

# APAC Procurement Business Module

## Vendor Confirmation Procedure Training Document



## Local Group Companies

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<Confidential>



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## Overview

In Purchasing, the term Confirmation is an umbrella term for various kinds of information provided by a vendor to a customer with regard to ordered goods.

Possible types of confirmation include the following:

- Order acknowledgments
- Loading or transport confirmations
- Shipping notifications. (Note that shipping notifications may also be referred to by a number of other names, including “advice (note)”, “advice of dispatch”, “ship notice”, and “advance(d) shipping notice (“ASN”)

A further form of confirmation frequently used in Purchasing is the Inbound Delivery which is created on the basis of an incoming shipping notification. The shipping notification represents a vendor’s confirmation to a purchasing organization of a delivery date for a certain quantity of ordered materials (or the date of performance of ordered services).

## Structure

It can be possible to enter incoming vendor confirmations manually. Alternatively, such confirmation can be received via EDI and processed automatically.

When working with vendor confirmations, the following options are available:

- It can be possible to enter the order acknowledgment number if it is simply wished to provide a basis for monitoring the receipt or non-receipt of acknowledgments.
- The confirmed quantities and delivery dates should be maintained if it is required to provide more detailed information in support of the purchasing, inventory management, and materials planning/control functions within the enterprise.

## Procurement Using Vendor Confirmations

### Purpose

Working with confirmations has the advantage that Materials Planning does not have to depend solely on the delivery dates and quantities set out in purchase orders or the delivery schedules of scheduling agreements.

Confirmations enable the company to plan more exactly, since during the time-span between the order date and the desired delivery date more reliable information are received increasingly from the vendor regarding the anticipated delivery.

Furthermore, it can be possible to monitor all confirmations and issue expeditors in respect of outstanding order acknowledgments.

Noted if only order acknowledgments are received from nominated vendors, the receipt of which it is wished to monitor, the acknowledgment number is to be entered. In this case, no information on confirmed quantities and delivery dates is available to support the procurement process.

### Integration

The information from incoming confirmations is available to the inventory management and goods receiving functions.

In this case, it can be possible to specify whether each confirmation category is **relevant to materials planning** in Customizing. If a confirmation is MRP-relevant, the data on quantities and

delivery dates appears in the current Stock/Requirements List. One or more confirmation categories can be MRP-relevant, but the last confirmation that is expected must be GR-relevant.

When a goods receipt is posted, the stock/requirements list is updated. That is to say, the quantities and delivery dates from MRP- and GR-relevant confirmations are deleted from the list at this time.

If it is wished to post a **goods receipt with reference to vendor confirmations**, you should set the *GR assignment* indicator for the desired confirmation category in Customizing for *Purchasing*.

Assignment to previously received confirmations at the time of goods receipt (GR) means that the default GR quantity is taken from the associated confirmation and that the GR reduces or cancels out exactly the associated confirmation in the stock/requirements list.

Noted that a goods receipt can only be posted if a confirmation (e.g. in the form of an inbound delivery) has previously been entered. If the goods receipt occurs before the inbound delivery, it will not be able to post the GR. This is because in that case there is no inbound delivery to which the latter can be assigned.

## Prerequisites

In order to be able to receive confirmations from the nominated vendors, the confirmation control facility must be maintained in Customizing for *Purchasing* (*Confirmations* → *Confirmation control*):

- It is mandatory to define in Customizing for *Purchasing* the categories of confirmation that it is wished to receive from such nominated vendors and enter manually. (*Confirmations* → *Confirmation control* → *External confirmation categories*.)
- The order acknowledgments and shipping notifications can only be received via EDI and automatically processed.

In the standard system, the relevant internal confirmation categories are already assigned to the external confirmation categories for order acknowledgment and shipping notification. (Customizing for *Purchasing*: *Confirmations* → *Confirmation Control* → *Internal Confirmation Categories*.) Unless any internal confirmation categories are entered, it will be unable to receive vendor confirmations via EDI.

- For each confirmation category, you can specify in Customizing whether the information is to be made available to Purchasing only, or also to Materials Planning and Inventory Management. Under *Confirmation sequence*, select the *MRP-relevant* and *GR-relevant* indicators for the confirmation categories concerned.
- It is also possible to specify in Customizing the sequence in which various confirmations are expected to be received.
- In some cases, confirmations may flow in the other direction. It can be specified, for example, that the pre-defined vendor is to receive an acknowledgment of receipt from *you* upon entry of a goods receipt from the vendor with reference to an inbound delivery. For this vendor, this serves as a proof of delivery (POD). In this case, it is mandatory to use a confirmation control key that *a*) provides for inbound deliveries and *b*) is *POD-relevant* in the purchase order or scheduling agreement.

If an order acknowledgment number is solely entered in order to gain a general overview of which vendor acknowledgments it is necessary to chase up, no settings are required to be made in Customizing.

## Process Flow

The following process flow gives a broad outline of the functions available if vendor confirmations feature is worked with.

1. The company arranges with its vendor that the latter is to send confirmations relating to purchase orders or to delivery schedules created under scheduling agreements.
2. A purchase order or a scheduling agreement delivery schedule is created and transmitted to this vendor.

For each item, it can be specified whether order acknowledgments can be expedited (ie whether messages can be sent urging the vendor to send an overdue acknowledgment). This cannot be done with respect to the other categories of confirmation.

3. A receipt of the acknowledgment is awaited:
  - *The vendor's acknowledgment is not received on time.*  
If the *Acknowledgment requirement* indicator has been set in the PO and the nominated vendor has not sent an acknowledgment, it is possible to expedite the latter (send the vendor a message urging its submission).
  - An acknowledgment is sent by the vendor to the company.  
The data from the acknowledgment is entered in the purchase order or scheduling agreement. If the acknowledgment is received via EDI, the system processes the data automatically.
4. A receipt of the shipping notification is awaited from your vendor.
  - It can be possible to monitor both the receipt of confirmations (here a shipping notification) and the quantities and dates set out in them. This applies to all confirmation categories (i.e. order acknowledgments, inbound deliveries, loading confirmations, etc.).
  - When you receive a shipping notification from your vendor, you can enter the data it contains manually in the PO or scheduling agreement, or you can create an inbound delivery with a separate inbound-delivery document.

If the vendor's shipping notification is received via EDI, the system processes the data automatically and creates a separate inbound-delivery document.

5. When the goods are delivered, it can be possible to post the goods receipt with reference to the PO or the delivery schedule of the relevant scheduling agreement. If an inbound-delivery document exists for a shipping notification received from one of your vendors, you can also reference this inbound delivery when entering the goods receipt.

## Confirmations from the Purchasing Viewpoint

### Use

When working with vendor confirmations, the following options are available:

- The company works exclusively with order acknowledgments.  
In this case, the confirmation has informative character only, i.e. it is impossible to enter any dates or quantities in the system.
- The company works with one or more self-defined confirmation categories (order acknowledgment, loading confirmation, inbound delivery, etc.). In this case, quantities and dates can be entered in the system.

### Prerequisites

- **Working with order acknowledgments only**  
None.
- **Working with different confirmation categories**

The confirmation control facility must be set up in Customizing for Purchasing. It is also possible to define which confirmation categories are relevant to MRP in Customizing for Purchasing (*Confirmations* → *Confirmation control* under *Confirmation sequence*).

## Features

### Working with Order Acknowledgements Only

In this case, it is not mandatory to enter anything when a purchase order (or scheduling agreement) is created. SAP recommends that the *Acknowledgment requirement* indicator should be set, since it can then be possible to send out messages urging vendors to submit outstanding acknowledgments.

Noted that if the indicator has been set in the relevant purchasing info record, it is adopted in the purchase order.

When the nominated vendor sends an order acknowledgment, enter the acknowledgment number on the item detail screen. If it is wished to assign the same acknowledgment number to all items, you can use the fast change facility. (*Edit* → *Fast change*.)

The company, in this case, cannot enter any dates or quantities, and are thus unable to influence materials planning. Neither can the company run any analyses of confirmations.

### Working with Different Confirmation Categories

In this case, it is mandatory to enter a confirmation control key on the item detail screen when creating a purchase order (or outline purchase agreement). This key determines which confirmations are expected from the vendor (e.g. an order acknowledgment and a shipping notification) and in which sequence.

Noted if a confirmation control key has been defined in the relevant purchasing info record, this is suggested. The same applies to the *Acknowledgment requirement* indicator.

If a purchase order is created with reference to a contract, the confirmation control key from the contract is adopted in the PO.

### Updating of PO When Several Partial Acknowledgements are Received

An order acknowledgment always relates to a PO item and not to individual schedule lines.

If a vendor initially sends a partial acknowledgment relating to only two schedule lines of an item with three schedule lines, further acknowledgments will be expected.

As soon as a further partial acknowledgment is received via EDI, all old acknowledgments recorded manually or via EDI are deleted. All old data is replaced by the data of the current acknowledgment.

### Example:

50 tons of Steel 1 was ordered to be delivered on each of 10.15, 10.18, and 10.20. The nominated vendor sends a partial acknowledgment for 50 tons of Steel 1 for 10.15 and 30 tons of Steel 1 for 10.18.

In a second acknowledgment, the vendor confirms delivery of the remaining 20 tons of Steel 1 on 10.18 and 50 tons of Steel 1 on 10.20.

Since a new acknowledgment received via EDI causes all existing acknowledgments to be overwritten, only 70 tons of Steel 1 are now shown as confirmed in the system, despite the fact that the vendor has actually confirmed a total of 150 tons of Steel 1.

In each new partial acknowledgment, the company's nominated vendor should therefore list both the already confirmed quantities and the quantities confirmed via the current acknowledgment.

## Quantity, Date and Price Checks

When order acknowledgments are received via EDI, the following checks are carried out:

### Quantity Check

- The system compares the quantity ordered of a PO item with the total quantity confirmed by the vendor (the vendor may not have confirmed the complete quantity as at the delivery date shown in the PO but spread over several delivery dates).
- The system checks whether the over-delivery and under-delivery tolerances stipulated in the PO item have been adhered to.

### Date Check

- The system checks dates at schedule line level. The confirmed dates are compared with any existing delivery dates from delivery schedule lines of the purchase order or scheduling agreement. The tolerance limits are determined from the confirmation control key. (The confirmation control key can be defined in Customizing for Purchasing under *Confirmations* → *Set up Confirmation Control*.)
- The system apportions the confirmed quantity among existing schedule lines one after the other.
- Adherence to the delivery date is then checked for each individual schedule line.

If it is required to have the system issue an *error* message in the event of non-adherence to prescribed delivery dates in the case of incoming order acknowledgments received via EDI, it is mandatory to define the system message for delivery date variances in acknowledgments accordingly in Customizing for Purchasing.

### Price Check

- If it is expected to adopt the prices transmitted by the vendor via EDI, it is mandatory to select the *Price* indicator in Customizing and define tolerances for the price check (*Confirmations* → *Set up Confirmation Control* under *Confirmation Sequence*).
- The system then checks whether the prices transmitted via EDI by the nominated vendor lie within the specified tolerances.

If they do, the confirmed quantities and dates are updated in the PO. If not, an error message is issued.

Noted in Customizing, it is possible to specify that the material number transmitted in an order acknowledgment via EDI is to be adopted in the purchase order. Any existing vendor material number will be overwritten. (*Purchasing* → *Confirmations* → *Set up Confirmation Control* under *Confirmation Sequence*.)

At this point, SAP provides the enhancement MM06E001, enabling the company to adapt both quantity/price tolerances and the process of adopting the vendor material number to suit your own specific requirements.

## Monitoring Vendor Confirmations

### Use

The confirmation monitoring facility enables the company to check whether the expected confirmations have been received and whether the delivery quantities and dates are as requested. The list analyses that are available for monitoring purposes provide the company at all times with an overview of the status of all related purchase orders and their influence on materials planning and control.



### Prerequisites

- Analyses are only possible for items having a confirmation control key.
- It is possible to specify the deadline for receipt of confirmations for each confirmation category in Customizing for Purchasing (*Confirmations* → *Set up confirmation control* under *Confirmation sequence*.)

It can be possible to specify in Customizing that the followings can be seen in the monitoring list, for example:

- Which order acknowledgments have still not been received a certain number of days **after the PO date**
- Which shipping notifications have still not been received a certain number of days **before the delivery date**

### Activities

To monitor vendor confirmations, choose *<Purchasing document>* → *Reporting* → *Monitor confirmations*.

## Order Acknowledgement Expeditors

### Use

Reminding messages can be sent to vendors urging them to submit outstanding order acknowledgments. It is impossible to issue such messages with respect to other vendor confirmation categories.

### Prerequisites

A prerequisite is that the *Acknowledgment requirement* indicator has been set in each relevant PO or scheduling agreement item.

### Activities

Choose *<Purchasing document>* → *Messages* → *Monitor order acknowledgment*.

If the indicator has been set, the system proceeds as follows when the reminder program is run:

It checks whether the confirmation control key has been set:

1. If it has not, it checks whether the acknowledgment number has been entered. If there is no such number, a message urging the vendor to submit the overdue acknowledgment is issued.
2. If it has, the sum of the quantities from all previous order acknowledgments is calculated. If the result is less than the order quantity, an urging message (expediter) is issued.

## Creating a Purchase Order or Outline Agreement with Acknowledgement Requirement

1. Create a purchase order or an outline purchase agreement and maintain the items.
2. Select the item to be acknowledged by the vendor and enter a confirmation control key in the *Deadline monitoring* area of the item detail screen.

If the confirmation control key provides for the submission of order acknowledgments by the vendor, and it is wished to urge the latter to do so in case they are still outstanding after a certain period of time, set the *Acknowledgment requirement* indicator.

3. Save the purchase order.

If it is expected to work exclusively with order acknowledgments (i.e. without using a confirmation control key), the only option is to set this indicator. It is, therefore, unnecessary to make any other entries.

## Monitor Confirmations

### Monitor Confirmations in Purchase Order or Outline Agreement

1. Select the item for which the accumulated confirmations is wished to be seen and choose *Item* → *Confirmations* → *Lists*.
2. Then branch to one of the following lists:
  - Quantities relevant to MRP
  - Quantities that have been reduced/offset with regard to MRP
  - Cumulative quantities

A line from a PO delivery schedule covering 100 tons of steel is reduced to zero as a result of the relevant order acknowledgment for 100 tons. The subsequent inbound delivery of 100 tons in turn reduces the order acknowledgment quantity to zero, and, finally, the GR of 100 tons completely offsets the inbound-delivery quantity.

### Monitoring Several Purchase Orders or Outline Agreements

1. Choose *Purchase order* → *Reporting* → *Monitor confirmations*.
2. Specify an interval of purchase orders and enter the category of confirmations to be monitored (for example, *AB* for order acknowledgment).
3. Choose *Program* → *Execute*.

## Manual Maintenance of Confirmations

1. Change the purchase order or scheduling agreement.
2. Select the item for which it is wished to enter a confirmation and choose *Item* → *Confirmations* → *Overview*.
3. On the confirmation overview screen, maintain the confirmation category, date, time-spot, and quantity, as well as the confirmation number used by the vendor.

It can also be possible to receive a confirmation with respect to a material with a manufacturer part number (MPN).

Noted if the company works exclusively with order acknowledgments (i.e. without using a confirmation control key), enter the acknowledgment number on the item detail screen. This number can be any identifier customarily used in the enterprise (e.g. the date of the order acknowledgment or an external document number). If the same number for each item is expected to be entered, choose *Edit* → *Fast change*.

### Quantity Checks

- If a vendor notifies a quantity that is greater than the still-open notified quantity, the system issues a warning message.

- If the cumulative quantity from all inbound deliveries relating to a PO item exceeds the order quantity (taking the over-delivery tolerance into account), the system issues a warning message.
- If the cumulative notified quantity is less than the quantity already delivered, a warning message is issued.

Depending on the specific settings in Customizing, an indicator showing whether or not the data in the confirmation is used in materials planning is set in column *D*. If the indicator has not been set, the data is for information only.

In column *E*, it can be seen whether the confirmation was entered manually in the PO (1), or generated automatically upon entry of a shipping notification using the function *Create inbound delivery* (2).

## Creating Inbound Delivery Against Shipping Notification

1. Choose *Purchase order* → *Inbound delivery* → *Create*.
2. On the initial screen, enter the vendor, the delivery date and the PO number. There is also the option of entering a transport identification code (e.g. a vehicle registration number). In this way, deliveries for several purchase orders can be grouped together.

If the PO number is not well defined, choose *Inbound delivery* → *Select purchase orders* and enter selection criteria and then choose *Program* → *Execute*.

A list of the purchase orders will then be obtained from the specified number interval that contain still-open notified quantities. Select the relevant purchase orders and choose *Adopt selected*.

3. Press **ENTER**. The overview screen with the suggested quantities appears.

The default quantity is taken from the PO item. However, it is possible to overwrite this suggested quantity and enter a different unit of measure. In order for this to be possible, the desired unit must be defined as an alternative unit of measure in the material master record with the appropriate conversion factor.

All quantities (e.g. the notified quantity) are converted into the order unit and recorded in the purchase order by the system.

For example, a PO is raised for 100 tons of Steel 1, against which the vendor sends a shipping notification for 5 crates. It is expected in this particular case, to enter the inbound delivery in the unit of measure "crate". The system checks whether the alternative unit of measure can be converted into the order unit. If so, the inbound delivery in the alternative unit can be saved.

Noted a batch split can be made in the inbound delivery, which is taken into account in the confirmation overview for the purchase order and at the time of goods receipt. If the batch split is to be taken into account at the time of goods receipt, the confirmation category *Inbound delivery* must be confirmation-related (*GR assignment* indicator).

4. Check the data and make any necessary changes.
5. Save the document. After this, the confirmation overview is updated in the relevant purchase orders.

## Confirmation from Materials Planning Viewpoint

### Use

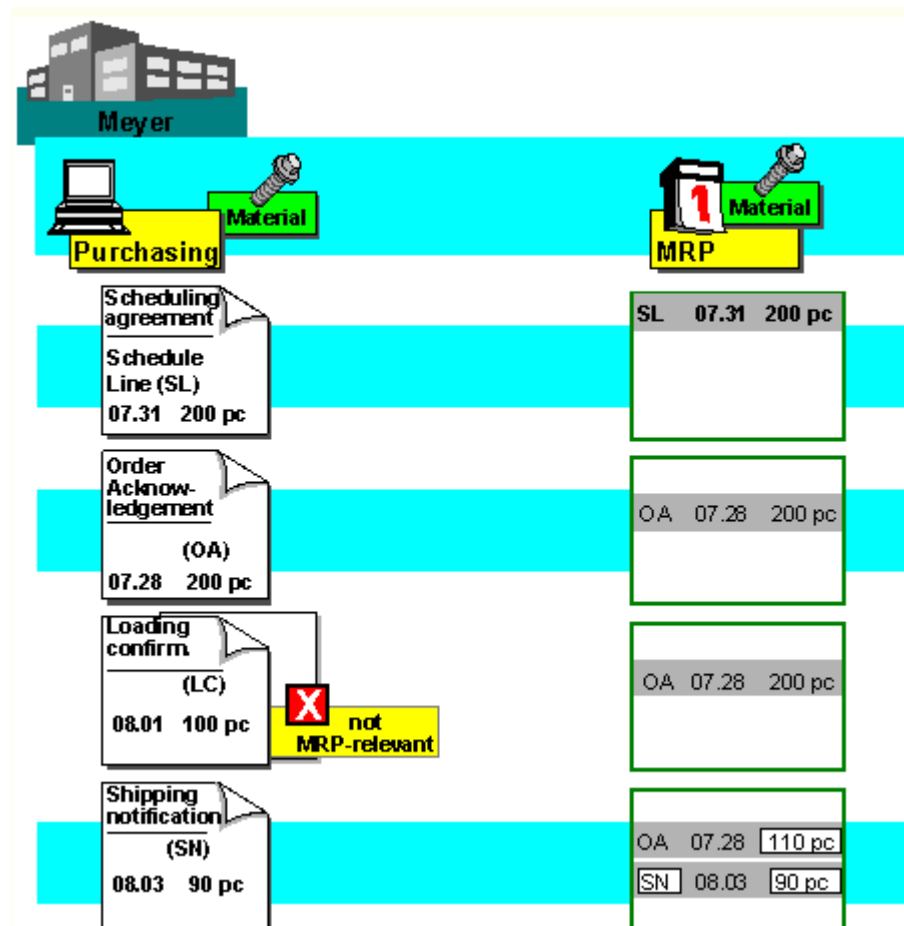
The quantities and dates relevant to Materials Planning which are derived from vendor confirmations are displayed in the current stock/requirements list. This list indicates which quantities have been reduced to zero as a result of more recent confirmations or goods receipts, and which quantities have only been partly offset in this way.

For example, if an order acknowledgment confirming delivery of 80 tons of steel has been received with respect to a PO that specified 100 tons, the list contains a line with an open PO quantity of 20 tons and a line with an acknowledged quantity of 80 tons.

If an inbound delivery of 100 tons is entered, this has the effect of reducing to zero both the open PO quantity (of 20 tons) and the acknowledged quantity. This means that the scheduled quantity from the PO no longer appears in the list - it is replaced by the notified quantity of 100 tons.

### Updating of Data in Materials Planning

The following graphic shows how the information from the PO and the different kinds of vendor confirmation influences materials planning and control:





Materials Planning initially assumes that delivery will be in accordance with the data in the delivery schedule (in this case, that 200 large steel bolts will be delivered on July 31).

The vendor's order acknowledgment causes Materials Planning to change the delivery date from July 31 to July 28.

Subsequently, a loading confirmation is received. This has **no** influence on the existing information in the materials planning and control system, because loading confirmations are defined in Customizing as "not relevant to materials planning".

The next MRP-relevant confirmation received from the vendor is a shipping notification, advising shipment of 90 steel bolts on August 3.

Materials Planning then assumes that of the 200 ordered bolts, 90 will be available on August 3, but that the remaining 110 will already be available on July 28 - as assumed since the receipt of the order acknowledgment.

A subsequent shipping notification confirms 110 bolts for August 4. This means that Materials Planning will replace the date July 28 from the order acknowledgment. It will now assume that 90 bolts will be delivered on August 3, and the remaining 110 on August 4.

## Confirmation from Inventory Management Viewpoint

### Use

When a goods receipts is posted, there are several ways of finding the associated purchase orders.

### Purchase Order Number

If a link is established via the **PO number** itself, the relationship is unique (i.e. one goods receipt (GR) against one purchase order).

### Inbound Delivery

If the number of the **inbound delivery** is entered, the system selects all purchase orders containing this number and suggests the notified quantities for the GR document.

### Prerequisites

If it is required to match up Goods Receipts against Purchase Orders via the inbound-delivery number or the transport identification code, the inbound delivery must exist as a separate document.

## Confirmation-Related Goods Receipt

### Use

When entering a goods receipt against a purchase order, it is possible to have the system suggest the confirmed quantities instead of the complete order quantity.

## Prerequisites

If it is required to post the goods receipt with reference to vendor confirmations, set the *GR assignment* indicator for the desired confirmation category in Customizing for Purchasing. SAP recommends that this indicator should be always set for the last category of confirmation the company expects to receive in each case.

For example, in item 1 of a PO, 200 tons of steel were ordered for delivery on May 1st. The vendor notifies that 50 tons will be delivered on May 1st, and 150 tons on May 3rd.

- *Goods receipt **with** GR assignment*

When a GR is posted against the PO, the system will generate one default quantity line containing 50 tons, and one with 150 tons.

The GR quantities then relate to individual inbound deliveries and can also be deleted per inbound delivery. If a goods receipt of 150 tons is posted against an inbound delivery of 150 tons, the inbound delivery is cancelled out (the quantity is reduced to zero, i.e. completely offset). The inbound delivery of 50 tons remains open.

- *Good receipt **without** GR assignment*

When a goods receipt is maintained against the purchase order, the system suggests the order quantity of 200 tons of Steel 1 as the GR quantity.

The inbound deliveries are offset (reduced or cancelled out) according to the confirmation date.

If a GR of 150 tons is posted, the first inbound delivery is cancelled out with 50 tons, and the second one partially offset with 100 tons. The second inbound delivery is thus left with an open quantity of 50 pcs.

## Business Process Procedure

### 1. Creation of Purchase Order with Vendor Confirmation Requirements

#### 1.1. Access transaction by

<b>Via Menu</b>	Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known
<b>Via Transaction Code</b>	ME21N

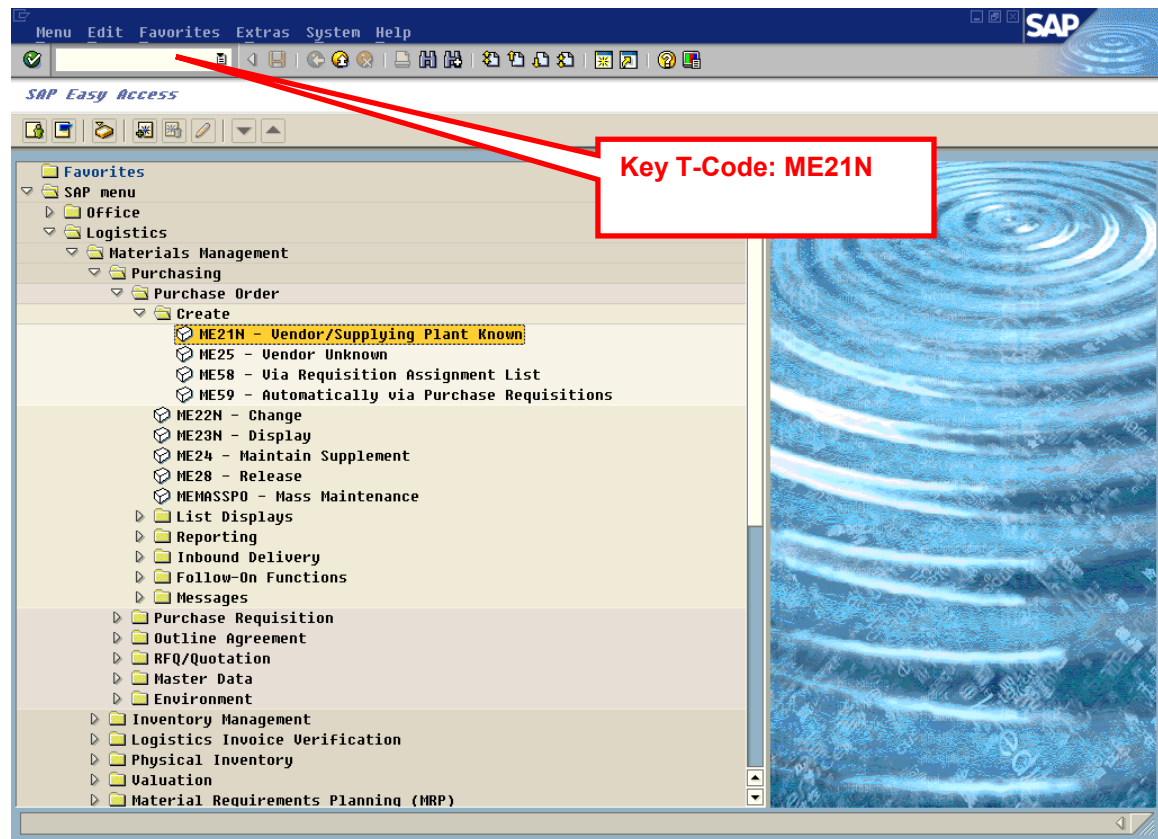


Fig-01

## 1.2. On “Create Purchase Order” screen, fill in the data as below:

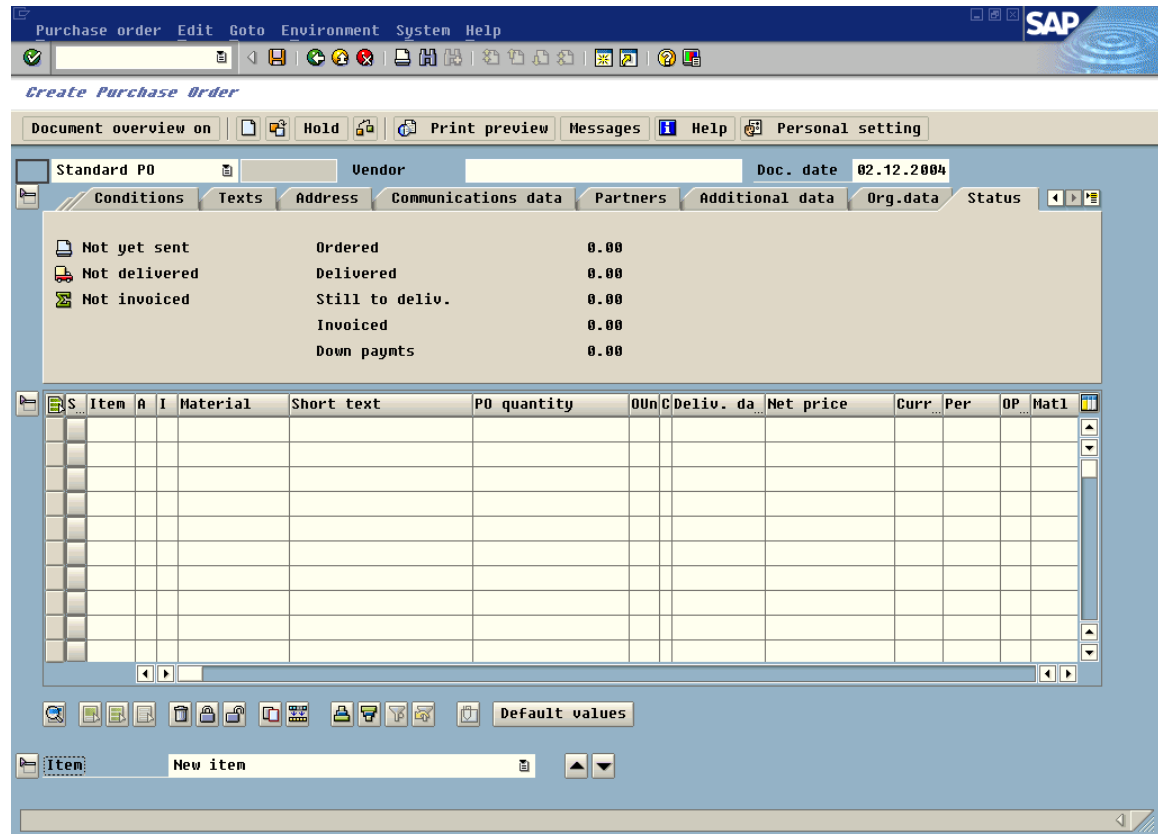


Fig-02

Field Name	Description	R/O/C/D	User Action and Values
Material	Alphanumeric key uniquely identifying the material	R	Enter the material number
PO quantity	Quantity ordered by the buyer, to be supplied by the vendor	R	Enter the PO quantity
OUn (Order unit)	Specifies the unit of measure in which the material is ordered	R	Enter the order unit
C (Category of delivery date)	Indicates whether the delivery date is to be entered and displayed as a calendar day, week or month	R	Enter the category of delivery date
Deliv. date	Date on which the goods are to be delivered or the service is to be performed	R	Enter the delivery date
Net price	Net price per price unit	R	Enter the net price
Currency	Currency key for amounts in the system	R	Enter the currency
Per (Price unit)	Specifies how many units of the purchase order price unit the price is valid for	R	Enter the price unit



Field Name	Description	R/O/C/D	User Action and Values
OPUn (Order price unit)	Indicates the unit of measurement to which the purchase order price relates	R	Enter the order price unit
Matl group (Material group)	Number and description of the material group	O	Enter the material group
Plnt (Plant)	Plant in which you produce or for which you wish to procure materials or services	O	Enter the plant
Stor. loc (Storage location)	Name of the storage location at which materials are stored	O	Enter the storage location
			Press 'ENTER', then select 'Confirmations' sub-title

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

1.3. On “Create Purchase Order” screen, maintain information as specified in the table below:

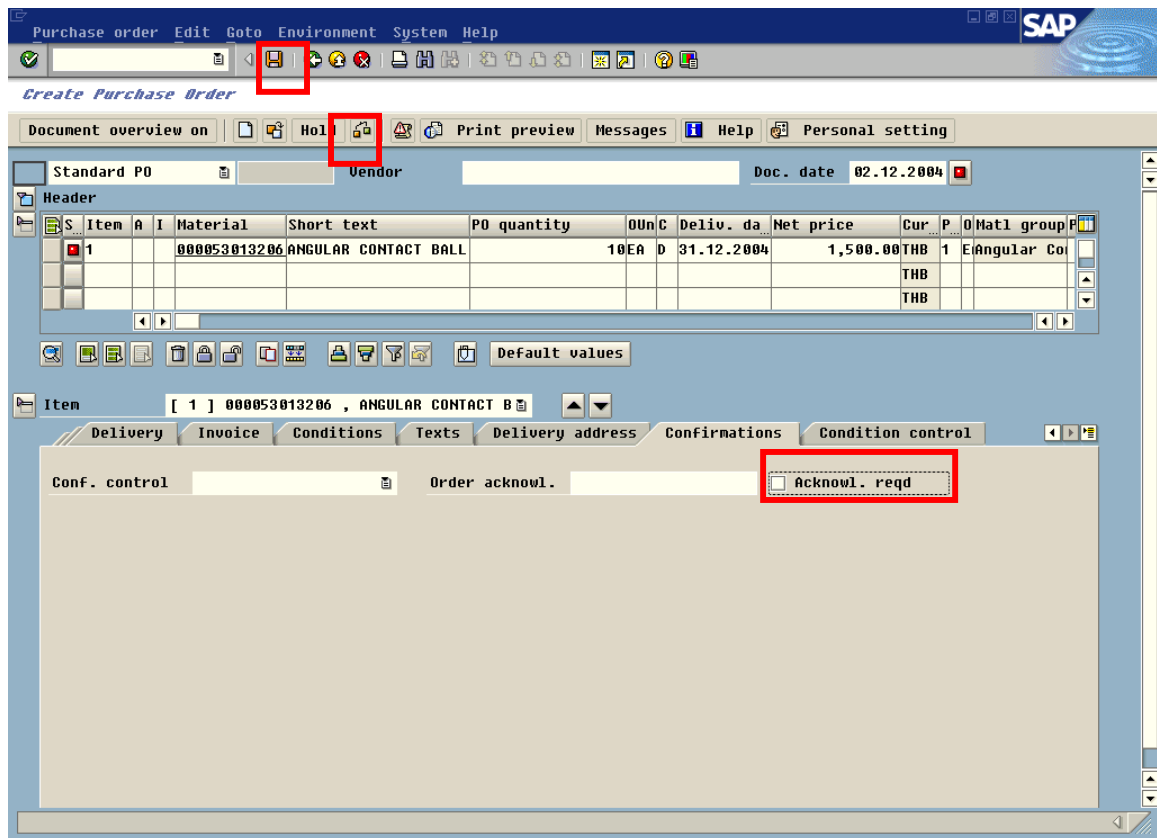




Fig-03

Field Name	Description	R/O/C/D	User Action and Values
			Make sure that the <input type="checkbox"/> <b>Acknowl. reqd</b> indicator is flagged which enables the activation of the 'Order Acknowledgment' Urging Letter if the vendor fails to acknowledge receipt of the PO.
			Click on  icon to check the correctness of all relevant entries and then click on  icon to post the saving of this purchasing document

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

## 2. Monitor the Confirmations of the Purchase Orders

In regard to Order Acknowledgement Requirement

### 2.1. Access transaction by

<b>Via Menu</b>	Logistics → Materials Management → Purchasing → Purchase Order → Reporting → Monitor Confirmations
<b>Via Transaction Code</b>	ME2A

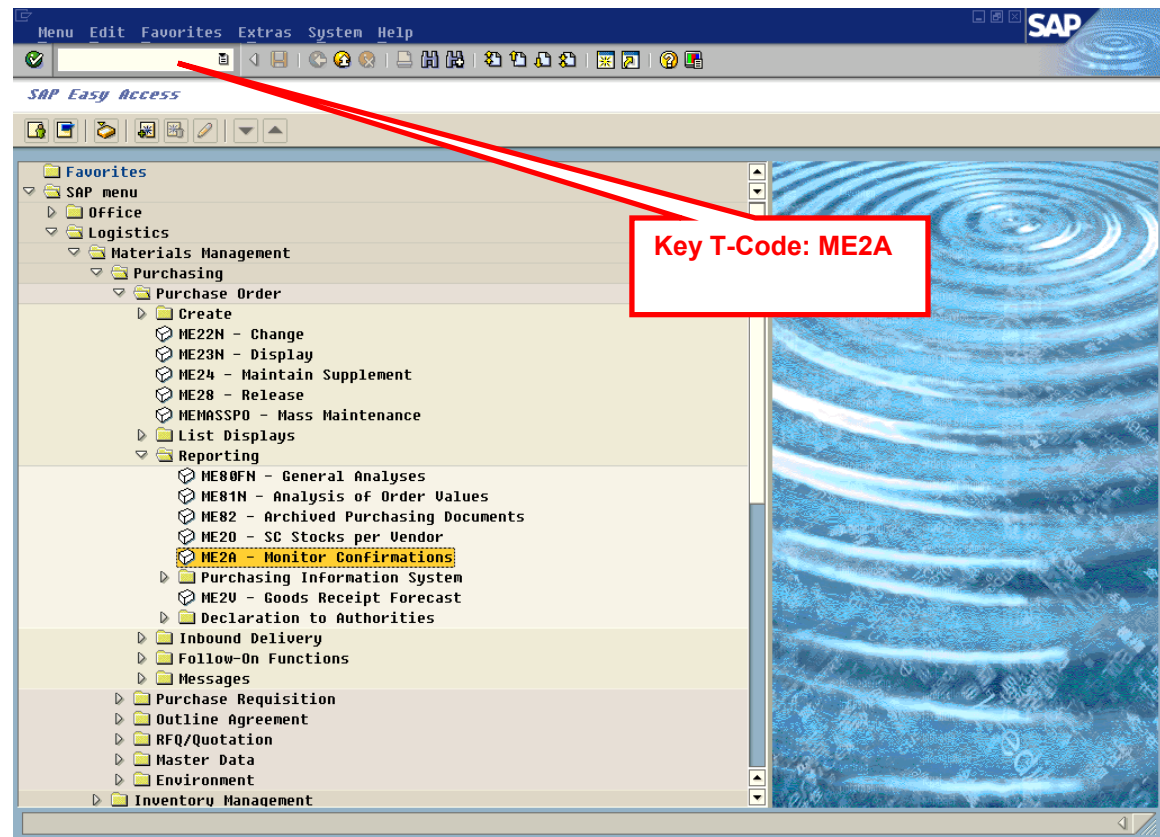
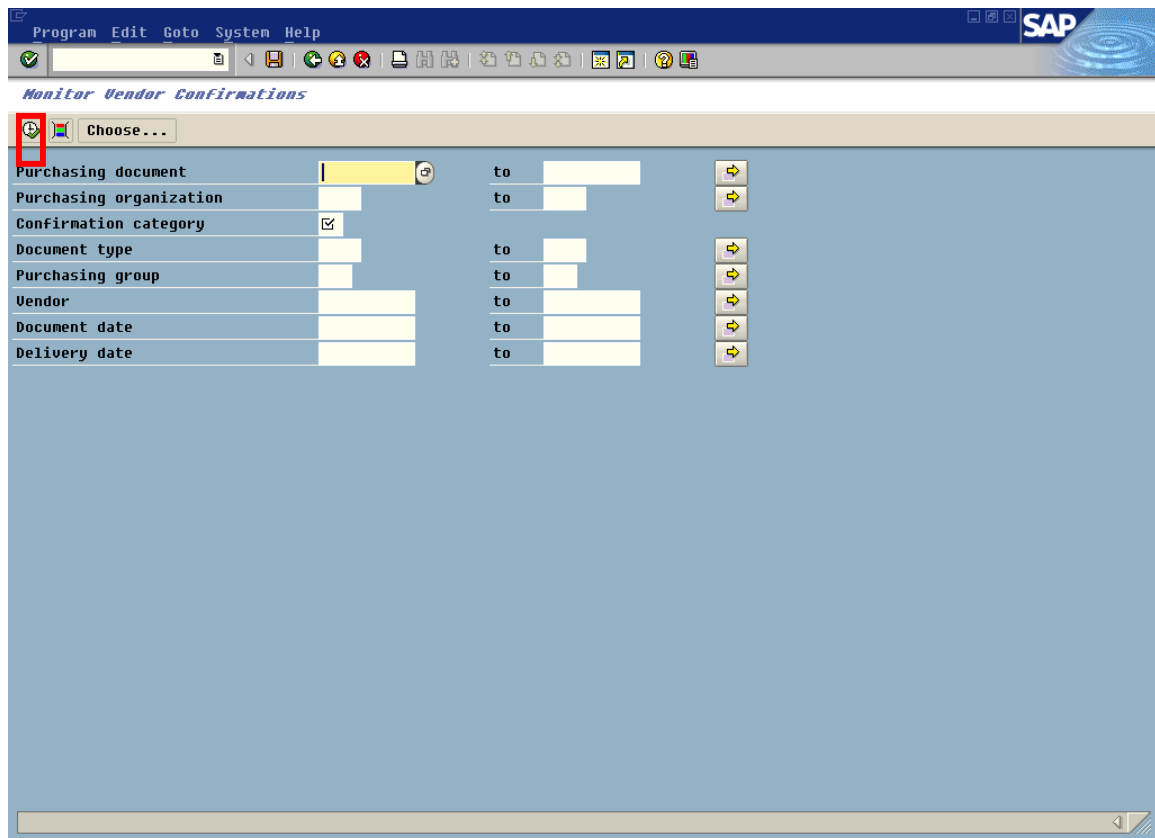


Fig-04

## 2.2. On “Monitor Vendor Confirmations” screen, fill in the data as below:




The screenshot shows the SAP 'Monitor Vendor Confirmations' screen. The title bar includes 'Program Edit Goto System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main area contains a form with the following fields:

- Purchasing document: [ ] to [ ]
- Purchasing organization: [ ] to [ ]
- Confirmation category: [ ]
- Document type: [ ] to [ ]
- Purchasing group: [ ] to [ ]
- Vendor: [ ] to [ ]
- Document date: [ ] to [ ]
- Delivery date: [ ] to [ ]

A red box highlights the 'Choose...' button next to the Purchasing document field.

Fig-05

Field Name	Description	R/O/C/D	User Action and Values
Purchasing document	Alphanumeric key uniquely identifying purchasing document	O	Enter the purchasing document number
Purchasing organization	Denotes the purchasing organization	R	Enter the purchasing organization
Confirmation category	Key denoting the nature of the confirmation	R	Enter the confirmation category
Document type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system	O	Enter the document type
Purchasing group	Key for a buyer or group of buyers, who is/are responsible for certain purchasing activities	O	Enter the purchasing group
Vendor	Alphanumeric key uniquely identifying a vendor	O	Enter the vendor number
Document date	Date on which the purchasing document was created	O	Enter the document date
Delivery date	Date on which an item is to be delivered or the service provided	O	Enter the delivery date

Field Name	Description	R/O/C/D	User Action and Values
			Click on  icon then the "Monitor Vendor Confirmations: Order acknowledgement" screen will pop up

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

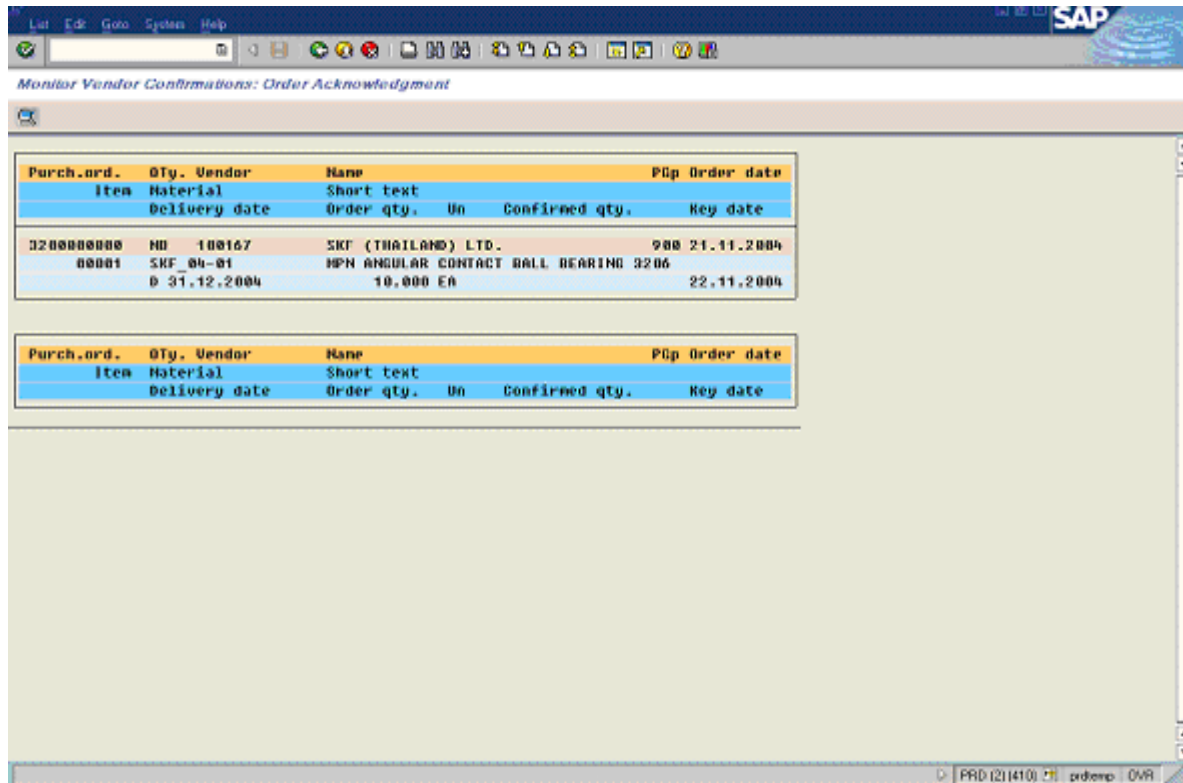


Fig-06

### 3. Creation of 'Order Acknowledgement' and/or Urging/Reminders

In regard to 'Order Acknowledgement' Letter

#### 3.1. Access transaction by

<b>Via Menu</b>	Logistics → Materials Management → Purchasing → Purchase Order → Messages → Monitor Order Acknowledgements
<b>Via Transaction Code</b>	ME92F

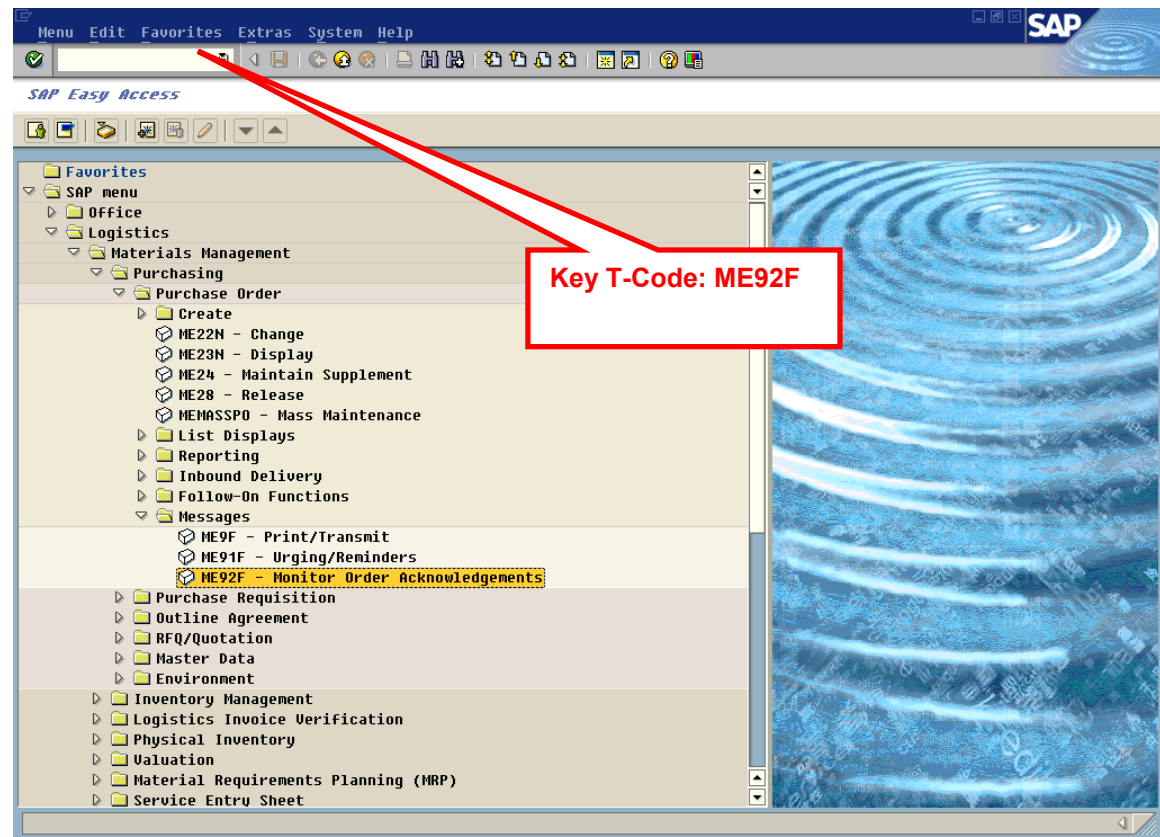


Fig-07

### 3.2. On “Monitor Receipt of Order Acknowledgements” screen, fill in the data as below:

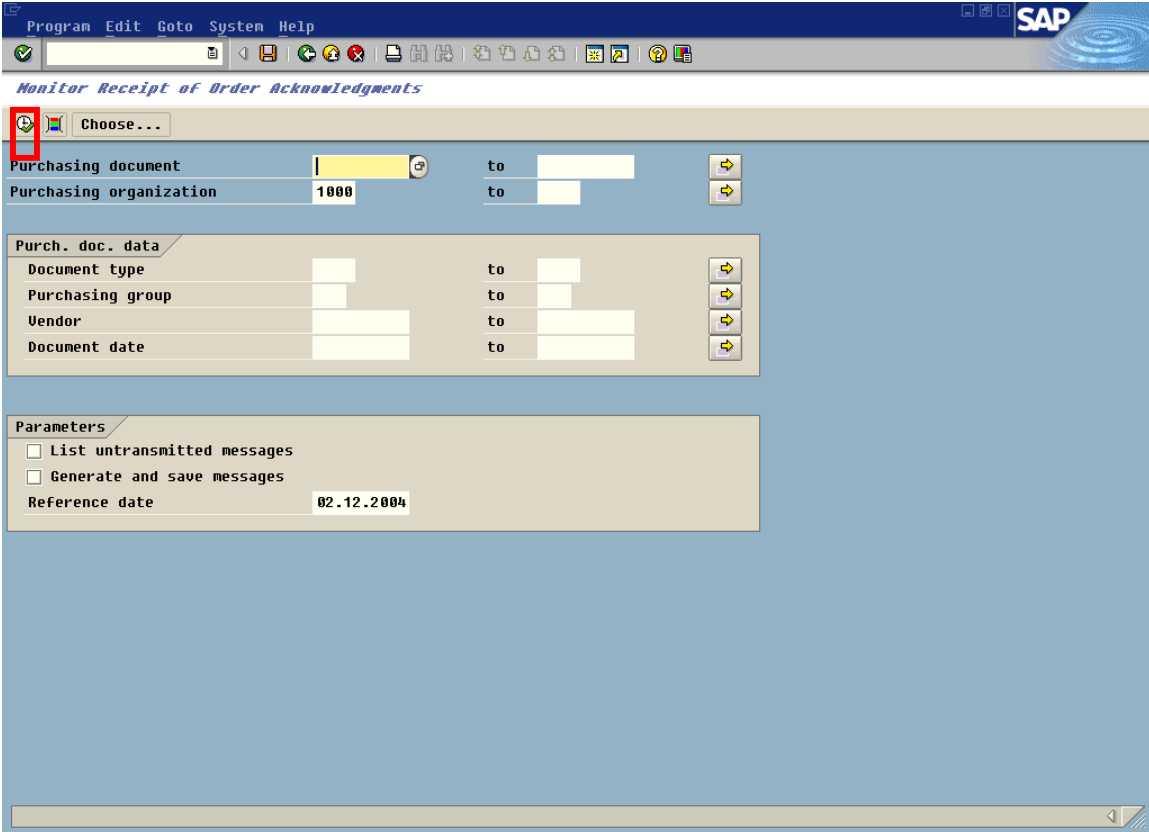



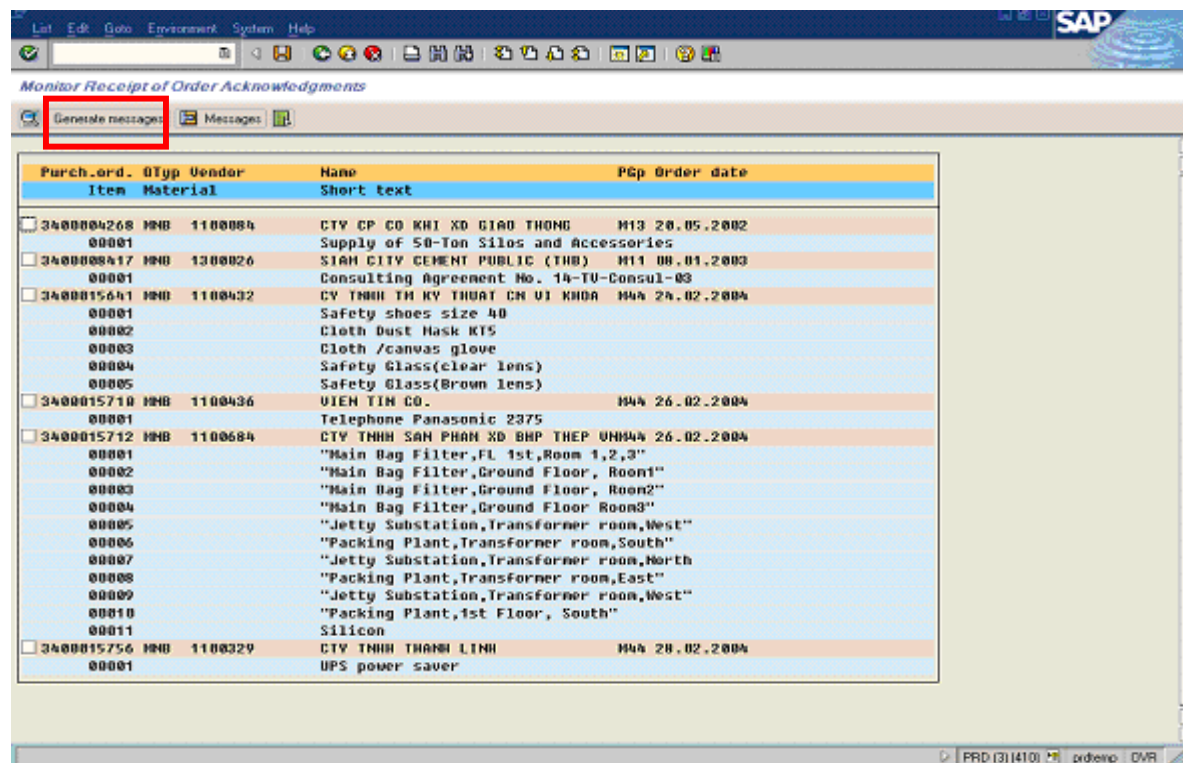
Fig-08

Field Name	Description	R/O/C/D	User Action and Values
Purchasing document	Alphanumeric key uniquely identifying purchasing document	O	Enter the purchasing document number
Purchasing organization	Denotes the purchasing organization	R	Enter the purchasing organization
Document type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system	R	Enter the document type
Purchasing group	Key for a buyer or group of buyers, who is/are responsible for certain purchasing activities	O	Enter the purchasing group
Vendor	Alphanumeric key uniquely identifying a vendor	O	Enter the vendor number
Document date	Date on which the purchasing document was created	O	Enter the document date
Reference date	Reference date for reminder/urging levels	C	Enter the reference date
			Click on  icon which leads to the report displaying the list of Purchase Orders for which the

Field Name	Description	R/O/C/D	User Action and Values
			Order Acknowledgment has not been made by the respective vendors

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

3.3. On “Monitor Receipt of Order Acknowledgements” screen, maintain information as specified in the table below:



Purch.ord.	Item	MatTyp	Vendor	Material	Name	PGP	Order date
					Short text		
<input type="checkbox"/> 3400004268	00001	MHB	1100084		CTY CP CO KHI XD GIAU THONG	M13	20.05.2002
					Supply of 50-Ton Silos and Accessories		
<input type="checkbox"/> 3400008417	00001	MHB	1300026		SIAM CITY CEMENT PUBLIC (THB)	M11	08.01.2003
					Consulting Agreement No. 14-TU-Consul-03		
<input type="checkbox"/> 3400015641	00001	MHB	1100432		CV TNHH TH KY THUAT CN VI KHDA	M44	24.02.2004
	00002				Safety shoes size 40		
	00003				Cloth Dust Mask RT5		
	00004				Cloth /canvas glove		
	00005				Safety Glass(clear lens)		
					Safety Glass(Brown lens)		
<input type="checkbox"/> 3400015710	00001	MHB	1100436		VIEN TIN CO.	M44	26.02.2004
					Telephone Panasonic 2375		
<input type="checkbox"/> 3400015712	00001	MHB	1100684		CTY TNHH SAN PHAN XD BHP THEP UHN44	M44	26.02.2004
	00002				"Main Bag Filter,Fl 1st,Room 1,2,3"		
	00003				"Main Bag Filter,Ground Floor, Room1"		
	00004				"Main Bag Filter,Ground Floor, Room2"		
	00005				"Main Bag Filter,Ground Floor Room3"		
	00006				"Jetty Substation,Transformer room,West"		
	00007				"Packing Plant,Transformer room,South"		
	00008				"Jetty Substation,Transformer room,North"		
	00009				"Packing Plant,Transformer room,East"		
	00010				"Jetty Substation,Transformer room,West"		
	00011				"Packing Plant,1st Floor, South"		
					Silicon		
<input type="checkbox"/> 3400015756	00001	MHB	1100329		CTY TNHH THANH LINH	M44	20.02.2004
					UPS power saver		

Fig-09



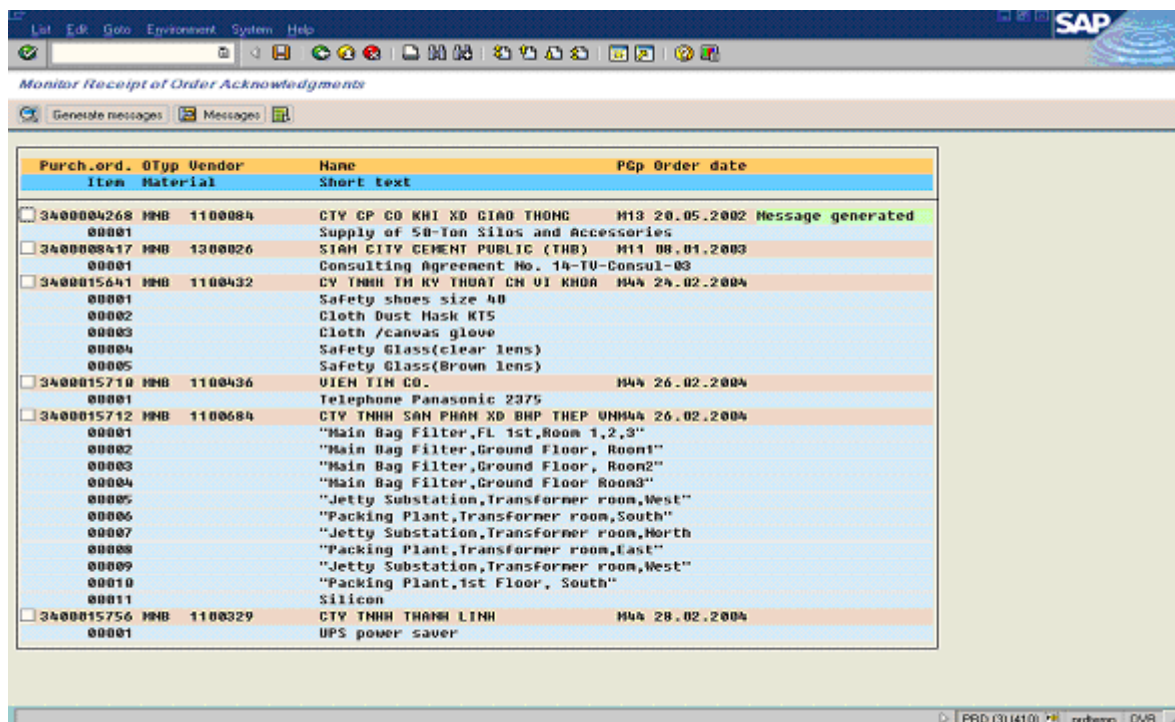




Fig-10

Field Name	Description	R/O/C/D	User Action and Values
			Make the proper selection of the Purchase Order for which the Reminder Letter should be generated and sent to the vendor and then click on  icon
			Click on  icon to save and generate automatically the Order Acknowledgement Reminder Letter

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

3.4. To print out the Order Acknowledgment Reminder Letter and send to the vendor, go to Transaction ME9F (SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Messages → Print/Transmit)

3.5. On “Message Output” screen, fill in the data as below:

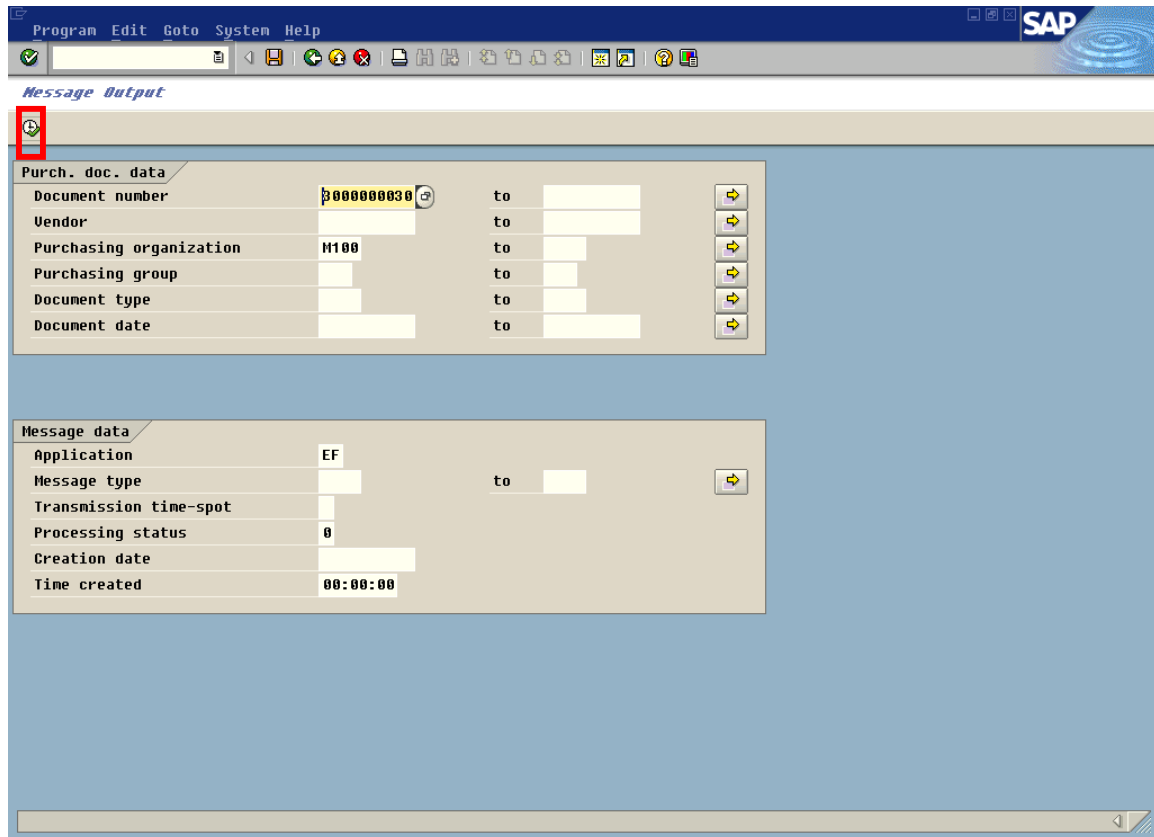



Fig-11

Field Name	Description	R/O/C/D	User Action and Values
Document number	Alphanumeric key uniquely identifying purchasing document	O	Enter the purchasing document number
Vendor	Alphanumeric key uniquely identifying a vendor	O	Enter the vendor number
Purchasing organization	Denotes the purchasing organization	R	Enter the purchasing organization
Purchasing group	Key for a buyer or group of buyers, who is/are responsible for certain purchasing activities	O	Enter the purchasing group
Document type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system	R	Enter the document type
Document date	Date on which the purchasing document was created	O	Enter the document date
Application	Subdivides the usage of a condition for use in different application areas	C	Maintain the application

Field Name	Description	R/O/C/D	User Action and Values
Message type	Specifies the kind of output to be produced	R	Enter the message type
Transmission time-spot	Dispatch time	O	Enter the transmission time-spot
Processing status	Processing status of message	O	Enter the processing status
Create date	Date on which the message was created	O	Enter the create date
Time created	Time when the message was created	O	Enter the time created
			Click on  icon

**Legend: R = Required, O = Optional, C = Conditional, D = Display**

3.6. On “Message Output” screen, maintain information as specified in the table below:

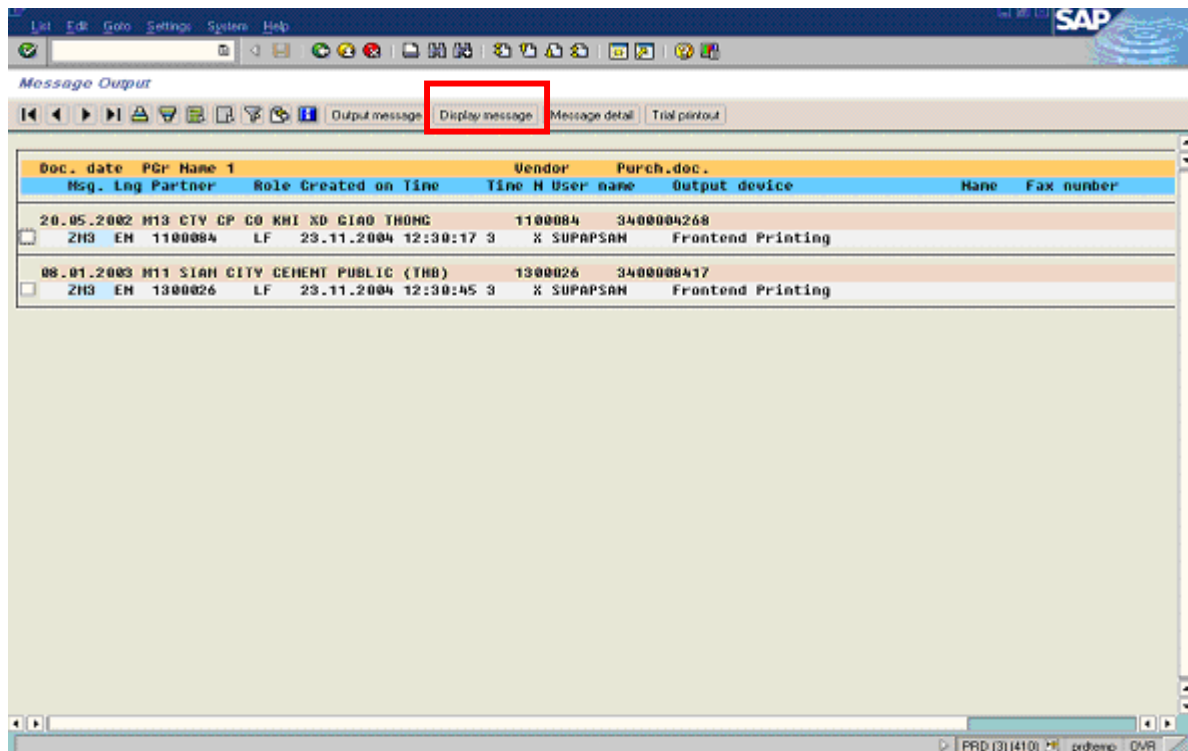



Fig-12

Field Name	Description	R/O/C/D	User Action and Values
			Select the respective Purchase Order and then click on <b>Display message</b> icon to view the Order Acknowledgment Reminding Letter

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

3.7. On “Print Preview for LOCL Page XXXX of XXXX” screen, click on  icon to go back to the ‘Message Output’ screen:

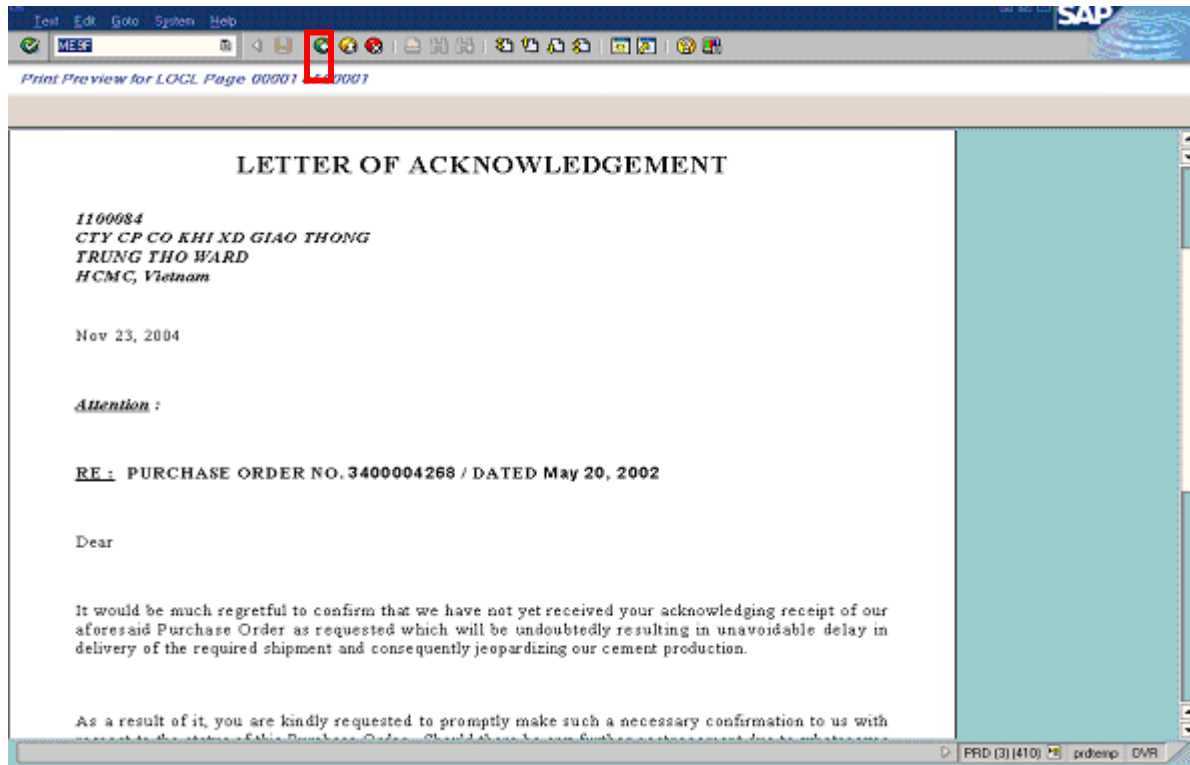


Fig-13

3.8. On “Message Output” screen, click on **Output message** icon to print the message out:

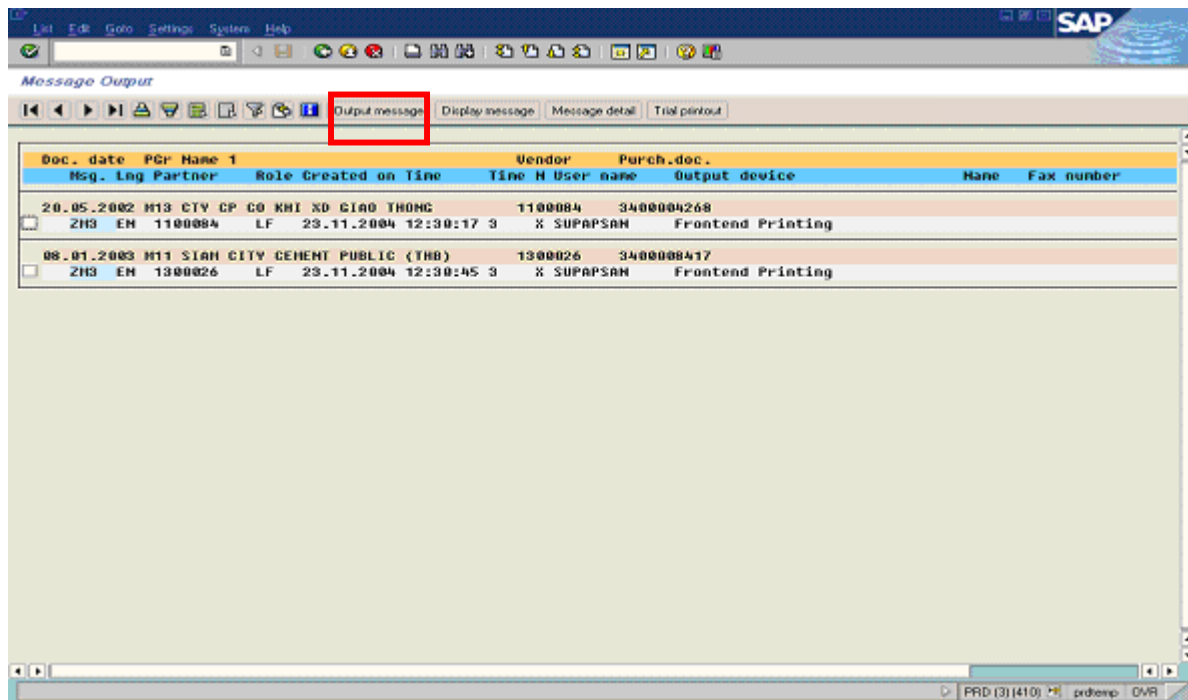


Fig-14