APAC Procurement Business Module

Scheduling Agreement Procedure Training Document

APBM
ApacProcurementBusinessModel
Holcim Services (Asia) Ltd.
The Holcim IT Service Provider in Asia Pacific

Local Group Companies

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Overview

A scheduling agreement is a longer-term arrangement with the vendor covering the supply of materials subject to predetermined conditions. The conditions are valid for a predefined period and predefined total purchase quantity.

Scheduling agreements have several advantages:

- Using scheduling agreements enables you to reduce processing times and the amount of paperwork within the enterprise. A delivery schedule issued against a scheduling agreement can replace a large number of standard purchase orders or contract release orders.
  Scheduling agreement delivery schedule lines do not constitute an independent document but are part of the scheduling agreement. Procurement via scheduling agreements thus enables to reduce the volume of document used.
- Volumes of stock on hand can be reduced to a minimum through application of the Just-in-Time (JIT) principle, involving the specification of exact delivery time-spots.
- The vendors' lead times are reduced. It is not necessary to deliver the entire quantity covered by the scheduling agreement at once; instead, a series of smaller quantities can be delivered in accordance with the delivery schedule lines. In this case, the vendors can receive due notification of such required quantities and delivery dates and times well in advance.

Structure

Scheduling agreements can be created either without reference to another document, or with reference to an outline agreement requisition, an RFQ, or another scheduling agreement. Since R/3 4.0A, scheduling agreements can also be created with reference to a centrally agreed contract, thus facilitating the utilization of centrally negotiated prices.

A scheduling agreement consists of number of items, for each of which a procurement type (item categories) is defined. The following procurement type exist:

- Standard
- Consignment
- Subcontracting
- Third-party
- Stock transfer
- Text

Item categories M and W are not allowed. In the case of scheduling agreement items involving subcontracting work, the materials or components to be provided to the subcontractor with respect to each scheduled delivery of the ordered item can be specified.

Conditions can apply to the entire scheduling agreement. Conditions specific to the material to be delivered must be entered at item level. Their validity can be time-dependent or time-independent, depending on the document type.

If the scheduling agreement item was created with reference to a centrally agreed contract, the conditions in the scheduling agreement should not be changed, since the system always refers to the current conditions of the central contract.

Costs incurred can be distributed/apportioned among different controlling objects through the account assignment. It is not allowable to use account assignment category 'U' (unknown) in scheduling agreements.

The total quantity of material to be supplied specified in the scheduling agreement item can be divided into a series of partial quantities with individual delivery dates in the lines of the delivery

schedule for the scheduling agreement ie. delivery of the total quantity of material specified in a scheduling agreement item is spread over a certain period in a delivery schedule, consisting of lines indicating the individual quantities with their corresponding planned delivery dates. Scheduling agreement delivery schedule lines can be created with or without reference to a purchase requisition. Scheduling agreement delivery schedule lines can also be generated automatically through material requirements planning (MRP) in R/3.

It is possible to issue scheduling agreement releases (SA releases) notifying the vendor that the required material shall be delivered on the scheduled dates ie the scheduling agreement releases (comprising a header and the actual delivery schedule) are issued to the vendor, instructing the latter to effect deliveries of the relevant material on the dates shown. The scheduling agreements with or without release documentation can be used which is determined via the document type.

Using various confirmation types, the vendor can indicate to the relevant purchasing organization his acceptance of delivery dates or inform the enterprise of any variances from planned delivery dates.

*Note on the term "release": In MM Purchasing, this term is used **A**) as a generic term covering various kinds of order document issued against outline agreements (these may be release orders issued against contracts or – as here – scheduling agreement releases, i.e. types of rolling delivery schedule issued against scheduling agreements), and **B**) in connection with an internal approval or expenditure authorization process for purchasing documents. In both cases, "releasing" can be regarded as equivalent to "giving the green light" to go ahead with a certain action (e.g. to the vendor to deliver a certain quantity of materials, or to Purchasing to create or issue a PO for items requested by a user department).*

Automatic Generation of SA Delivery Schedule Lines

In the case of large-volume transactions with a high degree of repetition (repetitive manufacturing), it is desirable to have scheduling agreement delivery schedule lines generated automatically. A particular advantage in scheduling agreement (hereinafter called **SA**) processing is the automatic generation of SA delivery schedule lines via material requirements planning (MRP).

SA delivery schedule lines can be generated automatically through MRP if certain prerequisites are fulfilled:

- The scheduling agreement must be clearly designated as a source of supply for MRP in the source list.
- Automatic SA delivery schedule lines must be allowed via the source list (MRP indicator '2').
- The procurement indicator F (external procurement) must have been set in the MRP data of the material master record.
- Automatic SA delivery schedule lines must be allowed in MRP. The *Automatic Schedule Lines* (*Scheduling Agreements*) indicator determines whether or not the system generates SA delivery schedule lines in the opening horizon only or in the planning horizon during the planning run.

Firm Zone and Trade-off Zone

The firm zone and trade-zone define the degree to which delivery schedule lines are binding. Scheduled delivery dates in the near future are more binding than those in the more distant future. For an item of a scheduling agreement, a firm zone and a trade-off zone can be defined as follows:

- **Firm zone (production go-ahead period)**
  The firm zone defines the point in time (calculated from the current date) at which the production go-ahead period ends. The production go-ahead period begins with the current day's date. The schedule lines falling within this zone, or period, are fixed, and can thus be regarded as equivalent to firm orders.
- **Trade-off zone (material go-ahead period)**

The trade-off zone defines the point in time (calculated from the current date) at which the material go-ahead period ends. The material go-ahead period begins with the end of the production go-ahead period. Delivery schedule lines falling within this period can be less binding in nature than those in the firm zone. MRP can be set up in such a way that either only the delivery schedule lines within the firm zone or the lines within both zones are fixed (firmed) automatically

All schedule lines with delivery dates lying beyond the firm and trade-off zones (that is, relatively far in the future) fall within the **planning zone**.

Both the production and material go-ahead periods are printed in the delivery schedule for information purposes.

The firm and trade-off zones are both calculated in calendar days. These zones are entered in the additional data for the relevant scheduling agreement. The necessary settings for automatic fixing (firming) of schedule lines are also made in MRP there.

Scheduling Agreements With and Without Release Documentation

Scheduling agreements can be used with or without release documentation. This is controlled in Customizing, via an indicator, when the document type is defined for scheduling agreements.

The advantage of working with scheduling agreement release documentation is that there is always a record of when particular delivery schedule information which can be displayed at any time, is sent to the nominated vendor.

Without release documentation (in the standard system, document type LP)

The delivery schedule lines have official character – that is to say, they are transmitted to the vendor as they are saved in the system. The system does not document in details releases against the scheduling agreement that have been sent to the vendor. Therefore, in the case of the document type without release documentation, the message control facility should be set up in such a way that a message is immediately sent to the vendor if any changes are made to the delivery schedule stored in the system.

With release documentation (in the standard system, document type LPA)

If scheduling agreements with release documentation is used, the delivery schedule lines are not transmitted directly to the vendor. Initially, the lines of the delivery schedule stored in the system for an LPA scheduling agreement are for internal information only. A message informing the vendor of the material requirements cannot be transmitted to the vendor until an scheduling agreement release, that is, a forecast (FRC) or Just-in-Time (JIT) delivery schedule is explicitly created.

Through this process, the way the schedule lines are represented can be changed. With the release documentation, the scheduling agreement releases (delivery schedules) transmitted to a vendor over a certain period at any time can be displayed. This enables to trace precisely when particular information are specifically sent to the vendor. There are two types of scheduling agreement release

- **Forecast (FRC) delivery schedules**
  Can be used to give the vendor a medium-term overview of material requirements.

- **Just-in-Time (JIT) delivery schedules**
  Can be used to inform the vendor of the short-term (near future) requirements. This type of schedule shows requirements per day or even per hour.

Scheduling agreement releases can only be generated for scheduling agreements with release documentation. A scheduling agreement with release documentation is created if a document type for which the release documentation indicator has been set in Customizing is used. For the standard document type LPA, the indicator is preset.

A scheduling agreement release can be created either manually or automatically on a regular basis with the aid of a report. When using the report (online or in the background), scheduling agreement releases can be generated either for all selected items of a scheduling agreement or only for those items for which schedule lines have been newly created or changed. The release documentation enables to find out when particular information are sent to the vendor.

If scheduling agreements with release documentation are used, the Just-in-Time (JIT) delivery schedule is available in addition to the forecast (FRC) schedule as of R/3 4.0A. Forecast delivery schedules can be used to give the vendor a medium to long-term overview of material requirements. JIT delivery schedules can be used to inform the vendor of the short-term (near future) requirements. This type of schedule shows requirements per day, or even per hour.

Create SA releases:

SAP Menu → Logistics → Material Management → Purchasing → Outline Agreement → Scheduling Agreement → Delivery Schedule → Create SA Release.

Generate SA releases in the scheduling agreement delivery schedule

Edit → Generate Forecast/JIT Schedule.

Scheduling agreements with or without release documentation are created. Since the release documentation indicator is preset in Customizing for the standard document type LPA, it is possible to work with release documentation if this document type is used. In the case of the standard document type LP, the release documentation indicator is not set.

Whether or not both forecast and JIT delivery schedules against a scheduling agreement with release documentation can be generated, is determined by the JIT delivery schedule indicator in the material master record. In order to be able to work with JIT schedules, the JIT delivery schedule indicator must be set in the material master record (Purchasing or MRP2 View) and in the additional data for the scheduling agreement item. No JIT delivery schedules can be created unless this indicator has been set (which should be made before the scheduling agreement is created).

As of R/3 4.0A, there is a scheduling agreement release creation profile for scheduling agreement with release documentation. The use of a release creation profile is optional. This profile controls the creation periodicity of scheduling agreement releases and the aggregation of scheduled quantities. The profile is defined in Customizing on a plant-specific basis and can be assigned in the vendor master record or in the scheduling agreement item.

If the plant-specific data of a vendor master record already includes the release creation profile, the latter is automatically adopted in the additional data of a scheduling agreement item with the vendor and the relevant plant. If the vendor master record does not include the creation profile, it is optional of entering this profile in the additional data of a scheduling agreement item manually.

With release creation profiles, it is possible to define the criteria for the scheduling agreement releases creation (the quantities and delivery dates to be transmitted to the vendor, for instance).

The release creation profile is an instrument used to determine when releases against a scheduling agreement are generated and sent to the vendor. It controls the creation periodicity of the scheduling agreement releases and – starting from the current date of release creation – the way in which quantities are aggregated. The release creation periodicity determines the time interval (for example, daily or weekly) in which scheduling agreement releases are generated and transmitted. Different time intervals for forecast delivery schedules and JIT schedules can be defined.

The aggregation of scheduled quantities determines the time horizons for which the schedule line quantities of a schedule agreement item are to be consolidated to form total quantities. It is possible to define different time horizons for forecast delivery and JIT schedules. This enables to aggregate scheduled quantities for forecast delivery schedules to a greater extent than for JIT schedules, which are usually transmitted to the vendor showing delivery requirements for calendar days, or hours.

It is also possible to define the delimitation of the transmission horizon in the release creation profile. This enables to transmit an aggregate forecast or preview of quantities of a material required in the medium and long-term in a forecast delivery schedule and details of required quantities to be delivered in the short term in a JIT delivery schedule.

Example of the exclusive use of forecast delivery schedules:

For a scheduling agreement for which delivery schedule lines covering several months have been maintained, a release creation profile may provide for current releases to be transmitted weekly, for example. The release quantities are to be aggregated as follows: no aggregation of the schedule line data for the first 10 days as of the current date of release creation; daily aggregation from the 10th to the 30th day; and monthly aggregation from the 30th to the 60th day.

Example of the use of both forecast and JIT delivery schedules:

For a scheduling agreement for which delivery schedule lines covering several months have been maintained, a release creation profile may provide for current JIT schedules to be transmitted twice weekly, and forecast schedules to be transmitted only in the event of changes in the delivery scheduling data that exceed predefined tolerances. The release quantities are to be aggregated as follows: in the case of the JIT schedule, no aggregation of data for the first seven calendar days, daily aggregation from the eighth to the 10th day. The forecast delivery schedule consolidates the data from the seventh to the 100th day on a weekly basis.

Noted that it is recommended by SAP to define the Creation Profile field as a mandatory field for all scheduling agreement with release documentation.

Via the creation profile, it can be specified that a tolerance check is to be carried out if scheduling agreement releases need to be created following changes in the overall delivery schedule. Releases for changed scheduling agreement items can be generated on the basis that predefined tolerance limits have been exceeded. Using tolerance limits, it can be possible to specify that scheduling agreement releases are to be generated only in the event of major changes in the overall delivery schedule. The tolerance limits are defined in the release creation profile in Customizing which can be defined for a maximum of three checking periods per scheduling agreement release type (FRC and JIT).

Example:

A line of the overall scheduling agreement delivery schedule stored in the system is changed as follows: instead of the original 100pc, 103pc are now needed on the scheduled delivery date. This represents a change of 3% in the quantity. Since the upper tolerance limit for JIT delivery schedule (5%) has thus been exceeded, an new JIT schedule is generated.

Instead of the original 105 pc, only 104 pc are now needed. This change is within the set tolerance – the lower tolerance limit for forecast delivery schedule is 5% - so that no new scheduling agreement release is generated automatically.

The status of the scheduling agreement releases can be determined from the screen for scheduling agreement delivery schedule maintenance. The traffic light colors are to be interpreted as follows:

- **Yellow**
  When the maintenance screen for a scheduling agreement delivery schedule is first invoked, the traffic light always initially shows yellow. This is because no scheduling agreement release that could be transmitted to the vendor yet exists. As soon as a release in the form of a forecast or JIT delivery is generated, then the traffic light changes to green. If or when the current release is sent to the vendor, the traffic light changes back to yellow.

- **Green**

The green light signifies that a current release exists, but it has not yet been transmitted to the vendor. This release can be sent.

- **Red**
  If changes are made to the schedule within the horizon for forecast or JIT delivery schedules before the last scheduling agreement release has been transmitted to the vendor, the traffic light changes to red. The red light signifies that the already existing release data differs from the current scheduling data. A scheduling agreement release exists, but its data does not match up with that of the current overall delivery schedule in the system. As soon as a new release is generated, the traffic light changes back to green.

  Noted that if only the scheduling agreement release type **Forecast (FRC) delivery schedule** is used in scheduling agreement processing, the traffic lights relate exclusively to FRC schedules. If both scheduling agreement release types **FRC and JIT delivery schedules** are used, the traffic lights relate exclusively to the status of the JIT schedules.

Business Process Procedure

1. Creation of Scheduling Agreement with Release Documentation

1.1. Access transaction by

Via Menu	Logistics → Materials Management → Purchasing → Outline Agreement → Scheduling Agreement → Create → Vendor Known
Via Transaction Code	ME31L
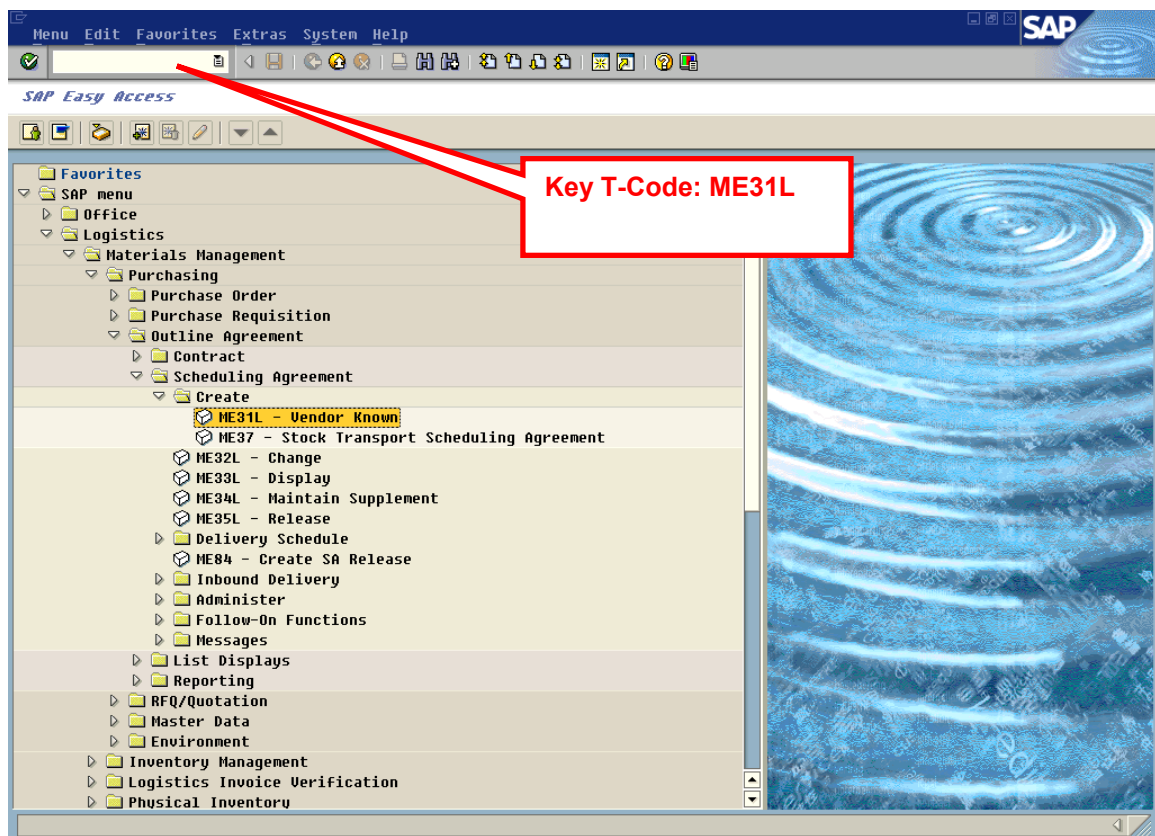
Fig-01

1.2. On "Create Scheduling Agreement : Initial Screen" screen, fill in the data as below:
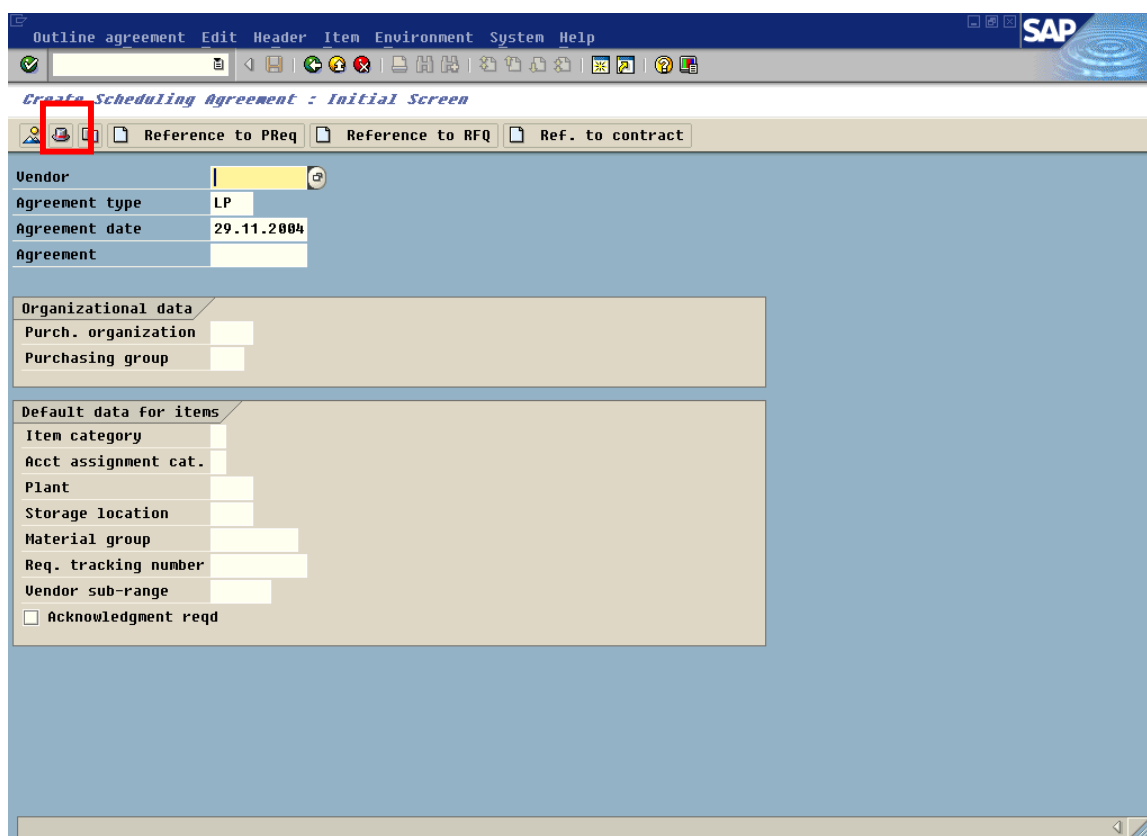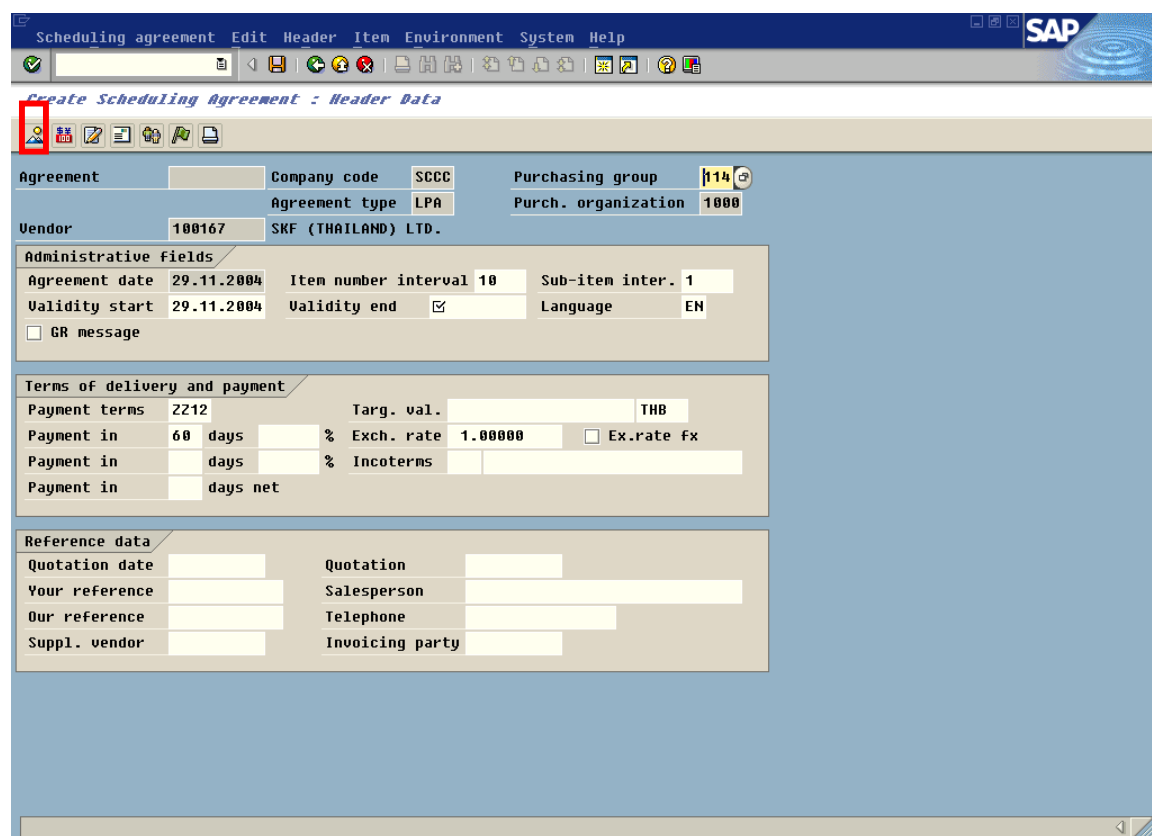
Fig-02

Field Name	Description	R/O/C/D	User Action and Values
Vendor	Alphanumeric key uniquely identifying a vendor	R	Enter the vendor number
Agreement type	Indicator allowing differentiation between various kinds of outline purchase agreement in the SAP system	R	Enter "LPA"
Agreement date	Date the agreement was created	R	Enter the agreement date
Agreement	Number of the outline agreement	O	Enter the agreement number
Purch. organization	Denotes the purchasing organization	O	Enter the purchasing organization
Purchasing group	Key for a buyer or a group of buyers, who is/are responsible for curtain purchase activities	O	Enter the purchasing group
Item category	Key defining how the procurement of a material or service item is controlled	O	Enter the item category
Acct assignment cat. (Account assignment	Specifies whether accounting for an item is to be effected via an auxiliary	O	Enter the account assignment category

Field Name	Description	R/O/C/D	User Action and Values
category)	account		
Plant	Specifies the key for a production facility of branch office within the company	R	Enter the plant number
Storage Location	Number of the storage location at which the material is stored	O	Enter the storage location number
Material group	Key that you use to group together several materials or services with the same attributes, and to assign them to a particular material group	O	Enter the material group
Req. tracking number	Number that facilitates the monitoring of the procurement of required materials or services	O	Enter the requirement tracking number
Vendor sub-range	Subdivision of a vendor's overall product range according to various criteria	O	Enter the vendor sub-range
☐ Acknowledgment reqd	Determines whether the purchasing document is to be acknowledged by the vendor	O	Select the indicator
			Press "ENTER" or click on icon

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

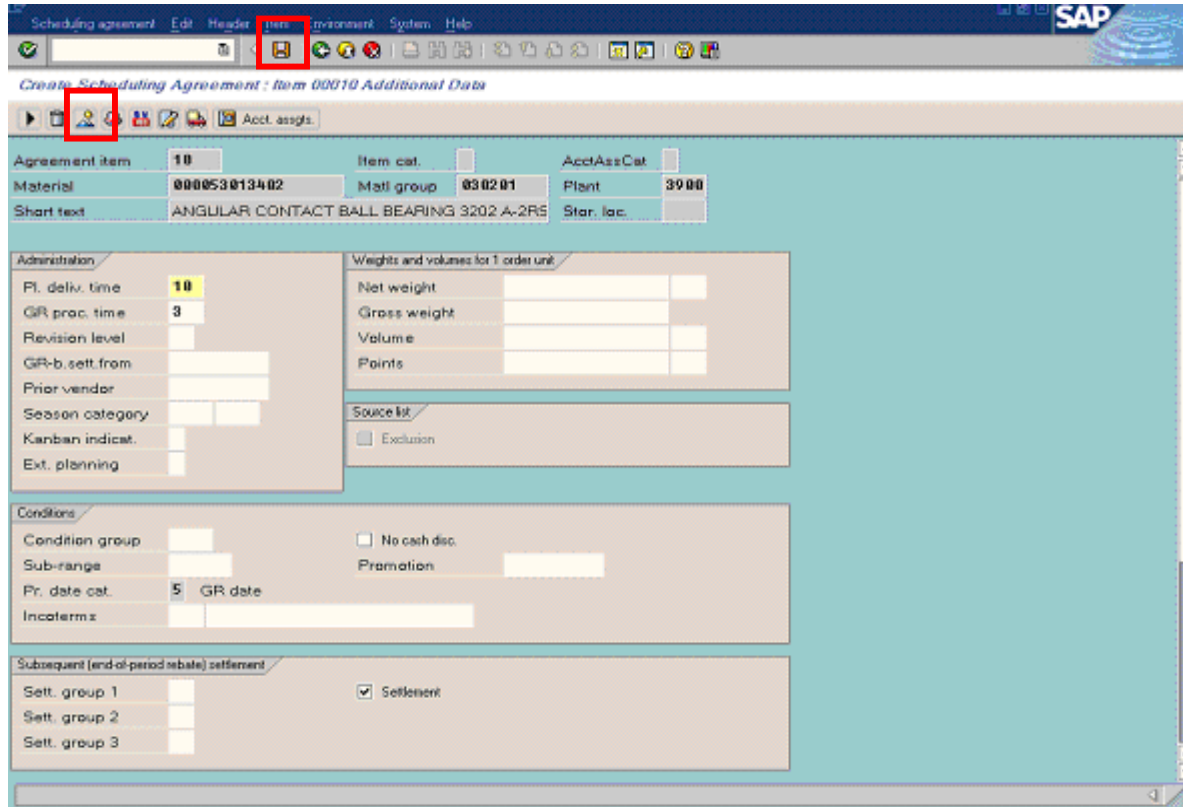## 1.3. On "Create Scheduling Agreement : Header Data" screen, fill in the data as below:

Fig-03

Field Name	Description	R/O/C/D	User Action and Values
Validity start	Date as of which services can be performed or materials deliver	R	Enter the validity start date
Validity end	Date up to which services can be performed or materials delivered	R	Enter the validity end date
Incoterms (part1)	Commonly-used trading terms that comply with the standards established by the International Chamber of Commerce (ICC)	O	Enter the Incoterms
Incoterms (part2)	Additional Information for the primary Incoterms	O	Enter the information
Quotation date	Date on which the vendor submitted the quotation	O	Enter the quotation date
Quotation	Number of vendor's quotation	O	Enter the quotation number
			Click on 🧑 icon

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

1.4. On "Create Scheduling Agreement : Item Overview" screen, fill in the data as below:
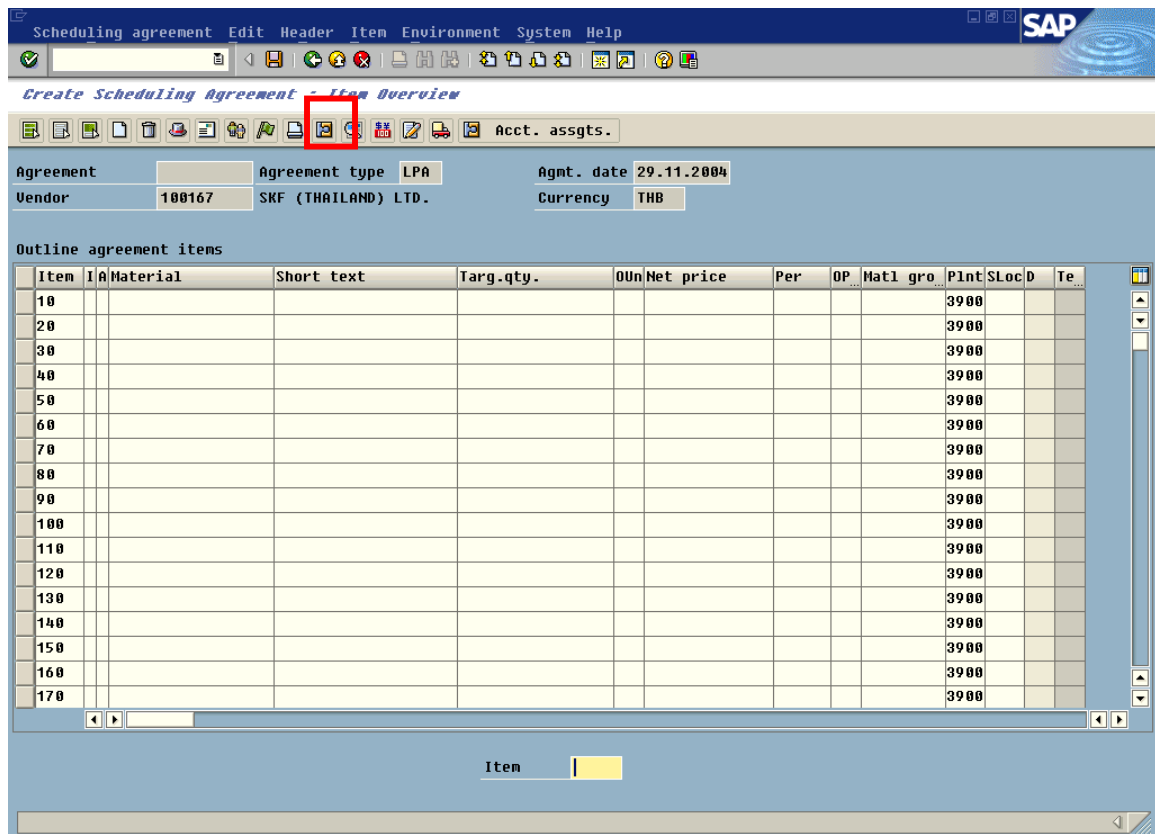

Fig-04

Field Name	Description	R/O/C/D	User Action and Values
Material	Uniquely identifies a material	R	Enter the material number
Short text	Short description of the material	O	Enter the short text
Targ. qty. (Target quantity)	Total quantity, agreed with the vendor, that can be released or scheduled against the relevant agreement	R	Enter the target quantity
OUn (Order Unit)	Specifies the unit of measure in which the material is ordered	R	Enter the order unit
Net price	Net price per price unit	R	Enter the net price
Per (Price Unit)	Specifies how many units of the purchase order price unit the price is valid for	R	Enter the price unit
OPUn (Order price unit)	Indicates the unit of measurement to which the purchase order price relates	R	Enter the order price unit
Matl group (Material group)	Key that you use to group together several materials or services with the same attributes, and to assign	R	Enter the material group

Field Name	Description	R/O/C/D	User Action and Values
	them to a particular material group		
Item	Item starting from which the document is to be displayed	R	Enter the item number
			Select the item, then click on icon to maintain additional information

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

1.5. On "Create Scheduling Agreement : Item *XXXXX*" screen, fill in the data as below:

Fig-05

Field Name	Description	R/O/C/D	User Action and Values
InfoUpdate	Determines whether the purchasing info record for this vendor and material is to refer to this PO item, and the item is to be valid for the entire purchasing organization or just for the plant	O	Enter the update info record indicator
☐ Acknowl. reqd	Order acknowledgement requirement indicator	O	Select the indicator
Underdel. tol. (Underdelivery tolerance limit)	Percentage (based on the order quantity) up to which an underdelivery of this item will be accepted	O	Enter the percentage
Overdeliv. tol. (Overdelivery tolerance limit)	Percentage (based on the order quantity) up to which an overdelivery of this item will be accepted	O	Enter the percentage
Tax code	A tax category which must be taken into consideration when making a tax return to the tax authorities	O	Enter the tax code
Shipping instr. (Shipping instructions)	Specifies the packaging and shipping instructions issued to the vendor	O	Enter the shipping instructions
			Click on 🔍 icon

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

1.6. On "Create Scheduling Agreement : Item XXXXX Additional Data" screen, fill in the data as below:

Fig-06

Field Name	Description	R/O/C/D	User Action and Values
Creation profile	Release Creation Profile	R	Enter the creation profile
			After making necessary entries in respective fields, click on [icon] icon to return to the Item Overview screen of the Scheduling Agreement. And click on [icon] icon to post the Scheduling Agreement

Legend: **R = Required, O = Optional, C = Conditional, D = Display**
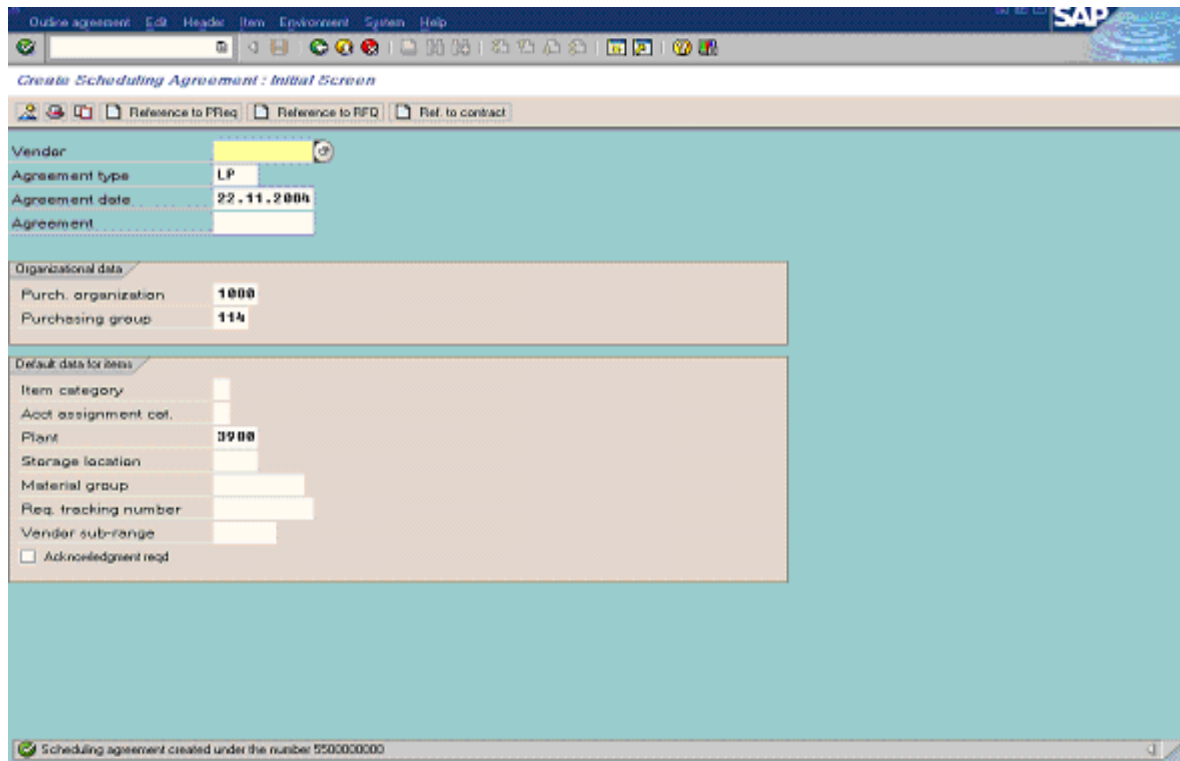
Fig-07

2. Assignment of Scheduling Agreement Release Creation Profile to the Material Master Record

2.1. Access transaction by

Via Menu	Logistics → Materials Management → Material Master → Material → Change → Immediately
Via Transaction Code	MM02
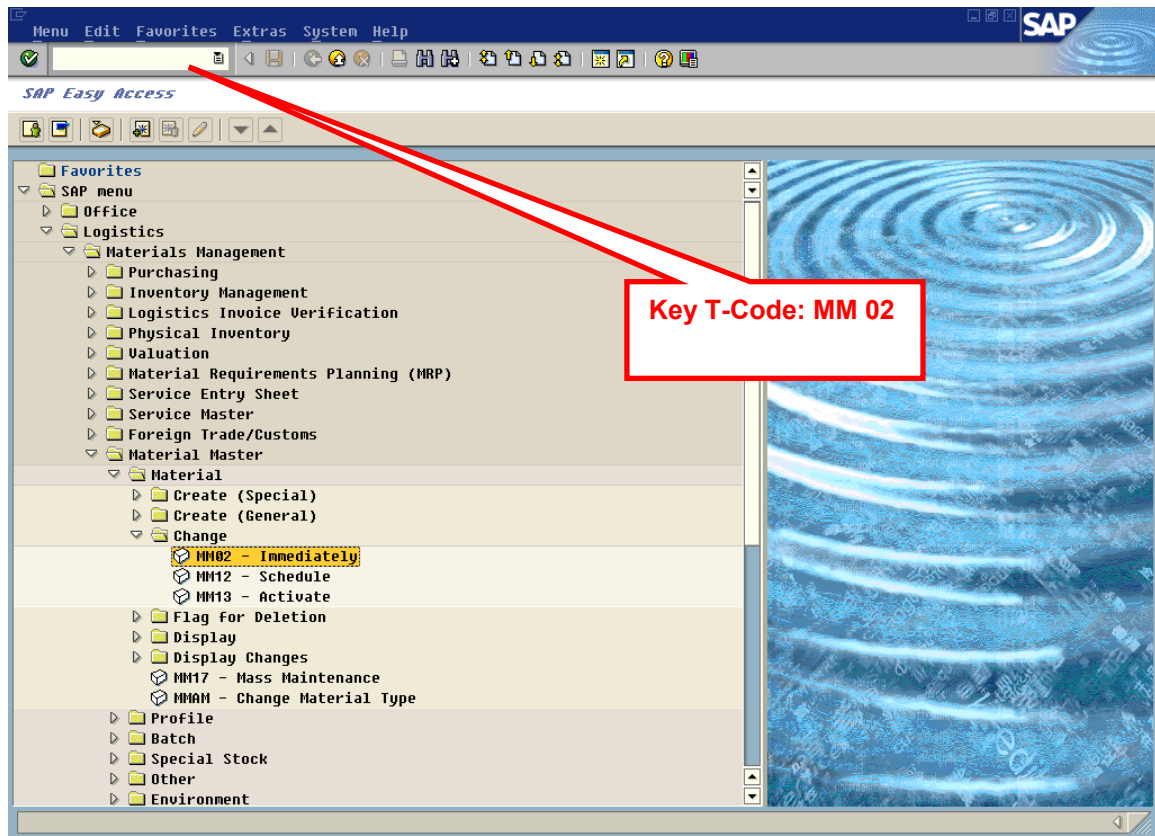
Fig-08

2.2. On "Change Material (Initial Screen)" screen, fill in the data as below:
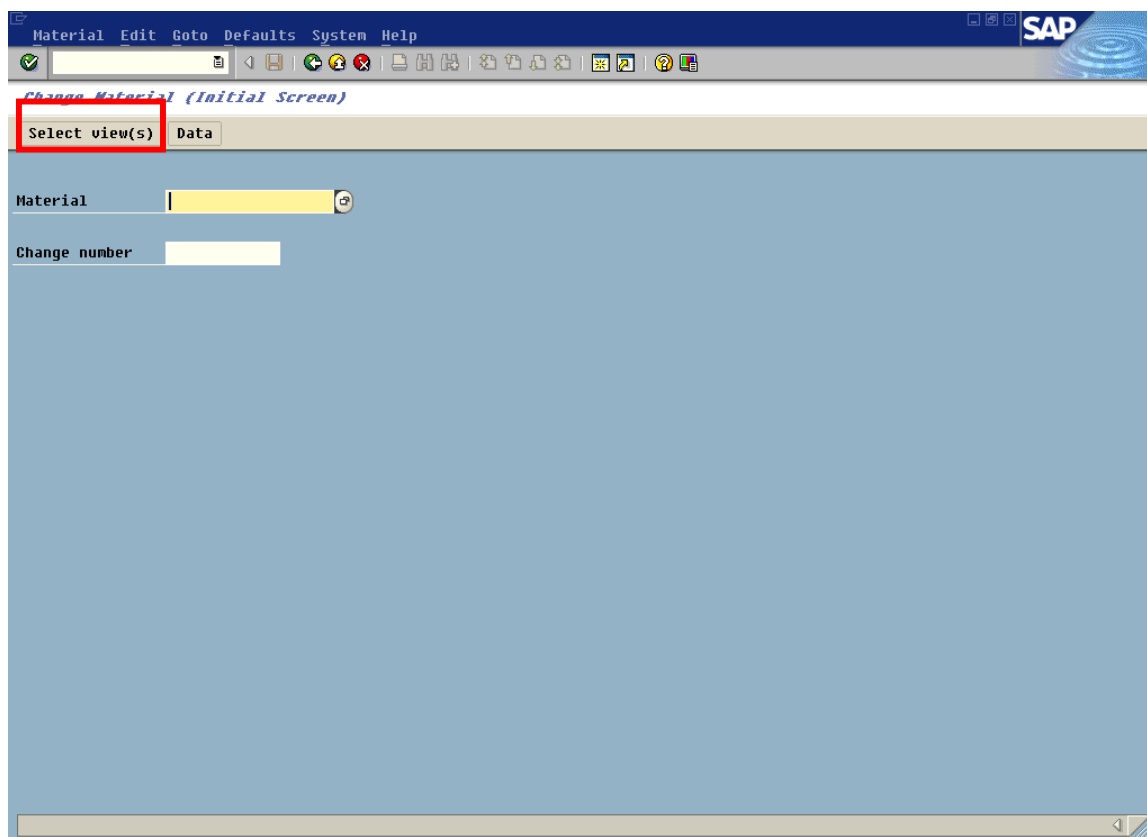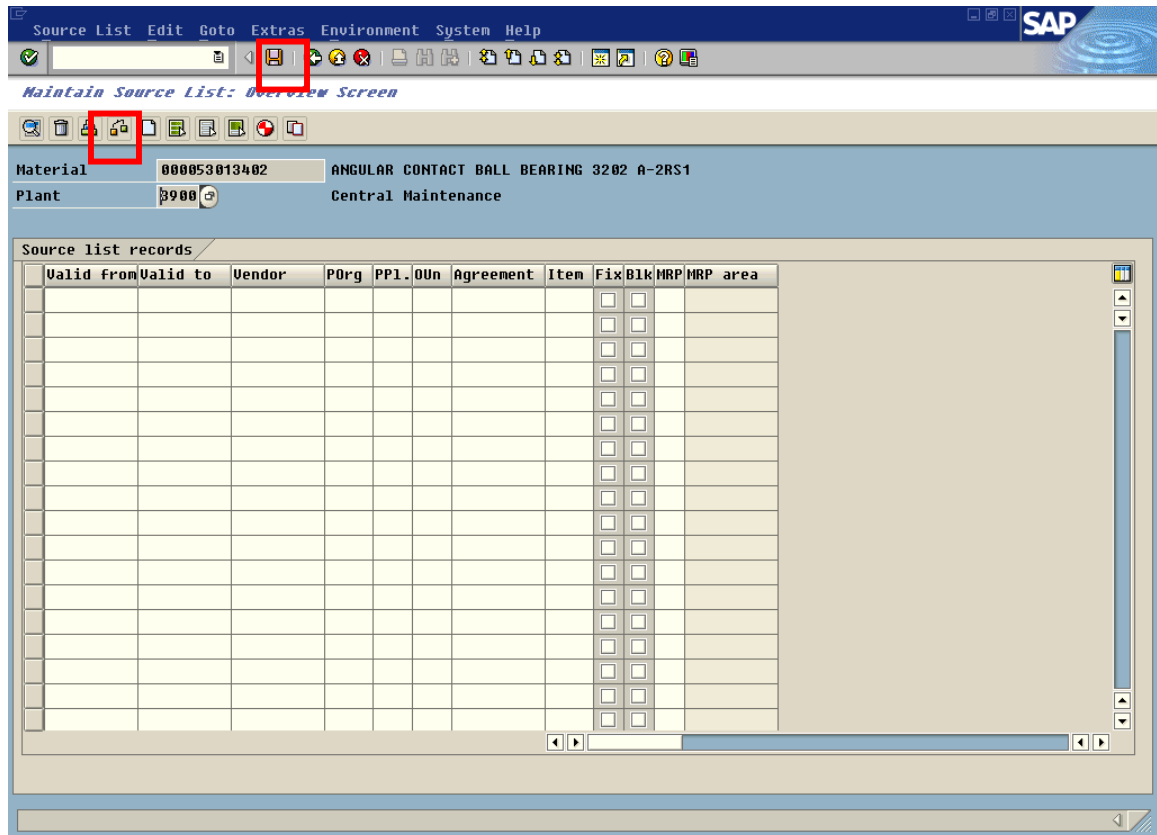

Fig-09

Field Name	Description	R/O/C/D	User Action and Values
Material	Alphanumeric key uniquely identifying the material	R	Select the material number to which the Quota Arrangement Usage Key is to be assigned
Change number	Number used to uniquely identify a change master record	O	Enter the change number if you make a change with reference to a change number, or create a object with a change number
			Click on `Select view(s)` icon or press "ENTER". Then the pop up screen appears as shown.

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

2.3. On the pop screen, maintain information as specified in the table below:
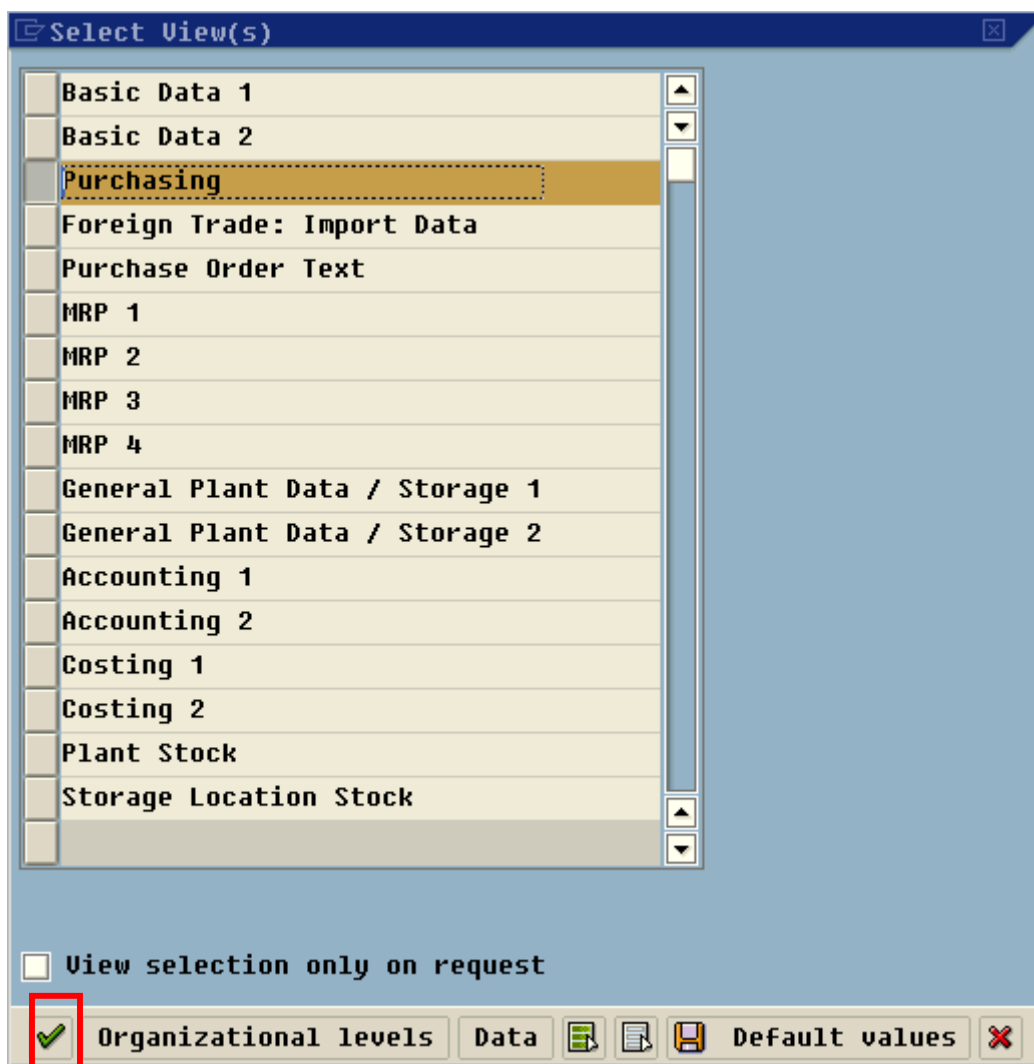
Fig-10

Field Name	Description	R/O/C/D	User Action and Values
			Select the appropriate logical screen and click on ✓ icon. Then the pop up screen appears as shown.

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

2.4. On the pop screen, fill in the data as below:
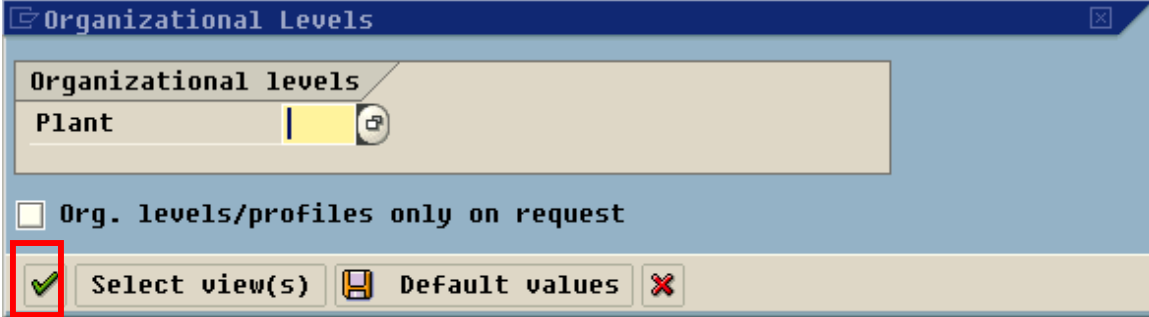
Fig-11

Field Name	Description	R/O/C/D	User Action and Values
Plant	Key uniquely identifying a plant	R	Select the plant number
			Click on ✔ icon

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

2.5. On "Change Material *XXXXXXXXXXX* (TH –Spare Parts1)" screen, fill in the data as below:
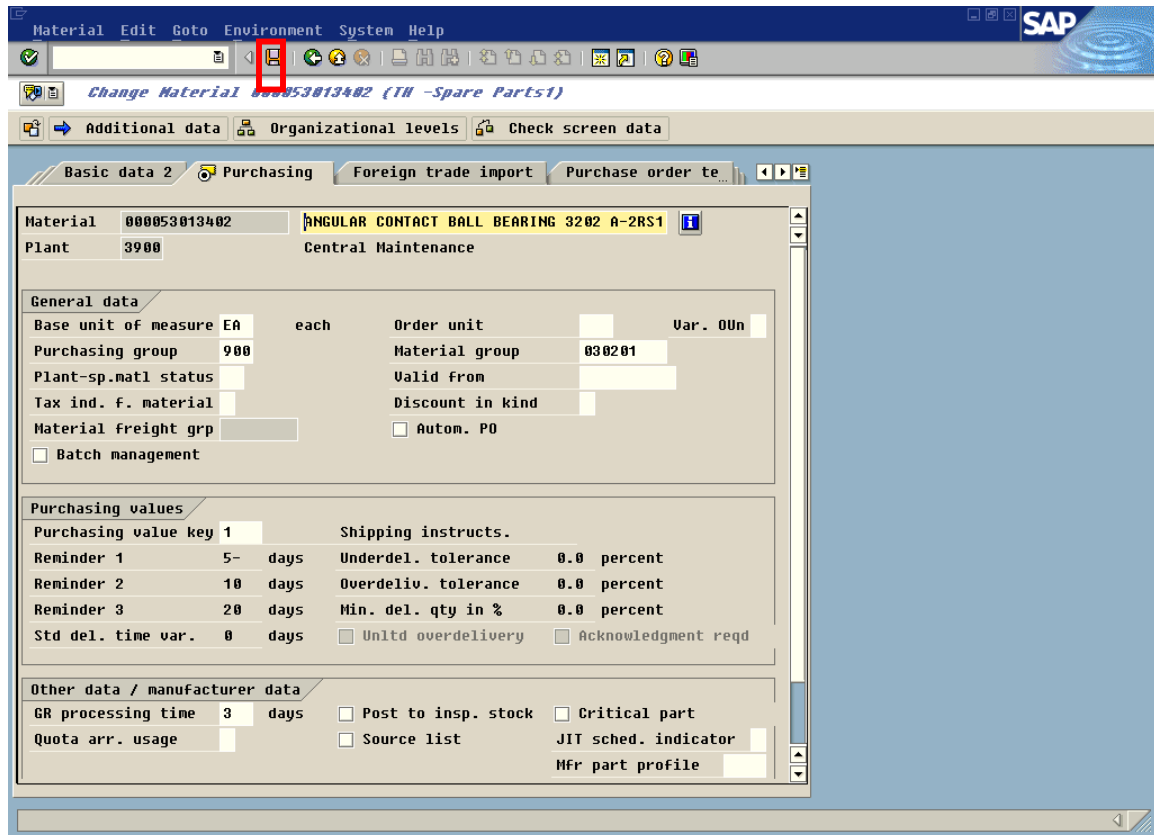
Fig-12

Field Name	Description	R/O/C/D	User Action and Values
JIT sched. indicator	Determines whether it is possible to generate JIT delivery schedules in addition to forecast schedules for a material specified in a purchase scheduling agreement	R	Enter the JIT delivery schedules indicator
			Click on 🖫 icon to update of the material master record

Legend: **R = Required, O = Optional, C = Conditional, D = Display**
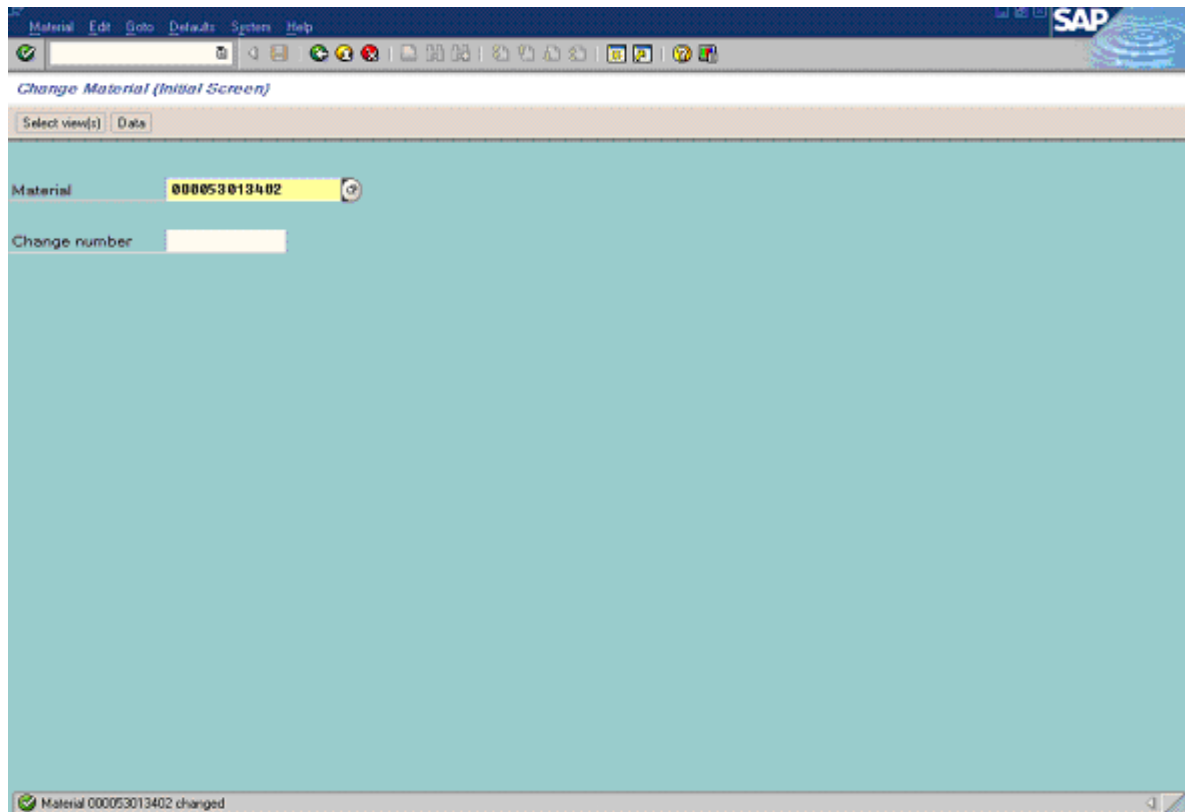
Fig-13

3. Creation of source list record for this Scheduling Agreement subject to MRP run

3.1. Access transaction by

Via Menu	Logistics → Materials Management → Purchasing →Master Data → Source List → Maintain
Via Transaction Code	ME01
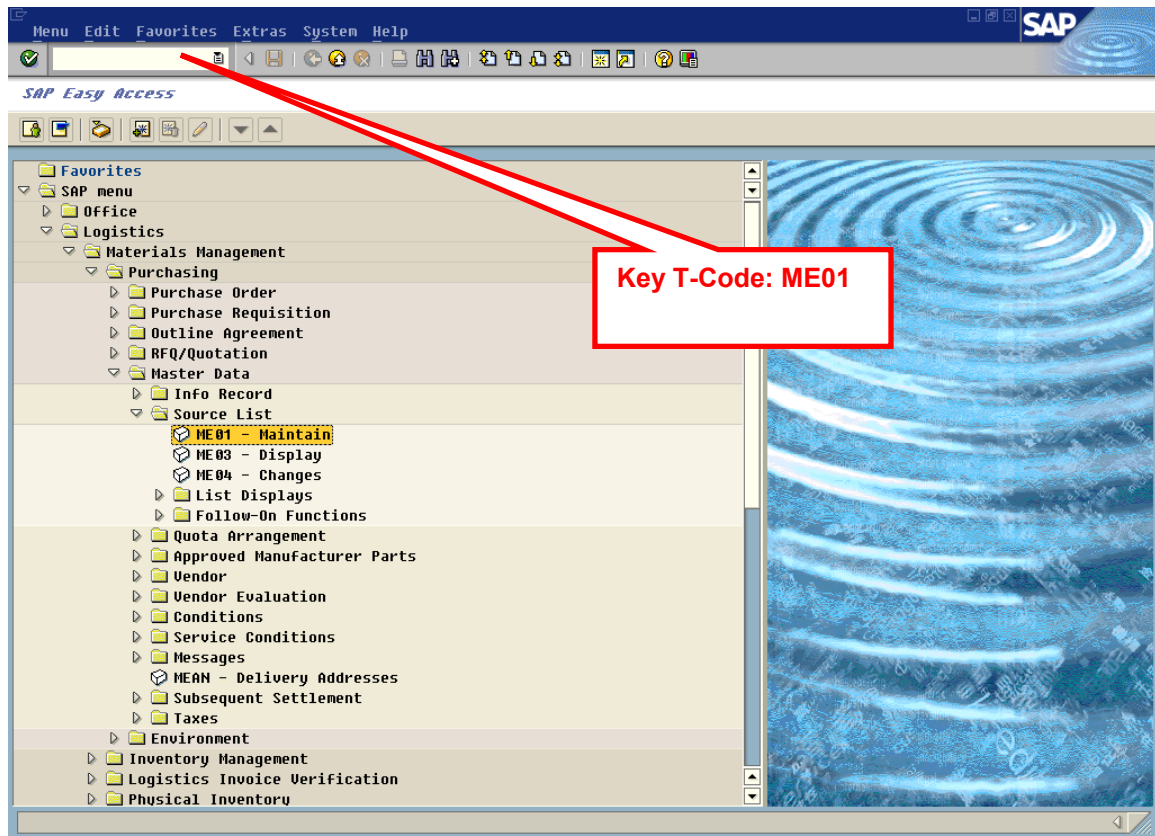
Fig-14

3.2. On "Maintain Source List: Initial Screen" screen, fill in the data as below:
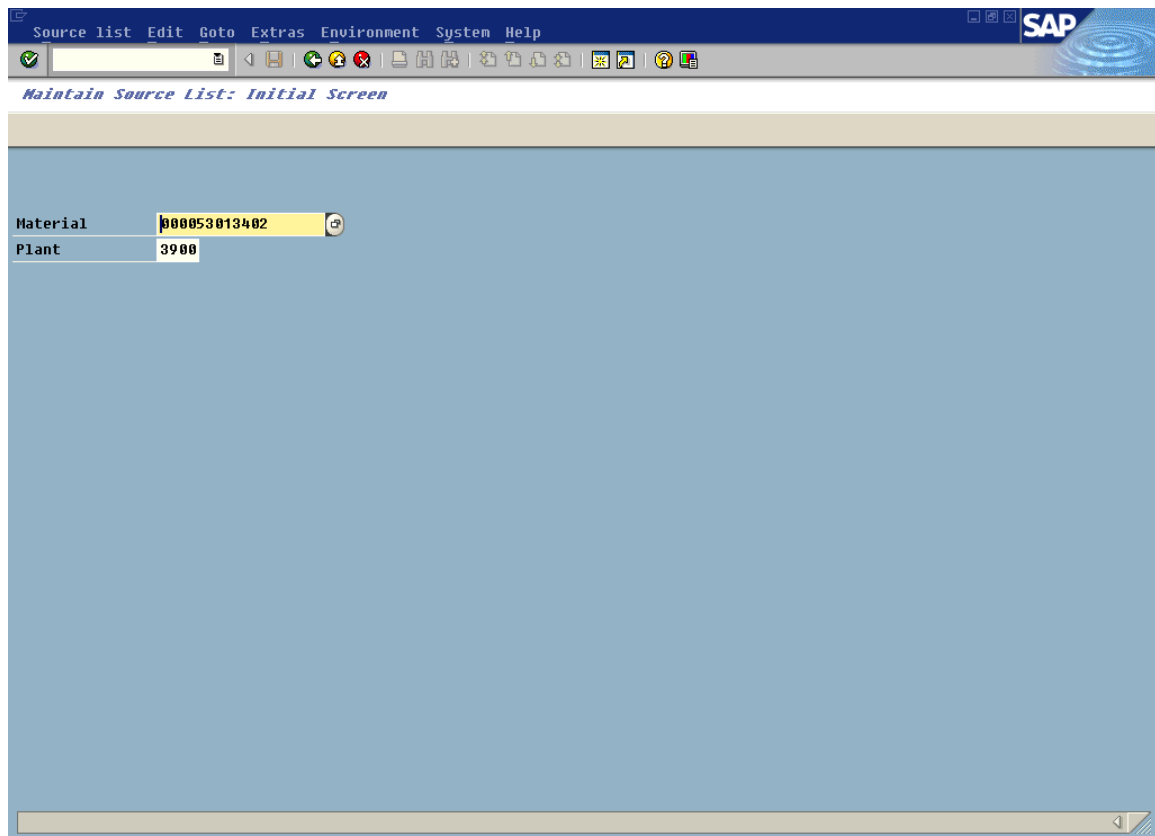
Fig-15

Field Name	Description	R/O/C/D	User Action and Values
Material	Alphanumeric key uniquely identifying the material	R	Enter the material number
Plant	Specifies the key for a production facility or branch office within the company	R	Enter the plant number
			Press "ENTER"

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

3.3 On "Maintain Source List: Overview Screen" screen, maintain information as specified in the table below:

Fig-16
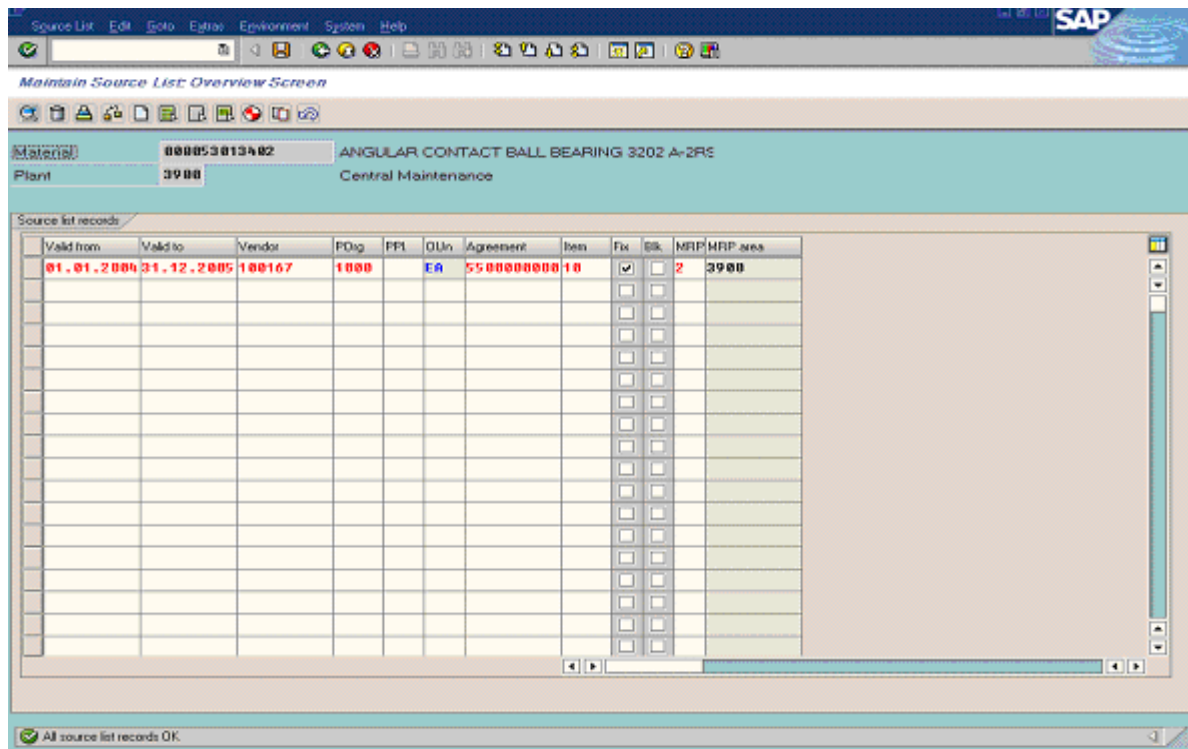
Fig-17

Field Name	Description	R/O/C/D	User Action and Values
			Make the appropriate selections and/or entries in the relevant fields. Then click on ⬚ icon to validate the correctness of the entered values before posting the source list record.
			In case, the testing run returns with the result that all source list records is OK, then the posting will be made.
			Click on ⬚ icon to post the source list record.

Legend: **R = Required, O = Optional, C = Conditional, D = Display**
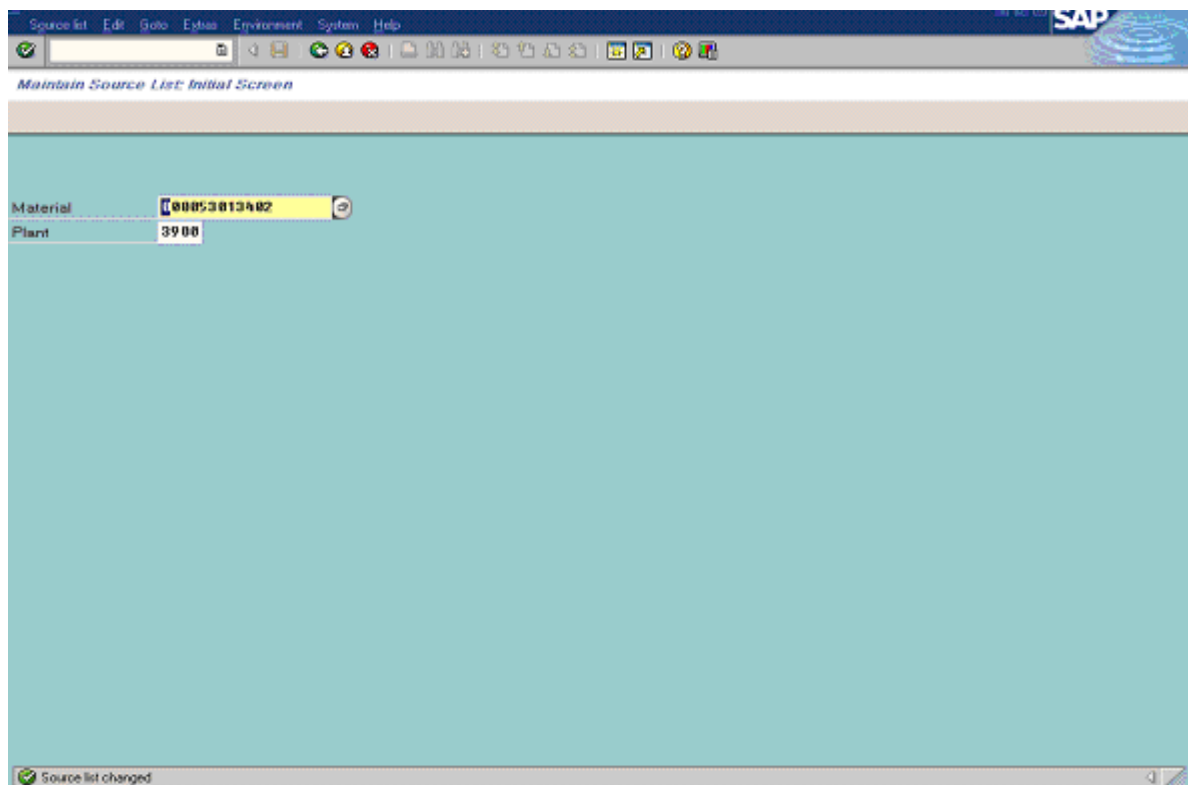
Fig-18

4. Generation of SA Delivery Schedule Line Item from MRP

4.1. Access transaction by

Via Menu	Logistics → Materials Management → Material Requirement Planning (MRP) →MRP → Planning → Single-Item, Single-Level
Via Transaction Code	MD03
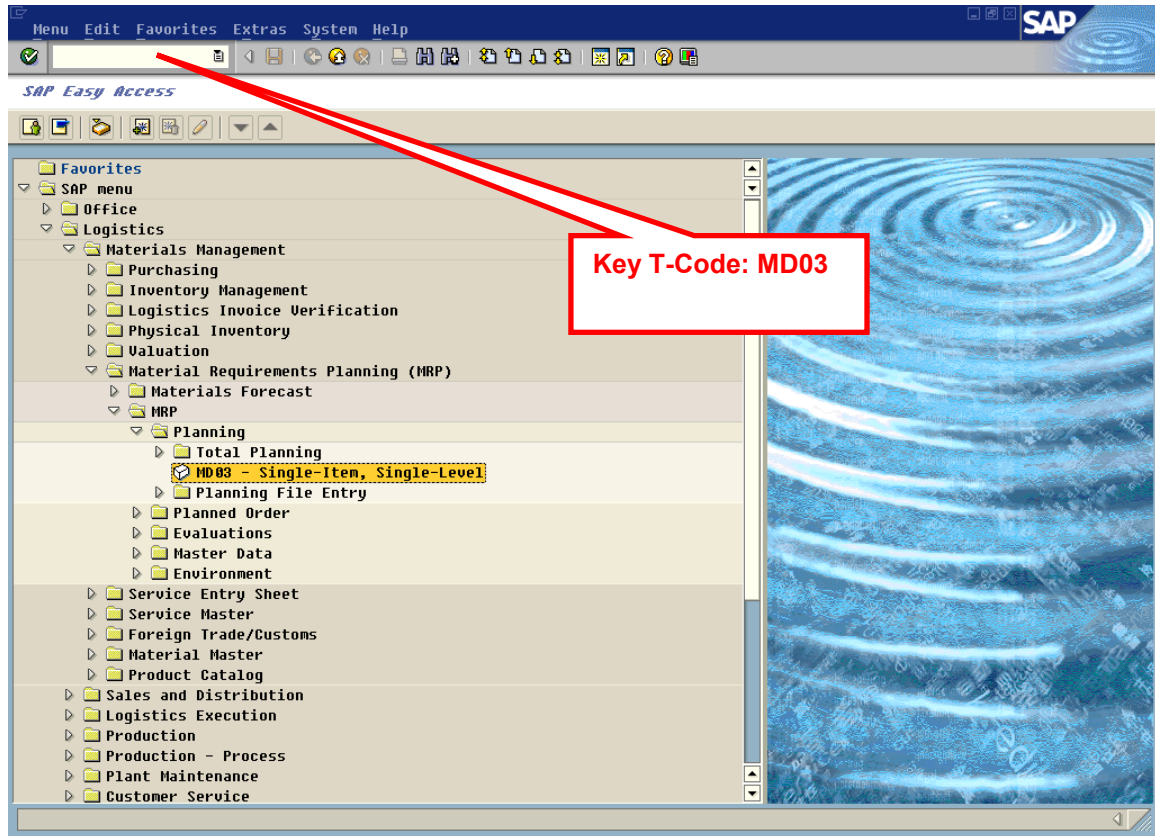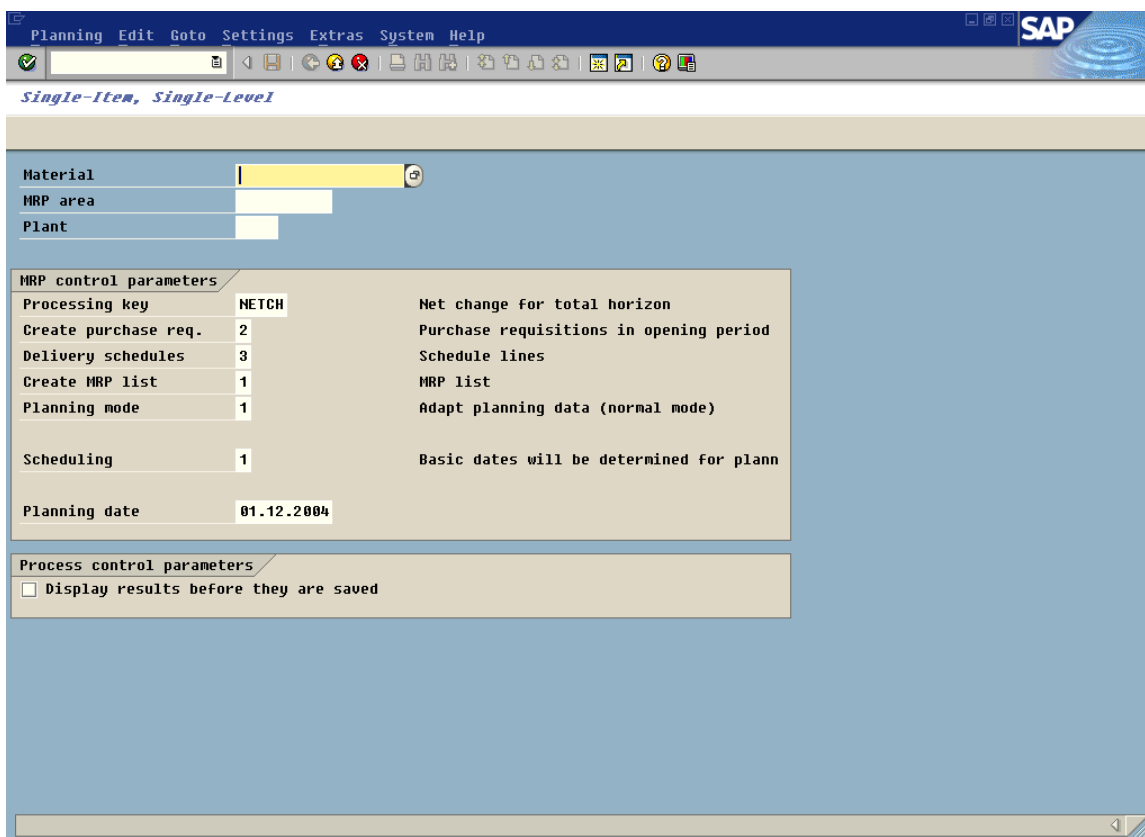
Fig-19

## 4.2. On "Single-Item, Single-Level" screen, fill in the data as below:

Fig-20

Field Name	Description	R/O/C/D	User Action and Values
Material	Alphanumeric key uniquely identifying the material	R	Enter the material number
MRP area	Number of the MRP area for which material requirements planning should be carried out separately	R	Enter the MRP area number
Plant	Key uniquely identifying a plant	R	Enter the plant number
☐ Display results before	Indicator controls that the MRP result is displayed for information purposes before saving	R	Select the indicator
			Press "ENTER" twice so as to trigger the running of MRP for the selected material item

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

4.3. On "Planning Result: Individual Lines" screen, maintain information as specified in the table below:
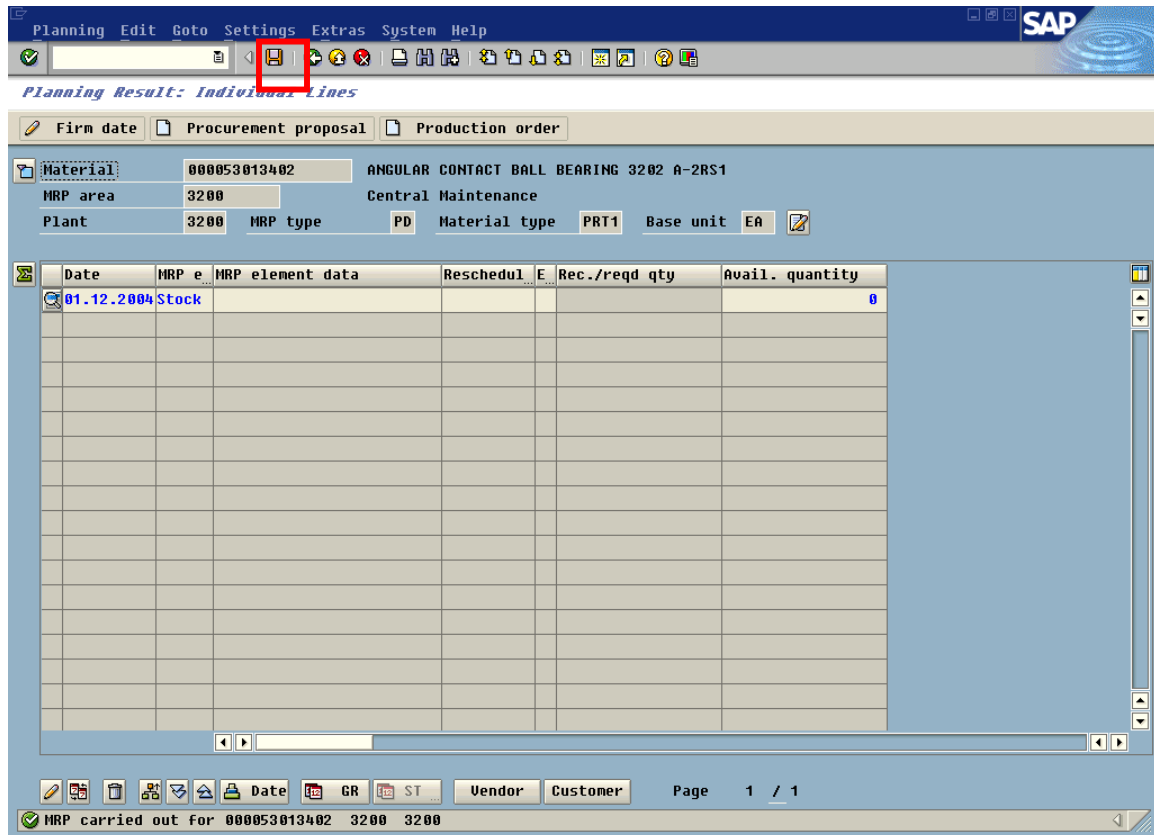
Fig-21

Field Name	Description	R/O/C/D	User Action and Values
			After making a necessary validation of procurement proposal after MRP run, click on 💾 icon to save the result of MRP run

Legend: R = Required, O = Optional, C = Conditional, D = Display
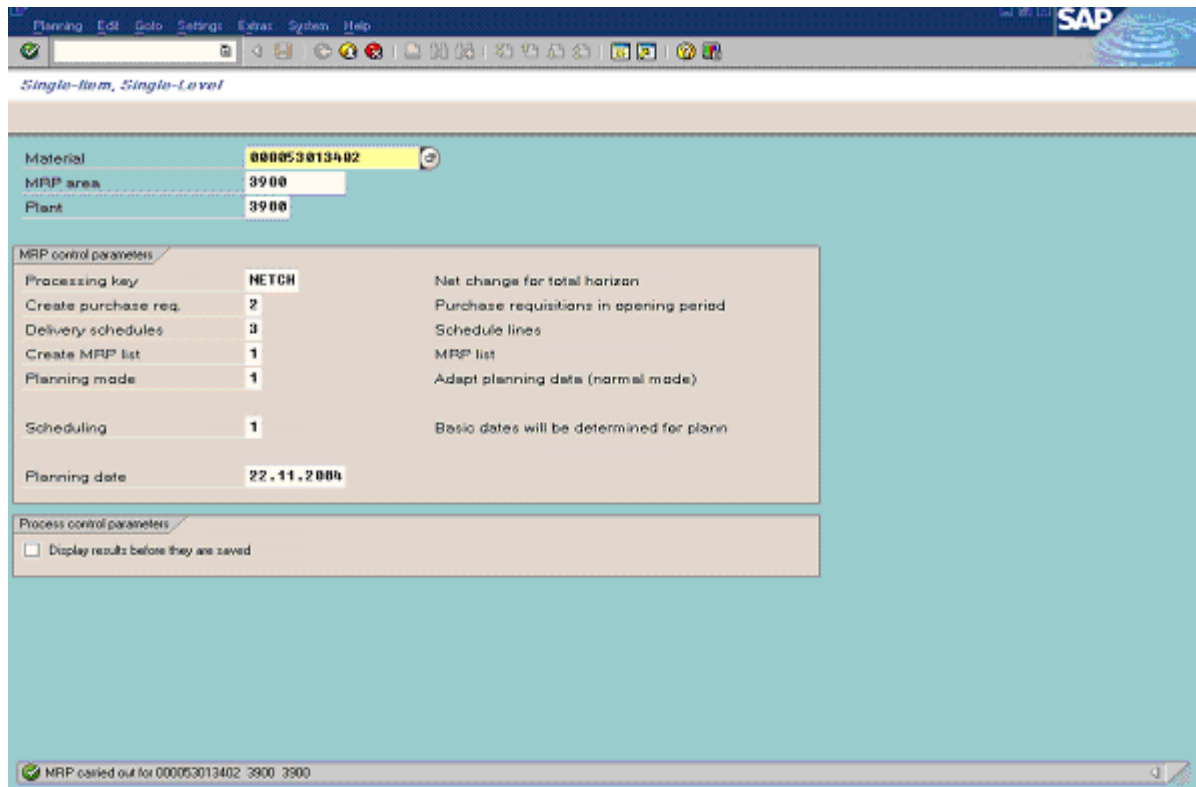
Fig-22

5. Creation of Scheduling Agreement Release for SA Delivery Schedule Line Item

5.1. Access transaction by

Via Menu	Logistics → Materials Management → Purchasing →Outline Agreement → Scheduling Agreement → Create SA Release
Via Transaction Code	ME84
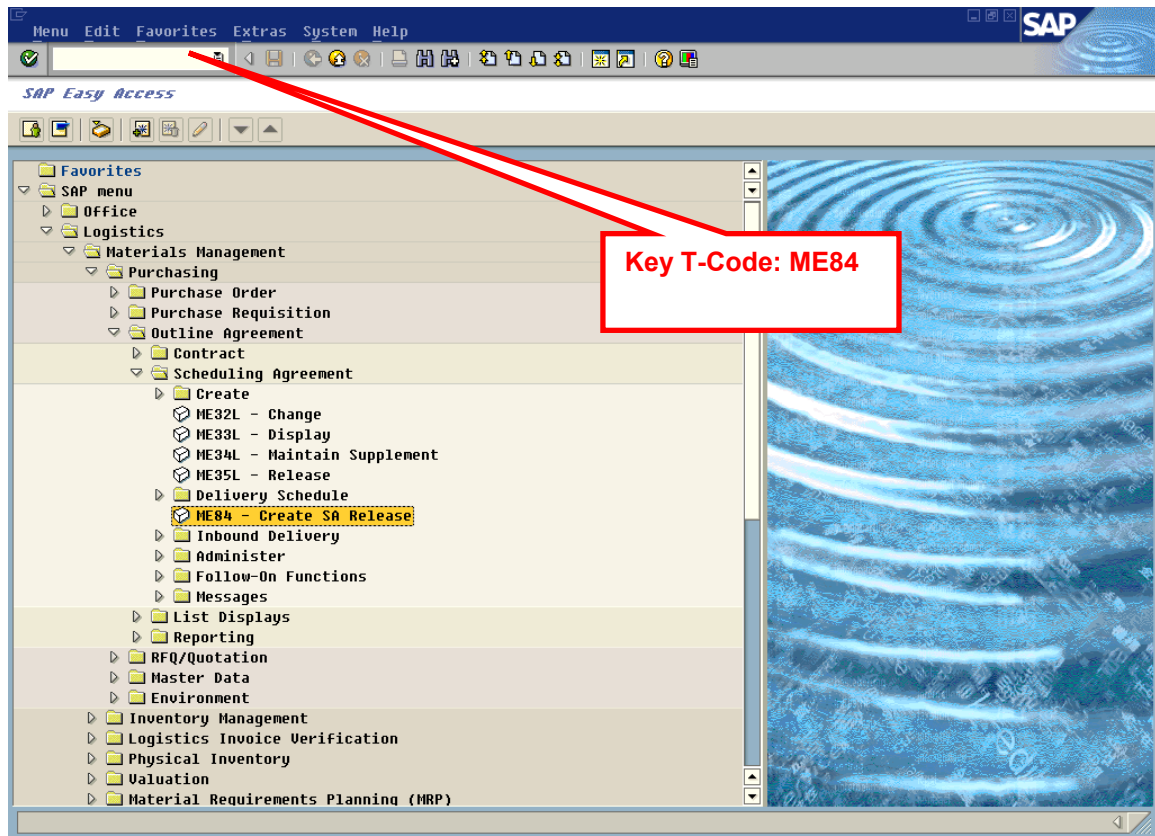
Fig-23

5.2. On "Create Releases" screen, fill in the data as below:
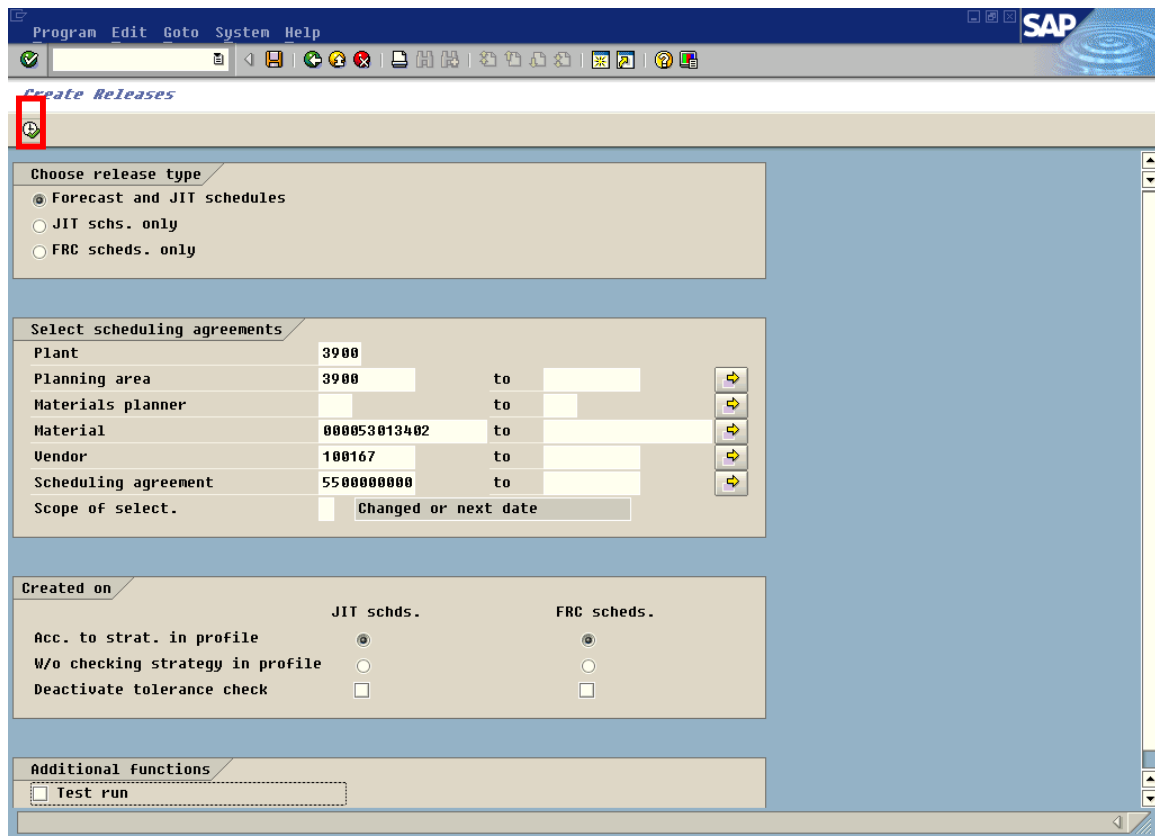
Fig-24

Field Name	Description	R/O/C/D	User Action and Values
Choose release type	Specifies the type of scheduling agreement release to be created	R	Select the indicator
Plant	Specifies the key for a production facility or branch office within the company	R	Enter the plant number
Planning area	Number of the MRP area for which material requirements planning should be carried out separately	R	Enter the MRP area number
Materials planner	Specifies the number of the MRP controller or group of MRP controllers responsible for material planning for the material	O	Enter the materials planner number
Material	Alphanumeric key uniquely identifying the material	R	Enter the material number
Vendor	Alphanumeric key uniquely identifying a vendor	O	Enter the vendor number
Scheduling agreement	Alphanumeric key uniquely identifying purchasing document	O	Enter the scheduling agreement number
☑ Test run	Indicates that the release creation process will be	R	Make sure that the indicator will be 'deactivated'

Field Name	Description	R/O/C/D	User Action and Values
	carried out as a test run		
			Click on ⊕ icon to generate both JIT and FRC Delivery Schedule Line Items

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

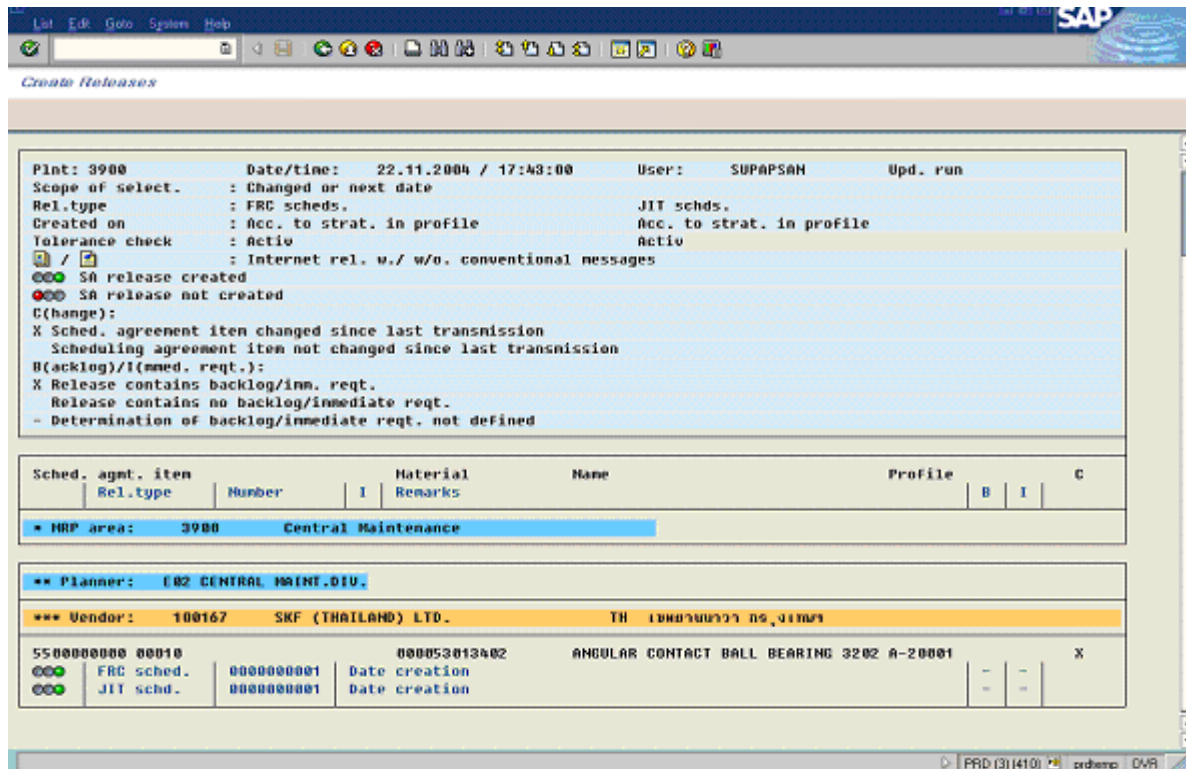**5.3. On "Create Releases" screen, maintain information as specified in the table below:**

Fig-25

Field Name	Description	R/O/C/D	User Action and Values
			Go to transaction ME38 view the status of the Scheduling Agreement

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

5.4. On "Maintain Sch. Agmt. Schedule : Initial Screen" screen, maintain information as specified in the table below:
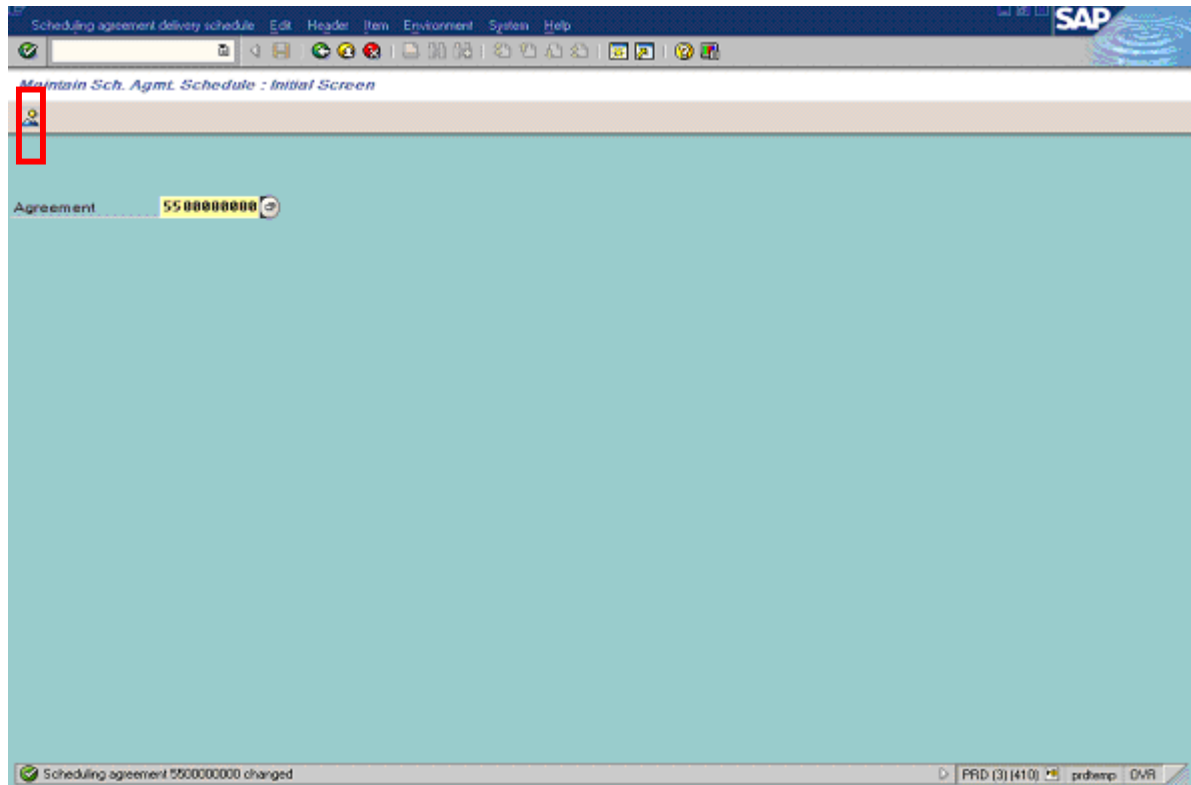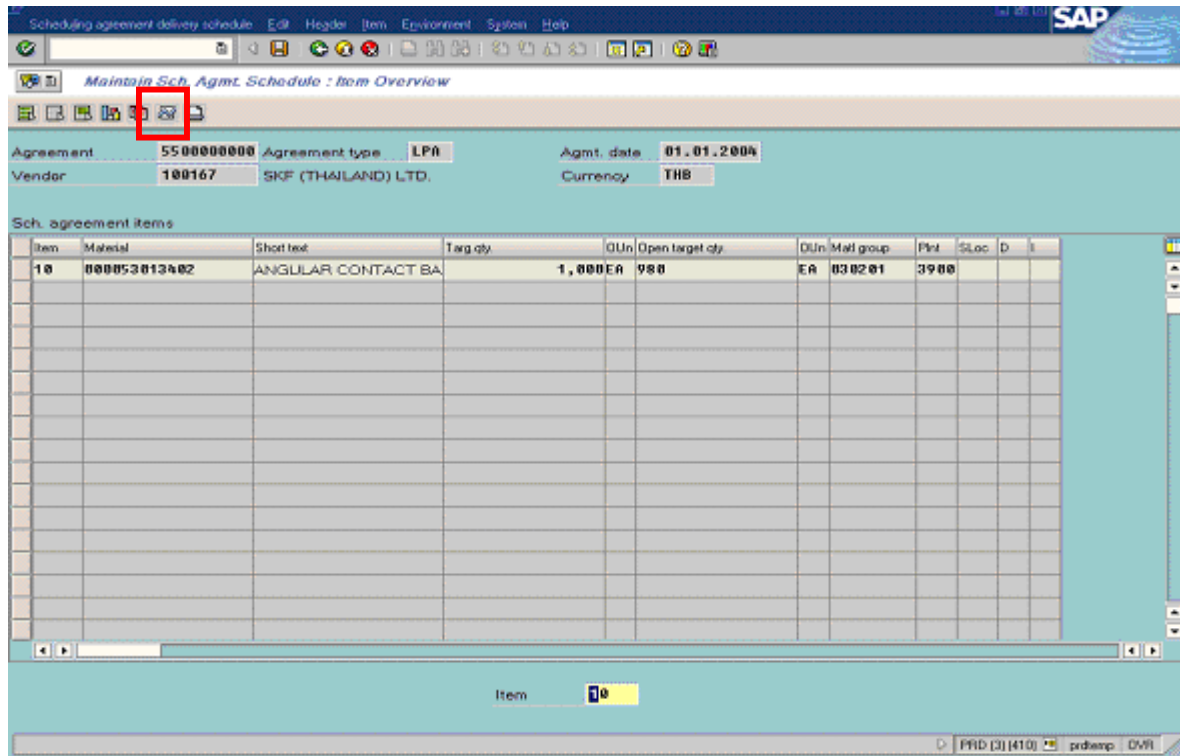

Fig-26

Field Name	Description	R/O/C/D	User Action and Values
			Press "ENTER" or click on icon

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

5.5. On "Maintain Sch. Agmt. Schedule : Item Overview" screen, maintain information as specified in the table below:

Fig-27

Field Name	Description	R/O/C/D	User Action and Values
			Select the SA line item, then click on 〰 icon

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

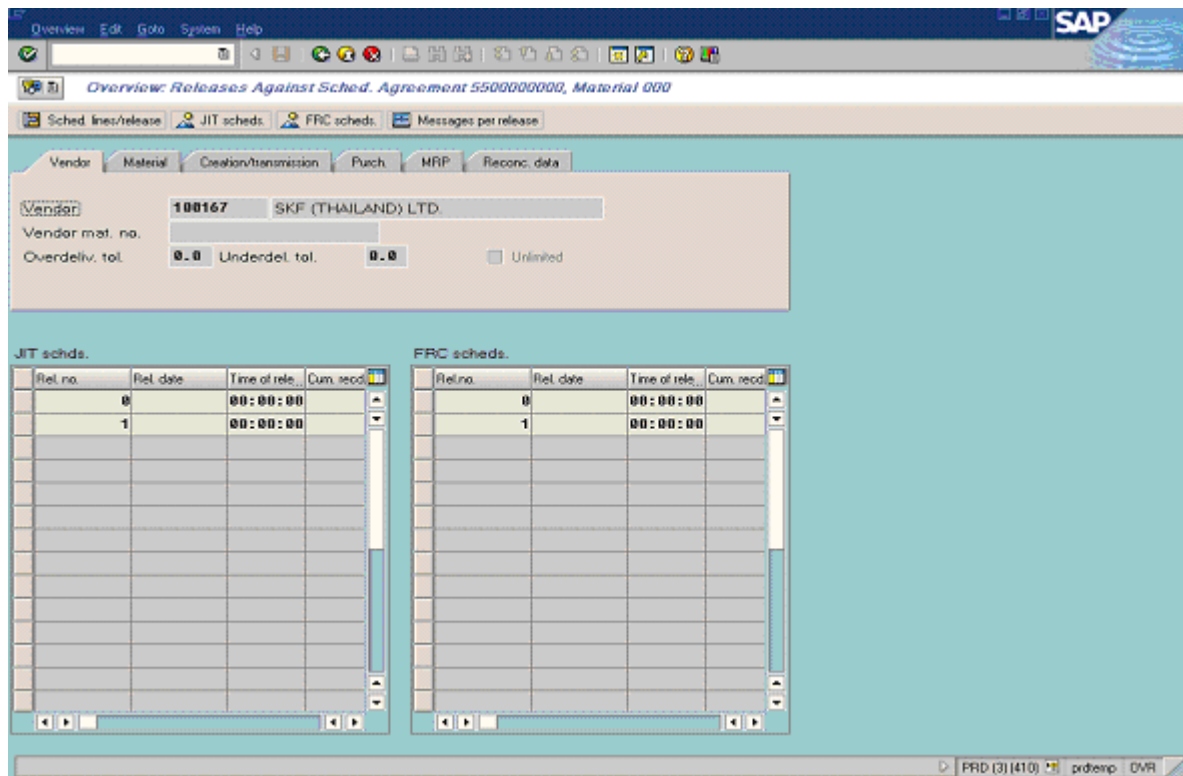**5.6. On "Overview: Release Against Sched. Agreement *XXXXXXXXX*, Material *XXX*" screen, maintain information as specified in the table below:**

Fig-28

Field Name	Description	R/O/C/D	User Action and Values
			Select either 'JIT' Release Document or 'FRC' Release Document and then click on ⚿ **JIT scheds.** icon or ⚿ **FRC scheds.** icon accordingly

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

5.7. On "Overview: JIT schd." screen, maintain information as specified in the table below:
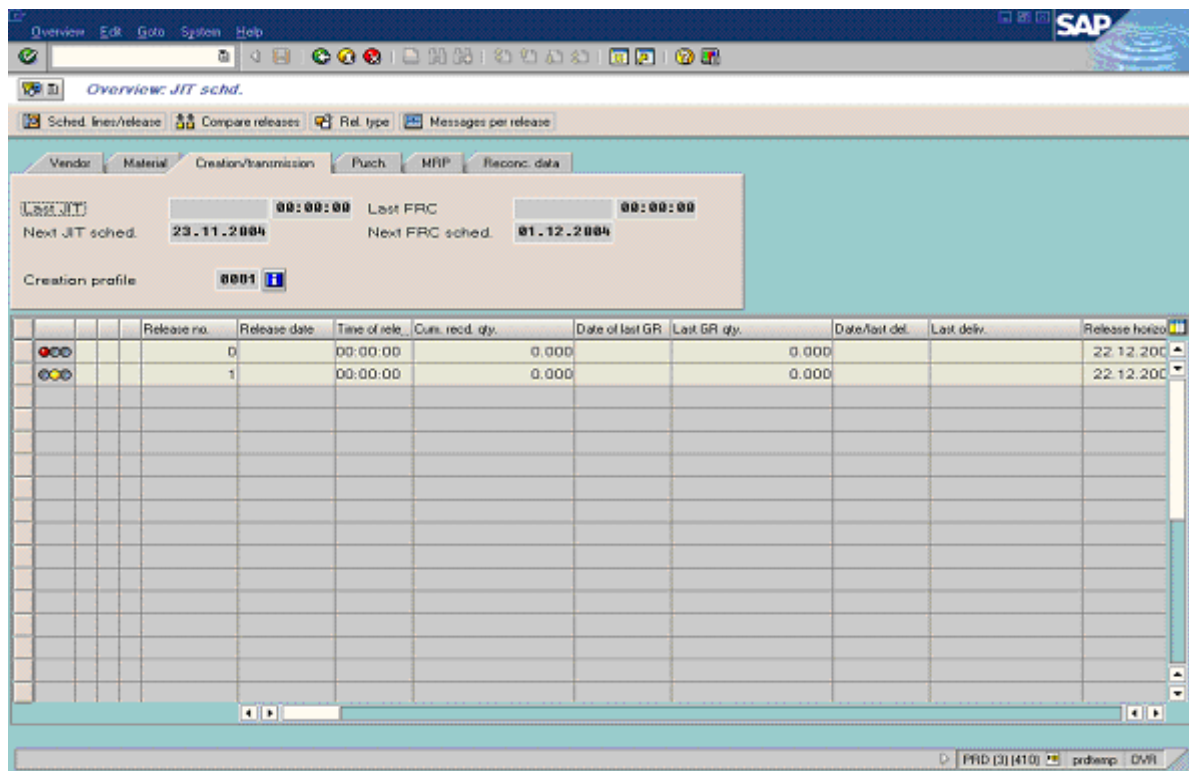

Fig-29

Field Name	Description	R/O/C/D	User Action and Values
			Select 'Release Number' (Release Number > 0), then click on ⊞ **Messages per release** icon

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

5.8. On "FRC sched. 1: Output" screen, click on 🖫 icon to save this Scheduling Agreement:
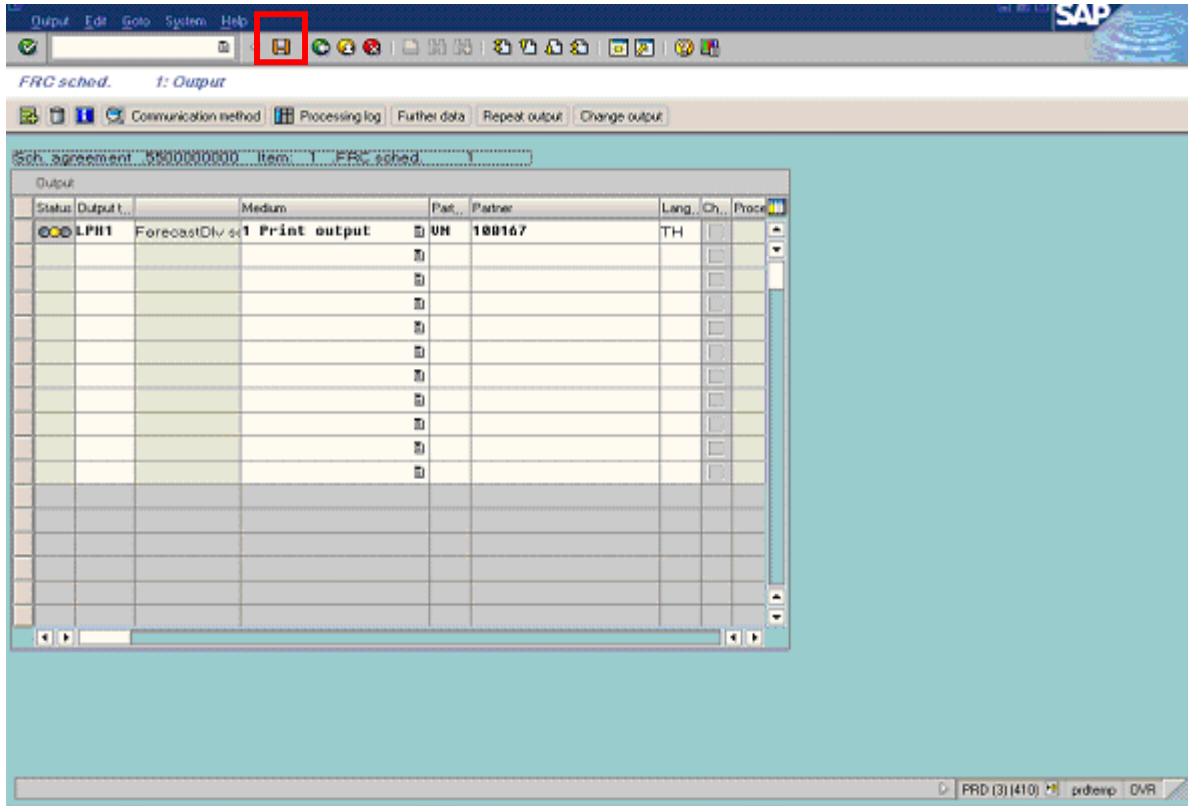

Fig-30

5.9. To print SA Delivery Schedules, enter Transaction ME9E:
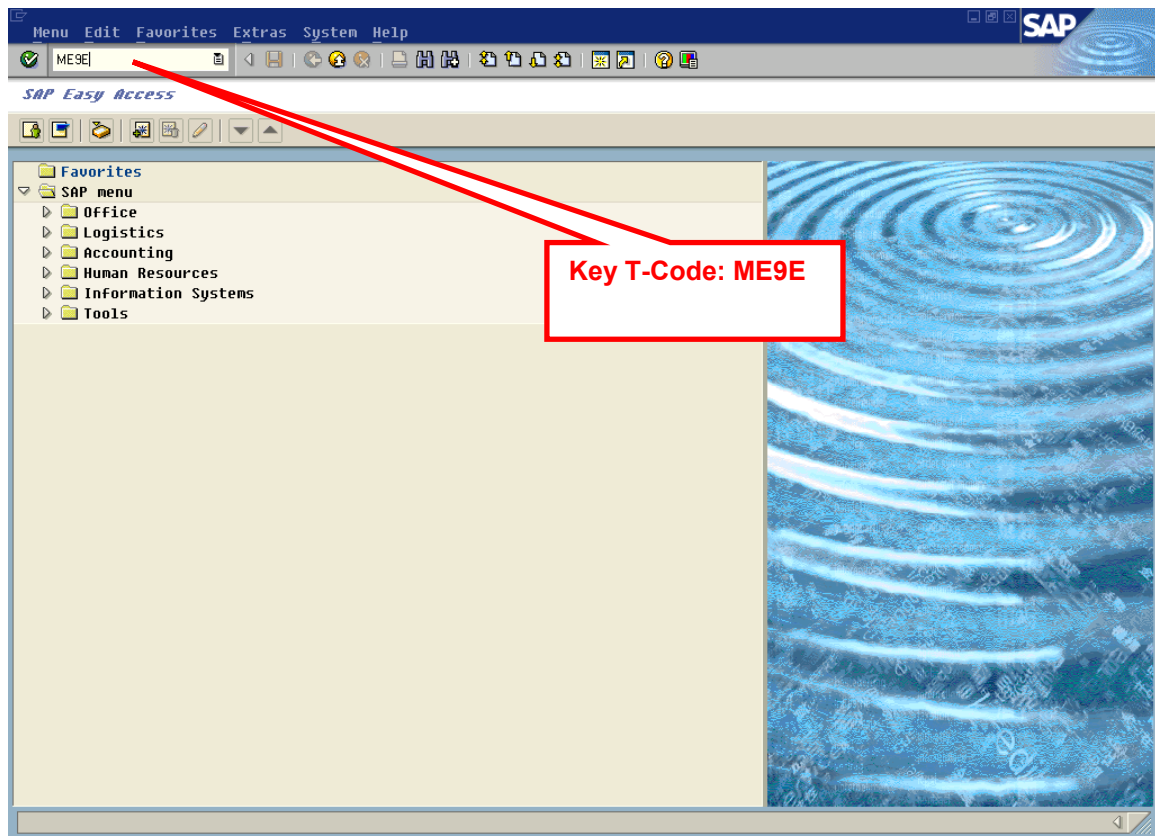

Fig-31

5.10. On "Message Output" screen, fill in the data as below:
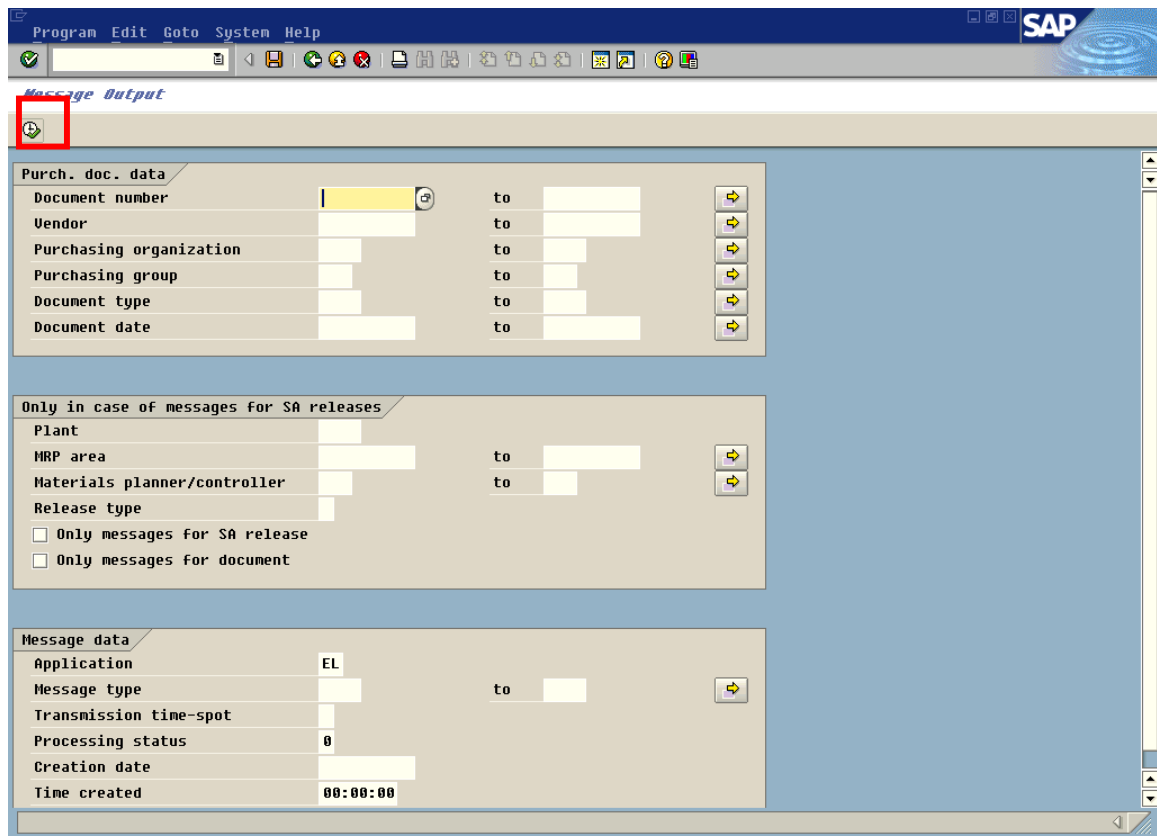

Fig-32

Field Name	Description	R/O/C/D	User Action and Values
Document number	Alphanumeric key uniquely identifying purchasing document	R	Enter the document number
Vendor	Alphanumeric key uniquely identifying a vendor	R	Enter the vendor number
Purchasing organization	Denotes the purchasing organization	R	Enter the purchasing organization
Purchasing group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities	O	Enter the purchasing group
Document type	Identifier allowing differentiation between the various kinds of purchasing document in the SAP system	O	Enter the document type
Document date	Date on which the purchasing document was created	O	Enter the document date
☑ Only messages for SA release	The indicator that system selects only messages for scheduling agreement releases	R	Select the indicator
			Click on 🕐 icon

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

5.11. On "Message Output" screen, maintain information as specified in the table below:
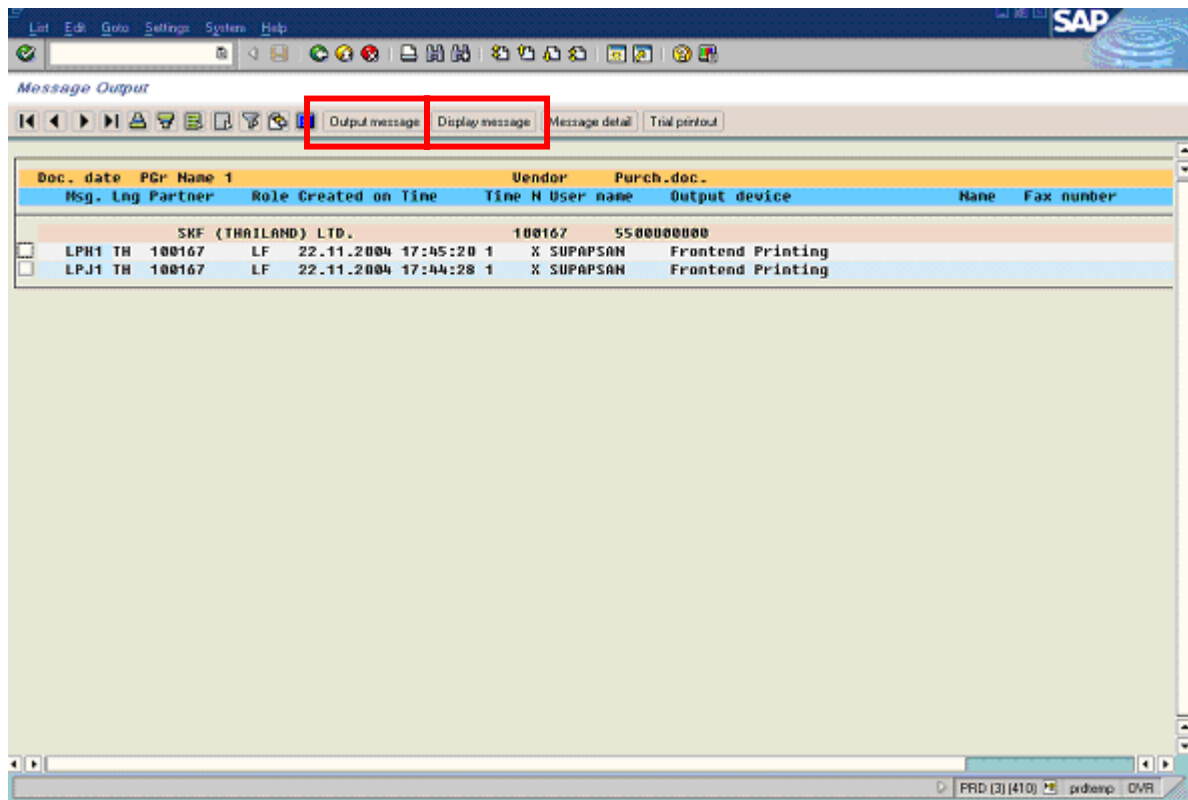

Fig-33

Field Name	Description	R/O/C/D	User Action and Values
			Select proper Message Type (either JIT or FRC) and then click on Display message icon and then click on Output message icon to print out

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