor sent you less than the quantity ordered, would you ever want this shortfall to be considered an under delivery, with no further deliveries expected? Please list the values for each material/material group.

A:

Q: 19) Can the materials you purchase be subject to different tax types? (For example, based upon the material purchased, based upon the plant for which the material is purchased, etc)?   o

A:

Q: 20) Do your POs issued to vendors contain specific transport or packing instructions? ssue to suppliers? Is vendors' compliance with the transport and packing instruhe instructions when the goods are received ?

A:

Q: 21) Is it to be possible for purchase orders to be generated automatically following a goods receipt? Specify the criteria for this.

A:

1.2.2.2.   Contract Release Order

Questions:

Q: 1) Will contract release orders be created in R/3 manually, with reference to purchase requisitions, and/or automatically? (For more details, refer to the Source Administration Scenario.) - for stock material - for consumable material - for external services

A:

1.2.2.3.   Release of Purchase Orders

Questions:

Q: 1) Are purchase documents to be approved by someone before being issued to vendors? Describe the approval procedure....

A:

Q: 2) How is the person responsible for approval to be notified? - Approver checks R/3 regularly, by phone, by e-mail, by workflow, other.

A:

Q: 3) Will you use an electronic signature to release purchasing documents?

A: [ ]Yes
     [ ]No

1.2.2.4. Transmission of Purchase Orders

Questions:

Q: 1) How do your vendors transmit shipping notifications?

A:

Q: 2) What information does the shipping notification contain?

A:

Q: 3) How are your RFQs and rejection letters to your vendors to be transmitted?

A:

Q: 4) How long after ordering and before the time of delivery should a shipping notification have been received?

A:

Q: 5) Are there differences per vendor and/or site? If so, which?

A:

Q: 6) How will you transmit your purchasing documents to your vendors?

A:

Q: 7) Do you wish to adopt vendors' own nomenclature for characteristics (color codes etc.) on your order form?

A:

Q: 8) How are purchase orders to be transmitted?

A:

1.2.2.5. Scheduling Agreement Delivery Schedule

Questions:

Q: 1) Are scheduling agreement delivery schedules/SA releases created in R/3 manually, with reference to requisitions and/or automatically? (Further details in sourcing administration scenario.)

A:

Q: 2) How do you wish to synchronize (monitor) the delivery schedules/SA releases with respect to the quantities delivered?

A:

Q: 3) Do you want to offer your vendors the option of viewing the scheduling agreement releases via the Internet?

A:

1.2.2.6. Transmission of Scheduling Agreements

Questions:

Q: 1) How do you wish to transmit scheduling agreements?

A:

Q: 2) How are your RFQs and rejection letters to your vendors to be transmitted?

A:

Q: 3) Are there differences per vendor and/or site? If so, which?

A:

1.2.2.7. Delivery and Acknowledgment Expediter

Questions:

Q: 1) How many days after the due delivery date will you send messages to your vendors urging delivery of the overdue goods?

A:

Q: 2) Should this deadline monitoring vary for different materials or articles? If so, please explain.

A:

Q: 3) Will you send out reminders regarding outstanding vendor confirmations if the due date is exceeded?   wledgment deadline is exceeded?

A: [ ]Yes
       [ ]No

Q: 4) Which kinds of purchasing document do you want to send to vendors? 1) The complete purchasing document 2) Information re changes 3) Reminders (prior to due date 4) Urging letters/expediters (after due date) 5) Scheduling agreement delivery schedules.

A:

Q: 5) Will you send urging messages (expediters) to your vendors in the case of overdue deliveries.If so, how many days after the due date will you do this?

A:

Q: 6) How are reminders and urging letters (expediters) to be sent to your vendors?

A:

1.2.2.8. Inbound EDI Processing

Questions:

Q: 1) Create a list of which R/3 messages are sent to which business partners, which IDoc type is used and which EDI standards the messages are to be converted into.

A:

Q: 2) From how many different business partners will you receive EDI messages?

A:

Q: 3) Describe the changes you want to make to the standard EDI messages.

A:

Q: 4) Under which operating system do you want your EDI subsystem to run?

A:

Q: 5) Which interface technique do you want to use for exchanging messages between R/3 and your subsystem?

A:

Q: 6) Has SAP certified your EDI subsystem?

A:

Q: 7) Make a list showing the number of all outgoing messages (customer-specific) and the desired send time.

A:

Q: 8) Create a list showing the number of all incoming EDI messages (customer-specific) and the desired processing time

A:

Q: 9) Do you want to use Work Flow to be notified of errors or warnings?

A:

Q: 10) What type of reporting tools do you want to use?

A:

1.2.2.9. Processing of Shipping Notifications/Confirmations

Questions:

Q: 1) Will you process shipping notifications with the R/3 System?

A: [ ]Yes
[ ]No

Q: 2) Once you have issued a purchasing document to a vendor, do you want to track "confirmations" your vendor may return to you regarding the order?

A:

Q: 3) What do you do if the order acknowledgment contains quantity and/or delivery date variances viz a viz the purchase order or a previous acknowledgment?

A:

Q: 4) Which type of vendor confirmation do you need and at which time intervals? Which events should trigger a confirmation?

A:

1.2.2.10. Transmission of Shipping Notifications

Questions:

Q: 1) Which department or person is to be informed of the shipping notifications?

A:

1.2.3. Transportation

1.2.3.1. Message Transmission for Transport Documents

Questions:

Q: 1) Do you require shipment documents for physically transporting the merchandise? If so, what form of document (e.g. paper, EDI)?

A:

Q: 2) What information do these documents contain?

A:

Q: 3) How are shipping documents to be transmitted?

A:

1.2.3.2. Transportation Planning and Processing

Questions:

Q: 1) Do you plan transportation yourself?

A:

Q: 2) Do you use any third-party transportation systems?

A: [ ]Yes
       [ ]No

Q: 3) Describe your transportation handling in detail.

A:

Q: 4) What carriers do you use to transport goods?

A:

Q: 5) How do you select your carriers?

A:

Q: 6) How do you create shipments?

A:

Q: 7) Do you have Individual and/or Collective Shipments?

A:

Q: 8) Do you use one mode of transport per route or a combination of modes per route, e.g. road, rail, sea?

A:

Q: 9) Do you need leg determination?

A:

Q: 10) List all documents required to complete the transportation process.

A:

Q: 11) Do you record the progress of the shipment?

A:

Q: 12) If so, which ones?

A:

Q: 13) Is freight charged to the customers or is it absorbed by the company?

A:

Q: 14) Do you need to be able to enter your actual transportation data at a later point in time (for example, time taken, distance travelled)?

A:

Q: 15) How do you determine shipment costs (for example, kilometers, volume)?

A:

Q: 16) How do you carry out settlement accounting with the external carrier?

A:

Q: 17) Do you charge stores for the costs of using your own vehicles?

A:

Q: 18) Do you handle several deliveries for different ship-to parties in one single shipment?

A:

Q: 19) According to which criteria do you group deliveries for one shipment?

A:

Q: 20) Do you have your own vehicles or do you use external carriers?

A:

Q: 21) What do you use as a basis for scheduling your vehicles or the vehicles of your external carrier?

A:

Q: 22) How do you respond to capacity constraints? Describe the contractual conditions.

A:

Q: 23) What information do these documents contain?

A:

1.2.3.3. Freight Cost Invoicing and Settlement

Questions:

Q: 1) Is freight charged to the customer or does the company absorb the cost?

A:

Q: 2) How do you calculate your freight costs (freight pricing procedure)?

A:

Q: 3) Are you using multi-dimensional scales for freight calculation?

A:

Q: 4) How do you post your freight costs to accounting?

A:

Q: 5) Do you verify invoices for your forwarding agents? If so, which rules do you use?

A:

1.2.4. Provision of Components
1.2.4.1. Goods Issue Processing

Questions:

Q: 1) How do you record materials ordered for specific work orders?

A:

Q: 2) How will the consumption of these parts be entered and who will post the return in the system?

A:

Q: 3) How do you record which materials were received specifically for a work order?

A:

Q: 4) How much time elapses between the actual goods issue and its posting in the system?

A:

Q: 5) Is the posting made online or in batch mode?

A:

Q: 6) Are deliveries posted individually or for each group of goods issues?

A:

Q: 7) Which documents are generated in conjunction with this posting and what information do they contain?

A:

Q: 8) Do you want to send the the pallet identification information to your customer?

A:

1.2.4.2. Delivery Processing

Questions:

Q: 1) List all documents required to complete the delivery process (e.g. picking list, packing list or bill of loading) and what information they contain.

A:

Q: 2) If you have multiple plants, how do you determine what plant a product is delivered from?

A:

Q: 3) How do you determine multiple shipping points?

A:

Q: 4) Do you redetermine routes at the time of delivery?

A:

Q: 5) Do you compute different lead times (for example, picking, packing, loading or replenishment lead times)? Please describe in detail.

A:

Q: 6) Do you have a standard lead time in days for the customer#s requested delivery date?

A:

Q: 7) If you use batches, when do you determine them?

A:

Q: 8) How do you determine serial numbers in deliveries, if used?

A:

Q: 9) Do you add additional prices at the delivery time (for example, packing or postage costs)?

A:

Q: 10) How do you create deliveries?

A:

Q: 11) Do you ever group deliveries together for different reason (e.g. freight lists, loading list, collective picking)?

A:

Q: 12) Do you use labels with bar codes? How?

A:

Q: 13) Do you allow items that weren't in the sales order to be added to a delivery?

A:

Q: 14) What types of text do you require in your delivery documents, and are they required on output?

A:

Q: 15) What information do you consider necessary for a delivery and would like to appear on an incompletion log if missing?

A:

Q: 16) Do your customers accept partial deliveries in case of lack of availability and what are the rules for creating them?

A:

Q: 17) Do you allow sales orders to be combined or split for delivery and what are the rules?

A:

Q: 18) Do you check the available stock of an item in the delivery?

A:

Q: 19) Do you track Over Delivery or Under Delivery tolerance percentages for your customers?

A:

Q: 20) What should happen if the delivery quantity differs from the order quantity?

A:

Q: 21) What are the reasons you would ever block a sales document from delivery?

A:

Q: 22) How do you allocate merchandise which is in short supply (delivery priorities)?

A:

1.2.5. Goods Receipt
1.2.5.1. Goods Receipt Processing with Reference

Questions:

Q: 1) Describe the process for receiving goods with reference to a purchase order.

A:

Q: 2) Name the storage locations to which vendors deliver the goods.

A:

Q: 3) How do you inform the Purchasing Department that goods have been received?

A:

Q: 4) Do you receive quantities less than the ordered quantity? If yes, is the purchase order considered complete then or do you receive the missing quantities later?

A:

Q: 5) Do you physically store the goods you have received into "stock in quality inspection" at a different location than those posted to normal stock?

A: [ ]Yes
      [ ]No

Q: 6) Do you allow every material to be stored at all storage locations? Please describe!

A:

Q: 7) Do you use a unit of measure for the pricing of the goods other than the unit you order in? If yes, you can define the variances in customizing.

A:

Q: 8) Do the materials you receive have to be stored for a certain time before they can be used or do they have an expiration date that you want to keep in the system?

A:

Q: 9) Do you refuse to accept deliveries if the vendor has not complied with the shipping instructions? (Can be used to evaluate vendors.)

A: [ ]Yes
[ ]No

Q: 10) Which documents are generated with the goods receipt?

A:

Q: 11) Which documents are generated in connection with a goods receipt?

A:

Q: 12) If a goods receipt quantity is assigned to a goods issue, do you want the person who enters the goods receipt to receive a corresponding message?

A:

Q: 13) Will you inspect the material/article at the time of goods receipt? If so, do you enter the goods receipt and the inspection result or do you only enter the goods receipt after the inspection has been carried out?

A: [ ]Yes
[ ]No

Q: 14) If you are using batch management, how is the batch number determined at the time of goods receipt?

A:

Q: 15) Do you classify the batches at the time of goods receipt? Please specify the criteria.

A:

Q: 16) Is the automatic account determination process defined by Financial Accounting? If not, who is responsible within Logistics?

A:

Q: 17) Do you wish to print out the material document as evidence of a goods movement? Which information should be included in the printout?

A:

1.2.5.2. Subsequent Adjustment of Components

Questions:

Q: 1) How do you make adjustments for over-/underconsumption of components by the subcontractor (vendor)?

A:

1.2.6. Warehouse/Stores

Questions:

Q: 1) Do you have vendors with several/different ordering addresses, payees, carriers, and so on? If so, what do these depend on (assortment, supply region)?

A:

Q: 2) Do you have warehouses with stock of different plants?

A:

Q: 3) Describe the structure of your warehouse!

A:

Q: 4) Are you using external Warehouse control systems / subsystems? Do you plan to connect this system with the R/3 ?

A:

Q: 5) Which system should determine the storage bins for stock placement / removement ?

A:

Q: 6) For removals and batch management, which system should determine the batch?

A:

Q: 7) Which system should generate the transport orders ?

A:

Q: 8) How does your automated storage and retrieval system communicate to the legacy system? Explain or provide a design drawing.

A:

1.2.6.1. Stock Removal Processing

Questions:

Q: 1) Upon what does the your choice of strategy depend (only in the case of several different strategies)?

A:

Q: 2) On which parameters does the storage bin search process depend when items are removed from storage (e.g. article, type of movement, etc.)?

A:

Q: 3) Do you carry out complete pallet removals and subsequent return transfers? If so, to which location is the merchandise returned?

A:

Q: 4) Will you maintain picking strategies?

A:

1.2.6.2. Stock Placement Processing

Questions:

Q: 1) Are pallets managed in the system with a unique number?

A: [ ]Yes
      [ ]No

Q: 2) Are materials posted to quality inspection after goods receipt, or are they in unrestricted-use stock?

A:

Q: 3) Can goods be issued directly from the goods receipt area?

A: [ ]Yes
      [ ]No

Q: 4) Do you post your materials to "blocked stock"?

A: [ ]Yes
      [ ]No

Q: 5) Do you post your materials to return delivery stock?

A: [ ]Yes
      [ ]No

Q: 6) Describe the individual steps from external goods receipt to final placement in storage (putaway).

A:

Q: 7) Do you have capacity limits for your storage bins, for example, weight, volume...?

A: [ ]Yes
      [ ]No

Q: 8) Is a transfer requirement to be generated automatically at the time of a goods receipt with reference?

A:

Q: 9) For which goods movements are transfer orders to be created automatically?

A:

Q: 10) What kind of form (printout) do you need for stock putaways (GR slip, transfer order form, sticker, etc.)?

A:

Q: 11) Is procured material pending inspection posted to stock or does it remain in the goods receipt storage area? What happens with the samples: - Keep in GR area - post to stock - move to inspection area?

A:

Q: 12) Which parameters determine your putaway strategies?
etermining the appropriate storage bin.

A:

Q: 13) Do you print the stock placement (putaway) document when the transfer order is created?

A: [ ]Yes
       [ ]No

Q: 14) Are transfer orders confirmed manually or automatically?

A:

Q: 15) Please list the storage types that will have placement confirmation.

A:

Q: 16) Does your legacy system automatically determine the storage bin in which to place the materials? Is this done manually?

A:

Q: 17) Who is notified of a stock putaway? How is this person notified?

A:

Q: 18) Will you maintain placement strategies (for example, storage types, storage sections, storage bins) for your stock materials?

A:

Q: 19) How many storage bins do you have per storage type?

A:

Q: 20) How many stock putaways (items) do you have per day?

A:

Q: 21) Do you receive consignment stock from vendors?

A: [ ]Yes
     [ ]No

Q: 22) Do you receive articles that have batch or serial numbers from vendors?

A:

Q: 23) Do you create a pre-allocation of your materials within warehouse management?

A: [ ]Yes
     [ ]No

Q: 24) Do you group together your pick list for multiple processing for a particular shipping point, route, pick date, stock placement, stock removal?

A:

Q: 25) Do you receive materials with batch or serial numbers from vendors?

A:

1.2.6.3.   Difference Processing

Questions:

Q: 1) How do you handle stock differences that are noticed either at the time of transfer order confirmation or continuous inventory based on bin-to-bin transfer?

A:

1.2.6.4.   Confirmation

Questions:

Q: 1) Are to-bin transfer orders confirmed separately or automatically by the system?

A:

Q: 2) How much time elapses between delivery of the goods and their inspection, and between inspection and the arrival of the goods at their final destination?   the destination bin.

A:

Q: 3) How are the picking results confirmed?

A:

Q: 4) Which data is confirmed (e.g. actual time, transport equipment used)?

A:

Q: 5) Do you want to confirm the quantities involved in when stock is placed into or taken out of storage manually or automatically?

A:

1.2.6.5. Posting Change WM

Questions:

Q: 1) Do you use transfer orders to implement transfer postings with respect to consignment material?

A:

Q: 2) Which movement types will you use for posting changes?

A:

Q: 3) What type of documentation (forms) is to be generated in the case of transfer postings?

A:

Q: 4) Who is to be informed of a transfer posting? How is this person to be informed?

A:

1.2.6.6. WM Stock Transfer

Questions:

Q: 1) Do you use storage-bin-to-storage-bin stock transfers?

A: [ ]Yes
     [ ]No

1.2.6.7. Return Delivery

Questions:

Q: 1) Will you be required to retain costs for material that is inspected as a result of a stock purge?

A: [ ]Yes
     [ ]No

Q: 2) Will you create action plans/tasks for this defective material?

A: [ ]Yes
[ ]No

Q: 3) Do you enter data (for example, defects, characteristic results, specific findings) on the defective material found in the stockroom or on the shop floor?

A: [ ]Yes
[ ]No

Q: 4) Do you have to inspect/re-inspect defective material found in your stockroom or on the production floor?

A: [ ]Yes
[ ]No

Q: 5) Which documentation should accompany the goods that are returned to the vendor?

A:

Q: 6) Describe the handling of inspection lots where the usage decision has determined that they are to be rejected and returned   ned to the vendor.

A:

1.2.7.   Invoice Verification
1.2.7.1.   Evaluated Receipt Settlement (ERS)

Questions:

Q: 1) According to which rules do you effect automatic settlement with regard to goods receipts?

A:

Q: 2) Should a goods receipt with reference to a PO automatically generate an invoice for the delivery?

A:

1.2.7.2.   Inbound EDI Processing

Questions:

Q: 1) Create a list of which R/3 messages are sent to which business partners, which IDoc type is used and which EDI standards the messages are to be converted into.

A:

Q: 2) From how many different business partners will you receive EDI messages?

A:

Q: 3) Describe the changes you want to make to the standard EDI messages.

A:

Q: 4) Under which operating system do you want your EDI subsystem to run?

A:

Q: 5) Which interface technique do you want to use for exchanging messages between R/3 and your subsystem?

A:

Q: 6) Has SAP certified your EDI subsystem?

A:

Q: 7) Make a list showing the number of all outgoing messages (customer-specific) and the desired send time.

A:

Q: 8) Create a list showing the number of all incoming EDI messages (customer-specific) and the desired processing time

A:

Q: 9) Do you want to use Work Flow to be notified of errors or warnings?

A:

Q: 10) What type of reporting tools do you want to use?

A:

1.2.7.3. Invoice Processing with Reference

Questions:

Q: 1) Do you reduce the amount of your vendors' invoices automatically in the event of variances?   vendor?

A:

Q: 2) How do you notify your vendors of the reduction?

A:

Q: 3) Do you carry out invoice verification in the background?

A:

create

Q: 3) Describe the changes you want to make to the standard EDI messages.

A:

Q: 4) Under which operating system do you want your EDI subsystem to run?

A:

Q: 5) Which interface technique do you want to use for exchanging messages between R/3 and your subsystem?

A:

Q: 6) Has SAP certified your EDI subsystem?

A:

Q: 7) Make a list showing the number of all outgoing messages (customer-specific) and the desired send time.

A:

Q: 8) Create a list showing the number of all incoming EDI messages (customer-specific) and the desired processing time

A:

Q: 9) Do you want to use Work Flow to be notified of errors or warnings?

A:

Q: 10) What type of reporting tools do you want to use?

A:

1.2.7.3. Invoice Processing with Reference

Questions:

Q: 1) Do you reduce the amount of your vendors' invoices automatically in the event of variances?   vendor?

A:

Q: 2) How do you notify your vendors of the reduction?

A:

Q: 3) Do you carry out invoice verification in the background?

A:

Q: 3) Describe the changes you want to make to the standard EDI messages.

A:

Q: 4) Under which operating system do you want your EDI subsystem to run?

A:

Q: 5) Which interface technique do you want to use for exchanging messages between R/3 and your subsystem?

A:

Q: 6) Has SAP certified your EDI subsystem?

A:

Q: 7) Make a list showing the number of all outgoing messages (customer-specific) and the desired send time.

A:

Q: 8) Create a list showing the number of all incoming EDI messages (customer-specific) and the desired processing time

A:

Q: 9) Do you want to use Work Flow to be notified of errors or warnings?

A:

Q: 10) What type of reporting tools do you want to use?

A:

1.2.7.3. Invoice Processing with Reference

Questions:

Q: 1) Do you reduce the amount of your vendors' invoices automatically in the event of variances?   vendor?

A:

Q: 2) How do you notify your vendors of the reduction?

A:

Q: 3) Do you carry out invoice verification in the background?

A:

Q: 4) Do you have vendors who create one invoice for a delivery period?

A:

Q: 5) Do you receive mixed invoices (credit items and debit items in the same document)?

A:

Q: 6) Name the types of tax that might appear on a vendor's invoice.

A:

Q: 7) List the types of tax that are generally applicable and should therefore be automatically suggested in the standard system when an invoice is entered.

A:

Q: 8) If there are different types of tax, can groups of these tax types occur together under certain circumstances?

A:

Q: 9) If you are implementing QM, do you always require that goods receipts have passed QM inspection before being paid ?

A:

Q: 10) How do you treat unplanned delivery costs included in an invoice ?

A:

Q: 11) Do you sometimes have to change the account assignment for a certain purchase order at the time of invoice verification?

A:

Q: 12) Should down payments also be cleared?

A:

Q: 13) Which other messages do you want to send to your vendors or to people within your organization with respect to the invoice receipt?

A:

Q: 14) Is a goods receipt always necessary for invoice verification purposes? If so, do you allow reversal of the goods issue after the invoice has been posted? has been entered?

A:

Q: 15) Is the automatic account determination process only defined by Financial Accounting? If not, who is responsible within Logistics?

A:

Q: 16) Do you wish to notify Purchasing if the invoice price exceeds the purchase order price?

A:

Q: 17) Specific to Brazil: Describe the Nota Fiscal process including special situations like future delivery, importation, returnable transport packing, freight!

A:

Q: 18) Do you use tax jurisdiction codes? Specify the codes used.

A:

Q: 19) Will you have invoices with mass amounts of data for which no item check is required?

A:

Q: 20) Do you receive invoices relating to transactions that are not administered in the system?

A:

1.2.7.4.   Invoice Overview

Questions:

Q: 1) Who is responsible for processing incorrect invoices in your firm?

A:

Q: 2) Describe the information flow between Purchasing and Invoice Verification when an error occurs?

A:

1.2.7.5.   Invoice Release

Questions:

Q: 1) Which invoice blocking reasons will you use?

A:

Q: 2) Do you want to block invoices for late delivery of goods? If so, block the invoice when the number of days late times the value of the late items is greater than X. Specify a value for X.

A:

Q: 3) Invoices can be entered in the system but may be automatically blocked due to variances. Specify the maximum quantity and price variances that are allowed.
ning or error messages?

A:

Q: 4) Do you want to block invoice items whose value exceeds a certain amount? What is the threshold value for invoice items 1) with reference to a purchase order 2) without reference to a purchase order?

A:

Q: 5) Who is to be notified in the event of variances between the purchase order price and the invoice price? How is this person to be notified?

A:

Q: 6) Do you wish to block invoices randomly (stochastically) or only if a certain value is exceeded?

A:

Q: 7) Who (e.g. buyer, accounts payable clerk) checks blocked invoices and releases them for payment? How is this person to be notified?   le manager)

A:

1.3.   Procurement on a Consignment Basis
1.3.1.   Purchase Requisition
1.3.1.1.   Purchase Requisition Processing

Questions:

Q: 1) How are purchase requisitions created in the case of stock material, material for direct consumption, external services?

A:

Q: 2) Will you use a purchase requisition to trigger creation of for a contract or scheduling agreement (Outline Agreement Request)?

A:

Q: 3) How many days does it take, typically, before a purchase requisition becomes demand in a purchasing document given to a supplier? Please indicate processing time per plant.

A:

Q: 4) Will purchase requisitions generated via material/article requirements planning be manually post-processed?

A: [ ]Yes
    [ ]No

1.3.1.2. Purchase Requisition Assignment

Questions:

Q: 1) On the basis of which criteria are purchase requisitions assigned to a source of supply?

A:

Q: 2) On the basis of which criteria are purchase requisitions grouped together?

A:

Q: 3) What support (e.g. price simulation) does the buyer need in order to assign the purchase requisition?

A:

Q: 4) Are purchase requisitions converted into requests for quotations?

A: [ ]Yes
    [ ]No

Q: 5) Which sources of supply will you use for purchase requisitions? Are these sources of supply internal and/or external to your company?

A:

1.3.1.3. Release Purchase Requisition

Questions:

Q: 1) Should requisitions be subject to approval by someone (or possibly several people) before the requisition can be processed into an RFQ and/or purchase order?
a

A:

Q: 2) Are the purchase requisitions subject to a release strategy? If so, which criteria apply?

A:

Q: 3) How is the person responsible for releasing the purchase requisition to be notified?

A:

1.3.2. Purchasing

1.3.2.1. Purchase Order Processing

Questions:

Q: 1) How will purchase orders be created in your system?

A:

Q: 2) Do you want the system to check whether the purchase price is within a predefined tolerance in your system, compared with the material valuation price?

A:

Q: 3) Describe how the source of supply is determined for manually created purchase requisitions!

A:

Q: 4) How do you transmit purchase orders to your vendors?

A:

Q: 5) Do you order material in a unit of measure that differs from the one used for stockkeeping purposes?

A: [ ]Yes
      [ ]No

Q: 6) Do you pay for material in a different unit of measure than the one that is shown in the PO/and or used for stock putaway?

A: [ ]Yes
      [ ]No

Q: 7) Is it necessary to track certificates of origin and/or customs reference numbers for materials produced in foreign countries?

A:

Q: 8) Will you be purchasing material imported from foreign vendors ?

A: [ ]Yes
      [ ]No

Q: 9) Are purchasing info records to be updated automatically with every purchase order?

A: [ ]Yes
      [ ]No

Q: 10) Do you wish to analyze/evaluate purchase transactions according to the reasons for ordering?

A: [ ]Yes
      [ ]No

Q: 11) Do you plan and enter freight costs in the PO? If yes, describe the basis of the costs. Also indicate if any types of costs can be determined automatically (for example, freight costs per piece, per unit of weight, as a percentage of the value).

A:

Q: 12) Do you want to prevent users from changing the account assignment of items in purchasing documents for which they have no authorizations? If so, for which purchasing documents?

A:

Q: 13) Do you sometimes order stock material directly for a cost center or another consumption category?

A: [ ]Yes
      [ ]No

Q: 14) Do you have to declare your ordering activities to the authorities? If so, describe.

A:

Q: 15) Do you allow overdeliveries? If so, specify the percentage variance for the individual materials/material types.   yes, what percentage would you allow? Should this default percentage threshold vary for diff

A:

Q: 16) On the occasion that a vendor sent you less than the quantity ordered, would you ever want this shortfall to be considered an under delivery, with no further deliveries expected? Please list the values for each material/material group.

A:

Q: 17) Can the materials you purchase be subject to different tax types? (For example, based upon the material purchased, based upon the plant for which the material is purchased, etc)?   o

A:

Q: 18) Do your POs issued to vendors contain specific transport or packing instructions? ssue to suppliers? Is vendors' compliance with the transport and packing instruhe instructions when the goods are received ?

A:

1.3.2.2.   Contract Release Order

Questions:

Q: 1) Will contract release orders be created in R/3 manually, with reference to purchase requisitions, and/or automatically? (For more details, refer to the Source Administration Scenario.) - for stock material - for consumable material - for external services

A:

1.3.2.3.   Release of Purchase Orders

Questions:

Q: 1) Are purchase documents to be approved by someone before being issued to vendors? Describe the approval procedure....

A:

Q: 2) How is the person responsible for approval to be notified? - Approver checks R/3 regularly, by phone, by e-mail, by workflow, other.

A:

Q: 3) Will you use an electronic signature to release purchasing documents?

A: [ ]Yes
   [ ]No

1.3.2.4. Transmission of Purchase Orders

Questions:

Q: 1) How do your vendors transmit shipping notifications?

A:

Q: 2) What information does the shipping notification contain?

A:

Q: 3) How are your RFQs and rejection letters to your vendors to be transmitted?

A:

Q: 4) How long after ordering and before the time of delivery should a shipping notification have been received?

A:

Q: 5) Are there differences per vendor and/or site? If so, which?

A:

Q: 6) How will you transmit your purchasing documents to your vendors?

A:

Q: 7) Do you wish to adopt vendors' own nomenclature for characteristics (color codes etc.) on your order form?

A:

Q: 8) How are purchase orders to be transmitted?

A:

1.3.2.5. Scheduling Agreement Delivery Schedule

Questions:

Q: 1) Are scheduling agreement delivery schedules/SA releases created in R/3 manually, with reference to requisitions and/or automatically? (Further details in sourcing administration scenario.)

A:

Q: 2) How do you wish to synchronize (monitor) the delivery schedules/SA releases with respect to the quantities delivered?

A:

Q: 3) Do you want to offer your vendors the option of viewing the scheduling agreement releases via the Internet?

A:

1.3.2.6. Transmission of Scheduling Agreements

Questions:

Q: 1) How do you wish to transmit scheduling agreements?

A:

Q: 2) How are your RFQs and rejection letters to your vendors to be transmitted?

A:

Q: 3) Are there differences per vendor and/or site? If so, which?

A:

1.3.2.7. Delivery and Acknowledgment Expediter

Questions:

Q: 1) How many days after the due delivery date will you send messages to your vendors urging delivery of the overdue goods?

A:

Q: 2) Should this deadline monitoring vary for different materials or articles? If so, please explain.

A:

Q: 3) Will you send out reminders regarding outstanding vendor confirmations if the due date is exceeded?   wledgment deadline is exceeded?

A: [ ]Yes
      [ ]No

Q: 4) Which kinds of purchasing document do you want to send to vendors? 1) The complete purchasing document 2) Information re changes 3) Reminders (prior to due date 4) Urging letters/expediters (after due date) 5) Scheduling agreement delivery schedules.

A:

Q: 5) Will you send urging messages (expediters) to your vendors in the case of overdue deliveries.If so, how many days after the due date will you do this?

A:

Q: 6) How are reminders and urging letters (expediters) to be sent to your vendors?

A:

1.3.2.8. Inbound EDI Processing

Questions:

Q: 1) Create a list of which R/3 messages are sent to which business partners, which IDoc type is used and which EDI standards the messages are to be converted into.

A:

Q: 2) From how many different business partners will you receive EDI messages?

A:

Q: 3) Describe the changes you want to make to the standard EDI messages.

A:

Q: 4) Under which operating system do you want your EDI subsystem to run?

A:

Q: 5) Which interface technique do you want to use for exchanging messages between R/3 and your subsystem?

A:

Q: 6) Has SAP certified your EDI subsystem?

A:

Q: 7) Make a list showing the number of all outgoing messages (customer-specific) and the desired send time.

A:

Q: 8) Create a list showing the number of all incoming EDI messages (customer-specific) and the desired processing time

A:

Q: 9) Do you want to use Work Flow to be notified of errors or warnings?

A:

Q: 10) What type of reporting tools do you want to use?

A:

1.3.2.9. Processing of Shipping Notifications/Confirmations

Questions:

Q: 1) Will you process shipping notifications with the R/3 System?

A: [ ]Yes
     [ ]No

Q: 2) Once you have issued a purchasing document to a vendor, do you want to track "confirmations" your vendor may return to you regarding the order?

A:

Q: 3) What do you do if the order acknowledgment contains quantity and/or delivery date variances viz a viz the purchase order or a previous acknowledgment?

A:

Q: 4) Which type of vendor confirmation do you need and at which time intervals? Which events should trigger a confirmation?

A:

1.3.2.10. Transmission of Shipping Notifications

Questions:

Q: 1) Which department or person is to be informed of the shipping notifications?

A:

1.3.3. Goods Receipt
1.3.3.1. Goods Receipt Processing with Reference

Questions:

Q: 1) Describe the process for receiving goods with reference to a purchase order.

A:

Q: 2) Name the storage locations to which vendors deliver the goods.

A:

Q: 3) How do you inform the Purchasing Department that goods have been received?

A:

Q: 4) Do you receive quantities less than the ordered quantity? If yes, is the purchase order considered complete then or do you receive the missing quantities later?

A:

Q: 5) Do you physically store the goods you have received into "stock in quality inspection" at a different location than those posted to normal stock?

A: [ ]Yes
     [ ]No

Q: 6) Do you allow every material to be stored at all storage locations? Please describe!

A:

Q: 7) Do you use a unit of measure for the pricing of the goods other than the unit you order in? If yes, you can define the variances in customizing.

A:

Q: 8) Do the materials you receive have to be stored for a certain time before they can be used or do they have an expiration date that you want to keep in the system?

A:

Q: 9) Do you refuse to accept deliveries if the vendor has not complied with the shipping instructions? (Can be used to evaluate vendors.)

A: [ ]Yes
     [ ]No

Q: 10) Which documents are generated with the goods receipt?

A:

Q: 11) Which documents are generated in connection with a goods receipt?

A:

Q: 12) If a goods receipt quantity is assigned to a goods issue, do you want the person who enters the goods receipt to receive a corresponding message?

A:

Q: 13) Will you inspect the material/article at the time of goods receipt? If so, do you enter the goods receipt and the inspection result or do you only enter the goods receipt after the inspection has been carried out?

A: [ ]Yes
      [ ]No

Q: 14) If you are using batch management, how is the batch number determined at the time of goods receipt?

A:

Q: 15) Do you classify the batches at the time of goods receipt? Please specify the criteria.

A:

Q: 16) Is the automatic account determination process defined by Financial Accounting? If not, who is responsible within Logistics?

A:

Q: 17) Do you wish to print out the material document as evidence of a goods movement? Which information should be included in the printout?

A:

1.3.4.   Warehouse/Stores

Questions:

Q: 1) Do you have storage locations, which are not relevant for Warehouse Management ?

A:

Q: 2) Do you have warehouses with stock of different plants?

A:

Q: 3) Describe the structure of your warehouse!

A:

Q: 4) Are you using external Warehouse control systems / subsystems? Do you plan to connect this system with the R/3 ?

A:

Q: 5) Which system should determine the storage bins for stock placement / removement ?

A:

Q: 6) For removals and batch management, which system should determine the batch?

A:

Q: 7) Which system should generate the transport orders ?

A:

Q: 8) How does your automated storage and retrieval system communicate to the legacy system? Explain or provide a design drawing.

A:

1.3.4.1.   Stock Placement Processing

Questions:

Q: 1) Are pallets managed in the system with a unique number?

A: [ ]Yes
       [ ]No

Q: 2) Are materials posted to quality inspection after goods receipt, or are they in unrestricted-use stock?

A:

Q: 3) Can goods be issued directly from the goods receipt area?

A: [ ]Yes
       [ ]No

Q: 4) Do you post your materials to "blocked stock"?

A: [ ]Yes
       [ ]No

Q: 5) Do you post your materials to return delivery stock?

A: [ ]Yes
       [ ]No

Q: 6) Describe the individual steps from external goods receipt to final placement in storage (putaway).

A:

Q: 7) Do you have capacity limits for your storage bins, for example, weight, volume...?

A: [ ]Yes
       [ ]No

Q: 8) Is a transfer requirement to be generated automatically at the time of a goods receipt with reference?

A:

Q: 9) For which goods movements are transfer orders to be created automatically?

A:

Q: 10) What kind of form (printout) do you need for stock putaways (GR slip, transfer order form, sticker, etc.)?

A:

Q: 11) Is procured material pending inspection posted to stock or does it remain in the goods receipt storage area? What happens with the samples: - Keep in GR area - post to stock - move to inspection area?

A:

Q: 12) Which parameters determine your putaway strategies?
etermining the appropriate storage bin.

A:

Q: 13) Do you print the stock placement (putaway) document when the transfer order is created?

A: [ ]Yes
      [ ]No

Q: 14) Are transfer orders confirmed manually or automatically?

A:

Q: 15) Please list the storage types that will have placement confirmation.

A:

Q: 16) Does your legacy system automatically determine the storage bin in which to place the materials? Is this done manually?

A:

Q: 17) Who is notified of a stock putaway? How is this person notified?

A:

Q: 18) Will you maintain placement strategies (for example, storage types, storage sections, storage bins) for your stock materials?

A:

Q: 19) How many storage bins do you have per storage type?

A:

Q: 20) How many stock putaways (items) do you have per day?

A:

Q: 21) Do you receive consignment stock from vendors?

A: [ ]Yes
       [ ]No

Q: 22) Do you receive articles that have batch or serial numbers from vendors?

A:

Q: 23) Do you create a pre-allocation of your materials within warehouse management?

A: [ ]Yes
       [ ]No

Q: 24) Do you group together your pick list for multiple processing for a particular shipping point, route, pick date, stock placement, stock removal?

A:

Q: 25) Do you receive materials with batch or serial numbers from vendors?

A:

1.3.4.2.   Difference Processing

Questions:

Q: 1) How do you handle stock differences that are noticed either at the time of transfer order confirmation or continuous inventory based on bin-to-bin transfer?

A:

1.3.4.3.   Confirmation

Questions:

Q: 1) Are to-bin transfer orders confirmed separately or automatically by the system?

A:

Q: 2) How much time elapses between delivery of the goods and their inspection, and between inspection and the arrival of the goods at their final destination?   the destination bin.

A:

Q: 3) How are the picking results confirmed?

A:

Q: 4) Which data is confirmed (e.g. actual time, transport equipment used)?

A:

Q: 5) Do you want to confirm the quantities involved in when stock is placed into or taken out of storage manually or automatically?

A:

1.3.4.4. Posting Change WM

Questions:

Q: 1) Do you use transfer orders to implement transfer postings with respect to consignment material?

A:

Q: 2) Which movement types will you use for posting changes?

A:

Q: 3) What type of documentation (forms) is to be generated in the case of transfer postings?

A:

Q: 4) Who is to be informed of a transfer posting? How is this person to be informed?

A:

1.3.4.5. Return Delivery

Questions:

Q: 1) Will you be required to retain costs for material that is inspected as a result of a stock purge?

A: [ ]Yes
     [ ]No

Q: 2) Will you create action plans/tasks for this defective material?

A: [ ]Yes
     [ ]No

Q: 3) Do you enter data (for example, defects, characteristic results, specific findings) on the defective material found in the stockroom or on the shop floor?

A: [ ]Yes
     [ ]No

Q: 4) Do you have to inspect/re-inspect defective material found in your stockroom or on the production floor?

A: [ ]Yes
      [ ]No

Q: 5) Which documentation should accompany the goods that are returned to the vendor?

A:

Q: 6) Describe the handling of inspection lots where the usage decision has determined that they are to be rejected and returned   ned to the vendor.

A:

1.3.4.6.   WM Stock Transfer

Questions:

Q: 1) Do you create transfer requirements or transfer orders for consignment material?

A:

Q: 2) Do you use storage-bin-to-storage-bin stock transfers?

A: [ ]Yes
      [ ]No

1.3.5.   Invoice Verification

1.3.5.1.   Invoice Release

Questions:

Q: 1) Which invoice blocking reasons will you use?

A:

Q: 2) Do you want to block invoices for late delivery of goods? If so, block the invoice when the number of days late times the value of the late items is greater than X. Specify a value for X.

A:

Q: 3) Invoices can be entered in the system but may be automatically blocked due to variances. Specify the maximum quantity and price variances that are allowed.
ning or error messages?

A:

Q: 4) Do you want to block invoice items whose value exceeds a certain amount? What is the threshold value for invoice items 1) with reference to a purchase order 2) without reference to a purchase order?

A:

Q: 5) Who is to be notified in the event of variances between the purchase order price and the invoice price? How is this person to be notified?

A:

Q: 6) Do you wish to block invoices randomly (stochastically) or only if a certain value is exceeded?

A:

Q: 7) Who (e.g. buyer, accounts payable clerk) checks blocked invoices and releases them for payment? How is this person to be notified?   le manager)

A:

1.4.   Internal Procurement
1.4.1.   Purchase Requisition
1.4.1.1.   Purchase Requisition Processing

Questions:

Q: 1) How are purchase requisitions created in the case of stock material, material for direct consumption, external services?

A:

Q: 2) Will you use a purchase requisition to trigger creation of for a contract or scheduling agreement (Outline Agreement Request)?

A:

Q: 3) How many days does it take, typically, before a purchase requisition becomes demand in a purchasing document given to a supplier? Please indicate processing time per plant.

A:

Q: 4) Will purchase requisitions generated via material/article requirements planning be manually post-processed?

A: [ ]Yes
       [ ]No

Q: 5) Will you manually create purchase requisitions?

A: [ ]Yes
       [ ]No

1.4.1.2.   Purchase Requisition Assignment

Questions:

Q: 1) On the basis of which criteria are purchase requisitions assigned to a source of supply?

A:

Q: 2) On the basis of which criteria are purchase requisitions grouped together?

A:

Q: 3) What support (e.g. price simulation) does the buyer need in order to assign the purchase requisition?

A:

Q: 4) Are purchase requisitions converted into requests for quotations?

A: [ ]Yes
     [ ]No

Q: 5) Which sources of supply will you use for purchase requisitions? Are these sources of supply internal and/or external to your company?

A:

1.4.1.3.   Release Purchase Requisition

Questions:

Q: 1) Should requisitions be subject to approval by someone (or possibly several people) before the requisition can be processed into an RFQ and/or purchase order?
a

A:

Q: 2) Are the purchase requisitions subject to a release strategy? If so, which criteria apply?

A:

Q: 3) How is the person responsible for releasing the purchase requisition to be notified?

A:

1.4.2.   Purchasing

1.4.2.1.   Purchase Order Processing

Questions:

Q: 1) How will purchase orders be created in your system?

A:

Q: 2) Do you want the system to check whether the purchase price is within a predefined tolerance in your system, compared with the material valuation price?

A:

Q: 3) Describe how the source of supply is determined for manually created purchase requisitions!

A:

Q: 4) Specify the consumption categories for which you will procure external services and material directly: Asset, cost center, production order, project, sales order, other (please specify).

A:

Q: 5) Which types of purchase order will you use?

A:

Q: 6) How do you transmit purchase orders to your vendors?

A:

Q: 7) Do you order material in a unit of measure that differs from the one used for stockkeeping purposes?

A: [ ]Yes
      [ ]No

Q: 8) Do you pay for material in a different unit of measure than the one that is shown in the PO/and or used for stock putaway?

A: [ ]Yes
      [ ]No

Q: 9) Is it necessary to track certificates of origin and/or customs reference numbers for materials produced in foreign countries?

A:

Q: 10) Will you be purchasing material imported from foreign vendors ?

A: [ ]Yes
      [ ]No

Q: 11) Are purchasing info records to be updated automatically with every purchase order?

A: [ ]Yes
      [ ]No

Q: 12) Do you wish to analyze/evaluate purchase transactions according to the reasons for ordering?

A: [ ]Yes
      [ ]No

Q: 13) Do you plan and enter freight costs in the PO? If yes, describe the basis of the costs. Also indicate if any types of costs can be determined automatically (for example, freight costs per piece, per unit of weight, as a percentage of the value).

A:

Q: 14) Do you want to prevent users from changing the account assignment of items in purchasing documents for which they have no authorizations? If so, for which purchasing documents?

A:

Q: 15) Do you sometimes order stock material directly for a cost center or another consumption category?

A: [ ]Yes
   [ ]No

Q: 16) Do you have to declare your ordering activities to the authorities? If so, describe.

A:

Q: 17) Do you allow overdeliveries? If so, specify the percentage variance for the individual materials/material types.   yes, what percentage would you allow? Should this default percentage threshold vary for diff

A:

Q: 18) On the occasion that a vendor sent you less than the quantity ordered, would you ever want this shortfall to be considered an under delivery, with no further deliveries expected? Please list the values for each material/material group.

A:

Q: 19) Can the materials you purchase be subject to different tax types? (For example, based upon the material purchased, based upon the plant for which the material is purchased, etc)?   o

A:

Q: 20) Do your POs issued to vendors contain specific transport or packing instructions? ssue to suppliers? Is vendors' compliance with the transport and packing instruhe instructions when the goods are received ?

A:

Q: 21) Is it to be possible for purchase orders to be generated automatically following a goods receipt? Specify the criteria for this.

A:

1.4.2.2.   Release of Purchase Orders

Questions:

Q: 1) Are purchase documents to be approved by someone before being issued to vendors? Describe the approval procedure....

A:

Q: 2) How is the person responsible for approval to be notified? - Approver checks R/3 regularly, by phone, by e-mail, by workflow, other.

A:

Q: 3) Will you use an electronic signature to release purchasing documents?

A: [ ]Yes
       [ ]No

1.4.2.3.   Transmission of Purchase Orders

Questions:

Q: 1) How do your vendors transmit shipping notifications?

A:

Q: 2) What information does the shipping notification contain?

A:

Q: 3) How are your RFQs and rejection letters to your vendors to be transmitted?

A:

Q: 4) How long after ordering and before the time of delivery should a shipping notification have been received?

A:

Q: 5) Are there differences per vendor and/or site? If so, which?

A:

Q: 6) How will you transmit your purchasing documents to your vendors?

A:

Q: 7) Do you wish to adopt vendors' own nomenclature for characteristics (color codes etc.) on your order form?

A:

Q: 8) How are purchase orders to be transmitted?

A:

1.4.2.4.   Scheduling Agreement Delivery Schedule

Questions:

Q: 1) Are scheduling agreement delivery schedules/SA releases created in R/3 manually, with reference to requisitions and/or automatically? (Further details in sourcing administration scenario.)

A:

Q: 2) How do you wish to synchronize (monitor) the delivery schedules/SA releases with respect to the quantities delivered?

A:

Q: 3) Do you want to offer your vendors the option of viewing the scheduling agreement releases via the Internet?

A:

1.4.2.5.   Transmission of Scheduling Agreements

Questions:

Q: 1) How do you wish to transmit scheduling agreements?

A:

Q: 2) How are your RFQs and rejection letters to your vendors to be transmitted?

A:

Q: 3) Are there differences per vendor and/or site? If so, which?

A:

1.4.2.6.   Delivery and Acknowledgment Expediter

Questions:

Q: 1) How many days after the due delivery date will you send messages to your vendors urging delivery of the overdue goods?

A:

Q: 2) Should this deadline monitoring vary for different materials or articles? If so, please explain.

A:

Q: 3) Will you send out reminders regarding outstanding vendor confirmations if the due date is exceeded?   wledgment deadline is exceeded?

A: [ ]Yes
      [ ]No

Q: 4) Which kinds of purchasing document do you want to send to vendors? 1) The complete purchasing document 2) Information re changes 3) Reminders (prior to due date 4) Urging letters/expediters (after due date) 5) Scheduling agreement delivery schedules.

A:

Q: 5) Will you send urging messages (expediters) to your vendors in the case of overdue deliveries.If so, how many days after the due date will you do this?

A:

Q: 6) How are reminders and urging letters (expediters) to be sent to your vendors?

A:

1.4.2.7.   Inbound EDI Processing

Questions:

Q: 1) Create a list of which R/3 messages are sent to which business partners, which IDoc type is used and which EDI standards the messages are to be converted into.

A:

Q: 2) From how many different business partners will you receive EDI messages?

A:

Q: 3) Describe the changes you want to make to the standard EDI messages.

A:

Q: 4) Under which operating system do you want your EDI subsystem to run?

A:

Q: 5) Which interface technique do you want to use for exchanging messages between R/3 and your subsystem?

A:

Q: 6) Has SAP certified your EDI subsystem?

A:

Q: 7) Make a list showing the number of all outgoing messages (customer-specific) and the desired send time.

A:

Q: 8) Create a list showing the number of all incoming EDI messages (customer-specific) and the desired processing time

A:

Q: 9) Do you want to use Work Flow to be notified of errors or warnings?

A:

Q: 10) What type of reporting tools do you want to use?

A:

1.4.2.8.   Processing of Shipping Notifications/Confirmations

Questions:

Q: 1) Will you process shipping notifications with the R/3 System?

A: [ ]Yes
        [ ]No

Q: 2) Once you have issued a purchasing document to a vendor, do you want to track "confirmations" your vendor may return to you regarding the order?

A:

Q: 3) What do you do if the order acknowledgment contains quantity and/or delivery date variances viz a viz the purchase order or a previous acknowledgment?

A:

Q: 4) Which type of vendor confirmation do you need and at which time intervals? Which events should trigger a confirmation?

A:

1.4.2.9.   Transmission of Shipping Notifications

Questions:

Q: 1) Which department or person is to be informed of the shipping notifications?

A:

1.4.3.   Goods Receipt
1.4.3.1.   Goods Receipt Processing

Questions:

Q: 1) The material stock balances shown in your legacy system are to be transferred to the R/3 System. Will the stocks be valuated at the prices specified in the R/3 e total value of the former system be taken over?

A:

Q: 2) If you do not use the R/3 Purchasing functionality, describe the process of receiving goods from a vendor.

A:

Q: 3) If you do not use production orders of the R/3 System, describe the process of receiving goods from production.

A:

Q: 4) Should the person who posts a goods receipt be able to use a different account assignment than the one specified via the automatic account determination process?nt assignment?

A:

1.4.3.2.   Goods Receipt Processing with Reference

Questions:

Q: 1) Describe the process for receiving goods with reference to a purchase order.

A:

Q: 2) Name the storage locations to which vendors deliver the goods.

A:

Q: 3) How do you inform the Purchasing Department that goods have been received?

A:

Q: 4) Do you receive quantities less than the ordered quantity? If yes, is the purchase order considered complete then or do you receive the missing quantities later?

A:

Q: 5) Do you physically store the goods you have received into "stock in quality inspection" at a different location than those posted to normal stock?

A: [ ]Yes
     [ ]No

Q: 6) Do you allow every material to be stored at all storage locations? Please describe!

A:

Q: 7) Do you use a unit of measure for the pricing of the goods other than the unit you order in? If yes, you can define the variances in customizing.

A:

Q: 8) Do the materials you receive have to be stored for a certain time before they can be used or do they have an expiration date that you want to keep in the system?

A:

Q: 9) Do you refuse to accept deliveries if the vendor has not complied with the shipping instructions? (Can be used to evaluate vendors.)

A: [ ]Yes
     [ ]No

Q: 10) Which documents are generated with the goods receipt?

A:

Q: 11) Which documents are generated in connection with a goods receipt?

A:

Q: 12) If a goods receipt quantity is assigned to a goods issue, do you want the person who enters the goods receipt to receive a corresponding message?

A:

Q: 13) Will you inspect the material/article at the time of goods receipt? If so, do you enter the goods receipt and the inspection result or do you only enter the goods receipt after the inspection has been carried out?

A: [ ]Yes
     [ ]No

Q: 14) If you are using batch management, how is the batch number determined at the time of goods receipt?

A:

Q: 15) Do you classify the batches at the time of goods receipt? Please specify the criteria.

A:

Q: 16) Is the automatic account determination process defined by Financial Accounting? If not, who is responsible within Logistics?

A:

Q: 17) Do you wish to print out the material document as evidence of a goods movement? Which information should be included in the printout?

A:

1.4.4.   Warehouse/Stores

Questions:

Q: 1) Do you have storage locations, which are not relevant for Warehouse Management ?

A:

Q: 2) Do you have warehouses with stock of different plants?

A:

Q: 3) Describe the structure of your warehouse!

A:

Q: 4) Are you using external Warehouse control systems / subsystems? Do you plan to connect this system with the R/3 ?

A:

Q: 5) Which system should determine the storage bins for stock placement / removement ?

A:

Q: 6) For removals and batch management, which system should determine the batch?

A:

Q: 7) Which system should generate the transport orders ?

A:

Q: 8) How does your automated storage and retrieval system communicate to the legacy system? Explain or provide a design drawing.

A:

1.4.4.1.   Stock Placement Processing

Questions:

Q: 1) Are pallets managed in the system with a unique number?

A: [ ]Yes
      [ ]No

Q: 2) Are materials posted to quality inspection after goods receipt, or are they in unrestricted-use stock?

A:

Q: 3) Can goods be issued directly from the goods receipt area?

A: [ ]Yes
      [ ]No

Q: 4) Do you post your materials to "blocked stock"?

A: [ ]Yes
   [ ]No

Q: 5) Do you post your materials to return delivery stock?

A: [ ]Yes
   [ ]No

Q: 6) Describe the individual steps from external goods receipt to final placement in storage (putaway).

A:

Q: 7) Do you have capacity limits for your storage bins, for example, weight, volume...?

A: [ ]Yes
   [ ]No

Q: 8) Is a transfer requirement to be generated automatically at the time of a goods receipt with reference?

A:

Q: 9) For which goods movements are transfer orders to be created automatically?

A:

Q: 10) What kind of form (printout) do you need for stock putaways (GR slip, transfer order form, sticker, etc.)?

A:

Q: 11) Is procured material pending inspection posted to stock or does it remain in the goods receipt storage area? What happens with the samples: - Keep in GR area - post to stock - move to inspection area?

A:

Q: 12) Which parameters determine your putaway strategies?
etermining the appropriate storage bin.

A:

Q: 13) Do you print the stock placement (putaway) document when the transfer order is created?

A: [ ]Yes
   [ ]No

Q: 14) Are transfer orders confirmed manually or automatically?

A:

Q: 15) Please list the storage types that will have placement confirmation.

A:

Q: 16) Does your legacy system automatically determine the storage bin in which to place the materials? Is this done manually?

A:

Q: 17) Who is notified of a stock putaway? How is this person notified?

A:

Q: 18) Will you maintain placement strategies (for example, storage types, storage sections, storage bins) for your stock materials?

A:

Q: 19) How many storage bins do you have per storage type?

A:

Q: 20) How many stock putaways (items) do you have per day?

A:

Q: 21) Do you receive consignment stock from vendors?

A: [ ]Yes
   [ ]No

Q: 22) Do you receive articles that have batch or serial numbers from vendors?

A:

Q: 23) Do you create a pre-allocation of your materials within warehouse management?

A: [ ]Yes
   [ ]No

Q: 24) Do you group together your pick list for multiple processing for a particular shipping point, route, pick date, stock placement, stock removal?

A:

Q: 25) Do you receive materials with batch or serial numbers from vendors?

A:

1.4.4.2. Posting Change WM

Questions:

Q: 1) Do you use transfer orders to implement transfer postings with respect to consignment material?

A:

Q: 2) Which movement types will you use for posting changes?

A:

Q: 3) What type of documentation (forms) is to be generated in the case of transfer postings?

A:

Q: 4) Who is to be informed of a transfer posting? How is this person to be informed?

A:

1.4.4.3. Difference Processing During Stock Placement

Questions:

Q: 1) How do you handle stock differences that are noticed either at the time of transfer order confirmation or continuous inventory based on bin-to-bin transfer?

A:

1.4.4.4. Confirmation of Stock Placement

Questions:

Q: 1) Do you want to confirm the quantities involved in when stock is placed into or taken out of storage manually or automatically?

A:

1.4.4.5. Return Delivery

Questions:

Q: 1) Will you be required to retain costs for material that is inspected as a result of a stock purge?

A: [ ]Yes
     [ ]No

Q: 2) Will you create action plans/tasks for this defective material?

A: [ ]Yes
     [ ]No

Q: 3) Do you enter data (for example, defects, characteristic results, specific findings) on the defective material found in the stockroom or on the shop floor?

A: [ ]Yes
       [ ]No

Q: 4) Do you have to inspect/re-inspect defective material found in your stockroom or on the production floor?

A: [ ]Yes
       [ ]No

Q: 5) Which documentation should accompany the goods that are returned to the vendor?

A:

Q: 6) Describe the handling of inspection lots where the usage decision has determined that they are to be rejected and returned   ned to the vendor.

A:

1.4.5. Invoice Verification
1.4.5.1. Evaluated Receipt Settlement (ERS)

Questions:

Q: 1) According to which rules do you effect automatic settlement with regard to goods receipts?

A:

Q: 2) Should a goods receipt with reference to a PO automatically generate an invoice for the delivery?

A:

1.4.5.2. Invoice Processing with Reference

Questions:

Q: 1) Do you reduce the amount of your vendors' invoices automatically in the event of variances?   vendor?

A:

Q: 2) How do you notify your vendors of the reduction?

A:

Q: 3) Do you carry out invoice verification in the background?

A:

Q: 4) Do you have vendors who create one invoice for a delivery period?

A:

Q: 5) Do you receive mixed invoices (credit items and debit items in the same document)?

A:

Q: 6) Name the types of tax that might appear on a vendor's invoice.

A:

Q: 7) List the types of tax that are generally applicable and should therefore be automatically suggested in the standard system when an invoice is entered.

A:

Q: 8) If there are different types of tax, can groups of these tax types occur together under certain circumstances?

A:

Q: 9) If you are implementing QM, do you always require that goods receipts have passed QM inspection before being paid ?

A:

Q: 10) How do you treat unplanned delivery costs included in an invoice ?

A:

Q: 11) Do you sometimes have to change the account assignment for a certain purchase order at the time of invoice verification?

A:

Q: 12) Should down payments also be cleared?

A:

Q: 13) Which other messages do you want to send to your vendors or to people within your organization with respect to the invoice receipt?

A:

Q: 14) Is a goods receipt always necessary for invoice verification purposes? If so, do you allow reversal of the goods issue after the invoice has been posted? has been entered?

A:

Q: 15) Is the automatic account determination process only defined by Financial Accounting? If not, who is responsible within Logistics?

A:

Q: 16) Do you wish to notify Purchasing if the invoice price exceeds the purchase order price?

A:

Q: 17) Specific to Brazil: Describe the Nota Fiscal process including special situations like future delivery, importation, returnable transport packing, freight!

A:

Q: 18) Do you use tax jurisdiction codes? Specify the codes used.

A:

Q: 19) Will you have invoices with mass amounts of data for which no item check is required?

A:

Q: 20) Do you receive invoices relating to transactions that are not administered in the system?

A:

1.4.5.3.   Invoice Overview

Questions:

Q: 1) Who is responsible for processing incorrect invoices in your firm?

A:

Q: 2) Describe the information flow between Purchasing and Invoice Verification when an error occurs?

A:

1.4.5.4.   Invoice Release

Questions:

Q: 1) Which invoice blocking reasons will you use?

A:

Q: 2) Do you want to block invoices for late delivery of goods? If so, block the invoice when the number of days late times the value of the late items is greater than X. Specify a value for X.

A:

Q: 3) Invoices can be entered in the system but may be automatically blocked due to variances. Specify the maximum quantity and price variances that are allowed. ning or error messages?

A:

Q: 4) Do you want to block invoice items whose value exceeds a certain amount? What is the threshold value for invoice items 1) with reference to a purchase order 2) without reference to a purchase order?

A:

Q: 5) Who is to be notified in the event of variances between the purchase order price and the invoice price? How is this person to be notified?

A:

Q: 6) Do you wish to block invoices randomly (stochastically) or only if a certain value is exceeded?

A:

Q: 7) Who (e.g. buyer, accounts payable clerk) checks blocked invoices and releases them for payment? How is this person to be notified?   le manager)

A:

1.4.5.5.   Inbound EDI Processing

Questions:

Q: 1) Create a list of which R/3 messages are sent to which business partners, which IDoc type is used and which EDI standards the messages are to be converted into.

A:

Q: 2) From how many different business partners will you receive EDI messages?

A:

Q: 3) Describe the changes you want to make to the standard EDI messages.

A:

Q: 4) Under which operating system do you want your EDI subsystem to run?

A:

Q: 5) Which interface technique do you want to use for exchanging messages between R/3 and your subsystem?

A:

Q: 6) Has SAP certified your EDI subsystem?

A:

Q: 7) Make a list showing the number of all outgoing messages (customer-specific) and the desired send time.

A:

Q: 8) Create a list showing the number of all incoming EDI messages (customer-specific) and the desired processing time

A:

Q: 9) Do you want to use Work Flow to be notified of errors or warnings?

A:

Q: 10) What type of reporting tools do you want to use?

A:

1.5.   Pipeline Processing
1.5.1.   Pipeline Withdrawal
1.5.1.1.   Goods Issue Processing

Questions:

Q: 1) Which documents are generated in conjunction with this posting and what information do they contain?

A:

1.5.2.   Invoice Verification
1.5.2.1.   Invoice Release

Questions:

Q: 1) Which invoice blocking reasons will you use?

A:

Q: 2) Do you want to block invoices for late delivery of goods? If so, block the invoice when the number of days late times the value of the late items is greater than X. Specify a value for X.

A:

Q: 3) Invoices can be entered in the system but may be automatically blocked due to variances. Specify the maximum quantity and price variances that are allowed.
ning or error messages?

A:

Q: 4) Do you want to block invoice items whose value exceeds a certain amount? What is the threshold value for invoice items 1) with reference to a purchase order 2) without reference to a purchase order?

A:

Q: 5) Who is to be notified in the event of variances between the purchase order price and the invoice price? How is this person to be notified?

A:

Q: 6) Do you wish to block invoices randomly (stochastically) or only if a certain value is exceeded?

A:

Q: 7) Who (e.g. buyer, accounts payable clerk) checks blocked invoices and releases them for payment? How is this person to be notified?   le manager)

A:

1.6.   Source Administration
1.6.1.   RFQ/Quotation
1.6.1.1.   Processing of Requests for Quotations

Questions:

Q: 1) Do you generally request several vendors to submit prices, terms and conditions in the form of a tender/bid/quotation?

A: [ ]Yes
      [ ]No

Q: 2) Do you want to assign a collective number to the different quotations submitted by several vendors?

A: [ ]Yes
      [ ]No

Q: 3) Can an article be procured from several vendors? If so, is this the rule or an exception? (Or specify percentage.)

A:

Q: 4) Do you carry out requirements planning for structured articles (e.g. prepack, display)?

A: [ ]Yes
      [ ]No

Q: 5) How do you determine the requirement quantities at header level in the case of structured articles?

A:

Q: 6) Do you exclude articles from requirements planning? If so, which (e.g. import, seasonal, promotion, etc.)?

A:

1.6.1.2.　　　　Release of RFQs

Questions:

Q: 1) Are purchase documents to be approved by someone before being issued to vendors? Describe the approval procedure....

A:

Q: 2) How is the person responsible for approval to be notified? - Approver checks R/3 regularly, by phone, by e-mail, by workflow, other.

A:

Q: 3) Will you use an electronic signature to release purchasing documents?

A: [ ]Yes
　　 [ ]No

Q: 4) In automatic load-building, are (promotion) purchase orders to be consolidated in addition to requisitions?

A: [ ]Yes
　　 [ ]No

1.6.1.3.　　　　Transmission of RFQs

Questions:

Q: 1) How will you transmit your purchasing documents to your vendors?

A:

Q: 2) Will you send rejection letters to unsuccessful bidders? Indicate how such letters are to be transmitted to the vendor.

A:
1.6.1.4.　　　　Vendor Quotation Processing

Questions:

Q: 1) Do you wish to have the system automatically analyze/evaluate quotations submitted by vendors?

A:

Q: 2) How do you receive the quotations?

A:

Q: 3) Are the quotations submitted by vendors to be automatically compared by the system?

A: [ ]Yes
      [ ]No

1.6.1.5.   Transmission of Rejections

Questions:

Q: 1) How will you transmit your purchasing documents to your vendors?

A:

Q: 2) Will you send rejection letters to unsuccessful bidders? Indicate how such letters are to be transmitted to the vendor.

A:

1.6.2.   Outline Purchase Agreements

1.6.2.1.   Contract Processing

Questions:

Q: 1) Will you use contracts in R/3? If so, what will you use contracts for (e.g. stock materials, consumable materials, external services)?

A:

Q: 2) Which types of contract do you need (e.g. value contracts, quantity contracts)?

A:

Q: 3) Are the contracts to be valid for: - more than one plant - more than one company code?

A:

Q: 4) Do you also allow a consumption account in the case of contracts for stock materials?

A: [ ]Yes
      [ ]No

1.6.2.2.   Scheduling Agreement Processing

Questions:

Q: 1) Will you use scheduling agreements to procure materials from external or internal suppliers (vendors or your own plants respectively)? If so, which types of scheduling agreement will you use? Are these scheduling agreements to be maintained centrally?

A:

Q: 2) Do you want to reconcile the quantity requested and the quantity actually delivered with your vendor (monitoring function)? If so, how are the lines of the scheduling agreement delivery schedule generated: manually or via materials planning (MRP)?   M

A:

Q: 3) Do you need release documents (e.g., call-offs) and master conditions to manage your scheduling lines? If yes, are any of these JIT delivery schedules?

A:

Q: 4) Do you want to offer your vendors the option of viewing the scheduling agreement releases via the Internet?

A:

Q: 5) Do you sometimes assign a consumption category to scheduling agreements for stock materials?

A:

1.6.2.3.   Release of Outline Agreements

Questions:

Q: 1) Are purchase documents to be approved by someone before being issued to vendors? Describe the approval procedure....

A:

Q: 2) How is the person responsible for approval to be notified? - Approver checks R/3 regularly, by phone, by e-mail, by workflow, other.

A:

Q: 3) Will you use an electronic signature to release purchasing documents?

A: [ ]Yes
      [ ]No

1.6.2.4.   Transmission of Contracts

Questions:

Q: 1) Are there differences per vendor and/or site? If so, which?

A:

Q: 2) How will you transmit your purchasing documents to your vendors?

A:

Q: 3) Do you wish to adopt vendors' own nomenclature for characteristics (color codes etc.) on your order form?

A:

Q: 4) How will you transmit your contract release orders?

A:

Q: 5) How do you wish to transmit your contracts to your vendors?

A:
1.6.2.5.   Transmission of Scheduling Agreements

Questions:

Q: 1) How do you wish to transmit scheduling agreements?

A:

Q: 2) How are your RFQs and rejection letters to your vendors to be transmitted?

A:

Q: 3) Are there differences per vendor and/or site? If so, which?

A:

1.7.   Return Deliveries
1.7.1.   Quality Notification
1.7.1.1.   Creation of a Quality Notification

Questions:

Q: 1) In your company, who is responsible for the receipt or creation of quality notifications?

A:

Q: 2) Do you want a simplified view of the structure and functions of a notification to facilitate ease of use for occasional users?

A:

Q: 3) Do you want to create notifications using copy models?

A:

Q: 4) How do you prioritize incoming notifications (complaints, queries and so on)?

A:

Q: 5) Do you define specific periods of time for processing notifications?

A:

Q: 6) List the business partners (internal and/or external) whose address information you require when creating the notification. Add other business partners, if necessary.

A:

Q:　7) How do you describe the problem? Do you use a verbal description or standard codes?

A:

Q:　8) Do you want to attach electronic documents (for example, inspection reports) to the notification?

A:

Q:　9) Do you assign a responsible person to each task?

A:

Q:　10) Do you have ad-hoc tasks that you always carry out for different notification types or priorities? If so, describe these tasks.

A:

Q:　11) Do you want the person or coordinator responsible for a task to be notified automatically by the system?

A:

Q:　12) Do you want newly created notifications to be subject to an additional approval procedure?

A:

Q:　13) How do you want to structure the layout of your notification with regard to the problem description, execution, items, tasks, activities?

A:

Q:　14) Do you record costs arising from complaints? Describe how you record these.

A:

Q:　15) Do you want to create and activate the QM order, based on the notification? Where are these costs to be settled?

A:

Q:　16) How many notifications do you receive each day or each year?

A:

Q: 17) Do you record the performed activities that solved the customer problem in a standardized way (for example, using standardized codes) in order to evaluate possible solutions for a problem?

A:

Q: 18) How is a quality notification processed in your company? Describe the process for external or internal notifications.

A:

Q: 19) Do you allow your customers to create complaints in your system using the Internet?

A:

1.7.2.   Outbound Shipments
1.7.2.1.   Transportation Planning and Processing

Questions:

Q: 1) Do you plan transportation yourself?

A:

Q: 2) Do you use any third-party transportation systems?

A: [ ]Yes
      [ ]No

Q: 3) Describe your transportation handling in detail.

A:

Q: 4) What carriers do you use to transport goods?

A:

Q: 5) How do you select your carriers?

A:

Q: 6) How do you create shipments?

A:

Q: 7) Do you have Individual and/or Collective Shipments?

A:

Q: 8) Do you use one mode of transport per route or a combination of modes per route, e.g. road, rail, sea?

A:

Q: 9) Do you need leg determination?

A:

Q: 10) List all documents required to complete the transportation process.

A:

Q: 11) Do you record the progress of the shipment?

A:

Q: 12) If so, which ones?

A:

Q: 13) Is freight charged to the customers or is it absorbed by the company?

A:

Q: 14) Do you need to be able to enter your actual transportation data at a later point in time (for example, time taken, distance travelled)?

A:

Q: 15) How do you determine shipment costs (for example, kilometers, volume)?

A:

Q: 16) How do you carry out settlement accounting with the external carrier?

A:

Q: 17) Do you charge stores for the costs of using your own vehicles?

A:

Q: 18) Do you handle several deliveries for different ship-to parties in one single shipment?

A:

Q: 19) According to which criteria do you group deliveries for one shipment?

A:

Q: 20) Do you have your own vehicles or do you use external carriers?

A:

Q: 21) What do you use as a basis for scheduling your vehicles or the vehicles of your external carrier?

A:

Q: 22) How do you respond to capacity constraints? Describe the contractual conditions.

A:

Q: 23) What information do these documents contain?

A:

1.7.2.2. Freight Cost Invoicing and Settlement

Questions:

Q: 1) Is freight charged to the customer or does the company absorb the cost?

A:

Q: 2) How do you calculate your freight costs (freight pricing procedure)?

A:

Q: 3) Are you using multi-dimensional scales for freight calculation?

A:

Q: 4) How do you post your freight costs to accounting?

A:

Q: 5) Do you verify invoices for your forwarding agents? If so, which rules do you use?

A:

1.7.2.3. Message Transmission for Transport Documents

Questions:

Q: 1) Do you require shipment documents for physically transporting the merchandise? If so, what form of document (e.g. paper, EDI)?

A:

Q: 2) What information do these documents contain?

A:

Q: 3) How are shipping documents to be transmitted?

A:

1.7.3. Warehouse

1.7.3.1. Stock Removal Processing

Questions:

Q: 1) Upon what does the your choice of strategy depend (only in the case of several different strategies)?

A:

Q: 2) On which parameters does the storage bin search process depend when items are removed from storage (e.g. article, type of movement, etc.)?

A:

Q: 3) Do you carry out complete pallet removals and subsequent return transfers? If so, to which location is the merchandise returned?

A:

Q: 4) Will you maintain picking strategies?

A:

1.7.3.2. Difference Processing

Questions:

Q: 1) How do you handle stock differences that are noticed either at the time of transfer order confirmation or continuous inventory based on bin-to-bin transfer?

A:

1.7.3.3. Confirmation

Questions:

Q: 1) Are to-bin transfer orders confirmed separately or automatically by the system?

A:

Q: 2) How much time elapses between delivery of the goods and their inspection, and between inspection and the arrival of the goods at their final destination?   the destination bin.

A:

Q: 3) How are the picking results confirmed?

A:

Q: 4) Which data is confirmed (e.g. actual time, transport equipment used)?

A:

Q: 5) Do you want to confirm the quantities involved in when stock is placed into or taken out of storage manually or automatically?

A:

1.7.4. Shipping

1.7.4.1. Message Transmission for Deliveries

Questions:

Q: 1) What information do these documents contain?

A:

Q: 2) How are deliveries to be transmitted?

A:

Q: 3) How are shipping documents to be transmitted?

A:

1.7.4.2. Picking

Questions:

Q: 1) Will you use the SAP Warehouse Management component?

A: [ ]Yes
      [ ]No

Q: 2) Which type of warehouse management do you use?

A:

Q: 3) Do you use Lean WM for picking?

A: [ ]Yes
      [ ]No

Q: 4) Is the picking process handled via an external system?

A: [ ]Yes
      [ ]No

Q: 5) Which activities do you carry out during the picking process?

A:

Q: 6) Do you carry out picking on an article or recipient basis?

A:

Q: 7) Do you have material that:

A:

Q: 8) Do you confirm your picking process?

A: [ ]Yes
      [ ]No

Q: 9) Do you group deliveries together to expedite the picking process (picking wave)?

A: [ ]Yes
      [ ]No

Q: 10) How will the relevant picker be assigned to a pick order?

A:

Q: 11) Will target times for picking be recorded?

A:

Q: 12) How are picking staff assigned to individual pick orders?

A:

Q: 13) Do you use software from another vendor to handle this process? If so, how is the process carried out?

A:

Q: 14) Are you supported by a sub-system when picking (e.g. radio, PDC, warehouse control unit, etc.)?

A:

Q: 15) How do you determine the location at which an item must be picked?

A:

Q: 16) Do you group together deliveries for which picking is to take place over a certain time interval?

A: [ ]Yes
      [ ]No

Q: 17) How do you plan the picking sequence of the individual deliveries?

A:

Q: 18) Which documents are used for picking and what information do they contain (planned time, transport equipment to be used, etc.)?

A:

Q: 19) How do you optimize picking (split according to specific criteria)?

A:

Q: 20) How are the picking results confirmed?

A:

Q: 21) In how many steps are the goods grouped?

A:

Q: 22) Are target times for picking determined?

A: [ ]Yes
     [ ]No

Q: 23) Is payment of pickers performance-related?

A:

1.7.4.3.   Packing Processing

Questions:

Q: 1) Describe your packing process in detail.

A:

Q: 2) Would you require a packing proposal in sales documents?

A:

Q: 3) Do you have specific packing materials?

A: [ ]Yes
     [ ]No

Q: 4) Do you need to be able to pack certain articles in certain packaging materials only?

A: [ ]Yes
     [ ]No

Q: 5) Do you want to use multi-level packing? That is, do you combine materials in other units?

A: [ ]Yes

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[   ]No

Q: 6) Do you require detailed information on the type and number of the packing materials to be used for picking? If so, which algorithms do you use to determine this information?

A:

Q: 7) Do you want to pack items of a delivery in such a way that you know which and how many articles are in each shipping material (for example, wire basket or roll container)?

A: [   ]Yes
     [   ]No

Q: 8) Do you require packing documents (packing list) and what information do these contain?

A:

Q: 9) Are you currently using any external software for packing?

A:

Q: 10) Do you combine packed materials into other units (shipping units), for example, several packages into one container?

A: [   ]Yes
     [   ]No

Q: 11) What packing materials do you use?

A:

Q: 12) Do you need to check the maximum capacity limit of packing materials?

A: [   ]Yes
     [   ]No

Q: 13) Do you need direct verification for information on the physical packaging transaction on the packing station for the R/3 System?

A:

Q: 14) Do you want to send the the pallet identification information to your customer?

A:

1.7.4.4.   Goods Issue Processing

Questions:

Q: 1) How much time elapses between the actual goods issue and its posting in the system?

A:

Q: 2) Is the posting made online or in batch mode?

A:

Q: 3) Are deliveries posted individually or for each group of goods issues?

A:

Q: 4) Which documents are generated in conjunction with this posting and what information do they contain?

A:

Q: 5) Do you want to send the the pallet identification information to your customer?

A: