

INMA KINGDOM

Buyers' Course

The course lasts over two weeks with week 1 being an introduction and including a number of transactions such as:

- displaying a material master record
- displaying a source list
- displaying a maintenance notification
- creating a Shopping Cart in B2B
- etc.

Week Two

Week 2 is focussed specifically on the role of the buyer. It is a very intensive course which gives the attendees a complete overview of the end-to-end process from the generation of a requisition list up to the creation of purchase orders. This course can be customized to suit your own requirements.

1. Introduction
2. Procurement Process Overview
3. Generate Requisition List – ME57
4. Structure of Purchase Requisitions
5. Reviewing and Changing a PR
6. Selecting a Development Method
7. Request For Quotation
8. Bid Summary
9. Bid Evaluation
10. Issuing Purchase Orders
11. Change Orders and Cancellations
12. Expediting
13. B2B
14. Appendix
15. Index

The Index is very extensive and this allows the user to find the information they need very quickly. Without a good Index, the manual will not be so useful as source of reference

Introduction to Claims

- Before a Claim
- Claim Period Limit
- Types of Claim
- Barring of Claims
- Exporting Discrepant Material Back to OOK Vendor
- Claim Transactions and Authorizations

Above and Below Claims Minium

Creating Claim

- Block Discrepant Material
- Create Vendor Claim
- Attach Supporting Documents
- Check New Claims
- Accept Claim
- Create Internal Order
- Unblock Material
- Issue Material to Internal Order
- Change Status of Claim
- Finalize Claim

Other Transactions

- Stock Overview, Pack Expert Documents etc.

1. INTRODUCTION
4. CONTRACT REPRESENTATIVE ROLES AND RESPONSIBILITIES
5. CONTRACTING FUNDAMENTALS
6. OVERVIEW OF CONTRACTING SYSTEMS
7. PROCUREMENT PROCESS CHARTS
8. PURCHASE REQUISITIONS
 - 8.1 Create Purchase Requisition
 - 8.2 Create Purchase Requisition Supplement
 - 8.3 Approve Purchase Requisition Supplement by Workflow
9. ELECTRONIC CONTRACTING NETWORK
 - 9.1 Accessing My Main Home Page (ECN)
 - 9.2 Accessing a Pending Tasks
 - 9.3 Accessing Contract Room Main Page for an Active Contract
 - 9.4 Set Standard Contract Type
 - 9.5 Saudi Aramco Participants
 - 9.6 Procurement Schedule
 - 9.7 Checklist Manager
 - 9.8 Uploading Scope of Work (SOW)
 - 9.9 Uploading Non-Standard Schedules to Contract
10. FUNCTIONAL REVIEW
 - 10.1 Common Drafting Mistakes
 - 10.2 Accessing IFP Documents Page
 - 10.3 Add Additional Schedules to IFP Package
 - 10.4 Edit IFP Package Schedules
 - 10.5 Checking in IFP Documents
 - 10.6 The Delete Edit Function for IFP Documents
 - 10.7 Delete Schedule from IFP Package
 - 10.8 Start Workflow for IFP Documents
 - 10.9 Workflow Actions
 - 10.10 Replace Schedules in IFP Package
 - 10.11 View
 - 10.12 Add to Favorites
 - 10.13 History
 - 10.14 Older Versions
 - 10.15 Technical Docs
11. BIDDERS LISTS
 - 11.1 View Bidders List
 - 11.2 Adding Bidders
 - 11.3 Updating Removing or Deactivating Bidders

12. SOLICITATION OF INTEREST (SOI)
 - 12.1 SOI Overview
 - 12.2 Accessing SOI Manager Page
 - 12.3 Manage SOI Letter
 - 12.4 SOI Manager: Creating and Editing Letters
 - 12.5 SOI Manager: Sending Letters to Law or CD Supervisor for Review
 - 12.6 SOI Approval by Supervisor
 - 12.7 Releasing Approved letters
 - 12.8 Releasing Follow up Letters to Bidders Who Have Accepted
13. BID SLATE
14. BID REVIEW PROGRAM (BRP)
15. REQUEST FOR QUOTATION (RFQ)
16. HYPOTHETICAL QUANTITIES SHARED WITH CONTRACTOR
17. IFP Manager
 - 17.1 General and Specific Instructions to Bidders
 - 17.2 IFP Manager: Overview
 - 17.3 IFP Letter: Overview
 - 17.4 IFP Manager: Creating and Editing Letters
 - 17.5 IFP Manager: Sending Letters to the CD Supervisor for Approval
 - 17.6 Releasing Approved letters
 - 17.7 Releasing Follow up Letters to Bidders Who Have Accepted
18. BIDDING PHASE
 - 18.1 Job Explanation Meeting
 - 18.2 Site Visit
 - 18.3 Bidders Questions and Answers - Overview
 - 18.4 How Bidders Submit Questions
 - 18.5 Editing the Q&A (CD Rep. and Proponent Rep.)
 - 18.6 Asking a Dummy Question
 - 18.7 Releasing the Q&A (CD Rep.)
 - 18.8 Extending Bid Closing Date
 - 18.9 Addenda Manager
 - 18.10 Submitting Hypothetical Quantities
19. POST BIDDING PHASE
 - 19.1 Late Bids
 - 19.2 Creating Bid Opening Request
 - 19.3 Release of Technical Evaluation / Hypothetical Quantities
 - 19.4 Commercial Evaluation – Rack-Up Sample
 - 19.5 Contract Creation
 - 19.6 Print Attachment 1 for Schedule C
 - 19.7 Create Contract Supplement
 - 19.8 Final Processing / File Archiving / Distribution
 - 19.9 Debriefing of Contractors
20. OTHER ECN CONTRACT ROOM FUNCTIONS
 - 20.1 Procurement Status
 - 20.2 Bidders Status Summary table (BSST)

- 20.3 Other Documents
- 20.4 Notification Log
- 20.5 Part of Master Procurement
- 20.6 Close Room

21. SPECIAL ACTIONS

- 21.1 Amendments to Contracts
- 21.2 Change Orders
- 21.3 Contract Option Rights
- 21.4 Extension Without Option
- 21.5 Termination of Contract (Procedure 34)
- 21.6 Independent Special Consultant
- 21.7 Software Licence Agreements
- 21.8 Insurance Contracts

22. SPECIAL TOPICS

- 22.1 Company Estimates
- 22.2 Sole Source procurement
- 22.3 Negotiations
- 22.4 Low-Ball Letter
- 22.5 Joint Statement
- 22.6 Incentive Plans
- 22.7 Financial Qualification of Contractors
- 22.8 Bank Guarantee / Performance Guarantee
- 22.9 Emergency Contracting Procedure
- 22.10 Services Review Committee (SRC) (SWAT and SRC Regulations)
- 22.11 Contracting Manual Review Committee
- 22.12 Deviation from the Contracting Manual
- 22.13 Suspended Contractors / Blocked Vendors
- 22.14 Contractor Profile
- 22.15 Contractor Performance
- 22.16 Contractor Counselling
- 22.17 Sub-Contracting
- 22.18 Claims
- 22.19 Bid Room Duty

INMA KINGDOM

Purchase Requisition Guide Course

Accessing Requisitioner's Guide
9COM Procurement
Finding Surplus Material
Decision: PO or Contract
Sources of Material
SRC Approval
Single Source
Restricted Source
PR Structure
PR Types
PR Creation
Search for 9COM numbers
Responsible Standardization Agent (RSA)
Inspection Categories
Requisitions Descriptions
Header Notes
Purchase Requisition Line items
Non-Material Requirements
Accessing eForms
Spare Parts Data Packages
Installation, Incidental Services
Engineering Procedures / Standards
Attachments
Documentum
End Use Cost Factor
Templates
Subcontracting PRs
Change Requests
Packing Specifications
Emergency PR
Software Purchases
Target Price

1. INTRODUCTION

2. CREATING A SUBCONTRACTING PR FOR COATING A BARE MATERIAL

- 2.1 VIEW STOCK AT SUBCONTRACTOR SITE – MBLB
- 2.2 CREATE 9 TM1 COMPONENT FOR LONG LEAD ITEMS – MM01
- 2.3 CREATE 9 TM2 MATERIAL – MM01
- 2.4 02 CREATE SUBCONTRACTING PR – ME51N
- 2.5 POST GOODS RECEIPT FOR MATERIAL DELIVERED TO COATER
- 2.6 TRANSFER BARE TO VENDOR FOR COATING – MB1B
- 2.7 POST GR FOR MATERIAL AFTER COATING
- 2.8 TRANSFER COATED ITEM TO COATER – MB1B

1. INTRODUCTION
 - 1.1 MRP CONTROLLER ROLE
2. ACCESSING THE ONLINE SUPPLY CHAIN MANUAL
 - 2.1 PATHWAY TO THE SCM ONLINE MANUAL
 - 2.2 USING THE INDEX
 - 2.3 USING THE SEARCH FACILITY
3. STANDARDIZATION
 - 3.1 CATALOGING
4. MATERIAL MASTER STRUCTURE
 - 4.1 BASIC DATA 1 VIEW
 - 4.2 CLASSIFICATION VIEW
 - 4.3 MRP1 VIEW
 - 4.4 MRP2 VIEW
 - 4.5 MRP3 VIEW – AVAILABILITY CHECK
 - 4.6 MRP4 VIEW
 - 4.7 FORECAST VIEW
 - 4.8 UPDATING MRP AND FORECAST VIEWS
 - 4.9 PLANT DATA / STOR. 1 VIEW
 - 4.10 QUALITY MANAGEMENT VIEW
 - 4.11 ACCOUNTING 1 VIEW
5. MRP CONTROLLER REPORTS
 - 5.1 PROCUREMENT CYCLE – STOCK ITEMS
 - 5.2 PROCUREMENT CYCLE – WPAR ITEMS
 - 5.3 MRP ANALYSIS FLOWCHART
 - 5.4 ACCESSING REPORTS
 - 5.5 MRP PR LIST REPORT
 - 5.6 ANALYSIS TRANSACTIONS
 - 5.7 RUN SINGLE LEVEL MRP RUN
 - 5.8 CHANGE PR
 - 5.9 RELEASE PR – ME54N
 - 5.10 MRP MATERIAL LIST REPORT
 - 5.11 PROCESS WPAR INTERCEPTED ITEMS – ZM0815
 - 5.12 DISPLAY WORK ORDER – IW33
 - 5.13 DISPLAY OUTLINE AGREEMENT BY MATERIAL – ME3M
 - 5.14 CROSS REFERENCE REPORT – ZM9099
 - 5.15 TRANSFER STOCK – MB1B
6. OTHER TRANSACTIONS
 - 6.1 DISPLAY A DELIVERY – VL03N
7. GLOSSARY
8. APPENDIX

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 - 2.1 LSTK AND LSPB CONTRACTS
 - 2.2 CONTRACT SCHEDULES
3. PROJECT LIFE CYCLE
 - 3.1 PROJECT LIFE CYCLE
4. PROCUREMENT CONSIDERATIONS
 - 4.1 PROCUREMENT PROCESS OVERVIEW FLOWCHARTS
 - 4.2 PURCHASE REQUISITION DEVELOPMENT
 - 4.3 AVOIDING DELAYS
 - 4.4 SUPPORTING THE LOCAL ECONOMY
 - 4.5 SAUDI ARAB CUSTOMS DUTY
 - 4.6 VENDOR INSPECTION
 - 4.7 PROCUREMENT AUDITING
 - 4.8 LAW CONSULTATION
 - 4.9 ETHICAL AND SAFETY CONSIDERATIONS
 - 4.10 SUB-CONTRACTOR SUPPLIED MATERIALS
5. ROLE OF PMS
 - 5.1 INTRODUCTION
 - 5.2 PROJECT PROPOSAL PHASE
 - 5.3 DETAILED DESIGN PHASE
 - 5.4 CONSTRUCTION PHASE
6. PURCHASING DOCUMENT REQUIREMENTS
 - 6.1 PR REQUIREMENTS
 - 6.2 RFQ REQUIREMENTS
 - 6.3 PO REQUIREMENTS
7. MATERIAL REPORTS
 - 7.1 CONTRACTOR STANDARD REPORTS
 - 7.2 CONTRACTOR SPECIAL REPORTS
 - 7.3 VENDOR REPORTS
 - 7.4 PMS REPORTS
8. HELPFUL TOOLS
 - 8.1 DOCUMENTS
 - 8.2 LINKS
 - 8.3 TIPS

1. INTRODUCTION
2. ACCESSING THE ONLINE MANUAL AND SIMULATIONS
 - 2.1 PATHWAY TO SIMULATIONS IN THE SHARED FOLDER
 - 2.2 PATHWAY TO THE SCM ONLINE MANUAL
 - 2.3 USING THE INDEX
 - 2.4 USING THE SEARCH FACILITY
 - 2.5 USING THE FIND ON PAGE FACILITY
3. HAND-HELD SCANNER
 - 3.1 USING THE HAND-HELD SCANNER
4. INVENTORY TRANSACTIONS
 - 4.1 CYCLE COUNTING
 - 4.2 CYCLE COUNT SETTING – ZM0058
 - 4.3 OVERVIEW OF PHYSICAL INVENTORY COUNT PROCESS
 - 4.4 CREATE INVENTORY DOCUMENT (AUTO) – ZLX26
 - 4.5 CREATE INVENTORY DOCUMENT (MANUAL) – LI01N
 - 4.6 ACTIVATE / DEACTIVATE INVENTORY DOCUMENT (PC) – LI02
 - 4.7 ACTIVATE / DEACTIVATE INVENTORY DOCUMENT (HANDHELD SCANNER) – ZL02
 - 4.8 PRINT INVENTORY RECORD – LI04
 - 4.9 STOCK OVERVIEW – MMBE
 - 4.10 ENTER INVENTORY DOCUMENT – LI11N
 - 4.11 ENTER INVENTORY DOCUMENT (HANDHELD SCANNER) – ZL11
 - 4.12 CHANGE COUNT INPUT TO FIX INCORRECT ENTRIES – LI12N
 - 4.13 INITIATE RECOUNT DOCUMENT (PC)– LI14
 - 4.14 INITIATE RECOUNT DOCUMENT (HANDHELD SCANNER)– ZL14
 - 4.15 PRINT INVENTORY RECOUNT DOCUMENT –LI04
 - 4.16 BIN COUNT BY INVENTORY DOCUMENT – ZL11
 - 4.17 CLEAR BINS – LI20
 - 4.18 MOVE DIFFERENCES TO WORKFLOW –ZMPHYINV
 - 4.19 PHYSICAL INVENTORY DIFFERENCES – ZMPHYLOG
 - 4.20 CLEARING DIFFERENCES IN IM –ZMLI21
 - 4.21 INVENTORY OVERVIEW –LX22
5. STOCK OVERVIEW TRANSACTIONS
 - 5.1 FREE STOCK OVERVIEW: COMPANY CODE/PLANT/STORAGE LOCATION/BATCH – ZI0038
 - 5.2 STOCK OVERVIEW – MMBE
 - 5.3 STOCK OVERVIEW – LS26
 - 5.4 STOCK PER MATERIAL – LS24
 - 5.5 VALUATED SALES ORDER AND PROJECT STOCK – MBBS
 - 5.6 MATERIALS LIST – ZM0190
 - 5.7 REPORT TO EXTRACT 9TM1/9TM2 MATERIALS – ZM1000
 - 5.8 STOCK REQUIREMENTS LIST – MD04
6. MATERIAL MASTERS
 - 6.1 INTRODUCTION

- 6.2 BUGSEYE CATALOG SEARCH
- 6.3 SEARCH BY MANUFACTURER – ZM0613
- 6.4 SURPLUS MATERIAL SEARCH
- 6.5 CREATE 9TM MATERIAL MASTER – MM01
- 6.6 CHANGE MATERIAL MASTER – MM02
- 6.7 EXTEND MATERIAL MASTER – ZMEXTEND
- 6.8 DISPLAY MATERIAL MASTER: WAREHOUSE MANAGEMENT VIEW – MM03
- 6.9 DISPLAY MATERIAL MASTER– MM03
- 7. STOCK HISTORY
 - 7.1 DISPLAY WAREHOUSE STOCKS OF MATERIAL ON HAND – MB53
 - 7.2 MATERIAL DOCUMENT LIST – MB51
 - 7.3 MATERIAL DOCUMENT LIST BY ACCOUNT ASSIGNMENT – ZMB51
- 8. TRACKING
 - 8.1 INTRODUCTION TO SILTS
 - 8.2 SHIPMENT DETAIL INFORMATION – ZMST19
 - 8.3 DOCUMENT OVERVIEW FOR MATERIAL PROCUREMENT – ZMECCP_DF
 - 8.4 HOW TO FIND TO NUMBER FROM MATERIAL DOCUMENT – ZM0056
 - 8.5 PURCHASING PROCESS – DOCUMENT OVERVIEW – ZM0570
 - 8.6 DISPLAY OUTBOUND DELIVERY – VL03N
 - 8.7 TRACKING THE RESERVATION CHANGES REPORT – ZM0222
 - 8.8 EXEL TRACKING SYSTEM REPORT
 - 8.9 SAP MATERIAL TRACKING REPORT – ZM0139
- 9. REPORTS
 - 9.1 WEB BASED REPORT
- 10. OTHER TRANSACTIONS
 - 10.1 BIN TO BIN TRANSFER – ZLT01
 - 10.2 DISPLAY AND MAINTAIN STORAGE BIN – LS03N
 - 10.3 DISPLAY AND MAINTAIN STORAGE BIN (HANDHELD SCANNER) – ZDSB
 - 10.4 DISPLAY PURCHASE ORDER – ME23N
 - 10.5 DISPLAY WAREHOUSE STOCKS ON HAND – MB52
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 - 10.7 DISPLAY RESERVATION – MB23
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 - 11.2 INTERIM BINS
 - 11.3 MATERIAL PROCUREMENT DOCUMENTS
 - 11.4 DOCUMENT NUMBERS
 - 11.5 STOs, SLAs AND OUTBOUND DOCUMENTS
 - 11.6 9TM NUMBERS
 - 11.7 MOVEMENT TYPES
 - 11.8 DEFINING BUTTONS
 - 11.9 USING THE SEARCH FACILITY
- 12. INDEX

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Goods Receiving and Issuing

1. PLANT DETAILS AND SAP HIERARCHY
2. HAND-HELD SCANNER
 - 2.1 USING THE HAND-HELD SCANNER
5. GOODS RECEIPT FOR CONSUMPTION
 - 5.1 PRINT (RECEIVING) LABEL FOR PACKAGES – ZMST30
 - 5.2 GOODS RECEIPT – ONE STEP
 - 5.3 SEARCH FOR SUB-SHIPMENT NUMBER – ZMST01
 - 5.4 CREATE INTERNAL MANIFEST AND ADD SUB-SHIPMENT – ZMST04
 - 5.5 SILTS PRINT, REPRINT MANIFEST FORM OR LABEL – ZMST10
 - 5.6 SILTS RECEIVE SUB-SHIPMENT OR INTERNAL MANIFEST – ZMST05
 - 5.7 SILTS ADD SUB-SHIPMENT TO EXTERNAL MANIFEST – ZMST06
 - 5.8 LOAD SUB-SHIPMENT OR EXTERNAL MANIFEST ON TRUCK – ZMST07
 - 5.9 ULTIMATE RECEIVE – ZMST08
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 - 6.1 FLOW CHART- MATERIAL INTO STOCK FROM LOCAL VENDOR (MVT TYPE 103 AND 105)
 - 6.2 PRINT (RECEIVING) LABEL FOR PACKAGES – ZMST30
 - 6.3 FIRST STEP OF 2-STEP GOODS RECEIPT PROCESS (MOVEMENT TYPE 103) – ZGR3
 - 6.4 CREATE INTERNAL MANIFEST AND ADD SUB-SHIPMENT – ZMST04
 - 6.5 SILTS PRINT, REPRINT MANIFEST FORM OR LABEL – ZMST10
 - 6.6 SILTS RECEIVE SUB-SHIPMENT OR INTERNAL MANIFEST – ZMST05
 - 6.7 SILTS ADD SUB-SHIPMENT TO EXTERNAL MANIFEST – ZMST06
 - 6.8 LOAD SUB-SHIPMENT OR EXTERNAL MANIFEST ON TRUCK – ZMST07
 - 6.9 ULTIMATE RECEIVE – ZMST08
 - 6.10 SECOND STEP OF 2-STEP GOODS RECEIPT PROCESS (MOVEMENT TYPE 105) – ZGR5
 - 6.11 ARTICLE CHECK – ZM0800
 - 6.12 DISPLAY MATERIAL MASTER – MM03
7. GOODS RECEIPT FROM OTHER MSC OR FROM OOK
 - 7.1 ULTIMATE RECEIVE – ZMST08
 - 7.2 CREATE INTERNAL MANIFEST AND ADD SUB-SHIPMENT – ZMST04
 - 7.3 SILTS PRINT, REPRINT MANIFEST FORM OR LABEL – ZMST10
 - 7.4 SILTS RECEIVE SUB-SHIPMENT OR INTERNAL MANIFEST – ZMST05
 - 7.5 GOODS RECEIPT FOR OUTBOUND DOCUMENT ZMB1B / ZGOB
 - 7.6 FLOW CHART- MATERIAL INTO STOCK FROM OOK (MOVEMENT TYPE 101)
8. GOODS RECEIPT FOR CONSIGNMENT STOCK
9. 985 RETURNS
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 - 10.1 INTRODUCTION
 - 10.2 OUTBOUND 3 FLOW CHART – FULL DISCREPANCY
 - 10.3 OUTBOUND 3 FLOW CHART – PARTIAL DISCREPANCY
 - 10.4 CONFIRM TRANSFER ORDER – LT11 / LT12
 - 10.5 PRINT (PACKING) LABEL FOR PACKAGES – ZMST20
 - 10.6 CREATE INTERNAL MANIFEST AND ADD SUB-SHIPMENT – ZMST04

- 10.7 SILTS PRINT, REPRINT MANIFEST FORM OR LABEL – ZMST10
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- 10.12 CONFIRM TO WITH DIFFERENCES AND CREDIT CUSTOMER– ZMLT11
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 - 12.5 DISPLAY MATERIAL DOCUMENT – MB03
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 - 12.7 DOCUMENT OVERVIEW FOR MATERIAL PROCUREMENT – ZMECCP_DF
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 - 15.7 LOGISTICS PROFILE
 - 15.8 9TM NUMBERS (RECEIVING 9COM MATERIALS)
 - 15.9 MOVEMENT TYPES
 - 15.10 DEFINING BUTTONS

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- 1.1 REVIEW FREE STOCK – ZI0038
- 1.2 GOODS ISSUE – MIGO_GI
- 1.3 HOW TO FIND TO NUMBER FROM MATERIAL DOCUMENT – ZM0056
- 1.4 OVER-RIDING A RESERVATION – ZM0940

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 - 3.2 DISPLAY EQUIPMENT USING LIST EDITING – IH08
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 - 4.4 DISPLAY A WORK ORDER – IW33
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 - 4.9 HOT TAXI PROCESS – ZM0960
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 - 8.3 TYPES OF PRs
 - 8.4 DISPLAYING A PR
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 - 10.6 ASSET DISPOSAL AUCTION/RECLAMATION - CREATE – ZF0910
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- 13.2 DISPLAY MATERIAL DOCUMENT – MB03
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- 13.6 LOCAL DELIVERY OUTBOUND DOCUMENTS – ZM0820
- 13.7 DISPLAY TRANSFER ORDER – LT21
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 - 14.1 A DISCREPANCY IS FOUND ON AN MDD AT THE TIME OF ARTICLE CHECKING AFTER THE MOVEMENT TYPE 105 IS DONE
 - 14.2 CUSTOMER PICKUP OF 9COM MATERIAL
 - 14.3 DISCREPANCY DISCOVERED WHEN RECEIVING 9TM MATERIALS
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 - 16.7 MATERIAL MANAGEMENT CODES
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 - 16.10 SHELF-LIFE ITEMS
 - 16.11 DEFINING BUTTONS
 - 16.12 SEARCHING FOR A MATERIAL MASTER – MM03

1. INTRODUCTION
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