

Materials Management (MM)

This case study explains an integrated materials management process in detail. This promotes a thorough understanding of each process step and the underlying SAP functions.

Product

S/4HANA 2020
Global Bike

Level

Bachelor's degree
Masters
Beginner

Focus

Materials Management

Authors

Bret Wagner
Stefan Weidner

Version

4.1

Last Change

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MOTIVATION

In the exercises for Materials Management, a procurement process was tracked with master and transaction data that had already been created.

This case study explains and executes a complete material procurement process from the creation of master data, through purchasing to payment for the delivered goods.

PREREQUISITES

Before you process the case study, you should familiarize yourself with the navigation in the SAP system.

To successfully perform this MM case study, it is not necessary to have completed all MM exercises. However, it is recommended.

NOTES

This case study uses the model company Global Bike, which was developed exclusively for SAP UA Curricula.



Process Overview

Learning objective Understand and execute an integrated procurement process.

Time 170 min

Scenario To process a complete procurement process, you will assume various roles within Global Bike, for example: Purchaser, Warehouse Worker, Accounting Clerk. In general, you will work in the Materials Management (MM) and Financial Accounting (FI) departments.

Employees involved

Joyce Hausman	(Contract Manager)
Sandeep Das	(Warehouse Supervisor)
Sergey Petrov	(Warehouse Employee)
Wilton Saban	(Inventory Supervisor)
Alberto Conti	(Inventory Assistant)
Aura Maxwell	(Purchasing Agent)
Tatiana Karsova	(Goods Receipt Clerk)
Silvia Cassano	(AP Accountant)
Shuyuan Chen	(Head of Accounting)

Before you start the procurement process, you must create a new supplier (Mid-West Supply from Lincoln). You then create the new master record for a trading good (chain lock) in the system. After the stock is checked (empty), you initiate the procurement by creating a purchase requisition. You then generate a request for quotation and maintain the quotations for three different vendors (including your new vendor). After evaluating and accepting the bid from Mid-West Supply, you create a purchase order with reference to the original purchase quotation. You will then post the goods receipt document and confirm the physical receipt into warehouse stock. After creating two partial invoices, you will post the payment to the supplier and finally check all involved G/L accounts in financial accounting. The following graphic shows the entire process.

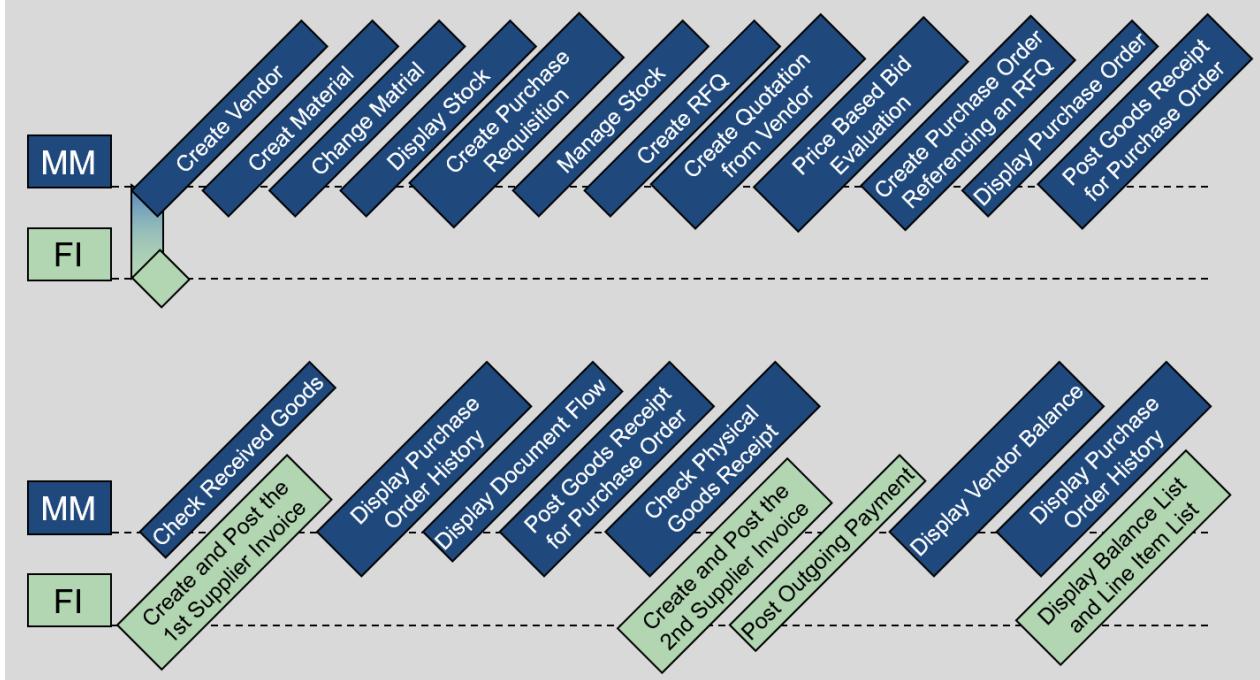


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Step 1: Create Vendor

Task Create a new supplier.

Time 20 min

Description Use the SAP Fiori launchpad to create a new supplier (Mid-West Supply).

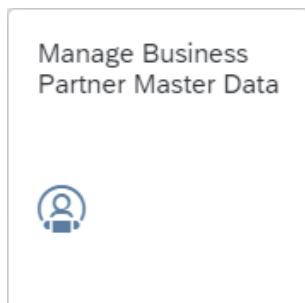
Name (position) Joyce Hausman (Contract Manager)

Suppliers are used in both financials and procurement. The master record of a vendor includes 3 categories – General Data, Finance, and Procurement. Vendors can be created centrally or with shared responsibilities. During central creation, all views are generated in one step and by one person. In the case of shared responsibility, finance and procurement create the views that are relevant for them. In this case study, the vendor is created centrally. As a result, the vendor master record contains all the information required to perform business transactions.

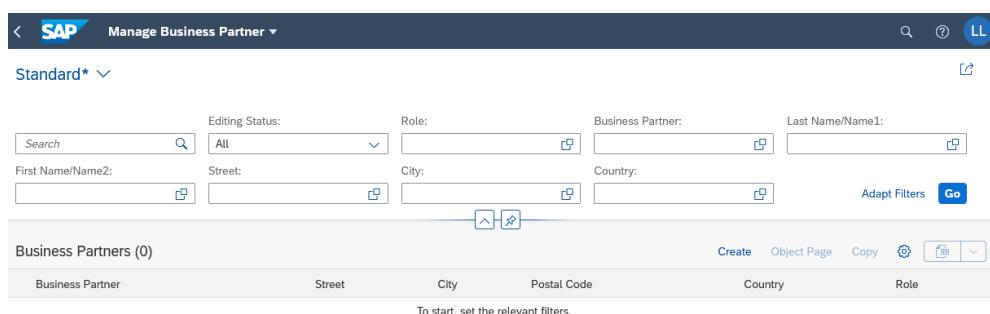
Vendor Master

To create a new supplier, go to the *Materials Management* space. In the *Contract Manager* section, you can use the *Manage Business Partner Master Data* app.

Start



The following screen appears:



On the *Manage Business Partner* screen, choose **Create** and **Organization**.

Organization

In the *Create Organization* popup window, leave the Business Partner field blank. The system will generate a unique number later. In the *BP Role* field, click and in the *Select: BP Role* window, select **FI Vendor (FLVN00)**.

FLVN00

For the *Organization Title* field, select **Company** and enter **Mid-West Supply** **###** as the *Name 1*. Compare your entries with the following screenshot.

Company
Mid-West Supply **###**

Create Organization

BP Category:	City:
2	
BP Role:	Postal Code:
FLVN00	
Organization Title:	Country:
Company	
Name 1:	Region:
Mid-West Supply 777	
Name 2:	Language:
OK Cancel	

Click **OK**. In the *Business Partner* view, in the *Basic Data* area, enter your three-digit number **###** as *Search Term 1*.

###

Go to the *Address* area and in the *Street* field, enter **335 W Industrial Lake Dr**, for *Postal Code* **68528**, for *City*, enter **Lincoln**, for *Country* **US** and *Region* **NE**. Under Standard Communication, select **English (EN)** as the *language*. Compare your entries with the following screenshot.

335 W Industrial Lake
Dr
68528 Lincoln
US
NE
English

SAP Business Partner ▾

New Business Partner

Basic Data	Roles	Address	Bank Accounts	Payment Cards	Identification	Contacts	Att.																
<p>Standard Address</p> <table border="1"> <tr> <td>Street:</td> <td>Country:</td> </tr> <tr> <td>335 W Industrial Lake Dr</td> <td>USA (US)</td> </tr> <tr> <td>House Number:</td> <td>Region:</td> </tr> <tr> <td></td> <td>NE</td> </tr> <tr> <td>Postal Code:</td> <td></td> </tr> <tr> <td>68528</td> <td></td> </tr> <tr> <td>City:</td> <td></td> </tr> <tr> <td>Lincoln</td> <td></td> </tr> </table>								Street:	Country:	335 W Industrial Lake Dr	USA (US)	House Number:	Region:		NE	Postal Code:		68528		City:		Lincoln	
Street:	Country:																						
335 W Industrial Lake Dr	USA (US)																						
House Number:	Region:																						
	NE																						
Postal Code:																							
68528																							
City:																							
Lincoln																							

Go to the *Identification* tab and click **Create** in the *Tax Numbers* section. In the line that appears, enter **US1** as the *Tax Category* and **12-3456###** as the *Tax Number* – replace **###** with your number.

US1
12-3456###

Tax Numbers	
Search	
Tax Category	Tax Number
US1	12-3456777

Now go back to the *Roles* area and click **Create**. Choose **Vendor (FLVN01)** as the *Business Partner Role*.

FLVN01

Now click in the row of the newly created business partner role.

Business Partner Role		Valid From	Valid To	
FLVN00		10/12/2021	12/31/9999	>
FLVN01		10/12/2021	12/31/9999	

You can now maintain company code-specific data for your business partner in the role of the vendor. Go to the *Company Codes* area and click **Create**.

On the *Company Code* screen, enter **US00** in the *Company Code* field. Select the value in the selection help that appears automatically. Confirm with Enter.

US00

[Business Partner /](#)

New Company Code

General Data	Correspondence	Finance	Withholding Taxes	Dunning Data	Texts
Company Code: <input type="text" value="Global Bike Inc. (US00)"/>					

Switch to the *Finance* area and enter **3300000 (Trade payables)** for the *Reconciliation Account*. In the *Payment Data* section, enter **0001 (Payable immediately Due net)** as the *Payment Terms* and select **Check Double Invoice**. Compare your entries with the following screenshot.

3300000
0001

Check Duplicate Invoice

General Data	Correspondence	Finance	Withholding Taxes	Dunning Data	Texts
Accounting Reconciliation Account: <input type="text" value="3300000"/> Interest Indicator: <input type="text"/> Interest Calculation Calculated To: <input type="text" value="MM/dd/yyyy"/> Payment Data Payment Terms: <input type="text" value="Payable immediately Due net (0001)"/> Tolerance Group: <input type="text"/> Check Cashing Time: <input type="text" value="0"/> Check Double Invoice: <input checked="" type="checkbox"/>					
Head Office: <input type="text"/> Sort Key: <input type="text"/> Certification Date: <input type="text" value="MM/dd/yyyy"/>					

Now switch to the *Correspondence* area. Enter **your user** (LEARN-###) as the *Clerk ID at Supplier*. Now click **Apply** in the lower screen area.

Your User

Back on the *Supplier* screen, go to the Purchasing Organizations area to enhance your Mid-West Supply business partner with purchasing-specific data.

New Business Partner

Purchasing Organizations

Purchasing Organization

Purchasing Block

No data found.

Click **Create** in the *Purchasing Organization* window. In the *Purchasing Organization* field, enter **US00**.

On the *Purchasing Organizations* area, enter **USD** as the *Order Currency* and use the **F4 help** to search for the *Payment Terms Payable immediately Due net (0001)*.

USD
Payable immediately
Due net (0001)

Navigate to the *Partner Functions* area. Click on **Create** and enter the partner function **VN** for vendor and press Enter.

VN

General Data Purchasing Organizations Partner Functions Texts

Partner Function (1)

Search Create Delete Paste

Partner Function	Partner Number	Description	Default Partner
VN			

Click **Apply** to transfer your purchasing-specific data for your business partner. Then click **Apply** and then **Create**. The system automatically assigns a unique number to your supplier.

Business Partner ▾

Mid-West Supply 777

1003081

Grouping: Internal number assignment (0001) Standard Address

Business Partner Category: Organization (2) 335 W Industrial Lake Dr 68528 Lincoln US

Click on the home icon **SAP** to go to the Fiori Launchpad Overview.

Step 2: Create Material

Task Create the material master record for a trading good.

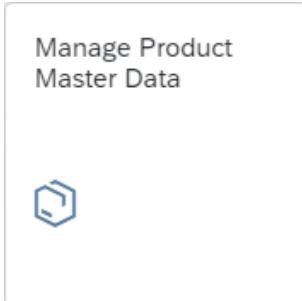
Time 20 min

Description Use the SAP Fiori launchpad to create the wholesale chain lock master data.

Name (position) Sandeep Die (Warehouse Supervisor)

To create materials, go to the *Materials Management* space. In the *Warehouse Supervisor* section, you can use the *Manage Product Master Data* app.

Start



The screenshot shows the SAP Fiori launchpad with the 'Manage Product Master Data' app icon highlighted. The icon features a blue hexagonal shape with a white 'Q' inside. Below the icon is a small description text: 'To create materials, go to the *Materials Management* space. In the *Warehouse Supervisor* section, you can use the *Manage Product Master Data* app.'

SAP Manage Product Master Data

Standard* 

Editing Status:  All  Product Description:  GTIN:  

Product Group:  Product Category:     

Products (0)        

 Image  Description / ID  Group / Type  GTIN  Product Category  Last Changed

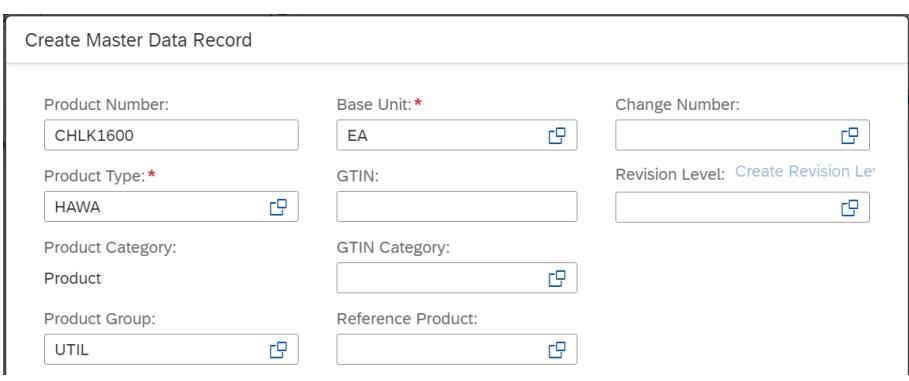
To start, set the relevant filters.

On the *Manage Product Master Data* screen, click [Create](#).

In the *Create Master Data Record* dialog box that appears, enter **CHLK1###** as the *Product Number* and **HAWA (Trading Goods)** as the *Product Type*. Enter **EA (Each)** as the base unit of measure for the *Product Group UTIL (Utilities)*.

CHLK1###
HAWA

EA
UTIL



The screenshot shows the 'Create Master Data Record' dialog box. The fields are as follows:

- Product Number: CHLK1600
- Base Unit: EA
- Change Number: (empty)
- Product Type: HAWA
- GTIN: (empty)
- Revision Level: Create Revision Level (dropdown menu)
- Product Category: Product
- GTIN Category: (empty)
- Product Group: UTIL
- Reference Product: (empty)

Press **OK**. In the *General Information* area in the *Basic Data* section, enter **Accessories (AS)** for the *Division*.

In the *Descriptions* section, click **Create**. In the automatically added line, enter the *Product Chain Lock ###* for *Language EN* (English). Repeat this step and this time for *Language DE* (German), enter **Kettenschloss ###** as the *Product*. For both, replace **###** with your number. Confirm your entries with Enter.

Language	Product
EN	Chain Lock 600
DE	Kettenschloss 600

Scroll down to the *Units of Measure* section. At the end of the line in which the unit of measure EA is already entered, click **>**.

On the *Unit of Measure* screen, in the *Dimensions* area, enter **65.00** for the *Gross Weight* and **OZ (ounce)** as the *Unit*.

65.00
OZ

General Information	Conversion Factor	Dimensions	GTINs	Warehouse Management Packaging								
Chain Lock 777 /	Each	EA										
<table border="1"> <tr> <td>Measurements</td> <td>Weight</td> </tr> <tr> <td>Length: 0.000</td> <td>Gross weight: 65.000 OZ</td> </tr> <tr> <td>Width: 0.000</td> <td>Net Weight: 0.000 OZ</td> </tr> <tr> <td>Height: 0.000</td> <td></td> </tr> </table>					Measurements	Weight	Length: 0.000	Gross weight: 65.000 OZ	Width: 0.000	Net Weight: 0.000 OZ	Height: 0.000	
Measurements	Weight											
Length: 0.000	Gross weight: 65.000 OZ											
Width: 0.000	Net Weight: 0.000 OZ											
Height: 0.000												

Click **Apply**.

Now go to the *Sales* area and enter **0001 (On pallets)** as the *Transportation Group*. Afterwards, navigate to the *Distribution Chains* area and choose **Create**.

0001

On the *Distribution Chain* screen, enter *Sales Organization UE00 (US East)*, *Distribution Channel WH (Wholesale)*, and *Delivery Plant MI00 (DC Miami)*.

UE00
WH
MI00

Accessories (AS)

Chain Lock ###
Kettenschloss ###

General Information ▼ Grouping Terms Sales Tax Texts

General Data

Sales Organization:*	US East (UE00)	Rounding Profile:
Distribution Channel:*	WH	Distribution-Chain-Specific Product Status:
Sales Unit:		Valid-From Date for Product Status:
Delivery Plant:	DC Miami (MI00)	Product hierarchy:

In the *Grouping Terms* area, choose **0001 (Make-to-order)** for the *Item Category Group*. Choose Enter.

0001

Go to the *Sales Tax* area and choose **Tax Classification 0 (Exempt)** for all three tax categories.

0 (Exempt)

General Information ▼ **Grouping Terms** Sales Tax Texts

Sales Tax

Country	Tax Category	Tax Classification
US	UTXJ	0
US	UTX2	0
US	UTX3	0

Click **Apply**.

Back on the *Product* screen, navigate to the *Plants* area and click **Create**. On the *Plant* screen, in the *General Data* section, enter **MI00 (DC Miami)** for *Plant* and **Hand lift** for *Loading Group*.

MI00
Hand lift

New Record - Plant

General Information Configuration International Trade Purchasing MRP Data Advanced Planning ▼

General Data

Plant:*	DC Miami (MI00)	Batch Management Required:
Plant-Specific Product Status:		No
Valid From Date for Status:	MM/dd/yyyy	Serial Number Profile:
Profit Center:		Negative Stocks Allowed in Plant:
Unit of Issue:		Stock Determination Group:
		Loading Group:
		Hand lift

Now go to the *Purchasing* area and enter **N00 (North America)** as the *Purchasing Group*.

N00

Purchasing Group: North America (N00)

Source List Required:

Has Post to Inspection Stock:

Automatic Purchase Order Allowed:

Go to the *MRP Data* area and enter the *MRP Type PD (MRP)*, the *MRP Controller 000 (MI MRP Controller)*, and the *Availability Check 02 (Individual Requirement)*.

PD
000
02

MRP Type: * MRP (PD)

ABC Indicator:

MRP Controller: 000

MRP Group:

Availability Check: Individ. Requirement (02)

Strategy Group:

In the *Lot-Size Data* section, enter **EX (Lot-for-lot order quantity)** as the *Lot-Sizing Procedure* and **10** as the *Minimum Lot Size*.

EX
10

Lot Sizing Procedure: Lot-for-lot order quantity (EX)

Lot Size Independent Costs: 0.00 USD

Minimum Lot Size: 10.000 EA %

Assembly Scrap: 0.00 %

Note Some values in this view have three decimal places. Therefore, a minimum lot size of 10 is displayed as 10.000.

In the *Procurement* section, for *Planned Delivery Time*, enter **6** (days).

6

Procurement

Procurement Type: External procurement

Default Storage Location for External Procurement:

Planned Delivery Time: 6 DAY

Special Procurement Type:

Planning Calendar:

Goods Receipt Processing Time: 0 DAY

Replenishment Lead Time: 0 DAY

In-House Production Time: 0 DAY

Product Storage Location:

Switch to the *Storage Locations* area and choose **Create**.

On the *Plant – Storage Location* screen, enter **TG00 (Trading Goods)** for the *Storage Location* field. Click **Apply**.

TG00

On the *Product* screen, please navigate to the *Valuation Areas* area and click **Create**. On the *Valuation Area* screen, enter **Valuation Area MI00** and **Valuation Class 3100 (Trading goods)**.

MI00
3100

MI00

Product Type: Trading Goods (HAWA) Base Unit of Measure: Each (EA) Reference Product: Last Price Change:
 Product Category: Product GTIN: Current Period:
 Product Group: Utilities (UTIL) GTIN Category: Fiscal Year of Current Period:

General Information Valuation Marked Standard Cost Estimate Determination of Lowest Value Determination of CFOP Code

General Data **Valuation Class**

Valuation Area: * MI00 Valuation Type: - Valuation Class: * 3100

Go to the *Valuation* area and enter **33.50 USD** as the *Inventory Price* and ensure that **Moving Average Price/Periodic Unit Price (V)** is selected for *Price Control*.

33.50

MI00

General Information Valuation Marked Standard Cost Estimate Determination of Lowest Value Determination of CFOP Code

Valuation

Current Period

Currency Type / Valuation View	Currency	Inventory Price	Price Unit	Price Control
10	USD	33.50 USD	1	Moving average price/periodic u...

Click **Apply** and then click **Create**. Your material has now been created.

Click on the home icon to go to the Fiori Launchpad Overview.

Step 3: Change Material

Task Extend a material master record.

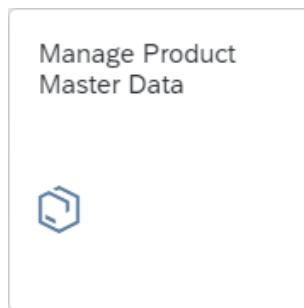
Time 5 min

Description Extend the distribution chain of the new trading goods (chain closure) to enable the San Diego plant to maintain another condition.

Name (position) Sergey Petrov (Warehouse Employee)

To create new views for a trading good, please go to the *Materials Management* space. In the *Warehouse Employee* section, you can use the *Manage Product Master Data* app.

Start



Enter your material number **CHLK1###** (replace **###** with your number) in the *Product* field and click **Go**.

CHLK1###

Products (1)					
<input type="checkbox"/> Image	Description / ID	Group / Type	GTIN	Product Category	Last Changed
<input type="checkbox"/>	 Chain Lock 600 CHLK1600	Utilities (UTIL) Trading Goods (HAWA)		Product	04/21/2022, 22:26:04 Learn-600 Learn-600

Click on the line with your material.

On the *Product* screen, click **Edit**. Navigate to the *Distribution Chains* area and click **Create**.

On the *Distribution Chain* screen, in the *General Information* section, enter *Sales Organization UW00 (US West)*, *Distribution Channel WH (Wholesale)*, and *Delivery Plant SD00 (San Diego)*.

UW00
WH
SD00

General Data

Sales Organization:*	US West (UW00)	Rounding Profile:
Distribution Channel:*	WH	Distribution-Chain-Specific Product Status:
Sales Unit:		Valid-From Date for Product Status:
Delivery Plant:	DC San Diego (SD00)	Product hierarchy:

In the *Grouping Terms* area, choose **0001 (Make-to-order)** for the *Item Category Group*.

0001

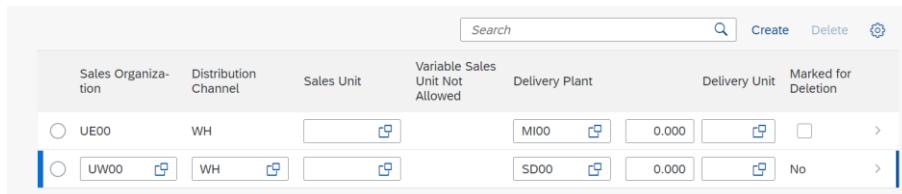
In the *Sales Tax* area, ensure that *Tax Classification 0 (Exempt)* is entered for all three tax categories.

0 (Exempt)

Sales Tax

Country	Tax Category	Tax Classification
US	UTXJ	0
US	UTX2	0
US	UTX3	0

Click **Apply** and then click **Save**.



Finally, press **SAP** to get to the Fiori Launchpad Overview.

Step 4: Display Stock

Task Display the current stock.

Time 5 min

Description View the current stock for your chain lock and the demand for this product. The report should show that there is no provision for this and therefore no lock is currently available.

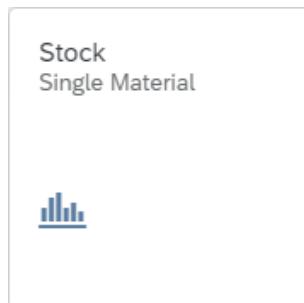
Name (position) Wilton Saban (Inventory Supervisor)

The stock is dynamic. As a result, it always changes when the affected material is used in a transaction.

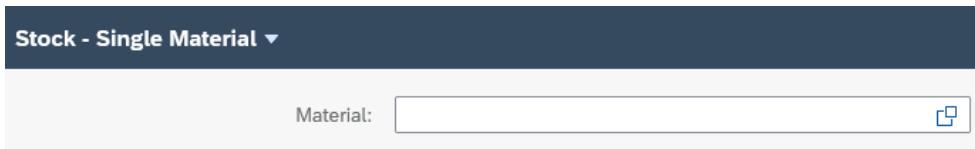
Stock

To display the stock, go to the *Materials Management* space. In the *Inventory Supervisor* section, you can use the *Stock - Single Material* app.

Start



You will be directed to the following screen.

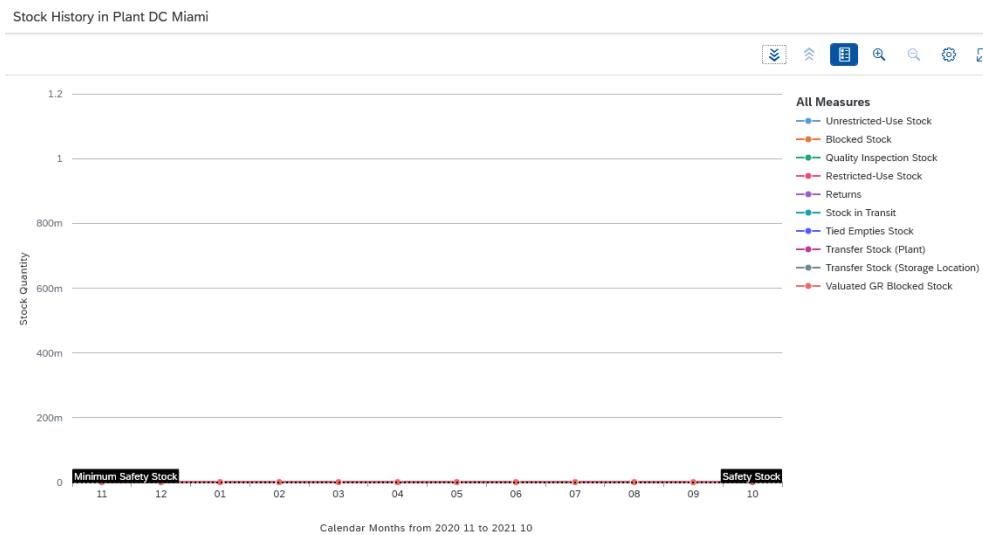


To find the material number of your chain lock, click in the *Material* field and then click . In the *Material* field, enter your number in the format *###. Click to search. Double-click your material CHLK1###. Your stock should look like this:

*###

Material												
 												
Stock by Plant/Storage Location		Reporting Date		10/13/2021		Search						
Plant	Storage Location	Unrestrict ed-Use Stock	Blocked Stock	Quality Inspectio n Stock	Restricted -Use Stock	Returns	Stock in Transit	Tied Empties Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History
DC Miami	MI00	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	
Trading Goods	TG00	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA				0.000 EA		

In the DC Miami row, in the *Stock History* column, click the  icon. The system will now display the stock history of your material CHLK1### in DC Miami.



Note Since the material has just been created and no stocks have been posted yet, the stock history in all key figures is 0.

Close the window and click the Home button  to return to the SAP Fiori launchpad.



Step 5: Create Purchase Requisition

Task Create a purchase requisition.

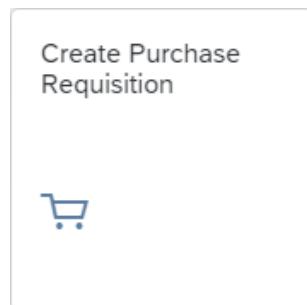
Time 5 min

Description The sales management has informed the purchasing department that an advertising campaign is starting in 3 months to introduce the new chain lock. Create a demand (purchase requisition) for 200 of your locks so that you can choose the supplier that best meets your needs from any quotations.

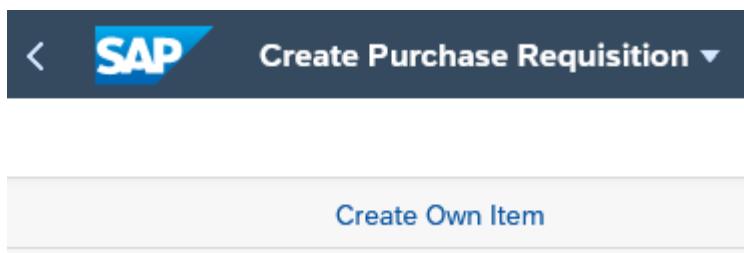
Name (position) Wilton Saban (Inventory Supervisor)

To create a purchase requisition, please go to the *Materials Management* space. In the *Inventory Supervisor* section, you can use the *Create Purchase Requisition* app.

Start



You should now see the following screen.



Click [Create Own Item](#).

Enter **Material CHLK1###** (## - replace with your number), press Enter. The Short Tex and Material Group will be added automatically.

CHLK1###

Enter **32.00 USD** as the *Valuation Price*, **1** as the *Price Unit*, and **200** as the *Quantity Requested*. For the *Delivery Date*, you choose **today in 3 months**.

32.00 USD

1

200

Today in 3 months

Note The requested quantity is displayed with three decimal places. Therefore, your 200 is displayed as 200.000.

General Data

Material:	CHLK1600	<input type="button" value=""/>
Short Text:	Chain Lock 600	
Material Group:	UTIL	Utilities
Supplier Material Number:		
Valuation Price:*	32.00	USD <input type="button" value=""/>
Price Unit:*	1	EA
Quantity Requested:*	200.000	EA
Delivery Date:*	07/22/2022 <input type="button" value=""/>	

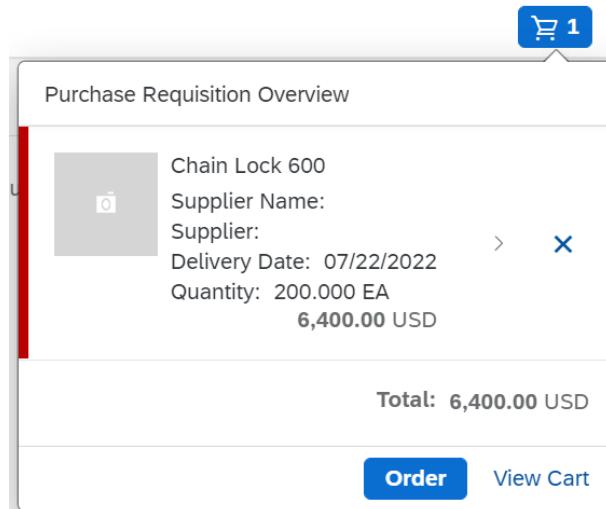
At the very end, enter the following message under the Notes heading and on the *Item text* tab page:

“Global Bike formally requests quotations for the following material. Quotations will be accepted until [01. day of next month].“

Notes

Item text	Item note	Delivery text	Material PO text
Global Bike formally requests quotations for the following material. Quotations will be accepted until 05/01/2022.			

Click **Add to Cart**. In the upper right corner, you can see the item in the shopping cart.



Click **View Cart** to view your requisition.

Purchase Requisition for Learn-600 Learn-600 6,400.00 USD Saved

General Information

Purchase Requisition Name: Learn-600 Learn-600 04/22/2022 Requestor: 00000669 Learn-600

Items (1)

	Description	Quantity	Subtotal
<input type="checkbox"/>	Chain Lock 600	200.000 EA	6,400.00 USD
<input type="checkbox"/>	Supplier Name: Supplier: Delivery Date: 07/22/2022		
Unit Price: 32.00 USD per 1 EA			

In the *Items* area, click on the line of the chain lock to add some details.

In the *Item Details* view, enter **N00** as the *Purchasing Group*, **US00** as the *Purchasing Organization*, **US00** as the *Company Code*, and **MI00** as the *Plant*.

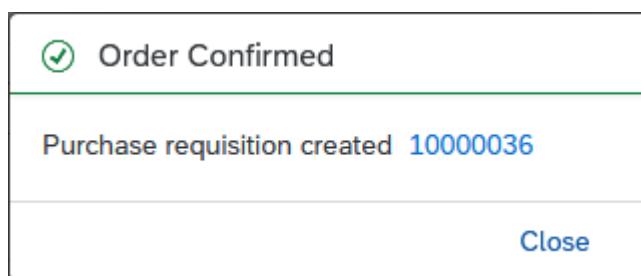
N00
US00
US00
MI00

SAP Item Details

General Data

Material: CHLK1600	Purchasing Group: N00
Short Text: Chain Lock 600	Purch. Organization: US00
Product Type Group: Material	Company Code: US00
Material Group: UTIL	Plant: MI00
Supplier Material Number:	Account Assignment Category:
Valuation Price: 32.00	USD
Price Unit: 1	EA
Quantity Requested: 200.000	EA
Delivery Date: 08/01/2022	

Click **Save**. Afterwards, click **<** and then choose **Order** to confirm the request. The system creates a separate document number.



Close the notification and then click **SAP** to go to the SAP Fiori launchpad.

Step 6: Manage Stock

Task Manage the stock.

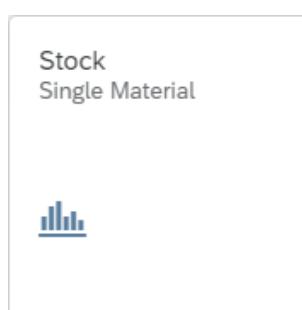
Time 5 min

Description Display the stock/requirements list of your existing chain lock and check which requirements exist for this product.

Name (position) Alberto Conti (Inventory Assistant)

Please go to the *Materials Management* space. In the *Inventory Assistant* section, you can use the *Stock (Single Material)* app to display the stock/requirements list.

Start



On the *Stock – Single Material* screen, in the *Material* field, enter your chain lock **CHLK1###**. Your warehouse/demand list should look similar to the screenshot below.

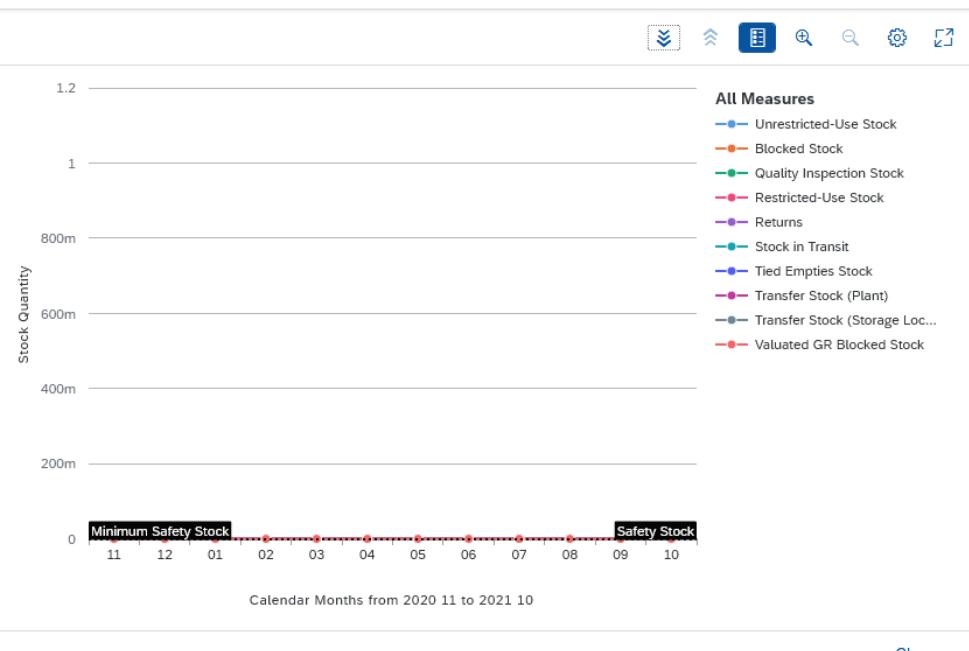
CHLK1###

Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock
DC Miami	MI00	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA
	Stock History:										
	Trading Goods	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA			0.000 EA		
	TG00										
	Stock History:										

In the DC Miami row, in the Stock History column, click the icon

The system will now display the stock history of your material CHLK1### in DC Miami.

Stock History in Plant DC Miami



Note As you can see, the creation of the purchase requisition has not influenced the stock development.

Click  to go to the SAP Fiori launchpad



Step 7: Create RFQ

Task Create a request for quotation for your purchase requisition.

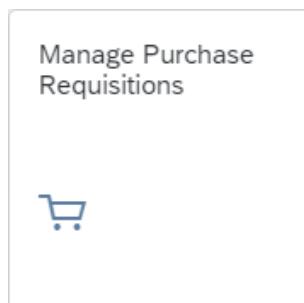
Time 5 min

Description Create one request for each supplier. This is used to collect all relevant information (such as pricing, delivery, and so on) that is needed to select the supplier that best meets your requirements.

Name (position) Aura Maxwell (Purchasing Agent)

To create a request for quotation for your purchase requisition, go to the *Materials Management* space. In the *Purchasing Agent* section, you can use the *Manage Purchase Requisitions* app

Start



In the *Search* field enter your material **CHLK1###** and click **Go**.

CHLK1###

Item	Material	Product Group	Quantity	Purchase Order Quantity	Total Value	Assigned Supplier
<input type="checkbox"/> 10000012/10	Chain Lock 600 (CHLK1600) Chain Lock 600 ...	Utilities UTIL	200 EA	0 EA	6,700.00 USD	1 Sources

Select the row with your Purchase Requisition and click **Create RFQ**.

In the *Manage Purchase Requisitions* screen enter **Request for Quote** as *RFQ Type*, **RFQ1###** as *RFQ Description*, **one month from today** as the *Quotation Deadline*, **US00** for the *Purchasing Organization* and *Company Code*.

Request for Quote
RFQ1###
One month from today
US00
US00



New RFQ

General Information Bidders Items

RFQ Type*

Request for Quote

Purchasing Group*

N00

RFQ Description*

RFQ1600

Purchasing Organization*

US00

Submission Deadline*

Jun 1, 2022

Company Code*

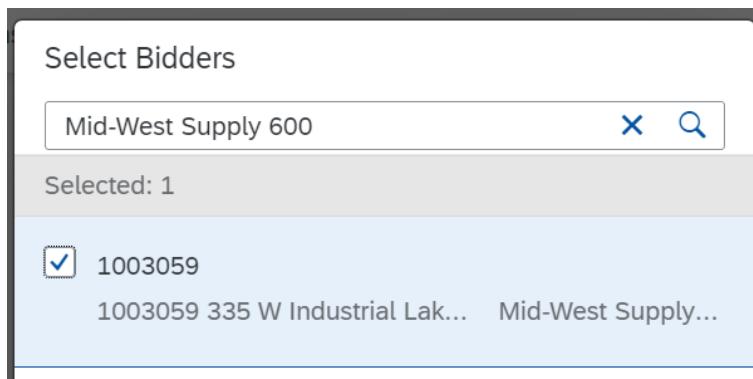
US00

Bidders

In the *Bidders* area click on to add a new bidder.

Search for your supplier **Mid-West Supply** ###. Select the entry with your supplier and click to add them as bidder.

Mid-West Supply ###



Repeat this procedure to add the suppliers **Dallas Bike Basics** and **Spy Gear** as bidders.

Dallas Bike Basic
Spy Gear

Note You recognize your supplier by the last three digits of the supplier number. For example, supplier number **103000** represents supplier Dallas Bike Basics for user **LEARN-000**.

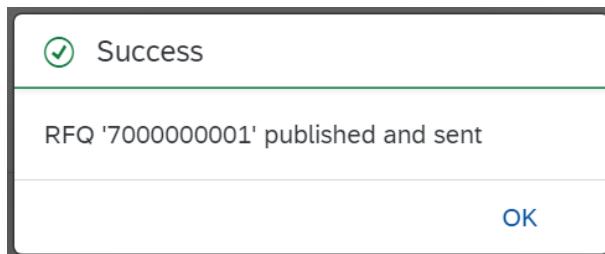
Bidders			
Company	Address	Country	Email
Mid-West Supply 600 1003059	335 W Industrial Lake Dr, Lincoln NE 68528, USA	USA	
Spy Gear 107600	8405 Greensboro Dr., McLean VA 22102, USA	USA	
Dallas Bike Basics 103600	5215 N O'Connor Blvd, Irving TX 75039, USA	USA	

Note that in the *Items* section your purchase requisition was added.

Items				
Item	Material	Material Group	Quantity	Delivery Date
10000027/10	Chain Lock 600	UTIL	200.000	Jul 23, 2022 

Click **Publish** and confirm the pop up with **Publish**.

You will get a success message.



Close the pop up and click **SAP** to go to the SAP Fiori launchpad.



Step 8: Create Quotation from Vendor

Task Maintain the quotation from a supplier.

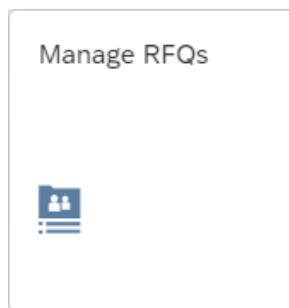
Time 10 min

Description After we receiving responses to our purchase requisition from our suppliers, it is necessary to maintain the respective information in our procurement system in order to create comparability with which we can support the choice of supplier.

Name (position) Alberto Conti (Inventory Assistant)

Go to the *Materials Management* space. In the *Inventory Assistant* section, you can use the *Manage RFQs* app to create a request for quotation for your purchase requisition. If the app is missing in this section, please search it with the help of the search bar in the upper screen area.

Start



In the *Search* field enter **RFQ1###** and click **Go**.

RFQ1###

RFQ	RFQ Description	Company Code	Purchasing Organization	Purchasing Group	Target Value	Quotation Deadline
Request for Quote 7000000002	RFQ1600	Global Bike Inc. (US00)	Global Bike US (US00)	North America (N00)	0.00 USD	06/01/2022

Click on the row with your Request for Quote. Go to the *Bidder* area. Select your bidder Mid-West Supply ### and click **Create Quotation** to create a quotation.

In the *Supplier Quotation* window enter **three weeks from today** as *Quotation Submission Date*.

Three weeks from today

Note The submission date must not be after the end of the bid period. You can find the quotation deadline under *general Information*.

In the *Items* are enter **32.00 USD** as *Net Order Price*.

32.00

Click **Create** to create the Quotation. Click **Submit** to submit the Quotation. If you don't see the Submit button, enlarge your browser window.

The quotation has been submitted.

Click **<** to return to the *Request for Quotation* window. The quotation from your supplier Mid-West Supply ### can now be found in the *Quotations* area.

Repeat this process for the other two bidders. Enter the following prices:

Dallas Bike Basics **36.50** USD

Spy Gear **35.00** USD

Make sure you save both requests and take note of the success messages.

Dallas Bike Basics
36.50
Spy Gear
35.00

The screenshot shows the SAP Fiori Request for Quotation interface. The top navigation bar includes the SAP logo, a back arrow, and the title 'Request for Quotation'. Below the title, there are buttons for 'Complete', 'Cancel', 'Copy', and a three-dot menu. The main content area has tabs for 'Bidders', 'Output Details', 'Quotations' (which is selected and highlighted in blue), 'Legal Transactions', 'Process Flow', 'Notes', 'Attachments', and 'Approval Details'. The 'Quotations' tab displays a table with three rows, each representing a quotation from a supplier: Mid-West Supply (Status: Submitted, Net Value: 6,400.00 USD), Spy Gear (Status: Submitted, Net Value: 7,000.00 USD), and Dallas Bike Basics (Status: Submitted, Net Value: 7,300.00 USD). The table columns are 'Supplier Quotation', 'Supplier', 'Net Value', 'Status', 'Submission Date', and 'Created By'.

Click **SAP** to go to the SAP Fiori launchpad. Confirm any notes by choosing OK.



Step 9: Price Based Bid Evaluation

Task Evaluate the quotes based on the price. Reject two of the three offers.

Time 5 min

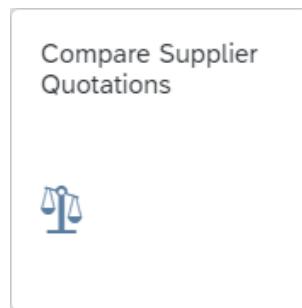
Description Generate a quotation price comparison list from the quotations from the individual vendors. The quotation price comparison list sorts the quotations from lowest to highest.

The successful vendor (Mid-West Supply) was selected using the criterion of the most favorable quotation. It is now necessary to inform the subordinate providers of the rejection of their offers.

Name (position) Wilton Saban (Inventory Supervisor)

Go to the *Materials Management* space. In the *Inventory Assistant* section, you can use the *Compare Supplier Quotations* app to reject a quotation. If the app is missing in this section, please search it with the help of the search bar in the upper screen area.

Start



Search for your Request for Quotation by using the **F4 help**. Enter the **RFQ1###** as *RFQ Description* and click **Go**.

RFQ1###

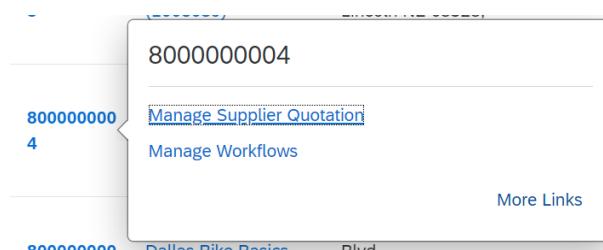
RFQ	RFQ Type	Purch. Doc. Category	RFQ Description	Full Name
Request for Quote 7000000001	RQ	R	RFQ1600	Learn-600 Learn-600

Select your RFQ.

Compare the quotes and select the best one, in this case the quotation from Mid-West Supply ###. Choose the **Award**.

Note For the best offer the *Total Quotation Net Value* is highlighted in green.

Reject the other two offers. To do this click on the Supplier Quotation number and the on **Manage Supplier Quotation**.



In the *Supplier Quotation* window click on **Complete** (top right).

Note If your browser window is to small, the *Complete* button will be hidden under **...**.

Click **<** to return to the *Compare Supplier Quotations* window.

Repeat this procedure to also reject the second quotation.

Click **SAP** to go to the SAP Fiori launchpad. Confirm any notes by choosing **OK**.





Step 10: Create Purchase Order Referencing an RFQ

Task Create a purchase order with reference to a request for quotation.

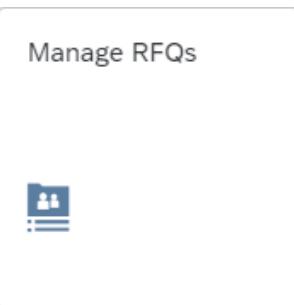
Time 15 min

Description Create a purchase order that refers to the successful supplier's quote. The details are then imported into the new purchase order.

Name (position) Aura Maxwell (Purchasing Agent)

Go to the *Materials Management* space. There, you can use the *Manage RFQs* app to create a request for quotation for your purchase requisition. If the app is missing in this section, please search it with the help of the search bar in the upper screen area.

Start



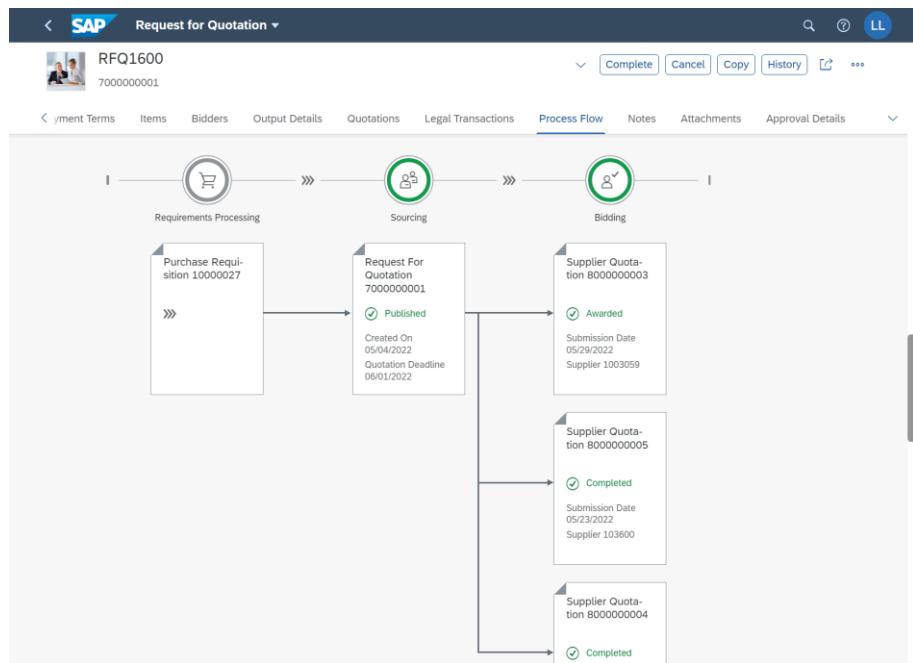
In the *search field* enter **RFQ1###** and click **Go**.

RFQ1###

RFQ	RFQ Description	Company Code	Purchasing Organization	Purchasing Group	Target Value	Quotation Deadline
Request for Quote 7000000002	RFQ1600	Global Bike Inc. (US00)	Global Bike US (US00)	North America (N00)	0.00 USD	06/01/2022 >

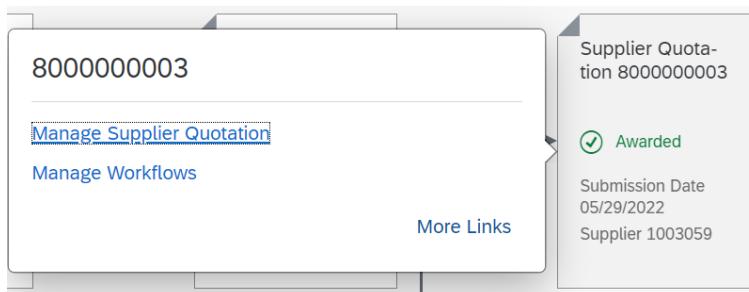
Status: Published
Created On: 05/04/2022
Created By: Learn-600 Learn-600

Open your RFQ and go to the *Process Flow* area.

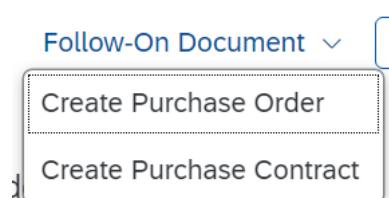


You see your purchase requisition followed by the associated RFQ and the three supplier quotations. Two of the three offers have already been rejected, as indicated by the comment completed.

Click on the Supplier Quotation with the comment **Awarded** and then on [Manage Supplier Quotation](#).



To create a purchase order from the quotation click in the *Supplier Quotation* window on [Follow-On Document](#) and then on [Create Purchase Order](#).



In the *Purchase Order* go to the *Purchase Order Items* area you see one entry with your CHLK1### material.

We want to split the delivery in two partial deliveries. Change the *Order Quantity* from 200 to 100. Select the entry and click [Copy](#).

200 → 100

In the *Purchase Order Item* screen go to the *Schedule Lines* area and change the *Delivery Date* to **one week later**.

1 week after 1st delivery

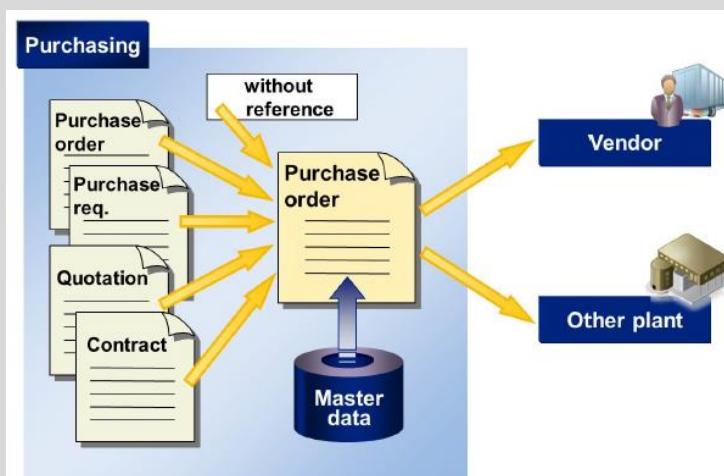
Schedule Line	Delivery Date	Start of Performance Period	End of Performance Period	Scheduled Quantity
1	07/23/2022			100.000

Click on **Apply**.

Item	Item Category	Material	Short Text	Material Group	Plant	Order Quantity	Net Order Price
10	CHLK1600	Chain Lo...	UTIL	M100	100.000	EA	32.00 USD
20	CHLK1600	Chain Lo...	UTIL	M100	100.000	EA	32.00 USD

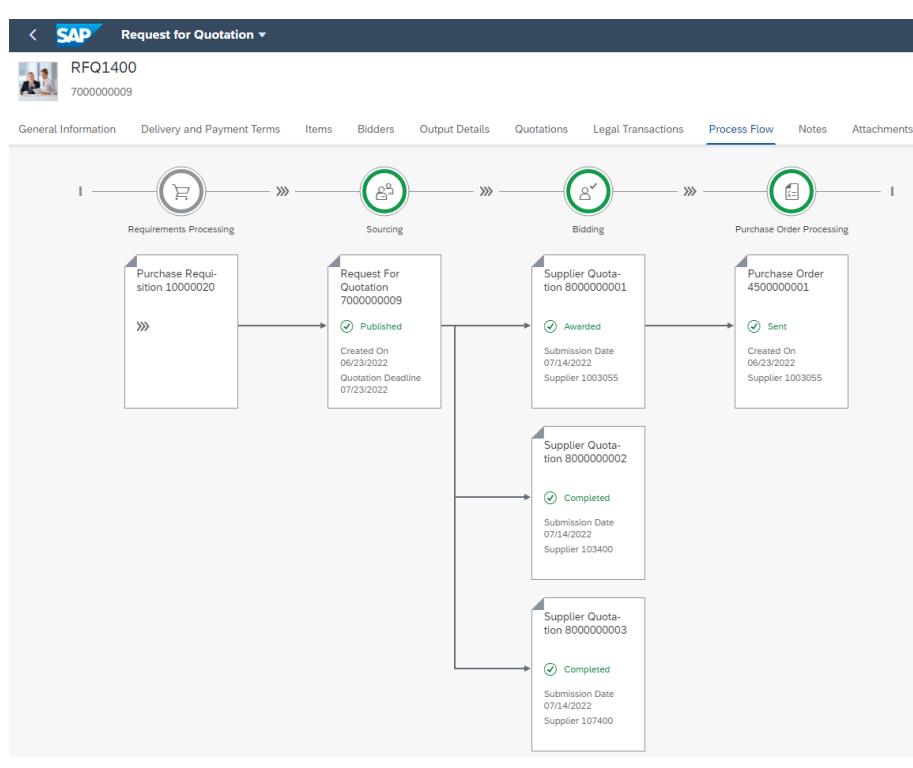
Back in the *Purchase Order Item* window click on **Create**.

Note A purchase order is a formal request to a vendor to deliver goods or services according to the conditions of the purchase order. Several objects can trigger a purchase order (see graphic).



Goods receipt and invoice verification are usually based on the purchase order.

Click **<** until you have returned to the *Request for Quotation* screen. Take another look at the *Process Flow*. The Quotation is now followed by a purchase order.



Click  to go to the SAP Fiori launchpad. Confirm any notes by choosing OK.



Step 11: Display Purchase Order

Task Display your purchase order.

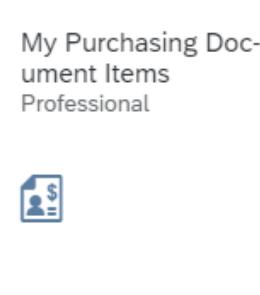
Time 5 min

Description You now want to look in the system at what you have sent to the vendor.

Name (position) Aura Maxwell (Purchasing Agent 2)

To display the purchase order, please go to the *Materials Management* space. In the *Purchasing Agent* section, you can use *My Purchasing Document Items (Professional)* app.

Start



The app provides you with an overview of all purchase requisitions, purchase orders, goods receipts, and supplier invoices. In the *Supplier* field, enter **Mid-West Supply ###** and choose **Go**.

Mid-West Supply ###

Supplier	Purchase Requisition Items	Purchase Order Items	Goods Receipt Items	Supplier Invoice Items
Mid-West Supply 777 (1003081)	0	2	0	0

Click [Purchase Orders \(2\)](#). The number you see may be different. You may need to scroll down to see your supplier and purchase order.

Overview (2) Purchase Requisitions (0) **Purchase Orders (2)** Goods Receipts (0) Supplier Invoices (0)

[Create Purchase Order](#) [Post Goods Receipt](#)

Purchase Order Items (2)

Purchase Order Item	Order Type	Material Group	Material	Purchasing Organization	Purchasing Group	Plant	Next Delivery Date	Next Delivery Quantity
4500000003/00010	Standard PO (NB)	Utilities (UTIL)	Chain Lock 777 (CHLK177)	Global Bike US (US00)	North America (N00)	DC Miami (MI00)	12/14/2021	100 EA >
4500000003/00020	Standard PO (NB)	Utilities (UTIL)	Chain Lock 777 (CHLK177)	Global Bike US (US00)	North America (N00)	DC Miami (MI00)	12/21/2021	100 EA >

Click to go to the SAP Fiori launchpad.

Step 12: Post Goods Receipt for Purchase Order

Task Create a goods receipt posting for your purchase order.

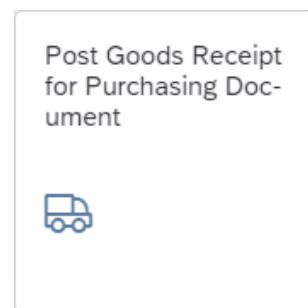
Time 5 min

Description You receive the goods that you ordered in the previous step from Mid-West Supply into your inventory. A goods receipt posting is created that refers to your purchase order. The stock is increased and a financial document is created that posts the value of the goods correctly.

Name (position) Tatiana Karsova (Goods Receipt Clerk)

To post the goods receipt, please go to the *Materials Management* space. In the *Goods Receipt Clerk* section, you can use the *Post Goods Receipt for Purchasing Document* app.

Start



Enter **your purchasing document number** in the *Purchasing Document* field. If you want to search for your purchasing document number, use the **F4 help**. In the search field, enter **CHLK1###** and then click **Go**.

Your purchase order number

CHLK1###

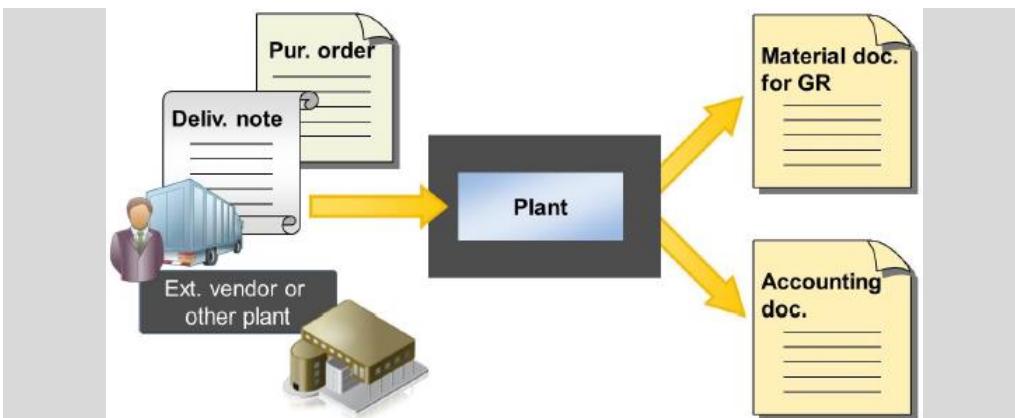
Select: Purchasing Document

Select: Purchasing Document																																							
<input type="text" value="CHLK1777"/> X Hide Filters Go																																							
Purchasing Document <input style="border: 1px solid black; padding: 2px; margin-right: 10px;" type="button" value="All Categories"/> Category:																																							
Items <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Purchasing ...</th> <th>Purchasing ...</th> <th>Purchasing ...</th> <th>Supplier</th> <th>Supplier Na...</th> <th>City</th> <th>Supplying P...</th> <th>Name of Su...</th> <th>Material</th> <th>Material Sh...</th> </tr> </thead> <tbody> <tr> <td>4500000003</td> <td>Purchase O...</td> <td>Standard PO</td> <td>1003081</td> <td>Mid-West S...</td> <td>Lincoln</td> <td></td> <td></td> <td>CHLK1777</td> <td>Chain Lock ...</td> </tr> <tr> <td>4500000003</td> <td>Purchase O...</td> <td>Standard PO</td> <td>1003081</td> <td>Mid-West S...</td> <td>Lincoln</td> <td></td> <td></td> <td>CHLK1777</td> <td>Chain Lock ...</td> </tr> </tbody> </table>										Purchasing ...	Purchasing ...	Purchasing ...	Supplier	Supplier Na...	City	Supplying P...	Name of Su...	Material	Material Sh...	4500000003	Purchase O...	Standard PO	1003081	Mid-West S...	Lincoln			CHLK1777	Chain Lock ...	4500000003	Purchase O...	Standard PO	1003081	Mid-West S...	Lincoln			CHLK1777	Chain Lock ...
Purchasing ...	Purchasing ...	Purchasing ...	Supplier	Supplier Na...	City	Supplying P...	Name of Su...	Material	Material Sh...																														
4500000003	Purchase O...	Standard PO	1003081	Mid-West S...	Lincoln			CHLK1777	Chain Lock ...																														
4500000003	Purchase O...	Standard PO	1003081	Mid-West S...	Lincoln			CHLK1777	Chain Lock ...																														

Then select the **first of your purchase orders** by double-clicking it. You can now see your subdivided purchase order.

First of your orders

Note If goods are delivered for a purchase order, document a goods receipt with reference to the purchase order. The system checks the purchase order and copies only the open purchase order items to the goods receipt transaction.



For goods receipt with reference to a purchase order, the system checks the following:

- Whether the correct material was delivered.
- Whether the correct quantity was delivered. (If there is no surplus or underdelivery)
- Whether perishable goods are within their minimum shelf life. (In this case, the shelf life expiration date check must be activated.)

For *Printing*, select **Individual slip**. If it is not filled automatically, select **TG00 (Trading Goods)** in the individual items for *storage location*.

Individual slip
TG00

SAP Post Goods Receipt for Purchasing Document

Purchasing Document: 4500000003

Mid-West Supply 777

Purchasing Document: 4500000003
Purchasing Document Type: Standard PO NB

General Information Items Attachments

Printing: Individual slip	Note: <input type="text"/>	Document Date: 10/15/2021
Bill of Lading: <input type="text"/>	Delivery Note: <input type="text"/>	Posting Date: 10/15/2021

Items

Material	Open Quantity	Distribution	Plant	Storage Location
Chain Lock 777 CHLK1777	100.000 EA	+	DC Miami	Trading Goods

Since you have split your purchase order, you should see two lines with 100 pieces. In this step, we only process the first delivery. Therefore, click on the first row to check all entries.

Select the **Delivery Completed** checkbox.

X

Check that **Tradings Goods** is entered as the *storage location* and change the *stock type* to **Quality Inspection**.

Trading goods
Quality Inspection

SAP Goods Receipt Item ▾

Chain Lock 777
CHLK1777

Progress of Goods Receipt for Purchasing Document 100

Quantity Storage Location / Stock Type Additional Information

Delivered (Unit of Entry):	100.000	EA	Delivery Completed: <input checked="" type="checkbox"/>
Open Quantity:	100.000	EA	
Ordered:	100.000	EA	

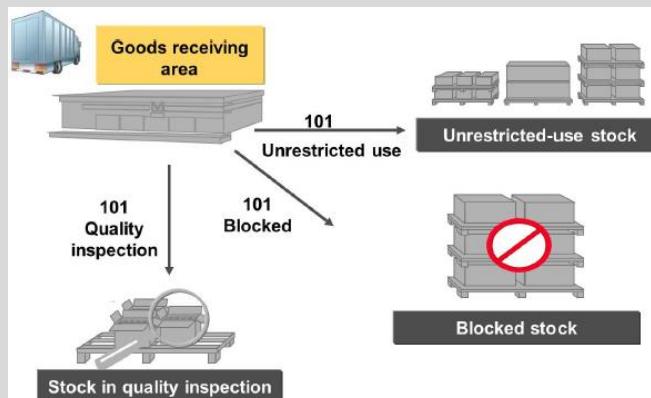
Storage Location / Stock Type

Plant: DC Miami	Stock Type: Quality Inspection
Storage Location: Trading Goods	Special Stocks:
	Supplier: Mid-West Supply 777 (1003081)

Now click **Apply**.

Note Inventory Management recognizes various stock types that indicate the usability of the material:

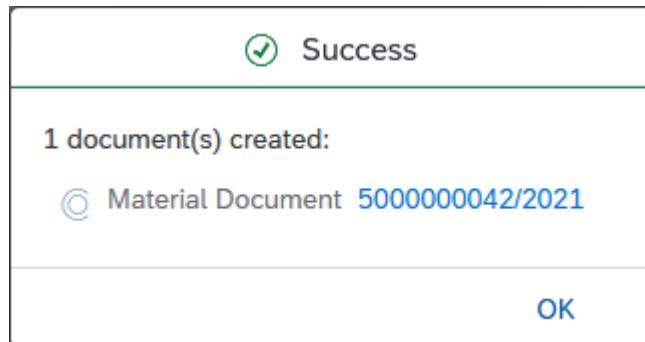
- unrestricted-use stock
- Stock in quality inspection
- blocked stock



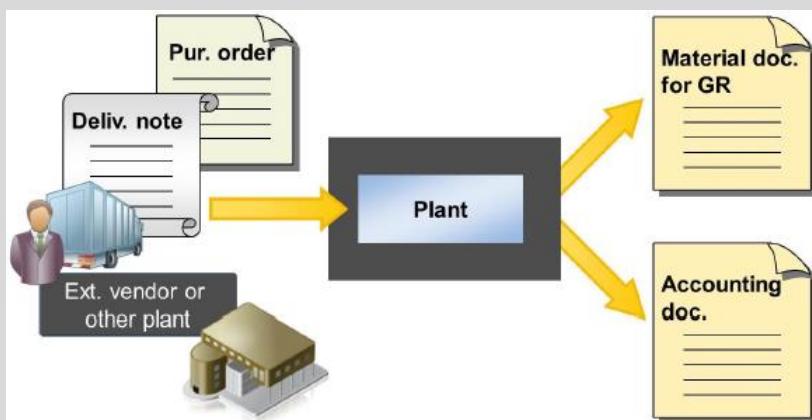
For goods receipts, you decide to which stock type a quantity is posted. The stock type is relevant for determining the available stock in material requirements planning (MRP) and for withdrawals in inventory management (see also Availability Check).

You can only post withdrawals for consumption from unrestricted-use stock. From quality inspection stock and blocked stock, you can only withdraw a sample, scrap a quantity, or post an inventory difference.

Leave the first line selected. Click *Post* to post the goods receipt of your material. You receive the following success message with your material document number.



Note When you post a goods receipt into one of the warehouses, the system generates a material document. This document contains information about the delivered material and the corresponding quantity. For stock items, the plant storage location is documented.



Close the message and click  to go to the SAP Fiori launchpad.



Step 13: Check Received Goods

Task Check the quality of the goods.

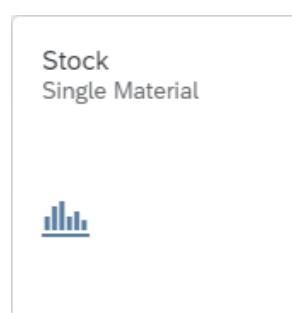
Time 5 min

Description You must ensure that the goods have been delivered in the required quality. The goods are released for consumption.

Name (position) Sandeep Die (Warehouse Supervisor)

Please go to the *Materials Management* space. In the *Warehouse Supervisor* section, you can use the *Stock (Single Material)* app to perform a quality inspection of the goods.

Start



If it is not already selected, enter your material **CHLK1###**. A list is displayed. Click your material **CHLK1###**.

CHLK1###



In the previous step, you posted the received goods for quality inspection. Here you can see the 100 units of quality inspection stock.

Material												
Plant		Storage Location		Unrestricted-Use Stock		Blocked Stock		Quality Inspection Stock		Restricted-Use Stock		
Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Empties Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History
DC Miami	MI00	0.000 EA	0.000 EA	100.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	
Trading Goods	TG00	0.000 EA	0.000 EA	100.000 EA	0.000 EA	0.000 EA			0.000 EA			

You can only remove goods from unrestricted-use stock for consumption. Therefore, you have to transfer post the goods.

Note In reality, you would check whether the correct goods and quantity were delivered before posting them to unrestricted-use stock.

Select the row for **Storage Location Trading Goods** in the plant in Miami and click [Transfer Stock - In-Plant](#).

Chain Lock 777

CHLK1777

[Open In...](#)

Material Type: Trading Goods (HAWA) Range Of Coverage in Days
Base Unit of Measure: each (EA)

	0	D
Unrestricted-Use Stock	0.000 EA	
Blocked Stock	0.000 EA	
Stock in Quality Inspection	100.000 EA	

Transfer Stock

Material by Storage Location		Add Storage Location		Search	↑
Storage Location	Unrestricted-Use Stock	Blocked Stock	Stock in Quality Inspection	Returns	Stock Transfer (Storage Location)
Trading Goods (TG00)	0.000 EA 	0.000 EA 	100.000 EA 	0.000 EA 	0.000 EA 
	0.000 EA	0.000 EA	100.000 EA	0.000 EA	0.000 EA

In the *Stock in Quality Inspection* column, click  next to the 100 units. The icon under *Unrestricted use stock* is now clickable. Click .

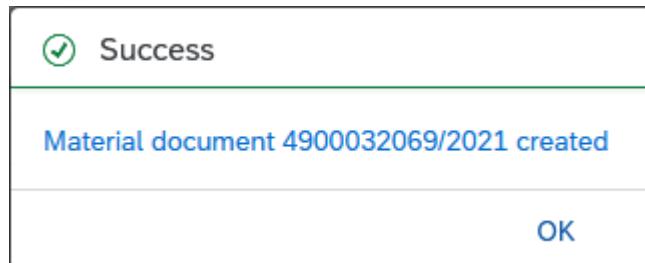
In the *Transfer Stock – In-Plant* window, increase the quantity to **100**.

100

Transfer Stock - In-Plant

Issuing Storage Location:	Trading Goods (TG00)
Stock Type:	Stock in Quality Inspection
Current Quantity:	100.000 EA 
Receiving Storage Location:	Trading Goods (TG00)
Stock Type:	Unrestricted-Use Stock
Current Quantity:	0.000 EA
Quantity:*	<input type="text" value="100.000"/> EA 
Document Date:*	<input type="text" value="10/15/2021"/> 
Posting Date:*	<input type="text" value="10/15/2021"/> 
Printing:	<input type="text" value="No Print"/> 
Header Text:	<input type="text"/>
Document Item Text:	<input type="text"/>
Attachments:	
	Post Cancel

Click **Post**. You receive a success message. The material has been transferred.



Close the message and click  to go to the SAP Fiori launchpad.



Step 14: Check Physical Goods Receipt

Task Confirm the physical receipt of the goods.

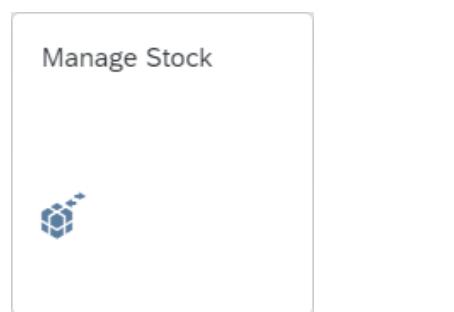
Time 5 min

Description View the inventory of chain locks again. The stock overview gives you an overview of the stocks of a material across all organizational levels.

Name (position) Tatiana Karsova (Goods Receipt Clerk)

To check the stock level of a material, go to the *Materials Management* space. In the *Goods Receipt Clerk* section, you can use the *Manage Stock* app.

Start



From the drop down menu, choose the DC Miami (**MI00**). To find the material number from your chain lock, click in the Material field and then click the value help icon .

MI00

In the Search field, enter *### (for example, if your number is 002, enter *002).

*###

*200		
------	--	---

Click **Go** to display the list of materials. Extend the Material Short Text field. Scroll down until you find your material **CHLK1###**.

CHLK1###

Items (19)							
Material	Material Descr...	Batch	Plant	Plant Name	Material Type	Material Type ...	Product Hierar...
CHLK1777	Chain Lock 777		MI00	DC Miami	HAWA	Trading Goods	

Double click on it. The report shows you the storage level for the DC in Miami.

Chain Lock 777
CHLK1777

Material Type: Trading Goods (HAWA) Range Of Coverage in Days
Base Unit of Measure: each (EA)

Category	Value
Unrestricted-Use Stock	100.000 EA
Blocked Stock	0.000 EA
Stock in Quality Inspection	0.000 EA

Manage Stock

Material by Storage Location

Storage Location	Unrestricted-Use Stock	Blocked Stock	Stock in Quality Inspection
Trading Goods (TG00)	100.000 EA	0.000 EA	0.000 EA
	100.000 EA	0.000 EA	0.000 EA

You can find out more details about the stock of the chain lock. To do so, click [Stock - Single Material](#). This will give you detailed information about the stock of the chain lock in the different plants.

Stock - Single Material

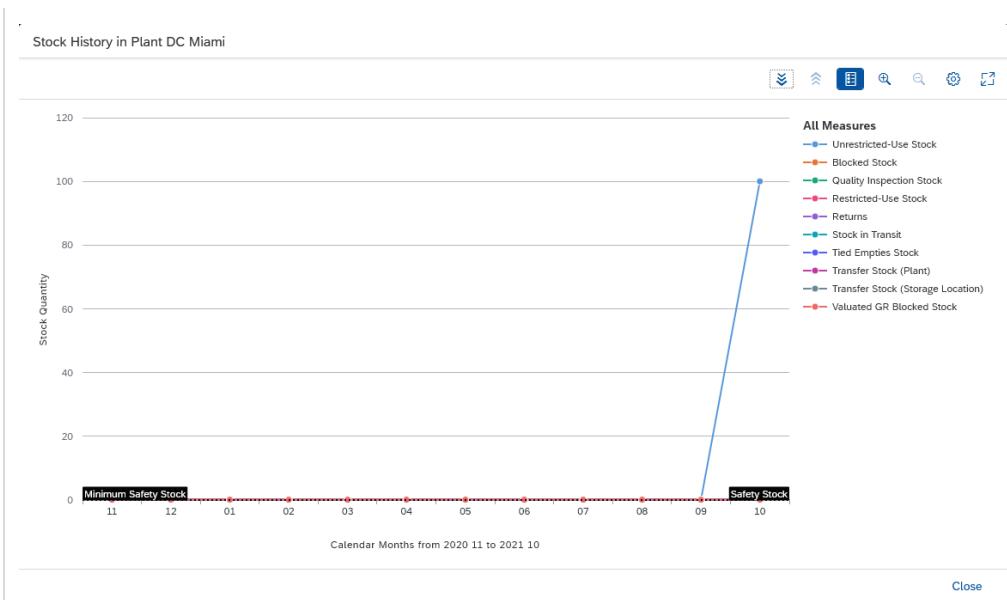
Chain Lock 777
CHLK1777

Material Type: Trading Goods (HAWA)
Base Unit of Measure: each (EA)

Material

Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Empties Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History
DC Miami MI00		100.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	
Trading Goods TG00		100.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA				0.000 EA		

Click on the icon  at the DC Miami (MI00) plant to see detailed information about the stock of the chain lock in Miami. On the following screen, you can see a graphical overview.



Click  to go to the SAP Fiori launchpad.



Step 15: Create and Post the First Supplier Invoice

Task Create a supplier invoice.

Time 5 min

Description Create a supplier invoice from Mid-West Supply for 3,200.00 USD for the current purchase order and the received goods. This invoice is assigned to an existing expense account in the general ledger of your chart of accounts and saved as a payable to Mid-West Supply. To facilitate data entry in the general ledger, the invoice is shown below.

Mid-West Supply

Mid-West Supply, P.O. Box 4523, 68518 Lincoln **Invoice** **00504-###**

Global Bike Inc. Trading Goods Miami TG00 5341 Blue Lagoon Drive Miami FL 33136	Date Accountin Clerk: Order Number: Payment method: Dispatch: Page:	06/01/2012 Addison Bennet 20417823410 invoice free delivery 1
--	--	--

Billing Date:
06/01/2012

Payment Date:
09/01/2012

Invoice

Dear Ms. Aura Maxwell,
Regarding your request, we hereby send you with the following invoice:

Position	Quantity	Description	Amount	Total Amount
Invoice 00504-###				
1.1	100	CHLO1### Chain Lock	32.00	3,200.00 USD

Please transfer the total amount with reference to the invoice and specify the invoice number in the bank account listed below.

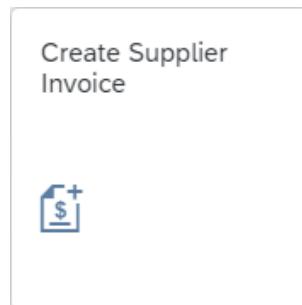
The goods remain our property until the complete amount is paid.
The delivery and accomplishment underlie our general terms and conditions.
We are constantly expanding our range of information on our website at www.mid-west-supply.com where you can get a quick overview of our service portfolio.

Mid-West Supply 335 W Industrial Lake 68516 Lincoln, USA Telephon: 555-0101 Telefax: 555-0143 www.mid-west-supply.com	Account Number: 100000 RTN: 435 222 956 Bank of America, Lincoln BIC: BOALUSLIAABC IBAN: US22 8400 0000 0991 0044 01
---	--

Name (position) Silvia Cassano (AP Accountant)

To create a supplier invoice, please go to the *Materials Management* space. In the *AP Accountant* section, you can use the *Create Supplier Invoice* app.

Start



On the Create Supplier Invoice screen, enter **today's date** as the *Invoice Date*. Check your *company code US00*. Enter the amount of the above invoice **(3,200.00)** in the *Gross Invoice Amount* field. Now enter **INVOICE00504-###** as *Reference*.

Today's date
US00

3,200.00
INVOICE00504-###

New Supplier Invoice

Balance Invoicing Party
0.00 USD

General Information Purchasing Document References G/L Account Items Tax Payment Unplanned Delivery Costs

Basic Data

Transaction: **Invoice** Invoice Date: **06/23/2022**
Company Code: **US00** Posting Date: **06/23/2022**
Gross Invoice Amount: **3,200.00** (USD) Reference: **INVOICE00504-400**

Go to the tab *Purchasing Document References*.

Now enter (or search for) the **number of your purchase order** in the *Purchase Order/Scheduling Agreement* field. Then press Enter. The Invoicing Party field has now been automatically filled with the number of your vendor.

Your purchase order number

General Information Purchasing Document References G/L Account Items Tax Payment Unplanned Delivery Costs Note Attachments

Reference Document Category: **Purchase Order/Scheduling Agreement** Purchase Order/Scheduling Agreement: **4500000003**

Invoice Items Standard **▼**

Invoice Item	Short Text	Purchasing Document Item	Amount	Quantity	Tax Code	Tax Rate	Tax Jurisdiction	History
<input checked="" type="checkbox"/> 1	Chain Lock 777	4500000003/10	3,200....	USD	100.000	EA	<input type="text" value="100.000"/>	<input type="button" value="View"/>
<input type="checkbox"/> 2	Chain Lock 777	4500000003/20	0.00	USD	0.000	EA	<input type="button" value="View"/>	<input type="button" value="View"/>

For the first invoice item, enter **XI** as *Tax Code* and **TX0000000** as *Tax Jurisdiction*.

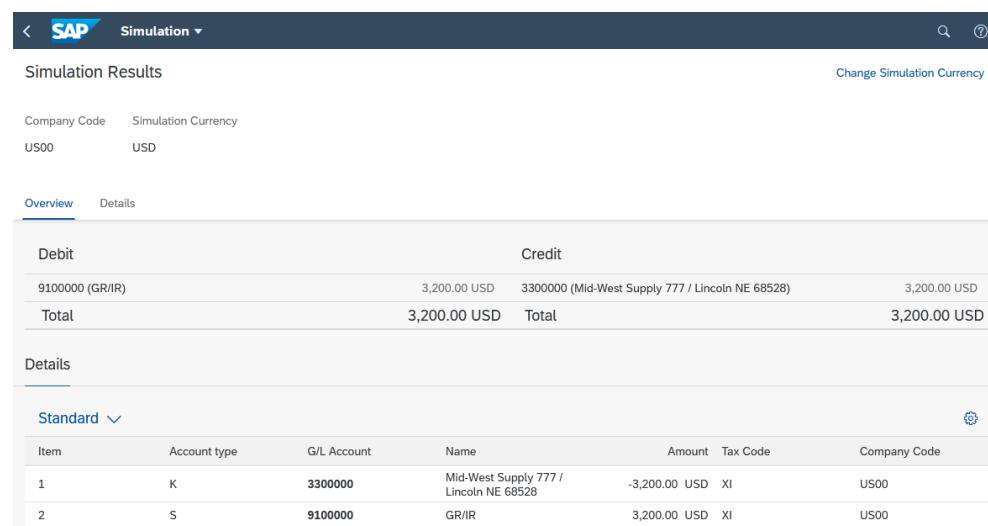
XI
TX0000000

Scroll back to the top of the page. As you can see, the balance is 0.00 USD.

New Supplier Invoice

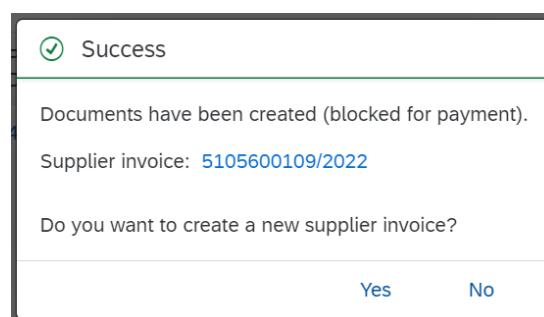
Balance Invoicing Party
0.00 USD **1003081**

Then press **Simulate** to verify that your postings are correct.



The screenshot shows the SAP Fiori Simulation interface. The top navigation bar includes the SAP logo and a 'Simulation' dropdown. The main area is titled 'Simulation Results' with a 'Change Simulation Currency' link. It displays the company code (US00) and simulation currency (USD). Below this, the 'Overview' tab is selected, showing a table of debit and credit entries. The debit row shows '9100000 (GR/IR)' with an amount of '3,200.00 USD' and a name '3300000 (Mid-West Supply 777 / Lincoln NE 68528)'. The credit row shows '3300000 (Mid-West Supply 777 / Lincoln NE 68528)' with an amount of '3,200.00 USD'. The total row shows 'Total' with an amount of '3,200.00 USD'. Below the table, the 'Details' tab is selected, showing a table of standard postings. The table has columns for Item, Account type, G/L Account, Name, Amount, Tax Code, and Company Code. It lists two entries: one for item 1 with account type K, G/L account 3300000, name 'Mid-West Supply 777 / Lincoln NE 68528', amount -3,200.00 USD, tax code XI, and company code US00; and another for item 2 with account type S, G/L account 9100000, name 'GR/IR', amount 3,200.00 USD, tax code XI, and company code US00.

Finally, press **Post**. The system will generate a unique supplier invoice number.



Close the message with No to return to the SAP Fiori launchpad.

Step 16: Display Purchase Order History

Task Display the purchase order history.

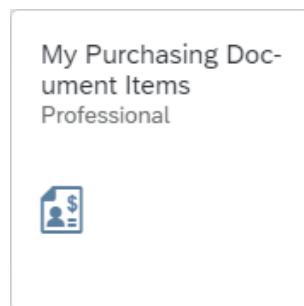
Time 5 min

Description Review the status of your order of the chain locks. Due to the first transaction that was carried out for your purchase order number, the Purchase Order Processing tab page is now available in the purchase order.

Name (position) Wilton Saban (Inventory Supervisor)

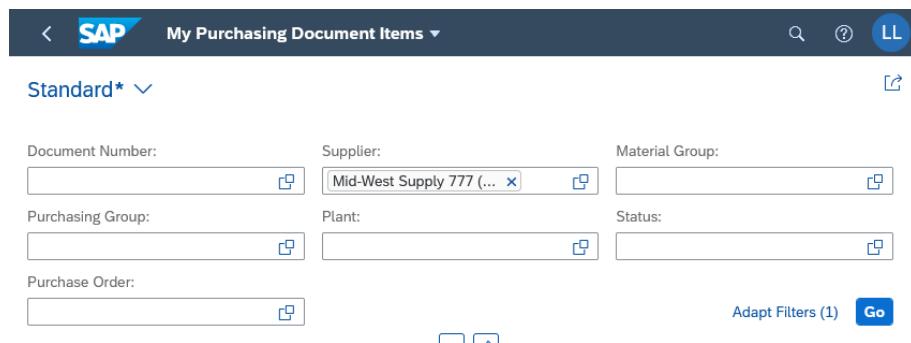
To display the purchase order history, go to the *Materials Management* space. In the *Inventory Supervisor* section, you can use *My Purchasing Document Items (Professional)* app.

Start



The app provides you with an overview of all purchase requisitions, purchase orders, goods receipts, and supplier invoices. In the *Supplier* field, enter your vendor **Mid-West Supply ###**.

Mid-West Supply ###



Choose **Go** and then choose the tab page [Purchase Orders \(2\)](#). You may need to scroll down to see your supplier and purchase order.

In the Purchase Order Items area, click and select the *Delivered Quantity* and *Delivered Amount* columns in the *View Settings* dialog box.

View Settings

Columns	S
<input type="checkbox"/> Company Code	
<input type="checkbox"/> Cost Center	
<input type="checkbox"/> Created By	
<input type="checkbox"/> Created On	
<input checked="" type="checkbox"/> Delivered Amount	
<input checked="" type="checkbox"/> Delivered Quantity	
<input type="checkbox"/> Distributed Quantity	
<input type="checkbox"/> Distributed Value	

Click **OK**. As you can see, the first item of the purchase order has been delivered for a delivery value of 3,200 USD.

Standard* ▾

Filtered By (1): Supplier

Overview (4) Purchase Requisitions (0) Purchase Orders (2) **Goods Receipts (1)** Supplier Invoices (1)

Purchase Order Items (2)

Order Type	Material Group	Material	Purchasing Organization	Purchasing Group	Plant
Standard PO (NB)	Utilities (UTIL)	Chain Lock 400 (CHLK1400)	Global Bike US (US00)	North America (N00)	DC Miami (MI00)

Purchase Order Item: 4500000001/00010

Next Delivery Date:

Next Delivery Quantity:

Delivered Amount: 3,200.00 USD

Delivered Quantity: 100.000 EA

Now choose the tab page **Goods Receipts (1)**. You can see the 100 delivered chain locks. You see the material document that was created in the system when you confirmed the goods receipt.

Standard* ▾

Filtered By (1): Supplier

Overview (4) Purchase Requisitions (0) Purchase Orders (2) **Goods Receipts (1)** Supplier Invoices (1)

Material Document Items (1)

Material Document Item	Material	Movement Type	Delivered Quantity	Ordered Quantity	Posting Date	Status
5000000010/0001/20 22	Chain Lock 400 (CHLK1400)	GR goods receipt (101)	100.000 EA	100.000 EA	06/23/2022	Completed

Purchase Order Item: 4500000001/00010

On the Supplier Invoice tab, you can see further activities that have been carried out with reference to your purchase order. Click **Supplier Invoices (1)**.

The screenshot shows the SAP Fiori interface for 'My Purchasing Document Items'. The top navigation bar includes the SAP logo, a search icon, a help icon, and a 'LL' button. The main title is 'My Purchasing Document Items'. Below the title, it says 'Standard* ▾' and 'Filtered By (1): Supplier'. The navigation tabs are 'Overview (4)', 'Purchase Requisitions (0)', 'Purchase Orders (2)', 'Goods Receipts (1)', and 'Supplier Invoices (1)', with 'Supplier Invoices (1)' being the active tab. The sub-section title is 'Invoice Items (1)'. The table displays one invoice item: 5105600107/000001/2021, with a quantity of 100.000 EA and a value of 3,200.00 USD. The table columns are: Invoice Item, Item Description, Invoiced Quantity, Invoiced Value, Account Assignment Quantity, Account Assignment Net Value. Below the table, it says 'Purchase Order Item: 4500000003/00010', 'Cost Center:', and 'Status: Posted'.

The invoice has been created. Click on the invoice line of your chain lock. This will take you to the financial document that was created when you created the supplier invoice.

The screenshot shows the SAP Fiori interface for a 'Supplier Invoice'. The top navigation bar includes the SAP logo and a 'Supplier Invoice ▾' button. The main title is 'Supplier Invoice'. Below the title, it says '5105600102/2022'. The table displays basic invoice details: Gross Invoice Amount (3,200.00 USD), Invoicing Party (1003055), Invoice Status (Posted), and Payment Status (Blocked for Payment). The table columns are: Gross Invoice Amount, Invoicing Party, Invoice Status, Payment Status. Below the table, there are tabs for 'General Information', 'Purchasing Document References', 'Tax', 'Payment', and 'Unplanned Delivery Costs', with 'General Information' being the active tab. The 'Basic Data' section contains the following details:

Transaction: Invoice	Invoice Date: 06/23/2022
Company Code: US00	Posting Date: 06/23/2022
Gross Invoice Amount: 3,200.00 USD	Reference: INVOICE00504-400

Click to go to the SAP Fiori launchpad.

Step 17: Display Document Flow

Task Display the document flow.

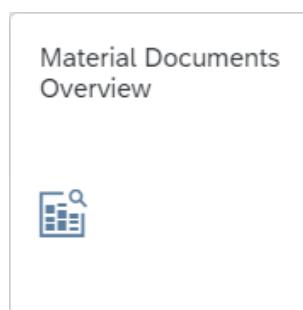
Time 5 min

Description Check the goods receipt document and the document flow of your material.

Name (position) Wilton Saban (Inventory Supervisor)

To display the history of documents, please go to the *Materials Management* space. In the *Inventory Supervisor* section, you can use the *Material Documents Overview* app.

Start



The app provides an overview of material documents. You can find your purchase order by using the assigned number. To do this, enter your material number **CHLK1###** in the *Material* field. If the search fields are not displayed in your system, first click to expand the search fields.

CHLK1###

After entering the search term, click . Then click . In the *view settings*, activate the **Stock Type (Transfer)** column. Confirm with .

Stock Type (Stock Transfer)

A new material document is created for each material movement. You see two material documents with your material **CHLK###**. One is the document for the goods receipt into inspection stock. You also see a document that was generated by the transfer posting of the material to unrestricted-use stock.

Material Documents (2)					
Material Document	Material Document Year	Material	Plant	Storage location	Posting Date
4900032069	2021	Chain Lock 777 (CHLK1777)	DC Miami (MI00)	Trading Goods (TG00)	10/15/2021 >
Stock Type: Stock in Quality Inspection (02) Stock Type (Transfer): Unrestricted-Use Stock (01)					
5000000042	2021	Chain Lock 777 (CHLK1777)	DC Miami (MI00)	Trading Goods (TG00)	10/15/2021 >
Stock Type: Stock in Quality Inspection (02) Stock Type (Transfer): not stock relevant					

Identify the line with the Stock Type (Transfer): Unrestricted-Use Stock.

Material Documents (2)					
Material Document	Material Document Year	Material	Plant	Storage location	Posting Date
4900032069	2021	Chain Lock 777 (CHLK1777)	DC Miami (MI00)	Trading Goods (TG00)	10/15/2021 >
Stock Type: Stock in Quality Inspection (02) Stock Type (Transfer): Unrestricted-Use Stock (01)					

Click on this line. You can now see the general information for the document from the step in which you confirmed the goods receipt.

4900032069 2021 Reverse Related Apps Print


Number of Reversed Items

General Information
Items
Process Flow
Attachment

General Information

Document Date: 10/15/2021

Posting Date: 10/15/2021

Created by: Learn-777 Learn-777 (LEARN-777)

Document Type: Goods Issue (WA)

Inventory Transaction Type: GI, Trsfr Posting, Other Goods Movement (WA)

Document Notes

Delivery Note: –

Bill of Lading: –

Note: –

Click the *Process Flow* tab. In the process flow, you can see the transfer posting of the material from stock to quality inspection to unrestricted-use stock.



Click  to go to the SAP Fiori launchpad.



Step 18: Post Goods Receipt for Purchase Order

Task Post a Goods Receipt for a Purchase Order.

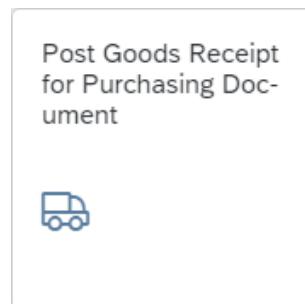
Time 5 min

Description You receive the missing goods that you ordered from Mid-West Supply into your warehouse. A goods receipt posting is created that refers to your purchase order. This ensures that you have received the ordered goods within the expected time and in the required quality. The stock is increased and a financial document is created that posts the value of the goods correctly.

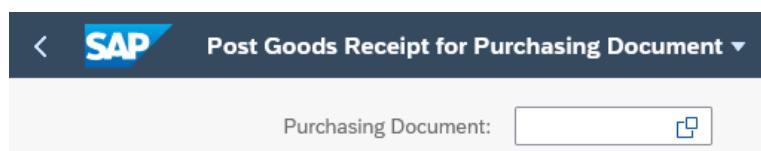
Name (position) Tatiana Karsova (Goods Receipt Clerk)

To post the goods receipt, please go to the *Materials Management* space. In the *Goods Receipt Clerk* section, you can use *Post Goods Receipt for Purchasing Document* app.

Start



The *Post Goods Receipt for Purchasing Document* window appears.



Choose the **F4 help** in the *Purchasing Document* field.

Enter your number *### and click **Go**. Search for your material **CHLK1###**. You can see that you no longer see two purchase orders but only one open purchase order for your material.

*###

Select: Purchasing Document

Purchasing Document		Category:		Items					
Purch...	Purch...	Purch...	Suppl...	Suppl...	City	Suppl...	Name...	Material	Materi...
45000...	Purch...	Stand...	10030...	Mid-W...	Lincoln			CHLK...	Chain ...

Double-click the purchase order. The following screen appears. On the "Items" tab page, you should see only one row.

Items (1)				Search	↑	⚙
Material	Open Quantity	Distribution	Plant			
Chain Lock 777 CHLK1777	100.000 EA	+	DC Miami			
Delivered:	100.000	EA				
Storage Location:	Trading Goods					
Stock Type:	Unrestricted-Use					

Make sure that for **Storage Location TG00 (Trading Goods)** and for **Stock Type Unrestricted use** is selected.

TG00
Unrestricted Use

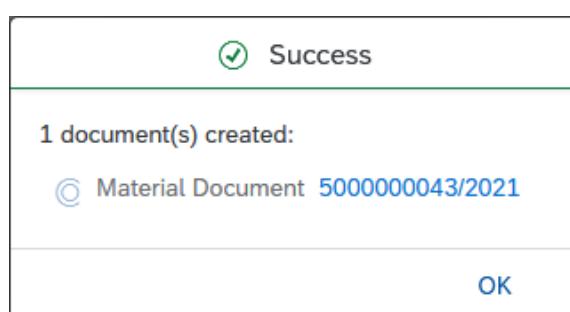
Note In step 12, you first posted the goods in quality inspection and then inspected them later. In this scenario, you inspect the goods directly at goods receipt so that you can use them directly.

Click on the item line of your chain lock to check all entries. Select the **Delivery Completed** checkbox.

Delivery Completed

Quantity	Storage Location / Stock Type	Additional Information
Delivered (Unit of Entry):	100.000	EA
Open Quantity:	100.000	EA
Ordered:	100.000	EA
Delivery Completed: <input checked="" type="checkbox"/>		

Now click **Apply**. Select the line and click **Post**. You receive the following success message with your material document number.



Close the message and click **SAP** to go to the SAP Fiori launchpad.

Step 19: Check Physical Goods Receipt

Task Confirm the physical receipt of the goods.

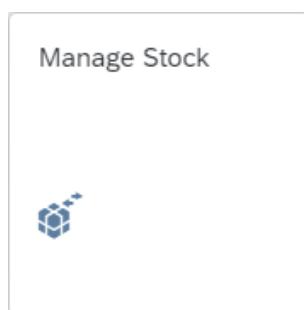
Time 5 min

Description View the inventory of chain locks again. The stock overview gives you an overview of the stocks of a material across all organizational levels.

Name (position) Tatiana Karsova (Goods Receipt Clerk)

To check the stock level of a material, go to the *Materials Management* space. In the *Goods Receipt Clerk* section, you can use the *Manage Stock* app.

Start



From the drop down menu, choose the Miami **plant DC Miami (MI00)**. To find the material number from your chain lock, click in the Material field and then click the value help icon .

MI00

In the Search field, enter *### (for example, if your number is 002, enter *002). Click **Go** to display the list of materials.

*###

Scroll down until you find your material **CHLK1###**. Double click on it.

CHLK1###

Range Of Coverage in Days	Unrestricted-Use Stock	Blocked Stock	Stock in Quality Inspection
	200.000 EA	0.000 EA	0.000 EA

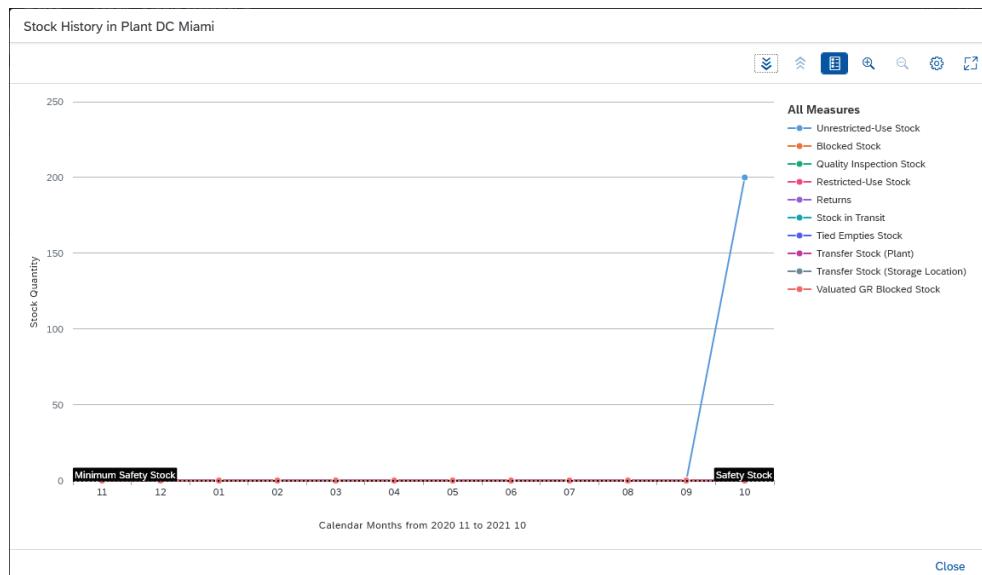
Storage Location	Unrestricted-Use Stock	Blocked Stock	Stock in Quality Inspection
Trading Goods (TG00)	200.000 EA	0.000 EA	0.000 EA
	200.000 EA	0.000 EA	0.000 EA

Since in the previous step the goods receipt was posted directly to unrestricted stock, you can see that the stock in this category has increased from 100 to 200.

You can find out more details about the stock of the chain lock. To do so, click [Stock - Single Material](#). This will give you detailed information about the stock of the chain lock in the different plants.

Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Empty Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History
DC Miami MI00		200.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	
Trading Goods TG00		200.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA					0.000 EA	

Click  to display the stock history for plant DC Miami (MI00) graphically. You can now see a graphical overview.



Since you currently only have unrestricted-use stocks, the key figures are set to 0.

Close and then click  to go to the SAP Fiori launchpad.

Step 20: Create and Post the Second Supplier Invoice

Task Create a supplier invoice.

Time 5 min

Description Create a supplier invoice from Mid-West Supply for USD 3,200.00 for the second partial delivery and the received goods. This invoice is also assigned to an existing expense account in the general ledger of your chart of accounts and saved as a payable to Mid-West Supply. Later, a check is issued for Mid-West Supply. To facilitate data entry in the general ledger, the invoice is shown below.

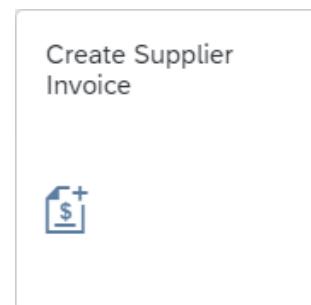
Dear Ms. Aura Maxwell,
Regarding your request, we hereby send you with the following invoice:

Position	Quantity	Description	Amount	Total Amount
Invoice 00515-###				
1.1	100	CHLK1### Chain Lock	32.00	3,200.00 USD

Name (position) Silvia Cassano (AP Accountant)

To create a supplier invoice, please go to the *Materials Management* space. In the *AP Accountant* section, you can use the *Create Supplier Invoice* app.

Start



On the *Create Supplier Invoice* screen, enter **today's date** as the *Invoice Date*. Verify that *company code US00* is selected. In the *Gross Amount* field, enter the amount of the invoice above (**3,200.00**). Enter **INVOICE00515-###** as the *reference*.

Today's date
US00

3,200.00
INVOICE00515-###

New Supplier Invoice

Balance Invoicing Party
0.00 USD

General Information Purchasing Document References G/L Account Items Tax Payment Unplanned Del

Basic Data

Transaction: Invoice Invoice Date: * 10/18/2021
Company Code: * US00 Posting Date: * 10/18/2021
Gross Invoice Amount: * 3,200.00 USD Reference: RECHN.00515-777

Choose the *Purchasing Document References* tab.

Now enter (or search for) the **number of your purchase order in the Purchase Order/Scheduling Agreement field**. Then press Enter. The Invoicing Party field has now been automatically filled with the number of your vendor.

Your purchase order number

Invoice Item	Short Text	Purchasing Document Item	Amount	Quantity	Tax Code
<input type="checkbox"/> 1	Chain Lock 777	4500000003/10	0.00	USD	0.000 EA
Tax Rate: Tax Jurisdiction: FL00000000					
History: View Subseq. Debit/Credit: <input type="checkbox"/>					
<input checked="" type="checkbox"/> 2	Chain Lock 777	4500000003/20	3,200....	USD	100.000 EA
Tax Rate: Tax Jurisdiction: FL00000000					
History: View Subseq. Debit/Credit: <input type="checkbox"/>					

For the second item, enter **XI** as *Tax Code* and **TX0000000** as *Tax Jurisdiction*.

XI
TX0000000

<input checked="" type="checkbox"/> 2	Chain Lock 777	4500000003/20	3,200....	USD	100.000 EA	XI
Tax Rate: Input Tax Tax Jurisdiction: TX0000000						
History: View Subseq. Debit/Credit: <input type="checkbox"/>						

In the document header, you can see that the balance is 0.00.

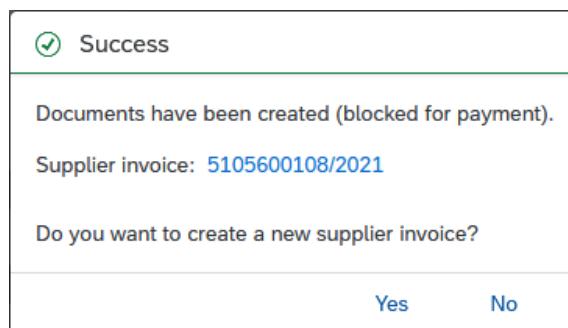


Balance Invoicing Party
0.00 USD **1003081**

Then press **Simulate** to verify that your postings are correct.

Simulation Results		Change Simulation Currency	
Company Code	Simulation Currency		
US00	USD		
Overview	Details		
Debit		Credit	
9100000 (GR/IR)	3,200.00 USD	3300000 (Mid-West Supply 777 / Lincoln NE 68528)	3,200.00 USD
Total	3,200.00 USD	Total	3,200.00 USD
Details			
Standard			
Item	Account type	G/L Account	Name
1	K	3300000	Mid-West Supply 777 / Lincoln NE 68528
2	S	9100000	GR/IR
Amount		Tax Code	
-3,200.00 USD	XI	US00	
3,200.00 USD	XI	US00	

Finally, press **Post** and then **No**. The system will generate a unique supplier invoice number.



Click **No** to go to the SAP Fiori launchpad.



Step 21: Post Outgoing Payment

Task Post the payments to a supplier.

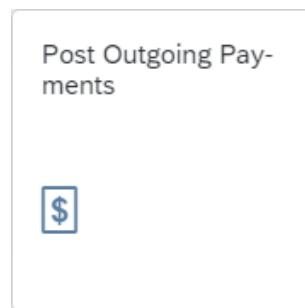
Time 5 min

Description Issue a payment to your supplier Mid-West Supply to pay your payables. Note that the total amount is for both of your invoices. The created posting will clear the liability from your bank account.

Name (position) Silvia Cassano (AP Accountant)

To post the payment to a supplier, go to the *Materials Management* space. In the *AP Accountant* section, you can use the *Post Outgoing Payments* app.

Start



On the *Post Outgoing Payments* screen, choose **Global Bike Inc.** as the **company code (US00)**. For **Posting Date** and **Journal Entry Date** enter **today's date**, for Reference **INVOICES ###**, and the **current period**. For **G/L account**, enter **1810000** (Bank 1) and the **Amount 6,400.00 USD**.

US00
Current Date
INVOICES ###
Current Period
1810000
6,400.00 USD

Ensure that the journal entry type **KZ (Vendor Payment)** is selected. Use the following screenshot to check your entries.

KZ (Vendor Payment)

General Information		Bank Data	
Company Code:*	US00	House Bank/Account:	
Posting Date:*	10/18/2021	G/L Account:*	1810000
Journal Entry Date:*	10/18/2021	Amount:*	0.00
Value Date:	10/18/2021	Fees:	0.00
Reference:	INVOICES 777	Assignment:	
Period:	10	Exchange Rate:	
Journal Entry Type:*	KZ (Vendor Payment)		
Header Text:			
Profit Center:			

Under **Open Item Selection**, enter your supplier number for **Mid-West Supply** as the account (if necessary, use the F4 help).

Mid-West Supply

Click **Show Items**. On the upper right, you can see that the open balance is USD 6,400.00.

Saldo: 6.400,00 USD

On the **Open Items** tab page, you see the two split deliveries.

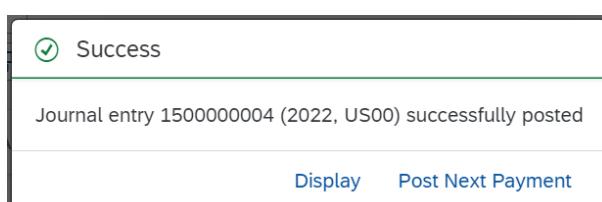
Open Items (2) Standard* ▼									
Compa...	Acc...	Jou...	Journal...	It...	Journal ...	Net Due ...	Amoun...	Ass...	Clear
US00	100...	510...	RE		10/15/2021	10/15/2021	-3,200.00		Clear >>
US00	100...	510...	RE		10/18/2021	10/18/2021	-3,200.00		Clear >>

Since you want to pay both bills together, choose the button **Clear >>** in both lines. Note that both items have been cleared.



The open balance is now USD 0.00. **Balance: 0.00 USD**

Press **Post** to post your payments to Mid-West Supply. The system will assign a unique document number to your supplier payment.



Press Display and click **SAP** to go to the SAP Fiori launchpad. Confirm any error messages.



Step 22: Display Vendor Balance

Task Display the balances of a vendor.

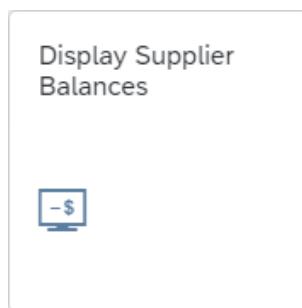
Time 5 min

Description View and confirm the activities and related balances related to your Mid-West Supply vendor. You should see a debit posting and a credit posting that were generated by the two invoices and the output of a single payment to settle the payables to Mid-West Supply.

Name (position) Shuyuan Chen (Head of Accounting)

To display the balances of a vendor, please go to the *Materials Management* space. In the *Head of Accounting* section, you can use the *Display Supplier Balances* app.

Start



Use the **F4 help** in the *Supplier* field to find the number of your supplier. In the Search Term field, enter your number **###** and press **Go**.

###

Scroll until you find your vendor **Mid-West Supply**. Select the entry.

Mid-West Supply

Items (43)					
<input type="checkbox"/> Search Term	Cou...	Postal Code	City	Supplier Name	Supplier
<input type="checkbox"/> 777	DE	01069	DRESDEN	SACHSEN STAHL AG	123777
<input type="checkbox"/> 777	DE	80331	MÜNCHEN	RUN & FUN	124777
<input checked="" type="checkbox"/> 777	US	68528	LINCOLN	MID-WEST SUPPLY 777	1003081
<input type="checkbox"/> 770	US	22102	MCLEAN	SPY GEAR	107770
<input type="checkbox"/> 771	US	22102	MCLEAN	SPY GEAR	107771

Confirm with **OK**. Back on the *Display Supplier Balances* screen, choose **US00** as the company code and **the current year** as the fiscal year.

US00
Current Year

< **SAP** **Display Supplier Balances** ▾

Standard* ▾

Supplier:	Company Code:*	Fiscal Year:*
<input type="text" value="1003081 (MI..."/> <input type="button" value="X"/>	<input type="text" value="US00 (Globa..."/> <input type="button" value="X"/>	<input type="text" value="2021"/>

Then choose **Go** to display the balances. You get a similar overview.

Period	Debit	Credit	Balance
Opening Balance			
01			
02			
03			
04			
05			
06			
07			
08			
09			
10		6,400.00	-6,400.00
11			
12			
13			
14			
15			
16			
Total		6,400.00	-6,400.00

Click  to go to the SAP Fiori launchpad.



Step 23: Display Purchase Order History

Task Display the purchase order history.

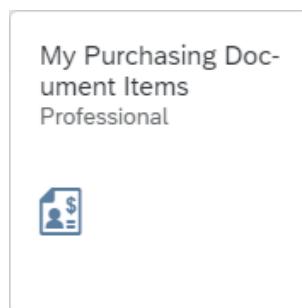
Time 5 min

Description Review the status of your order of the chain locks. The Purchase Order History tab page has been updated as a result of further postings.

Name (position) Wilton Saban (Inventory Supervisor)

To display the purchase order history, go to the *Materials Management* space. In the *Inventory Supervisor* section, you can use *My Purchasing Document Items (Professional)* app.

Start



The app provides you with an overview of all purchase requisitions, purchase orders, goods receipts, and supplier invoices.

In the Supplier field, enter the number of your supplier Mid-West Supply ### and choose **Go**.

Mid-West Supply ###

Supplier	Purchase Requisition Items	Purchase Order Items	Goods Receipt Items	Supplier Invoice Items
Mid-West Supply 777 (1003081)	0	2	2	2

Click **Purchase Orders (2)**. You may need to scroll down to see your supplier and purchase order.

Overview (6) Purchase Requisitions (0) **Purchase Orders (2)** Goods Receipts (2) Supplier Invoices (2)

Purchase Order Items (2)			Create Purchase Order	Post Goods Receipt	⚙️	🖨️	▼
Order Type	Material Group	Material	Purchasing Organization	Purchasing Group	Plant		
Standard PO (NB)	Utilities (UTIL)	Chain Lock 777 (CHLK1777)	Global Bike US (US00)	North America (N00)	DC Miami (MI00)	>	
			Purchase Order Item: 4500000003/00010				
			Next Delivery Date:				
			Next Delivery Quantity:				
Standard PO (NB)	Utilities (UTIL)	Chain Lock 777 (CHLK1777)	Global Bike US (US00)	North America (N00)	DC Miami (MI00)	>	
			Purchase Order Item: 4500000003/00020				
			Next Delivery Date:				
			Next Delivery Quantity:				

As you can see, no more open quantities are displayed under Next Delivery Quantity.

Click [Goods Receipts \(2\)](#). You see the other 100 delivered chain locks. You also see the material document that was created in the system when you confirmed the goods receipt.

Material Document Items (2)						⚙️	🖨️	▼
Material Document Item	Material	Movement type	Delivered Quantity	Ordered Quantity	Posting Date			
5000000042/0001/20 21	Chain Lock 777 (CHLK1777)	GR goods receipt (101)	100.000 EA	100.000 EA	10/15/2021	>		
		Purchase Order Item: 4500000003/00010						
		Status: Completed						
5000000043/0001/20 21	Chain Lock 777 (CHLK1777)	GR goods receipt (101)	100.000 EA	100.000 EA	10/18/2021	>		
		Purchase Order Item: 4500000003/00020						
		Status: Completed						

In the Supplier Invoice Overview, you can see further activities that have been performed with reference to your purchase order.

Click [Supplier Invoices \(2\)](#). Both invoices have been created and have the status Posted.

Invoice Items (2)								
Invoice Item	Item Description	Invoiced Quantity	Invoiced Value	Account Assignment Quantity	Account Assignment Net Value			
5105600107/000001 /2021		100.000 EA	3,200.00 USD	0.000 EA	0.00 USD	>		
Purchase Order Item: 4500000003/00010								
Cost Center:								
Status: Posted								
5105600108/000002 /2021		100.000 EA	3,200.00 USD	0.000 EA	0.00 USD	>		
Purchase Order Item: 4500000003/00020								
Cost Center:								
Status: Posted								

To display more information about the documents, you can click on the relevant row. This will take you to the financial document that was created when you created the supplier invoice.

Click  to go to the SAP Fiori launchpad.



Step 24: Display Balance List and Line Item List

Task Display the balance and line item list of the general ledger.

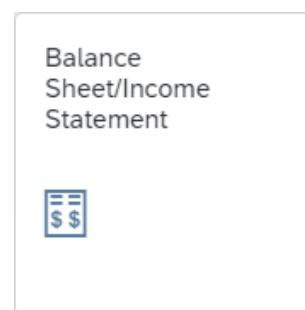
Time 5 min

Description Use G/L account numbers to display the activities and related balances for some accounts in your general ledger.

Name (position) Shuyuan Chen (Head of Accounting)

To display the balance and line item list, please go to the *Materials Management* space. In the *Head of Accounting* section, you can use the *Balance Sheet/Income Statement* app.

Start



In the *Display Financial Statement* screen, enter **US00** (Global Bike Inc.) for Company Code, **0L** for Ledger, and **G000** for Financial Statement Version. Make sure that the Balance Sheet Type is **Normal (Actual - Actual)** and End Period is **current period/year** and Comparison Period is **1/2016**. Compare your screen with the following screenshot.

US00
0L
G000
Normal (Actual – Actual)
Current Period/Year
1/2016

Company Code: * **US00 (Global Bike Inc.)**

Ledger: * **0L (Leading Ledger)**

Statement Version: * **G000**

Statement Type: * **Normal (Actual - Actual)**

End Period: * **10** **2021**

Comparison End Period: * **1** **2016**

Currency: * **USD (Company Code Currency)**

Adapt Filters (7) **Go**

Choose **Go**. In the view, you can see all items of the accounts of Global Bike in the United States.

Hierarchy Node					
		Search		Default	
Description	G/L Acc...	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
Assets		-355,352,347.10 USD	0.00 USD	-355,352,347.10 USD	0.0
1 Current Assets		-355,352,347.10 USD	0.00 USD	-355,352,347.10 USD	0.0
Inventories of raw mate...	1000000	6,392,140.30 USD	0.00 USD	6,392,140.30 USD	0.0
Work in progress (inven...	1040000	915,583,187.10 USD	0.00 USD	915,583,187.10 USD	0.0
Finished goods and mer...	1100000	-1,278,102,000.00 USD	0.00 USD	-1,278,102,000.00 USD	0.0
Finished goods (invento...	1110000	67,348.00 USD	0.00 USD	67,348.00 USD	0.0
Merchandise inventories	1140000	522,050.00 USD	0.00 USD	522,050.00 USD	0.0
Trade receivables	1200000	55,000.00 USD	0.00 USD	55,000.00 USD	0.0
Bank	1800000	-10,000.00 USD	0.00 USD	-10,000.00 USD	0.0
Bankkonto 000	1800005	3,500.00 USD	0.00 USD	3,500.00 USD	0.0
Bank 1	1810000	91,427.50 USD	0.00 USD	91,427.50 USD	0.0
Bank 2	1820000	45,000.00 USD	0.00 USD	45,000.00 USD	0.0
Liabilities/Equity		-10,400.00 USD	0.00 USD	-10,400.00 USD	0.0
Profit & Loss Statement		355,357,747.10 USD	0.00 USD	355,357,747.10 USD	0.0
Revenues		-203,077.50 USD	0.00 USD	-203,077.50 USD	0.0
Sales	4000000	-207,200.00 USD	0.00 USD	-207,200.00 USD	0.0

Note Since all participants in your course are posting to the same US bank account, the number you see next to the bank account 1810000 used is different.

Description	G/L Account	Period Balance
Assets		-355,352,347.10 USD
1 Current Assets		-355,352,347.10 USD
Inventories of raw mate...	1000000	6,392,140.30 USD
Work in progress (inven...	1040000	915,583,187.10 USD
Finished goods and mer...	1100000	-1,278,102,000.00 USD
Finished goods (invento...	1110000	67,348.00 USD
Merchandise inventories	1140000	522,050.00 USD
Trade receivables	1200000	55,000.00 USD
Bank	1800000	-10,000.00 USD
Bankkonto 000	1800005	3,500.00 USD
Bank 1	1810000	91,427.50 USD
Bank 2	1820000	45,000.00 USD

Click  to go to the SAP Fiori launchpad.



MM Challenge

Learning objective Understand and execute a Materials Management process.

Time 80min

Motivation After you have successfully completed the Materials Management case study, you should be able to solve the following task independently.

Scenario A new chain lock, *Chain Lock Security Pro ####* (DE: Kettenschloss Security Pro ####), is available on the market and we would like to include it in our inventory. The new chain lock with material number CHSP1#### consists of a higher quality steel than the previous chain lock (CHLK1####), but the old one can still be used as a template because it has the same properties. The new material is intended for plant MI00, sales organization UE00, and distribution channel WH. With modern production techniques, the new material CHSP1#### is also offered more cheaply by the suppliers. Global Bike Inc. passes the savings on to its customers. Maintain the chain lock in Sales and Distribution with the price condition 50.00 USD per chain lock. Request offers for 300 chain locks of security pro with a valuation price of 25.50 USD. Based on your request of 300 pieces, *Boomtown Tire & Wheel* is offering 26.00 USD per piece and *Space Bike Composites* of 25.50 USD per piece. Enter both quotations and accept the best quotation and order the requested 300 chain locks. Process the inbound delivery and enter the incoming invoice. You then pay for the delivery.

Note Since this task is based on the Materials Management case study, you can use this as a guide. However, we recommend that you carry out this continuing task without assistance in order to test your acquired knowledge.

