



Purpose

Use this procedure to create an agency outline agreement (OA) with reference to an OSP state lease contract.

Prerequisites

- Must have the state term contract number to use as a reference.

Menu Path

Use the following menu path(s) to begin this transaction:

- Logistics ➔ Materials Management ➔ Purchasing ➔ Outline Agreement ➔ Contract ➔ ME31K Create

Transaction Code

me31k

Tips and Tricks

- Only fields, radio buttons, and checkboxes used in AASIS are addressed in this help.
- Navigation of mouse, menu, or keyboard is the choice of the user; not all navigation examples are included.
- Values used in this transaction are for example only. Accurate data entry relies on a particular agency's business processes. ME31KME31K



Procedure

1. Start the transaction using the menu path or transaction code.

Create Contract : Initial Screen

The screenshot shows the SAP 'Create Contract : Initial Screen' interface. At the top, there are tabs for 'Reference to PReq' and 'Reference to RFQ'. The 'Reference to PReq' tab is active. Below this, there are several input fields: 'Vendor', 'Agreement Type' (with value 'NV'), 'Agreement Date' (with value '05/17/2012'), and 'Agreement'. A section titled 'Organizational Data' contains 'Purch. Organization' and 'Purchasing Group' (with a dropdown arrow). Below that is a section titled 'Default Data for Items' with fields for 'Item Category', 'Acct Assignment Cat.', 'Plant', 'Storage Location', 'Material Group', 'Req. Tracking Number', and 'Vendor Subrange'. There is also a checkbox for 'Acknowledgment Reqd'. Callout '3' points to the 'Reference to PReq' checkbox, and callout '2' points to the 'Purchasing Group' dropdown.

2. Complete/review the following fields:

Field	Required/ Optional/ Conditional	Description
Vendor	Required	A business entity or person from whom the State is authorized to purchase commodities or services. Example: 100030709



Field	Required/ Optional/ Conditional	Description
Purch. Organization	Required	Code identifying the purchasing subdivision within the company. Example: 0480
Purchasing Group	Required	The buyer responsible for the requested purchase. Example: 202
Acct Assignment Cat.	Required	Account assignment category. Key that identifies specific settlement receiver types such as cost centers, internal orders, work orders, asset accounts, or project WBS elements. Example: U
Plant	Required	In logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials management. The State's goods and services are allocated in the system by plant. Transactional data such as purchase requisitions, purchase orders, notifications and orders are allocated to plants. Master data such as assets, equipment, fleet objects and task lists are also allocated by plant. The plant gives the users a capability to search and perform transactions for this specific organizational unit. Example: 9999
Req. Tracking Number	Required	Used for monitoring the procurement of materials or services. Example: sp-11-0186



If the OSP contract number (SP-XX-XXXX) is not available use the outline agreement that you are referencing into this OA. Outline agreement numbers in AASIS begin with 46.

3. Click **Copy Document**  to enter the reference document.

Copy Document

4. Complete/review the following fields:

Field	Required/ Optional/ Conditional	Description
Reference Document	Required	The document (state contract, requisition, etc.) you wish to use as reference in a document that is being created. Example: 4600021488

5. Click **Continue**  to continue to the next screen.

Warning

6. Click **Continue**  to exit the **Warning** dialog box.



State contracts are created with 9999 as the purchasing organization number, so all agencies can use the contract.

Create Contract : Header Data

7. Complete/review the following fields:

Field	Required/ Optional/ Conditional	Description
Validity End	Required	Date a contract ends. Example: 05/16/2015



The **Targ. Val.** field is a required field if the outline agreement is a professional service.

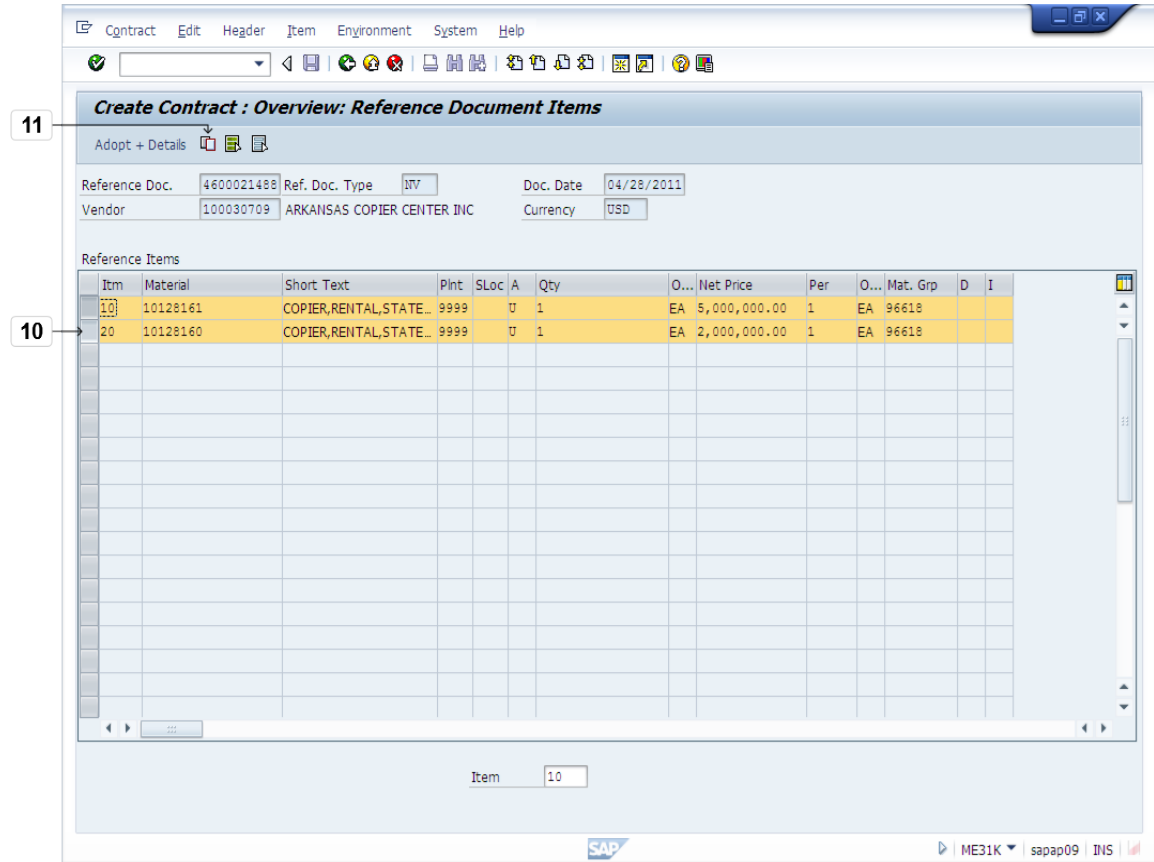
The target value amount must equal the total amount for all line items.

8. Complete/review the following fields:

Field	Required/ Optional/ Conditional	Description
Our Reference	Required	Identifies the type of purchase order to be generated. SO = small order, CB = competitive bid, and ST = statewide contracts. Example: CB
Renewal Status	Required	The status of a contracts renewal options. Example: TBD

9. Click **Enter**  to continue to the **Overview** screen.

Create Contract : Overview: Reference Document Items



11 Adopt + Details


Reference Doc. 4600021488 Ref. Doc. Type INV Doc. Date 04/28/2011
 Vendor 100030709 ARKANSAS COPIER CENTER INC Currency USD

Item	Material	Short Text	PInt	SLoc	A	Qty	O...	Net Price	Per	O...	Mat. Grp	D	I
10	10128161	COPIER,RENTAL,STATE...	9999	U		1	EA	5,000,000.00	1	EA	96618		
20	10128160	COPIER,RENTAL,STATE...	9999	U		1	EA	2,000,000.00	1	EA	96618		

10 Selection


Item 10

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10. Click the selection button  to de-select the line.



You can adopt both line items. They are all selected initially by default. To only adopt one, click the **Selection** button to de-select the line you do not wish to adopt in to your outline agreement.

11. Click **Adopt**  to accept the selected line(s).



This line is no longer selected.

Create Contract : Item Overview

12. Complete/review the following fields:


Field	Required/ Optional/ Conditional	Description
Targ. Qty	Required	Expected quantity to purchase. Example: 36
Net Price	Required	Price (rate) of the item after any discounts and surcharges are applied. Example: 300.00



Field	Required/ Optional/ Conditional	Description
OPU / 1	Required	Unit of measure. Example: MON



This contract reflects a three-year contract. The **Targ. Qty** field. Example: **36**.
Thirty-six months is three years.

- 13. Click **Enter**  to continue to the **Create Contract: Item 00001** screen.

Create Contract : Item 00001

Contract Edit Header Item Environment System Help

Create Contract : Item 00001

Account Assignments

Agreement Item: 1 Item Cat.: AcctAssCat: 0

Material: 10128161 Matl Group: 96618 Plant: 9999

Short Text: COPIER, RENTAL, STATEWIDE, BASE UNIT Stor. Loc.:

Quantity and Price

Target Quantity: 36 EA

Net Order Price: 300.00 USD / 1 MON Price Date: 12/31/9999

Qty Conversion: 1 EA <-> 1 MON

Other Data

TrackingNo: SP-11-0186

GR/IR Control

Underdel. Tol: 5.0 %

Overdeliv. Tol: 5.0 %

Tax Code:

IR

GR-BasedIV

Conversion between EA and MON effected using factor 1

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- 14. Press the **Enter** key to continue.



Message is generated by AASIS stating the conversion is successful. Click Enter to exit the message.

Create Contract : Item Overview



16

15

Item	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	PInt	SLoc	D	T...
1	10128161	COPIER, RENTAL, STATE...		36 EA	300.00	1	ON	618	9999			
2									9999			
3									9999			
4									9999			
5									9999			
6									9999			
7									9999			
8									9999			
9									9999			
10									9999			
11									9999			
12									9999			
13									9999			
14									9999			
15									9999			
16									9999			
17									9999			
18									9999			
19									9999			

Item 1

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- 15. Click the selection button  to select the line.
- 16. Click **Delivery Address**  to add your delivery address to the contract.



Delivery Address for Item 00001

Delivery Address for Item 00001

Plant	9999	Address	
Stor. Loc.		Customer	
		Vendor	

Name

Title

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country USA Region Arkansas

Time zone

PO Box Address

PO Box

Postal code

Company postal code

Communication

Language Other communication...

Telephone Extension

Mobile Phone

Fax Extension


17

18 Adopt Repeat address on Repeat address off

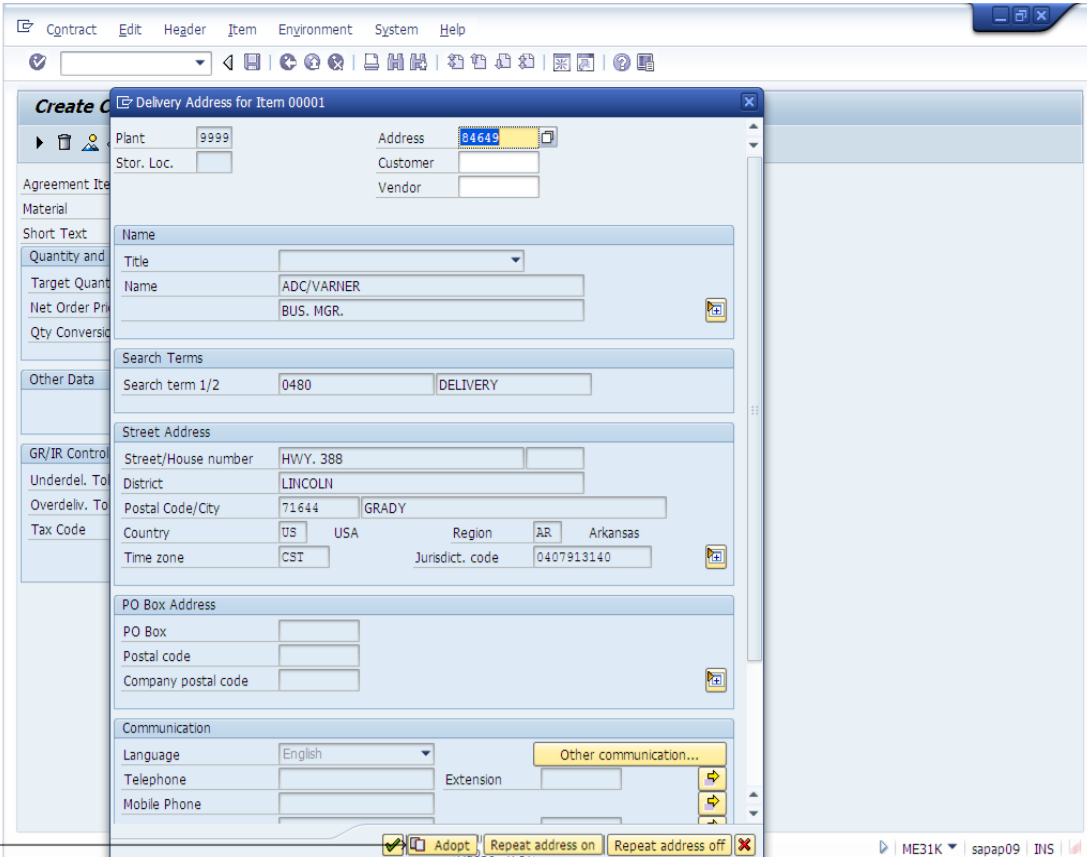


17. Complete/review the following fields:

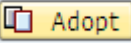
Field	Required/ Optional/ Conditional	Description
Address	Required	The address number that represents the physical delivery address of the materials requested. Example: 84649

18. Click **Continue**  to validate the delivery address.

Delivery Address for Item 00001





19

19. Click **Adopt**  to populate the delivery address.

Create Contract : Item Overview

The screenshot displays the SAP 'Create Contract : Item Overview' interface. 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 is titled 'Create Contract : Item Overview' and contains a sub-toolbar with icons for 'Account Assignments' and 'Print Preview'. Below this, there are input fields for 'Agreement' (blank), 'Agreement Type' (INV), 'Agmt Date' (05/17/2012), 'Vendor' (100030709), 'AR KANSAS COPIER CENTER INC', and 'Currency' (USD). The main data area is a table titled 'Outline Agreement Items' with the following columns: Item, I, A, Material, Short Text, Targ. Qty, O..., Net Price, Per, O..., Mat. Grp, Plnt, SLoc, D, T... The first row is selected and contains: Item 1, I U, A 10128161, Short Text COPIER,RENTAL,STATE..., Targ. Qty 36 EA, Net Price 300.001, Per MO_96618, Plnt 9999. A callout '20' points to the selection button in the first row. Another callout '21' points to the 'Header Details' icon in the top toolbar. At the bottom, there is an 'Item' field with the value '1' and the SAP logo.

- 20. Click the selection button  to select the line.
- 21. Click **Header Details**  to continue to the **Create Contract: Header Data** screen.




Create Contract : Header Data

22

The screenshot displays the SAP 'Create Contract : Header Data' screen. The interface includes a menu bar (Contract, Edit, Header, Item, Environment, System, Help) and a toolbar with various icons. The main content area is divided into several sections:

- Contract Header:** Agreement, Company Code (ARK), Purchasing Group (202), Agreement Type (INV), and Purch. Organization (0480).
- Vendor:** Vendor ID (100030709) and Vendor Name (ARKANSAS COPIER CENTER INC).
- Administrative Fields:** Agreement Date (05/17/2012), Item Number Interval (1), Validity Start (05/17/2012), Validity End (05/16/2015), and Language (EN).
- Terms of Delivery and Payment:** Payt Terms (NT15), Targ. Val. (USD), Payment in (15 Days, 0.000), Exch. Rate (1.00000), Incoterms (FOB DESTINATION), and Days Net (0).
- Reference Data:** Quotation Date, Renewal Status (TBD), Your Reference, Salesperson, Our Reference (cb), Telephone, and Suppl. Vendor, Invoicing Party.

The SAP logo and system status (ME31K, sapsap09, INS) are visible at the bottom of the window.

22. Click **Header Texts**  to continue to the **Create Contract: Header Texts** screen.



Review and revise fields on this screen as necessary.

Create Contract : Header Texts

23

TxtType	Text	More Text	Status
<input type="checkbox"/>	Leading Document Text	<input checked="" type="checkbox"/>	
	Reference Tracking SP-11-0186		
	Commodity: Copier Rental		
<input type="checkbox"/>	Invoice Address	<input checked="" type="checkbox"/>	
	As stated on the PO		
<input type="checkbox"/>	Agency Contact Information	<input type="checkbox"/>	
<input type="checkbox"/>	Trailing Document Text	<input checked="" type="checkbox"/>	
	TERM AWARD TERMS AND CONDITIONS		
<input type="checkbox"/>	A/P Notification	<input type="checkbox"/>	

23. Click **Back** to return to the **Overview** screen.



The Header Texts fields populate from the State term contract.

Change the language to reflect your agency's outline agreement.


Create Contract : Item Overview

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	PInt	SLoc	D	T...
1			10128161	COPIER,RENTAL,STATE...	36EA		300.001			MO_96618	9999			
2											9999			
3											9999			
4											9999			
5											9999			
6											9999			
7											9999			
8											9999			
9											9999			
10											9999			
11											9999			
12											9999			
13											9999			
14											9999			
15											9999			
16											9999			
17											9999			
18											9999			
19											9999			

24. Click **Print Preview**  to view a print copy of the outline agreement.



Print Preview of YPCC your Windows dflit printer Page 00001 of 00004

25. Click **Back**  to return to the **Overview** screen.



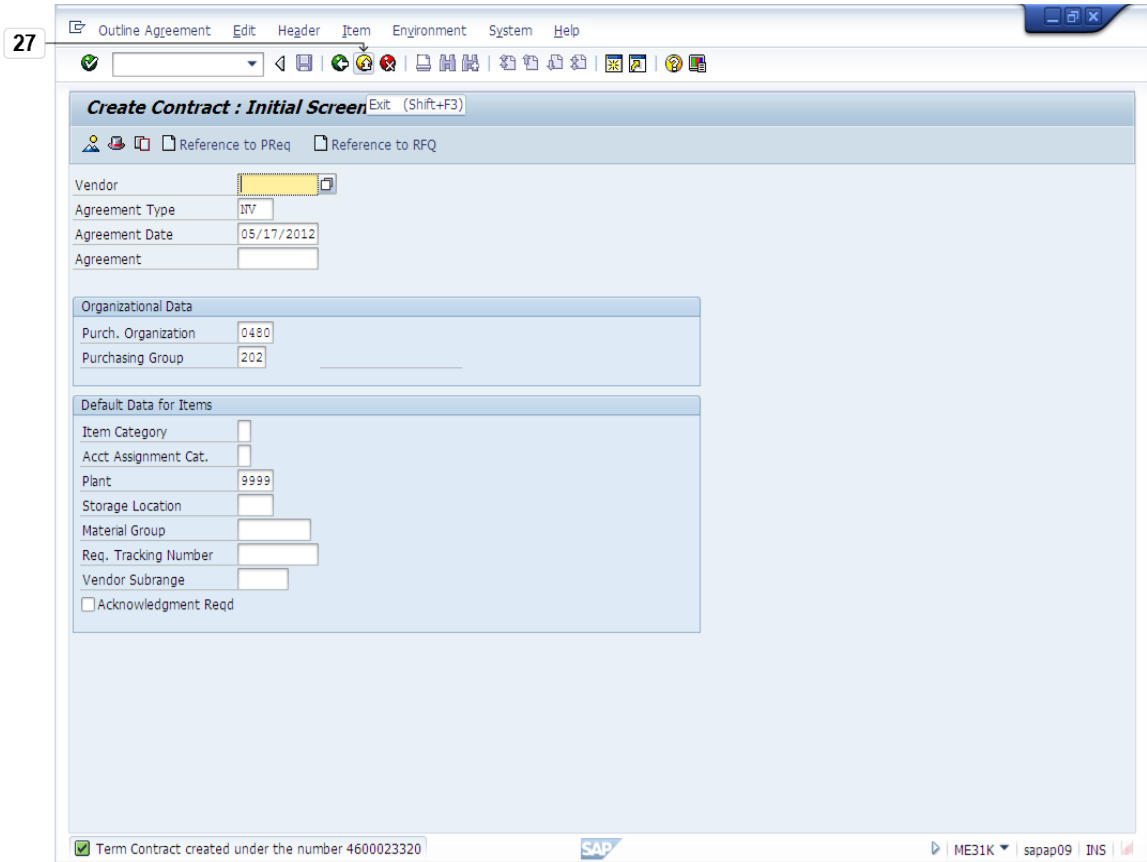
Create Contract : Item Overview

26

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	T...
1	U		10128161	COPIER, RENTAL, STATE...	36 EA		300.001			MO_96618	9999			
2	U										9999			
3	U										9999			
4	U										9999			
5	U										9999			
6	U										9999			
7	U										9999			
8	U										9999			
9	U										9999			
10	U										9999			
11	U										9999			
12	U										9999			
13	U										9999			
14	U										9999			
15	U										9999			
16	U										9999			
17	U										9999			
18	U										9999			
19	U										9999			

26. Click **Save**  to save the document.

Create Contract : Initial Screen



27. Click **Exit**  to exit the transaction.



The system generated number appears at the bottom of your screen.



Tutorial

ME31K - Create an Agency Outline Agreement (OA) with Reference to an OSP State Lease Contract

Summary

You have successful created an agency copier lease contract with reference to the OSP State term contract for copier leases.



Tutorial

ME31K - Create an Agency Outline Agreement (OA) with Reference to an OSP State Lease Contract

Next Steps