

Materials Management (MM) Case Study – Lecturer Notes

This document is intended to help instructors understand the case study process and manage the learning process in and outside the classroom. The main focus lies on prerequisites and common tasks such as testing and trouble-shooting.

Product

SAP S/4HANA
Global Bike

Level

Instructor

Focus

Materials Management

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3.2

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MOTIVATION

Theoretical lectures explain concepts, principles, and theories through reading and discussion. They, therefore, enable students to acquire knowledge and gain theoretical insights. In contrast, case studies allow them to develop their abilities to analyze enterprise problems, learn and develop possible solutions, and make sound decisions.

The main objective of the GBI case studies in general is for students to understand the concept of integration. These descriptive and explanatory case studies will allow students to understand the importance and the advantages of integrating enterprise areas using an S/4HANA system.

The main goal of this document is to help instructors prepare the SAP system for the Material Management case study process and to support them trouble-shoot problems that might occur during the course.

Beside technical and didactic prerequisites, the lecturer notes list SAP transactions for testing and correcting student results in the SAP system. In addition, this document describes common problems and explains their reason and solution.

Prerequisites

Note Before using this case study in your classroom please make sure that all technical (month-end closing, user management etc.) and didactic prerequisites are fulfilled. Such prerequisites are briefly pointed out below. Detailed documentation can be displayed at and downloaded from the *Learning Hub of SAP UA* or the *UCC web sites*.

Technical Prerequisites

The Materials Management case study is based on a standard SAP ERP client with the current GBI dataset. Before processing the case study on your own or with your students all general setting should be checked.

This includes **month-end closing** in Materials Management (transaction **MMPV**) which is documented on the UCC web sites.

Month-end closing in
MM
MMPV

Note: With the current version of the GBI client a **year-end closing** is not necessary, because it has already been automated or because it is not needed for the process described in the curriculum material.

Year-end closing

User accounts in the SAP system need to be created or unlocked.

User management

These student user accounts should end with a three-digit numeric number (e.g. LEARN-001, LEARN-002 etc.). This number will be represented by ### in the case study and helps differentiate customer accounts, products etc.

In an SAP ERP GBI client already exist 1000 user accounts from **LEARN-000** to **LEARN-999**. These users need to be unlocked. The initial password for each LEARN-### account is set to **tlestart**.

LEARN-000 to LEARN-
999

tlestart

Transaction **ZUSR** was developed in the GBI client in order to mass maintain SAP user accounts. For a detailed description of this and SAP standard transactions for user management (**SU01** and **SU10**) please refer to the *lecturer notes „SAP User Management“* (see: current GBI curriculum → chapter 99 – Instructor Tools).

ZUSR

SU01
SU10

All LEARN-### user accounts have been assigned to the role **Z_UCC_GBI_SCC** and have authorizations to use all applicative transactions in the SAP ERP system. The role allows access to all transactions necessary for GBI exercises and case studies. If you need access to system-critical transactions, i.e. for development purposes, you may assign the composite profile **SAP_ALL** to your student accounts.

It is useful for the instructor to have a user account available for testing that has the same authorizations as the student accounts. You may use the predefined instructor account **LEARN-000** for this purpose.

Instructor account
LEARN-000

Didactic Prerequisites

In order to successfully process this case study, students should be familiar with the **navigation** in SAP systems, especially the SAP Easy Access menu, the SAP transaction concept as well as possible documentation and help options. We highly recommend using the *navigation slides* and the *navigation course* (see: current GBI curriculum → chapter 2 – Navigation).

Navigation

In addition, it has been proven beneficial that students have a thorough understanding of the **historic background** and the enterprise structure of the Global Bike concern before they start working on the SAP system. For this purpose we recommend the *case study „Global Bike Inc.“* (see: current GBI curriculum → chapter 3 – GBI) or the *case study „Business Process Analysis I“* (see: current GBI curriculum → chapter 98 – Cross-Module).

Company background

Because the case study is not based on the exercises, it is not necessary to have processed the MM exercises (MM 1 to MM 5) before you start with the case study. However, it is recommended.

In order to function properly this case study needs a **GBI client version** that is equal to or higher than the case study version (see cover page). Please check. If you do not know the client version please use the transaction **ZGBIVERSION** within your SAP ERP system or contact your UCC team.

GBI client version

GBI Mobile App

With GBI the App GBI DataViewer was released for all compatible Android and iOS devices. It can be downloaded through Google Play Store and Apple Store. The purpose of this app is to show the possibility of platform-independent support of business processes. Therefore, some task of the case study can optionally substituted by using the GBI DataViewer App.

Please read the document Intro_ERP_Using_GBI_GBI_mobile_app_(beta) for a more detailed description of the app. It can be found in the folder 98 Cross-Module of the GBI release.

Please keep in mind that this app is an additional functionality designed by the UCC Magdeburg and you might encounter a bug. Therefore we kindly ask you to send any feedback or detailed error descriptions to the following address: gbi@ucc.ovgu.de

Global Feedback

Do you have any suggestions or feedback about GBI? Please send it to our new email-address gbi@ucc.ovgu.de which is used to gather feedback globally. All emails will be evaluated by the persons responsible for the curriculum bi-weekly. This way your feedback might influence future releases directly.

Please note that any support requests send to this email-address will be ignored. Please keep using the common support channels for your support requests.



Student Assessment

Note With the transactions listed below you can check and correct master and transactional data that your students have created during your course.

Master Data

BP	Change Vendor
BP	Display Vendor
XK04	Display Vendor Account Changes
MM02	Change Material
MM03	Display Material
MM60	Materials List

Transactional Data

ME53N	Display Purchase Req.
ME42	Change RFQ
ME43	Display RFQ
ME47	Maintain Quotation
ME23N	Display Purchase Order
MMBE	Display Stock Overview
MC.9	Material Analysis – Stock
FK10N	Display Vendor Balance
FAGLB03	Display G/L Account Balance

GBI Monitoring Tool (beta)

Also we are developing a GBI Monitoring Tool, which is available in this GBI release. Since it is still in development the beta version does not support all case studies yet.

A detailed tutorial for this tool is available in the module 99 Instructor Tools of the current GBI curriculum. You will find the file Intro_ERP_Using_GBI_GBI_Monitoring_Tool_(beta) in the corresponding folder.

Please keep in mind that this transaction is an additional functionality designed by the UCC Magdeburg and still in development. Therefore, we kindly ask you to send any feedback or detailed error descriptions to the following address: gbj@ucc.ovgu.de



Process Monitoring

Note During the case study the SAP system creates documents which are automatically logging all business process steps. These documents rely on master data that were either predefined by the curriculum development team or created by your students.


The **Purchase Order History** visualizes all documents related to a purchase order and thus helps you monitor individual procurement processes and serves as a starting point for trouble-shooting student problems.

Purchase Order
History

Open transaction **ME23N** in order to display a purchase order. If no purchase order or the wrong one is displayed, click **Other Purchase Order**. Now you can change the **purchase order number** and display the correct one.

ME23N

Purchase order
number

You find the Purchase Order History tab in the item details on the bottom of the screen. If the item details are not displayed click on  Item Detail. Then, click on the Purchase Order History tab.

Sh. Text	MVT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUn	zAmt.in loc. cur.	L. cur	zQty in OPUn	DelCostQty
WE	101	5000000014	1	07.03.2018	100	0	EA	3.200,00	USD	100	
WE	101	5000000013	1	07.03.2018	100	0	EA	3.200,00	USD	100	
Tr./Ev. Goods receipt					200		EA	6.400,00	USD	200	
RE-L		5105600114	1	07.03.2018	100	0	EA	3.200,00	USD	100	
RE-L		5105600113	1	07.03.2018	100	0	EA	3.200,00	USD	100	
Tr./Ev. Invoice receipt					200		EA	6.400,00	USD	200	

After successfully processing the case study all students should have one purchase order (based on one of three quotations) with two goods receipts (WE) and two vendor invoices (RE-L) each. The amount of each goods receipt and invoice is 3,200 USD each and a total sum of 6,400 USD.

Problem: Incorrect or Incomplete Material Master Record

Symptom During the case study the SAP system requests additional data not mentioned in the documentation or error messages occur.

Reason The student created all required views in the material master, but forgot to fill out some of the given data from the case study. In this example the material group and the division are missing.

Solution Please change incorrect or incomplete data using transaction MM02. This example illustrates a change in the Basic Data 1 view.

Change Material Master Record

Please open transaction MM02 to change a material master record. In the material text field, enter the the number of the material you would like to change. Then, press Enter or click on **Next**.


MM02

Select the incomplete views by clicking on the square in front of the respective rows. In this case **Basic Data 1** is required, since the material group and the division are defined there.

Basic Data 1


On the *Basic Data 1* tab, enter **UTIL** (Utilities) as a material group. As division, choose **AS** (Accessories) as specified in the case study.



UTIL
AS

 Change Material CHLK1000 (Trading Goods)

Other Material Additional Data Org. Levels Check Screen Data Lock material More ▾


Basic data 1 Basic data 2 Sales: sales org. 1 Sales: sales org. 2 Sales: General/Plant Foreign trade ...

Material: CHLK1000 

* Descr.: Chain Lock  

General Data

* Base Unit of Measure: EA each	* Material Group: UTIL
Old material number: <input type="text"/>	Ext. Matl Group: <input type="text"/>
Division: AS	Lab/Office: <input type="text"/>
Product allocation: <input type="text"/>	Prod.hierarchy: <input type="text"/>
X-plant matl status: <input type="checkbox"/>	Valid from: <input type="text"/>
Assign effect. vals: <input type="checkbox"/>	GenItemCatGroup: NORM Standard item

Then, click on  to save your material.

 Material CHLK1000 changed



Problem: Create Missing Material Master Record View

Symptom During the case study, the user receives error messages that a material or a view of this material does not exist.

Reason The student has missed one or more views when creating the trading good. In this example, the student forgot the MRP 3 view.

Solution Create the missing views using transaction MM01. The exemplary creation of the MRP3 view is shown below.

Create Material Master Record View

With transaction **MM01** you can create missing material master record views.

MM01

The screenshot shows the 'Create Material (Initial Screen)' in SAP. At the top, there's a navigation bar with a back arrow, the SAP logo, and the title 'Create Material (Initial Screen)'. Below this is a tab bar with 'Select View(s)', 'Org. Levels', 'Data', and 'More'. The main form area contains several input fields: 'Material:' with a search icon, 'Industry Sector:' with a dropdown arrow, 'Material type:' with a dropdown arrow, 'Change Number:' with a text input, and a 'Copy from...' section with a 'Material:' text input. At the bottom right, there is a 'Next' button.

In the Material field, enter **CHLK1###** (replace ### with the students' number) and select **Retail** as an Industry sector. Then, click on **Next** or press Enter.

CHLK1###
Retail

On the next screen, select the missing view by clicking on the square in front of **MRP 3**. Make sure **Create views selected** is selected. Then, click on .

MRP 3
Create views selected

On the Organizational Levels screen, enter plant **MI00** (Miami), Stor. Location **TG00** (Trading Goods). Then, click once more on . You will be informed that the material already exists and will be extended.

MI00
TG00

Enter the information given in the case study. Afterwards, click on **Save** to save the material.

Save

Problem: Material Created in Wrong Plant

Symptom During the case study, the user receives error messages that a material does not exist in a specific plant.

Reason The student created the material in the wrong plant and therefore cannot work with it during the case study.

Solution Copy the material master record to the correct plant.

Copy Material Master Record

With transaction MM01 you can create the material for the correct plant duplicating all necessary data from a copy-from material.

MM01

The screenshot shows the SAP 'Create Material (Initial Screen)' for transaction MM01. The header bar includes the SAP logo and the title 'Create Material (Initial Screen)'. Below the header, there are tabs for 'Select View(s)', 'Org. Levels', 'Data', and 'More'. The main form contains the following fields:

- Material:** CHLK1000
- Industry Sector:** 1 Retail
- Material type:** (empty dropdown)
- Change Number:** (empty text box)
- Copy from...** section with **Material:** CHLK1000

On the next screen, select the following views by clicking on the square in front of the respective rows:

- | | |
|------------------------------------|---------------------------------------|
| - Basic Data 1 | - MRP 1 |
| - Sales: Sales Org. Data 1 | - MRP 2 |
| - Sales: Sales Org. Data 2 | - MRP 3 |
| - Sales: General/Plant Data | - General Plant Data/Storage 1 |
| - Purchasing | - Accounting 1 |

Also, select **Create views selected**. Then, click on .

Basic Data 1
 Sales: Sales Org. Data 1
 Sales: Sales Org. Data 2
 Sales: General/Plant Data
 Purchasing
 MRP 1
 MRP 2
 MRP 3
 General Plant Data / St.
 1
 Accounting 1
 Create views selected

Select View(s)

View	Selected
View	<input type="checkbox"/>
Basic Data 1	<input checked="" type="checkbox"/>
Basic Data 2	<input type="checkbox"/>
Sales: Sales Org. Data 1	<input checked="" type="checkbox"/>
Sales: Sales Org. Data 2	<input checked="" type="checkbox"/>
Sales: General/Plant Data	<input checked="" type="checkbox"/>
Foreign Trade: Export Data	<input type="checkbox"/>
Sales Text	<input type="checkbox"/>
Purchasing	<input checked="" type="checkbox"/>
Foreign Trade: Import Data	<input type="checkbox"/>
Purchase Order Text	<input type="checkbox"/>
MRP 1	<input checked="" type="checkbox"/>
MRP 2	<input checked="" type="checkbox"/>
MRP 3	<input checked="" type="checkbox"/>
MRP 4	<input type="checkbox"/>
Advanced Planning	<input type="checkbox"/>
Forecasting	<input type="checkbox"/>
General Plant Data / Storage 1	<input checked="" type="checkbox"/>
General Plant Data / Storage 2	<input type="checkbox"/>
Warehouse Management 1	<input type="checkbox"/>
Warehouse Management 2	<input type="checkbox"/>
Quality Management	<input type="checkbox"/>
Accounting 1	<input checked="" type="checkbox"/>

☐ View selection only on request
☒ Create views selected

Org. Levels Data Default Setting

On the Organizational Levels screen, enter plant **MI00** (Miami), Stor. Location **TG00** (Trading Goods), Sales Org. **UE00** (US East), and Distr. Channel **WH** (Wholesale). Compare with the screen shown below. Then, click on

MI00
TG00
UE00
WH

Organizational Levels

Organizational levels	Copy from
Plant: MI00	<input type="text"/>
Stor. location: TG00	<input type="text"/>
Valuation type: UE00	<input type="text"/>
Sales Org.: <input type="text"/>	<input type="text"/>
Distr. Channel: WH	<input type="text"/>

Profiles

MRP profile:

☐ Org. levels/profiles only on request

Select View(s) Default Setting

All information will be copied from the existing material. Click on to save the material for the correct plant.



Problem: Only 1 of 3 Quotations in Price Comparison

Symptom During the price comparison only one of the three requests for quotation is displayed by the system.

Reason If only one quotation is displayed, usually the number of this quotation has been entered in the quotation field unintentionally so that the system displays only this one quotation.



Solution In order to see all quotations keep the quotation number field blank and enter Collective RFQ RFQ1###.

Price Comparison

With transaction **ME49** you open the price comparison.

ME49

Price Comparison List

Purchasing Organization	US00		
Quotation		to	
Collective RFQ	RFQ1000	to	
Vendor		to	
Material		to	

Make sure that Purchasing Organization **US00** is filled out. Select **Mean Value Quotation** and **Determine Effective Price**. Then, select **Execute** to execute the price comparison. This shows the following screen.

US00
Mean Value Quotation
Determine Effective
Price

Material	Quot.:	60000000004	60000000006	60000000005
Sh. Text	Bidder:	125007	107000	103000
Qty. in Base Unit	Coll. No. :	RFQ1000	RFQ1000	RFQ1000
CHLK1000	Val.:	6.400,00	7.000,00	7.300,00
Chain Lock	Price:	32,00	35,00	36,50
200 EA	Rank:	1 93 %	2 101 %	3 106 %
Total Quot.	Val.:	6.400,00	7.000,00	7.300,00
	Rank:	1 93 %	2 101 %	3 106 %

The result screen should list all three quotations now.



Problem: Incorrect Quotation Data

Symptom The system produces an error that the price for the quotation or its validity is wrong.

Reason The student made a mistake in the quotation creation task.

Solution The existing quotation needs to be changed, in this example for Mid-West Supply.

Change Quotation

To change a quotation, use the transaction code **ME47**.

ME47

Use the **F4** help in the RFQ field to find and enter the RFQ number from your Mid-West Supply vendor. On the Purchasing Documents per Supplier tab, you need to find and select your vendor Mid-West Supply first. Place your cursor in the Vendor field and press **F4** again. Start the search after typing in Country **US** and your three-digit number (###) as Search term.

F4

F4
US
###

Double-click on your new vendor to select it. Now that your vendor number is put in the Vendor field, press Enter or click on **Start Search** to find the first RFQ number you have created in the last task. Double-click on your RFQ to populate the number into the RFQ field on the Maintain Quotation:

Initial Screen. Then, click on **Overview** or press Enter.

The result screen should list all three quotations now.

Then, click on **Item Conditions** to display the conditions. In the pop-up window you can either choose the invalid period to correct it or create a new one. If the price is wrong, edit the existing period by clicking the choose button.

Choose

If necessary, correct the price or set the Valid to data to **three months from today**. Afterwards, click on **Save** to save the quotation.

3 months from today



Problem: Only 1 RFQ Displayed

Symptom While creating the purchase order with reference to an RFQ, the system displays one one of the three RFQs.

Reason In the search screen, the RFQ number field was not blanked. Thus, the system only displays this one instead of all three RFQs.

Solution Change the selection criteria.

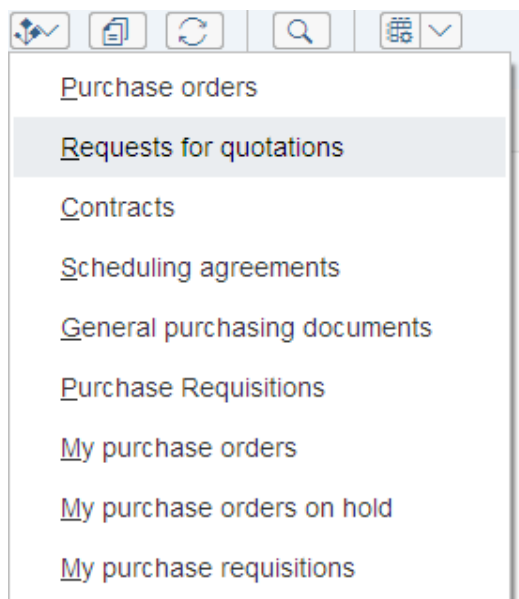
Create Purchase Order

To create a purchase order, use the transaction code **ME21N**.

ME21N

If there is no navigation screen on the left side, click on [Document Overview On](#). As selection variant choose **Requests for quotations** as shown below.

Requests for quotations



Make sure that only the material number (**CHLK1###**) is entered and that all other search criteria fields are blank. Then, click on **Execute**. The system will produce a screen with all three RFQs.

CHLK1###

In case an RFQ is still missing, please check if all RFQs have been created by the student.



Problem: No Open Item When Posting the Goods Receipt

Symptom A student is not able to find open items when creating a goods receipt for the purchase order.

Reason This case occurs if the goods receipt has already been posted or if the wrong purchase order number was entered.

Solution Check your purchase order status.

Display Purchase Order


To display a purchase order, use the transaction code **ME23N**.





ME23N

If no purchase order or the wrong one is displayed, click on [Other Purchase Order](#). Now you can change the **purchase order number** and display the correct one.

Purchase order number

Document Overview On Create Display/Change Other Purchase Order Messages More ▾ Exit

Furthermore, you can check the purchase order status. If the header data is not yet displayed, open the section by clicking on  Header. Now, click on the Status tab. In this example, no open items are available because all 200 pieces were already delivered. This happens when the student forgot to reduce the quantity for the first goods receipt from 200 to 100 pieces.

 Active	Ordered:	200	EA
 Sent	Delivered:	200	EA
 Fully Delivered	Still to deliv.:	0	EA
 Fully Invoiced	Invoiced:	0	EA
	Down paymts:		



Problem: Wrong Balance When Creating Vendor Invoice

Symptom When creating the vendor invoice, the system displays a balance different than 0.00 USD.

Reason Probably, students have not noted down the correct invoice amount or they have made mistakes in previous case study tasks.

Solution Check the purchase order quantity and create the invoice with the correct amount.

Create Vendor Invoice

To create a vendor invoice, use the transaction code **MIRO**.

MIRO

If the student forgot to reduce the quantity during goods receipt from 200 to 100 the total invoice amount is 6,400.00 instead of 3,200.00 USD.

Make sure that **XI (Input Tax)** is selected. Other tax codes lead to a balance different from 0.00 USD.

XI

Basic Data	Payment	Details	Tax	Contacts	Note
<p>Invoice date: 13.03.2018</p> <p>Posting Date: 13.03.2018</p> <p>Amount: 3.200,00</p> <p>Tax Amount:</p> <p>Text: INVOICE 00504-000</p> <p>Baseline Date:</p> <p>Company Code: US00 Global Bike Inc. Dallas</p>			<p>Reference:</p> <p><input type="checkbox"/> Calculate Tax</p> <p>XI XI (Input Tax)</p>		

Set the correct tax code. Then press Enter.

Balance: 0,00

With a 0.00 balance you can save the invoice with **Hold**.



Solution: MM Challenge

Learning objective Understand and perform a Material Management process.


Motivation After you have successfully worked through the material management case study, you should be able to solve the following task on your own.

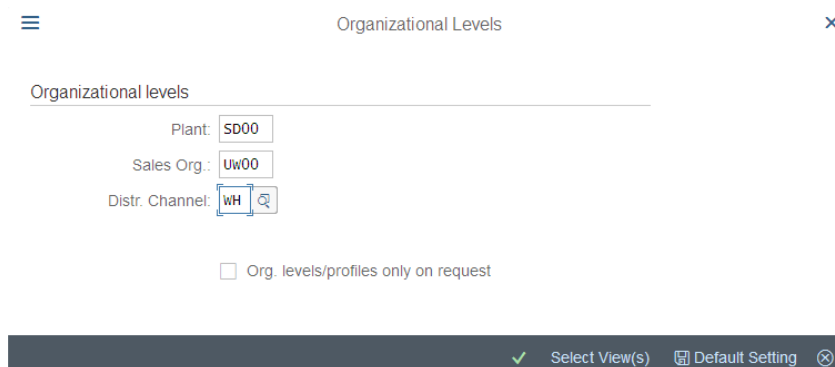
Scenario A new Security Chain Lock is available on the market and you want to add it to your inventory. This security chain lock has the same characteristics as the created Chain Lock, certainly the price is just 50.00 USD. To create the new Security Chain Lock use the Chain Lock created previously to Copy from. Select CHLK2### as material number. Based on your inquiry of 300 pieces the Mid-West Supply gives a new offer to the price of 26.00 USD per piece. The Dallas Basic Bike gives an offer of 25.50 USD. Please choose the best offer and order the material. Then pay the delivery.

Advice You can use this case study as guidance since it is based on the same process. However, it is recommended that you solve it without any help in order to test your acquired knowledge.

Change material master record

Change your material with transaction **MM02**. When your material number (**CHLK1###**) is entered in the Material field, click on **Next** or press Enter. On the following screen, please select **Sales: Sales Org. Data 1, Sales: Sales Org. Data 2, Sales: General/Plant Data**.

Find and select the GBI organization levels Plant DC San Diego, Sales Organisation US West and Distribution Channel Wholesale. Press Enter or click on .



MM02
CHLK1###
Sales: Sales Org. Data
1
Sales: Sales Org. Data
2
Sales: General/Plant
Data

SD00
UW00
WH

The system shows you the register Sales: Sales Org. Data 1.

Click on **Conditions**. On the following screen, enter Scale quantity **1** and Amount **50.00**. Then, click on **Save** to save your material.


50.00

Click on the **Exit** icon to return to the SAP Easy Access screen.


Create purchase requisition

ME51N

Enter Transaction code **ME51N** to create a purchase requisition. This will produce the following screen.

Select  Header to expand the header.


In the text field, type the Header note: “Global Bike Inc. is formally requesting quotations for the following material. Quotes will be accepted until [1st day of the next month].”

Select  Item Overview to expand the item overview.


Enter Material **CHLK1###** (replace ### with your number) and Quantity **300**. As Delivery Date select or enter the day **three months from today**. Then, enter Plant **MI00**, Stor. loc. **TG00**, and PGr. **N00**.


After clicking on Enter compare your screen with the one below.

Sta...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGr	Requisitioner
	10		CHLK1000	Chain Lock	300	EA	D	13.06.2018	Utilities	DC Miami	Trading Goods	N00	

Then, click on  to save your purchase requisition. The system will create a unique document number.

Purchase requisition
document number

 Purchase requisition number 0010000023 created

Click on the  icon to return to the SAP Easy Access screen

Create request for quotation

Enter transaction code **ME41**. This will produce the following screen.

ME41

The screenshot shows the 'Create RFQ : Initial Screen' in SAP. The top bar includes the SAP logo and the title 'Create RFQ : Initial Screen'. Below the bar, there are tabs: 'Header Details', 'Copy Document', 'Reference to PReq', and 'Reference to Outline Agreement'. The main form area contains the following fields:

- RFQ Type: (with a search icon)
- Language Key:
- *RFQ Date:
- *Quotation Deadline:
- RFQ:

Below these fields are three sections:

- Organizational Data:**
 - Purch. organization:
 - Purchasing Group:
- Default Data for Items:**
 - Item Category:
 - Delivery Date:
 - Plant:
 - Storage location:
 - Material Group:
 - Req. Tracking Number:

Enter RFQ Type **AN**, **today's date** as RFQ Date, and the **first day of the next month** as Quotation Deadline.

In the Organizational Data field group, enter Purch. organization **US00** and Purchasing Group **N00**.

In the Default Data for Items, enter Plant **MI00**. Then, select **Reference to PReq** which will produce the following screen.

AN
today's date
1st day of next month

US00
N00

MI00

Selection of Purchase Requisitions

Purchase Req.: 10000023

Requisn. item:

Purch. Group: N00

Document Type:

Material:

MPN material:

Plant:

Item Category:

Acct Assgmt Cat:

Tracking Number:

Supplying Plant:

Assigned: ☒

Stock material: ☒

Open only: ☒

Continue Header Details Cancel

If your Purchase Requisition number is not already entered, use the F4 help to find the number of your purchase requisition. Then, click on **Continue**.

In the Create RFQ: Selection List: Purchase Requisitions screen, enter SLoc (Storage Location) **TG00**. Click on the Button **Select All Items**. Then, click on **Adopt + Details** to adopt all item information into the RFQ.

TG00

In the *Create RFQ : Item 00010* screen, click on More→Header→Details or hit F6 to display the RFQ header data. Enter **RFQ1###** as *Coll. No.*. Remember to replace ### with your three-digit number. After comparing your entry with the screen below, click on **Overview** to display the line items.

RFQ1 ###

Create RFQ : Header Data

Header Texts Supplier Address Partner Release Strategy Messages More

RFQ: Company Code: US00 Purchasing Group: N00

RFQ Type: AN Purch. Organization: US00

Vendor:

Administrative Fields

RFQ Date: 13.03.2018 *Item Interval: 10 Coll. No.: RFQ1000

Language: EN Subitem Interv.: 1 *QuotDdlm: 01.04.2018

Validity Start: Validity End: Apply By:

Warranty: Bindg Per.:

In the Create RFQ : Item Overview screen, review the line items and ensure they are correct. Then, select **Supplier Address** or use F7 to display the supplier address.

In the *Create RFQ: Supplier Address* screen, use the **F4** help to find your vendor Mid-West Supply. In order to do so, use the fields Search term (### = your number) and City (**Lincoln**) and double-click on the result row to insert the number into the Vendor field.

F4

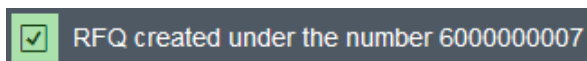
Lincoln

Click on **Save** to save your RFQ. A warning message will appear. Press **Yes** to save anyway.

Yes

The SAP system will create a unique document number.

RFQ document
number



Stay in the same screen and repeat the last step once to create the same RFQ for our vendor Dallas Bike Basic.

Dallas Bike Basics

In order to find your vendor, in the Vendor field use the F4 help again. This time, enter **US** for country and your number (###) in the Search term field. Then, press Enter to display your set of US vendors.

F4
US
###

Click on the **Exit** icon to return to the SAP Easy Access screen.

Maintain quotations from vendors

Use transaction code **ME47**.

ME47

Use the **F4** help in the RFQ field to find and enter the RFQ number from your Mid-West Supply vendor. On the Purchasing Documents per Vendor tab, you need to find and select your vendor Mid-West Supply first. Position your cursor in the Vendor field and press **F4** again. Start the search after typing in Country **US** and your three-digit number (###) as Search term.

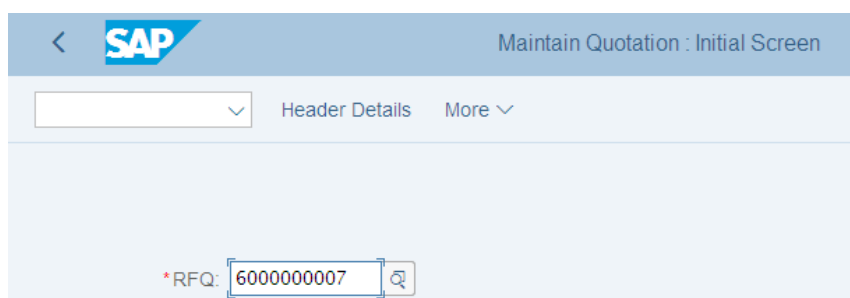
F4

F4

US
###

Double-click on your new vendor to select it. Now that your vendor number is put in the Vendor field, press Enter or click on **Start Search** to find the first RFQ number you have created in the last task.

Double-click on your RFQ to populate the number into the RFQ field on the Maintain Quotation: Initial Screen. Then press Enter.



In the Maintain Quotation: Item Overview screen, enter a net price of **26.00** USD. Click on **Select All Items**.

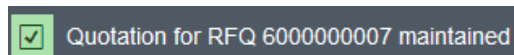
26.00

Item	Material	Short Text	RFQ Quantity	O...	Deliv. Date	Net Price	Per
10	CHL01200	Chain Lock	300	EA	14.08.2018	26,00	

Then, click on **Item Conditions** to display conditions. Here, other discounts and surcharges included in the quotation could be specified. In our case, just set the Valid to data to **three months from today** and confirm your entries with Enter.

3 months from today

Click on **<** to go back to the line item overview. Then, click on **Save** to save your maintained quotation for your Mid-West Supply vendor. The system acknowledges the changes to your first quotation with a success message.



Repeat this process for the other two RFQs you created. Make sure you use the above-described search criteria to find the vendors for your number (###). Enter the following prices:

Dallas Bike Basics **25.50** USD

Dallas Bike Basics
25.50

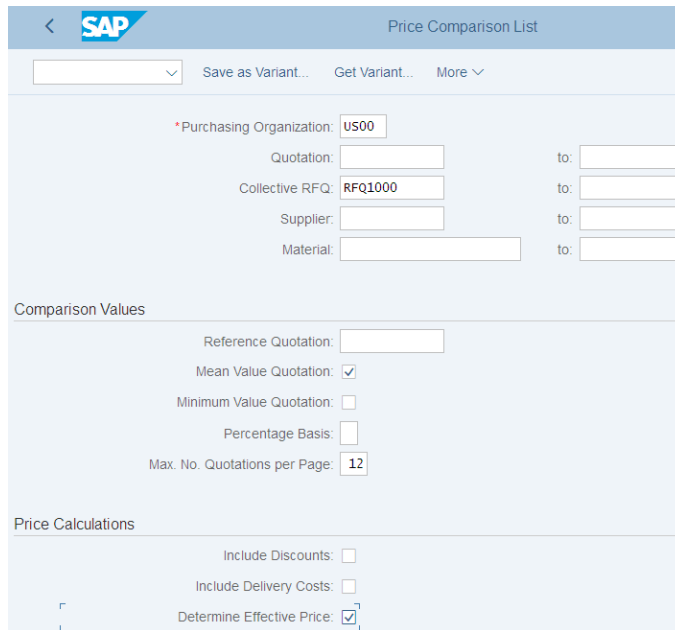
Make sure you save both RFQs and receive the system success messages.

Click on the **Exit** icon to return to the SAP Easy Access screen.

Reject two quotation

Open Transaction **ME49**.

ME49



Price Comparison List

Save as Variant... Get Variant... More ▾

*Purchasing Organization: **US00**

Quotation: to:

Collective RFQ: **RFQ1000** to:

Supplier: to:

Material: to:

Comparison Values

Reference Quotation:

Mean Value Quotation: ☒

Minimum Value Quotation: ☐

Percentage Basis:

Max. No. Quotations per Page: **12**

Price Calculations

Include Discounts: ☐

Include Delivery Costs: ☐

Determine Effective Price: ☒

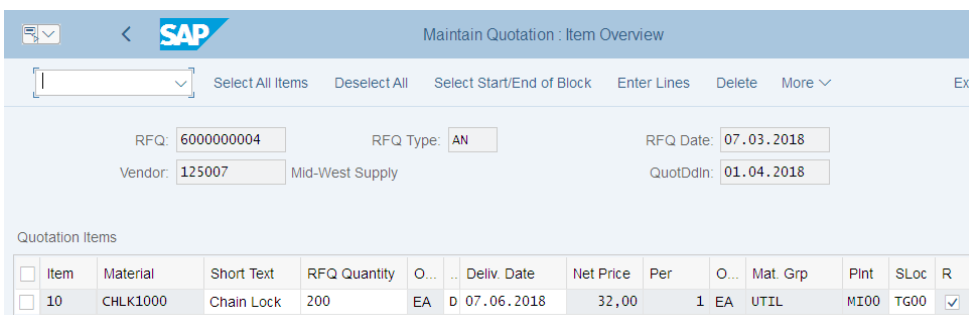
Enter Purchasing Organization **US00**, and Collective RFQ **RFQ1###**. Select **Mean Value Quotation** and **Determine Effective Price**. Then, select **Execute** to execute the price comparison. This shows the following screen.

US00
RFQ1###
Mean Value Quotation
Determine Effective
Price

Material	Quot.:	6000000004	6000000006	6000000005	6000000008	6000000007	MEAN
Sh. Text	Bidder:	125007	103000	103000	103000	125007	
Qty. in Base Unit	Coll. No.	RFQ1000	RFQ1000	RFQ1000	RFQ1000	RFQ1000	
CHLK1000	Val.:	6.400,00	7.000,00	7.300,00		6.900,00	
Chain Lock	Price:	32,00	35,00	36,50		34,50	
200 EA	Rank:	1 93 %	2 101 %	3 106 %			
CHLK1000	Val.:				7.650,00	7.800,00	7.725,00
Chain Lock	Price:				25,50	26,00	25,75
300 EA	Rank:				1 99 %	2 101 %	
Total Quot.	Val.:	6.400,00	7.000,00	7.300,00	7.650,00	7.800,00	14.625,00
	Rank:	1 44 %	2 48 %	3 50 %	4 52 %	5 53 %	

Determine the Vendor that you are going to do business with (the lowest priced quotation) by rejecting the other two. To do so, double-click on the quotation number with 32.00 USD. This will produce the following screen.

32.00



Maintain Quotation : Item Overview

Select All Items Deselect All Select Start/End of Block Enter Lines Delete More ▾ Exit

RFQ: **6000000004** RFQ Type: **AN** RFQ Date: **07.03.2018**

Vendor: **125007** Mid-West Supply QuotDdn: **01.04.2018**

Quotation Items

Item	Material	Short Text	RFQ Quantity	O...	Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	R
10	CHLK1000	Chain Lock	200	EA	07.06.2018	32,00	1	EA	UTIL	MI00	TG00	<input checked="" type="checkbox"/>

Select **Rej. Ind.** to indicate rejection of this quotation. Click on **Save**. Acknowledge the warning message prompted by the system with Yes and save anyway.

Rej. Ind.

Repeat the process for the second quotation to be rejected (26.00 USD).

Click on the **Exit** icon to return to the SAP Easy Access screen.

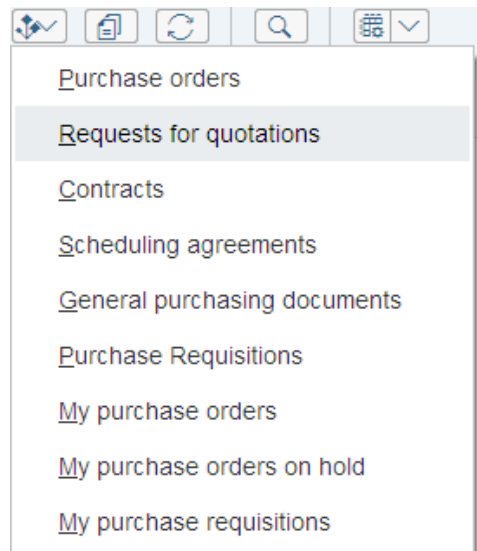
Create purchase order referencing an RFQ

Transaction ME21N

ME21N

If there is no navigation screen on the left side, click on **Document Overview On**.
As selection variant choose **Requests for quotations** as shown below.

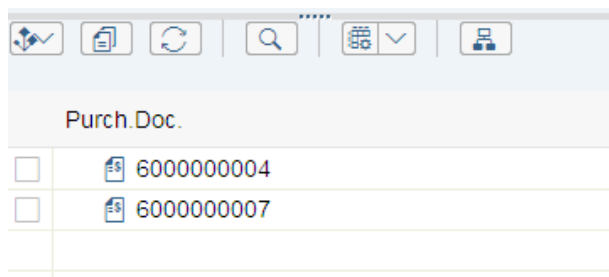
Requests for
quotations



In the following screen, in the Material Number field use the F4 help to find your chain lock trading good. On the Material Number select Material **CHLK1###** in the Material Number field. Then, press Enter or click on

Trading Goods

Execute



Click on **(Change Breakdown)**. In the following screen, select **Vendor name** in the right table (Column Set) and click on **▲** to add it to the Sort criteria. Then, select vendor name in the left table (Sort criteria) and click on **▲** to display the vendor name first, then the document number.


Vendor name

Single-click on the requisition/quotation that you want to reference (Dallas Bike Basics) and select **(Copy)** to adopt the information.

Dallas Bike Basics

Verify that the system copied the Material number **CHLK1###**, Quantity **300**, **three months from today** as Deliv. Date, and the Net Price of **25.50 USD**.

CHLK1###
300
3 months from today
25.50 USD

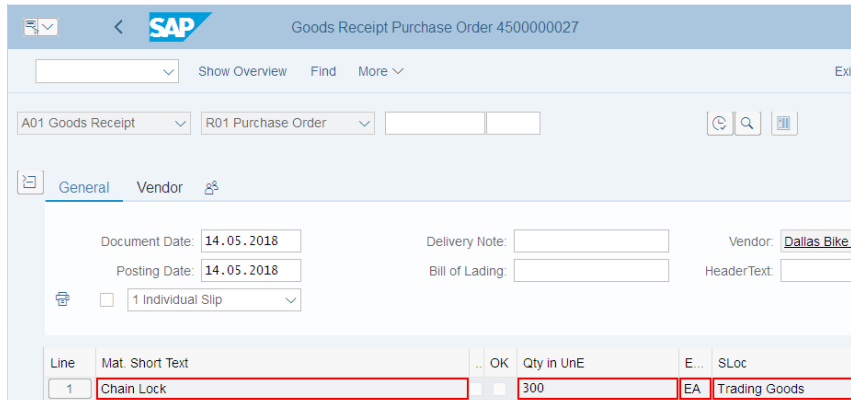
Save your purchase order with .


Create goods receipt for purchase order

Open transaction **MIGO**.


Make sure that **Goods Receipt** and **Purchase Order** are selected in the dropdown lists. Enter (or find) **your PO number** in the field next to them. Then, press Enter which will populate your PO data into the fields.

Goods Receipt
Purchase Order
your PO number





If the line item in the item overview section is read only, click on  at the bottom of the screen to close the item detail section. Then, check **OK**. SLoc (Storage location) **Trading Goods** should already be entered.

OK
Trading Goods

Finally, click on  to post your goods receipt. The system will create a unique goods receipt document.

Goods receipt
document number

 Material document 5000000037 posted

Click on the  icon to return to the SAP Easy Access screen.

Create and post an invoice

Open transaction **MIRO**.

MIRO

Enter **today's date** as Invoice date using F4 and Enter. Check your Company Code **US00**. Enter the amount from the invoice above (**7,650.00**) in the Amount field and select **XI** as Tax Code (field next to Tax Amount). Then, type in **INVOICE 00504-###** as Text and click on Enter.

Today's date
US00

7,650.00
XI

Invoice 00504-###

Enter (or find) **your PO number** in the middle of the screen (next to the drop-down field with Purchase Order/Scheduling Agreement) and press Enter.

your PO number

Check the **Booking OK** check box in your line item. Use the button **Simulate** to see if the postings are correct.

Booking OK

Finally, click **Post** your invoice receipt. The system will generate a unique number for this document.

Invoice document
number

Click on the **Exit** icon to return to the SAP Easy Access screen.

Post outgoing payment

Open transaction **F-53**.

F-53

In the Post Outgoing Payments: Header Data screen, enter (or select) **today's date** as Document Date.

Today's date

In the Bank data field group, enter Account **100000** (Bank Account), the amount you are going to pay (**7,650.00**), and the Text **“INVOICES 00504-###”**.

100000
7,650.00
Invoices 00504-###

In the Open items selection field group, enter (or find) the vendor number for your **Dallas Bike Basic** vendor in the Account field (again, use City **Irving** and Search term **###** in the F4 help). Verify your data with the screenshot below.

Dallas Bike Basics
###

Cancel selection Process Open Items More

* Document Date: 14.05.2018 * Type: KZ * Company Code: US00
 * Posting Date: 14.05.2018 Period: 5 * Currency/Rate: USD
 Document Number: Translation dte:
 Reference: Cross-CC Number:
 Doc. Header Text: Trading part. BA:
 Clearing Text:

Bank data

* Account: 100000 Business Area:
 Amount: 7650 Amt. in loc. cur.:
 Bank Charges: LC Bank Charges:
 Value date: 14.05.2018 Profit Center:
 Text: INVOICES 00504-000 Assignment:

Open item selection **Additional selections**

Account: 103200 ☒ None
 Account type: K ☐ Other Accounts ☐ Amount
 Special G/L Ind: ☒ Standard OIs ☐ Document Number
 Payt Advice No.: ☐ Posting Date
☐ Distribute by Age ☐ Dunning Area
☐ Automatic Search ☐ Others

Processing Status

Number of Items: 1 Amount Entered: 7.650,00-
 Display from Item: 1 Assigned: 7.650,00-
 Reason Code: Difference Postings:
 Display in clearing currency: Not Assigned: 0,00

Select **Process Open Items**.

Invoices selected will be displayed in blue. At the bottom of the screen, you should see that the total amount has been fully assigned.

Processing Status

Number of Items: 1 Amount Entered: 7.650,00-
 Display from Item: 1 Assigned: 7.650,00-
 Reason Code: Difference Postings:
 Display in clearing currency: Not Assigned: 0,00

Post your payments to the Mid-West Supply. The system will create a unique vendor payment document number.

Vendor payment
document number

Click on the **Exit** icon and select YES to return to the SAP Easy Access screen.

Yes

