CRM
Materials Management

SAP Training Manual - Purchasing

Rev O

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Scope

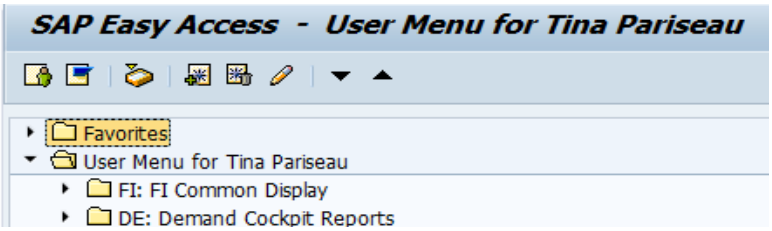
This document provides Purchasing instructions related to SAP for all CRM Materials Management Personnel.

Systems

System or Net Acronym	Name	Link to request access: Link to system
MES	Manufacturing Execution System	http://mapreqpp02.bsci.bossci.com/ Replaced MATT
DOCS	Archiving of documents	http://mapreqpp02.bsci.bossci.com/ http://cyberdocs.stp.guidant.com/cyberdocs/cyberdocs.asp
SAP	ERP System	Install from the BSC menu installer - Contact Pam Corr for access
Old CRM SAP	CRM ERP system prior to Aug 2010	See Pam Corr or Tina Pariseau if need to view
GWF	Global Workflow	From Internet Explorer, type eREQ into your URL Routing of electronic requisitions (eReqs) and PO & Scrap request approvals. Go to the BSC Request Portal (http://requestportal/)
PVR	Supplier Summary Tool (CSA, SBA)	http://bisapps/sst/default.asp?category=SST&service=Home Contact Tina Pariseau for access
WindChill	Documentation system	From Internet Explorer, type WINDCHILL into your URL
iSupply	Vendor Management inventory	https://services.tradebeam.com/iSupply/login.do Contact Tina Pariseau for access
GEP eContract	Contract management storage	https://access5.globaleprocure.com/bsci

SAP User Menu

The User Menu defines the list of transactions that the User has access to. The Favorites are transactions that are defined by the User and can be readily recalled.



There are multiple ways to create User Favorites:

- Select a Transaction from the User Menu that you would like to add, then from the SAP Menu choose Favorites -> Add
- If a Transaction Code is known, from the SAP Menu, choose Favorites -> Insert Transaction

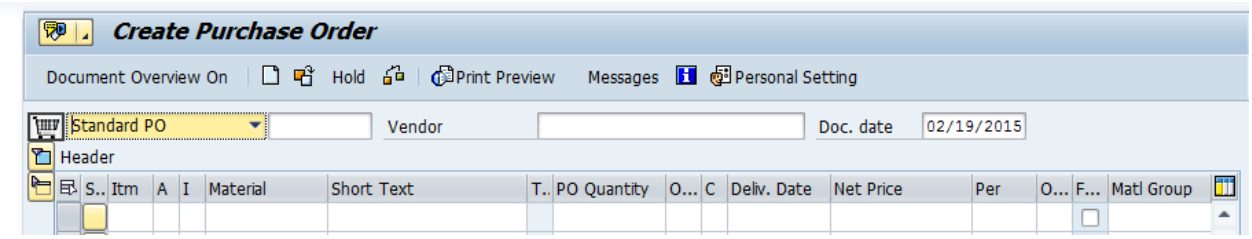
Transaction Code Favorites List

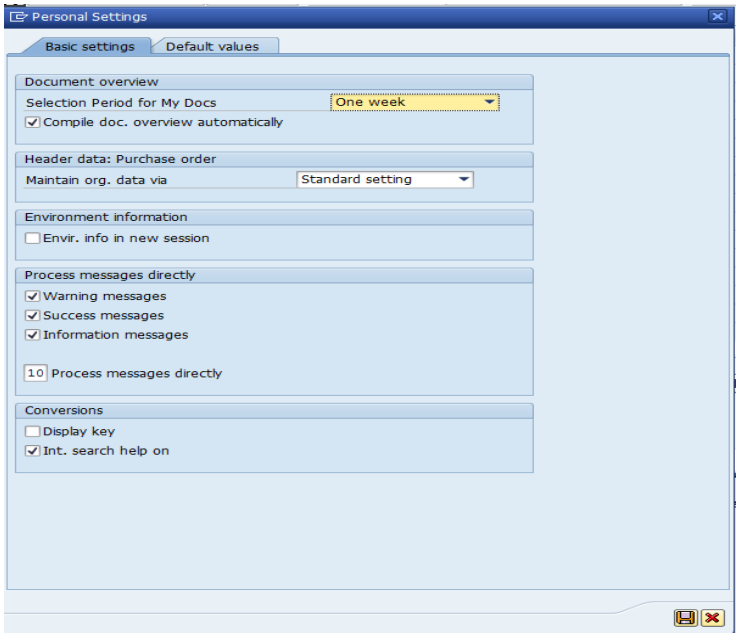
MM02 – Change Material Master	Buyer responsible for certain fields
MM03 – Display Material Master	
XK03 – Display Vendor	Find vendor # and/or where vendor is set up to be able to extend to our org
ZLF – Excel Formatted Report	Export specific reports to Excel
ZM10 – Approved Vendor List	AVL list by POrg and CC
ZMCP2 – Material Creation Program	New Part Number set up – check weekly
MB51 – Material Doc. List	View movements against a part
ZMB51 – Material Doc. List	View of MB51 pre-SAP upgrade 8/11/14
MMBE – Stock Overview	View of where material inventory is located
MD04 – Display Stock/Requirements Situation	MRP – inventory is live, MRP requirements per last run
MD05 – Individual Display of MRP	MRP – shot at time MRP was run
MD06 – Collective Display of MRP	Pull MRP by MRP Controller Code and Plant
ME01 – Maintain Source List	To create link between part and supplier, required for all POs
ME1M – Info Record per Material	Search for Info Record by Material number
ME11 – Create Purchasing Info Record	Create Info Records for Sub Contract, Consignment and eCrib/eCMA as required
ME12 – Change Purchasing Info Record	Need vendor #, material #, POrg and Plant
ME13 – Display Purchasing Info Record	Need vendor #, material #, POrg and Plant
ME21N – Create Purchase Order	
ME22N – Change Purchase Order	
ME23N – Display Purchase Order	View Only
ME2L – Purchase Orders by Vendor	List of PO's by vendor
ME2M – Purchase Orders by Material	List of PO's by part number- great reference on history of a part
ME9F – Transmit a Purchase Order	Transmit a PO via print/email/fax
ME31L – Create Scheduling Agreement	Create Schedule Agreement (Kanban)
ME32L – SA Change	Change Schedule Agreement (Kanban)
ME38 – SA Change Delivery Schedule	Changes to delivery dates & quantity
ME3M – Schedule Agreement Report	List of SA's by part number
PK01 – Create Control Cycle	Create bins for SA/Kanban that controls releases
PK02 – Change Control Cycle	Change SA/Kanban bin data that controls releases
PK05 – Create Supply Area for Kanban	Only needed for new parts on SA/Kanban
PK13N – Kanban Board	Control board to send releases against an SA/Kanban order
ME9E – Transmit Delivery Schedule	Transmit SA Release via print/email/fax
ME9L – Transmit a Scheduling Agreement	Transmit SA via print/email/fax
CS11 – Explode BOM	
CS15 – Where Used	Lists all BOM's a component is in
FBL1N – Display Vendor Line Items	View invoices paid or parked for 1 supplier
/n/opt/vim-icc – ICC Dashboard	Invoice workflows
/n/opt/vim_analytics – VIM Analytics	Reports for VIM invoice status
MCSK – Call Standard Analysis of Stocks	Reports by material movement
ZRMRERDR – Reorder Point Report	Consumption report for past 12 weeks used for non MRP parts
ZRMORDBY – Open Order Report	List of open PO's – review weekly

Tips, Tricks, Settings in SAP

Establishing your Personal Settings for Purchasing Documents

Transaction ME21N to be in Create PO mode:

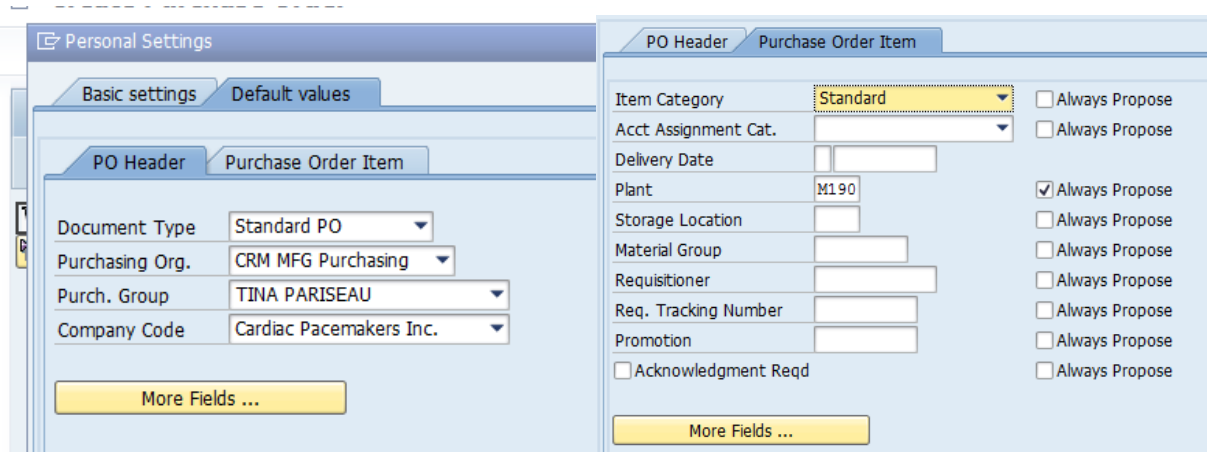




Click

Click the Default Values tab to set the PO Header and PO Item fields you would like to default in to new PO's.

Below is for Purchasing Org P190 and Company Code 7120 and Plant M190:



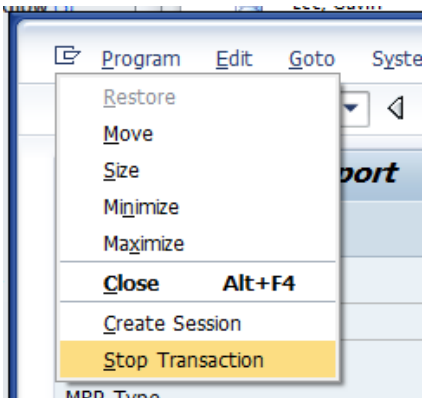
Click the PO item tab and enter the fields that you want to default

How to Cut and Paste

If unable to highlight what you want to copy and paste from SAP, click Ctrl Y first, then highlight what you want to copy starting at the "+" that will show up after clicking Ctrl Y (MRP screen for example), and then use Ctrl C to copy, and Ctrl V to paste.

How to Stop a SAP Transaction

From any SAP screen, to stop a transaction that is running for a long time – go to the upper left corner of the SAP Main Menu options, choose Program, then Stop Transaction:



Enterprise Structure

Enterprise Structure defines and dictates the relationship of various recording and reporting entities within SAP.

Plant – Inventory must reside in a plant
Storage location – a more specific area of a plant
Bin location – a more specific area of a Storage location
Company code – Financial organization for reporting costs, assets, etc.
Purchasing organization – Group that can perform purchasing for a plant
Purchasing group – Person or group of people who perform purchasing for a part
MRP controller – Person or group of people who perform planning for a part

Rules governing Enterprise Structure:

Purchasing organizations: Purchasing organizations own company codes, and can own more than one company code. Master data and reports are influenced by purchasing organization.

Company and Plant codes: All plants are owned by a company code, and the PO must reference the corresponding plant to company code that owns it – cannot cross charge. The inventory in a plant is reported on the books of the company code as an asset. Distribution plants start with a D and Manufacturing plants start with an M.

Purchasing groups and MRP controllers perform a function for a plant.

See matrix below for BSC Enterprise Structure of BSC sites CRM may interact with. Complete list can be found in SAP drop downs.

CRM Manufacturing Plants	Purchasing organization	Company Code	Plant
CRM Arden Hills Manufacturing Facility	P190 CRM MFG Purchasing	7120 Cardiac Pacemakers Inc.	M190 Cardiac Pacemaker, Inc.
CRM Arden Hills Manufacturing Facility	P190 CRM MFG Purchasing	1620 Arden Hills BSC	M700 Boston Scientific Corp
CRM Puerto Rico (Dorado) Manufacturing Facility	P190 CRM MFG Purchasing	7140 Guidant Puerto Rico BV	M490 Guidant Puerto Rico BV.
CRM Clonmel Ireland Manufacturing Facility	P190 CRM MFG Purchasing	7640 Boston Scientific Clonmel	M590 BOSTON SCIENTIFIC CLONMEL LTD
BSC Tier 1 Distribution Centers	**Purchasing organization**	**Company Code**	**Plant**
Clonmel Ireland Distribution Center	P215 Ireland Purchasing	7640 Boston Scientific Clonmel	D215 Boston Scientific Clonmel Ltd
Quincy MA Distribution Center	P100, P150, P190, P200, P250, P260, P275, P300, P405, P680, P700, P750,	1000 Boston Scientific Corp	D275 US Distribution Center
Kerkrade Netherland Distribution Center	P525 BSC Int'l Purchasing	3000 BS International B.V.	D525 Boston Scientific International
Arden Hills Distribution Center	P735 Arden Hills Dist. Pur	1000 Boston Scientific Corp	D735 Boston Scientific Corporation
Other BSC Manufacturing Plants	**Purchasing organization**	**Company Code**	**Plant**
Maple Grove Manufacturing Facility	P100 Maple Grove Purchasing	1200 Boston Scientific Scimed,	M100 Maple Grove Facility
Minnetonka AMS Manufacturing Facility	P105 Minnetonka AMS	1200 Boston Scientific Scimed	M100 Maple Grove Facility
Corporate Headquarters	P200 Natick Purchasing	1000 Boston Scientific Corp	M200 Corporate Headquarters
Marlborough Manufacturing Facility	P260 Marlborough Purchasing	1000 Boston Scientific Corp	M260 Marlborough Facility
Spencer Manufacturing Facility	P300 Spencer Purchasing	1000 Boston Scientific Corp	M300 Spencer Facility
Costa Rica Manufacturing Facility	P420 Costa Rica Purchasing or P480 Costa Rica Porg	2380 BS De Costa Rica, S.R.L.	M420 Costa Rica Facility
Coyol Manufacturing Facility	P480 Costa Rica Porg	2380 BS De Costa Rica, S.R.L.	M480 Coyol Facility
Galway Manufacturing Facility	P550 C31Galway Purchasing	3510 BS Ireland Limited	M550 Galway Facility

Cork Manufacturing Facility	P560 Cork Purchasing	3550 BS Cork Ltd.	M560 Cork Facility
Valencia Manufacturing Facility	P680 Valencia MFG Purch	1680 Neuromodulation	M680 Valencia Facility
San Jose Manufacturing Facility ***(Phasing to P190)***	P700 San Jose Purchasing	1620 EP Technologies, Inc.	M700 San Jose Facility
Shanghai Manufacturing Facility	P740 Shanghai Purchasing	5130 BSC Medical Device	M740 Shanghai Mfg. Facility
Fremont Manufacturing Facility	P750 Fremont Purchasing	1700 Target Therapeutic	M750 Fremont Facility
San Jose Orchard AMS Manufacturing Facility	P755 San Jose Purchasing	1700 Target Therapeutic	M750 San Jose Facility
Sadra Medical Manufacturing Facility	PB80 Los Gatos Purchasing	1260 Sadra Medical	MB80 Los Gatos Facility
Penang Manufacturing Facility	PB90 Penang Purchasing	5230 BS Medical Device (Malaysia)	MB90 Penang Facility

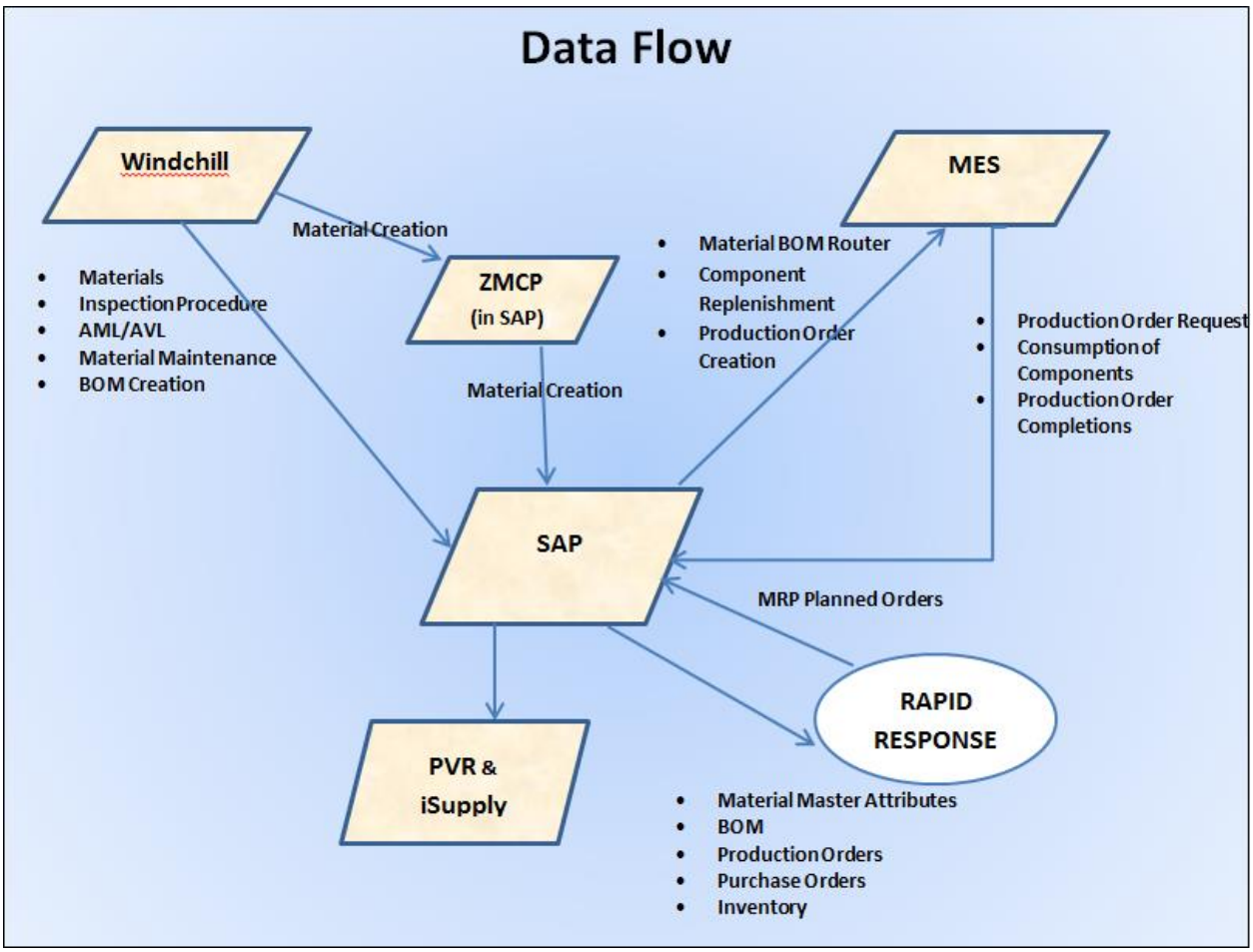
Material Master Record

SAP contains the inventory management and financial data for material/products built by CRM, as well as materials purchased for resale (e.g., marketing literature or programmers). A Material Master Record is created for all materials within SAP. It contains the Basic Data, Sales, Purchasing, Inventory, MRP, Costing and Financial attributes, if relevant to the Material. Much of this data may vary by plant and sales organization.

The Material Creation Program (MCP) serves as the collection point for all required Material Master (MM) data needed to create the MM record in SAP. The MM record is created in SAP through an upload by Document Control once all the required data has been entered in the MCP. This upload occurs throughout the day or can be run manually by calling Document Control. Materials become available for planning and buying right after the upload to SAP occurs.

The material first appears in the MCP list when it is released to **Pre-Production** or **Production** status in Windchill via an approved change notice.

Below is an overview of the CRM Material data flow from Windchill to SAP, and other systems.



It is up to each Buyer to monitor the ZMCP and to enter the required data by the displayed effectivity date. The ZMCP list is monitored by Management to insure materials are not sitting for an extended period of time. Failure to enter the required data in the ZMCP, by the effectivity date, will negatively impact you and others in the business. For instance, Bill(s) of Material cannot load, therefore standard and transfer pricing cannot occur, manufacturing cannot perform their transactions efficiently, Customer Service cannot ship product, other business units cannot receive product, etc.

The Buyer is the owner of ZMCP data for the Material Types ZCOM, ZOEM and VKHM. Material Types ZFIN and ZSUB will be completed by the Production Coordinator and/or Production Planning.

<u>Material Type Definitions determined in Windchill:</u>

ZCOM (Buy Material)	Purchased materials intended for use as assembly components
ZSUB (Make Material)	Manufactured subassemblies
ZFIN (Make Finished Good)	Manufactured Finished Goods materials intended for use as saleable products
ZOEM (Buy Finished Good)	Purchased Materials intended for use as saleable products
VKHM (Literature)	Purchased Materials intended for use as a saleable consumable. Drives Material Master Data for both Purchasing and Sales

<u>Important Note</u>:

Due to the various transactions in the SAP Material Create security role, and the many different uses of the Material Master (MM) for each Business Function, all users have the ability to "Create/Change a Material/view" in SAP.

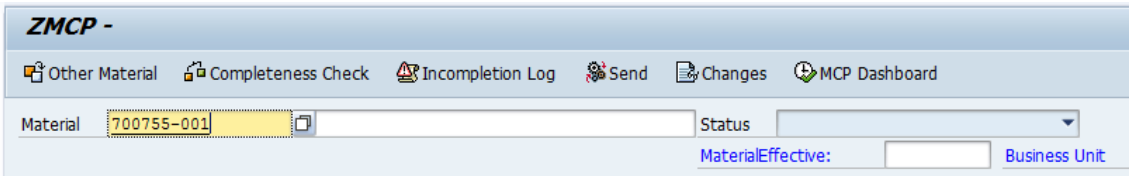
We ask that you only Create/Change Material data that you "own" for your Business process.

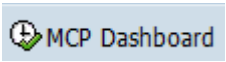
- *DO NOT create/change Accounting View unless you are Finance.*
- *DO NOT create New Materials unless you are IDS/Windchill, or GSC for Planning Materials.*
- *DO NOT create/change Work Scheduling view unless you are MES Support Team, or IDS.*
- *DO NOT create/change additional Plant views, unless you are IDS/Windchill.*
- *DO NOT create/change Sales views unless you are Customer Service or IDS.*
- *DO NOT change Material attributes/fields that come from and are controlled in Windchill, unless you are IDS.*
- *DO NOT create/change Quality Management view or data, unless you are IDS/Windchill*
- *DO NOT create/change Purchasing data unless you are Buyer/Planner.*

If we find anyone violating the "owner" rules, we may remove your access to this role, as the MM data is critical to many functions.

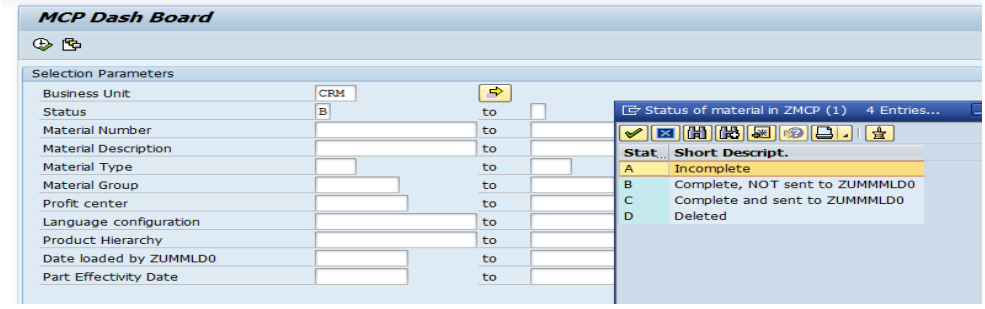
Material Creation Program

Enter SAP transaction code ZMCP2
In the Material box, enter the part number, if known, and click enter

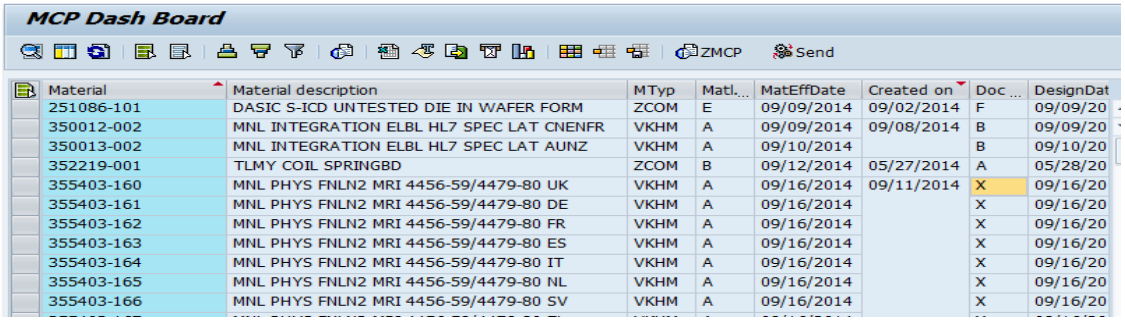


If the part number is not known, click the 

button and select the Business Unit from the dropdown (CRM, NMD, LBSC), and from the Status field dropdown select A (Incomplete), and then click the green check. Or in the material field, click the dropdown box to get a list of ALL parts waiting completion.



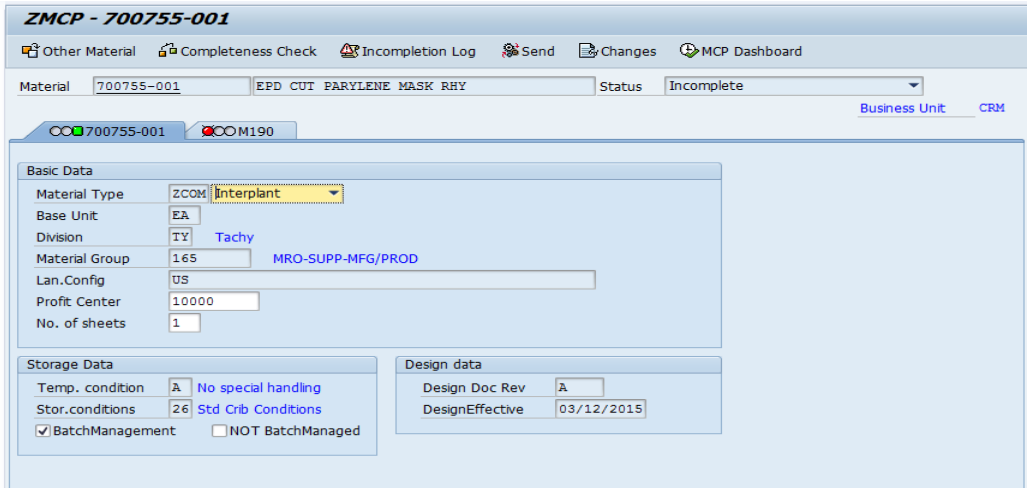
From the list of Material Numbers found, highlight the Material to update and click the ZMCP button:



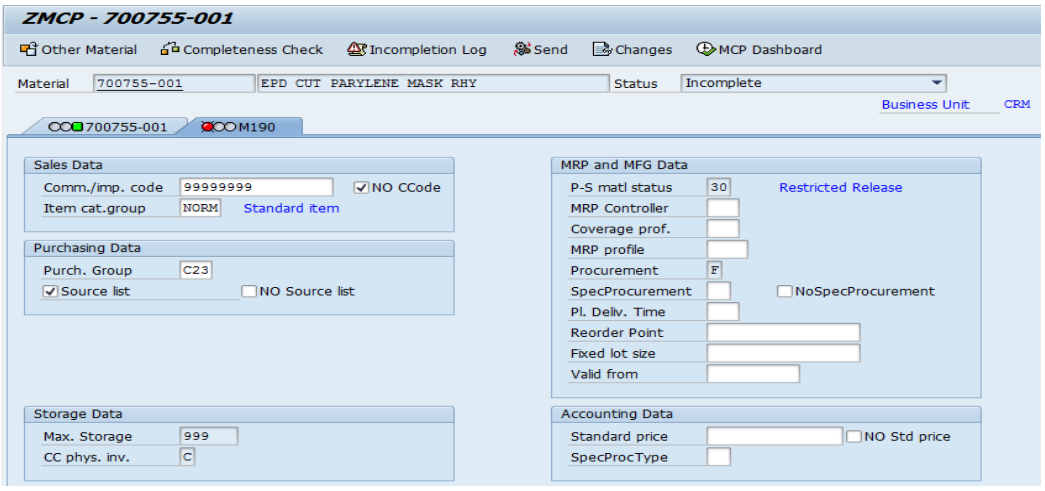
Material	Material description	MTyp	Matl...	MatEffDate	Created on	Doc ...	DesignDat
251086-101	DASIC S-ICD UNTESTED DIE IN WAFER FORM	ZCOM	E	09/09/2014	09/02/2014	F	09/09/20
350012-002	MNL INTEGRATION ELBL HL7 SPEC LAT CNENFR	VKHM	A	09/09/2014	09/08/2014	B	09/09/20
350013-002	MNL INTEGRATION ELBL HL7 SPEC LAT AUNZ	VKHM	A	09/10/2014		B	09/10/20
352219-001	TLMY COIL SPRINGBD	ZCOM	B	09/12/2014	05/27/2014	A	05/28/20
355403-160	MNL PHYS FNLN2 MRI 4456-59/4479-80 UK	VKHM	A	09/16/2014	09/11/2014	X	09/16/20
355403-161	MNL PHYS FNLN2 MRI 4456-59/4479-80 DE	VKHM	A	09/16/2014		X	09/16/20
355403-162	MNL PHYS FNLN2 MRI 4456-59/4479-80 FR	VKHM	A	09/16/2014		X	09/16/20
355403-163	MNL PHYS FNLN2 MRI 4456-59/4479-80 ES	VKHM	A	09/16/2014		X	09/16/20
355403-164	MNL PHYS FNLN2 MRI 4456-59/4479-80 IT	VKHM	A	09/16/2014		X	09/16/20
355403-165	MNL PHYS FNLN2 MRI 4456-59/4479-80 NL	VKHM	A	09/16/2014		X	09/16/20
355403-166	MNL PHYS FNLN2 MRI 4456-59/4479-80 SV	VKHM	A	09/16/2014		X	09/16/20

The Design Effective date is the Windchill effectivity date and the date the data needs to be entered for this material.

The Material Data tab contains fields defaulted from Windchill. The fields on this tab are different for each material type. Buyer/Planners are not responsible for this tab - Do NOT change any fields.



Click on the Plant tab(s) and enter the required info in the Purchasing Data, MRP and MFG Data, and Accounting data sections. Each Material Type may require different information.

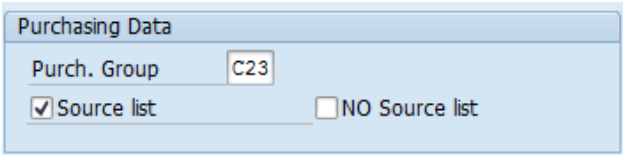


There may be multiple Plant tabs, depending on the number of plants assigned in Windchill. If the correct plants do not appear, contact Document Control.

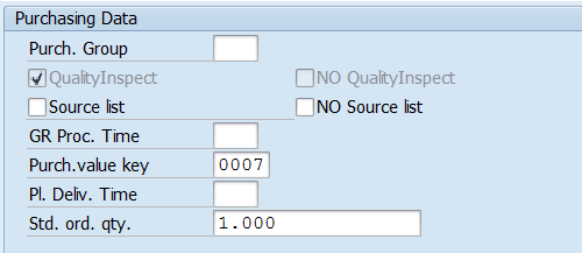
***Purchasing Data Fields of ZMCP2*:**

ZCOM & VKHM

CRM

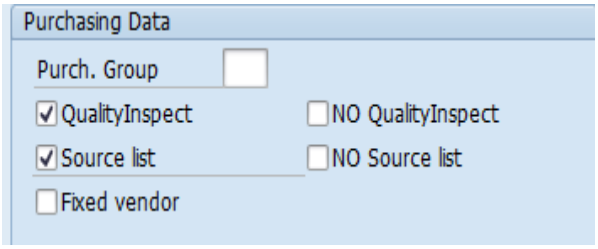


LBSC



Enter Purch Group code. D<u>o not</u> change any other fields in Purchasing Data
For LBSC M700 parts – the source list button needs to be clicked, and Pl. Delv Time entered

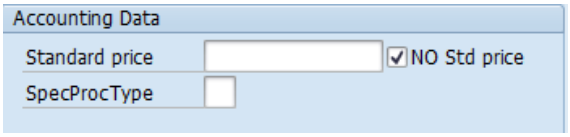
ZOEM



Enter Purch. Group & click Fixed Vendor if required, <u>do not</u> change other fields

***Accounting Data Fields of ZMCP2*:**

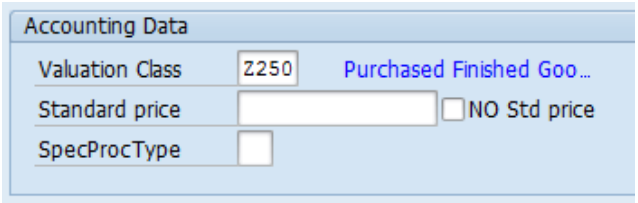
ZCOM& VKHM



Enter Standard price, and Special Proc Type (sub-contract 90, consignment 88, etc.)

You may check the NO Std price box, but note you will not be able to issue a PO and the rolling up of assembly costs cannot happen until the Material Master Costing screen is created by Finance. Request update from Finance using standard cost spreadsheet.

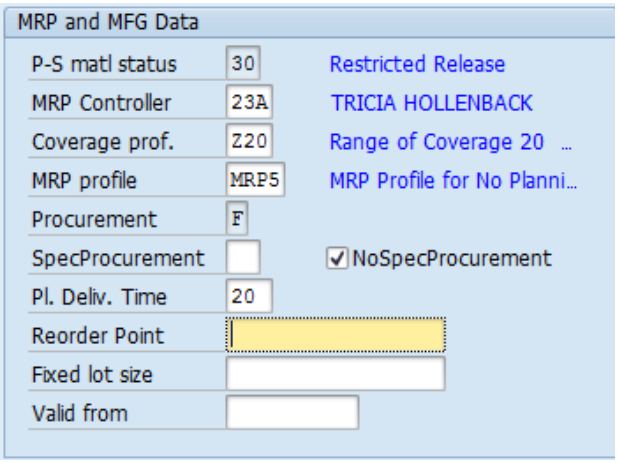
ZOEM



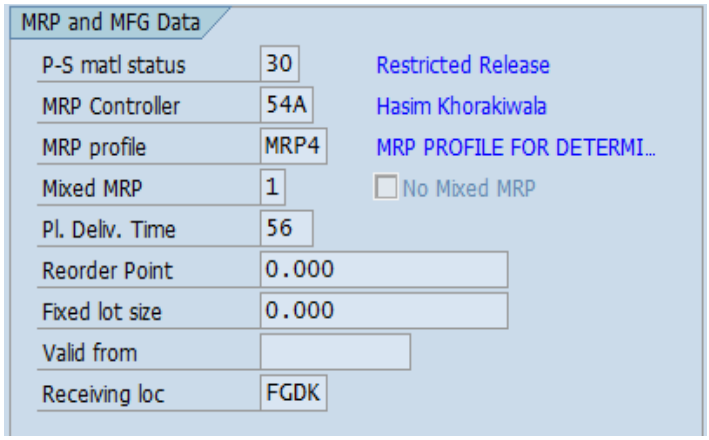
Do not enter a Standard price, click the No Std Price button and send email and spreadsheet to Finance to load (Finance needs to add overhead costs)
Valuation Class is default field – do not change

MRP and MFG Data Fields of ZMCP2 – See table for required fields:

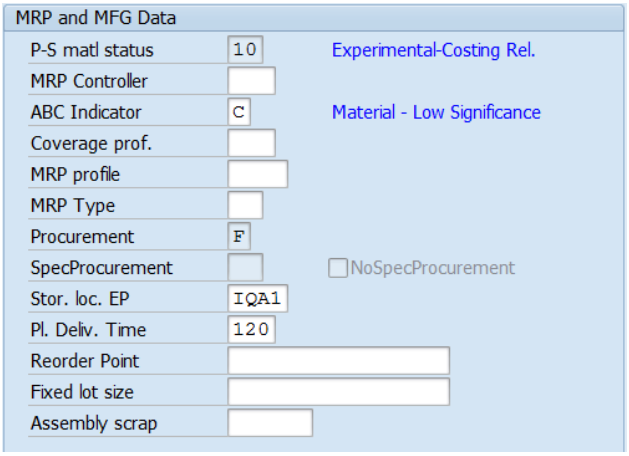
ZCOM & VKHM
CRM



ZOEM



LBSC

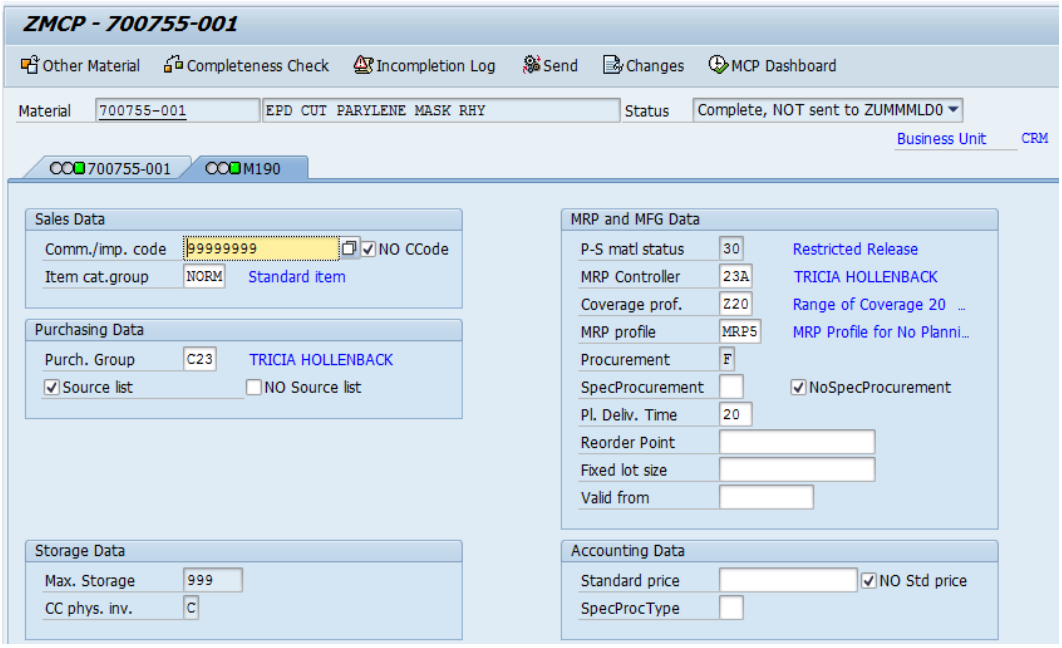


Definition of required MRP and MFG Data fields:

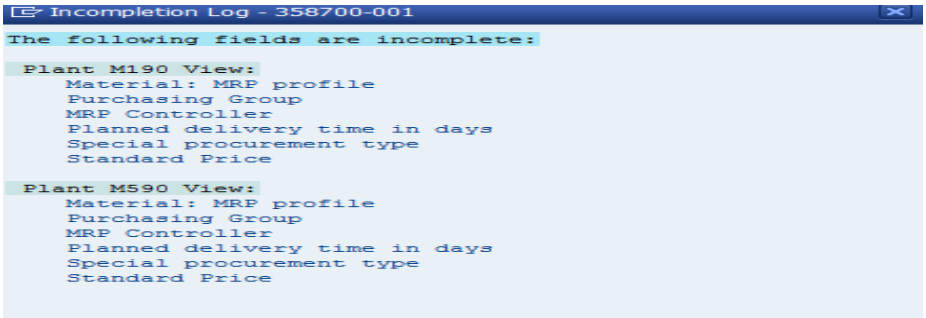
MRP Controller	Buyers MRP Controller code used for grouping parts for reports and processing of MRP. Usually the Purch Group # (no preceding C) followed by A-Z (approx. 16 codes per buyer) set per buyers choice based on commodity. – Suggestions: xxA (59A) – new parts; xxL – Last time buys; xxR – Reorder Point; xxZ – Inactive (used to exclude parts in PVR)
Coverage Prof *(Coverage Profile)*	The range of coverage profile contains the parameters for calculating the dynamic safety stock. This is a statistical calculation on the basis of average daily requirements. The dynamic safety stock is calculated depending on the requirements within a specified period and the range of coverage. Does not work for LBSC materials. i.e., Z10 = 10 days of coverage

<table>
<tr><td>MRP Profile</td><td>Sets planning parameters (Sched Margin Key is not updateable later):
<table>
<tr><th>MRP Profile Code</th><th>MRP Type</th><th>Lot Size</th><th>Sched Margin Key</th><th>Rounding Value</th></tr>
<tr><td>MRP2 Reorder Point Planning (not on BOM)</td><td>VB</td><td>FX (fixed order qty)</td><td>001</td><td>1</td></tr>
<tr><td>MRP4 OEM MRP Planning (mixed MRP</td><td>PD</td><td>EX (lot-for-lot order qty)</td><td>001</td><td>1</td></tr>
<tr><td>MRP5 No Planning (used for parts that will not be planned or purchased)</td><td>ND</td><td>EX</td><td>000</td><td>1</td></tr>
<tr><td>MRP 6 MRP Planned (on BOM)</td><td>PD</td><td>WB (weekly lot size)</td><td>001</td><td>1</td></tr>
</table></td></tr>
<tr><td>Mixed MRP</td><td>Used for defining other alternatives on how MRP will calculate requirements. An example is planning a subassembly independently. Mixed MRP will block requirements from blowing down, further, allowing the planner to replan.
ZOEM = 2 Gross Requirements Planning
ZCOM/VKHM = check No Mixed MRP box</td></tr>
<tr><td>Special Procurement Code (SPK)</td><td>Code allows Subcontract, Consignment, and Intercompany planning. If not required, click No Spec Procurement box:
90 = Subcontract * required to load subcontract part BOM from Windchill
88 = Consignment
98 = Phantom
19, 49, 59 = Inventory supplied and/or planned from another plant</td></tr>
<tr><td>Plnd Delivery Time</td><td>Suppliers lead-time in calendar days (since all companies have different working calendars), generally entered in multiples of 7. This data is used to generate the MRP planned orders and the suggested delivery date on PO’s.</td></tr>
<tr><td>Reorder Point</td><td>Required if using MRP Profile MRP2
The minimum inventory level used to signal a reorder.</td></tr>
<tr><td>Fixed Lot Size</td><td>Required if using MRP Profile MRP2
The quantity suggested to be ordered when inventory hits the reorder point.</td></tr>
</table>

The light on the tab(s) will turn GREEN once the data fields are completed and accurate.
Click Save



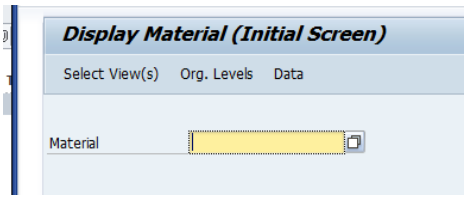
If the light(s) are still RED, click on the Incompletion Log button to get a list of the incomplete data fields. Update the incomplete fields listed until lights turn green, and save.

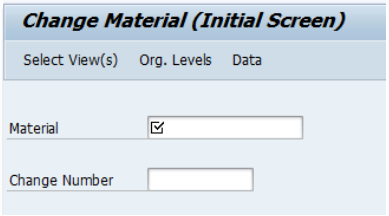


Display/Change a Material Master Record

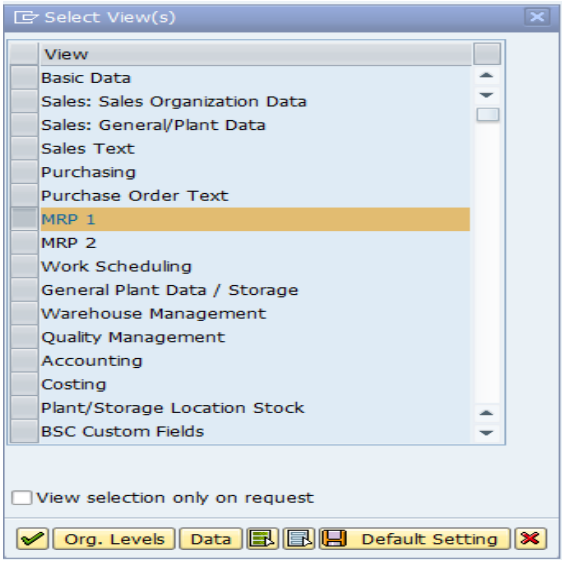
MM03 to Display a Material Master
MM02 to Change a Material Master

Enter a Material number and click the button or Enter key.





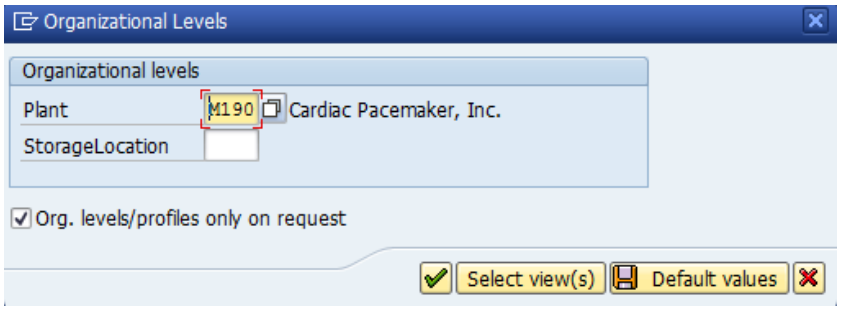
Each View listed is a screen of the Material Master record available for that material.
Select the data you would like to view by clicking the box in front of the view name.



Click the green check or Enter key.

The Organizational Levels screen will appear. A Material may have different master data by plant and in some cases by storage location. Some fields are in multiple views.

Enter the Plant to view the Material data for. Click the green check or Enter key.



Example and Definitions of Purchasing Material Master View:

Display Material 270621-002 (Purchasing, BSC Component)

Descriptions | Units of Measure | Org. Levels

Material: 270621-002 — RYSTAL QUARTZ CC5V 32.768KHZ NO VISUAL
Plant: M190 — Cardiac Pacemaker, Inc.
RevLev: C

General Data

Base Unit of Measure	EA	Each	Order Unit		Var. OUn
Purchasing Group	C02		Material Group	901	
Plant-sp.matl status	30		Valid from		
Tax ind. f. material			Qual.f.FreeGoodsDis.		
Material freight grp			☑ Autom. PO		
☑ Batch management					

Purchasing values

Purchasing value key	0007		Shipping Instr.	
1st Reminder/Exped.	0	days	Underdel. Tolerance	99.9 percent
2nd Reminder/Exped.	0	days	Overdeliv. Tolerance	10.0 percent
3rd Reminder/Exped.	0	days	Min. Del. Qty in %	0.0 percent
StdValueDelivDateVar	0	days	☐ Unltd Overdelivery	☐ Acknowledgment Reqd

Other data

GR Processing Time	0	days	☑ Post to insp. stock	
☐ Critical Part			☑ Source list	
Quota arr. usage			JIT delivery sched.	

Origin

Country of origin | Region of origin

Preference

Preference status	Not maintained	Customs tariff prefs
Vendor decl. status	Not maintained	

Legal control

ExemptionCertificate		Exemption cert. no.	
Iss.date of ex.cert.			
☐ Military goods		Legal control	

Common Agricultural Policy

CAP product list no.
CAP prod. group

Manufacturer parts

		Mfr part profile	
Mfr Part Number		Manufacturer	

MM View	Field	Definition	Accessory 600 Purchased	Purchased Parts
Purch	Purchasing group	Key for a buyer or a group of buyers, who is/are responsible for purchasing activities	Buyer defines	Buyer defines
Purch	Base Unit of Measure	Unit of measure in which stocks of the material are managed. The system converts all the quantities you enter in other units of measure (alternative units of measure) to the base unit of measure	cannot be changed without CN	cannot be changed without CN
Purch	Plant-sp. Matl Status	Indicates what status the material is at: 10 = Experimental-Costing Rel; 20 = Scale Up – Numeric Rev; 30 = PreProduction; 00 = Production; 88 = to be discontinued. Cannot purchase if at 10, 20 or 88.	cannot be changed without CN	cannot be changed without CN
Purch	GR Processing Time	Number of workdays required after receiving the material for inspection and placement into storage. System suggests a delivery date for the Purchase order of the GR processing time plus the Planned Delivery time.	Buyer defines	Buyer defines
Purch	Post to Inspection Stock	Specifies whether the material is subject to quality inspection through SAP QM and whether a goods receipt is posted to inspection stock. The indicator is copied to purchase order items and goods receipt items as a default value.	cannot be changed without CN	cannot be changed without CN
Purch	Source List	Specifies that the source list must be maintained in the case of procurement (both internal and external) for a certain plant. If the indicator has been set for a plant, a source of supply must be entered in the source list before a purchase order or STO can be created.	cannot be changed without CN	cannot be changed without CN

Example and Definitions of MRP1 Material Master View:

Display Material 354121-001 (MRP 1, BSC Component)

Descriptions | Units of Measure | Organizational levels

Material	354121-001	PIN 3.2 PLUG	
Plant	M190	Cardiac Pacemaker, Inc.	
RevLev	B		

General data

Base Unit of Measure	EA	Each	MRP group	0001
Purchasing Group	C61		ABC indicator	C
Plant-sp.matl status	00		Valid from	

MRP procedure

MRP Type	PD	MRP		
Reorder Point	5,000		Planning time fence	0
Planning cycle			MRP Controller	41M

Lot size data

Lot size	WB	Weekly lot size		
Minimum lot size	0		Maximum lot size	0
Assembly scrap (%)	0.00			
Rounding profile			Rounding value	0
Unit of measure grp				

Average plant stock

Procurement

Procurement type	F		
Special procurement		Prod. stor. location	
Quota arr. usage		Default supply area	
		Storage loc. for EP	
JIT delivery sched.			

Scheduling

In-house production	0	days	Plnd delivery time	70 days
GR processing time	0	days	Planning calendar	
SchedMargin key	001			

Net requirements calculation

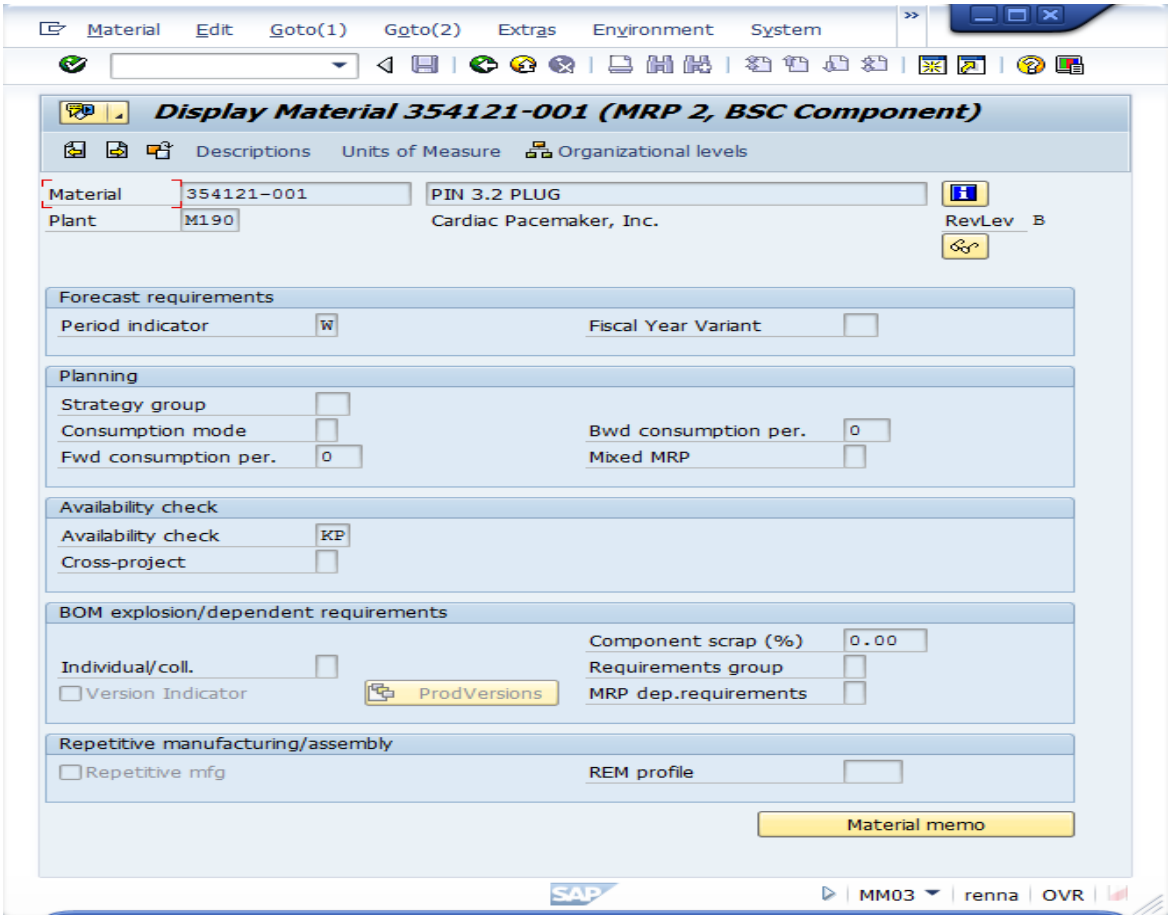
Safety stock	0		
Min safety stock	0	Coverage profile	Z30
Safety time ind.		Safety time/act.cov.	0 days
STime period profile			

Deployment strategy

Fair share rule		Push distribution	
Deployment horizon	0		

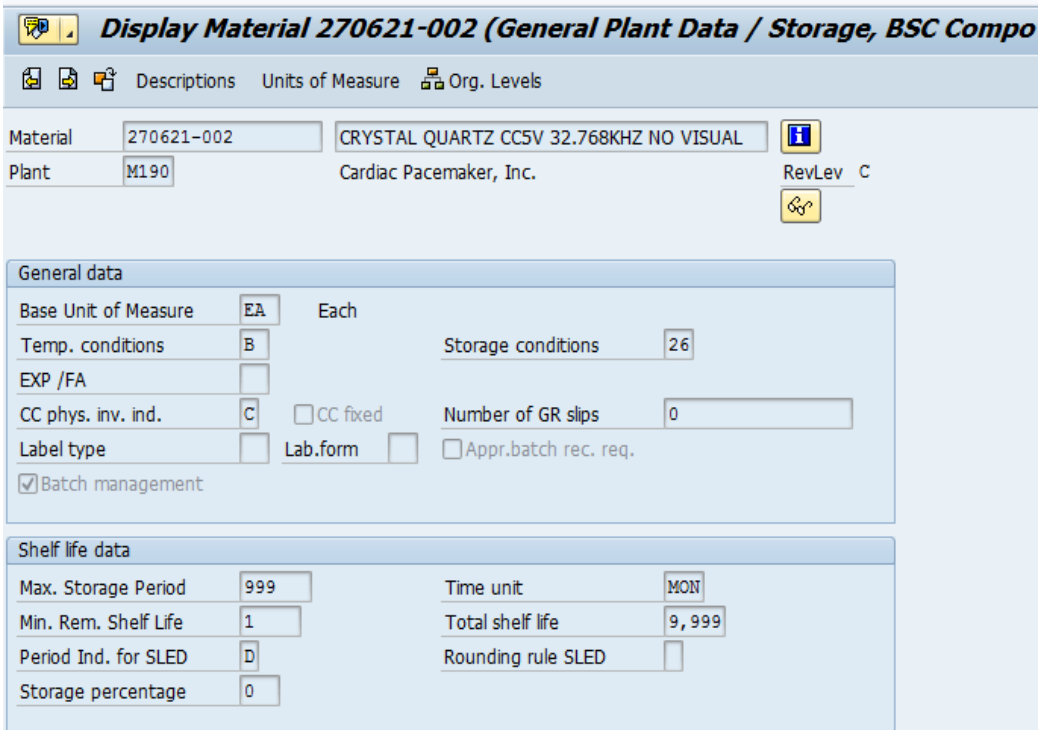
MM View	Field	Definition	Accessory 600 Purchased	Purchased Parts
MRP 1	Coverage Profile	The range of coverage profile contains the parameters for calculating the dynamic safety stock. This is a statistical calculation on the basis of average daily requirements. The dynamic safety stock is calculated depending on the requirements within a specified period and the range of coverage.	Buyer defines	Buyer defines
MRP 1	Fixed Lot Size	Quantity that will be ordered or produced in the event of a shortage. If the amount of the shortage is less than the fixed lot size, it is the fixed lot size that is ordered or produced (and not the lesser quantity that is actually required). Used with MRP Type VB and Lot Size FX.	Buyer defines	Buyer defines
MRP 1	Lot Size	Key that determines which lot-sizing procedure the system uses within materials planning to calculate the quantity to be procured or produced.	EX OR FX	EX OR FX
MRP 1	Max Lot Size	The maximum lot size that can be produced or purchased.	Optional	Optional
MRP 1	Min Lot size	The minimum lot size that can be produced or purchased.	Optional	Optional
MRP 1	MRP Controller	Defines the person responsible for planning the material.	Buyer defines	Buyer defines
MRP 1	MRP Group	Overrides MRP run settings and creates: Blank = will create requisitions to cover requirements 0001 = planned orders to cover requirements 0040 = only used by GSC for EPM's	do not change	do not change
MRP 1	MRP Type	Key that determines whether and how the material is planned, per the MRP Profile selected in ZMCP2. PD (MRP Planned) – creates requisitions/planned orders based on the requirements; VB (Reorder Point planned) – creates requisitions/planned orders based on the Reorder point; ND (No planning) – Does not plan	Buyer defines	Buyer defines
Purch	Plant-sp. Matl Status	Indicates what status the material is at: 10 = Experimental-Costing Rel; 20 = Scale Up – Numeric Rev; 30 = PreProduction; 00 = Production; 88 = to be discontinued. Cannot purchase if at 10, 20 or 88.	cannot be changed without CN	cannot be changed without CN
MRP 1	Plnd Delivery time	Amount of time, in calendar days, that is takes to externally procure this material.	Buyer defines	Buyer defines
MRP 1	Procurement Type	Indicator that defines how the material is procured. The following procurements types are possible: E = The material is produced in-house. F = The material is procured externally	do not change	do not change
MRP 1	Reorder Point	Required if using MRP Type VB. The minimum inventory level used to signal a reorder.	Buyer defines	Buyer defines
MRP 1	Rounding value	Value to a multiple of which the system rounds up the Requisition or Planned order	Buyer defines	Buyer defines
MRP 1	Safety Stock	The quantity of stock to satisfy high requirements in the stocking-up period. The purpose of the safety stock is to prevent material shortage. To determine the safety stock level, you must specify the risk of a material shortage and the desired service level.	Buyer defines	Buyer defines
MRP1	Sched Margin Key	Sets additional days to production dates or advance notification time for Purchasing Planned Order, if using MRP Exception messages for planning. We do not use with MRP.	Cannot be changed	Cannot be changed
MRP 1	Special Procurement Key	Used to be able to override the procurement type in the material master or define the procurement type more precisely. Code allows Subcontract, Consignment, and Intercompany planning: 90 = Subcontract, 88 = Consignment, 19, 49, 59 = Inventory supplied from another plant	Buyer defines	Buyer defines
MRP 1	Storage Location for EP	Storage location that is proposed in a purchase requisition or order	Used for M590 & M490	Used for M590 & M490

Example and Definitions of MRP 2 Material Master View:



MM View	Field	Definition	Accessory 600 Purchased	Purchased Parts
MRP 2	Bwd /Fwd Consumption Per.	# of day's forward and backward consumption will occur for consumption of Independent requirements. 30 Days is the standard.	30	0
MRP 2	Component Scrap	Percentage of scrap that occurs during production of the material if the material is a **component**. Component scrap is used in material requirements planning (MRP) to determine the quantities of components required. When exploding the bill of material (BOM), the system increases the required quantities of the components by the calculated scrap quantity.	do not change	do not change
MRP 2	Consumption Mode	Determines the direction that consumption of requirements takes place. 1 = Backward only; 2 = Backward/forward; 3 = Forward only; 4 = Forward/backward	2	NA
MRP 2	Individual/coll.	Used for determining that the requirements are stated individually or collectively.	blank	blank
MRP 2	Mixed MRP	Used for defining other alternatives on how MRP will calculate requirements. An example is planning a subassembly independently. Mixed MRP will block requirements from blowing down further allowing the planner to replan. 1 = Net requirements planned; 2 = Gross requirements planned	2	blank
MRP 2	Period Indicator	The period format in which consumption and forecast information is collected and displayed	W	W
MRP 2	Strategy Group	Used to define the planning steps that the SAP system is to perform and the sequence in which it is to perform them. Each planning strategy comprises one or more methods that represent the individual planning steps. 70 - Net requirements planned; 11 = Gross requirements planned	70	N/A

Example and Definitions of General Plant Data/Storage View:



MM View	Field	Definition	Accessory 600 Purchased	Purchased Parts
General Plant Data/Storage	Max. Storage Period	Number of Months to calculate Expire Date (Shelf Life) upon PO Receipt. 999 = None; 888 = Mfg Date from CofA; "X" months = number of months from receipt date	cannot be changed without CN	cannot be changed without CN
General Plant Data/Storage	Time Unit	Used along with Max Storage Period value to calculate Expire Date. MO = Months	cannot be changed without CN	cannot be changed without CN
General Plant Data/Storage	Period Ind. For SLED & Total shelf life	Used by BSC Legacy sites to determine Expire Date. Default values entered in fields - ignore	cannot be changed without CN	cannot be changed without CN

To navigate to other views while in a Material Master:

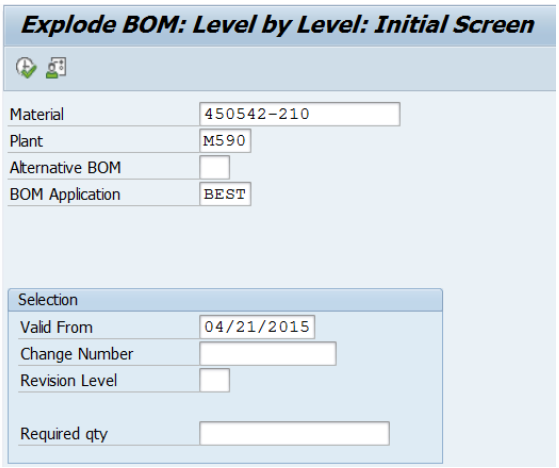
- Click the button or Enter key to go to the next view selected or use the arrow buttons to go to the next or previous view selected
- OR follow Menu -> Goto (1) OR Goto (2) to go to any view whether selected or not

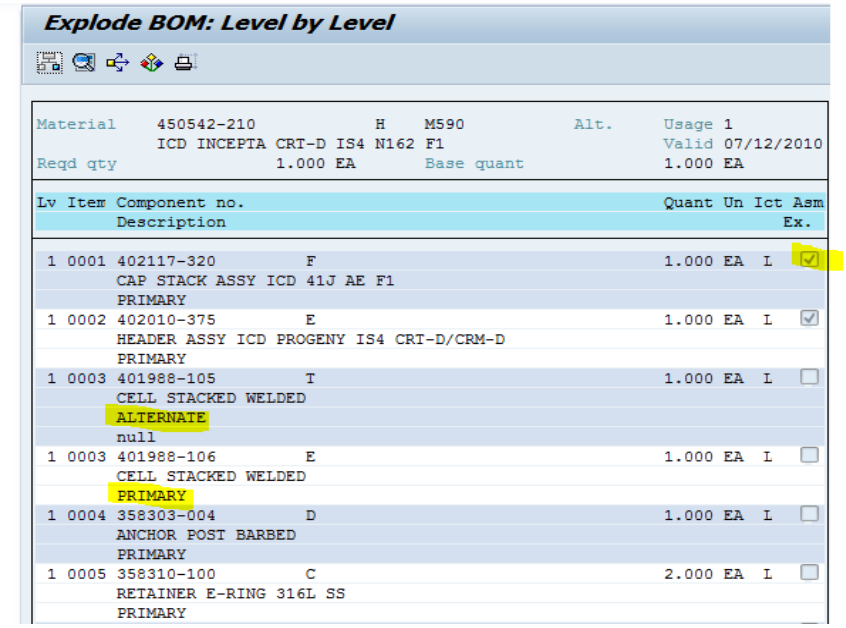
Use the SAP Menu "Extras" and "Environment" to view additional data for that Material and Plant (consumption, changes to a material master, etc.).

Bill of Material Master Record

Transaction CS11 to Explode BOM level by level

Enter Material, Plant, Alternative BOM and BOM Application (from dropdowns)



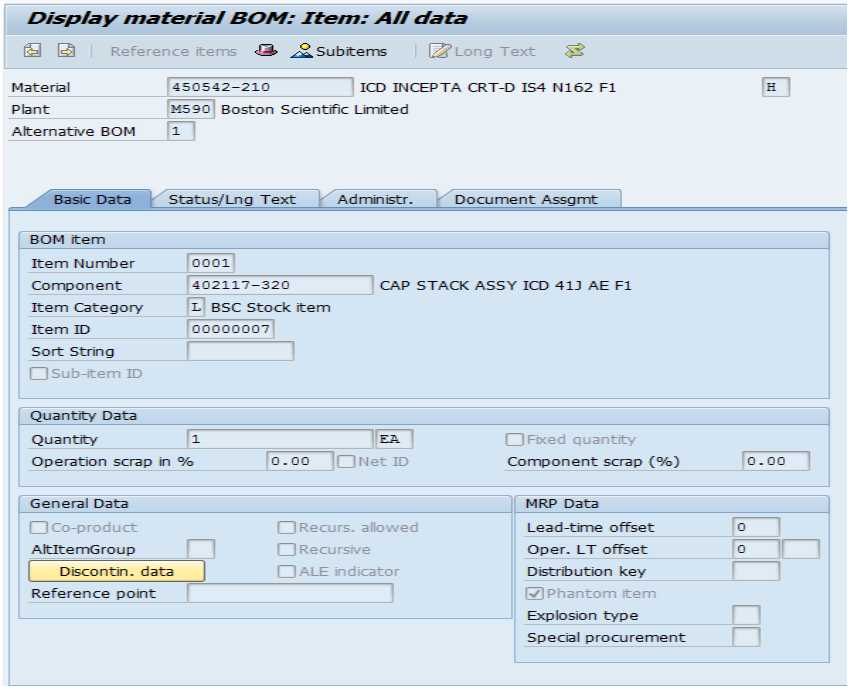


If there are 2 materials for the same BOM item number, one of them will be listed as Alternate.
If there is a check in the Asm column, that material has a BOM.

Double click on a component no. to display the item details

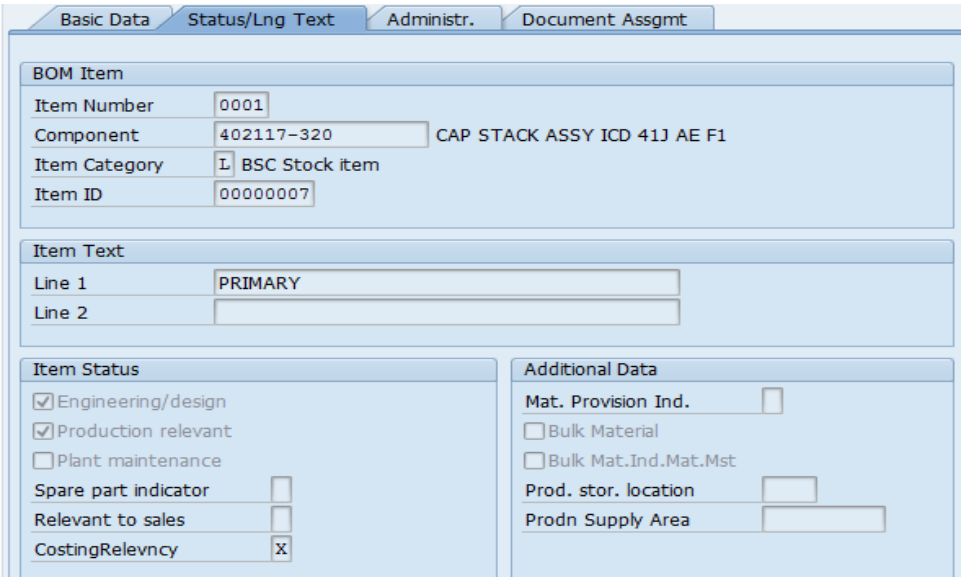
Basic Data Tab

Lists Quantity per

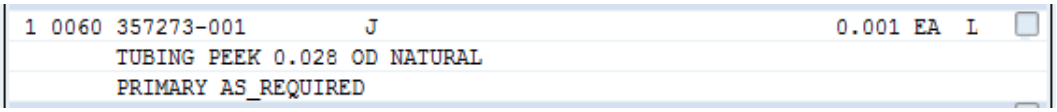


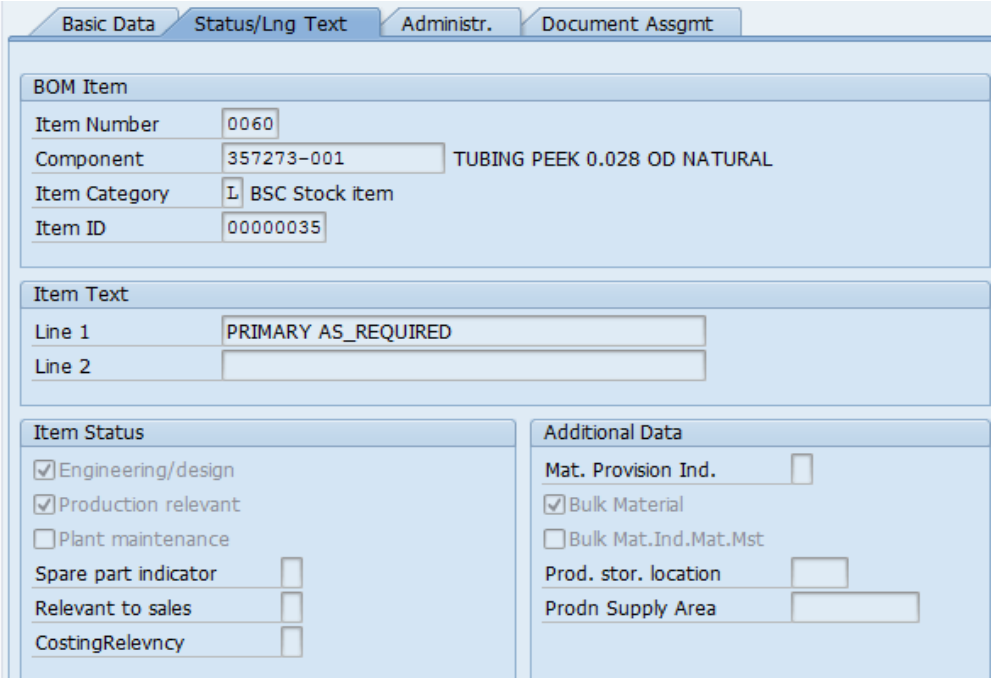
Status/Lng Text Tab:

If Item Text contains "As required" or "Alternate" the bulk material and costing relevancy flags will be deselected. Bulk Indicator checked means it will not generate requirements. Costing Relevancy check means it will not be included in the cost of the product.



BOM's with Materials that are "use as required" will appear with a .001 quantity per assembly. Bulk material will be checked and costing relevancy will not be checked.





Additional BOM reports using transactions:

- **CS03 –** Display Material BOM. Displays BOM.
- **CS12 –** Explode BOM – Multi-Level BOM. Levels are interspersed. First level 1 part, then the level 2 parts under that, and down to the bottom, then the next level 1 part and down to bottom.
- **CS15 -** Where used – Reports all BOM's that a component is in one level up. Click Multi-level button and all parts that the component is in are displayed, including the 6xxxxx level parts and models.
- **ZUSE** – Where used – shows 6xx level part only
- **CK13** – Costed BOM – Enter ZPC2 costing variant. Scroll down to bottom to see values for COSM, COGS, Inventory, etc.
- **ZRMBILL0 -** Explode BOM – Multi-Level BOM. Levels are interspersed.

Vendor Master Record

The vendor master database is a primary control point for the Finance Department. In order to ensure these controls are met, all vendor master requests must be submitted using the Global Vendor Master Request form found at the GBS Vendor Master site at the below link.

http://inside.bsci.com/sites/GBS/Pages/Vendor-Master-Vendor-Page.aspx

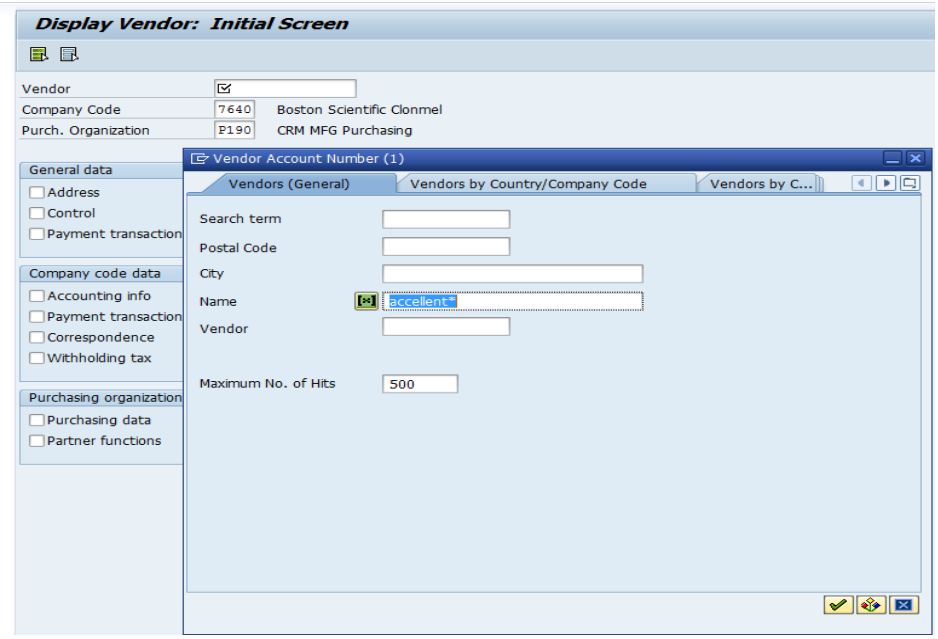
Before creating a new vendor master, confirm that the vendor does not already exist in SAP. If a vendor master exists, but not in the Purchasing Org and Company Code you need you will need to extend the vendor. If you need to create a new vendor master record, you will need to submit a vendor master

request form, and long with the suppliers W9 or W8. Ensure you fill the form out completely for new vendors and when extending vendors – including payment terms, ERS vendor, remit to vendor info, etc. If submitting a vendor master name change, confirm if there is a remit to vendor number associated with it, and if so, it will also have to be updated.

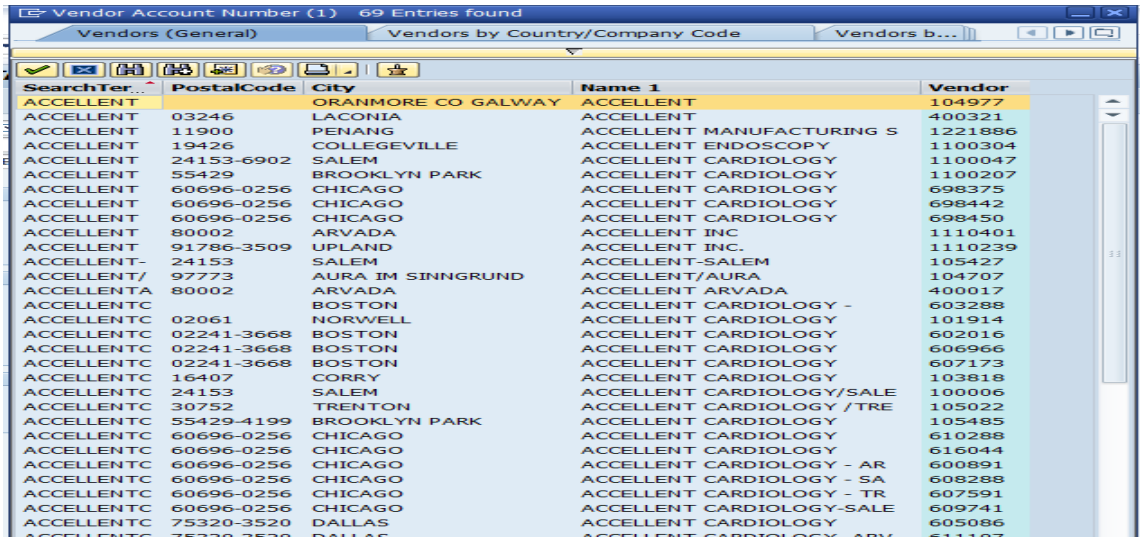
Transaction Code: XK03

Click the dropdown in the Vendor field.

In the Name field enter the vendor name, or a part of the name, and by using the * as a wild card, the system will search for any vendor master containing the search data you entered.



If matches are found, a list of those matches will come up.

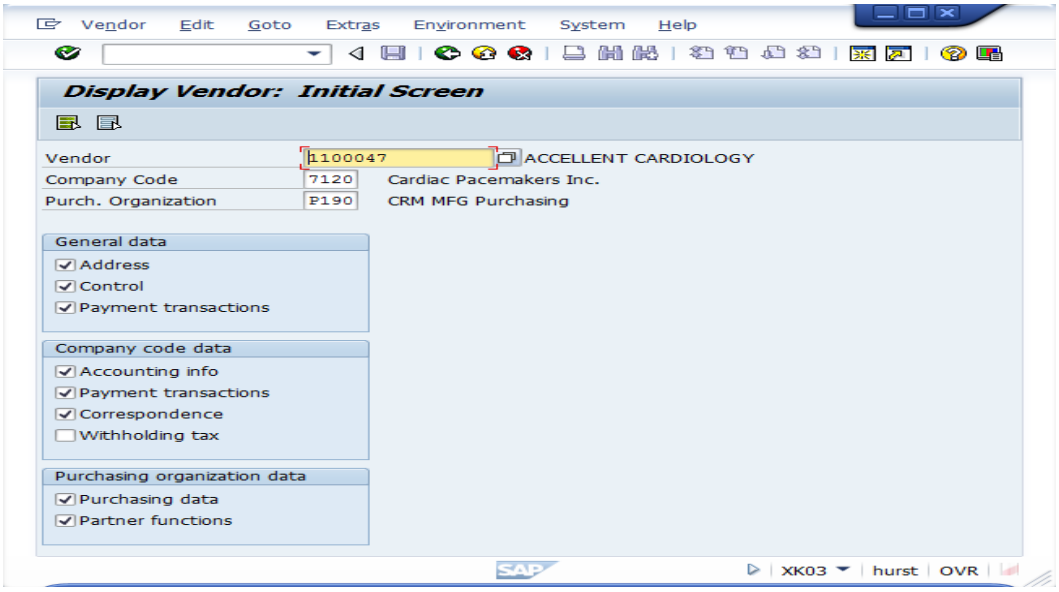


SearchTer...	PostalCode	City	Name 1	Vendor
ACCELLENT		ORANMORE CO GALWAY	ACCELLENT	104977
ACCELLENT	03246	LACONIA	ACCELLENT	400321
ACCELLENT	11900	PENANG	ACCELLENT MANUFACTURING S	1221886
ACCELLENT	19426	COLLEGEVILLE	ACCELLENT ENDOSCOPY	1100304
ACCELLENT	24153-6902	SALEM	ACCELLENT CARDIOLOGY	1100047
ACCELLENT	55429	BROOKLYN PARK	ACCELLENT CARDIOLOGY	1100207
ACCELLENT	60696-0256	CHICAGO	ACCELLENT CARDIOLOGY	698375
ACCELLENT	60696-0256	CHICAGO	ACCELLENT CARDIOLOGY	698442
ACCELLENT	60696-0256	CHICAGO	ACCELLENT CARDIOLOGY	698450
ACCELLENT	80002	ARVADA	ACCELLENT INC	1110401
ACCELLENT	91786-3509	UPLAND	ACCELLENT INC.	1110239
ACCELLENT-	24153	SALEM	ACCELLENT-SALEM	105427
ACCELLENT/	97773	AURA IM SINNGRUND	ACCELLENT/AURA	104707
ACCELLENTA	80002	ARVADA	ACCELLENT ARVADA	400017
ACCELLENTC		BOSTON	ACCELLENT CARDIOLOGY -	603288
ACCELLENTC	02061	NORWELL	ACCELLENT CARDIOLOGY	101914
ACCELLENTC	02241-3668	BOSTON	ACCELLENT CARDIOLOGY	602016
ACCELLENTC	02241-3668	BOSTON	ACCELLENT CARDIOLOGY	606966
ACCELLENTC	02241-3668	BOSTON	ACCELLENT CARDIOLOGY	607173
ACCELLENTC	16407	CORRY	ACCELLENT CARDIOLOGY	103818
ACCELLENTC	24153	SALEM	ACCELLENT CARDIOLOGY/SALE	100006
ACCELLENTC	30752	TRENTON	ACCELLENT CARDIOLOGY /TRE	105022
ACCELLENTC	55429-4199	BROOKLYN PARK	ACCELLENT CARDIOLOGY	105485
ACCELLENTC	60696-0256	CHICAGO	ACCELLENT CARDIOLOGY	610288
ACCELLENTC	60696-0256	CHICAGO	ACCELLENT CARDIOLOGY	616044
ACCELLENTC	60696-0256	CHICAGO	ACCELLENT CARDIOLOGY - AR	600891
ACCELLENTC	60696-0256	CHICAGO	ACCELLENT CARDIOLOGY - SA	608288
ACCELLENTC	60696-0256	CHICAGO	ACCELLENT CARDIOLOGY - TR	607591
ACCELLENTC	60696-0256	CHICAGO	ACCELLENT CARDIOLOGY-SALE	609741
ACCELLENTC	75320-3520	DALLAS	ACCELLENT CARDIOLOGY	605086

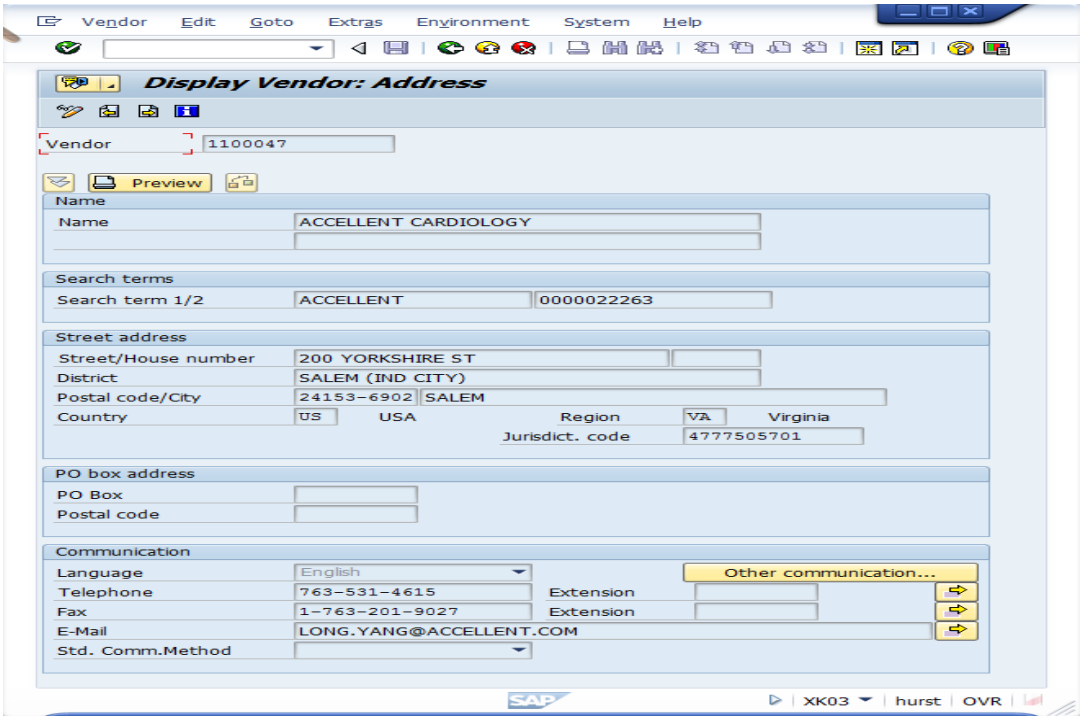
To view the vendor master record for one of the matches, double click on a line to pull that vendor number into the Vendor field.

Select all data options you wish to view, click enter.

Definitions:
General Data applies to all company codes, purchasing orgs, and plants
Company code data is specific to and can vary by company code
Purchasing organization data is specific to and can vary by Purchasing Organization

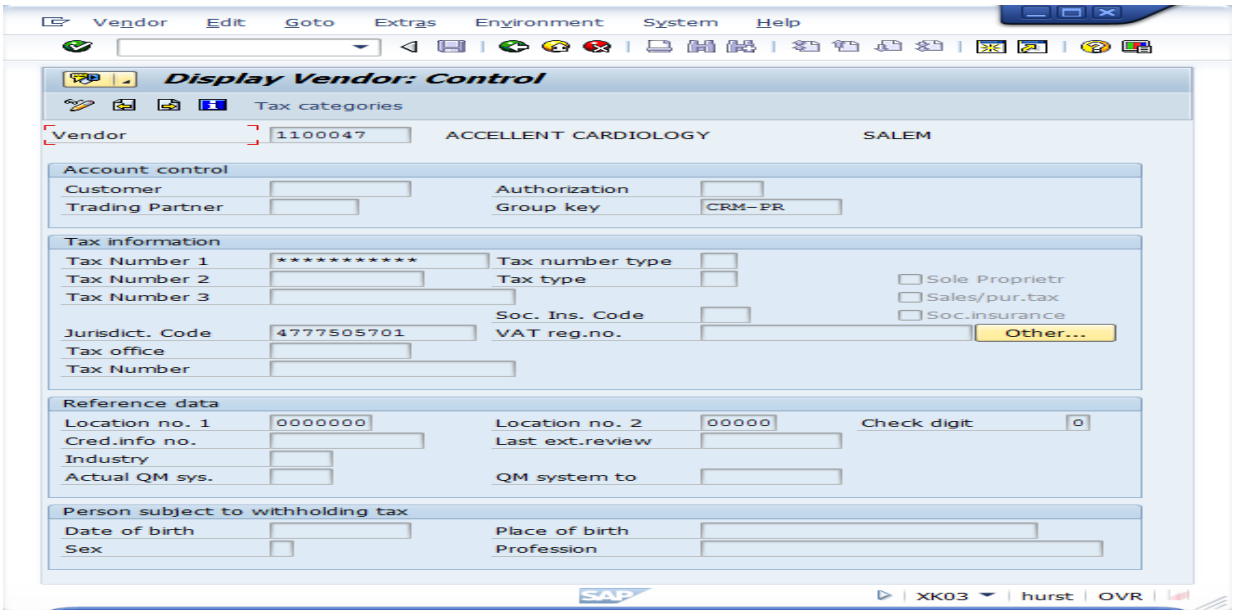


Display Vendor: Address screen:



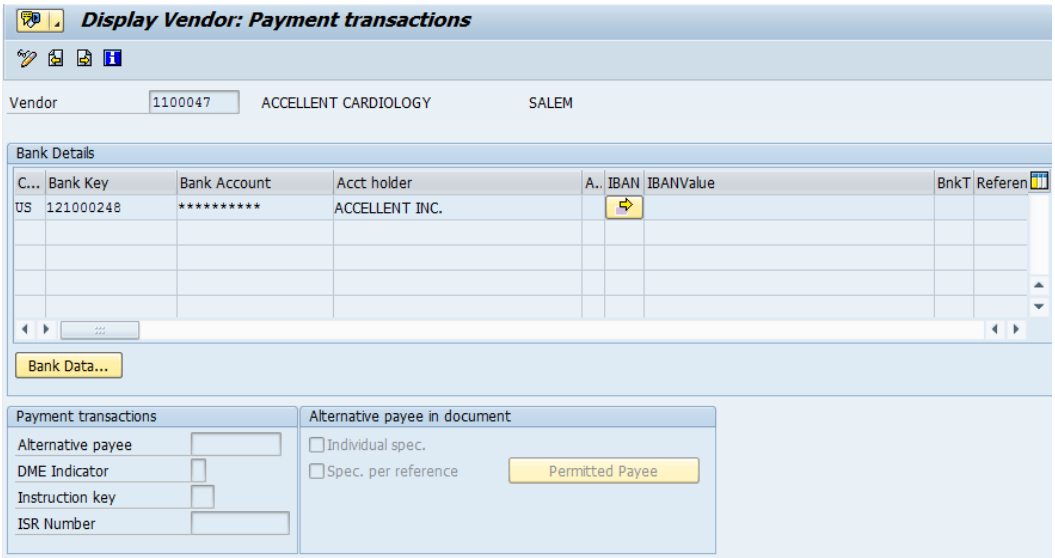
Display Vendor: Control screen:

Lists the Tax Id# (not displayed for confidentiality purposes) and Tax Jurisdiction code



Display Vendor: Payment Transactions screen:

Lists the bank and bank account number for the vendor if paid electronically

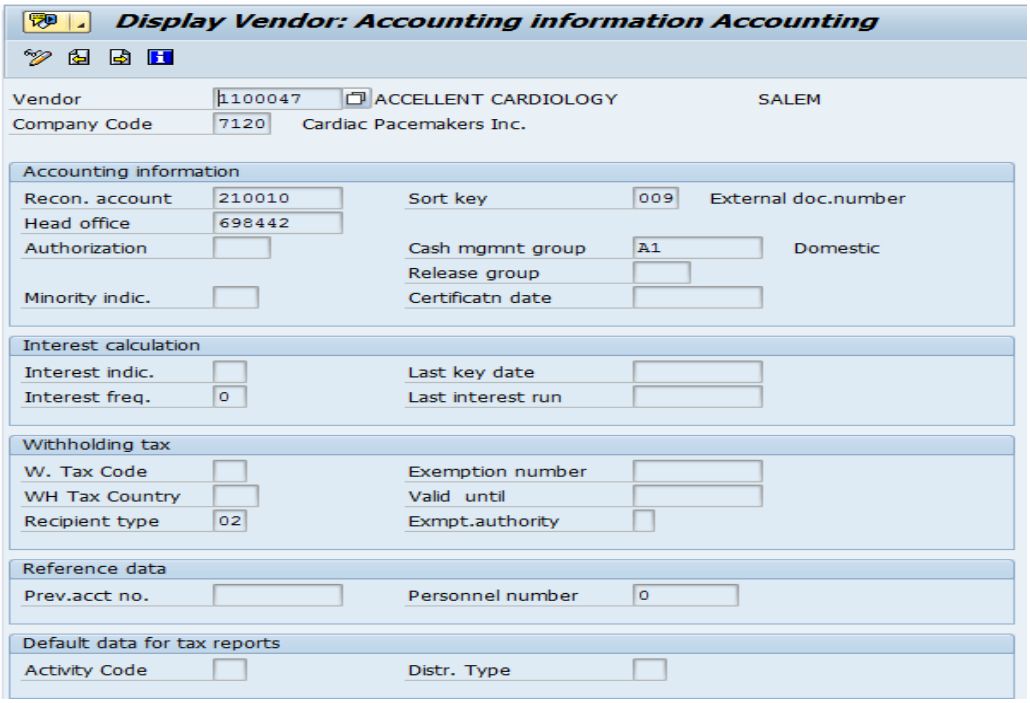


Display Vendor: Accounting Information Accounting screen:

Lists the Recon Account (GL account for A/P) and Head office (remit to vendor #)

The remit to vendor is a separate vendor number, if payment is to go to a different address than the ordering address. There can be a different remit to per POrg and CC if needed. The vendor number will start with a 6xxxxx and contain the address or banking detail of where the check or transmission is sent.

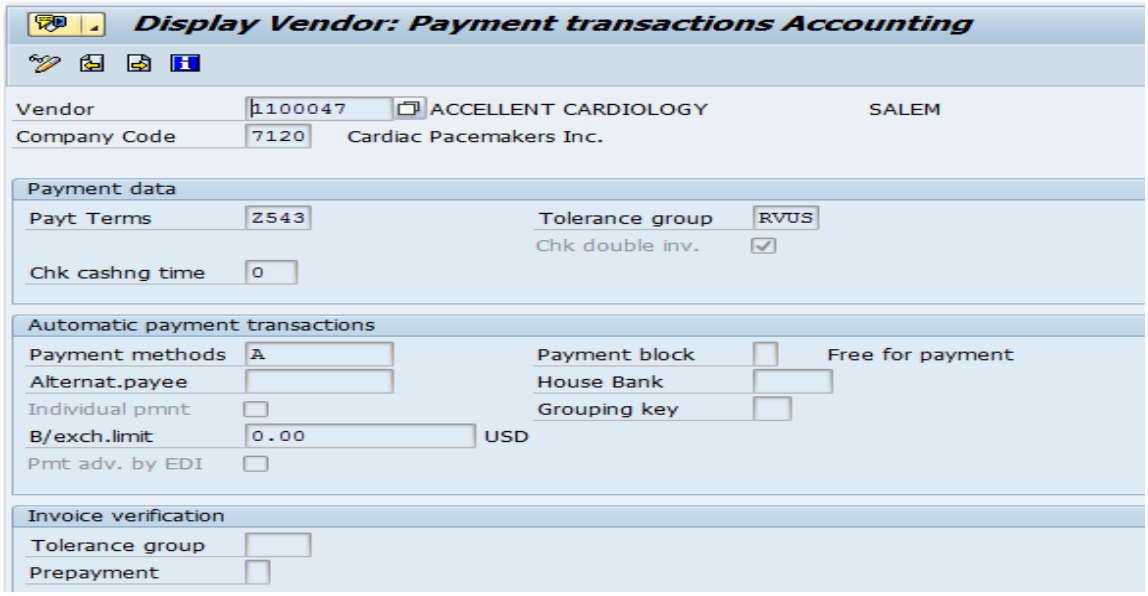
Double click on the Remit to Vendor # in the Head Office field to view the details.



Display Vendor: Payment Transactions Accounting screen:

Lists the Company Code payment terms. If vendor is using consignment, the payment terms for consignment are entered here, and it may be different than the Display Vendor: Purchasing data screen below.

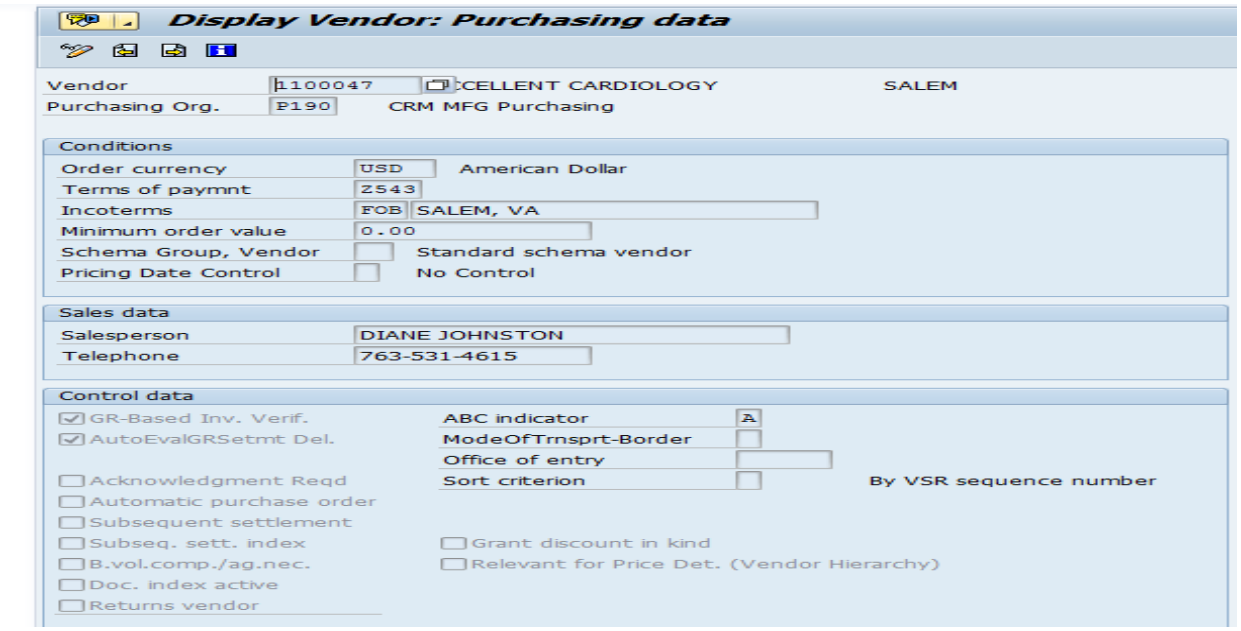
Payment methods field lists how the payment is made (wire, check, etc.)



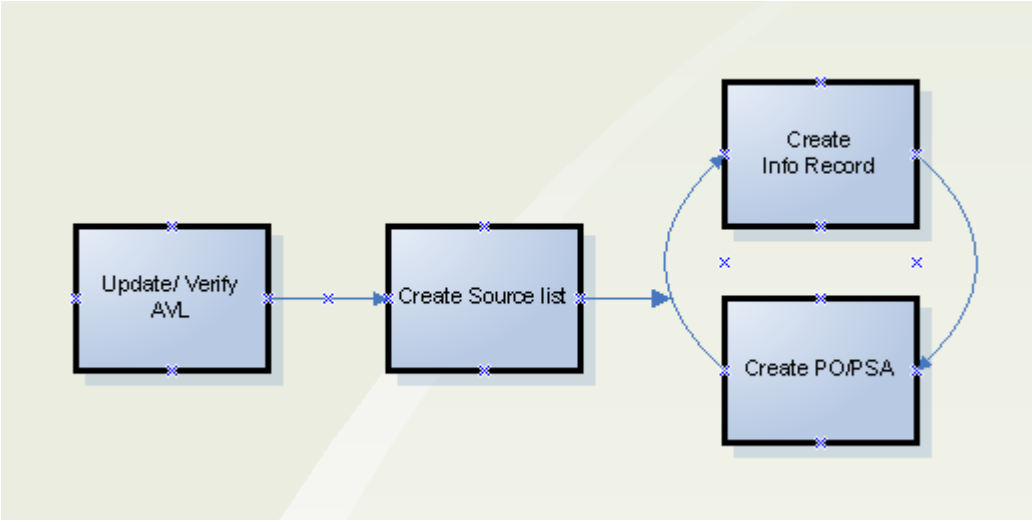
Display Vendor: Purchasing data screen:

Lists data copied into the PO (Conditions and Sales Data sections).

The ABC indicator field identifies if the vendor is on the AVL (if field has an "A").
The Purchase Org Terms of Payment default into the PO – and for non-Consignment PO's these are the terms used for payment. If payment terms need to be changed, see Policy 10.1: Financial Responsibility & Payment Authorization.



Purchasing Master Data Flow



Steps to take before ordering Direct Materials

1. Materials need to be created in Windchill and fed to SAP at Pre-Production or Production status and ZMCP2 completed

2. Verify that supplier is on the Approved Vendor List (AVL) and that the rating for the supplier is a

Z0 or Z2

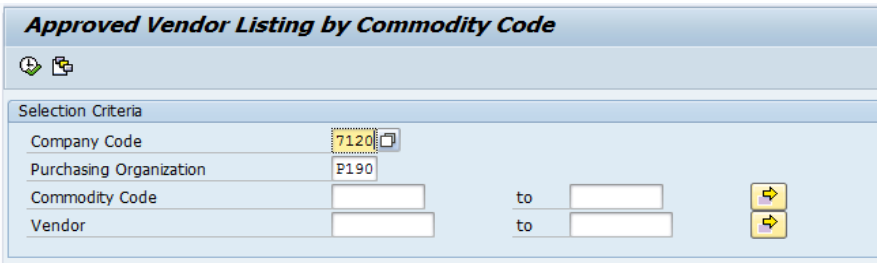
- If the supplier is rated Z4, you can continue to purchase items that were purchased with an inventory PO create date or SA Kanban release date with in in the past 24 months.
- New materials can only be purchased if they are listed in the SAP "Z" Status Exception Table. If not in the table, see Global WI AVL 90407242 for instructions on how to add to the table.

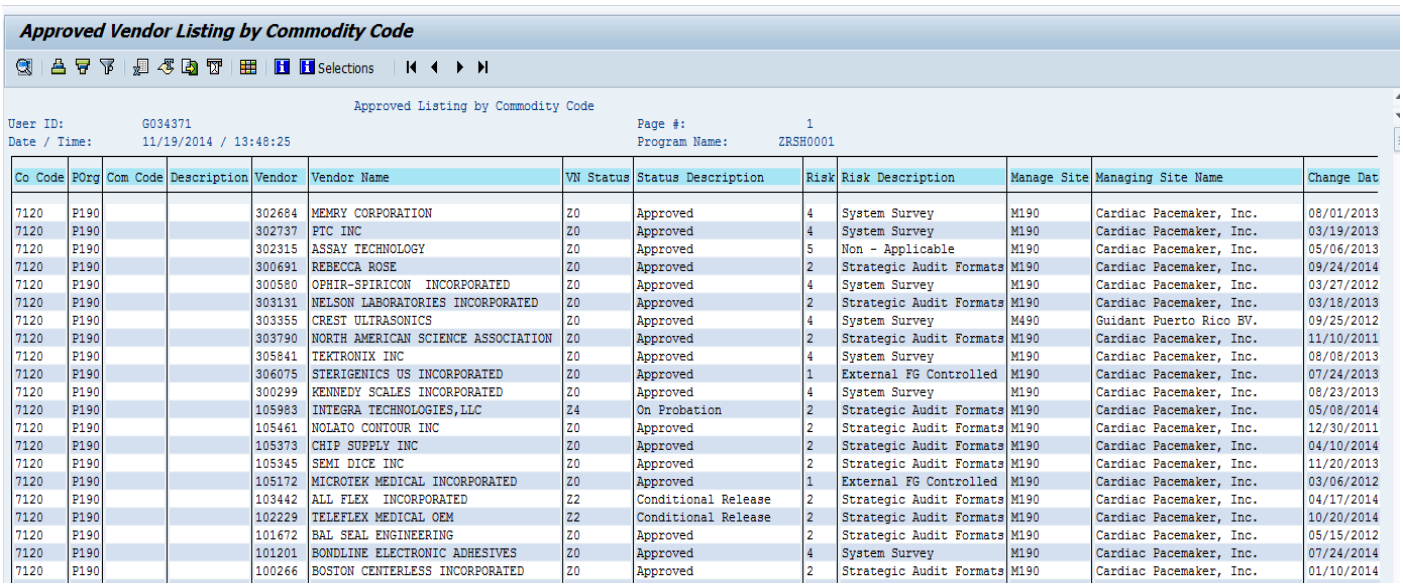
3. Ensure the Approved Manufacturer Location (AML) in Windchill is at an approved status

4. Create SAP Source List (ME01), which connects the material to the approved supplier, and is required before creating a PO

View an Approved Vendor List (AVL)

Transaction Code ZM10
Requires entering a Company Code and Purchasing Org – click Execute button





Co Code	POrg	Com Code	Description	Vendor	Vendor Name	VN Status	Status Description	Risk	Risk Description	Manage Site	Managing Site Name	Change Dat
7120	P190			302684	MEMRY CORPORATION	Z0	Approved	4	System Survey	M190	Cardiac Pacemaker, Inc.	08/01/2013
7120	P190			302737	PTC INC	Z0	Approved	4	System Survey	M190	Cardiac Pacemaker, Inc.	03/19/2013
7120	P190			302315	ASSAY TECHNOLOGY	Z0	Approved	5	Non - Applicable	M190	Cardiac Pacemaker, Inc.	05/06/2013
7120	P190			300691	REBECCA ROSE	Z0	Approved	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	09/24/2014
7120	P190			300580	OPHIR-SPIRICON INCORPORATED	Z0	Approved	4	System Survey	M190	Cardiac Pacemaker, Inc.	03/27/2012
7120	P190			303131	NELSON LABORATORIES INCORPORATED	Z0	Approved	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	03/18/2013
7120	P190			303355	CREST ULTRASONICS	Z0	Approved	4	System Survey	M490	Guidant Puerto Rico BV.	09/25/2012
7120	P190			303790	NORTH AMERICAN SCIENCE ASSOCIATION	Z0	Approved	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	11/10/2011
7120	P190			305841	TEKTRONIX INC	Z0	Approved	4	System Survey	M190	Cardiac Pacemaker, Inc.	08/08/2013
7120	P190			306075	STERIGENICS US INCORPORATED	Z0	Approved	1	External FG Controlled	M190	Cardiac Pacemaker, Inc.	07/24/2013
7120	P190			300299	KENNEDY SCALES INCORPORATED	Z0	Approved	4	System Survey	M190	Cardiac Pacemaker, Inc.	08/23/2013
7120	P190			105983	INTEGRA TECHNOLOGIES,LLC	Z4	On Probation	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	05/08/2014
7120	P190			105461	NOLATO CONTOUR INC	Z0	Approved	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	12/30/2011
7120	P190			105373	CHIP SUPPLY INC	Z0	Approved	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	04/10/2014
7120	P190			105345	SEMI DICE INC	Z0	Approved	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	11/20/2013
7120	P190			105172	MICROTEK MEDICAL INCORPORATED	Z0	Approved	1	External FG Controlled	M190	Cardiac Pacemaker, Inc.	03/06/2012
7120	P190			103442	ALL FLEX INCORPORATED	Z2	Conditional Release	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	04/17/2014
7120	P190			102229	TELEFLEX MEDICAL OEM	Z2	Conditional Release	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	10/20/2014
7120	P190			101672	BAL SEAL ENGINEERING	Z0	Approved	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	05/15/2012
7120	P190			101201	BONDLINE ELECTRONIC ADHESIVES	Z0	Approved	4	System Survey	M190	Cardiac Pacemaker, Inc.	07/24/2014
7120	P190			100266	BOSTON CENTERLESS INCORPORATED	Z0	Approved	2	Strategic Audit Formats	M190	Cardiac Pacemaker, Inc.	01/10/2014

A Vendor must be created in the company code, purchasing organization, and have an "A" in the ABC indicator field on the Purchase View of the vendor master to show up on the AVL. See Global WI Approved Vendor List 90407242 for instructions on how to add a vendor to the AVL.

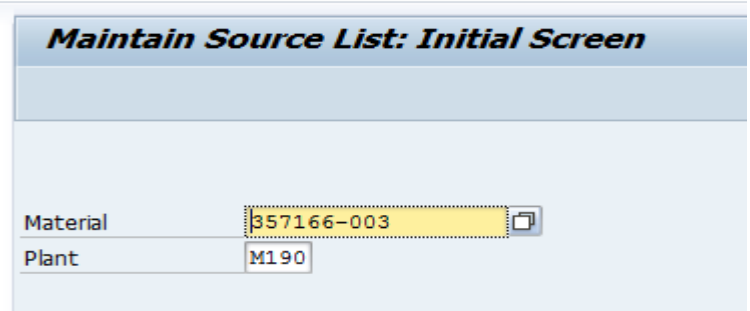
Source List

A Source List is required before creating a PO. It connects the material number to the approved vendor. The Source List feeds the material/vendor connection to PVR.

If a material will no longer be purchased from a vendor, do not delete the source list line but change the "Valid to" date to reflect the last date the material can be purchased from that vendor.

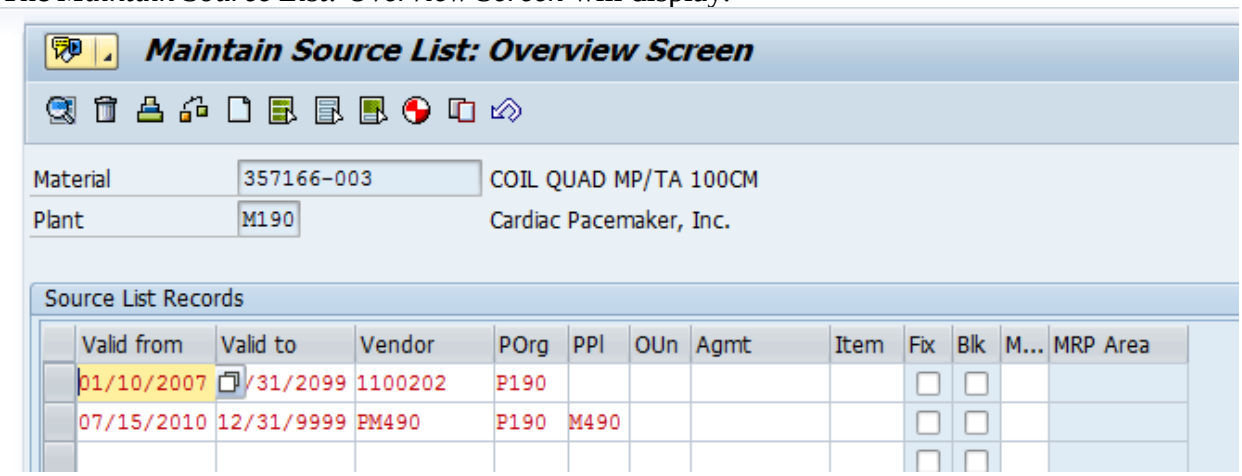
To create or change a source list use Transaction Code **ME01:**

Enter the Material and Plant fields, and hit enter.



Enter through warning message "Restricted Release", if receive - it's just telling you the part is at Pre-Production

The *Maintain Source List: Overview Screen* will display.



Complete the following fields for a standard Purchase Order:

Valid from:	the earliest data any purchasing activity can take place (cannot be in the past)
Valid to:	the latest date any purchasing activity can take place
Vendor:	the vendor number of an approved source of supply
POrg:	purchasing organization number
Fix:	Fixed vendor to be used if multiple are listed

Additional fields not typically used:

Blocked:	Blocks a vendor to be used for one part
MRP:	Links scheduling agreement to MRP for automatic Reorder point

NOTE: If vendor will no longer be used, you should change the Valid to date to expire the connection.

Click save

Purchasing Information Record

The Purchasing Info Record (PIR) contains information on a specific material and the vendor supplying the material that will pull into a PO/PSA. PIR's are created or updated when you save a purchase order. There are different categories of PIR's: standard, subcontract, and consignment.

Normally, the Standard PIR will be created by the first standard type purchase order. Sometimes the PIR will need to be created prior to placing the first PO (per request for eCRIB/eCMA). PIR's for consignment and subcontract must be setup before the PO is created (see individual section for instructions on creating consignment and subcontract info records).

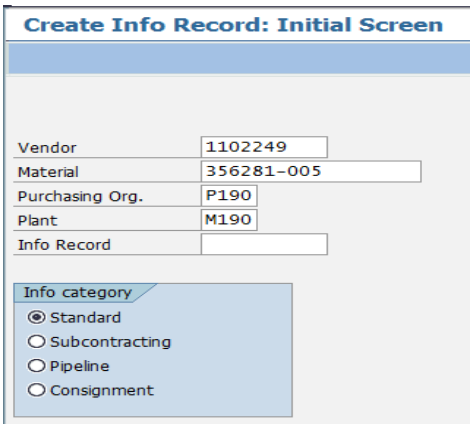
SAP Transactions used with Purchasing Information Records (PIR):

ME11	Create PIR
ME12	Change PIR
ME13	Display PIR
ME1M	Search for PIR per Material Number
ME1L	Search for PIR per Vendor

Creating a Purchasing Info Record

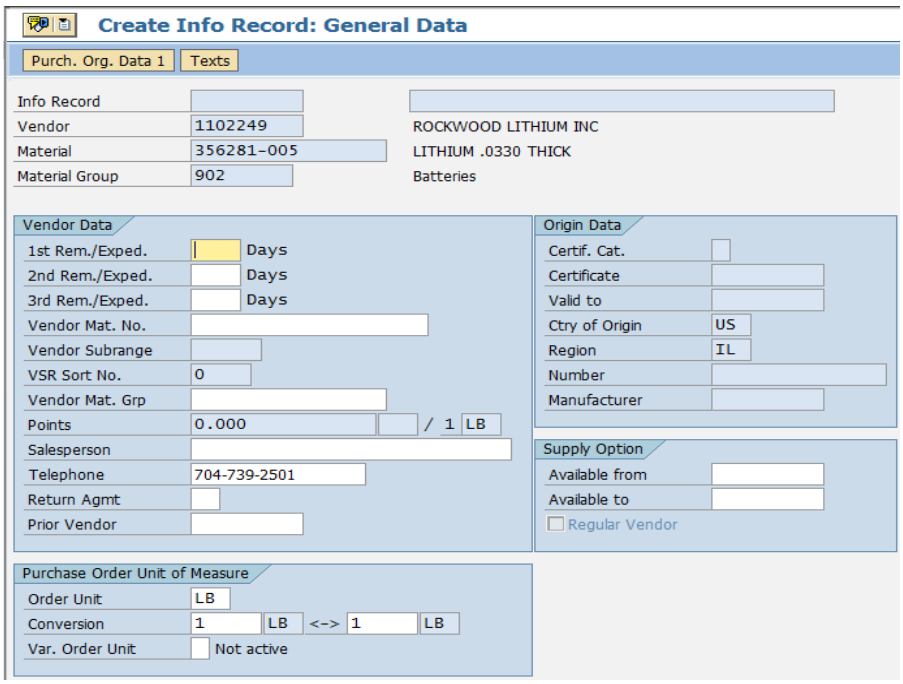
Transaction Code: ME11

Enter: Vendor #, Material, Purchasing Org, and Plant
Click: Standard



Create Info Record General Data screen will display:

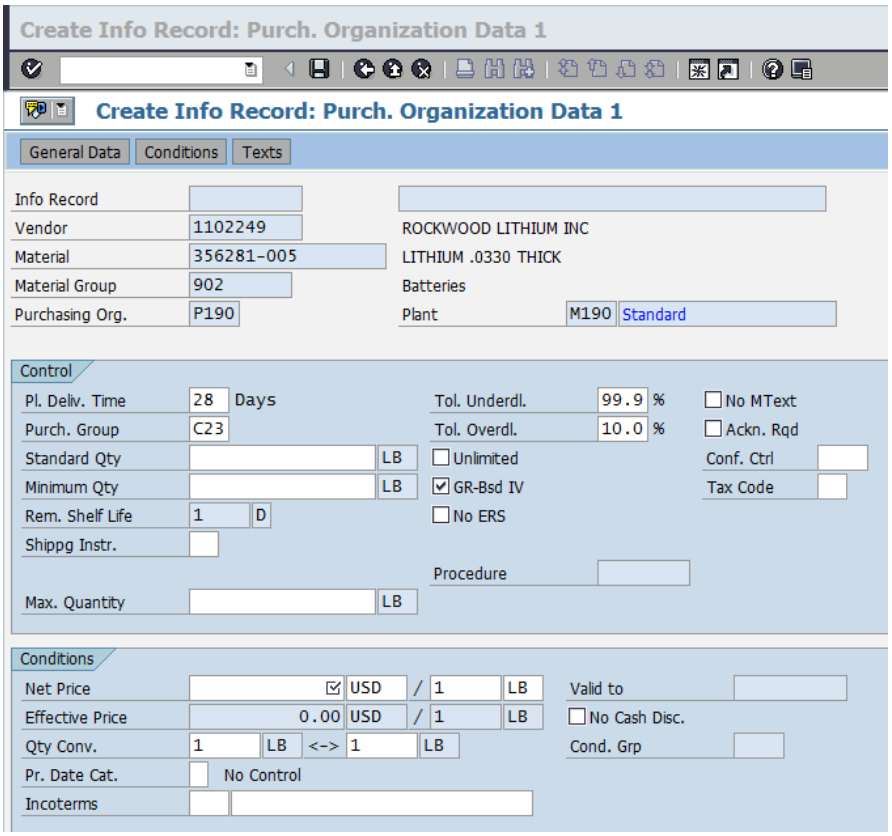
Note: Fields in the PIR are filled in from the Material Master
Select the Purch. Org. Data 1 at the top



Enter Net Price (required)

Net Price is Purchase Price that will pull into the PO

If unknown, enter .01 to complete PIR. When the first PO is created .01 will pull into the PO and when buyer updates the price on the PO accordingly, the PIR will update automatically.

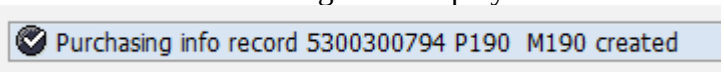


Pl. Delv. Time – Planned Delivery Time pulls in from the Material Master and is the cold start lead-time from the supplier. Buyers are required to maintain the PDT in the Info Record.

- If the part is to be purchased on a blanket PO, this should be updated to the replenishment lead-time from the supplier
- If the MM PDT is updated, it does not update the PIR automatically and will need to be updated by the buyer manually, if not using replenishment lead-time

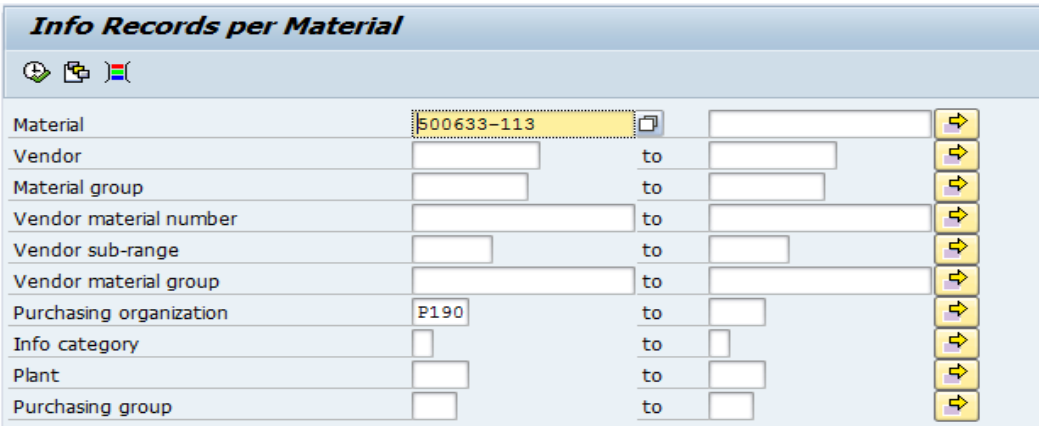
Text can be entered in the Info Record that will print on all PO's under the Item Details Text

Click Save and the below message will display at the bottom of the screen:



Search for a PIR by material number

Use Transaction code: ME1M
Enter Material number and Click Execute



A list of PIR's will come up, if exist:

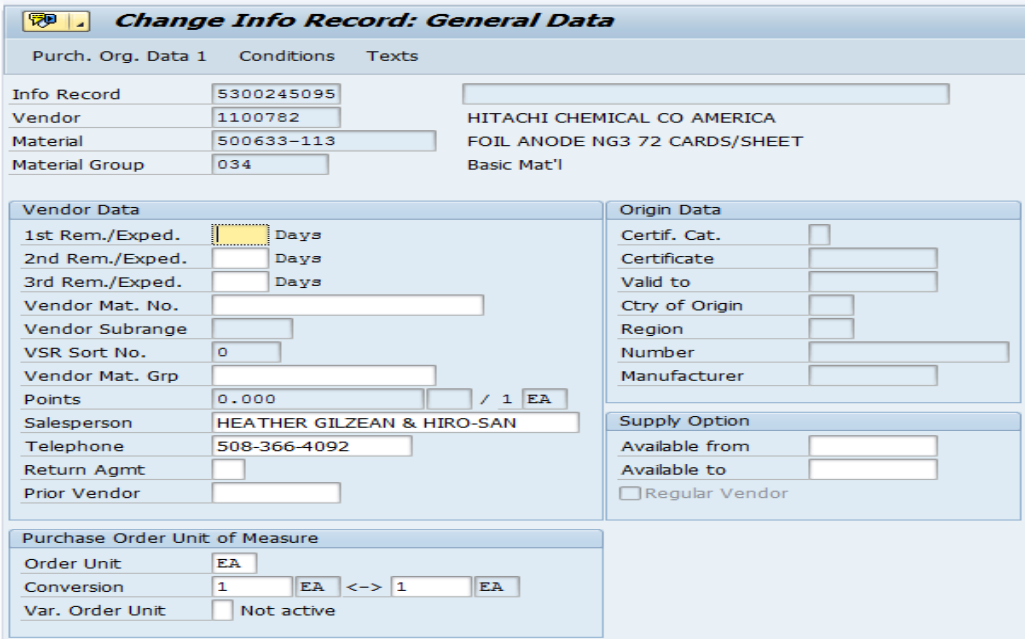
Change a Purchasing Info Record

Use transaction ME12 and enter required data, or from above search by material number, double click on the line and from the SAP Menu select – Info Record -> Change

The *Change Info Record: General Data* screen will display for review and/or updating.

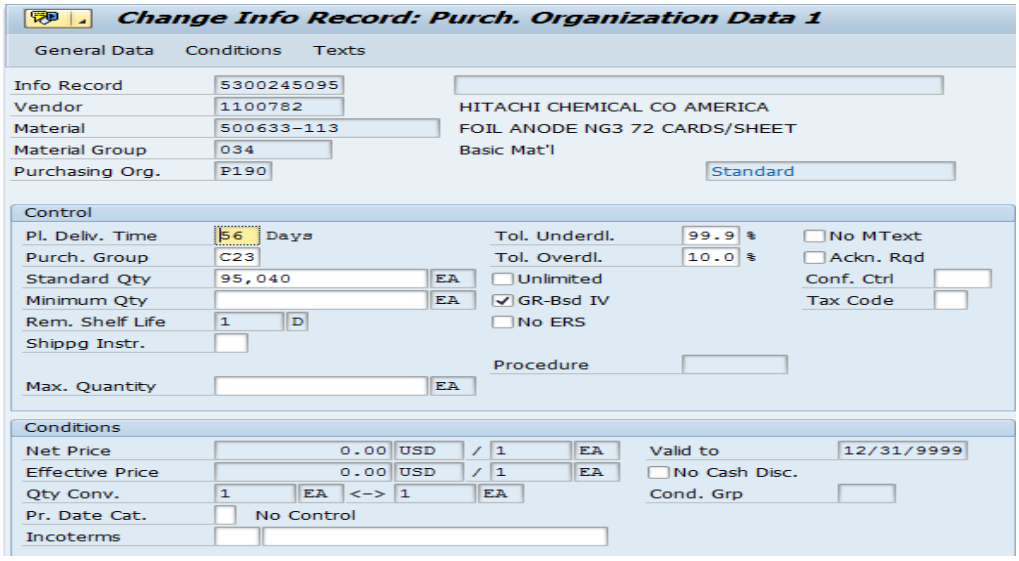
Fields that pull into the PO/PSA:

Salesperson and Telephone (defaulted from the Vendor Master)
Order unit used when placing a PO, if other than the base unit of measure from the Material Master (UOM conversion can make this different)
Vendor Mat No can be used to list vendor's part number



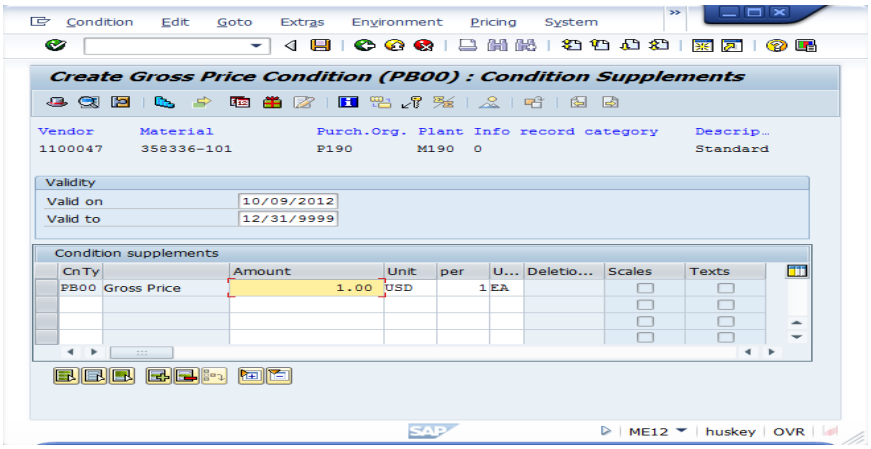
Click on the Purch org. data 1 button to review and/or update any fields that pull into the PO/PSA for this specific material and vendor:

Planned delivery time – used to determine Due Date when create a PO
Delivery tolerances
GR Based IV (St. Paul and Puerto Rico are on, Clonmel off – unless ERS)
Tax Code (for consignment only)
Incoterms – if want different than vendor master

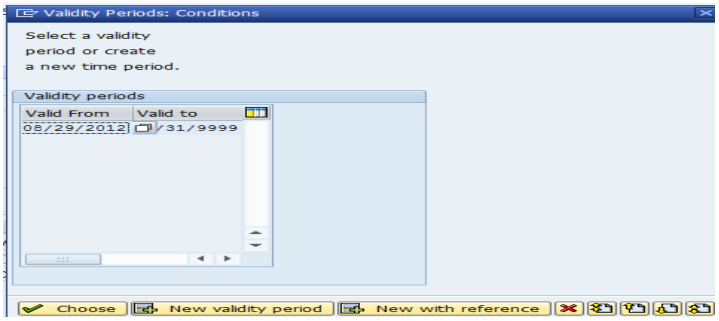


Create Prices by Date Range

To setup prices by date ranges (i.e., if price will change for next year's Consignment PO), click on the Conditions button; enter the price and the date range it is effective for

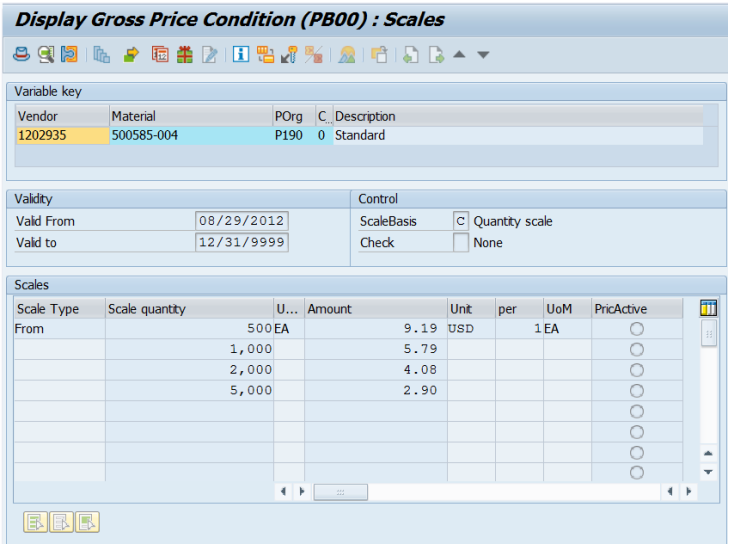


If a date range already exists you will see a pop up box. If so, choose New Validity Period and add the price and date range



Create Prices for Quantity Breaks

Prices for Quantity breaks can also be entered here by clicking on the Gross Price line to open up the Scales box where you can enter the various quantities and prices.



Purchasing

Requirements for creating a purchase order

Material/Inventory purchase:

- A material master record, including standard cost must exist
- A valid source list must exist
- A valid vendor master record for the company code and purchasing org for where the delivery will be made must exist
- Vendor must be on the approved vendor list (AVL) report ZM10

Expensed/Non-inventory purchase (MRO/Indirect):

- An approved Requisition from Global Workflow (an eReq), listing the cost center and general ledger account the PO will be charged against when billed
- Capital or Project Order numbers must exist (for capital or project purchases)
- MRO PO's where we will receive tangible goods require a Goods Receipt (Acct Assignment K)
- MRO PO's for a service do not require a Goods Receipt (Acct Assignment Z)
- Managing Approver's name must be entered in A/P Header Text to approve invoices for PO's that will not have a goods receipt completed

Suggestions when creating PO's

- DO NOT copy PO's!! Fields may have changed since the PO being copied was created, and will not be current in the new PO – i.e. payment terms, text, material revision, stock type
- Suggest only 1 part number per PO, to help to reduce receiving and invoice issues

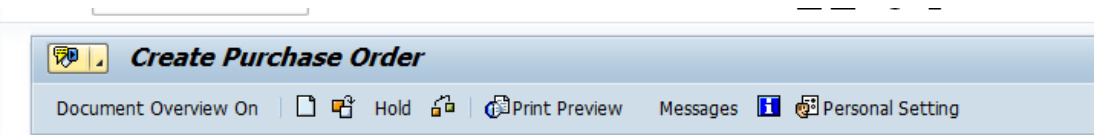
- Do not enter separate line items for the same part number to create multiple deliveries – use the Delivery Schedule tab, this will help reduce receiving and invoice issues
- Create new blanket PO's each year
- Do not mix ERS and Non-ERS lines on same PO

Purchase Order Overview

PO Document types used by CRM:

NB	Standard Purchase Order
ZWNB	eReq Standard Purchase Order
ZWFO	eReq Framework Order
ZNB	Intercompany Purchase Order – buyers do not create
UB	Interplant Stock Transport Order – buyers do not create

<u>Purchase Order Screen Layout</u>



Document Overview On — Document Overview On or Off (needs to be On to adopt an eReq)

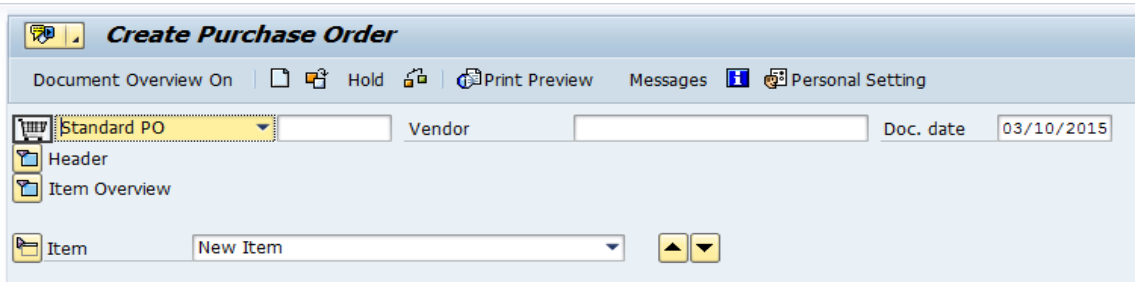
Create new PO

To toggle between display and change

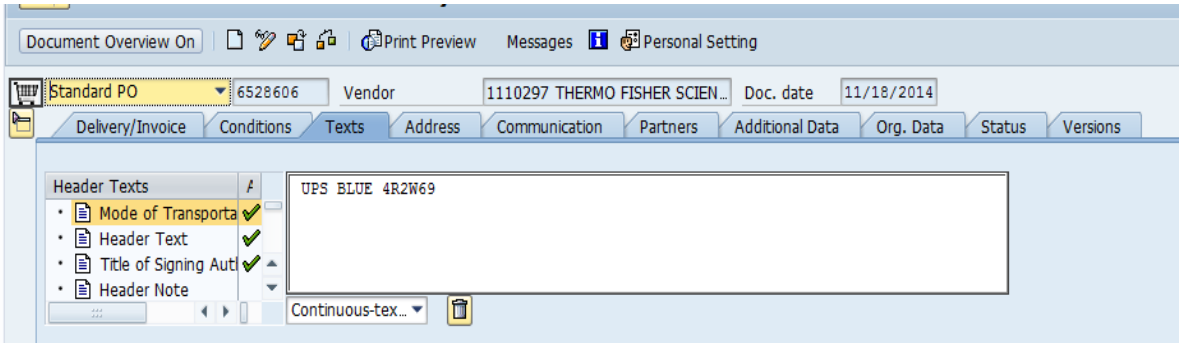
To switch to another PO

Version Check

Messages — Print Options

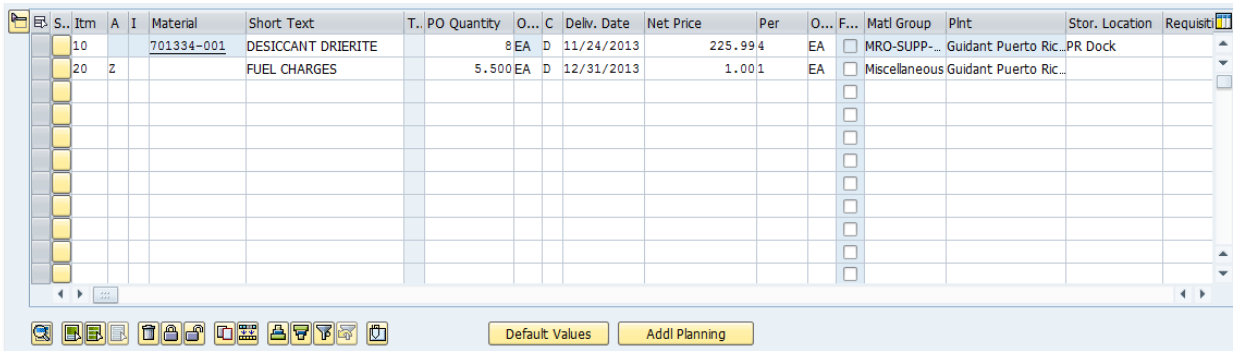


The PO layout is divided into three sections that can be displayed or hidden as you wish by using the or icons:



Header: Information under these tabs apply to all items in the PO

Text – shipping method, notes to the supplier, approver for expense POs
Address – vendor address, email address where PO will be emailed
Org. Data – buyer code, purchasing org, company code
Company code must be for the plant that is listed in the line item
Delivery/Invoice – payment terms
Versions – amendments to PO, complete check box to enable printing changes



S..	Itm	A	I	Material	Short Text	T..	PO Quantity	O...	C	Deliv. Date	Net Price	Per	O...	F...	Matl Group	Plnt	Stor. Location	Requisiti
	10			701334-001	DESICCANT DRIERITE		8	EA	D	11/24/2013	225.99	4	EA		MRO-SUPP-...	Guidant Puerto Ric...	PR Dock	
	20	Z			FUEL CHARGES		5.500	EA	D	12/31/2013	1.00	1	EA		Miscellaneous	Guidant Puerto Ric...		

Default Values
Addl Planning

Item Overview: Item Order Details

A (Account Assignment) – see table of available fields at end of Create PO section
Material - P/N
Short Text – P/N Description
Texts – icon will display here if text entered in item details
PO Quantity – quantity to be ordered
OUn – order unit of measure
Deliv. Date – per planned delivery time in Info Record
Net Price – pulls from the last PO
Per – quantity per if other than 1
OPU – order price unit of measure
Free – clicked if $0 PO
Matl Group – from the Material Master or eReq if MRO PO
Plnt – plant code to receive
Stor. Location – dock code to receive
Requisitioner – pulled from eReq if MRO PO
Purchase Req. - the eReq # for MRO PO's only

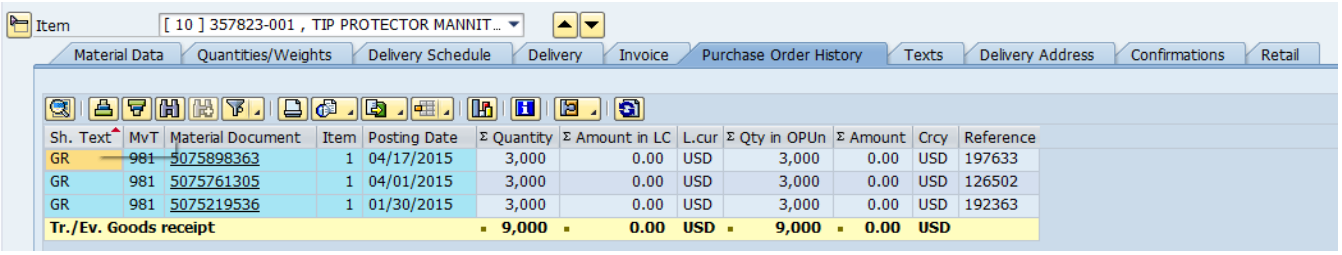
Description of buttons on bottom of Item Overview section:

Trash can button used to delete a line item

Unlock button used to un-delete a line item

Copy button can be used to copy line items during PO create or change

Selecting a column (or multiple fields of data) and then using the fast change icon allows you to edit/change data as a group, during PO create or change



Item Detail: Specific details about each line item in the PO

Material Data – revision, vendor p/n
Delivery Schedule – delv date, or list of multiple delv dates, object list for subcontract components
Delivery – location of GR button and delivery complete button
Invoice – location of Final Invoice check box, ERS button (if avail), Tax Code
Purchase Order History – shows receipts and invoices applied to the PO line item
Texts – line item specific text
Delivery address – can change delivery address for drop ship PO's

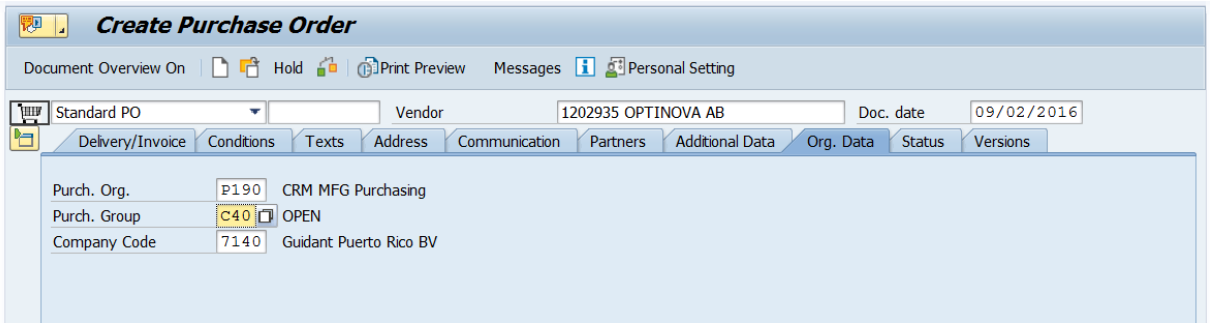
Create a Material/Inventoried Purchase Order

Transaction code **ME21N**

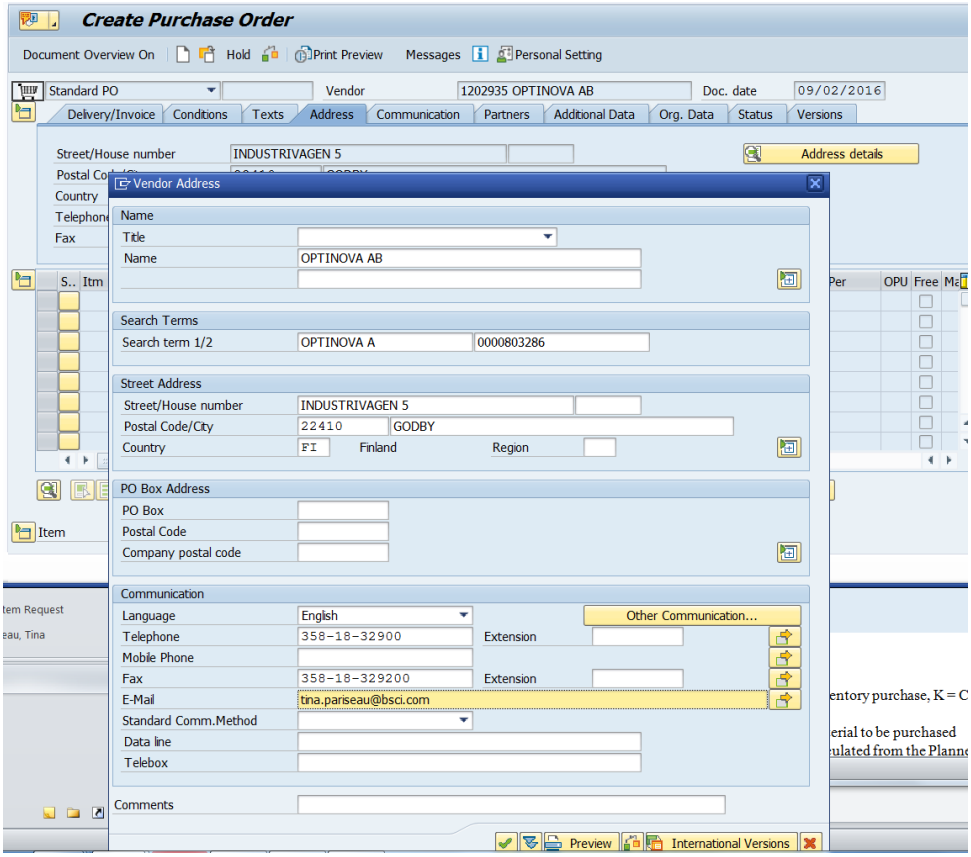
Create Purchase Order screen will display:

In the Header section, enter:

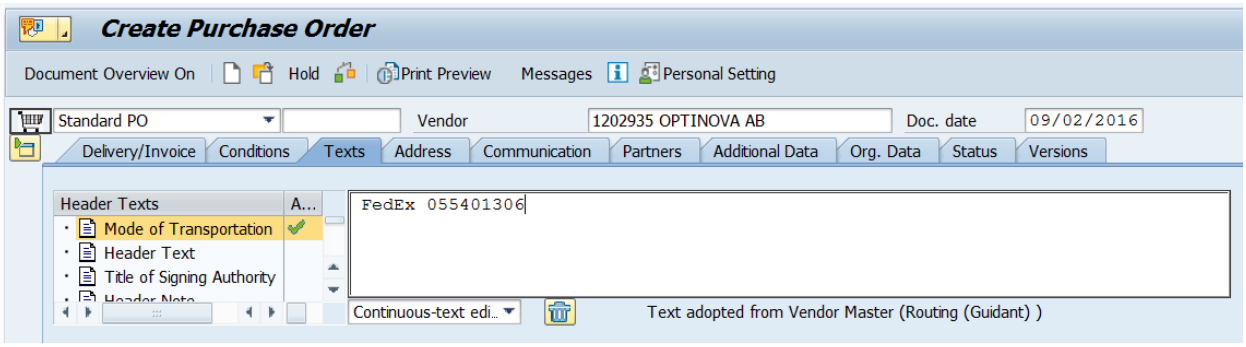
Vendor number and hit enter. SAP will pull the vendor data into the PO.
Org. Data Tab – enter or ensure Purch. Org, Company Code and Purch. Group codes are correct
Company Code must go with Plant shipping to – cannot cross company charge



Under the address tab in the Header, enter/change the email address for where to email the PO



Under the Text tab in the Header, enter any Header Text (Quote #, Blanket iSupply/Consignment details, ERS Text). In Mode of Transportation, enter the Shipping method & account #'s.



In the Item Overview section, enter:

Item Category, if required

Blank = Standard Inventory purchase, K = Consignment, L = Subcontract

Material part number – click enter to fill in defaulted info from the MM

Delivery date will calculate from the Planned Delivery Time field, but may be overridden

Price will be pulled from the last PO, if any (if not, will pull from the MM standard cost) and may be overridden

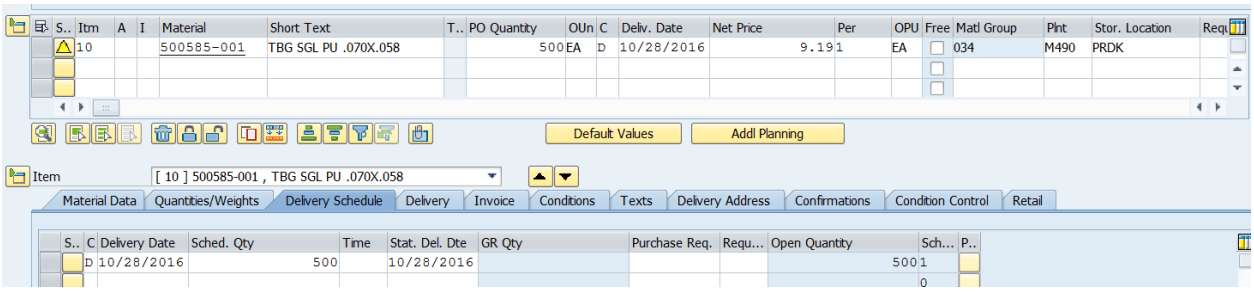
Quantity to be purchased

Plant Code shipping to

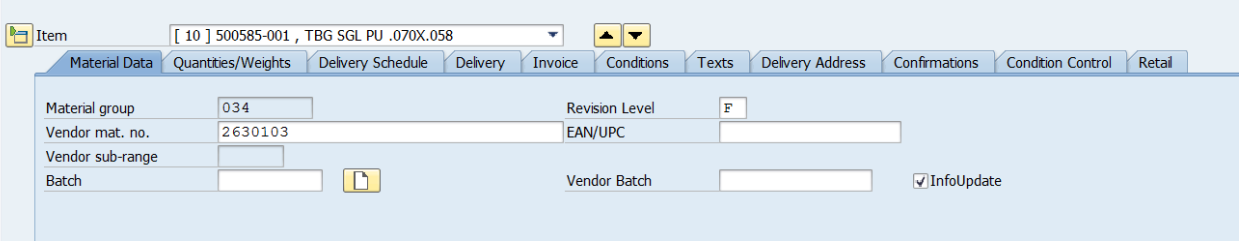
M190 St. Paul, M590 Clonmel, M490 Dorado, M700 Arden Hills

Stor. Location - Dock code of plant shipping to

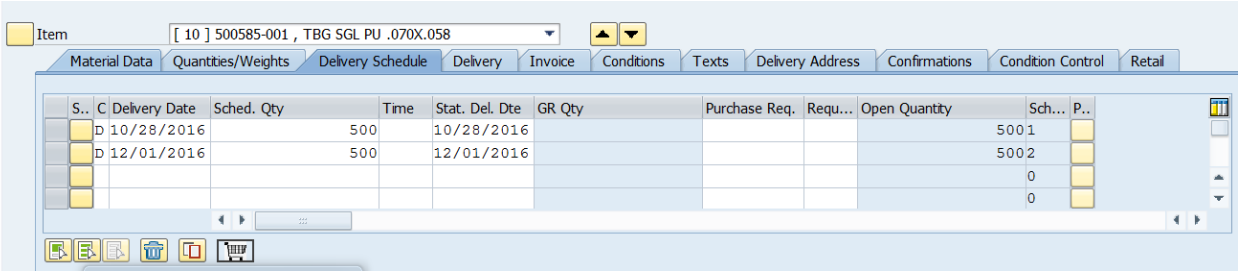
FGDK Bldg. 9 and CDCK Dock C (M190 St. Paul), IRDK (M590 Ireland), PRDK (M490 Dorado), STLN (M700 Arden Hills)



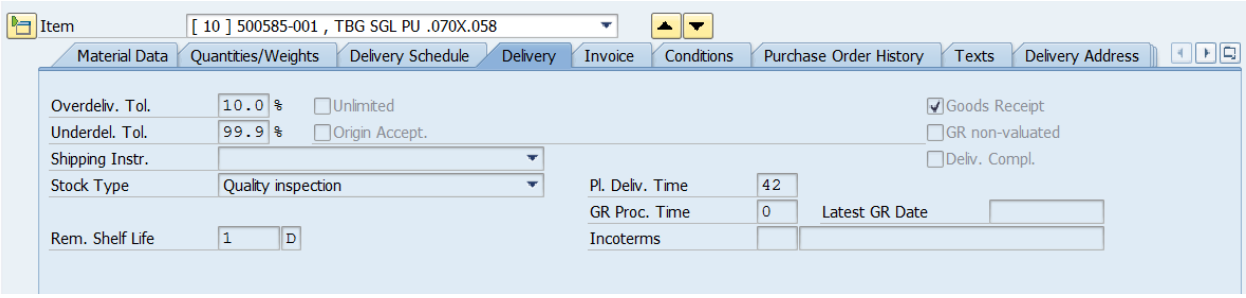
Under the Item Details - Material Data tab: the Revision Level from the MM, and Vendor Mat. No (can be entered or will pull in from the last PO)PO)



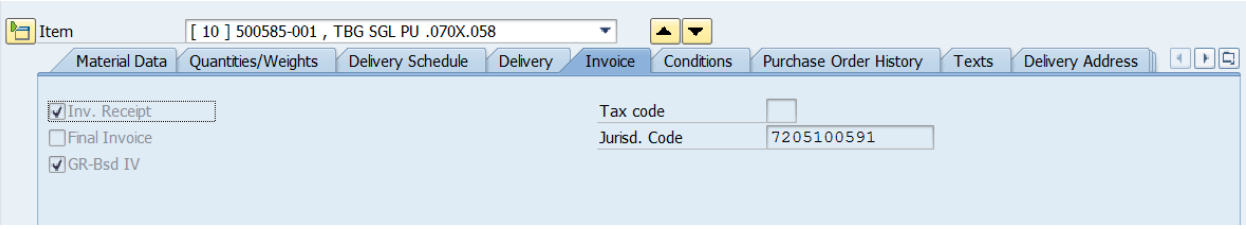
Under Item Details - Delivery Schedule tab: you can enter multiple delivery dates and quantities for an item



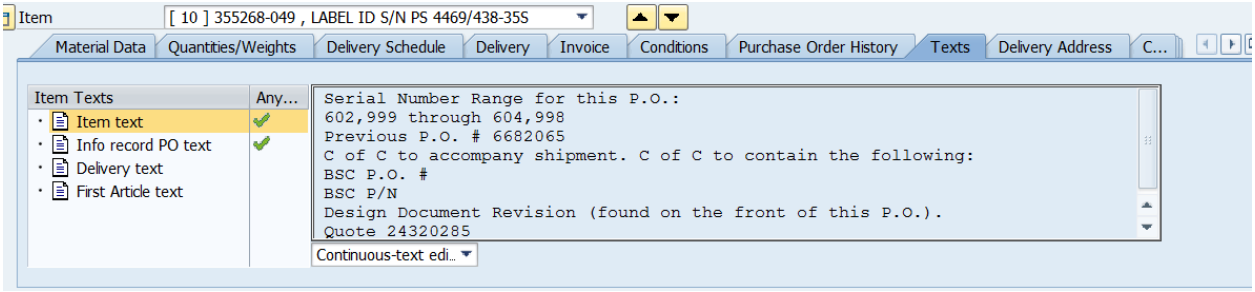
Under Item Details - Delivery tab: Stock Type (Quality Inspection or Unrestricted/dock-to-stock), Goods Receipt button (required for Inventory PO), Delv. Compl. button (to mark PO complete)



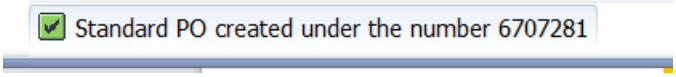
Under Item Details – Invoice tab: Tax & Jurisdiction Code, GR-Bsd IV (required to pay), ERS button, if ERS vendor



Under Item Details – Texts: Enter Serial Numbers (S/N) range if applicable.



Click Save. PO# will display at the bottom of the screen.

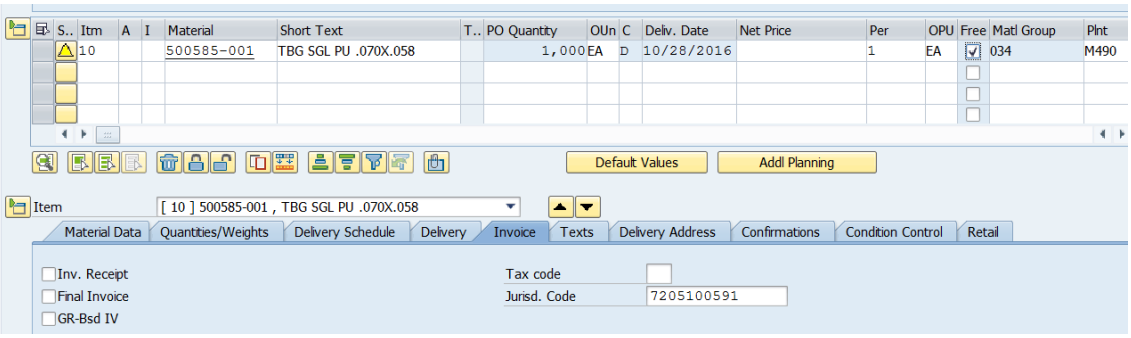


Go to ME9F to print

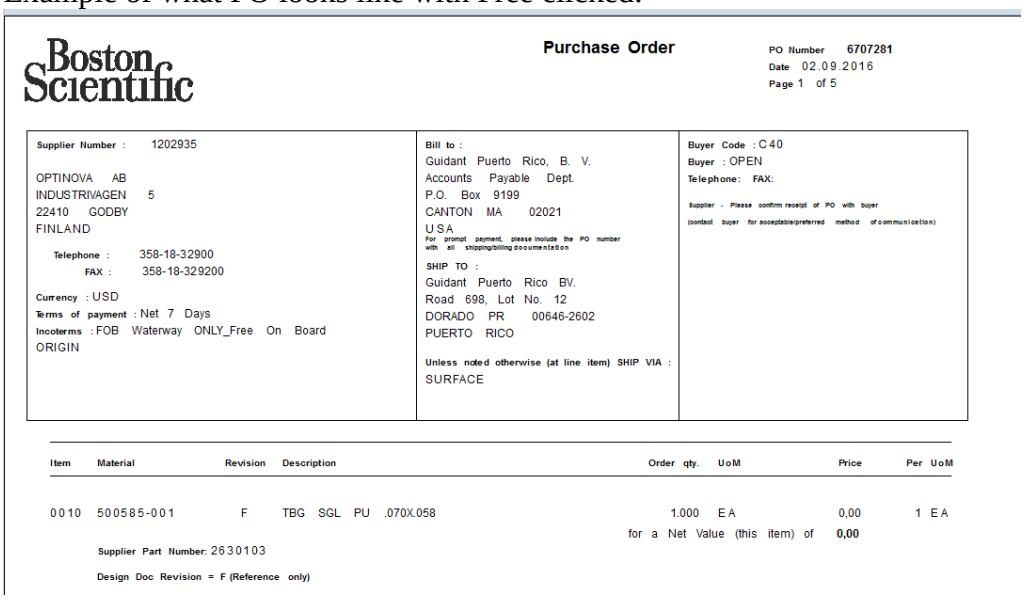
Misc. Purchase Order Items

Zero-Value PO

To create an inventory PO with **zero-value**, check the "free" box on the line item and hit enter. The Net Price box will then be blank, and the Invoice Receipt button under the Invoice Tab will be deselected.



Example of what PO looks like with Free clicked:



Boston Scientific

Purchase Order

PO Number 6707281
Date 02.09.2016
Page 1 of 5

Supplier Number : 1202935
OPTINOVA AB
INDUSTRIVAGEN 5
22410 GODBY
FINLAND
Telephone : 358-18-32900
FAX : 358-18-329200
Currency : USD
Terms of payment : Net 7 Days
Incoterms : FOB Waterway ONLY_Free On Board
ORIGIN

Bill to :
Guidant Puerto Rico, B. V.
Accounts Payable Dept.
P.O. Box 9199
CANTON MA 02021
USA
For prompt payment, please include the PO number with all shipping/billing documentation
SHIP TO :
Guidant Puerto Rico BV.
Road 698, Lot No. 12
DORADO PR 00646-2602
PUERTO RICO
Unless noted otherwise (at line item) SHIP VIA :
SURFACE

Buyer Code : C40
Buyer : OPEN
Telephone: FAX:
Supplier - Please confirm receipt of PO with buyer
(contact buyer for acceptable/preferred method of communication)

Item	Material	Revision	Description	Order qty.	UoM	Price	Per	UoM
0010	500585-001	F	TBG SGL PU .070X.058	1.000	EA	0,00	1	EA

for a Net Value (this item) of 0,00

Supplier Part Number: 2630103
Design Doc Revision = F (Reference only)

Why a PO Won't Print New a New Delivery Schedule line

If you add a delivery schedule line to a line item that has already been received in full, the added delivery line will not print on the new version of the PO. To increase the quantity on the PO with a new delivery schedule, you will need to add a new line item.

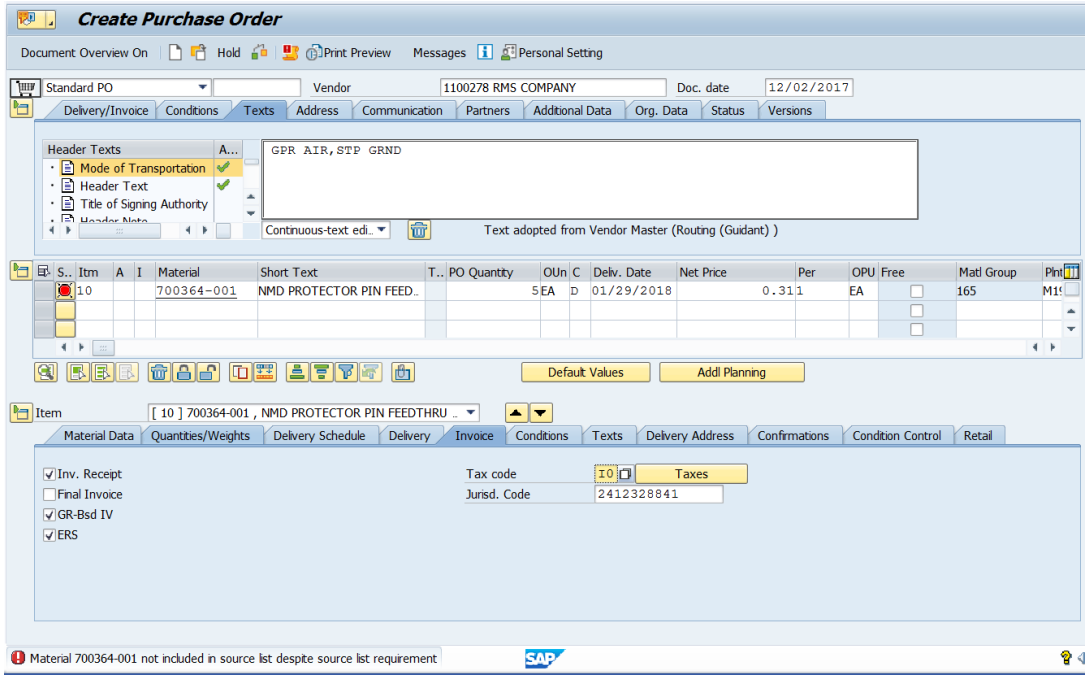
Hold PO

If you need to save an unfinished PO (Inventory or MRO) for any reason, you can use the Hold button to get a PO number, and then come back later to complete it.

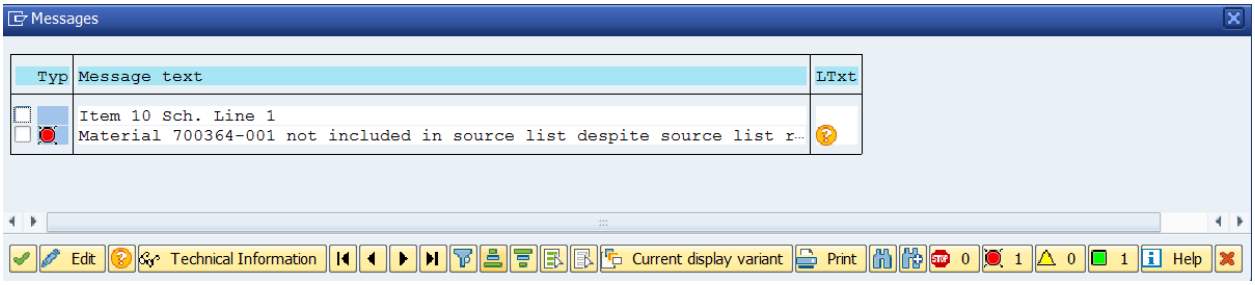
Errors on PO's

Two different kinds of errors: Warnings (Yellow) and Hard (Red.) Warnings (yellow) should be read and understood, but can be entered through to complete the PO. Hard (Red) will cause you to back out and fix the reason for the error, and then recreate the PO (no source list, vendor not on the AVL).

Click the red next to the line item with errors/warnings. A message box will appear with listing of all errors and warnings for that item:



Select the errors you want to correct by using the checkbox next to that error message



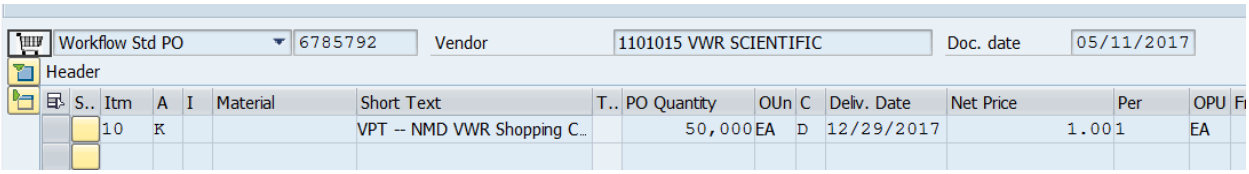
Then click and the curser will automatically be positioned in the field requiring correction. Input the new value and use the enter key to validate your data. Continue with all updates, until resolved. Save.

Create an Expensed/Non-Inventory Purchase Order from an eReq

NOTE: If creating a PO that will not require receipts (which are used for A/P to match invoices against) <u>and</u> it will have multiple invoices submitted, the Quantity <u>cannot</u> be 1 as A/P cannot enter an invoice for a quantity less than 1.

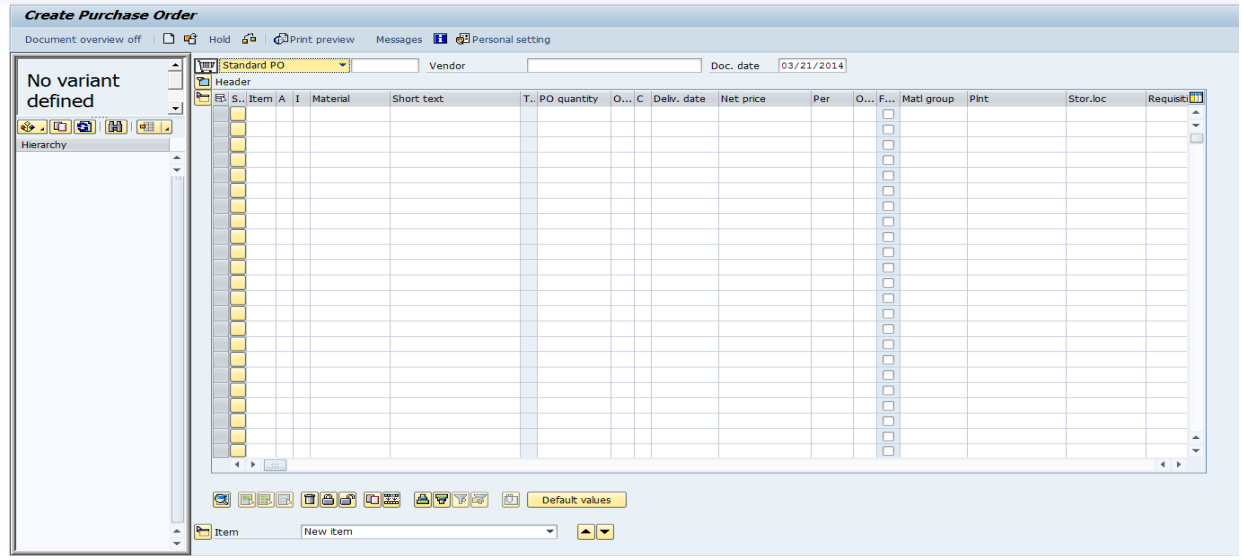
The eReq info may need to be adjusted after it is adopted into the PO, by reversing the Quantity and Price so that the Quantity is the total dollar amount, and the Net Price is $1. This makes the PO a Blanket PO, and allows A/P to post multiple invoices against the quantity (or dollars) until the total is used up. This may not be known at the time the PO is created, and A/P might send VIM asking for Blanket or Framework PO to be created, and this is what they mean.

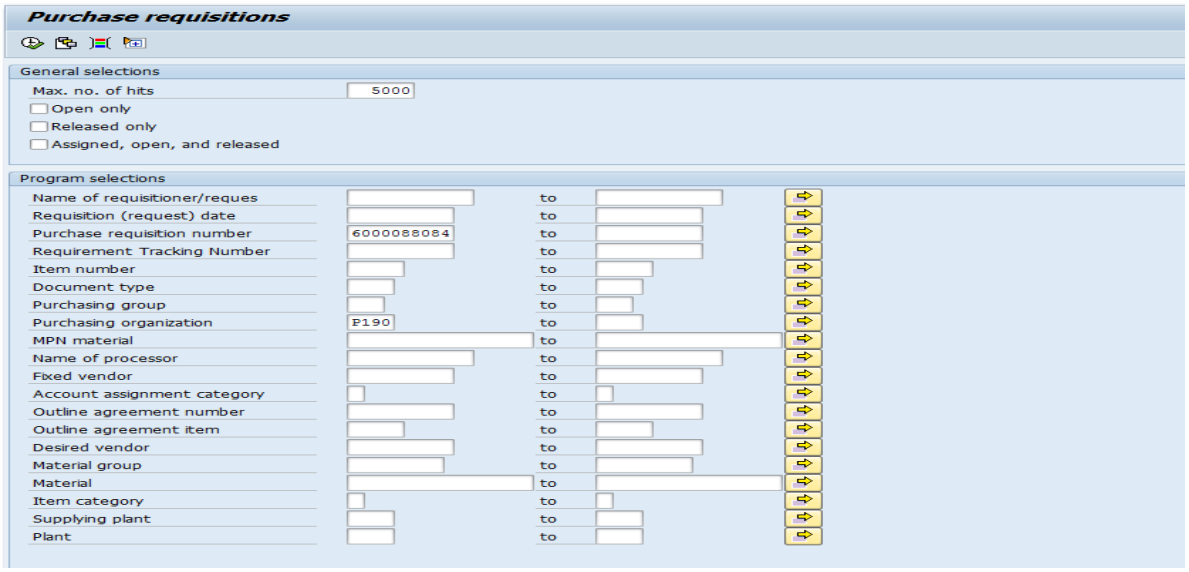
Example:



Transaction code **ME21N**

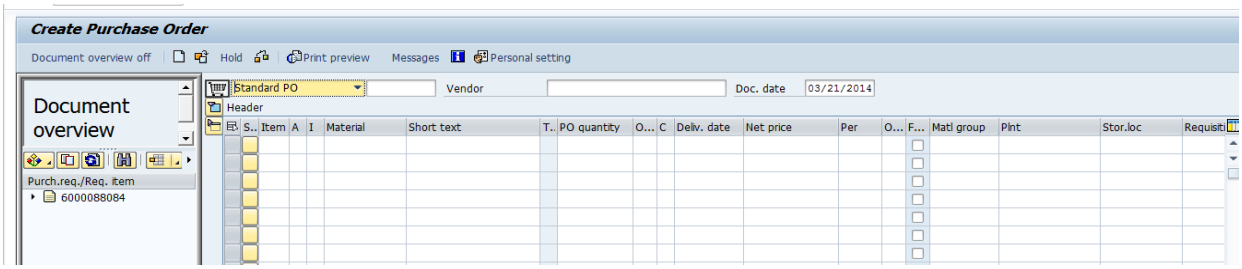
Turn on Document Overview – select and Purchase Requisitions from dropdown.
Enter the Purchase Requisition Number (only, make sure no other fields have data) and click Execute button.



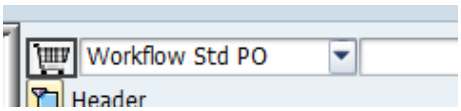


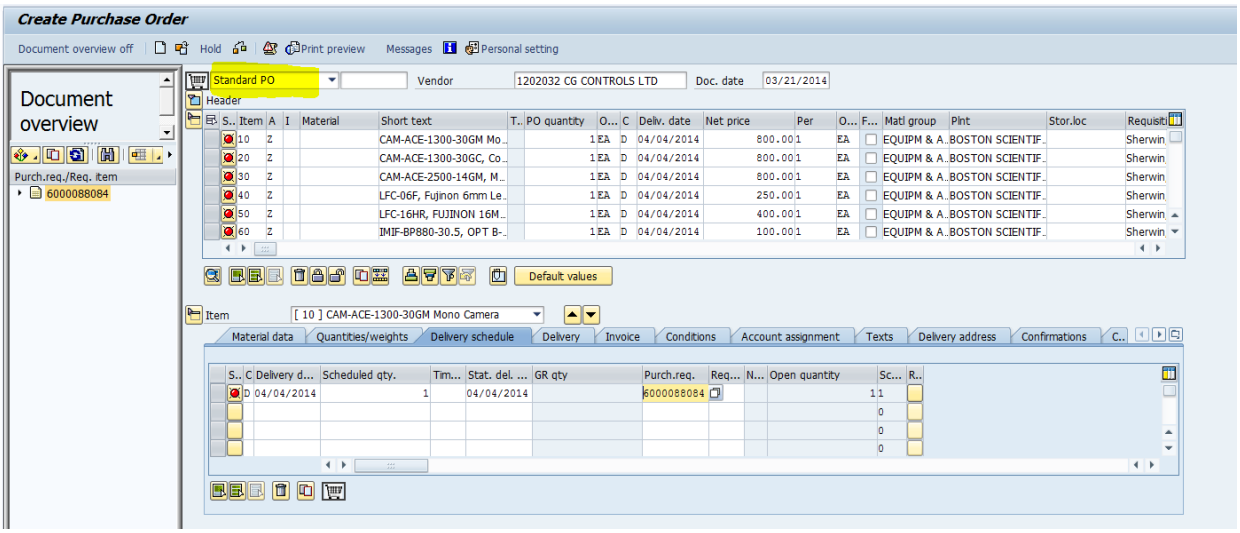
The Pur Req will list in the Document Overview block.

Click on the Purchase Req number, and then click the Adopt button to pull the eReq into your PO.



You MUST update the PO Type from Standard PO to Workflow Std PO or you will receive an error when trying to save the PO.





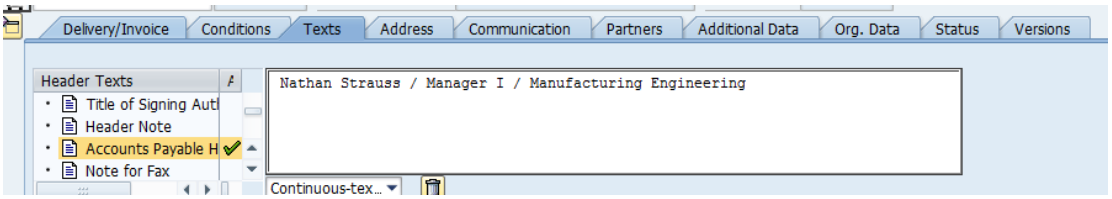
In PO Header Section under the Text tab, enter any related Header Text, Shipping Method data, etc. if needed. Under the Address tab, add or update the email address of who to email the PO to.

For PO's that will not have a Goods Receipt completed you must enter the approving manager's name from the eReq in the Accounts Payable Header Note Text field. Invoices over $1000 require a manager's approval, confirming the goods were received or the services completed. A/P will route to the manager for approval prior to posting the invoice. If there is no name listed, Buyer will receive a VIM asking for approver's name.

Under the Invoice tab, if the vendor is ERS you will need to enter ERS related text in the PO Header Text and A/P Header Note (see ERS section for details). Enter the tax code, I0 non-taxable or I1 taxable (see Guidance on Tax Codes later for details).

Under the Delivery tab, click or unclick the Goods Receipt box depending on if a receipt is required. The Delivery Complete box can be checked to close a PO that does NOT require a receipt and services have been completed, but the invoice has not been submitted yet to close the PO.

Changes to the PO over 5% will require additional funds to be added via an additional eReq.

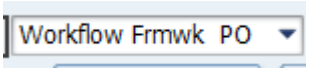


Confirm all other required fields are filled in on the PO.
Click save, and the PO# will display at the bottom of the screen.

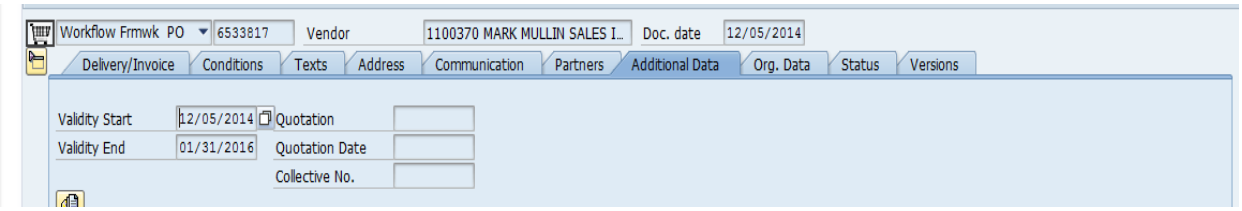
Framework PO's

Framework Orders, submitted via an eReq, can be used for any Non-Goods Receipt Service that may have multiple invoices to be posted against it. A/P posts the dollar against the total value of the PO and not the Quantity.

A Framework Limit Purchase Order is created the same as Expense/MRO PO, via an eReq, but the Order Type will need to be updated from the dropdown to:

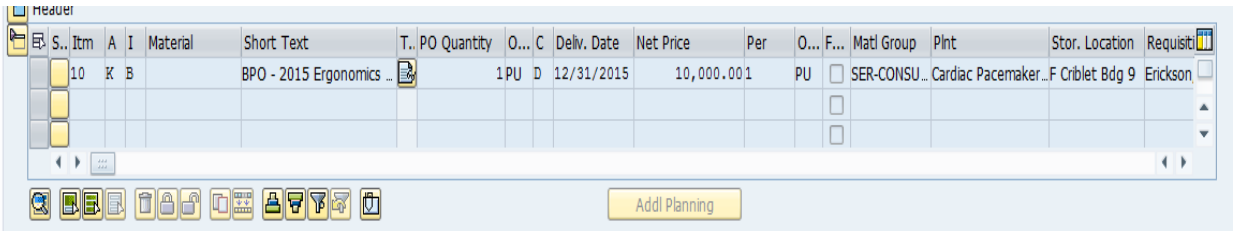


In Header Section, under the *Additional data* tab, you will need to enter the Validity Start and End Dates:



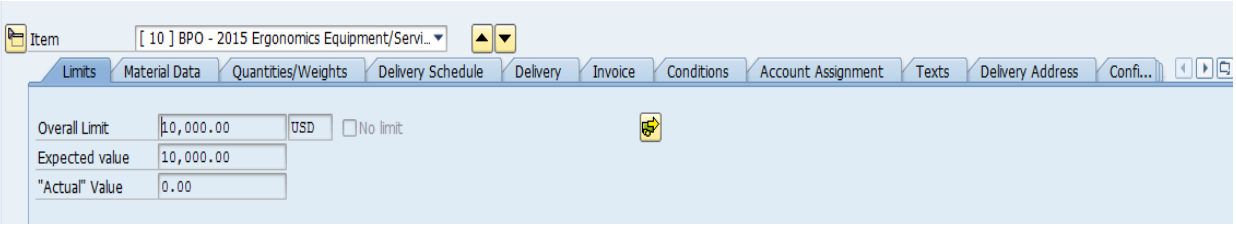
Item Overview will adopt from the eReq and the following fields will automatically populate with default values:

PO Quantity defaults to "*1*"
OUn (unit of measure) defaults to "*PU*" (Purchasing unit)



Item Details Section under the *Limits* tab the Overall limit and Expected Value will default from the eReq:

Note: The Expected value field indicates the expected cost in the current fiscal year. The overall limit applies if a multi-year purchase order. The Actual Value is the total Invoices posted to the PO.



Click Save

Example:

Boston Scientific

Purchase Order

PO Number 6729868
Date 11/02/2016
Page 1 of 4

Supplier Number : 1101015 VWR SCIENTIFIC 66929 OHARE AMF CHICAGO IL 60666 Telephone : 800-932-5000 Currency : USD Terms of payment : 1% 15/Net 45 Incoterms : FOB Waterway ONLY_Free On Board ORIGIN	Bill to : Cardiac Pacemakers Inc. Accounts Payable Dept. P.O. Box 9198 CANTON MA 02021 USA For prompt payment, please include the PO number with all shipping/billing documentation SHIP TO : Guidant/Cardiac Pacemakers Attn: Finished Goods/Final Pack 4100 Hamline Ave N (Dock 9) SAINT PAUL MN 55112 Unless noted otherwise (at line item) SHIP VIA : SURFACE	Buyer Code : C09 Buyer : KAYLYN RHODE Telephone:651/582-7362 FAX: E-mail : kaylyn.rhode@bsci.com Supplier - Please confirm receipt of PO with buyer (contact buyer for acceptable/preferred method of communication) Valid from : 11/01/2016 Valid to : 12/31/2017

VWR Shopping Cart for Mods Line

Old PO #: 6495273

Item	Material	Revision	Description	Order qty.	UoM	Price	Per	UoM
0010			Supply items Shopping Cart	1	PU	25,000.00	1	PU
				for a Net Value (this item) of		**25,000.00**		TAXABLE

Delivery Date: 12/31/2017

Boston Scientific Purchasing Department must be formally notified of all changes to the manufacturing process or design prior to implementation Boston Scientific, in conjunction with the supplier, shall determine the effect on form, fit, function and reliability before the change can be approved in writing by Boston Scientific and implement at the supplier. The Supplier must maintain traceability in the form of a Certification of Conformance or Compliance, or Certification of Analysis, per design specification requirements.

PO/SA Account Assignments

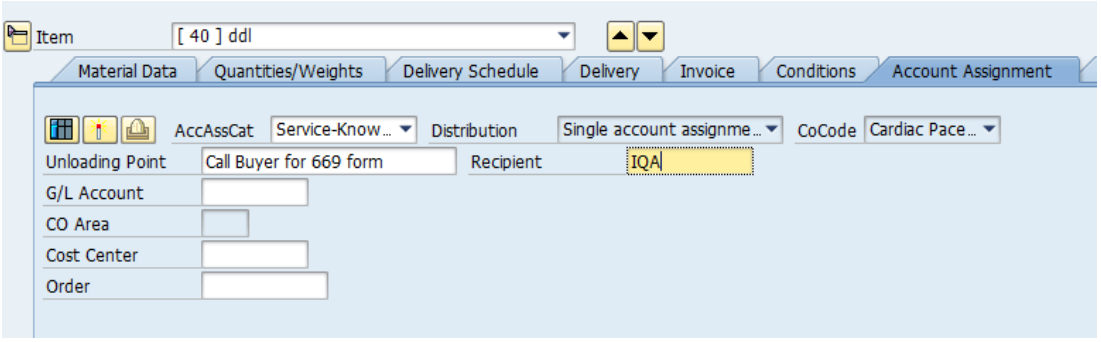
Account Assignment Category	Description	GR default	IR default	GR based IV	G/L Account/Cost Element	Cost Center (may chg multiple CC on one line)	Order	A/P Header Note (will appear for A/P on invoice entry)	Unloading Point (Appears on Receiving Traveler)	Goods Recipient
F	Capital Order = Tangible receipt to capital project	On	on	On (turn off for Clonmel)		Required comes from eReq	Required comes from eReq			Required comes from eReq
Z	Capital Order Service = Non tangible receipt to capital project	Off	on	off	Required comes from eReq	Required comes from eReq	Required comes from eReq	Required Enter management approval for invoice		Required comes from eReq
K	Departmental Purchases charged to a cost center	Turn on for goods receipts	on	On (turn off for Clonmel)	Required comes from eReq	Required comes from eReq	Required for cost centers that start with 5, 6, 7. Comes from EReq		Required for MRO purchases for suppliers not yet qualified or SCIAs not yet approved	Required comes from eReq
Z	Services - Non tangible receipt charged to a cost center	off	on	off	Required comes from eReq	Required comes from eReq	Required for cost centers that start with 5, 6, 7. Comes from EReq	Required Enter management approval for invoice		Required comes from eReq
X	GL account only: Used to charge a GL account with no cost center/project. Also Used to charge intercompany purchases	on	on	On (turn off for Clonmel)	Required GL account. Intercompany use 502010 and Enter Dept/acct/ Project # in PO header text	Not Available	Not Available			Required comes from eReq

MRO PO for suppliers not yet qualified or for SCIA's not yet approved

When there is a need to procure Production-released direct materials, where the supplier is not yet qualified or the material from that supplier is pending a SCIA approval, use an MRO PO.

If the lot requires inspection, complete a 000669 Form (Traveler/Certificate of Storage and Handling Conditions) and send to IQA upon receipt.

Create a MRO PO, via an eReq, and under the Account Assignment tab enter "IQA" in the Recipient field, and "Call Buyer for 669 form" in the Unloading Point



This information will print on the Receiving Traveler instructing Receiving to call the buyer to complete the 000669 form, and then to deliver the order to IQA.

Receiving Traveler

5075592282/0001 — **NON-INVENTORY**

Material: — Batch No: N/A

Description: testing 669 traveler

Receiving Plant: M190 — Batch Rev: N/A PO Rev: N/A

Receipt Date: 03/18/2015 — Purchase Order No: 6542793

Line Item No: 00030 — U.O.M.: EA

Vendor Batch No: _____ — Vendor code: 105983

Vendor name: INTEGRA TECHNOLOGIES,LLC

Material group: 901 — Planner: ___ CHRIS PARRISH

Storage Location: ____ — Shipping Instr.:

Quantity Received: _____1

Expiration Date: — Storage Bin:

Kanban Putaway Location: — Storage location for EP: N/A

Deliver to: IQA

Receiving Comments Call buyer for 669 form

Actual Quantity Received: _____

Signed: _____ — Date: ____/____/_____

Document No: — Disposition:

____

Guidance on Tax codes based on the plant being shipped to

United States:

States have different tax rules and rates. Generally, the following applies:

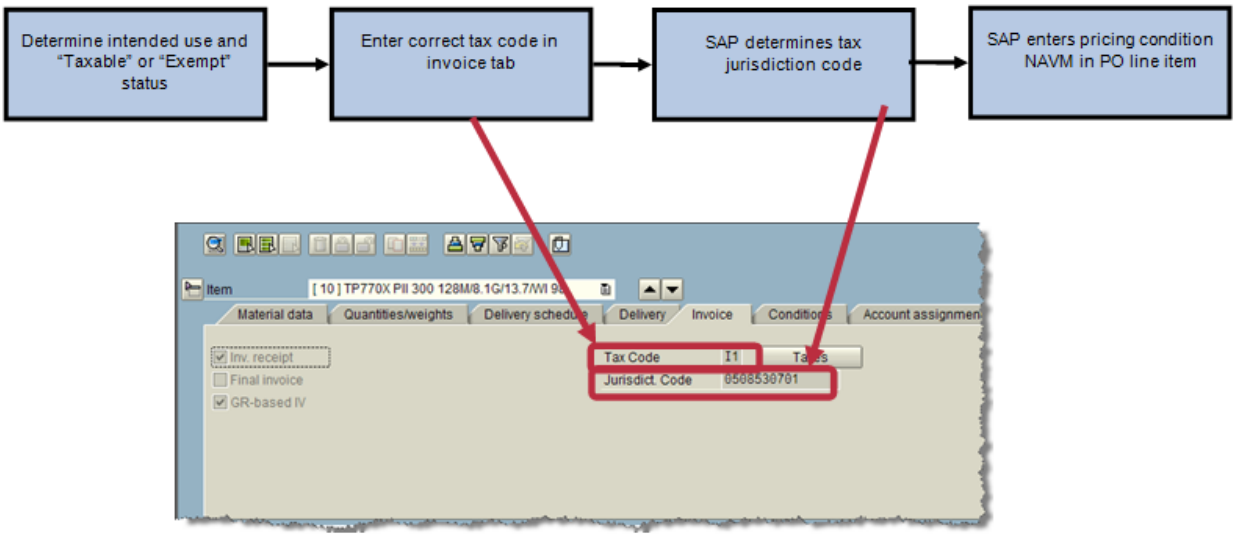
Tax Codes: Taxable "**I1**" Non-Taxable "**I0**"

- Inventory is all non-taxable
- Goods are most often taxable (K orders) and Services are most often non-taxable (Z orders)
- Reference Table if unsure – (table as of 6/30/15)
- MN Tax Exempt #055473301 (under Cardiac Pacemakers, need form)

Updated - 6/30/15										
Category	Procurement Category	Title	Examples	Goods Services	MA	CA	IN	MN	RI	Additional Comments
Note: SAP will calculate tax rates for PO purchases. Buyers do not have to enter specific rates on PO's. Definition: Tangible Personal Property: Property you can touch Real Property: buildings, things you can't move If any purchase is not covered by a "Title" or relevant "Examples), please document as I1 (Taxable) if it is a good (tangible) and exempt if it is a service. Freight note: If adding a freight line for large dollar specialty shipping charges, please note some states charge tax on freight if product being shipped is taxable. . This sales/use tax matrix will only be used for PO purchases. PO should always indicate the correct ship to jurisdiction. When ever possible, it should not rely on the default ship to address. MILESTONE PAYMENTS: Set up as nontaxable deposits with all the tax due on the final invoice					6.250%	Fremont 8.75% San Jose 8.25% Valencia 8.75%	7.000%	Maple Grove 7.5% Plymouth 7.275% St. Paul 7.625%	7.000%	
G & A	General & Administrative									
		Office Supplies & Equipment	Pens, notebooks, fax machines, staplers	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Lease equipment such as copiers and computers (Non-production and R&D Equipment)	Copiers,	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Reports electronic media (ex market research, surveys)	Market Surveys,	Service	Exempt	Exempt	Exempt	Exempt	Exempt	
		Subscriptions Books, Manuals & Technical Reference Books	Tangible: Books, paperbacks, dictionaries, encyclopedias	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Subscriptions Magazine	Tangible: Magazines and technical magazines	Goods	Exempt	Exempt	Taxable	Exempt	Taxable	
		Subscription Newspaper	Tangible: Newspapers	Goods	Exempt	Exempt	Exempt	Exempt	Exempt	
		On-line Information Services	**Online** books, paperbacks, dictionaries, encyclopedia, magazines, technical publications, newspapers; Access to database, electronic version of books, newspapers, publications	Services	Exempt	Exempt	Exempt	Exempt	Exempt	
		Dues and Memberships	Association dues and fees, such as AMA, CPA society, APICS, etc. (other professional organizations)	Other	Exempt	Exempt	Exempt	Exempt	Exempt	
IS	Information Services									
		Computer Supplies	Monitor stand, docking station, mouse	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Software - Canned (Disk/CD) (Administrative)	Software manufactured for general retail sale and not under specifications made by individual clients; **actual transfer of property (ex: disk) takes place Examples: Microsoft Office products, Adobe**	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Software - Canned (Disk/CD) (MFG/R&D)	Software manufactured for general retail sale and not under specifications made by individual clients; **actual transfer of property (ex: disk) takes place Examples: Microsoft Office products, Adobe**	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	
		Software - Custom	Software made for individuals specific needs for Examples: BSC, SAP, Parametric Technologies, Oracle	Goods	Exempt	Exempt	Exempt	Exempt	Exempt	
		Computer Hardware (Administrative)	**Servers,**	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Computer Hardware (Mfg/R&D)	**Servers,**	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	

Updated - 6/30/15										
Category	**Procurement Category**	**Title**	**Examples**	**Goods Services**	**MA**	**CA**	**IN**	**MN**	**RI**	**Additional Comments**
Note: SAP will calculate tax rates for PO purchases. Buyers do not have to enter specific rates on PO's. Definition: Tangible Personal Property: Property you can touch Real Property: buildings, things you can't move If any purchase is not covered by a "Title" or relevant "Examples), please document as I1 (Taxable) if it is a good (tangible) and exempt if it is a service. Freight note: If adding a freight line for large dollar specialty shipping charges, please note some states charge tax on freight if product being shipped is taxable. . This sales/use tax matrix will only be used for PO purchases. PO should always indicate the correct ship to jurisdiction. When ever possible, it should not rely on the default ship to address. MILESTONE PAYMENTS: Set up as nontaxable deposits with all the tax due on the final invoice					**6.250%**	**Fremont 8.75%** **San Jose 8.25%** **Valencia 8.75%**	**7.000%**	**Maple Grove 7.5%** **Plymouth 7.275%** **St. Paul 7.625%**	**7.000%**	
Production Related	**MRO**									
		Protective clothing	Shoes, Eyewear, Gloves to protect from injury, mfg. shoes, mfg. caps, mfg. gowns)	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		General Supplies - Facilities	Includes janitorial, facilities repair tools, cleaning, etc.	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Wrapping/Packaging Equipment - Not enclosed in product for sale	Equipment used for seconary packaging.	Goods	Taxable	Exempt	Exempt	Taxable	Exempt	
		Wrapping/Packaging Supplies - Used to pack	Supplies use to pack our products such as boxes, shrink-wrap, cartons, shipping materials to be sold with product, etc...) packing on items sold to customer only.	Goods	Exempt	Exempt	Exempt	Exempt	Exempt	
	Production Equipment									
		Machinery & Equipment used in Manufacturing	Assets used directly in manufacturing activity	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	MN Exemption July 1, 2015
		Tools, Tooling, Jigs, Molds & Dies	Manufacturing-related items and BSC location or 3rd party	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	Industrial production is nontaxable
		Calibration services	Calibration on BSC-owned equipment	Services	Exempt	Exempt	Exempt	Exempt	Exempt	
		Test Equipment	Test equipment used in manufacturing; test equipment owned by BSC at supplier	Goods	Taxable	Taxable	Taxable	Exempt	Exempt	MN Exemption July 1, 2015
		Repair of Manufacturing Equipment	Repairs to manufacturing equipment	Services	Exempt	Exempt	Exempt	Exempt	Exempt	MN labor exempt as of 4/1/2014, intallation and fabrication labor remains taxable
		Materials used in Repair of Manufacturing Equipment	**Replacement or backup machine parts**	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	MN Exemption July 1, 2015
		Extended Warranty/Maintenance Agreements	To maintain equip used in manufacturing	Services	Exempt	Exempt	Exempt	Exempt	Exempt	MN labor exempt as of 4/1/2014, intallation and fabrication labor remains taxable
		Repair of Tangible Personal Property	Labor only	Services	Exempt	Exempt	Exempt	Exempt	Exempt	MN labor exempt as of 4/1/2014, intallation and fabrication labor remains taxable
		Repair of Tangible Personal Property	Materials only	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
	Production Support									
		Validation Testing	**Packaging validation**	Services	Exempt	Exempt	Exempt	Exempt	Exempt	
		Material Handling Equipment	Forklifts, etc. that are used at manufacturing shipping sites	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Production Supplies	Supplies used directly in manufacturing activity; items used or consumed in the manufacturing process	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	
		Literature - Production insert	Literature (included in product packaging)	Goods	Exempt	Exempt	Exempt	Exempt	Exempt	
	Sterilization									
		Sterilization Expense	Sterilizing product or test samples	Services	Exempt	Exempt	Exempt	Exempt	Exempt	
	Clinical Sciences									
		Clinical Trials & Studies - EDC &CRO	**Human trails to test effectivness of BSC product**	Services	Exempt	Exempt	Exempt	Exempt	Exempt	
		Animal Testing	**Animal testing to test effectiveness of BSC product**	Services	Exempt	Exempt	Exempt	Exempt	Exempt	
	R & D									
		Product Development (tangible property)	R&D equipment. assets used directly in R&D	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	MN Exemption July 1, 2015
		Extended Warranty/Maintenance Agreements	To maintain equipment used in R&D	Services	Exempt	Exempt	Exempt	Exempt	Exempt	MN labor exempt as of 4/1/2014, intallation and fabrication labor remains taxable
		Lab Supplies	Consumable lab products., test tubes, beakers, petri dishes, syringes, surgical tools, chemicals, animals and their food and supplies etc..	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	Industrial production is nontaxable
		Labor for Fabrication (Example the design or engineering of a product or prototype)	Labor for manufacturing tools or fixtures **used in R & D**	Goods	Taxable	Taxable	Exempt	Taxable	Exempt	Remains taxable in MN
		Chemicals	Chemicals for R&D	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	
		Lab Machinery & Equipment used in R&D	**Microscope,**	Goods	Taxable	Taxable	Exempt	Exempt	Exempt	MN Exemption July 1, 2015
		Lab Clothing	Gowns, caps, shoe covers, etc.	Goods	Exempt	Taxable	Exempt	Exempt	Exempt	
		Lab Miscellaneous Support Services	**Calibration, equipment maintenance**	Services	Exempt	Exempt	Exempt	Exempt	Exempt	

Updated - 6/30/15										
Category	**Procurement Category**	**Title**	**Examples**	**Goods Services**	**MA**	**CA**	**IN**	**MN**	**RI**	**Additional Comments**
Note: SAP will calculate tax rates for PO purchases. Buyers do not have to enter specific rates on PO's. Definition: Tangible Personal Property: Property you can touch Real Property: buildings, things you can't move If any purchase is not covered by a "Title" or relevant "Examples), please document as I1 (Taxable) if it is a good (tangible) and exempt if it is a service. Freight note: If adding a freight line for large dollar specialty shipping charges, please note some states charge tax on freight if product being shipped is taxable. . This sales/use tax matrix will only be used for PO purchases. PO should always indicate the correct ship to jurisdiction. When ever possible, it should not rely on the default ship to address. MILESTONE PAYMENTS: Set up as nontaxable deposits with all the tax due on the final invoice					**6.250%**	**Fremont 8.75%** **San Jose 8.25%** **Valencia 8.75%**	**7.000%**	**Maple Grove 7.5%** **Plymouth 7.275%** **St. Paul 7.625%**	**7.000%**	
Services	**Professional Services**									
		Professional Fees and Outside/Services, Consulting Services	Professional Legal fees, accounting fees. etc.	Services	Exempt	Exempt	Exempt	Exempt	Exempt	
	Other Services									
		Engineering services		Services	Exempt	Exempt	Exempt	Exempt	Exempt	
		Repair of Tangible Personal Property	Labor only (Non-production of R&D Equipment)	Services	Exempt	Exempt	Exempt	Exempt	Exempt	
		Repair of Tangible Personal Property	Materials only (Non-production of R&D Equipment)	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Misc. Labor/Services (Other) As long as no transfer of Personal Property takes place)		Services	Exempt	Exempt	Exempt	Exempt	Exempt	
		Installation of Tangible Property: (Something you can touch)	Installation of tangible personal property **(i.e., physical property)** if stated separate in the quote/invoice	Services	Exempt	Exempt	Exempt	Taxable	Exempt	
Other	**Misc./General**									
		Rental charge for tangible property	**Equipment, Machinery**	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
		Extended Warranty/Maintenance Agreements (Optional)	Optional warranties on equipment such as computers and manufacturing equipment	Services	Exempt	Exempt	Taxable	Exempt	Exempt	
		Processing Supplies (General Use)	**Lab deionized water, chemical compounds, assembly tools for processing, dies, etc.**	Goods	Taxable	Taxable	Taxable	Exempt	Taxable	Industrial production is nontaxable
		Machinery & Equipment (General Use)	**Chiller, HVAC Equip, Generator**	Goods	Taxable	Taxable	Taxable	Taxable	Taxable	
	Freight									
		Handling expedite fee	Services to prepare items for shipment, not freight charges	Services	Exempt	Exempt	Taxable	Taxable	Taxable	
		Freight/shipping charges	DHL, FEDEX, 3rd party common carrier	Services	Exempt	Exempt	Taxable	Taxable	Taxable	Shipping and/or freight will only be taxable if merchandise is taxable



Jurisdiction Code (based on the Plant Ship To address) may cause a Warning error message, and it needs to be updated if drop shipping to a different address than the Plant Code.

Puerto Rico:

Dorado has a tax exemption on **ALL** inventory purchases and machinery\ equipment or any other requirement needed for manufacturing. Use tax code **I0**.

If none of the above applies then it should be considered as taxable and the PO needs to have either:

Tax code **72** in order to do the accrual
Tax code **I1** in the case the vendor does include the tax charge in their invoice
Dorado Tax Id # 66-0568625

Clonmel, Ireland:

All PO's should be coded with tax code V0

Ireland Vat #: 1E8213232E

How Accounts Payable uses the Tax Code when entering Invoices

If PO is set up Taxable:

- If invoice bills tax, A/P enters in the tax column
- If invoice does not bill tax, A/P accrues the tax

If PO is set up Non-Taxable:

- If invoice bills tax, A/P converts the tax code on the PO line to taxable and enters in the tax column
- If invoice does not bill tax, A/P does nothing

Understanding Ship-to addresses

Ship-to/Delivery addresses are subject to several rules and conditions that control how and where the address will print on the PO. The ship-to address is largely determined by the storage location used in the PO line item, if no storage location is listed the generic plant address will print on the PO.

However, because sometimes it is necessary to direct deliveries to a specific building or dock, certain storage locations have been assigned a 'customized' address that includes additional details; when these '**PO/Dock**' storage locations are used, the ship-to address prints out with additional details.

Examples of '**dock**' addresses are:

Storage location FGDK (M190):
Guidant/Cardiac Pacemakers
Attn: Finished Goods/Final Pack
4100 Hamline Ave N (Dock 9)
Saint Paul MN 55112

Storage location STLN (M700) is same ship to as above. If leave Storage Location blank it is:
Arden Hilsl BSC
Boston Scientific Corporation
4100 Hamline Ave N
Arden Hills MN 55112

Storage location IRDK:

Storage location PRDK:

Boston Scientific Clonmel Ltd	Guidant Puerto Rico BV.
Cashel Road	Road 698, Lot No. 12
Ireland Receiving Dock	PR Receiving Dock
Clonmel, County Tipperary, Ireland	Dorado, Puerto Rico 00646-2602

Other Ship to options:

- For drop shipments, the delivery address can be modified on the "Delivery address" tab in the item details section of the PO, and as a result the modified ship-to address will print in the PO header
    - Can be used for dropships to a different plant than who is paying for the PO
- To print the drop ship address at the line item level, use storage location BLNK in the line item and put the delivery address in the item details - delivery address tab. The PO header will say "see below" and the relevant address prints at each line item.
- If the ship-to address is in a different tax jurisdiction than the company code you have used, it may be appropriate and/or necessary to change the tax jurisdiction on the "Invoice" tab in item details so the proper tax rate is applied.

Shipping Logistics

- Contact: Donna Bjoraker directly for all import/export compliance inquiries and issues for deliveries for inbound & outbound deliveries for Arden Hills, MN
- Contact: Shane Neary directly for all import/export compliance inquiries and issues for inbound & out deliveries to Clonmel, Ireland
- Contact : Victor Quinones directly for all import/export compliance inquiries and issues for inbound & out deliveries to Dorado, Puerto Rico

- CHS Robinson is to be used for all palletized shipments domestic (usually > 150 lbs)
- FedEx is to be used for all shipments Domestic (US to US)
- DHL is to be used for all shipments to EU/Rest of World
- Kuehne & Nagel is to be used for US/EU to CLN > 150 lbs
- UPS is to be used for all shipments to Puerto Rico/Costa Rica

Changes to a PO

It is suggested to enter comments in the Header Text when changes are made to the PO for reference/audit history. The Versions tab gives brief spot to enter comments, but the Header Text provides more space for details, and also provides info to the supplier as to the changes.

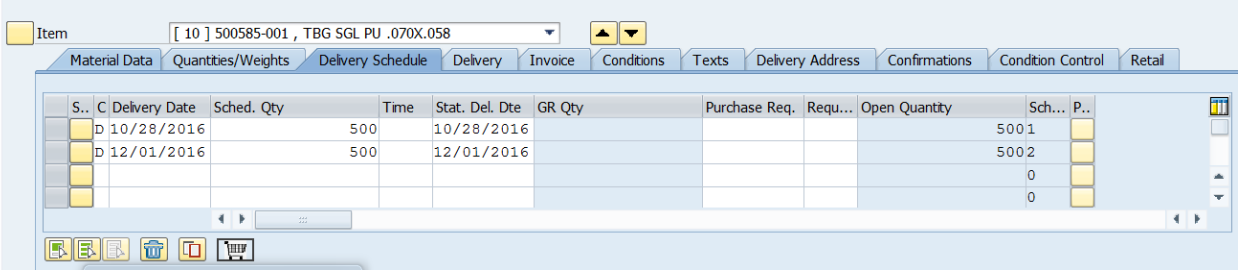
Revision Changes

It is suggested to add a new line item when a Revision changes, for tracking when the change happens.

Date Changes – related to On-Time-Delivery

To maintain the delivery date(s) on a PO make updates under the Delivery Schedule tab of the Item Details to both date fields:

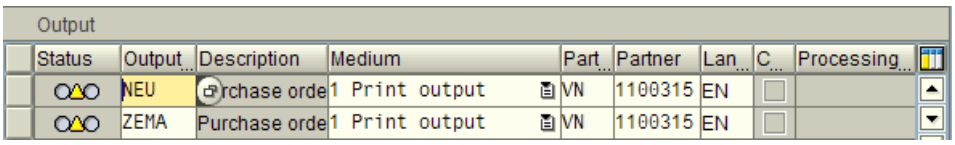
Delivery Date – used for monthly Open Order Report metric
Stat. Del. Dte – used for the On-Time-Delivery report for supplier scorecards (do not change if want to ding the supplier for being late)



PO/PSA Versions

Changes to a PO/SA are maintained and visible within each record and output. Versions are created to document the original, and all subsequent amendments to a PO/SA. You cannot go back and print a previous version/amendment.

A new version will not be created if a previous version's Output has not been transmitted or deleted. To confirm output has been transmitted, from within the PO/SA click the Messages button:



If status of any Output is Yellow, the output will need to be sent or deleted by selecting the line and clicking the trash can button.

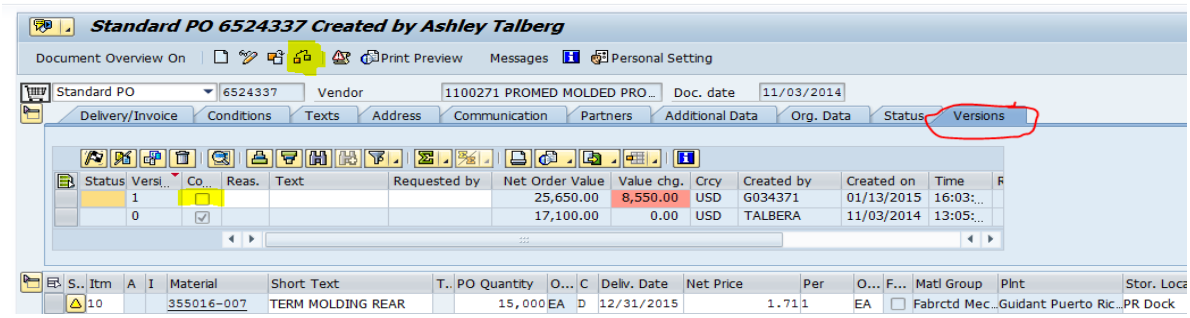
NOTE: do not delete NEU – these clear in an overnight archiving system batch job

NEU can also be used to print to a default printer by updated the logical destination under the Communication Method button to "LOCL".

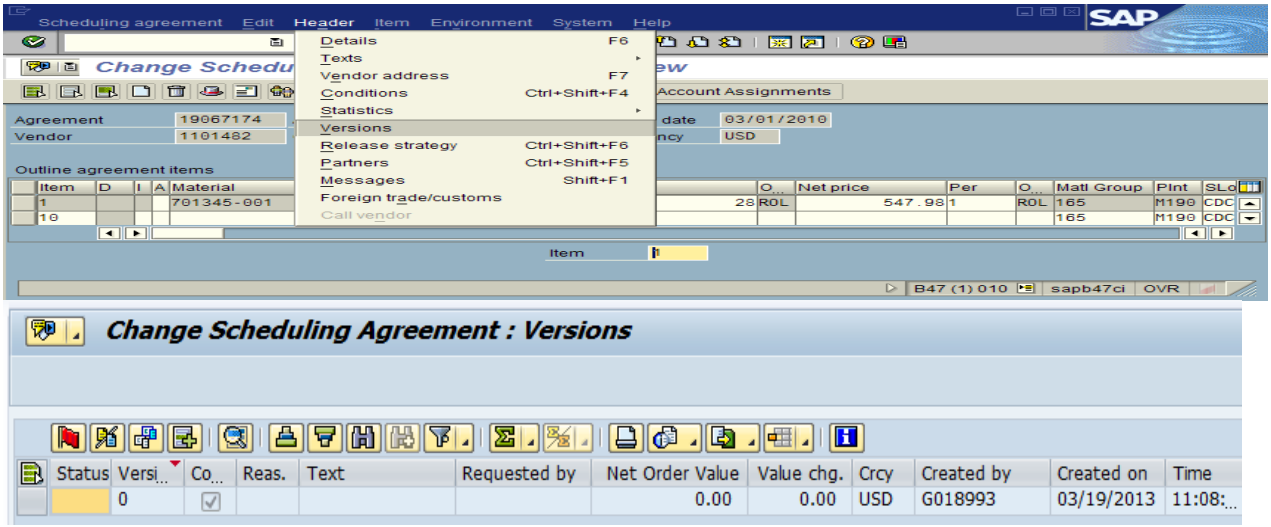
Green Arrow back

After Making Changes to a PO/PSA

Before saving the PO, click the Check button.
Under the Versions tab you will be able to view the new version that was created.



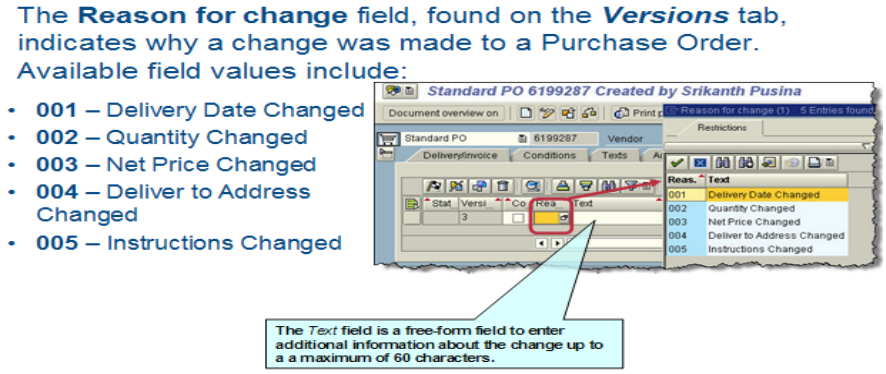
For a PSA from ME32L - Header –Versions



Not all changes will create a new version, see table at the end of this section for the fields that will.

Check the Complete checkbox. This must be checked to be able to output the PO/PSA and releases for a PSA.

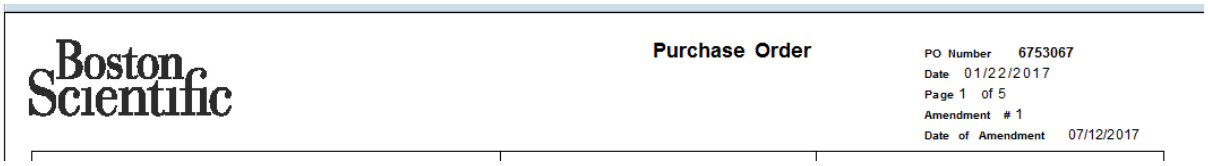
Buyer may enter optional fields; enter a reason code from the drop down (see below), text, and requested by:



The Updated PO will show the following fields in the top right corner:

Amendment #

Date of Amendment



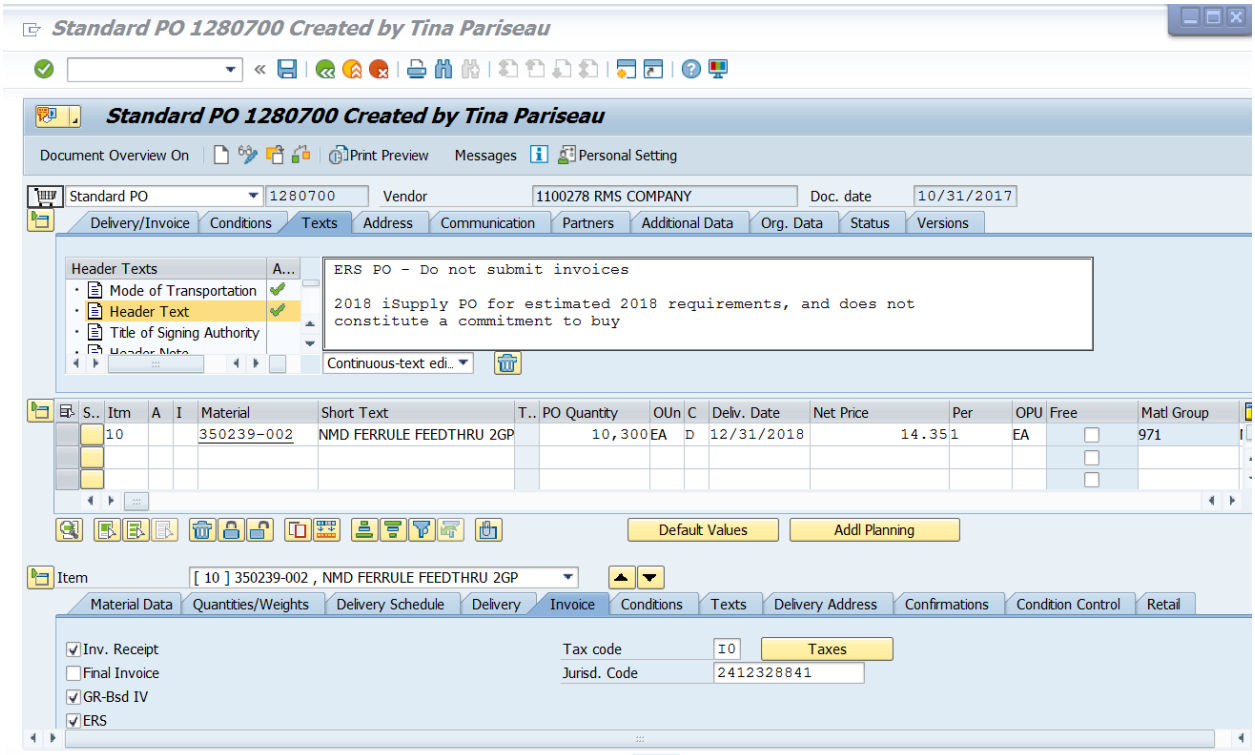
Which fields on a PO and PSA Cause a Version to be created

Area of PO or PSA	PO Field in ME22N or ME32L	Cause a Version on a PO	Cause a Version on a PSA	Change text on PSA? (What is displayed)
BSC Header Text fields	Mode of transportation text	yes	yes	***Text Changed***
Line Item detail: Text	Item text	yes	yes	***Text Changed***
Line Item detail: Text	Delivery text	yes	no	
Line Item detail: Text	Info record text / Info record PO text	yes	yes	***Text Changed***
Header	Incoterms (part 1 or 2)	yes	yes	***Incoterms Change***
Header	Payment terms (including any Disc % and payment in fields)	yes	yes	*** Terms of payment changed ***
Header	validity end	yes	yes	***Validity period changed***
Header	validity start	yes	yes	***Validity period changed***
Line Item level	Deletion indicator (trash can)	yes	yes	***Item Cancelled***
Line Item level	delivery date	yes	no	
Line Item level	Free Box	yes	no	
Line Item level	item category	went from blank to K consignment	no	
Line Item level	material number	added a new line item created an amendment	Yes	***New Item***
Line Item level	net price	yes	yes	*** Net price changed ***
Line Item level	Order Price Unit (Purchasing)	yes	Yes	
Line Item level	order unit	yes	Yes	
Line Item level	PO quantity	yes	yes	***Target Quantity Change***
Line Item level	Price unit (Quantity Per)	yes	yes	
Line Item level	short text	yes	yes	*** Description changed ***
Line Item level	Storage Location (not required)	Yes	Yes	*** Delivery address changed ***
Line Item detail: Delivery address	Delivery address (from plant, then SL, then vendor number, customer or address, then typed in manually)	manually typing in a new address did create an amendment	manually typing in a new address did create an amendment	*** Delivery address changed ***
Line Item detail: Delivery	shipping instruction	yes	yes	*** Shipping instructions changed ***
Line Item detail: Delivery schedule	delivery date	Created an amendment for both an individual del date and multiple delivery dates.	no	
Line Item detail: Delivery schedule	PO quantity/Multiple scheduled quantity	yes	no	
Line Item detail: Invoice	Invoice receipt check box	yes	NA	
Line Item detail: Invoice	Tax code	yes	Yes	*** Tax code changed ***
Line Item detail: Material data tab	Component on subcontract	yes	yes	
Line Item detail: Material data tab	Batch on subcontract	yes	yes	
Line Item detail: Material data tab	Revision level	yes	Yes	*** Revision level changed ***
Line Item detail: Material data tab	Vendor material no (may be on info rec)	yes	Yes	***Your material number changed ***
Line Item detail: Quantities / Weights tab	Quantity conversion	yes	Yes	

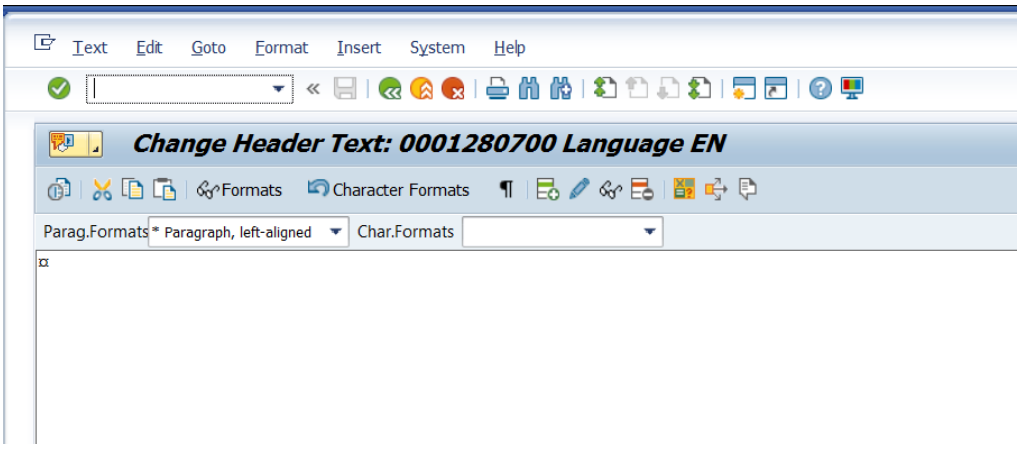
Creating Clipboard Text for a PO

Clipboard text may be added in both the Header and Item level text fields.

Transaction code: ME22N to change the PO (or ME21N while creating a PO).
Click the Header > Texts tab

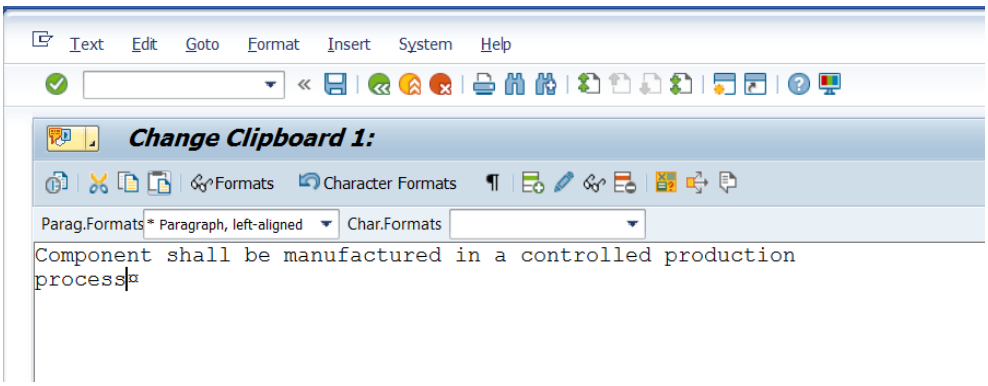


Double-click in the text space, which will bring up the Long text screen.

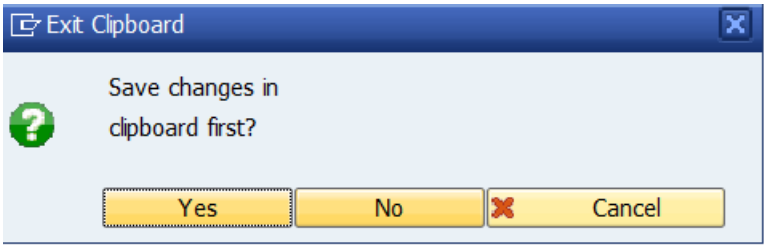


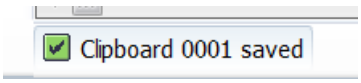
To Create the text for the first time, follow menu: Go To>User Clipboard>Clipboard 1 (you can have as many as 5). Type in or cut and paste from another document what you would like to create.

To Add an already created Clipboard text to the PO, follow menu: Insert> Clipboard > User Clipboard 1 (or 2-5) and select the clipboard to add.



Click the green arrow to get back to Long Text screen.



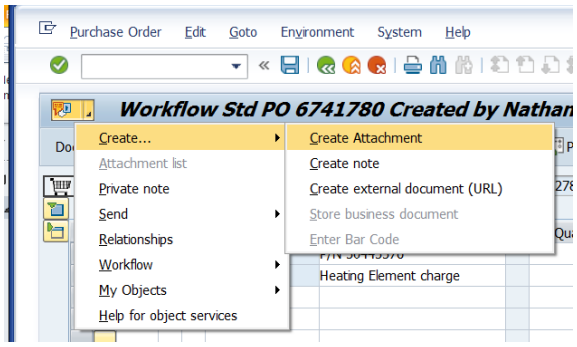


Click Yes to save changes to create new Clipboard text. Message will display at the bottom stating it was saved.

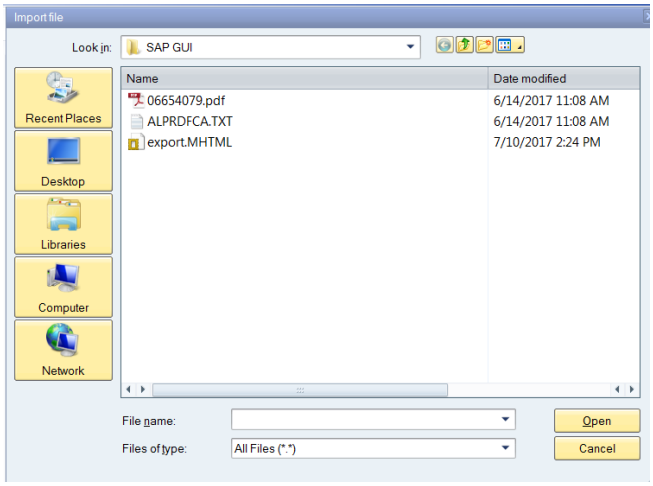
Adding Attachments to PO

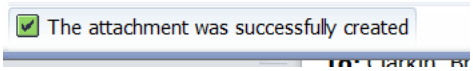
You can add attachments to a PO for reference/historical data (such as quotes, email chains, order confirmations, credit memo's).

Need to be in Change mode of a PO – ME22N
Click the Services for Object button – Create – Create Attachment

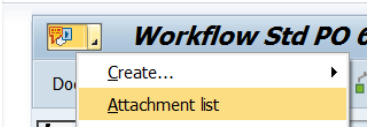


From the Import file box, select where the file is saved, click on the file, and then click Open to create attachment.

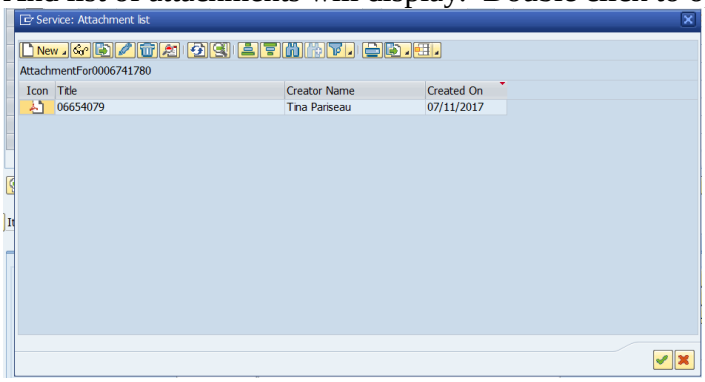


You will receive this message when complete: 

To view attachments, click Services for Object button – Attachment list



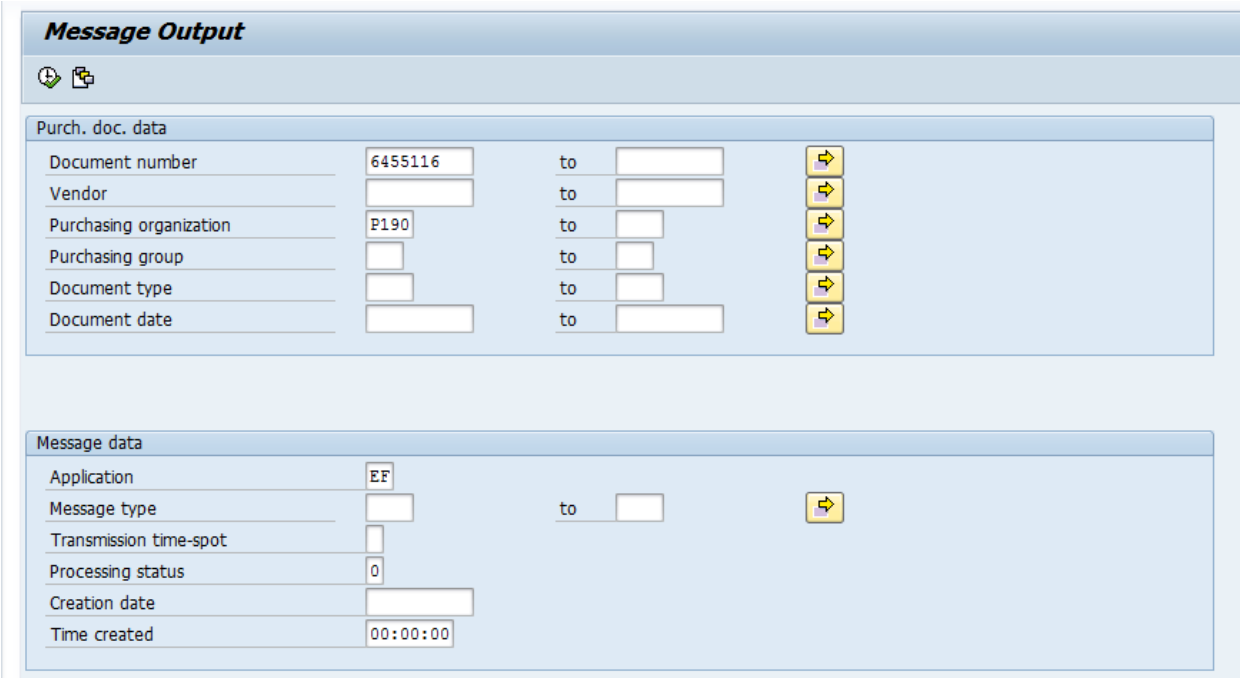
And list of attachments will display. Double click to open.



Printing a Purchase Order

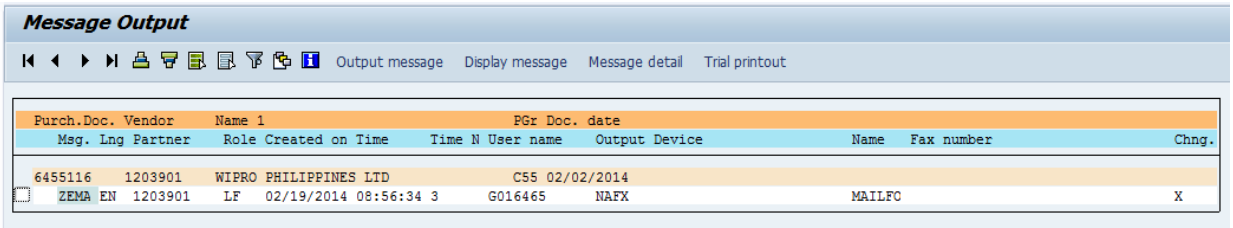
Transaction code ME9F: To Print a Purchase Order

Enter the Document Number to print (if it does not default)
Click Execute



If PO does not come up, go back into the PO and confirm there are new messages to be output and/or that the versions box is checked.

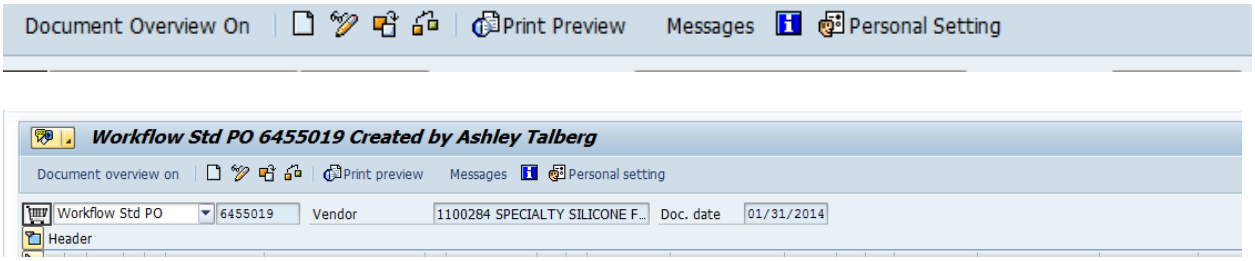
Check the box next to which output you want: NEU to print, ZFAX to fax, or ZEMA to email
You can click the Display Message to preview
Click the Output Message button to send output



When completed, a green check will show up next to the output line.

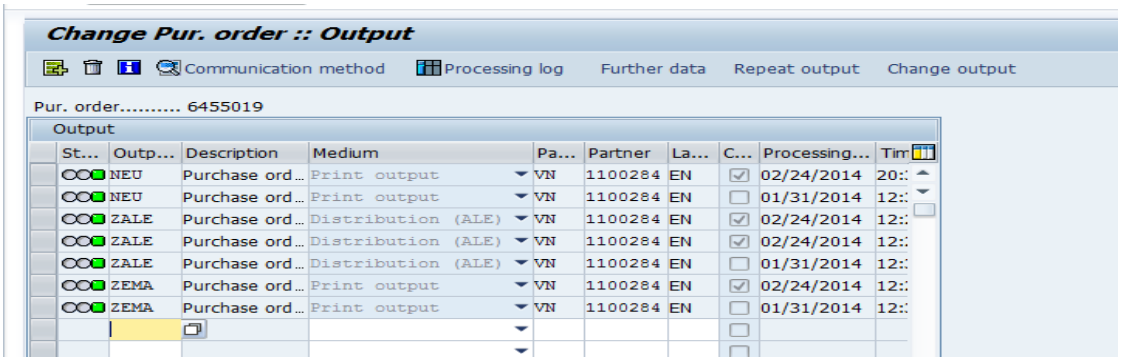
How To Add An Output Method to a Purchase Order:

Transaction Code ME22N (change a Purchase Order)
Click the Messages button



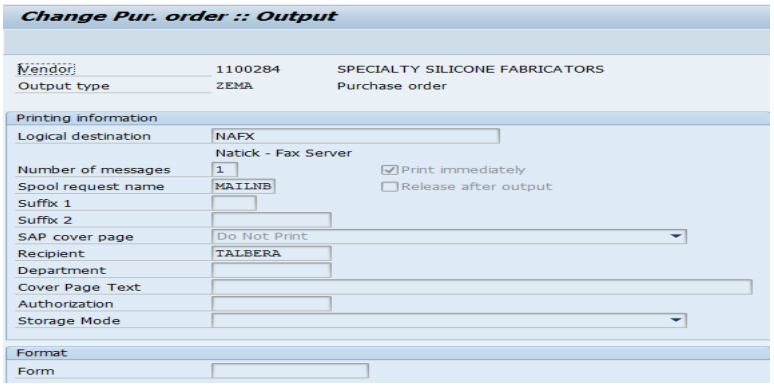
In the Output field, enter NEU to add hard copy print, ZEMA to add email, or ZFAX to add fax.

In Medium field select Print Output from drop down, and click enter to fill in other fields.

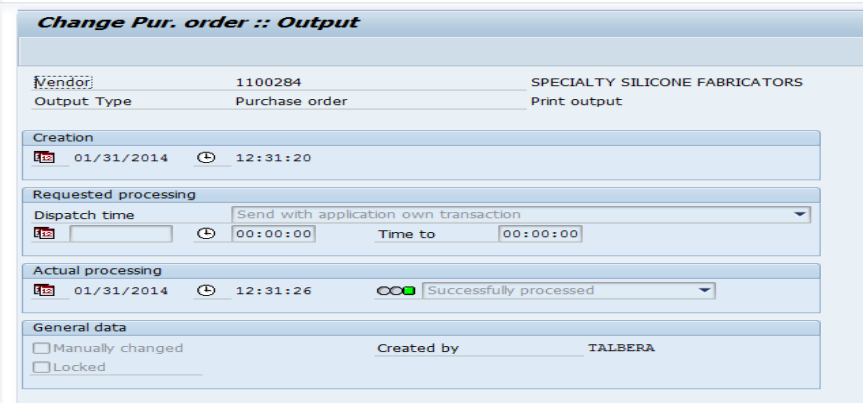


Highlight the new line item, and click the Communication Method button
In the Logical Destination Field enter: enter NAFX for ZEMA or ZFAX, or LOCL for NEU (prints to the printer your computer is defaulted to)

Click the Print Immediately box



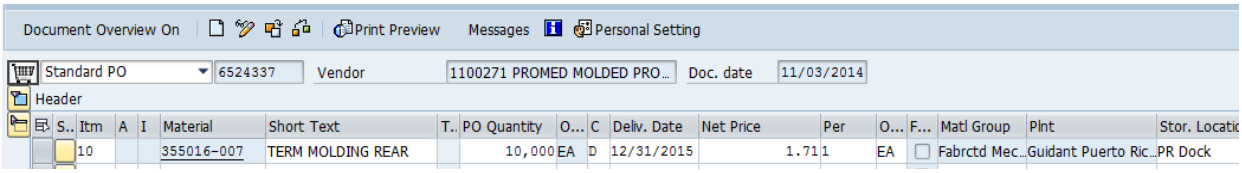
Green arrow back and Highlight the Output line again and click the Further Data button
In the Requested processing section Select “Send with application own transmission” from the drop down



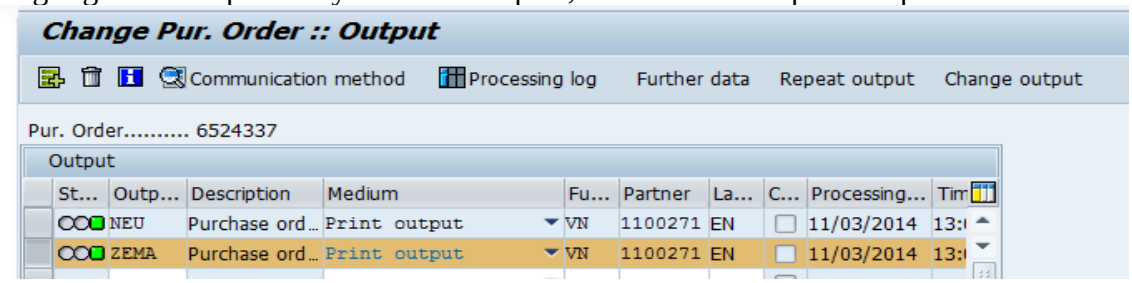
Green arrow back to the PO and save
Go to ME9F to output

Reprint an Output

Transactions: ME22N Purchase Order
Click on Message button



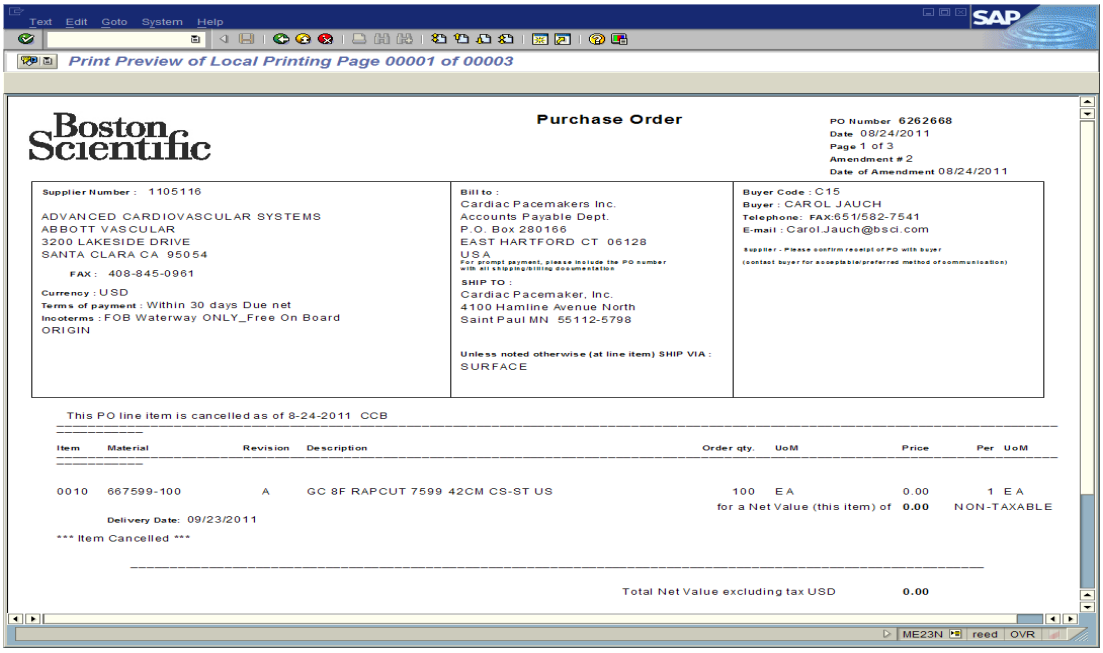
Highlight the Output line you want to repeat, and click the Repeat Output button



Save PO and go to ME9F to output

Outputting a Cancelled Purchase Order

Enter text in Header text "This Purchase order is cancelled."
In the Item Detail section, under the Invoice tab, unclick the Inv. Receipt box so that you can change the Net Price to $0. (Assumes no IR or GR's have been completed)
Delete the line item by highlighting the line, and clicking on the Trash Can button.
Check the Version complete box under the Versions tab in the Header section of the PO.
Click Print Preview to verify it looks ok, and then output the PO.



Scheduling Agreements

Scheduling Agreements (SA or PSA's) are used to schedule Kanban releases and Automatic Reorder point releases. It is suggested to create new SA's each year.

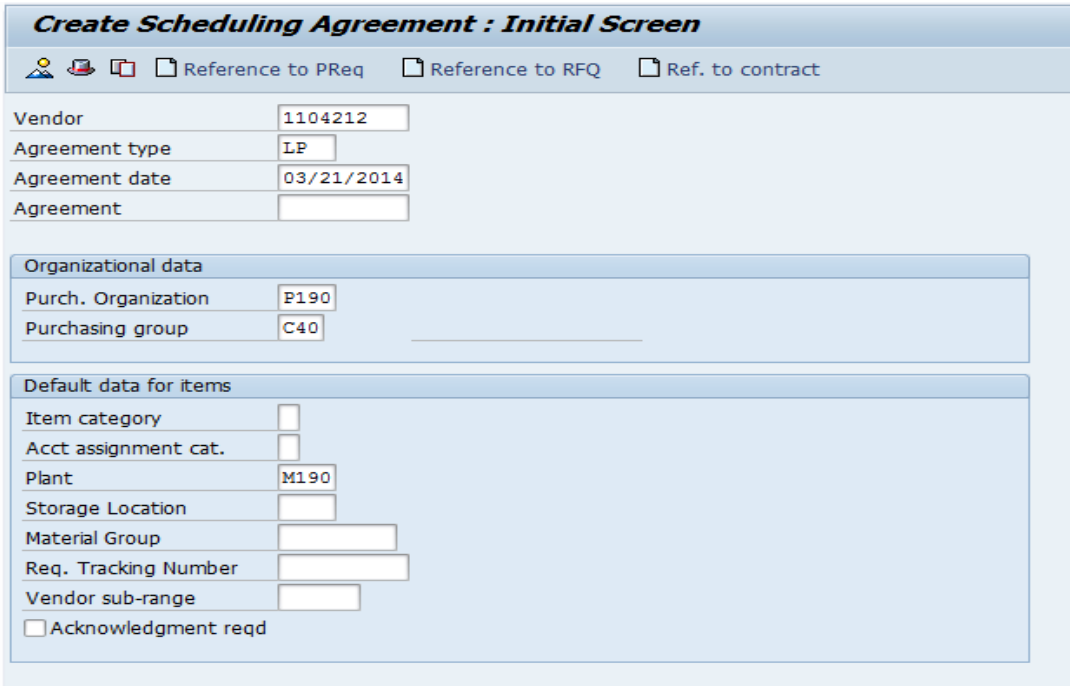
Only the open scheduled releases will appear on Open PO Report (ZRMORDBY). There is no report that shows the original SA Target Quantity and status. ME3L can be used to list SA's by vendor, or ME3M can be used to list SA's by material number to see open quantities, dates, etc.

Create a Scheduling Agreement

Transaction Code: ME31L

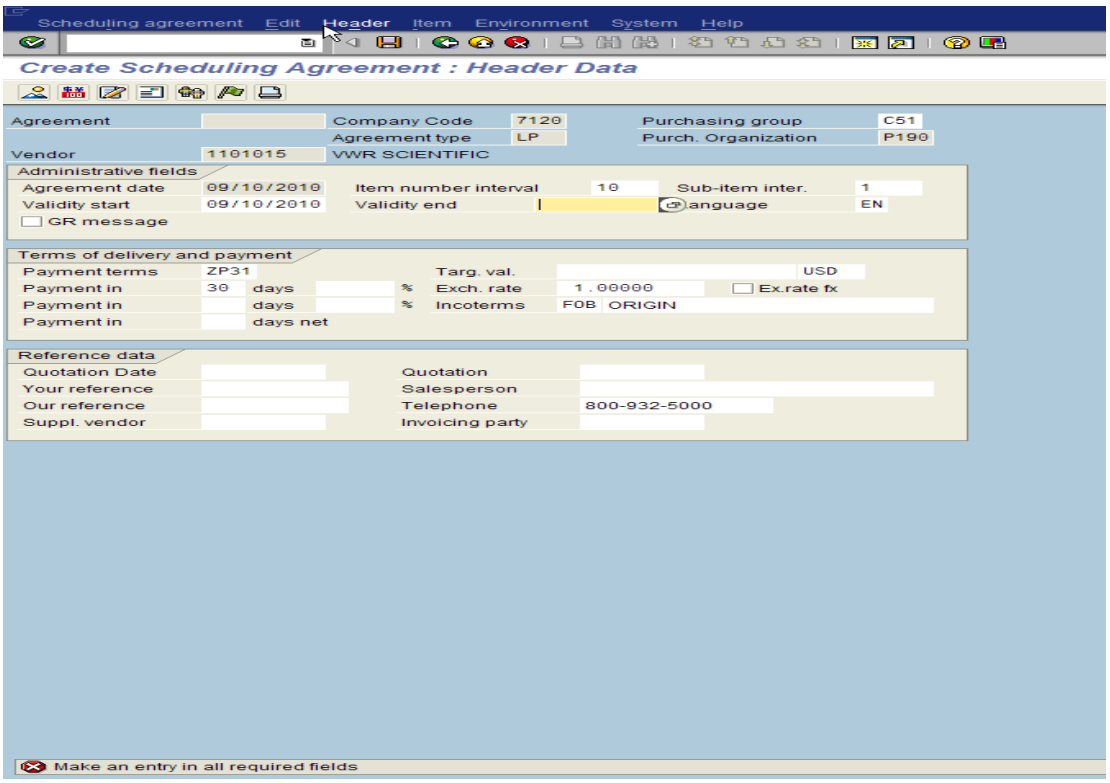
Enter the following fields:

Vendor Number
Agreement date – the start date of the agreement, if different from day creating
Purch. Organization
Purchasing group
Plant



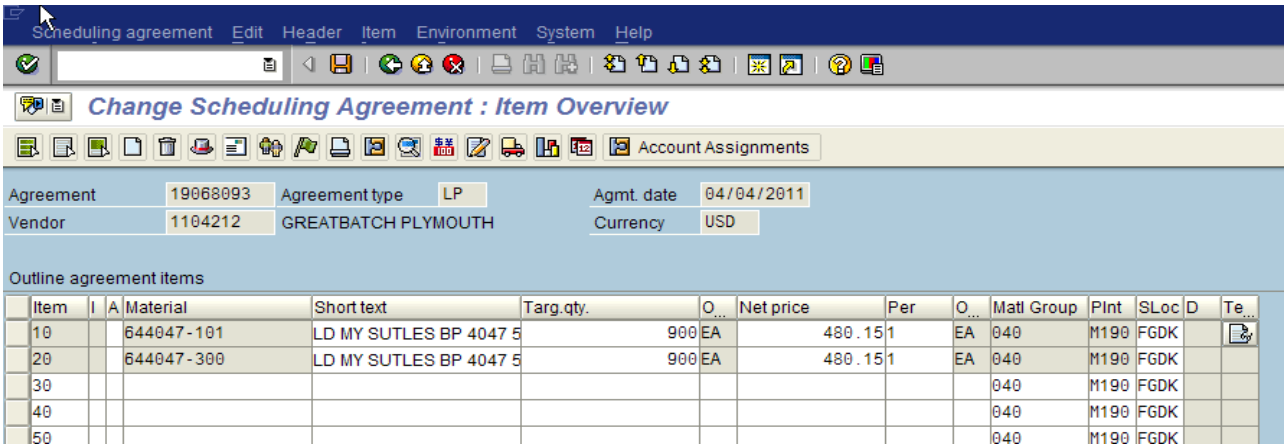
Click Enter to create the Schedule Agreement details

Enter the Validity end date of Schedule Agreement
The Validity Start and Validity End dates should match the dates on the Source List



Outline Agreement Items- Enter the following fields:

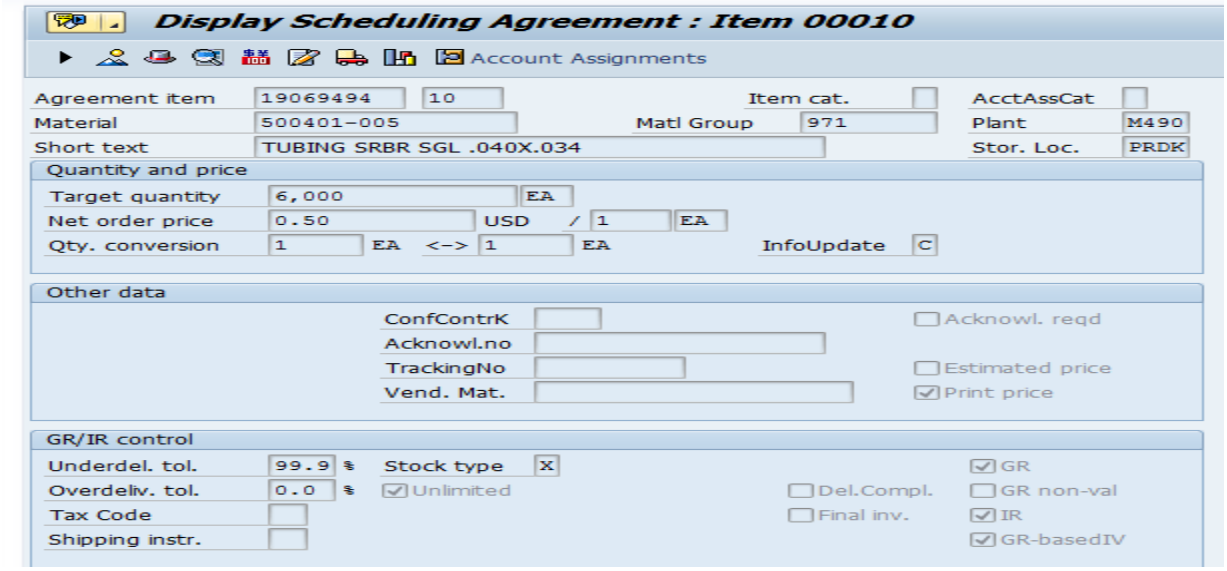
Account Assignment (if needed) – consignment, as an example uses “K”
Material number
Target Qty – blanket quantity of the SA
Price
SLoc (Dock Code), used when creating the Control Cycle



Click and highlight the line item
Go to Item – Details:
Click the Unlimited box in the GR/IR Control section.

It *MUST* be clicked to allow for multiple receipts to be entered by receiving
If receiving advises they have a problem and can’t receive against SA, check here first

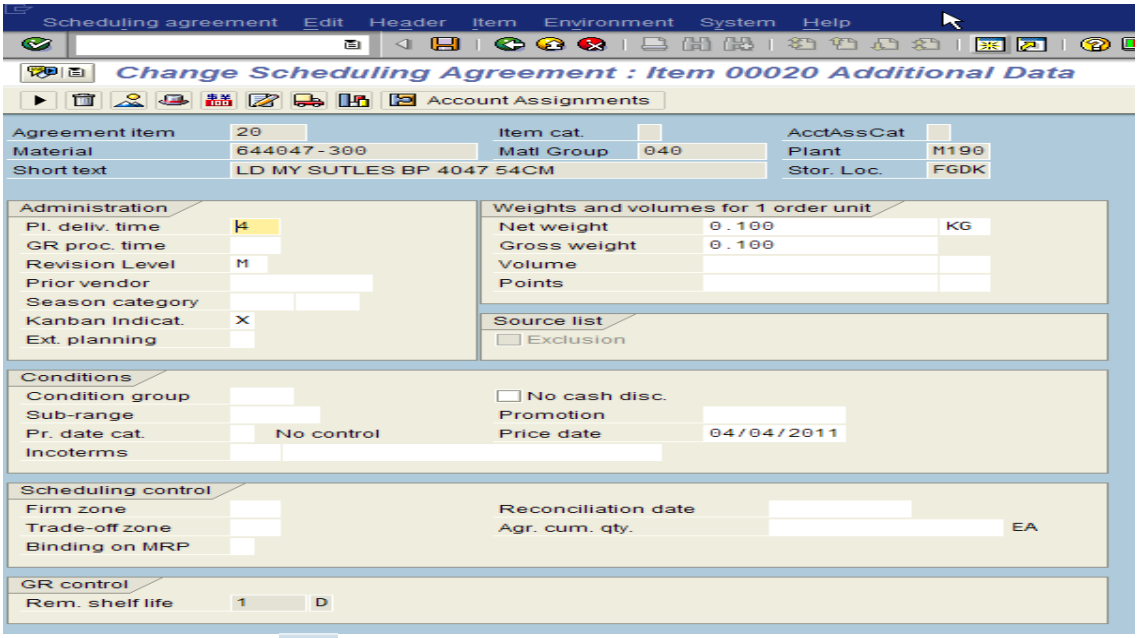
NOTE: for Clonmel Schedule Agreements, the GR-based IV button should **not** be checked



Go to Item – More Functions – Additional Data:

Confirm/Update the "Pl. delv.time" to the replenishment lead-time (the planned delivery time pulls in from the material master)

Put X in "Kanban Indicat." box



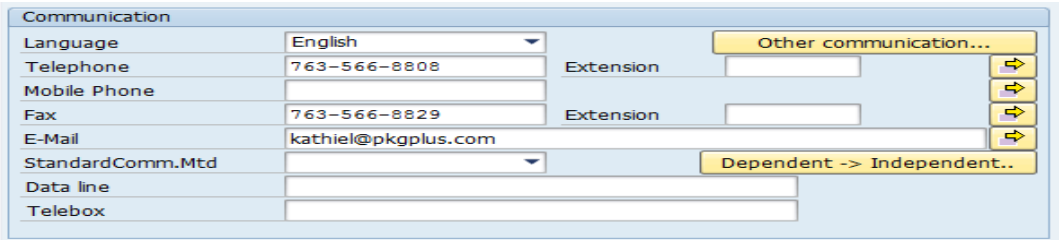
Click Header button to get back to main screen

Click Header – Text to enter text of the Kanban agreement details:

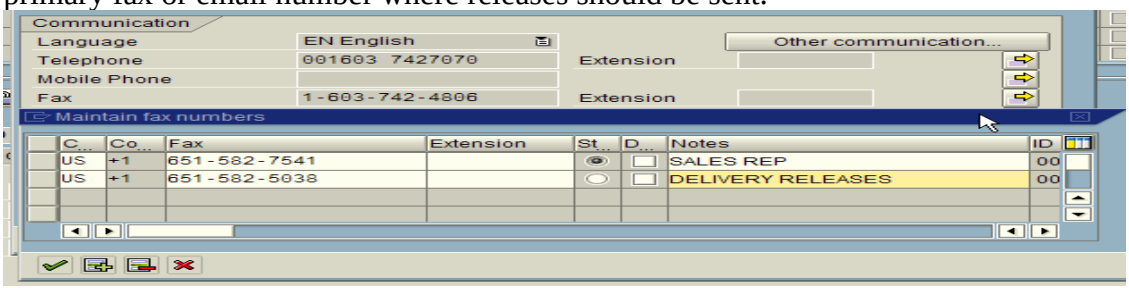
Suggested text:

*"This purchase order is to authorize a Kanban program. The purchase order quantity of 5600 represents a 12-Month estimate of usage. This quantity of 5600 is for PO generating purposes only and does not constitute a commitment to buy. Kanban release quantities shall be 350. Remington will keep 2 releases on the shelf at all times. Upon receipt of a Kanban release form, Remington agrees to ship the released quantity within 2 business days. In the event of cancellation or redesign, Boston Scientific is liable for no more than 700 each or $42,000 (700*$60/ea).*

Click Header – Vendor Address to add/update the email address (where the SA will be sent initially, and update it if using email for the delivery schedules to the supplier) and the fax number (for where delivery schedules will be sent) if using fax.

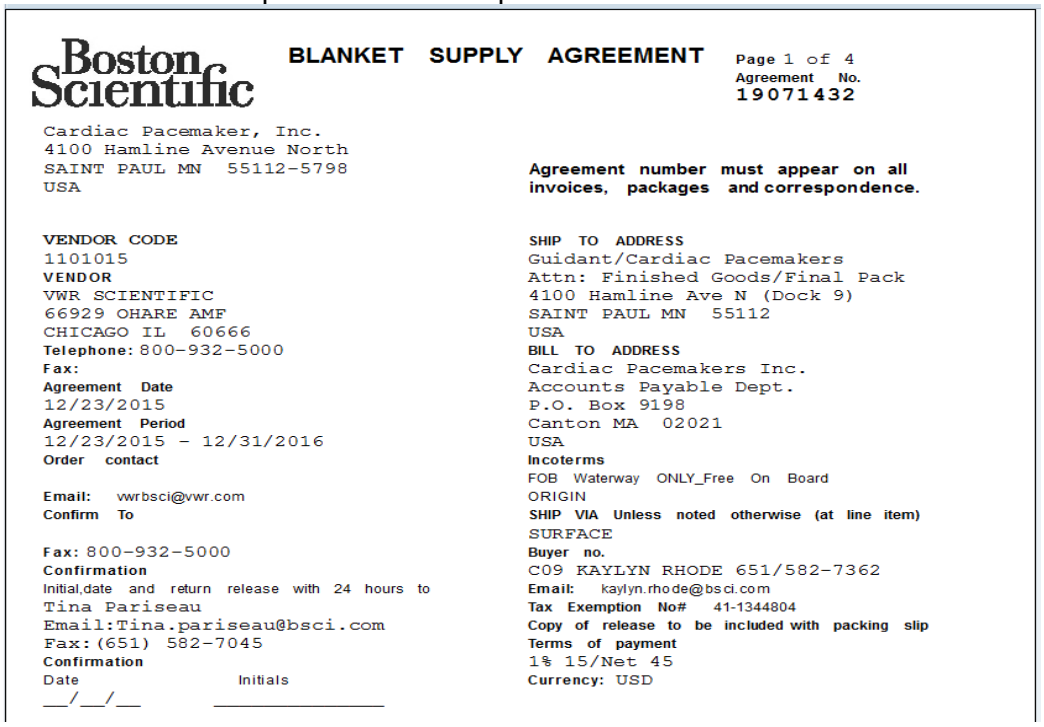


You can list multiple fax numbers and email addresses by clicking the yellow arrow to the right of the field, and in the Maintain box enter the additional email/fax and notes. Click the "St" button to select the primary fax or email number where releases should be sent.



Click Save to get the SA# at the bottom of the screen.

ME9L is used to output the SA. Example of SA:



Boston Scientific

BLANKET SUPPLY AGREEMENT

Page 1 of 4
Agreement No.
19071432

Cardiac Pacemaker, Inc.
4100 Hamline Avenue North
SAINT PAUL MN 55112-5798
USA

Agreement number must appear on all invoices, packages and correspondence.

VENDOR CODE
1101015
VENDOR
VWR SCIENTIFIC
66929 OHARE AMF
CHICAGO IL 60666
Telephone: 800-932-5000
Fax:
Agreement Date
12/23/2015
Agreement Period
12/23/2015 - 12/31/2016
Order contact

Email: vwrbsci@vwr.com
Confirm To

Fax: 800-932-5000
Confirmation
Initial,date and return release with 24 hours to
Tina Pariseau
Email:Tina.pariseau@bsci.com
Fax: (651) 582-7045
Confirmation
Date Initials
__/__/__ _____

SHIP TO ADDRESS
Guidant/Cardiac Pacemakers
Attn: Finished Goods/Final Pack
4100 Hamline Ave N (Dock 9)
SAINT PAUL MN 55112
USA
BILL TO ADDRESS
Cardiac Pacemakers Inc.
Accounts Payable Dept.
P.O. Box 9198
Canton MA 02021
USA
Incoterms
FOB Waterway ONLY_Free On Board
ORIGIN
SHIP VIA Unless noted otherwise (at line item)
SURFACE
Buyer no.
C09 KAYLYN RHODE 651/582-7362
Email: kaylyn.rhode@bsci.com
Tax Exemption No# 41-1344804
Copy of release to be included with packing slip
Terms of payment
1% 15/Net 45
Currency: USD

Supplier - please confirm receipt of this document and Delivery Releases with Buyer.(Contact Buyer for acceptable/preferred method of communication)

Please send confirmation to
Tracy.Wetzstein@bsci.com

Item	Material	Description		Revision
	Targ.Qty Unit	Price per Unit	Taxable	Net Value
00010	700007-002	ALCOHOL ISOPROPYL		M
	3,100.000 Gallon	17.64/1 GAL	N	54,684.00

Info Record Text:

Supplier Part Number: 61500-003

Boston Scientific Purchasing Department must be formally notified of all changes to the manufacturing process or design prior to implementation Boston Scientific, in conjunction with the supplier, shall determine the effect on form, fit, function and reliability before the change can be approved in writing by Boston Scientific and implement at the supplier. The Supplier must maintain traceability in the form of a Certification of Conformance or Compliance, or Certification of Analysis, per design specification requirements.

Boston Scientific

BLANKET SUPPLY AGREEMENT

Page 2 of 4
Agreement No.
19071432

Cardiac Pacemaker, Inc.
4100 Hamline Avenue North
SAINT PAUL MN 55112-5798
USA

Agreement number must appear on all invoices, packages and correspondence.

ESTIMATED VALUE: 54,684.00
CURRENCY: USD

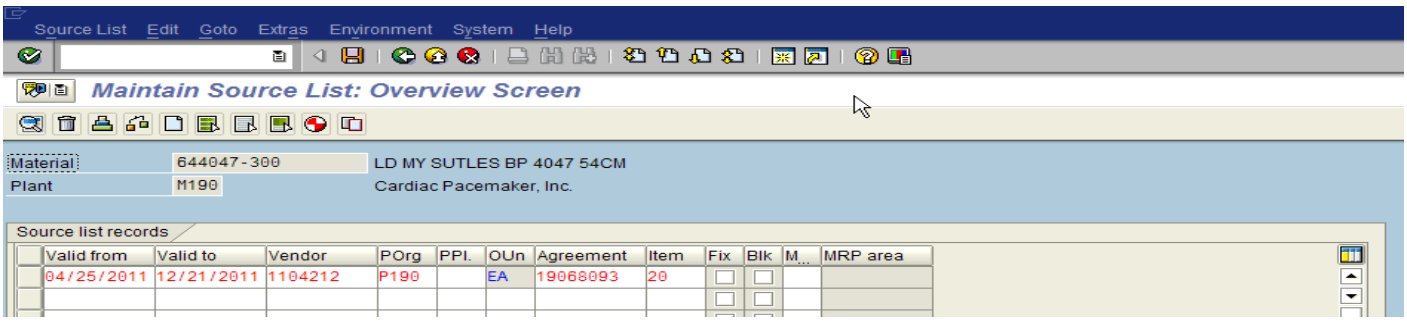
Change/Update an SA

Transaction Code ME32L
Enter SA #
Make updates/changes as needed
Go to Header – Versions before printing to confirm if the changes that were made require the Version button to be clicked before printing (versions create a new Amendment # to the SA).

Create/Update Source List

A Source List must be created referencing the SA# and item number once a new SA is created. The Source List needs to be updated if changes are made to the existing SA validity dates or items numbers.

Transaction code ME01
Enter the Valid from and Valid to dates (must be same as on the SA), POrg, SA # and Item #

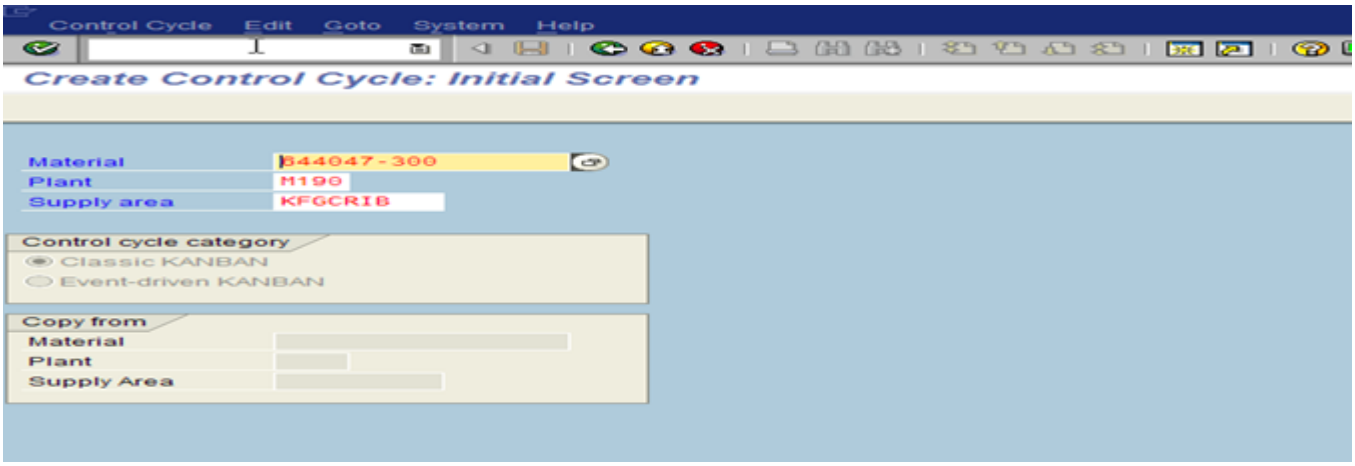


Click Save

Create/Update Control Cycle

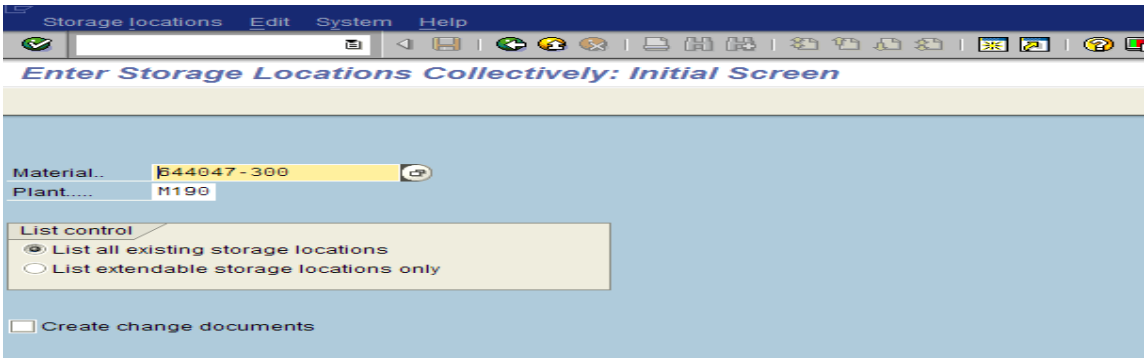
Transaction code PK01 (if first time the p/n is on Kanban)/PK02 to update existing control cycle.

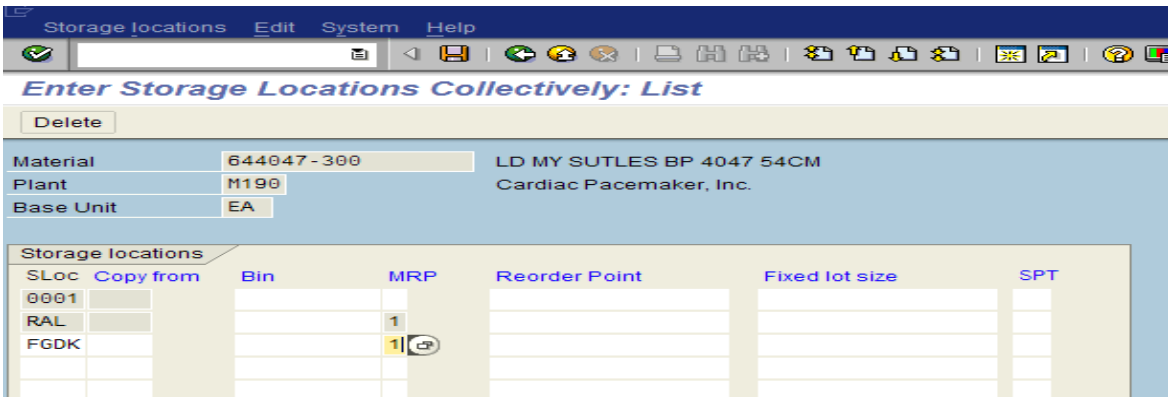
Enter Material, Plant and Supply Area (same as storage location from SA)
If Supply Area unknown, use drop down and search by Plant



NOTE: If you receive an error message that the p/n has not been created for the storage location (which you will for ANY new p/n) it will need to be updated via MMSC.

<u>Update Storage Location – MMSC</u>:
Enter Material and Plant



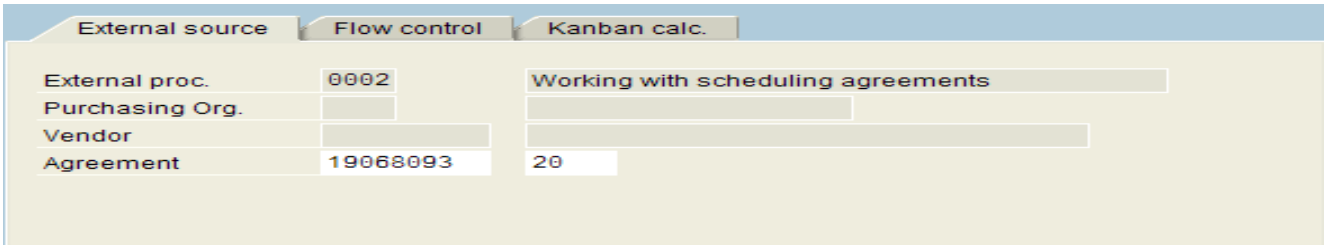


Add the new SLoc, if not listed
Enter 1 in the MRP column
Save

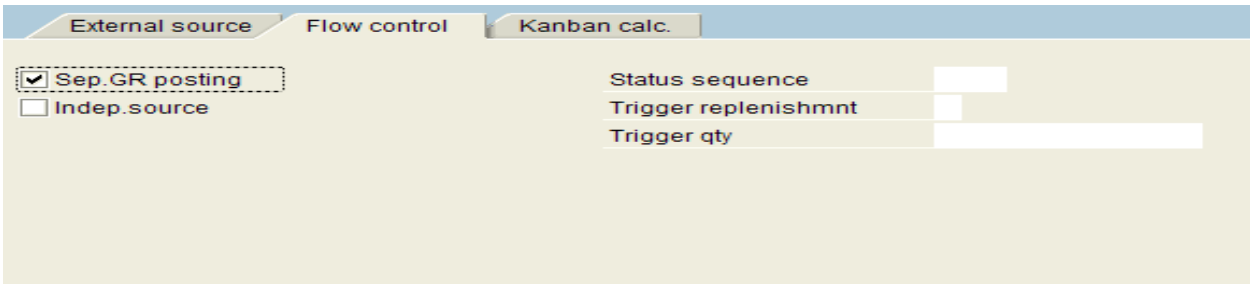
Go back to PK01 and enter Material, Plant and Supply Area and the following fields:
No.of kanbans - # of bins on the manufacturing floor (usually 2)
Kanban quantity – release quantity

Click on the Replenishment Strategy Tab
Select External source and enter 0002 in box and hit enter
Update the SA# when create a new SA each year

Click on the External source tab
Enter the Schedule Agreement Number and Item Number



Click on the Flow control tab
Click the box for Sep.GR posting



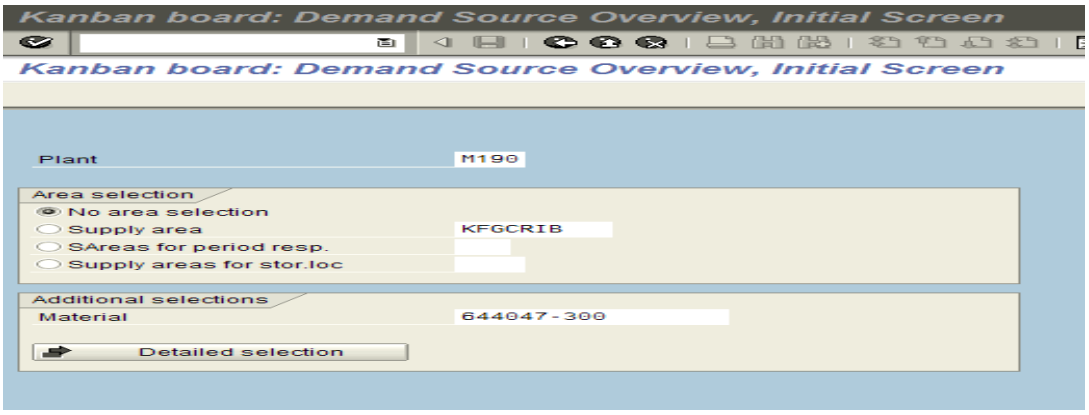
Save the Control Cycle

Dual Sourced Kanban Materials

Dual sourced Kanban materials will need a different Supply Area for each vendor, and require notification to materials handlers that the part is dual sourced and what % to use and when to do releases to each vendor. Rarely used.

Set Up Kanban Bins for SA

Transaction Code PK13N
Enter Plant and Material

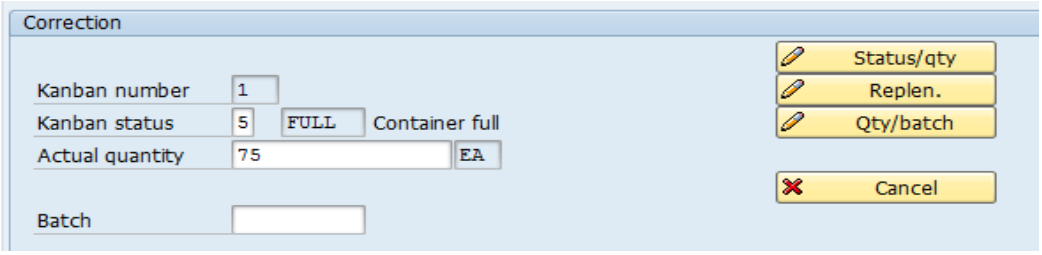


New kanban bins will be purple. Right click on one of the bins and select kanban correction.

Double click on one of the kanban lines

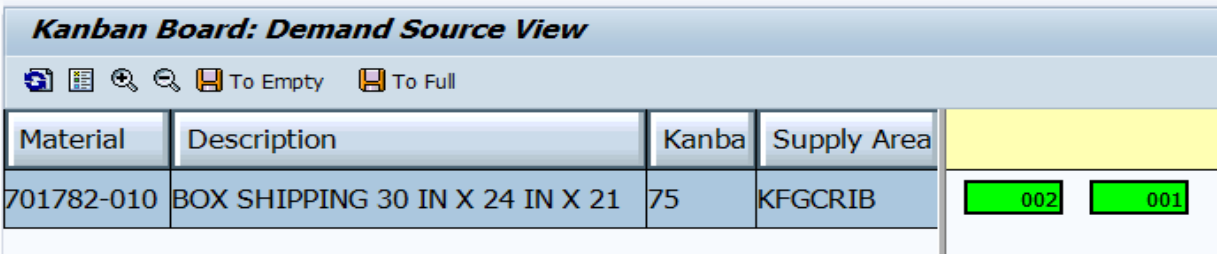
The correction box will appear at the bottom of the screen

Change Kanban status to 5 (Full)
Enter the kanban release quantity in the Actual quantity field
Click the Status/qty button
Enter through the pop up messages
Repeat for other bin(s), if needed



Green arrow back to previous screen

Click on "refresh" button – and bins will turn green, meaning ready for releases



Send a Release against a Scheduling Agreement

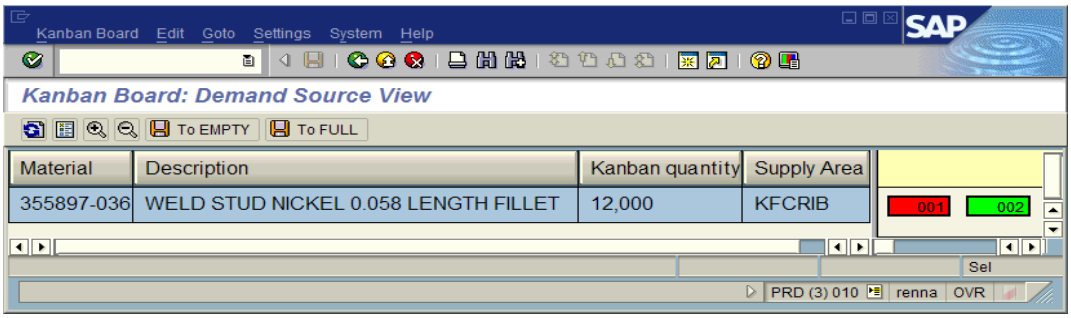
(material handlers at the plants usually send releases, but a buyer might need to send or update)

Transaction code PK13N

Enter Plant and Material Number

To send a release, select a bin 002 and click the To EMPTY button.
Release will automatically be sent to the vendor via fax or email, per SA set up
If not set up for automatic, use ME9E to send or can be used to resend a release

Bin displays as red 002 when there is an open release due



Notes:

Once a Goods Receipt is entered, (+) displays in the red bin 001+
Buyer or Material Handler will need to click the To FULL button to return the bin to full/green.

If there is a green bin with a (-) this means a goods receipt has not been done yet, but the To FULL button was clicked prior to actual receipt of material. A new release cannot be done until the receipt is done, and then **(-)** will disappear.

Right click on a bin, select Kanban Correction – to update bin status. Used if cancel a delivery line on the Delivery Schedule (ME38) to open the bin back up. Or to reset errors mentioned above, if red bin with a plus or green bin with a minus.

Example of Delivery Schedule:

Boston Scientific

BLANKET RELEASE SCHEDULE

Page 1 of 2
Agreement No.
19071992

Cardiac Pacemaker, Inc.
4100 Hamline Avenue North
SAINT PAUL MN 55112-5798
USA

Agreement number must appear on all invoices, packages and correspondence.

VENDOR CODE
1100258
VENDOR
PACKAGING PLUS INC
22027 INDUSTRIAL BLVD
ROGERS MN 55374
Telephone: 763-566-8808
Fax: 763-566-8829
Agreement Date
06/26/2017
Agreement Period
06/26/2017 - 07/01/2018
Order contact

Email: kathiel@pkgplus.com
Fax: 763-566-8829
Confirm To

Fax: 763-566-8808
Confirmation
Initial,date and return release with 24 hours to
Tina Pariseau
Email:Tina.pariseau@bsci.com
Fax:(651) 582-7045
Confirmation
Date Initials
__/__/__ _____

SHIP TO ADDRESS
Guidant/Cardiac Pacemakers
Attn: Finished Goods/Final Pack
4100 Hamline Ave N (Dock 9)
SAINT PAUL MN 55112
USA
BILL TO ADDRESS
Cardiac Pacemakers Inc.
Accounts Payable Dept.
P.O. Box 9198
Canton MA 02021
USA
Incoterms
FOB Waterway ONLY_Free On Board
ORIGIN
SHIP VIA Unless noted otherwise (at line item)
SURFACE
Buyer no.
C69 AMANDA DUNCAN 651/582-6468
Email: amanda.duncan@bsci.com
Fax: 651/582-4002
Copy of release to be included with packing slip
Terms of payment
2% 10/Net 15
Currency: USD

Supplier - please confirm receipt of this document and Delivery Releases with Buyer.(Contact Buyer for acceptable/preferred method of communication)

Item	Material	Description	Price per Unit	Taxable	Net Value	Revision
00010	701782-011	BOX SHIP 18.875 IN X 16.125 IN X 6.625IN	1.39/1 EA		10,008.00	F USD
	Target qty.	7,200 Each				
	Delivered qty.	0 Each				
	Last delivery	0 Each				

(X) Fixed Quantities as indicated.

Boston Scientific Purchasing Department must be formally notified of all changes to the manufacturing process or design prior to implementation Boston Scientific, in conjunction with the supplier, shall determine the effect on form, fit, function and reliability before the change can be approved in writing by Boston Scientific and implement at the supplier. The Supplier must maintain traceability in the form of a Certification of Conformance or Compliance, or Certification of Analysis, per design specification requirements.

Boston Scientific

BLANKET RELEASE SCHEDULE

Page 2 of 2
Agreement No.
19071992

Cardiac Pacemaker, Inc.
4100 Hamline Avenue North
SAINT PAUL MN 55112-5798
USA

Agreement number must appear on all invoices, packages and correspondence.

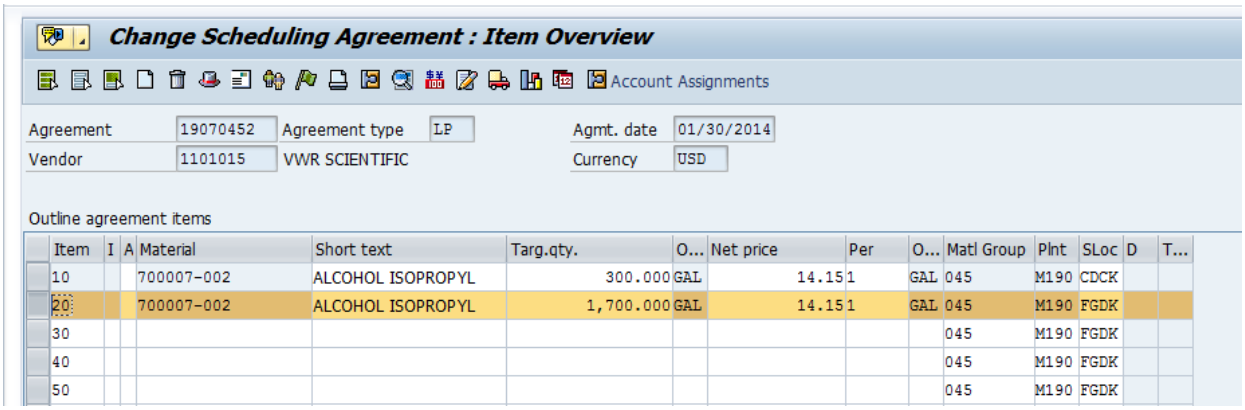
Deliv. date	Qty.	Change	Delivered qty.	Status
07/12/2017	300	+300	0	X

FIRM/FIXED QTY: 300
TRADE-OFF QTY : 0

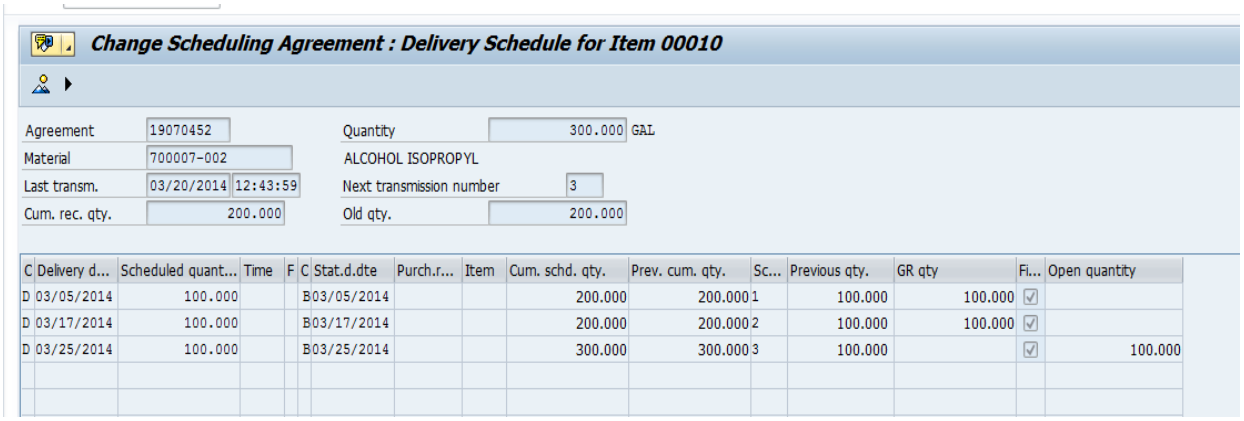
View/Update Delivery Schedule

Transaction Code ME38
Enter Schedule Agreement number

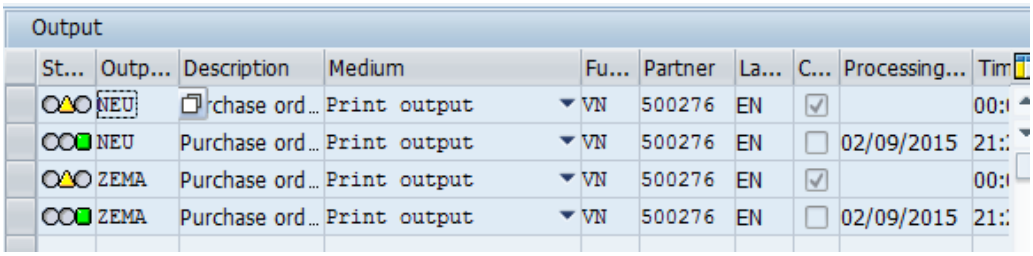
Highlight line item and click the Delivery Schedule button



Update quantities to match GR quantities, and/or update delivery dates (can only update dates of open releases)



If you do not want the changes to be sent to the vendor automatically when saving, **before** saving go to messages and delete any unsent (yellow) outputs.



Misc. Schedule Agreement Items

SA Output Not Going Out

- Version not completed – ME32L- Header -Versions

Reasons You Can't Do a Release

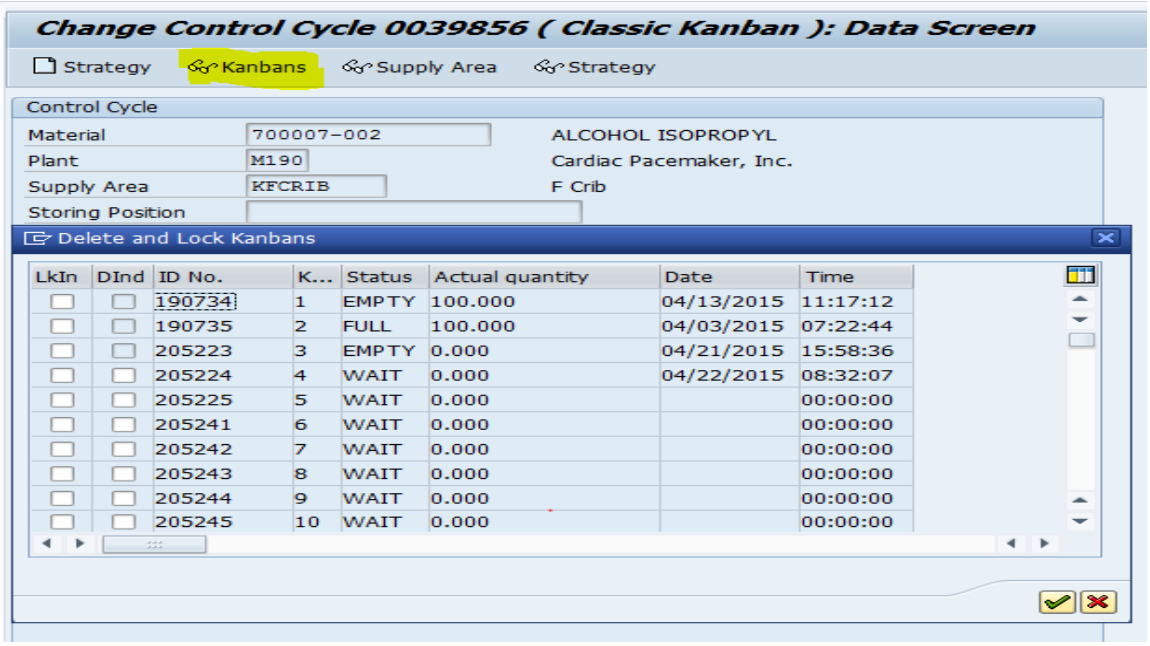
- Version box not completed on main SA under ME32L - Header - Versions
- Receipt not done for a prior release – bin shows Red with "+" sign
  - Need to click "To Full" button on PK13N
- AVL status of vendor changed to Z4 or Z6 - Check ZM10 Approved Vendor List
- Max of bins already released – 2 bins system and 2 bins already empty waiting delivery

Can't Do Goods Receipt

- No releases on ME38
- Unlimited button is not checked in the SA, and receipt is early. Update ME32L – Item Details – Click the Unlimited box
- Receiving did not click the "Suggest zero lines" on screen MB01 Receiving screen

Deleting Kanban Bins

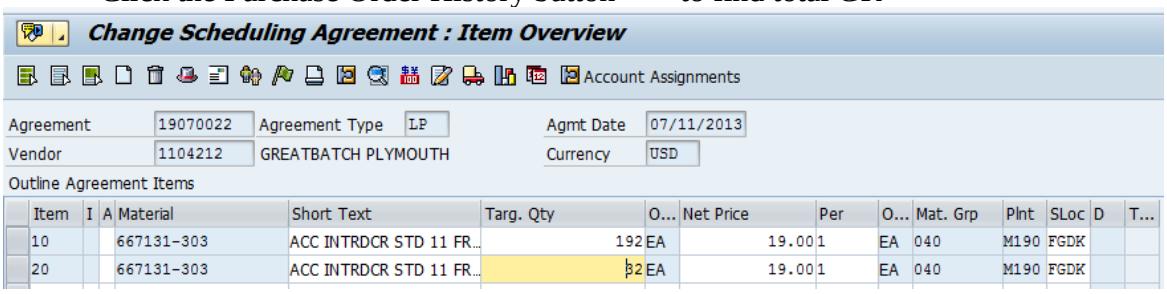
- PK13N – change Kanban bin status to wait (purple) of the bin(s) you want to delete
- From the Control Cycle PK02 – select the Kanbans button
- In the Delete & Lock Kanbans pop up box click the DInd box next to the bins you want to delete
- Click green check – and PK02 screen will update the number of Kanban bins to match



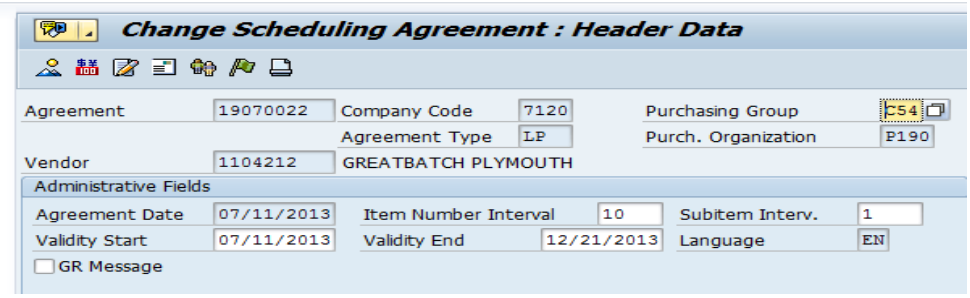
Closing an SA

Transaction ME32L
Adjust Target Quantity to match the Goods Receipt quantity

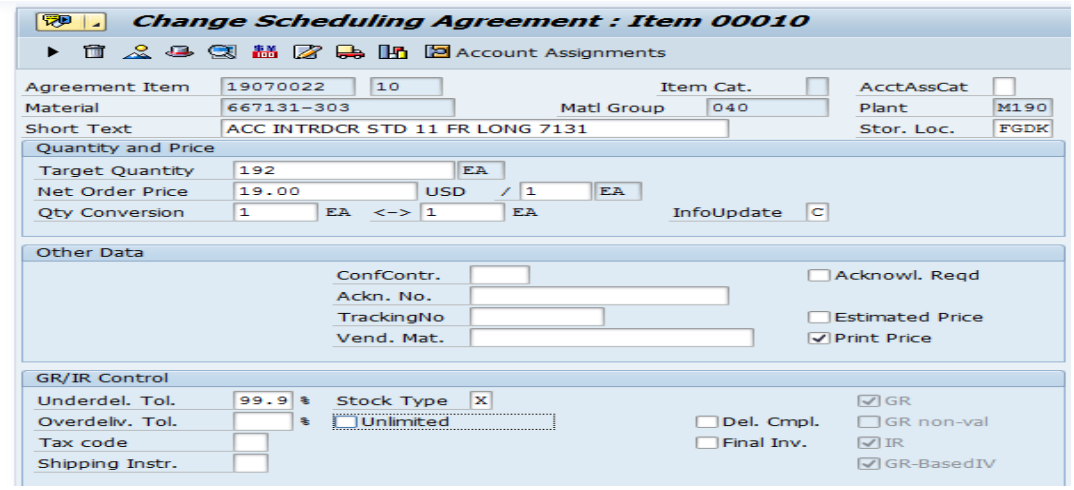
Click the Purchase Order History button to find total GR



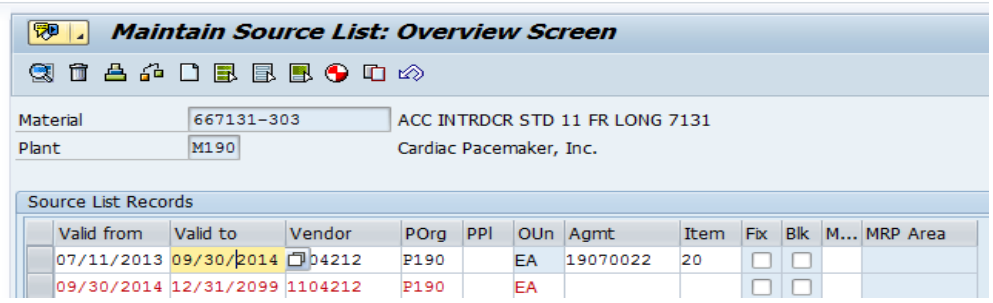
Change the validity end date under Header Details



Remove the unlimited indicator check (suggested to block any receipts) under Item Details



Source list ME01 – Change Valid to date to match SA Header Validity end date



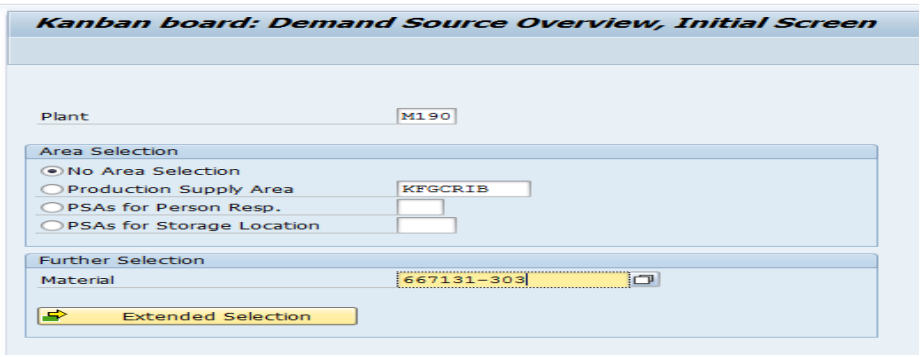
Enter new SA data, if needed

Taking a Part off Kanban

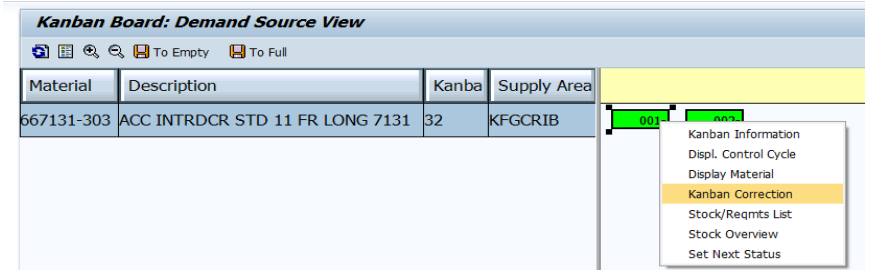
Repeat steps to close a PSA above, plus these additional steps in order:

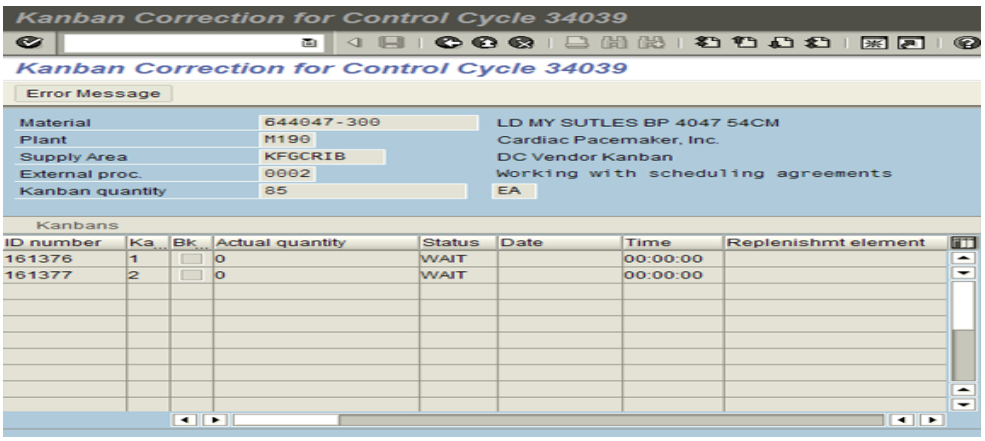
<u>Change bins to WAIT status PK13N</u>

Enter Plant and Material



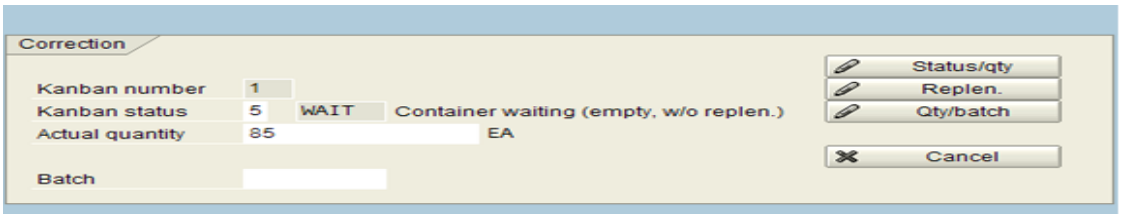
Right click on a bin, select kanban correction





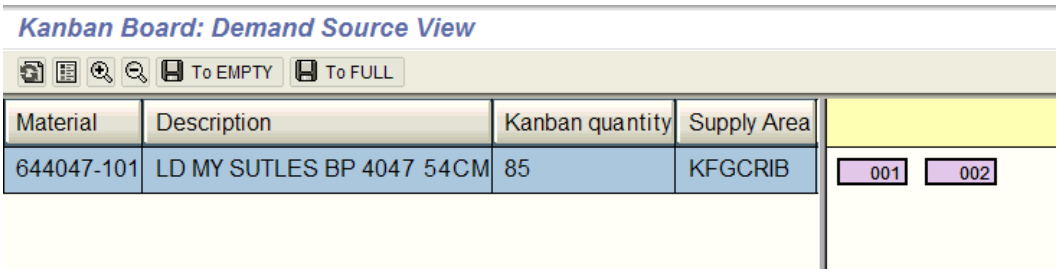
Double click on one of the kanban lines

In the Correction box update Kanban status to Wait (1)
Erase the kanban release quantity in the Actual quantity field
Click the Status/qty button
Enter through the pop up messages
Repeat for other bin(s), if needed



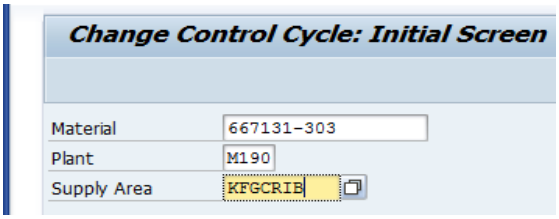
Green arrow back to previous screen

Click on "refresh" button and bins should now be purple

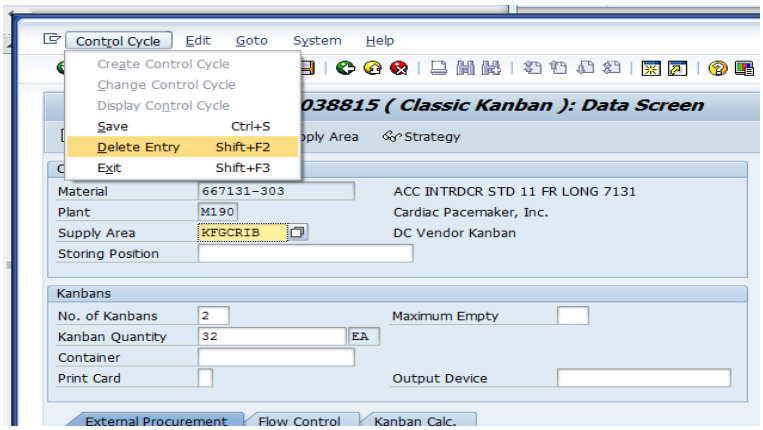


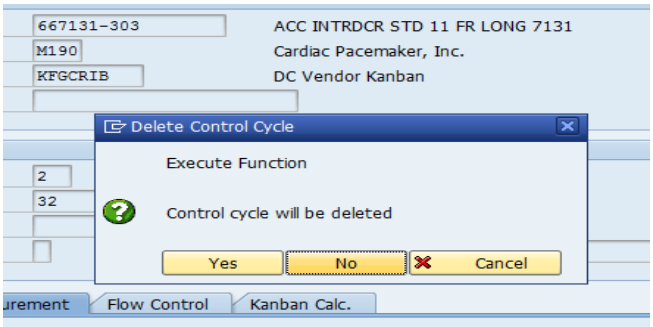
<u>Delete Control Cycle – PK02</u>

Enter Material, Plant and Supply Area

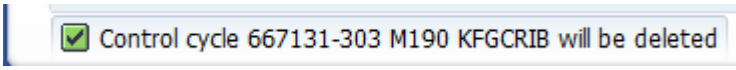


From SAP Menu – Control Cycle - Delete Entry





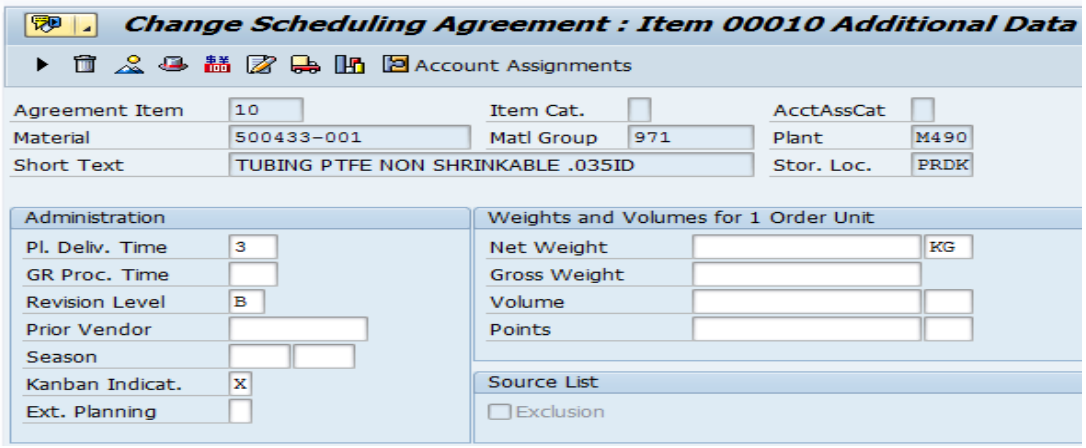
Click Yes to the pop-up box



Message will confirm it was deleted

<u>Remove Kanban Indicator</u>

ME32L
Highlight the line item; go to Item -> More Functions->Additional Data
Unclick the Kanban indicator button. This field is used to identify a part as Kanban on various reports and in PVR.



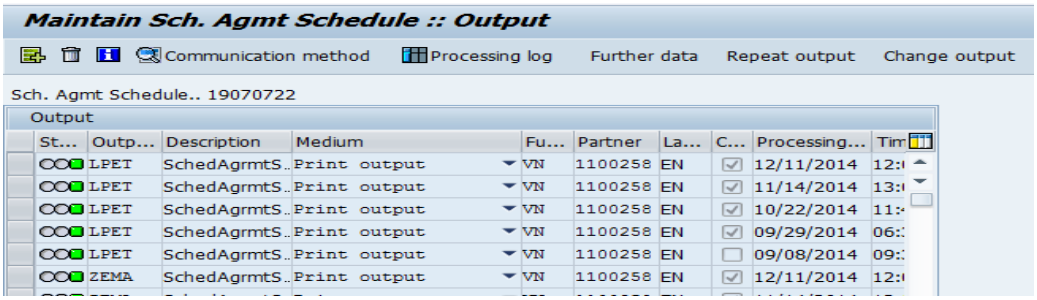
Set Up Releases to Send via Email

For a new PSA:

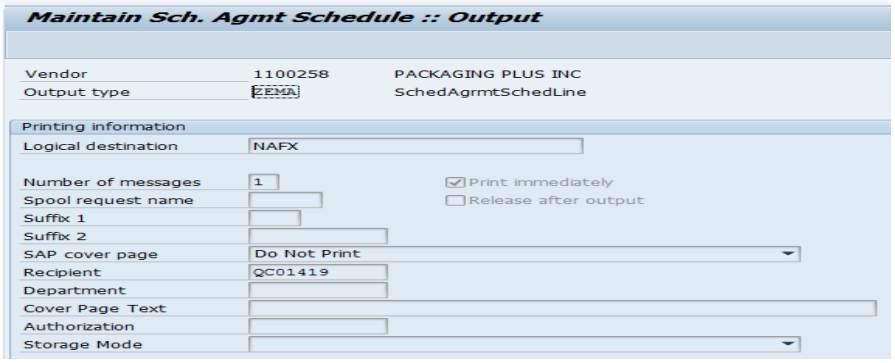
Contact a SAP Business Process Analyst to build out the MN10 transaction to automatically create the ZEMA upon PSA creation

For an existing SA or if not done in advance:

Transaction ME38: Header – Messages



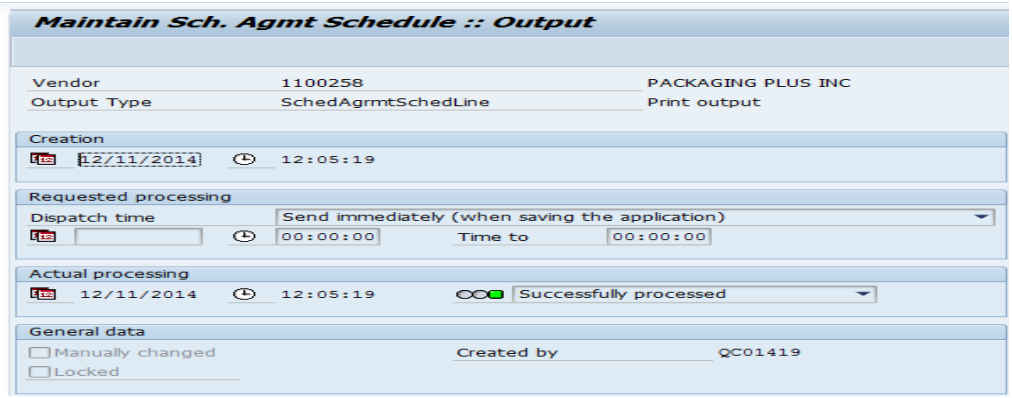
Enter ZEMA in the Output field
Select Print output from the drop down in the Medium field
Hit enter to fill in other fields



Highlight the new line item, and click the Communication method button.

Enter NAFX in the Logical Destination Field (for the Right fax server that is used for both email and fax output)
Click the Print immediately box
Green Arrow back

Highlight the new line again and click the Further Data button



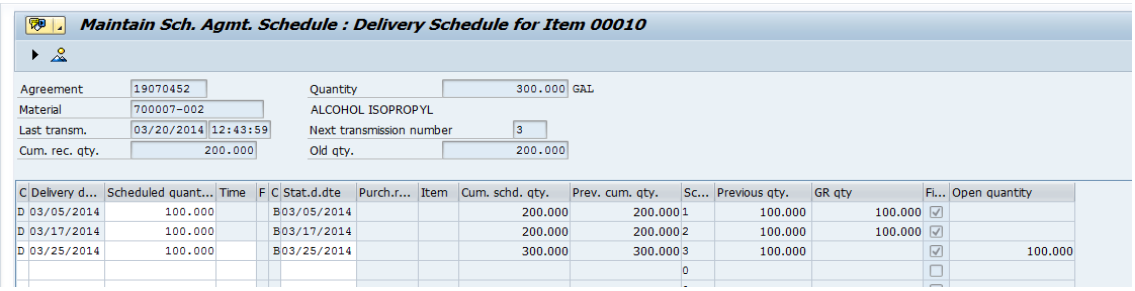
In the Dispatch time field – select Send Immediately from the drop down (this will send the release automatically when saved)

Green Arrow back – Save

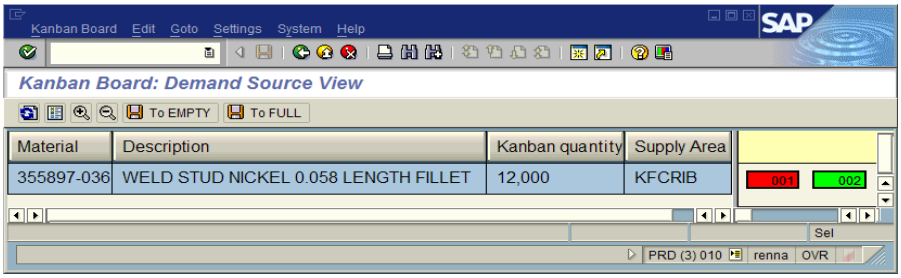
Cancel a Release

Transaction ME38 – Enter SA#

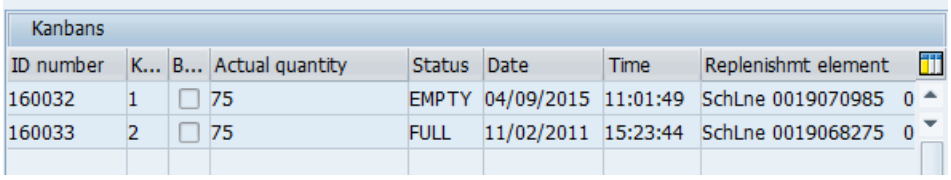
Highlight line item, Click the Delivery Schedule Button
Delete the scheduled quantity and hit enter – line will disappear. To send to supplier – hit save.
If do not want to send to supplier, go to Header - Messages and trash the yellow output lines BEFORE saving

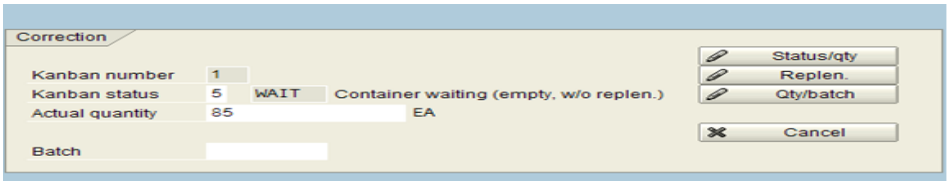


Then go to PK13N and right click on the red (open release) bin, select Kanban Correction



Double click on the red bin line, which is the open release that was just cancelled

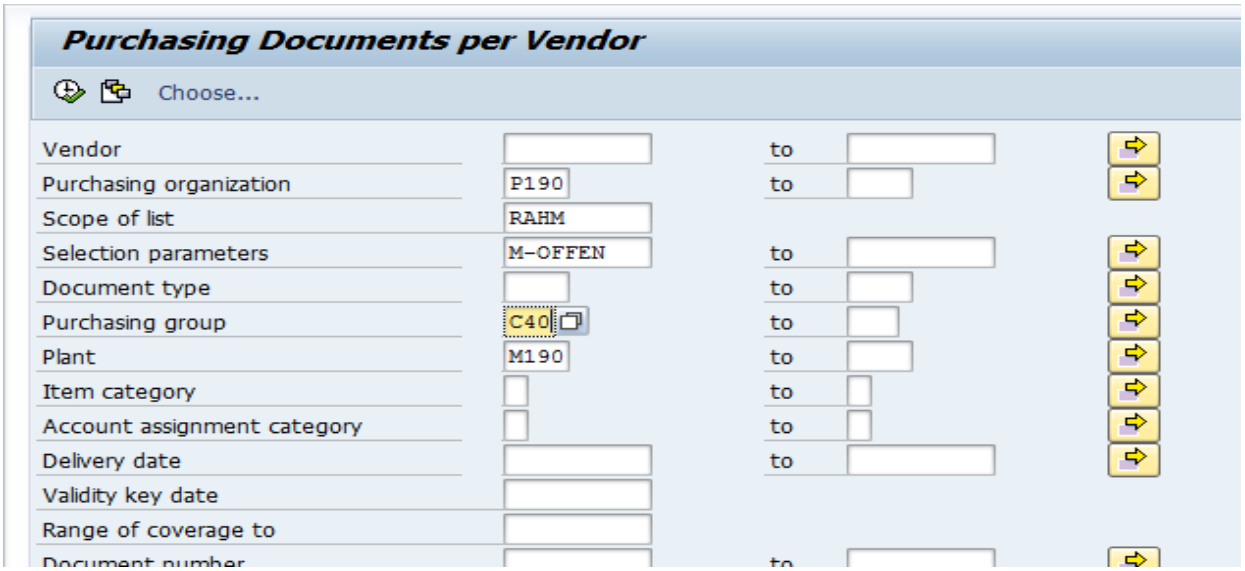




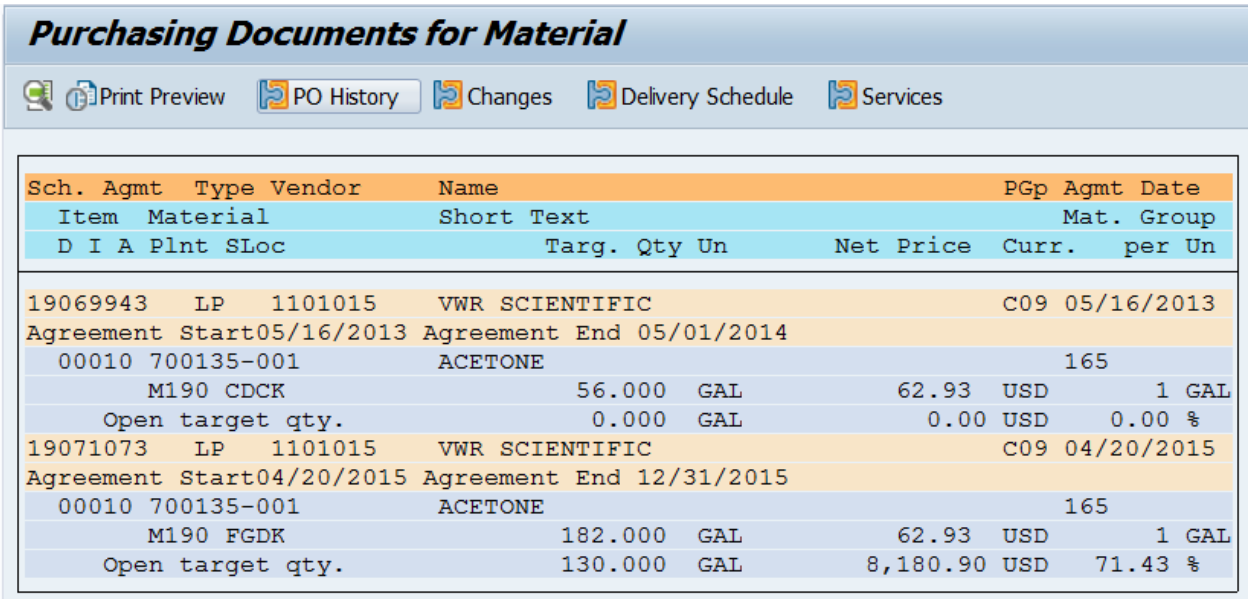
Update the Kanban status to 5 (full – from the drop down)
Enter the Kanban release quantity in the Actual quantity field
Click the Status/qty button
Hit enter thru the pop up boxes
Green arrow back to previous screen
Click on "refresh" button and bins will now be green

How to View Open Target and Validity Dates for SA's

Go to ME3L (by vendor) or ME3M (by material number)
Enter RAHM in scope of list field to get only scheduling agreements
Pick M-OFFEN from drop down in Selection Parameters field to get only SA's with open target quantities
Enter Purchasing Group, p/n, vendor #, etc. to narrow down search
Click Execute



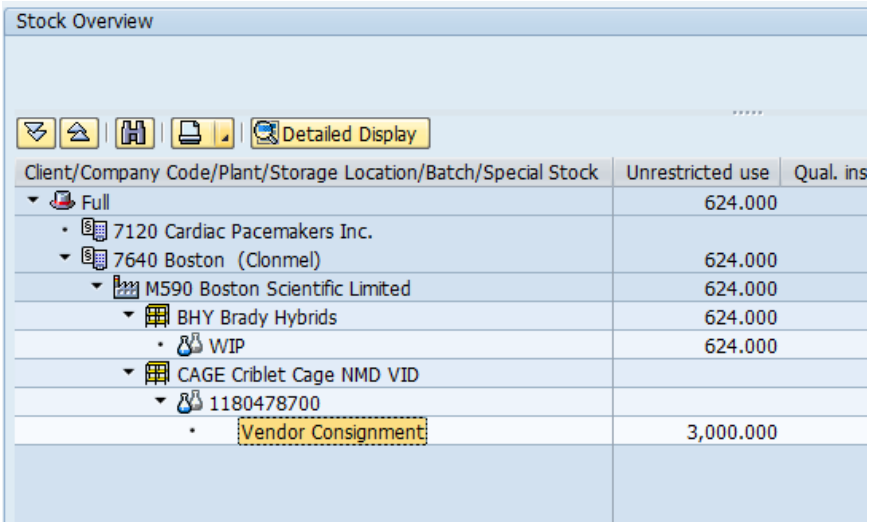
Example: List of Schedule Agreements includes the Target Quantity, the Open Target qty, the Agreement start and end date. Click PO History button to see total GR and IR. Click the Delivery schedule button to see if there are any open releases.

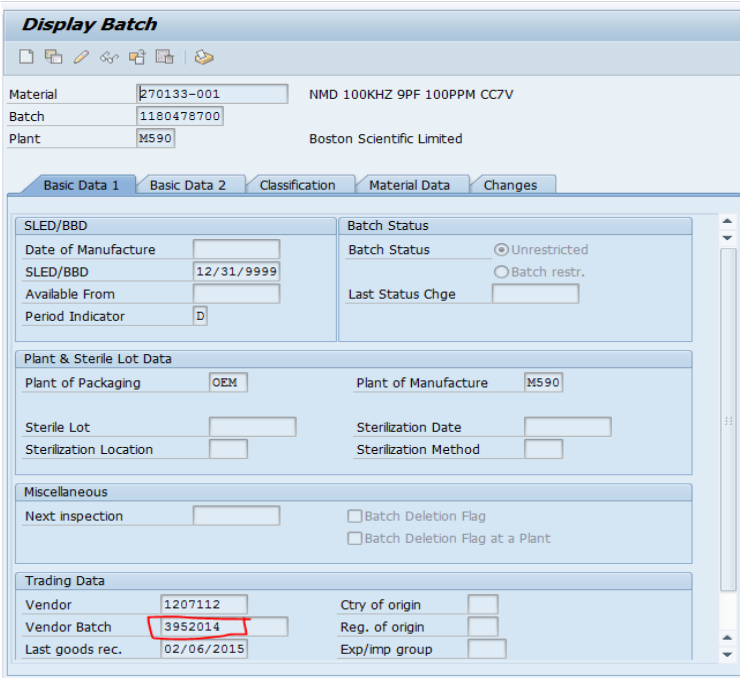


Possible Error When Combining Consignment with Kanban

If PK13N appears as a white box with a red edge, the receipt of consignment did not register the vendor batch on the Kanban card. To fix, find and enter the vendor batch # on the Kanban board.

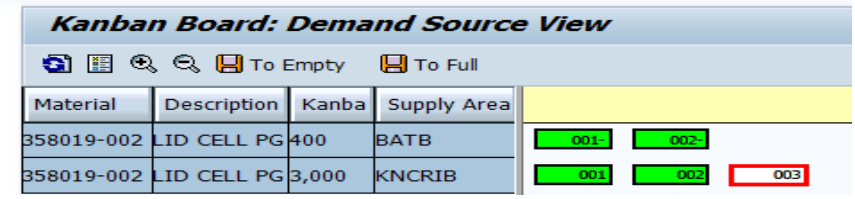
You can find the Vendor Batch number in MMBE
Click on words Vendor Consignment for the lot you need
Follow menu path from top of screen: Extras>Display Batch.
The batch record displays with the Vendor Batch number.



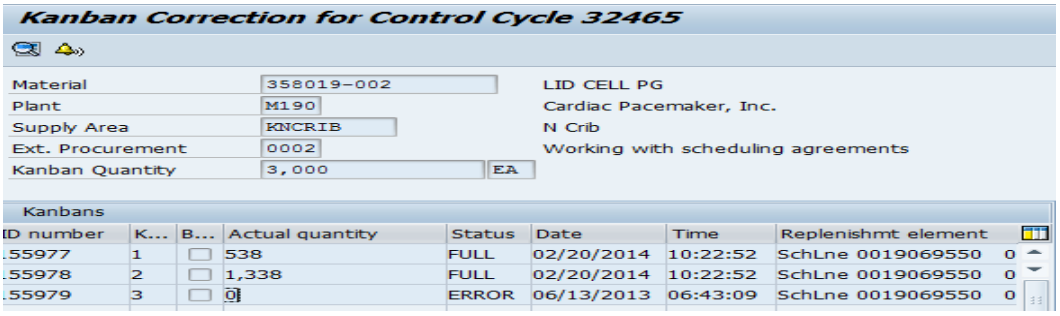


Go To PK13N

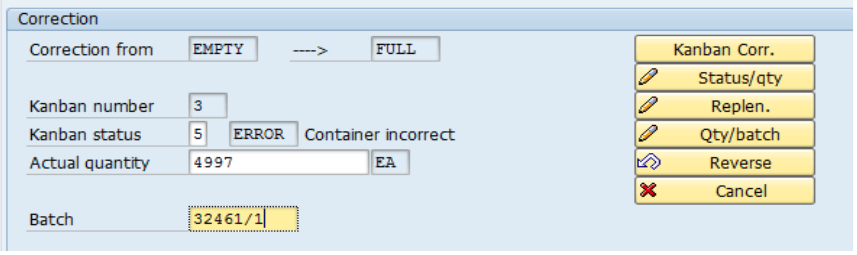
Enter Material number and Plant



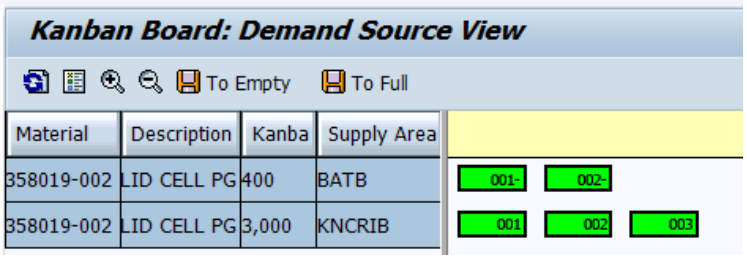
Right-click on white/red bin, select Kanban Correction.
Double-Click on the line that shows Status "Error":



Change Kanban Status to "5" (full) and enter the Vendor Batch # in the Batch field.
Enter quantity received



Click "Status/Qty" button. Select Yes to the pop up message.
Green arrow back to PK13N screen, hit the Refresh button and bin will be green (Full).



PO/PSA Maintenance - Design Document Revision Changes

When revision changes are made to a direct Material Revision it is the responsibility of the Buyer to work with their suppliers on the timing of the transition to the new revision, and incorporate the new revision according to that plan on any open PO's.

To track receipts against different Revisions, it is suggested to add a new line item for the new Revision level. When you add a line item to an existing PO, it pulls the most current Revision from the Material Master.

The BP must ensure the PO Material Revision will match the supplier's Certificate of Compliance (CofC) on all incoming lots. If the material CofC does not match the PO Material Revision, it is detected in incoming inspection and a Quality Notification (QN) is generated, which negatively impacts First Pass Yield (FPY) lot acceptance metrics in IQA.

It is also recommended that buyer discuss the following items with their suppliers to ensure they have the appropriate systems in place to prevent any PO and CofC revision mismatches:

- Review with supplier the need to have the PO Material Revision match the CofC revision
- Confirm with supplier that they have appropriate final inspection procedures in place to ensure they are creating the CofC with PO Material revision
- The Design Document Revision is a reference item on the PO, it is what the supplier builds to but they must cert to the PO Material Revision

Example of PO where the Design Doc Rev is different than the PO Material Rev:

Item	Material	Revision	Description	Order qty.	UoM	Price	Per	UoM
0010	500606-101	N	TITANIUM RIBBON CATHODE	120,000	FT	350.00	1,000	FT

for a Net Value (this item) of **42,000.00**

Delivery Date: 12/31/2017

Design Doc Revision = Q (Reference only)

It is also the BP's responsibility to forward any supporting documents necessary to build materials to our specifications (general specs, lower level design documents, etc.). The Design Document and Design Explode Report (DER) in WindChill will list the necessary documents.

The Open Purchase Order Report (ZRMORDBY) should be used as a tool to confirm that PO's are at the appropriate material revisions. An asterisk indicates that the Revision on the PO does not match the current Material Revision.

Open orders By Buyer/Vendor

REPORT : ZRMORDBY — Open orders By Buyer/Vendor — PAGE: 1
CLIENT : 010 Auslieferungsmandant R11 — TIME: 14:59 — DATE: 07/12/2017

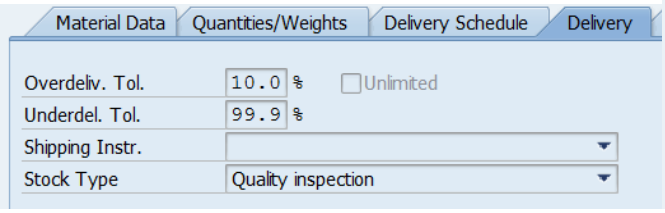
Plant: M190

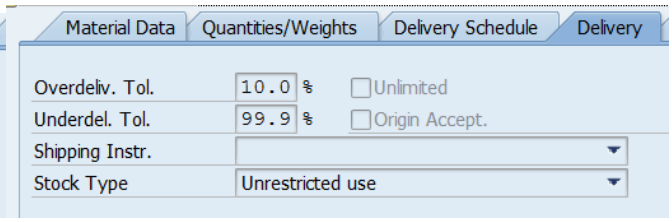
Vendor Name	Pur Grp	PO Number	Lin	PO	Rev MM	Material	Description	UM	Order Qty	Open Balance	Due Date	C	Stat Date
CRESCENT MANUFA	C51	6741225	010	C	C	501148-001	PID MICROTOME F	EA	3,680.00	3,680.00	12/01/2017		12/01/2017
HISCO	C51	6623250	010	C	D *	500681-001	EPD FILM ADHESI	EA	1,956.00	652.00	12/31/2017		12/31/2017
HISCO	C51	6671348	010	G	G	500534-001	ADHESIVE NON-CO	EA	500.00	446.00	12/31/2017		12/31/2017
HISCO	C51	6732200	010	F	F	500444-001	HARDENER CAP EP	EA	24.00	20.00	12/31/2017		12/31/2017
HISCO	C51	6733628	010	C	C	500693-001	EPD LOCTITE 430	EA	160.00	60.00	12/31/2017		12/31/2017
HISCO	C51	6734981	010	E	E	500453-002	EPOXY NON-COND	EA	1,000.00	500.00	12/31/2017		12/31/2017
HISCO	C51	6747736	010	C	C	500435-001	ADH UV ENCAPSUL	EA	80.00	50.00	12/31/2017		12/31/2017
HISCO	C51	6747955	010	B	B	500753-001	EPD ADHESION PR	EA	102.00	47.00	12/31/2017		12/31/2017
HISCO	C51	6747956	010	C	C	500760-001	EPD ADHESION PR	EA	102.00	47.00	12/31/2017		12/31/2017
INVIBIO INC	C51	6747733	010	B	B	358821-001	ROD STOCK PEEK	EA	9,000.00	6,188.50	10/05/2017		10/05/2017

SAP QM & eCert

We have moved from a manual paper based system into an electronic data entry system (SAP QM) and automatic evaluation of lot acceptance for incoming inspections and suppliers certifications (eCert). Vendor lot entry accuracy is very important to avoid QN (Quality Notifications). More materials are moving to dock-to-stock, flowing straight from receipt to unrestricted status and bypassing IQA.

When material is going from Quality Inspection to eCert only or dock-to-stock (which do not go through IQA), any open PO's will need to be updated by adding a new line for any open quantity on previous line so that the stock type under the Delivery tab updates to Unrestricted.





eCert

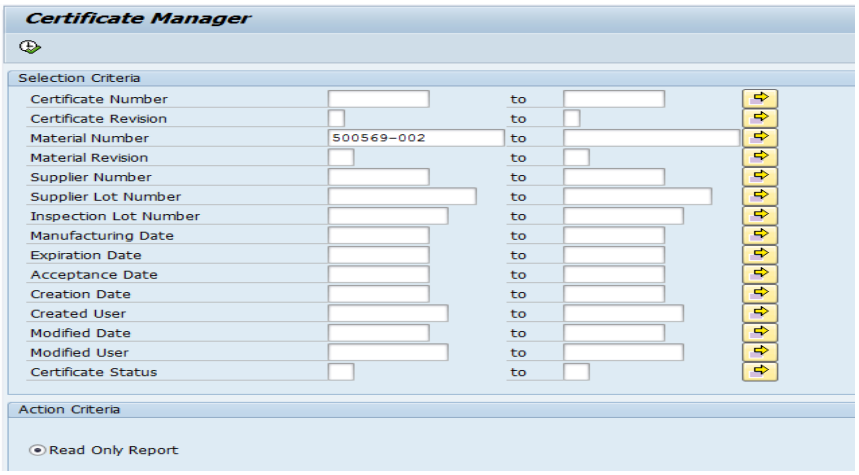
eCert is a portal created to facilitate electronic delivery and automated acceptance of certifications for material shipments to BSC. Prior to shipment, pre-populated information would be supplemented with lot specific information and cross-referenced with BSC's SAP database for accuracy and acceptance. Acceptance of information submitted through the portal replaces the need for hardcopies of the CofC, CofA, and Inspection/Test Data to be provided by the supplier with each material shipment.

The application is accessed by suppliers via the BSC Corporate web portal, and the certificate information submitted is crossed-referenced with required information and specifications configured in the BSC SAP system. Automated approval is provided in "near real-time" and an electronic copy of the approved certificate is available for the supplier's records.

When the supplier creates an eCert in the portal, it creates an Inspection Lot in SAP for that cert, with "NO" inventory attached. The Inspection Lot is a 0101 Inspection Type, and as the supplier fills out the eCert, they are actually filling out the Inspection Lot results in SAP.

How to Find an eCert Inspection Lot

Transaction ZQM_CERT_MGR
Enter Material Number, other info is optional
Execute button



Example:

Certificate Manager

Certificat...	C...	Ce...	Ce...	Material	M	Account N...	Vendor Batch Nu...	Purchasing ...	Inspection Lo...	Supplier Lot Q...	S	Supplier Super Lo...	Manufac...	Expiratio...	Acceptance Date	C	COC Signed Da...	C	COA Signed Date	Creation Date	Created User
14440	A	001	AC	500569-002	E	0001100788	36288B	0006423539	10000059658	33,375					09/03/2014	X	08/08/2014	X	09/03/2014	08/08/2014	CRAIGKA
28073	A	001	AC	500569-002	E	0001100788	37856A	0006504032	10000104434	15,906					01/05/2015	X	01/05/2015	X	11/21/2014	11/10/2014	CRAIGKA
40053	A	001	AC	500569-002	E	0001100788	37856D	0006504032	10000145559	21,250					02/26/2015	X	02/26/2015	X	02/26/2015	02/16/2015	CRAIGKA
42284	A	001	AC	500569-002	E	0001100788	37856F	0006504032	10000152496	13,890					03/13/2015	X	03/13/2015	X	03/13/2015	03/03/2015	CRAIGKA
46842	A	001	IP	500569-002	E	0001100788	37856H	0006504032	10000167130	0						X		X	04/16/2015	04/02/2015	CRAIGKA

Transaction QA33 – Worklist for Inspection Lots
Enter Date Range, Plant and Material Number
In Layout field from the drop down – select QM QA33 PC
Execute

Inspection Lot Selection

My default

Inspection lot selection

Selection Profile			
Lot created on	04/23/2015	to	04/30/2015
Insp. start date		to	
End of Inspection		to	
Plant	M190	to	
Insp.lot origin		to	
Material		to	
Batch		to	
Vendor		to	
Manufacturer		to	
Customer		to	
Material class	Class selection		
Maximum No. of Hits	100		

List settings

- (●) Select all inspection lots
- ( ) Select only inspection lots without a usage decision
- ( ) Select only inspection lots with a usage decision

Layout: QM QA33 PC

Ref. field monitor: Degree of proc. for insp. lot

Example:

Display data for inspection lot: Worklist for Inspection Lots

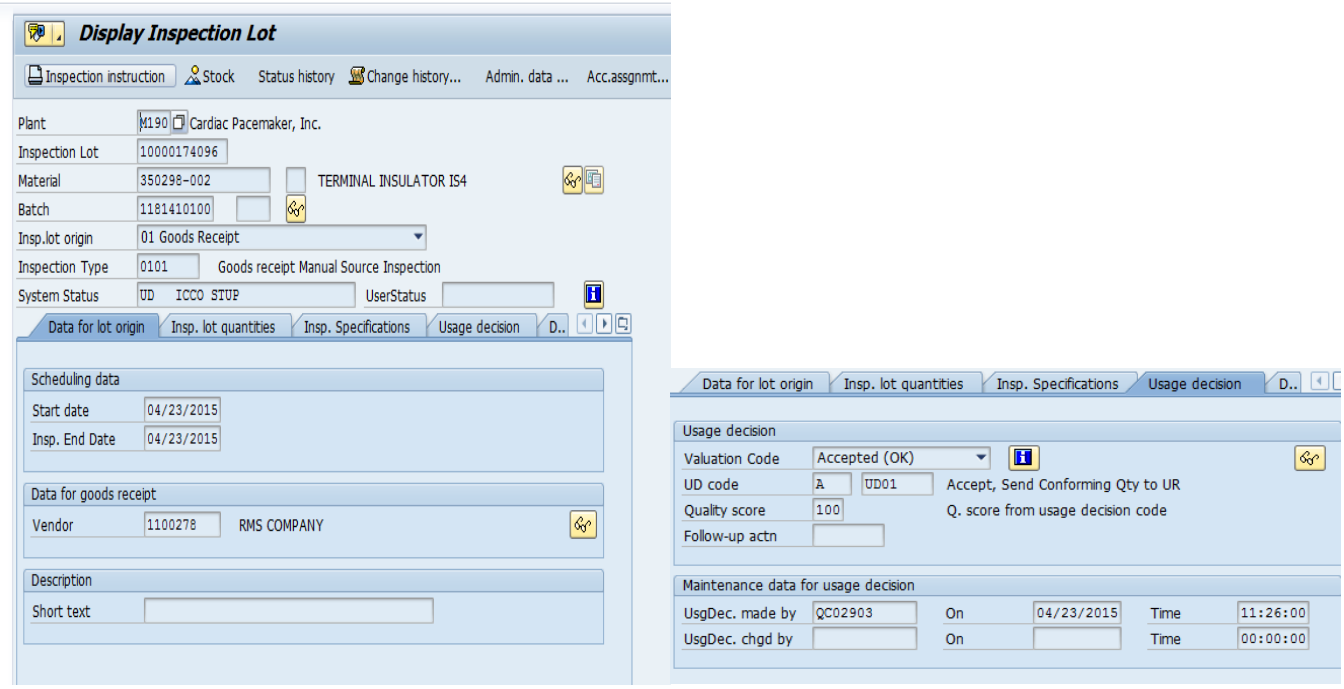
Usage decision (UD) | Defects | Results | Inspection lot | Inspection report

Moni...	A	Insp. L...	Material	Plant	Lot Qty	BUn	L...	S...	Start date	End Date	System Status	Batch	InspType	InspStck	Skip	GrC	Group	Containers	RevLev	Vendor
		10000...	350298-002	M1...	2	EA	0	2	04/23/2015	04/23/2015	UD ICCO STUP	1181410100	0101			1	350298			1100278
		10000...	350298-002	M1...	3,797	EA	0	0	04/24/2015	04/24/2015	REL SKIP SPRQ...	1181410100	01		X	2	350298	1.000	D	1100278
		10000...	350347-001	M1...	2	EA	0	2	04/23/2015	04/23/2015	UD ICCO STUP	1181412300	0101			1	350347			1100774
		10000...	350347-001	M1...	2	EA	0	3	04/23/2015	04/23/2015	INSP RREC	1181412400	0101			1	350347			1100774
		10000...	350347-001	M1...	2	EA	0	2	04/23/2015	04/23/2015	UD ICCO STUP	1181412500	0101			1	350347			1100774
		10000...	350376-003	M1...	5,000	EA	0	0	04/23/2015	04/23/2015	UD ICCO SPCO...	1181371500	01	X		4	350376	1.000	B	1100774
		10000...	350884-001	M1...	50,123....	LB	0	0	04/23/2015	04/23/2015	UD ICCO STUP	1181375800	0103			3	350884	12.000	F	1102249
		10000...	350968-001	M1...	37	EA	0	0	04/23/2015	04/23/2015	UD ICCO SPCO...	1181411500	01	X		2	350968	1.000	F	1101766

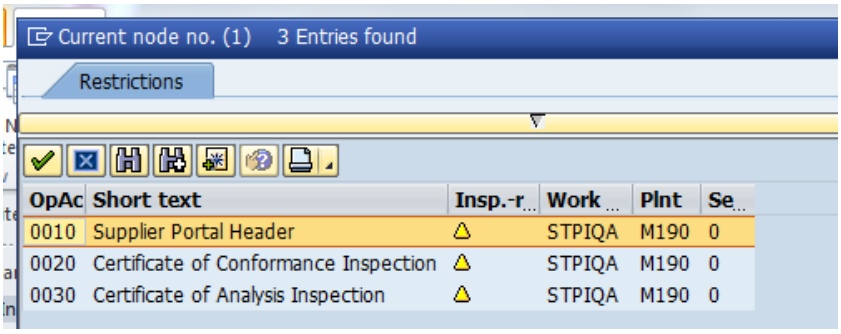
Where Lot Qty is 2, the Insp Type is 0101, and there is no “X” in InspStck – those are eCerts created for that material and vendor batch in the portal.

If the System Status field of a 0101 Inspection Lot does not have UD in the field, it means it is still in-process at the supplier.

Click on a line and select the Inspection lot button to see the Vendor Batch number, Date created, Date signed off, etc. Under the Usage decision tab, Valuation Code field you will find the status of the lot.



Click on the Results button to see the actual details for the inspection steps the vendor populated.



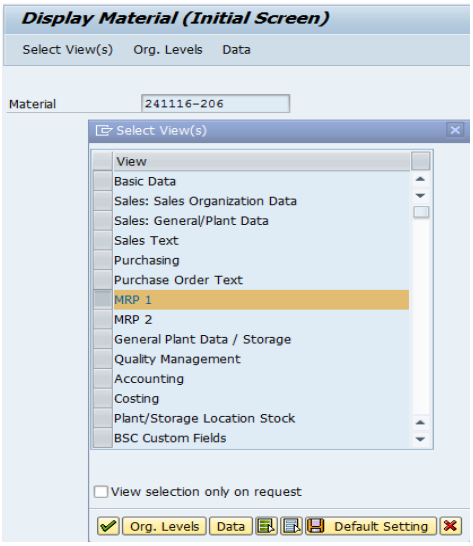
SAP QM

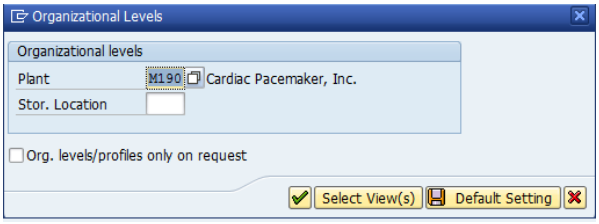
The SAP QM application supports tasks associated with quality planning, quality inspection and quality control. In addition, it controls the creation of quality certificates (eCert) and manages problems with the help of quality notifications (QN’s).

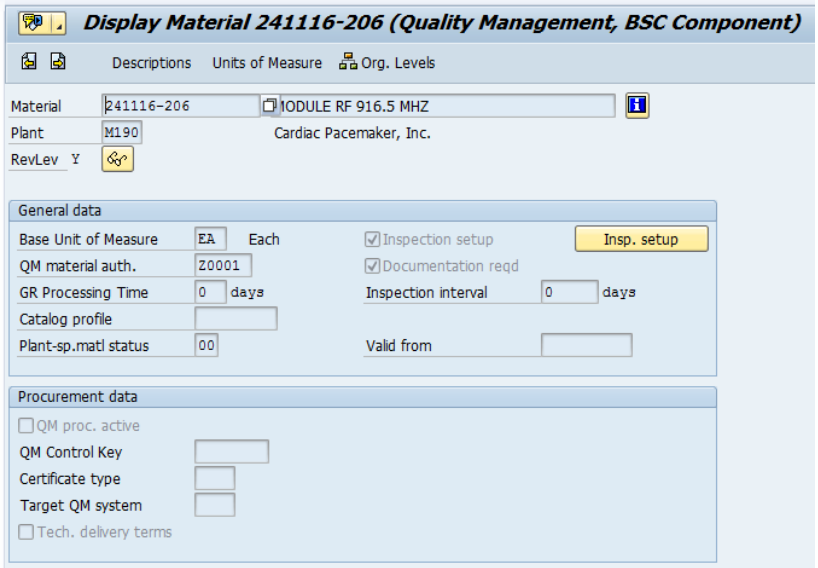
QM materials have 3 checks at the time of receipt, and if any of the checks do not pass, IPPROB is kicked off:

- eCert Check – electronic certification
- Revision level check
- QN check

To determine if a part is set up in the QM system, use transaction MM03
Enter Material Number
From Select View drop down – click on Quality Management – click green check
If Quality Management is NOT listed – the part is not set up for QM, and is dock-to-stock
Enter Plant – click green check



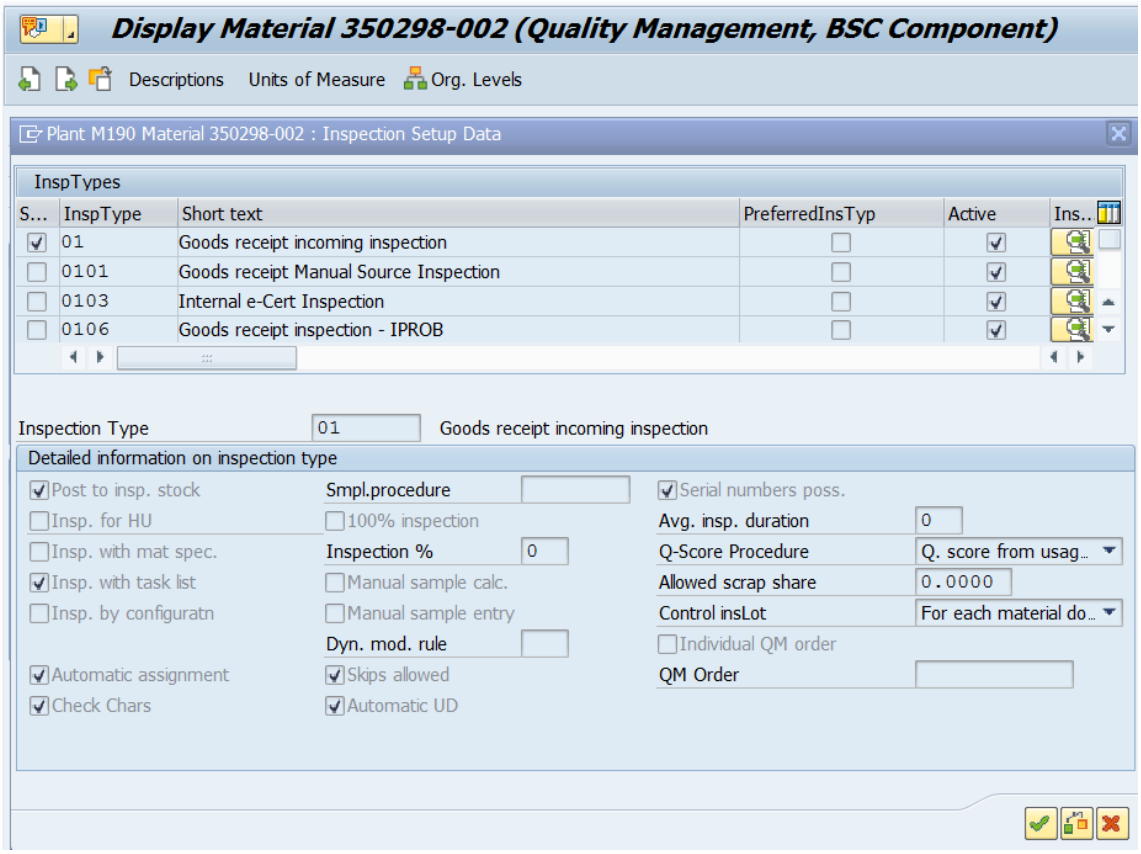




Click the Insp. Setup button to see the Inspect Types required for the material
Insp Types:

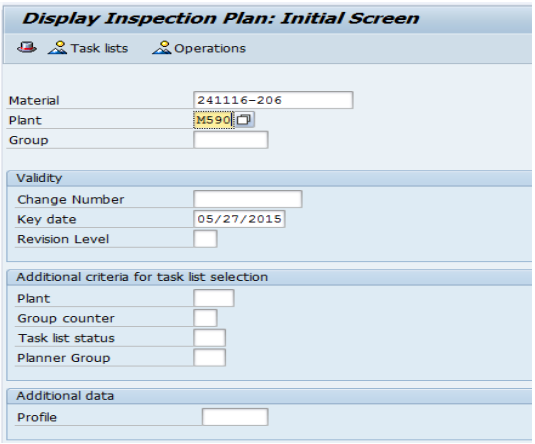
01 IQA Inspection required

0101 eCert Inspection
0103 Manual eCert content in IQA
0106 IPProb content in IQA



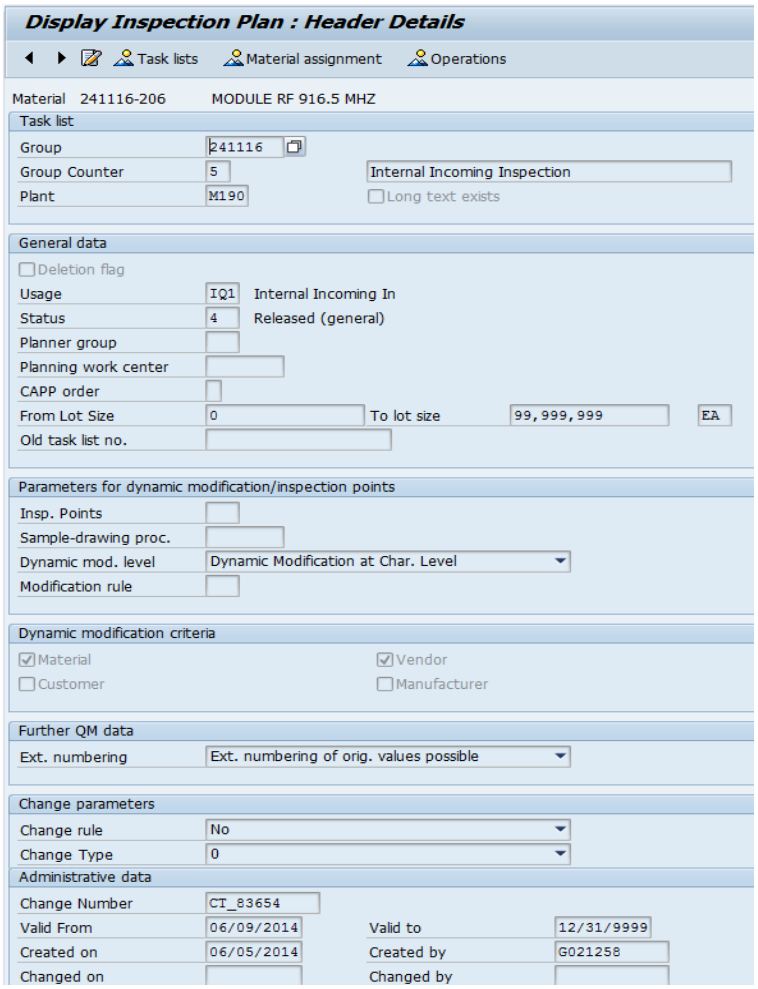
How to check if Approved Supplier is listed on IP

Transaction code QP03
Enter Material and Plant
Click the Hat button

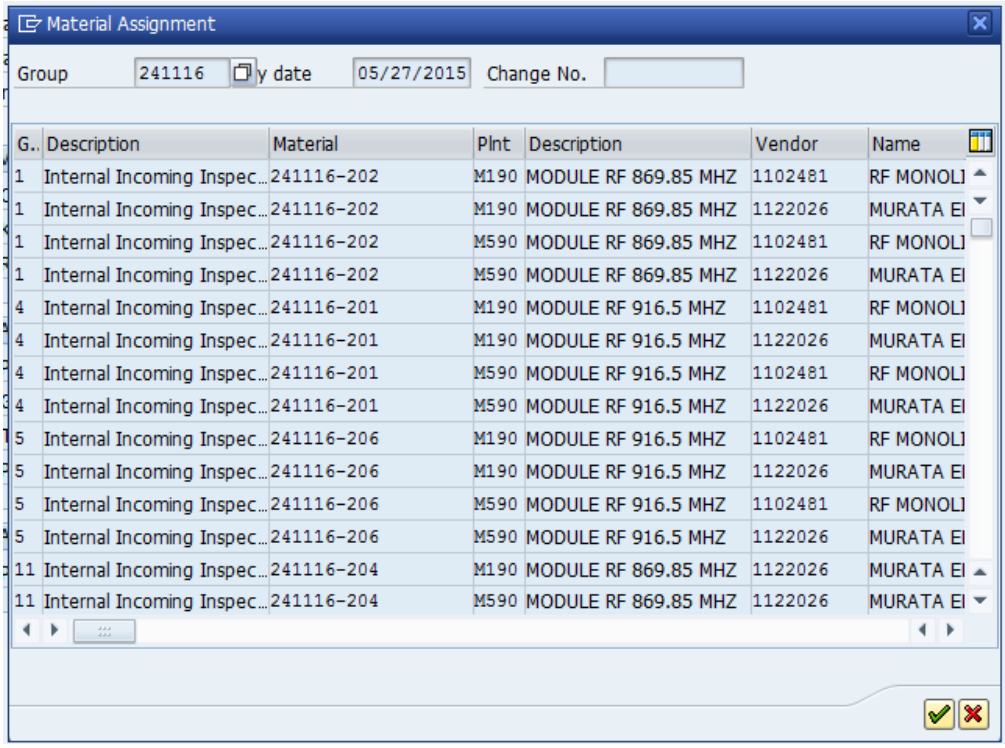


Click the Material assignment button

Note: The number noted in the Group field is equal to the IP number in Windchill



Confirm the Approved Vendor # is listed.
If not, a Change Notice in Windchill is required to update the IP before the receipt and inspection can be completed

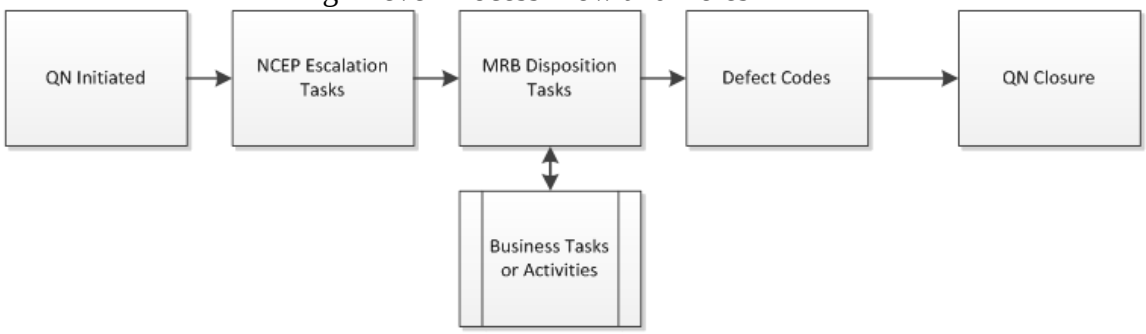


G..	Description	Material	Plnt	Description	Vendor	Name
1	Internal Incoming Inspec...	241116-202	M190	MODULE RF 869.85 MHZ	1102481	RF MONOLI
1	Internal Incoming Inspec...	241116-202	M190	MODULE RF 869.85 MHZ	1122026	MURATA EI
1	Internal Incoming Inspec...	241116-202	M590	MODULE RF 869.85 MHZ	1102481	RF MONOLI
1	Internal Incoming Inspec...	241116-202	M590	MODULE RF 869.85 MHZ	1122026	MURATA EI
4	Internal Incoming Inspec...	241116-201	M190	MODULE RF 916.5 MHZ	1102481	RF MONOLI
4	Internal Incoming Inspec...	241116-201	M190	MODULE RF 916.5 MHZ	1122026	MURATA EI
4	Internal Incoming Inspec...	241116-201	M590	MODULE RF 916.5 MHZ	1102481	RF MONOLI
4	Internal Incoming Inspec...	241116-201	M590	MODULE RF 916.5 MHZ	1122026	MURATA EI
5	Internal Incoming Inspec...	241116-206	M190	MODULE RF 916.5 MHZ	1102481	RF MONOLI
5	Internal Incoming Inspec...	241116-206	M190	MODULE RF 916.5 MHZ	1122026	MURATA EI
5	Internal Incoming Inspec...	241116-206	M590	MODULE RF 916.5 MHZ	1102481	RF MONOLI
5	Internal Incoming Inspec...	241116-206	M590	MODULE RF 916.5 MHZ	1122026	MURATA EI
11	Internal Incoming Inspec...	241116-204	M190	MODULE RF 869.85 MHZ	1122026	MURATA EI
11	Internal Incoming Inspec...	241116-204	M590	MODULE RF 869.85 MHZ	1122026	MURATA EI

F2QN – QN's

If a shipment does not pass inspection, a F2QN is generated, and a buyer is included on the disposition tasks of Scrap or RTV (if we will receive credit, A/P will need copy of the Shipping Authorization).

High Level Process Flow and Roles

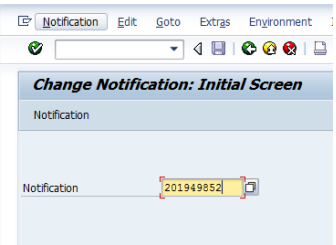


Role	Release F2 QN	Add Tasks	Change Tasks	Activity	Close Business Tasks	Close Escalation Tasks	Close Disposition Tasks	Closure Signoff
Inspector			x	x	x			
MRB Coordinator	x	x	x	x	x			
Buyer	x	x	x	x	x			
Supplier Quality Engineer MRB Technician	x	x	x	x	x	x	x	x

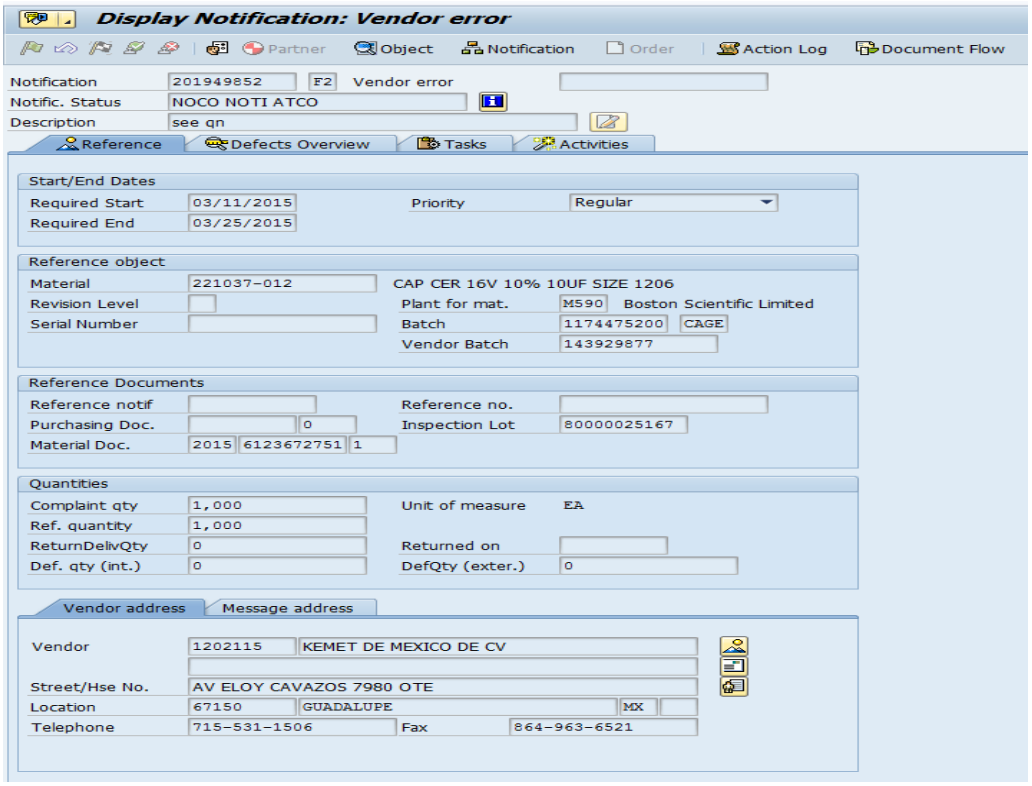
Emails are sent when any task is assigned to a "responsible" user in "TSOS" or "Task Outstanding" status and the F2QN record is saved.

Process RTV

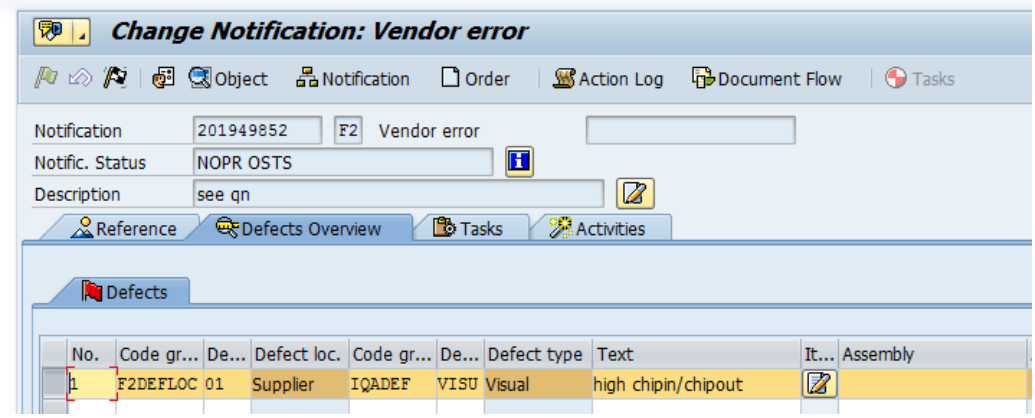
Transaction QM02 is used to go directly to the F2QN if the notification number is known.



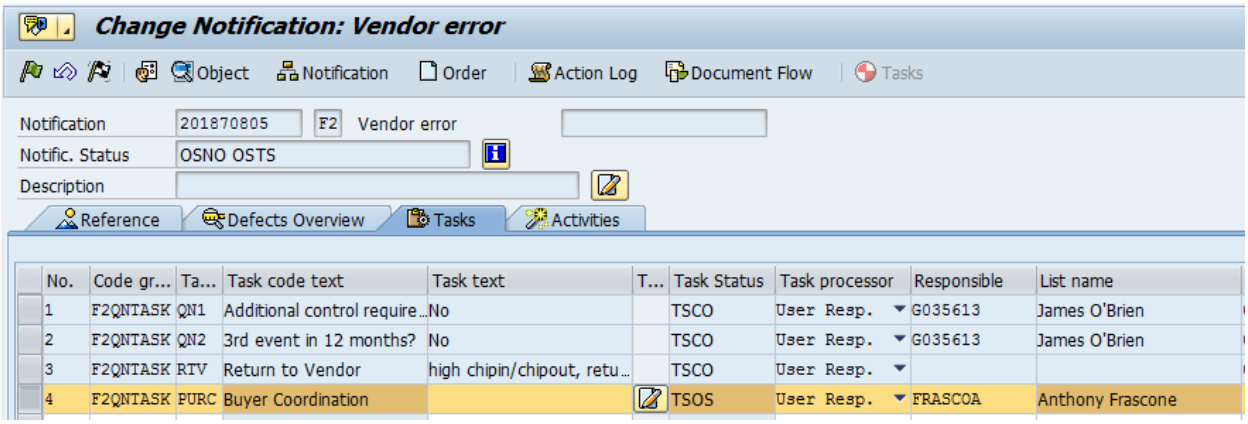
The first screen returned is the F2QN Reference screen. The F2QN Reference Screen identifies the supplier/material/lot/quantity.



The Defects Overview tab identifies what is wrong with the lot. If there is not enough detail in this screen, it is the engineers' responsibility to ensure the defect details are updated.



Go to Tasks tab to view outstanding Tasks to be processed – searching for PURC –Buyer Coordination Task.



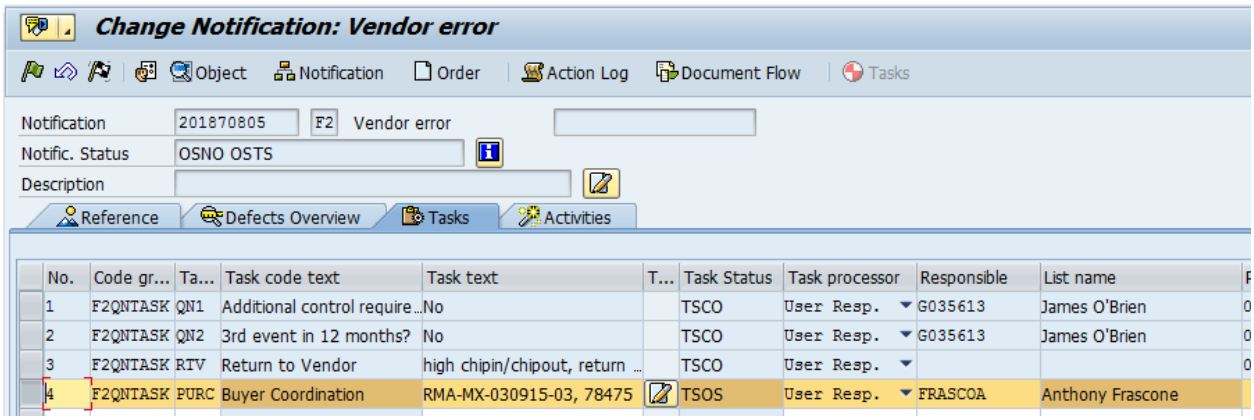
Note: If the supplier will not agree to RTV as dispositioned and we are going to scrap internally, proceed to "Changing Disposition" section.

Note: If the RTV is really an RTAV to somewhere other than directly back to the supplier, physically and financially, the special comments to that RTV should be made in the RTV Task Comments.

Prepare and attach the Shipping Authorization form for the RTV. Shipper details can be copied/pasted from the Notification Reference tab, such as: Vendor Name, address, Material, Batch, Qty, etc. example

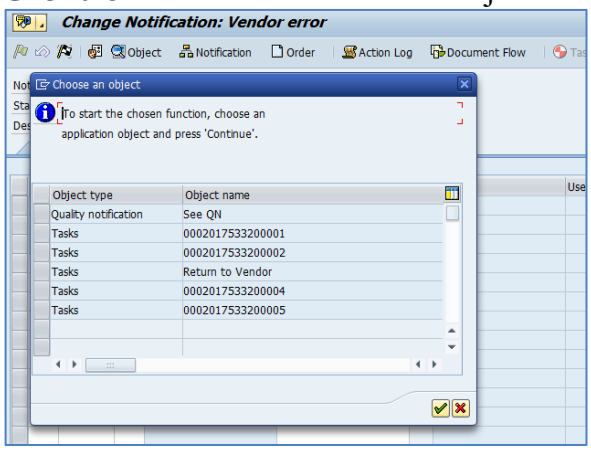
Enter the RMA number and Shipper number in the Task Text field of PURC-Buyer Coordination task.

Any additional comments can be made in the long text field by pressing button.

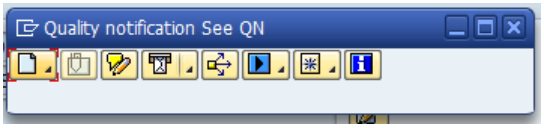


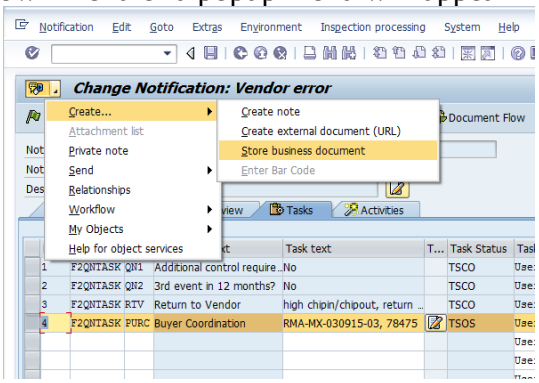
Attach the Shipping Authorization form from your desktop to the Quality Notification using following steps:

Click the "Services for Objects" button

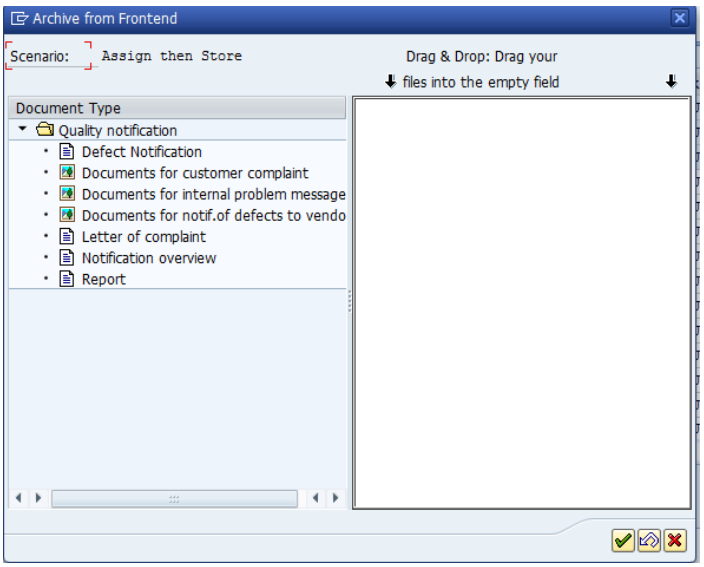


Select "Quality Notification" line, then green check button (the next screen takes a while to appear). Depending on how you click, either a drop down menu or a popup menu will appear – they are the same.



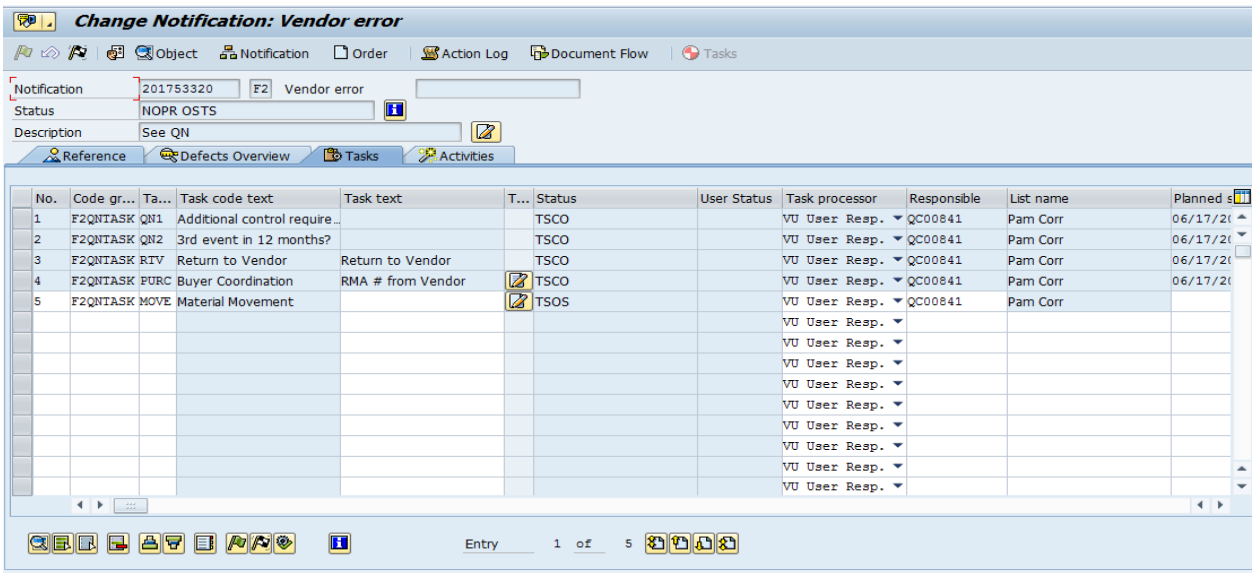


Select Create>Store Business Document from the menu or by using the first new document button.



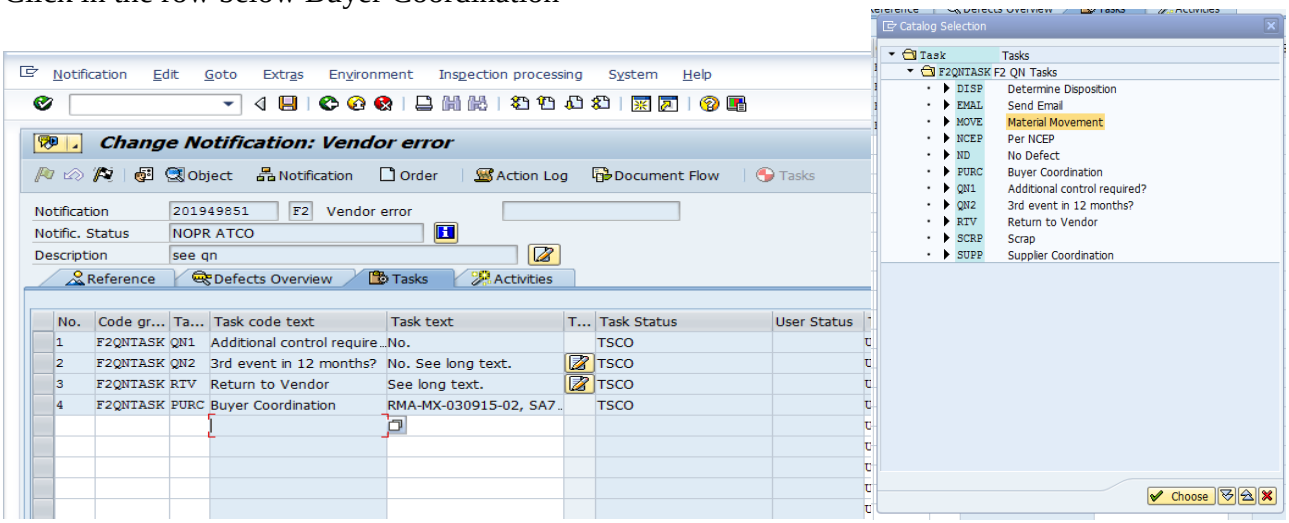
Select Defect Notification document, then Drop and Drag the Shipping Form from your desktop or open from saved file location, hit the green check button. If a pop up security message appears, click Allow.

Once the Shipper is attached, select the "PURCH – Buyer Coordination" task, and hit the Complete button (checkered flag) at the bottom of the screen. (DO NOT hit checkered flag at top of screen). The Status will change to TSCO – complete.

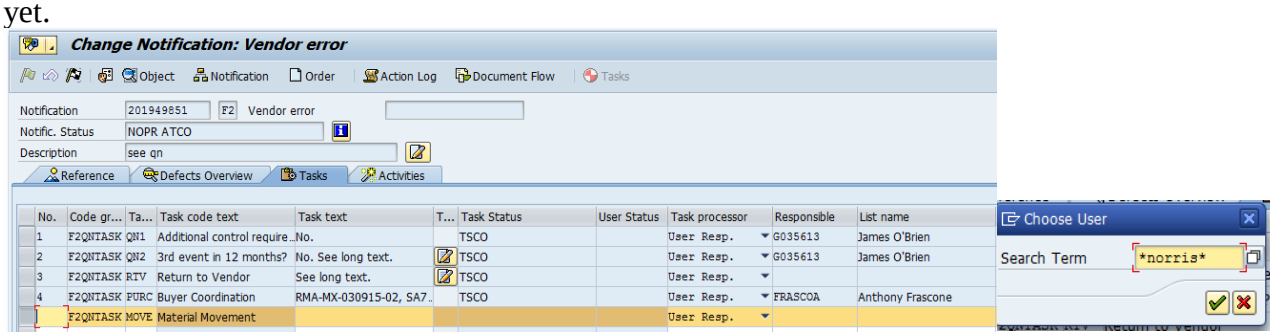


Lastly, add the "MOVE - Material Movement" task, assigning it to the MRB Coordinator, if it was not entered already by the SQE.

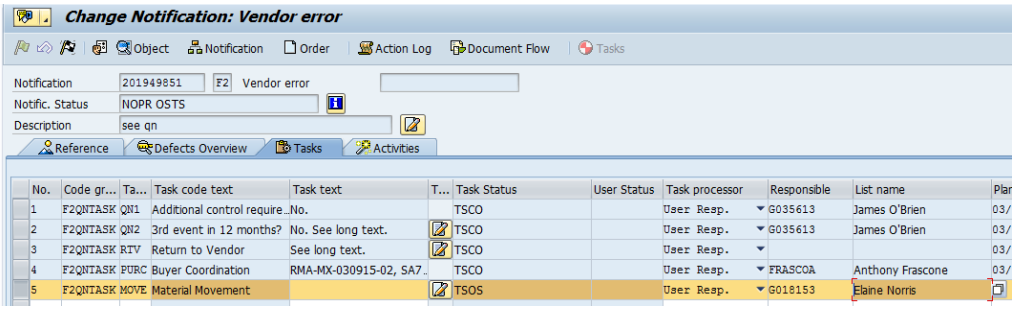
Click in the row below Buyer Coordination



Select Material Movement from the pop-up and click green check. The task shows up, but is not assigned yet.



Click the List Name box in the new Material Movement line.
Search for the MRB Coordinator's name, press enter and a new No. appears for the new task



Press Save to complete.

Process a Scrap

If you need the scrap to go to a specific cost center / order number, reference the information in the task text. Scrapping to a cost center requires IQA to use transaction 331.

The buyer is responsible for adhering to the approval/financial obligations of procedure 045641 Raw Material Scrap Process Flowchart. If the 046289 Raw Material Scrap Form is required per the scrap procedure, it is best practice to log the Global Workflow record number in the PURC – Buyer Coordination "Task Text".

Changing a F2QN Disposition

If the original disposition of RTV or Scrap is incorrect, and must be changed due to the vendor circumstances, it is the engineers' responsibility to change the disposition. Contact your SQE.

In practice, the engineer will delete the original disposition task and replace it with a new disposition task. The PURC – Buyer Coordination task may stay open during this time and will still be required to be completed after the disposition is corrected for RTV or Scrap.

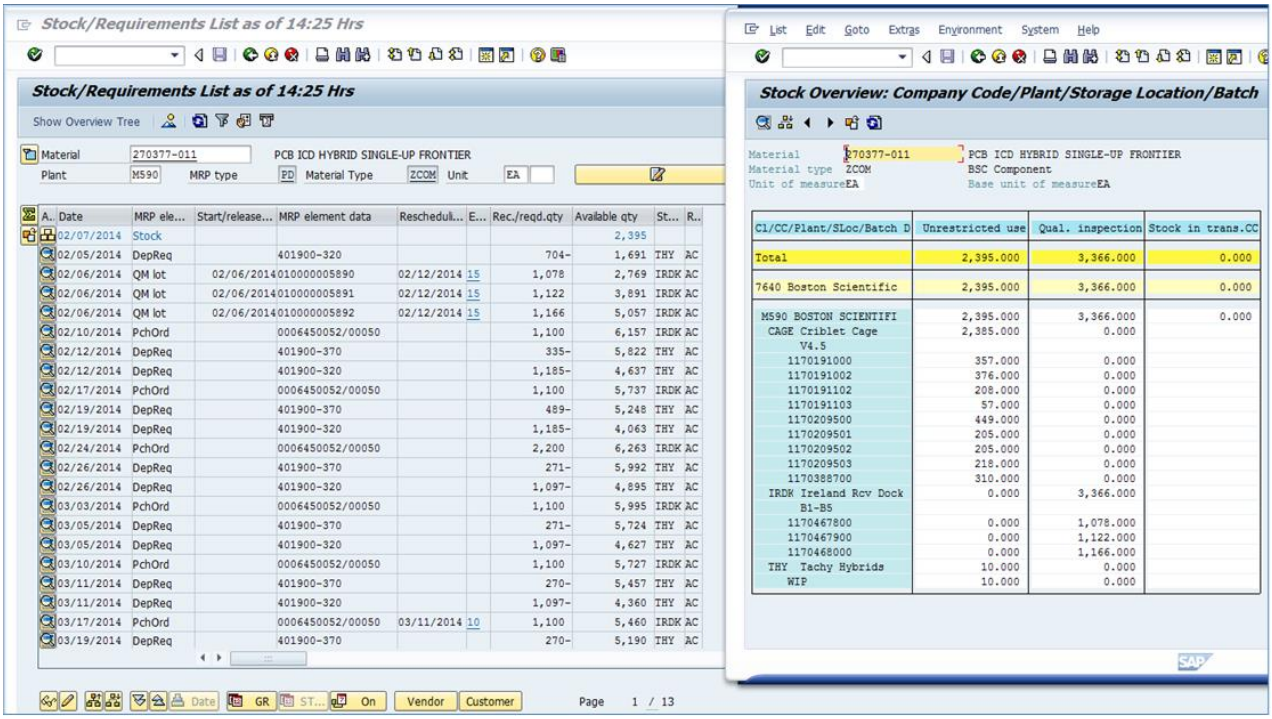
SAP QM – MRP List and Stock Overview

Materials with SAP QM assigned to them have Inspection Lots created upon receipt, and the Inventory will display differently in MRP and on the Stock Requirements list.

For Non-QM Materials, the MRP List will include the QI inventory in with all inventory in the first line of MRP "Stock - Available qty"

When SAP QM is turned-on for a Material, the QI inventory on a QM Inspection Lot in SAP will not be included in the first line "Stock - Available qty", instead it will display as a replenishment line in the MRP planning. This could be beneficial to show what is available to use and what is still in IQA inspection.

Below is an example of a **MRP List** for a QM Material, and the **Stock Overview**, to compare:



Supplier Lot Acceptance Report

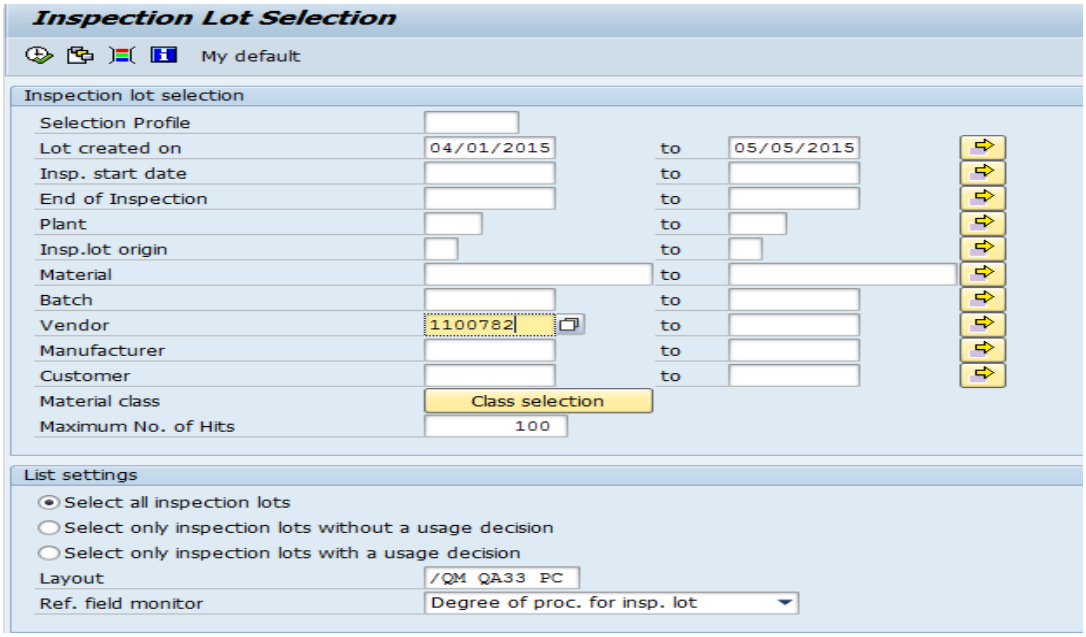
Run QA33 – Supplier Lot History Completed

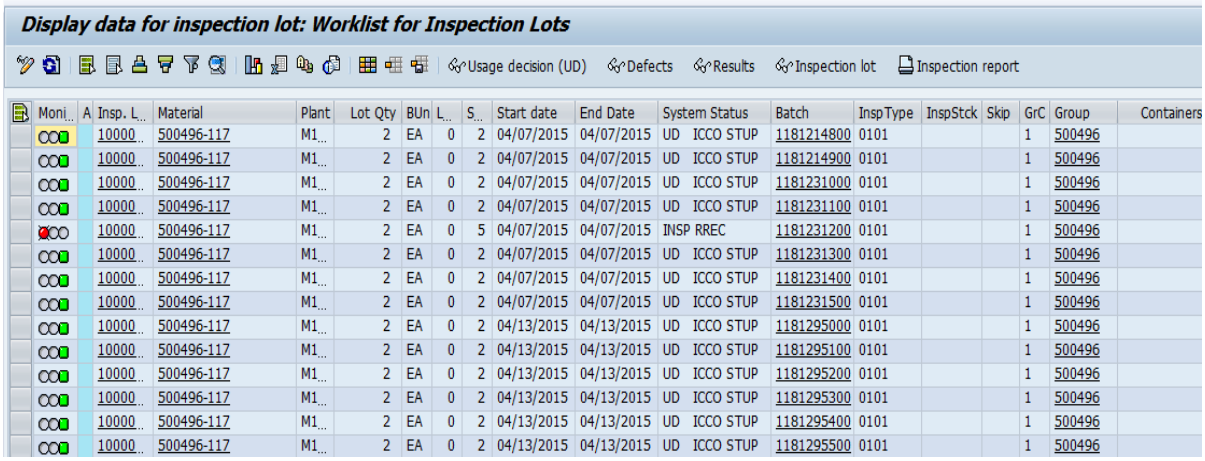
Enter Date range for lots initiated

Run the previous month to catch any lots started in the previous month and completed in the selected month.

Enter Vendor Number or range of Vendor Numbers

Change Layout from dropdown to /QM QA33 PC





Moni...	A	Insp. L...	Material	Plant	Lot Qty	BUn	L...	S...	Start date	End Date	System Status	Batch	InspType	InspStck	Skip	GrC	Group	Containers
		10000...	500496-117	M1...	2	EA	0	2	04/07/2015	04/07/2015	UD ICCO STUP	1181214800	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/07/2015	04/07/2015	UD ICCO STUP	1181214900	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/07/2015	04/07/2015	UD ICCO STUP	1181231000	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/07/2015	04/07/2015	UD ICCO STUP	1181231100	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	5	04/07/2015	04/07/2015	INSP RREC	1181231200	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/07/2015	04/07/2015	UD ICCO STUP	1181231300	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/07/2015	04/07/2015	UD ICCO STUP	1181231400	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/07/2015	04/07/2015	UD ICCO STUP	1181231500	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/13/2015	04/13/2015	UD ICCO STUP	1181295000	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/13/2015	04/13/2015	UD ICCO STUP	1181295100	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/13/2015	04/13/2015	UD ICCO STUP	1181295200	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/13/2015	04/13/2015	UD ICCO STUP	1181295300	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/13/2015	04/13/2015	UD ICCO STUP	1181295400	0101			1	500496	
		10000...	500496-117	M1...	2	EA	0	2	04/13/2015	04/13/2015	UD ICCO STUP	1181295500	0101			1	500496	

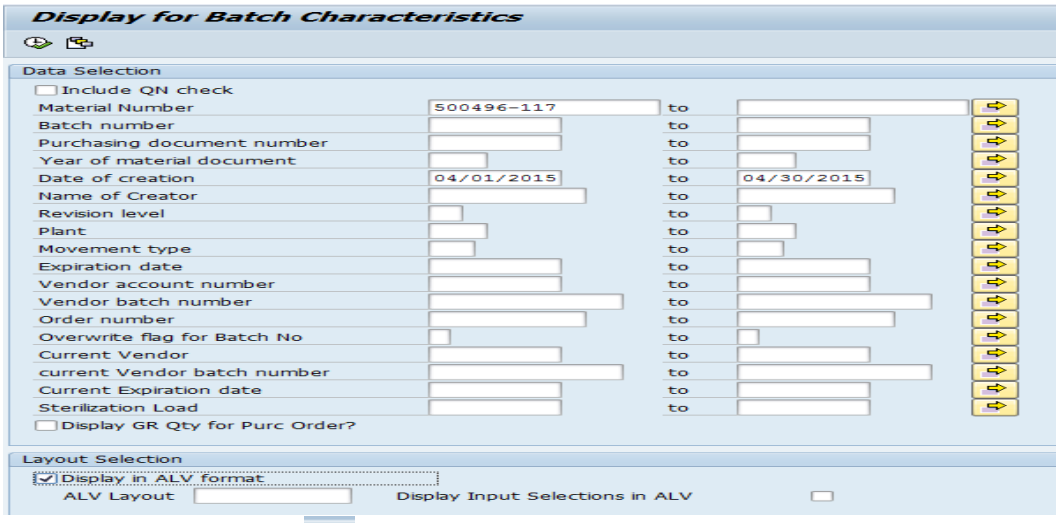
Export results by clicking the Excel button

Do not double counts lots (01/0101 inspection or 0106/0103) – count batch numbers for total lots.

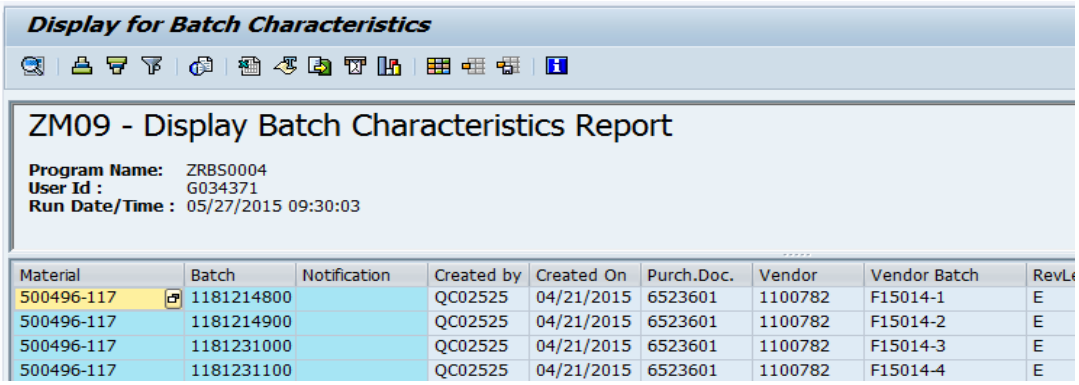
You want only those with a status of 'UD' (user decision or complete).

Run ZM09 – Supplier Lots Received

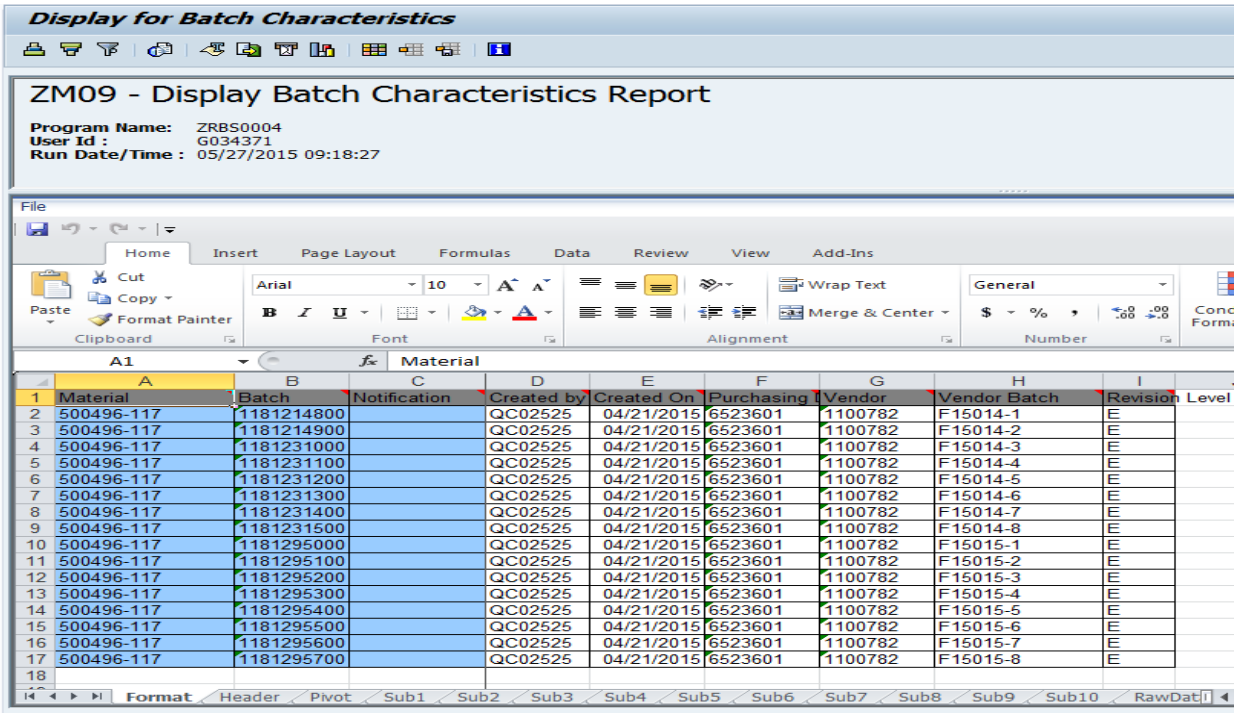
Enter Material Number and Date Range
Click the Display in ALV Format at the bottom of screen
Click Execute



Click the Excel button to work with file and total the lots received



Material	Batch	Notification	Created by	Created On	Purch.Doc.	Vendor	Vendor Batch	RevLe
500496-117	1181214800		QC02525	04/21/2015	6523601	1100782	F15014-1	E
500496-117	1181214900		QC02525	04/21/2015	6523601	1100782	F15014-2	E
500496-117	1181231000		QC02525	04/21/2015	6523601	1100782	F15014-3	E
500496-117	1181231100		QC02525	04/21/2015	6523601	1100782	F15014-4	E



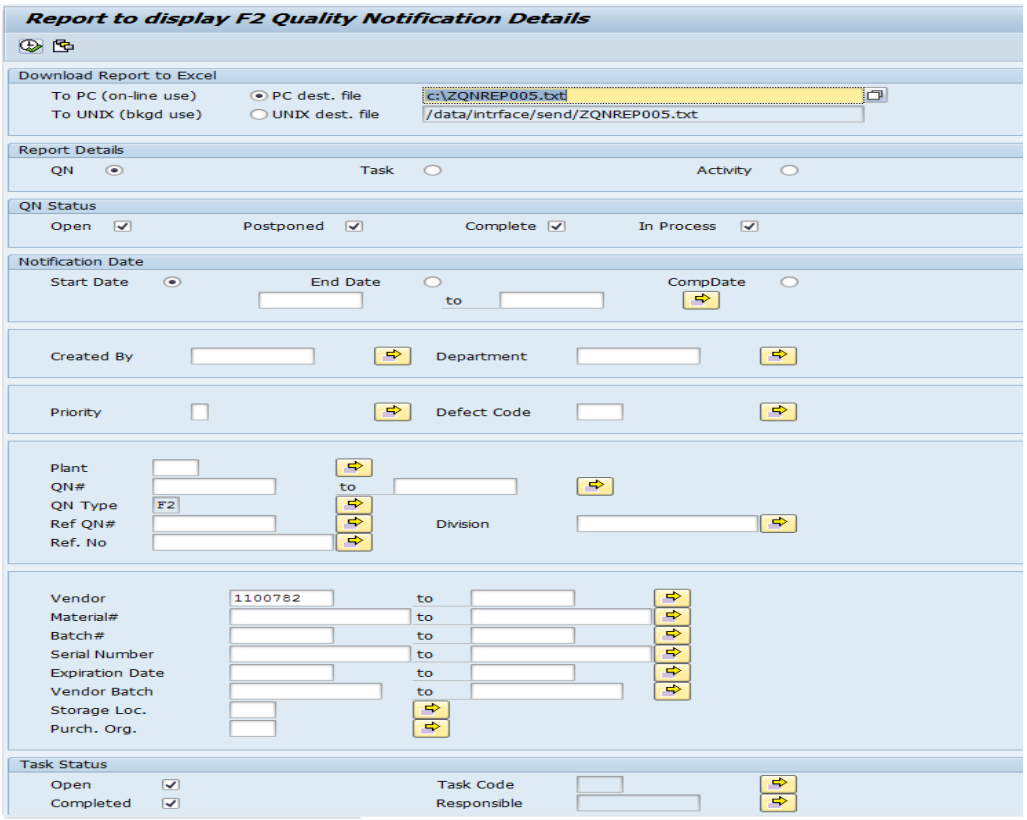
	A	B	C	D	E	F	G	H	I
1	Material	Batch	Notification	Created by	Created On	Purchasing I	Vendor	Vendor Batch	Revision Level
2	500496-117	1181214800		QC02525	04/21/2015	6523601	1100782	F15014-1	E
3	500496-117	1181214900		QC02525	04/21/2015	6523601	1100782	F15014-2	E
4	500496-117	1181231000		QC02525	04/21/2015	6523601	1100782	F15014-3	E
5	500496-117	1181231100		QC02525	04/21/2015	6523601	1100782	F15014-4	E
6	500496-117	1181231200		QC02525	04/21/2015	6523601	1100782	F15014-5	E
7	500496-117	1181231300		QC02525	04/21/2015	6523601	1100782	F15014-6	E
8	500496-117	1181231400		QC02525	04/21/2015	6523601	1100782	F15014-7	E
9	500496-117	1181231500		QC02525	04/21/2015	6523601	1100782	F15014-8	E
10	500496-117	1181295000		QC02525	04/21/2015	6523601	1100782	F15015-1	E
11	500496-117	1181295100		QC02525	04/21/2015	6523601	1100782	F15015-2	E
12	500496-117	1181295200		QC02525	04/21/2015	6523601	1100782	F15015-3	E
13	500496-117	1181295300		QC02525	04/21/2015	6523601	1100782	F15015-4	E
14	500496-117	1181295400		QC02525	04/21/2015	6523601	1100782	F15015-5	E
15	500496-117	1181295500		QC02525	04/21/2015	6523601	1100782	F15015-6	E
16	500496-117	1181295600		QC02525	04/21/2015	6523601	1100782	F15015-7	E
17	500496-117	1181295700		QC02525	04/21/2015	6523601	1100782	F15015-8	E
18									

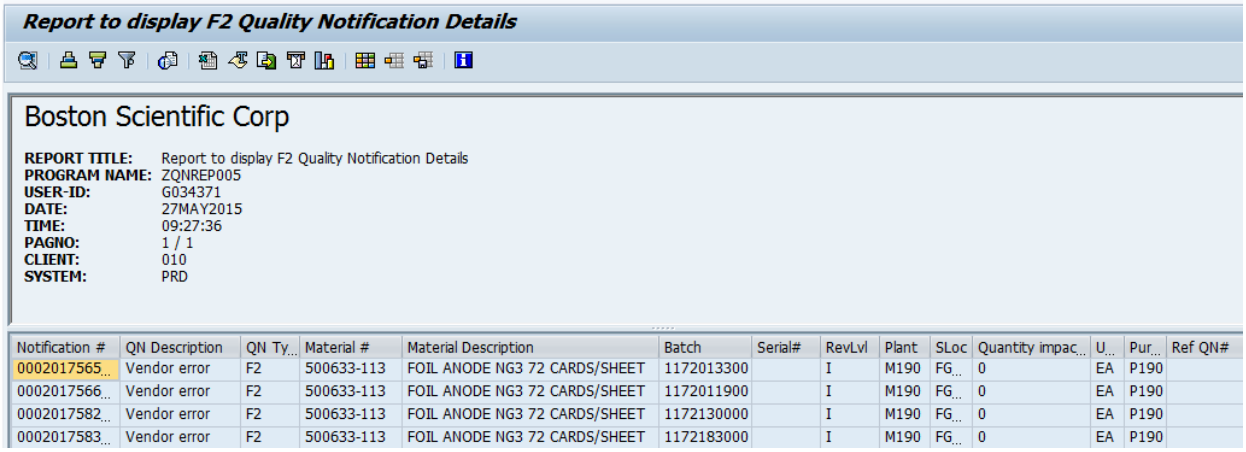
QA33 lots completed and ZM09 lots received should be close in counts, and only be different if there are lots received that have not been completed.

<u>Run ZQM_QNF2REP – QN's</u>

This will give count of QN's initiated during the review period, used to verify if Vendor Error or otherwise.

Select QN Status buttons as needed
Enter Vendor Number or other data
Click Execute





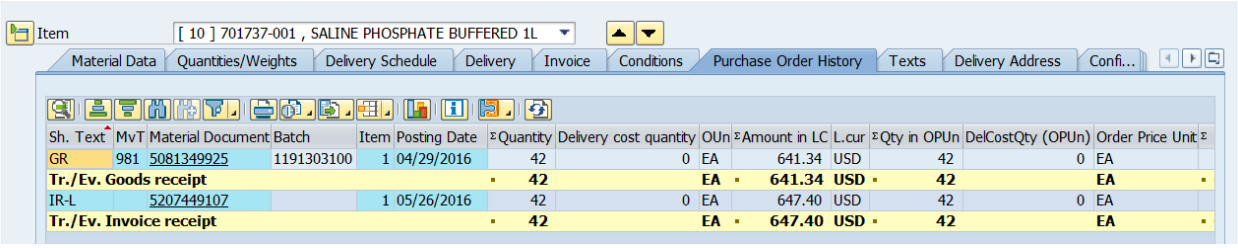
Notification #	QN Description	QN Ty...	Material #	Material Description	Batch	Serial#	RevLvl	Plant	SLoc	Quantity impac...	U...	Pur...	Ref QN#
0002017565...	Vendor error	F2	500633-113	FOIL ANODE NG3 72 CARDS/SHEET	1172013300		I	M190	FG...	0	EA	P190	
0002017566...	Vendor error	F2	500633-113	FOIL ANODE NG3 72 CARDS/SHEET	1172011900		I	M190	FG...	0	EA	P190	
0002017582...	Vendor error	F2	500633-113	FOIL ANODE NG3 72 CARDS/SHEET	1172130000		I	M190	FG...	0	EA	P190	
0002017583...	Vendor error	F2	500633-113	FOIL ANODE NG3 72 CARDS/SHEET	1172183000		I	M190	FG...	0	EA	P190	

Accounts Payable

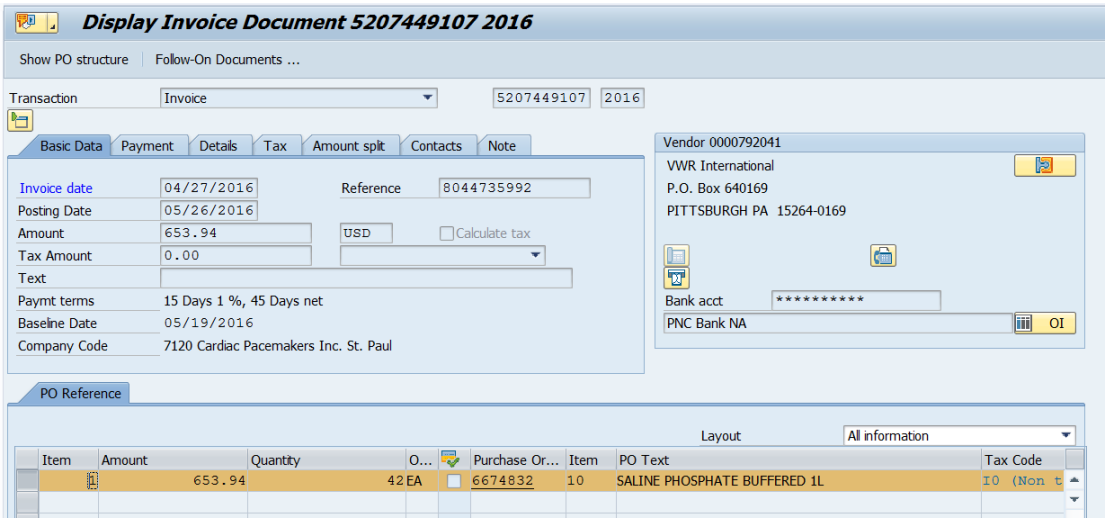
How to find if an invoice was paid via PO History

In the Item Details section of the PO, click on the Purchase Order History tab.
If there is no tab there have been no invoices or receipts applied to the PO yet.

The tab will show GR (Goods Receipts) and/or IR-L (Invoice Receipts) posted to the PO. The total GR & IR should be equal to balance and close a PO.

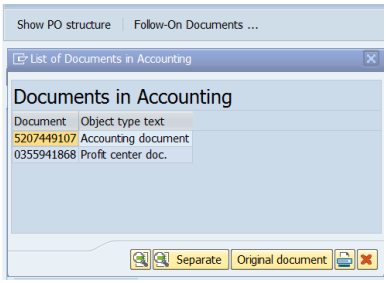


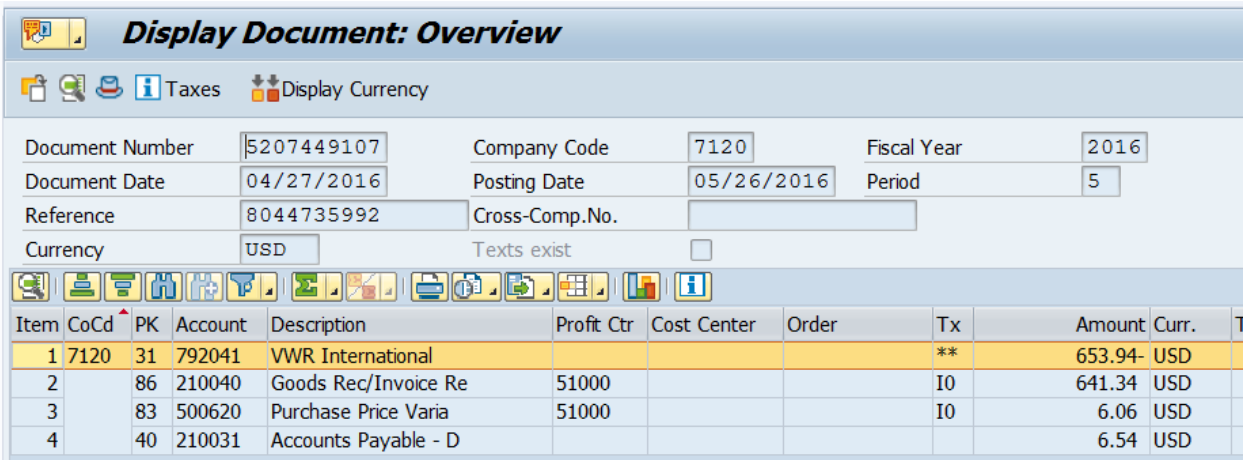
Click on the Material Document number in the IR-L line to open Invoice Document details.



Reference field = the vendor invoice number
Invoice date field = the date of the invoice
Posting Date field = the date the invoice was entered by A/P
Baseline Date = the date invoice was received at BSC, and the start date for payment terms

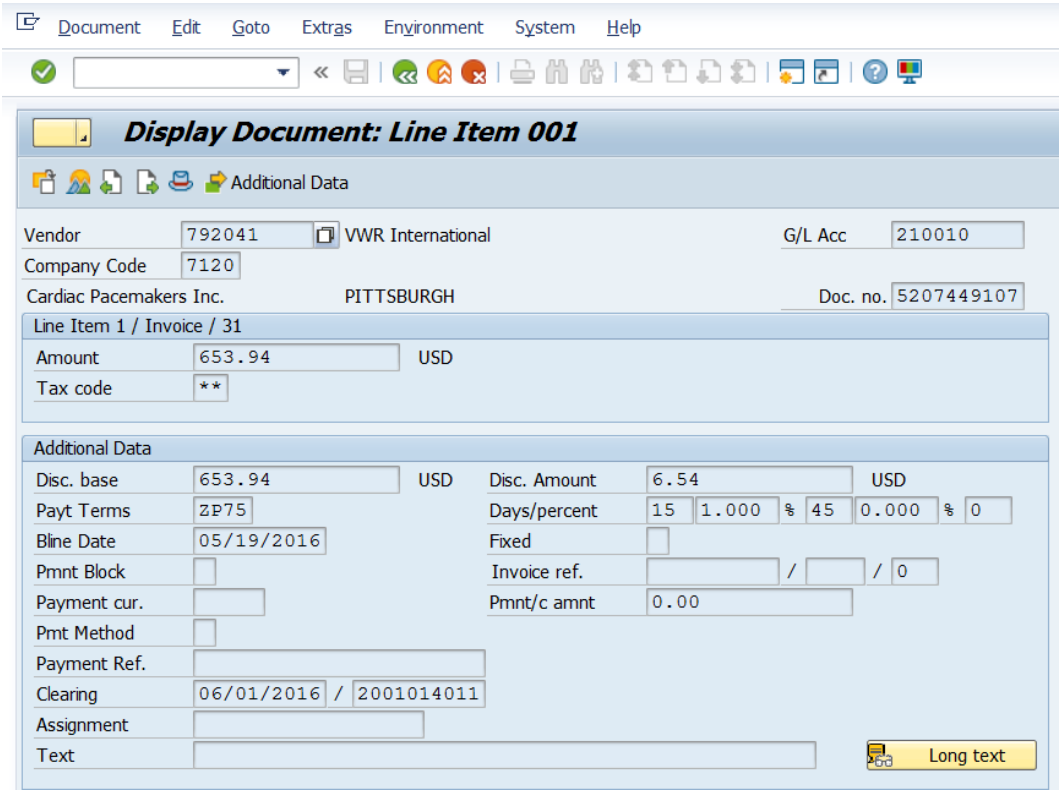
To find out if the invoice was paid yet, click the Follow-on documents button
Double click on Accounting document





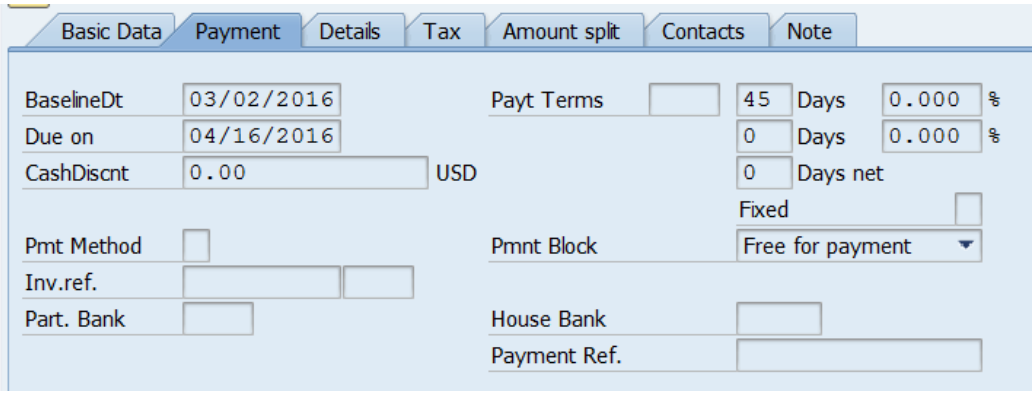
Note: you will see PPV under accounting document if there is any due to difference in PO Price and Standard Cost.

Double click on the line with the Vendor's name to see if there is a Clearing field, which includes the payment date and clearing number.



If there is a Clearing field on this screen, then payment was made on the date listed.
If no Clearing field, the payment has not been made yet.

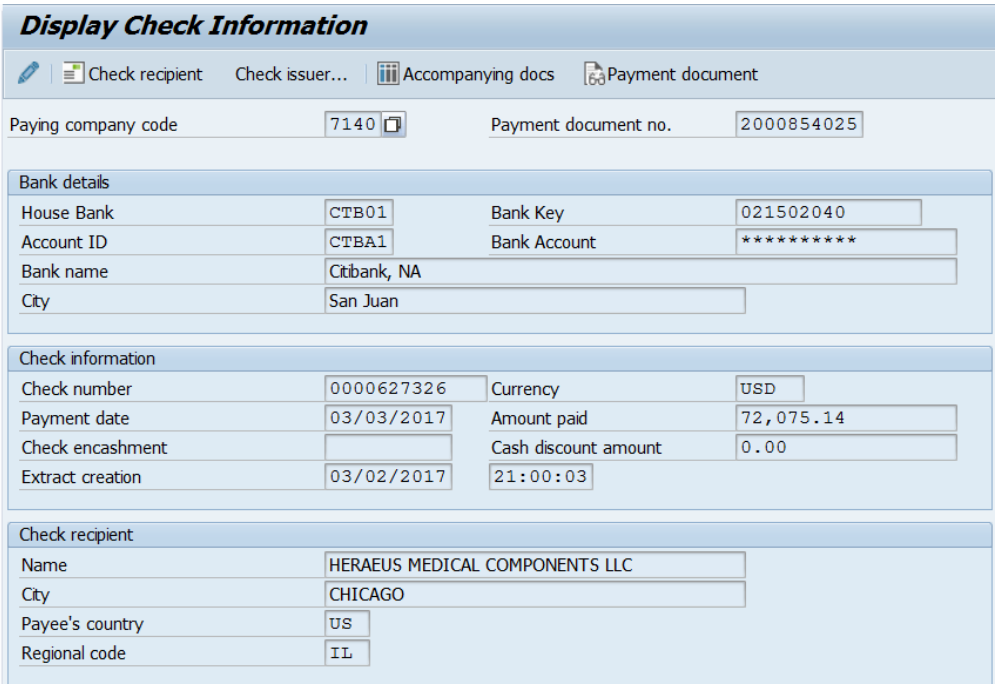
Green arrow back to the IR-L display screen and click the Payment tab to see the due date. If the date has not happened yet, the invoice will be paid on the next payment run after the due date.



Display Payment Details

From the SAP Menu click Environment - Check Information. If get the message "no check info found" when click the Check Information option, that means the supplier is paid electronically, and the number listed in the field after the clearing/payment date is the electronic reference number.

In the Check Information section it will list the check number, payment date, amount paid, and check encashment date (date check was cashed).



Click the "Accompanying docs" button to get remittance details (list of all invoices paid on check):

Check line items

Selections | Dispute Case

Vendor 698968
Company Code 7140

Name HERAEUS MEDICAL COMPONENTS LLC
City CHICAGO

CoCode	Vendor	Account	Bra	Typ	Amount in local cur.	LCurr	Discount	W/tax amt	DocumentNo	Reference
7140	698968	698968	11..	RE	1,686.00-	USD	0.00	0.00	5208000513	25843
7140	698968	698968		RE	2,731.68-	USD	0.00	0.00	5207999044	25851
7140	698968	698968		RE	417.60-	USD	0.00	0.00	5208000597	25901
7140	698968	698968		RE	1,885.70-	USD	0.00	0.00	5207945151	26294
7140	698968	698968	11..	RE	17,149.80-	USD	0.00	0.00	5207942340	26300
7140	698968	698968	11..	RE	460.80-	USD	0.00	0.00	5207942338	26303
7140	698968	698968	11..	RE	2,739.81-	USD	0.00	0.00	5207942269	26304
7140	698968	698968	11..	RE	2,731.68-	USD	0.00	0.00	5207942275	26306
7140	698968	698968	11..	RE	17,019.62-	USD	0.00	0.00	5207942343	26308
7140	698968	698968		RE	2,731.68-	USD	0.00	0.00	5207943182	26349
7140	698968	698968		RE	2,677.48-	USD	0.00	0.00	5207943141	26352
7140	698968	698968		RE	876.72-	USD	0.00	0.00	5207943139	26354
7140	698968	698968		RE	1,248.48-	USD	0.00	0.00	5207943175	26355
7140	698968	698968		RE	16,980.00-	USD	0.00	0.00	5207943168	26356
7140	698968	698968		RE	738.09-	USD	0.00	0.00	5207943142	26357
*				RE	72,075.14-	USD	0.00	0.00		

If paid electronically, and to see if other invoices were included in the payment - double click the Clearing # next to the clearing date:

Document Edit Goto Extras Environment System Help

Display Document: Line Item 001

Additional Data

Vendor 698027 HISCO
Company Code 7120
Cardiac Pacemakers Inc. DALLAS

G/L Acc 210010
Branch 1100440
Doc. no. 5207285928

Line Item 1 / Invoice / 31

Amount 67,808.00 USD
Tax code I0

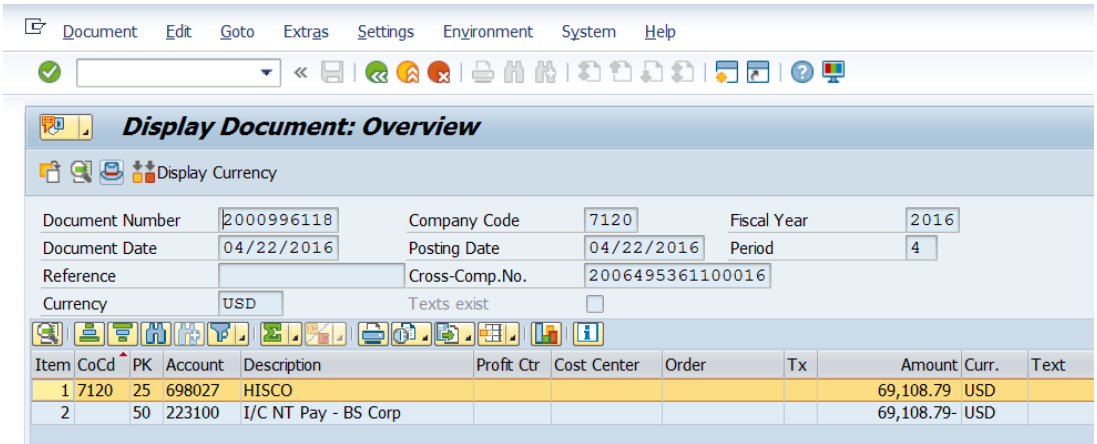
Additional Data

Disc. base 67,808.00 USD
Payt Terms ZP32
Bline Date 03/02/2016
Pmnt Block
Payment cur.
Pmt Method
Payment Ref.
Clearing 04/22/2016 / 2000996118
Assignment 9927027-01
Text

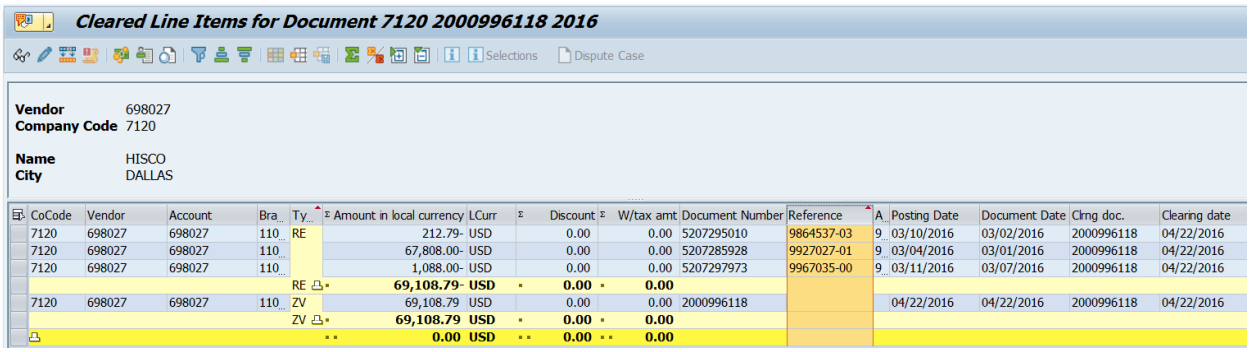
Disc. Amount 0.00 USD
Days/percent 45 0.000 % 0 0.000 % 0
Fixed
Invoice ref. / / 0
Pmnt/c amnt 0.00

Long text

Then from the SAP Menu select Environment – Payment Usage

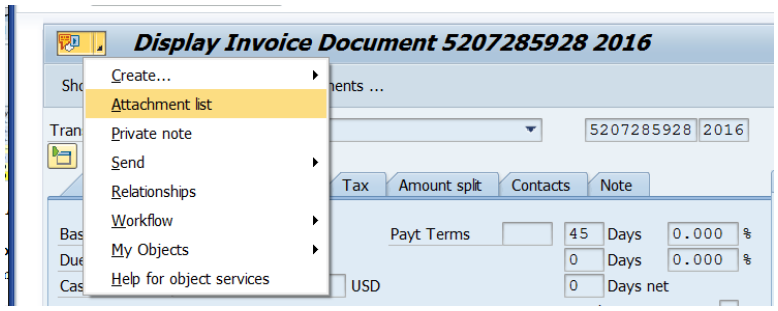


A list of all invoices included in the electronic Clearing payment will display

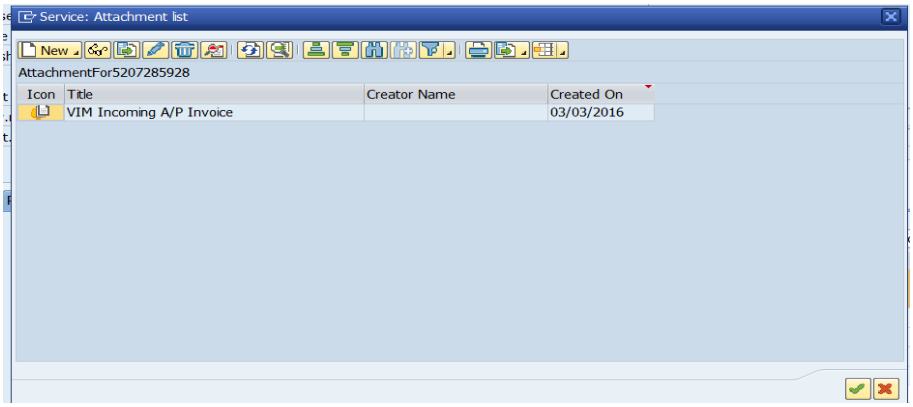


How to View an Invoice from PO History

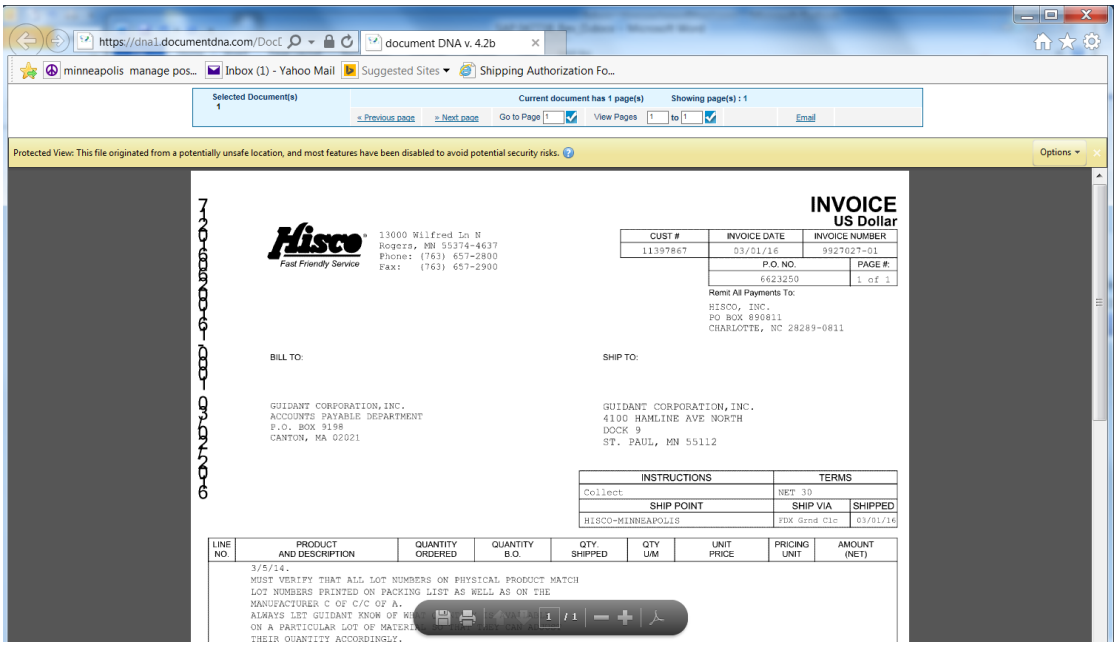
After clicking into the IR-L line in PO History, Click the arrow of the Services for Object button and select Attachment list. If Attachment list is grayed out, contact A/P for a copy (usually discount invoices are not attached).



Double Click on the VIM Incoming A/P Invoice

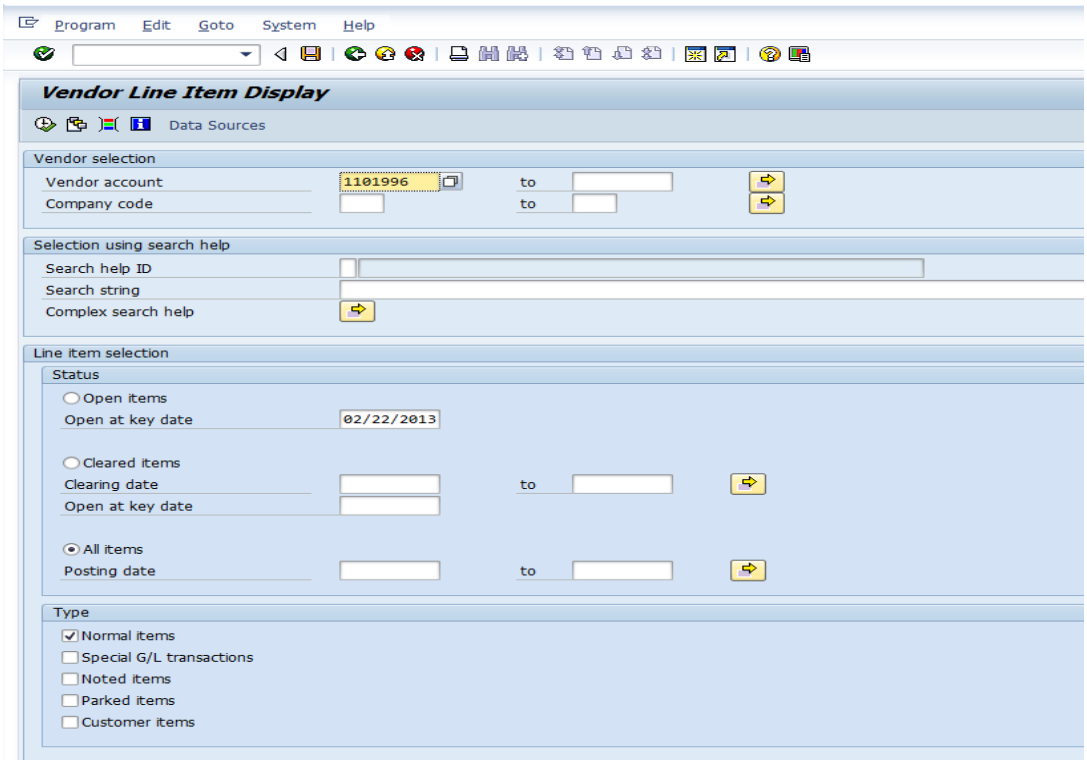


Internet Explorer will open, and open up Document DNA (where scanned invoices are stored) and a copy of the invoice will display. If the View Pages says 1 of a higher number than 1 (in second box), there is more than 1 page to the invoice, and you can click Next page to open the next page.

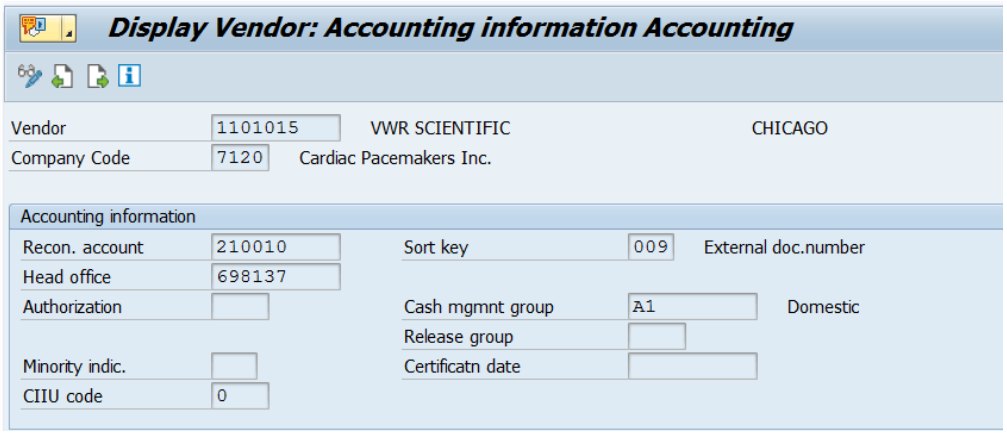


Display All Vendor Payments – Open & Cleared

SAP Transaction FBL1N - Displays all invoices paid or scheduled to be paid for a vendor



Enter Vendor Number and Company Code (not required). If vendor has a remit to #, you will need to enter that to find all payments, as invoices are posted to the remit to not the order to vendor #. You can find the Remit to via XK03 – under the Head Office field of the Accounting information Accounting screen of the vendor master.



Select "status" button for type of line items you want to see and date range if needed:

All items – paid and open invoices
Cleared items – paid invoices
Open items – open invoices

Click Execute button

Vendor Line Item Display

Selections | Dispute Case

Vendor 1100278
Company Code 7120

Name RMS COMPANY
City MINNEAPOLIS

CoCode	Vendor	Account	Branch	Type	Amt in loc.cur.	LCurr	Discount	W/tax amt	Document Number	Reference	A	Posting Date	Document Date	Clrng doc.	Clearing date	DD	Due	Text
7120	698020	1100278	1100278	KA	25,983.75-	USD	0.00	0.00	1700585500		N	01/23/2017	01/23/2017	2001140500	01/26/2017			Vendor Consignment
7120	698020	1100278	1100278		2,380.00-	USD	0.00	0.00	1700628000			07/03/2017	07/03/2017					Vendor Consignment
				KA	**28,363.75-**	**USD**	**0.00**	**0.00**										
7120	698020	1100278	1100278	RE	10,000.00-	USD	0.00	0.00	5208268618	0323303	0	06/27/2017	12/06/2016					
7120	698020	1100278	1100278		14,453.00-	USD	0.00	0.00	5208301931	0323541	0	07/12/2017	12/12/2016				X	For baseline date- 6851158
7120	698020	1100278	1100278		1,050.00-	USD	0.00	0.00	5208301926	0323913	0	07/12/2017	12/19/2016				X	6907431- For baseline dates
7120	698020	1100278	1100278		1,648.92-	USD	0.00	0.00	5207888656	0324222	0	01/03/2017	12/28/2016	2001174000	03/29/2017			
7120	698020	1100278	1100278		1,687.14-	USD	0.00	0.00	5207888631	0324223	0	01/03/2017	12/28/2016	2001174000	03/29/2017			
7120	698020	1100278	1100278		1,676.22-	USD	0.00	0.00	5207888639	0324224	0	01/03/2017	12/28/2016	2001174000	03/29/2017			
7120	698020	1100278	1100278		2,310.00-	USD	0.00	0.00	5207900726	0324248	0	01/10/2017	12/28/2016	2001174000	03/29/2017			
7120	698020	1100278	1100278		7,073.45-	USD	0.00	0.00	5207895714	0324540	0	01/06/2017	12/30/2016	2001176004	04/04/2017			
7120	698020	1100278	1100278		9,729.28-	USD	0.00	0.00	5207914477	0324782	0	01/17/2017	01/06/2017	102565025	02/07/2017			
7120	698020	1100278	1100278		9,729.28	USD	0.00	0.00	5207955463		0	02/07/2017	01/06/2017	102565025	02/07/2017			MR8M
7120	698020	1100278	1100278		298.00-	USD	0.00	0.00	5207914686	0325061	0	01/18/2017	01/12/2017	2001179500	04/13/2017			
7120	698020	1100278	1100278		1,050.00-	USD	0.00	0.00	5208301635	0325158	0	07/12/2017	01/16/2017				X	7107141- For baseline dates
7120	698020	1100278	1100278		3,458.59-	USD	0.00	0.00	5208110550	0326643	0	04/19/2017	02/13/2017					
7120	698020	1100278	1100278		450.00-	USD	0.00	0.00	5208277784	0326663	0	06/30/2017	02/13/2017	2001216554	07/05/2017		X	Page # 3
7120	698020	1100278	1100278		712.50-	USD	0.00	0.00	5207995024	0327212	0	02/24/2017	02/22/2017	2001197555	05/22/2017			
7120	698020	1100278	1100278		750.00-	USD	0.00	0.00	5208093113	0329765	0	04/11/2017	04/05/2017	2001216554	07/05/2017			
7120	698020	1100278	1100278		5,000.00-	USD	0.00	0.00	5208301927	0330525	0	07/12/2017	04/18/2017					Page #2- Manual
7120	698020	1100278	1100278		9,692.80-	USD	0.00	0.00	5208267519	0332336	0	06/27/2017	05/19/2017					
7120	698020	1100278	1100278		9,879.20-	USD	0.00	0.00	5208202711	0332655	0	05/30/2017	05/25/2017					
7120	698020	1100278	1100278		3,150.00-	USD	0.00	0.00	5208289544	0333094	0	07/06/2017	05/26/2017					Page # 4
7120	698020	1100278	1100278		4,398.24-	USD	0.00	0.00	5208226096	0333236	0	06/09/2017	06/02/2017					

Reference = Invoice #
Document Number = IR-L # from invoice posting, or Settlement Report # for Consignment/ERS

If there is a Clearing doc. And Clearing date – payment has been made. If not, check the DD column for status:

Past Due Not due yet

You can double click on the line to get further details (as explained earlier).

Display Document: Line Item 001

Additional Data

Vendor	698020	RMS COMPANY		G/L Acc	210010
Company Code	7120	8600 EVERGREEN BLVD		Branch	1100278
Cardiac Pacemakers Inc.		MINNEAPOLIS		Doc. no.	1700585500

Line Item 1 / Invoice / 31

Amount	25,983.75	USD			
Tax code	R0				

Additional Data

Disc. base	25,983.75	USD	Disc. Amount	0.00	USD
Payt Terms	Z108		Days/percent	7 0.000 % 0	0.000 % 0
Bline Date	01/23/2017		Fixed		
Pmnt Block			Invoice ref.	/ / 0	
Payment cur.			Pmnt/c amnt	0.00	
Pmt Method					
Payment Ref.					
Clearing	01/26/2017 / 2001140500				
Assignment	NATICK				
Text	Vendor Consignment				

Long text

BSC Tax Exempt Certificate

Boston Scientific's W9 Federal Tax Exempt Certificate for suppliers:

http://inside.bsci.com/sites/GBS/Pages/Credit-and-Collection-Services.aspx

MN Tax Exempt Certificate (ST3) is not on the GBS website and has to be requested from another buyer or BPL, and it is filled out per supplier.

Invoice Submission Options

There are three options for suppliers to submit invoices for payment. All invoices must be submitted with either a valid PO # and/or reference a valid BSC contact name or they will be deleted.

1. Via Regular Mail – sent to A/P address printed on PO's

2. Via Email – submit via email to BSCInvoices@lason.com
    a. This is a 3rd Party who scans the invoices into our Vendor Invoice Management system (VIM). It is an electronic email with no live person at the other end.
    b. There are specific requirements for an email submission, see below details

3. For Suppliers with Discount Terms – submit via email to NatickAPDiscount@bsci.com
    a. Discount payments are paid electronically only. The supplier must be set up to be paid electronically to use this option.
    b. If invoices are submitted to the Lason email address, and found to have Discount Terms, the invoice will be deleted from VIM and sent to the Discount team for processing.
4. A/P Helpdesk email contacts
    a. accountspayableus@bsciaccountspayable.com
    b. accountspayableIE@bsciaccountspayable.com
    c. GBSFXinvoice@bsci.com

Invoice Submission Process

The below link goes to the GBS website where invoice submission documents are stored and can be downloaded and sent to your suppliers if needed, along with A/P contact information, and other accounts payable information.

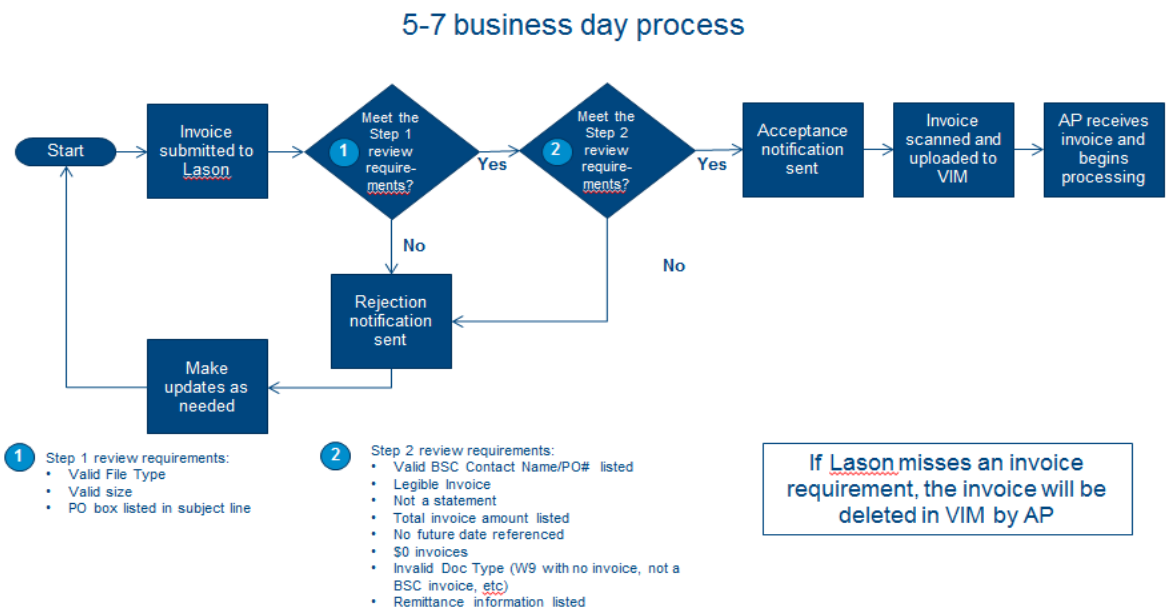
http://inside.bsci.com/sites/GBS/Pages/EmployeeResources/Invoice-Submission.aspx

1. Specific requirements for emailed invoices to BSCInvoices@lason.com
    a. Subject line of the email **must** only list the PO BOX Number (i.e., 919X) or it will be rejected
    b. The invoice MUST be sent as a .pdf attachment, and multiple invoices can be in 1 attachment
    c. An email notification from Lason will be sent back to sender, stating "Processed" or "Rejected". Response email should be kept for tracking the submission.
        i. "Rejected" happens if the subject line is incorrect or the attachments are not .pdf's

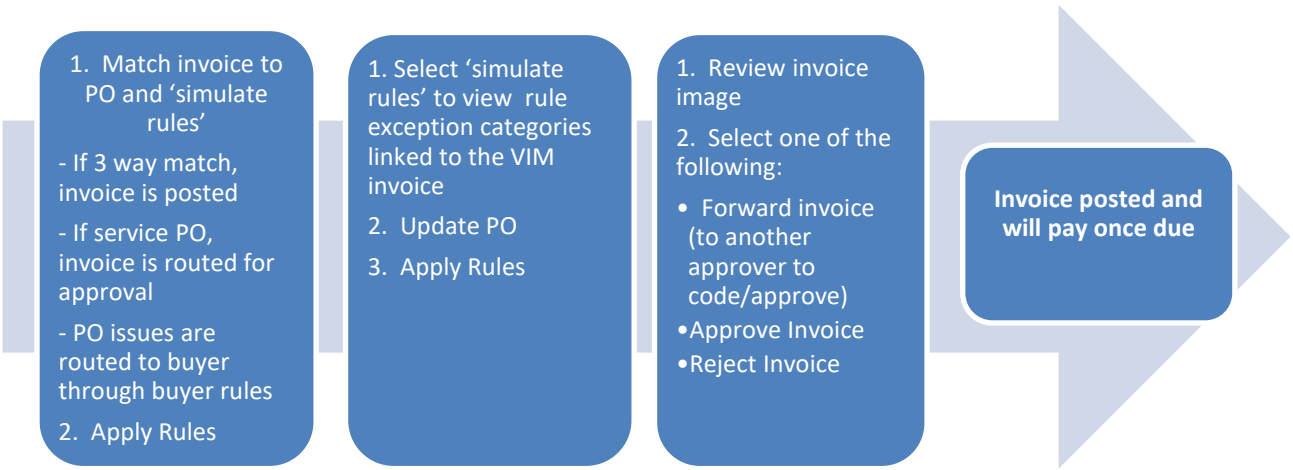
ii. "Processed" means it was received, and will be processed (suppliers should keep these, and the originally sent email for confirmation in case the invoice does not get processed).

2. Scanned invoices are located in DocDNA
   a. Mailed invoices are manually scanned. Emailed invoices are scanned electronically
   b. There is no system check to confirm that all invoices "Processed" are actually scanned and entered into VIM. Manually looking an invoice up in DocDNA is the only check.
      i. To get access to DocDNA contact A/P

3. Lason keys basic info (Invoice number, date, $) into VIM (which is where invoices are loaded for A/P review before being posted in SAP)
   a. Invoices can be rejected at this point if Lason decides it should not be processed (missing PO# or a contact name, it's not an invoice but a statement, etc.)
      i. Notes regarding rejection are seen in DocDNA



4. Invoices that are "ready" are uploaded into VIM, and the system tries to match the invoice to the PO. If problems, they are opened and reviewed by A/P.
   a. If Lason does not catch an issue, there is potential deletion step here that A/P does for missing PO#, contact name, statement, etc.
   b. A/P compares against the A/P Entry Screen (MIRO or FB60)
      i. If 3-way match, invoice is posted to PO
      ii. If MRO PO, invoice is routed for approval if over $1000
      iii. If can't match invoice to PO, invoice is sent via VIM to buyer for resolution



Vendor Payment Options

BSC's default payment option for Vendors is via check. Electronic payment is available, and can be requested via the Direct Deposit form (located at the below link). Form should be filled out and submitted to Vendor Master to update the payment method. NOTE: For Dorado payments to an OUS bank, there is no electronic version as this time (Dec 2017), but a system change has been requested to allow electronic payments to OUS banks.

http://inside.bsci.com/sites/GBS/Documents/HCP%20and%20Vendor%20Master/Direct%20Deposit%20Form%207-9-2013.pdf

ERS – Evaluated Receipt Settlement

Payment to the vendor is generated per the PO Payment Terms, based on the Goods Receipt, and invoices should not be submitted. A settlement report will be sent daily to vendors, on days where goods are received advising them of what upcoming payments will be, referencing to the Document no. & Date of the matching IR-L (found under PO History) that should be used to x-ref with the suppliers invoice internally.

The vendor is required to advise the buyer immediately of any discrepancies (price, GR qty, etc.) so they can be fixed prior to the payment being made, as adjustments after the payment is made are more difficult to fix. If there are changes (like price), the buyer should update the PO, then send an email to the A/P Helpdesk advising of the need to update the ERS Settlement so payment will be made for correct amount. Example of ERS Settlement Report:

LAKE REGION MEDICAL
P.O. Box 203520
DALLAS TX 75320-3520
USA

Goods Receipt Settlement

Page: 1 / 1

Document no. / Date
5207913681 / 01/17/2017
Currency
USD
Your vendor number in our co.
1100047
Our tax ID number

Processed by
Kumar
Telephone no.
1-800-272-3737
Fax no.

E-mail address

As agreed, we have settled the following goods and services and credited the amounts to your account in our company:

GR Date	PODoc	Item	Vendor Batch	Qty	Unit	Net val
Settlement items for plant: M490, Guidant Puerto Rico BV.,, 00646-2602 DORADO, Road 698, Lot No. 12						
Material:358388-001 FLUORO RING						
12/08/2016	6739397	00010		1,183	EA	603.33
Total net value						603.33
Non taxable input tax code (I0)			603.33			0.00
Total						**603.33**

Terms of payment: Related to 01/17/2017:
within 90 days Due net

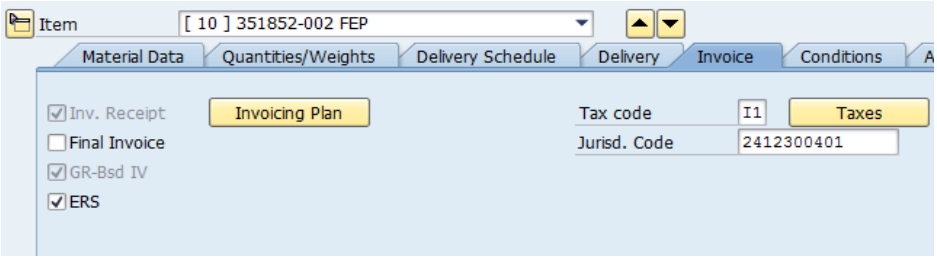
Buyer Checklist to set up Vendor on ERS

Pre-PO Creation

- Confirm supplier is on-board with the ERS process and is ready to receive ERS PO's
- Complete Vendor Maintenance Form and send to Vendor Master Group to update the vendor master record to Auto-ERS payment method
- The material PIR must have the GR-Bsd IV Flag checked, if not already
- Collect the e-mail address(s) that the supplier would like the Settlement report sent to and send an e-mail to Accounts Payable with subject line of "ERS Supplier email address" and provide the below details:
    - Vendor name & Vendor #
    - Company Code & Purchasing Org
    - Vendor email addresses for report to be sent to

PO Creation

- When the above process is taken when setting up a vendor for ERS, newly created POs will default from the Vendor Master Record at the line item level for ERS. Existing PO's will need to be updated.
- Under the Invoice tab, both GR-Bsd IV (Goods Receipt for Invoice) and ERS boxes must be checked, and the Tax Code must be entered.
  - Confirm the GR-Bsd IV is checked. If not checked, check the box. This will update the material PIR for future PO's, and will ensure current PO is paid via ERS processing.
  - ERS will not work if checked after the Goods Receipt (GR) has been done (if existing PO and move to ERS). Supplier will need to submit an invoice still.



- The ERS box should be unchecked if the PO will not have a GR done, as a GR is required for ERS to work.
- POs should be created as an all or nothing ERS PO. If any line item will not be received with a GR (such as a service), ERS should not be used on any item on the PO.
- Text is required in 2 of the PO Header Text fields advising both the supplier and accounts payable that the PO is an ERS PO:
  - In Header Text for the supplier, suggested wording:
    **** ERS PURCHASE ORDER – do not submit invoices ****
    - If supplier's system cannot turn off sending invoices, they can send invoices to ERSInvoices@bsci.com (an ERS black hole)
  - In Accounts Payable Header Note, suggested wording:
    ERS PO. DO NOT PROCESS INVOICES ON THIS PO

Consignment & ERS Price Discrepancies

For price discrepancies on Consignment and ERS settlements, an email has to be sent to APEscalation@bsci.com requesting a credit/debit for the difference. The below information is required, along with appropriate Management Approval per the 10.1 Signing Authority matrix and G/L to charge to (usually PPV 500620):

P/N	Description	PO #	PO Price Paid	Correct Price	Difference	Quantity	Total Owed
500482-001	CABLE DBS F1314 SSTL ETFE COATED	6723251	$ 0.28	$ 1.38	$ 1.11	102465	$ 113,223.83

VIM – Vendor Invoice Management

VIM Tips

Do NOT send the VIM back to A/P until resolved

- Do not send back asking A/P to wait for GR or say you are working on it – buyer is responsible to hold VIM until resolution, and then refer back to A/P

MRO PO's that do not require a Goods Receipt (Acct Assignment K with no GR button) or Service PO (Acct Assignment Z) require the Approver's name to be entered in the A/P Header Text

- Reminder: MRO PO's for tangible goods require a Goods Receipt, but if for some reason a goods receipt is not required, approver name is required
- If creating a PO that will not require receipts (which are used for A/P to match invoices against) <u>and</u> it will have multiple invoices submitted, the Quantity <u>cannot</u> be 1 as A/P cannot enter an invoice for a quantity less than 1.
- Approver should be the highest level manager that approved the eReq
    - A pop up happens on the A/P side with the name, so they know to route through WF Batch to get approval. Versus having to send to the buyer in a VIM requesting the approver's name, and then having to route for approval – this causes delays in the invoice being processed for payment

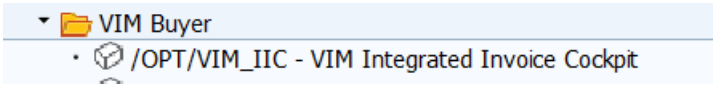
ERS POs

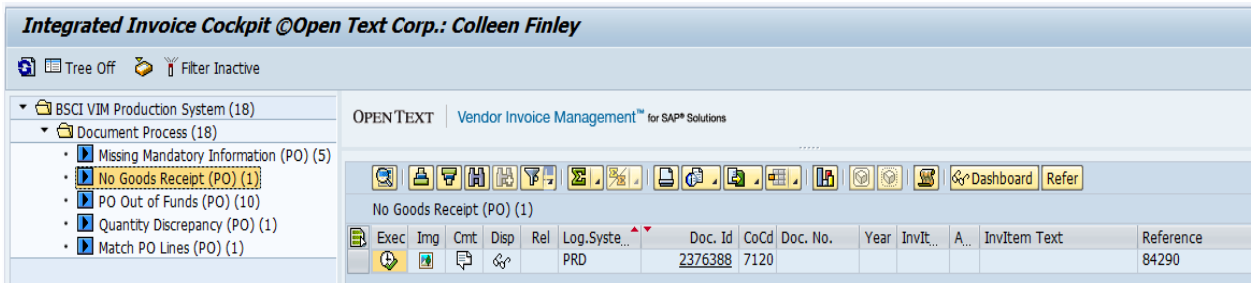
- Enter required Header Text and A/P Header Text stating "ERS PO – do not submit or accept invoices"
    - Having the A/P text should stop A/P from sending a VIM for whatever reason, they will delete instead

VIM Integrated Invoice Cockpit

Invoices that are not able to be entered for payment by Accounts Payable due to an error (quantity or price don't match the PO, no goods receipt, etc.) are sent via a VIM workflow to the buyer to resolve.

To access VIMs, use transaction code: /OPT/VIM_IIC - VIM Buyer or select from the SAP User Menu – VIM Buyer folder:



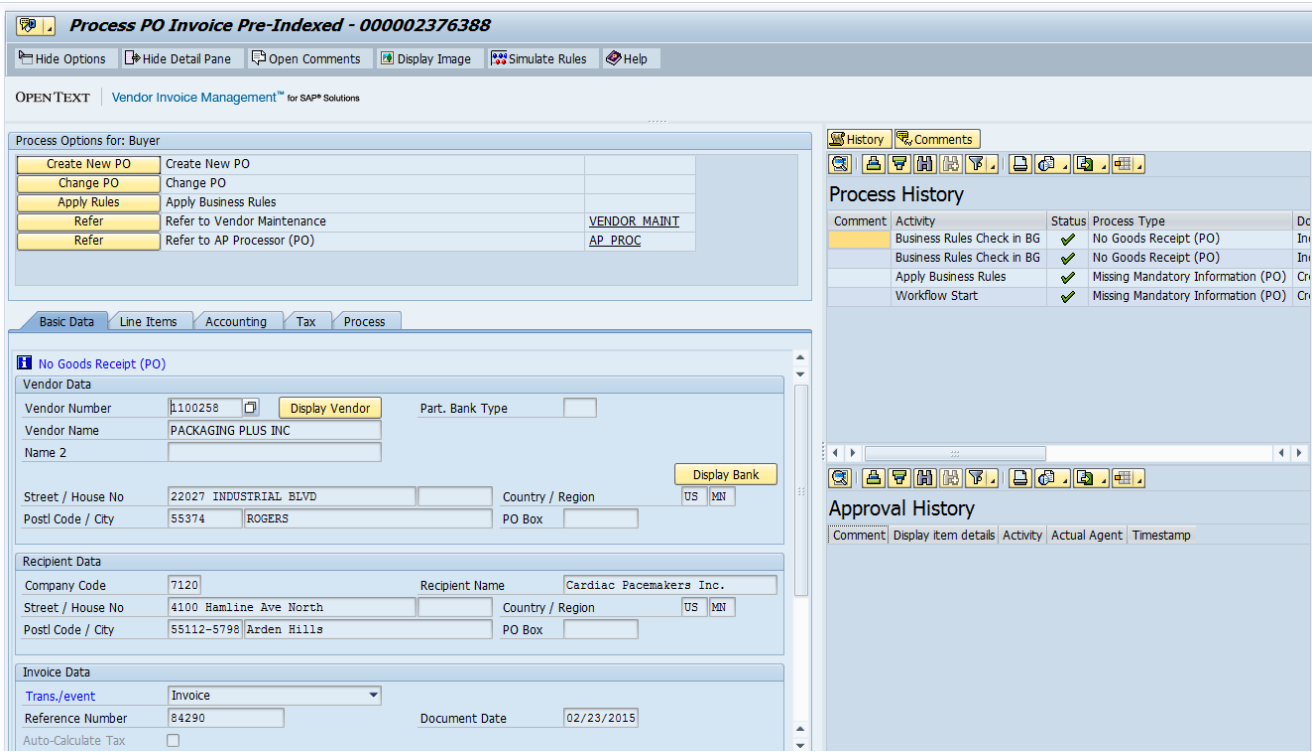


Click on the BSCI VIM Production System line, which will then display the Document Process Exception Types, or double click to get ALL to open up.

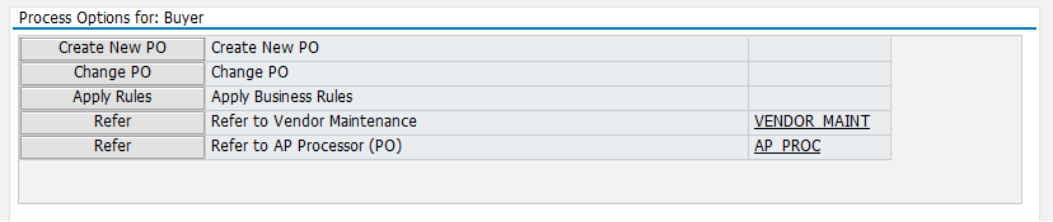
Click on a Process Type to get a list of all invoices with the specific exception to open up. The exception that shows maybe not be the main exception, need to click Simulate Rules to see all.

Click the Execute button next to the invoice line to get the details for the exception
FYI – the scanned copy of the invoice will open up

VIM Details Screen:

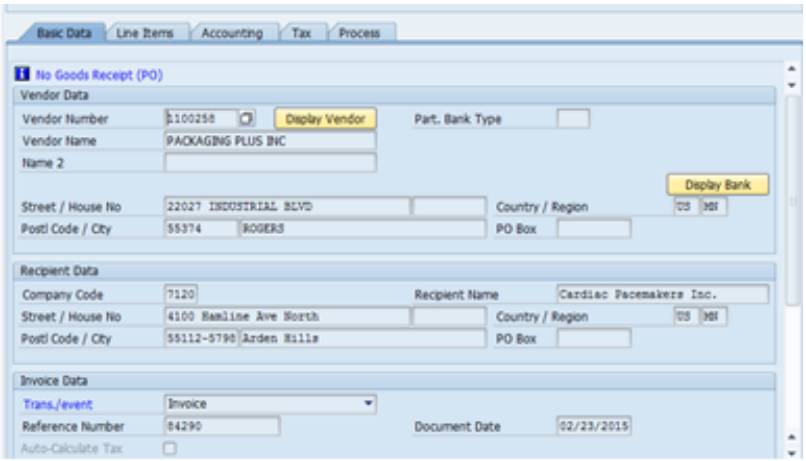


Details for each section of VIM Details Screen:



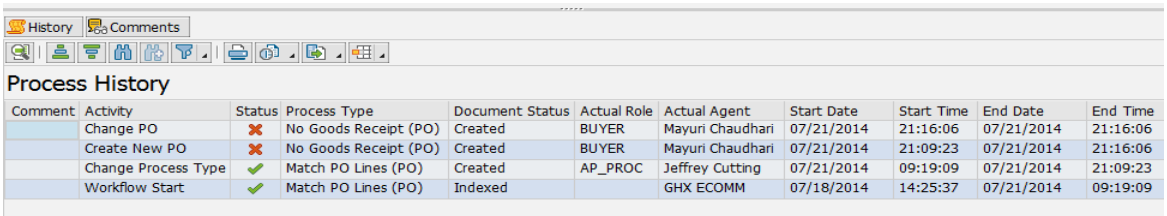
<u>Process Options for: Buyer:</u>

Create New PO:	Opens ME21N to create new PO
Change PO:	Opens ME22N to edit the existing PO
Apply Rules:	Runs all Process Types after exceptions are resolved, and AP involvement is no longer required (no comments to send back). It activates invoice workflow system and moves invoice to the next role responsible for the next process type exception.
Refer:	Sends the invoice to the Vendor Maintenance inbox (requires comments)
Refer:	Sends the invoice back to the AP Processor who originally referred it to the Buyer (requires comments). Don't need to pick a name from the list, click green check



Tabs:

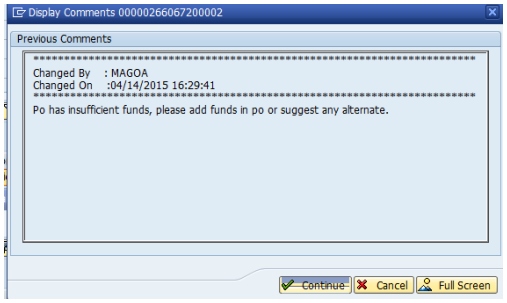
Basic Data Tab:	Displays Vendor Info, Recipient Data, Invoice Data
Line Items Tab:	Displays PO# and all available lines on the PO
Accounting Tab:	Displays Payment Terms, and Vendor Header Data
Tax Tab:	Displays Tax Info
Process:	Not used

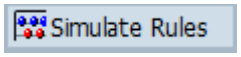


Comment	Activity	Status	Process Type	Document Status	Actual Role	Actual Agent	Start Date	Start Time	End Date	End Time
	Change PO	✗	No Goods Receipt (PO)	Created	BUYER	Mayuri Chaudhari	07/21/2014	21:16:06	07/21/2014	21:16:06
	Create New PO	✗	No Goods Receipt (PO)	Created	BUYER	Mayuri Chaudhari	07/21/2014	21:09:23	07/21/2014	21:16:06
	Change Process Type	✓	Match PO Lines (PO)	Created	AP_PROC	Jeffrey Cutting	07/21/2014	09:19:09	07/21/2014	21:09:23
	Workflow Start	✓	Match PO Lines (PO)	Indexed		GHX ECOMM	07/18/2014	14:25:37	07/21/2014	09:19:09

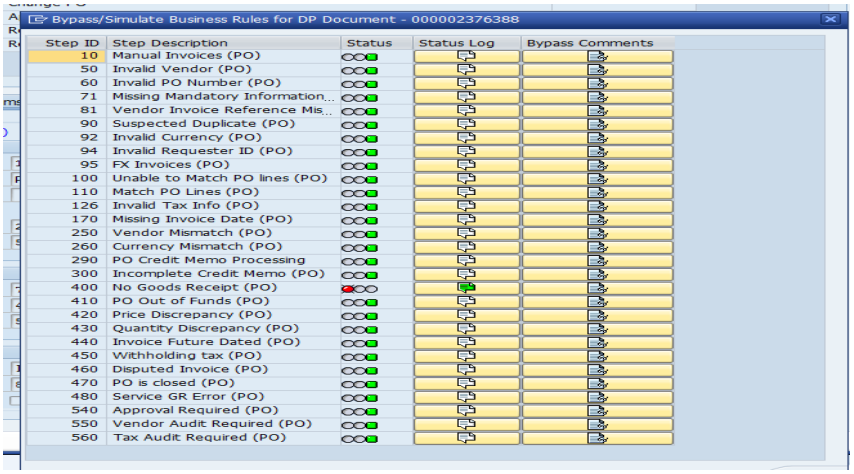
Process History:

Activity:	Last action taken on the invoice
Process Type:	Process Type at time of the action
Actual Role/Actual Agent:	User and role of the user who initiated last action
Dates:	Start and end date and the time of the action
Comment:	Click icon (if one) to read message from A/P (example below)



First step after executing an invoice is to click the 

button to display all Process Types currently flagged red that are exceptions that need to be resolved.



You will need to review the Invoice, PO and PO History to determine resolution.
Process Type Exceptions and suggested ways to resolve:

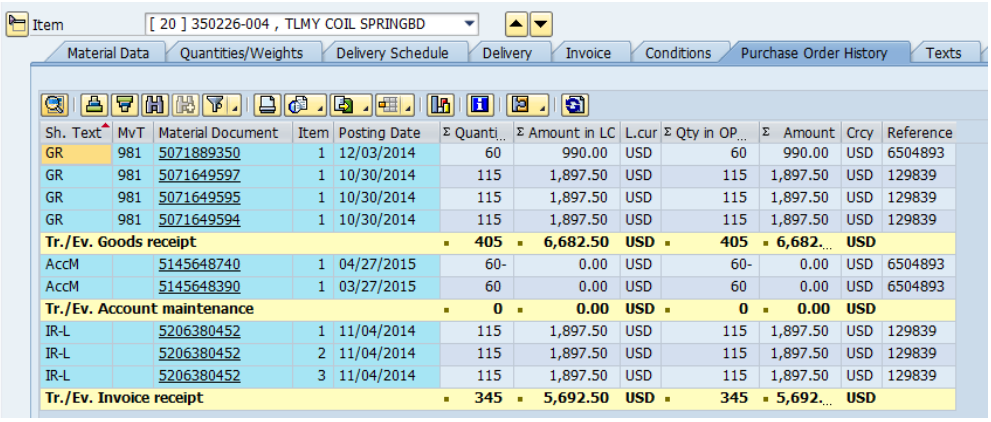
Process Type	Resolving Role	Cause of the Process Type Exception	Most Typical Resolution	Secondary Resolution
Quantity Discrepancy	Buyer	The system will trigger when the Quantity difference on one or more invoice lines compared to the PO exceeds the SAP configured tolerance.	Validate that the quantities on the invoice and PO are correct.	
PO is closed	Buyer	Manually triggered by AP when a PO referenced on an invoice has all the lines received and invoiced.	Validate the invoice references the correct PO	Re-open the PO and add additional funds
Unit of Measure Mismatch	Buyer	AP Triggered rule manually when invoices line item unit of measure does not match the unit of measure on the PO in SAP	Review Invoice and PO to ascertain which unit of measure is correct and either change the PO unit of measure (if it is incorrect) or instruct AP to match the PO unit of measure	
No Goods Receipt	Buyer	AP selects process type manually if goods have not been received in SAP at the time the invoice is received. The system will automatically wait 7 days before sending the invoice to the Buyer.	Validate if goods have actually been received. If not, Buyer may need to reach out to the vendor or receiving.	
PO Out of Funds	Buyer	AP manually selects this process type. Will be triggered when the invoice line amount exceeds the value left on a Service PO. Also takes into account other open invoice lines referencing that service PO that are in VIM but not posted.	Validate that the invoice references the correct PO.	Add additional funds to the PO.
Price Discrepancy	Buyer	The system will trigger when the price difference on one or more invoice lines compared to the PO exceeds the SAP configured tolerance.	Validate that the prices on the invoice and PO are correct.	
Unable to Match PO lines	Buyer	Manually selected by AP, holding place while research is performed.	Review Comments from AP user for details on issue.	If there are no comments refer invoice back to AP for information

Additional Issues & Resolution for Quantity Discrepancy/No Goods Receipt/PO Out of Funds:

Are there enough GR's to cover quantity being billed on the invoice? The GR for the specific invoice could be there but that doesn't mean the invoice can be posted, as there has to be enough total GR to cover the invoice – reasons there isn't enough:

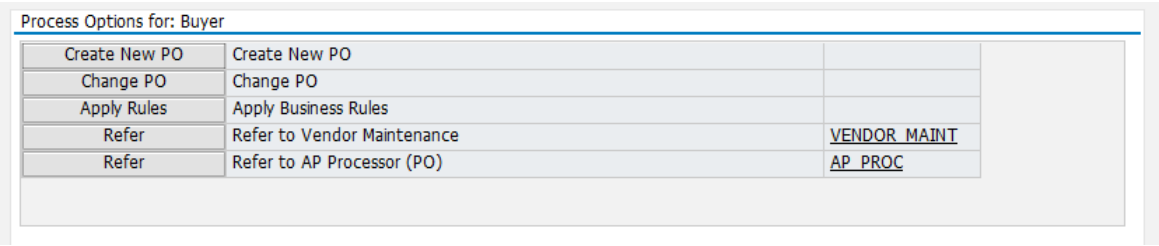
- A previous invoice could have been entered for wrong quantity. Need to have A/P reverse and reenter for correct quantity.
- There could be a previously posted invoice consuming the GR that didn't have a GR done. Request POD and have GR done.
- There could be an RTV that we have not received credit for to reduce the IRs. Need to request CM.

- Accounts Payable may have entered an AccM to close a GR/IR imbalance, and now an invoice or credit has arrived that needs to be applied to the PO. Need to request the reversal of the AccM.



Sh. Text	MvT	Material Document	Item	Posting Date	Σ Quanti...	Σ Amount in LC	L.cur	Σ Qty in OP...	Σ Amount	Crcy	Reference
GR	981	5071889350	1	12/03/2014	60	990.00	USD	60	990.00	USD	6504893
GR	981	5071649597	1	10/30/2014	115	1,897.50	USD	115	1,897.50	USD	129839
GR	981	5071649595	1	10/30/2014	115	1,897.50	USD	115	1,897.50	USD	129839
GR	981	5071649594	1	10/30/2014	115	1,897.50	USD	115	1,897.50	USD	129839
Tr./Ev. Goods receipt					**405**	**6,682.50**	**USD**	**405**	**6,682...**	**USD**	
AccM		5145648740	1	04/27/2015	60-	0.00	USD	60-	0.00	USD	6504893
AccM		5145648390	1	03/27/2015	60	0.00	USD	60	0.00	USD	6504893
Tr./Ev. Account maintenance					**0**	**0.00**	**USD**	**0**	**0.00**	**USD**	
IR-L		5206380452	1	11/04/2014	115	1,897.50	USD	115	1,897.50	USD	129839
IR-L		5206380452	2	11/04/2014	115	1,897.50	USD	115	1,897.50	USD	129839
IR-L		5206380452	3	11/04/2014	115	1,897.50	USD	115	1,897.50	USD	129839
Tr./Ev. Invoice receipt					**345**	**5,692.50**	**USD**	**345**	**5,692...**	**USD**	

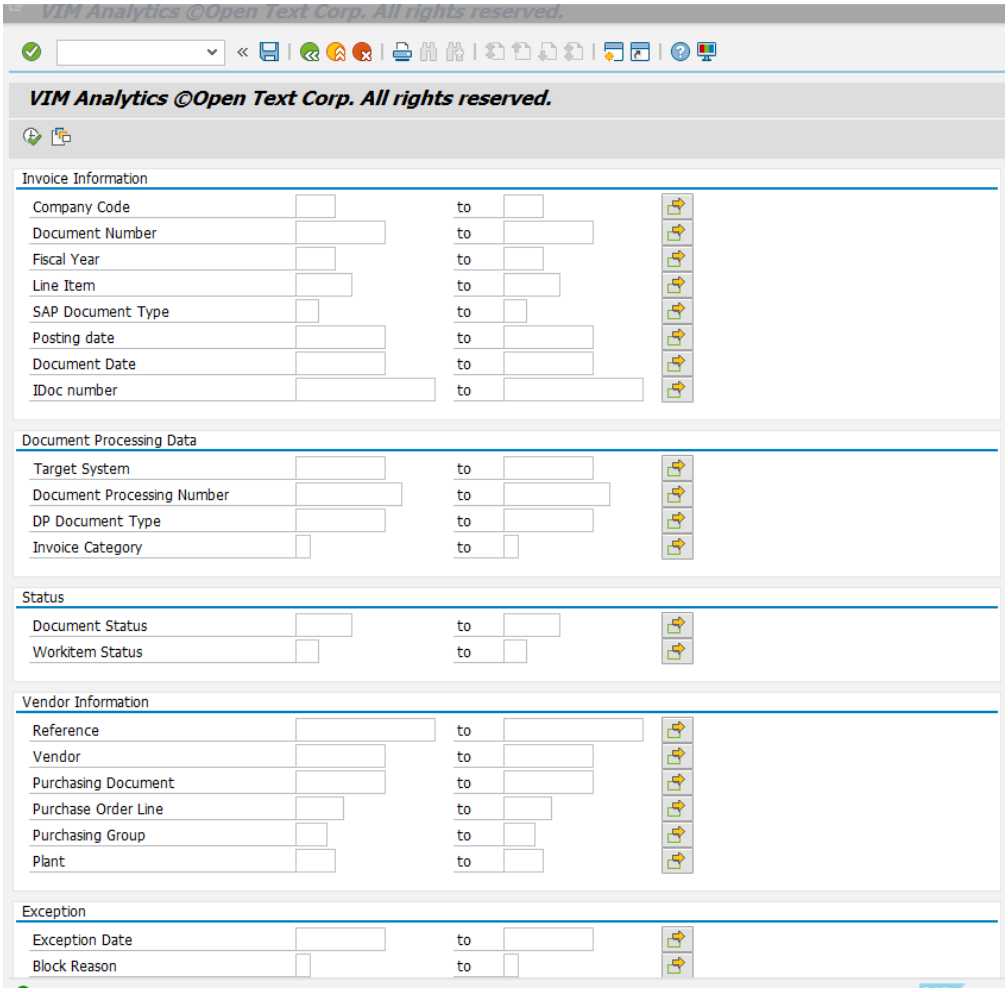
When resolution has been figured out, select a Process Option (usually Refer to AP Processor PO), which will then send the VIM to the next step in the process.



VIM Analytics

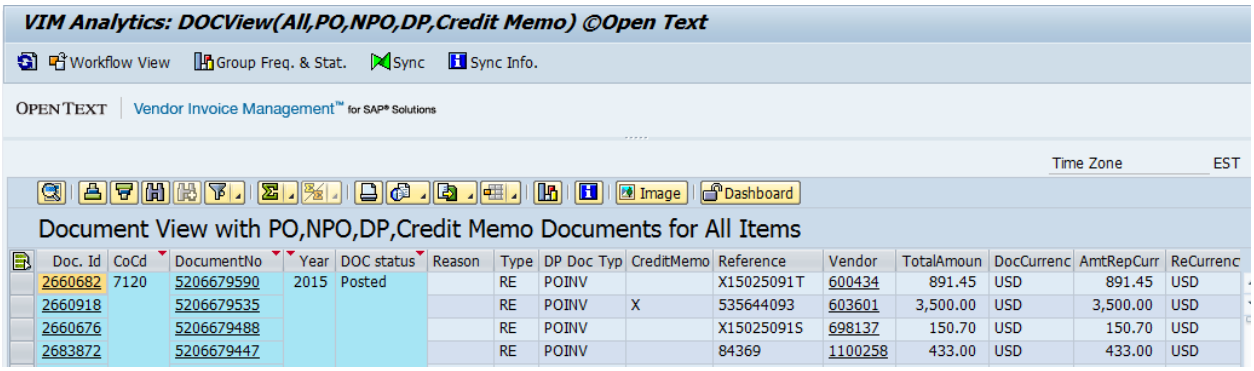
VIM Analytics is a one-stop reporting tool used to investigate VIM issues, check invoice payment status, get invoice images, research deleted/cancelled invoices, and create A/P Metric reporting.

Transaction code: /OPT/VIM_ANALYTICS - VIM Analytics



Enter search data in Vendor Information section – Reference (Invoice #), or Purchasing Document (PO#), etc. – click Execute

Document View is the default view that displays (scroll to the right to see all fields):



Doc. Id	CoCd	DocumentNo	Year	DOC status	Reason	Type	DP Doc Typ	CreditMemo	Reference	Vendor	TotalAmoun	DocCurrenc	AmtRepCurr	ReCurrenc
2660682	7120	5206679590	2015	Posted		RE	POINV		X15025091T	600434	891.45	USD	891.45	USD
2660918		5206679535				RE	POINV	X	535644093	603601	3,500.00	USD	3,500.00	USD
2660676		5206679488				RE	POINV		X15025091S	698137	150.70	USD	150.70	USD
2683872		5206679447				RE	POINV		84369	1100258	433.00	USD	433.00	USD

You can click Workflow View button to see a different veiw with specific informaton regarding status of the invoice(s) (like who it is with – buyer, A/P, approver). Scroll to the right to see all available columns.

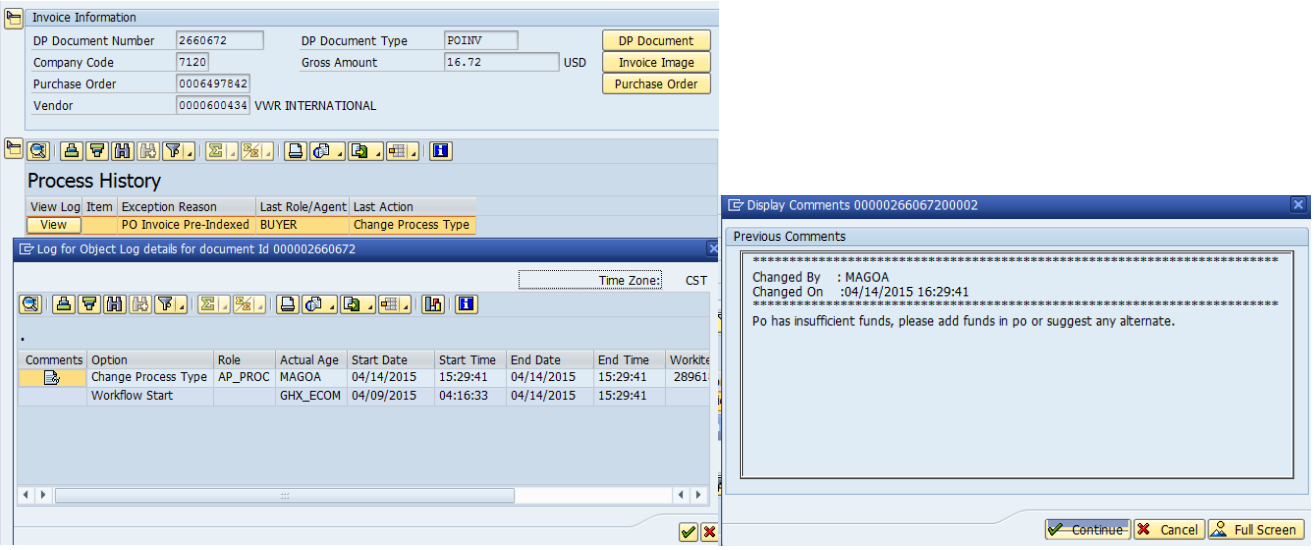
To see Invoice associated with a line, highlight the line and click the Image button to open the scanned copy of the invoice from DocDNA.

Document Status Definitions :

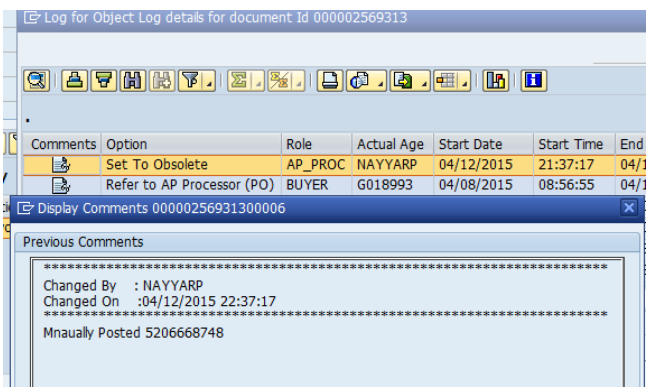
Posted:	Posted for payment
Deleted /Obsolete:	Deleted from VIM, click the Dashboard button to see comments why
Blocked:	Waiting resolution
Created/Indexed:	Going through the VIM process, check Exception Reason and Curr.Agent to determine status. If AP, being manually reviewed. If Buyer, VIM is with buyer to resolve
Rejected by Approver:	Approver listed in A/P Header Text rejected the approval request (Usually advising to send to a different approver)
Awaiting Approval:	Curr.Agent field will advise who it is waiting approval from
Confirmed Duplicate:	Invoice deemed to be a duplicate of another invoice (paid or parked), and was deleted from VIM

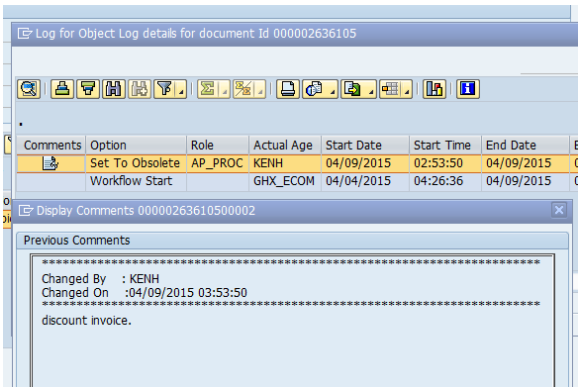
Examples of the Dashboard button (where can view comments):

A/P comments to buyer:



Comments why Obsoleted:





Replenishment Strategies

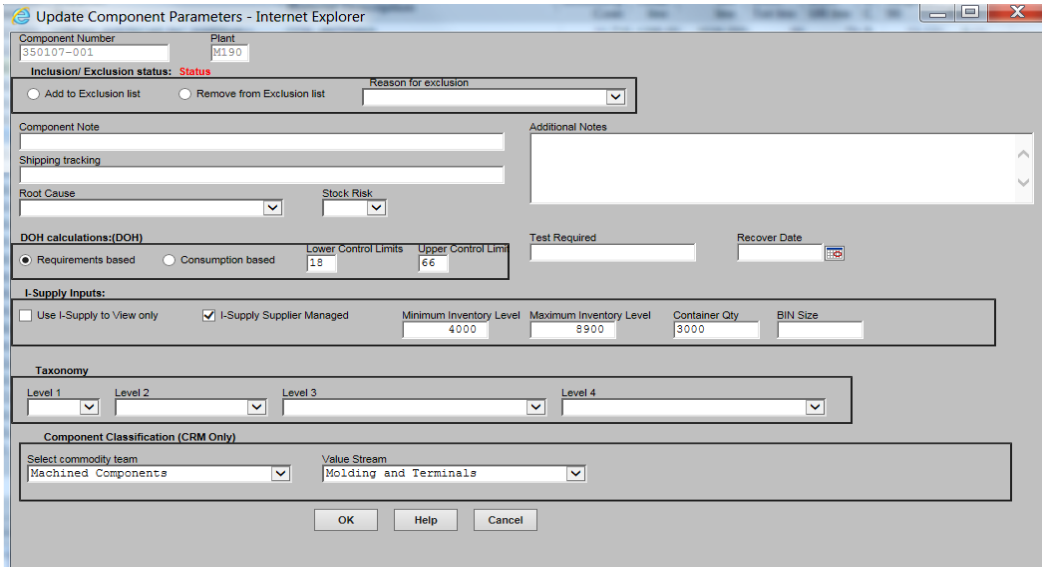
iSupply

iSupply is a 3rd party internet –based tool that enables visibility to inventory levels, shipment information, forecasts, and consumption for both Suppliers and BSC. Data is uploaded daily from SAP/PVR. There are various tools available to guide buyers in determining parts/suppliers, negotiating with suppliers and setting up suppliers that can be found in the SD Common shared drive under the iSupply Buyer Tools Folder.

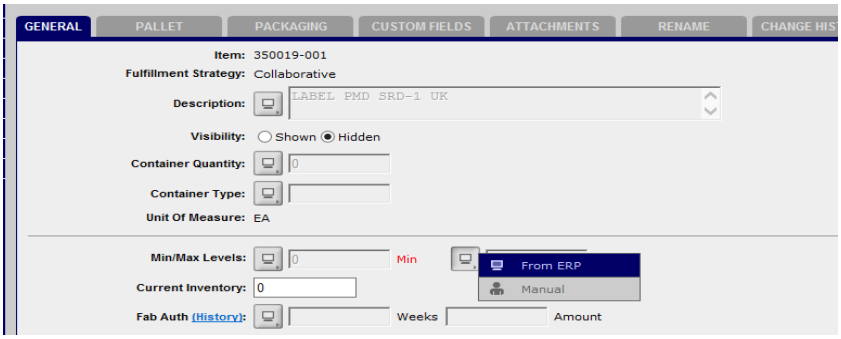
iSupply Systems Set-Up

Once the supplier is set up for iSupply, the buyer will need to determine the Min/Max and Container Quantities for each part, and then set up the parts in iSupply and PVR.

1. In PVR under Component Update enter the Min/Max/Container Quantities and check the iSupply Supplier Managed box. This will include the part in iSupply metrics. Remove the check when the part is taken off of iSupply.



2. In iSupply make part "shown" and click the ERP button next to the Min/Max and Container Quantity fields so that the data entered into PVR will feed over to iSupply automatically (overnight).



DO NOT ENTER ITEMS DIRECTLY in iSupply, as this causes system update issues.

In SAP, create a blanket PO referencing iSupply Agreement text in the header.

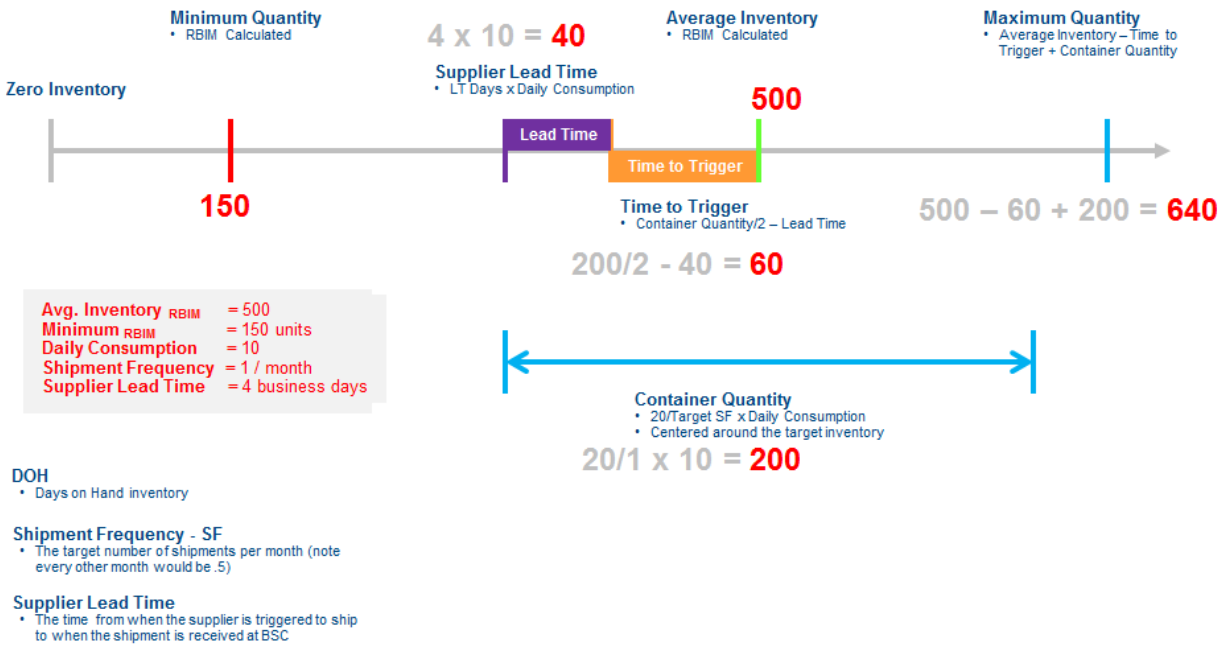
Example Text:

This is a blanket purchase order issued to allow Supplier to manage inventory at Boston Scientific using iSupply, based on an estimated 12 month forecast. BSC's maximum liability at Supplier is equal to 2 x the iSupply container quantity, not to exceed the balance quantity on this purchase order.

iSupply Process:
Initial iSupply container quantity will be XXX, with a minimum inventory level of XXX and maximum of XXX. Changes to the container quantity may be adjusted, after discussing first.

Supplier will identify using iSupply' s "Suggest Delivery" when a delivery is required, and will book shipment and input ASN into iSupply. Supplier agrees to only make a shipment when a quantity exists in "Suggested Delivery" column of iSupply and will notify BSC immediately if any suggested delivery cannot be fulfilled within X days.

Guidance tool for setting Min/Max/Container Qty using RBIM:



iSupply – Taking a part off of iSupply

Steps required when taking a part off of iSupply:

- In PVR, under Component Update
  - Uncheck the iSupply Supplier Managed box to remove the part from iSupply metrics and blank out the Min/Max and Cont. Qty fields
- In iSupply
  - Change part to Hidden to remove it from the console

Kanban

Kanban is a visual signal to replenish inventory, and uses SAP Schedule Agreements for ordering. Material handlers setup bins in the cribs/cages and turn a card empty when a bin has been used. Bins visible in SAP represent the stock in the cribs/cages as empty or full at any one particular time.

Why Kanban & Its Purpose?

- Allows a visual implementation of pull-type control
- Allows for inventory control, regulates the inventory in the system, and helps to minimize WIP inventory – Resulting in increased Inventory Turns
- Provides ability to adapt to changes in demand, and therefore production, more quickly
- Only an "empty" *Kanban* authorizes pull

<u>Calculations for Kanban bin sizes</u>

2 Bin Calculation = (Usage/day) X (desired DOH + Transit Time + Receiving Time + Inspection Time) X Safety Factor
Example: (250 /day) X (10 + 5 + 1 + 1) X 1 = 4,250/bin (2 bins = 8,500)

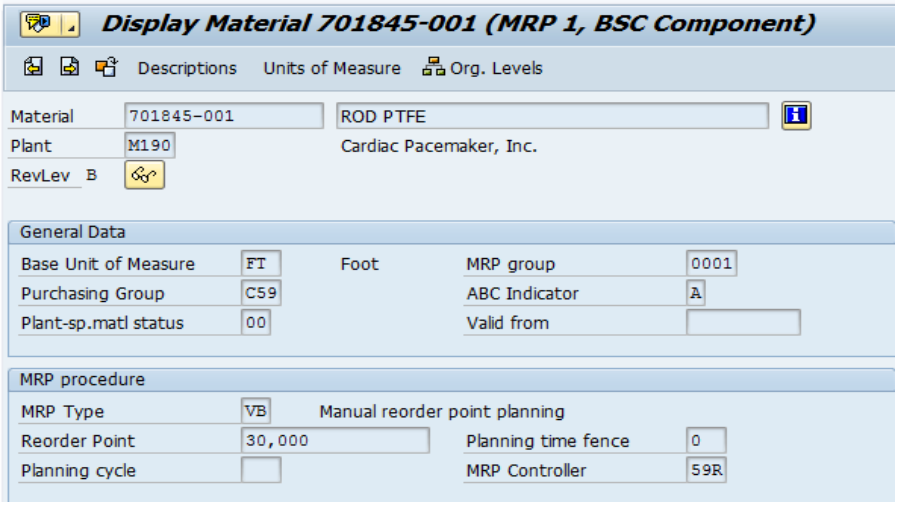
Manual Reorder Point

Reorder Point (ROP):

ROP is used in cases where discrete bill of material usages are unavailable (listed as "as required" on a BOM) or the material is not listed on a BOM at all.

The Material Master MRP1 view for a material must be created with the following:

MRP Type:	VB-Reorder Point
Reorder Point Level:	Enter quantity of minimum inventory level before need to order



Reorder Point Report

The Reorder Point Report (ZRMRERDR) is run in SAP by the Buyer for analysis of components identified as reorder point planned. The report compares actual inventory on-hand to the reorder point quantity set to determine if a PO is needed for additional inventory.

Analysis of component usage on the Reorder Point Report should be done by the buyer quarterly (suggested) to decide whether to modify reorder point quantities, and if so then buyer should update it in the Material Master.

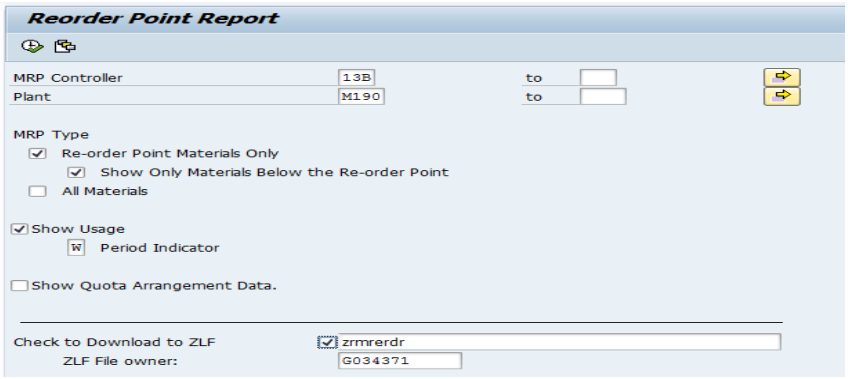
Transaction code ZRMRERDR:

Enter MRP Controller Code (s) or range of codes

Enter Plant (s) or leave blank to get all plants

MRP Type – Click either Reorder Point Materials only or All Materials, and if ROP only, select the button to see only those below the reorder point quantity

Show Usage – click and enter period indicator (W for weekly) to get the last 12 weeks consumption



Check the Download to ZLF, if want to export the report to Excel

Click Execute button

Reorder Point Report

Report: ZRMRERDR
Client: 010
Plant: M190

Guidant Corporation
Re-Order Point Report
Re-Order Point Materials, BELOW Re-Order Point

Page: 2
Date: 02/06/2015
Time: 14:02:44

Material	Description	Buy/MFG Lead Time	UOM	SPC	Usage Week 1-4	Usage Week 5-8	Usage Week 9-12	QOH	QI Qty	VC QOH	VC QI Qty	Reorder Point	Safety Stock	On Order	Exc
MRP Controller: 13B															
300002-009	ADHESIVE SILICONE RU	70	EA		150.0	100.0	171.0	528.0	0.0	0.0	0.0	600.0	0.0	2,000.0	RDR
357811-001	STABILIZER	42	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	200.0	0.0	0.0	RDR
500268-007	RBR CMPD SLCN LIQ 60	70	LB		0.0	160.0	0.0	80.0	160.0	0.0	0.0	320.0	0.0	320.0	RDR
500419-001	RBR CMPD SLCN LIQ	70	LB		80.0	80.0	0.0	80.0	0.0	0.0	0.0	400.0	0.0	480.0	RDR
500486-002	NMD LIQUID SILICONE	70	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	80.0	0.0	80.0	RDR
701989-001	RBR CMPD SLCN LIQ TE	21	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	RDR
701989-002	RBR CMPD SLCN LIQ TE	21	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	RDR
701989-003	RBR CMPD SLCN LIQ TE	21	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	RDR
701989-004	RBR CMPD SLCN LIQ TE	21	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	RDR
701989-005	RBR CMPD SLCN LIQ TE	21	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	RDR
701989-006	RBR CMPD SLCN LIQ TE	21	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	RDR
701989-007	RBR CMPD SLCN LIQ TE	21	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	RDR
701989-008	RBR CMPD SLCN LIQ TE	21	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	RDR
701989-009	RBR CMPD SLCN LIQ TE	21	EA		0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	1.0	RDR

* * * * * * END OF REPORT * * * * * *

Calculation used to get the "RDR" reorder flag under the Exc column:

- The quantity on-hand has dropped below the Reorder Point level set in the material master (not included in the calculation are the quantities in QI and On-order quantity)

Usage Week 1-4 Usage, Week 5-8, Usage Week 9-12 (which will display if selected on initial screen)

- Calculates starting the last full week (does not include the current week, so it is suggested to run the report on Mondays).

Automatic Reorder Point

INVESTIGATING IF THIS WORKS!

A program is run each day at 6:00am (local time) for that compares the Reorder Point to available inventory in the plant, and will automatically schedule a release against an existing scheduling agreement creates specifically for auto reorder point, and send the output.

To put a part on Automatic Reorder Point

Update material master (MM02) by changing MRP type to VB (manual reorder point), if the part is not already set to VB.

Change lot size indicator to FX (Fixed order quantity)

Enter Reorder Point quantity. This is the target quantity in the manual Kanban system.

Enter Fixed lot size. This is the release quantity in the manual Kanban system.

Create Scheduling Agreement. When setting up the PSA, set the Firm Zone to 90.

Note: you will need to add the first delivery release in the transaction ME38 screen. Subsequent to that, the reorder point program will automatically generate a delivery line. The buyer may want to put a standard note in the header text field, "Release Schedule Header note", with the BSC Logistics personnel contact information.

The delivery date for the release will be calculated using the Planned Delivery time from the material

master.

A delivery line will not automatically be created if the Scheduling Agreement has expired, even though the inventory level has fallen below the Reorder Point. A requisition is created instead.

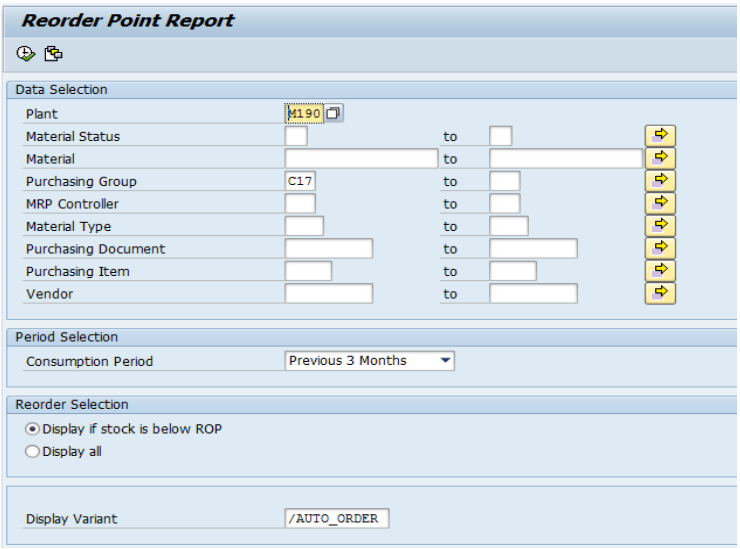
Update the source list (ME01) by entering the SA number in the Agreement column, and setting the MRP field to 2 (Record relevant to MRP. Sched. Lines generated automatically).

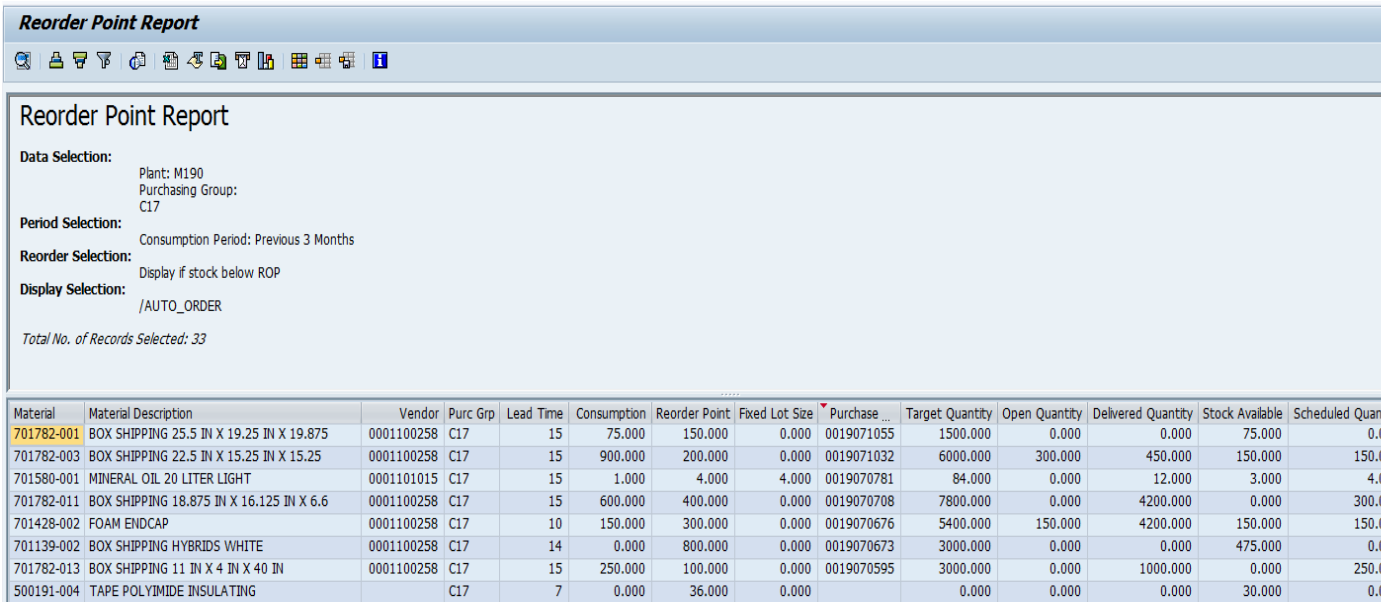
An SAP BPL will need to set the vendor master up to allow the Scheduling Agreement to be transmitted automatically to the supplier at the predetermined times throughout each day. PSA delivery schedules are set up to fax automatically, if email is desired contact the BPL to set up the vendor.

REPORTS for Automatic Reorder Point

ME3M or ME3L – to see open Schedule Agreements by material or vendor

ZROP – shows materials below the ROP, including consumption (per time period selected), Purchase Order #, Open Qty, Delv Qty, Stock Available and if there is a Schedule Release.





Reorder Point Report

Reorder Point Report

Data Selection:
Plant: M190
Purchasing Group:
C17

Period Selection:
Consumption Period: Previous 3 Months

Reorder Selection:
Display if stock below ROP

Display Selection:
/AUTO_ORDER

Total No. of Records Selected: 33

Material	Material Description	Vendor	Purc Grp	Lead Time	Consumption	Reorder Point	Fixed Lot Size	Purchase ...	Target Quantity	Open Quantity	Delivered Quantity	Stock Available	Scheduled Quan
701782-001	BOX SHIPPING 25.5 IN X 19.25 IN X 19.875	0001100258	C17	15	75.000	150.000	0.000	0019071055	1500.000	0.000	0.000	75.000	0.
701782-003	BOX SHIPPING 22.5 IN X 15.25 IN X 15.25	0001100258	C17	15	900.000	200.000	0.000	0019071032	6000.000	300.000	450.000	150.000	150.
701580-001	MINERAL OIL 20 LITER LIGHT	0001101015	C17	15	1.000	4.000	4.000	0019070781	84.000	0.000	12.000	3.000	4.
701782-011	BOX SHIPPING 18.875 IN X 16.125 IN X 6.6	0001100258	C17	15	600.000	400.000	0.000	0019070708	7800.000	0.000	4200.000	0.000	300.
701428-002	FOAM ENDCAP	0001100258	C17	10	150.000	300.000	0.000	0019070676	5400.000	150.000	4200.000	150.000	150.
701139-002	BOX SHIPPING HYBRIDS WHITE	0001100258	C17	14	0.000	800.000	0.000	0019070673	3000.000	0.000	0.000	475.000	0.
701782-013	BOX SHIPPING 11 IN X 4 IN X 40 IN	0001100258	C17	15	250.000	100.000	0.000	0019070595	3000.000	0.000	1000.000	0.000	250.
500191-004	TAPE POLYIMIDE INSULATING		C17	7	0.000	36.000	0.000		0.000	0.000	0.000	30.000	0.

MRP Planned/ Buyer Managed

The Master Scheduling and Material Planning process includes all of the individual processes and transactions used to translate demand for products and materials into suggested orders for material procurement.

Independent requirements for finished goods are calculated in Rapid Response and downloaded into SAP weekly. From the Independent requirements, dependent requirements are driven down from the finished goods (ZFIN), thru the assemblies (ZSUB), to the purchased components (ZCOM) based on master data. Those requirements appear as dependent requirements.

MRP creates requisitions and planned orders to cover the dependent requirements on the purchased components. Those requisitions and planned orders are suggestions by SAP to purchase material of that quantity and on that date.

What is MRP?

- Material Requirements Planning (MRP) is a set of techniques which uses bills of material, inventory data, the Master Production Schedule (MPS), MRP parameters, and independent demands to calculate time phased requirements for materials.

- The output of MRP is a recommended plan for procurement and processing of materials which optimizes the balance between inventory deliveries and desired inventory levels. The recommended plan can change weekly as MRP is updated.

- In cases where discrete bill of material usage's are unavailable ("as required" items), Reorder Point Planning tools are used to analyze historical usage to optimize the planned inventory levels.

Component Planning – Using different Material Master fields allows for extra DOH inventory:

- **Coverage Profile** is used to plan inventory to an ever-changing DOH (days on hand), fluctuating as MRP requirements fluctuate. *"Dynamic safety stock"* is DOH calculated using future MRP requirements and the factory calendar, recalculating the daily requirement each month

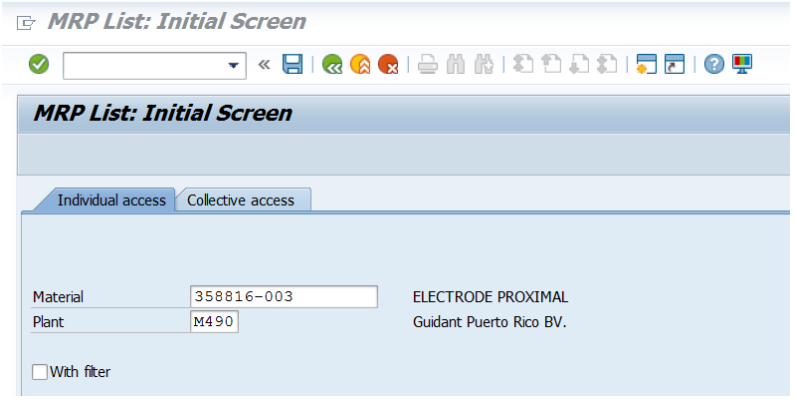
- **Safety Stock** is used when MRP requirements are known. Where Coverage profile calculates a DOH using MRP Requirements, Safety Stock allows planning for an extra quantity of inventory, and is used as a minimum stocking level in planning. As of 3Q17, safety stock is being used instead of coverage profile, as part of the Health Stock Model that was introduced.

MRP Lists are used to evaluate MRP results for planning and procurement actions. The MRP List contains data generated by the most recent MRP run. Below are the menu paths available for displaying a MRP List in SAP:

- **Individual Display MD05:** The individual display is used to display material requirements for a specific material. This MRP list does not change by standard material movements.
- **Individual Display MD04:** The individual display is used to display material requirements for a specific material based on the time MRP was run and the movements since.
- **Collective Display MD06:** The MRP List Collective Display will be used to evaluate MRP results for planning and procurement actions. The MRP List Collective Display contains all the materials related to the Plant and MRP Controller generated by the most recent MRP run. This MRP list does not change by standard material movement.

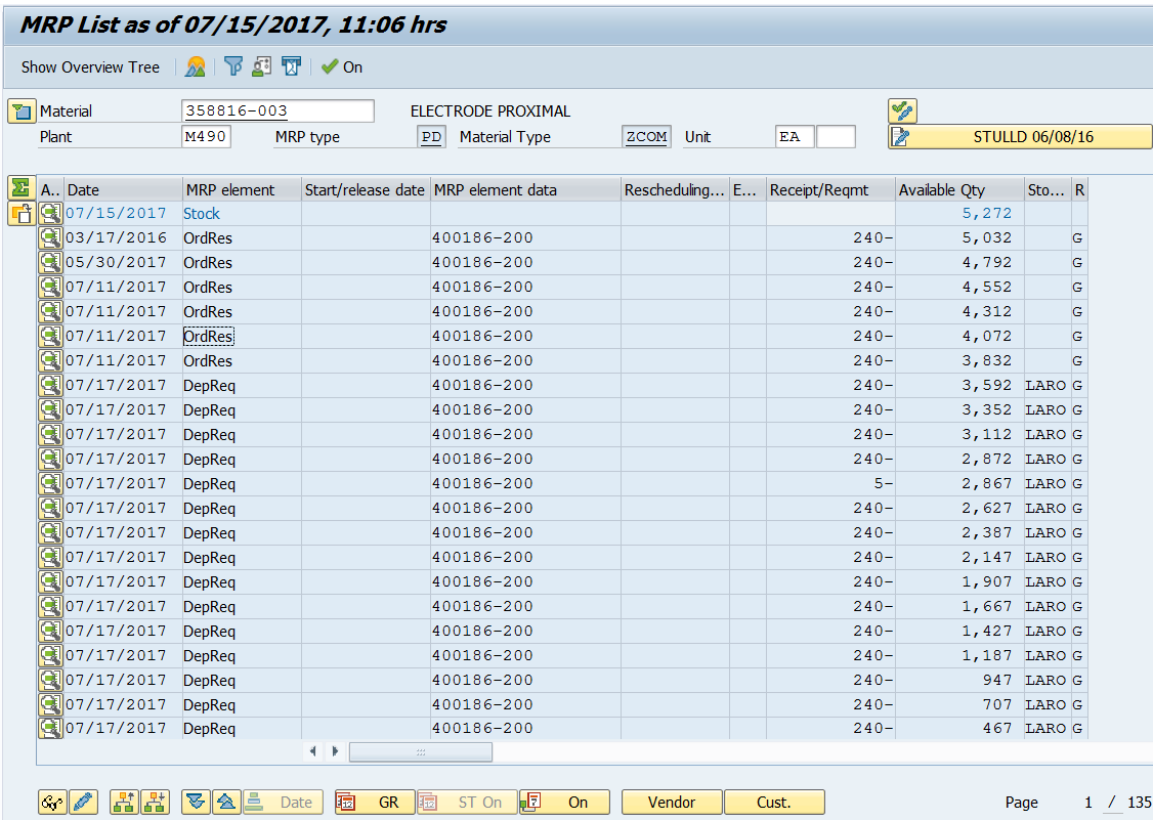
Executing the MRP List

Transaction Code MD05 or MD04



Under the Individual access tab: Enter Material and Plant

Comments can be entered here



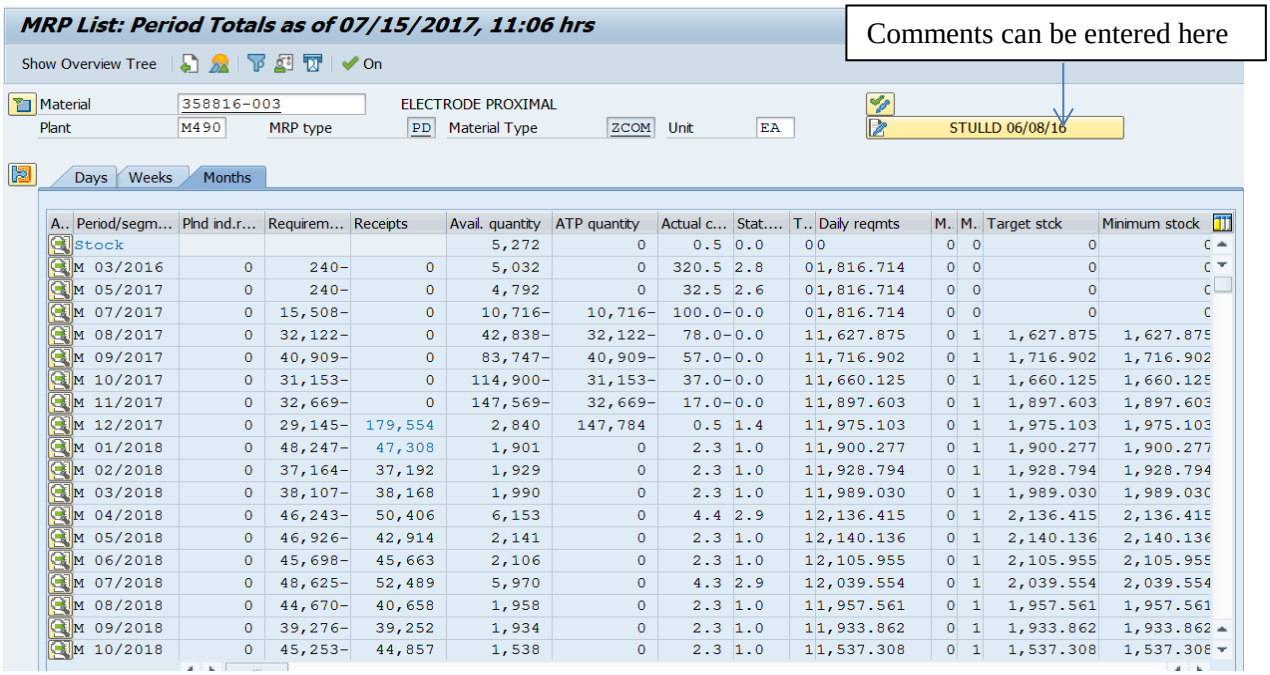
A..	Date	MRP element	Start/release date	MRP element data	Rescheduling...	E...	Receipt/Reqmt	Available Qty	Sto...	R
	07/15/2017	Stock						5,272		
	03/17/2016	OrdRes		400186-200			240-	5,032		G
	05/30/2017	OrdRes		400186-200			240-	4,792		G
	07/11/2017	OrdRes		400186-200			240-	4,552		G
	07/11/2017	OrdRes		400186-200			240-	4,312		G
	07/11/2017	OrdRes		400186-200			240-	4,072		G
	07/11/2017	OrdRes		400186-200			240-	3,832		G
	07/17/2017	DepReq		400186-200			240-	3,592	LARO	G
	07/17/2017	DepReq		400186-200			240-	3,352	LARO	G
	07/17/2017	DepReq		400186-200			240-	3,112	LARO	G
	07/17/2017	DepReq		400186-200			240-	2,872	LARO	G
	07/17/2017	DepReq		400186-200			5-	2,867	LARO	G
	07/17/2017	DepReq		400186-200			240-	2,627	LARO	G
	07/17/2017	DepReq		400186-200			240-	2,387	LARO	G
	07/17/2017	DepReq		400186-200			240-	2,147	LARO	G
	07/17/2017	DepReq		400186-200			240-	1,907	LARO	G
	07/17/2017	DepReq		400186-200			240-	1,667	LARO	G
	07/17/2017	DepReq		400186-200			240-	1,427	LARO	G
	07/17/2017	DepReq		400186-200			240-	1,187	LARO	G
	07/17/2017	DepReq		400186-200			240-	947	LARO	G
	07/17/2017	DepReq		400186-200			240-	707	LARO	G
	07/17/2017	DepReq		400186-200			240-	467	LARO	G

MRP List Fields/Descriptions for Main MRP List:

Field	Description
Date	This is the actual required date of the listed MRP Element. This date will be calculated using the replenishment lead-time if within that time.
MRP Element	Identifies the planning action of that specific line. There are Requirements and Receipt type elements. The elements identifier may be shortened on the screen vs. the printed MRP list. The following is the list of MRP elements: * DepReq – Dependent requirement * SubReq – Requirement from a Subcontract assembly/material * IndReq – Independent requirement for the specific material (VSF as Element) * Pl.Ord – Planned order suggests procurement action * PurReq. – A purchase requisition is existing for this replenishment (receipt) * SchLne – A purchase schedule line(delivery) exists for this replenishment (receipt) * PchOrd – Purchase order exists for this delivery date and quantity (receipt) * TrRes – Reservation for a material to be issued * OrdRes – Components/Sub-Assemblies on a released ProdOrder (Old OrdReq quantities are usually result of partially completed Orders, and need to be fixed by Planners) * SafeSt – Safety Stock from material master
Start/release date	Date order should be placed per planned delivery-time and requirement needs
MRP element data	The specific document identifier and line item related to the MRP element if a PlOrd/PurReq, PchOrd. Or the higher up assembly that is driving the demand to the component level.
Rescheduling Date	The rescheduling date is only displayed in the initial MRP list if the Start/release date is needed to be changed, per the Exception message.

Exception	This is the exception message for the MRP element. To display the explanation of the exception message-click on the message number and use the down arrow, or to find the details, double click on the MRP line. Most commonly seen are: 01=Rescheduled, 02=New and Opening Date in the past, 03=New and start date in the past, 10=Bring process forward, 15=Postpone process, 20=Cancel process.
Requirement	This is the requirements quantity needed for the MRP element.
Receipt	This is the quantity of receipts needed to cover the requirements, it may include existing Purchase Order quantities.
Available Quantity	This is the running calculation of available inventory using on-hand inventory, subtracting requirements and adding receipts.
Storage Location	This is the storage location requesting the material.
Revision Level	This is the revision level of the material.

Click the Switch to Period Totals to view requirements by Days/Weeks/Months



A..	Period/segm...	Plnd ind.r...	Requirem...	Receipts	Avail. quantity	ATP quantity	Actual c...	Stat....	T..	Daily reqmts	M.	M.	Target stck	Minimum stock
	Stock				5,272	0	0.5	0.0	0	0	0	0	0	0
	M 03/2016	0	240-	0	5,032	0	320.5	2.8	0	1,816.714	0	0	0	0
	M 05/2017	0	240-	0	4,792	0	32.5	2.6	0	1,816.714	0	0	0	0
	M 07/2017	0	15,508-	0	10,716-	10,716-	100.0-	0.0	0	1,816.714	0	0	0	0
	M 08/2017	0	32,122-	0	42,838-	32,122-	78.0-	0.0	1	1,627.875	0	1	1,627.875	1,627.875
	M 09/2017	0	40,909-	0	83,747-	40,909-	57.0-	0.0	1	1,716.902	0	1	1,716.902	1,716.902
	M 10/2017	0	31,153-	0	114,900-	31,153-	37.0-	0.0	1	1,660.125	0	1	1,660.125	1,660.125
	M 11/2017	0	32,669-	0	147,569-	32,669-	17.0-	0.0	1	1,897.603	0	1	1,897.603	1,897.603
	M 12/2017	0	29,145-	179,554	2,840	147,784	0.5	1.4	1	1,975.103	0	1	1,975.103	1,975.103
	M 01/2018	0	48,247-	47,308	1,901	0	2.3	1.0	1	1,900.277	0	1	1,900.277	1,900.277
	M 02/2018	0	37,164-	37,192	1,929	0	2.3	1.0	1	1,928.794	0	1	1,928.794	1,928.794
	M 03/2018	0	38,107-	38,168	1,990	0	2.3	1.0	1	1,989.030	0	1	1,989.030	1,989.030
	M 04/2018	0	46,243-	50,406	6,153	0	4.4	2.9	1	2,136.415	0	1	2,136.415	2,136.415
	M 05/2018	0	46,926-	42,914	2,141	0	2.3	1.0	1	2,140.136	0	1	2,140.136	2,140.136
	M 06/2018	0	45,698-	45,663	2,106	0	2.3	1.0	1	2,105.955	0	1	2,105.955	2,105.955
	M 07/2018	0	48,625-	52,489	5,970	0	4.3	2.9	1	2,039.554	0	1	2,039.554	2,039.554
	M 08/2018	0	44,670-	40,658	1,958	0	2.3	1.0	1	1,957.561	0	1	1,957.561	1,957.561
	M 09/2018	0	39,276-	39,252	1,934	0	2.3	1.0	1	1,933.862	0	1	1,933.862	1,933.862
	M 10/2018	0	45,253-	44,857	1,538	0	2.3	1.0	1	1,537.308	0	1	1,537.308	1,537.308

MRP List Fields/Descriptions for Period Totals View:

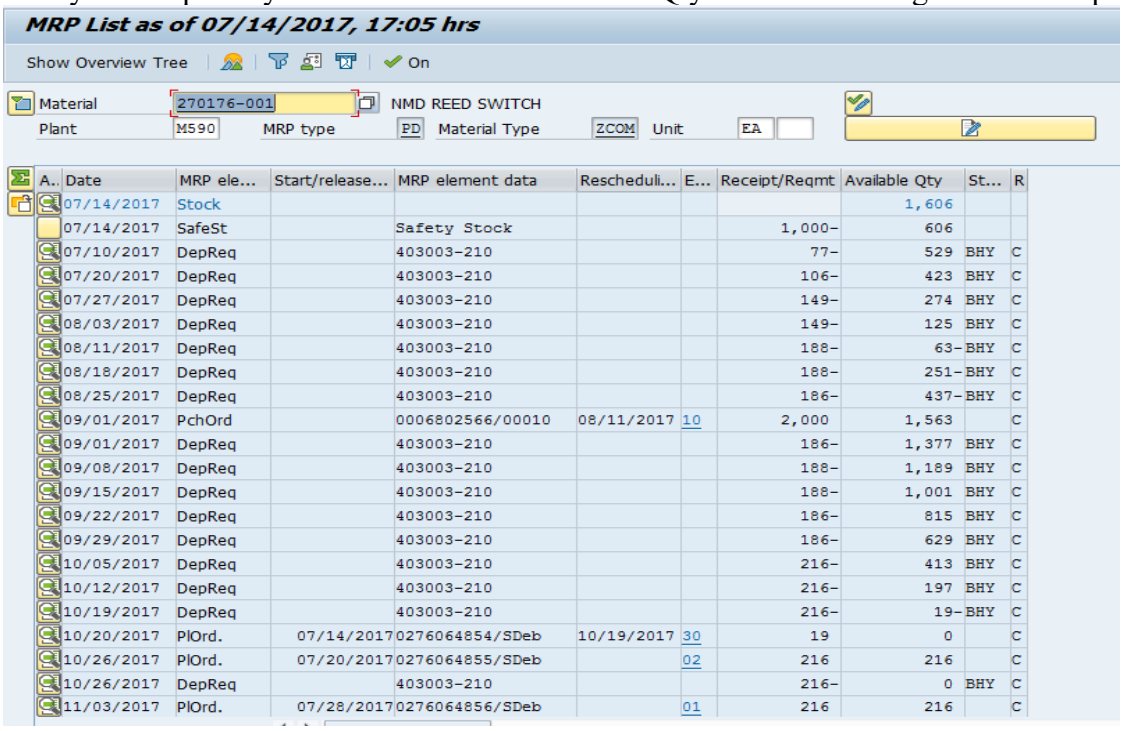
Field	Description
Period/Segment	The period, for which the receipt quantities and the requirement quantities are accumulated, using Working Day Calendar. Old Period/Segment lines should be reviewed with Planners to confirm if correct.
Plnd ind. Requirements	The quantity that is required for planning, determined either by the forecast or the demand program
Requirements	The quantity required for that period/segment
Receipts	Quantity of all receipts needed in given period/segment, which can include quantities on a PO already, or quantities needed to be ordered yet.
Avail. Quantity	This is the running calculation of available inventory using on-hand inventory, subtracting requirements and adding receipts

ATP Quantity	Receipt quantity which can be used for new issues (for example, for sales orders)
Actual Coverage	The actual range of coverage states the number of days the available quantity in the period displayed can cover the requirements in the periods that follow
Statistical Coverage	The statistical range of coverage states the number of days the available quantity covers requirements, assuming average daily requirements and no new receipts. Avail Qty/Daily Req
Target Coverage	From the Coverage Profile in the Material Master – extra days on hand that MPR plans to as a minimum. In above example – Z01 or 1 DOH
Daily Requirements	Average daily requirements are calculated using the following formula: Requirements in defined number of periods/number of days within the total period length.
Minimum Coverage	Minimum number of days inventory should cover – same as Coverage Profile in material master and Target Coverage in MRP List
Target Stock	The target stock is calculated according to the following formula: average daily requirements quantity * target coverage. In above example for 08/2017: 1627.875 daily reqmts x 1 (Target Coverage) = 1627.875.

View of MRP screen, using Safety Stock (SS) instead of Coverage Profile

MD05 Executed MRP List:

Safety Stock quantity decrements from "Available Qty" stock first thing in the MRP planning.



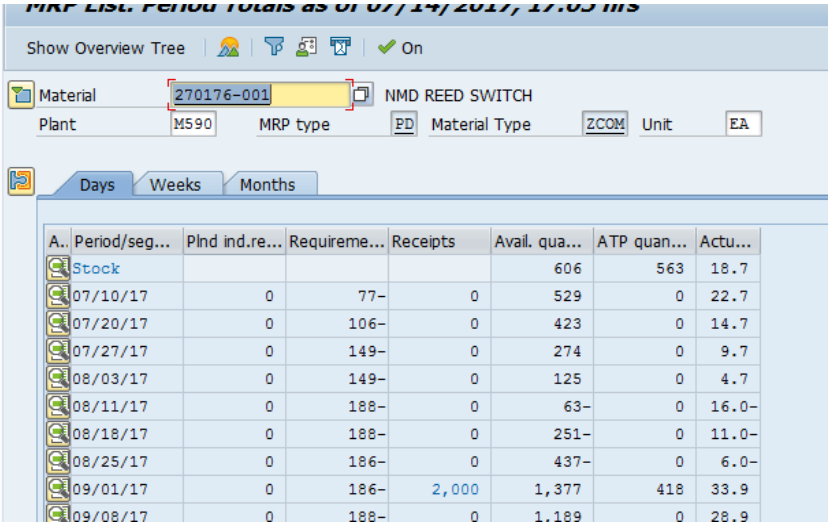
MRP List as of 07/14/2017, 17:05 hrs

Show Overview Tree | On

Material 270176-001 NMD REED SWITCH
Plant M590 MRP type PD Material Type ZCOM Unit EA

A..	Date	MRP ele...	Start/release...	MRP element data	Rescheduli...	E...	Receipt/Reqmt	Available Qty	St...	R
	07/14/2017	Stock						1,606		
	07/14/2017	SafeSt		Safety Stock			1,000-	606		
	07/10/2017	DepReq		403003-210			77-	529	BHY	C
	07/20/2017	DepReq		403003-210			106-	423	BHY	C
	07/27/2017	DepReq		403003-210			149-	274	BHY	C
	08/03/2017	DepReq		403003-210			149-	125	BHY	C
	08/11/2017	DepReq		403003-210			188-	63-	BHY	C
	08/18/2017	DepReq		403003-210			188-	251-	BHY	C
	08/25/2017	DepReq		403003-210			186-	437-	BHY	C
	09/01/2017	PchOrd		0006802566/00010	08/11/2017	10	2,000	1,563		C
	09/01/2017	DepReq		403003-210			186-	1,377	BHY	C
	09/08/2017	DepReq		403003-210			188-	1,189	BHY	C
	09/15/2017	DepReq		403003-210			188-	1,001	BHY	C
	09/22/2017	DepReq		403003-210			186-	815	BHY	C
	09/29/2017	DepReq		403003-210			186-	629	BHY	C
	10/05/2017	DepReq		403003-210			216-	413	BHY	C
	10/12/2017	DepReq		403003-210			216-	197	BHY	C
	10/19/2017	DepReq		403003-210			216-	19-	BHY	C
	10/20/2017	PlOrd.	07/14/2017	0276064854/SDeb	10/19/2017	30	19	0		C
	10/26/2017	PlOrd.	07/20/2017	0276064855/SDeb		02	216	216		C
	10/26/2017	DepReq		403003-210			216-	0	BHY	C
	11/03/2017	PlOrd.	07/28/2017	0276064856/SDeb		01	216	216		C

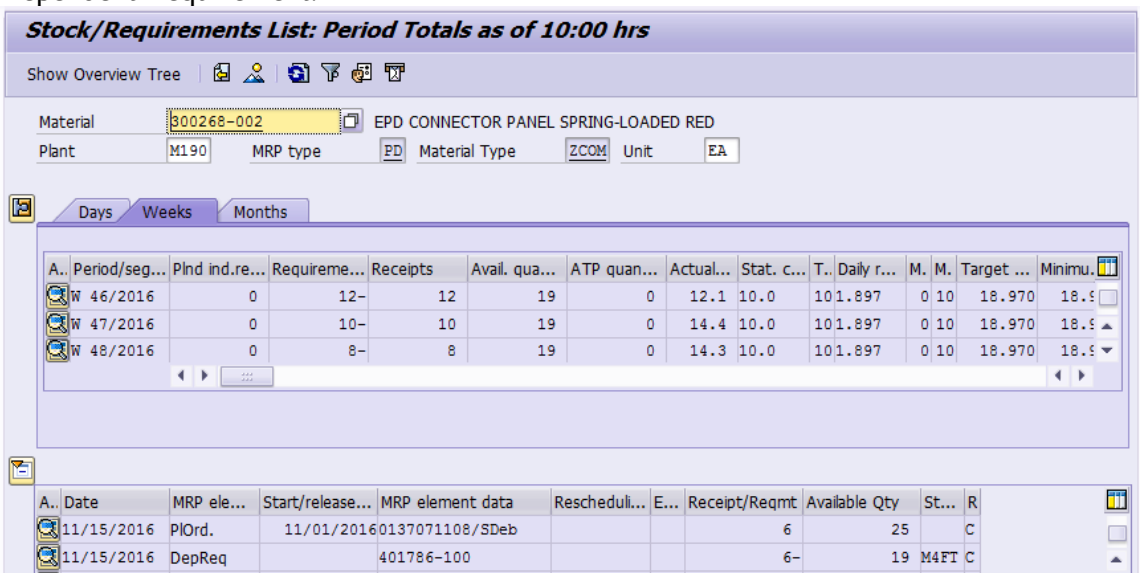
When switch to Period Totals, Actual DOH calculates after SS is decremented:



A..	Period/seg...	Plnd ind.re...	Requireme...	Receipts	Avail. qua...	ATP quan...	Actu...
	Stock				606	563	18.7
	07/10/17	0	77-	0	529	0	22.7
	07/20/17	0	106-	0	423	0	14.7
	07/27/17	0	149-	0	274	0	9.7
	08/03/17	0	149-	0	125	0	4.7
	08/11/17	0	188-	0	63-	0	16.0-
	08/18/17	0	188-	0	251-	0	11.0-
	08/25/17	0	186-	0	437-	0	6.0-
	09/01/17	0	186-	2,000	1,377	418	33.9
	09/08/17	0	188-	0	1,189	0	28.9

Examples of MRP differences per Material Master settings

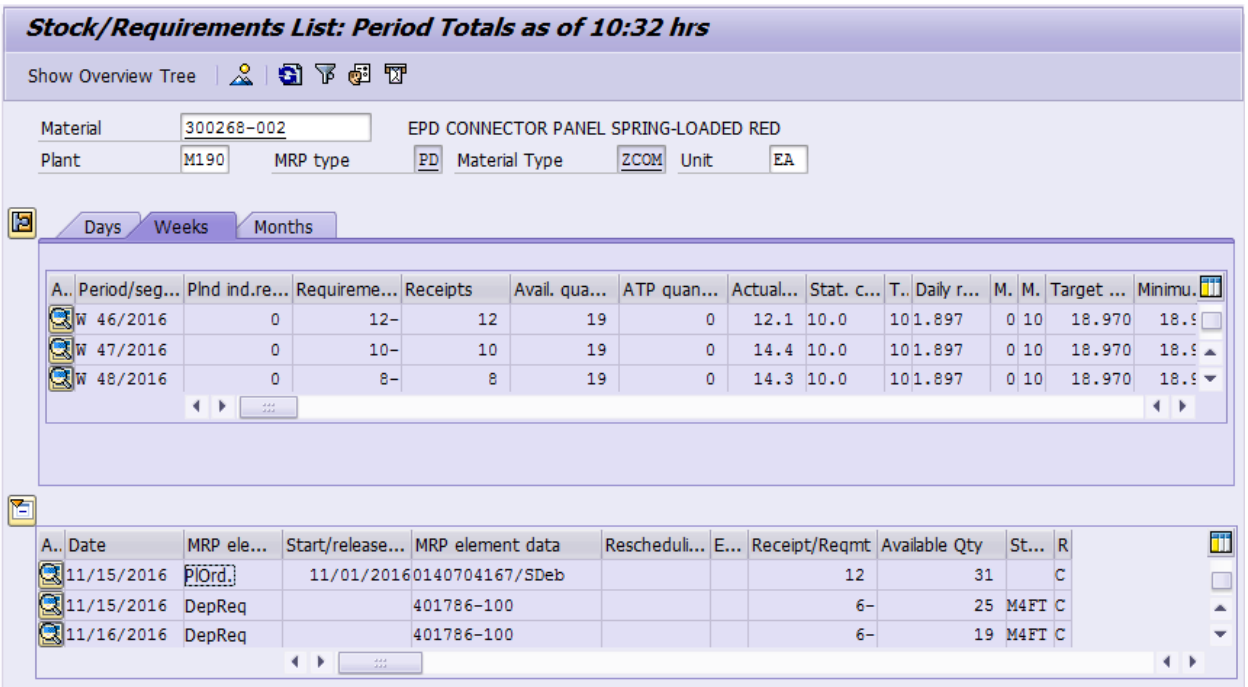
MRP Type PD; Lot Size EX (exact lot for lot order qty). MRP creates a planned order for each Dependent Requirement.



A..	Period/seg...	Plnd ind.re...	Requireme...	Receipts	Avail. qua...	ATP quan...	Actual...	Stat. c...	T..	Daily r...	M.	M.	Target ...	Minimu.
	W 46/2016	0	12-	12	19	0	12.1	10.0	10	1.897	0	10	18.970	18.9
	W 47/2016	0	10-	10	19	0	14.4	10.0	10	1.897	0	10	18.970	18.9
	W 48/2016	0	8-	8	19	0	14.3	10.0	10	1.897	0	10	18.970	18.9

A..	Date	MRP ele...	Start/release...	MRP element data	Rescheduli...	E...	Receipt/Reqmt	Available Qty	St...	R
	11/15/2016	PlOrd.	11/01/2016	0137071108/SDeb			6	25		C
	11/15/2016	DepReq		401786-100			6-	19	M4FT	C

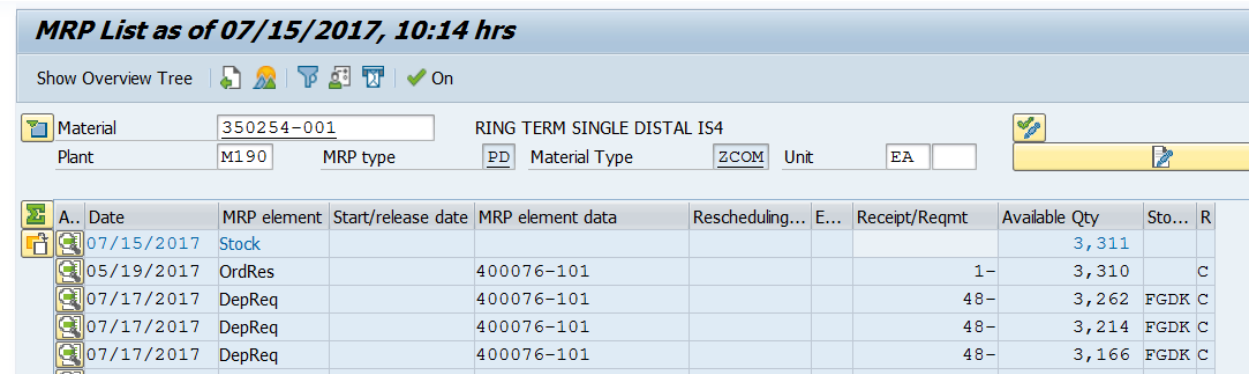
MRP Type PD; Lot Size WB (weekly lot order qty – recommended). MRP creates a planned order for the total quantity of Dependent Requirements for the week.



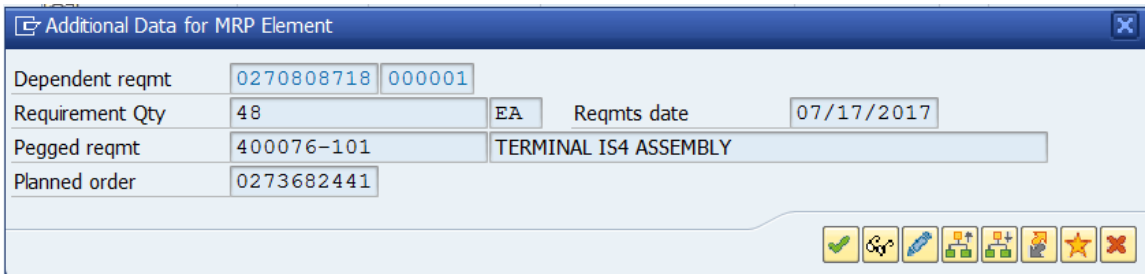
MRP Pegging – Component

When MRP runs, planned orders or requisitions are created to cover the dependent requirements at the purchased part level.

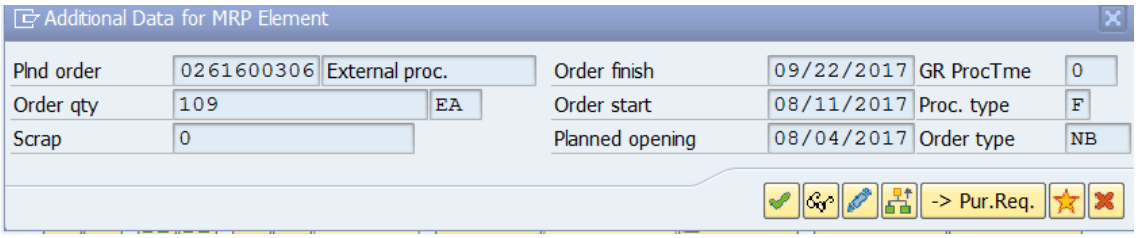
Click the eyeglass next to a given period to peg to the MRP Element Additional data to see where it is coming from.



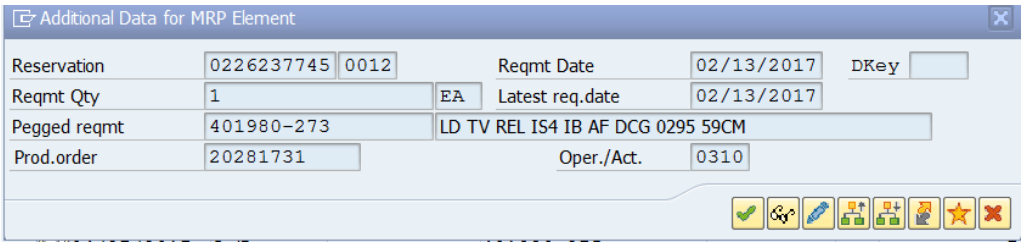
DepReq – the higher up assembly #, quantity and requirement date per its planned order that is driving requirements to the raw material

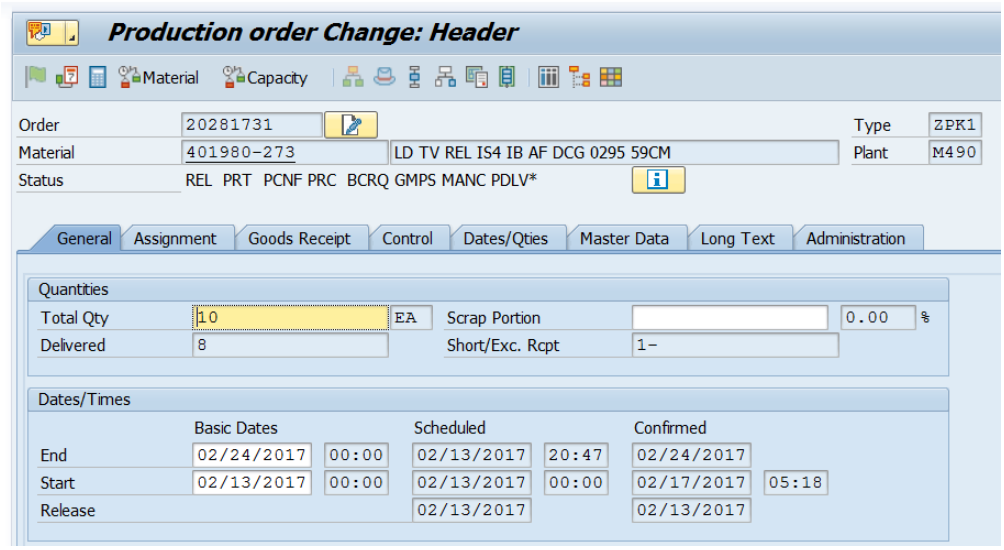


PlOrd/PurReq - Planned Orders/Purchase Requisitions are recommendations for Purchase Orders required to cover dependent requirements, using the Planned Del Time from the material master to show when an order should be placed to be received in time to support the DepReq needs.



OrdRes – Click on the pencil button, you can see the Order Reservation details. This order was for quantity of 10, 8 were delivered with 1 noted as being short – which leaves 1 that is showing up as old OrdRes. Planners need to fix these types of issues.

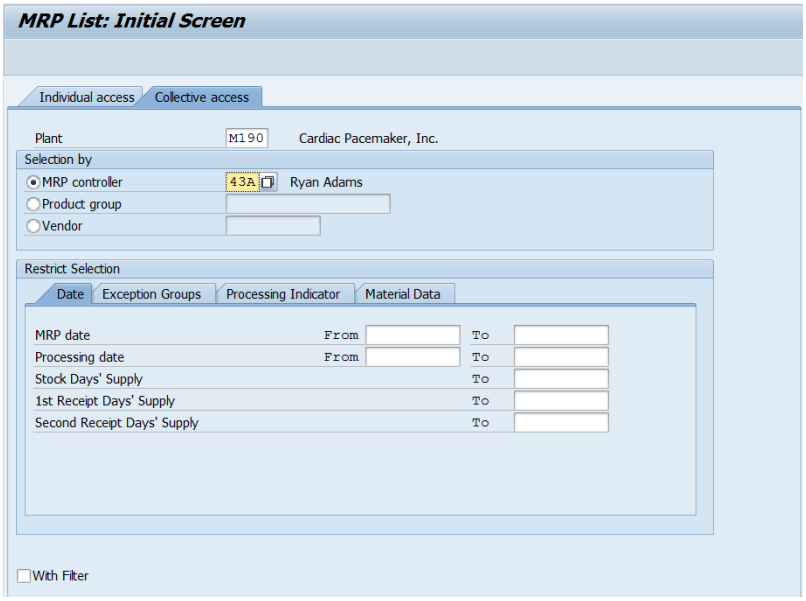




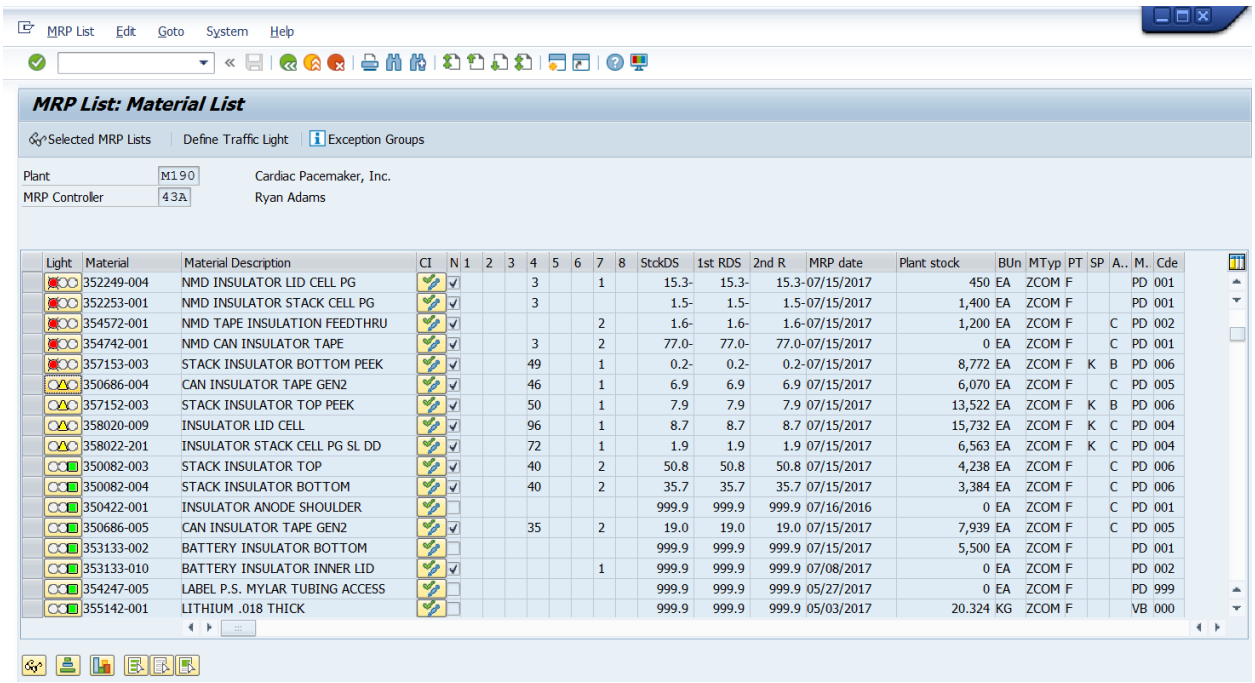
MRP Collective Display – MD06

Collective list of all materials related to a Plant and MRP Controller Code

Enter Plant & MRP Controller code



You can use the Restrict Selection section to limit the output in MDO6 – per date, exception messages, etc.



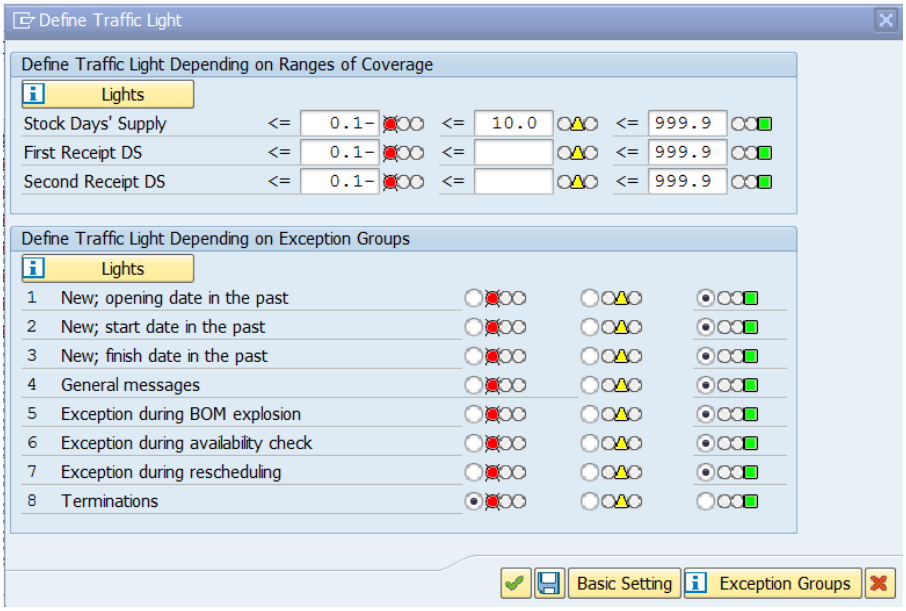
Light	Material	Material Description	CI	N	1	2	3	4	5	6	7	8	StckDS	1st RDS	2nd R	MRP date	Plant stock	BUn	MTyp	PT	SP	A..	M.	Cde
	352249-004	NMD INSULATOR LID CELL PG		✓				3			1		15.3-	15.3-	15.3-	07/15/2017	450	EA	ZCOM	F			PD	001
	352253-001	NMD INSULATOR STACK CELL PG		✓				3					1.5-	1.5-	1.5-	07/15/2017	1,400	EA	ZCOM	F			PD	001
	354572-001	NMD TAPE INSULATION FEEDTHRU		✓							2		1.6-	1.6-	1.6-	07/15/2017	1,200	EA	ZCOM	F		C	PD	002
	354742-001	NMD CAN INSULATOR TAPE		✓				3			2		77.0-	77.0-	77.0-	07/15/2017	0	EA	ZCOM	F		C	PD	001
	357153-003	STACK INSULATOR BOTTOM PEEK		✓				49			1		0.2-	0.2-	0.2-	07/15/2017	8,772	EA	ZCOM	F	K	B	PD	006
	350686-004	CAN INSULATOR TAPE GEN2		✓				46			1		6.9	6.9	6.9	07/15/2017	6,070	EA	ZCOM	F		C	PD	005
	357152-003	STACK INSULATOR TOP PEEK		✓				50			1		7.9	7.9	7.9	07/15/2017	13,522	EA	ZCOM	F	K	B	PD	006
	358020-009	INSULATOR LID CELL		✓				96			1		8.7	8.7	8.7	07/15/2017	15,732	EA	ZCOM	F	K	C	PD	004
	358022-201	INSULATOR STACK CELL PG SL DD		✓				72			1		1.9	1.9	1.9	07/15/2017	6,563	EA	ZCOM	F	K	C	PD	004
	350082-003	STACK INSULATOR TOP		✓				40			2		50.8	50.8	50.8	07/15/2017	4,238	EA	ZCOM	F		C	PD	006
	350082-004	STACK INSULATOR BOTTOM		✓				40			2		35.7	35.7	35.7	07/15/2017	3,384	EA	ZCOM	F		C	PD	006
	350422-001	INSULATOR ANODE SHOULDER											999.9	999.9	999.9	07/16/2016	0	EA	ZCOM	F		C	PD	001
	350686-005	CAN INSULATOR TAPE GEN2		✓				35			2		19.0	19.0	19.0	07/15/2017	7,939	EA	ZCOM	F		C	PD	005
	353133-002	BATTERY INSULATOR BOTTOM											999.9	999.9	999.9	07/15/2017	5,500	EA	ZCOM	F			PD	001
	353133-010	BATTERY INSULATOR INNER LID		✓							1		999.9	999.9	999.9	07/08/2017	0	EA	ZCOM	F			PD	002
	354247-005	LABEL P.S. MYLAR TUBING ACCESS											999.9	999.9	999.9	05/27/2017	0	EA	ZCOM	F			PD	999
	355142-001	LITHIUM .018 THICK											999.9	999.9	999.9	05/03/2017	20.324	KG	ZCOM	F			VB	000

MRP List: Material List Fields/Descriptions

Field Name	Description	Definition
Light	Status of material	You can define user-specific settings for traffic lights in the menu function Define traffic lights

Material	SAP Material Number	Procured items, products or supplies. Valid material number from the SAP material master.
Material Description	Material description	Defined description of the material from the material master
CL	Processing indicator	Click to remove the pencil after have reviewed the material status, to remove from the MRP List
NE	New exceptions	New exception messages exist for this material if checked
1,2,3,4,5,6,7,8,	Exceptions groups	Number in column represents the quantity of exception messages that exist in that exception group (see table below)
StckDS	Days' supply without receipts	Displays the number of days that a material will cover if only current plant stock is taken into account. 999.9 means no requirements and excess inventory
1st RDS	First receipt days' supply	The system takes current plant stock and P.O. receipts and indicates how many days a material will last
2nd	2nd receipt days' supply	The system takes all other receipts (i.e. planned orders) and indicates how many days a material will last
MRP date	MRP date	Date that the system carried out the planning run and created the MRP list. Old dates may mean the part is no longer being planned and may need to move to MRP Type ND and MRP Controller Code "Z" to reflect inactive and removes from the MRP List in the future
Plant Stock	Material Inventory	Total inventory in the specified plant when the MRP planning run was executed.
Bum	Base Unit of Measure	Unit of measure in which stock of the material is managed.
Mtyp	Material Type	The group in which the material is assigned.(i.e. ZCOM component)
PT	Procurement type	Indicates whether material is internally or externally procured
SP	Special Procurement type	Assignment of special code for procurement planning from material master (i.e. Subcontract = 90, Consignment = 88, Intercompany = 19/49/59)
ABC	ABC indicator	From the Material Master, the code which the material is assigned for the annual cycle count.
MT	MRP type	Displays MRP type from the material master (i.e. PD or VB)
Cde	Low level code	The lowest level that a material appears in any product structure of the company

Define Traffic Light – Set up to aid in review of MRP List quickly



Exception Group Codes:

SelGR – used in MRP List header column and Define Traffic Light to group messages together

SelGR	Exc.	Exception Message	SelGR	Exc.	Exception Message
1	2	New, and opening date in the past	5	50	No BOM exists
	5	Opening date in the past		52	No BOM selected
				53	No BOM explosion due to missing config.
2	3	New, and start date in the past		54	No valid run schedule header
	6	Start date in the past		55	Phantom assembly not exploded
	63	Production start before order start			
			6	25	Excess stock
3	4	New, and finish date in the past		26	Excess in individual segment
	7	Finish date in the past		40	Coverage not provided by master plan
	64	Production finish after order finish		56	Shortage in the planning time fence
				57	Disc. matl partly replaced by follow-up
4	1	Newly created order proposal		58	Uncovered reqmt after effective-out date
	42	Order proposal has been changed		59	Receipt after effective-out date
	44	Order proposal re-exploded		70	Max. release qty - quota exceeded
	46	Order proposal has been manually changed		96	Stock fallen below safety stock level
	61	Scheduling: Customizing inconsistent			
	62	Scheduling: Master data inconsistent	7	10	Bring process forward
	80	Reference to retail promotion		15	Postpone process
	82	Item is blocked		20	Cancel process
				30	Plan process according to schedule
			8	98	Abnormal end of requirements planning

Convert a MRP generated Purchasing Requisition from MD04/05

MRP can create requisitions in the opening period for parts with requirements that require procurement. CRM does not normally use this feature, and not all plants have PurReq generated in MRP. If used, Requisitions can then be turned into PO's in several ways:

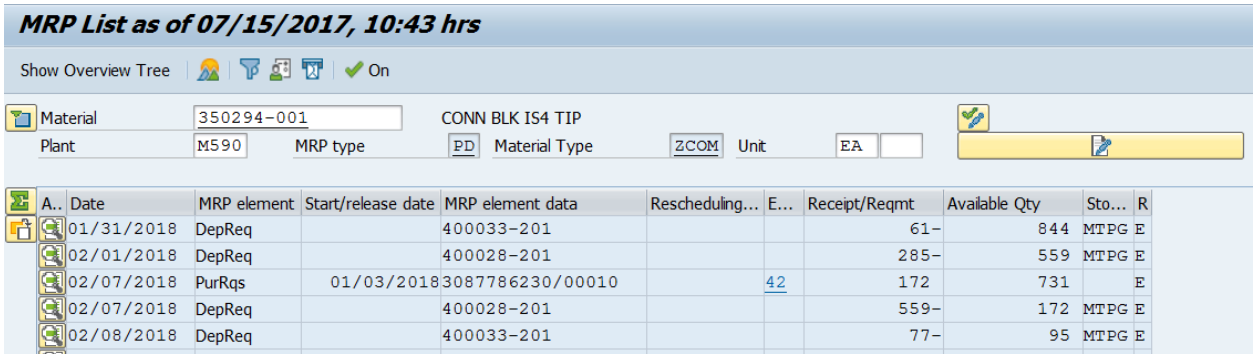
Directly from MRP Lists MD04/05 or
ME5A – List display of Requisitions – Use release date to retrieve.

To create PO's from PurReq successfully, the following must exist:

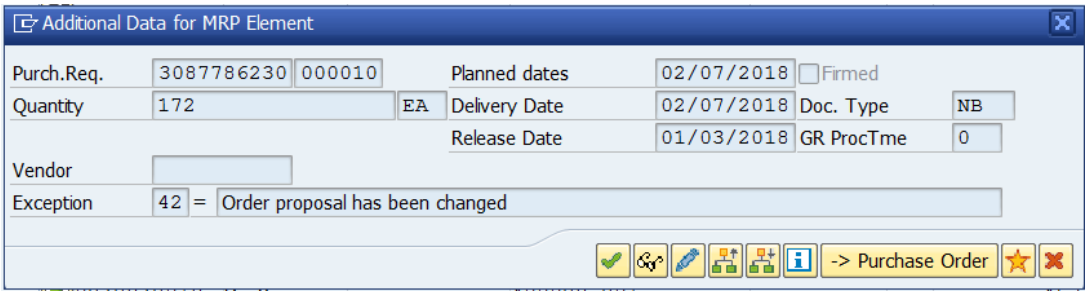
- Source List and AVL that extends the material to an Approved Vendor
- Proper master data in Material Master to create Requisitions with the correct date and quantity (Lot sizes), as can only create 1 PO per PurReq

Note: If the line is cancelled or the quantity reduced, the PurReq will open back up and show in MRP if not deleted via ME52.

Transaction code: MD05 (or MD04)

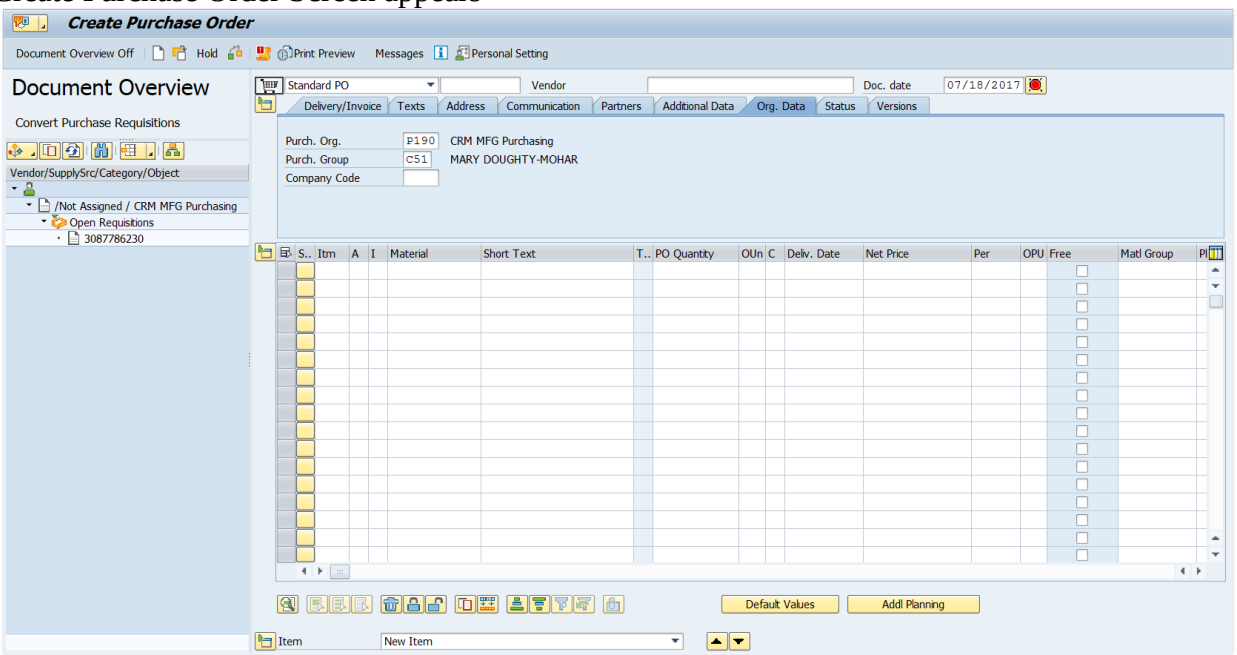


Click the Details of element button beside the Purchase Requisition you want to convert



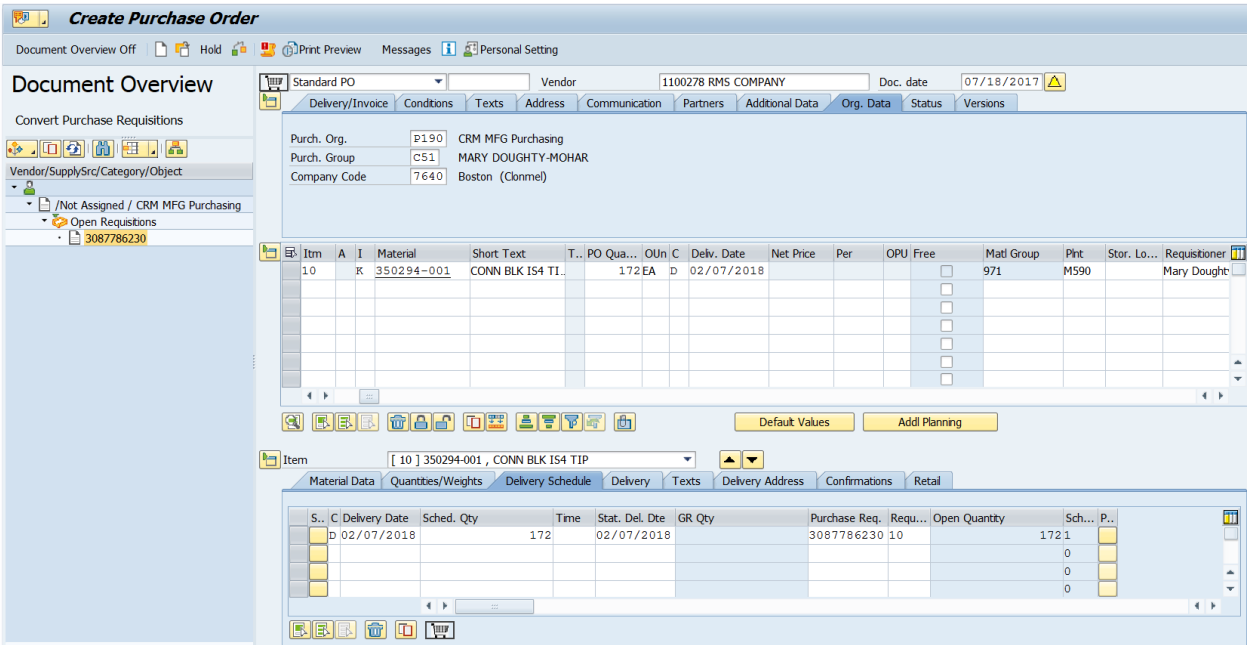
From the Additional Data for MRP Element dialogue box, click the -> Purchase order button.

Create Purchase Order Screen appears



From the Document Overview area, drag the open requisitions document to the Shopping Cart icon. If the vendor field is blank in the Additional Data for MRP Element box, you will have to enter the Vendor # first before dragging the req to the shopping cart,

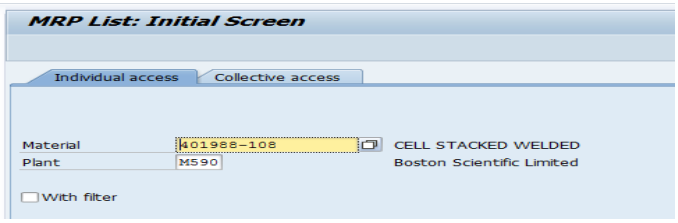
The Purchase Order screen will be created with the key data filled in for the buyer from the PurReq. Enter any other required data to complete the PO. Click Save when done.



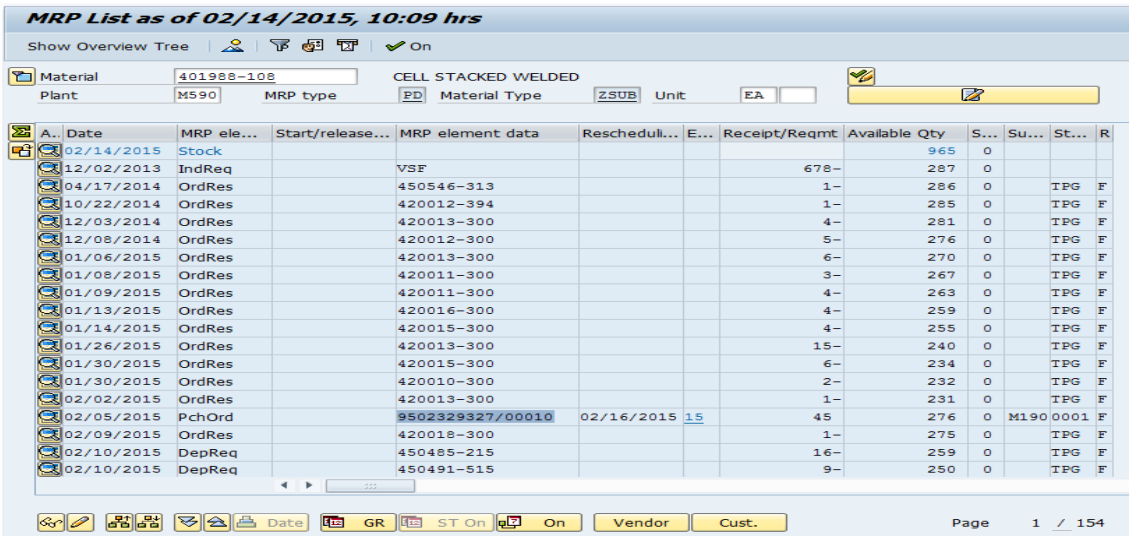
Monitor Inter-Plant Shipments

Use Transaction Code – MD05

Enter Material and Plant

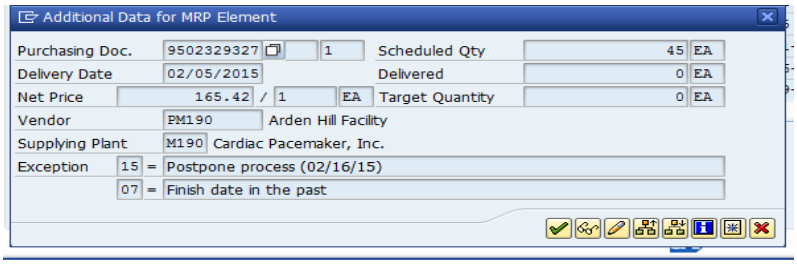


Click Enter

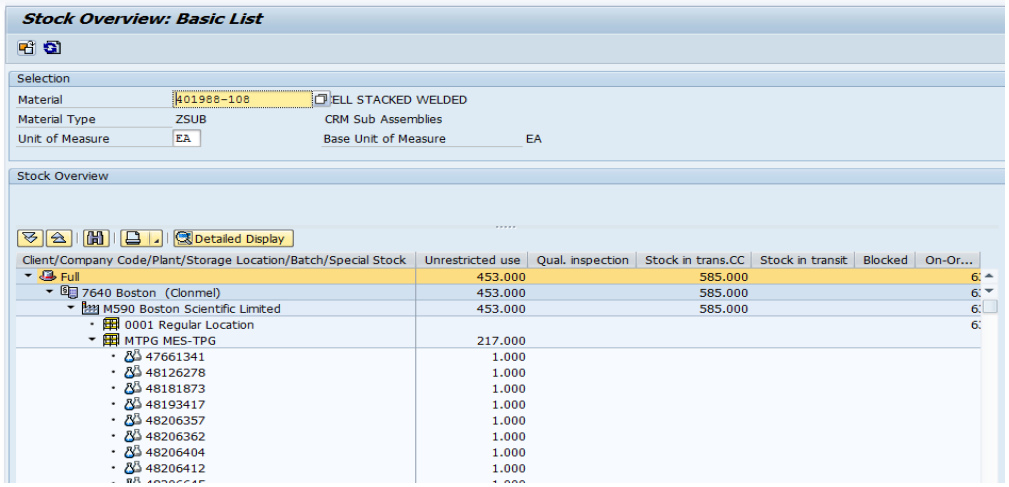


MRP List will display an MRP Element "PchOrd" starting with the number 9 along with the Supplying Plant, which indicates Inter-Plant PO's. These can also be seen under ME2M PO's by Material list.

Click the Element Details button next to line item with MRP Element "PchOrd" to view the details of the Intercompany STO\PO, which is usually entered by a material handler.



MMBE – Inter-Plant shipments will also show in Stock Overview as Stock in trans.CC



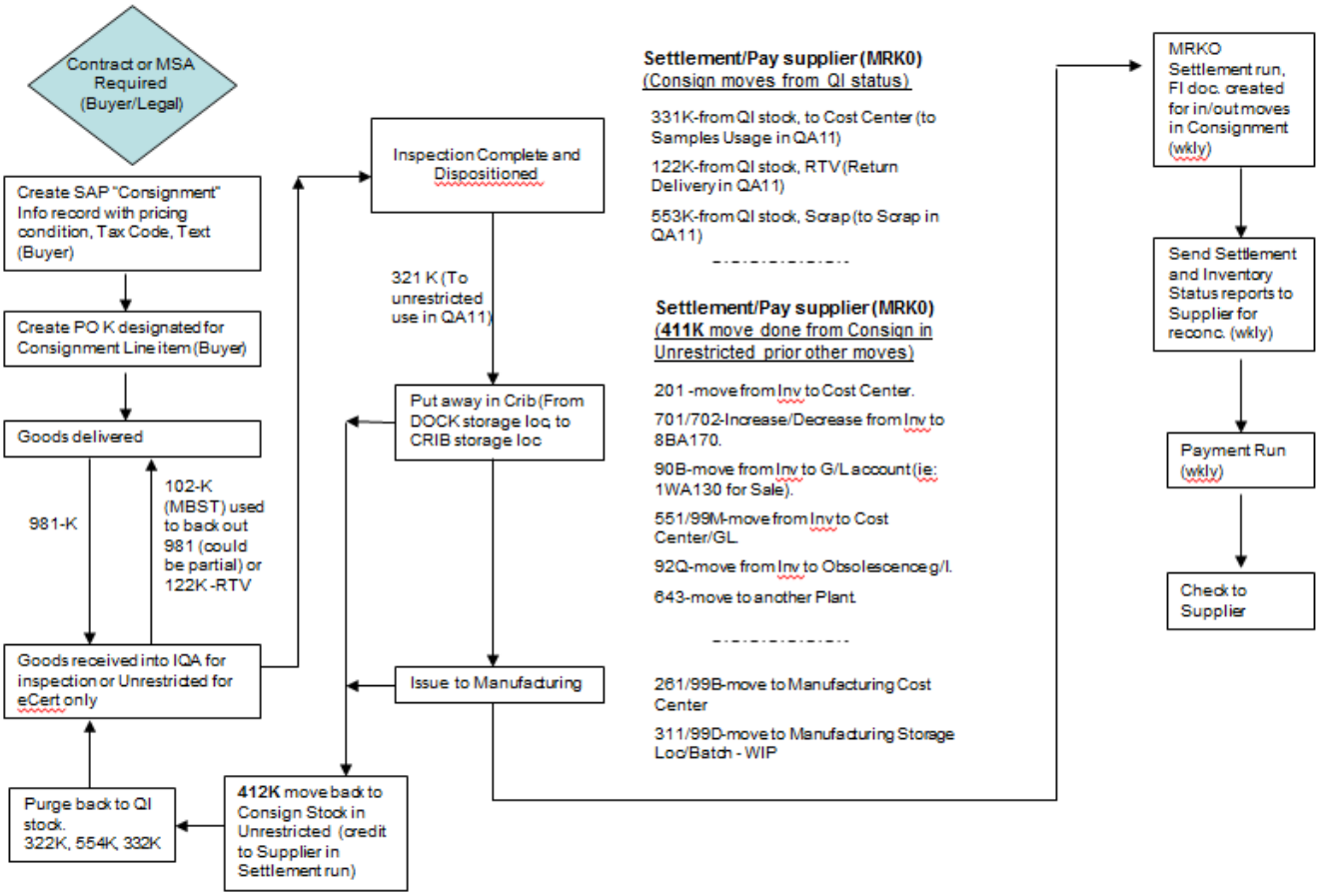
Other Procurement Subjects

Consignment

The Vendor Consignment Inventory (VCI) process differs from standard purchasing, inventory movements, and payment transactions in almost every stage of the process. The primary difference in payment transactions involves the timing of payment from receipt of the material. In VCI the liability is recorded at the time the material is issued to manufacturing, versus upon receipt of materials.

For Ireland Only: Ireland's Consigned Materials will be stored within an internal Bonded Warehouse and require additional communication when being set up. Those additional requirements will be noted in the relevant portions of the procedure.

SAP Consignment Process



Use the Consignment Checklist that can be found in Windchill, Document 68110, for a Complete Step-by-Step list of instructions to set up a vendor and material on consignment.

Below is list of REQUIRED SAP transactions the buyer needs to complete:

1. Set up Material Master with Special Procurement Code of 88
2. Set up Consignment Vendor Payment Terms for Company Code/Purch Org in the SAP Vendor Master via a vendor master request form
3. Set up Consignment Purchasing Information Record with Price, Tax Code and Text that include details of the consignment agreement. This needs to be updated whenever the prices changes.
4. Contact SAP BPL to set up Settlement Report and Consignment Inventory Status Report
5. Create Consignment PO, using Item Category "K"
6. Remove Special Procurement Code if part is removed from Consignment planning

Vendor Consignment Set-up

Consignment Agreement

Prior to implementation of a Vendor Consignment Inventory program, a Master Consignment Agreement must be approved between the vendor and Boston Scientific. The agreement outlines the Terms & Conditions for supply and payment for the material that is placed on consignment.

For Ireland Only: Upon signing of the Consignment Agreement with a supplier which covers material stored in Clonmel, Ireland, notification must be given to Finance, Duty Reporting, Material Handling and IQA for those material numbers which will be going on Consignment. Included in this communication should be the supplier name, material numbers, standard cost, average monthly inventory quantity, average monthly inventory value and expected start date for the consignment shipments for the listed material.

Consignment Master Data

Prior to generating a Consignment purchase order, the Master Data set up must be performed for a Vendor and Material Number:

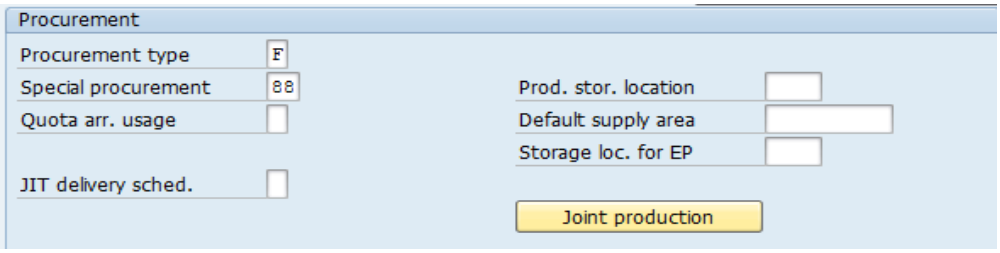
Vendor Master Record (XK03 to look up)

Payment terms in SAP must match the Consignment Agreement. It is recommended that the Accounting Data and the Purchasing Data payment terms be the same in the Vendor Master, but it is not required. The Accounting view payment terms in the remit to vendor will be used to process the payment. The Purchasing Data payment terms will pull into the PO, and the buyer needs to confirm it is accurate for consignment.

If a Vendor master record has a remit to vendor, the remit to vendor is the one who needs its payments terms updated/verified (in both the Accounting and Purchasing views.)

Material Master Record (Trans MM02)

In the MM MRP1 View, enter the Special Procurement Code “88” in the plant where consignment inventory will reside. Remember to remove the code from the MM when a part is taken off Consignment

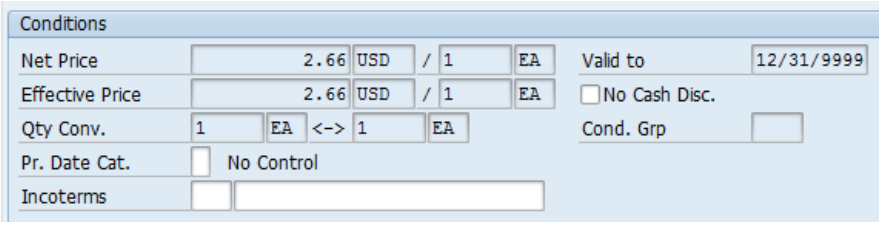


Purchasing Info Record (Trans ME11 to create Info Record or ME12 to change Info Record)

Enter Vendor #, Material, Purchasing Org and Plant

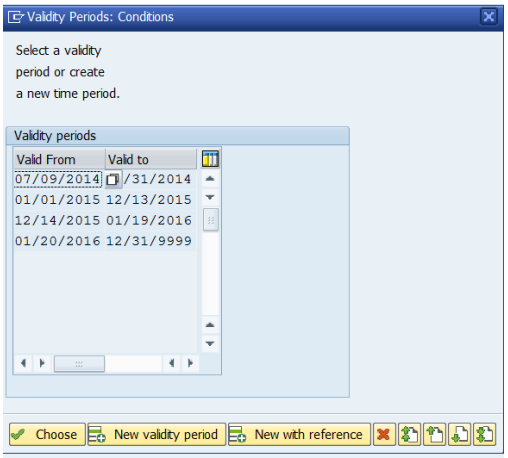
Click Consignment under the Info Category box

Go to the Purchasing Org Data1 screen and enter the Net Price and valid to date.
This will be the price for the Consignment inventory payment, as there will be no price on a Consignment PO.



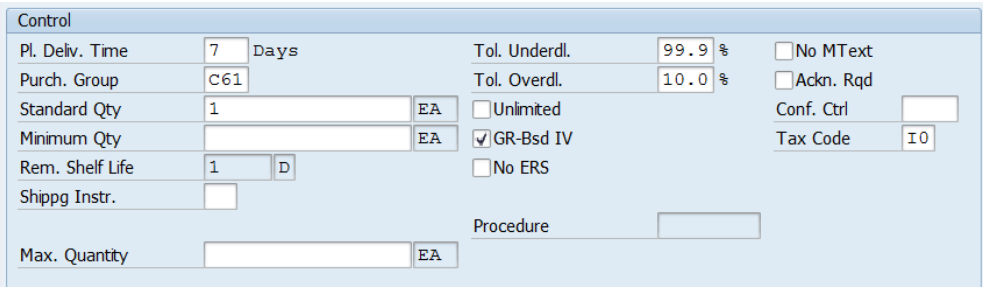
The Net Price should be updated when the Agreement price changes. If the price will change at some future date, a condition record can be created for that new time range. The Net Price used for the Settlement payment will be as of the date of the material movement transferring ownership (411K movement).

Click the Conditions tab in the Info Record. Enter New Validity Period or update an existing one.



If price is not updated in the PIR (i.e., for a new year) and payments are made at the incorrect price, you will need to contact A/P to initiate a credit/debit for the difference – see instructions under Vendor Payment Options. And update the PIR to correct price.

Enter Tax Code – required for the Settlement report to run
Update Pl. Delv. Time to the replenishment lead-time, if using blanket PO



Enter Purchase Order Text into the PIR to print on each PO. This should be updated yearly if changes. And the text needs to be deleted from the PIR once the part is taken off of Consignment, as there is a system issue where the text still prints on a Standard PO, though you don't see it on the PO.

Reference Text – Example:

This purchase order is issued to start the Consignment Agreement between SUPPLIER and Boston Scientific. The Purchase order quantity represents an estimate of usage by Boston Scientific and does not constitute a commitment to buy.

Consignment releases shall be X quantity
SUPPLIER agrees to ship releases within X days of scheduled release from Boston Scientific. If shipment does not occur in X days, SUPPLIER agrees to notify the Buyer.
BSC agrees to furnish SUPPLIER with a XX-month rolling Forecast during the X week of X
SUPPLIER agrees to hold Consignment material per Consignment Agreement.
Each shipment should have a "CONSIGNMENT INVENTORY" label attached to the box. These labels will be printed at Vendor on identified stock.
The unit price is $.xx.
All packing slips must reference the Purchase order number.

Material will be located in Stocking Location XXXX. When material is transferred to the production floor for use, an invoice will be printed out and sent to Accounts Payable and SUPPLIER, Inc. will receive payment within XX working days.
This purchase order is in effect until MM/DD/YYYY.

Create Consignment Purchase Order

Enter Vendor #, Purch Org, Company Code – under Org data tab

Enter Item Category "K" from the drop down and the Material # - in Item details section

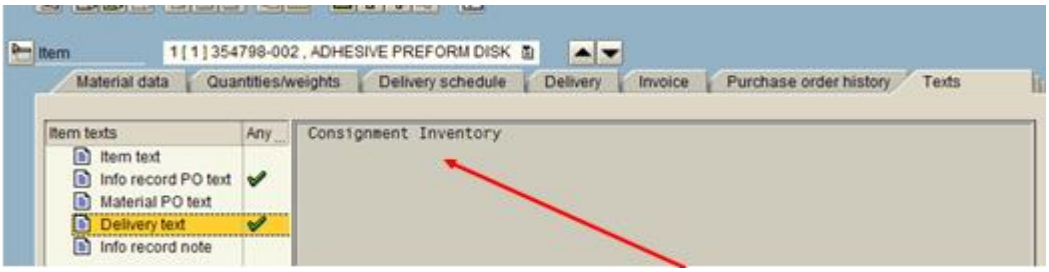
Enter Plant and Stor. Location and update Delv Date (if needed) or create a Delv Schedule under the Delivery Schedule tab

The Net Price will be grayed out and show as $0 on the PO

S..	Itm	A	I	Material	Short Text	T..	PO Quantity	O...	C	Deliv. Date	Net Price	Per	O...	F...	Matl Group	Plnt	Stor. Location	Requisiti
	10		K	500633-113	FOIL ANODE NG3 72 CA...		420,000	EA	D	10/30/2015					Basic Mat'l	Cardiac Pacemaker...	FG/FP Dock Bl...	

In the Item Texts -> Delivery text

Enter "CONSIGNMENT INVENTORY" which will print on the receipt traveler for the receiving area



Example of PO

Boston Scientific

Purchase Order

PO Number 6731800
Date 11/10/2016
Page 2 of 4
Amendment # 4
Date of Amendment 07/18/2017

Item	Material	Revision	Description	Order qty.	UoM	Price	Per	UoM
0010	358816-003	G	ELECTRODE PROXIMAL	283,073	EA	0.00	1	EA
				for a Net Value (this item) of		**0.00**	NON-TAXABLE	

Delivery Date: 12/31/2017
179,554 Each still to be delivered

Design Doc Revision = G (Reference only)

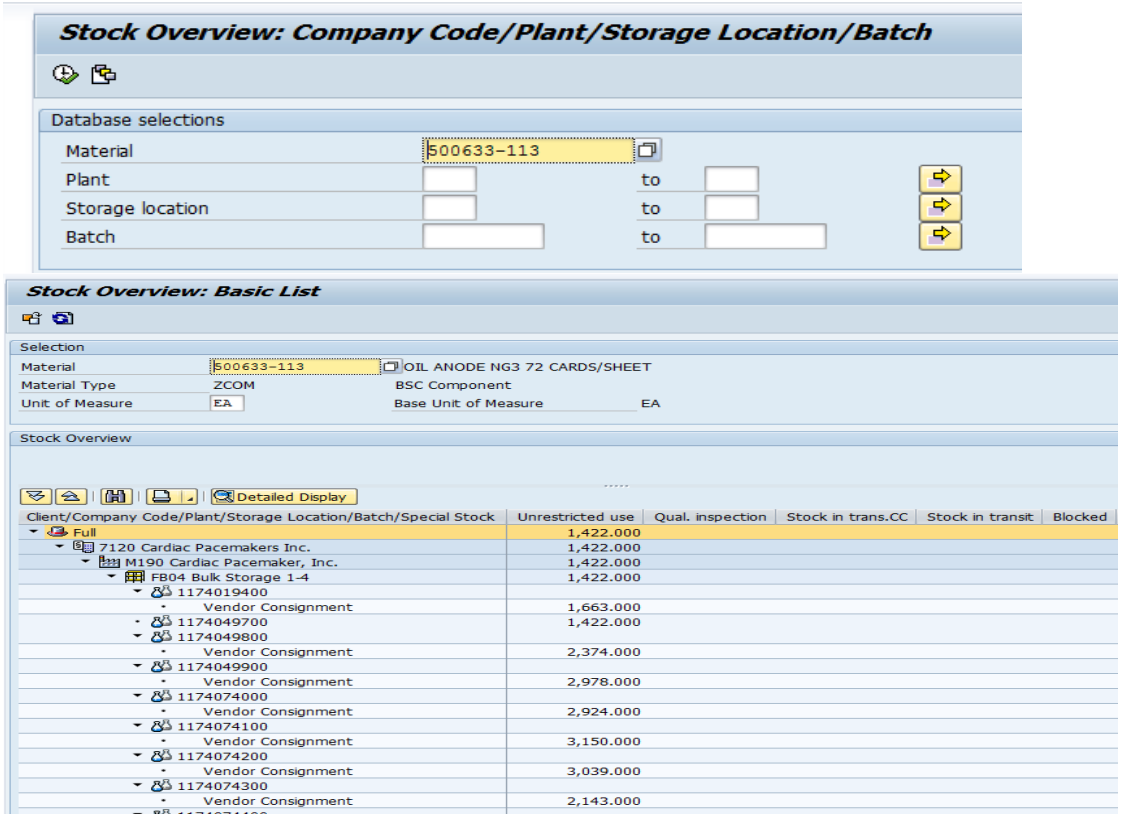
This purchase order is issued to start the Consignment Agreement between rms and Boston Scientific.
The Purchase order quantity represents an estimate of usage by Boston Scientific and does not constitute a commitment to buy.
BSC agrees to furnish SUPPLIER with a 12 month rolling Forecast during the 2nd or 3rd week of each month.
rms agrees to hold Consignment material per Consignment Agreement.
Each shipment should have a "CONSIGNMENT INVENTORY" label attached to the box. These labels will be printed at rms identified stock.
The unit price is $8.64.
All packing slips must reference the Purchase order number.
Material will be located at the Dorado Boston Scientific Location. When Material is transferred to the Production Floor for use, an invoice will be printed out and sent to Accounts Payable and rms will receive payment within 5 working days.
This purchase order is in effect until 12/31/2017.

Consignment Inventory Control

NOTE: For Ireland Only - For the first release against the consignment purchase order the Buyer/Planner needs to provide to CLN Material Handler Group the exact date that the first shipment is being sent, and as soon as available the Commercial Invoice and Shipping Tracking number for the package(s) and which material numbers are included in the package(s). Consigned and Non-Consigned material cannot be shipped together in the same package.

All inventory tagged as CONSIGNMENT INVENTORY will be stored in separate locations from BSC inventory until issued to manufacturing.

To monitor inventory on consignment, use Transaction MMBE (stock overview). The SAP Location will be listed as Vendor Consignment.



SAP Consignment Material Movements

981-K Goods Receipt
102-K Goods Receipt Reversal
321-K Put away in Crib from Dock
322-K Purge inventory back to QI
323-K TF QI Cnsgmt to plant
331-K Settlement from QI stock to Cost Center
332-K Purge Inv back to QI
553-K Settlement from QI stock to Scrap
554-K Purge Inv back to QI

122-K Settlement from QI stock to RTV
412-K Move back to Consignment Inv prior to Purge movement (issues credit to supplier)
411-K Move Inv out of Consignment Inv (issues settlement payment)

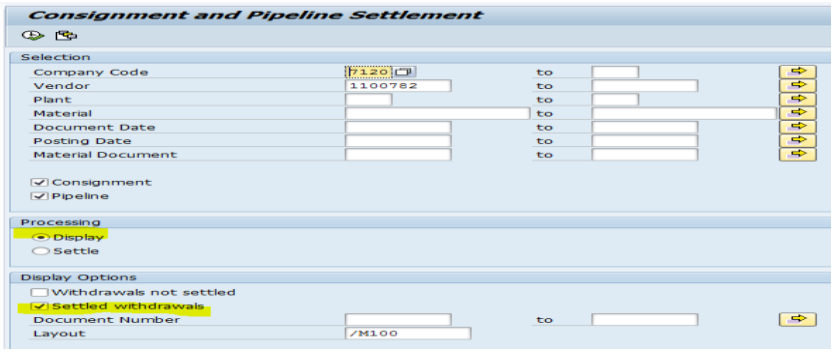
Consignment A/P Settlement & Inventory Status Reports

Contact the SAP BPL when adding or removing vendors from consignment to set up/remove reports. The BPL will set up the Settlement Report (MRKO) and Consignment Inventory Status Report (ZRMVCRPT1) in SAP. This includes setting the jobs to run automatically every week, and creating the output conditions for the report to print with the A/P group, who is responsible for sending the reports to the vendor after the weekly settlement payment run is completed. If an issue occurs where the settlement does not run or is incomplete, the A/P group should contact the buyer to resolve.

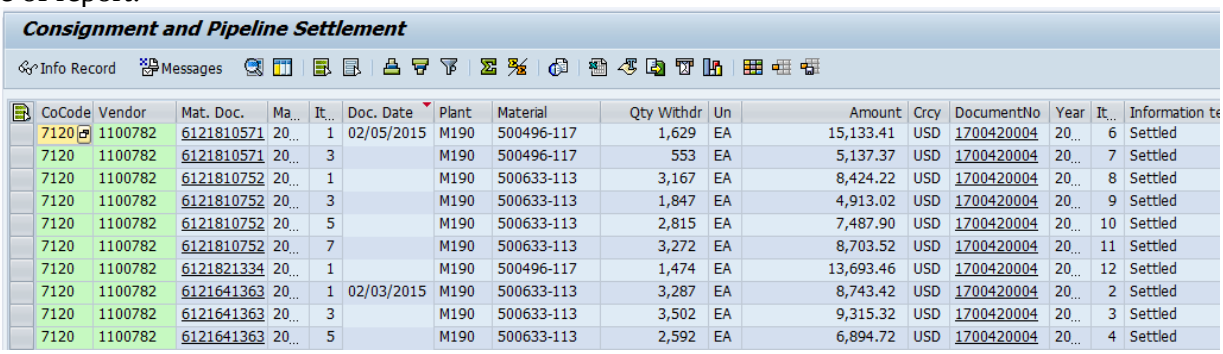
Possible issues: No 411K movements that week so no report, Tax code missing in PIR.

Transaction Code MRKO Settlement Report - used to view settlement payments

Enter Company Code and Vendor # and material # if needed
Confirm **DISPLAY** button is clicked
Click the Settled withdrawls box to see payments and click Execute



Example of report:



Consignment and Pipeline Settlement

Info Record Messages

CoCode	Vendor	Mat. Doc.	Ma...	It...	Doc. Date	Plant	Material	Qty Withdr	Un	Amount	Crcy	DocumentNo	Year	It...	Information te
7120	1100782	6121810571	20...	1	02/05/2015	M190	500496-117	1,629	EA	15,133.41	USD	1700420004	20...	6	Settled
7120	1100782	6121810571	20...	3		M190	500496-117	553	EA	5,137.37	USD	1700420004	20...	7	Settled
7120	1100782	6121810752	20...	1		M190	500633-113	3,167	EA	8,424.22	USD	1700420004	20...	8	Settled
7120	1100782	6121810752	20...	3		M190	500633-113	1,847	EA	4,913.02	USD	1700420004	20...	9	Settled
7120	1100782	6121810752	20...	5		M190	500633-113	2,815	EA	7,487.90	USD	1700420004	20...	10	Settled
7120	1100782	6121810752	20...	7		M190	500633-113	3,272	EA	8,703.52	USD	1700420004	20...	11	Settled
7120	1100782	6121821334	20...	1		M190	500496-117	1,474	EA	13,693.46	USD	1700420004	20...	12	Settled
7120	1100782	6121641363	20...	1	02/03/2015	M190	500633-113	3,287	EA	8,743.42	USD	1700420004	20...	2	Settled
7120	1100782	6121641363	20...	3		M190	500633-113	3,502	EA	9,315.32	USD	1700420004	20...	3	Settled
7120	1100782	6121641363	20...	5		M190	500633-113	2,592	EA	6,894.72	USD	1700420004	20...	4	Settled

The DocumentNo is the Document No on Settlement report, and should be used by suppliers to x-ref payments to movements.

Example of Settlement Report Vendor receives on Monday's listing what will be paid that week (for the previous week's 411K issues)

MICRO CRYSTAL AG
MUEHLESTRASSE 14 CH-2540
GRENCHEN
SWITZERLAND

Consignment stock accounting

Page: 1 / 1

Document no. / Date
1700253018 / 27.04.2015
Currency
USD
Your vendor number in our co.
1207112
Your tax ID number
Our customer no. in your co.
Our tax ID number
IE8213232E

Processed by
Corr
Telephone no.
1-800-272-3737
Fax no.

E-mail address
Pamela.Corr@bsci.com

We have settled the following material withdrawal from your consignment stock:

Date	MovTy	VnBtch	PODoc	Qty	Unit	TaxC	UnPr	Net val: USD
Settlement items for plant: M590, Boston Scientific Limited,Clonmel, Clonmel, Cashel Road								
Material: 270181-001 NMD CRYSTAL 1MHZ CC4V								
15.04.2015	411	50271	6511469	2.000	EA	V0	11,75	23.500,00
Material: 270361-002 CRYSTAL QUARTZ SURFACE MT CC-5 102.4KHZ								
21.04.2015	411	3952276	6410307	3.100	EA	V0	7,71	23.901,00
Material: 270401-001 CRYSTAL CC5 102.4 KHZ TIN								
17.04.2015	411	3952519	6511201	3.000	EA	V0	6,14	18.420,00
17.04.2015	411	3952031	6511201	3.000	EA	V0	6,14	18.420,00
23.04.2015	411	3952030	6511201	3.000	EA	V0	6,14	18.420,00
				9.000	EA			55.260,00

Total net value		102.661,00
Exempt from Input VAT (V0)	102.661,00	0,00
Total		**102.661,00**

Terms of payment: Related to 27.04.2015:
Payable immediately Due net

Transaction Code ZRMVCRPT1 - Consignment Inventory Status Report

Enter Company Code and Vendor # and Material #, or leave blank to get all materials for vendor
Enter beginning Document Date
Click ZLF if want to export to Excel (optional)
Execute

Vendor Consignment Inventory Status Report

Selection Criteria

Company Code	7120			
Vendor	1100782	to		
Material		to		
Document Date	02/09/2015	to	02/13/2015	

ZLF Download Options

☐ Download to ZLF

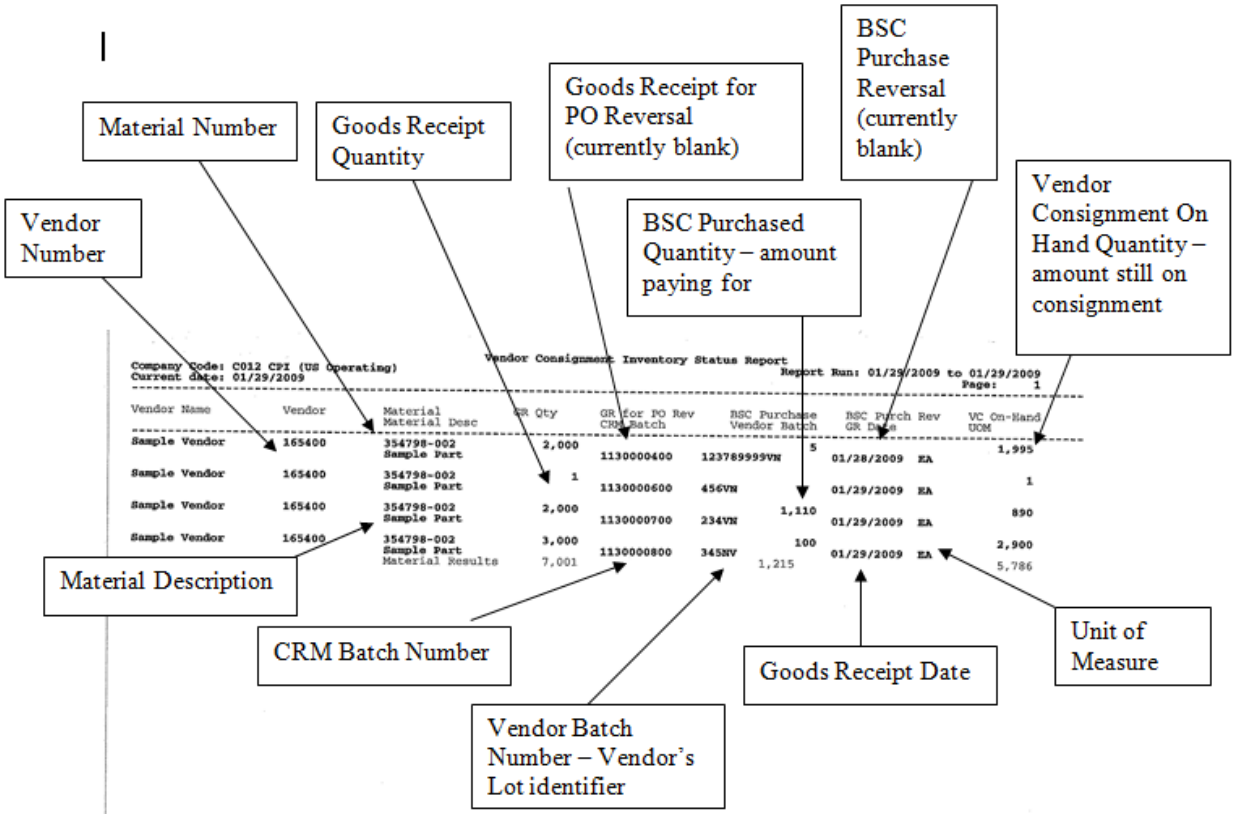
File Name	ZRMVCRPT1
File Owner	G034371

UNIX Download Options

☐ Download to UNIX

File Name	/data/intrface/crm/ob/sup/VendConsgn/ZRMVCRPT1.txt

Example of report and field descriptions:



Consignment – Taking a Part Off

Steps required when taking a part off of consignment:

- Remove Special Procurement Code 88 from the Material Master
- If need to pay for any Consignment inventory, per agreement with supplier:
  - 411K movement required to issue settlement payment (work with material handlers)
- If will consume and pay for Consignment inventory, per agreement with supplier:
  - Update the Purchasing Information Record Valid to date in the Conditions section to the last date there would be a 411K movement
- Contact SAP BPL to stop the Settlement Report and Consignment Inventory Status Report from running, if this is only part on consignment with supplier
- Delete text from PIR

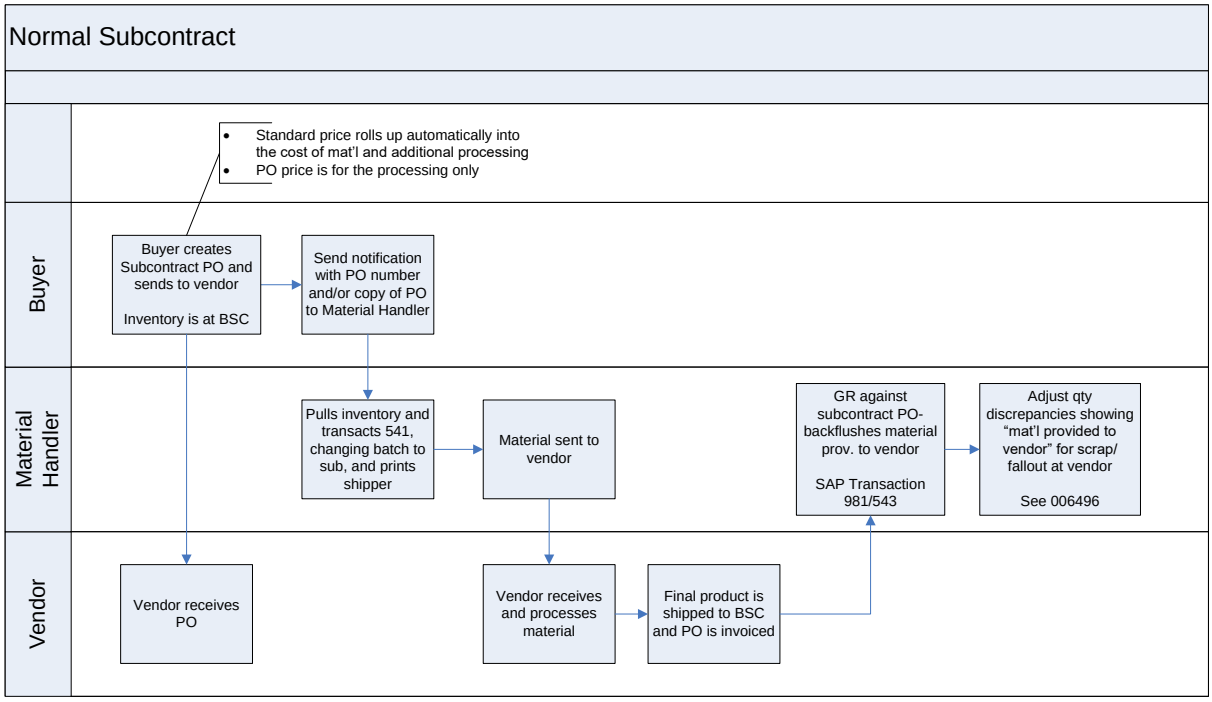
Subcontract

Subcontracting is a process in which a vendor processes BSC owned materials into a higher level assembly. BSC retains ownership of the materials sent for processing, and the material inventory is tracked in SAP. Subcontract PO's vary from regular inventory PO's in the fact that they have a BOM (which is brought in from Windchill, or created manually).

Windchill Procedures to reference:

068200 Providing Materials to Suppliers - used to identify which subcontract process to use.
006496 Subcontract Material Procurement

NOTE: Subcontract PO's can be used to return product for rework and receive in the same part when complete for a charge or for free.

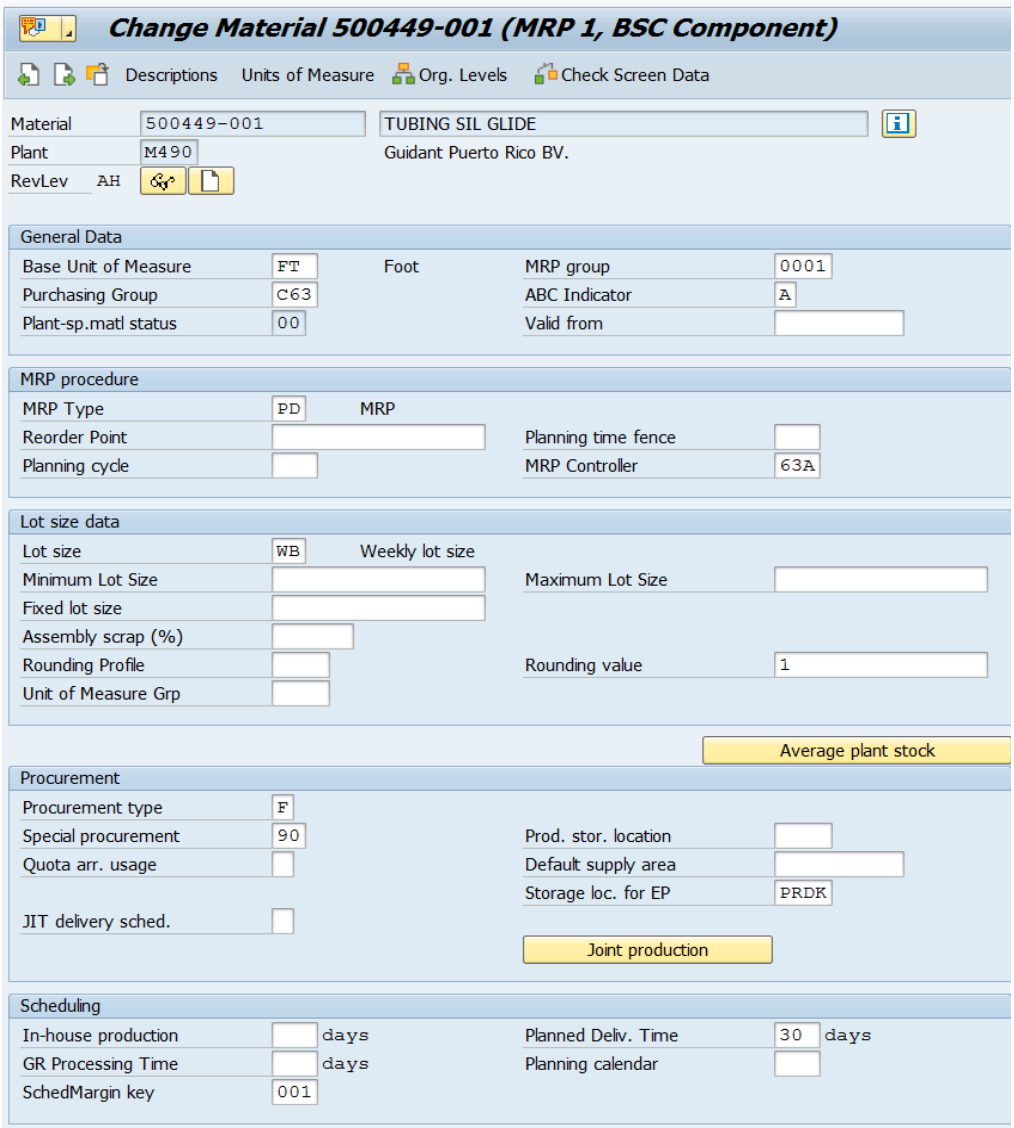


SubContract Master Data

Prior to generating a SubContract purchase order, the Master Data set up must be completed.

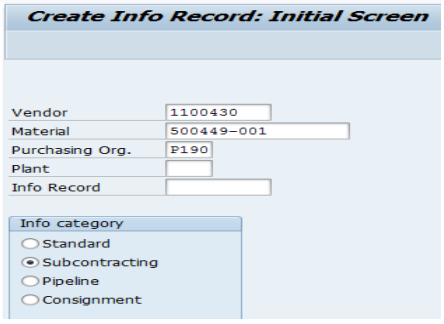
Material Master Record

Transaction MM02 – Enter Special Procurement code of 90
This advises Finance that the Standard Cost for this material will include a sub component cost, along with the added services cost entered in the PIR.

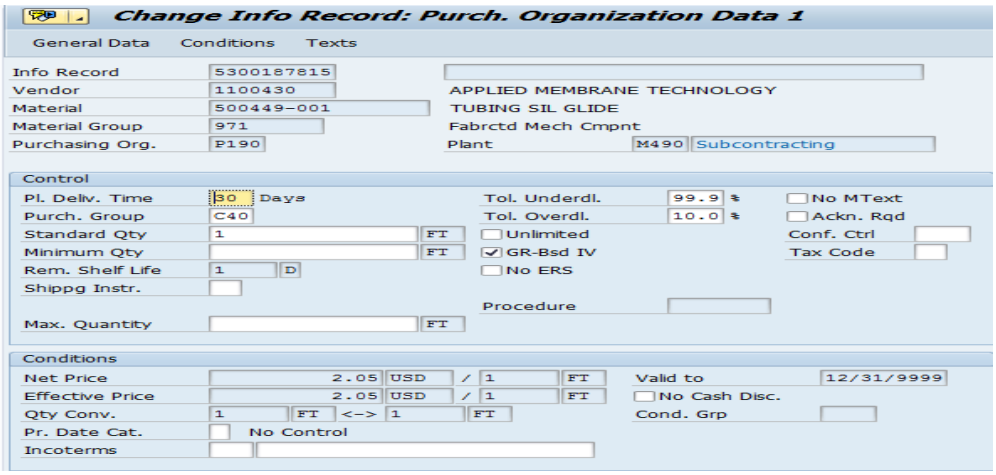


Purchasing Information Record (PIR)

Transaction ME11 (create) or ME12 (change):



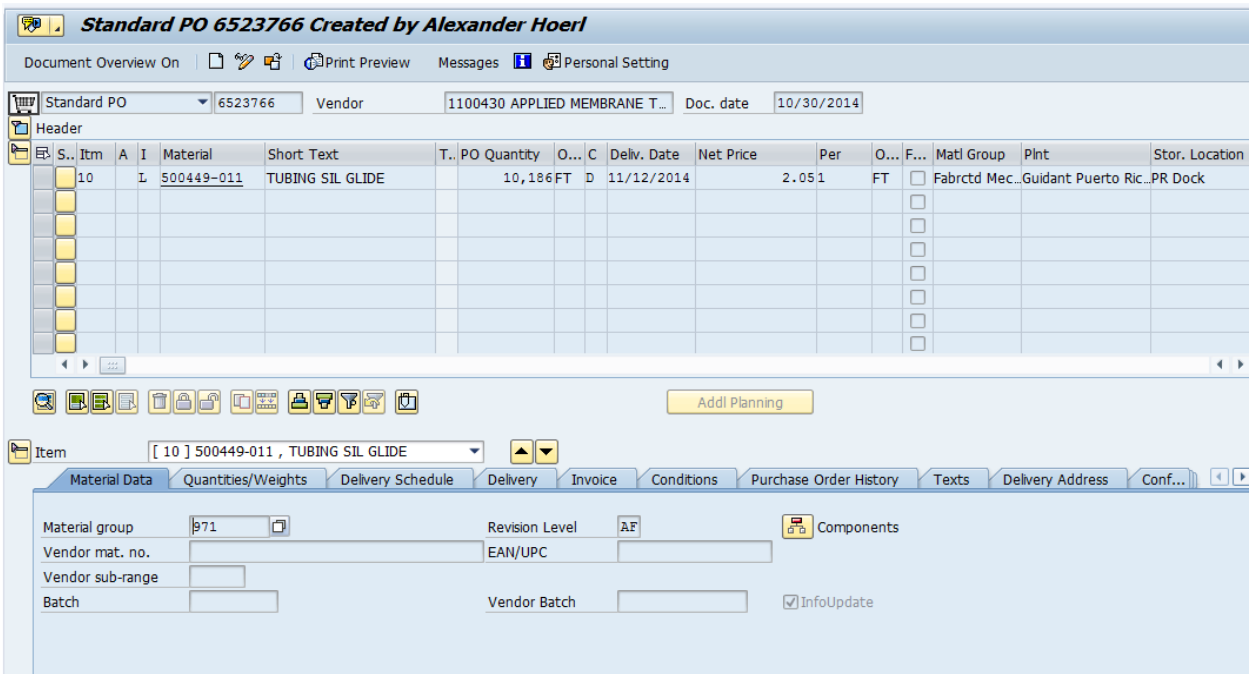
Enter Vendor #, Material, Purchasing Org and Plant
Click Subcontracting from the Info Category
Click Enter



Enter Net Price. The price to be paid to the vendor for the work and added materials they may supply

Note: at Standard Cost setting time, the price for Subcontract parts MUST be updated in the Purchasing Info Record to be rolled up with the BOM by Finance, per the special procurement code "90" in the MM.

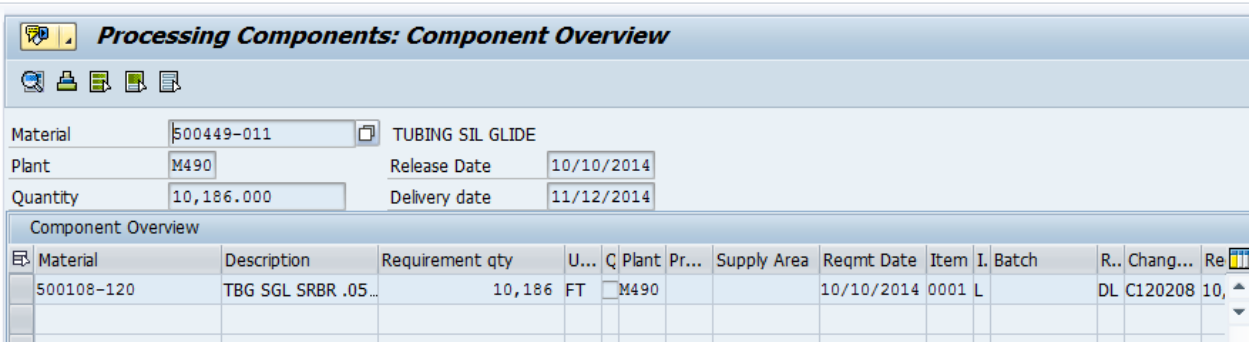
Create Subcontract PO – ME21N



Enter Vendor #, Purch Org, and Company Code
Select "L" from the Item category dropdown, enter material number, Plant, Stor Loc.

If a BOM exists it will pull into the PO under the Material Data tab -> Components button. If not, you can manually create it here by clicking the button.

An individual batch number of the sub component you are shipping can be entered if needed, by entering it in the batch # field of the sub component. The batch number will appear on the PO or delivery schedule advising the material handler to ship the specific lot to the vendor.

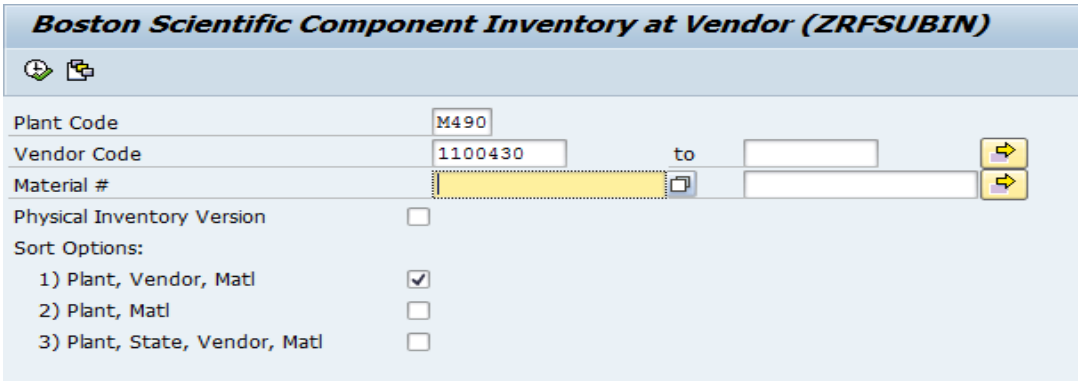


Completed Shipping Authorization form should be filled out, referencing the PO # and other data, advising the material handler to pull and ship the subcomponent to the vendor. Buyer should send Design Documents and BOM's with the PO to the vendor.

Sub Contract – Material Provided to Vendor Clean up

It is recommended that on a quarterly basis, the SAP system inventory quantities be reconciled with the physical count at the subcontract vendor, per Procedure 006496 Subcontract Materials Procurement.

Transaction ZRFSUBIN to get list of Sub inventory:



Enter Plant and Vendor Code, and/or Material #
Click Execute

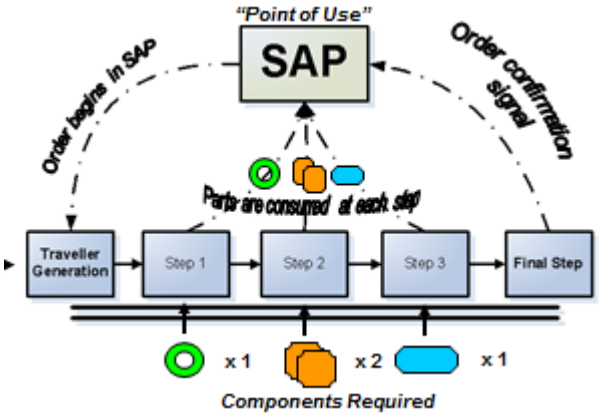
Example of Report:

REPORT : ZRFSUBIN — Boston Scientific Component Inventory at Vendor (ZRFSUBIN) — PAGE: 1
CLIENT : 010 — TIME: 11:42 — DATE: 02/13/2015

Plant : M490 Guidant Puerto Rico BV.
Vendor : 1100430 APPLIED MEMBRANE TECHNOLOGY
Sort Version : 1) Plant, Vendor, Matl

Plant	Vendor #	Material #	Material Description	Quantity	Standard Cost	Inventory Value
M490	1100430	500108-088	TBG SGL SRBR .102X.084 MED4755	5,056.00	0.72	3,640.32
	Subtotal by Vendor			5,056.00		3,640.32
	TOTAL by Plant			5,056.00		3,640.32

MES



MES replaced MATT for Production Order Management on the manufacturing lines. Production orders are created individually from MRP Planned Orders, or created in SAP CO01, or in Mass/Collectively from Planned Orders ZC41. SAP creates and releases the Order in SAP and interfaces the Order to MES. MRP displays an "OrdRes" for the component/sub-assy on a released Production Order, and the OrdRes will disappear when the component/sub-assy is consumed in the Production Order. If old OrdRes for partial quantities show in MRP, contact the Planner to update.

WIP is contained within a production order scheduled to be completed as of an estimated date and quantity. Components are consumed near real time upon issuance in MES. Production orders accumulate the cost of components as they consume inventory. Assemblies add to SAP inventory at final completion.

In MMBE Stock Overview – You can see the Storage Location MES

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use
Full	1,724.000
7140 Guidant Puerto Rico BV	1,724.000
M490 Guidant Puerto Rico BV.	1,724.000
BSUB MES-BY Sub	1,724.000
1202189800	1,724.000
PRDK PR Dock	
1202217500	
Vendor Consignment	3,548.000

MES SAP Movements

311	Transfer to MES storage location (MES reserve)
201/202	Goods Issue/Return to Mfg/MES for zero usage (as required) on BOM
261/262	Consumption at Operation on a Production Order
991	Completion of a Production Order, Inventory into SAP stock (Assy/FG)
551/552	Scrap
555/556	Scrap from Blocked stock
961	Goods Issue to Production Order

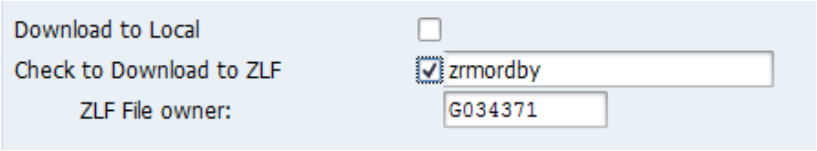
SAP Reports

There are a number of features in SAP that can be utilized to enhance reports. This section describes some of these features.

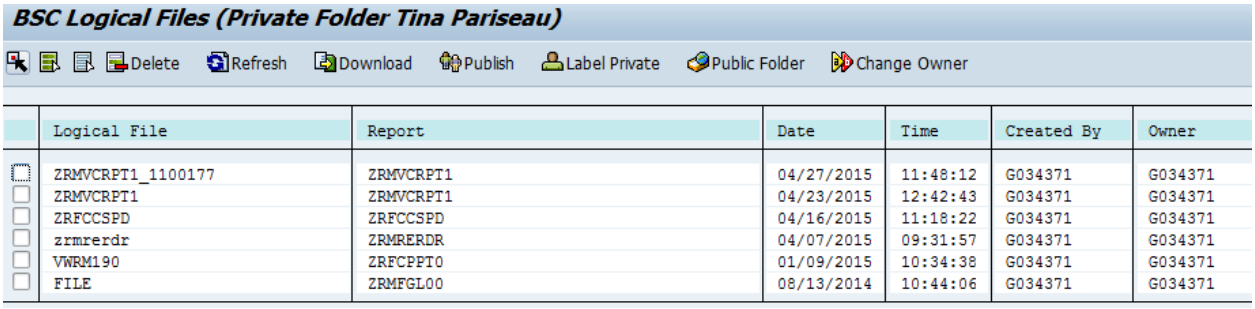
ZLF

Some reports have the option to download the report to ZLF. This option converts the output to an excel format and is retrieved via SAP Transaction ZLF.

If available, check the Download to ZLF button and enter a report name



Use transaction ZLF to locate and open the file in Excel by double clicking on the line

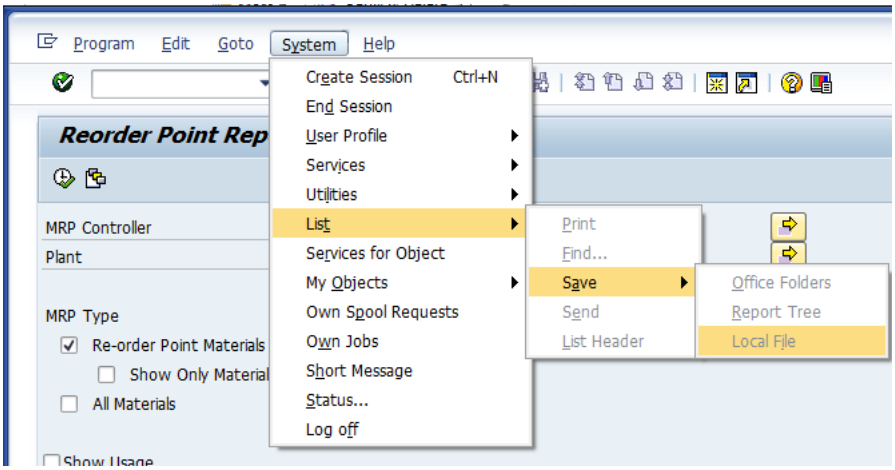


Logical File	Report	Date	Time	Created By	Owner
ZRMVCRPT1_1100177	ZRMVCRPT1	04/27/2015	11:48:12	G034371	G034371
ZRMVCRPT1	ZRMVCRPT1	04/23/2015	12:42:43	G034371	G034371
ZRFCCSPD	ZRFCCSPD	04/16/2015	11:18:22	G034371	G034371
zrmrerdr	ZRMRERDR	04/07/2015	09:31:57	G034371	G034371
VWRM190	ZRFCPPT0	01/09/2015	10:34:38	G034371	G034371
FILE	ZRMFGL00	08/13/2014	10:44:06	G034371	G034371

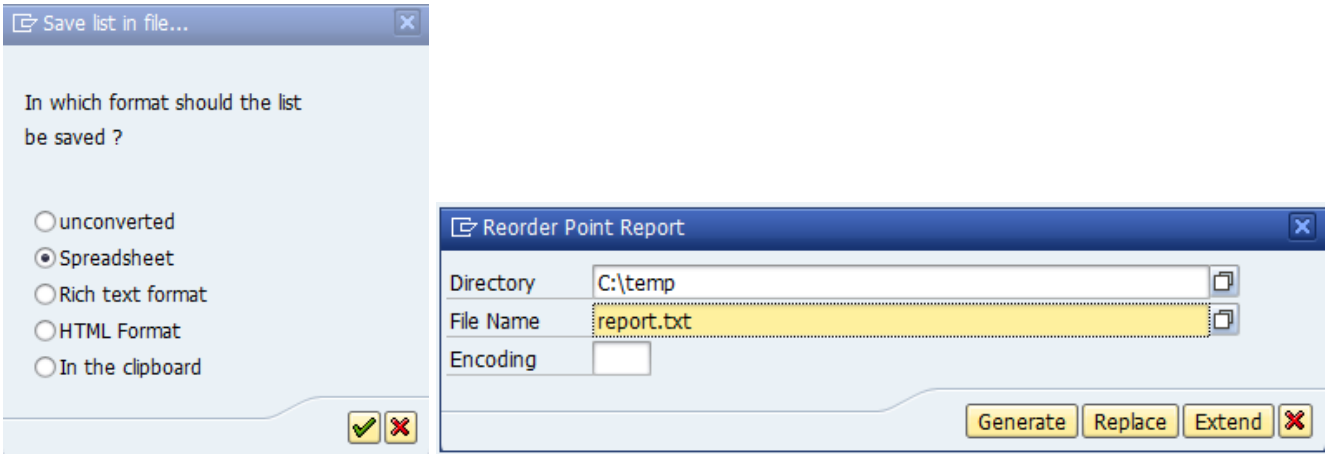
Save to Local File

Many reports do not have a ZLF option. To download the data it must be saved to a local file.

Execute the desired report.
From the menu choose System -> List -> Save-> Local file



Select Spreadsheet – click green check
Update Directory to where to save the file, if needed, and Enter a File Name – Click Generate

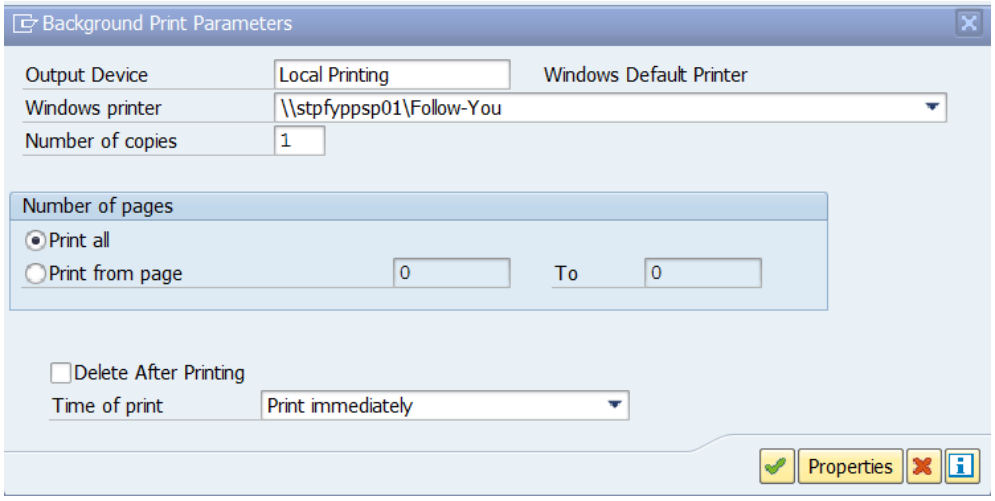


Go to Excel, then the Directory where the file was saved, open the file, and format as needed.

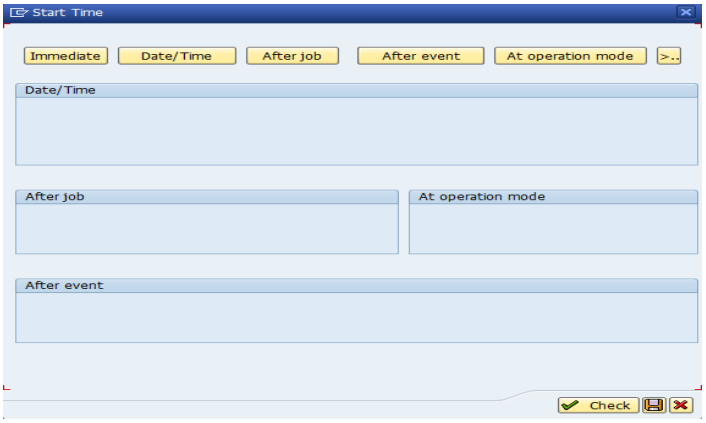
How to execute a report in background

Some reports may take a long time to run and/or will timeout in SAP. Executing the report in the background will allow it to run without problems, and be retrieved later.

From any ZLF report selection screen:
Go to menu Program > Execute in background
Receive screen "Background Print parameters"



Output device will show Local Printing (but actually doesn't print anywhere)
Select Green check mark.
Receive Start time screen

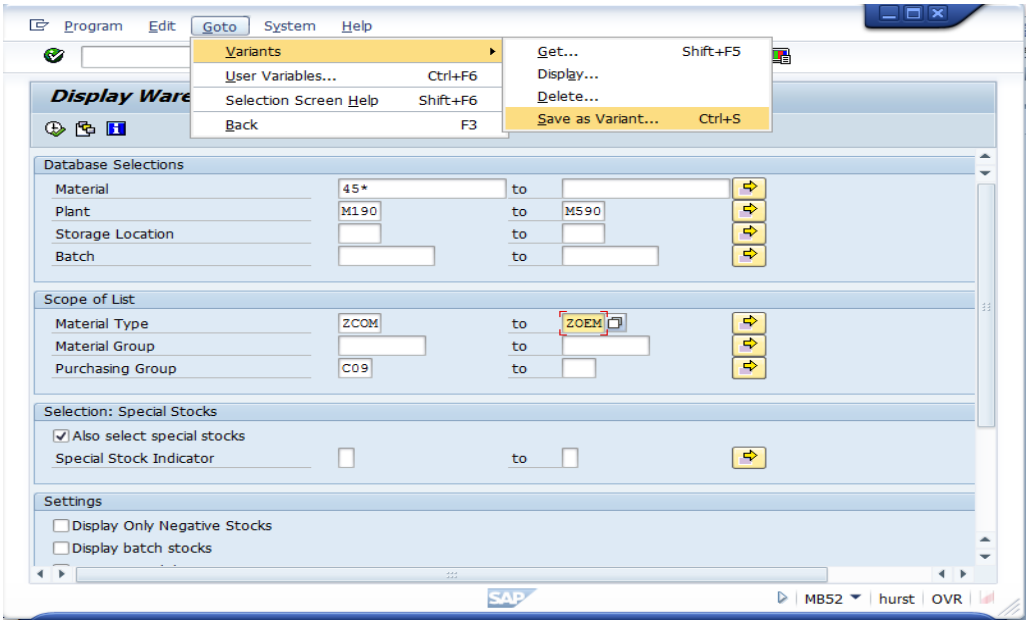


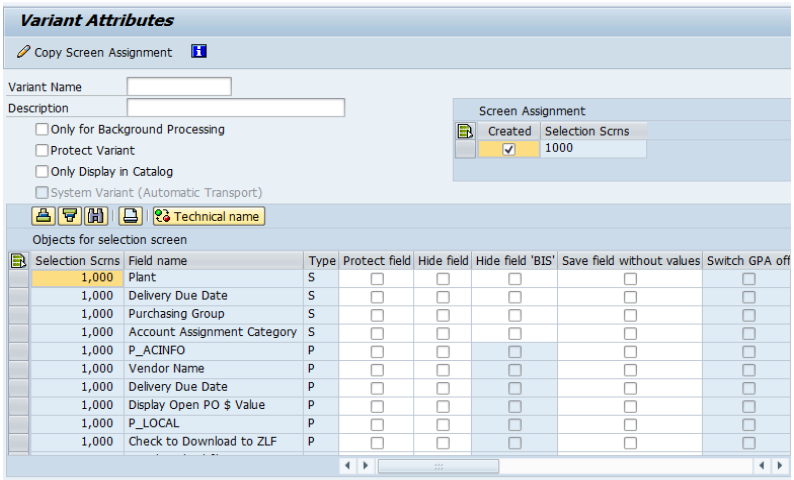
Select Immediate and Save, report will start in the background immediately.
Or can schedule report to run at a specific time by selecting Date/Time and entering in specifics
Go to transaction ZLF to find report and export

How to create a variant

Some reports allow selection criteria variants to be set that pre-populate fields with frequently used values. These are useful for running reports using the same variables on a regular basis.

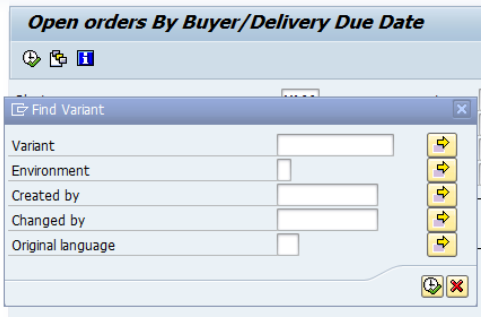
From a report selection screen enter desired data, and then select menu path Goto> Variant> Save Variant



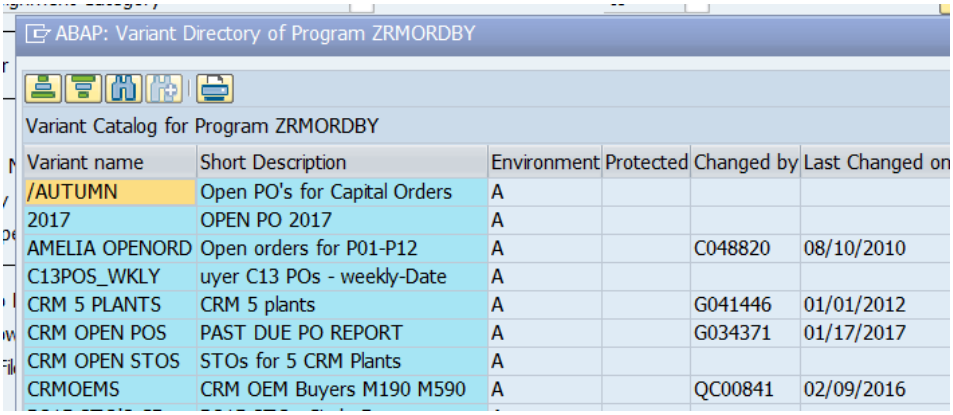


Give the Variant a name & Description
Click Save

To access a variant in the future, click the Find Variant button



Search by your user ID under Created By to find your variants only, or keep field blank and click execute button to search ALL variants.



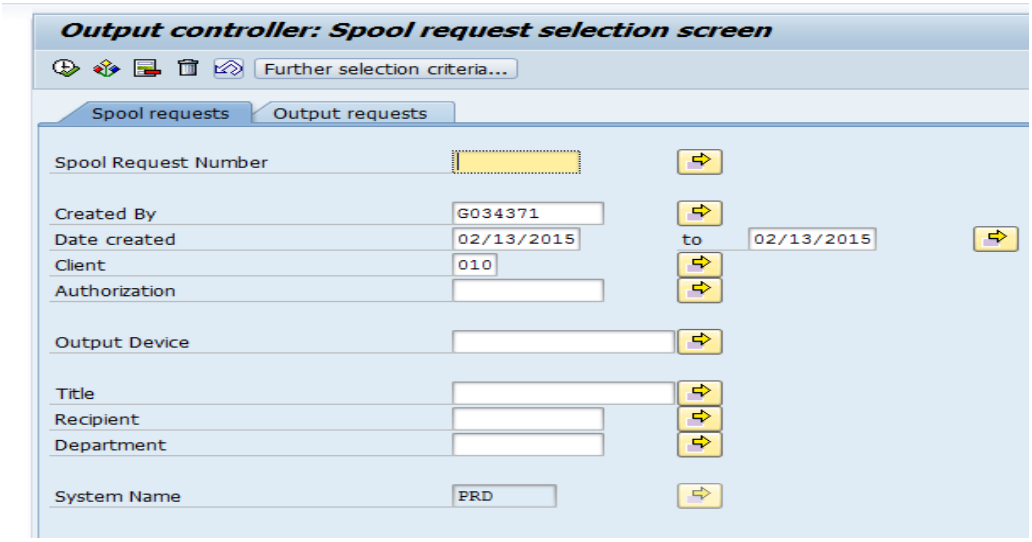
Variant name	Short Description	Environment	Protected	Changed by	Last Changed on
/AUTUMN	Open PO's for Capital Orders	A			
2017	OPEN PO 2017	A			
AMELIA OPENORD	Open orders for P01-P12	A		C048820	08/10/2010
C13POS_WKLY	uyer C13 POs - weekly-Date	A			
CRM 5 PLANTS	CRM 5 plants	A		G041446	01/01/2012
CRM OPEN POS	PAST DUE PO REPORT	A		G034371	01/17/2017
CRM OPEN STOS	STOs for 5 CRM Plants	A			
CRMOEMS	CRM OEM Buyers M190 M590	A		QC00841	02/09/2016

Double click to open the Variant you want
Click the Execute button.

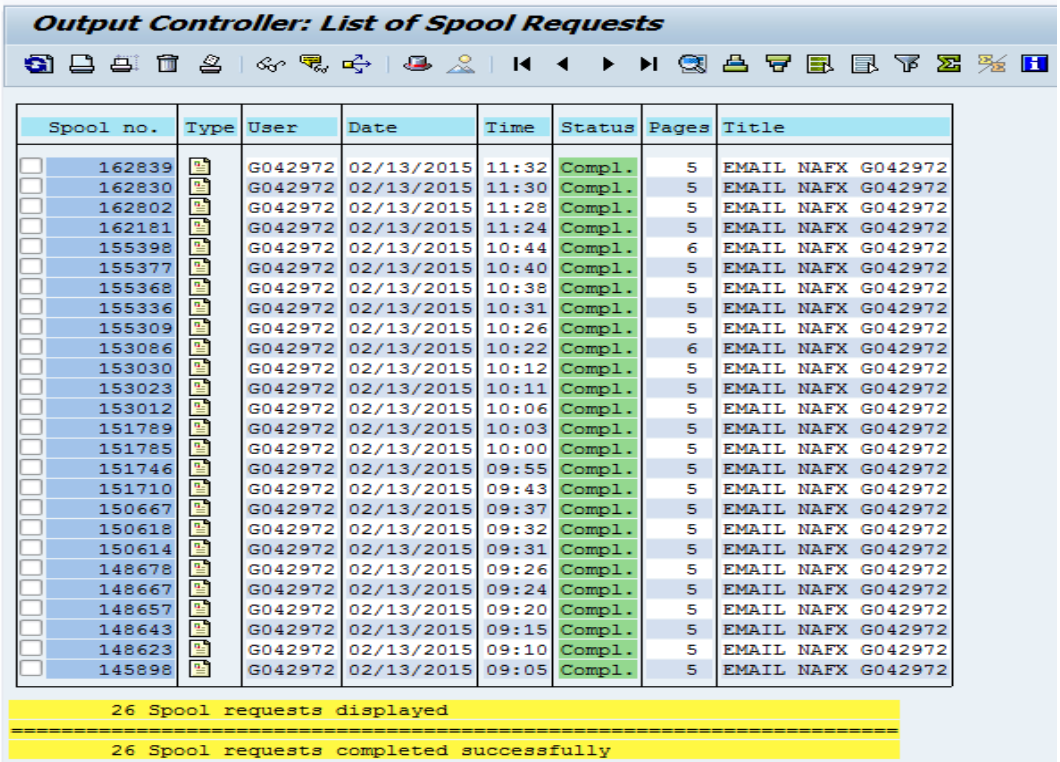
Email from SAP with .pdf attachment

Can be used when ZEMA (email) is not working and need PO right away, or if need .pdf version of the PO for supplier.

Transaction Code SP01:



Enter Created by user ID (if does not default) and Date Created
Click Execute
This will display all output documents for the user

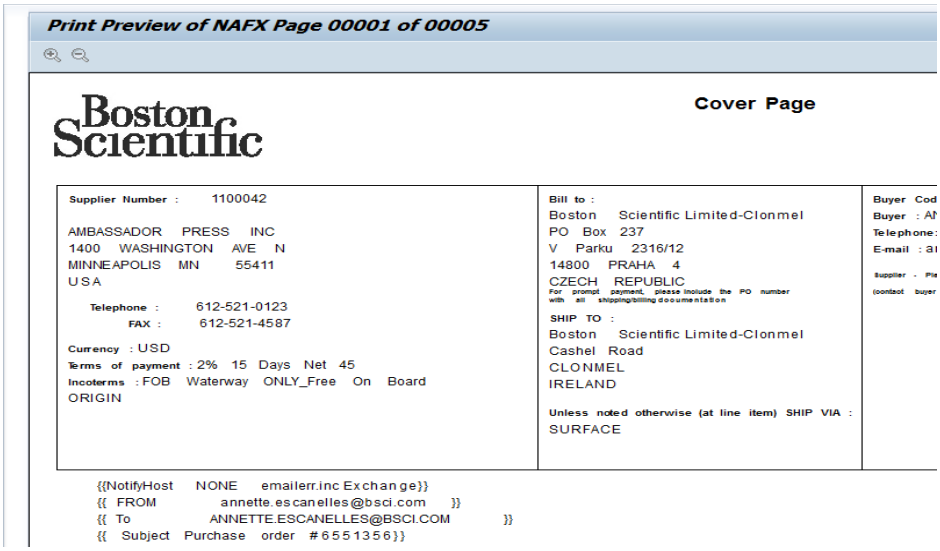


Output Controller: List of Spool Requests

Spool no.	Type	User	Date	Time	Status	Pages	Title
162839		G042972	02/13/2015	11:32	Compl.	5	EMAIL NAFX G042972
162830		G042972	02/13/2015	11:30	Compl.	5	EMAIL NAFX G042972
162802		G042972	02/13/2015	11:28	Compl.	5	EMAIL NAFX G042972
162181		G042972	02/13/2015	11:24	Compl.	5	EMAIL NAFX G042972
155398		G042972	02/13/2015	10:44	Compl.	6	EMAIL NAFX G042972
155377		G042972	02/13/2015	10:40	Compl.	5	EMAIL NAFX G042972
155368		G042972	02/13/2015	10:38	Compl.	5	EMAIL NAFX G042972
155336		G042972	02/13/2015	10:31	Compl.	5	EMAIL NAFX G042972
155309		G042972	02/13/2015	10:26	Compl.	5	EMAIL NAFX G042972
153086		G042972	02/13/2015	10:22	Compl.	6	EMAIL NAFX G042972
153030		G042972	02/13/2015	10:12	Compl.	5	EMAIL NAFX G042972
153023		G042972	02/13/2015	10:11	Compl.	5	EMAIL NAFX G042972
153012		G042972	02/13/2015	10:06	Compl.	5	EMAIL NAFX G042972
151789		G042972	02/13/2015	10:03	Compl.	5	EMAIL NAFX G042972
151785		G042972	02/13/2015	10:00	Compl.	5	EMAIL NAFX G042972
151746		G042972	02/13/2015	09:55	Compl.	5	EMAIL NAFX G042972
151710		G042972	02/13/2015	09:43	Compl.	5	EMAIL NAFX G042972
150667		G042972	02/13/2015	09:37	Compl.	5	EMAIL NAFX G042972
150618		G042972	02/13/2015	09:32	Compl.	5	EMAIL NAFX G042972
150614		G042972	02/13/2015	09:31	Compl.	5	EMAIL NAFX G042972
148678		G042972	02/13/2015	09:26	Compl.	5	EMAIL NAFX G042972
148667		G042972	02/13/2015	09:24	Compl.	5	EMAIL NAFX G042972
148657		G042972	02/13/2015	09:20	Compl.	5	EMAIL NAFX G042972
148643		G042972	02/13/2015	09:15	Compl.	5	EMAIL NAFX G042972
148623		G042972	02/13/2015	09:10	Compl.	5	EMAIL NAFX G042972
145898		G042972	02/13/2015	09:05	Compl.	5	EMAIL NAFX G042972

26 Spool requests displayed
==========
26 Spool requests completed successfully

To display and verify the correct PO – click the icon in the Type column



Print Preview of NAFX Page 00001 of 00005

Boston Scientific

Cover Page

Supplier Number : 1100042

AMBASSADOR PRESS INC
1400 WASHINGTON AVE N
MINNEAPOLIS MN 55411
USA

Telephone : 612-521-0123
FAX : 612-521-4587

Currency : USD
Terms of payment : 2% 15 Days Net 45
Incoterms : FOB Waterway ONLY_Free On Board
ORIGIN

Bill to :
Boston Scientific Limited-Clonmel
PO Box 237
V Parku 2316/12
14800 PRAHA 4
CZECH REPUBLIC
For prompt payment, please include the PO number with all shipping/billing documentation

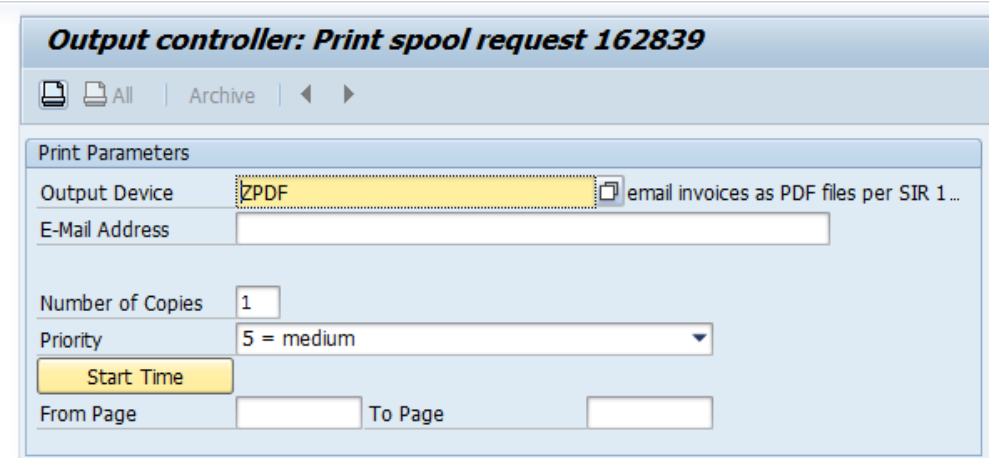
SHIP TO :
Boston Scientific Limited-Clonmel
Cashel Road
CLONMEL
IRELAND

Unless noted otherwise (at line item) SHIP VIA :
SURFACE

Buyer Cod
Buyer : AN
Telephone:
E-mail : al
Supplier - Ple
(contact buyer

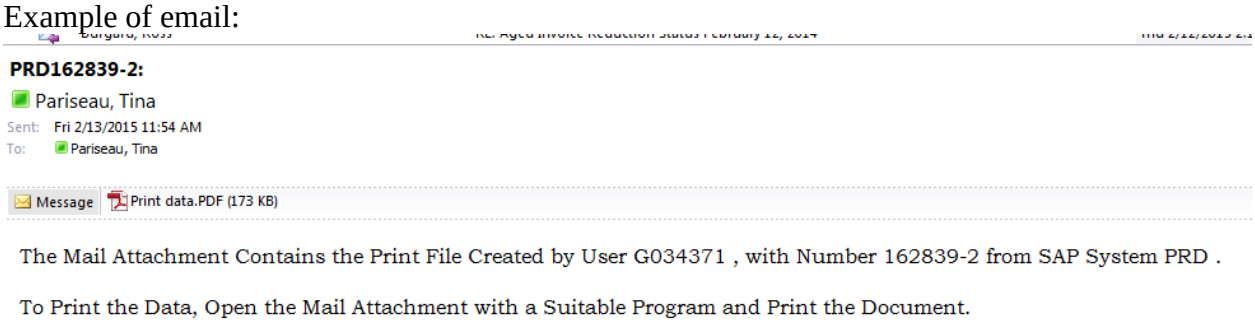
{{NotifyHost NONE emailerr.inc Exchange}}
{{ FROM annette.escanelles@bsci.com }}
{{ To ANNETTE.ESCANELLES@BSCI.COM }}
{{ Subject Purchase order #6551356}}

If correct Spool – click the box next to the Spool no., then click the Print with Changed Parameters button



Change the Output Device to "ZPDF" and hit enter
Enter an email address in the E-Mail Address field that pops up
Click the Printer button
A message will show at the bottom of the screen stating "Output requests created"

Example of email:



Commonly Used SAP Reports

Report/ Transaction code	**Description**	**Used for**	**Comments**
ZRPT	Report Tree	Used to search for available reports	
ZRMORDBY	Open PO's By Buyer	Expediting open PO's deliveries	
ZRMRERDR	Reorder Point Report	Planning of non-MRP materials & lists all Materials of a MRP Cont.	Displays a materials past 3-mo. usage
ME80FN	PO History for a material	Another version of ME2M to find PO history for a material	Can be exported to Excel
ZRPU0008	Open Purchase Order Report	Similar to ZRMORDBY, but can run by supplier or other options.	No ZLF option
MCSK	Date by info structures	Starts/Completions/scrap by daily, weekly, monthly summaries. Material movements summarized from MB51	Display key by following menu Settings> Characteristics display> Key and description. Switch drill down to get summaries by material, material type, movement type, plant, reason code, storage location and month

ZRMFGL00	Inventory Management stock by location	Shelf Life Report & Business Continuity Report of inventory by material number.	Can include Vendor Consignment
MMBE	Stock Overview	Detailed information on inventory levels, stock status, and storage locations, and batches for a part number	
MRKO	Consignment Settlement report	Display what has been settled or needs to be Settled items.	
ZRMVCRPT1	Vendor Consignment Inventory Status Report	Lists Receipt and transfer of ownership from Supplier to BSC for Vendor Consigned inventory.	
ZRMVNDL0	Vendor Delivery Performance Detail Report	Displays GR dates to PO Del Dates and measures Early, Late in days	Used to justify Delivery Performance with Vendor.
ZIM00013	Material Master Extract	Displays material master attributes (used for PVR.MAPPER system)	Used to list materials by some MM attributes
ZLF	Excel formatted report	Downloading capability in some reports	Click on name and save local file
ZRMPPVAR	Purchase Price Variance report	List of PPV by Buyer, Material number, Company and Date.	Flags Vendor Consignment PPV.
ZRMEXCSS	Excess & Obsolescence Report	Used to analyze material inventory, compare consumption and MRP req's, for potential obs., scrap and excess.	Consumption calculation = to CRM manufacturing.
CK13	Costed BOM	Details of the Costed BOM – Labor, Materials, Overhead, etc.	Drilling into the results will get you to the components of the costed BOM – by Material number, etc.
CS03	Display Material BOM	Displays BOM	
CS12	Explode BOM	Multi-Level BOM. Levels are interspersed	
CS15	Where Used	Reports all BOM's that a component is in one level up	
ZUSE	Where Used	Reports all FG 6XXX levels that component is used in	
ZRMBILL0	BOM full-level explode Report (includes Cost)	Displays full level BOM explode and the cost by material.	
MB52	Inventory for many parts in multiple plants at a time	Detailed information on inventory levels, stock status, and storage locations, and batches	Can run by Purchasing Group Code
MB54	Display Consignment Stock	Detailed information on consignment inventory levels	
MB53	Plant Availability	Similar to MMBE	
ZRMPOHIST	Purchasing Documents by Account Assignment/Sub-Contract PO's	Query for PO's by account assignment, cost center, Order, Vendor or Subcontract BOM, including archived PO documents.	
MCE1	Purchasing Group Analysis	Display of total PO Value, # of PO's and Invoiced Amount for a specific timeframe	

ZRFCCSPD	Cost Center Spending Detail	Displays spending details for a Cost Center.	
ME2K	Purchasing Doc. per Account Assignment	Displays PO's by Cost Center , etc.	
ZRFIP003	Inventory Aging report	Inventory by plant, material, Storage location and receipt dates	
ZRFPLIST	Standard Costing Report	Displays the different elements of a materials standard cost: Labor, Overhead, Outside processing cost, etc.	
ZRFSUBIN	BSC Component Inventory at Vendor	Reconciling CRM inventory at Vendors	Also used when requesting physical inventory of CRM owned materials at a Sub Vendor
ZRFVNDPY	Vendor Payment Report	Displays Vendor invoices processed.	Doc types: ZP,DZ,KA,KZ and ZV
ZRFCPPT0	Phy Payment & Tracking	Displays Vendor payments with PO #, check/clearing #, etc.	
ZRM00004	Material Master Changes report	Displays changes to MM, and who made them.	
ZRMFGDU0	Duplicate S/N Report	Displays same serial number inventory	Used to verify "no" duplicated serial numbers for Finished products - CRM
ZRMIDOH0	Inventory Days on Hand	Displays the number of days' worth of inventory available, using Daily Requirements 30/60/90 and Available Qty.	Used to transfer daily Requirement qty's to MAPPER/Cool Ice/PVR.
ZRMMPVR0	MRP Monthly Requirements Report	Displays a Materials current MRP Requirements in monthly buckets, Daily Req and Target stock.	Used to transfer monthly Req. qty's to MAPPER/Cool Ice/PVR.
ZRMCSMP0	Weekly Raw Materials Consumption Report	Displays a weekly consumption Qty for a week previous an entered date, and includes an Interplant qty. for the week.	Used to transfer weekly consumption of raw materials to MAPPER/Cool Ice/PVR.
ZUMCYCLE	Process Cycle Count physical Inv session	Creates Material Cycle Count Listing	Used by all Criblet
ZRMOPENR	Open Reservation -backorder report	List all open reservations.	Used by all Criblet
ZRMRESTK	Open Reservations	Order pick list - Identifies available material to be transferred/Issued	Used by all Criblet. Vendor Consignment inventory flagged on the report.
MB5M	Shelf Life List	Shelf Life details	Used by Criblet
ZRMRUNSC	Run Schedule Report	Displays all ZSUB Master Scheduled items with a scheduled quantity	
ZAQMM10N2	Planning Fields	List of materials by planning fields	
ZSTK	Inventory available by product hierarchy	A list of available inventory by product hierarchy, material number, etc.	
QA33	Inspection Lot Selection	All inspection lot records by p/n, vendor, etc.	Used for Supplier Lot Acceptance report
ZQM_QNF2REP	Report to display F2 Quality Notification details	Count of QN's during a time period	Used for Supplier Lot Acceptance report

ZM09	Display for Batch Characteristics	All receipts record. Search by date, vendor, 981 GR.	Used for Supplier Lot Acceptance report and Vendor Batch numbers

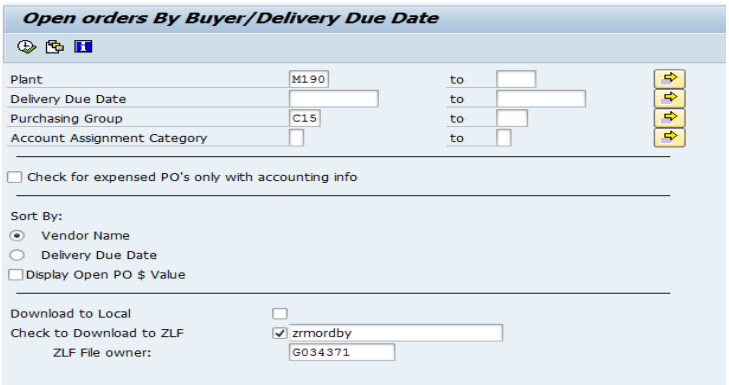
Open Order Report ZRMORDBY

Use this report to create an Open Purchase Order report for one or more Purchasing Group codes. The report will show Open Purchase Order deliveries, by Date, Plant and Purchasing Group. Schedule Agreements do not show on this report, only the open deliveries, if any.

This report is run at the end of each month by BPL to ensure we are in compliance of having no past due PO's greater than 8 weeks old.

Transaction code – ZRMORDBY

Enter Plant(s)
Enter Purchasing Group(s)
Click on how want report Sorted by – Vendor or Delv Date



Check the box to download to ZLF, if you want to export to Excel
Click Execute button

Open orders By Buyer/Vendor

```
REPORT   : ZRMORDBY                          Open orders By Buyer/Vendor                          PAGE:          2
                                                                                                  TIME:       10:00
CLIENT   : 010 Auslieferungsmandant R11                                                           DATE:  02/19/2015
```

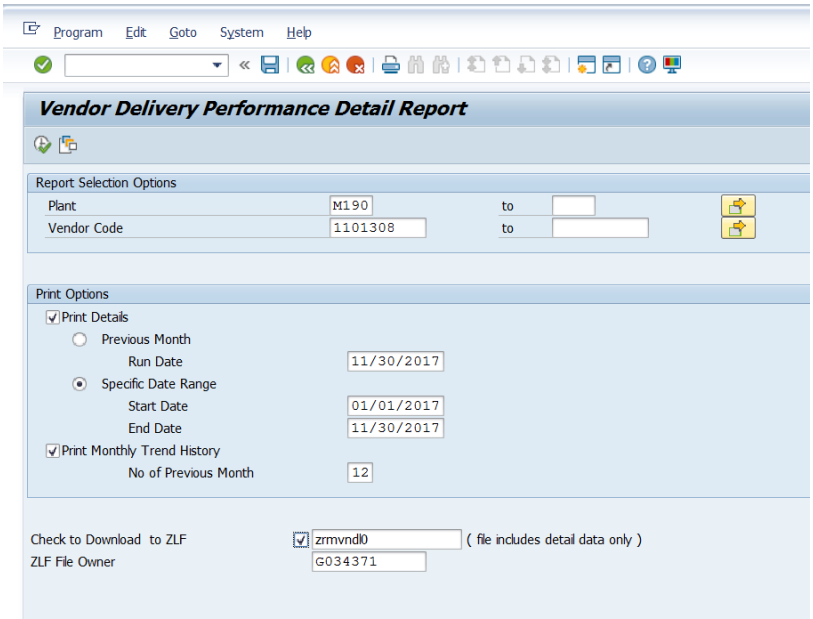
Plant: M190

Vendor Name	Pur Grp	PO Number	Lin	Rev PC	MM	Material	Description	UM	Order Qty	Open Balance	Due Date	C	Stat Date
BOSTON SCIENTIF	C15	6544889	030	M	M	667065-102	GC 6F ACUITY BA	EA	500.00	500.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	040	M	M	667066-102	GC 6F ACUITY BA	EA	500.00	442.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	050	M	M	667067-102	GC 8F ACUITY BA	EA	500.00	316.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	060	M	M	667068-102	GC 8F ACUITY BA	EA	500.00	225.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	070	M	M	667069-102	GC 8F ACUITY BA	EA	500.00	500.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	080	M	M	667070-102	GC 8F ACUITY BA	EA	500.00	471.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	090	M	M	667071-102	GC 8F ACUITY BA	EA	500.00	500.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	100	M	M	667072-102	GC 8F ACUITY BA	EA	500.00	444.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	110	M	M	667073-102	GC 8F ACUITY BA	EA	350.00	350.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	120	M	M	667074-102	GC 8F ACUITY BA	EA	500.00	409.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	130	M	M	667075-102	GC 8F ACUITY BA	EA	200.00	200.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	140	M	M	667076-102	GC 8F ACUITY BA	EA	500.00	446.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	150	M	M	667077-102	GC 8F ACUITY BA	EA	500.00	500.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	160	M	M	667078-102	GC 8F ACUITY BA	EA	500.00	500.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	170	M	M	667079-102	GC 8F ACUITY BA	EA	500.00	500.00	12/31/2015		12/31/2015
BOSTON SCIENTIF	C15	6544889	180	M	M	667080-102	GC 8F ACUITY BA	EA	500.00	500.00	12/31/2015		12/31/2015
CREGANNA - TACT	C15	6518827	010				Introducer desi		10.00	10.00	02/04/2015	K	02/04/2015
Cameron St Paul	C15	6475777	010	I	J	* 643400-600	CAMERON Q-TRAK	EA	400.00	120.00	12/31/2014		12/31/2014
Cameron St Paul	C15	6498797	010	J	P	* 623200-101	CAMERON PRGMR 3	EA	166.00	66.00	12/31/2014		12/31/2014
Cameron St Paul	C15	6498797	020	M	P	* 623200-101	CAMERON PRGMR 3	EA	500.00	177.00	01/02/2015		01/02/2015

Notes: The Rev PO column lists the Revision on the PO and MM (material master), and an asterisk next to these fields, indicates they do not match and it should be investigated for accuracy.

On-Time Delivery Report

Transaction ZRMVNDL0
Enter Plant, Vendor #, and Specific Date Range needed
Click the Print Monthly Trend History to see 12M history at the bottom of the report
Check to download to ZLF so you can manipulate the data
Click Execute button



Screen will display all delivery lines for that Specific Date Range

The system determines the Days Late (+)/Early (-), which is the difference between the Receipt Date and the PO Scheduled Date. It's suggested that you NOT use the Percent Score showing as it is an old calculation, which cannot be changed. Example: 3 working days early/5 calendar days late equals 100%.

Vendor Delivery Performance Detail Report

REPORT : ZRMVNDL0 — Boston Scientific — PAGE: 1
VENDOR DETAIL DELIVERY PERFORMANCE REPORT — TIME: 12:33
CLIENT : 010 — DATE RANGE: 01/01/2017 - 11/30/2017 — DATE: 11/30/2017

Vendor: 1101308 VENTION MEDICAL ADVANCED COMPONENTS

PO Number	Line	Material No	Doc No	Rcpt Dt	MVT	Receipt Qty	PO Sched Qty	PO Sched Date	Days LT(+)/ERL(-)	Score
6642918	00010	350079-001	5095011274	01/03/17	981	9,000.000	9,000.000	01/04/17	1-	100 %
6614317	00010	358029-001	5095106686	01/11/17	981	10,000.000	10,000.000	05/31/17	140-	
6614317	00020	358029-002	5095106687	01/11/17	981	9,350.000	9,350.000	05/31/17	140-	
6741836	00010	350079-001	5095415291	02/04/17	981	8,743.000	8,743.000	02/03/17	1	100 %
6741836	00010	350079-001	5095415292	02/04/17	981	6,257.000	6,257.000	02/03/17	1	100 %
6614317	00020	358029-002	5095415704	02/04/17	981	10,650.000	10,650.000	05/31/17	116-	
6614317	00010	358029-001	5095415705	02/04/17	981	10,000.000	10,000.000	05/31/17	116-	
6614317	00010	358029-001	5095988482	03/21/17	981	10,000.000	10,000.000	05/31/17	71-	
6614317	00020	358029-002	5095988484	03/21/17	981	1,300.000	1,300.000	05/31/17	71-	
6614317	00020	358029-002	5095988485	03/21/17	981	8,700.000	8,700.000	05/31/17	71-	
6741836	00010	350079-001	5096408950	04/24/17	981	13,300.000	13,300.000	04/21/17	3	100 %
6741836	00010	350079-001	5096408952	04/24/17	981	1,700.000	1,700.000	04/21/17	3	100 %
6614317	00010	358029-001	5096814850	05/24/17	981	10,000.000	10,000.000	05/31/17	7-	50 %
6614317	00020	358029-002	5096814852	05/24/17	981	10,000.000	10,000.000	05/31/17	7-	50 %
6614317	00010	358029-001	5096916123	05/31/17	981	10,000.000	10,000.000	05/31/17	0	100 %
6614317	00020	358029-002	5096916257	05/31/17	981	10,000.000	10,000.000	05/31/17	0	100 %
6614317	00010	358029-001	5097197330	06/21/17	981	10,000.000	10,000.000	05/31/17	21	
6614317	00020	358029-002	5097197595	06/21/17	981	10,000.000	10,000.000	05/31/17	21	
6741836	00010	350079-001	5097198506	06/21/17	981	15,000.000	15,000.000	06/19/17	2	100 %
6741836	00010	350079-001	5098186003	09/01/17	981	9,546.000	9,546.000	09/04/17	3-	100 %
6741836	00010	350079-001	5098186258	09/01/17	102	9,546.000	9,546.000	09/04/17		
6741836	00010	350079-001	5098186263	09/01/17	981	2,470.000	2,470.000	09/04/17	3-	100 %
6741836	00010	350079-001	5098186687	09/01/17	981	586.000	586.000	09/04/17	3-	100 %
6741836	00010	350079-001	5098186688	09/01/17	981	2,398.000	2,398.000	09/04/17	3-	100 %
6741836	00010	350079-001	5098186689	09/01/17	981	9,546.000	9,546.000	09/04/17	3-	100 %
1280254	00010	350079-001	5099102609	11/13/17	981	5,000.000	5,000.000	11/13/17	0	100 %
1280869	00010	701956-001	5099249554	11/22/17	981	15,000.000	15,000.000	11/27/17	5-	80 %

MONTH	YEAR	TOTAL RECEIPTS	TOTAL ALLOCATED TO DELV SCH	ACCEPTABLE NO / PCT	EARLY NO / PCT	LATE NO / PCT
NOV	2017	2	2	1 / 50	1 / 50	0 / 0
OCT	2017	0	0	0 / 0	0 / 0	0 / 0
SEP	2017	5	5	5 / 100	0 / 0	0 / 0
AUG	2017	0	0	0 / 0	0 / 0	0 / 0
JUL	2017	0	0	0 / 0	0 / 0	0 / 0
JUN	2017	3	3	1 / 33	0 / 0	2 / 67
MAY	2017	4	4	2 / 50	2 / 50	0 / 0
APR	2017	2	2	2 / 100	0 / 0	0 / 0
MAR	2017	3	3	0 / 0	3 / 100	0 / 0
FEB	2017	4	4	2 / 50	2 / 50	0 / 0
JAN	2017	3	3	1 / 33	2 / 67	0 / 0
DEC	2016	2	2	0 / 0	2 / 100	0 / 0
NOV	2016	2	2	0 / 0	2 / 100	0 / 0

* * * * * * END OF REPORT * * * * * *

Export the ZLF file to Excel to calculate Days Late/Early

- Review the lines for possible errors – PO's Stat Delv Date not updated so doesn't ding the supplier, data entry errors, blanket PO's, etc. For Blanket PO's buyer will have to determine if supplier was on time or not.

EXAMPLE:

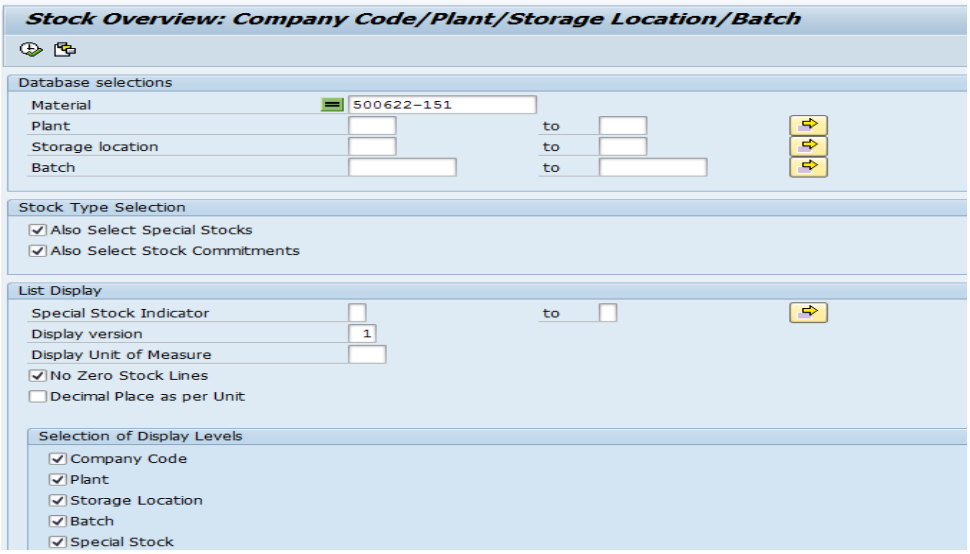
Vendor Nu	Plar	PO Numb	Li	Material N	Doc No	Rcpt Date	MV	Receipt Q	PO Sched Q	PO Sched	Da	Sco	Column K - Column G	
1101308	M190	6483632	50	701956-001	5071886506	12/3/2014	981	6,000.00	6,000.00	1/13/2014	0		-324	On Time per PO changes and lines unaligned
1101308	M190	6483632	50	701956-001	5075071533	1/13/2015	981	6,000.00	6,000.00	12/2/2014	42		-42	On Time per PO changes and lines unaligned
1101308	M190	6560432	10	701956-001	5076815749	7/29/2015	981	10,000.00	10,000.00	8/29/2015	31-		31	0 per delivery pulled in and PO not updated
1101308	M190	6334968	10	358029-001	5077794760	11/5/2015	981	10,000.00	10,000.00	12/31/2015	56-		56	On-Time blanket with 5th of month due date
1101308	M190	6334968	20	358029-002	5077794761	11/5/2015	981	10,000.00	10,000.00	12/31/2015	56-		56	On-Time blanket with 5th of month due date

- Calculate number of deliveries on time and divide by the total deliveries to get % on time

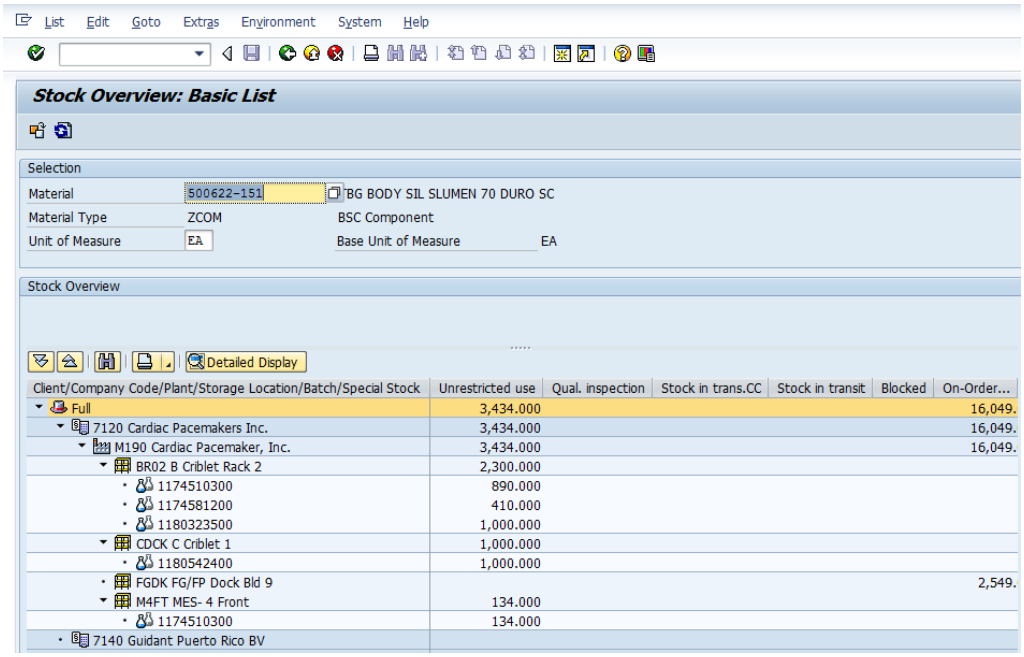
MMBE Stock Overview

Display of material inventory locations and quantity on hand.

Transaction Code - MMBE
Enter Material Number and Plant (can leave blank to see all locations)



Click Execute

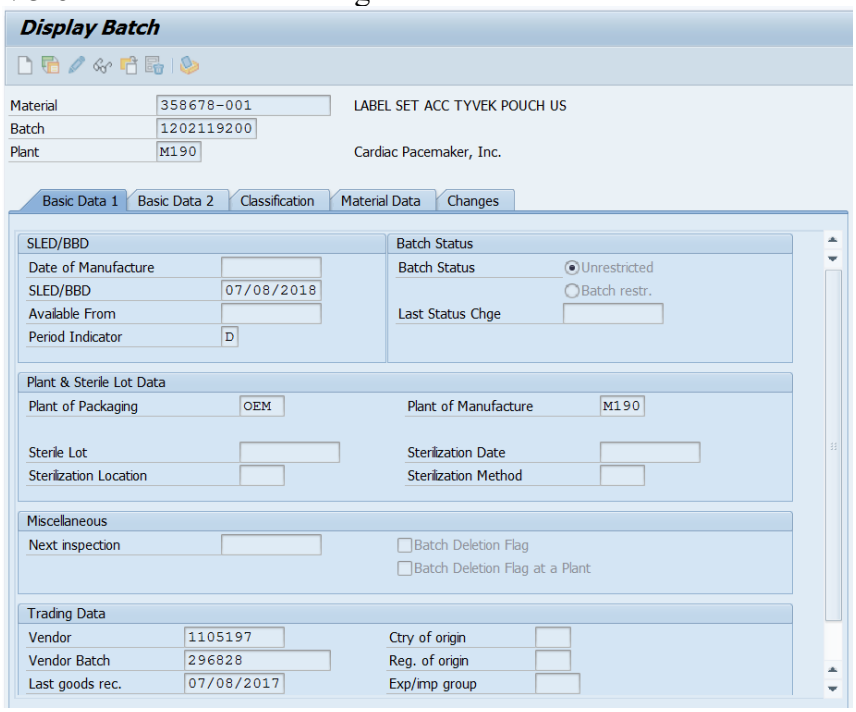


The Company Code, Plant, Storage Location, and Batch are displayed for the material. The quantities are listed for inventory in Unrestricted, Qual. Inspection, Blocked stock and Stock in transit (into this plant.)

To find Vendor Batch Number and/or Shelf Life

Transaction MMBE
Click on Batch # and from SAP Menu select Extras -> Display Batch

SLED/BBD is the Expiration Date based on set up in the Material Master
Vendor Batch in the Trading Data section is the vendor's lot #



MCSK

MCSK is a user-defined reporting tool in SAP. The criteria available in analysis are called *Characteristics*. Plant, cost center and material are examples of characteristics. Each analysis offers specific performance indicators for the available characteristics. The indicators are called *measures*. Scrap value, starts and the number of material movements are examples of measures. There are six analyses choices (S614 and S676 are not used by CRM so not listed below); each report displays data for a unique combination of characteristics and measures. This table is a quick reference tool that summarizes the items available in each analysis.

Analysis Code	Title	Key Features
S604	**Starts / Completions / Scrap - Daily**	Characteristics: Plant, Material Type, MRP Controller, Material, Storage Location, Movement Type, Reason for Movement, and Period to Analyze. Measures: Starts, Completions, Scrap Quantity, and Shipments. **Summarized** by Day.

S608	**Starts / Completions / Scrap - Weekly**	Characteristics: Plant, Material Type, MRP Controller, Material, Storage Location, Movement Type, Reason for Movement, and Period to Analyze. Measures: Starts, Completions, Scrap Quantity, and Shipments. **Summarized** by Week.
S609	**Starts / Completions / Scrap - Monthly**	Characteristics: Plant, Material Type, MRP Controller, Material, Storage Location, Movement Type, Reason for Movement, and Period to Analyze. Measures: Starts, Completions, Scrap Quantity, and Shipments. **Summarized** by Month.
S612	**Material Movement Reporting**	Characteristics: Movement Type, Plant, Division, Storage Location, Cost Center, Material, Material Type, Special Stock, Vendor, Period to Analyze, and Analysis Currency. Measures: Tracks all material movement transactions in SAP. **Summarized** by Day.

Analysis S612, *Materials Movement Reporting*, tracks all material movement transactions in SAP. Some examples of things you can track with this analysis are:

- All activity for a certain material
- All activity for a specific movement type – consumption, receipts, etc.

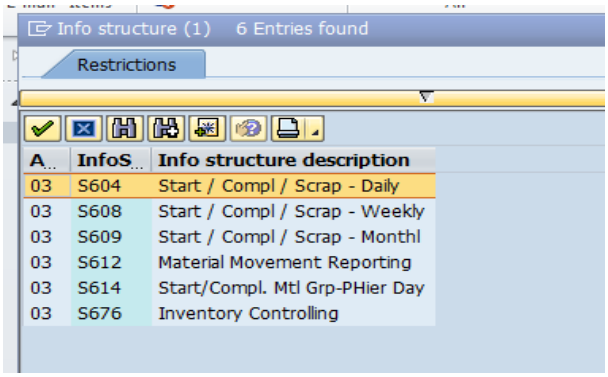
NOTE: Not all movements have a financial impact. For example, a transfer posting from a storage location to another within the same plant has no value associated with it.

Material Movement Characteristics:

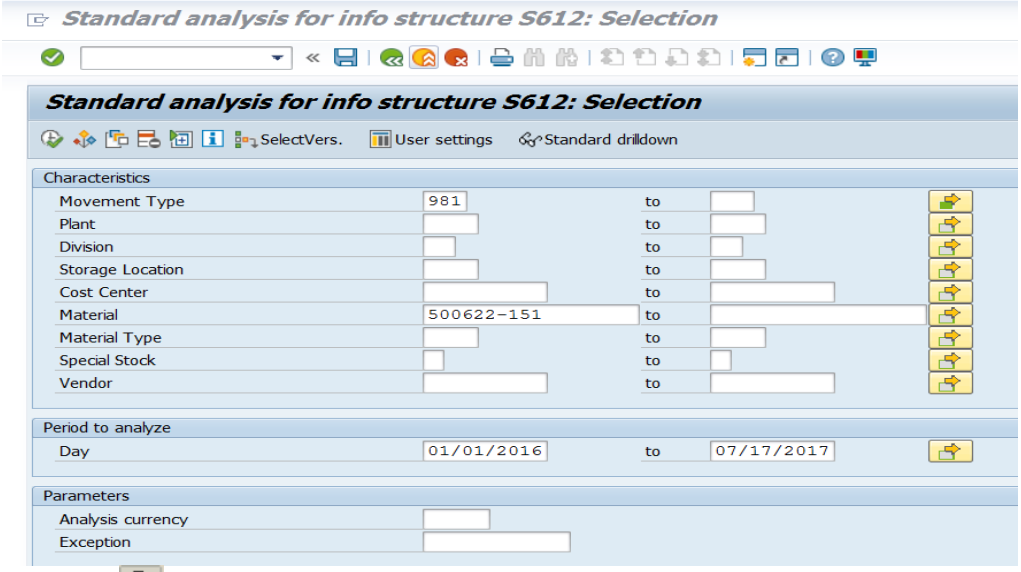
Characteristic	Description
Movement Type	Each goods movement is allocated to a movement type in the system. *Examples:* 981 Goods Receipt, 122 Return to Vendor
Plant	An operating unit or branch of a company.
Storage Location	A physical area where the materials can reside.
Cost Center	A unit within a company distinguished by area of responsibility, location, or accounting method. It is the place where cost is incurred.
Material	A number that uniquely identifies a material; a part number
Material Type	A categorization of materials based on certain features and used for control functions (e.g. ZCOM, ZOEM, ZSUB).
Special Stock	An indicator that certain stock (e.g., consignment stock) of a material needs to be managed separately.
Vendor	The supplier from whom materials or services are purchased externally.
Period to Analyze	The single period or ranges of periods that you wish to analyze.

Example to find total receipts for a material:

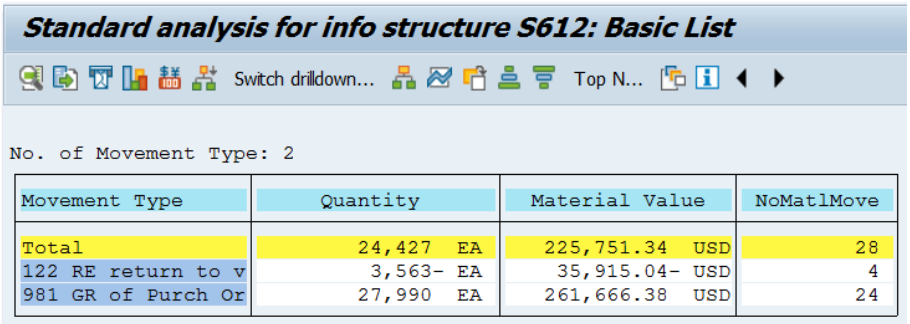
Transaction code – MCSK
Select S612 Material Movement Reporting



Enter Movement Type 981 – Goods Receipts, the Material # and Date Range.
Recommend including Movement Type 102 for reversals of 981, and 122 for RTV.

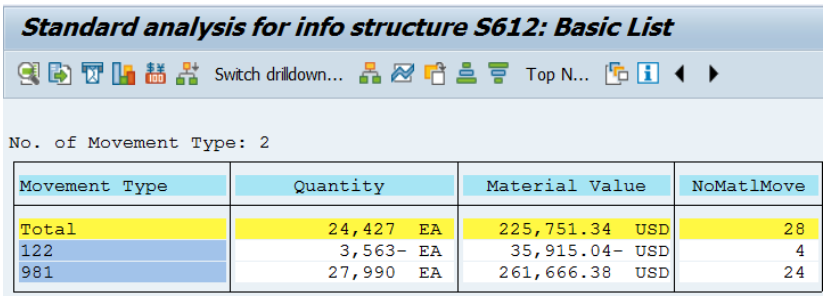


Click on Execute button



Movement Type	Quantity	Material Value	NoMatlMove
Total	24,427 EA	225,751.34 USD	28
122 RE return to v	3,563- EA	35,915.04- USD	4
981 GR of Purch Or	27,990 EA	261,666.38 USD	24

To change the characteristic display from description to key code (if needed) – SAP Menu -> Settings -> Characteristic Display -> Key

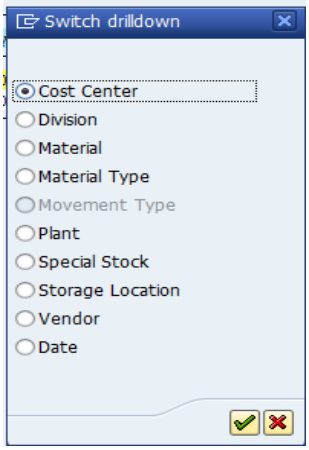


Movement Type	Quantity	Material Value	NoMatlMove
Total	24,427 EA	225,751.34 USD	28
122	3,563- EA	35,915.04- USD	4
981	27,990 EA	261,666.38 USD	24

The quantity is total receipts. The material value is a function of quantity of units multiplied by the standard cost. The number of material movements is a count of the movements for the material.

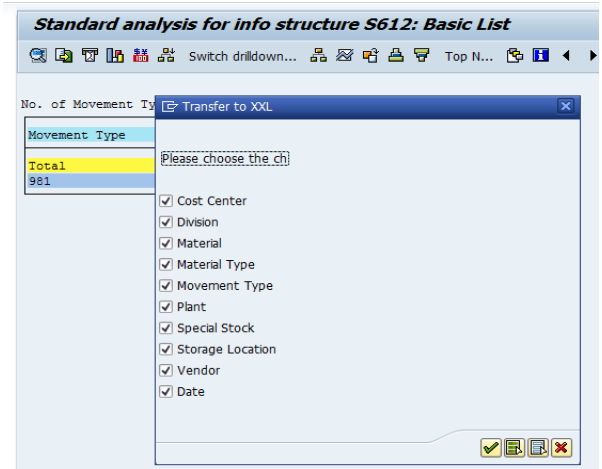
Customization

The Switch drill-down button allows the user to move through levels of a report from *general* to *detail*. Drilling down limits the data displayed, similar to a filtering process. Select the Switch drill down button. To get list of the next levels of detail for the object that was drilled down on.

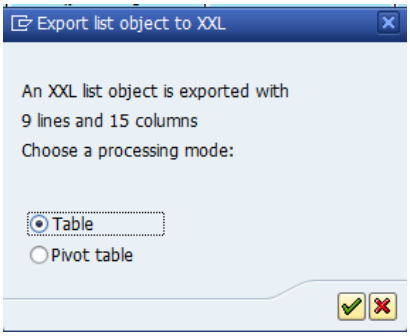


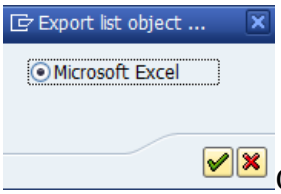
If the report contains all of the information you require, you may choose to print this report (which will give you just a print of the screen you see) or you may export the data to Excel to get all Customization fields.

To Export to Excel - from the SAP Menu select **Standard Analysis -> Export -> Transfer to XXL.** You may export all of the fields listed on the Transfer to XXL pop-up, or deselect those you do not need. Then click the green check.



Select **Table** in the pop-up window, then the click green check





Click green check again

Excel will open up showing your analysis report, and you can work with it using Excel features.

Worksheet in Basis (1)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Mvmt Type	Plant	Division	Stor. Loc.	Cost Ctr	Material	Matl Type	Spec.Stock	Vendor	Date	Quantity	Quantity	MatlValu	MatlValu	NoMatlMove
2	981	M190	TY	FGDK		500622-151	ZCOM		1101766	05/28/2014	1,710.00	EA	14,569.20	USD	1
3	981	M190	TY	FGDK		500622-151	ZCOM		1101766	08/28/2014	1,681.00	EA	14,322.12	USD	1
4	981	M190	TY	FGDK		500622-151	ZCOM		1101766	09/02/2014	1,500.00	EA	12,780.00	USD	1
5	981	M190	TY	FGDK		500622-151	ZCOM		1101766	09/25/2014	1,510.00	EA	12,865.20	USD	2
6	981	M190	TY	FGDK		500622-151	ZCOM		1101766	11/03/2014	1,550.00	EA	13,206.00	USD	2
7	981	M190	TY	FGDK		500622-151	ZCOM		1101766	01/28/2015	1,000.00	EA	8,350.00	USD	1
8	981	M190	TY	FGDK		500622-151	ZCOM		1101766	02/11/2015	1,000.00	EA	8,350.00	USD	1
9	981	M190	TY	FGDK		500622-151	ZCOM		1103263	02/05/2014	1,413.00	EA	12,038.76	USD	2
10	981	M190	TY	FGDK		500622-151	ZCOM		1103263	04/14/2014	1,745.00	EA	14,867.40	USD	1

Inventory Management Material Movements for CRM

KEY:
GR = Goods Receipt
GI = Goods Issue
RE = Reverse
TF = Transfer
TR = Reverse of Transfer

Movement type	CRM Movement type Description	Movement type	CRM Movement type Description
101	GR Goods Receipt	**701**	GR phys. Inv.:whse
102	Reversal of GR	**702**	GI phys.inv.: whse
122	RE return to vendor	**708**	GI phys.inv.:blocked
123	RE rtrn vendor rev.	**934**	Manual Inv Inc to QI
201	GI for cost center	**935**	TF to X-Comp Rtns
202	RE for cost center	**949**	Move-QI to Unrestr.
261	Issue to Prod. Order - MES	**951**	Mat'l Conv, Decrease
262	De-Issue fr Production Order - MES	**952**	Mat'l Conv, Increase
309	TF tfr.ps.mat.to mat	**961**	GI to an Order - MES
310	TR tfr.ps.mat.to mat	**963**	GI Order comp
311	Tf tfr. within plant - MES	**981**	Goods receipt of PO
312	TR transfer in plant - MES	**982**	RE Mfg WIP
321	TF quality to unrest	**991**	GR for Production Order -MES
322	TR quality to unrest.	**90B**	Manual Inv Decrease
323	TF quality in plant	**90C**	Manual Inv Increase
325	TF blocked in plant	**90E**	GI for CC from QI
326	TR blocked in plant	**90F**	RE for CC from QI
331	GI to sampling QI	**91N**	GI to Obsole frm QI
332	RE to sampling QI	**92P**	RE to Obsole frm QI
341	TF unrestr.to restr.	**92Q**	GI to Obsolescence
342	TF unr. to rstricted	**93R**	Manual Inv Dec fr QI
343	TF blocked to unre.	**95A**	Move-Unrest. To QI
344	TR blocked to unre.	**96D**	Manual Inv Dec fr Bk
349	TF blocked to qual.	**96E**	Manual Inv Inc fr Bk
350	TR blocked to qual.	**98H**	GI Mfg WIP
411	TP SLoc to Sloc - Consignment	**99A**	Goods receipt
412	Rev. SLoc to Sloc - Consignment	**99B**	GI for order
521	GI receipt w/o PrOrd	**99C**	RE for order
522	RE receipt w/o PrOrd	**99D**	TF tfr. within plant
541	GI whse to subc.stck	**99E**	TR transfer in plant
542	RE subctrStck to Whse	**99F**	TR pl.in stor.inSLoc
543	GI issue sls.ord.st.	**99G**	TR quality to unrest
544	GI receipt sls.or.st	**99H**	TF quality in plant
551	GI scrapping - MES	**99J**	TR quality in plant
552	RE scrapping - MES	**99K**	GI receipt to qual. (used for 669 form)
553	GI scrapping QI	**99L**	RE receipt to qual.
554	RE scrapping QI	**99M**	GI scrapping
555	Scrap from Block Stock - MES	**99N**	RE scrapping
556	Reverse Scrap from Block Stock - MES	**99P**	GI scrapping QI
641	TF to stck in trans.	**99Q**	RE scrapping QI
642	TR to stck in trans.	**99R**	GI scrapping blocked
643	TF to cross company	**99T**	RE scrapping blocked
644	TR to cross company	**964**	Rcpt of Batch to QI (used for NSWR form M700)
645	TF cross company		

Materials Management Reports

Monthly Past Due/Open Order Report – used by BPL

1) 2-5 days prior to the last day of the month, send a Reminder email to the Direct Buyers advising them the report will be running, with suggested text below:

   Reminder that I will be running the June Open Order Report on Friday June 30th after midnight.

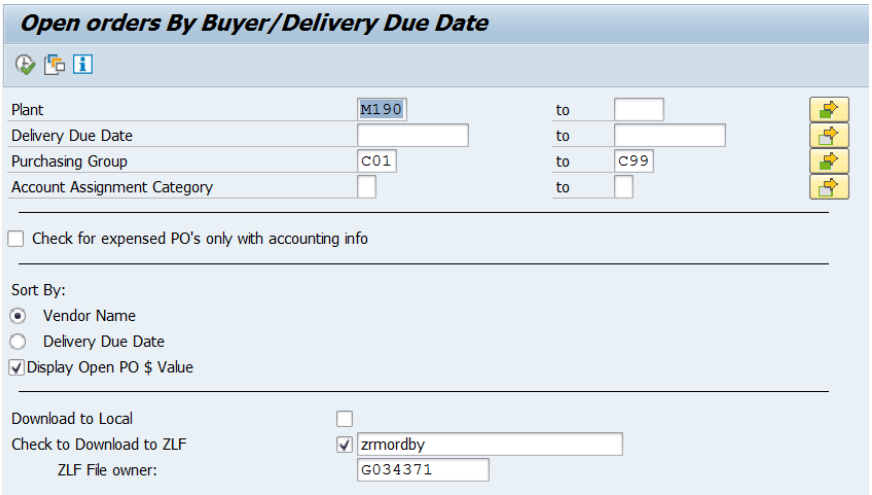
   Please run your ZRMORDBY report and review your Open PO Due Dates and Revisions, and make updates as needed.

   4 weeks past due delivery date cut off – 6/2/17 ** used for Direct Purchasing metrics in Arden Hills*
   8 week past due delivery date cut off – 5/5/17 ** used for SOX reporting for ALL purchasing*
   Revision Mismatches

   Monitor Revision mismatches (PO to the DD in Windchill), which are marked with an asterisk in the ZRMORDBY Open Order Report.

2) To run the report:
   - Enter transaction: ZRMORDBY.
   - Use variant CRM OPEN POS PAST DUE PO REPORT (need to remove Created by date)
   - Click ZLF button to download in Excel
   - Program -> Execute in background -> Click Immediate -> Save

   Or manually enter:
   - Direct Buyer codes for CRM including Puerto Rico and Clonmel
   - Click Radio button "Sort by Delivery date"
   - Display open $ Value
   - Click ZLF button to download in Excel
   - Program -> Execute in background -> Click Immediate -> Save



3) Using SAP transaction ZLF, double click on file name to pen then file in Excel

4) Filter for delivery dates greater than 2 months

5) From Shared Drive, open the folder -> PO Maintenance (\\Stpnas01\sd$common\PO Maintenance) and open the previous months file for example: "SOXSep2012.xls" -> to create the new month's file, click Save As and change the name to the current month/year.

6) Insert a new worksheet; rename it for the new month. Copy & Paste the lines greater than 2 months from the ZLF file into the new sheet.

7) Insert 2 columns A & B with column headings "Date Report Ran" and "2 Months older date" and enter the dates and copy down for all rows of data.

8) Insert 2 columns after PurGrp and label them Buyer and Manager.
   a) Reference Buyer List tab in same worksheet and update any changes for Buyers and Managers
   b) Do VLOOKUP to fill in the Buyer and Manager Names in the month tab.

9) Copy any line items from the previous month with no resolution entered into the current month at the top and highlight

10) Make sure file is shared: Go to Tools> Share workbook and click box for "allow changes by more than one user" and save.

11) When completed, send an email to only the Buyers who are on the report and their Managers, with the following statement:
    NOTE: Be sure to update the dates and file name in the message each month.

    Below is the link for the Open PO Report for June. The report shows delinquencies 8 weeks old and older (5/5/17), and you are receiving this email because you have PO's on the list.

    J:\PO Maintenance\2017\Sox Jun 2017.xlsx

    Reminder that we run this report per the Sarbanes-Oxley (SOX) Act, which states it is good purchasing and financial controls to not have PO's that are > 8 weeks past due. The Report is supplied to Management, and stored in the PO Maintenance folder on the shared drive.

    Buyers are responsible to add their comments to the "RESOLUTION" column as to how and/or when the delinquency will be resolved. **Please be sure if you update the PO, that you ALSO update the report with comments.** If no resolution comments are entered into the spreadsheet from the previous months report, the lines are copied and highlighted at the top of the current report. Please add comments to the report for the previous month's highlighted line, even if the issue has been resolved for this month stating how it was resolved.

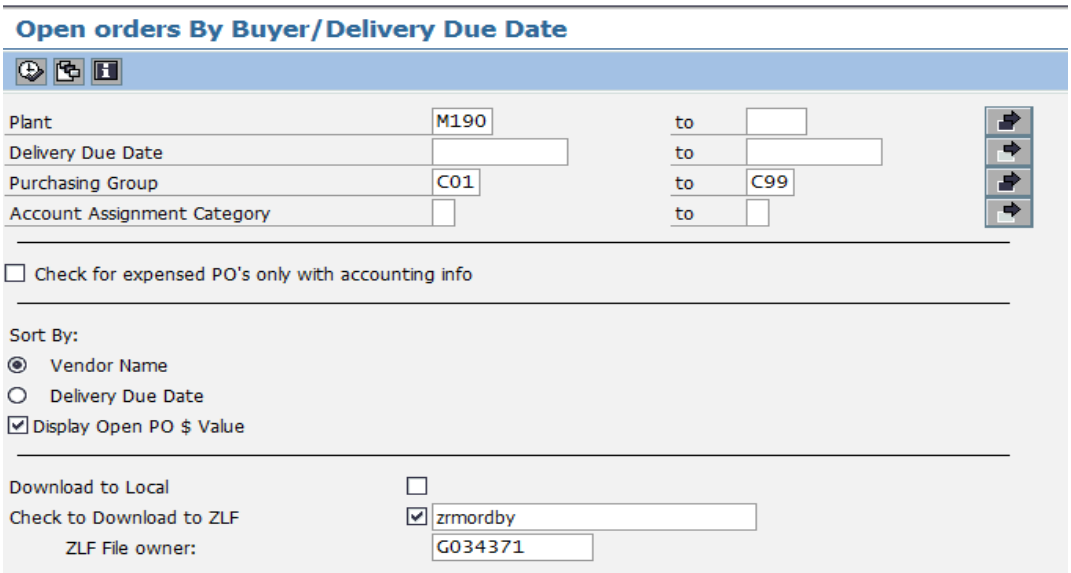
    This must be completed within one week of receiving this report.

If you have any questions about the report, or need help with your resolutions – please let me know.

Annual Purchasing Obligation Report

Included in Annual reporting package, per Director's request.
Files stored in: \\Stpnas01\sd$common\Purchase_Obligation\Year

1. Create folder for the new year in Shared folder \\Stpnas01\SD$Common\Purchase_Obligation.
2. On the first day of the new year run ZRMORDBY report for Plants M190/M490/M590/700, Buyers Codes C01-C71, P01-P12, I01-I10, Check "Display Open PO $ Value", and Check ZLF.
   a. Program -> Execute in background -> Click Immediate -> Save



3. From SAP transaction ZLF, find the job under the name of "zrmordby", double click on the name and open file
4. Save as \\Stpnas01\SD$Common\Purchase_Obligation\YEAR\zrmordby01062016.XLS
5. Insert column after Due Date, and enter function to determine year of delivery date (=YEAR(O2))
6. Insert 2 columns after Purchasing Group Code for Buyer Name and Manager Name
   a. Do VLOOKUP from last SOX report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Pla	Vendor Name	Pur G	Buyer	Manager	PO Number	Li	Rev PO	Rev M N		Material	Description	D	U	Order Qty	Open Balance	Due Date	Year	Act C	Stat Date	Open PO $ Valu
2	M190	3M CENTER HEALTHCARE	C09	OMAR OSMAN	Jeremy Kleppe	6637242	10	E	E		701257-001	GAS STERILIZATION 8XL		CYL	144	144	2/1/2016	2016		2/1/2016	2,665.44
3	M190	3M CENTER HEALTHCARE	C09	OMAR OSMAN	Jeremy Kleppe	6641251	10	E	E		701340-002	INDICATOR BIOLOGICAL		EA	10	10	1/14/2016	2016		1/14/2016	7,750.00
4	M190	A&D ENGINEERING INC	C10	MIKE KNUDSON	Shiva Mittal	6498810	10					A&D Sensors HK Rgstrn - Jag3			15,000.00	15,000.00	12/31/2015	2015	Z	12/31/2015	15,000.00
5	M190	A&D ENGINEERING INC	C18	TERESA LI	Tracy Galvin	6625563	1	D	D		626486-204	LATITUDE BLOOD PRESSURE CUFF LRG		EA	200	200	1/20/2016	2016		1/20/2016	2,152.00
6	M190	A&D ENGINEERING INC	C18	TERESA LI	Tracy Galvin	6625563	1	D	D		626486-204	LATITUDE BLOOD PRESSURE CUFF LRG		EA	200	200	2/10/2016	2016		2/10/2016	2,152.00

7. Perform pivot with Manager name and Open PO $ Value with Plant Filter - save file

	A	B	C	D	E	F	G
1	Plant	M190					
2							
3	Sum of Open PO $ Value	Column Labels					
4	Row Labels	2015	2016	2017	2018	2020	Grand Total
5	Dan Schaefer	$ 29,073.20	$ 1,466,100.50				$ 1,495,173.70
6	Helge Batz	$ 6,900.00	$ 660,571.50				$ 667,471.50
7	Jason Przybilla	$ 568,263.94	$ 10,583,197.71	$ 131,620.00			$ 11,283,081.65
8	Jeremy Kleppe	$ 552,703.87	$ 4,571,356.44				$ 5,124,060.31
9	Jose Morales Lopez		$ 19,152.00				$ 19,152.00
10	Shiva Mittal	$ 7,132,113.05	$ 18,129,998.47	$ 13,892.77	$ 8,000.00	$ 40,492.71	$ 25,324,497.00
11	Stephanie Reed	$ 47,040.62	$ 30,330,294.14				$ 30,377,334.76
12	Tracy Galvin	$ 205,660.93	$ 4,691,942.40				$ 4,897,603.33
13	Grand Total	$ 8,541,755.61	$ 70,452,613.16	$ 145,512.77	$ 8,000.00	$ 40,492.71	$ 79,188,374.25

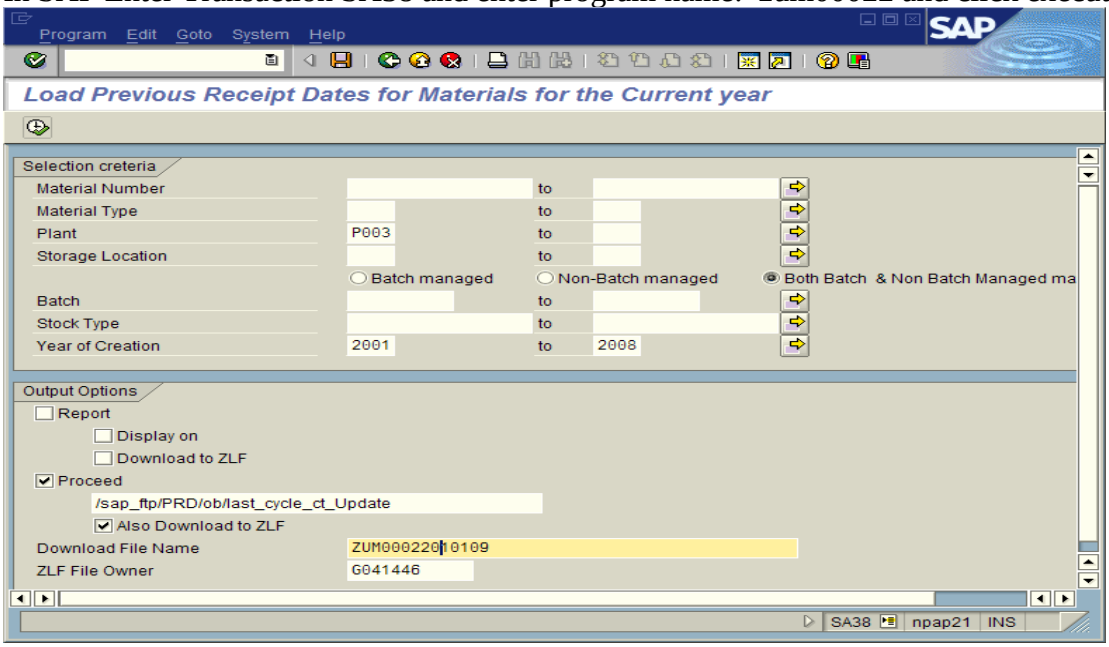
8. Send link to requestor when completed. Director will request the "other obligations" from managers and update the formal file before submitting to finance

Annual Cycle Count Indicator program

Used by Material Handler or Planner each year

This program is needed in addition to the MIBC cycle count indicator program for the MICN transaction to count the number of days since the last count properly and is usually run by the floor. After the New Year has rolled over, without this program the MICN transaction will count the number of days since January 1st, instead of the number of days since the last count for that batch. MIBC and ZUM00022 can be run in any order.

1. In SAP Enter Transaction SA38 and enter program name: zum00022 and click execute



2. Run one at a time for each plant. M190, M590, M490, D735, D215, M700
3. Click Both Batch and Non Batch management materials
4. Run for all years prior to the current year
5. Click report if you want to review the data before making updates to SAP
6. Click proceed, Also download to ZLF, and enter file name

7. Click Execute

Description of Change

Revision	Description of Change
O	Update to reflect current CRM state. Rearranged pages for topics that go together. Added info regarding Shipping Logistics, removed/updated procedure references.
N	Updated to reflect current CRM state. Added QM, VIM and Invoice help details, along with including Materials Management Reports WI 046567.
M	Updated to include SAP Quality Module references and movement types.
L	Update Kanban checklist to remove a PSA or a part from Kanban by unchecking the Kanban indicator on the PSA. (PVR picks up as Kanban based on this field.)
K	Add complete list of BSC Manufacturing plants, Purchasing Org, and Company codes Update definition of MRP profile and Scheduling margin key in material master section Add Systems and internet links Add which fields on the PO and PSA cause a version to be created Add timing on interfaces between SAP and WindChill, and MES Add ways to Dual Source product How to find the remit to information for a vendor Add flowchart of AVL, Source list, Info record and PO Add AVL and Source list checklist Add how to setup prices for a data range in a standard Info record Add UNITY Purchase order document types Add How to add Email or Fax to your output if it does not default Update recommended replenishment strategies Display Key – how to see the plant number instead of the plant description under personal settings Display transaction codes in menus How to setup a report to run in background How to setup a regularly schedule report How to create, save, and use a variant
J	Update Printing a Cancelled PO. Update payment terms on consignment. Add links and explanations to other systems and access requests Add references and documentation to MES
I	Add error received on Consignment and Kanban combination to the Kanban checklist Add section on: Scheduling Agreement for suppliers not yet qualified or for RFC's not yet approved.
H	Clarify how to output a cancelled PO Add References to procedures and other Reference documents Add Terminology and Scope section Add How to PDF a report or other output to reports section
G	Insert language for AVL concerning Z4 status on page 44
F	Incorporate all UNITY changes and training Add Kanban checklist How to subscribe to this document in Athena to be notified of revisions How to look up a Remit to vendor
E	Add and change for the effects of UNITY