

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

USER MANUAL

Purchasing & Inventory Management

Prepared By:
Siemens SAP Team
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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

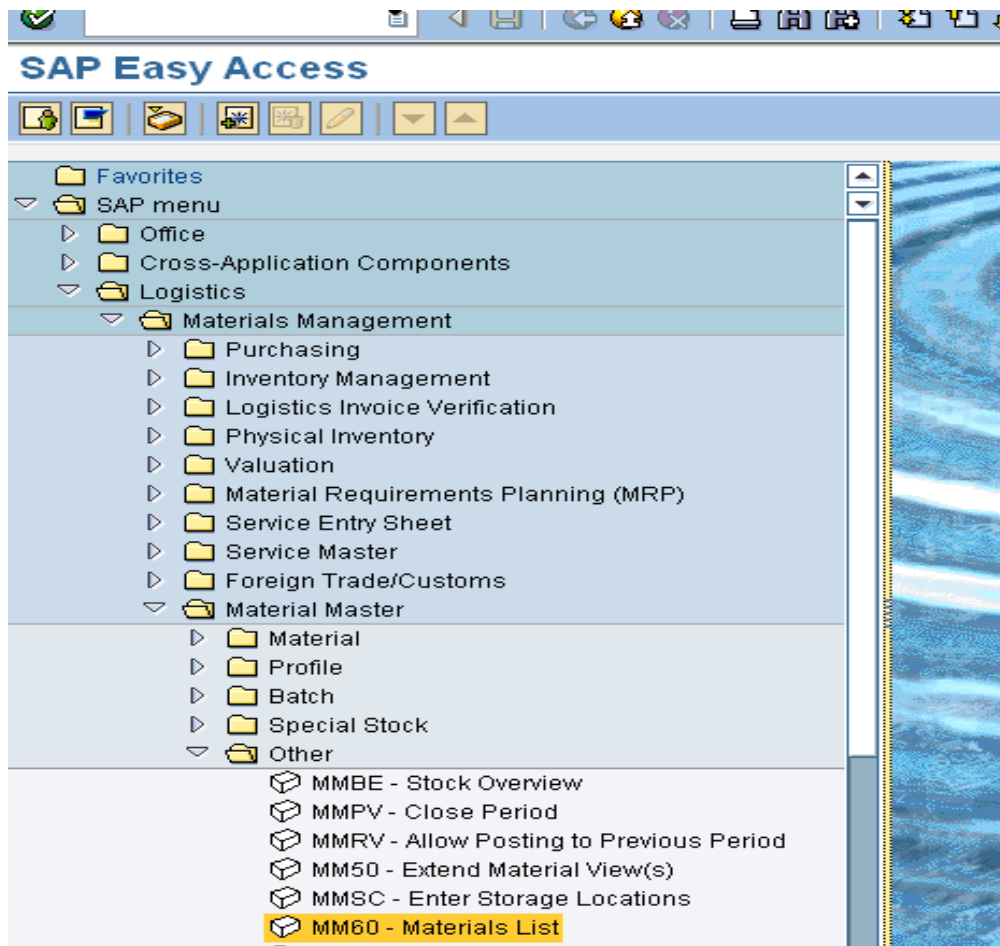
C = Check box

SECTION 1 MATERIAL LIST

1.1 Display Material List:

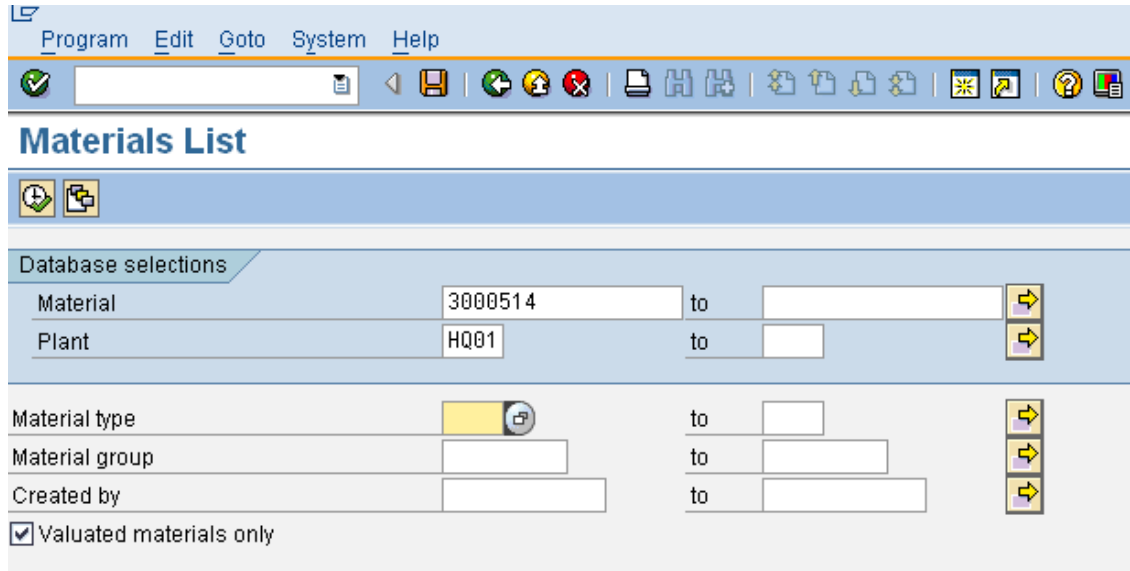
Access the transaction using following menu path;

Via Menus	SAP Menu ---> Logistics ---> Material Management ---> Material Master ---> Other ---> Material List
Via Transaction Code	MM60



PURCHASING & INVENTORY MANAGEMENT

Selection Parameter for Report:



The screenshot shows the SAP Materials List selection screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Materials List' and contains a 'Database selections' section. This section has several input fields and buttons:

- Material:** Input field contains '3000514', followed by 'to' and an empty input field, and a right-pointing arrow button.
- Plant:** Input field contains 'HQ01', followed by 'to' and an empty input field, and a right-pointing arrow button.
- Material type:** Input field contains a yellow square with a lock icon, followed by 'to' and an empty input field, and a right-pointing arrow button.
- Material group:** Input field is empty, followed by 'to' and an empty input field, and a right-pointing arrow button.
- Created by:** Input field is empty, followed by 'to' and an empty input field, and a right-pointing arrow button.

At the bottom of the selection area, there is a checkbox labeled 'Valuated materials only' which is checked.

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	O	Enter your require Plant

Click  Execute or Press F8

PURCHASING & INVENTORY MANAGEMENT

Result of the Report:

Material	Plant	Val. Type	Material Description	Last Change	MTyp	Matl Group	Unit	PGr	ABC	Typ	ValCl	Prc	Price	CrCy	/	Created
3000080	HQ01		Fax Machine	29.06.2010	ZNBW	00045	EA	P77			ZV06	V	1,00	PKR	1	SAP.MM
3000081	HQ01		Iron Safe		ZNBW	00046	EA	P77			ZV01	S	0,00	PKR	1	SAP.MM
3000090	HQ01		Iron Safe		ZNBW	00046	EA	P77			ZV01	V	1,00	PKR	1	SAP.MM
3000091	HQ01		Paper A4 Size	15.03.2010	ZNBW	00046	EA				ZV06	V	0,00	PKR	1	SAP.MM
3000092	HQ01		Paper A5 Size	15.03.2010	ZNBW	00046	EA	P77			ZV06	V	0,00	PKR	1	SAP.MM
3000093	HQ01		Paper A2 Size	17.05.2010	ZNBW	00045	EA				ZV06	V	1,00	PKR	1	SAP.MM
3000094	HQ01		Paper A3 Size		ZNBW	00001	EA	P77			ZV06	V	1,00	PKR	1	SAP.MM
3000095	HQ01		Iron Safe	12.03.2010	ZNBW	00046	EA	P77		VB	ZV01	V	1,00	PKR	1	SAP.MM
3000096	HQ01		Printer		ZNBW	00045	EA	P75			ZV06	V	1,00	PKR	1	SAP.MM
3000097	HQ01		Fax Machine		ZNBW	00046	EA	P45			ZV04	V	1,00	PKR	1	SAP.MM
3000098	HQ01		Phone		ZNBW	00045	EA	P34			ZV03	V	1,00	PKR	1	SAP.MM
3000099	HQ01		Iron Safe		ZNBW	00046	EA	P54			ZV02	V	1,00	PKR	1	SAP.MM
3000100	HQ01		Iron Safe		ZNBW	00045	EA	P76			ZV05	V	1,00	PKR	1	SAP.MM
3000101	HQ01		Iron Safe		ZNBW	00046	EA	P56			ZV05	V	1,00	PKR	1	SAP.MM
3000102	HQ01		Chair	17.03.2010	ZNBW	00046	EA				ZV02	V	1,00	PKR	1	SAP.MM
3000105	HQ01		Service		DIEN	00046	EA				3200	S	0,00	PKR	1	SAP.MM
3000110	HQ01		Service		ZNBW	00046	EA				ZV06	V	1,00	PKR	1	SAP.MM
3000111	HQ01		Chair	13.04.2010	ZNBW	00046	EA				ZV02	V	1,00	PKR	1	SAP.MM
3000117	HQ01		Ball Liner Free Ink Roller		ZNBW	00045	EA				ZV06	V	1,00	PKR	1	SAP.MM
3000118	HQ01		Ball Liner Free Ink Roller		ZNBW	00045	EA				ZV06	V	1,00	PKR	1	SAP.MM
3000119	HQ01		Ball Liner Grip.07		ZNBW	00045	EA				ZV06	V	1,00	PKR	1	SAP.MM
3000120	HQ01		Ball Liner Hi-Tecpiont		ZNBW	00045	EA				ZV06	V	1,00	PKR	1	SAP.MM

Report Results show the Material List against the selected Plant.

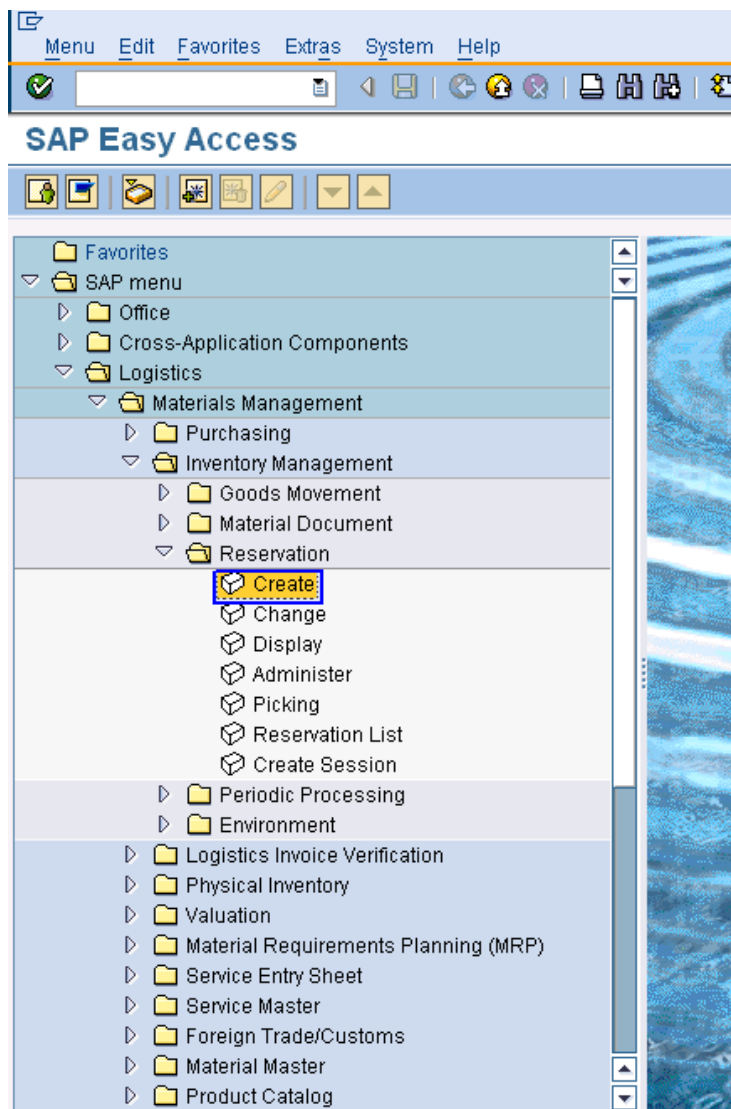
You can go back to the Selection Screen to execute the Report for another Material.

SECTION 2 RESERVATION

2.1 Create Reservation:

Access transaction by:

Via Menus	Logistics → Materials Management → Inventory Management → Reservation → Create
Via Transaction Code	MB21



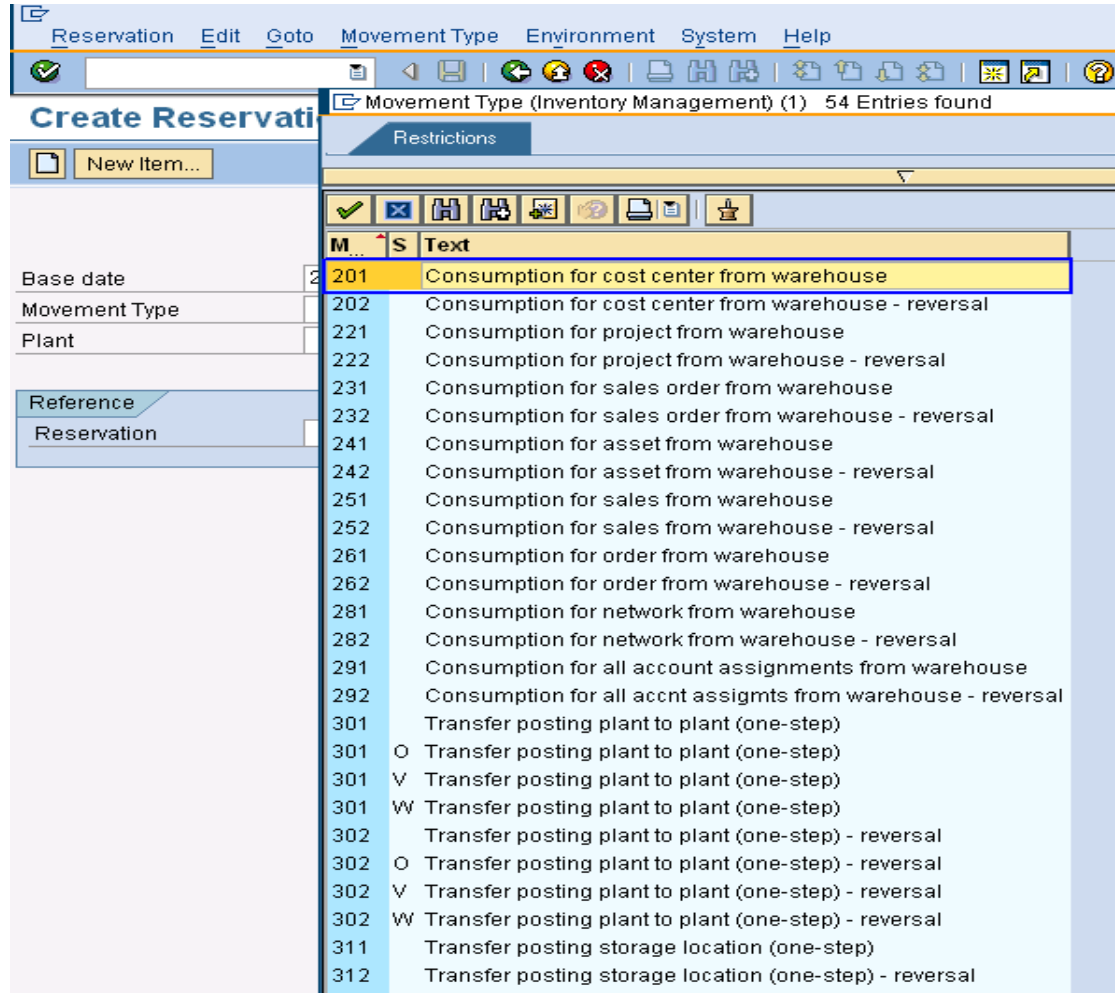
PURCHASING & INVENTORY MANAGEMENT

Movement Type:

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

201 Consumption for Cost Center

221 Consumption for Project

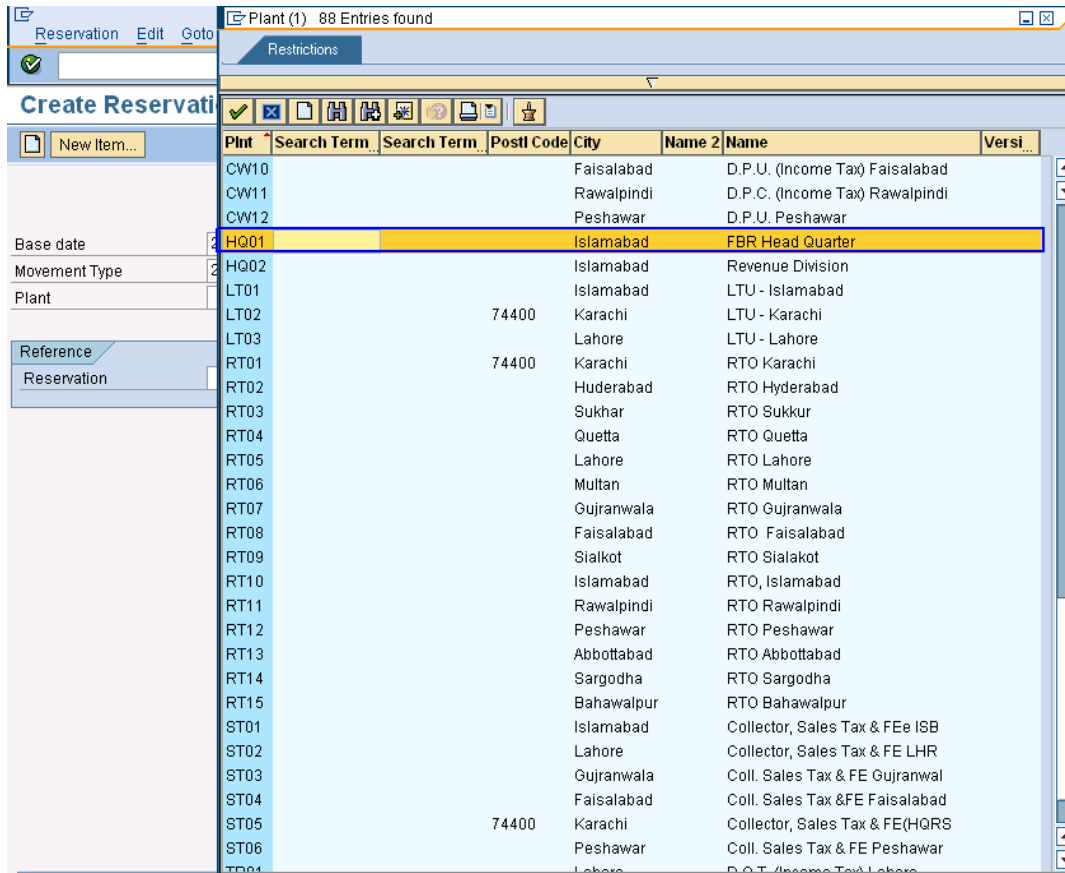


Field Name	Description	R/O/C	Comments
Moment Type		R	Select Moment Type 201.

PURCHASING & INVENTORY MANAGEMENT

Select Plant:

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

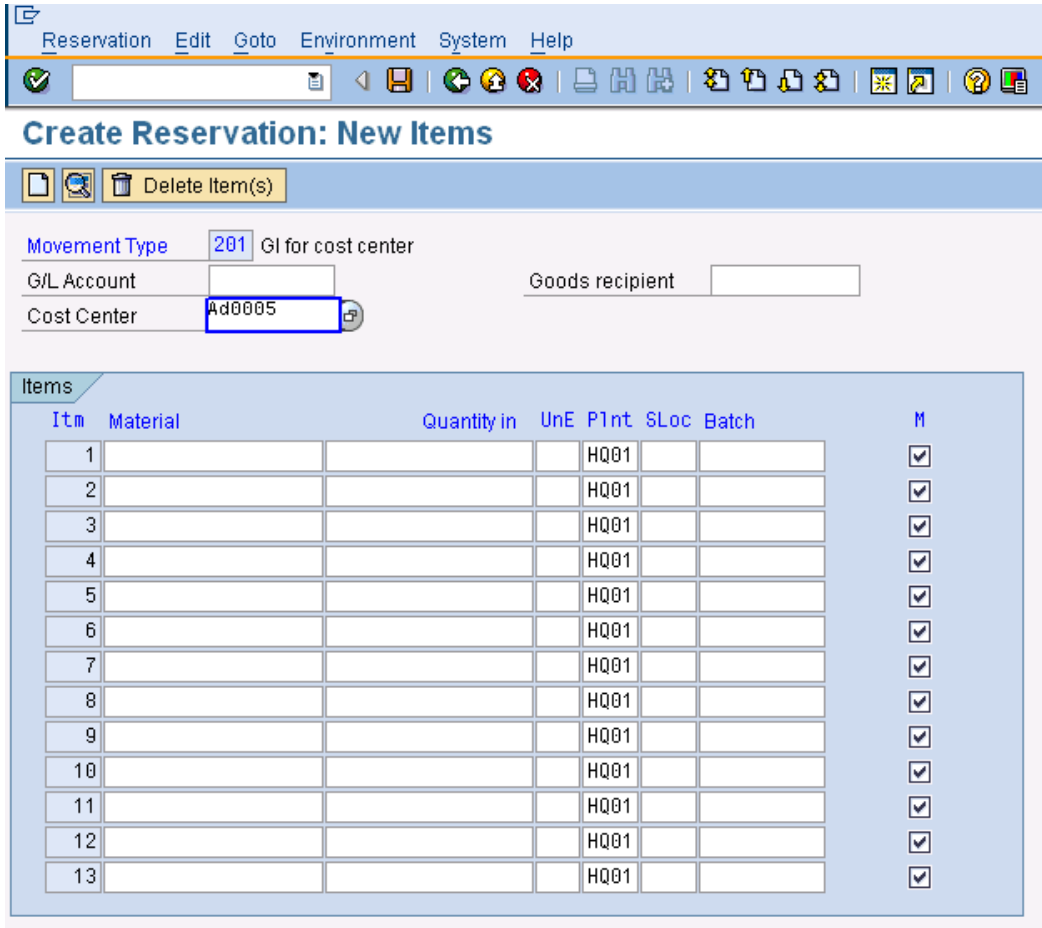


Field Name	Description	R/O/C	Comments
Select Plant.	Select the Plant from drop down list in which you want to reserve the Material	R	Select Plant HQ01

PURCHASING & INVENTORY MANAGEMENT

Enter Cost Center:

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



Reservation Edit Goto Environment System Help

Create Reservation: New Items

Delete Item(s)

Movement Type GI for cost center

G/L Account Goods recipient

Cost Center

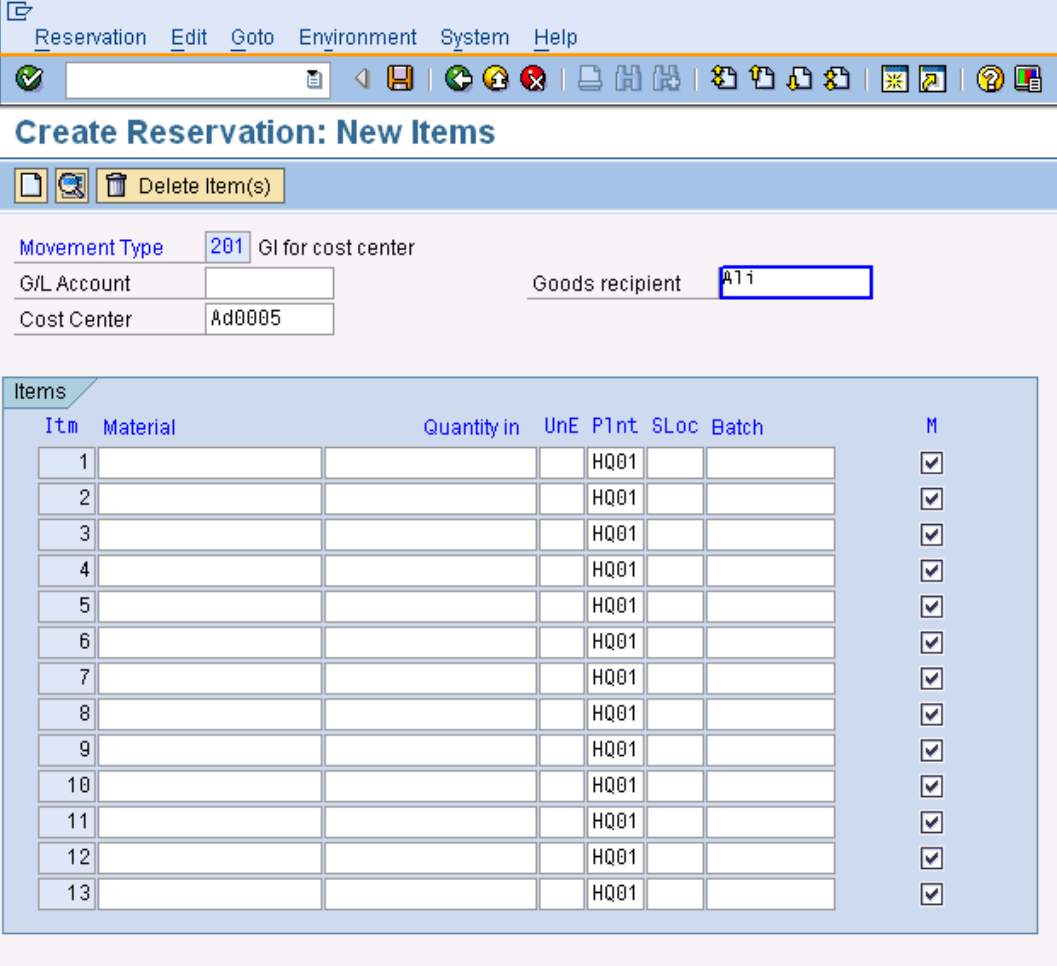
Item	Material	Quantity in	UnE	P1nt	SLoc	Batch	M
1				HQ01			<input checked="" type="checkbox"/>
2				HQ01			<input checked="" type="checkbox"/>
3				HQ01			<input checked="" type="checkbox"/>
4				HQ01			<input checked="" type="checkbox"/>
5				HQ01			<input checked="" type="checkbox"/>
6				HQ01			<input checked="" type="checkbox"/>
7				HQ01			<input checked="" type="checkbox"/>
8				HQ01			<input checked="" type="checkbox"/>
9				HQ01			<input checked="" type="checkbox"/>
10				HQ01			<input checked="" type="checkbox"/>
11				HQ01			<input checked="" type="checkbox"/>
12				HQ01			<input checked="" type="checkbox"/>
13				HQ01			<input checked="" type="checkbox"/>

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

PURCHASING & INVENTORY MANAGEMENT

Goods Recipient:

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



Creation Data

Movement Type: 201 GI for cost center

G/L Account:

Cost Center: Ad0005

Goods recipient: Ali

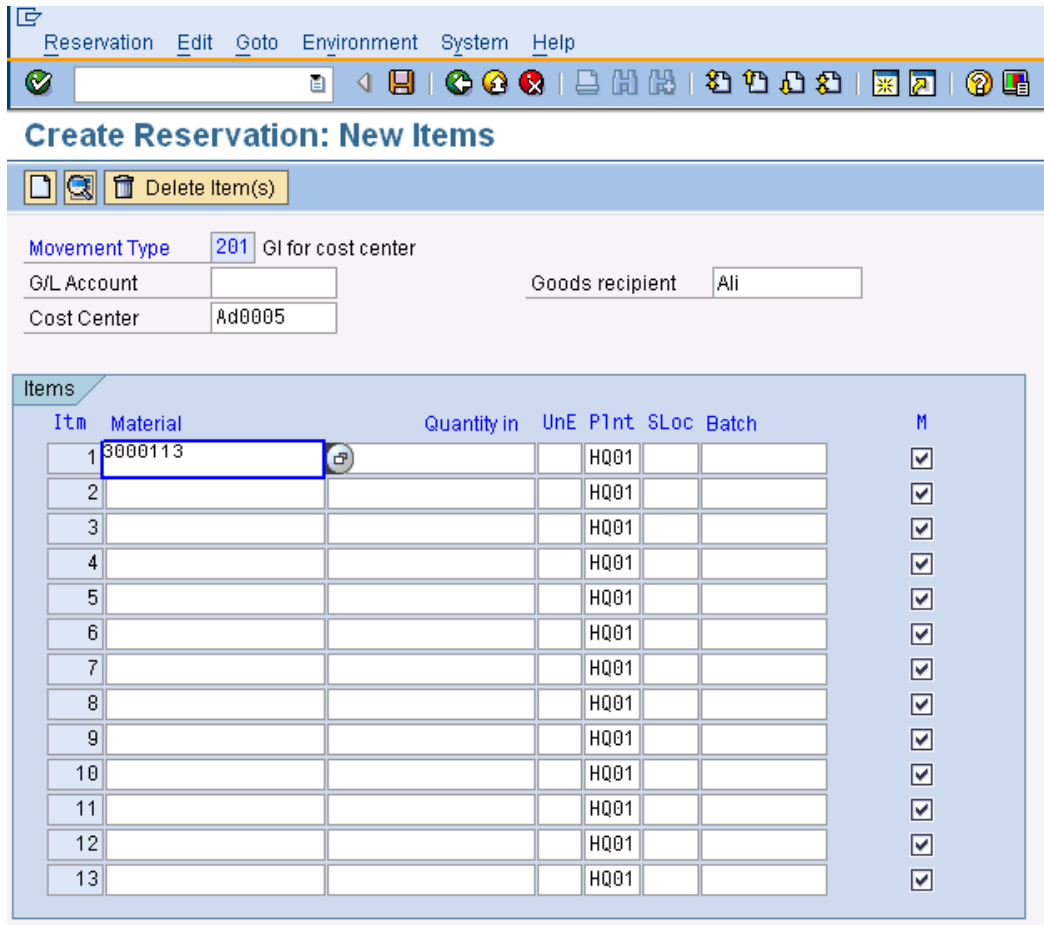
Itm	Material	Quantity in	UnE	P1nt	SLoc	Batch	M
1				HQ01			<input checked="" type="checkbox"/>
2				HQ01			<input checked="" type="checkbox"/>
3				HQ01			<input checked="" type="checkbox"/>
4				HQ01			<input checked="" type="checkbox"/>
5				HQ01			<input checked="" type="checkbox"/>
6				HQ01			<input checked="" type="checkbox"/>
7				HQ01			<input checked="" type="checkbox"/>
8				HQ01			<input checked="" type="checkbox"/>
9				HQ01			<input checked="" type="checkbox"/>
10				HQ01			<input checked="" type="checkbox"/>
11				HQ01			<input checked="" type="checkbox"/>
12				HQ01			<input checked="" type="checkbox"/>
13				HQ01			<input checked="" type="checkbox"/>

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

PURCHASING & INVENTORY MANAGEMENT

Enter Material code:

Enter Material Code that you want to issue.



Create Reservation: New Items

Movement Type: GI for cost center
 G/L Account:
 Cost Center: Goods recipient:

Itm	Material	Quantity in	UnE	P1nt	SLoc	Batch	M
1	3000113					HQ01	<input checked="" type="checkbox"/>
2						HQ01	<input checked="" type="checkbox"/>
3						HQ01	<input checked="" type="checkbox"/>
4						HQ01	<input checked="" type="checkbox"/>
5						HQ01	<input checked="" type="checkbox"/>
6						HQ01	<input checked="" type="checkbox"/>
7						HQ01	<input checked="" type="checkbox"/>
8						HQ01	<input checked="" type="checkbox"/>
9						HQ01	<input checked="" type="checkbox"/>
10						HQ01	<input checked="" type="checkbox"/>
11						HQ01	<input checked="" type="checkbox"/>
12						HQ01	<input checked="" type="checkbox"/>
13						HQ01	<input checked="" type="checkbox"/>

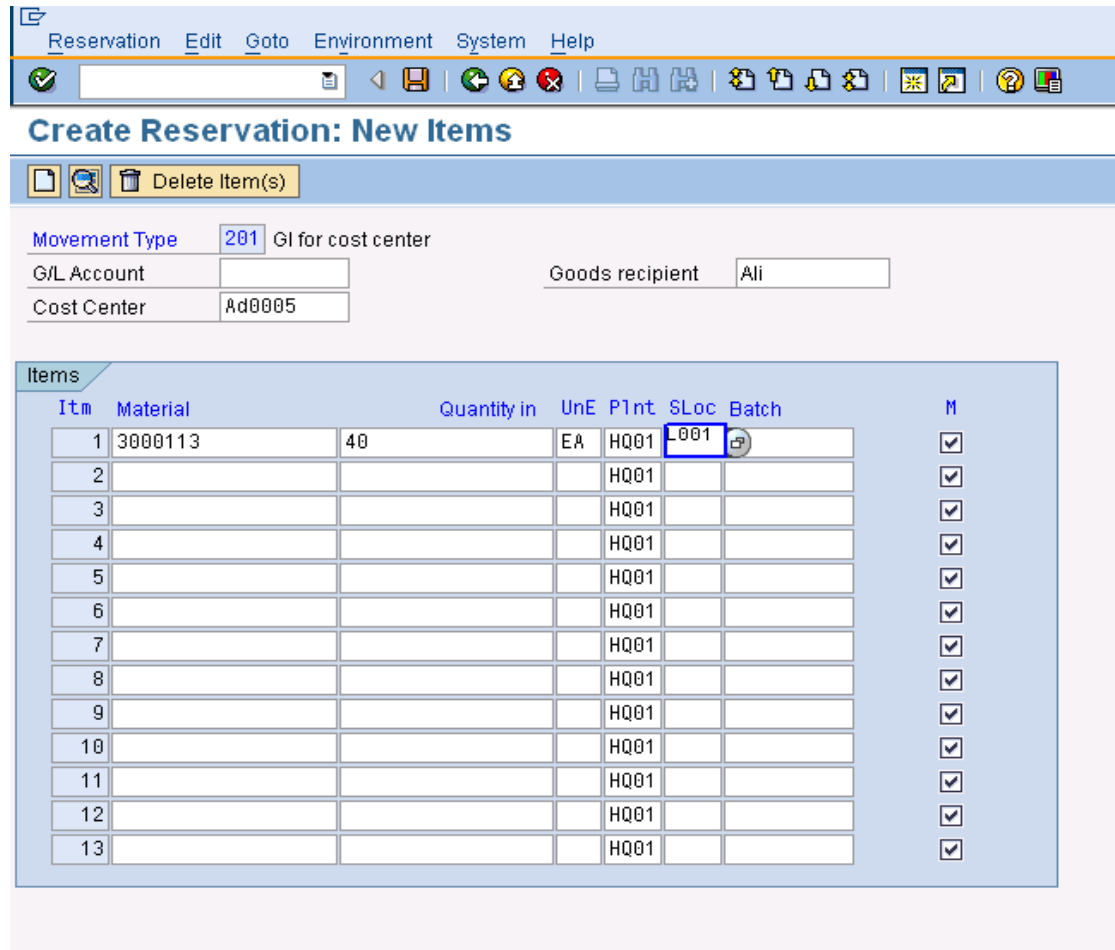
Field Name	Description	R/O/C	Comments
Material Code.	Enter Material Code that you want to issue.	R	Enter Material 3000113.

PURCHASING & INVENTORY MANAGEMENT

Enter Storage Location:

Enter Storage Location that comes under the selected Plant.

Click on highlighted button for the item detail information



The screenshot shows the SAP 'Create Reservation: New Items' interface. At the top, there is a menu bar with 'Reservation', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Create Reservation: New Items' and contains a 'Delete Item(s)' button. Below this, there are input fields for 'Movement Type' (set to 201), 'G/L Account', 'Cost Center' (set to Ad0005), and 'Goods recipient' (set to Ali). The 'Items' table is displayed below, with columns for 'Itm', 'Material', 'Quantity in', 'UnE', 'Plnt', 'SLoc', 'Batch', and 'M'. The first row of the table is highlighted, and the 'SLoc' field in this row contains the value 'L001'.

Itm	Material	Quantity in	UnE	Plnt	SLoc	Batch	M
1	3000113	40	EA	HQ01	L001		<input checked="" type="checkbox"/>
2				HQ01			<input checked="" type="checkbox"/>
3				HQ01			<input checked="" type="checkbox"/>
4				HQ01			<input checked="" type="checkbox"/>
5				HQ01			<input checked="" type="checkbox"/>
6				HQ01			<input checked="" type="checkbox"/>
7				HQ01			<input checked="" type="checkbox"/>
8				HQ01			<input checked="" type="checkbox"/>
9				HQ01			<input checked="" type="checkbox"/>
10				HQ01			<input checked="" type="checkbox"/>
11				HQ01			<input checked="" type="checkbox"/>
12				HQ01			<input checked="" type="checkbox"/>
13				HQ01			<input checked="" type="checkbox"/>

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

PURCHASING & INVENTORY MANAGEMENT

Required User Input:

Reservation Edit Goto Environment System Help

Change Reservation 105000061 : Details 0001 / 0001

Movement Type: 201
 Plant: HQ01
 Material: 3000113
 Stor. Location: L001 Storage Location

GI for cost center
 FBR Head Quarter
 Hand Dryer

Quantity in
 Unit of Entry: 50 EA Qty is Fixed
 Stockkeepg Unit: 50 EA

Further Information
 Reqmt Date: 26.01.2010 Final Issue
 Mvt Allowed Item Deleted
 Cost Center: AD0005 REGIONAL TAX OFFICE
 Recipient: Kashif Ihsan Unl. Point:
 Text:

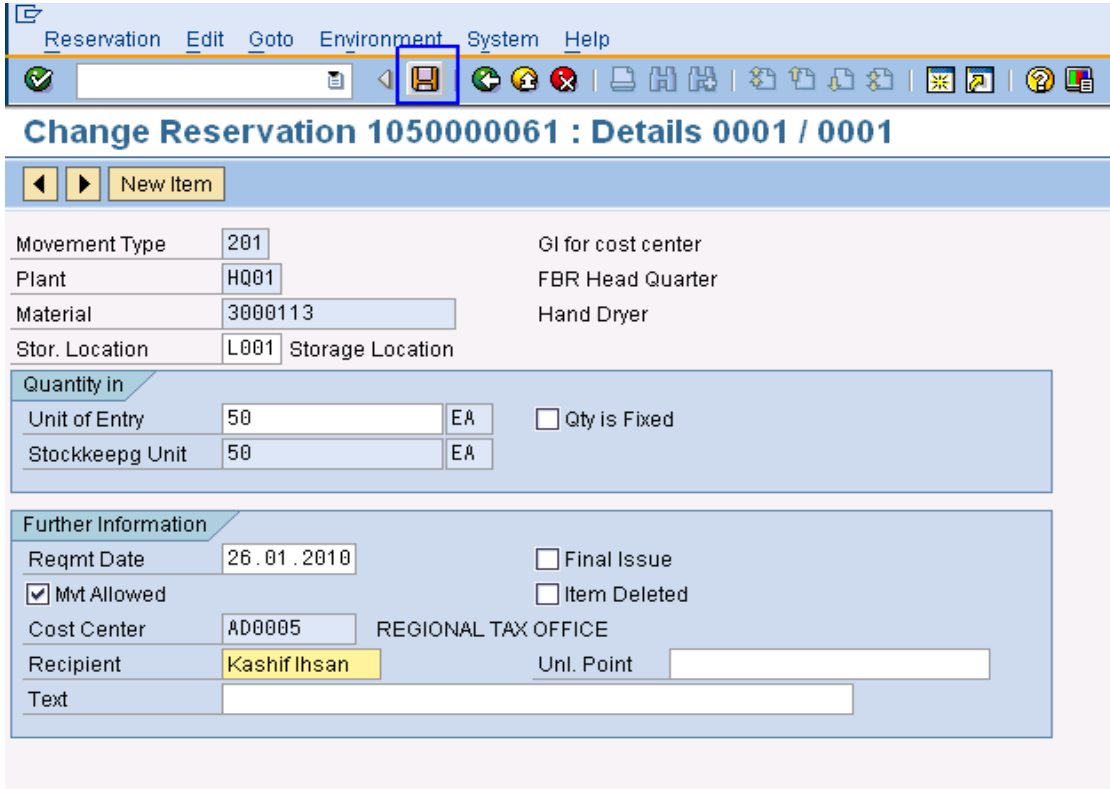
Field Name	Description	R/O/C	Comments
Recipient Name	Enter the Recipient Name.	R	Maintain Kashif Ihsan

PURCHASING & INVENTORY MANAGEMENT

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.



The screenshot shows the SAP 'Change Reservation' interface. The title bar reads 'Change Reservation 1050000061 : Details 0001 / 0001'. The 'Save' icon in the toolbar is highlighted with a blue box. The main form contains the following data:

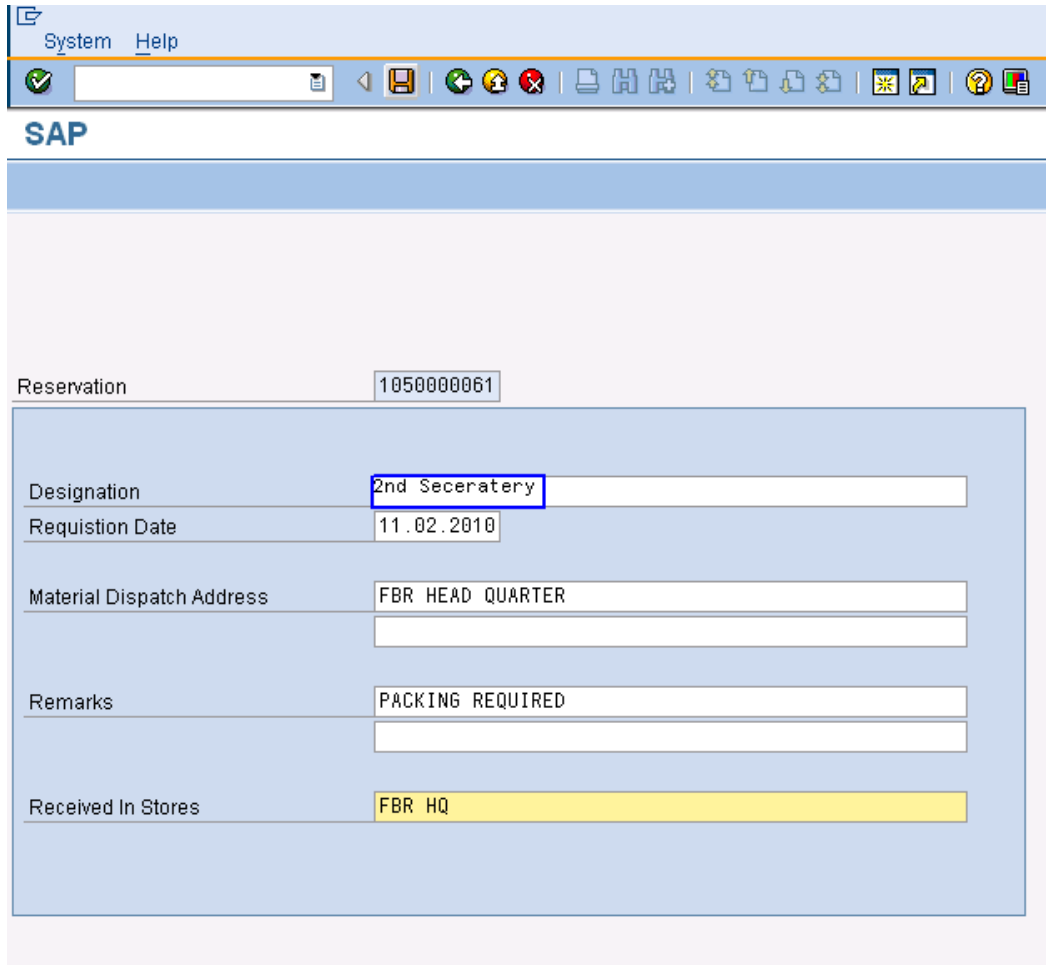
Movement Type	201	GI for cost center
Plant	HQ01	FBR Head Quarter
Material	3000113	Hand Dryer
Stor. Location	L001 Storage Location	
Quantity in		
Unit of Entry	50 EA	<input type="checkbox"/> Qty is Fixed
Stockkeepg Unit	50 EA	
Further Information		
Reqmt Date	26.01.2010	<input type="checkbox"/> Final Issue
<input checked="" type="checkbox"/> Mvt Allowed		<input type="checkbox"/> Item Deleted
Cost Center	AD0005 REGIONAL TAX OFFICE	
Recipient	Kashif Ihsan	Unl. Point
Text		

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

PURCHASING & INVENTORY MANAGEMENT

Designation:

Provide the information for the following fields Designation.

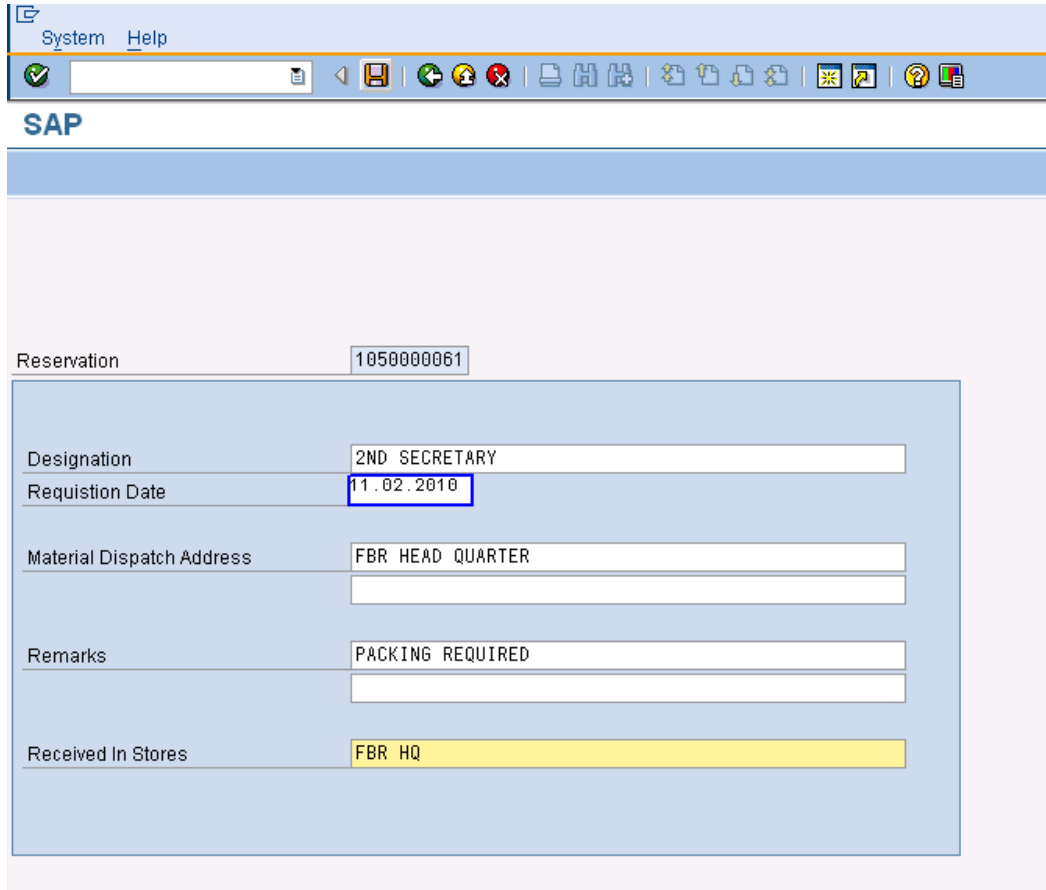


The screenshot shows the SAP reservation form for reservation number 1050000061. The 'Designation' field is highlighted with a blue border and contains the text '2nd Seceratory'. Other fields include 'Requisition Date' (11.02.2010), 'Material Dispatch Address' (FBR HEAD QUARTER), 'Remarks' (PACKING REQUIRED), and '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

PURCHASING & INVENTORY MANAGEMENT

Requisition Date:



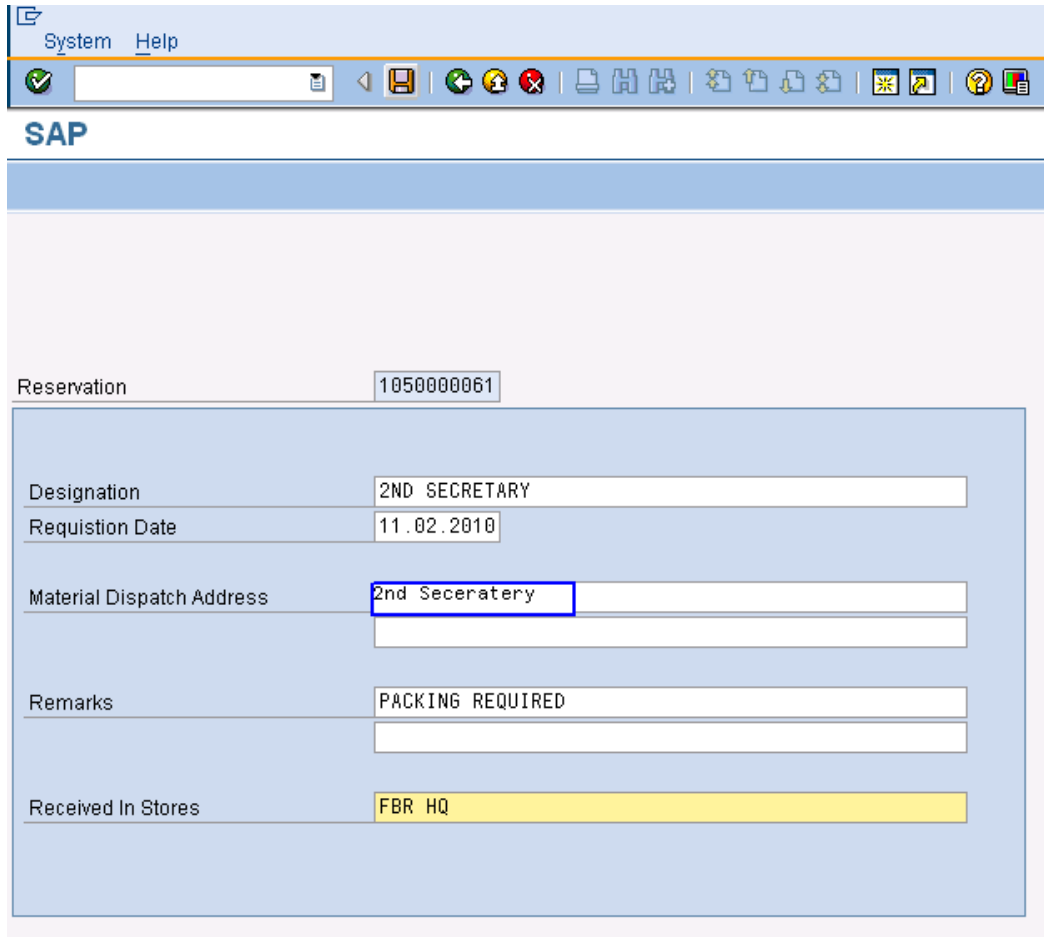
The screenshot shows the SAP reservation form for reservation number 1050000061. The form contains the following fields:

- Reservation: 1050000061
- Designation: 2ND SECRETARY
- Requisition 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

PURCHASING & INVENTORY MANAGEMENT

Material Dispatch Address:



The screenshot shows the SAP reservation form with the following details:

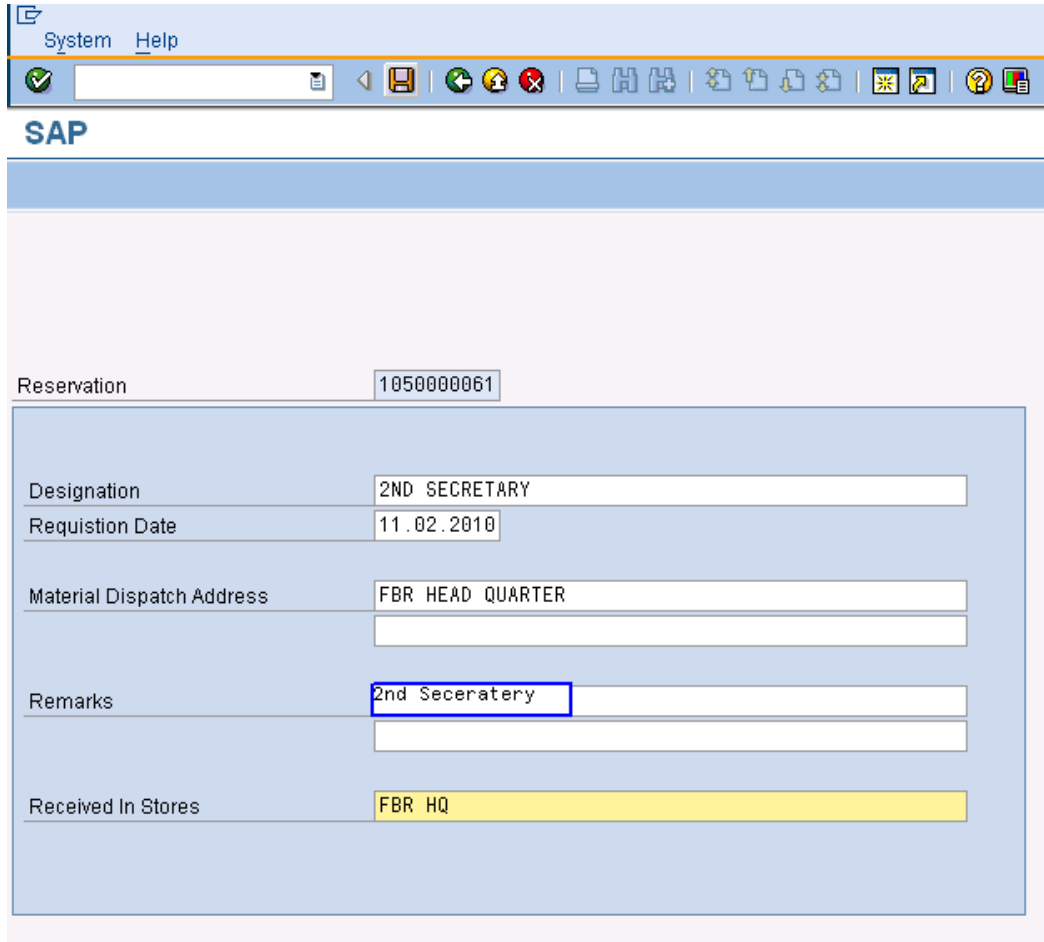
- Reservation: 1050000061
- Designation: 2ND SECRETARY
- Requisition Date: 11.02.2010
- Material Dispatch Address: 2nd Seceratory (highlighted in blue)
- Remarks: PACKING REQUIRED
- Received In Stores: FBR HQ

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

PURCHASING & INVENTORY MANAGEMENT

Remarks:

Enter Remarks if any.



The screenshot shows the SAP reservation form interface. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons. The main content area is titled 'SAP' and contains the following fields:

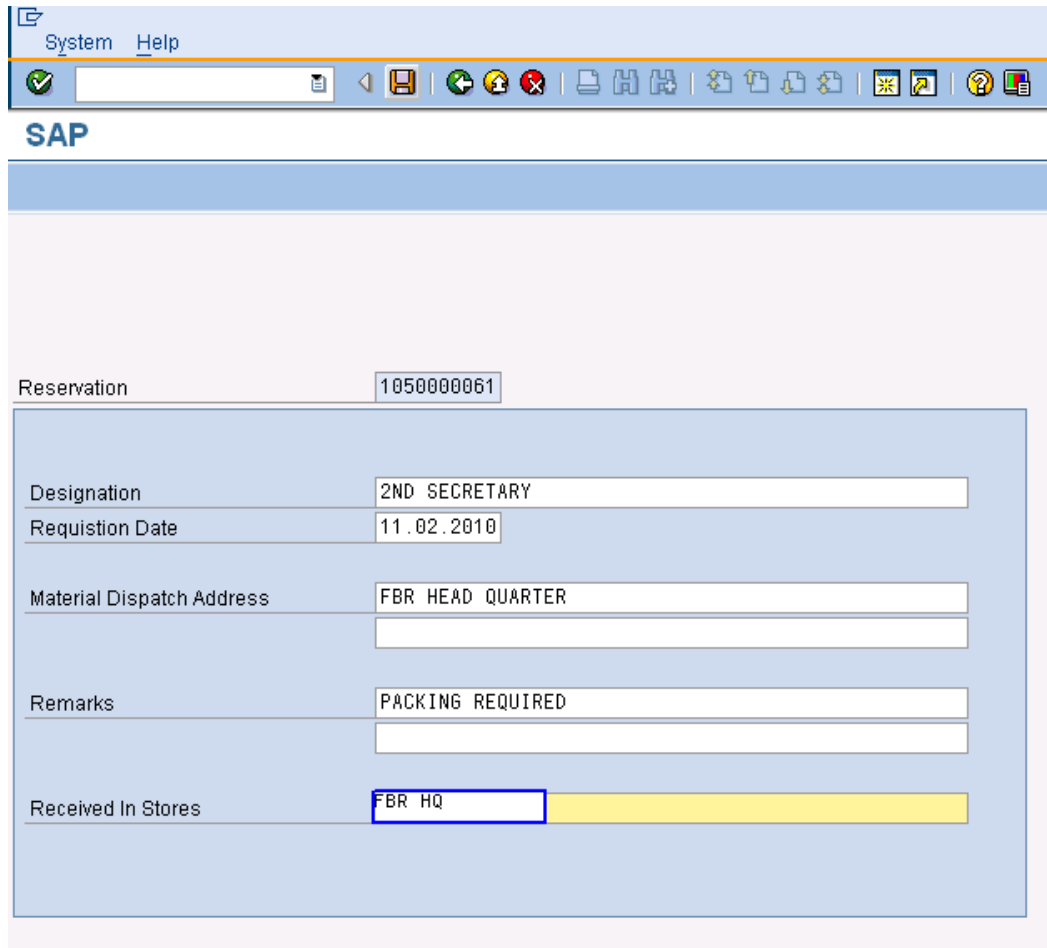
- Reservation: 1050000061
- Designation: 2ND SECRETARY
- Requisition Date: 11.02.2010
- Material Dispatch Address: FBR HEAD QUARTER
- Remarks: 2nd Seceratory
- Received In Stores: FBR HQ

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

PURCHASING & INVENTORY MANAGEMENT

Received In Stores:

Enter Received in Stores.



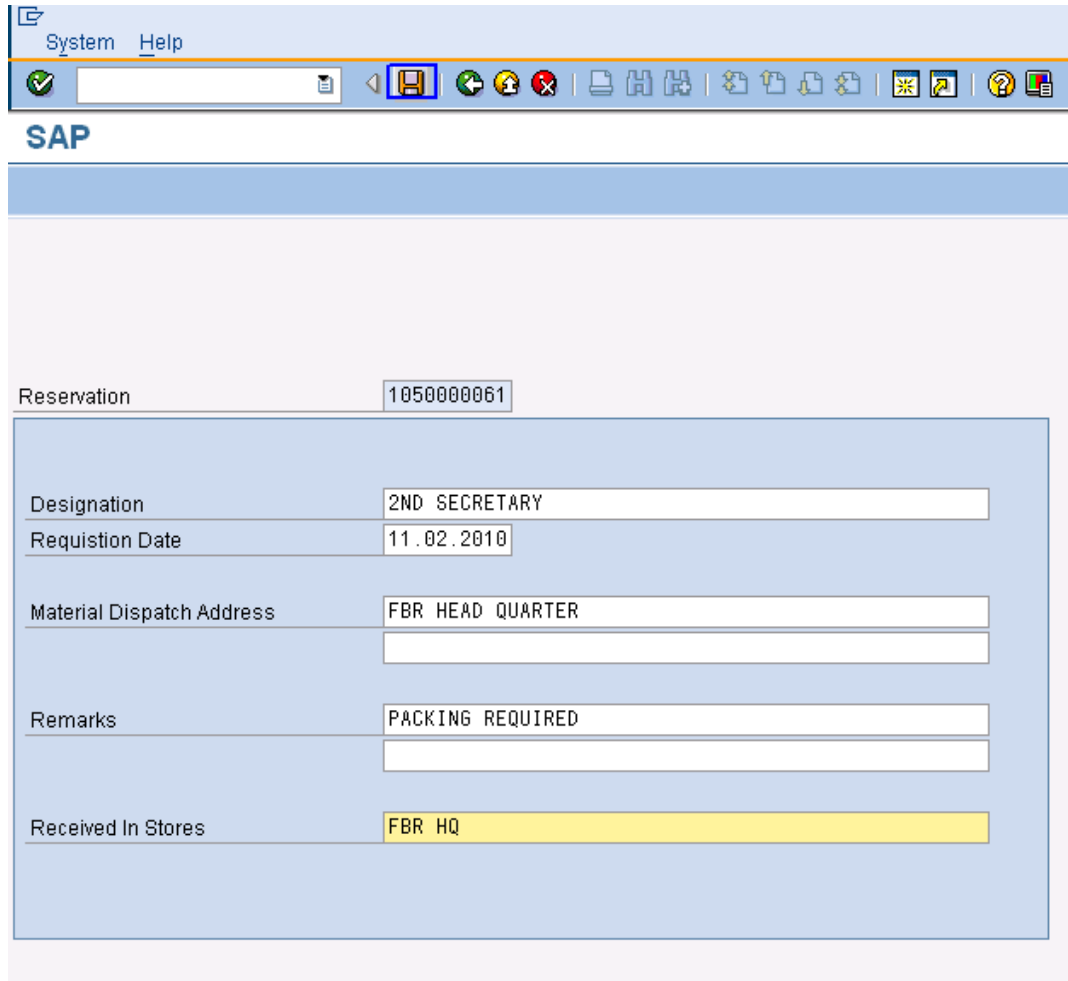
The screenshot shows the SAP 'Reservation' screen. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons. The main content area is titled 'SAP' and contains the following fields:

- Reservation: 1050000061
- Designation: 2ND SECRETARY
- Requisition 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
Received in Store	Enter your required information.	R	Maintain FBR HQ

PURCHASING & INVENTORY MANAGEMENT

Save The Document.



The screenshot shows the SAP interface for a reservation. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons, including a 'Save' icon (floppy disk) which is highlighted with a blue box. The main content area is titled 'SAP' and contains a reservation form for reservation number '1050000061'. The form fields are as follows:

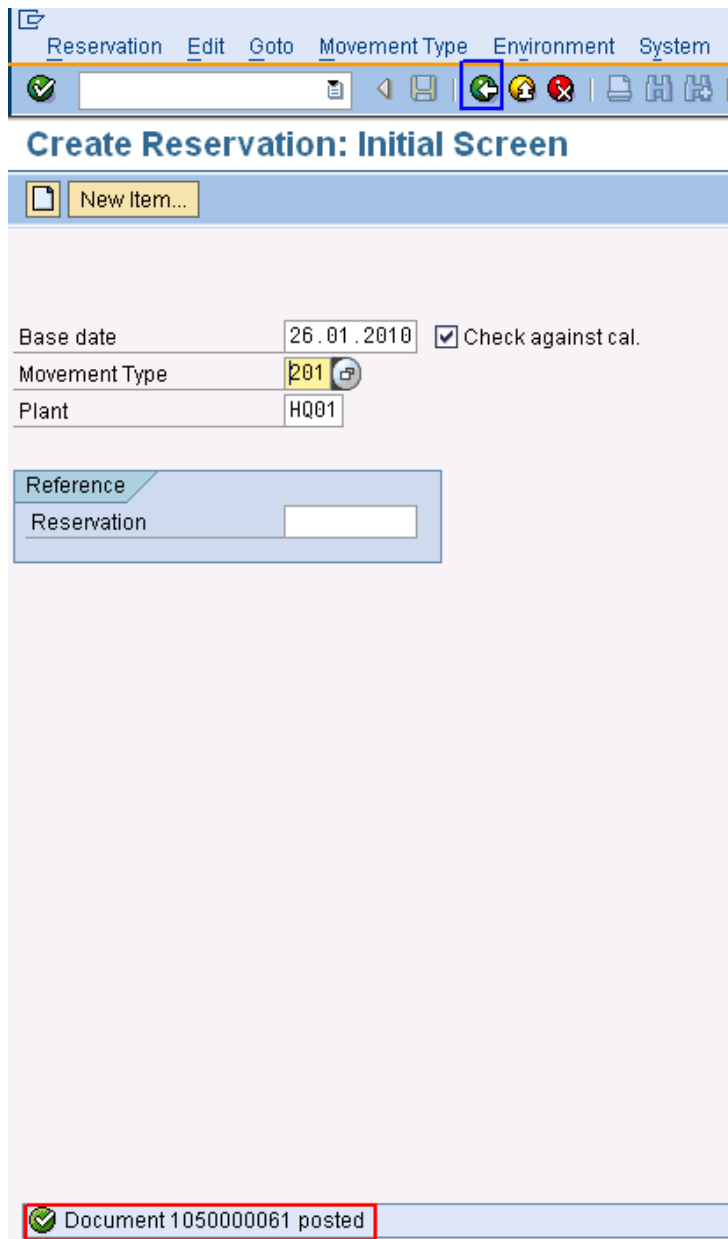
Reservation	1050000061
Designation	2ND SECRETARY
Requisition Date	11.02.2010
Material Dispatch Address	FBR HEAD QUARTER
Remarks	PACKING REQUIRED
Received In Stores	FBR HQ

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

PURCHASING & INVENTORY MANAGEMENT

Reservation Created:

Reservation has Posted/Created.



The screenshot shows the SAP 'Create Reservation: Initial Screen' interface. At the top, there is a menu bar with 'Reservation', 'Edit', 'Goto', 'Movement Type', 'Environment', and 'System'. Below the menu is a toolbar with various icons, including a green checkmark, a search icon, a left arrow, a save icon, a refresh icon (highlighted with a blue box), a home icon, a close icon, a print icon, and a help icon. The main area contains the following fields:

- Base date: 26.01.2010
- Check against cal.:
- Movement Type: 201
- Plant: HQ01

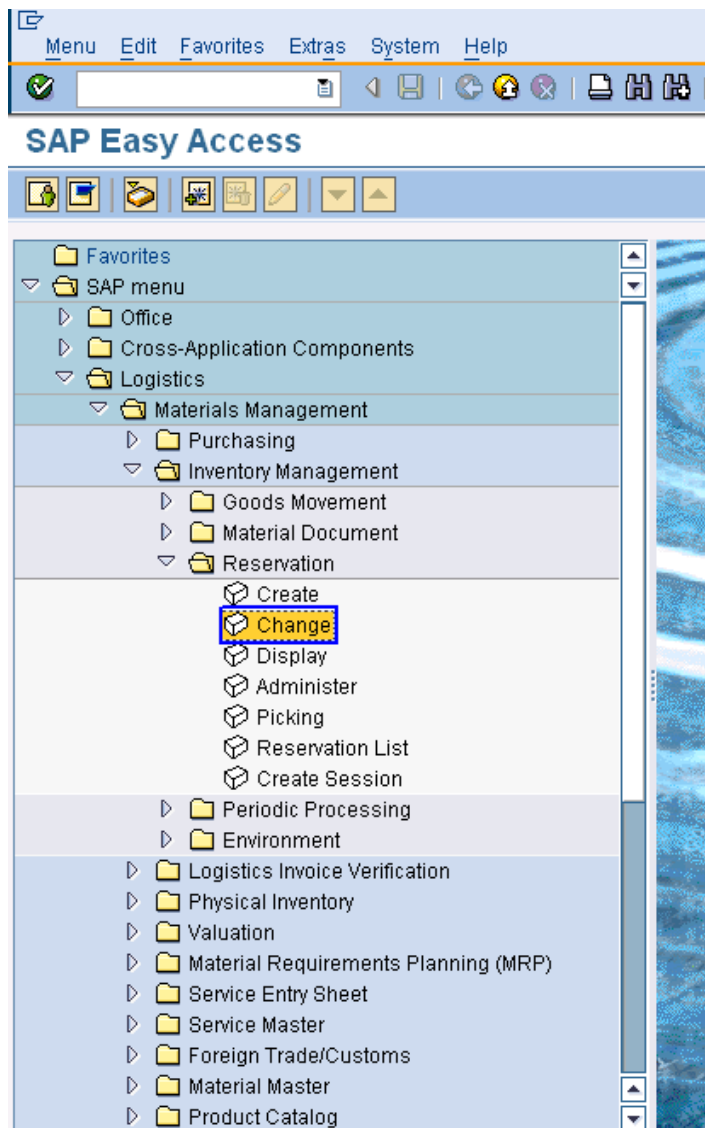
Below these fields is a 'Reference' section with a 'Reservation' label and an empty text input field. At the bottom of the screen, a status bar displays a green checkmark icon and the text 'Document 1050000061 posted', which is highlighted with a red box.

PURCHASING & INVENTORY MANAGEMENT

2.2 Change Reservation.

Access transaction by:

Via Menus	Logistics → Materials Management → Inventory Management → Reservation → Change
Via Transaction Code	MB22

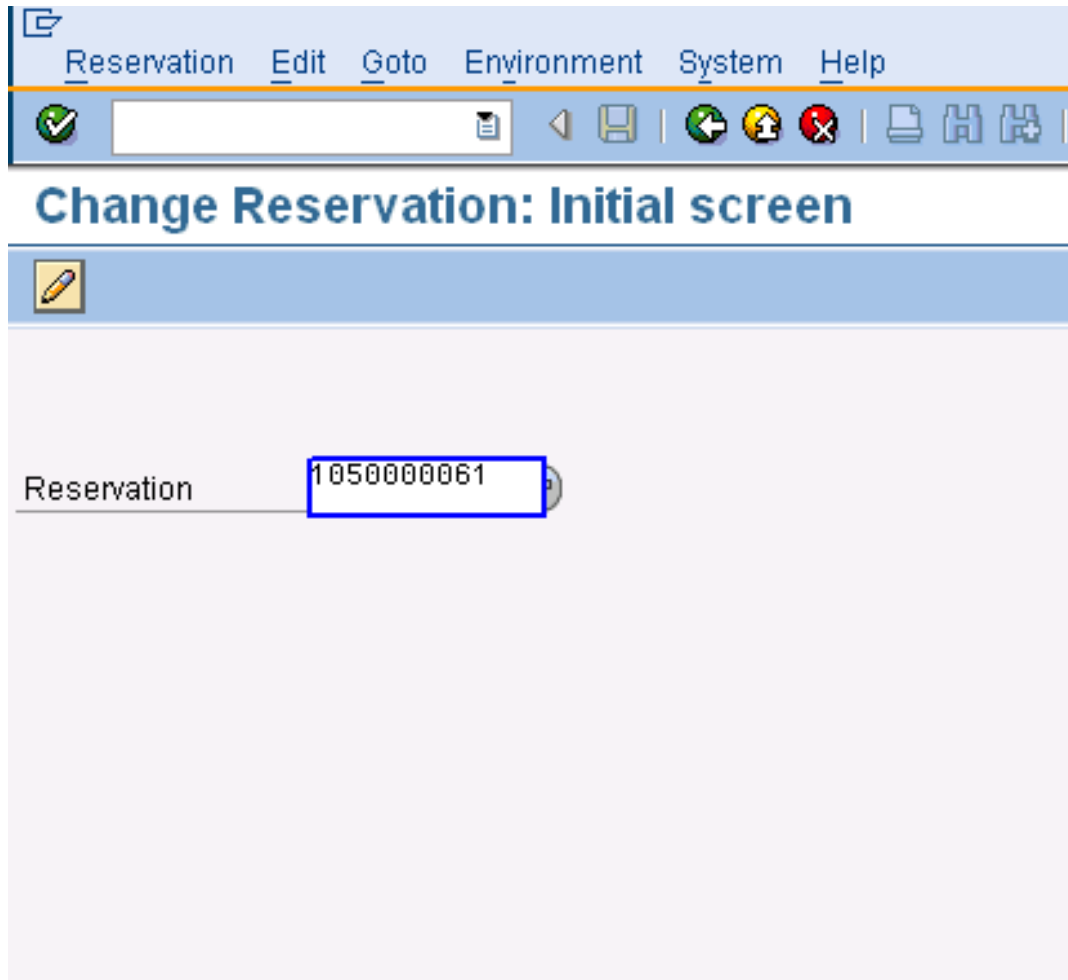


PURCHASING & INVENTORY MANAGEMENT

Enter Reservation Number:

Enter the number of reservation that you want to change

Press Enter or highlighted button above

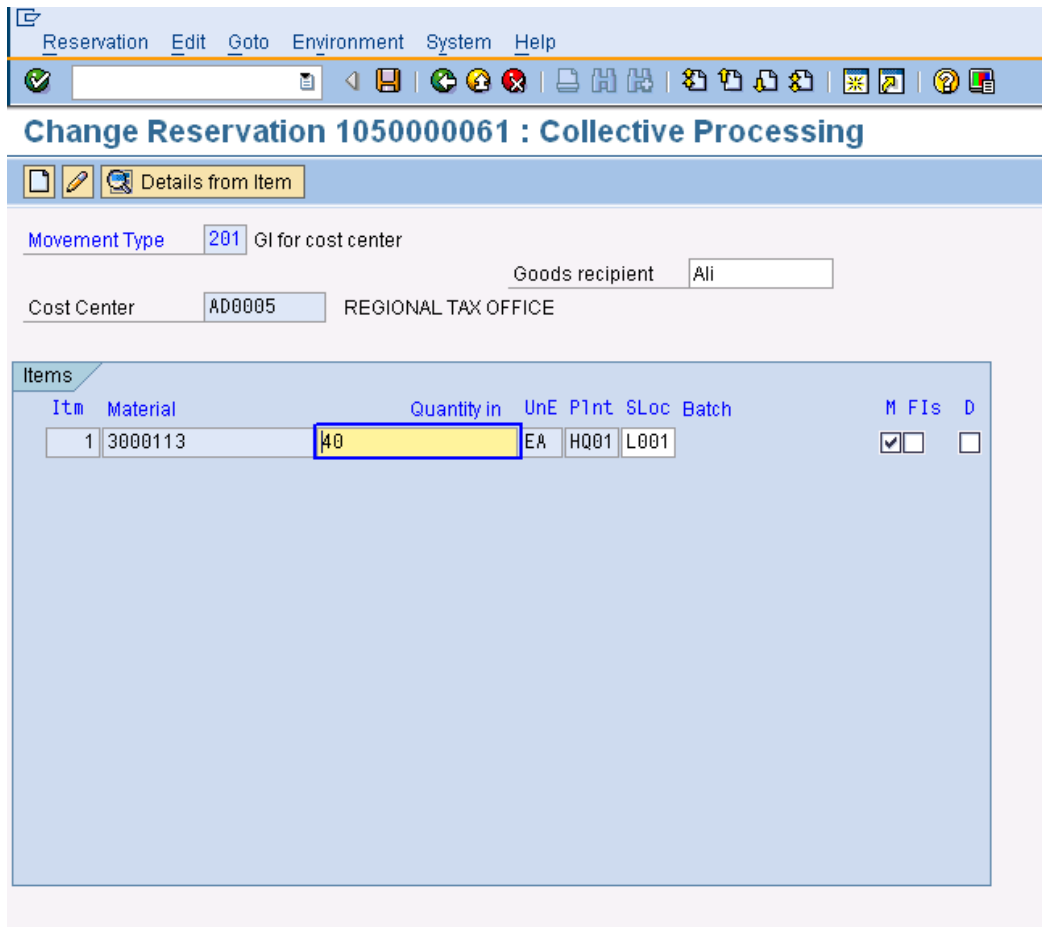


Field Name	Description	R/O/C	Comments
Reservation	Enter the number of reservation that you want to change	R	Enter reservation number 1050000061 .

PURCHASING & INVENTORY MANAGEMENT

Actual Quantity:

Enter here to change the quantity



Reservation Edit Goto Environment System Help

Change Reservation 105000061 : Collective Processing

Details from Item

Movement Type **201** GI for cost center

Goods recipient Ali

Cost Center **AD0005** REGIONAL TAX OFFICE

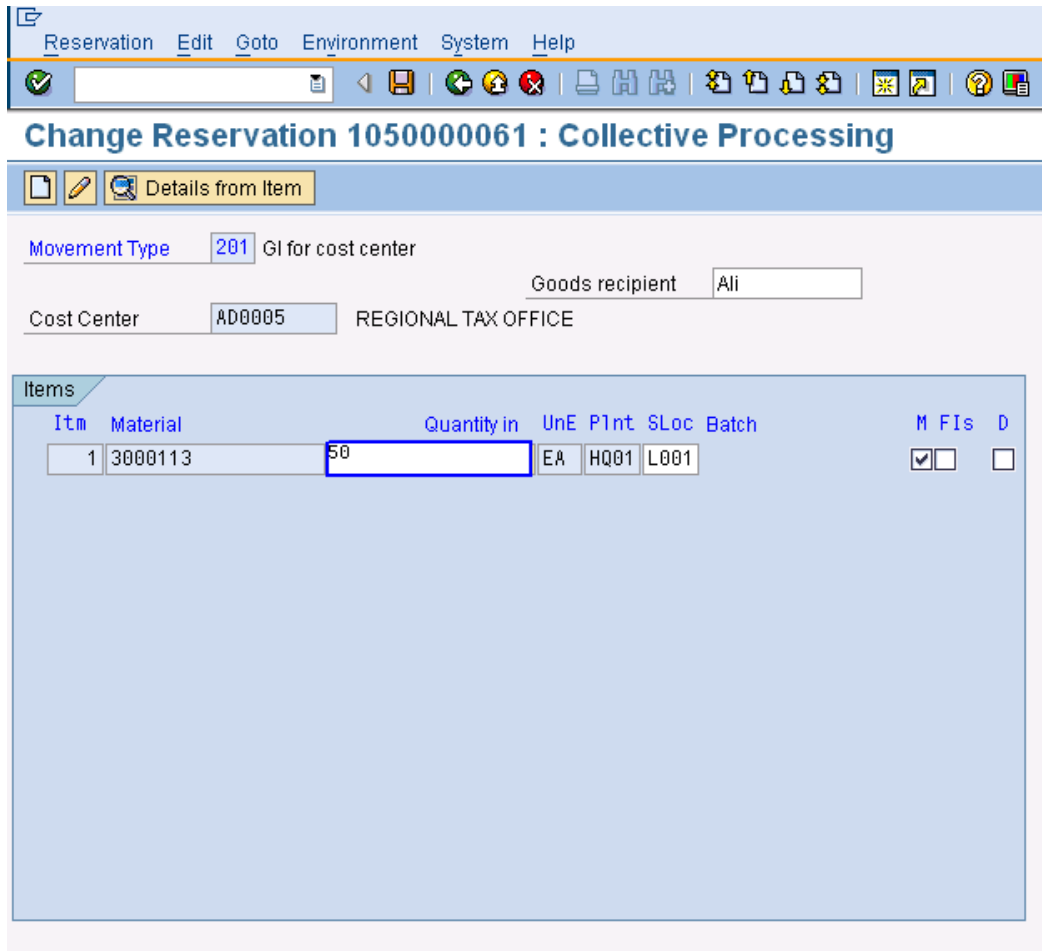
Itm	Material	Quantity in	UnE	P1nt	SLoc	Batch	M	F	I	S	D
1	3000113	40	EA	HQ01	L001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

PURCHASING & INVENTORY MANAGEMENT

Quantity Changed:

Enter the revise quantity



Reservation Edit Goto Environment System Help

Change Reservation 1050000061 : Collective Processing

Details from Item

Movement Type GI for cost center

Goods recipient

Cost Center REGIONAL TAX OFFICE

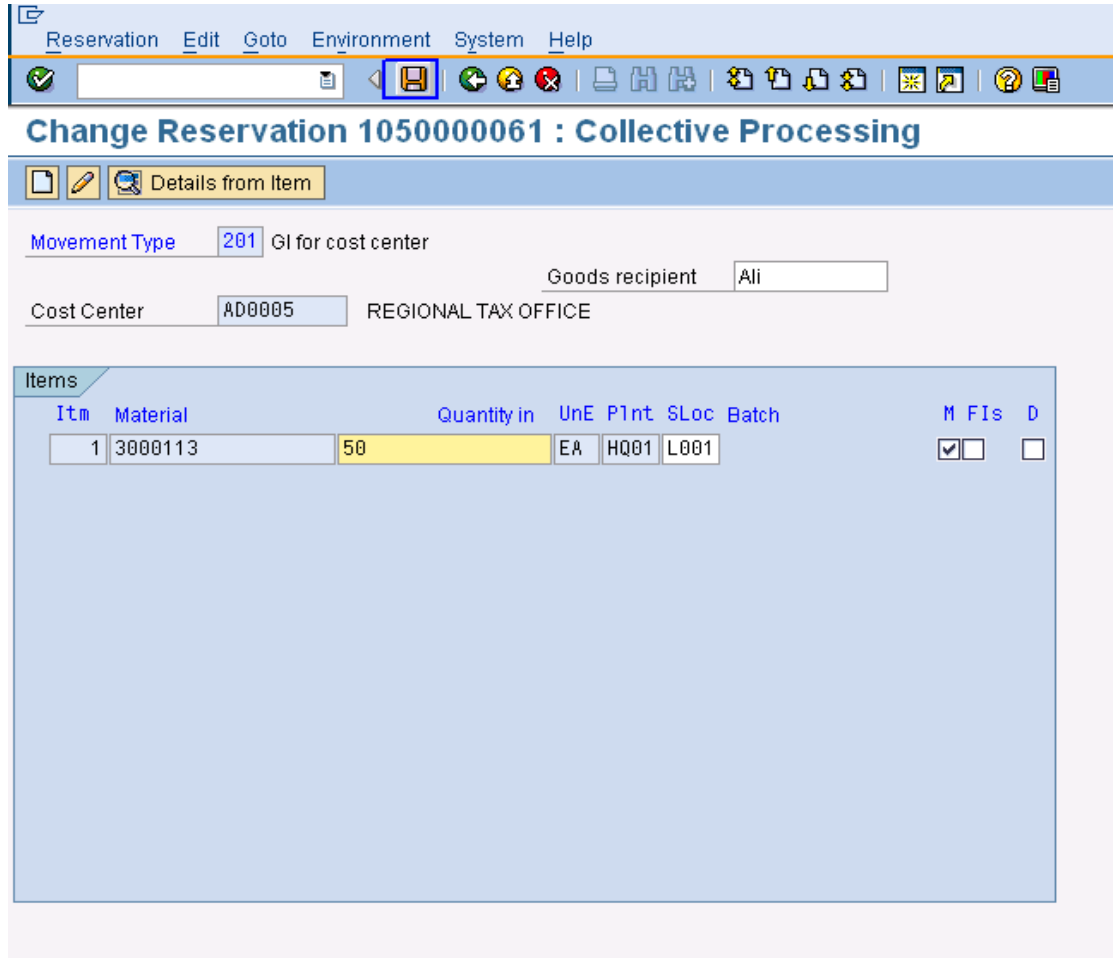
Items	Itm	Material	Quantity in	UnE	P1nt	SLoc	Batch	M	FIs	D
	1	3000113	<input type="text" value="50"/>	EA	HQ01	L001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

PURCHASING & INVENTORY MANAGEMENT

Save The Document:

Save the changes



Change Reservation 1050000061 : Collective Processing

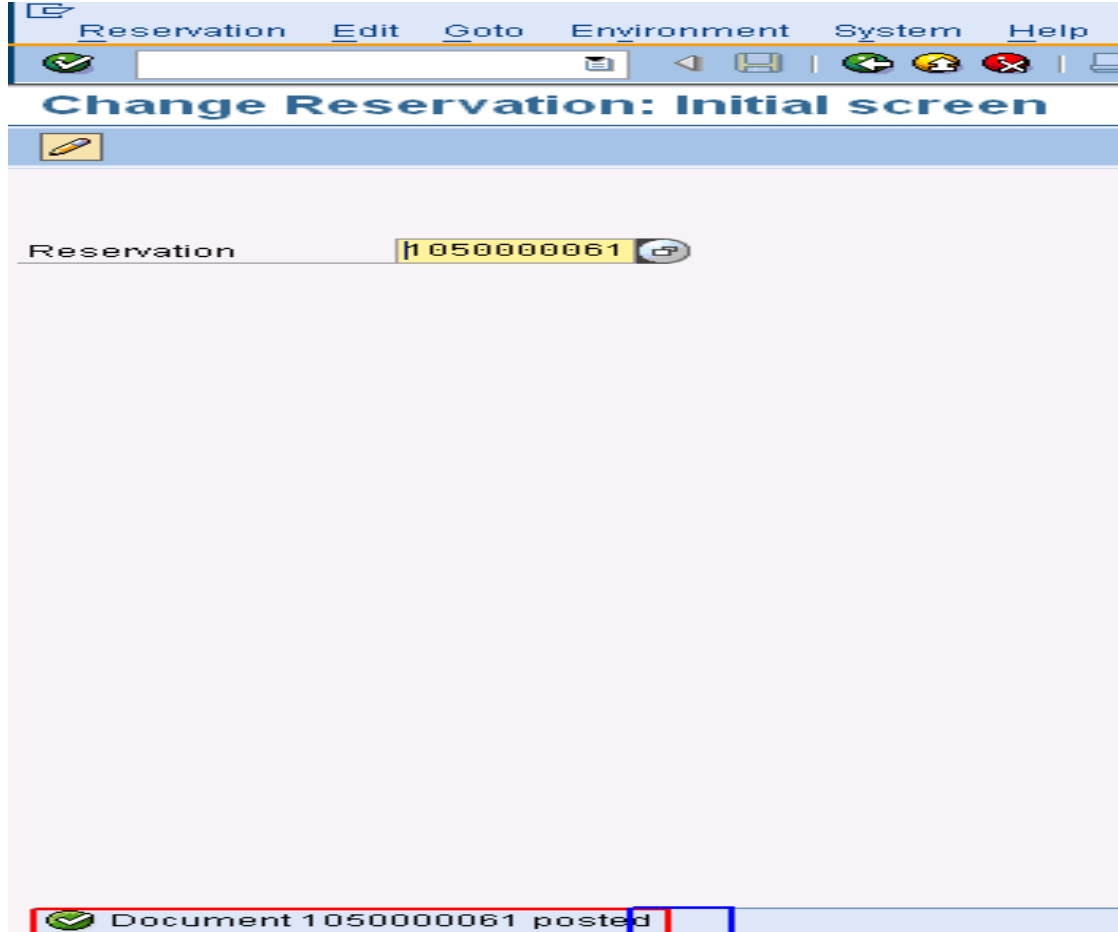
Movement Type: 201 GI for cost center
 Goods recipient: Ali
 Cost Center: AD0005 REGIONAL TAX OFFICE

Itm	Material	Quantity in	UnE	P1nt	SLoc	Batch	M	F	I	s	D
1	3000113	50	EA	HQ01	L001		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

PURCHASING & INVENTORY MANAGEMENT

Reservation Created:



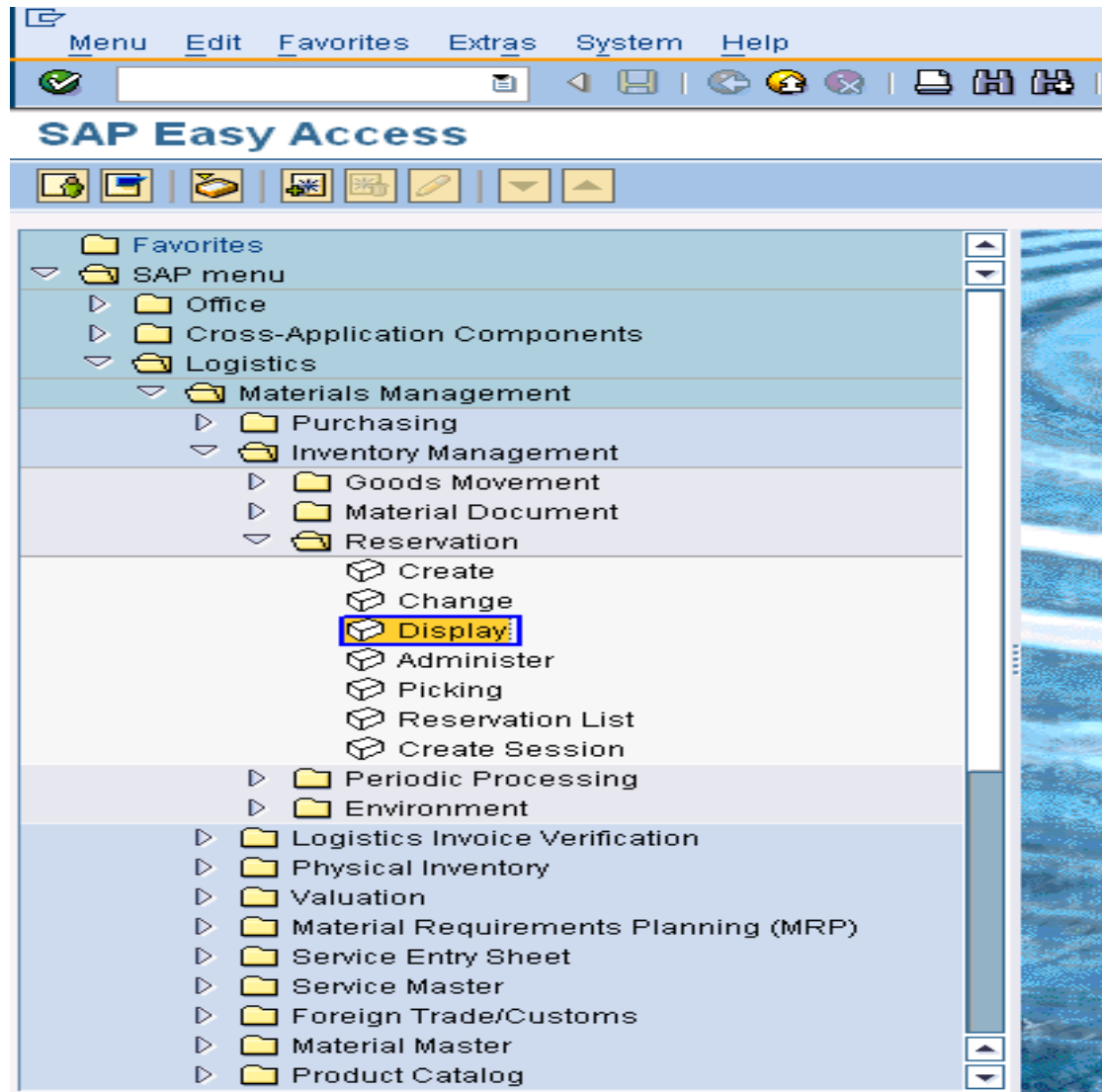
Field Name	Description	R/O/C	Comments
Reservation	Enter the number of reservation that you want to Post	R	Enter reservation number 1050000061 .

PURCHASING & INVENTORY MANAGEMENT

2.3 Display Reservation

Access transaction by:

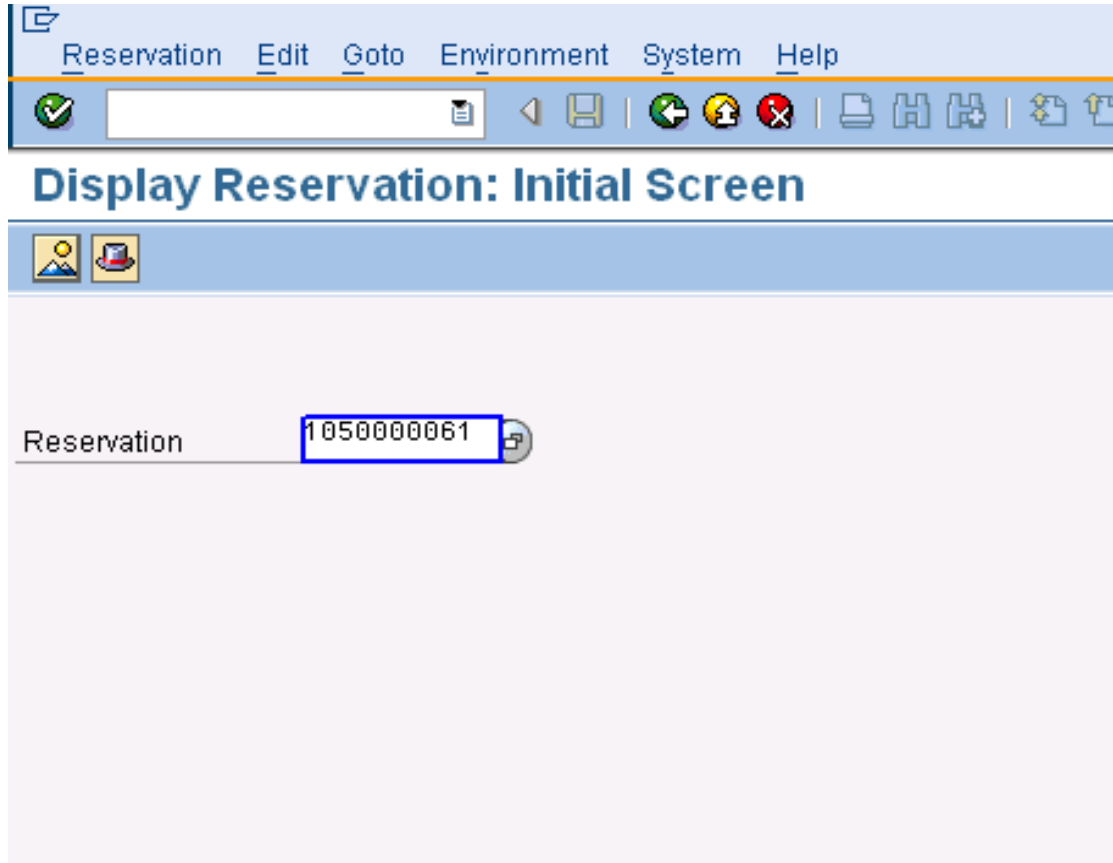
Via Menus	Logistics → Materials Management → Inventory Management → Reservation → Create
Via Transaction Code	MB23



PURCHASING & INVENTORY MANAGEMENT

Enter Reservation:

Enter Reservation Number that you want to display.




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

PURCHASING & INVENTORY MANAGEMENT

Display Reservation:

Displaying Reservation data for both Header and Line item

Reservation Edit Goto Environment System Help



Display Reservation 1050000061 : Overview

Details from Item

Movement Type: GI for cost center

Goods recipient:

Cost Center: REGIONAL TAX OFFICE

Items

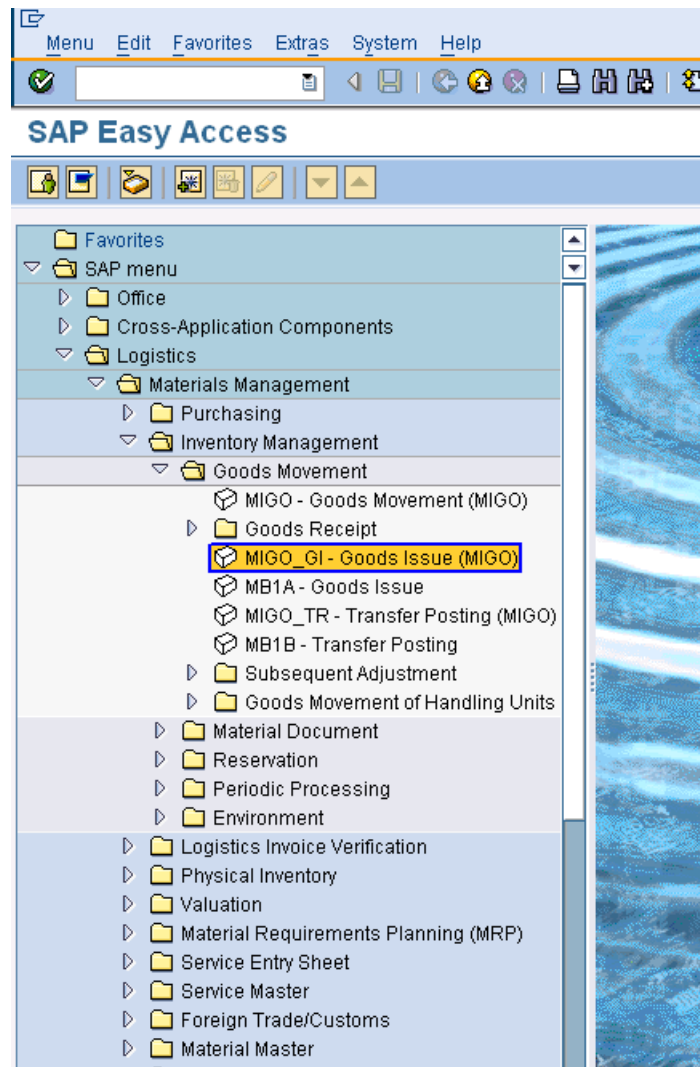
Itm	Reqmt Qty	BUn	Material	P1nt	SLoc	Batch	Reqmt Date
Qty Withdrawn	Material Description		Mvt	F Is		De1	D/C
1	50	EA	3000113	HQ01	L001		26.01.2010
		EA	Hand Dryer			<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> H

PURCHASING & INVENTORY MANAGEMENT

2.4 Goods Issue Reference to Reservation

Access transaction by:

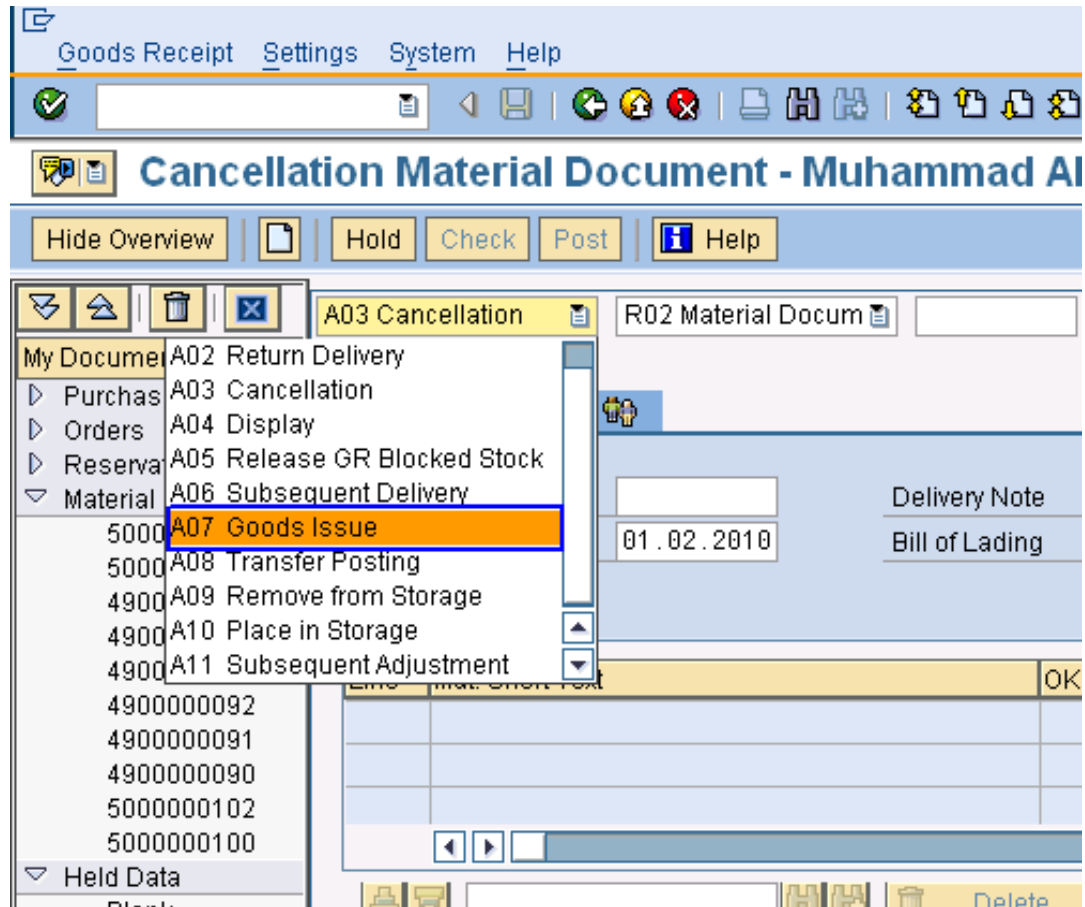
Via Menus	SAP Menu > Logistics > Inventory Management > Goods Movement > Goods Issue (MIGO)
Via Transaction Code	MIGO



PURCHASING & INVENTORY MANAGEMENT

Action for document

Select Goods Issue as Action for GI



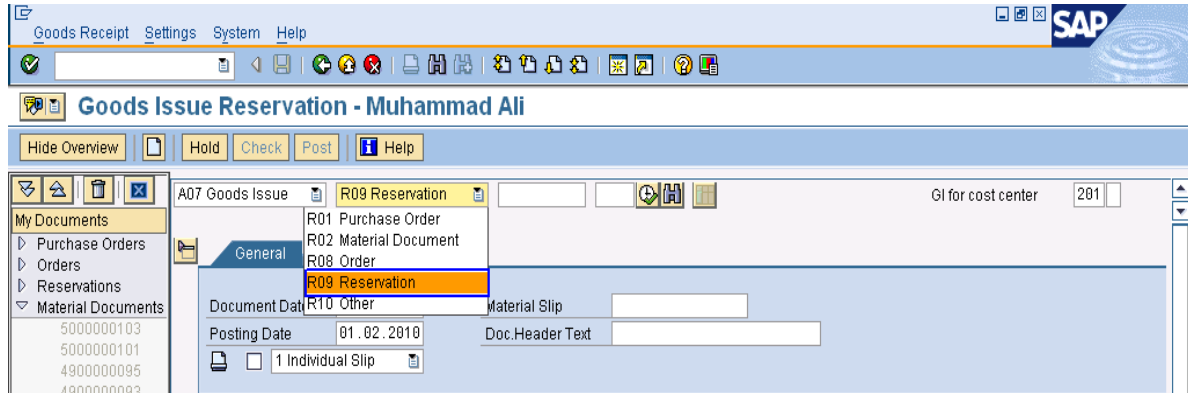
Click on drop down list to select the Goods Issue.

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

PURCHASING & INVENTORY MANAGEMENT

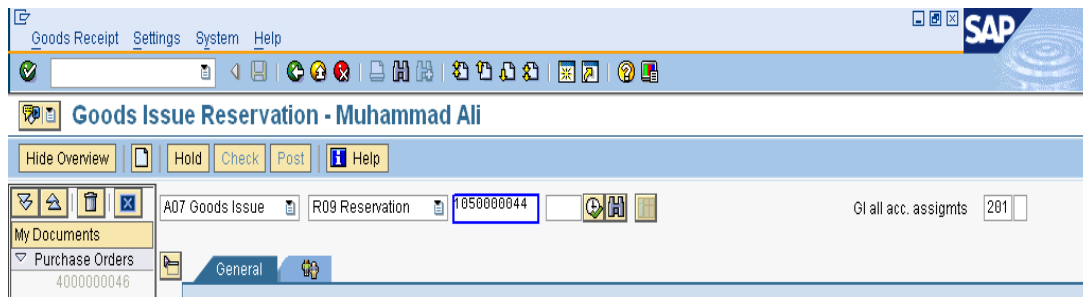
Select Reservation:

From the drop down list select the Reservation



Specify Reservation Number

Enter Reservation Number 1050000044

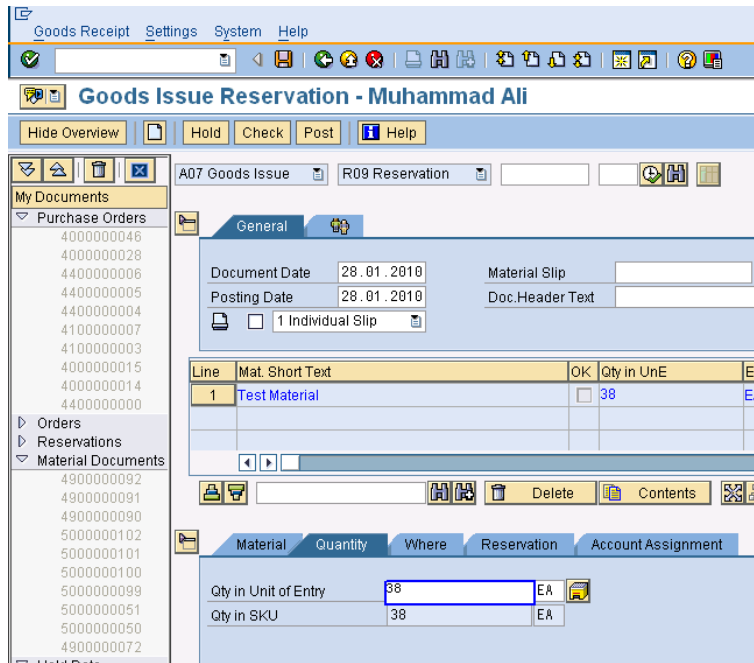


Enter the Reservation Number for which you use as a reference for Goods Issue against this Reservation.

PURCHASING & INVENTORY MANAGEMENT

Item Detail - Quantity Tab

Enter Quantity 38 for Issuance

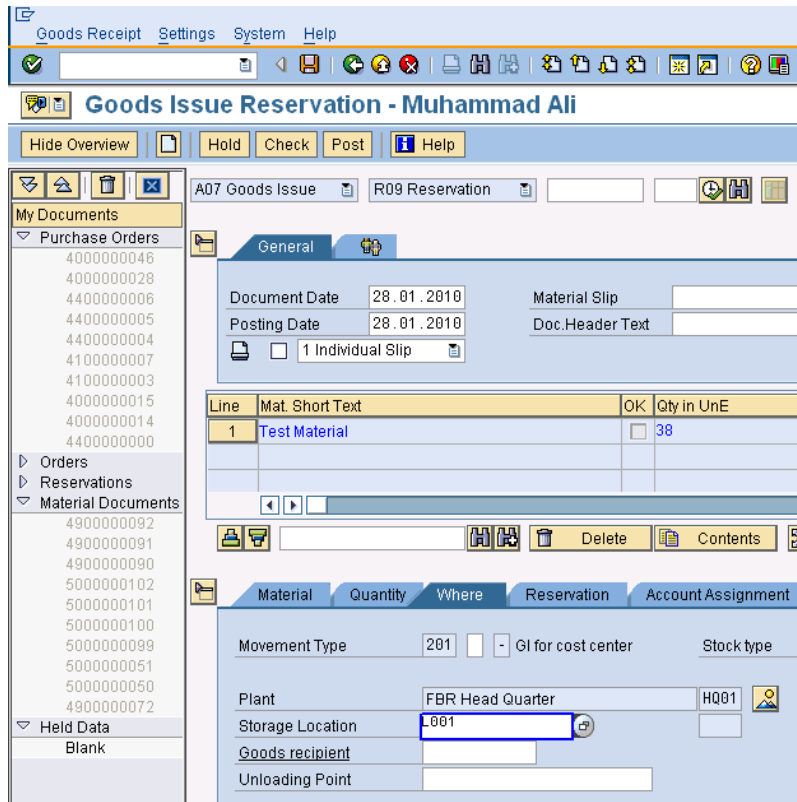


You can Issue Full/Partial at Quantity tab on item detail level.

PURCHASING & INVENTORY MANAGEMENT

Enter Storage Location

Enter Storage Location L001



The screenshot shows the SAP 'Goods Issue Reservation' interface. The 'Where' tab is active, displaying the following data:

Material	Quantity	Where	Reservation	Account Assignment
Test Material	38	L001		

Additional fields visible in the 'Where' tab include:

- Movement Type: 201
- Plant: FBR Head Quarter
- Stock type: HQ01
- Storage Location: L001
- Goods recipient: [Empty]
- Unloading Point: [Empty]

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

The screenshot shows the SAP 'Goods Issue Reservation' interface for user 'Muhammad Ali'. The main window is titled 'A07 Goods Issue' and 'R09 Reservation'. The 'General' tab is active, displaying document details such as 'Document Date 28.01.2010' and 'Posting Date 28.01.2010'. A table below shows a reservation line for 'Test Material' with a quantity of 38. The 'Material' tab is selected, showing 'Movement Type 201', 'Plant FBR Head Quarter', and 'Storage Location 1001'. At the bottom of the interface, the 'Item OK' checkbox is highlighted with a blue box, indicating the step to flag the indicator.

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

PURCHASING & INVENTORY MANAGEMENT

Check the document:

Press **Check** to check the document.

The screenshot displays the SAP 'Goods Issue Reservation' screen for user Muhammad Ali. The top menu bar includes 'Goods Receipt', 'Settings', 'System', and 'Help'. A toolbar contains various icons, with the 'Check' button highlighted in blue. Below the toolbar, the document title is 'A07 Goods Issue' and 'R09 Reservation'. The 'General' tab is active, showing 'Document Date' and 'Posting Date' as 28.01.2010. A table lists one line item: Line 1, 'Test Material', with a quantity of 38. The 'Material Documents' list on the left includes various document numbers. The bottom section shows 'Movement Type' 201 and 'Plant' FBR Head Quarter.

PURCHASING & INVENTORY MANAGEMENT

Post the document:

You can see the message highlighted below that document is O.K.

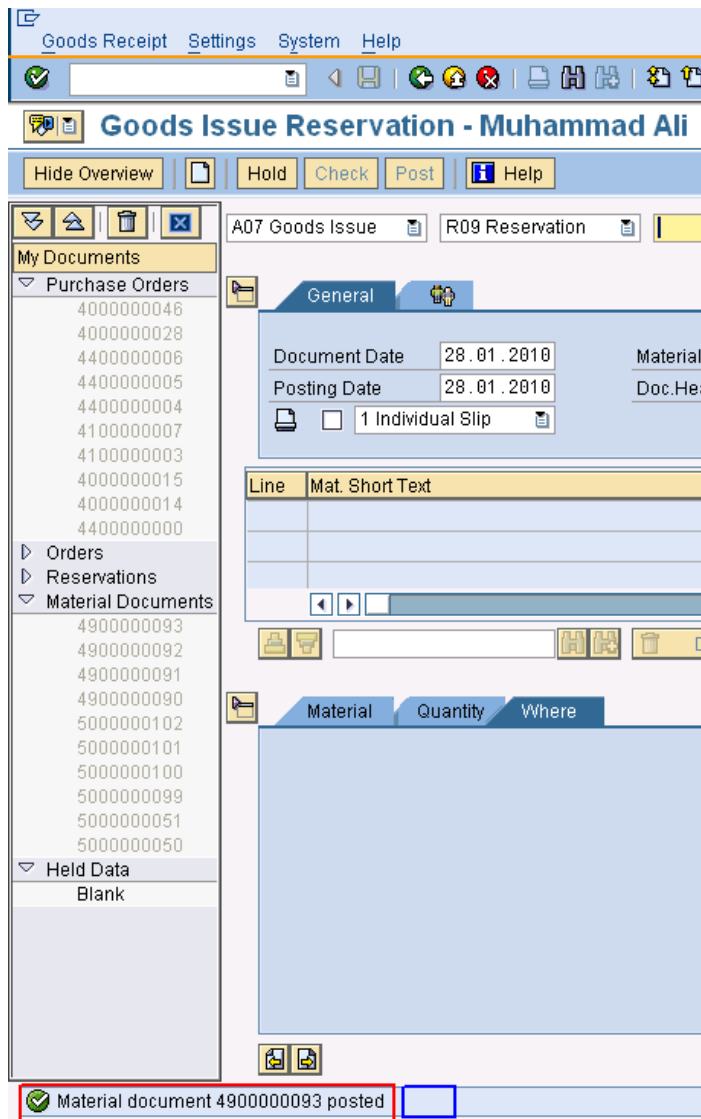
Document is O.K. Now you can Post the document. Press **Post** to post the document.

The screenshot shows the SAP 'Goods Issue Reservation' interface for user Muhammad Ali. The 'Post' button is highlighted in the top toolbar. A message at the bottom left of the window states 'Document is O.K.' with a green checkmark icon. The main area displays reservation details for 'A07 Goods Issue' and 'R09 Reservation' on 28.01.2010, including a table with one line item for 'Test Material' with a quantity of 2. The 'Material Documents' list on the left includes various document numbers under 'Purchase Orders' and 'Material Documents'.

PURCHASING & INVENTORY MANAGEMENT

Material Document Number Generated

Material document Generated



The screenshot shows the SAP 'Goods Issue Reservation' window for user Muhammad Ali. The window title is 'Goods Issue Reservation - Muhammad Ali'. The main area is divided into 'General' and 'Material' tabs. In the 'General' tab, the 'Document Date' and 'Posting Date' are both set to 28.01.2010. A checkbox for '1 Individual Slip' is visible. The 'Material' tab is currently selected, showing a table with columns 'Line' and 'Mat. Short Text'. The status bar at the bottom indicates 'Material document 4900000093 posted' with a green checkmark icon.

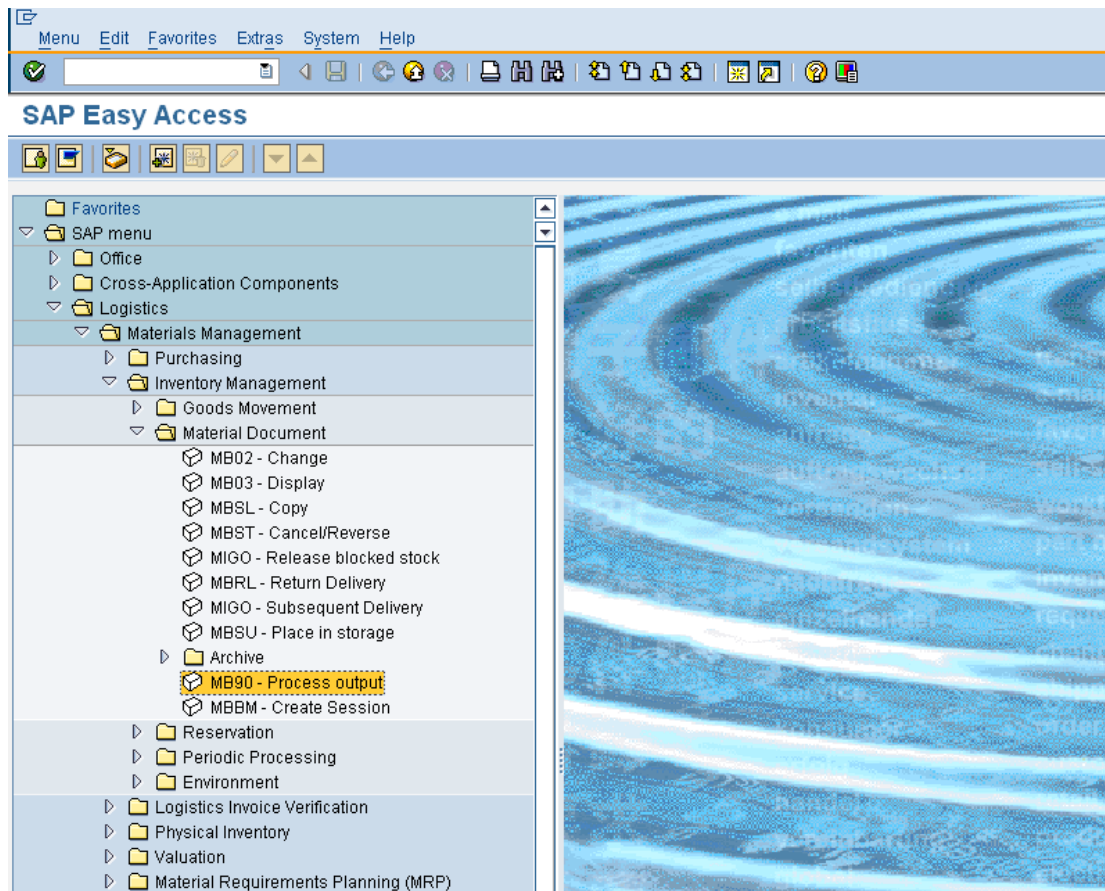
Material Document Number has generated for action cancellation against goods issue

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

PURCHASING & INVENTORY MANAGEMENT

2.5 Printout Goods Issue Voucher.


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



PURCHASING & INVENTORY MANAGEMENT

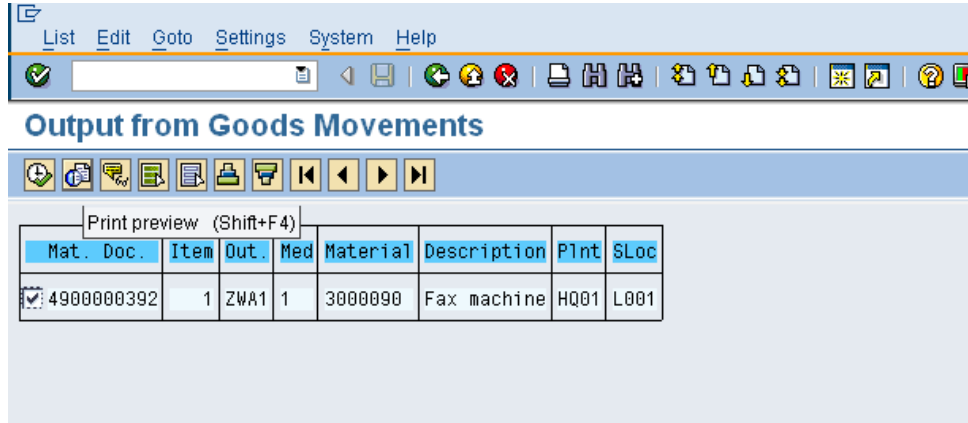
Enter your required information

Field Name	Description	R/O/C	Comments
Output Type	Specifies the kind of output to be produced. The output type is predefined for your area of the SAP system.	R	
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

PURCHASING & INVENTORY MANAGEMENT

Select the document for Display the message/Print preview to click on 'Print Preview'  button.

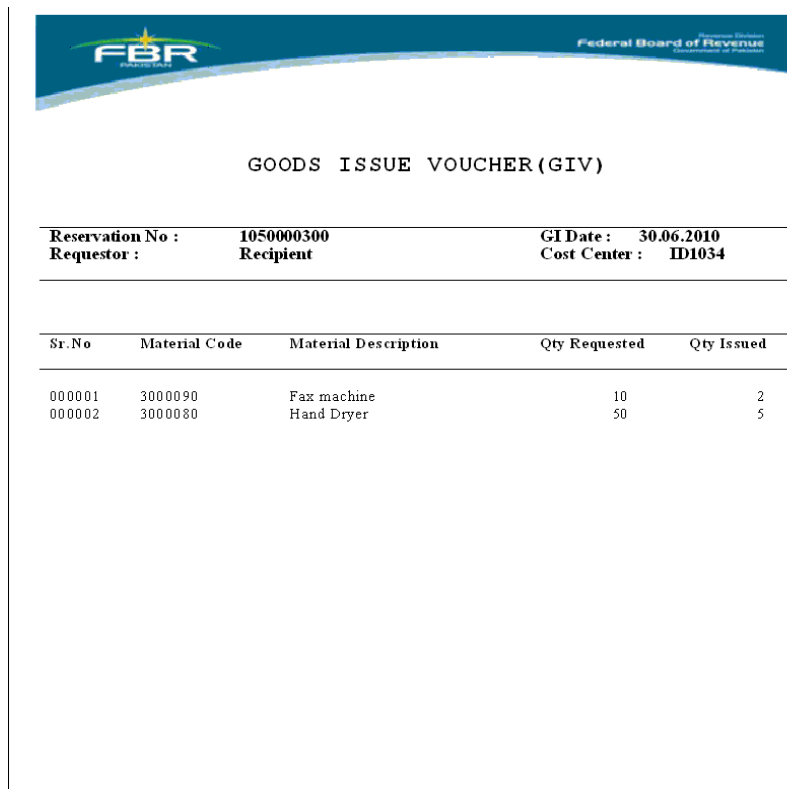


Output from Goods Movements

Print preview (Shift+F4)

Mat. Doc.	Item	Out.	Med	Material	Description	PInt	SLoc
<input checked="" type="checkbox"/> 4900000392	1	ZWA1	1	3000090	Fax machine	HQ01	L001

Output Goods Issue Voucher (GIV):



GOODS ISSUE VOUCHER (GIV)

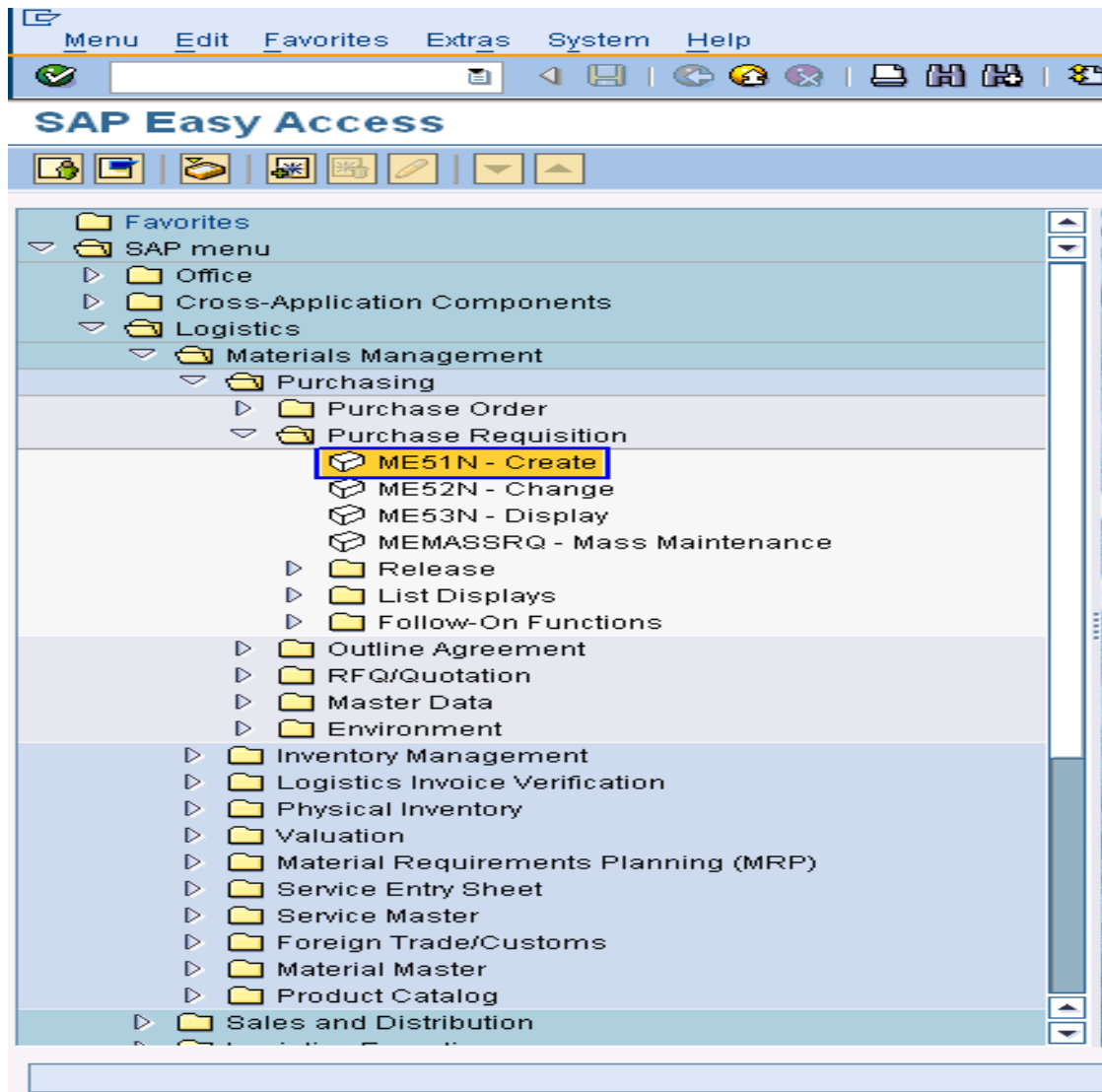
Reservation No : **1050000300** GI Date : **30.06.2010**
 Requestor : Recipient Cost Center : **ID1034**

Sr.No	Material Code	Material Description	Qty Requested	Qty Issued
000001	3000090	Fax machine	10	2
000002	3000080	Hand Dryer	50	5

SECTION 3 PURCHASE REQUISITION (PR)

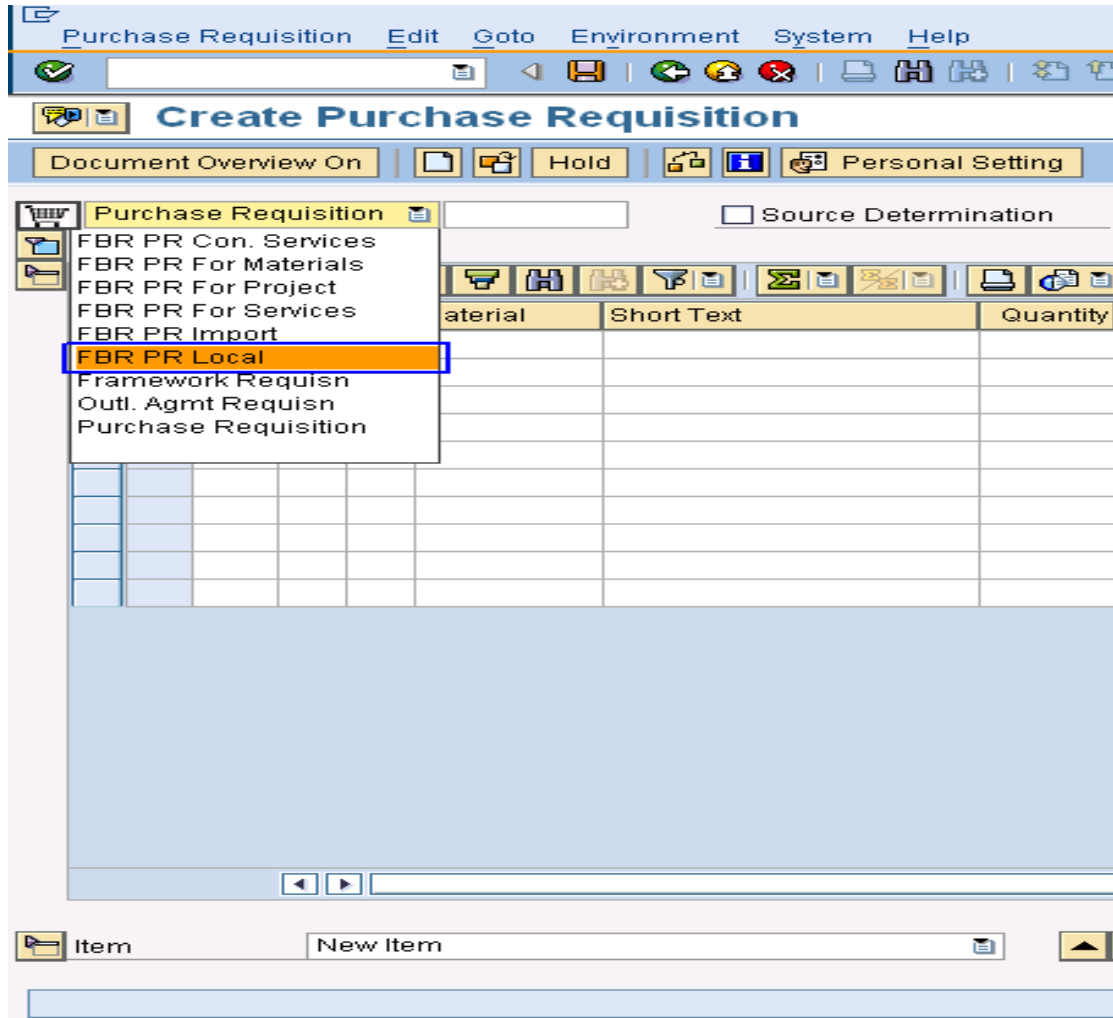
3.1 Create Purchase Requisition (PR)

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



PURCHASING & INVENTORY MANAGEMENT

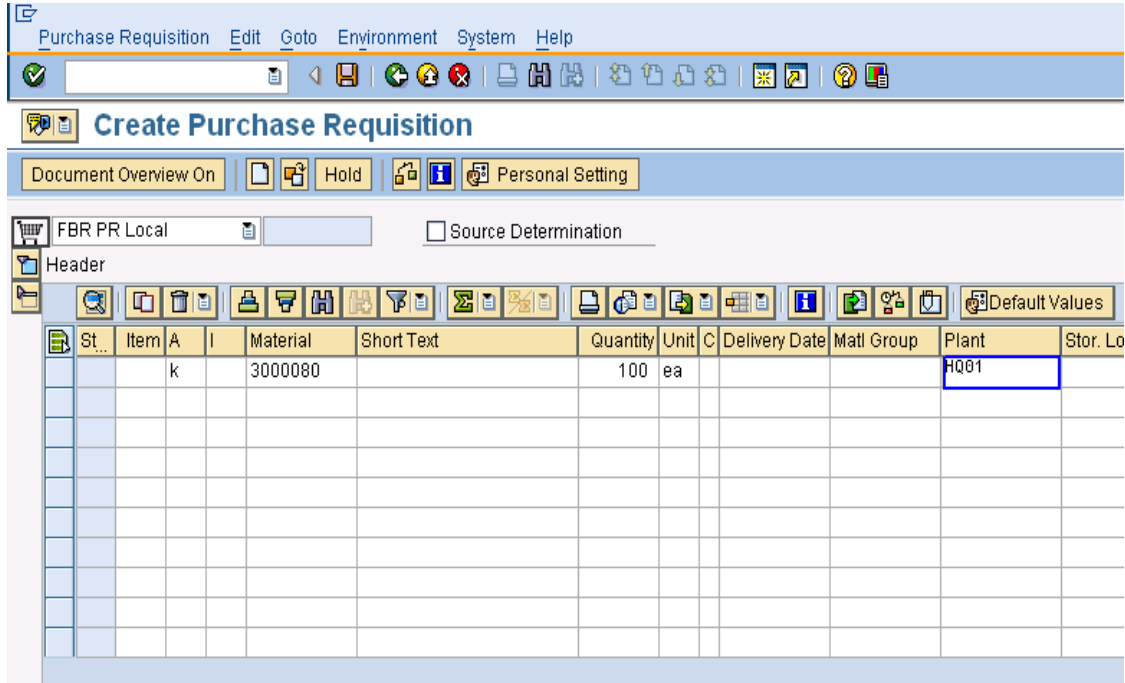
Document Type Selection:



Field Name	Description	R/O/C	Comments
Document Type	Select the document type which determines the type of document being created e.g. PR for local, services, import etc	R	

PURCHASING & INVENTORY MANAGEMENT

Enter Item data:

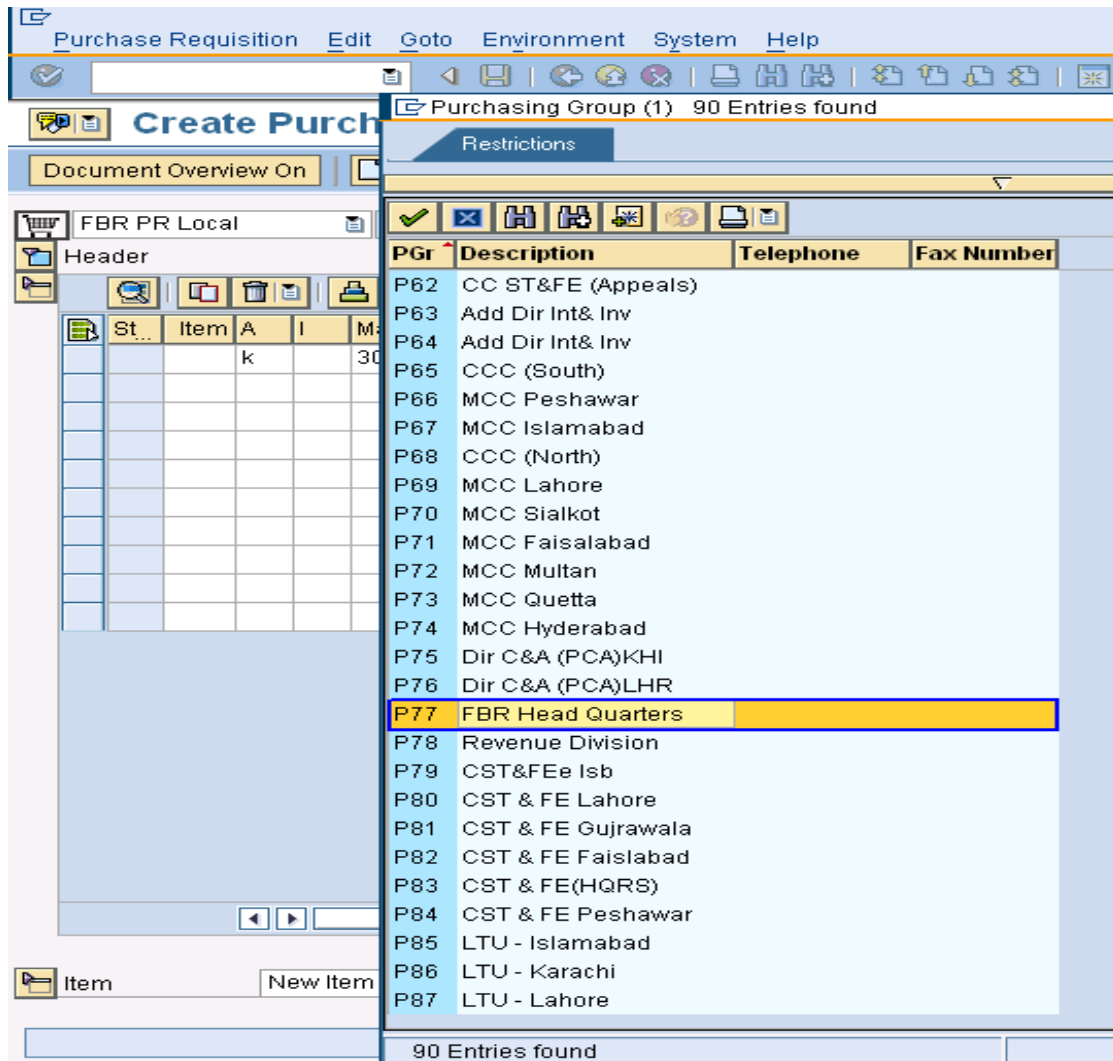


St...	Item A	I	Material	Short Text	Quantity	Unit C	Delivery Date	Matl Group	Plant	Stor. Lo
	k		3000080		100	ea			HQ01	

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	O	

PURCHASING & INVENTORY MANAGEMENT

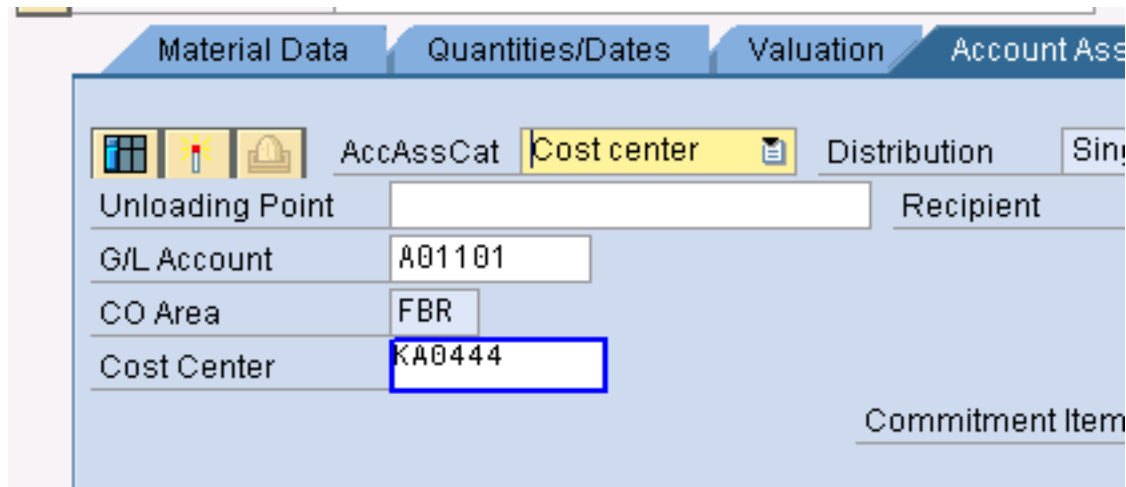
Enter Purchasing group:



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

PURCHASING & INVENTORY MANAGEMENT

Account Assignment data:

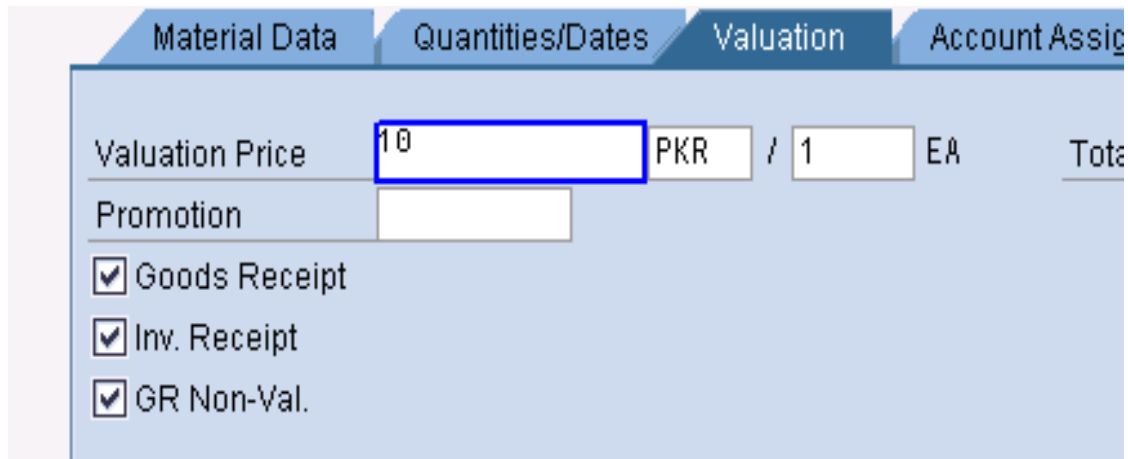


The screenshot shows the 'Account Assignment' tab in SAP. The 'Cost center' field is highlighted in yellow and contains the value 'KA0444'. Other visible fields include 'G/L Account' with value 'A01101', 'CO Area' with value 'FBR', and 'Unloading Point'. The 'Distribution' and 'Recipient' fields are also visible but empty.

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	

PURCHASING & INVENTORY MANAGEMENT

Enter Valuation Price:



The screenshot shows the 'Valuation' tab in a software interface. It contains the following elements:

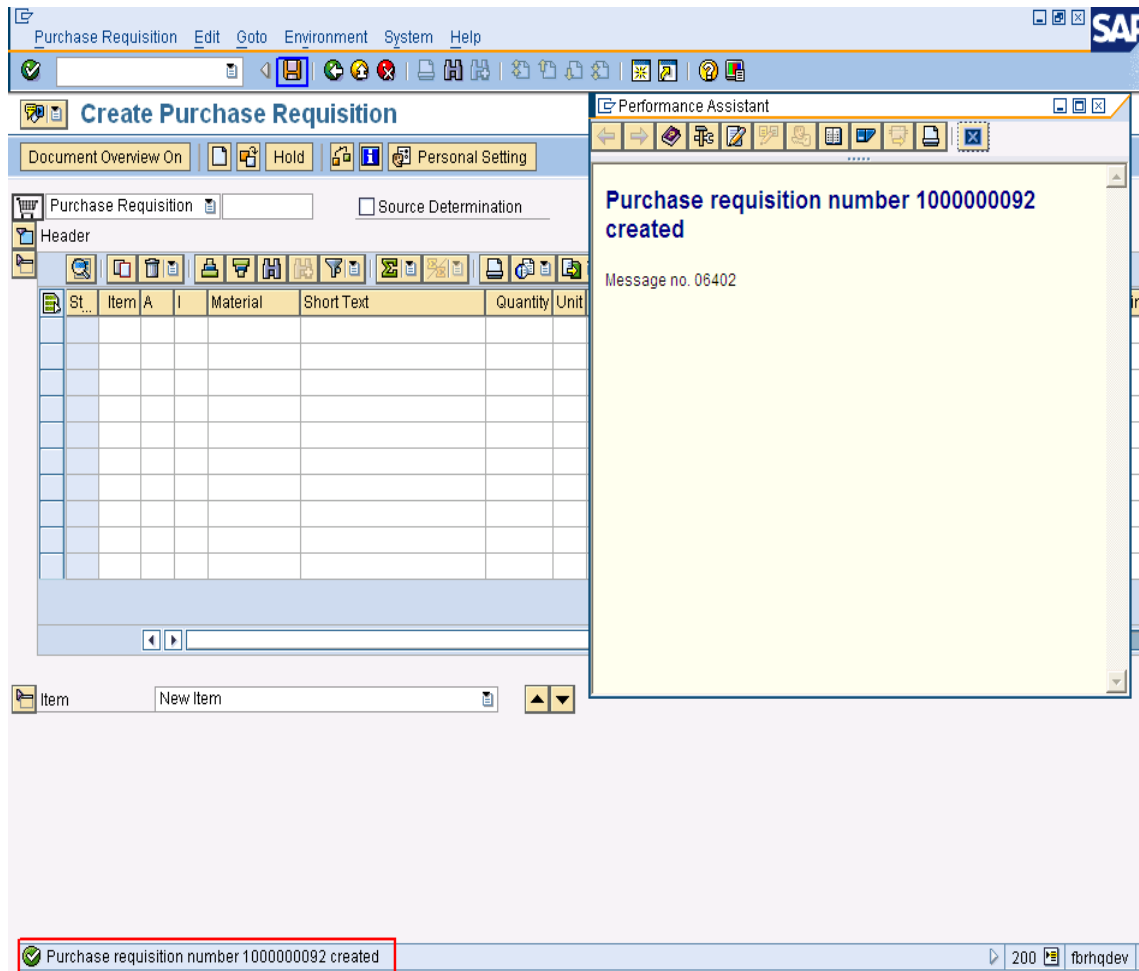
- Material Data** | **Quantities/Dates** | **Valuation** | **Account Assign**
- Valuation Price: 10 (highlighted in a blue box) PKR / 1 EA
- Promotion: [Empty field]
- Goods Receipt
- Inv. Receipt
- GR Non-Val.

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

PURCHASING & INVENTORY MANAGEMENT

Saving Purchase Requisition:

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



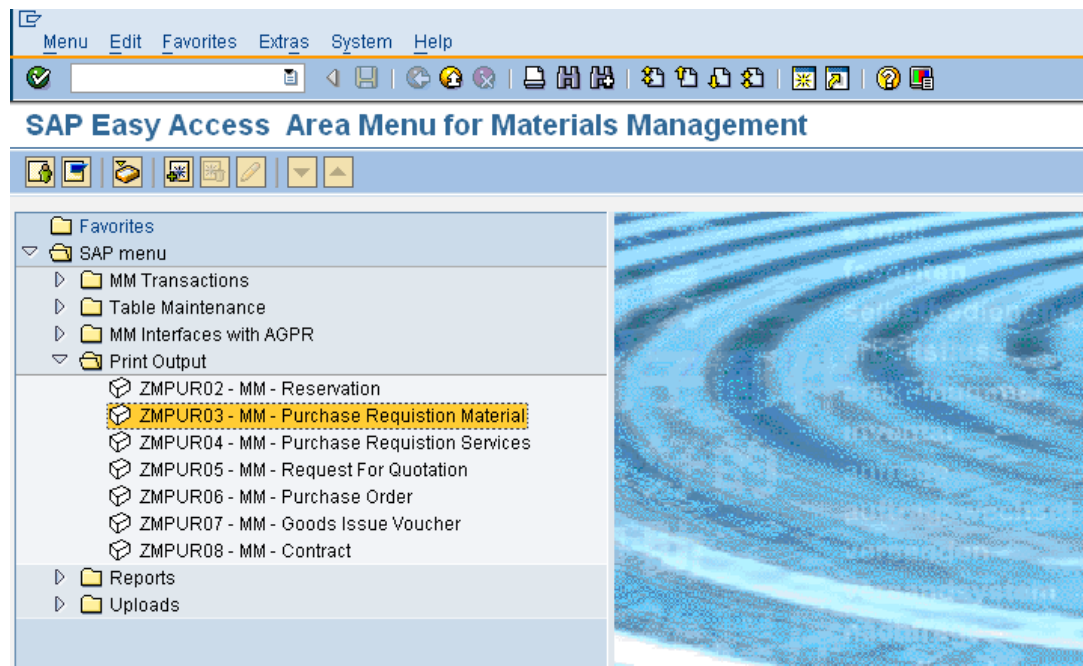
Purchase Requisition (PR) 1000000092 is created.

PURCHASING & INVENTORY MANAGEMENT

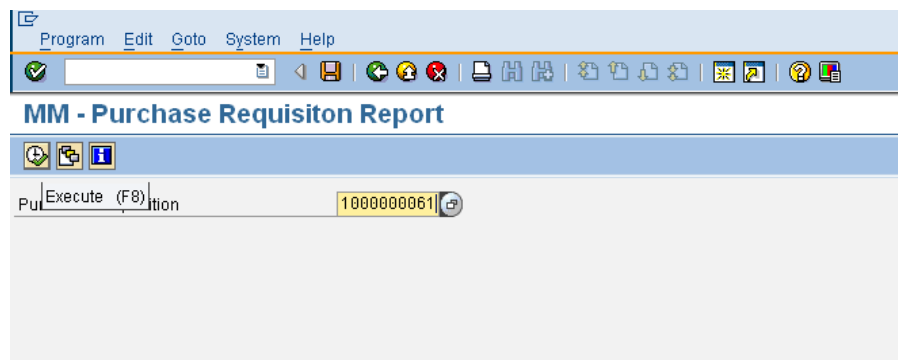
3.2 Printing of Purchase Requisition:


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

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



Enter Purchase Requisition to Print.



Click  to Execute

PURCHASING & INVENTORY MANAGEMENT

Click on Print Button:

The screenshot shows the SAP Print dialog box. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons. The main area is titled 'SAP' and contains a 'Print' dialog box. The dialog box has the following sections:

- OutputDevice:** SAPCC (highlighted in yellow) and \\10.16.2.116\HP LaserJet
- Page selection:** An empty text field.
- Spool Request:**
 - Name:** SMART SAPC MALI
 - Title:** An empty text field.
 - Authorization:** An empty text field.
- Spool Control:**
 - Print immediately
 - Delete After Output
 - New Spool Request
 - Close Spool Request
 - Spool retention pd:** 8 Day(s)
 - Storage Mode:** Print only
- Number of Copies:**
 - Number:** 1
 - Group (1-1-1,2-2-2,3-3-3,...)
- Cover Page Settings:**
 - SAP cover page:** Do Not Print
 - Recipient:** An empty text field.
 - Department:** An empty text field.

At the bottom of the dialog box, there are three buttons: 'Print', 'Print preview', and a close button (X). Below the dialog box, there is a keyboard shortcut 'Print preview (F8)'.

PURCHASING & INVENTORY MANAGEMENT

Purchase Requisition Printout

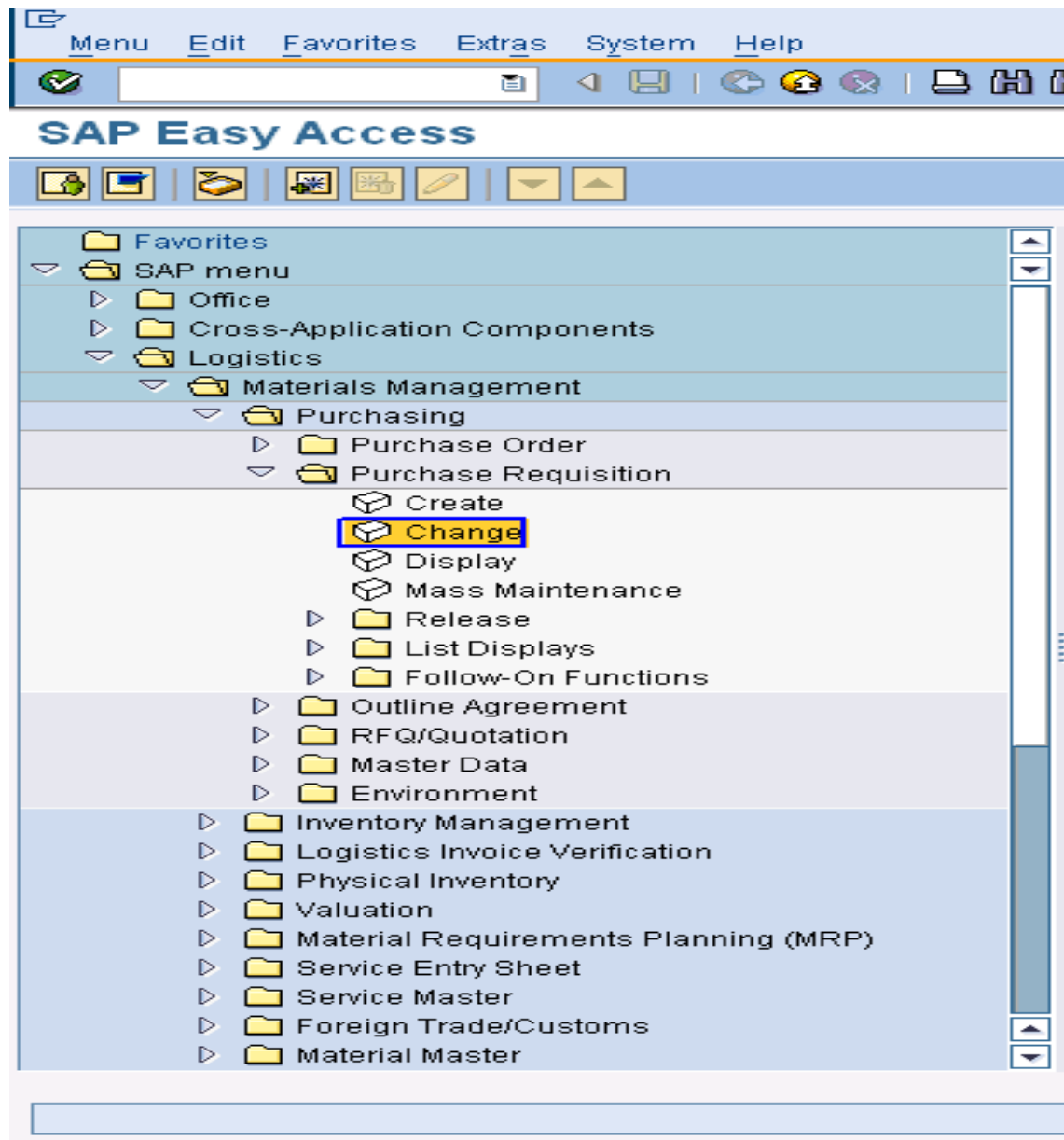
PURCHASE REQUISITION FOR MATERIAL										
Requisitioner Name:				Employee No:		E6854		Date: 30.12.2009		
Department: Purchase			Section: IT		Required For:		Store usage		Purchase Req. No.	
Location: RT01			Date Required: 30.06.2010		Delivery Location:		1000000061			
S No	Material Code	Material Description	U/M	Acc. Code	Quantity Require	In-Hand	Estimated Price/Unit	Amount	Recommended Vendor	Remarks
1	3000019	Test Material	EA	KAD444	2	0	12.00	24.00		Remarks
2	3000080	Hand Dryer	EA	KAD444	3	0	20.00	60.00		
Justification for Requisition:					Justification for Req					
Approved By					Special Instructions:					
Name: M A Khan										
Designation: secretary										
Date: 01.07.2010										

PURCHASING & INVENTORY MANAGEMENT

3.3 Change/Close Purchase Requisition:

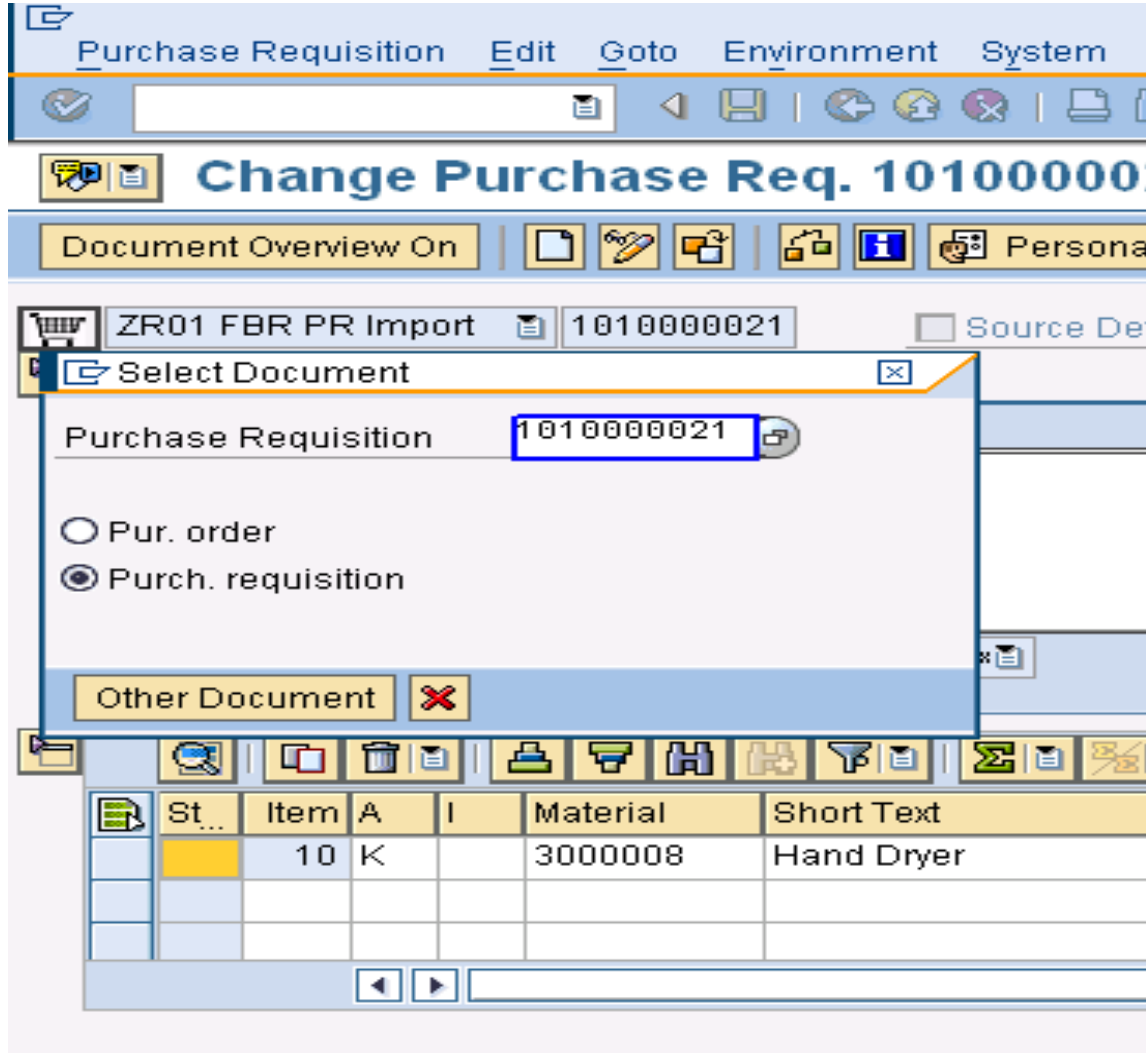
Once Purchase Requisition (PR) is created, it can be changed/closed in order to incorporate change in requirement.

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



PURCHASING & INVENTORY MANAGEMENT

Select Purchase Requisition (PR):

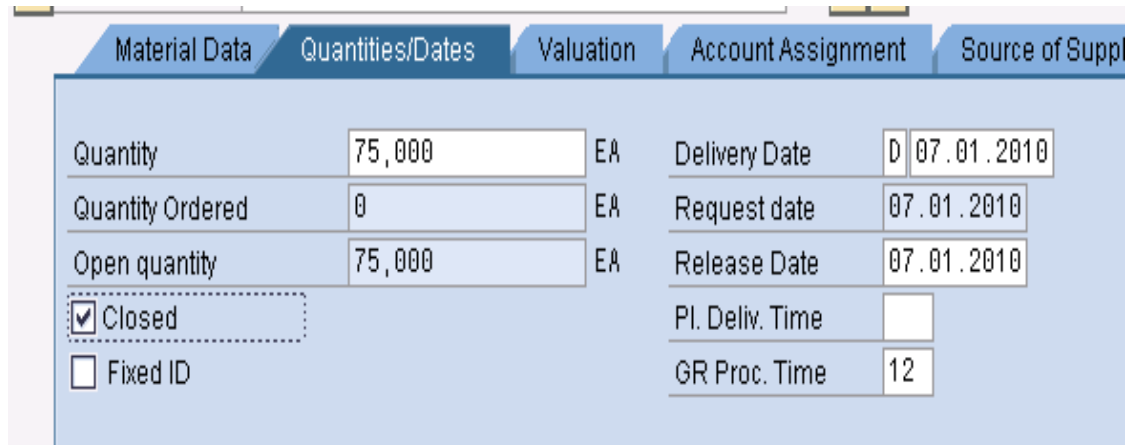


Field Name	Description	R/O/C	Comments
Purchase Requisition	Select the Purchase Requisition (PR) which you want to close or change	R	

PURCHASING & INVENTORY MANAGEMENT

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).



The screenshot shows a SAP Purchase Requisition form with the following fields and values:

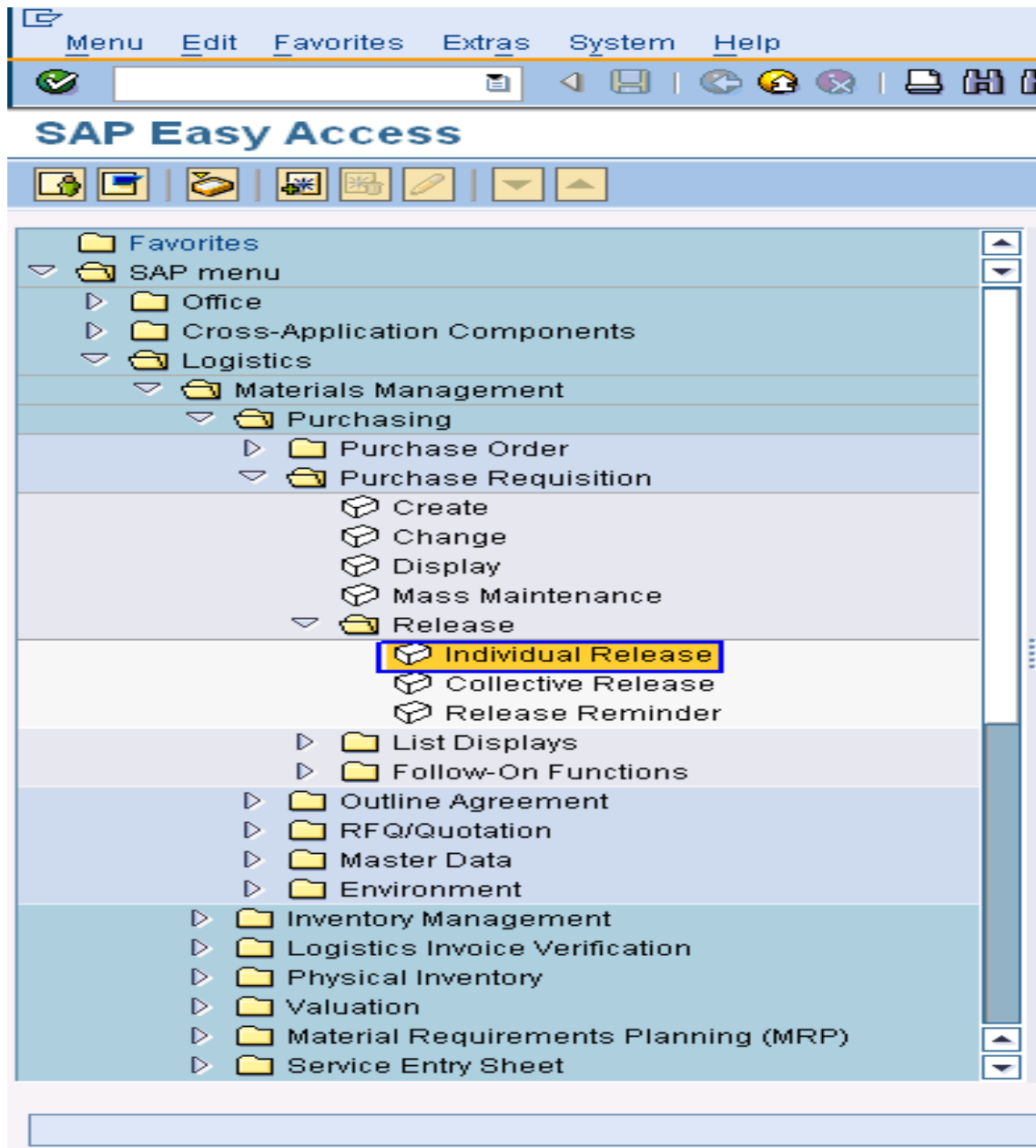
Field	Value	Unit	Field	Value
Quantity	75,000	EA	Delivery Date	07.01.2010
Quantity Ordered	0	EA	Request date	07.01.2010
Open quantity	75,000	EA	Release Date	07.01.2010
<input checked="" type="checkbox"/> Closed			Pl. Deliv. Time	
<input type="checkbox"/> Fixed ID			GR Proc. Time	12

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	

PURCHASING & INVENTORY MANAGEMENT

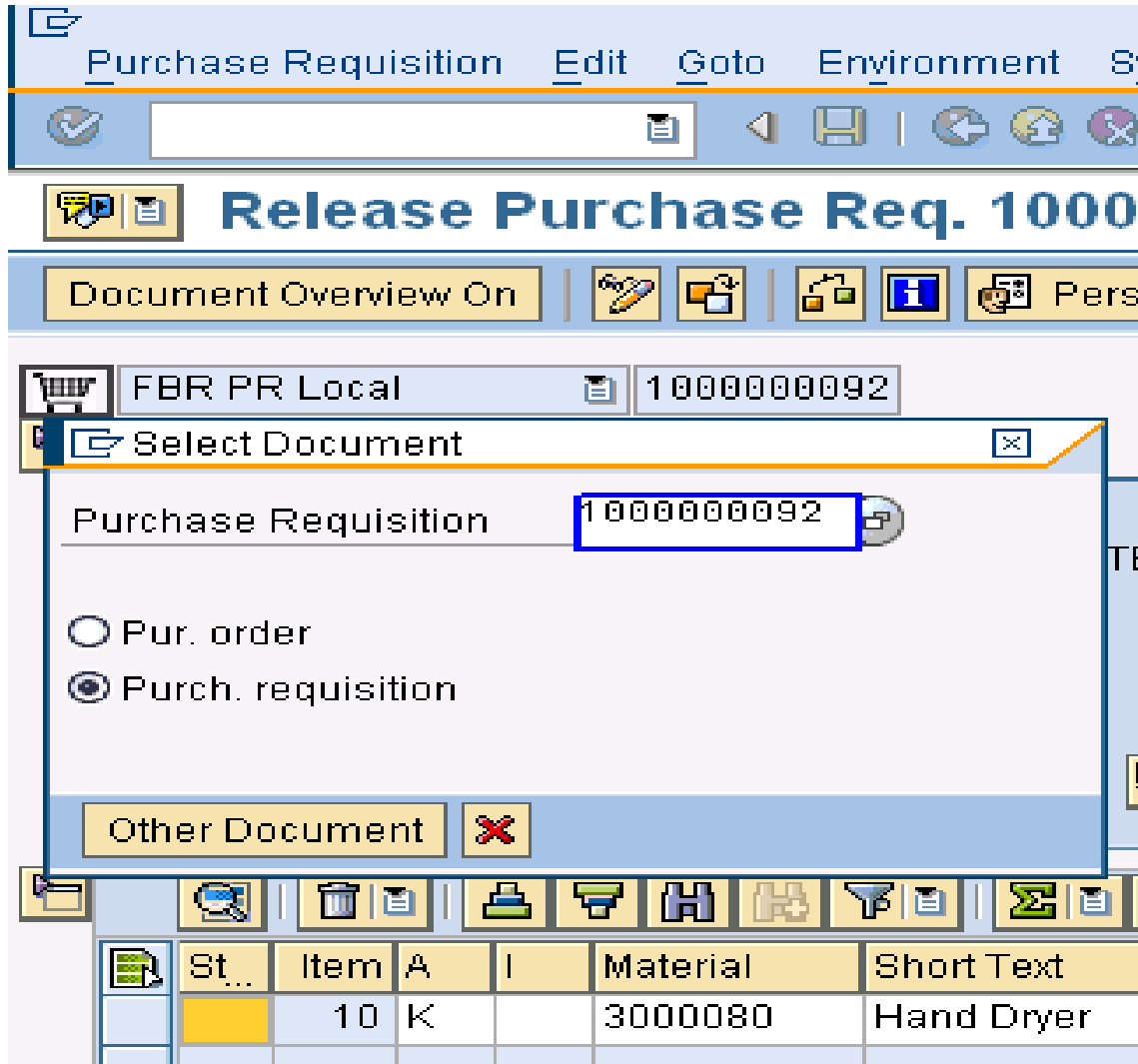
3.4 INDIVIDUAL RELEASE OF PURCHASE REQUISITION (PR):

Via Menus	SAP Menu > Logistics > Materials Management > Purchaser Requisition > Release > Individual Release
Via Transaction Code	ME54N



PURCHASING & INVENTORY MANAGEMENT

Select Purchase Requisition (PR) Number:

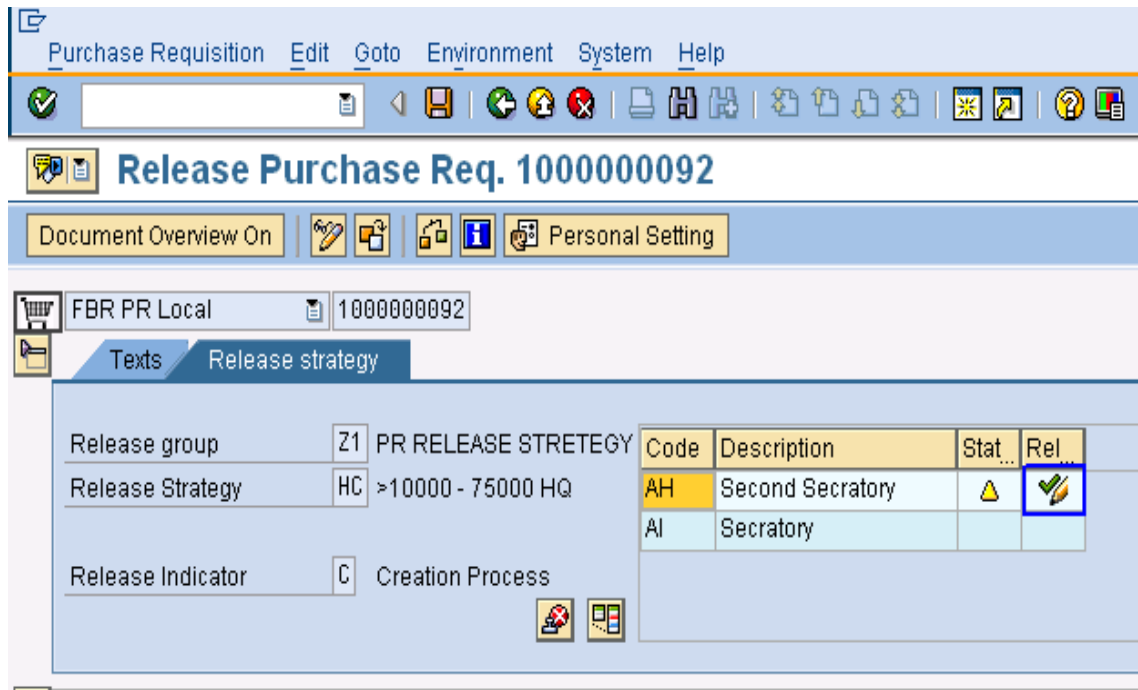



Field Name	Description	R/O/C	Comments
Purchase Requisition	Select the Purchase Requisition (PR) that you want to Release	R	
Other document	Click "Other Document" to adopt the selected PR for individual release	R	


PURCHASING & INVENTORY MANAGEMENT

Select the Release button:

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



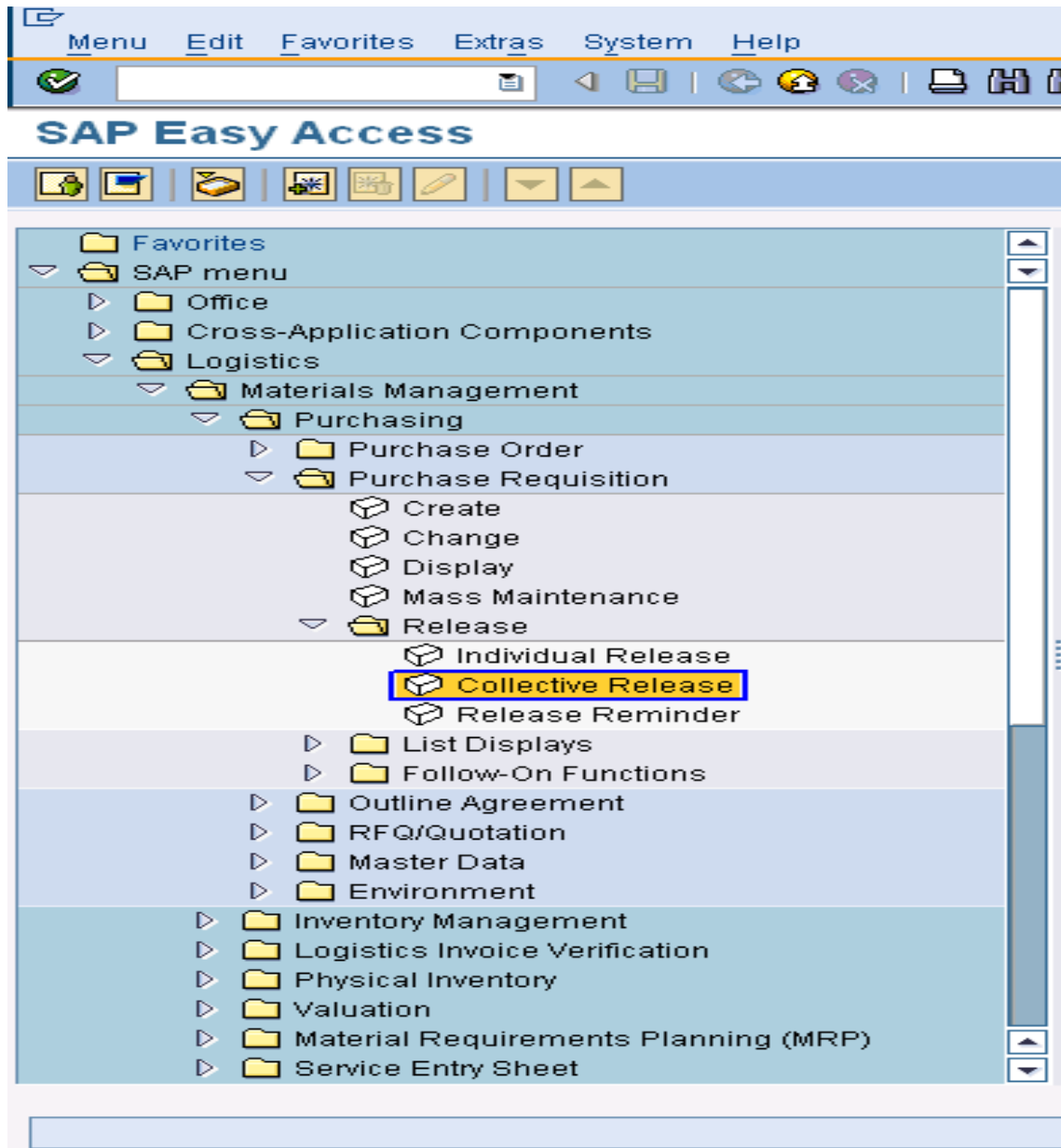
Press  Release button to release the Purchaser Requisition (PR) from first Approver i.e. Second Secretary.

Press  Save button to save the document.

PURCHASING & INVENTORY MANAGEMENT

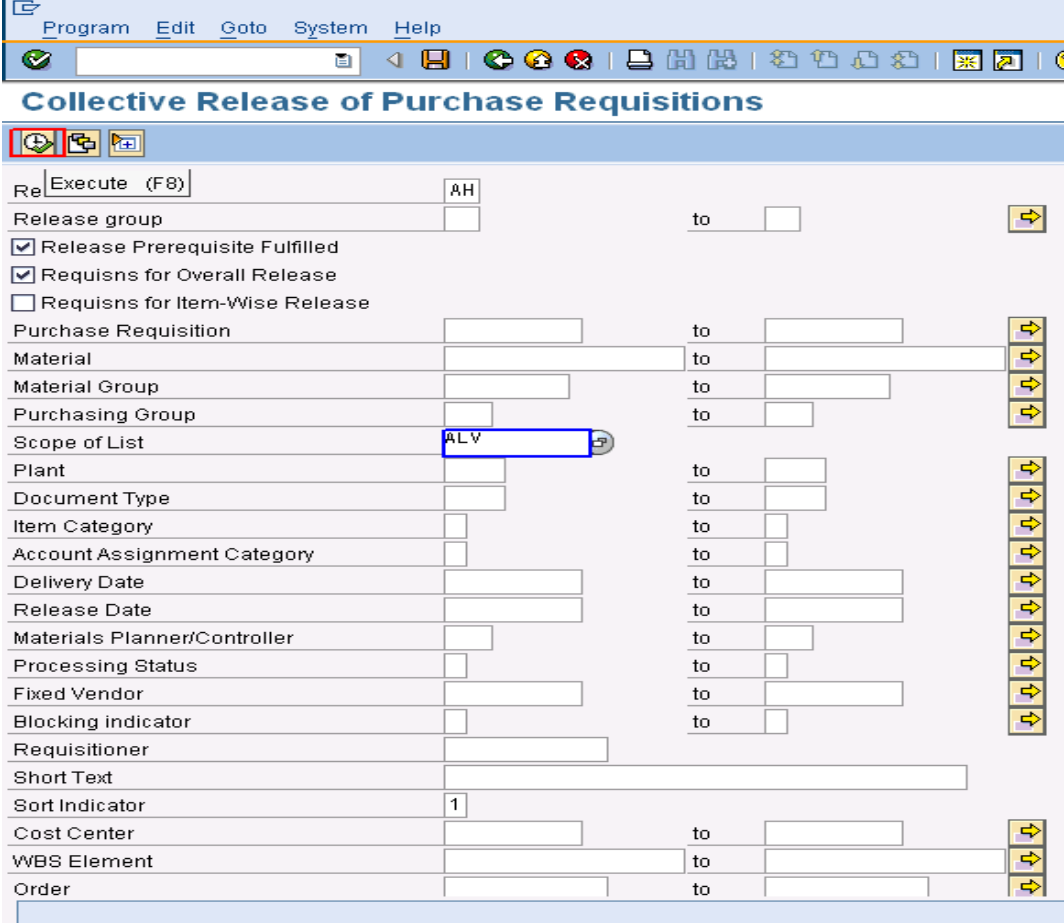
3.5 COLLECTIVE RELEASE OF PURCHASE REQUISITION (PR):

Via Menus	SAP Menu > Logistics > Materials Management > Purchaser Requisition > Release > Collective Release
Via Transaction Code	ME55



PURCHASING & INVENTORY MANAGEMENT

Select the Release code:



Collective Release of Purchase Requisitions

Re

Release group to

Release Prerequisite Fulfilled

Requis for Overall Release

Requis for Item-Wise Release

Purchase Requisition to

Material to

Material Group to

Purchasing Group to

Scope of List

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

Fixed Vendor to

Blocking indicator to

Requisitioner

Short Text


Sort Indicator

Cost Center to

WBS Element to

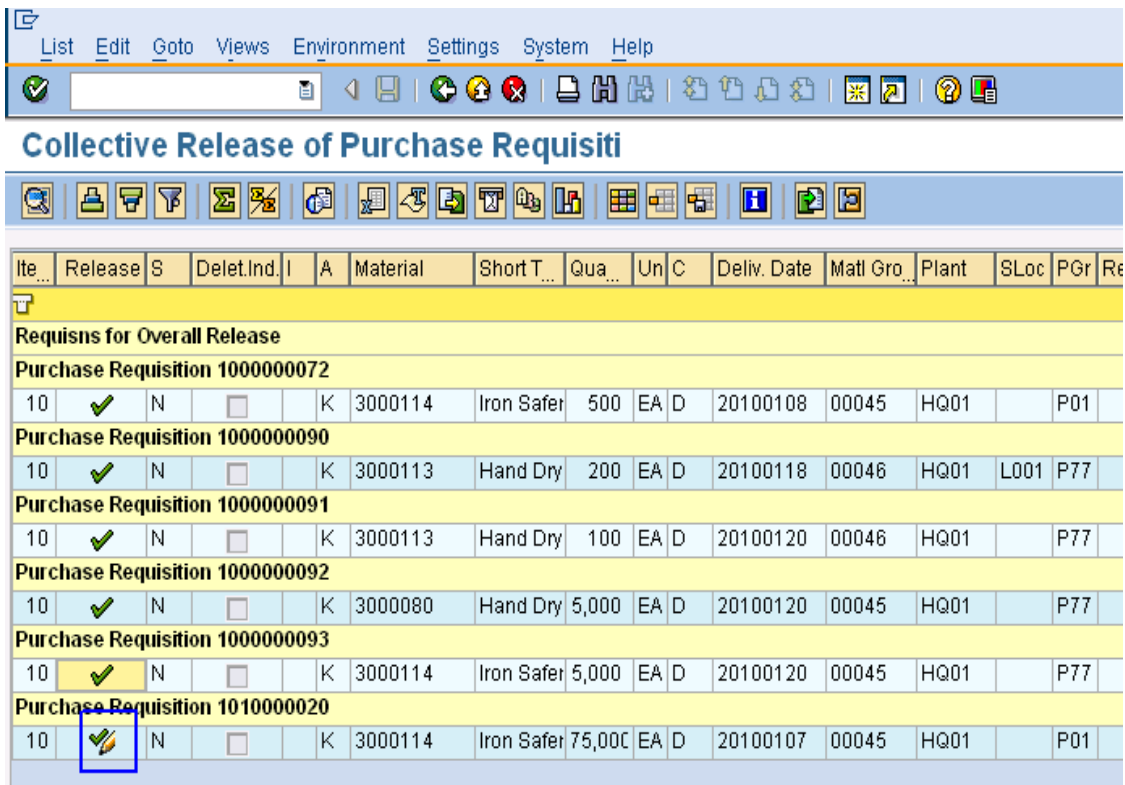
Order to

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	O	
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	O	


Click  Execute or press F8

PURCHASING & INVENTORY MANAGEMENT

Release Purchase Requisition (PR):



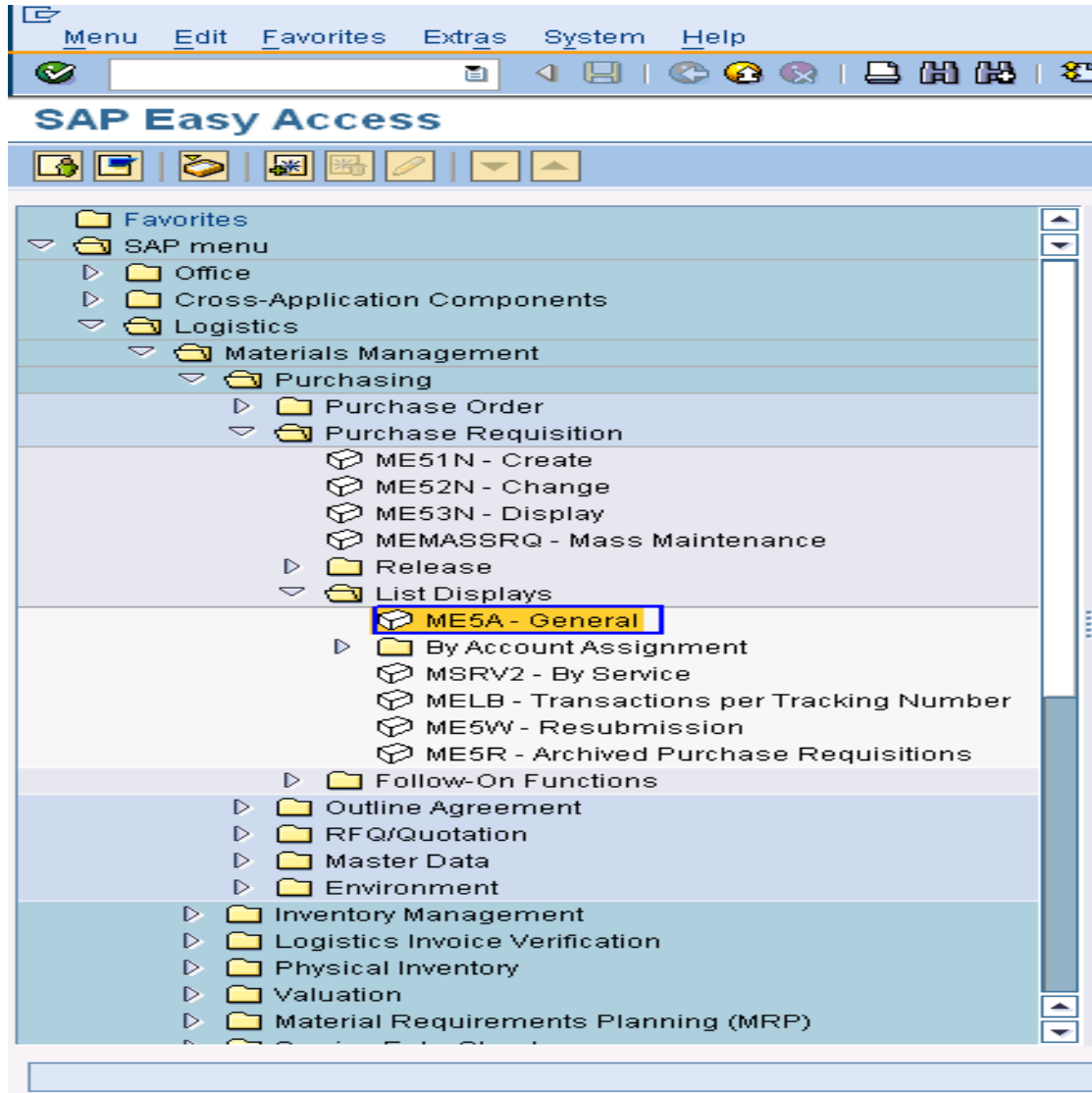
It...	Release	S	Delet.	Ind.	I	A	Material	Short T...	Qua...	Un	C	Deliv. Date	Matl Gro...	Plant	SLoc	PGr	Re
Requisits for Overall Release																	
Purchase Requisition 1000000072																	
10	✓	N				K	3000114	Iron Safer	500	EA	D	20100108	00045	HQ01			P01
Purchase Requisition 1000000090																	
10	✓	N				K	3000113	Hand Dry	200	EA	D	20100118	00046	HQ01	L001		P77
Purchase Requisition 1000000091																	
10	✓	N				K	3000113	Hand Dry	100	EA	D	20100120	00046	HQ01			P77
Purchase Requisition 1000000092																	
10	✓	N				K	3000080	Hand Dry	5,000	EA	D	20100120	00045	HQ01			P77
Purchase Requisition 1000000093																	
10	✓	N				K	3000114	Iron Safer	5,000	EA	D	20100120	00045	HQ01			P77
Purchase Requisition 1010000020																	
10	✓	N				K	3000114	Iron Safer	75,000	EA	D	20100107	00045	HQ01			P01

Click  Release to release the Purchase Requisition (PR). You can release more than one Purchase Requisition (PR).

PURCHASING & INVENTORY MANAGEMENT

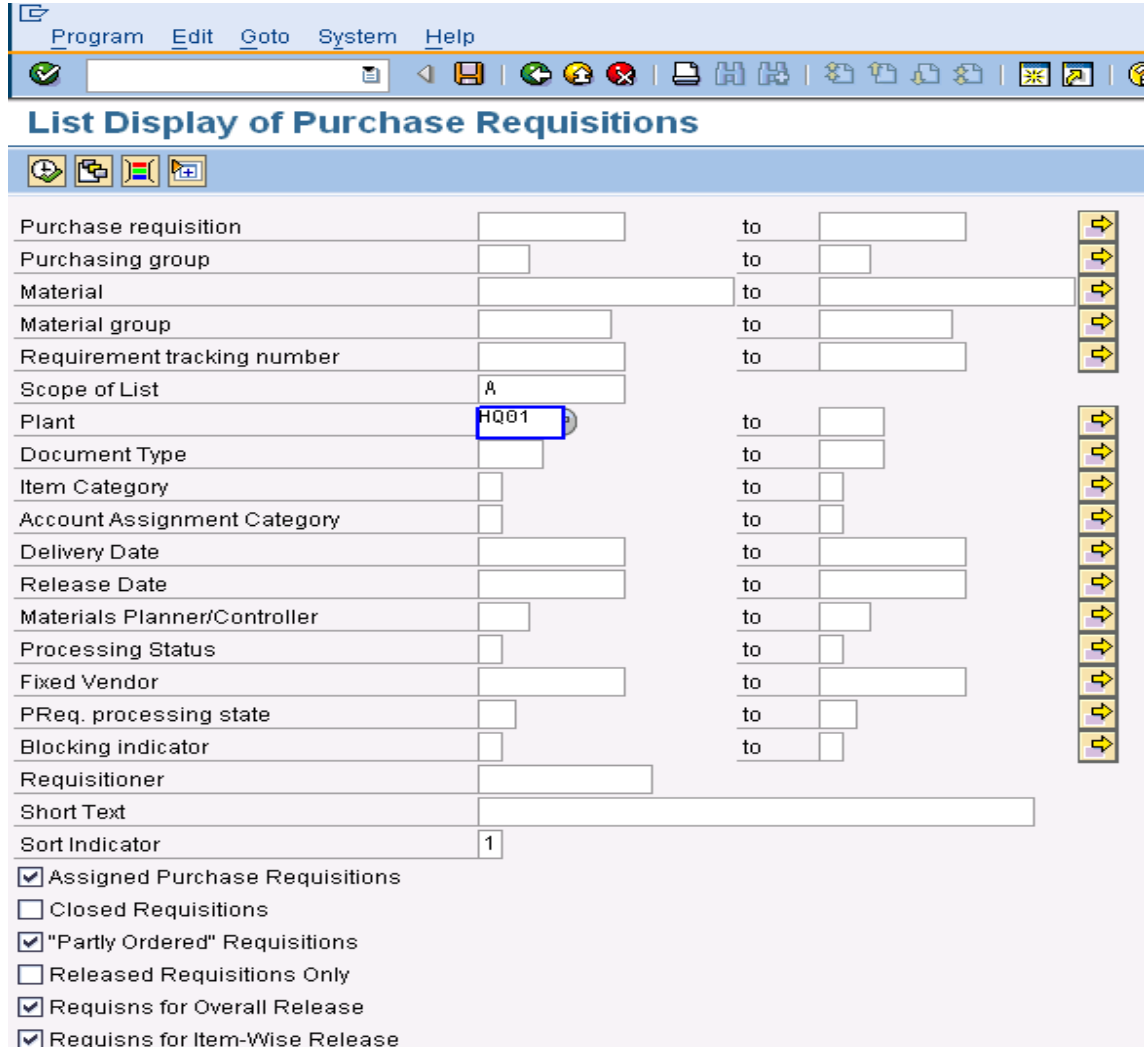
3.6 LIST OF PURCHASE REQUISITIONS - REPORT:

Via Menus	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition > List Displays > General
Via Transaction Code	ME5A




PURCHASING & INVENTORY MANAGEMENT

Selection Criteria – Plant:



The screenshot shows the SAP 'List Display of Purchase Requisitions' interface. The 'Plant' field is highlighted with a blue selection box and contains the value 'HQ01'. Below the field list, several checkboxes are checked, including 'Assigned Purchase Requisitions', '"Partly Ordered" Requisitions', 'Requisns for Overall Release', and 'Requisns for Item-Wise Release'.

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

Click  Execute or press F8 to execute the report.

PURCHASING & INVENTORY MANAGEMENT

Report Result:

List Display of Purchase Requisitions

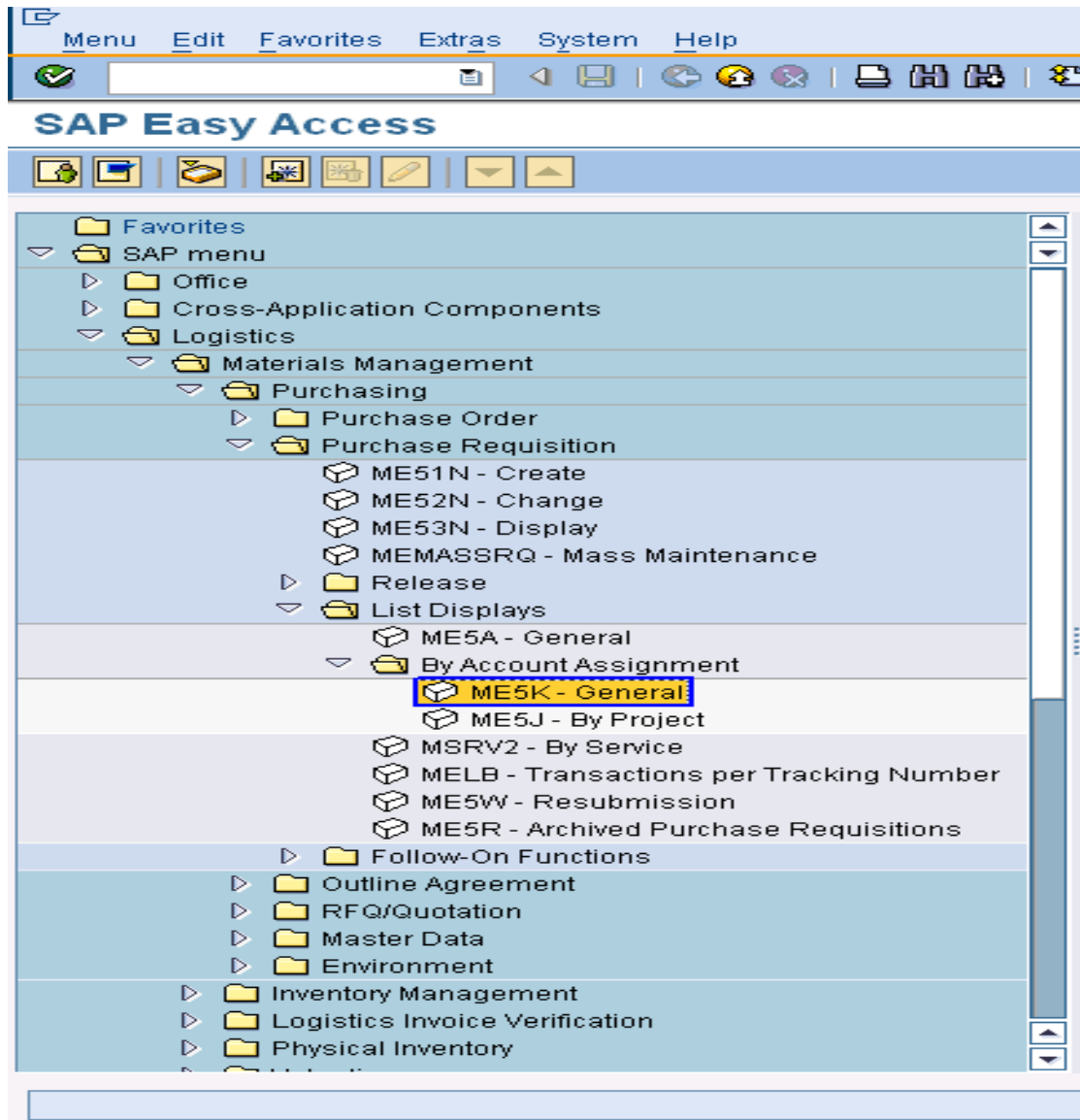
Item	S	Delet	Ind	I	A	Material	Short Text	Quantity	Un	C	Deliv. Date	Matl Group	Plnt	SLoc	PGr	Requisnr.	Tr
Purchase Requisition 10000020																	
10	N				D	K	Services	1	EA	D	20091224	00001	HQ01		001		
Purchase Requisition 10000040																	
10	N				U	3000024	MRP Testing	20	EA	D	20100111	00001	HQ01				MRP Cont. fo
Purchase Requisition 10000050																	
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	N				K	3000007	Fax Machine	10	EA	D	20100115	00045	HQ01			P13	
Purchase Requisition 1000000011																	
10	K				K	3000001	Testing for Non Valuated Material	10	EA	D	20091210	01	HQ01	L001	001		
Purchase Requisition 1000000012																	
10	K				K	3000001	Testing for Non Valuated Material	5	EA	D	20091210	01	HQ01	L001	001		
Purchase Requisition 1000000013																	
10	K				K	3000001	Testing for Non Valuated Material	10	EA	D	20091210	01	HQ01	L001	001		
Purchase Requisition 1000000014																	
10	K				K	3000001	Testing for Non Valuated Material	10	EA	D	20091210	01	HQ01	L001	001		
Purchase Requisition 1000000015																	
10	K				K	3000001	Testing for Non Valuated Material	10	EA	D	20091210	01	HQ01	L001	001		
Purchase Requisition 1000000022																	
10	N				K	3000004	Test Material	100	EA	D	20091216	01	HQ01		001		
Purchase Requisition 1000000023																	
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..

PURCHASING & INVENTORY MANAGEMENT

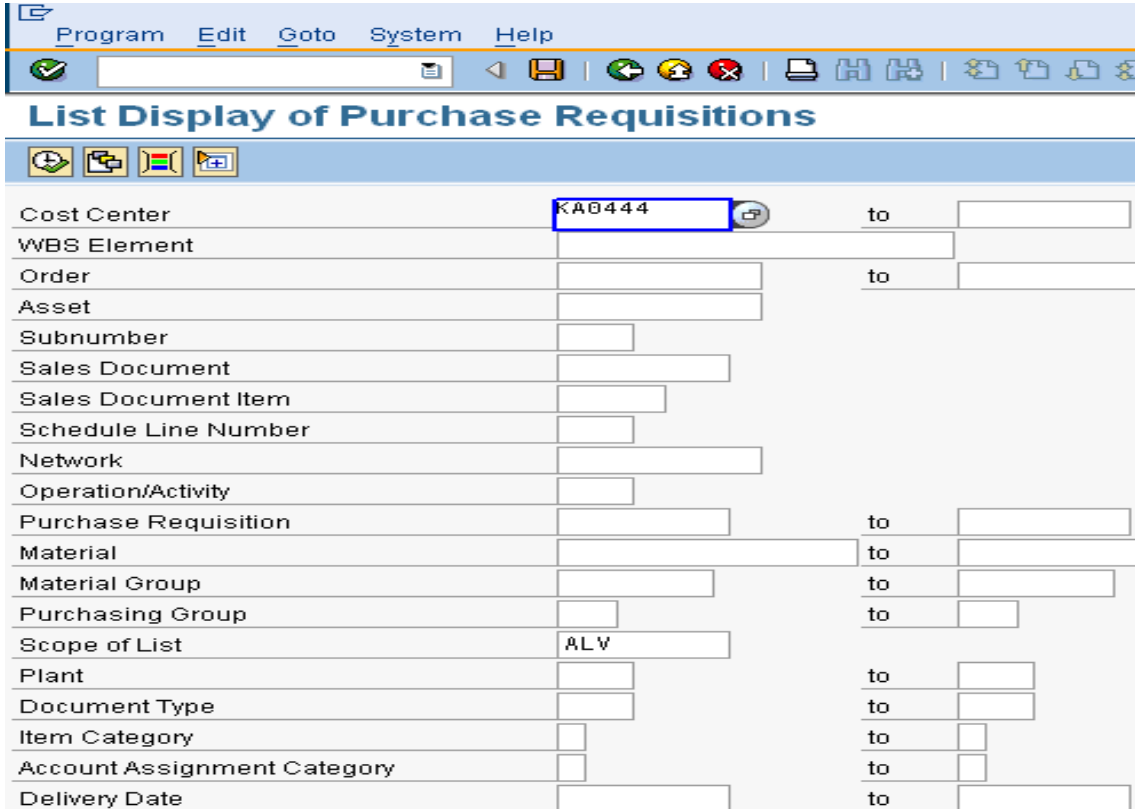
3.7 PURCHASE REQUISITION REPORT BY ACCOUNT ASSIGNMENT

Via Menus	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition > List Displays > By account Assignment > General
Via Transaction Code	ME5K



PURCHASING & INVENTORY MANAGEMENT

Selection Criteria:



The screenshot shows the SAP 'List Display of Purchase Requisitions' selection criteria screen. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The title bar reads 'List Display of Purchase Requisitions'. The main area contains various selection criteria fields:

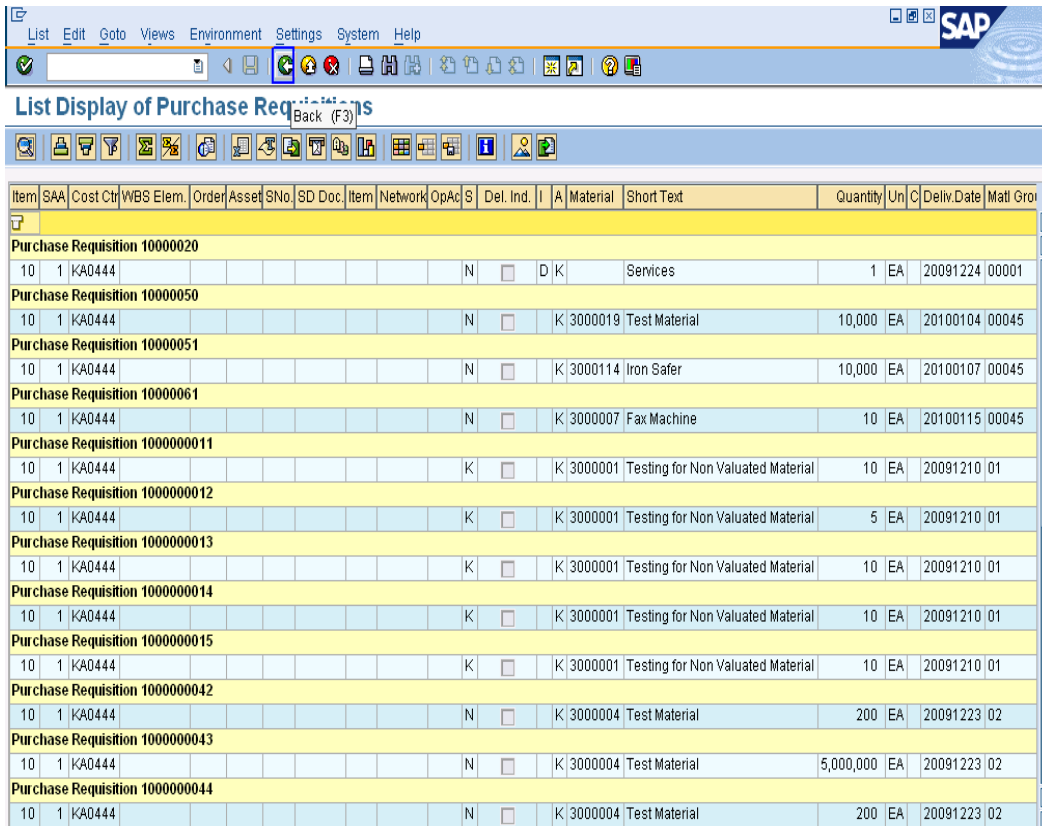
- Cost Center: KA0444
- WBS Element: [Empty]
- Order: [Empty]
- Asset: [Empty]
- Subnumber: [Empty]
- Sales Document: [Empty]
- Sales Document Item: [Empty]
- Schedule Line Number: [Empty]
- Network: [Empty]
- Operation/Activity: [Empty]
- Purchase Requisition: [Empty]
- Material: [Empty]
- Material Group: [Empty]
- Purchasing Group: [Empty]
- Scope of List: ALV
- Plant: [Empty]
- Document Type: [Empty]
- Item Category: [Empty]
- Account Assignment Category: [Empty]
- Delivery Date: [Empty]

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	O	
Material	Report can be restricted to a material for the selected Cost Center or WBS Element (if required)	O	
Material group	Material Group is maintained in all Purchase Requisitions so that the report can be viewed Material Group wise	O	
Purchasing Group	Purchasing Group is maintained in all Purchase Requisitions so that the report can be viewed Purchasing Group wise	O	
Scope of List	Choose the layout of report. You can select ALV as your report view.	O	
Plant	Enter the Plant as selection criteria to display the report for the specified Plant	O	

PURCHASING & INVENTORY MANAGEMENT

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.	O	
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.	O	
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	O	
Blocking indicator	All Purchase Requisitions which have been Blocked or Closed can be included or excluded from the report.	O	

Report result:



The screenshot shows the SAP 'List Display of Purchase Requisitions' interface. The title bar includes 'List Edit Goto Views Environment Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main table displays a list of purchase requisitions with columns for Item, SAA, Cost Ctr, WBS Elem., Order, Asset, SNo., SD Doc., Item, Network, OpAc, S, Del. Ind., I, A, Material, Short Text, Quantity, Un, C, Deliv. Date, and Matl Gro. The table is filtered to show requisitions for account assignment category 'K'. The data is grouped by requisition number, with each group starting with a yellow header row. The requisitions listed include:

Item	SAA	Cost Ctr	WBS Elem.	Order	Asset	SNo.	SD Doc.	Item	Network	OpAc	S	Del. Ind.	I	A	Material	Short Text	Quantity	Un	C	Deliv. Date	Matl Gro
Purchase Requisition 10000020																					
10	1	KA0444										N			D K	Services	1	EA		20091224	00001
Purchase Requisition 10000050																					
10	1	KA0444										N			K 3000019	Test Material	10,000	EA		20100104	00045
Purchase Requisition 10000051																					
10	1	KA0444										N			K 3000114	Iron Safer	10,000	EA		20100107	00045
Purchase Requisition 10000061																					
10	1	KA0444										N			K 3000007	Fax Machine	10	EA		20100115	00045
Purchase Requisition 100000011																					
10	1	KA0444										K			K 3000001	Testing for Non Valuated Material	10	EA		20091210	01
Purchase Requisition 100000012																					
10	1	KA0444										K			K 3000001	Testing for Non Valuated Material	5	EA		20091210	01
Purchase Requisition 100000013																					
10	1	KA0444										K			K 3000001	Testing for Non Valuated Material	10	EA		20091210	01
Purchase Requisition 100000014																					
10	1	KA0444										K			K 3000001	Testing for Non Valuated Material	10	EA		20091210	01
Purchase Requisition 100000015																					
10	1	KA0444										K			K 3000001	Testing for Non Valuated Material	10	EA		20091210	01
Purchase Requisition 100000042																					
10	1	KA0444										N			K 3000004	Test Material	200	EA		20091223	02
Purchase Requisition 100000043																					
10	1	KA0444										N			K 3000004	Test Material	5,000,000	EA		20091223	02
Purchase Requisition 100000044																					
10	1	KA0444										N			K 3000004	Test Material	200	EA		20091223	02

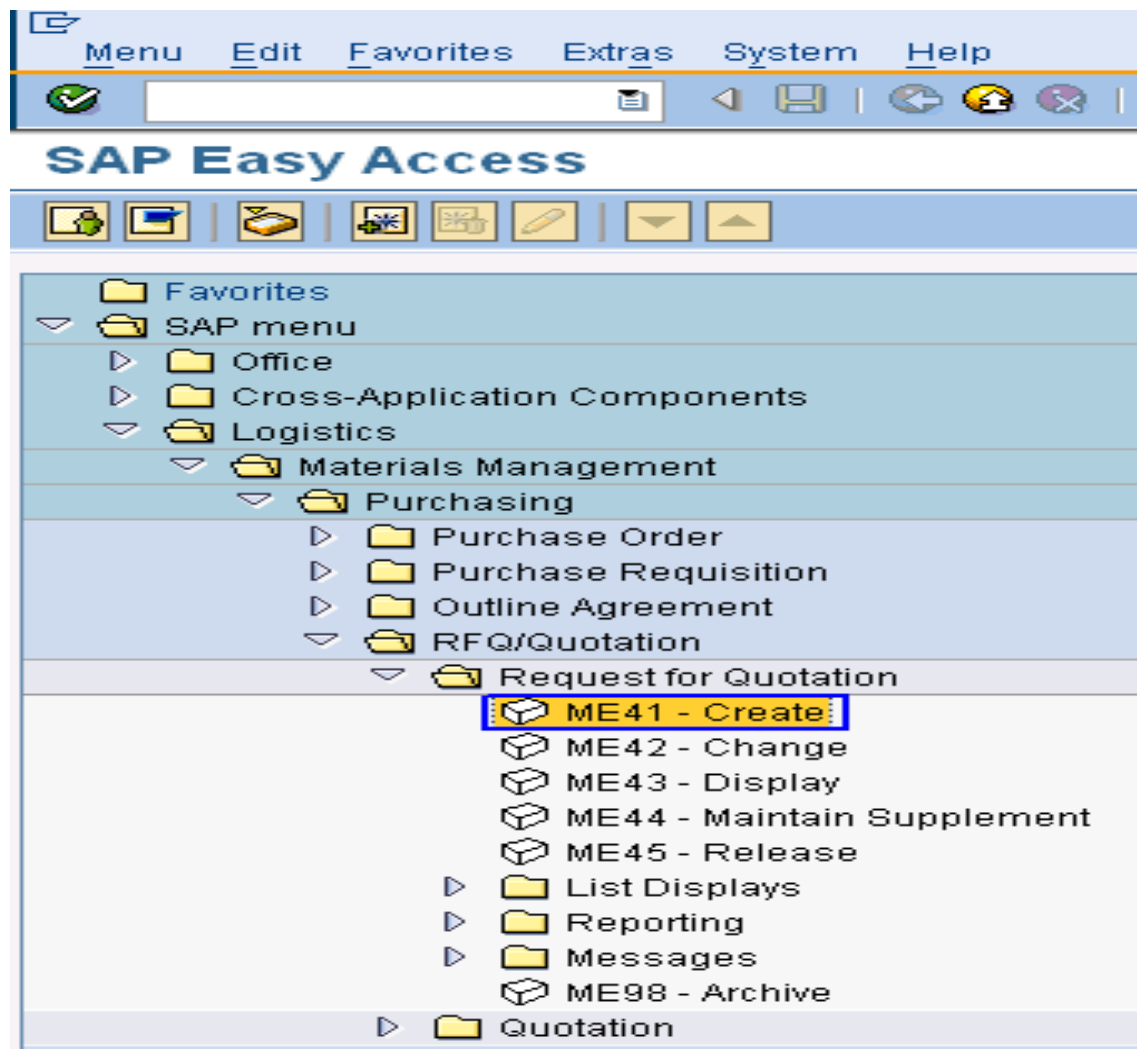
“Purchase Requisition Report by Account Assignment” will be displayed on your screen according to the Selection Criteria.

SECTION 4 REQUEST FOR QUOTATION (RFQ)

4.1 Create Request For Quotation:

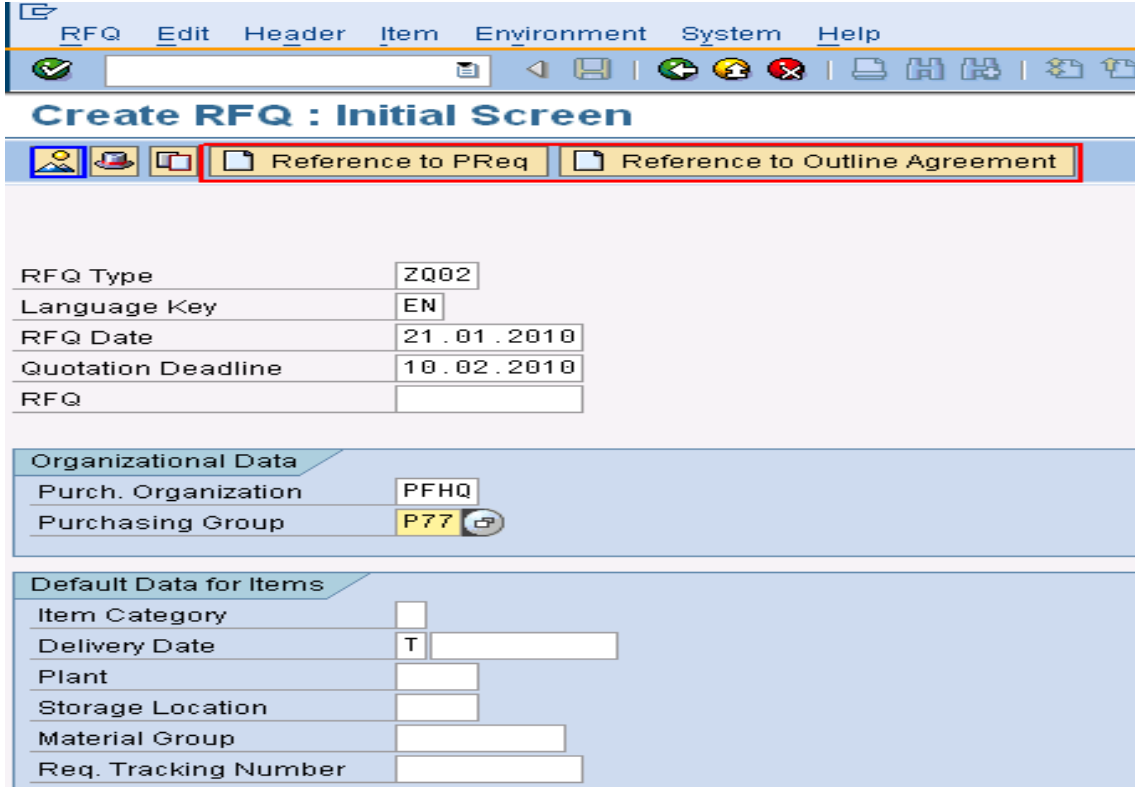
Access the transaction using following menu path;

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



PURCHASING & INVENTORY MANAGEMENT

Create Request For Quotation (RFQ) – Initial Screen:




The screenshot shows the SAP 'Create RFQ : Initial Screen' interface. At the top, there is a menu bar with 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Buttons:** 'Reference to PReq' and 'Reference to Outline Agreement' are highlighted with a red box.
- RFQ Fields:**
 - RFQ Type: ZQ02
 - Language Key: EN
 - RFQ Date: 21.01.2010
 - Quotation Deadline: 10.02.2010
 - RFQ: (empty field)
- Organizational Data:**
 - Purch. Organization: PFHQ
 - Purchasing Group: P77 (with a selection icon)
- Default Data for Items:**
 - Item Category: (empty)
 - Delivery Date: T (with a date field)
 - Plant: (empty)
 - Storage Location: (empty)
 - Material Group: (empty)
 - Req. Tracking Number: (empty)

Field Name	Description	R/O/C	Comments
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	

PURCHASING & INVENTORY MANAGEMENT

Press  Overview or Enter to continue


Item level data in Request for Quotation (RFQ):

RFQ Edit Header Item Environment System Help

Create RFQ : Item Overview

RFQ RFQ Type RFQ Date
 Vendor QuotDdIn

RFQ Items

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Te...
10	3000113		500		D	12.02.2010		HQ01			
20					D						
30					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	

PURCHASING & INVENTORY MANAGEMENT

Line Item 2:

RFQ Edit Header Item Environment System Help

Create RFQ : Item Overview

RFQ: [] RFQ Type: Z002 RFQ Date: 21.01.2010
 Vendor: [] QuotDdIn: 10.02.2010

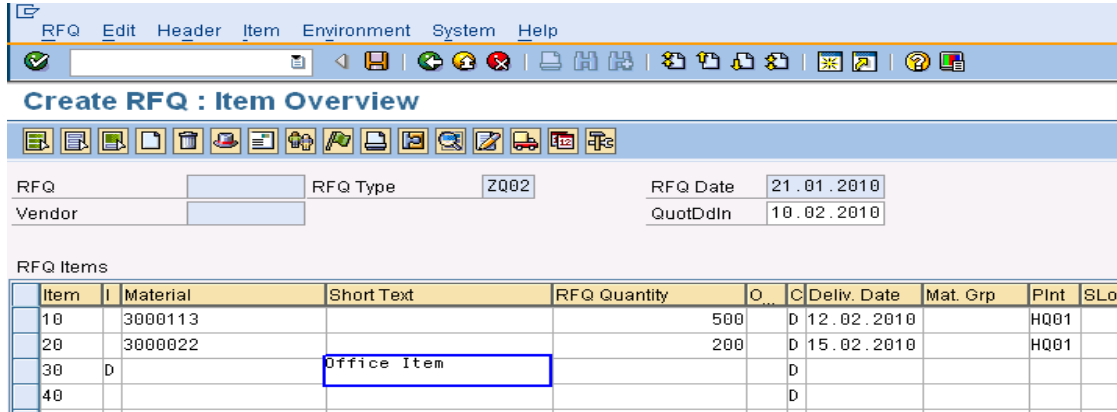
RFQ Items

Item	I	Material	Short Text	RFQ Quantity	O	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Te..
10		3000113		500	D		12.02.2010		HQ01			
20		3000022		200	D		15.02.2010		HQ01			
30					D							
40					D							

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	

PURCHASING & INVENTORY MANAGEMENT

Line Item 3 for Services:



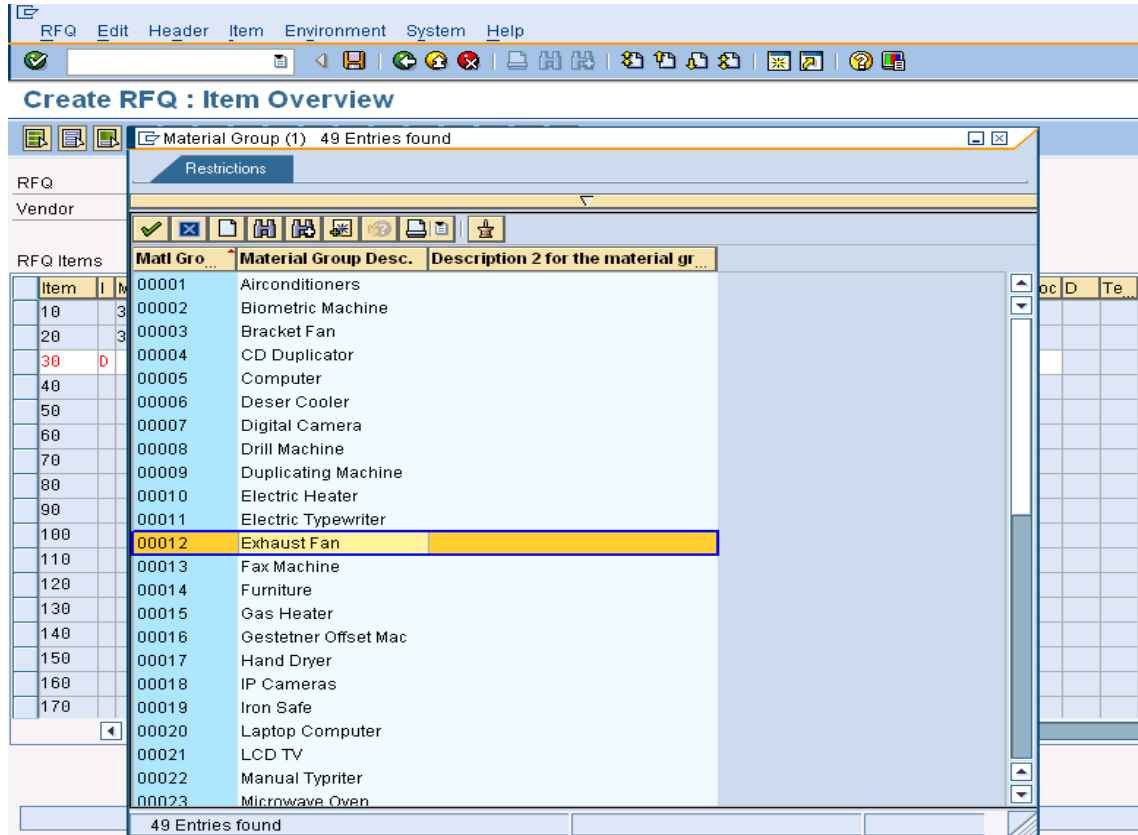
The screenshot shows the SAP 'Create RFQ : Item Overview' interface. At the top, there is a menu bar with 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains several input fields: 'RFQ' (empty), 'RFQ Type' (Z002), 'RFQ Date' (21.01.2010), 'Vendor' (empty), and 'QuotDdln' (10.02.2010). Below these fields is a table titled 'RFQ Items' with the following columns: Item, I, Material, Short Text, RFQ Quantity, O..., C, Deliv. Date, Mat. Grp, PInt, SLoc. The table contains four rows of data:

Item	I	Material	Short Text	RFQ Quantity	O...	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				
40						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	

PURCHASING & INVENTORY MANAGEMENT

Material Group:



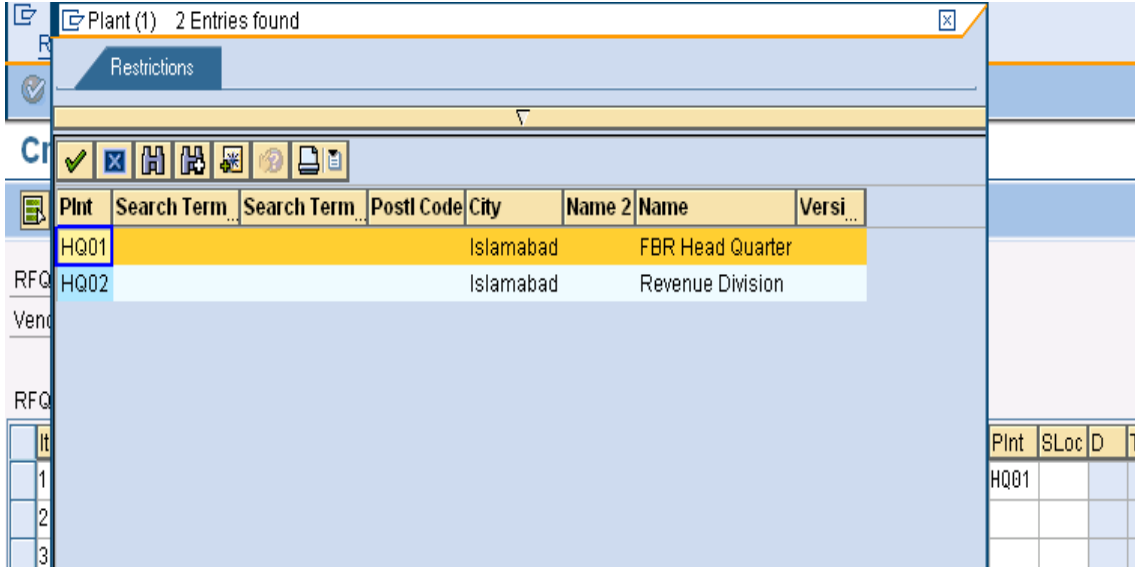
The screenshot shows the SAP 'Create RFQ : Item Overview' window. The main area displays a list of material groups with columns for 'Item', 'Mat Gro...', 'Material Group Desc.', and 'Description 2 for the material gr...'. The list contains 49 entries, with item 00012 'Exhaust Fan' highlighted in yellow. The status bar at the bottom indicates '49 Entries found'.

Item	Mat Gro...	Material Group Desc.	Description 2 for the material gr...
00001		Airconditioners	
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
80		00009	Duplicating Machine
90		00010	Electric Heater
100		00011	Electric Typewriter
110		00012	Exhaust Fan
120		00013	Fax Machine
130		00014	Furniture
140		00015	Gas Heater
150		00016	Gestetner Offset Mac
160		00017	Hand Dryer
170		00018	IP Cameras
		00019	Iron Safe
		00020	Laptop Computer
		00021	LCD TV
		00022	Manual Typriter
		00023	Microwave Oven

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

PURCHASING & INVENTORY MANAGEMENT

Plant:

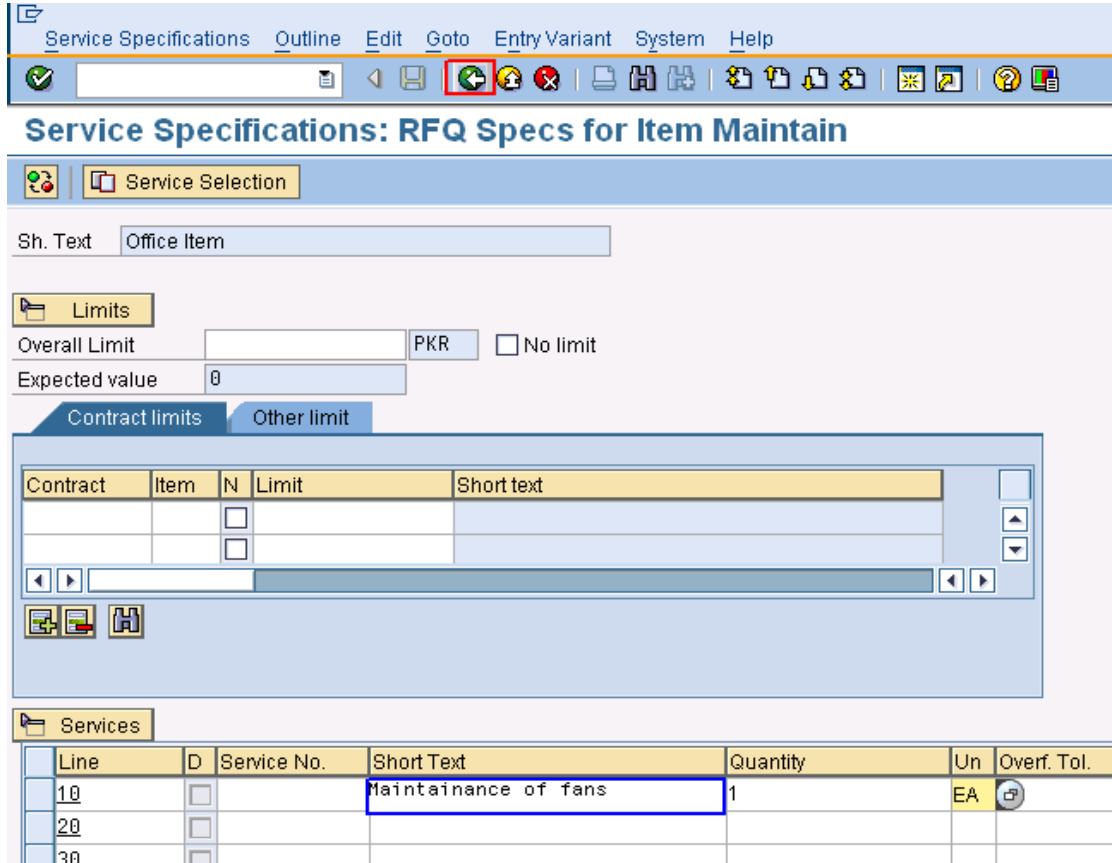


Plnt	Search Term	Search Term	Postl Code	City	Name 2	Name	Versi...
HQ01				Islamabad		FBR Head Quarter	
HQ02				Islamabad		Revenue Division	

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

PURCHASING & INVENTORY MANAGEMENT

Maintain Planned Services:



Service Specifications: RFQ Specs for Item Maintain

Sh. Text: Office Item

Limits

Overall Limit: [] PKR No limit

Expected value: 0

Contract limits | Other limit

Contract	Item	N	Limit	Short text
		<input type="checkbox"/>		
		<input type="checkbox"/>		

Services

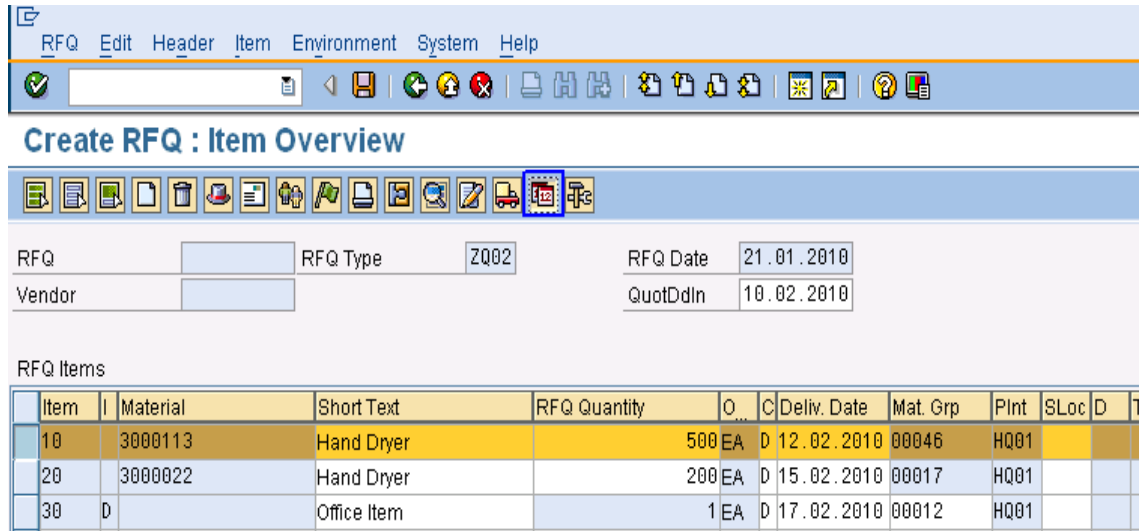
Line	D	Service No.	Short Text	Quantity	Un	Overf. Tol.
10	<input type="checkbox"/>		Maintenance of fans	1	EA	<input type="checkbox"/>
20	<input type="checkbox"/>					
30	<input type="checkbox"/>					

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	

PURCHASING & INVENTORY MANAGEMENT

Delivery Schedule for line item:

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




The screenshot shows the SAP 'Create RFQ : Item Overview' interface. At the top, there is a menu bar with 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

- RFQ: [Empty]
- RFQ Type: ZQ02
- RFQ Date: 21.01.2010
- Vendor: [Empty]
- QuotDdln: 10.02.2010

Below the form is a table titled 'RFQ Items' with the following data:

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Te
10	3000113	Hand Dryer	500 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			

Click  Delivery Schedule to maintain schedule for selected line item 10

PURCHASING & INVENTORY MANAGEMENT

Schedule for Line item:

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

RFQ Edit Header Item Environment System Help

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Create RFQ : Delivery Schedule for Item 00010

👤 ▶

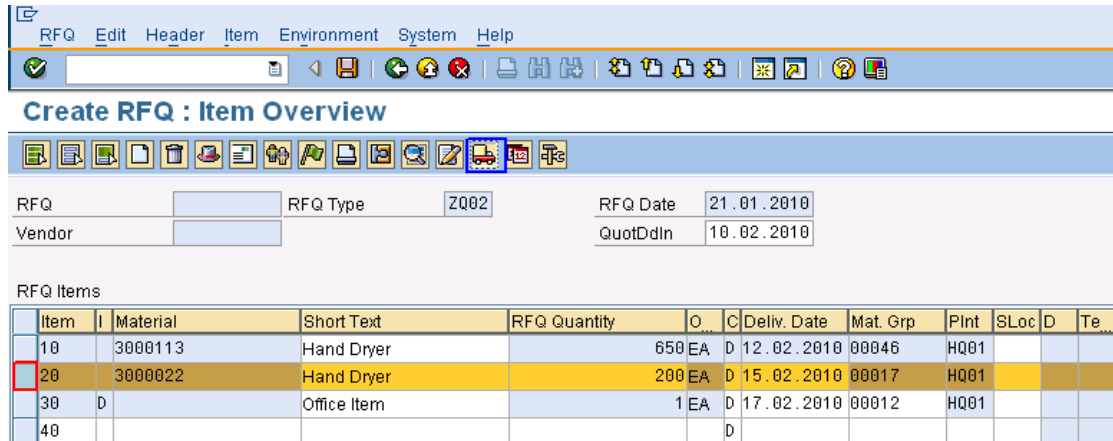
RFQ	<input type="text"/>	Quantity	<input type="text" value="500"/> EA
Material	<input type="text" value="3000113"/>	Hand Dryer	
Cum. Rec. Qty	<input type="text" value="0"/>	Old Qty	<input type="text" value="0"/>

C	Delivery Date	Scheduled Quantity	F	C	St.DelDate	Purchase Req.	Item	Cum. Sch. Qty
D	12.02.2010	500		R	12.02.2010			500
	16.02.2010	100						
	17.02.2010	50						

PURCHASING & INVENTORY MANAGEMENT

Line item selection:

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




The screenshot shows the SAP 'Create RFQ : Item Overview' interface. At the top, there is a menu bar with 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a form with the following fields:

- RFQ: [] RFQ Type: ZQ02 RFQ Date: 21.01.2010
- Vendor: [] QuotDdln: 10.02.2010

Below the form is a table titled 'RFQ Items' with the following columns: Item, I, Material, Short Text, RFQ Quantity, O, C, Deliv. Date, Mat. Grp, Plnt, SLoc, D, Te. The table contains the following data:

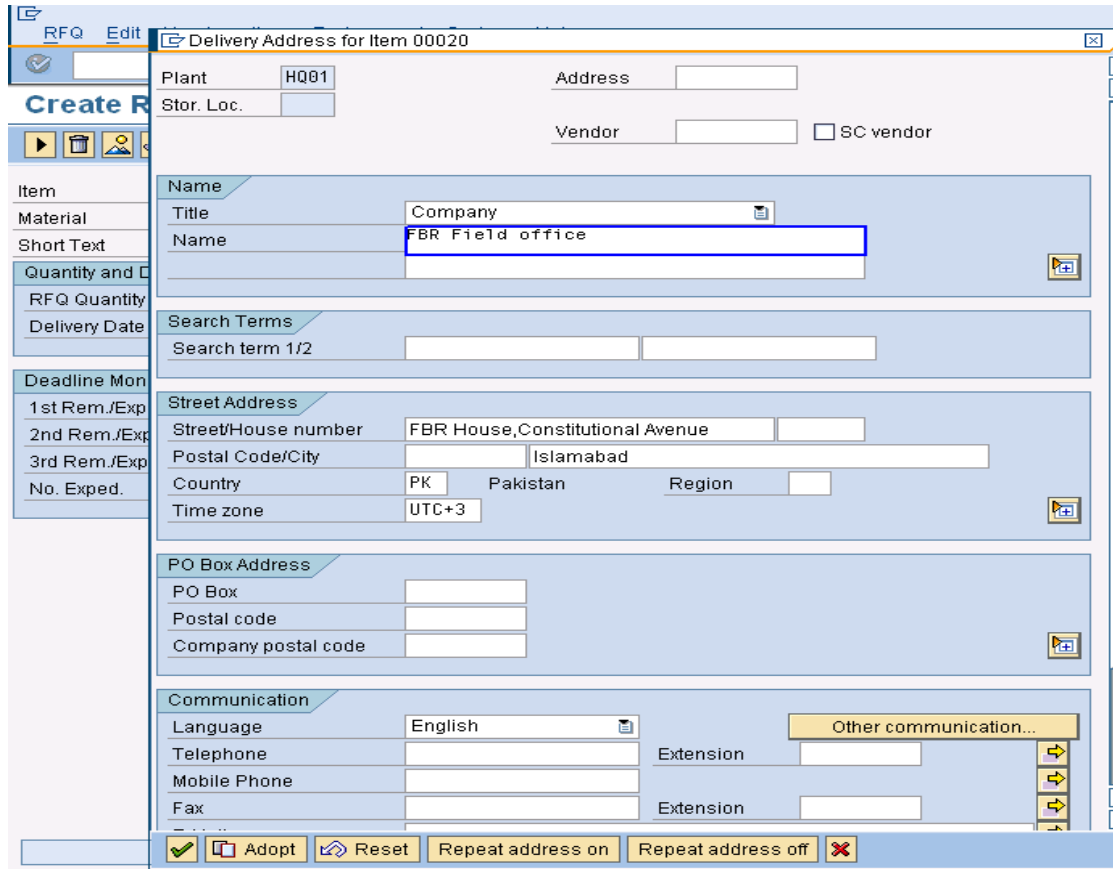
Item	I	Material	Short Text	RFQ Quantity	O	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Te
10		3000113	Hand Dryer	650	EA	D	12.02.2010	00046	HQ01			
20		3000022	Hand Dryer	200	EA	D	15.02.2010	00017	HQ01			
30	D		Office Item	1	EA	D	17.02.2010	00012	HQ01			
40						D						

To maintain the delivery address, click  Delivery Address icon


PURCHASING & INVENTORY MANAGEMENT

Delivery Address:

Delivery address can be changed as per the requirement




The screenshot shows the SAP 'Delivery Address for Item 00020' dialog box. The 'Name' section is highlighted, showing the 'Company' title and 'FBR Field office' name. The 'Street Address' section is also visible, with 'FBR House, Constitutional Avenue' as the street/house number and 'Islamabad' as the city. The 'Communication' section shows 'English' as the language. At the bottom, the 'Adopt' button is highlighted with a red box.

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

PURCHASING & INVENTORY MANAGEMENT

Header Data:

Header Icon: 

RFQ Edit Header Item Environment System Help

Create RFQ : Item Overview

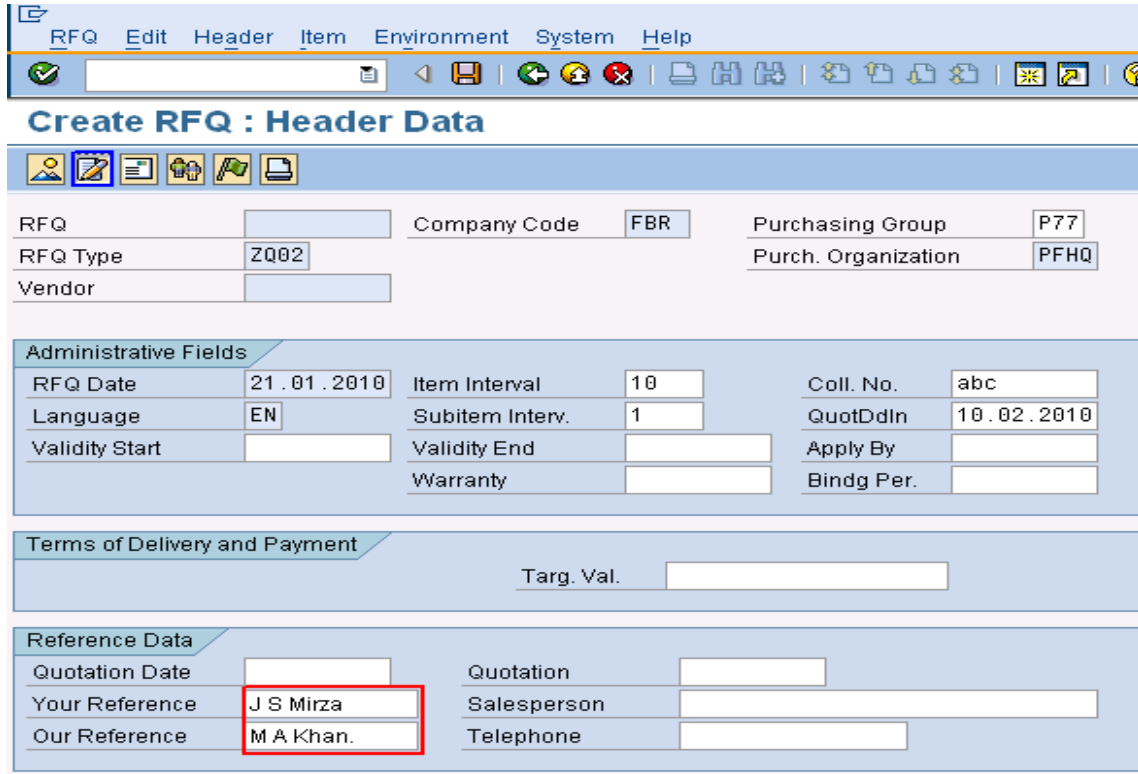
RFQ: [] RFQ Type: Z002 RFQ Date: 21.01.2010
 Vendor: [] QuotDdIn: 10.02.2010

RFQ Items

Item	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			

PURCHASING & INVENTORY MANAGEMENT

Header Data:




The screenshot shows the SAP 'Create RFQ : Header Data' form. It includes a menu bar (RFQ, Edit, Header, Item, Environment, System, Help) and a toolbar. The form is divided into several sections:

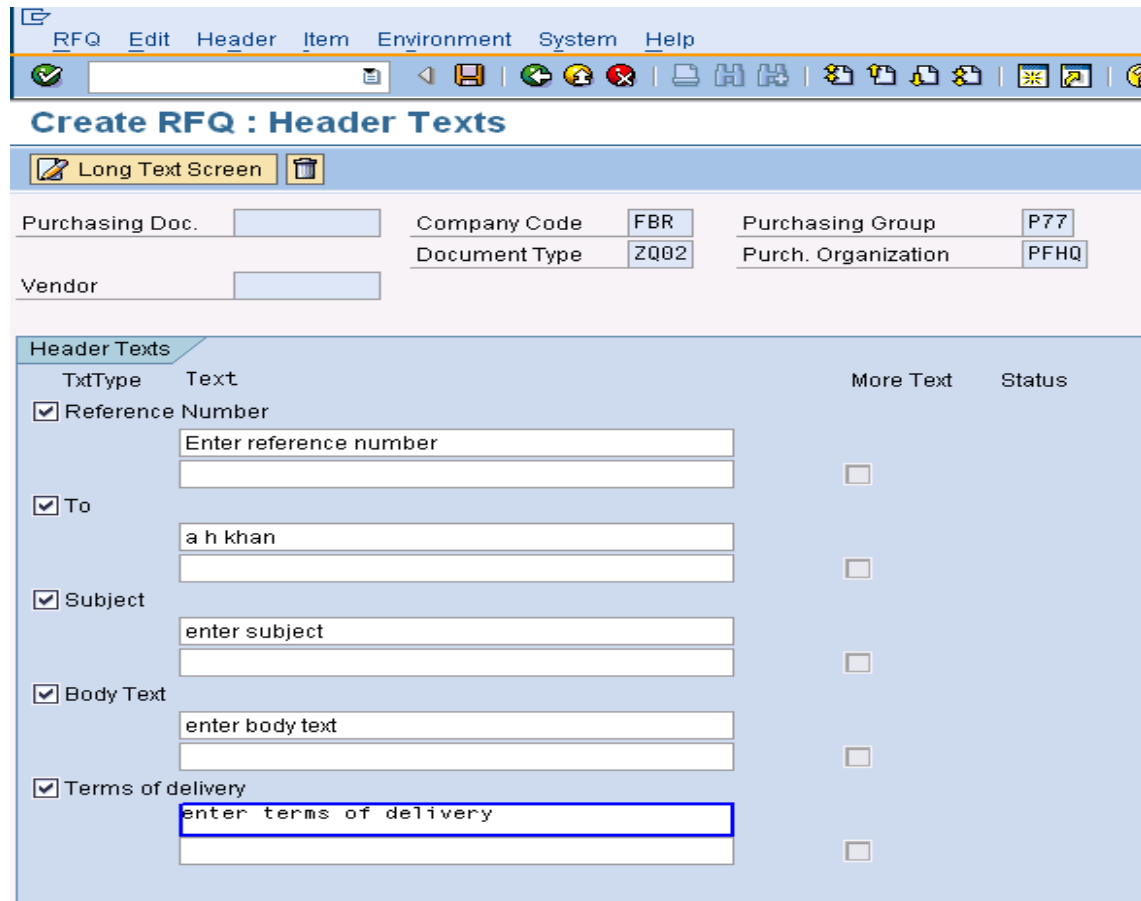
- Basic Data:** RFQ (empty), Company Code (FBR), Purchasing Group (P77), RFQ Type (ZQ02), Purch. Organization (PFHQ), Vendor (empty).
- Administrative Fields:** RFQ Date (21.01.2010), Item Interval (10), Coll. No. (abc), Language (EN), Subitem Interv. (1), QuotDdIn (10.02.2010), Validity Start (empty), Validity End (empty), Apply By (empty), Warranty (empty), Bindg Per. (empty).
- Terms of Delivery and Payment:** Targ. Val. (empty).
- Reference Data:** Quotation Date (empty), Quotation (empty), Your Reference (J S Mirza), Salesperson (empty), Our Reference (M A Khan), Telephone (empty).

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


PURCHASING & INVENTORY MANAGEMENT

Click  Header Text to maintain text in header

Fill the header text:

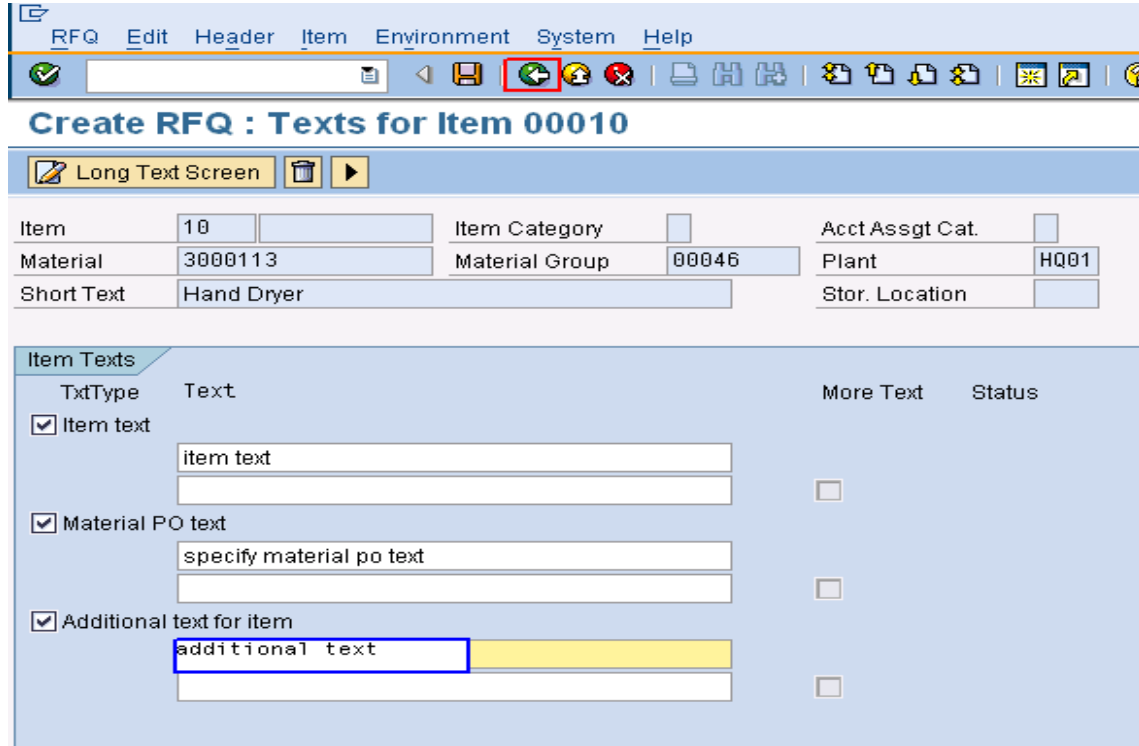


Field Name	Description	R/O/C	Comments
Reference number	Maintain internal Reference Number	O	
To	Name of person/vendor to whom RFQ is to be delivered	O	
Subject	Maintain Subject	O	
Body Text	Maintain Body Text	O	
Terms of delivery	Maintain text for Terms of Delivery	O	

Click  Back to return to previous screen

PURCHASING & INVENTORY MANAGEMENT

Item Text:




The screenshot shows the SAP 'Create RFQ : Texts for Item 00010' screen. At the top, there is a menu bar with 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons, including a 'Back' icon (a circular arrow) which is highlighted with a red box. The main area contains a 'Long Text Screen' header and a data entry section with the following fields:

Item	10	Item Category		Acct Assgt Cat.	
Material	3000113	Material Group	00046	Plant	HQ01
Short Text	Hand Dryer			Stor. Location	

Below the data entry section is the 'Item Texts' table:

TxtType	Text	More Text	Status
<input checked="" type="checkbox"/> Item text	item text	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Material PO text	specify material po text	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Additional text for item	additional text	<input type="checkbox"/>	

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

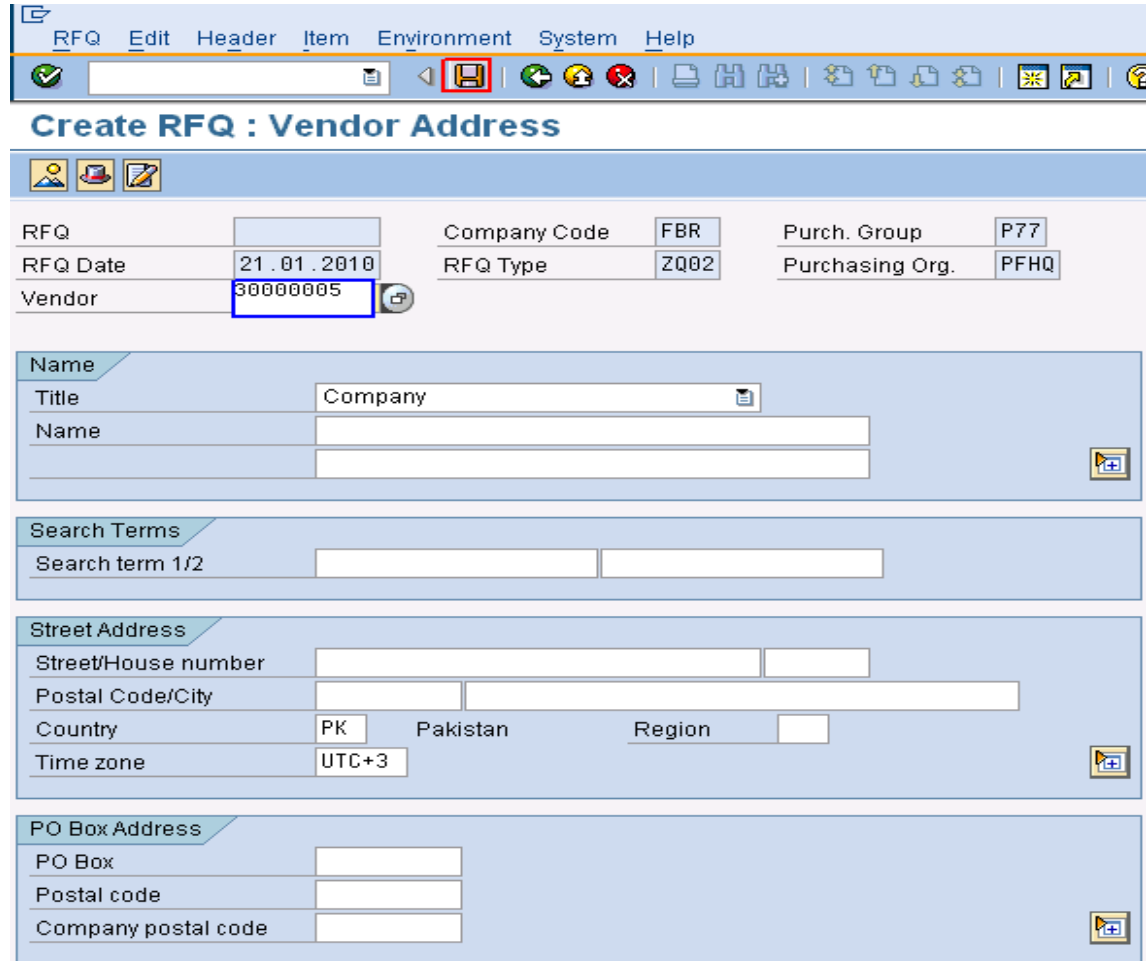
Click  Back to return to previous screen

PURCHASING & INVENTORY MANAGEMENT

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



Create RFQ : Vendor Address

RFQ: [] Company Code: FBR Purch. Group: P77
 RFQ Date: 21.01.2010 RFQ Type: ZQ02 Purchasing Org.: PFHQ
 Vendor: 30000005


Name
 Title: Company
 Name: []

Search Terms
 Search term 1/2: []

Street Address
 Street/House number: []
 Postal Code/City: []
 Country: PK Pakistan Region: []
 Time zone: UTC+3

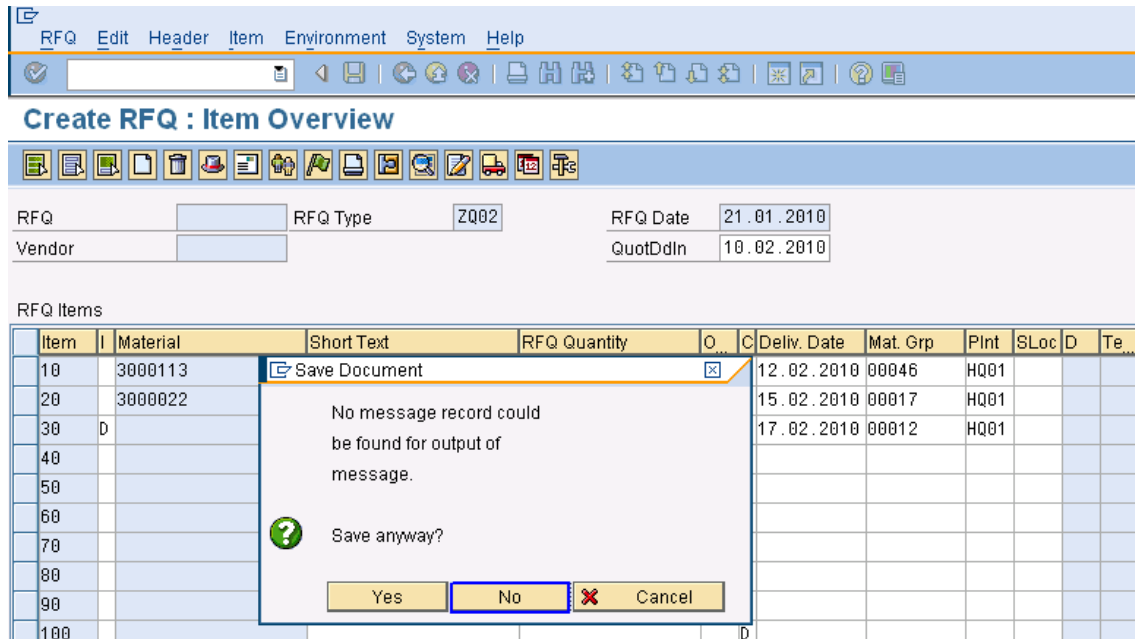
PO Box Address
 PO Box: []
 Postal code: []
 Company postal code: []

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

PURCHASING & INVENTORY MANAGEMENT

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



RFQ: [] RFQ Type: ZQ02 RFQ Date: 21.01.2010
 Vendor: [] QuotDdln: 10.02.2010

RFQ Items

Item	I	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Te...
10		3000113					12.02.2010	00046	HQ01			
20		3000022					15.02.2010	00017	HQ01			
30	D						17.02.2010	00012	HQ01			
40												
50												
60												
70												
80												
90												
100												

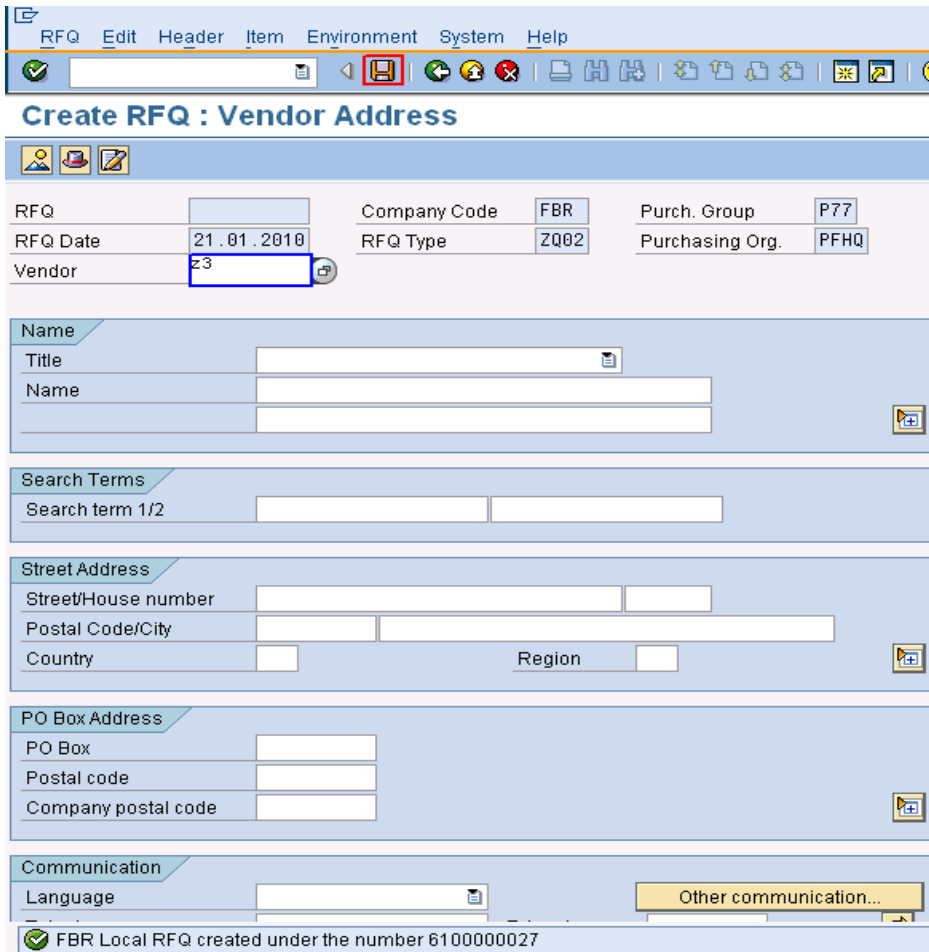
If you want to maintain same Vendor for each line item then press “Yes” otherwise Press “No”

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

PURCHASING & INVENTORY MANAGEMENT

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


Now maintain Vendor "z3" for line item 2



The screenshot shows the SAP 'Create RFQ : Vendor Address' screen. The menu bar includes 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. The toolbar contains various icons, with the 'Save' icon (a floppy disk) highlighted by a red box. The main form area is divided into several sections:

- Header Data:** RFQ (empty), RFQ Date (21.01.2010), Vendor (z3), Company Code (FBR), RFQ Type (ZQ02), Purch. Group (P77), and Purchasing Org. (PFHQ).
- Name:** Fields for Title, Name, and a search icon.
- Search Terms:** Search term 1/2 field.
- Street Address:** Fields for Street/House number, Postal Code/City, Country, and Region.
- PO Box Address:** Fields for PO Box, Postal code, and Company postal code.
- Communication:** Language field and an 'Other communication...' button.

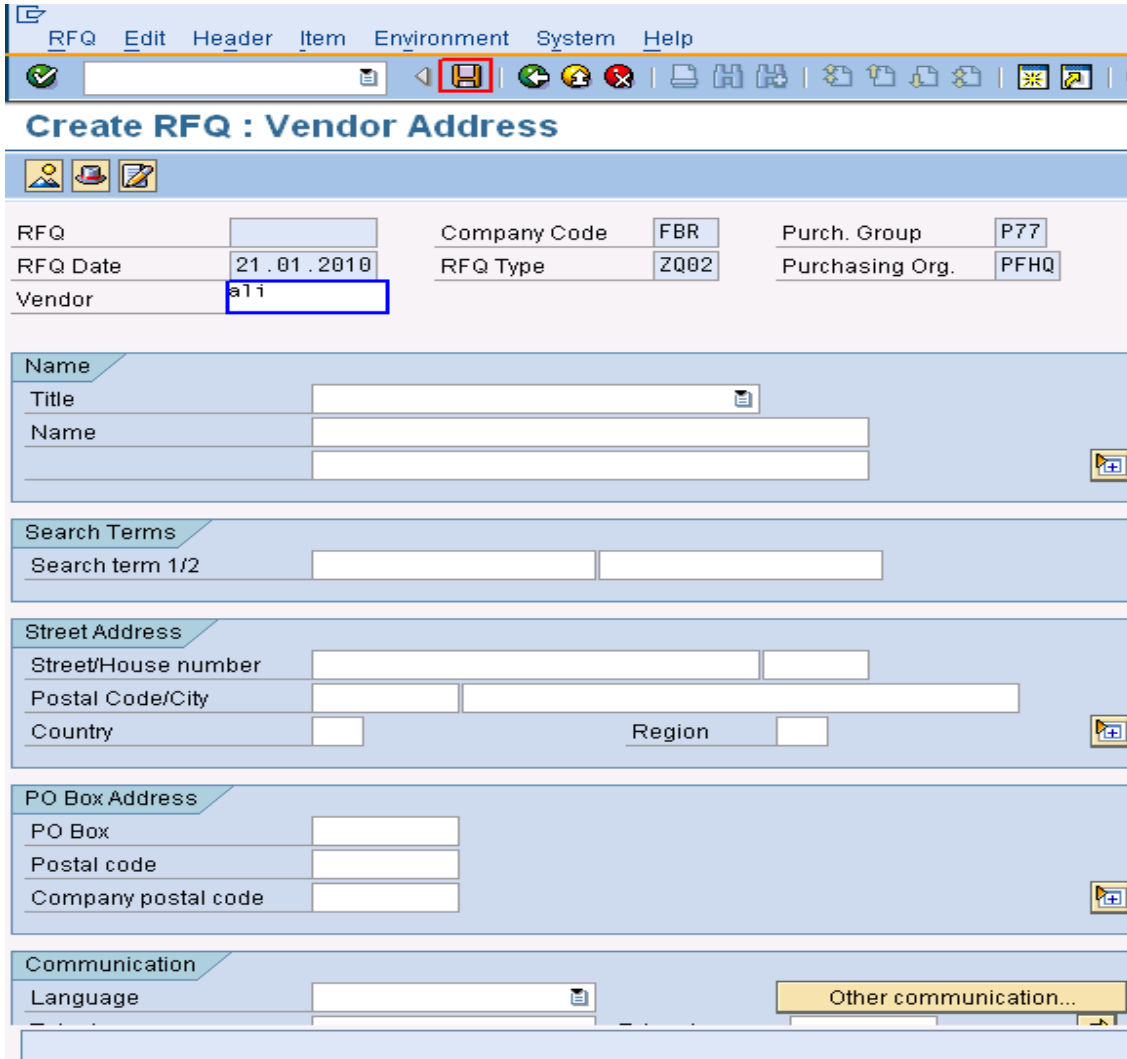
At the bottom of the form, a status bar indicates: 'FBR Local RFQ created under the number 6100000027'.

Click  Save to save the RFQ for line item 2

PURCHASING & INVENTORY MANAGEMENT


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

Maintain Vendor "ali" for line item 3



The screenshot shows the SAP 'Create RFQ : Vendor Address' form. At the top, there is a menu bar with 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons, including a save icon (floppy disk) which is highlighted with a red box. The main form area is divided into several sections:

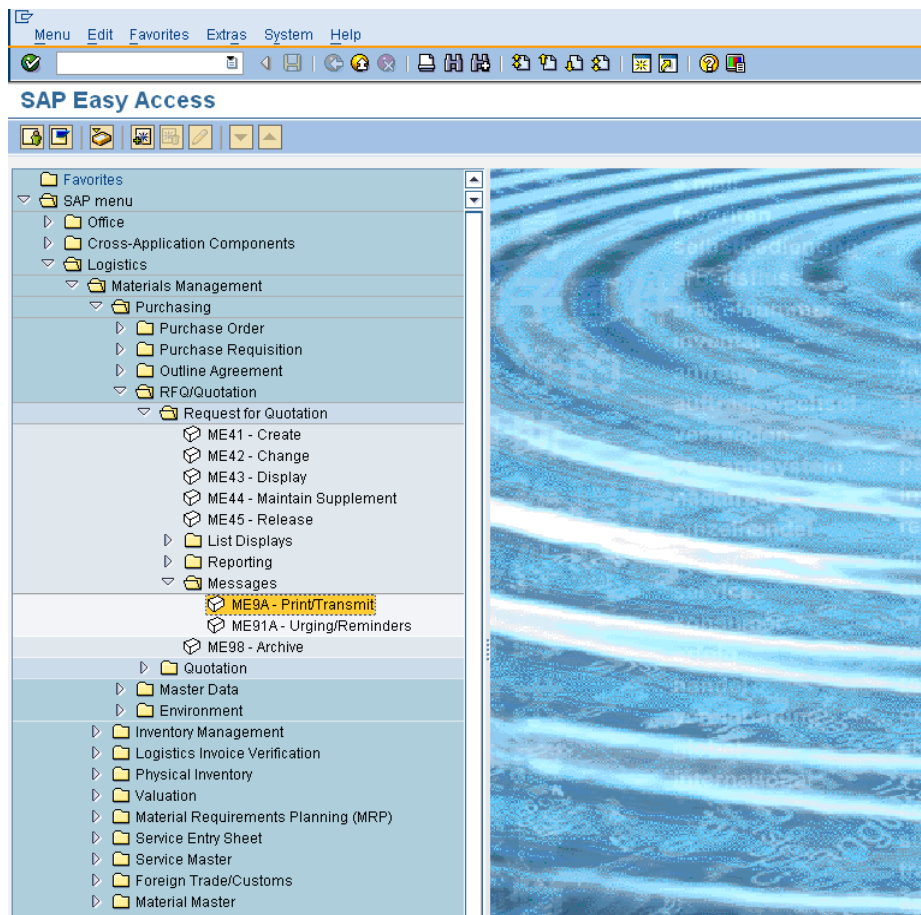
- Header Data:** RFQ (empty), RFQ Date (21.01.2010), Vendor (ali), Company Code (FBR), RFQ Type (ZQ02), Purch. Group (P77), and Purchasing Org. (PFHQ).
- Name:** Fields for Title, Name, and Address.
- Search Terms:** Search term 1/2.
- Street Address:** Fields for Street/House number, Postal Code/City, Country, and Region.
- PO Box Address:** Fields for PO Box, Postal code, and Company postal code.
- Communication:** Language field and an 'Other communication...' button.

Click  Save to save the RFQ for line item 3

PURCHASING & INVENTORY MANAGEMENT

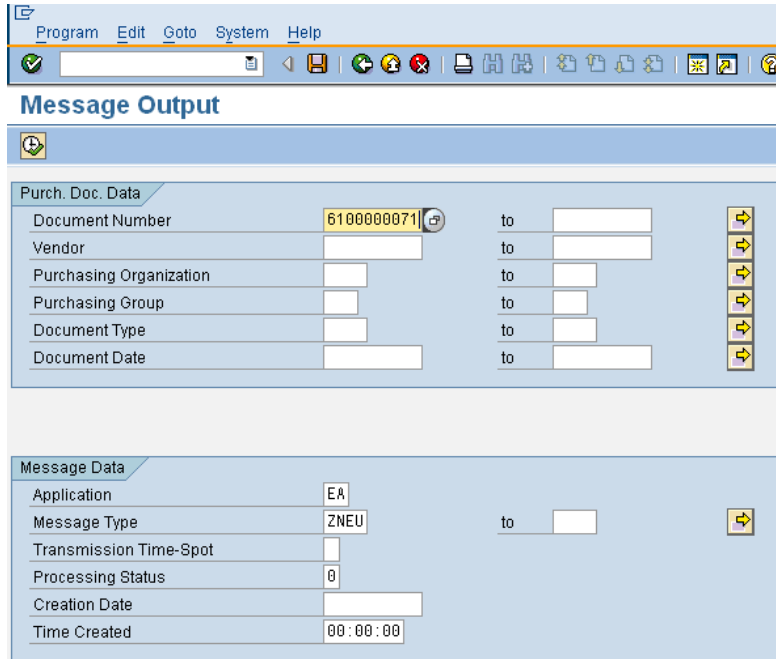
4.2 Printout Request for Quotation (RFQ).

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



PURCHASING & INVENTORY MANAGEMENT

Enter below mentioned data



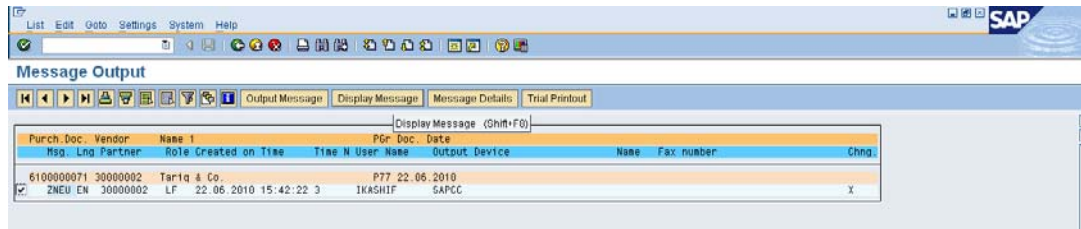
The screenshot shows the SAP Message Output dialog box. It has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The dialog is divided into two sections: 'Purch. Doc. Data' and 'Message Data'.
Purch. Doc. Data:
 Document Number: 6100000071 (with a magnifying glass icon) to []
 Vendor: [] to []
 Purchasing Organization: [] to []
 Purchasing Group: [] to []
 Document Type: [] to []
 Document Date: [] to []
Message Data:
 Application: EA to []
 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.	O	
Purchasing Organization	Denotes the purchasing organization.	O	
Document Type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system.	O	
Document Date	Date on which the purchasing document was created.	O	
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. The output type is predefined for your area of the SAP system	R	


PURCHASING & INVENTORY MANAGEMENT

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	
-------------------	--	---	--

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



Output of Request for Quotation (RFQ).



Request For Quotation : 610000071

000-fbr-2010-06 22nd June, 2010

To: Tariq & Co.

Subject: SUPPLY OF GOODS (Body Text)

Please supply following items, reference to your quotation dated 31 May 2010

S.NO	Material Code	Name of Items	Quantity
1	3000332	Ball Liner Free Ink Roller	5
2	3000333	Ball Liner Grip.07	10
3	3000334	Ball Point 7B	15
4	3000335	Ball Liner Free Ink Roller	20
5	3000332	Ball Liner Free Ink Roller	5
6	3000333	Ball Liner Grip.07	10
7	3000334	Ball Point 7B	15
8	3000335	Ball Liner Free Ink Roller	20
9	3000332	Ball Liner Free Ink Roller	5
10	3000333	Ball Liner Grip.07	10
11	3000334	Ball Point 7B	15
12	3000335	Ball Liner Free Ink Roller	20
13	3000332	Ball Liner Free Ink Roller	5
14	3000333	Ball Liner Grip.07	10
15	3000334	Ball Point 7B	15
16	3000335	Ball Liner Free Ink Roller	20
17	3000335	Ball Liner Free Ink Roller	20
18	3000332	Ball Liner Free Ink Roller	5

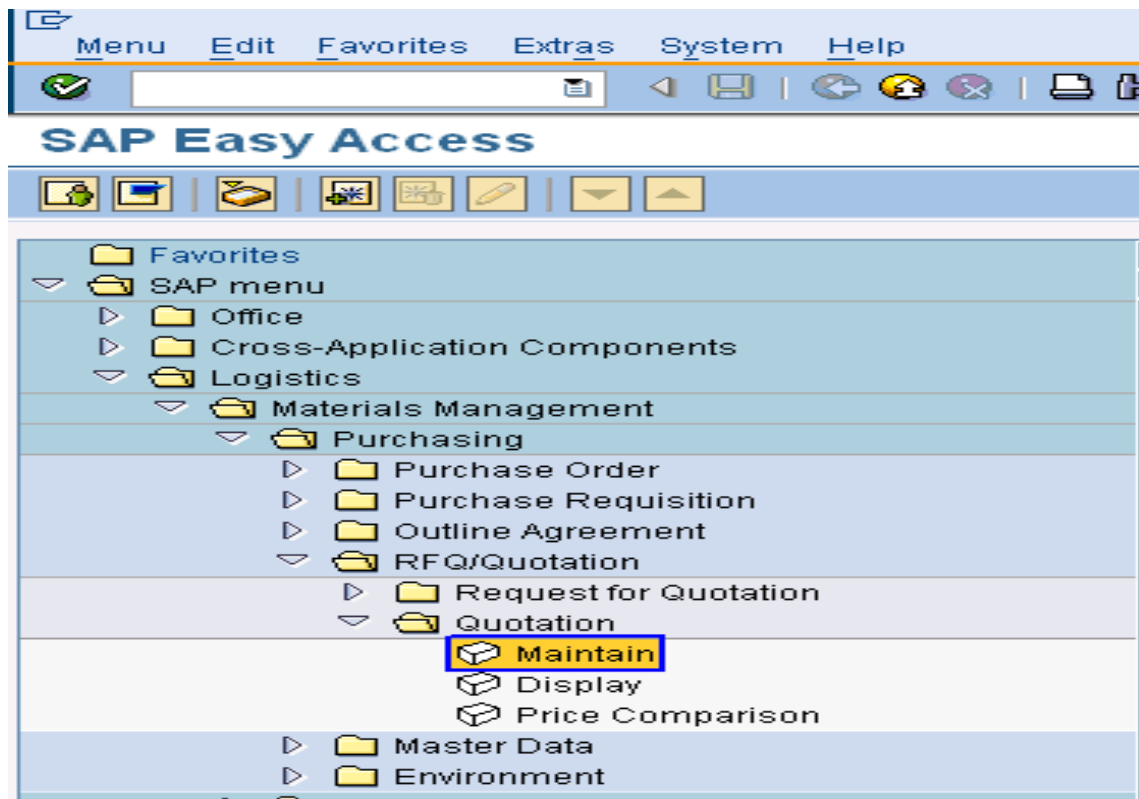
PURCHASING & INVENTORY MANAGEMENT

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:

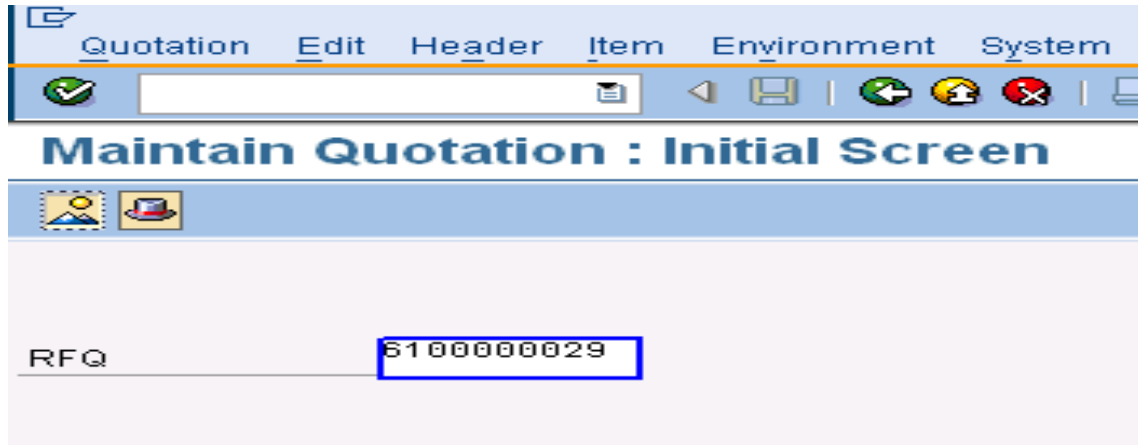
Via Menus	Material Management ----> Purchasing ----> RFQ/Quotation ----> Quotation ---> Maintain
Via Transaction Code	ME47




PURCHASING & INVENTORY MANAGEMENT

Select the Request for Quotation (RFQ):

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



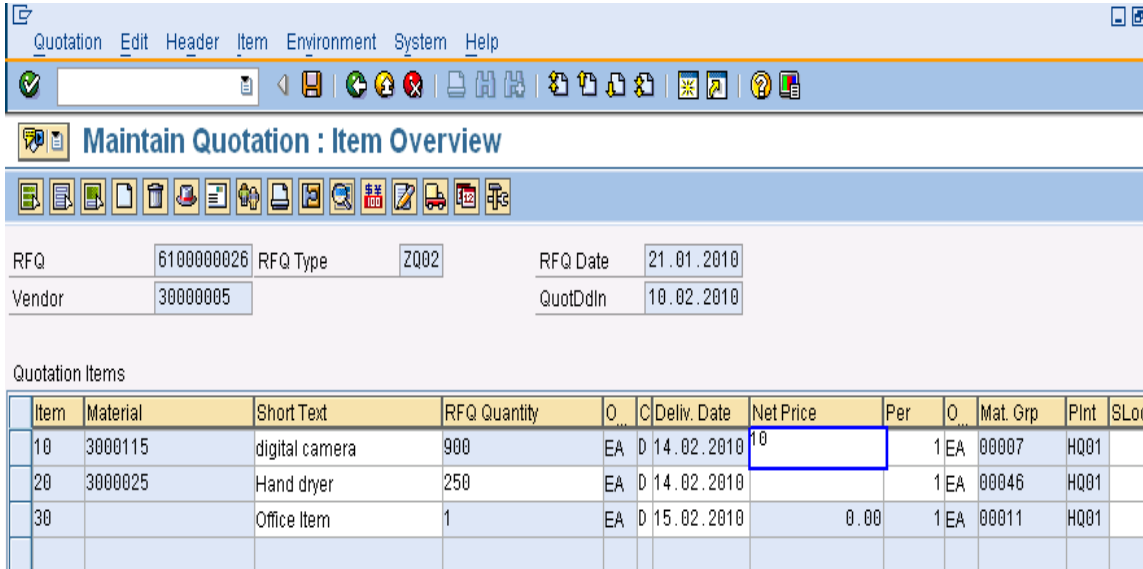
Field Name	Description	R/O/C	Comments
RFQ	Enter RFQ /RFP number that has already been created and sent to Vendor as an enquiry.	R	

Click  Overview or Enter to continue

PURCHASING & INVENTORY MANAGEMENT

Maintain Item Price:

Enter Price "10" for line item 1.



RFQ	6100000026	RFQ Type	ZQ02	RFQ Date	21.01.2010
Vendor	30000005	QuotDdln	10.02.2010		

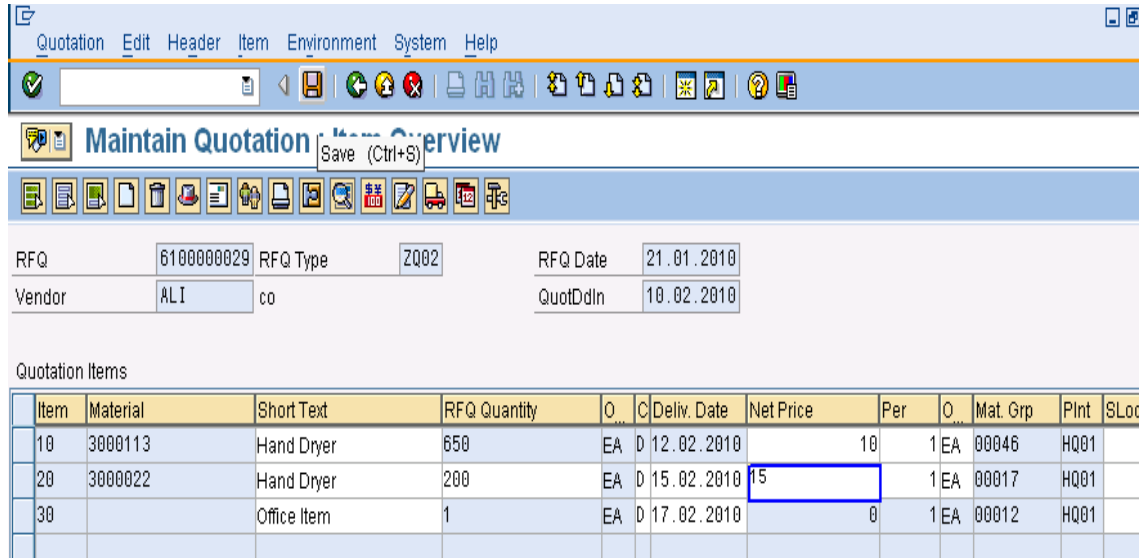
Item	Material	Short Text	RFQ Quantity	O	C	Deliv. Date	Net Price	Per	O	Mat. Grp	Plnt	SLoc
10	3000115	digital camera	900	EA	D	14.02.2010	10		1	EA	00007	HQ01
20	3000025	Hand dryer	250	EA	D	14.02.2010			1	EA	00046	HQ01
30		Office Item	1	EA	D	15.02.2010	0.00		1	EA	00011	HQ01

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

PURCHASING & INVENTORY MANAGEMENT

Maintain Item Price:

Maintain price Rs.15 for line item 2.




The screenshot shows the SAP 'Maintain Quotation Item Overview' interface. At the top, there is a menu bar with 'Quotation Edit Header Item Environment System Help' and a toolbar with various icons. Below the menu, the title 'Maintain Quotation Item Overview' is displayed with a 'Save (Ctrl+S)' button. A data entry area contains the following fields:

RFQ	6100000029	RFQ Type	Z002	RFQ Date	21.01.2010
Vendor	ALI	co		QuotDdIn	10.02.2010

Below this is a table titled 'Quotation Items' with the following data:

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc
10	3000113	Hand Dryer	650	EA	D	12.02.2010		10	1	EA	00046	HQ01
20	3000022	Hand Dryer	200	EA	D	15.02.2010	15		1	EA	00017	HQ01
30		Office Item	1	EA	D	17.02.2010	0		1	EA	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	

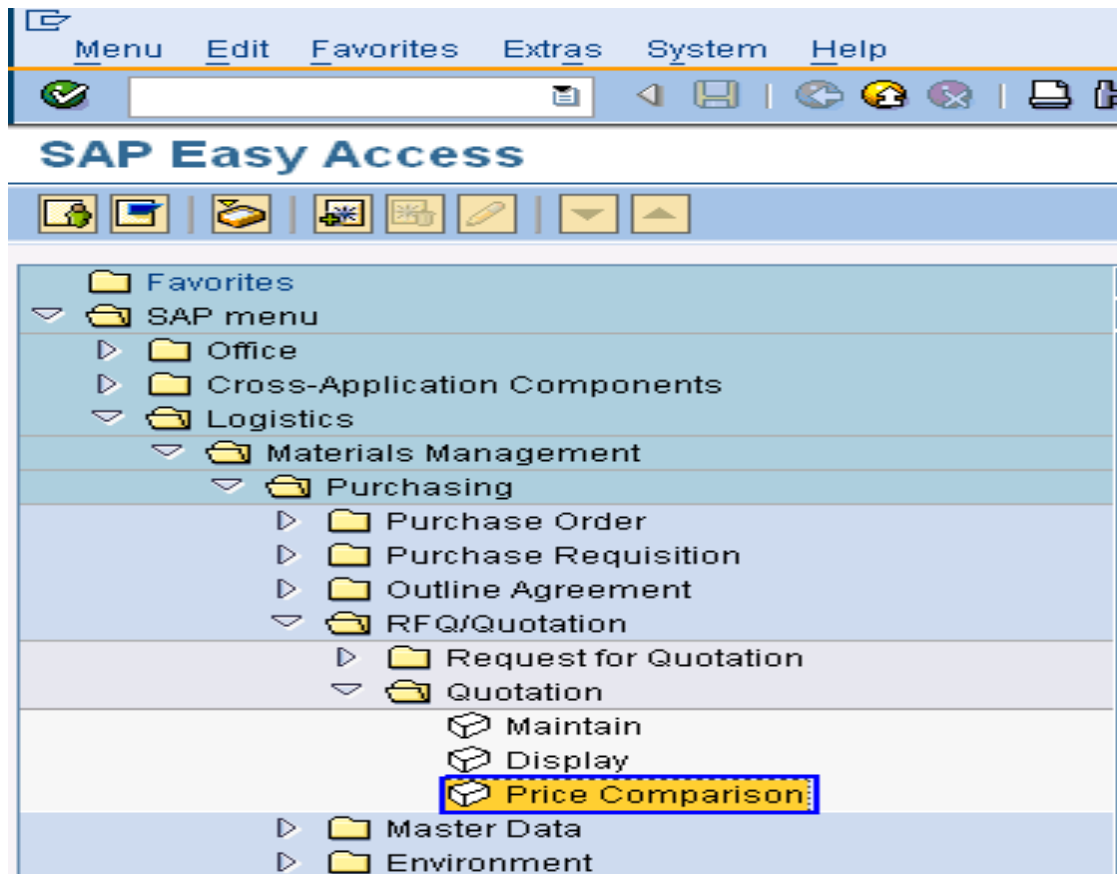
Click  Save to save the Quotation.

PURCHASING & INVENTORY MANAGEMENT

4.4 Price Comparison List:

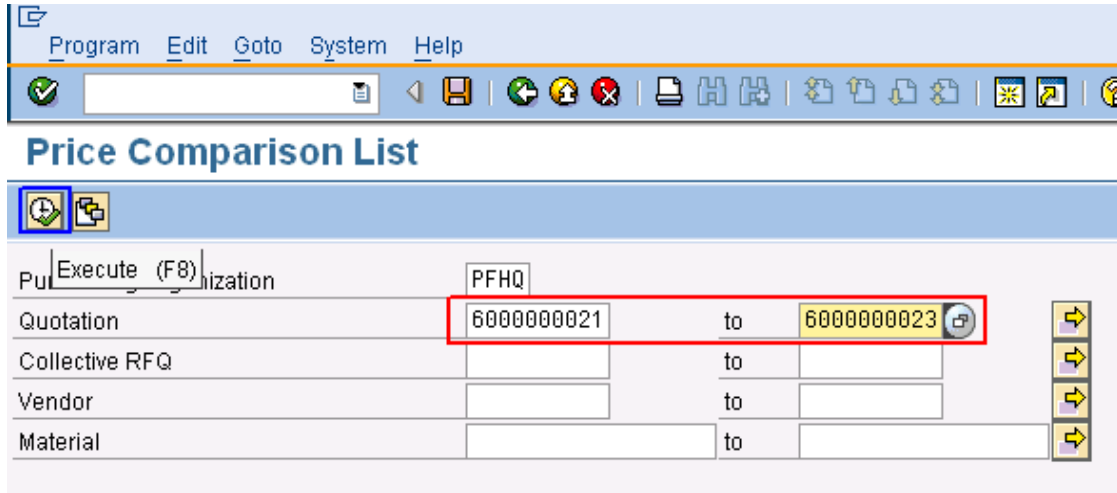
Access the Transaction using following menu path:

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




PURCHASING & INVENTORY MANAGEMENT

Price Comparison List – Initial Screen:



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	O	
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	O	
Vendor	You can select Vendor. System will compare the Quotations from the Vendor you selected	O	
Material	You can specify the Material for which you want to run the comparison	O	

Click  Execute or Press F8

PURCHASING & INVENTORY MANAGEMENT

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.

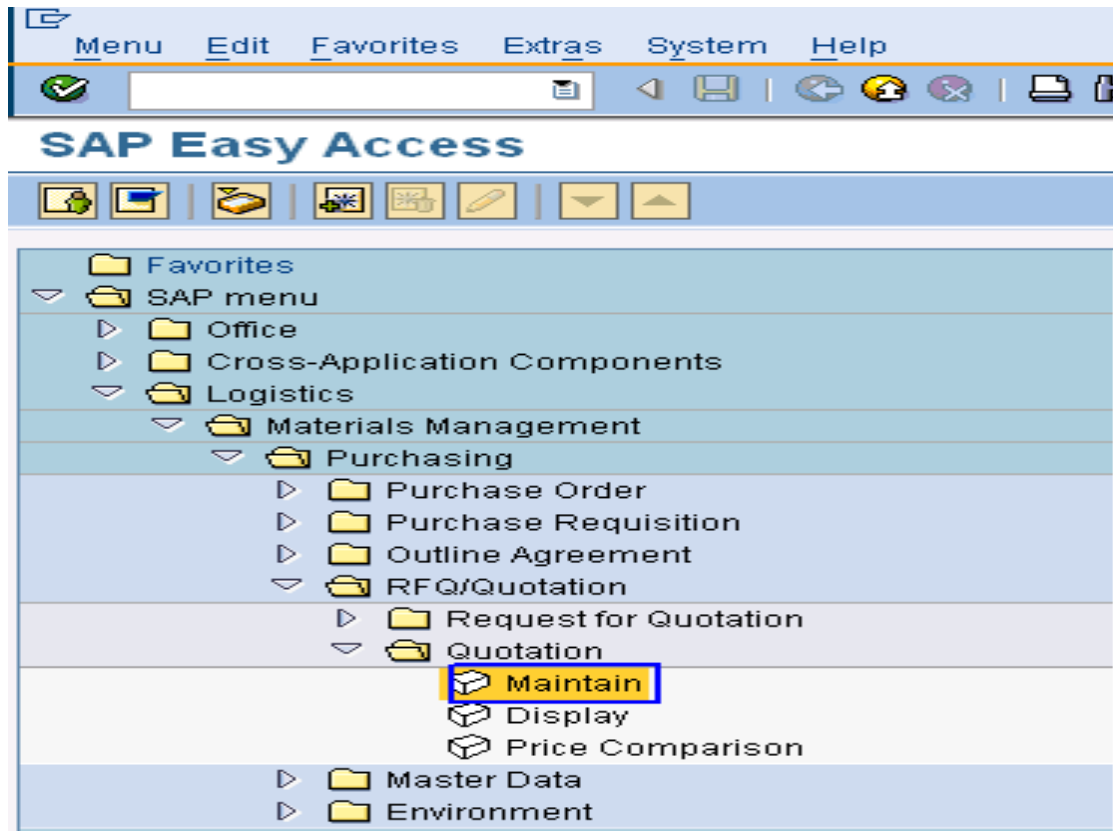
Price Comparison List in Currency PKR				
Material	Quot. :	6000000023	6000000022	6000000021
Sh. Text	Bidder:	Z3	Z2	30000000
Qty. in Base Unit	Name:	company	co	Z A iqbal
3000021 Iron Safe 100 EA	Val. : Price: Rank:	5,000 50 1 70 %	8,000 80 2 112 %	8,500 85 3 119 %
3000022 Hand Dryer 200 EA	Val. : Price: Rank:	8,000 40 1 59 %	14,000 70 2 102 %	19,000 95 3 139 %
3000023 Shredder Machine 300 EA	Val. : Price: Rank:	13,500 45 1 64 %	22,500 75 2 107 %	27,000 90 3 129 %
Total Quot.	Val. : Rank:	26,500 1 63 %	44,500 2 106 %	54,500 3 130 %

PURCHASING & INVENTORY MANAGEMENT

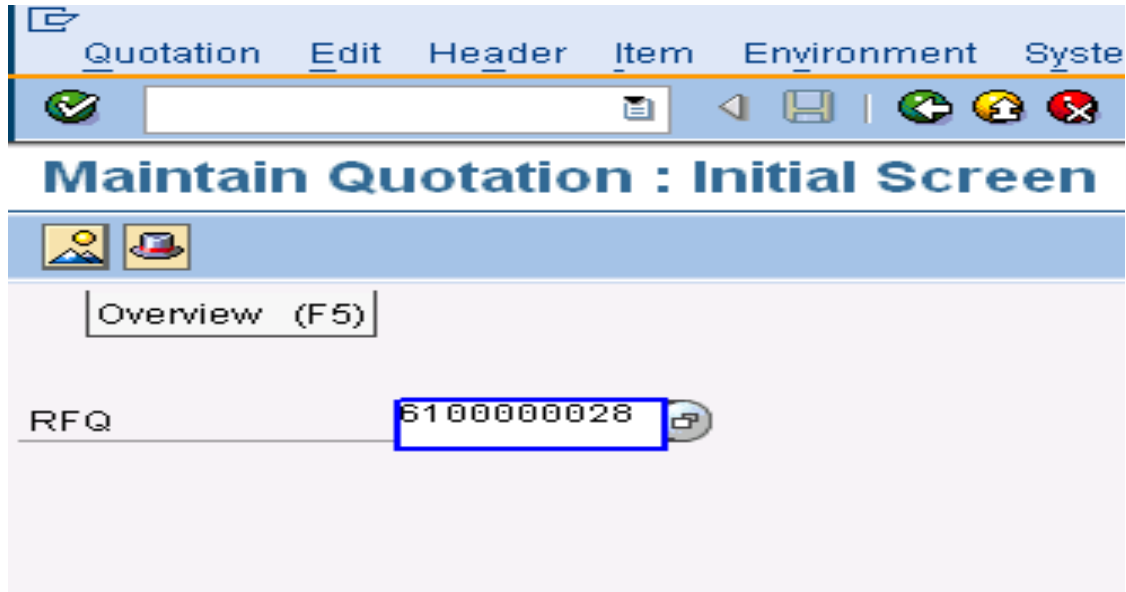
4.5 Maintain Quotation for Rejection

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



Select Request for Quotation (RFQ):



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

PURCHASING & INVENTORY MANAGEMENT

Select the line item:

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

Quotation Edit Header Item Environment System Help

Maintain Quotation : Item Overview

RFQ 6100000028 RFQ Type Z002 RFQ Date 21.01.2010
 Vendor Z3 company QuotDdln 10.02.2010

Quotation Items

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc
10	3000113	Hand Dryer	650	EA	D	12.02.2010		12	1	EA 00046	HQ01	
20	3000022	Hand Dryer	200	EA	D	15.02.2010		16	1	EA 00017	HQ01	
30		Office Item	1	EA	D	17.02.2010		0	1	EA 00012	HQ01	

PURCHASING & INVENTORY MANAGEMENT

Flag the Rejection Indicator:

Flag the Rejection Indicator in selected RFQ/RFP.

Quotation Edit Header Item Environment System Help

Maintain Quotation : Item 00020

Item: 6100000028 20 ItCat. Plant: HQ01
 Material: 3000022 Mat. Grp: 00017 Stor. Loc.
 Short Text: Hand Dryer

Quantity and Date
 RFQ Quantity: 200 EA QuotDdIn: 10.02.2010
 Delivery Date: 15.02.2010

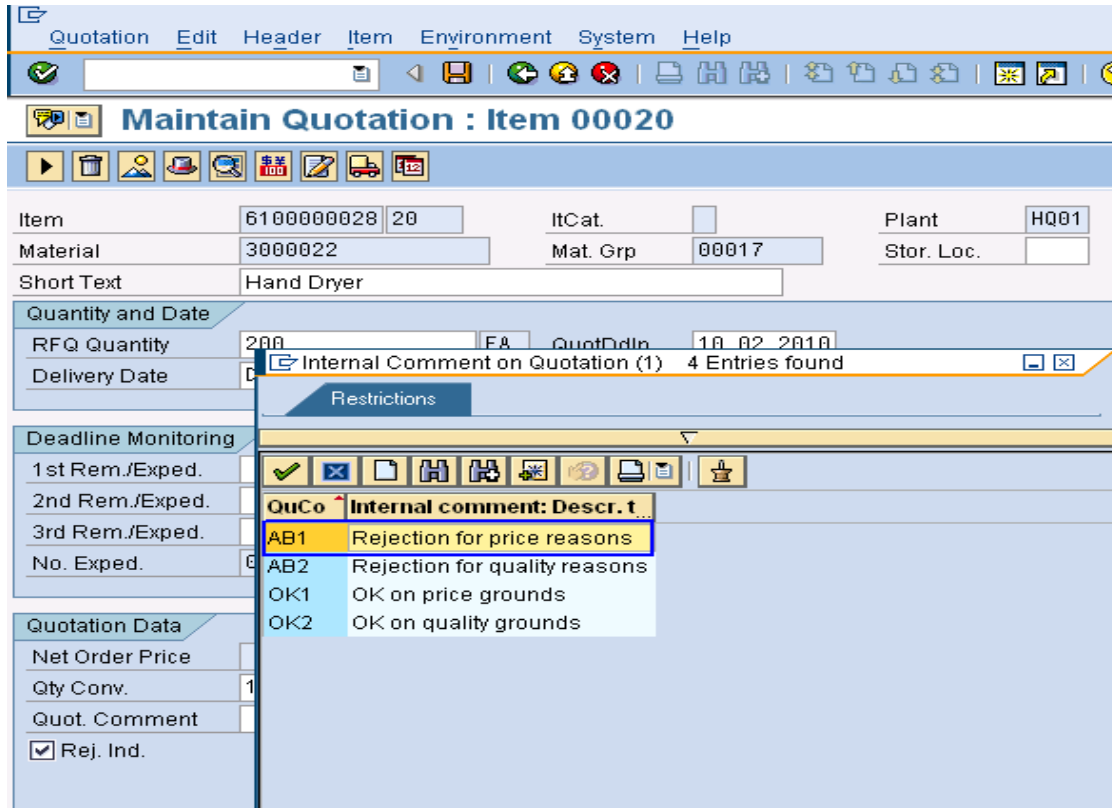
Deadline Monitoring
 1st Rem./Exped. TrackingNo
 2nd Rem./Exped. V. Mat.
 3rd Rem./Exped.
 No. Exped. 0

Quotation Data
 Net Order Price: 0.16 PKR / 1 EA InfoUpdate
 Qty Conv. 1 EA <-> 1 EA Tax Code
 Quot. Comment
 Rej. Ind.

PURCHASING & INVENTORY MANAGEMENT

Select the Rejection Reason:

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




The screenshot shows the SAP 'Maintain Quotation' interface for Item 00020. The main data area includes:

- Item: 6100000028 20
- Material: 3000022
- Short Text: Hand Dryer
- RFQ Quantity: 200
- Delivery Date: 10.02.2010

An 'Internal Comment on Quotation (1)' window is open, displaying a list of rejection reasons:

QuCo	Internal comment: Descr. t...
AB1	Rejection for price reasons
AB2	Rejection for quality reasons
OK1	OK on price grounds
OK2	OK on quality grounds

The 'Rej. Ind.' checkbox is checked in the 'Quotation Data' section.

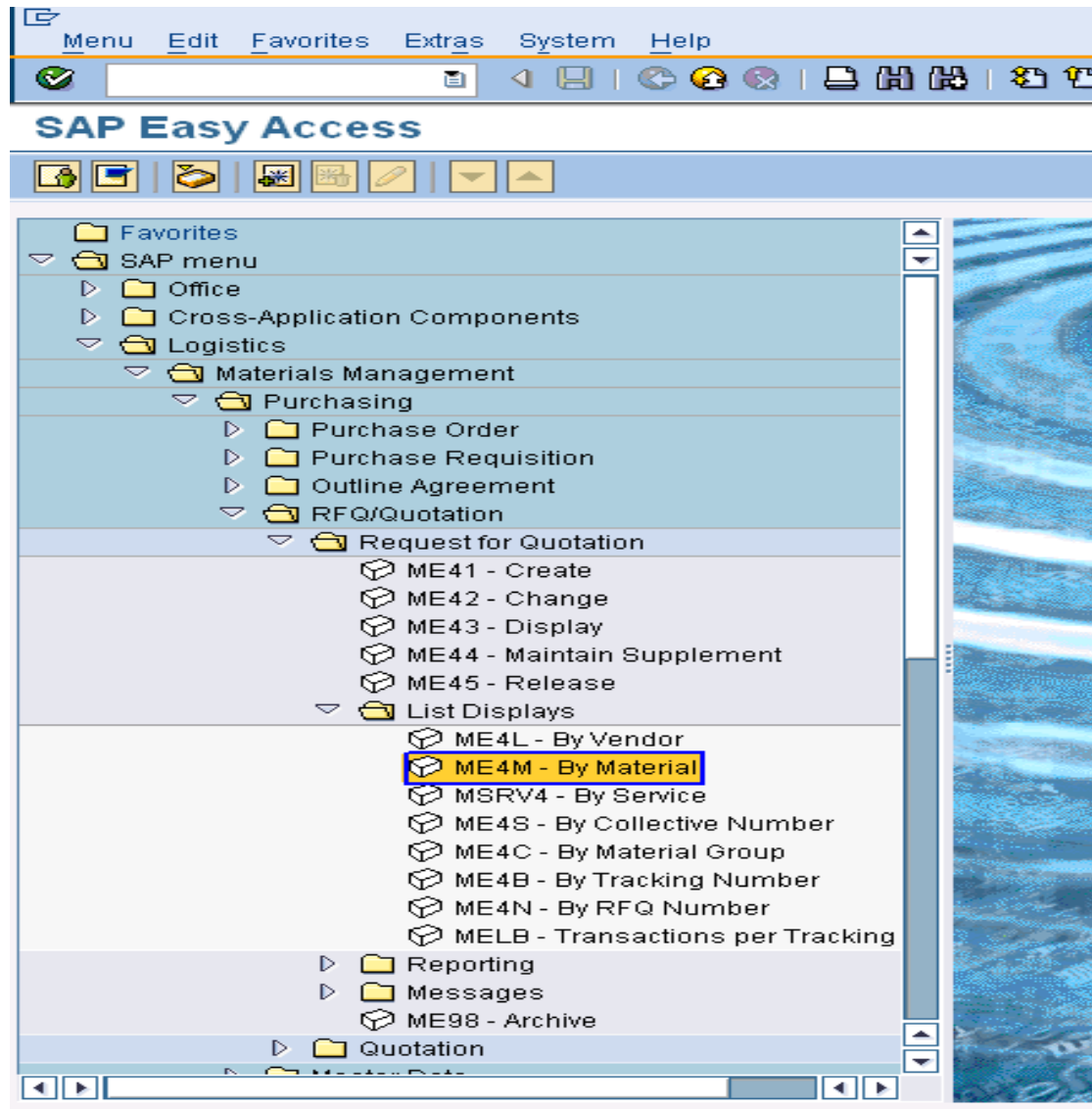
Click  Save to save the Quotation.

PURCHASING & INVENTORY MANAGEMENT

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

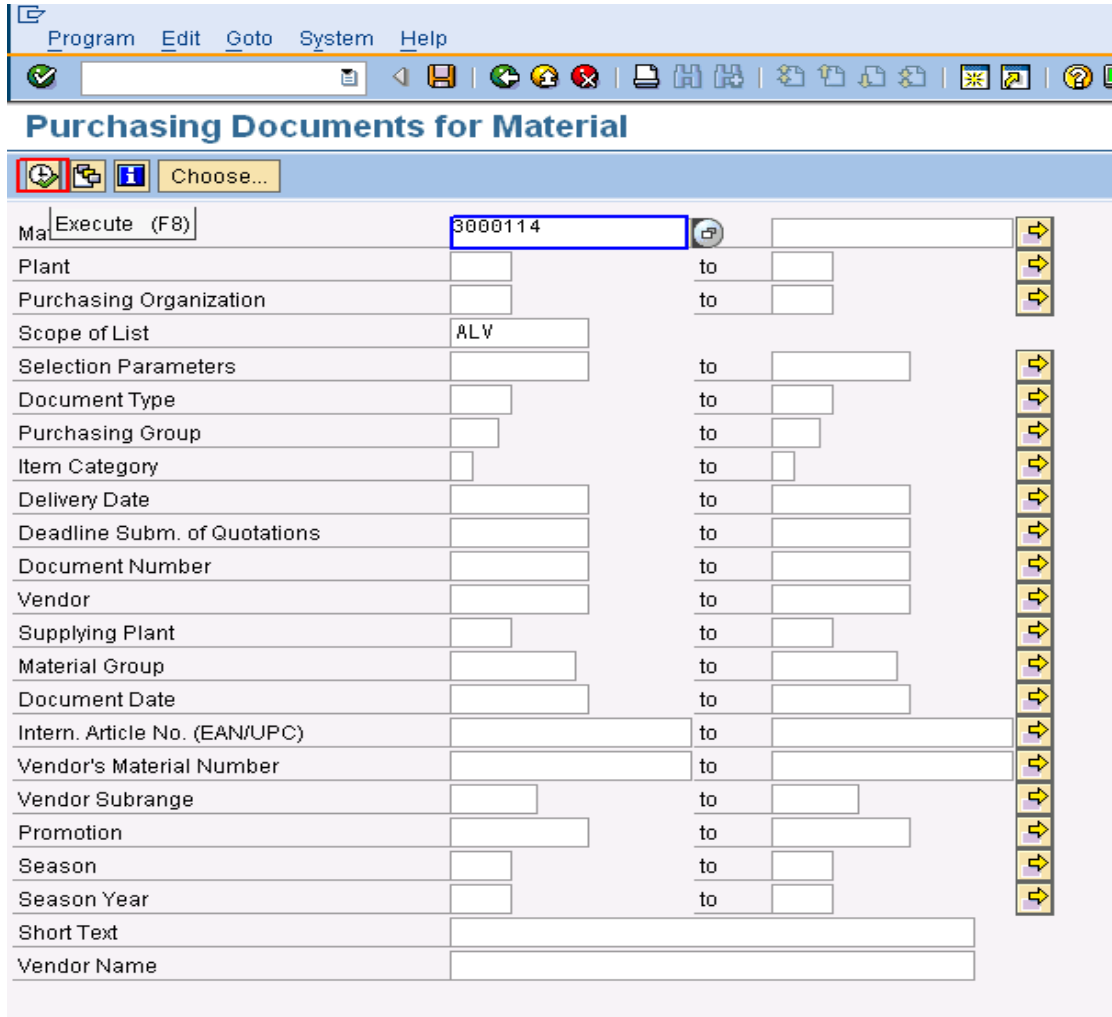
Access the transaction using following Menu Path:

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



PURCHASING & INVENTORY MANAGEMENT

Selection Parameter for Report:



The screenshot shows the SAP 'Purchasing Documents for Material' selection screen. The 'Material' field is set to '3000114'. The 'Scope of List' is set to 'ALV'. The 'Execute (F8)' button is highlighted in the top toolbar.

Ma	Execute (F8)	3000114		
Plant			to	
Purchasing Organization			to	
Scope of List	ALV			
Selection Parameters			to	
Document Type			to	
Purchasing Group			to	
Item Category			to	
Delivery Date			to	
Deadline Subm. of Quotations			to	
Document Number			to	
Vendor			to	
Supplying Plant			to	
Material Group			to	
Document Date			to	
Intern. Article No. (EAN/UPC)			to	
Vendor's Material Number			to	
Vendor Subrange			to	
Promotion			to	
Season			to	
Season Year			to	
Short Text				
Vendor Name				

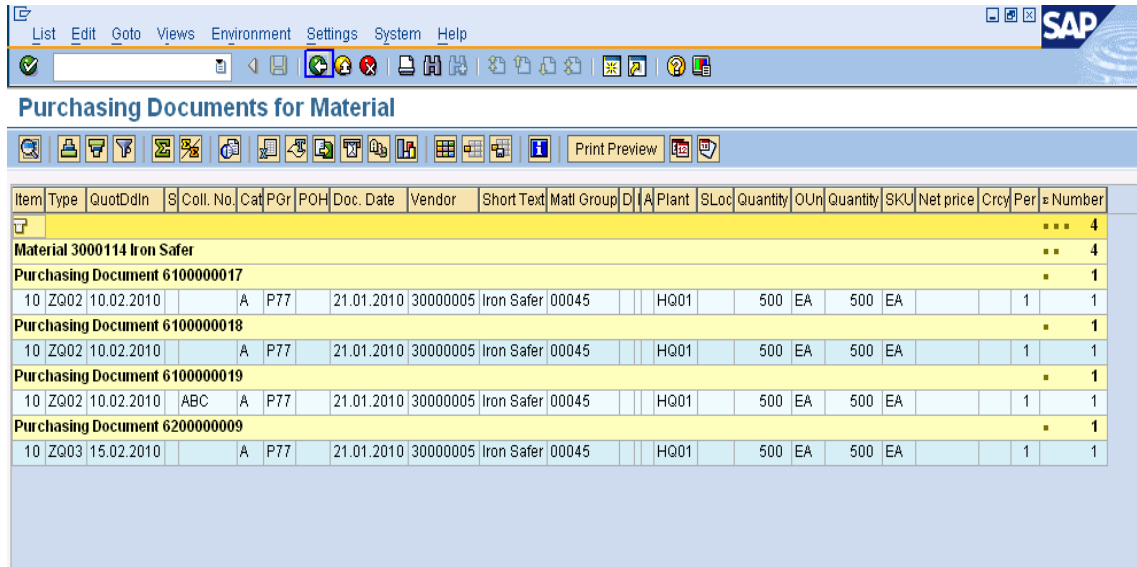
Select the material for which you want to view the Report. You can give the range in Selection Criteria to view the report.

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

Click  Execute or Press F8

PURCHASING & INVENTORY MANAGEMENT

Result of the Report:



The screenshot shows the SAP interface for the report 'Purchasing Documents for Material'. The report displays a list of purchasing documents for the material '3000114 Iron Safer'. The table includes columns for Item, Type, QuotDdIn, S, Coll. No., Cat, PGr, POH, Doc. Date, Vendor, Short Text, Mat Group, D, A, Plant, SLoc, Quantity, OUn, Quantity, SKU, Net price, Crcy, Per, and z Number.

Item	Type	QuotDdIn	S	Coll. No.	Cat	PGr	POH	Doc. Date	Vendor	Short Text	Mat Group	D	A	Plant	SLoc	Quantity	OUn	Quantity	SKU	Net price	Crcy	Per	z Number
Material 3000114 Iron Safer																							
Purchasing Document 6100000017																							
10	ZQ02	10.02.2010			A	P77		21.01.2010	30000005	Iron Safer	00045			HQ01		500	EA	500	EA		1	1	
Purchasing Document 6100000018																							
10	ZQ02	10.02.2010			A	P77		21.01.2010	30000005	Iron Safer	00045			HQ01		500	EA	500	EA		1	1	
Purchasing Document 6100000019																							
10	ZQ02	10.02.2010	ABC		A	P77		21.01.2010	30000005	Iron Safer	00045			HQ01		500	EA	500	EA		1	1	
Purchasing Document 6200000009																							
10	ZQ03	15.02.2010			A	P77		21.01.2010	30000005	Iron Safer	00045			HQ01		500	EA	500	EA		1	1	

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

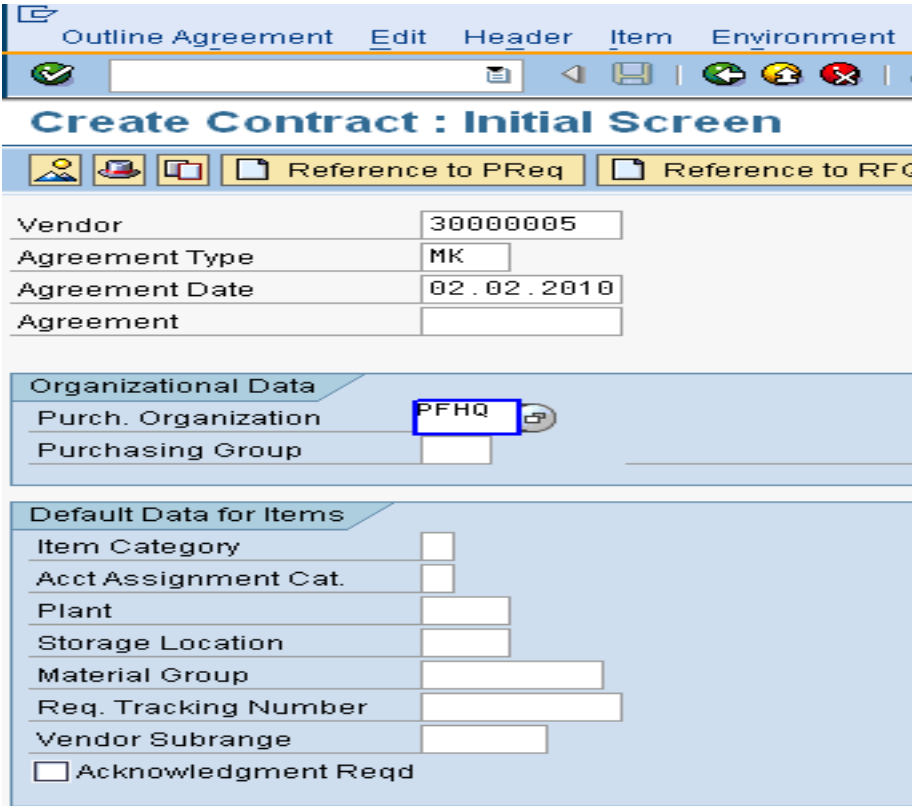
You can go back to the Selection Screen to execute the Report for another Material.

SECTION 5 CONTRACT

5.1 Create Contract

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

Create Contract Initial Screen



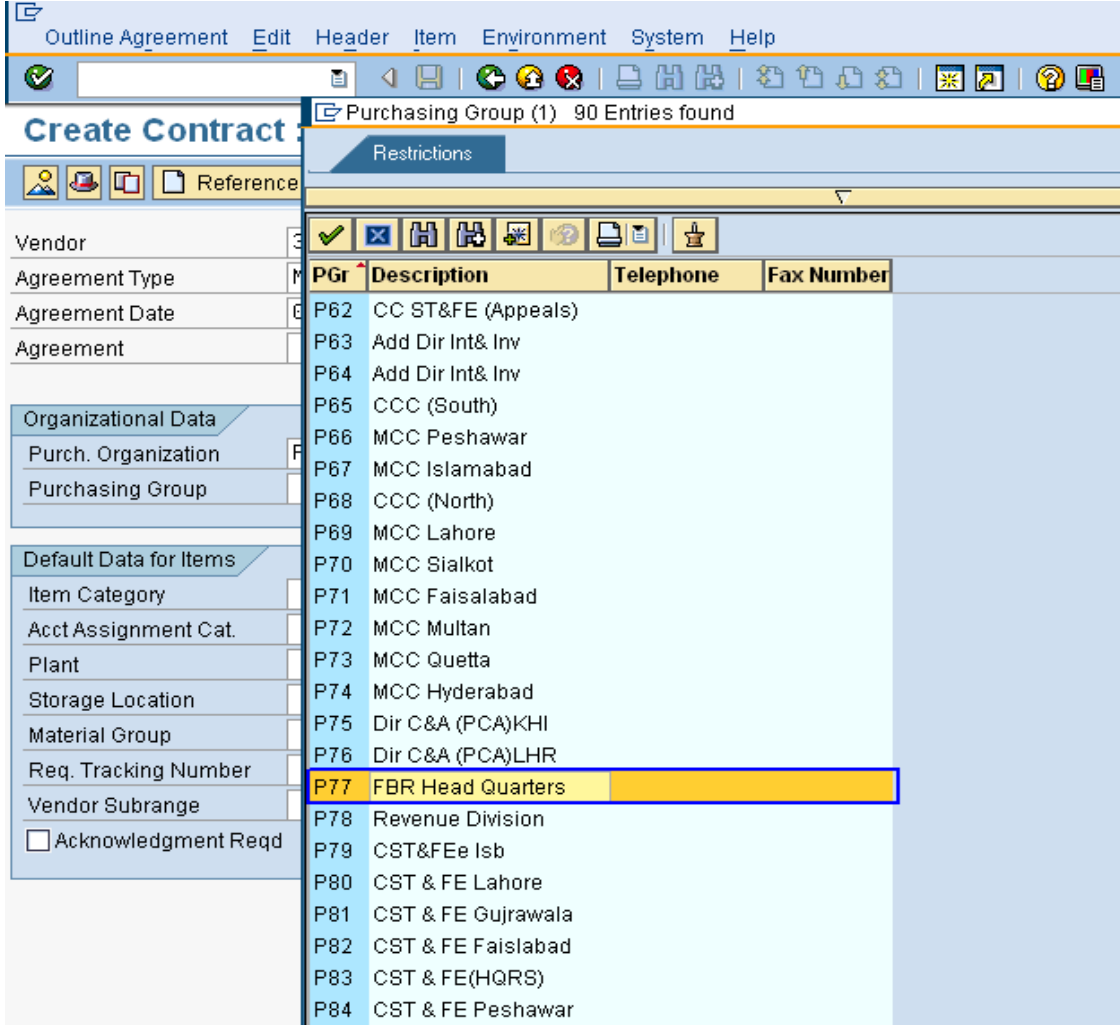
The screenshot shows the SAP 'Create Contract : Initial Screen' interface. At the top, there are tabs for 'Outline Agreement', 'Edit', 'Header', 'Item', and 'Environment'. Below the tabs is a toolbar with various icons. The main form contains several input fields:

- Vendor:** 30000005
- Agreement Type:** MK
- Agreement Date:** 02.02.2010
- Agreement:** (empty field)
- Organizational Data:**
 - Purch. Organization:** PFHQ
 - Purchasing Group:** (empty field)
- Default Data for Items:**
 - Item Category:** (empty field)
 - Acct Assignment Cat.:** (empty field)
 - Plant:** (empty field)
 - Storage Location:** (empty field)
 - Material Group:** (empty field)
 - Req. Tracking Number:** (empty field)
 - Vendor Subrange:** (empty field)
 - Acknowledgment Reqd

Field Name	Description	R/O/C	Comments
Vendor	Vendor with whom the Contract is being established	R	Enter Vendor No. 30000005
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"

PURCHASING & INVENTORY MANAGEMENT

Purchasing Group



Outline Agreement Edit Header Item Environment System Help

✓ [Icons] Purchasing Group (1) 90 Entries found

Create Contract Restrictions

Reference [Icons]


Vendor: [Field]
 Agreement Type: [Field]
 Agreement Date: [Field]
 Agreement: [Field]

Organizational Data
 Purch. Organization: [Field]
 Purchasing Group: [Field]

Default Data for Items
 Item Category: [Field]
 Acct Assignment Cat.: [Field]
 Plant: [Field]
 Storage Location: [Field]
 Material Group: [Field]
 Req. Tracking Number: [Field]
 Vendor Subrange: [Field]
 Acknowledgment Reqd

PGr	Description	Telephone	Fax Number
P62	CC ST&FE (Appeals)		
P63	Add Dir Int& Inv		
P64	Add Dir Int& Inv		
P65	CCC (South)		
P66	MCC Peshawar		
P67	MCC Islamabad		
P68	CCC (North)		
P69	MCC Lahore		
P70	MCC Sialkot		
P71	MCC Faisalabad		
P72	MCC Multan		
P73	MCC Quetta		
P74	MCC Hyderabad		
P75	Dir C&A (PCA)KHI		
P76	Dir C&A (PCA)LHR		
P77	FBR Head Quarters		
P78	Revenue Division		
P79	CST&FEe Isb		
P80	CST & FE Lahore		
P81	CST & FE Gujrawala		
P82	CST & FE Faisalabad		
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

PURCHASING & INVENTORY MANAGEMENT

Header data

Contract Edit Header Item Environment System Help

Create Contract : Header Data

Agreement Company Code Purchasing Group
 Agreement Type Purch. Organization
 Vendor

Administrative Fields

Agreement Date Item Number Interval Subitem Interv.
 Validity Start Validity End Language
 GR Message


Terms of Delivery and Payment

Payt Terms Targ. Val.
 Payment in Days % Exch. Rate Ex.Rate Fx
 Payment in Days % Incoterms
 Payment in Days Net

Reference Data

Quotation Date Quotation
 Your Reference Salesperson
 Our Reference 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	O	Enter name as per Contract
Our Reference	Name of Contact Person from FBR side	O	Enter name as per Contract

Click  icon to fill Item Level Data.

PURCHASING & INVENTORY MANAGEMENT

Item data

Contract Edit Header Item Environment System Help

Create Contract : Item Overview

Account Assignments

Agreement Agreement Type Agmt Date

Vendor Currency

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O	Net Price	Per	O	Mat. Grp	Plnt	SLoc	D	Te
10			K 3000115		100		20				HQ01			
20														
30														
40														
50														
60														
70														

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
Material	Select Material that you want to procure	R	Enter Material 3000115
Quantity	Enter the Quantity required to Order	R	Enter value 100 in this field
Net Price	Enter Net Price per unit of Ordered Quantity.	R	Enter Net Price Rs. 20
Plant	Enter Plant for which Material is being procured	R	Enter Plant HQ01

PURCHASING & INVENTORY MANAGEMENT

Account Assignment data

Contract Edit Header Item Environment System Help

Create Contract : Item 00010

Account Assignments

Agreement Item Item Cat. AcctAssCat
 Material Matl Group Plant
 Short Text Stor. Loc.

Quantity and Price

Target Quantity EA RelOrdQty.
 Net Order Price PKR / 1 EA Price Date

Account Assignment for Item 00010

G/L Account Company Code
 CO Area
 Cost Center
 Profit Center

Unloading Point Commitment Item
 Goods recipient

Change Display Repeat Acc. Ass. On

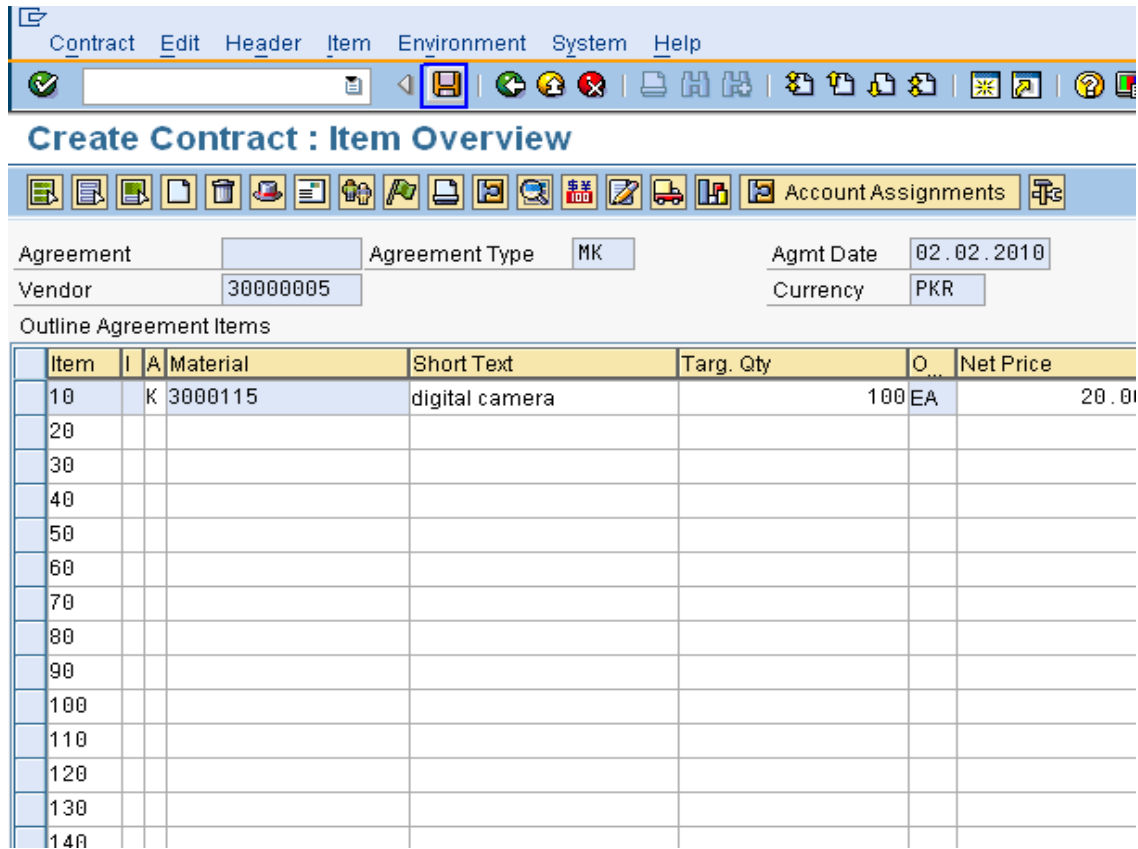
Underdel. Tol. % Stock Type GR
 Overdeliv. Tol. % Unlimited GR Non-Val
 Tax Code IR
 Shipping Instr. GR-BasedIV

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.

PURCHASING & INVENTORY MANAGEMENT

Save the Document



Contract Edit Header Item Environment System Help


Create Contract : Item Overview

Account Assignments

Agreement Agreement Type MK Agmt Date 02.02.2010
 Vendor 30000005 Currency PKR

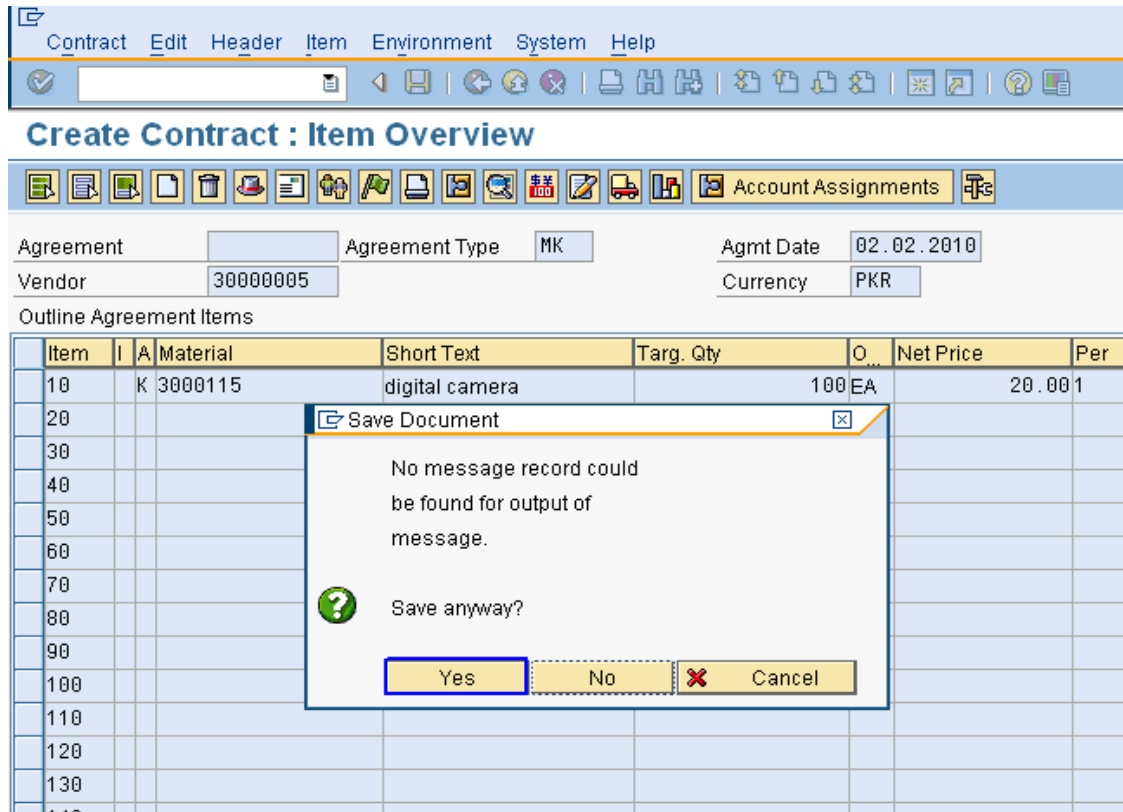
Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price
10		K	3000115	digital camera		100 EA	20.00
20							
30							
40							
50							
60							
70							
80							
90							
100							
110							
120							
130							
140							

Click  Save or press Ctrl+S to Save the document.

PURCHASING & INVENTORY MANAGEMENT

Click on Yes button to Save



The screenshot shows the SAP 'Create Contract : Item Overview' window. At the top, there is a menu bar with 'Contract', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains fields for 'Agreement' (empty), 'Agreement Type' (MK), 'Agmt Date' (02.02.2010), 'Vendor' (30000005), and 'Currency' (PKR). Below these fields is a table titled 'Outline Agreement Items'.

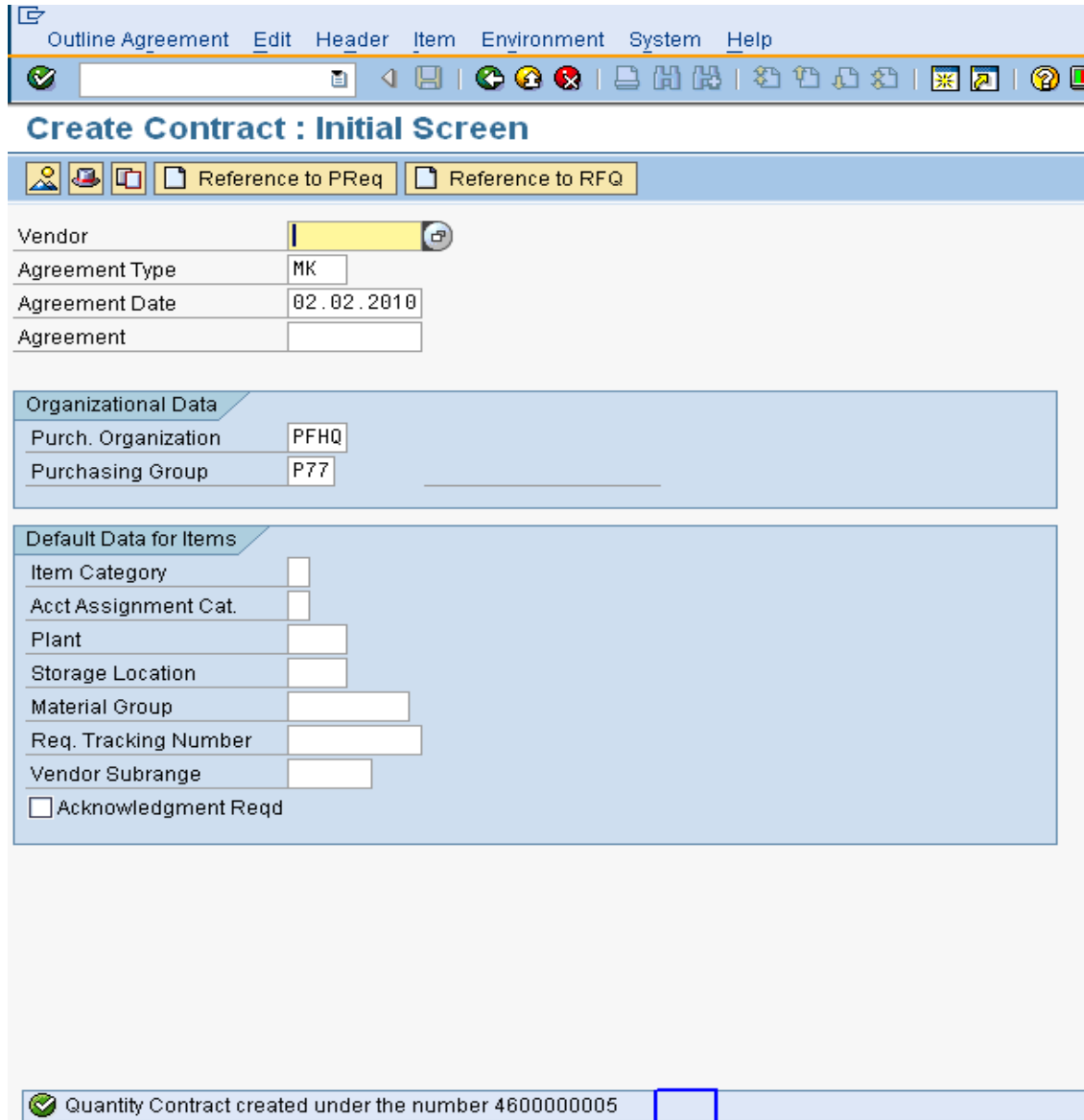
Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per
10		K	3000115	digital camera		100 EA	20.00	1
20								
30								
40								
50								
60								
70								
80								
90								
100								
110								
120								
130								
140								

Overlaid on the table is a 'Save Document' dialog box with the following text: 'No message record could be found for output of message.' Below the text is a green question mark icon and the text 'Save anyway?'. At the bottom of the dialog box are three buttons: 'Yes', 'No', and 'Cancel'.

Click Yes button to save the document.

PURCHASING & INVENTORY MANAGEMENT

Document Number generated



The screenshot shows the SAP 'Create Contract : Initial Screen' interface. At the top, there is a menu bar with 'Outline Agreement', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Create Contract : Initial Screen' and contains several sections:

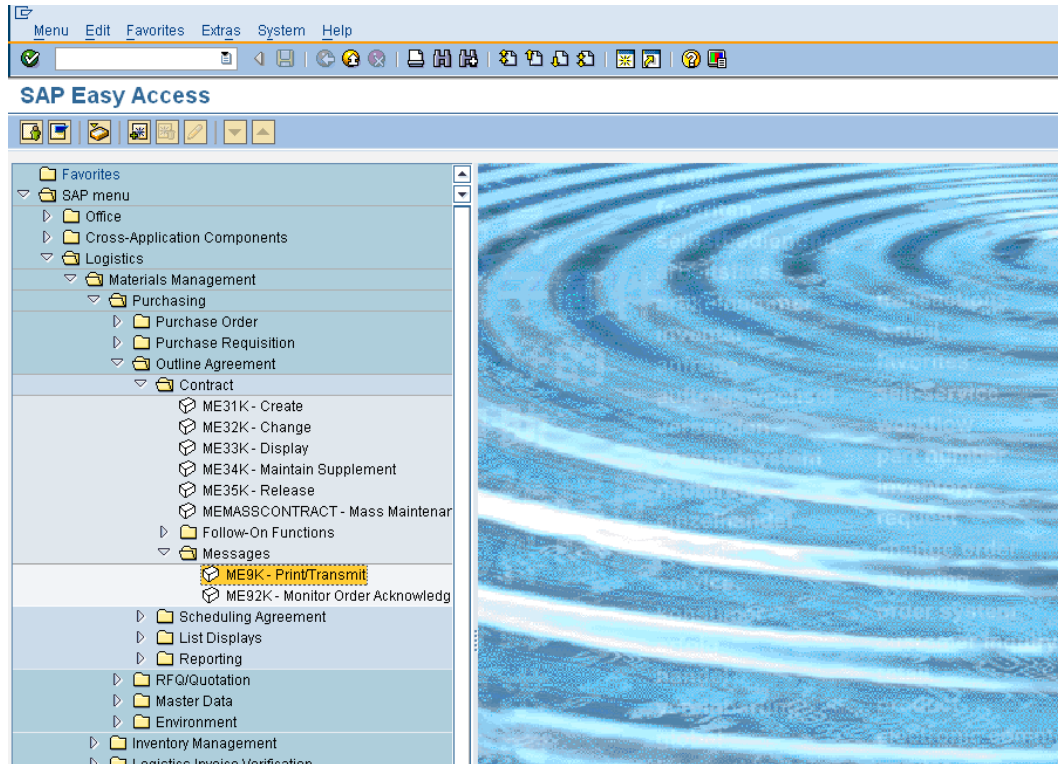
- Reference Buttons:** 'Reference to PReq' and 'Reference to RFQ'.
- Vendor Information:** Vendor (dropdown), Agreement Type (MK), Agreement Date (02.02.2010), and Agreement (empty field).
- Organizational Data:** Purch. Organization (PFHQ) and Purchasing Group (P77).
- Default Data for Items:** Item Category, Acct Assignment Cat., Plant, Storage Location, Material Group, Req. Tracking Number, Vendor Subrange, and a checkbox for 'Acknowledgment Reqd'.
- Status Bar:** A message at the bottom states 'Quantity Contract created under the number 4600000005' next to a blue-bordered box.

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

PURCHASING & INVENTORY MANAGEMENT

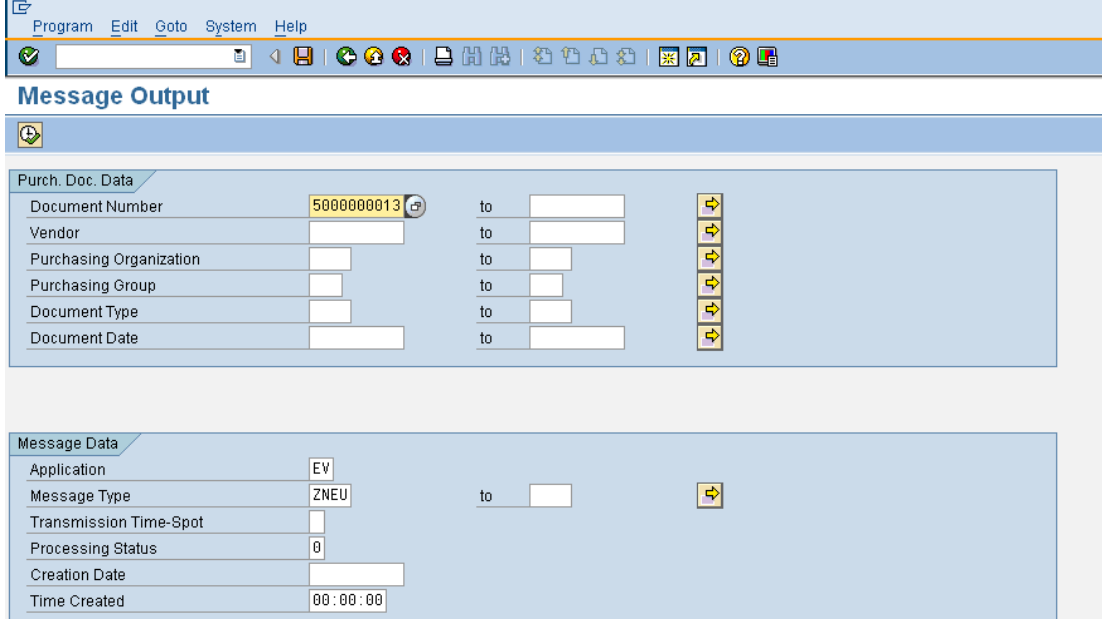
5.2 Printout Outline Agreement/Contract.

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



PURCHASING & INVENTORY MANAGEMENT

Enter your required information

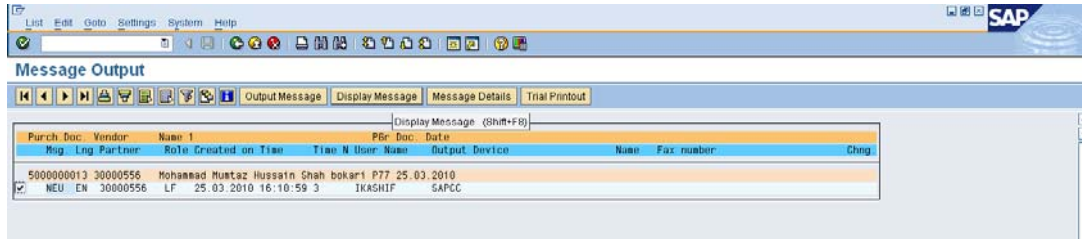


The screenshot shows the SAP Message Output dialog box. It has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into two sections: 'Purch. Doc. Data' and 'Message Data'.
Purch. Doc. Data: Fields include Document Number (5000000013), Vendor, Purchasing Organization, Purchasing Group, Document Type, and Document Date. Each field has a 'to' field and a dropdown arrow.
Message Data: Fields include Application (EV), Message Type (ZNEU), Transmission Time-Spot, Processing Status (0), Creation Date, and Time Created (00:00:00). The Message Type field has a 'to' field and a dropdown arrow.

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.	O	
Purchasing Organization	Denotes the purchasing organization.	O	
Document Type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system.	O	
Document Date	Date on which the purchasing document was created.	O	
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. The output type is predefined for your area of the SAP system	R	

PURCHASING & INVENTORY MANAGEMENT

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



Output Outline Agreement/Contract:

Government of pakistan
Revenue Division
Federal Board of Revenue

Contract : 5000000013

REF-CON-001 25th March, 2010

To: Mohammad Muntaz Hussain Shah bokari

Subject: Procurement of goods

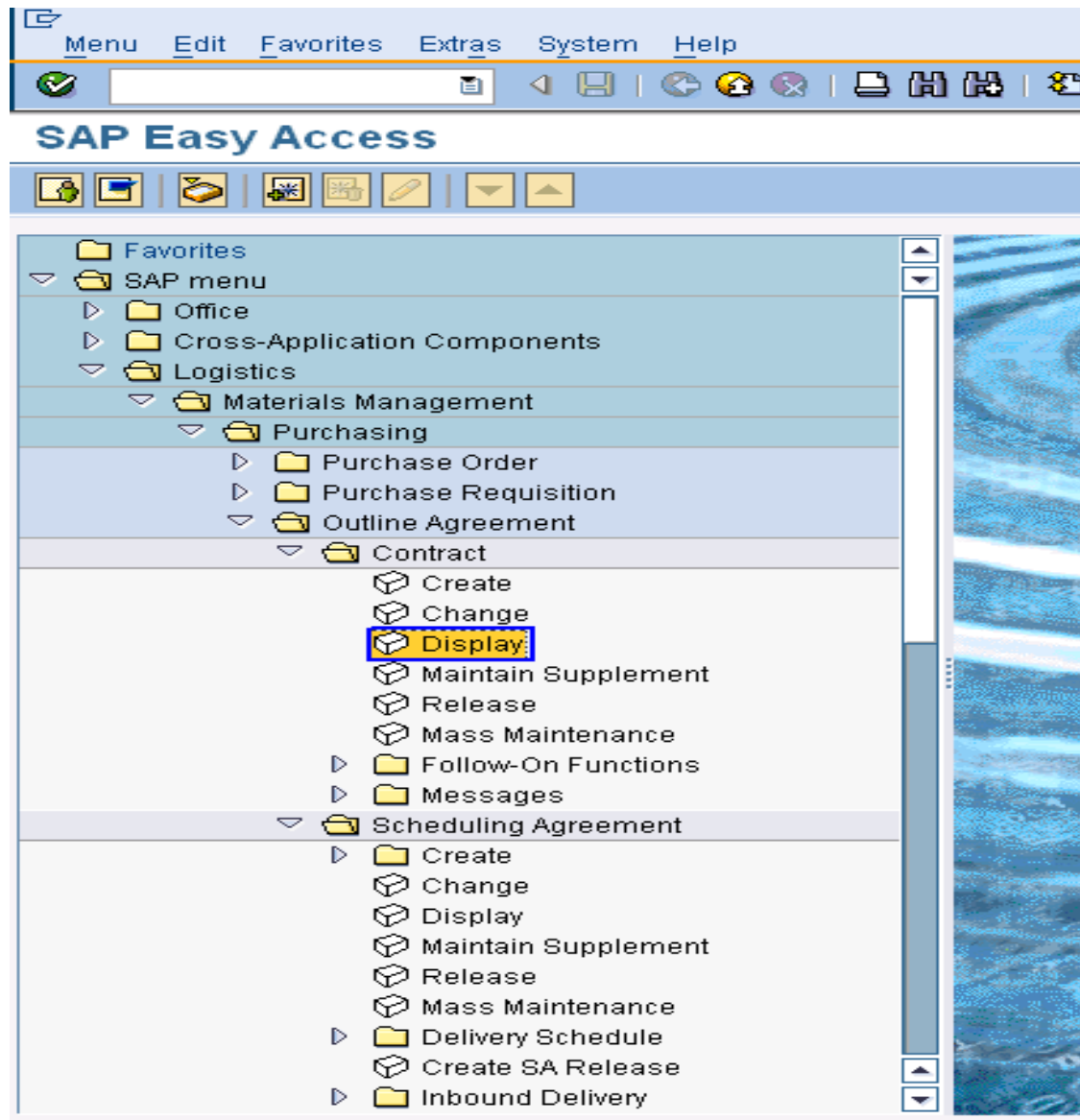
S.No	Material Code	Name of items	Quantity
1	3000313	lax machine	1,000
2	3000313	lax machine	200

PURCHASING & INVENTORY MANAGEMENT

5.3 Display Contract

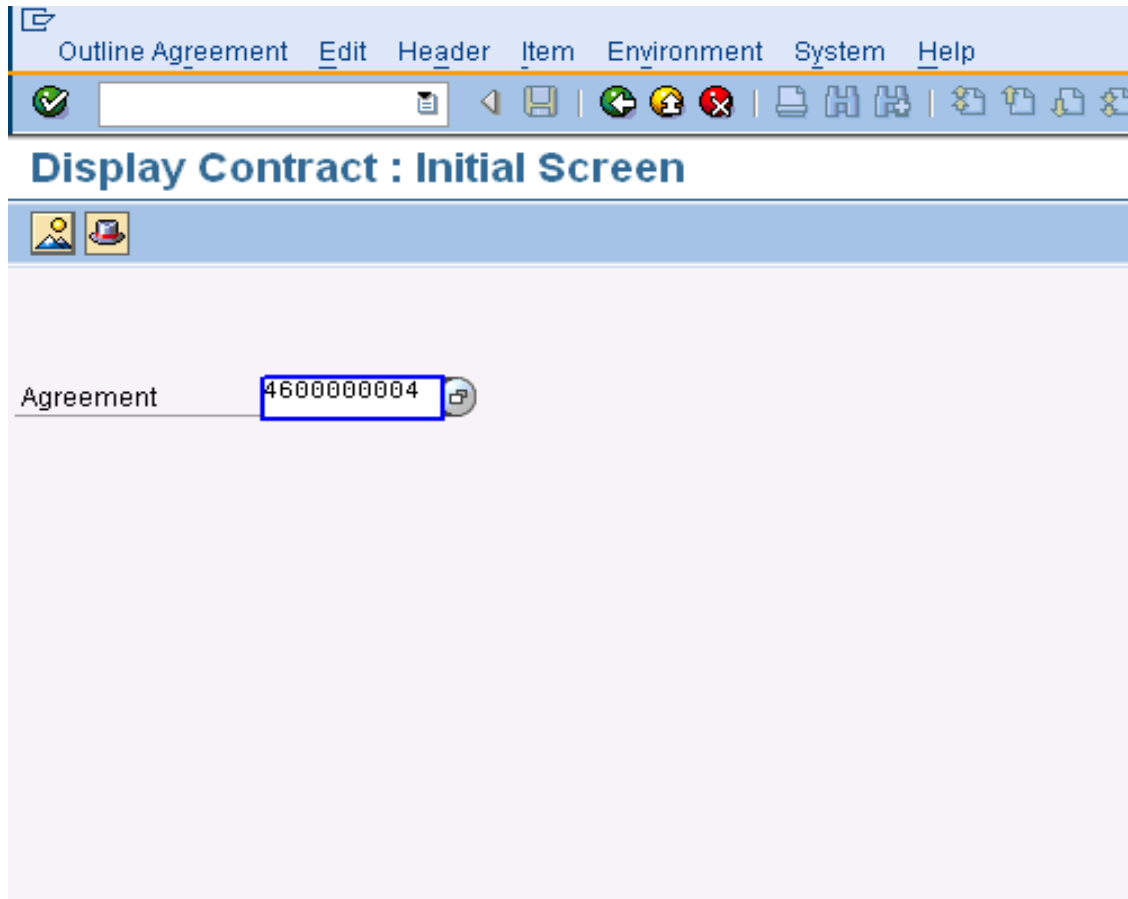
In case you want to create a Contract Release Order, first call the Contract Document in Display Mode. Access the Transaction following this Menu Path;

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



Display Contract

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



Outline Agreement Edit Header Item Environment System Help

Display Contract : Initial Screen

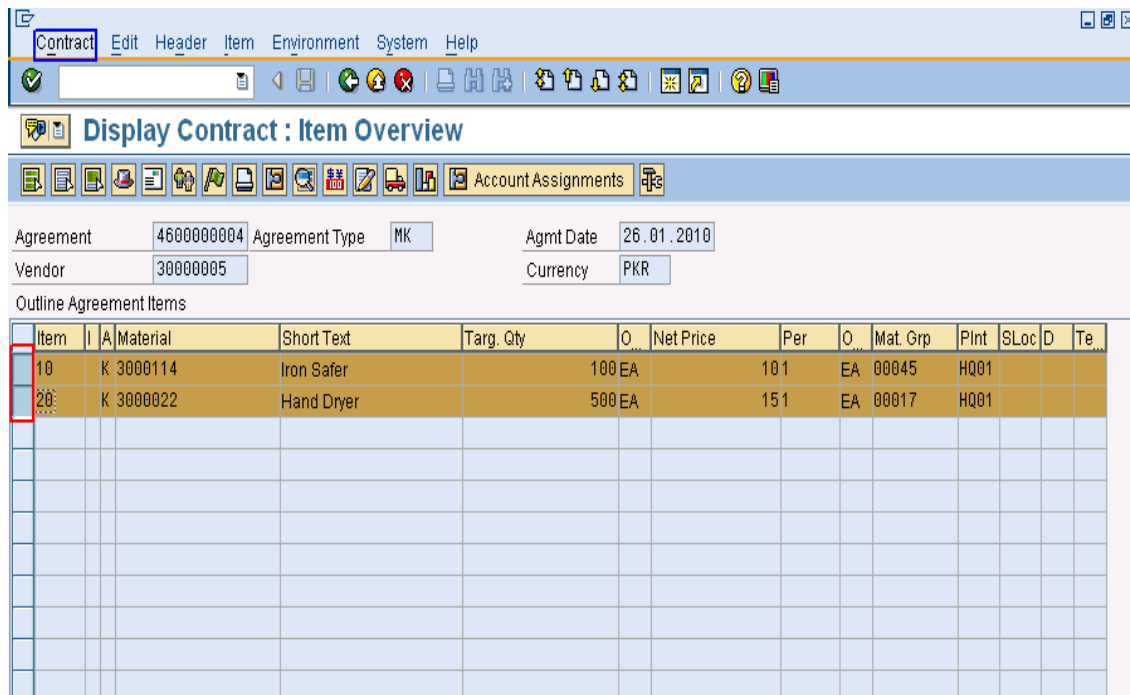
Agreement 4600000004

PURCHASING & INVENTORY MANAGEMENT

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.



Contract Edit Header Item Environment System Help

Display Contract : Item Overview

Account Assignments

Agreement 4600000004 Agreement Type MK Agmt Date 26.01.2010
 Vendor 30000005 Currency PKR

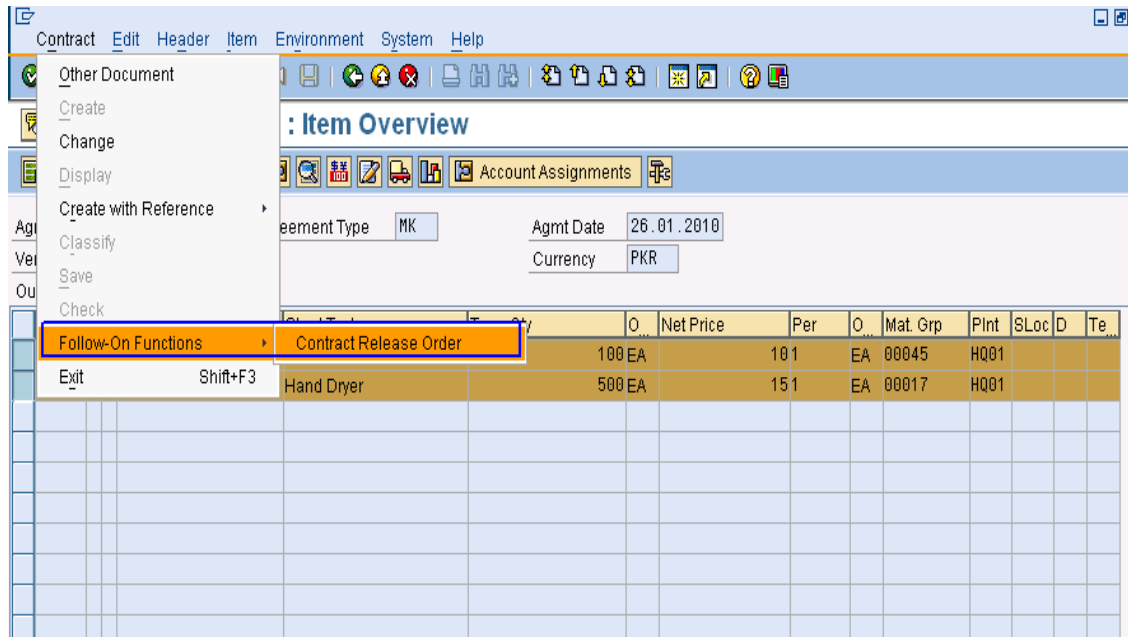
Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O	Net Price	Per	O	Mat. Grp	PInt	SLoc	D	Te
10			K 3000114	Iron Safer	100	EA		10	1	EA 00045	H001			
20			K 3000022	Hand Dryer	500	EA		15	1	EA 00017	H001			

PURCHASING & INVENTORY MANAGEMENT

Contract Release Order

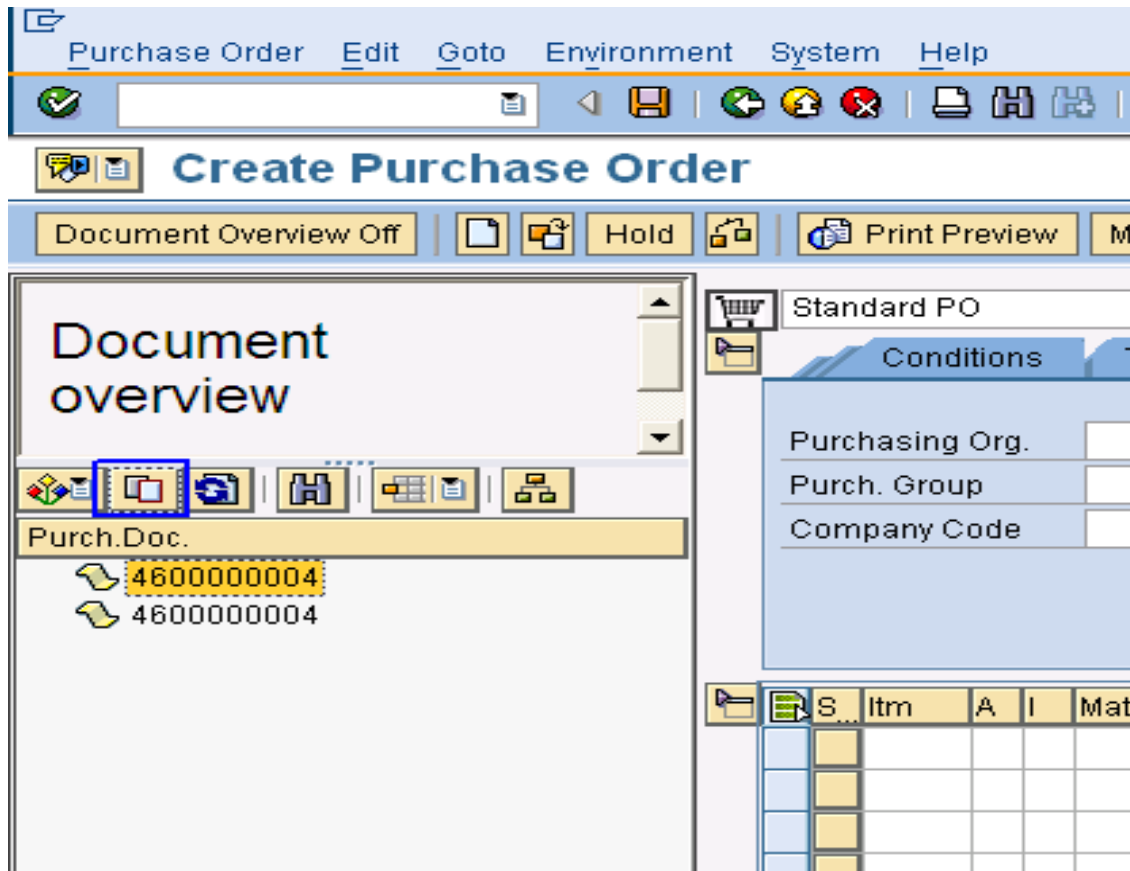
To create the Contract Release Order, click on the Menu Item 'Contract', go to 'Follow-On Functions' and then to 'Contract Release Order'.



Caution:

Please make sure that you are in Display Mode.

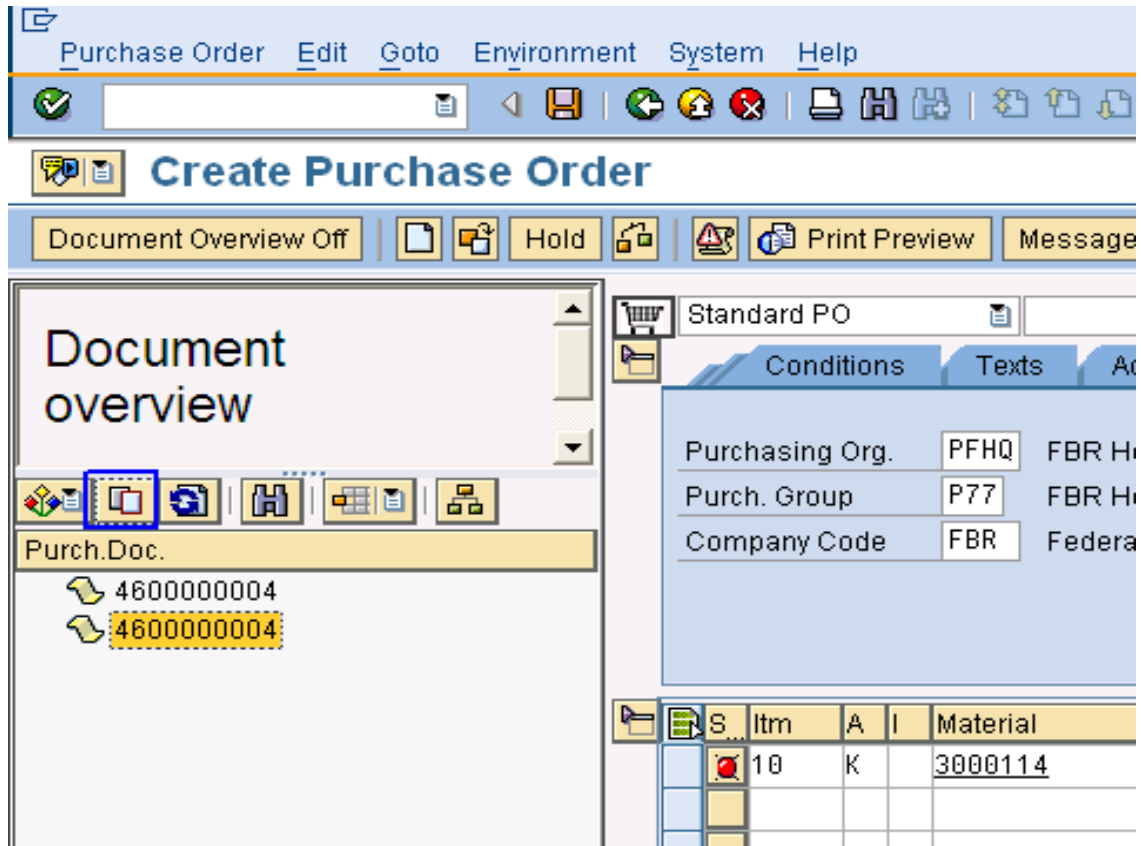
Adopt Contract Line Item 1



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.

PURCHASING & INVENTORY MANAGEMENT

Adopt Contract Line Item 2

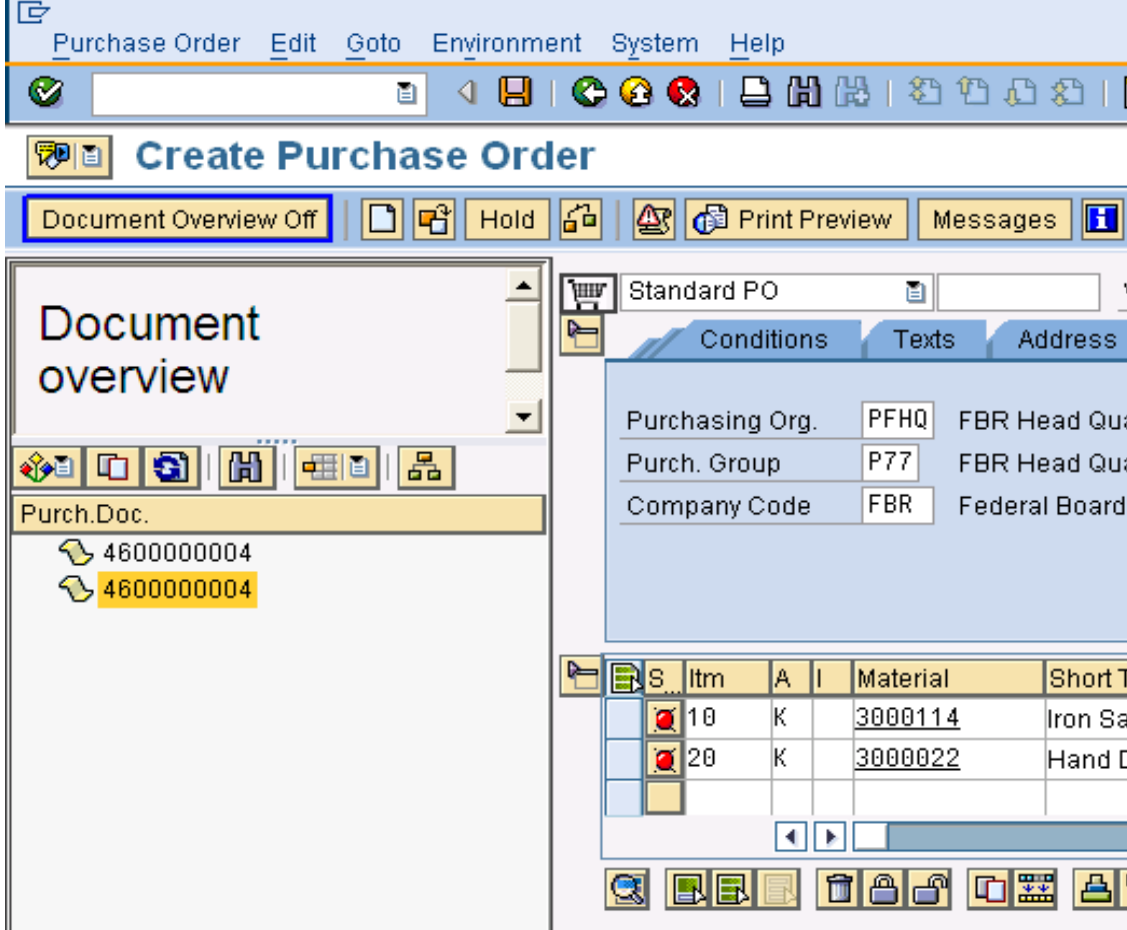


Select and Adopt second line item following the same process.

PURCHASING & INVENTORY MANAGEMENT

Document overview off

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



The screenshot shows the SAP Purchase Order (PO) interface. At the top, there is a menu bar with options: Purchase Order, Edit, Goto, Environment, System, and Help. Below the menu bar is a toolbar with various icons. The main title of the window is "Create Purchase Order".

Below the title bar, there is a secondary toolbar containing several buttons. The button "Document Overview Off" is highlighted with a blue border, indicating it is the focus of the instruction. Other buttons in this toolbar include "Hold", "Print Preview", and "Messages".

The main content area is divided into two panes. The left pane is titled "Document overview" and contains a list of purchase documents under the heading "Purch.Doc.". Two documents are listed, both with the number "4600000004". The second document is highlighted in yellow.

The right pane is titled "Standard PO" and contains a form with tabs for "Conditions", "Texts", and "Address". The "Conditions" tab is active, showing the following data:

Purchasing Org.	PFHQ	FBR Head Qua
Purch. Group	P77	FBR Head Qua
Company Code	FBR	Federal Board

Below the form is a table with columns: S, Itm, A, I, Material, and Short T. The table contains two rows of data:

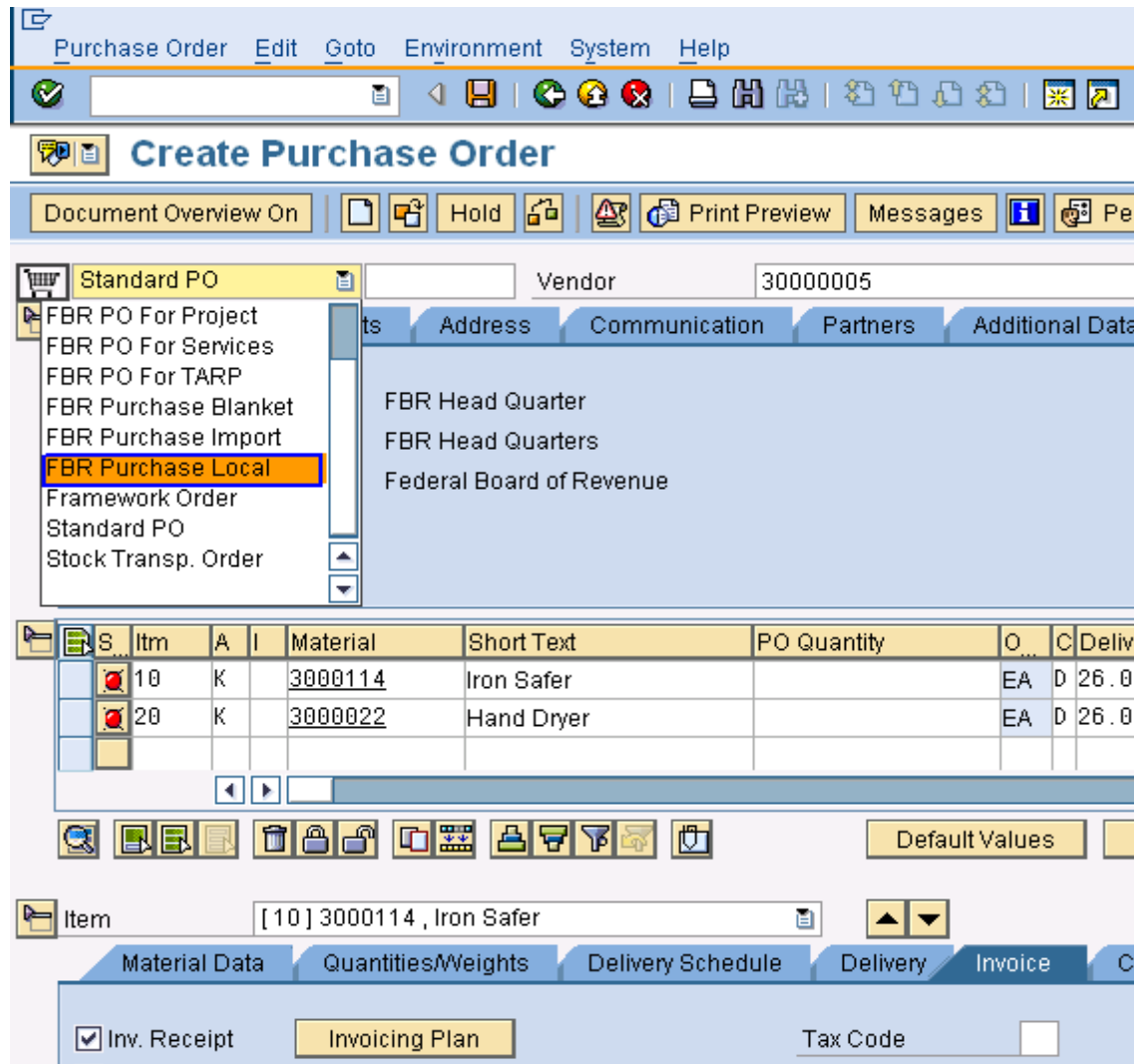
S	Itm	A	I	Material	Short T
	10	K		3000114	Iron Sa
	20	K		3000022	Hand C

At the bottom of the interface, there is another toolbar with various icons for navigation and actions.

PURCHASING & INVENTORY MANAGEMENT

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.



Create Purchase Order

Document Overview On | Hold | Print Preview | Messages

Standard PO | Vendor: 30000005

FBR PO For Project
 FBR PO For Services
 FBR PO For TARP
 FBR Purchase Blanket
 FBR Purchase Import
 FBR Purchase Local
 Framework Order
 Standard PO
 Stock Transp. Order

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv
	10	K		3000114	Iron Safer		EA	D	26.0
	20	K		3000022	Hand Dryer		EA	D	26.0

Item: [10] 3000114, Iron Safer

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice


Inv. Receipt | Invoicing Plan | Tax Code

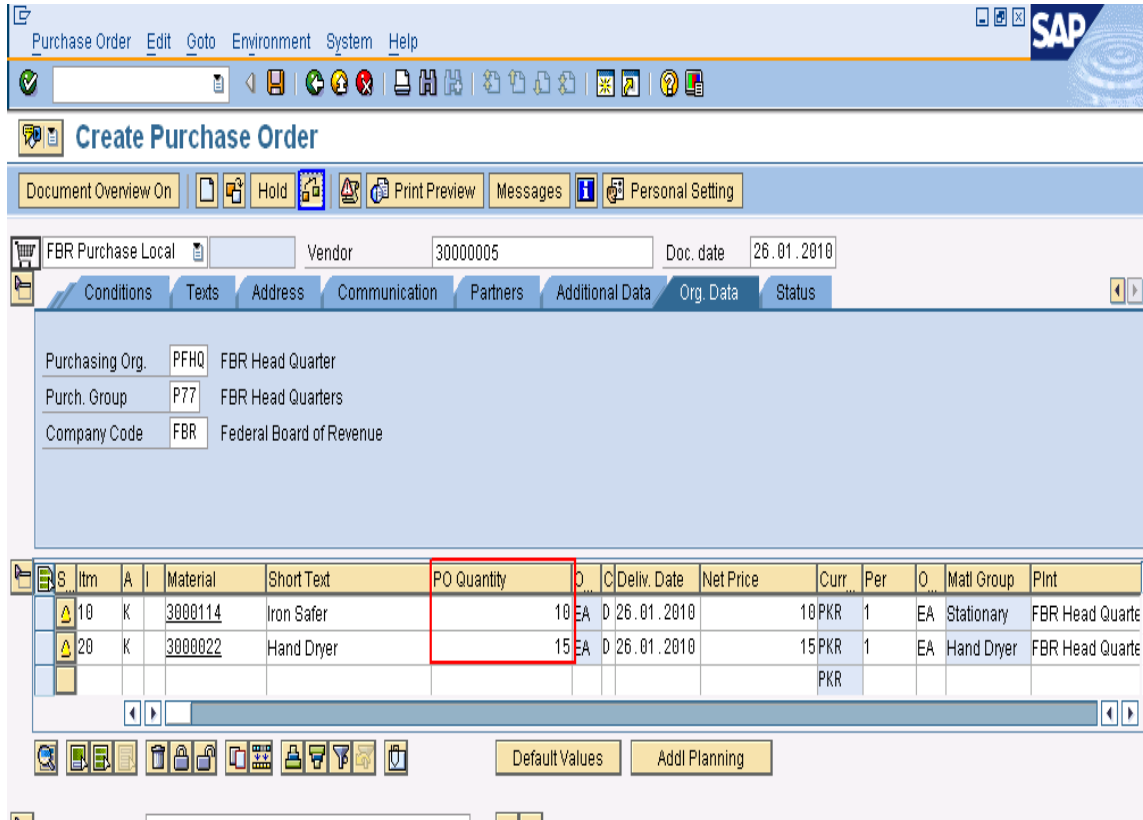
As you click 'Contract Release Order', System will take you directly to the Purchase Order (PO) Creation Screen (ME21N). Here you will see the Contract Items listed in the Document Overview Window.

PURCHASING & INVENTORY MANAGEMENT

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.



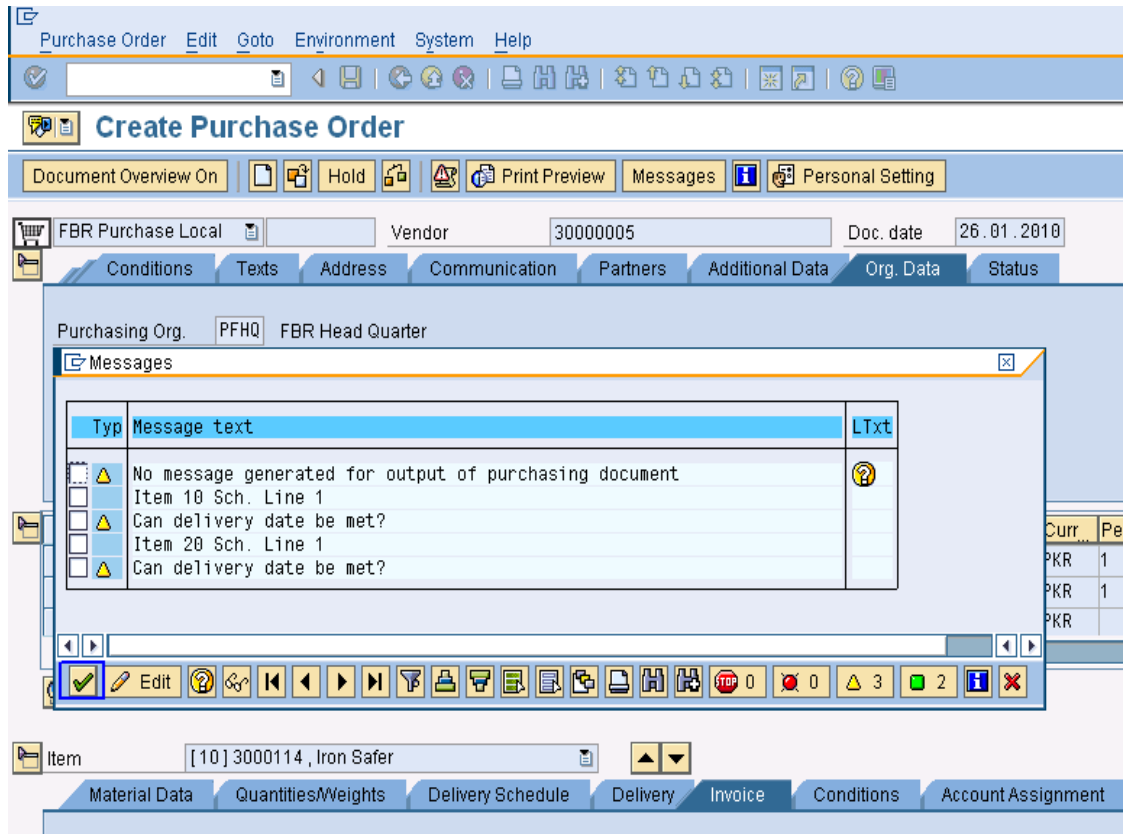
The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Create Purchase Order' and contains several tabs: 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. Below these tabs, there are input fields for 'FBR Purchase Local', 'Vendor' (30000005), and 'Doc. date' (26.01.2010). There are also tabs for 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', and 'Status'. The 'Org. Data' tab is active, showing 'Purchasing Org.' (PFHQ - FBR Head Quarter), 'Purch. Group' (P77 - FBR Head Quarters), and 'Company Code' (FBR - Federal Board of Revenue). Below this, there is a table of line items:

S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Curr	Per	O	Matl Group	Plnt
	10	K		3000114	Iron Safer	10	EA	D	26.01.2010		10 PKR	1	EA	Stationary	FBR Head Quarte
	20	K		3000022	Hand Dryer	15	EA	D	26.01.2010		15 PKR	1	EA	Hand Dryer	FBR Head Quarte
											PKR				

The 'PO Quantity' column is highlighted with a red border. At the bottom of the interface, there are buttons for 'Default Values' and 'Addl Planning'.

PURCHASING & INVENTORY MANAGEMENT

Check Errors

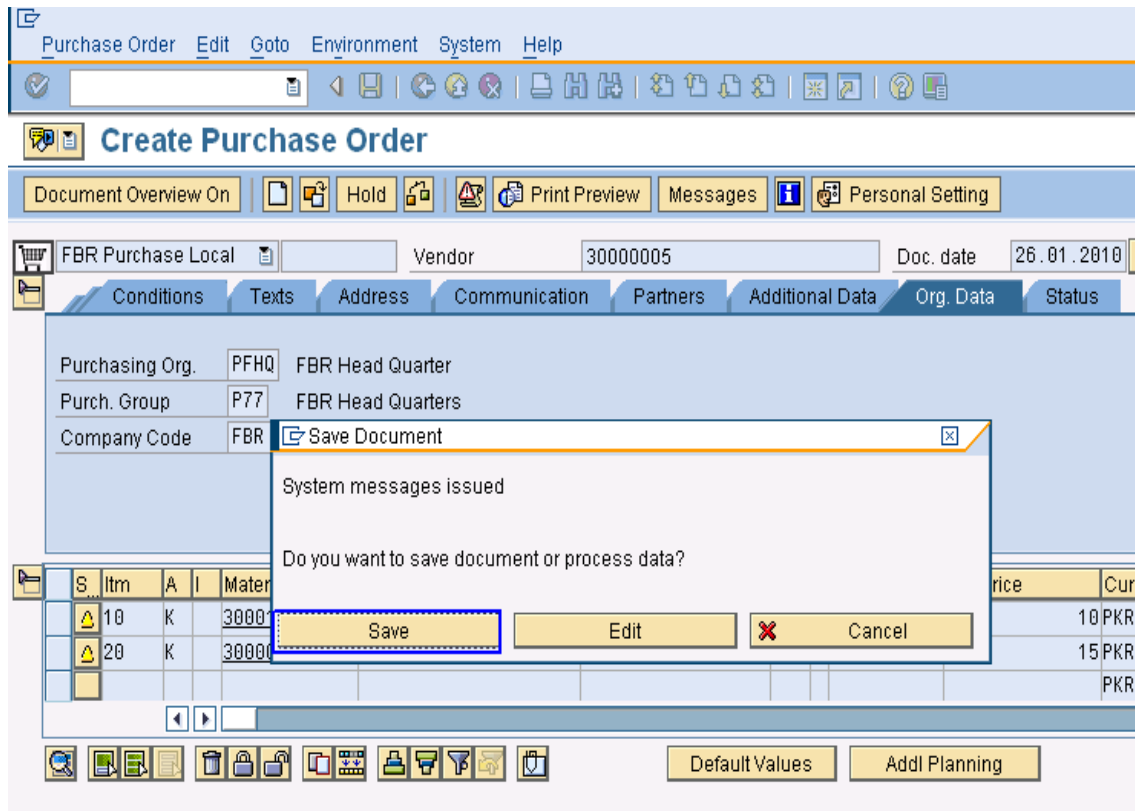


If there are no messages or acceptable warning messages, click icon to continue saving your document, otherwise make necessary rectifications to remove errors.

PURCHASING & INVENTORY MANAGEMENT

Save Contract Release Order

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



The screenshot shows the SAP 'Create Purchase Order' interface. The main window displays the following data:

- Vendor: 30000005
- Doc. date: 26.01.2010
- Purchasing Org.: PFHQ (FBR Head Quarter)
- Purch. Group: P77 (FBR Head Quarters)
- Company Code: FBR

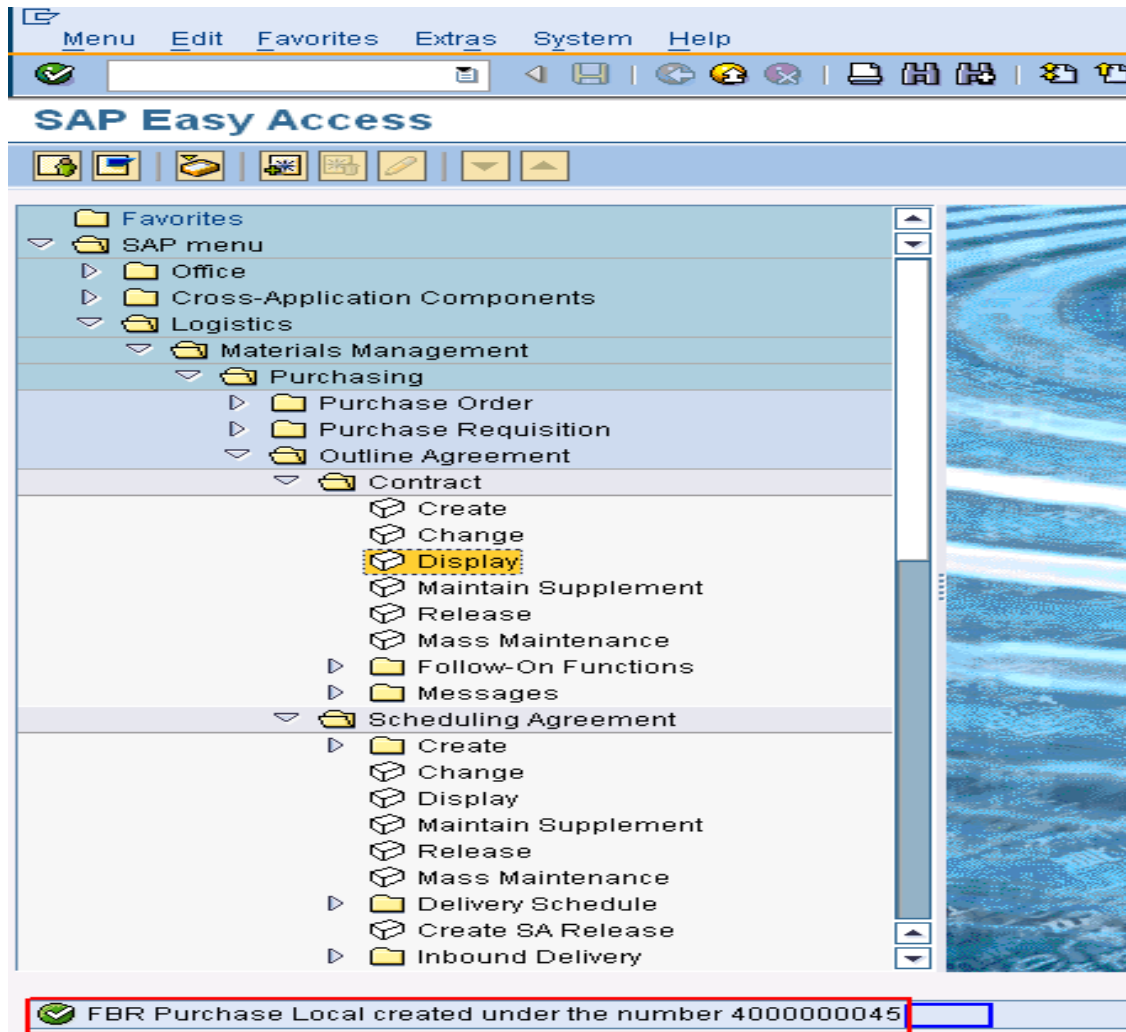
A 'Save Document' dialog box is open in the foreground, displaying the message: "System messages issued" and "Do you want to save document or process data?". The dialog box contains three buttons: "Save", "Edit", and "Cancel". The "Save" button is highlighted with a blue dashed border.

Below the dialog box, a table of items is visible:

S	Itm	A	I	Mater	Price	Cur
	10	K		30000		10 PKR
	20	K		30000		15 PKR
						PKR

PURCHASING & INVENTORY MANAGEMENT

Contract Release Order Created



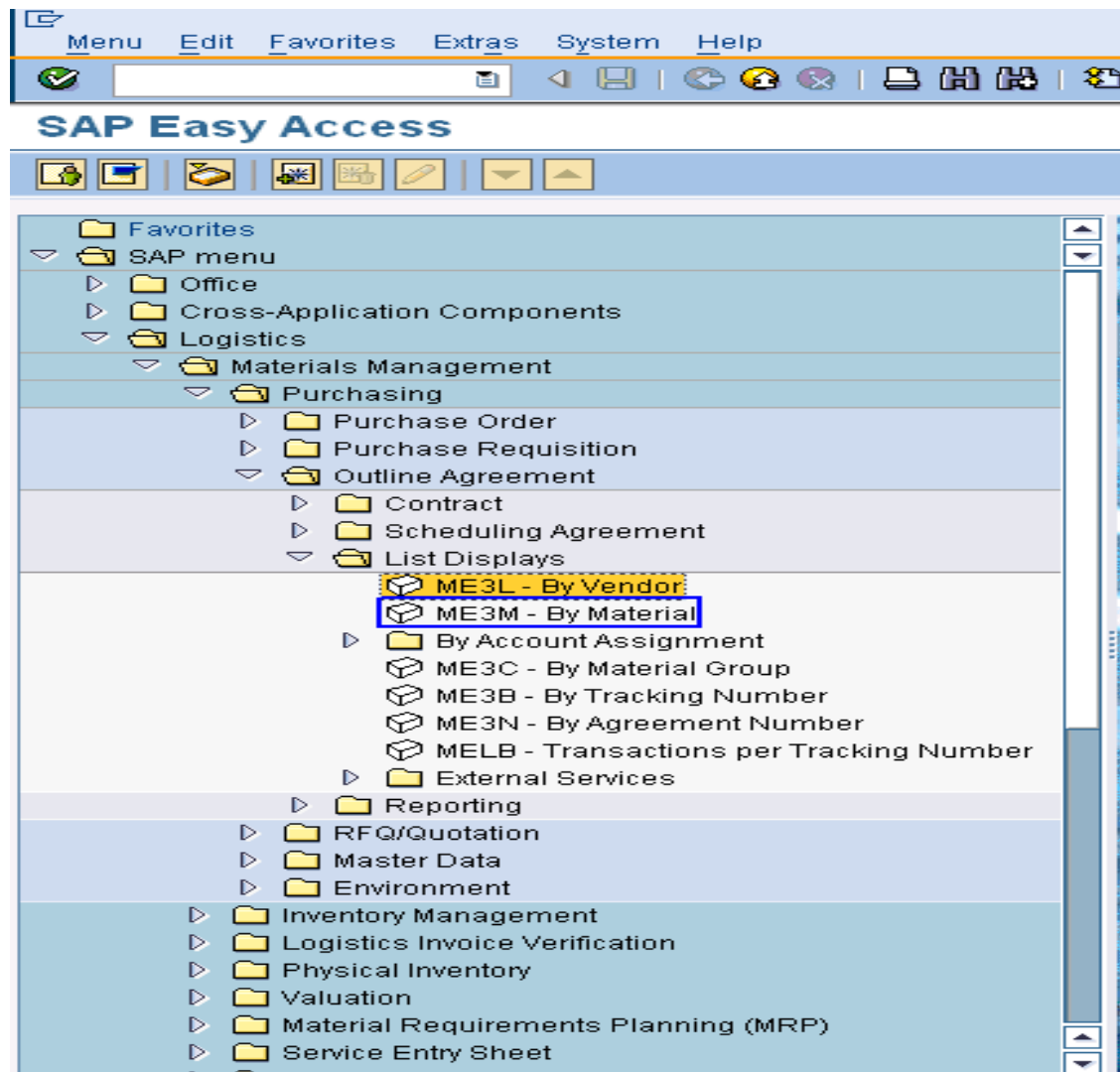
Release Order Document Number will be displayed at the bottom of your screen.

PURCHASING & INVENTORY MANAGEMENT

5.5 Contract Report by Material

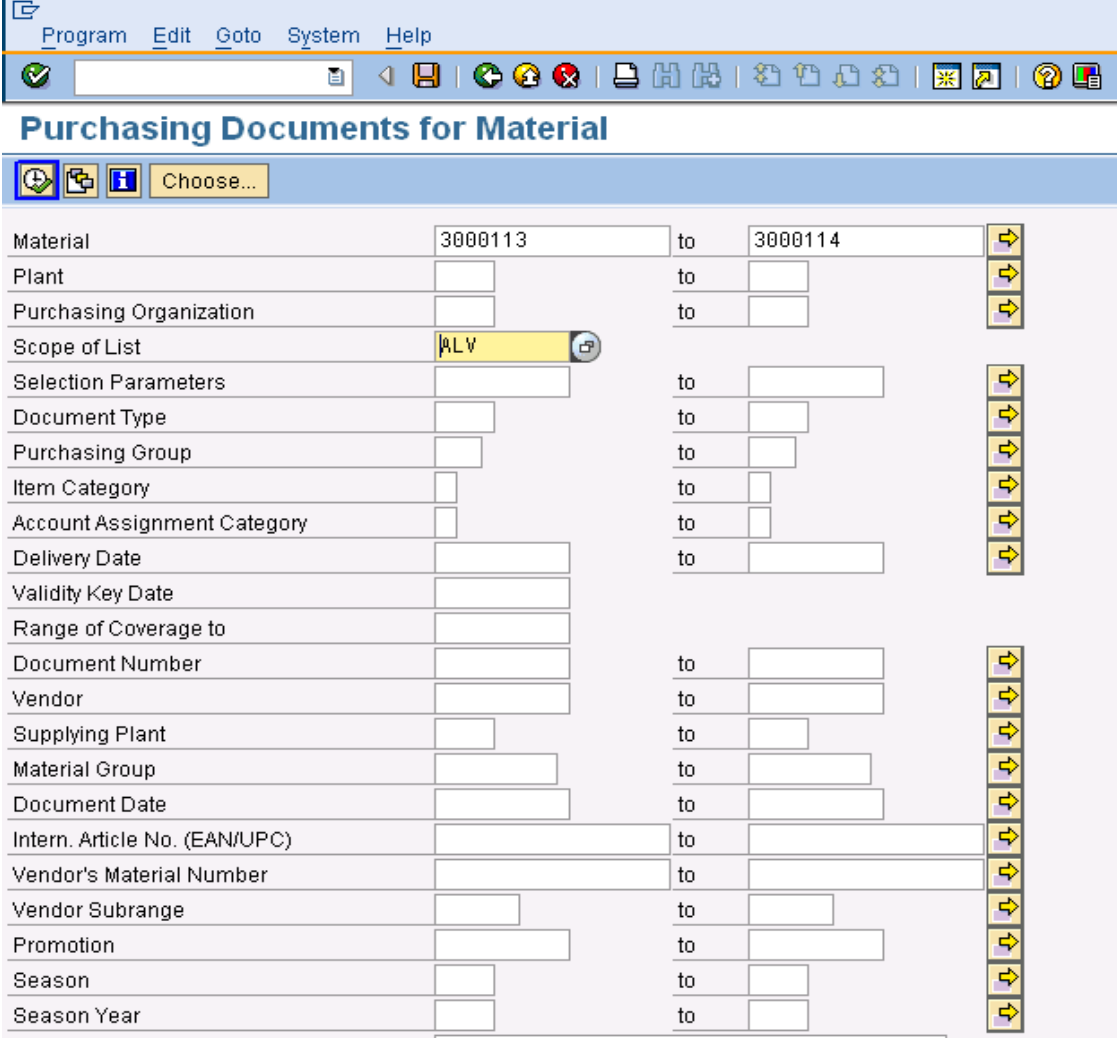
Access the Report following this Menu Path;

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




PURCHASING & INVENTORY MANAGEMENT

Selection Criteria



Field Name	Description	R/O/C	Comments
Material	Material(s) can be selected to view the documents posted for such material(s)	R	Enter Material No. 3000113 and 3000114
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	O	

Click  Execute icon or Press F8.

PURCHASING & INVENTORY MANAGEMENT

Output of Report

SAP

List Edit Goto Views Environment Settings System Help

Purchasing Documents for Material

Item	Type	Cat	PGr	POH	Doc. Date	Vendor	Short Text	Val. Start	Validity End	Matl Group	D	A	Plant	SLoc	Quantity	OUh	Quantity	SKU	Net price	Crcy	Per	Targ. Val.	Quantity	
Material 3000113 Hand Dryer																								
Purchasing Document 4600000002																								
20	MK	K	P77		25.01.2010	30000005	Hand Dryer	25.01.2010	28.02.2010	00046			K	HQ01	L001	0	EA	0	EA	10	PKR	1	0	300
Purchasing Document 4600000003																								
10	MK	K	P77		25.01.2010	30000005	Hand Dryer	25.01.2010	28.02.2010	00046			K	HQ01		0	EA	0	EA	15	PKR	1	0	500
Material 3000114 Iron Safer																								
Purchasing Document 4600000002																								
10	MK	K	P77		25.01.2010	30000005	Iron Safer	25.01.2010	28.02.2010	00045			K	HQ01	L001	0	EA	0	EA	15	PKR	1	0	200
Purchasing Document 4600000003																								
20	MK	K	P77		25.01.2010	30000005	Iron Safer	25.01.2010	28.02.2010	00045			K	HQ01		0	EA	0	EA	10	PKR	1	0	100
Purchasing Document 4600000004																								
10	MK	K	P77		26.01.2010	30000005	Iron Safer	26.01.2010	28.02.2010	00045			K	HQ01		0	EA	0	EA	10	PKR	1	100,000	100

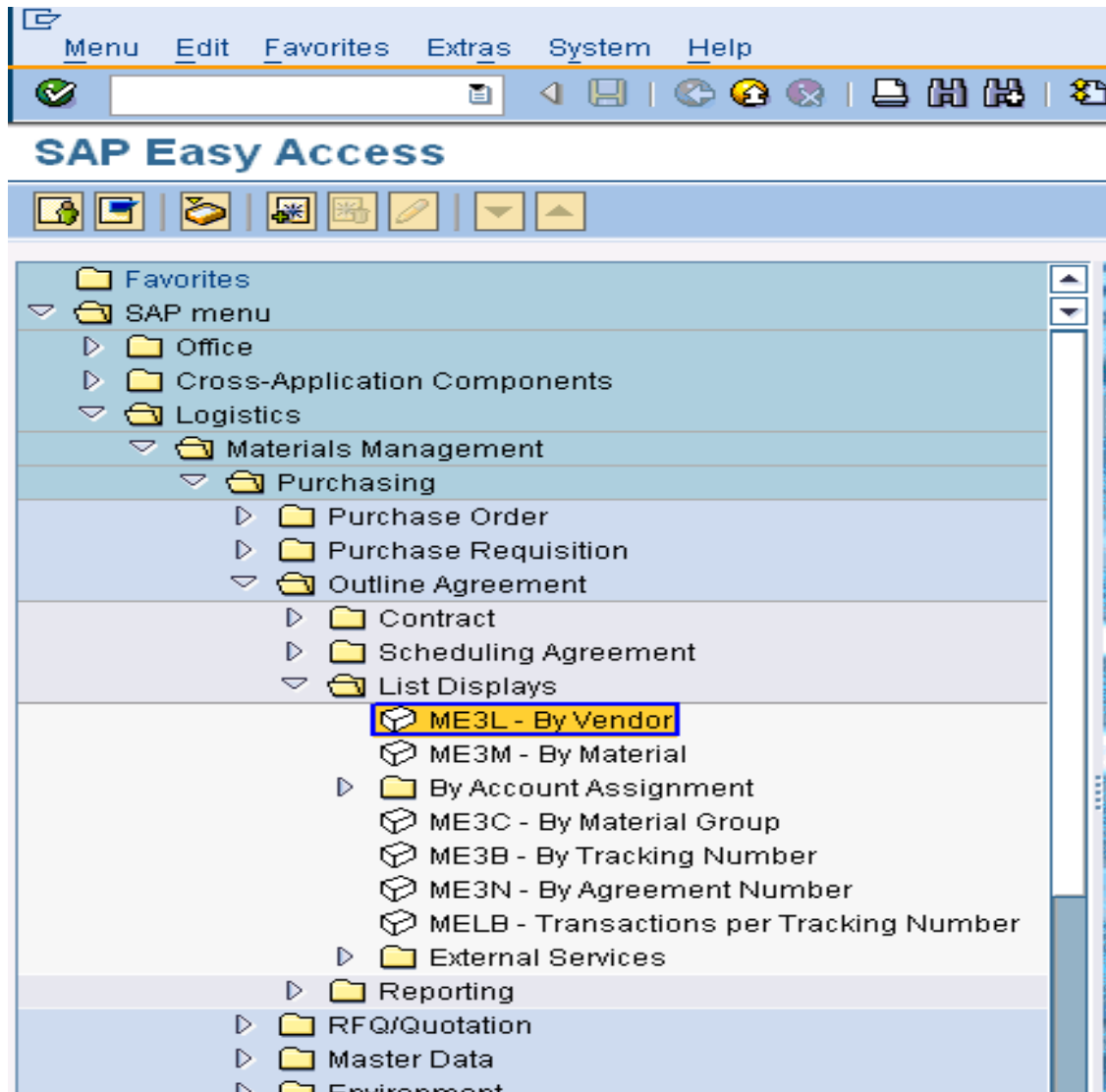
200 fbrhqdev INS

PURCHASING & INVENTORY MANAGEMENT

5.6 Contract Report per Vendor

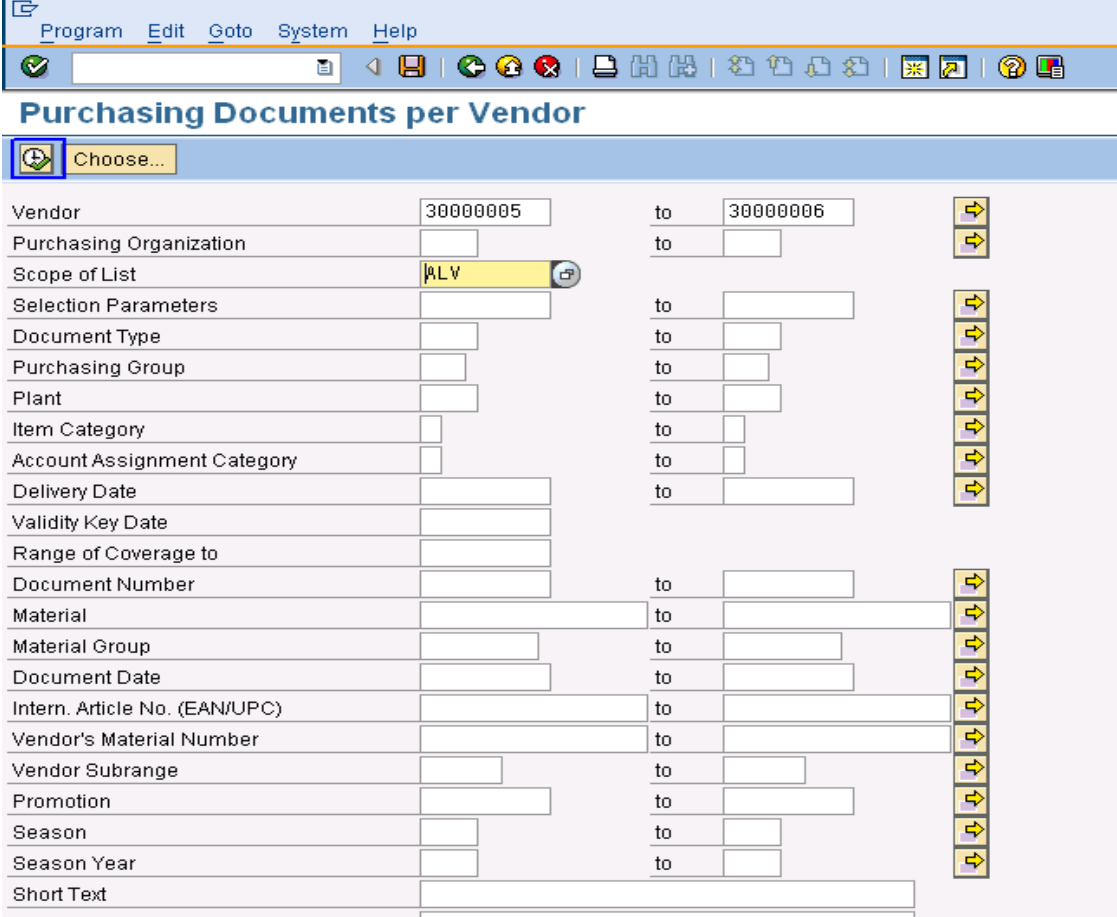
Access the Report following this Menu Path;

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



PURCHASING & INVENTORY MANAGEMENT

Selection Criteria



Vendor: 30000005 to 30000006

Purchasing Organization: to

Scope of List: ALV

Selection Parameters: to

Document Type: to

Purchasing Group: to

Plant: to

Item Category: to

Account Assignment Category: to

Delivery Date: to

Validity Key Date: to

Range of Coverage to: to

Document Number: 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

Season: to

Season Year: to

Short Text: to

Field Name	Description	R/O/C	Comments
Vendor	Vendor(s) can be selected to view the Purchasing Documents posted against them	R	Enter Vendor No. 30000005 and 30000006
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	O	

Click  Execute icon or press F8.

PURCHASING & INVENTORY MANAGEMENT

Report Result

Report will be displayed on your screen as shown below;

Item	Type	Cat	PGr	POH	Doc. Date	Material	Short Text	Val. Start	Validity End	Matl Group	D	A	Plant	SLoc	Quantity	OUn	Quantity	SKU	Net price	Crcy	Per	Targ. Val.	Quantity
Vendor/supplying plant 30000005																							
Purchasing Document 4600000002																							
10	MK	K	P77		25.01.2010	3000114	Iron Safer	25.01.2010	28.02.2010	00045			K HQ01	L001	0	EA	0	EA	15	PKR	1	0	200
20	MK	K	P77		25.01.2010	3000113	Hand Dryer	25.01.2010	28.02.2010	00046			K HQ01	L001	0	EA	0	EA	10	PKR	1	0	300
Purchasing Document 4600000003																							
10	MK	K	P77		25.01.2010	3000113	Hand Dryer	25.01.2010	28.02.2010	00046			K HQ01		0	EA	0	EA	15	PKR	1	0	500
20	MK	K	P77		25.01.2010	3000114	Iron Safer	25.01.2010	28.02.2010	00045			K HQ01		0	EA	0	EA	10	PKR	1	0	100
Purchasing Document 4600000004																							
10	MK	K	P77		26.01.2010	3000114	Iron Safer	26.01.2010	28.02.2010	00045			K HQ01		0	EA	0	EA	10	PKR	1	100,000	100
20	MK	K	P77		26.01.2010	3000022	Hand Dryer	26.01.2010	28.02.2010	00017			K HQ01		0	EA	0	EA	15	PKR	1	100,000	500

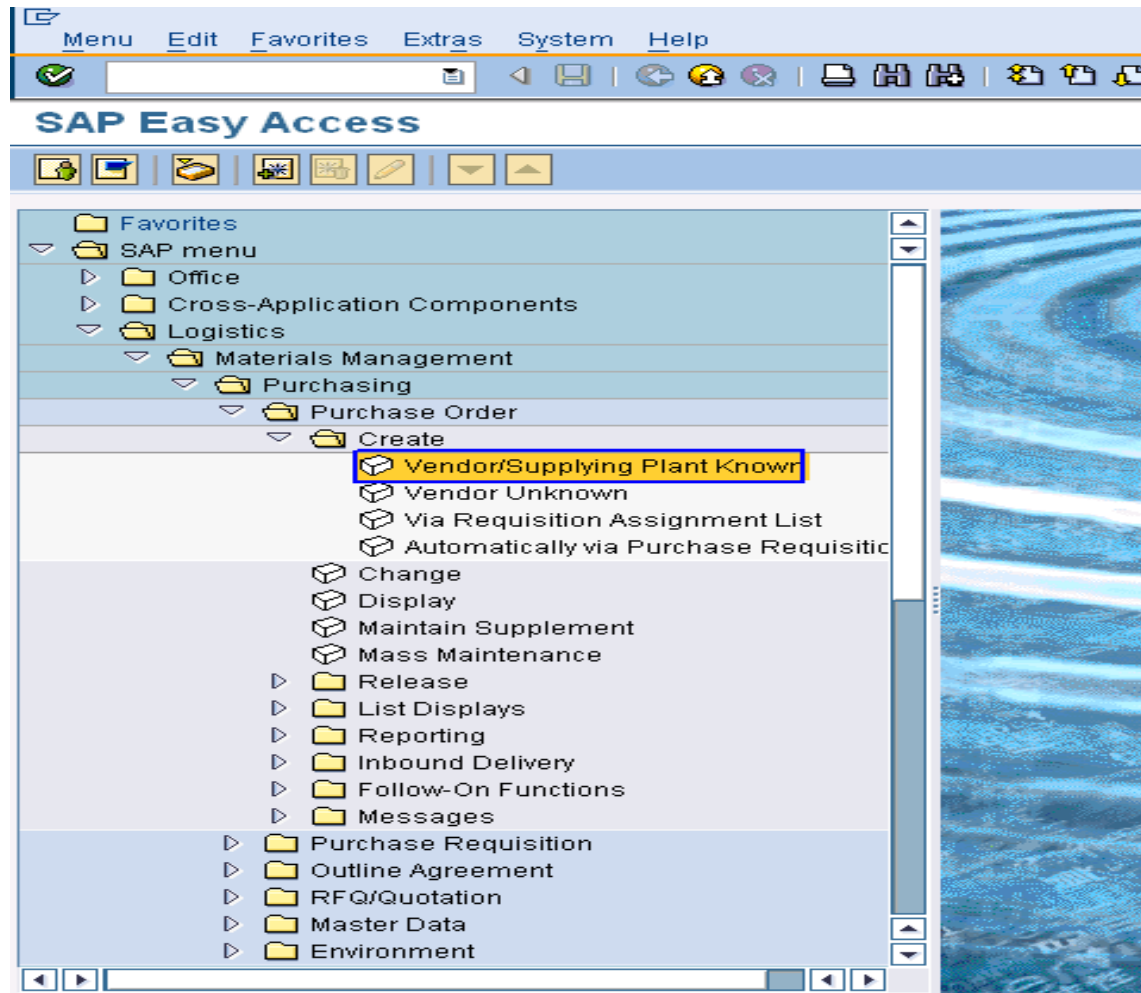
SECTION 6 CREATE PURCHASE ORDER (PO)

6.1 Create Purchase Order (PO) without Reference

Access transaction by:

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

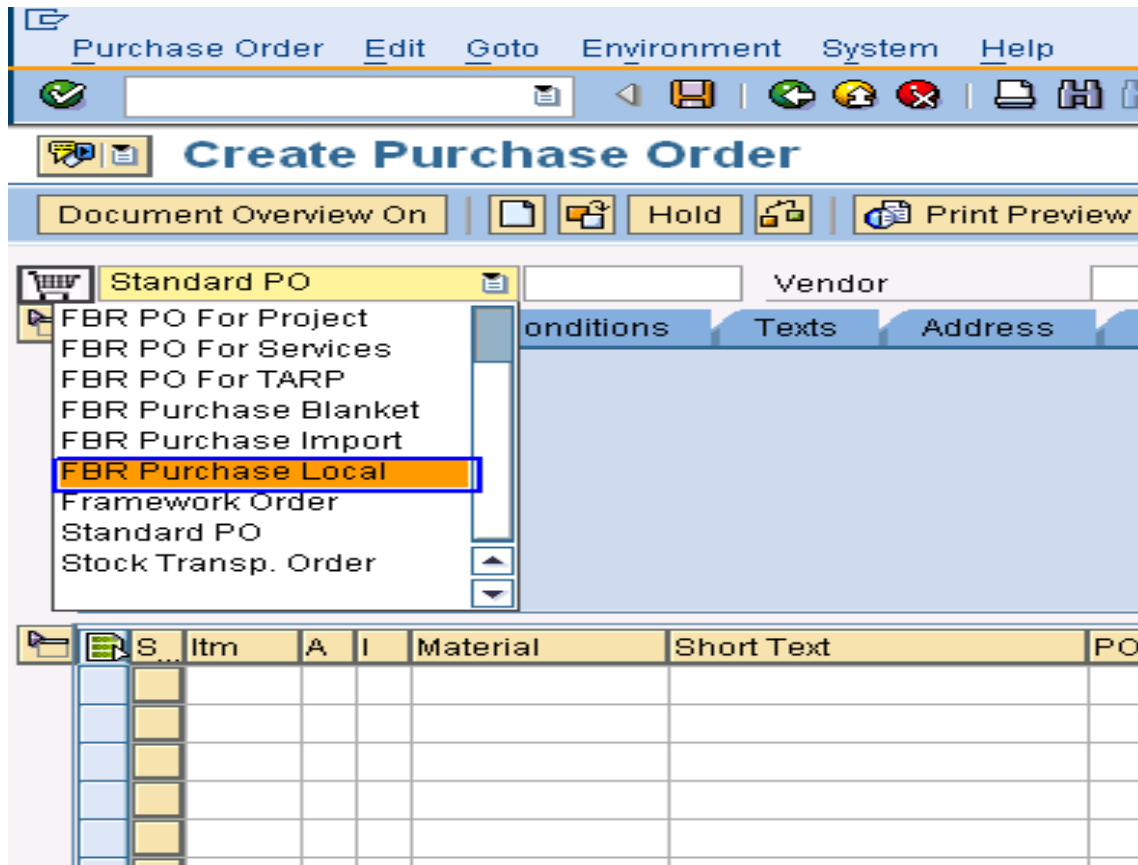
Menu Path for the Transactions Code ME21N-Create Purchase Order (PO).



PURCHASING & INVENTORY MANAGEMENT

Select Document Type

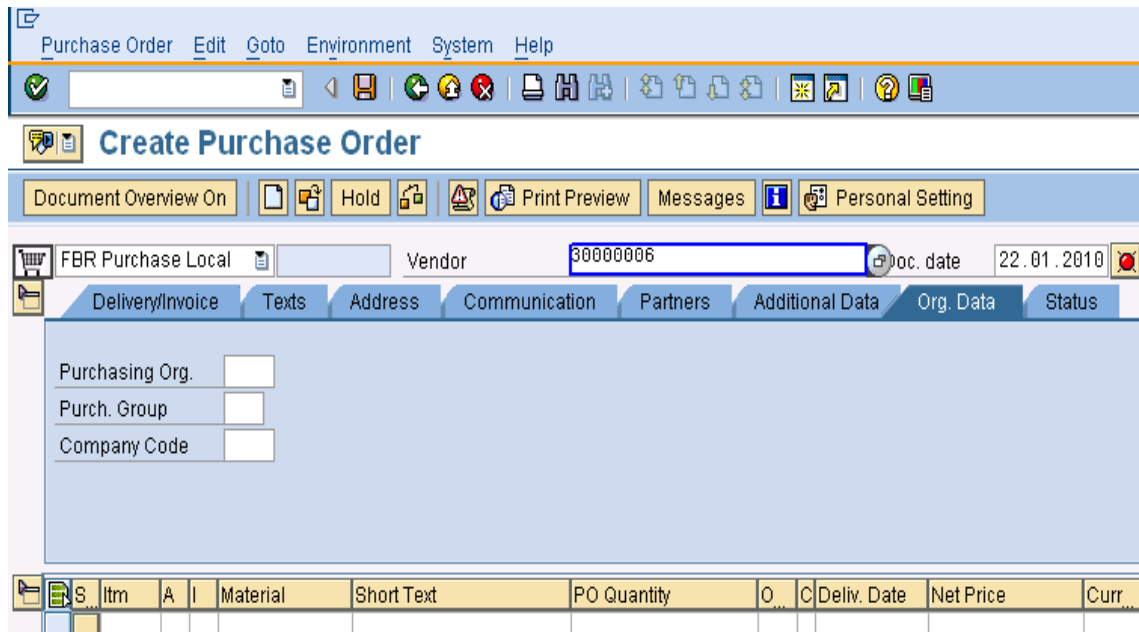
Select the suitable Document Type from the drop down list. Purchase Order (PO) Document Type Codes starting with 'FBR' have been created specifically for FBR.



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

PURCHASING & INVENTORY MANAGEMENT

Select Vendor



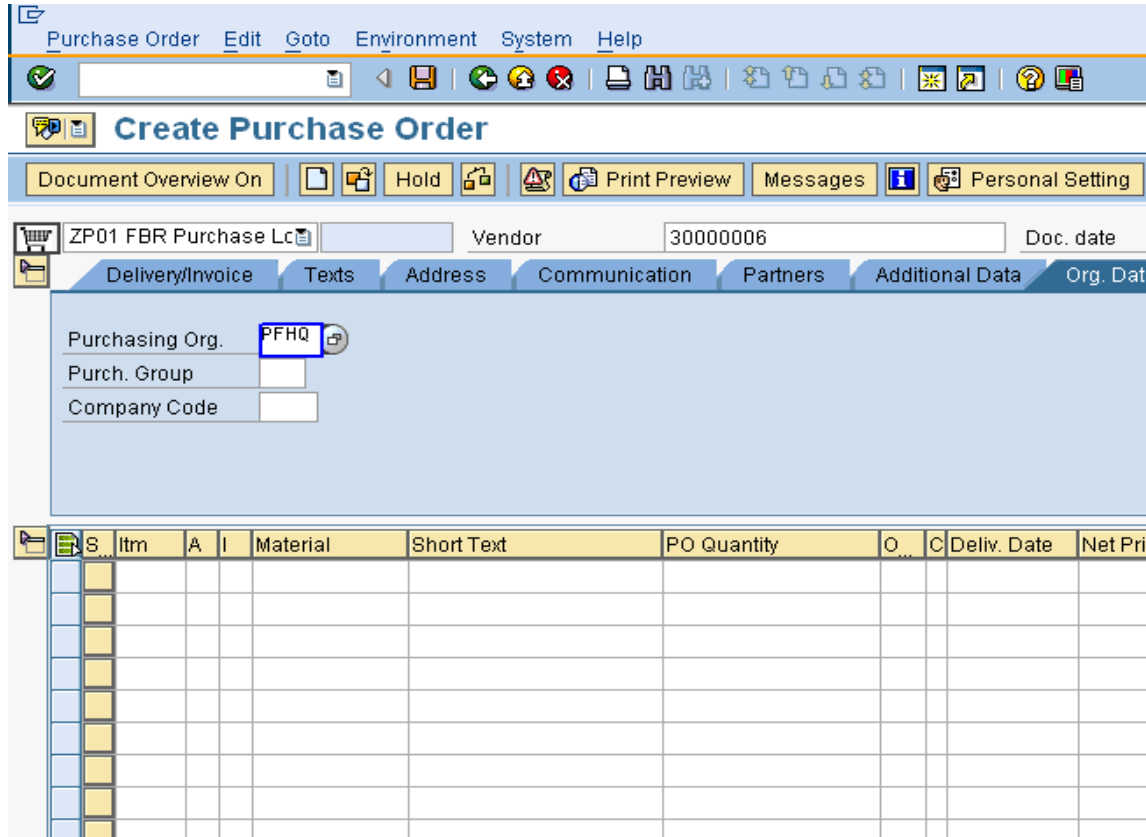
Purchase Order Edit Goto Environment System Help
 Create Purchase Order
 Document Overview On Hold Print Preview Messages Personal Setting
 FBR Purchase Local Vendor 30000006 Doc. date 22.01.2010
 Delivery/Invoice Texts Address Communication Partners Additional Data Org. Data Status
 Purchasing Org.
 Purch. Group
 Company Code
 S Itm A I Material Short Text PO Quantity O C Deliv. Date Net Price Curr...

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

PURCHASING & INVENTORY MANAGEMENT

Select Purchasing Organization.

Select Purchasing Organization from the list or by pressing F4



The screenshot shows the SAP 'Create Purchase Order' window. The 'Purchasing Org.' field is set to 'PFHQ'. Below the form is a table with the following columns: S, Itm, A, I, Material, Short Text, PO Quantity, O, C, Deliv. Date, and Net Pri.

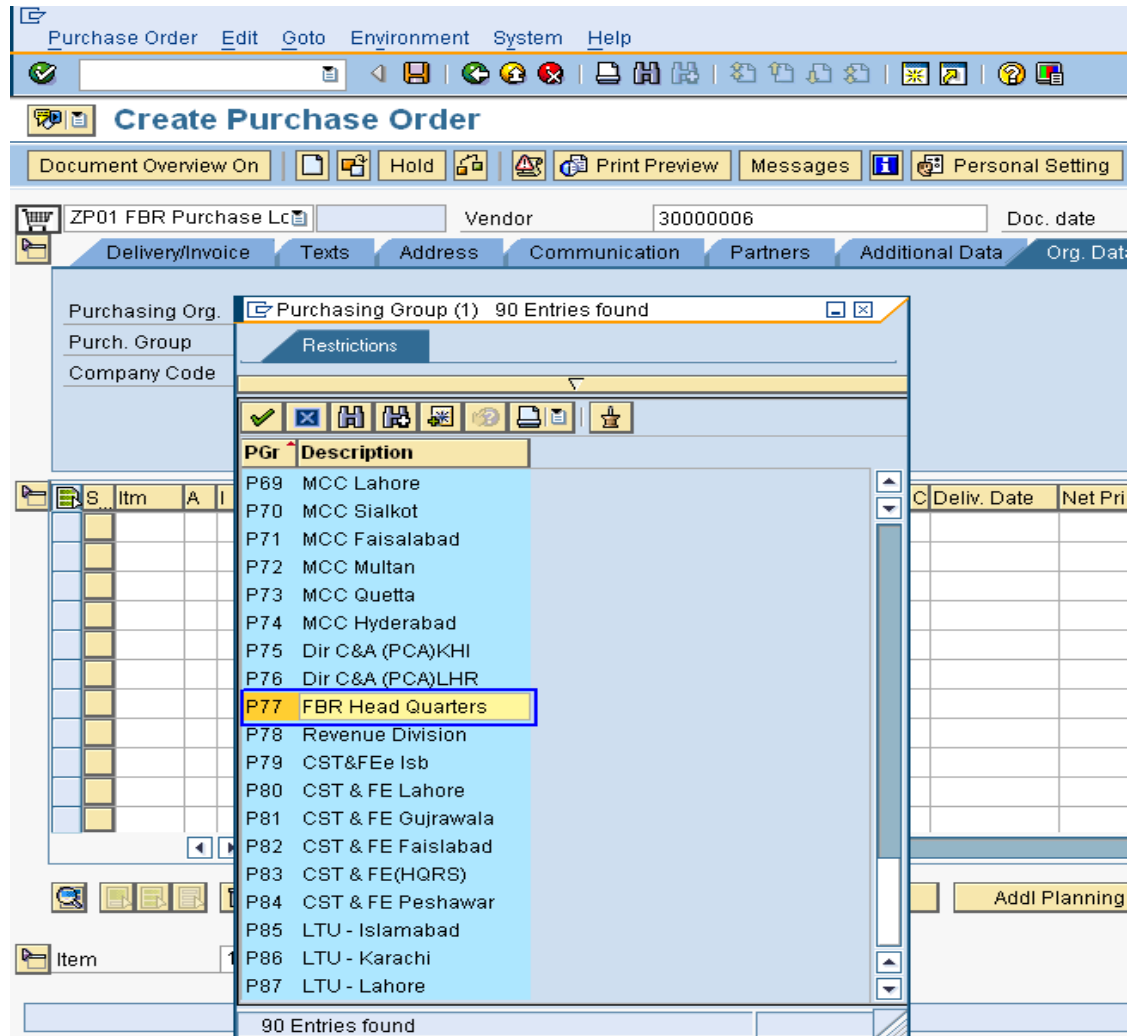
S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Pri

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"

PURCHASING & INVENTORY MANAGEMENT

Select Purchasing Group

Select Purchasing Group from the list or by pressing F4.

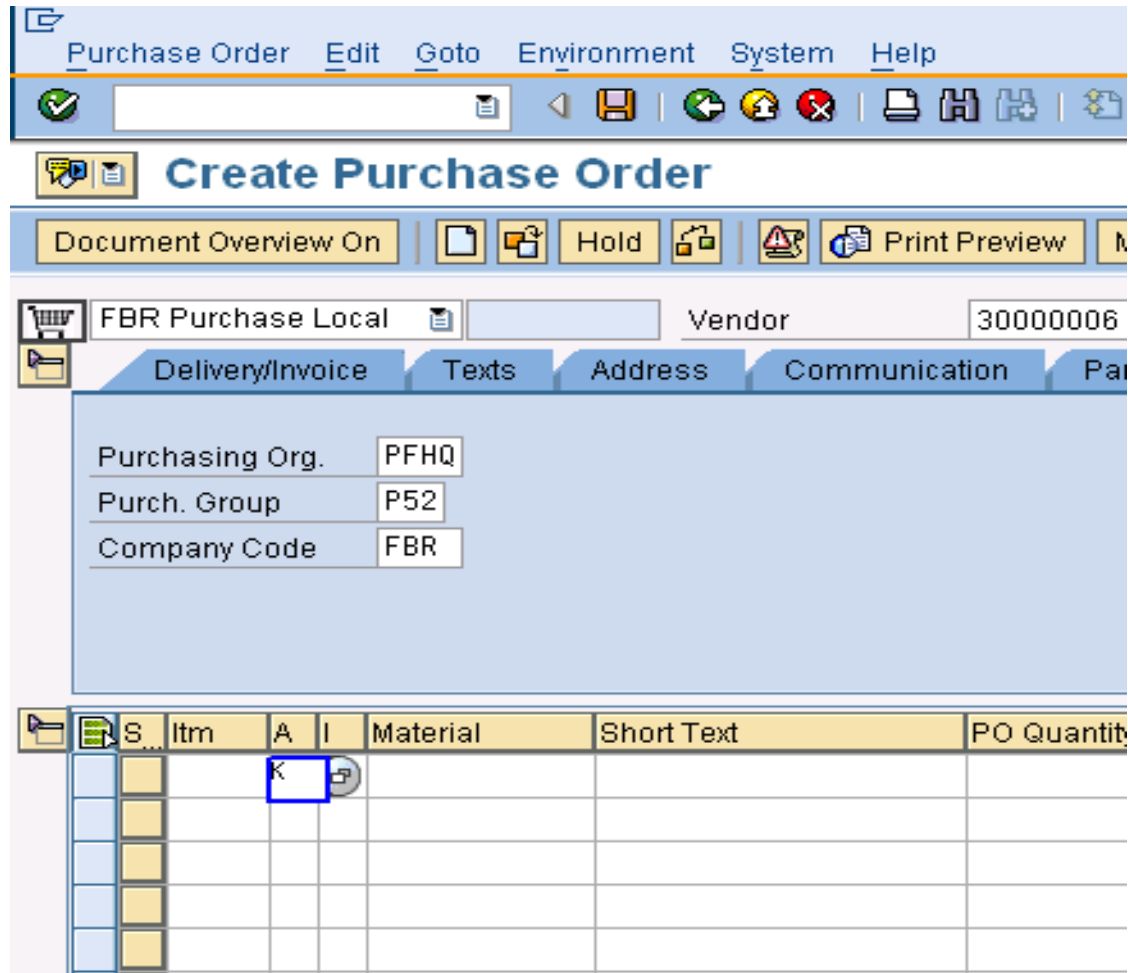


Field Name	Description	R/O/C	Comments
Purchasing Group	Purchasing Group for which you want to procure the Material	R	Enter Purchasing Group "P77"

PURCHASING & INVENTORY MANAGEMENT

Account Assignment Category

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

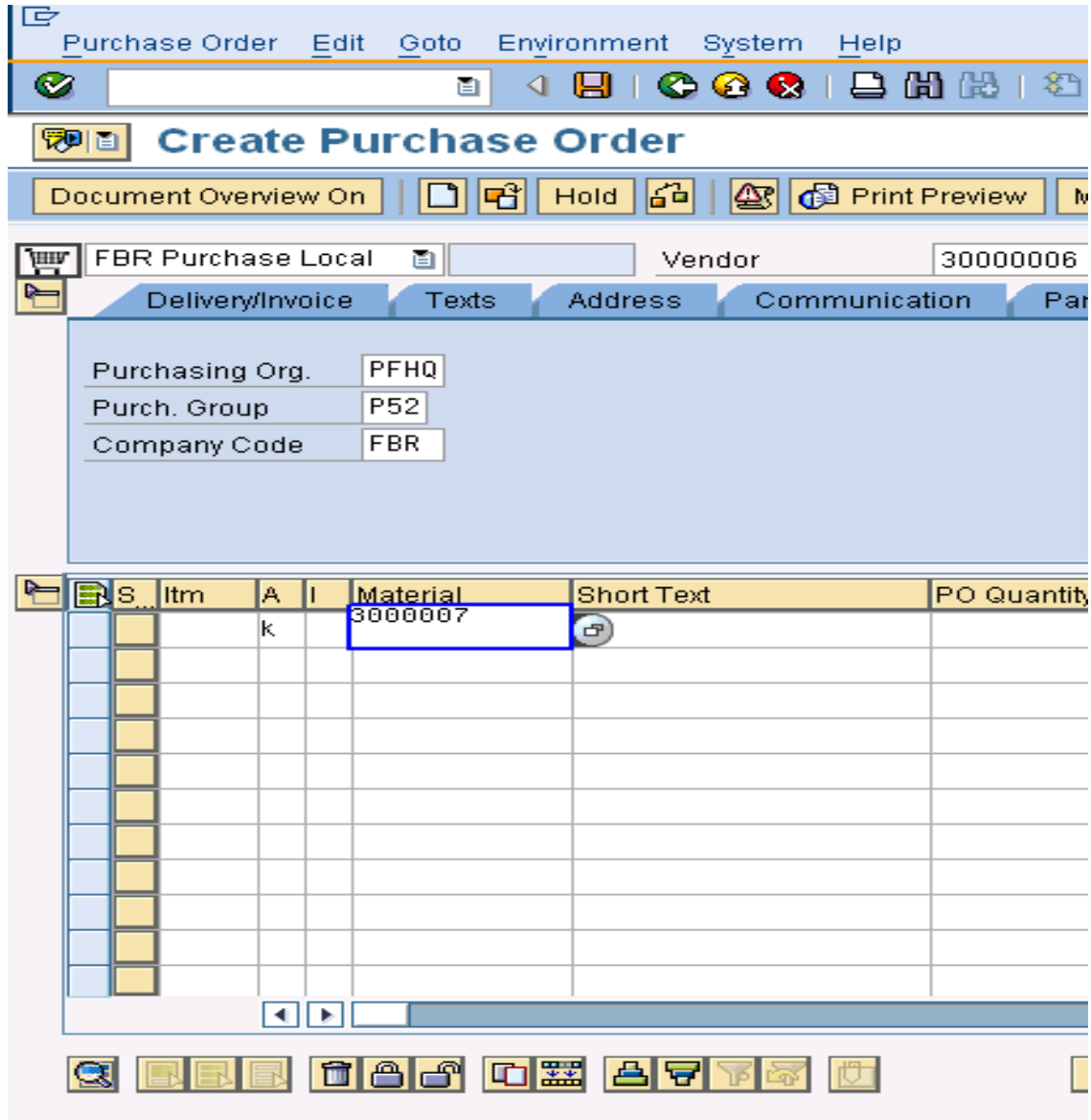


Field Name	Description	R/O/C	Comments
Account Assignment Category	The Account Assignment Category determines which account assignment data (such as cost center, account number and so on) is necessary for the item.	R	Enter Account Assignment Category K

PURCHASING & INVENTORY MANAGEMENT

Select Material

Select Material that you want to procure.



Create Purchase Order

Document Overview On | Hold | Print Preview

FBR Purchase Local | Vendor 30000006

Delivery/Invoice | Texts | Address | Communication | Par

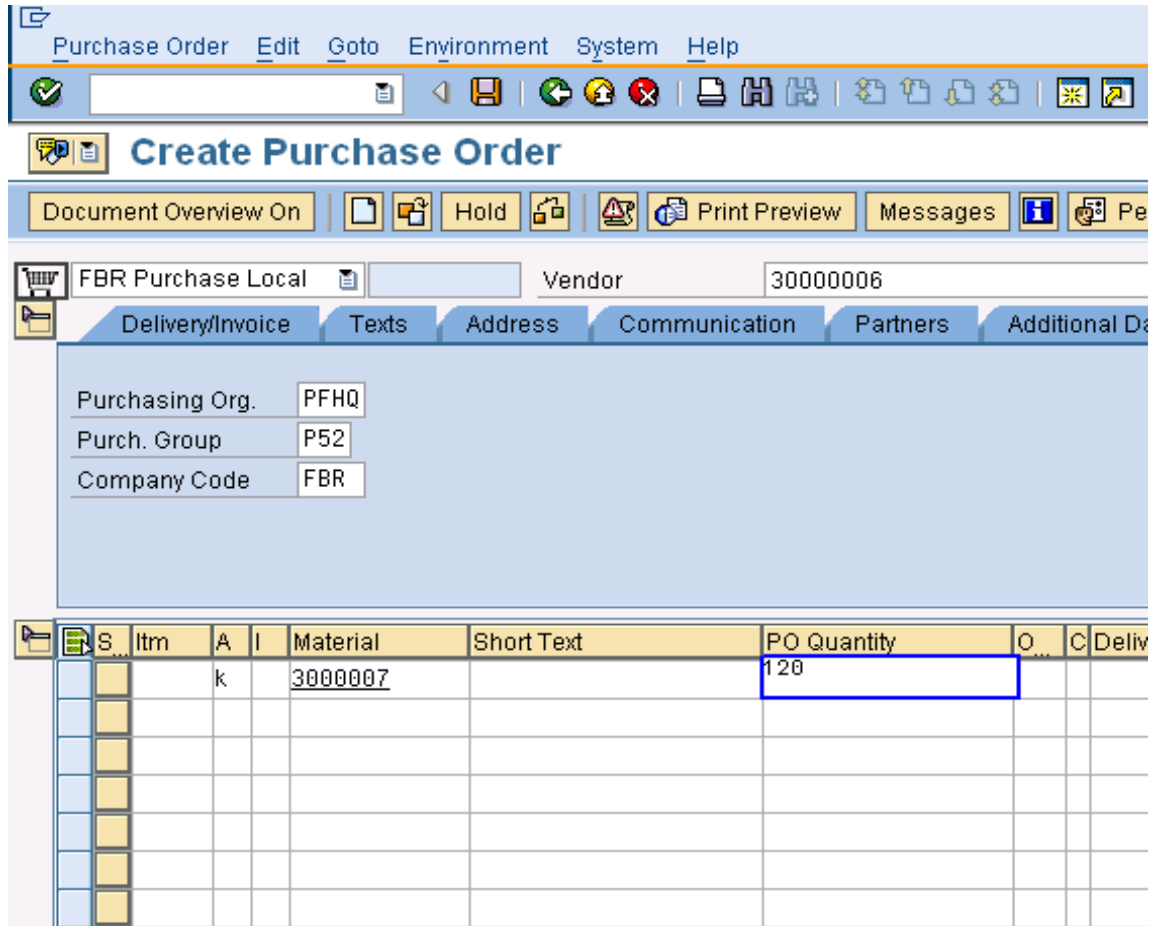
Purchasing Org. PFHQ
 Purch. Group P52
 Company Code FBR

S	Itm	A	I	Material	Short Text	PO Quantity
		k		3000007		

Field Name	Description	R/O/C	Comments
Material	Select Material that you want to procure	R	Enter Material 3000007

PURCHASING & INVENTORY MANAGEMENT

Select Quantity of Material



The screenshot shows the SAP 'Create Purchase Order' window. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Purchase Order'. There are several buttons: 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Pe'. The 'Vendor' field is set to '30000006'. Below this, there are tabs for 'Delivery/Invoice', 'Texts', 'Address', 'Communication', 'Partners', and 'Additional D'. The 'Purchasing Org.' is 'PFHQ', 'Purch. Group' is 'P52', and 'Company Code' is 'FBR'. At the bottom, there is a table with columns: S, ltm, A, I, Material, Short Text, PO Quantity, O, C, Deliv. The first row has 'k' in the 'A' column, '3000007' in the 'Material' column, and '120' in the 'PO Quantity' column. The '120' is highlighted with a blue border.

Field Name	Description	R/O/C	Comments
Purchase Order Quantity	Enter the Quantity required to Order	R	Enter value 120 in this field

PURCHASING & INVENTORY MANAGEMENT

Enter Net Price

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Messages

FBR Purchase Local Vendor: 30000006 Doc. date: 22.01.2010

Purchasing Org. PFHQ
 Purch. Group P52
 Company Code FBR

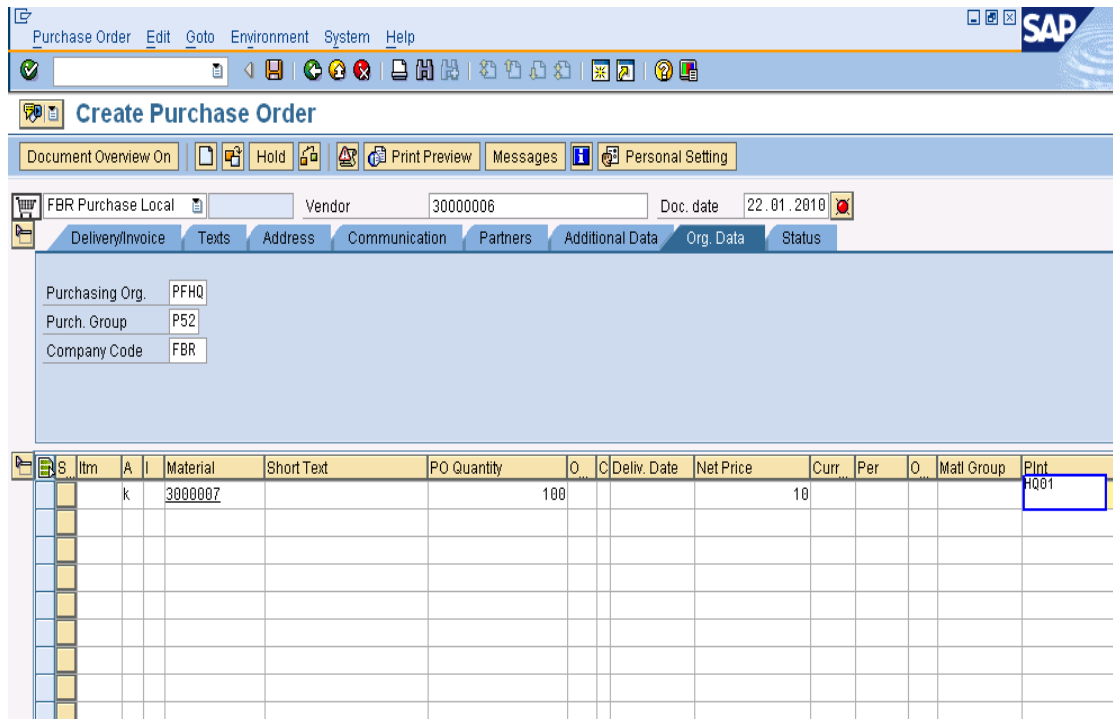
S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Curr...
			k	3000007		100				10	

Field Name	Description	R/O/C	Comments
Net Price	Enter Net Price per unit of Ordered Quantity.	R	Enter Net Price Rs. 10

PURCHASING & INVENTORY MANAGEMENT

Enter Plant Data

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



The screenshot shows the SAP 'Create Purchase Order' window. The 'Org. Data' tab is selected, displaying the following information:

- Purchasing Org.: PFHQ
- Purch. Group: P52
- Company Code: FBR

The item table below shows a single line item with the following details:

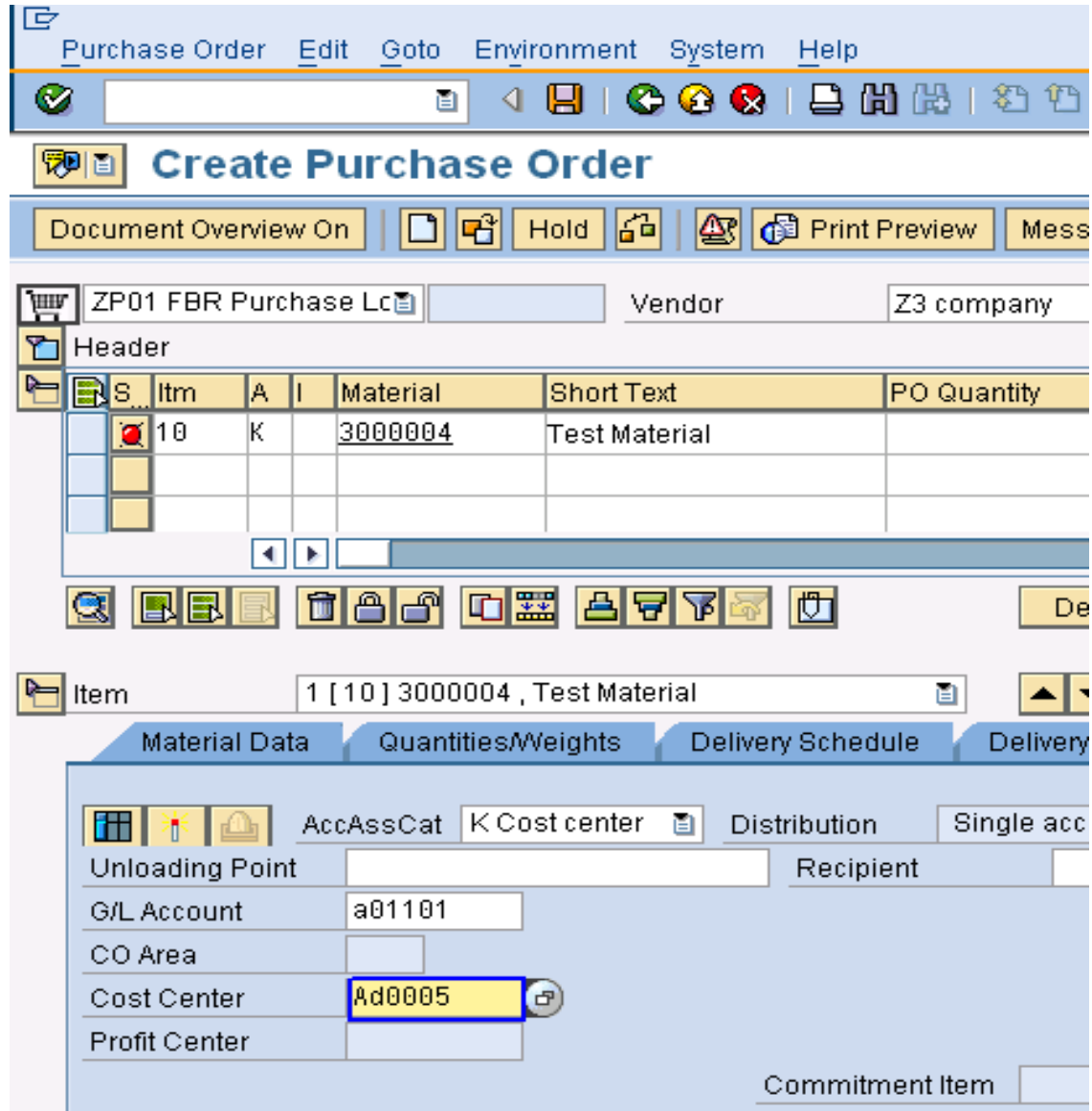
S	Item	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Curr	Per	O	Matl Group	Plant
	k			3000007		100					10				HQ01

Field Name	Description	R/O/C	Comments
Plant	Enter Plant for which Material is being procured	R	Enter Plant HQ01

PURCHASING & INVENTORY MANAGEMENT

Enter Cost Center

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



The screenshot shows the SAP 'Create Purchase Order' interface. The 'Account Assignment' tab is active, displaying the following data for the selected material line item:

Field Name	Value
Material	3000004
Short Text	Test Material
PO Quantity	
AccAssCat	K Cost center
Unloading Point	
G/L Account	a01101
CO Area	
Cost Center	Ad0005
Profit Center	
Commitment Item	

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

PURCHASING & INVENTORY MANAGEMENT

Check the Errors

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

The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Create Purchase Order' and contains a 'Document Overview On' button and other options like 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The document details are as follows:

- Document: FBR Purchase Local
- Vendor: 30000006
- Doc. date: 22.01.2010

The 'Header' table shows the following data:

S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Cu
	10	K		30000007	Fax Machine	100	EA	D	22.01.2010		10 PKF

The 'Messages' window is open, displaying the following error messages:

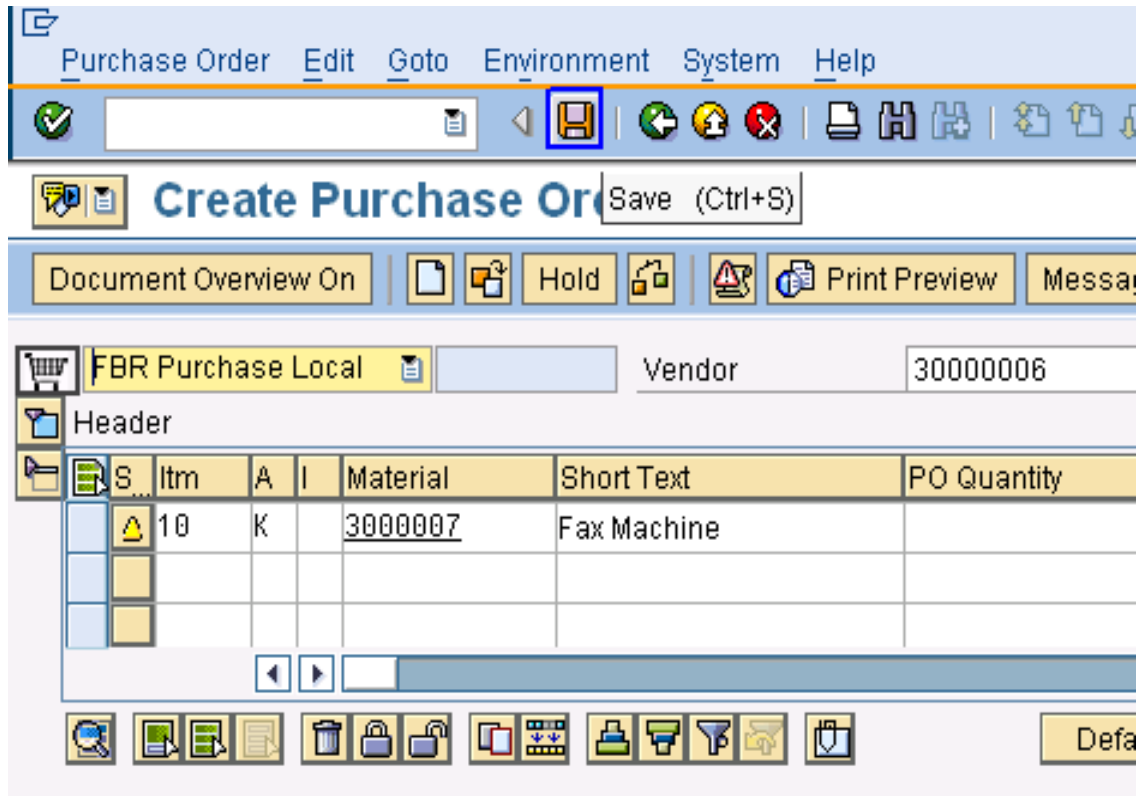
Typ	Message text	LText
<input type="checkbox"/>	No message generated for output of purchasing document Item 10	?
<input type="checkbox"/>	Net price for item 00010 adopted from last document Item 10 Sch. Line 1	?
<input type="checkbox"/>	Can delivery date be met?	

At the bottom of the interface, there is a status bar showing 'CO Area' and 'FBR'. A toolbar at the very bottom contains icons for 'Edit', navigation, and status indicators (STOP 0, 0, 2, 3).

PURCHASING & INVENTORY MANAGEMENT

Save the Document

After checking all the errors, save the Document.

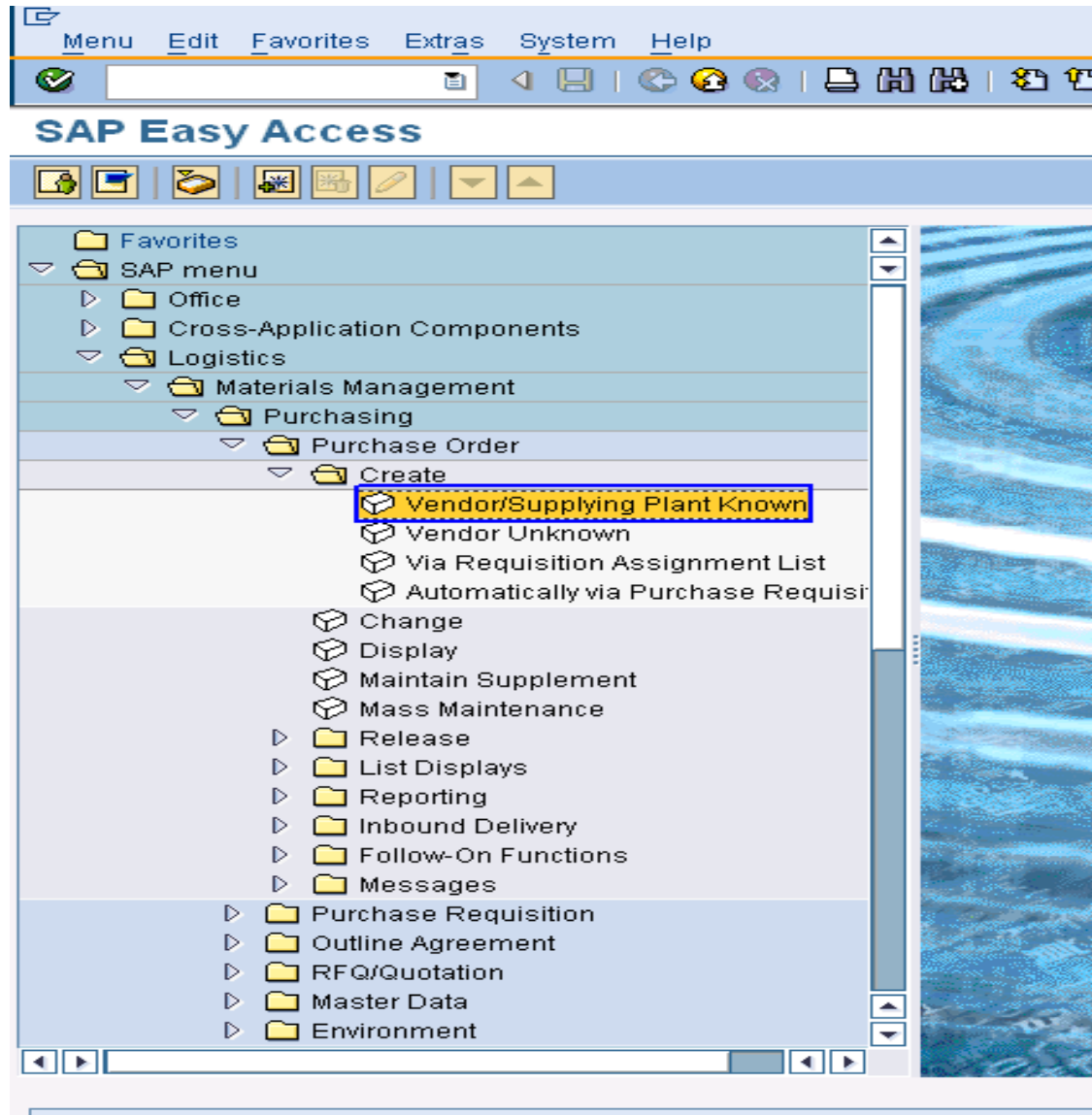


The screenshot shows the SAP 'Create Purchase Order' window. The menu bar includes 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The toolbar contains various icons, with the 'Save' icon (a floppy disk) highlighted with a blue box. Below the toolbar, the window title is 'Create Purchase Order' and a 'Save (Ctrl+S)' button is visible. The main area shows a 'Document Overview On' button and a 'Hold' button. The 'FBR Purchase Local' document is selected, with 'Vendor' set to '30000006'. The 'Header' section is expanded, showing a table with columns: S, Itm, A, I, Material, Short Text, and PO Quantity. The first row contains a warning icon, '10', 'K', and '3000007' under 'Material', with 'Fax Machine' under 'Short Text'. The bottom toolbar contains various icons for document management, including a 'Default' button.

PURCHASING & INVENTORY MANAGEMENT

6.2 Create Purchase Order (PO) with reference to Quotation

Via Menu	Logistics → Materials Management → Purchasing Purchase Order → Create → Vendor/Supplying plant Known
Via Transaction Code	ME21N

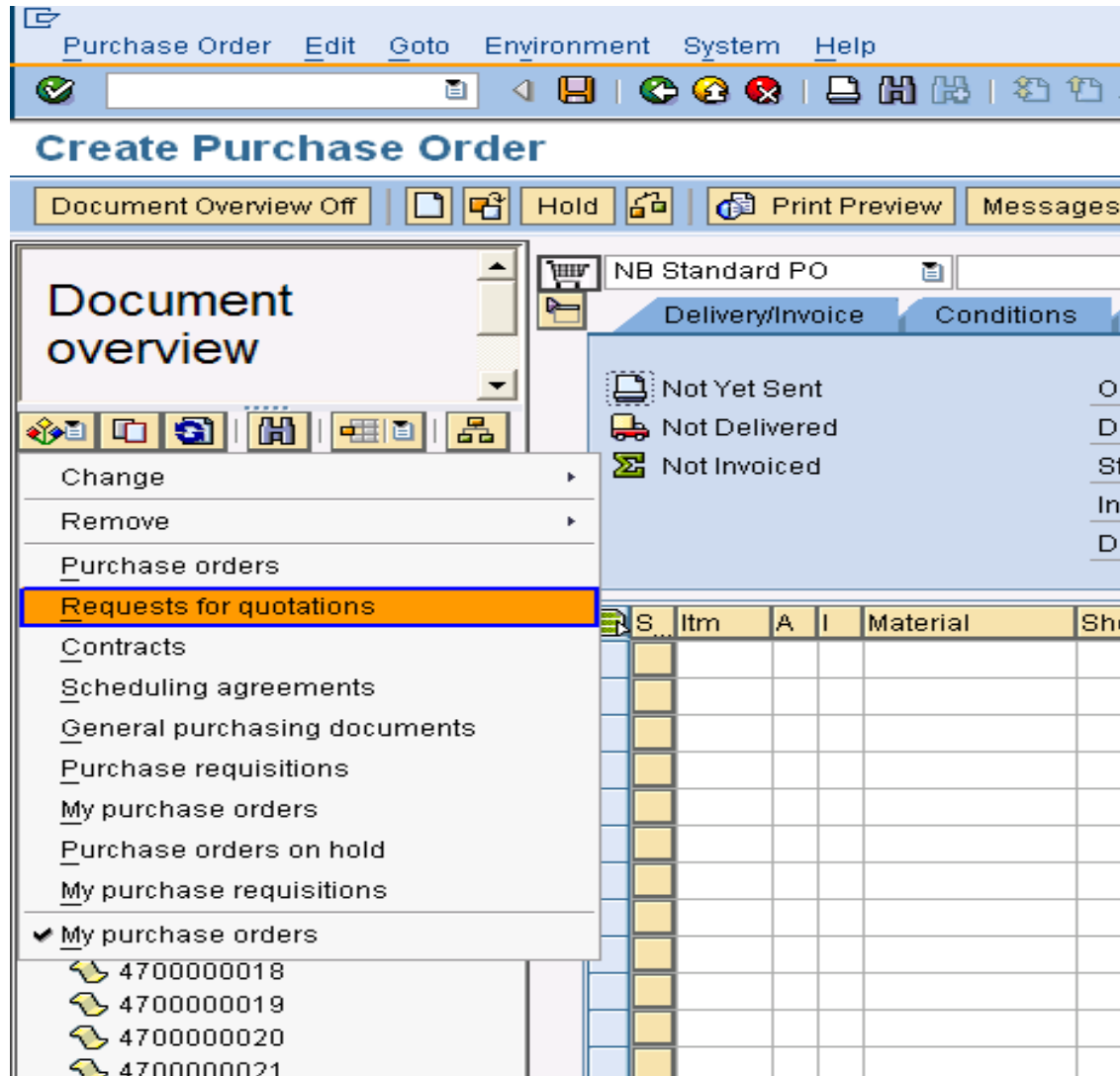


PURCHASING & INVENTORY MANAGEMENT

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)

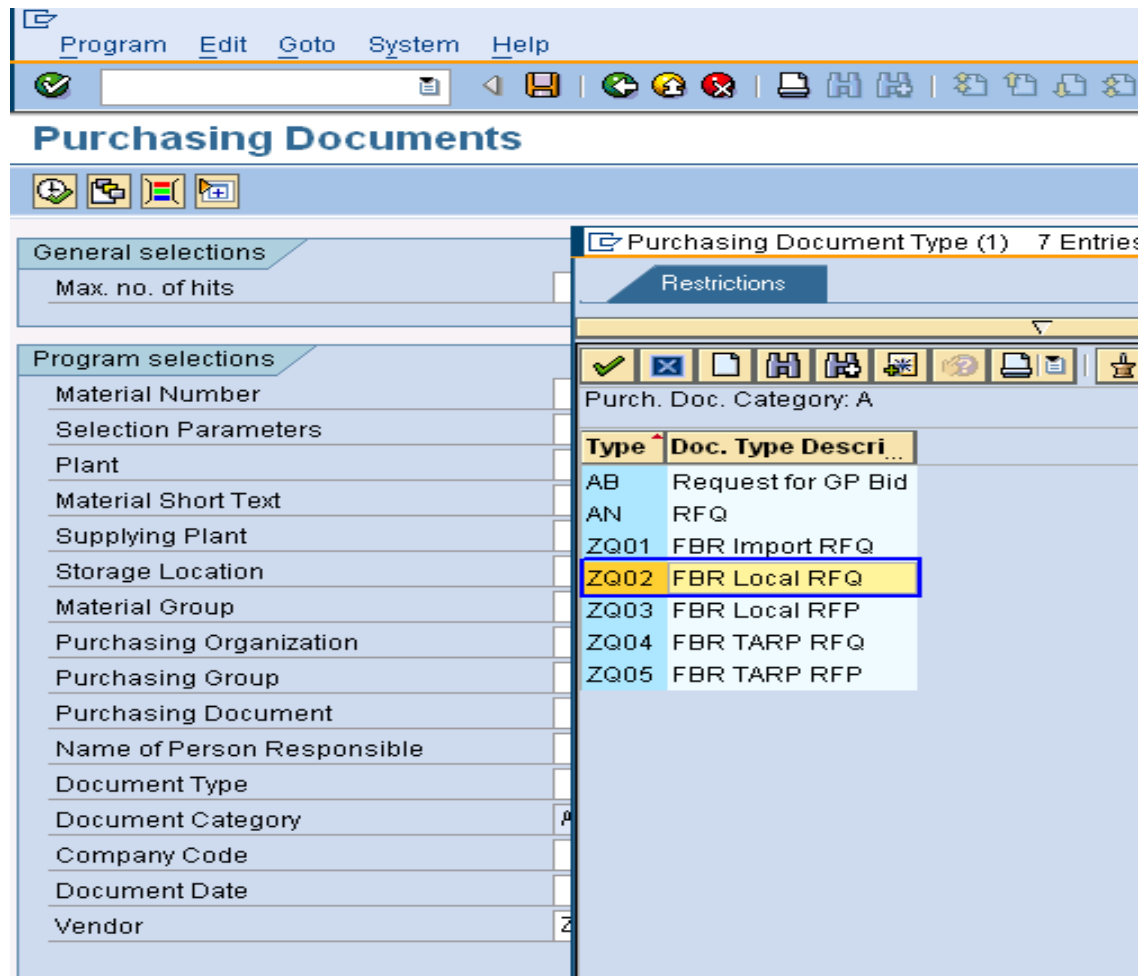
If the Document Overview Window is not visible then click on the 'Document Overview On' button (in the upper left corner of the Purchase Order (PO) screen) to view it.



PURCHASING & INVENTORY MANAGEMENT

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

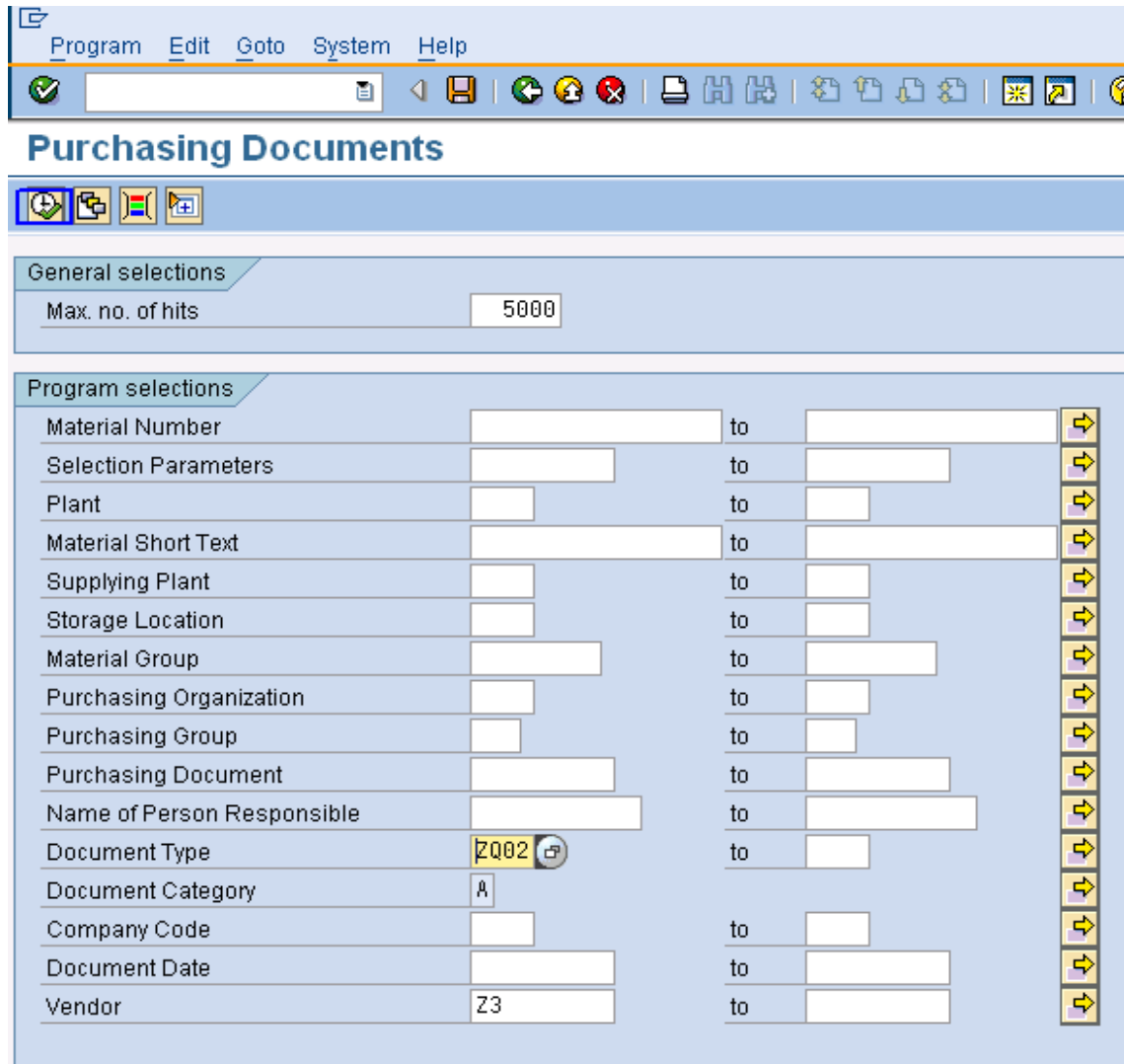


Field Name	Description	R/O/C	Comments
Purchase Order Category	Select the Purchasing Document Type	R	Choose Local FBR

PURCHASING & INVENTORY MANAGEMENT

Execute

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



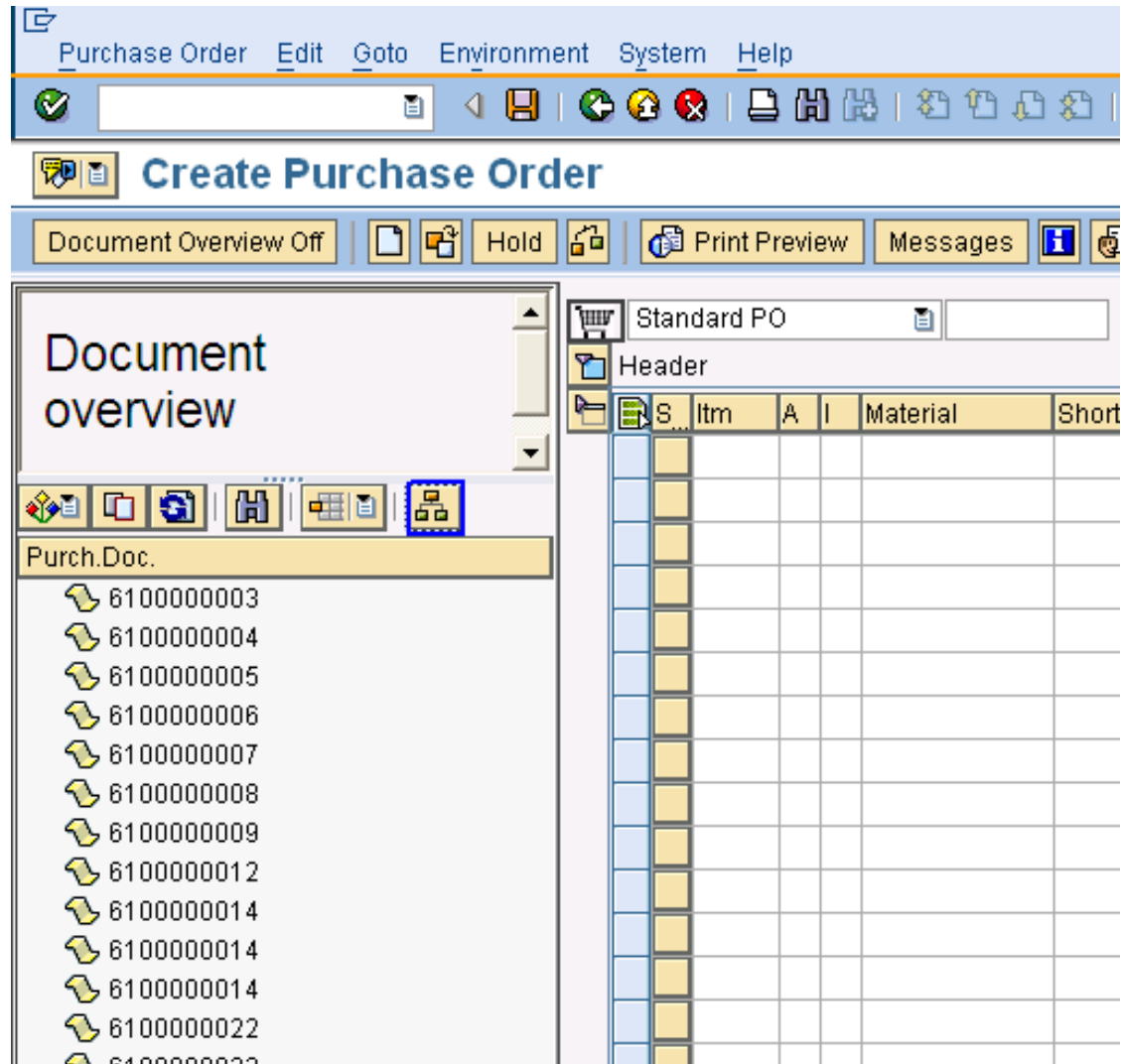
The screenshot shows the SAP Purchasing Documents search interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Purchasing Documents'. Underneath, there are two sections: 'General selections' and 'Program selections'. In the 'General selections' section, 'Max. no. of hits' is set to '5000'. The 'Program selections' section contains a list of search criteria, each with a text input field, a 'to' field, and a search icon (magnifying glass) on the right. The criteria include: Material Number, Selection Parameters, Plant, Material Short Text, Supplying Plant, Storage Location, Material Group, Purchasing Organization, Purchasing Group, Purchasing Document, Name of Person Responsible, Document Type (with 'ZQ02' entered), Document Category (with 'A' entered), Company Code, Document Date, and Vendor (with 'Z3' entered).

Field	Value	to	Field	Value
Material Number		to		
Selection Parameters		to		
Plant		to		
Material Short Text		to		
Supplying Plant		to		
Storage Location		to		
Material Group		to		
Purchasing Organization		to		
Purchasing Group		to		
Purchasing Document		to		
Name of Person Responsible		to		
Document Type	ZQ02	to		
Document Category	A			
Company Code		to		
Document Date		to		
Vendor	Z3	to		

PURCHASING & INVENTORY MANAGEMENT

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.

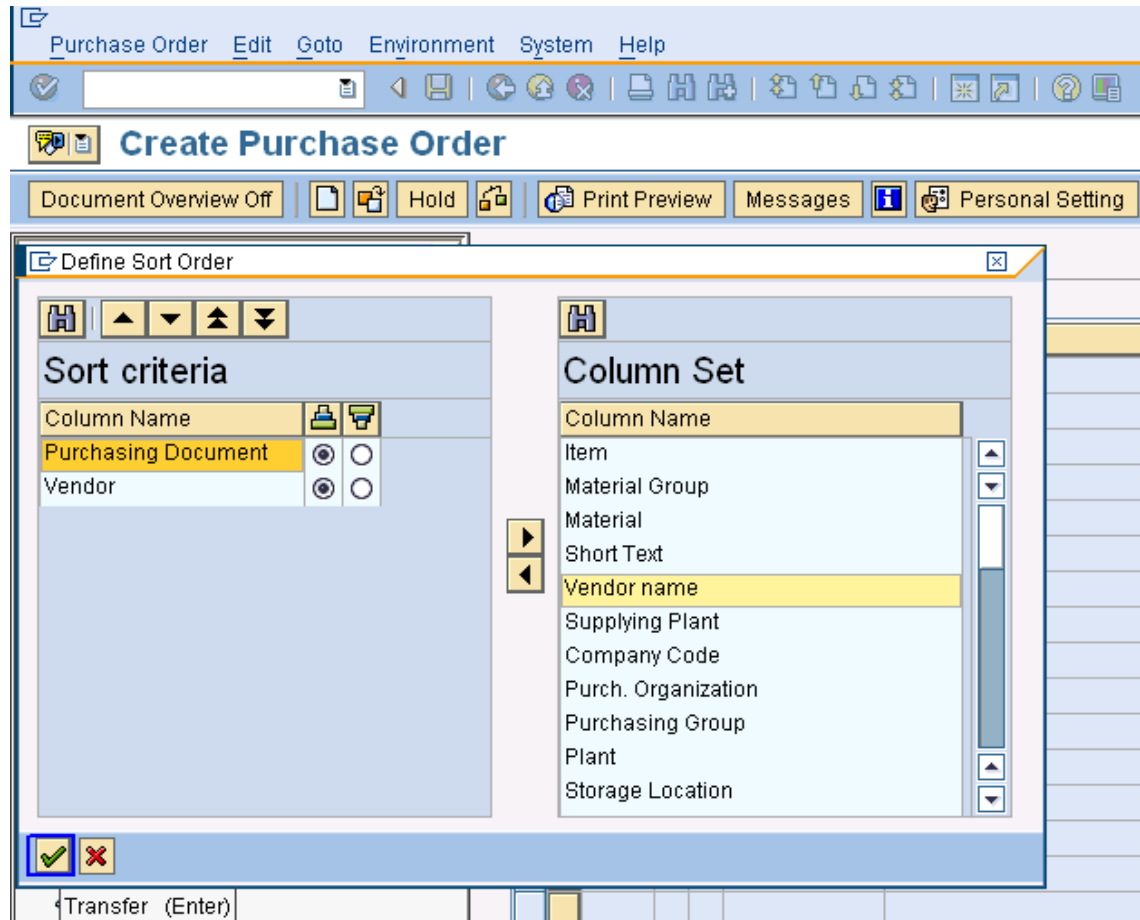


The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Purchase Order'. Below this, there are buttons for 'Document Overview Off', 'Hold', 'Print Preview', and 'Messages'. The interface is divided into two main sections. On the left, there is a 'Document overview' panel with a list of 'Purch.Doc.' numbers: 6100000003, 6100000004, 6100000005, 6100000006, 6100000007, 6100000008, 6100000009, 6100000012, 6100000014, 6100000014, 6100000014, 6100000022, and 6100000022. On the right, there is a table with columns 'S...', 'Itm', 'A', 'I', 'Material', and 'Short'. The table is currently empty.

PURCHASING & INVENTORY MANAGEMENT

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.



The screenshot shows the 'Define Sort Order' dialog box in SAP. The window title is 'Define Sort Order'. It contains two main panels: 'Sort criteria' and 'Column Set'.
 - The 'Sort criteria' panel has a table with the following data:

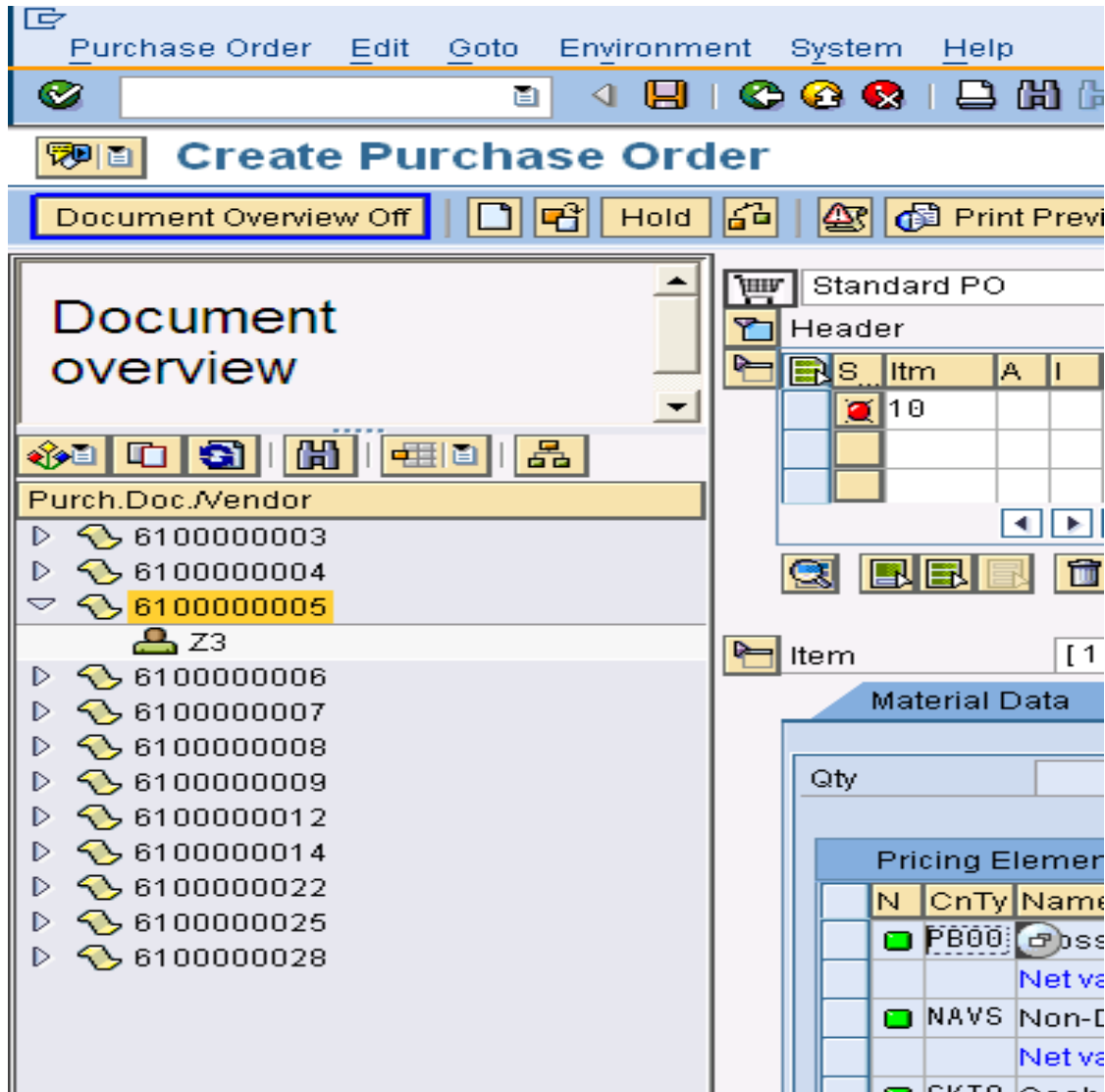
Column Name	Include	Exclude
Purchasing Document	<input checked="" type="radio"/>	<input type="radio"/>
Vendor	<input checked="" type="radio"/>	<input type="radio"/>

 - The 'Column Set' panel is a list of fields with 'Vendor name' selected. The list includes: Item, Material Group, Material, Short Text, Vendor name, Supplying Plant, Company Code, Purch. Organization, Purchasing Group, Plant, and Storage Location.
 - At the bottom of the dialog, there are 'OK' (checkmark) and 'Cancel' (X) buttons.
 - The background shows the 'Create Purchase Order' screen with a menu bar (Purchase Order, Edit, Goto, Environment, System, Help) and a toolbar with various icons.

PURCHASING & INVENTORY MANAGEMENT

Close Document Overview

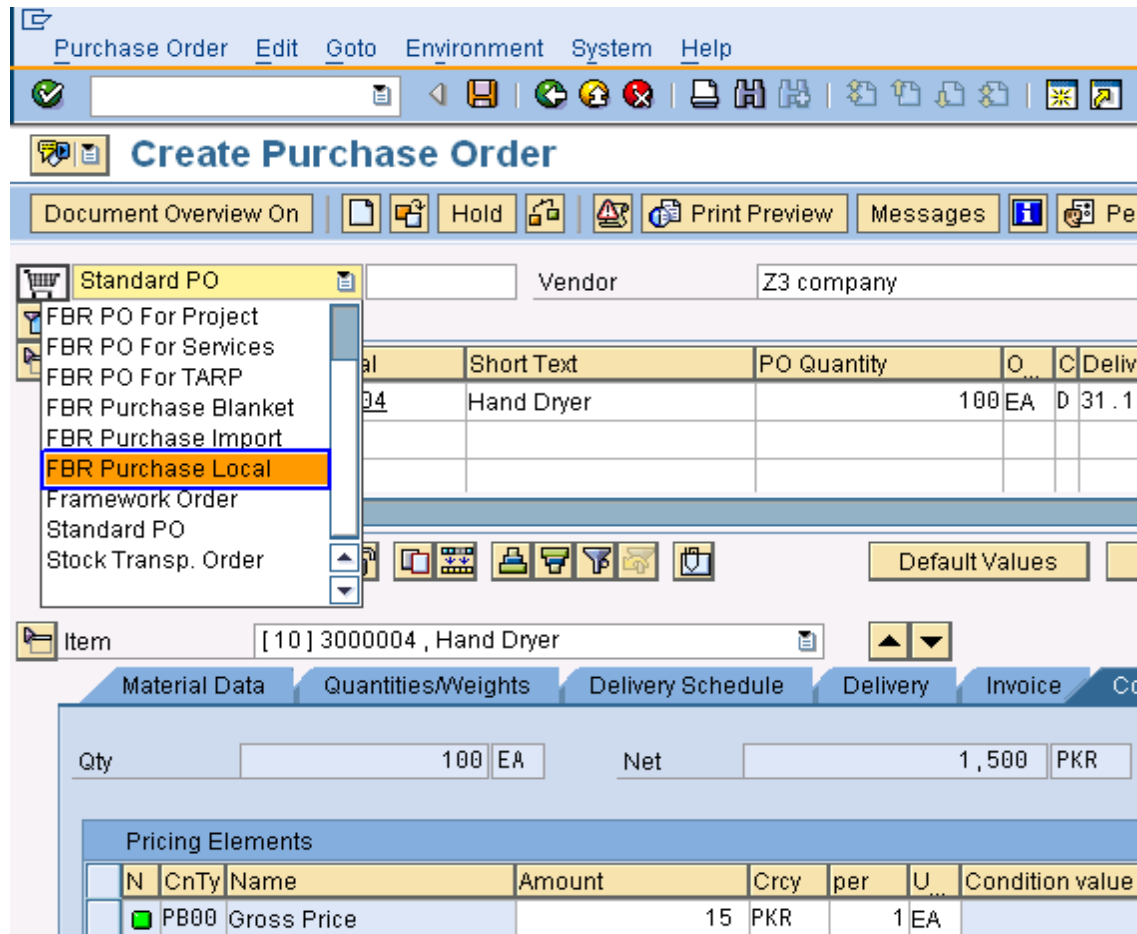
In order to increase the screen space, you can close the Document Overview by clicking 'Document Overview Off' icon.



PURCHASING & INVENTORY MANAGEMENT

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.



The screenshot displays the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Create Purchase Order'. A secondary toolbar contains 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Pe'. The 'Standard PO' dropdown menu is open, listing options such as 'FBR PO For Project', 'FBR PO For Services', 'FBR PO For TARP', 'FBR Purchase Blanket', 'FBR Purchase Import', 'FBR Purchase Local' (highlighted), 'Framework Order', 'Standard PO', and 'Stock Transp. Order'. The 'Vendor' field is set to 'Z3 company'. The item list shows 'Hand Dryer' with a quantity of 100 EA. The pricing table shows a gross price of 15 PKR per EA.

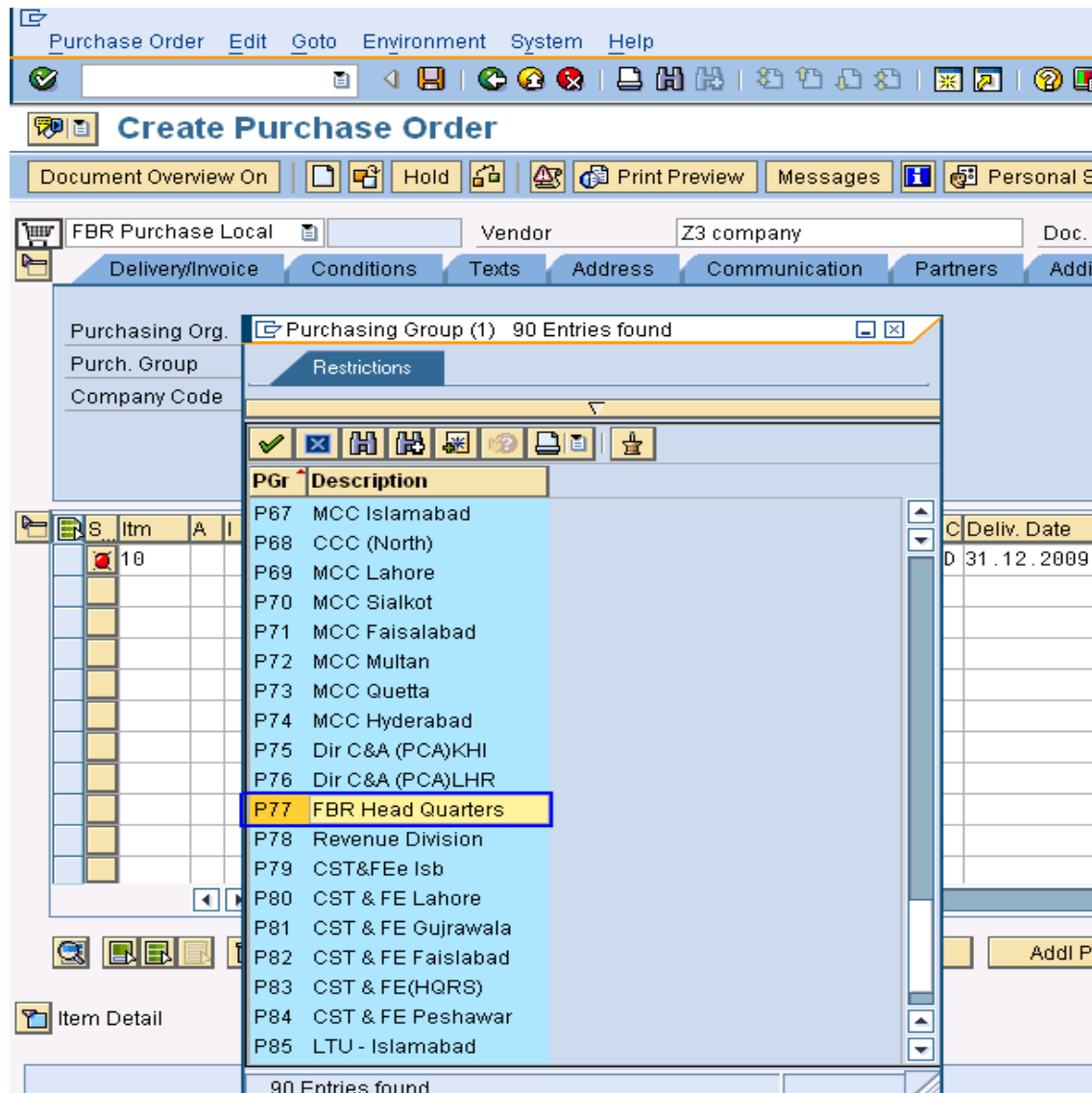
N	CnTy	Name	Amount	Crcy	per	U...	Condition value
1	PB00	Gross Price	15	PKR		1 EA	

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

PURCHASING & INVENTORY MANAGEMENT

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.

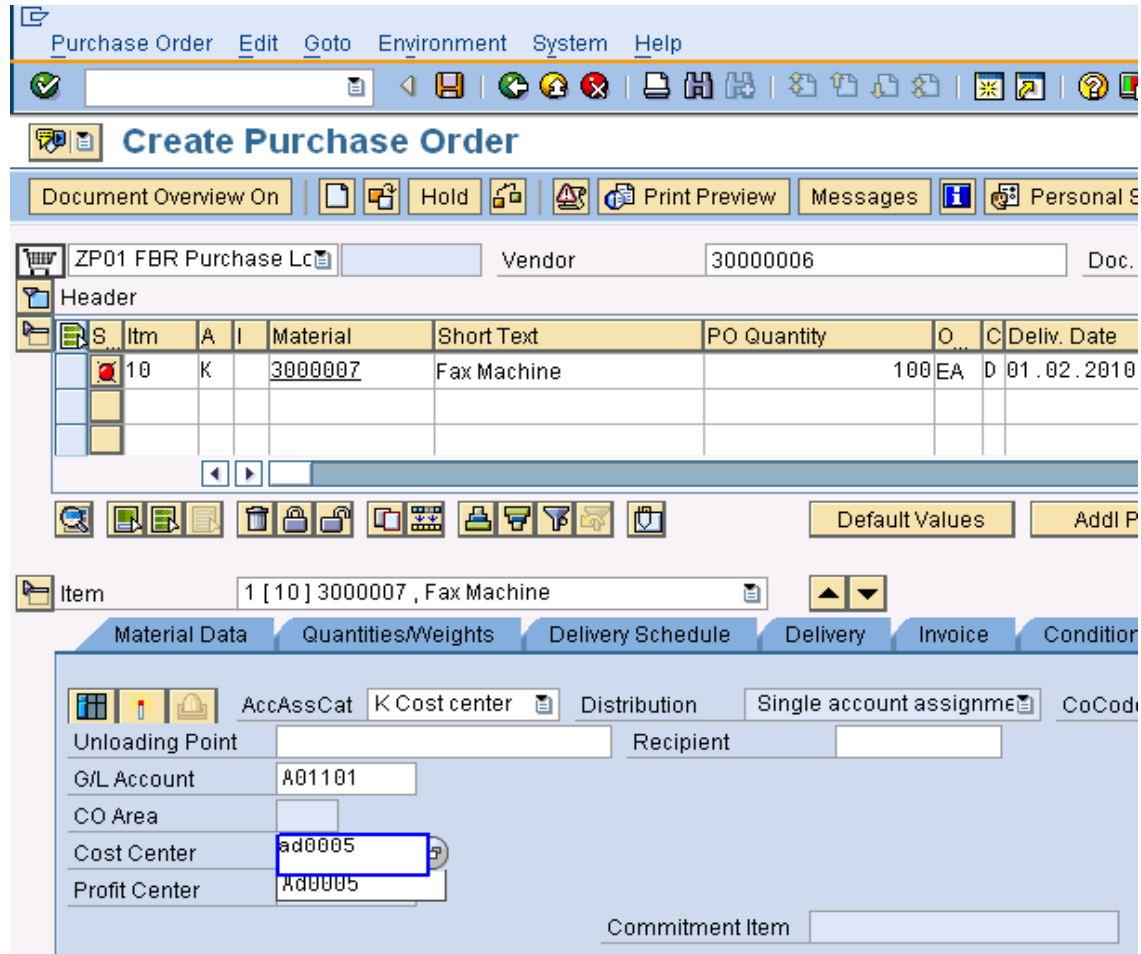


Field Name	Description	R/O/C	Comments
Purchasing Group	Purchasing Group for which Material is being procured	R	Enter Purchasing Group "P77"

PURCHASING & INVENTORY MANAGEMENT

Enter Cost Center

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



The screenshot shows the SAP Purchase Order interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Create Purchase Order'. Below this, there are buttons for 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Personal S'. The header section shows 'ZP01 FBR Purchase Lc' and 'Vendor 30000006'. A table lists line items, with the first item being '10 K 3000007 Fax Machine' with a quantity of '100 EA' and a delivery date of '01.02.2010'. Below the table, there are more icons and buttons like 'Default Values' and 'Addl P'. The 'Item' section shows '1 [10] 3000007, Fax Machine'. At the bottom, there are tabs for 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice', and 'Condition'. The 'Material Data' tab is active, showing 'AccAssCat K Cost center', 'Distribution Single account assignme', 'CoCod', 'Unloading Point', 'Recipient', 'G/L Account A01101', 'CO Area', 'Cost Center ad0005', 'Profit Center Ad0005', and 'Commitment Item'.

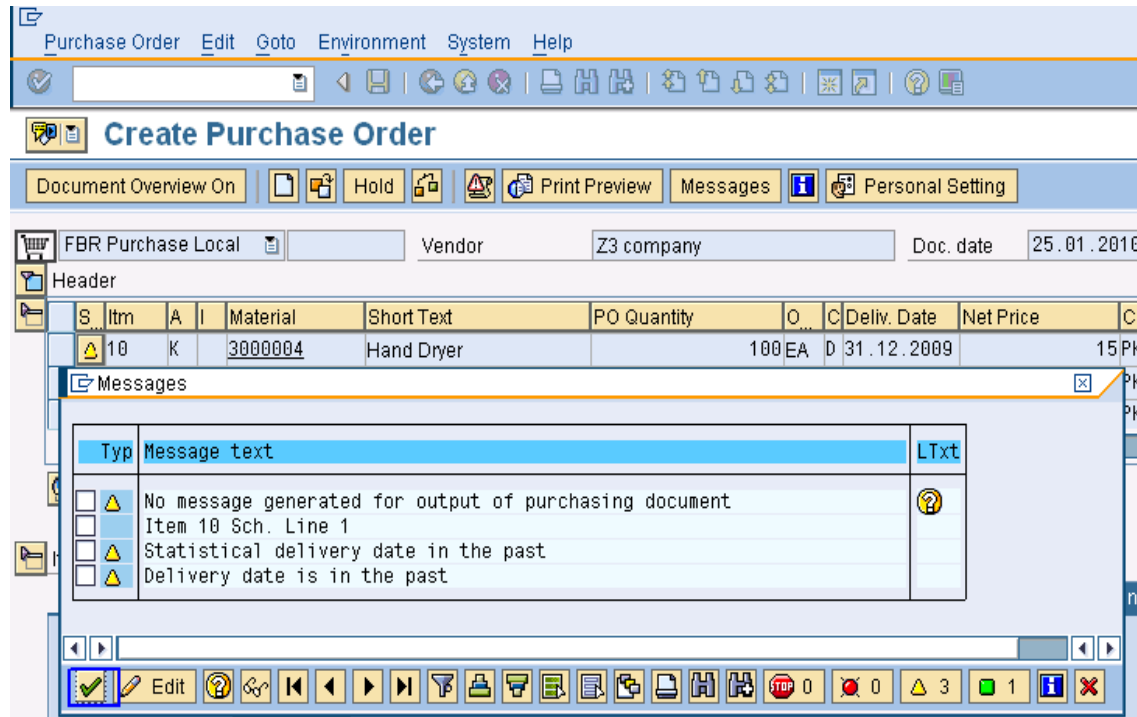
Field Name	Description	R/O/C	Comments
Cost Center	Cost Center that will bear the cost of this Material	R	Enter Cost Center AD0005

PURCHASING & INVENTORY MANAGEMENT

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.

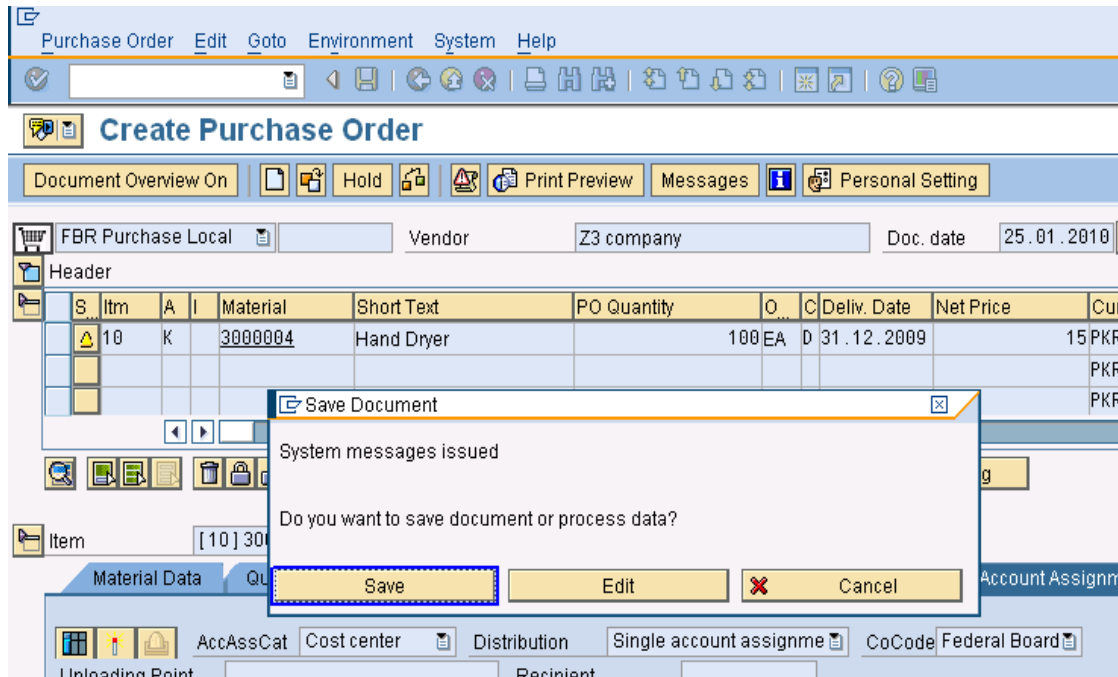


Field Name	Description	R/O/C	Comments
Message box	It will display all the Error and Warning Messages in the Document	R	Check the errors in the Document

PURCHASING & INVENTORY MANAGEMENT

Click on Save button to save the Purchase Order

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

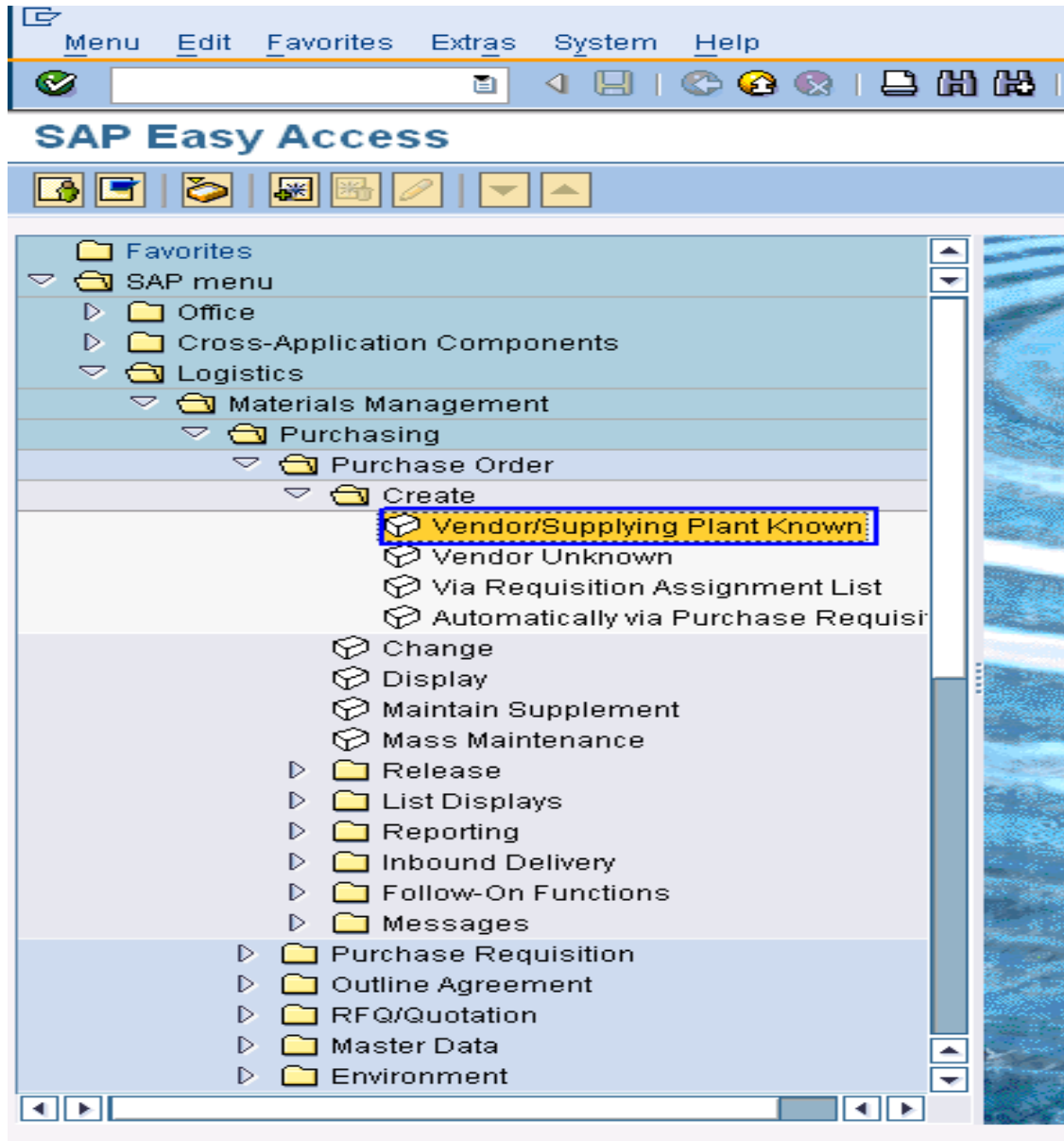


PURCHASING & INVENTORY MANAGEMENT

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

Access Transaction using following Menu Path:

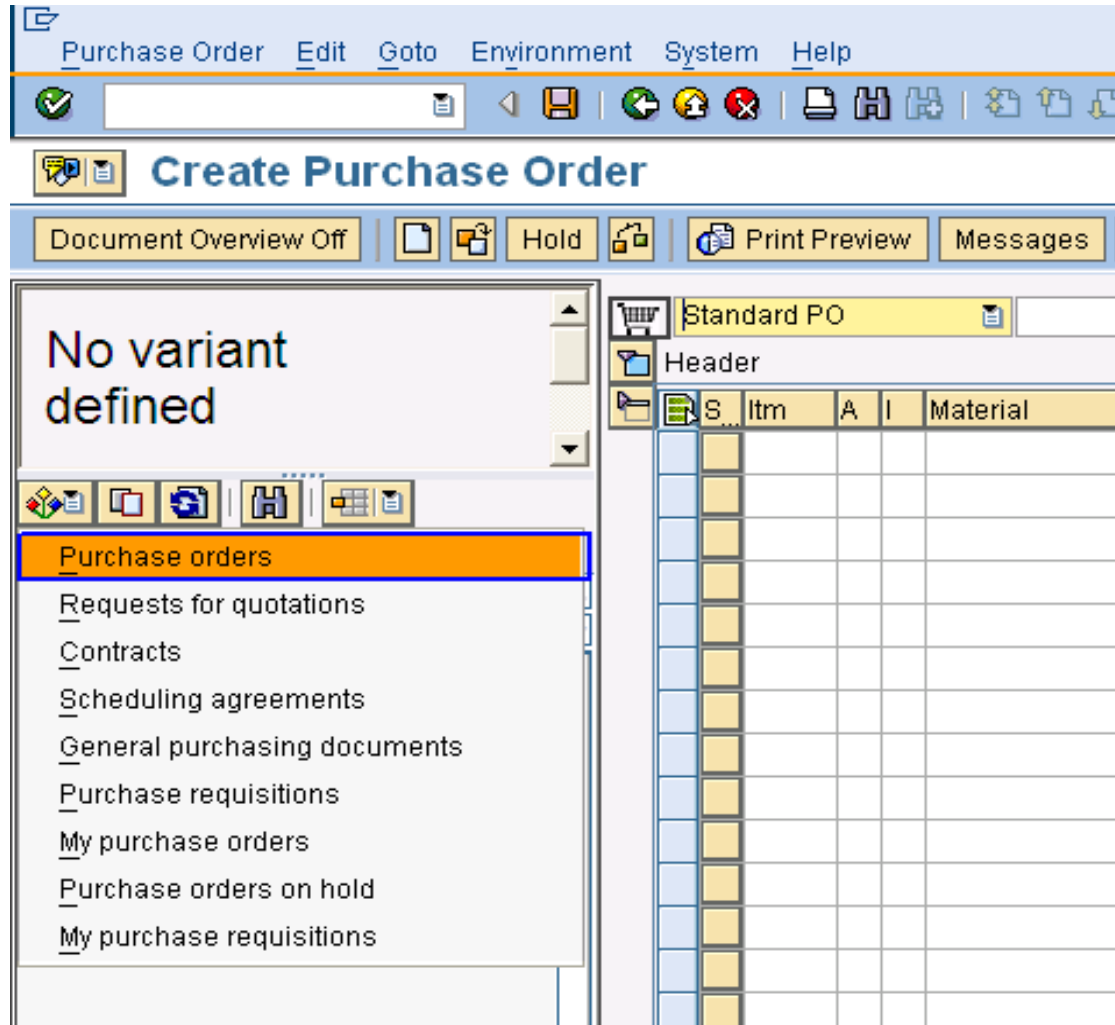
Via Menus	Logistics → Materials Management → Purchasing Purchase Order → Create → Vendor/Supplying plant Known
Via Transaction Code	ME21N



PURCHASING & INVENTORY MANAGEMENT

Purchase Order (PO) Selection

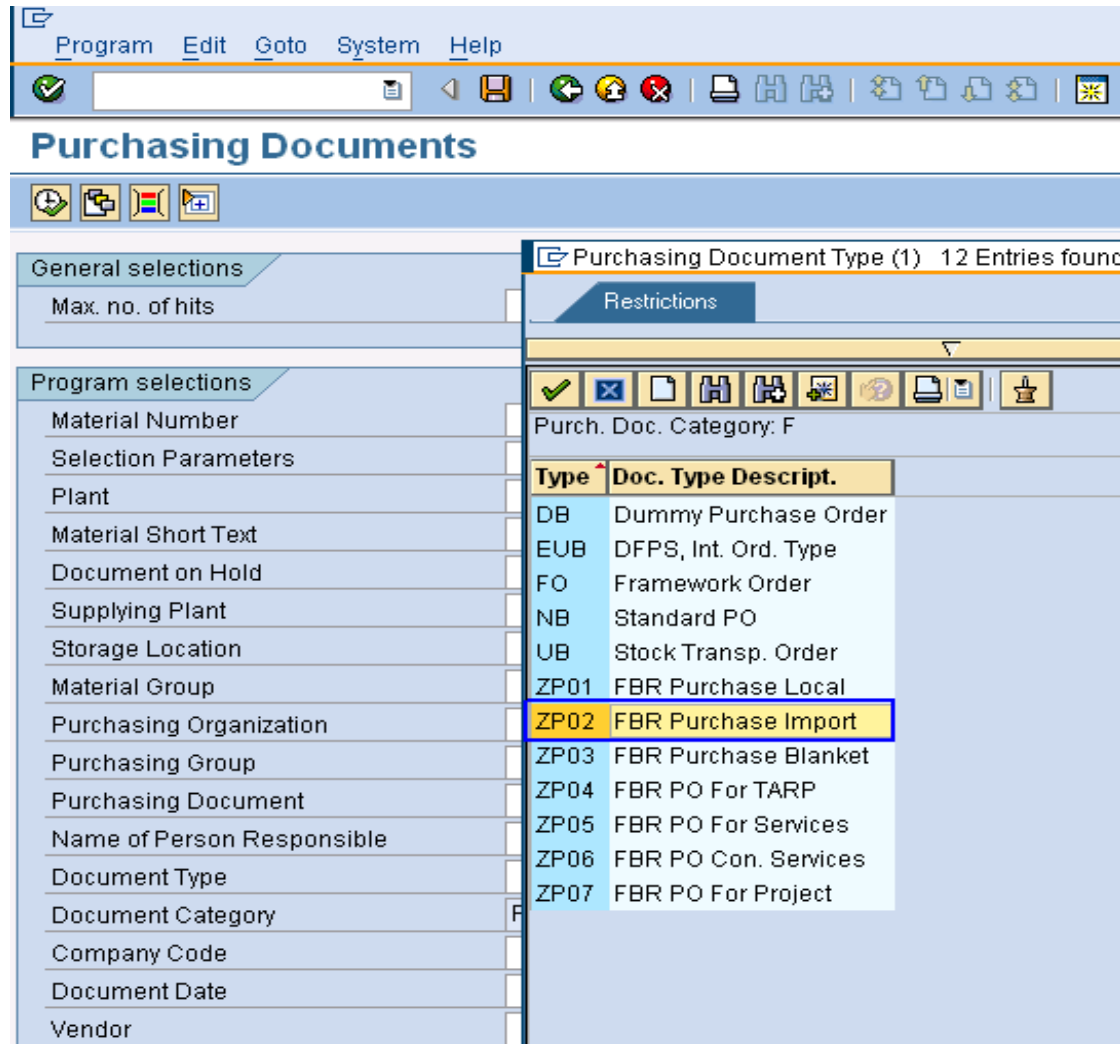
This is the initial screen of Purchase Order (PO) creation. Purchase Orders can be created with reference to certain documents like Purchase Requisition (PR), Request for Quotation (RFQ), Contracts and even with reference to other Purchase Orders.



PURCHASING & INVENTORY MANAGEMENT

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.



The screenshot shows the SAP Purchasing Document Search Screen. The title bar reads "Purchasing Documents". The main window is titled "Purchasing Document Type (1) 12 Entries found". On the left, there are "General selections" and "Program selections" tabs. The "Document Type" field is selected, and a dropdown menu is open, listing various document types. The "ZP02 FBR Purchase Import" option is highlighted in yellow.

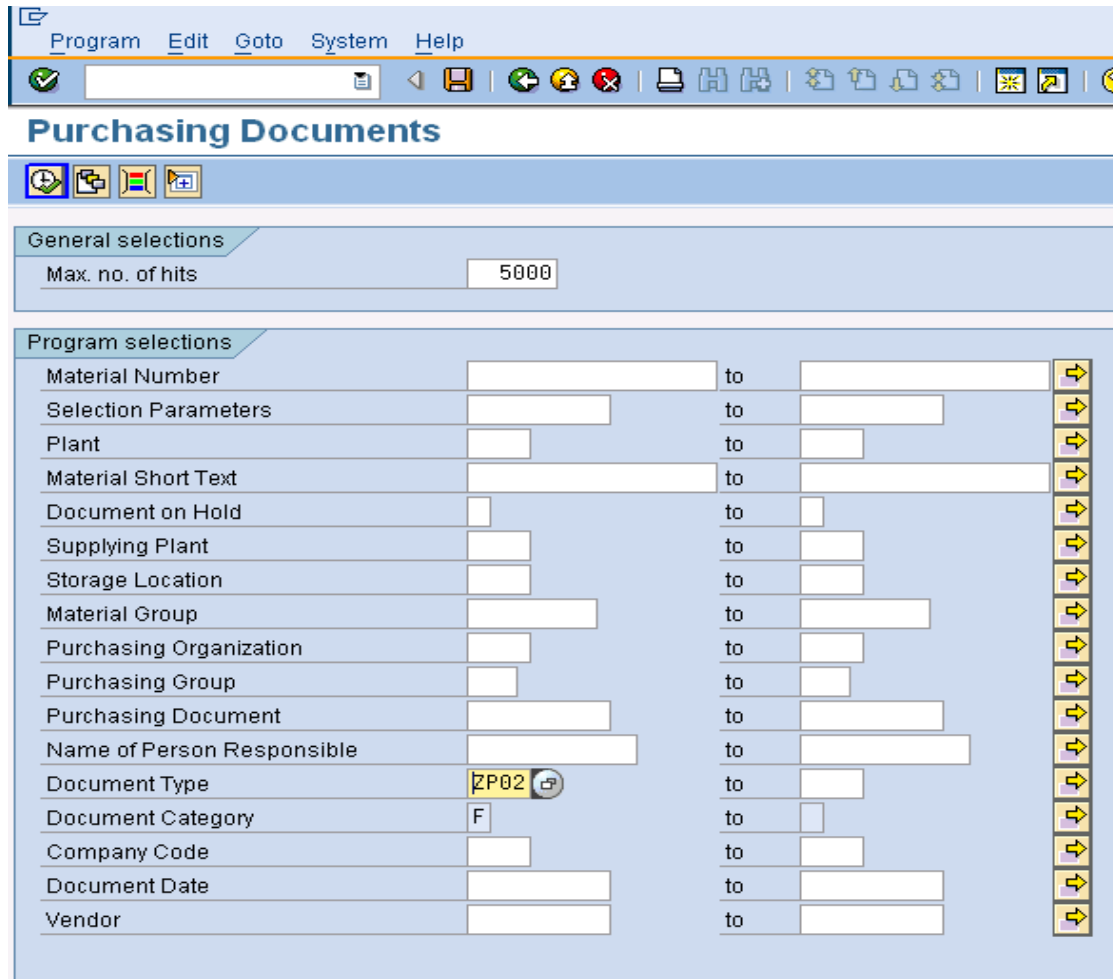
Type	Doc. Type	Descript.
DB	Dummy Purchase Order	
EUB	DFPS, Int. Ord. Type	
FO	Framework Order	
NB	Standard PO	
UB	Stock Transp. Order	
ZP01	FBR Purchase Local	
ZP02	FBR Purchase Import	
ZP03	FBR Purchase Blanket	
ZP04	FBR PO For TARP	
ZP05	FBR PO For Services	
ZP06	FBR PO Con. Services	
ZP07	FBR PO For Project	

Field Name	Description	R/O/C	Comments
Document Type	Select the appropriate Document Type	R	Enter Document Type ZP02

PURCHASING & INVENTORY MANAGEMENT

Execute

Click Execute or Press F8



The screenshot shows the SAP Purchasing Documents screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title of the screen is 'Purchasing Documents'. Underneath, there are two sections: 'General selections' and 'Program selections'.

General selections

Max. no. of hits	5000
------------------	------

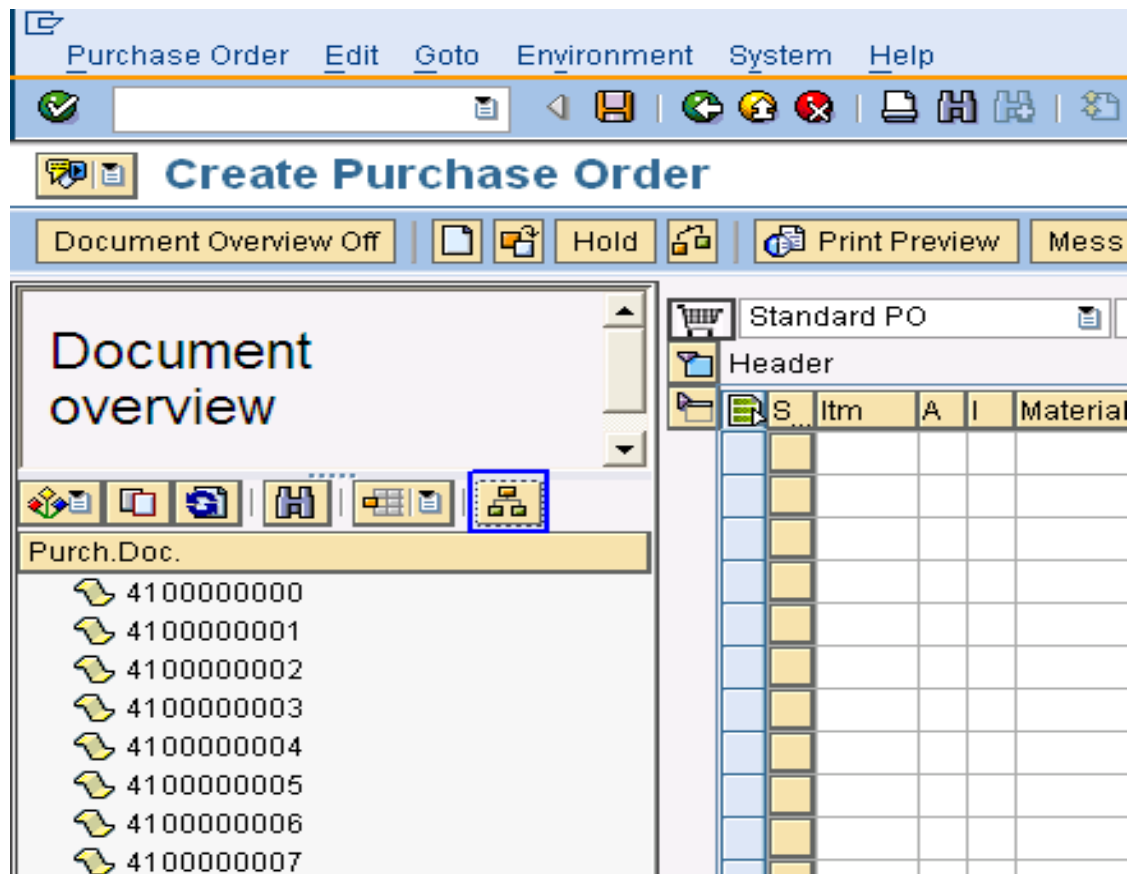
Program selections

Material Number		to		↕
Selection Parameters		to		↕
Plant		to		↕
Material Short Text		to		↕
Document on Hold		to		↕
Supplying Plant		to		↕
Storage Location		to		↕
Material Group		to		↕
Purchasing Organization		to		↕
Purchasing Group		to		↕
Purchasing Document		to		↕
Name of Person Responsible		to		↕
Document Type	ZP02	to		↕
Document Category	F	to		↕
Company Code		to		↕
Document Date		to		↕
Vendor		to		↕

PURCHASING & INVENTORY MANAGEMENT

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.

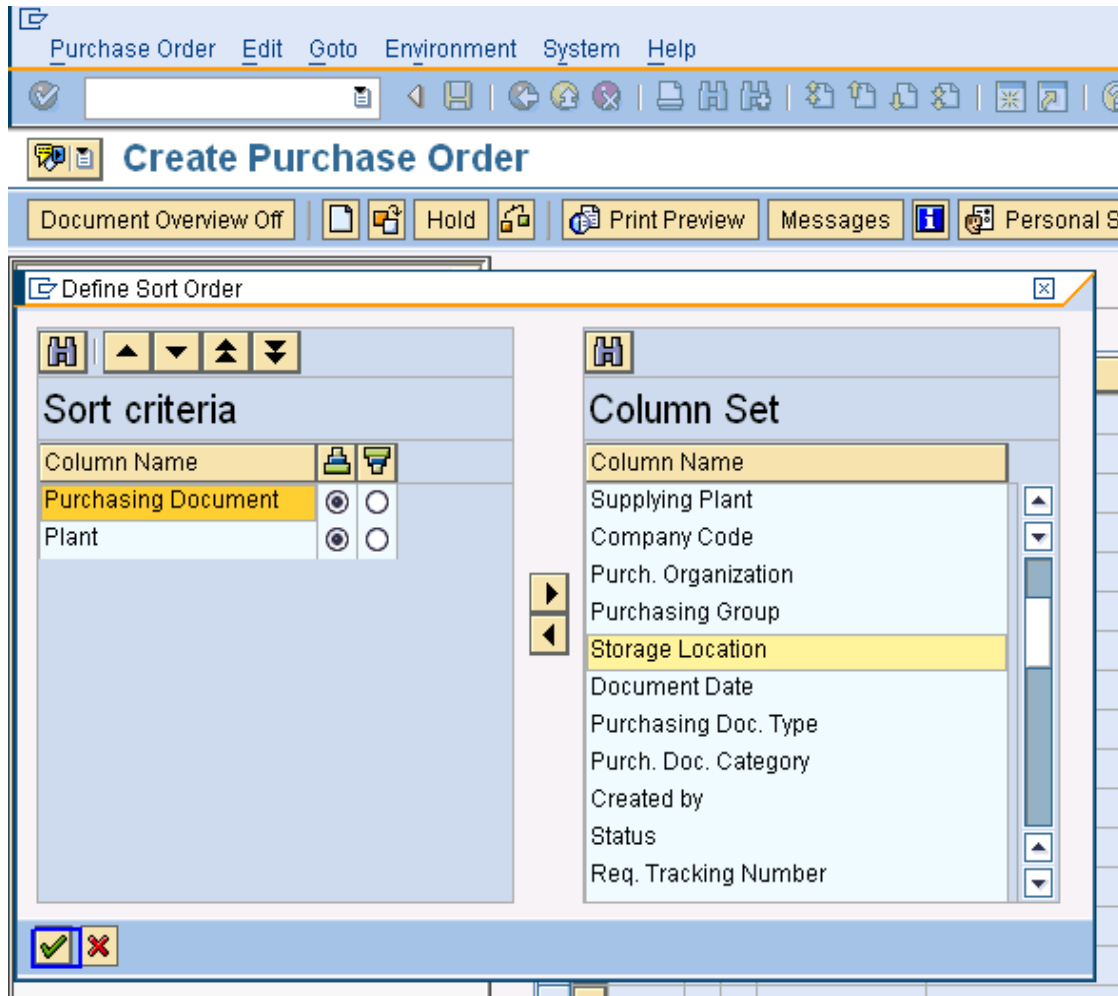


Field Name	Description	R/O/C	Comments
Purchase Order Documents	Displays the Document Numbers of Purchasing Documents	R	Choose required Document.

PURCHASING & INVENTORY MANAGEMENT

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.



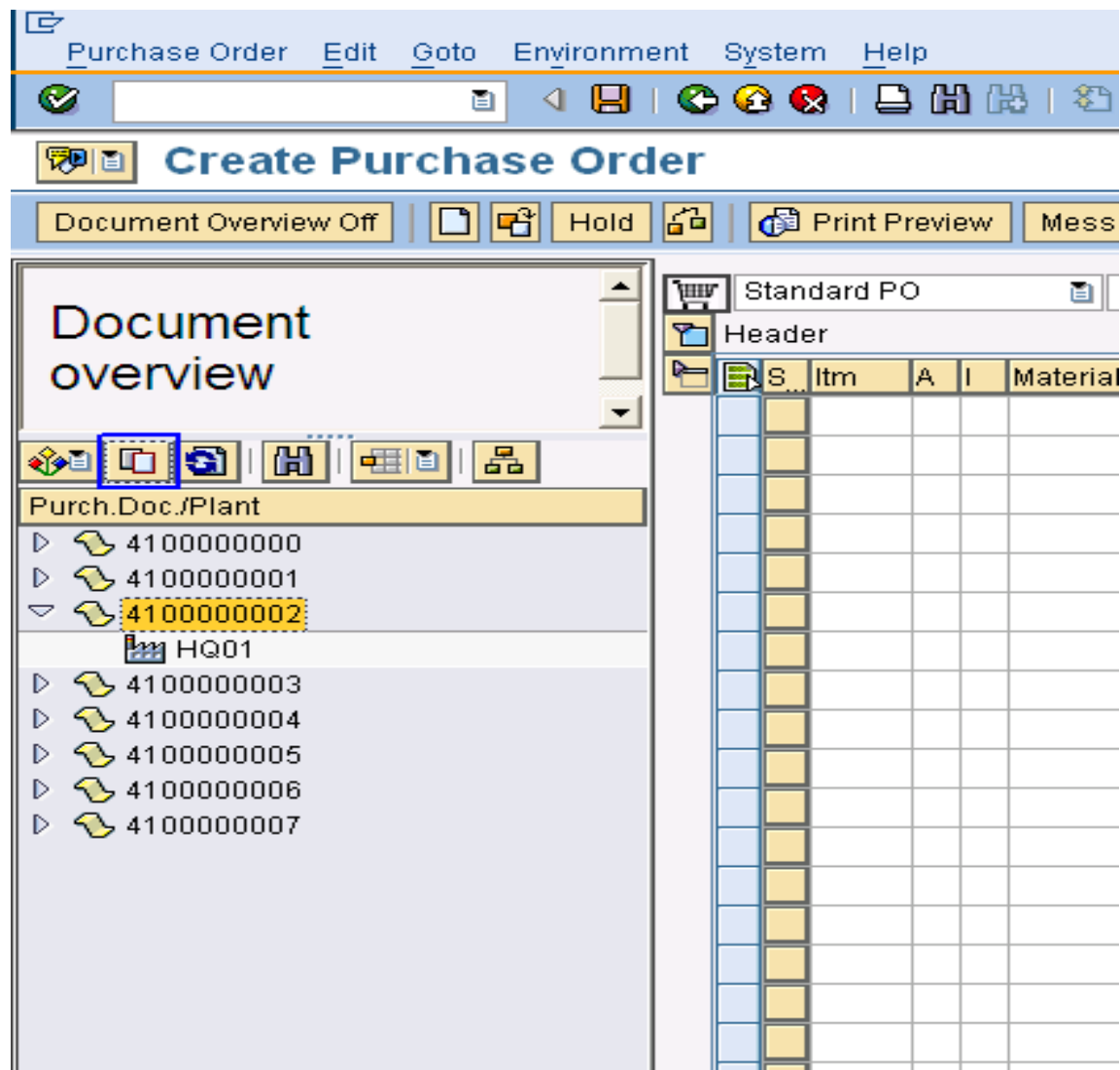
Field Name	Description	R/O/C	Comments
Column Set	You can choose a field to include in Sorting Criteria	R	Choose the required fields from the list.

PURCHASING & INVENTORY MANAGEMENT

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.

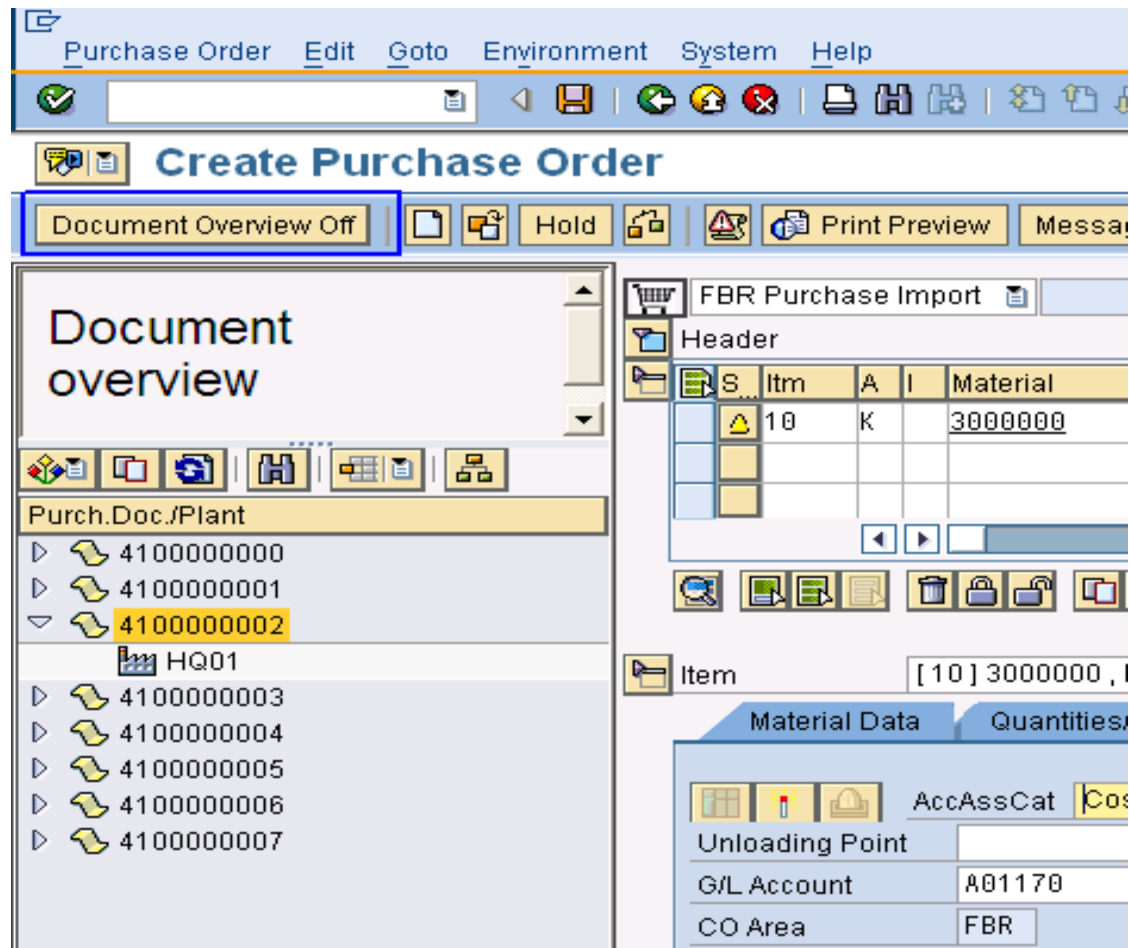
Alternatively, you can also select the Purchase Order (PO) and then drag and drop in the Shopping Cart (near the Document Type field).



PURCHASING & INVENTORY MANAGEMENT

Document Overview off

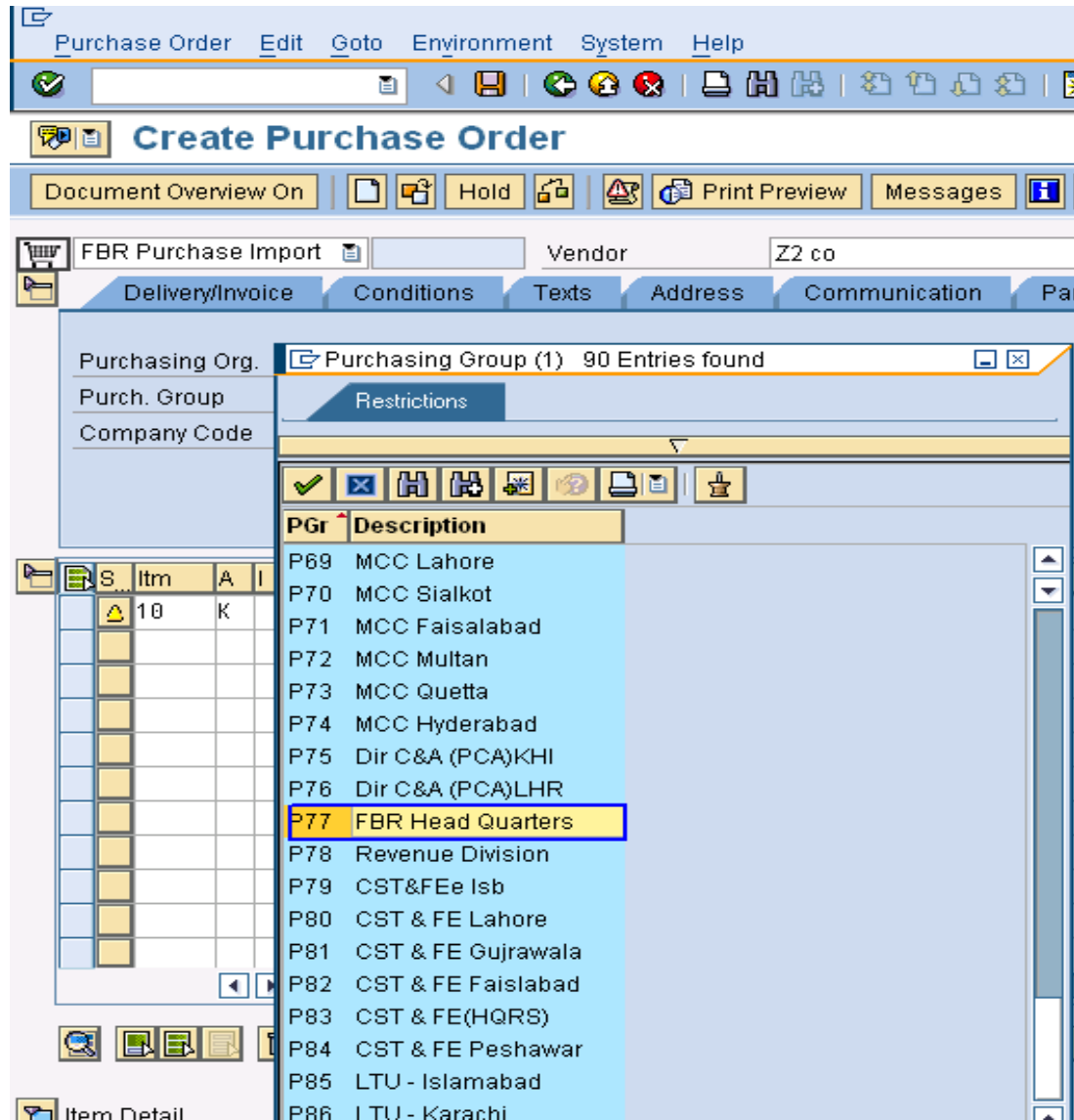
In order to increase the screen space, you can close the Document Overview by clicking 'Document Overview Off' icon.



Select Purchasing Group

PURCHASING & INVENTORY MANAGEMENT

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.

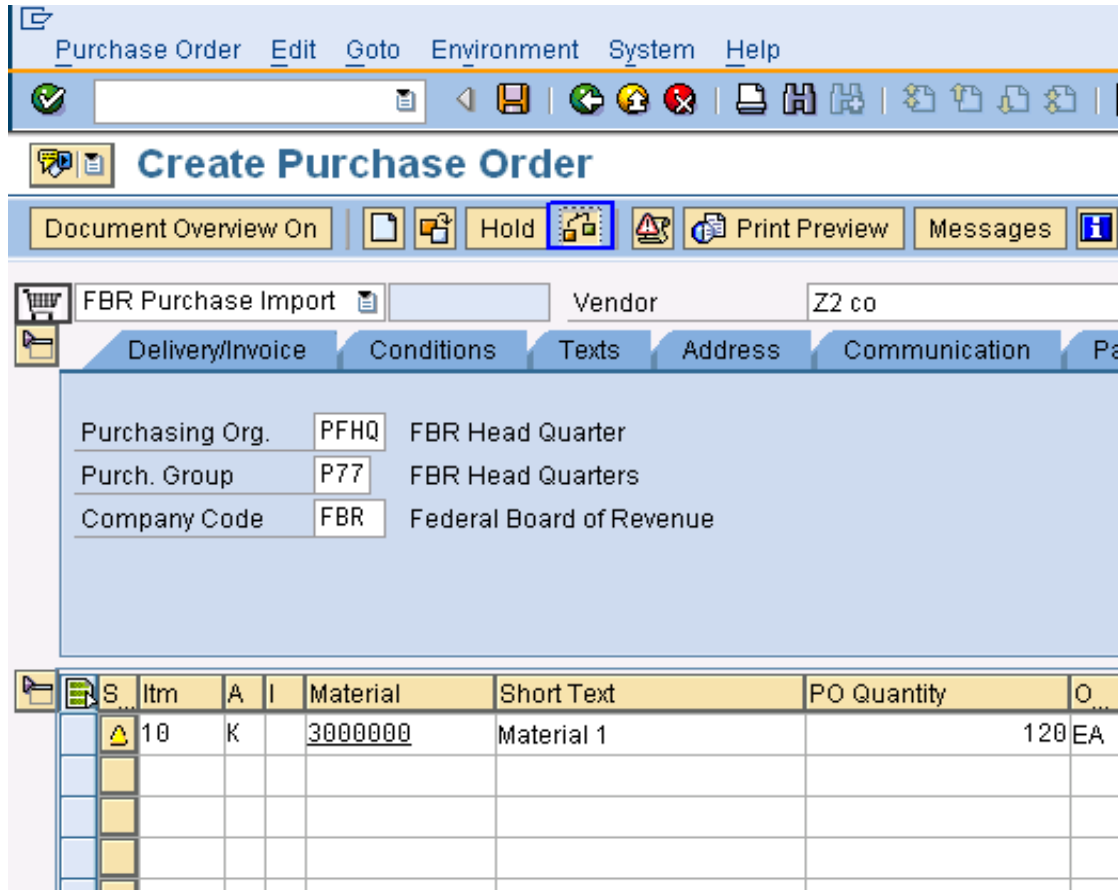


Field Name	Description	R/O/C	Comments
Purchasing Group	Purchasing Group for which Material is being procured	R	Enter Purchasing Group "P77"

Check errors

PURCHASING & INVENTORY MANAGEMENT

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



Create Purchase Order

Document Overview On | Hold | **Check** | Print Preview | Messages

FBR Purchase Import | Vendor: Z2 co

Delivery/Invoice | Conditions | Texts | Address | Communication | Pa

Purchasing Org. PFHQ FBR Head Quarter
 Purch. Group P77 FBR Head Quarters
 Company Code FBR Federal Board of Revenue

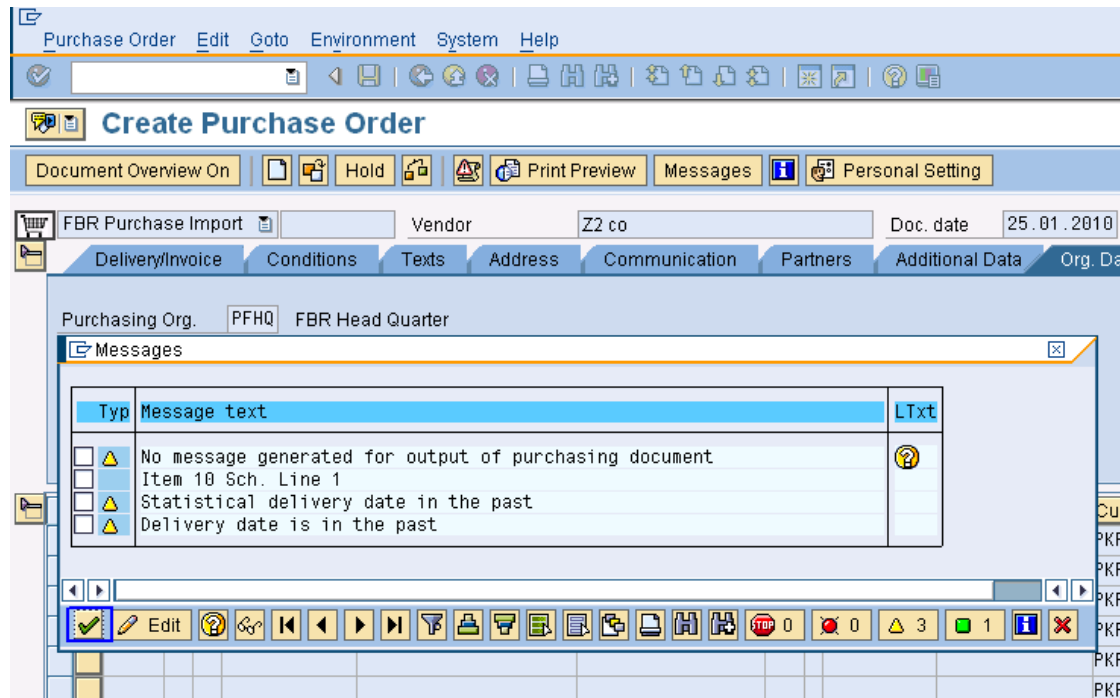
S	Itm	A	I	Material	Short Text	PO Quantity	O...
	10	K		3000000	Material 1	120	EA

PURCHASING & INVENTORY MANAGEMENT

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.

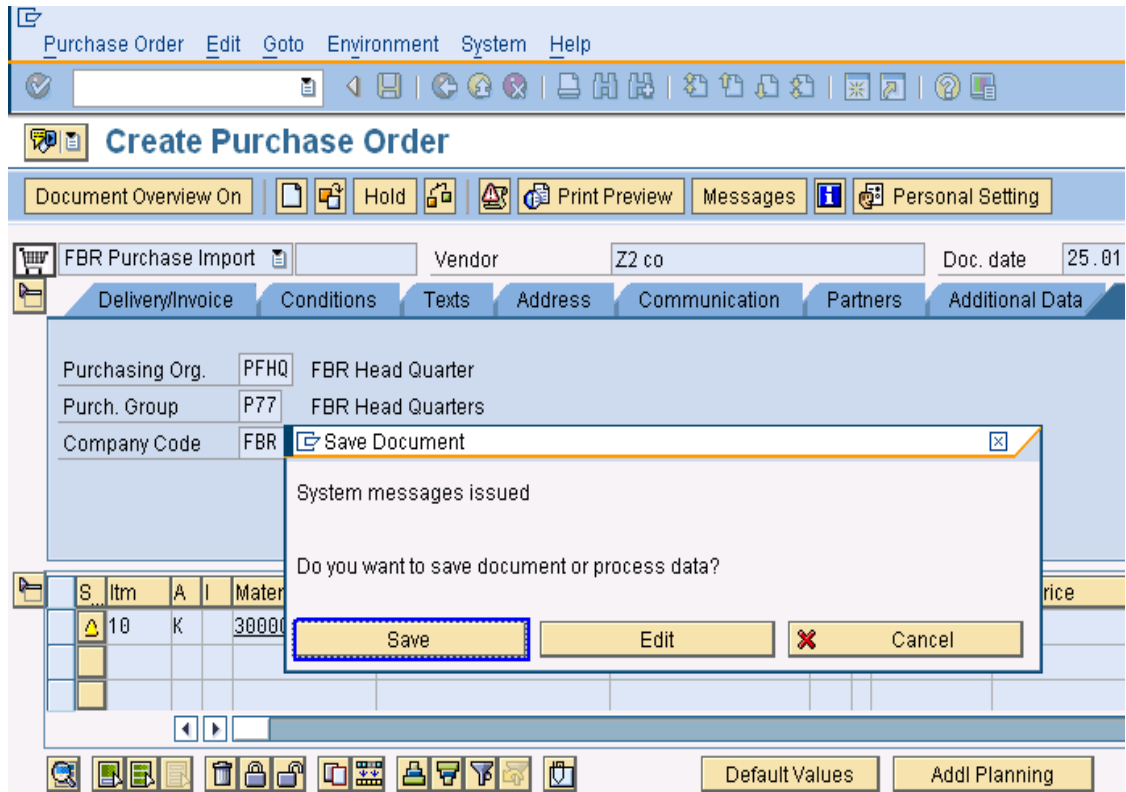


Field Name	Description	R/O/C	Comments
Error Message box	It will display all the Error and Warning Messages in the Document	R	Check the errors in the Document

PURCHASING & INVENTORY MANAGEMENT

Save

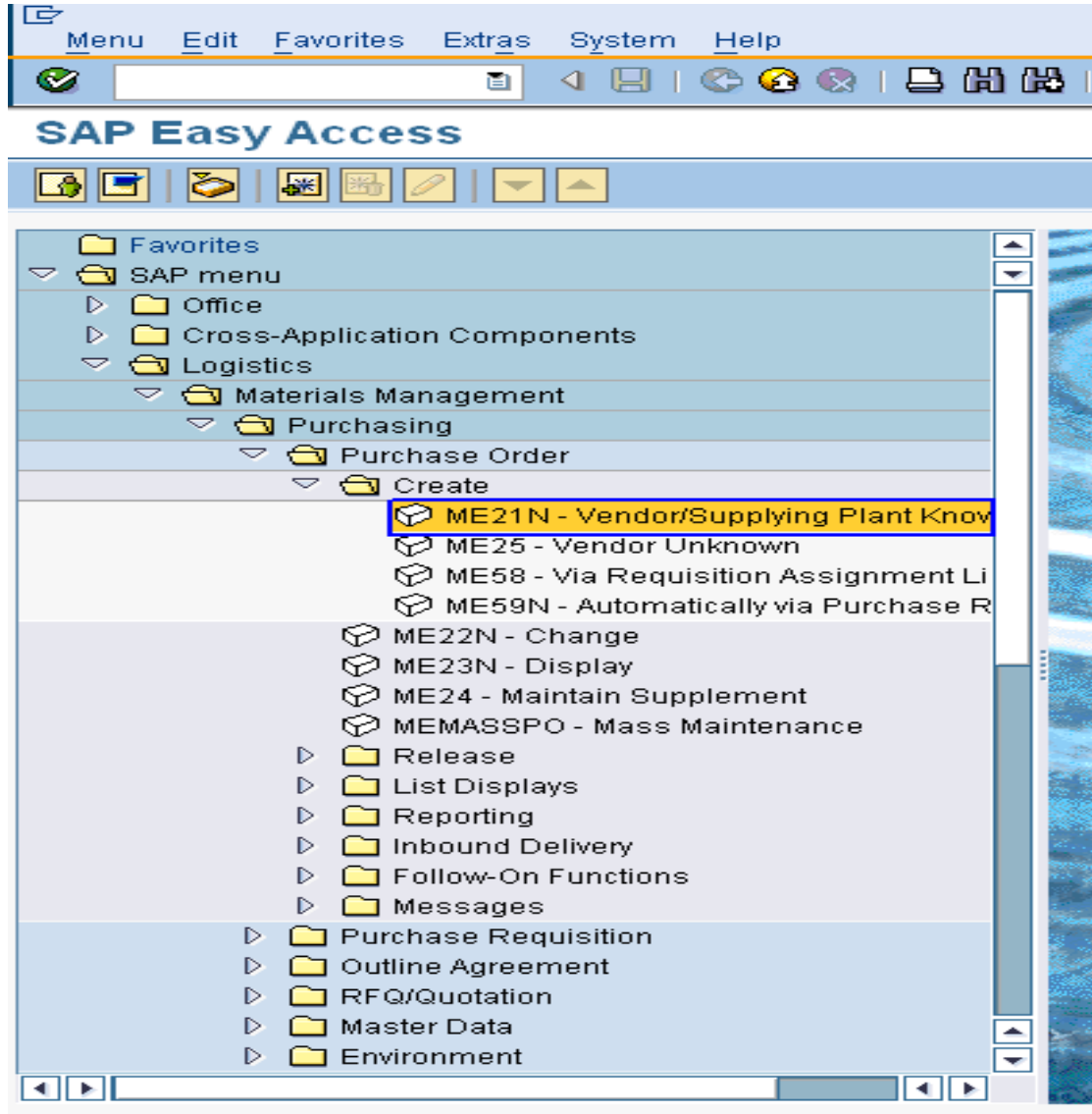
Saving the document generates a Document Number which can be used for reference in future.



PURCHASING & INVENTORY MANAGEMENT

6.4 Create Purchase Order (PO) for Project

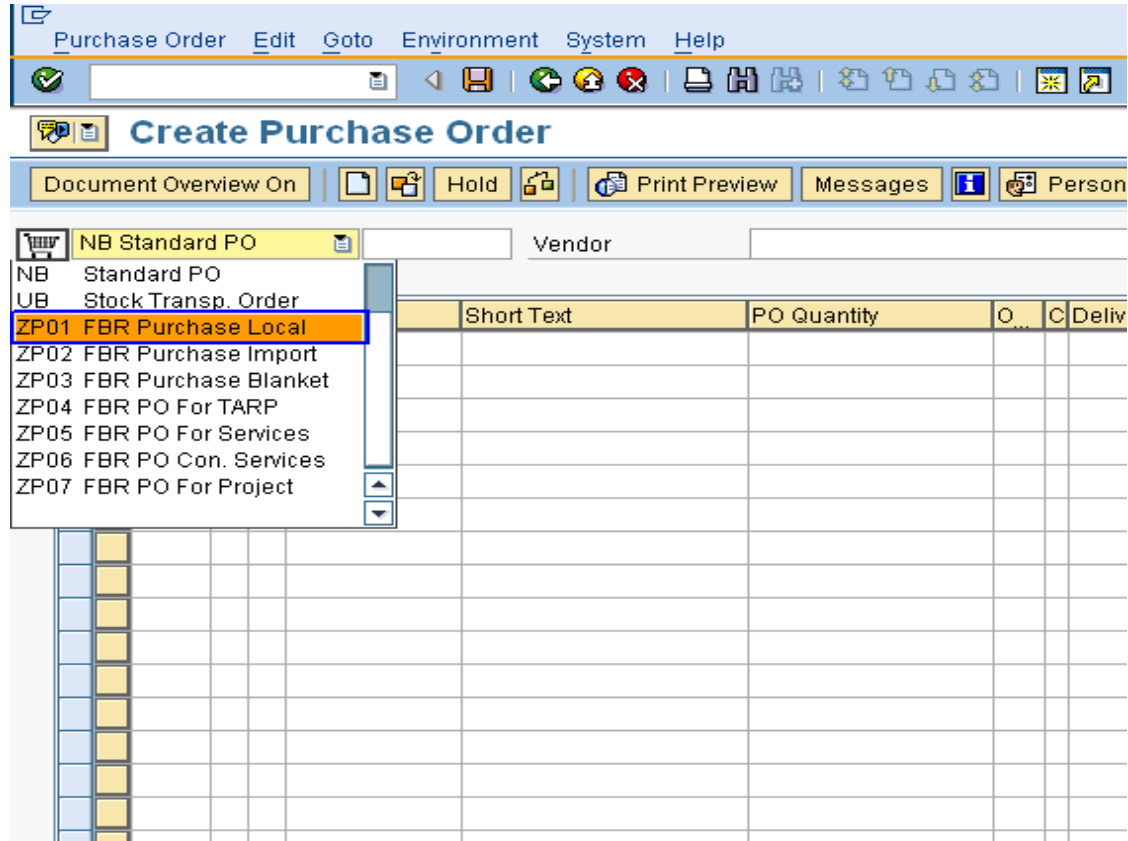
Via Menus	Logistics → Materials Management → Purchasing Purchase Order → Create → Vendor/Supplying plant Known
Via Transaction Code	ME21N



PURCHASING & INVENTORY MANAGEMENT

Select Document Type

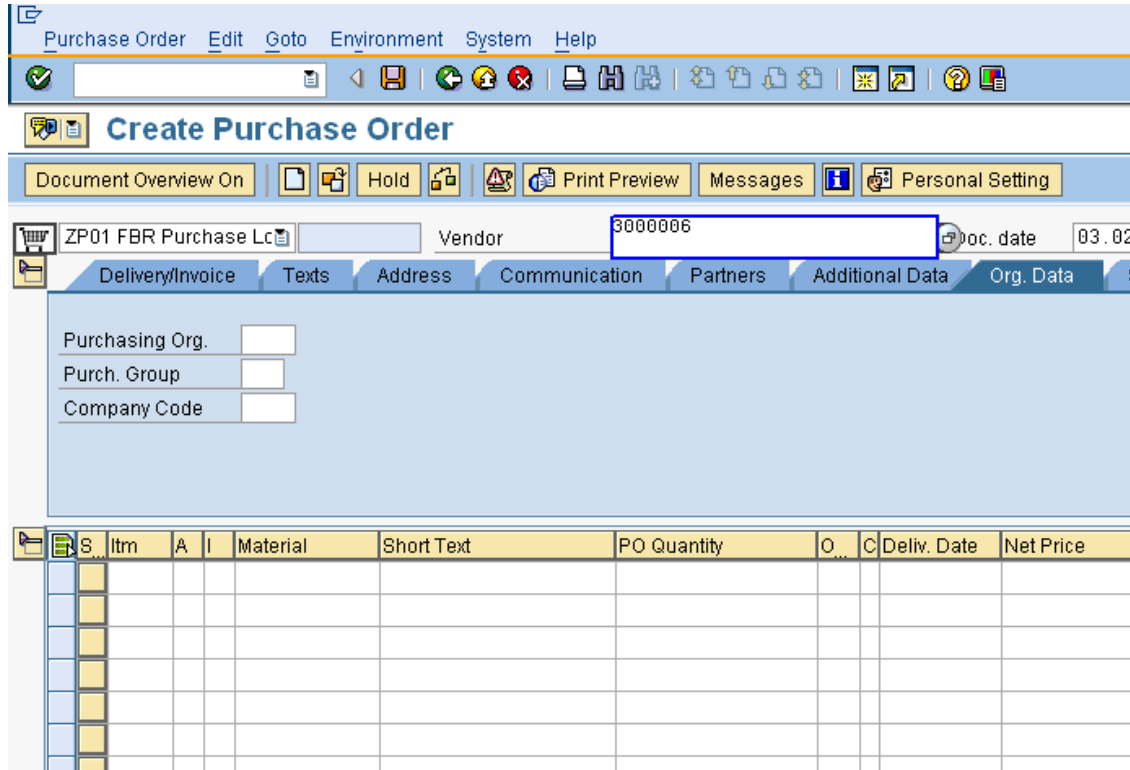
In the Purchasing Document Search Screen, use Document Type field for searching documents for Purchasing. You can use drop down list to select the Document Type.



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

PURCHASING & INVENTORY MANAGEMENT

Select Vendor Name

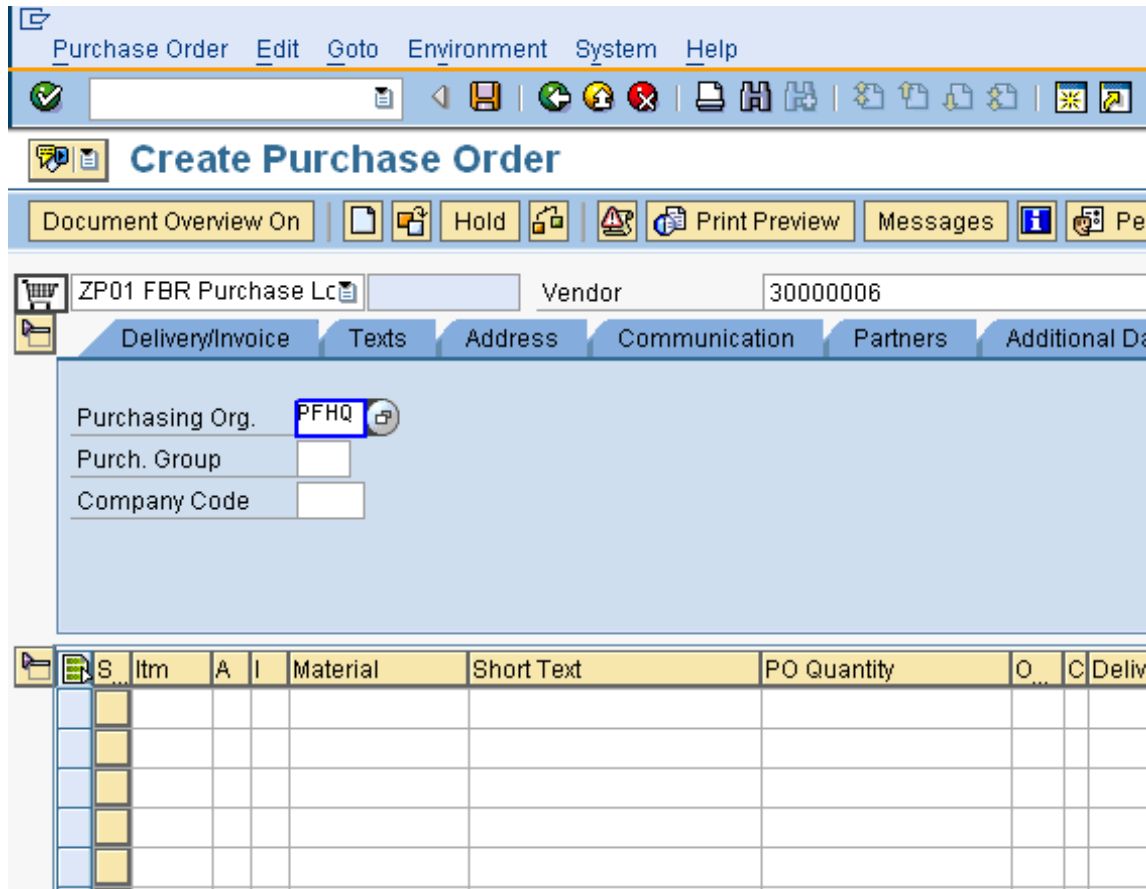


The screenshot shows the SAP 'Create Purchase Order' screen. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Purchase Order'. A secondary toolbar contains 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The document title is 'ZP01 FBR Purchase Lc'. The 'Vendor' field is highlighted with a blue border and contains the value '3000006'. The 'Doc. date' is '03.02'. Below this are tabs for 'Delivery/Invoice', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', and 'Org. Data'. There are three input fields: 'Purchasing Org.', 'Purch. Group', and 'Company Code'. At the bottom is a table with columns: S, Itm, A, I, Material, Short Text, PO Quantity, O, C, Deliv. Date, and Net Price.

Field Name	Description	R/O/C	Comments
Vendor	Specify Vendor from whom Material is being procured	R	Enter Vendor 3000006

PURCHASING & INVENTORY MANAGEMENT

Select Purchasing Organization

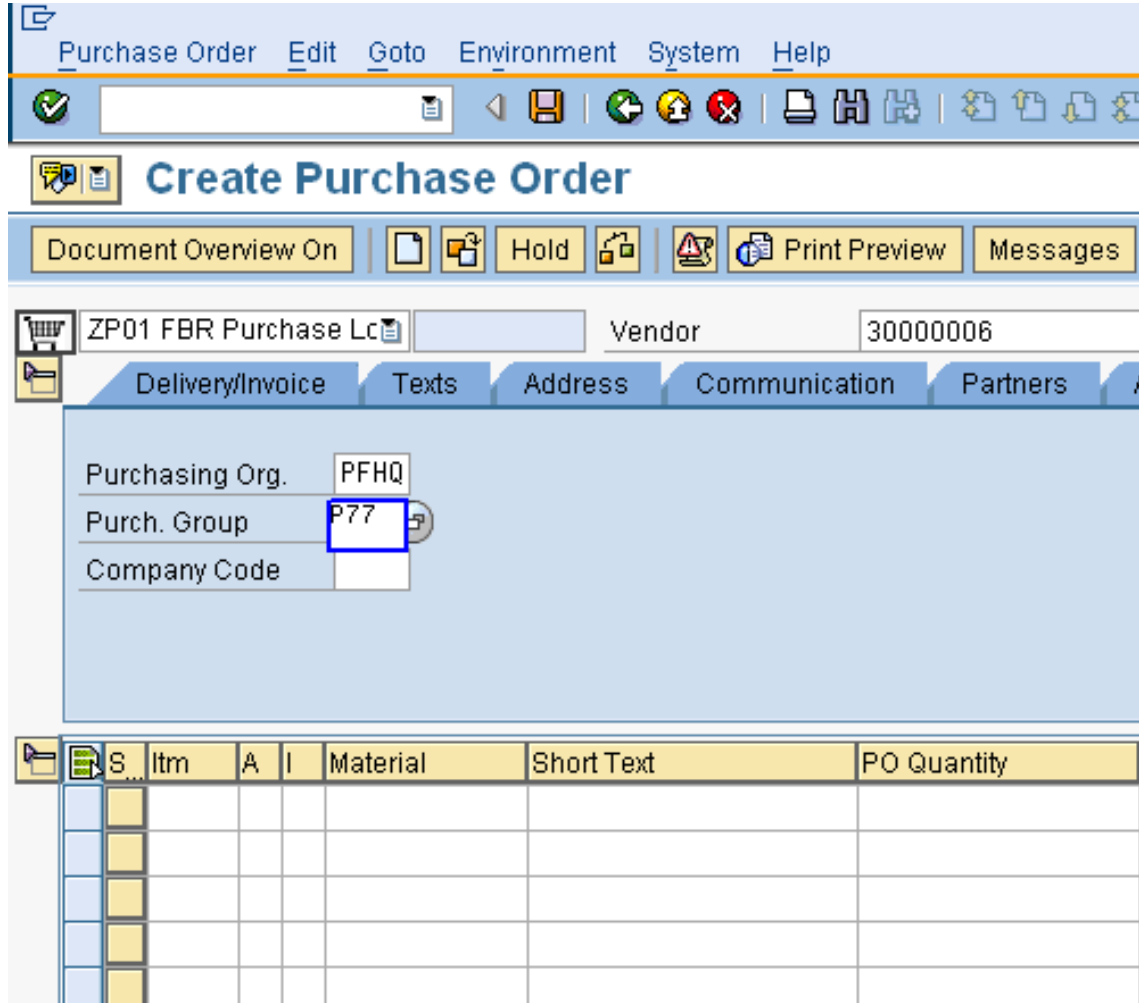


The screenshot shows the SAP 'Create Purchase Order' window. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Purchase Order'. A secondary toolbar contains 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Pe'. The document header shows 'ZP01 FBR Purchase Lc' and 'Vendor 30000006'. There are tabs for 'Delivery/Invoice', 'Texts', 'Address', 'Communication', 'Partners', and 'Additional Da'. The 'Purchasing Org.' field is set to 'PFHQ'. Below this are fields for 'Purch. Group' and 'Company Code'. At the bottom, there is a table with columns: S, Itm, A, I, Material, Short Text, PO Quantity, O, C, Deliv.

Field Name	Description	R/O/C	Comments
Purchasing Organization	Purchasing Organization for which Material is being procured	R	Enter Purchasing Org "PFHQ"

PURCHASING & INVENTORY MANAGEMENT

Select Purchasing Group



The screenshot shows the SAP 'Create Purchase Order' window. The title bar includes 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main window has a header area with 'Document Overview On', 'Hold', and 'Print Preview' buttons. The main content area shows the following fields:

- Shopping cart icon: ZP01 FBR Purchase Lc
- Vendor: 30000006
- Navigation tabs: Delivery/Invoice, Texts, Address, Communication, Partners, A
- Form fields:
 - Purchasing Org.: PFHQ
 - Purch. Group: P77 (highlighted with a blue box)
 - Company Code: (empty)

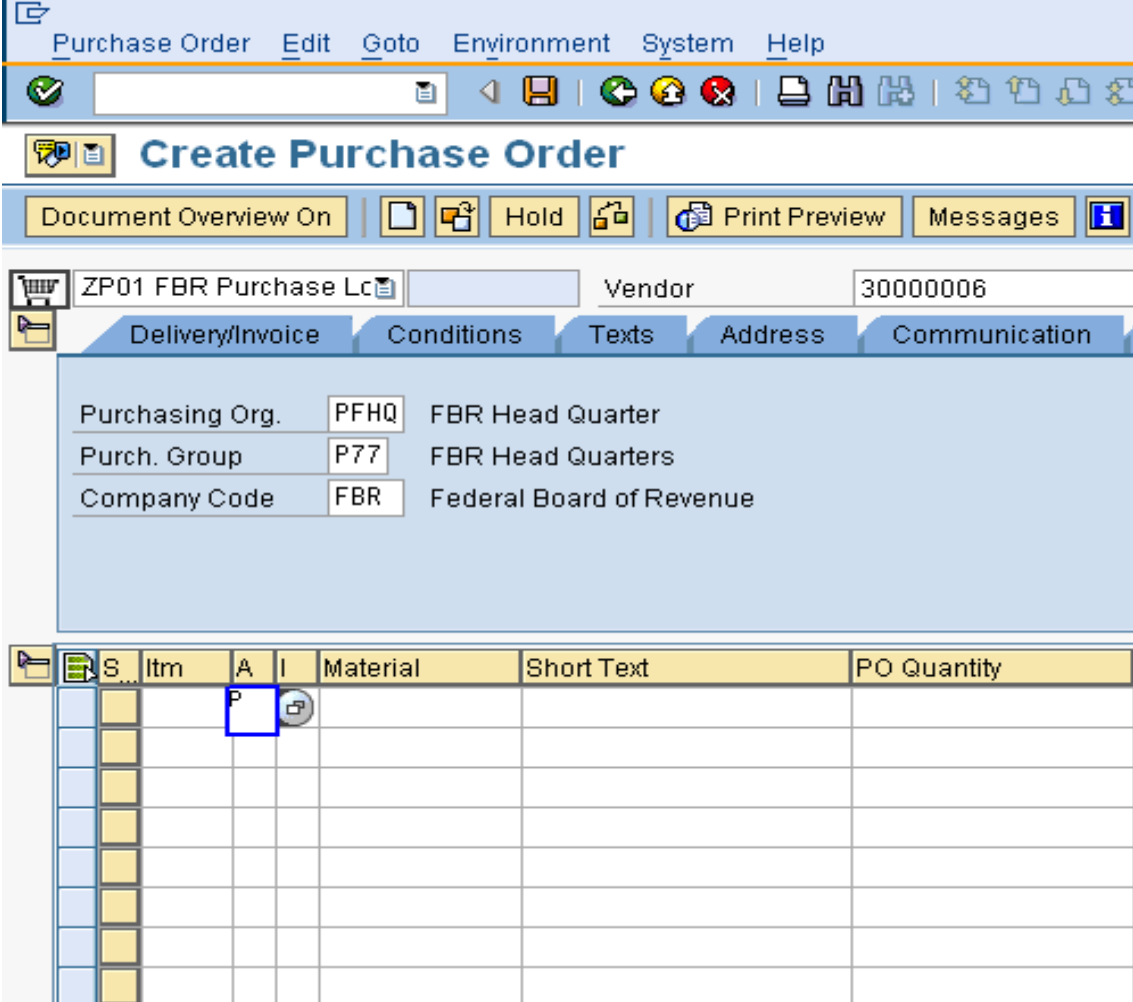
At the bottom, there is a table with the following columns: S, Itm, A, I, Material, Short Text, PO Quantity.

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

Account Assignment Category

PURCHASING & INVENTORY MANAGEMENT

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



Create Purchase Order

Document Overview On | Hold | Print Preview | Messages

ZP01 FBR Purchase Lc | Vendor: 30000006

Delivery/Invoice | Conditions | Texts | Address | Communication

Purchasing Org. PFHQ FBR Head Quarter
 Purch. Group P77 FBR Head Quarters
 Company Code FBR Federal Board of Revenue

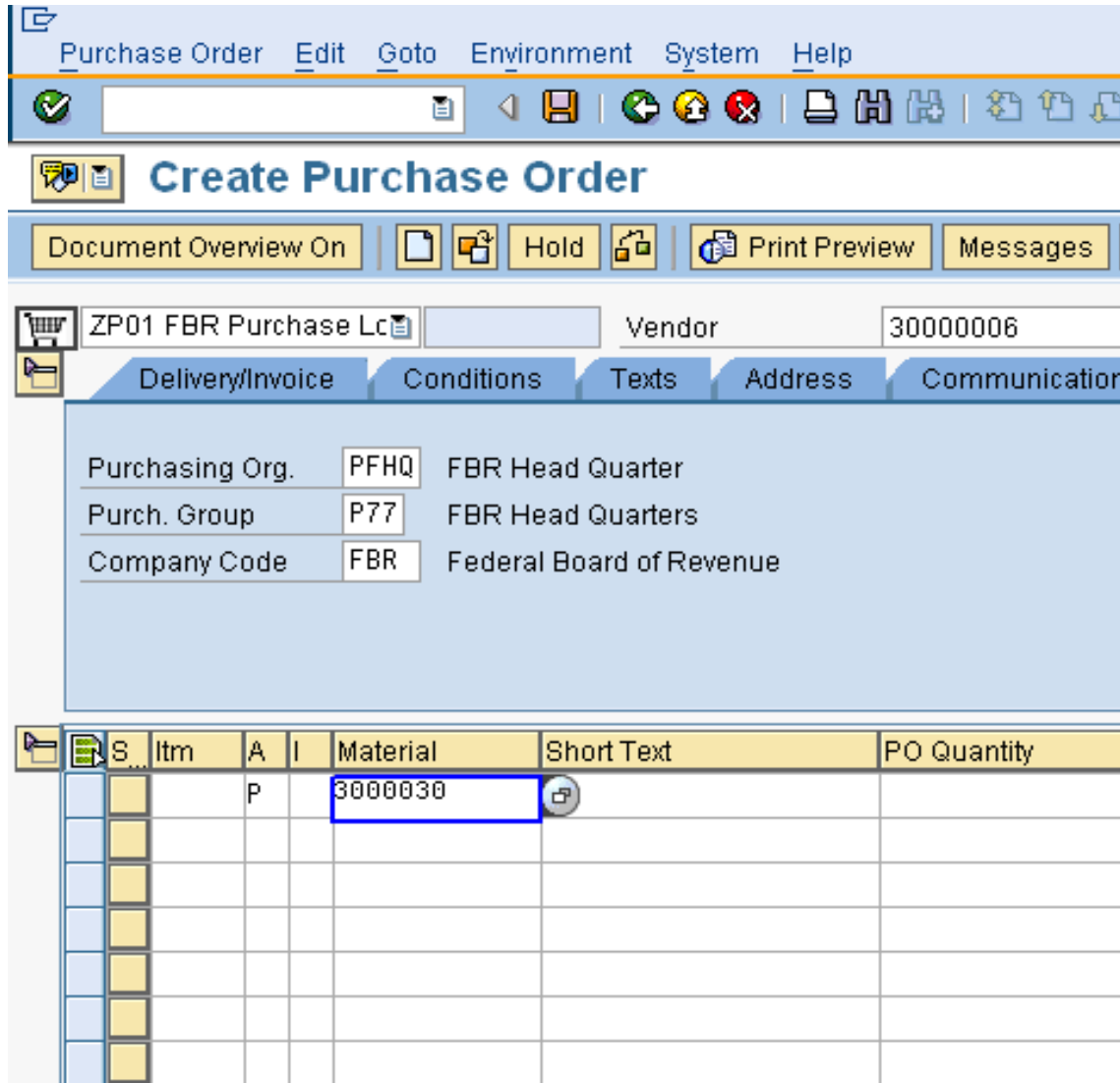
S	Itm	A	I	Material	Short Text	PO Quantity
		P				

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

PURCHASING & INVENTORY MANAGEMENT

Select Material

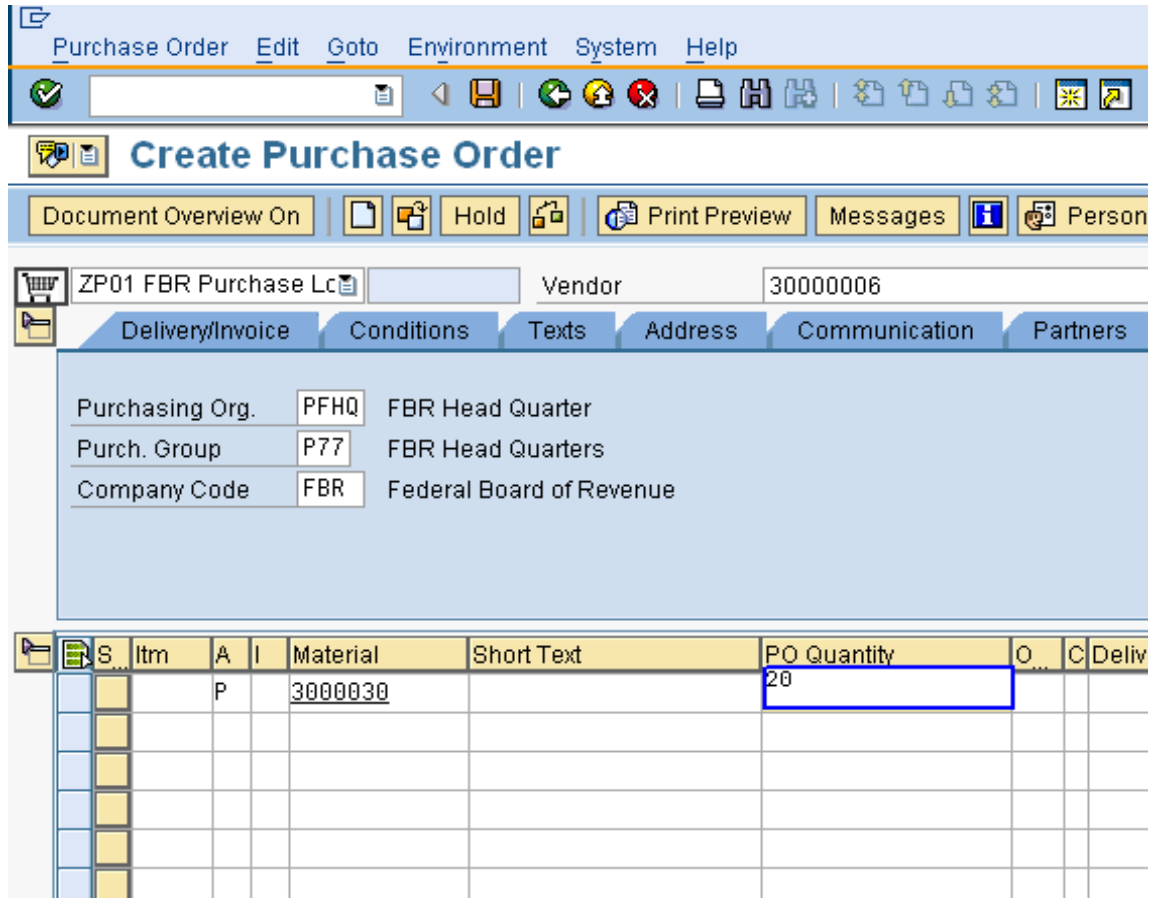
Select the Material that you want to procure.



Field Name	Description	R/O/C	Comments
Material	Select Material that you want to procure	R	Enter Material 3000030

PURCHASING & INVENTORY MANAGEMENT

Select Quantity of Material



The screenshot shows the SAP 'Create Purchase Order' window. The title bar includes 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The main title is 'Create Purchase Order'. Below the title bar, there are buttons for 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Person'. The document name is 'ZP01 FBR Purchase Lc' and the vendor is '30000006'. The 'Delivery/Invoice' tab is selected. The 'Purchasing Org.' is 'PFHQ' (FBR Head Quarter), 'Purch. Group' is 'P77' (FBR Head Quarters), and 'Company Code' is 'FBR' (Federal Board of Revenue). A table below shows the material selection with the following data:

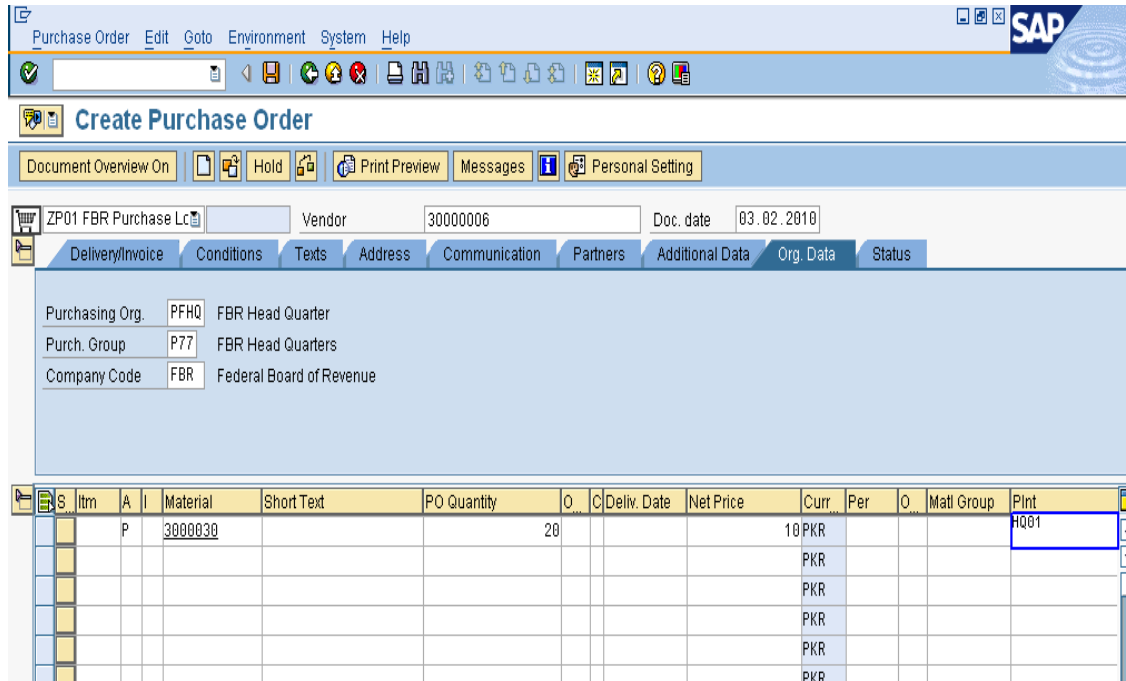
S	itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv
		P		3000030		20			

Field Name	Description	R/O/C	Comments
Purchase Order Quantity	Quantity of Material being ordered	R	Enter order quantity 20

PURCHASING & INVENTORY MANAGEMENT

Enter Plant Data

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



The screenshot shows the SAP 'Create Purchase Order' dialog box. The 'Org. Data' tab is active, displaying the following information:

- Purchasing Org. PFHQ FBR Head Quarter
- Purch. Group P77 FBR Head Quarters
- Company Code FBR Federal Board of Revenue

The main table below shows the material and plant details:

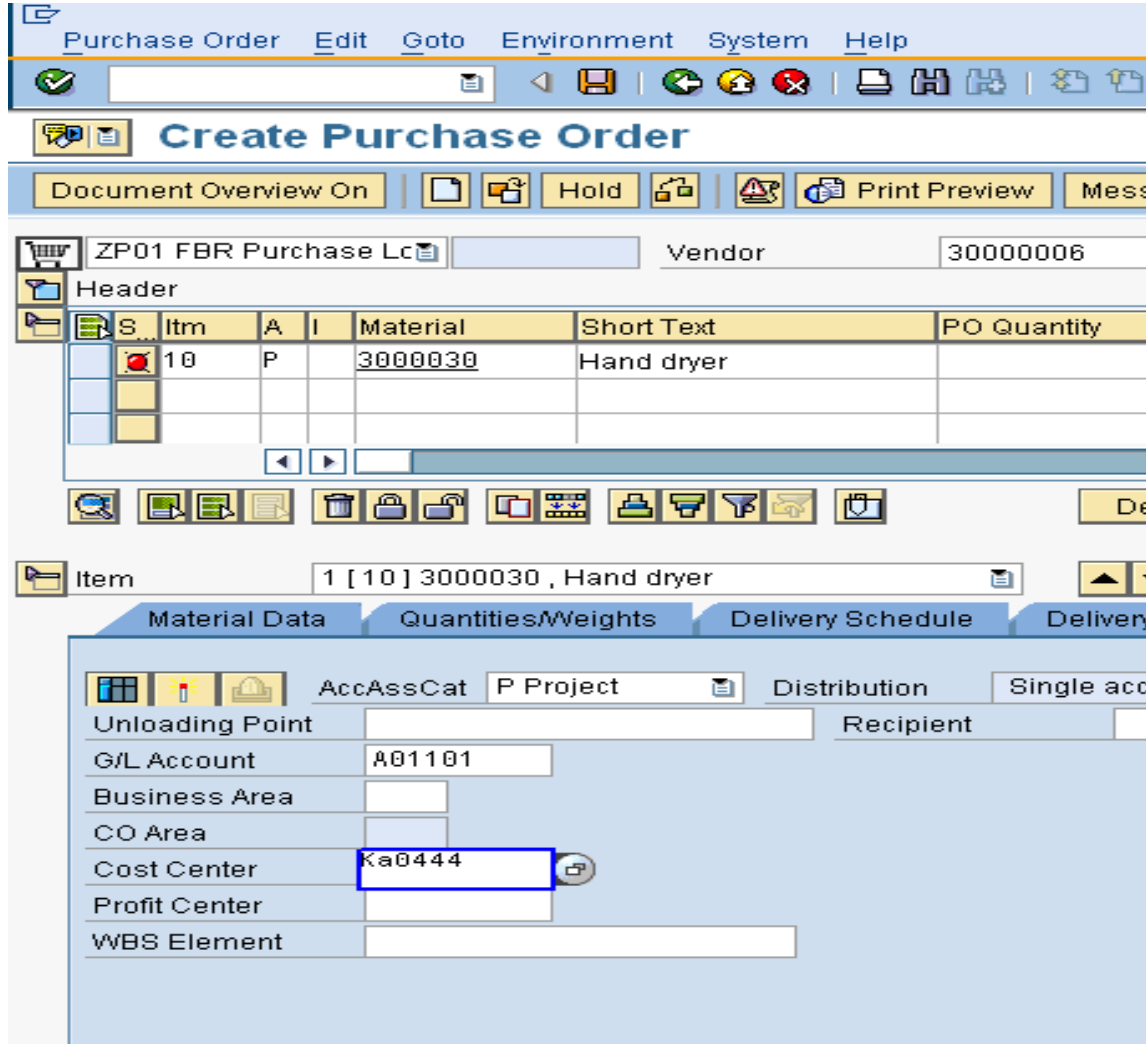
S	Item	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Curr	Per	O	Matl Group	Plant
		P		30000030		20					10	PKR			HQ01
											PKR				
											PKR				
											PKR				
											PKR				
											PKR				

Field Name	Description	R/O/C	Comments
Plant	Enter Plant for which Material is being procured	R	Enter Plant HQ01

Enter Cost Center

PURCHASING & INVENTORY MANAGEMENT

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

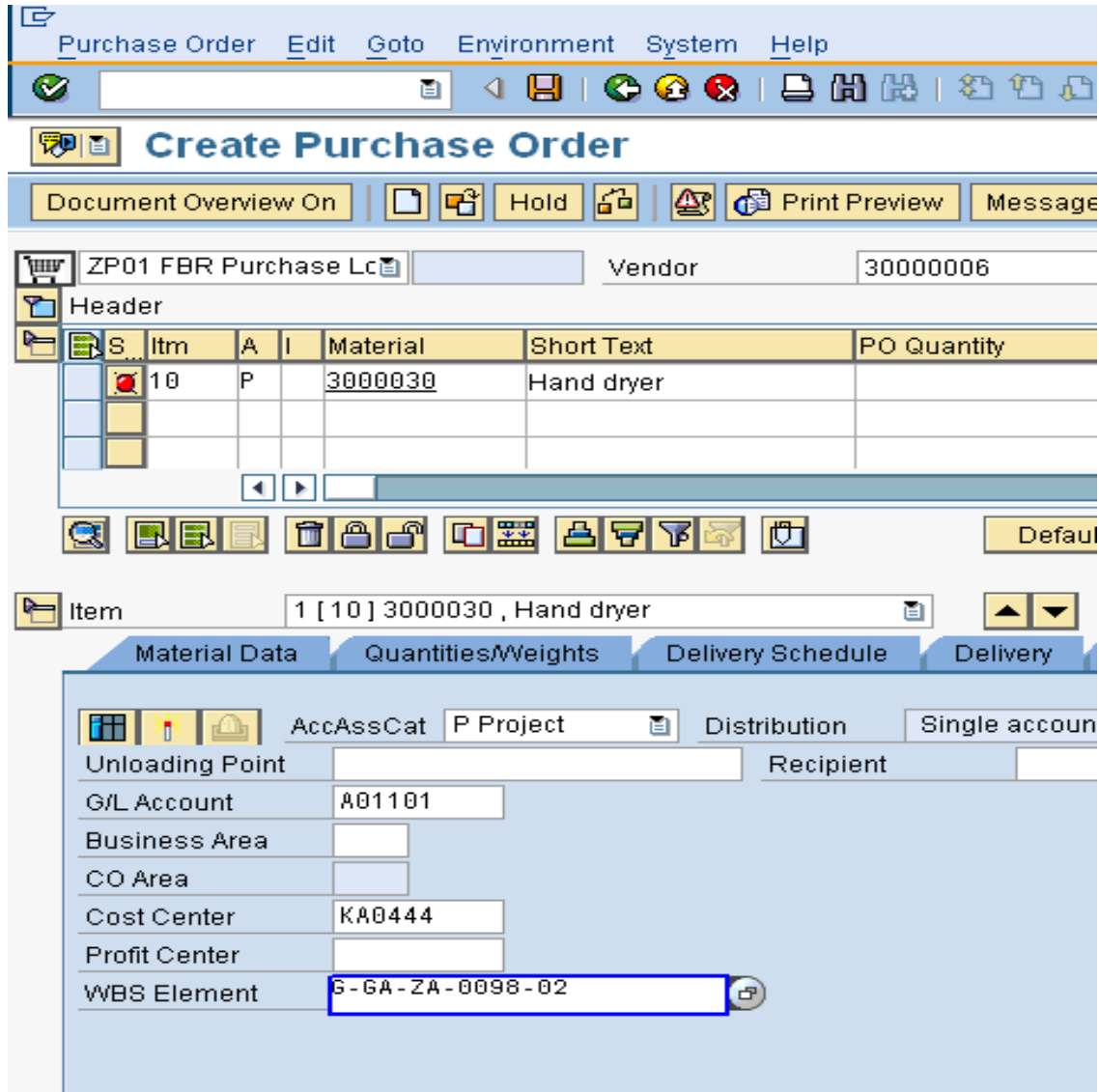


The screenshot shows the SAP 'Create Purchase Order' interface. The main window title is 'ZP01 FBR Purchase Lc'. The vendor is '30000006'. The item list contains one line item: '10 P 3000030 Hand dryer'. The 'Item' tab is active, showing the 'Account Assignment' (AccAssCat) as 'P Project'. The 'Distribution' is 'Single acc'. The 'Cost Center' field is highlighted with a blue border and contains the value 'Ka0444'. Other fields like 'Unloading Point', 'G/L Account', 'Business Area', 'CO Area', 'Profit Center', and 'WBS Element' are also visible but empty.

Field Name	Description	R/O/C	Comments
Cost Center	Cost Center that will bear the cost of this Material	R	Enter Cost Center KA0444

PURCHASING & INVENTORY MANAGEMENT

Enter WBS Element



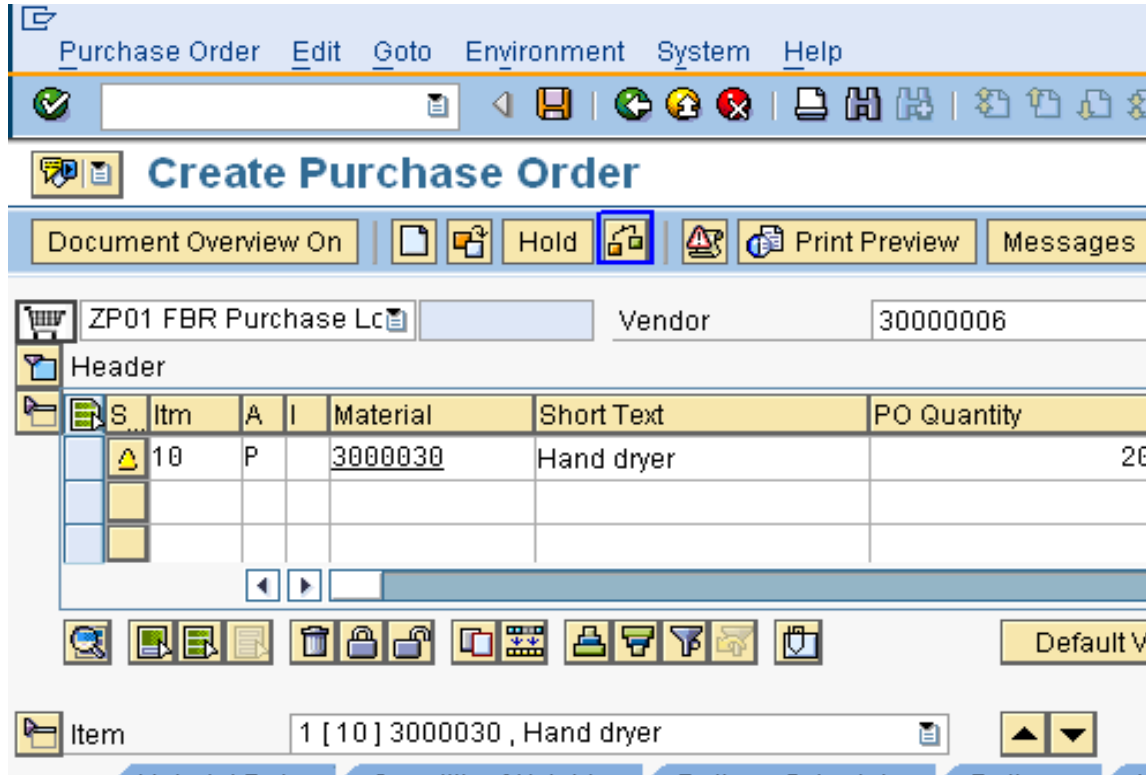
The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Create Purchase Order' and includes a 'Document Overview On' button and a 'Hold' button. The 'Vendor' field is set to '30000006'. A table lists items with columns for 'S', 'Itm', 'A', 'I', 'Material', 'Short Text', and 'PO Quantity'. The first item is '10' with material '3000030' and short text 'Hand dryer'. Below the table is another toolbar. The 'Item' field shows '1 [10] 3000030, Hand dryer'. At the bottom, there are tabs for 'Material Data', 'Quantities/Weights', 'Delivery Schedule', and 'Delivery'. The 'Material Data' tab is active, showing fields for 'AccAssCat' (P Project), 'Distribution' (Single account), 'Unloading Point', 'Recipient', 'G/L Account' (A01101), 'Business Area', 'CO Area', 'Cost Center' (KA0444), 'Profit Center', and 'WBS Element' (G-GA-ZA-0098-02). The 'WBS Element' field is highlighted with a blue border.

Field Name	Description	R/O/C	Comments
WBS Element	Key identifying a WBS element	R	Maintain WBS "G-GA-ZA-0098-02"

PURCHASING & INVENTORY MANAGEMENT

Check the Errors

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

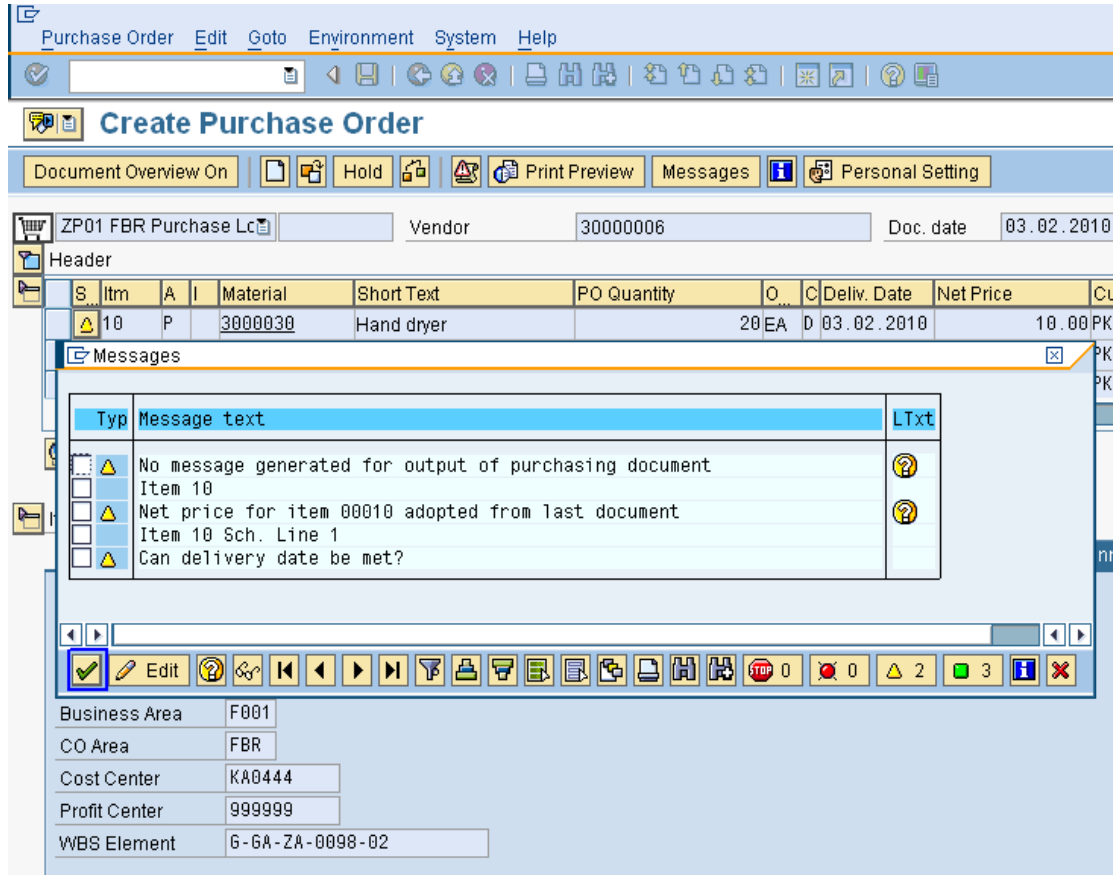


Field Name	Description	R/O/C	Comments
Error Message box	It will display all the Error and Warning Messages in the Document	R	Check the errors in the Document

PURCHASING & INVENTORY MANAGEMENT

Document OK

Click highlighted icon to proceed in case no errors exist in the Document.



The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Create Purchase Order' and contains a 'Document Overview On' button and a 'Hold' button. The document details are as follows:

- Document: ZP01 FBR Purchase Lc
- Vendor: 30000006
- Doc. date: 03.02.2010

The 'Header' section contains a table with the following data:

S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Cur
	10	P		3000030	Hand dryer	20	EA	D	03.02.2010	10.00	PKR

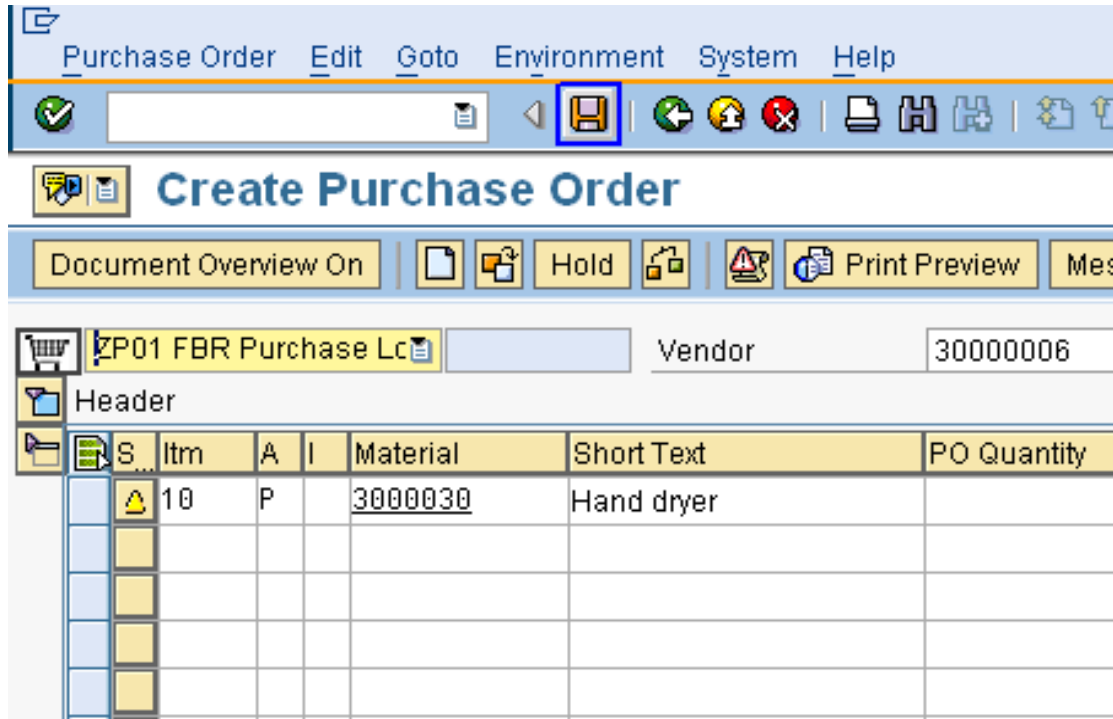
A 'Messages' dialog box is open, displaying the following messages:

Typ	Message text	Ltxt
?	No message generated for output of purchasing document	?
	Item 10	
?	Net price for item 00010 adopted from last document	?
	Item 10 Sch. Line 1	
?	Can delivery date be met?	

At the bottom of the dialog box, the 'OK' button is highlighted with a blue box. Below the dialog box, the 'Business Area' is F001, 'CO Area' is FBR, 'Cost Center' is KA0444, 'Profit Center' is 999999, and 'WBS Element' is 6-6A-ZA-0098-02.

PURCHASING & INVENTORY MANAGEMENT

Save Document



Create Purchase Order

Document Overview On | Hold | Print Preview | Mes

Shopping Cart: ZP01 FBR Purchase Lc | Vendor: 30000006

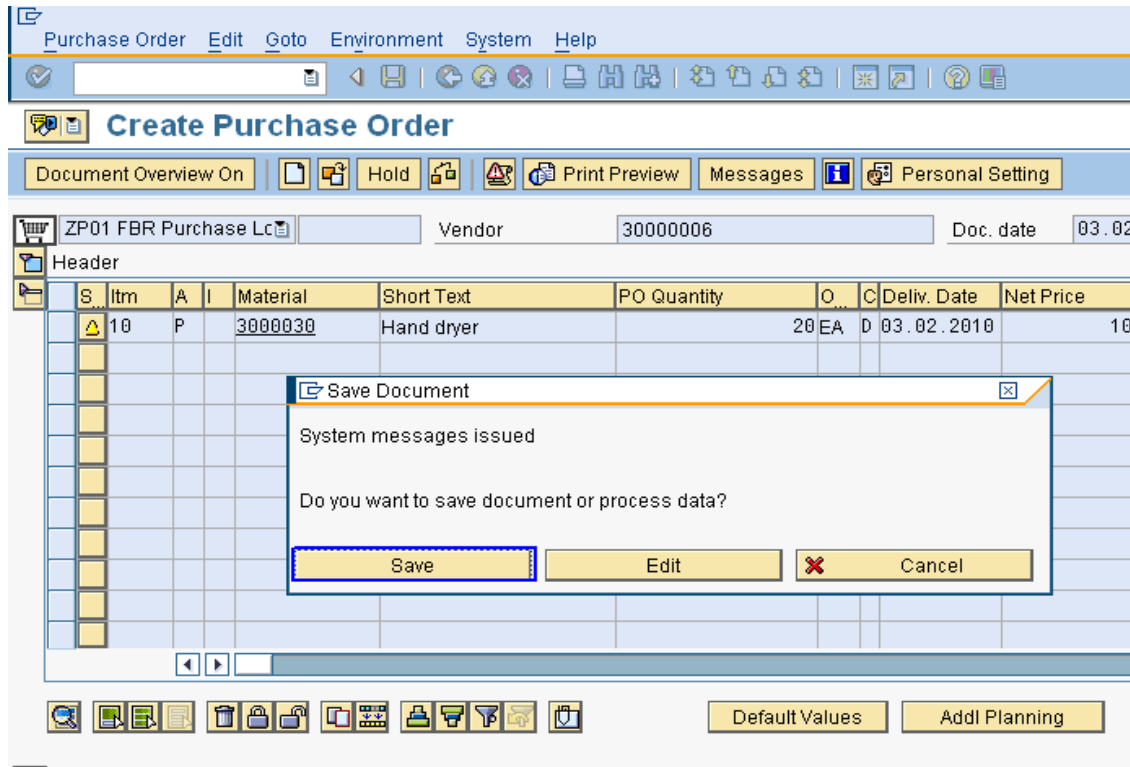
S	Itm	A	I	Material	Short Text	PO Quantity
⚠	10	P		3000030	Hand dryer	

Field Name	Description	R/O/C	Comments
Save	Save the document after confirming that no errors exist	R	Save the Document

PURCHASING & INVENTORY MANAGEMENT

Save

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



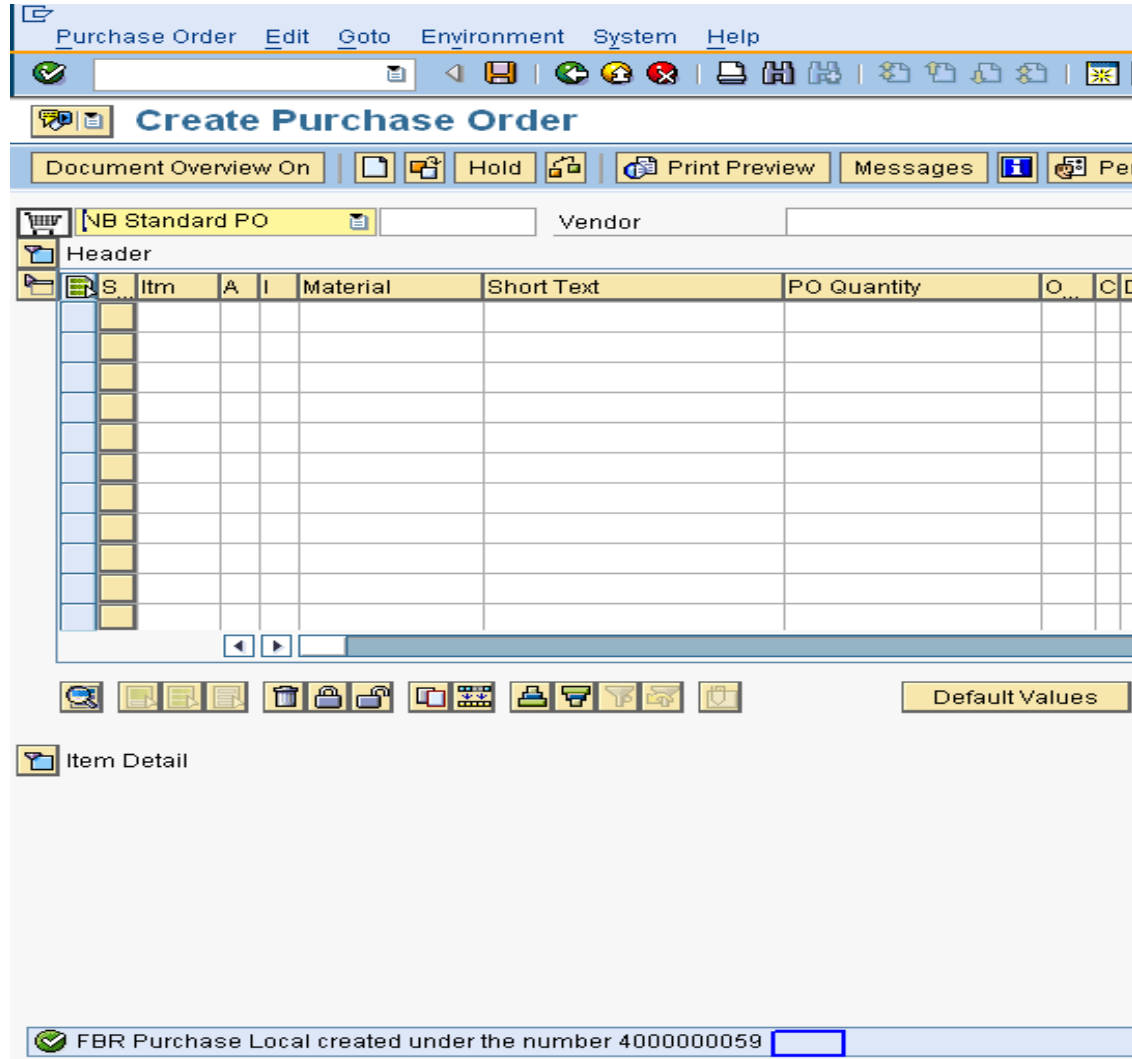
The screenshot shows the SAP 'Create Purchase Order' window. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays 'Document Overview On' and several buttons: 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The document header shows 'ZP01 FBR Purchase Lc' as the document type, 'Vendor' as 30000006, and 'Doc. date' as 03.02. A table below the header lists items with columns for 'S', 'itm', 'A', 'I', 'Material', 'Short Text', 'PO Quantity', 'O..', 'C', 'Deliv. Date', and 'Net Price'. One item is visible: '10 P 3000030 Hand dryer' with a quantity of 20 EA and a delivery date of 03.02.2010. A 'Save Document' dialog box is open in the foreground, displaying the message 'System messages issued' and asking 'Do you want to save document or process data?'. The dialog has three buttons: 'Save', 'Edit', and 'Cancel'. At the bottom of the window, there are more icons and two buttons: 'Default Values' and 'Add Planning'.

Field Name	Description	R/O/C	Comments
Save	Click on Save button to save the Document	R	Save the Document

PURCHASING & INVENTORY MANAGEMENT

Purchase Order (PO) Created

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

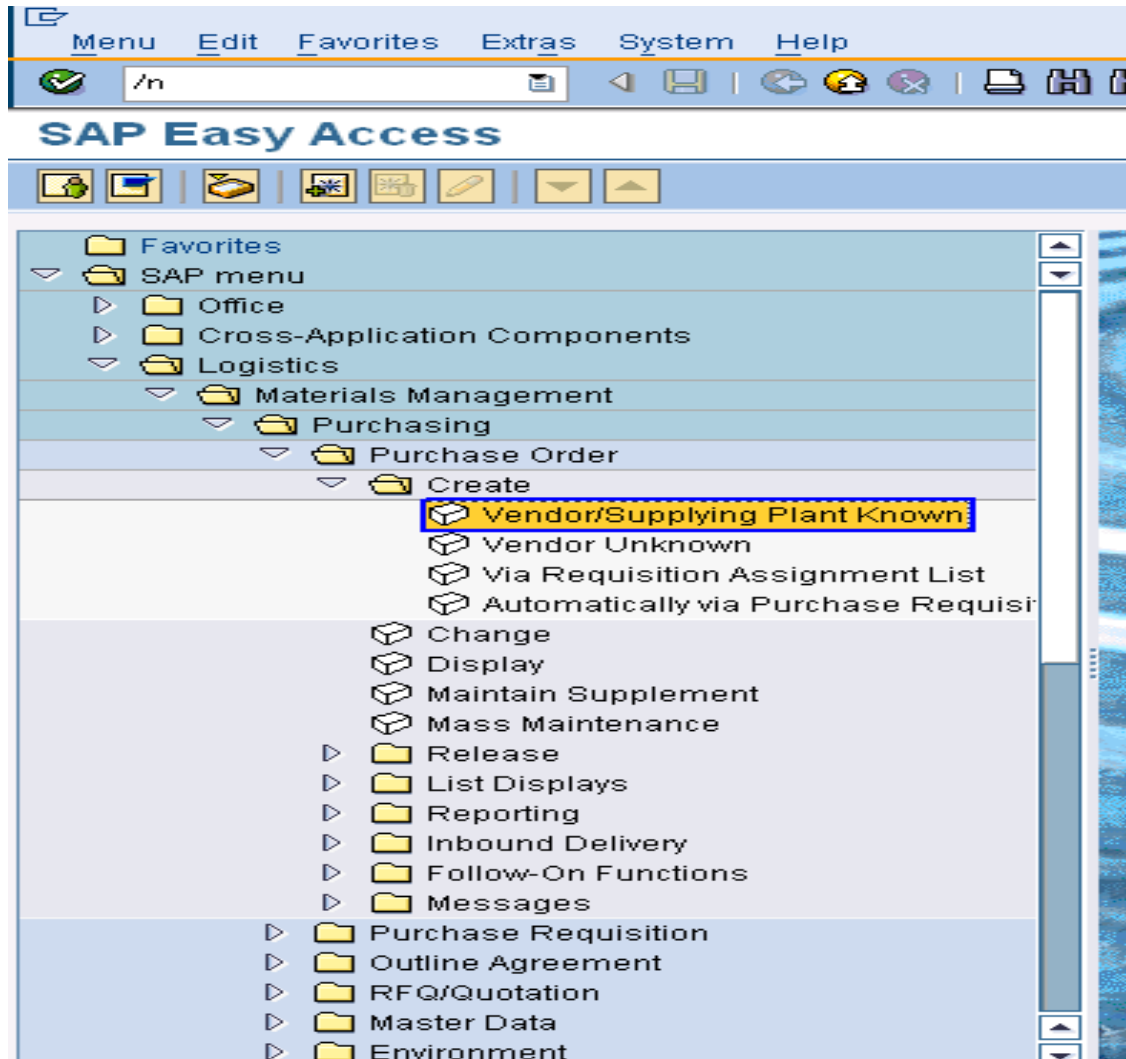


Field Name	Description	R/O/C	Comments
Purchase Order Number	Purchase Order (PO) is created with a unique Number	R	Purchase Order (PO) "4000000059" created. Note the Purchase Order (PO) Number.

PURCHASING & INVENTORY MANAGEMENT

6.5 Create Blanket Purchase Order (PO)

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



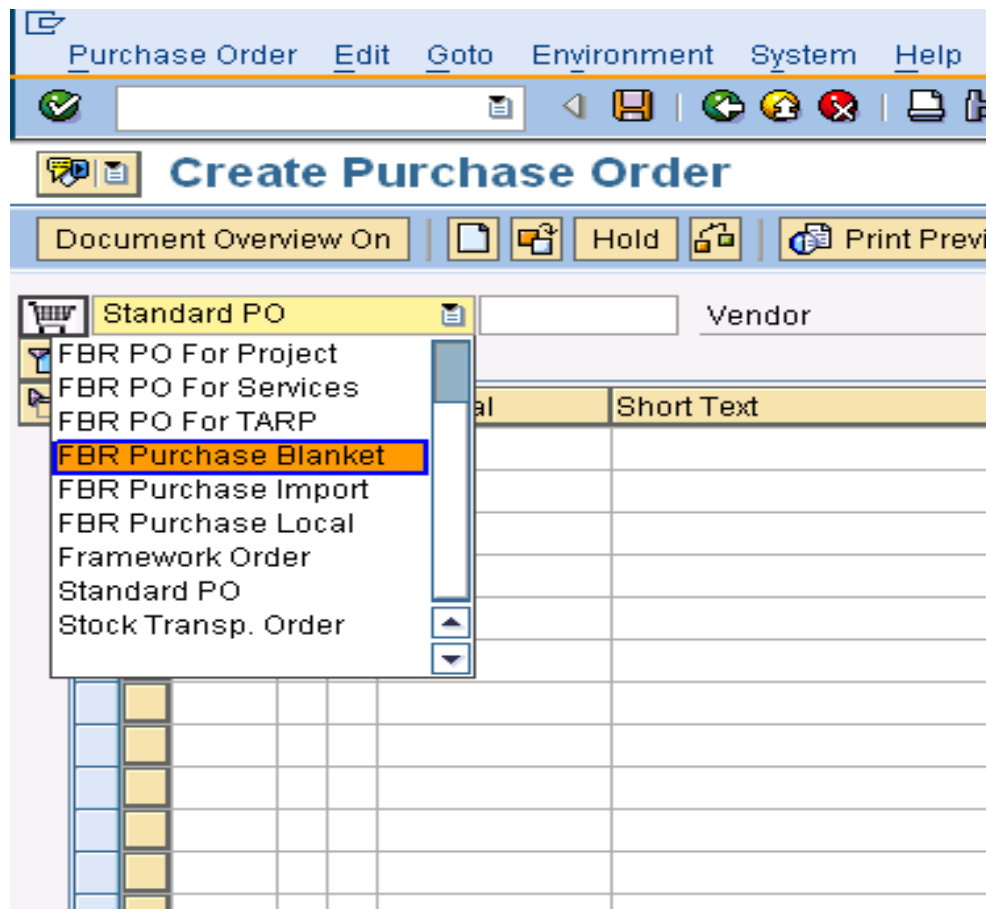
PURCHASING & INVENTORY MANAGEMENT

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).

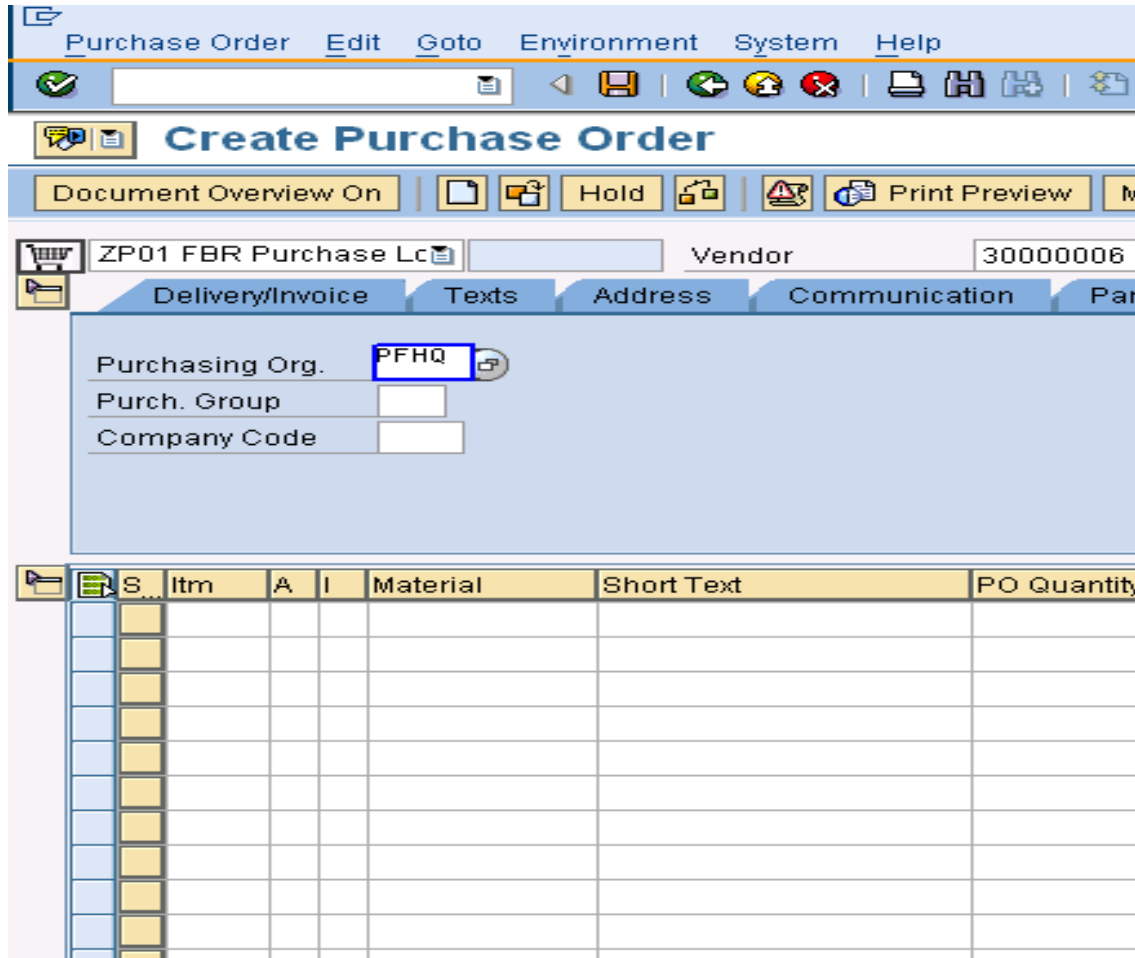


Field Name	Description	R/O/C	Comments
Document Type	Document Type Codes starting with 'FBR' are configured for FBR	R	Select "FBR Purchase Blanket"

PURCHASING & INVENTORY MANAGEMENT

Select Purchasing Organization

Select Purchasing Organization from the list or by pressing F4.

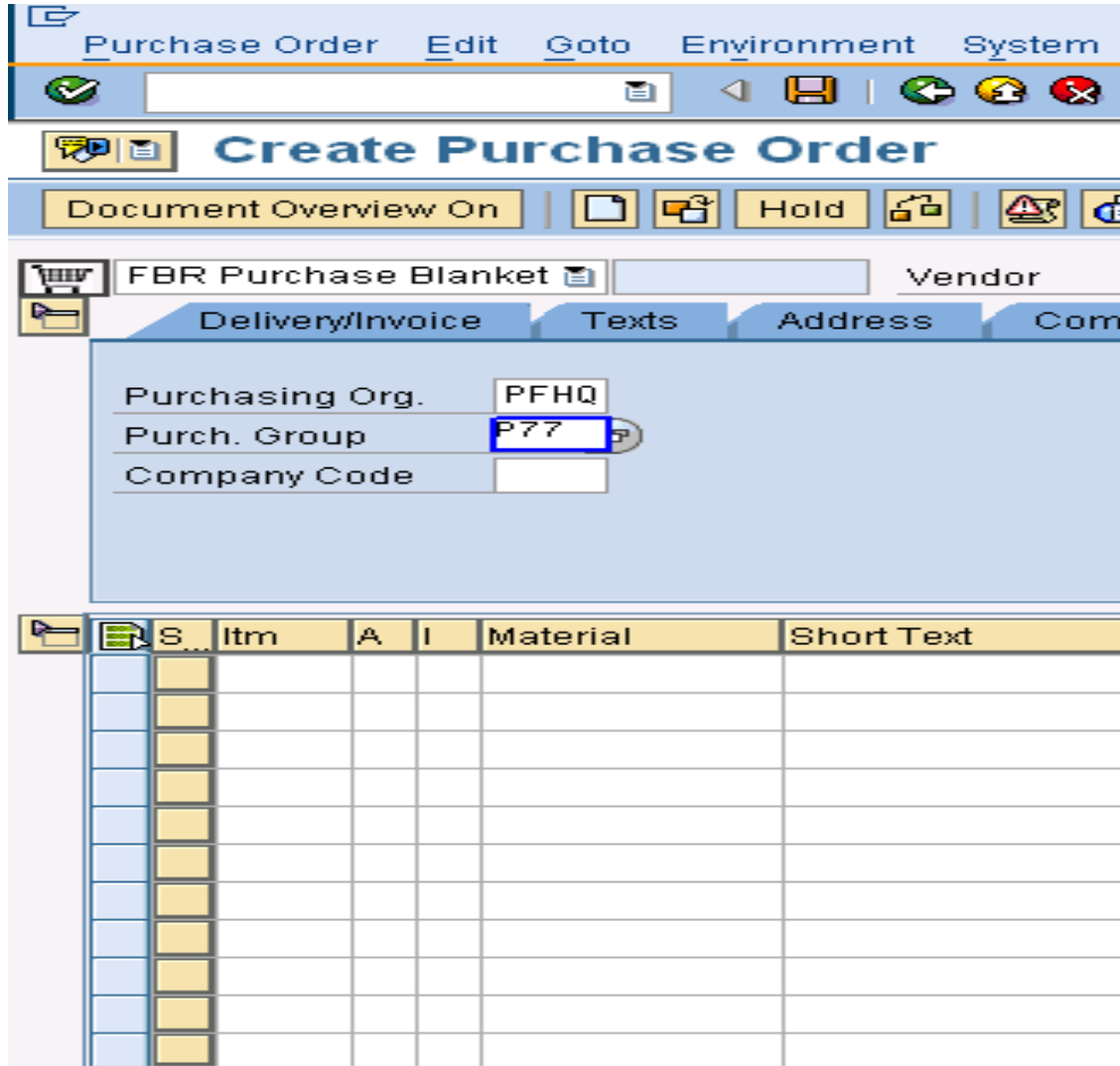


Field Name	Description	R/O/C	Comments
Purchasing Organization	Specify Purchasing Organization for which you are carrying out the Purchase	R	Enter Purchasing Organization "PFHQ"

PURCHASING & INVENTORY MANAGEMENT

Select Purchasing Group

Select Purchasing Group from the list or by pressing F4.

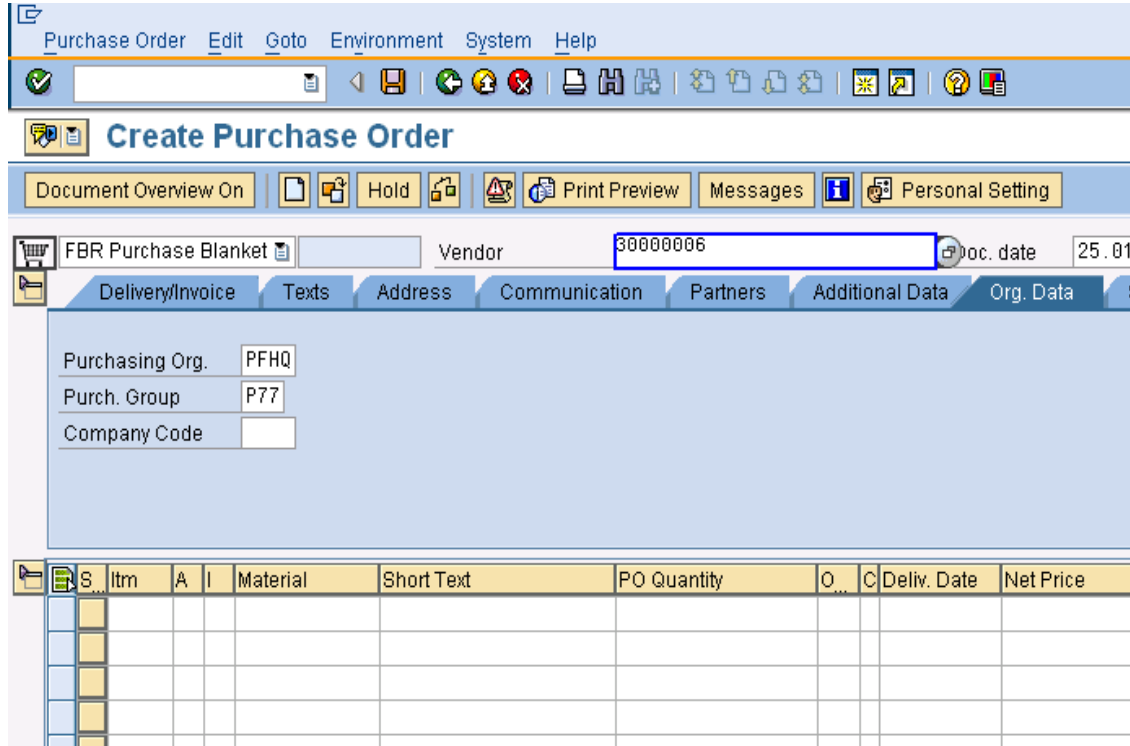


Field Name	Description	R/O/C	Comments
Purchasing Group	Purchasing Group for which you want to procure the Material	R	Enter Purchasing Group "P77"

PURCHASING & INVENTORY MANAGEMENT

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.



The screenshot shows the SAP 'Create Purchase Order' window. The 'Vendor' field is highlighted with a blue border and contains the value '30000006'. Other fields include 'Purchasing Org.' (PFHQ), 'Purch. Group' (P77), and 'Company Code'. Below these fields is a table with columns: S, Itm, A, I, Material, Short Text, PO Quantity, O, C, Deliv. Date, and Net Price. The table is currently empty.

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

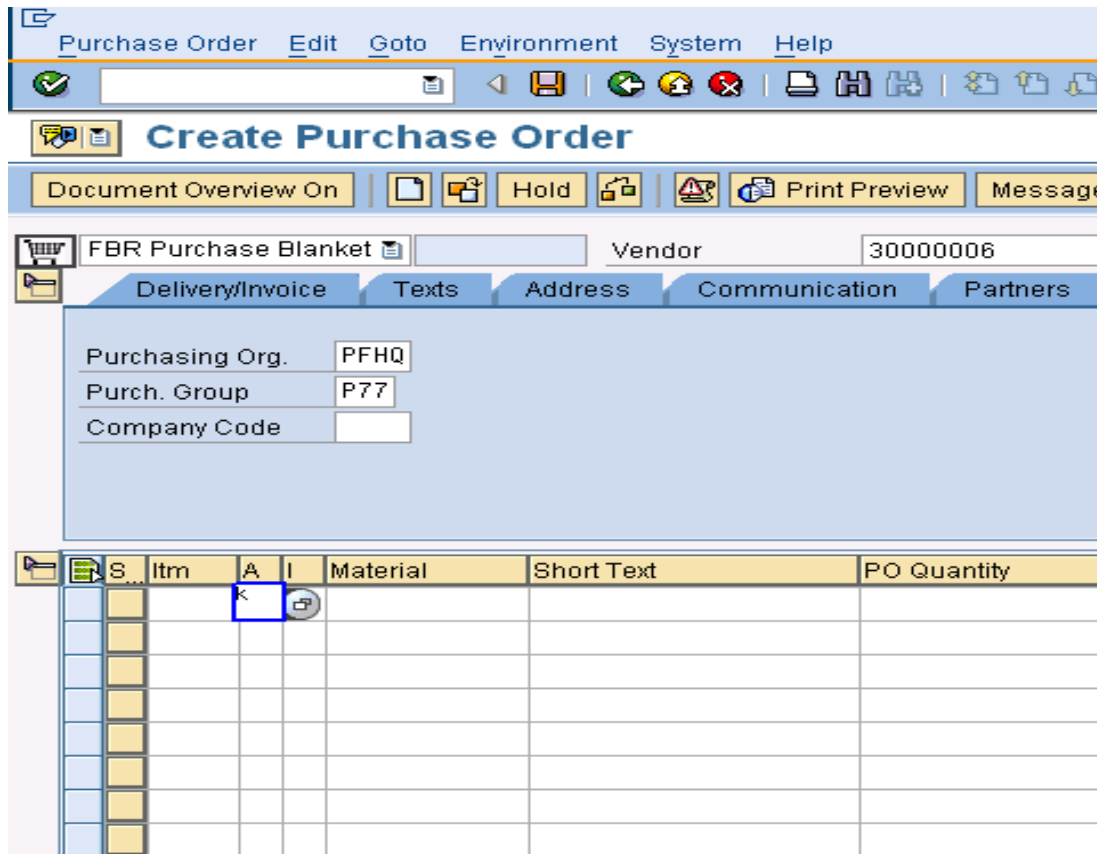
PURCHASING & INVENTORY MANAGEMENT

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.



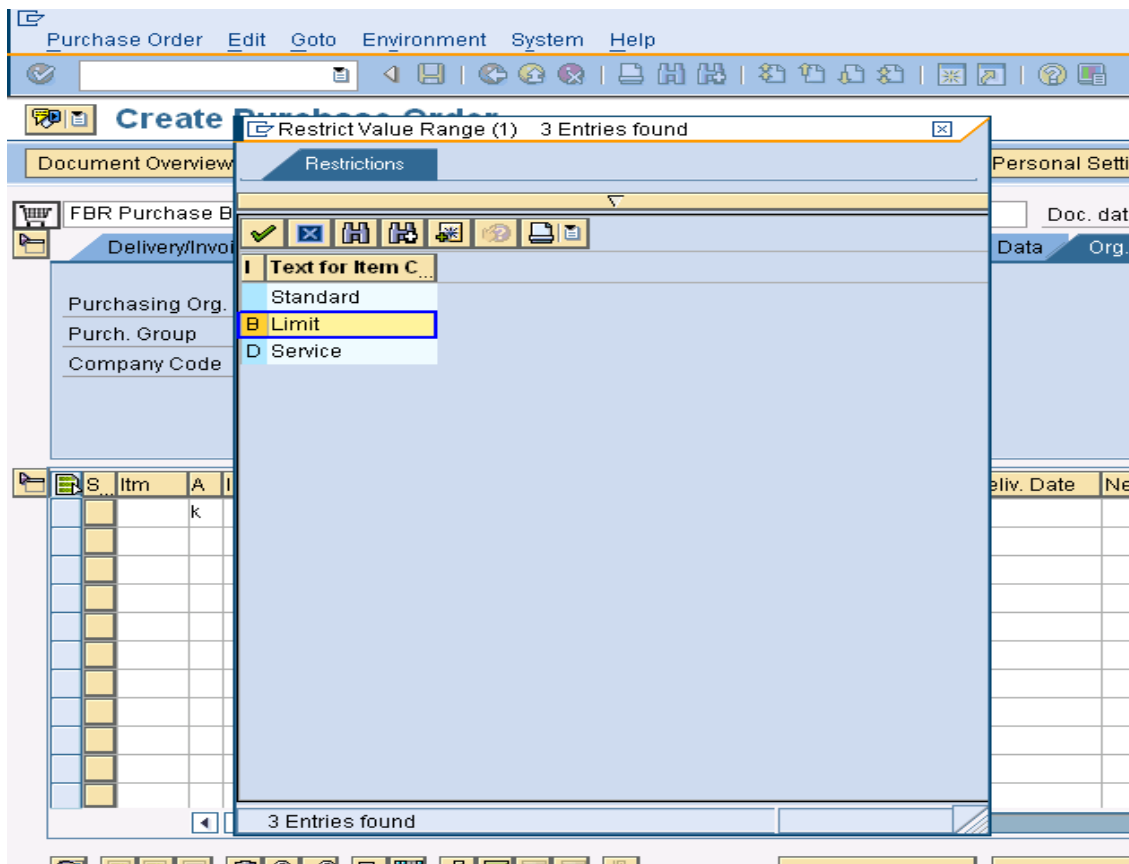
Field Name	Description	R/O/C	Comments
Account Assignment Category	The Account Assignment Category determines which account assignment data (such as cost center, account number and so on) is necessary for the item	R	Enter Account Assignment Category K

PURCHASING & INVENTORY MANAGEMENT

--	--	--	--

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.

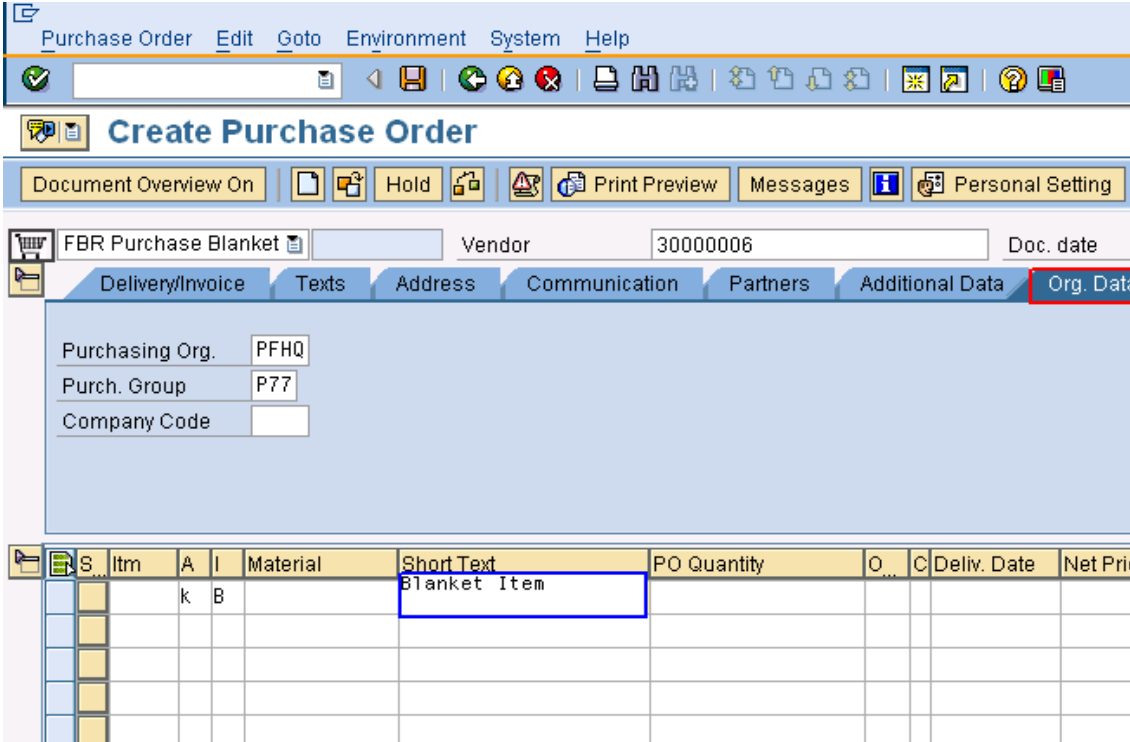


Field Name	Description	R/O/C	Comments
Item Category	Specifies the nature of item whether it is a Standard Material Item, a Service or a Blanket Item	R	Select Item Category B

PURCHASING & INVENTORY MANAGEMENT

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.



The screenshot shows the SAP 'Create Purchase Order' interface. The 'Org. Data' tab is active, displaying the following fields:

- Purchasing Org.: PFHQ
- Purch. Group: P77
- Company Code: [Empty]

Below the fields is a table with the following columns: S, Itm, A, I, Material, Short Text, PO Quantity, O, C, Deliv. Date, Net Pri. The first row of the table has the following values:

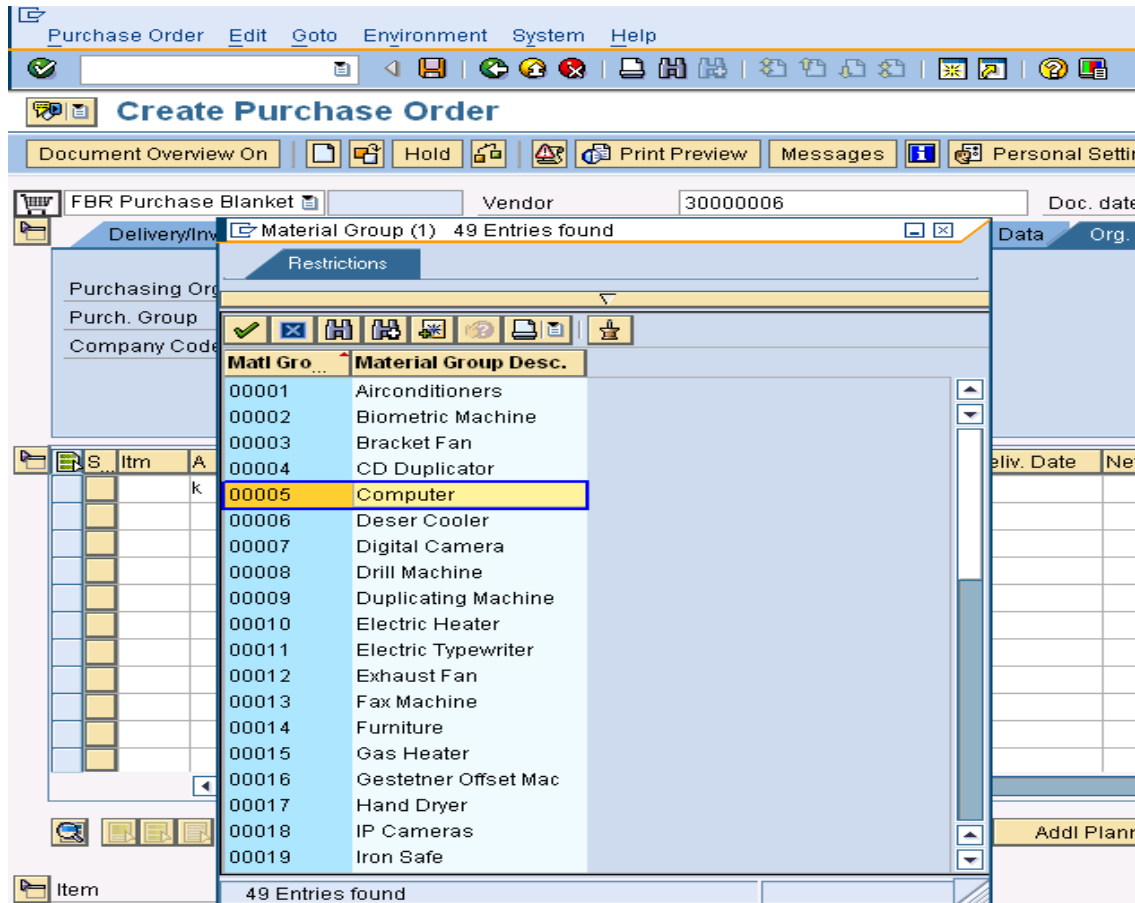
S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Pri
		k	B		Blanket Item					

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

PURCHASING & INVENTORY MANAGEMENT

Material Group

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

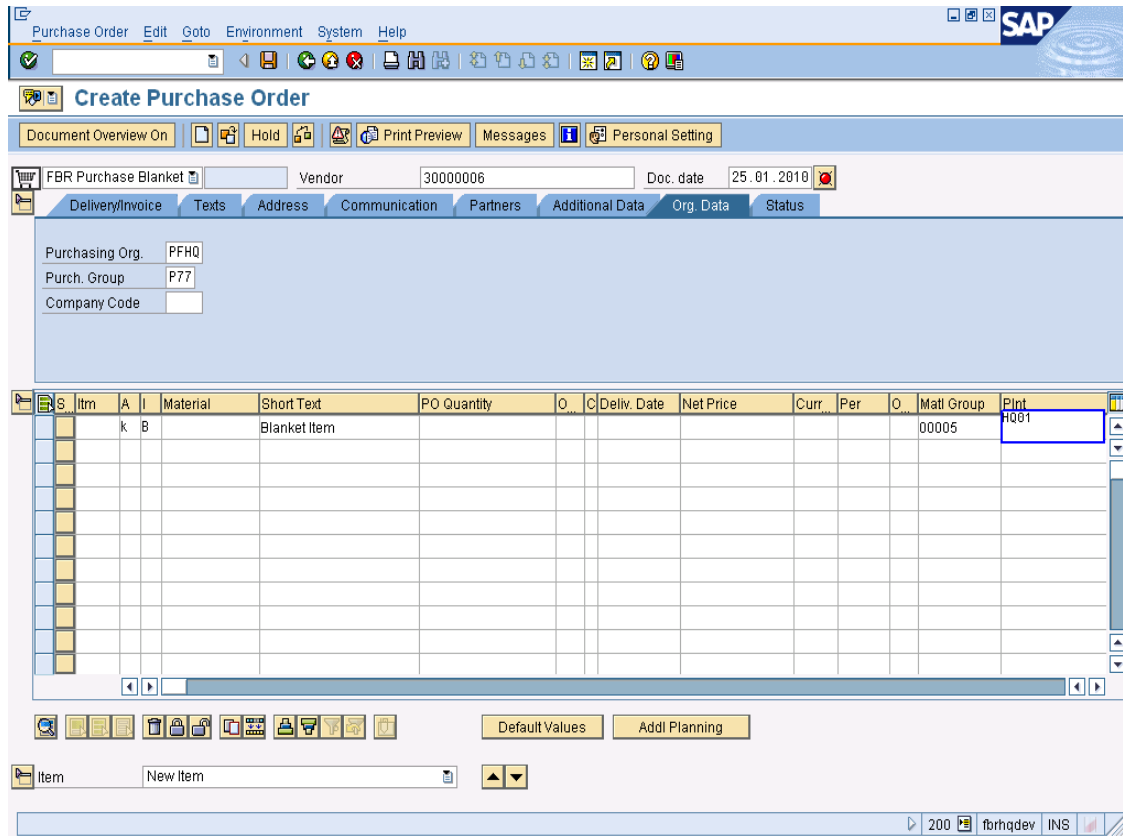


Field Name	Description	R/O/C	Comments
Material Group	Enter Material group	R	Select Material Group" 00005 Computer"

PURCHASING & INVENTORY MANAGEMENT

Enter Plant

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

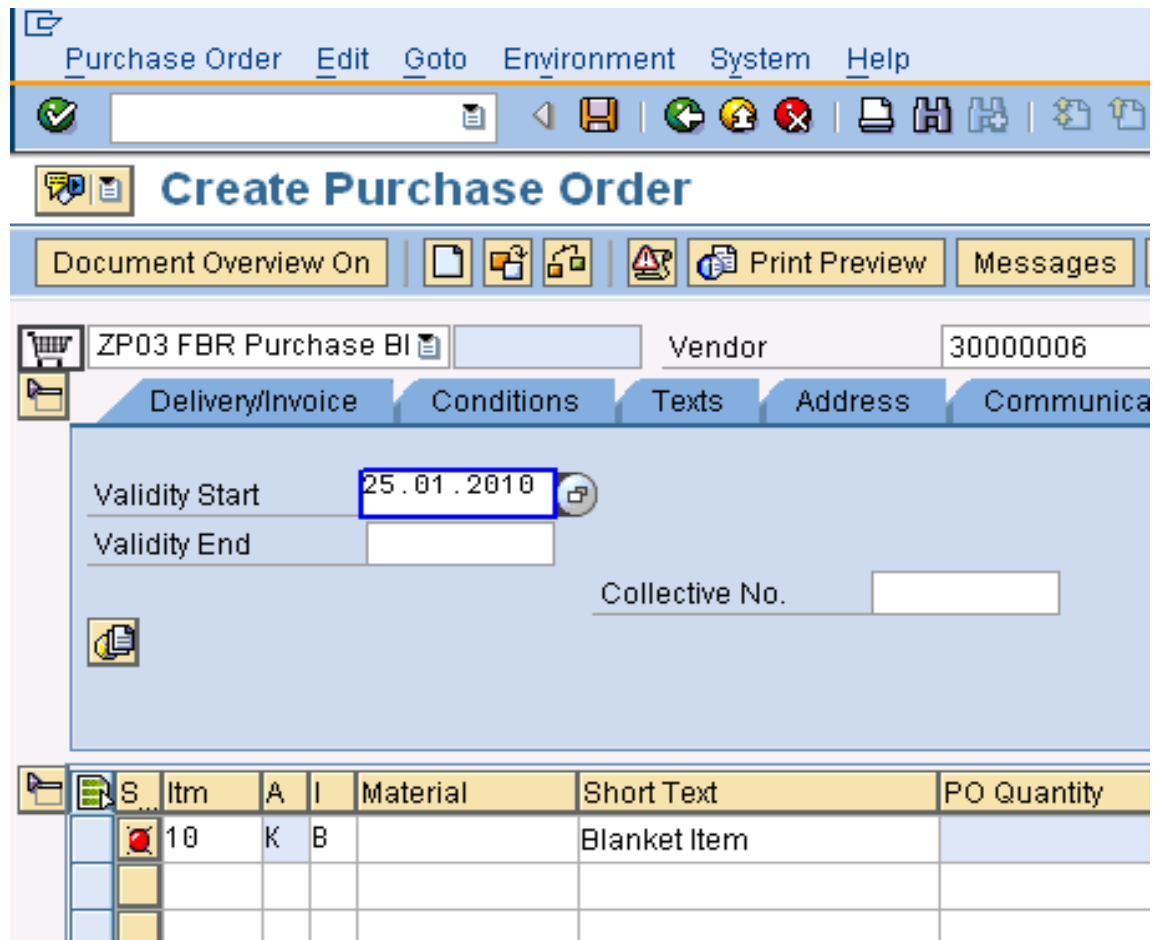


Field Name	Description	R/O/C	Comments
Plant	Enter Plant for which Material is being procured	R	Maintain HQ01

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.

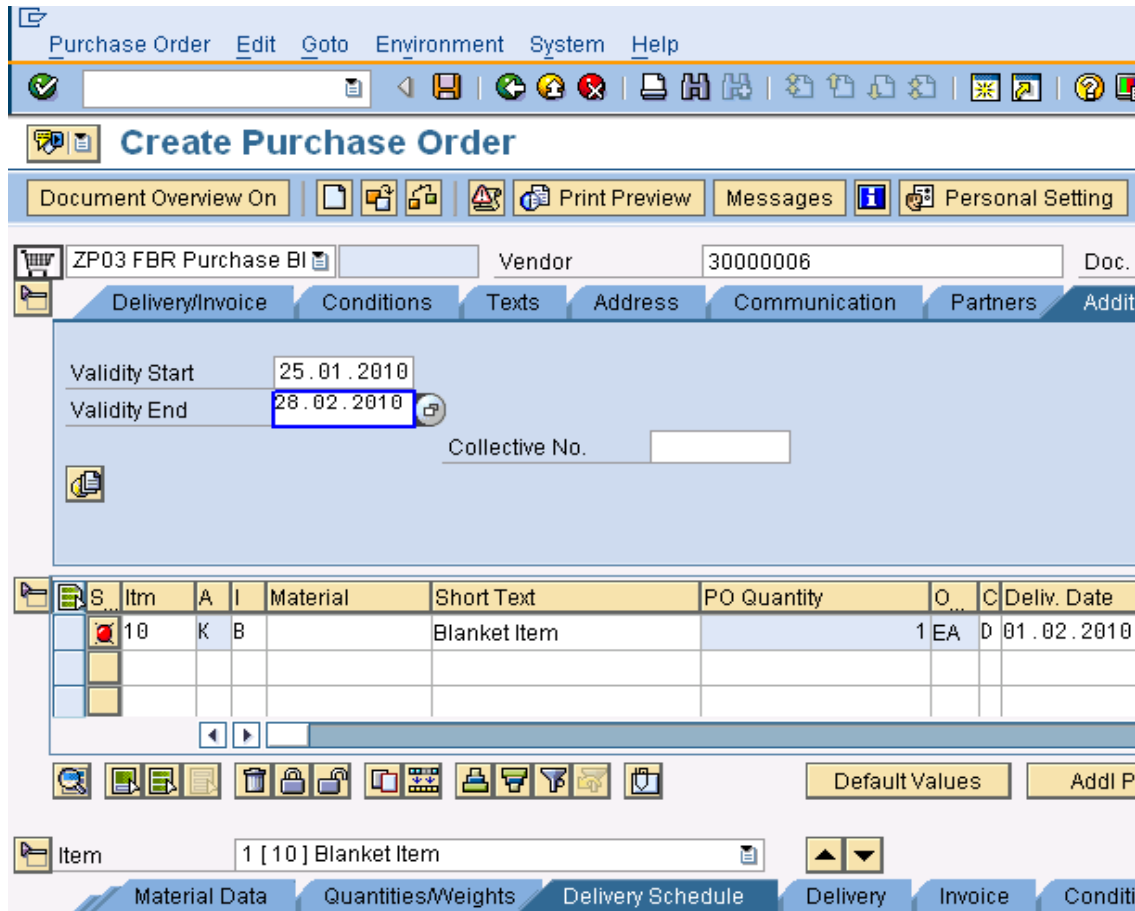


The screenshot shows the SAP 'Create Purchase Order' screen. The 'Validity Start' field is highlighted with a blue box and contains the date '25.01.2010'. Other visible fields include 'Validity End', 'Collective No.', and a table with columns: S, Itm, A, I, Material, Short Text, PO Quantity. The first row of the table shows a red flag icon, '10', 'K', 'B', and 'Blanket Item'.

Field Name	Description	R/O/C	Comments
Validity Start	Validity Start Date of Blanket Agreement	R	Enter Validity Start Date "25.01.2010"

PURCHASING & INVENTORY MANAGEMENT

Validity End



The screenshot shows the SAP 'Create Purchase Order' screen. The 'Validity End' field is highlighted with a blue border and contains the date '28.02.2010'. The 'Validity Start' field contains '25.01.2010'. The 'Item' field shows '1 [10] Blanket Item'. The table below the form lists the item details.

S	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date
	10	K	B		Blanket Item		1 EA	D	01.02.2010

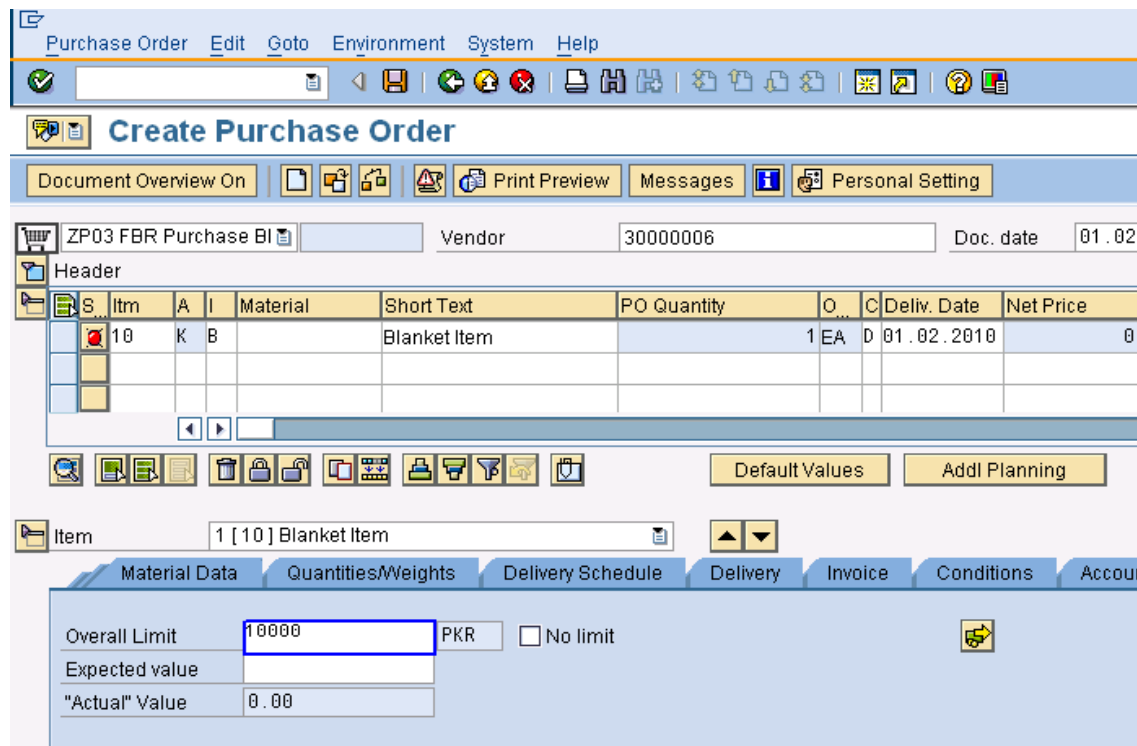
Field Name	Description	R/O/C	Comments
Validity End	Validity End Date of Blanket Agreement	R	Enter Validity End Date "28.02.2010"

PURCHASING & INVENTORY MANAGEMENT

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).



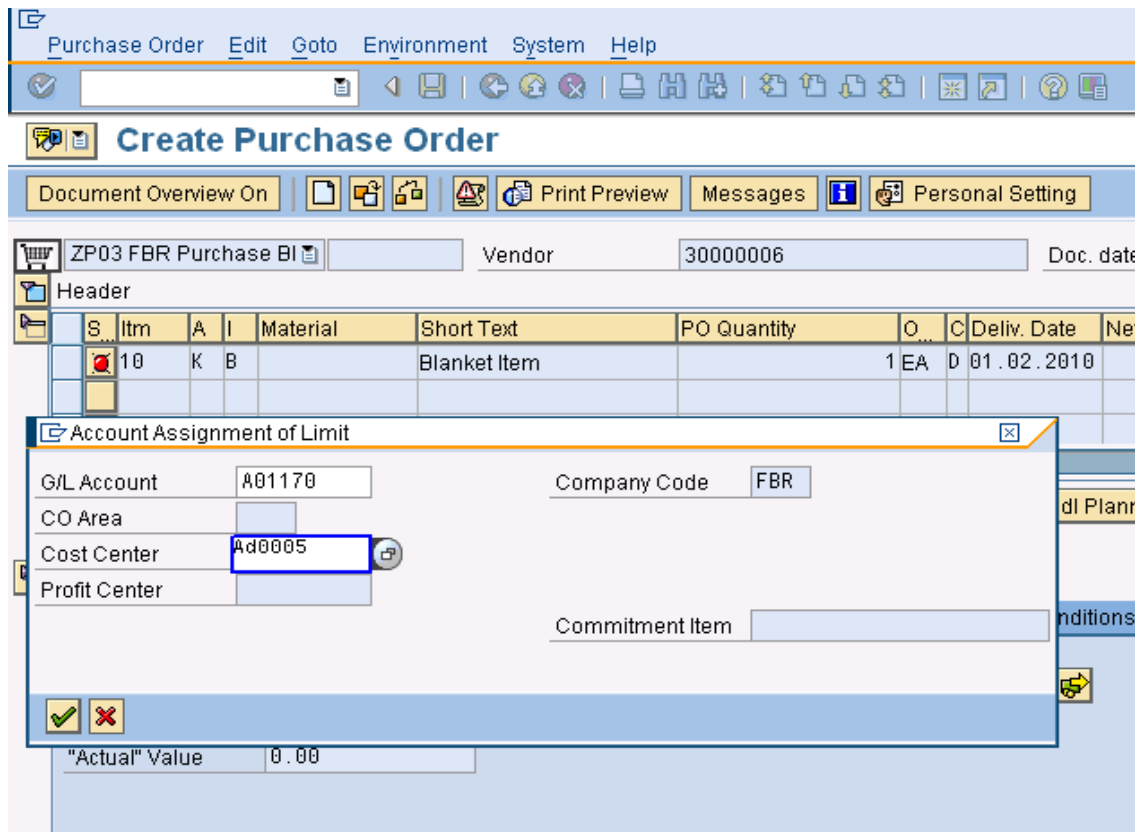
The screenshot shows the SAP 'Create Purchase Order' interface. The 'Material Data' tab is active, and the 'Overall Limit' field is highlighted with a blue border, containing the value '10000'. Other fields include 'Expected value' (empty) and '"Actual" Value' (0.00). The currency is set to 'PKR'. The 'No limit' checkbox is unchecked. The item list shows 'Blanket Item' with a quantity of 1.

Field Name	Description	R/O/C	Comments
Overall Limit	Overall Limit of Blanket PO	R	Enter Overall Limit "10000"

PURCHASING & INVENTORY MANAGEMENT

Enter Cost Center

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



The screenshot displays the SAP 'Create Purchase Order' interface. A dialog box titled 'Account Assignment of Limit' is open, showing the following data:

- G/L Account: A01170
- Company Code: FBR
- CO Area: [Empty]
- Cost Center: Ad0005
- Profit Center: [Empty]
- Commitment Item: [Empty]

Below the dialog, a table shows the purchase order line item details:


S	Item	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Ne
	10	K	B		Blanket Item		1 EA	D	01.02.2010	

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

PURCHASING & INVENTORY MANAGEMENT

Continue

Purchase Order Edit Goto Environment System Help



Create Purchase Order

Document Overview On Print Preview Messages Personal Setting

ZP03 FBR Purchase BI Vendor 30000006 Doc. date

S	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Ne
	10	K	B		Blanket Item		1 EA	D	01.02.2010	

Account Assignment of Limit

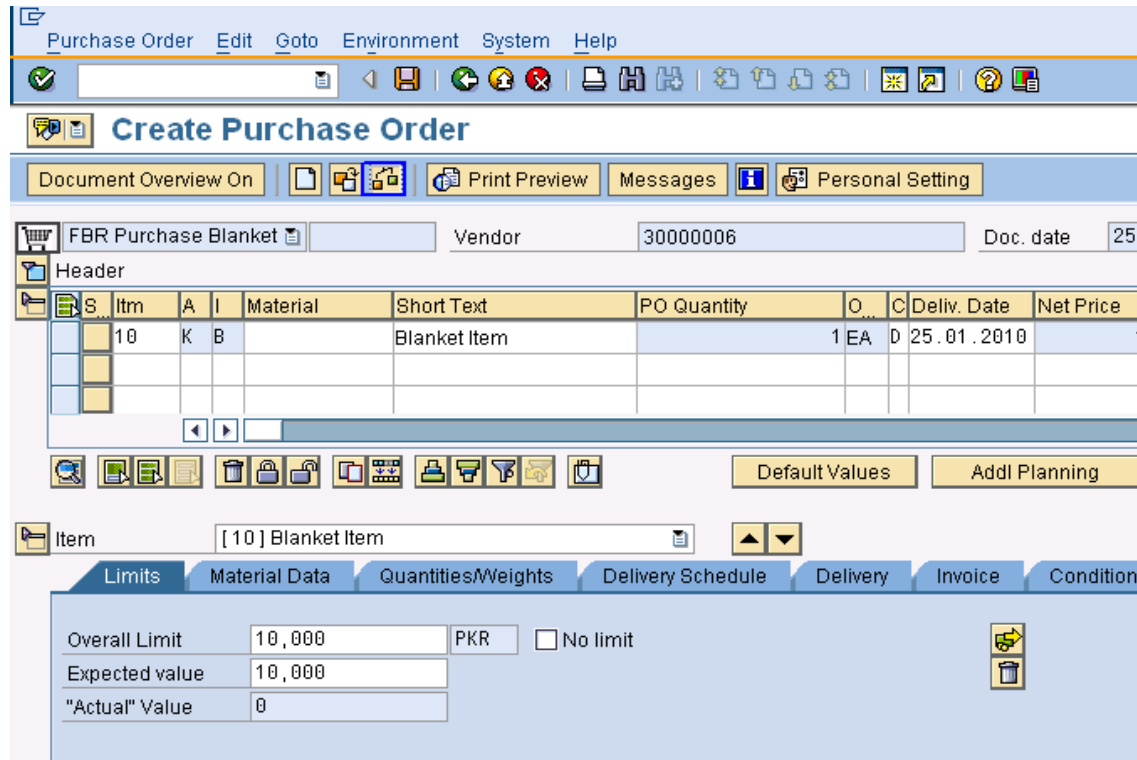
G/L Account	A01170	Company Code	FBR
CO Area			
Cost Center	A0005		
Profit Center			
		Commitment Item	

"Actual" Value 0.00

PURCHASING & INVENTORY MANAGEMENT

Check Errors

In order to identify any errors that may exist in the Document, 'Check' the Document before posting.

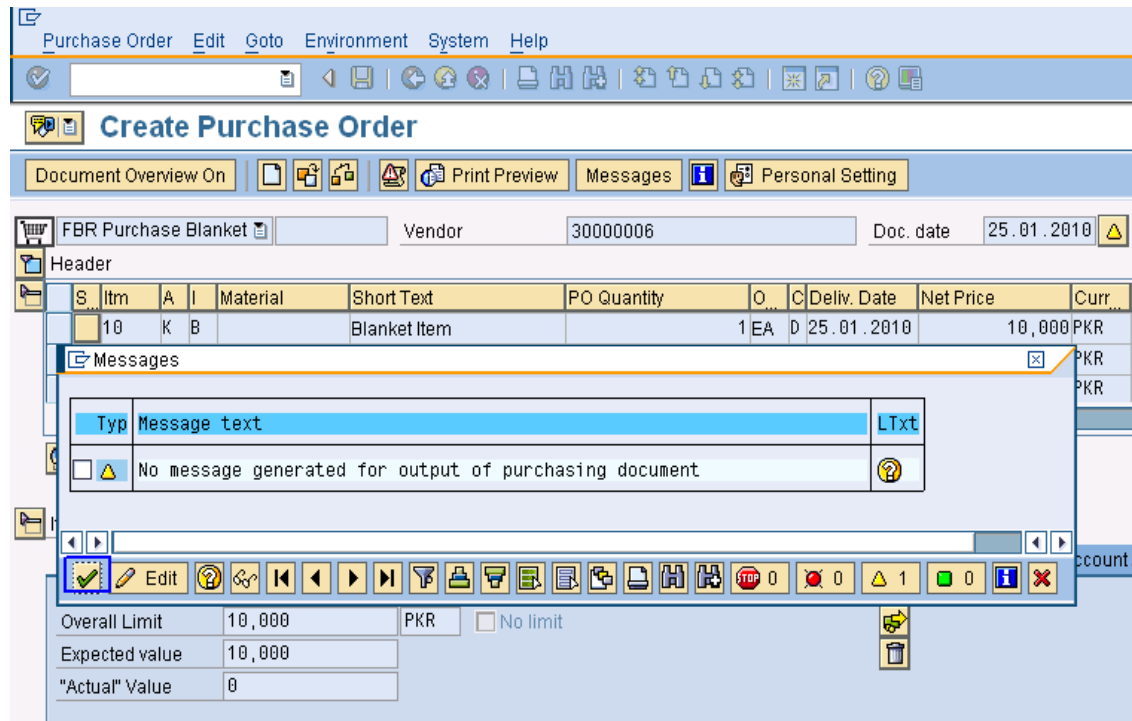


Field Name	Description	R/O/C	Comments
Check	Checks whether any errors exist in the Document	R	Click on highlighted button

PURCHASING & INVENTORY MANAGEMENT

Messages

If there are no messages or acceptable warning messages, then continue saving your Document. Otherwise make necessary rectifications to remove the errors.

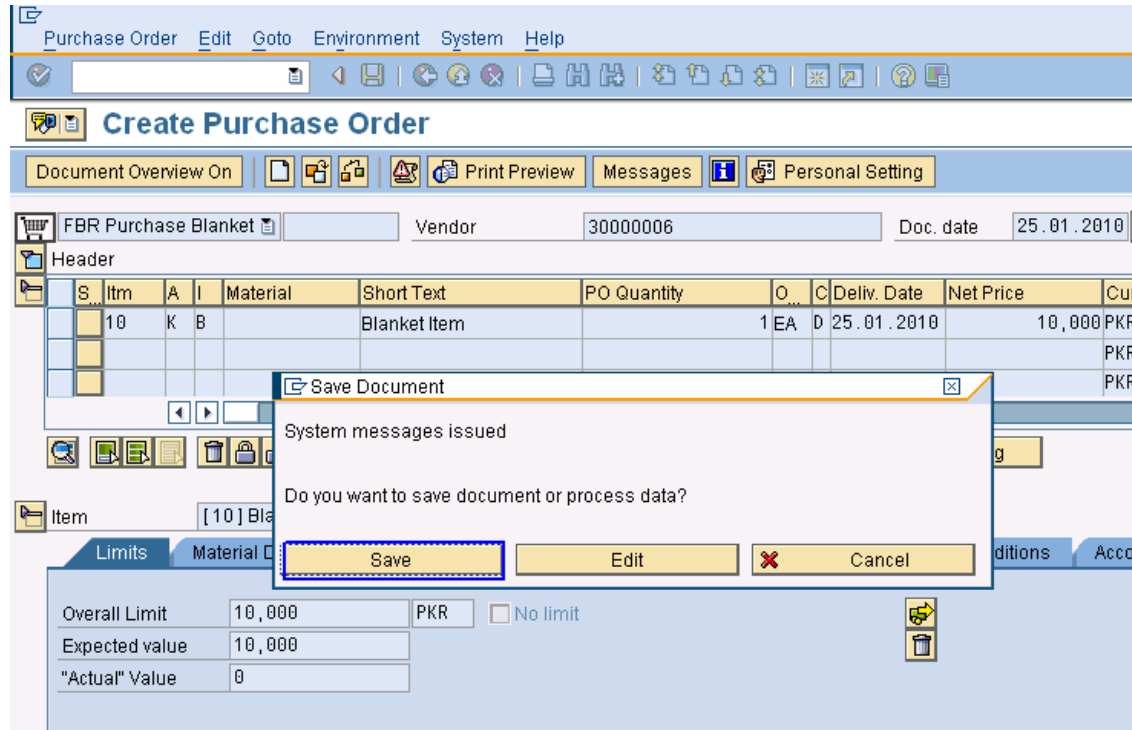


Field Name	Description	R/O/C	Comments
Error Message box	It will display all the Errors and Warning Messages in the Document	R	Check the errors in the Document

PURCHASING & INVENTORY MANAGEMENT

Save

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



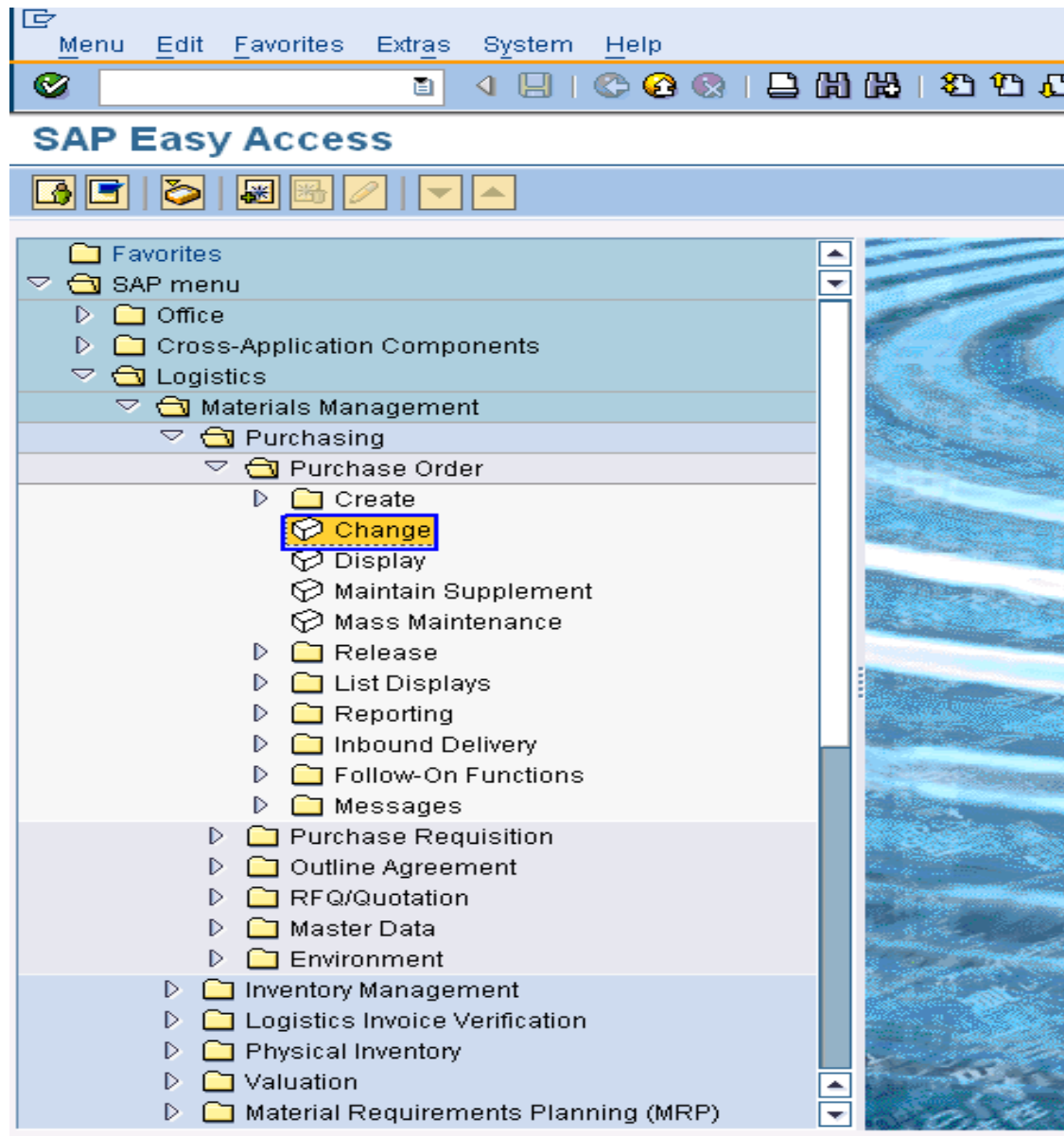
Field Name	Description	R/O/C	Comments
Save	Saves the Document	R	Click on "Save" button to save the Document

PURCHASING & INVENTORY MANAGEMENT

Change Purchase Order (PO)

Change Purchase Order (PO) for Item Deletion.

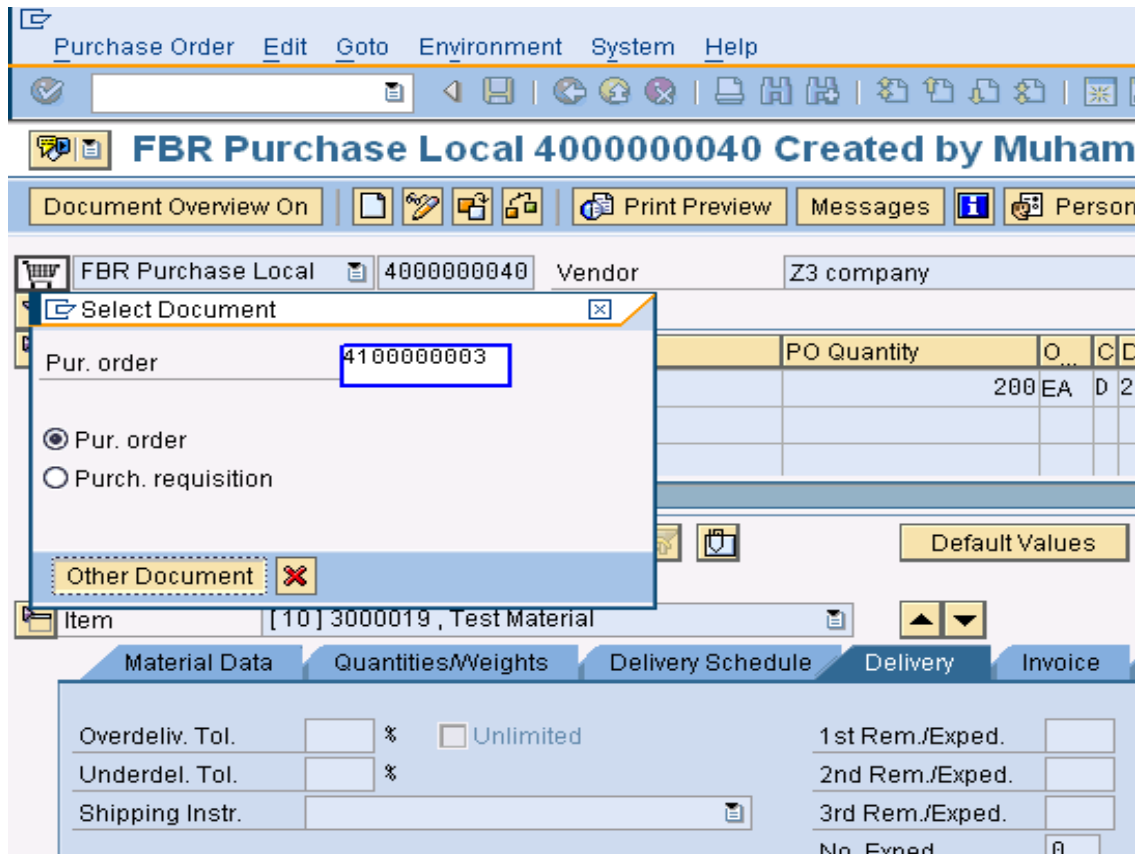
Via Menus	Logistics > Materials Management > Purchasing > Purchase Order > Change
Via Transaction Code	ME22N



PURCHASING & INVENTORY MANAGEMENT

Change Document

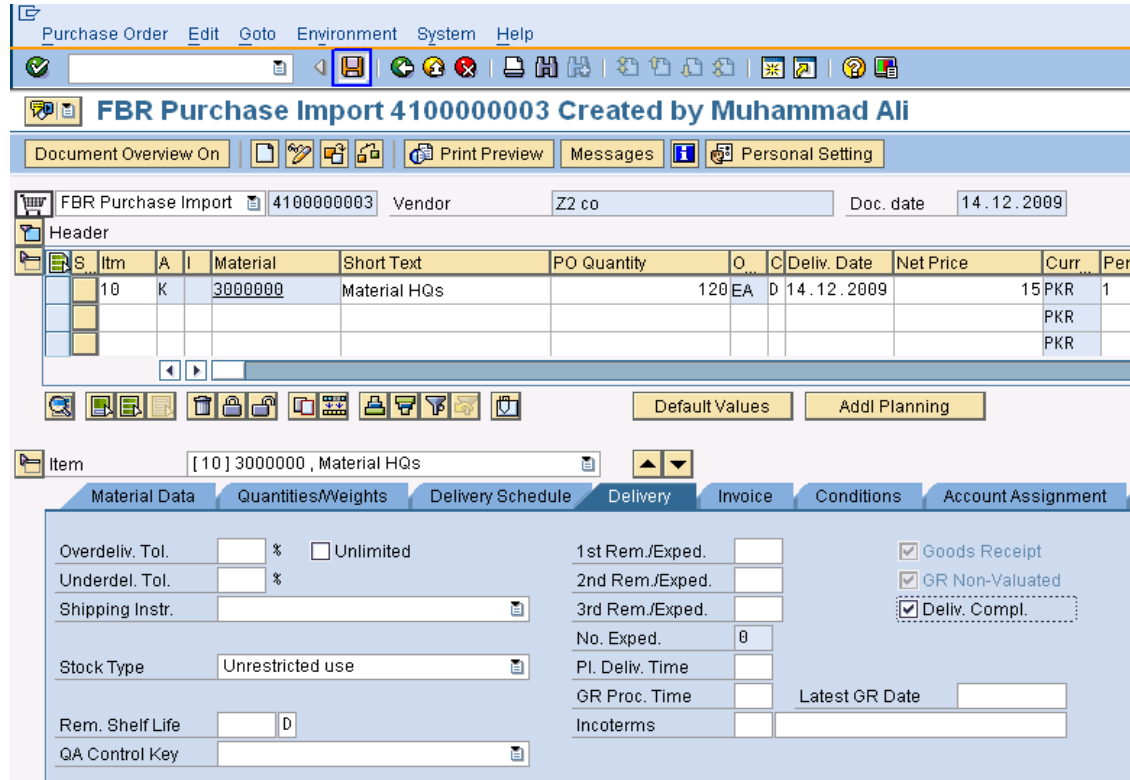
Enter the Purchase Order Number that needs to be changed.



The screenshot shows the SAP Purchasing & Inventory Management interface. At the top, the menu bar includes 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The main title bar reads 'FBR Purchase Local 4000000040 Created by Muham'. Below this, there are buttons for 'Document Overview On', 'Print Preview', 'Messages', and 'Person'. The main area displays 'FBR Purchase Local' with document number '4000000040' and 'Vendor' 'Z3 company'. A 'Select Document' dialog box is open, showing a search for 'Pur. order' with the value '4100000003' entered. The dialog also has radio buttons for 'Pur. order' (selected) and 'Purch. requisition', and an 'Other Document' button. Below the dialog, the 'Item' field shows '[10] 3000019, Test Material'. At the bottom, there are tabs for 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', and 'Invoice'. The 'Delivery' tab is active, showing fields for 'Overdeliv. Tol.', 'Underdel. Tol.', 'Shipping Instr.', '1st Rem./Exped.', '2nd Rem./Exped.', '3rd Rem./Exped.', and 'No. Exped.'.


PURCHASING & INVENTORY MANAGEMENT

Item detail - Delivery tab:



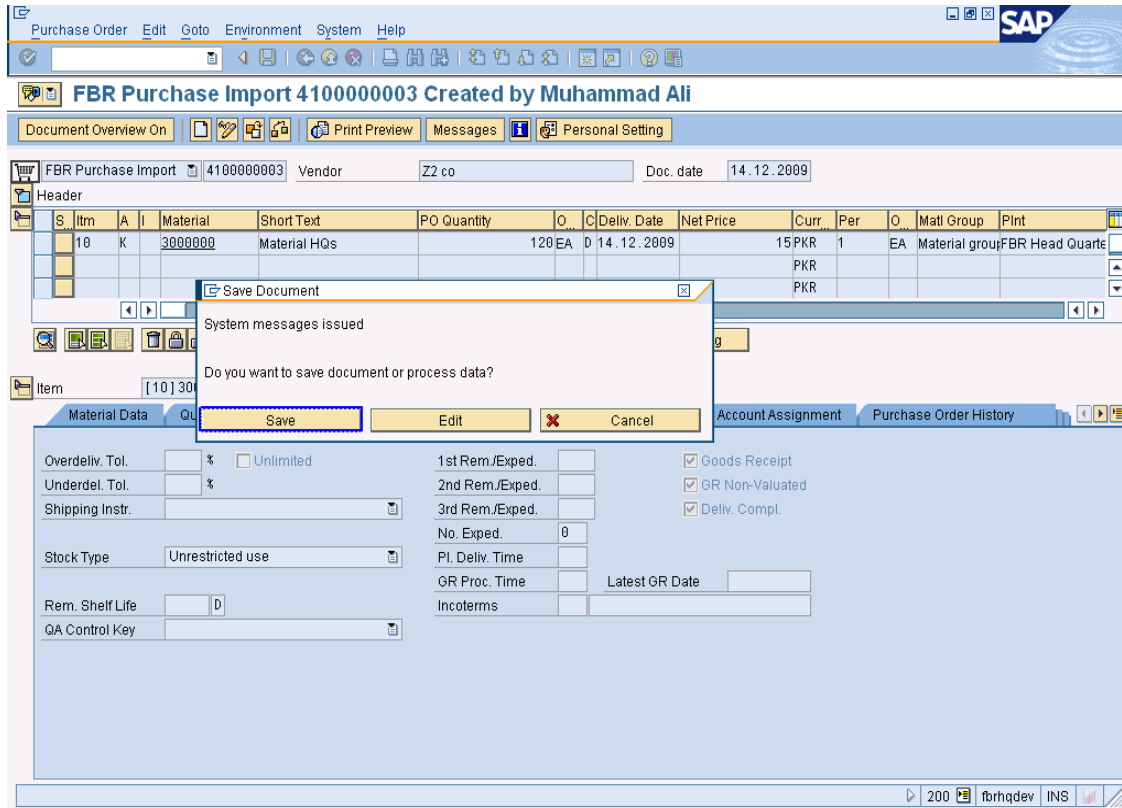
The screenshot shows the SAP Purchase Order Item Detail screen for 'FBR Purchase Import 4100000003'. The 'Delivery' tab is active, displaying various delivery-related parameters. The 'Deliv. Date' is 14.12.2009, and the 'Net Price' is 15 PKR. The 'Delivery Schedule' section shows '1st Rem./Exped.' as 0. The 'Delivery' section includes checkboxes for 'Goods Receipt', 'GR Non-Valuated', and 'Deliv. Compl.', with 'Deliv. Compl.' checked. The 'Stock Type' is 'Unrestricted use'.

Field Name	Description	R/O/C	Comments
Delivery Completed	On Item Detail's Delivery Tab, flag the Deliver Completed box which indicates that the Delivery for this item has been completed and no further Goods can be received against this Item	R	Save the Document

Click  Save icon or press Ctrl+S to Save

PURCHASING & INVENTORY MANAGEMENT

Save



The screenshot shows the SAP 'Purchase Order' interface. At the top, the title bar reads 'Purchase Order Edit Goto Environment System Help' with the SAP logo. Below this, the document title is 'FBR Purchase Import 410000003 Created by Muhammad Ali'. The document header shows 'FBR Purchase Import 410000003', 'Vendor Z2 co', and 'Doc. date 14.12.2009'. A table lists items with columns for S, Item, A, I, Material, Short Text, PO Quantity, O, C, Deliv. Date, Net Price, Curr., Per, O, Matl Group, and Plnt. A 'Save Document' dialog box is open in the center, displaying the message 'System messages issued' and the question 'Do you want to save document or process data?'. The dialog has three buttons: 'Save', 'Edit', and 'Cancel'. The 'Save' button is highlighted with a blue border. Below the dialog, the 'Material Data' section is visible, containing various fields like 'Overdeliv. Tol.', 'Underdeliv. Tol.', 'Shipping Instr.', 'Stock Type', 'Rem. Shelf Life', 'QA Control Key', '1st Rem./Exped.', '2nd Rem./Exped.', '3rd Rem./Exped.', 'No. Exped.', 'Pl. Deliv. Time', 'GR Proc. Time', 'Incoterms', 'Goods Receipt', 'GR Non-Valuated', and 'Deliv. Compl.'. The status bar at the bottom shows '200 fbrhqdev INS'.

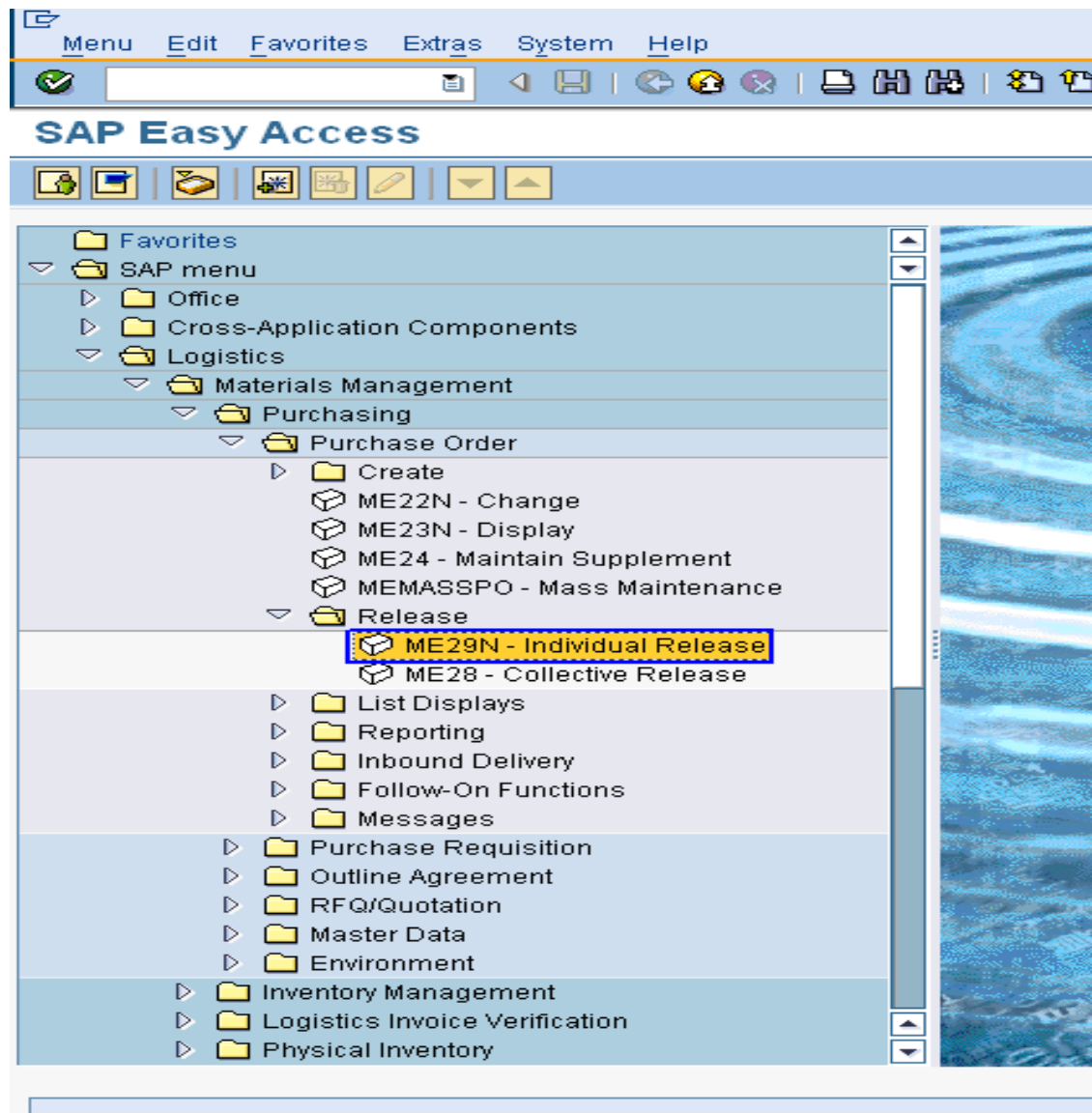
Click Save button to save the document.

PURCHASING & INVENTORY MANAGEMENT

6.6 Individual Release of Purchase Order (PO):

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

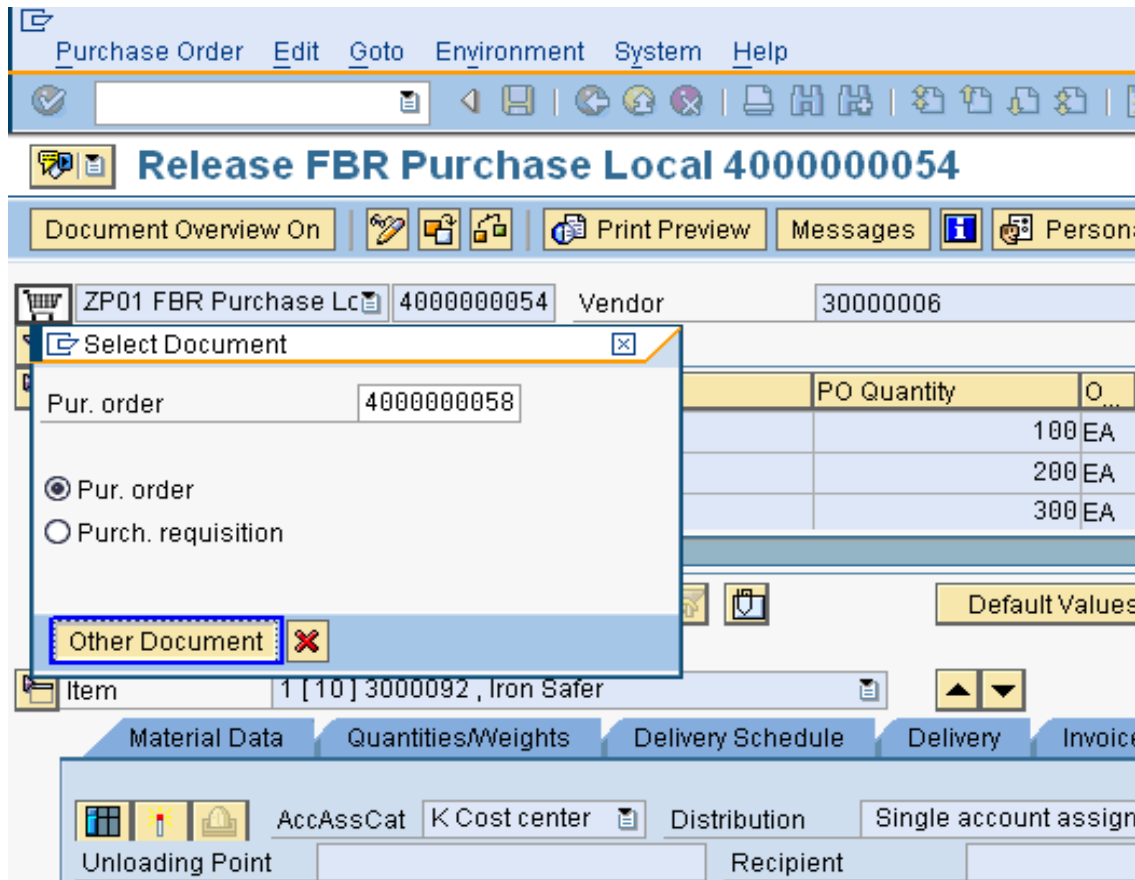
Via Menus	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Release > Individual Release
Via Transaction Code	ME29N



PURCHASING & INVENTORY MANAGEMENT

Select Document

Select the Document number that you want to Release.



Click **Other Document** Other Document icon to select a document other than the one proposed by the System.

PURCHASING & INVENTORY MANAGEMENT

Release Indicator

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

The screenshot shows the SAP interface for releasing a Purchase Order. The title bar reads "Release FBR Purchase Local 4000000058". The main area displays the release strategy configuration:

- Release group: Z2 PO Release Strategy
- Release Strategy: HF > 100000 - 500000 HQ
- Release indicator: B Creation Process

A table lists the release indicators:

Code	Description	Stat	Rel
AG	Second Secretary	⚠	
AJ	Member		

Below this, a table lists the items in the purchase order:

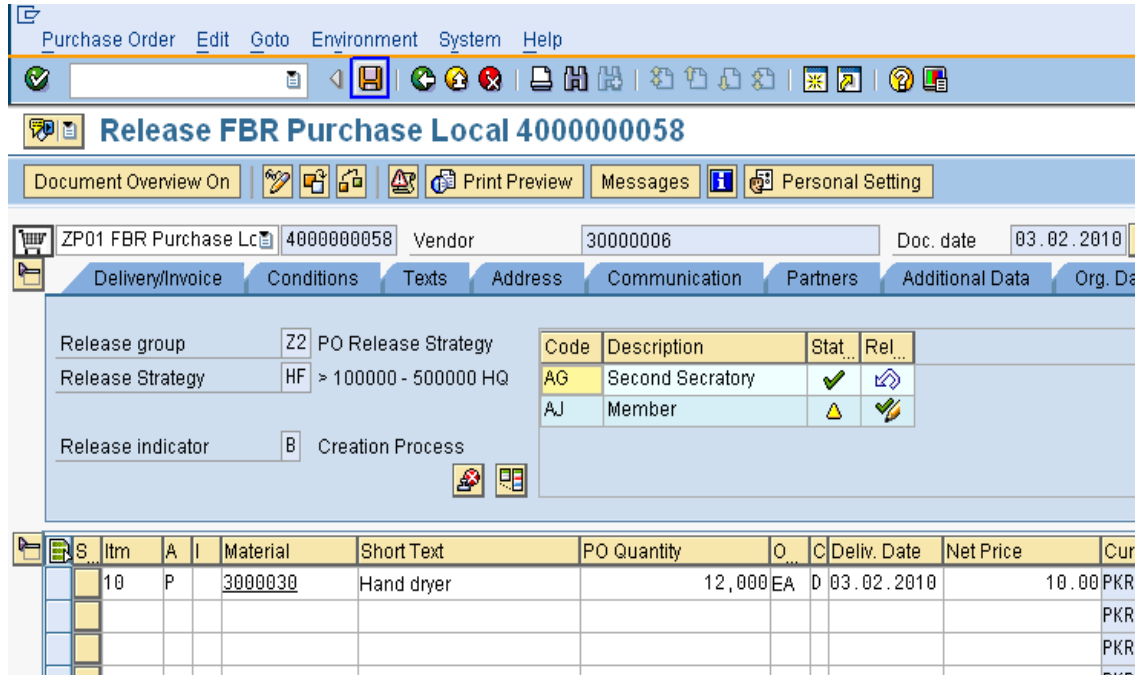
S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Cur
	10	P		30000030	Hand dryer	12,000	EA	D	03.02.2010	10.00	PKR
											PKR
											PKR

Click Release icon to release Purchase Order (PO).


PURCHASING & INVENTORY MANAGEMENT

Save

Save released Purchase Order (PO).

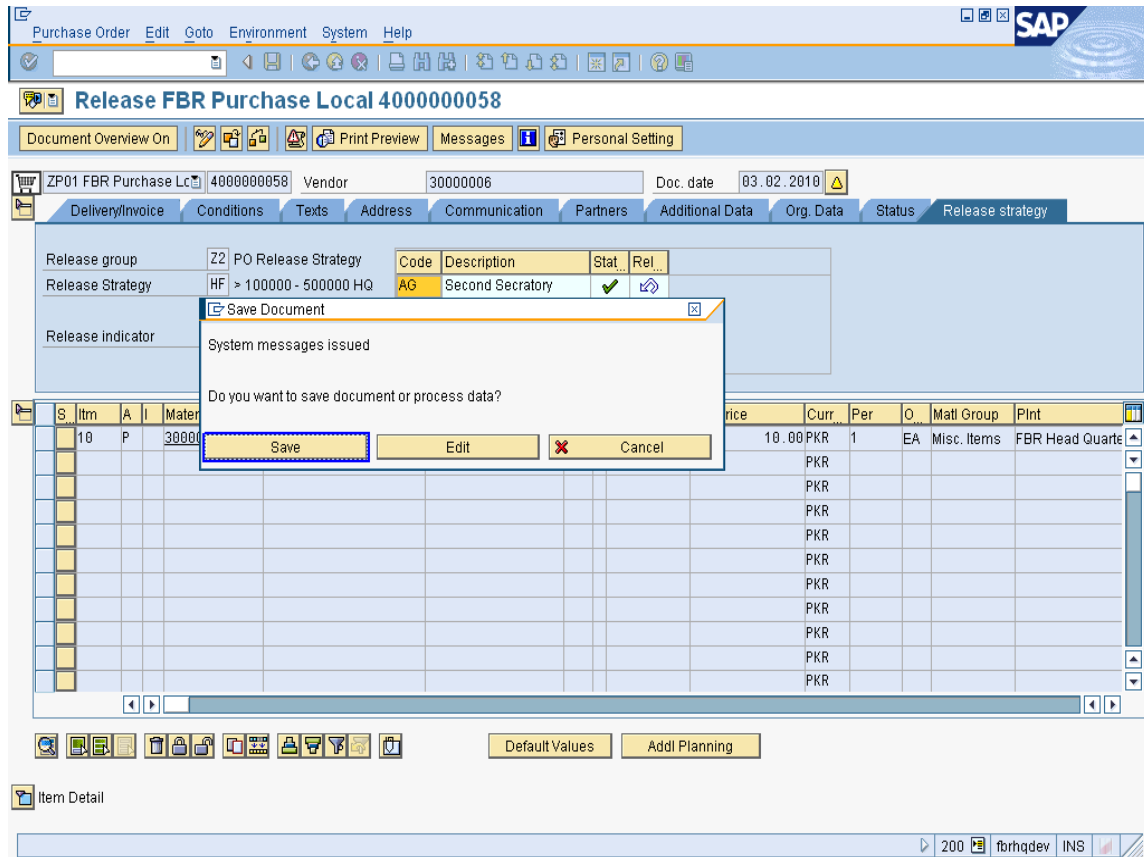


The screenshot shows the SAP 'Release FBR Purchase Local 400000058' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons, including a highlighted 'Save' icon (a floppy disk). The main area contains a header with document details: 'ZP01 FBR Purchase Lc 400000058', 'Vendor 30000006', and 'Doc. date 03.02.2010'. Below the header are tabs for 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', and 'Org. Da'. The 'Conditions' tab is active, showing a table with columns 'Code', 'Description', 'Stat.', and 'Rel.'. The table contains two rows: 'AG Second Secretary' with a green checkmark and a link icon, and 'AJ Member' with a yellow triangle warning icon and a pencil icon. Below the table are fields for 'Release group Z2 PO Release Strategy', 'Release Strategy HF > 100000 - 500000 HQ', and 'Release indicator B Creation Process'. At the bottom, there is a table with columns: 'S', 'Itm', 'A', 'I', 'Material', 'Short Text', 'PO Quantity', 'O...', 'C', 'Deliv. Date', 'Net Price', and 'Cur'. The first row shows '10 P 3000030 Hand dryer 12,000 EA 03.02.2010 10.00 PKR'.

Click  Save icon to save the document.

PURCHASING & INVENTORY MANAGEMENT

Save to continue



The screenshot shows the SAP Purchase Order (PO) interface for document 4000000058. A 'Save Document' dialog box is open, asking 'Do you want to save document or process data?'. The dialog has three buttons: 'Save', 'Edit', and 'Cancel'. The 'Save' button is highlighted with a blue border. The background interface shows the PO details, including Release group 'Z2 PO Release Strategy', Release Strategy 'HF > 100000 - 500000 HQ', and Release indicator 'AG Second Secretary'. A table below the dialog shows item details with columns for S, Itm, A, I, Mater, Price, Curr, Per, O, Matl Group, and Plnt. The first row shows item 10 with price 10.00 PKR and material 'Misc. Items'.

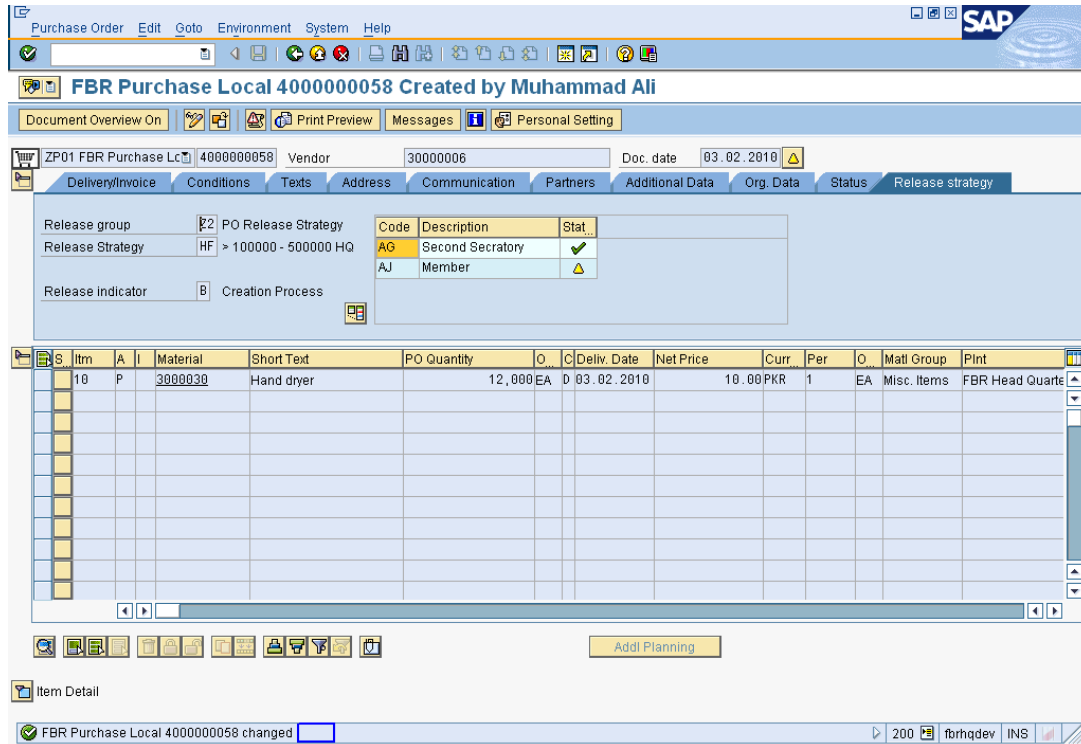
S	Itm	A	I	Mater	Price	Curr	Per	O	Matl Group	Plnt
	10	P		30000	10.00	PKR	1	EA	Misc. Items	FBR Head Quarte
						PKR				
						PKR				
						PKR				
						PKR				
						PKR				
						PKR				
						PKR				
						PKR				
						PKR				

Click the Save button to save the document.

PURCHASING & INVENTORY MANAGEMENT

Purchase Order (PO) changed

Purchase Order (PO) "400000058" has been changed.



FBR Purchase Local 400000058 Created by Muhammad Ali

Document Overview On | Print Preview | Messages | Personal Setting

ZP01 FBR Purchase Local 400000058 Vendor 30000006 Doc. date 03.02.2010

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Release strategy

Code	Description	Stat.
AG	Second Secretary	✓
AJ	Member	⚠

S	Item	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price	Curr.	Per	O	Matl Group	Plant
	10	P		30000030	Hand dryer	12,000	EA	D	03.02.2010	10.00	PKR	1	EA	Misc. Items	FBR Head Quarte

Item Detail

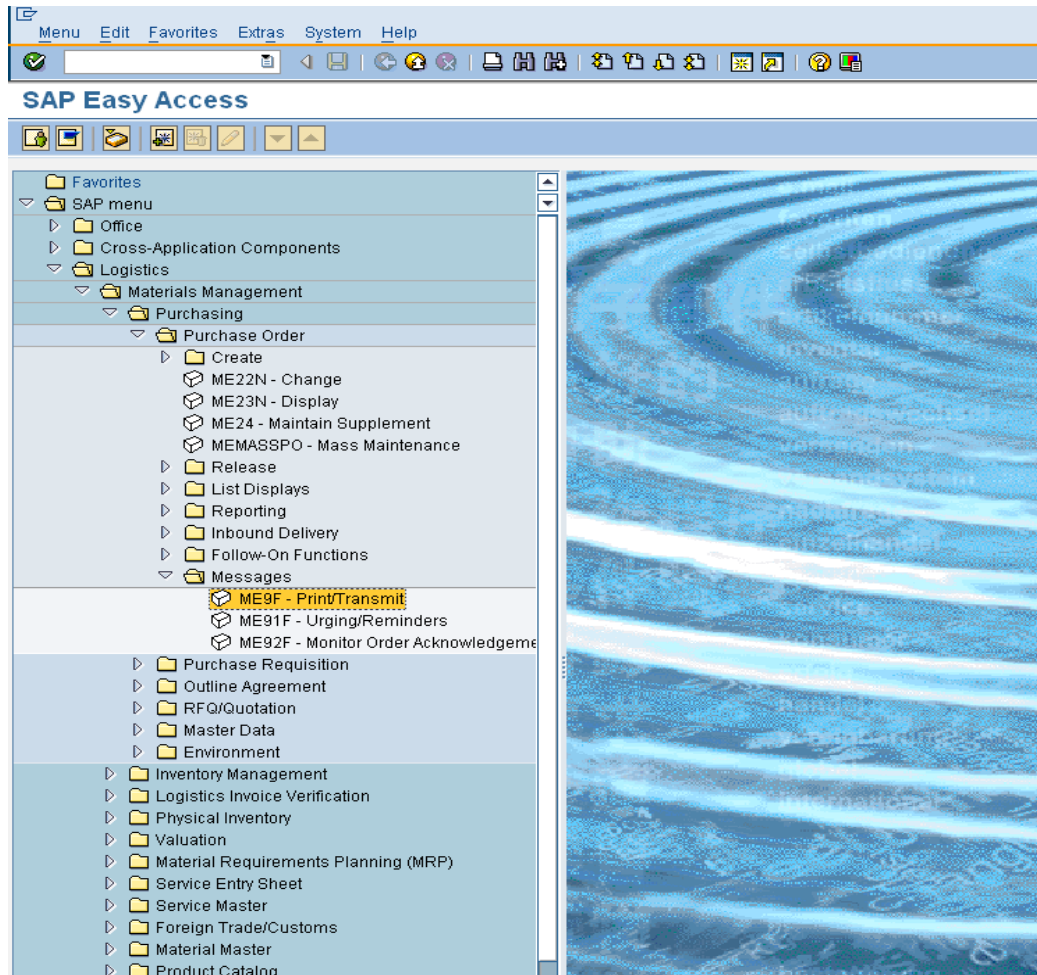
FBR Purchase Local 400000058 changed

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

PURCHASING & INVENTORY MANAGEMENT

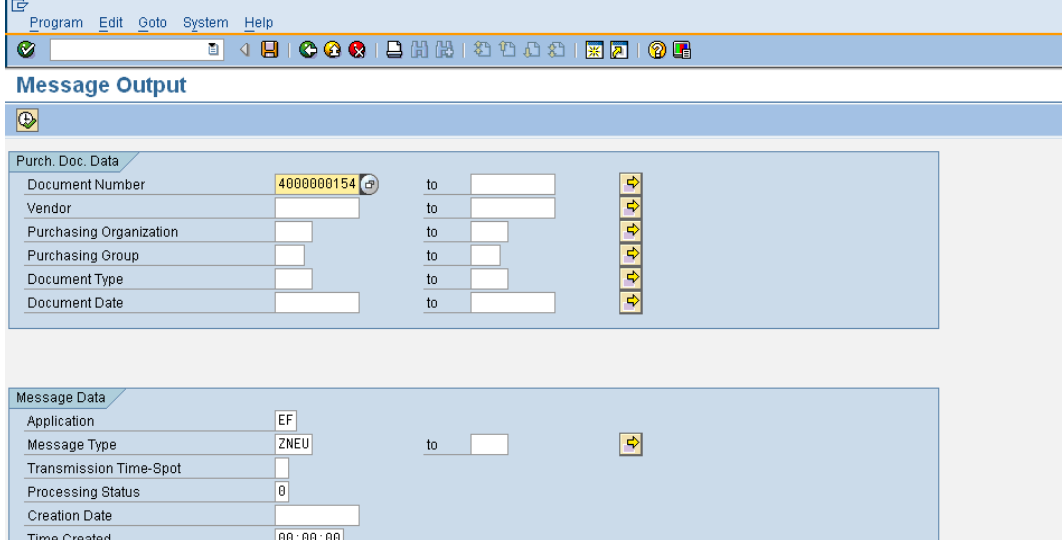
6.7 Printout Purchase Order (PO).

Via Menus	Logistics ----> Materials Management ----> Purchasing ----> Purchase Order ----> Messages ----> ME9F – Print/Transmit
Via Transaction Code	ME9F



PURCHASING & INVENTORY MANAGEMENT

Enter your required data



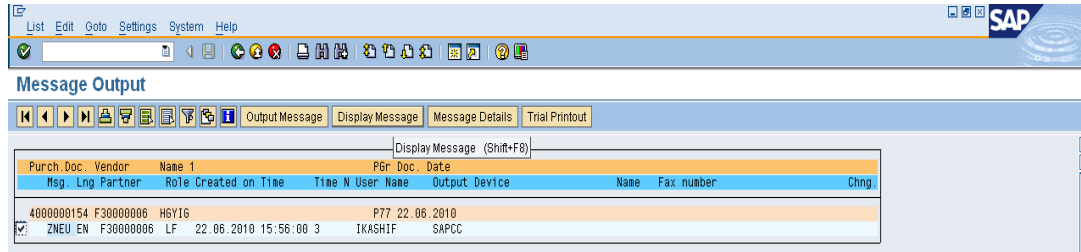
The screenshot shows the SAP interface for entering data. It includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. Below the toolbar is the 'Message Output' section, which is divided into two main areas:

- Purch. Doc. Data:** This section contains several input fields:
 - Document Number: 4000000154
 - Vendor: [Empty]
 - Purchasing Organization: [Empty]
 - Purchasing Group: [Empty]
 - Document Type: [Empty]
 - Document Date: [Empty]
- Message Data:** This section contains several input fields:
 - Application: EF
 - Message Type: ZNEU
 - Transmission Time-Spot: [Empty]
 - Processing Status: 0
 - Creation Date: [Empty]
 - 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.	O	
Purchasing Organization	Denotes the purchasing organization.	O	
Document Type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system.	O	
Document Date	Date on which the purchasing document was created.	O	
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. The output type is predefined for your area of the SAP system	R	
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	

PURCHASING & INVENTORY MANAGEMENT

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



Output Purchase Order (PO):

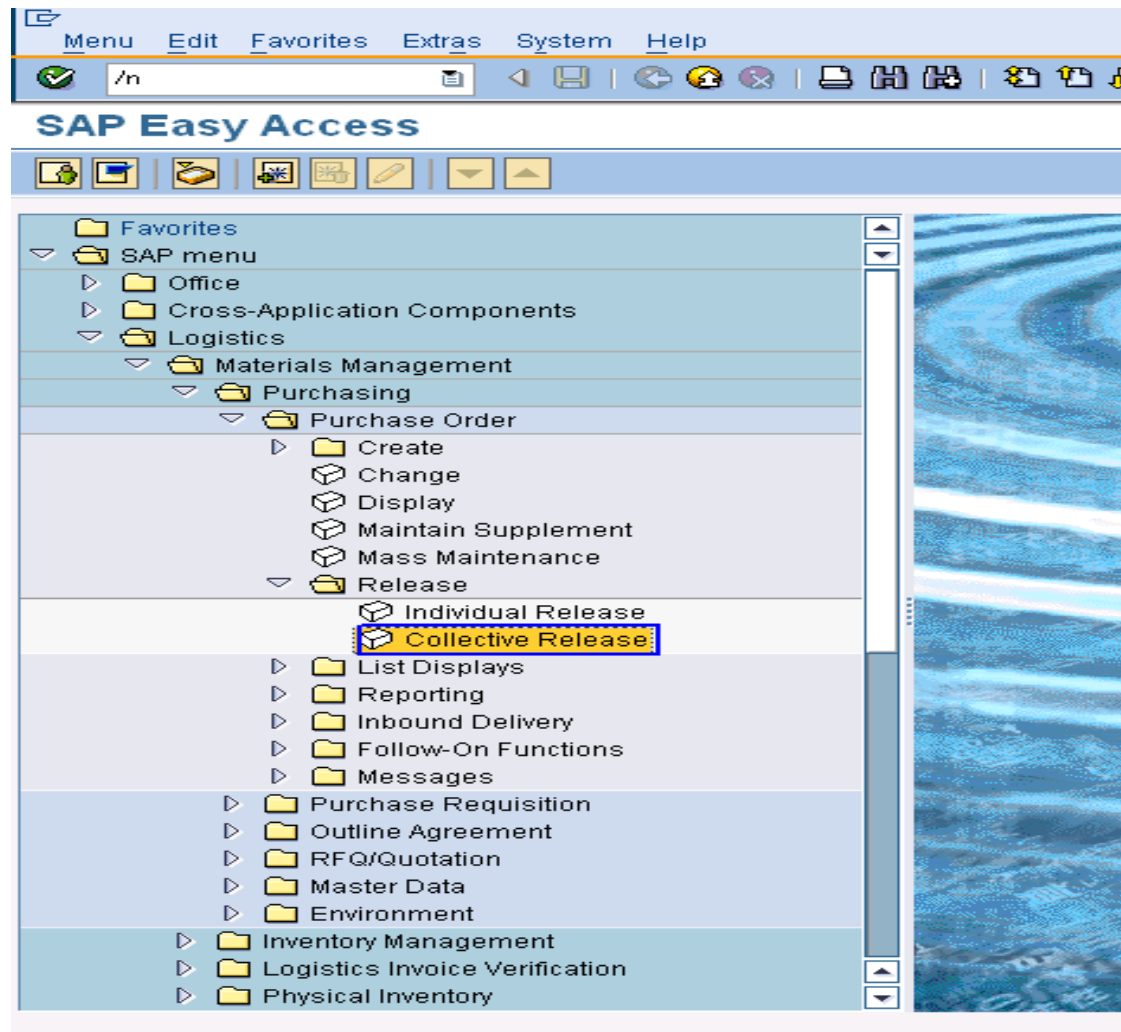
Purchase Order Number : 4000000154			
Reference Number	22nd June, 2010		
To:	HGYIG		
Subject:	<u>Subject</u>		
body Text			
S.NO.	Material Code	Name of Items	Quantity
1	3000332	Ball Liner Free Ink Roller	5
2	3000333	Ball Liner Grip.07	10
3	3000334	Ball Point 7B	15
4	3000335	Ball Liner Free Ink Roller	20
5	3000332	Ball Liner Free Ink Roller	25
6	3000333	Ball Liner Grip.07	30
7	3000334	Ball Point 7B	35
8	3000335	Ball Liner Free Ink Roller	40
9	3000332	Ball Liner Free Ink Roller	45
10	3000333	Ball Liner Grip.07	50
11	3000334	Ball Point 7B	55
12	3000335	Ball Liner Free Ink Roller	60
13	3000332	Ball Liner Free Ink Roller	65
14	3000333	Ball Liner Grip.07	70
15	3000334	Ball Point 7B	75
16	3000335	Ball Liner Free Ink Roller	80
17	3000332	Ball Liner Free Ink Roller	85
18	3000333	Ball Liner Grip.07	10

PURCHASING & INVENTORY MANAGEMENT

6.8 Collective Release of Purchase Order (PO):

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

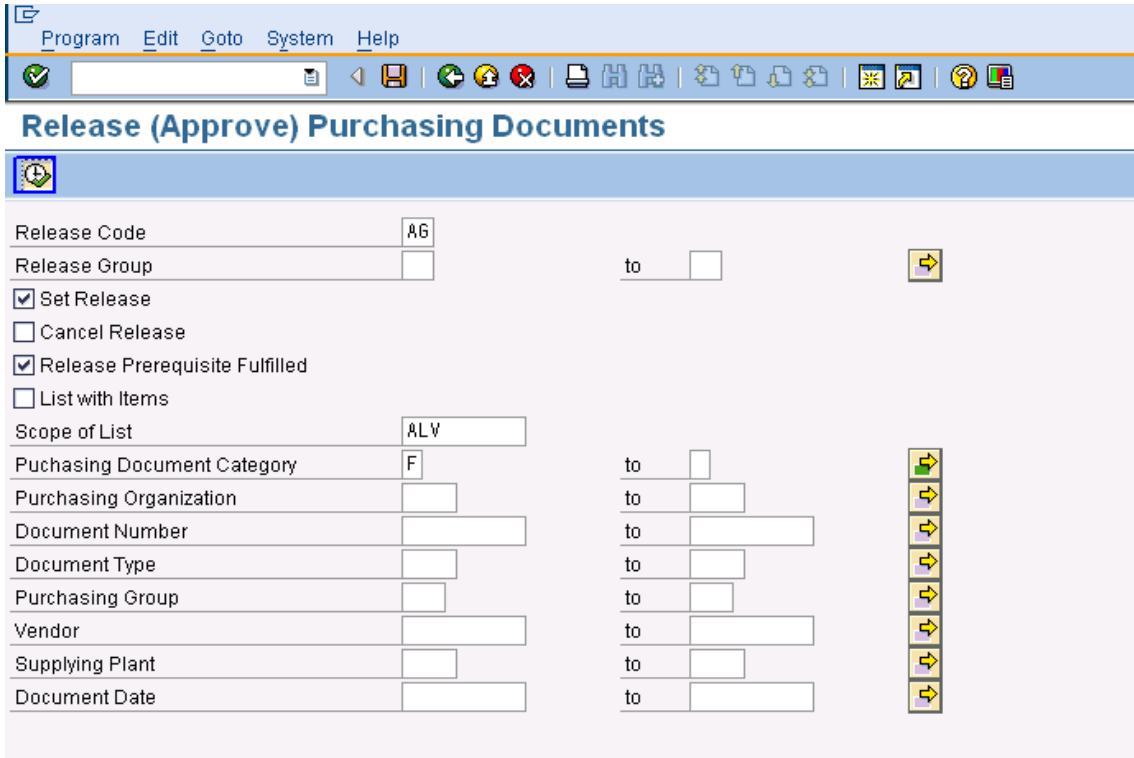
Via Menus	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Release > Collective Release
Via Transaction Code	ME28












PURCHASING & INVENTORY MANAGEMENT

Enter Release Code


Select Release Code to release Purchase Orders collectively.



The screenshot shows the SAP 'Release (Approve) Purchasing Documents' dialog box. It features a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains several input fields and checkboxes:

- Release Code:
- Release Group: to 
- Set Release
- Cancel Release
- Release Prerequisite Fulfilled
- List with Items
- Scope of List:
- Purchasing Document Category: to 
- Purchasing Organization: to 
- Document Number: to 
- Document Type: to 
- Purchasing Group: to 
- Vendor: to 
- 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	O	Check this checkbox
Scope of List	Output display type	O	Select ALV for preview
Purchasing Document Type	Choose Purchasing Document Type	R	Select F (Purchase Order)

Click  Execute icon to execute or Press F8.

PURCHASING & INVENTORY MANAGEMENT

Perform release

SAP

Release Purchasing Documents with Release Code AG

Item	Release	Type	C...	PGr	PO...	Doc. Date	Material	Short Text	Matl Group	D	A	Plant	SLoc	Quantity	OUr	Quantity	SKU	Net price	Crcy	Per	Quantity	OpenTgtQty	To be de
Vendor/supplying plant 30000005																							
Purchasing Document 400000042																							
10		ZP01	F	P77		25.01.2010	3000114	Iron Safer	00045		K	HQ01		500	EA	500	EA	10	PKR	1	0	0	500
Vendor/supplying plant 30000006																							
Purchasing Document 400000035																							
10		ZP01	F	P52		22.01.2010	3000007	Fax Machine	00045		K	HQ01		120	EA	120	EA	10	PKR	1	0	0	120
Purchasing Document 400000036																							
10		ZP01	F	P52		22.01.2010	3000007	Fax Machine	00045		K	HQ01		100	EA	100	EA	10	PKR	1	0	0	100
Vendor/supplying plant ALI co																							
Purchasing Document 400000038																							
10		ZP01	F	P77		22.01.2010	3000113	Hand Dryer	00046		K	HQ01		1	EA	1	EA	10	PKR	1	0	0	1
Vendor/supplying plant Z2 co																							
Purchasing Document 400000043																							
10		ZP01	F	P77		25.01.2010	3000019	Test Material	00045		K	HQ01	L001	150	EA	150	EA	18	PKR	1	0	0	150
Vendor/supplying plant Z3 company																							
Purchasing Document 400000027																							
10		ZP01	F	P01		07.01.2010	3000114	Iron Safer	00045		K	HQ01		76,000	EA	76,000	EA	1	PKR	1	0	0	76,000
Purchasing Document 400000040																							
10		ZP01	F	P77		22.01.2010	3000019	Test Material	00045		K	HQ01	L001	200	EA	200	EA	20	PKR	1	0	0	200
Purchasing Document 400000041																							
10		ZP01	F	P77		22.01.2010	3000019	Test Material	00045		K	HQ01	L001	150	EA	150	EA	50	PKR	1	0	0	150

200 fbrhqdev INS

Click Release icon to release the Purchase Orders that you want to release. You can release more than one document.

PURCHASING & INVENTORY MANAGEMENT

Release done

Release has been performed.

Itm	Release	Type	C	PGr	PO	Doc. Date	Material	Short Text	Matl Group	D	I	A	Plant	SLoc	Quantity	OUr	Quantity	SKU	Net price	Crcy	Per	Quantity	OpenTgtQty	To be de
Vendor/supplying plant 30000005																								
Purchasing Document 4000000042																								
10	✓	ZP01	F	P77		25.01.2010	3000114	Iron Safer	00045			K	HQ01		500	EA	500	EA	10	PKR	1	0	0	500
Vendor/supplying plant 30000006																								
Purchasing Document 4000000035																								
10	✓	ZP01	F	P52		22.01.2010	3000007	Fax Machine	00045			K	HQ01		120	EA	120	EA	10	PKR	1	0	0	120
Purchasing Document 4000000036																								
10	✓	ZP01	F	P52		22.01.2010	3000007	Fax Machine	00045			K	HQ01		100	EA	100	EA	10	PKR	1	0	0	100
Vendor/supplying plant ALI co																								
Purchasing Document 4000000038																								
10	✓	ZP01	F	P77		22.01.2010	3000113	Hand Dryer	00046			K	HQ01		1	EA	1	EA	10	PKR	1	0	0	1
Vendor/supplying plant Z2 co																								
Purchasing Document 4000000043																								
10	✓	ZP01	F	P77		25.01.2010	3000019	Test Material	00045			K	HQ01	L001	150	EA	150	EA	18	PKR	1	0	0	150
Vendor/supplying plant Z3 company																								
Purchasing Document 4000000027																								
10	✓	ZP01	F	P01		07.01.2010	3000114	Iron Safer	00045			K	HQ01		76,000	EA	76,000	EA	1	PKR	1	0	0	76,000
Purchasing Document 4000000040																								
10	✓	ZP01	F	P77		22.01.2010	3000019	Test Material	00045			K	HQ01	L001	200	EA	200	EA	20	PKR	1	0	0	200
Purchasing Document 4000000041																								
10	✓	ZP01	F	P77		22.01.2010	3000019	Test Material	00045			K	HQ01	L001	150	EA	150	EA	50	PKR	1	0	0	150

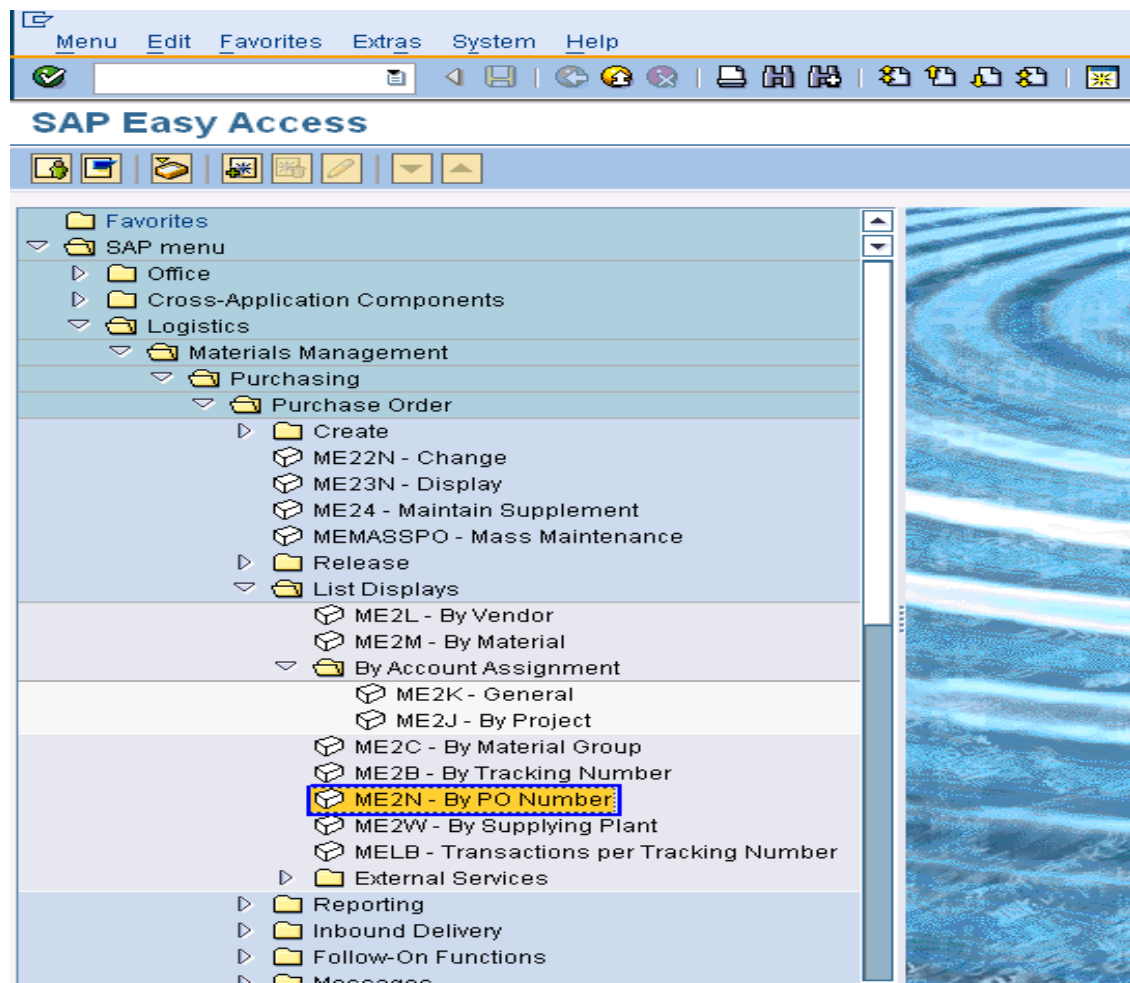
Releases are saved as these are performed. Click Back icon to exit this screen.

PURCHASING & INVENTORY MANAGEMENT

6.9 Purchase Order (PO) Report by Purchase Order Number

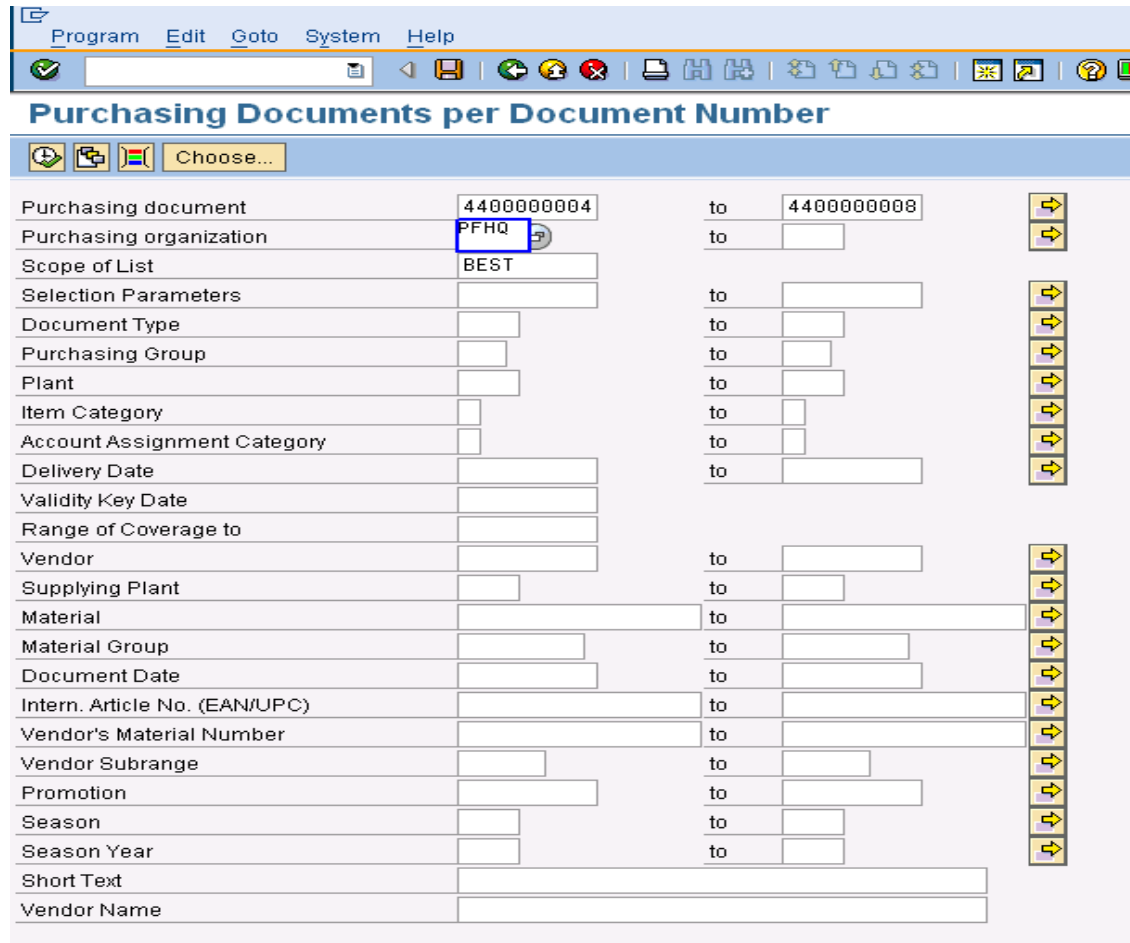
Access the report following this Menu Path;

Via Menus	SAP menu > Logistics > Materials Management > Purchasing > Purchase Order > List Displays > By PO Number
Via Transaction Code	ME2N



PURCHASING & INVENTORY MANAGEMENT

Document Number

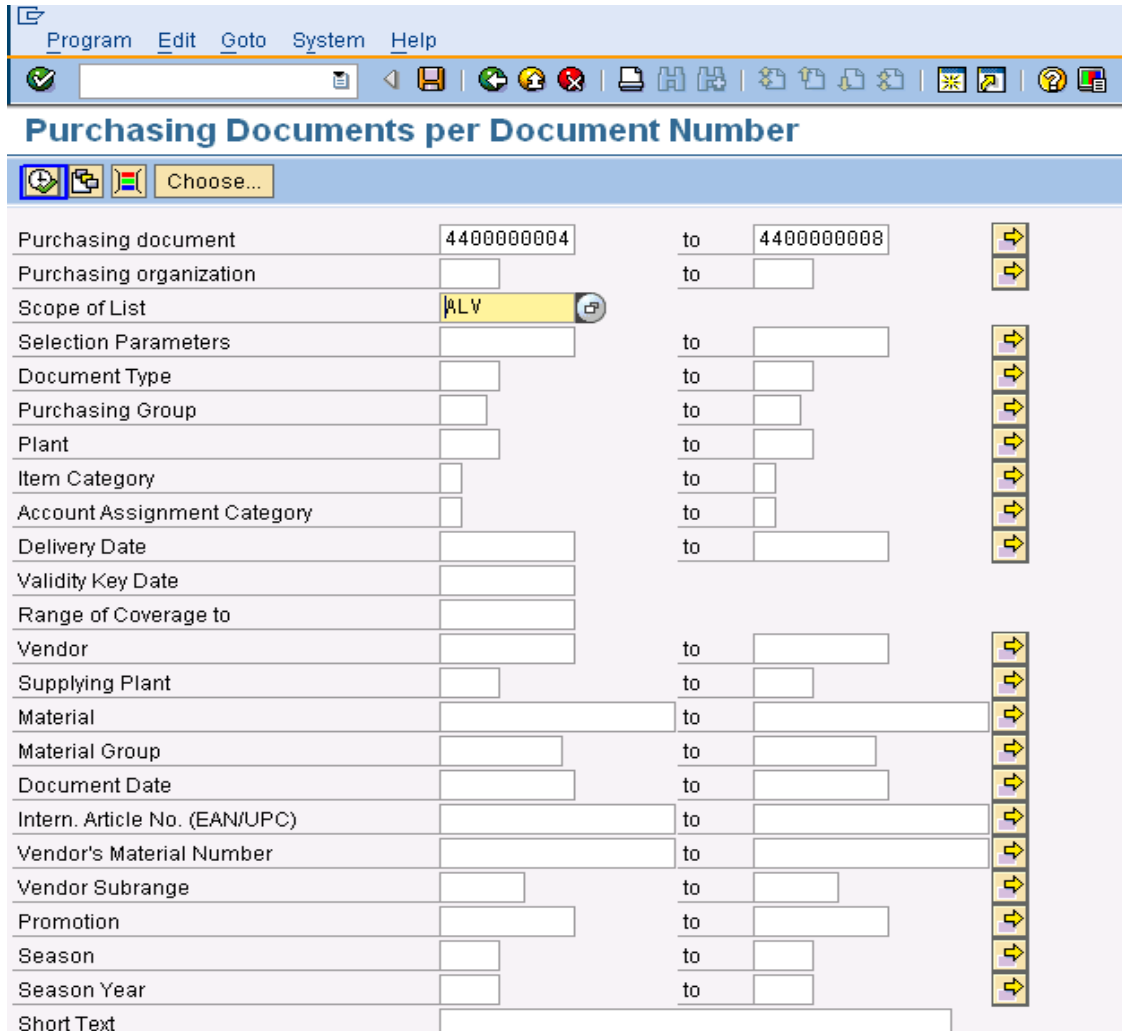


The screenshot shows the SAP 'Purchasing Documents per Document Number' selection screen. The title bar includes 'Program Edit Goto System Help'. The main area contains a list of selection criteria with input fields and 'to' fields for ranges. A 'Choose...' button is visible at the top left of the selection area. The 'Purchasing document' field is set to '4400000004' and 'to' '4400000008'. The 'Purchasing organization' field is set to 'PFHQ'. The 'Scope of List' is set to 'BEST'. Other fields like 'Selection Parameters', 'Document Type', 'Purchasing Group', 'Plant', 'Item Category', 'Account Assignment Category', 'Delivery Date', 'Validity Key Date', 'Range of Coverage to', 'Vendor', 'Supplying Plant', 'Material', 'Material Group', 'Document Date', 'Intern. Article No. (EAN/UPC)', 'Vendor's Material Number', 'Vendor Subrange', 'Promotion', 'Season', 'Season Year', 'Short Text', and 'Vendor Name' are also present with empty input fields.

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


PURCHASING & INVENTORY MANAGEMENT

Execute the report



The screenshot shows the SAP 'Purchasing Documents per Document Number' selection screen. The 'Scope of List' field is highlighted in yellow and contains the text 'ALV'. Other fields include 'Purchasing document' (4400000004 to 4400000008), 'Purchasing organization', 'Selection Parameters', 'Document Type', 'Purchasing Group', 'Plant', 'Item Category', 'Account Assignment Category', 'Delivery Date', 'Validity Key Date', 'Range of Coverage to', 'Vendor', 'Supplying Plant', 'Material', 'Material Group', 'Document Date', 'Intern. Article No. (EAN/UPC)', 'Vendor's Material Number', 'Vendor Subrange', 'Promotion', 'Season', 'Season Year', and 'Short Text'. Each field has a corresponding 'to' field and a double-headed arrow icon.

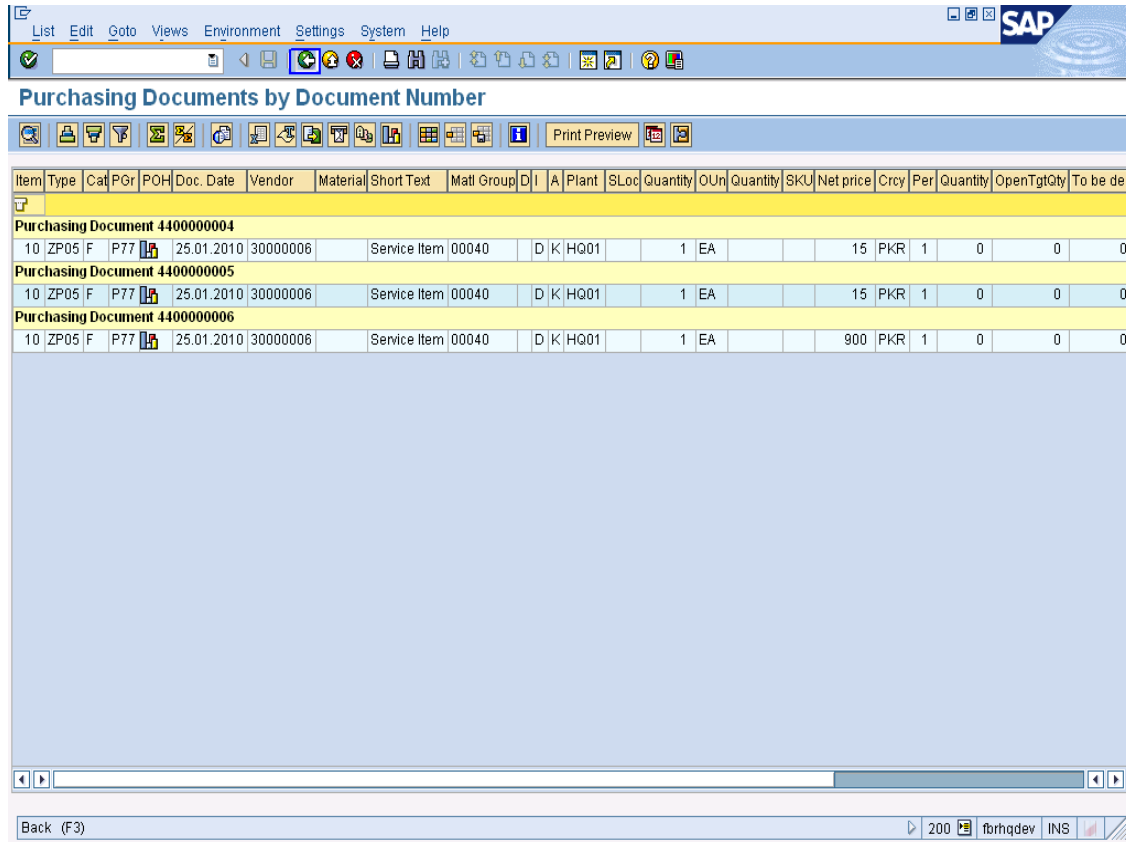
Field Name	Description	R/O/C	Comments
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	O	

Click  Execute icon or Press F8.

PURCHASING & INVENTORY MANAGEMENT

Result of Report

Output of report will be displayed as shown below;



The screenshot shows the SAP interface for the report 'Purchasing Documents by Document Number'. The report displays a table with columns for Item, Type, Cat, PGr, POH, Doc. Date, Vendor, Material, Short Text, Matl Group, D, I, A, Plant, SLoc, Quantity, OUn, Quantity, SKU, Net price, CrCy, Per, Quantity, OpenTgtQty, and To be del. The data is organized into three sections, each starting with a yellow header row: 'Purchasing Document 4400000004', 'Purchasing Document 4400000005', and 'Purchasing Document 4400000006'. Each section contains one data row with values for the respective columns.

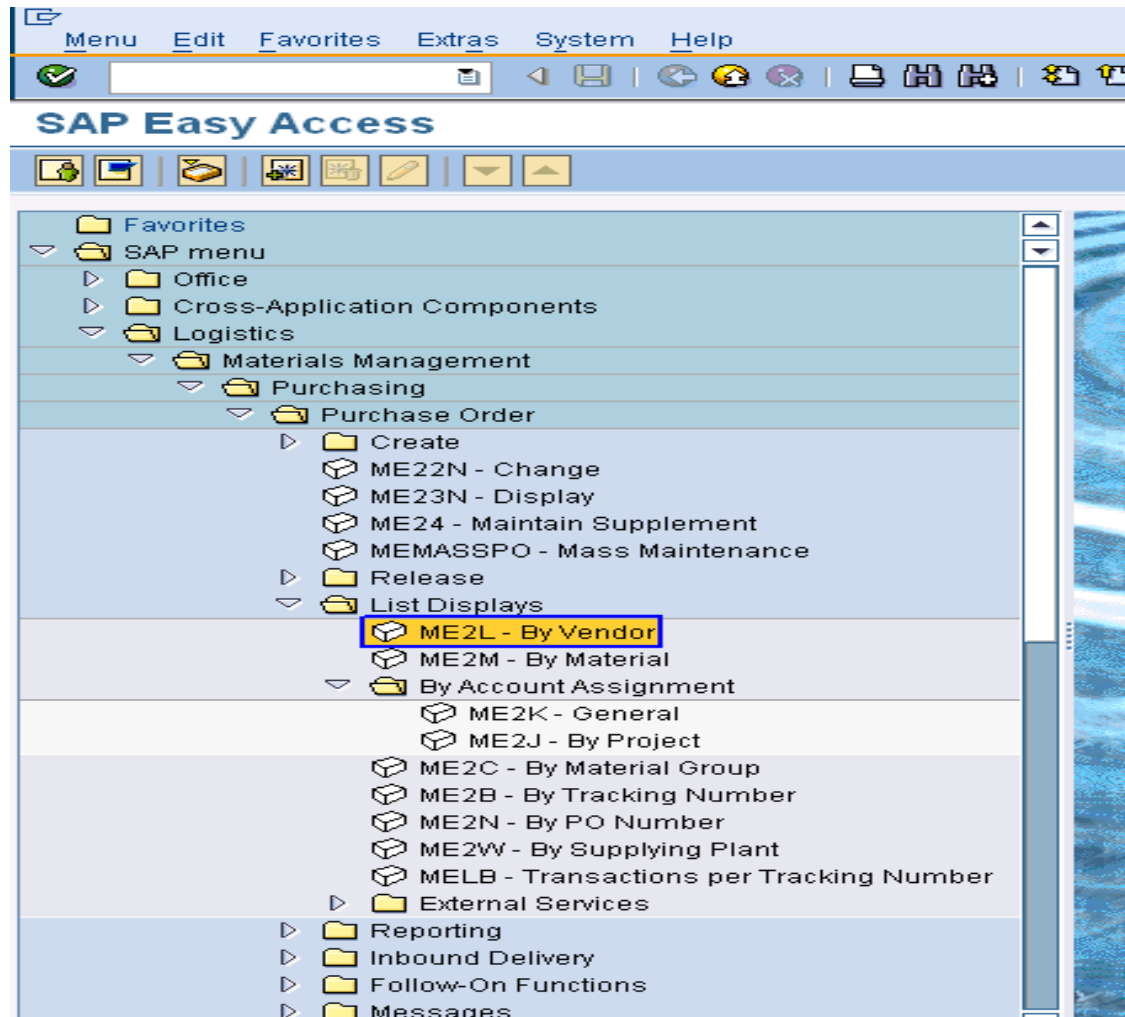
Item	Type	Cat	PGr	POH	Doc. Date	Vendor	Material	Short Text	Matl Group	D	I	A	Plant	SLoc	Quantity	OUn	Quantity	SKU	Net price	CrCy	Per	Quantity	OpenTgtQty	To be del	
Purchasing Document 4400000004																									
10	ZP05	F	P77		25.01.2010	30000006		Service Item	00040				D K	HQ01			1	EA			15	PKR	1	0	0
Purchasing Document 4400000005																									
10	ZP05	F	P77		25.01.2010	30000006		Service Item	00040				D K	HQ01			1	EA			15	PKR	1	0	0
Purchasing Document 4400000006																									
10	ZP05	F	P77		25.01.2010	30000006		Service Item	00040				D K	HQ01			1	EA			900	PKR	1	0	0

PURCHASING & INVENTORY MANAGEMENT

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



PURCHASING & INVENTORY MANAGEMENT

Selection criteria

Purchasing Documents per Vendor

Choose...

Execute (F8) 30000005 to

Purchasing Organization to

Scope of List ALV

Selection Parameters to

Document Type to

Purchasing Group to

Plant to

Item Category to

Account Assignment Category to

Delivery Date to

Validity Key Date

Range of Coverage to

Document Number 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

Season to

Season Year to

Short Text

Vendor Name

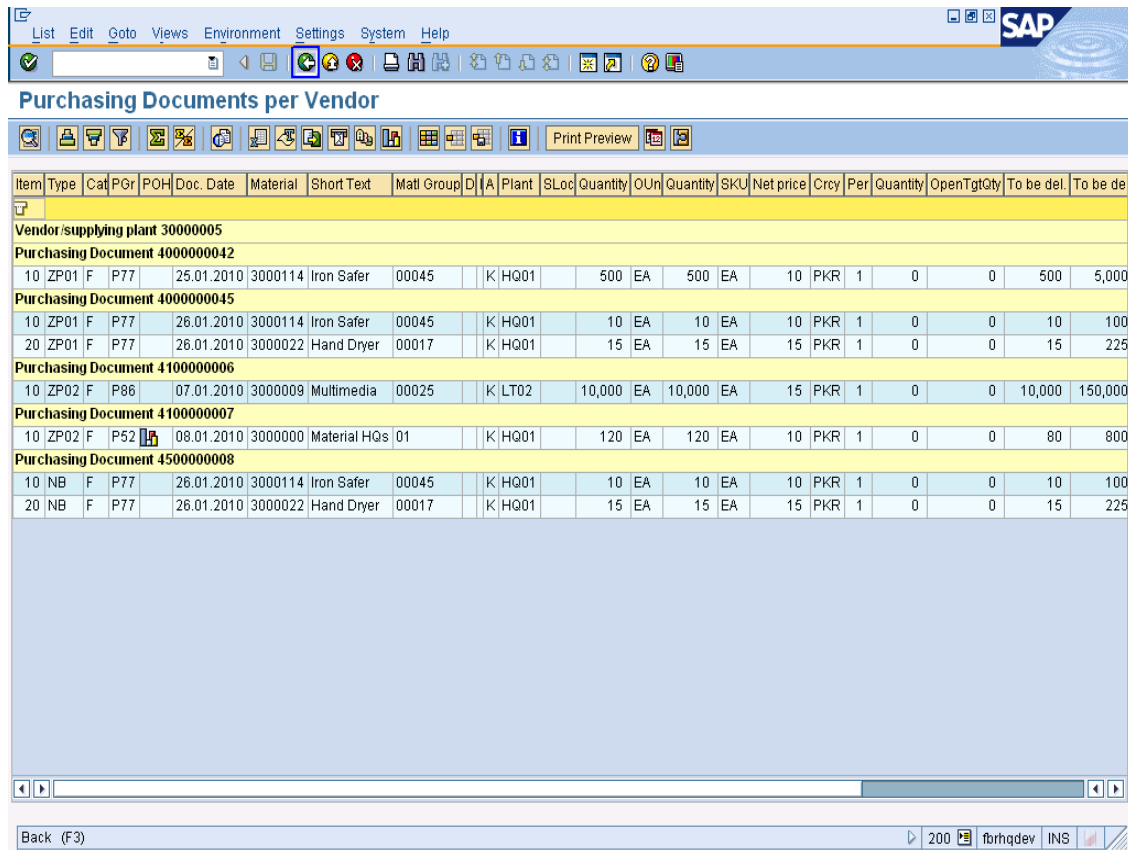
Field Name	Description	R/O/C	Comments
Vendor	Vendor(s) can be selected to view the Purchasing Documents posted against them	R	
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	O	

Click Execute icon or Press F8.

PURCHASING & INVENTORY MANAGEMENT

Output of Report

Output of report will be displayed as shown below;



The screenshot shows the SAP 'Purchasing Documents per Vendor' report. The interface includes a menu bar (List, Edit, Goto, Views, Environment, Settings, System, Help) and a toolbar with various icons. The report title is 'Purchasing Documents per Vendor' and it includes a 'Print Preview' button. The data is presented in a table with the following columns: Item, Type, Cat, PGr, POH, Doc. Date, Material, Short Text, Matl Group, D, A, Plant, SLoc, Quantity, OUn, Quantity, SKU, Net price, Crcy, Per, Quantity, OpenTgtQty, To be del., and To be de.

Item	Type	Cat	PGr	POH	Doc. Date	Material	Short Text	Matl Group	D	A	Plant	SLoc	Quantity	OUn	Quantity	SKU	Net price	Crcy	Per	Quantity	OpenTgtQty	To be del.	To be de
Vendor/supplying plant 30000005																							
Purchasing Document 400000042																							
10	ZP01	F	P77		25.01.2010	3000114	Iron Safer	00045			K HQ01		500	EA	500	EA	10	PKR	1	0	0	500	5,000
Purchasing Document 400000045																							
10	ZP01	F	P77		26.01.2010	3000114	Iron Safer	00045			K HQ01		10	EA	10	EA	10	PKR	1	0	0	10	100
20	ZP01	F	P77		26.01.2010	3000022	Hand Dryer	00017			K HQ01		15	EA	15	EA	15	PKR	1	0	0	15	225
Purchasing Document 410000006																							
10	ZP02	F	P86		07.01.2010	3000009	Multimedia	00025			K LT02		10,000	EA	10,000	EA	15	PKR	1	0	0	10,000	150,000
Purchasing Document 410000007																							
10	ZP02	F	P52		08.01.2010	3000000	Material HQs	01			K HQ01		120	EA	120	EA	10	PKR	1	0	0	80	800
Purchasing Document 450000008																							
10	NB	F	P77		26.01.2010	3000114	Iron Safer	00045			K HQ01		10	EA	10	EA	10	PKR	1	0	0	10	100
20	NB	F	P77		26.01.2010	3000022	Hand Dryer	00017			K HQ01		15	EA	15	EA	15	PKR	1	0	0	15	225

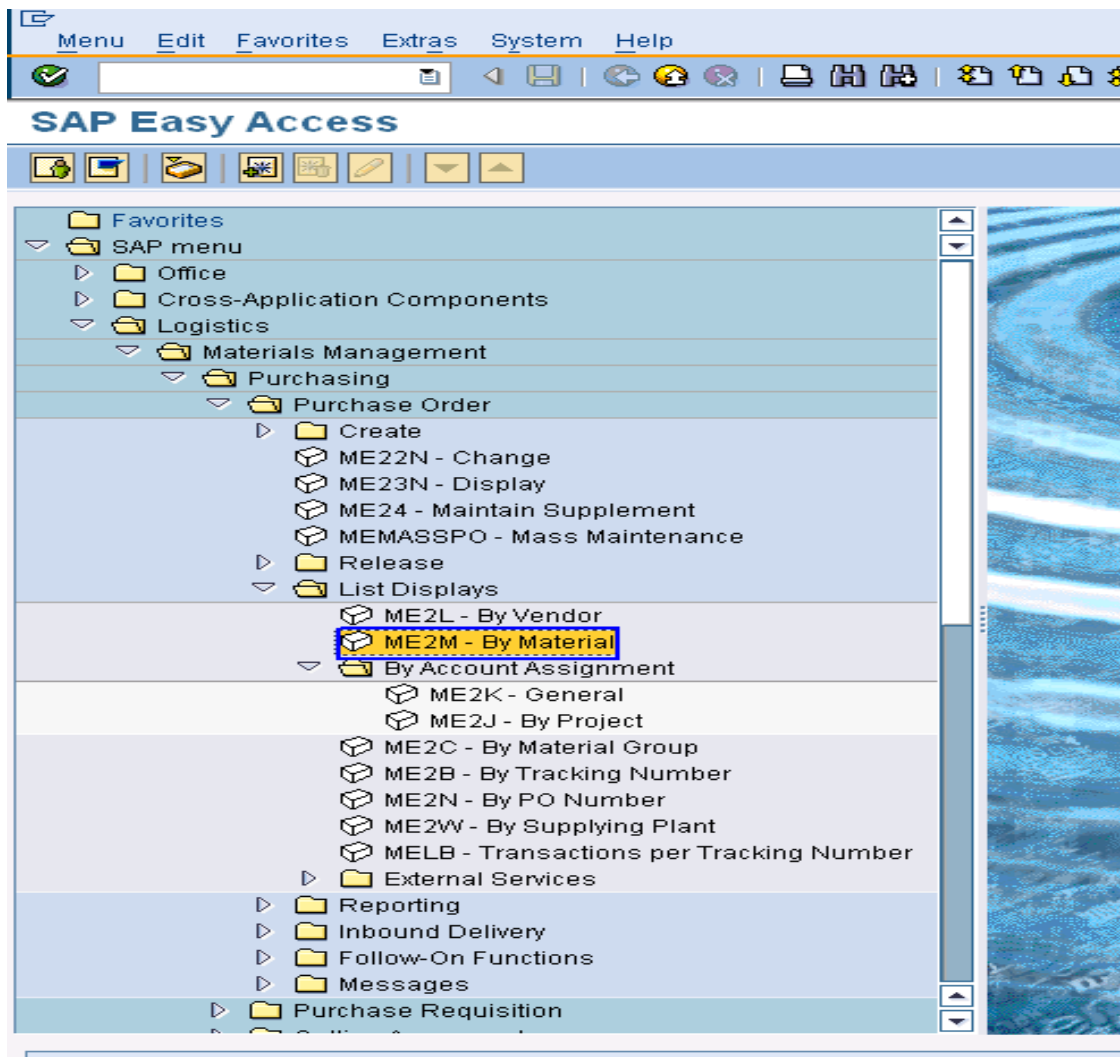
At the bottom of the screenshot, there is a status bar showing 'Back (F3)', a page number '200', and a user ID 'fbrhqdev'.

PURCHASING & INVENTORY MANAGEMENT

6.11 Purchase Order List - Material wise

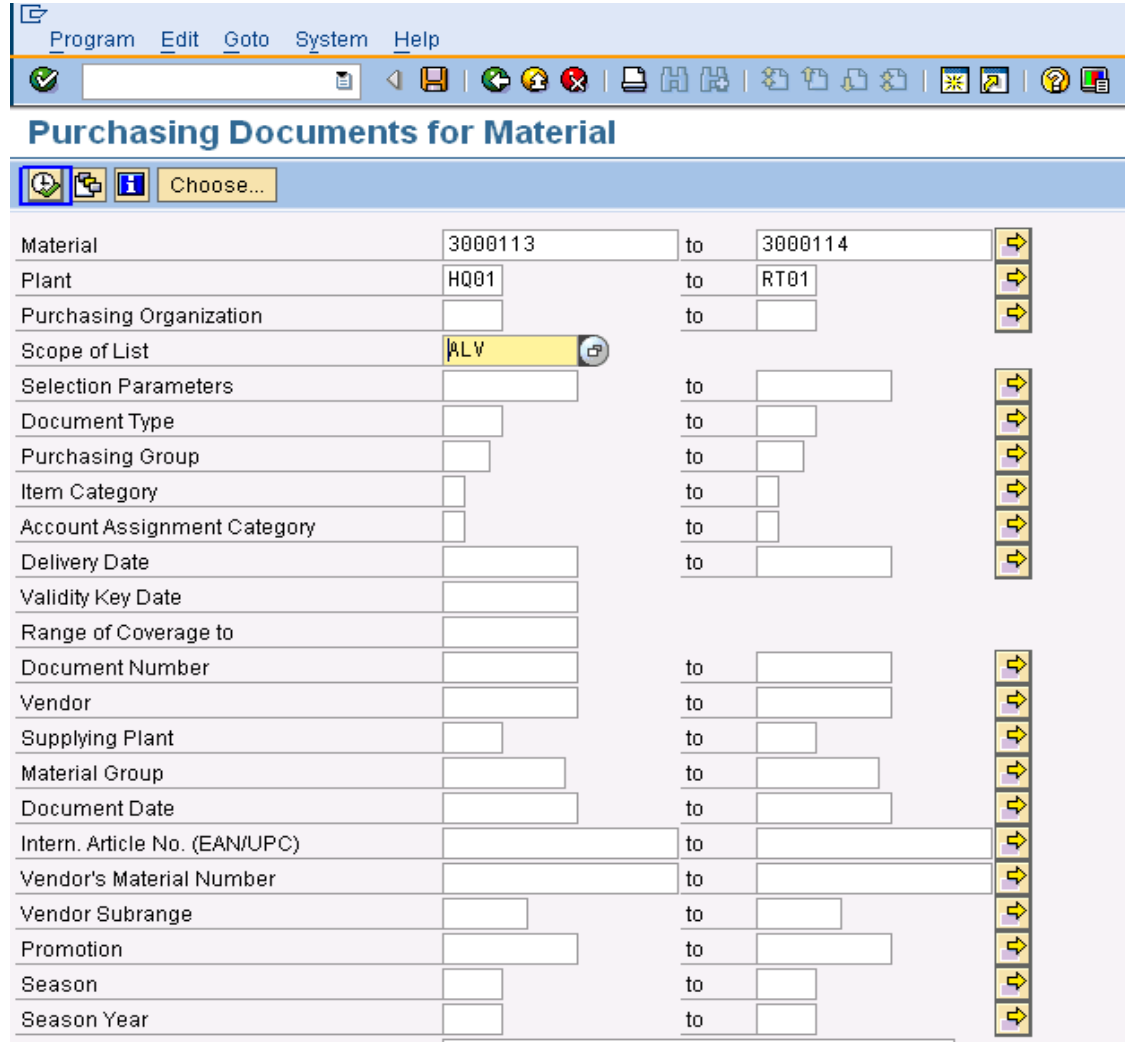
Access the report following this Menu Path;

Via Menus	SAP menu > Logistics > Materials Management > Purchasing > Purchase Order > List Displays > By Material
Via Transaction Code	ME2M



PURCHASING & INVENTORY MANAGEMENT


Material Selection



The screenshot shows the SAP 'Purchasing Documents for Material' selection screen. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The title bar reads 'Purchasing Documents for Material'. Below the title bar, there are several icons and a 'Choose...' button. The main area contains a list of selection criteria, each with a text input field, a 'to' field, and a dropdown arrow icon on the right. The 'Scope of List' field is currently set to 'ALV'.

Material	3000113	to	3000114	↓
Plant	HQ01	to	RT01	↓
Purchasing Organization		to		↓
Scope of List	ALV			↓
Selection Parameters		to		↓
Document Type		to		↓
Purchasing Group		to		↓
Item Category		to		↓
Account Assignment Category		to		↓
Delivery Date		to		↓
Validity Key Date				
Range of Coverage to				
Document Number		to		↓
Vendor		to		↓
Supplying Plant		to		↓
Material Group		to		↓
Document Date		to		↓
Intern. Article No. (EAN/UPC)		to		↓
Vendor's Material Number		to		↓
Vendor Subrange		to		↓
Promotion		to		↓
Season		to		↓
Season Year		to		↓

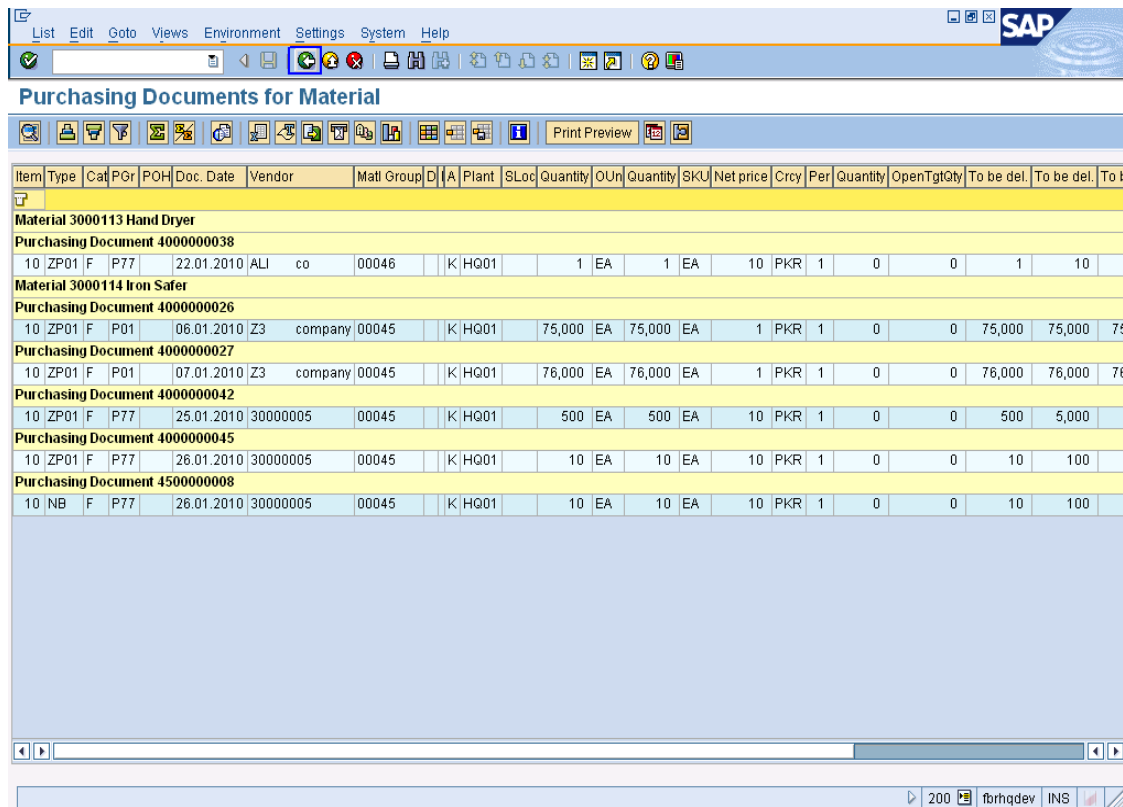
Field Name	Description	R/O/C	Comments
Material	Material(s) can be selected to view the documents posted for such materials	R	Enter Material no.
Plant	Plant where Materials is being maintained	O	Enter Plant "HQ01"
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	O	

Click  Execute icon or Press F8.

PURCHASING & INVENTORY MANAGEMENT

Output of Report

Output of report will be displayed as shown below;



The screenshot shows the SAP interface for the report 'Purchasing Documents for Material'. The report displays a list of purchasing documents for three materials: 3000113 Hand Dryer, 3000114 Iron Safer, and 450000008. The table includes columns for Item, Type, Cat, PGR, POH, Doc. Date, Vendor, Mat Group, D, A, Plant, SLoc, Quantity, OUn, Quantity, SKU, Net price, Crcy, Per, Quantity, OpenTgtQty, To be del., and To be del. The data is organized into sections for each material, with sub-sections for 'Purchasing Document' and individual document entries.

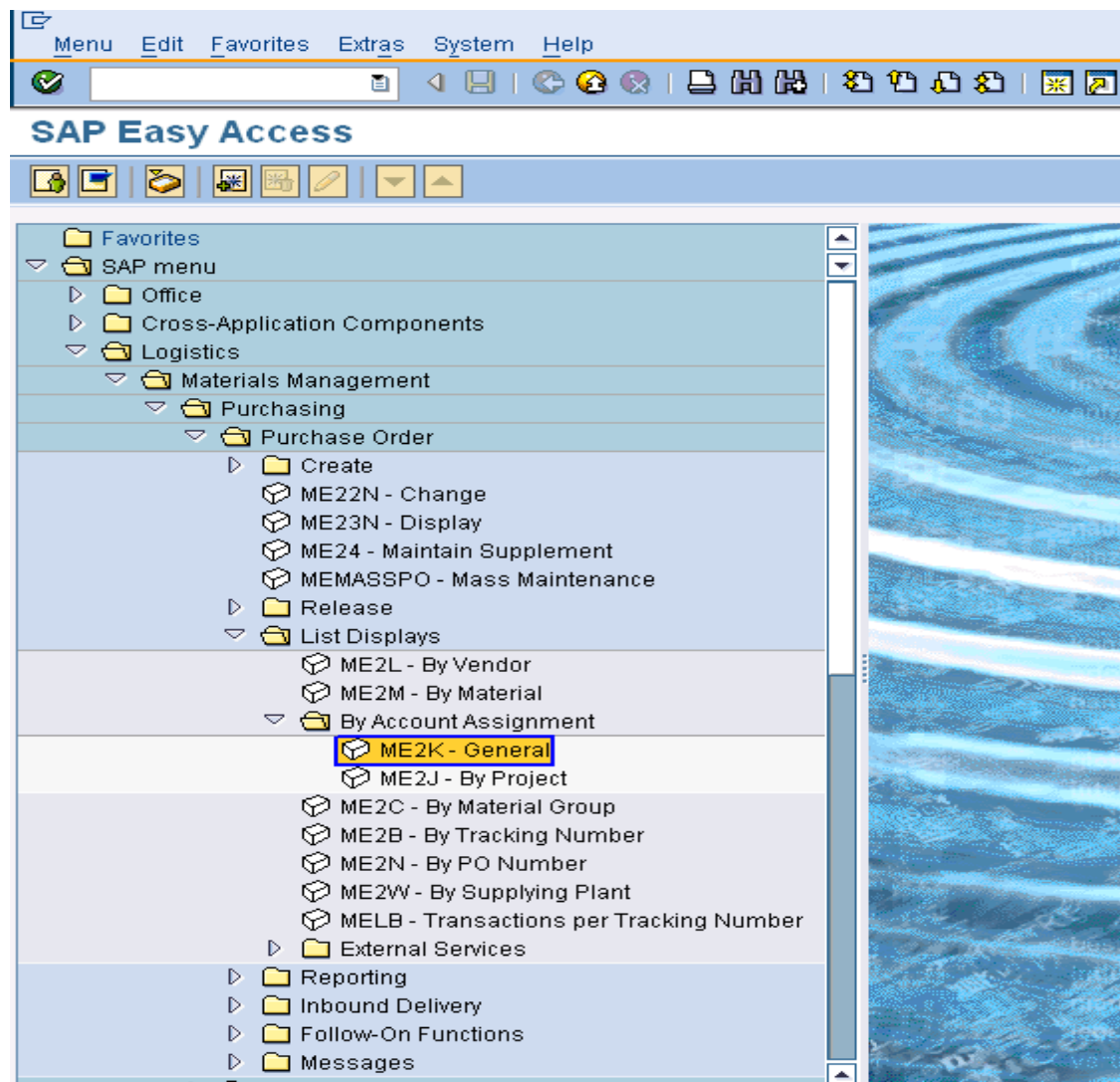
Item	Type	Cat	PGR	POH	Doc. Date	Vendor	Mat Group	D	A	Plant	SLoc	Quantity	OUn	Quantity	SKU	Net price	Crcy	Per	Quantity	OpenTgtQty	To be del.	To be del.	To be del.
Material 3000113 Hand Dryer																							
Purchasing Document 4000000038																							
10	ZP01	F	P77		22.01.2010	ALI co	00046			K HQ01		1	EA	1	EA	10	PKR	1	0	0	1	10	
Material 3000114 Iron Safer																							
Purchasing Document 4000000026																							
10	ZP01	F	P01		06.01.2010	Z3 company	00045			K HQ01		75,000	EA	75,000	EA	1	PKR	1	0	0	75,000	75,000	75
Purchasing Document 4000000027																							
10	ZP01	F	P01		07.01.2010	Z3 company	00045			K HQ01		76,000	EA	76,000	EA	1	PKR	1	0	0	76,000	76,000	76
Purchasing Document 4000000042																							
10	ZP01	F	P77		25.01.2010	300000005	00045			K HQ01		500	EA	500	EA	10	PKR	1	0	0	500	5,000	
Purchasing Document 4000000045																							
10	ZP01	F	P77		26.01.2010	300000005	00045			K HQ01		10	EA	10	EA	10	PKR	1	0	0	10	100	
Purchasing Document 4500000008																							
10	NB	F	P77		26.01.2010	300000005	00045			K HQ01		10	EA	10	EA	10	PKR	1	0	0	10	100	

PURCHASING & INVENTORY MANAGEMENT

6.12 Purchase Order (PO) Report by Cost Center

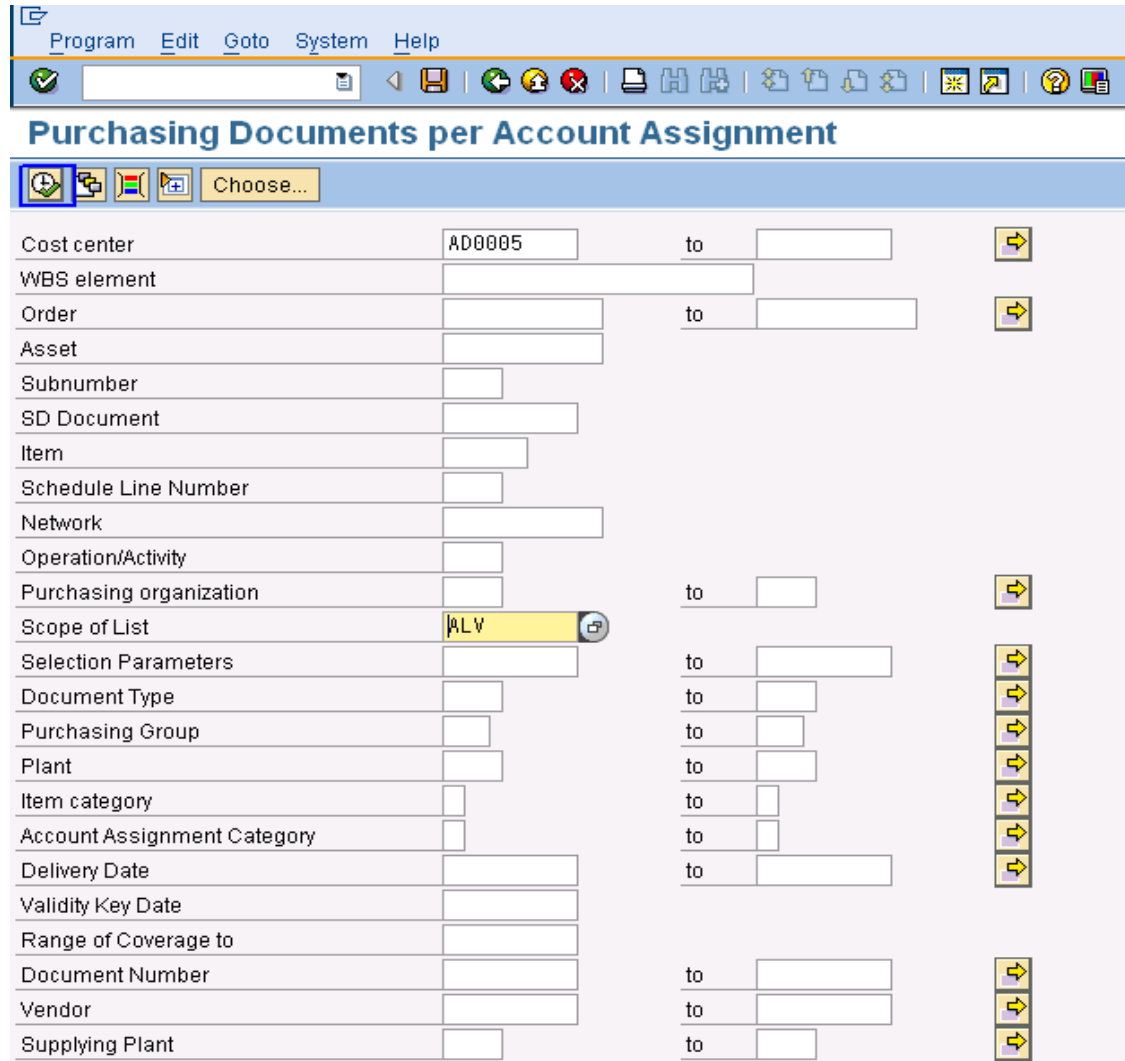
Access the report following this Menu Path;

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



PURCHASING & INVENTORY MANAGEMENT


Selection Criteria



The screenshot shows the SAP 'Purchasing Documents per Account Assignment' selection criteria screen. The 'Scope of List' field is highlighted in yellow and contains the value 'ALV'. Other fields include Cost center (AD0005), WBS element, Order, Asset, Subnumber, SD Document, Item, Schedule Line Number, Network, Operation/Activity, Purchasing organization, Selection Parameters, Document Type, Purchasing Group, Plant, Item category, Account Assignment Category, Delivery Date, Validity Key Date, Range of Coverage to, Document Number, Vendor, and Supplying Plant. Each field has a corresponding input box and a right-pointing arrow button.

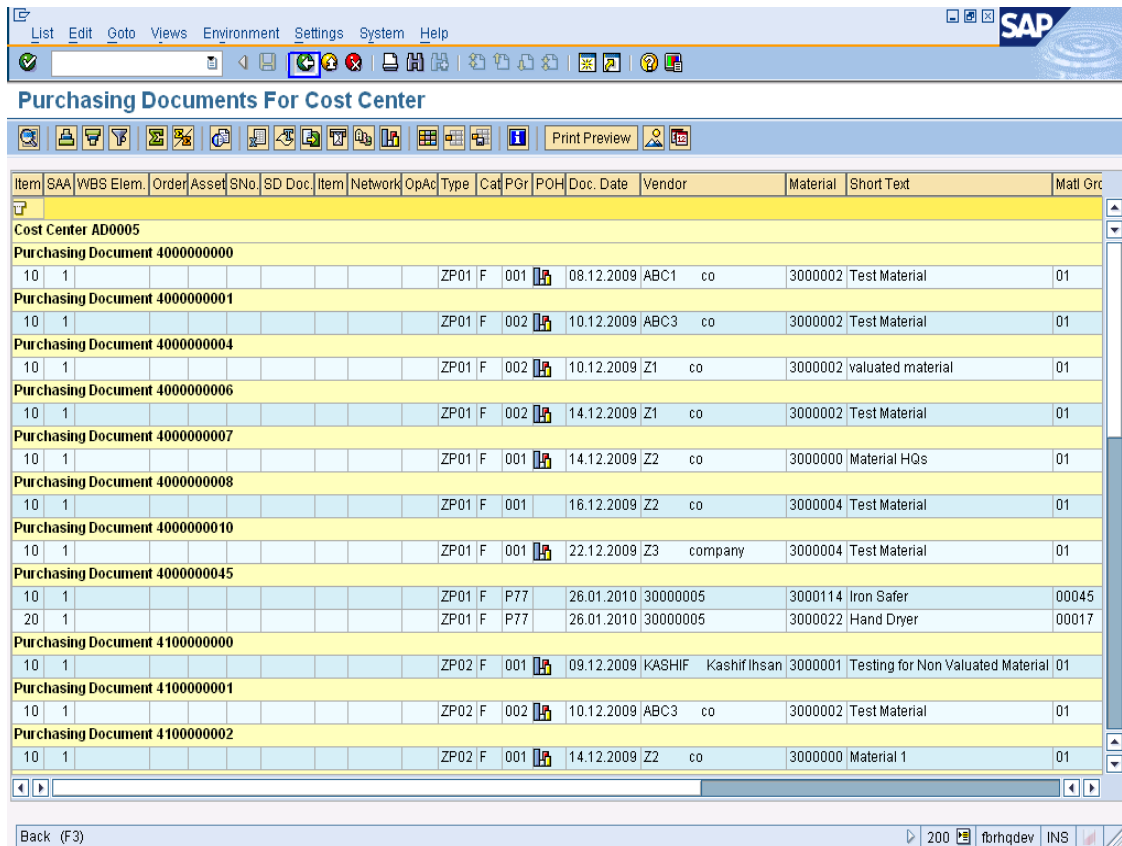
Field Name	Description	R/O/C	Comments
Cost Center	Cost Center(s) for which documents have been generated	R	Enter Cost Center AD0005
Scope of List	Choose the ALV grid as Scope of List to view the report in ALV format	O	

PURCHASING & INVENTORY MANAGEMENT

Click  Execute icon or Press F8.

Result of Report

Output of report will be displayed as shown below;



The screenshot shows the SAP interface for the report 'Purchasing Documents For Cost Center'. The report is filtered for Cost Center AD0005. The table below represents the data displayed in the report.

Item	SAA	WBS Elem.	Order	Asset	SNo	SD Doc.	Item	Network	OpAc	Type	Cat	PGr	POH	Doc. Date	Vendor	Material	Short Text	Matl Grc	
Cost Center AD0005																			
Purchasing Document 4000000000																			
10	1									ZP01	F	001		08.12.2009	ABC1	co	3000002	Test Material	01
Purchasing Document 4000000001																			
10	1									ZP01	F	002		10.12.2009	ABC3	co	3000002	Test Material	01
Purchasing Document 4000000004																			
10	1									ZP01	F	002		10.12.2009	Z1	co	3000002	valuated material	01
Purchasing Document 4000000006																			
10	1									ZP01	F	002		14.12.2009	Z1	co	3000002	Test Material	01
Purchasing Document 4000000007																			
10	1									ZP01	F	001		14.12.2009	Z2	co	3000000	Material HQs	01
Purchasing Document 4000000008																			
10	1									ZP01	F	001		16.12.2009	Z2	co	3000004	Test Material	01
Purchasing Document 4000000010																			
10	1									ZP01	F	001		22.12.2009	Z3	company	3000004	Test Material	01
Purchasing Document 4000000045																			
10	1									ZP01	F	P77		26.01.2010	30000005		3000114	Iron Safer	00045
20	1									ZP01	F	P77		26.01.2010	30000005		3000022	Hand Dryer	00017
Purchasing Document 4100000000																			
10	1									ZP02	F	001		09.12.2009	KASHIF	Kashif Ihsan	3000001	Testing for Non Valuated Material	01
Purchasing Document 4100000001																			
10	1									ZP02	F	002		10.12.2009	ABC3	co	3000002	Test Material	01
Purchasing Document 4100000002																			
10	1									ZP02	F	001		14.12.2009	Z2	co	3000000	Material 1	01

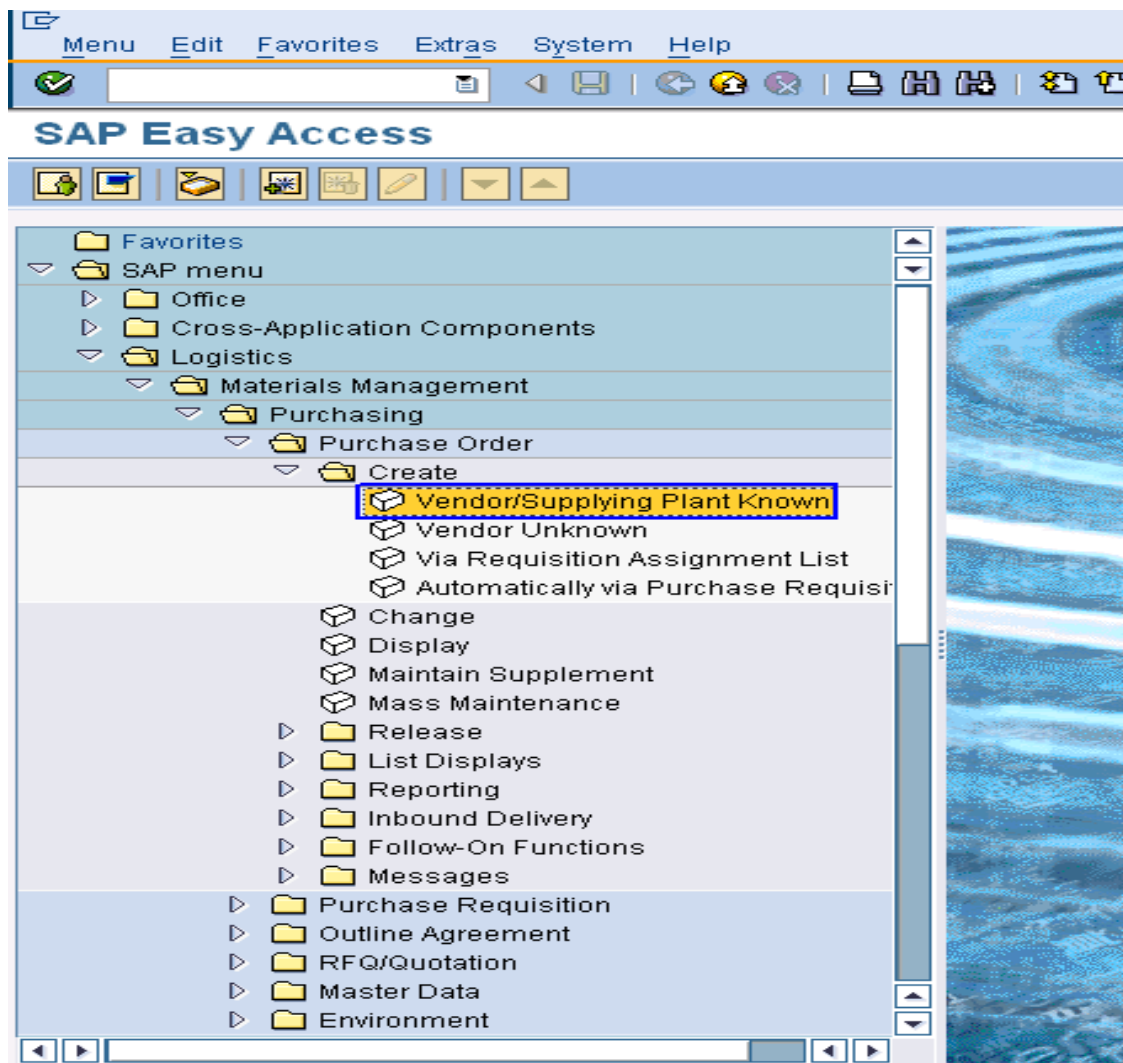
At the bottom of the screenshot, the status bar shows 'Back (F3)', page number '200', and user 'fbrhqdev'.

PURCHASING & INVENTORY MANAGEMENT

6.13 Create Service Purchase Order (PO)

Access the transaction using following Menu Path;

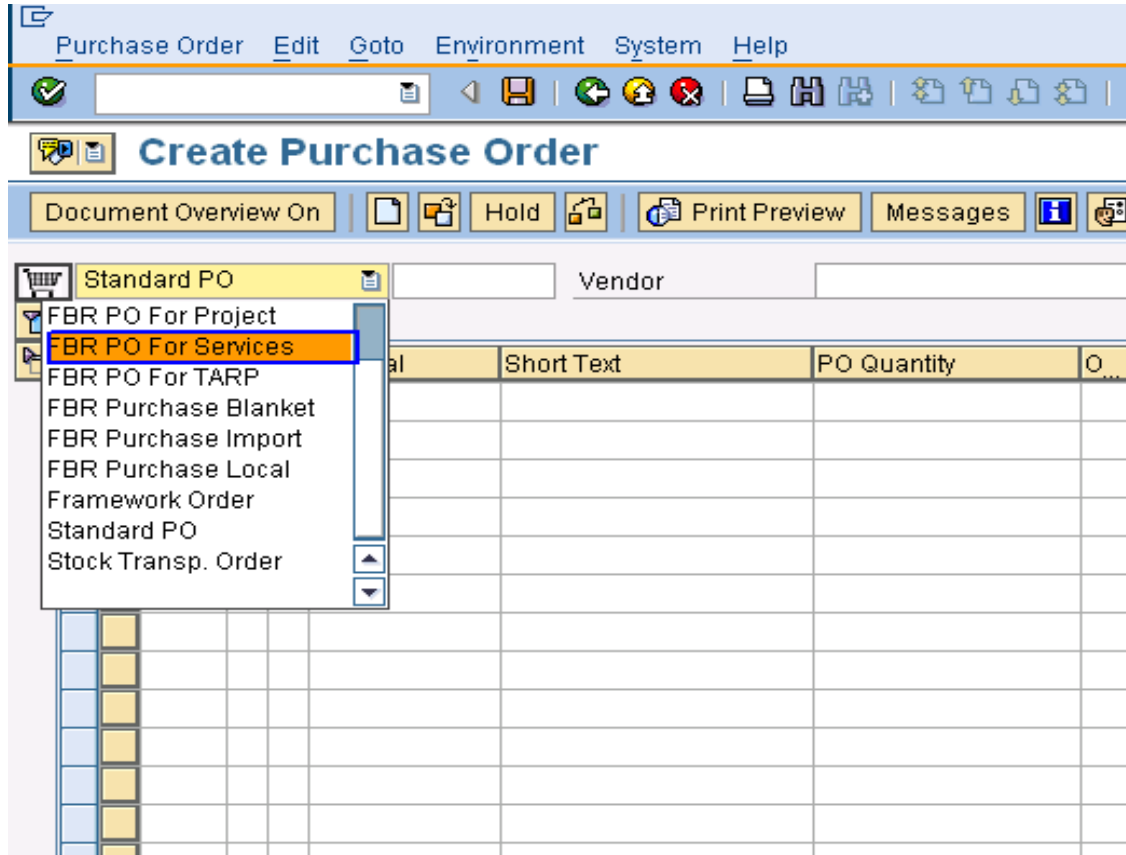
Via Menus	Logistics --> Materials Management --> Purchasing Purchase Order --> Create -> Vendor/Supplying plant Known
Via Transaction Code	ME21N



PURCHASING & INVENTORY MANAGEMENT

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.

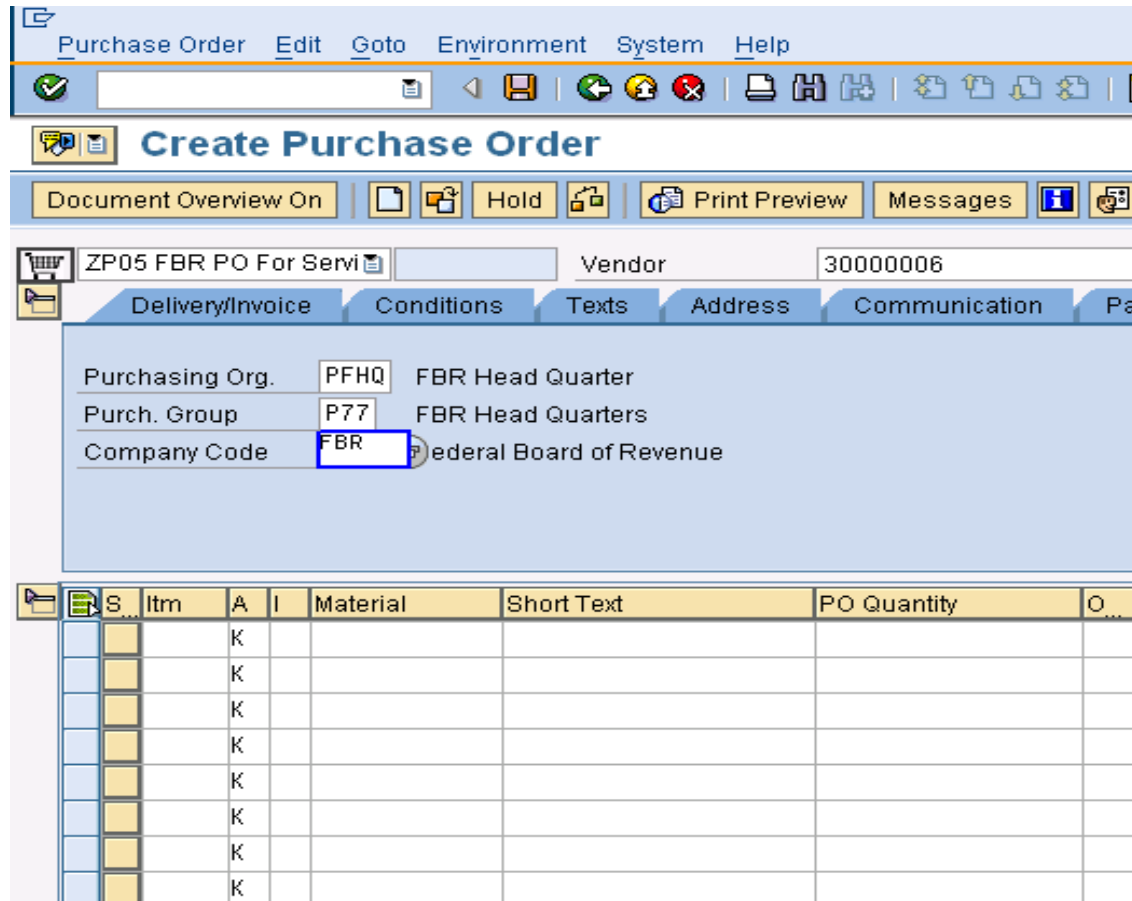


Field Name	Description	R/O/C	Comments
Document Type	Document Type Codes starting with 'FBR' are configured for FBR	R	

PURCHASING & INVENTORY MANAGEMENT

Header data

Maintain header data.



The screenshot shows the SAP 'Create Purchase Order' interface. The title bar includes 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main header area contains the following data:

- Document Overview On
- Hold
- Print Preview
- Messages
- Shopping cart icon: ZP05 FBR PO For Servi
- Vendor: 30000006
- Delivery/Invoice
- Conditions
- Texts
- Address
- Communication
- Pa
- Purchasing Org.: PFHQ FBR Head Quarter
- Purch. Group: P77 FBR Head Quarters
- Company Code: FBR Federal Board of Revenue

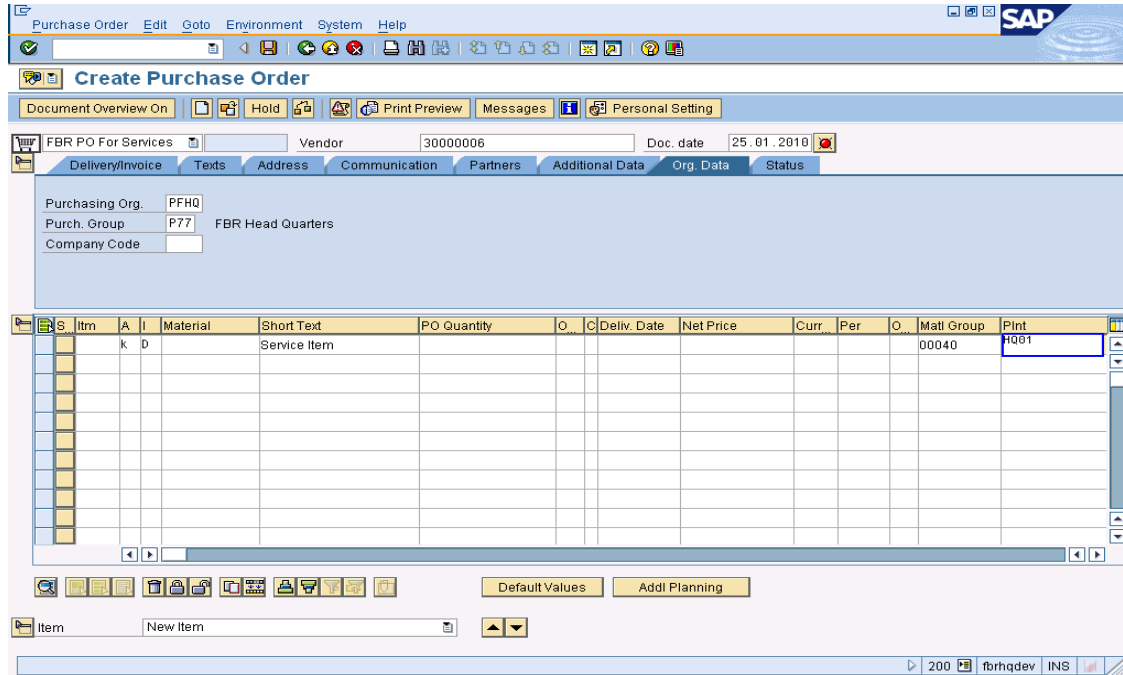
Below the header data is a table with the following columns: S, Itm, A, I, Material, Short Text, PO Quantity, O...

S	Itm	A	I	Material	Short Text	PO Quantity	O...
		K					
		K					
		K					
		K					
		K					
		K					
		K					
		K					
		K					

Field Name	Description	R/O/C	Comments
Vendor	Specify Vendor from whom Material is being procured	R	Enter Vendor 30000006
Purchasing Organization	Specify Purchasing Organization for which you are carrying out the Purchase	R	Enter Purchasing Organization. "PFHQ"
Purchasing Group	Purchasing Group for which you want to procure the Material	R	Enter Purchasing Group "P77"
Company Code	Select Company Code	O	Enter Company Code FBR

PURCHASING & INVENTORY MANAGEMENT

Line item for Services



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
Item Category	Item Category specifies the nature of item whether it is a standard Material item, a Service or a Blanket Item	R	Enter Item Category D
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 Service items are required / consumed / accounted for.	R	Enter Plant Code "HQ01"

PURCHASING & INVENTORY MANAGEMENT

Maintain Services

The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there's a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below that is a toolbar with various icons. The main area is titled 'Create Purchase Order' and contains a 'Document Overview' section with buttons for 'Print Preview', 'Messages', and 'Personal Setting'. The main data area shows a purchase order header with fields for 'ZP05 FBR PO For Servi', 'Vendor: 30000006', and 'Doc. date: 01.02.2010'. Below the header is a table with columns: S, Itm, A, I, Material, Short Text, PO Quantity, O, C, Deliv. Date, Net Price, Curr, Per, O, Matl Group, Plnt. The first row shows '10', 'K', 'D', 'Service Item', '1 EA', 'D', '25.01.2010', '0.00', 'PKR', '0', 'EA', 'UPS', 'FBR Head Quarte'. Below this is another table with columns: Line, D, Service No., Short Text, Quantity, Un, Gross Price, Crcy, Overf. The first row shows '10', 'Maintenance of UPS', '10', 'EA', '150', 'PKR'. The 'Gross Price' field is highlighted with a blue border.

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

PURCHASING & INVENTORY MANAGEMENT


Account Assignment data

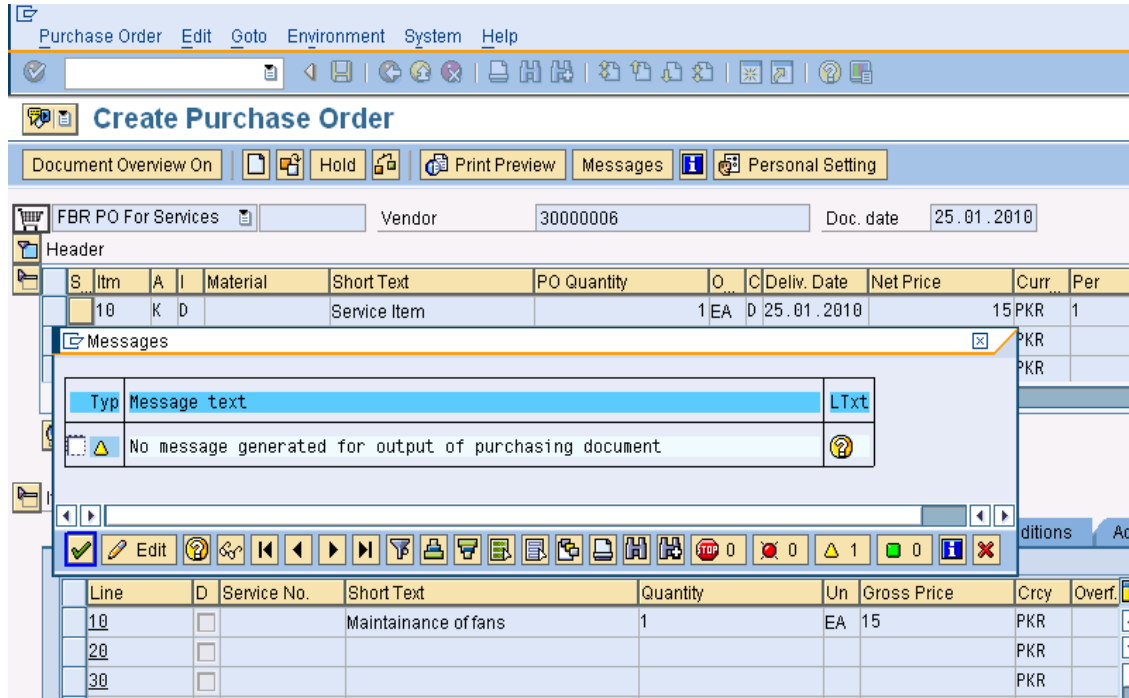
Field Name	Description	R/O/C	Comments
G/L Account	Specify G/L Account for posting	R	Enter G/L Account A01170
Cost Center	Cost Center that will bear the cost of this Material	R	Enter Cost Center AD0005

Click icon to continue.


PURCHASING & INVENTORY MANAGEMENT

Check Errors

Click  icon to check errors in Purchase Order (PO)




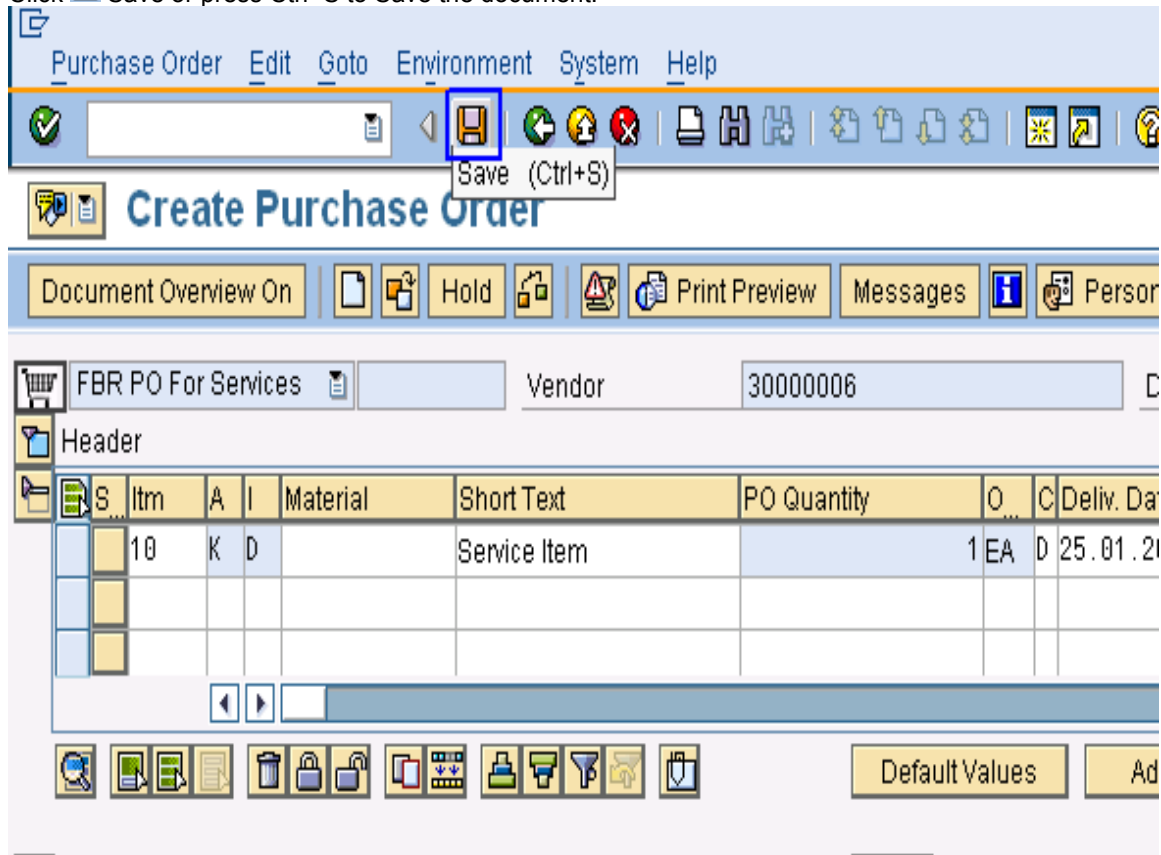
The screenshot shows the SAP 'Create Purchase Order' window. At the top, there are menu options: Purchase Order, Edit, Goto, Environment, System, Help. Below the menu is a toolbar with various icons. The main area contains a header with 'FBR PO For Services', 'Vendor: 30000006', and 'Doc. date: 25.01.2010'. A 'Messages' dialog box is open, displaying the text: 'No message generated for output of purchasing document'. Below the messages, there is a table with columns: Line, D, Service No., Short Text, Quantity, Un, Gross Price, Crcy, and Overf. The table contains one row: Line 10, Service No. blank, Short Text 'Maintenance of fans', Quantity 1, Un 'EA', Gross Price 15, Crcy 'PKR'.

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

PURCHASING & INVENTORY MANAGEMENT

Save the document

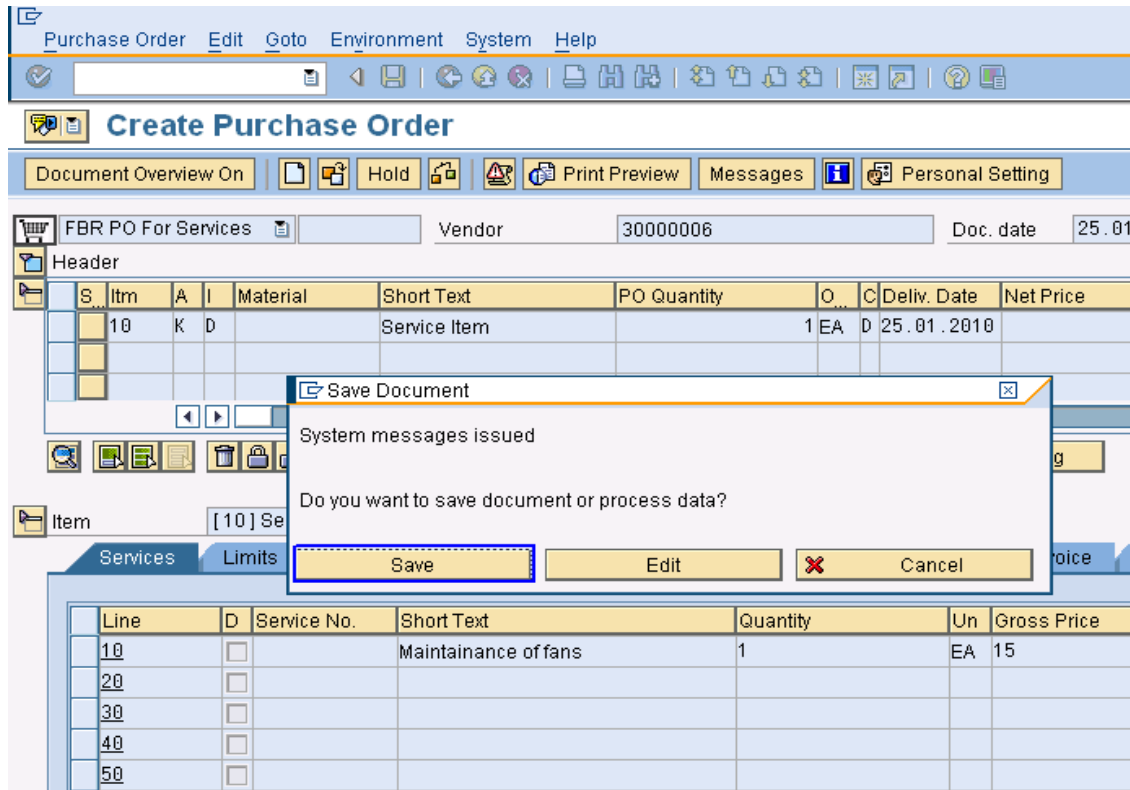
Click  Save or press Ctrl+S to Save the document.



PURCHASING & INVENTORY MANAGEMENT

Save

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



The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window title is 'Create Purchase Order'. Below the title bar, there are buttons for 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The main area contains a form with the following fields: 'FBR PO For Services', 'Vendor: 30000006', and 'Doc. date: 25.01'. Below this is a 'Header' table:

S	Itm	A	I	Material	Short Text	PO Quantity	O	C	Deliv. Date	Net Price
	10	K	D		Service Item		1	EA	D 25.01.2010	

A 'Save Document' dialog box is open in the foreground, displaying the message: 'System messages issued. Do you want to save document or process data?'. The dialog has three buttons: 'Save', 'Edit', and 'Cancel'. The 'Save' button is highlighted with a blue border. Below the dialog, there is an 'Item' table:

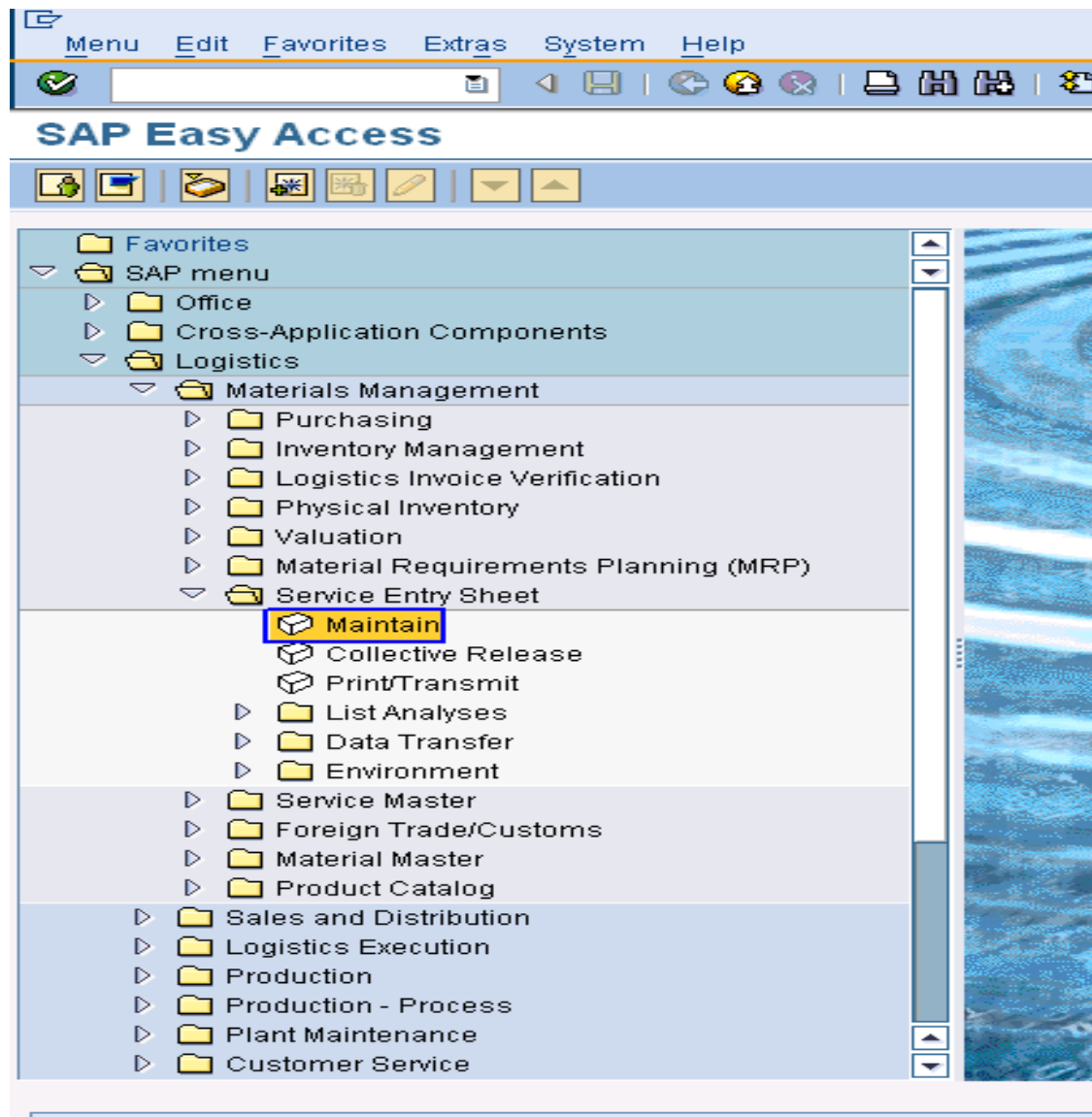
Line	D	Service No.	Short Text	Quantity	Un	Gross Price
10	<input type="checkbox"/>		Maintainance of fans	1	EA	15
20	<input type="checkbox"/>					
30	<input type="checkbox"/>					
40	<input type="checkbox"/>					
50	<input type="checkbox"/>					

PURCHASING & INVENTORY MANAGEMENT

6.14 Maintain Service Entry sheet


Access the Transaction using following Menu Path;

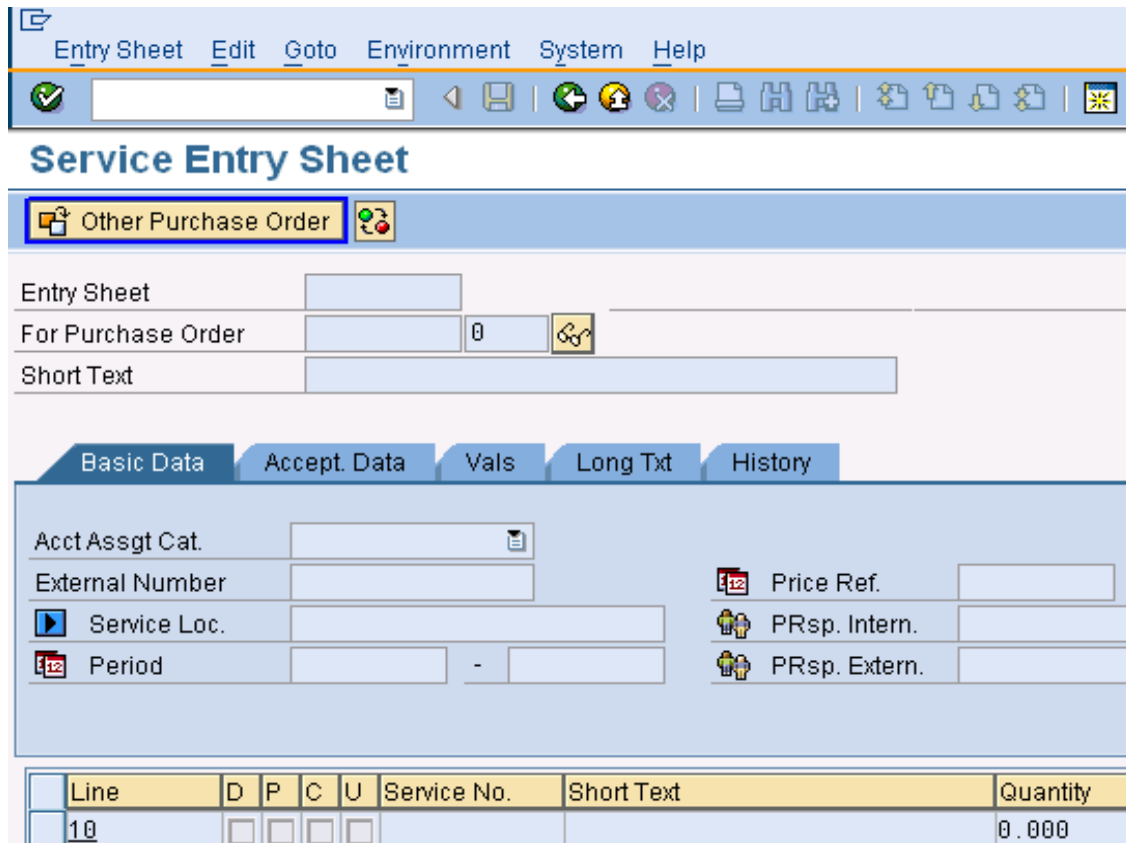
Via Menus	Logistics --> materials Management --> Service Entry Sheet --> ML81N - Maintain
Via Transaction Code	ML81N



PURCHASING & INVENTORY MANAGEMENT

Select Purchase Order (PO) as reference document

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



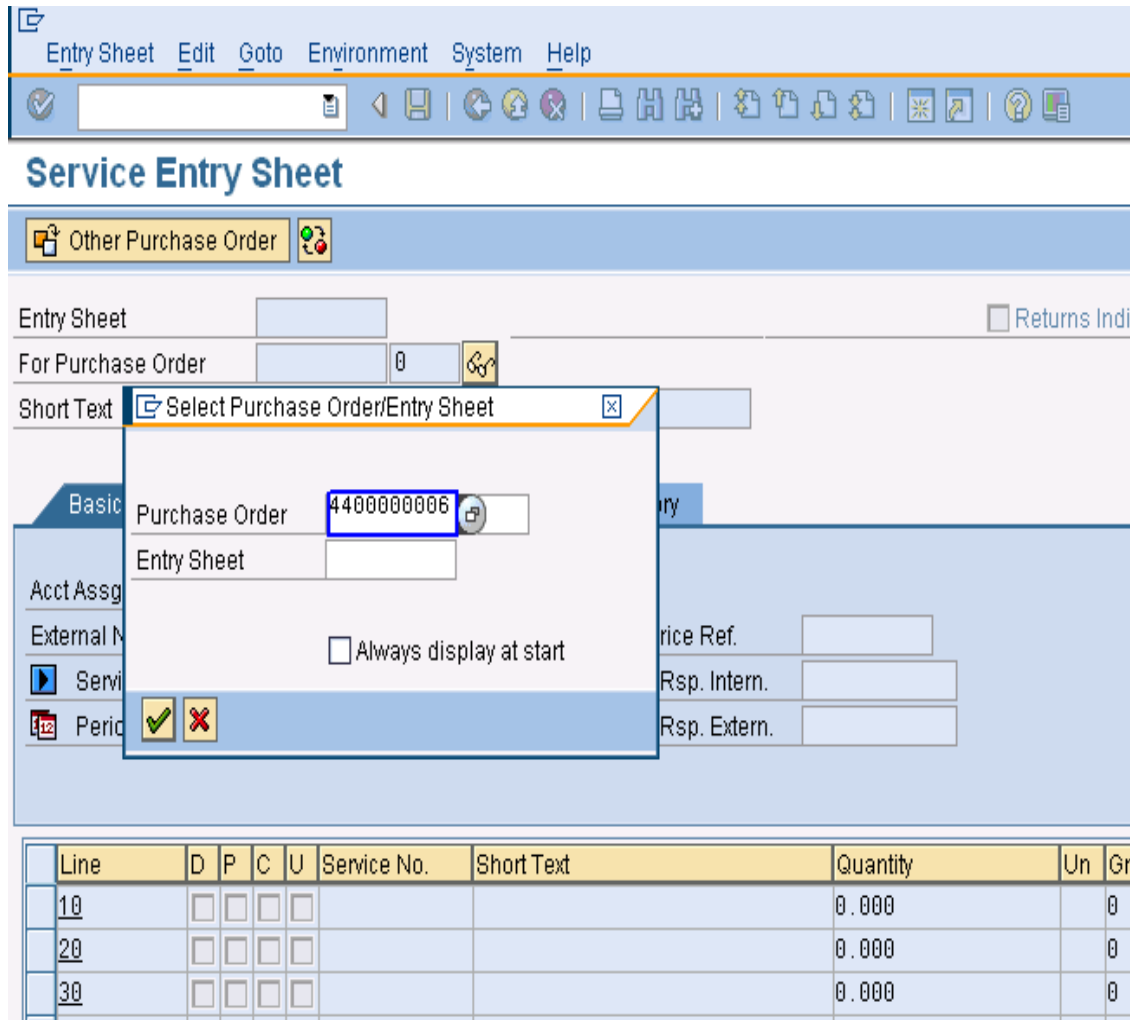
The screenshot shows the 'Service Entry Sheet' application window. At the top, there is a menu bar with 'Entry Sheet', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Service Entry Sheet'. A button labeled 'Other Purchase Order' is highlighted with a blue box. Below this are input fields for 'Entry Sheet', 'For Purchase Order' (with a value of 0 and a selection icon), and 'Short Text'. A tabbed interface below has 'Basic Data' selected. Under 'Basic Data', there are fields for 'Acct Assgt Cat.', 'External Number', 'Service Loc.', and 'Period'. To the right, there are fields for 'Price Ref.', 'PRsp. Intern.', and 'PRsp. Extern.'. At the bottom, a table displays the entry details:

Line	D	P	C	U	Service No.	Short Text	Quantity
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000

PURCHASING & INVENTORY MANAGEMENT

Purchase Order (PO) number

Enter reference Purchase Order number.



Entry Sheet Returns Indic

For Purchase Order 0

Short Text

Basic Purchase Order 4400000006

Entry Sheet

Acct Assg

External N

Always display at start

price Ref.

Rsp. Intern.

Rsp. Extern.


Line	D	P	C	U	Service No.	Short Text	Quantity	Un	Gr
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0

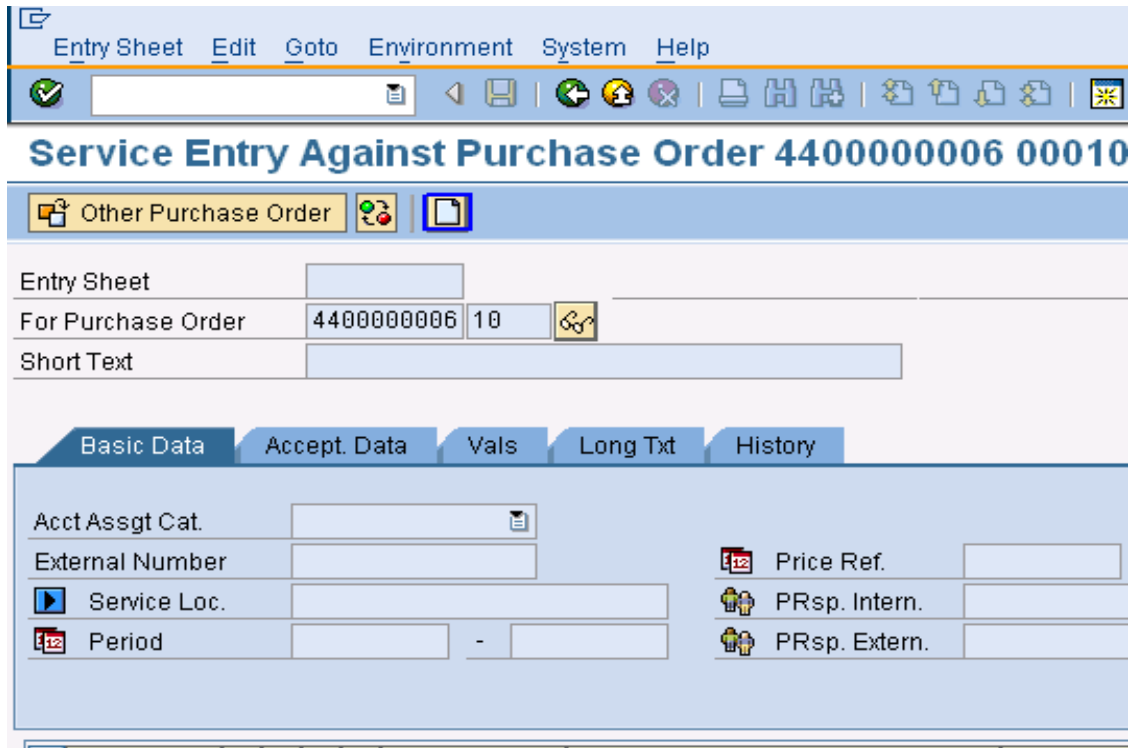
Click icon to continue.

PURCHASING & INVENTORY MANAGEMENT

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  icon to create New Services.

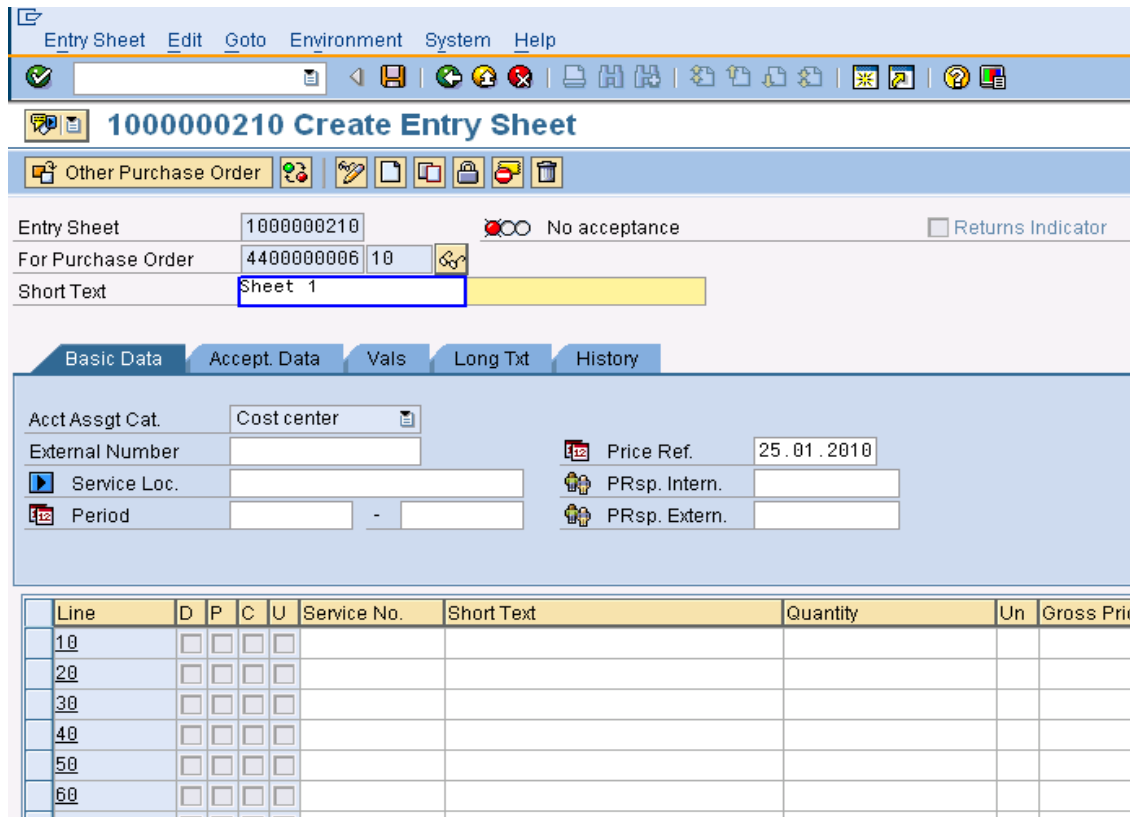


The screenshot shows the SAP 'Service Entry Against Purchase Order' form. At the top, there is a menu bar with 'Entry Sheet', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title of the form is 'Service Entry Against Purchase Order 4400000006 00010'. A button labeled 'Other Purchase Order' is visible. The form contains several input fields: 'Entry Sheet' (empty), 'For Purchase Order' (4400000006 10), and 'Short Text' (empty). Below these fields are tabs for 'Basic Data', 'Accept. Data', 'Vals', 'Long Txt', and 'History'. The 'Basic Data' tab is active and shows fields for 'Acct Assgt Cat.', 'External Number', 'Service Loc.', 'Period', 'Price Ref.', 'PRsp. Intern.', and 'PRsp. Extern.'.

PURCHASING & INVENTORY MANAGEMENT

Short text

Enter Short Text for your Service Sheet.



Entry Sheet: 1000000210 No acceptance Returns Indicator

For Purchase Order: 4400000006 10

Short Text: Sheet 1

Basic Data | Accept. Data | Vals | Long Txt | History

Acct Assgt Cat. Cost center

External Number

Service Loc.

Period

Price Ref. 25.01.2010

PRsp. Intern.


PRsp. Extern.

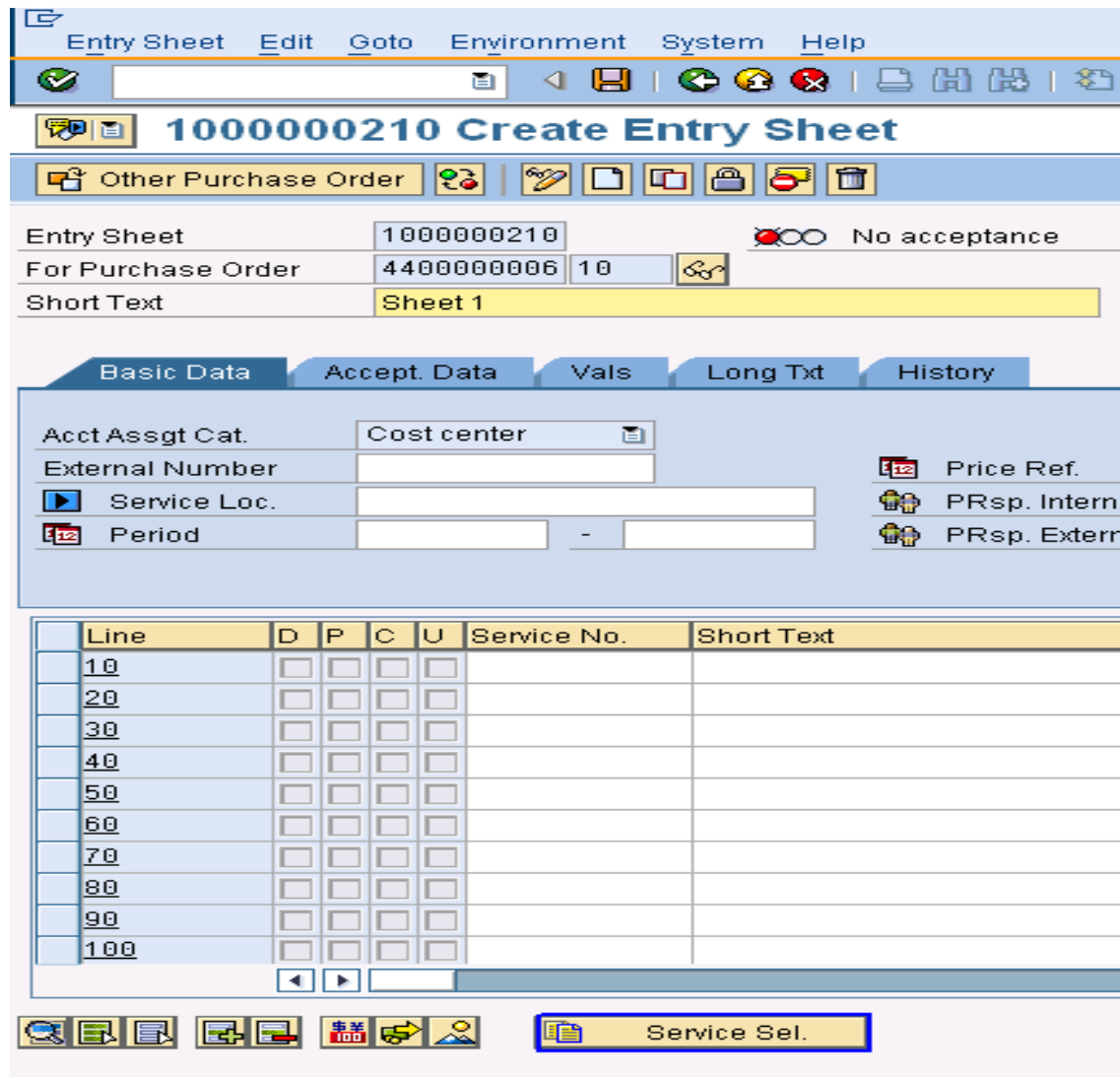
Line	D	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
10									
20									
30									
40									
50									
60									

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

PURCHASING & INVENTORY MANAGEMENT

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  button as shown below.



The screenshot shows the SAP 'Create Entry Sheet' dialog box. At the top, there is a menu bar with 'Entry Sheet', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title of the dialog is '100000210 Create Entry Sheet'. Below the title, there is a section for 'Other Purchase Order' with several icons. The main data area contains the following fields:

- Entry Sheet: 100000210
- For Purchase Order: 4400000006
- Short Text: Sheet 1

Below the data area, there are tabs for 'Basic Data', 'Accept. Data', 'Vals', 'Long Txt', and 'History'. The 'Basic Data' tab is active, showing the following fields:

- Acct Assgt Cat.: Cost center
- External Number: [Empty]
- Service Loc.: [Empty]
- Period: [Empty] - [Empty]

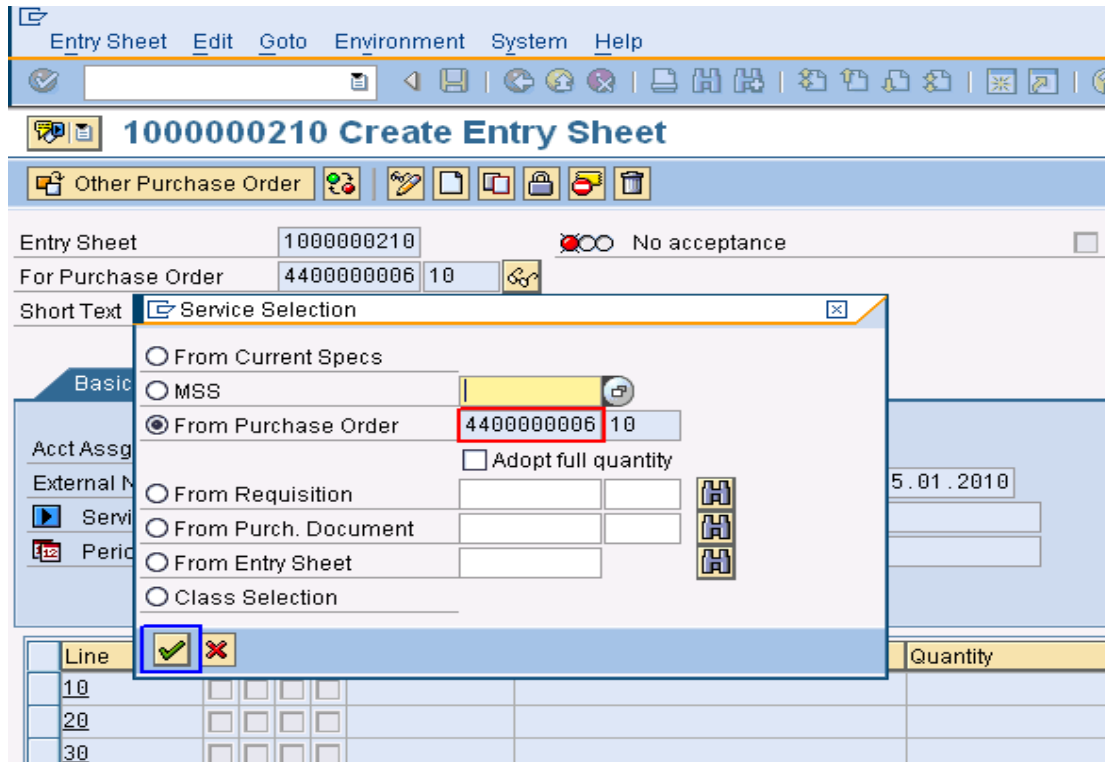
On the right side of the 'Basic Data' tab, there are three icons with labels: 'Price Ref.', 'PRsp. Intern', and 'PRsp. Extern'. Below the data area is a table with the following columns: Line, D, P, C, U, Service No., and Short Text. The table has 10 rows, numbered 10 to 100. The 'Service No.' and 'Short Text' columns are currently empty.

At the bottom of the dialog, there is a toolbar with several icons, including a 'Service Sel.' button which is highlighted with a blue border.

PURCHASING & INVENTORY MANAGEMENT

Adopt Services from selected Purchase Order (PO)

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

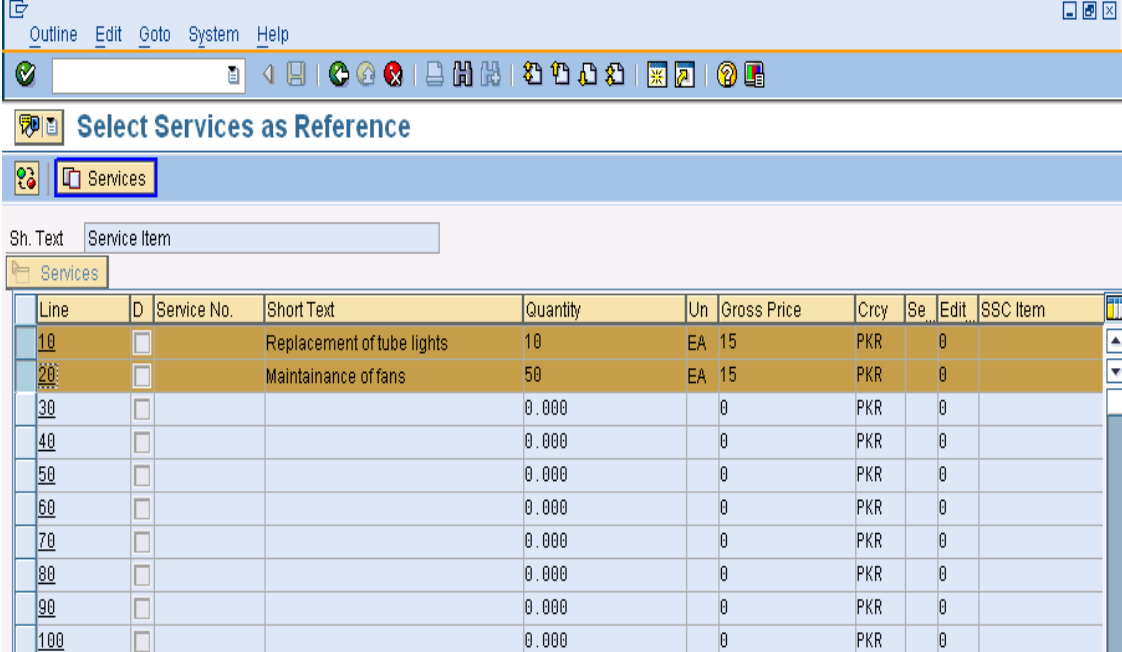


Click icon to adopt the Services from Purchase Order (PO).

PURCHASING & INVENTORY MANAGEMENT

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.



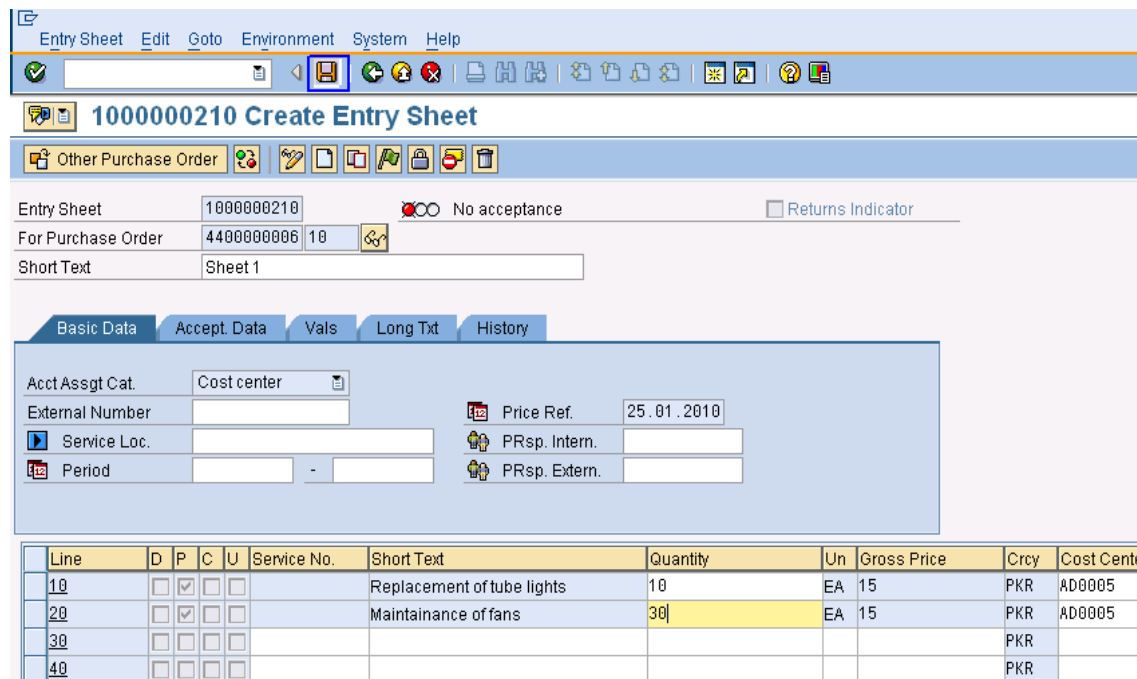
Line	D	Service No.	Short Text	Quantity	Un	Gross Price	Crpy	Se	Edit	SSC Item
10	<input type="checkbox"/>		Replacement of tube lights	10	EA	15	PKR	0		
20	<input type="checkbox"/>		Maintainance of fans	50	EA	15	PKR	0		
30	<input type="checkbox"/>			0.000		0	PKR	0		
40	<input type="checkbox"/>			0.000		0	PKR	0		
50	<input type="checkbox"/>			0.000		0	PKR	0		
60	<input type="checkbox"/>			0.000		0	PKR	0		
70	<input type="checkbox"/>			0.000		0	PKR	0		
80	<input type="checkbox"/>			0.000		0	PKR	0		
90	<input type="checkbox"/>			0.000		0	PKR	0		
100	<input type="checkbox"/>			0.000		0	PKR	0		

PURCHASING & INVENTORY MANAGEMENT

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).



The screenshot shows the SAP 'Create Entry Sheet' window. The title bar reads '1000000210 Create Entry Sheet'. The main area contains the following fields:

- Entry Sheet: 1000000210
- For Purchase Order: 4400000006 10
- Short Text: Sheet 1
- Buttons: Other Purchase Order, Save, Print, etc.
- Options: No acceptance, Returns Indicator
- Tabs: Basic Data, Accept. Data, Vals, Long Txt, History
- Form Fields:
 - Acct Assgt Cat: Cost center
 - External Number: [Empty]
 - Service Loc.: [Empty]
 - Period: [Empty]
 - Price Ref.: 25.01.2010
 - PRsp. Intern.: [Empty]
 - PRsp. Extern.: [Empty]
- Table:

Line	D	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Cost Cent
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Replacement of tube lights	10	EA	15	PKR	AD0005
20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Maintainance of fans	30	EA	15	PKR	AD0005
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						PKR	
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						PKR	

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

PURCHASING & INVENTORY MANAGEMENT

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

The screenshot shows the SAP 'Create Entry Sheet' dialog box. The main window has a menu bar (Entry Sheet, Edit, Goto, Environment, System, Help) and a toolbar. The title bar reads '1000000210 Create Entry Sheet'. Below the title bar is a toolbar with icons for 'Other Purchase Order', 'Print', 'Save', 'Cancel', 'Help', and 'Close'. The main area contains the following fields:

- Entry Sheet: 1000000210
- For Purchase Order: 44000000006 10
- Short Text: Sheet 1

Below these fields are tabs for 'Basic Data', 'Accept. Data', 'Vals', 'Long Txt', and 'History'. The 'Basic Data' tab is active, showing fields for 'Acct Assgt Cat.', 'External Number', 'Service Loc.', and 'Period'. A dialog box titled 'Entry Sheet 1000000210' is overlaid on the main window. The dialog box contains the following text:

No message record could be found for output of message.

Save anyway?

The dialog box has three buttons: 'Yes', 'No', and 'Cancel'. The 'Yes' button is highlighted with a blue border.

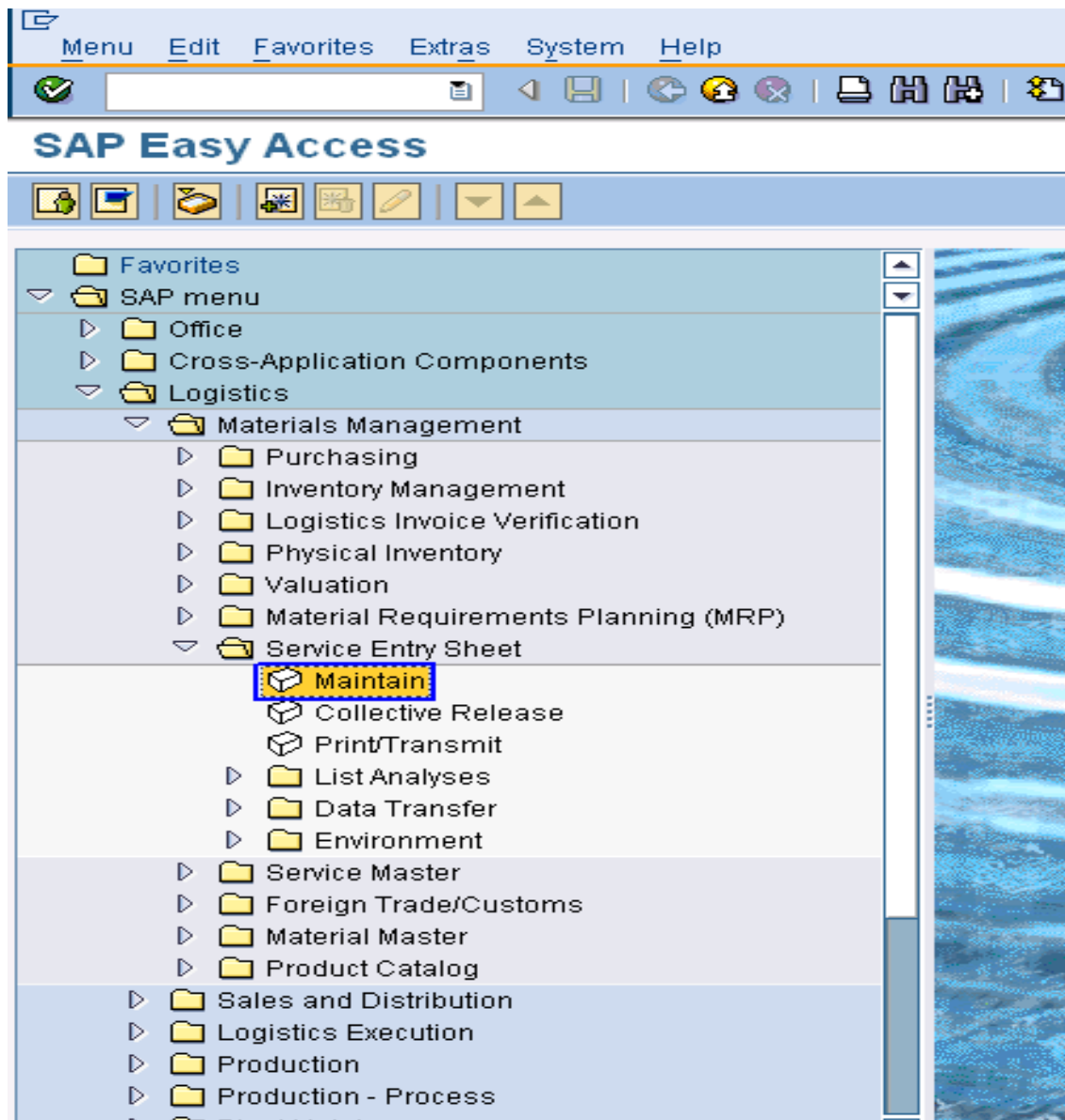
Line	D	P	C	U		ity	Un	Gr
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			EA	15
20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			EA	15
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintainance of fans	30		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

PURCHASING & INVENTORY MANAGEMENT

6.16 Maintain Service Entry Sheet

Access the transaction following this Menu Path;


Via Menus	Logistics --> materials Management --> Service Entry Sheet --> ML81N - Maintain
Via Transaction Code	ML81N




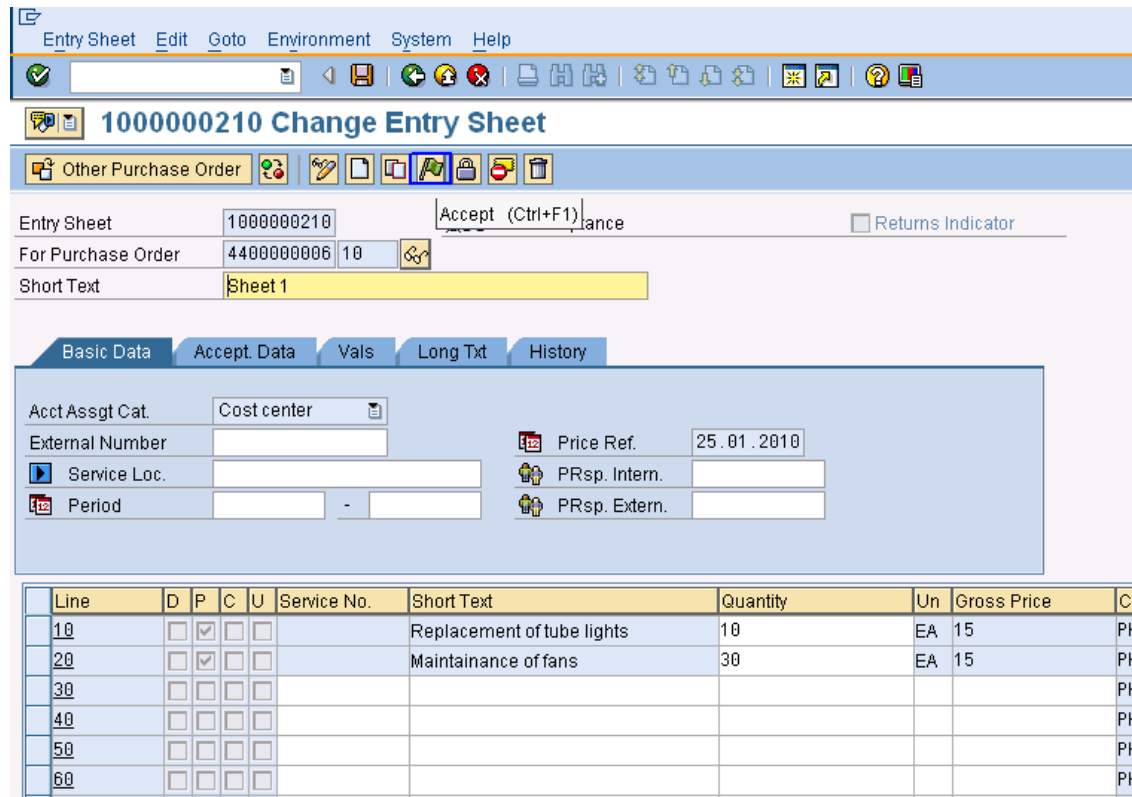
PURCHASING & INVENTORY MANAGEMENT

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).

Click  'Change' icon to change the document.

Click  'Flag' for Acceptance.



The screenshot shows the SAP 'Change Entry Sheet' interface. At the top, there is a menu bar with 'Entry Sheet', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is '100000210 Change Entry Sheet'. Below the title is a sub-toolbar with icons for 'Other Purchase Order', 'Change', 'Print', 'Lock', 'Unlock', and 'Delete'. The main form contains the following fields:

- Entry Sheet: 100000210
- Accept (Ctrl+F1) Acceptance
- Returns Indicator: Returns Indicator
- For Purchase Order: 4400000006 10
- Short Text: Sheet 1

Below the form are tabs for 'Basic Data', 'Accept. Data', 'Vals', 'Long Txt', and 'History'. The 'Basic Data' tab is active, showing the following fields:


- Acct Assgt Cat.: Cost center
- External Number: [Empty]
- Service Loc.: [Empty]
- Period: [Empty] - [Empty]
- Price Ref.: 25.01.2010
- PRsp. Intern.: [Empty]
- PRsp. Extern.: [Empty]

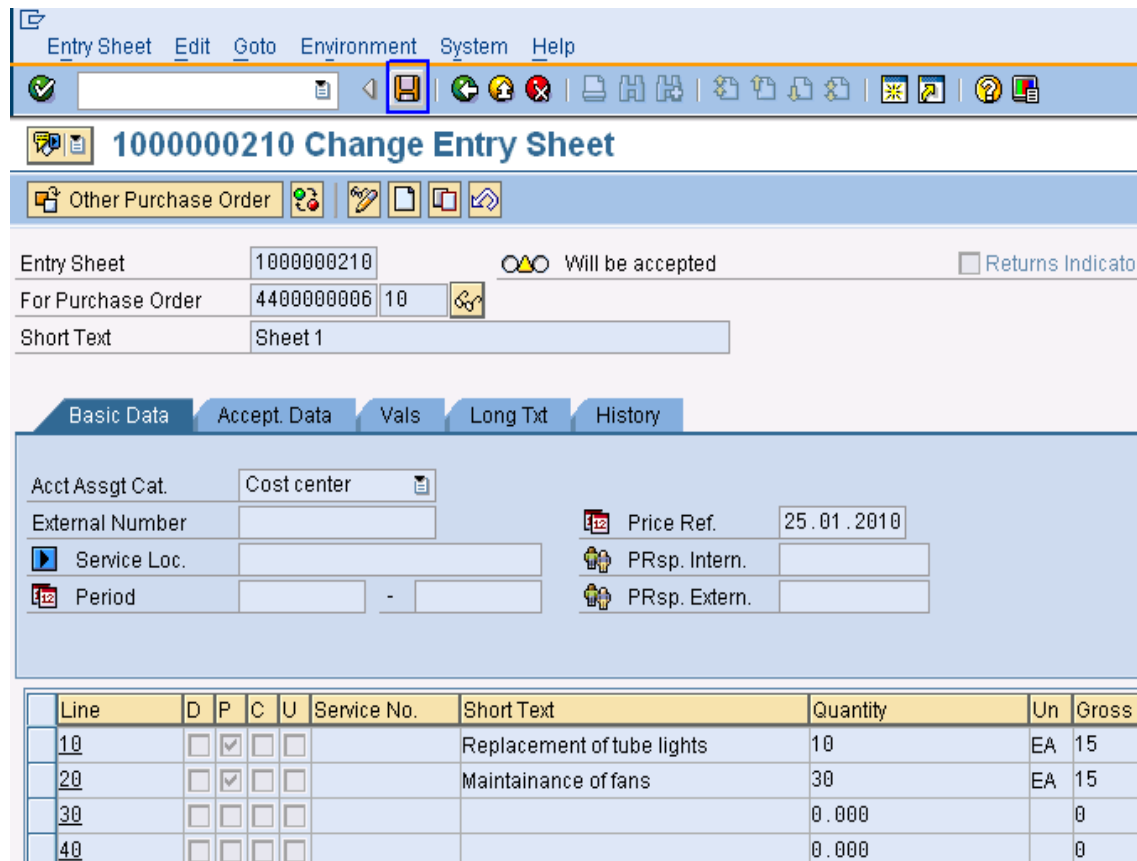
At the bottom, there is a table with the following columns: Line, D, P, C, U, Service No., Short Text, Quantity, Un, Gross Price, and Cr.

Line	D	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Cr
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Replacement of tube lights	10	EA	15	PK
20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Maintainance of fans	30	EA	15	PK
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						PK
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						PK
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						PK
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						PK

PURCHASING & INVENTORY MANAGEMENT

Save

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




Line	D	P	C	U	Service No.	Short Text	Quantity	Un	Gross
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Replacement of tube lights	10	EA	15
20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Maintainance of fans	30	EA	15
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000		0
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			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.

PURCHASING & INVENTORY MANAGEMENT

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.

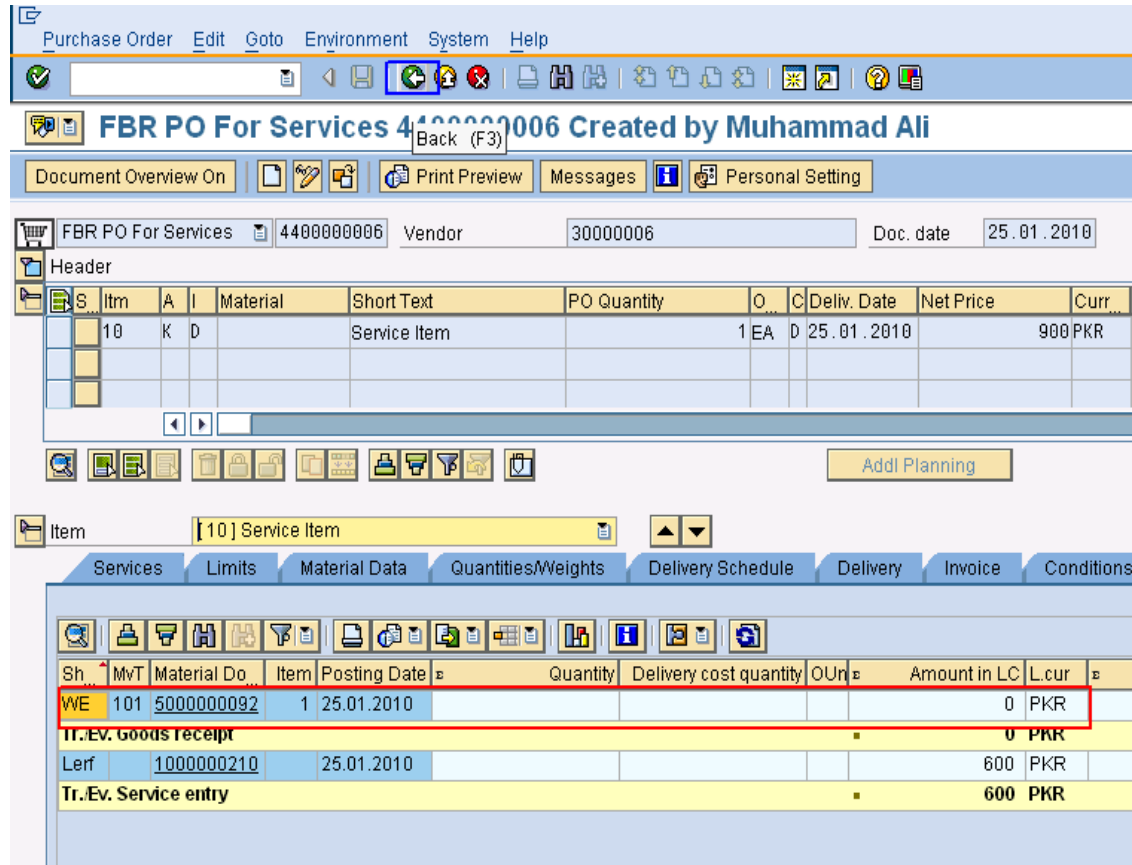
To view the Purchase Order (PO) history directly from this screen, click  Display icon as shown.

The screenshot shows the SAP 'Entry Sheet' interface. At the top, there is a menu bar with 'Entry Sheet', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title bar reads '100000210 Display Entry Sheet'. Below this, there are several data fields: 'Entry Sheet' (100000210), 'For Purchase Order' (4400000006 10), and 'Short Text' (Sheet 1). A 'Show Purchase Order' button is located below the 'Short Text' field. A blue box highlights a small icon (a document with a magnifying glass) next to the 'For Purchase Order' field. Below the data fields are tabs for 'Basic Data', 'Accept. Data', 'Vals', 'Long Txt', and 'History'. The 'Basic Data' tab is active, showing fields for 'Acct Assgt Cat.', 'Cost center', 'External Number', 'Service Loc.', 'Period', 'Price Ref.', 'PRsp. Intern.', and 'PRsp. Extern.'. At the bottom, there is a table with columns: Line, D, P, C, U, Service No., Short Text, and Quantity.

Line	D	P	C	U	Service No.	Short Text	Quantity
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Replacement of tube lights	10
20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Maintenance of fans	30
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000

PURCHASING & INVENTORY MANAGEMENT

Analyze Purchase Order (PO) History



The screenshot shows the SAP Purchase Order History interface. At the top, there is a menu bar with options like 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main header area displays 'FBR PO For Services 4400000006 Created by Muhammad Ali' with a 'Back (F3)' button. Below this, there are buttons for 'Document Overview On', 'Print Preview', 'Messages', and 'Personal Setting'. The main data area shows a table with columns: 'Item', 'Material', 'Short Text', 'PO Quantity', 'Deliv. Date', 'Net Price', and 'Curr.'. The first row shows '10' as the item, 'K D' as the material, 'Service Item' as the short text, '1 EA' as the quantity, '25.01.2010' as the delivery date, and '900 PKR' as the net price. Below the table, there is a section for 'Item' with a dropdown menu showing '[10] Service Item'. This section has tabs for 'Services', 'Limits', 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice', and 'Conditions'. Below these tabs is another table with columns: 'Sh', 'MVT', 'Material Do.', 'Item', 'Posting Date', 'Quantity', 'Delivery cost quantity', 'OU', 'Amount in LC', and 'L.cur'. The first row is highlighted in red and shows 'WE', '101', '5000000092', '1', '25.01.2010', and '0 PKR'. Below this, there are two summary rows: 'Tr..Ev. Goods receipt' with '0 PKR' and 'Tr..Ev. Service entry' with '600 PKR'.

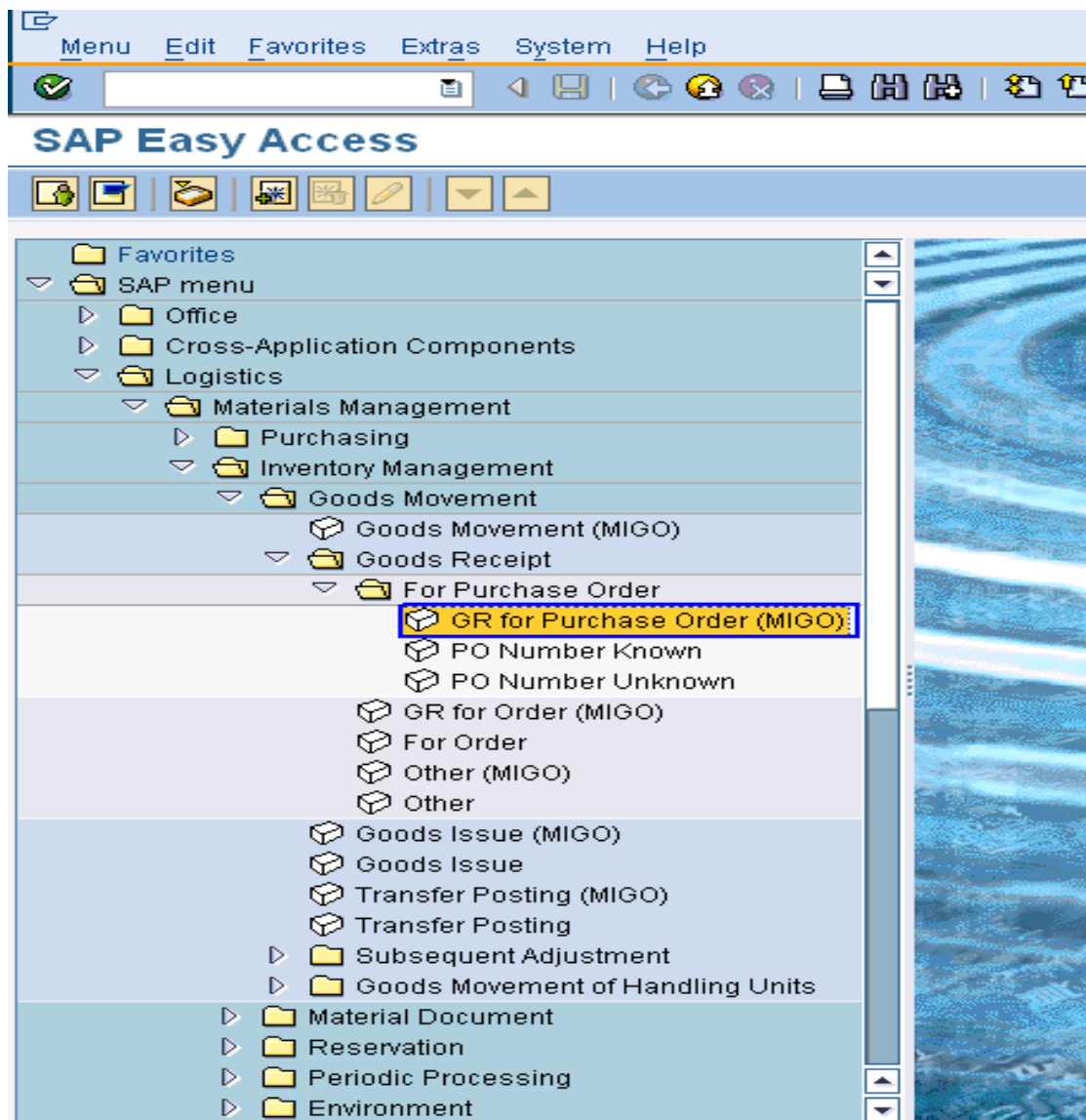
The Purchase Order (PO) history shows both documents i.e. Service Entry Sheet and Service Acceptance Sheet. Please note that the Service Acceptance Document is similar to Material Goods Received Note (GRN) Document.

SECTION 7 INVENTORY MANAGEMENT

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

Access transaction by:

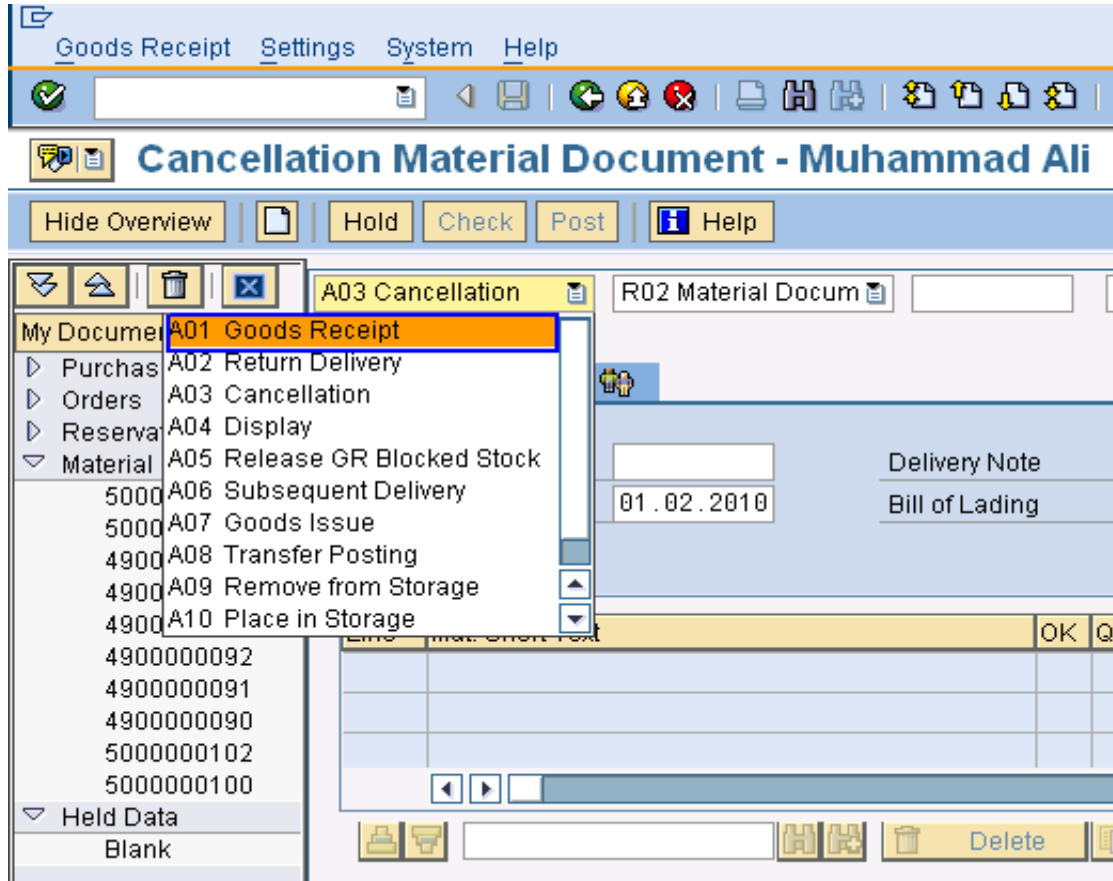
Via Menus	Logistics → Materials Management → Inventory management → Goods Movement → Goods Receipt→ GR for Purchase Order (MIGO)
Via Transaction Code	MIGO.



PURCHASING & INVENTORY MANAGEMENT

Select Action Goods Receipt:

From the menu, select Goods Receipt.



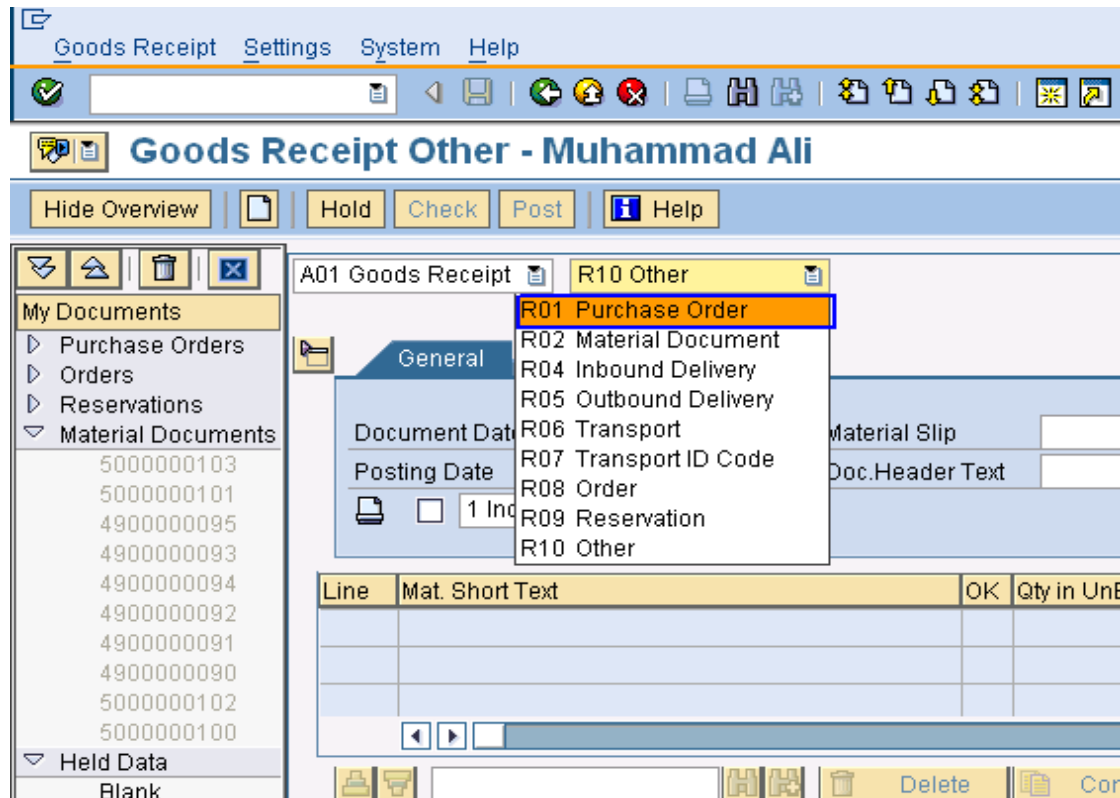
Field Name	Description	R/O/C	Comments
Goods Receipt		R	Select A01 Goods Receipt

PURCHASING & INVENTORY MANAGEMENT

Reference Purchase Order

Enter Purchase Order (PO) as reference document.

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

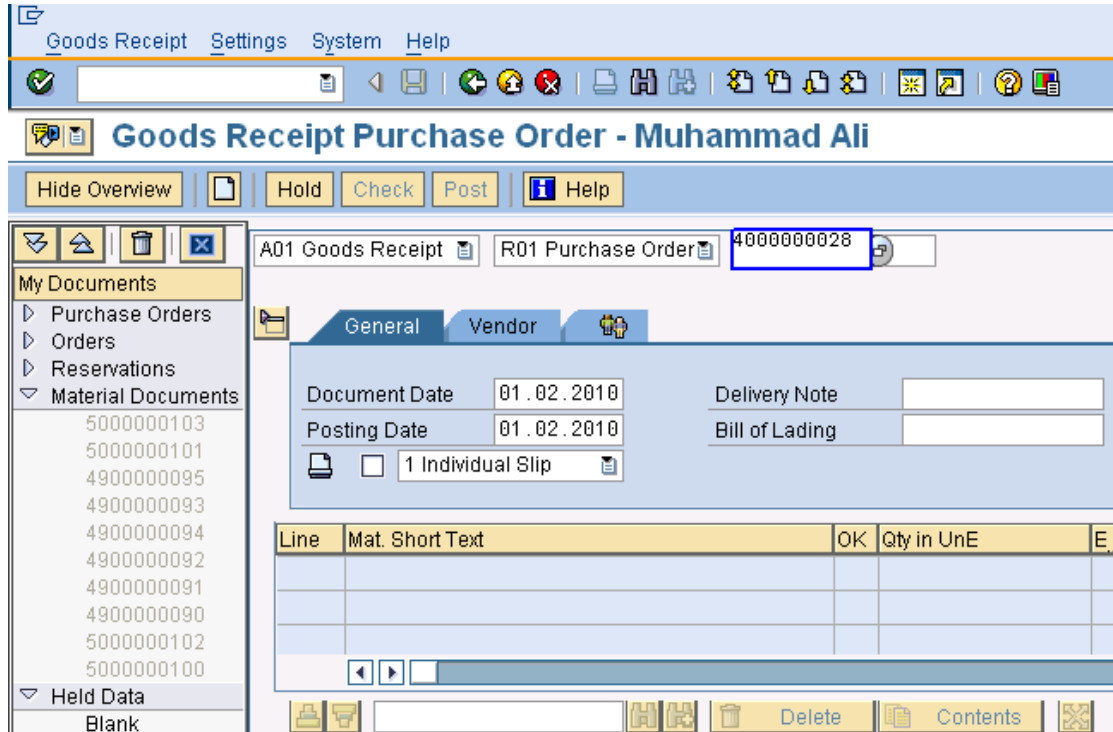


Field Name	Description	R/O/C	Comments
Document Type	Select the document	R	Select R01 Purchase Order

PURCHASING & INVENTORY MANAGEMENT

Reference Document:

Enter the Purchase Order Number



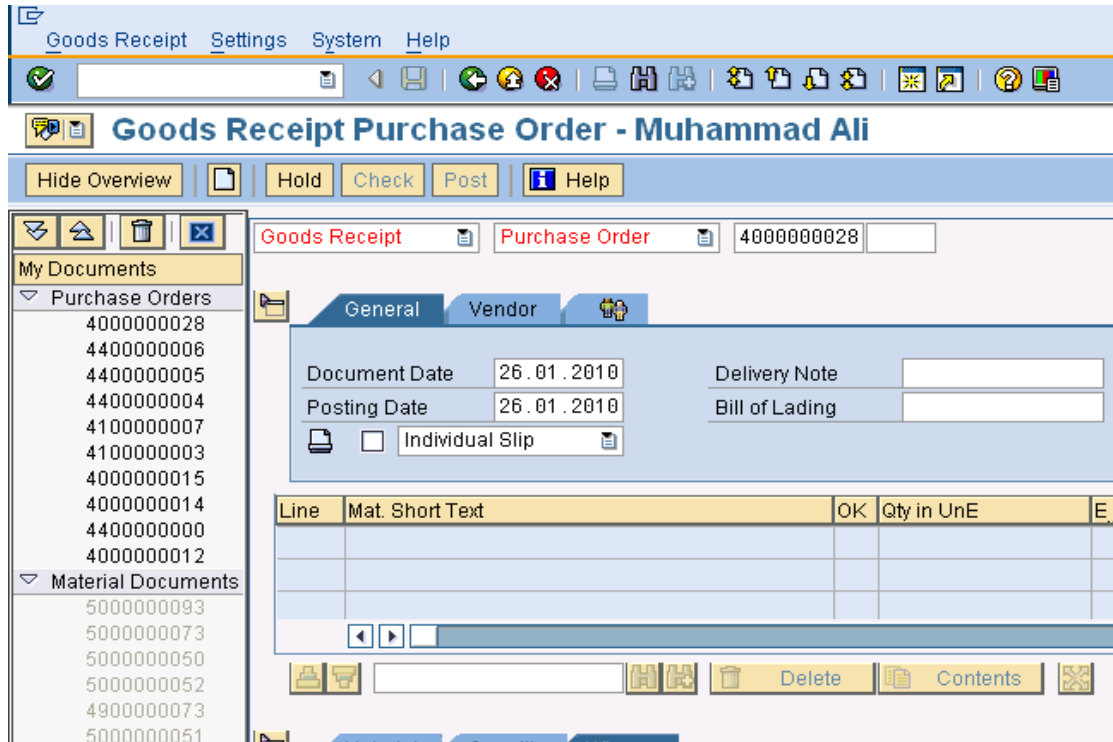
Field Name	Description	R/O/C	Comments
Reference Document	Enter Purchase Order Number	R	Enter Purchase Order no. 4000000028

PURCHASING & INVENTORY MANAGEMENT

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).

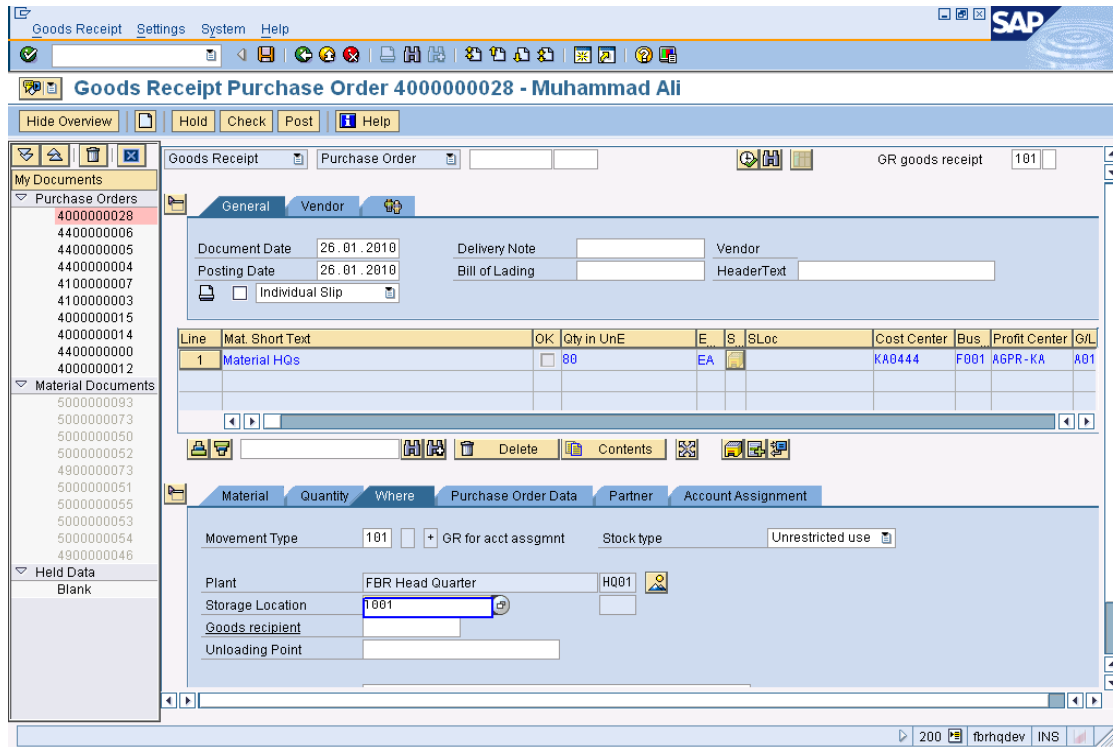


Field Name	Description	R/O/C	Comments
Movement Type	Enter Movement type 101 by default Goods Receipt to unrestricted use stock with reference to Purchase Order	R	Enter Movement type 101

PURCHASING & INVENTORY MANAGEMENT

Enter Storage Location

Enter storage location data on Where Tab on item detail

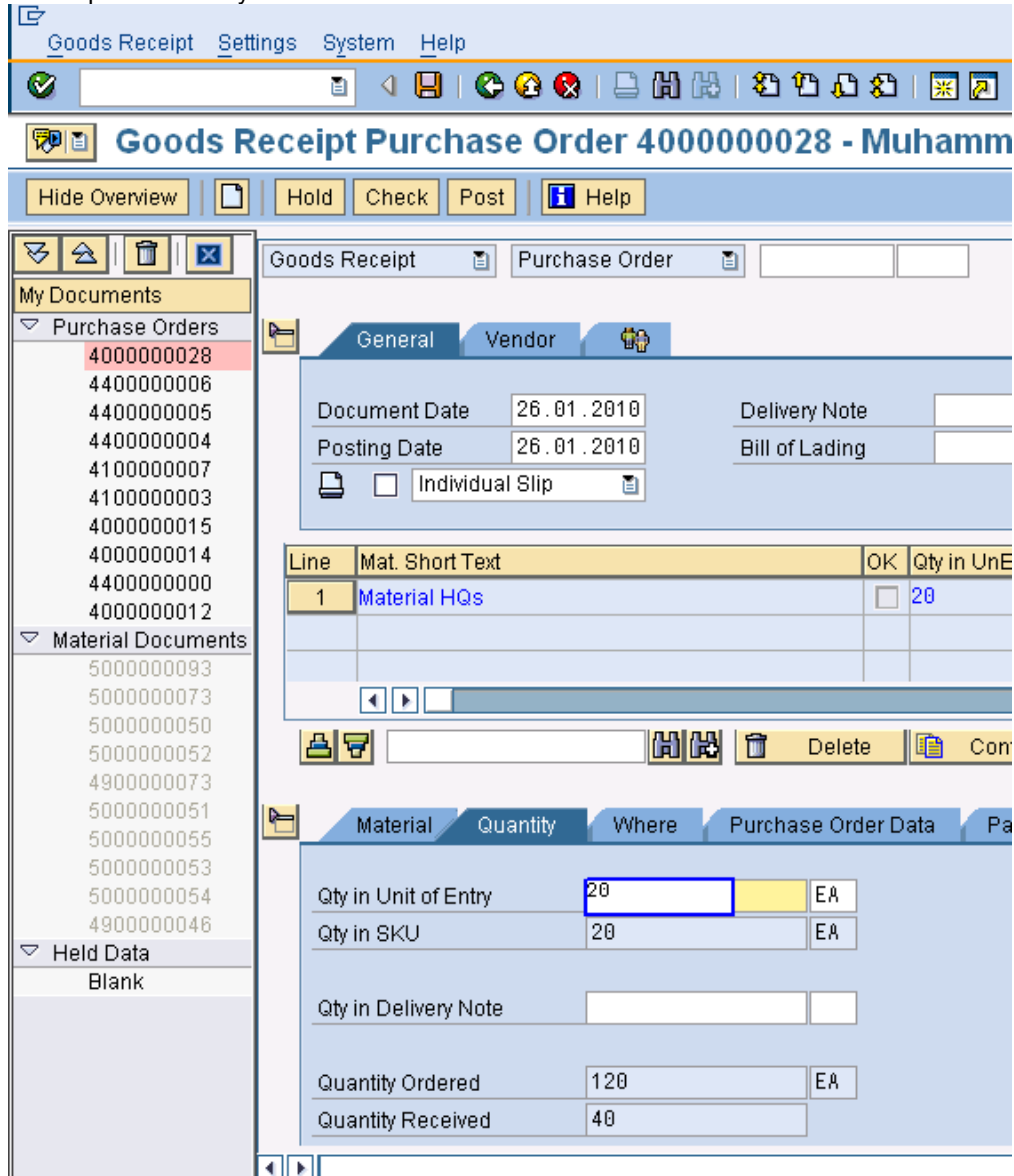


Field Name	Description	R/O/C	Comments
Storage Location	Enter storage location	R	Enter Storage Location L001

PURCHASING & INVENTORY MANAGEMENT

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.



The screenshot shows the SAP Goods Receipt interface for Purchase Order 400000028. The 'Quantity' tab is active, showing the following data:

Field	Value	Unit
Qty in Unit of Entry	20	EA
Qty in SKU	20	EA
Qty in Delivery Note		
Quantity Ordered	120	EA
Quantity Received	40	

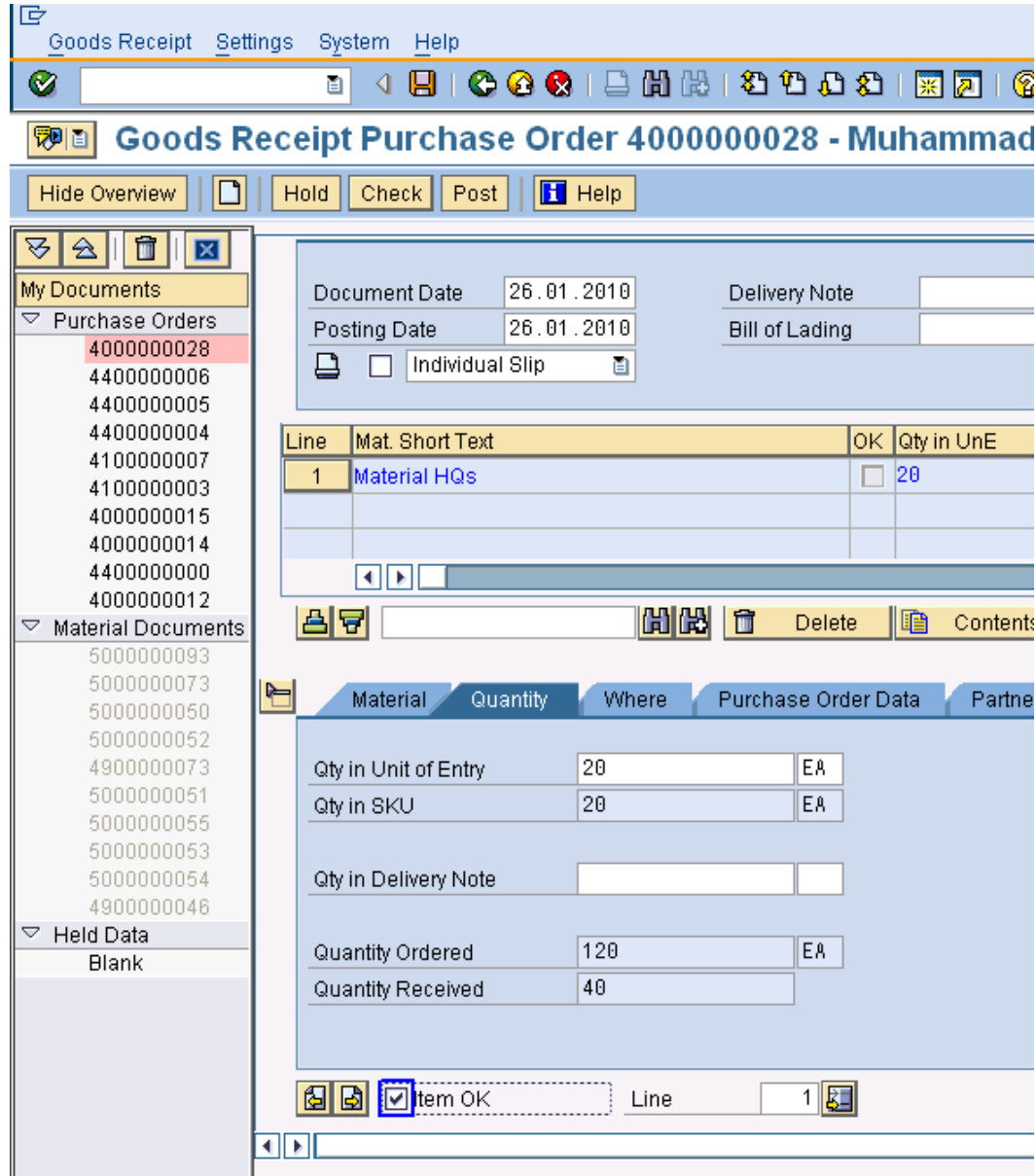
The 'General' tab also shows Document Date and Posting Date as 26.01.2010. The 'Material Documents' list on the left includes document 4000000012.

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



Goods Receipt Purchase Order 400000028 - Muhammad

Document Date: 26.01.2010
Posting Date: 26.01.2010

Line	Mat. Short Text	OK	Qty in UnE
1	Material HQs	<input type="checkbox"/>	20

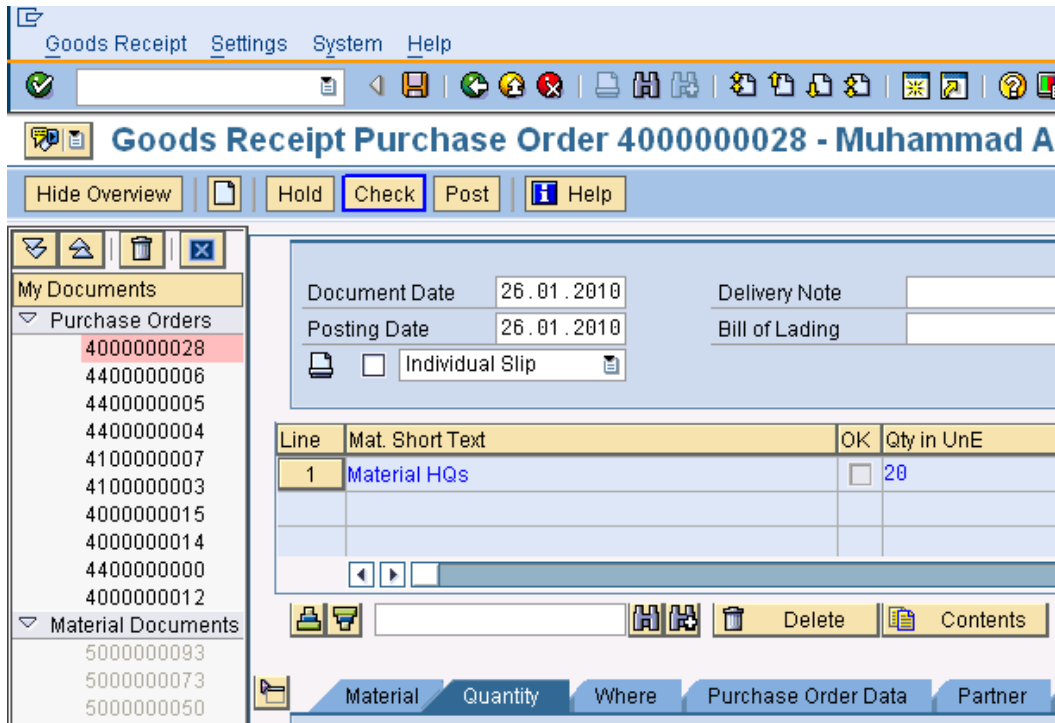
Item OK Line: 1

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

PURCHASING & INVENTORY MANAGEMENT

Check:

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



The screenshot shows the SAP 'Goods Receipt Purchase Order' screen for document 4000000028. The 'Check' button in the top toolbar is highlighted with a blue border. The interface includes a menu bar (Goods Receipt, Settings, System, Help), a toolbar with various icons, and a main area with the following details:

- Document Date: 26.01.2010
- Posting Date: 26.01.2010
- Delivery Note: [Empty]
- Bill of Lading: [Empty]
- Individual Slip:

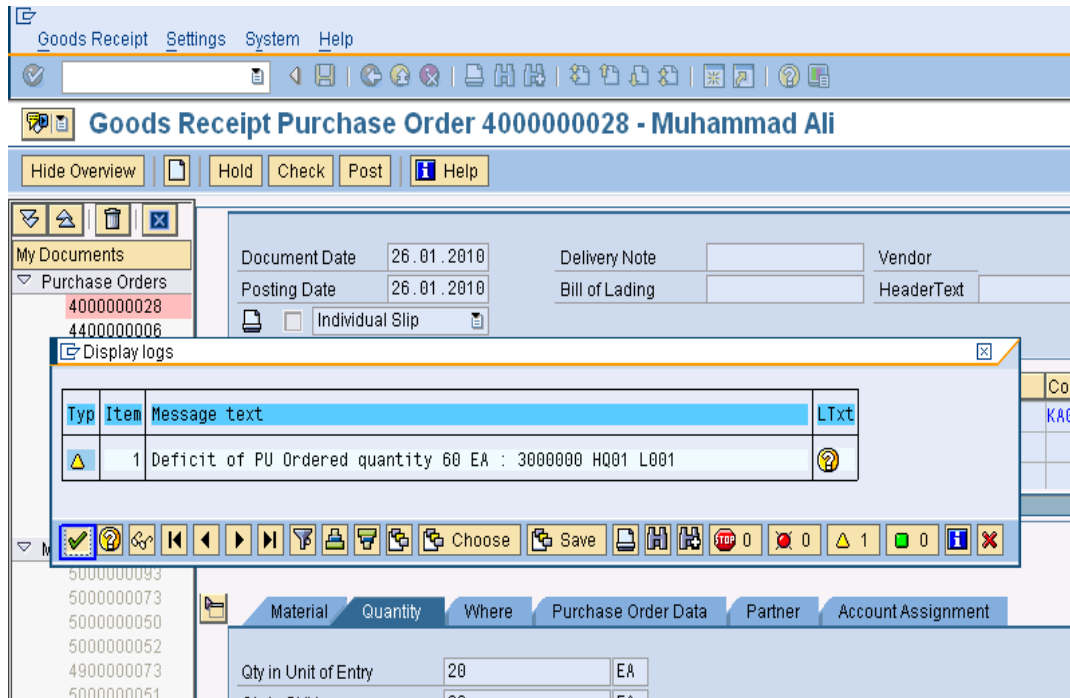
Line	Mat. Short Text	OK	Qty in UnE
1	Material HQs	<input type="checkbox"/>	20

At the bottom, there are tabs for 'Material', 'Quantity', 'Where', 'Purchase Order Data', and 'Partner'. The 'Material' tab is currently selected.

PURCHASING & INVENTORY MANAGEMENT

Click on Continue Button:

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

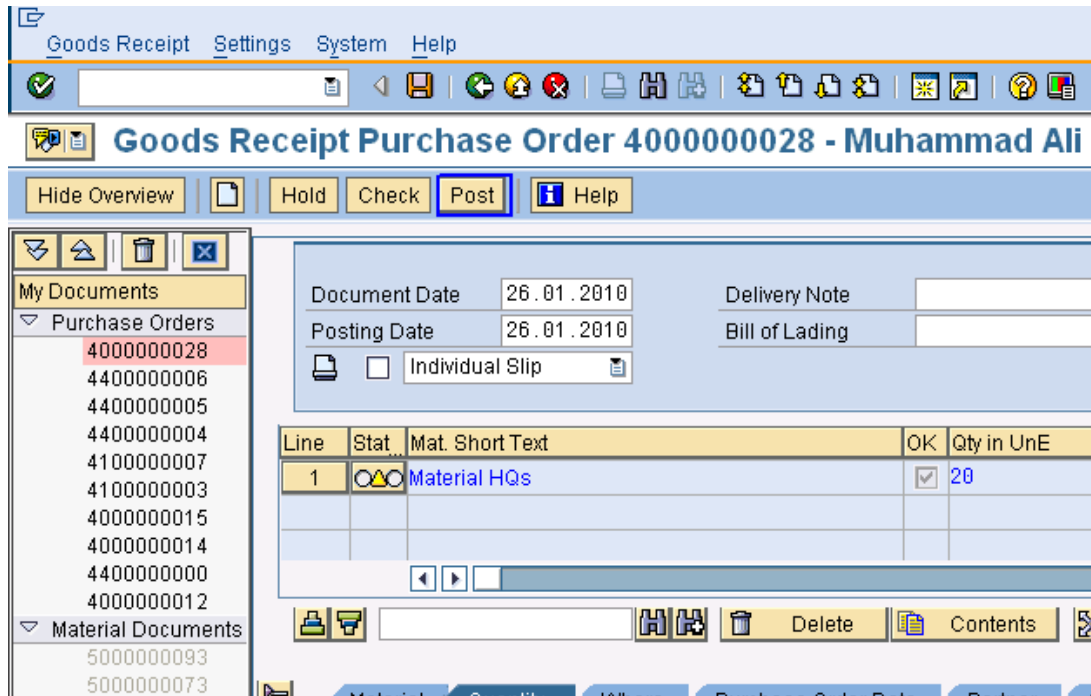


Field Name	Description	R/O/C	Comments
Error Message box.	It will display all the Errors in Document if there are any.	R	Check the errors in document

PURCHASING & INVENTORY MANAGEMENT

Post the Document.

Click on Post button to post the document.



The screenshot shows the SAP Goods Receipt interface for document 4000000028. The 'Post' button is highlighted in the top toolbar. The main area displays document details and a table of line items.

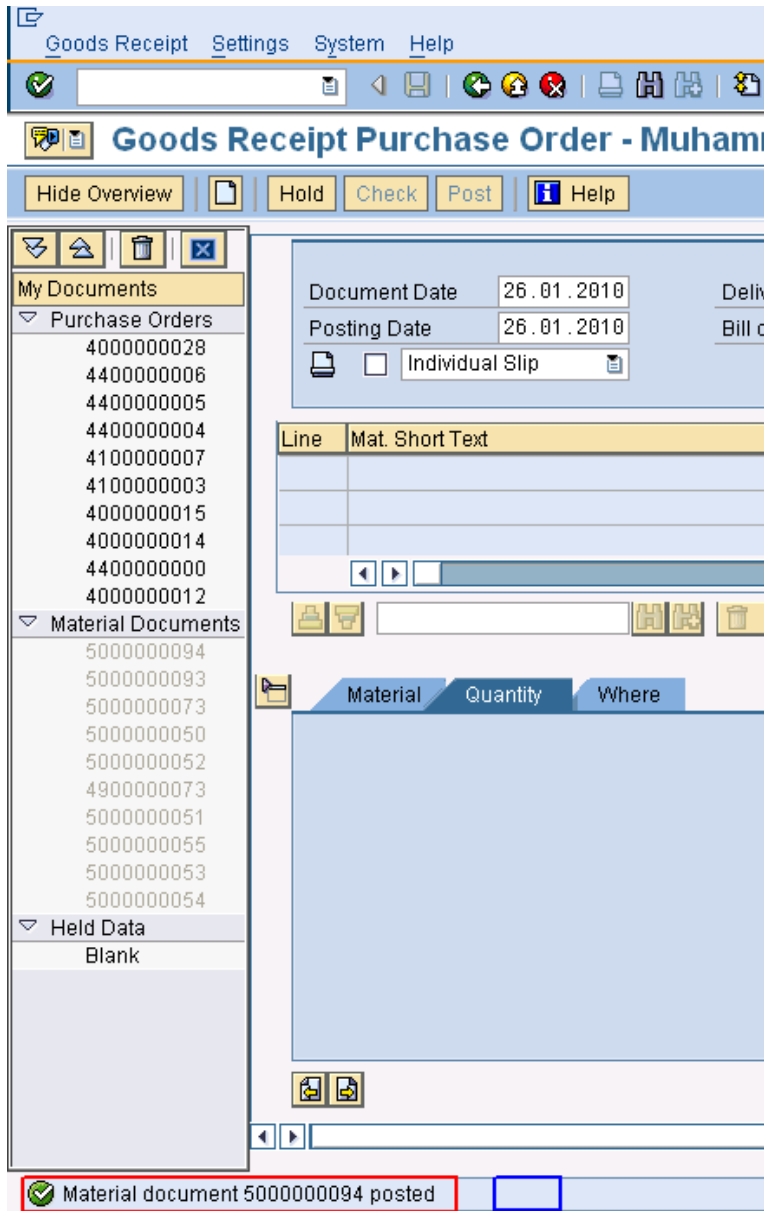
Document Date: 26.01.2010
 Posting Date: 26.01.2010
 Individual Slip:

Line	Stat	Mat. Short Text	OK	Qty in UnE
1	OK	Material HQs	<input checked="" type="checkbox"/>	20

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.

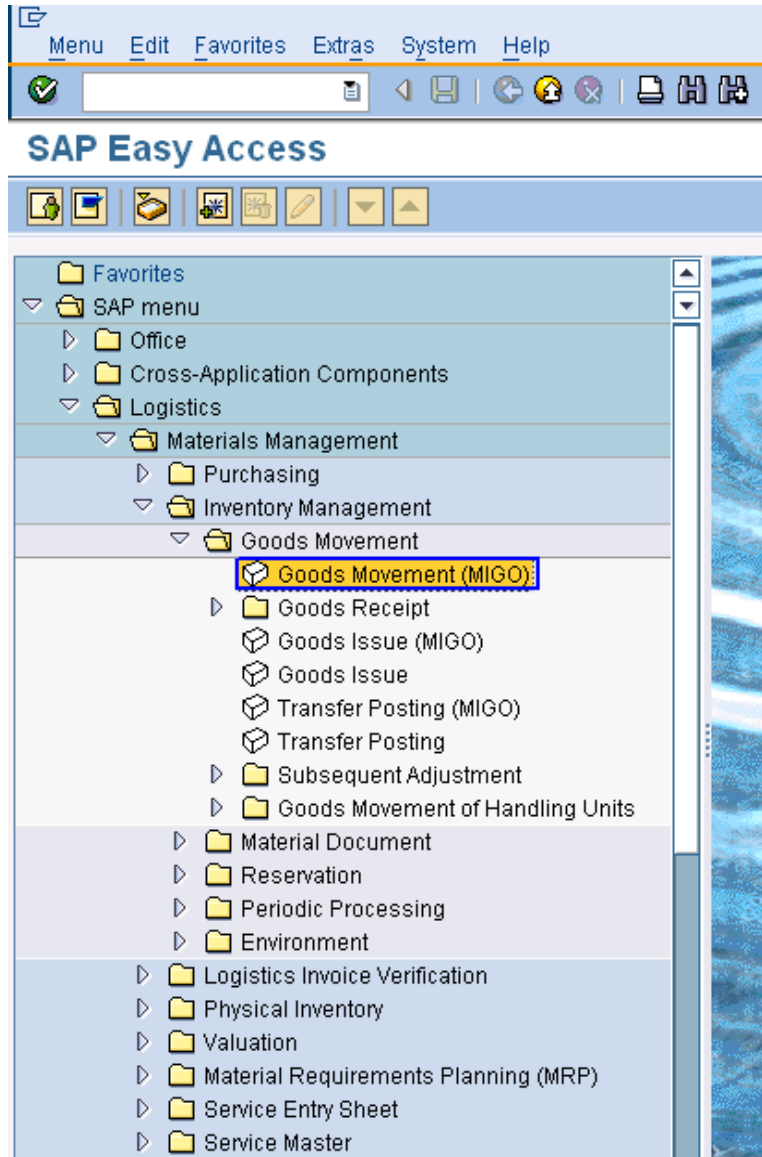


Material Document 5000000094 Generated

PURCHASING & INVENTORY MANAGEMENT

7.2 Return Deliver with Reference to Material Document:

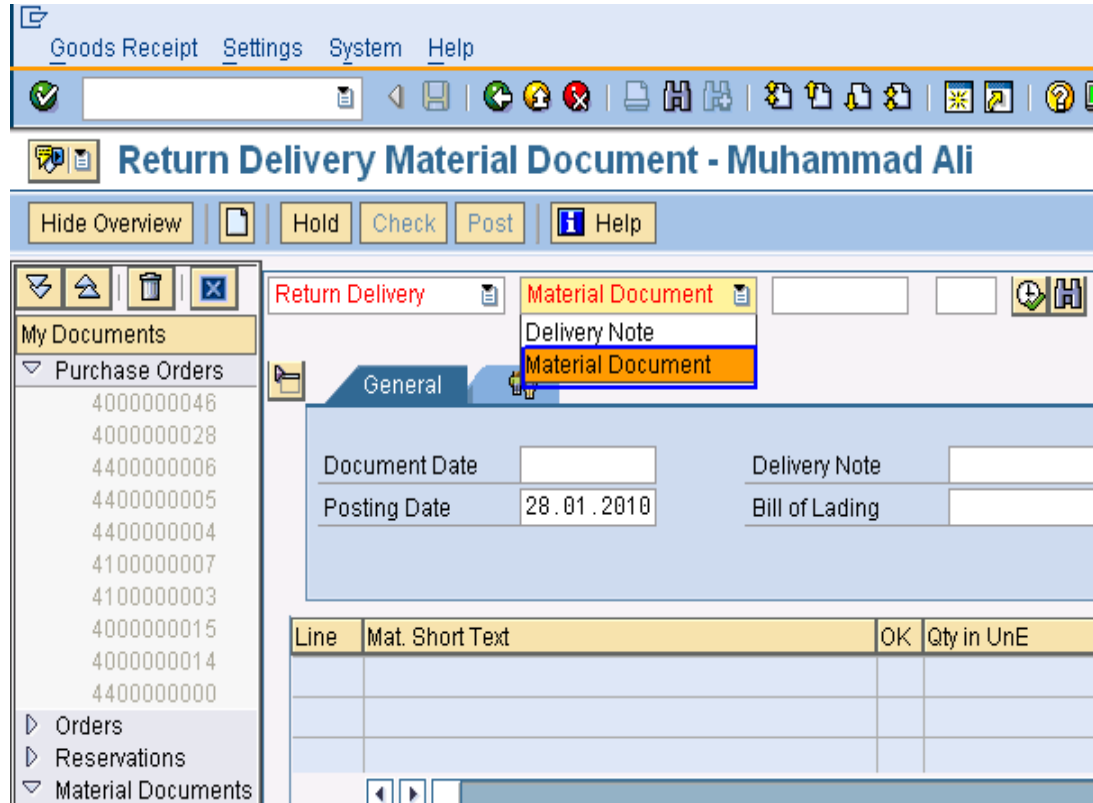
Via Menus	Logistics → Materials Management → Inventory management → Goods Movement → Goods Movement (MIGO)
Via Transaction Code	MIGO.



PURCHASING & INVENTORY MANAGEMENT

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.

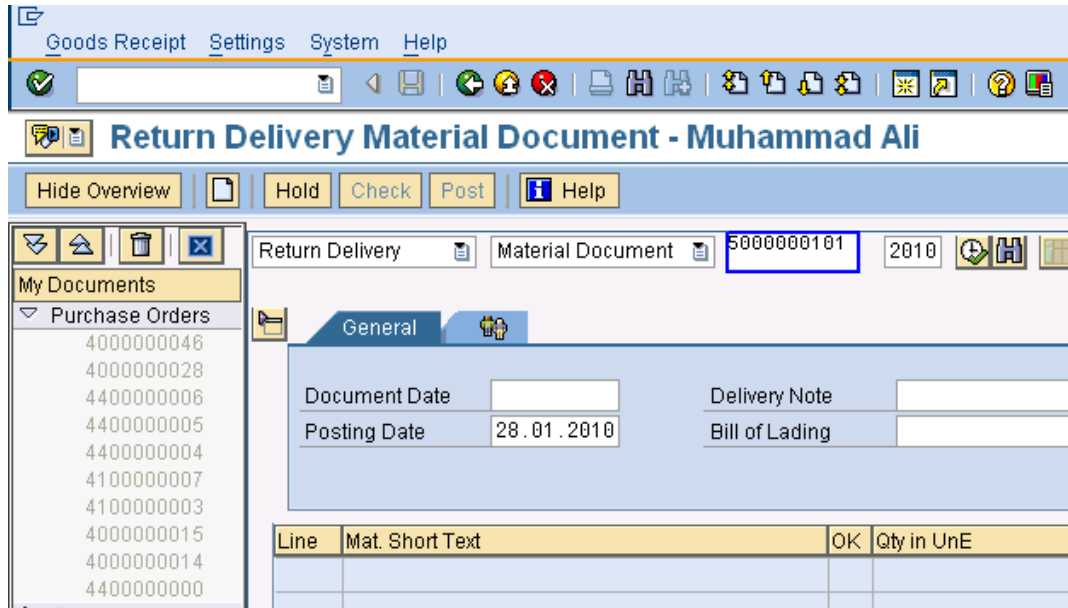


Field Name	Description	R/O/C	Comments
Reference Document		R	Select Material Document

PURCHASING & INVENTORY MANAGEMENT

Select Reference document

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

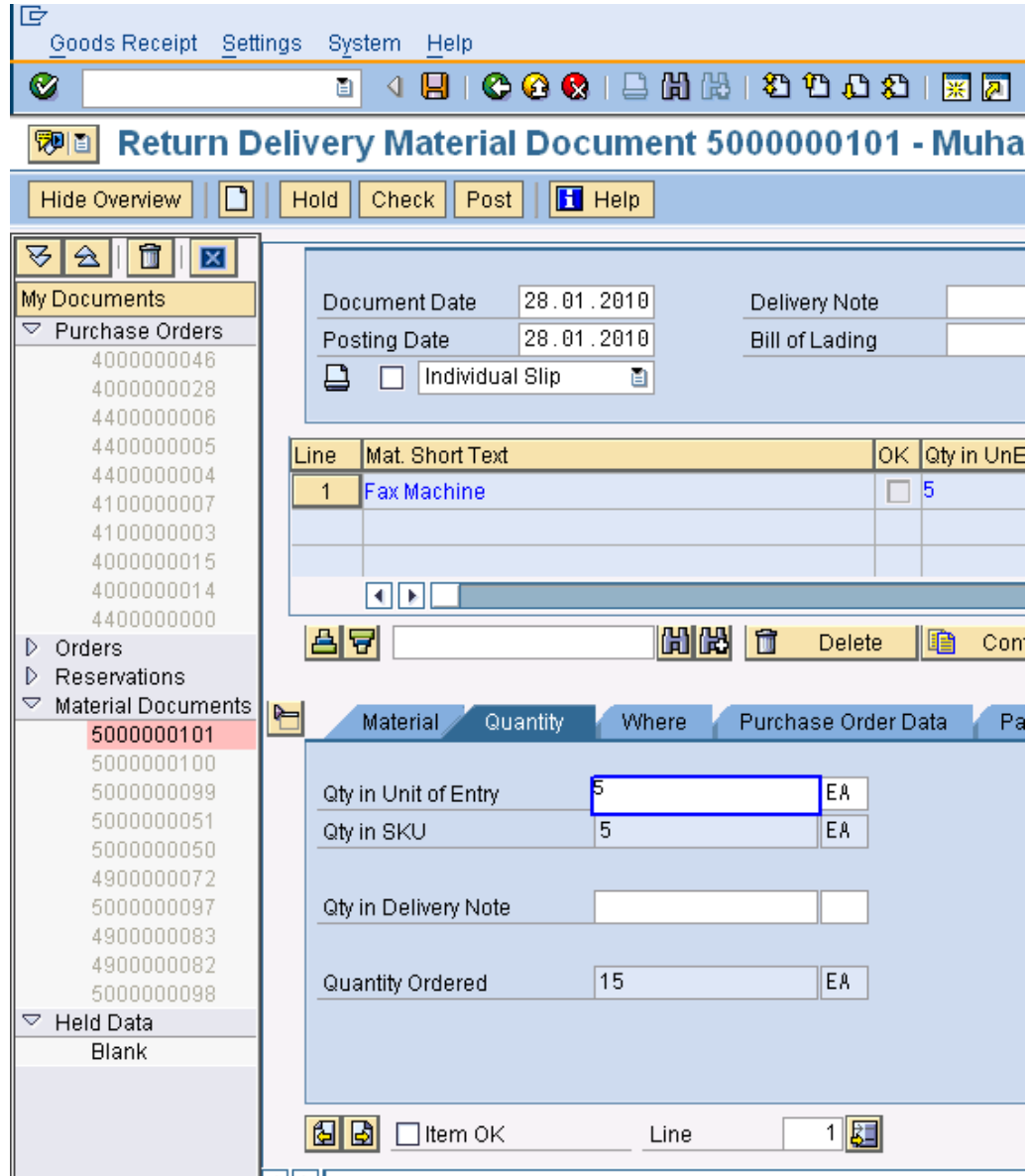


Field Name	Description	R/O/C	Comments
Reference Document	Enter the Material Document for the Return Delivery.	R	Enter Purchase Order no 5000000101

PURCHASING & INVENTORY MANAGEMENT

Enter Quantity in Quantity Tab:

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



The screenshot displays the SAP 'Return Delivery Material Document' interface. The main window title is 'Return Delivery Material Document 5000000101 - Muha'. The document date and posting date are both set to 28.01.2010. The material being returned is 'Fax Machine' (Line 1) with a quantity of 5 units. The 'Quantity' tab is active, showing the following values:

- Qty in Unit of Entry: 5
- Qty in SKU: 5
- Qty in Delivery Note: (empty)
- Quantity Ordered: 15

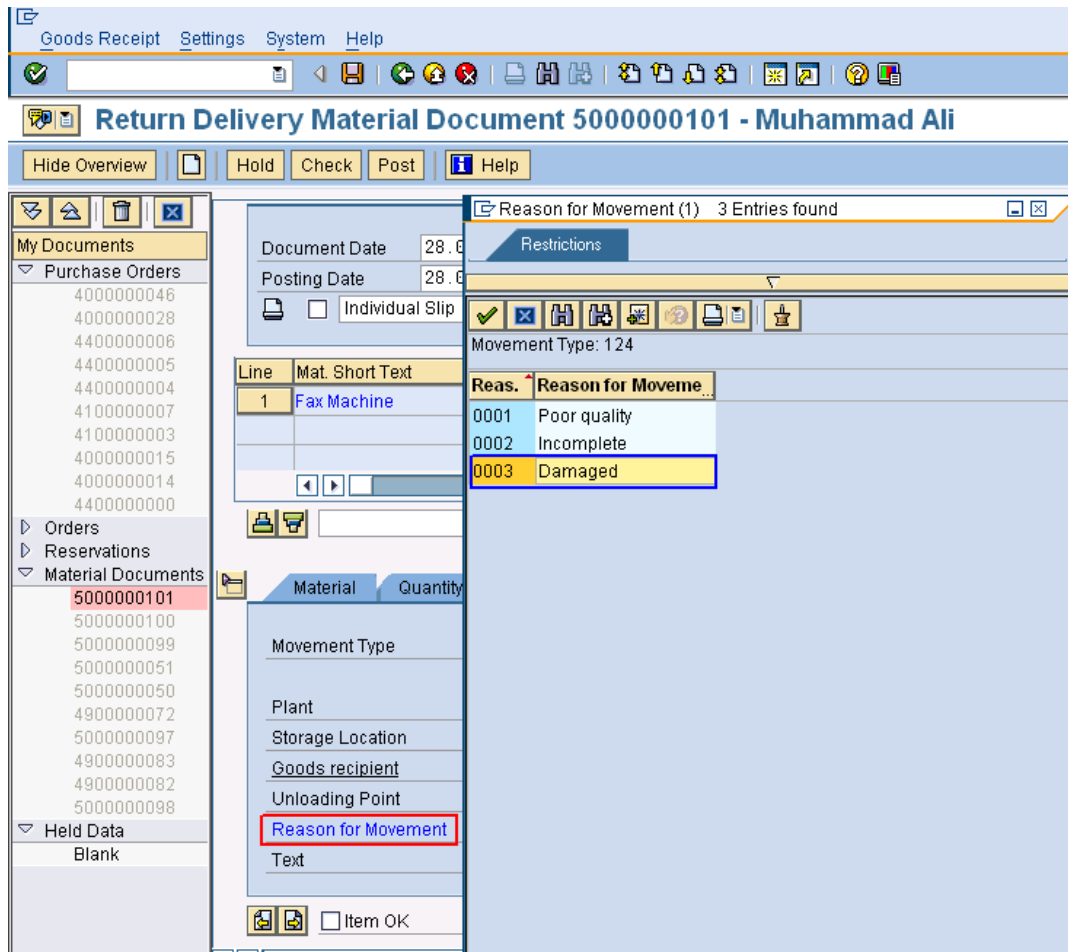
The left sidebar shows a list of documents under 'Material Documents', with '5000000101' selected. The bottom of the window shows 'Item OK' and 'Line 1'.

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

PURCHASING & INVENTORY MANAGEMENT

Give Reason for Movement:

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

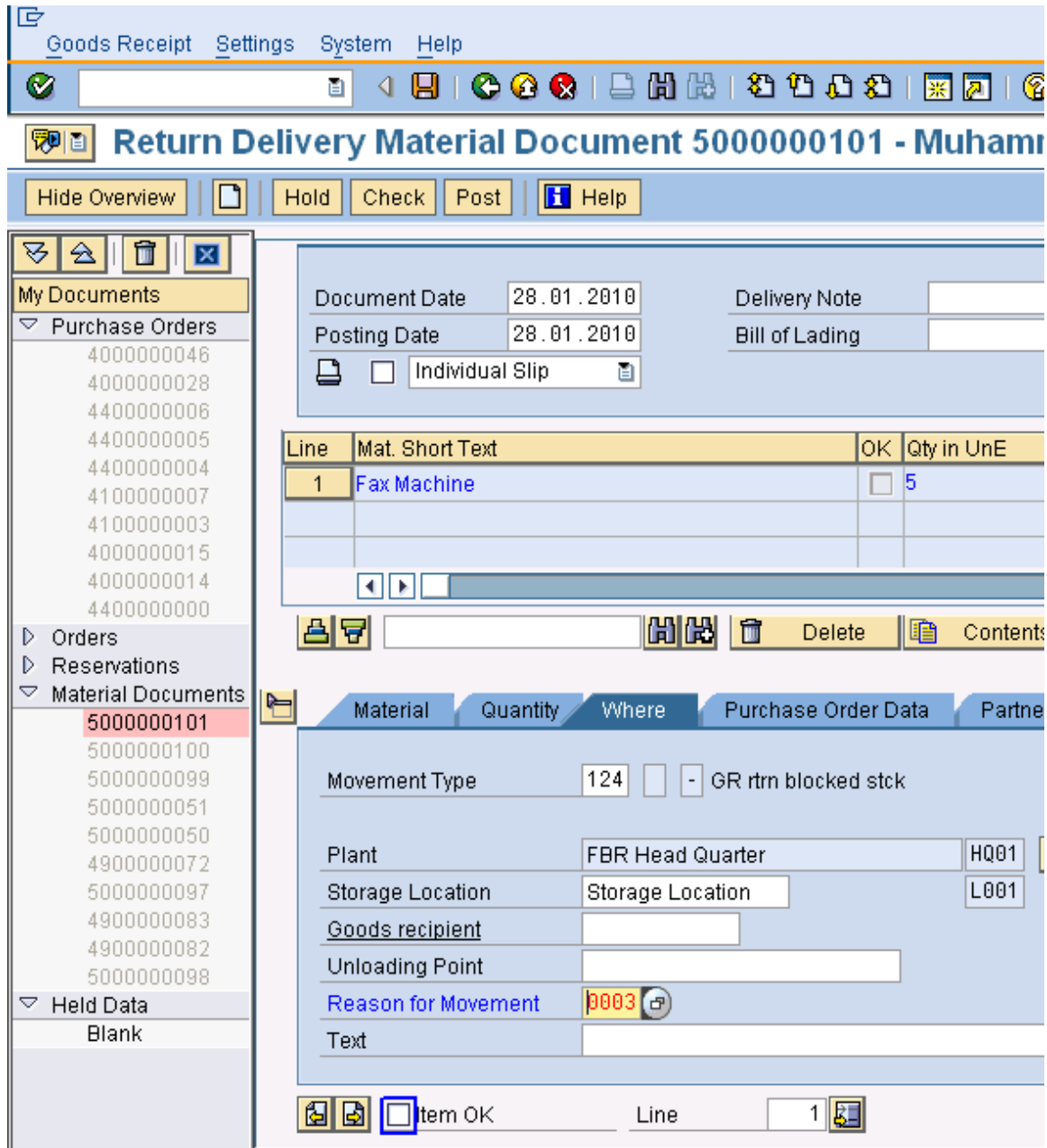


Field Name	Description	R/O/C	Comments
Reason For Movement	Select the reason for movement of goods	R	Select 003(Damaged)

PURCHASING & INVENTORY MANAGEMENT

Item OK:

Click on item OK after enter all required input



The screenshot shows the SAP Return Delivery Material Document interface. At the top, there is a menu bar with 'Goods Receipt', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Return Delivery Material Document 5000000101 - Muhammad'. Below the title are buttons for 'Hide Overview', 'Hold', 'Check', 'Post', and 'Help'. On the left, there is a 'My Documents' sidebar with a tree view showing 'Purchase Orders' and 'Material Documents'. The 'Material Documents' list includes '5000000101' which is highlighted. The main area contains a form with fields for 'Document Date' (28.01.2010), 'Posting Date' (28.01.2010), 'Delivery Note', and 'Bill of Lading'. There is also a checkbox for 'Individual Slip'. Below the form is a table with columns 'Line', 'Mat. Short Text', 'OK', and 'Qty in UnE'. The table has one row with '1', 'Fax Machine', an unchecked checkbox, and '5'. At the bottom, there are tabs for 'Material', 'Quantity', 'Where', 'Purchase Order Data', and 'Partner'. The 'Where' tab is active, showing 'Movement Type' (124), 'Plant' (FBR Head Quarter), 'Storage Location' (Storage Location), 'Goods recipient', 'Unloading Point', 'Reason for Movement' (0003), and 'Text'. At the very bottom, there is a button labeled 'Item OK' and a 'Line' field with the value '1'.

PURCHASING & INVENTORY MANAGEMENT

Check :

Ensure that Document is O.K there is no error before posting the document.

Goods Receipt Settings System Help

Return Delivery Material Document 5000000101 - Muhammad Ali

Hide Overview Hold **Check** Post Help

Document Date 28.01.2010 Delivery Note
 Posting Date 28.01.2010 Bill of Lading
 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E
1	Fax Machine	<input type="checkbox"/>	5	EA

Material Quantity Where Purchase Order Data Partner Accol

Movement Type 124 - GR rtn blocked stck

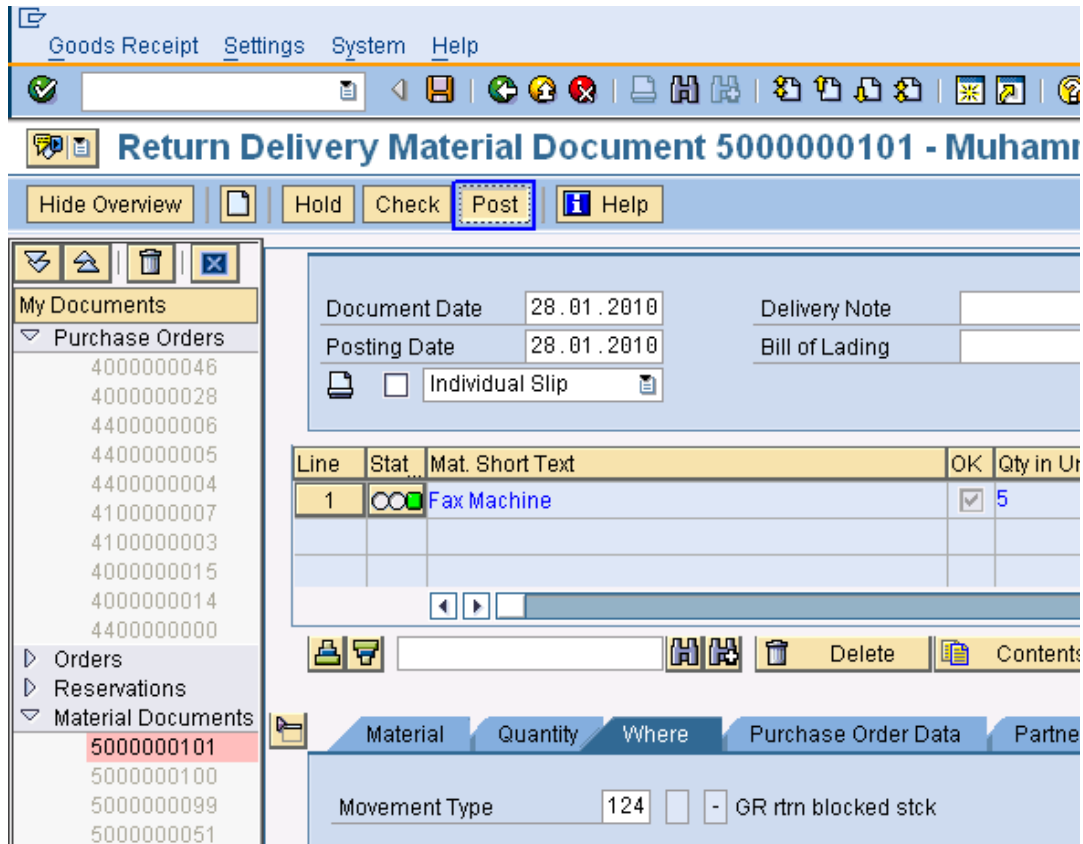
Plant FBR Head Quarter HQ01
 Storage Location Storage Location L001
 Goods recipient
 Unloading Point
 Reason for Movement 0003
 Text

Item OK Line 1

PURCHASING & INVENTORY MANAGEMENT

Post Document:

Post the Document for Return Delivery.



The screenshot shows the SAP interface for a Return Delivery Material Document. The title bar reads "Return Delivery Material Document 5000000101 - Muham". The main menu includes "Goods Receipt", "Settings", "System", and "Help". A toolbar contains various icons for document management. Below the title bar, there are buttons for "Hide Overview", "Hold", "Check", "Post" (highlighted with a red box), and "Help".

The left sidebar shows a tree view under "My Documents":

- My Documents
 - Purchase Orders
 - 4000000046
 - 4000000028
 - 4400000006
 - 4400000005
 - 4400000004
 - 4100000007
 - 4100000003
 - 4000000015
 - 4000000014
 - 4400000000
 - Orders
 - Reservations
 - Material Documents
 - 5000000101 (highlighted)
 - 5000000100
 - 5000000099
 - 5000000051

The main area contains the following fields:

- Document Date: 28.01.2010
- Posting Date: 28.01.2010
- Delivery Note: [empty]
- Bill of Lading: [empty]
- Individual Slip:

A table below shows the material details:

Line	Stat	Mat. Short Text	OK	Qty in Ur
1	○○●	Fax Machine	<input checked="" type="checkbox"/>	5

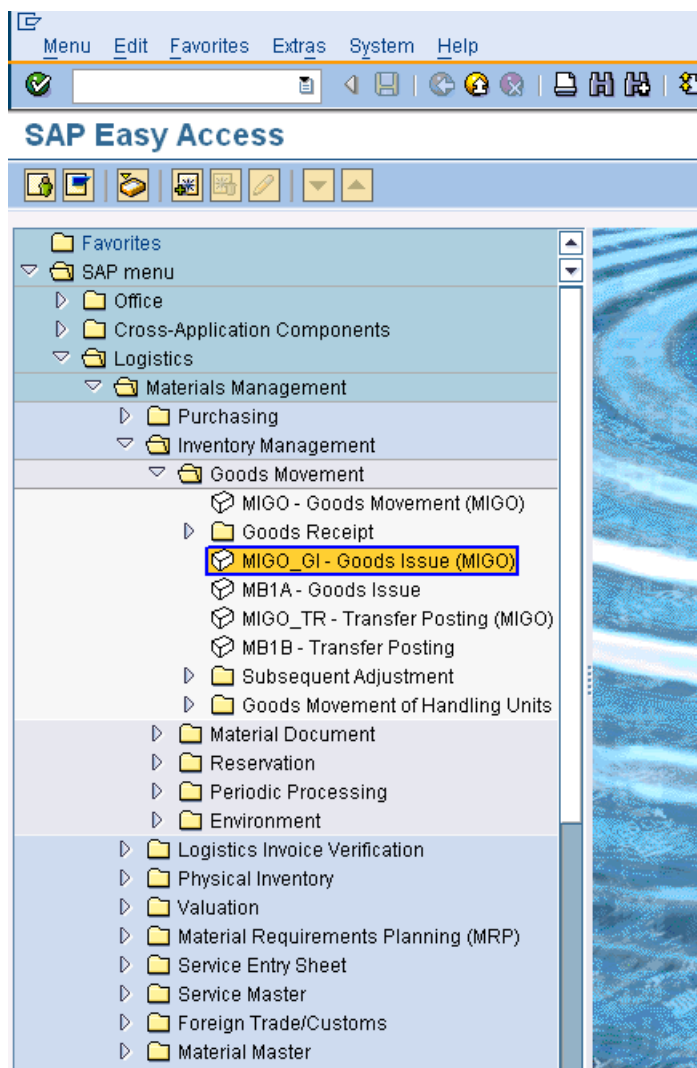
Below the table are navigation arrows and a toolbar with "Delete" and "Contents" buttons. At the bottom, there are tabs for "Material", "Quantity", "Where", "Purchase Order Data", and "Partne". The "Movement Type" is set to 124, with a note "- GR rtn blocked stck".

PURCHASING & INVENTORY MANAGEMENT

7.3 Goods Issue Reference to Reservation

Access transaction by:

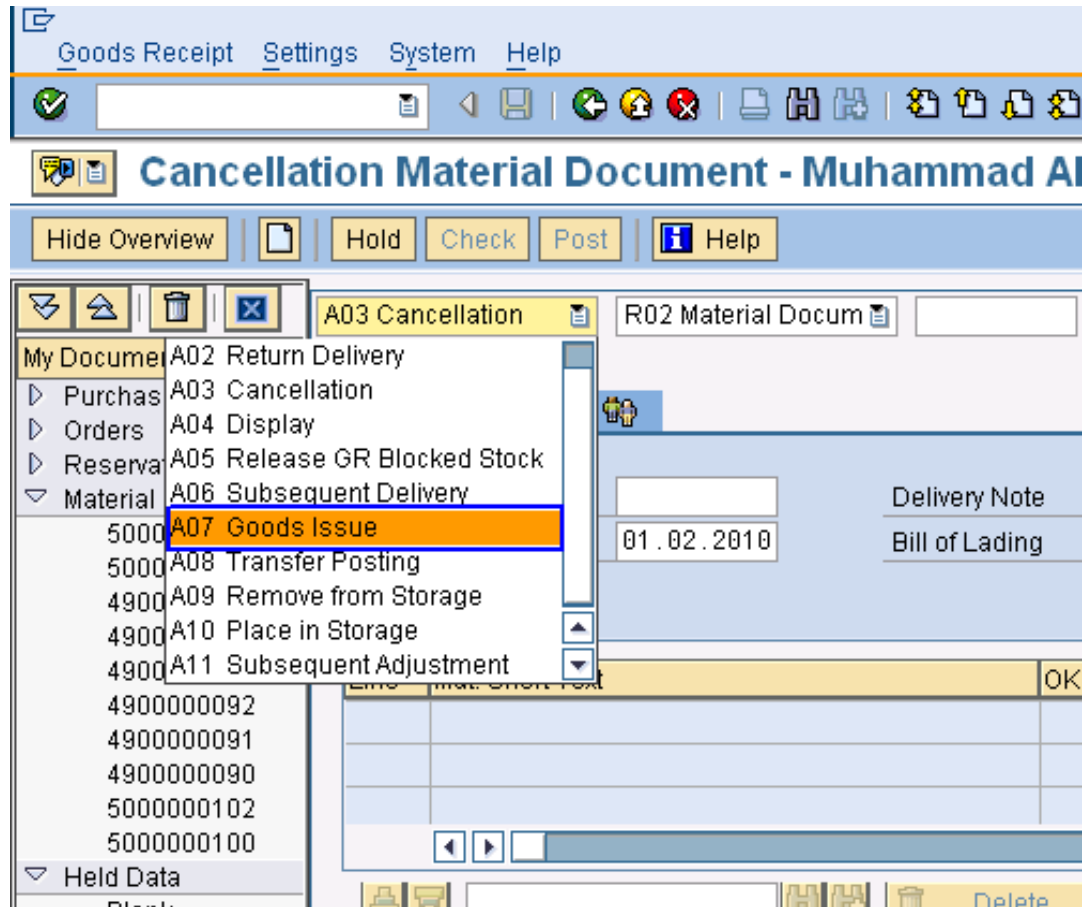
Via Menus	SAP Menu > Logistics > Inventory Management > Goods Movement > Goods Issue (MIGO)
Via Transaction Code	MIGO



PURCHASING & INVENTORY MANAGEMENT

Action for document

Select Goods Issue as Action for GI



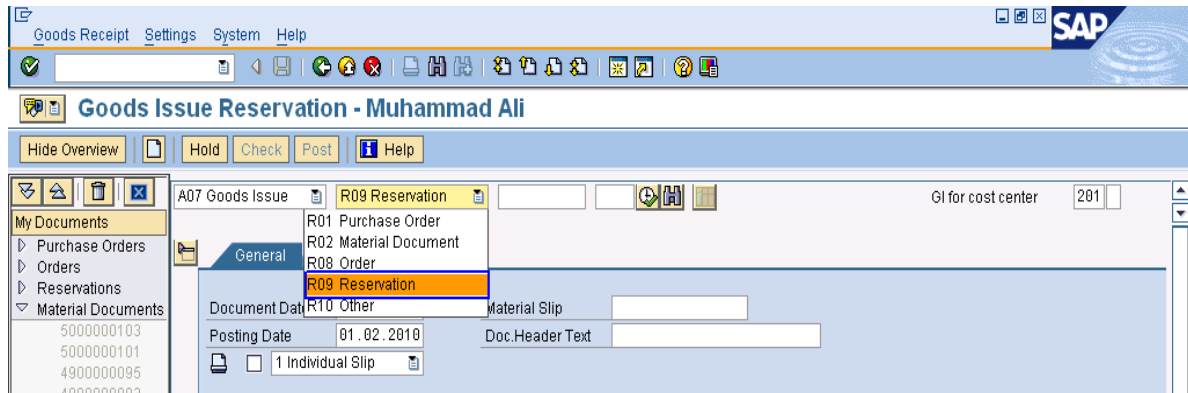
Click on drop down list to select the Goods Issue.

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

PURCHASING & INVENTORY MANAGEMENT

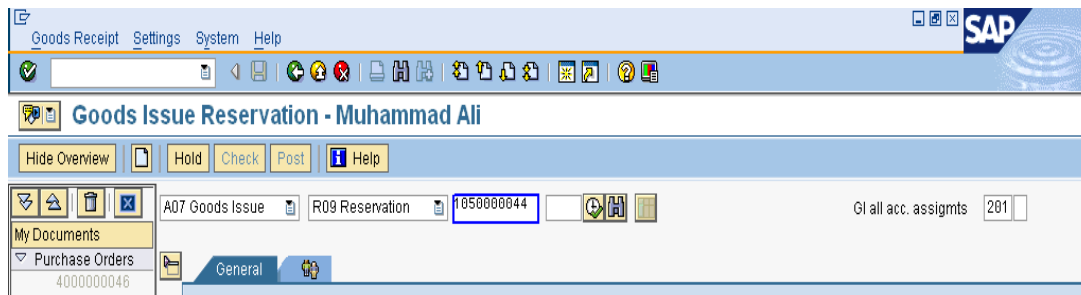
Select Reservation:

From the drop down list select the Reservation



Specify Reservation Number

Enter Reservation Number 1050000044

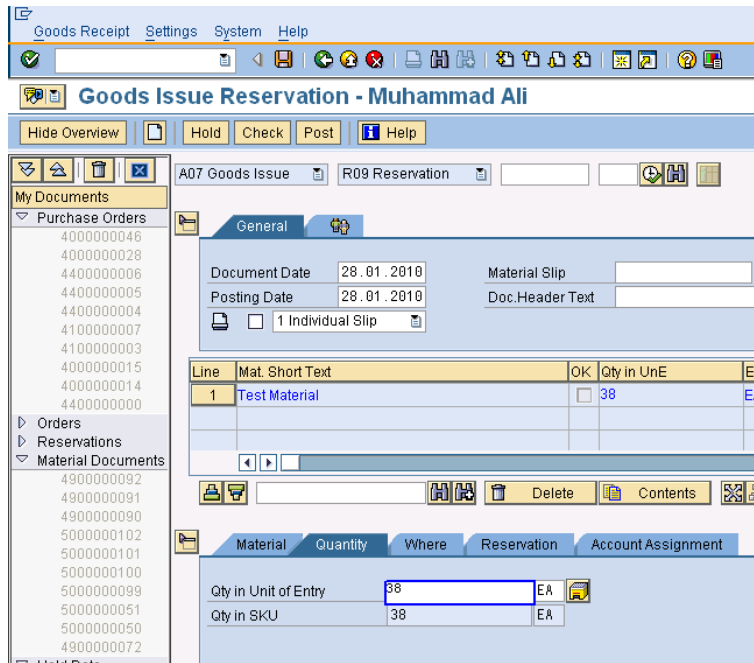


Enter the Reservation Number for which you use as a reference for Goods Issue against this Reservation.

PURCHASING & INVENTORY MANAGEMENT

Item Detail - Quantity Tab

Enter Quantity 38 for Issuance

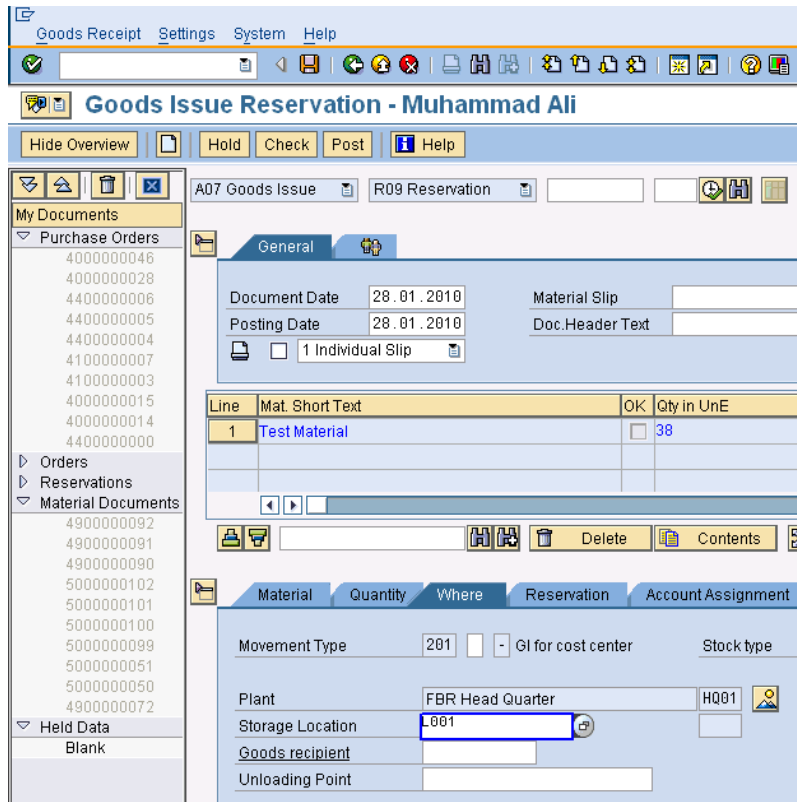


You can Issue Full/Partial at Quantity tab on item detail level.

PURCHASING & INVENTORY MANAGEMENT

Enter Storage Location

Enter Storage Location L001



The screenshot shows the SAP 'Goods Issue Reservation - Muhammad Ali' window. The 'Where' tab is active, displaying the following data:

Material	Quantity	Where	Reservation	Account Assignment
Test Material	38	L001		

Additional fields in the 'Where' tab include:

- Movement Type: 201 - GI for cost center
- Plant: FBR Head Quarter (HQ01)
- Storage Location: L001
- Goods recipient: [Empty]
- Unloading Point: [Empty]

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

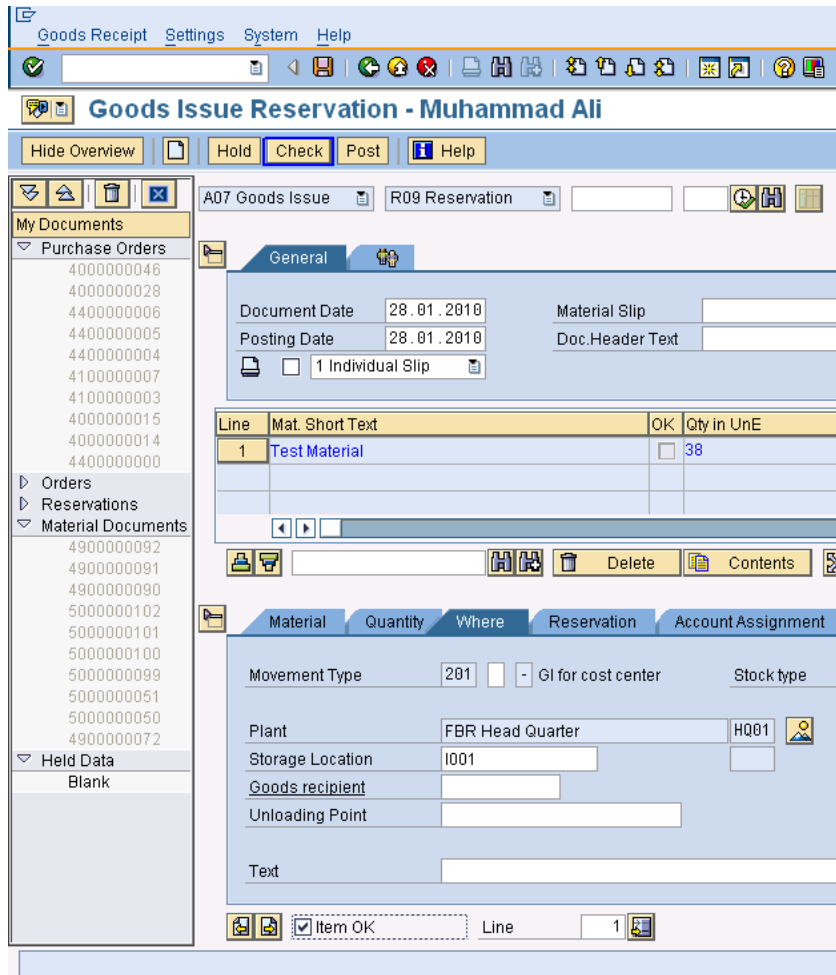
The screenshot displays the SAP 'Goods Issue Reservation' interface for user 'Muhammad Ali'. The 'General' tab is selected, showing document details for 'A07 Goods Issue' and 'R09 Reservation' dated 28.01.2010. A table lists one line item: '1 Test Material' with a quantity of 38. The 'Material' tab is active, showing movement type 201, plant 'FBR Head Quarter', and storage location '1001'. At the bottom of the interface, a checkbox labeled 'Item OK' is highlighted with a red box, indicating the step to flag the indicator.

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

PURCHASING & INVENTORY MANAGEMENT

Check the document:

Press to check the document.



The screenshot shows the SAP 'Goods Issue Reservation' interface for user 'Muhammad Ali'. The main window title is 'A07 Goods Issue' and 'R09 Reservation'. The 'Check' button is highlighted in the top toolbar. The left sidebar shows a tree view with 'Purchase Orders' expanded, listing various document numbers. The main area is divided into tabs: 'General', 'Material', 'Quantity', 'Where', 'Reservation', and 'Account Assignment'. The 'General' tab is active, showing fields for 'Document Date' (28.01.2010), 'Posting Date' (28.01.2010), and 'Material Slip'. Below this is a table with one line item:

Line	Mat. Short Text	OK	Qty in UnE
1	Test Material	<input type="checkbox"/>	38

The 'Material' tab is also visible, showing fields for 'Movement Type' (201), 'Plant' (FBR Head Quarter), and 'Storage Location' (1001). At the bottom, there is a checkbox for 'Item OK' which is checked, and a 'Line' field set to '1'.

PURCHASING & INVENTORY MANAGEMENT

Post the document:

You can see the message highlighted below that document is O.K.

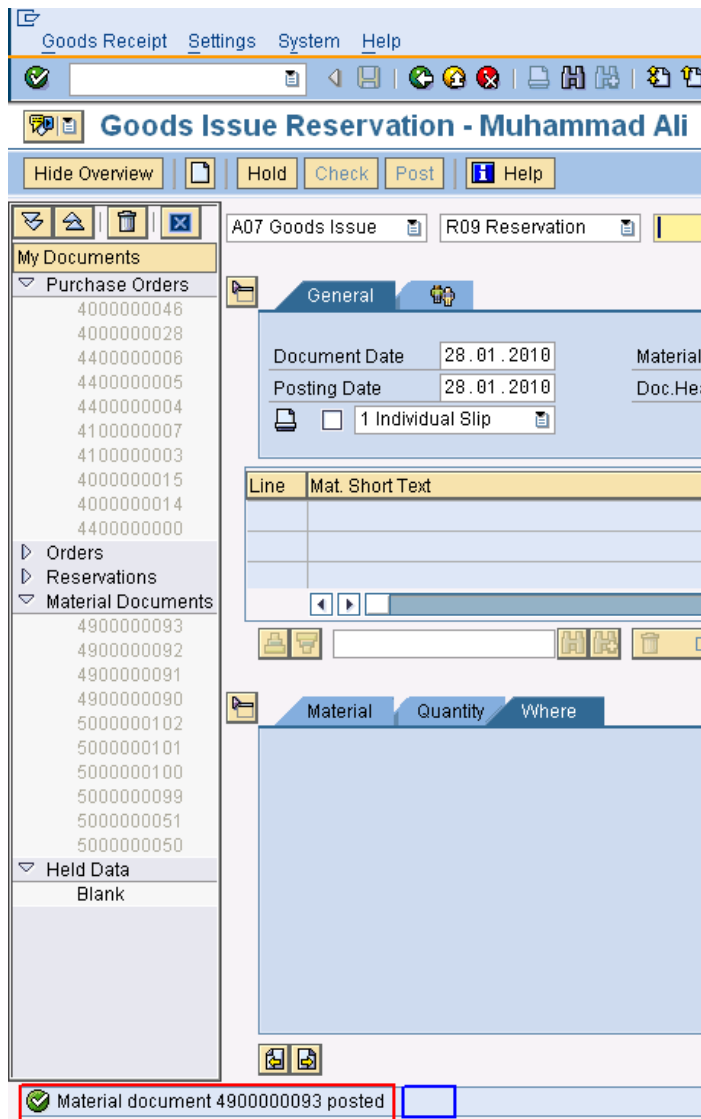
Document is O.K. Now you can Post the document. Press **Post** to post the document.

The screenshot shows the SAP 'Goods Issue Reservation' interface for user 'Muhammad Ali'. The 'Post' button is highlighted in the top toolbar. A message at the bottom left of the window states 'Document is O.K.' and is highlighted with a red box. The main area displays reservation details for 'A07 Goods Issue' and 'R09 Reservation', including a table with one line item for 'Test Material' with a quantity of 2. The 'Material Documents' list on the left includes various document numbers under 'Purchase Orders' and 'Material Documents'.

PURCHASING & INVENTORY MANAGEMENT

Material Document Number Generated

Material document Generated



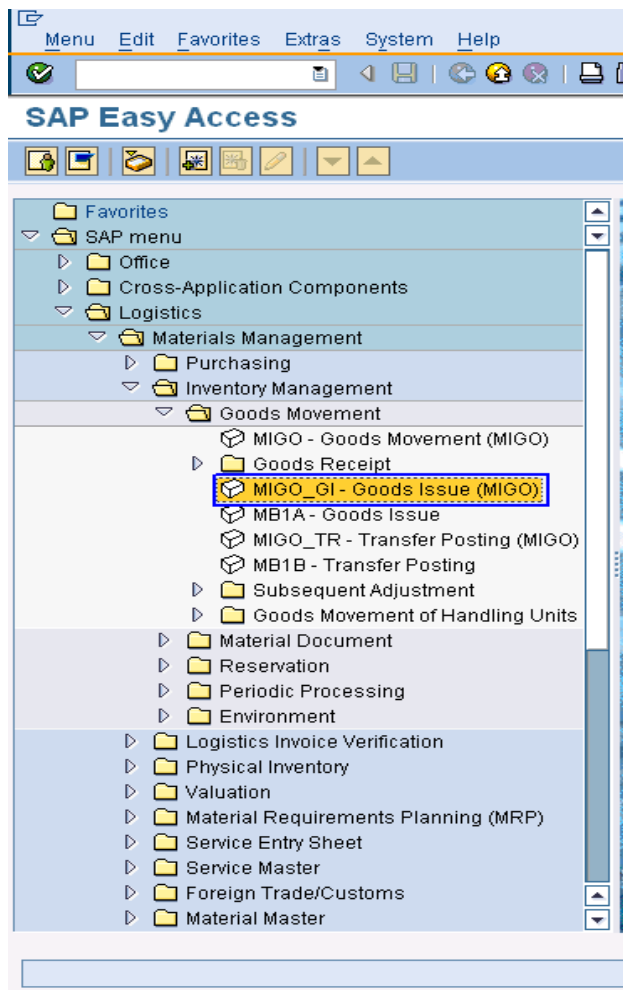
Material Document Number has generated for action cancellation against goods issue

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

PURCHASING & INVENTORY MANAGEMENT

7.4 Material Document Cancellation

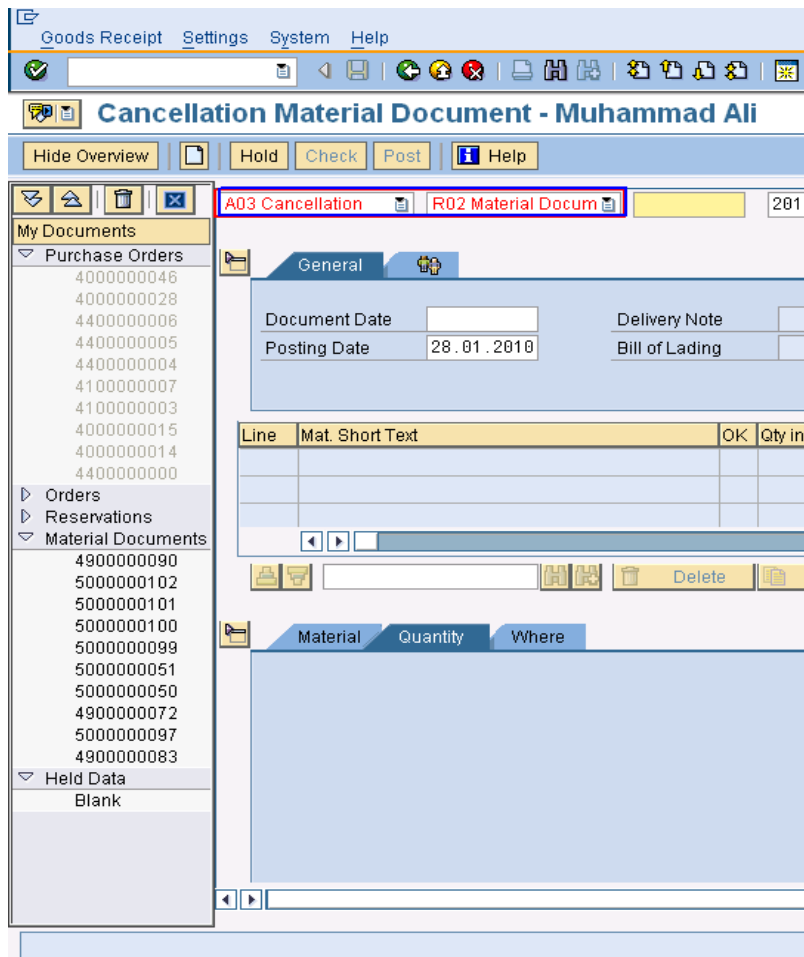
Via Menus	SAP Menu > Logistics > Inventory Management > Goods Movement > Goods Issue (MIGO)
Via Transaction Code	MIGO_GI



PURCHASING & INVENTORY MANAGEMENT

Select Reference Type

Select Reference type from drop down menu



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

PURCHASING & INVENTORY MANAGEMENT

Material document number

Enter Material Document "4900000090" as a reference



The screenshot shows the SAP interface for a 'Cancellation Material Document'. The title bar reads 'Cancellation Material Document - Muhammad Ali'. The main area contains the following information:

- Buttons: Hide Overview, Hold, Check, Post, Help
- Document Type: A03 Cancellation
- Material Document: R02 Material Docum
- Material Document Number: 4900000090 (highlighted in a blue box)
- Year: 2010
- Navigation icons: back, forward, search, etc.

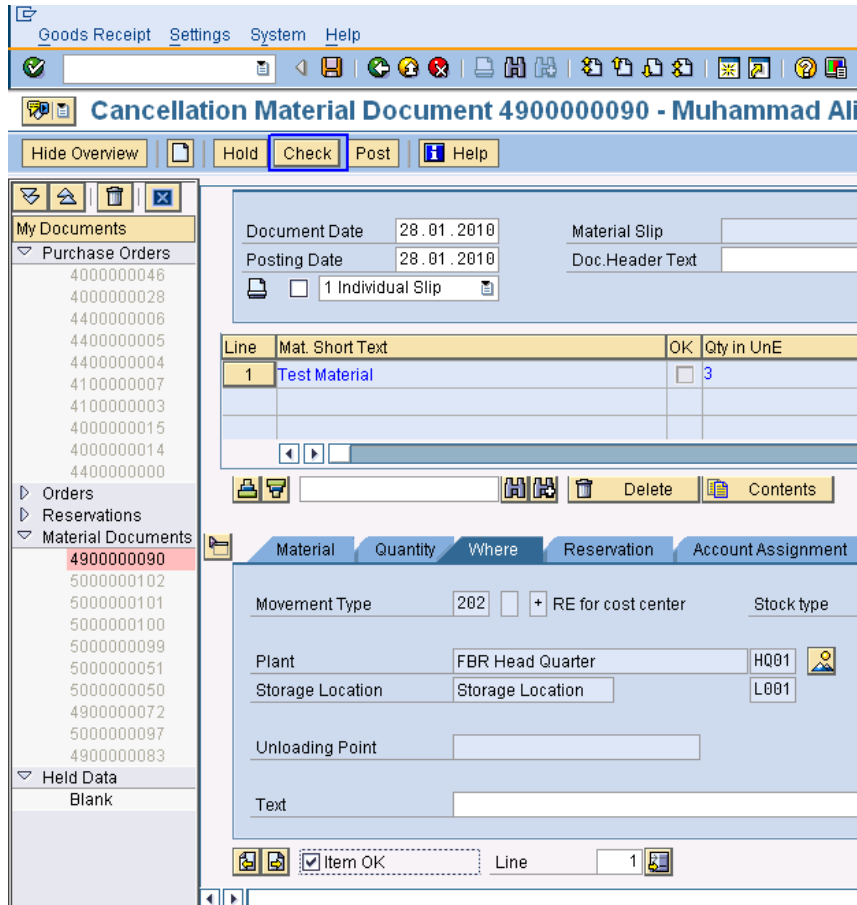
On the left side, there is a 'My Documents' sidebar with a tree view showing 'Purchase Orders' and a list item '4000000046'. Below the sidebar, the 'General' tab is selected.

PURCHASING & INVENTORY MANAGEMENT

Flag Item Ok Indicator

Flag the Item OK Indicator

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



Goods Receipt Settings System Help

Cancellation Material Document 4900000090 - Muhammad Ali

Hide Overview Hold **Check** Post Help

Document Date 28.01.2010 Material Slip
 Posting Date 28.01.2010 Doc.Header Text
 1 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE
1	Test Material	<input type="checkbox"/>	3

Material Quantity Where Reservation Account Assignment

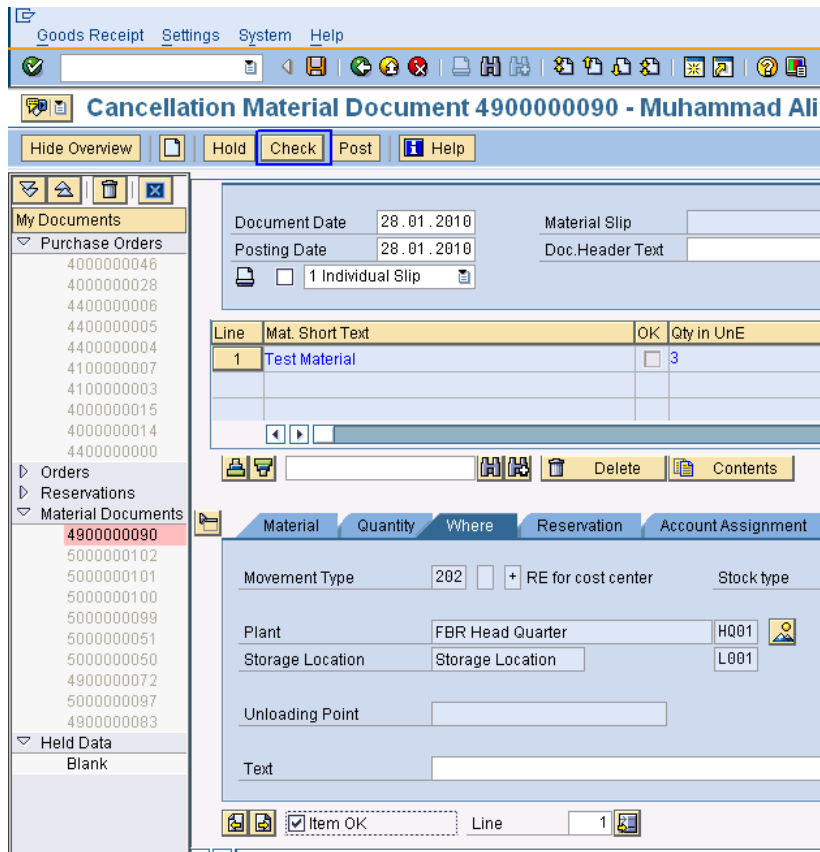
Movement Type 202 + RE for cost center Stock type
 Plant FBR Head Quarter HQ01
 Storage Location Storage Location L001
 Unloading Point
 Text

Item OK Line 1

PURCHASING & INVENTORY MANAGEMENT

Check the Errors:

Press **Check** to check for errors



Goods Receipt Settings System Help

Cancellation Material Document 4900000090 - Muhammad Ali

Hide Overview Hold **Check** Post Help

Document Date 28.01.2010 Material Slip
 Posting Date 28.01.2010 Doc.Header Text
 1 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE
1	Test Material	<input type="checkbox"/>	3

Material Quantity Where Reservation Account Assignment

Movement Type 202 + RE for cost center Stock type
 Plant FBR Head Quarter HQ01
 Storage Location Storage Location L001
 Unloading Point
 Text

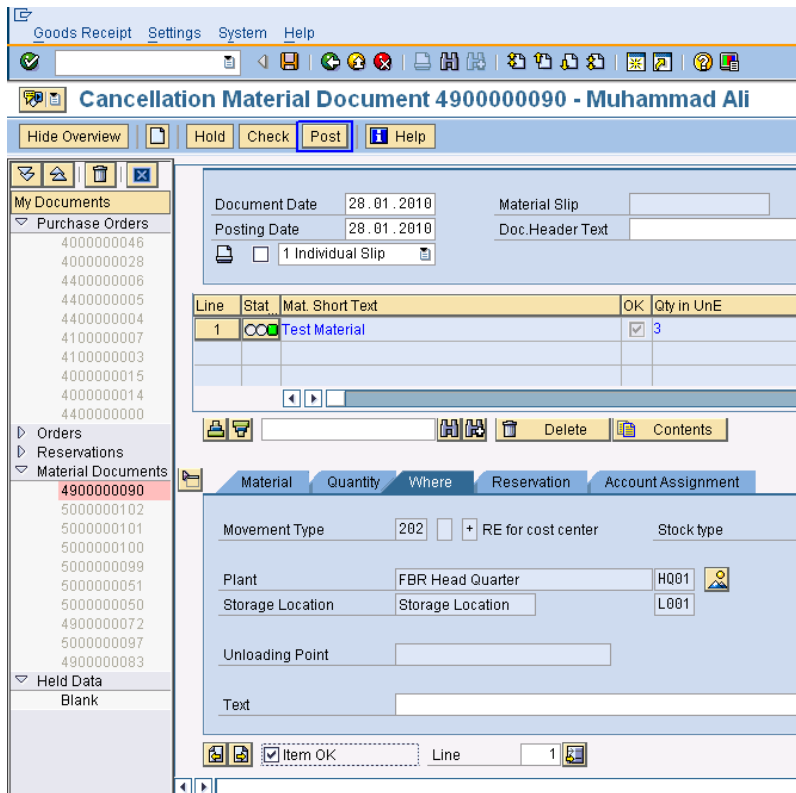
Item OK Line 1

Check here to ensure that there are no errors in document and document is OK.

PURCHASING & INVENTORY MANAGEMENT

Post the document

Document is OK. Now you can post the document. Press **Post** to Post the document



Goods Receipt Settings System Help

Cancellation Material Document 4900000090 - Muhammad Ali

Hide Overview Hold Check **Post** Help

Document Date 28.01.2010 Material Slip
 Posting Date 28.01.2010 Doc.Header Text
 1 Individual Slip

Line	Stat	Mat. Short Text	OK	Qty in UnE
1	OK	Test Material	<input checked="" type="checkbox"/>	3

Material Quantity Where Reservation Account Assignment

Movement Type 202 + RE for cost center Stock type
 Plant FBR Head Quarter H001
 Storage Location Storage Location L001
 Unloading Point
 Text

Item OK Line 1

PURCHASING & INVENTORY MANAGEMENT

Material Document Number Generated

Material document "4900000091" Generated
Note the document number

Goods Receipt Settings System Help

Cancellation Material Document - Muhammad Ali

Hide Overview Hold Check Post Help

Document Date Delivery Note
Posting Date 28.01.2010 Bill of Lading

Line	Mat. Short Text	OK	Qty in UnE

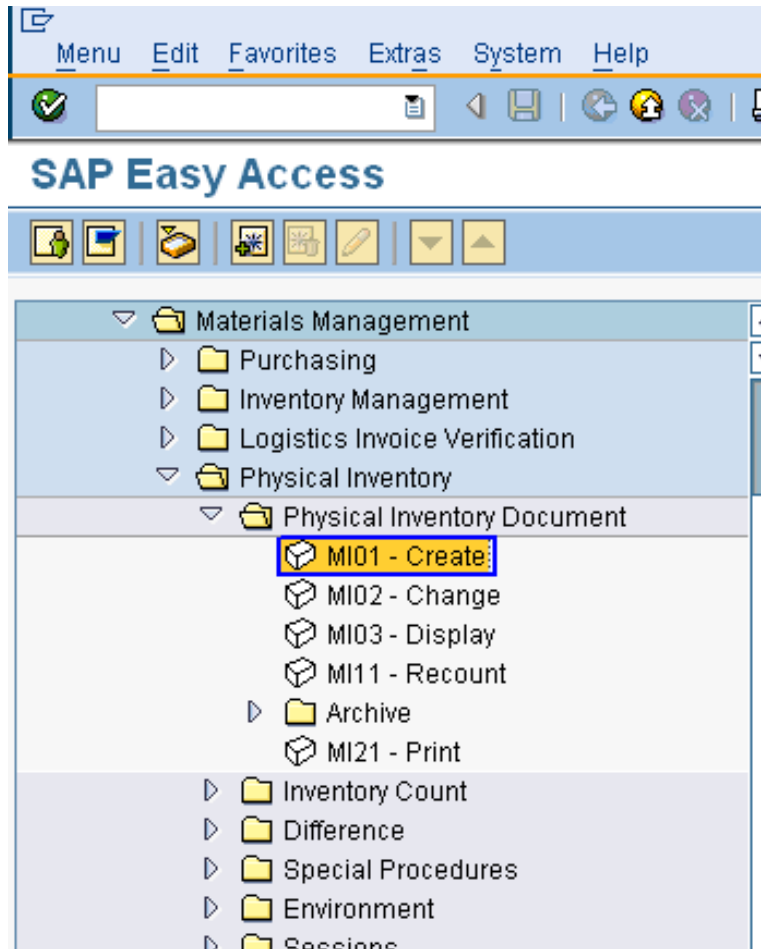
Material Quantity Where

Material document 4900000091 posted

PURCHASING & INVENTORY MANAGEMENT

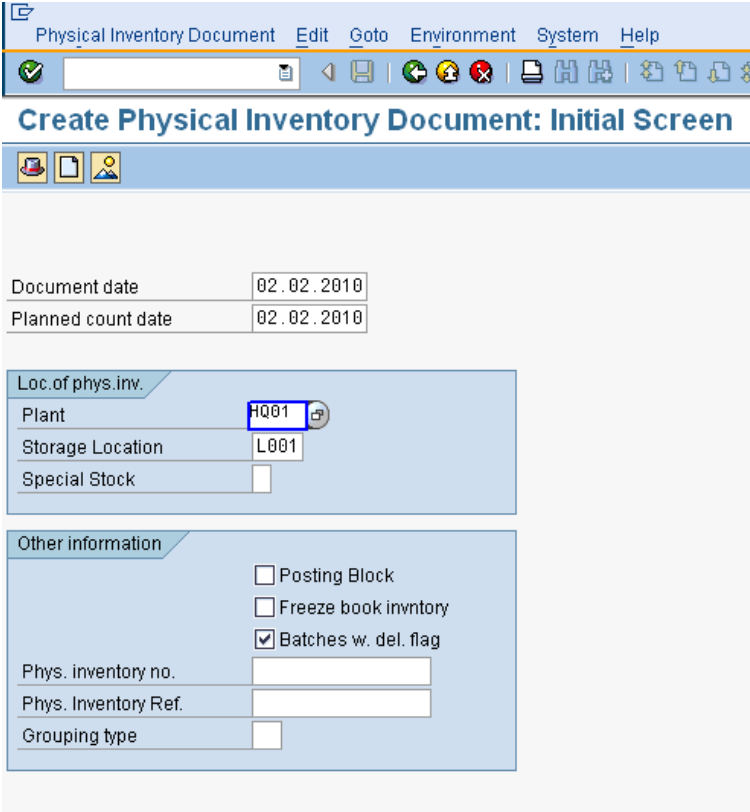
7.5 Create Physical Inventory Document

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



PURCHASING & INVENTORY MANAGEMENT

Create Physical Inventory Document: Initial Screen (Plant)



Physical Inventory Document Edit Goto Environment System Help

Document date 02.02.2010
Planned count date 02.02.2010

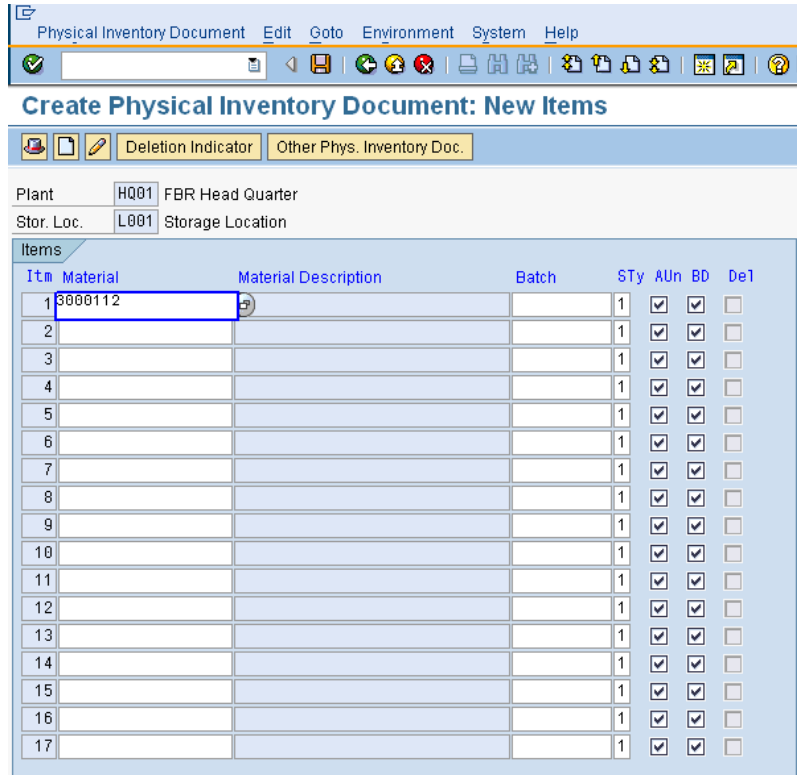
Loc. of phys. inv.
Plant HQ01
Storage Location L001
Special Stock

Other information
 Posting Block
 Freeze book inventory
 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	

PURCHASING & INVENTORY MANAGEMENT

Create Physical Inventory Document: New Item 1



The screenshot shows the SAP 'Physical Inventory Document: New Items' screen. At the top, there is a menu bar with 'Physical Inventory Document', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields and table:

Plant: HQ01 FBR Head Quarter
 Stor. Loc.: L001 Storage Location

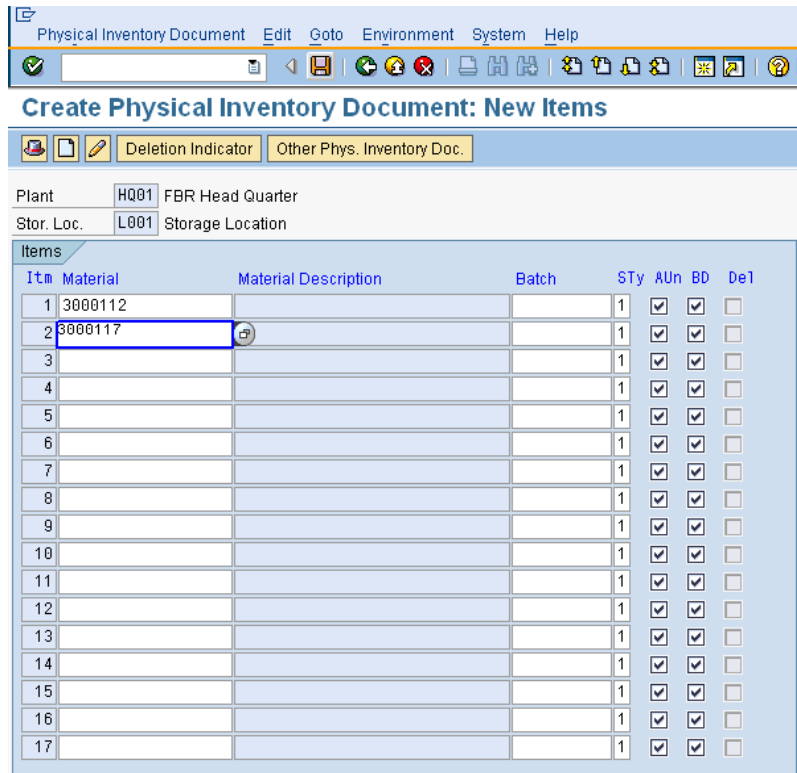
Item	Material	Material Description	Batch	STy	AUn	BD	De1
1	3000112			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Field Name		R/O/C	Comments
Material	Select material for which counting will perform.	R	

PURCHASING & INVENTORY MANAGEMENT

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.



Physical Inventory Document Edit Goto Environment System Help

Create Physical Inventory Document: New Items

Deletion Indicator Other Phys. Inventory Doc.

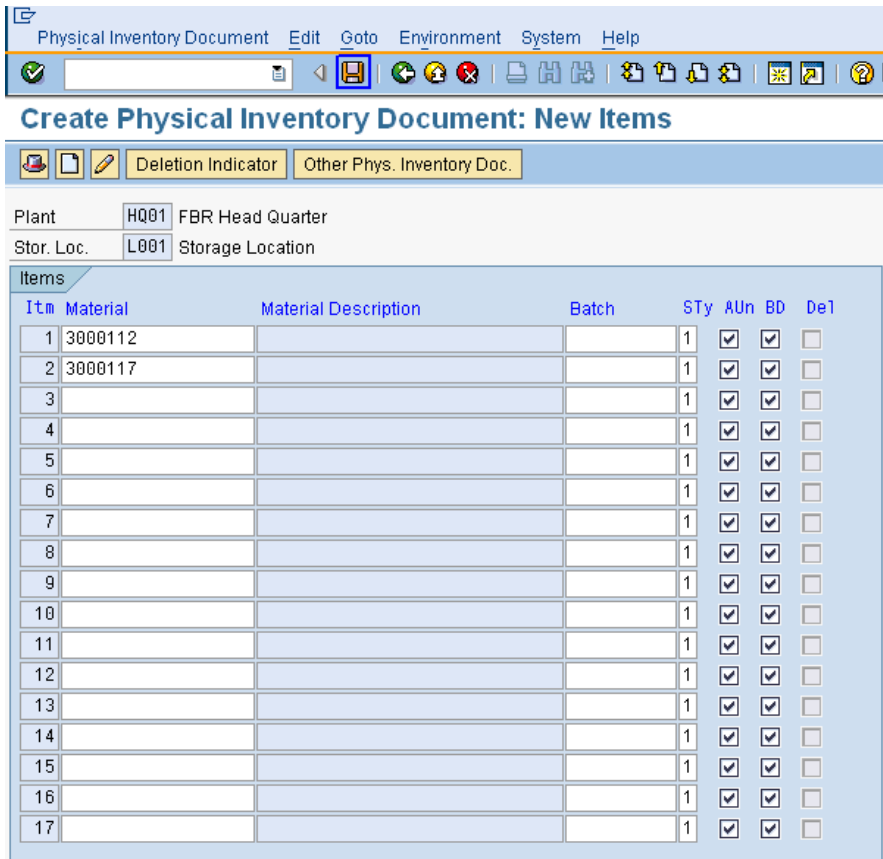
Plant HQ01 FBR Head Quarter
Stor. Loc. L001 Storage Location

Itm	Material	Material Description	Batch	STy	AUn	BD	Del
1	3000112			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	3000117			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Field Name		R/O/C	Comments
Material	Select material 2 for which counting will perform.	R	

PURCHASING & INVENTORY MANAGEMENT

Save:



The screenshot shows the SAP 'Physical Inventory Document: New Items' interface. At the top, there is a menu bar with 'Physical Inventory Document', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main header area contains the title 'Create Physical Inventory Document: New Items' and two buttons: 'Deletion Indicator' and 'Other Phys. Inventory Doc.'. Below this, the 'Plant' is set to 'HQ01 FBR Head Quarter' and 'Stor. Loc.' is set to 'L001 Storage Location'. The main area is a table with columns: 'Itm', 'Material', 'Material Description', 'Batch', 'STy', 'AU', 'BD', and 'De1'. The table contains 17 rows, with the first two rows populated with material numbers 3000112 and 3000117. The 'STy' column for all rows is '1', and the 'AU' and 'BD' columns have checkmarks. The 'De1' column has empty checkboxes.

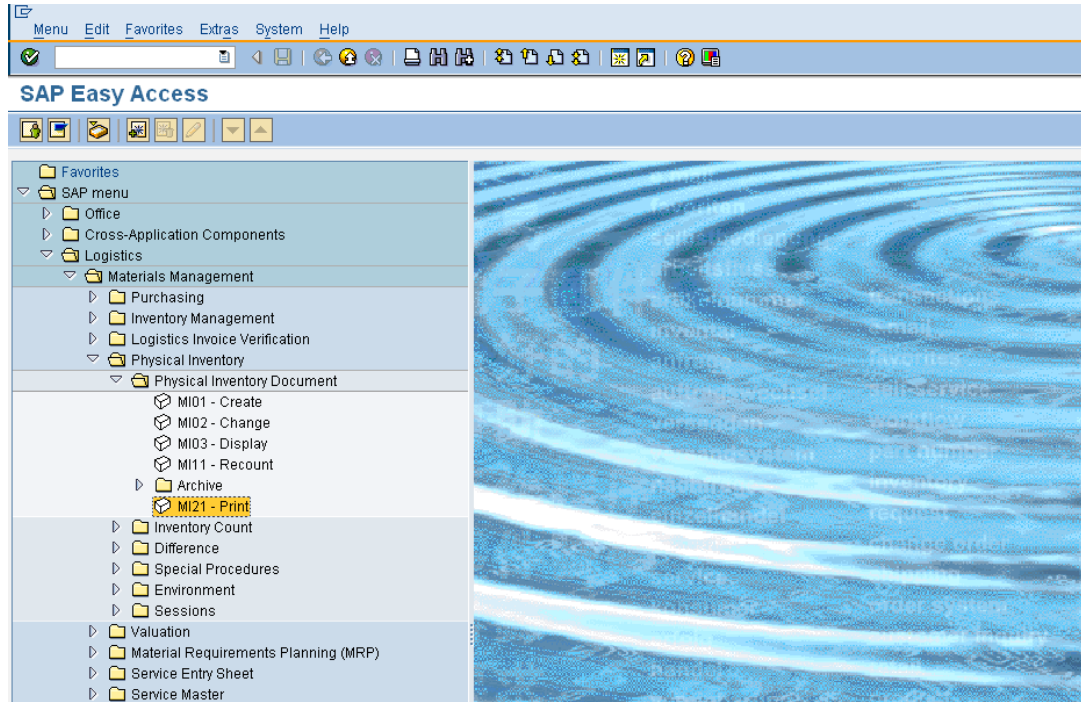
Itm	Material	Material Description	Batch	STy	AU	BD	De1
1	3000112			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	3000117			1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17				1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save the document after selecting the all items for count.

PURCHASING & INVENTORY MANAGEMENT

7.6 Printing Stock Take Sheet

Via Menus	Logistics ---> Materials Management ---> Physical Inventory ---> Physical Inventory Document ---> MI21 – Print
Via Transaction Code	MI21



PURCHASING & INVENTORY MANAGEMENT

Enter your required information

Program Edit Goto System Help

Print Physical Inventory Document

Execute (F8) Document 100000000 to

Fiscal Year 2009 to

Plant HQ01 to

Storage Location L001 to

Planned Count Date to

Physical Inventory Number to

Phys. Inventory Ref. to

Grouping Criterion

Material Group to

Storage Bin to

Status Selection for

Phys. Inventory Documents

Phys. Inventory Items

Setting

Sort By Special Stock

Output Device SAPCC

New Spool Request

Expand Value-Only Matls

Sorting of Serial Numbers

Click  to Execute

Printout of Physical Inventory Document:

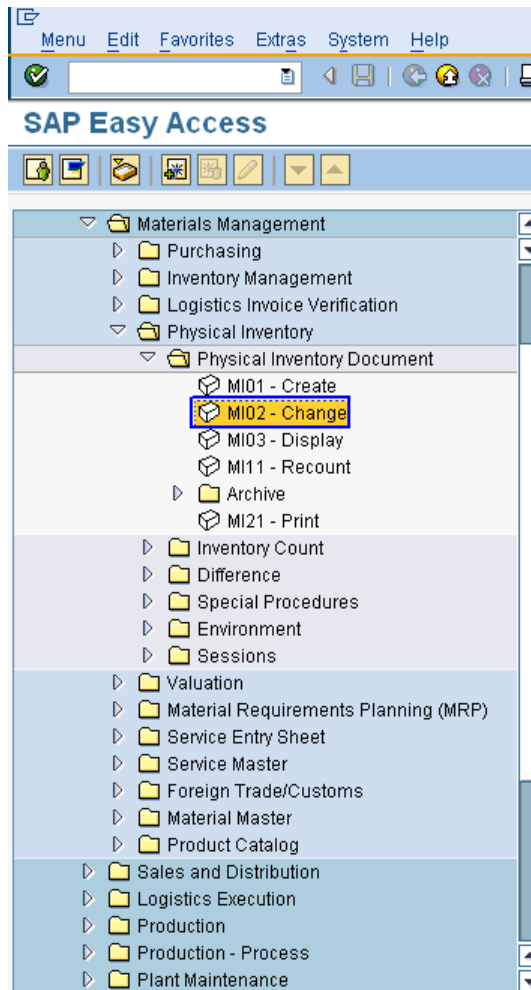
```

Plant           : HQ01
Description     : FBR Head Quarter
Phys. inv. doc. : 100000000
Created by     : MALI
Planned count date : 29.12.2009
Phys. inv. reference:
Phys. inv. no.  :

-----
Itm  Material      Batch      SLoc Stor. bin
     Mat. short text      Stock type
     Status of item      Counted qty.  Un
-----
001  3000004      L001      Warehouse
     Test Material
     Counted, adjusted      EA
    
```

7.7 Posting Block for Physical Inventory

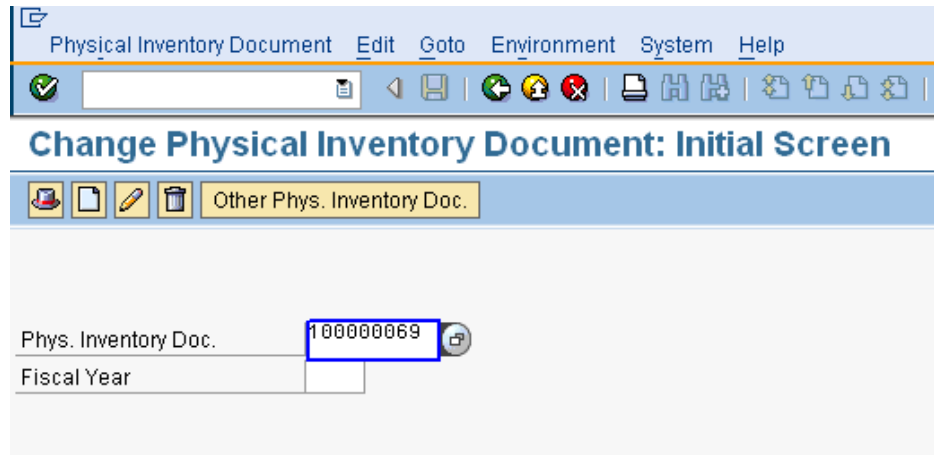
Via Menus	Logistics --> Materials Management --> Physical Inventory --> Physical Inventory Document --> Change (MI02)
Via Transaction Code	MI02



PURCHASING & INVENTORY MANAGEMENT

Change Physical Inventory Document: Initial Screen

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

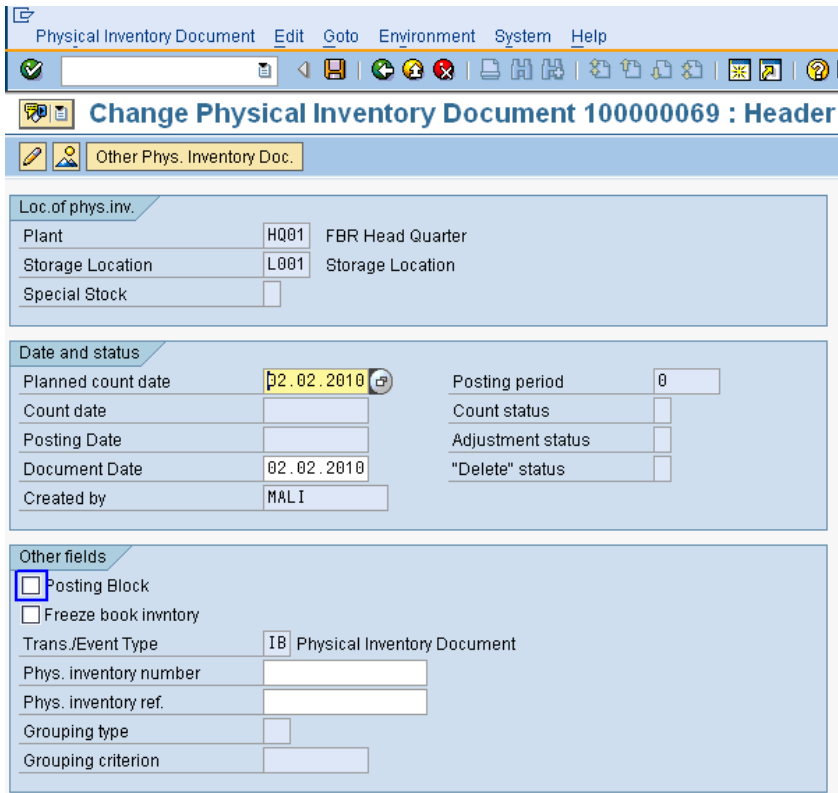


The screenshot shows a software application window titled "Change Physical Inventory Document: Initial Screen". At the top, there is a menu bar with "Physical Inventory Document", "Edit", "Goto", "Environment", "System", and "Help". Below the menu bar is a toolbar with various icons for navigation and actions. The main area of the window contains a sub-header "Change Physical Inventory Document: Initial Screen" and a toolbar with icons for "Other Phys. Inventory Doc.". Below this, there are two input fields: "Phys. Inventory Doc." with the value "100000069" and a search icon, and "Fiscal Year" with an empty input box.

PURCHASING & INVENTORY MANAGEMENT

Flag the Posting Block Indicator

Flag the indicator



The screenshot shows the SAP Physical Inventory Document Header screen. The title bar reads "Physical Inventory Document" with menu options: Edit, Goto, Environment, System, Help. The main title is "Change Physical Inventory Document 10000069 : Header". Below this is a sub-header "Other Phys. Inventory Doc.". The screen is divided into three sections:

- Loc. of phys. inv.:**
 - Plant: HQ01 FBR Head Quarter
 - Storage Location: L001 Storage Location
 - Special Stock:
- Date and status:**
 - Planned count date: 02.02.2010
 - Count date:
 - Posting Date:
 - Document Date: 02.02.2010
 - Created by: MALI
 - Posting period: 0
 - Count status:
 - Adjustment status:
 - "Delete" status:
- Other fields:**
 - Posting Block
 - Freeze book inventory
 - Trans./Event Type: IB Physical Inventory Document
 - Phys. inventory number:
 - Phys. inventory ref.:
 - Grouping type:
 - Grouping criterion:

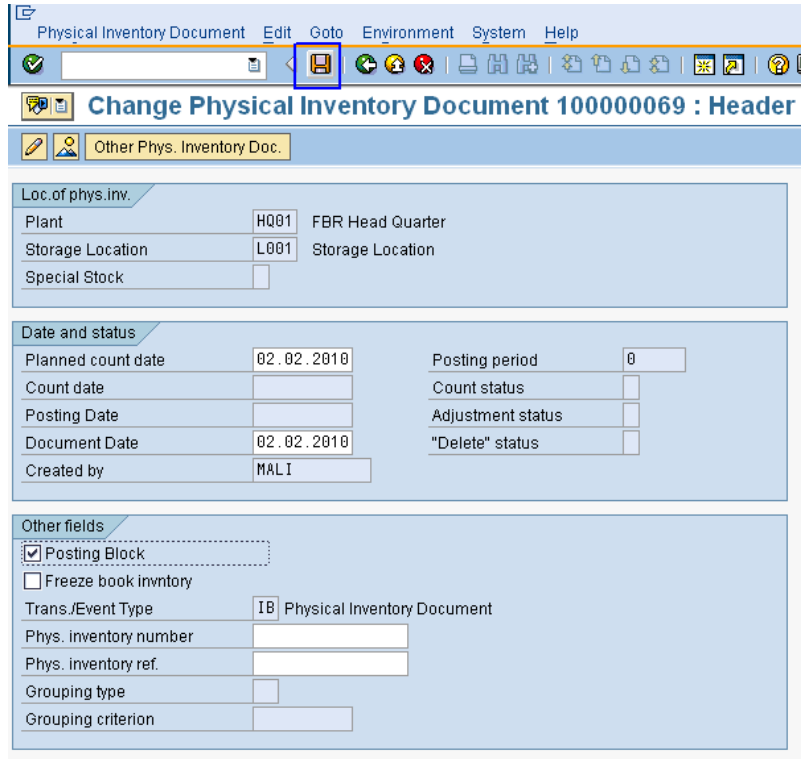
Locate the Posting Block indicator in the header screen and set it.

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

PURCHASING & INVENTORY MANAGEMENT

Save

Save the document



The screenshot shows the SAP Physical Inventory Document Header form. The title bar indicates the document number 100000069. The form is divided into several sections:

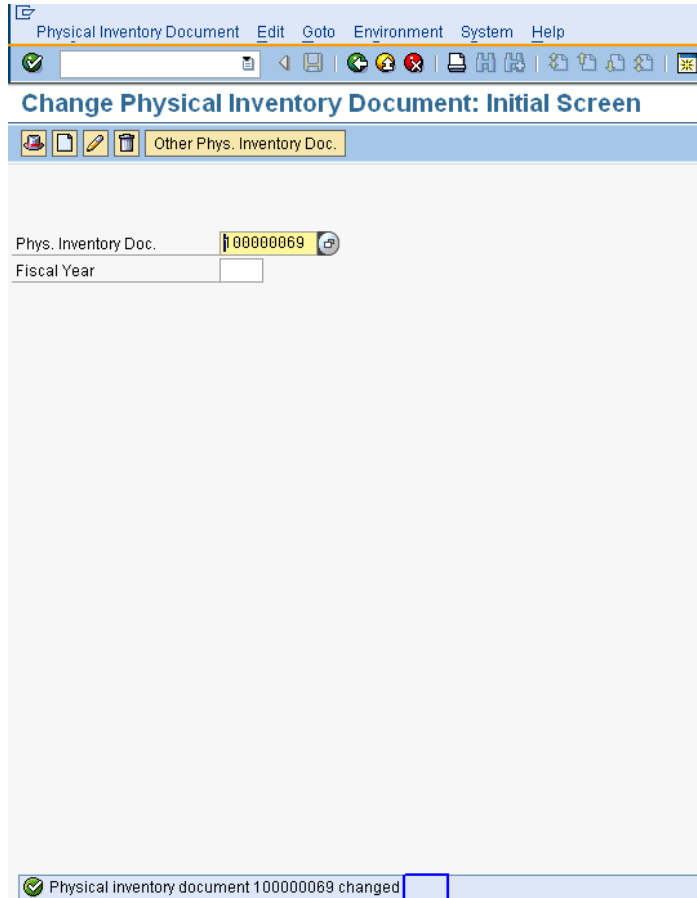
- Loc. of phys. inv.:**
 - Plant: HQ01 FBR Head Quarter
 - Storage Location: L001 Storage Location
 - Special Stock:
- Date and status:**
 - Planned count date: 02.02.2010
 - Count date:
 - Posting Date:
 - Document Date: 02.02.2010
 - Created by: MALI
 - Posting period: 0
 - Count status:
 - Adjustment status:
 - "Delete" status:
- Other fields:**
 - Posting Block
 - Freeze book inventory
 - Trans./Event Type: IB Physical Inventory Document
 - Phys. inventory number:
 - Phys. inventory ref.:
 - Grouping type:
 - Grouping criterion:

Saving the document will record these changes.

PURCHASING & INVENTORY MANAGEMENT

PI document has changed

PI document has created

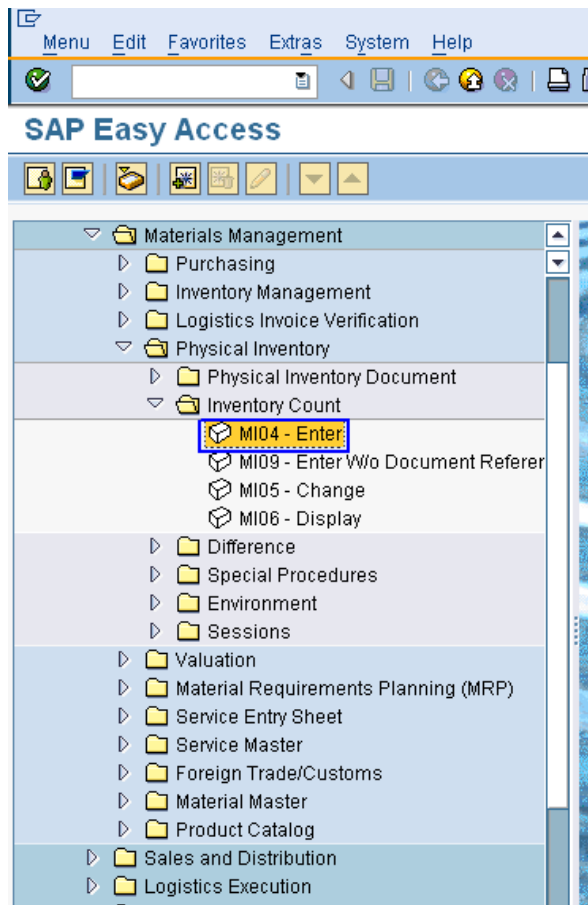


Physical Inventory (PI) has changed

PURCHASING & INVENTORY MANAGEMENT

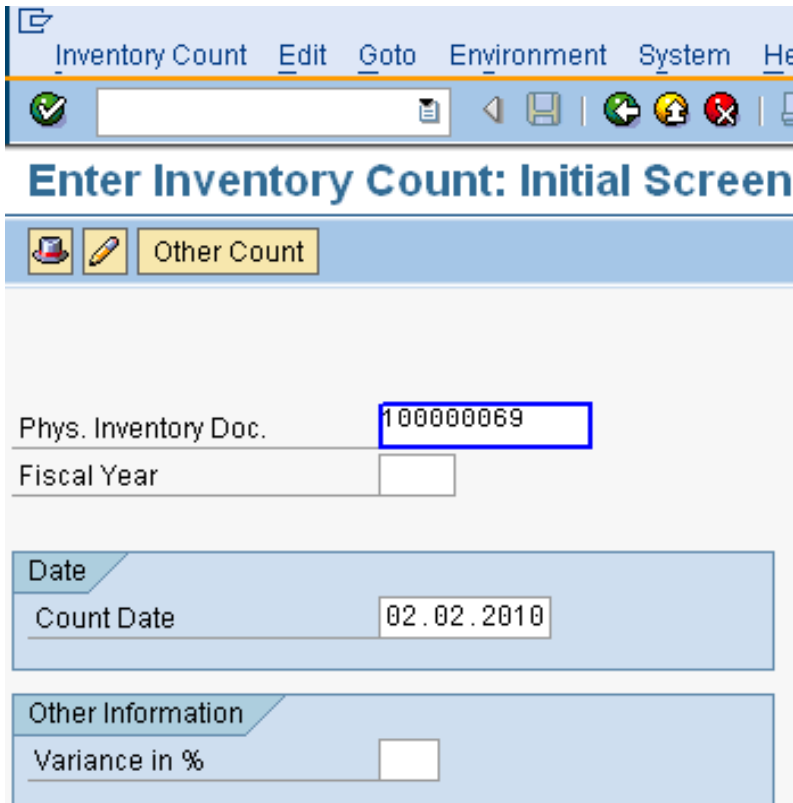
7.8 Enter Count for the Physical Inventory

Via Menus	Logistics --> Materials Management --> Physical Inventory --> Inventory Count --> Enter (MI04)
Via Transaction Code	MI04



Enter Inventory Count: Initial Screen

Give Ref. to Phys. Inv.Doc "100000069"



Inventory Count Edit Goto Environment System Help

Other Count

Phys. Inventory Doc. 100000069

Fiscal Year

Date

Count Date 02.02.2010

Other Information

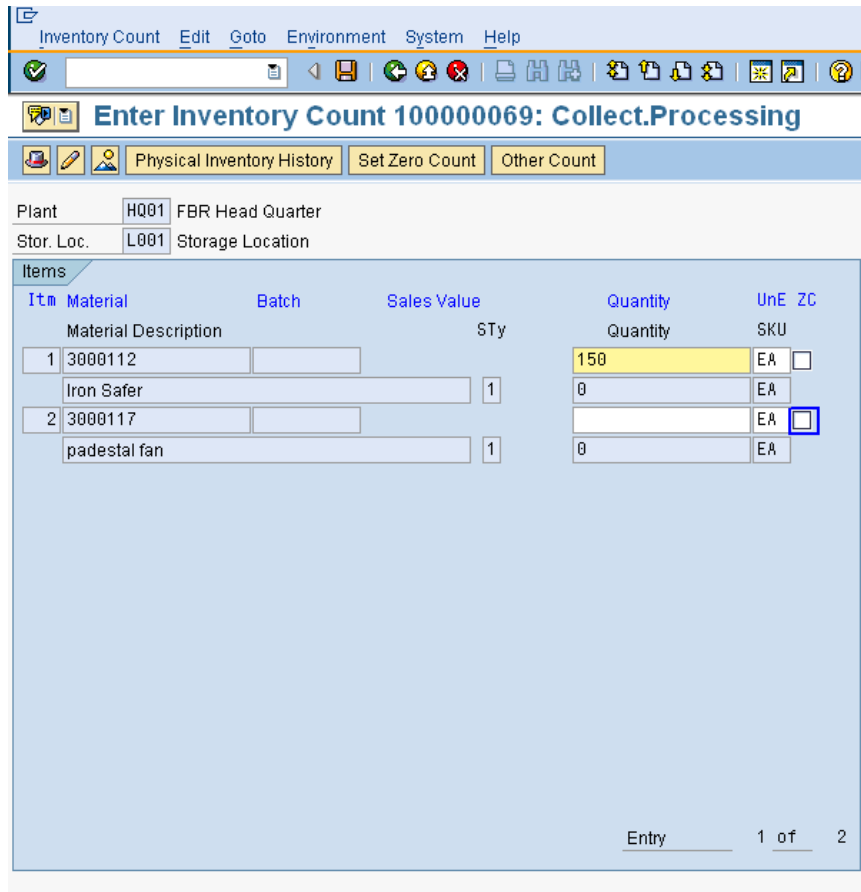
Variance in %

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.

PURCHASING & INVENTORY MANAGEMENT

Enter Inventory Count: Coll. Processing
Specify Counted Quantity 150



Inventory Count Edit Goto Environment System Help

Enter Inventory Count 10000069: Collect.Processing

Physical Inventory History Set Zero Count Other Count

Plant HQ01 FBR Head Quarter
Stor. Loc. L001 Storage Location

Item	Material	Batch	Sales Value	Quantity	UnE ZC
	Material Description		STy	Quantity	SKU
1	3000112			150	EA <input type="checkbox"/>
	Iron Safer		1	0	EA
2	3000117				EA <input checked="" type="checkbox"/>
	pedestal fan		1	0	EA

Entry 1 of 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.	O	

PURCHASING & INVENTORY MANAGEMENT

Save

Save the document

The screenshot shows the SAP 'Enter Inventory Count' interface. The title bar reads 'Enter Inventory Count 10000069: Collect.Processing'. Below the title bar are buttons for 'Physical Inventory History', 'Set Zero Count', and 'Other Count'. The main area contains the following data:

Plant: HQ01 FBR Head Quarter
Stor. Loc.: L001 Storage Location

Item	Material	Batch	Sales Value	Quantity	UnE	ZC
1	3000112			150	EA	<input type="checkbox"/>
	Iron Safer		1	0	EA	
2	3000117				EA	<input checked="" type="checkbox"/>
	pedestal fan		1	0	EA	

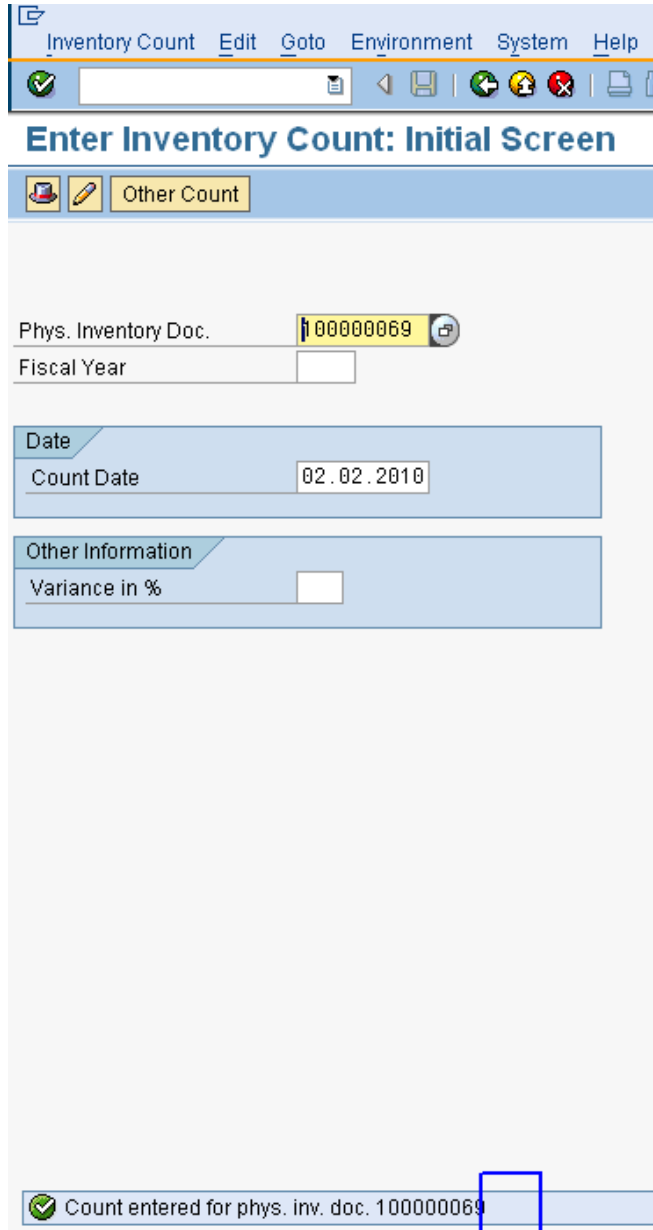
Entry 1 of 2

Note the System message as you save the document.

PURCHASING & INVENTORY MANAGEMENT

Count Entered for Physical Inventory

Count entered in inventory doc.

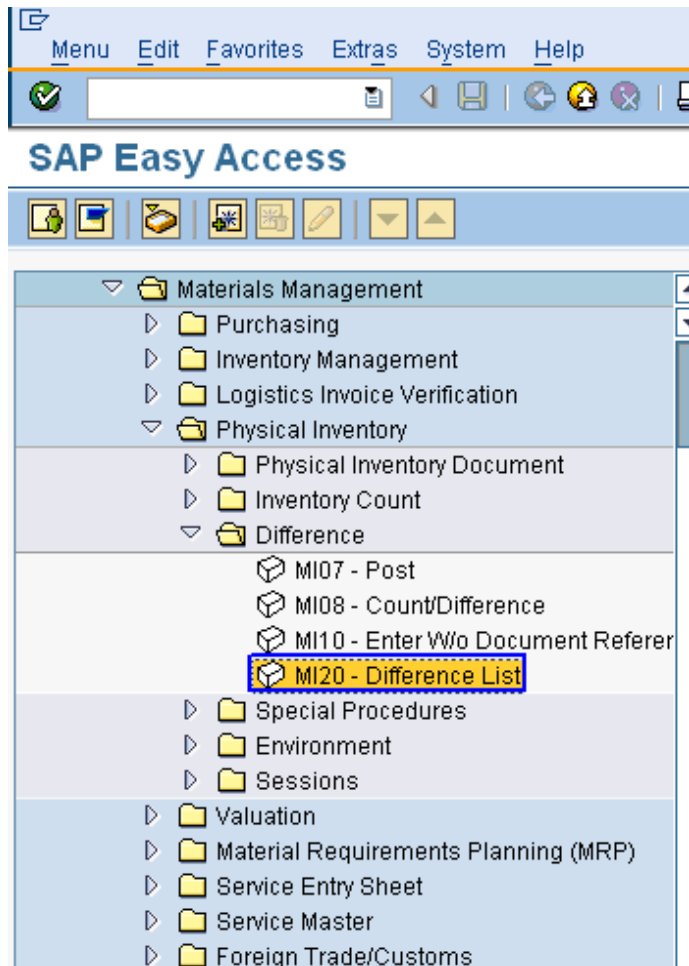


The screenshot shows the SAP 'Enter Inventory Count: Initial Screen' window. The title bar includes 'Inventory Count' and menu options: 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the title bar is a toolbar with icons for back, forward, refresh, and other functions. The main content area is divided into sections: 'Other Count' (with a button), 'Phys. Inventory Doc.' (with a text field containing '100000069' and a lock icon), 'Fiscal Year' (with an empty text field), 'Date' (with a 'Count Date' field containing '02.02.2010'), and 'Other Information' (with a 'Variance in %' field). At the bottom, a status bar shows a green checkmark icon and the text 'Count entered for phys. inv. doc. 100000069', with a blue square highlighting the end of the text.

Count has entered for Physical Inventory

7.9 Post Physical Inventory Differences

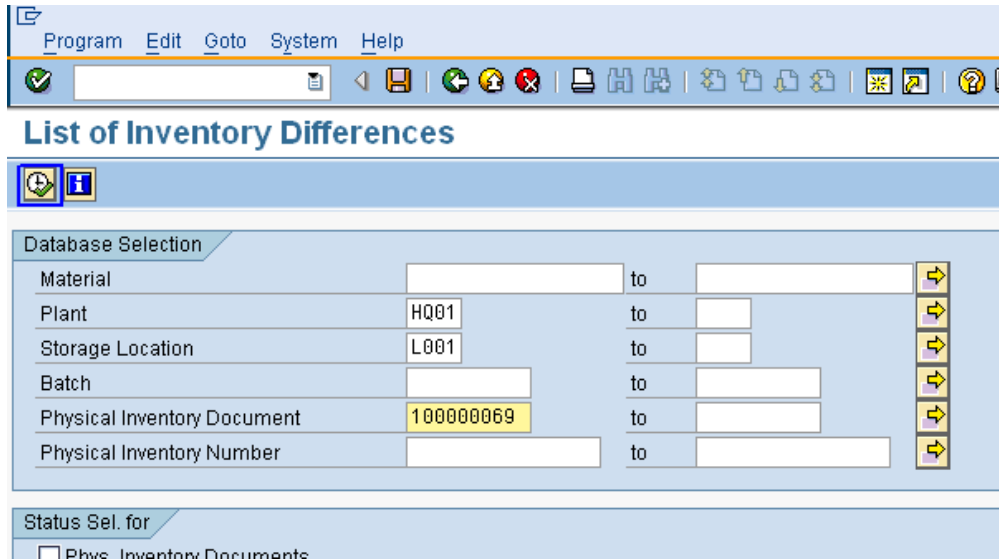
Via Menus	Logistics --> Materials Management --> Physical Inventory --> Difference --> Difference List (MI20)
Via Transaction Code	MI20




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.



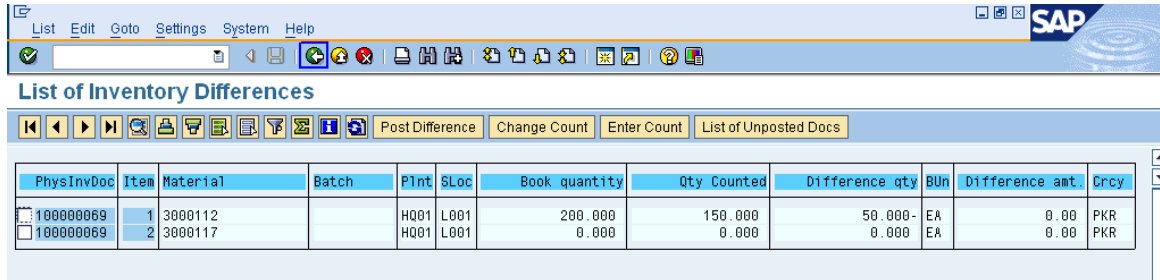
Field Name		R/O/C	Comments
Plant	Maintain Plant in which Inventory Document created	R	Select quantity 150
ZC	For items where no quantity is available, instead of writing Zero, a 'Zero Count' indicator is to be set.	O	
Storage Location	Maintain Storage Location that comes under Plant.	O	
Physical Inventory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

Press  to display the result according to selection criteria.

PURCHASING & INVENTORY MANAGEMENT

List of Inventory Differences

List of Inventory Differences



The screenshot shows the SAP 'List of Inventory Differences' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title 'List of Inventory Differences' is displayed above a secondary toolbar containing buttons for 'Post Difference', 'Change Count', 'Enter Count', and 'List of Unposted Docs'. The central part of the screen is a table with the following data:

PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
<input type="checkbox"/> 100000069	1	3000112		H001	L001	200.000	150.000	50.000-	EA	0.00	PKR
<input type="checkbox"/> 100000069	2	3000117		H001	L001	0.000	0.000	0.000	EA	0.00	PKR

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

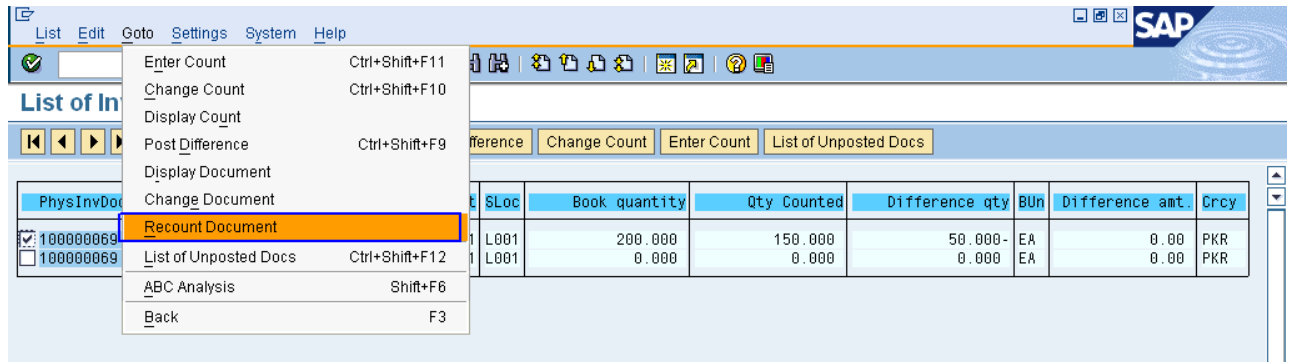
While analyzing the differences list, you may decide for Initiating recount for materials where the differences are too high.

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

PURCHASING & INVENTORY MANAGEMENT

Choose "Recount Document" from the menu.

Choose "Recount Document" from the menu



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**

PURCHASING & INVENTORY MANAGEMENT

Enter Recount - Initial Screen

Flag the "Posting Block" Indicator

Physical Inventory Document Edit Goto Environment

Enter Recount: Initial Screen

Selection Screen Other Phys. Inventory Doc.

Phys. Inventory Doc. 100000069

Fiscal Year 2009

Date

Planned count date 02.02.2010

Document Date 02.02.2010

Other Information

Posting Block

Freeze book inventory

Phys. Inventory No.

Phys. Inventory Ref.

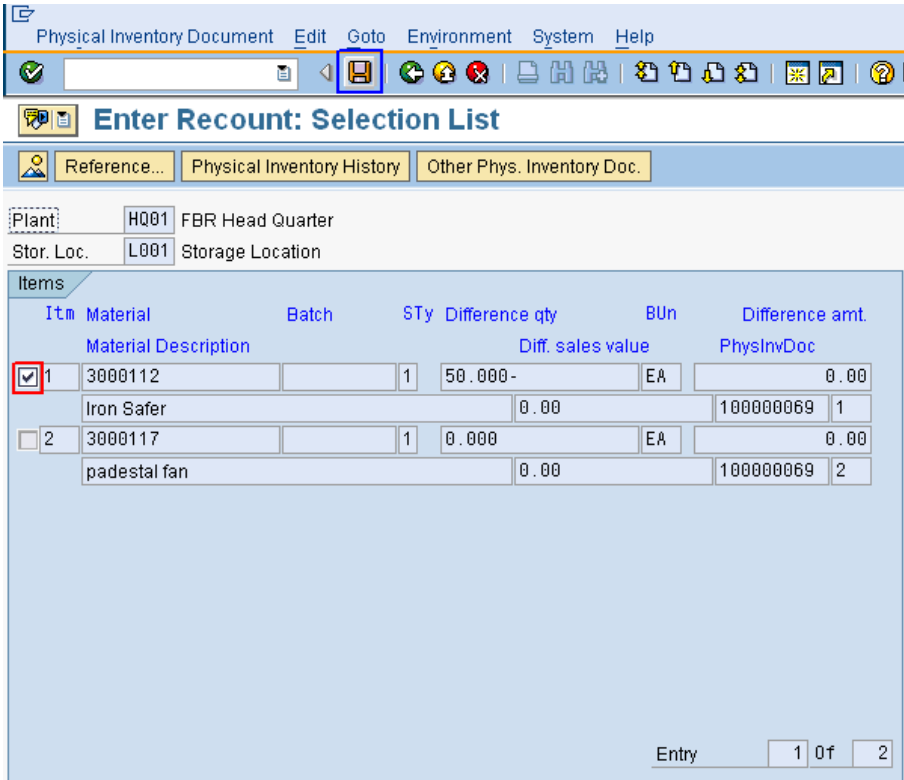
Threshold Value

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

PURCHASING & INVENTORY MANAGEMENT

Enter Recount - Selection List

Save the document



Physical Inventory Document Edit Goto Environment System Help

Enter Recount: Selection List

Reference... Physical Inventory History Other Phys. Inventory Doc.

Plant: HQ01 FBR Head Quarter
Stor. Loc.: L001 Storage Location

It.m	Material	Batch	STy	Difference qty	BUn	Difference amt.
	Material Description			Diff. sales value	PhysInvDoc	
<input checked="" type="checkbox"/>	3000112		1	50.000-	EA	0.00
	Iron Safer			0.00	100000069	1
<input type="checkbox"/>	3000117		1	0.000	EA	0.00
	padestal fan			0.00	100000069	2

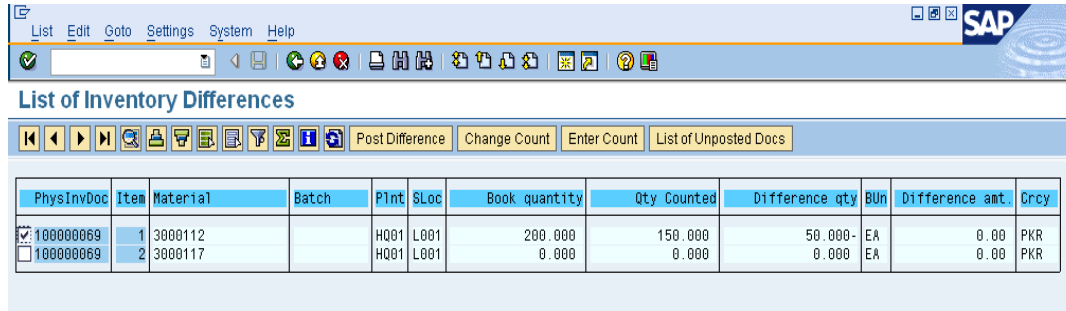
Entry 1 of 2

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.

PURCHASING & INVENTORY MANAGEMENT

Save & Document generated



The screenshot shows the SAP 'List of Inventory Differences' report. The interface includes a menu bar (List, Edit, Goto, Settings, System, Help), a toolbar with various icons, and a header with buttons for 'Post Difference', 'Change Count', 'Enter Count', and 'List of Unposted Docs'. The main data table is as follows:

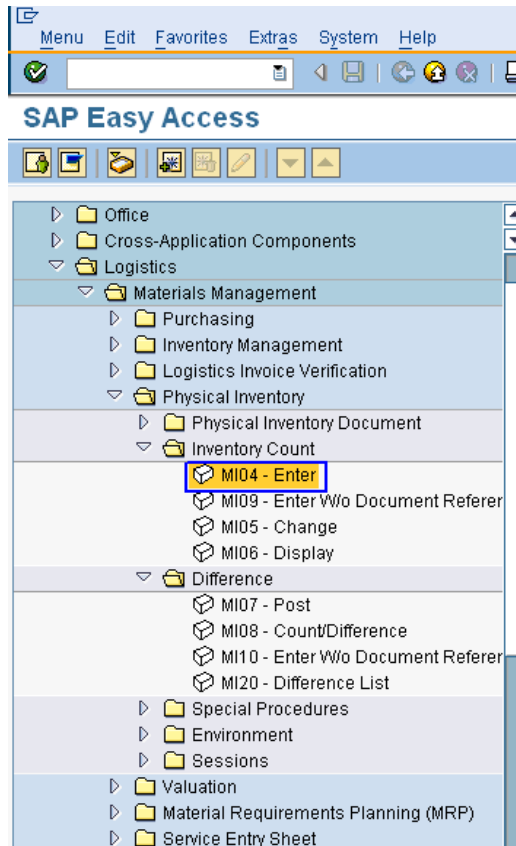
PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
<input checked="" type="checkbox"/> 100000069	1	3000112		HQ01	L001	200.000	150.000	50.000-	EA	0.00	PKR
<input type="checkbox"/> 100000069	2	3000117		HQ01	L001	0.000	0.000	0.000	EA	0.00	PKR

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

PURCHASING & INVENTORY MANAGEMENT

Enter Count in Recount Document

Enter Count Again

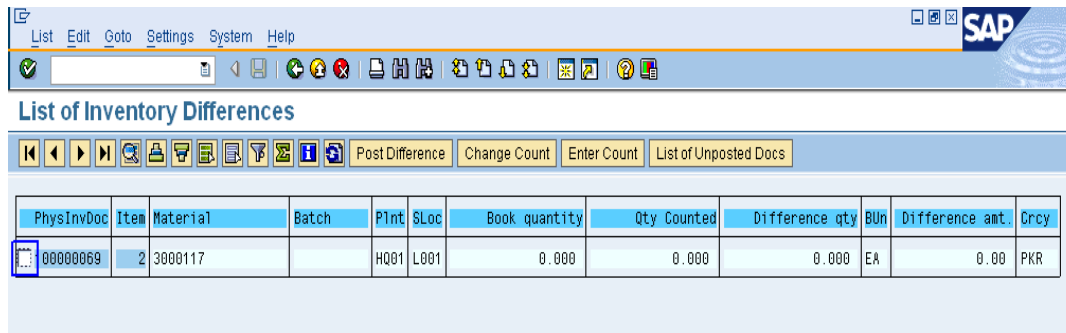


Enter Physical Stock Count' will be repeated.

PURCHASING & INVENTORY MANAGEMENT

Selection of Items

Select the Phys.Inv.Doc



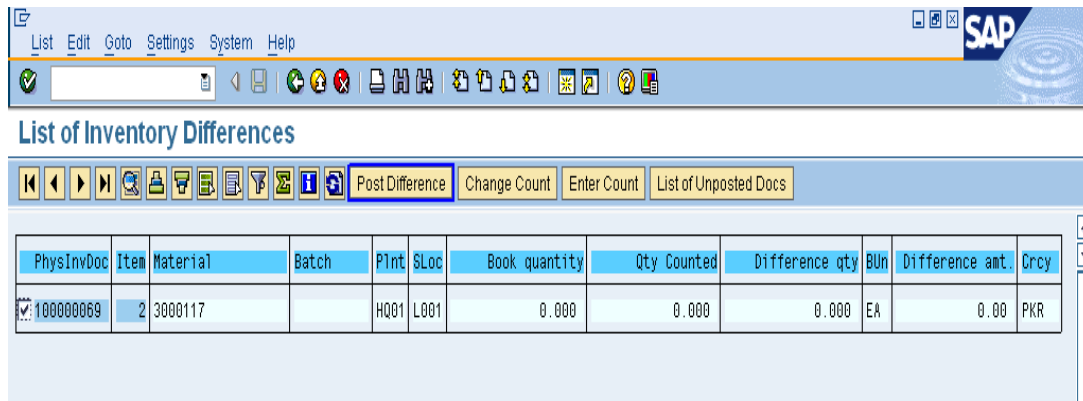
PhysInvDoc	Item	Material	Batch	P1nt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
00000069	2	3000117		HQ01	L001	0.000	0.000	0.000	EA	0.00	PKR

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.

PURCHASING & INVENTORY MANAGEMENT

Post the Differences

Post the Differences



The screenshot shows the SAP 'List of Inventory Differences' window. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'List of Inventory Differences'. Below the title is another toolbar with buttons for 'Post Difference', 'Change Count', 'Enter Count', and 'List of Unposted Docs'. The main area contains a table with the following data:

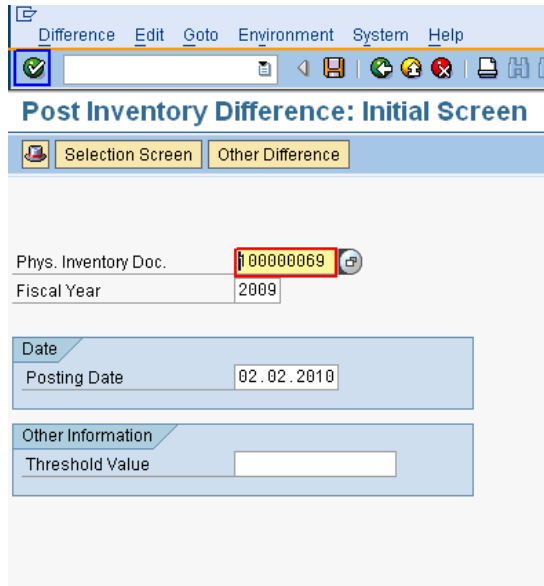
PhysInvDoc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
<input checked="" type="checkbox"/> 100000069	2	3000117		HQ01	L001	0.000	0.000	0.000	EA	0.00	PKR

Post the Inventory Differences

PURCHASING & INVENTORY MANAGEMENT

Post Inventory Differences: Initial Screen

Press Enter or Highlighted Button



The screenshot shows the SAP 'Post Inventory Difference: Initial Screen'. At the top, there is a menu bar with 'Difference', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Post Inventory Difference: Initial Screen'. There are two tabs: 'Selection Screen' (highlighted) and 'Other Difference'. The form contains the following fields:

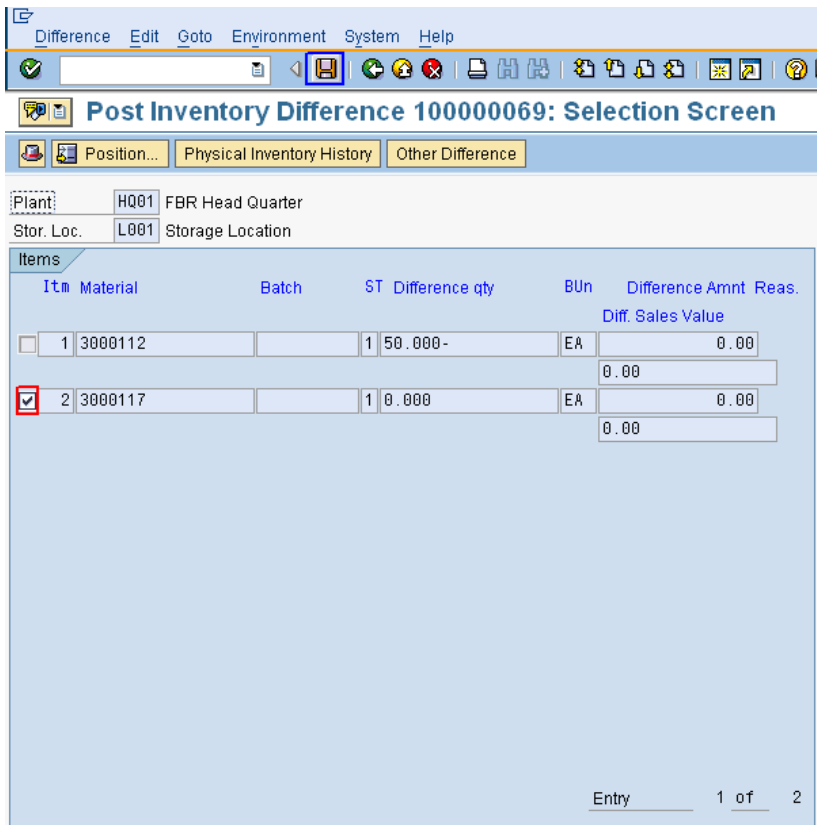
Phys. Inventory Doc.	00000069
Fiscal Year	2009
Date	
Posting Date	02.02.2010
Other Information	
Threshold Value	

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.

PURCHASING & INVENTORY MANAGEMENT

Post Inventory Differences: Selection Screen

Save the document



The screenshot shows the SAP 'Post Inventory Difference' selection screen. The title bar reads 'Post Inventory Difference 10000069: Selection Screen'. The screen is divided into several sections:

- Menu Bar:** Difference, Edit, Goto, Environment, System, Help
- Toolbar:** Includes icons for save, refresh, and other functions.
- Buttons:** Position..., Physical Inventory History, Other Difference
- Plant:** HQ01 FBR Head Quarter
- Storage Location:** L001 Storage Location
- Items Table:**

Item	Material	Batch	ST	Difference qty	BUn	Difference Amnt	Reas.
<input type="checkbox"/>	1 3000112		1	50.000-	EA	0.00	
<input checked="" type="checkbox"/>	2 3000117		1	0.000	EA	0.00	
- Footer:** Entry 1 of 2

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

PURCHASING & INVENTORY MANAGEMENT

Document Saved - without differences

Document Saved Without Differences

The screenshot shows the SAP 'List of Inventory Differences' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with the following data:

PhysInvDoc	Item	Material	Batch	Plant	Storage Loc.	Book quantity	Qty Counted	Difference qty	BUn	Difference amt.	Crcy
100000069	2	3000117		HQ01	L001	0.000	0.000	0.000	EA	0.00	PKR

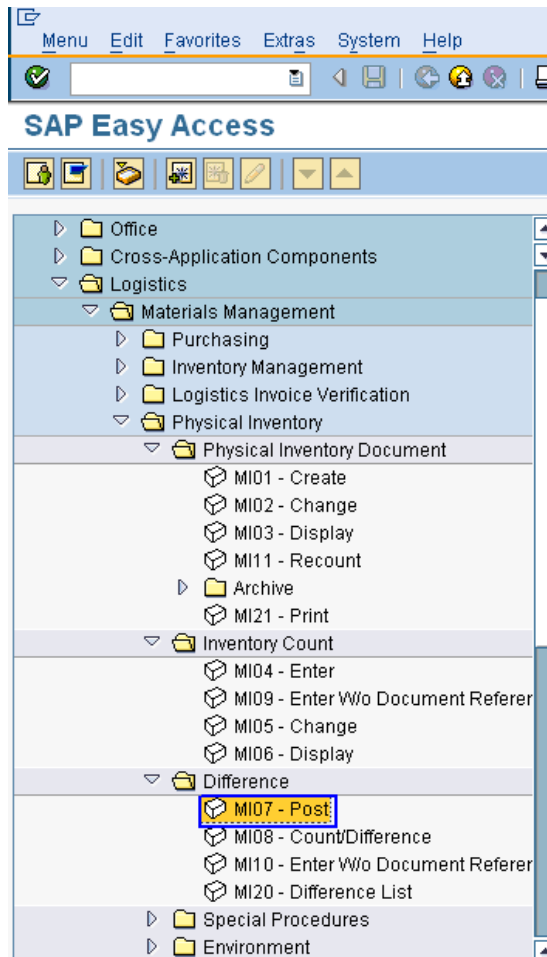
Below the table, there are buttons for 'Post Difference', 'Change Count', 'Enter Count', and 'List of Unposted Docs'. At the bottom of the window, the status bar displays: 'Phys. inventory document 100000069 posted without differences'.

Document has saved without differences.

PURCHASING & INVENTORY MANAGEMENT

7.10 Post Differences

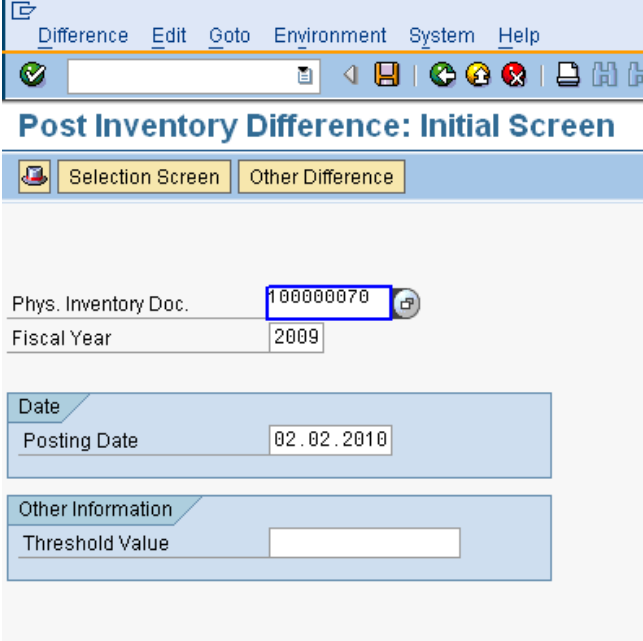
Post the Differences



PURCHASING & INVENTORY MANAGEMENT

Selection of Recounted Item

Enter new generated physical inventory document "100000070"



The screenshot shows the SAP 'Post Inventory Difference: Initial Screen' interface. At the top, there is a menu bar with 'Difference', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Post Inventory Difference: Initial Screen'. There are two tabs: 'Selection Screen' (active) and 'Other Difference'. The form contains the following fields:

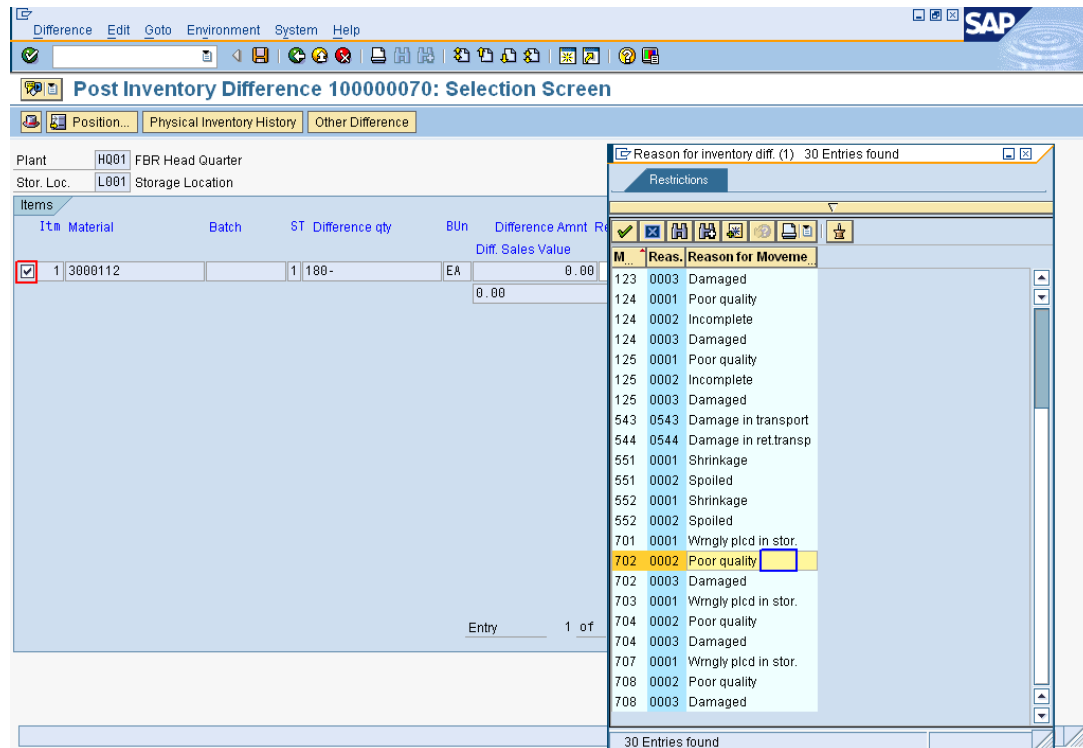
Phys. Inventory Doc.	100000070
Fiscal Year	2009
Date	
Posting Date	02.02.2010
Other Information	
Threshold Value	

PURCHASING & INVENTORY MANAGEMENT

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.

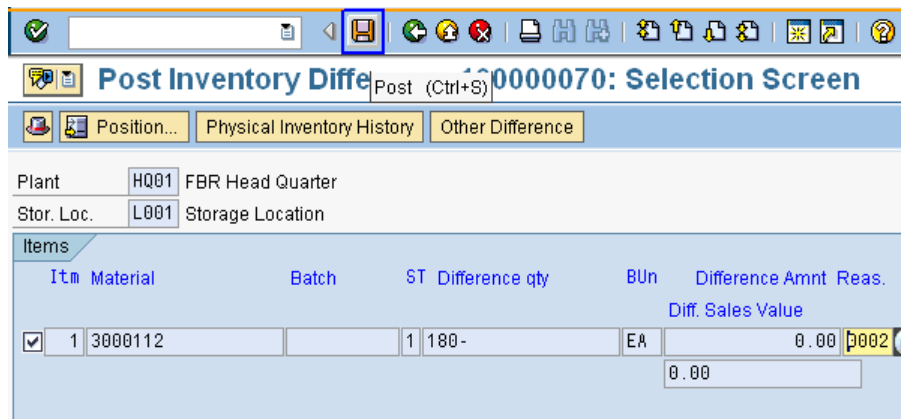


Field Name	Description	R/O/C	Comments
Reason For Inventory	Enter Reason for Inventory Movement.	R	Select 702 (poor quality)

PURCHASING & INVENTORY MANAGEMENT

Save:

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



Post Inventory Difference (Ctrl+S) 0000070: Selection Screen

Position... Physical Inventory History Other Difference

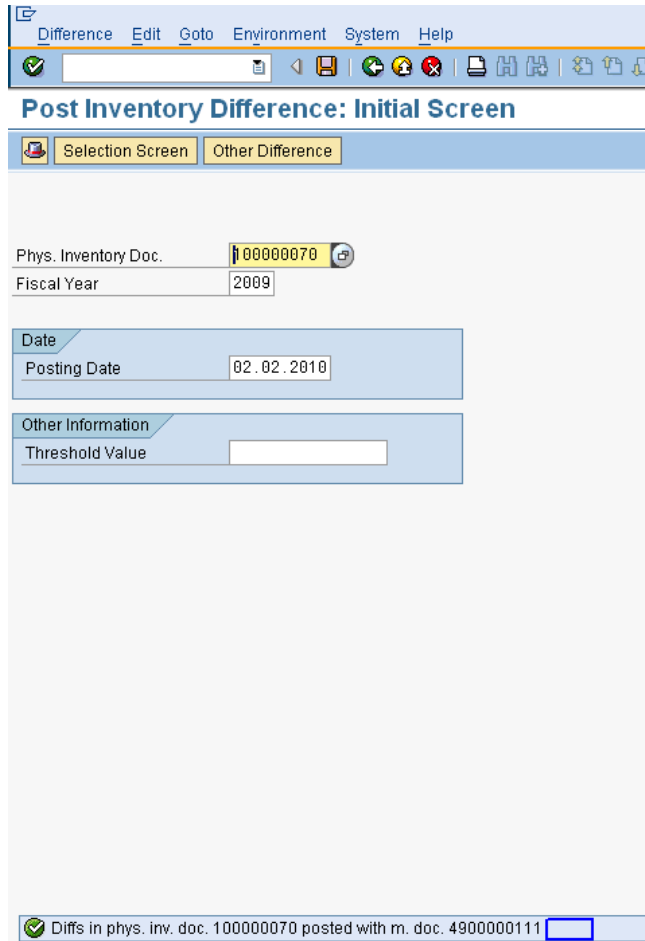
Plant HQ01 FBR Head Quarter
 Stor. Loc. L001 Storage Location

Item	Material	Batch	ST	Difference qty	BUn	Difference Amnt	Reas.
<input checked="" type="checkbox"/>	1 3000112		1	180-	EA	0.00	0002
						0.00	

PURCHASING & INVENTORY MANAGEMENT

Documents Generated:

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



The screenshot shows the SAP 'Post Inventory Difference: Initial Screen' interface. At the top, there is a menu bar with 'Difference', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Post Inventory Difference: Initial Screen'. There are two tabs: 'Selection Screen' and 'Other Difference'. The 'Other Difference' tab is active. The form contains the following fields:

- Phys. Inventory Doc.: 100000070
- Fiscal Year: 2009
- Date: 02.02.2010
- Posting Date: 02.02.2010
- Other Information: Threshold Value (empty field)

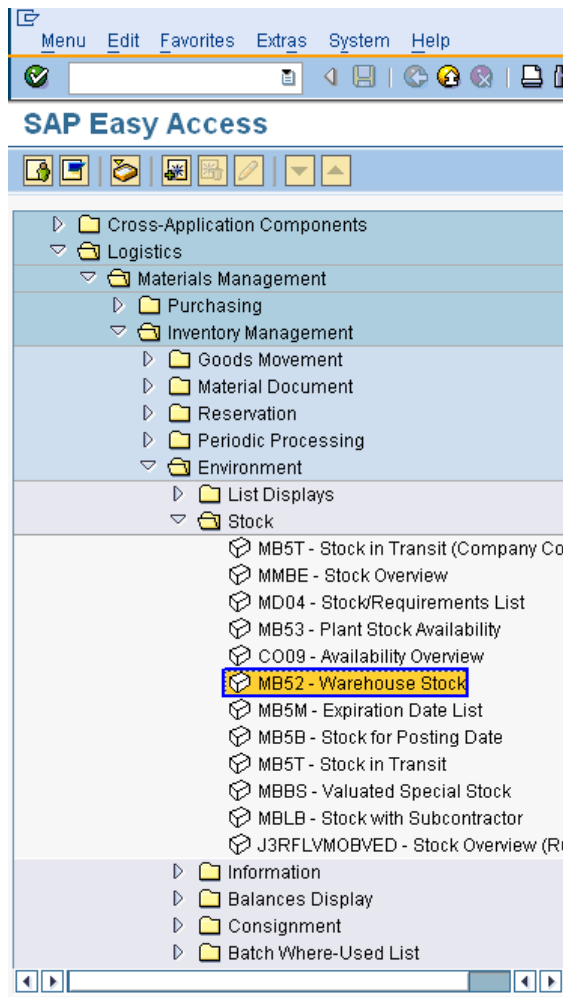
At the bottom of the screen, a status bar displays: 'Diff in phys. inv. doc. 100000070 posted with m. doc. 490000111' followed by a small empty input field.

SECTION 8 INVENTORY MANAGEMENT REPORTS

8.1 Warehouse Stock Report

Access transaction by:

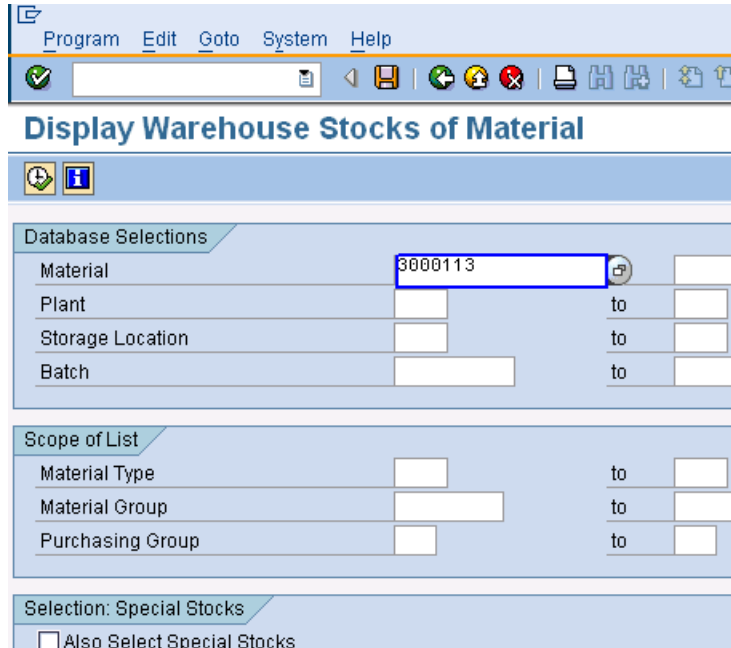
Via Menus	Logistics → Materials Management → Inventory Management → Environment → Stock → Warehouse Stock
Via Transaction Code	MB52



PURCHASING & INVENTORY MANAGEMENT

Material Range:

Enter material range for which you want to display the report



Program Edit Goto System Help

Display Warehouse Stocks of Material

Database Selections

Material 3000113

Plant to

Storage Location to

Batch to

Scope of List

Material Type to

Material Group to

Purchasing Group to

Selection: Special Stocks

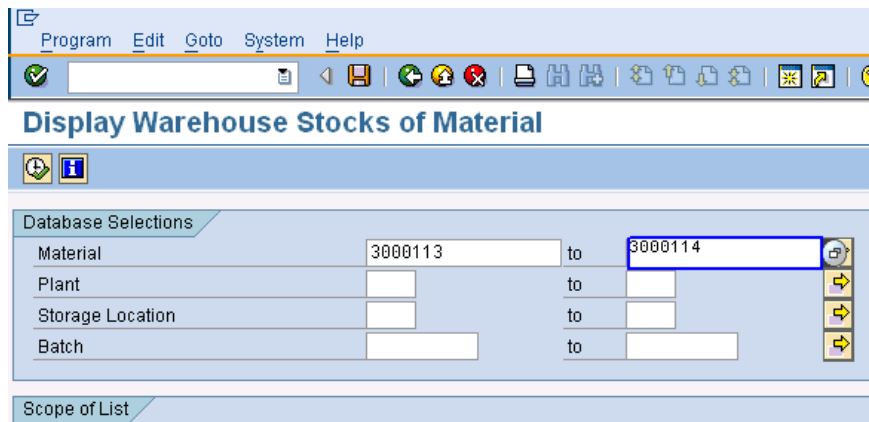
Also Select Special Stocks

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

PURCHASING & INVENTORY MANAGEMENT

Material Range:

Enter material range for which you want to display the report

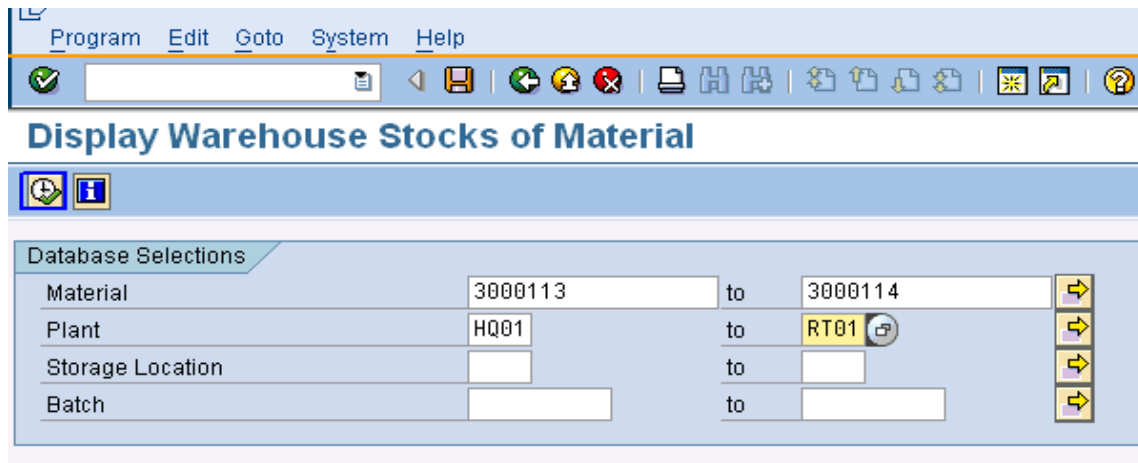


The screenshot shows a SAP dialog box titled "Display Warehouse Stocks of Material". It has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu is a toolbar with various icons. The main area is divided into two sections: "Database Selections" and "Scope of List". In the "Database Selections" section, there are four rows of input fields: "Material", "Plant", "Storage Location", and "Batch". Each row has a "to" field next to it. The "Material" field contains "3000113" and the "to" field contains "3000114". The "Plant", "Storage Location", and "Batch" fields are empty. To the right of the "to" fields are three yellow arrow icons pointing up and down. The "Scope of List" section is currently empty.

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

PURCHASING & INVENTORY MANAGEMENT

Selection Criteria:




Program Edit Goto System Help

Display Warehouse Stocks of Material

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	O	

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

PURCHASING & INVENTORY MANAGEMENT

Result of report:

Result of report according to selection criteria

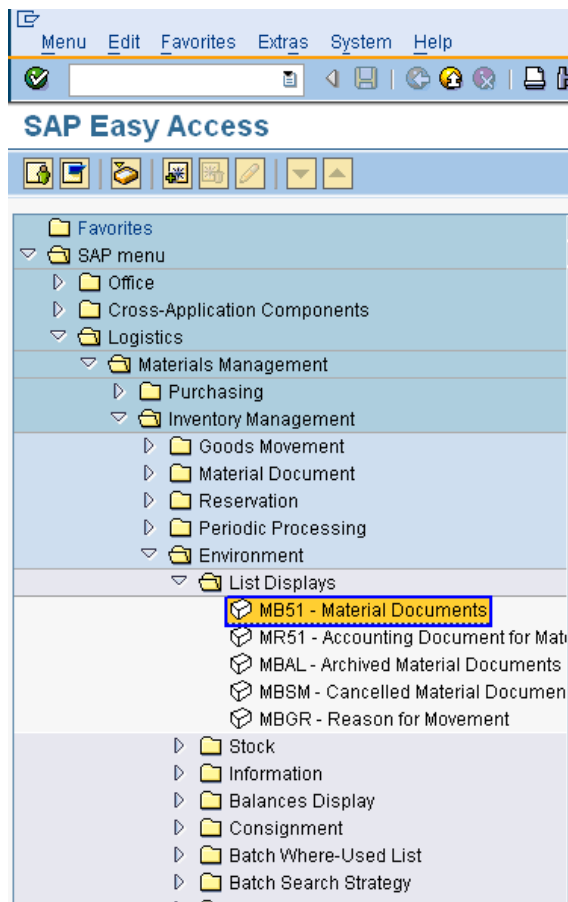
List Edit Goto Settings System Help									
Display Warehouse Stocks of Material									
Material	Material Description			PInt Name 1					
SLoc	SL	Unrestricted	Unit	Transit/Transf.	In Quality	Insp.	Restricted-Use	Blocked	Returns
		Total Value	Crcy	Total Value	Total Value	Total Value	Total Value	Total Value	Total Value
3000113		Hand Dryer			HQ01 FBR Head Quarter				
L001		127	EA	0	0	0	0	0	0
		0	PKR	0	0	0	0	0	0
3000113		Hand Dryer			RT01 RTO Karachi				
L001		10	EA	0	0	0	0	0	0
		0	PKR	0	0	0	0	0	0
3000114		Iron Safer			HQ01 FBR Head Quarter				
L001		236	EA	0	0	0	0	0	0
		0	PKR	0	0	0	0	0	0
3000114		Iron Safer			RT01 RTO Karachi				
L001		39	EA	0	0	0	0	0	0
		0	PKR	0	0	0	0	0	0
* Total									
		0	PKR	0	0	0	0	0	0

PURCHASING & INVENTORY MANAGEMENT

8.2 Material Document List Report

Access transaction by:

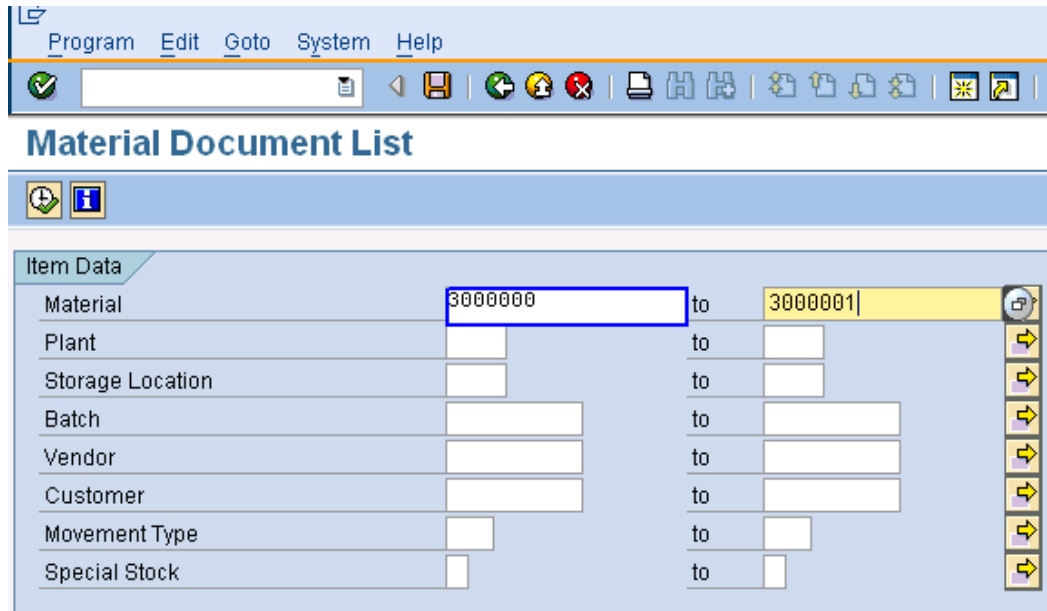
Via Menus	Logistics → Materials Management → Inventory Management → Environment → List Displays → Material Documents
Via Transaction Code	MB51



PURCHASING & INVENTORY MANAGEMENT

Material for Material document list:

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



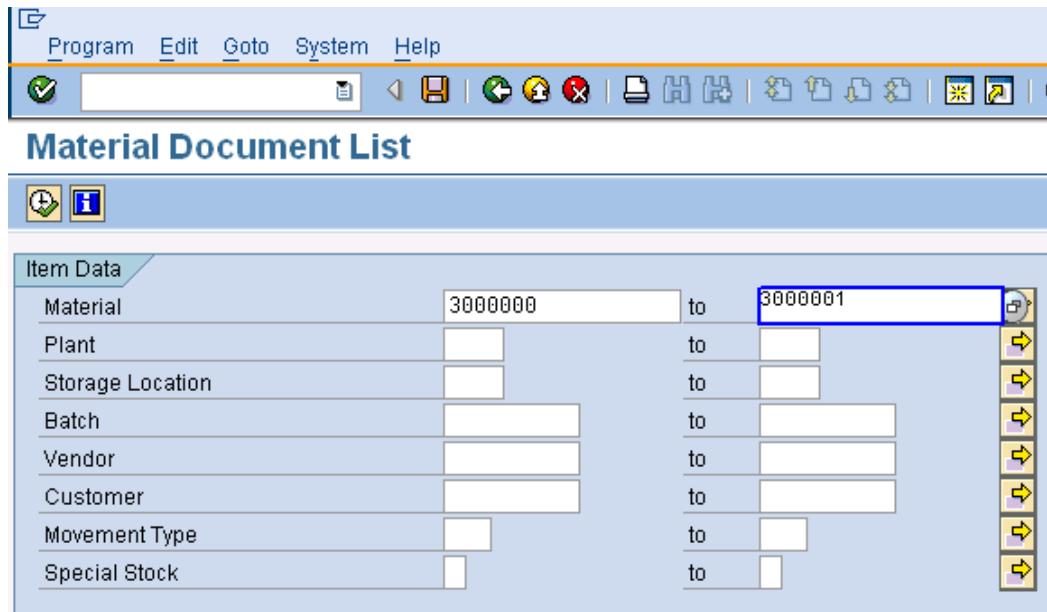
The screenshot shows the SAP 'Material Document List' selection screen. The 'Item Data' section is visible, with the 'Material' field set to '3000000' and the 'to' field set to '3000001'. Other fields like Plant, Storage Location, Batch, Vendor, Customer, Movement Type, and Special Stock are empty. A vertical toolbar on the right side of the 'to' field contains several arrow icons.

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

PURCHASING & INVENTORY MANAGEMENT

Select Material:

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



The screenshot shows the SAP Material Document List (MDL) selection screen. The menu bar includes Program, Edit, Goto, System, and Help. The title bar reads "Material Document List". Below the title bar, there is a section for "Item Data" with the following fields:

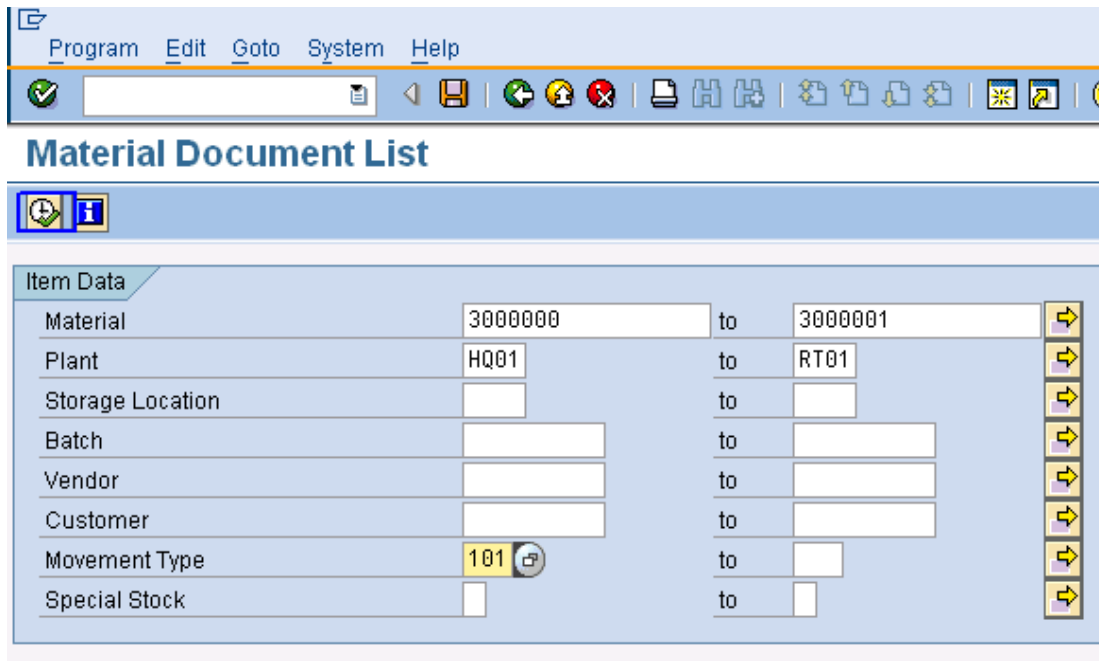
Material	3000000	to	3000001	
Plant		to		→
Storage Location		to		→
Batch		to		→
Vendor		to		→
Customer		to		→
Movement Type		to		→
Special Stock		to		→

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


PURCHASING & INVENTORY MANAGEMENT

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



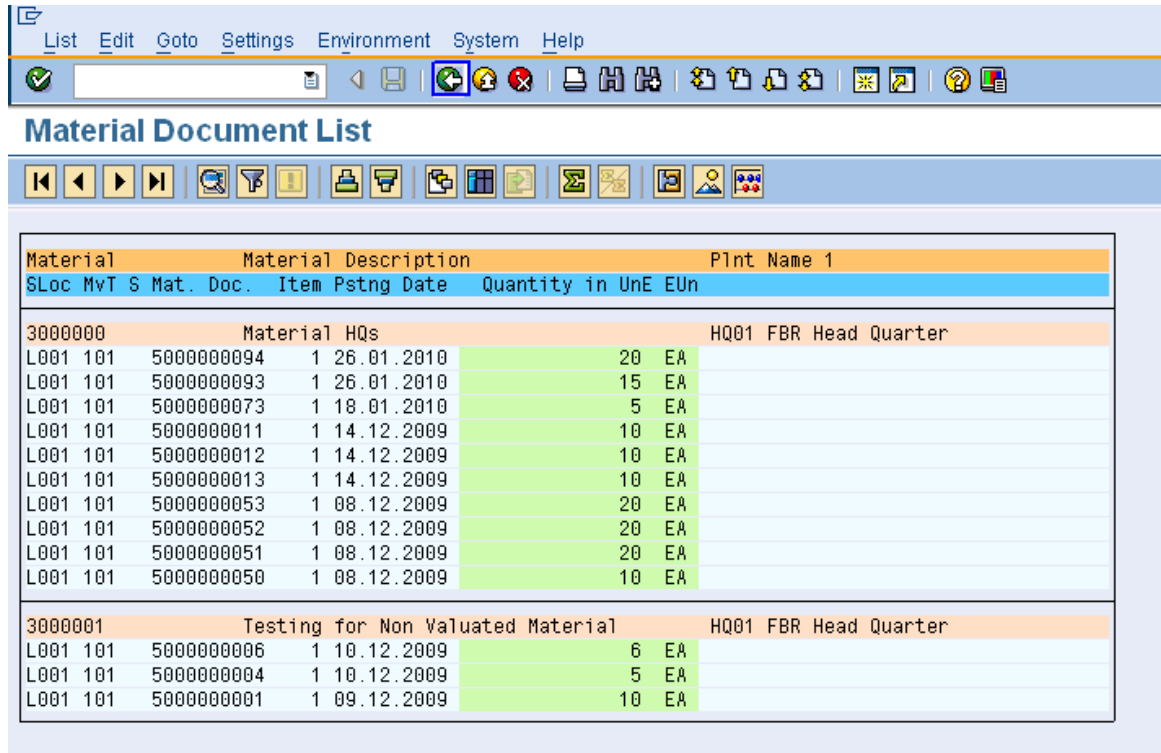
Field Name	Description	R/O/C	Comments
Material	Select Material(s) to view the selected Materials result	R	Select Plant HQ01
Plant	Select the Plant in which the specified Materials created	O	
Movement Type	You can select the movement type for example 101 Movement Type is used for Goods Receipt (GR). Now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

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

PURCHASING & INVENTORY MANAGEMENT

Output of Report:

Result of Report against selection criteria



The screenshot shows the SAP Material Document List (MDL) report. The interface includes a menu bar (List, Edit, Goto, Settings, Environment, System, Help) and a toolbar with various icons. The report title is "Material Document List". The data is presented in a table with columns for Material, Material Description, Plant Name, SLoc, MvT, S, Mat. Doc., Item, Pstng Date, Quantity, and Unit of Measure (UnE, EUn).

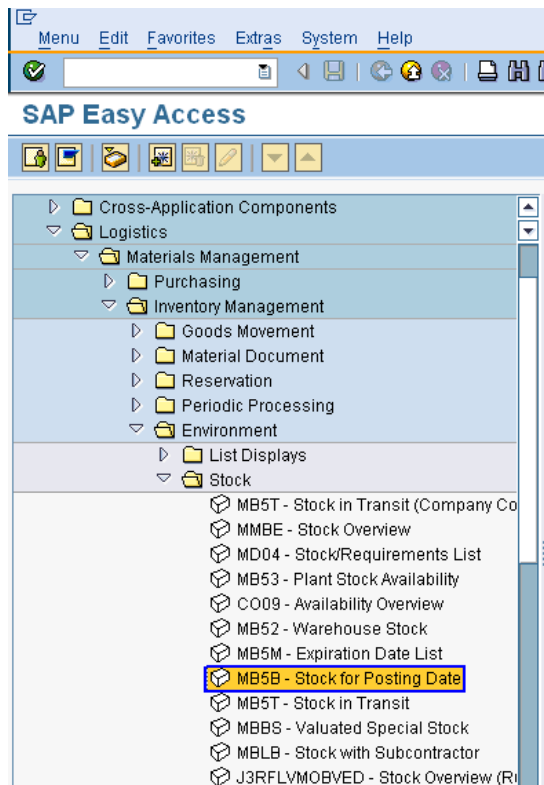
Material	Material Description		Plant Name 1					
SLoc	MvT	S	Mat. Doc.	Item	Pstng Date	Quantity	in UnE	EUn
3000000			Material HQs		HQ01 FBR Head Quarter			
L001	101	5000000094	1	26.01.2010		20	EA	
L001	101	5000000093	1	26.01.2010		15	EA	
L001	101	5000000073	1	18.01.2010		5	EA	
L001	101	5000000011	1	14.12.2009		10	EA	
L001	101	5000000012	1	14.12.2009		10	EA	
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			Testing for Non Valuated 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	5000000001	1	09.12.2009		10	EA	

PURCHASING & INVENTORY MANAGEMENT

8.3 Report for Stock on Posting Date

Access transaction by:

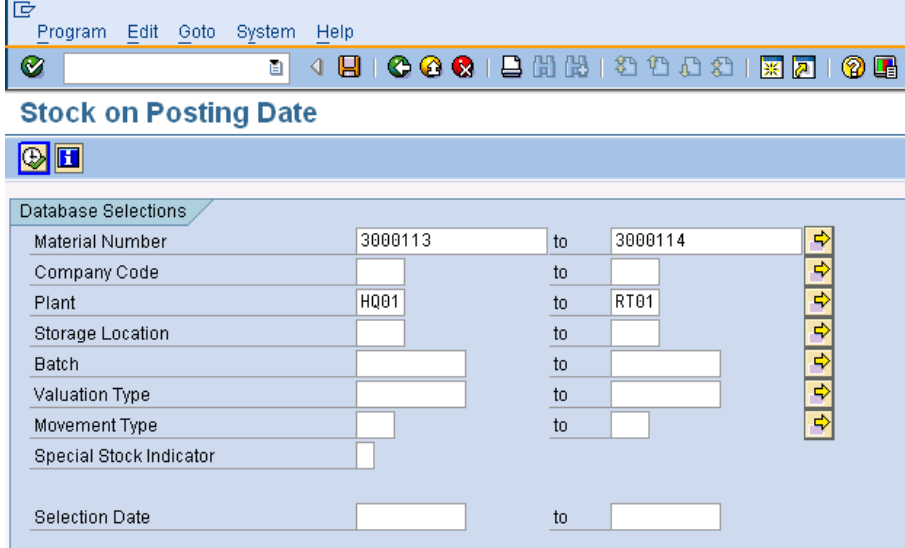
Via Menus	Logistics → Materials Management → Inventory Management → Environment → Stock → Stock for Posting Date
Via Transaction Code	MB5B



PURCHASING & INVENTORY MANAGEMENT

Stock on posting date


Enter material for which you want to view the report



The screenshot shows the SAP 'Stock on Posting Date' selection screen. It includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. The main area is titled 'Database Selections' and contains the following fields:

- Material Number: 3000113 to 3000114
- Company Code: [] to []
- Plant: HQ01 to RT01
- Storage Location: [] to []
- Batch: [] to []
- Valuation Type: [] to []
- Movement Type: [] to []
- Special Stock Indicator: []
- Selection Date: [] to []

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	O	

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

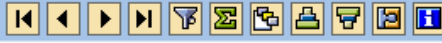
PURCHASING & INVENTORY MANAGEMENT

Output of report

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

[List](#) [Edit](#) [Goto](#) [Settings](#) [System](#) [Help](#)

Material Stocks Between 01.01.0000 and 31.12.9999



Plant HQ01 FBR Head Quarter
 Material 3000113
 Description Hand Dryer

Stock on 01.01.0000 0 EA
 Total Receipts 137 EA
 Total Issues 10- EA
 Stock on 31.12.9999 127 EA

SLoc	MvT	S	Mat. Doc.	Item	Pstng Date	Quantity	BUn
L001	561		4900000038	1	06.12.2009	5	EA
L001	561		4900000039	1	06.12.2009	6	EA
L001	561		4900000040	1	06.12.2009	7	EA
L001	561		4900000048	1	06.12.2009	7	EA
L001	561		4900000056	1	11.01.2010	10	EA
L001	561		4900000057	1	11.01.2010	10	EA
L001	561		4900000060	1	11.01.2010	10	EA
L001	561		4900000061	1	11.01.2010	10	EA
L001	561		4900000062	1	11.01.2010	10	EA
L001	561		4900000063	1	11.01.2010	12	EA
L001	561		4900000064	1	11.01.2010	10	EA
L001	201		4900000073	1	14.01.2010	10-	EA
L001	561		4900000083	2	27.01.2010	40	EA

Plant RT01 RT0 Karachi
 Material 3000113
 Description Hand Dryer

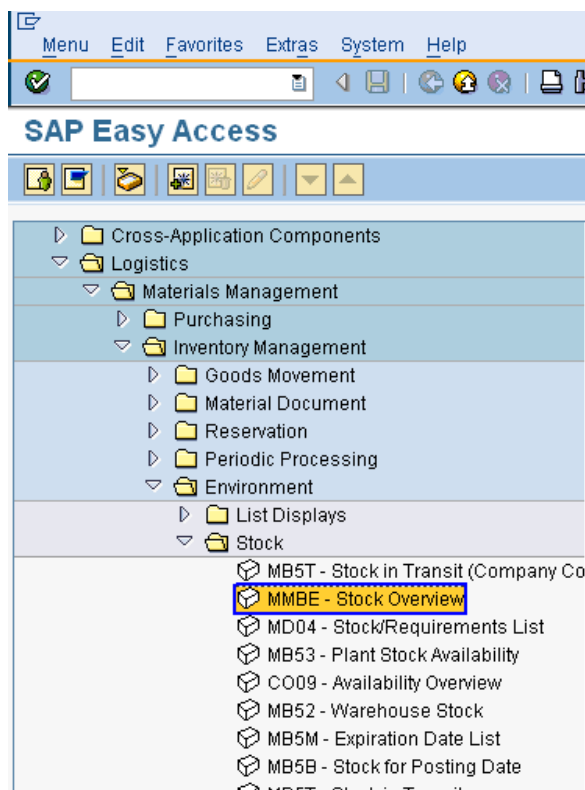
Stock on 01.01.0000 0 EA
 Total Receipts 10 EA
 Total Issues 0 EA
 Stock on 31.12.9999 10 EA

PURCHASING & INVENTORY MANAGEMENT

8.4 Stock Overview Report

Access transaction by:

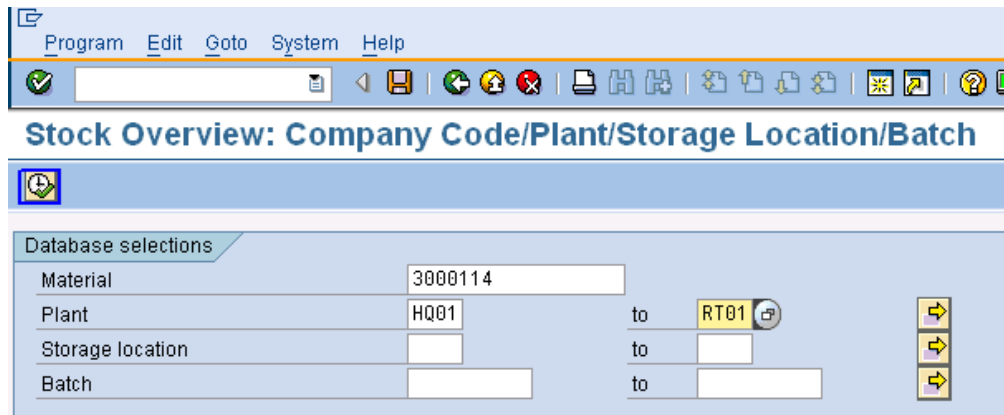
Via Menus	Logistics → Materials Management → Inventory Management → Environment → Stock → Stock Overview
Via Transaction Code	MMBE



PURCHASING & INVENTORY MANAGEMENT

Stock Overview Report:


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



The screenshot shows the SAP Stock Overview report interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title of the report is 'Stock Overview: Company Code/Plant/Storage Location/Batch'. Underneath, there is a section for 'Database selections' with the following fields:

Material	3000114		
Plant	HQ01	to	RT01
Storage location		to	
Batch		to	

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	O	

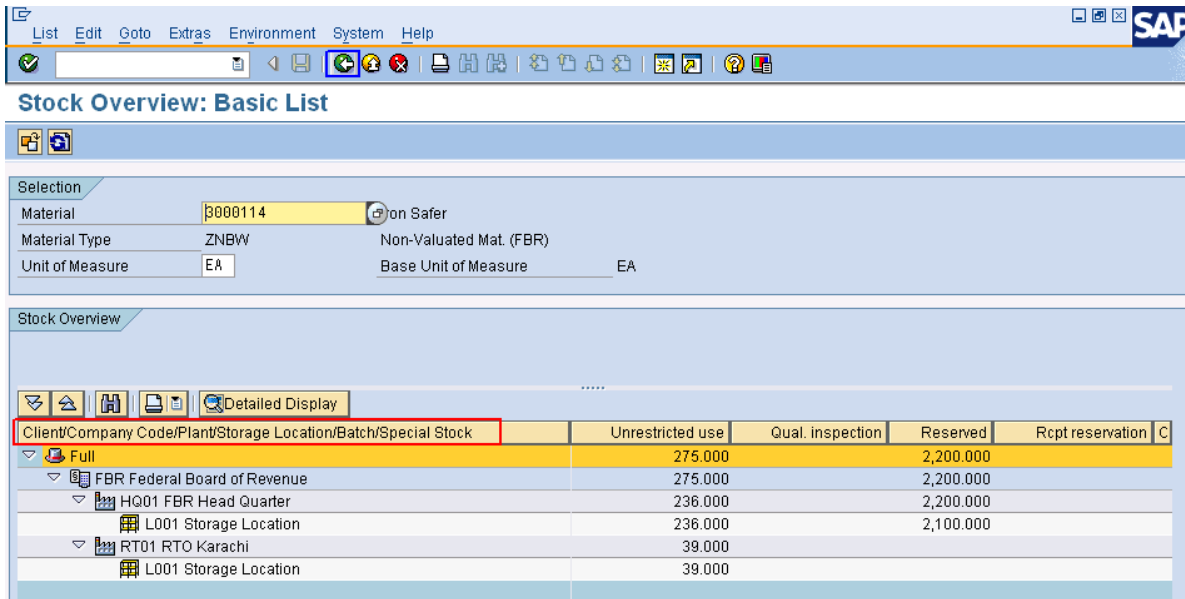
Press  or F8 to display the result according to selection criteria.

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

PURCHASING & INVENTORY MANAGEMENT

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



The screenshot shows the SAP Stock Overview: Basic List interface. The top menu bar includes 'List', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The title bar shows 'Stock Overview: Basic List' and the SAP logo. Below the title bar, there are icons for navigation and actions. The main area is divided into two sections: 'Selection' and 'Stock Overview'.

Selection Section:

- Material: 3000114 (highlighted in yellow)
- Material Type: ZNBW (Non-Valuated Mat. (FBR))
- Unit of Measure: EA (Base Unit of Measure)

Stock Overview Section:

The 'Stock Overview' section contains a table with columns: Client/Company Code/Plant/Storage Location/Batch/Special Stock, Unrestricted use, Qual. inspection, Reserved, and Rcpt reservation. The table shows a hierarchy of stock locations for material 3000114.

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation
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			

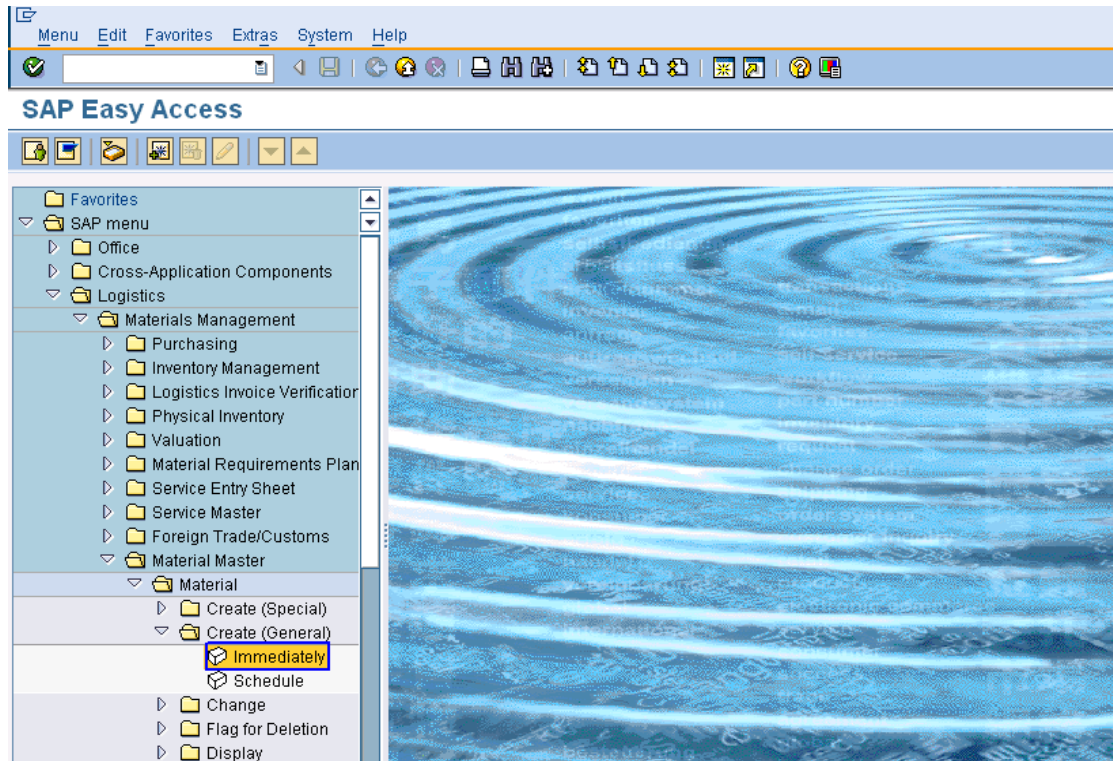
SECTION 9 MATERIAL REQUIREMENT PLANNING (MRP)

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.

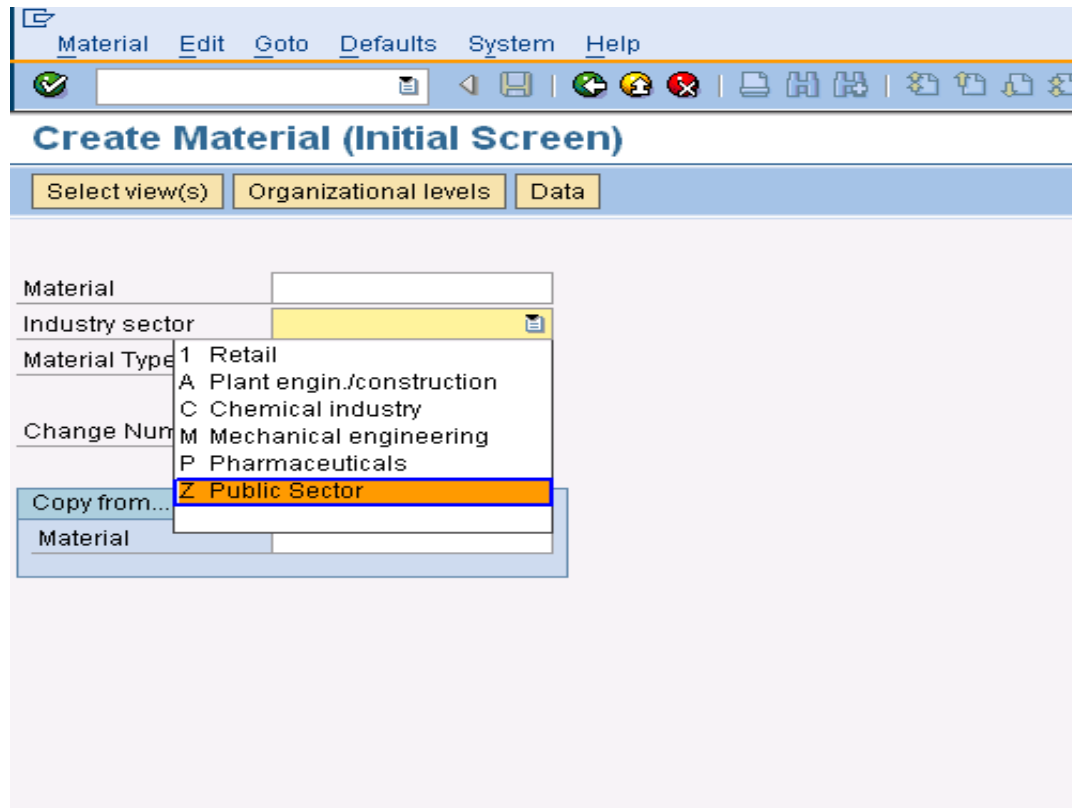


PURCHASING & INVENTORY MANAGEMENT

Initial Screen – Industry Sector:

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

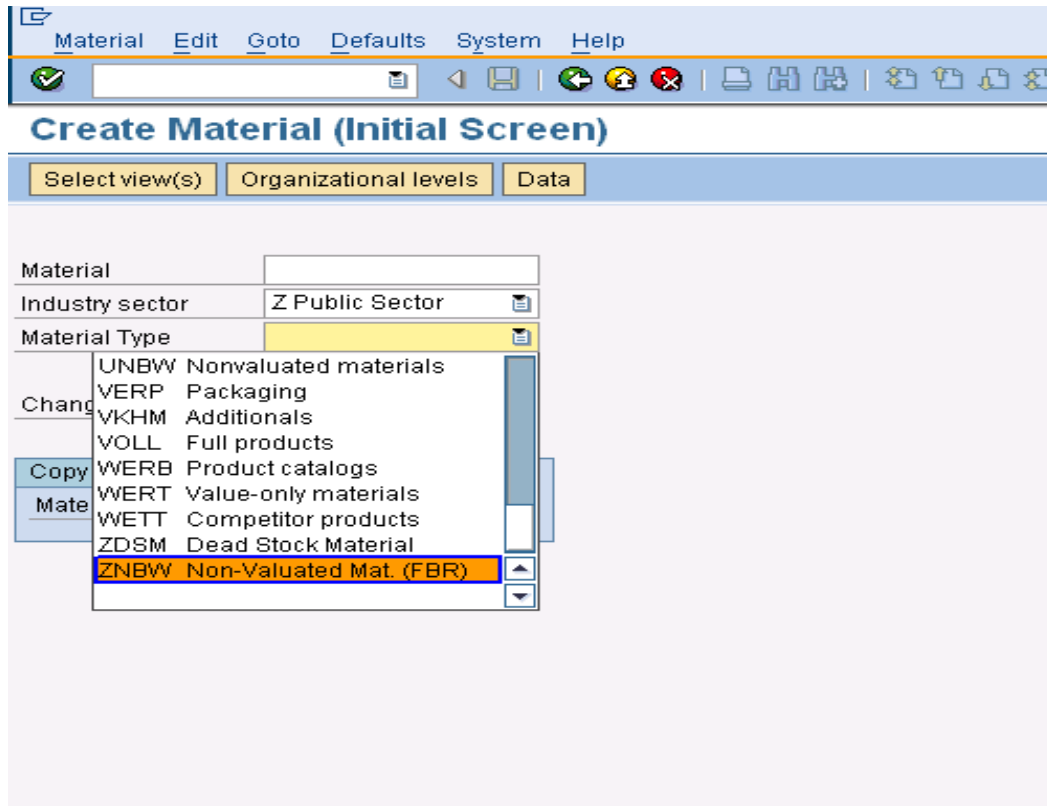
Select Industry Sector value “Z Public Sector”



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”

PURCHASING & INVENTORY MANAGEMENT

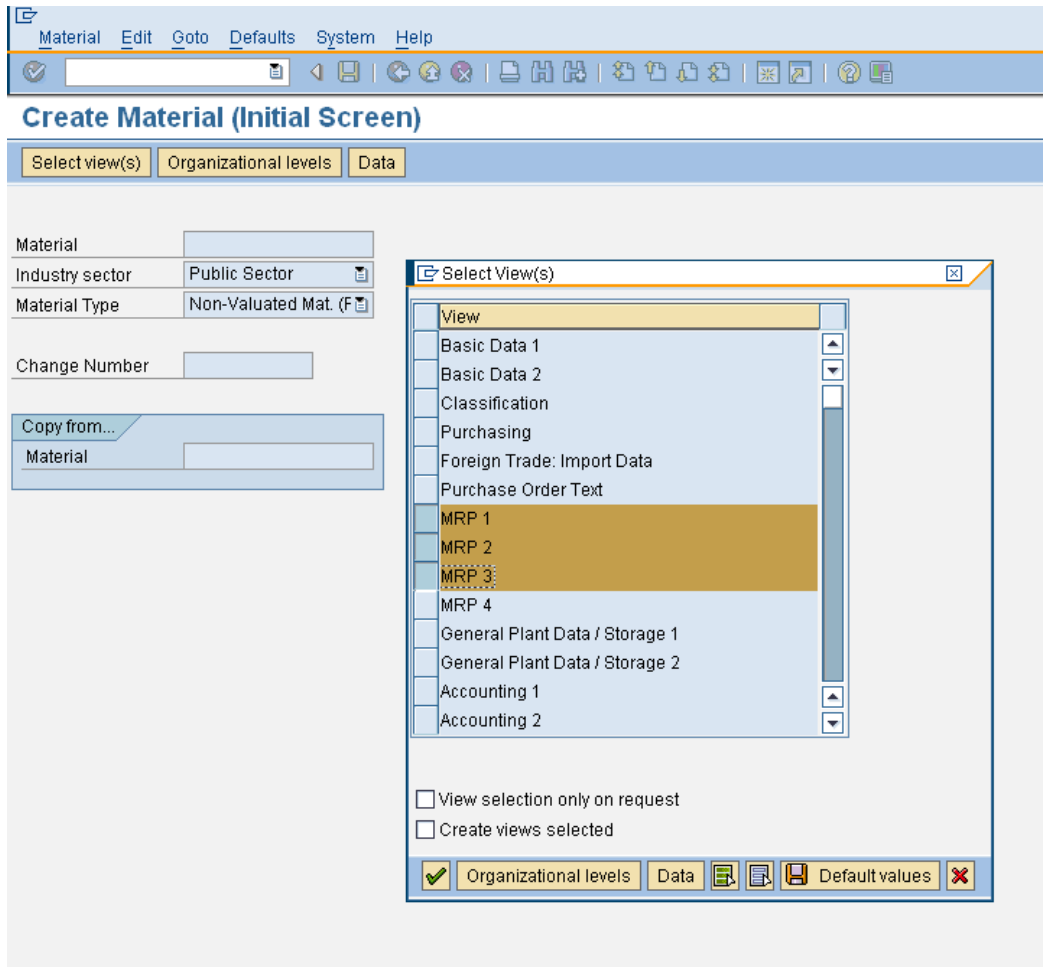
Initial Screen – Material Type:



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))”

PURCHASING & INVENTORY MANAGEMENT

Views Selection:

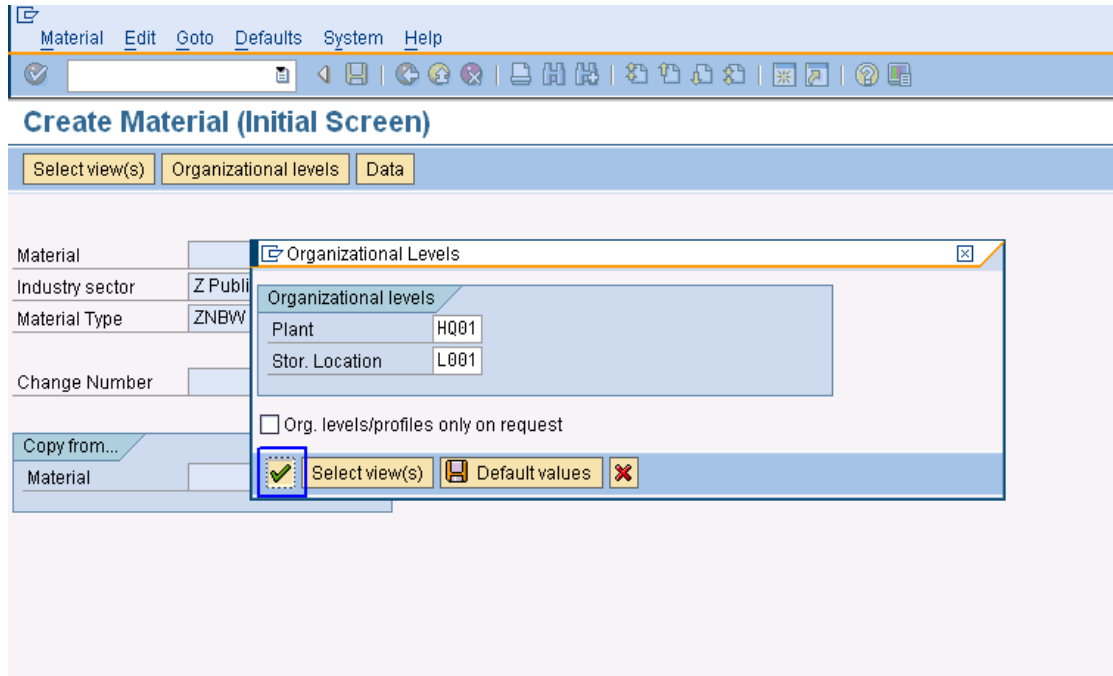


Field Name	Description	R/O/C	Comments
Maintain Following Views: MRP 1 MRP 2 MRP 3	To maintain the material on MRP, select the above highlighted 3 Views.	R	

PURCHASING & INVENTORY MANAGEMENT

Organizational Level:

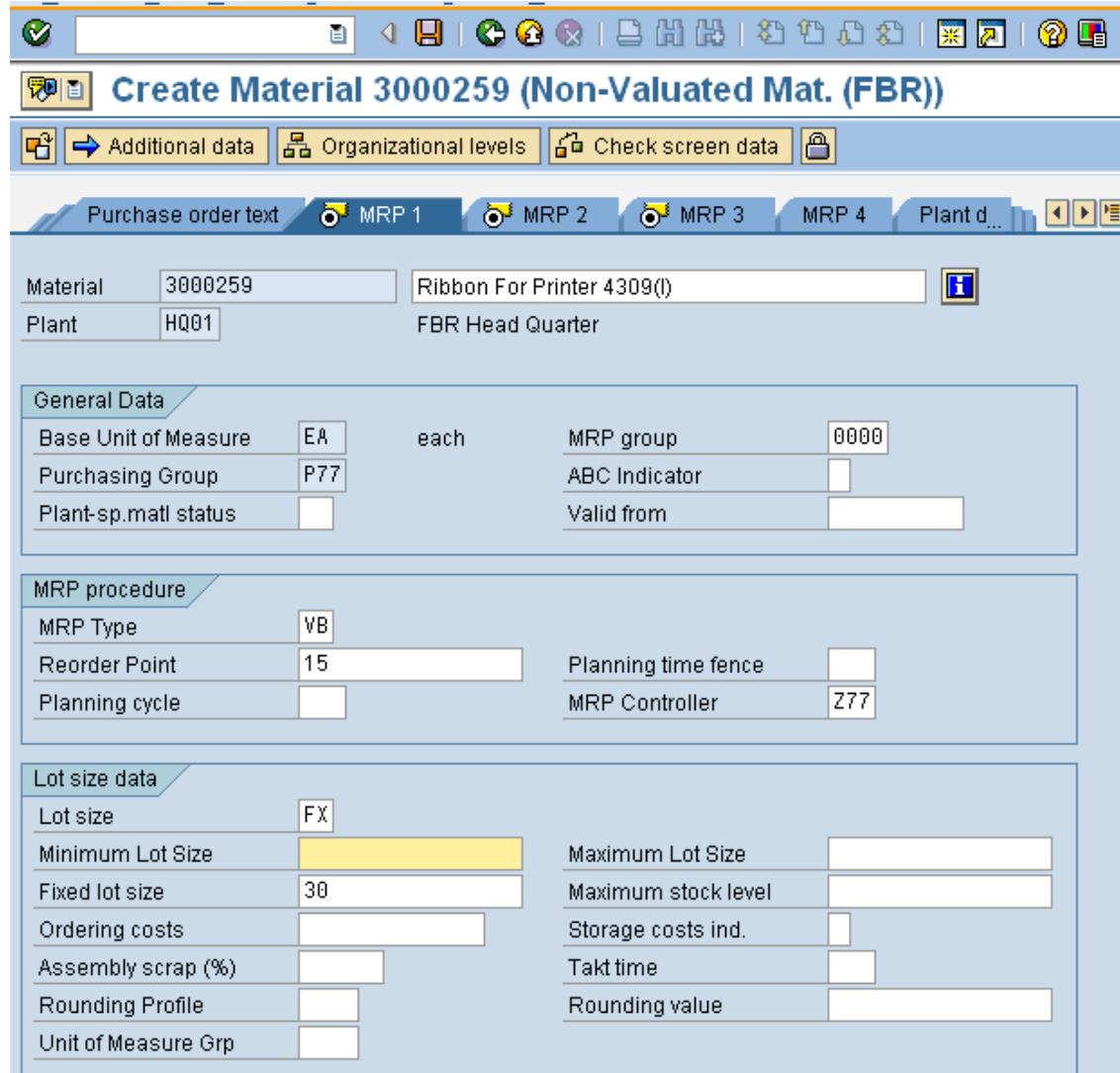
Material will be created at Organizational Levels of Plant and Storage Location. Material valuation will be created at Plant level and the material will be physically stored at Storage Location.



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	

PURCHASING & INVENTORY MANAGEMENT

MRP 1 View:



The screenshot shows the SAP MRP 1 View for material 3000259. The title bar reads "Create Material 3000259 (Non-Valuated Mat. (FBR))". The main area is divided into several sections:

- Material Data:** Material 3000259, Description: Ribbon For Printer 4309(I), Plant HQ01, FBR Head Quarter.
- 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: VB, 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 level: [], Ordering costs: [], Storage costs ind.: [], Assembly scrap (%): [], Takt time: [], Rounding Profile: [], Rounding value: [], Unit of Measure Grp: [].

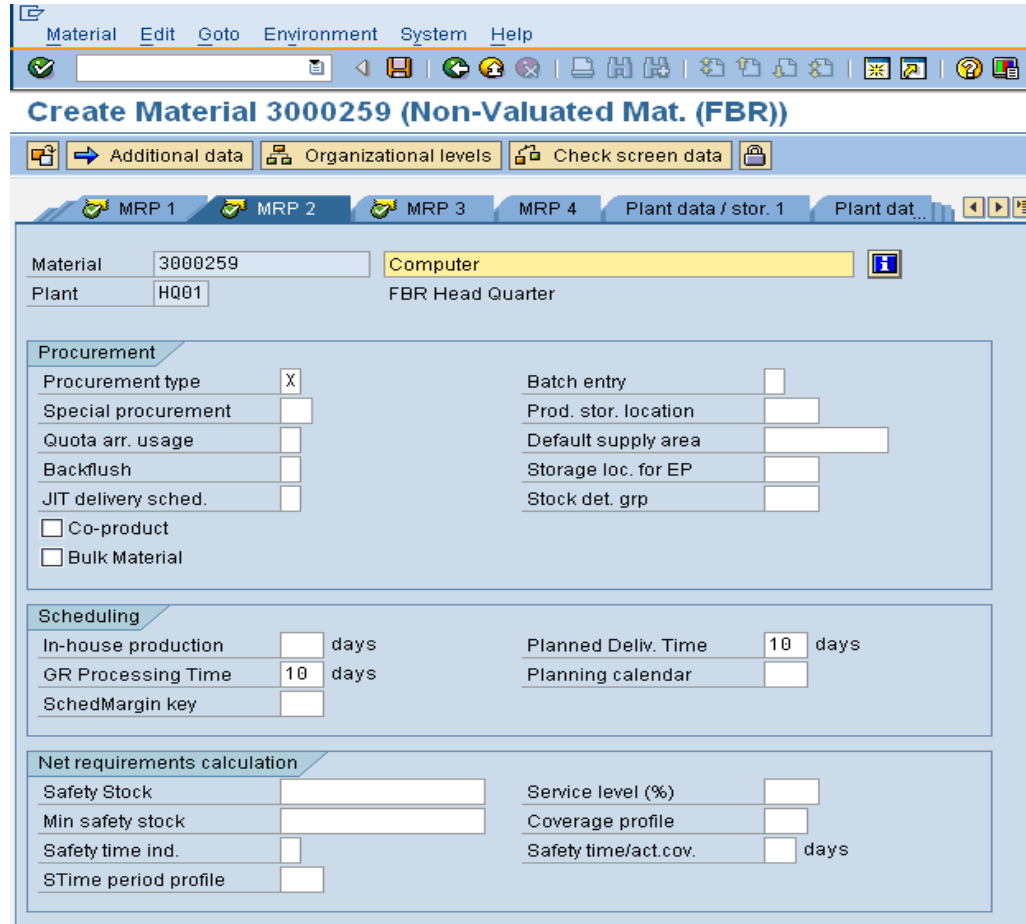
Field Name	Description	R/O/C	Comments
Description	Description of material will be entered here e.g. Printer, Hand Dryer etc.	R	
Base Unit of Measure	Base Unit of Measurement will be specified for this material e.g. each, pieces etc.	R	

PURCHASING & INVENTORY MANAGEMENT

MRP Group	Determines the document type for Purchase Requisition	R	
MRP Type	Key that determines whether and how the material is planned. In FBR case VB (Manual Reorder Planning) will be use	R	
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	

PURCHASING & INVENTORY MANAGEMENT

MRP 2 View:



Create Material 3000259 (Non-Valuated Mat. (FBR))

Material: 3000259 | Description: Computer | Plant: HQ01 | FBR Head Quarter

Procurement

Procurement type	<input checked="" type="checkbox"/>	Batch entry	<input type="checkbox"/>
Special procurement	<input type="checkbox"/>	Prod. stor. location	<input type="checkbox"/>
Quota arr. usage	<input type="checkbox"/>	Default supply area	<input type="checkbox"/>
Backflush	<input type="checkbox"/>	Storage loc. for EP	<input type="checkbox"/>
JIT delivery sched.	<input type="checkbox"/>	Stock det. grp	<input type="checkbox"/>
<input type="checkbox"/> Co-product			
<input type="checkbox"/> Bulk Material			

Scheduling

In-house production	<input type="checkbox"/> days	Planned Deliv. Time	10 days
GR Processing Time	10 days	Planning calendar	<input type="checkbox"/>
SchedMargin key	<input type="checkbox"/>		

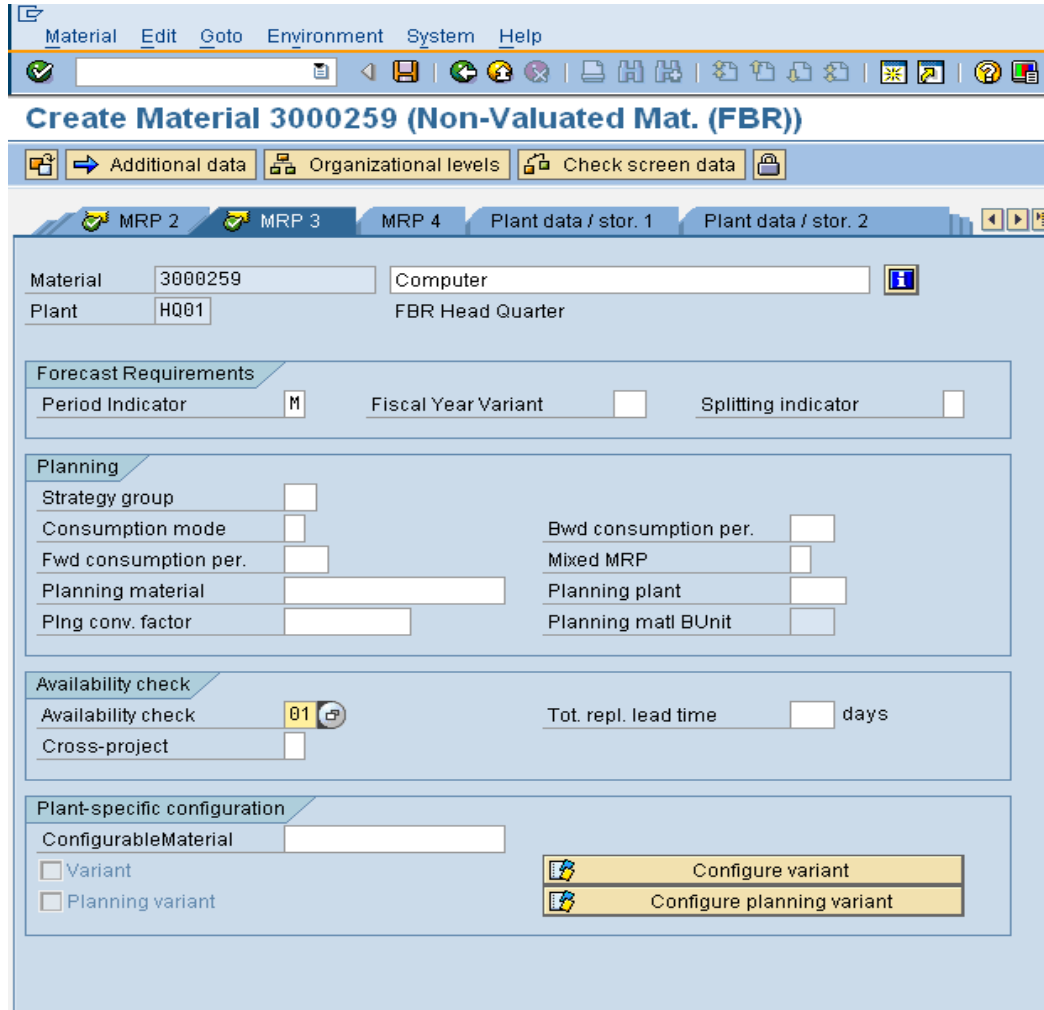
Net requirements calculation

Safety Stock	<input type="text"/>	Service level (%)	<input type="checkbox"/>
Min safety stock	<input type="text"/>	Coverage profile	<input type="checkbox"/>
Safety time ind.	<input type="checkbox"/>	Safety time/act.cov.	<input type="checkbox"/> days
STime period profile	<input type="checkbox"/>		

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.	O	
Planned Delivery Time	Number of calendar days needed to obtain the material or service..	O	

PURCHASING & INVENTORY MANAGEMENT

MRP 3 View:



The screenshot displays the SAP MRP 3 View for material 3000259 (Computer) at plant HQ01. The interface includes a menu bar (Material, Edit, Goto, Environment, System, Help), a toolbar, and several data entry fields. The main content is organized into sections: Forecast Requirements (Period Indicator: M, Fiscal Year Variant, Splitting Indicator), Planning (Strategy group, Consumption mode, Fwd consumption per., Planning material, Png conv. factor, Bwd consumption per., Mixed MRP, Planning plant, Planning matl BUnit), Availability check (Availability check: 01, Cross-project, Tot. repl. lead time), and Plant-specific configuration (ConfigurableMaterial, Variant, Planning variant, Configure variant, Configure planning variant).

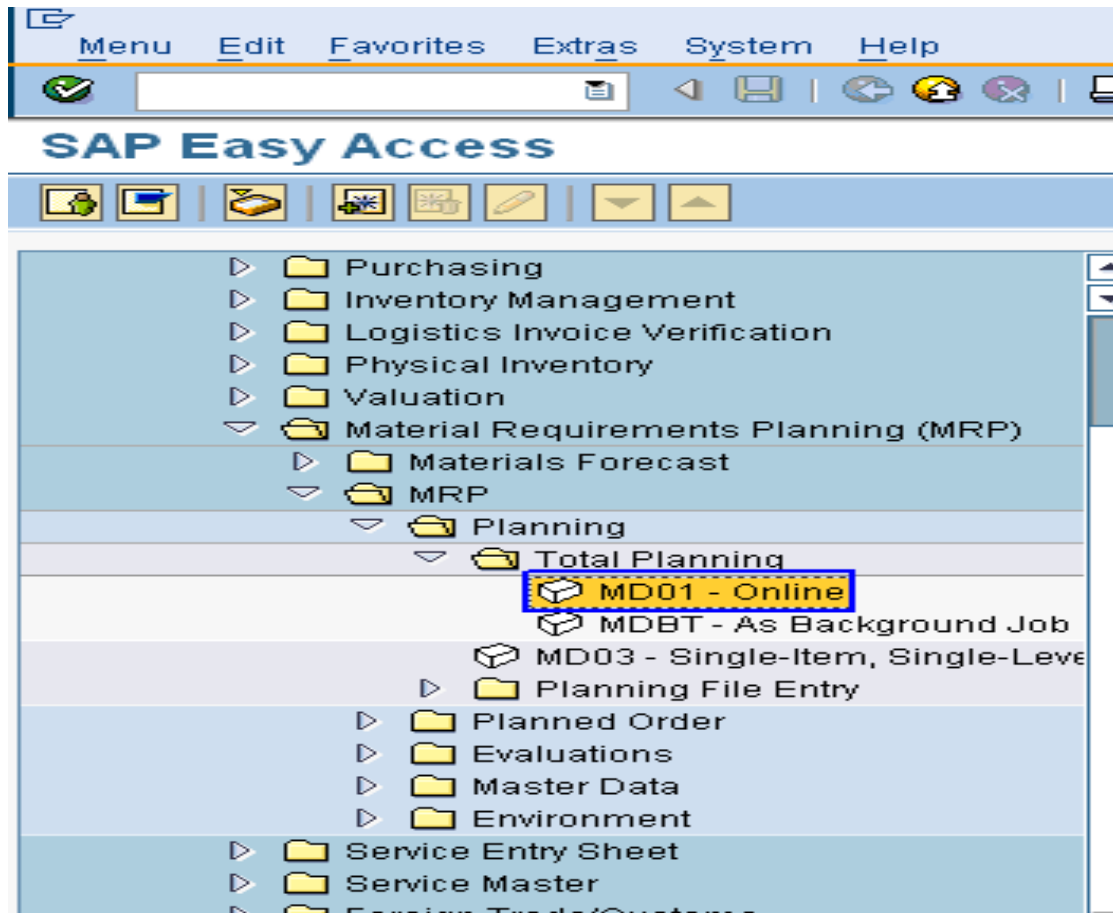
Field Name	Description	R/O/C	Comments
Availability Check	Specifies whether and how the system checks availability and generates requirements for material planning.	R	

PURCHASING & INVENTORY MANAGEMENT

9.2 Planning Run:

Access the transaction:

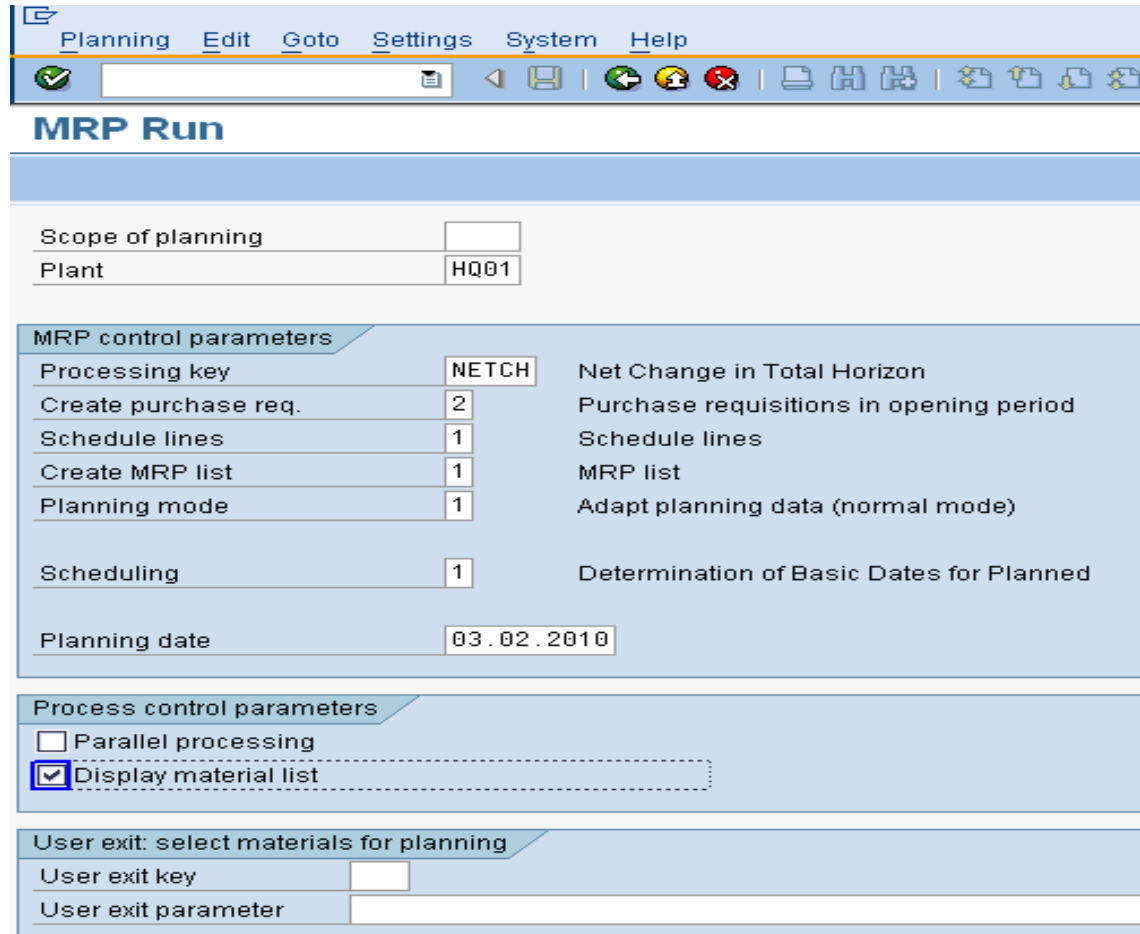
Via Menus	SAP Menu > Logistics > Materials Management > Material Requirements Planning > MRP > Planning > Total Planning > Online
Via Transaction Code	MD01



PURCHASING & INVENTORY MANAGEMENT

Plant/Scope of Planning:

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




The screenshot shows the SAP MRP Run dialog box. At the top, there is a menu bar with 'Planning', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'MRP Run' and contains several sections:

- Scope of planning:** A text box for 'Scope of planning' and a dropdown menu for 'Plant' with 'HQ01' selected.
- MRP control parameters:** A table with the following entries:

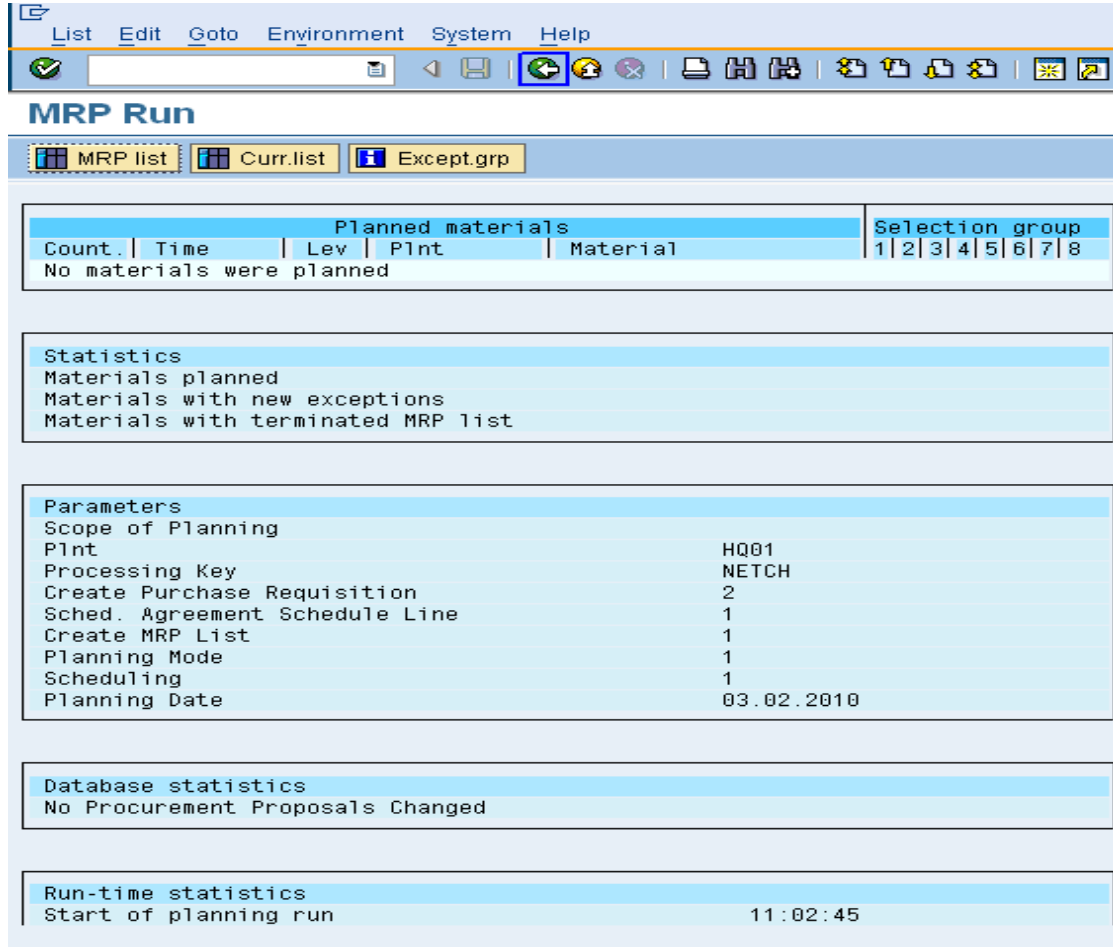
Processing key	NETCH	Net Change in Total Horizon
Create purchase req.	2	Purchase requisitions in opening period
Schedule lines	1	Schedule lines
Create MRP list	1	MRP list
Planning mode	1	Adapt planning data (normal mode)
Scheduling	1	Determination of Basic Dates for Planned
Planning date	03.02.2010	
- Process control parameters:** Two checkboxes: 'Parallel processing' (unchecked) and 'Display material list' (checked).
- User exit: select materials for planning:** Two text boxes: 'User exit key' and '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	O	
Display Material List Indicator	Flag the Material List Indicator to display the List of Material under specified Plant.	O	

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

PURCHASING & INVENTORY MANAGEMENT

Planning Result:



The screenshot shows the SAP MRP Run interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'MRP Run' and contains several panels:

- MRP list**: A table showing 'Planned materials'. The table has columns for 'Count.', 'Time', 'Lev', 'Plnt', 'Material', and 'Selection group'. The 'Selection group' column is further divided into sub-columns 1 through 8. The text 'No materials were planned' is displayed in the table area.
- Statistics**: A section with the following text:
 - Materials planned
 - Materials with new exceptions
 - Materials with terminated MRP list
- Parameters**: A list of parameters and their values:
 - Scope of Planning
 - Plnt: HQ01
 - Processing Key: NETCH
 - Create Purchase Requisition: 2
 - Sched. Agreement Schedule Line: 1
 - Create MRP List: 1
 - Planning Mode: 1
 - Scheduling: 1
 - Planning Date: 03.02.2010
- Database statistics**: A section with the text: 'No Procurement Proposals Changed'.
- Run-time statistics**: A section with the text: 'Start of planning run' followed by the time '11:02:45'.

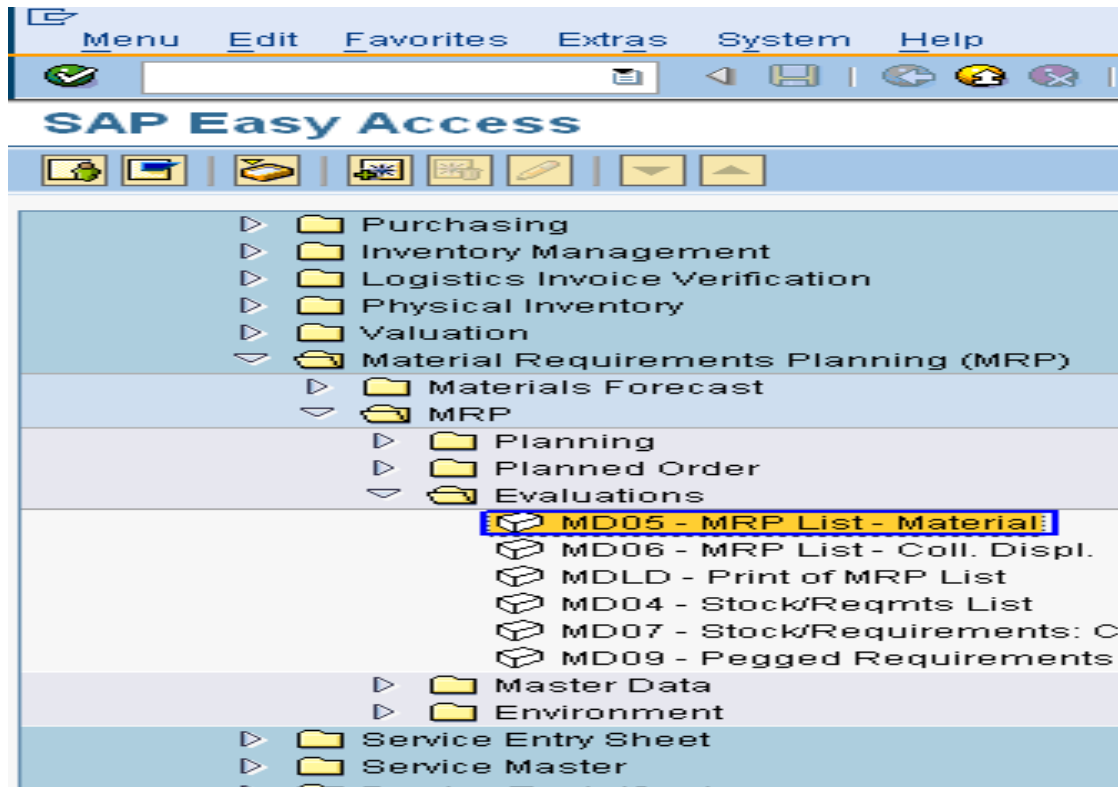
In the Planning Result, 2 Purchase Requisitions, one Schedule line and other elements generated according to the criteria specified in the Initial Screen

PURCHASING & INVENTORY MANAGEMENT

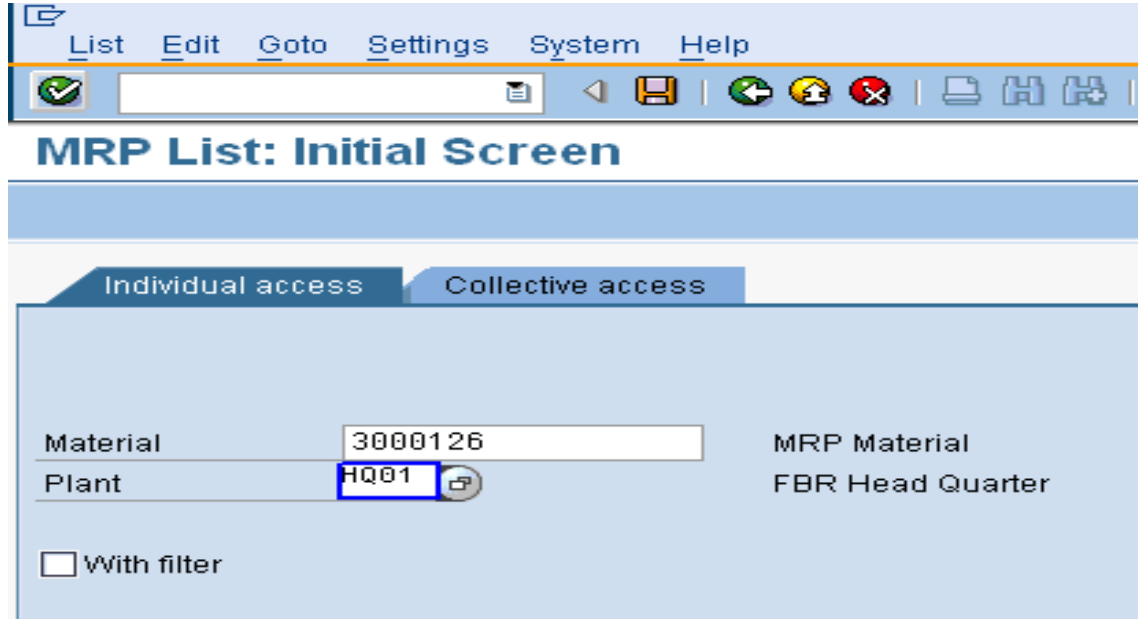
9.3 Material Requirement Planning(MRP)List:

Access the Transaction:

Via Menus	SAP Menu > Logistics > Materials Management > Material Requirements Planning (MRP) > MRP > Evaluations > MRP List – Material
Via Transaction Code	MD05



Material Requirement Planning List - Initial Screen:



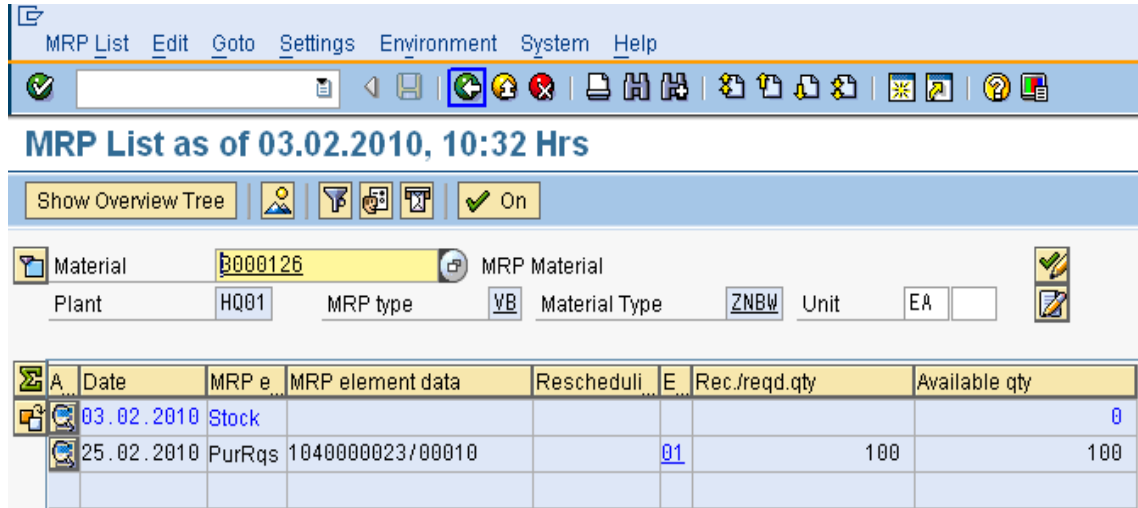
Field Name	Description	R/O/C	Comments
Material	Select Material for which you want to see the MRP List.	R	
Plant	Select Plant in which the specified Material exists	R	

Press Enter or Click  Enter to proceed.

PURCHASING & INVENTORY MANAGEMENT

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.



The screenshot shows the SAP MRP List interface. At the top, there is a menu bar with 'MRP List', 'Edit', 'Goto', 'Settings', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'MRP List as of 03.02.2010, 10:32 Hrs'. Below this, there is a control bar with 'Show Overview Tree' and a 'On' checkbox. The main area contains a form with the following fields: Material (B000126), MRP Material, Plant (HQ01), MRP type (VB), Material Type (ZNBW), Unit, and EA. Below the form is a table with the following data:

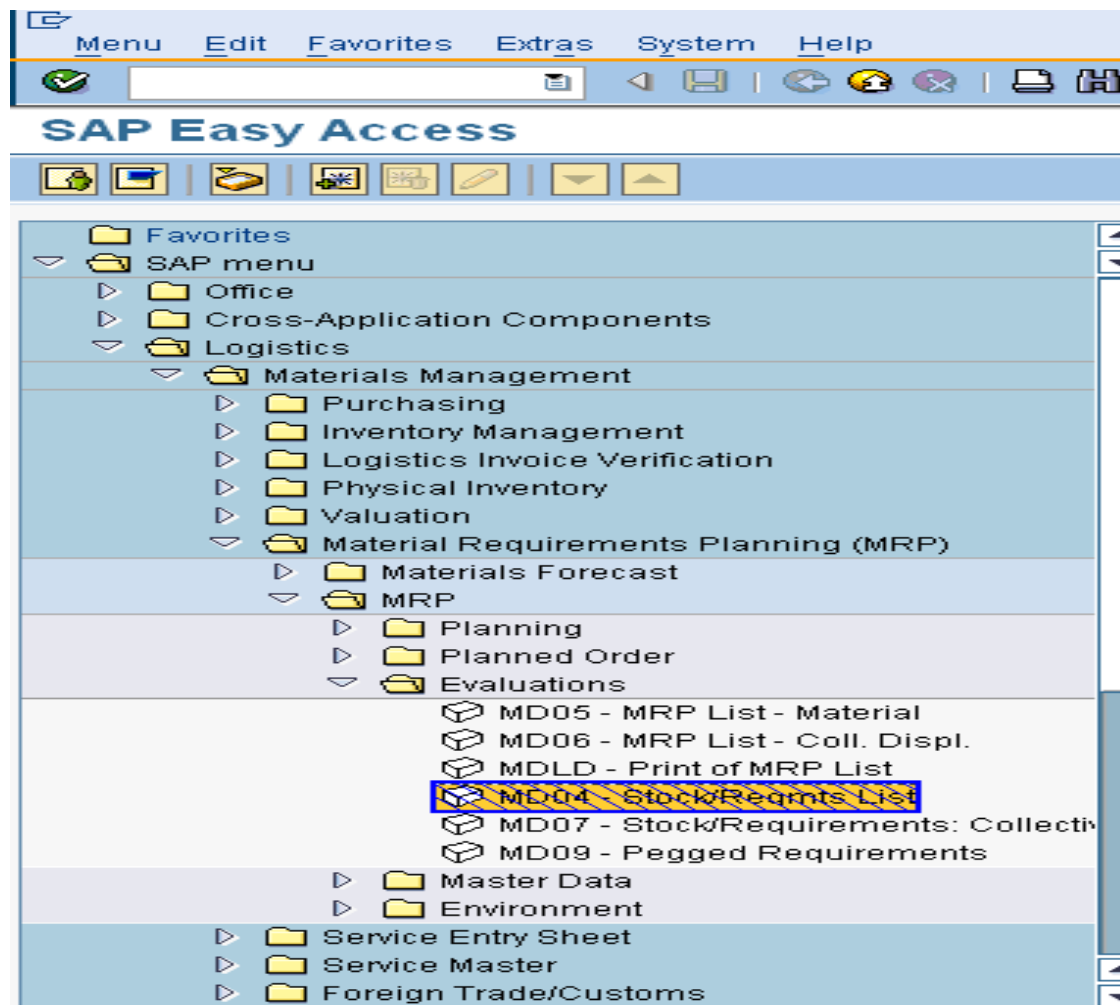
A	Date	MRP e	MRP element data	Rescheduli	E	Rec./reqd.qty	Available qty
	03.02.2010	Stock					0
	25.02.2010	PurRqs	1040000023/00010		01	100	100

PURCHASING & INVENTORY MANAGEMENT

9.4 Stock/Requirement List:

Access the transaction:

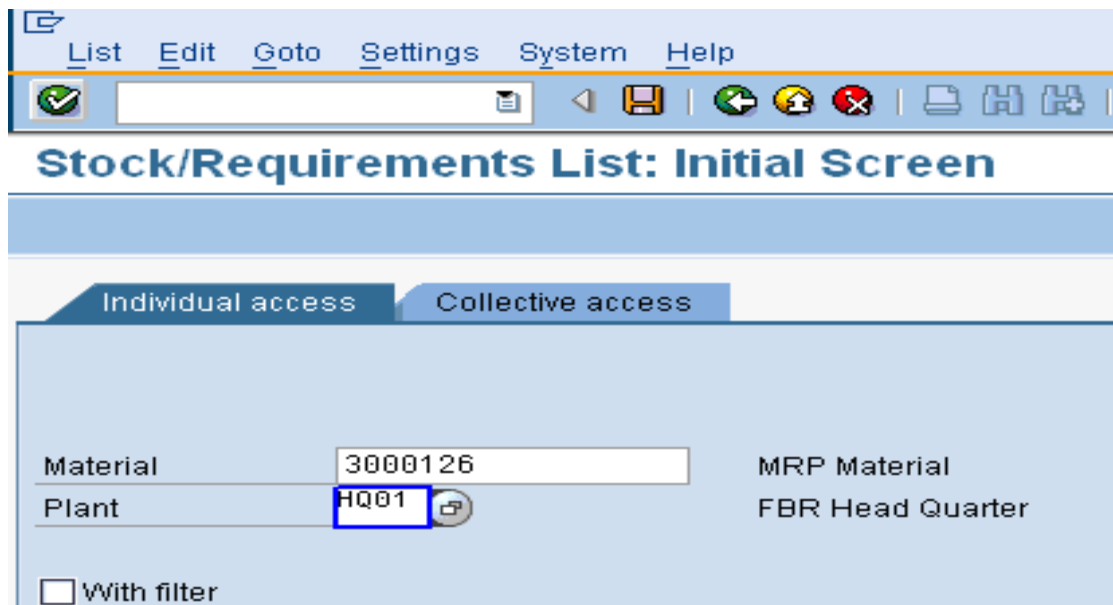
Via Menus	SAP Menu > Logistics > Materials Management > Material Requirements Planning > MRP > Evaluations > Stock/Reqmts List
Via Transaction Code	MD04



PURCHASING & INVENTORY MANAGEMENT

Stock/Requirement List - Initial Screen

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



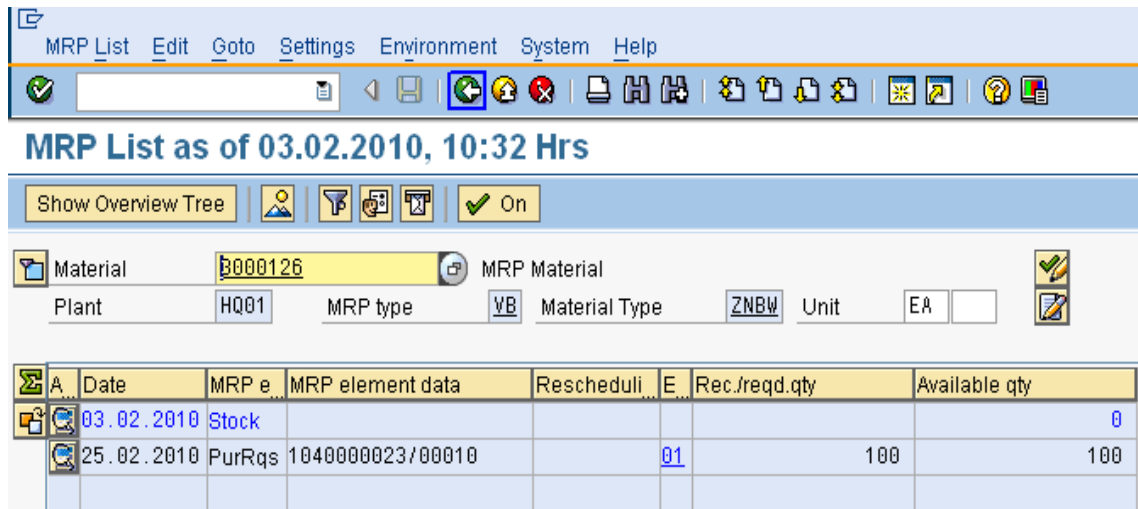
Field Name	Description	R/O/C	Comments
Material	Select Material for which you want to see the Stock/Requirement List.	R	
Plant	Select Plant in which the specified Material exists	R	

Press Enter or Click  Enter to proceed.

PURCHASING & INVENTORY MANAGEMENT

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).



The screenshot shows the SAP MRP List interface. At the top, there is a menu bar with options: MRP List, Edit, Goto, Settings, Environment, System, Help. Below the menu is a toolbar with various icons for navigation and actions. The main title of the window is "MRP List as of 03.02.2010, 10:32 Hrs".

Below the title, there is a control bar with "Show Overview Tree" and a status indicator "On". The main data entry area includes:

- Material: 0000126 (MRP Material)
- Plant: HQ01
- MRP type: VB
- Material Type: ZNBW
- Unit: EA

The main data table is as follows:

A	Date	MRP e	MRP element data	Rescheduli	E	Rec./reqd.qty	Available qty
	03.02.2010	Stock					0
	25.02.2010	PurRqs	1040000023/00010		01	100	100