



Consultancy for Customization and Configuration of SAP FI and MM at FBR

USER MANUAL

Purchasing & Inventory Management

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PURCHASING & INVENTORY MANAGEMENT

NOTE

This training document does not cover all knowledge areas of SAP ERP System. It has been specifically prepared keeping in view the Business Processes of FBR, therefore, it should be treated as a supplement and/or guide to your daily work and nothing further.

This training document will only provide explanation of the key and mandatory data fields and not of all the fields appearing on the screen. However, users may use online help facility provided by SAP ERP System by placing the cursor on the field that requires explanation and pressing FI button

Legend for R/O/C

R = Required field O = Optional field C = Check box





SECTION 1 MATERIAL LIST

1.1 Display Material List:

Access the transaction using following menu path;

X72 - 3.4	CAD Many > Logisting > Material Many	ann ant 💫 Matarial Master
Via Menus	SAP Menu> Logistics> Material Manag Other> Material List	gement> Material Master>
Via Transaction Code	MM60	
<u> </u>		0 193 3 2 1 2 1
SAP Easy Access		
🖪 🖃 🏷 😹 😁 🖉		
🗀 Favorites		
 Cross-Application C 	Components	
🗢 🔂 Logistics		
🗢 🔁 Materials Manag	gement	
D C Purchasing		
 Inventory Ma C Logistics Inventory 	_	
 Logistics Inv Physical Inv 		
D D Valuation	chiory	
_	quirements Planning (MRP)	
D 🗀 Service Entr	y Sheet	
D 🗀 Service Mas	ter	
D 🗀 Foreign Trac		
🗢 🗢 Material Mas	ster	
▷ 🗀 Material ▷ 🗀 Profile		
P I Rome P I Batch		
D Calentary	Stock	
🗢 🔂 Other		
•	E - Stock Overview	
_	V - Close Period	
	V - Allow Posting to Previous Period	
-	0 - Extend Material View(s) C - Enter Storage Locations	
	0 - Materials List	





Selection Parameter for Report:

년7 <u>P</u> rogram <u>E</u> dit <u>G</u> oto	System <u>H</u> elp		
Ø	E 4 📙 I 😋 🚱 🚷	នោង ដោយ 🖞 🕹	1 🕱 🗾 🔞 🖪
Materials List			
⊕			
Database selections			
Material	3000514	to	
Plant	HQ01	to	\$
Material type	Ø	to	\$
Material group		to	=
Created by		to	
Valuated materials onl	ý		

Select the material for which you want to view the Report. You can give the range in Selection Criteria to view the report.

Field Name	Description	R/O/C	Comments
Material	Select the Material	R	Select Material 3000114
Plant	Select the Plant	0	Enter your require Plant

Click Execute or Press F8

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Result of the Report:

Leż List Er	dit Goto	Views	Settings System Help													
0		-		1 20 10 10 :	8 🗵	8 🙇 😨) 🖪									
Materi	ials Li	st														
Q A	88	26		I I												
Material	Plant	Val. Type I	Material Description	Last Change	МТур	Matl Group	Unit	PGr	ABC	Тур	ValCl	Prc	Price	Crcy	1	Created
3000080 🗗	HQ01		Fax Machine	29.06.2010	ZNBW	00045	ΕA	P77			ZV06	٧	1,00	PKR	1	SAP.MM
3000081	HQ01	1	Iron Safe		ZNBW	00046	ΕA	P77			ZV01	S	0,00	PKR	1	SAP.MM
3000090	HQ01		Iron Safe		ZNBW	00046	ΕA	P77			ZV01	٧	1,00	PKR	1	SAP.MM
3000091	HQ01	1	Paper A4 Size	15.03.2010	ZNBW	00046	ΕA				ZV06	V	0,00	PKR	1	SAP.MM
3000092	HQ01		Paper A5 Size	15.03.2010	ZNBW	00046	ΕA	P77			ZV06	V	0,00	PKR	1	SAP.MM
3000093	HQ01	1	Paper A2 Size	17.05.2010	ZNBW	00045	ΕA				ZV06	V	1,00	PKR	1	SAP.MM
3000094	HQ01		Paper A3 Size		ZNBW	00001	ΕA	P77			ZV06	V	1,00	PKR	1	SAP.MM
3000095	HQ01	1	Iron Safe	12.03.2010	ZNBW	00046	ΕA	P77		VB .	ZV01	V	1,00	PKR	1	SAP.MM
3000096	HQ01		Printer		ZNBW	00045	ΕA	P75			ZV06	V	1,00	PKR	1	SAP.MM
3000097	HQ01		Fax Machine		ZNBW	00046	ΕA	P45			ZV04	V	1,00	PKR	1	SAP.MM
3000098	HQ01		Phone		ZNBW	00045	ΕA	P34			ZV03	V	1,00	PKR	1	SAP.MM
3000099	HQ01	- I	Iron Safe		ZNBW	00046	ΕA	P54			ZV02	V	1,00	PKR	1	SAP.MM
3000100	HQ01		Iron Safe		ZNBW	00045	ΕA	P76			ZV05	٧	1,00	PKR	1	SAP.MM
3000101	HQ01	I	Iron Safe		ZNBW	00046	ΕA	P56			ZV05	V	1,00	PKR	1	SAP.MM
3000102	HQ01		Chair	17.03.2010	ZNBW	00046	ΕA				ZV02	V	1,00	PKR	1	SAP.MM
3000105	HQ01		Service		DIEN	00046	ΕA				3200	S	0,00	PKR	1	SAP.MM
3000110	HQ01		Service		ZNBW	00046	ΕA				ZV06	٧	1,00	PKR		SAP.MM
3000111	HQ01		Chair	13.04.2010	ZNBW	00046	ΕA				ZV02	٧	1,00	PKR	1	SAP.MM
3000117	HQ01		Ball Liner Free Ink Roller		ZNBW	00045	ΕA				ZV06	٧	1,00	PKR	1	SAP.MM
3000118	HQ01		Ball Liner Free Ink Roller		ZNBW	00045	ΕA				ZV06	٧	1,00	PKR	1	SAP.MM
3000119	HQ01		Ball Liner Grip.07		ZNBW	00045	ΕA				ZV06	٧	1,00	PKR	1	SAP.MM
3000120	HQ01		Ball Liner Hi-Tecpiont		ZNBW	00045	ΕA				ZV06	V	1,00	PKR	1	SAP.MM

Report Results show the Material List against the selected Plant.

You can go back to the Selection Screen to execute the Report for another Material.





SECTION 2 RESERVATION

2.1 Create Reservation:

Access transaction by:

Via Menus	Logistics \rightarrow Materials Management \rightarrow Inventory Management \rightarrow Reservation \rightarrow Create
Via Transaction Code	MB21
	Outline Hills
Menu Edit Favorites Extras	System Help
	4 🖳 😋 🚱 🔛 🔚 🛗 🛗 🏝
SAP Easy Access	
🖪 🕒 🏹 🐺 🖷 🖉 🔽	A
🗅 Favorites	
✓	
 D Cross-Application Compor 	nents
✓ G Logistics	
🗢 🔂 Materials Management	
👂 🗀 Purchasing	
🗢 😋 Inventory Managem	
D Coods Moveme D Coods Moveme	2 And The State
✓ ☐ Material Docum ✓ ☐ Reservation	lent
🖓 Change	
🔗 Display	
🖗 Administer	
♥ Picking ♥ Reservation	Liet
Create Ses	
Periodic Proces	Land Colorest and
👂 🗀 Environment	
👂 🗀 Logistics Invoice Ve	erification
Physical Inventory	
 C Valuation Material Requiremant 	anto Dianning (MDD)
D C Material Requirements	
D C Service Master	
👂 🤂 Foreign Trade/Cust	toms
👂 🧀 Material Master	
👂 🗀 Product Catalog	

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Movement Type:

Here you can select the Movement Types for consumption e.g.

201 Consumption for Cost Center 221 Consumption for Project

[] Reservation <u>E</u> dit <u>G</u> oto	Move	ment Type Environment System <u>H</u> elp							
8 I	1	4 🛛 🗠 🚱 🚱 🗋 🛗 🛗 🍄 🏠 🏠 🖼 😨							
Groote Decement Type (Inventory Management) (1) 54 Entries found									
Create Reservati	Create Reservations								
New Item									
		S Text							
	201	Consumption for cost center from warehouse							
wovernent type	202	Consumption for cost center from warehouse - reversal							
Fiant	221	Consumption for project from warehouse							
	222	Consumption for project from warehouse - reversal							
Reference	231	Consumption for sales order from warehouse							
Pecanyation	232	Consumption for sales order from warehouse - reversal							
	241	Consumption for asset from warehouse							
	242	Consumption for asset from warehouse - reversal							
	251	Consumption for sales from warehouse							
	252	Consumption for sales from warehouse - reversal							
	261	Consumption for order from warehouse							
	262	Consumption for order from warehouse - reversal							
	281	Consumption for network from warehouse							
	282	Consumption for network from warehouse - reversal							
	291	Consumption for all account assignments from warehouse							
	292	Consumption for all accnt assigmts from warehouse - reversal							
	301	Transfer posting plant to plant (one-step)							
		O Transfer posting plant to plant (one-step)							
		V Transfer posting plant to plant (one-step)							
		W Transfer posting plant to plant (one-step)							
	302	Transfer posting plant to plant (one-step) - reversal							
		O Transfer posting plant to plant (one-step) - reversal							
		V Transfer posting plant to plant (one-step) - reversal							
		W Transfer posting plant to plant (one-step) - reversal							
	311	Transfer posting storage location (one-step)							
	312	Transfer posting storage location (one-step) - reversal							

Field Name	Description	R/O/C	Comments		
Moment Type		R	Select Moment Type 201.		





Select Plant:

Select the Plant from drop down list in which you want to reserve the Material.

Reservation Edit G	🔄 🗁 Plant	(1) 88 Entries found			
	Re	strictions			
Ø			7	-	
Create Reserv	ati		\		
Create Reserv	ati 🖌 🛛				
New Item	Pint [*] Se	earch Term_ Search Term_ Postl Co	de City	Name 2 Name	Versi
	CW10		Faisalabad	D.P.U. (Income Tax) Faisalabad	
	CW11		Rawalpindi	D.P.C. (Income Tax) Rawalpindi	
	CW12		Peshawar	D.P.U. Peshawar	
Base date	2 HQ01		Islamabad	FBR Head Quarter	
Movement Type	2 HQ02		Islamabad	Revenue Division	
Plant	LT01		Islamabad	LTU - Islamabad	
	LT02	74400	Karachi	LTU - Karachi	
Deference	LT03		Lahore	LTU - Lahore	
Reference	RT01	74400	Karachi	RTO Karachi	
Reservation	RT02		Huderabad	RTO Hyderabad	
	RT03		Sukhar	RTO Sukkur	
	RT04		Quetta	RTO Quetta	
	RT05		Lahore	RTO Lahore	
	RT06		Multan	RTO Multan	
	RT07		Gujranwala	RTO Gujranwala	
	RT08		Faisalabad	RTO Faisalabad	
	RT09		Sialkot	RTO Sialakot	
	RT10		Islamabad	RTO, Islamabad	
	RT11		Rawalpindi	RTO Rawalpindi	
	RT12		Peshawar	RTO Peshawar	
	RT13		Abbottabad	RTO Abbottabad	
	RT14		Sargodha	RTO Sargodha	
	RT15		- Bahawalpu	r RTO Bahawalpur	
	ST01		Islamabad	Collector, Sales Tax & FEe ISB	
	ST02		Lahore	Collector, Sales Tax & FE LHR	
	ST03		Gujranwala		
	ST04		Faisalabad	Coll. Sales Tax &FE Faisalabad	
	ST05	74400	Karachi	Collector, Sales Tax & FE(HQRS	
	ST06		Peshawar	Coll. Sales Tax & FE Peshawar	
	TD04		Loboro	DOT /maama Tavà Labara	

Field Name	Description	R/O/C	Comments
Select Plant.	Select the Plant from drop down list in which you want to reserve the Material	R	Select Plant HQ01





Enter Cost Center:

Enter Account Assignment data at item detail level on account assignment tab

? Resei	rvation	Edit	Goto	Environr	ment	System	Help					
8		_	_			-		3 M	間	8 2 (C) ([] :	81 🕱 🗷 🔞 🛛
Crea	create Reservation: New Items											
0 🕄	🛅 D	elete It	em(s)									
Movern G/L Acc Cost Ce	ount		201 GI f d0005	for cost ce	enter		Good	ls recip	ient			
tems	/											
Itm	Mater	al				Quantity in	UnE	Pint	SLoc	Batch		М
1								HQ01				
2								HQ01				
3								HQ01				
4	·							HQ01				✓
5	i							HQ01				✓
6	i							HQ01				✓
7								HQ01				V
8								HQ01				✓
9								HQ01				V
10								HQ01				
11								HQ01				
12								HQ01				
13								HQ01				

Field Name	Description	R/O/C	Comments
Cost Center.		R	Maintain Cost Center Ad0005





Goods Recipient:

Enter Recipient Name who will receipt the goods against this reservation.

Ż _ <u>R</u> eservatio	n <u>E</u> dit	<u>G</u> oto	Environment	S <u>y</u> stem	<u>H</u> elp			
2			E 4 📙	C 😧	😣 I 🗅 (X) (#3 I	<u>80</u> CP CP 8) 🛒 🔁 🔞 🌆
Create F	leser	vatio	n: New l	tems				
3 🕄 î	Delete Ite	m(s)						
Movement Ty G/L Account Cost Center		01 GI fo	or cost center		Goods reci	pient	<mark>Ali</mark>	
ems Itm Mat	arial			Quantity in	UnE Pint	SLoc	Batch	м
1 Nat	silai			Guantity in	HQ01		Datch	
2					HQ01			
3					HQ01			
4					HQ01			V
5					HQ01			v
6					HQ01			✓
7					HQ01			✓
8					HQ01			\checkmark
9					HQ01			\checkmark
10					HQ01			\checkmark
					HQ01			\checkmark
11					1004			
11					HQ01			

Field Name	Description	R/O/C	Comments
Recipient Name	Enter Recipient Name who will receipt	R	Maintain Recipient Name Ali
	the goods against this reservation		





Enter Material code:

Enter Material Code that you want to issue.

Reservation Edit Goto	Environment System Help
©	🗈 🔄 🔀 🚱 🚱 📮 🖟 🖧 🗳 🖧 🔛 🖉 🖷
Create Reservation	on: New Items
🗋 💽 📅 Delete Item(s)	
Movement Type 201 GI G/L Account	for cost center Goods recipient Ali
Items	
Itm Material	Quantity in UnE P1nt SLoc Batch M
1 3000113	
2	HQ01
3	HQ01
4	HQ01
5	HQ01
6	HQ01
7	HQ01
8	HQ01
9	HQ01
10	HQ01
11	HQ01
12	HQ01
13	HQ01

Field Name	Description	R/O/C	Comments
Material Code.	Enter Material Code that you want to issue.	R	Enter Material 3000113.

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Enter Quantity:

Enter desired Quantity.

E Reservation Edit Goto	Environment System Help
Image: Second and in the	
Create Reservatio	n: New Items
🗋 🕄 🛅 Delete Item(s)	
Movement Type 201 GI fit G/L Account	or cost center Goods recipient Ali
Items	
Itm Material	Quantity in UnE P1nt SLoc Batch M
1 3000113	HUUI
2	HQ01
3	HQ01
4	HQ01
5	HQ01
6	HQ01
7	HQ01
8	HQ01
9	HQ01
10	HQ01
11	HQ01
12	HQ01
13	HQ01

Field Name	Description	R/O/C	Comments
Quantity In.	Enter desired Quantity.	R	Maintain Quantity 40





Enter Base unit of measure:

You can select base unit of measure of selected Material.

ੇ Reservation	Edit Goto	Environment	System	Help		
8		-	-		1 20 40 40 :	8 🛒 🛛 🕲 📭
Create Re	eservatio	on: New I	tems			
🗋 🖾 🗖 Di	elete Item(s)					
Movement Type G/L Account Cost Center	e 201 GI 1 Ad0005	for cost center		Goods recipient	Ali	
tems						
Itm Materi		40	Quantity in	UnE Pint SLo EA	DC Batch	M
2	15					
3				HQ01		
4				HQ01		
5				HQ01		
6				HQ01		
7				HQ01		
8				HQ01		
9				HQ01		
10				HQ01		
11				HQ01		✓
12				HQ01		✓

Field Name	Description	R/O/C	Comments
Enter Unit Of Entry	You can select base unit of measure of selected Material.	R	Enter Base unit of measure EA





Enter Storage Location:

Enter Storage Location that comes under the selected Plant.

Click on highlighted button for the item detail information

? <u>R</u> eservation <u>E</u> dit <u>G</u> oto Er	nyironment System Help	
2		🕜 🖪
Create Reservation	: New Items	
🗋 🕄 <u>व</u> Delete Item(s)		
Movement Type 201 GI for d 3/L Account	cost center Goods recipient Ali	
ems		
Itm Material	Quantity in UnE P1nt SLoc Batch M	
1 3000113		
2	HQ01	
3	HQ01	
4	HQ01	
5	HQ01	
6	HQ01	
7	HQ01	
8	HQ01	
9	HQ01	
10	HQ01	
11	HQ01	
12	HQ01	
13	HQ01	

Field Name	Description	R/O/C	Comments
Storage Location	Enter desired Storage Location	R	Enter Storage Location L001





Required User Input:

<u> R</u> eservation <u>E</u> di	t <u>G</u> oto Environment System <u>H</u> elp
0	E 4 📙 C 6 🗞 L 6 6 k K E 1 8 k 🛛 🔛 🖉
Change Res	ervation 1050000061 : Details 0001 / 0001
▲ New Item	
Movement Type	201 GI for cost center
Plant	HQ01 FBR Head Quarter
Material	3000113 Hand Dryer
Stor. Location	L001 Storage Location
Quantity in	
Unit of Entry	50 EA Qty is Fixed
Stockkeepg Unit	50 EA
Further Information	
Regmt Date	26.01.2010 Final Issue
Mvt Allowed	Item Deleted
Cost Center	AD0005 REGIONAL TAX OFFICE
Recipient	Kashif Ihsan Uni. Point
Text	

Field Name	Description	R/O/C	Comments
Recipient Name	Enter the Recipient Name.	R	Maintain Kashif Ihsan





Save Reservation:

When you Click Save icon, another screen will open where you can maintain some fields.

These fields are required to be filled for the Reservation Printout.

Er Ereservation Edi	t <u>G</u> oto En	vironment	System	<u>H</u> elp				
Ø	ĩ	4 📙	© 🚱	😣 I 🖴 🛱) (23 \$2)	10 O	8 🙇 🧐) 🖪
Change Res	Change Reservation 1050000061 : Details 0001 / 0001							
▲ New Item]							
Movement Type	201		(31 for cost cer	nter			
Plant	HQ01		F	BR Head Qu	larter			
Material	3000113		ŀ	Hand Dryer				
Stor. Location	L001 Storag	e Location						
Quantity in								1
Unit of Entry	50	E	EA [Qty is Fixed	ł			
Stockkeepg Unit	50	E	EA					
Further Information	/							1
Reqmt Date	26.01.2010			Final Issue	9			
Mvt Allowed				ltem Delete	ed			
Cost Center	AD0005	REGION	IAL TAX C	FFICE				
Recipient	Kashif Ihsan		ι	Jnl. Point				
Text								
	-							

Field Name	Description	R/O/C	Comments
Save	It will Save the document.	R	Save the Document.





Designation:

Provide the information for the following fields Designation.

⊡ S <u>y</u> stem <u>H</u> elp	
Ø	📱 🖣 🕒 😋 🚱 😂 🛗 🎁 🏝 🍄 🎝 🈂 🖼 🖉 📑
SAP	
Reservation	105000061
Designation	2nd Seceratery
Requistion Date	11.02.2010
Material Dispatch Address	FBR HEAD QUARTER
Remarks	PACKING REQUIRED
Received In Stores	FBR HQ

Field Name	Description	R/O/C	Comments
Designation	Provide the information for the following fields Designation.	R	Input 2nd Secretary





Requisition Date:

l⊈ System <u>H</u> elp		
Ø	🗅 🗸 📙 😋 😧 🖵 協 総 谷 谷 丘 名 🕱 🖉 🖷	
SAP		

Reservation	1050000061
Designation	2ND SECRETARY
Requistion Date	11.02.2010
Material Dispatch Address	FBR HEAD QUARTER
Remarks	PACKING REQUIRED
Received In Stores	FBR HQ

Field Name	Description	R/O/C	Comments
Requisition Date		R	Maintain 11.02.2010





Material Dispatch Address:

l⊡ System <u>H</u> elp	
S 1	4 📙 (🏵 😧) 🗅 () () () () () () () () () () () () ()
SAP	
Reservation	105000061
Designation	2ND SECRETARY
Requistion Date	11.02.2010
	2nd Seceratery
Material Dispatch Address	
Remarks	PACKING REQUIRED
Received In Stores	FBR HQ

Field Name	Description	R/O/C	Comments
Material Dispatch		R	Enter Material Dispatch Address -
Address			FBR HEAD QUARTER





Remarks:

Enter Remarks if any.

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SAP	

Reservation	105000061
Designation	2ND SECRETARY
Requistion Date	11.02.2010
Material Dispatch Address	FBR HEAD QUARTER
Remarks	2nd Seceratery
Received In Stores	FBR HQ

Field Name	Description	R/O/C	Comments
Remarks	Remarks if any	R	Enter Remarks packing Required





Received In Stores:

Enter Received in Stores.

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Field Name	Description	R/O/C	Comments
Received in Store	Enter your required information.	R	Maintain FBR HQ





Save The Document.

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. contrainte	
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Field Name	Description	R/O/C	Comments
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Reservation Created:

Reservation has Posted/Created.

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Create Reservation: Initial Screen
New Item
Base date 26.01.2010 ✓ Check against cal. Movement Type 201 ⊡
Movement Type 201 C
Reference
Reservation
S Document 1050000061 posted

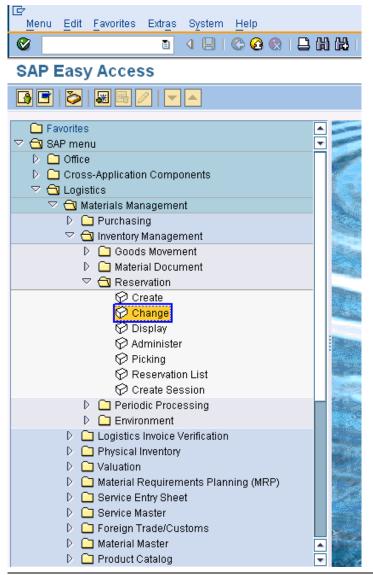




2.2 Change Reservation.

Access transaction by:

Via Menus	Logistics \rightarrow Materials Management \rightarrow Inventory Management \rightarrow Reservation
	\rightarrow Change
Via Transaction Code	MB22



Page 26 of 372





Enter Reservation Number:

Enter the number of reservation that you want to change

Press Enter or highlighted button above

	eservation	Edit	<u>G</u> oto	Envi	ronment	S <u>y</u> stem	<u>H</u> elp	
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Field Name	Description	R/O/C	Comments
Reservation	Enter the number of reservation that you want to change	R	Enter reservation number 1050000061.





Actual Quantity:

Enter here to change the quantity

E Reservation Edit Goto Environment System Help	
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Change Reservation 1050000061 : Collective Processing	
Details from Item	
Movement Type 201 GI for cost center Goods recipient Ali	
Cost Center AD0005 REGIONAL TAX OFFICE	
Items	
Itm Material Quantity in UnE P1nt SLoc Batch	M FIS D
1 3000113 40 EA HQ01 L001	

Field Name	Description	R/O/C	Comments
Quantity In	Enter here to change the quantity	R	Change the quantity from 40 to 50





Quantity Changed:

Enter the revise quantity ¢ Reservation Edit Goto Environment System Help 👔 🔄 🕒 🚱 🚱 🗋 🛗 🛗 🏝 🏝 🕰 🔛 📰 💌 🖉 📳 0 Change Reservation 1050000061 : Collective Processing 🗋 🥖 🕄 Details from Item 201 GI for cost center Movement Type Ali Goods recipient AD0005 REGIONAL TAX OFFICE Cost Center Items / Itm Material Quantity in UnE P1nt SLoc Batch M FIS D 1 3000113 50 EA HQ01 L001

Field Name	Description	R/O/C	Comments
Quantity In	Enter here to change the quantity	R	Change the quantity 50





Save The Document:

Save the changes

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Field Name	Description	R/O/C	Comments
Reservation	Enter the number of reservation that you want to Post	R	Enter reservation number 1050000061.





2.3 Display Reservation

Access transaction by:

Via Menus	Logistics \rightarrow Materials Management \rightarrow Inventory Management \rightarrow Reservation
	\rightarrow Create
Via Transaction Code	MB23

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D 🗀 Purchasing	
🗢 🔂 Inventory Management	No.
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D D Physical Inventory	
Valuation	
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D Construction Sheet	
D Carlos Service Master	
Foreign Trade/Customs	
D C Material Master D C Product Catalog	
Product Catalog	10 Store 5





Enter Reservation:

Enter Reservation Number that you want to display.

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Reservation			061 0		

Field Name	Description	R/O/C	Comments
Reservation	Enter the number of reservation that you want to Display	R	Enter reservation number 1050000061.





Display Reservation:

Displaying Reservation data for both Header and Line item

<u>R</u> eservation <u>E</u> dit <u>G</u> oto Environment System <u>H</u> elp	
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Display Reservation 1050000061 : Overview	
🔝 🕄 Details from Item 🚇	
Movement Type 201 GI for cost center	
Goods recipient Ali	
Cost Center AD0005 REGIONAL TAX OFFICE	
Items /	
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	el D/C
1 50 EA 3000113 HQ01 L001 26.01.	.2010
EA Hand Dryer	H

Page 34 of 372

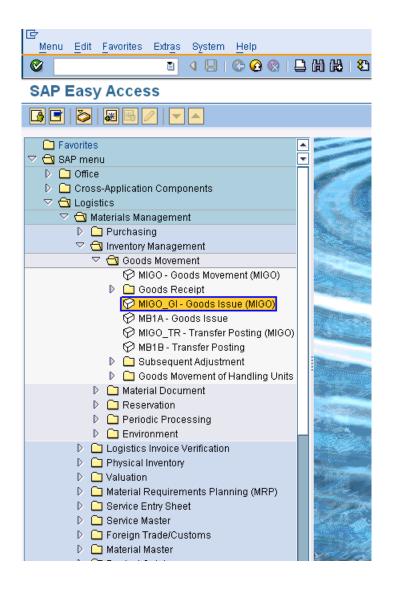




2.4 Goods Issue Reference to Reservation

Access transaction by:

Via Menus	SAP Menu > Logistics > Inventory Management > Goods Movement > Goods Issue (MIGO)
Via Transaction Code	MIGO



SIEMENS



PURCHASING & INVENTORY MANAGEMENT

Action for document

Select Goods Issue as Action for GI

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▷ Reserva A05 Relea: ♥ Material A06 Subsection	se GR Blocked Stock quent Delivery		Delivery Note
5000 <mark>A07 Goods</mark> 5000 A08 Transf 4900 A09 Remo	er Posting	01.02.2010	Bill of Lading
4900 A10 Place			ок
4900000092 4900000091			
4900000090 5000000102 5000000100			
✓ Held Data			Delete

Click on drop down list to select the Goods Issue.

Field Name		R/O/C	Comments
Drop down list	Select the Good Issue option from the drop down list	R	





Select Reservation:

From the drop down list select the Reservation

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Purchase Orders General RU2 Material Document General R03 Order	
Reservations	
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5000001011	

Specify Reservation Number

Enter Reservation Number 1050000044

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Purchase Orders General General General	

Enter the Reservation Number for which you use as a reference for Goods Issue against this Reservation.



PURCHASING & INVENTORY MANAGEMENT

Item Detail - Quantity Tab

Enter Quantity 38 for Issuance

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You can Issue Full/Partial at Quantity tab on item detail level.



PURCHASING & INVENTORY MANAGEMENT

Enter Storage Location

Enter Storage Location L001

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5000000100 500000099 5000000051	Movement Type 201 G	for cost center Stock type
5000000050 4900000072	Plant FBR Head Qua Storage Location	rter HQ01
Blank	Goods recipient Unloading Point	

Enter Storage Location which comes under the Plant on where tab and Plant data will determine automatically from (reservation).



PURCHASING & INVENTORY MANAGEMENT

Flag the Item OK indicator

Flag the indicator

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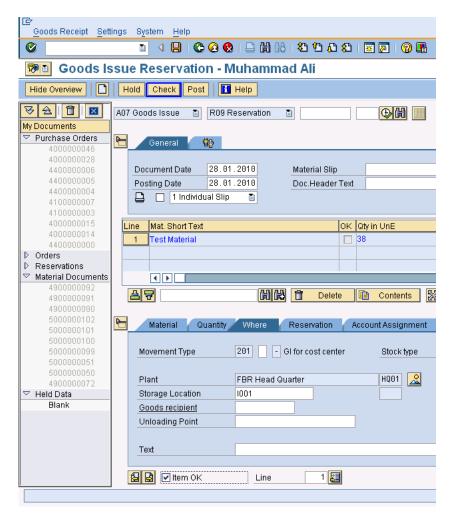
Flag the Item OK indicator ensure you have entered all input data.





Check the document:

Press Check to check the document.





PURCHASING & INVENTORY MANAGEMENT

Post the document:

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PURCHASING & INVENTORY MANAGEMENT

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Material Document Number has generated for action cancellation against goods issue

You can enter to view in separate window or can exit from here.





2.5 Printout Goods Issue Voucher.

Via Menus	Logistics> Materials Management> Inventory Management> Materi	
	Document> MB90 – Process output	
Via Transaction Code	MB90	

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Enter your required information

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Field Name	Description	R/O/C	Comments
Output Type	Specifies the kind of output to be produced.	R	
	The output type is predefined for your area of the SAP system.		
Transmission Medium	You can specify, for example, that the output is printed or that it is produced and sent by other means, such as Print, fax, electronic mail etc	R	
Sort order	Controls the sorting of output. Select sort key 'Material document/Item/Output type' to print the material document.	R	
Processing Mode	Indicator that specifies status and send time of the selected output.	R	
Material Doc. Year	Calendar year in which the material document was posted.	R	
Material Document	Alphanumeric key uniquely identifying the document. Number of the material document with which a goods movement was posted.	R	

Click 🕑 to Execute





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SECTION 3 PURCHASE REQUISITION (PR)

3.1 Create Purchase Requisition (PR)

Via Menus	Logistics> Materials Management> Purchasing> Purchase Requisition > Create
Via Transaction Code	ME51N

SAP Easy Access Favorites Favorites Construction Components Construction Purchase Requisition Purchase Requisition Purchase Requisition Construction Component Purchase Requisition Purchase Requirement Purchase Purchase Requirements Planning (MRP)	L⊆ Menu Edit Favorites Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp	
Favorities SAP menu > Office > Cross-Application Components > Logistics > Hurchasing > Purchase Order > Purchase Requisition > ME51N - Create > ME53N - Display > ME53N - Display > MEAASSRQ - Mass Maintenance > Release > Coutline Agreement > Release > Environment > Master Data > Environment > Displays > Follow-On Functions > Naster Data > Service Kaster > Service Entry Sheet > Service Master > Material Master > Product Catalog		🌮
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 Logistics Invoice Verification Physical Inventory Valuation Material Requirements Planning (MRP) Service Entry Sheet Service Master Foreign Trade/Customs Material Master Product Catalog 	 Favorites SAP menu Office Cross-Application Components Logistics Materials Management Purchasing Purchase Order Purchase Requisition ME51N - Create ME52N - Change ME53N - Display ME53N - Display MEMASSRQ - Mass Maintenance Release List Displays Follow-On Functions Outline Agreement RFQ/Quotation Master Data Environment 	
 Material Master Product Catalog 	 Physical Inventory Valuation Material Requirements Planning (MRP) Service Entry Sheet Service Master 	
	 Material Master Product Catalog 	4

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Document Type Selection:

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PURCHASING & INVENTORY MANAGEMENT

Enter Item data:

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Field Name	Description	R/O/C	Comments
Account Assignment	Select the account assignment category "K" which is used for consumable/stationary materials	R	
Material	Select material number which needs to be procured	R	
Plant	Select the Plant in which the material is being procured	R	
Unit of Measure	Unit of Measure for material e.g. pieces, each etc. It will be updated from Material Master automatically	0	





Enter Purchasing group:

년 Purchase Requisition <u>E</u> dit <u>G</u> oto Environment System <u>H</u> elp								
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	P81	CST & FE Gujrawala						
		CST & FE Faislabad						
	P83	CST & FE(HQRS)						
		CST & FE Peshawar						
		LTU - Islamabad						
Pen Item New Item		LTU - Karachi						
	P87	LTU - Lahore						
	00.1	Entrice found						
	901	Entries found						

Field Name	Description	R/O/C	Comments
Purchasing Group	Select Purchasing Group "P77 FBR Head Quarter" from drop down list	R	





Account Assignment data:

Material Data	Quantitie	s/Dates	Valu	atior	n / Accour	nt As
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Unloading Point					Recipient	
G/L Account	A01101					
CO Area	FBR					
Cost Center	KA0444					
				(Commitmen	t Iten
				_		

Field Name	Description	R/O/C	Comments
G/L account	Select G/L account in which the cost of Material will be charged	R	
Cost Center	Select Cost Center in which cost will be charged	R	





Enter Valuation Price:

Material Data	Quantities/I	Dates 🖉 V	aluation	Accou	nt Assi <u>c</u>
	10		.		
Valuation Price	10	PKR	1	EA	Tota
Promotion					
🗹 Goods Receipt					
🗹 Inv. Receipt					
🗹 GR Non-Val.					

Field Name	Description	R/O/C	Comments
Valuation Price	Estimated price of the Material is mentioned in Purchase Requisition	R	





Saving Purchase Requisition:

After entering the required information, user will save Purchase Requisition (PR).

[문] Purchase Requisition Edit Goto Environment System Help ⓒ 한 이 문 이 문 양 중 유 그 내 많 왕 한 5	- ® × SAP
Create Purchase Requisition Document Overview On 	CP Performance Assistant □ □ ⊠ ← → ◆ ▶ ∅ № ∅ 𝔥 ⊕ ♥ ♀ ♀ ■ ■ ♀ ♀
Purchase Requisition Header	Purchase requisition number 100000092
Image: State of the state	Message no. 06402
Tem New Item	
Purchase requisition number 100000092 created	D 200 🖻 forhqdev 1

Purchase Requisition (PR) 100000092 is created.





3.2 Printing of Purchase Requisition:

Once Purchase Requisition (PR) is created, it can be printed.

Via Menus	ZMM> Print Output> ZMPUR03
Via Transaction Code	ZMPUR03

Menu Edit Favorites Extras System Help) H) 2 1 4 2 X X X 9 H
SAP Easy Access Area Menu for Mater	ials Management
 Favorites SAP menu MM Transactions Table Maintenance MM Interfaces with AGPR Print Output ZMPUR02 - MM - Reservation ZMPUR03 - MM - Purchase Reguistion Materiali ZMPUR04 - MM - Purchase Reguistion Services ZMPUR05 - MM - Request For Quotation ZMPUR05 - MM - Purchase Order ZMPUR06 - MM - Purchase Order ZMPUR07 - MM - Goods Issue Voucher ZMPUR08 - MM - Contract 	
D 🗅 Uploads	

Enter Purchase Requisition to Print.

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MM - Purchase	Requisiton Re	eport		
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Click 🔛 to Execute

Page 54 of 372





Click on Print Button:

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🗌 Delete After Outp	ut		Group (1-1-1,2-2	2-2,3-3-3,)		
🗌 New Spool Requ	est					
Close Spool Rec	uest		Cover Page Setting	s		
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Storage Mode	Print only	1	Recipient			
			Department			
📙 Print 🔂 Prin	t preview					
	Print preview (F	8)				





Purchase Requisition Printout

No Material Material U/M Acc. Quantity Estimated Recommended Remain 1 300019 Text Material EA KA0444 2 0 12.00 24.00 Ramarks 2 3000090 Hand Dryver EA KA0444 2 0 12.00 24.00 Ramarks 2 3000090 Hand Dryver EA KA0444 3 0 20.00 60.00 10.00 ustification for Requisition: Justification for Req Special Instructions: Special Instructions: Special Instructions	Req	uisitioner Nam	e:					Emplo	yee No:	E5854	•	Date: 30	12.2009
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Code Description Code Require In-Hand Price/Unit Amount Vendor 1 30:00019 Test Material EA KA0444 2 0 12:00 24:00 Ramarks 2 30:00000 Hand Dryer EA KA0444 3 0 20:00 60:00 Justification for Requisition: Justification for Requisition for Requisitin for Requisition for Requisin for Requisition for Requisi	Location: RT01 Date Required: 30.06.2010				010	Delive	ry Location:			1000000	061		
2 300000 Hand Dryer EA KA0444 3 0 20.00 60.00 Justification for Requisition: Justification for Requisition: Justification for Requisition: Social Instructions: Approved By Social Instructions: Social Instructions: <td< th=""><th></th><th>Code</th><th>Descriptio</th><th></th><th></th><th>Code</th><th>Require</th><th>In-Hand</th><th></th><th>it</th><th>Amount</th><th></th><th></th></td<>		Code	Descriptio			Code	Require	In-Hand		it	Amount		
Justification for Requisition: Justification for Req Approved By <u>Seasalal Instructions:</u> Name: M.A. Khan Special Instructions Designation: secreary	1	3000019	Test Material		EA	KA0444	2	D		12.00	24.00		Ramarks
Approved By Special Instructions: Name: M A Khan Special Instructions Designation: secreary Special Instructions	2	3000080	Hand Dryer		EA	KA0444	3	0		20.00	60.00		
Name: M A Khan Special Instructions Designation: secreary	Just	ification for Re	quisition:	Just	tificati	on for Req							
Designation: secreary	Approved By												
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3.3 Change/Close Purchase Requisition:

Once Purchase Requisition (PR) is created, it can be changed/closed in order to incorporate change in requirement.

Via Menus	Logistics> Materials Management> Purchasing> Purchase Requisition > Change
Via Transaction Code	ME52N

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Follow-On Functions							
 Outline Agreement RFQ/Quotation 							
D C Master Data							
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Logistics Invoice Verification							
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 Material Requirements Planning (MRP) Service Entry Sheet 							
D C Service Entry Sneet							
D D Foreign Trade/Customs							
D D Material Master	-						







Select Purchase Requisition (PR):

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10 K	3000008	Hand Drye	r				

Field Name	Description	R/O/C	Comments
Purchase Requisition	Select the Purchase Requisition (PR) which you want to close or change	R	





Flag Purchase Requisition (PR) as Closed:

This function flags a Purchase Requisition (PR) as closed. It means that no Purchase Order can be created against closed Purchase Requisition (PR).

Material Data 🖉 Qua	ntities/Dates 🛛 🖊 Val	uation	Account Assignm	ent	Source	of Supp
Quantity	75,000	EA	Delivery Date	D 07	7.01.2010)
Quantity Ordered	0	EA	Request date	07.0	91.2010	
Open quantity	75,000	EA	Release Date	07.0	01.2010	
Closed			Pl. Deliv. Time			
Fixed ID			GR Proc. Time	12		

Field Name	Description	R/O/C	Comments
Closed	Flag the "Closed" indicator to close the Purchase Requisition (PR)	R	
Save	Save the document to effect changes	R	



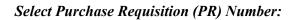


3.4 INDIVIDUAL RELEASE OF PURCHASE REQUISITION (PR):

Via Menus	SAP Menu > Logistics > Materials Management > Purchaser Requisition Release > Individual Release	>
Via Transaction Code	ME54N	
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	V Individual Release	
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	🔗 Release Reminder	
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	10 K	3000080	Hand Dryer						
			Short Text	1					

Field Name	Description	R/O/C	Comments
Purchase Requisition	Select the Purchase Requisition (PR) that you want to Release	R	
Other document	Click "Other Document" to adopt the selected PR for individual release	R	





Select the Release button:

By clicking on Release button, Purchase Requisition (PR) will be released by first Approver.

¢	Purchase Requisition	<u>E</u> dit <u>G</u> oto	Environment	System	Hel	р			
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	Release Indicator	C Crea	ation Process						
			<u>s</u>						
	Release Strategy	HC >10	000 - 75000 HC	2 / /	٩H	Second Secratory			

Press Release button to release the Purchaser Requisition (PR) from first Approver i.e. Second Secretary.

Press I Save button to save the document.





3.5 COLLECTIVE RELEASE OF PURCHASE REQUISITION (PR):

Via Menus	SAP Menu > Logistics > Materials Management > Purchaser Requisition > Release > Collective Release	>
Via Transaction Code	ME55	
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	orites Extr <u>a</u> s System <u>H</u> elp	
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	Purchase Order	
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	⊘ Create	
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	Mass Maintenance	112
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	💬 Individual Release	1
	Collective Release	
	Release Reminder	
	List Displays Follow-On Functions	
	Outline Agreement	
	RFQ/Quotation	
	Master Data	
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D 🖸 Val		
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Select the Release code:							
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Release group				to			=
🗹 Release Prerequisite Fulfilled							
🗹 Requisns for Overall Release							
Requisns for Item-Wise Release							
Purchase Requisition				to			=>
Material				to			⇒
Material Group				to			-
Purchasing Group			_	to			=
Scope of List	AL	V.	Ð				
Plant				to			=
Document Type				to			=
Item Category				to			=
Account Assignment Category				to			=
Delivery Date				to			=
Release Date			_	to			=>
Materials Planner/Controller				to			=
Processing Status				to			4
Fixed Vendor				to			666666
Blocking indicator				to			=>
Requisitioner							
Short Text							
Sort Indicator	1						
Cost Center				to			=>
WBS Element				to			-
Order				to			-

Field Name	Description	R/O/C	Comments
Release Code	Select the Release code AH in this case to release the PR collectively	R	
Requisition for overall release	To release the Purchase Requisition (PR) overall rather than item wise. flag this indicator	R	
Requisition for Item-Wise Release	You can check the indicator to release each Purchase Requisition (PR) line item wise	0	
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	0	

Click 🕑 Execute or press F8

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PURCHASING & INVENTORY MANAGEMENT

Release Purchase Requisition (PR):

e L	ist	Edit	Goto	o Views	En	viro	nment <u>S</u> ett	tings S <u>y</u> sti	em <u>H</u> e	elp						
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Click Release to release the Purchase Requisition (PR). You can release more than one Purchase Requisition (PR).





3.6 LIST OF PURCHASE REQUISITIONS - REPORT:

Requisition > List Displays > General Via Transaction Code Menu Edit Favorites Extras SAP Easy Access Endition Endition Endition Favorites
Menu Edit Favorites Extras System Help Image: Sapeasy Access
Menu Edit Favorites Extras System Help
Image: Contract of the state of the stat
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D D Purchase Order
✓
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MEMASSRQ - Mass Maintenance
D 🗀 Release
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MSRV2 - By Service
MELB - Transactions per Tracking Number
ME5W - Resubmission
ME5R - Archived Purchase Requisitions
Follow-On Functions
D C Outline Agreement
D CI RFQ/Quotation
 Master Data Environment
C Inventory Management
D Cal Logistics Invoice Verification
Physical Inventory
Valuation
Material Requirements Planning (MRP)





Selection Criteria – Plant:

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🗌 Released Re	quisitions	Only								
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Requisns for	Item-Wise	Release								
Field Name	Description						R/O/C	Comments		

Field Name	Description	R/O/C	Comments
Scope of List	Choose the ALV as Scope of List to view the report in ALV format	0	
Plant	Enter the Plant as selection criteria to display the report for the specified Plant – you can select any other selection criteria as well	0	

Click Execute or press F8 to execute the report.

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PURCHASING & INVENTORY MANAGEMENT

Report Result:

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	 [12] 23 13 23 13 28 19 19 19									
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10 N K 3000019 Test Material	10,000 EA D 20100104 00045 HQ01 001									
Purchase Requisition 10000051 10 N K 3000114 iron Safer	10.000 EA D 20100107 00045 HQ01 P01									
Purchase Requisition 10000061	10,000 EA D 20100107 00045 HQ01 P01									
10 N K 3000007 Fax Machine	10 EA D 20100115 00045 HQ01 P13									
Purchase Requisition 1000000011										
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Purchase Requisition 1000000014										
10 K K 3000001 Testing for Non Valuated Material	10 EA D 20091210 01 HQ01 L001 001									
Purchase Requisition 100000015	10 EA D 20091210 01 HQ01 L001 001									
Purchase Requisition 100000022										
10 N K 3000004 Test Material	100 EA D 20091216 01 HQ01 001									
Purchase Requisition 100000023										
10 N K service 1	1 AU D 20091216 00001 HQ01 001									

The Report "List of Purchase Requisitions" will be displayed on your screen according to the Selection Criteria..





3.7 PURCHASE REQUISITION REPORT BY ACCOUNT ASSIGNMENT

Via Menus	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition > List Displays > By account Assignment > General	;			
Via Transaction Code	ME5K				
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	MEMASSRQ - Mass Maintenance				
D C Release					
✓ G List Displays					
	Ø ME5A - General				
	🔄 By Account Assignment				
	ME5K - General				
	🔗 ME5J - By Project				
	💬 MSRV2 - By Service				
	🔗 MELB - Transactions per Tracking Number				
	🔗 ME5W - Resubmission				
	🔗 ME5R - Archived Purchase Requisitions				
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	utline Agreement				
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Selection Criteria:

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Field Name	Description	R/O/C	Comments
Cost Center	Enter cost center for which you want to view the report	R	
WBS Element	You can select WBS Element to view all Purchase Requisitions which have been created for that WBS Element	0	
Material	Report can be restricted to a material for the selected Cost Center or WBS Element (if required)	0	
Material group	Material Group is maintained in all Purchase Requisitions so that the report can be viewed Material Group wise	0	
Purchasing Group	Purchasing Group is maintained in all Purchase Requisitions so that the report can be viewed Purchasing Group wise	0	
Scope of List	Choose the layout of report. You can select ALV as your report view.	0	
Plant	Enter the Plant as selection criteria to display the report for the specified Plant	0	

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Document Type	Each Purchase Requisition (PR) is created with a specific Document Type e.g. PR for local, PR for services etc. Report results can be restricted on the basis of Document Type.	0
Item Category	Mostly. Standard Item Category is used, however, incase of Services and Blanket Purchase Requisition (PR), Item Category can be different from Standard, therefore, it can be used to restrict report results to a certain Item Category.	0
Account Assignment Category	Account Assignment Category must be used with Cost Center and WBS Element e.g. it can be K or P so report can be restricted on the basis of Account Assignment Category	0
Blocking indicator	All Purchase Requisitions which have been Blocked or Closed can be included or excluded from the report.	0

Report result:

C Lis	st Edit	Goto Vi	iews E	Enviror	ment	Sett	inas {	Svsten	n Heli	p								SAF)
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l is	t Disp	lav of	f Pure	cha	se R													,175 	
											-								
Q	84	76 🛛 🗵	1	C l	<u>*</u>	5 6	1 1 1 1	b 📙		-			26						
Hom	C III Coot		Flore	Ordon	0 a a a t f	2NIa	OD Dee	Itom	blokus	ا م ا) al Jay	4 1	A Material	Short Text	Quantit	110	Deliv.Date	Mott Orac
_	SAA COST	Сприна	Elem.	orden.	Asset	SINO.	SD Doc	. item	Netwo	irk OpA	ពទា	Jei. Ini	a. I	A Material	Short Text	Guantity	Un	Uelly.Date	Mati Gro
7 Durci	hase Requ	isition 1	0000020	n															
10	1 KA04		0000020			_					N		D	Ж	Services	1	EA	20091224	00001
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10	1 KA04	44									N			K 3000019) Test Material	10,000	EA	20100104	00045
Purcl	hase Requ	isition 1	0000051	1															
10	1 KA04	44									Ν			K 3000114	Iron Safer	10,000	EA	20100107	00045
Purcl	hase Requ	isition 1	0000061	1															
10	1 KA04	44									N			K 3000007	Fax Machine	10	EA	20100115	00045
Purcl	hase Requ		0000000	011															
10	1 KA04										K			K 3000001	Testing for Non Valuated Materia	10	ΕA	20091210	01
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10	1 KA04										K			K 3000001	Testing for Non Valuated Materia	5	EA	20091210	01
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10	1 KA04										K			K 3000001	Testing for Non Valuated Materia	10	EA	20091210	01
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Purci 10	hase Requ 1 KA04		000000	010							K	-	_	12 2000004	Testing for Non Valuated Materia	4.0	EA	20091210	01
	hase Requ		000000	042							n.			N 300000	resurg for Non Varuated Materia	10	EA	20091210	01
10	1 KA04		0000000	042		_		_		_	N		_	K 300000	Test Material	200	FA	20091223	02
	hase Requ		000000	043			_			_				11 330000	r root material	200	LU.	20031223	02
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	hase Requ		0000000	044															-
10	1 KA04										N			K 3000004	Test Material	200	EA	20091223	02

"Purchase Requisition Report by Account Assignment" will be displayed on your screen according to the Selection Criteria.

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SECTION 4 REQUEST FOR QUOTATION (RFQ)

4.1 Create Request For Quotation:

Access the transaction using following menu path;

Via Menus	SAP Menu> Logistics> Material Management> Purchasing> RFQ/Quotation> Create
Via Transaction Code	ME41

l⊆> <u>M</u> enu	<u>E</u> dit	<u>F</u> avorites	Extr <u>a</u> s	S <u>y</u> stem	<u>H</u> elp
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				r Quotatio	n
			-	Create	
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			List Di		
			Report		
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	-	~			

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Create Request For Quotation (RFQ) – Initial Screen:

I⊡ <u>R</u> FQ <u>E</u> dit He <u>a</u> der <u>I</u>	tem En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp							
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Create RFQ : Ini	Create RFQ : Initial Screen							
🙎 🚇 💼 🗋 Reference	ce to PReq 📗 🗋 Reference to Outline Agreement							
RFQ Type	ZQ02							
Language Key	EN							
RFQ Date	21.01.2010							
Quotation Deadline	10.02.2010							
RFQ								
Organizational Data								
Purch. Organization	PFHQ							
Purchasing Group	P77 🗗							
Default Data for Items								
Item Category								
Delivery Date	T							
Plant								
Storage Location								
Material Group								
Req. Tracking Number								

	Description	R/O/C	Comments
Field Name			
RFQ Type	As per FBR requirement, seven different types of RFQ / RFP document types are available, you are required to select one which is pertinent to your requirement.	R	
RFQ date	It is the document date or RFQ / RFP issuance date	R	
Quotation deadline	It is the deadline by which Quotation/Offer from the vendor is required	R	
Purchasing Organization	In FBR, there are seven Purchasing Organizations. User can select from the list	R	
Purchasing Group	Set in the system as per FBR requirement. For this session. only one group P77 for FBR Head Quarter will be used. Each plant has a Purchasing Group	R	





Press Overview or Enter to continue

Item level data in Request for Quotation (RFQ):

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Create RFQ : Item Ov	Create RFQ : Item Overview							
B E B D 1 2 3 % / 2 3 3 / 2 B 7								
RFQ R								
RFQ Items							-	-
Item I Material 10 3000113	Short Text	RFQ Quantity 500		Deliv. Date 12.02.2010		Pint HQ01	SLoc D	Te
20	ð		D					

D

Field Name	Description	R/O/C	Comments
Material	Specify the Material number for which you want the prices from vendor by sending the Request For Quotation (RFQ)	R	
RFQ Quantity	Specify Quantity for Purchase	R	
Delivery date	Set the delivery date – when the material is required to be delivered by the vendor	R	
Plant	Specify Plant for which material is being procured	R	

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Line Item 2:

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Crea	ate	RFQ : Item O	verview							
) 🏴 🗅 🖻 🕄 🕞	1						
RFQ RFQ Type ZQ02 RFQ Date 21.01.2010 Vendor QuotDdIn 10.02.2010										
RFQ Ite	ms									
Item	i I	Material	Short Text	RFQ Quantity	0	C Deliv. Date	Mat. Grp	PInt	SLoc	D Te
10		3000113		500		D 12.02.2010)	HQ01		
20		3000022		200		D 15.02.2010)	HQ01		
	D	5				D				
30	- Г									

Field Name	Description	R/O/C	Comments
Material for line item 2	Specify the Material number for which you want the prices from vendor by sending the Request For Quotation (RFQ)	R	
RFQ Quantity for line item 2	Specify the Quantity for Purchase	R	
Delivery date for line item 2	Set the delivery date – when the material is required to be delivered by the vendor	R	
Plant for line item 2	Specify Plant for which material is being procured	R	





Line Item 3 for Services:

40

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С	Create RFQ : Item Overview										
RF	RFQ RFQ Type ZQ02 RFQ Date 21.01.2010										
Ver	ndor				-	QuotDdIn	10.	02.2010			
RF	Q Item	s									
	ltem	I.	Material	Short Text	RFQ Quanti	ity	0 <u></u> C	Deliv. Date	Mat. Grp	PInt	SLoc
	10		3000113			500	D	12.02.2010		HQ01	
	20		3000022			200	D	15.02.2010		HQ01	
	30	D		Office Item			D				
		-					-				

D D

Field Name	Description	R/O/C	Comments
Item Category	Specify Item Category D if you want to procure the Services. Item category D is mandatory for services	R	
Short Text	Services are always purchased without Material – short text needs to be maintained as it is mandatory.	R	





Material Group:

C → RFQ Edit	Header	Item Environment System Help		
Ø		L C C C L L L L L L L L L L L L L L L L	\$1 🛒 🖉 🕲 🖪	
Create F	RFQ : Ite	em Overview		
	🖻 Material	Group (1) 49 Entries found		1
	Restri			
RFQ		∇		
Vendor	V 🛛 🖸			
RFQ Items	Mati Gro	Material Group Desc. Description 2 for the material gr		
Item I N	00001	Airconditioners		oc D Te
10 3	00002	Biometric Machine	-	
20 3	00003	Bracket Fan		
30 D	00004	CD Duplicator		
40	00005	Computer		
50	00006	Deser Cooler		
60	00007	Digital Camera		
70	00008	Drill Machine		
	00009	Duplicating Machine		
80	00010	Electric Heater		
90	00011	Electric Typewriter		
100	00012	Exhaust Fan		
110	00013	Fax Machine		
120	00014	Furniture		
130	00015	Gas Heater		
140	00016	Gestetner Offset Mac		
150	00017	Hand Dryer		
160	00018	IP Cameras		
170	00019	Iron Safe		
•	00020	Laptop Computer		
	00021	LCD TV		
	00022	Manual Typriter		
	00023	Microwave Oven	<u> </u>	
	49 Entries	s found		

Field Name	Description	R/O/C	Comments
Material group	Enter Material Group. It is mandatory because Material Master does not exist for services.	R	

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Plant:

ē	🔄 Pla	ant (1) 2 Entries	s found						×			
		Restrictions										
					∇							
Cr	🖌 🛙	🛛 🛗 👪 😹	19 🗋 🗈									
	Pint	Search Term	Search Term_	Postl Code	City	Name 2	Name	Versi <u></u>				
_	HQ01				Islamabad		FBR Head Quarter					
RFQ	HQ02				Islamabad		Revenue Division					
Veno												
RFQ												
It										PInt	SLoc	D Te
1										HQ01		
2												
3												

Field Name	Description	R/O/C	Comments
Plant	RFQ / RFP can be generated for single Plant as well as for multiple Plants.	R	





Maintain Planned Services:

다 Service Specifications Outline Edit Goto Entry Variant System	Help	
	<u>ኛ</u> የጋ ሲጋ ያጋ 🛒 🖉] 🕜 🖪
Service Specifications: RFQ Specs for Item I	Maintain	
23 C Service Selection		
Sh. Text Office Item		
Limits Overall Limit PKR Expected value 0 Contract limits Other limit		
Contract Item N Limit Short text		
P Services		
Line D Service No. Short Text Line D Service No. Short Text 10 Maintainance of fans	· · · ·	Un Overf. Tol.
	1	EA 🕝
30		

Field Name	Description	R/O/C	Comments
Service Specification	You can maintain services in Service Specification	R	
Quantity	Quantity of services will specify e.g. if maintenance service for fans is required then how many fans will be serviced	R	
Unit of Measure	Unit of Measure for services e.g. pieces, each etc.	R	





Delivery Schedule for line item:

If the delivery is required as per given schedule, then the Delivery Schedule can also be maintained here.

I⊂ RFQ Edit Header Item Environment System Help								
Image: A state of the state	4 📙 😋 🙆 🚷 🗄	3 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	3 🕱 🗶 🧐) 🖪				
Create RFQ : Item Ov	erview							
E E E D î 4 2 %	P 🗅 🖻 🕄 🗗 异	a						
RFQ F	RFQ Type ZQ02	RFQ Date	21.01.2010					
Vendor		QuotDdIn	10.02.2010					
RFQ Items								
Item I Material	Short Text	RFQ Quantity 0	C Deliv. Date	Mat. Grp F	Pint S	Loc D) Te	
10 3000113	Hand Dryer	500 EA	D 12.02.2010	00046 H	IQ01			
20 3000022	Hand Dryer	200 EA	D 15.02.2010	00017 H	IQ01			
30 D	Office Item	1 EA	D 17.02.2010	00012 H	IQ01			
	I	I I	1 1					

Click Delivery Schedule to maintain schedule for selected line item 10





Schedule for Line item:

Schedule for three deliveries will be maintained here with different quantities and different delivery dates

IE≠ 	ader Item Envir	onn	nent S <u>y</u> stem	<u>H</u> elp			
Ø	1] <mark>(C</mark> Q (2 I 🗅 (H) (H)	🔁	ት 🗘 🕄 🛛	e 🔊
Create RFQ	: Delivery	Sc	hedule f	or Item 00	010		
<u>~</u>							
RFQ			Qu	antity		Ę	500 EA
Material	3000113		Har	nd Dryer			
Cum. Rec. Qty		0	Old	Qty			Θ
C Delivery Date Scho	eduled Quantity 🛛 🖡	F C	St.DelDate	Purchase Req.	ltem	Cum. Sch. Qty	
D 12.02.2010	500	R	12.02.2010				500
16.02.2010	100						
17.02.2010 🕝	50						





Line item selection:

If the delivery address is different from Plant address, then this address can be mentioned in the RFQ / RFP.

I⊉ 						
Image:	🔍 📙 । 😋 🚱 🚱 । 🗄) (i) (i) (2) (2) (2) (2) (2) (2) (2) (2) (2) (2				
Create RFQ : Item Ov	erview					
e e e d 1 4 2 %	🎤 🗅 🖻 🕄 🗷 🖶					
RFQ RFQ Type ZQ02 RFQ Date 21.01.2010 Vendor QuotDdin 10.02.2010						
RFQ Items						
Item I Material	Short Text	RFQ Quantity O., C Deliv. Date Mat. Grp PInt SLoc D Te				
10 3000113	Hand Dryer	650 EA D 12.02.2010 00046 HQ01				
20 3000022	Hand Dryer	200 EA D 15.02.2010 00017 HQ01				
30 D	Office Item	1 EA D 17.02.2010 00012 HQ01				
40		D D				

To maintain the delivery address, click 🖶 Delivery Address icon





Delivery Address:

Delivery address can be changed as per the requirement

<u>R</u> FQ <u>E</u> dit	🖻 Delivery Address for Iten	n 00020 🛛 🛛 🖸	<u> </u>
	Plant HQ01	Address	
Create R	Stor. Loc.		F
		Vendor 🛛 SC vendor	
• 🖻 🚨			
ltem	Name		
Material	Title	Company 🛅	
Short Text	Name	FBR Field office	
Quantity and D			
RFQ Quantity			
Delivery Date	Search Terms		
	Search term 1/2		
Deadline Mon			
1st Rem./Exp	Street Address		
2nd Rem./Exp	Street/House number	FBR House,Constitutional Avenue	
3rd Rem./Exp	Postal Code/City	Islamabad	
No. Exped.	Country	PK Pakistan Region	
	Time zone	UTC+3	
	PO Box Address		
	PO Box		
	Postal code		
	Company postal code		
	Communication		
	Language	English Dther communication	
	Telephone	Extension	
	Mobile Phone		
	Fax	Extension 🔗	
	🖌 🖸 Adopt 🕼 Rese	et Repeat address on Repeat address off 🔀	

Press Adopt button to adopt the changed address for selected line item.





Header Data: Header Icon:
Er RFQ Edit Header Item Environment System Help ◎ ●
Create RFQ : Item Overview
RFQ RFQ Type ZQ02 RFQ Date 21.01.2010
Vendor QuotDdin 10.02.2010
RFQ Items Item I Material Short Text RFQ Quantity IQ C Deliv Date Mat Gm Pint ISI or D Te

ltem I Material Short Text RFQ Quantity O... CDeliv. Date Mat. Grp Pint SLoc D Te... 10 3000113 🕝 nd Dryer 650 EA D 12.02.2010 00046 HQ01 20 200 EA D 15.02.2010 00017 3000022 HQ01 Hand Dryer 1 EA D 17.02.2010 00012 HQ01 30 D Office Item **n** 10





Header Data:

I⊑> 	der <u>I</u> tem En	vironment System	<u>H</u> elp					
Ø	Ē	4 📙 😋 🚱 🔇) I 🗅 (A)		84 🐹 🗾 😨			
Create RFQ : Header Data								
🔝 🔽 🖹 🖬 🎮	7 🚨							
RFQ RFQ Type Vendor	ZQ02	Company Code	FBR	Purchasing Group Purch. Organizatio	P77 n PFHQ			
Administrative Fields RFQ Date Language Validity Start	21.01.2010 EN	Item Interval Subitem Interv. Validity End Warranty	10	Coll. No. QuotDdIn Apply By Bindg Per.	abc 10.02.2010			
Terms of Delivery an	id Payment	_Targ. Val.						
Reference Data								
Quotation Date Your Reference	J S Mirza	Quotation Salesperson						
Our Reference	M A Khan.	Telephone						

Field Name	Description	R/O/C	Comments
Coll No.	This field is used to group together one series of RFQ / RFP	0	
Validity Start	Shows the date from which the Offer shall be available for ordering purpose.	0	
Validity End	Shows the date on which Validity of the Offer will expire	0	
Your Reference	Name of the contacting person from Vendor side is to be mentioned in Your Reference field	0	
Our Reference	Name of the contacting person from FBR is to be mentioned in Our Reference field	0	





Click Beader Text to maintain text in header

Fill the header text:

I⊂ RFQ Edit Header Item Environment System Help	
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Create RFQ : Header Texts	
Carl Cong Text Screen	
Purchasing Doc. Company Code FBR Purchasing Gr Document Type ZQ02 Purch. Organiz	
Vendor	
Header Texts	
TxtType Text Mor	e Text 🛛 Status
Reference Number	
Enter reference number	
ГО	
a h khan	
✓ Subject	
enter subject	
Body Text	
enter body text	
Terms of delivery enter terms of delivery	

Field Name	Description	R/O/C	Comments
Reference number	Maintain internal Reference Number	0	
То	Name of person/vendor to whom RFQ is to be delivered	0	
Subject	Maintain Subject	0	
Body Text	Maintain Body Text	0	
Terms of delivery	Maintain text for Terms of Delivery	0	

Click Click

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Item Text:

E≠ 	Header Item Enviro	onment S <u>y</u> stem	<u>H</u> elp		
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Create R	RFQ : Texts for	ltem 00010			
🛛 🖉 Long Tex	t Screen 📋 🕨				
ltem	10	Item Category		Acct Assgt Cat.	
Material	3000113	Material Group	00046	Plant	HQ01
Short Text	Hand Dryer			Stor. Location	
Item Texts					
TxtType	Text			More Text S	tatus
🗹 Item text					
	item text				
Material P	O text				
	specify material po text				
Additional	text for item				
	additional text				

Field Name	Description	R/O/C	Comments
Item text	Maintain Item Text	0	
Maintain PO text	Maintain Purchase Order Text	0	
Additional Text for Item	Here you can maintain any additional text for selected item	0	

Click Back to return to previous screen





Request for Quotation (RFQ)/ Request for Purchase (RFP) - Assignment to Vendor 1:

All the details required to be mentioned on the enquiry are now complete. We need to send this RFQ / RFP to the selected Vendor.

Maintain Vendor "30000005" for item 1

RFQ Edit Header Item Environment System Help	
· · · · · · · · · · · · · · · · · · ·	2 @
Create RFQ : Vendor Address	
RFQCompany CodeFBRPurch. GroupP77RFQ Date21.01.2010RFQ TypeZQ02Purchasing Org.PFHQVendor30000005Image: Company CodeFBRPurchasing Org.PFHQ	
Name Title Company Name	Þ
Search Terms Search term 1/2	
Street Address Street/House number Postal Code/City Country PK Pakistan Region Time zone UTC+3	Þ
PO Box Address PO Box Postal code Company postal code	Þ

Field Name	Description	R/O/C	Comments
Vendor	Assign the RFQ / RFP to selected Vendor for line item 1	R	

Click 🖳 Save to save the RFQ for line item 1





Save the Request for Quotation (RFQ)/ Request for Purchase (RFP):

C		Ē	dit He <u>a</u> der <u>I</u> ten	n En <u>v</u> ir	ronment S <u>y</u> sti	em <u>H</u> elp							
6					1866) 🚯 l 🖨 li 🔕 l	BI\$00(3	🗶 🖉 🖗				
C	Create RFQ : Item Overview												
RF	RFQ RFQ Type ZQ02 RFQ Date 21.01.2010												
Ve	ndor	_					QuotDdIn	10.	02.2010				
RE	RFQ Items												
	ltem	1	Material	S	hort Text	RFQ Q	uantity	0 <u></u> C	Deliv. Date	Mat. Grp	PInt	SLoc [) Te
	10	Γ	3000113	📴 Sav	ve Document			\boxtimes	12.02.2010	00046	HQ01		
	20		3000022										
	30	-			No message	record could			15.02.2010	00017	HQ01		
		D			No message i				15.02.2010 17.02.2010		HQ01 HQ01		
	40	D			be found for o								
		D			-								
	40	D		0	be found for o message.	utput of							
	40 50	D		0	be found for o	utput of							
	40 50 60	D		0	be found for our message. Save anyway?	utput of							
	40 50 60 70	D		0	be found for o message.	utput of	🗙 Cancel						

If you want to maintain same Vendor for each line item then press "Yes" otherwise Press "No"

Request For Quotation (RFQ) 610000027 for Item 10 has been created.





Request for Quotation(RFQ) / Request for Purchase (RFP) - Assignment to Vendor 2:

Now maintain Vendor "z3" for line item 2

도 RFQ Edit Header It	tem Environment System Help	
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Create RFQ : Ve	ndor Address	
<mark>.≈</mark>		
RFQ	Company Code FBR Purch. Group P77	
RFQ Date 21.01		
Vendor 23	<u>_</u>	
Name		
Title		
Name		
Search Terms		
Search term 1/2		
Street Address		
Street/House number		
Postal Code/City		
Country	Region	E
PO Box Address		
PO Box		
Postal code		
Company postal code		
Communication		
Language	Other communication	
SFBR Local RFQ create	d under the number 6100000027	

Click 📙 Save to save the RFQ for line item 2





Request for Quotation (RFQ)/ Request for Purchase (RFP) - Assignment to Vendor 3:

Maintain Vendor "ali" for line item 3

Er <u>RFQ E</u> dit Header <u>I</u>	tem En <u>v</u> ironm	ient S <u>y</u> stem	Help		
Ø	A 1] 😋 🔂 🔇	- - 🗅 (A) (8180668	3 💥 🛃 (
Create RFQ : Ve	ndor Add	ress			
<u> </u>					
RFQ 21.01 RFQ Date 21.01 Vendor ^{al i}		mpany Code Q Type	FBR ZQ02	Purch. Group Purchasing Org.	P77 PFHQ
Name					
Title	l		1		
					Þ
	1				
Search Terms					
Search term 1/2					
Street Address					
Street/House number Postal Code/City					
Country			Region		
	·		rtegion		
PO Box Address					
PO Box					
Postal code					
Company postal code					Þ
Communication					
Language				Other commu	unication

Click 🔲 Save to save the RFQ for line item 3





4.2 Printout Request for Quotation (RFQ).

Via Menus	Logistics> Materials Management> Purchasing> Request for
	Quotation> Messages> ME9A – Print/Transmit
Via Transaction Code	ME9A

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Menu Edit Favorites Extras System Help	
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👂 🧀 Purchase Order	the state of the s
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ME43 - Display	A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWN
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Enter below mentioned data

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Message Output			
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Purchasing Organization Purchasing Group		to to	<u>ት</u> ት ት ት
Document Type		to	4
Document Date		to	4
Message Data			
Application	EA		
Message Type	ZNEU	to	_₽
Transmission Time-Spot			
Processing Status	0		
Creation Date			
Time Created	00:00:00		

Field Name	Description	R/O/C	Comments
Document Number	Alphanumeric key uniquely identifying the document.	R	
Vendor	You can use the vendor number to keep track of Request for Quotation.	0	
Purchasing Organization	Denotes the purchasing organization.	0	
Document Type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system.	0	
Document Date	Date on which the purchasing document was created.	0	
Application	Subdivides the usage of a condition (for example, pricing) for use in different application areas (for example, purchasing).	R	
Message Type	Specifies the kind of output to be produced.	R	
	The output type is predefined for your area of the SAP system		





Processing Status	If the message was processed successfully, the status is set to '1' and if an error occurs, the status is set to '2'. Status '0' usually means that the processing program has not yet been started (if the message is to be processed manually, for example).	R	
	has not yet been started (if the message is to be		

Select the document for Display the message/Printout preview to click on 'Display Message' button.

Image: Context and Conte	
K C F H A F B F F Output Message Depuis Message Details Trial Printout	
Display Message (Chill+F6)	
Purch.Doc. Vendor Name 1 PGr Doc. Date Nsg. Lng Partner Role Created on Time Time N User Name Output Device Name Fax number Chng.	-
6100000071 30000002 Taritq 4 Co. P77 22.06.2010	
ZNEU EN 30000002 LF 22.06.2010 15.42:22 J IKASHIF SAPCC X	

Output of Request for Quotation (RFQ).

F	BR		Federal Board of Revenue
. . .	PARISTAN		
		Request For Quotation : 6100000071	
00 fb*	-2010-06		22nd June, 2010
00-101	-2010-00		22114 Julie, 2010
To:	Tariq & Co.		
Subje	ct: <u>SUPPLY O</u>	F GOODS (Body Text)	
	Please sunni	y following items, reference	
		ation dated 31 May 2010	
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		ation dated 31 May 2010	
		ation dated 31 May 2010	
	to your quot		0uaut
<u>5.NO</u>		ation dated 31 May 2010 Name of items Ball Liner Free Ink Roller	Quanti
	to your quot Material Code	Name of items	Quanti
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4.3 Maintain Quotation:

This functionality helps us to maintain the Vendor Offers with reference to the RFQ / RFP already sent to these suppliers.

Access the transaction using following menu path:

Via Menus	Material Management> Purchasing> RFQ/Quotation> Quotation -> Maintain
Via Transaction Code	ME47

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Select the Request for Quotation (RFQ):

Enter RFQ /RFP number that we have already created and sent to Vendor as an enquiry.

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Ма	intair	n Qu	otatio	n : I	nitial	Scre	en	
	9							
RFQ		1	61000000	29				

Field Name	Description	R/O/C	Comments
RFQ	Enter RFQ /RFP number that has already been created and sent to Vendor as an enquiry.	R	

0	1
Click 🚈	Overview or Enter to continue





Maintain Item Price:

Enter Price "10" for line item 1.

년 Quotation Edit Header Item Environment System Help																	
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٩	🕫 🗈 Maintain Quotation : Item Overview																
RI	FQ	6	100000026	RFQ Type	ZQ02]	RFQ Dat	e	2	21.01.2010							
Ve	endor	3	0000005				QuotDdlr	I	1	0.02.2010							
QI	uotation	ı Items															
	ltem	Material		Short Text		RFQ Quantit	у	0	С	Deliv. Date	Net Price		Per	0	Mat. Grp	PInt	SLoc
	10	3000115		digital camera		900		EA	D	14.02.2010	10		1	EA	00007	HQ01	
	20	3000025		Hand dryer		250		ΕA	D	14.02.2010			1	EA	00046	HQ01	
	30			Office Item		1		ΕA	D	15.02.2010		0.00	1	ΕA	00011	HQ01	

Field Name	Description	R/O/C	Comments
Net Price	Maintain Price for line item 1 that Vendor has offered for the particular material	R	





Maintain Item Price:

Maintain price Rs.15 for line item 2.

다 Quotation Edit	He <u>a</u> der <u>I</u> te	em En <u>v</u> ironment	System <u>H</u> elj)									- 2
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RFQ Vendor	6100000029 Ali	RFQ Type co	ZQ02	RFQ Da QuotDd		21.01.2010							
Quotation Items													
ltem Material		Short Text	RFQQ	uantity	0	C Deliv. Date	Net Price		Per	0	Mat. Grp	PInt	SLoc
10 3000113		Hand Dwor	650		EA	D 12 02 2010		10		I E A	00046	H001	

_ [item	Material	Short Lext	RFQ Quantity	0	C	Deliv. Date	Net Price	Per (J	Mat. Grp	Pint	SLOC
	10	3000113	Hand Dryer	650	ΕA	D	12.02.2010	10	1 E	A	00046	HQ01	
	20	3000022	Hand Dryer	200	EA	D	15.02.2010	15	1 E	ΕA	00017	HQ01	
	30		Office Item	1	ΕA	D	17.02.2010	0	1 E	ΕA	00012	HQ01	

Field Name	Description	R/O/C	Comments
Net Price	Maintain Price for line item 2 that Vendor has offered for the particular material	R	

Click 📙 Save to save the Quotation.





4.4 Price Comparison List:

Access the Transaction using following menu path:

Via Menus	SAP Menu > Logistics > Materials Management > Purchasing > RFQ/Quotation > Price Comparison
Via Transaction Code	ME49

⊡ 							
SAP Easy Access							
□ Favorites [□ SAP menu [▷ □ Office							
 Cross-Application Components Conjunction Conjunction							
✓ G Purchasing							
 Purchase Order Purchase Requisition Outline Agreement RFQ/Quotation 							
Request for Quotation Sequent for Quotation							
Maintain Display Price Comparison							
 D C Master Data D C Environment 							





Price Comparison List – Initial Screen:

⊡ Program <u>E</u> dit <u>G</u> oto	S <u>y</u> stem <u>H</u>	lelp			
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Price Comparis	on List				
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PulExecute (F8)		PFHQ			
Quotation		600000021	to	600000023 🕝	-
Collective RFQ			to		- -
Vendor			to		4
Material			to		_

Field Name	Description	R/O/C	Comments
Purchasing Organization	Select Purchasing Organization PFHQ. All RFQ/RFP's are created under a Purchasing Organization.	R	
Quotation	Select range of Quotations for comparison e.g. two or more than two Quotations	0	
Collective RFQ	This is the number which is maintained in the header of RFQ. System will compare all Quotations which have been created under this Collective Number	0	
Vendor	You can select Vendor. System will compare the Quotations from the Vendor you selected	0	
Material	You can specify the Material for which you want to run the comparison	0	

Click Execute or Press F8





Result Price Comparison List:

Comparison of Prices maintained in three Quotations for each material offered by different Vendors is executed. As a result of this process, Price Comparison List is generated. System calculates the best quoted price against each Vendor offer.

You can select one Quotation and reject all other Quotations by activating the Rejection Indicator.

로 List <u>E</u> dit <u>G</u> oto Enviro	nment S <u>y</u> stem	<u>H</u> elp							
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Price Comparison List in Currency PKR									
📕 🔸 🕨 🅖 Quota	tion 🔗 Materia	al 🛷 Vendor 🛛 Add	fitional Info 🛐						
Material	Quot.:	600000023	6000000022	6000000021					
Sh. Text	Bidder:	Z3	Z2	30000000					
Qty. in Base Unit	Name:	company	C0	Z A iqbal					
3000021	Val.:	5,000	8,000	8,500					
Iron Safe	Price:	50	80	85					
100 EA	Rank:	1 70 %	2 112 %	3 119 %					
3000022	Val.:	8,000	14,000	19,000					
Hand Dryer	Price:	40	70	95					
200 EA	Rank:	1 59 %	2 102 %	3 139 %					
3000023	Val.:	13,500	22,500	27,000					
Shredder Machine	Price:	45	75	90					
300 EA	Rank:	1 64 %	2 107 %	3 129 %					
Total Quot.	Val.:	26,500	44,500	54,500					
	Rank:	1 63 %	2 106 %	3 130 %					





4.5 Maintain Quotation for Rejection

Maintain Quotation to flag the Rejection Indicator. Access the Transaction using following Menu Path:

Via Menus	SAP menu > Logistics > Materials Management > Purchasing > Request for Quotation > Quotation > Maintain
Via Transaction Code	ME47

년 Menu Edit Favorites Extr <u>a</u> s System <u>H</u> elp	
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D Cross-Application Components	
🗢 🔂 Logistics	
🗢 🔂 Materials Management	
🗢 🔂 Purchasing	
👂 🧰 Purchase Order	
D D Purchase Requisition	
👂 🧰 Outline Agreement	
Section 🖓 🔂 RFQ/Quotation	
Request for Quotation	
🗢 🔂 Quotation	
😥 Maintain	
💬 Display	
💬 Price Comparison	
👂 🧰 Master Data	
Environment	





Select Request for Quotation (RFQ):

Cơ Qu	otation	<u>E</u> dit	He <u>a</u> der	Item	Environn	nent	S <u>y</u> ste
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Ма	intaiı	n Qu	iotatio	n : I	nitial S	Scre	en
	3						
0	verview	(F5)					
RFQ		(6100000	28 🗗			

Field Name	Description	R/O/C	Comments
RFQ	Enter RFQ /RFP number for selecting RFQ / RFP to be rejected	R	





Select the line item:

Select the line item for which Rejection Indicator is to be flagged

⊈ Quotation Edit H	leader Item Environment	System Help			_ 2
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RFQ 61 Vendor Z3	00000028 RFQ Type	ZQ02 RFQ Date	21.01.2010		
Volidor 20	company				
Quotation Items	Short Text	REQ Quantity	CDeliv Date Net Price	Per O Mat Grr	Pint SLoc

It	tem	Material	Short Text	RFQ Quantity	0	С	Deliv. Date	Net Price	Per	0	Mat. Grp	PInt	SLoc
1	0	3000113	Hand Dryer	650	EA	D	12.02.2010	12	1	ΕA	00046	HQ01	
2	20	3000022	🕝 nd Dryer	200	EA	D	15.02.2010	16	1	ΕA	00017	HQ01	
3	30		Office Item	1	EA	D	17.02.2010	0	1	ΕA	00012	HQ01	





Flag the Rejection Indicator:

Flag the Rejection Indicator in selected RFQ/RFP.

도 Quotation Edit	Header Item Environmer	nt S <u>y</u> stem <u>H</u> elp	
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Material	3000022	Mat. Grp 00017	Stor. Loc.
Short Text	Hand Dryer		
Quantity and Date			
RFQ Quantity	200 EA	QuotDdIn 10.02.2010	
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1st Rem./Exped.		TrackingNo	
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3rd Rem./Exped.			
No. Exped.	0		
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Qty Conv.	1EA <-> 1	EA	
Quot. Comment		Tax Code	
🗹 Rej. Ind.			





Select the Rejection Reason:

From the drop down list, select the Reason for Rejection.

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Item	6100000	028 20	ltCat.		Plant	HQ01		
Material	3000022		Mat. Grp	00017	Stor. Loc.			
Short Text	Hand Dry	er						
Quantity and Date								
RFQ Quantity	288	FA		10 02 2010				
Delivery Date	C Inte	rnal Comment or	n Quotation (1) 4 Entries found				
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2nd Rem./Exped.	QuCo	Internal comme						
3rd Rem./Exped.	AB1	Rejection for pri-	ce reasons					
No. Exped.	G AB2	Rejection for qu	ality reasons					
	0K1	OK on price gro	unds			-		
Quotation Data	OK2	OK on quality gr	ounds					
Net Order Price								
Qty Conv.	1							
Quot. Comment								
Rej. Ind.								

Click 📙 Save to save the Quotation.





4.6 Request for Quotation (RFQ) List - Display by Material.

Access the transaction using following Menu Path:

Via Menus	SAP menu > Logistics > Materials Management > Purchasing > Request for	
	Quotation > List Displays > By Material	
Via Transaction Code	ME4M	

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ME42 - Change					
ME43 - Display					
💬 ME44 - Maintain Supplement					
💬 ME45 - Release					
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😥 ME4M - By Material					
💬 MSRV4 - By Service	and the second				
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💬 ME4C - By Material Group					
ME4B - By Tracking Number	Contra Contra				
ME4N - By RFQ Number	and the second second				
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Selection Parameter for Report:

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Purchasing Organization		to	+					
Scope of List	ALV							
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Deadline Subm. of Quotations		to						
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Supplying Plant		to	-					
Material Group		to						
Document Date		to	₽					
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Vendor's Material Number		to	ح					
Vendor Subrange		to						
Promotion		to	₽					
Season		to	1 1 1 1					
Season Year		to	4					
Short Text								
Vendor Name								

Select the material for which you want to view the Report. You can give the range in Selection Criteria to view the report.

Field Name	Description	R/O/C	Comments
Material	Select the Material	R	Select Material 3000114



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Result of the Report:

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Purchasin	g Document (61000000	18																		1
10 ZQ02	10.02.2010		A	P77	2	1.01.2010	30000005	Iron Safer	00045		HQ01		500	EA	500	EA			1		1
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Purchasin	15.02.2010		A	P77	2	1.01.2010	30000005	Iron Safer	00045		HQ01		500	EA	500	EA			1		1

Report Results show all the Quotations created against the selected Material.

You can go back to the Selection Screen to execute the Report for another Material.





SECTION 5 CONTRACT

5.1 Create Contract

Via Menus	Logistics> Materials Management> Purchasing> Contract> ME31K - Create
Via Transaction Code	ML31K

Create Contract Initial Screen

Cr Outline Agreement Ed	it Header Item Environment
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Create Contract	t : Initial Screen
🚨 🗳 🗋 🗋 Referenc	ce to PReq 📔 🗋 Reference to RFG
Vendor	3000005
Agreement Type	МК
Agreement Date	02.02.2010
Agreement	
Organizational Data	
Purch. Organization	РЕНО 🔁
Purchasing Group	
Default Data for Items	
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Plant	
Storage Location	
Material Group	
Req. Tracking Number	
Vendor Subrange	
Acknowledgment Reqd	l de la constante de

Field Name	Description	R/O/C	Comments
Vendor	Vendor with whom the Contract is	R	Enter Vendor No. 30000005
	being established		
Agreement Type	Select document type	R	Select document type
Agreement Date	Sign-off date of Agreement	R	Enter Agreement Date
Purchasing Organization	Enter Purchase Organization	R	Enter Purchasing Organization "PFHQ"

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SIEMENS



PURCHASING & INVENTORY MANAGEMENT

Purchasing Group

Outline Agreement Edit	Hea	der Item Environmen	it S <u>y</u> stem <u>H</u>	lelp				
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Vendor	 Image: A start of the start of	🛛 🛗 🛗 😹 灳						
Agreement Type	PGr	Description	Telephone	Fax Number				
Agreement Date	P62	CC ST&FE (Appeals)						
Agreement	P63	Add Dir Int& Inv						
		Add Dir Int& Inv						
Organizational Data	P65	CCC (South)						
Purch. Organization	P66							
Purchasing Group	P67	MCC Islamabad						
	P68	· ·						
Default Data for Items	P69	MCC Lahore						
Item Category	P70 P71	MCC Sialkot MCC Faisalabad						
Acct Assignment Cat.		MCC Faisalabau MCC Multan						
	P73	MCC Quetta						
Plant	P74							
Storage Location	P75							
Material Group		Dir C&A (PCA)LHR						
Req. Tracking Number	P77	FBR Head Quarters						
Vendor Subrange	P78	Revenue Division						
Acknowledgment Reqd	P79	CST&FEe lsb						
	P80	CST & FE Lahore						
	P81	CST & FE Gujrawala						
	P82	CST & FE Faislabad						
	P83	CST & FE(HQRS)						
	P84	CST & FE Peshawar						

Field Name	Description	R/O/C	Comments
Purchasing Group	Enter Purchasing Group	R	Select "P77" from dropdown list

Click 🗹 icon to continue





Header data

Contract Edit	Header Item Environment System Help
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Agreement	Company Code FBR Purchasing Group P77
	Agreement Type MK Purch. Organization PFHQ
Vendor	3000005
Administrative Fiel	ds
Agreement Date	02.02.2010 Item Number Interval 10 Subitem Interv. 1
Validity Start	02.02.2010 Validity End 28.02.2010 Language EN
GR Message	
Terms of Delivery a	
Payt Terms	
Payment in	
Payment in	
Payment in	Days Net
Reference Data	
Quotation Date	Quotation
Your Reference	J S Mirza Salesperson
Our Reference	M A Khan Telephone
Suppl. Vendor	Invoicing Party

Field Name	Description	R/O/C	Comments
Validity End date	Contract Expiry Date	R	Enter date as per Contract
Your Reference	Name of the Contact Person from Vendor's side	0	Enter name as per Contract
Our Reference	Name of Contact Person from FBR side	0	Enter name as per Contract

Click A icon to fill Item Level Data.

SIEMENS



PURCHASING & INVENTORY MANAGEMENT

Item data

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Ver	ndor		30000005	<u> </u>	Currency	PKR						
Ou	tline A <u>c</u>	gree	ment Items									
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	60											
	70											

Field Name	Description	R/O/C	Comments
Account	The Account Assignment Category	R	Enter Account Assignment Category
Assignment	determines which account		K
Category	assignment data (such as cost		
	center, account number and so on)		
	is necessary for the item.		
Material	Select Material that you want to	R	Enter Material 3000115
	procure		
Quantity	Enter the Quantity required to	R	Enter value 100 in this field
	Order		
Net Price	Enter Net Price per unit of Ordered	R	Enter Net Price Rs. 20
	Quantity.		
Plant	Enter Plant for which Material is	R	Enter Plant HQ01
	being procured		





Account Assignment data

Contract Edit	Header Item Environment System Help
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Agreement Item	10 Item Cat. AcctAssCat K
Material	3000115 Matl Group 00007 Plant HQ01
Short Text	digital camera Stor. Loc.
Quantity and Price	
Target Quantity	100 EA RelOrdQty. 1
Net Order Price	20.00 PKR / 1 EA Price Date
🖙 Account Assign	ment for Item 00010 🛛 🔍
G/L Account	A01170 Company Code FBR
CO Area	
Cost Center	Ad0005
Profit Center	
	Commitment Item
Unloading Point	Goods recipient
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Shipping Instr.	GR-BasedIV

Field Name	Description	R/O/C	Comments
G/L Account	Specify G/L Account for posting	R	Enter G/L Account A01170
Cost Center	Cost Center that will bear the cost of this Material	R	Enter Cost Center AD0005

Click 🗹 icon to continue.





Save the Document

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Click on Yes button to Save

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Agreement Agreement Type MK Agmt Date 02.02.2010 Vendor 30000005 Currency PKR									
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Click Yes button to save the document.





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Document Number will be generated at the bottom of the screen.





5.2 Printout Outline Agreement/Contract.

Via Menus	Logistics> Materials Management> Purchasing> Outline Agreement > Messages> ME9K – Print/Transmit
Via Transaction Code	ME9K

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Enter your required information

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Message Data				
Application	EV			
Message Type	ZNEU	to	\$	
Transmission Time-Spot				
Processing Status	0			
Creation Date				
Time Created	00:00:00			

Field Name	Description	R/O/C	Comments
Document Number	Alphanumeric key uniquely identifying the document.	R	
Vendor	You can use the vendor number to keep track of Request for Quotation.	0	
Purchasing Organization	Denotes the purchasing organization.	0	
Document Type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system.	0	
Document Date	Date on which the purchasing document was created.	0	
Application	Subdivides the usage of a condition (for example, pricing) for use in different application areas (for example, purchasing).	R	
Message Type	Specifies the kind of output to be produced.	R	
	The output type is predefined for your area of the SAP system		





Select the document for Display the message/Printout preview to click on 'Display Message' button.

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Message Output	
K C Display Message Message Details Trial Printout	
Display Message (Shift+F8)	*
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5000000013 30000556 Mohammad Mumtaz Hussain Shah bokari P77 25.03.2010	

Output Outline Agreement/Contract:

Government of pakistan Revenue Division Federal Board of Revenue Contract: 5000000013 REF-CON-001 25th March, 2010 To: Mohammad Mumtaz Hussain Shah bokari Subject: Procurement of goods Subject: Procurement of goods 1 3000313 lar machine 2 3000313 lar machine 200 200			
		Contract : 500000013	
REF-C	ON-001		25th March, 2010
To:	Mohammad	Mumtaz Hussain Shah bokari	
Subje	ect: <u>Procureme</u> r	<u>ut of goods</u>	
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1	3000313	1ax machine	1,000
1	3000313	1ax machine	1,000

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5.3 Display Contract

In case you want to create a Contract Release Order, first call the Contract Document in Display Mode. Access the Transaction following this Menu Path;

Via Menus	Logistics> Materials Management> Purchasing> Contract> Display
Via Transaction Code	ME33K

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Display Contract

Enter Document Number of the Contract which is required to be displayed.

¢	Outline Agre	ement	<u>E</u> dit	He <u>a</u> der	Item	Environm	ent	S <u>y</u> stem	<u>H</u> elp			
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D	Display Contract : Initial Screen											
	2 🚇											
Ag	reement	460	00000	104 🕑								

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Item selection for Contract Release Order

Select all the items for which Contract Release Order is to be issued. Selection can be made by clicking the tab (near the item number) as highlighted below.

Click "Contract" in the Menu Bar after selecting the line items.

¢	Contra	c <mark>t</mark> Edit Header Item B	En <u>v</u> ironment S <u>v</u> stem <u>H</u>	elp							
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	20	K 3000022	Hand Dryer	500	EA	151	ΕA	00017	HQ01		
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Contract Release Order

To create the Contract Release Order, click on the Menu Item 'Contract', go to 'Follow-On Functions' and then to 'Contract Release Order'.

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Ver Ou		Currency PKR									
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		Hand Dryer 500 EA 151 EA 00017 HQ01									

Caution:

Please make sure that you are in Display Mode.





Adopt Contract Line Item 1

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overview	Purchasing Org.
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Sector 460000004 Sector 460000004	
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In order to copy the items from Contract, use the Adopt function in Document Overview. Select and Adopt line items one by one. Alternatively, you can select all items (for multiple selections, use Shift key on your key board) and Adopt them collectively.





Adopt Contract Line Item 2

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Select and Adopt second line item following the same process.





Document overview off

In order to increase the screen space, you can close the Document Overview by clicking 'Document Overview Off' icon.

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5.4 Contract Release Order – Purchase Order (PO) Document Type

Select required Document Type from the drop down list. Purchase Order (PO) Document Type Codes starting with 'FBR' have been created specifically for FBR.

Purchase Order Edit Goto Environment System Help Create Purchase Order Document Overview On Print Preview Messages Mathematical Short Text PO Quantity O. FBR PO Forder FBR PO FBR PO FBR PO For Services FBR PO For TARP FBR PO For TARP FBR Purchase Blanket FBR Purchase Import FBR Purchase Local Framework Order Standard PO Stock Transp. Order Image: Standard PO Image: Standard PO Image: Standard PO FBR Head Quarter FBR Nort Text PO Quantity Q CDel Image: Dot Standard PO Stock Transp. Order Image: Dot Standard PO Stock Transp. Order Image: Dot Standard PO Image: Dot Standard PO Image: Dot Standard PO <										
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Material Data Quantities/Weights Delivery Schedule Delivery Invoice										

As you click 'Contract Release Order', System will take you directly to the Purchase Order (PO) Creation Screen (ME21N). Here you will see the Contract Items listed in the Document Overview Window.

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Contract release order quantity

Maintain the Quantities required in the Release Order for each item. After entering the Quantities, check the document for any errors before saving it.

Click Check icon after entering the quantities for both Adopted Line Items from Contract.

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Item [10] 3000114 , Iron Safer Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment

If there are no messages or acceptable warning messages, click *local* icon to continue saving your document, otherwise make necessary rectifications to remove errors.





Save Contract Release Order

Saving the document generates a Document Number which can be used for reference in future.

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Release Order Document Number will be displayed at the bottom of your screen.





5.5 Contract Report by Material

Access the Report following this Menu Path;

Via Menus	Logistics> Materials Management> Purchasing> Outline Agreement>					
	List Display> By Material					
Via Transaction Code	ME3M					

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Selection Criteria

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Field Name	Description	R/O/C	Comments
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	the documents posted for such		3000114
	material(s)		
Scope of List	Choose the ALV grid as Scope of	0	
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	format		

Click Execute icon or Press F8.





Output of Report

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5.6 Contract Report per Vendor

Access the Report following this Menu Path;

Via Menus	Logistics> Materials Management> Purchasing> Outline Agreement> List Display> By Vendor
Via Transaction Code	ME3L

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 ME3M - By Material By Account Assignment ME3C - By Material Group ME3B - By Tracking Number ME3N - By Agreement Number MELB - Transactions per Tracking Number External Services Reporting RFQ/Quotation Master Data Environment 	

Page 136 of 372





Selection Criteria

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Field Name	Description	R/O/C	Comments
Vendor	Vendor(s) can be selected to view	R	Enter Vendor No. 30000005 and
	the Purchasing Documents posted		3000006
	against them		
Scope of List	Choose the ALV grid as Scope of	0	
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Click Execute icon or press F8.





Report Result

Report will be displayed on your screen as shown below;

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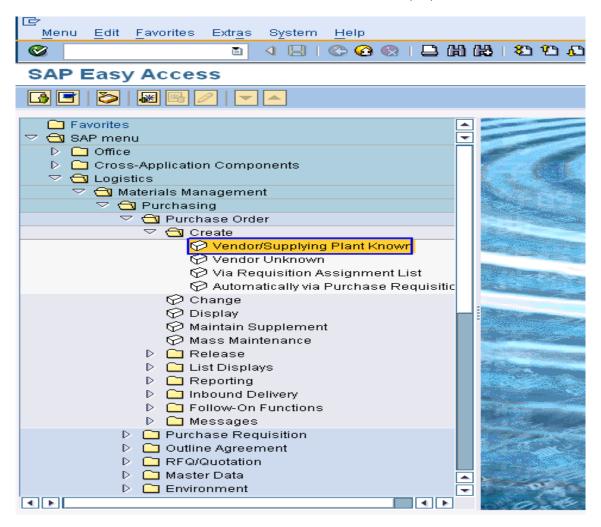
SECTION 6 CREATE PURCHASE ORDER (PO)

6.1 Create Purchase Order (PO) without Reference

Access transaction by:

Via Menus	Logistics \rightarrow Materials Management \rightarrow Purchasing Purchase Order \rightarrow Create
	\rightarrow Vendor/Supplying plant Known
Via Transaction Code	ME21N

Menu Path for the Transactions Code ME21N-Create Purchase Order (PO).

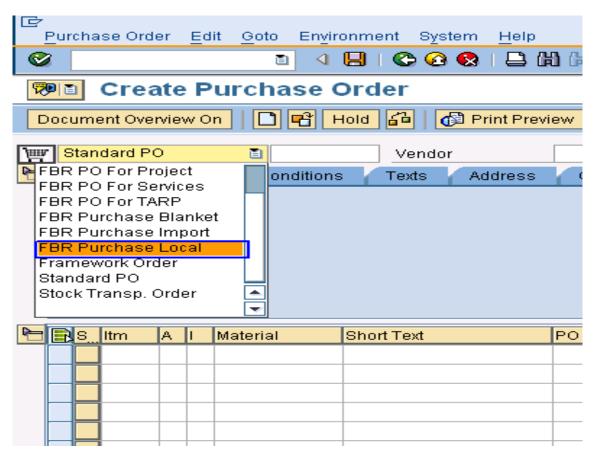






Select Document Type

Select the suitable Document Type from the drop down list. Purchase Order (PO) Document Type Codes starting with 'FBR' have been created specifically for FBR.



		R/O/C	Comments
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Document Type	Document Type Codes starting with 'FBR' are configured for FBR	R	





Select Vendor

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Field Name	Description	R/O/C	Comments
Vendor	Specify Vendor from whom Material is being procured	R	Enter Vendor 30000006





Select Purchasing Organization.

Select Purchasing Organization from the list or by pressing F4

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Field Name	Description	R/O/C	Comments
Purchasing	Specify Purchasing Organization for which	R	Enter Purchasing Organization. "PFHQ"
Organization	you are carrying out the Purchase		





Select Purchasing Group

Select Purchasing Group from the list or by pressing F4.

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	P83 CST & FE (HQRS)									
	P84 CST&FE Peshawar	Addl Planning								
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	P87 LTU-Lahore									
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Field Name	Description	R/O/C	Comments
Purchasing	Purchasing Group for which you want	R	Enter Purchasing Group "P77"
Group	to procure the Material		





Account Assignment Category

Enter Account Assignment Category. In case of FBR, Account Assignment Category is mandatory for Non-Valuated Material.

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Field Name	Description	R/O/C	Comments
Account Assignment Category	The Account Assignment Category determines which account assignment data (such as cost center, account number and so on) is necessary for the item.	R	Enter Account Assignment Category K

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PURCHASING & INVENTORY MANAGEMENT

Select Material

Select Material that you want to procure.

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	procure		





Select Quantity of Material

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Enter Net Price

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Field Name	Description	R/O/C	Comments
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Enter Plant Data

Enter the Plant that comes under Purchasing Organization mentioned in the header data.

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4			AI	Material	Short Text		_	C Deliv. Date			Per	0	Matl Group	Pint HQ01	
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Field Name	Description	R/O/C	Comments
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	being procured		





Enter Cost Center

Enter Account Assignment Data for each line item in Account Assignment tab.

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Profit Center				
		-	Commitm	nent Item

Field Name	Description	R/O/C	Comments
Cost Center	Cost Center which will bear the	R	Enter Cost Center AD0005
	cost of this Material		





Check the Errors

Click the highlighted icon to check any errors in the Document.

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Save the Document

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6.2 Create Purchase Order (PO) with reference to Quotation

Via Menus	Logistics \rightarrow Materials Management \rightarrow Purchasing Purchase Orde	$er \rightarrow Create$
	\rightarrow Vendor/Supplying plant Known	
Via Transaction Code	ME21N	
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This is the initial screen of Purchase Order (PO) creation. Purchase Orders can be created with reference to certain documents like Purchase Requisition (PR), Request for Quotation (RFQ), Contracts and even with reference to other Purchase Orders.

In the Document Overview Window, choose the 'Request For Quotation' (RFQ)

If the Document Overview Window is not visible then click on the 'Document Overview On' button (in the upper left corner of the Purchase Order (PO) screen) to view it.

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Page 153 of 372





Choose Purchase Order (PO) Category

In the Purchasing Document Search Screen, use Document Type field to search for Quotation documents. You can use drop down list to select the Document Type

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Storage Location		FBR Local RFQ					
Material Group		FBR Local RFP					
Purchasing Organization	ZQ04	FBR TARP RFQ					
Purchasing Group	ZQ05	FBR TARP RFP					
Purchasing Document	1						
Name of Person Responsible	1						
Document Type	1						
Document Category							
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Vendor Z							

Field Name	Description	R/O/C	Comments
Purchase Order	Select the Purchasing	R	Choose Local FBR
Category	Document Type		





Execute

Execute to start the search by click Execute button or pressing F8

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Document Breakdown

By default, System only displays the document numbers of Purchasing Documents. In order to be able to identify which document belongs to which Vendor, or contains which Materials, Document Breakdown functionality can be used.

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Choose your Document Breakdown

Select all those fields by which you want to breakdown your document. A number of fields are available here. You can choose a field and then click on the arrow to include or exclude from the breakdown list.

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	◀	Vendor name				
		Supplying Plant				
		Company Code				
		Purch. Organization				
		Purchasing Group				
		Plant Storage Location				
Storage Location						
×						
Transfer (Enter)						





Select Vendor

Open each Quotation by clicking on the arrows to find out the Vendor name. Select the suitable Quotation by a single mouse click and then click on the 'Adopt' button to copy this Quotation in the Purchase Order (PO).

Alternatively, you can select the Quotation and then drag & drop in the Shopping Cart (near the Document Type field)

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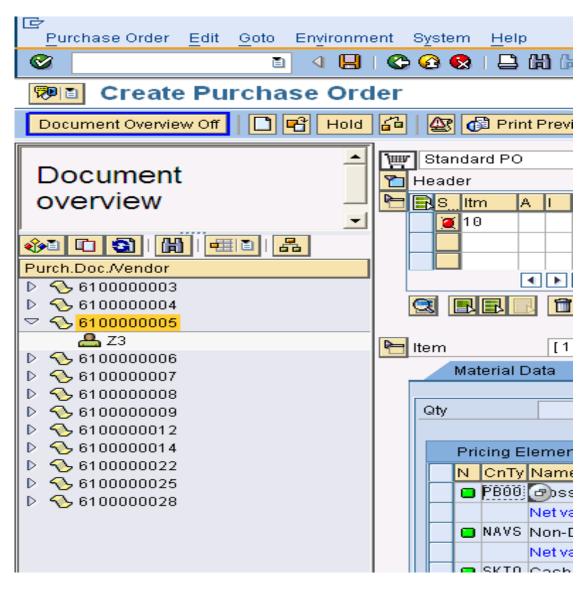
Page 158 of 372





Close Document Overview

In order to increase the screen space, you can close the Document Overview by clicking 'Document Overview Off' icon.



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Select Document Type

Select the suitable Document Type from the drop down list. Purchase Order (PO) Document Type Codes starting with 'FBR' have been created specifically for FBR.

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Field Name	Description	R/O/C	Comments
Document Type	Document Type Codes starting with 'FBR' have been configured for FBR	R	Select Document Type FBR Local

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Select Purchasing Group

In Purchase Order (PO) document header, there are different tabs in which different types of information is maintained. Purchasing Group is an essential requirement for creating a Purchase Order (PO). It is defined in Organization Data tab of Purchase Order (PO) Document Header.

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	P71 MCC Faisalabad	
	P72 MCC Multan	
	P73 MCC Quetta	
	P75 Dir C&A (PCA)KHI	
	P76 Dir C&A (PCA)LHR	
	P77 FBR Head Quarters	
	P78 Revenue Division	
	P79 CST&FEe lsb	
	P81 CST & FE Gujrawala	Addl P
	P83 CST & FE(HQRS)	
🎦 Item Detail	P84 CST & FE Peshawar	
	P85 LTU-Islamabad 💽	
	90 Entries found	

Field Name	Description	R/O/C	Comments
Purchasing Group	Purchasing Group for which Material is being procured	R	Enter Purchasing Group "P77"
Gloup	being procured		

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Enter Cost Center

Enter Account Assignment Data for each line item in Account Assignment tab.

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Field Name	Description	R/O/C	Comments
Cost Center	Cost Center that will bear the cost of this Material	R	Enter Cost Center AD0005





Check Purchase Order (PO)

Certain warning messages are displayed as a result of Purchase Order (PO) Check function. Review all such messages carefully in order to ensure that Purchase Order (PO) is valid.

If all warning messages are found OK, press enter to proceed.

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Field Name	Description	R/O/C	Comments
Message box	It will display all the Error and Warning Messages in the Document	R	Check the errors in the Document





Click on Save button to save the Purchase Order

Saving the document generates a Document Number which can be used for reference in future.

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Material Data Qu Save	Edit Cancel Account Assignm							
AccAssCat Cost center Distribution								





6.3 Create Purchase Order (PO) with Reference to Old Purchase Order (PO)

Access Transaction using following Menu Path:

Via Menus	Logistics \rightarrow Materials Management \rightarrow Purchasing Purchase Order	\rightarrow Create
	\rightarrow Vendor/Supplying plant Known	, create
Via Transaction Code	ME21N	
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Purchase Order (PO) Selection

This is the initial screen of Purchase Order (PO) creation. Purchase Orders can be created with reference to certain documents like Purchase Requisition (PR), Request for Quotation (RFQ), Contracts and even with reference to other Purchase Orders.

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Purchase requisitions									
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Purchase orders on hold									
<u>My</u> purchase requisitions									





Select Document Type

In the Purchasing Document Search Screen, use Document Type field for searching documents for Purchasing. You can use drop down list to select the Document Type.

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Document on Hold	FO	Framework Order					
Supplying Plant	NB	Standard PO					
Storage Location	UB	Stock Transp. Order					
Material Group	ZP01	FBR Purchase Local					
Purchasing Organization	ZP02	FBR Purchase Import					
Purchasing Group	ZP03	FBR Purchase Blanket					
Purchasing Document		FBR PO For TARP					
Name of Person Responsible		FBR PO For Services					
Document Type		FBR PO Con. Services					
Document Category F	2007	FBR PO For Project					
Company Code							
Document Date							
Vendor							

Field Name	Description	R/O/C	Comments
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PURCHASING & INVENTORY MANAGEMENT

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Material Group		to	4
Purchasing Organization		to	4
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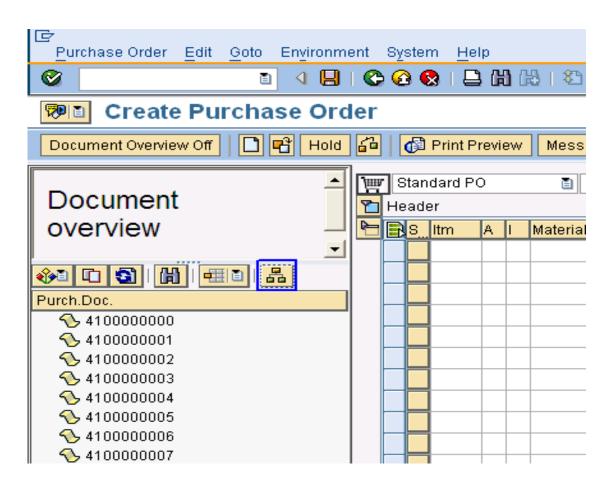
Page 168 of 372





Document Breakdown

By default, System only displays the document numbers of Purchasing Documents. In order to be able to identify which document belongs to which Vendor, or contains what Materials, Document Breakdown functionality can be used.



Field Name	Description	R/O/C	Comments
Purchase Order Documents	Displays the Document Numbers of Purchasing Documents	R	Choose required Document.





Choose your Document Breakdown

Select all those fields by which you want to breakdown your document. A number of fields are available here. You can choose a field and then click on the arrow to include or exclude from the breakdown list.

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Field Name	Description	R/O/C	Comments
Column Set	You can choose a field to include in Sorting Criteria	R	Choose the required fields from the list.

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Adopt Purchase Order (PO)

Open each Purchase Order (PO) by clicking on the arrows to find out the Plant code. Select the suitable Purchase Order (PO) by a single mouse click and then click on the 'Adopt' button to copy this Purchase Order (PO) in the desired Purchase Order.

Alternatively, you can also select the Purchase Order (PO) and then drag and drop in the Shopping Cart (near the Document Type field).

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Document Overview off

In order to increase the screen space, you can close the Document Overview by clicking 'Document Overview Off' icon.

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Select Purchasing Group

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In Purchase Order (PO) document header, there are different tabs in which different types of information is maintained. Purchasing Group is an essential requirement for creating a Purchase Order (PO). It is defined in Organization Data tab of Purchase Order (PO) document header.

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	P77 FBR Head Quarters P78 Revenue Division
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	P80 CST & FE Lahore
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	P82 CST & FE Faislabad
	P83 CST&FE(HQRS)
	P84 CST&FE Peshawar
	P85 LTU-Islamabad
🞦 Item Detail	P86 TU-Karachi

Field Name	Description	R/O/C	Comments
Purchasing Group	Purchasing Group for which Material is being procured	R	Enter Purchasing Group "P77"
Check errors			

Page 173 of 372





To verify your document, click on the Check icon as highlighted below;

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Check Purchase Order (PO)

Certain warning messages are displayed as a result of Purchase Order (PO) Check function. Review all such messages carefully in order to ensure that Purchase Order (PO) is valid.

If all warning messages are found OK, press enter to proceed.

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PURCHASING & INVENTORY MANAGEMENT

Save

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6.4 Create Purchase Order (PO) for Project

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Select Document Type

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Select Vendor Name

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Select Purchasing Organization

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Organization	Material is being procured		





Select Purchasing Group

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Group	being procured		

Account Assignment Category Page 181 of 372





The Account Assignment Category determines which account assignment data (such as Cost Center, Account Number and so on) is necessary for the item.

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Field Name	Description	R/O/C	Comments
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Select Material

Select the Material that you want to procure.

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Select Quantity of Material

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Enter Net Price

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Enter Plant Data

Enter the Plant that comes under Purchasing Organization mentioned in the header data.

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	being procured		

Enter Cost Center





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Enter Account Assignment Data for each line item in Account Assignment tab.

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Enter WBS Element

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Check the Errors

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Purchase Order (PO) is created with a unique Document Number.

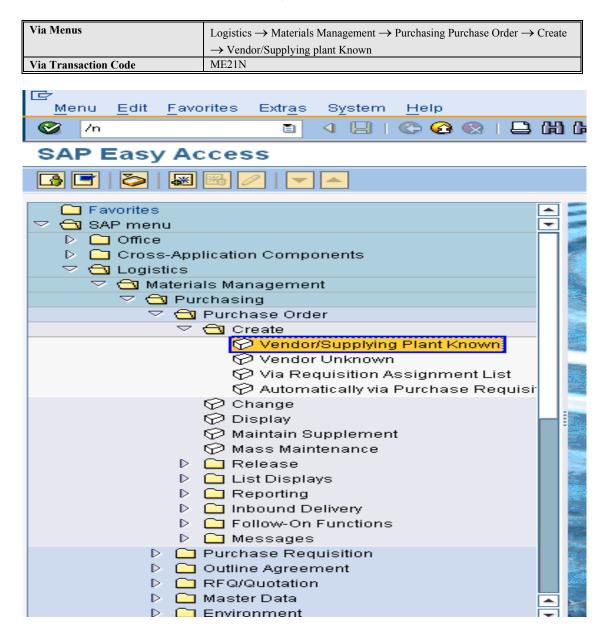
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Field Name	Description	R/O/C	Comments
Purchase Order Number	Purchase Order (PO) is created with a unique Number	R	Purchase Order (PO) "4000000059" created. Note the Purchase Order (PO) Number.





6.5 Create Blanket Purchase Order (PO)







Select Purchase Order (PO) Type

Blanket Purchase Order (PO) is the Purchase Order that does not have any Goods Receipt but only Invoice Receipt. This kind of purchasing includes Rental Agreements, Marketing and Advertising Services etc.

These are the Framework Orders with Item Category B (limit). Blanket Purchase Orders have no Quantity limitation, instead they are bound by Time Validity and Total Amount Limit.

They are always created with Document Type: FWO (Framework Order).

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Select Purchasing Organization

Select Purchasing Organization from the list or by pressing F4.

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Field Name	Description	R/O/C	Comments
Purchasing Organization	Specify Purchasing Organization for which you are carrying out the Purchase	R	Enter Purchasing Organization "PFHQ"





Select Purchasing Group

Select Purchasing Group from the list or by pressing F4.

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Field Name	Description	R/O/C	Comments
Purchasing	Purchasing Group for which you want	R	Enter Purchasing Group "P77"
Group	to procure the Material		

Page 197 of 372









Select Vendor

Enter the Vendor Code with whom you want to establish this Blanket Agreement. If you are creating this document with reference to any other document (Quotation, Purchase Order etc.), the Vendor is taken directly from the reference document.

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Field Name	Description	R/O/C	Comments
Vendor	Specify Vendor from whom Material is being procured	R	Enter Vendor 30000006





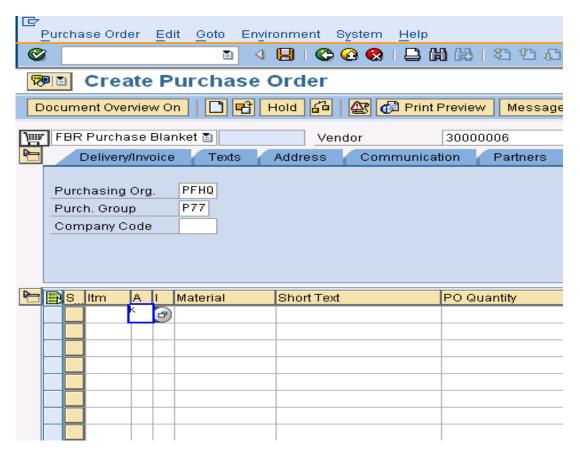
Account Assignment Category

Account Assignment category controls how the expense related to the purchase is recorded. There are different ways to record the expense:

K - On cost Center

P - On Project

With the selection of each Account Assignment Category, certain other requirements also get activated. For example, for K, the Cost Center Code needs to be specified along with the General Ledger (GL) Account.



Field Name	Description	R/O/C	Comments
Account Assignment Category	The Account Assignment Category determines which account assignment data (such as cost center, account number and so on) is necessary for the item	R	Enter Account Assignment Category K

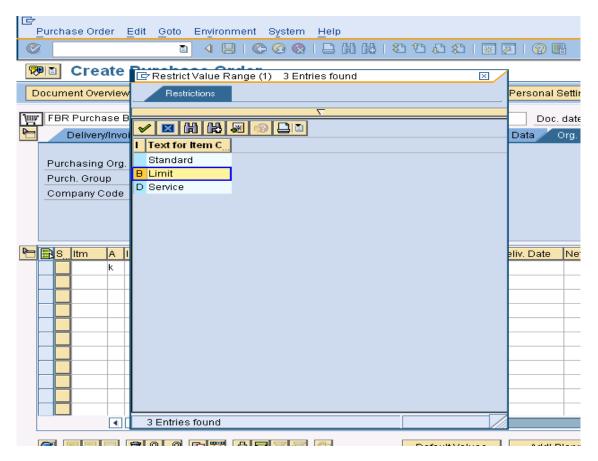
Page 200 of 372





Item Category

Item Category specifies the nature of item whether it is a Standard Material Item, a Service or a Blanket Item. It controls the field selection and with each specific Item Category, certain fields become mandatory.



Field Name	Description	R/O/C	Comments
Item Category	Specifies the nature of item whether it is a Standard Material Item, a Service or a Blanket Item	R	Select Item Category B





Short Text

Since Blanket Items are not stock items and they do not have any specific Material Code, therefore, you have to briefly describe the Item in the Short Text column.

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Field Name	Description	R/O/C	Comments
Short text	Brief description of Item	R	Enter "Blanket item"





Material Group

Specify the Material Group so that future analysis can be carried out at Material Group level.

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	00018	IP Cameras			Addl Planr					
	00019	Iron Safe								
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Material Group	Enter Material group	R	Select Material Group" 000005
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Enter Plant

Specify the Plant where these Blanket Items are required / consumed / accounted for.

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PURCHASING & INVENTORY MANAGEMENT

Validity Start

The Blanket Purchase Orders and the Framework Orders (FWO) are bound by the validity periods. It means that as the validity expires, no further invoice / payment can be made for this Purchase Order (PO). Since there is no Goods Receipt / Service Entry in case of Blanket Purchase Order (PO), this check serves as an essential control.

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Overall Limit

These limits are the controlling factor of Blanket Purchase Order (PO). You can specify a different value in Overall Limit and Expected Value. As the System approaches Overall Limit, it gives warning during Invoice posting so that appropriate action can be taken. The Overall Limit should not be greater than the Expected Value.

The Actual Value field is updated automatically as you start posting invoices against this Purchase Order (PO).

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Enter Cost Center

Enter Account Assignment Data for each line item in Account Assignment tab.

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PURCHASING & INVENTORY MANAGEMENT

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Change Purchase Order (PO)

Change Purchase Order (PO) for Item Deletion.

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Change Document

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PURCHASING & INVENTORY MANAGEMENT

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6.6 Individual Release of Purchase Order (PO):

In order to Release Purchase Order (PO), follow this Menu Path;

Via Menus	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Release > Individual Release
Via Transaction Code	ME29N

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Select the Document number that you want to Release.

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Release Indicator

Purchase Order (PO) as per defined Release Strategy is released by first level user.

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Click 🜌 Release icon to release Purchase Order (PO).

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PURCHASING & INVENTORY MANAGEMENT

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Save released Purchase Order (PO).

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Purchase Order (PO) changed

Purchase Order (PO) "4000000058" has been changed.

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Purchase Order (PO) changed message will be displayed at the bottom of the screen.





6.7 Printout Purchase Order (PO).

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Vendor	You can use the vendor number to keep track of Request for Quotation.	0						
Purchasing Organization	Denotes the purchasing organization.	0						
Document Type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system.	0						
Document Date	Date on which the purchasing document was created.	0						
Application	Subdivides the usage of a condition (for example, pricing) for use in different application areas (for example, purchasing).	R						
Message Type	Specifies the kind of output to be produced.	R						
	The output type is predefined for your area of the SAP system							
Processing Status	If the message was processed successfully, the status is set to '1' and if an error occurs, the status is set to '2'. Status '0' usually means that the processing program has not yet been started (if the message is to be processed manually, for example).	R						





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Output Purchase Order (PO):

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6.8 Collective Release of Purchase Order (PO):

In order to Release Purchase Orders collectively, follow this Menu Path;

Via Menus	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Release > Collective Release
Via Transaction Code	ME28

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Page 226 of 372





Enter Release Code

Select Release Code to release Purchase Orders collectively.

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Release (Approve) Purchasing Do	ocuments	
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🗹 Set Release		
🗌 Cancel Release		
🗹 Release Prerequisite Fulfilled		
List with Items		
Scope of List ALV]	
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Document Type	to 🔁	
Purchasing Group	to	
Vendor	to Solution to Sol	
Supplying Plant	to	
Document Date	to 😒	

Field Name	Description	R/O/C	Comments
Release code	Enter your release code	R	Select the release code AG
Cancel Release	Cancels the release	R	Uncheck this indicator
Release Prerequisite Fulfilled	Confirms that all the prerequisites to release Purchase Order (PO) have been fulfilled	0	Check this checkbox
Scope of List	Output display type	0	Select ALV for preview
Purchasing	Choose Purchasing Document	R	Select F (Purchase Order)
Document Type	Туре		

Click Execute icon to execute or Press F8.





Perform release

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Release Purchasing Documents with Release Code AG		
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Click Release icon to release the Purchase Orders that you want to release. You can release more than one document.

SIEMENS



PURCHASING & INVENTORY MANAGEMENT

Release done

Release has been performed.

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Releases are saved as these are performed. Click Back icon to exit this screen.





6.9 Purchase Order (PO) Report by Purchase Order Number

Access the report following this Menu Path;

Via Menus	SAP menu > Logistics > Materials Management > F	Purchasing > Purchase Order
Via Tuangastian Cada	> List Displays > By PO Number	
Via Transaction Code	ME2N	
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	A ME2K- General	
	> ME2J - By Project	
Ø N	IE2C - By Material Group	
	1E2B - By Tracking Number	
	IE2N - By PO Number	
	1E2W - By Supplying Plant	Carles Carlos Contractor
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Document Number

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Purchasing organization	to	4
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Document Type	to	-
Purchasing Group	to	-
Plant	to	<u> </u>
Item Category	to	4
Account Assignment Category	to	=
Delivery Date	to	=
Validity Key Date		
Range of Coverage to		
Vendor	to	-
Supplying Plant	to	=
Material	to	-
Material Group	to	=
Document Date	to	-
Intern. Article No. (EAN/UPC)	to	=
Vendor's Material Number	to	=
Vendor Subrange	to	=
Promotion	to	0 0
Season	to	=
Season Year	to	=
Short Text		
Vendor Name		

Field Name	Description	R/O/C	Comments
Purchasing	Document Number(s) for which	R	Enter/select individual documents or
Document	you would like to run the Report		enter a range of documents
Purchasing	Select Purchasing Organization for	0	Enter Purchasing Organization
Organization	which documents have been		"PFHQ". More than one Purchasing
-	created		Organization can be selected.





Execute the report

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Scope of List	ALV 🕝		
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Plant		to	=
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Vendor's Material Number		to	• •
Vendor Subrange		to	=
Promotion		to	=
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Season Year		to	=
Short Text			

Field Name	Description	R/O/C	Comments
Scope of List	Choose the ALV grid as Scope of	0	
	List to view the report in ALV		
	format		

Click Execute icon or Press F8.





Result of Report

Output of report will be displayed as shown below;

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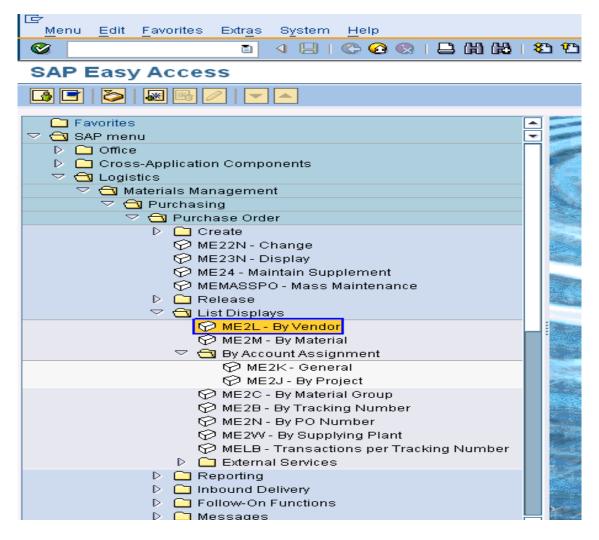




6.10 Purchase Order Report by Vendor

Access the report following this Menu Path;

Via Menus	SAP menu > Logistics > Materials Management > Purchasing > Purchase Order > List Displays > By Vendor
Via Transaction Code	ME2L







Selection criteria

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Season		to \$	
Season Year		to 🖻	
Short Text			
Vendor Name			

Field Name	Description	R/O/C	Comments
Vendor	Vendor(s) can be selected to view the Purchasing Documents posted against them	R	
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	0	

Click Execute icon or Press F8.





Output of Report

Output of report will be displayed as shown below;

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6.11 Purchase Order List - Material wise

Access the report following this Menu Path;

Via Menus	SAP menu > Logistics > Materials Management > Purchasing	> Pu	rchase Order
	> List Displays > By Material		
Via Transaction Code	ME2M		
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	ME2B - By Tracking Number		
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Material Selection

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Plant	HQ01	to RT01	•
Purchasing Organization		to	\$
Scope of List	KLV 🕝		
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Document Type		to	<u>\$</u> \$
Purchasing Group		to	₽
Item Category		to	<u></u>
Account Assignment Category		to	₽
Delivery Date		to	-
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Document Number		to	-
Vendor		to	S
Supplying Plant		to	4
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Intern. Article No. (EAN/UPC)		to	⇒
Vendor's Material Number		to	S
Vendor Subrange		to	\$
Promotion		to	4
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Season Year		to	\$

Field Name	Description	R/O/C	Comments
Material	Material(s) can be selected to view the documents posted for such materials	R	Enter Material no.
Plant	Plant where Materials is being maintained	0	Enter Plant "HQ01"
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	0	

Click Execute icon or Press F8.





Output of Report

Output of report will be displayed as shown below;

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Purchasing Document 400000038														
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Material 3000114 Iron Safer														
Purchasing Document 400000026														
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6.12 Purchase Order (PO) Report by Cost Center

Access the report following this Menu Path;

Via Menus	SAP menu > Logistics > Materials Management > Purchasing > Purchase Order > List Displays > Account Assignment > General
Via Transaction Code	ME2K

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ME2J - By Project	
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ME2B - By Tracking Number	
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Follow-On Functions	No Contractor
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Page 240 of 372





Selection Criteria

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Cost center	AD0005	to	\$
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Asset			
Subnumber			
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Purchasing organization		to	₽
Scope of List	ALV 🔁		
Selection Parameters		to	₽
Document Type		to	0 0 0 0 0 0
Purchasing Group		to	₽
Plant		to	₽
Item category		to	₽
Account Assignment Category		to	4
Delivery Date		to	4
Validity Key Date			
Range of Coverage to			
Document Number		to	\$
Vendor		to	\$
Supplying Plant		to	S

Field Name	Description	R/O/C	Comments
Cost Center	Cost Center(s) for which	R	Enter Cost Center AD0005
	documents have been generated		
Scope of List	Choose the ALV grid as Scope of	0	
·	List to view the report in ALV		
	format		





Click Execute icon or Press F8.

Result of Report

Output of report will be displayed as shown below;

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6.13 Create Service Purchase Order (PO)

Access the transaction using following Menu Path;

Via Menus	Logistics> Materials Management> Purchasing Purchase Order> Create - -> Vendor/Supplying plant Known
Via Transaction Code	ME21N
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Page 243 of 372









Select Document Type

Select the suitable Document Type from the drop down list. Purchase Order (PO) Document Type Codes starting with 'FBR' have been created specifically for FBR. After selecting 'Service' Document Type, press 'Enter' key.

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🕫 Create Purchase Order											
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PURCHASING & INVENTORY MANAGEMENT

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	Material is being procured		
Purchasing	Specify Purchasing Organization	R	Enter Purchasing Organization.
Organization	for which you are carrying out the		"PFHQ"
	Purchase		
Purchasing Group	Purchasing Group for which you	R	Enter Purchasing Group "P77"
	want to procure the Material		
Company Code	Select Company Code	0	Enter Company Code FBR





Line item for Services

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	is necessary for the item		
Item Category	Item Category specifies the nature	R	Enter Item Category D
	of item whether it is a standard		
	Material item, a Service or a		
	Blanket Item		
Short Text	Brief description of Item	R	Enter "Service Item" in Short Text
	_		field
Material Group	Material Group	R	Enter Material Group "00040"
Plant	Specify the Plant where these	R	Enter Plant Code "HQ01"
	Service items are required /		Ĩ.
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Maintain Services

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Field Name	Description	R/O/C	Comments
Short Text	Brief description of Item	R	Enter "Maintenance of UPS"
Quantity	Quantity of Units for which	R	Enter 10 as Quantity of Units
	Service is required		
Unit of Measure	Unit of Measure of Items for which	R	Enter "EA" as Unit of Measurement
	Service is being ordered		
Gross Price	Gross Price of Services will be	R	Enter Rs. 150 as Gross Price
	entered here		





Account Assignment data

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Field Name	Description	R/O/C	Comments
G/L Account	Specify G/L Account for posting	R	Enter G/L Account A01170
Cost Center	Cost Center that will bear the cost of this Material	R	Enter Cost Center AD0005

Click 🗹 icon to continue.





Check Errors

Click clicon to check errors in Purchase Order (PO)

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Save the document

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6.14 Maintain Service Entry sheet

Access the Transaction using following Menu Path;

Via Transaction Code ML81N Image: Second	Via Menus	Logistics> materials Management> Service Entry Sheet Maintain	> ML81N -
Menu Edit Favorites Extras System Help SAP Easy Access SAP Easy Access SAP Easy Access Solution Pavorites SAP menu Cross-Application Components Construction Pavorites Construction Pavorites Collogistics Pavorites Production Pavorites Pavorites Pavorites Pavorites Pavorites Pavorites Production Production - Process Pavori	Via Transaction Code	ML81N	
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 SAP menu Office Cross-Application Components Logistics Materials Management Purchasing Inventory Management Logistics Invoice Verification Physical Inventory Valuation Physical Inventory Sheet Material Requirements Planning (MRP) Service Entry Sheet Maintain Collective Release Print/Transmit List Analyses Data Transfer Environment Service Master Foreign Trade/Customs Material Master Product Catalog Sales and Distribution Logistics Execution Production - Process Plant Maintenance 			
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Select Purchase Order (PO) as reference document

Service Entry Sheets are created with reference to Service Purchase Order. Click ConterPurchase Order button to select Service Purchase Order (PO).

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Purchase Order (PO) number

Enter reference Purchase Order number.

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Click 🗹 icon to continue.





6.15 Create new Service Entry Sheet

In order to record the Services, create a new Service Entry Sheet for the selected Purchase Order.

Click Dicon to create New Services.

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PURCHASING & INVENTORY MANAGEMENT

Short text

Enter Short Text for your Service Sheet.

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Field Name	Description	R/O/C	Comments
Short Text	Short Text for your Service Sheet	R	Enter "Sheet 1" as Short Text of Service Sheet





Service Selection from Purchase Order (PO)

Since the Service Entry Document is being created with reference to the Purchase Order (PO), therefore, selection of services would be made from the Purchase Order (PO). To select the Services from Purchase Order, click Service Sel. button as shown below.

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Adopt Services from selected Purchase Order (PO)

System suggests the source of Service selection. In this case, the source is the Purchase Order (PO).

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Entry Sheet 1000000210 🐼 No acceptance
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Peric O From Entry Sheet
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Line Quantity

Click **C**icon to adopt the Services from Purchase Order (PO).





Service selection

Select Service Items which are to be included in Service Entry Sheet and click on Services button to copy these items on Service Entry Sheet. At this stage, Quantities cannot be changed, however, these can be modified after the items are copied in Service Entry Sheet.

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Adopted Quantity from Purchase Order (PO)

After copying the Service Line Items on Service Entry Sheet, you can change the quantities according to the requirement.

Change the adopted quantity from Purchase Order (PO).

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	C U Service No.	Short Text				Crcy	Cost Cente
10		Replacement of tube lights		EA 19	-	PKR	AD0005
20		Maintainance of fans	30	EA 15	-	PKR	AD0005
30						PKR	
40						PKR	

Click 📙 Save icon or press Ctrl+S to Save the document





Clicking Yes button will save Service Entry Sheet a document number will be generated.

문 Entry Sheet Edit G	oto En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp	
©	◎ 4 日 0 0 0 1 日 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1] 🕜 📑
P 1000002	210 Create Entry Sheet	
Conter Purchase Ord	• 😢 🎾 🗅 🗖 🎢 🖨 🗗	
Entry Sheet	1000000210 🖉 No acceptance	🔲 Returns India
For Purchase Order	440000006 10 🚱	
Short Text	Sheet 1	
	ept. Data Vals Long Txt History Centry Sheet 1000000210 No message record could be found for output of message. Save anyway?	
Line D P	C U Yes No 🗶 Cancel tity	Un Gro
10		EA 15
20	Maintainance of fans 30	EA 15
30		
40		
50		





6.16 Maintain Service Entry Sheet

Access the transaction following this Menu Path;

Maintain	
Via Transaction Code ML81N	

년 Menu Edit Favorites Extras System Help	
🖉 🔹 🔁 🖓 🔛 🖉	間 🛗 🏵
SAP Easy Access	
🗀 Favorites	
🗢 🔂 SAP menu	 Image: A state of the state of
D 🛄 Office	
Cross-Application Components	Con a de
Cogistics	
Cal Materials Management	
P C Purchasing	
Inventory Management	1000
 Construction Construction Construction 	and a support
 Physical Inventory Valuation 	State of the second second
 Valuation Material Requirements Planning (MRP) 	State of the local division of the
✓ G Service Entry Sheet	
Maintain	
Collective Release	
Print/Transmit	The second second
List Analyses	
👂 🧀 Data Transfer	IN AND INVESTIGATION
Environment	
👂 🧰 Service Master	Same -
👂 🧰 Foreign Trade/Customs	
👂 🧰 Material Master	
Product Catalog	No.
D Cales and Distribution	
D Cal Logistics Execution	
Production	
Production - Process	- Maria

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6.17 Change Service Entry Sheet & Flag for Acceptance:

By default, System displays the last document created from this screen. In case you want to select another document, click Other Purchase Order button and select your desired Purchase Order (PO).

문 Entry Sheet Edit Goto Environment	S <u>y</u> stem <u>H</u> elp		
S 1 4 🗎	i 😋 🚱 i 🗳 ii 🖓 ii 🚱 🚱 i) &) 🐹 🗷 🔞 📑	
🕫 100000210 Change	Entry Sheet		
🖷 Other Purchase Order 😫 🦅 🗋	C MA 5 1		
Entry Sheet 1000000210 For Purchase Order 4400000006 10 Short Text Sheet 1	Accept (Ctrl+F1) ance	Returns	Indicator
Basic Data Accept. Data Vals			
External Number Service Loc.	Price Ref. 25	5.01.2010	
Period -	PRsp. Intern.		
	Short Text	Quantity	Gross Price
	Replacement of tube lights	10 EA	
	Maintainance of fans	30 EA	
			P
40			P
			P
60			P





Save

Click 📙 'Save' icon or press Ctrl+S to Save the Accepted Service Entry Sheet.

IE Entry Sheet Edit Goto Environment System Help			
8 🛛 🛛 🗳 🔛 🖓 🗳 🖓 🖾 🖓 🖓) 🕰 🗶 C\$ CJ C	2 🖪	
100000210 Change Entry Sheet			
🖷 Other Purchase Order 🕄 🕅 🎦 🖬 🕼			
Entry Sheet 1000000210 Other Will be accepted		Returns I	ndicato
For Purchase Order 4400000006 10 🎸			
Short Text Sheet 1			
Basic Data Accept. Data Vals Long Txt History Acct Assgt Cat. Cost center Image: Cost cen	25.01.2010		
Line D P C U Service No. Short Text	Quantity	Un	Gross
10 Replacement of tube lights	10	EA	15
20 🛛 🔽 🗖 Maintainance of fans	30	EA	15
30	0.000		0
40	0.000		0

The Traffic Light Indicator status changes to "Yellow" as the Flag icon is clicked. Saving the Entry Sheet will generate the accounting document.





Acceptance document generated

As the document is saved, the Acceptance Document is generated and the Traffic Light Status turns Green. The status of Service Entry Sheet in the left Window Pane also changes to Green.

To view the Purchase Order (PO) history directly from this screen, click G Display icon as shown.

 E <u>n</u> try Sheet <u>E</u> dit	<u>G</u> oto En <u>v</u> ironment Sy	ystem <u>H</u> elp	
Ø		3) CP CP (54) (54) (54) (54) (54) (54)) 🕄 🐹 🔁 😨
P 100000	210 Display E	ntry Sheet	
🖷 Other Purchase O	rder 😢 🦻 🗋 🗖]	
Entry Sheet	100000210	COB Accepted	E F
For Purchase Order	440000006 10	Sco ²	
Short Text	Sheet 1		
		Show Purchase Order	
Basic Data 🛛 🗛	ccept. Data 🛛 Vals	Long Txt History	
Acct Assqt Cat.	Cost center 📳		
External Number		Price Ref. 25	.01.2010
Service Loc.		PRsp. Intern.	.01.2010
Period		PRsp. Extern.	
		W Prtsp. Extern.	
Line D P	C U Service No.	Short Text	Quantity
10		Replacement of tube lights	10
20		Maintainance of fans	30
30			0.000





Analyze Purchase Order (PO) History

l⊆∕ Pur	rchase	e Orde	er E	dit Go	to Envir	onment	System	Help										
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1	BR PO For Services 4 Back (F3) 006 Created by Muhammad Ali																	
Doc	ument	t Over	view (0n [] 🎾 🖻	1	Print Preview	w Me	ssage	s 🚹 🛃 F	Persor	nal Se	etting					
F	BR P	O For	Servi	ces 🗈	4400000)006 V	endor		300000	006				Doc.	date	25.8	91.201	Θ
🎦 He	eader																	
	S_ltr	n	A I	Mater	al	Short Te	ext	F	PO QUS	antity	0	CD	eliv. C	Date	Net Pri	ce		CurrF
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		_									_							
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V	WE 1	101 <u>\$</u>	<u> 00000</u>	00092	1 25.	01.2010										0	PKR	
1	r./ev.	6000	s rece	егрт												U	РКК	
	_erf			<u>00210</u>	25.	01.2010											PKR	
T	r./Ev.	Servi	ce en	try												600	PKR	

The Purchase Order (PO) history shows both documents i.e. Service Entry Sheet and Service Acceptance Sheet. Please note that the Service Acceptance Document is similar to Material Goods Received Note (GRN) Document.





SECTION 7 INVENTORY MANAGEMENT

7.1 Goods Receipt (GR) with Reference to Purchase Order (PO)

Access transaction by:

Via MenusLogistics \rightarrow Materials Management \rightarrow Inventory management \rightarrow Goods							
	$Movement \rightarrow Goods \text{ Receipt} \rightarrow GR \text{ for Purchase Order (MIGO)}$						
Via Transaction Code MIGO.							
C	Educe Onders Hale						
<u>Menu Edit Favorites</u>							
	1 4 日 6 2 2 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
SAP Easy Acce	SS						
🖪 🖃 🏷 😹 🖷							
🗀 Favorites							
SAP menu							
D Cross-Applicat	ion Components						
🗢 🔂 Logistics							
🗢 🔂 Materials M	anagement						
D 🗋 Purchas							
	y Management						
	ds Movement						
_	Goods Movement (MIGO)						
	Goods Receipt						
	Tor Purchase Order						
	GR for Purchase Order (MIGO)						
	 PO Number Known PO Number Unknown 						
GR for Order (MIGO)							
	P For Order						
	🗘 Other (MIGO)						
	Other						
🖓 Goods Issue (MIGO)							
🖓 Goods Issue							
🗭 Transfer Posting (MIGO)							
💬 Transfer Posting							
D 🗀 Subsequent Adjustment							
	Goods Movement of Handling Units						
D 🗀 Mate	erial Document						
	ervation						
D 🗀 Peri	odic Processing 💽 💽 💽						
D 🗋 Envi	ironment 🔽 💽						

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Select Action Goods Receipt:

From the menu, select Goods Receipt.

Goods Receipt	ings S <u>y</u> stem <u>H</u> elp	I	
©	I 4 🛛 I	C 🙆 🔇 🗅 🕅	BI80081
🕫 Cancella	tion Material	Document - M	luhammad Ali
Hide Overview	Hold Check I	Post Help	
82111	A03 Cancellation	🔳 R02 Material Doct	um 🖹
My Documer ▶ Purchas ▶ Orders ▶ Orders A03 Cancel ▶ Reserva A04 Display ♥ Material A05 Releas 5000 A06 Subsec 5000 A07 Goods 4900 A09 Remov	Delivery lation / e GR Blocked Stock quent Delivery Issue er Posting	 	Delivery Note Bill of Lading
4900 A10 Place i 4900000092 4900000091 4900000090 5000000102 5000000100			OK Qt
✓ Held Data Blank		<u>ل</u>	🔀 î Delete 🚺

Field Name	Description	R/O/C	Comments
Goods Receipt		R	Select A01 Goods Receipt





Reference Purchase Order

Enter Purchase Order (PO) as reference document.

You can select the appropriate Purchase Order (PO) from Overview window.

 Goods ReceiptSet	ings S <u>y</u> stem <u>H</u> elp		
Ø	a 4 8 6 6 8 8 8 8 8 8 8 8 8	080	💥 🔁
🕫 Goods R	eceipt Other - Muhammad Ali		
Hide Overview	Hold Check Post Help		
중 숲 🛅 🛛	A01 Goods Receipt 📓 R10 Other 📓		
My Documents Purchase Orders Orders	R01 Purchase Order R02 Material Document R04 Inbound Delivery		
 Reservations Material Documents 500000103 	R05 Outbound Delivery Document Date R06 Transport ID Code Doc.Head	•	
5000000101 4900000095 4900000093	R08 Order I Inc R09 Reservation R10 Other	CI TOXL	
4900000094 4900000092	Line Mat. Short Text	OK	Qty in UnE
490000091			
490000090 500000102			
5000000100 ▽ Held Data			
Blank	▲ 〒 De	lete	Con Con

Field Name	Description	R/O/C	Comments
Document Type	Select the document	R	Select R01 Purchase Order





Reference Document:

Enter the Purchase Order Number

Ø	E 🔍 🔛 I 🛠 😣 I 🖴 🚻 🖓 I	80 10 L 80 🛒 🖉 🕲 🖪
🕫 Goods R	eceipt Purchase Order - Muha	mmad Ali
Hide Overview	Hold Check Post Help	
중요 🗃 🛛	A01 Goods Receipt 📓 R01 Purchase Order 📓	400000028
My Documents		
 Purchase Orders Orders 	🞦 General Vendor 🎲	
 Reservations 		
🗢 Material Documents	Document Date 01.02.2010	Delivery Note
5000000103 5000000101	Posting Date 01.02.2010 E	Bill of Lading
490000095	🗋 🔲 1 Individual Slip 🗈	
490000093		
490000094	Line Mat. Short Text	OK Qty in UnE E
490000092		
4900000091 4900000090		
5000000102		
500000100		
✓ Held Data		î Delete 📭 Contents 💹
Blank		

Field Name	Description	R/O/C	Comments
Reference Document	Enter Purchase Order Number	R	Enter Purchase Order no. 400000028





Movement Type

Enter Movement Type 101 by default Goods Receipt to unrestricted use stock with reference to Purchase Order

Press Enter to adopt the data from the Purchase Order (PO).

년 <u>G</u> oods Receipt <u>S</u> etting	gs S <u>y</u> stem <u>H</u> elp
Ø	🛯 🔍 🖳 😋 🚱 🖳 🛗 🛗 😤 🏝 🏝 🎘 🔛 📰 🖉 🔙
🕫 🖬 Goods Re	ceipt Purchase Order - Muhammad Ali
Hide Overview	Hold Check Post 🚹 Help
	Boods Receipt 🗈 Purchase Order 🗈 4000000028
My Documents	
🗢 Purchase Orders 🛛 🛛	🗄 General Vendor 🌐
400000028	
440000006	
440000005	Document Date 26.01.2010 Delivery Note
440000004	Posting Date 26.01.2010 Bill of Lading
410000007	🗋 🔲 Individual Slip 👔
410000003	
400000015	
400000014	Line Mat. Short Text OK Qty in UnE E
4400000000 400000012	
400000012	
500000093	
500000073	
500000050	
500000052	📙 🛱 🔂 Contents 💥
490000073	
500000051	

Field Name	Description	R/O/C	Comments
Movement Type	Enter Movement type 101 by default Goods Receipt to unrestricted use stock with reference to Purchase Order	R	Enter Movement type 101





Enter Storage Location

Enter storage location data on Where Tab on item detail

Goods Receipt Se	ttings System Help	
	a	S
🕫 🛾 Goods F	Receipt Purchase Order 400000028 - Muhammad Ali	
Hide Overview	Hold Check Post Help	
♥ 金 1 ■ My Documents ♥ Purchase Orders	Goods Receipt D Purchase Order D	GR goods receipt 101
 Purchase orders 400000028 440000006 440000005 440000004 410000007 410000003 40000003 400000015 	General Vendor Image: Constraint of the state of the	
4000000014 44000000012 ♥ Material Documents 500000003 5000000073 5000000050 5000000050	Line Mat. Short Text OK Qty in Une E., S. SLoc 1 Material HOs 80 EA Image: State of the st	Cost Center Bus, Profit Center G/L KA8444 F001 AGPR-KA A01
490000073 500000051 500000055 500000053 500000054 490000004 ♥ Held Data Blank	Material Quantity Where Purchase Order Data Partner Account Assignment Movement Type 101 + GR for acct assgmnt Stock type Unrestricted us Plant FBR Head Quarter H001 Q Storage Location 1001 Q Goods recipient Unloading Point Unloading Point	
		👂 200 🖭 fbrhqdev 🛛 INS 🍃 🥢

Field Name	Description	R/O/C	Comments
Storage Location	Enter storage location	R	Enter Storage Location
			L001





Change Quantity

Quantity has been changed from 80 items to 20 items This is partial delivery means 20 out of 80 items has been received. œ Goods Receipt Settings System Help 👔 🔄 🖸 🕄 🚱 😫 🗎 🛗 🛗 🖓 🖓 🖓 🗶 🔛 Ø 🔊 🗈 Goods Receipt Purchase Order 400000028 - Muhamm 🚹 Help Hide Overview ٦ Hold Check Post 중 🚖 × Goods Receipt Ē) Purchase Order My Documents Purchase Orders ┡ General Vendor **9**0 4000000028 4400000006 Document Date 26.01.2010 Delivery Note 4400000005 4400000004 26.01.2010 Posting Date Bill of Lading 4100000007 📙 🔲 Individual Slip 4100000003 4000000015 4000000014 Mat. Short Text OK Qty in UnE Line 4400000000 Material HQs 20 1 4000000012 Material Documents 5000000073 ◀ ▶ _ 5000000050 음 🗟 Delete D Con 5000000052 4900000073 5000000051 Material, Quantity Where Purchase Order Data Pa 5000000055 5000000053 20 Qty in Unit of Entry E٨ 5000000054 4900000046 E٨ Qty in SKU 20 ▽ Held Data Blank Qty in Delivery Note Quantity Ordered 120 E٨ Quantity Received 40 4 b

Field Name	Description	Description R/O/C Comments	
Quantity in unit of entry	Enter the quantity in unit of entry	ry R Enter quantity 20.	



PURCHASING & INVENTORY MANAGEMENT

Active Item OK

Flag this indicator to confirm that the items are OK and the required input has been entered.

C Goods Receipt Settings System Help	
S C C C C C C C C C C C C C C C C C C C	i 🛛 😨
🕫 Goods Receipt Purchase Order 400000028 - Muha	mmad
Hide Overview Hold Check Post Help	
My Documents Document Date 26.01.2010 Delivery Note	
Purchase Orders Posting Date 26.01.2010 Bill of Lading	
400000028	
440000008	
440000005 440000004	
	in UnE
4100000003	
400000015	
400000014	
440000000	
400000012 ✓ Material Documents	Contents
Material Documents 500000093	Contenta
500000073	
5000000073 Material Quantity Where Purchase Order Data	Partne
500000052	
4900000073 Qty in Unit of Entry 20 EA	
5000000051 Qty in SKU 20 EA	
500000055	
5000000053 500000054 Qtv in Delivery Note	
500000054 Qty in Delivery Note	
Blank Quantity Ordered 120 EA	
Quantity Received 40	
Line 1	

Field Name	Description	R/O/C	Comments
Check box	Item Ok	R	Click to check the box

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PURCHASING & INVENTORY MANAGEMENT

Check:

Click on check button to check the errors in document before posting the document.

Goods Receipt Sett	tings System Help	
) [
🕫 🗈 Goods R	eceipt Purchase Order 4000000028 - Muhammad	Α
Hide Overview	Hold Check Post Help	
중요 🔂 🛛		
My Documents	Document Date 26.01.2010 Delivery Note	
▽ Purchase Orders	Posting Date 26.01.2010 Bill of Lading	
400000028		
440000006	📮 🗋 Individual Slip 🗈	
4400000005		
440000004	Line Mat. Short Text OK Qty in UnE	
410000007	1 Material HQs	
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4000000015 4000000014		
400000014		_
4000000012		
✓ Material Documents	A 🗑 🛗 🛗 Delete 👔 Contents	3
500000093		
500000073		
500000050	Material Quantity Where Purchase Order Data Partner	r i





Click on Continue Button:

Click on continue button after checking ensure before posting that there is no error.

Goods Receipt Settings	System Help
©	▋ 4 8 6 6 6 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8
🕫 Goods Rec	eipt Purchase Order 400000028 - Muhammad Ali
Hide Overview	lold Check Post Help
<u>∀ 2 1 × × × × × × × × × × × × × × × × × ×</u>	
My Documents	Document Date 26.01.2010 Delivery Note Vendor
▽ Purchase Orders	Posting Date 26.01.2010 Bill of Lading HeaderText
400000028	🗋 🔲 Individual Slip 📳
4400000006	
Typ Item Message	text LTxt KA04
🛆 1 Deficit	of PU Ordered quantity 60 EA : 3000000 HQ01 L001 🔞
▽ № 🖌 🖉 🚱 🖌 🖣	▶ ▶ 🕅 🍞 📇 🔁 🔁 Choose 🔁 Save 🗋 🛗 🔛 👜 0 🕱 0 🛆 1 💷 0 🔝 🗙
500000093	
500000073	Material Quantity Where Purchase Order Data Partner Account Assignment
500000050	
490000073	Qtv in Unit of Entry 20 EA
500000051	

Field Name	Description	R/O/C	Comments
Error Message box.	It will display all the Errors in	R	Check the errors in document
	Document if there are any.		





Post the Document.

Click on Post button to post the document.

☑ Goods Receipt Settin	igs System <u>H</u> elp		
Ø	🛯 < 📙 😋 😧 🖨 🛗 🛗 🏝 🏝 🕰		2 🕜 🖪
🕫 Goods Re	ceipt Purchase Order 4000000028 - Mu	hai	mmad Ali
Hide Overview	Hold Check Post Help		
중요 🗊 🗷			
My Documents	Document Date 26.01.2010 Delivery Note		
🗢 Purchase Orders	Posting Date 26.01.2010 Bill of Lading		
400000028	L Individual Slip		
440000006			
4400000005 4400000004		_	
4100000004	Line Stat_Mat. Short Text	OK	Qty in UnE
4100000003	1 O2O Material HQs	\checkmark	20
4000000015			
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4400000000			
400000012		1. Charles	
Material Documents	A 🖓 Delete	L)	Contents 🔀
500000093			
500000073			Destroy 0



PURCHASING & INVENTORY MANAGEMENT

Posted

Document has been posted and Material Document Number will appear at the bottom of the screen. Note this Number for your reference.

Goods Receipt Settings System Help				
Ø	1 0 0 0 0 0 0 1 1 1 1 1 1 1 1 1 1 1 1 1			
🕫 Goods Re	eceipt Purchase Order - Muhami			
Hide Overview	Hold Check Post Help			
<u>⊽ 2 1 ×</u>				
My Documents	Document Date 26.01.2010 Deliv			
Purchase Orders 4000000028	Posting Date 26.01.2010 Bill c			
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4400000005				
4400000004	Line Mat. Short Text			
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500000054				
✓ Held Data				
Blank				
	6			
•				
🞯 Material document 50	100000094 posted			

Material Document 500000094 Generated

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F



PURCHASING & INVENTORY MANAGEMENT

7.2 Return Deliver with Reference to Material Document:

Via Menus	Logistics \rightarrow Materials Management \rightarrow Inventory management \rightarrow Goods Movement \rightarrow Goods Movement (MIGO)
Via Transaction Code	MIGO.
년 Menu Edit Favorites Extras	: System <u>H</u> elp
SAP Easy Access	
 ▷ □ Goods Re ♀ Goods Is: ♀ Goods Is: ♀ Transfer F ♀ Transfer F ▷ □ Subseque ▷ □ Goods Me ▷ □ Goods Me ▷ □ Material Doce ▷ □ Reservation ▷ □ Periodic Proce ▷ □ Environment ▷ □ Logistics Invoice ▷ □ Physical Inventor 	ent ement ment ment <u>overment (MIGO)</u> eccipt sue (MIGO) sue Posting (MIGO) Posting ent Adjustment overment of Handling Units ument eessing Verification
D 🗀 Valuation	ments Planning (MRP)





Return Delivery with Reference to Material Document:

Select the reference type as material document return delivery will done against Material Document that created under movement type 103 GR into GR blocked stock.

⊡ <u>G</u> oods Receipt <u>S</u> etti	ngs S <u>y</u> stem <u>H</u> elp		
Ø	1 4 🛛 I 😋 🚱 I 🔤 🛗 🖧 I 🏝 🛍 🤅	C\$ C	🐹 🛃 🔞 📱
🕫 Return D	elivery Material Document - Muham	mad	Ali
Hide Overview	Hold Check Post Help		
ਲ਼ 2 🗊 🛛	Return Delivery 📓 Material Document 🗃		⊕ ₩
My Documents	Delivery Note		
▽ Purchase Orders	🖻 General 🗳 Material Document		
400000046			
400000028	Document Date Delivery No	- 4 -	
4400000006 4400000005			
4400000004	Posting Date 28.01.2010 Bill of Ladi	ng	
410000007			
410000003			
400000015	Line Mat. Short Text	OK	Qty in UnE
400000014			
440000000			
 Orders Reservations 			
Material Documents			

Field Name	Description	R/O/C	Comments
Reference Document		R	Select Material Document





Select Reference document

Specify Material Document Number as a reference which created under movement.

 	gs S <u>y</u> stem <u>H</u> elp	
Ø	E 4 8 6 6 6 8 8 8 8 8 8 8 8 8 8 8 8	1 🐹 🖉 🖗 🖪
🕫 Return De	livery Material Document - Muhamma	d Ali
Hide Overview	Hold Check Post Help	
<u>⊽ £ 1 ×</u> F	Return Delivery 📳 Material Document 🖺 <mark>500000101</mark>	2010 🕒 🛗 🛅
My Documents		
🗢 Purchase Orders 🛛 📭	🗖 General 🙀	
40000046		
400000028 440000006	Document Date Delivery Note	
440000008		
4400000004	Posting Date 28.01.2010 Bill of Lading	
4100000007		
410000003		
400000015	Line Mat. Short Text O	< Qty in UnE
400000014		
440000000		

Field Name	Description	R/O/C	Comments
Reference Document	Enter the Material Document for the	R	Enter Purchase Order no
	Return Delivery.		500000101





Enter Quantity in Quantity Tab:

You can return Full/Partial quantity from GR blocked stock.

Goods Receipt Set	tings System Help
0	
🕫 🛛 Return D	elivery Material Document 5000000101 - Muha
Hide Overview	Hold Check Post Help
중 숲 🛅 🗵	
My Documents	Document Date 28.01.2010 Delivery Note
▽ Purchase Orders	Posting Date 28.01.2010 Bill of Lading
400000046 400000028	🗋 🔲 Individual Slip 📳
400000028	
4400000005	Line Mat. Short Text OK Qty in UnE
440000004	1 Fax Machine 5
4100000007 4100000003	
400000015	
400000014	
4400000000 ▶ Orders	A 🗑 Delete 👔 Com
Reservations	
Material Documents 5000000101	🔚 Material Quantity Where Purchase Order Data Pa
500000100	
500000099	Qty in Unit of Entry 5 EA
500000051 500000050	Qty in SKU 5 EA
4900000072	
500000097	Qty in Delivery Note
490000083 490000082	
500000098	Quantity Ordered 15 EA
✓ Held Data	
Blank	
	🔁 🔂 🔲 Item OK Line 1 🛃

Field Name	Description	R/O/C	Comments
Quantity in Units of	Enter the Quantity in unit u want to	R	Enter Quantity 5.
Entry	enter		

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Give Reason for Movement:

Specify the reason why you are going to return the delivery.

Goods Receipt Setti	ings System Help	
Ø	▋ ◁ 🗒 ۞ ፼ 🗳 協 🍪 巻 凸 む む 📰 🖉 ⑨ 🖷	
🕫 Return D	elivery Material Document 5000000101 - Muhammad Ali	
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PURCHASING & INVENTORY MANAGEMENT

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Click on item OK after enter all required input

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PURCHASING & INVENTORY MANAGEMENT

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PURCHASING & INVENTORY MANAGEMENT

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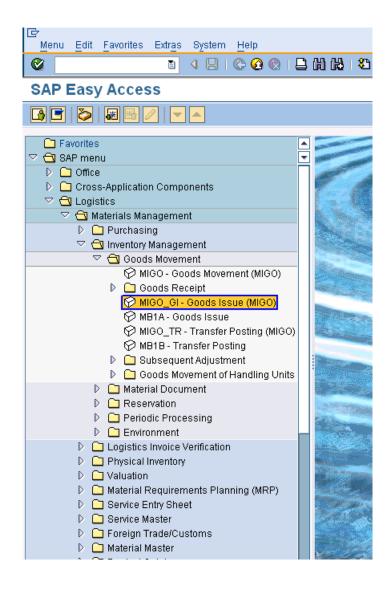




7.3 Goods Issue Reference to Reservation

Access transaction by:

Via Menus	SAP Menu > Logistics > Inventory Management > Goods Movement > Goods Issue (MIGO)
Via Transaction Code	MIGO





PURCHASING & INVENTORY MANAGEMENT

Action for document

Select Goods Issue as Action for GI

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Click on drop down list to select the Goods Issue.

Field Name		R/O/C	Comments
Drop down list	Select the Good Issue option from the drop down list	R	





Select Reservation:

From the drop down list select the Reservation

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Specify Reservation Number

Enter Reservation Number 1050000044

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Enter the Reservation Number for which you use as a reference for Goods Issue against this Reservation.



PURCHASING & INVENTORY MANAGEMENT

Item Detail - Quantity Tab

Enter Quantity 38 for Issuance

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4900000072	
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You can Issue Full/Partial at Quantity tab on item detail level.



PURCHASING & INVENTORY MANAGEMENT

Enter Storage Location

Enter Storage Location L001

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Enter Storage Location which comes under the Plant on where tab and Plant data will determine automatically from (reservation).



PURCHASING & INVENTORY MANAGEMENT

Flag the Item OK indicator

Flag the indicator

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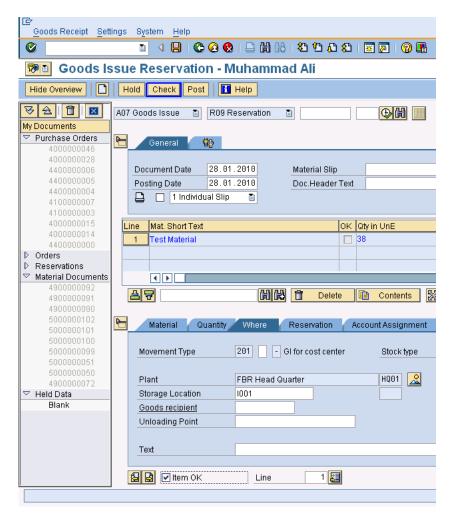
Flag the Item OK indicator ensure you have entered all input data.





Check the document:

Press Check to check the document.

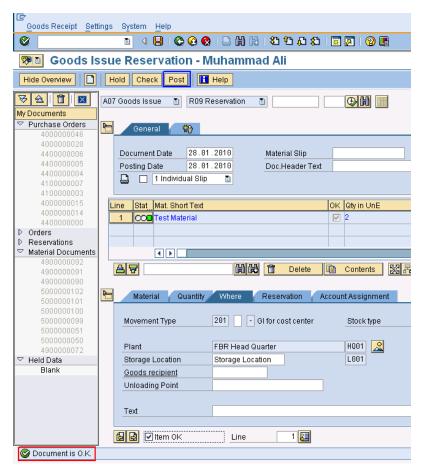




PURCHASING & INVENTORY MANAGEMENT

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PURCHASING & INVENTORY MANAGEMENT

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Material Document Number has generated for action cancellation against goods issue

You can enter to view in separate window or can exit from here.

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7.4 Material Document Cancellation

Via Menus	SAP Menu > Logistics > Inventory Management > Goods Movement > Goods
	Issue (MIGO)
Via Transaction Code	MIGO_GI

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MIGO_GI - Goods Issue (MIGO)	N.E.M.
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MB1B - Transfer Posting	5
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PURCHASING & INVENTORY MANAGEMENT

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Select Reference type from drop down menu

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Select reference type as a "Material Document" for action "Cancellation"





Material document number

Enter Material Document "4900000090" as a reference

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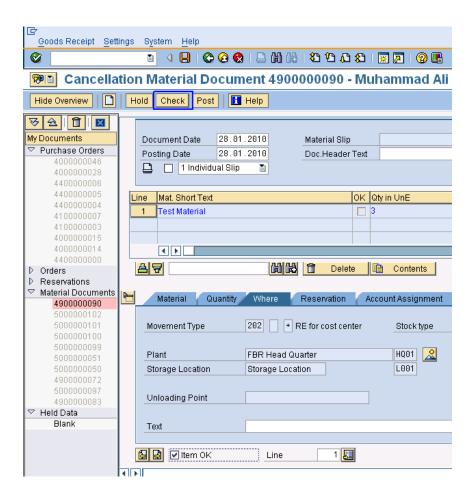




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Flag the Item OK Indicator

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Post the document

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7.5 Create Physical Inventory Document

Via Menus	Logistics> Materials Management> Physical Inventory> Physical	
	Inventory Document> Create (MI01)	
Via Transaction Code	MIGO_TR	

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Create Physical Inventory Document: Initial Screen (Plant) ¢ Physical Inventory Document Edit Goto Environment System Help 🔋 🕢 🗒 🙄 🚱 😧 🔒 🛗 🛗 😫 🖽 🕰 🏠 0 **Create Physical Inventory Document: Initial Screen** 🚇 🗋 🤽 02.02.2010 Document date 02.02.2010 Planned count date Loc.of phys.inv. / Plant HQ01 🗗 L001 Storage Location Special Stock Other information / Posting Block Freeze book invntory 🕑 Batches w. del. flag Phys. inventory no. Phys. Inventory Ref. Grouping type

Field Name		R/O/C	Comments
Plant	Select Plant where physical inventory count.	R	
Storage Location	Select storage location under the specified Plant. In storage location physically stock placed	R	

Page 305 of 372





Create Physical Inventory Document: New Item 1

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Create Physical Inventory Document: New Item 2

Choose the next material for stock count.

As you hit the 'Enter' key the cursor automatically shifts to the next blank line item in the document where another material number could be added.

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PURCHASING & INVENTORY MANAGEMENT

Save:

Create Physical Inventory Document: New Items Image: Constraint of the physical inventory Document: New Items Image: Constraint of the physical inventory Doc. Plant H001 FBR Head Quarter Stor. Loc. L001 Storage Location Items Items </th <th>다 Physical Inventory Docume</th> <th>ent <u>E</u>dit <u>G</u>oto En<u>v</u>ironment</th> <th>System <u>H</u>elp</th>	다 Physical Inventory Docume	ent <u>E</u> dit <u>G</u> oto En <u>v</u> ironment	System <u>H</u> elp
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Plant HQ01 FBR Head Quarter Stor. Loc. L001 Storage Location Items Itm Material Material Description Batch STy AUn BD De1 1 3000112 1 Y 1 Y 1 2 3000117 1 Y 1 Y 1 3 1 Y 1 Y 1 Y 1 4 1 Y 1 1 Y 1 1 Y 1 1 Y 1 Y <td>Create Physical I</td> <td>nventory Document</td> <td>: New Items</td>	Create Physical I	nventory Document	: New Items
Stor. Loc. LB01 Items Itm Material Material Description Batch STy AUn BD Del 1 3 1 V -	🕒 🗋 🖉 Deletion Indica	ator Other Phys. Inventory Doc.]
Items Items 11 Material Material Description Batch STy AUn BD Del 1 3000112 1 V V Image: Construction of the second s	Plant HQ01 FBR Hea	id Quarter	
Itm Material Material Description Batch STy AUn BD Del 1 3000112 1 ✓	Stor. Loc. L001 Storage I	Location	
1 3000112 1 ✓ 2 3000117 1 ✓ 3 1 ✓ ✓ 4 1 ✓ ✓ 5 1 ✓ ✓ 6 1 ✓ ✓ 7 1 ✓ ✓ 8 1 ✓ ✓ 9 1 ✓ ✓ 10 1 ✓ ✓ 11 1 ✓ ✓ 12 1 ✓ ✓ 13 1 ✓ ✓ 15 1 ✓ ✓ 16 1 ✓ ✓			
2 3000117 1 ✓ 3 1 ✓ ✓ 4 1 ✓ ✓ 5 1 ✓ ✓ 6 1 ✓ ✓ 7 1 ✓ ✓ 8 1 ✓ ✓ 10 1 ✓ ✓ 11 ✓ ✓ ✓ 12 1 ✓ ✓ 13 1 ✓ ✓ 15 1 ✓ ✓ 16 1 ✓ ✓		Material Description	
3 1 V V 4 1 V V 5 1 V V 6 1 V V 7 1 V V 8 1 V V 9 1 V V 11 V V V 12 1 V V 13 1 V V 15 1 V V 16 1 V V			
4 1 Y 5 1 Y 6 1 Y 7 1 Y 8 1 Y 9 1 Y 11 Y Y 12 1 Y 13 1 Y 15 1 Y 16 1 Y			
5 1 V 6 1 V 7 1 V 8 1 V 9 1 V 10 1 V 11 V V 12 1 V 13 1 V 15 1 V 16 1 V			
6 1 Y 7 1 Y 8 1 Y 9 1 Y 10 1 Y 11 1 Y 12 1 Y 13 1 Y 15 1 Y 16 1 Y		<u> </u>	
7 1 7 8 1 7 9 1 7 10 1 7 11 1 7 12 1 7 13 1 7 15 1 7 16 1 7		 	
8 1 V 9 1 V 10 1 V 11 1 V 12 1 V 13 1 V 14 1 V 15 1 V 16 1 V			
9 1 V 10 1 V 11 1 V 12 1 V 13 1 V 14 1 V 15 1 V 16 1 V			
10 1 V V 11 1 V V 12 1 V V 13 1 V V 14 1 V V 15 1 V V 16 1 V V			
11 1 ✓ 12 1 ✓ 13 1 ✓ 14 1 ✓ 15 1 ✓ 16 1 ✓	10		
12 1 V 13 1 V 14 1 V 15 1 V 16 1 V	11	<u></u>	
13 1 V 14 1 V 15 1 V 16 1 V	12		
14 1 V 15 1 V 16 1 V	13		
	14		
	15	1	
	16		
	17		

Save the document after selecting the all items for count.





7.6 Printing Stock Take Sheet

Via Menus	Logistics> Materials Management> Physical Inventory> Physical Inventory Document> MI21 – Print
Via Transaction Code	MI21
Er Menu Edit Favorites Extras System Help	
	◎ I L H H I L L L L I I I I I I I I I I I
SAP Easy Access	
 Favorites SAP menu Office Cross-Application Components Corss-Application Components Consection Materials Management Purchasing Inventory Management Logistics Invoice Verification Physical Inventory Document M101 - Create M102 - Change M102 - Change M103 - Display M111 - Recount Archive M121 - Print Inventory Count Difference Special Procedures Environment 	
 ▷ □ Sessions ▷ □ Valuation ▷ □ Material Requirements Planning (MR ▷ □ Service Entry Sheet ▷ □ Service Master 	P)





Enter your required information

년 Program Edit Goto System Hel;	p					
	II 😋 😧 II 🖧 🖧 🗳 🖓 🖓 🗳 🖓 🖓 📲					
Print Physical Inventory Document						
⊕ ∎						
Ph Execute (F8) Document Fiscal Year Plant	100000000 to > 2009 to > HQ01 to > L001 to > to > >					
Storage Location	L001 to 🗳					
Planned Count Date Physical Inventory Number						
Phys. Inventory Ref.	to					
Grouping Criterion Material Group Storage Bin	to s					
Status Selection for Phys. Inventory Documents Phys. Inventory Items						
Setting Sort By Special Stock Output Device New Spool Request Expand Value-Only Matls	SAPCC					
Sorting of Serial Numbers	E					

Click 🕑 to Execute

Printout of Physical Inventory Document:

Phys. Creat Plann Phys.		: MALI : 29.12.2009 :	
]	Material Mat. short text Status of item	s Stock	tor. bin type d qty. Un
	 3000004 Test Material Counted, adjust	LOO1 Wareho 	use EA





7.7 Posting Block for Physical Inventory

Via Menus		ials Management> Physical Inventory> Physical tt> Change (MI02)
Via Transaction Code	MI02	
<u> </u>		
	m <u>H</u> elp	
	😋 🔂 🕲 🗧	
SAP Easy Access		
🗢 🔂 Materials Management		
D 🗋 Purchasing		
D inventory Management		
D Constitution Logistics Invoice Verifica	ion	
	aumont	
MI01 - Create	cument	
MI02 - Change		
MI03 - Display		
🛇 MI11 - Recount		
Archive		
🛛 💬 MI21 - Print		
D 🗋 Inventory Count		
 Difference Special Procedures 		
Image: Special Procedures Image: Special Procedures Image: Special Procedures Image: Special Procedures		
P C Sessions		
D Caluation		
👂 🔂 Material Requirements F	lanning (MRP)	
D 🗋 Service Entry Sheet		
D 🗋 Service Master		
Foreign Trade/Customs		
D C Material Master D C Product Catalog		
Product Catalog Sales and Distribution		
D C Logistics Execution		
Production		
Production - Process		
👂 🗀 Plant Maintenance		





Change Physical Inventory Document: Initial Screen

Enter PI doc Number "100000069" to change the physical inventory.

Physical Inventory Docum	nent <u>E</u> dit <u>G</u> oto Environment System <u>H</u> elp
Ø	■ 4 日 1 🛠 🚱 😫 🗒 陆 1 巻 巻 巻 1 日 🕨
Change Physica	l Inventory Document: Initial Screen
🚇 🗋 🥒 🛅 Other Ph	iys. Inventory Doc.
Phys. Inventory Doc.	100000069
Fiscal Year	





Flag the Posting Block Indicator

Flag the indicator

Physical Inventory Documen	nt <u>E</u> dit <u>G</u> oto Environment System <u>H</u> elp
Ø	👔 🖣 民 🚱 😫 🗒 🖓 😓 🖓 🖓 🗂 🖓 🛄
🕫 Change Phy	sical Inventory Document 100000069 : Header
🖉 🧟 Other Phys. Inventor	y Doc.
Loc.of phys.inv.	
Plant	HQ01 FBR Head Quarter
Storage Location	L001 Storage Location
Special Stock	
Date and status	
Planned count date	p2.02.2010 Posting period 0
Count date	Count status
Posting Date	Adjustment status
Document Date	02.02.2010 "Delete" status
Created by	MALI
Other fields	
Posting Block	
Freeze book invntory	
Trans./Event Type	IB Physical Inventory Document
Phys. inventory number	
Phys. inventory ref.	
Grouping type	
Grouping criterion	

Locate the Posting Block indicator in the header screen and set it.

Due to Posting Block no Issuance or Receiving possible against these Materials.





Save

Save the document

Physical Inventory Document	Edit Goto	Environment System Help				
Ø	1 < 🛛	ⓒⓒ�♥│⊇₩₩₽₽₽₽₽₩₩⊒ ₽				
Point Change Physical Inventory Document 100000069 : Header						
🖉 🧟 Other Phys. Inventory	Cther Phys. Inventory Doc.					
Loc.of phys.inv.						
Plant	HQ01 FBR	Head Quarter				
Storage Location	L001 Stora	age Location				
Special Stock						
Date and status						
Planned count date	02.02.2010	Posting period 0				
Count date		Count status				
Posting Date		Adjustment status				
Document Date	02.02.2010	"Delete" status				
Created by	MALI					
Other fields						
Posting Block						
Freeze book invntory	_					
Trans./Event Type	IB Physical	Inventory Document				
Phys. inventory number	Phys. inventory number					
Phys. inventory ref.						
Grouping type						
Grouping criterion						

Saving the document will record these changes.





PI document has changed PI document has created

Physical Inventory Document Edit Goto Environment System Help
🖉 📄 🖉 🖓 🖓 🖓 🖓 🖓 의 🕒 🖉
Change Physical Inventory Document: Initial Screen
🚇 🗋 🥒 î Other Phys. Inventory Doc.
Phys. Inventory Doc. 100000069
Physical inventory document 100000069 changed

Physical Inventory (PI) has changed





7.8 Enter Count for the Physical Inventory

Via Menus	Logistics> Mate Count> Enter (M			ls Management> Physical Inventory> Inventory)4)
Via Transaction Code	MI04			
⊡ MenuEditFavorites Extras Sys	stem <u>H</u> elp			
🔮 🔄 👌	8 I & 2	_	} (G
SAP Easy Access				
🗢 Ġ Materials Management		۸.		5
Purchasing		Ŧ		2 C
D D Inventory Management				
▷ 🗀 Logistics Invoice Verific ▽ 🔂 Physical Inventory	ation			
P Physical Inventory D)ocument			
Inventory Count	, oodinioni		And a	
S MI04 - Enter				
	o Document Referer			
MI05 - Change				
∲ MI06 - Display ♦ 🗋 Difference				59
 Difference Special Procedures 			1 ACRUM	
D C Environment	, 			
D 🗖 Sessions				
👂 🗀 Valuation				
D Can Material Requirements	Planning (MRP)			
D Carvice Entry Sheet				
 E Service Master E Foreign Trade/Custom: 				
D C Material Master	5			
P Product Catalog				88
D Cales and Distribution				
D Cogistics Execution				

Page 316 of 372





Enter Inventory Count: Initial Screen

Give Ref. to Phys. Inv.Doc "10000069"

l⊡ _Inve	entory Count	<u>E</u> dit	<u>G</u> oto	Environment	System <u>H</u>
0			Ĩ	1 4 🛛 🕻	ا 😒 🕄 🕻
Ent	er Inven	itory	Col	unt: Initia	l Screen
–	🖉 Other Co	unt			
			4.000		
Phys.	Inventory Doc		100	000069	
Fiscal	Year				
Date					
Cour	nt Date		02.	02.2010	
Other	Information				
Varia	nce in %]	

Here you must mention the document reference for which you want to enter the count.

This Document Number is also printed over the Stock Take sheets.





Enter Inventory Count: Coll. Processing Specify Counted Quantity 150

년 Inventory Count E	dit <u>G</u> oto Environm	ient System <u>H</u> elp		
0	E 4 📙	I 😋 😧 😒 I 🗅 H	18 1 8 9 0 8) 🛒 🔁 🔞 🛽
🕫 Enter Ir	nventory Cou	nt 100000069:	Collect.Proc	essing
🚇 🥒 🧟 Physic:	al Inventory History	Set Zero Count Other	Count	
Stor. Loc. L001 S	BR Head Quarter torage Location			
Items Itm Material	Batch	Sales Value	Quantity	UnE ZC
Material Descrip		Sales value STy	Quantity	SKU
1 3000112]	150	EA
Iron Safer		1	0	EA
2 3000117				EA
padestal fan		1	0	EA
			Entry	1_ <u>of</u> 2

Field Name		R/O/C	Comments
Quantity	A blank field is available for each item for the entry of count.	R	Select quantity 150
ZC	For items where no quantity is available, instead of writing Zero, a 'Zero Count' indicator is to be set.	0	





Save

Save the document

Inventory Count Edit G	≩oto En <u>vironme</u>	ent System <u>H</u> elp		
©	E < 🛛	🕒 😧 😒 🖨 (A)	C\$ C, C* C\$ &	🕱 🗾 🔞 🛛
🕫 Enter Inver	ntory Cou	nt 100000069: (Collect.Proce	ssing
🕒 🖉 🧟 Physical Inve	ntory History 8	Set Zero Count Other C	ount	
Stor. Loc. L001 Storage	ad Quarter Location			
Items Itm Material Material Description	Batch	Sales Value STy	Quantity Quantity	UnE ZC SKU
1 3000112 Iron Safer 2 3000117		1	150 0	EA D EA EA
padestal fan		1	Θ	EA
			Entry	1_ <u>of</u> 2

Note the System message as you save the document.





Count Entered for Physical Inventory

Cont enfettered in inventory doc.

다 Inventory Count Edit Goto Environment System Help										
🖉 🔄 🔹 🖉 🖉 🖾										
Enter Inventory Count: Initial Screen										
🕘 🥒 Other Count										
Phys. Inventory Doc.										
Date 02.02.2010										
Other Information Variance in %										
Count entered for phys. inv. doc. 100000069										

Count has entered for Physical Inventory





7.9 Post Physical Inventory Differences

Via Menus	Logistics> Materials Management> Physical Inventory> Difference> Difference List (MI20)
Via Transaction Code	MI20
🖙 Menu Edit Favorites Extr	ras System Help
8 I	1 4 🕒 I 😋 🚱 🚱 I 🖕
SAP Easy Access	
🖪 🖃 🏷 😹 🗟 🖉	
🗢 Ġ Materials Manage	ment
D 🗋 Purchasing	
D 🗀 Inventory Mana	-
▷ 🗀 Logistics Invoi ▽ 🔂 Physical Inven	
	wentory Document
D Inventory C	
🗢 🔂 Difference	
💬 MI07 - I	Post
	Count/Difference
	Enter W/o Document Referer Difference List
👂 🗋 Special Pr	
🕨 🗋 Environme	nt
D 🗋 Sessions	
Valuation	increase to Discretize (MDD)
D I Material Requi D I Service Entry S	irements Planning (MRP)
D 🖸 Service Entry a	
 D Genice Master D Genice Master D Genice Master 	





-1

PURCHASING & INVENTORY MANAGEMENT

List of Inventory Differences - Selection Criteria

To generate the list of differences you can maintain certain selection parameters in the initial screen. Using this transaction, you can generate differences for multiple documents together.

년 Program Ed	it <u>G</u> oto	S <u>y</u> stem	<u>H</u> elp								
Ø		٦	4 🛛 😋 🙆 🔇	日間に	80 C)	😂 🕱 🗷 🔞 🛙					
List of Inventory Differences											
⊕ ⊡											
Database Selec	tion										
Material				to		S					
Plant			HQ01	to		-					
Storage Locati	on		L001	to		S					
Batch				to							
Physical Inven	tory Docu	ument	10000069	to		S					
Physical Inven	tory Num	ber		to							
Status Sel. for											
Phys Inven	tory Doci	imente									
Field Name					R/O/C	Comments					
D1+	1.	· DI · ·		D	Select mention 150						

Field Name		R/O/C	Comments
Plant	Maintain Plant in which Inventory Document created	R	Select quantity 150
ZC	For items where no quantity is available, instead of writing Zero, a 'Zero Count' indicator is to be set.	0	
Storage Location	Maintain Storage Location that comes under Plant.	0	
Physical Inventory Document	Physical inventory document for which you want to display the list of differences.	R	

Press 🕒 to display the result according to selection criteria.





List of Inventory Differences

List of Inventory Differences

군 List Edit Go	oto <u>S</u> ettings S <u>y</u> stem	<u>H</u> elp							SAP	
8	1	। 🕲 🕄 🕄 ।	🗅 (i)	間日	ឌ 🗘 🗘 🗶 🛛 🖉	2 🕜 🖪				\sim
List of Inve	entory Differend	ces								
	3 A 7 B B 7	🗵 🖬 🗿 F	ost Diffe	erence	Change Count En	er Count List of Unp	osted Docs			
PhysInvDoc 1	Item Material	Batch	Pint	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
100000069	1 3000112 2 3000117		HQ01 HQ01		200.000 0.000	150.000 0.000	50.000- 0.000	EA EA	0.00 0.00	PKR PKR
		•								

List of Inventory Differences is displayed. Here you can analyze the Book Quantity versus Counted Quantity and the differences.

While analyzing the differences list, you may decide for Initiating recount for materials where the differences are too high.

You can do that from the same screen by first selecting the item for recount.





Choose "Recount Document" from the menu.

Choose "Recount Document" from the menu

⊑r _List Edit (<u>2</u> oto <u>S</u> ettings System	<u>H</u> elp						SAP		
Ø	Enter Count	Ctrl+Shift+F11	3 (B)	80 10 🕰 8 I 📰 🛛	• I 🕜 🖪					
List of In	<u>C</u> hange Count	Ctrl+Shift+F10						11/10	20. AU 1997 A 1997	
LISCOTIN	Display Co <u>u</u> nt									
	Post <u>D</u> ifference	Ctrl+Shift+F9	fference	Change Count Ent	er Count List of Unp	osted Docs				
	Display Document		_							
PhysInvDoc	Chang <u>e</u> Document		t SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy	•
10000069	<u>R</u> ecount Document		1 L001	200.000	150.000	50.000-	Fû	0.00	PKR	
100000069	List of Unposted Docs	Ctrl+Shift+F12	1 L001	0.000	0.000	0.000	EA		PKR	
	ABC Analysis	Shift+F6								
	<u>B</u> ack	F3	-							
L										

The recount document creation screen can be accessed via menu options in the Differences List report.

Alternatively, it can be accessed from SAP Easy Access Menu via following path:

Logistics --> Materials Management --> Physical Inventory --> Physical Inventory Document --> Recount (MI11)

Or access via transaction code: MI11

SIEMENS



PURCHASING & INVENTORY MANAGEMENT

Enter Recount - Initial Screen

Flag the "Posting Block" Indicator

Physical Inventory Docum	ent <u>E</u> dit <u>G</u> oto En <u>v</u> ironment								
Ø	🗈 🛛 🛛 I 😋 🚱 🚱 I 🗧								
Enter Recount: Initial Screen									
Selection Screen Other Phys. Inventory Doc.									
Phys. Inventory Doc.	10000069								
Fiscal Year	2009								
Date									
Planned count date	02.02.2010								
Document Date	02.02.2010								
Other Information									
	Posting Block								
	Freeze book invntory								
Phys. Inventory No.									
Phys. Inventory Ref.									
Threshold Value									

The reference of previous document is already copied automatically. You may set the posting block while creating the recount document.

SIEMENS



PURCHASING & INVENTORY MANAGEMENT

Enter Recount - Selection List

Save the document

Physj	ical Inventory Docum	ient <u>E</u> dit <u>Go</u> t	to Eny	ironment S <u>y</u> stem	<u>H</u> elp		
0		E 4 月	6	a 🛛 I 🗅 🕅 🖓	800	D 🕄 💥 🖉	🔞 🛯
100	Enter Reco	unt: Sele	ction	List			
R	eference Physic	al Inventory Hist	tory C)ther Phys. Inventory D	OC.		
Plant Stor. Loc	HQ01 FBR He c. L001 Storage	ad Quarter Location					
	Material Material Description	Batch	STy	Difference qty Diff. sales v	BUn alue	Difference a PhysInvDoc	mt.
⊡ 1	3000112		1	50.000-	EA		00
2	Iron Safer 3000117		1	0.00	EA	10000069 1	00
<u> </u>	padestal fan			0.00		100000069 2	
	L					//	
					Entry	1 Of	2

The system copies both items in the document here; you can make selection for the items which require re-counting.

Saving the document generates a new 'Recount' document. This document has a different number from the initial document.





Save & Document generated

⊑≠ _List Edit G	eoto <u>S</u> ettings S <u>y</u> stem I	<u>H</u> elp								
Image: A = Image: A = A = A = A = A = A = A = A = A = A										
List of Inv	List of Inventory Differences									
KIFN	Q A 7 B B 7	🔀 🚹 🚭 F	ost Diff	erence	e Change Count Ent	ter Count List of Unp	osted Docs			
			-							
PhysInvDoc	Item Material	Batch	P1nt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
100000069	1 3000112			L001	200.000	150.000	50.000-	_		PKR
10000069	2 3000117		HQ01	L001	0.000	0.000	0.000	EA	0.00	PKR

Recount Document has generated - This document has a different number from the initial document.

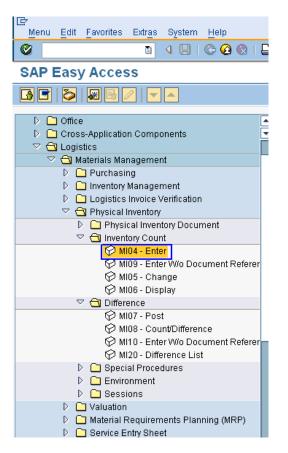
SIEMENS



PURCHASING & INVENTORY MANAGEMENT

Enter Count in Recount Document

Enter Count Again



Enter Physical Stock Count' will be repeated.





Selection of Items

Select the Phys.Inv.Doc

⊑ _List Edit G	oto <u>S</u> ettings	s S <u>y</u> stem <u>H</u> el	lp								
Ø			😋 🙆 🚷 I	8 A		80081	2 🕲 🖪				~
List of Inv	List of Inventory Differences										
K	0 4 7	E B 7 Z	5 🚹 🔂 P	ost Diff	erence	e Change Count I	Enter Count List of Ung	osted Docs			
			1	-		1					
PhysInvDoc	Item Mater	ial	Batch	P1nt	SLoc	Book quantit	ty Qty Counted	Difference qty	BUn	Difference amt.	Crcy
00000069	2 30001	17		HQ01	L001	0.00	0.000	0.000	E۸	0.00	PKR

From the list of differences you can post the differences directly. For this you have to select the items for which the differences are to be posted and then click on the 'Post Difference' button.





Post the Differences

Post the Differences

⊡≓ _List Edit G	eto Settings System <u>H</u> e	elp						• • • SAP			
8	1 A 🛛 I	😋 🙆 🚷 I 📮		80008 💌	2 🖗 🖪						
List of Inv	List of Inventory Differences										
K		🛙 🖬 🛐 Post	t Difference	Change Count En	ter Count List of Unp	osted Docs					
	Г I	1									
PhysInvDoc	Item Material	Batch P	'Int SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy	▼	
10000069	2 3000117	H	IQ01 L001	0.000	0.000	0.000	EA	0.00	PKR		
	· ·			•				•			

Post the Inventory Differences





Post Inventory Differences: Initial Screen

Press Enter or Highlighted Button

⊡ 	to En <u>v</u> ironment	S <u>y</u> stem	<u>H</u> elp	
8	E 4 📙	😋 🥝) 😣 🤅) (6) (6
Post Inventory	Difference	: Initia	al Scr	een
Selection Screen	Other Difference			
Phys. Inventory Doc.		2		
Fiscal Year	2009			
Date				
Posting Date	02.02.2010			
Other Information				
Threshold Value				

The inventory differences are always posted with reference to the physical inventory document number. The document number is copied automatically from the 'list of differences' screen.





Post Inventory Differences: Selection Screen

Save the document

Difference Edit	Goto Environment Sy	/stem <u>H</u> elp		
0	1 d 📙	😋 🙆 🚷 I 🖴 🕅 (18 8 9 9 9	£1 \$2 🛒 🖉 🖗 🛛
🕫 🗈 Post In	ventory Differe	nce 10000006	9: Selec	tion Screen
🚇 🛃 Position	Physical Inventory Histo	ry Other Difference		
	FBR Head Quarter Storage Location			
Items Itm Material	Batch	ST Difference qty		Difference Amnt Reas. . Sales Value
		1 50.000-	EA	0.00
2 3000117	,	1 0.000	0.0 EA	0.00
	/	III	0.0	10
			Entry	1_of2

You can post all items in a document collectively or one by one. Note that there is no difference in counted versus system quantity.





Document Saved - without differences

Document Saved Without Differences

List Edit Goto Settings System	n Help						SAP	
	🗏 🗞 🚱 🚱 🖨	日日	ቆን የን ፈን ቆን 🛙 🕱 🖉	I 🕜 🖪				~~~
List of Inventory Differe	nces							
	🌾 🔀 🚹 🛐 🛛 Post 🕻	Difference	Change Count Ent	er Count List of Unp	osted Docs			
PhysInvDoc Item Material	Batch P1	nt SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
100000069 2 3000117	HQ	01 L001	0.000	0.000	0.000	EA	0.00	PKR
Phys. inventory document 1000000	69 posted without differer	nces	1			2 👂	200 🖪 fbrhqdev II	IS 🖌 📐

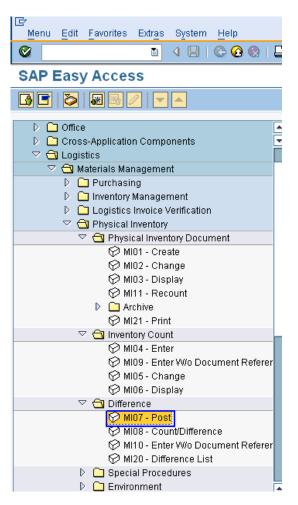
Document has saved without differences.





7.10 Post Differences

Post the Differences



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Selection of Recounted Item

Enter new generated physical inventory document "100000070"

l⊉ if	ference	<u>E</u> dit	<u>G</u> oto	Enviro	nment	S <u>y</u> stem	<u>H</u> elp	
0				Ē	4 🛛	😋 🙆	8 😡	📮 (H) (F
Po	st Inv	ento	ory D)iffer	ence	: Initia	al Sc	reen
4	Selectio	n Scre	en O	ther Dif	ference			
Phys	Inventory	Doc		10000	0070	B		
Fiscal		, 000.		2009				
Data								1
Date Post	ing Date			02.02	2.2010			
			,]
	r Informa shold Va			_				
	snoid va	nue						





Post Inventory Differences: Selection Screen (Reason for Movement)

Select the Item for posting. Since there is only one item in this document, it is selected automatically.

To specify the nature of differences and to record the reason for accepting the difference, you should select an appropriate 'Reason for Movement' code from the list.

Difference Edit Goto	Environment	System Help						
0	T 4 📙	II 😋 🙆 🚷 I 🖴 🕅 (🖔 🏵 🏵 🕰 🕄 🗮	2 😨	.			
Post Inver			0: Selection Scre					1777-1886-1897-197
			of ociceation ocice					
🕘 🛃 Position Phys	sical Inventory Hi	story Other Difference						
Plant HQ01 FBR H	lead Quarter			⊡ F	eason	for inventory diff. (1) 30	Entries found	
Stor. Loc. L001 Storag	e Location				Restric	tions		
Items							∇	
Itm Material	Batch	ST Difference qty	BUn Difference Amn	R	区借) 🛱 😹 🐵 昌 🗈	H	
			Diff. Sales Value	M	-	Reason for Moverne		
✓ 1 3000112		1 180-	EA 0.0	0 123	0003	Damaged		▲
			0.00	124	0001	Poor quality		
				124	0002	Incomplete		
				124		Damaged		
				125		Poor quality		
				125		Incomplete		
				125		Damaged		
				543		Damage in transport		
				544		Damage in ret.transp		
				551		Shrinkage		
				551 552		Spoiled		
				552		Shrinkage Spoiled		
				701		Wrngly plcd in stor.		
				701		Poor quality		
				702		Damaged		
				702		Wrngly plcd in stor.		
				704		Poor quality		
			Entry 1 c	704		Damaged		
				707		Wrngly plcd in stor.		
				708		Poor quality		
				708		Damaged		
				30	Entries	found		

Field Name	Description	R/O/C	Comments
Reason For Inventory	Enter Reason for Inventory Movement.	R	Select 702 (poor quality)





Save:

Saving the document will result in the generation of Material and Inventory document. The document numbers displayed on message line.

Ø	E 4 🖪	😋 🙆 🚷 I 🖴 🖟) 🔀 ا 🏝 🕰 🖧 🎝 😫 ا 🔀 ا
🕫 Post Inv	/entory Diffe _{Pe}	ost (Ctrl+S) 00000)70: Selection Screen
🛃 🛃 Position	Physical Inventory Hist	ory Other Difference	e
	R Head Quarter		
Stor. Loc. L001 St	orage Location		
Items Itm Material	Batch	ST Difference qty	BUN Difference Amnt Reas. Diff. Sales Value
✓ 1 3000112		1 180-	EA 0.00 1002 🔂
			0.00





Documents Generated:

Differences in Physical Inventory document will be generated. Physical Inventory differences posted with material doc.

Difference Edit Goto Environment System Help
ی ۲۵ (۲) (۲) (۲) (۲) (۲) (۲) (۲) (۲) (۲) (۲)
Post Inventory Difference: Initial Screen
Selection Screen Other Difference
Phys. Inventory Doc. 1000000070 C Fiscal Year 2009
Date Posting Date 02.02.2010
Other Information Threshold Value
S Diffs in phys. inv. doc. 100000070 posted with m. doc. 4900000111





SECTION 8 INVENTORY MANAGEMENT REPORTS

8.1 Warehouse Stock Report

Access transaction by:

Via Menus	Logistics \rightarrow Materials Management \rightarrow Inventory Management \rightarrow
	Environment \rightarrow Stock \rightarrow Warehouse Stock
Via Transaction Code	MB52
	WD52
ē	
	tem <u>H</u> elp
8 I 4 E	
SAP Easy Access	
🖪 🗖 🏹 😹 🖪 🖉 💌 🔺	
D Cross-Application Components	Б. [
✓	
▷ □ Purchasing ▽ □ Inventory Management	
D C Goods Movement	
D Coolds Moterial Document	
D C Reservation	
👂 🔂 Periodic Processing	1
🗢 🔂 Environment	
👂 🧀 List Displays	
🗢 🔂 Stock	
	k in Transit (Company Co
MMBE - Stock	к Overview k/Requirements List
	i Stock Availability
CO09 - Availa	
Ø MB52 - Warel	
MB5M - Expira	
MB5B - Stock	k for Posting Date
🗭 MB5T - Stock	<in th="" transit<=""></in>
	ated Special Stock
	k with Subcontractor
	IVED - Stock Overview (RI
D Information	
D Canada Displation Considerment	ly ,
Consignment E Gatch Where-Usi	ed Liet
Batch Where-Osi	





Material Range:

Enter material range for which you want to display the report

Material 3000113 Plant to Storage Location to Batch to	4 📙 😋 🚱 😒 🖨 🛗 🛗 🖏 🏵	S [
Database Selections Material Plant Storage Location Batch to Scope of List Material Type Material Group	tocks of Material	Display Warehouse S
Plant to Storage Location to Batch to Scope of List Material Type to Material Group to		🚱 🚺
Plant to Storage Location to Batch to Scope of List Material Type to Material Group to		Database Selections /
Storage Location to Batch to Scope of List	3000113	Material
Batch to Scope of List Material Type to Material Group to	to	Plant
Scope of List Material Type to Material Group to	to	Storage Location
Material Type to Material Group to	to	Batch
Material Type to Material Group to		
Material Group to		Scope of List
	to	Material Type
Purchasing Group to	to	Material Group
	to	Purchasing Group
Selection: Special Stocks		Selection: Special Stocks

Field Name	Description	R/O/C	Comments
Material Code.	Enter Material Code for which you want to view the report.	R	Enter Material 3000113.





Material Range: Enter material range for which you want to display the report

년 Program Edit Goto System	Help	
S 1	4 📙 😋 🙆	🗋 🛗 😫 🕸 🍄 🖧 🎗 🗮 🗾 [
Display Warehouse S	tocks of Materi	ial
⊕ ■		
Database Selections		
Material	3000113	to 3000114 🕑
Plant		to 🗳
Storage Location		to 🗳
Batch		to 🖻
Scope of List		

Field Name	Description	R/O/C	Comments
Material Code.	Enter Material Code that you want to view the report.	R	Enter Material 3000114.





Selection Criteria:

Program Edit Goto Sy	istem Help	3 日 尚 保 日	ጵሱኡሙ	🛒 🗖 🔞
v			*U TU #U &U	
Display Warehou	se Stocks of Mat	erial		
B I				
Database Selections				
Material	3000113	to	3000114	-
Plant	HQ01	to	RT01 🕝	-
Storage Location		to		-
Batch		to		-

Field Name	Description	R/O/C	Comments
Material	Select Material or Material range for which you want to display the warehouse stock of material in warehouse	R	Select Plant HQ01
Plant	If you enter Plant, Material will display only stock under the Plant(s) which you selected	0	

Press 🕑 or F8 to display the result according to selection criteria.





Result of report:

Result of report according to selection criteria

List Edit G	List Edit Goto Settings System Help						
			of Material				
	7 2 % 4	〒 ≣	I 🕂 🖼 II K 🕻				
Material	Material			Pint Name 1			
SLOC SL	Unrestricted Total Value		Transit/Transf. Total Value	In Quality Insp. Total Value	Restricted-Use Total Value	Blocked Total Value	Returns Total Value
3000113	3000113 Hand Dryer HQ01 FBR Head Quarter						
L001	127	EA	0	0	0	0	0
	0	PKR	0	0	0	0	0
3000113	Hand Drye	r		RT01 RTO Karac	hi		
L001		EA	0	0	0	0	0
	0	PKR	0	0	0	0	0
3000114	Iron Safe	r		HQ01 FBR Head	Quarter		
L001	236	EA	0	0	0	0	0
	0	PKR	0	0	0	0	0
3000114	Iron Safe	r		RT01 RT0 Karac	hi		
L001	39	EA	0	0	0	0	0
	0	PKR	0	0	0	0	0
* Total							
	0	PKR	0	0	0	0	θ
	0	1.14	0	0	0	U	0

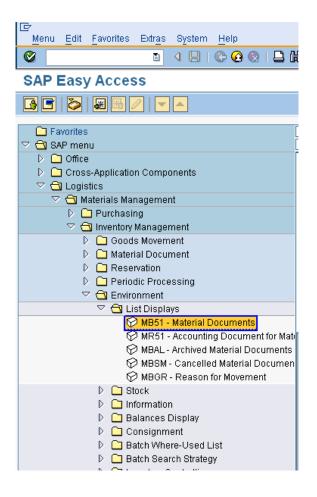




8.2 Material Document List Report

Access transaction by:

Via Menus	Logistics \rightarrow Materials Management \rightarrow Inventory Management \rightarrow Environment \rightarrow List Displays \rightarrow Material Documents
Via Transaction Code	MB51







Material for Material document list:

Enter Material range in which you want to view the Report.

년 Program Edit Goto	System <u>H</u> elp				
8	🗈 🖣 📙 I	😋 🙆 🚷 I 🖴 🖞	a (23 i	80081	ж 🛃 I (
Material Docum	ent List				
₽					
Item Data					
Material	300	0000	to	3000001	Ð
Plant			to		\$
Storage Location			to		=
Batch			to		_⇒
Vendor			to		=
Customer			to		-
Movement Type			to		⇒
Special Stock			to		_⇒

Field Name	Description	R/O/C	Comments
Select Material.	Select the Material Range for which	R	Select Material 3000000
	u want to view the report		





Select Material:

Enter Material range in which you want to view the Report.

2	🗈 🔍 📙 I 😋 😣 😒 I	📙 🛱 😫 🕄 🎝 🛱 🕄 🕄	Ж 🄁
Material Documen	t List		
D 🔁			
tem Data		to 3000001	
Material	300000	to 3000001	Ð
Plant		to	-
Storage Location		to	\$
Batch		to	भ
Vendor		to	_
Customer		to	-
Movement Type		to	<u> </u>
Special Stock		to	

Field Name	Description	R/O/C	Comments
Material.	Select the Material Range for which	R	Select Material 3000001
	you want to view the report		





Plant data

Enter Plant range in which you want to view the material documents You can view the report for only one plant or other selection criteria

Ø	🗈 🔄 📙 I 😋 🚱 🚷	2002 54 54 64) 🔣 🛃
Material Documen	t List		
tana Data			
Item Data	3000000	tn 3000001	
Material			
Plant	HQ01	to RT01	<u> </u>
Storage Location		to	5
Batch		to	
Vendor		to	5
Customer		to	5
Movement Type	101 🗗	to	3
Special Stock		to	4

Field Name	Description	R/O/C	Comments
Material	Select Material(s) to view the	R	Select Plant HQ01
	selected Materials result		
Plant	Select the Plant in which the	0	
	specified Materials created		
Movement Type	You can select the movement type	0	
	for example 101 Movement Type is		
	used for Goods Receipt (GR). Now		
	system will generated the report all		
	material documents created under		
	the Movement Type 101		

Press or F8 to display the result according to selection criteria.





Output of Report:

Result of Report against selection criteria

List Edit	<u>G</u> oto <u>S</u> ettin	gs Environment S					
Ø	🖉 🔄 🔄 🖉 🚱 😫 🔛 🎁 🎦 🏵 🎝 🔛 🚳 🖷						
Materia	l Docume	ent List					
	N 🕄 🛛		🛅 🛃 🔀 🏂	3	2 🖼		
Material	Mat	terial Descriptio	n		Plnt Name 1		
SLoc MvT :	6 Mat. Doc.	Item Pstng Date	Quantity in UnE	EUn	n		
3000000	Mat	terial HQs			H001 FBR Head Quarter		
L001 101	5000000094	1 26.01.2010	20	ΕA			
L001 101	5000000093	1 26.01.2010	15	ΕA			
L001 101	5000000073	1 18.01.2010	5	ΕA			
L001 101	5000000011	1 14.12.2009	10	ΕA			
L001 101	5000000012	1 14.12.2009	10	ΕA			
L001 101	5000000013	1 14.12.2009	10	EA			
L001 101	5000000053	1 08.12.2009	20	EA			
L001 101	5000000052	1 08.12.2009	20	EA			
L001 101	5000000051	1 08.12.2009	20	EA			
L001 101	5000000050	1 08.12.2009	10	EA			
3000001	Tes	sting for Non Val	uated Material		HQ01 FBR Head Quarter		
L001 101	5000000006	1 10.12.2009	6	EA			
L001 101	5000000004	1 10.12.2009	5	EA			
L001 101	0000000004	1 10.12.2000					

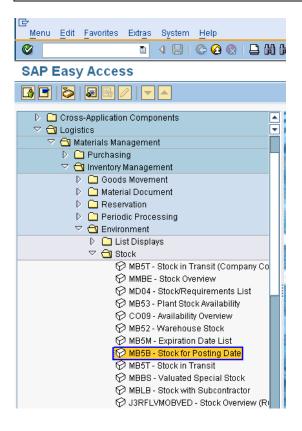




8.3 Report for Stock on Posting Date

Access transaction by:

Via Menus	Logistics \rightarrow Materials Management \rightarrow Inventory Management \rightarrow		
	Environment \rightarrow Stock \rightarrow Stock for Posting Date		
Via Transaction Code	MB5B		







Stock on posting date

Enter material for which you want to view the report

V	10	8 😋	🙆 🚷 🖴 (ا 🖧 🕄	\$0 (D (\$) 🐹 🗾 🔞 🖪
Stock on Postin	g Date					
🕀 🖪						
Database Selections				_		
Material Number		30001	13	to	3000114	<u>\$</u>
Company Code				to		4
Plant		HQ01		to	RT01	-
Storage Location				to		\$
Batch				to		\$
Valuation Type				to		-
Movement Type				to		\$
Special Stock Indicator						

Field Name	Description	R/O/C	Comments
Material Code.	Enter Material range to view the report of Stock on Posting date	R	
Plant	Select the Plant range in which the specified Materials created	0	

Press or F8 to display the result according to selection criteria.

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Output of report

Result of report against selection criteria. You can view posting date as highlighted

⊑ List ⊘	Edif	t	<u>G</u> oto	<u>S</u> ettin	gs S	System	Help			3 1 9	ъ ሰъ
	eria	al	Sto	cks	_				00 and 3		
	Plant HQO1 FBR Head Quarter Material 3000113 Description Hand Dryer										
Total Total	Stock on 01.01.0000 0 EA Total Receipts 137 EA Total Issues 10- EA Stock on 31.12.9999 127 EA										
SLoc M	1vT	s	Mat.	Doc.	Item	Pstng	Date		Quantity	BUn	
L001 5 L001 2	561 561 561 561 561 561 561 561 561 561		49000 49000 49000 49000 49000 49000 49000 49000 49000 49000	000038 000039 000040 000048 000057 000060 000061 000062 000063 000064 000073 000083	1 1 1 1 1 1 1 1 1 1 2	06.12 06.12 06.12 11.01 11.01 11.01 11.01 11.01 11.01 11.01 11.01 11.01 27.01	2009 2009 2010 2010 2010 2010 2010 2010		5 6 7 7 10 10 10 10 12 10 12 10 40	EA EA EA EA EA EA EA EA EA EA	
Descrip Stock o Total Total											





8.4 Stock Overview Report

Access transaction by:

Via Menus	Logistics \rightarrow Materials Environment \rightarrow Stock-	Management \rightarrow Inventory Management \rightarrow
Via Transaction Code	Environment \rightarrow Stock- MMBE	→ Stock Overview
Via Transaction Code	WINDE	
Ē		
_	tem <u>H</u> elp	
🕲 🔳 🖣	9 C 😧 🕲 🗅 🖡	
SAP Easy Access		
🕞 🕞 Cross-Application Component	s [
🗢 🔂 Logistics		
🗢 🔂 Materials Management		
D 🗀 Purchasing		
🗢 🔂 Inventory Management		
D 🗋 Goods Movement		
▷ 🗀 Material Document		
D 🗀 Reservation		
D 🗀 Periodic Processin	g	
Carl Environment		
D 🗋 List Displays		
Stock	. in The 14 (0 and 14 0 a	
	k in Transit (Company Co	
MMBE - Stor	k/Requirements List	
	t Stock Availability	
🗘 10033 - Flan		
Ø MB52 - War		
Ø MB5M - Expi		
	k for Posting Date	
	Lin Tara su	

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Stock Overview Report:

Enter material number for which you want to view the general stock overview

⊡Program <u>E</u> dit <u>G</u> oto	o S <u>y</u> stem <u>H</u> elp	1				
Ø	E 4 🛛] 😋 🙆 🔕 🖨	1311 日本	😂 🕱 🗾 🔞 🛛		
Stock Overview: Company Code/Plant/Storage Location/Batch						
Database selections	,					
Material		3000114				
Plant		HQ01	to RT01 🕝	\$		
Storage location			to	\$		
Batch			to	S		
Eald Name	r.			Commonto		

Field Name	Description	R/O/C	Comments
Material Code.	Enter Material range to view the report of Stock on Posting date	R	
Plant	Select the Plant range in which the specified Materials created	0	

Press 🕑 or F8 to display the result according to selection criteria.

Field Name	Description	R/O/C	Comments
Select Plant.		R	Select Plant HQ01





Output Report:

View the report result it will show you in hierarchy from client to special stock you can see in report on highlighted area

년 List Edit Goto Extras Environment System Help							
S (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	5 🗘 🕄 🕱 🖉 🔞	F					
Stock Overview: Basic List							
r 1 1							
Selection /							
Material 3000114 @on Safer							
Material Type ZNBW Non-Valuated Mat. (FBR)							
Unit of Measure EA Base Unit of Measure	EA						
Stock Overview							
장 숲 🛗 📮 🗉 🕄 Detailed Display							
Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation C			
🗢 🕒 Full	275.000		2,200.000				
🗢 🗐 FBR Federal Board of Revenue	275.000		2,200.000				
🗢 🏧 HQ01 FBR Head Quarter	236.000		2,200.000				
🛱 L001 Storage Location	236.000		2,100.000				
🗢 🔤 RT01 RTO Karachi	39.000						
🛱 L001 Storage Location	39.000						





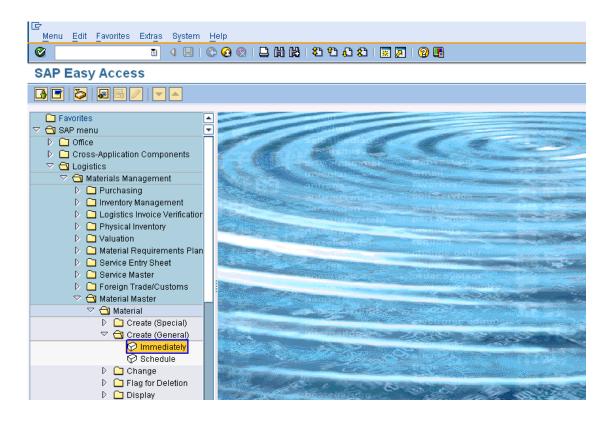
SECTION 9 MATERIAL REQUIREMENT PLANNING (MRP)

9.1 Maintain MRP Views and MRP Data

Access transaction by:

Via Menus	Logistics> Materials Management> Master Data> Create> Create General> Immediately
Via Transaction Code	MM01

In FBR, Material Master Records will be maintained by Material Master Controller. Whoever requires create/update any Material Master Record will have to provide the specifications in a Material Master Creation Form.







Initial Screen – Industry Sector:

This is the initial screen of Material Master. Here you will select the Industry Sector and Material Type.

Select Industry Sector value "Z Public Sector"

년 Material Edit Goto Defaults System Help
8 4 4 4 4 4 8 8 9 9 1 9 1 6
Create Material (Initial Screen)
Select view(s) Organizational levels Data
Material
Industry sector
Material Type 1 Retail
A Plant engin./construction
C Chemical industry Change Num M Mechanical engineering
P Pharmaceuticals
Copy fromZ Public Sector
Material

Field Name	Description	R/O/C	Comments
Material	System will assign the Material Code automatically (Internal Number Assignments)	R	
Industry Sector	Select Industry Sector "Public Sector" in which you are maintaining the Master Records	R	Maintain Industry Sector "Z Public Sector"





Initial Screen – Material Type:

I⊡ Material Edit G	oto Defaults System Help							
©	3 4 日 8 3 9 1 4 1 4 4 5 6 8							
Create Mate	Create Material (Initial Screen)							
Select view(s) 0	Select view(s) Organizational levels Data							
Material								
Industry sector	Z Public Sector 🔳							
Material Type								
Chang VERP Packa VKHM Additio VOLL Full product WERB Product WERT Value- WETT Compu- ZDSM Dead St	nals oducts ct catalogs only materials etitor products							

Field Name	Description	R/O/C	Comments
Material Type	Material Type differentiates the materials that are created under this Material Type. In case of FBR, Material which will be created under the selected Material Type is non-valuated material.	R	Maintain Material Type "ZNBW (Non-Valuated Mat. (FBR) "





Views Selection:

Copy from Material Copy from Material MRP 4 General Plant Data / Storage 1
Select view(s) Organizational levels Material Industry sector Public Sector Material Type Non-Valuated Mat. (F) Change Number Basic Data 1 Basic Data 2 Classification Purchasing Foreign Trade: Import Data Purchase Order Text MRP 1 MRP 1 MRP 2 MRP 4
Material Industry sector Public Sector Material Type Non-Valuated Mat. (F Uiew Basic Data 1 Basic Data 2 Classification Purchasing Foreign Trade: Import Data Purchase Order Text MRP 1 MRP 2 MRP 4
Industry sector Public Sector Material Type Non-Valuated Mat. (F) Change Number Basic Data 1 Basic Data 2 Classification Purchasing Foreign Trade: Import Data Purchase Order Text MRP 1 MRP 2 MRP 3 MRP 4
Industry sector Public Sector Material Type Non-Valuated Mat. (F) Change Number Basic Data 1 Basic Data 2 Classification Purchasing Foreign Trade: Import Data Purchase Order Text MRP 1 MRP 2 MRP 3 MRP 4
Material Type Non-Valuated Mat. (F Change Number Copy from Material M
Change Number Basic Data 1 Basic Data 2 Classification Purchasing Foreign Trade: Import Data Purchase Order Text MRP 1 MRP 2 MRP 3 MRP 4
General Plant Data / Storage 2 Accounting 1 Accounting 2

Field Name	Description	R/O/C	Comments
Maintain Following Views:	To maintain the material on MRP, select the above highlighted 3 Views.	R	
MRP 1			
MRP 2			
MRP 3			





Organizational Level:

Material will be created at Organizational Levels of Plant and Storage Location. Material valuation will be created at Plant level and the material will be physically stored at Storage Location.

I⊆≁ Material Edit G	<u>eto D</u> e	efaults System Help
Create Mate	rial (I	nitial Screen)
Select view(s) 0	rganizati	onal levels Data
Material		🖸 Organizational Levels 🛛 🖂
Industry sector	Z Publi	Organizational levels
Material Type	ZNBW	Plant HQ01
Change Number		Stor. Location L001
Copy from		Org. levels/profiles only on request
Material		Select view(s) 🕒 Default values 🕱

Field Name	Description	R/O/C	Comments
Plant	Material will be created at Plant level.	R	
Storage Location	After material is created, it is received and placed in stock physically in a Storage Location.	R	

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MRP 1 View:

©	1		😡 🖴 🌐 🖓 🤅	86668	- 🐹 🛃 🔞 🖪		
Create Material 3000259 (Non-Valuated Mat. (FBR))							
🖻 🔿 Additional data 🖁 🖧 Organizational levels 🚰 Check screen data 🕚							
Purchase order text	MRF	'1 🕞 MF	RP 2 💽 MRP 3	MRP 4	Plant d		
Material 3000259		Ribbon For P					
Plant HQ01		FBR Head Qu	Jarter				
General Data							
Base Unit of Measure	EA	each	MRP group	0000			
Purchasing Group	P77		ABC Indicator				
Plant-sp.matl status			Valid from				
MRP procedure							
MRP Type	٧B						
Reorder Point	15		Planning time fence				
Planning cycle			MRP Controller	Z77			
Lot size data							
Lot size	FX						
Minimum Lot Size			Maximum Lot Size				
Fixed lot size	30		Maximum stock leve	el 👘			
Ordering costs			Storage costs ind.				
Assembly scrap (%)			Takt time				
Rounding Profile			Rounding value				
Unit of Measure Grp							

Field Name	Description	R/O/C	Comments
Description	Description of material will be entered here e.g. Printer, Hand Dryer etc.	R	
Base Unit of Measure	Base Unit of Measurement will be specified for this material e.g. each, pieces etc.	R	

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MRP Group	Determines the document type for Purchase Requisition	R	
MRP Type	Key that determines whether and how the material is planned.	R	
	In FBR case VB (Manual Reorder Planning) will be use		
Reorder Point	If the stock falls below this quantity, the system flags the material for Material Planning.	R	
MRP Controller	Specifies the number of the MRP Controller or group of MRP controllers responsible for material planning for the material.	R	
Lot Size	Key that determines which Lot Size Procedure the system uses within materials planning to calculate the quantity to be procured or produced	R	
Fixed Lot Size	Quantity that will be ordered or produced in the event of a shortage.	R	

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MRP 2 View:

🖙 Material Edit	Goto E	nviror	nment System H	Help		
Ø		Ē) 🕲 i 🗅 🖨 🖓 i 🎗	919.6:	🗈 🕱 🗷 🔞 🖪
Create Mat	terial 3	3000	0259 (Non-V	/aluated Mat. (FBR))	
🖷 🔿 Addition:	al data 🔓	🔒 Or	ganizational levels	🔓 Check screen dat	ta 🐣	
WRP 1 WRP 2 WRP 3 MRP 4 Plant data / stor. 1 Plant dat						
	_					
-indicinal	0259		Computer			
Plant HQ0	91		FBR Head G	Quarter		
Procurement						
Procurement typ	0	X		Batch entry		
Special procure				Prod. stor. location		1
Quota arr. usage		H		Default supply area		
Backflush	-	H	Storage loc. for EP			
JIT delivery sche	ed.	H	Stock det. grp			
Co-product						
Bulk Material						
Scheduling						
In-house produc	tion		days	Planned Deliv. Time	10	days
GR Processing	Time	10	days	days Planning calendar		
SchedMargin ke	у					
Net requirement	s calculati	on				
Safety Stock				Service level (%)		
Min safety stock				Coverage profile		
Safety time ind.				Safety time/act.cov.	d	lays
STime period pr	ofile					
Field Name	Descript	tion			R/O/C	Comments
	-					

Field Name	Description	R/O/C	Comments
Procurement Type	Indicator that defines how the material is procured	R	
GR Processing Time	Number of workdays required after receiving the material for inspection and placement into storage.	0	
Planned Delivery Time	Number of calendar days needed to obtain the material or service	0	

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MRP 3 View:

) 🖪
Create Material 300	0259 (Non-Valuated Mat. (FBR))	
者 🔿 Additional data 🔓 🤇	rganizational levels 🚰 Check screen data 🗎	
🖉 MRP 2 🖉 🖉 MRP 3	MRP 4 Plant data / stor. 1 Plant data / stor. 2	
Material 3000259	Computer	
Plant HQ01	FBR Head Quarter	
Forecast Requirements		
Period Indicator M	Fiscal Year Variant Splitting indicator	
Planning Strate we away		
Strategy group	Dud concuration per	
Consumption mode	Bwd consumption per. Mixed MRP	
Planning material	Planning plant	
Ping conv. factor	Planning matl BUnit	
- mg com actor		
Availability check		7
Availability check 01	a Tot. repl. lead time days	
Cross-project		
Plant-specific configuration		
ConfigurableMaterial		
Variant	Configure variant	
Planning variant	Configure planning variant	

Field Name	Description	R/O/C	Comments
Availability Check	Specifies whether and how the system checks availability and generates requirements for material planning.	R	





9.2 Planning Run:

Access the transaction:

Via Menus	SAP Menu > Logistics > Materials Management > Material Requirements Planning > MRP > Planning > Total Planning > Online		
Via Transaction Code	MD01		

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] Logistics] Physical	Invoice \ Inventory	/erification	I		
	~ 6	┘ Valuation ↘ Material F ◇ ◯ Mater	Requiren		ning (Mi	RP)	
	-		iais ruie	Lasi			
			lanning 🛛 Total P	lanning			
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			🛛 Planni	ng File Ent			
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		Service E Service N	laster				





Plant/Scope of Planning:

Specify Plant as Scope of Planning for which Planning process will run.

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	8008				
MRP Run					
Scope of planning HQ01					
MRP control parameters					
Processing key NETCH Net Change in Total Horizon					
Create purchase req. 2 Purchase requisitions in ope	ning period				
Schedule lines 1 Schedule lines	Schedule lines				
Create MRP list 1 MRP list	MRP list				
Planning mode 1 Adapt planning data (normal	mode)				
Scheduling 1 Determination of Basic Dates	s for Planned				
Process control parameters Parallel processing Display material list					
Display material list					
User exit: select materials for planning					
User exit key					
User exit parameter					

Field Name	Description	R/O/C	Comments
Plant	Select the Plant. Planning will be run for all the Materials under this Plant	R	
Schedule lines	Select the Schedule lines. 1 means no Schedule lines will be generated	0	
Display Material List Indicator	Flag the Material List Indicator to display the List of Material under specified Plant.	0	

Press Enter or Click C Enter to proceed with the Planning Run.





Planning Result:

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MRP Run								
I MRP list I Curr.list I Except.grp	MPP list III Curr list Excent am							
Planned materials Count. Time Lev Plnt Material	Selection group 1 2 3 4 5 6 7 8							
No materials were planned	112131413101710							
·]							
Statistics								
Materials planned								
Materials with new exceptions								
Materials with terminated MRP list								
Parameters								
Scope of Planning								
Pint	HQ01							
Processing Key	NETCH							
Create Purchase Requisition Sched. Agreement Schedule Line	2							
Create MRP List	1							
Planning Mode	1							
Scheduling	1							
Planning Date	03.02.2010							
Database statistics								
No Procurement Proposals Changed								
Run-time statistics								
Start of planning run	11:02:45							

In the Planning Result, 2 Purchase Requisitions, one Schedule line and other elements generated according to the criteria specified in the Initial Screen





9.3 Material Requirement Planning(MRP)List:

Access the Transaction:

Via Menus	SAP Menu > Logistics > Materials Management > Material Requirements					
	Planning (MRP) > MRP > Evaluations > MRP List – Material					
Via Transaction Code	MD05					
Menu Edit F	avorites Extras System Help					
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	Purchasing					
D 🗅 I	Inventory Management					
	Logistics Invoice Verification					
	Physical Inventory					
	Valuation					
-	Material Requirements Planning (MRP)					
	☐ Materials Forecast Э MRP					
	Planning					
	Planned Order					
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	😥 MD05 - MRP List - Material					
	🗭 MD06 - MRP List - Coll. Displ.					
	MDLD - Print of MRP List					
	MD04 - Stock/Regmts List					
	MD07 - Stock/Requirements: (
	MD09 - Pegged Requirements Master Data					
	Environment					
	Service Entry Sheet					
	Service Master					
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Individ	dual acces	s	Collecti	ve access			
Material		30001	26		MF	RP Material	
Plant		HQ01	Ð		FBR Head Quarter		
With filt	ter						
D' 11 N	D : ()				D/O/C	0	
Field Name	Description				R/O/C	Comments	

Material Requirement Planning List - Initial Screen:

Field Name	Description	R/O/C	Comments
Material	Select Material for which you want to see the MRP List.	R	
Plant	Select Plant in which the specified Material exists	R	

Press Enter or Click Enter to proceed.





Material Requirement Planning (MRP)List Result:

Material Requirement Planning (MRP) List contains the list of Planning for selected Material. List shows the Purchase Requisition that has been created as a result of Planning. The List is static and shows only Procurement Proposals which are generated against Planning results. It does not show subsequent changes.

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MRP List as of 03.02.2010, 10:32 Hrs						
Show Overview Tree	🛛 🚨 🔽 🗗 🔽 🖌 🗸 On]				
		Material				
Plant H	IQ01 MRP type VB	Material Type ZNBW Uni	t EA 📝			
🔀 A Date MF	RP eMRP element data	Rescheduli E Rec./reqd.qty	Available qty			
🖻 🖸 03.02.2010 Sto	ock		0			
🔁 25.02.2010 Pu	JrRqs 1040000023700010	<u>01</u>	100 100			





9.4 Stock/Requirement List:

Access the transaction:

Via Menus	SAP Menu > Logistics > Materials Management > Material Requirements	
Via Transaction Code	Planning > MRP > Evaluations > Stock/Reqmts List MD04	
Via Transaction Code	NID04	
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	MD06 - MRP List - Coll. Displ. MDLD - Print of MRP List	
	MD07 - Stock/Requirements: Collectiv MD09 - Pegged Requirements	
	C Master Data	
D 🗀 Sei	rvice Entry Sheet rvice Master reign Trade/Customs	





Stock/Requirement List - Initial Screen

Specify Material and Plant for which you want to see the Stock/Requirement List.

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Stoc	Stock/Requirements List: Initial Screen					
Inc	lividua	lacces	s Col	lective acc	ess	
Materia	al		3000126			MRP Material
Plant			HQ01 🕑			FBR Head Quarter
🗌 With	nfilter					

Field Name	Description	R/O/C	Comments
Material	Select Material for which you want to see the Stock/Requirement List.	R	
Plant	Select Plant in which the specified Material exists	R	

Press Enter or Click C Enter to proceed.





Stock/Requirement List Result:

List is dynamic and shows the Purchase Order (PO) item which has been created with reference to the Planning relevant Purchase Requisition (PR).

MRP List as of 03.02.2010, 10:32 Hrs						
Plant HQ01 MRP type VB Material Type ZNBW Unit EA						
0						
0 100						