# SAP Contract to Load Order Flow

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Entering SAP Contract

        |
        V

Entering Timber Store

        |
        V

Entering Feedback

    /       |        \
    V       V         V

Allocation A   Allocation B   Allocation C...

    |           |            |
    V           V            V

Load Order A   Load Order B    Load Order C...
```
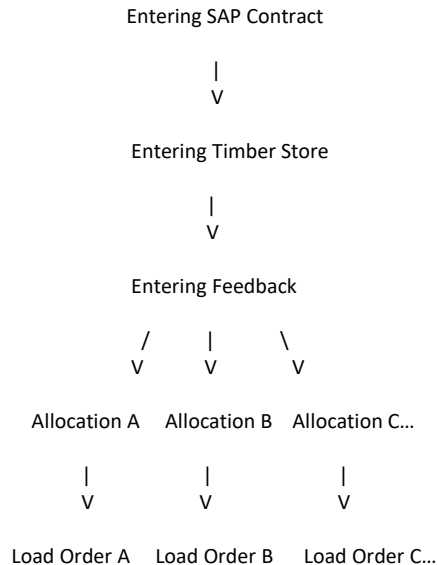
**SAP Contract** Definition: Contract in SAP that is entered based on the Docusign Contract we get from the Vendor

**Timber Store** Definition: Where we Pick Up the Item, in a Truck or alongside the road

**Feedback** Definition:

**Allocation** Definition:

**Load Order** Definition:

# Enter SAP Contract

## SAP Search ZEFO510 - Create Contract

### You Come to the Create Contract Page

★ When you have a "Shavings" Material labeled as a 'Sawdust' you need to Create Two Contracts, one with the 'Sawdust' Material and one with the "Shavings" Material

★ When you Create Two Contracts, one for "Shavings" and one for "Sawdust", use the Exact Same Description Name; the Contract Numbers are different so you can still identify them separately

Contract type Field: IH Value

Agmt Date Field: [Current Date Entry {Format- MM/DD/YYYY}]

→ If you want to use Personal Settings you've Set Up in SAP then...

Click the Import personal settings Checkbox so that it is Checked

Before Clicking Out of the Import personal settings Checkbox Press the Enter Key on your Keyboard

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

# You Come to the Create Contract: IH - Industrial timber disposition Page

# You Start on the General Tab

Agmt Date Field: [Current Date Entry {Format- MM/DD/YYYY}] This is Today's Date

Validity Start Field: [First Date of Contract Entry {Format- MM/DD/YYYY}] Check the Completed Docusign or Word Contract

Validity End Field: [End Date of Contract Entry {Format- MM/DD/YYYY}] Check the Completed Docusign or Word Contract

description Field: [Name of Vendor Entry] [Calendar Year Entry] Wood Supply Contract Value

# Go to the Org. data Tab

→ If you want to Save the Import Personal Settings make changes to the Fields in the Org. data Tab and then…

Within the Org. data Tab make the Changes to the fields that you want to keep

Click the Yellow Rectangular Pers. Setting Button

Purchasing Org. Field: 0009 Value

Pruch. Group Field: W01 Value

Pur.org.haulier Field: 0027 Value

Company Code Field: 0730 Value

Plant Field: 1055 Value

Sales Org. Field: 0732 Value

Distr. Channel Field: 01 Value

Division Field: 01 Value

Back office Field: 33097 Value or Your Egger Employee Number

field service Field: 28941 Value Adam's Employee Number

# Go to the Vendor Tab

Vendor Field: [Vendor Number Entry]  look at Shared OneNote Notebook, Docusign or Word Contract for the Vendor Number

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

The Information Box Pops Up

Click the Yellow Square Checkmark Button The Rest of the Vendor Information should automatically fill in underneath the CoSePar number Field

Warning: There are no Certificate Methods for Vendor [Vendor Number Entry] available

Solution: Click the New GUI Window Button

OneNote Search "**Add**ing **a Certification"**

# Go through Vendor

Click the Yellow Square Checkmark Button

## Go to the Haulier Tab

Service agent Column-1st Row-Cell: [Vendor Number Entry of the Vendor you're Creating the SAP Contract for] look at Shared Notebook or Contract for this Number

Before Clicking Out of the Service agent Column-1st Row-Cell Press the Enter Key on your Keyboard The Address haulier Column-1st Row-Cell should automatically fill in

ST Column-Current Row-Cell: 01 Value for Truck

## Go to the 1st Cust. Tab

Customer Column-1st Row-Cell: 96335 Value

Before Clicking Out of the Customer Column-1st Row-Cell Press the Enter Key on your Keyboard The Addr. customer column-1st Row-Cell should automatically fill in

## Go to the Head. text Tab

## Go to the Status Tab

**Start Repeat: Adding Material(s) to SAP Contract**

$\rightarrow$ If you need to Add more Materials to the Contract then One Material then…

Click the Yellow Rectangular Add Button

The Anzahl Positioen eingeben Box Pops Up

Anz. Positionen Field: 1 Value

Click the Yellow Square Checkmark Button

Material Column-1st Available Row-Cell: [Material Number Entry] of the Material you're adding to the SAP Contract

Quan. Column-Current Row-Cell: [Contract Quantity Entry] or 1,000.00 Value 1,000.00 is if there is no Exact Amount in the Contract

UM Column-Current Row-Cell: STN Value or BDT Value Double Check this in the Contract, this can cost Egger Tens of Thousands of Dollars if Entered incorrectly

Click the 1st Yellow Rectangular Check Button

Error: The EFO contract - error log Box Pops up and states Fill out all required entry fields

Solution: Fill out the Other Material Fields in the Status Tab

**End Repeat: Adding Material(s) to SAP Contract**

## Go to 2nd Cust. Tab

Click the 2nd Yellow Rectangular Check Button

The EFO contract - error log Box Pops Up

★ Don't Forget to Click the Save Button to Generate a Contract Number

★ Save the Contract Number outside of SAP

Click the Yellow Up Arrow Circular Exit Button

The Create Contract Box Pops Up

Click the Yellow Rectangular Yes Button

You Return to the SAP Easy Access Page

# SAP Search ZEFO520 - Change Contract

You Come to the Change Contract Page

Contract-No Field: [Contract Number Entry]

Before Clicking Out of the Contract-No. Field Press the Enter Key on your Keyboard

You Come to the Change Contract: [Contract Number Entry] - IH Industrial timber disposition Page

Click the Release Contract Option

Click the Save Button

You Return to the Change Contract Page

Click the Yellow Up Arrow Circular Exit Button

You Return to the SAP Easy Access Page

# Enter Timber Store

## SAP Search ZEFO610 - Create Timber Store Master Data

You Come to the Create Timber Store Master Page

Timber st. type Field: 04 Value this is Bulk Material

Before Clicking Out of the Timber st. type Field Press the Enter Key on your Keyboard

You Come to the Create Timber Store Master: 04 - Bulk material Page

You Start on the General Tab

Contact-No. Field: [Contract Number Entry] this Contract Number should be saved outside of SAP

description Field: [Vendor Name Entry] [Year of SAP Contract Entry {Format- YYYY}] Wood

Click the Save Button

You Return the Create Timber Store Master Page

★ Save the Timber Store Master Number that appears at the Bottom of the Create Timber Store Master Page

Click the Yellow Up Arrow Circular Exit Button

You Return to the SAP Easy Access Page

# SAP Search ZEFO620 - Change Timber Store Mater Data

### You Come to the Change Timber Store Master Page

Stock ID int. Field: [Timber Store Number Entry] this should be saved somewhere outside of SAP

Before Clicking Out of the Stock ID int. Field Press the Enter Key on your Keyboard

### You Come to the Change Timber Store Master [Timber Store Number Entry]: 04 -Bulk material Page

### You Start on the General Tab

### Go to the Status Tab

Status Field: RELE Released Value

Click the Save Button

### You Return to the Change Timber Store Master Page

Click the Yellow Up Arrow Circular Exit Button

### You Return to the SAP Easy Access Page

# Enter Feedback

# SAP Search ZEFO710 - Create Feedback

### You Come to the Create Feedback Page

Feedback Type Field: 00 this is for Harvester

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

### You Come to the Create Feedback: 00 - Harvester Page

### You Start on the General Tab

Contract-No. Field: [Contract Number Entry]

Before Clicking Out of the Contract-No. Field Press the Enter Key on your Keyboard

**Start Repeat: Adding Material(s) to SAP Feedback**

$\rightarrow$ If you need to Add more Materials to the Feedback then One Material then…

Click the Yellow Rectangular Add Button

Stock ID int.  Column-1st Available Row-Cell: [Timber Store Number Entry] of the Material you're adding to the Feedback you've already entered this Material into the SAP Contract

Material Column-Current Row-Cell: [Material Number Entry] you've already entered this Material into the SAP Contract

Before Clicking out of the Material Column-Current Row-Cell  Press the Enter Key on your Keyboard the Material Description Column-Current Row-Cell

FB quant.  Column-Current Row-Cell: [Contractual Quantity Entry] or 1,000.00 Value Enter 1,000.00 if there is no Actual Contractual Quantity

**End Repeat: Adding Material(s) to Feedback**

Click the Save Button

## You Return to the Create Feedback Page

★ Save the Feedback Number that appears at the Bottom of the Create Feedback Page

Click the Yellow Up Arrow Circular Exit Button

## You Return to the SAP Easy Access Page

# Enter Allocations
## SAP Search ZEFO810 - Create Allocation

### You Come to the Create Allocation - Entry Page

Allocation Type Field: 00 Value this is the Allocation Supplier

Before Clicking Out of the Allocation Type Field  Press the Entry Key on your Keyboard

### You Come to the Create Allocation - Item Selection Page

Company Code Field: 0730 Value

Contract-No. Field: [Contract Number Entry]

Click the Execute Button

### You Return to the Create Allocation - Item Selection Page

The Create Allocation - Item Selection Page shows the Materials that can be a part of your Allocation, if you are creating only one Allocation then you would select all the Materials together on the Create Allocation -Item Selection Page; If you're creating more than One Allocation then you would not select all the materials together

Click the Rows that Contain the Material(s) that you want for your Allocation

Click the Create Option

### You Come to the Create Allocation - 00 Allocation Supplier Page

### You Start on the General Tab

Loading Zone Field [Loading Zone Entry] this should be in your Workflow Approval or in the Contract

⟶ If you do not know what the Route Number is then…

Double Click the Loading Zone Number

### You Come to the Display Vendor: Address Page

Inside the Street Address Section Save the Transportation Zone Field Value

OneNote Search **"Search**ing **Route"**

# Record Allocations

Route Field: [Route Number Entry]

End-d appraisal Field: [The Current Date Entry {Format- MM/DD/YYYY}]

Click the Check Option

Click the Save Button

## You Return to the Create Allocation - Entry Page

⭐ Save the Allocation Number that appears at the Bottom of the Create Allocation - Entry Page

Click the Yellow Up Arrow Circular Exit Button

# SAP Search ZEFO820 - Change Allocation

## You Come to the Create Allocation - Entry Page

Allocation Field: [Allocation Number Entry]

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

## You Come to the Create Allocation [Current Allocation Number Entry] Page

## You Start on the General Tab

Click the Check Option

If the Bottom of the Page Says "No Errors were founded" then continue

## Go to the Status Tab

Status Field: ACCE Accepted Value pick the First ACCE Accepted listed, not the Second ACCE Accepted Listed

Click the Save Button

## You Return to the Change Allocation- Entry Page

Click the Yellow Up Arrow Circular Exit Button

## You Return to the SAP Easy Access Page

# Enter Load Orders

## SAP Search ZEFO840 - Staging List

### You Come to the Allocation List Page

Company Code Field: 0730 this is Lexington, not Timberpak

Contract-No. Field: [Contract Number Entry]

Click the Execute Button

## You Come to the Allocation List: Head Data Page

Click and Highlight the Allocation that you want to Create the Load Order for and then click the Load Order Option

## You Come to the Create Load Order: Entry Page

Type load order Field: 98 Value or 99 Value 98 is for Normal Materials and 99 is for Recyclable Materials

Company Code Field: 0730 this is Lexington, not Timberpak

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

## You Come to the Create Load Order $000000001: Overview Page

## You Start on the General Tab

## Go to the Inbound Tab

Weigh group Field: 1 Value or 4 Value 1 is for Normal Materials or 4 Recycled Material or Pre Consumer RC Chips

## Go to the Dates Tab

Start of Deliv. Field: [Start Date of Contract Entry {Format- MM/DD/YYYY}]

End of Deliv. Field: [End Date of Contract Entry {Format- MM/DD/YYYY}]

## Go to the Settings continge Tab

Cont.-Type Field: Contract/Loading Zone Value

Click the Save Button

Error: Carriage Starts before the Measure is Valid

      Solution: Go to Dates Tab

      Change Start of Deliv. Field Entry so that it is possible to start deliveries on that date

The Display Logs Box Pops up

Click the Yellow Square Checkmark Button

The Create Load Order $000000001: Overview Box Pops Up

Click the Yellow Rectangular Yes Button

## You Come to the Collective Processing Delivery Notes: Overview Page

★ Save the Load Order Number that appears at the Bottom of the Collective Processing Delivery Notes: Overview Page

Click the Save Button

## You Reload the Collective Processing Delivery Notes: Entry Page

Yellow Up Arrow Circular Exit Button

## You Return to the SAP Easy Access Page