

Chapter 7 Procurement



Introduction:

Procurement actions will be initiated by both the Procurement Office/Business Office and the Facility/Site. There are now several different document types used to procure goods and services. They are:

<u>Document Type:</u>	<u>Used for:</u>
Outline Agreement (MK/WK)	“Blanket Purchase Agreements”
Orders Against BPAs (BP)	Deliveries/Orders against BPAs
Purchase Order under \$25K (PU)	Purchase Orders with totals under \$25K
Purchase Order over \$25K (PO)	Purchase Orders with totals over \$25K
Request for Quotations (AN)	Request for Quotations (RFQs)
Consignment Orders (CO)	Consignment Tickets
NAF Credit Card Orders (CR)	Purchases of Articles with NAF Credit Card

Below, we will discuss the usage of these Document types in detail.

Outline Agreements (Document Types MK and WK)

These document types will be used to create Blanket Purchase Agreements. These documents will represent the contracts to procure goods/services on a routine basis. These documents will be created by the Central Procurement/Business Office and will contain all articles (resale/retail inventory items) that are procured on a regular or routine basis. Outline agreements can be created with either a target quantity (Document type MK) or a target value (document type WK). These target quantity/value amounts (by article) can be exceeded and represent a “target” or estimate only. These targets can be used for analysis purposes and/or to monitor expenditures. Outline Agreements normally will be created at the beginning of the Fiscal Year (following exactly the same policy direction as BPAs). Facilities/Sites will request Outline Agreements (providing information for each vendor, the articles and the pricing).

Several very important items to remember. Multiple Outline Agreements can be created for the same vendor. If the Outline Agreement is to include many line items (e.g. the Outline Agreement for the F&B vendor, Sysco), consider organizing the line items by food type (i.e. Frozen, Chill, Dry, etc.). This will allow for easier usage/review when creating orders against the Outline Agreement. Outline Agreements should be created so that they are “all-inclusive” and include all line items to be procured from a given vendor.

Orders Against Outline Agreements/Blanket Purchase Agreements (Document Type BP)

Orders/Deliveries against the Outline Agreements/BPAs will be initiated using this document type. This document is simply a purchase order created “with reference” to existing Outline Agreements. By referring to an existing Outline Agreement, the user can easily select from the multiple line items included on the “all-inclusive” Outline Agreement. Facility/Site personnel will initiate (create) these orders against the Outline Agreements. These orders will replace what we have commonly referred to as BPA “calls.”

Phone calls can no longer be made to vendors to order against an Outline Agreement/BPA. Instead, an purchase order (BP Document Type) must be created for the actual items that need to be ordered. No release strategies (or authorization requirements) are required for these BP type documents. In other words, orders will now be created in the AIMS system and will be directly faxed to the vendor (when fax numbers are provided). The purchase orders MUST be created in the AIMS system for the Inventory Management System to function properly. As goods are received (articles/inventory items), article balances are increased for the quantity received. Conversely, as articles are sold or used, article balances are depleted for the quantity used or sold. These daily increases/decreases of inventory balances are referred to as a Perpetual Inventory Process and this process allows the opportunity to post Cost Of Goods Sold/Expenses on a daily (as used) basis.

Creating Purchasing Documents

With the exception of creating RFQs and Blanket Purchasing Agreements, all other purchasing documents are created using the same transaction code (ME21) or following the same menu path. Only the items that are noted below in the “Special Procedure” column set the creation of the document apart from the rest. The system treats these documents differently based on the document type (behind the scenes to the user) and numbers them using a different number range.

Task	Document Type	Special Procedure	Number Range
Create delivery against BPA	BP	“hit” REF to Contract to refer existing BPA agreement. It will “pop” up automatically!	55xxxxxxxx
Create purchase order under \$25K	PU	Release Strategies apply after creating!	65xxxxxxxx
Create purchase order over \$25K	PO	Release Strategies apply after creating!	66xxxxxxxx
Credit Card Purchase of Inventory Items	CR	Must select “partner” (Citibank) prior to saving document.	64xxxxxxxx
Create Consignment Ticket Order	CO	Put “c” in Item Category.	69xxxxxxxx

Purchase Orders Under \$25,000 (Document Type PU)

These Purchase Order types may be used to procure articles(inventory items), assets, services and any other item. These document types will be used by both the Central Procurement Office and the Facility/Site staff. This type of document has a release strategy and require authorization(s) (as determined by local policy). For example, a Purchase Order (PO) is initiated, the PO is then available for review and further “release” by the Division Manager (or whomever is identified as the individual/position of authorization). Based on local requirements (and similar to the existing “purchase requisition” process, a PO may require several “release” steps). The final step in the process will always be the Central Procurement Office where a final review and the signature of the Contracting Officer (Warrant holder) will be affixed to the document. Then and only then will the actual Purchase Order be executed, printed and faxed directly to the vendor.

Purchase Orders Over \$25,000 (Document Type PO)

These Purchase Order types may be used to procure articles(inventory items), assets, services and any other item. These document types will be used by both the Central Procurement Office and the Facility/Site staff. This type of document has a release strategy and require authorization(s) (as determined by local policy). For example, a Purchase Order (PO) is initiated, the PO is then available for review and further “release” by the Division Manager (or whomever is identified as the individual/position of authorization). Based on local requirements (and similar to the existing “purchase requisition” process, a PO may require several “release” steps). The Purchase Order Over \$25,000 may have additional “release” or authorization steps based on local policy. The final step in the process will always be the Central Procurement Office where a final review and the signature of the Contracting Officer (Warrant holder) will be affixed to the document. Then and only then will the actual Purchase Order be executed, printed and faxed directly to the vendor. **Note:** The actual printed document appears slightly different from that of the “under \$25,000” document.

Request for Quotations (Document Type AN)

The documents of this type are created when it is necessary to solicit quotations for goods/services from several vendors. These documents may be printed and submitted directly to the vendors for their responses. Resulting quotations can be entered into the AIMS system and comparisons can be performed and saved for audit purposes. These documents will be used by both the Central Procurement Office and the Facility/Site staff.

Consignment Orders (Document Type CO)

The document will be used to place and/or record an order for consignment tickets. Consignment agreement (standard contract format as provided by Pers 656) should be in place prior to placing any order for tickets. These agreements serve as the official contractual agreement with the vendor. This document has no release strategies and will be printed immediately upon creating and saving the document.

NAF Credit Card Order (Document Type CR)

Efforts should be made to curtail the use of the NAF Credit Card for the procurement of inventory or resale items. In cases where the supplier of the goods required accepts only credit cards as the form of payment (e.g., Navy Exchange, DECA Commissary, etc.), this document should be used to ensure that the record of inventory articles (items) is updated for the quantities procured. Failure to follow up and correctly document the usage of the credit card for the procurement of resale/inventory articles will result in possible negative stock values, incorrect inventory balances, faulty moving average values, etc.

When it is absolutely necessary to use the NAF Credit Card, it is critical that the purchasing document be prepared using the vendor that actually supplied the articles, with the “alternate” vendor for invoicing (this is referred to as the “Partner” function within SAP). In these circumstances, as noted above, the document must be prepared “after the fact”, in other words, after the “buy” has already been made. After all the articles are entered on the purchasing document and prior to saving, the “partner” vendor, in this case, “CITIBANK”, will be selected for invoicing!

<p>NOTE: Procurement of non-inventory/non-resale items using the NAF Credit Card should follow the normal procedure with documentation made using the Purchasing Log.</p>
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Create RFQ (Requests for Quotes)

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > RFQ > CREATE

Transaction code: **ME41**

- A Request For Quotation (RFQ) must be performed for ANY purchase over \$10K (Exceptions to this policy are orders against AFNAFPO and GSA contracts). RFQs can be verbal, however, with advance planning, creating three documented RFQs and submitting them to vendors provides a clearly supported audit trail.
- It is possible to create RFQ documents for submission to vendors. These quotation documents can be faxed or mailed to the vendors who wish to supply quotes. Resulting quotations are maintained in the AIMS system and are used to prepare a comparison report. This comparison will aid in making the best possible business decision and will provide an audit trail for RFQs. A follow-on process can take place whereby a RFQ can be referenced (or adopted) to a Purchase Order or Contract for the actual award and signature.

SAP provides the capability of creating and issuing single or multiple item Requests for Quotes (RFQ's). Options include the ability to insert standard clauses and other stored text. Vendors must have master records created or be categorized as "one-time" vendors.

The initial screen appears below:

RFQ type	AN
Language key	EN
RFQ date	12/15/2000
Quotation deadline	12/31/2000
RFQ	

Organizational data

Purch. organization	2000
Purchasing group	100

Default data for items

Item category	
Delivery date	T 1/31/2001
Site	0001
Storage location	0001 ±
Merchandise category	
Req. tracking number	

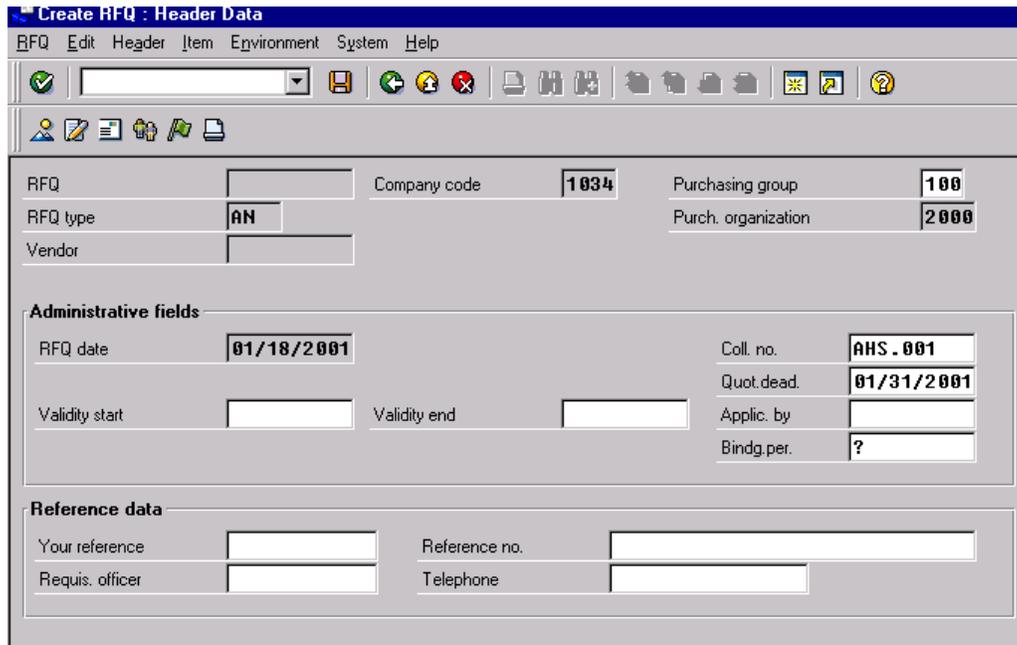
Retail (MM)

The collective number in the header screen of the RFQ is an important method to link the copies of the RFQ issued to different vendors. SAP treats each issuance to a different vendor as a separate RFQ document and this collective number can be used as a “search help” (match code) and to provide comparison reporting.

Input/Required Fields	Field Value / Comments
RFQ Type	Default is “AN” for standard RFQ
Language	Default is “EN” for English
RFQ Date	Default is the creation date.
Quotation Deadline	Must be prior to required delivery date specified
Purchasing Org	Enter Purchasing Organization identifier
Purchasing group	Enter Purchasing group (buyer) number

While most of the required header information in the RFQ will be defaulted based on the information on the initial screen as shown above, you might wish to check the Header

information to verify the info. Click on the  icon to see the following screen:



Create RFQ : Header Data

RFQ Edit Header Item Environment System Help

RFQ type: AN, Vendor: , Company code: 1034, Purchasing group: 100, Purch. organization: 2000

Administrative fields

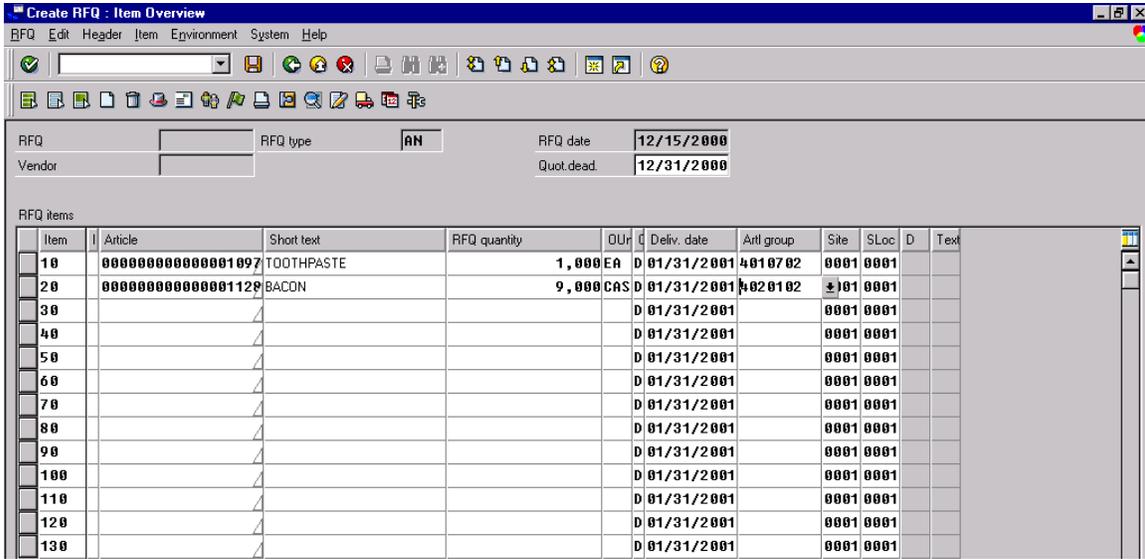
RFQ date: 01/18/2001, Coll. no.: AHS.001, Quot. dead.: 01/31/2001, Validity start: , Validity end: , Applic. by: , Bindg. per.: ?

Reference data

Your reference: , Requis. officer: , Reference no.: , Telephone:

As you can see, there are a number of fields where you, as a user, may enter additional information if you require it.

On the screen “Create RFQ: Item Overview”, you must enter information in the fields as specified in the table below.



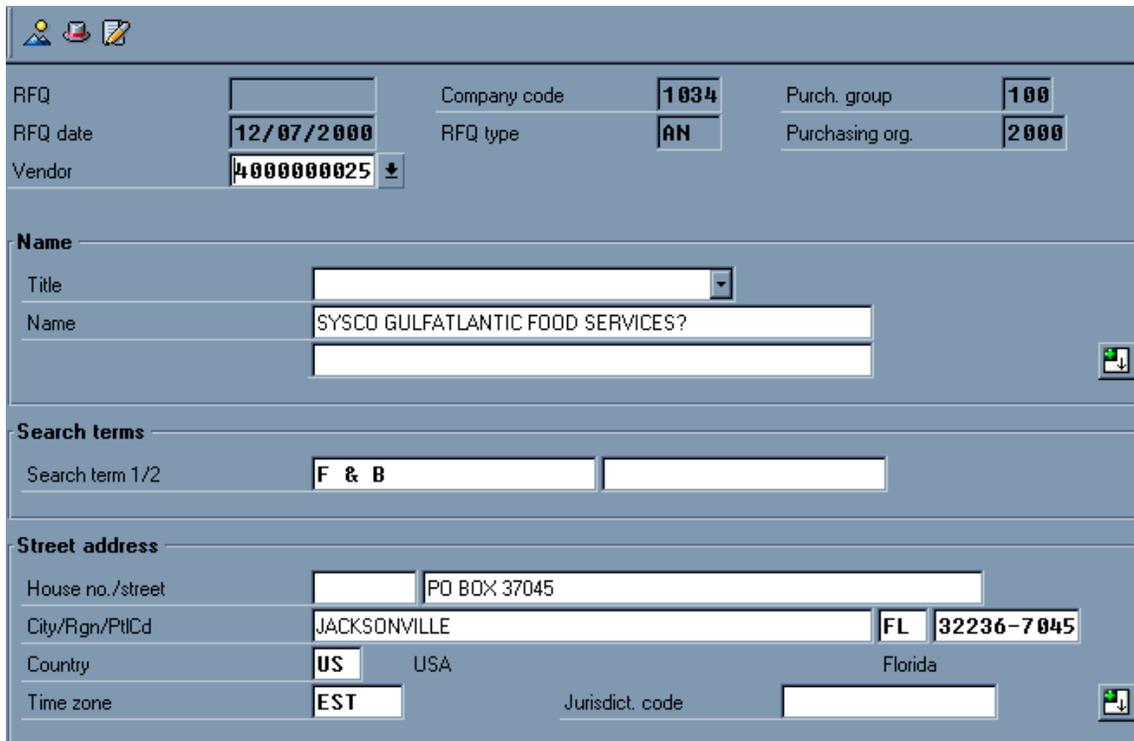
Field Name	Description	R/O/C	User Action/Values	Comments
Item Category	Determines if standard purchase or other such as a 3 rd party order, etc.	O	Enter or select from table. Default is blank – a standard purchase Leave blank	
Article	Article Number	R	If processing an article, enter article number or use the possible entries dropdown to select	All stock articles must have article numbers
Short Text	Short description or Article	N/A	Defaults for the article master, if processing a text article, type text here.	
RFQ Quantity	Quantity of Article requested for quotation	R	Must be numeric	
Delivery Date	Date required if order is placed	R	Must be in correct date format	
Article group	Group of Articles in which this article belongs	N/A	Defaults in from the Article Master	
Site	Site where the article is required	O	Enter or select site from table	Site may be left blank if a system wide requirement

Retail (MM)

Sloc	Storage Location where the article will be delivered and stored if ordered	O	Enter or select Storage location from the table	Strictly optional. SLOC may be entered later at the time of PO creation.
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If additional details are required for any item, select the item and then click on the  details button.

To proceed to the screen that will specify the vendors invited to quote, click on the  Icon to enter the address information.



The screenshot shows a software interface for creating an RFQ. At the top, there are icons for navigation and editing. Below are several input fields for RFQ details: RFQ number, date (12/07/2000), Company code (1034), RFQ type (AN), Purch. group (100), and Purchasing org. (2000). The Vendor field is populated with 4000000025. The Name section includes a dropdown for Title and a text field for Name containing 'SYSCO GULFATLANTIC FOOD SERVICES?'. The Search terms section has a field for 'Search term 1/2' with 'F & B'. The Street address section includes fields for House no./street (PO BOX 37045), City/Rgn/PtICd (JACKSONVILLE, FL, 32236-7045), Country (US, USA, Florida), and Time zone (EST). A Jurisdict. code field is also present.

The only required field is the Vendor number field and it must exist in the vendor master file.

In the example above, the vendor, SYSCO GULFATLANTIC FOOD SERVICES exists in the master data.

Save the RFQ (Select the Save icon or press F-11). This will refresh the Create RFQ: Vendor Address screen to allow creation of the same RFQ data to a new vendor by following the steps outlined above. The system will display the message below:

RFQ created under the number 6000000006

After the document has been saved, the “vendor address” screen will reappear

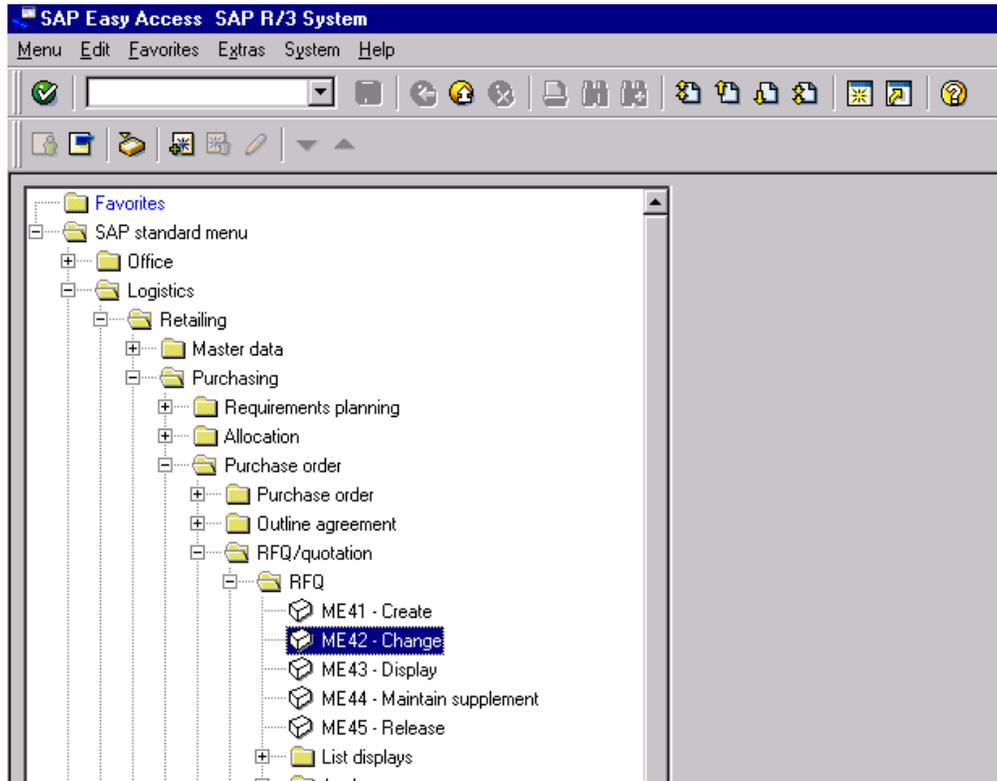
You may verify any information regarding the RFQ by using the Transaction Code ME43
– Display a RFQ.



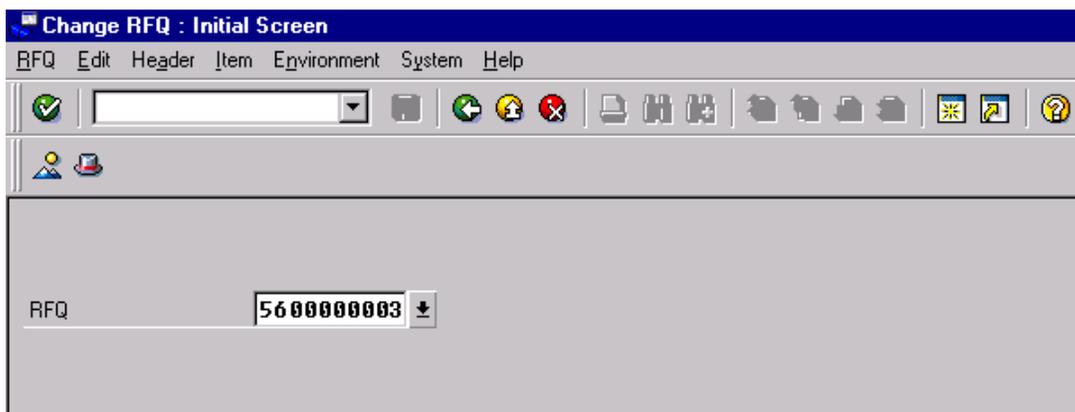
Change Request for Quotation

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > RFQ > CHANGE

Transaction code: **ME42**



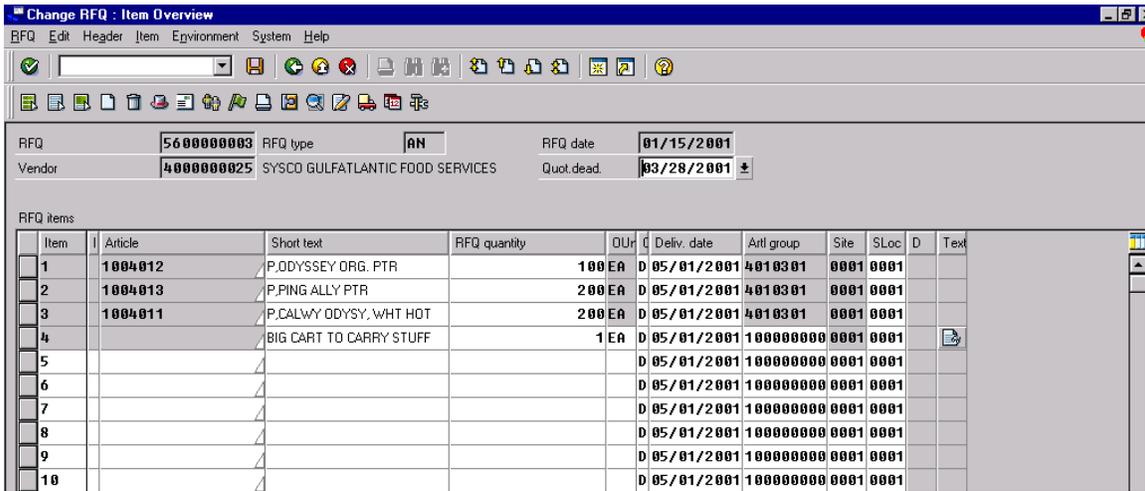
This process becomes important when a RFQ needs changing or additional items need to be added. The following screen appears when the Transaction code is entered or the menu path followed.



You may enter the RFQ number or use the drop-down arrow to choose a particular RFQ.

Click the green check mark  to Enter.

Screen: Change RFQ: Item Overview



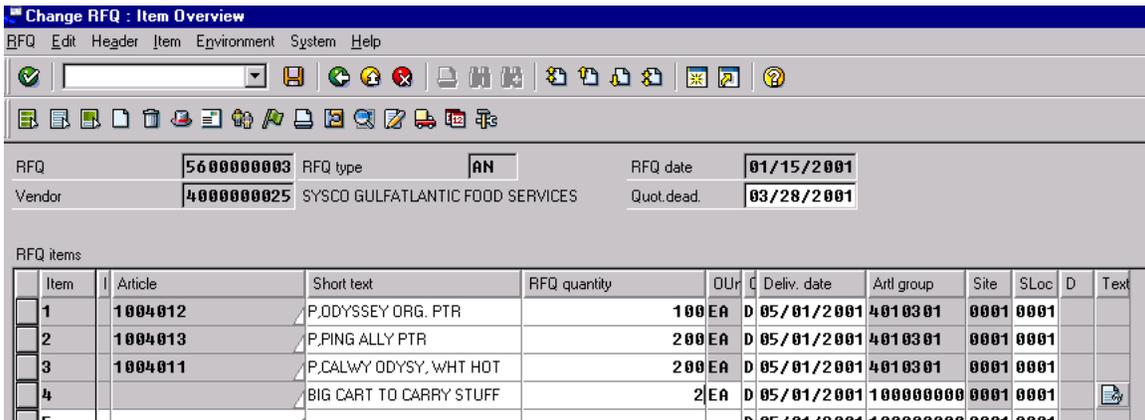
The screenshot shows the 'Change RFQ: Item Overview' window. At the top, there is a menu bar with 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a header section with the following fields:

- RFQ: 5600000003
- RFQ type: AN
- RFQ date: 01/15/2001
- Vendor: 4000000025 SYSCO GULFATLANTIC FOOD SERVICES
- Quot. dead.: 03/28/2001

Below the header is a table titled 'RFQ items' with the following columns: Item, Article, Short text, RFQ quantity, OUr, Deliv. date, Artl group, Site, SLoc, D, and Text. The table contains 10 rows of data:

Item	Article	Short text	RFQ quantity	OUr	Deliv. date	Artl group	Site	SLoc	D	Text
1	1004012	P.ODYSSEY ORG. PTR	100	EA	D 05/01/2001	4010301	0001	0001		
2	1004013	P.PING ALLY PTR	200	EA	D 05/01/2001	4010301	0001	0001		
3	1004011	P.CALWY ODYSY. WHT HOT	200	EA	D 05/01/2001	4010301	0001	0001		
4		BIG CART TO CARRY STUFF	1	EA	D 05/01/2001	100000000	0001	0001		
5					D 05/01/2001	100000000	0001	0001		
6					D 05/01/2001	100000000	0001	0001		
7					D 05/01/2001	100000000	0001	0001		
8					D 05/01/2001	100000000	0001	0001		
9					D 05/01/2001	100000000	0001	0001		
10					D 05/01/2001	100000000	0001	0001		

From this screen, you will be able to make changes, add additional items, change the required delivery dates, etc. In our example, we have decided that we require a quotation for two of the “Big Carts To Carry Stuff” rather than just one. WE make the change as shown on the following screen.



The screenshot shows the 'Change RFQ: Item Overview' window with the same header information as the previous screenshot. The 'RFQ items' table is updated as follows:

Item	Article	Short text	RFQ quantity	OUr	Deliv. date	Artl group	Site	SLoc	D	Text
1	1004012	P.ODYSSEY ORG. PTR	100	EA	D 05/01/2001	4010301	0001	0001		
2	1004013	P.PING ALLY PTR	200	EA	D 05/01/2001	4010301	0001	0001		
3	1004011	P.CALWY ODYSY. WHT HOT	200	EA	D 05/01/2001	4010301	0001	0001		
4		BIG CART TO CARRY STUFF	2	EA	D 05/01/2001	100000000	0001	0001		
5					D 05/01/2001	100000000	0001	0001		

As you can see, the RFQ quantity for the carts is now 2. The following table explains which fields may or may not be changed in this screen.

Retail (MM)

Field	Description	R/O/C	User Action	Comments
I	Item category – determines if standard purchase or other type	O	Enter or select from table. Default is blank for a standard purchase order	Adding new items only
Article	Article Number	R	Not changeable	Note: The article number for an existing number may not be changed. The item may be deleted only. (Use Edit > Delete)
Short Text	Short description of the article	O	Defaulted from the article master record	May be added to or changed for RFQ purposes.
RFQ Quantity	Quantity of articles requested for quotation	O	Must be numeric	
Order Unit	Specifies the unit in which the article is to be ordered	R	Enter order unit. Value may default from the article master	Search Help (F4) functionality can be used to find the appropriate UoM.
Delivery Date	Date required, if ordered	R	Must be in the correct date form	Can use (F4) to pull up a calendar help box.
Merchandise Category	Merchandise Category where this article belongs	N/A	Defaults from the article master	
Site	Site where the article will be delivered and stored	O	Enter or select site from table	New Items Only
SLOC	Storage Location	O	Select from table or enter	New Items Only

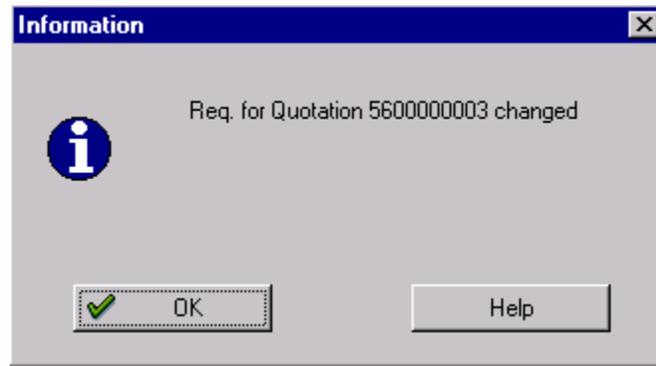
If you wish to enter or change additional data at the header level (for all items), click on the Details icon (the hat symbol) 

If you wish to change any details in the Vendor Address screen, click on the vendor address icon . The following screen allows the necessary changes.

Change RFQ : Vendor Address			
RFQ Edit Header Item Environment System Help			
RFQ	5600000003	Company code	1034
RFQ date	01/15/2001	RFQ type	AN
Vendor	4000000025	Purch. group	100
		Purchasing org.	2000
Name			
Title	[Dropdown]		
Name	SYSCO GULFATLANTIC FOOD SERVICES		
Search terms			
Search term 1/2	F & B		
Street address			
House no./street	PO BOX 37045		
City/Rgn/Pt/Cd	JACKSONVILLE	FL	32236-7045
Country	US USA	Florida	
Time zone	EST	Jurisdiction code	[Dropdown]
PO box address			
PO Box	[Input]		
Postal Code	[Input]		
Company postal code	[Input]		
Communication			
Language	English	Other communication...	
Telephone	(904) 786-2600	[Input]	[Save]
Fax	(904) 695-8144	[Input]	[Save]
E-mail	[Input]		
Standard comm.type	[Dropdown]		

Save the RFQ changes by clicking on the Save icon  (or pressing the F11 key). The system then returns to the *Change RFQ: Initial Screen* to allow selection of another RFQ document.

The system will also display the message as shown below.



Note: If changes were made and an attempt to exit without saving is tried, the system will return a pop-up window asking for verification of whether the changes should be saved prior to exiting. Click on the “Yes” or “No” button to proceed.

Return to the main Purchasing menu by selecting the Yellow up-arrow, , or use Shift+F3.



Display Request for Quotation (RFQ)

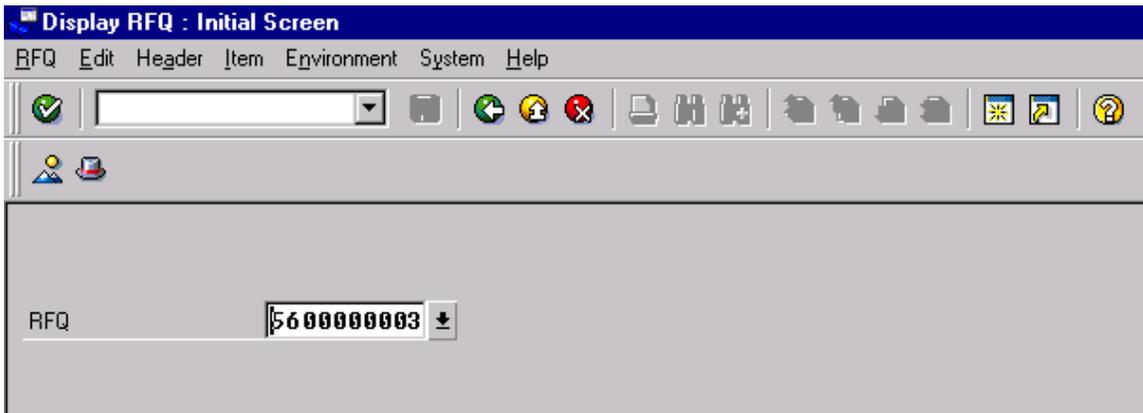
LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > RFQ > DISPLAY

Transaction code: **ME43**

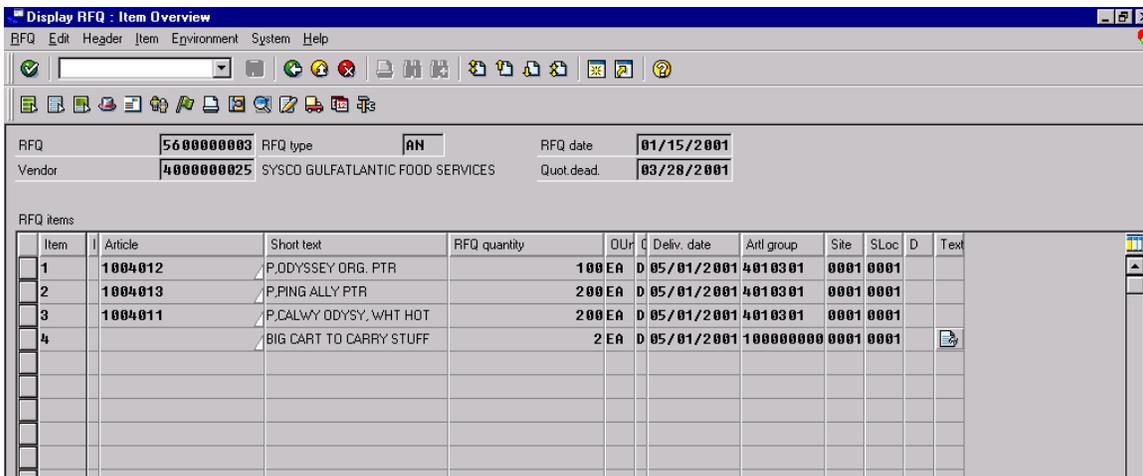
A need arises to display or view an existing request for quotation (RFQ). Changes CANNOT be made using this transaction. If changes are required , transaction ME42 can be used. Only one RFQ can be viewed at a time using this transaction. However, list display transactions (ME4B, ME4L) can be used to view multiple RFQ documents.

Use the menu path or the transaction code to access the initial screen.

Display RFQ: Initial screen



Click on the Enter button



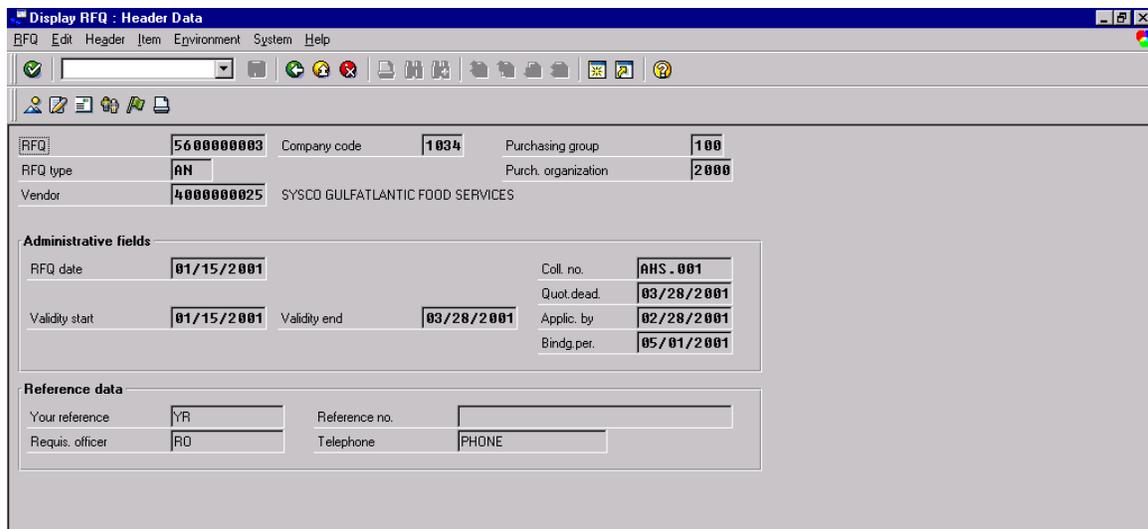
Retail (MM)

More detailed information can be viewed by clicking on any one of the following toolbar icons.

Button Name	Information Returned
Header details (F6)	Administrative field vales and Reference data
Vendor address (F7)	Vendor name, address, search items, communication data, etc.
Partners (Ctrl-Shift-F5)	Partner Schema (if applicable)
Release Strategy(Ctrl-Shift-F6)	Release Procedure Information (if applicable)
Messages (Shift-F1)	Printing information
Item details (F2)	Line item specific data (select line on the RFQ and then click on the icon)

For example: Header data needs to be displayed. The user may use the menu path

Header > Details or simply clicking on the Hat Icon . On the *Display RFQ: Header Data* screen, the following data will be displayed.



The screenshot shows a window titled "Display RFQ : Header Data" with a menu bar (RFQ, Edit, Header, Item, Environment, System, Help) and a toolbar. The main content area displays the following information:

RFQ	5600000003	Company code	1034	Purchasing group	100
RFQ type	AN	Purch. organization	2000		
Vendor	4000000025	SYSCO GULFATLANTIC FOOD SERVICES			

Administrative fields

RFQ date	01/15/2001	Coll. no.	AHS - 001
Validity start	01/15/2001	Quot. dead.	03/28/2001
Validity end	03/28/2001	Applic. by	02/28/2001
		Bindg. per.	05/01/2001

Reference data

Your reference	YR	Reference no.	
Requis. officer	RO	Telephone	PHONE

To return to the main AIMS Easy Access menu, click on the yellow exit up arrow  or use Shift+F3.



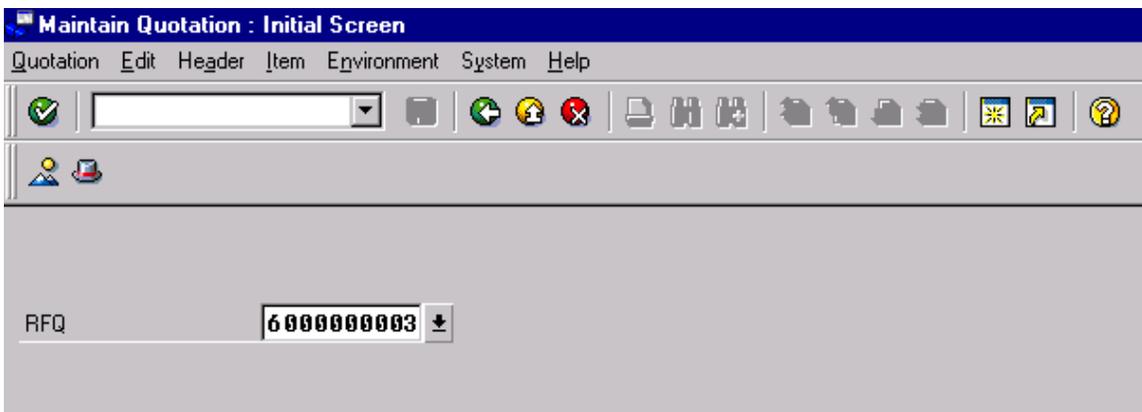
Maintain Quotation

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > QUOTATION > MAINTAIN

Transaction code: **ME47**

In Purchasing, the RFQ and the quotation form a single document. Prices and conditions quoted by vendors are entered in the original RFQ document to keep the system up to date.

Here is the initial screen:



We have entered the RFQ number 6000000003 to modify some of the details on this document to maintain the system and the validity of the data.

Press the Green checkmark Enter key.



The Maintain Quotation: Item Overview screen appears:

Item	Article	Short text	RFQ quantity	OUrf	D	Deliv. date	Net price	Per	DPL	Artl group	Site	SLoc	D
10	000000000000001097	TOOTH PASTE	10.000	ER	D	01/31/2001		1	4010702	0001	0001		

Retail (MM)

You will note that there is no net price in this quotation yet. We will change this field to reflect the net price of 1.93 as shown in the screen below.

The screenshot shows a window titled "Maintain Quotation : Item Overview". It contains a table with the following data:

Item	Article	Short text	RFQ quantity	OUr	Deliv. date	Net price	Per	DPL	Artl group	Site	SLoc	D
10	00000000000001097	TOOTH PASTE	10,000	EA	01/31/2001	1.93	1		4010702	0001	0001	

We can now save this modification to the RFQ and exit the area by using the Yellow Exit button or Shift + F3.



Display Quotation

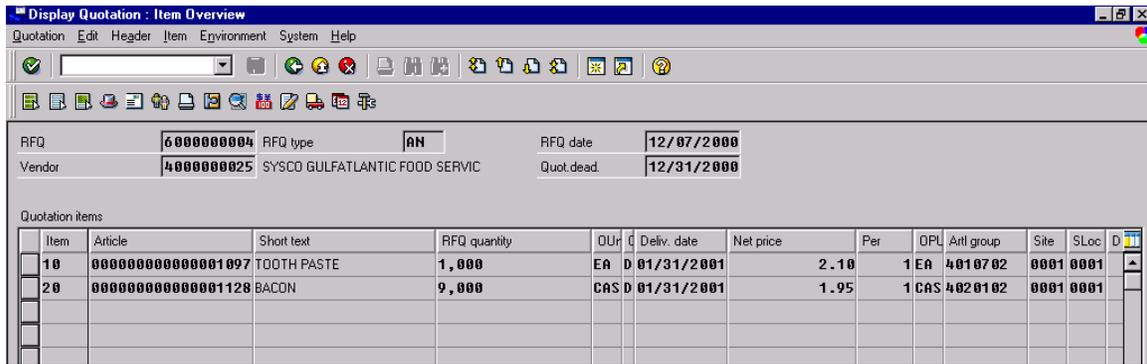
LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > QUOTATION > DISPLAY

Transaction code: **ME48**

There will be many instances where it is necessary to display a specific quotation. The initial screen to appear is the "Display Quotation: Initial Screen"

The screenshot shows a window titled "Display Quotation : Initial Screen". It features a dropdown menu for the RFQ number, which is currently set to "6000000004".

If the RFQ/Quotation number is not known, use the possible entries drop-down arrow to choose the number. After execution, the following screen shows the report.



You may use any of the icons shown to receive more detailed information regarding the quotation.



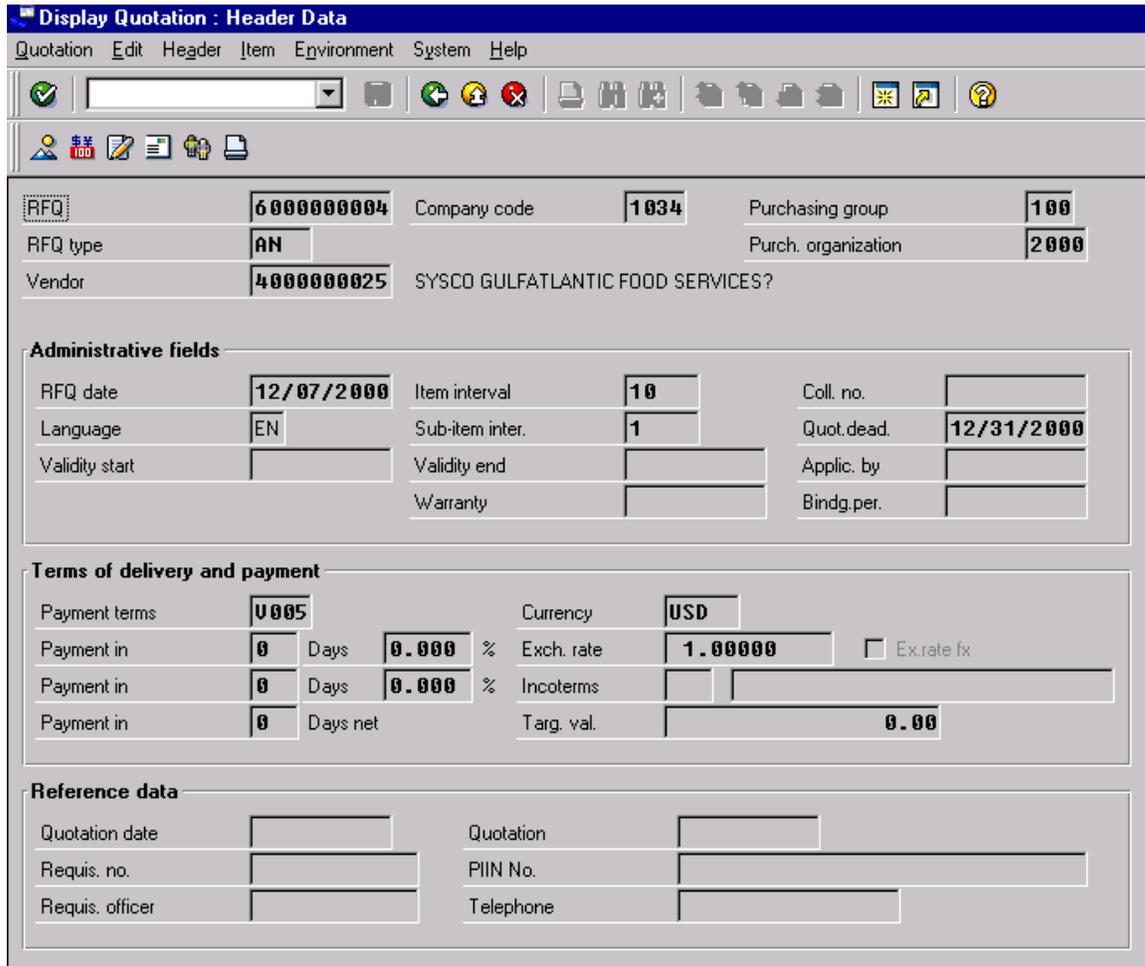
To receive the detailed information that you would like to see, use the following table as a guide:

Button Name		View
Header details		X
Vendor Address		X
Partners		X
Messages		X
Item Details		X
Additional Details		X
Pricing Conditions		X
Text Overview		X
Delivery Address		X
Release Documents		X
Account Assignments		X

Retail (MM)

For example, in the event that Header data needs to be displayed, go to Header > Details

or click the Header icon  to see the following Display Only screen enabling all the header details to be available.



The screenshot shows the SAP 'Display Quotation: Header Data' screen. The title bar includes 'Quotation Edit Header Item Environment System Help'. The main area is divided into several sections:

- Header Data:** RFQ (6000000004), Company code (1034), Purchasing group (100), RFQ type (AN), Purch. organization (2000), Vendor (4000000025), and Vendor name (SYSCO GULFATLANTIC FOOD SERVICES?).
- Administrative fields:** RFQ date (12/07/2000), Item interval (10), Coll. no., Language (EN), Sub-item inter. (1), Quot. dead. (12/31/2000), Validity start, Validity end, Applic. by, Warranty, and Bindg. per.
- Terms of delivery and payment:** Payment terms (0005), Currency (USD), Exch. rate (1.00000), Incoterms, Targ. val. (0.00), and Ex. rate fx checkbox.
- Reference data:** Quotation date, Requis. no., Requis. officer, Quotation, PIIN No., and Telephone.

To exit from this process, press the Yellow “Exit” button or Shift + F3.



Display Price Comparison Listing

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > QUOTATION > PRICE COMPARISON

Transaction code: **ME49**

As a result of this process, you may compare the prices from all quotations received as a result of a competitive bidding process using the price comparison list. The comparison list ranks the quotations by item from lowest to highest price.

Price comparison can be executed by entering one or more of the following data points: Quotation, Collective RFQ, Vendor or Article.

If possible, each quotation should have pricing data for the same item. Only then is the correct interpretation of the mean and total values possible.

If quotations 1 and 2 have pricing data for item 1, but quotation 3 only has price information for item 2, then the system does not have enough information to accurately compare the prices of all three quotations.

Price Comparison List

Program Edit Goto System Help

Purchasing organization: 2000

Quotation: 6000000001 to: 6000000004

Collective RFQ: to:

Vendor: to:

Article: to:

Comparison values

Reference quotation:

Mean value quotation

Minimum value quotation

Percentage basis:

Max. no. quotations per page: 12

Price computations

Include discounts

Include delivery costs

Determine effective price

Retail (MM)

We have asked for the comparison of the bids numbered 6000000001 through 6000000004.

You may also filter the information using the following comparison values:

Reference Quotation: You can compare the quotations within the list with a sample quotation. The system displays the percentage deviation between each quotation in the list and the sample.

Mean/minimum value quotation: The price comparison list can also display a “fictitious” quotation reflecting the average or minimum value of all quotations. Select either the “Mean Value” or “Minimum Value” quotation field to chose the type of fictitious quotation.

Percentage basis: The price comparison list displays the percentage of each item in relation to the maximum, minimum, or average price. You may enter any of these three to determine the display type. For example, If we entered the plus sign (+) in the percentage basis field, we would see that in those items where we have multiple bids, the highest value would be the one labeled 100% and the others would be lower percentages. Here is a part of the listing using this scenario:

Article Mdse catgy	Quot.:	6000000001	6000000004	6000000002	6000000003
Sh. text	Bidder:	4000000025	4000000025	4000000027	4000000025
Qty. in base unit	Name:	SYSCO GULFATLANTI	SYSCO GULFATLANTI	PYA MONARCH	SYSCO GULFATLANTI
400171000	Val.:	15,000.00		25,000.00	
car	Price:	15,000.00		25,000.00	
1 EA	Rank:	1 60 %		2 100 %	

As you can see, the bid for the car from PYA Monarch is the highest at 25,000.00 and is labeled 100% and the bid from Sysco GulfAtlantic is 15,000.00 labeled 60%.

We can also use the other two percentage scenarios to determine the best way to purchase and from which supplier.

Price Computations:

You may also add some additional price computations to determine which of the following should be included in the determination of the comparison price.

- The Cash discount
- The Delivery Costs
- The Effective Price

You may then press the Execute button to see the following listing. (The example will vary from the actual depending on the parameters that you set).

Article Mds catgy	Quot.:	6000000001	6000000004	6000000002	6000000003
Sh. text	Bidder:	4000000025	4000000025	4000000027	4000000025
Qty. in base unit	Name:	SYSCO GULFATLANTI	SYSCO GULFATLANTI	PYA MONARCH	SYSCO GULFATLANTI
400171000 car 1 EA	Val. : Price: Rank:	15,000.00 15,000.00 1 75 %		25,000.00 25,000.00 2 125 %	
00000000000001097 TOOTH PASTE 1,000 EA	Val. : Price: Rank:		2,100.00 2.10 1 100 %		
00000000000001097 TOOTH PASTE 10,000 EA	Val. : Price: Rank:				no price
00000000000001128 BACON 180,000 LB	Val. : Price: Rank:		17,550.00 0.10 1 100 %		
Total quot.	Val. : Rank:	15,000.00 1 38 %	19,650.00 2 50 %	25,000.00 3 63 %	

You may then leave this area of the system using the Yellow Return key.



Display RFQ's by Merchandise Category

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > RFQ > LIST DISPLAYS > BY MERCHANDISE CATEGORY (OR MATERIAL GROUP)

Transaction code: **ME4C**

It may become necessary during an involved procurement process to check the status of the RFQ's by filtering by a number of different criteria. For example, we will demonstrate how to display RFQ's by merchandise category or material groups.

The initial screen allows a large number of filtering tools.

Retail (MM)

Merchandise category	4010702	to		→
Purchasing organization	2000	to		→
Without article number				
Scope of list	ANFR			
Selection parameters		to		→
Document type		to		→
Purchasing group		to		→
Site		to		→
Item category		to		→
Delivery date		to		→
Deadline subm. of quotations		to		→
Document number		to		→
Vendor		to		→
Supplying site		to		→
Article		to		→
Document date		to		→
Intern. article no. (EAN/UPC)		to		→
Vendor's article number		to		→
Vendor sub-range		to		→
Promotion		to		→
Season		to		→
Season year		to		→
Short text				
Vendor name				

While most of these choices are optional, some are required. The most obvious is the Merchandise category field that is our main search filter. This can be selected through the use of a dropdown menu as well as the Purchasing organization that is also required.

After selecting your choice of sort or filtering options to narrow down your search, press the Execute button.

The screen “Purchasing Documents by Merchandise Category” produces valuable information.

Purchasing Documents for Merchandise Category

List Edit Goto Environment System Help

Changes Deliv. schedule Services

RFQ	Type	Vendor	Name	SGp	RFQ date
Item	Article		Short text		Mdse catgy
D I S	Site	Quot. date	RFQ quantity	Un	Quot.net price
					Curr. per Un
6000000003	AN	4000000025	SYSCO GULFATLANTIC FOOD SERVICES	100	12/07/2000
00010	0000000000000001097		TOOTH PASTE		4010702
	0001	12/31/2000	10,000	EA	
6000000004	AN	4000000025	SYSCO GULFATLANTIC FOOD SERVICES	100	12/07/2000
00010	0000000000000001097		TOOTH PASTE		4010702
	A 0001	12/31/2000	1,000	EA	2.10 USD 1 EA
6000000005	AN	4000000025	SYSCO GULFATLANTIC FOOD SERVICES	100	12/12/2000
00010	0000000000000001097		TOOTH PASTE		4010702
	0001	12/31/2000	10	EA	
6000000006	AN	4000000025	SYSCO GULFATLANTIC FOOD SERVICES	100	12/15/2000
00010	0000000000000001097		TOOTH PASTE		4010702
	0001	12/31/2000	41.667	CAS	

- As you can see, this screen allows you to view: the RFQ number, vendor, article, RFQ quantity, quotation net price, site and other items.
- Next, you may gather additional information by clicking on the line item number, then pressing one of the toolbar icons: Magnifying Glass (Display Document), Changes, Delivery Schedule or Services (if, it is a service item).
- In our example below, we clicked on the first item and then pressed the Magnifying glass icon.

Display RFQ : Item Overview

RFQ Edit Header Item Environment System Help

RFQ: 6000000003 RFQ type: AN RFQ date: 12/07/2000

Vendor: 4000000025 SYSCO GULFATLANTIC FOOD SERVICES Quot.dead: 12/31/2000

Item	Article	Short text	RFQ quantity	DUH	Deliv. date	Artl group	Site	SLoc	D	Text
10	0000000000000001097	TOOTH PASTE	10,000	EA	01/31/2001	4010702	0001	0001		

This view shows the item overview for that particular line item.

To exit from this area, press the Yellow up-arrow or Shift + F3.



Display RFQ's by Vendor

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > RFQ > LIST DISPLAYS > BY VENDOR

Transaction code: **ME4L**

It may become necessary during an involved procurement process to check the status of the RFQ's by filtering by a number of different criteria. For example, we will demonstrate how to display RFQ's by vendor.

The initial screen allows a large number of filtering tools.

None of the fields are required, except the scope of the report, ANFR. Also, it is important that the user knows the Purchasing organization number, 2000 and if the user wishes to filter by an individual vendor, this number also should be known.

After determining the filtering criteria, press the Execute button.



Display RFQ's by Article

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > RFQ > LIST DISPLAYS > BY ARTICLE

Transaction code: **ME4M**

It may become necessary during an involved procurement process to check the status of the RFQ's by filtering by a number of different criteria. For example, we will demonstrate how to display RFQ's by article.

The initial screen allows a large number of filtering tools.

Article	1097			
Site		to		
Purchasing organization	2000	to		
Scope of list	ANFR			
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 site		to		
Merchandise category		to		
Document date		to		
Intern. article no. (EAN/UPC)		to		
Vendor's article number		to		
Vendor sub-range		to		
Promotion		to		
Season		to		
Season year		to		
Short text				
Vendor name				

While none of the fields are required, - the Scope of list, ANFR and the Purchasing organization, 2000 will default - if you are searching for a particular article which we have done, entering 1097, Toothpaste for the article search, it is important to know the article number or use the dropdown menu.

Press the Execute icon when you have decided on which options to place on the selection screen.

RFQ	Type	Vendor	Name	SGp	RFQ date
Item	Article		Short text	Mdse catgy	
D I S	Site	Quot. date	RFQ quantity	Un	Quot.net price
					Curr. per Un
6000000003	AN	4000000025	SYSCO GULFATLANTIC FOOD SERVICES	100	12/07/2000
00010	0000000000000001097		TOOTH PASTE	4010702	
	0001	12/31/2000	10,000	EA	
6000000004	AN	4000000025	SYSCO GULFATLANTIC FOOD SERVICES	100	12/07/2000
00010	0000000000000001097		TOOTH PASTE	4010702	
	A	0001 12/31/2000	1,000	EA	2.10 USD 1 EA
6000000005	AN	4000000025	SYSCO GULFATLANTIC FOOD SERVICES	100	12/12/2000
00010	0000000000000001097		TOOTH PASTE	4010702	
	0001	12/31/2000	10	EA	
6000000006	AN	4000000025	SYSCO GULFATLANTIC FOOD SERVICES	100	12/15/2000
00010	0000000000000001097		TOOTH PASTE	4010702	
	0001	12/31/2000	41.667	CAS	

- As you can see, this screen shows you the following items: RFQ number, vendor, article, RFQ quantity, quotation net price, site and other key information.
- Next, you may gain additional information by clicking on an individual line item and then pressing one of the icons on the toolbar; the Magnifying Glass for displaying Document, the Changes, the Delivery Schedule or if it is a service item, the Services icon.
- In the example below, we have clicked on the first line item and then press the Magnifying glass (Display Document) icon.

Display RFQ : Item 00010					
RFQ Edit Header Item Environment System Help					
Item	6000000003	10	Item cat.		Site
Article	0000000000000001097		Artl group	4010702	Stor. loc.
Short text	TOOTH PASTE				
Qty. and date					
RFQ quantity	10,000	EA	Quot. dead.	12/31/2000	
Delivery date	D 01/31/2001				
Deadline monitoring					
Reminder 1	0	TrackingNo			
Reminder 2	0	PDS Inv No			
Reminder 3	0				
No. reminders	0				

Retail (MM)

This view gives you specific information regarding the individual item within the RFQ.

To exit from this area, press the Yellow Exit button or Shift + F3.



Display RFQ's by RFQ Numbers

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > RFQ/QUOTATION > RFQ > LIST DISPLAYS > BY RFQ NUMBER

Transaction code: **ME4N**

It may become necessary during an involved procurement process to check the status of the RFQ's by filtering by a number of different criteria. For example, we will demonstrate how to display RFQ's by RFQ numbers.

The initial screen allows a large number of filtering tools.

None of the filtering fields are required except the Scope of list – ANFR and the Purchasing organization – 2000. We wish to view all the documents so we are not entering a value for the Purchasing document field.

Press the Execute button when you finish the selection screen.

Retail (MM)

Display Quotation : Item 00020

Quotation Edit Header Item Environment System Help

Item: 6000000004 20 Item cat. Site: 0001
Article: 0000000000000001128 Artl group: 4020102 Stor. loc.: 0001
Short text: BACON

Qty. and date

RFQ quantity: 9,000 CAS Quot. dead.: 12/31/2000
Delivery date: 01/31/2001

Deadline monitoring

Reminder 1: 0 TrackingNo:
Reminder 2: 0 PDS Inv No:
Reminder 3: 0
No. reminders: 0

Quotation data

Net order price: 1.95 USD / 1 CAS InfoUpdate:
Qty. conversion: 1 CAS <-> 1 CAS Tax code:
Quot. comment:
 Rejection ind.

After exploring this screen, you may exit this area by using the Yellow up-arrow or Shift + F3.



Create a Contract

- A contract establishes a long-term agreement with a vendor to supply materials (inventoriable items). Contracts may be either Value Contracts (WK) or Quantity Contracts (MK). Value Contracts have a ceiling that is a monetary amount that should not be exceeded (This is just a warning/advisement message). A Quantity Contract specifies a ceiling of goods or services that a vendor will supply to us. Contracts do NOT specify delivery dates; this is determined when purchase orders (BP) are issued against the contract.
- Contracts (BPAs) are simply Blanket Purchase Agreements representing the overall agreement between the vendor and the MWR/VQ or NFC. The actual order submitted to the vendor for a shipment of goods placed against the Contract (BPA) is called a “Delivery Order”. Orders are document type BP and are discussed in a separate section called “Delivery Orders”.
- Contracts may be very long documents listing hundreds of line items procured from a single vendor. You may find it helpful to create separate contracts for different types of merchandise (from a single vendor) such as a contract for Frozen Goods, a Contract for Dry Goods, etc. Or, you may find it easier to create one large contract for a single vendor with all line items but choose to arrange all similar merchandise together so that for example, lines 1 – 50 representing Frozen Goods; lines 51 – 100 represent Dry Goods. The actual set up or format of the contract will be determined at a local level.
- **Create a contract with Reference to a RFQ.** It is recommended that whenever possible “non-site specific” contracts be created. This simply means that NO site – specific information is entered into the document. Non site-specific contracts allow any/all facilities or sites within a Company code to place delivery orders against the same Outline agreement (BPA Contract). Not only is this a more efficient and effective way to create a contract but also this method allows for maximum buying power with a single vendor contract. Please note that only sites that have the articles listed to them may place orders against these contracts (BPAs).



NOTE: This order type (Contract), can ONLY be created by the Regional Business Office Procurement Staff! Delivery Orders placed against these contracts will be created by the Site/Activity staff and the Procurement staff.

Menu Path: **LOGISTICS → RETAILING → PURCHASING → PURCHASE ORDER → OUTLINE AGREEMENT → CONTRACT → CREATE**

Transaction: **ME31K**

Retail (MM)

The initial screen appears:

Create contract: Initial Screen

Enter the information as outlined in the table below.

Field Name	Description	R/O/C	User Action/Value
Vendor	Vendor that the contract is for	R	Vendor number if known or use the search help down arrow.
Agreement type	Specific what kind of an outline agreement	R	For Quantity contract, this will be MK. For value contract, it is WK.
Agreement Date	Date of the Contract	R	Defaults today's date
Agreement	Agreement number	C	Assigned by the system, leave blank
Purch. Organization	Organization for which the contract is valid.	R	2000
Purchasing Group	Purchasing Group	R	Select form the drop

	for which the contract is valid		down arrow.
Item Category	Key defining how the procurement of the goods or services is handled	O	Leave blank
Account Assignment Category	Key to determine who will be paying for the consumable Article or Service	O	Leave blank
Default data for Line Items			
The items listed below do NOT have to be completed, as they are default items for each line item. If necessary to use these items, you may complete them as you complete the line items			
Site	Site Number	O	Enter the site here if you wish the site number to be defaulted in to all the line items for the contract. See Note below!
Storage Location	Storage Location No.	O	Will only be 0001 or 9999 – goods in transit (overseas shipping)
Merchandise Category	Merchandise Category	O	Defaults from the article master
Req Tracking No.	Tracking Number assigned on Req.	O	Not used
Vendor sub range	Subdivision of the vendor's range	O	Not used
Acknowledgement required	Check box if document is to be acknowledged by the vendor upon receipt.	O	Used only if an acknowledgement is required.

Click the “Reference to RFQ” push button . You must enter the RFQ number you wish to adopt into the contract as shown on the window below.



Retail (MM)

You may specify all or select a range of line items from the RFQ to adopt into the contract. Leave the “From” and the “To” fields blank to select all.



NOTE: If you do NOT specify a Site under Default data for items, the system will prompt you to identify your company code!

Entry of Company Code

The purchasing org. 2000 has not been assigned to a CoCode
Please enter a company code

Company code 1034

Create Contract: Item Overview

Agreement type: MK Agmt. date: 01/18/2001 Vendor: 4000000025 SYSCD GULFATLANTIC FOOD SERVICE Currency: USD

Item	A	Article	Short text	Targ. qty.	QUR	Net price	Per	QPL	Artl group	Site	SLoc	D	Text
1		1175	NIKI MEN'S SHOES	100	EA	15.00	1	EA	4010202	0001	0001		
2										0001	0001		
3										0001	0001		
4										0001	0001		
5										0001	0001		
6										0001	0001		
7										0001	0001		
8										0001	0001		
9										0001	0001		
10										0001	0001		

The screen above shows the line(s) from the RFQ that can be adopted. Select the appropriate line and click the Adopt icon. After adopting specific lines from the RFQ, additional items may always be added manually.

Create Contract:Header Data

Enter the information as specified in the fields in the table below.

The screenshot displays the 'Create Contract - Header Data' window in SAP. It includes a menu bar (Contract, Edit, Header, Item, Environment, System, Help) and a toolbar. The main area contains several sections:

- Agreement:** Agreement type is 'MK', Purchasing group is '100', and Purch. organization is '2000'.
- Vendor:** Vendor ID is '4000000025' and name is 'SYSO GULFATLANTIC FOOD SERVICES'.
- Administrative fields:** Agreement date is '01/18/2001', Validity start is '01/18/2001', and Validity end is '05/18/2001'.
- Terms of delivery and payment:** Payment terms are '0005', currency is 'USD', Exch. rate is '1.00000', and Incoterms are 'FBD'.
- Reference data:** Fields for Quotation date, Your reference, Requis. officer, Suppl. vendor, Quotation, Reference no., Telephone, and Invoicing party.

Field Name	Description	R/O/C	User Action/Value
Validity Start	Beginning date of the contract period	R	Will default today's date. Change if necessary
Validity End	Date the contract expires	R	Enter the date that will end the contract's validity.
Payment Terms	Terms stipulated by the vendor	O	Defaults from the vendor master. Change if needed.
Payment in	X amount of days	O	Defaults from the vendor master. Change if needed
Payment in	X amount of days	O	Defaults from the vendor master. Change if needed
Payment in	X amount of days	O	Defaults from the vendor master. Change if needed
Target val	Target value for the contract.	O/R	Required for value contracts. Enter the dollar target value for the contract. If exceeded, will only issue a warning NOT an error.
Exch Rate	Exchange rate of the currency	O	Change if necessary
Incoterms	Freight terms stipulated by the vendor.	O	Enter FBD (free on board destination) OR FBS (free on board shipping point)
2nd field for incoterms	Enter destination for shipping	O	Enter destination for which the freight terms apply.
Quotation date	Date of the quotation	O	Enter quotation if contract is in reference to an RFQ that was previously performed.

Retail (MM)

Your reference	This field does not print on the contract	O	Does NOT print on the document
Reference No.	The internal reference number of the vendor	O	Enter reference number or notation. The field's use can be determined locally.
Requis. Officer	Name of the person requesting the products	O	Enter the Site Mgr./person requesting the goods
Telephone	Telephone number of the requestor	O	Enter phone number of the requesting individual
Suppl. Vendor	Key identifying the vendor	O	Will default from the vendor master
Invoicing Party	Number of the invoicing vendor	O	Will default from the vendor master

Press the Enter button 

The screen above allows the actual entry of the goods required. The table below outlines the information required in each field on the *Create Contract: Item Overview* screen.

Special Note: When ordering generic articles, you can either order each individual item (noting size, color, or other characteristic referred to as a “variant”) or you may enter the variant number. If using the variant number when placing an actual order for the goods, a “grid” will appear on the screen that will allow you to specify the quantity of each specific article.

Press the green checkmark Enter button. 

Click the Header icon  to return to the Header screen. From that screen, you may change any of the header information as necessary. Then click the Document Overview icon (“Moon over Miami”) to review the entire document.

After entering all the above information, you have the option to use the toolbar icons to update or view more information that pertains to the contract such as adding /changing the delivery address, (if the default address is incorrect), header text, item text, etc. Note that Freight charges cannot be added on this contract. It should be added on the actual order placed against the contract.

To change the delivery address of a line item, select the item by clicking on it and then use **Item → More functions → Delivery address**

After making any required changes, press the previous screen icon  to return to the line item overview screen.

To change header information, select the line item and use **Header → Details** or click the hat icon.

Click the  icon to return to the line item overview screen.

To make any required changes to the Line Item detailed texts, select the item, and use **Item → Texts → Text overview**

To change the long text, simply click on the checkbox located beside the text type, then press the **[Long Text]** push-button. A screen will appear where the text previously entered can be changed or new text recorded in a fashion similar to a word processor. To return to the previous screen when you are finished changing the long text, click .

Click  to return to the line item overview screen.

To save the contract including any changes, click , the contract will be created and the contract number displayed.



Create Contracts from Scratch (No RFQ)

**LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER >
OUTLINE AGREEMENT > CONTRACT > CREATE**

Transaction code **ME31K**

Create Contract: Initial Screen

Enter information in the following fields as specified in the table below. **Note:** In column “R/O/C:” R = Required, O = Optional, and C = Conditional.

Field Name	Description	R/O/C	User Action and Values	Comments
Vendor	Vendor for which the contract is for	R	Vendor number known or via search	
Agreement type	Specify what kind of outline agreement	R	For quantity contract this will be “MK”. For value contract this will be “WK”	
Agreement Date	Date of the contract	R	Defaults today’s date into this field	
Agreement	Agreement number	C	Leave blank, if the system is configured to assign numbers internally or enter desired number	This number will be determined internally
Purch. Organization	Organization for which the contract is valid	R	2000	
Purchasing Group	Purchasing Group for which the contract is valid.	R	Select from drop-down menu	
Item category	Key defining how the procurement of the Article or service is handled.	O	Leave Blank	

Account Assignment Category	Key to determine who will be paying for the consumable Article or service.	O	Leave Blank	
Default Data for Line Items	<i>The items listed below do NOT have to be completed here, they are default items for each line. If you will use multiple sites, merchandise categories, etc., do not complete the "default" data –you can complete it as you complete each line! If using only one site, it must be entered here, or the system will prompt you to enter a company code.</i>			
Site	Plant number	O	Enter site here if you wish for the plant number to be defaulted into all line items for the contract.	
Storage Location	Storage location number	O	Will only be 0001 or 9999 for goods in transit (overseas shipping for example).	
Merchandise Category	Merchandise Category	O	Will default from article master on line item.	
Req. tracking number	Tracking number assigned on requisition.	O	Not used.	
Vendor sub-range	Subdivision of vendor's product range.	O	Not used	
Acknowledgment required	Check box if document is to be acknowledged by the vendor	O	A line will print out on the actual document requesting acknowledgment of receipt of contract if this is selected.	

Select . If “site” was left blank, you will be prompted to enter a company code!

Create Contract : Initial Screen
 Outline agreement Edit Header Item Environment System Help

Vendor: 4000000025
 Agreement type: MK Quantity contract
 Agreement date:
 Agreement:
Organizational data
 Purch. organization:
 Purchasing group:
Default data for items
 Item category:
 Acct assignment cat.:
 Site:
 Storage location: 0001

Entry of Company Code [X]
 The purchasing org. 2000 has not been assigned to a CoCode
 Please enter a company code
 Company code: 1034

After entering company code, select  .

Create Contract: Header Data

Create Contract : Header Data
 Contract Edit Header Item Environment System Help

Agreement: Company code: 1034 Purchasing group: 100
 Agreement type: MK Purch. organization: 2000
 Vendor: 4000000025 SYSCO GULFATLANTIC FOOD SERVICES

Administrative fields
 Agreement date: 01/26/2001
 Validity start: 01/26/2001 Validity end:
Terms of delivery and payment
 Payment terms: U005 USD
 Payment in: days % Exch. rate: 1.00000 Exch. rate fx:
 Payment in: days % Incoterms: FBD
 Payment in: days net
Reference data
 Quotation date: Quotation:
 Your reference: Reference no.:
 Requisitioner: Telephone:
 Suppl. vendor: Invoicing party:

Enter information in the following fields as specified in the table below. **Note:** In column “R/O/C:” R = Required, O = Optional, and C = Conditional.

Field Name	Description	R/O/C	User Action and Values	Comments
Validity start	Beginning date of contract period.	R	Defaults today’s date into the field. Change if necessary.	
Validity end	Date that the contract expires.	R	Enter the date until the contract will be valid – end date of contract validity.	
Payment terms	Terms stipulated by vendor	O	Defaults from vendor master. Change if necessary.	
Payment in	X amount of days	O	Defaults from vendor master. Change if necessary.	
Payment in	X amount of days	O	Defaults from vendor master. Change if necessary.	
Payment in	X amount of days	O	Defaults from vendor master. Change if necessary.	
Target val	Target value of the contract.	O/R	Required for value contracts. Enter dollar target value for contract total – this will NOT result in an error if orders are greater – a warning only!	
Exch. rate	Exchange rate of the currency	O	Change if necessary.	
Incoterms	Freight terms stipulated by vendor	O	Defaults from vendor master. Change if necessary.	
2nd field for Inco terms	Enter destination for shipping		Enter destination which shipping/freight terms apply.	
Quotation date	Date of the quotation	O	Enter quotation if contract is in reference to an RFQ that was previously performed	
Quotation	Quotation number	O	Enter quotation number if contract is in reference to RFQ	
Your Reference	This field does not print out on the Contract.	R	Does not print on Document	
Reference	The internal reference	R	Enter reference number or	

Retail (MM)

No	number of the vendor		notation – can be used as locally determined	
Requis. Officer	Name of Person requesting goods	R	Enter person/Site Mgr requesting goods	
Telephone	Telephone Number of Requestor	R	Enter Phone number of requestor.	
Suppl. vendor	Key identifying the vendor	O	Will default from Vendor Master	
Invoicing Party	Number of the invoicing vendor	O	Will default from Vendor Master	

Select  to go to the next screen and enter line items.

Create Contract: Item Overview

Field Name	Description	R/O/C	User Action and Values	Comments
Item category	Key defining how the procurement of the	D	Will Default	

	material or service is handled.			
Account Assignment Category	Key to determine who will be paying for the consumable material or service.	D	Will Default	
Article	Article Number	R	Enter Article(s) number	
Short Text	Description of the material or service to be procured	C	Defaults from material master. Enter a text for material not maintained in the material master (ex. Non stock materials)	
Targ. qty.	The quantity for which the contract is valid	O for "WK" R for "MK"	Enter the total target (estimate) number of pieces or amount of service for the contract.	
OUn	Order Unit	D	Will Default from Master Record	
Net Price	Net price per order unit	D or R	Will default from Article Master if item has been previously procured. If no price is available, the user must specify. If default data appears it is important to review and ensure price is accurate/update.	
Per	How the material/service is priced	D	Per 1, 10, 100, 1000, etc... Defaults from material master or info record or enter pricing unit conversion. For example if net price is per 1 each, enter "1"	
OPU	Pricing Unit	D	Default from article master or enter pricing unit conversion. For example, net price is per 1 each, enter "ea"	
Article Group	Article Group	C	Defaults from material master.	
Site	Site number	O	You only specify the Site if the contract is Site-specific.	

Retail (MM)

			Will default from initial screen if it has been maintained.	
Storage Location	Storage location number	O	Will default from material master if it has been maintained	

SPECIAL NOTE: When ordering generic articles, each individual article can be entered with size, color, or other characteristic; or use the option of entering the generic article number only. If using the generic article number option, when placing an actual order for the goods a “grid” will appear on the screen for entering specific quantities and characteristics of each individual article.

Upon entering all of this information, the radio buttons on the menu bar can be used to update or view more information that pertains to the contract such as adding/changing the delivery address, header text, or item text. Freight cannot be added on this Contract—it should be added on the actual order placed against the contract.



Header details



Item texts



Delivery address



Item conditions



Item details



Vendor address

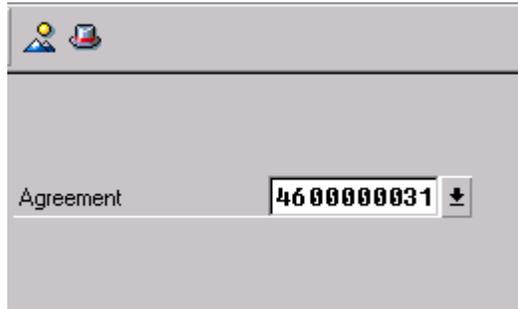
Click  icon, contract will be created, printed, and contract number will be displayed.

**Change Contracts (Blanket Purchase Agreements)**

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > OUTLINE AGREEMENT > CONTRACT > DISPLAY

Transaction code: **ME32K**

The Access Change Contract Initial Screen will appear. You will see that this is the same initial screen for displaying the contract.



If the contract/blanket agreement number is known, you may enter it directly or use the possible entries, dropdown arrow, to enter the correct number.

Change Contract : Item Overview

Contract Edit Header Item Environment System Help

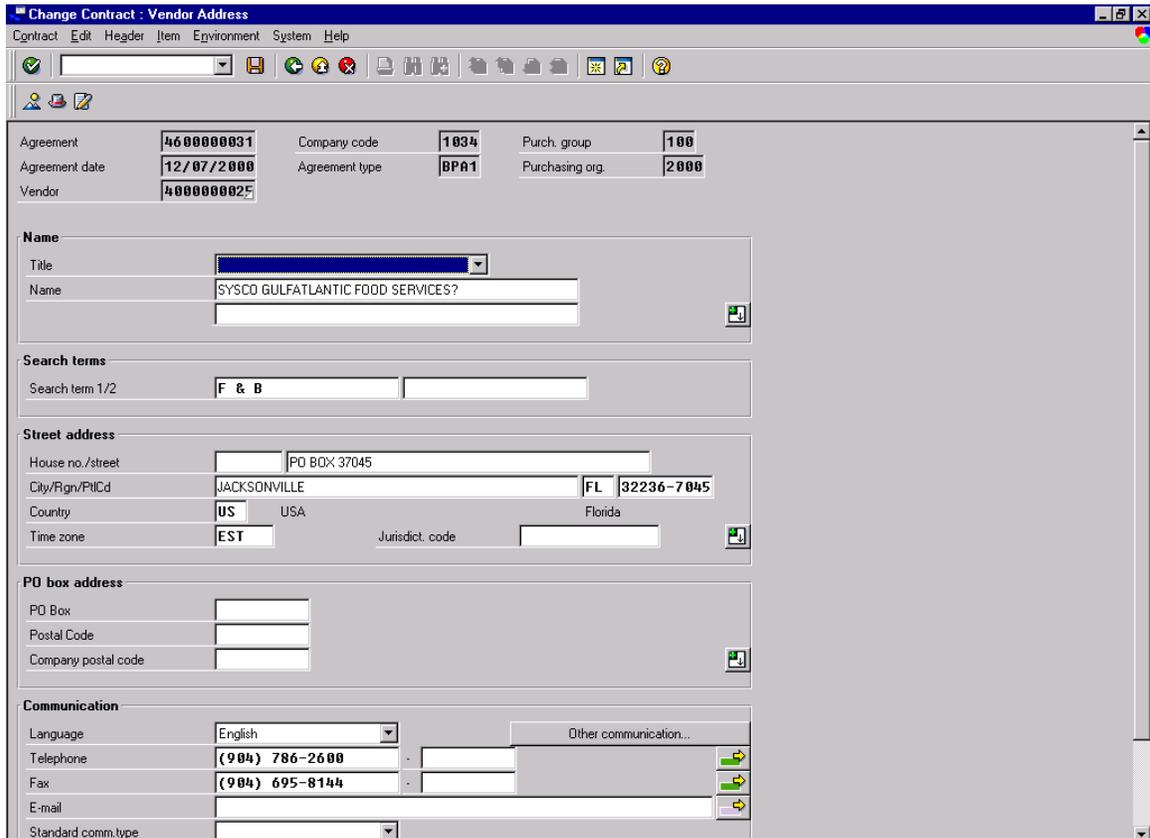
Agreement: 4600000031 Agreement type: BPA1 Agmt. date: 12/07/2000
 Vendor: 4000000025 SYSCO GULFATLANTIC FOOD SERVIC Currency: USD

Outline agreement items

Item	Article	Short text	Targ. qty.	OUr	Net price	Per	DPL	Artl group	Site	SLoc	D	Text
10	000000000000001097	TOOTH PASTE	1,000	EA	2.10	1	EA	4010702	0001	0001		
20	000000000000001129	BACON	9,000	CAS	1.95	1	CAS	4020102	0001	0001		
30								4020102	0001	0001		
40								4020102	0001	0001		
50								4020102	0001	0001		
60								4020102	0001	0001		
70								4020102	0001	0001		

Retail (MM)

The screen that appears allows changes to the contract. For example, if we wish to change the vendor address, we would first press the address icon  and the vendor address information screen appears.



The user may change any of the open fields. Press the Enter icon then the Save icon. The contract will be changed and the contract saved under the original contract number.



Display a Contract (Blanket Purchase Agreement)

**LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER >
OUTLINE AGREEMENT > CONTRACT > DISPLAY**

Transaction code: **ME33K**

The following screen appears to select the contract (BPA) that you wish to display.

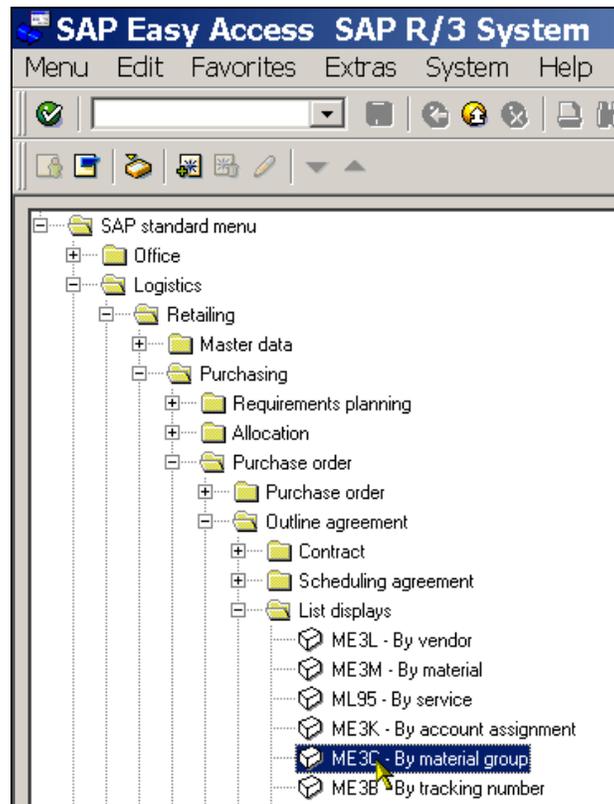


Display Multiple Outline Agreements (Contracts)

Use this process when a list of purchase orders is needed.

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > OUTLINE AGREEMENT > LIST DISPLAYS > BY MATERIAL GROUP

Transaction code: **ME3C**



If using the menu path, double click “**ME3C – By material group**” to go to the next screen.

Purchasing Documents per Merchandise Category

Enter information in the following fields as specified in the table below. **Note:** In column “R/O/C:” R = Required, O = Optional, and C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Merchandise Category	Merchandise Category	R	Choose from pull-down menu. Enter merchandise category to be analyzed.
Purchasing Organization	Purchasing Organization number	O	Enter 2000
Without material number		R	An “X” should default into this field.
Scope of List	Determines format of search report	R	The user may choose from list of drop-down Items. Use “RAHM” for Outline Agreements (Contracts).
Selection parameters	Categories that may be chosen to limit the search	O	The user may choose from list of drop-down items. Use to narrow search if necessary.
Document Type	Type of purchasing document	O	Use to narrow search if necessary to MK or WK (quantity or Value contracts).

Purchasing Group	Purchasing group code	O	Enter purchasing Group
Site	Site to which delivery is to be made	O	To narrow search, select Site from drop down menu. Leave blank to view all.
Item category	Type of outline agreement	O	Use to narrow search if necessary
Acct. assignment category	Account where costs are allocated	O	Use to narrow search if necessary
Delivery Date	Date that the items are scheduled to be delivered	O	Use to narrow search if necessary
Validity key date	Only items that are relevant for this date are shown	O	
Range of coverage to	Date that the outline agreement will be fulfilled	O	
Vendor	Vendor number	O	Use to narrow search if necessary
Supplying Site	Site supplying materials for stock transport orders	O	Only use for stock transport orders Do not use
Article	Article Number	O	Use to narrow search to a specific article. Leave blank to view all.
Document Date	Date that the document was originally created	O	Use to narrow search if necessary
Intern. article number (EAN/UPC)	If material number is not known, but EAN or UPC is known	O	Use to narrow search if necessary
Vendor's material number	Material number for the vendor	O	Use to narrow search if necessary
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.	O	Use to narrow search if necessary
Promotion	Number identifying a promotion for which procurement is to take place.	O	Use to narrow search if necessary
Season	Key that identifies season type	O	Use to narrow search if necessary
Season Year	Indicates the first season year when the material will be sold	O	Use to narrow search if necessary
Short Text	Short description of the material	O	Use to narrow search if necessary

Retail (MM)

Vendor name	Name of vendor	O	Use to narrow search if necessary. Leave blank to view all.
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When finished entering selection criteria, click  to generate report.

Purchasing Documents for Merchandise Category

Contract	Type	Vendor	Name	SGP	Agmt. date
5500000011	MK	4000000020	J.L. BAILEY	100	01/06/2001
Agreement start 01/06/2001 Agreement end 09/30/2001					
00001	1000034		ASHWRTH T SHIRT		4010101
0001	0001		100 EA	8.50	USD 1 EA
Open target qty. 100 EA 850.00 USD 100.00 %					
00002	1000036		T SHIRT LADY LOGO SLULESS		4010101
0001	0001		500 EA	5.00	USD 1 EA
Open target qty. 500 EA 2,500.00 USD 100.00 %					
5500000025	MK	4000000030	OFFICE MAX	100	01/15/2001
Agreement start 01/15/2001 Agreement end 03/30/2001					
00001	1000034001		ASHWRTH T SHIRT, S		4010101
0001	0001		400 EA	98.00	USD 1 EA
Open target qty. 400 EA 39,200.00 USD 100.00 %					
00002	1000034002		ASHWRTH T SHIRT, M		4010101
0001	0001		500 EA	105.00	USD 1 EA
Open target qty. 500 EA 52,500.00 USD 100.00 %					
00006	1000034		ASHWRTH T SHIRT		4010101
0001	0001		1,000 EA	98.00	USD 1 EA
Open target qty. 1,000 EA 98,000.00 USD 100.00 %					
00007	1000034		ASHWRTH T SHIRT		4010101

This screen displays the contract numbers, vendor, material, target quantity, and plant, etc. More information can be viewed by selecting the contract number the radio button



“PO History,” “Delivery Schedule,” and “Services” are NOT accessible on contracts.

To exit,  back to the selection screen.



Display Contracts (BPAs) by Vendor

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > OUTLINE AGREEMENT > LIST DISPLAYS > BY VENDOR

Transaction code: **ME3L**

The screen “Purchase Documents per vendor” selection screen is shown below.

Field	Value	to	Field	Value
Vendor	400000025			
Purchasing organization	2000			
Scope of list	RAHM			
Selection parameters				
Document type				
Purchasing group	100			
Site				
Item category				
Account assignment category				
Delivery date				
Validity key date				
Range of coverage to				
Document number				
Article				
Merchandise category				
Document date				
Intern. article no. (EAN/UPC)				
Vendor's article number				
Vendor sub-range				
Promotion				
Season				
Season year				
Short text				
Vendor name				

This is the same type of selection screen that you have become familiar with. You may filter the large amount of data available down to a workable size. In our case, we are specifying the Vendor, 400000025, the Purchasing Organization, 2000, the Scope of the list, RAHM and the Purchasing group, 100.

Press the execute button



Retail (MM)

Purchasing Documents per Vendor						
List Edit Goto Environment System Help						
Contract	Type	Vendor	Name	SGp	Agmt. date	
Item	Article		Short text		Mdse catgy	
D I A Site SLoc			Targ.qty. Un	Net price	Curr.	per Un
4600000027	BPA3	4000000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/06/2000	
Agreement start12/06/2000 Agreement end						
00010	0000000000000001097		TOOTH PASTE			4010702
	0001 0001		100 EA	1.00 USD		1 EA
	Open target qty.		0 EA	0.00 USD		0.00 %
00020	0000000000000001128		BACON			4020102
	0001 0001		500 CAS	1.35 USD		1 CAS
	In stockkeeping unit		10,000 LB	0.07 USD		1 LB
	Open target qty.		298 CAS	402.30 USD		59.60 %
4600000028	BPA1	4000000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000	
Agreement start12/07/2000 Agreement end 01/15/2001						
00010			car			400171000
	K 0001		1 EA	15,000.00 USD		1 EA
	Open target qty.		1 EA	15,000.00 USD		100.00 %
4600000030	BPA1	4000000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000	
Agreement start12/07/2000 Agreement end 12/31/2000						
00010	0000000000000001097		TOOTH PASTE			4010702
	0001 0001		10,000 EA	1.30 USD		1 EA
	Open target qty.		10,000 EA	13,000.00 USD		100.00 %
4600000031	BPA1	4000000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000	
Agreement start12/07/2000 Agreement end 12/31/2000						
00010	0000000000000001097		TOOTH PASTE			4010702
	0001 0001		1,000 EA	2.10 USD		1 EA
	Open target qty.		1,000 EA	2,100.00 USD		100.00 %
00020	0000000000000001128		BACON			4020102
	0001 0001		9,000 CAS	1.95 USD		1 CAS
	In stockkeeping unit		180,000 LB	0.10 USD		1 LB
	Open target qty.		9,000 CAS	17,550.00 USD		100.00 %

The screen that appears is the “Purchasing Documents per vendor” listing.

The screen shows the Outline Agreement numbers, the vendor, article, quantity and the site along with some other items.

If you click on the PO number of the line item number, you may also use the following icons on the toolbar to access additional information: The magnifying glass to display the document and the “Changes” icon to display any changes.



Display Contracts (BPAs) by Article

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > OUTLINE AGREEMENT > LIST DISPLAYS > BY MATERIAL

Transaction code: **ME3M**

The screen “Purchase Documents per Article” selection screen is shown below.

Field	Value	to	Action
Article	00000000000001097		Execute
Site			Execute
Purchasing organization	2000		Execute
Scope of list	RAHM		
Selection parameters			Execute
Document type			Execute
Purchasing group			Execute
Item category			Execute
Account assignment category			Execute
Delivery date			Execute
Validity key date			
Range of coverage to			
Document number			Execute
Vendor			Execute
Supplying site			Execute
Merchandise category			Execute
Document date			Execute
Intern. article no. (EAN/UPC)			Execute
Vendor's article number			Execute
Vendor sub-range			Execute
Promotion			Execute
Season			Execute
Season year			Execute
Short text			
Vendor name			

This is our standard selection screen. Press the Execute button



The following listing appears.

Retail (MM)

The screenshot shows a software window titled "Purchasing Documents for Article". The window contains a table with columns: Contract, Type, Vendor, Name, Sgp, Agmt. date, Item, Article, Short text, Mdse, catgy, D, I, A, Site, SLoc, Targ. qty., Un, Net price, Curr., per, Un. The table lists three contracts for SYSCO GULFATLANTIC FOOD SERVICES? and TOOTH PASTE, with various quantities and prices.

Contract	Type	Vendor	Name	Sgp	Agmt. date
4600000027	BPA3	4000000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/06/2000
Agreement start:12/06/2000 Agreement end					
00010	0000000000000001097		TOOTH PASTE		4010702
0001	0001		100 EA	1.00 USD	1 EA
Open target qty. 0 EA 0.00 USD 0.00 %					
4600000030	BPA1	4000000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000
Agreement start:12/07/2000 Agreement end 12/31/2000					
00010	0000000000000001097		TOOTH PASTE		4010702
0001	0001		10,000 EA	1.30 USD	1 EA
Open target qty. 10,000 EA 13,000.00 USD 100.00 %					
4600000031	BPA1	4000000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000
Agreement start:12/07/2000 Agreement end 12/31/2000					
00010	0000000000000001097		TOOTH PASTE		4010702
0001	0001		1,000 EA	2.10 USD	1 EA
Open target qty. 1,000 EA 2,100.00 USD 100.00 %					

This listing allows the viewing of the outline agreement numbers, vendor, article, quantity and the site. (Along with a number of additional items)

More information can be obtained by clicking on the purchase order or the line item number. Then, click on one of the following toolbar buttons:

Magnifying Glass (Displays the document)

Changes (Displays any changes)

To exit from this area in the system, press the Yellow Arrow button or press Shift + F2.



Purchase Order Price History

Procurement staff needs to view and analyze purchase order price history. This report allows historical data to be researched and compared by one or more purchase orders.

LOGISTICS > RETAILING > MASTER DATA > VENDOR DATA > PURCHASING INFO REC > LIST DISPLAYS > PURCHASE ORDER PRICE HISTORY

Transaction code **ME1P**

Purchase Order Price History

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Vendor	Vendor number	O	Use to research purchase orders by vendor
Article	Article number	O	Use to research purchase orders by article number
Merchandise category	Merchandise Category number	O	Choose using drop down arrow

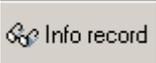
Retail (MM)

Vendor's Article Number	Article number used by the vendor	<input type="radio"/>	
Purchasing Organization	Purchasing organization number	<input type="radio"/>	Always 2000. Can be left blank because it doesn't narrow down the search.
Info Category	Type of info record (i.e. standard, consignment, etc...)	<input type="radio"/>	Blank for standard 2 for Consignment
Site	Site number for the info record.	<input type="radio"/>	Choose from pull-down menu
Purchasing Group	Purchasing group code	<input type="radio"/>	Use to narrow search if necessary
From Date	Enter the date the user wants to analyze order price history.	<input type="radio"/>	Enter beginning date
Display all records	Check the box to display all records	<input type="radio"/>	
Sorted by organization	Check the box to sort the records by purchasing organization	<input type="radio"/>	Default setting is checked
Display all records	If you check this box the system will display all historic purchase order prices versus only the first price.	<input type="radio"/>	Check for all prices, if left unchecked only the first price will be displayed

Select  to generate report.

Purchase Order Price History

Purchase Order Price History							
List Edit Goto Environment System Help							
Info record							
Info rec.	Vendor	Article	P.org Site InfoCat				
5300000001	4000000025	1098	2000 0001 Standard PO				
Date	Net price	Curr.	Qty.	Un	Order no.	Item	Variance
<input type="checkbox"/> 12/13/2000	14.99	USD /	1	CAS	5000000016	00001	
	1.50	USD /	1	LB			
<input type="checkbox"/> 01/11/2001	14.99	USD /	1	CAS	6700000000	00001	
	1.50	USD /	1	LB			
<input type="checkbox"/> 02/01/2001	14.99	USD /	1	CAS	6500000039	00001	
	1.50	USD /	1	LB			
Info rec.	Vendor	Article	P.org Site InfoCat				
5300000001	4000000025	1098	2000 0012 Standard PO				
Date	Net price	Curr.	Qty.	Un	Order no.	Item	Variance
<input type="checkbox"/> 11/29/2000	14.99	USD /	1	CAS	4500000217	00001	
	1.50	USD /	1	LB			
<input type="checkbox"/> 11/30/2000	14.99	USD /	1	CAS	5000000000	00001	
	1.50	USD /	1	LB			
<input type="checkbox"/> 12/04/2000	14.99	USD /	1	CAS	4500000218	00001	
	1.50	USD /	1	LB			

To view a purchase order or or info record, first select a line item by clicking once on the box the the left under the “Date” column. For purchase order, select the  icon. For info record, select the  icon. Select the  icon to exit this report.



Create a Purchase Order Under or Over \$25K

The site or activity needs to create a Purchase Order (Where no Outline Agreement (BPA) exists). This purchase order may include articles, assets or “text” articles. Text articles are non-inventory, non-article items such as “decorations”, “serving trays”, “balloons for a party”, “fertilizer”, etc.

Two document types will be valid for this process:

- PU – Purchase orders under \$25K
- PO – Purchase orders over \$25K

This order type has “release strategies” attached to it. There are levels of approvals required. This type must go through an approval process before the document is “released” and printed. Release strategies are similar to internal business processes that require a supervisor, manager, or division head to approve an order before it is placed with a vendor. The document will ONLY print out after reaching the final step in the release process (the Procurement Warrant holder).

Refer to the section of this manual titled “Release Purchase Order” for specific instructions for releasing the document. AIMS users will follow one of the following release strategies. **Local policies will determine which strategy is to be used.**

If the puchase order is	Then
Under \$25K	Step 1 - The user creates the document Step 2 - His manager “releases” the document Step 3 - The Warrant holder (Procurement Department) “releases” at their level and faxes the document to the vendor.
Over \$25K	Step 1 – The user creates the document Step 2 – The manager “releases” the document Step 3 – The Division Head, or another locally determined official “releases” the document. Step 4 - The Warrant holder (Procurement Department) “releases” at their level and faxes the document to the vendor.

Note: This order type is for those items that are NOT on a BPA (Outline Agreement). Assets and “Text articles” **must** be ordered using this document type(s). Most orders against AFNAFPO or GSA contracts will be prepared using this process. You may also use this type of purchasing documents for ordering articles, if you wish. If you do wish to use this type of document to order an article, you will also have the option to expense the article directly. This direct expense option is NOT available if you are using the normal BP document type – used for deliveries against BPAs.

This procedure outlines the steps involved in creating a purchase order where no BPA exists or if the order is for an asset or “text article”. When the Purchase Order is created, the terms (payment terms, pricing, etc.) will default from the contract. You may access the opening screen by using the following menu path.

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER > CREATE > VENDOR KNOWN

Transaction code: **ME21**

Although there are numerous fields on this opening screen, you do not have to complete any with the exception of the following five fields.

Field Name	Description	R/O/C	User Action/Values
Vendor	Vendor Number	R	Enter the vendor number
Order type	Purchase order document type	R	Enter “PU” or “PO”
Purchase Order date	Date of the purchase order	R	Enter the date that the purchase order is prepared.
Purch. Organization		R	Use the drop down arrow to select “2000”
Purchasing Group	The title of the specific purchasing group.	R	Use the drop down arrow to pick the specific purchasing group

Note: If all the line items on this order will be made for the same “site” or have the same “delivery date”, you may find it helpful to complete those fields within the section of the opening screen labeled “Default data for line items”. See the screen shot below. For any data that you complete within this section, all lines will be populated with the same data, saving data entry time if all items have the same delivery date and are to be delivered to the same site.

Press the Enter key or the green checkmark. 

Your Reference	This field will not print on the purchase order document	R	Enter
Reference Number	To be determined by local policy	R	Enter the information if desired. For exemple, enter the GSA or the AFNAFPO number. This information will print on the document.
Requis Officer	Requestor's name	R	Enter the requestor's name. Will print on the document.
Telephone	Telephone number of the Requestor.	R	Enter the requestor's telephone number. Will print on the document.

Press the Enter key or click the green checkmark icon.



On the *“Create Purchase Order Overview: Item Overview”*, enter the items that you wish to procure. You may select articles, create assets, or enter “text” articles.

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Field Name	Description	R/O/C	User Action/Values
Account Assignment Category	Enter the account assignment category for each item	R	If text articles are to be expensed to a cost center/GL account, Select "K". If procuring an asset, Select "A" If the items are to be posted to an internal/statistical order, Select "F".
Article	Article number	R	If procuring an article, enter the article number. If procuring text articles or assets, leave blank
Short text	Article name	R	Will default from the article master if procuring an article. If procuring a "text" article, you must type in the name of the article in this field.
PO Quantity	Quantity required	R	Indicate the quantity of the article you wish on this purchase order.
Unit	Unit of measure	Display	Will default from the article master or it must be typed in for "text" items.
Delivery date	When the item is required	R	Enter the required delivery date for this purchase order.
Net price	Price of the item	R	Enter the price of the items.
Per	Purchase Order Price Unit	R	Enter th Purchase Order Price unit, i.e., If the price is for \$24.00 per 1 case, Enter 1. If the price is \$4.00 per 12, Enter 12.
Order price unit	Order Unit	R	Enter the unit, i.e. "case" or "each"
Merchandise Category	Merchandise category of the items to be procured	R	Will default for the article master if procuring an article. Otherwise, select using the drop down arrow for the broad selection of non-inventory items. Valid Merchandise Categories are: 4XXXXXXX – Articles 20500001 – Text Rentals 20700001 – Text/Sup/Services For Assets, select from the drop down search arrow. Valid merchandise categories for articles are: 4161001 Prepaid NC FF&E (VQ) 4165000 Minor Property (MWR)

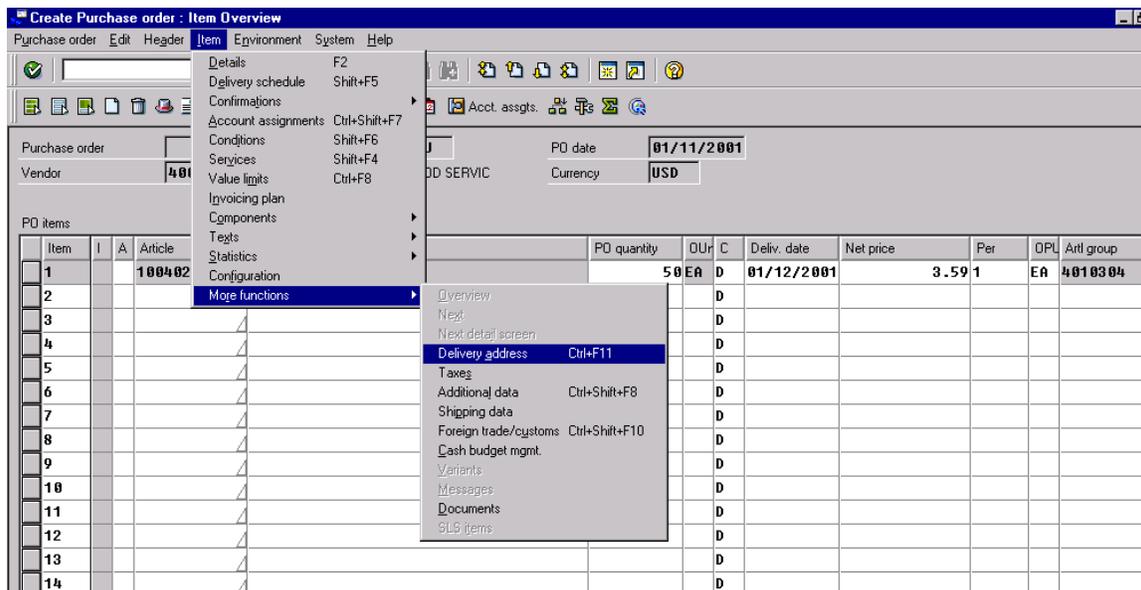
			4171000 Vehicles 4171999 Aircraft (NFC) 4712000 MWR CF Vehicles 4173000 FF&E (MWR/NFC) 4173100 FF&E (Whole Room VQ) 4174000 MWR CF FF&E 4175000 Bldg and Facilities 4176000 MWR CF Bldg/Facilities 4177000 Bldg/Facilities Improvements. 4179000 CIP (MWR/NFC) 4179001 FF&E in progress (VQ)
Site	Site to which the delivery is to be made	R/O	Enter the site that wishes to procure the item.

Further Enhancements to the Purchase Order

Now, select the PO item by clicking once on the line item itself to add further details.

The system will default the site’s address as the “delivery address” on the printed purchase order. If an alternative address is needed, use the following menu path:

Menu Path: **Item > More Functions > Delivery Address**



The following screen will appear:

Field	Description/Usage
Address	<p>If the appropriate delivery address already exists in the system, enter the address code in this field. The search help pull-down can be used to search for delivery addresses. Where a delivery address does not exist in the system, leave this field blank and enter the address information in the appropriate fields described below. Although the screen shows that 40 characters can be typed in for the "NAME" of the delivery address, the system will produce a warning message indicating that the last 5 characters may NOT print out properly on the Purchase Order. You can click through this warning, but you will notice the address does NOT print in full on the actual PO document. We suggest that you only use 35 characters to record the NAME.</p> <p>If the delivery address is used regularly, contact the system administrator to request that the delivery address be created in the system.</p>
Vendor	Leave this field blank
Title	Enter the title of the contact person if appropriate
Name	Enter the name of the contact person. This field must always have an entry in it.
House Address	
Street	Enter the street address, including the building number and suite number if applicable.
House number	Leave this field blank. It might be used in the future
City/Region/Pstl Code	Enter the City, the State and the ZIP code of the delivery address
Country	The country defaults to "US". For the pilot areas, the country will always be "US".
Time Zone	The system default may be accepted
Jurisdic. Code	Leave this field blank as neither the VQ or the MWR charges or pays sales taxes.
Telephone	Enter the Tel. No. of the contact person
Fax	Enter the fax number of the contact person.

To add planned freight charges to the PO line item, select the item and use **Item > Conditions**.

Screen Purchase Order Create: Item Conditions

Field	Description/Usage
CnTy	To enter planned freight charges amount only, Use condition type, FBR1. Using any other freight condition will cause the system to print the freight charge on the Purchase Order. These other condition types will be accepted by the system without a warning. Be sure to enter ONLY FBR1.
Rate	Enter the freight amount as a single dollar amount
Curr.	USD as default
Per	Leave this field blank
UoM	Leave this field blank

Press  to record the planned freight amount. The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.

Click  to return to the previous screen.

Note: When entering planned freight (delivery costs) for a line item that uses multiple account assignment, the system will display a warning message asking whether the delivery costs should be deleted. **Always choose “NO”.** The system may display this message several times. **Always choose “NO”.** This message appears because at the present time, the system cannot use planned delivery costs for multiple account assignment PO line items during the GR and IR stages of the procurement process. However, MWR and VQ procurement policy dictate that the freight charges must always appear on the Purchase Order. SAP is developing this functionality for a future release. Further details as to how the planned freight (delivery costs) will be handled at invoice receipt are explained in process document MMBP003.

To add detailed long text for a PO line item, select the line item by clicking on it, then use **Item > Texts > Text Overview** . Use the pageUp and pageDown icons to move through the list of text types.

Screen: Create Purchase Order: Texts for Item XXXX

Field	Description/Usage
Detailed item text	Use this text type to describe the item being procured in unlimited detail. This is useful when the short text is not descriptive or long enough to fully identify the item. This text will print on the Purchase Order.
Info Record PO text	Do not use this text type. It is reserved for further enhancements of the procurement functionality of the MWR AIMS/SAP system.
Material PO text	Do not use this text type. It is reserved for further enhancements of the procurement functionality of the MWR AIMS/SAP system.
Item Delivery text	Use this text type to describe the delivery instructions for the item being procured in unlimited detail. This is useful when the delivery requires special instructions that the vendor must know about. This text will print on the Purchase Order.
Info Record note	Do not use this text type. It is reserved for further enhancements of the procurement functionality of the MWR AIMS/SAP system.
Quote details	Use this text type to record any information about the quote(s) received for this particular item being procured. This text will NOT print on the Purchase Order but will be available to the user on-line.

Retail (MM)

To record unlimited long text, simply click on the checkbox located beside the text type, then press the [Long Text] push-button. A screen will appear where the text can be recorded in a fashion similar to a word processor. To return to the previous screen when you are finished recording the long text, click on the previous screen icon .

Again click the previous screen icon  to return to the line item overview screen.

Do one final review of the entire document.

When you are satisfied that all the information has been entered correctly, save the document by clicking the save icon. 

The system will then return a message: “PO under \$25,000 created under the number 65XXXXXXXX”



PO under \$25,000 created under the number 6500000009



Create Utilization, Support and Accountability Practice (USA) Purchase Order

This transaction should be used for items that are purchased with NAF funds but are reimbursed by APF funds. When creating a purchase order for a USA purchase, use the appropriate expense account in SAP. Enter the g/l account to which the PO item costs should be coded. **Encode the item to the original USA expense account (e.g. 701089, 686089, 703089, etc.) Do NOT enter USA Offset account number in the g/l account field.**

Menu path: **LOGISTICS → RETAILING → PURCHASING → PURCHASE ORDER → PURCHASE ORDER → CREATE → VENDOR KNOWN**

Transaction code: **ME21**

Screen 1: Create Purchase Order: Initial Screen

Field	Description/Usage
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must have already been created. MWR HQ will create vendor master records on a request basis
Order type	Enter order type NB for Purchase Orders under \$25K, or enter order type NA for Purchase Orders over \$25K
Purchase order date	Enter the date for the purchase order.
Purchase order	Leave this field blank. System will assign a purchase order number automatically.
Organizational data	
Purch. organization	Always use purchasing organization 2000, which is the only valid MWR and VQ Purchasing Organization.
Purchasing group	Enter the appropriate purchasing group
Default data for items	
Item category	Leave blank
Acct. assignment cat.	K-Cost Center A-Asset F-Internal Order
Delivery date	Enter the Desired Delivery Date.
Site	Enter the site code for which the requisitioned items are being procured.
Storage location	Leave default numbering
Merchandise categories	Enter the appropriate merchandise category for the items being procured: 2050001 TEXT RENTALS 2070001 TEXT SUPPLIES/SERVICES
Acknowledgement	Check this indicator if each purchase order item is to be

Retail (MM)

reqd.	acknowledged by the vendor.
-------	-----------------------------

The screenshot shows the 'Create Purchase Order : Initial Screen' in SAP. The interface includes a menu bar (Purchase order, Edit, Header, Item, Environment, System, Help) and a toolbar with various icons. Below the title bar, there are two buttons: 'Ref. to contract' and 'Reference to RFQ'. The main form area is divided into three sections:

- Vendor:** Vendor (4000000900), Order type (NB), Purchase order date (09/01/2003), and Purchase order (empty).
- Organizational data:** Purch. organization (2000) and Purchasing group (172).
- Default data for items:** Item category (empty), Acct assignment cat. (K), Delivery date (D 09/15/2003 with a calendar icon), Site (2018), Storage location (0001), Merchandise category (2070001), and an unchecked checkbox for 'Acknowledgment reqd'.

Press the **[Enter]** key or click the green checkmark  to continue.

Screen 2: Create Purchase Order: Header Data

Terms of delivery and payment	Description/Usage
Payment terms	This field comes in automatically from the vendor master record. However, it may be changed should there be an exception to the purchase order being created.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in %	Enter special payment terms given to a particular purchase order.
Payment in / Days net	Enter the days that the net amount needs to be paid in under a special set of payment terms.
Incoterms	This field represents shipping terms. Shipping terms normally used “free on board - destination”(FBD) or “free on board-shipping point” (FBS) . The second field should be used to define the BASE location of the delivery destination (i.e. Naval Station XYZ)
Reference data	
Quotation Date	Enter the date the quotation was given if applicable
Quotation	Enter the number of the quotation if applicable
GSA/AFNAFPO no.	<p>This field is used for AFNAFPO contract number or GSA contract number.</p> <p>For AFNAFPO enter all of the alphanumeric digits following the “F”, excluding the dashes. The PO will automatically print the “F”. Ex: if AFNAFPO is F41999-98-D-6012, you would enter 4199998D6012 (all digits except the “F” and the dashes)</p> <p>For GSA enter all digits excluding the dashes. Ex: if GSA is GS-35F-0001G, you would enter GS35F0001G (all digits except the dashes)</p> <p>This field is required. If you do not have a GSA/AFNAFPO number you must enter a period. Do not enter any other information in this field.</p>
PIIN	<p>Enter the 16 digit PIIN number including dashes. Ex: HDQMWR-02-M-0001</p> <p>This field is required. If you do not have a PIIN number you must enter a period. Do not enter any other information in this field.</p>
Requis. Officer	Enter your own name or the name of the Requisitioning Officer (Activity Manager). This is a local business office decision.
Telephone	Enter your telephone number or that of Requis. Officer. The number should be in the following format ALWAYS (901) 685-9696.

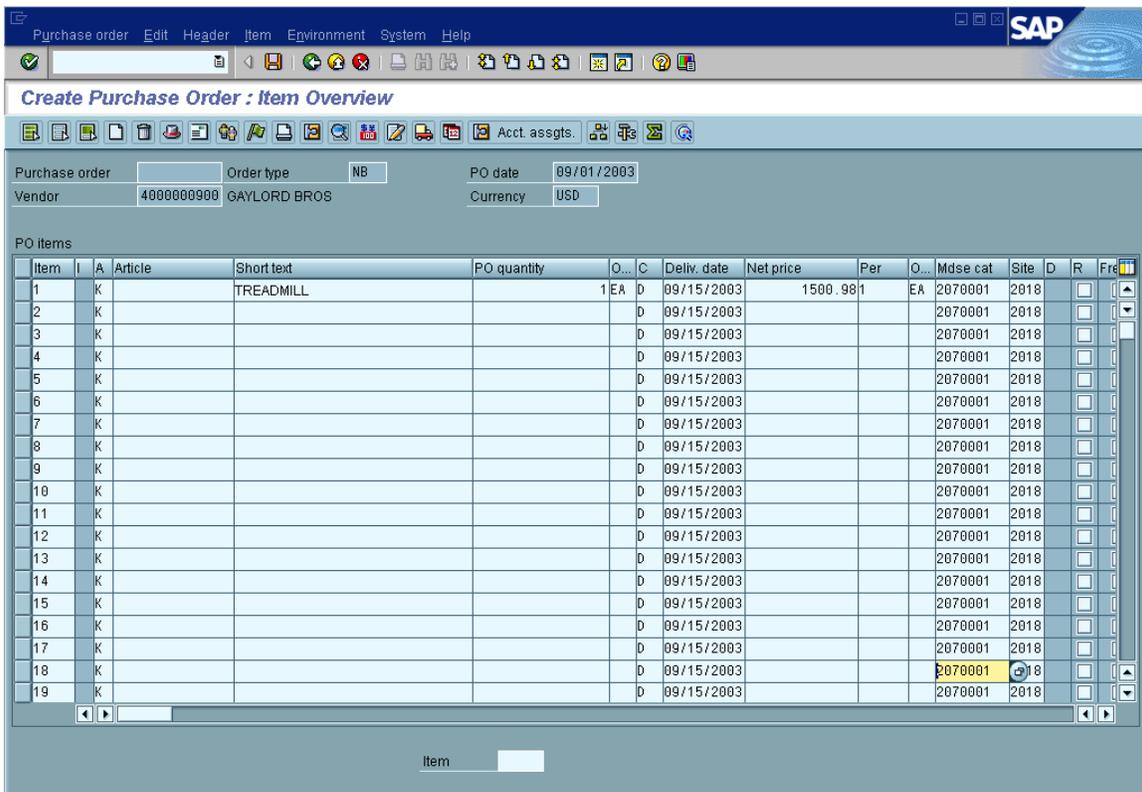
Retail (MM)

Press the **[Enter]** key or click the green checkmark  to continue.

Screen 3: Create Purchase Order: Item Overview

Field	Description/Usage
Article	Leave blank.
Short text	Enter the appropriate reference short text description.
Oun	Order Unit (i.e. EA for each)
Delivery Date	If you selected a delivery date in the document header, the date will carry over to all line items. If not enter date of delivery, or system defaults today's date.
Net price	Enter net ordered price
Per	Value specifying for how many units of the order price unit the price is valid.
OPUn	Order price unit. Order price units and Order units are often identical. However,

	you may purchase items that are “prices (for example) by the case, but are purchased by individual unit. In these instances, you will be prompted to provide the system with a conversion of the individual unit to case. For example, you may buy wine by the bottle, but it is priced by the case – you must provide the conversion amount of bottle to case (usually 12 bottles to a case).
R (Returns)	Check this box if the item is being returned to the vendor.
Free	Check this box if the item is of no cost. For example if a vendor offers a “Buy ten get one free” special, ten items should be purchase on one line and the free item should be on another line and checked as Free.



Press the **[Enter]** key or click the green checkmark  to continue.

Screen 4: Create Purchase Order: Account Assignment for item XXXXX

Field	Description/Usage
-------	-------------------

Retail (MM)

GR	Leave default
GR non-val	Leave default
Distribution	Leave default
Partial Invoice	Leave default
Quantity/Percent	Leave this field blank.
Cost ctr	Enter the cost center to which the PO item costs should be expensed.
G/L account	Enter the g/l account to which the PO item costs should be coded. <i>Encode the item to the original USA expense account (e.g. 701089, 686089, 703089, etc.) Do NOT enter USA Offset account number in this field – you will receive an ERROR!</i>
D	To delete a particular account assignment line item, flag the corresponding deletion indicator. Press Enter to actually delete the line item.
A	Flag this indicator to display further information on an account assignment (e.g., display the G/L account that the asset record will be assigned to).

To go to the next item click 

To review the entries go to 

To save, click the icon 

IMPORTANT: For USA items that have been posted to numerous XXX089 (e.g. 701089, 686089, 703089) USA g/l accounts via good receipts, direct invoices, or payroll journals, a journal **STILL MUST** be made at month end. This journal is

still required in order to post to the USA offset accounts and to the USA customer (136000 g/l recon account.)



Create Consignment Ticket Order

The site or the activity needs to create an order for **consignment** tickets. This process will NEVER be used for prepaid tickets, only consignment ticket orders. This document may be prepared by the Activity/site personnel or by the Regional Business Office Procurement staff. A consignment agreement (external to the AIMS system) should be in place with the vendor prior to initiating any orders.

Consignment orders are only authorized for MWR Company codes. Prepaid tickets should not be included in this document. Order types, PU and/or PO or Credit Card orders should be used for prepaid tickets. Alternatively, an Outline Agreement (BPA) could be established for ordering prepaid items.

This order type (Consignment Ticket Orders) has no release strategies assigned and will automatically create an order. The process will fax or print out the copy immediately.

Although the site may be able to “call” in an order (for example, to the Navy Southwest Region Military Ticket Program office), failure to complete this electronic processing of the consignment ticket order, will result in an inability to include those items ordered through a “call” into the Inventory system. Items will NOT be included in the “on-hand” quantities and will be reported as “variances” during the physical inventory process! Remember, this order type is only for use with Consignment tickets.

Note: Consignment tickets are non-valuated at the time of receipt. MWR does NOT own these tickets. Tickets are only valuated at the time of the settlement of the sales. These types of orders (CO) cannot be used for prepaid tickets. For those prepaid tickets, use the PO and/or PU document types. BP document types can also be used for prepaid tickets if an Outline Agreement (Blanket Purchase agreement) is in place.

Access the beginning of this process using the following menu path:

LOGISTICS > ARTICLES MANAGEMENT > PURCHASING > PURCHASE ORDER > CREATE > VENDOR KNOWN

Transaction code: **ME21**

Retail (MM)

Create Purchase order : Initial Screen

Purchase order Edit Header Item Environment System Help

Vendor: 4000000571

Order type: CO

Purchase order date: 04/02/2001

Purchase order:

Organizational data

Purch. organization: 2000

Purchasing group: 171

Default data for items

Item category: C

Acct assignment cat:

Delivery date: T

Site:

Storage location: 0001

Merchandise category:

Req. tracking number:

Price date:

Vendor sub-range:

Promotion:

Acknowledgment reqd

Enter the vendor number and "CO" for consignment

Enter "C" in the Item

Enter "0001" in the Storage Location

Use the table below as a guide for filling the fields on the initial screen.

Field Name	Description	R/O/C	User Actions/Values
Vendor	Vendor Number	R	Enter the vendor number
Order type	Purchase Order document type	R	Enter "CO" for consignment
Purchase Order date	Date of the purchase order	R	Enter the date that the order is prepared.
Purchase Order	Purchase Order Number	Leave Blank	The numbers are internally generated so leave this field blank.
Purchasing organization		R	Use the drop down arrow to select "2000"
Purchasing group		R	Use the drop down arrow to make your selection.
Item category	Enter "C" for	R	Enter "C"

	consignment		
Account Assignment Cat	Leave blank	O	Leave blank
Delivery date	Date of delivery required	O	This is optional
Site	Enter the site number	O	Enter the site number or leave blank
SLOC	Enter the SLOC (Storage Location) number	O	Enter "0001" or leave blank
Merchandise Category	Merchandise category of the consignment item	Will default upon selection of article	
Req Tracking number		Leave blank	Not used by MWR
Price date		Leave blank	Not used by MWR
Vendor sub-range		Leave blank	Not used by MWR
Promotion		Leave blank	Not used by MWR

Although there are numerous fields on this opening screen, only the first three and the fifth, sixth and seventh are required initiating the process.

Note: If all the line items on this order will be made for the same "site", or will have the same "delivery date", you may find it helpful to complete the fields in the section of the initial screen labeled "Default Data for Line Items". See the screen shot on Page VII – 73. For any data completed in this section, all lines will be populated with that same data (saving data entry time if all the items have the same delivery dates and are to go to the same site).

Press the enter key or click the green checkmark icon. 

On the "Create Purchase Order: Header Data" screen, enter the values as identified below.

Field Name	Description	R/O/C	User Actions/Values
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Retail (MM)

Payment terms	Vendor Payment terms	R	Will default from the Master Vendor record. It may be overwritten if desired. If necessary, use the drop down arrow to select alternate payment terms.
Payment in	To identify payment in a specified number of days	O	If the payment terms above are not adequate, it may be necessary to enter the actual number of days from the invoice date when the payment must be made.
Currency	Currency	R	Will default to USD
Inco Terms	This field specifies the shipping terms and the destination	O	Specify the shipping terms using the drop down selection aid. Most frequently used are: FBD – Free on Board Destination FBS – Free on Board shipping Point
Quotation Date	Date of the RFQ	O	Leave blank unless the order is with reference to a RFQ
Quotation	RFQ number	O	Leave blank unless the order is with reference to a RFQ
Your Reference	This field will not be printed on the document	R	User may enter “.” To fulfill the requirement. Will NOT print on the document
Reference	Reference information as determined by local policy	R	Enter the information as desired. For example, the Consignment Ticket Agreement number
Requis Officer	Requestor’s name	R	Enter the requestor’s name
Telephone	Requestor’s telephone number	R	Enter the requestor’s telephone number.

Press the Enter key or click the green checkmark icon



On the *“Create Purchase Order Overview: Item Overview”* screen, enter the information as specified in the table below for the individual consignment articles that you wish to order:

Create Purchase order : Item Overview

Purchase order Edit Header Item Environment System Help

Purchase order: Order type: **CO** PO date: **04/03/2001**
 Vendor: **4000000571** COMMANDER NAVY REGION SOUTHWES Currency: **USD**

Item	Article	Short text	PO quantity	OUr	C	Deliv. date	Net pric	Per	OPL	Mdse cat	Site	D	R	F
1	1008026	ADVNTN ISL& C '00	100	EA	D	04/05/2001				4060101	0041			
2	1008026	ADVNTN ISL& C '00	200	EA	D	04/05/2001				4060101	0041			
3					D									
4					D									

Field Name	Description	R/O/C	User Actions/Values
Item	Item Number	Will default	No user action required
Article	Article Number	R	Enter the consignment article number
Short text	Article name	R	Will default from the article master record
PO Quantity	The number of the item required	R	Indicate the quantity of the item that you wish on this order
Unit	Unit of Measure	R	Will default from the article master record
Delivery date	When the article is required	R	Enter the required delivery date
Purch Req	Purchase Requisition	O	Leave Blank – Do Not Use
Mdse Cat	Merchandise Category	R	Will default from the master article record
Site	Site to which the delivery is to be made	R	Will default from the initial opening screen if the information was entered at that point. Enter site number now if it did not default.
Item category	Type of purchase	C	Will default from the initial screen

Note: You will note that NO net price appears on this order. This is due to the fact that consignment tickets are NON-VALUATED until the time of sale. (The MWR fund is not liable for payment until the tickets are sold.)

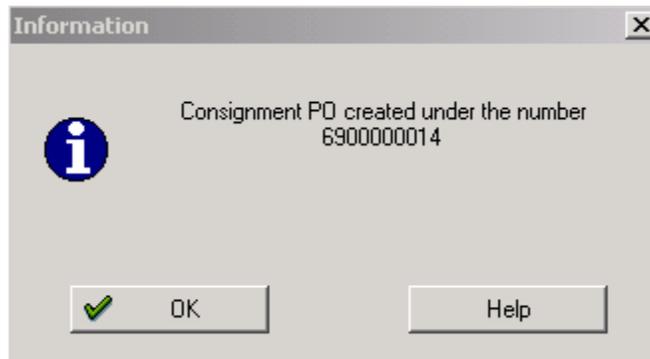
Finally, the purchase order may be posted by clicking on the Save icon  or using the menu path PURCHASE ORDER > SAVE.

Retail (MM)

Click the
Save icon

Item	Article	Short text	PO quantity	DUr	C	Deliv. date	Net price	Per	OPL	Mdse cat	Site	D
1	10000	ADVNTN ISL& C '00	100	EA	D	04/05/2001				4060101	0041	
2	10000	ADVNTN ISL& A '00	200	EA	D	04/05/2001				4060101	0041	
3					D						0041	

You will receive a confirmation message.



Upon saving the document, the consignment order will automatically be faxed to the vendor, if a fax number is maintained in the vendor master record. If no fax number is available, the purchase order document will be printed locally and will have to be faxed to the vendor manually.

Retail (MM)

Field Name	Description	R/O/C	User Actions/Values
Vendor	Vendor Number	R	Enter the vendor number. We have used the local Walmart vendor number
Order type	Purchase Order document type	R	Enter "CR" for Credit Card
Purchase Order date	Date of the purchase order	R	Enter today's date because we urge the user to prepare these documents immediately.
Purchase Order	Purchase Order Number	Leave Blank	The numbers are internally generated so leave this field blank.
Purchasing organization		R	Use the drop down arrow to select "2000"
Purchasing group		R	Use the drop down arrow to make your selection.
Item category	Item Category	R	Leave blank
Account Assignment Cat	Leave blank	O	Leave blank
Delivery date	Date of delivery required	O	Enter today's date, the date you picked up the articles
Site	Enter the site number	O	Enter the site number
SLOC	Enter the SLOC (Storage Location) number	O	Enter "0001" or leave blank
Merchandise Category	Merchandise category of the consignment item	Will default upon selection of article	
Req Tracking number		Leave blank	Not used by MWR
Price date		Leave blank	Not used by MWR
Vendor sub-range		Leave blank	Not used by MWR
Promotion		Leave blank	Not used by MWR

Press the Enter key or click the green checkmark icon



Create Purchase Order: Header Data

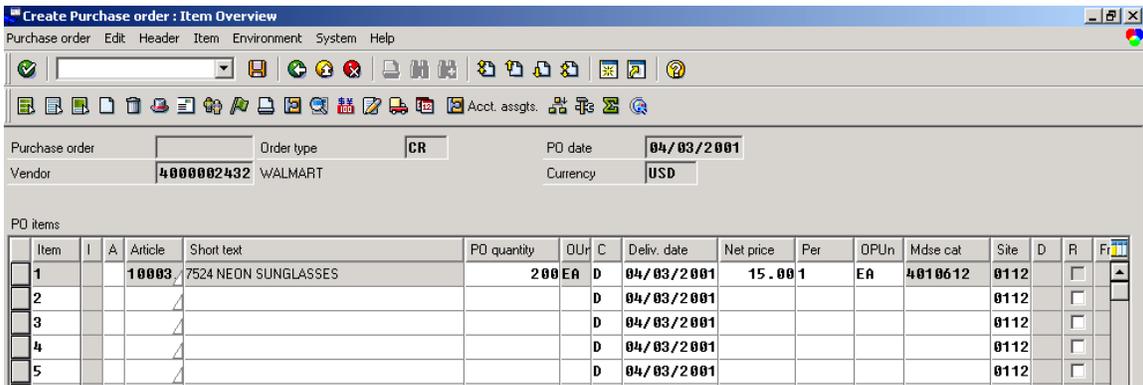
On the screen as shown above, enter the values as shown on this table.

Field Name	Description	R/O/C	User Action/Values
Payment terms	Vendor Payment terms	R	Will default from the Master Vendor File. Can be overwritten for this purchase order if desired. Use drop down arrow for alternate payment terms.
Payment In	To identify the payment in a specific number of days	O	Enter the number of days in the field if it is necessary to make a change.
Currency	Currency	O	Default will be USD
Inco Terms	The field specifies the shipping terms	O	Do not use for the CR Credit Card type Purchase order.
Quotation date	Date of the Quotation (RFQ)	O	Leave blank
Quotation	Quotation number (RFQ number)	O	Leave blank

Retail (MM)

Your Reference	This field will not print on the purchase order document	R	Enter
Reference Number	To be determined by local policy	R	Enter the information if desired. For example, enter the store where you used the Credit Card. This information will print on the document.
Requis Officer	Requestor's name	R	Enter the requestor's name. Will print on the document.
Telephone	Telephone number of the Requestor.	R	Enter the requestor's telephone number. Will print on the document.

Press the Enter key or click the green checkmark icon.



You must enter an existing article number and the quantity that you have purchased on the Credit Card. The other information will default from the article master record.

Up to this point in the process, the transaction to create a purchase order is very similar to the other types that we have illustrated. However, when we have purchased with a Credit Card, the organization who will be presenting us with the invoice to pay will never be the vendor from whom we purchased the articles. It will always be the bank who issued the Credit Card. In our case, this will be Citibank.

AIMS/SAP has taken this anomaly into account and we may use the Partners function

built into the system. To access this function, click on the partners icon  from the application toolbar.

The following *“Maintain Partner”* screen allows further entry.



Goods Receipt

Incoming inventory from a vendor regardless of the purchase order document type must be posted as a Goods Receipt (Movement type 101). When receiving these goods, the goods receipt document must always reference a purchase order. Posting a “Goods Receipt” results in an entry to record the liability of the MWR/VQ activity to pay the vendor and also to update the inventory quantity (and the value) on hand. Use the following menu path or transaction code to access the Goods Receipt procedure.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > GOODS MOVEMENT > GOODS RECEIPT > FOR PURCHASE ORDER > PO NUMBER KNOWN

Transaction code: **MB01**

Goods Receipt for Purchase Order: Initial Screen

Goods Receipt for Purchase Order: Initial Screen

Goods receipt Edit Goto Movement type Environment System Help

Adopt + details Purchase orders... PO unknown WM parameters...

Document date: **04/03/2001** Posting date: **04/03/2001**

Delivery note: [] Bill of lading: []

Doc. header text: [] GR/GI slip no.: []

Defaults for document items

Movement type: **101**

Purchase order: **6400000116** []

Site: **0112** Reason for movement: []

Storage location: **0001** Suggest zero lines

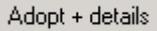
GR/GI slip

Print Individual slip Collective slip

Information identified on the purchase order

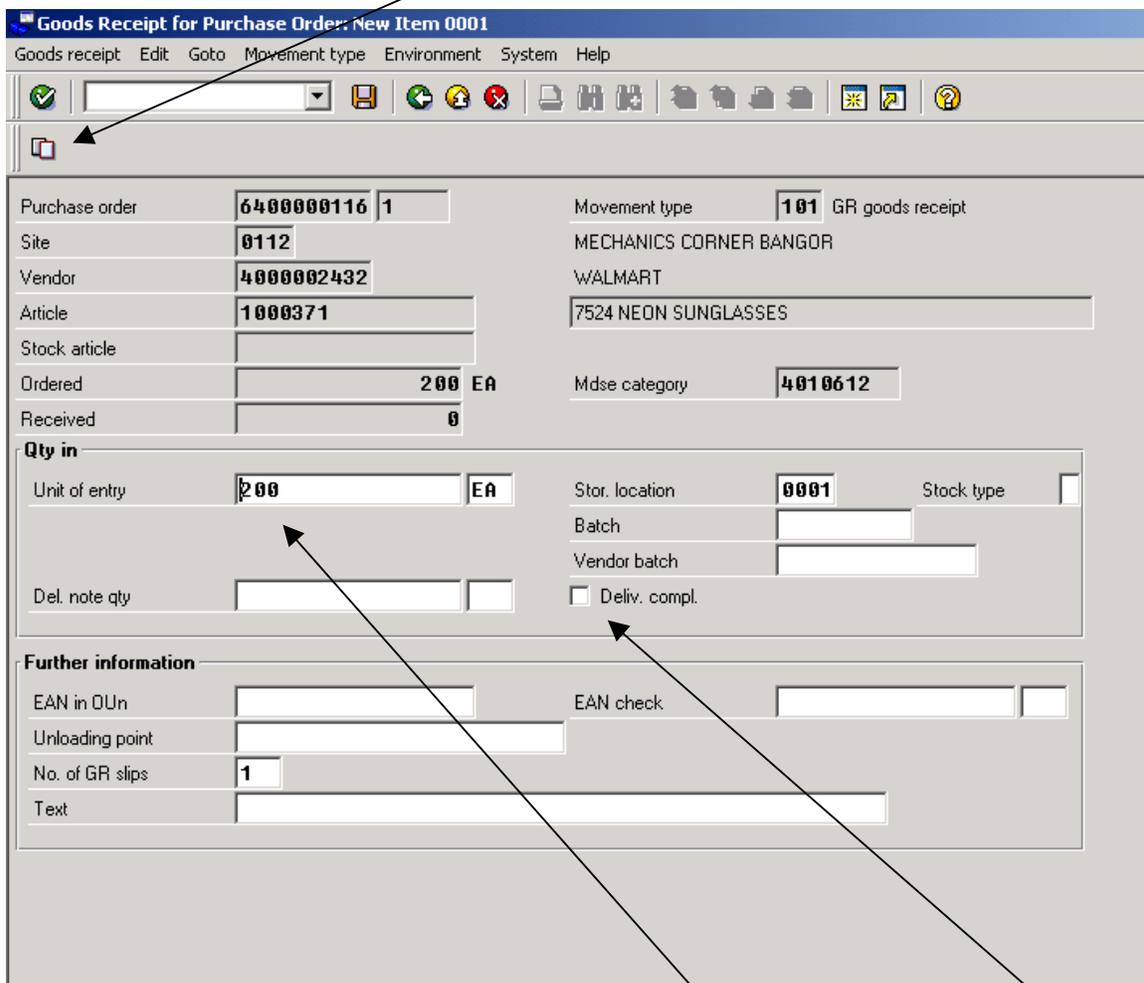
Retail (MM)

Field Name	Description	R/O/C	User Action/Values
Document date	Default is today's date	R	Date the goods are received. Today's date because we are using a credit card and doing an immediate Goods Receipt
Posting date	Default is the current system date	R	Date the goods are received as identified by the receiving agent.
Bill of Lading	Number of the bill of lading issued by the sender	O	If available, enter the bill of lading number
Doc. Header text	Document header text and notes that apply to the entire document not to a specific line item	O	If available, enter the vendor's packing list number if desired.
Movement type	Goods movement type	R	Movement type for goods receipt to a storage location is 101, which is applicable to our use here with a credit card.
Purchase Order	PO number	R	Enter the Purchase order number or if you haven't made a note of the number, use the drop down arrow to search and select.
Site	Site number	O	Enter or select the site using the drop down arrow. If this field is left blank, the information will be picked up from the Purchase Order.
Storage location	Storage location	O	Enter or select a storage location. If the Purchase Order does not include this information, it will be required before posting the goods receipt.
Reason for movement	Explains the reasons	O	Leave Blank
Suggest zero lines	Items that have a quantity of zero are suggested on the screen for possible goods movements	O	Leave Blank
GR/GI Slip	Should this document be printed out	O	

Select the  icon to go to the “Goods Receipt for Purchase Order: new Item 0001” screen.

In our case, using a credit card and doing an immediate Goods Receipt after preparation of the Purchase Order, we only have one item that we picked up from Walmart. If there were more than the one, we could click on the next screen icon (the two sheets of paper) to access the “Goods Receipt for PO: Collective Processing 0001/000X” screen. This process is explained in detail in the Goods Receipt part of this chapter starting at page VII-130.

“Goods Receipt for Purchase Order: new Item 0001”



The screenshot displays the SAP interface for creating a Goods Receipt for Purchase Order. The title bar reads "Goods Receipt for Purchase Order: new Item 0001". The menu bar includes "Goods receipt", "Edit", "Goto", "Movement type", "Environment", "System", and "Help". The toolbar contains various icons for navigation and actions. The main data area is divided into several sections:

- Purchase order:** 6400000116 1
- Site:** 0112
- Vendor:** 4000002432
- Article:** 1000371
- Stock article:** (empty)
- Ordered:** 200 EA
- Received:** 0
- Movement type:** 101 GR goods receipt
- MECHANICS CORNER BANGOR**
- WALMART**
- 7524 NEON SUNGLASSES**
- Mdse category:** 4010612

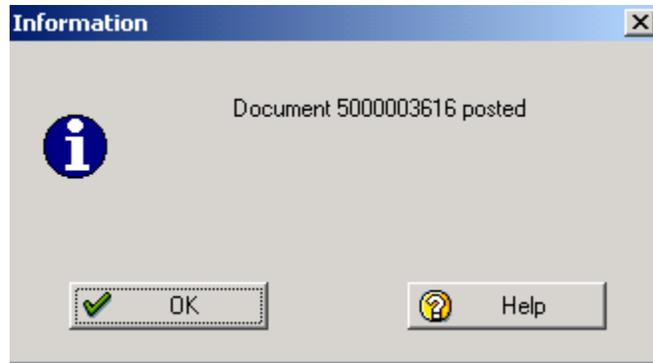
The **Qty in** section includes:

- Unit of entry:** 200 EA
- Del. note qty:** (empty)
- Stor. location:** 0001
- Stock type:** (checkbox)
- Batch:** (empty)
- Vendor batch:** (empty)
- Deliv. compl.:** (checkbox)

The **Further information** section includes:

- EAN in OUn:** (empty)
- EAN check:** (checkbox)
- Unloading point:** (empty)
- No. of GR slips:** 1
- Text:** (empty)

Enter the quantity of each item in the field labeled “Unit of Entry”. Click on the Delv compt. check box to indicate that the delivery of the items is complete. Click on the Save icon  to post the Goods Receipt. Make a note of the document number as shown on the screen shot below.



Note: Your entry has been posted. If an error is made on this Goods Receipt, it is always possible to simply “reverse” the entry by using Movement type 102 (in Transaction code MB01). If the goods need to be returned to the vendor, use Movement type 122 (in Transaction code MB01)



Create Purchase Order

While this transaction code and the menu paths are the same as all the other procedures labeled “Create Purchase Order”, this particular “flavor” of purchase order is for ordering items where an Outline Agreement (BPA) exists with a vendor. This is essentially the same process as the existing Blanket Purchase Agreements, where the facility manager can order what they need without going through the complicated bid process because there is already a contract spelling out what could be purchased and for how much money and in what quantity. During the time before SAP, it was possible to call in these “orders against the BPA” and then log them later. This informality is no longer recommended now that the process has been institutionalized. Under the new Retailing module, the process has been “spelled out” in detail and through the steps, all parts of the transaction from the receipt of the articles to the accounting steps necessary to ensure prompt payment to the vendors are initiated. These procedures are required to guarantee a viable and validated perpetual inventory system. They are all parts of the automated system including the Point of Sale terminals and the management of the inventory itself with SAP.

To initiate the procedure to create this type of Purchase Order, use the following menu path or transaction code.

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER > CREATE > VENDOR KNOWN

Transaction code: **ME21**

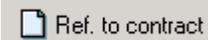
Create Purchase Order: Initial Screen

Vendor	400000041
Order type	BP
Purchase order date	04/04/2001
Purchase order	
Organizational data	
Purch. organization	2000
Purchasing group	173
Default data for items	
Item category	
Acct assignment cat.	
Delivery date	T 040401
Site	0184
Storage location	0001
Merchandise category	
Req. tracking number	
Price date	
Vendor sub-range	
Promotion	
<input type="checkbox"/> Acknowledgment reqd	

Retail (MM)

Field Name	Description	R/O/C	User Action/Values
Vendor	Vendor account number which must already exist in the master vendor file	R	This must be the vendor that has the Outline Agreement already in place
Order Type	The type of Purchase order	R	Enter "BP" for orders against an Outline Agreement (BPA)
Purchase Order date	The date of the order against the BPA	R	Defaults to today's date
Purch Organization	The MWR organization number	R	Enter "2000" or use the drop down arrow to select
Purchasing group	The MWR purchasing group	R	Use the drop down arrow to select the appropriate group
Delivery date	The desired delivery date	R	Enter the date you wish the delivery made
Site	The number of the site wishing the order	R	Use the drop down arrow to pick the correct site which is ties to the Company code
Storage Location		O	There is only one Storage location per site 0001

When the required fields are filled in, click on the **Ref to Contract** icon



on the application toolbar. You will see a window message appear requesting the number of the Contract. Enter it directly or use the drop down arrow to select.

Press the enter key or click on the green checkmark .

Create Purchase order : Overview: Contract Items for Release Order

Purchase order Edit Header Item Environment System Help

Adopt + details  

Agreement **5500001022** Agreement type **HK** Agmt. date **03/10/2001**
 Vendor **4000000411** PYA MONARCH Currency **USD**

Contract items

Item	Article	Short text	PO quantity	OUr	Deliv. date	Purch.req.	Item	Site	SLoc	I	A	Open target q
1	1000791	CHIX DRUMMETTE BRD TYS...	25	CAS D	04/04/2001			0184	0001			0
2	1000781	CHIX BURGER		CAS D	04/04/2001			0184	0001			0
3	1001616	SAUCE BUFFLO WNG TXPET	25	CAS D	04/04/2001			0184	0001			0
4	1001637	SAUCE SALSA CHKYM PACE		CAS D	04/04/2001			0184	0001			0
5	1002586	KEG BUD LIGHT 1/2 BBL 15.5 ...		KEG D	04/04/2001			0184	0001			0
6	1002592	KEG LITE 1/2 BBL 15.5 GAL		KEG D	04/04/2001			0184	0001			0

Because you are ordering from an existing contract and the pricing is already in the master data, all that is necessary to fill in is the quantity of each item needed. In our example, we are ordering 25 cases of item Number 1 and 25 cases of Item Number 3.

When we have finished entering the required quantities, we click on the adopt icon on the toolbar. This icon is labeled with the two sheets of paper as shown here .

Create Purchase Order: Item 00001

Create Purchase order : Item 00001

Purchase order Edit Header Item Environment System Help

At this point in the process as you look at the details of each item, you might receive warning messages questioning whether the delivery date(s) can be met or that the quantity or value of this order exceeds the contract by X units or X dollars. These are merely warnings and should be noted but may be clicked through.

Note: Use the Enter key once or twice to go through these warning messages. Clicking the OK icon or the green checkmark will not let you bypass the messages. Use the hard Enter key until you receive the message that the BPA Contract Purchase Order has been created under the number XXXXXXXXXXXX as shown below.



Create Asset Purchase Order



It is suggested that the “Create Asset” function be performed by the Procurement Office/Business Office. Please contact your local Procurement Office for guidance.

Warning: This transaction should only be used for creating asset purchase orders. If you are procuring an **asset that is to be funded under the Utilization, Support and Accountability Practice (USA'd)**, **DO NOT follow these procedures**. These items **MUST** be created following the procedures for procuring consumables, services, etc. The item should then be encoded to the general ledger account Minor Property (account 686000). In turn, an asset shell (master record) should be created using the Asset Accounting module (using the Asset class for APF items). Refer to the Asset Accounting procedures for further guidance.

**LOGISTICS → RETAILING → PURCHASING → PURCHASE ORDER
→PURCHASE ORDER→ CREATE → VENDOR KNOWN**

Retail (MM)

Field	Description/Usage
Vendor	Enter the vendor account number for which the purchase order will be issued. Note that if the vendor has never been used before, a vendor master record must have already been created. MWR HQ procurement will create vendor master records on an ad hoc basis for all bases/funds.
Order Type	Enter order type PU for Purchase Orders under \$25K, PO for Purchase Orders over \$25K, MK/WK for Blanket Purchase Agreements [BPAs]
Purchase order date	Insert date of Approved Manual Purchase Requisition
Purchase order	System default.
Organizational data	
Purch Organization	2000 - MWR Purchasing Organization
Purchasing Group	Enter the Base or Region using pull down menu selections
Default data for items	
Item Category	Enter (Blank) for Standard
Acc. Assignment Cat	A – Asset K – Cost center
Delivery Date	Enter the Desired Delivery Date.

Site	Use the Drop-down arrow to choose the location. This field is tied to the Company Code as shown on the next screen.
Storage location	There is presently only one storage location per site. Use the Drop-down arrow to choose.
Merchandise Categories	4161001 – PREPD NC FF&E 4165000 – PREPD MINOR PROP 4171000 – VEHICLES 4172000 – MWR CF VEHICLES 4171999 – AIRCRAFT & EQUIP 4173000 – FF&E 4174000 – MWR CF FF&E 4173100 – FF&E WHOLE ROOM 4175000 – BUILDINGS & FAC 4176000 – MWR CF BUILDINGS 4177000 – BLDG & FAC IMPRV 4178000 – MWRCF BLDG IMPRV 4179000 – CIP 4179001 - FF&E IN PROGRESS
Acknowledgement reqd.	Check if the purchasing order is to be acknowledged by the vendor. A notation will print on the purchase order indicating an acknowledgement is required.

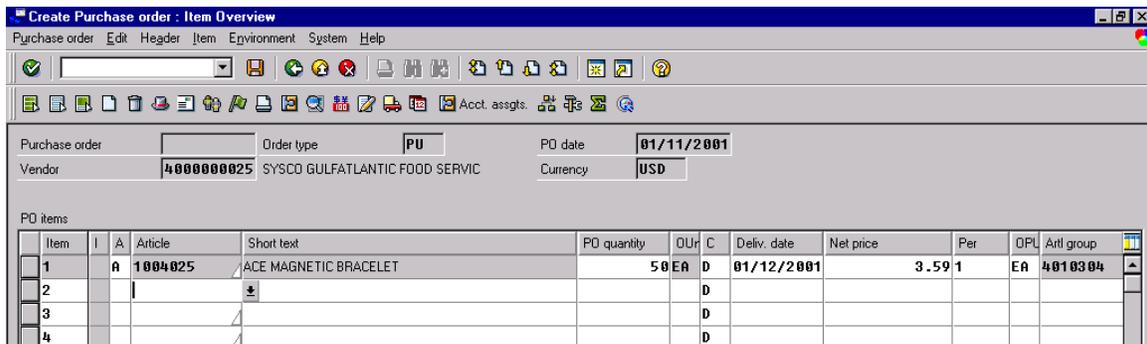
Account assignment (G/L account) has been determined by the material group chosen, where the last six digits of the material group coincide with the G/L account.

Press the Enter key .

These are the inputs to the following screen:

Field	Description/Usage
Incoterms	This field represents shipping terms and should default to the shipping terms from the vendor master record. If the shipping terms differ from that in the master record (for example, normally the shipping terms are “ free on board - destination ”, but for this contract shipping terms are “free on board -shipping point” you MUST change this field. MWR/VQ normally use only FBD OR FBS
Quotation Date	Enter the date the quotation was given if applicable
Quotation	Enter the number of the quotation if applicable
Reference (Required)	You may use this field for another data element as determined locally.
Reference no. (Required)	Enter the locally determined requisition number if appropriate. If not, you can enter ‘.’ as default or use the field for another data element determined by local users.
Requis. Officer (Required)	Enter the name of the Requisitioning officer (Activity Manager)
Telephone (Required)	Enter Telephone Number of Requis. officer

Field	Description/Usage
Article	This is now a required field accessed through the drop-down arrow.
Short text	You may double click while the cursor is in this field and the system will fill in various required fields from the Article Master.
Oun	Order Unit (i.e. EA for each)
Delivery Date	Of you selected a delivery date in the document header, the date will carry over to all line items. If not, enter the date of delivery, or the system will default to today's date.
Per	The value specifying for how many units of the order unit (OUn) the price is valid
OPUn	Order Price Unit. Order price units and Order units are often identical. However, you may purchase items that are priced, for example, by the case but are purchased by the individual unit. In these instances, you may buy wine by the bottle, but it is priced by the case – you must provide the conversion amount of bottle to case (usually, 12).



Press the green Enter icon.



Retail (MM)

Create Purchase order : Account Assignment for Item 00001

Purchase order Edit Header Item Environment System Help

Item: 1 AcctAssCat: A Quantity: 50 EA
 GR Company code: 1034 Distribution:
 GR non-val IR Partial invoice:

Acct. assgts

Nr	Quantity/percent	G/L acct	Asset	D	A
1				<input type="checkbox"/>	<input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/>
4				<input type="checkbox"/>	<input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/>
7				<input type="checkbox"/>	<input type="checkbox"/>
8				<input type="checkbox"/>	<input type="checkbox"/>
9				<input type="checkbox"/>	<input type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/>
11				<input type="checkbox"/>	<input type="checkbox"/>
12				<input type="checkbox"/>	<input type="checkbox"/>
13				<input type="checkbox"/>	<input type="checkbox"/>
14				<input type="checkbox"/>	<input type="checkbox"/>
15				<input type="checkbox"/>	<input type="checkbox"/>
16				<input type="checkbox"/>	<input type="checkbox"/>
17				<input type="checkbox"/>	<input type="checkbox"/>
18				<input type="checkbox"/>	<input type="checkbox"/>
19				<input type="checkbox"/>	<input type="checkbox"/>
20				<input type="checkbox"/>	<input type="checkbox"/>
21				<input type="checkbox"/>	<input type="checkbox"/>

Create assets

Here are the inputs to the screen above.

Field	Description/Usage
GR	<p>With a single account assignment, the GR checkbox will be flagged. With multiple account assignments, flag the GR non-val checkbox as well.</p> <p>This version of SAP does not currently allow valuation at the time of goods receipt for purchase order items that use multiple account assignments. Valuation, in this case, means that the general ledger is updated.</p>
GR – non val	<p>Check this checkbox to specify that the goods receipt for this item is not to be evaluated at the time of goods receipt. This indicator is only required for multiple account assignment PO items. Many asset purchases require multiple account assignment (e.g. purchasing 20 computers on a single PO line item, but each computer needs to be capitalized individually using its own unique asset master record (inventory tracking purposes))</p>
Distribution	<p>This field is only used for multiple account assignment. Enter a “1” to apportion the total value of the PO line item to each individual asset based on the quantity each asset record will be assignment (usually a one-to-one basis).</p>
Partial Invoice	<p>This field is only used for multiple account assignment. Enter a “2” to apportion the partial invoice receipt (IR) quantities to goods receipt (GR) quantities on a proportionate basis.</p>
Account Assignment Section	
Quantity/Percent	<p>Leave this field blank if a new asset is to be created automatically by the system. If the cost associated with the PO item is to be capitalized to an existing asset record, enter the quantity/percent of the total PO item quantity that should be assigned to this asset number.</p>
Asset	<p>Leave this field blank if a new asset is to be created by the system. If the costs associated with the PO item are to be capitalized to an existing asset record, enter the asset master number in this field.</p> <p>The asset number, together with the asset sub-number, identifies a fixed asset in Asset Accounting.</p>
D	<p>To delete a particular account assignment line item, flag the corresponding deletion indicator. Press Enter to actually delete the line item.</p>
A	<p>Flag this indicator to display further information on an account assignment (e.g., display the G/L account that the asset record will be assigned to).</p>

To have the system automatically create a new asset master record, press the [Create Assets] push-button at the bottom of the screen.

Pop-up Window: Create Purchase Order: Account Assignment for item XXXXX

The screenshot shows a SAP dialog box titled "Create Purchase order: Account Assignment for Item 00001". It is divided into two main sections: "To assets to be created" (selected) and "To existing assets".

To assets to be created

- Assets to be created**
 - Asset class: 173000
 - Company code / asset: 1034
 - Number of similar assets: 50
 - Sub-number
- Reference**
 - Company code / asset: [] [] []
- Master data**
 - Description: ACE MAGNETIC BRACELET
 - Inventory number: []
 - Business area: []
 - Cost center: 132
 - Site: 0001
 - Location: []
 - Additional data: []

To existing assets

- Company code: 1034
- Main number: [] To: []
- Sub-number: [] To: []

At the bottom left, there are three icons: a green checkmark, a blue refresh icon, and a red X icon.

Inputs for the screen above.

Field	Description/Usage
Asset Class	This field should default from the merchandise category entered for the PO line item. If no value appears in this field, it is likely that a merchandise category that should not be used for fixed assets was entered (i.e., services, “non-stock” goods, “stock” goods).
Company Code/Asset	Leave the default values or leave blank
Number of Similar Assets	The value in this field determines the number of individual asset master records that will be created by the system. Sometimes, certain assets may be combined in a single master asset record (e.g., Chairs). Most often, however, individual asset master records need to be created (e.g., Computers) to track them during inventory counts. The system will default to the quantity entered for the PO line item.
Sub-number	Leave this field blank
Reference Company Code/Asset	Leave this field blank
Description	This field will default to the description on the PO line item
Inventory Number	Leave this field blank at this time. The Asset Master Record will need to be maintained once the asset has been received. At this time, information such as the inventory number (bar code number or tag number) can be entered in the Asset master Record directly. The Purchase Order does not need to be updated.
Business Area	Leave this field blank, as business areas are not used by MWR or the VQ systems.
Cost Center	Enter the Cost Center that will be charged with the asset’s depreciation expense. Generally, this is the “owning” cost center. Remember, depreciation can ONLY be recorded to a G&A cost center. For buildings, Building Facilities improvements, and Vehicles, the “Company Code”, Big G&A cost center should be used. For FF&E assets, the G&A cost center for the activity “owning” the asset should be selected.
Site	Enter the Site where the asset will be located. The system will default this field to the site for which the Purchase Order is being created. Remember, Site is now equivalent to a Facility.
Location	Enter the location code where the asset will be located. Location codes are provided by the local user (MWR HQ configures them after receiving location data). If no Location data is available, none has been provided/configured. You will NOT be able to use this field unless location information is provided/configured.

Retail (MM)

Press  to continue. This system will now assign temporary asset number(s) to all the master asset records that will be created.

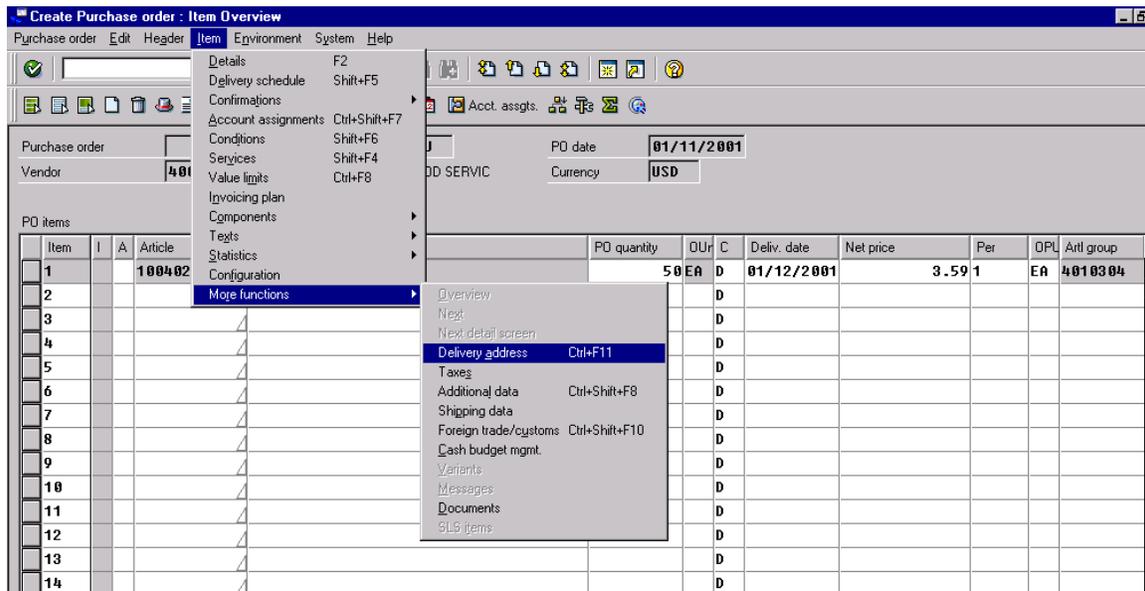
Click  to return to the previous screen.

Further Enhancements to the Purchase Order

Now, select the PO item by clicking once on the line item itself to add further details.

The system will default the site's address as the "delivery address" on the printed purchase order. If an alternative address is needed, use the following menu path:

Menu Path: **Item > More Functions > Delivery Address**



The following screen will appear:

To use this delivery address for all subsequent PO line items, press the **[Repeat address on]** push-button. Press the **Adopt** icon to record the delivery address.

Use the following inputs for the *Screen 1: Delivery address for line item XXXX*

Field	Description/Usage
Address	<p>If the appropriate delivery address already exists in the system, enter the address code in this field. The search help pull-down can be used to search for delivery addresses. Where a delivery address does not exist in the system, leave this field blank and enter the address information in the appropriate fields described below. Although the screen shows that 40 characters can be typed in for the "NAME" of the delivery address, the system will produce a warning message indicating that the last 5 characters may NOT print out properly on the Purchase Order. You can click through this warning, but you will notice the address does NOT print in full on the actual PO document. We suggest that you only use 35 characters to record the NAME.</p> <p>If the delivery address is used regularly, contact the system administrator to request that the delivery address be created in the system.</p>
Vendor	Leave this field blank
Title	Enter the title of the contact person if appropriate
Name	Enter the name of the contact person. This field must always have an entry in it.
House Address	
Street	Enter the street address, including the building number and suite number if applicable.
House number	Leave this field blank. It might be used in the future
City/Region/Pstl Code	Enter the City, the State and the ZIP code of the delivery address
Country	The country defaults to "US". For the pilot areas, the country will always be "US".
Time Zone	The system default may be accepted
Jurisdic. Code	Leave this field blank as neither the VQ or the MWR charges or pays sales taxes.
Telephone	Enter the Tel. No. of the contact person
Fax	Enter the fax number of the contact person.

To add planned freight charges to the PO line item, select the item and use **Item > Conditions**.

Screen Purchase Order Create: Item Conditions

Field	Description/Usage
CnTy	To enter planned freight charges amount only, Use condition type, FBR1. Using any other freight condition will cause the system to print the freight charge on the Purchase Order. These other condition types will be accepted by the system without a warning. Be sure to enter ONLY FBR1.
Rate	Enter the freight amount as a single dollar amount
Curr.	USD as default
Per	Leave this field blank
UoM	Leave this field blank

Press  to record the planned freight amount. The system will now display the freight value and the total value of the purchase order. The cash discount condition can be ignored as it will not affect the total value of the purchase order. It is merely showing the potential cash discount that can be expected if the discount payment terms are met by the payment program.

Click  to return to the previous screen.

Note: When entering planned freight (delivery costs) for a line item that uses multiple account assignment, the system will display a warning message asking whether the delivery costs should be deleted. **Always choose “NO”**. The system may display this message several times. **Always choose “NO”**. This message appears because at the present time, the system cannot use planned delivery costs for multiple account assignment PO line items during the GR and IR stages of the procurement process. However, MWR and VQ procurement policy dictate that the freight charges must always appear on the Purchase Order. SAP is developing this functionality for a future release. Further details as to how the planned freight (delivery costs) will be handled at invoice receipt are explained in process document MMBP003.

To add detailed long text for a PO line item, select the line item by clicking on it, then use **Item > Texts > Text Overview** . Use the pageUp and pageDown icons to move through the list of text types.

Screen: Create Purchase Order: Texts for Item XXXX

Field	Description/Usage
Detailed item text	Use this text type to describe the item being procured in unlimited detail. This is useful when the short text is not descriptive or long enough to fully identify the item. This text will print on the Purchase Order.
Info Record PO text	Do not use this text type. It is reserved for further enhancements of the procurement functionality of the MWR AIMS/SAP system.
Material PO text	Do not use this text type. It is reserved for further enhancements of the procurement functionality of the MWR AIMS/SAP system.
Item Delivery text	Use this text type to describe the delivery instructions for the item being procured in unlimited detail. This is useful when the delivery requires special instructions that the vendor must know about. This text will print on the Purchase Order.
Info Record note	Do not use this text type. It is reserved for further enhancements of the procurement functionality of the MWR AIMS/SAP system.
Quote details	Use this text type to record any information about the quote(s) received for this particular item being procured. This text will NOT print on the Purchase Order but will be available to the user on-line.

To record unlimited long text, simply click on the checkbox located beside the text type, then press the [Long Text] push-button. A screen will appear where the text can be recorded in a fashion similar to a word processor. To return to the previous screen when you are finished recording the long text, click on the previous screen icon .

Again click the previous screen icon  to return to the line item overview screen.

Do one final review of the entire document.

When you are satisfied that all the information has been entered correctly, save the document by clicking the save icon. 

The system will then return a message: “PO under \$25,000 created under the number 65XXXXXXXX”

A screenshot of a system message box. The message text is "PO under \$25,000 created under the number 6500000009". The text is displayed in white on a dark blue background.

PO under \$25,000 created under the number 6500000009

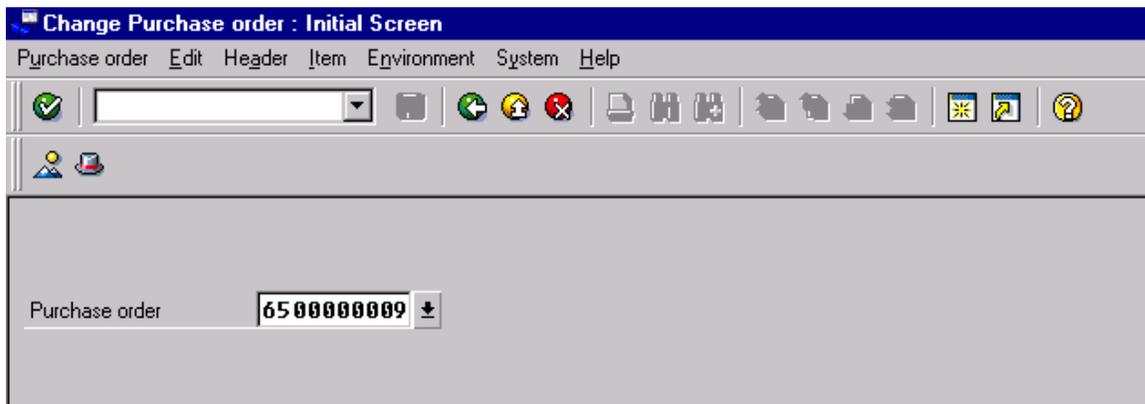


Change Asset Purchase Order

Certain fields of a Purchase Order may be changed. To do so, use the following menu path.

Menu Path: **LOGISTICS → RETAILING → PURCHASING → PURCHASE ORDER → PURCHASE ORDER → CHANGE**

Transaction: **ME22**



In our example, we used the drop-down arrow to choose the Purchase Order that we had set up in the previous section.

You might want to inspect the Purchase Order or the Header information by clicking on either the Document Overview icon  or the Header Information icon .

Once you are satisfied that this is the correct PO, click the Enter icon. 

Screen: Change Purchase Order: Item Overview

Item	I	A	Article	Short text	PO quantity	DU	C	Deliv. date	Net price	Per	DPL	Artl gr
1			1004025	ACE MAGNETIC BRACELET	50	EA	D	01/12/2001	3.59	1	EA	4010
2							D	01/12/2001				4010
3							D	01/12/2001				4010
4							D	01/12/2001				4010
5							D	01/12/2001				4010
6							D	01/12/2001				4010
7							D	01/12/2001				4010
8							D	01/12/2001				4010
9							D	01/12/2001				4010
10							D	01/12/2001				4010
11							D	01/12/2001				4010
12							D	01/12/2001				4010
13							D	01/12/2001				4010
14							D	01/12/2001				4010
15							D	01/12/2001				4010
16							D	01/12/2001				4010
17							D	01/12/2001				4010
18							D	01/12/2001				4010
19							D	01/12/2001				4010
20							D	01/12/2001				4010

As you can see from the fields that are not grayed out, there is a very limited number of fields that can be changed in this procedure.

Field	Description/Usage
Account Assignment Category	Change the Account Assignment Category, if required. Note that the account assignment details will also have to be changed. This field cannot be changed after goods receipt or invoice receipt for this line item has occurred.
PO Quantity	Change the quantity of the items ordered, if required. The quantity can be changed after goods receipt but the system issues a warning, if the Delivery Complete indicator was set during a previous goods receipt. This indicator is set to inform the user that no further deliveries are to be expected.
Net Price	Change the net price, if required
Delivery Date	Change the delivery date, if required

To make any required changes, Select **Item** → **Details**

Retail (MM)

Change Purchase order : Item 00001

Purchase order Edit Header Item Environment System Help

Item: 6500000009 1 Item cat. AcctAssCat

Article: 1004025 Artl group: 4010304 Site: 0001

Short text: ACE MAGNETIC BRACELET

Quantity and price

Order quantity: 50

Net order price: 3.59 USD / 1 EA

Qty. conversion: 1 EA <-> 1 EA Print price

Deadline monitoring

Delivery date: D 01/12/2001 Ackn. reqd

Stat. del. date: 01/12/2001

Vend. mat.

GR/IR control

Underdel. tol. % Unlimited GR

Overdeliv. tol. % Unlimited Del. compl GR non-val

Final inv. IR GR-basedIV

Field	Description/Usage
Quantity and price section	
Quantity Conversion	Denominator of the quotient representing the ratio of the order unit to the order price unit.

To change the delivery address of a PO line item, select the item by clicking on it and then use **Item → More functions → Delivery address**

After making any required changes, press the previous screen icon  to return to the PO line item overview screen.

To change planned freight charges on a PO line item, select the item and use **Item → Conditions**

Screen: Purchase Order Create: Item conditions

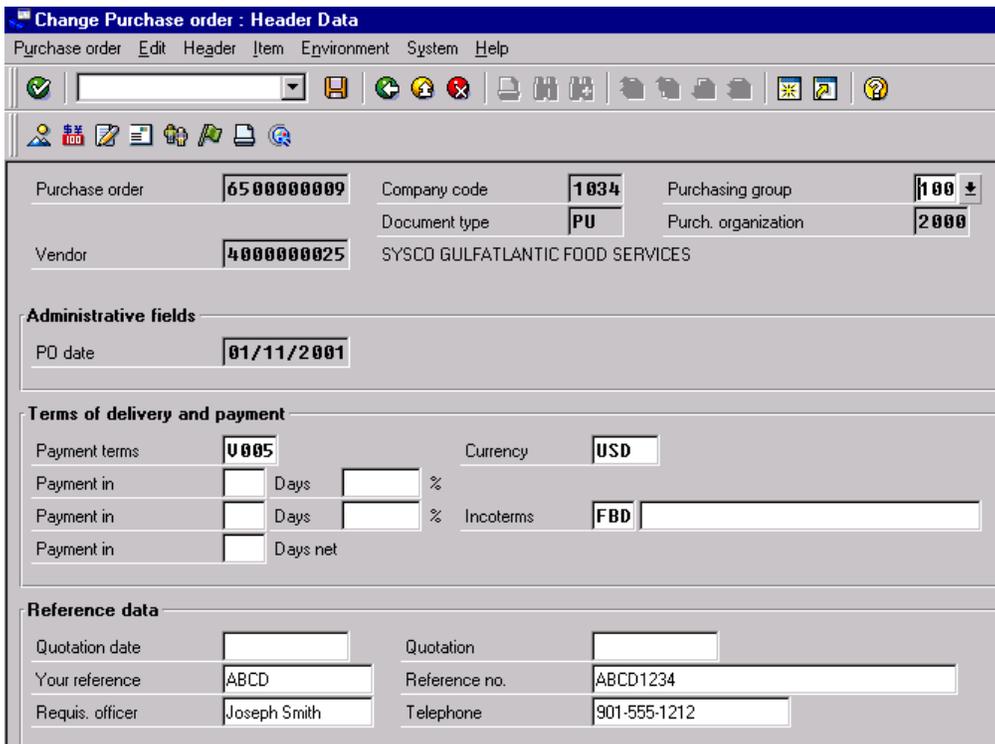
Field	Description/Usage
CnTy	Delete the planned freight charges in total by flagging the checkbox next to the FRB1 condition type. Press the Delete Line push-button to delete the planned freight amount.
Rate	Change the freight amount, if the planned delivery costs are not completely deleted.

Press the  to record the new planned freight amount.

Click the  to return to the PO line item overview screen.

To change PO header information, select the line item and use **Header → Details**.

Screen: Change Purchase order: Header Data



Retail (MM)

Field	Description/Usage
Quotation date	Change or enter the date of the vendor's quotation, if required.
Quotation	Change or enter the vendor's quotation number, if required.
Your reference	Change the MWR/VQ manual requisition number, if required.
Reference no.	Change the data in this field, if required.
Requis. Officer	Change the name of the Requisitioning officer, if required.
Telephone	Change the name of the Requisitioning officer's telephone number, if required.

Click the  icon to return to the PO line item overview screen.

To make any required changes to the PO Line Item detailed texts, select the item, and use **Item → Texts → Text overview**

To change the long text, simply click on the checkbox located beside the text type, then press the **[Long Text]** push-button. A screen will appear where the text previously entered can be changed or new text recorded in a fashion similar to a word processor. To return to the previous screen when you are finished changing the long text, click 

Click  to return to the PO line item overview screen.

To save the changes made to the purchase order, click 



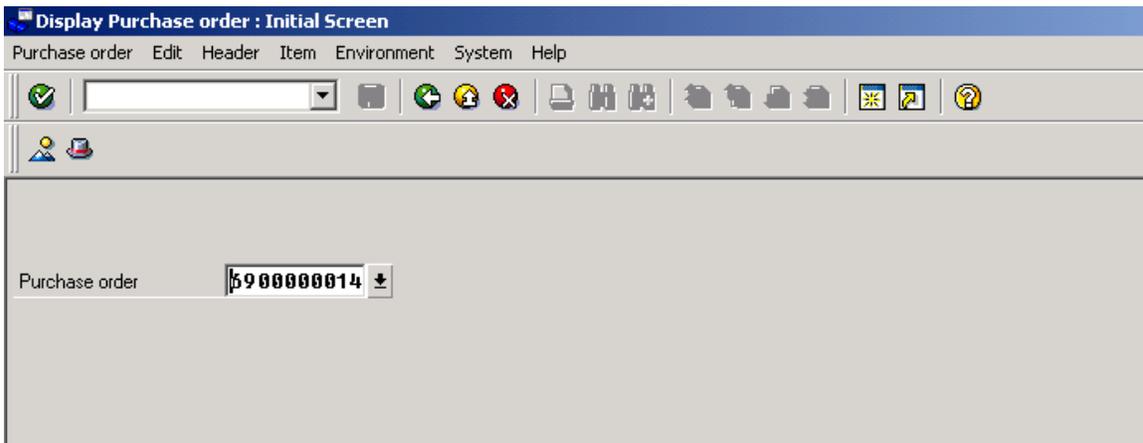
Display Purchase Orders

This transaction may be used to display all purchase order types (PO, PU, CO, BP, and CR)

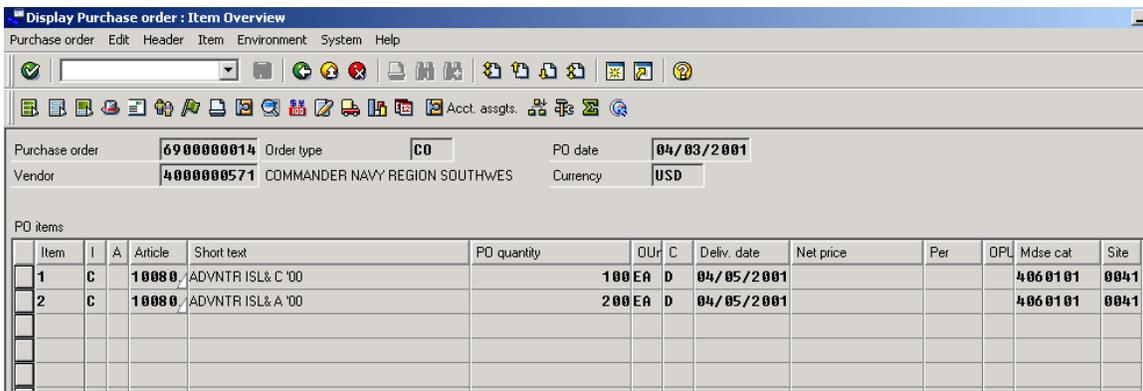
Menu Path: **LOGISTICS → RETAILING → PURCHASING → PURCHASE ORDER → PURCHASE ORDER → DISPLAY**

Transaction: **ME23**

Screen 1: Display Purchase Order: Initial Screen



After clicking on the Document Overview icon (moon over Miami) the *Display Purchase Order: Item Overview* screen is displayed. The purchase order can then be navigated using the same method as is done when a change is required as illustrated in the previous section.





Release Purchase Orders

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER > RELEASE

Transaction code: ME28

Background Information

Purchase orders are subject to a release procedure (approval procedure). The document must be reviewed and released by the required releasing authority in accordance with local procedures.

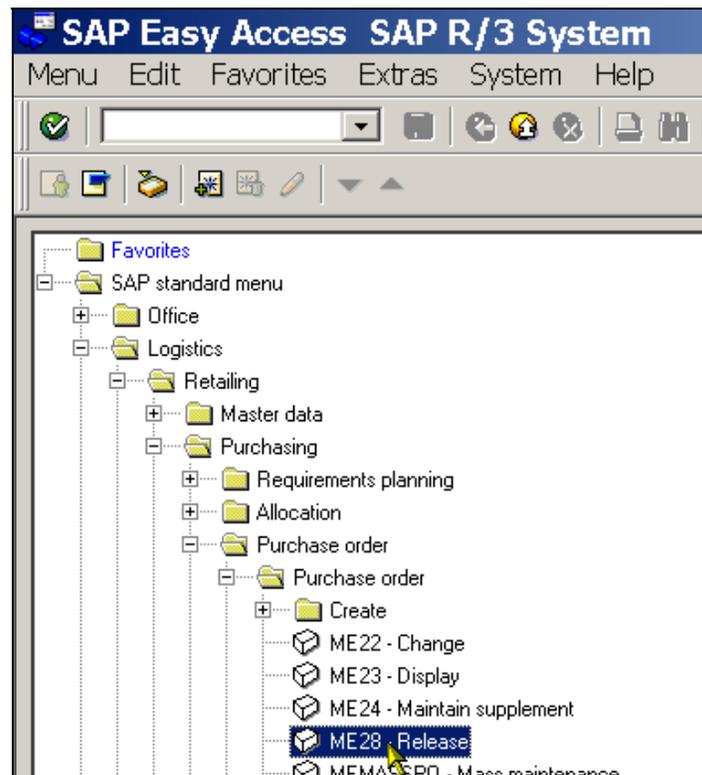
Depending on the Purchase order type and the Purchase order value, the purchase order will proceed through a proscribed release procedure that will ensure that a proper level of authority will approve the purchase order before it will be released to the vendor.

The purchase order can only be printed when it is fully released. Only upon printing can the individual with the appropriate Warrant Authority actually sign the document and forward it to the vendor!

Release Strategy One	Code	Release Strategy Two	Code
Site Manager Approval	(AA)	Site Manager Approval	(AA)
Local Procurement Approval	(BB)	Over \$10,000 Approval	(DD)
Over \$2,500 Approval	(CC)	Warrant Authority Approval	(Z2)
Warrant Authority Approval	(Z1)		

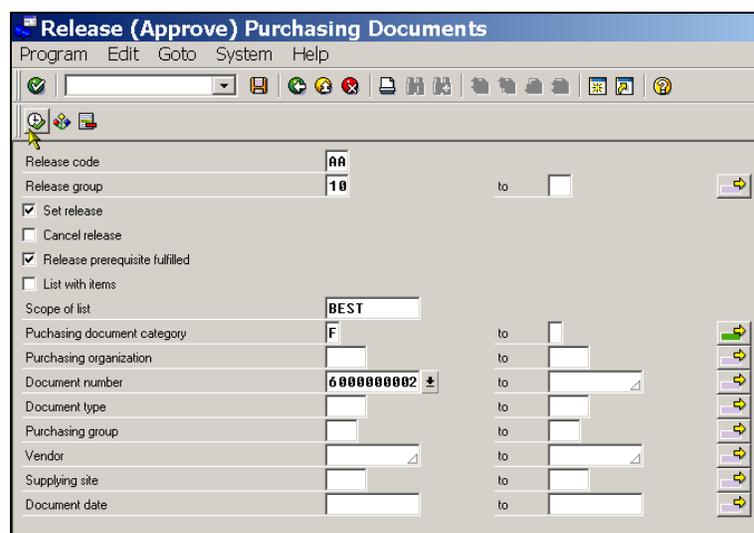


Note: To determine which of the Release strategies your Company Code management has decided to use, contact your local or regional Procurement Office.



If using the menu path, double click “ME28 – Release” to go to the next screen:

Release (Approve) Purchasing Documents



Retail (MM)

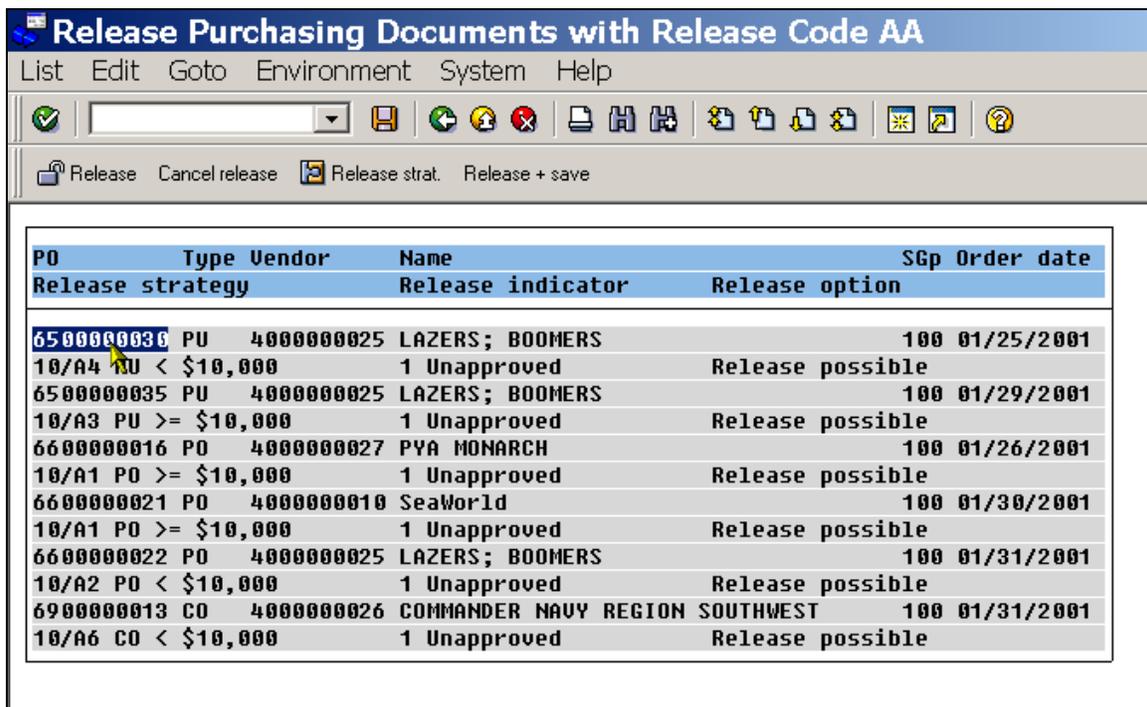
Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Release Code	Code with which the items of a purchase order may be released (approved).	R	Enter your assigned release code from pull down menu, cash approval level uses a different release code
Release Group	Contains one or more release strategies.	R	Enter 10 or select Release code 10 from drop down menu
Set Release	Determines whether or not the purchasing documents must fulfill the release prerequisite for the specified release code. This comes into play if you have a 2- or more step release procedure. If you enter your code and are the person on the 2 nd level and check this box, you’ll only see the PO’s which have been released already on level 1.	O	Set the indicator if you only wish to see the purchasing documents that you can release (approve) immediately. Do not set the indicator if you wish to see all the purchasing documents that require your release (approval)
Cancel Release	Indicator stipulating that the system is to suggest for processing all purchasing documents that have already been released (approved), and whose release can be cancelled (i.e. the approval revoked) with the specified release code.	O	Set the indicator if you wish to cancel already released purchase orders.
Release Prerequisite Fulfilled	Determines whether or not the suggested purchasing documents must fulfill the release prerequisite for the specified release code.	O	Set the indicator if you wish to see the purchasing documents that you can release (approve) immediately. Do not set the indicator if you also wish to see all the purchasing documents
List with Items	Key that determines which information is to be displayed in the list.	O	If you check this box the system will display information on item level
Scope of List	Determines format of search report	R	Enter “BEST” (default value) for list Purchase orders

Purchasing Document Category	Identifier that allows you to differentiate different purchasing document types	R	Enter "F" (default value) for purchasing documents
Purchasing Organization	Purchasing Organization number	O	Enter 2000 or leave blank
Document Number	PO Number	O	Enter PO number to view individual document or leave blank to review all available for release
Document Type	Type of purchasing document	O	Enter PO type or leave blank
Purchasing Group	Purchasing group code	O	Enter Purchasing group or leave blank
Vendor	Vendor number	O	Enter vendor or leave blank
Supplying Site	N/A for AIMS users (only stock transport orders)	O	Leave blank
Document Date	Date that the document was originally created	O	Enter date or leave blank

Select the Execute  icon.

Release Purchasing Documents with Release Code AA



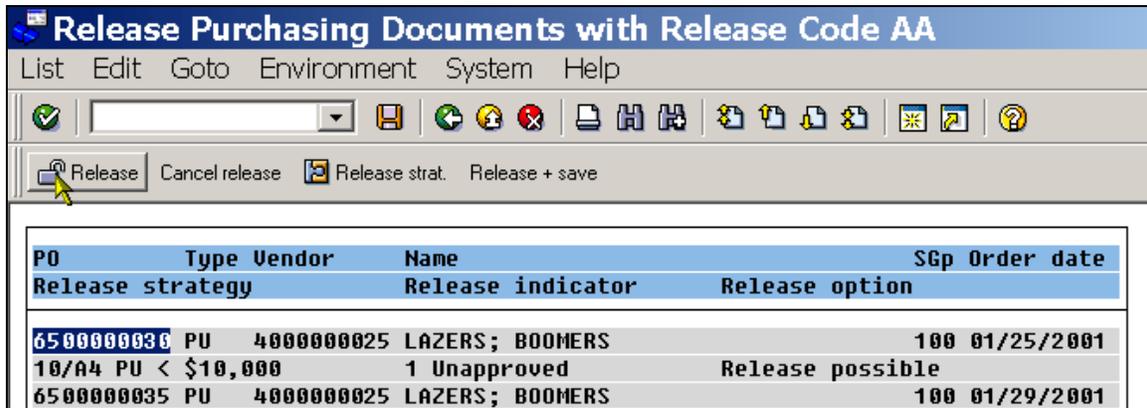
The screenshot shows a SAP dialog box titled "Release Purchasing Documents with Release Code AA". The window has a menu bar (List, Edit, Goto, Environment, System, Help) and a toolbar with various icons. Below the toolbar are buttons for "Release", "Cancel release", "Release strat.", and "Release + save". The main area contains a table with the following data:

PO	Type	Vendor	Name	SGp	Order date
Release strategy			Release indicator		Release option
6500000030	PU	4000000025	LAZERS; BOOMERS	100	01/25/2001
10/A4			1 Unapproved		Release possible
6500000035	PU	4000000025	LAZERS; BOOMERS	100	01/29/2001
10/A3	PU	>= \$10,000	1 Unapproved		Release possible
6600000016	PO	4000000027	PYA MONARCH	100	01/26/2001
10/A1	PO	>= \$10,000	1 Unapproved		Release possible
6600000021	PO	4000000010	SeaWorld	100	01/30/2001
10/A1	PO	>= \$10,000	1 Unapproved		Release possible
6600000022	PO	4000000025	LAZERS; BOOMERS	100	01/31/2001
10/A2	PO	< \$10,000	1 Unapproved		Release possible
6900000013	CO	4000000026	COMMANDER NAVY REGION SOUTHWEST	100	01/31/2001
10/A6	CO	< \$10,000	1 Unapproved		Release possible

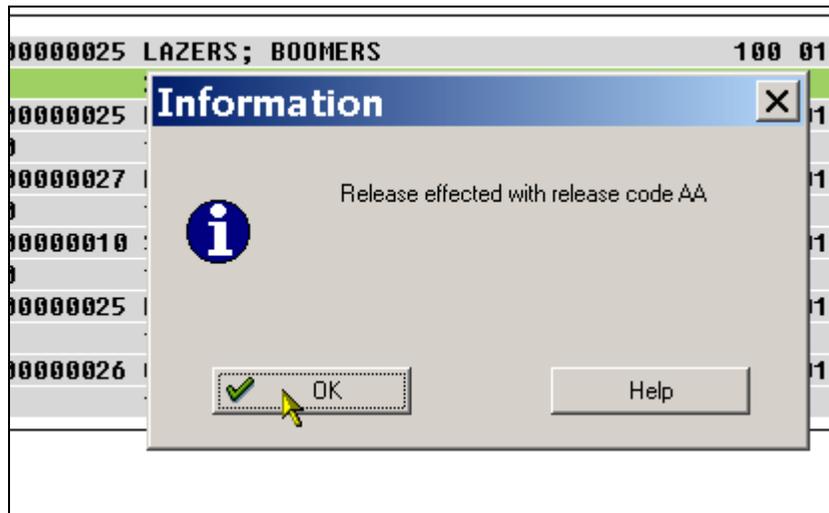
Retail (MM)

To review an order in detail prior to releasing, double click on the purchase order number. Review each line item, net price, freight conditions, and account coding for “text” articles. If satisfied that everything is correct, then the purchase order can be released.

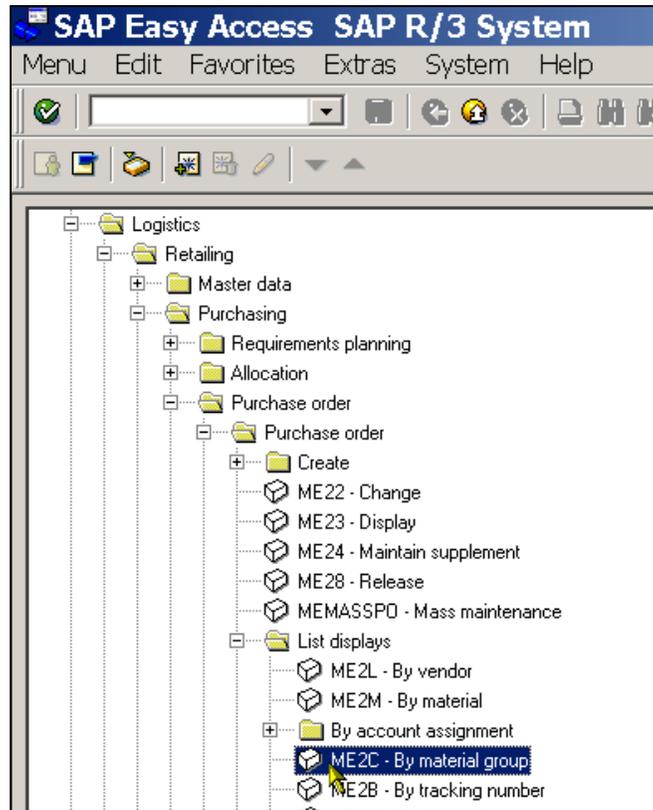
First select the purchase order by clicking on it once, then selecting the  Release icon.



Confirmation is received via an information screen:



To review the release strategy, select the purchase order again by clicking on it once, then selecting  Release strat. icon.



If using the menu path, double click “ME2C – By material group” to go to the next screen.

Purchasing Documents per Merchandise Category

The screenshot shows the 'Purchasing Documents per Merchandise Category' screen. The fields are as follows:

Merchandise category	4010101	to		
Purchasing organization	2000	to		
Without article number				
Scope of list	BEST			
Selection parameters		to		
Document type		to		
Purchasing group	100	to		
Site	0001	to		
Item category		to		
Account assignment category		to		
Delivery date		to		
Validity key date				
Range of coverage to				
Document number		to		
Vendor		to		
Supplying site		to		
Article		to		
Document date		to		
Intern. article no. (EAN/UPC)		to		
Vendor's article number		to		
Vendor sub-range		to		

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Material Group	Material group code	O	Select from drop down menu
Purchasing Organization	Purchasing Organization number	O	Choose relevant purchasing organization
Without material number		R	This field should be left blank.
Scope of List	Determines format of search report	R	BEST is the default.
Selection parameters	Categories that may be chosen to limit the search	O	Select from drop down menu
Document Type	Type of purchasing document	O	PO, PU, BP, CO or RP documents are valid
Purchasing Group	Purchasing group code	O	Enter Purchasing Group
Site	Site to which delivery is to be made	O	Enter Site or leave blank for all
Item category	Type of purchase order	O	Select from drop down menu to view purchase orders with specific types of purchases on them (text article, articles, etc.)
Acct. assignment category	Account where costs are allocated	O	Select from drop down menu to view only specific Purchase Orders.
Delivery Date	Date that the items are scheduled to be delivered	O	Select from drop down menu
Validity key date	Only items that are relevant for this date are shown	O	
Range of coverage to	Date that the outline agreement will be fulfilled	O	
Document number	Alphanumeric key that uniquely identifies a purchasing document	O	Enter the Document number, if known, or use drop down arrow.
Vendor	Alphanumeric key that uniquely identifies a vendor	O	Enter the Vendor number, if known, or use drop down arrow
Supplying Site	Site supplying materials for stock transport orders	O	Leave Blank

Retail (MM)

Material	Material master number	O	Select from drop down menu
Document Date	Date that the document was originally created	O	Select from drop down menu
Internet. article number (UPC)	If material number is not known, but EAC or UPC is known	O	Enter number if known
Vendor's material number	Material number for the vendor	O	Enter number if known
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.	O	Select from drop down menu
Promotion	Number identifying a promotion for which procurement is to take place.	O	Leave Blank
Season	Key that identifies season type	O	Leave Blank
Season Year	Indicates the first season year when the material will be sold	O	Leave Blank
Short Text	Short description of the material	O	Enter short description for the material
Vendor name	Name of vendor	O	Enter vendor name

Select the Execute  button.

Purchasing Documents for Merchandise Category

PO	Type	Vendor	Name	SGP	Order date				
Item	Article	Site	Short text	Order qty.	Un	Net Price	Curr.	Mdse catgy	per Un
6500000020	PU	4000000025	SYSCO GULFATLANTIC FOOD SERVICES	100	01/18/2001				
00001	1000034		ASHWRTH T SHIRT	4010101					
	0001	0001		6	EA	1.00	USD		1 EA
			Still to be delivered	0	EA	0.00	USD		0.00 %
			Still to be invoiced	6	EA	0.00	USD		100.00 %
00002	1000034001		ASHWRTH T SHIRT, S	4010101					
	0001	0001		1	EA	1.00	USD		1 EA
			Still to be delivered	0	EA	0.00	USD		0.00 %
			Still to be invoiced	1	EA	1.00	USD		100.00 %
00003	1000034002		ASHWRTH T SHIRT, M	4010101					
	0001	0001		1	EA	1.00	USD		1 EA
			Still to be delivered	0	EA	0.00	USD		0.00 %
			Still to be invoiced	1	EA	1.00	USD		100.00 %
00004	1000034003		ASHWRTH T SHIRT, L	4010101					
	0001	0001		1	EA	1.00	USD		1 EA
			Still to be delivered	0	EA	0.00	USD		0.00 %
			Still to be invoiced	1	EA	1.00	USD		100.00 %
00005	1000034004		ASHWRTH T SHIRT, XL	4010101					
	0001	0001		1	EA	1.00	USD		1 EA
			Still to be delivered	0	EA	0.00	USD		0.00 %

In the screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item (such as line item number) and use the following radio buttons in the menu to display further details of the line item of the purchase order.

Radio button	Description	R/O/C	User Action and Values
	Display document	O	Displays details of the purchase order
	History of the Purchase order	O	Displays history of the purchase order such as goods receipts documents and invoice documents.
	Changes to the document header	O	Displays any changes to the header of the PO
	Delivery schedule	O	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
	Service Item	O	Not used by MWR



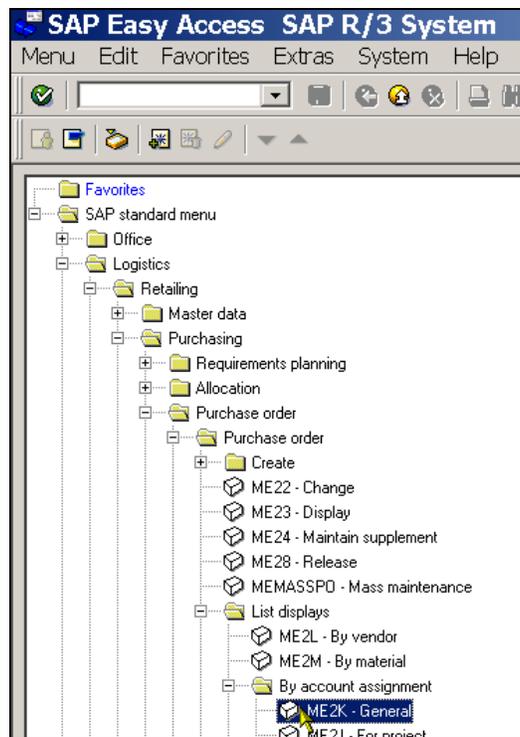
Display Purchase Orders by Account Assignment

Background Information

Purchase order listing, by merchandise category, enables the purchasing organization and others to view all purchase orders that have been created for an account assignment for an individual site or range of sites. Account assignment objects include cost center, WBS element, order, or asset.

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER > LIST DISPLAY > BY ACCOUNT ASSIGNMENT > GENERAL

Transaction Code **ME2K**



If using the menu path, double click “**ME2K – General**” to go to the next screen.

Purchasing Documents per Account Assignment

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Cost Center	Cost center number used on PO	C	Cost center number known or via pull down menu. At least one account assignment object must be specified
WBS Element	Key identifying a WBS element	C	Leave Blank Not used
Order	Order number	O	Internal Order Number or via pull down menu. At least one account assignment object must be specified
Asset	Asset number	C	Enter Asset number or select from pull down menu. At least one account assignment object must be specified
Sales Document	Number of sales document	O	Not used. Leave Blank
Network		O	Not used. Leave Blank

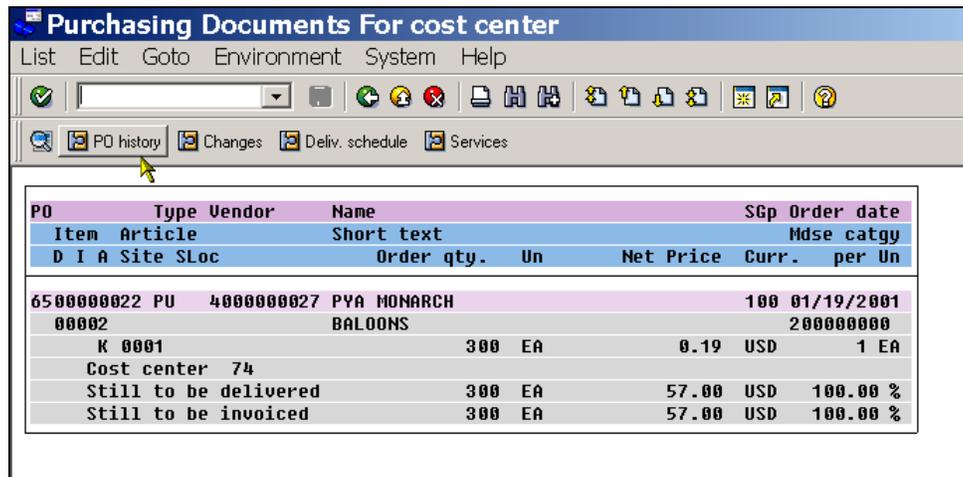
Retail (MM)

Purchasing Organization	Purchasing Organization number	O	Enter 2000
Scope of List	Determines format of search report	R	“BEST” will default.
Selection parameters	Categories that may be chosen to limit the search	O	Select from pull-down menu
Document Type	Type of purchasing document	O	Document types PO and PU are valid document types for this search.
Purchasing Group	Purchasing group code	O	Enter Purchasing Group
Site	Site to which delivery is to be made	O	Select from pull-down menu
Item category	Type of purchase order	O	Leave Blank
Acct. assignment category	Account where costs are allocated	C	At least one account assignment object must be specified
Delivery Date	Date that the items are scheduled to be delivered	O	Select from pull-down menu
Validity key date	Only items that are relevant for this date are shown	O	
Range of coverage to	Date that the outline agreement will be fulfilled	O	
Vendor	Vendor number	O	Vendor known or use the drop down arrow to aid in the search
Supplying Site	Site supplying materials for stock transport orders	O	Only use for stock transport orders
Article	Material master number	O	Article number or use the drop down arrow to aid in the search
Merchandise Category	Merchandise Category	O	Select from drop-down arrow
Document Date	Date that the document was originally created	O	Select from drop-down arrow
Internet. article number (UPC)	If material number is not known, but EAC or UPC is known	O	Enter number if known
Vendor’s material number	Material number for the vendor	O	Enter number if known

Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.	O	Select using the drop-down arrow
Promotion	Number identifying a promotion for which procurement is to take place.	O	Select using the drop-down arrow
Season	Key that identifies season type	O	Select using the drop-down arrow
Season Year	Indicates the first season year when the material will be sold	O	Select using the drop-down arrow
Short Text	Short description of the material	O	Enter short description for the material
Vendor name	Name of vendor	O	Enter vendor name

Select the  icon.

Purchasing Documents For cost center



In the screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item (such as line item number) and use the following radio buttons in the menu to display further details of the line item of the purchase order.

Retail (MM)

Radio button	Description	R/O/C	User Action and Values
	Display document	O	Displays details of the purchase order
 PO history	History of the Purchase order	O	Displays history of the purchase order such as goods receipts documents and invoice documents.
 Changes	Changes to the document header	O	Displays any changes to the header of the PO
 Deliv. schedule	Delivery schedule	O	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator
 Services	Service Item	O	Not used by MWR



Display Purchase Orders by Vendor

LOGISTICS > ARTICLES MANAGEMENT > PURCHASING > PURCHASE ORDER > LIST DISPLAYS > BY VENDOR

Transaction code: **ME2L**

The initial screen “Purchase Orders for Vendors” is shown below.

The screenshot shows the SAP selection screen for 'Purchasing Documents per Vendor'. The fields and their values are as follows:

- Vendor: 400000025
- Purchasing organization: 2000
- Scope of list: BEST
- Selection parameters: (empty)
- Document type: (empty)
- Purchasing group: (empty)
- Site: 0001
- Item category: (empty)
- Account assignment category: (empty)
- Delivery date: (empty)
- Validity key date: (empty)
- Range of coverage to: (empty)
- Document number: (empty)
- Article: (empty)
- Merchandise category: (empty)
- Document date: (empty)
- Intern. article no. (EAN/UPC): (empty)
- Vendor's article number: (empty)
- Vendor sub-range: (empty)
- Promotion: (empty)
- Season: (empty)
- Season year: (empty)
- Short text: (empty)
- Vendor name: (empty)



Note: In the screen above, the user may restrict the output by including more criteria.

In our example above, we have restricted the input criteria to a particular vendor, a particular purchasing organization, and a particular site. The system will then display all the purchasing documents that exist ONLY for that vendor and ONLY for that site rather than all the sites.

Press the Execute button. 

The following screen, “Purchasing Documents for Vendor” is the result of this execution.

PO	Type	Vendor	Name	SGp	Order date
Item	Article		Short text		Mdse catgy
D I A Site SLoc			Order qty. Un	Net Price	Curr. per Un
4500000220	NB	400000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/06/2000
00001	00000000000001097		TOOTH PASTE		4010702
0001	0001		100 EA	1.00	USD 1 EA
			Contract release order 460000027	Item	00010
			Still to be delivered	100 EA	100.00 USD 100.00 %
			Still to be invoiced	100 EA	100.00 USD 100.00 %
4500000221	NB	400000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000
00001	00000000000001097		TOOTH PASTE		4010702
0001	0001		100 EA	1.00	USD 1 EA
			Contract release order 460000027	Item	00010
			Still to be delivered	100 EA	100.00 USD 100.00 %
			Still to be invoiced	100 EA	100.00 USD 100.00 %
4500000222	NB	400000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000
00001	00000000000001128		BACON		4020102
0001	0001		5 CAS	54.99	USD 1 CAS
			In stockkeeping unit	100 LB	2.75 USD 1 LB
			Still to be delivered	5 CAS	274.95 USD 100.00 %
			Still to be invoiced	5 CAS	274.95 USD 100.00 %
4500000224	NB	400000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000
00001	00000000000001097		TOOTH PASTE		4010702
0001	0001		100 EA	1.00	USD 1 EA
			Contract release order 460000027	Item	00010
			Still to be delivered	100 EA	100.00 USD 100.00 %
			Still to be invoiced	100 EA	100.00 USD 100.00 %
4600000029	NA	400000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000
00001			hjhjhjhj		100000000
K	0001		1,000 EA	3.00	USD 1 EA
			Still to be delivered	1,000 EA	3,000.00 USD 100.00 %
			Still to be invoiced	1,000 EA	3,000.00 USD 100.00 %
5000000004	RP	400000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/06/2000
00001	00000000000001097		TOOTH PASTE		4010702
0001	0001		100 EA	1.49	USD 1 EA

As you can see from the table below, there are some additional options and views that can be accessed through this screen.

IF THIS BUTTON CLICKED IS:	THE RESULTS ARE:
The Display Icon 	Details of the Purchase Order will be displayed.
P.O. History	Displays the history of the Purchase Order.
Changes	Displays any changes to the header of the P.O.
Delivery Schedule	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator.

Press the green arrow button  or the exit button  to leave this screen.



Display Purchase Orders by Article

LOGISTICS > ARTICLES MANAGEMENT > PURCHASING > PURCHASE ORDER > LIST DISPLAYS > BY ARTICLE

Transaction code: **ME2M**

The screen “Purchase Orders for Article” selection screen is shown below.

Field	Value	to	Button
Article	0000000000000112P		[Execute]
Site	0013		[Execute]
Purchasing organization	2000		[Execute]
Scope of list	BEST		[Execute]
Selection parameters			[Execute]
Document type			[Execute]
Purchasing group			[Execute]
Item category			[Execute]
Account assignment category			[Execute]
Delivery date			[Execute]
Validity key date			[Execute]
Range of coverage to			[Execute]
Document number			[Execute]
Vendor			[Execute]
Supplying site			[Execute]
Merchandise category			[Execute]
Document date			[Execute]
Intern. article no. (EAN/UPC)			[Execute]
Vendor's article number			[Execute]
Vendor sub-range			[Execute]
Promotion			[Execute]
Season			[Execute]
Season year			[Execute]
Short text			[Execute]
Vendor name			[Execute]

As with the other listings in this section, a common criteria selection screen will appear that allows the data to be filtered, the exact requested data to be shown, and the entire process to be speeded up.

Press the Execute button.



The following screen, “Purchasing Documents for Vendor” is the result of this execution

Retail (MM)

PO	Type	Vendor	Name	SGP	Order date
Item	Article	Short text		Hdse catgy	
D I A Site SLoc	Order qty.	Un	Net Price	Curr.	per Un
4500000222	NB	400000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000
00001	000000000000001128	BACON		4020102	
	0001	0001	5 CAS	54.99 USD	1 CAS
	In stockkeeping unit		100 LB	2.75 USD	1 LB
	Still to be delivered		5 CAS	274.95 USD	100.00 %
	Still to be invoiced		5 CAS	274.95 USD	100.00 %
4500000223	NB	400000027	PYA MONARCH	100	12/07/2000
00001	000000000000001128	BACON		4020102	
	0001	0001	5 CAS	60.00 USD	1 LB
	In stockkeeping unit		100 LB	60.00 USD	1 LB
	Still to be delivered		5 CAS	6,000.00 USD	100.00 %
	Still to be invoiced		5 CAS	6,000.00 USD	100.00 %
4500000225	NB	400000027	PYA MONARCH	100	12/07/2000
00001	000000000000001128	BACON		4020102	
	0001	0001	5 CAS	60.00 USD	1 LB
	In stockkeeping unit		100 LB	60.00 USD	1 LB
	Still to be delivered		5 CAS	6,000.00 USD	100.00 %
	Still to be invoiced		5 CAS	6,000.00 USD	100.00 %
5000000006	RP	400000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000
00001	000000000000001128	BACON		4020102	
	0001	0001	1 CAS	1.44 USD	1 CAS
	In stockkeeping unit		20 LB	0.07 USD	1 LB
	Contract release order	460000027	Item 00020		
	Still to be delivered		1 CAS	1.44 USD	100.00 %
	Still to be invoiced		1 CAS	1.44 USD	100.00 %
	00003	000000000000001128	BACON	4020102	
	0001	0001	1 CAS	1.44 USD	1 CAS
	In stockkeeping unit		20 LB	0.07 USD	1 LB
	Contract release order	460000027	Item 00020		
	Still to be delivered		1 CAS	1.44 USD	100.00 %
	Still to be invoiced		1 CAS	1.44 USD	100.00 %
5000000011	BP	400000025	SYSCO GULFATLANTIC FOOD SERVICES?	100	12/07/2000

The screen above shows the listing that includes all the purchase documents for this one article from all vendors.

As you can see from the table below, there are some additional options and views that can be accessed through this screen.

IF THIS BUTTON CLICKED IS:	THE RESULTS ARE:
The Display Icon 	Details of the Purchase Order will be displayed.
P.O. History	Displays the history of the Purchase Order.
Changes	Displays any changes to the header of the P.O.
Delivery. Schedule	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator.

Press the green arrow button  or the exit button  to leave this screen.

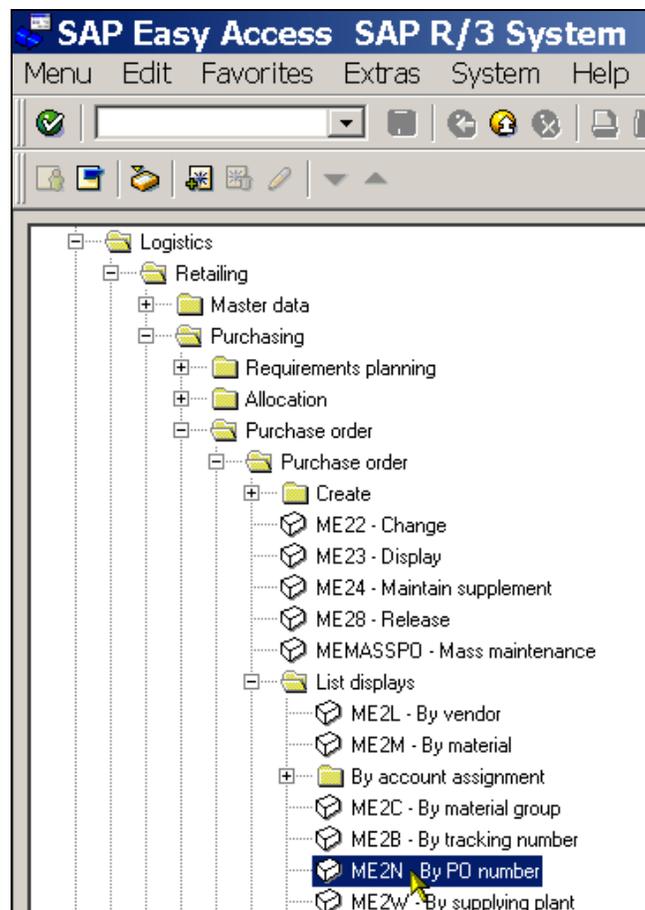


Display Purchase Order

Use this process when a list of purchase orders is needed.

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > PURCHASE ORDER > LIST DISPLAY > BY PO NUMBER

Transaction code: **ME2N**



If using the menu path, double click “**ME2N – By PO number**” to go to the next screen.

Purchasing Documents per Document Number

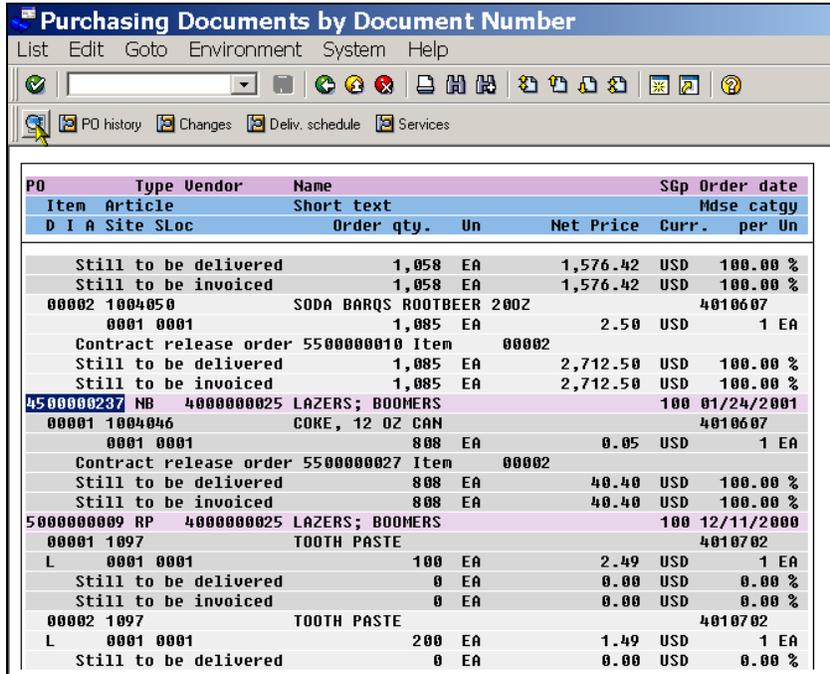
Enter information in the following fields as specified in the table below. **Note:** In column “R/O/C:” R = Required, O = Optional, and C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Purchasing Document	Alphanumeric key that uniquely identifies a document	O	Document number or numbers
Purchasing Organization	Purchasing Organization number	O	Enter 2000.
Scope of List	Determines format of search report	R	BEST is default.
Selection parameters	Categories that may be chosen to limit the search	O	Select using the drop down menu
Document Type	Type of purchasing document	O	Document types PO, PU, CO, BP, RP are valid.
Purchasing Group	Purchasing group code	O	Enter Purchasing Group
Site	Site to which delivery is to be made	O	Enter site number or leave blank for all.
Item category	Type of purchase order	O	Leave blank

Acct. assignment category	Account where costs are allocated	O	Select using the drop down menu
Delivery Date	Date that the items are scheduled to be delivered	O	Select using the drop down menu
Validity key date	Only items that are relevant for this date are shown	O	Select using the drop down menu
Range of coverage to	Date that the outline agreement will be fulfilled	O	Select using the drop down menu
Vendor	Vendor name	O	Vendor known or via drop down menu
Supplying Site	Describes site from which material is supplied.	O	Not used by MWR.
Article	Article Number	O	Article number or search via drop down menu
Merchandise Category	Merchandise Category	O	Select using the drop down menu
Document Date	Date that the document was originally created	O	Select using the drop down menu
Intern. article number (EAN/UPC)	If material number is not known, but EAC or UPC is known	O	Enter if known
Vendor's material number	Material number for the vendor	O	Enter if known
Vendor sub-range	Subdivision of a vendor's total product range according to various criteria.	O	Select using the drop down menu
Promotion	Number identifying a promotion for which procurement is to take place.	O	Not used
Season	Key that identifies season type	O	Not used
Season Year	Indicates the first season year when the material will be sold	O	Not used
Short text	Short description of the material	O	Enter a description
Vendor Name	Name of the vendor	O	Enter if known

Retail (MM)

Select the  to generate list.



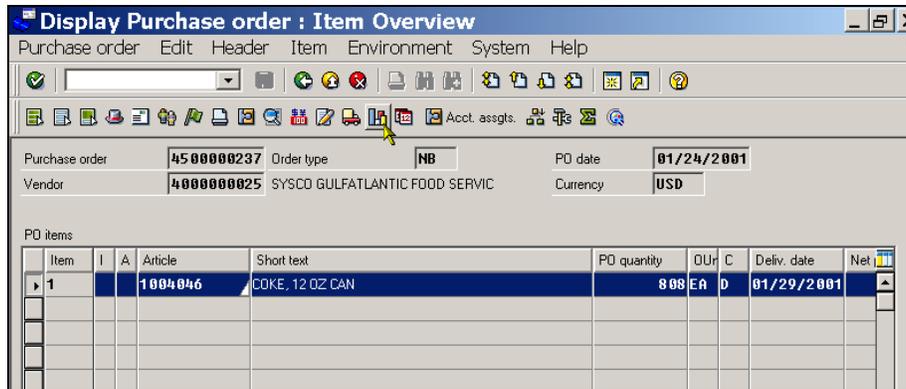
PO	Type	Vendor	Name	SGrp	Order date					
Item	Article	Short text	Hdse catgy							
D	I	A	Site	SLoc	Order qty.	Un	Net Price	Curr.	per	Un
			Still to be delivered			1,058	EA	1,576.42	USD	100.00 %
			Still to be invoiced			1,058	EA	1,576.42	USD	100.00 %
00002	1004050		SODA BARQS ROOTBEER 2002						4010607	
	0001	0001				1,085	EA	2.50	USD	1 EA
			Contract release order	5500000010	Item	00002				
			Still to be delivered			1,085	EA	2,712.50	USD	100.00 %
			Still to be invoiced			1,085	EA	2,712.50	USD	100.00 %
4500000237	NB		4000000025 LAZERS; BOOMERS						100	01/24/2001
	00001	1004046	COKE, 12 OZ CAN						4010607	
	0001	0001				808	EA	0.05	USD	1 EA
			Contract release order	5500000027	Item	00002				
			Still to be delivered			808	EA	40.40	USD	100.00 %
			Still to be invoiced			808	EA	40.40	USD	100.00 %
5000000009	RP		4000000025 LAZERS; BOOMERS						100	12/11/2000
	00001	1097	TOOTH PASTE						4010702	
L	0001	0001				100	EA	2.49	USD	1 EA
			Still to be delivered			0	EA	0.00	USD	0.00 %
			Still to be invoiced			0	EA	0.00	USD	0.00 %
	00002	1097	TOOTH PASTE						4010702	
L	0001	0001				200	EA	1.49	USD	1 EA
			Still to be delivered			0	EA	0.00	USD	0.00 %

In the output screen as shown above, the following user actions can be performed to display further details. Place the cursor on a line item and select a radio button to “drill down” into the report.

Radio Button	Description	R/O/C	User Action and Values	Comments
<input type="radio"/>	Display the PO	O	Display details of the purchase order	Highlight purchase order number first
<input type="radio"/>	History of the Purchase order	O	Displays history of the purchase order including goods receipts and invoice documents.	If more than one line item is listed for a purchase order, one line item must be highlighted
<input type="radio"/>	Changes to the document header	O	Displays any changes to the header of the PO	
<input type="radio"/>	Delivery schedule	O	Displays the delivery date, time, scheduled qty, qty delivered, and the creation indicator	If more than one line item is listed for a purchase order, one line item must be highlighted
<input type="radio"/>	Service Item	O	Not used by MWR	

For example, place the cursor on the purchase order number, highlight it by clicking once, then select . The purchase order document overview screen appears. Select a line item to view more detail about that item. Click the  to return to the purchase order list.

Display Purchase order: Item Overview





Goods receipt

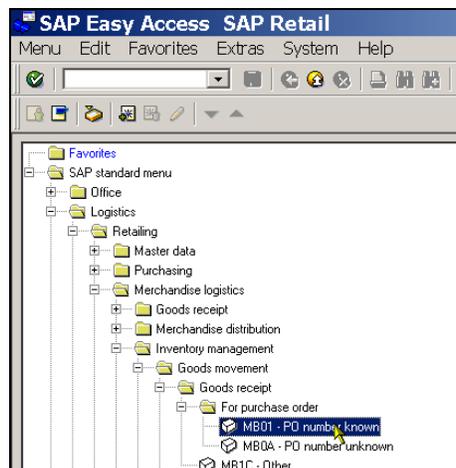
Incoming inventory from a vendor as the result of purchase orders initiated by the purchasing department must be posted as a goods receipt (movement type 101). When receiving goods from the vendor, the goods receipt must always reference a purchase order. Posting a goods receipt results in an entry to record the liability of the MWR/VQ activity to pay the vendor, and update the inventory quantity (and value) on hand.

Goods movements from one site to another site will be conducted via a **transfer posting** (goods movements 303/305). Transfer posting will be addressed in a separate training document.

- Complete the Goods Receipt for Purchase Order Initial Screen.
- Depending on the type of receipt, complete the Goods Receipt for PO Selection Screen.
- Post the Goods Receipt document, and look for the posted document number at the bottom of the screen to verify that it has been successfully completed.
- Run the report “Purchasing Documents by Document Number” to verify entries.

LOGISTICS > RETAILING > MERCHANDISE LOGISTICS > INVENTORY MANAGEMENT > GOODS MOVEMENT > GOODS RECEIPT > FOR PURCHASE ORDER > PO NUMBER KNOWN

Transaction code: **MB01**



If using the menu path, double click on “**MB01 – PO number known**” to go to the next screen:

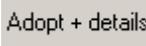
Goods Receipt for Purchase Order: Initial Screen

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C”; “**R**” = required, “**O**” = Optional, “**C**” = Conditional.

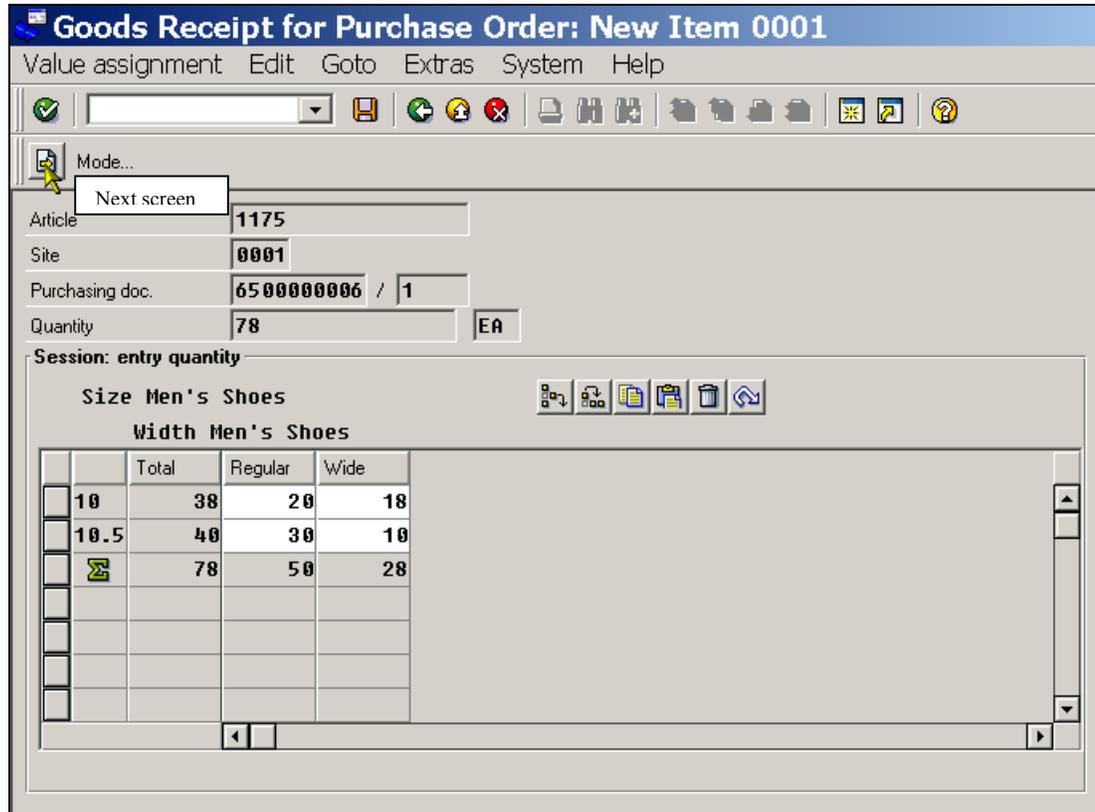
Field Name	Description	R/O/C	User Action and Values
Document date	Default is current system date	R	Date that the goods are received.
Posting date	Default is current system date	R	Date that the goods are received (as identified by receiving agent on the purchase order)
Bill of lading	Number of the bill of lading issued by the sender.	O	Enter bill of lading number if available.
Doc. Header text	Document header text. Contains explanations or notes that apply to the document as a whole.	O	Enter vendor’s packing list number if available.

Retail (MM)

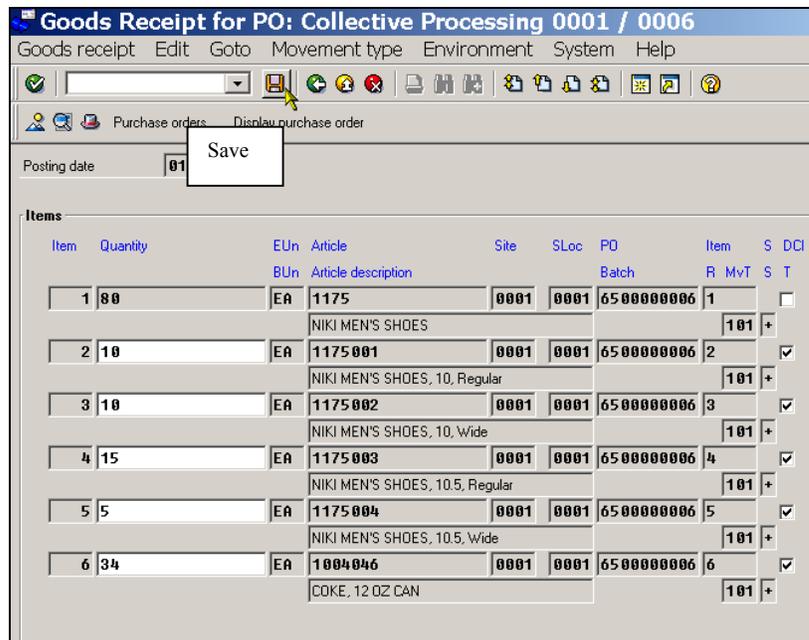
Movement type	Goods movement type.	R	Enter the number for the movement type or choose a movement type using the drop down arrow. Movement type is 101 for goods receipt to storage location. Movement type is 102 for reversals in case of errors. Movement type is 122 in cases where subsequent returns to vendors are required.
Purchase order	Purchase order number	R	Enter the purchase order number. You can use the drop down arrow to select it, if necessary.
Site	Site number.	O	Enter or select Site from the drop down menu. If the site is left blank, it will be picked up from the purchase order.
Storage location	Storage location	O	Enter or select a storage location. If the purchase order does not contain a storage location, this field will be required before posting goods receipt.
Reason for movement	Key that allows you to call up a standard text stipulating the reason for the movement	O	Leave blank.
Suggest zero lines	Indicates that items with a quantity of zero are suggested on the selection screen for goods movements with reference to purchase orders or orders.	O	Leave blank.
GR/GI Slip	Key that specifies if GR slip should be printed.	O	.

Select the  icon to go to “**Goods Receipt for PO: New Item 0001**” screen:

Goods Receipt for Purchase Order: New Item



This purchase order has a generic article in multiple sizes. Select “next screen” to go to the “Goods Receipt for PO: Collective Processing” screen.



Retail (MM)



Enter quantities of each size item, and save your entry with the  icon. You will see the following screen for each line item where the quantity received is less than the purchase order amount. The Delivery Complete Indicator is automatically selected; however, if you enter a quantity less than the purchase order amount, you will have the opportunity to change the indicator. Unless you de-select this block, the line item will be considered closed by the system.

Purchase order	6500000006 2	Movement type	101 GR goods receipt
Site	0001	G&A Marketing-Special Events	SYSCO GULFATLANTIC FOOD SERVIC
Vendor	4000000025	Article	NIKI MEN'S SHOES, 10, Regular
Incoterms	FBD	Mds category	4010202
Ordered	20 EA	Received	0
Unit of entry	10 EA	Stor. location	0001
Del. note qty		Deliv. compl.	<input checked="" type="checkbox"/>
Further information		EAN class	
EAN in OUn		Company code	1034
No. of GR slips	1	Fiscal yr	2001
Text			

Enter  through all the line items. Record the document number displayed at the bottom of the screen: **Document 5000000371 posted**. Your entry has been posted. If an error is made on this Goods Receipt, it is always possible to simply “reverse” the entry by using Movement type 102 (In Transaction Code MB01). If the goods need to be returned to the vendor, use Movement type 122 (In Transaction code MB01)

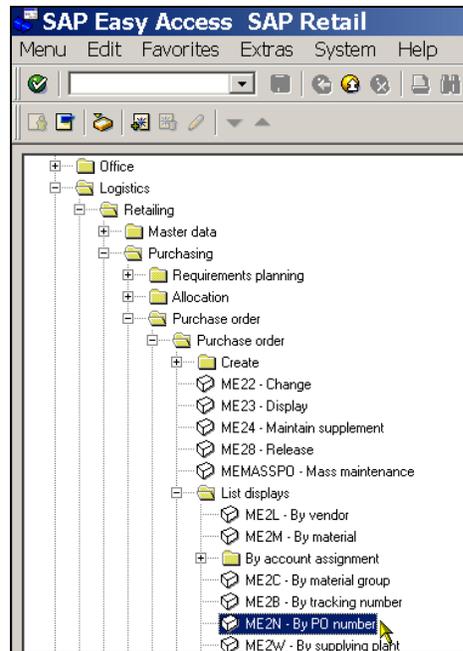


Verify Goods Receipts

You may wish to verify your goods receipt. Upon saving the goods receipt, you can simply go to **Goods Receipt > Display**, or to review the entire status of the **Purchasing Document(s)** use the report, **Purchasing Documents per Document Number**.

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > LIST DISPLAYS > BY PO NUMBER

Transaction code: **ME2N**



If using the menu path, double click on “ME2N - By PO Number” to go to the next screen, enter purchase order number or range of purchase order numbers, and select the

Execute button .

Field	Value	Operator	Field	Value
Purchasing document	6500000006	to		
Purchasing organization		to		
Scope of list	BEST			
Selection parameters		to		
Document type		to		

Purchasing Documents per Document Number

PO	Type	Vendor	Name	SGp	Order date
Item	Article		Short text		Mdse catgy
D I A Site SLoc			Order qty.	Un	Net Price
					Curr.
					per Un
6500000006	PU	4000000025	SYSTEM GULFATLANTIC FOOD SERVICES	100	01/10/2001
00001	1175		MEN'S SHOES		4010202
	0001	0001		80	EA
			Still to be delivered	40	EA
			Still to be invoiced	80	EA
					15.00 USD
					600.00 USD
					1,200.00 USD
					1 EA
					50.00 %
					100.00 %
00002	1175001		NIKI MEN'S SHOES, 10, Regular		4010202
	0001	0001		20	EA
			Still to be delivered	10	EA
			Still to be invoiced	20	EA
					15.00 USD
					150.00 USD
					300.00 USD
					1 EA
					50.00 %
					100.00 %
00003	1175002		NIKI MEN'S SHOES, 10, Wide		4010202
	0001	0001		20	EA
			Still to be delivered	10	EA
			Still to be invoiced	20	EA
					15.00 USD
					150.00 USD
					300.00 USD
					1 EA
					50.00 %
					100.00 %
00004	1175003		NIKI MEN'S SHOES, 10.5, Regular		4010202
	0001	0001		30	EA
			Still to be delivered	15	EA
			Still to be invoiced	30	EA
					15.00 USD
					225.00 USD
					450.00 USD
					1 EA
					50.00 %
					100.00 %
00005	1175004		NIKI MEN'S SHOES, 10.5, Wide		4010202
	0001	0001		10	EA
			Still to be delivered	5	EA
					15.00 USD
					75.00 USD
					1 EA
					50.00 %



Logistics Invoice Verification

This method of invoice verification must be used for all purchase orders.

LOGISTICS > RETAILING > PURCHASING > LOGISTICS INVOICE VERIFICATION > DOCUMENT ENTRY > ENTER INVOICE

Transaction code: **MIRO**



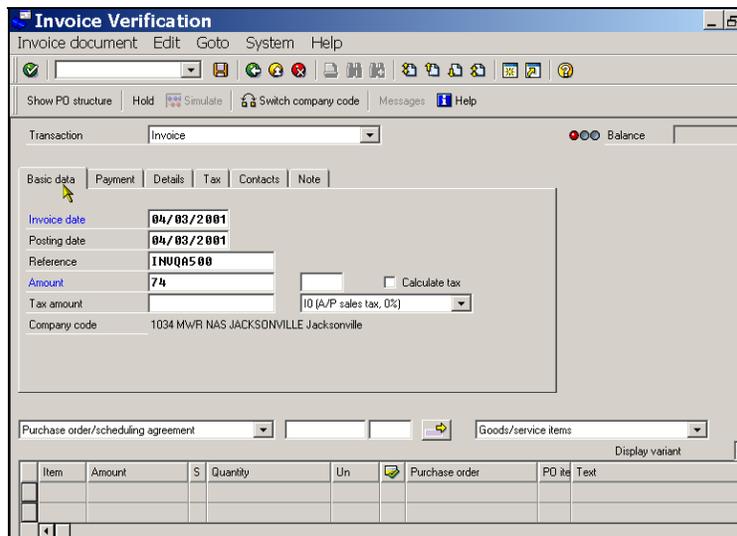
Company code is required. Enter it on this pop up window and select the green check to continue. This window pops up the first time you select this transaction. To pay invoices for a different company code after the first invoice is entered, use the icon



to change to a different company code.

Information on the invoice is entered via a series of tabs. The first tab is shown below with an explanation of each field in the following table.

Invoice Verification Basic data tab



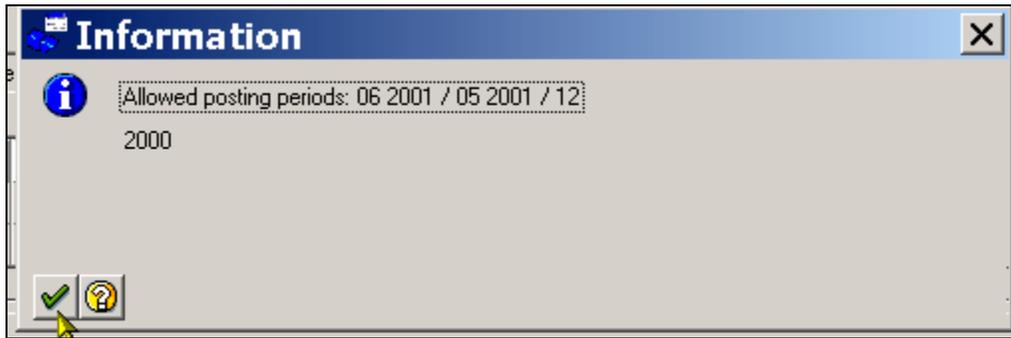
Retail (MM)

Enter information in the following fields as specified in the table below.

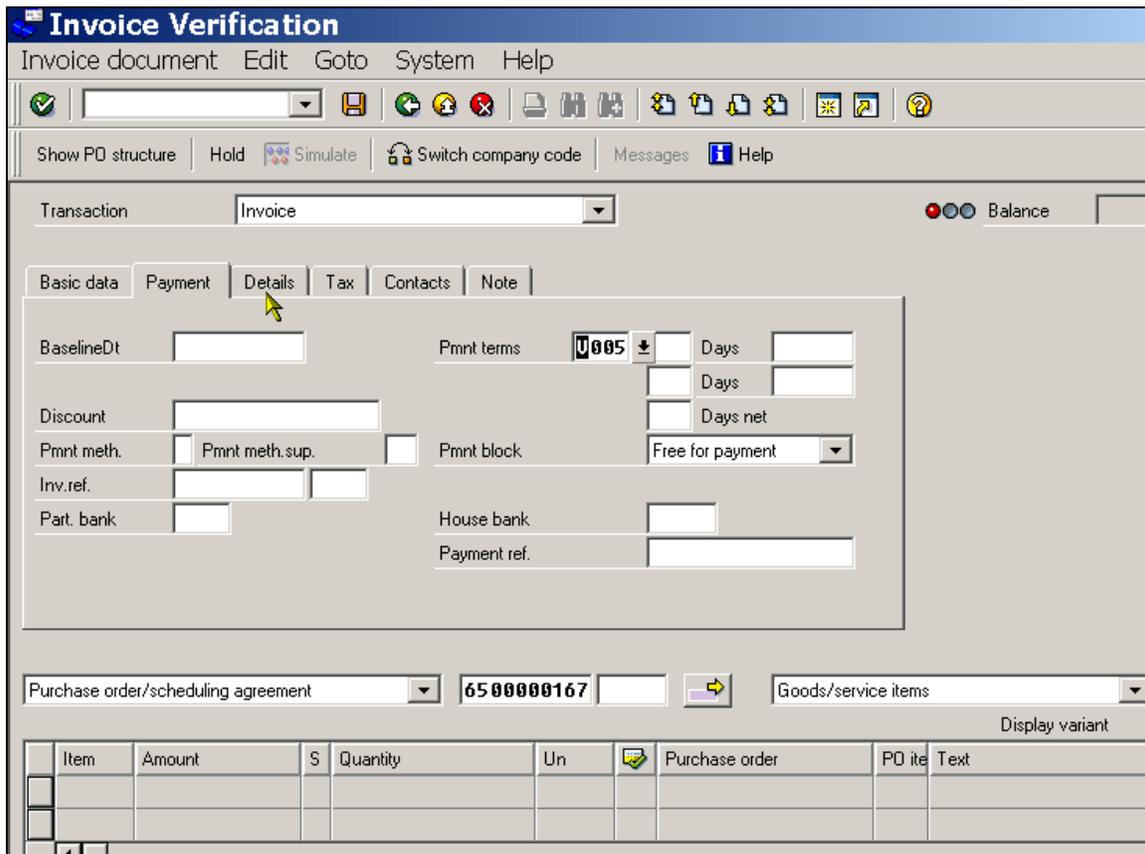
Note: In column “R/O/C:” **R** = Required, **O** = Optional, and **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Transaction	Specifies which transaction you can choose for processing in Logistics Invoice Verification.	R	You can choose between the following transactions: Invoice, Credit memo, Subsequent debit, Subsequent credit.
Basic data	<i>The first tab</i>		
Invoice date	The document date is the date on which the original vendor invoice document was issued – date on invoice	R	Enter Vendor’s Invoice Date
Posting date	Date which is used when entering the document in Financial Accounting or Controlling	R	Enter posting date, defaults to today’s date.
Reference	The reference document number can contain the document number of the customer/vendor’s invoice. However it may contain a different value	R	Enter Vendor’s Invoice number
Invoice amount	The gross invoice amount is the sum of the net item amounts together with the tax amounts	R	Enter the gross amount on the invoice
Calculate tax	If you select this field, the system calculates the taxes automatically during simulation or posting	O	DO NOT SELECT , leave blank
Tax amount	Tax amount in document currency	O	Leave blank
Tax code	The tax code stands for a tax category, which must be taken into consideration when making a tax return to the tax authorities.	R	Defaults to I0 (Do not change)

Select the next tab “payment.” You will see the following information message concerning open periods:



Click the green checkmark to close the window and enter in the “Payment” tab.



Field Name	Description	R/O/C	User Action and Values
Payment	The second tab		
Terms of payment	Key for defining payment terms composed of cash	O	Select via pull down menu. This will default from the purchase order.

Retail (MM)

	discount percentages		
Baseline date	Date to which the periods for the cash discount deadline and the due date for net payment refer. This is the case for line items in open item accounts.	R	This will default from the invoice date entered previously. It can be changed.
Cash discount days 1	Period within which a payment must be made in order to take advantage of the first cash discount terms.	O	Will default based on Payment Terms
Cash Discount Percentage 1	Cash discount percentage rate applied to the shortest payment period.	O	Will default based on Payment Terms
Cash discount days 2	Period within which a payment must be made in order to take advantage of the second cash discount terms	O	
Cash Discount Percentage 2	Cash discount percentage rate applied to the second payment period.	O	
Cash discount	Cash discount amount in document currency	O	Enter cash discount
Days Net	Standard settlement period (in days).	O	
Payment Method	Payment method with which this item is to be paid.	O	
Payment method supplement	Characteristic in an open item for the grouping of payments.	O	
Payment Block Key	Specifies why a document is blocked for payment.	O	Enter block if necessary
Invoice Reference	Number of the Invoice the Transaction Belongs to	O	Used for credit memos. Enter SAP/AIMS invoice number if credit memo should be linked/referenced to invoice.

Click on the “Details” tab. The same information message will appear as before. Click the green checkmark to continue.

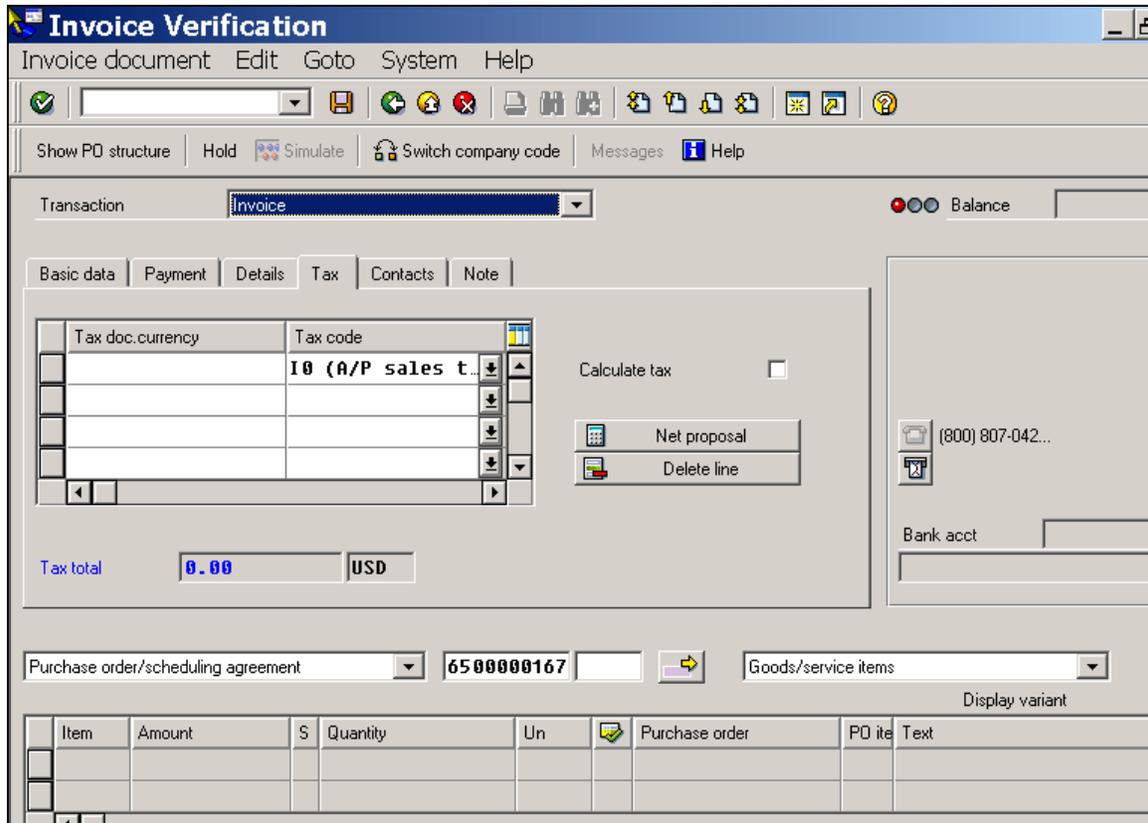
Invoice Verification Details tab

Field Name	Description	R/O/C	User Action and Values
Details	The third tab		
Unplanned delivery costs	This field is for entering unplanned delivery costs	O	Enter unplanned delivery costs without taxes. Note that the system will allocate delivery costs entered among the individual items.
Document type		R	DO NOT CHANGE THE DEFAULT!
Invoicing party	This number denotes the vendor (creditor) invoicing the ordered material or services performed, to whom the amount due is payable.		Will default from Vendor Master, if partner vendor is identified within the Vendor master this vendor will appear. If an alternative payee is necessary, enter the new vendor number here.
Invoice receipt date		O	
Assignment	The assignment number is an additional information reference field in the line item	O	

Retail (MM)

Header texts	The document header text contains explanations or notes which apply to the document as a whole, that is, not only for certain line items.	O	

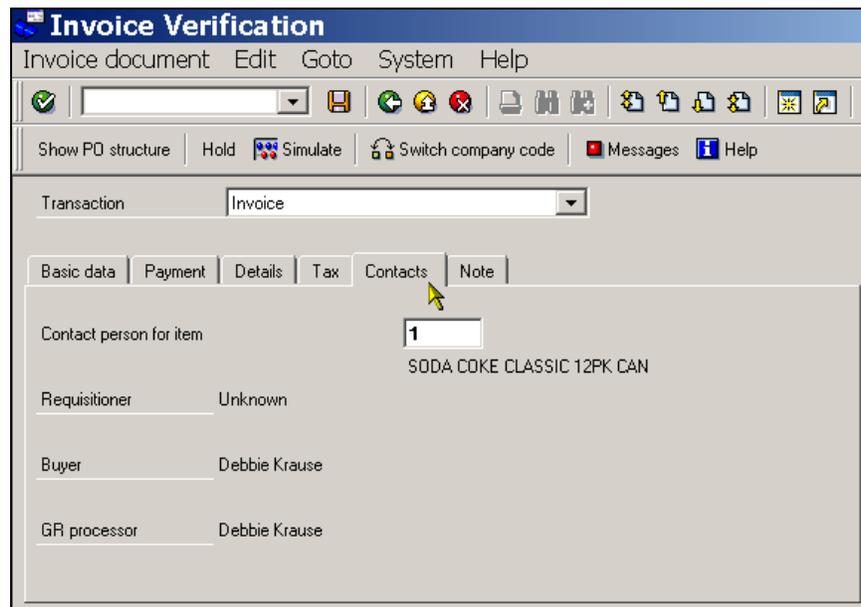
Below is a view of the “Tax” tab. The same information message will appear as before if you click this tab. Do not make any changes. Click the green check to continue.



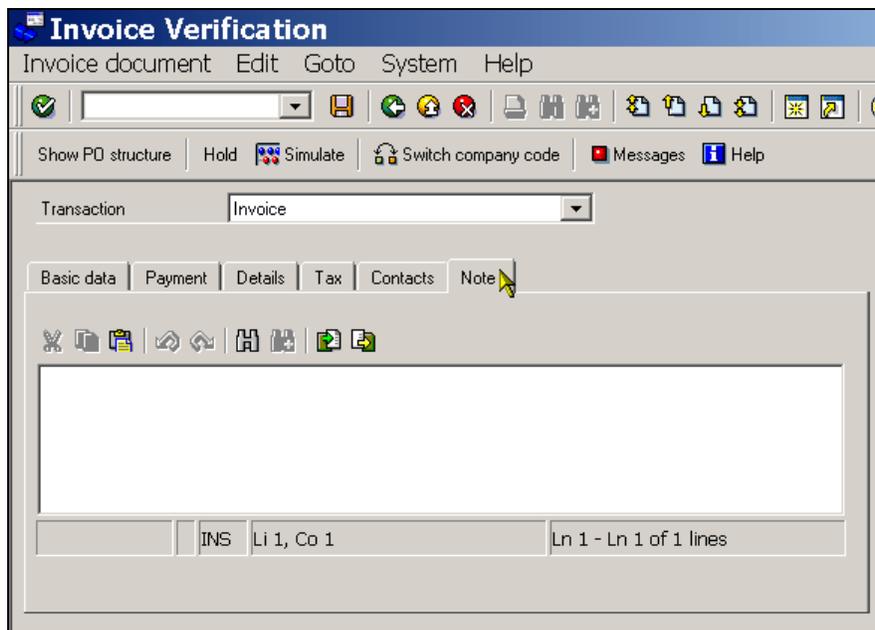


Remember: Do not make any changes on this tab!

Select the “Contacts” tab. The same information message will appear as before. Click the green check to continue. No action is required on this screen.



Select the “Note” tab to add any notes or import a local file.



Underneath the tabs are the entry fields for reference information.

Logistics Invoice Verification screen

Field Name	Description	R/O/C	User Action and Values
<i>Middle line</i>	Allocation area		
Reference document category	Specifies the document category to which the invoice refers.	R	Choose either purchase order or vendor When you enter the application again, the system suggests the last document type that you chose.
Item for reference document category	Depending upon the reference document category specified to the left of this box, the system is looking for an appropriate item, such as purchase order number or vendor.	R	For vendor you can enter the number or part of the name, then the system searches for the relevant vendor or suggests several for you to choose from. For purchase order enter the order number. If you want to work with more than one PO, click on the  indicator to bring up a box to enter multiple items.
Display variant	Determines which columns are displayed in which order in the item list.	R	Choose a display variant that is best suited for the processing of invoice items. You should be able to see the most important information in the

			item list without scrolling.
--	--	--	------------------------------

Review the document by hitting the Simulate icon . If the document is in balance, select save .

If any errors exist, you will not be able to post it. The system will generate a message “Invoice document still contains messages.” All errors must be resolved prior to posting.

After correcting the errors, select save .

If the document is in balance and no error messages exist, you will received a message with a document number.

Remember: If you are entering invoices for multiple company codes, to use the



icon to change company codes prior to entering invoices!

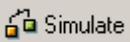
Enter invoice: Selection screen for purchase order items



To enter unplanned freight costs, use the menu path: **Edit > Delivery costs > Unplanned** to go to the following screen:

Retail (MM)

Itm	PK	Acc/art/asset/vend	PO	Item	Quantity	Amount
001	31	4000000025		LAZERS; BOOMERS		11.98-
002	1103	CHIPS TORTILL		Unplanned Delivery Costs		5.00

Select  prior to posting the document to determine if Invoice Verification can be performed.

If “simulate” is successful, post (save) the document by selecting the  icon. Record the document number on the original invoice.

Materials Replenishment Planning



Replenishment Planning

LOGISTICS > RETAILING > PURCHASING > REQUIREMENTS PLANNING > REQUIREMENTS PLANNING > TOTAL PLANNING

Transaction code: **MD01**

The SAP system has been configured to enable the user to determine replenishment requirements of an article based on reorder points established within the article's master record. When an "RP run" is performed, the system will propose the procuring articles that are marked for Replenishment Planning. It will propose the number of articles necessary to ensure the inventory never falls below the reorder point based on the quantity on hand at the time of the RP run.

The RP run creates purchase requisitions for the articles needed. These requisitions can be reviewed, changed, or deleted if desired. The final step is to assign source of supply (vendors) to those requisitions that have not been automatically assigned, then run the process to automatically create purchase orders. **It is important to note that these purchase orders are NOT subject to Release Strategies – remember MRP will be used ONLY for those articles with outline agreements (BPA's) in place.**

The **Replenishment Planning** process is a multi-step process as outlined below; however, only those transactions in **BOLD** are required steps:

1. MD01 - MRP Run for all articles marked for MRP
2. MD04 - Display Stock Requirement List
3. MD05 - Display RP List
4. MDLD - Print List
5. ME5A - List Display Purchase Requisitions
6. ME53 - Display Purchase Requisitions
7. ME52 - Change Purchase Requisitions
8. ME56 Assign Source of Supply to Requisition
9. ME59 – Automatic Generation of Purchase Orders

Although optional, it is recommended that for the first few months, managers perform the transaction "MDLD – Print List" to ensure RP runs are achieving desired results.

There are three types of planning runs:

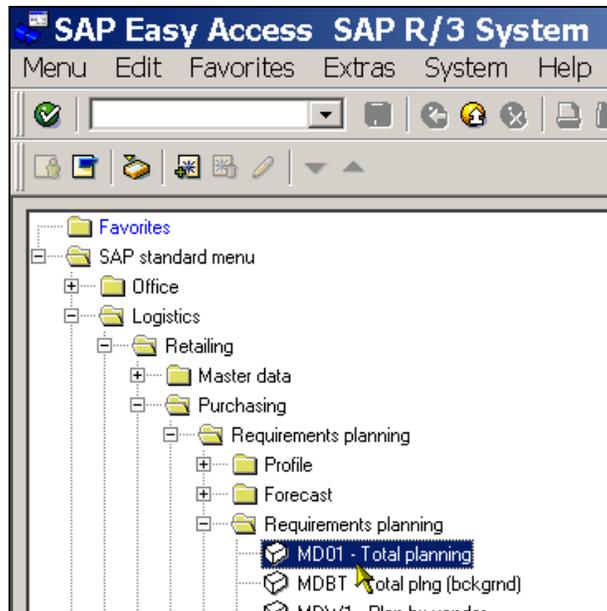
Retail (MM)

1. **NEUPL** – regenerative planning
2. **NETCH** – net charge planning
3. **NETPL** – net change in planning horizon (**NOT USED BY MWR**)

NEUPL – Regenerative Planning processes the complete articles data base for a site. This type will only be used once—the very first time you run replenishment. After that use the second type (**NETCH**). Using **NEUPL** again won't ruin the data in your system, but takes longer to run. Since it takes into account **ALL** articles, not only those which have changed, the run time is much longer than if **NETCH** is used.

NETCH – Net Change Planning uses the planning files so that RP only processes articles that have changed.

NETPL- Net Change in Planning Horizon is not used by MWR because it is designed specifically for a manufacturing environment.



If using the menu path, double click “**MD01 – Total planning**” to go to the next screen.

Requirements Planning

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Scope of planning	N/A for MWR at this point.	O	Leave blank
Site	Site number	R	Site for which the RP run is to be executed.
Processing Key	Specifies type of planning	R	NETCH or NEUPL. Select NETCH (Net Change) unless there is a real need for total regeneration

Retail (MM)

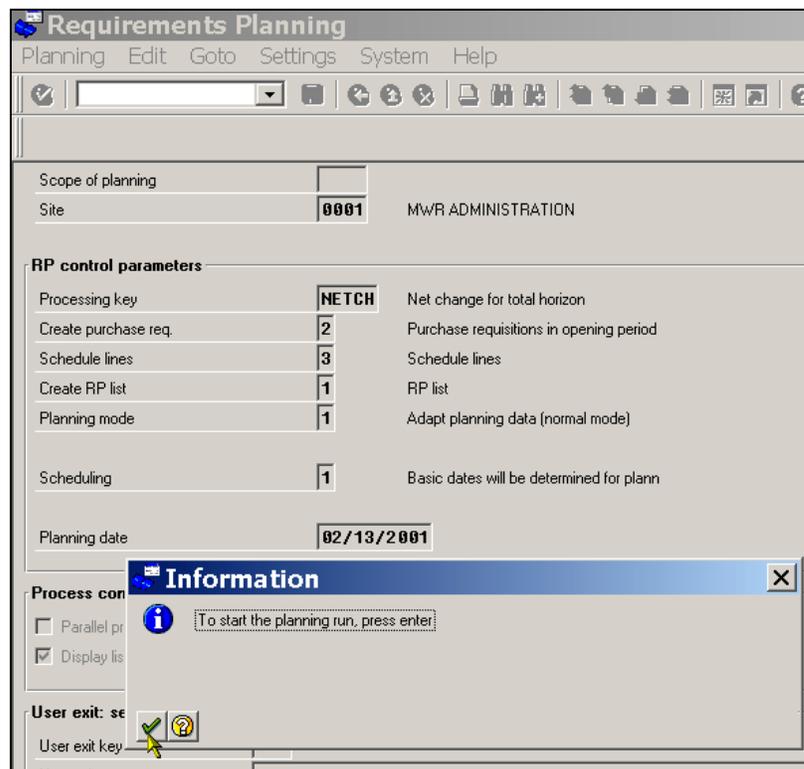
Create purchase Req.	For articles procured externally, this indicator controls whether the system: Creates purchase requisitions for the total planning horizon (1) Creates purchase requisitions within the opening period and planned orders outside of the opening period. (2) Creates planned orders for the total planning horizons, which will be manually converted into purchase requisitions.	R	Choose "1"
Schedule lines	This indicator controls whether during the planning run the system: Never creates delivery schedules. (1)	R	Choose "1". AIMS will not include working with delivery schedules.
Create RP list	This indicator controls whether the system: Always creates an MRP list for all Planned article (1), Creates MRP list for certain article depending on exception messages (2), or Never creates MRP lists for planned article.	R	Choose Option 1
Planning Mode	This indicator controls how order proposals (purchase requisitions, planned orders, delivery schedules) from the last planning run are dealt with when quantities and end dates still correspond to the new requirements situation	R	Choose planning mode "1," indicates whatever was planned before will be re-adjusted if needed (only requisitions, the system will NOT touch already created purchase orders).
Scheduling	Determines whether only the basic dates are determined for the newly created planned orders, or whether lead time scheduling is carried out as well.	R	Choose option "1". Lead time scheduling is not in use.
Planning date	Date MRP run is to be run	R	Defaults to current date, can be changed but only to future date
Parallel processing	Parallel processing can either run on several servers or in several sessions	O	Indicator button on/off Leave turned off. Servers will have to be defined in Customizing MRP

Display List	Creates a list of planned articles, shows the results of the MRP run when the process is complete.	O	Check if you would like to see the list of planned articles
User exit key	Parameter Control via user exit	O	Not used
User Exit Parameter.	Input control to user exit.	O	Not used

Select . The system asks you to check your input parameters.

Confirm with . This will bring up a pop-up box.

Start Planning Run



Hit enter on your keyboard or select the  to continue. The following report will be generated:

Requirements Planning

Planned articles					
Displa	Time	Lev	Site	Article	Selection group
1	14.53.26	999	0001	1004046	7
2	14.53.27	999	0001	1004047	7

Statistics	
Articles planned	2
Articles with new exceptions	2
Articles with terminated RP list	
Parameters	/ 0001 / NETCH 2 3 1 1 1 / 02/13/2001

Database statistics	

Run-time statistics	
Start of planning run	14:53:20
End of planning run	14:53:27
Ping run time	00:00:07

Not all of the report is shown in the above illustration. Print or use the scroll bars to view the entire report.

Actual results can be seen with the RT list. You can get the list through transaction **MDLD – Print RP List**.

From the screen “**Requirements Planning**,” you can do the following:

 view list by article

 display stock requirements list

 view the meaning of the codes in the column “selection group”

Select  to exit this report.

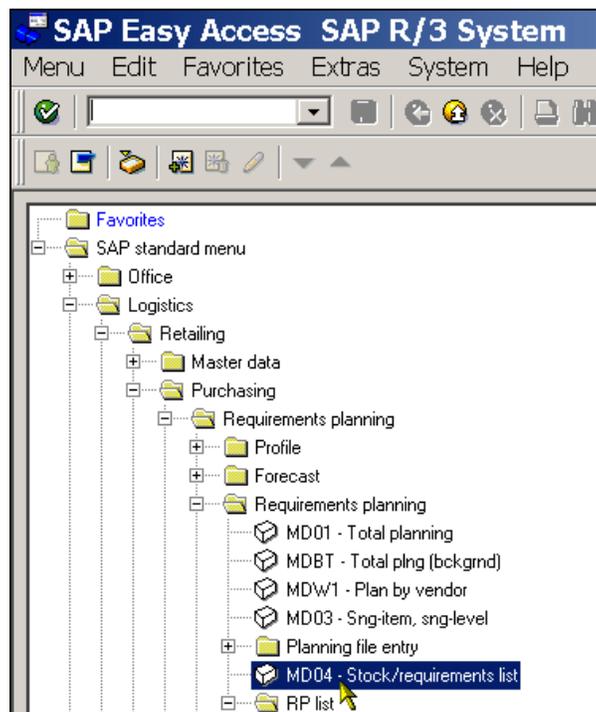


Display Stock Requirements List

User wishes to review the details of the Replenishment (RP) Run. The Facility/Site manager for whom the RP run has been created will most likely use this transaction. This transaction will show “requirement” information and current availability/stock level of an individual article. This information will be used to analyze the requirements and decide on a course of action. The list enables the RP controller to determine effectiveness and efficiency of established planning.

LOGISTICS > RETAILING > PURCHASING > REQUIREMENTS PLANNING > REQUIREMENTS PLANNING > STOCK REQUIREMENTS LIST

Transaction code: **MD04**



If using the menu path, double click “MD04 – Stock Requirements List” to go to the next screen.

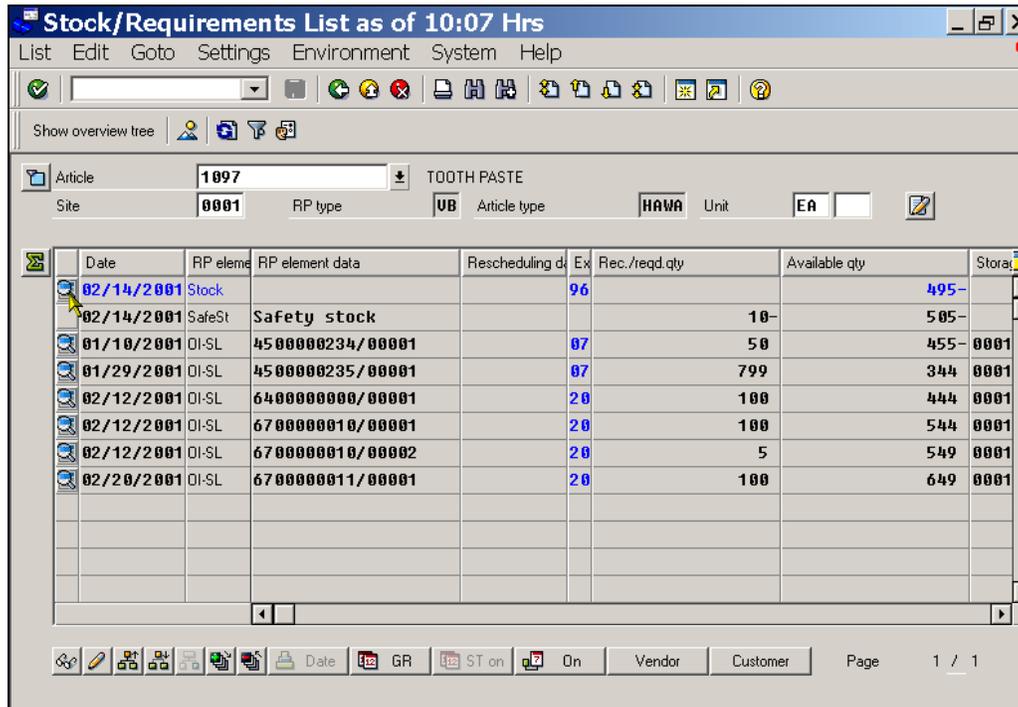
Stock/Requirements List: Initial Screen

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Article	A unique number that identifies the article.	R	Enter Article Number or use the drop down arrow to search
Site	Unique number identifying a site. It is the site that contains the article number.	R	Enter site number
With filter	Allows search to be limited	O	Leave unchecked to see all items

Select the Execute icon  to go to the next screen.

Stock/Requirements List of of xx:xx Hrs



Field Name	Description	R/O/C	User Action and Values
Article	A unique article number.	R	Defaults from Initial Screen
Site	Site where article is located	R	Defaults from Initial Screen
RP Type	Reorder Type- Determines how the article is planned.	R	Defaults from Article Master record. VB means: manual reorder point planning
Article type	Article type	R	Defaults from Article Master record
Unit	Unit of measure	R	Defaults from Article Master
Date	Opening date	R	Defaults to opening date on planning run
RP Element	A description which stands for the corresponding RP element, i.e. STOCK, ORDER, etc.	R	The MRP elements we'll see at MWR are: Stock = Stock balance SaveST = Safety stock OI-SL = Order item schedule Line
RP element data	RP element data refers to the MRP element field. The meaning changes depending on the RP element field	C	Safety Stock - minimum allowable stock level for this article 4xxxxxxxxx (Purchase Order number and the line item)
Rescheduling		N	Blank

Retail (MM)

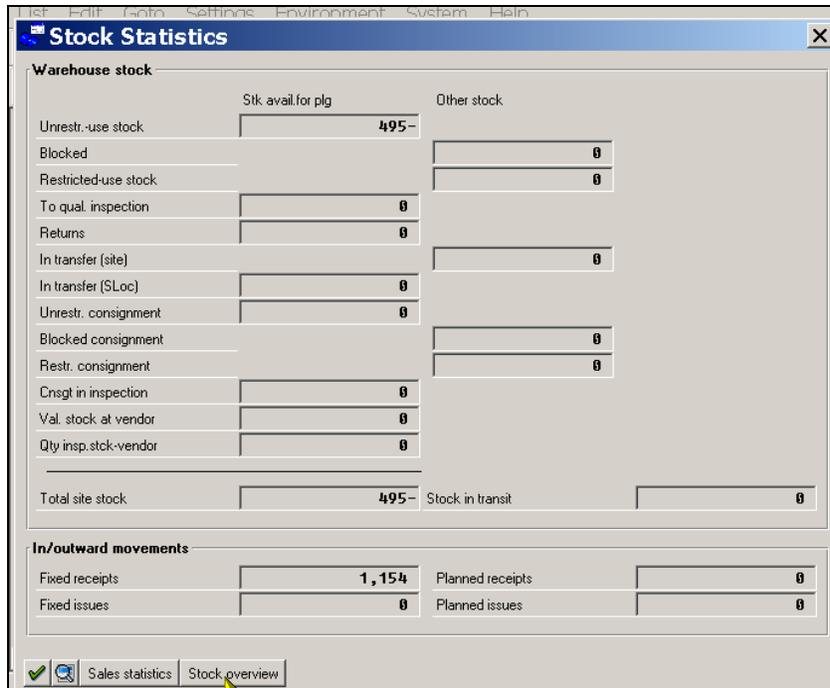
Exceptions	Lists exceptions for specific line items	C	By hitting the drop down search you can review the definition of each exception.
Rec/Reqd Quantity	Quantity suggested by the RP run	C	Quantity proposed by the RP run.
Available qty	Quantity available to user depending on lead times	R	Shows expected stock levels based on proposed Purchases Requisitions/Purchase Orders. Defaults from planning run

You can display more information based on the following options:

Date	RP element
 02/14/2001	Stock

Select the magnifying glass to the left of the first line of the report labeled "Stock." This action brings up the following screen:

Stock Statistics



Select the stock overview button to view breakdown of unrestricted, qual. inspection, and reserved stock.

Stock Overview: Company Code/Site/Storage Location/Batch

Cl/CC/Site/SLoc/Batch D	Unrestricted use	Qual. inspection	Reserved
Total	495.000-	0.000	0.000
1034 MWR NAS JACKSONUIL	495.000-	0.000	0.000
0001 MWR ADMINISTRATI	495.000-	0.000	0.000
0001 Default SLOC	495.000-	0.000	0.000

Go back to the Stock Statistics screen by selecting the  icon. From this screen, select the  to see how many items from purchase orders are outstanding:

Totals Details

Production orders	0	Scheduling agmts.	0
Receipt reservation	0	Contracts	0
Purchase orders	1,154		
Consignment order	0		

Close this window and the Stock Statistics screens by clicking the .

Back in the initial screen, click the magnifying glass next to the first line marked with RP element OI-SL (Order Item-Schedule Line).

Additional Data for RP Element

This screen shows that the purchase order document #4500000234 ordering 50 units is still outstanding and has not been received. It also reports the delivery date from the purchase order, vendor name, and vendor number. The exception code is listed and explained as well.

Select the  to close this window. All line items on the RP list can be investigated in the same manner as this one.

If you select , the screen changes to show you total quantity expected (using delivery date) by days, weeks or months.

Stock/Requirements List: Period Totals as of xx:xx Hrs

The illustration depicts receipts planned in days; select other tabs to view weeks and months.

RP List: Initial Screen

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action and Values
Article	A unique number that identifies the article.	R	Enter Article Number or use the drop down arrow to search
Site	Unique number identifying a site. It is the site that contains the article number.	R	Enter site number
With filter	Allows search to be limited	O	Leave unchecked to see all items

Select the Execute icon  to go to the next screen.

RP List as of xx/xx/xxxx, xx:xx Hrs

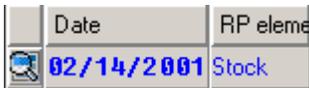
Date	RP element	RP element data	Rescheduling d	Ex	Rec./reqd.qty	Available qty	Storag
02/13/2001	Stock					44,350	
	Add. data for element	SaveSt					
		Safety stock			10-	44,340	
01/29/2001	OI-SL	6500000035/00001		20	5,000	49,340	0001
01/30/2001	OI-SL	6600000020/00001		20	1,000	50,340	0001
02/01/2001	OI-SL	6600000022/00002		20	11	50,351	0001
02/01/2001	OI-SL	6800000013/00001		20	2	50,353	0001
02/05/2001	OI-SL	6700000006/00001		20	100	50,453	0001
02/06/2001	OI-SL	6700000004/00001		20	4,610	55,063	0001
02/15/2001	OI-SL	6400000002/00001		20	10	55,073	0001
02/15/2001	OI-SL	6500000056/00002		20	10	55,083	0001
02/15/2001	OI-SL	6500000056/00001		20	100	55,183	0001
02/15/2001	OI-SL	6800000008/00001		20	5	55,188	0001

Field Name	Description	R/O/C	User Action and Values
Article	A unique article number.	R	Defaults from Initial Screen
Site	Site where article is located	R	Defaults from Initial Screen
RP Type	Reorder Type- Determines how the article is planned.	R	Defaults from Article Master record. VB means: manual reorder point planning
Article type	Article type	R	Defaults from Article Master record
Unit	Unit of measure	R	Defaults from Article Master
Date	Opening date	R	Defaults to opening date on planning run
RP Element	A description which stands for the corresponding RP element, i.e. STOCK, ORDER, etc.	R	The MRP elements we'll see at MWR are: Stock = Stock balance SaveST = Safety stock OI-SL = Order item schedule Line

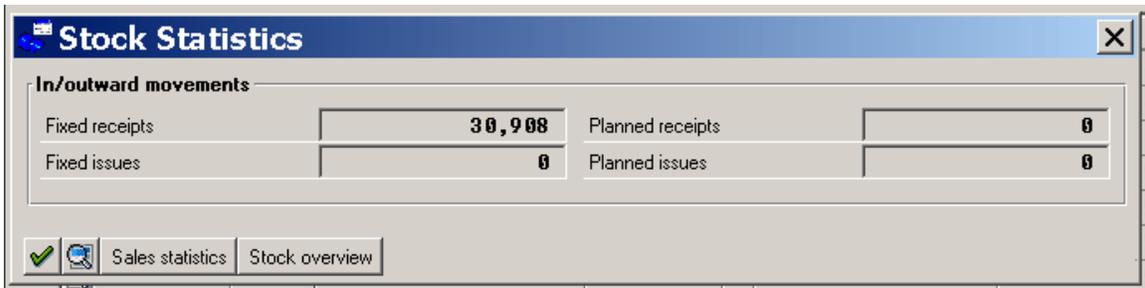
Retail (MM)

RP element data	RP element data refers to the MRP element field. The meaning changes depending on the RP element field	C	Safety Stock - minimum allowable stock level for this article 4xxxxxxxxx (Purchase Order number and the line item)
Rescheduling		N	Blank
Exceptions	Lists exceptions for specific line items	C	By hitting the drop down search you can review the definition of each exception.
Rec/Reqd Quantity	Quantity suggested by the RP run	C	Quantity proposed by the RP run.
Available qty	Quantity available to user depending on lead times	R	Shows expected stock levels based on proposed Purchases Requisitions/Purchase Orders. Defaults from planning run

You can display more information based on the following options:



Select the magnifying glass to the left of the first line of the report labeled “Stock.” This action brings up the following screen:



This screen shows that 30,908 units are to be received.

If you hit  from here, the system displays the actual stock situation:

Stock Overview: Company Code/Site/Storage Location/Batch

List Edit Goto Extras Environment System Help

Article 1004046 COKE, 12 OZ CAN
 Article type HAWA Trading goods
 Unit of measure EA Base unit of measure EA

CI/CC/Site/SLoc/Batch D	Unrestricted use	Qual. inspection	Reserved
Total	44,450.000	0.000	0.000
1034 MWR NAS JACKSONUIL	44,450.000	0.000	0.000
0001 MWR ADMINISTRATI	44,450.000	0.000	0.000
0001 Default SLOC	44,450.000	0.000	0.000

Select  to go back to the “stock statistics” screen.

From this screen, select the  to see how many items from purchase orders are outstanding:

Totals Details

Totals Details

Production orders	0	Scheduling agmts.	0
Receipt reservation	0	Contracts	0
Purchase orders	30,908		
Consignment order	0		

Select  twice to close the pop-up windows.

 01/29/2001	OI-SL	6500000035/00001	20	5,000	49,340	0001
--	-------	------------------	----	-------	--------	------

Select the magnifying glass on the line indicating “OI-SL” (open item):

Additional data for RP Element:

Additional Data for RP Element					
Purchasing doc.	6500000035	1	1	Scheduled qty.	5,000 EA
Delivery date	01/29/2001			Delivered	0 EA
Net price	0.05	/	1	EA	Target quantity
Vendor	4000000025 SYSCO GULFATLANTIC FOOD				
Exception	20 = Cancel process				
	07 = Finish date in the past				

This screen shows that the purchase order document #6500000035 ordering 5000 units is still outstanding and has not been received. It also reports the delivery date from the purchase order, vendor name, and vendor number. The exception code is listed and explained as well.

Select the  to close this window. All line items on the RP list can be investigated in the same manner as this one.

RP List as of xx/xx/xxxx, xx:xx Hrs

RP List as of 02/13/2001, 14:53 Hrs							
RP list Edit Goto Settings Environment System Help							
Show overview tree                           							
Date	02/13/2001	RP eleme	Stock	Rescheduling d	Ex	Rec./reqd.qty	Available qty
	02/13/2001	SafeSt	Safety stock			10-	44,340
	01/29/2001	DI-SL	6500000035/00001		20	5,000	49,340
	01/30/2001	DI-SL	6600000020/00001		20	1,000	50,340

If you select , it shows you total quantity expected (using delivery date) by days, weeks or months.

RP List: Period Totals as of xx:xx Hrs

RP list Edit Goto Settings Environment System Help

Show overview tree On

Article **1004046** COKE, 12 OZ CAN
 Site **0001** RP type **UB** Article type **HAWA** Unit **EA**

Days Weeks Months

Period/segment	Plnd ind.reqmts	Requirements	Receipts	Avail. quantity	ATP quantity	Actual cov
Stock				44,340	44,350	999.9
01/29/01	0	0	5,000	49,340	5,000	999.9
01/30/01	0	0	1,000	50,340	1,000	999.9
02/01/01	0	0	13	50,353	13	999.9
02/05/01	0	0	100	50,453	100	999.9
02/06/01	0	0	4,610	55,063	4,610	999.9
02/15/01	0	0	130	55,193	130	999.9
02/27/01	0	0	20,055	75,248	20,055	999.9

Date GR ST on Page 1 / 1

The illustration depicts receipts planned in days; select other tabs to view weeks and months.

The column “**Actual cov**” is an indicator of how efficient stock planning is for this article.

Select the icon to go back to original screen. Select to exit this report.

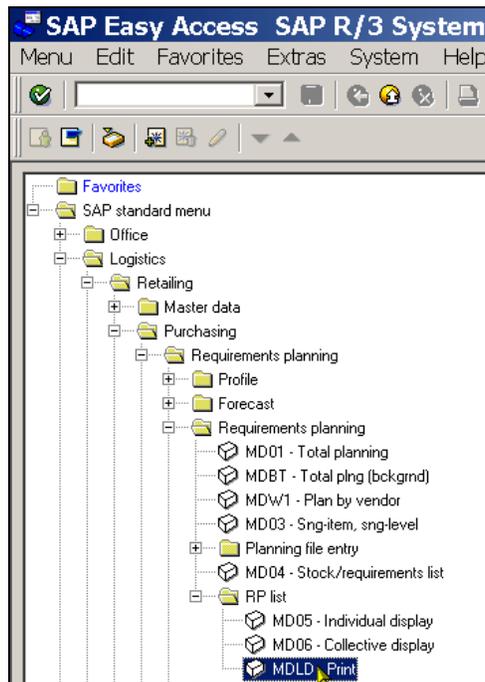


Print RP List

After the RP run is complete, the user (most likely, the Site/Facility Manager) will review the purchase requisitions created from the run. This transaction will provide a list of purchase requisitions that the system has determined are necessary to ensure stock levels are maintained within limits required.

The system creates RP lists during the planning run according to how the creation indicator is set. These lists contain the planning result for the article. The RP list always displays the stock/requirements situation at the time of the last planning run and it also provides a work basis for the RP controller. Changes that are made after the planning date are not taken into consideration until the next run. In other words, this report's information is based only on the information MD01 RP lists, at a single point in time. RP lists are stored in the system until they are either deleted manually or replaced by new lists from a subsequent planning run.

LOGISTICS > RETAILING > PURCHASING > REQUIREMENTS PLANNING > REQUIREMENTS PLANNING > RP LIST > PRINT



If using the menu path, double click “**MDLD – Print**” to go to the next screen.

Print RP List

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Site	Key uniquely identifying a site	O	Enter site or select using the dropdown icon at the right-hand end of the field.
Stock Planner	Stock planners are assigned to the article master. We only have a default stock planner “001” at the moment.	O	Enter “001”
RP Date	Selects those lists, which were created in the specified period.	O	Use the date the RP run was performed
Processing Date	Selects those RP lists that have been processed in the period specified or given the processing indicator.	O	

Retail (MM)

Stock Coverage To	Selects the lists of those articles, for which the current site stock does not suffice without receipts until the specified date.	O	You can leave this field blank
Receipts Coverage To	Selects the lists of those articles, for which the current site stock does not suffice without receipts until the specified date.	O	You can leave this field blank
Exception groups Section Header If you wish to print a list with all exceptions, don't check any of the exception fields!			
New; opening date in the past	Causes RP lists for this exception group to be selected and displayed	O	If you only wish articles with this exception indicator to be selected, check this field.
New; start date in the past	Causes RP lists for this exception group to be selected and displayed	O	If you only wish articles with this exception indicator to be selected, check this field.
New; finish date in the past	Causes RP lists for this exception group to be selected and displayed	O	If you only wish articles with this exception indicator to be selected, check this field.
General messages	Causes RP lists for this exception group to be selected and displayed	O	If you only wish articles with this exception indicator to be selected, check this field.
Exception during BOM explosion	Causes RP lists for this exception group to be selected and displayed	O	If you only wish articles with this exception indicator to be selected, check this field.
Exception during availability check	Causes RP lists for this exception group to be selected and displayed	O	If you only wish articles with this exception indicator to be selected, check this field.
Exception during rescheduling	Causes RP lists for this exception group to be selected and displayed	O	If you only wish articles with this exception indicator to be selected, check this field.
Terminations	Causes RP lists for this exception group to be selected and displayed	O	If you only wish articles with this exception indicator to be selected, check this field.

Only unprocessed RP lists	Prints all RP lists which have not already been printed before.	O	Select indicator as appropriate - This option will be taken by the system if nothing has been checked.
Only processed RP lists	Prints all RP lists which were already printed before.	O	Select indicator as appropriate.
Only with new exceptions	Prints all RP lists where new exceptions were assigned to PO's or Purch. Requisitions.	O	Select indicator as appropriate.
Display Control Parameters			
Section Header			
RP list w/o ATP quantity	Select to exclude ATP quantity display	O	Select indicator as appropriate. Will default "ON"
RP list with ATP quantity	Select to include ATP quantity display	O	Select indicator as appropriate.
Period totals	Select for period totals display	O	Leave Blank
With period	States in which intervals the consumption and forecast value of the article are managed.	C	Only needs to be set to P if fiscal year variant is selected, otherwise leave Blank
Fiscal year variant	The fiscal year variant is used to define the fiscal year.	C	Enter if relevant and period totals have been set, or leave Blank
Planning calendar	Three character number (numeric or using letters) that specifically identifies a PPS-planning calendar.	C	N/A
Period split	Key that identifies the individual period split for the period totals display.	C	N/A

Select the Execute icon  to go to the next screen.

Print Parameters

Print Parameters

Output Edit Goto System Help

Continue User-specific print parameters

Output device: HQ Comp Svcs in HR War Room

Number of copies: 1

Number of pages

Print all
 Print from page: [] to []

Spool request

Name: RMDLDR00_HQ_
Title: []
Authorization: []

Spool options

Print immediately
 Delete after output
 New spool request

Print priority: 5 Medium
Retention period: 8 Day(s)
Archiving mode: Print only

Cover sheets

SAP cover page
 OperSys cover page
Recipient: HQ_P657E7
Department: []

Print settings

SAP R/3 'Print Parameters' screen appears.

If required, populate or change any parameter as required (such as changing the printer to be used) and select the  icon to print.

The printed lists will display detailed information regarding each article that will be affected by the RP run. Current stock levels will be printed as well as safety stock levels, outstanding purchase orders, and proposed requisitions as a result of this RP run. You will be able to review the Purchase Requisition prepared by the RP run and edit, change, and/or delete it if necessary. Use transaction code **ME53 "Display Purchase Requisition"** to review the actual Purchase Requisition or **ME52 "Change Purchase Requisition"** in cases where quantity changes are necessary.

If no changes to the RP run are required, proceed to transaction code **ME56 "Assign Source Supply."**

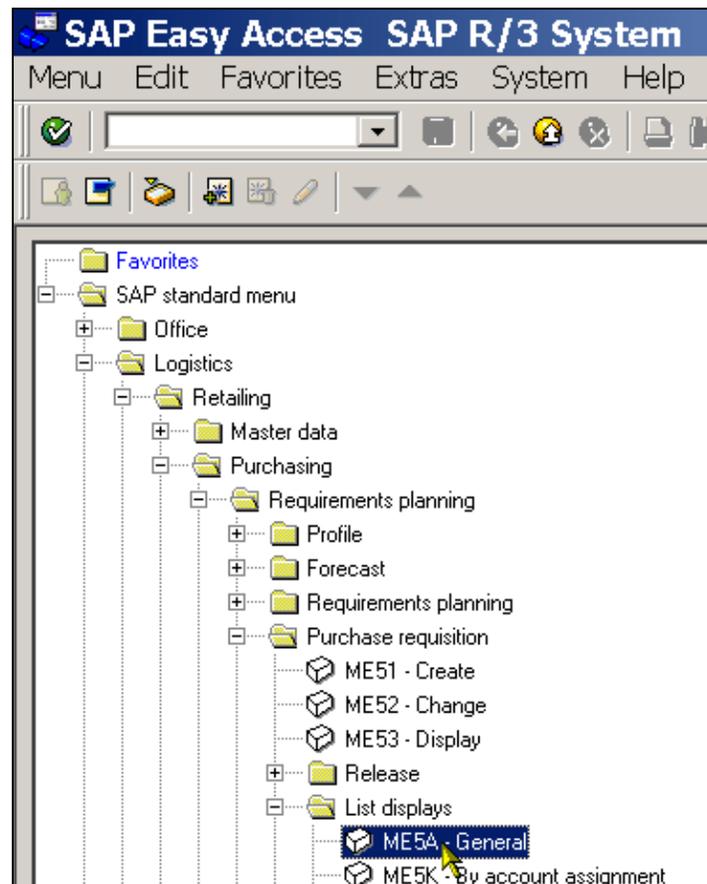


List Display of Purchase Requisitions by Group

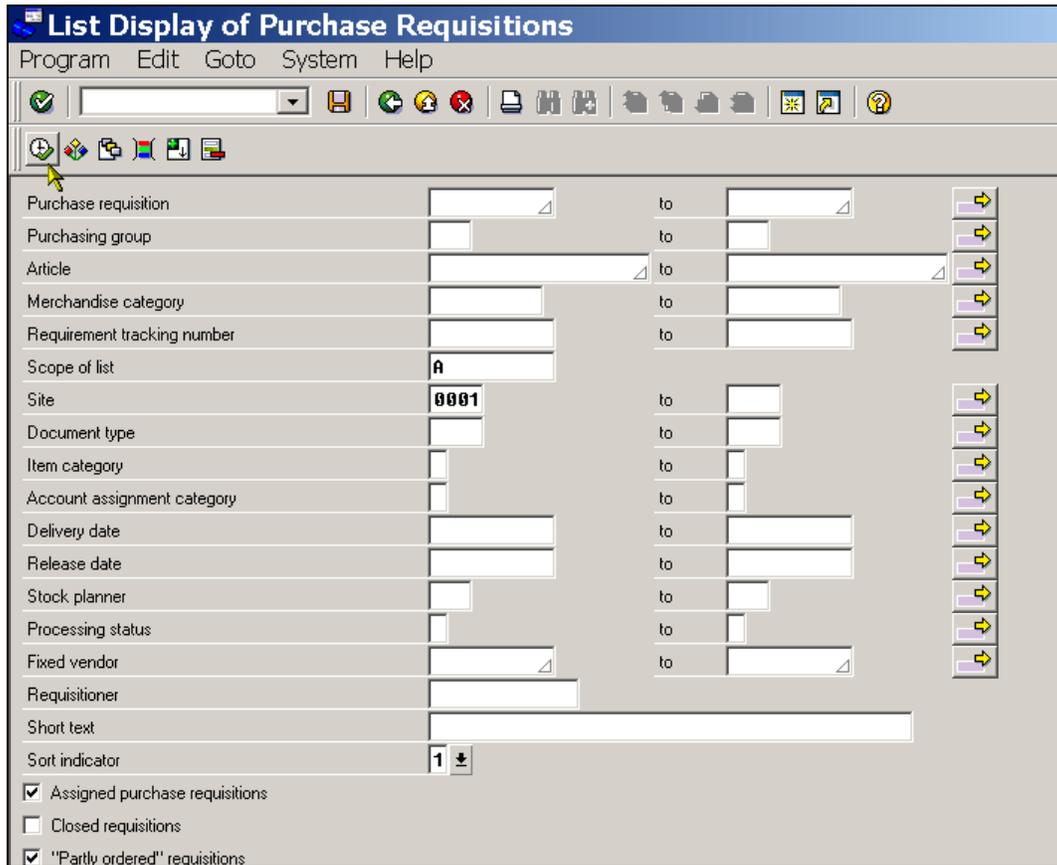
This transaction is optional, but may be useful during the first months of use of the RP function. Use this process to display all outstanding purchase requisitions for an article or site. To display an **individual** purchase requisition, use ME53.

LOGISTICS > RETAILING > PURCHASING > REQUIREMENTS PLANNING > PURCHASE REQUISITION > LIST DISPLAYS > GENERAL

Transaction code: **ME5A**



If using the menu path, double click “ME5A – General” to go to the next screen.

List Display of Purchase Requisitions


List Display of Purchase Requisitions

Program Edit Goto System Help

Purchase requisition to

Purchasing group to

Article to

Merchandise category to

Requirement tracking number to

Scope of list A

Site 0001 to

Document type to

Item category to

Account assignment category to

Delivery date to

Release date to

Stock planner to

Processing status to

Fixed vendor to

Requisitioner

Short text

Sort indicator 1

Assigned purchase requisitions

Closed requisitions

"Partly ordered" requisitions

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Purchase Requisition	Alphanumeric key uniquely identifying a purchase requisition	O	Enter a range of numbers or leave the field blank to display all
Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.	O	Enter Purchasing Group or Leave blank. Purchasing Group field will most likely be utilized by the Procurement Office
Article	Alphanumeric key uniquely identifying the Article	O	Enter article number for which you wish to display ALL purchase requisitions.
Merchandise Category	Key specifies a group of Articles or services with the same attributes.	O	Enter a Merchandise Category to display all requisitions for that category - or Leave Blank for all
Requirement Tracking Number	N/A	O	Leave blank

Scope of List	Parameter that determines how the list is edited. For example, the lists can be shown in one-line form, without detailed information, or in multi-line form with detailed information.	O	Default is “A,” select the view you are most comfortable with
Site	Specifies the key for a production facility or branch office within the company (that is, the company code).	O	Enter specific site or leave blank for all.
Document Type	Allows a distinction to be made between various kinds of purchase requisitions.	O	MWR would only have “NB” document type for purchase requisitions. You can leave this field blank
Item Category	Key defining how the procurement of an article or service item is controlled. <ul style="list-style-type: none"> • Standard • Consignment 	O	Leave blank Consignment articles not subject to MRP planning
Account Assignment Category	Specifies whether accounting for an item is to be effected via an auxiliary account (such as a cost center).	O	N/A for MRP planning for MWR
Delivery Date	Date on which an item is to be delivered or the service provided.	O	Enter a specific date or a range of dates
Release Date	Specifies the date on which the purchase order should be initiated on the basis of the purchase requisition. The release date is based on: <ul style="list-style-type: none"> • The purchasing department processing time defined for the site • The planned delivery time from the article master record or purchasing info record. • The delivery date • The goods receipt processing time from the article master record. 	O	The planned delivery time from the purchasing info record and the GR processing time are only taken into account if the purchase requisition was generated via articles planning.
Stock Planner	Specifies the number of the MRP controller or group of MRP controllers responsible	O	Leave blank.

Retail (MM)

	for article planning for the article.		
Processing Status	Specifies the current processing status of the purchase requisition	O	Use drop down arrow to narrow your search leave blank has the same effect as "N"
Fixed Vendor	Number of the vendor defined as the fixed source of supply for this purchase requisition.	O	Leave Blank
Requisitioner	Note on the purchase requisition indicating for whom the article or service is to be ordered.	O	Leave blank
Short Text	Short description of the article	O	
Sort Indicator	Specifies the sort criterion by which the list of purchase requisitions is to be sorted. You can re-sort the list that is displayed.	O	Use "1" to sort by purchase requisition number, or use drop down arrow to sort by other item
Assigned Purchase Requisitions	Specifies whether or not the list display is also to include assigned purchase requisitions.	O	Select the field if also you want to display purchase requisitions that have already been assigned to a source of supply.
Closed Requisitions	Select the field if purchase requisitions that have already been assigned to a source of supply are to be listed.	O	Select this field if you wish closed purchase requisitions (no open quantity left) to be shown on the list.
Partly Ordered Requisitions	Specifies whether purchase requisitions in respect of which only part of the requested quantity has so far been ordered are to be included in the list display.	O	Select the field if you wish such requisitions to be shown on the list.
Released Requisitions	Specifies whether the list display is also to include already-released (approved) purchase requisitions.	O	N/A
Requisitions for Overall Release	If you set this indicator, the system lists all purchase requisitions that have to be released (approved) in their entirety.	R	Even though Purchase requisitions are not subject to release strategy this field or the next has to be checked.
Requisitions for Item-Wise Release	Select purchase requisition items for item-wise release	R	See previous field description.

Cost Center	Key uniquely identifying a cost center	O	
WBS Element	Key identifying a WBS element	O	N/A, leave blank
Order	Number which identifies an order within a client	O	N/A, leave blank
Asset	This is the number which, together with the asset sub-number, identifies a fixed asset in Asset Accounting.	O	N/A for purchase requisitions, leave blank
Asset Sub-Number	Asset Sub-Number	O	N/A for purchase requisitions, leave blank
Network	Key identifying the network used for account assignment.	O	N/A for purchase requisitions, leave blank
Operation Number	Production Planning Determines in which order the operations of a sequence are carried out. Project System Number that identifies an activity.	O	N/A for purchase requisitions, leave blank
Sales Order	Sales order number	O	N/A for purchase requisitions, leave blank
Sales Order Item	The number that uniquely identifies the item in the sales document	O	N/A for purchase requisitions, leave blank

Select the Execute icon  to generate the following report.

List Display of Purchase Requisitions

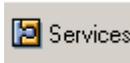
List Display of Purchase Requisitions						
List Edit Goto Environment System Help						
Article	Short text		SGp	Mer.cat.		
Requisn.	Item	Requested qty.	Un	Deliv. date	Requester	Site SLoc
S C R OTy.	I A	Ordered qty.	Un	Release date	Trackg.no.	SPl. MC
1098	FRANK-BEEF 6/1		100	4020101		
100000001	00010	5 LB	D	12/06/2000	Stock planne	0001 0001
N B	NB			12/06/2000		001
Info rec	5300000001	Vendor	4000000025	Purch. org. 2000		
1100	BEEF GRND CHUCK FINE 80/20		100	4020101		
100000002	00010	5 LB	D	12/07/2000	Stock planne	0001 0001
N B	NB			12/06/2000		001
Info rec	5300000002	Vendor	4000000025	Purch. org. 2000		
1098	FRANK-BEEF 6/1		100	4020101		
100000035	00010	5 LB	D	01/11/2001		0001 0001
N R	NB			01/11/2001		
Info rec	5300000001	Vendor	4000000025	Purch. org. 2000		
1000691	HAM, BUF CK WA M PRM		100	4020102		
3700000002	00010	100 ONE	D	02/08/2001	Stock planne	0001 0001
N B	NB			01/29/2001		001
Info rec	5300000025	Vendor	4000000025	Purch. org. 2000		

The above report tells you for requisition number 100000001, article number 1098, a vendor was assigned (number 4000000025), and BPA number 5300000001 is referenced.

To see more detail, select a line item by clicking on it once, then select . This displays the actual purchasing requisition.

Display: Purchase Requisition: Item 00010

Select  to return to previous screen.

The button  does not apply to MWR. Select  to display an overview of the assignment status of the selected purchase requisitions.

P0rg	0Ty.	CoCd	Out1.agmt.	ATy.	Valid	from .. to	PReqs	Processing note
Vendor	2000	NB	1034	W/o out1. agmt.			4	

Some requisitions are “w/o source” meaning they have not been assigned a source of supply or vendor. If you place the cursor on a line item and select , the system displays the specific requirements.

List Display of Purchase Requisitions

List Display of Purchase Requisitions						
List Edit Goto Environment System Help						
Vendor 4000000025 Purch. org. 2000						
Article	Short text	SGp	Mer.cat.			
Requisn.	Item	Requested qty.	Un	Deliv. date	Requester	Site SLoc
S C R	O Ty. I A	Ordered qty.	Un	Release date	Trackg.no.	SPl. MC
<input type="checkbox"/>	1098	FRANK-BEEF 6/1		100	4020101	
	100000001	00010	5 LB	D 12/06/2000	Stock planne	0001 0001
	N B	NB		12/06/2000		001
	Info rec	5300000001	Vendor	4000000025	Purch. org. 2000	
<input type="checkbox"/>	1100	BEEF GRND CHUCK FINE 80/20		100	4020101	
	100000002	00010	5 LB	D 12/07/2000	Stock planne	0001 0001
	N B	NB		12/06/2000		001
	Info rec	5300000002	Vendor	4000000025	Purch. org. 2000	
<input type="checkbox"/>	1098	FRANK-BEEF 6/1		100	4020101	
	100000035	00010	5 LB	D 01/11/2001		0001 0001
	N R	NB		01/11/2001		
	Info rec	5300000001	Vendor	4000000025	Purch. org. 2000	
<input type="checkbox"/>	1000691	HAM, BUF CK WA M PRM		100	4020102	
	3700000002	00010	100 ONE	D 02/08/2001	Stock planne	0001 0001
	N B	NB		01/29/2001		001
	Info rec	5300000255	Vendor	4000000025	Purch. org. 2000	

If the vendor is determined by the info record, or if there is a fixed vendor to be used, it will be displayed here. With a “fixed vendor,” an article is always procured from this vendor.

Select  to return to previous screen.

Select  to exit this report.

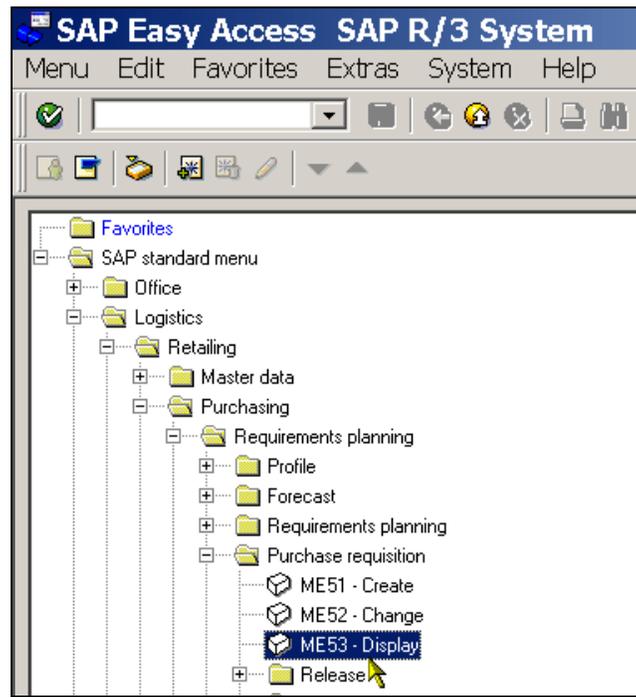


Display Purchase Requisition

The Facility/Site Manager wishes to display the purchase requisition created through the RP run. This transaction can be used to individually look up and display requisitions.

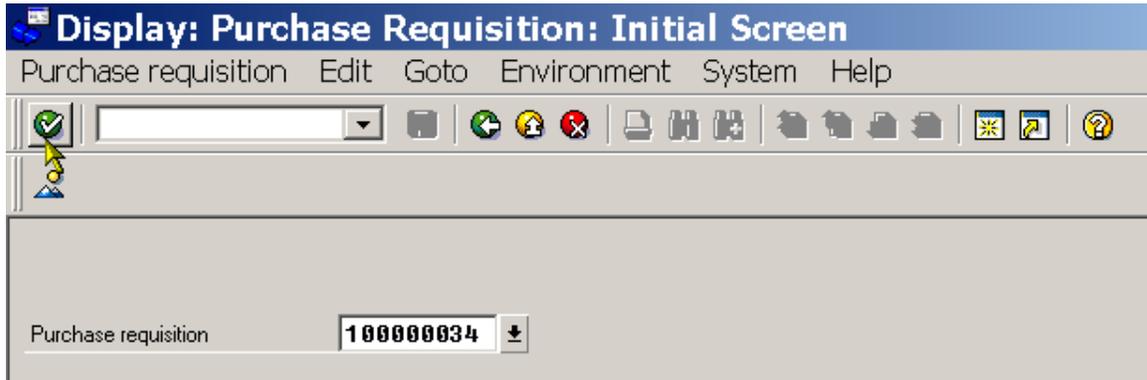
LOGISTICS > RETAILING > PURCHASING > REQUIREMENTS PLANNING > PURCHASE REQUISITION > DISPLAY

Transaction code: **ME53**



If using the menu path, double click “**ME53 – Display**” to go to the next screen:

Display: Purchase Requisition: Initial Screen

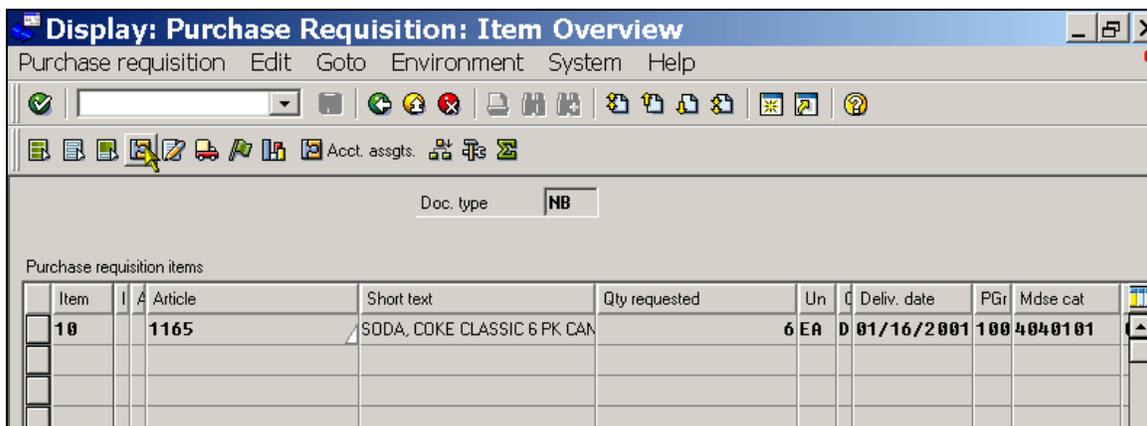


Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Purchase Requisition	Purchase requisition number	R	Enter Purchase Requisition number

Select the Execute icon  to continue.

Display: Purchase Requisition: Item Overview



Select a line item by placing a cursor on the line and click once on . The detail screen for that line item will be displayed:

Display: Purchase Requisition: Item xxxxx

Display: Purchase Requisition: Item 00010					
Purchase requisition Edit Goto Environment System Help					
▶ Acct. assgts.					
Req. item	100000034	10 Deleted	Item cat.		AcctAssCat
Article	1165		Mdse cat	4040101	Site
Short text	SODA, COKE CLASSIC 6 PK CAN				Stor. loc.
					0001
Qty. and date					
Quantity	5	EA	Deliv. date	01/16/2001	
RP data					
Requisnr.	Stock planne	Purch. grp	100	Req. date	01/11/2001
		Stock plnr	001	Release dt	01/11/2001
		<input type="checkbox"/> Fixed		Resubmis.	0
				GR pr.time	0
				<input type="checkbox"/> Closed	
Valuation control					
Val. price	0.38	USD	/	1	EA
				<input checked="" type="checkbox"/> GR	<input checked="" type="checkbox"/> IR
				<input type="checkbox"/> GR non-val	
Procurement options					
Agreement	550000002	1	Purchasing org.	2000	Order unit
Fixed vend	4000000031	SOUTHERN WINES AND SPIRITS			Suppl.site
Info rec.					
Des. vendor					

In the above example, you will note that for this purchase requisition (document number 100000034) the article will be ordered if this requisition is approved and a purchase order prepared. For this item, an outline agreement (BPA) is in place with vendor number 4000000031 Southern Wines and Spirits. Expected delivery date is 1/16/2001.

Select to display statistical data for this requisition item.

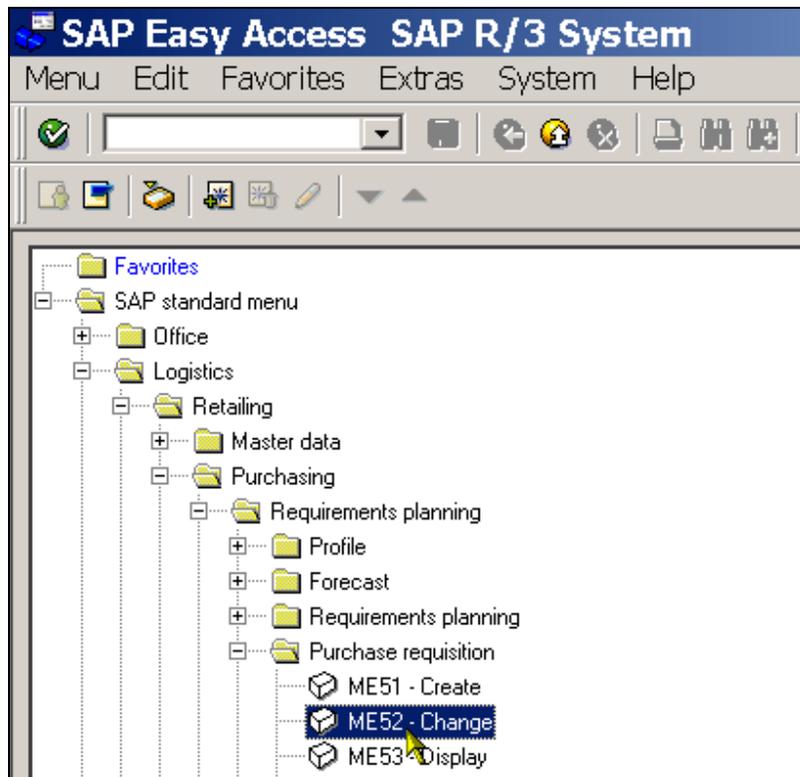


Change Purchase Requisition

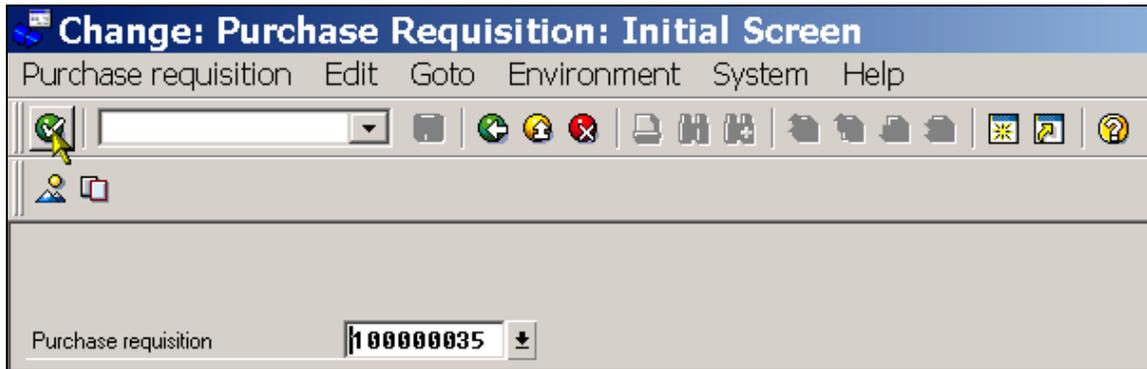
During the review process, the Facility/Site Manager may determine that a change in quantity is necessary on the requisition proposed during the RP run. Additional changes, including the vendor, are also possible using this transaction. You can also delete line items or all line items (to delete the entire requisition) if necessary.

LOGISTICS > RETAILING > PURCHASING > REQUIREMENTS PLANNING > PURCHASE REQUISITION > CHANGE

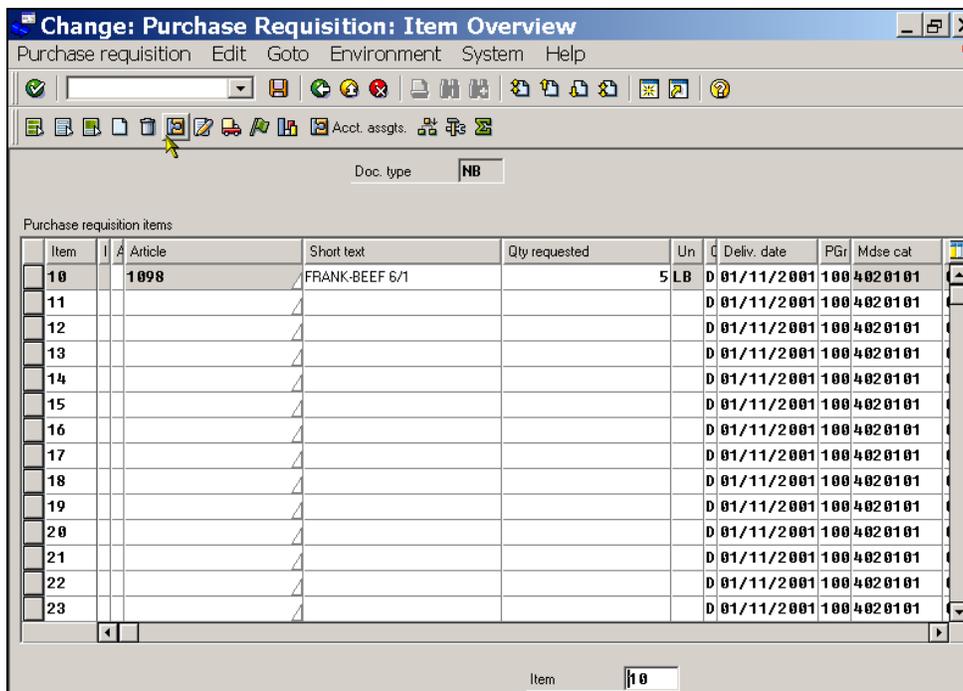
Transaction code: **ME52**



If using the menu path, double click “**ME52 – Change**” to go to the next screen:

Change: Purchase Requisition: Initial Screen

Select the Execute icon  to go to the next screen.

Change: Purchase Requisition: Item Overview

Only fields in white can be changed. You also have the option to delete the requisition if you wish. Mark the line item and select the trash can icon . After being marked for deletion, the system displays a check mark in the column “D.” To cancel the delete mark, use the menu path **Edit > Reset deletion Ind.**

There are more options:

Select a line item and click the  once. You will see the following detail screen:

Change: Purchase Requisition: Item xxxxx

Change: Purchase Requisition: Item 00010					
Purchase requisition Edit Goto Environment System Help					
					
					
Req. item	100000035	10	Item cat.		AcctAssCat
Article	1098		Mdse cat	4020101	Site
Short text	FRANK-BEEF 6/1				Stor. loc.
					0001
Qty. and date					
Quantity	5	LB	Deliv. date	D 01/11/2001	
RP data					
Requisnr.		Purch. grp	100	Req. date	01/11/2001
		Stock plnr		Release dt	01/11/2001
		<input type="checkbox"/> Fixed			<input type="checkbox"/> Closed
Valuation control					
Val. price	1.50	USD	/	1	LB
				<input checked="" type="checkbox"/> GR	<input checked="" type="checkbox"/> IR
				<input type="checkbox"/> GR non-val	
Procurement options					
Agreement		Purchasing org.	2000	Order unit	
Fixed vend	4000000025	SYSCO GULFATLANTIC FOOD		Suppl. site	
Info rec.	5300000001				
Des. vendor					

This purchase requisition has been assigned to a source of supply because an outline agreement BPA is in place for this article. You may change this vendor, but it too MUST have a BPA in place for this item!

If the  icon is selected, statistical data is displayed:

Change: Purchase Requisition Statistics: for Item xxxx

Change: Purchase Requisition Statistics: for Item 00010
Purchase requisition Edit Goto Environment System Help

Acct. assgts.

Requisn. item	10	
Article	1098	FRANK-BEEF 6/1
Item category		Standard PO
Acct. assig. cat.		
Site	0001	MWR ADMINISTRATION
Stor. location	0001	Default SLOC

Administrative data

Creation ind.	R	Created manually	Created by	MKUENNETH
Processing stat	N	Not processed	Changed on	02/20/2001
<input type="checkbox"/> "Fixed" ind.			No. resubmiss.	0
Release ind.	<input type="checkbox"/>		Last resubmiss.	
Rel. strategy	<input type="checkbox"/>		Total value	7.50 USD

Order statistics

Order quantity		0 LB		
Purchase order		0	PO date	

RP data

Shortage		0 LB	Stck plnr	<input type="checkbox"/>	Reserv. no.	0
Plnd delv time		0	SetReserNo			0

Make the necessary changes, then select .

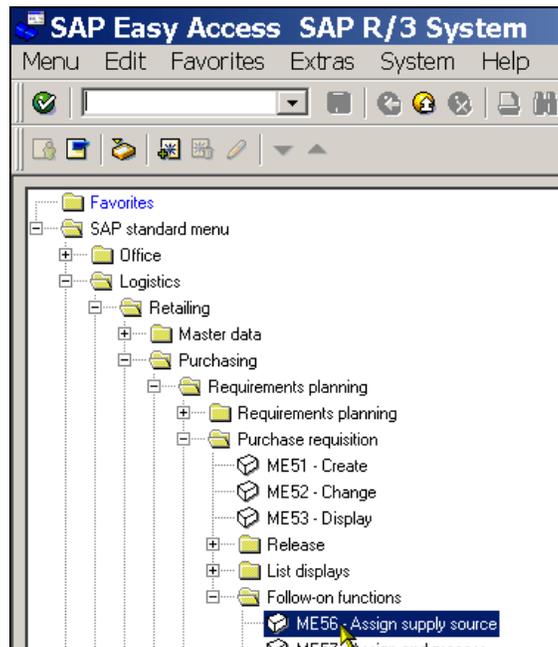


Assign Supply Source

For any purchase requisitions that the system could not determine a source of supply, the user has to assign a source with this procedure. This situation will rarely (if ever) occur for MWR RP runs. Only in cases where there are multiple, possible sources does this procedure ever become necessary. If the article has only one source, the system will automatically assign it. Remember, all articles subject to RP runs are required to be covered by a BPA (outline agreement) to be eligible for the replenishment

LOGISTICS > RETAILING > PURCHASING > REQUIREMENTS PLANNING > PURCHASE REQUISITIONS > FOLLOW ON FUNCTIONS > ASSIGN SUPPLY SOURCE

Transaction code: **ME56**



If using menu path, double click “**ME56 – Assign supply source**” to go to the next screen:

Assign Source of Supply to Requisitions

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action and Values
Purchase Requisition	Alphanumeric key uniquely identifying a purchase requisition	R	Enter Requisition number, range of numbers or use drop down arrow to search.
Purchasing Group	Key for a buyer or a group of buyers	O	Leave blank
Article	Alphanumeric key uniquely identifying the Article	O	Leave Blank
Merchandise Category	<ul style="list-style-type: none"> Key that groups together several Articles or services with the same attributes 	O	Enter merchandise Category(s) or leave blank
Requirement Tracking Number	N/A	O	Leave blank
Scope of List	Parameter that determines	O	Default is “A,” select the

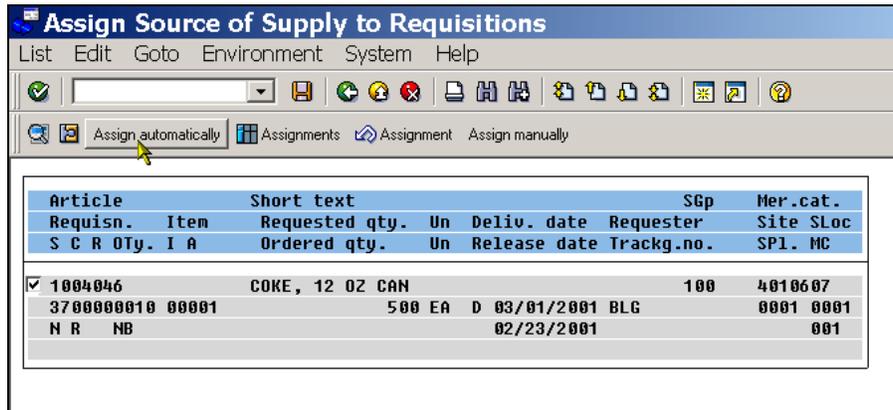
	how the list is edited. For example, the lists can be shown in one-line form, without detailed information, or in multi-line form with detailed information.		value that gives you the list that is most useful to you
Site	Specifies the key for a production facility or branch office within the company	R	Enter Site number
Document Type	Allows a distinction to be made between various kinds of purchase requisitions.	O	MWR will only use “NB” purchase requisitions. You can leave this field blank
Item Category	Key defining how the procurement of an article or service item is controlled. <ul style="list-style-type: none"> • Standard • Consignment 	O	Leave blank. Consignment articles are NOT subject to MRP planning
Account Assignment Category	Specifies whether accounting for an item is to be effected via an auxiliary account (such as a cost center).	O	N/A
Delivery Date	Date on which an item is to be delivered or the service provided.	O	Enter a date or range of dates to narrow your selection.
Release Date	Specifies the date on which the purchase order should be initiated on the basis of the purchase requisition. The release date is based on: <ul style="list-style-type: none"> • The purchasing department processing time defined for the site • The planned delivery time from the article master record or purchasing info record. • The delivery date The goods receipt processing time from the article master record.	O	The planned delivery time from the purchasing info record and the GR processing time are only taken into account if the purchase requisition was generated via articles planning.
Stock Planner	Specifies the number of the MRP controller or group of MRP controllers responsible for article planning for the article.	O	MWR only has default Stock planner 001, you can leave this field blank.
Processing	Specifies the current	O	Use drop down arrow to

Retail (MM)

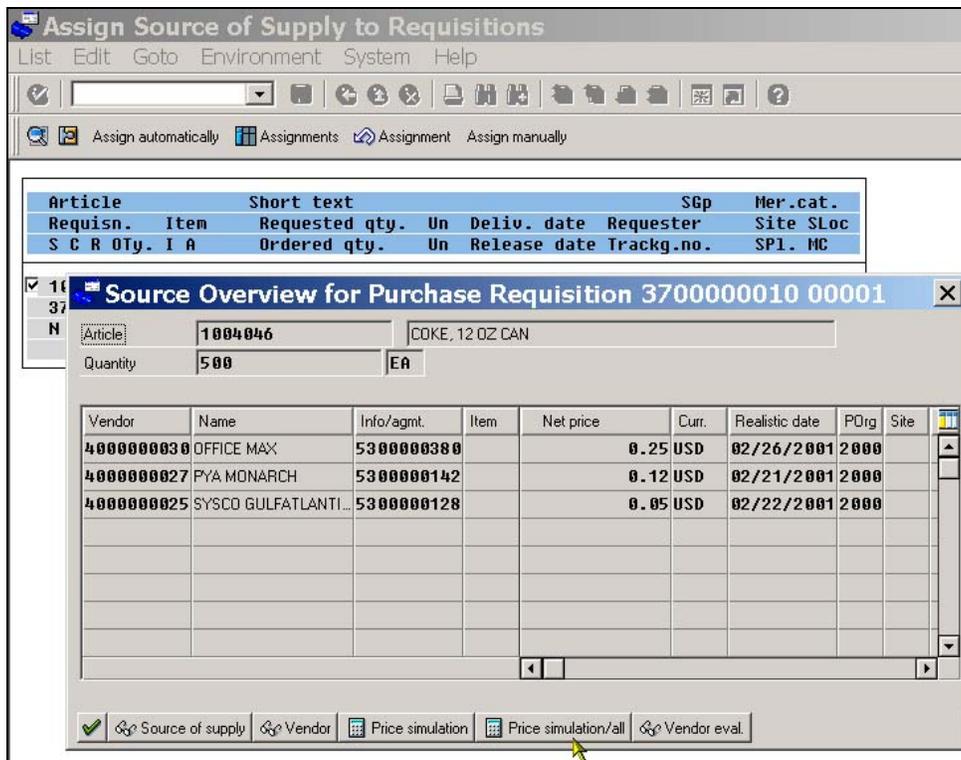
Status	processing status of the purchase requisition		search.
Fixed Vendor	Number of the vendor defined as the fixed source of supply for this purchase requisition.	O	Leave Blank
Requisitioner	Note on the purchase requisition indicating for whom the article or service is to be ordered.	O	Leave blank
Short Text	Short description of the article	O	Leave Blank
Sort Indicator	Specifies the sort criterion by which the list of purchase requisitions is to be sorted. You can re-sort the list that is displayed.	O	Option "1" sorts by purchase requisition number, use drop down arrow to select other sorting options
Assigned Purchase Requisitions	Specifies whether or not the list display is also to include assigned purchase requisitions.	O	If you want to assign sources to Unassigned requisitions, leave this field unchecked.
Closed Requisitions	Select the field if purchase requisitions that have already been assigned to a source of supply are to be listed.	O	Select this field if you wish closed purchase requisitions (no open quantity left) to be shown on the list.
Partly Ordered Requisitions	Specifies whether purchase requisitions in respect of which only part of the requested quantity has so far been ordered are to be included in the list display.	O	Select the field if you wish such requisitions to be shown on the list.
Released Requisitions	Specifies whether the list display is also to include already-released (approved) purchase requisitions.	O	N/A
Requisitions for Overall Release	If you set this indicator, the system lists all purchase requisitions that have to be released (approved) in their entirety.	R	Even though Purchase requisitions are not subject to release strategy this field or the next has to be checked.
Requisitions for Item-Wise Release	Select purchase requisition items for item-wise release	R	See field before
Cost Center	Key uniquely identifying a cost center	O	Leave blank
WBS Element	Key identifying a WBS element	O	N/A, leave blank
Order	Number which identifies an	O	N/A, leave blank

	order within a client		
Asset	This is the number that, together with the asset sub-number, identifies a fixed asset in Asset Accounting.	O	N/A for purchase requisitions, leave blank
Asset Sub-Number	Asset Sub-Number	O	N/A for purchase requisitions, leave blank
Network	Key identifying the network used for account assignment.	O	N/A for purchase requisitions, leave blank
Operation Number	Production Planning Determines in which order the operations of a sequence are carried out. Project System Number that identifies an activity.	O	N/A for purchase requisitions, leave blank
Sales Order	Sales order number	O	N/A for purchase requisitions, leave blank
Sales Order Item	The number that uniquely identifies the item in the sales document	O	N/A for purchase requisitions, leave blank

Select the Execute icon  to continue. In our example, the requisition without a source of supply is displayed on the next page.

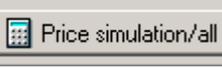
Assign Source of Supply to Requisitions

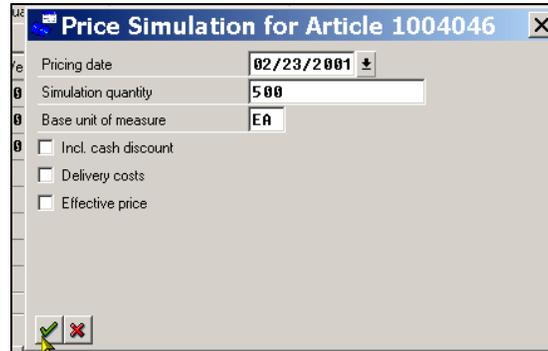
Select requisition by checking the item and then select the **Assign automatically** icon. Review the assignments proposed by the system. Outline agreements are displayed in red.



In this case, the system found more than one competing source. The user has to make the decision which one to select. Since the article has more than one source, the assignment of a source could NOT have happened automatically.

To find the vendor with the lowest price, compare pricing with the price simulation

function. Select the  icon.



Quantity defaults from requisition. Select  to continue.

Price Simulation for Sources of Supply

Calculation of Net value for purchase of 500.000 EA in mater. group 4010607 on 02/23/2001

Vendor	P.org.	Info rec.	Site	Info category		
4000000030	2000	5300000380	0001	Standard P0		
Calculated value 125.00 USD						
ATy.	Description	Amount	Curr. per	Un	Condition	val.
PBXX	Gross Price	0.25	USD	1	EA	125.00
	Purchase Price ne	0.25	USD	1	EA	125.00

Vendor	P.org.	Info rec.	Site	Info category		
4000000027	2000	5300000142	0001	Standard P0		
Calculated value 60.00 USD						
ATy.	Description	Amount	Curr. per	Un	Condition	val.
PB00	Gross Price	0.12	USD	1	EA	60.00

The system has provided a comparison of the pricing based on the unit costs from each vendor. Highlighted in Green, the system even prompts the user as to which vendor provides the **BEST PRICING** for this procurement action!

Vendor	P.org.	Info rec.	Site	Info category			
4000000025	2000	5300000128	0001	Standard PO			
Best price in this comparison							
Calculated value		25.00	USD				
ATy.	Description	Amount	Curr.	per	Un	Condition	val.
PB00	Gross Price	0.05	USD	1	EA		25.00
PBXX	Gross Price						0.00
	Purchase Price ne	0.05	USD	1	EA		25.00

You can use the icons at the top of the price simulation screen to further view the condition record, vendor master record, or outline agreement (BPA).

To go back to the “Source Overview” screen, select .

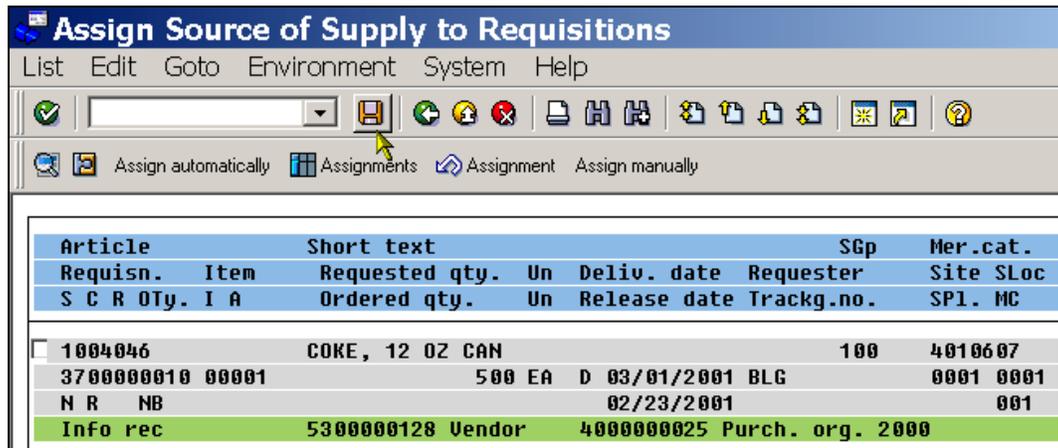
Source Overview for Purchase Requisition xxxxxxxxxx xxxxx

Source Overview for Purchase Requisition 3700000010 00001								
Article	1004046 COKE, 12 OZ CAN							
Quantity	500 EA							
Vendor	Name	Info/agmt.	Item	Net price	Curr.	Realistic date	POrg	Site
4000000030	OFFICE MAX	5300000380		0.25	USD	02/26/2001	2000	
4000000027	PYA MONARCH	5300000142		0.12	USD	02/21/2001	2000	
4000000025	↓ SCO GULFATLANTI...	5300000128		0.05	USD	02/22/2001	2000	


 Source of supply
 Vendor
 Price simulation
 Price simulation/all
 Vendor eval.

Select a vendor by clicking on the line item, then select . Repeat for all requisitions without assigned vendors.

In the green highlighted area, the vendor selected will be displayed. The outline agreement document number (BPA) will also be shown on this line.

Assign Source of Supply to Requisitions

Save your selections by selecting the Save icon . It is possible to create a purchase order for this item from here. Since there may (most likely) be several open requisitions in the system, it is more efficient to use **ME59-Automatic Generation of Purchase Orders** to process **ALL** requisitions into purchase orders at one time.

To exit, select yellow Exit icon  on the standard toolbar.



Info Records

Info Records, within the IS Retail modules, serve as a source of information for Purchasing. The Info Record contains information on a specific Article and the primary vendor supplying the Article. The Info Record allows the buyers to quickly determine which Articles have been previously offered or supplied by a specific vendor or which vendors have offered or supplied a specific Article.



Display Info Records by Article

LOGISTICS > ARTICLES MANAGEMENT > PURCHASING > MASTER DATA > INFO RECORDS > LIST DISPLAYS > BY ARTICLES

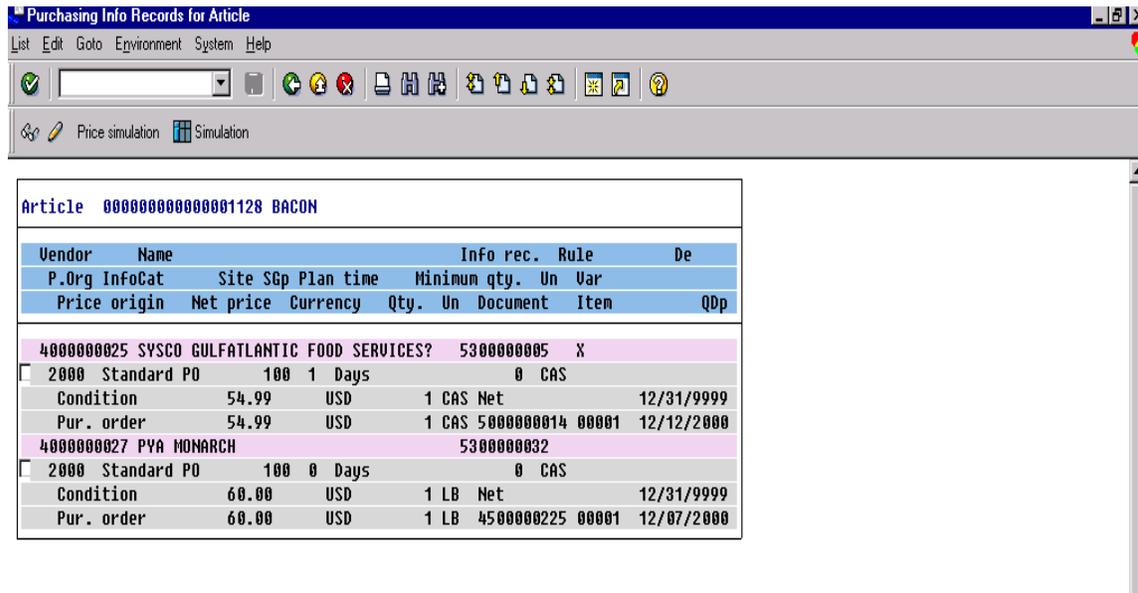
Transaction code: **ME1M**

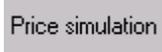
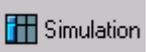
The initial screen “Info Records per Article” is shown below.

While none of the fields shown on this screen are required to execute the listing, by filtering our choices as we have done (1128 for the Article, 2000 for the Purchasing organization and 0011 for the site), we can speed up the listing process and receive only the information required for our needs.

You may use as many or as few of the fields as necessary to narrow down the volume of data and to filter your choices.

After pressing the Execute button , the following screen, “Purchasing Info Records for Article” will allow a number of additional viewing options.



By clicking one or more of the icons on the toolbar,  to display,  to change,  to simulate the price or the  Simulation to view how the system calculates the price.

For example, you may check the checkbox in the left column of the display and then click the Display pushbutton  to see the details of the Info Record as shown below.

Retail (MM)

Display Info Record: Purch. Organization Data 1

Info record Edit Goto Extras Environment System Help

General data Conditions Texts

Info record	5300000005	
Vendor	4000000025	SYSCO GULFATLANTIC FOOD SERVICES?
Article	000000000000001128	BACON
Mdse category	4020102	PORK
Purchasing org.	2000	Standard PO

Control

Plnd dely time	1	Days	Underdel. tol.	0.0	%	<input type="checkbox"/> No art.txt
Purch. group	100		Overdeliv. tol.	0.0	%	<input type="checkbox"/> Ackn. reqd
Standard qty.	1	CAS	<input type="checkbox"/> Unlimited			ConfContrK
Minimum qty	0	CAS	<input checked="" type="checkbox"/> GR-based IV			Tax code
Rem. shelf life	0	D	<input checked="" type="checkbox"/> No ERS			
Shipping instr.						
Valuation type			Exp/imp proced.			
Maximum qty	0	CAS	RoundingProfile			Unit group

Conditions

Net price	54.99	USD	/	1	CAS	Valid to	12/31/9999
Effective price	54.99	USD	/	1	CAS	<input type="checkbox"/> No cash disc.	
Qty. conversion	1	CAS	<->	1	CAS	Condition group	
Pt. date cat.		No control					
Incoterms							

As you can see from this view, all the pertinent data is available in one location including pricing data and vendor information.

To exit for this area of the system, press the yellow “up arrow”  or press the Shift + F2 keys.



Display Info Records by Vendor

INFORMATION SYSTEMS > LOGISTICS > PURCHASING > VENDOR > VENDOR EVALUATION > INFO RECORDS

Transaction code: **ME1L**

The initial screen “Info Records per Vendor” is shown below:

Vendor	4000000025	to		➔
Article		to		➔
Merchandise category		to		➔
Vendor's material number		to		➔
Vendor sub-range		to		➔
Vendor's material group		to		➔
Purchasing organization	2000	to		➔
Info category		to		➔
Site	0001	to		➔
Purchasing group		to		➔

Price computations -----

Include cash discount

Include delivery costs

Determine effective price

Restrictions -----

Only those that are relevant

Only site-specific ;

Only those flagged f. deletion

Only with purchasing org. data

The required field is the Vendor and, if known, can be entered directly or may be entered using the possible entries dropdown arrow. In our example above, we are using the vendor 4000000025.

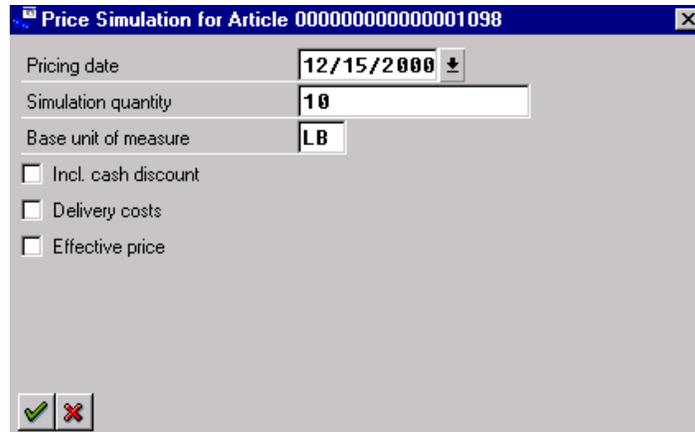
All fields except for the Vendor number are optional, as this transaction is search based. It is possible with this transaction to display Purchasing info records by vendor, to do price simulation or view general data, conditions and text.

Once program is executed in this step, the system returns a list of relevant purchasing info per selected vendors as shown below.

Retail (MM)

Purchasing Info Records for Vendor									
List Edit Goto Environment System Help									
Vendor 4000000025 SYSCO GULFATLANTIC FOOD SERVICES?									
Article	Article short text			Info rec			De		
P.Org	InfoCat	Site	SGp	Plan time	Minimum qty.	Un	Var		
Price origin	Net price	Currency	Qty.	Un	Document	Item	QDp		
00000000000001097 TOOTH PASTE 5300000000									
<input type="checkbox"/>	2000	Standard PO	100	0	Days	0	CAS		
	Condition	1.49	USD	1	CAS	Net		12/31/9999	
	Pur. order	1.49	USD	1	EA	5000000018	00001	12/13/2000	
00000000000001098 FRANK-BEEF 6/1 5300000001									
<input type="checkbox"/>	2000	Standard PO	100	0	Days	0	CAS		
	Condition	14.99	USD	1	CAS	Net		12/31/9999	
	Pur. order	14.99	USD	1	CAS	5000000012	00001	12/10/2000	
00000000000001100 BEEF GRND CHUCK FINE 80/20 5300000002									
<input type="checkbox"/>	2000	Standard PO	100	0	Days	0	CAS		
	Condition	1.57	USD	1	CAS	Net		12/31/9999	
	Pur. order	1.57	USD	1	CAS	5000000001	00002	12/05/2000	
00000000000001102 BEEF CORNED BRSKT RAW CAB 5300000003									
<input type="checkbox"/>	2000	Standard PO	100	0	Days	0	CAS		
	Condition	3.29	USD	1	LB	Net		12/31/9999	
	Pur. order	3.29	USD	1	LB	5000000008	00001	12/07/2000	
00000000000001103 CHIPS TORTILLA REST STY 5300000004									
<input type="checkbox"/>	2000	Standard PO	100	0	Days	0	BAG		
	Condition	5.99	USD	1	BAG	Net		12/31/9999	
	Pur. order	5.99	USD	1	BAG	5000000008	00002	12/07/2000	
00000000000001121 SALAD-CAESAR CHICKEN 53000000031									
<input type="checkbox"/>	2000	Standard PO	100	0	Days	0	EA		
	Condition	2.50	USD	1	EA	Net		12/31/9999	
00000000000001128 BACON 5300000005									
<input type="checkbox"/>	2000	Standard PO	100	1	Days	0	CAS		
	Condition	54.99	USD	1	CAS	Net		12/31/9999	
	Pur. order	5,000.00	USD	1	CAS	5000000017	00001	12/12/2000	
00000000000001129 LETTUCE-SHREDDED 4/5# 5300000006									
<input type="checkbox"/>	2000	Standard PO	100	0	Days	0	CAR		
	Condition	14.25	USD	1	CAR	Net		12/31/9999	

If you wish to checkmark an item and press the “Price Simulation” button, the following screen appears:



At this point in the process, you may simulate the price for a definite quantity. This function becomes very important if the vendor scales prices based on quantity. In our example, we have changes the Simulation quantity to 20 and after clicking the Green checkmark button you will see the simulated price.



Calculation of Net value for purchase of
20.000 LB of article 00000000000001098 on 12/15/2000

Vendor	P.org.	Info rec.	Info category			
4000000025	2000	5300000001	Standard PO			
Best price in this comparison						
Calculated value		29.98	USD			
ATy.	Description	Amount	Curr. per	Un	Condition	val.
PB00	Gross Price	14.99	USD	1	CAS	29.98
	Purchase Price ne	14.99	USD	1	CAS	29.98

This is a calculation of Net Value for purchase of 20.000 LB of article, etc.

You may exit the “Purchasing Info Records per Vendor” screen by clicking on the yellow up arrow icon, or Shift-F3.



Analysis of Order Values

LOGISTICS > RETAILING > PURCHASING > PURCHASE ORDER > ANALYSIS > ORDER VALUE ANALYSIS

Transaction code: **ME81**

If there is a need to do further analysis of purchasing documents, the Analysis of Order values is available.

There are three options in the system that we may use:

- Totals Analysis
- Analysis using comparison periods
- Frequency Analysis

The two required fields for the following selection screen are the Currency – USD and the Purchasing organization – 2000.

Press the Execute icon  to produce the following sort screen.

Retail (MM)

PO Value Analysis in Currency USD: Totals				
List Edit Goto System Help				
ABC analysis				
Article	Net order value	Average value/PO	No.itm	No.POS
	14,174.74	1,090.36	14	13
Site M019	14,174.74	1,090.36	14	13
	75.76	25.25	3	3
Site M034	75.76	25.25	3	3
	6.00	6.00	1	1
Site M176	6.00	6.00	1	1
Vendor 100000000	14,256.50	838.62	18	17
	75,004,002.27	675,711.73	124	111
Site 1019	75,004,002.27	675,711.73	124	111
	25,750.00	12,875.00	2	2
Site 1034	25,750.00	12,875.00	2	2
	1,733.86	288.98	8	6
Site 8172	1,733.86	288.98	8	6
	24,511.20	12,255.60	2	2
Site M019	24,511.20	12,255.60	2	2
Vendor 1000000005	75,055,997.33	620,297.50	136	121
	48,458.22	24,229.11	2	2
Site 8172	48,458.22	24,229.11	2	2
Vendor 1000000006	48,458.22	24,229.11	2	2
	432,409.71	17,296.39	27	25
Site 1019	432,409.71	17,296.39	27	25
	100,330.14	25,082.54	4	4
Site 1034	100,330.14	25,082.54	4	4
	58,425.00	19,475.00	3	3
Site 8172	58,425.00	19,475.00	3	3
Vendor 1000000010	591,164.85	18,473.90	34	32
	26,000.00	26,000.00	1	1
Site 1019	26,000.00	26,000.00	1	1
	51,058.22	12,764.56	5	4
Site 8172	51,058.22	12,764.56	5	4
Vendor 1000000011	77,058.22	15,411.64	6	5
	153,750.00	153,750.00	1	1
Site 1019	153,750.00	153,750.00	1	1
Vendor 1000000012	153,750.00	153,750.00	1	1

To exit from the area, press the Yellow Exit button  or press the Shift + F3 keys.

 **Purchase Group Analysis**

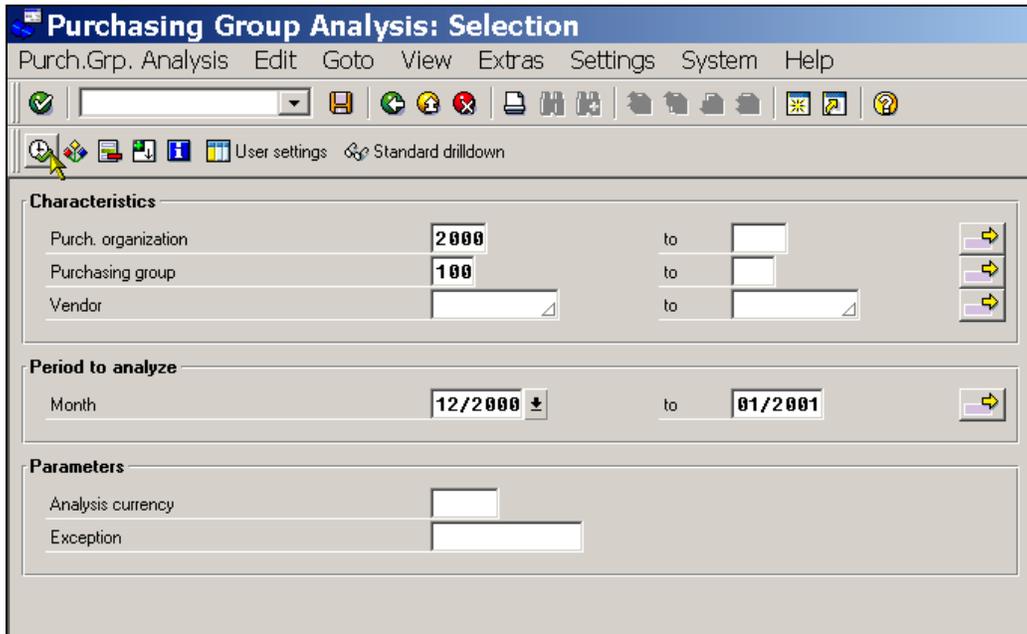
Purchase group analysis provides information to Regional Accounting and others for auditing purposes and resource planning. Vendor purchases by time period and total amount can be viewed and reported in one document.

View historical data by vendor, time period, and total dollar amount purchased/invoiced.

LOGISTICS > LOGISTICS CONTROLLING > PURCHASING INFORMATION SYSTEM > STANDARD ANALYSES > PURCHASING GROUP

Transaction code **MCE1**

Purchasing Group Analysis: Selection



Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

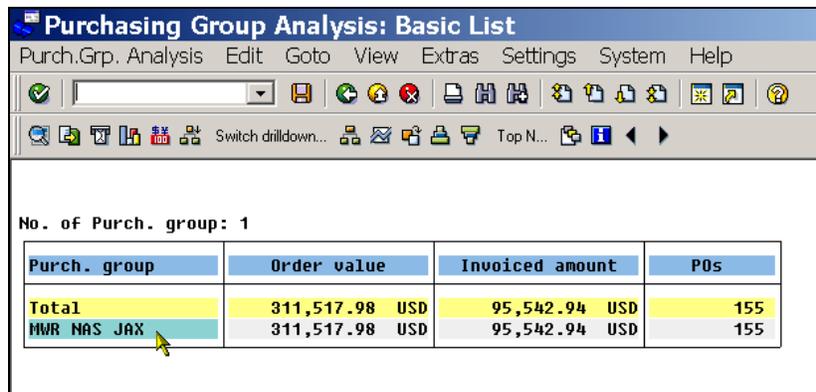
Field Name	Description	R/O/C	User Action and Values	Comments
Purchasing Organization	Denotes the purchasing organization	R	Enter 2000	

Retail (MM)

Purchasing Group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.	C	Enter specific group to be analyzed or monitored.	Can be saved as a variant if one's own group is routinely analyzed.
Vendor	Alphanumeric key uniquely identifying a vendor	C	By entering the vendor number, one can determine the total value and number of PO's by vendor a purchasing group has issued	Enter vendor number if appropriate.
Month	Month or range of months in to be analyzed	O	Enter date/period for analysis.	
Analysis Currency	Currency key, in which the data is to be shown.	O	Leave blank	Only specify a currency if a conversion appears necessary. If no entry is made, the data will be given in the original currency.
Exception	The name that clearly identifies an exception.	O	Leave Blank	

Select  to generate the report.

Purchasing Group Analysis: Basic List



Purch. group	Order value	Invoiced amount	POs
Total	311,517.98 USD	95,542.94 USD	155
MWR NAS JAX	311,517.98 USD	95,542.94 USD	155

Double click on the purchasing group name to see all vendors for that group.

Purchasing Group Analysis: Drilldown

Purch.Grp. Analysis Edit Goto View Extras Settings System Help

Purch. group MWR NAS JAX

No. of Vendor: 11

Vendor	Order value	Invoiced amount	POs
Total	311,517.98 USD	95,542.94 USD	155
APPLES & ORANGES L	24,242.00 USD	0.00 USD	2
ADVANTAGE DART SUP	2,424.00 USD	0.00 USD	2
SeaWorld	0.00 USD	0.00 USD	2
MICKEY MOUSE	21,600.00 USD	0.00 USD	10
J.L. BAILEY	1,828.10 USD	535.32 USD	4
SYSCO GULFATLANTIC	132,001.86 USD	93,815.20 USD	107
COMMANDER NAVY REG	62,468.82 USD	0.00 USD	10
PVA MONARCH	7,077.58 USD	987.10 USD	10
MERIAL LIMITED	49,401.32 USD	205.32 USD	2
OFFICE MAX	9,274.80 USD	0.00 USD	2
SOUTHERN WINES AND	1,199.50 USD	0.00 USD	4

Double click on vendor name for period totals for that vendor:

Purchasing Group Analysis: Drilldown

Purch.Grp. Analysis Edit Goto View Extras Settings System Help

Purch. group MWR NAS JAX Vendor SYSCO GULFATLANTIC FO

No. of Month: 2

Month	Order value	Invoiced amount	POs
Total	132,001.86 USD	93,815.20 USD	107
12/2000	79,314.90 USD	55,021.00 USD	48
01/2001	52,686.96 USD	38,793.40 USD	59

To exit, select .