

# Materials Management (MM)

This case study explains an integrated materials management process in detail. This promotes a thorough understanding of each process step and the underlying SAP functions.

## Product

S/4HANA 2022  
Global Bike

## Level

Bachelor's degree  
Masters  
Beginner

## Focus

Materials Management

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## Version

4.2

## Last Change

August 2023

## MOTIVATION

In the exercises for Materials Management, a procurement process was tracked with master and transaction data that had already been created.

This case study explains and executes a complete material procurement process from the creation of master data, through purchasing to payment for the delivered goods.

## PREREQUISITES

Before you process the case study, you should familiarize yourself with the navigation in the SAP system.

To successfully perform this MM case study, it is not necessary to have completed all MM exercises. However, it is recommended.

## NOTES

This case study uses the model company Global Bike, which was developed exclusively for SAP UA Curricula.



## Process Overview

**Learning objective** Understand and execute an integrated procurement process.

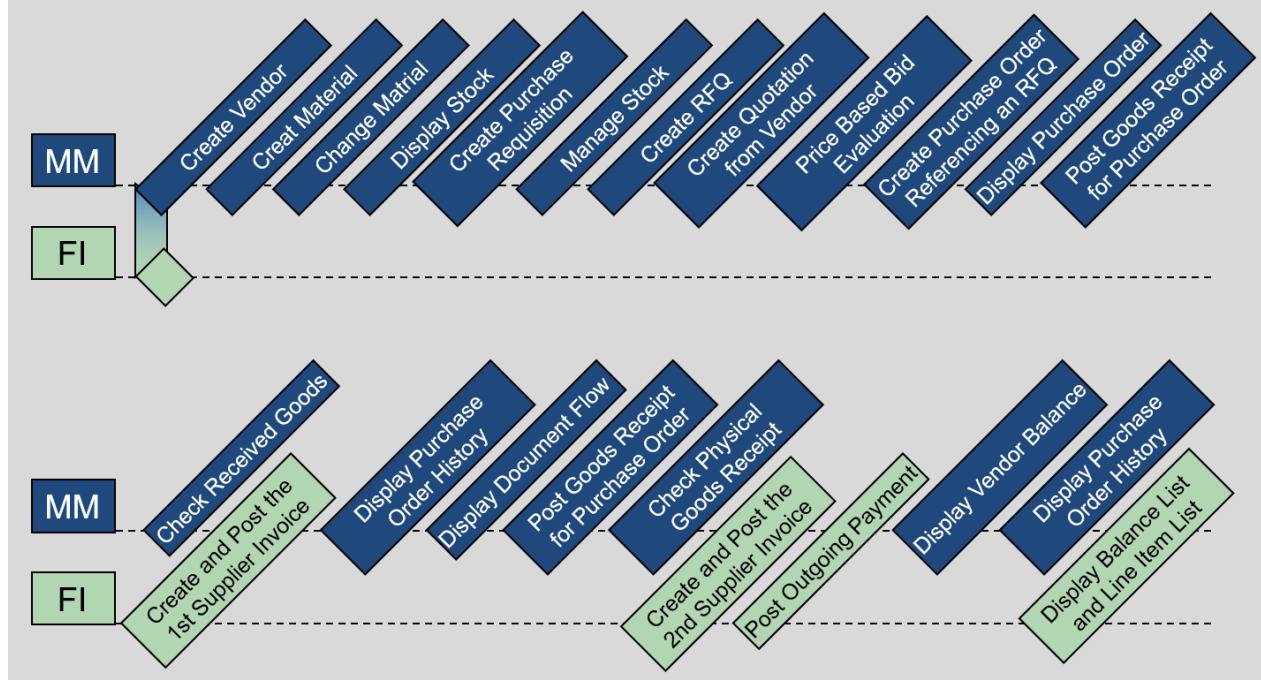
**Time** 170 min

**Scenario** To process a complete procurement process, you will assume various roles within Global Bike, for example: Purchaser, Warehouse Worker, Accounting Clerk. In general, you will work in the Materials Management (MM) and Financial Accounting (FI) departments.

### Employees involved

Joyce Hausman	(Contract Manager)
Sandeep Das	(Warehouse Supervisor)
Sergey Petrov	(Warehouse Employee)
Wilton Saban	(Inventory Supervisor)
Alberto Conti	(Inventory Assistant)
Aura Maxwell	(Purchasing Agent 2)
Tatiana Karsova	(Goods Receipt Clerk)
Silvia Cassano	(AP Accountant)
Shuyuan Chen	(Head of Accounting)

Before you start the procurement process, you must create a new supplier (Mid-West Supply from Lincoln). You then create the new master record for a trading good (chain closing) in the system. After the stock is checked (empty), you initiate the procurement by creating a purchase requisition. You then generate a request for quotation and maintain the quotations for three different vendors (including your new vendor). After evaluating and accepting the bid from Mid-West Supply, you create a purchase order with reference to the original purchase quotation. You will then post the goods receipt document and confirm the physical receipt into warehouse stock. After creating two partial invoices, you will post the payment to the supplier and finally check all involved G/L accounts in financial accounting. The following graphic shows the entire process.



## Table of Contents

Process Overview .....	2
Step 1: Create Vendor .....	4
Step 2: Create Material .....	9
Step 3: Change Material .....	14
Step 4: Display Stock .....	16
Step 5: Create Purchase Requisition .....	18
Step 6: Manage Stock .....	21
Step 7: Create RFQ .....	23
Step 8: Create Quotation from Vendor .....	26
Step 9: Price Based Bid Evaluation .....	29
Step 10: Create Purchase Order Referencing an RFQ .....	31
Step 11: Display Purchase Order .....	35
Step 12: Post Goods Receipt for Purchase Order .....	36
Step 13: Check Received Goods .....	40
Step 14: Check Physical Goods Receipt .....	42
Step 15: Create and Post the First Supplier Invoice .....	44
Step 16: Display Purchase Order History .....	47
Step 17: Display Document Flow .....	50
Step 18: Post Goods Receipt for Purchase Order .....	53
Step 19: Check Physical Goods Receipt .....	56
Step 20: Create and Post the Second Supplier Invoice .....	59
Step 21: Post Outgoing Payment .....	62
Step 22: Display Vendor Balance .....	64
Step 23: Display Purchase Order History .....	66
Step 24: Display Balance List and Line Item List .....	68
MM Challenge .....	70

## Step 1: Create Vendor

**Task** Create a new supplier.

**Time** 20 min

**Description** Use the SAP Fiori launchpad to create a new supplier (Mid-West Supply).

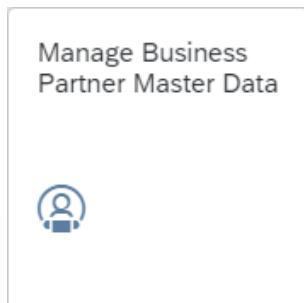
**Name (position)** Joyce Hausman (Contract Manager)

Suppliers are used in both financials and procurement. The master record of a vendor includes 3 categories – General Data, Finance, and Procurement. Vendors can be created centrally or with shared responsibilities. During central creation, all views are generated in one step and by one person. In the case of shared responsibility, finance and procurement create the views that are relevant for them. In this case study, the vendor is created centrally. As a result, the vendor master record contains all the information required to perform business transactions.

Vendor Master

To create a new supplier, go to the *Materials Management* space. In the role of *Contract Manager*, you can use the *Manage Business Partner Master Data* app.

Start



The following screen appears:

On the *Manage Business Partners* screen, choose **Create** and **Organization**.

Organization

In the *Create Organization* popup window, leave the Business Partner field blank. The system will generate a unique number later. In the *BP Role* field, click and in the *Select: BP Role* window, select **FI Vendor (FLVN00)**.

FLVN00

For the *Organization Title* field, select **Company** and enter **Mid-West Supply** **###** as the *Name 1*. Compare your entries with the following screenshot.

Create Organization

<b>General Data</b>	<b>Standard Address</b>
Business Partner:	Street:
Grouping:	House Number:
BP Category: 2	City:
BP Role: FLVN00	Postal Code:
Organization Title: Company	Country/Region:
Name 1: Mid-West Supply 400	Region:
Name 2:	Language:

**OK** **Cancel**

Company  
Mid-West Supply ###

Click **OK**. In the *Business Partner* view, in the *Basic Data* area, enter your three-digit number (**###**) as *Search Term 1*.

###

Go to the *Address* area and in the *Street* field, enter **335 W Industrial Lake Dr**, for *Postal Code* **68528**, for *City*, enter **Lincoln**, for *Country US* and *Region NE*. Under *Standard Communication*, select **English (EN)** as the *language*. Compare your entries with the following screenshot.

335 W Industrial Lake  
Dr  
68528 Lincoln  
US  
NE  
English

< SAP Business Partner ▾

New Business Partner

Basic Data ▾ Roles **Address** ▾ Bank Accounts Payment Cards Identification ▾ Contacts Att.

Standard Address

Street: 335 W Industrial Lake Dr	Country: USA (US)
House Number:	Region: NE
Postal Code: 68528	
City: Lincoln	

Go to the *Identification* tab and click **Create** in the *Tax Numbers* section. In the line that appears, enter **US1** as the *Tax Category* and **12-3456###** as the *Tax Number* – replace **###** with your number.

US1  
12-3456###

Tax Numbers	
Tax Numbers (1)	
Tax Category	Tax Number
US1	12-3456400

Now go back to the *Roles* area and click [Create](#). Choose **Vendor (FLVN01)** as the *Business Partner Role*.

FLVN01

Now click in the row of the newly created business partner role.

Roles (2)			Search	Create	Create with Reference	Delete	Print	Export	Import	Help
Business Partner Role	Valid From	Valid To								
FLVN01	08/03/2023	12/31/9999								
FLVN00	08/03/2023	12/31/9999								

You can now maintain company code-specific data for your business partner in the role of the vendor. Go to the *Company Codes* area and click [Create](#).

On the *New Company Code* screen, enter **US00** in the *Company Code* field. Select the value in the selection help that appears automatically. Confirm with Enter.

US00

[Business Partner /](#)

## New Company Code

General Data	Correspondence	Finance	Withholding Taxes	Dunning Data	Texts
<b>Company Code:</b>					
Global Bike Inc. (US00)					

Switch to the *Finance* tab and enter **3300000 (Trade payables)** for the *Reconciliation Account*. In the *Payment Data* section, enter **0001 (Payable immediately Due net)** as the *Payment Terms* and select **Check Double Invoice**. Compare your entries with the following screenshot.

3300000  
0001  
Check Duplicate Invoice

**Business Partner /**  
New Company Code

General Data Correspondence **Finance** Withholding Taxes Dunning Data Texts

Accounting		Interest Calculation		Payment Data	
Reconciliation Account:	3300000	Interest Indicator:		Payment Terms:	Payable immediately Due net (0001)
Head Office:		Calculated To:	MM/dd/yyyy	Tolerance Group:	
Sort Key:				Check Cashing Time:	0
Certification Date:	MM/dd/yyyy			Check Double Invoice:	<input checked="" type="checkbox"/>

Now switch to the *Correspondence* area. Enter **your user (LEARN-###)** as the *Clerk ID at Supplier*. Now click **Apply** in the lower screen area.

Your User

Back on the *New Business Partner* screen, go to the Purchasing Organizations area to enhance your Mid-West Supply business partner with purchasing-specific data.

**New Business Partner**

Roles Address ▾ Bank Accounts Identification ▾ **Purchasing Organizations** Company Codes Tax Categories Texts Contacts Attachments

Purchasing Organizations

Purchasing Organization	Purchasing Block
No data found.	

Search  Copy Delete

Click **Create** in the *Purchasing Organization* window. In the *Purchasing Organization* field, enter **US00**.

US00

On the *Purchasing Organizations* tab, enter **USD** as the *Order Currency* and use the **F4 help** to search for the *Payment Terms Payable immediately Due net (0001)*.

USD

Payable immediately  
Due net (0001)

Navigate to the *Partner Functions* tab. Click on **Create** and enter the partner function **VN** for vendor and press Enter.

VN

General Data Purchasing Organizations **Partner Functions** Texts

Partner Function (1)			
Partner Function	Partner Number	Description	Default Partner
<input checked="" type="radio"/> VN			<input type="checkbox"/>

Search  Delete Paste

Click **Apply** to transfer your purchasing-specific data for your business partner. Then click **Apply** and then **Create**. The system automatically assigns a unique number to your supplier.



Mid-West Supply 400

1003061

Click on the home icon to go to the Fiori Launchpad Overview.



## Step 2: Create Material

**Task** Create the material master record for a trading good.

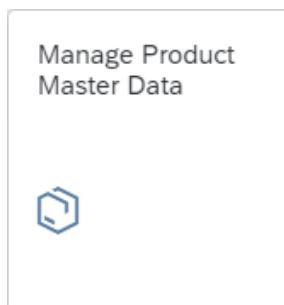
**Time** 20 min

**Description** Use the SAP Fiori launchpad to create the wholesale chain lock master data.

**Name (position)** Sandeep Die (Warehouse Supervisor)

To create materials, go to the *Materials Management* space. In the role of *Warehouse Supervisor*, you can use the *Manage Product Master Data* app.

Start



Products (0)					
	Create	Copy	Mass Processing	Show in Hierarchy	Hide Draft Values
Image	Description / ID	Group / Type	GTIN	Product Category	Last Changed
To start, set the relevant filters.					

On the Manage *Product Master Data* screen, click [Create](#).

In the *Create Master Data Record* dialog box that appears, enter **CHLK1###** as the *Product Number* and **HAWA (Trading Goods)** as the *Product Type*. Enter **EA (Each)** as the base unit of measure for the *Product Group UTIL (Utilities)*. Furthermore, enter **Chain Lock ###** as the description.

CHLK1###  
HAWA  
UTIL  
EA  
Chain Lock ###

Create Master Data Record

Product Number:	CHL1400	Base Unit:*	Each (EA)	Change Number:	<input type="text"/>
Product Type:*	Trading Goods (HAWA)	GTIN:	<input type="text"/>	Revision Level:	<input type="text"/> Create Revision Level
Product Category:	Product	GTIN Category:	<input type="text"/>		
Product Group:	Utilities (UTIL)	Reference Product:	<input type="text"/>		
Description:*	Chain Lock 400				

**OK** **Cancel**

Press **OK**. On the *General Information* tab page in the *Basic Data* section, enter **Accessories (AS)** for the *Division*.

In the *Descriptions* section, click **Create**. Enter the *Product* **Kettenschloss ###** for language **DE** (German), replace **###** with your number. Confirm your entries with Enter.

Descriptions		
Descriptions (2)		
Language	Product	
<input checked="" type="radio"/> DE	Kettenschloss 400	<input type="button" value="Create"/>
<input type="radio"/> English (EN)	Chain Lock 400	<input type="button" value="Create"/>

Scroll down to the *Units of Measure* section. At the end of the line in which the unit of measure EA is already entered, click **>**.

On the *Unit of Measure* screen, on the *Dimensions* tab page, enter **65.00** for the *Gross Weight* and **OZ (ounce)** as the *Unit*.

65.00  
OZ

Chain Lock 777 /

Each

EA

General Information   Conversion Factor   **Dimensions**   GTINs   Warehouse Management Packaging

<b>Measurements</b>	<b>Weight</b>
Length: <input type="text"/> 0.000	Gross weight: <input type="text"/> 65.000 <b>OZ</b>
Width: <input type="text"/> 0.000	Net Weight: <input type="text"/> 0.000 <b>OZ</b>
Height: <input type="text"/> 0.000	

Click **Apply**.

Accessories (AS)

Chain Lock ###  
Kettenschloss ###

Now go to the *Sales* area and enter **0001 (On pallets)** as the *Transportation Group*. Afterwards, navigate to the *Distribution Chains* area and choose [Create](#).

0001

On the *Distribution Chain* screen, enter *Sales Organization* **UE00 (US East)**, *Distribution Channel* **WH (Wholesale)**, and *Delivery Plant* **MI00 (DC Miami)**.

UE00  
WH  
MI00

The screenshot shows the 'General Data' section of the Distribution Chain creation screen. It includes fields for Sales Organization (UE00), Distribution Channel (WH), Sales Unit, Delivery Plant (MI00), Rounding Profile, Distribution-Chain-Specific Product Status, Valid-From Date for Product Status, and Product hierarchy.

Sales Organization:*	US East (UE00)	Rounding Profile:
Distribution Channel:*	WH	Distribution-Chain-Specific Product Status:
Sales Unit:		Valid-From Date for Product Status: <input type="text"/>
Delivery Plant:	DC Miami (MI00)	Product hierarchy:

In the *Grouping Terms* area, choose **NORM (Standard item)** for the *Item Category Group*. Choose Enter.

NORM

Go to the *Sales Tax* area and choose *Tax Classification* **0 (Exempt)** for all three tax categories.

0 (Exempt)

The screenshot shows the 'Sales Tax' configuration screen. It lists three tax categories for the US: UTXJ, UTX2, and UTX3, each assigned a tax classification of 0.

Country	Tax Category	Tax Classification
US	UTXJ	0
US	UTX2	0
US	UTX3	0

Click **Apply**.

Back on the *Product* screen, navigate to the *Plants* area and click [Create](#). On the *Plant* screen, in the *General Data* section, enter **MI00 (DC Miami)** for *Plant* and in the *Sales Section*, enter **Hand lift** for *Loading Group*.

MI00  
Hand lift

### General Data

Plant:\*

MI00

## Sales

Loading Group:

Hand lift

Now go to the *Purchasing* area and enter **N00 (North America)** as the *Purchasing Group*.

N00

Purchasing Group: North America (N00)      Source List Required:

Has Post to Inspection Stock:       Automatic Purchase Order Allowed:

Go to the *MRP Data* area and enter the *MRP Type PD (MRP)*, the *MRP Controller 000 (MI MRP Controller)*, and the *Availability Check 02 (Individual Requirement)*.

PD  
000  
02

MRP Type: \* MRP (PD)      Availability Check: Ind.Req.chng.CheckRs (02)

MRP Controller: MI MRP Controller (000)      ABC Indicator:

In the *Lot-Size Data* section, enter **EX (Lot-for-lot order quantity)** as the *Lot-Sizing Procedure* and **10** as the *Minimum Lot Size*.

EX  
10

Lot Sizing Procedure: Lot-for-lot order quantity (EX)      Lot Size Independent Costs: 0,00 USD

Minimum Lot Size: 10 EA      Assembly Scrap: 0 %

In the *Procurement* section, for *Planned Delivery Time*, enter **6** (days).

6

Procurement

Procurement Type: External procurement	Default Storage Location for External Procurement:	Planned Delivery Time: 6 DAY
Special Procurement Type:	Planning Calendar:	Goods Receipt Processing Time: 0 DAY
Replenishment Lead Time: 0 DAY	In-House Production Time: 0 DAY	Product Storage Location:

Switch to the *Storage Locations* tab page and choose **Create**.

On the *Plant – Storage Location* screen, enter **TG00 (Trading Goods)** for the *Storage Location* field. Click **Apply**.

TG00

On the *Product* screen, please navigate to the *Valuation Areas* area and click **Create**. On the *Valuation Area* screen, enter **Valuation Area MI00** and **Valuation Class 3100 (Trading goods)**.

MI00  
3100

MI00

	Product Type: Trading Goods (HAWA)	Base Unit of Measure: Each (EA)	Reference Product:	Last Price Change:
	Product Category: Product	GTIN:		Current Period:
	Product Group: Utilities (UTIL)	GTIN Category:		Fiscal Year of Current Period:

General Information      Valuation      Marked Standard Cost Estimate      Determination of Lowest Value      Determination of CFOP Code

<b>General Data</b>	<b>Valuation Class</b>
Valuation Area: * MI00	Valuation Type: -
	Valuation Class: * 3100

Go to the *Valuation* area and enter **32.00 USD** as the *Inventory Price* and ensure that **Moving Average Price/Periodic Unit Price (V)** is selected for *Price Control*.

32.00

Valuation

Current Period

Currency Type...	Ledger	Currency	Inventory Price	Standard Price	Price Unit	Price Control
10	Leading Ledger (OL)	USD	32.00 USD	0.00 USD	1	Moving average price/periodic unit pri...

Click **Apply** and then click **Create**. Your material has now been created.

Click on the home icon  to go to the Fiori Launchpad Overview.



## Step 3: Change Material

**Task** Extend a material master record.

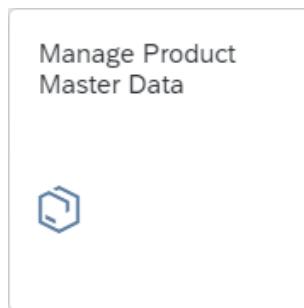
**Time** 5 min

**Description** Extend the distribution chain of the new trading goods (chain closure) to enable the San Diego plant to maintain another condition.

**Name (position)** Sergey Petrov (Warehouse Employee)

To create new views for a trading good, please go to the *Materials Management* space. In the role of *Warehouse Employee*, you can use the *Manage Product Master Data* app.

Start



Enter your material number **CHLK1###** (replace **###** with your number) in the *Product* field and click **Go**.

CHLK1###

Image	Description / ID	Group / Type	GTIN	Product Category
	Chain Lock 400 CHLK1400	Utilities (UTIL) Trading Goods (HAWA)		

Click on the line with your material.

On the *Product* screen, click **Edit**. Navigate to the *Distribution Chains* area and click **Create**.

On the *Distribution Chain* screen, in the *General Information* section, enter *Sales Organization UW00 (US West)*, *Distribution Channel WH (Wholesale)*, and *Delivery Plant SD00 (San Diego)*.

UW00  
WH  
SD00

## General Data

Sales Organization:\*

US West (UW00)

Rounding Profile:

Distribution Channel:\*

WH

Distribution-Chain-Specific Product Status:

Sales Unit:

Valid-From Date for Product Status:

Delivery Plant:

DC San Diego (SD00)

Product hierarchy:

In the *Grouping Terms* area, choose **0001 (Make-to-order)** for the *Item Category Group*.

0001

In the *Sales Tax* area, ensure that *Tax Classification 0 (Exempt)* is entered for all three tax categories.

0 (Exempt)

## Sales Tax

## Sales Tax (3)

Departure Ctry/Reg.	Tax Category	Tax Classification
USA (US)	UTXJ	0 
USA (US)	UTX2	0 
USA (US)	UTX3	0 

Click **Apply** and then click **Save**.

Finally, press  to get to the Fiori Launchpad Overview.

## Step 4: Display Stock

**Task** Display the current stock.

**Time** 5 min

**Description** View the current stock for your chain lock and the demand for this product. The report should show that there is no provision for this and therefore no lock is currently available.

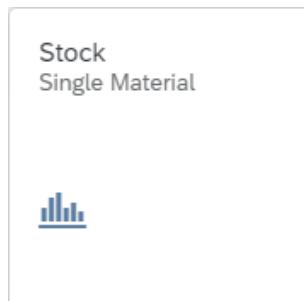
**Name (position)** Wilton Saban (Inventory Supervisor)

The stock is dynamic. As a result, it always changes when the affected material is used in a transaction.

Stock

To display the stock, go to the *Materials Management* space. In the role of *Inventory Supervisor*, you can use the *Stock - Single Material* app.

Start



You will be directed to the following screen.

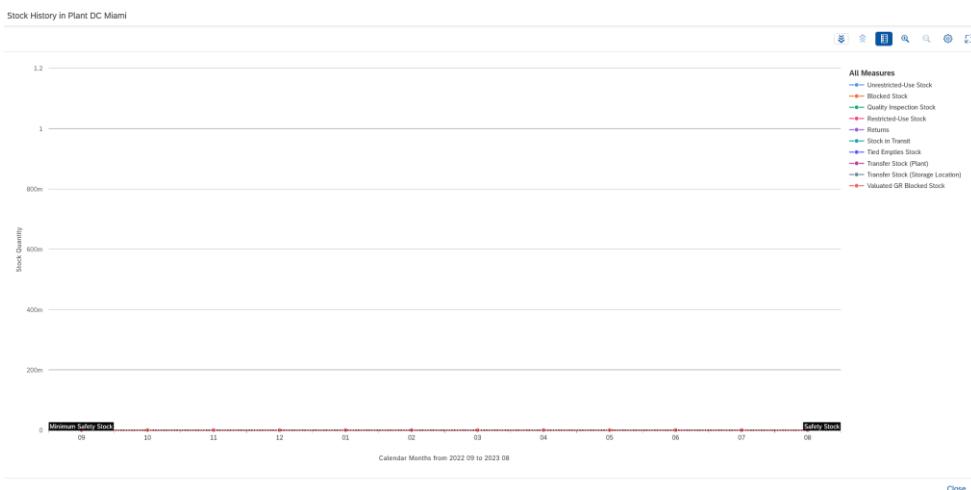
To find the material number of your bike lock, click in the *Material* field and then click . In the *Material* field, enter your number in the format \*###.

\*###

Click to search. Double-click your material CHLK1###. Your stock should look like this:

The screenshot shows the SAP Fiori Stock - Single Material interface. At the top, there's a search bar with placeholder text "Search In: Apps". Below it, a material number "CHLK1400" is entered into a search field. The main area displays a grid of stock information for "Chain Lock 400" (CHLK1400). The grid includes columns for Plant, Storage Location, Unrestricted-Use Stock, Blocked Stock, Quality Inspection Stock, Restricted-Use Stock, Returns, Stock in Transit, Tied Employees Stock, Transfer Stock (Plant), Transfer Stock (Storage Location), Valuated GR Blocked Stock, and Stock History. Two rows are visible: one for "DC Miami MI00" and one for "Trading Goods TG00". The "Stock History" column for the DC Miami row contains a red icon, which is the target for the user interaction described in the text below.

In the DC Miami row, in the *Stock History* column, click the —— icon. The system will now display the stock history of your material CHLK1### in DC MI00.



**Note** Since the material has just been created and no stocks have been posted yet, the stock history in all key figures is 0.

Close the window and click the Home button to return to the SAP Fiori launchpad.

## Step 5: Create Purchase Requisition

**Task** Create a purchase requisition.

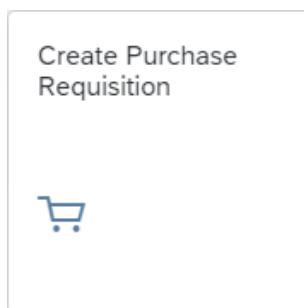
**Time** 5 min

**Description** The sales management has informed the purchasing department that an advertising campaign is starting in 3 months to introduce the new chain key. Create a demand (purchase requisition) for 200 of your locks so that you can choose the supplier that best meets your needs from any quotations.

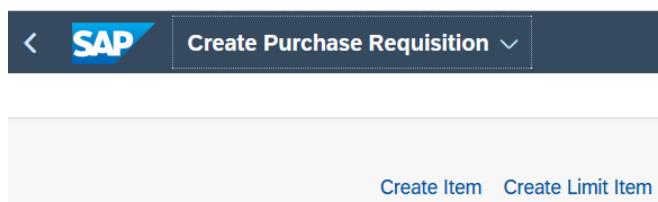
**Name (position)** Wilton Saban (Inventory Supervisor)

To create a purchase requisition, please go to the *Materials Management* space. In the role of *Inventory Supervisor*, you can use the *Create Purchase Requisition* app.

Start



You should now see the following screen.



Click **Create Item**.

Enter *Material CHLK1###* (## - replace with your number), press Enter. The Short Tex and Material Group will be added automatically.

CHLK1###

Enter **32.00 USD** as the *Valuation Price*, **1** as the *Price Unit*, and **200** as the *Quantity Requested*. For the *Delivery Date*, you choose **today in 3 months**.

32.00 USD  
1  
200  
Today in 3 months

**Note** The requested quantity is displayed with three decimal places. Therefore, your 200 is displayed as 200.000.

## General Data

Material:	Chain Lock 400 (CHLK1400)	<input type="button" value=""/>
Short Text:	Chain Lock 400	
Material Group:	Utilities (UTIL)	
Supplier Material Number:		
Valuation Price:*	32.00	USD <input type="button" value=""/>
Price Unit:*	1	EA
Quantity Requested:*	200.000	EA
Delivery Date:*	11/03/2023 <input type="button" value=""/>	

At the very end, enter the following message under the Notes heading and on the *Item text* tab page:

“Global Bike formally requests quotations for the following material. Quotations will be accepted until [01. day of next month].”

## Notes

[Item Text](#)   [Item Note](#)   [Delivery Text](#)   [Material PO Text](#)

Global Bike formally requests quotations for the following material. Quotations will be accepted until [01/09/2023].

Click **Add to Cart**. In the upper right corner, you can see the item in the shopping cart.

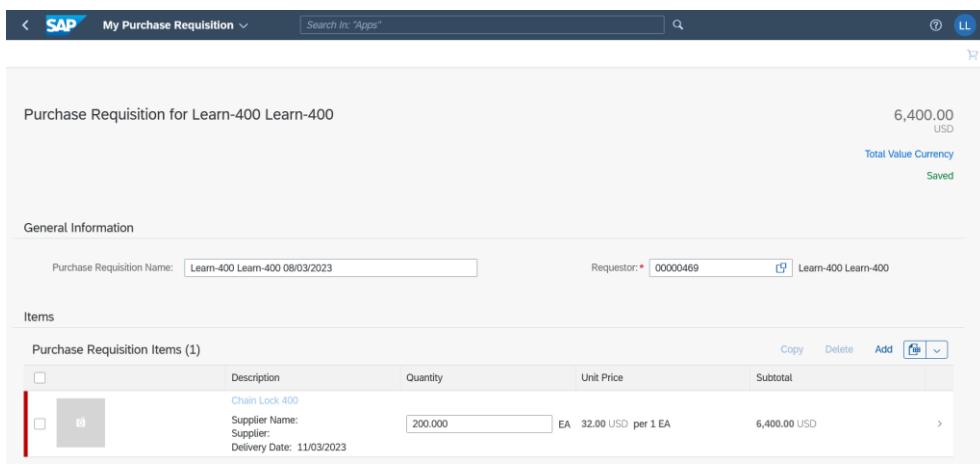
## Purchase Requisition Overview

 Chain Lock 400  
 Supplier Name:  
 Supplier:  
 Delivery Date: 11/03/2023  
 Quantity: 200.000 EA  
**6,400.00 USD**

Total: **6,400.00 USD**

**Order**   [View Cart](#)

Click **View Cart** to view your requisition.



Purchase Requisition for Learn-400 Learn-400

6,400.00 USD  
 Total Value Currency Saved

General Information

Purchase Requisition Name: Learn-400 Learn-400 08/03/2023 Requestor: 00000469 Learn-400

Items

Purchase Requisition Items (1)

<input type="checkbox"/>	Description	Quantity	Unit Price	Subtotal
<input checked="" type="checkbox"/>	Chain Lock 400	200.000	EA 32.00 USD per 1 EA	6,400.00 USD

In the *Items* area, click on the line of the chain lock to add some details.

In the *Item Details* view, enter **N00** as the *Purchasing Group*, **US00** as the *Purchasing Organization*, **US00** as the *Company Code*, and **MI00** as the *Plant*.

N00
US00
US00
MI00

The screenshot shows the SAP Fiori Item Details view. In the General Data section, the Material field is set to CHLK1400 and the Short Text is Chain Lock 400. Under Purchasing Group, North America (N00) is selected. The Purch. Organization is US00, Company Code is Global Bike Inc. (US00), and the Plant is DC Miami (MI00). Other fields like Overall Limit, Expected Value, Valuation Price, Price Unit, Quantity Requested, and Delivery Date are also visible.

Click **Save**. Afterwards, click **<** and then choose **Order** to confirm the request. The system creates a separate document number.

Order Confirmed

Purchase requisition created [10000030](#)

[Close](#)

Close the notification and then click **SAP** to go to the SAP Fiori launchpad.



## Step 6: Manage Stock

**Task** Manage the stock.

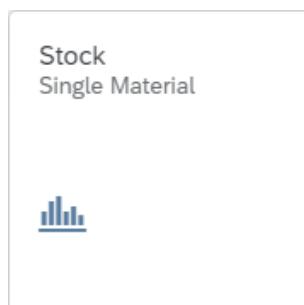
**Time** 5 min

**Description** Display the stock/requirements list of your existing chain key and check which requirements exist for this product.

**Name (position)** Alberto Conti (Inventory Assistant)

Please go to the *Materials Management* space. In the role of *Inventory Assistant*, you can use the *Stock (Single Material)* app to display the stock/requirements list.

Start



On the *Stock – Single Material* screen, in the *Material* field, enter your chain lock **CHLK1###**. Your warehouse/demand list should look similar to the screenshot below.

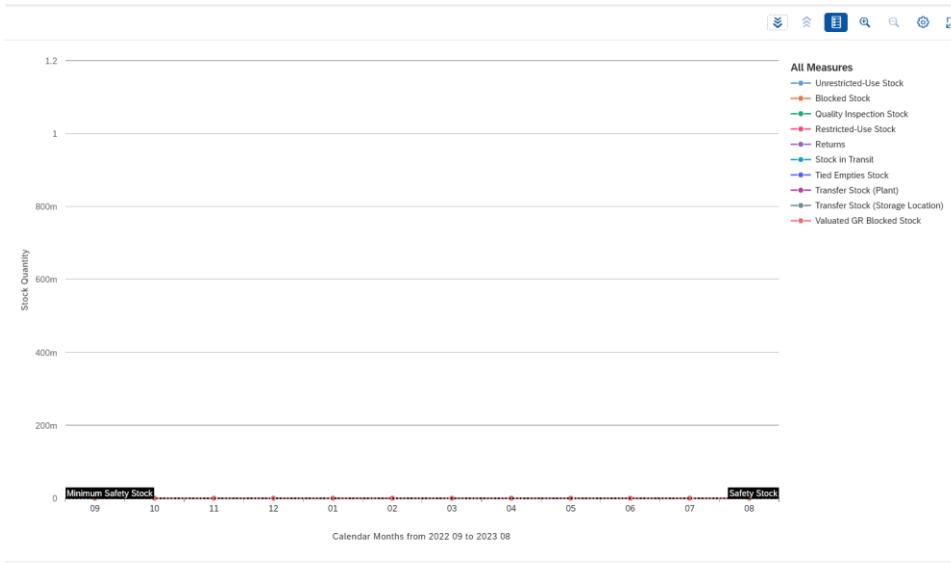
CHLK1###

Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Empties Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History
DC Miami MI00		0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	<span style="color:red;">—</span>
	Trading Goods TG00	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA			0.000 EA		0.000 EA	<span style="color:red;">—</span>

In the DC Miami row, in the Stock History column, click the icon —.

The system will now display the stock history of your material CHLK1### in DC MI00.

Stock History in Plant DC Miami



**Note** As you can see, the creation of the purchase requisition has not influenced the stock development.

Click to go to the SAP Fiori launchpad



## Step 7: Create RFQ

**Task** Create a request for quotation for your purchase requisition.

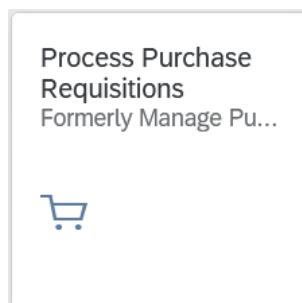
**Time** 5 min

**Description** Create one request for each supplier. This is used to collect all relevant information (such as pricing, delivery, and so on) that is needed to select the supplier that best meets your requirements.

**Name (position)** Aura Maxwell (Purchasing Agent 2)

To create a request for quotation for your purchase requisition, go to the *Materials Management* space. In the role of *Purchasing Agent*, you can use the *Manage Purchase Requisitions* app.

Start



In the *Search* field enter your material **CHLK1###** and click **Go**.

CHLK1###

Item	Material	Product Group	Quantity	Purchase Order Quantity	Total Value	Assigned Supplier	Delivery Date	Plant	Processing Status
10000030/10	Chain Lock 400 (CHLK1400)	Utilities UTIL	200 EA	0 EA	6,400.00 USD 0 Sources		Nov 3, 2023	DC Miami M100	Not edited

Select the row with your Purchase Requisition and click **Create RFQ**.

In the *Process Purchase Requisitions* window enter **Request for Quote** as *RFQ Type*, **RFQ1###** as *RFQ Description*, **one month from today** as the *Quotation Deadline*, **US00** for the *Purchasing Organization* and *Company Code*.

Request for Quote  
RFQ1###  
One month from today  
US00  
US00

The screenshot shows the SAP Fiori interface for 'Process Purchase Requisitions'. The top bar has the SAP logo and the title 'Process Purchase Requisitions'. Below it, the page title is 'New RFQ'. There are three tabs at the top: 'General Information' (selected), 'Bidders', and 'Items'. The 'General Information' section contains fields for 'RFQ Type\*' (Request for Quote), 'Purchasing Group\*', 'RFQ Description\*' (RFQ1400), 'Purchasing Organization\*', 'Submission Deadline\*' (09/03/2023), and 'Company Code\*'. Each field has a small blue plus icon to its right.

### New RFQ

General Information    Bidders    Items

RFQ Type*	Purchasing Group*
Request for Quote	N00
RFQ Description*	Purchasing Organization*
RFQ1400	US00
Submission Deadline*	Company Code*
09/03/2023	US00

In the *Bidders* area click on to add a new bidder.

Search for your supplier **Mid-West Supply** ###. Select the entry with your supplier and click to add them as bidder.

Mid-West Supply ###

#### Select Bidders

The search results show one entry: 'Mid-West Supply 400'. Below it, a list of selected bidders shows 'Selected: 1' and '1003061'. To the right, there is a note: 'Mid-West Supply 400'.

Repeat this procedure to add the suppliers **Dallas Bike Basics** and **Spy Gear** as bidders.

Dallas Bike Basic  
Spy Gear

**Note** You recognize your supplier by the last three digits of the supplier number. For example, supplier number **103000** represents supplier Dallas Bike Basics for user **LEARN-000**.

#### Bidders

Company	Address	Country	Email	
Mid-West Supply 400 1003061	127280	USA		
Dallas Bike Basics 103400	57690	USA		
Spy Gear 107400	62273	USA		

Note that in the *Items* section your purchase requisition was added.

#### Items

Item	Material	Material Group	Quantity	Delivery Date	
10000030/10	Chain Lock 400	UTIL	200.000	Nov 3, 2023	

Click and confirm the pop up with .

You will get a success message.

 Success

RFQ '7000000001' published and sent

OK

Close the pop up and click  to go to the SAP Fiori launchpad.



## Step 8: Create Quotation from Vendor

**Task** Maintain the quotation from a supplier.

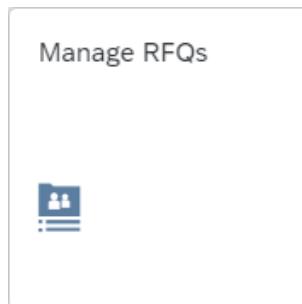
**Time** 10 min

**Description** After we receiving responses to our purchase requisition from our suppliers, it is necessary to maintain the respective information in our procurement system in order to create comparability with which we can support the choice of supplier.

**Name (position)** Alberto Conti (Inventory Assistant)

Go to the *Materials Management* space. In the role of *Inventory Assistant*, you can use the *Manage RFQs* app to create a request for quotation for your purchase requisition. If the app is missing in this section, please search it with the help of the search bar in the upper screen area.

Start



In the *Search* field enter **RFQ1###** and click **Go**.

RFQ1###

RFQ	RFQ Description	Company Code
Request for Quote 700000001	RFQ1400	Global Bike Inc. (US00)

Click on the row with your Request for Quote. Go to the *Bidder* area. Select your bidder Mid-West Supply ### and click **Create Quotation** to create a quotation.

In the *Supplier Quotation* window enter **three weeks from today** as *Quotation Submission Date* and **NB** as *Follow-On Document Type*.

Three weeks from today  
NB

**Note** The submission date must not be after the end of the bid period. You can find the quotation deadline under *general Information*.

The screenshot shows the SAP Supplier Quotation interface. At the top, there's a header with the SAP logo and navigation links. Below it, a toolbar with 'Quotation' and buttons for 'Delete' and 'Related Apps'. The main area has tabs for 'General Information', 'Delivery and Payment Terms', 'Items', 'Notes', 'Attachments', and 'Approval Details'. Under 'General Information', there are sections for 'Basic Data' (Type: Quotation (RQ), Supplier/Bidder: Mid-West Supply 400, Address: 335 W Industrial Lake Dr, Lincoln NE 68528, USA, Country/Region Key: USA), 'Request for Quotation' (RFQ: Request for Quote (7000000001), RFQ Description: RFQ1400, Quotation Deadline: 09/02/2023), and 'Follow-On Document' (Follow-On Document Type: NB). A calendar icon is shown next to the Quotation Submission Date field.

In the *Items* are enter **32.00 USD** as *Net Order Price*.

32.00

Items					
Quotation Items (1)					
Supplier Quot...	Short Text	Material	RFQ Item	Requested Quantity	Quotation Quantity
10	Chain Lock 400	Chain Lock 400 (CHLK1400)	7000000001 / 10	200 EA	200 EA
Awarded Quantity:	0 EA				
Net Order Price:	32.00 USD				
Quotation Net Value:	6,400.00 USD				
Purchasing Info Record:					

Click **Create** to create the Quotation. Click **Submit** to submit the Quotation. If you don't see the Submit button, enlarge your browser window.

The quotation has been submitted.

Click **<** to return to the *Request for Quotation* window. The quotation from your supplier Mid-West Supply ### can now be found in the *Quotations* area.

Repeat this process for the other two bidders. Enter the following prices:

Dallas Bike Basics **36.50 USD**

Spy Gear **35.00 USD**

Make sure you save both requests and take note of the success messages.

Dallas Bike Basics	36.50
Spy Gear	35.00

## Quotations

Supplier Quotation	Supplier	Net Value	Status
<b>Quotation</b> 8000000003	Mid-West Supply 400 ( <a href="#">1003061</a> )	6,400.00	USD Submitted
<b>Quotation</b> 8000000004	Dallas Bike Basics ( <a href="#">103400</a> )	7,300.00	USD Submitted
<b>Quotation</b> 8000000005	Spy Gear ( <a href="#">107400</a> )	7,000.00	USD Submitted

Click  to go to the SAP Fiori launchpad. Confirm any notes by choosing OK.



## Step 9: Price Based Bid Evaluation

**Task** Evaluate the quotes based on the price. Reject two of the three offers.

**Time** 5 min

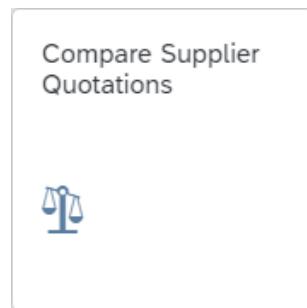
**Description** Generate a quotation price comparison list from the quotations from the individual vendors. The quotation price comparison list sorts the quotations from lowest to highest.

The successful vendor (Mid-West Supply) was selected using the criterion of the most favorable quotation. It is now necessary to inform the subordinate providers of the rejection of their offers.

**Name (position)** Wilton Saban (Inventory Supervisor)

Go to the *Materials Management* space. In the role of *Inventory Supervisor* section, you can use the *Compare Supplier Quotations* app to reject a quotation. If the app is missing in this section, please search it with the help of the search bar in the upper screen area.

Start



Search for your Request for Quotation by using the **F4 help**. Enter the **RFQ1###** as *RFQ Description* and click **Go**.

RFQ1###

Request for Quotation				
Standard*	Search	Go	Hide Filter Bar	Filters (1)
RFQ:	Doc. Type Descript.:	RFQ Type:	Purch. Doc. Category:	RFQ Description: =RFQ1400
Full Name:				
Items (1)				
RFQ	RFQ Type	Purch. Doc. Category	RFQ Description	Full Name
Request for Quote 7000000001	RQ	R	RFQ1400	Learn-400 Learn-400

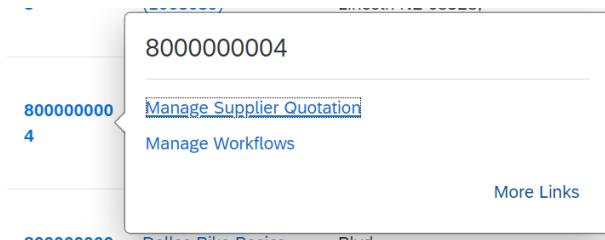
Select your RFQ.

Supplier Quotation	Supplier	Address	Status	Total Quotation Net Value	Quotation Date	Fully Quoted Items	Best-Priced Items
<a href="#">8000000003</a>	Mid-West Supply 400 (1003061)	335 W Industrial Lake Dr, Lincoln NE 68528, USA	Submitted	6400.00 USD	08/24/2023	1/1	1/1
<a href="#">8000000005</a>	Spy Gear (107400)	8405 Greensboro Dr., McLean VA 22102, USA	Submitted	7000.00 USD	08/24/2023	1/1	0/1
<a href="#">8000000004</a>	Dallas Bike Basics (103400)	5215 N O'Connor Blvd, Irving TX 75039, USA	Submitted	7300.00 USD	08/24/2023	1/1	0/1

Compare the quotes and select the best one, in this case the quotation from Mid-West Supply ###. Choose the **Award**.

**Note** For the best offer the *Total Quotation Net Value* is highlighted in green.

Reject the other two offers. To do this click on the Supplier Quotation number and the on **Manage Supplier Quotation**.



In the *Supplier Quotation* window click on **Complete** (top right).

**Note** If your browser window is to small, the *Complete* button will be hidden under

Click to return to the *Compare Supplier Quotations* window.

Repeat this procedure to also reject the second quotation.

Click to go to the SAP Fiori launchpad. Confirm any notes by choosing OK.



## Step 10: Create Purchase Order Referencing an RFQ

**Task** Create a purchase order with reference to a request for quotation.

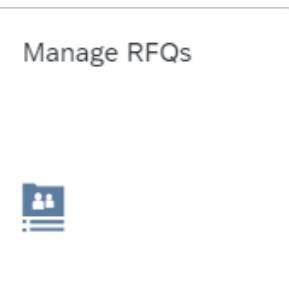
**Time** 15 min

**Description** Create a purchase order that refers to the successful supplier's quote. The details are then imported into the new purchase order.

**Name (position)** Alberto Conti (Inventory Assistant)

Go to the *Materials Management* space. In the role of *Inventory Assistant*, you can use the *Manage RFQs* app to create a request for quotation for your purchase requisition. If the app is missing in this section, please search it with the help of the search bar in the upper screen area.

Start



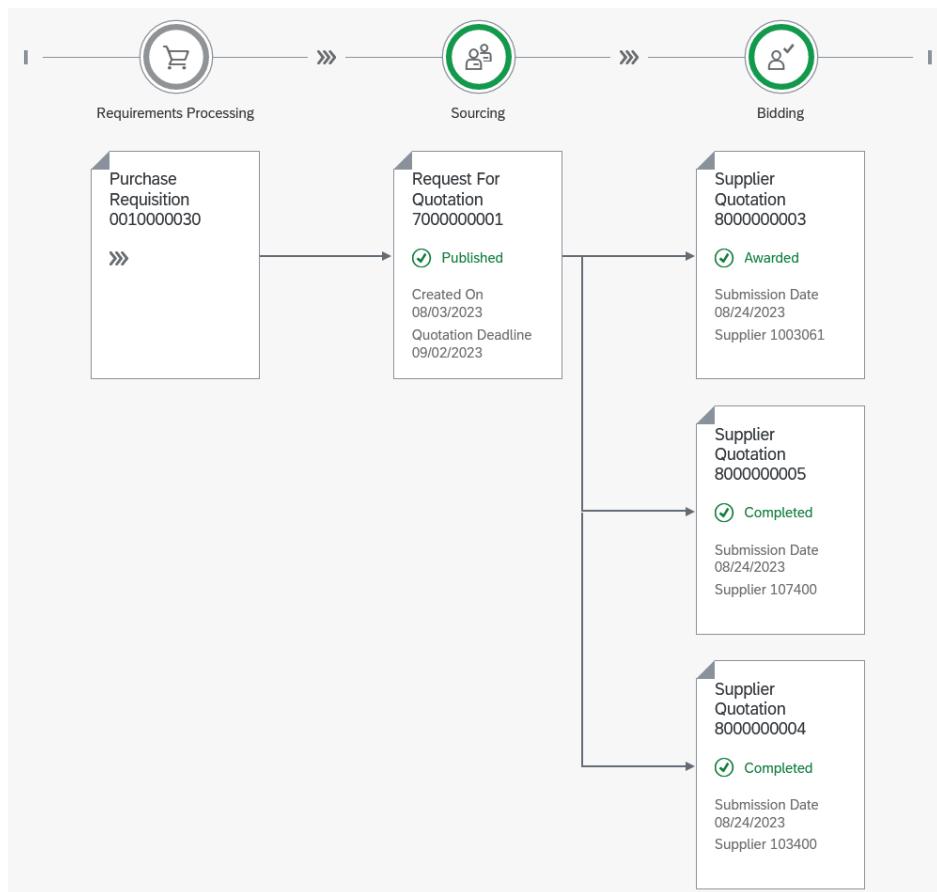
In the *search field* enter **RFQ1###** and click **Go**.

RFQ1###

RFQ	RFQ Description	Company Code	Purchasing Organization	Purchasing Group
Request for Quote 7000000001	RFQ1400	Global Bike Inc. (US00)	Global Bike US (US00)	North America (N00)

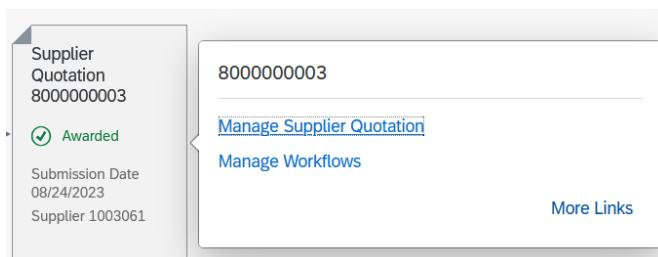
Target Value: 0.00 USD  
Quotation Deadline: 09/02/2023  
Status: Published  
Created On: 08/03/2023

Open your RFQ and go to the *Process Flow* area.

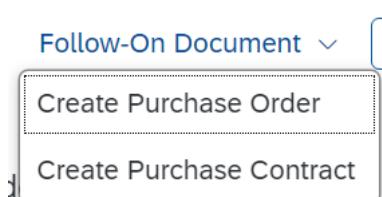


You see your purchase requisition followed by the associated RFQ and the three supplier quotations. Two of the three offers have already been rejected, as indicated by the comment completed.

Click on the Supplier Quotation with the comment **✓ Awarded** and then on [Manage Supplier Quotation](#).



To create a purchase order from the quotation click in the *Supplier Quotation* window on [Follow-On Document](#) ▾ and then on [Create Purchase Order](#).



In the *Purchase Order* go to the *Purchase Order Items* area you see one entry with your CHLK1### material.

We want to split the delivery in two partial deliveries. Change the *Order Quantity* from 200 to **100**. Select the entry and click **Copy**.

200 → 100

In the *Purchase Order Item* screen go to the *Schedule Lines* area and change the *Delivery Date* to **one week later**.

1 week after 1st delivery

Schedule Lines

Schedule Line Items (1) Standard		Search	Create	Delete	Copy	Print
Schedule L...	Delivery Date	Start of Performance Period	End of Performance Period	Scheduled Quantity		
<input type="radio"/> 1	11/10/2023	-	-	100.000 >		

Click on **Apply**.

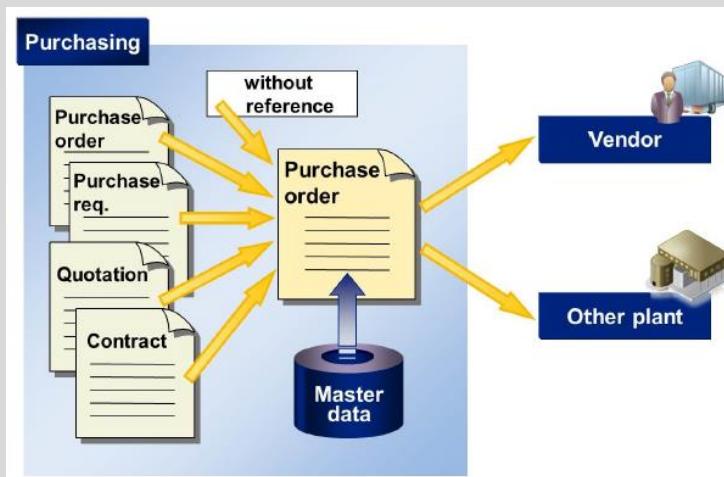
Purchase Order Items (2) Standard

Item	Item Category	Material	Short Text	Material Group	Plant	Order Quantity	Net Order Price	Price Unit
20		CHLK1400	Chain Lock 400	Utilities (UTL)	M00	100	EA	32.00 USD
10		CHLK1400	Chain Lock 400	Utilities (UTL)	M00	100	EA	32.00 USD

click on **Order**.

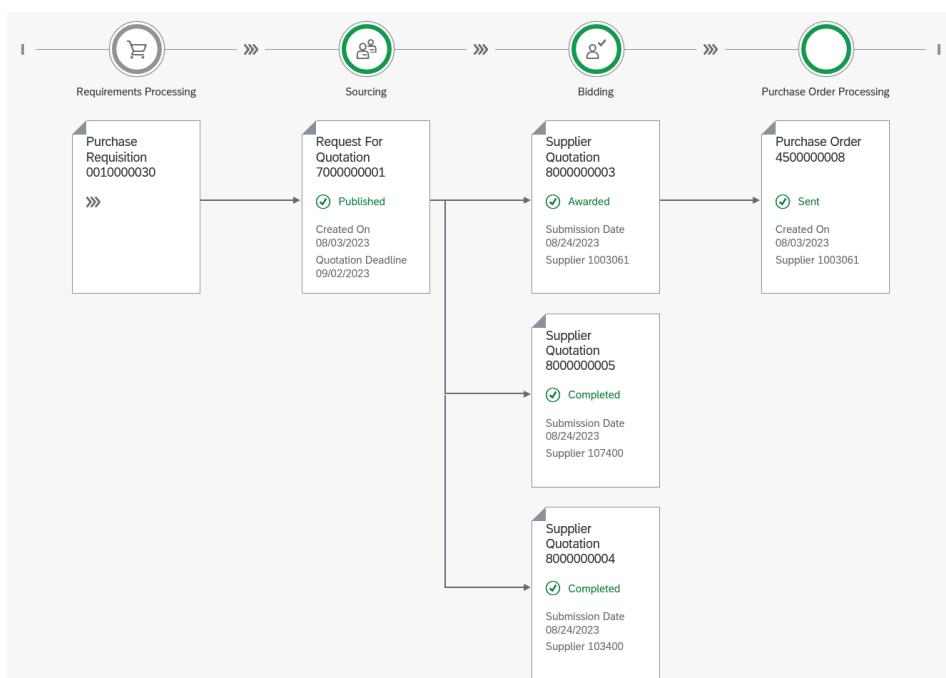
Purchase order has been created.

**Note** A purchase order is a formal request to a vendor to deliver goods or services according to the conditions of the purchase order. Several objects can trigger a purchase order (see graphic).



Goods receipt and invoice verification are usually based on the purchase order.

Click **<** until you have returned to the *Request for Quotation* screen. Take another look at the *Process Flow*. The Quotation is now followed by a purchase order.



Click to go to the SAP Fiori launchpad. Confirm any notes by choosing OK.



## Step 11: Display Purchase Order

**Task** Display your purchase order.

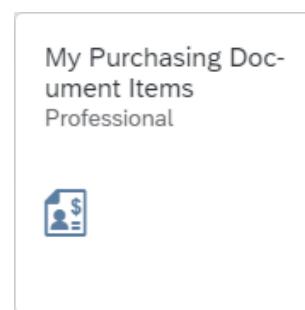
**Time** 5 min

**Description** You now want to look in the system at what you have sent to the vendor.

**Name (position)** Aura Maxwell (Purchasing Agent 2)

To display the purchase order, please go to the *Materials Management* space. In the role of *Purchasing Agent*, you can use *My Purchasing Document Items (Professional)* app.

Start



The app provides you with an overview of all purchase requisitions, purchase orders, goods receipts, and supplier invoices. In the *Supplier* field, enter **Mid-West Supply ###** and choose **Go**.

Mid-West Supply ###

Supplier	Purchase Requisition ...	Purchase Order Items	Goods Receipt Items	Supplier Invoice Items
Mid-West Supply 400 (1003061)	0	2	0	0

Click **Purchase Orders**. The number you see may be different. You may need to scroll down to see your supplier and purchase order.

Purchase Order Item	Order Type	Material Group	Material	Purchasing Organization	Purchasing Group	Plant	Next Delivery D...
Supplier: Mid-West Supply 400 (1003061)			Chain Lock 400 (CHLK1400)	Global Bike US (U500)	North America (N00)	DC Miami (M00)	11/09/2023 >
	Standard PO (NB)	Utilities (UTL)	Chain Lock 400 (CHLK1400)	Global Bike US (U500)	North America (N00)	DC Miami (M00)	11/09/2023 >

Click **SAP** to go to the SAP Fiori launchpad.

## Step 12: Post Goods Receipt for Purchase Order

**Task** Create a goods receipt posting for your purchase order.

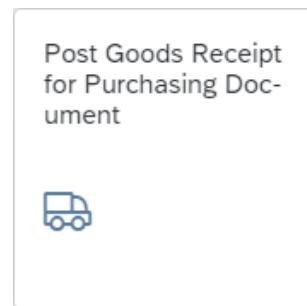
**Time** 5 min

**Description** You receive the goods that you ordered in the previous step from Mid-West Supply into your inventory. A goods receipt posting is created that refers to your purchase order. The stock is increased and a financial document is created that posts the value of the goods correctly.

**Name (position)** Tatiana Karsova (Goods Receipt Clerk)

To post the goods receipt, please go to the *Materials Management* space. In the role of *Goods Receipt Clerk*, you can use the *Post Goods Receipt for Purchasing Document* app.

Start



Enter **your purchasing document number** in the *Purchasing Document* field. If you want to search for your purchasing document number, use the **F4 help**. In the search field, enter **CHLK1###** and then click **Go**.

Your purchase order number

CHLK1###

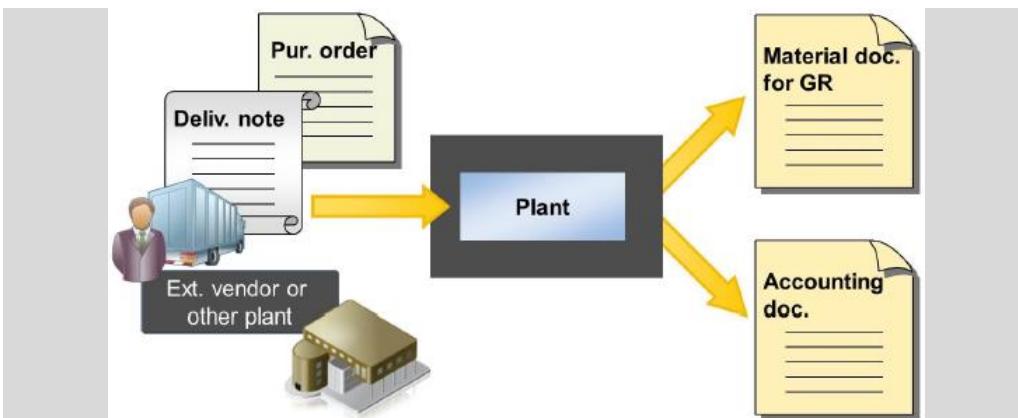
Select: Purchasing Document

Purchasing Document		All Categories	Go	Hide Filters					
Category:	CHLK1400		X	Q					
Items (2)									
Purchasing...	Purchasing...	Purchasing...	Supplier	Supplier N...	City	Supplying ...	Name of S...	Material	Material S...
4500000008	Purchase ...	Standard PO	1003061	Mid-West ...	Lincoln		CHLK1400	Chain Lock...	
4500000008	Purchase ...	Standard PO	1003061	Mid-West ...	Lincoln		CHLK1400	Chain Lock...	

Then select the **first of your purchase orders** by double-clicking it. You can now see your subdivided purchase order.

First of your orders

**Note** If goods are delivered for a purchase order, document a goods receipt with reference to the purchase order. The system checks the purchase order and copies only the open purchase order items to the goods receipt transaction.



For goods receipt with reference to a purchase order, the system checks the following:

- Whether the correct material was delivered.
- Whether the correct quantity was delivered. (If there is no surplus or underdelivery)
- Whether perishable goods are within their minimum shelf life. (In this case, the shelf life expiration date check must be activated.)

For *Printing*, select **Individual slip**. If it is not filled automatically, select **TG00 (Trading Goods)** in the individual items for *storage location*.

Individual slip  
TG00

SAP Post Goods Receipt for Purchasing Document

Purchasing Document: 4500000008

Mid-West Supply 400  
Purchasing Document: 4500000008  
Purchasing Document Type: Standard PO NB

General Information Items Attachments

Printing: No print	Note: <input type="text"/>	Document Date: * 08/03/2023
Bill of Lading: <input type="text"/>	Delivery Note: <input type="text"/>	Posting Date: * 08/03/2023

Items

Items (2)

Material	Open Quantity	Delivered	Distribution	Plant	Storage Location	Stock Type
Chain Lock 400 CHLK1400	100.000 EA	<input type="text"/> 100.000 EA <input type="button"/>	<input type="button"/> +	DC Miami (MI00)	Trading Goods (TG00) <input type="button"/>	Unrestricted-Use <input type="button"/>
Chain Lock 400 CHLK1400	100.000 EA	<input type="text"/> 100.000 EA <input type="button"/>	<input type="button"/> +	DC Miami (MI00)	Trading Goods (TG00) <input type="button"/>	Unrestricted-Use <input type="button"/>

Since you have split your purchase order, you should see two lines with 100 pieces. In this step, we only process the first delivery. Therefore, click on the first row to check all entries.

Select the **Delivery Completed** checkbox.

X

Check that **Tradings Goods** is entered as the *storage location* and change the *stock type* to **Quality Inspection**.

Trading goods  
Quality Inspection

SAP Goods Receipt Item

Chain Lock 400 CHLK1400

Progress of Goods Receipt for Purchasing Document | 100.000

Quantity Plant Options Additional Information

Delivered (Unit of Entry):	100.000	EA	<input type="button" value=""/>	Delivery Completed: <input checked="" type="checkbox"/>
Open Quantity:	100.000	EA		
Goods Receipt Quantity:	0.000	EA		
Ordered:	100.000	EA		

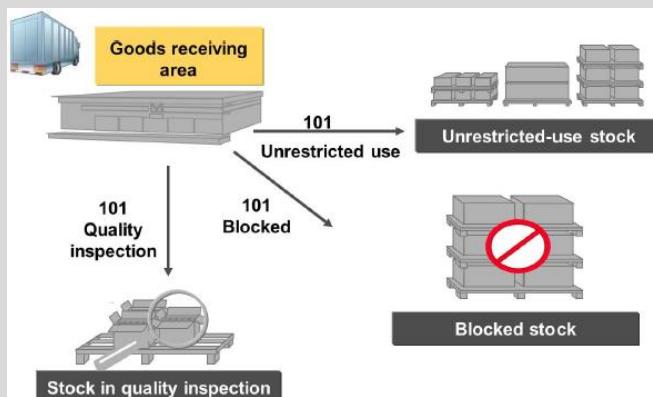
Plant Options

Plant: * DC Miami (M100)	Stock Type: Quality Inspection
Storage Location: * Trading Goods (TG00)	Special Stock:
	Supplier: Mid-West Supply 400 (1003061)

Now click **Apply**.

**Note** Inventory Management recognizes various stock types that indicate the usability of the material:

- unrestricted-use stock
- Stock in quality inspection
- blocked stock



For goods receipts, you decide to which stock type a quantity is posted. The stock type is relevant for determining the available stock in material requirements planning (MRP) and for withdrawals in inventory management (see also Availability Check).

You can only post withdrawals for consumption from unrestricted-use stock. From quality inspection stock and blocked stock, you can only withdraw a sample, scrap a quantity, or post an inventory difference.

Leave the first line selected. Click **Post** to post the goods receipt of your material. You receive the following success message with your material document number.

Items (2)		Search			
Material	Open Quantity	Delivered	Distribution	Plant	Storage Location
Chain Lock 400 CHLK1400	100.000 EA	100.000 EA	+	DC Miami (MI00)	Trading Goods (TG00)
Chain Lock 400 CHLK1400	100.000 EA	100.000 EA	+	DC Miami (MI00)	Trading Goods (TG00)

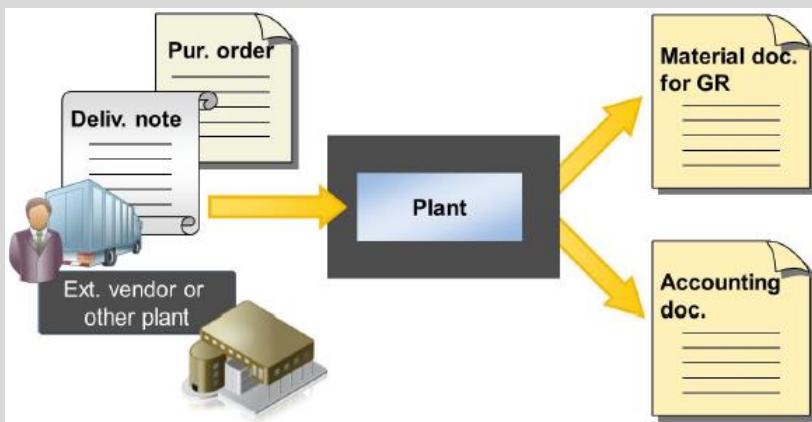
 Success

1 document(s) created:

 Material Document 5000000020/2023

OK

**Note** When you post a goods receipt into one of the warehouses, the system generates a material document. This document contains information about the delivered material and the corresponding quantity. For stock items, the plant storage location is documented.



Close the message and click  to go to the SAP Fiori launchpad.



## Step 13: Check Received Goods

**Task** Check the quality of the goods.

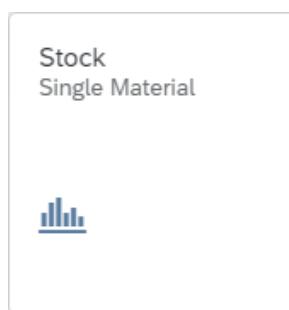
**Time** 5 min

**Description** You must ensure that the goods have been delivered in the required quality. The goods are released for consumption.

**Name (position)** Sandeep Die (Warehouse Supervisor)

Please go to the *Materials Management* space. In the role of *Warehouse Supervisor* section, you can use the *Stock (Single Material)* app to perform a quality inspection of the goods.

Start



If it is not already selected, enter your material **CHLK1###**. A list is displayed. Click your material **CHLK1###**.

CHLK1###

Material: CHLK1400

In the previous step, you posted the received goods for quality inspection. Here you can see the 100 units of quality inspection stock.

Stock by Plant/Storage Location		Reporting Date	08/03/2023									
Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Empties Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History
DC Miami M100		0.000 EA	0.000 EA	100.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	
	Trading Goods TG00	0.000 EA	0.000 EA	100.000 EA	0.000 EA	0.000 EA			0.000 EA		0.000 EA	

You can only remove goods from unrestricted-use stock for consumption. Therefore, you have to transfer post the goods.

**Note** In reality, you would check whether the correct goods and quantity were delivered before posting them to unrestricted-use stock.

Select the row for storage location Trading Goods in the plant in Miami and click [Transfer Stock - In-Plant](#).

The screenshot shows the SAP Transfer Stock - In-Plant window. At the top, there are search and filter fields for 'Material' (CHLK1400) and 'Plant' (DC Miami (M100)). Below this, a table provides details for 'Chain Lock 400' (CHLK1400). It includes columns for 'Material Type: Trading Goods (HAWA)', 'Range of Coverage in Days', and stock levels categorized by 'Unrestricted-Use Stock' (0.000 EA), 'Blocked Stock' (0.000 EA), and 'Stock in Quality Inspection' (100.000 EA). A button 'Open In...' is also present. Below the table, a section titled 'Material by Storage Location' displays current stock levels across various locations, with a total of 100.000 EA in Stock in Quality Inspection.

In the *Stock in Quality Inspection* column, click next to the 100 units. The icon under *Unrestricted use stock* is now clickable. Click .

In the *Transfer Stock – In-Plant* window, increase the quantity to **100**.

100

The dialog box for 'Transfer Stock – In-Plant' shows the following details:

- Issuing Storage Location:** Trading Goods (TG00)
- Stock Type:** Stock in Quality Inspection
- Current Quantity:** 100.000 EA
- Receiving Storage Location:** Trading Goods (TG00)
- Stock Type:** Unrestricted-Use Stock
- Current Quantity:** 0.000 EA
- Quantity:**  EA
- Document Date:** 08/03/2023
- Posting Date:** 08/03/2023
- Printing:** No Print
- Header Text:**
- Document Item Text:**
- Attachments:**

At the bottom are 'Post' and 'Cancel' buttons.

Click . You receive a success message. The material has been transferred.

Success

Material document 4900038028/2023 created

OK

Close the message and click to go to the SAP Fiori launchpad.



## Step 14: Check Physical Goods Receipt

**Task** Confirm the physical receipt of the goods.

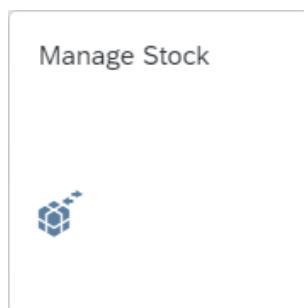
**Time** 5 min

**Description** View the inventory of chain locks again. The stock overview gives you an overview of the stocks of a material across all organizational levels.

**Name (position)** Tatiana Karsova (Goods Receipt Clerk)

To check the stock level of a material, go to the *Materials Management* space. In the role of *Goods Receipt Clerk*, you can use the *Manage Stock* app.

Start



From the drop down menu, choose the DC Miami (**MI00**). To find the material number from your chain lock, click in the Material field and then click the value help icon .

MI00

In the Search field, enter \*### (for example, if your number is 002, enter \*002).

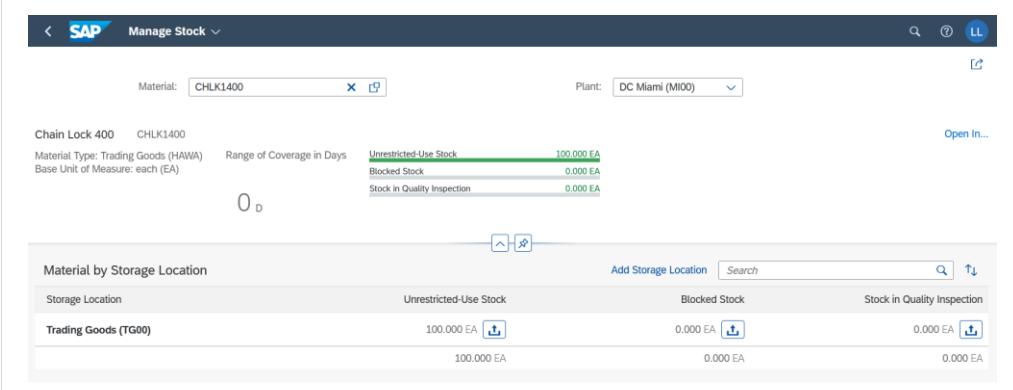
\*###

Click  to display the list of materials. Extend the Material Short Text field. Scroll down until you find your material **CHLK1###**.

CHLK1###

Items (3)								
Material	Material Des...	Batch	Plant	Plant Name	Material Type	Material Typ...	External Rep...	Product Hier...
CHLK1400	Chain Lock 4...		MI00	DC Miami	HAWA	Trading Goods	CHLK1400	

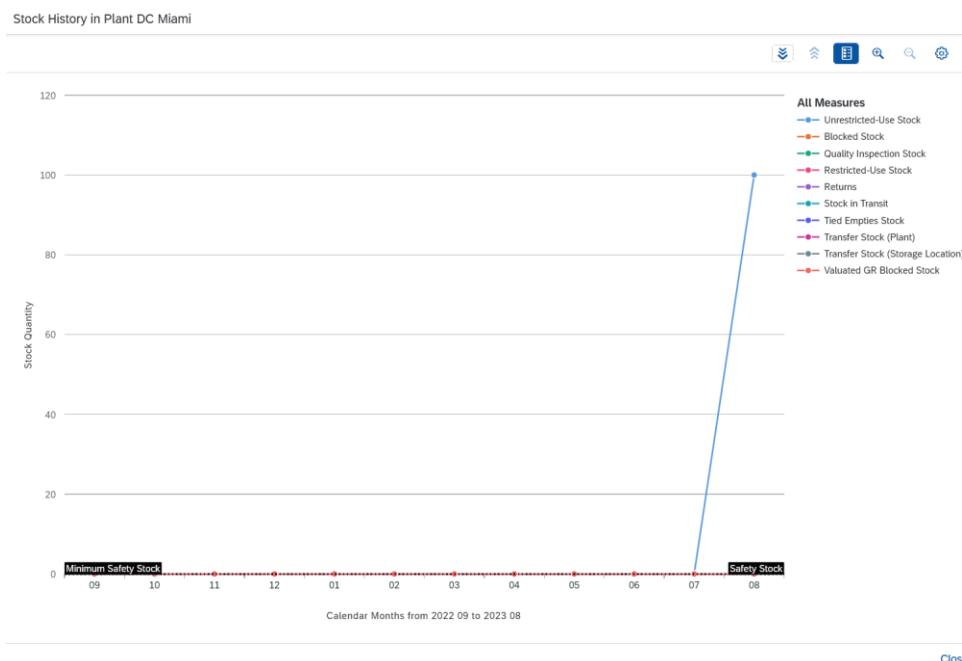
Double click on it. The report shows you the storage level for the DC in Miami.



You can find out more details about the stock of the chain lock. To do so, click [Stock - Single Material](#). This will give you detailed information about the stock of the chain lock in the different plants.

Stock by Plant/Storage Location											Reporting Date	08/03/2023	Search
Plant	Storage Location	Unrestricted-Use Stock	Blocked Stock	Quality Inspection Stock	Restricted-Use Stock	Returns	Stock in Transit	Tied Emplies Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated GR Blocked Stock	Stock History	
DC Miami MI00		100.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA		
Trading Goods TG00		100.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA				0.000 EA			

Click on the icon  at the DC Miami (MI00) plant to see detailed information about the stock of the chain lock in Miami. On the following screen, you can see a graphical overview.



Click  to go to the SAP Fiori launchpad.

## Step 15: Create and Post the First Supplier Invoice

**Task** Create a supplier invoice.

**Time** 5 min

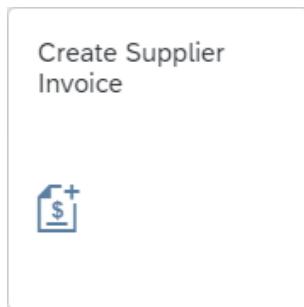
**Description** Create a supplier invoice from Mid-West Supply for 3,200.00 USD for the current purchase order and the received goods. This invoice is assigned to an existing expense account in the general ledger of your chart of accounts and saved as a payable to Mid-West Supply. To facilitate data entry in the general ledger, the invoice is shown below.

Mid-West Supply																
Mid-West Supply, P.O. Box 4523, 68518 Lincoln <b>Invoice</b> <b>00504-###</b>																
Global Bike Inc. Trading Goods Miami TG00 5341 Blue Lagoon Drive Miami FL 33136	Date      06/01/2012 Accountin Clerk:      Addison Bennet Order Number:      20417823410 Payment method:      invoice Dispatch:      free delivery Page:      1															
Billing Date: 06/01/2012																
Payment Date: 09/01/2012																
<b>Invoice</b>																
Dear Ms. Aura Maxwell, Regarding your request, we hereby send you with the following invoice:																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Position</th> <th style="text-align: left; padding: 2px;">Quantity</th> <th style="text-align: left; padding: 2px;">Description</th> <th style="text-align: left; padding: 2px;">Amount</th> <th style="text-align: left; padding: 2px;">Total Amount</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center; font-weight: bold; padding: 2px;"><b>Invoice 00504-###</b></td> </tr> <tr> <td style="padding: 2px;">1.1</td> <td style="padding: 2px;">100</td> <td style="padding: 2px;">CHLO1### Chain Lock</td> <td style="padding: 2px;">32.00</td> <td style="padding: 2px;">3,200.00 USD</td> </tr> </tbody> </table>		Position	Quantity	Description	Amount	Total Amount	<b>Invoice 00504-###</b>					1.1	100	CHLO1### Chain Lock	32.00	3,200.00 USD
Position	Quantity	Description	Amount	Total Amount												
<b>Invoice 00504-###</b>																
1.1	100	CHLO1### Chain Lock	32.00	3,200.00 USD												
Please transfer the total amount with reference to the invoice and specify the invoice number in the bank account listed below.																
The goods remain our property until the complete amount is paid. The delivery and accomplishment underlie our general terms and conditions. We are constantly expanding our range of information on our website at <a href="http://www.mid-west-supply.com">www.mid-west-supply.com</a> where you can get a quick overview of our service portfolio.																
Mid-West Supply      Account Number. 100000 335 W Industrial Lake      RTN: 435 222 956 68516 Lincoln, USA      Bank of America, Lincoln  Telephon: 555-0101      BIC: BOALUSLABC Telefax: 555-0143      IBAN: US22 8400 0000 0991 0044 01  <a href="http://www.mid-west-supply.com">www.mid-west-supply.com</a>																

**Name (position)** Silvia Cassano (AP Accountant)

To create a supplier invoice, please go to the *Materials Management* space. In the role of *AP Accountant*, you can use the *Create Supplier Invoice* app.

Start



On the Create Supplier Invoice screen, enter **today's date** as the *Invoice Date*. Check your *company code US00*. Enter the amount of the above invoice (**3,200.00**) in the *Gross Invoice Amount* field. Now enter **INVOICE00504-###** as *Reference*.

Today's date  
US00

3,200.00  
INVOICE00504-###

New Supplier Invoice

Balance      Invoicing Party  
**0.00 USD**

General Information    Purchasing Document References    G/L Account Items    Tax    Payment    Unplanned Delivery Costs    Note    Attachments

**Basic Data**

Transaction:	Invoice	Invoice Date:*	08/04/2023
Company Code:*	US00 (Global Bike Inc.)	Posting Date:*	08/04/2023
Gross Invoice Amount:*	3,200.00	USD	Reference: INVOICE00504-400

Go to the tab *Purchasing Document References*.

Now enter (or search for) the **number of your purchase order** in the *Purchase Order/Scheduling Agreement* field. Then press Enter. The Invoicing Party field has now been automatically filled with the number of your vendor.

Your purchase order  
number

Purchasing Document References

Reference Document Category: Purchase Order/Scheduling Agreement: 4500000008/10

Invoice Items Standard

Invoice Item	Short Text	Purchasing Docume...	Amount	Quantity	Tax Code	Tax Rate
<input checked="" type="checkbox"/> 1	Chain Lock 400	4500000008/10	3,200.00	USD	100	EA
History: <a href="#">View</a>						
Subseq. Debit/Credit: <input type="checkbox"/>						
Tax Jurisdiction: FL0000000						
<input type="checkbox"/> 2	Chain Lock 400	4500000008/20	0.00	USD	0	EA
History: <a href="#">View</a>						
Subseq. Debit/Credit: <input type="checkbox"/>						
Tax Jurisdiction: FL0000000						

For the first invoice item, enter **XI** as the *Tax Code* and **TX0000000** as the *Tax Jurisdiction*.

XI  
TX0000000

Scroll back to the top of the page. As you can see, the balance is 0.00 USD.



## New Supplier Invoice

Balance      Invoicing Party  
**0.00 USD**      [1003061 \(Mid-West Supply 400\)](#)

Then press [Simulate](#) to verify that your postings are correct.

Simulation Results		Change Simulation Currency																									
Company Code	Simulation Currency																										
US00	USD																										
<a href="#">Overview</a>			<a href="#">Details</a>																								
Debit		Credit																									
9100000 (GR/IR)	3,200.00 USD	3300000 (Mid-West Supply 400 / Lincoln NE 68528)	3,200.00 USD																								
Total	3,200.00 USD	Total	3,200.00 USD																								
Details																											
<a href="#">Standard</a> <a href="#">@</a> <table border="1"> <thead> <tr> <th>Item</th> <th>Account type</th> <th>G/L Account</th> <th>Name</th> <th>Amount</th> <th>Tax Code</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>K</td> <td>3300000</td> <td>Mid-West Supply 400 / Lincoln NE 68528</td> <td>-3,200.00 USD</td> <td>XI</td> </tr> <tr> <td>2</td> <td>S</td> <td>9100000</td> <td>GR/IR</td> <td>3,200.00 USD</td> <td>XI</td> </tr> <tr> <td colspan="2">Company Code: US00</td><td colspan="2"></td><td colspan="2"></td></tr> </tbody> </table>				Item	Account type	G/L Account	Name	Amount	Tax Code	1	K	3300000	Mid-West Supply 400 / Lincoln NE 68528	-3,200.00 USD	XI	2	S	9100000	GR/IR	3,200.00 USD	XI	Company Code: US00					
Item	Account type	G/L Account	Name	Amount	Tax Code																						
1	K	3300000	Mid-West Supply 400 / Lincoln NE 68528	-3,200.00 USD	XI																						
2	S	9100000	GR/IR	3,200.00 USD	XI																						
Company Code: US00																											

Finally, press [Post](#). The system will generate a unique supplier invoice number.

Success

Documents have been created (blocked for payment).

Supplier invoice: [5105600105/2023](#)

Do you want to create a new supplier invoice?

[Yes](#)      [No](#)

Close the message with No to return to the SAP Fiori launchpad.



## Step 16: Display Purchase Order History

**Task** Display the purchase order history.

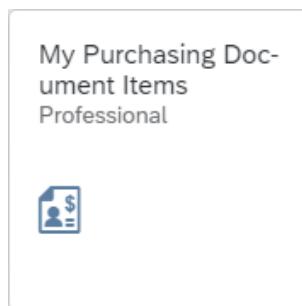
**Time** 5 min

**Description** Review the status of your order of the chain locks. Due to the first transaction that was carried out for your purchase order number, the Purchase Order Processing tab page is now available in the purchase order.

**Name (position)** Wilton Saban (Inventory Supervisor)

To display the purchase order history, go to the *Materials Management* space. In the role of *Inventory Supervisor*, you can use *My Purchasing Document Items (Professional)* app.

Start



The app provides you with an overview of all purchase requisitions, purchase orders, goods receipts, and supplier invoices. In the Supplier field, enter your vendor **Mid-West Supply ###**.

Mid-West Supply ###

A screenshot of the SAP Fiori application interface titled "My Purchasing Document Items". The top navigation bar shows "SAP" and the page title. Below the title are several search fields: "Document Number", "Supplier" (set to "My 400 (1003061)"), "Material Group", "Purchasing Group", "Plant", and "Status". There is also a "Purchase Order" search field and a "Go" button. To the right of the search fields is a "Adapt Filters (1)" button.

Choose **Go** and then choose the tab page **Purchase Orders**. You may need to scroll down to see your supplier and purchase order.

In the Purchase Order Items area, click **⚙** and select the *Delivered Quantity* and *Delivered Amount* columns in the *View Settings* dialog box.

A screenshot of the SAP Fiori "View Settings" dialog box. At the top are tabs for "Columns", "Sort", "Filter", and "Group". Below these are sections for "Search" and "Show Selected". The "Columns" section contains a list of checkboxes for various fields: "Created By", "Created On", "Delivered Amount" (which is checked), and "Delivered Quantity" (which is checked). At the bottom of the dialog are navigation arrows for sorting.

Click **OK**. As you can see, the first item of the purchase order has been delivered for a delivery value of 3,200.00 USD.

Purchase Order Item	Order Type	Material Group	Material	Purchasing Organization
<a href="#">4500000008/00010</a>	Standard PO (NB)	Utilities (UTIL)	Chain Lock 400 (CHLK1400)	Global Bike US (US00)
Purchasing Group: North America (N00) Plant: DC Miami (M100) Next Delivery Date: Next Delivery Quantity: Delivered Quantity: 100 EA Delivered Amount: 3,200.00 USD				

Now choose the tab page **Goods Receipts**. You can see the 100 delivered chain locks. You see the material document that was created in the system when you confirmed the goods receipt.

Material Document Item	Material	Purchase Order Item	Movement Type	Delivered Quantity	Ordered Quantity	Posting Date	Status
<a href="#">5000000020/0001/2023</a>	<a href="#">Chain Lock 400 (CHLK1400)</a>	<a href="#">4500000008/00010</a>	GR goods receipt (101)	100	EA	100	EA 08/03/2023 Completed

On the Supplier Invoice tab, you can see further activities that have been carried out with reference to your purchase order. Click **Supplier Invoices**.

Invoice Item	Purchase Order Item	Item Description	Invoiced Quantity	Invoiced Value	Account Assignment Quan...	Account Assignment Net Va...	Cost Center
<a href="#">S105600105/000001/2023</a>	<a href="#">4500000008/00010</a>		100	EA 3,200.00 USD	0	EA 0.00 USD	

The invoice has been created. Click on the invoice line of your chain lock. This will take you to the financial document that was created when you created the supplier invoice.

General Information	Purchasing Document References	Tax	Payment	Unplanned Delivery Costs	Note	Attachments
<b>Basic Data</b> Transaction: Invoice Invoice Date: 08/04/2023 Invoicing Party: 1003061 (MID-WEST SUPPLY 400) Company Code: US00 (Global Bike Inc.) Posting Date: 08/04/2023 Partner Bank Type: - Gross Invoice Amount: 3,200.00 USD Reference: INVOICE00504-400 IBAN: - SWIFT/BIC: -						

Click  to go to the SAP Fiori launchpad.



## Step 17: Display Document Flow

**Task** Display the document flow.

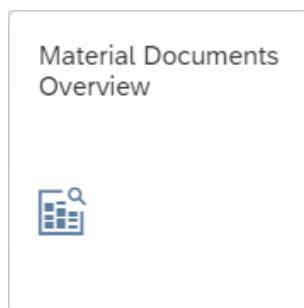
**Time** 5 min

**Description** Check the goods receipt document and the document flow of your material.

**Name (position)** Wilton Saban (Inventory Supervisor)

To display the history of documents, please go to the *Materials Management* space. In the role of *Inventory Supervisor*, you can use the *Material Documents Overview* app.

Start



The app provides an overview of material documents. You can find your purchase order by using the assigned number. To do this, enter your material number **CHLK1###** in the *Material* field. If the search fields are not displayed in your system, first click to expand the search fields.

CHLK1###

After entering the search term, click . Then click Settings . In the *view settings*, activate the **Stock Type (Transfer)** column. Confirm with .

Stock Type (Stock Transfer)

A new material document is created for each material movement. You see two material documents with your material CHLK###. One is the document for the goods receipt into inspection stock. You also see a document that was generated by the transfer posting of the material to unrestricted-use stock.

Material Documents (2)				
Material Document	Material Doc...	Material	Plant	Storage Location
4900038028	2023	Chain Lock 400 (CHLK1400)	DC Miami (M100)	Trading Goods (TG00) >
Posting Date:	08/03/2023			
Stock Type:	Stock in Quality Inspection (02)			
Stock Type (Transfer):	Unrestricted-Use Stock (01)			
5000000020	2023	Chain Lock 400 (CHLK1400)	DC Miami (M100)	Trading Goods (TG00) >
Posting Date:	08/03/2023			
Stock Type:	Stock in Quality Inspection (02)			
Stock Type (Transfer):	not stock relevant			

Identify the line with the Stock Type (Transfer): Unrestricted-Use Stock.

Material Documents (2)				
Material Document	Material Doc...	Material	Plant	Storage Location
4900038028	2023	Chain Lock 400 (CHLK1400)	DC Miami (MI00)	Trading Goods (TG00)
Posting Date:	08/03/2023			
Stock Type:	Stock in Quality Inspection (02)			
Stock Type (Transfer):	Unrestricted-Use Stock (01)			

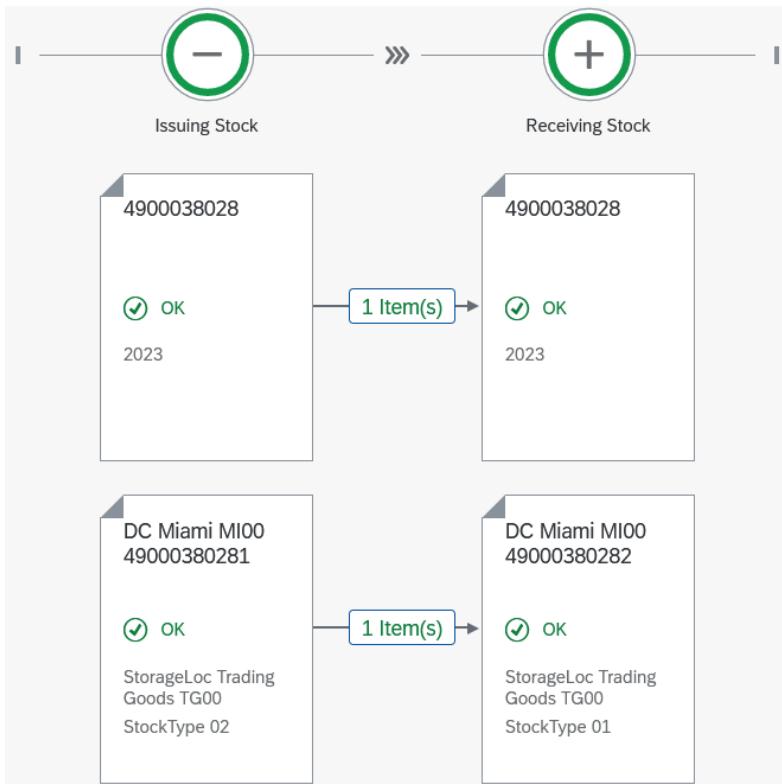
Click on this line. You can now see the general information for the document from the step in which you confirmed the goods receipt.



The screenshot shows the SAP Material Document interface. At the top, there's a header with the SAP logo and navigation buttons. Below it, a list of material documents is displayed, with the first item selected. The selected item is 'Chain Lock 400 (CHLK1400)' with a posting date of '08/03/2023'. Below the list, there's a section for 'Number of Reversed Items' showing '0 of 1'. At the bottom, there are tabs for 'General Information', 'Items', 'Process Flow', and 'Attachment', with 'General Information' being the active tab.

General Information	Document Notes
Document Date: 08/03/2023	Delivery Note: -
Posting Date: 08/03/2023	Bill of Lading: -
Created by: Learn-400 Learn-400 (LEARN-400)	Note: -
Document Type: Goods Issue (WA)	
Inventory Transaction Type: GI, Trsf Posting, Other Goods Movement (WA)	
Created On: 08/03/2023, 17:44:29	

Click the *Process Flow* tab. In the process flow, you can see the transfer posting of the material from stock to quality inspection to unrestricted-use stock.



Click to go to the SAP Fiori launchpad.



## Step 18: Post Goods Receipt for Purchase Order

**Task** Post a Goods Receipt for a Purchase Order.

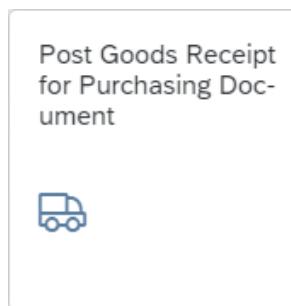
**Time** 5 min

**Description** You receive the missing goods that you ordered from Mid-West Supply into your warehouse. A goods receipt posting is created that refers to your purchase order. This ensures that you have received the ordered goods within the expected time and in the required quality. The stock is increased and a financial document is created that posts the value of the goods correctly.

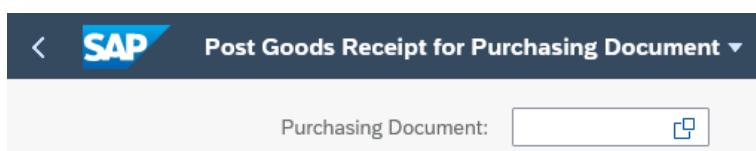
**Name (position)** Tatiana Karsova (Goods Receipt Clerk)

To post the goods receipt, please go to the *Materials Management* space. In the role of *Goods Receipt Clerk*, you can use *Post Goods Receipt for Purchasing Document* app.

Start



The *Post Goods Receipt for Purchasing Document* window appears.



Choose the **F4 help** in the *Purchasing Document* field.

Enter your number \*### and click **Go**. Search for your material **CHLK1###**. You can see that you no longer see two purchase orders but only one open purchase order for your material.

\*###

Select: Purchasing Document

*400	<input type="button" value="X"/>	<input type="button" value="Go"/>	Hide Filters						
Purchasing Document Category:	All Categories	<input type="button" value="▼"/>							
Items (1)									
Purchasing...	Purchasing...	Purchasing...	Supplier	Supplier N...	City	Supplying ...	Name of S...	Material	Material S...
4500000008	Purchase ...	Standard PO	1003061	Mid-West ...	Lincoln			CHLK1400	Chain Lock...

Double-click the purchase order. The following screen appears. On the "Items" tab page, you should see only one row.

Make sure that for **Storage Location TG00 (Trading Goods)** and for **Stock Type Unrestricted use** is selected.

TG00  
Unrestricted Use

#### Items

Items (1)		Search		↑	↓
Material	Open Quantity	Delivered	Distribution	Plant	
<input checked="" type="checkbox"/> Chain Lock 400 CHLK1400	100.000 EA	100.000 EA	+ 	DC Miami (M100)	
Storage Location:	Trading Goods (TG00)				
Stock Type:	Unrestricted-Use				

**Note** In step 12, you first posted the goods in quality inspection and then inspected them later. In this scenario, you inspect the goods directly at goods receipt so that you can use them directly.

Click on the item line of your chain lock to check all entries. Select the **Delivery Completed** checkbox.

Delivery Completed

Goods Receipt Item

Chain Lock 400 CHLK1400

Progress of Goods Receipt for Purchasing Document 100.000

Quantity Plant Options Additional Information

Delivered (Unit of Entry):	100.000	EA
Open Quantity:	100.000	EA
Goods Receipt Quantity:	0.000	EA
Ordered:	100.000	EA

Delivery Completed:

Plant Options

Plant: *	DC Miami (M100)
Storage Location: *	Trading Goods (TG00)
Stock Type:	Unrestricted-Use
Special Stocks:	
Supplier:	Mid-West Supply 400 (1003061)

Now click **Apply**. Select the line and click **Post**. You receive the following success message with your material document number.

 Success

1 document(s) created:

 Material Document [5000000021/2023](#)

OK

Close the message and click  to go to the SAP Fiori launchpad.



## Step 19: Check Physical Goods Receipt

**Task** Confirm the physical receipt of the goods.

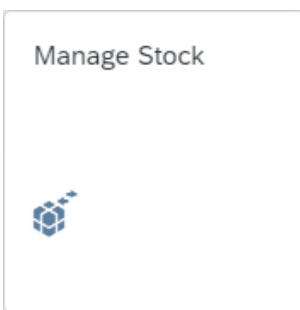
**Time** 5 min

**Description** View the inventory of chain locks again. The stock overview gives you an overview of the stocks of a material across all organizational levels.

**Name (position)** Tatiana Karsova (Goods Receipt Clerk)

To check the stock level of a material, go to the *Materials Management* space. In the role of *Goods Receipt Clerk* section, you can use the *Manage Stock* app.

Start



From the drop down menu, choose the Miami **plant DC Miami (MI00)**. To find the material number from your chain lock, click in the Material field and then click the value help icon .

MI00

In the Search field, enter \*### (for example, if your number is 002, enter \*002). Click **Go** to display the list of materials.

\*###

Scroll down until you find your material **CHLK1###**. Double click on it.

CHLK1###

The screenshot shows the SAP Fiori Manage Stock app. At the top, there's a search bar with 'CHLK1400' and a dropdown for 'Plant' set to 'DC Miami (MI00)'. Below the search bar, the material details for 'Chain Lock 400' (CHLK1400) are shown, including its material type ('Trading Goods (HAWA)'), base unit of measure ('each (EA)'), and range of coverage in days. A table provides a breakdown of stock levels by status: Unrestricted-Use Stock (200.000 EA), Blocked Stock (0.000 EA), and Stock in Quality Inspection (0.000 EA). At the bottom, a table titled 'Material by Storage Location' lists 'Storage Location' (Trading Goods (TG00)), 'Unrestricted-Use Stock' (200.000 EA), 'Blocked Stock' (0.000 EA), and 'Stock in Quality Inspection' (0.000 EA).

Since in the previous step the goods receipt was posted directly to unrestricted stock, you can see that the stock in this category has increased from 100 to 200.

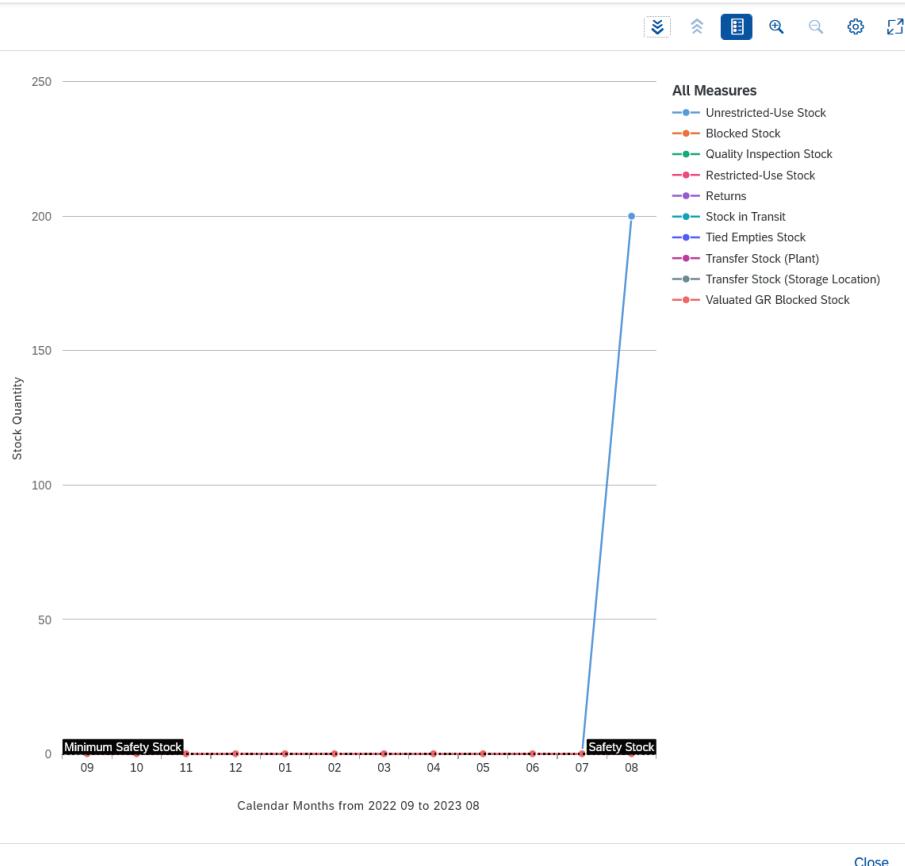
You can find out more details about the stock of the chain lock. To do so, click [Stock - Single Material](#). This will give you detailed information about the stock of the chain lock in the different plants.

The screenshot shows the SAP Stock - Single Material interface. At the top, there is a search bar with the material number CHLK1400 and a 'Scan' button. Below the header, it displays 'Chain Lock 400' and 'CHLK1400'. It also shows material type 'Trading Goods (HAWA)' and base unit of measure 'each (EA)'. The main area is a grid showing stock levels by plant/storage location. The columns include: Plant, Storage Location, Unrestricted Stock, Blocked Stock, Quality Inspection Stock, Restricted Stock, Returns, Stock in Transit, Tied Stock, Transfer Stock (Plant), Transfer Stock (Storage Location), Valuated Stock, and Stock History. Two rows are visible: one for 'DC Miami MI00' and one for 'Trading Goods TG00'. Both rows show 200.000 EA in Unrestricted Stock.

Plant	Storage Location	Unrestricted Stock	Blocked Stock	Quality Inspection Stock	Restricted Stock	Returns	Stock in Transit	Tied Stock	Transfer Stock (Plant)	Transfer Stock (Storage Location)	Valuated Stock	Stock History
DC Miami MI00		200.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA	
Trading Goods TG00		200.000 EA	0.000 EA	0.000 EA	0.000 EA	0.000 EA				0.000 EA		

Click [/](#) to display the stock history for plant DC Miami (MI00) graphically. You can now see a graphical overview.

## Stock History in Plant DC Miami

[Close](#)

Since you currently only have unrestricted-use stocks, the key figures are set to 0.

Close and then click to go to the SAP Fiori launchpad.



## Step 20: Create and Post the Second Supplier Invoice

**Task** Create a supplier invoice.

**Time** 5 min

**Description** Create a supplier invoice from Mid-West Supply for USD 3,200.00 for the second partial delivery and the received goods. This invoice is also assigned to an existing expense account in the general ledger of your chart of accounts and saved as a payable to Mid-West Supply. Later, a check is issued for Mid-West Supply. To facilitate data entry in the general ledger, the invoice is shown below.

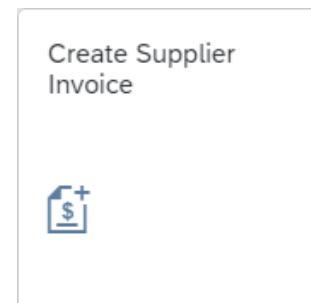
Dear Ms. Aura Maxwell,  
Regarding your request, we hereby send you with the following invoice:

Position	Quantity	Description	Amount	Total Amount
<b>Invoice 00515-###</b>				
1.1	10	CHLK1### Chain Lock	32.00	3,200.00 USD

**Name (position)** Silvia Cassano (AP Accountant)

To create a supplier invoice, please go to the *Materials Management* space. In the role of *AP Accountant*, you can use the *Create Supplier Invoice* app.

Start



On the *Create Supplier Invoice* screen, enter **today's date** as the *Invoice Date*. Verify that *company code US00* is selected. In the *Gross Amount* field, enter the amount of the invoice above (**3,200.00**). Enter **INVOICE00515-###** as the *reference*.

Today's date  
US00

3,200.00  
INVOICE00515-##

New Supplier Invoice

Balance Invoicing Party  
0.00 USD

General Information Purchasing Document References G/L Account Items Tax Payment Unplanned Delivery Costs Note / > ▾

**Basic Data**

Transaction:	Invoice	Invoice Date:*	08/04/2023
Company Code:*	U500 (Global Bike Inc.)	Posting Date:*	08/04/2023
Gross Invoice Amount:*	3,200.00	USD	INVOICE00515-400

Choose the *Purchasing Document References* tab.

Now enter (or search for) the **number of your purchase order in the Purchase Order/Scheduling Agreement field**. Then press Enter. The Invoicing Party field has now been automatically filled with the number of your vendor.

Your purchase order number

Invoice Items Standard ▾		Delete Unselected Items		Assignment Options		Change Tax Codes			
Invoice Item	Short Text	Purchasing Docume...		Amount	Quantity				
<input type="checkbox"/> 1	Chain Lock 400	4500000008/10		0.00	USD	0	EA	>	
	Tax Code:	<input type="text"/>							
	Tax Rate:								
	Tax Jurisdiction:	FL0000000							
	History:	<a href="#">View</a>							
	Subseq. Debit/Credit:	<input type="checkbox"/>							
<input checked="" type="checkbox"/> 2	Chain Lock 400	4500000008/20		3,200.00	USD	100	EA	>	
	Tax Code:	<input type="text"/>							
	Tax Rate:								
	Tax Jurisdiction:	FL0000000							
	History:	<a href="#">View</a>							
	Subseq. Debit/Credit:	<input type="checkbox"/>							

For the second item, enter **XI** as *the tax code* and **TX0000000** as the *tax jurisdiction*.

XI  
TX0000000

<input checked="" type="checkbox"/> 2	Chain Lock 400	4500000008/20		3,200.00	USD	100	EA	>
	Tax Code:	XI						
	Tax Rate:	Input Tax						
	Tax Jurisdiction:	TX0000000						
	History:	<a href="#">View</a>						
	Subseq. Debit/Credit:	<input type="checkbox"/>						

In the document header, you can see that the balance is 0.00.



### New Supplier Invoice

Balance      Invoicing Party  
**0.00 USD**      **1003061 (Mid-West Supply 400)**

Then press **Simulate** to verify that your postings are correct.

Simulation Results		Change Simulation Currency																																					
Company Code	Simulation Currency																																						
US00	USD																																						
<b>Overview</b>			<b>Details</b>																																				
Debit		Credit																																					
9100000 (GR/IR)	3,200.00 USD	3300000 (Mid-West Supply 400 / Lincoln NE 68528)	3,200.00 USD																																				
Total	3,200.00 USD	Total	3,200.00 USD																																				
<hr/>																																							
Details																																							
<b>Standard</b> <span>▼</span> <table border="1"> <thead> <tr> <th>Item</th> <th>Account type</th> <th>G/L Account</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>K</td> <td>3300000</td> <td>Mid-West Supply 400 / Lincoln NE 68528</td> </tr> <tr> <td></td> <td></td> <td>Amount: -3,200.00 USD</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Tax Code: XI</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Company Code: US00</td> <td></td> </tr> <tr> <td>2</td> <td>S</td> <td>9100000</td> <td>GR/IR</td> </tr> <tr> <td></td> <td></td> <td>Amount: 3,200.00 USD</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Tax Code: XI</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Company Code: US00</td> <td></td> </tr> </tbody> </table>				Item	Account type	G/L Account	Name	1	K	3300000	Mid-West Supply 400 / Lincoln NE 68528			Amount: -3,200.00 USD				Tax Code: XI				Company Code: US00		2	S	9100000	GR/IR			Amount: 3,200.00 USD				Tax Code: XI				Company Code: US00	
Item	Account type	G/L Account	Name																																				
1	K	3300000	Mid-West Supply 400 / Lincoln NE 68528																																				
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2	S	9100000	GR/IR																																				
		Amount: 3,200.00 USD																																					
		Tax Code: XI																																					
		Company Code: US00																																					

Finally, press **Post** and then No. The system will generate a unique supplier invoice number.



Documents have been created (blocked for payment).

Supplier invoice: [5105600106/2023](#)

Do you want to create a new supplier invoice?

Yes       No

Click **No** to go to the SAP Fiori launchpad.



## Step 21: Post Outgoing Payment

**Task** Post the payments to a supplier.

**Time** 5 min

**Description** Issue a payment to your supplier Mid-West Supply to pay your payables. Note that the total amount is for both of your invoices. The created posting will clear the liability from your bank account.

**Name (position)** Silvia Cassano (AP Accountant)

To post the payment to a supplier, go to the *Materials Management* space. In the role of *AP Accountant*, you can use the *Post Outgoing Payments* app.

Start



On the *Post Outgoing Payments* screen, choose Global Bike as the *company code (US00)*. For *Posting Date* and *Journal Entry Date* enter **today's date**, for Reference **INVOICES ###**, and the **current period**. For *G/L account*, enter **1810000** (Bank 1) and the *Amount* **6,400.00 USD**.

US00  
Current Date  
INVOICES ###  
Current Period  
1810000  
6,400.00 USD

Ensure that the journal entry type **KZ (Vendor Payment)** is selected. Use the following screenshot to check your entries.

KZ (Vendor Payment)

General Information		Bank Data	
Company Code:*	US00	House Bank/Account:	(empty)
Posting Date:*	08/04/2023	G/L Account:*	1810000 (Bank 1)
Journal Entry Date:*	08/04/2023	Amount:*	6,400.00 USD
Value Date:	08/04/2023	Fees:	0.00 USD
Reference:	INVOICES 400	Assignment:	(empty)
Period:	08	Exchange Rate:	(empty)
Journal Entry Type:*	KZ	Translation Date:	08/04/2023
Header Text:	(empty)		
Profit Center:	(empty)		
Clearing Text:	(empty)		

Under **Open Item Selection**, enter your supplier number for **Mid-West Supply** as the account (if necessary, use the F4 help).

Mid-West Supply

#### Open Item Selection

Account Type/Account ID:	Supplier	1003061	
<b>Show Items</b>			

Click **Show Items**. On the upper right, you can see that the open balance is USD 6,400.00.

**Saldo: 6.400,00 USD**

On the **Open Items** tab page, you see the two split deliveries.

Open AP/AR Items (2) Standard *								
Comp...	Account	Journal Entry	Journal ...	Item Text	Journal Entry Date	Net Due Date	Amount (USD)	Assignment
US00	1003061	5105600105	RE		08/04/2023	08/04/2023	-3,200.00	
US00	1003061	5105600106	RE		08/04/2023	08/04/2023	-3,200.00	

Since you want to pay both bills together, choose the button **Clear >** in both lines. Note that both items have been cleared.



The open balance is now USD 0.00. **Balance: 0.00 USD**

Press **Post** to post your payments to Mid-West Supply. The system will assign a unique document number to your supplier payment.

Success

---

Journal entry 1500000002 (2023, US00) posted successfully.

---

**Display** **Post Next Payment**

Press **Display** and click **SAP** to go to the SAP Fiori launchpad. Confirm any error messages.

## Step 22: Display Vendor Balance

**Task** Display the balances of a vendor.

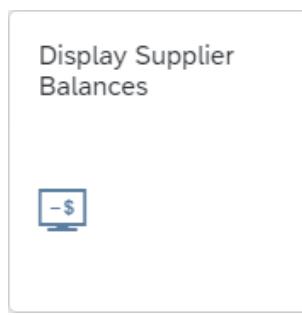
**Time** 5 min

**Description** View and confirm the activities and related balances related to your Mid-West Supply vendor. You should see a debit posting and a credit posting that were generated by the two invoices and the output of a single payment to settle the payables to Mid-West Supply.

**Name (position)** Shuyuan Chen (Head of Accounting)

To display the balances of a vendor, please go to the *Materials Management* space. In the role of *Head of Accounting*, you can use the *Display Supplier Balances* app.

Start



Use the in the Supplier field to find the number of your supplier. In the Search Term field, enter your number ### and press **Go**.

###

Scroll until you find your vendor **Mid-West Supply**. Select the entry.

Mid-West Supply

Supplier Name	Supplier	Deletion Flg
COLOGNE BIKE SUPPLIES	122400	
SACHSEN STAHL AG	123400	
RUN & FUN	124400	
MID-WEST SUPPLY 400	1003061	
LIGHTBULB ACCESSORY KITS	104000	
LIGHTBULB ACCESSORY KITS	104001	
LIGHTBULB ACCESSORY KITS	104002	
LIGHTBULB ACCESSORY KITS	104003	
LIGHTBULB ACCESSORY KITS	104004	
LIGHTBULB ACCESSORY KITS	104005	

Confirm with **OK**. Back on the *Display Supplier Balances* screen, choose **US00** as the company code and **the current year** as the fiscal year.

US00  
Current Year

The screenshot shows the SAP Fiori Launchpad interface. At the top, there's a dark header bar with the SAP logo and the title "Display Supplier Balances". Below the header, there's a dropdown menu labeled "Standard\*". Underneath, there are three input fields: "Supplier" (1003061 (MI...)), "Company Code:" (US00 (Globa...)), and "Fiscal Year:" (2023). A blue "Go" button is positioned next to the supplier field. Below these inputs, a text instruction reads: "Then choose **Go** to display the balances. You get a similar overview." Below this text is a table showing supplier balance details. The table has columns for Period, Debit, Credit, Balance, Purchases, and Imputed Interest. The data shows an opening balance of 6,400.00, followed by 16 individual period entries, and a total row at the bottom.

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

Click to go to the SAP Fiori launchpad.

## Step 23: Display Purchase Order History

**Task** Display the purchase order history.

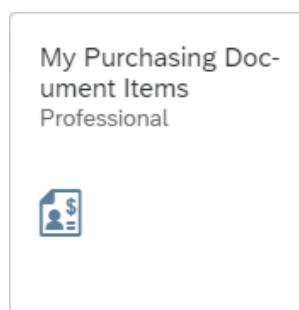
**Time** 5 min

**Description** Review the status of your order of the chain locks. The Purchase Order History tab page has been updated as a result of further postings.

**Name (position)** Wilton Saban (Inventory Supervisor)

To display the purchase order history, go to the *Materials Management* space. In the role of *Inventory Supervisor* section, you can use *My Purchasing Document Items (Professional)* app.

Start



The app provides you with an overview of all purchase requisitions, purchase orders, goods receipts, and supplier invoices.

In the Supplier field, enter the number of your supplier Mid-West Supply ### and choose **Go**.

Mid-West Supply ###

Click **Purchase Orders**. You may need to scroll down to see your supplier and purchase order.

In the *Purchase Order Items* section, click on and select the column *Next Delivery Quantity* in the pop-up *View Settings*.

Overview	Purchase Requisitions	<b>Purchase Orders</b>	Goods Receipts	Supplier Invoices	
<b>Purchase Order Items (2)</b>					
Purchase Order Item	Order Type	Material Group	Material	Purchasing Organization	
Supplier: Mid-West Supply 400 (1003061)					
(1) 4500000008/00010	Standard PO (NB)	Utilities (UTIL)	Chain Lock 400 (CHLK1400)	Global Bike US (US00)	>
Purchasing Group: North America (N00) Plant: DC Miami (M100) Next Delivery Date: Next Delivery Quantity:					
(2) 4500000008/00020	Standard PO (NB)	Utilities (UTIL)	Chain Lock 400 (CHLK1400)	Global Bike US (US00)	>
Purchasing Group: North America (N00) Plant: DC Miami (M100) Next Delivery Date: Next Delivery Quantity:					

As you can see, no more open quantities are displayed under Next Delivery Quantity.

Click [Goods Receipts](#). You see the other 100 delivered chain locks. You also see the material document that was created in the system when you confirmed the goods receipt.

Material Document Items (2)	Material	Purchase Order Item	Movement Type	Delivered Quantity	Ordered Quantity	
<b>Supplier: Mid-West Supply 400 (1003061)</b>						
5000000020/0001/2023	Chain Lock 400 (CHLK1400)	4500000008/00010	GR goods receipt (101)	100 EA	100 EA	>
Posting Date: 08/03/2023 Status: Completed						
5000000021/0001/2023	Chain Lock 400 (CHLK1400)	4500000008/00020	GR goods receipt (101)	100 EA	100 EA	>
Posting Date: 08/04/2023 Status: Completed						

In the Supplier Invoice Overview, you can see further activities that have been performed with reference to your purchase order.

Click [Supplier Invoices](#). Both invoices have been created and have the status Posted.

Invoice Items (2)	Purchase Order Item	Item Description	Invoiced Quantity	Invoiced Value	Account Assignment Quan...	
<b>Supplier: Mid-West Supply 400 (1003061)</b>						
5105600105/000001/2023	4500000008/00010		100 EA	3,200.00 USD	0 EA	>
Account Assignment Net Value: 0.00 USD Cost Center: Status: Posted						
5105600106/000002/2023	4500000008/00020		100 EA	3,200.00 USD	0 EA	>
Account Assignment Net Value: 0.00 USD Cost Center: Status: Posted						

To display more information about the documents, you can click on the relevant row. This will take you to the financial document that was created when you created the supplier invoice.

Click  to go to the SAP Fiori launchpad.

## Step 24: Display Balance List and Line Item List

**Task** Display the balance and line item list of the general ledger.

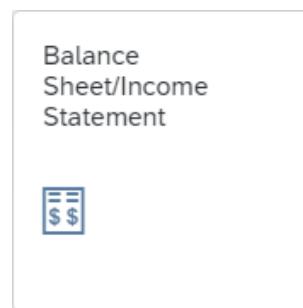
**Time** 5 min

**Description** Use G/L account numbers to display the activities and related balances for some accounts in your general ledger.

**Name (position)** Shuyuan Chen (Head of Accounting)

To display the balance and line item list, please go to the *Materials Management* space. In the role of *Head of Accounting*, you can use the *Balance Sheet/Income Statement* app.

Start



In the *Display Financial Statement* screen, enter **US00** (Global Bike) for Company Code, **0L** for Ledger, and **G000** for Financial Statement Version. Make sure that the Balance Sheet Type is **Normal (Actual - Actual)** and End Period is **current period/year** and Comparison Period is **1/2016**. Compare your screen with the following screenshot.

US00  
0L  
G000  
Normal (Actual – Actual)  
Current Period/Year  
1/2016

The screenshot shows the SAP Fiori Launchpad with the 'Balance Sheet/Income Statement' app selected. The filter bar includes fields for Company Code (US00), Ledger (0L), Statement Version (Financial Statement), Statement Type (Normal (Actual - Actual)), End Period (8/2023), Comparison End Period (1/2016), and Currency (USD). A 'Go' button and 'Adapt Filters (7)' link are also visible.

Choose **Go**. In the view, you can see all items of the accounts of Global Bike in the United States.

All Accounts	Balance Sheet	Profit & Loss	Unassigned Accounts (2)	Notes	
<a href="#">Hierarchy Node</a> <span style="float: right;">Search  Standard  </span>					
Description	G/L Account	Period Balance	Comparison Balanc...	Absolute Difference	Relative Difference
Assets		170,038.25 USD	0.00 USD	170,038.25 USD	0.0
1 Current Assets		170,038.25 USD	0.00 USD	170,038.25 USD	0.0
Inventories of raw materials, consumables and supp	1000000	1,405,672.50 USD	0.00 USD	1,405,672.50 USD	0.0
Work in progress (inventories)	1040000	105,316.00 USD	0.00 USD	105,316.00 USD	0.0
Finished goods and merchandise (inventories)	1100000	-1,788,750.00 USD	0.00 USD	-1,788,750.00 USD	0.0
Finished goods (inventories)	1110000	309,550.75 USD	0.00 USD	309,550.75 USD	0.0
Merchandise inventories	1140000	20,800.00 USD	0.00 USD	20,800.00 USD	0.0
Trade receivables	1200000	17,000.00 USD	0.00 USD	17,000.00 USD	0.0
Bank	1800000	-4,736.00 USD	0.00 USD	-4,736.00 USD	0.0
Bank 1	1810000	105,185.00 USD	0.00 USD	105,185.00 USD	0.0
Liabilities/Equity		-9,500.00 USD	0.00 USD	-9,500.00 USD	0.0
Profit & Loss Statement		-167,038.25 USD	0.00 USD	-167,038.25 USD	0.0
Revenues		-154,537.50 USD	0.00 USD	-154,537.50 USD	0.0
Sales	4000000	138,040.00 USD	0.00 USD	-138,040.00 USD	0.0

**Note** Since all participants in your course are posting to the same US bank account, the number you see next to the bank account 1810000 used is different.

Description	G/L Account	Period Balance
▼ Assets		170,038.25 USD
▼ 1 Current Assets		170,038.25 USD
Inventories of raw materials, consumables and supp	1000000	1,405,672.50 USD
Work in progress (inventories)	1040000	105,316.00 USD
Finished goods and merchandise (inventories)	1100000	-1,788,750.00 USD
Finished goods (inventories)	1110000	309,550.75 USD
Merchandise inventories	1140000	20,800.00 USD
Trade receivables	1200000	17,000.00 USD
Bank	1800000	-4,736.00 USD
Bank 1	1810000	105,185.00 USD

Click  to go to the SAP Fiori launchpad.



## MM Challenge

**Learning objective** Understand and execute a Materials Management process.

**Time** 80min

**Motivation** After you have successfully completed the Materials Management case study, you should be able to solve the following task independently.

**Scenario** A new chain lock, *Chain Lock Security Pro ####* (ger.: Kettenschloss Security Pro ####), is available on the market and we would like to include it in our inventory. The new chain closure with material number CHSP1### consists of a higher quality steel than the previous chain lock (CHLK1###), but the old one can still be used as a template because it has the same properties. The new material is intended for plant MI00, sales organization UE00, and distribution channel WH. With modern production techniques, the new material CHSP1### is also offered more cheaply by the suppliers. Global Bike passes the savings on to its customers. Maintain the chain lock and set the inventory price to 50.00 USD per chain lock. Request offers for 300 chain locks of security pro with a valuation price of 25.50 USD. Based on your request of 300 pieces, *Boomtown Tire & Wheel* is offering 26.00 USD per piece and *Space Bike Composites* of 25.50 USD per piece. Enter both quotations and accept the best quotation and order the requested 300 chain locks. Process the inbound delivery and enter the incoming invoice. You then pay for the delivery.

**Note** Since this task is based on the Materials Management case study, you can use this as a guide. However, we recommend that you carry out this continuing task without assistance in order to test your acquired knowledge.

