

Add a Certification

SAP Search ZZH01 - Maintain Certification for Vendor

You Come to the Maintain Certification for Vendor: Entry Page

area Field: Wood Purchasing Value

Vendor Field: [Vendor Number Entry]

Plant Field: 1055 Value

Before Clicking Out of the Plant Field Press the Enter Key on your Keyboard

You Come to the Maintain Certification for Vendor: [Vendor Number] [Vendor Name] Page

- ★ If the End Date of the Previous Certification, whether PRE_RC or EAC, is not December 31st of the Previous Year then Change the End Date of the Previous Certification to December 31st of the Previous Year
- ★ Hopkin's Certifications are different from all the other Certifications; you have to enter each Material and Material Group
- If you see in the Certification Section in the Certification Method / Certificate... Column a Row that has a Folder Icon next to PRE_RC, Click that PRE_RC and then...

The Maintain Certification for Vendor: [Vendor Number] [Vendor Name] Box Pops Up

Certificatetype Column-1st Available Row-Cell: PRE_RC

Cert. No Column-1st Available Row-Cell: {Format- PRE_RC_[Egger Contact Initials]_[Country Abbreviation]_[Calendar Year {Format- YYYY}]}

P... Column-1st Available Row-Cell: 100

Valid From Column-1st Available Row-Cell: [First Date of the New Year {Format- DD.MM.YYYY}]

Valid To Column-1st Row-Cell: [Last Date of the New Year {Format- DD.MM.YYYY}]

Click the Yellow Square Checkmark Button

You Reload the Maintain Certification for Vendor: [Vendor Number] [Vendor Name] Page

Look in the Certification Method / Certificate... Column for the last Row that has a Green Square and White Square Icon Next to PRE_RC, Click that PRE_RC

The Maintain Certification for Vendor: [Vendor Number] [Vendor Name] Box Pops Up

Loading Zone Column-1st Available Row-Cell: [Look at Previous Year's Certifications for the Loading Zone that you're Getting the PRE_RC Material from or Ask Andrea]

Material G... Column-1st Available Row-Cell: *

Material Column-1st Available Row-Cell: *

Value Re Column-1st Available Row-Cell: *

P... Column-1st Available Row-Cell: 100

The Valid From Column-1st Available Row-Cell and Valid To Column-1st Available Row-Cell should Automatically Fill In

Click the Yellow Square Checkmark Button

You Reload the Maintain Certification for Vendor: [Vendor Number] [Vendor Name] Page

You Should now See Values for the % Rate Column-PL (Plant) 1055 Row-Cell, Valid From Column-PL (Plant) 1055 Row-Cell, Valid To Column-PL (Plant) 1055 Row-Cell

the PL (Plant) 1055 Row is Underneath the last Row that has a Green Square and White Square Icon Next to PRE_RC in the Certification Method / Certificate... Column

→ If you see in the Certification Section in the Certification Method / Certificate... Column a Row that has a Folder Icon next to EAC, Click that EAC and then...

The Maintain Certification for Vendor: [Vendor Number] [Vendor Name] Box Pops Up

Certificatetype Column-1st Available Row-Cell: EAC Value

Cert. No Column-1st Available Row-Cell: {Format- EAC_[Egger Contact Initials]_[Country Abbreviation]_[Calendar Year {Format- YYYY}]}

P... Column-1st Available Row-Cell: 100 Value

Valid From Column-1st Available Row-Cell: [First Date of the New Year {Format- DD.MM.YYYY}]

Valid To Column-1st Available Row-Cell: [Last Date of the New Year {Format- DD.MM.YYYY}]

Click the Yellow Square Checkmark Button

You Reload the Maintain Certification for Vendor: [Vendor Number] [Vendor Name] Page

Look in the Certification Method / Certificate... Column for the last Row that has a Green Square and White Square Icon Next to EAC, Click that EAC

The Maintain Certification for Vendor: [Vendor Number] [Vendor Name] Box Pops Up

Loading Zone Column-1st Available Row-Cell: [Look at Previous Year's Certifications for the Loading Zone that you're Getting the EAC Material from or Ask Andrea]

Material G... Column-1st Available Row-Cell: * Value

Material Column-1st Available Row-Cell: * Value

Value Re... Column-1st Available Row-Cell: * Value

P... Column-1st Available Row-Cell: 100 Value

Click the yellow Square Checkmark Button [The valid from date and Valid to date Should Automatically Fill In](#)

You Reload the Maintain Certification for Vendor: [Vendor Number] [Vendor Name] Page

You Should now See Values for the % Rate Column-PL (Plant) 1055 Row-Cell, Valid From Column-PL (Plant) 1055 Row-Cell, Valid To Column-PL (Plant) 1055 Row-Cell

the PL (Plant) 1055 Row is Underneath the last Row that has a Green Square and White Square Icon Next to EAC in the Certification Method / Certificate... Column

Click the Save Button

You Return to the Maintain Certification for Vendor: Entry Page

Click the Yellow Up Arrow Circular Button

→ If Logging a Contract and you've Completed everything else in the SAP Process thorough the Vendor Tab then...

OneNote Search "Going through Vendor"

