

### Step 1: Create Vendor

## Step 2: Create Material

SAP

Product

Chain Lock 781

CHLK1781

Edit

Copy

Show in Hierarchy

Open In

Product Type: Trading Goods (HAWA)

Product Category: Product

Product Group: Utilities (UTIL)

Base Unit of Measure: Each (EA)

GTIN: -

GTIN Category: -

Revision Level:

General Information

Product Compliance

Components

Configuration

Purchasing

Sales

Storage

Warehouse Management

Extended Service Parts Planning

Distribution Chains

Plants

Valuation Areas

Texts

Attachments

Basic Data

Division: Accessories (AS)

Old Product Number: -

Batch Management Required: No

Marked for Deletion: No

Created By: Learn-991 Learn-991

Created On: 05/30/2025, 17:47:52

Last Changed By: Learn-991 Learn-991

Last Changed On: 05/30/2025, 17:47:52

Show More

Descriptions

Descriptions (2)

Standard

Language	Product
German DE	Kettenschloss 781
English EN	Chain Lock 781

Base Unit of Measure

GTINs

GTIN: -

GTIN Category: -

Step 3: Change Material

Chain Lock 781

CHLK3781

Product Type: Trading Goods (HMWA)

Product Category: Product

Product Group: Utilities (UTIL)

Base Unit of Measure: Each (EA)

GTIN: -

GTIN Category: -

Revision Level:

General Information

Product Compliance

Components

Configuration

Purchasing

Sales

Storage

Warehouse Management

Extended Service Parts Planning

Distribution Chains

Plants

Valuation Areas

Tests

Attachments

Basic Data

Division: Accessories (AS)

Batch Management Required: No

Created By: Learn 991 Learn 991

Last Changed By: Learn 991 Learn 991

Old Product Number: -

Marked for Deletion: No

Created On: 09/30/2025, 17:47:52

Last Changed On: 09/30/2025, 17:50:40

Show More

Descriptions

Descriptions (2)

Standard

Language	Product
German	Kettenschloss 781
DE	
English	Chain Lock 781
EN	

Base Unit of Measure

GTINs

GTIN: -

GTIN Category: -

Step 4: Display Stock.

Stock History in Plant DC Miami

1.2

1

800m

600m

400m

200m

0

06

07

08

09

10

11

12

01

02

03

04

05

Calendar Months from 2024 06 to 2025 05

All Measures

Unrestricted-Use Stock

Blocked Stock

Quality Inspection Stock

Restricted Use Stock

Returns

Stock In Transit

Tied Emptying Stock

Transfer Stock (Plant)

Transfer Stock (Storage Location)

Valuated GR Blocked Stock

Close

Step 5: Create Purchase Requisition

My Purchase Requisition

Search

Help

Profile

1

Purchase Requisition for Learn-991 Learn-991

6,400.00 USD

Total Value Currency

Saved

General Information

Purchase Requisition Name: Learn-991 Learn-991 05/30/2025

Requestor: 00001060

Learn-991 Learn-991

Items

Order Confirmed

Purchase requisition created 10000689

Close

Purchase Requisition Items (1)

Copy

Delete

Add

Filter

	Description	Unit Price	Subtotal
<input type="checkbox"/>	Chairs (Unit: 781)		
<input type="checkbox"/>	Supplier Name: 200.000 EA 32.00 USD per 1 EA		6,400.00 USD
	Delivery Date: 08/30/2025		

Limit Items

Purchase Requisition Items (0)

Copy

Delete

Add

Filter

Description	Expected Value	Overall Limit
No data available		

Order

Discard

Step 6: Manage Stock

Stock - Single Material

Search

Help

Profile

1

Stock History in Plant DC Miami

All Measures

- Unrestricted Line Stock
- Blocked Stock
- Quality Inspection Stock
- Restricted-Use Stock
- Returns
- Stock in Transit
- Fixed Empty Stock
- Transfer Stock (Plant)
- Transfer Stock (Storage Location)
- Valuated GR Blocked Stock

Stock Quantity

Calendar Months from 2024 06 to 2025 05

Close

## Step 7: Create RFQ

The screenshot shows the 'New RFQ' screen in SAP S/4HANA. The 'Items' tab is active, displaying a table with the following data:

Item	Material	Material Group	Quantity	Delivery Date
1000568210	Chain Lock 781	UTIL	200.000	Aug 30, 2025

A success message is displayed in the center: 'Success' and 'RFQ 7000000318 published and sent'. The bottom right corner has 'Publish' and 'Process' buttons.

## Step 8: Create Quotation from Vendor

The screenshot shows the 'Request for Quotation' screen in SAP S/4HANA. The 'Output Details' tab is active, displaying a table of quotations and a process flow diagram.

Supplier Quotation	Supplier	Net Value	Status	Submission Date	Created By
Quotation 8000000766	Mid West Supply 781 (1004047)	6,400.00	USD Submitted	06/20/2025	Learn-991 Learn-991
Quotation 8000000767	Dallas Bike Basics (103781)	7,300.00	USD Submitted	06/20/2025	Learn-991 Learn-991
Quotation 8000000768	Spy Gear (107781)	7,000.00	USD Submitted	06/20/2025	Learn-991 Learn-991

The process flow diagram shows the following steps:

- Requirements Processing
- Sourcing
- Bidding

The diagram also includes a 'Purchase Requisition 0010000669' and a 'Request For Quotation 7000000318' (Published) box, which is linked to a 'Supplier Quotation 8000000766' (Submitted) box.

## Step 9: Price Based Bid Evaluation

**SAP Compare Supplier Quotations**

RFQ: 7000000318

RFQ1781 7000000318

Created By: Lcom 991 Lcom 991  
Created On: 05/30/2025  
Publishing Date: 05/30/2025  
RFQ Type: Request for Quote

Status: **Published**

Quotation Deadline: **06/29/2025**

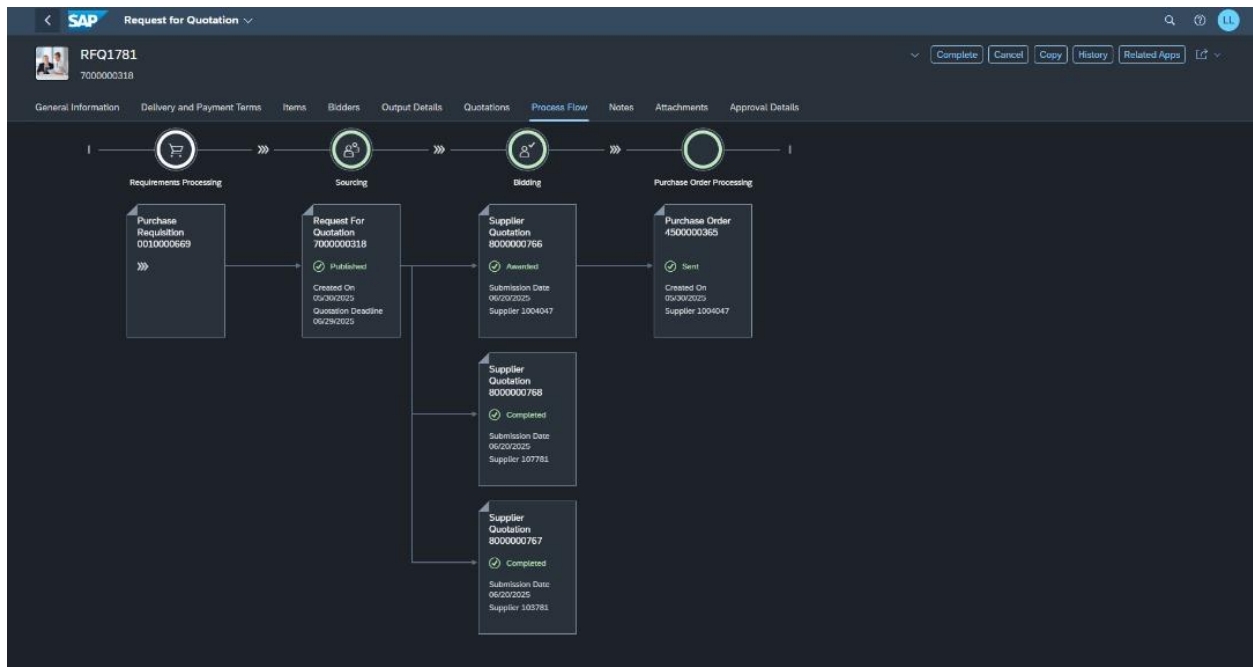
Number of Invited Bidders: **3**

Target Value: **6.00 USD**  
Best Quotation: **6.406.00 USD**

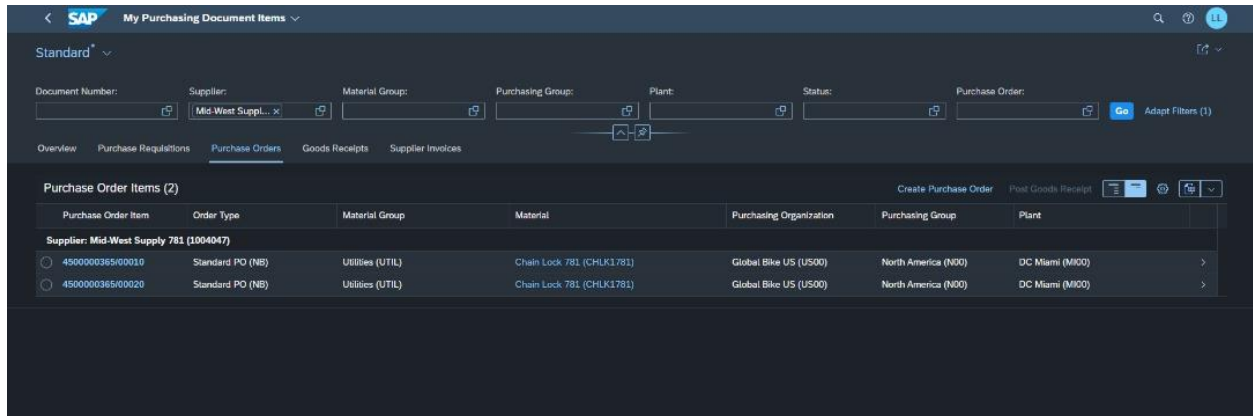
**Quotations (3)**

Supplier Quotation	Supplier	Address	Status	Total Quotation Net Value	Quotation Date	Fully Quoted Items	Best Priced Items
8000000766	Mid-West Supply 781 (1004047)	335 W Industrial Lake Dr, Lincoln NE 68528, USA	Submitted	6400.00 USD	05/29/2025	1/1	1/1
8000000768	Spy Gear (107781)	8405 Greensboro Dr., McLean VA 22102, USA	Submitted	7000.00 USD	06/29/2025	1/1	0/1
8000000767	Dallas Bike Basics (103781)	5215 N O'Connor Blvd, Irving TX 75039, USA	Submitted	7300.00 USD	05/29/2025	1/1	0/1

## Step 10: Create Purchase Order Referencing an RFQ



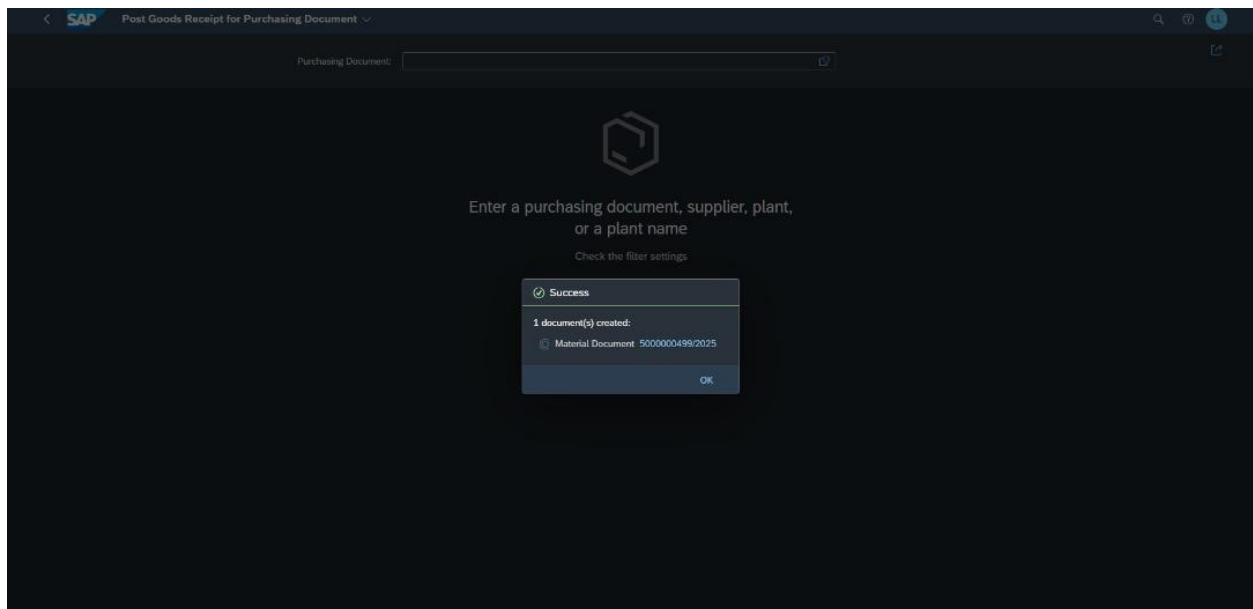
## Step 11: Display Purchase Order



The screenshot shows the SAP 'My Purchasing Document Items' interface. At the top, there's a search bar with 'Standard' selected. Below it, a filter bar contains fields for Document Number, Supplier (Mid-West Suppl...), Material Group, Purchasing Group, Plant, Status, and Purchase Order. A 'Go' button and 'Adapt Filters (1)' link are on the right. The main area has tabs for Overview, Purchase Requisitions, Purchase Orders (selected), Goods Receipts, and Supplier Invoices. Below the tabs, a table titled 'Purchase Order Items (2)' displays two items. The table has columns for Purchase Order Item, Order Type, Material Group, Material, Purchasing Organization, Purchasing Group, and Plant. The first item is 4500000365/00010, a Standard PO (NB) for Utilities (UTIL), Chain Lock 781 (CHLK1781), Global Bike US (US00), North America (N00), and DC Miami (M00). The second item is 4500000365/00020, also a Standard PO (NB) for Utilities (UTIL), Chain Lock 781 (CHLK1781), Global Bike US (US00), North America (N00), and DC Miami (M00). Buttons for 'Create Purchase Order' and 'Post Goods Receipt' are at the top right of the table.

Purchase Order Item	Order Type	Material Group	Material	Purchasing Organization	Purchasing Group	Plant
Supplier: Mid-West Supply 781 (1004047)						
4500000365/00010	Standard PO (NB)	Utilities (UTIL)	Chain Lock 781 (CHLK1781)	Global Bike US (US00)	North America (N00)	DC Miami (M00)
4500000365/00020	Standard PO (NB)	Utilities (UTIL)	Chain Lock 781 (CHLK1781)	Global Bike US (US00)	North America (N00)	DC Miami (M00)

## Step 12: Post Goods Receipt for Purchase Order.



The screenshot shows the SAP 'Post Goods Receipt for Purchasing Document' interface. At the top, there's a search bar with 'Post Goods Receipt for Purchasing Document' selected. Below it, a filter bar contains a field for Purchasing Document. A large hexagonal icon is in the center, with the text 'Enter a purchasing document, supplier, plant, or a plant name' and 'Check the filter settings' below it. A success message box is displayed in the center, stating 'Success' and '1 document(s) created: Material Document 500000499/2025'. An 'OK' button is at the bottom right of the success message box.

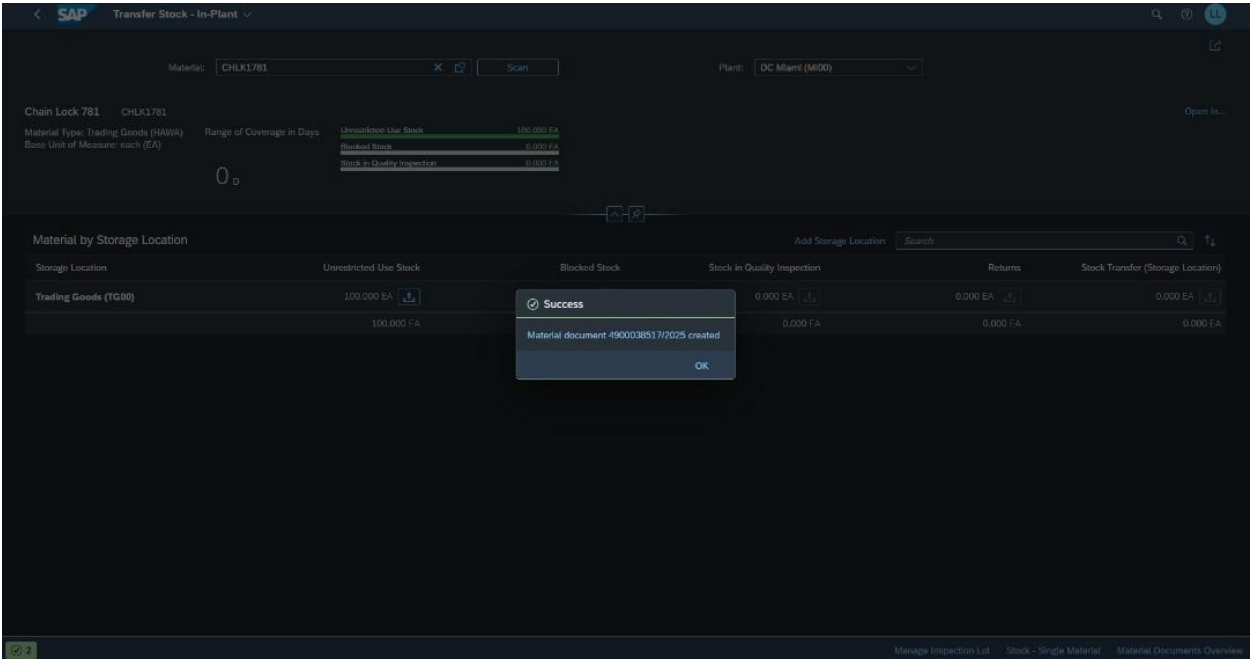
Success

1 document(s) created:

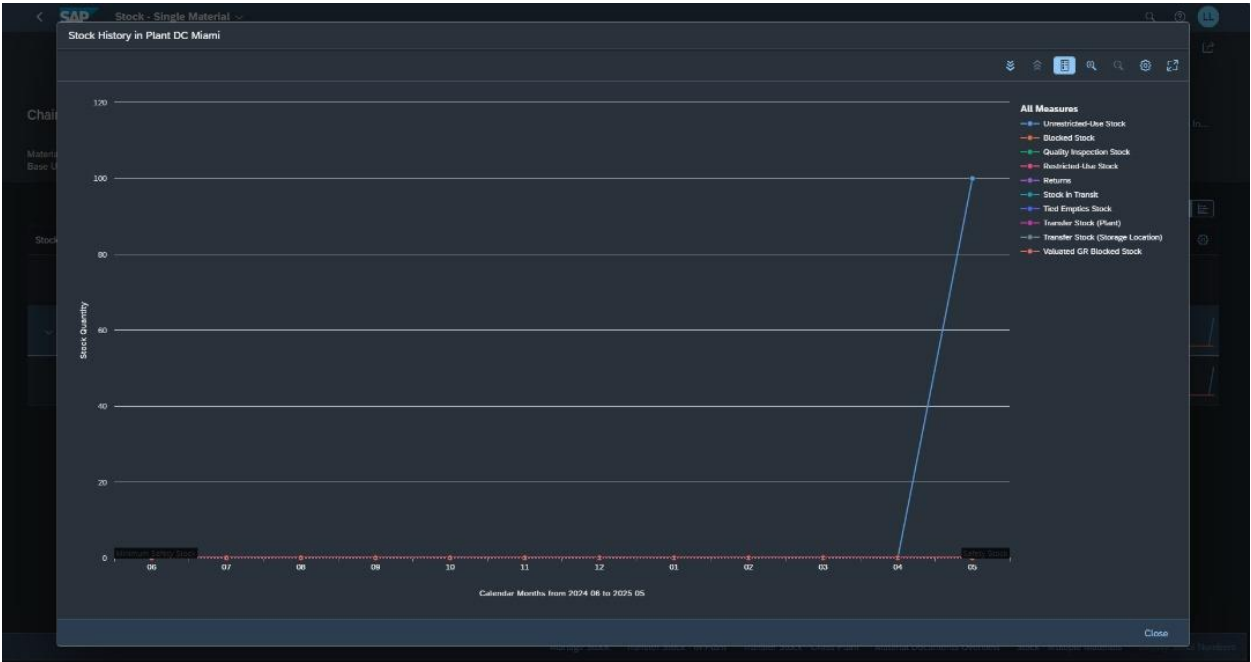
Material Document 500000499/2025

OK

Step 13: Check Received Goods



Step 14: Check Physical Goods Receipt.



Step 15: Create and Post the First Supplier Invoice.

SAP

Create Supplier Invoice

Search

Help

User

New Supplier Invoice

Balance

Invoicing Party

0.00 USD

1004047 (Mid-West Supply 781)

General Information

Purchasing Document References

GL Account Items

Tax

Payment

Unplanned Delivery Costs

Note

Attachments

Basic Data

Transaction:  
Invoice

Company Code:  
US00 (Global Bike Inc.)

Gross Invoice Amount:  
3,200.00 USD

Invoice Date:  
05/30/2025

Posting Date:  
05/30/2025

Reference:  
INVOICE0050

Invoicing Party:  
1004047 (MID-WEST SUPPLY 781)

Partner Bank Type:

IBAN:

SWIFT/BIC:

Success

Documents have been created (blocked for payment).

Supplier Invoice: 5105600518/2025

Do you want to create a new supplier invoice?

Yes

No

Purchasing Document References

Reference Document Category:  
Purchase Order/Scheduling Agreement

Purchase Order/Scheduling Agreement:  
4500000365 x

Invoice Items

Standard

Delete Unselected Items

Assignment Options

Change Tax Codes

Invoice Item	Short Text	Purchasing Document	Amount	Quantity	Tax Code	Tax Rate	Tax Jurisdiction	History	Subseq. De...
1	Chain Lock 781	4500000365/10	3,200.00 USD	100	EA	XI Input Tax	TX00000000	View	
2	Chain Lock 781	4500000365/20	0.00 USD	0	EA		FL00000000	View	

Check

Simulate

Post

Hold

Park

Save as Completed

Cancel

Step 16: Display Purchase Order History

SAP

Supplier Invoice

Search

Help

User

Supplier Invoice

5105600518/2025

Reverse

Release

Journal Entries

Gross Invoice Amount

Invoicing Party

Invoice Status

Payment Status

3,200.00 USD

1004047 (Mid-West Supply 781)

Posted

Blocked for Payment

General Information

Purchasing Document References

Tax

Payment

Unplanned Delivery Costs

Note

Attachments

Basic Data

Transaction:  
Invoice

Company Code:  
US00 (Global Bike Inc.)

Gross Invoice Amount:  
3,200.00 USD

Invoice Date:  
05/30/2025

Posting Date:  
05/30/2025

Reference:  
INVOICE00504-781

Invoicing Party:  
1004047 (MID-WEST SUPPLY 781)

Partner Bank Type:

IBAN:

SWIFT/BIC:

Details

Document Type:  
RE (Invoice - Gross)

Assignment:

Exchange Rate:  
1.00000

VAT Registration No.:

Header Text:

Item Text:

Business Area:

Purchasing Document References

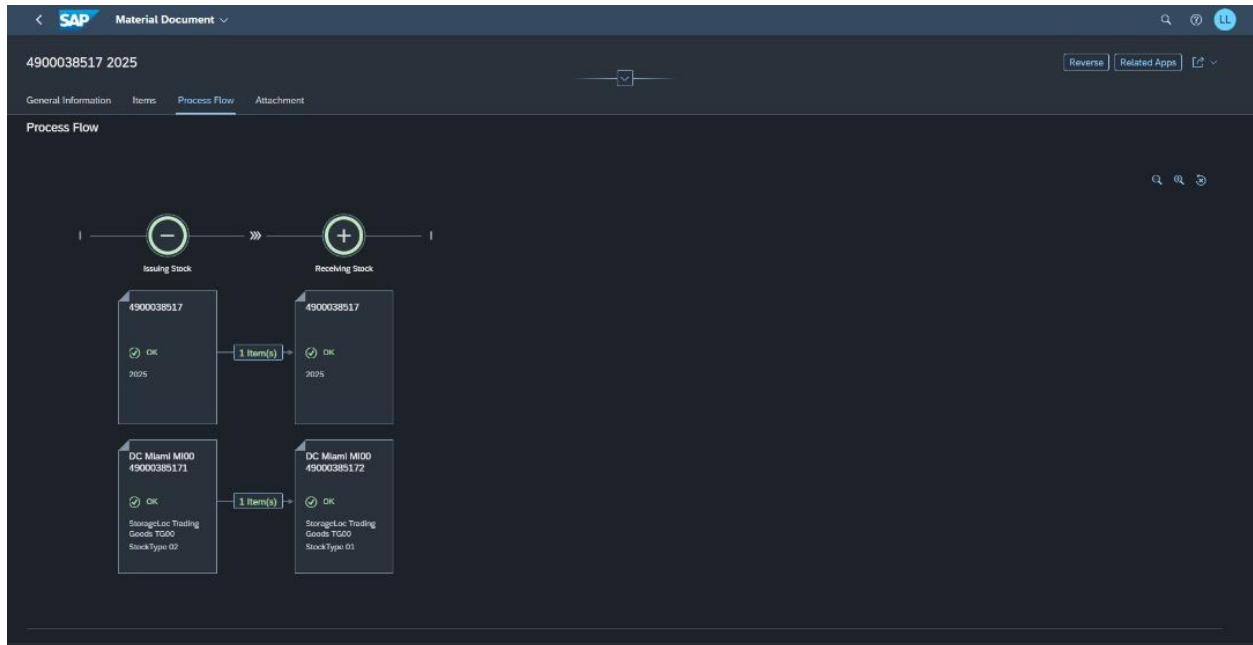
Invoice Items

Standard

Invoice Item	Short Text	Purchasing Document	Amount	Quantity	Tax Code	Tax Rate	Tax Jurisdiction	History	Subseq. De...
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## Step 17: Display Document Flow



## Step 18: Post Goods Receipt for Purchase Order.

The screenshot shows the SAP "Post Goods Receipt for Purchasing Document" screen. The "Purchasing Document" field is empty. A success message is displayed in the center:

Enter a purchasing document, supplier, plant, or a plant name

Check the filter settings

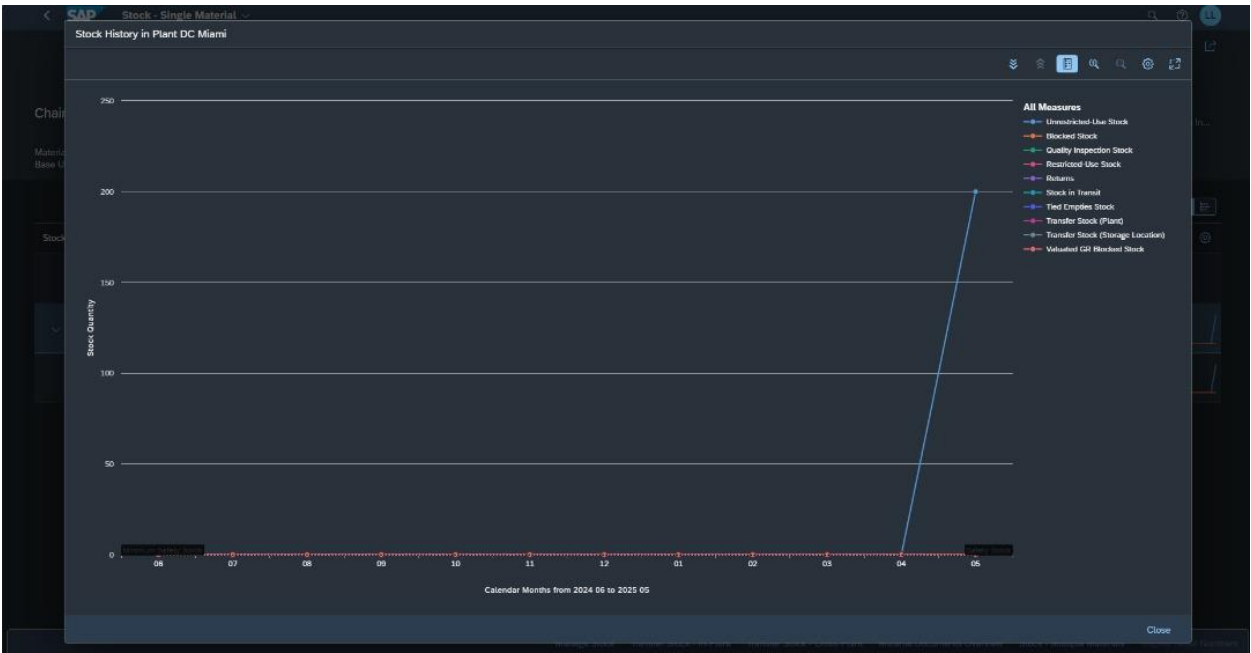
**Success**

1 document(s) created:

- Material Document: 5000000501/2025

OK

Step 19: Check Physical Goods Receipt.



Step 20: Create and Post the Second Supplier Invoice

The figure is a screenshot of the SAP 'Create Supplier Invoice' screen. It shows the 'New Supplier Invoice' form with various fields for invoice creation. A success message dialog box is displayed in the center, stating: 'Success. Documents have been created (blocked for payment). Supplier Invoice: 510560020/2025. Do you want to create a new supplier invoice? Yes No'. The background form includes sections for 'Basic Data' (Transaction: Invoice, Invoice Date: 05/31/2025, Posting Date: 05/30/2025, Gross Invoice Amount: 3,200.00 USD), 'Purchasing Document References' (Reference Document Category: Purchase Order/Scheduling Agreement, Purchase Order/Scheduling Agreement: 4500000365 X), and 'Invoice Items' (Table with 2 items: Chain Lock 781, Amount: 0.00 USD, Quantity: 0 EA; and Chain Lock 781, Amount: 3,200.00 USD, Quantity: 100 EA).

Invoice Item	Short Text	Purchasing Document	Amount	Quantity	Tax Code	Tax Rate	Tax Jurisdiction	History	Subseq. De...
1	Chain Lock 781	4500000365/10	0.00 USD	0	EA		FL0000000	View	
2	Chain Lock 781	4500000365/20	3,200.00 USD	100	EA	XI Input Tax	TX0000000	View	

### Step 21: Post Outgoing Payment.

**SAP** Post Outgoing Payments

Balance: 0.00 USD

### Payment

Payment

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**General Information**
  
  
 Company Code: U500  
 Posting Date: 05/30/2025  
 Journal Entry Date: 05/30/2025  
 Value Date: 05/30/2025  
 Reference: INVOICES 761  
 Period: 05  
 Journal Entry Type: KZ  
 Header Text:  
 Profit Center:  
 Clearing Text:

**Bank Data**
  
  
 House Bank/Account: 1810000 (Bank 1)  
 G/L Account: \*  
 Amount: \* 6,400.00 USD  
 Fees: 0.00 USD  
 Assignment:  
 Translation Date: 05/30/2025

**Open Item Selection**
  
  
 Account Type/Account ID: Supplier 1004047  
[Show Items](#)

Success

Journal entry 1500000152 (2025, US00) posted successfully.

Display Post Next Payment

Open Items (-6,400.00 USD)    Post to G/L Account    Post on Account    Attachments (0)    Notes (0)

**Open API/R Items (2)** Standard
 

Select More Clear All

Comp...	Account	Journal Entry	Journal ...	Item Text	Journal Entry ...	Net Due Date	Amount (USD)	Assignment	Clear
US00	1004047	5105600518	RE		05/30/2025	05/30/2025	-3,200.00		✓
US00	1004047	5105600520	RE		05/31/2025	05/30/2025	-3,200.00		✓

**Items to Be Cleared (2)** Standard
 

Remove All

Remove	Journal Entry	Open Amou...	Allocated A...	Discount Am...	Invoice Ref...
<<	5105600518	-3,200.00 ⓘ	-3,200.00	0.00	
<<	5105600520	-3,200.00 ⓘ	-3,200.00	0.00	

### Step 22: Display Vendor Balance

SAP

Display Supplier Balances

Standard

Supplier:

1004047 (MID-WEST SUPPLY 781) x

Company Code:

US00 (Global Bike Inc.) x

Fiscal Year:

2025

Comparison Fiscal Year:

Go

Adapt Filters (3)

Balances

Special G/L

Compare

Period	Debit	Credit	Balance	Cumulative Balance	Purchases	Imputed Interest in Company ...
Opening Balance	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
01	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
02	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
03	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
04	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
05	6,400.00 USD	6,400.00 USD	0.00 USD	0.00 USD	-6,400.00 USD	0.00 USD
06	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
07	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
08	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
09	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
10	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
11	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
12	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
13	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
14	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
15	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
16	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD	0.00 USD
Total	6,400.00 USD	6,400.00 USD	0.00 USD	0.00 USD	-6,400.00 USD	0.00 USD

Step 23: Display Purchase Order History

SAP

My Purchasing Document Items

Standard

Document Number:

Supplier:

Material Group:

Purchasing Group:

Plant:

Status:

Purchase Order:

Go

Adapt Filters (1)

Overview

Purchase Requisitions

Purchase Orders

Goods Receipts

Supplier Invoices

Invoice Items (2)

Invoice Item	Purchase Order Item	Item Description	Involved Quantity	Involved Value	Account Assignment Quan...	Account Assignment Net Va...	Cost Center
Supplier: Mid-West Supply 781 (1004047)							
5105600518/000001/2025	4500000365/00010		100 EA	3,200.00 USD	0 EA	0.00 USD	
Status: Posted							
5105600520/000002/2025	4500000365/00020		100 EA	3,200.00 USD	0 EA	0.00 USD	
Status: Posted							

Step 24: Display Balance List and Line Item List

SAP

Balance Sheet/Income Statement

Standard

Company Code:\*

Ledger:\*

Statement Version:\*

Statement Type:\*

End Period:\*

Comparison End Period:\*

Currency:\*

Go

Adapt Filters (7)

All Accounts

Balance Sheet

Profit & Loss

Unassigned Accounts (8)

Notes

Hierarchy Node

Search

Standard

Description	G/L Account	Period Balance	Comparison Balance (Actual)	Absolute Difference	Relative Difference
Assets		1,072,060.45 USD	0.00 USD	1,072,060.45 USD	0.0
1 Current Assets		1,072,060.45 USD	0.00 USD	1,072,060.45 USD	0.0
Inventories of raw materials, consumables and supp	1000000	9,302,825.00 USD	0.00 USD	9,302,825.00 USD	0.0
Work in progress (inventories)	1040000	1,792,786.00 USD	0.00 USD	1,792,786.00 USD	0.0
Finished goods and merchandise (inventories)	1100000	-17,284,125.00 USD	0.00 USD	-17,284,125.00 USD	0.0
Finished goods (inventories)	1110000	3,889,776.95 USD	0.00 USD	3,889,776.95 USD	0.0
Merchandise inventories	1140000	1,251,850.00 USD	0.00 USD	1,251,850.00 USD	0.0
Trade receivables	1200000	155,397.50 USD	0.00 USD	155,397.50 USD	0.0
Bank	1800000	3,897.50 USD	0.00 USD	3,897.50 USD	0.0
Bank 1	1810000	1,999,652.50 USD	0.00 USD	1,999,652.50 USD	0.0
Liabilities/Equity		286,050.00 USD	0.00 USD	286,050.00 USD	0.0
2 Proprietary Capital		-162,550.00 USD	0.00 USD	-162,550.00 USD	0.0
GRIR	9100000	162,550.00 USD	0.00 USD	162,550.00 USD	0.0
3 Outside Capital		-123,500.00 USD	0.00 USD	-123,500.00 USD	0.0
Trade payables	2300000	-123,500.00 USD	0.00 USD	-123,500.00 USD	0.0
Profit & Loss Statement		-806,010.45 USD	0.00 USD	-806,010.45 USD	0.0
		20,000.00 USD	0.00 USD	20,000.00 USD	0.0
		20,000.00 USD	0.00 USD	20,000.00 USD	0.0