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SAP EWM 9.5

## SAP ERP MM 6.0

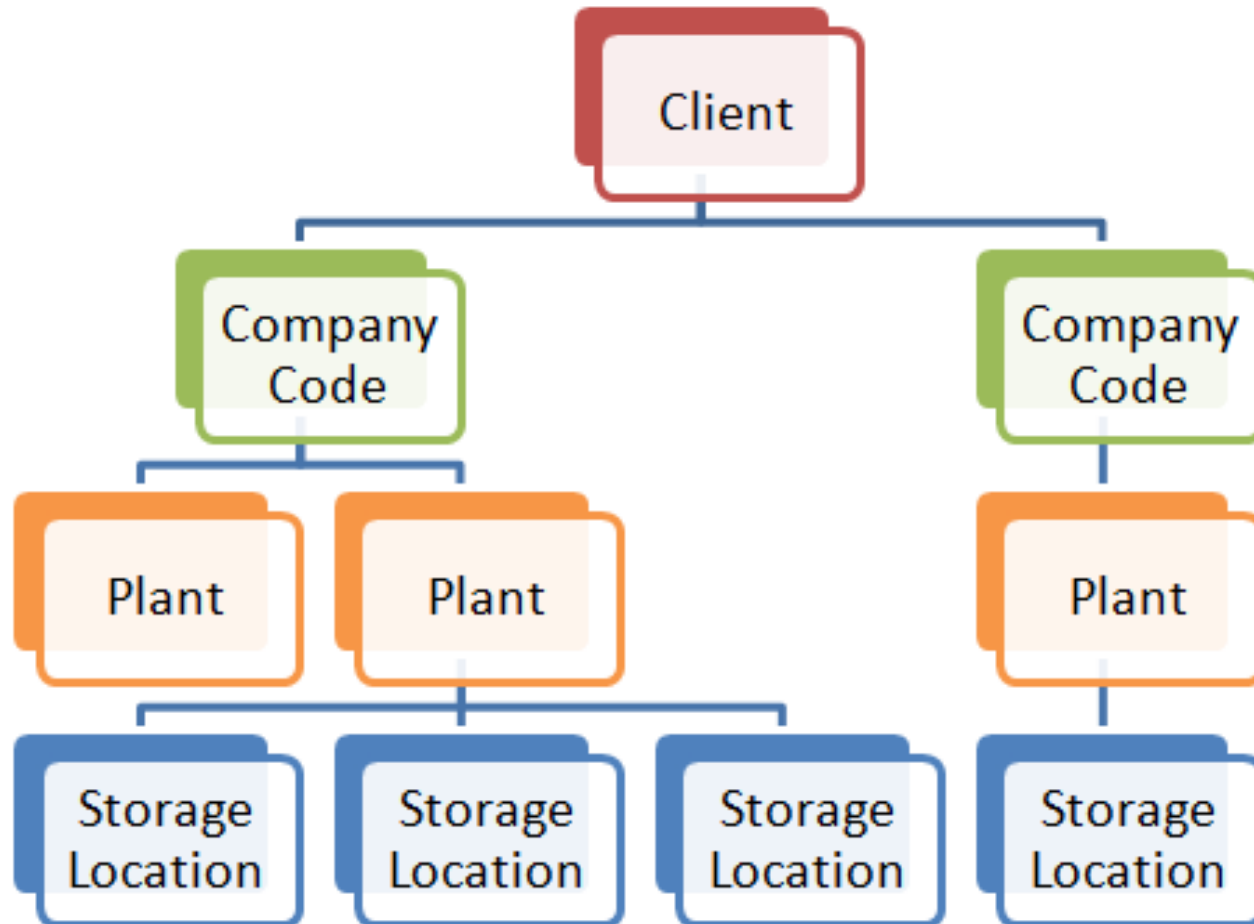


**SAP ERP**

**Procurement  
Of  
Stock Material**



# Procurement of Stock Material



# Topics

- **Stock material and types of stock materials.**
- **Request for Quotation (RFQ)**
- **Quotation Processing**
- **Create Purchase Order with reference**
- **Purchase Info Record**
- **Conditions**
- **Valuation Class**
- **Valuation Area**
- **Effects of Goods Receipt**
- **Invoicing and Accounting Document**
- **Delivery Cost**

# Stock Material

**Stock Material can be defined as: A material with a value based inventory management which can tracked in inventory. A material is purchased for a stock account and its quantity, value, and consumption always keep updated in its material master record.**

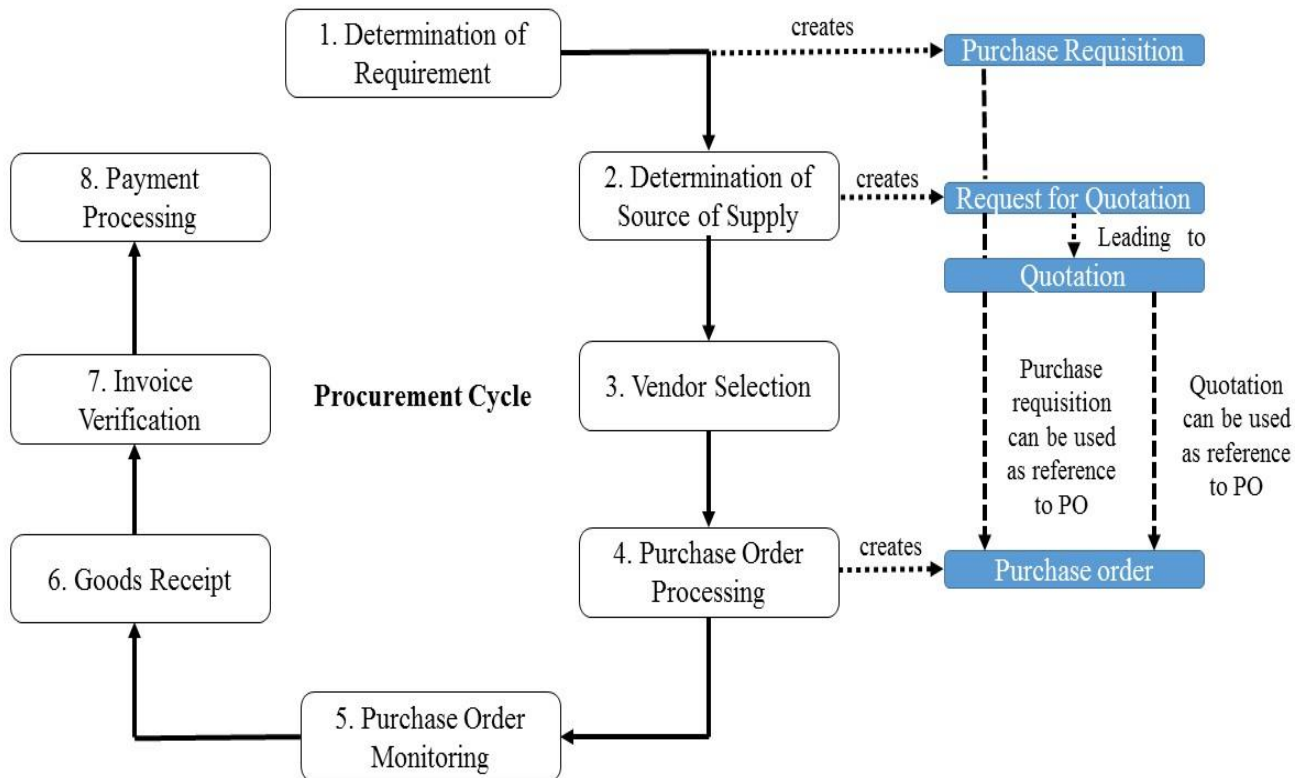
**Stock material always has a material master record which linked to a specific material type, for example; it can be Finished goods, semi-finished goods, trading goods, raw materials, packaging materials. Material types controls if inventory management for that particular material is occur on value bases. When creating a material master record, we need to enter information about it accounting data need to be specified, about the material valuation class. Valuation class determines in which G/L account FI the value to be posted. The valuation class controls the posting of the value of material into stock account in Goods Receipt processes while the SAP system updates the material value and quantity in the material master record.**

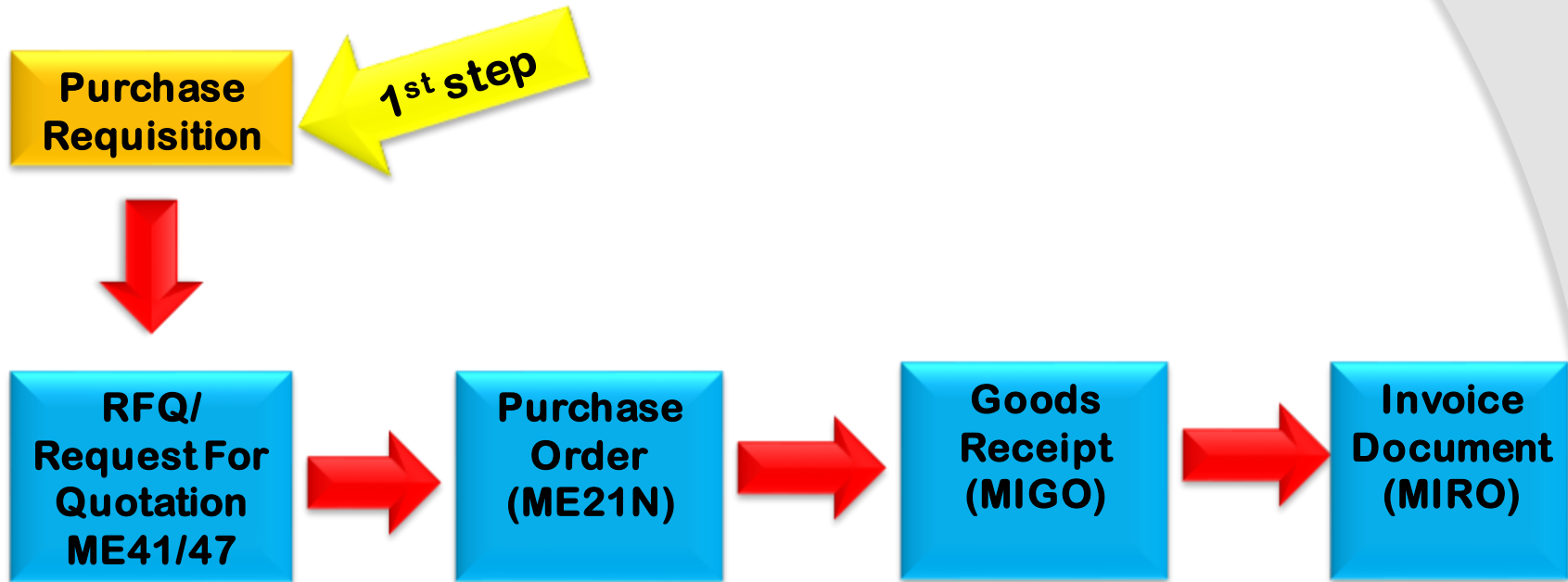
**Inventory management for a material uses the concept stock type. Stock type in SAP is used to differentiating between different types of stocks in inventory management.**

**SAP Standard type of stocks are as follows:**

- **Unrestricted Used Stock**
- **Quality Inspection Stock**
- **Blocked Stock**

# Procurement Cycle





# Purchase Requisition

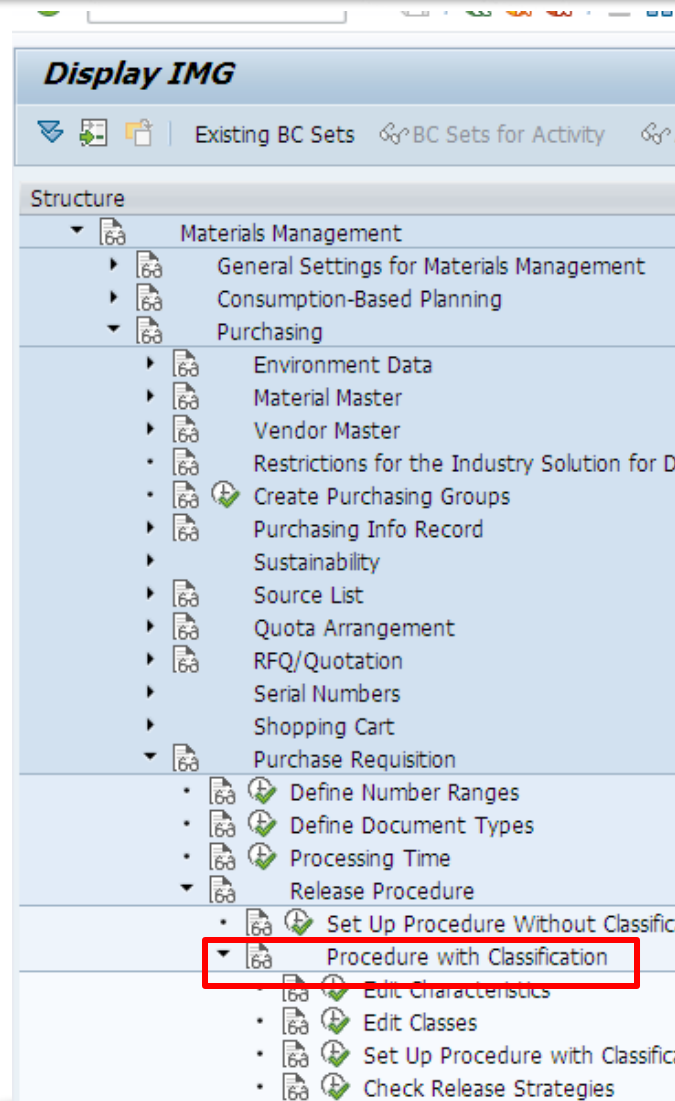
**Purchase Requisition:** It is an internal document communicate to purchase department by the user department create manually and that can be generate manually if MRP is using by the company. Create a Purchase Requisition  
**T-Code: ME51N-Create, ME52N-Change, ME53N-Display**

## **Release Strategy:**

We need to configure the release strategy for Purchase Requisitions.

Release strategy is a procedure in which we define who is responsible for approval of purchase requisition.

For configuration T-Code: SPRO →  
Material Management →  
Purchasing → Purchase  
Requisition → Release Procedure →





# Release Strategy

- **Created Characteristics: T-Code: CT04 MENU Path**

1. PR\_DOCTYPE-CEBAN-BSART
2. PR\_TOTALVALUE

Single value, No char 13, Char format , Values 0.00 to 50000, and > 50000.01

Table CEBAN – GSWRT/GSETW

1. PR\_PURGROUP-CEBAN-EKGRP
2. PR\_PLANT-CEBAN-WERKS

## CLASS

T-Code CL02

T-Code: SPRO → IMG Screen → Material Management → Purchasing → Purchasing Requisition → PR releasing strategy → Procedure with classification → Edit Class

PR\_CLASS

Class Type 032

Characteristics

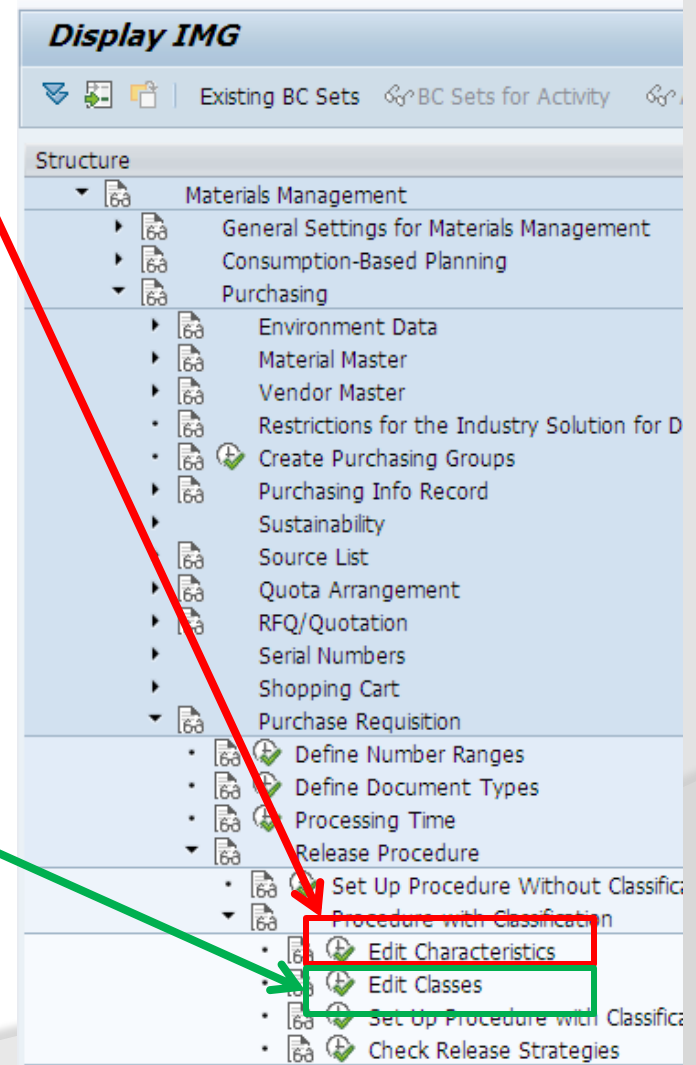
PR\_DOCTYPE

PR\_TOTALVALUE

PR\_PURGROUP

Click on save

Class is PR\_CLASS



# Purchase Requisition Release Strategy P1

The screenshot shows the SAP Materials Management (MM) structure on the left and a 'Choose Activity' dialog on the right. A red arrow points from the 'Set Up Procedure with Classification' option in the MM structure to the 'Release Strategies' activity in the dialog.

**Structure**

- Materials Management
  - General Settings for Materials Management
  - Consumption-Based Planning
  - Purchasing
    - Environment Data
    - Material Master
    - Vendor Master
    - Restrictions for the Industry Solution for D
    - Create Purchasing Groups
    - Purchasing Info Record
    - Sustainability
    - Source List
    - Quota Arrangement
    - RFQ/Quotation
    - Serial Numbers
    - Shopping Cart
    - Purchase Requisition
      - Define Number Ranges
      - Define Document Types
      - Processing Time
      - Release Procedure
        - Set Up Procedure Without Classification
        - Procedure with Classification
          - Edit Characteristics
          - Edit Classes
          - Set Up Procedure with Classification**
          - Check Release Strategies

**Choose Activity**

Pe...	Name of Activity
	Release Groups
	Release Codes
	Release indicator
	Release Strategies
	Workflow

In this business example Requisition officer and department heads is responsible for Purchase requisition Release

## 1. Strategy P1

- **Release Group:** RS

- **Release Code:**

RQ – Requisition Officer

HD– head Of Department

- **Release Indicator:**

05- Blocked

01- Released PR

The screenshot shows the 'Prerequisites' dialog for 'Release Strategies: Purchase Requisition'. The dialog is titled 'Change View "Release Strategies: Purchase Requisition": Details'. It contains the following information:

Release Group: RS PR Release  
Release Strategy: R1 Release PR

**Release Codes**

<input type="checkbox"/>	RQ Requisitionar
<input type="checkbox"/>	HD Department Head
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

**Code\release prerequisite**

RQ	HD
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Release Prerequisites, Release Statuses, Classification, Release Simulation, Continue, Cancel



# Purchase Requisition Release Strategy P2

## Release Status

**Change View "Release Strategies: Purchase Requisition": Details**

Release Group  PR Release  
 Release Strategy  Release PR

Release Codes

<input type="checkbox"/>	RQ	Requisitionar
<input type="checkbox"/>	HD	Department Head
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Release Statuses

<input type="checkbox"/>	<input type="checkbox"/>	RQ	HD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Release Indicator (1) 8 Entries found

Rel	Description
1	Request for Quotation
2	RFQ Purchase Order
3	RFQPO no change of date
4	RFQPO no change
5	Blocked
A	Fixed RFQ
B	Fixed RFQ Purchase Order
R	Purchase Requisition

Release Prerequisites    Release Statuses    Classification    Release Simulation

## Classification

**Change View "Release Strategies: Classification"**

Object

Release group  Rel. Strategy  Release PR  
 Class Type 032 Release strategy

Values for Class PR\_CLASS - Object RS R1

General

Characteristic Description	Value
Purchase Requisition Doc...	NB
Total Value of Item	0,00 - 50000,00 EUR
Purchasing Group	Purch Group 2019
PR for Plant	Plant 2019
	Plant 2020

## Release Simulation for Group RS

**Change View "Release Strategies: Purchase Requisition": Details**

Release Group  PR Release  
 Release Strategy  Release PR

Release Codes

<input type="checkbox"/>	RQ	Requisitionar
<input type="checkbox"/>	HD	Department Head
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Release Strategy

Code	Release Options
RQ	Release already effected
HD	Release already effected
	Purchase Requisition

Set/reset release

Simulate release

Release Prerequisites    Release Statuses    Classification    Release Simulation

# Purchase Requisition Release Strategy P2

## Release Status

**Change View "Release Strategies: Purchase Requisition": Details**

Release Group  PR Release  
 Release Strategy  Release PR

Release Codes

<input type="checkbox"/>	RQ	Requisitionar
<input type="checkbox"/>	HD	Department Head
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Release Statuses

<input type="checkbox"/>	<input type="checkbox"/>	RQ	HD	
<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Release Indicator (1) 8 Entries found

Rel	Description
1	Request for Quotation
2	RFQ Purchase Order
3	RFQPO no change of date
4	RFQPO no change
5	Blocked
A	Fixed RFQ
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Release Prerequisites    Release Statuses    Classification    Release Simulation

## Classification

**Change View "Release Strategies: Classification"**

Object

Release group  Rel. Strategy  Release PR  
 Class Type 032 Release strategy

Values for Class PR\_CLASS - Object RS R1

General

Characteristic Description	Value
Purchase Requisition Doc...	NB
Total Value of Item	0,00 - 50000,00 EUR
Purchasing Group	Purch Group 2019
PR for Plant	Plant 2019
	Plant 2020

## Release Simulation for Group RS

**Change View "Release Strategies: Purchase Requisition": Details**

Release Group  PR Release  
 Release Strategy  Release PR

Release Codes

<input type="checkbox"/>	RQ	Requisitionar
<input type="checkbox"/>	HD	Department Head
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Release Strategy

Code	Release Options
RQ	Release already effected
HD	Release already effected
	Purchase Requisition

Set/reset release

Simulate release

Release Prerequisites    Release Statuses    Classification    Release Simulation

# Create Purchase Requisition

In this business example  
**Production Department** required a  
**material** the generate **Purchase  
 Requisition** to procure a stock  
 material. T-Code- **ME51N** or Menu  
**Path**  
**Required Material 100000044 –  
 Cement Bag**  
**Plant -2019**  
**Storage Location- 0001**  
**Request Track No PR-1**  
**Delivery Date 10.09.2019**  
**Purchase Requisition number**  
**10048016** send to **Purchase**  
**Department**  
**Purchase Org 2011**  
**Purchasing Group R20**

**Purchase requisition number 10048019 created**

Message No. 06402

**SAP Easy Access**

- Favorites
- SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▶ Logistics
    - ▶ Materials Management
      - ▶ Purchasing
        - ▶ Purchase Order
        - ▶ Purchase Requisition
          - Create
          - Change
          - Display
          - Mass Maintenance
          - ▶ Release
          - ▶ List Displays
          - ▶ Follow-On Functions

**Change Purchase Req. 10048019**

Document Overview Off | Save As Template | Load from Template

NB Purch.requis. Stan... 10048019 | Source Determination

Texts

Header note

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Des.Vendor	Fixed Vend
	10		100000044	Cement Bag RJ00	1.000	EA	D	16.09.2019	Building and...	Raj Oil Plant 1	Main Stores	R20	Ram	PR-2		

Item: 1 [ 10 ] 100000044 , Cement Bag RJ00

Material Data | Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Release strategy | Texts | Delivery Address

Release group	RS	PR Release	Code	Description	Stat..
Release Strategy	R1	Release PR	RQ	Requisitioner	▲
Release indicator	S	Blocked	HD	Department Head	

**Purchase requisition number 0010048020 created**

Message No. 06402

# Release a Purchase Requisition

T-Code: ME55N –PR is released 1<sup>st</sup> level by Requisitioned and 2<sup>nd</sup> HD-Head of Department

**Collective Release of Purchase Requisitions**

Release Code

Release group  to

Release Prerequisite Fulfilled  
 Requisitions for Overall Release  
 Requisitions for Item-Wise Release

Purchase Requisition  to

Material  to

Material Group  to

Purchasing Group  to

Scope of List

**Collective Release of Purchase Requisitions**

Release Strat.

Material	Short Text	PGp	Mat. Grp
Requisn Item	Requested Qty Un	Deliv. Date	Requester
S C R Qty. I A	Req. Val.	Cur Release Date	Trackg No.
Release Strategy	Release Indicator	Release Option	SPl. MC
<input checked="" type="checkbox"/> 100000044	Cement Bag RJ00	R20	22000000
10048019 00010	1.000 EA	D 16.09.2019	Ram
N R 5 NB	10.000,00 EUR	16.09.2019	PR-2
RS/R1 Release PR	R Purchase Requisition	Release Effected	
<input checked="" type="checkbox"/> 100000044	Cement Bag RJ00	R20	22000000
10048020 00010	100 EA	D 16.09.2019	Ram
N R 5 NB	1.000,00 EUR	03.09.2019	PR-2
RS/R1 Release PR	R Purchase Requisition	Release Effected	

# Release a Purchase Requisition

T-Code: ME55N –PR is released 1<sup>st</sup> level by Requisitioned and 2<sup>nd</sup> HD-Head of Department

**Display Purchase Req. 10048019**

Document Overview On | Personal Setting | Save As Template

NB Purch.requis. Stan... 10048019

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGR	Requisnr.	Tracking...
	10		100000044	Cement Bag RJ00	1.000	EA	D	16.09.2019	Building and...	Raj Oil Plant 1	Main Stores	R20	Ram	PR-2

Item: 1 [ 10 ] 100000044 , Cement Bag RJ00

Material Data | Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Release

Release group	RS	PR Release	Code	Description	Stat...
Release Strategy	R1	Release PR	RQ	Requisitionar	✓
Release indicator	R	Purchase Requisition	HD	Department Head	✓

**Display Purchase Req. 10048020**

Document Overview On | Personal Setting | Save As Template

NB Purch.requis. Stan... 10048020

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant
	10		100000044	Cement Bag RJ00	100	EA	D	16.09.2019	Building and...	Raj Oil Plan

Item: 1 [ 10 ] 100000044 , Cement Bag RJ00

Material Data | Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Release str

Release group	RS	PR Release	Code	Description	Stat...
Release Strategy	R1	Release PR	RQ	Requisitionar	✓
Release indicator	R	Purchase Requisition	HD	Department Head	✓



# Release a Purchase Requisition

T-Code: ME55N –PR is released 1<sup>st</sup> level by Requisitioned and 2<sup>nd</sup> HD-Head of Department

**SAP Easy Access**

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▼ Purchasing
        - ▶ Purchase Order
        - ▼ Purchase Requisition
          - Create
          - Change
          - Display
          - Mass Maintenance
          - ▼ Release
            - Individual Release

## Release effected with release code RQ

Message No. ME106

## Release effected with release code HD

Message No. ME106

Item 1 [ 10 ] 100000042 , Test Material2 2019

Material Data | Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Release strategy | Texts | Delivery Address

Release group	R.S	PR Release
Release Strategy	R.I	Release PR
Release indicator	R	Purchase Requisition

Code	Description	Stat	Rele
RQ	Requisitionar	✓	↶
HD	Department Head	✓	↶

**Release Purchase Req. 10048021**

Document Overview On | | | Personal Setting | Save As Template | Load from Template

NB Purch.requis. Stan... | 10048021

**Texts**

	A...
•  Header note	

1 Continuous-t...

Default Values

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...
	10		100000042	Test Material2 2019	50	EA	D	04.09.2019	Steels	Raj Oil Plant 1		R20	Vishal	3

Item | 1 [ 10 ] 100000042 , Test Material2 2019

Material Data | Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Release strategy | Texts | Delivery Address

Release group	RS	PR Release
Release Strategy	R1	Release PR
Release indicator	5	Blocked

Code	Description	Stat...	Rele...
RQ	Requisitionar	✓	
HD	Department Head	⚠	

**Purchase requisition 0010048021 changed**

Message No. 06403

# Purchase Requisition

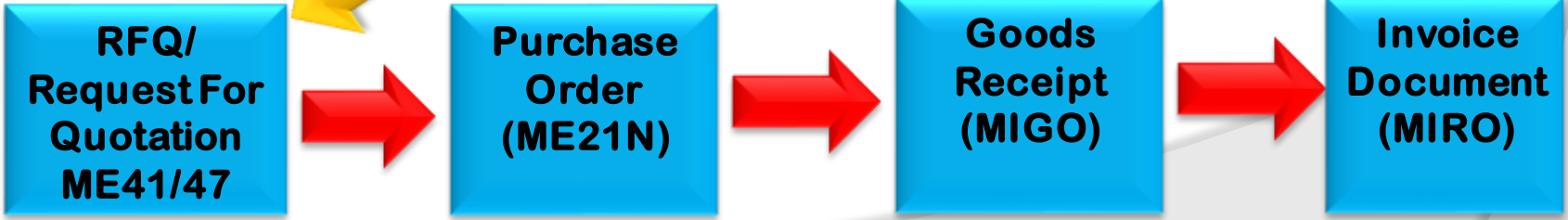
Display List of PR  
T-code: ME5A

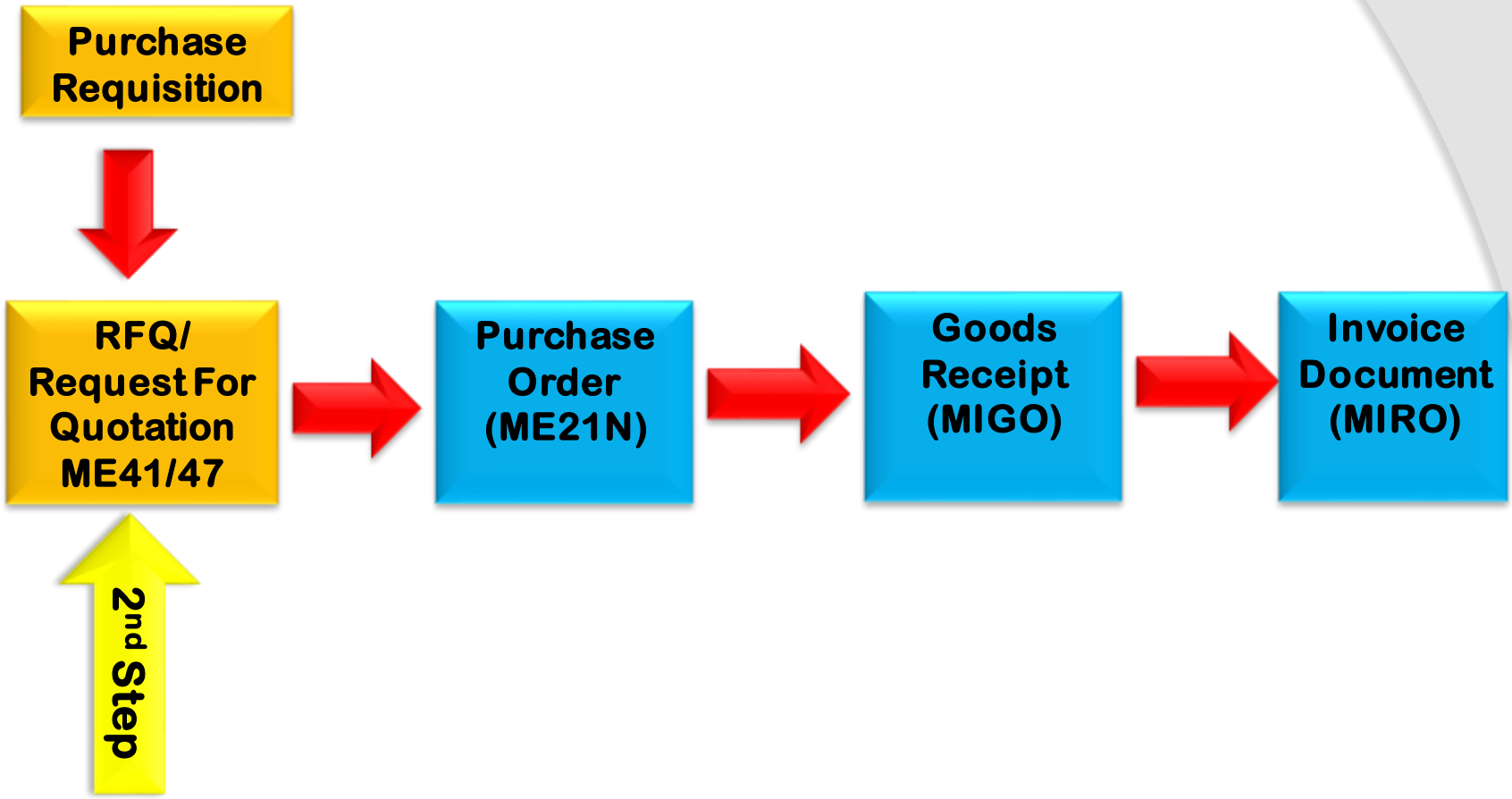
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▶ Materials Management
      - ▼ Purchasing
        - ▶ Purchase Order
        - ▼ Purchase Requisition
          - Create
          - Change
          - **Display**
          - Mass Maintenance
          - ▶ Release
          - ▼ List Displays
            - General

**List Display of Purchase Requisitions**

Assignments Services

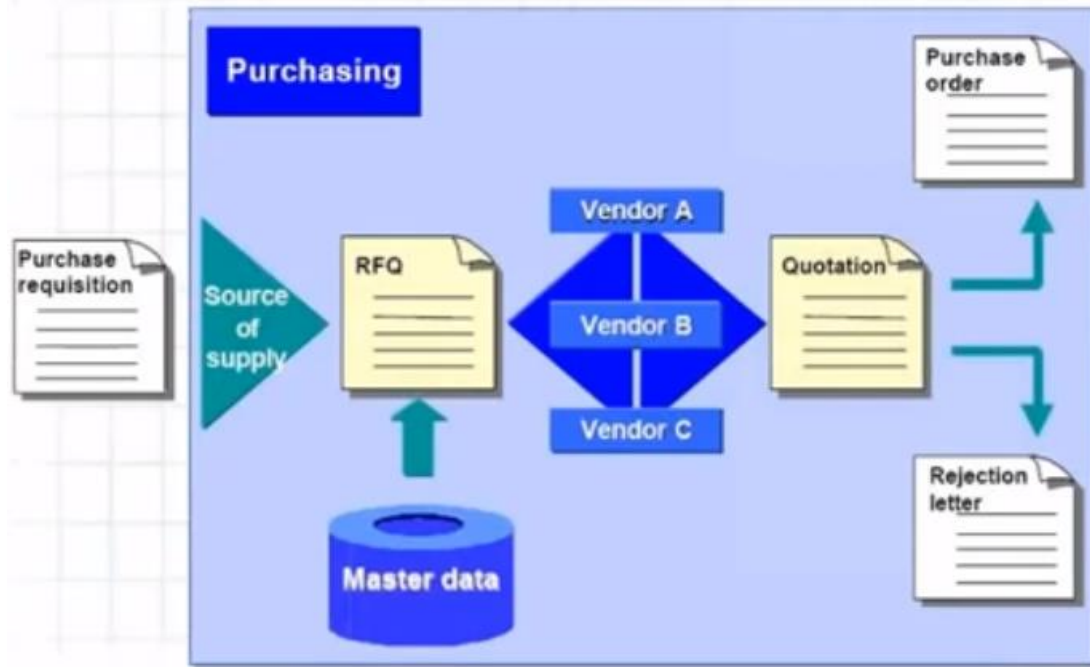
Material	Short Text	PGp	Mat. Grp				
Requisn	Item	Requested Qty	Un	Deliv. Date	Requester	Plnt	SLoc
S C R O Ty.	I A	Ordered Qty	Un	Release Date	Trackg No.	SPl.	MC
N R NB K				28.08.2019	7		
<input type="checkbox"/>	10048012	00040	90 EA	D 28.08.2019	Rajesh	R20	00107
N R NB K				28.08.2019	7		
<input type="checkbox"/>	100000041					R20	00104
N R NB K				02.09.2019	PR1		
<input type="checkbox"/>	10048015	00010	15 ST	D 02.09.2019		R20	00101
N R NB K				02.09.2019			
<input type="checkbox"/>	100000042					R20	00101
N R NB K				02.09.2019	PR1		
<input type="checkbox"/>	10048015	00020	50 EA	D 02.09.2019		R20	00101
N R NB K				02.09.2019			
<input type="checkbox"/>	100000012					R20	00101
N R NB K				02.09.2019	PR1		
<input type="checkbox"/>	10048015	00030	100 KG	D 02.09.2019		R20	00101
N R NB K				02.09.2019			
<input type="checkbox"/>	100000044					R20	22000000
N R NB K				10.09.2019	Ram		
<input type="checkbox"/>	10048016	00010	100 EA	D 10.09.2019		R20	22000000
N R NB K				10.09.2019	PR-1		
<input type="checkbox"/>	100000044					R20	22000000
N R NB K				20.09.2019	Ramesh		
<input type="checkbox"/>	10048017	00010	100 EA	D 20.09.2019		R20	22000000
N R NB K				20.09.2019	PR-1		
<input type="checkbox"/>	100000044					R20	22000000
N R NB K				16.09.2019			
<input type="checkbox"/>	10048018	00010	1.000 EA	D 16.09.2019		R20	22000000
N R NB K				16.09.2019			
<input type="checkbox"/>	100000044					R20	22000000
N R NB K				16.09.2019	Ram		
<input type="checkbox"/>	10048019	00010	1.000 EA	D 16.09.2019		R20	22000000
N R R NB K				16.09.2019	PR-2		
<input type="checkbox"/>	100000044					R20	22000000
N R R NB K				16.09.2019	Ram		
<input type="checkbox"/>	10048020	00010	100 EA	D 16.09.2019		R20	22000000
N R R NB K				03.09.2019	PR-2		





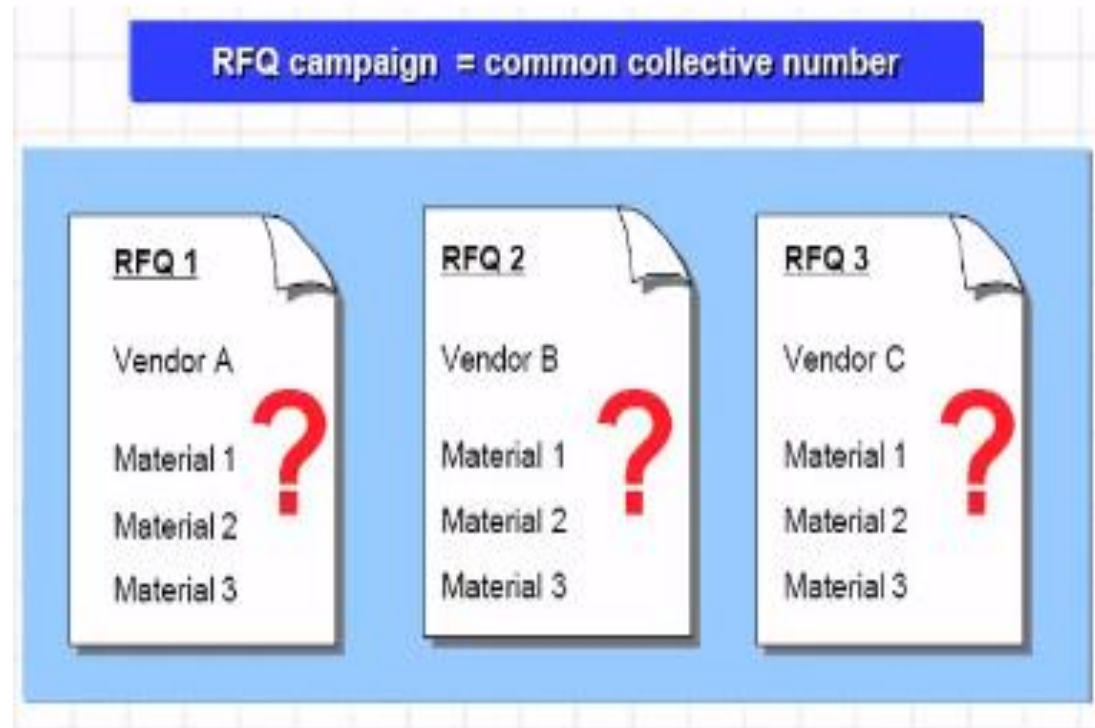
# Request For Quotation (RFQ)

When purchasing department get requisition from a user department , that particular material, goods or services is need to procure by purchasing department. Purchasing department need to find out the vendor who can supply us, the right product, right place, with right price and payment conditions, delivered at right time. This all processes is done by purchasing department they send Request of quotation some vendors with all details about materials, quantity, delivery date, place where to be delivered with dead line date closing of the quotation date.



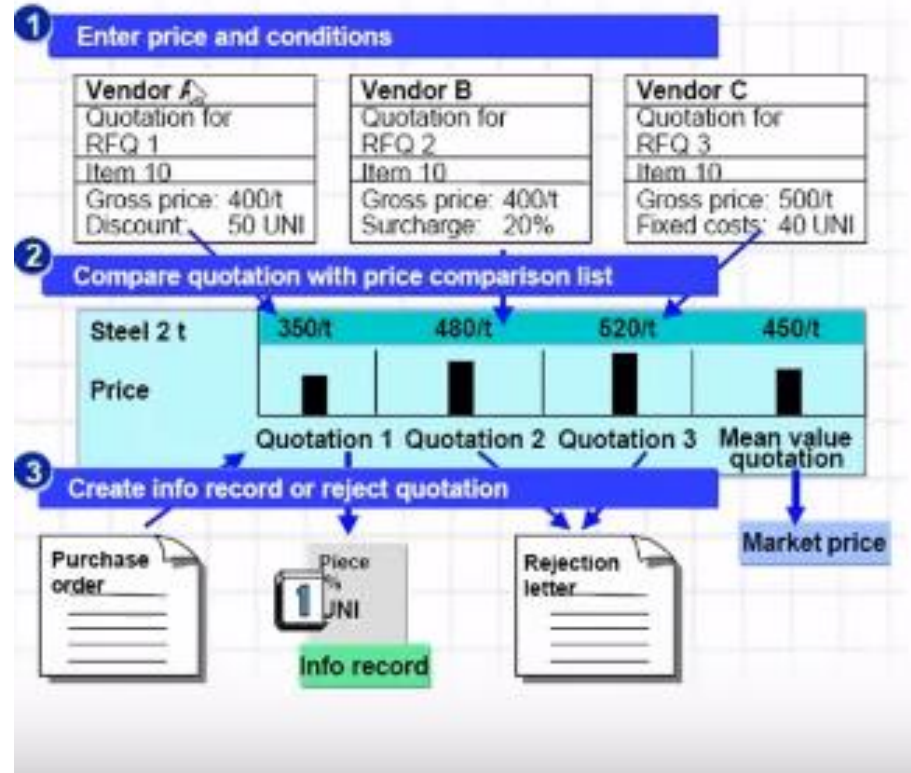
# Collective Number

**Collective Number** is a common number which link to common requirement.

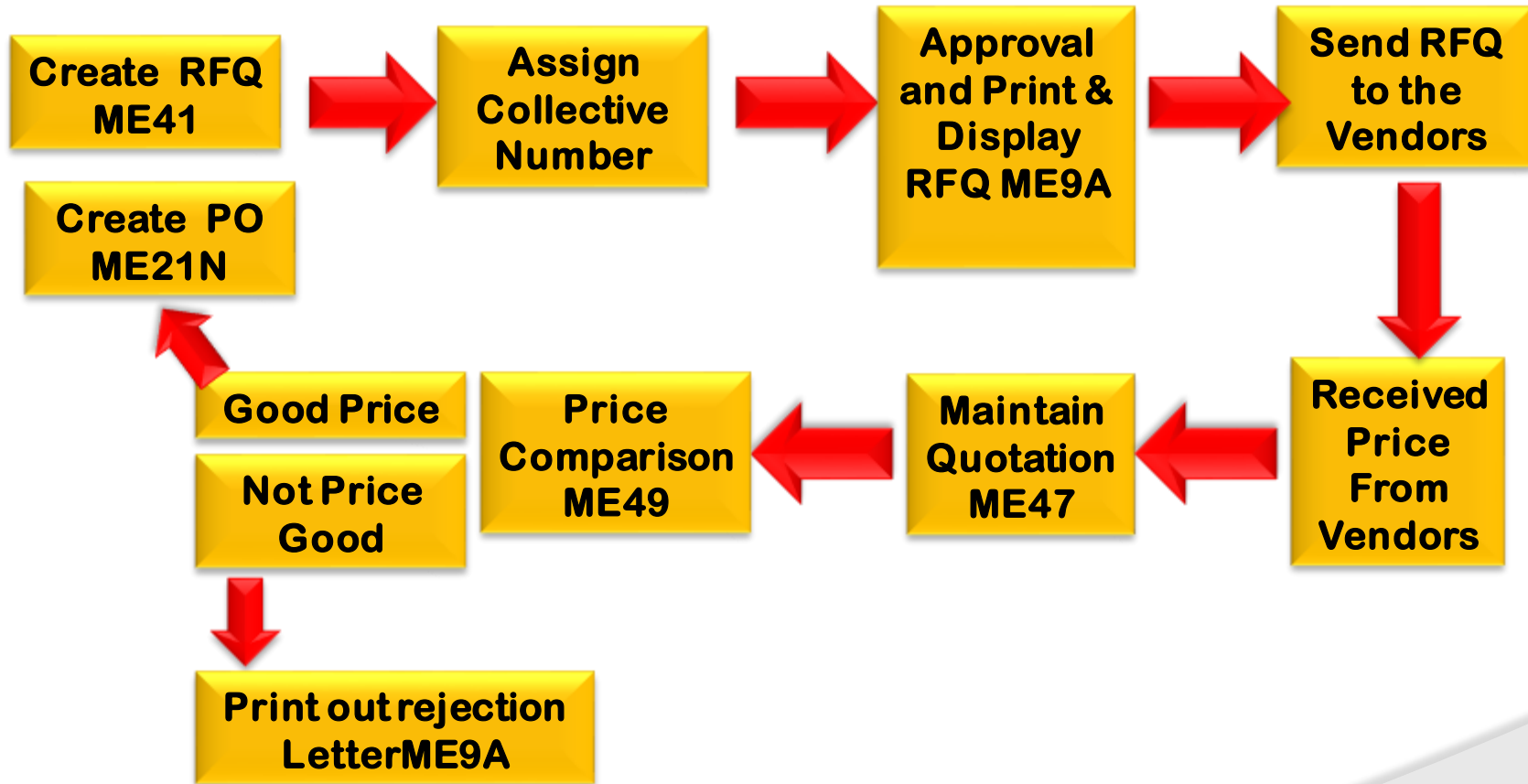


# Quotation Price Comparison

**Collective Number** is a common number which link to common requirement.



# Quotation Flow Chart





# RFQ release Procedure

## Edit Characteristics

1. RFQ\_DOCTYPE
2. RFQ\_TOTALVALUE
3. RFQ\_PURGROUP
4. RFQ\_PURORG
5. RFQ\_PLANT

## Edit Class

**Display IMG**

Existing BC Sets   BC Sets for Activity   Ac

Structure

- Purchasing
    - Environment Data
    - Material Master
    - Vendor Master
    - Restrictions for the Industry Solution for Def
    - Create Purchasing Groups
    - Purchasing Info Record
    - Sustainability
    - Source List
    - Quota Arrangement
    - RFQ/Quotation
      - Define Number Ranges
      - Define Document Types
      - Release Procedure for RFQs
        - Edit Characteristics
        - Edit Classes
        - Define Release Procedure for RFQs
        - Check Release Strategies

**Display Class:**

Change Language

Class: RFQ\_CLASS

Class type: 032   Release strategy

Change Number:

Valid from: 04.09.2019   Validity

Basic data   Keywords   Char.   Texts

Char.	Description	Dat...	N...	D...	Unit	R..	Org
RFQ_DOCTYPE	Purchase Requisition Doc...	CHAR	4	0		<input type="checkbox"/>	
RFQ_TOTALVALUE	RFQ Total Value	CHAR	13	0		<input type="checkbox"/>	
RFQ_PURGROUP	RFQ Purchasing Group	CHAR	3	0		<input type="checkbox"/>	
RFQ_PURCHASEORG	RFQ Purchasing Organiza...	CHAR	4	0		<input type="checkbox"/>	
RFQ_PLANT	RFQ Purchasing Plant	CHAR	4	0		<input type="checkbox"/>	

# RFQ release Procedure

**Define Release Procedure for RFQ**  
**Release Group-RM**  
**Release Codes Q1, Q2,**

Activities	
Pe...	Name of Activity
✓	Release Groups
✓	Release Codes
✓	Release indicator
✓	Release Strategies
	Workflow

**Change View "Release Groups: External Purchasing Doc**

New Entries

Rel.Grp	Rel.Obj.	Class	Description
RM	2	RFQ_CLASS	RFQ Release Group

**Change View "Release Strategies: "**

New Entries

Grp	Strat	Description
RM	Q1	RFQ Release
RM	Q2	RFQ Release

**New Entries: Details of Added Entries**

Release Group: RM RFQ Release Group

Release Strategy: Release Strategies

Release Codes

	PO	PM	FH	Release indicator
PO Purchase Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B not release
PM Purchase Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B not release
FH Factory Head	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	B not release
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	R Release change with value

Restrictions

Rel	Description
A	Release change with value
B	not release
G	Released
R	Released No Change

Release Prerequisites | Release Statuses | Classification

**Change View "Release Indicator: Purchasing Document": Overview**

New Entries

Release ID	Released	Chgble	% Value Change	Description
A	<input checked="" type="checkbox"/>	4	10,0	Release change with value
B	<input type="checkbox"/>	4	10,0	not release
G	<input checked="" type="checkbox"/>		40,0	Released
R	<input checked="" type="checkbox"/>	2		Released No Change

# Create RFQ

After receiving Purchase Requisition Purchasing department create Request for Quotation to find best price and payment condition  
**T-code: ME41- Create, ME42- Change, ME43- Display**  
Enter the Item, Plant, Quantity select the line item go to address enter the vendor number, press enter system pick the address from vendor master record , click on message, output message, Print out. Language EN check the print preview click on save, same create RFQ for other vendors.

Forks Manufacturing GmbH  
98999 Hamburg

Your vendor number with us  
800707

Please deliver to:  
Company  
Raj Oil Co. 2019  
12 55  
12345 Frankfurt

Request for Quotation  
We required best price for material

Item	Material	Unit	Description	Quot_deadline	Delivery_date
	RFQ_quantity	___			
00010	100000044	100 Each	Cement Bag RJ00		

## RFQ

RFQ number/date  
60000000061 / 03.09.2019  
Contact person/Telephone  
Purch. Gr2019/8755677094

Quotation deadl.: 16.09.2019  
Delivery date: Day 20.09.2019

# List Display

T-Code: ME4M- As per material, ME4L- As per vendor, ME4S – As per collective number  
Menu Path To Display List

**SAP Easy Access**

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▼ Purchasing
        - ▶ Purchase Order
        - ▶ Purchase Requisition
        - ▶ Outline Agreement
        - ▼ RFQ/Quotation
          - ▼ Request for Quotation
            - Create
            - Change
            - Display
            - Maintain Supplement
            - Release
            - ▼ List Displays
              - By Vendor
              - By Material
              - By Service
              - By Collective Number
              - By Material Group
              - By Tracking Number
              - By RFQ Number
              - Transactions per Tracking Number

**RFQs per Collective Number**

Collective number	<input type="text"/>	to	<input type="text"/>	
Purchasing organization	<input type="text"/>	to	<input type="text"/>	
Scope of List	ANFR			
Selection Parameters	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Purchasing Group	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Item Category	<input type="text"/>	to	<input type="text"/>	
Delivery Date	<input type="text"/>	to	<input type="text"/>	
Deadline Subm. of Quotations	<input type="text"/>	to	<input type="text"/>	
Document Number	<input type="text"/>	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	

RFQ	Type	Vendor	Name	PGp	RFQ	Date
Item	Material		Short Text			Mat. Group
D I S	Plnt	Quot. Date	RFQ	Quantity Un	Quot.Net Price Curr.	per Un
6000000061	AN	800707	XYZ Ltd	R20		03.09.2019
Collective RFQ RS-1						
00010	100000044		Cement Bag RJ00			22000000
		2019 16.09.2019		100 EA	0,00	1
6000000062	AN	100662	Avon Industry	R20		03.09.2019
Collective RFQ RS-1						
00010	100000044		Cement Bag RJ00			22000000
		2019 16.09.2019		100 EA	0,00	1
6000000063	AN	100626	XL Industries Ltd	R20		03.09.2019
Collective RFQ RS-1						

# Release RFQ

T-Code: ME42

Menu Path

Put Release Code PO

Release Group RM

Release Code PM, FH, one by one release

**SAP Easy Access**

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▶ Materials Management
      - ▼ Purchasing
        - ▶ Purchase Order
        - ▶ Purchase Requisition
        - ▶ Outline Agreement
        - ▼ RFQ/Quotation
          - ▶ Request for Quotation
            - Create
            - Change
            - Display
            - **Maintain Supplement**
            - Release
          - ▼ List Displays
            - By Vendor
            - By Material
            - By Service
            - By Collective Number
            - By Material Group
            - By Tracking Number
            - By RFQ Number
            - Transactions per Tracking Number

### Release (Approve) Purchasing Documents

Release Code	<input type="text" value="PO"/>		
Release Group	<input type="text"/>	to	<input type="text"/>
<input checked="" type="checkbox"/> Set Release			
<input type="checkbox"/> Cancel Release			
<input checked="" type="checkbox"/> Release Prerequisite Fulfilled			
<input type="checkbox"/> List with Items			
Scope of List	<input type="text" value="ANFR"/>		
Purchasing Document Category	<input type="text" value="A"/>	to	<input type="text"/>
Purchasing Organization	<input type="text"/>	to	<input type="text"/>
Document Number	<input type="text"/>	to	<input type="text"/>
Document Type	<input type="text"/>	to	<input type="text"/>
Purchasing Group	<input type="text"/>	to	<input type="text"/>
Vendor	<input type="text"/>	to	<input type="text"/>
Supplying Plant	<input type="text"/>	to	<input type="text"/>
Document Date	<input type="text"/>	to	<input type="text"/>

# RFQ Output Message

To release RFQ T-code:  
Menu Path

## SAP Easy Access



- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▼ Purchasing
        - ▶ Purchase Order
        - ▶ Purchase Requisition
        - ▶ Outline Agreement
        - ▼ RFQ/Quotation
          - ▼ Request for Quotation
            - Create
            - Change
            - Display
            - Maintain Supplement
            - Release
            - ▶ List Displays
            - ▶ Reporting
            - ▼ Messages
              - Print/Transmit
              - Urging/Reminders
            - Archive

### Change RFQ :: Output

RFQ..... 6000000061

Output

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	
OO	NEU	New	1 Print output	SS	1	EN	<input type="checkbox"/>	

### Change RFQ :: Output

RFQ..... 6000000062

Output

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	
OO	NEU	New	1 Print output	SS	1	EN	<input type="checkbox"/>	

### Change RFQ :: Output

RFQ..... 6000000063

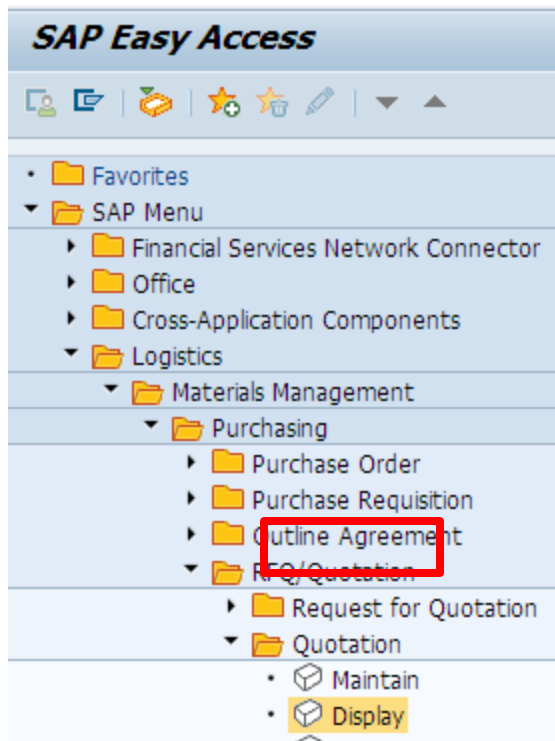
Output

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	
OO	NEU	New	1 Print output	SS	1	EN	<input type="checkbox"/>	

# Maintain Quotation

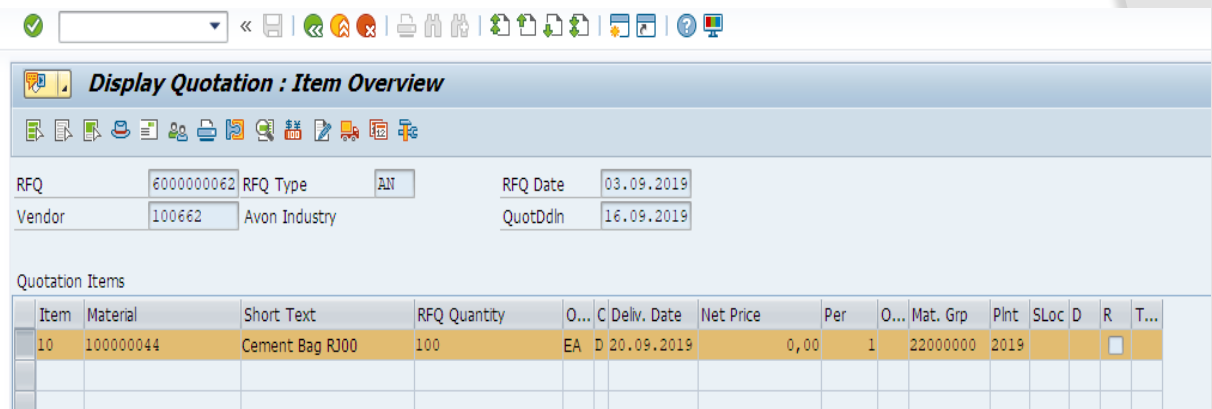
T-code: ME47 to maintain the Quotation

Menu Path → Select line item → Click on Item condition enter the price and condition for quotation received from vendor conditions, click on save . Enter price and conditions in all quotations and save.



The screenshot shows the SAP Easy Access menu structure. The path to the 'Display' option for 'Outline Agreement' is highlighted with a red box. The menu items are as follows:

- SAP Easy Access
- SAP Menu
  - Financial Services Network Connector
  - Office
  - Cross-Application Components
  - Logistics
    - Materials Management
      - Purchasing
        - Purchase Order
        - Purchase Requisition
        - Outline Agreement
        - RFQ/Quotation
          - Request for Quotation
          - Quotation
            - Maintain
            - Display



The screenshot shows the 'Display Quotation: Item Overview' screen. The RFQ number is 6000000062, RFQ Type is AN, and RFQ Date is 03.09.2019. The Vendor is 100662, Avon Industry, and QuotDdn is 16.09.2019. The Quotation Items table is as follows:

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	R	T...
10	100000044	Cement Bag R300	100	EA	D	20.09.2019	0,00	1		22000000	2019				

**Quotation for RFQ 6000000062 maintained**

Message No. ME379

**Quotation for RFQ 6000000063 maintained**

Message No. ME379

# Price Comparison

T-code: ME49 to make price comparison for all vendor's quotation. Enter Purchase Organization 2011, Collective RFQ RS-1 and click on execute.

**SAP Easy Access**

Icons: Home, SAP, Favorites, Recent, Search, Print, Back, Forward

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▼ Purchasing
        - ▶ Purchase Order
        - ▶ Purchase Requisition
        - ▶ Outline Agreement
        - ▼ RFQ/Quotation
          - ▶ Request for Quotation
          - ▼ Quotation
            - Maintain
            - Display
            - **Price Comparison**

**Price Comparison List**

Icons: Refresh, Print

Purchasing Organization	2011			
Quotation		to		
Collective RFQ	RS-1	to		
Vendor		to		
Material		to		

**Comparison Values**

Reference Quotation	
<input checked="" type="checkbox"/> Mean Value Quotation	
<input checked="" type="checkbox"/> Minimum Value Quotation	
Percentage Basis	
Max. No. Quotations per Page	12

**Price Calculations**

- Include Discounts
- Include Delivery Costs
- Determine Effective Price



# Price Comparison

Green Indicator represent the low price quotation . System give RANK1, RANK2, RANK3 in the increasing order of the price. For RANK1 Vendor will create the Purchase Order send it to vendor, and for RANK2, RANK 3 we will create Rejection note for the quotation and send it to the vendors.

## Price Comparison List in Currency EUR

Quotation   Material   Vendor   Additional Info

Material	Quot.:	6000000062	6000000061	6000000063		
Sh. Text	Bidder:	100662	800707	100626	MEAN	MINIMUM
Qty. in Base Unit	Coll. No. :	RS-1	RS-1	RS-1		
100000044	Val.:	963,01	1.004,46	1.024,49	997,32	963,01
Cement Bag RJ00	Price:	9,63	10,04	10,24	9,97	9,63
100 EA	Rank:	1 97 %	2 101 %	3 103 %		
<b>Total Quot.</b>	<b>Val.:</b>	<b>963,01</b>	<b>1.004,46</b>	<b>1.024,49</b>	<b>997,32</b>	<b>963,01</b>
	<b>Rank:</b>	<b>1 97 %</b>	<b>2 101 %</b>	<b>3 103 %</b>		

# Rejection of Quotation

**Rejection Note:** It is document which need to send the vendor inform about the rejection of quotation note which is disqualify due to price.

T-code: ME47 to create Rejection Note for disqualify quotation No. 600000061 & 600000063 . Enter RFQ No 600000063 press enter, tick on rejection column, select line item go to message. Repeat the same for 600000061

**Maintain Quotation : Item Overview**

RFQ: 6000000063 RFQ Type: AN RFQ Date: 03.09.2019  
 Vendor: 100626 XL Industries Ltd QuotDdln: 16.09.2019

Quotation Items

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	R	T...
10	1000000044	Cement Bag RJ00	100	EA	D	20.09.2019	10,04	1	EA	22000000	2019			<input checked="" type="checkbox"/>	

**Maintain Quotation : Item Overview**

RFQ: 6000000063 RFQ Type: AN RFQ Date: 03.09.2019  
 Vendor: 100626 XL Industries Ltd QuotDdln: 16.09.2019

Quotation Items

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	R	T...
10	1000000044	Cement Bag RJ00	100	EA	D	20.09.2019	10,04	1	EA	22000000	2019			<input checked="" type="checkbox"/>	

# Output Message

## Menu Path

**SAP Easy Access**

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▼ Purchasing
        - ▶ Purchase Order
        - ▶ Purchase Requisition
        - ▶ Outline Agreement
        - ▼ RFQ/Quotation
          - ▼ Request for Quotation
            - Create
            - Change
            - Display
            - Maintain Supplement
            - Release
            - ▶ List Displays
            - ▶ Reporting
            - ▼ Messages
              - Print/Transmit

**Message Output**

**Purch. Doc. Data**

Document Number	6000000061	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	
Purchasing Organization	2011	to	<input type="text"/>	
Purchasing Group	R20	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	

**Message Data**

Application	EA		
Message Type	<input type="text"/>	to	<input type="text"/>
Transmission Time-Spot	<input type="text"/>		
Processing Status	0		
Creation Date	<input type="text"/>		
Time Created	00:00:00		

**Message Output**

Output Message    Display Message    Message Details    Trial Printout

Purch.Doc.	Vendor	Name 1	PGr	Doc.	Date	Msg. Lng	Partner	Role	Created on	Time	Time N	User name	Output Device
6000000061	800707	XYZ Ltd	R20	03.09.2019									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABSA DE	800707	LF	04.09.2019	04:19:57	1	RAJESH	LP01				
6000000063	100626	XL Industries Ltd	R20	03.09.2019									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABSA DE	100626	LF	04.09.2019	04:15:43	1	X RAJESH	LP01				

# Output Message

Click on detail message

Message Output							
Purch.Doc.	Vendor	Name 1	PGr Doc.		Date		
Msg. Lng	Partner	Role	Created on	Time	N	User name	Output Device
6000000061	800707	XYZ Ltd	R20		03.09.2019		
<input checked="" type="checkbox"/>	ABSA DE	800707	LF	04.09.2019	04:19:57	1	RAJESH LP01
6000000063	100626	XL Industries Ltd	R20		03.09.2019		
<input checked="" type="checkbox"/>	ABSA DE	100626	LF	04.09.2019	04:15:43	1	X RAJESH LP01

Company  
XYZ Ltd  
PO Box 167  
12345 Humburg

Your vendor number with us  
800707

## Rejection letter relating to RFQ

RFQ number/date  
6000000061 / 03.09.2019  
Contact person/Telephone  
Purch. Gr2019/8755677094

Please deliver to:  
Company  
Raj Oil Co. 2019  
12 55  
12345 Frankfurt

Quotation deadl.: 16.09.2019  
Delivery date: Day 20.09.2019

Currency EUR

Item	Material	Description	RFQ_quantity	Unit__	Quot_deadline	Delivery_date
00010	100000044	Cement Bag RJ00		100 Each		

# Display RFQ Output Message

T-Code: ME47

**Maintain Quotation :: Output**

Communication method
 Processing log
 Further data
 Repeat output
 Change output

Quotation..... 6000000061

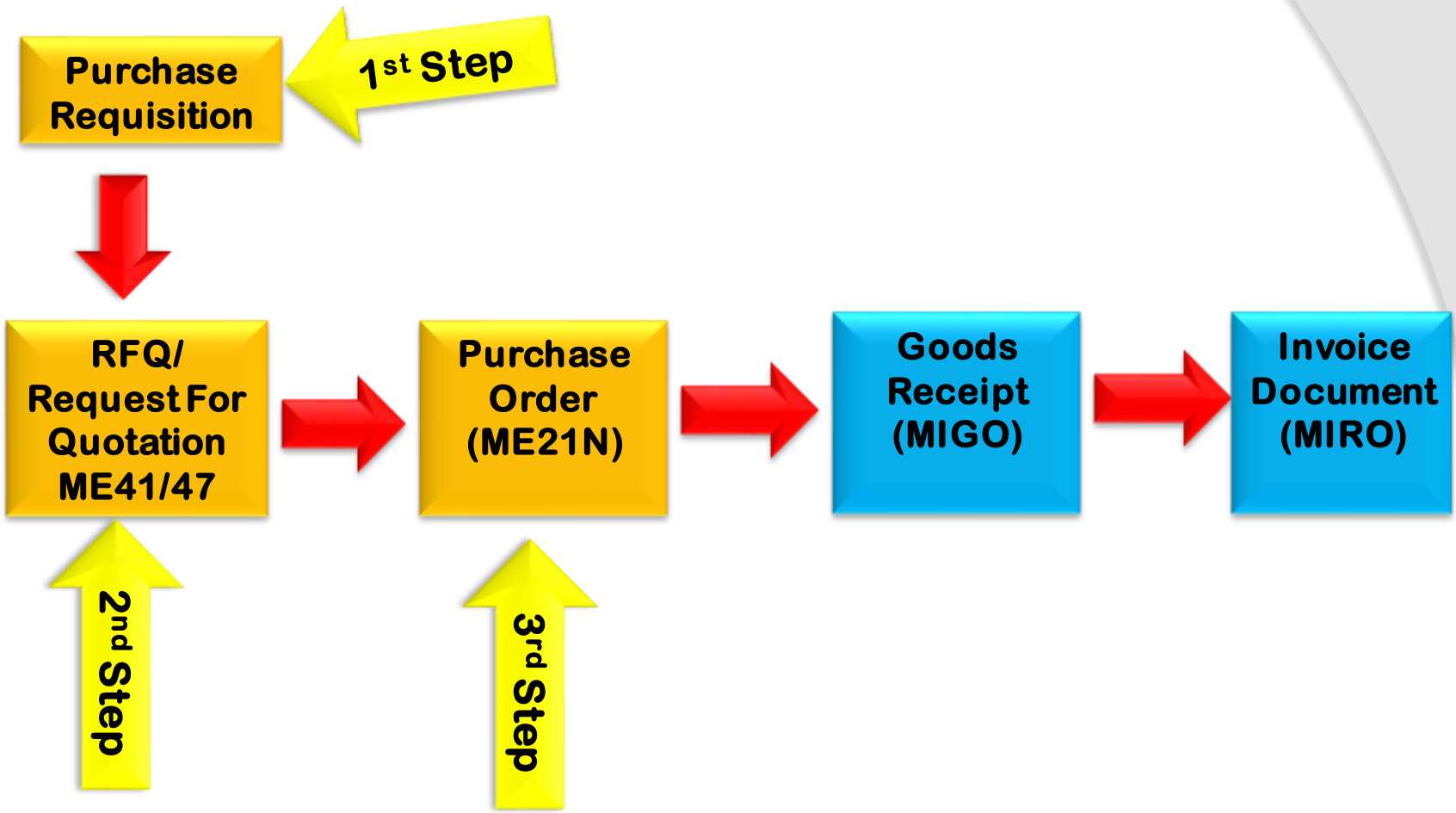
Output									
St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	F	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABSA	Quotation Re...	1 Print output	VN	800707	DE	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	NEU	New	1 Print output	\$\$	1	EN	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>

**Maintain Quotation :: Output**

Communication method
 Processing log
 Further data
 Repeat output
 Change

Quotation..... 6000000063

Output									
St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	F	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ABSA	Quotation Re...	1 Print output	VN	100626	DE	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	NEU	New	1 Print output	\$\$	1	EN	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>



# Purchase Order

After over price comparison process we will create a Purchase Order for qualified vendor quotation. Purchase order is a legal document that is created by Purchasing department will create the purchase order with reference to quotation number 600000061, and will send it to vendor with required material, quantity and address for delivery, and delivery date.

To Create Purchase Order T-Code: ME21N-Create, ME22N-Change, ME23-Display

We will configure the settings for release procedure for releasing the purchase order for vendors.

The Menu Path

T-Code: SPRO → IMG Screen → Material Management → Purchasing → Purchasing Order → Set release procedure for purchase order

The screenshot displays the SAP IMG (Implementation Guide) menu structure. The title bar reads 'Display IMG'. Below the title bar, there are three icons (a blue arrow, a green document, and a yellow folder) followed by the text 'Existing BC Sets', 'BC Sets for Activity', and 'Activated BC Set'. The main area is titled 'Structure' and shows a hierarchical tree view. The tree is expanded to show the path: SAP EHS Management > Sales and Distribution > Materials Management > Purchasing > Release Procedure for Purchase Orders. The 'Release Procedure for Purchase Orders' folder is expanded, showing several sub-items: Define Number Ranges, Define Document Types, Set Tolerance Limits for Price Variance, Edit Characteristic, Edit Class, Define Release Procedure for Purchase Orders, and Check Release Strategies. The 'Define Release Procedure for Purchase Orders' item is highlighted with a mouse cursor.

# Create PO Release Strategy

## → Edit Characteristics

1. PO\_DOCTYPE
2. PO\_TOTALVALUE
3. PO\_PURGROUP
4. PO\_PURCHASEORG
5. PO\_PLANT

## → Edit Class

Class PO\_CLASS

Class Type – 032 Release Strategy

Char.	Description	Dat...	N...	D...	Unit	R..	Org. Area
PO_DOCUMENTTYPE	Order Type (Purchasing)	CHAR	4	0		<input type="checkbox"/>	
PO_TOTALVALUE	Total net order value	CURR	15	2	EUR	<input type="checkbox"/>	
PO_PURCHASEGROUP	Purchasing Group	CHAR	3	0		<input type="checkbox"/>	
PO_PURCHASEORG	Purchasing Organization	CHAR	4	0		<input type="checkbox"/>	
PO_PLANT	Plant	CHAR	4	0		<input type="checkbox"/>	

## → Define Release Procedure for Purchase Orders

### → Release Group

RC – PO Release Group

### → Release Code

- AM – Account Manager
- AO – Account Officer
- FH – Factory Head
- PM – Purchase Manager
- PO – Purchase Officer
- MD- Managing Director

Grp	Code	Description
RC	AM	Account Manager
RC	AO	Account Officer
RC	FH	Factory Head
RC	MD	Managing Director
RC	PM	Purchase Manager
RC	PO	Purchase Officer



# Create PO Release Strategy

→ Release Indicator

A – Release Change with value

B - Not Released

G - Released

R- Released No change

→ Define Release Procedure for Purchase Orders

## Change View "Release Indicator: Purchasing Document": Overview

New Entries

Release ID	Released	Chgble	% Value Change	Description
A	<input checked="" type="checkbox"/>	4	10,0	Release change with value
B	<input type="checkbox"/>	4	10,0	not release
G	<input checked="" type="checkbox"/>		40,0	Released
R	<input checked="" type="checkbox"/>	2		Released No Change

## Display IMG

Existing BC Sets  BC Sets for Activity  Activated BC Sets for Activity  Release

Structure

- ▶ SAP EHS Management
- ▶ Sales and Distribution
- ▶ Materials Management
  - ▶ General Settings for Materials Management
  - ▶ Consumption-Based Planning
  - ▶ Purchasing
    - ▶ Environment Data
    - ▶ Material Master
    - ▶ Vendor Master
    - ▶ Restrictions for the Industry Solution for Defense Force
    - ▶ Create Purchasing Groups
    - ▶ Purchasing Info Record
    - ▶ Sustainability
    - ▶ Source List
    - ▶ Quota Arrangement
    - ▶ RFQ/Quotation
    - ▶ Serial Numbers
    - ▶ Shopping Cart
    - ▶ Purchase Requisition
    - ▶ Purchase Order
      - Define Number Ranges
      - Define Document Types
      - Set Tolerance Limits for Price Variance
      - ▶ Release Procedure for Purchase Orders
        - Edit Characteristic
        - Edit Class
        - Define Release Procedure for Purchase Orders

Choose Activity

Activities

Pe...	Name of Activity
<input checked="" type="checkbox"/>	Release Groups
<input checked="" type="checkbox"/>	Release Codes
<input checked="" type="checkbox"/>	Release indicator
<input checked="" type="checkbox"/>	Release Strategies
	Workflow



Perform the activities in the sp

# Create PO Release Strategy P1

- Release Group RC
  - Release Strategy P1- PO Release Strategy
  - P1- PO Release Strategy
- Range 0,00 to 10,000 Release Code
1. Purchase Officer
  2. Purchase Manager
  3. Account officer
  4. Account Manager
  5. Factory head

Change View "Release Strategies: External Purchasing Documents": Detail

Change View "Release Strategies: Classification"

Change View "Release Strategies: External Purchasing Documents": Detail

Release Group RC PO Release Group  
Release Strategy P1 PO Release Strategy

Prerequisites

Code\release prerequisite	PO	PM	AO	AM	FH
PO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Change View "Release Strategies: Classification"

Object

Release group RC Rel. Strategy P1 PO Release Strategy  
Class Type 032 Release strategy

Values for Class PO\_CLASS - Object RC P1

General

Characteristic Description	Value
Order Type (Purchasing)	NB
Total net order value	0,00 - 10000,00 EUR
Purchasing Group	R20
Purchasing Organization	Purchase Org 2019
Plant	Plant 2019

Change View "Release Strategies: External Purchasing Documents": Detail

Release Group RC PO Release Group  
Release Strategy P1 PO Release Strategy

Release Codes

- PO Purchase Officer
- PM Purchase Manager
- AO Account Officer
- AM Account Manager
- FH Factory Head

Release Simulation for Group RC Strategy P1

Code Release Options

PO	Release already effected
PM	Release already effected
AO	Release already effected
AM	Release already effected
FH	Release already effected

Released No Change

Set/reset release

Release Simulation

Release group RC PO Release Group  
Release Strategy P1 PO Release Strategy

Release codes

Releases to Date  
Final release

Release ID B not release

Simulate release

# Create PO Release Strategy P2

→ Release Strategy  
 → P2- PO Release Strategy  
 >10000,01  
 Release Codes

1. Purchase Officer
2. Purchase Manager
3. Account Officer
4. Account Manager
5. Factory Head
6. Managing Director

**Change View "Release Strategies: External Purchasing Documents": Det**

Release Group  PO Release Group  
 Release Strategy  PO Release Strategy

**Release Codes**

- PO Purchase Officer
- PM Purchase Manager
- AO Account Officer
- AM Account Manager
- FH Factory Head
- MD Managing Director

**Prerequisites**

Code/release prerequisite	PO	PM	AO	AM	FH	MD
PO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Buttons: Release Prerequisites, Release Statuses, Classification, Continue, Cancel

**Change View "Release Strategies: Classification"**

Object

Release group  Rel. Strategy  PO Release Strategy  
 Class Type 032 Release strategy

Values for Class PO\_CLASS - Object RC P2

**General**

Characteristic Description	Value
Order Type (Purchasing)	NE
Total net order value	> 10000,01 EUR
Purchasing Group	R20
Purchasing Organization	Purchase Org 2019
Plant	Plant 2019

**Change View "Release Strategies: External Purchasing Documents": Detai**

Release Group  PO Release Group  
 Release Strategy  PO Release Strategy

**Release Codes**

- PO Purchase Officer
- PM Purchase Manager
- AO Account Officer
- AM Account Manager
- FH Factory Head
- MD Managing Director

**Release Strategy**

Release group  PO Release Group  
 Release Strategy  PO Release Strategy

Release codes

Releases to Date \_\_\_\_\_  
 Final release \_\_\_\_\_

Release ID  Released No Change

Buttons: Release Prerequisites, Release Statuses, Classification, Release Simulation, Simulate release, Set/reset release

**Release Simulation for Group RC Strategy P2**

Code	Release Options
PO	Release already effected
PM	Release already effected
AO	Release already effected
AM	Release already effected
FH	Release already effected
MD	Release already effected

Released No Change

# Create PO with reference to Quotation

Create the Purchase order with reference to qualified vendor's quotation number 60000061

T-code: ME21N → Document Overview → My Purchase Requisition Adopt PR No 600000061  
If you want You can change layout and you can break down Quotation vendor, item, plant etc.

The image displays two screenshots of the SAP ME21N 'Create Purchase Order' interface. The top screenshot shows the 'Document overview' section with a red box highlighting the 'Change layout...' button in the toolbar. The bottom screenshot shows the 'Document overview' section with a red box highlighting the 'Change breakdown' button in the toolbar. Both screenshots show a list of purchase requisition items, including 10000110, 10000101, 10000100, 10000099, 10000095, 10000092, and 10000091. The interface also includes a 'Delivery/Invoice' section with options like 'Not Yet Sent', 'Not Delivered', and 'Not Invoiced'.

## Create PO reference to Quotation

**T-Code: ME21N-Create, ME22N-Change-ME23N-Display**

### Menu Path:

**SAP Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchasing Order → Create → On Document Overview – Select Request for quotation document no 600000062 → click on adopt system copy the data from purchasing document enter plant and storage location and click on check no error click on save**

**SAP Easy Access**

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▼ Purchasing
        - ▼ Purchase Order
          - ▶ Create
          - Change
          - Display

**Create Purchase Order**

Document Overview Off | Hold | Print Preview | Messages | Personal

Define Sort Order

Column Name	Column Set
Purchasing Document	Short Text
Vendor	Vendor name
Material	Supplying Plant
	Company Code
	Purch. Organization
	Purchasing Group
	Plant
	Storage Location
	Document Date
	Purchasing Doc. Type

**Standard PO created under the number 4500022517**

Message No. 06017

**Standard PO 4500022517 Created by RAJESH**

Document Overview Off | Print Preview | Messages | Personal Setting | Save As Template

NB Standard PO 4500022517 Vendor 100662 Avon Industry Doc. date 04.09.2019

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

Release group: PO Release Group  
Release Strategy: PO Release Strategy  
Release indicator: not release

Code	Description	Stat.
PO	Purchase Officer	▲
PM	Purchase Manager	
AO	Account Officer	
AM	Account Manager	
FH	Factory Head	

S.	Item	A	T.	Purchase ...	Req...	Outline Ag...	Con...	Central Co...	Cent. Con...	RFQ	Item	Purchasing...	Item	Iss. S...	Hig...	S Ext. Doc.	Ext...	I...	F...
	10			10048020	10				0	6000000062	10				0				

# Print Preview & Output Message

Click on Print  
Preview click on  
message tab

**Display Pur. Order :: Output**

Communication method Processing log Further data

Pur. Order..... 4500022517

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...
OEU	New PO print...	Print output	VBI	100662	EN		

Company  
Avon Industry  
PO Box 555  
12345 Hamburg

## Purchase order

PO number/date  
4500022517 / 04.09.2019  
Contact person/Telephone  
Purch. Gr2019/8755677094

Our VAT registr. no.  
DE123456789

Your vendor number with us  
100662

Please deliver to: Delivery date: Day 16.09.2019

Company  
Raj Oil Co. 2019  
12 55  
12345 Frankfurt

Terms of payment: within 14 days 3 % cash discount Currency EUR  
within 30 days 2 % cash discount  
within 45 days Due net

### Request for Quotation

We required best price for material  
We require an order acknowledgment for the following items:

Item	Material	Description	Unit	Price per unit	Net value
00010	100000044	Cement Bag RJ00	100 Each		
		Gross Price		9,50 EUR	1 EA 950,00
		Surcharge % on Net		9,000 %	85,50
		Discount % on Net		7,000-	72,49-
		Net incl. disc.		9,63 EUR	1 EA 963,01

Total net value excl. tax EUR 963,01

# Release Purchase Order

**T-Code:**

**Menu Path:**

SAP Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Release → Individual → Collective  
 We have only one PO will go individual release

**Release (Approve) Purchasing Documents**

Release Code

Release Group  to

Set Release

Cancel Release

Release Prerequisite Fulfilled

List with Items

Scope of List

Purchasing Document Category  to

Purchasing Organization  to

Document Number  to

Document Type  to

Purchasing Group  to

Vendor  to

Supplying Plant  to

Document Date  to

**SAP Easy Access**

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▼ Purchasing
        - ▼ Purchase Order
          - ▶ Create
          - **Change**
          - Display
          - Maintain Supplement
          - Mass Maintenance
          - ▼ Release
            - Individual Release
            - Collective Release
          - ▶ List Display

**Release Purchasing Documents with Release Code PO**

Release    Cancel Release    Release Strat.    Release + Save    Print Preview    Individual Release

PO	Type	Vendor	Name	PGp	Order Date
Release Strategy	Release Indicator	Release Option			
4500022517	NB	100662	Avon Industry	R20	04.09.2019
RC/P1 PO Release Strategy	B not release	Release possible			



# Release Purchase Order

→ Individual Release Sequence we will release the PO by the approver click on save PO will be release and it will send to the vendor by click on message out put message will check

Release Standard PO 4500022517



Release Standard PO 4500022517

Document Overview Off | Print Preview | Messages | Personal Setting | Save As Template | Load from Template

No variant defined

NB Standard PO 4500022517 Vendor 100662 Avon Industry Doc. date 04.09.2019

Code	Description	Stat..	Rele..
PO	Purchase Officer	▲	✓
PM	Purchase Manager		
AO	Account Officer		
AM	Account Manager		
FH	Factory Head		

Release group RC PO Release Group  
Release Strategy P1 PO Release Strategy  
Release indicator B not release

NB Standard PO 4500022517 Vendor 100662 Avon Industry Doc. date 04.09.2019

Release group RC PO Release Group  
Release Strategy P1 PO Release Strategy  
Release indicator R Released No Change

Code	Description	Stat..	Rele..
PO	Purchase Officer	✓	↻
PM	Purchase Manager	✓	↻
AO	Account Officer	✓	↻
AM	Account Manager	✓	↻
FH	Factory Head	✓	↻

**Standard PO 4500022517 changed**

Message No. 06023



# Print Preview

## Menu Path:

SAP Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Message

**SAP Easy Access**

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▼ Purchasing
        - ▼ Purchase Order
          - ▶ Create
          - Change
          - Display
          - Maintain Supplement
          - Mass Maintenance
          - ▶ Release
          - ▶ List Displays
          - ▶ Reporting
          - ▶ Inbound Delivery
          - ▶ Follow-On Functions
          - ▼ Messages
            - Print/Transmit
            - Urging/Reminders
            - Monitor Order Acknowledgements

Company  
Avon Industry  
PO Box 555  
12345 Hamburg

### Purchase order

PO number/date  
4500022517 / 04.09.2019  
Contact person/Telephone  
Purch. Gr2019/8755677094

Our VAT registr. no.  
DE123456789

Your vendor number with us  
100662

Please deliver to:  
Company  
Raj Oil Co. 2019  
12 55  
12345 Frankfurt

Delivery date: Day 16.09.2019

Request for Quotation  
We required best price for material  
We require an order acknowledgment for the following items:

Item	Material	Description	Price per unit	Net value
	Order qty.	Unit		
00010	100000044	Cement Bag RJ00		
	100	Each		
	Gross Price	9,50	EUR	1 EA
	Surcharge % on Net	9,000	%	85,50
	Discount % on Net	7,000-	%	72,49-
	Net incl. disc.	9,63	EUR	1 EA
Total net value excl. tax EUR				963,01

# Output Message

Select the message and click on Output message, The message is completed. Go to ME23N

**Message Output**

Output Message Display Message Message Details Trial Printout

Purch.Doc.	Vendor	Name 1	PGr Doc. Date				
Msg. Lng	Partner	Role	Created on Time	Time N User name	Output Device	Name	Fax number
4500022517	100662	Avon Industry	R20 04.09.2019				
<input checked="" type="checkbox"/>	NEU EN	100662	LF	05.09.2019 01:14:46 3	RAJESH	LP01	MM_001

Output Processing analysis for proc. Purchase Order

Type	Message text
<input checked="" type="checkbox"/>	Object 4500022517
<input checked="" type="checkbox"/>	Output type: New PO printout
<input checked="" type="checkbox"/>	Processing log for program SAPFM06P routine ENTRY_NEU
<input checked="" type="checkbox"/>	Message outputted under spool request number 475274

**Message Output**

Output Message Display Message Message Details Trial Printout

Purch.Doc.	Vendor	Name 1	PGr Doc. Date				
Msg. Lng	Partner	Role	Created on Time	Time N User name	Output Device	Name	Fax num
4500022517	100662	Avon Industry	R20 04.09.2019				
<input type="checkbox"/>	<input checked="" type="checkbox"/> NEU EN	100662	LF	05.09.2019 01:14:46 3	RAJESH	LP01	MM 001

**Display Pur. Order :: Output**

Communication method Processing log Further data

Pur. Order..... 4500022517

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	f
<input checked="" type="checkbox"/>	NEU	New PO print...	Print output	VN	100662	EN	<input type="checkbox"/>	

**Display Pur. Order :: Output**

Displ.Originals

Vendor 100662 Avon Industry  
Output type NEU New PO printout

Printing information

Logical destination LP01  
DO NOT DELETE (default print device w/o physical des)

Number of messages 1  Print immediately  
Spool request name MM\_001  Release after output

Suffix 1 NB  
Suffix 2 PURCH\_ORDER

SAP cover page Do Not Print

Recipient RAJESH

Department

# Output Message

Select the message and click on Output message, The message is completed. Go to ME23N

**Display Pur. Order :: Output**

🔗 Displ. Originals

Vendor	100662	Avon Industry
Output Type	New PO printout	Print output

Creation

📅 05.09.2019 ⌚ 01:14:46

Requested processing

Dispatch time 3 Send with application own transaction

📅  ⌚ 00:00:00 Time to  00:00:00

Actual processing

📅 05.09.2019 ⌚ 02:03:42 🟢 1 Successfully processed

General data

Manually changed Created by RAJESH

Locked



# Message Output

Monitor Order  
 Acknowledgement  
 SAP Easy Access → SAP  
 Menu → Logistics →  
 Material Management →  
 Purchasing →  
 Purchasing Order →  
 Message →

**Message Output**

Output Message Display Message Message Details Trial Printout

Purch.Doc.	Vendor	Name 1	PGr Doc.		Date						
Msg.	Lng	Partner	Role	Created on	Time	N	User name	Output Device	Name	Fax number	Chng.
4500022517	100662	Avon Industry					R20	04.09.2019			
<input checked="" type="checkbox"/>	AUFB	DE	100662	LF	05.09.2019	02:45:55	1	RAJESH	LP01		
<input checked="" type="checkbox"/>	NEU	EN	1	\$\$	05.09.2019	02:45:00	3	X RAJESH	LP01		
<input checked="" type="checkbox"/>	NEU	EN	100662	LF	05.09.2019	02:45:55	3	RAJESH	LP01	MM_001	

**Message Output**

Output Message Display Message Message Details Trial Printout

Purch.Doc.	Vendor	Name 1	PGr Doc.		Date						
Msg.	Lng	Partner	Role	Created on	Time	N	User name	Output Device	Name	Fax number	Chng.
4500022517	100662	Avon Industry					R20	04.09.2019			
<input checked="" type="checkbox"/>	AUFB	DE	100662	LF	05.09.2019	02:45:55	1	RAJESH	LP01		
<input type="checkbox"/>	NEU	EN	1	\$\$	05.09.2019	02:45:00	3	X RAJESH	LP01		
<input checked="" type="checkbox"/>	NEU	EN	100662	LF	05.09.2019	02:45:55	3	RAJESH	LP01	MM_001	

**Message Output**

Output Message Display Message Message Details Trial Printout

Purch.Doc.	Vendor	Name 1	PGr Doc.		Date						
Msg.	Lng	Partner	Role	Created on	Time	N	User name	Output Device	Name	Fax number	Chng.
4500022516	800721	Raju					R20	02.09.2019			
<input checked="" type="checkbox"/>	AUFB	DE	800721	LF	05.09.2019	02:58:23	1	RAJESH	LP01		
<input checked="" type="checkbox"/>	NEU	EN	1	WL	05.09.2019	02:57:26	3	X RAJESH	LP01		
<input checked="" type="checkbox"/>	NEU	EN	800721	LF	05.09.2019	02:58:23	3	RAJESH	LP01	MM_001	
<input checked="" type="checkbox"/>	NEU	EN	SUPPLIER	\$\$	05.09.2019	02:58:23	3	RAJESH	LP01		

# Message Output

Monitor Order  
 Acknowledgement  
 SAP Easy Access → SAP  
 Menu → Logistics →  
 Material Management →  
 Purchasing →  
 Purchasing Order →  
 Message →

Mr.  
 Raju  
 PO Box 123  
 12345 Hamburg

## Expediter re acknowledgment of Purchase order

PO number/date  
 4500022516 / 02.09.2019  
 Contact person/Telephone  
 Purch. Gr2019/8755677094

Our VAT registr. no.  
 DE123456789

Your vendor number with us  
 800721

Please deliver to: Company  
 Raj Oil Co. 2019  
 12 55  
 12345 Frankfurt

Delivery date: Day 04.09.2019

Terms of delivery: CIF Raju  
 Terms of payment: Payable immediately Due net Currency EUR

Item	Material	Unit	Description	Price per unit	Net value
00010	100000044	100 Each	Cement Bag RJ00		
			Gross Price	9,50 EUR	1 EA 950,00
			Surcharge % on Net	9,000 %	85,50
			Discount % on Net	5,000- %	51,78-
			Net incl. disc.	9,84 EUR	1 EA 983,72

**SAP Easy Access**

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
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          - ▶ Create
          - Change
          - Display
          - Maintain Supplement
          - Mass Maintenance
          - ▶ Release
          - ▶ List Displays
          - ▶ Reporting
          - ▶ Inbound Delivery
          - ▶ Follow-On Functions
          - ▼ Messages
            - Print/Transmit

# Message Output

ME23N-Display PO NO  
4500022517- click on  
message  
4500022516- click on  
Message  
Order confirmation  
acknowledgement by the  
vendor

**Display Pur. Order :: Output**

Communication method Processing log Further data

Pur. Order..... 4500022517

St...	Outp...	Description	Medium	Fu...	Partner	La..
OO	AUFB	Dunning Ord Confirm	1 Print output	VN	100662	DE
OO	NEU	New PO printout	1 Print output	SS	1	EN
OO	NEU	New PO printout	1 Print output	VN	100662	EN
OO	NEU	New PO printout	1 Print output	VN	100662	EN

Pur. Order..... 4500022516

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...
OO	AUFB	Dunning Ord ...	1 Print output	VN	800721	DE	
OO	NEU	New PO print...	1 Print output	GS	1	EN	
OO	NEU	New PO print...	1 Print output	VN	800721	EN	
OO	NEU	New PO print...	1 Print output	SS	SUPPLIER	EN	
OO	NEU	New PO print...	1 Print output	SS	SUPPLIER	EN	
OO	NEU	New PO print...	1 Print output	VN	800721	EN	

# Purchase Info Record

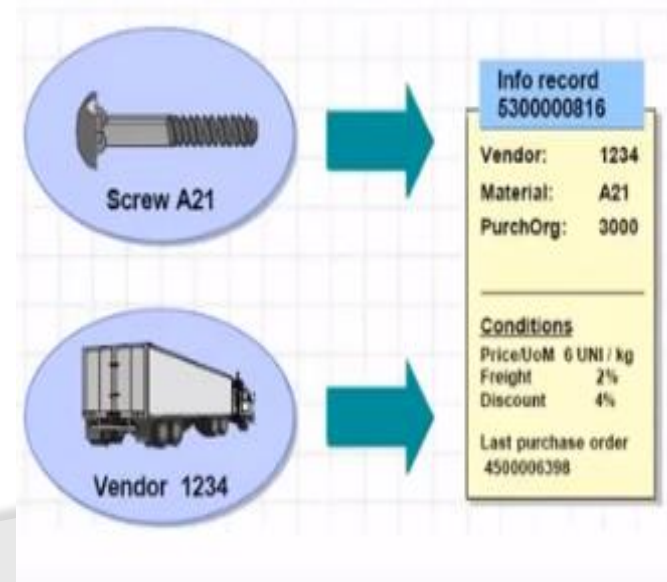
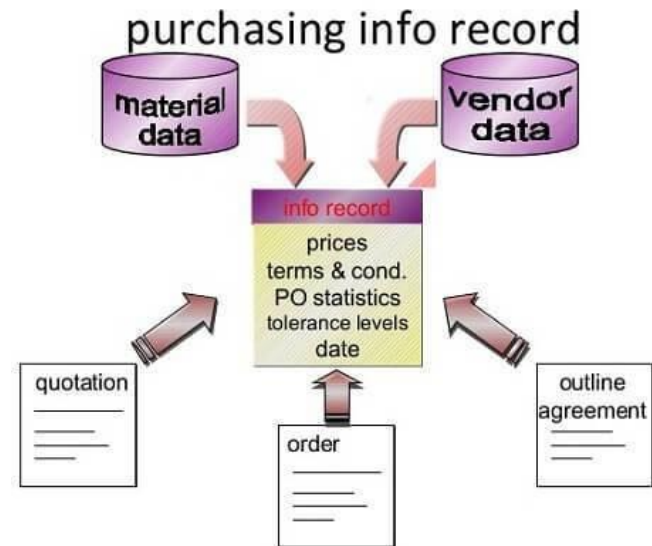
Purchase Info Record (PIR) is also kind of master data. Purchasing info records is a source of information for purchasing. It contains information on a specific material and a vendor supplying the material. For example the vendor's current pricing is stored in the info record. The purchasing info record is called as info record.

## Types of info records:

1. **Standard info record:** in SAP standard info record are of two types:

- Info records with a material master record  
For example stock materials. This type of info record represents the relationship between the material or service and vendor for which a master record is exists in the system.

- Info records without material master records for example consumable materials.  
This type of info records represents the relationship between a material or service for which no master record exists and a vendor.





## 2. Subcontractor info records:

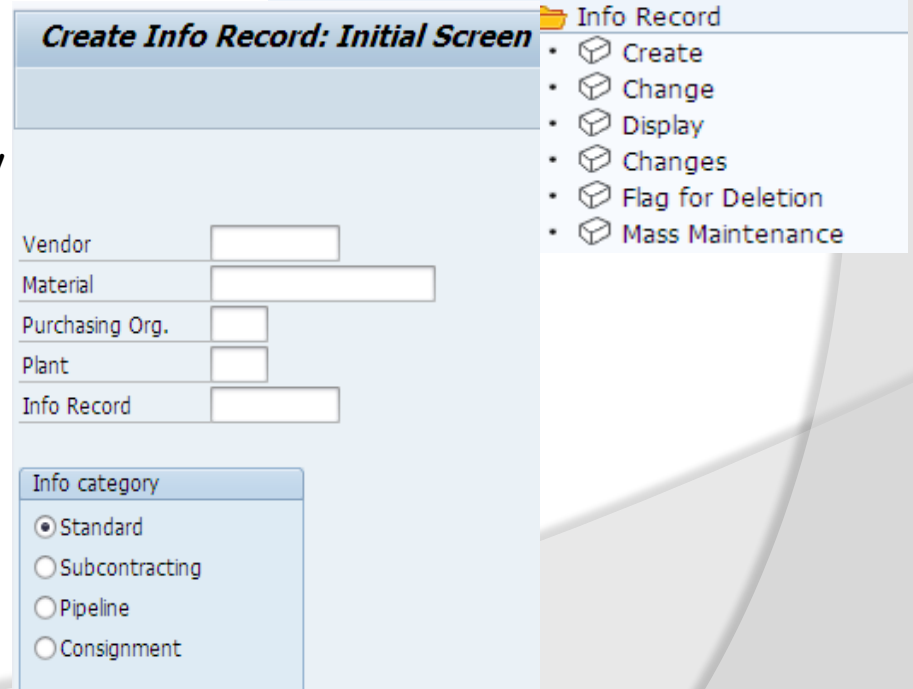
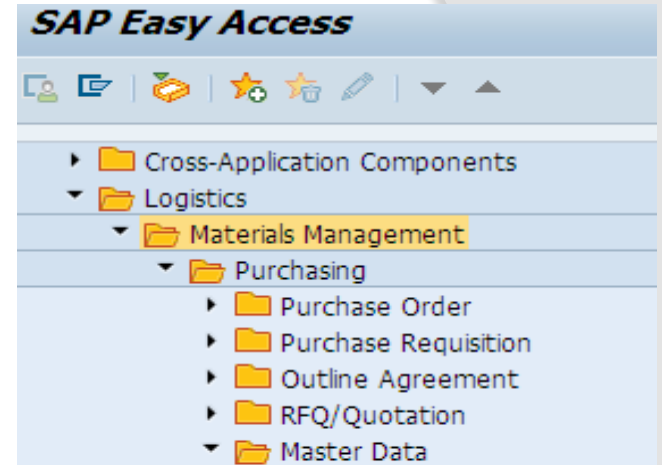
A subcontractor info records contains ordering information for subcontract orders. for example, if you subcontract the assembly of a component, the subcontractor info record would include vendor's (sub contractor's ) price for assembling the components.

## 3. Pipeline info records:

The pipeline info records contains information on a vendor's commodity that is supplied through a pipeline for example, oil, water, gas, electricity supply through mains. The info record contains the vendor's price for the consumption of such commodities by the buyer (pipe line withdrawals). You can store withdrawals and usage prices for different validity periods.

## 4. Consignment info record:

In consignment info record, the vendor keep the material stock in your campus but it is belongs to the vendor, until you withdraw the said material for processing. When you consume some quantity from that stock, then the liability is created for vendor.



Vendor payment is done to the vendor on agreed intervals for example weekly or monthly. In consignment info record we keep the agreed price with vendor. The price can be automatically copied to purchase order from consignment info records.

A consignment purchase order is created and handed over to vendor. The vendor provides your company with materials according to the purchase order. The warehouse of you company perform goods receipt of the material according to the purchase order. Material is stored as consignment stock in the system.

Whenever material is withdrawals for consumption from consignment stocks, a liability is created for the vendor which is settled through a special payment process. For example, MRKO transaction.

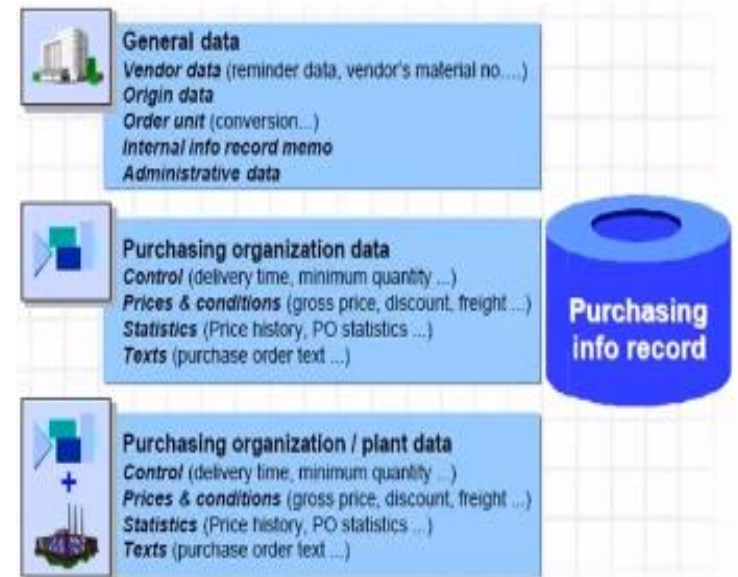
### Structure of an info records:

An info record contain

**General Data:** that is valid for each purchasing organization or each plant for example, origin data, reminder levels, and the order unit.

**Organizational Data:** Data such as prices, pricing conditions that can store for the relevant purchasing organization or plant.

**Text in info records:** info record memo- it is an internal note that adopted in PO item. The info record memo is not printed out.



**PO text in info records:** This text serves to describe the order item and corresponds to the PO text in the material master record, It is adopted in the PO item and included in the printout.

**Short text:** For material that has a material master record, the short text (short description) is copied directly from material master record into purchase order or the outline agreement.

Purchasing info records store information on the materials and vendor supplying the material for example, vendor present price for particular material is stored in info record. Purchase info record can be maintained at plant level or other end it is at purchasing organization level.

# Input field in Info Records

Input fields are as follows:

- **Vendor:** Supplier of materials
- **Material:** Material number. Required for the material based info records.
- **Purchasing Org:** Purchasing organization responsible for purchasing the materials.
- **Standard:** When this indicator is on, it signifies this information record is for use only with standard purchase order.
- **Short text:** Description of material. Required when there is no material master record.
- **Material Group:** Material group to which the material assigned. Required when there is no material master.
- **Order Unit:** Units the material is ordered in.
- **Sort strings:** Used to subdivide purchasing info records. Required when there is no material master record.
- **Planned Delivery time:** Days it will take the vendor to deliver the material.
- **Purchasing Group:** Group responsible for purchasing the material for the plant that will receive it.

# How to create Purchase Info Record?

**Purchase Info Records** are created automatically when the user orders a materials or update a price quotation from a vendor, but can also be created and changed or deleted manually.

An info records link material to vendor. A material may be supplied by more than vendor. There for there may be more than one info record linking a material to a number of vendors.

The info record contains information specific to vendor and material combination. For example, an info records may contains multiple reminder letters to be sent to vendor, for expediting purposes, and the unit of measure for ordering from vendor. The info record also reflects the price changes made by the vendor for the material. This information is useful when evaluating and selecting quotations.

**SAP Easy Access**

- ▶ Cross-Application Components
- ▼ Logistics
  - ▶ Materials Management
    - ▼ Purchasing
      - ▶ Purchase Order
      - ▶ Purchase Requisition
      - ▶ Outline Agreement
      - ▶ RFQ/Quotation
      - ▼ Master Data
        - ▶ Info Record
          - Create
          - Change
          - Display
          - Changes
          - Flag for Deletion
          - Mass Maintenance

## Create Info Record: Initial Screen

Vendor	<input type="text"/>
Material	<input type="text"/>
Purchasing Org.	<input type="text"/>
Plant	<input type="text"/>
Info Record	<input type="text"/>

### Info category

- Standard
- Subcontracting
- Pipeline
- Consignment

- **Standard Quantity:** Quantity of the material usually ordered from the vendor
- **Net price:** Vendor's price
- **Quantity Conversion :** Default to 1

## **Output Field**

**Current information record:** Current info record indicating, price, lead time, delivery terms, conditions etc.

Purchasing organization on the initial screen is normally filled in and required in most companies. It should be left blank if the info record will be for purchasing organizations and information from purchase org screens will not be used.

On the Purchase Org 1 data screen or conditions screen, the net price should only be filled in if the user plans for maintaining the price manually. Otherwise the last PO document will maintain the pricing for all subsequent PO's. Once the net price is filled in, the system will not allow the user to blank this field out and switch to last PO pricing method. The user can also use conditions to fill in net price.

## **Access Create Purchase Info record:**

**SAP Easy Access** → SAP Menu → Logistics → Material Management → Purchasing → Master Data → Info record → Create

Logistics → Sales & Distribution → Foreign Trade/Custom → General foreign trade Processing → Import/ Export → Master Data → Purchasing Info Record.

Logistics → Production → KANBAN → Environment → Purchasing → Master Data → Info record → Create

**SAP Easy Access**

- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▼ Purchasing
        - ▶ Purchase Order
        - ▶ Purchase Requisition
        - ▶ Outline Agreement
        - ▶ RFQ/Quotation
        - ▼ Master Data
          - ▼ Info Record
            - Create
            - Change
            - Display
            - Changes
            - Flag for Deletion
            - Mass Maintenance

**SAP Easy Access**

- ▶ Financial Services Network Connector
- ▶ Office
- ▶ Cross-Application Components
- ▼ Logistics
  - ▶ Materials Management
  - ▼ Sales and Distribution
    - ▶ Master Data
    - ▶ Sales Support
    - ▶ Pendulum List Indirect Sales
    - ▶ Sales
    - ▶ Shipping and Transportation
    - ▶ Bulk scheduling
    - ▶ Billing
    - ▶ Empties Management
    - ▶ Credit Management
    - ▼ Foreign Trade/Customs
      - Initial Screen Foreign Trade/Customs
      - ▼ General Foreign Trade Processing
        - Cockpit - General Foreign Trade Processing
        - ▼ Import / Export
          - ▶ Operative Cockpit
          - ▶ Strategic Cockpit
          - ▶ Monitoring
          - ▼ Master Data
            - ▶ Material
            - ▶ Vendor
            - ▼ Purchasing Information Record
              - Create
              - Change
              - Display

**SAP Easy Access**

- ▼ Logistics
  - ▶ Materials Management
  - ▶ Sales and Distribution
  - ▶ Logistics Execution
  - ▼ Production
    - ▶ Master Data
    - ▶ SOP
    - ▶ DRP
    - ▶ Production Planning
    - ▶ MRP
    - ▶ Shop Floor Control
    - ▶ Capacity Planning
    - ▶ Repetitive Manufacturing
    - ▼ KANBAN
      - ▶ Control Cycle
      - ▶ Control
      - ▶ JIT Call
      - ▶ Evaluations
      - ▶ Production Supply Areas
      - ▼ Environment
        - ▶ Repetitive Manufacturing
        - ▶ Production Orders
        - ▼ Purchasing
          - ▶ Purchase Order
          - ▶ Purchase Requisition
          - ▶ Outline Agreement
          - ▶ RFQ/Quotation
          - ▼ Master Data
            - ▼ Info Record
              - Create

**T-Code: ME11-Create, ME12-Change, ME13-Display Info Record**  
**→ Vendor – 800722**  
**→ Material Number → Note Book**  
**→ Purchasing Organization – 2011**  
**→ Plant – 2019**  
**→ Info record – Number Range**  
**Assign if internal system will generate automatically in our case we have assign internal Number range**  
**→ Info category – The Type of PO or withdrawal to be used in used in connection with the Info Record: Pick From the radio buttons .**  
**Press enter**  
**→ General Data**  
**→ Info record number will be given by system when it will save.**  
**→ Short text – Short text description enter manually if material master not available.**  
**→ Vendor Data – Section Header**  
**→ Reminder -1, 2, 3 – Reminder letters- indicate when to be sent.**  
**→ Vendor Material No- vendor material number that relates to companies material master record**

**Create Info Record: Initial Screen**

---

**Create Info Record: General Data**

Purch. Org. Data 1    Conditions    Texts

Vendor     S.K Enterprise  
 Material     Note Book Inch  
 Purchasing Org.   
 Plant   
 Info Record

Info Record       
 Vendor     S.K Enterprise  
 Material     Note Book Inch  
 Material Group     Electronics

**Info category**  
 Standard  
 Subcontracting  
 Pipeline  
 Consignment

---

Vendor Data	Origin Data
1st Rem./Exped. <input type="text" value="10"/> Days	Certif. Cat. <input type="text"/>
2nd Rem./Exped. <input type="text" value="20"/> Days	Certificate <input type="text"/>
3rd Rem./Exped. <input type="text" value="30"/> Days	Valid to <input type="text"/>
Vendor Mat. No. <input type="text"/>	Ctry of Origin <input type="text" value="DE"/>
Vendor Subrange <input type="text"/>	Region <input type="text" value="02"/>
VSR Sort No. <input type="text"/>	Number <input type="text"/>
Vendor Mat. Grp <input type="text"/>	Manufacturer <input type="text"/>
Points <input type="text"/> / 1 PC	
Salesperson <input type="text"/>	
Telephone <input type="text"/>	
Return Agmt <input type="checkbox"/>	
Prior Vendor <input type="text"/>	

---

**Supply Option**

Available from   
 Available to   
 Regular Vendor

---

**Purchase Order Unit of Measure**

Order Unit   
 Conversion  PC <->  PC  
 Var. Order Unit  Not active



**Sub-Range- Vendor sub division of total product line. Enter if available**

→ **VSR Sort- Sort criteria- sort in sub range**

→ **Vendor Material group- material group of vendor enter or leave blank**

→ **Points – Vendor points : Points awarded by vendor depending on pricing conditions and discounts.**

→ **Return agreement- Two character key if return agreement**

**Concluded enter key or leave blank**

→ **Prior Vendor- Key that uniquely identifies the prior vendor enter key or leave blank.**

→ **Order Unit- Unit of measure in which material is ordered**

→ **Equal to –Denominator: Conversion to base unit measure**

→ **Sorting- Section header**

→ **Certified category: Category of certificates used**

→ **Valid to – Date until which the certificate of origin valid**

→ **Country Origin – Default vendor master**

→ **Region district: Default vendor master**

→ **Regular Vendor- Leave blank**

→ **Manufacturer – Name of manufacturer shown as import data in PO enter or leave blank**

→ **Available from- Enter the date from vendor can supply material**

**Create Purchase Info record Purchase Org data 1, 2**

**Create Info Record: Purch. Organization Data 1**

General Data    Conditions    Texts

Info Record		
Vendor	800722	S.K Enterprise
Material	NOTE BOOK	Note Book Inch
Material Group	00103	Electronics
Purchasing Org.	2011	Plant 2019 Standard

**Control**

Pl. Deliv. Time	20 Days	Tol. Underdl.		<input type="checkbox"/> No MText
Purch. Group	R20	Tol. Overdl.		<input checked="" type="checkbox"/> Ackn. Rqd
Standard Qty	5 PC	<input type="checkbox"/> Unlimited		Conf. Ctrl <input type="checkbox"/>
Minimum Qty		<input checked="" type="checkbox"/> GR-Bsd IV		Tax Code <input type="checkbox"/>
Rem. Shelf Life		<input type="checkbox"/> No ERS		
Differential Invoicing	01 Not Re...			
Shippg Instr.				
		Procedure		UoM Group <input type="checkbox"/>
Max. Quantity		Rndg Prof.		RMA Req. <input type="checkbox"/>

**Conditions**

Net Price	700,00 EUR / 1 PC	Valid to	31.12.9999
Effective Price	700,00 EUR / 1 PC	<input type="checkbox"/> No Cash Disc.	
Qty Conv.	1 PC <-> 1 PC	Cond. Grp	
Pr. Date Cat.	<input type="checkbox"/> No Control		
Incoterms			

## Create Purchase Info record

### Purchase Org data 1, 2

→Planned delivery time- 20 Days

→Standard Quantity – 5

→ Minimum Quantity – 2

→ Net price-700 EUR for 1 PC

→ Maintain Text

→Maintain PO text

→ Conditions Tab- Gross Price700

Euro

→Discount RA01- 6%

→Scale Price

→ 2 PC- 690

→10 PC-650

→20 PC-625

→50 PC-600

Purchasing info record 5300011046 2011 2019 created

Message No. 06331

**Create Info Record: Text Overview**

General Data Purch. Org. Data 1 Conditions

Info Memo

Maint. Languages: E English

Price is valid up to December 2019

\* Li 1, Co 36 Ln 1 - Ln 1 of 1 lines

Status

Purchase Order Text

Maint. Languages: E English

Material Delivered in good packaging condition

## Create Gross Price Condition (PB00) : Scales

**Create Gross Price Condition (PB00) : Scales**

Variable key

Vendor	Material	POrg	Plant	C	Description
800722	NOTE BOOK	2011	2019	0	Standard

Validity

Valid From 06.09.2019

Valid to 31.12.9999

Control

ScaleBasis  Quantity scale

Check  None

Scales

Scale Type	Scale quantity	U...	Amount	Unit	per	UoM	PricActive
From		PC	700,00	EUR		1 PC	<input type="radio"/>
	2		690,00				<input type="radio"/>
	10		650,00				<input type="radio"/>
	20		625,00				<input type="radio"/>
	50		600,00				<input type="radio"/>

# Create Purchase Info record for same material to different Vendor 800706

Vendor

Material

Purchasing Org.

Plant

Info Record

**Info category**

Standard

Subcontracting

Pipeline

Consignment



**Change Info Record: Purch. Organization Data 2**

General Data Purch. Org. Data 1 Conditions Texts

Info Record

Vendor  S S Supply Co

Material  Note Book Inch

Material Group  Electronics

Purchasing Org.  Plant

References

Quotation  Quotation from

**Create Info Record: General Data**

Purch. Org. Data 1 Texts

Info Record

Vendor  S S Supply Co

Material  Note Book Inch

Material Group  Electronics

**Vendor Data**

1st Rem./Exped.  Days

2nd Rem./Exped.  Days

3rd Rem./Exped.  Days

Vendor Mat. No.

Vendor Subrange

VSR Sort No.

Vendor Mat. Grp

Points  / 1 PC

Salesperson

Telephone

Return Agmt

Prior Vendor

**Origin Data**

Certif. Cat.

Certificate

Valid to

Ctry of Origin

Region

Number

Manufacturer

**Supply Option**

Available from

Available to

Regular Vendor

**Purchase Order Unit of Measure**

Order Unit

Conversion  PC <->  PC

Var. Order Unit  Not active

**Change Gross Price Condition (PB00) : Condition Supplements**

Variable key

Vendor	Material	POrg	Plant	C	Description
800706	NOTE BOOK	2011	2019	0	Standard

Validity

Valid From  Valid to

Condition supplements

Zo...	CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales	Text
	PB00	Gross Price	700,00	EUR		1PC		<input type="checkbox"/>	
	RA01	Discount % on ...	10,000-%					<input type="checkbox"/>	

Purchasing info record 5300011047 2011 2019 created

Message No. 06331

# Create Purchase Info record for same material to different Vendor 100662

Purchasing info record 5300011048 2011 2019 created

Message No. 06331

Vendor	100662
Material	NOTE BOOK
Purchasing Org.	2011
Plant	2019
Info Record	

Info category

- Standard
- Subcontracting
- Pipeline
- Consignment

**Create Info Record: General Data**

Purch. Org. Data 1    Texts

Info Record		
Vendor	100662	Avon Industry
Material	NOTE BOOK	Note Book Inch
Material Group	00103	Electronics

Vendor Data		Origin Data	
1st Rem./Exped.	10 Days	Certif. Cat.	
2nd Rem./Exped.	20 Days	Certificate	
3rd Rem./Exped.	30 Days	Valid to	
Vendor Mat. No.	xyz	Ctry of Origin	DE
Vendor Subrange		Region	02
VSR Sort No.		Number	
Vendor Mat. Grp		Manufacturer	
Points	/ 1 PC	Supply Option	
Salesperson		Available from	
Telephone	2345	Available to	
Return Agmt		<input type="checkbox"/> Regular Vendor	
Prior Vendor			

Purchase Order Unit of Measure	
Order Unit	PC
Conversion	1 PC <-> 1 PC
Var. Order Unit	<input type="checkbox"/> Not active

**Create Info Record: Purch. Organization Data 1**

General Data    Conditions    Texts

Info Record		
Vendor	100662	Avon Industry
Material	NOTE BOOK	Note Book Inch
Material Group	00103	Electronics
Purchasing Org.	2011	Plant 2019 Standard

Control			
Pl. Deliv. Time	10 Days	Tol. Underl.	<input type="checkbox"/> No MText
Purch. Group	R20	Tol. Overdl.	<input checked="" type="checkbox"/> Ackn. Rqd
Standard Qty	1 PC	<input type="checkbox"/> Unlimited	Conf. Ctrl <input type="checkbox"/>
Minimum Qty	1 PC	<input checked="" type="checkbox"/> GR-Bsd IV	Tax Code <input type="checkbox"/>
Rem. Shelf Life	D	<input type="checkbox"/> No ERS	
Differential Invoicing	01 Not Re...		
Shipp Instr.	<input type="checkbox"/>	Procedure	UoM Group <input type="checkbox"/>
Max. Quantity	PC	Rndg Prof.	RMA Req. <input type="checkbox"/>

Conditions			
Net Price	700,00 EUR / 1 PC	Valid to	31.12.9999
Effective Price	700,00 EUR / 1 PC	<input type="checkbox"/> No Cash Disc.	
Qty Conv.	1 PC <-> 1 PC	Cond. Grp	
Pr. Date Cat.	<input type="checkbox"/> No Control		
Incoterms			

# Display List of Info Record

To check list of Purchase Info record T-Code-ME1M- As per Material, ME1L- As per vendor,  
 ME1W- As per Material Group  
**Menu Path**  
 SAP Easy Access → SAP Menu →  
 Logistics → Material Management → Info Record → List Display → By Vendor, By Material, By Material Group

**SAP Easy Access**

Logistics

- Materials Management
  - Purchasing
    - Purchase Order
    - Purchase Requisition
    - Outline Agreement
    - RFQ/Quotation
    - Master Data
      - Info Record
        - Create
        - Change
        - Display
        - Changes
        - Flag for Deletion
        - Mass Maintenance
        - List Displays
          - By Vendor
          - By Material
          - By Material Group

**Purchasing Info Records for Material**

Price Simulation Simulation

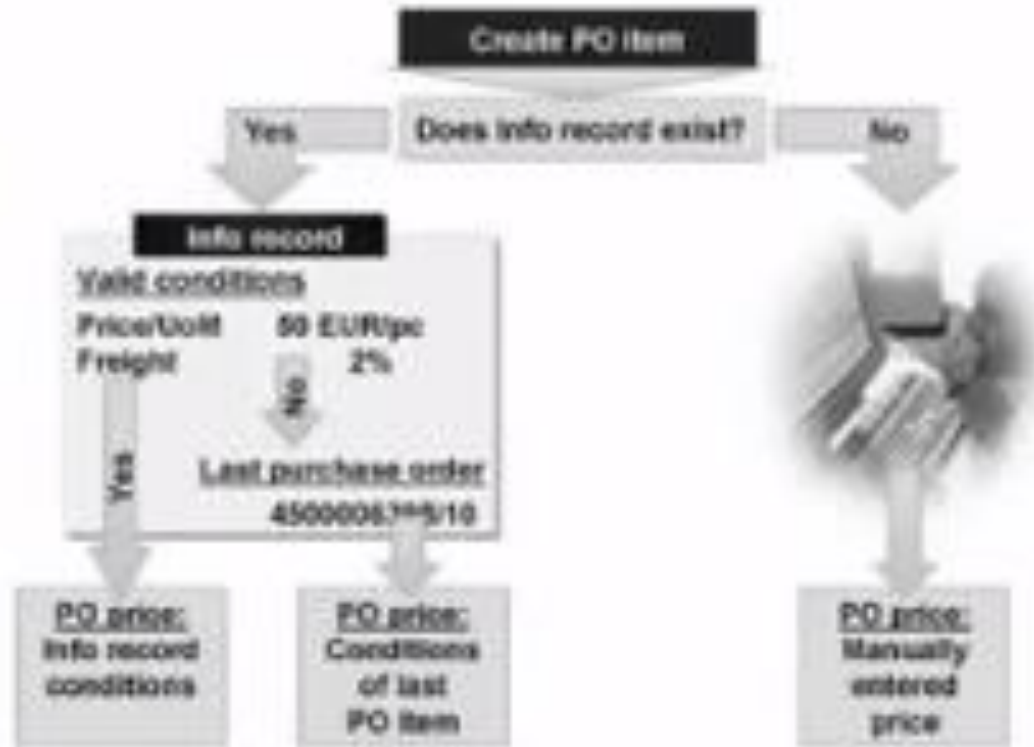
Material NOTE BOOK      Note Book Inch

Vendor	Name	Info Rec.	Rule	De			
P.Org	InfoCat	Plnt PGP	Plan Time	Minimum Qty	Un	Var	
Price Origin	Net Price	Currency	Qty	Un	Document	Item	QDp
100662	Avon Industry			5300011048			
<input type="checkbox"/>	2011 Standard	2019 R20 10	Days		1	PC	
	Condition	644,00	EUR	1 PC Net		31.12.9999	
800706	S S Supply Co			5300011047			
<input type="checkbox"/>	2011 Standard	2019 R20 10	Days		1	PC	
	Condition	630,00	EUR	1 PC Net		31.12.9999	
800722	S.K Enterprise			5300011046			
<input type="checkbox"/>	2011 Standard	2019 R20 20	Days		2	PC	
	Condition	658,00	EUR	1 PC Net		31.12.9999	

# Info Records & Pricing

When we create a Purchase order T-Code ME21N  
System will pick price and conditions

1. Purchase Info record system will pick the price condition from info record. If not available.
2. It will pick price from last Purchase Order number created for that material for that vendor.
3. If we not have both we need to enter price and conditions manually.



# Info Records & Pricing

## Create PO ME21 N

In this PO the system pick price and condition from Vendor Purchase Info record no 5300011048

**Order**

NB Standard PO Vendor: 100662 Avon Industry Doc. date: 06.09.2019

S.	Item	A	Curr...	Per	O...	Matl Group	Plant	Stor. Location	Batch	Reqmt No.	Requisitioner	T IM Mat	Info Rec.
10	K	EUR	1	PC	Electronics	Raj Oil Plant 1	Main Stores						5300011048

Item: 1 [ 10 ] NOTE BOOK , Note Book Inch

View: 1 Pricing Elements: Table

N.	CnTy	Crcy	per	Condition value	Curr.	Status Num...	OUn	CCon...	Un	Condition value	CdCur	S...
1	PB00	EUR	1PC	7.000,00	EUR		1PC		1PC	0,00		<input type="checkbox"/>
2	RA01	%		560,00	EUR		0		0	0,00		<input type="checkbox"/>
3	ZA00	%		8,00	EUR		0		0	0,00		<input type="checkbox"/>
4		EUR	1PC	6.448,00	EUR		1PC		1PC	0,00		<input type="checkbox"/>
5		EUR	1PC	6.448,00	EUR		1PC		1PC	0,00		<input type="checkbox"/>
6	FRA1	%		3,00	EUR		0		0	0,00		<input checked="" type="checkbox"/>
7	SKTO	%		193,44	EUR		0		0	0,00		<input checked="" type="checkbox"/>
8		EUR	1PC	6.257,56	EUR		1PC		1PC	0,00		<input type="checkbox"/>

**Change Gross Price Condition (PB00) : Condition Supplements**

Variable key

Vendor	Material	POrg	Plant	C	Description
100662	NOTE BOOK	2011	2019	0	Standard

Validity

Valid From: 06.09.2019 Valid to: 31.12.9999

Condition supplements

Zo...	CnTy	Name	Amount	Unit	per	U...	Deleto...	Scales	Te
	PB00	Gross Price	700,00	EUR		1PC		<input type="checkbox"/>	
	RA01	Discount % on ...	8,000	%				<input type="checkbox"/>	

**Change Info Record: Purch. Organization Data 1**

General Data

Info Record: 5300011048

Vendor: 100662

Material: NOTE BOOK

Material Group: 00103

Purchasing Org.: 2011

Avon Industry

Note Book Inch

Electronics

Plant: 2019 Standard

Control

Pl. Deliv. Time: 10 Days

Purch. Group: R20

Standard Qty: 1 PC

Minimum Qty: 1 PC

Rem. Shelf Life: D

Differential Invoicing: 01 Not Re...

Shipp Instr.

Max. Quantity: PC

Procedure: Rndg Prof.

UoM Group: RMA Req.

Conditions

Net Price: 644,00 EUR / 1 PC Valid to: 31.12.9999

Effective Price: 644,00 EUR / 1 PC

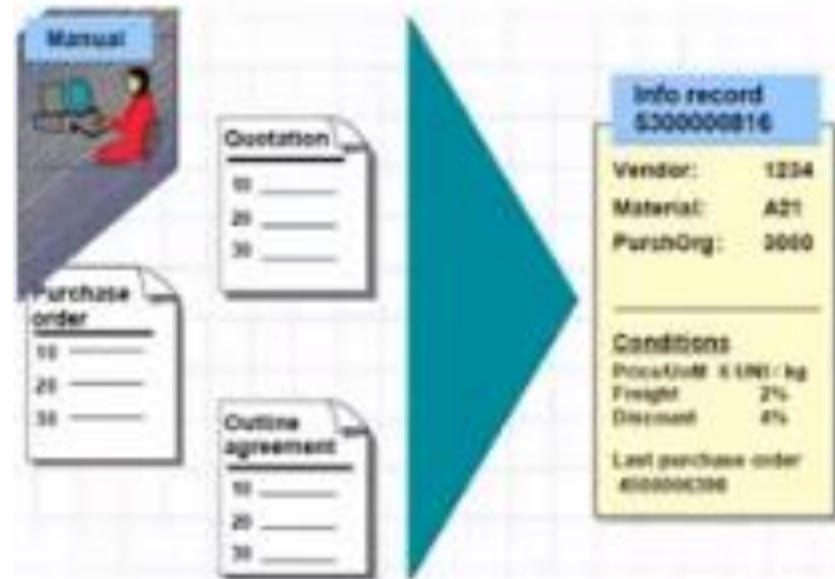
Qty Conv.: 1 PC <-> 1 PC

Pr. Date Cat.: No Control

Incoterms

# Info Record Manual update

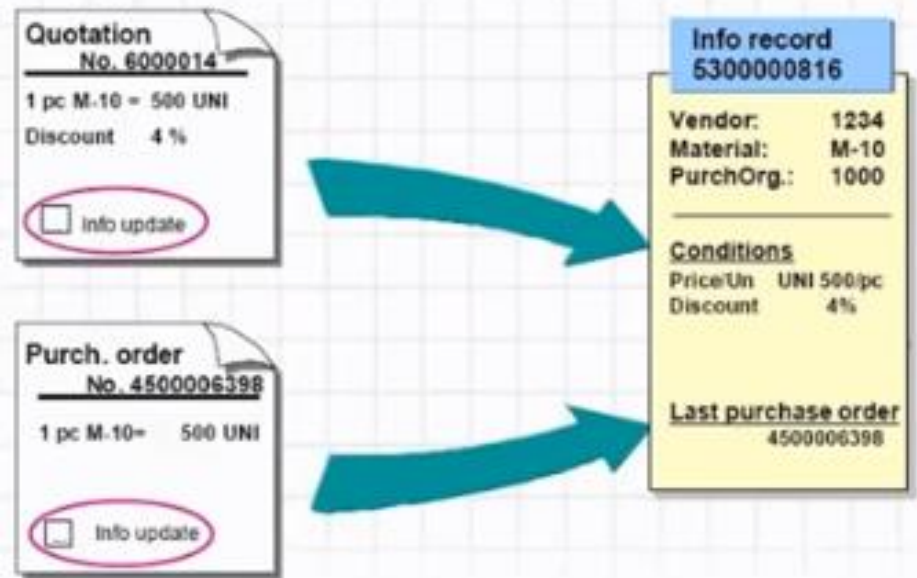
To make change price manually T-Code  
ME12 → Enter Info record number →  
Double click on price go to condition  
tab change the price





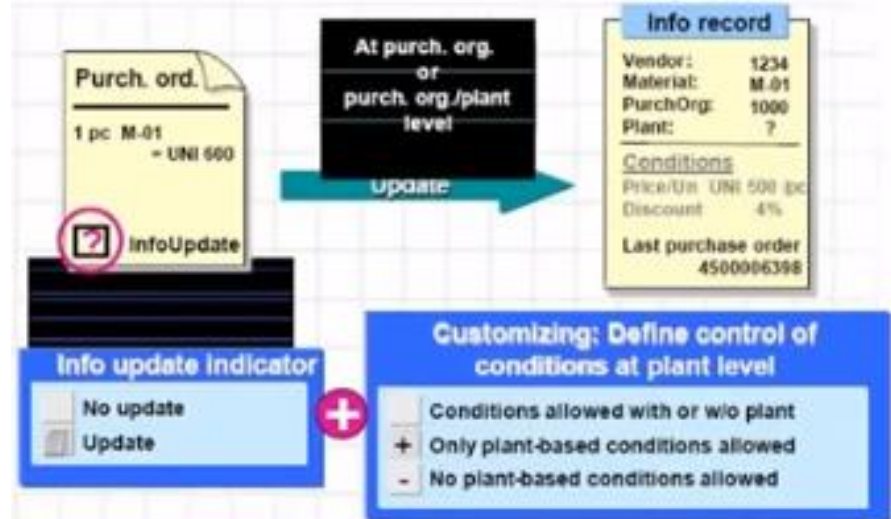
# Info Record Automatic update

To make change price manually T-Code  
ME12 → Enter Info record number →  
Double click on price go to condition  
tab change the price

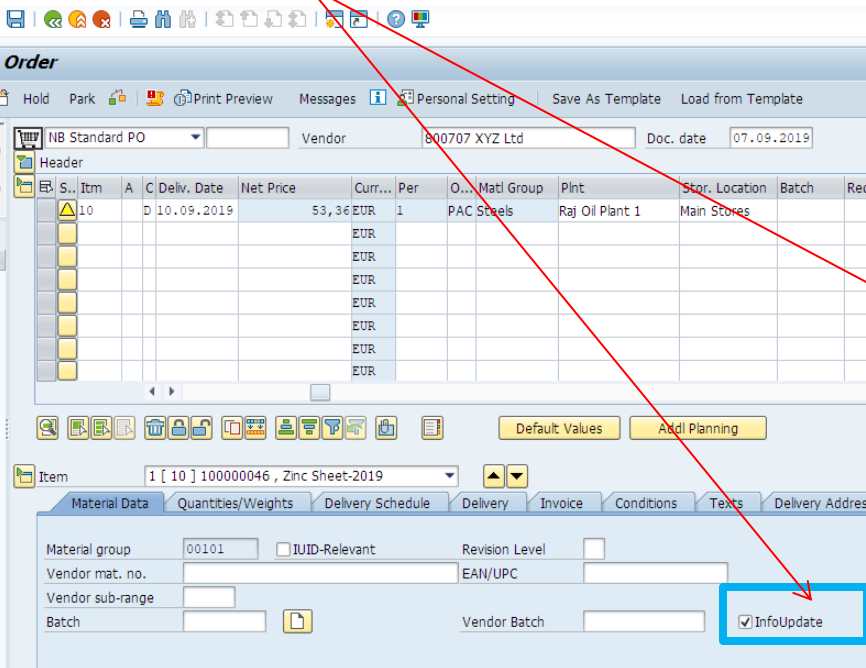


# Info Record Automatic update

To make change price manually T-Code ME12 → Enter Info record number → Double click on price go to condition tab change the price . If we make change in PO condition tab . We have make tick on info update. info record will update with current price and conditions of latest PO



✓ STEP 1 CREATE PROFILE → SPRO → MM → Purchasing → Environment data → Default values for Buyers.



Pricing Elements				
N..	CnTy	Name	Amount	Crcy
				0,00 EUR
■	PB00	Gross Price	58,00	EUR
■	RA01	Discount % on Gross	8,000	%
		Net incl. disc.	53,36	EUR
		Net incl. tax	53,36	EUR
■	SK10	Cash Discount	0,000	%
		Actual Price	53,36	EUR

# How to Delete Info Record

To make deletion flag for a info record T-Code-ME15, If you click on Purchase Org it will mark deletion of PIR for Purchase Organization if you click on complete deletion it will mark deletion flag on PIR if you will try to use message will display an error message info record is flag to deletion for Purchase Org for Complete

## Flag Info Record for Deletion: Initial Screen

Vendor	100662
Material	NOTE BOOK
Purchasing Org.	2011
Plant	2019
Info Record	
Info category	
<input checked="" type="radio"/> Standard	

### Flag Info Record for Deletion: Initial Screen

Info Record	5300011048	
Vendor	100662	Avon Industry
Material	NOTE BOOK	Note Book Inch
Material Group	00103	Electronics
Purchasing Org	2011	Plant 2019 Standard

Deletion flags

<input type="checkbox"/> Complete info record
<input type="checkbox"/> Purch. org. data

T-code ME12  
Go to Extra and  
select deletion flag  
you can mark  
deletion flag to info  
record

# Who Create The PIR?

T-Code: ME12

Go to Extra tab → Administration Data →

Administrative data will display

## *Change Purchasing Info Record: Administrative Data*

Administrative Data for Info Record

Vendor	100662
Material	NOTE BOOK
Info record	5300011048

Corp. group data 800  
Created on 07.09.2019 By RAJESH

Purchasing organization data 2011 Plant 2019 Info category Standard  
Created on 07.09.2019 By RAJESH

# Exercise to Create PIR

## List of material T-Code: MM60

100000011	2019	H.R. Steel Hot Roled 90*30 (2019)	12.08.2019	ZR01	00101	KG	R20			3000	V	99,97	EUR	1	RAJESH
100000012	2019	Alluminium (2019)	20.08.2019	ZR01	00101	KG	R20			3000	V	104,70	EUR	1	RAJESH
100000013	2019	Zinc Glavanized Steel Coating (2019)	12.08.2019	ZR01	00102	KG	R20				V	10,00	EUR	1	RAJESH
100000014	2019	Slug for spiral casing (2019)	23.08.2019	Z00R	001	ST	001			1503	V	13,96	EUR	1	RAJESH
100000016	2019	Flat gasket	20.08.2019	Z00R	001	ST	R20			1503	V	50,60	EUR	1	RAJESH
100000018	2019	Rawmaterial Test3 (2019)		Z00R	001	KG	R20			3000	V	9,58	EUR	1	RAJESH
100000030	2019	Calcium Carbonate	15.08.2019	Z00R	01	EA	R20			3000	V	1,50	EUR	1	RAJESH
100000031	2019	Stainless Steel	15.08.2019	Z00R	00102	KG	R20			3000	V	100,00	EUR	1	RAJESH
100000041	2019	EXHAUST	29.08.2019	Z00R	00104	ST	R20			3000	V	104,57	EUR	1	RAJESH
100000042	2019	Test Material2 2019		Z00R	00101	EA	R20			3000	V	104,57	EUR	1	RAJESH
100000044	2019	Cement Bag RJ00		Z00R	22000000	EA	R20			3000	V	10,00	EUR	1	RAJESH
100000046	2019	Zinc Sheet-2019		Z00R	00101	EA	R20			3000	V	100,00	EUR	1	RAJESH
100000047	2019	NC Sealer Rainbow		Z0FP	007310000	EA				3654	S	6,00	EUR	1	RAJESH
100000048	2019	NC Wood Sealer Rainbow		Z00R	007310000	KG	R20			3000	V	3,00	EUR	1	RAJESH
100000049	2019	Rainbow Tin Gallon 3.8 Ltr		ZERP	008	EA	R20			3050	V	1,00	EUR	1	RAJESH
100000050	2019	Electricity Supply		ZPIP	00203	AU	R20			3004	V	500,00	EUR	1	RAJESH
100000051	2019	Flat Sheet		ZERP	001	EA	R20			3050	V	200,00	EUR	1	RAJESH
100000052	2019	Tin Cover, Handle		ZERP	001	EA	R20			3050	V	1,00	EUR	1	RAJESH
100000053	2019	Ear for Hold Handle in Gallon		ZERP	001	EA	R20			3050	V	1,00	EUR	1	RAJESH
100000054	2019	Shrink Rap Role		ZERP	00107	EA	R20			3050	V	10,00	EUR	1	RAJESH
CALCINED CHINA CLAY	2019	Calcined China Clay	03.09.2019	ROH	00805	KG	R20			3000	V	1,00	EUR	1	RAJESH
CALCIUM CARBONATE	2019	Calcium Carbonate 2 Micron		ROH	00805	KG	R20				V	200,00	EUR	1	RAJESH
CALCIUM CARBONATE1	2019	Calcium Carbonate 1 Micron	03.09.2019	ROH	00805	KG	R20			3000	V	1,00	EUR	1	RAJESH
LAPTOP	2019	LAPTOP 15 Inch		FERT	00103	PC			PD		S	1.000,00	EUR	1	RAJESH

# Exercise to Create PIR Standard

Purchasing info record 5300011048 2011 2019 created

Message No. 06331

**Create Info Record: General Data**

Purch. Org. Data 1    Texts

Info Record

Vendor  Avon Industry

Material  Note Book Inch

Material Group  Electronics

---

**Vendor Data**

1st Rem./Exped.  Days

2nd Rem./Exped.  Days

3rd Rem./Exped.  Days

Vendor Mat. No.

Vendor Subrange

VSR Sort No.

Vendor Mat. Grp

Points  /   PC

Salesperson

Telephone

Return Agmt

Prior Vendor

---

**Origin Data**

Certif. Cat.

Certificate

Valid to

Ctry of Origin

Region

Number

Manufacturer

---

**Supply Option**

Available from

Available to

Regular Vendor

---

**Purchase Order Unit of Measure**

Order Unit

Conversion  PC <->  PC

Var. Order Unit  Not active

Vendor

Material

Purchasing Org.

Plant

Info Record

---

**Info category**

Standard

Subcontracting

Pipeline

Consignment

**Create Info Record: Purch. Organization Data 1**

General Data    Conditions    Texts

Info Record

Vendor  Avon Industry

Material  Note Book Inch

Material Group  Electronics

Purchasing Org.  Plant

---

**Control**

Pl. Deliv. Time  Days    Tol. Underl.  %     No MText

Purch. Group     Tol. Overdl.  %     Ackn. Rqd

Standard Qty  PC     Unlimited    Conf. Ctrl

Minimum Qty  PC     GR-Bsd IV    Tax Code

Rem. Shelf Life  D     No ERS

Differential Invoicing

Shippg Instr.

Max. Quantity  PC    Procedure     UoM Group

Rndg Prof.     RMA Req.

---

**Conditions**

Net Price  EUR /  PC    Valid to

Effective Price  EUR /  PC     No Cash Disc.

Qty Conv.  PC <->  PC    Cond. Grp

Pr. Date Cat.  No Control

Incoterms

# Exercise to Create PIR Subcontracting

**Change Info Record: Initial**

Vendor: 100662  
 Material: 100000049  
 Purchasing Org.: 2011  
 Plant: 2019  
 Info Record: [ ]

**Info category**

- Standard
- Subcontracting
- Pipeline
- Consignment

**Change Info Record: Purch. Organization Data 1**

General Data    Conditions    Texts

Info Record: 5300011054  
 Vendor: 100662    Avon Industry  
 Material: 100000049    Rainbow Tin Gallon 3.8 Ltr  
 Material Group: 008    Packaging  
 Purchasing Org.: 2011    Plant: 2019 | Subcontracting

**Control**

Pl. Deliv. Time: 15 Days    Tol. Underl. [ ] %     No MText  
 Purch. Group: R20    Tol. Overdl. [ ] %     Ackn. Rqd  
 Standard Qty: 150 EA     Unlimited    Conf. Ctrl [ ]  
 Minimum Qty: 150 EA     GR-Bsd IV    Tax Code [ ]  
 Rem. Shelf Life: [ ] D     No ERS    Version [ ]  
 Differential Invoicing: 01 Not Re...    RT Consum.   
 Shippg Instr.     Procedure [ ]    UoM Group [ ]  
 Max. Quantity [ ] EA    Rndg Prof. [ ]    RMA Req.

**Conditions**

Net Price: [ ] 0,90 EUR / 1 EA    Valid to: 31.12.9999  
 Effective Price: [ ] 0,90 EUR / 1 EA     No Cash Disc.  
 Qty Conv.: 1 EA <-> 1 EA    Cond. Grp [ ]  
 Pr. Date Cat.:  No Control  
 Incoterms: [ ] [ ]

**Change Gross Price Condition (PB00) : Condition Supplements**

Variable key

Vendor	Material	PORG	Plant	C	Description
100662	100000049	2011	2019	3	Subcontracting

Validity

Valid From: 07.09.2019    Valid to: 31.12.9999

Condition supplements

Zo...	CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales	Text
	PB00	Gross Price		1,00	EUR	1EA		<input type="checkbox"/>	[ ]
	RA01	Discount % on ...	10,000-	%				<input type="checkbox"/>	[ ]

# Exercise to Create PIR Pipeline

Vendor: 100662 Avon Industry  
 Material: 100000050  
 Purchasing Org.: 2011  
 Plant: 2019 Raj Oil Plant 1  
 Info Record: [ ]

Info category

- Standard
- Subcontracting
- Pipeline
- Consignment

### Change Info Record: General Data

Purch. Org. Data 1    Conditions    Texts

Info Record: 5300011055  
 Vendor: 100662 Avon Industry  
 Material: 100000050 Electricity Supply  
 Material Group: 00203 Electricity supply

Vendor Data	Origin Data
1st Rem./Exped. 10 Days	Certif. Cat. [ ]
2nd Rem./Exped. 20 Days	Certificate [ ]
3rd Rem./Exped. 30 Days	Valid to [ ]
Vendor Mat. No. [ ]	Ctry of Origin DE
Vendor Subrange [ ]	Region 02
VSR Sort No. [ ]	Number [ ]
Vendor Mat. Grp [ ]	Manufacturer [ ]
Points [ ] / 1 AU	
Salesperson [ ]	
Telephone 2345	
Return Agmt [ ]	
Prior Vendor [ ]	

Supply Option

Available from [ ]  
 Available to [ ]  
 Regular Vendor

Purchase Order Unit of Measure

Order Unit AU  
 Conversion 1 AU <-> 1 AU  
 Var. Order Unit [ ] Not active

## Change Gross Price Condition (PB00) : Condition Supplements

Variable key

Vendor	Material	POrg	Plant	C	Description
100662	100000050	2011	2019	P	Pipeline

Validity

Valid From: 07.09.2019    Valid to: 31.12.9999

Condition supplements

Zo...	CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales	Text
		PB00 Gross Price	500,00	EUR		1 AU		<input type="checkbox"/>	[ ]
		RA01 Discount % on ...	4,000-%					<input type="checkbox"/>	[ ]



# Exercise to Create PIR Consignment

Vendor: 800707

Material: 100000054

Purchasing Org.: 2011

Plant: 2019

Info Record: [ ]

**Info category**

- Standard
- Subcontracting
- Pipeline
- Consignment

**Change Info Record: General Data**

Purch. Org. Data 1    Conditions    Texts

Info Record: 5300011058

Vendor: 800707    XYZ Ltd

Material: 100000054    Shrink Rap Role

Material Group: 00107    Miscellaneous

**Vendor Data**

1st Rem./Exped. 5 Days

2nd Rem./Exped. 10 Days

3rd Rem./Exped. 15 Days

Vendor Mat. No. [ ]

Vendor Subrange [ ]

VSR Sort No. [ ]

Vendor Mat. Grp [ ]

Points [ ] / 1 EA

Salesperson [ ]

Telephone [ ]

Return Agmt [ ]

Prior Vendor [ ]

**Origin Data**

Certif. Cat. [ ]

Certificate [ ]

Valid to [ ]

Ctry of Origin DE

Region 02

Number [ ]

Manufacturer [ ]

**Supply Option**

Available from [ ]

Available to [ ]

Regular Vendor

**Purchase Order Unit of Measure**

Order Unit EA

Conversion 1 EA <-> 1 EA

Not active

**Change Info Record: Text Overview**

General Data    Purch. Org. Data 1    Conditions

Info Record: 5300011058

Purchasing Org.: 2011    Plant: 2019    Consignment

**Info Memo**

Maint. Languages: E English

Price valid upto 31.12.2019

U 1, Co 1    Ln 1 - Ln 1 of 1 lines

Status: [ ]

**Purchase Order Text**

Maint. Languages: E English

Material delivered in good packaging condition

**Change Info Record: Purch. Organization Data 1**

General Data    Conditions    Texts

Info Record: 5300011058

Vendor: 800707    XYZ Ltd

Material: 100000054    Shrink Rap Role

Material Group: 00107    Miscellaneous

Purchasing Org.: 2011    Plant: 2019    Consignment

**Control**

Pl. Deliv. Time 10 Days    Tol. Underl. 5,0 %     No MText

Purch. Group R20    Tol. Overdl. [ ] %     Ackn. Rqd

Standard Qty 10 EA     Unlimited    Conf. Ctrl [ ]

Minimum Qty 5 EA     GR-Bsd IV    Tax Code [ ]

Rem. Shelf Life [ ] D     No ERS

Differential Invoicing 01 Not Re...

Shipp Instr. [ ]

Max. Quantity [ ] EA    Procedure [ ]    UoM Group [ ]

Rndg Prof. [ ]    RMA Req. [ ]

**Conditions**

Net Price 9,50 EUR / 1 EA    Valid to 31.12.9999

Effective Price 9,50 EUR / 1 EA     No Cash Disc.

Qty Conv. 1 EA <-> 1 EA    Cond. Grp [ ]

Pr. Date Cat. [ ]    No Control

Incoterms [ ]

**Change Gross Price Condition (PB00) : Condition Supplements**

**Variable key**

Vendor	Material	POrg	Plant	C	Description
800707	100000054	2011	2019	2	Consignment

**Validity**

Valid From 07.09.2019    Valid to 31.12.9999




**Condition supplements**

Zo...	CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales	Text
		PB00 Gross Price	10,00	EUR		1EA		<input type="checkbox"/>	[ ]
		RA01 Discount % on ...	5,000	%				<input type="checkbox"/>	[ ]

# List of PIR

## List of PIR ME1M




### Purchasing Info Records for Material

  Price Simulation  Simulation

Material 100000054          Shrink Rap Role

Vendor	Name	Info Rec.	Rule	De			
P.Org	InfoCat	Plnt	PGp	Plan Time	Minimum Qty	Un	Var
Price Origin	Net Price	Currency	Qty	Un	Document	Item	QDp
800707	XYZ Ltd				5300011058		
<input type="checkbox"/>	2011 Consignment	2019 R20	10	Days		5	EA
Condition	9,50	EUR			1 EA	Net	31.12.9999

### Purchasing Info Records for Material

  Price Simulation  Simulation

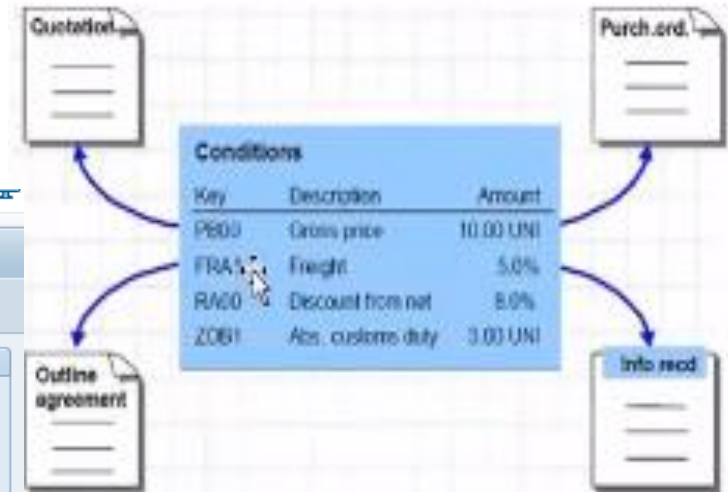
Material NOTE BOOK          Note Book Inch

Vendor	Name	Info Rec.	Rule	De			
P.Org	InfoCat	Plnt	PGp	Plan Time	Minimum Qty	Un	Var
Price Origin	Net Price	Currency	Qty	Un	Document	Item	QDp
100662	Avon Industry				5300011048		
<input type="checkbox"/>	2011 Standard	2019 R20	10	Days		1	PC
Condition	644,00	EUR			1 PC	Net	31.12.9999
800706	S S Supply Co				5300011047		
<input type="checkbox"/>	2011 Standard	2019 R20	10	Days		1	PC
Condition	630,00	EUR			1 PC	Net	31.12.9999
800722	S.K Enterprise				5300011046		
<input type="checkbox"/>	2011 Standard	2019 R20	20	Days		2	PC
Condition	658,00	EUR			1 PC	Net	31.12.9999

# Conditions

Conditions are Gross price, Surcharges, Discounts and freight cost which can be maintain in Info Record, Quotation, Purchasing Order, Outline Agreement etc.

## 1. Info Record



### Change Gross Price Condition (PB00) : Condition Supplements

#### Variable key

Vendor	Material	POrg	Plant	C	Description
800707	100000054	2011	2019	2	Consignment

#### Validity

Valid From: 07.09.2019      Valid to: 31.12.9999

#### Condition supplements

Zo...	CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales	Text
		PB00 Gross Price	10,00	EUR		1 EA		<input type="checkbox"/>	[...]
		RA01 Discount % on ...	5,000-%					<input type="checkbox"/>	[...]
								<input type="checkbox"/>	[...]
								<input type="checkbox"/>	[...]
								<input type="checkbox"/>	[...]
								<input type="checkbox"/>	[...]
								<input type="checkbox"/>	[...]



# Conditions

## Examples maintain Condition 2. Purchase Order Condition Tab

4500022516 Created by RAJESH

Print Preview Messages Personal Setting Save As Template Load from Template

NB Standard PO 4500022516 Vendor 800721 Raju Doc. date 02.09.2019

- Header
- Item Overview
- Item 1 [ 10 ] 100000044 , Cement Bag RJ00

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Address Confirmations Condition Control Retail

View 1 Pricing Elements: Table Quantity 100 EA Net 983,72 EUR (0)

Pricing Elements															
N..	CnTy	Name	Amount	Crcy	per	Condition value	Curr.	Status	Num...	OUn	CCon...	Un	Condition value	CdCur	S...
			0,00	EUR	1 EA	0,00	EUR		0 EA	0 EA			0,00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	PBXX	Gross Price	9,50	EUR	1 EA	950,00	EUR		1 EA	1 EA			0,00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	ZA00	Surcharge % on Net	9,000	%		85,50	EUR		0	0			0,00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	RA00	Discount % on Net	5,000	%		51,78	EUR		0	0			0,00		<input type="checkbox"/>
		Net incl. disc.	9,84	EUR	1 EA	983,72	EUR		1 EA	1 EA			0,00		<input type="checkbox"/>
		Net incl. tax	9,84	EUR	1 EA	983,72	EUR		1 EA	1 EA			0,00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	FRA1	Freight %	2,500	%		24,59	EUR		0	0			0,00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SKTO	Cash Discount	0,000	%		0,00	EUR		0	0			0,00		<input checked="" type="checkbox"/>

# Conditions

## Examples maintain Condition 3. Quotation

**Display Quotation: Item - Conditions**

Item: 10      Material: 100000044      Cement Bag RJ00

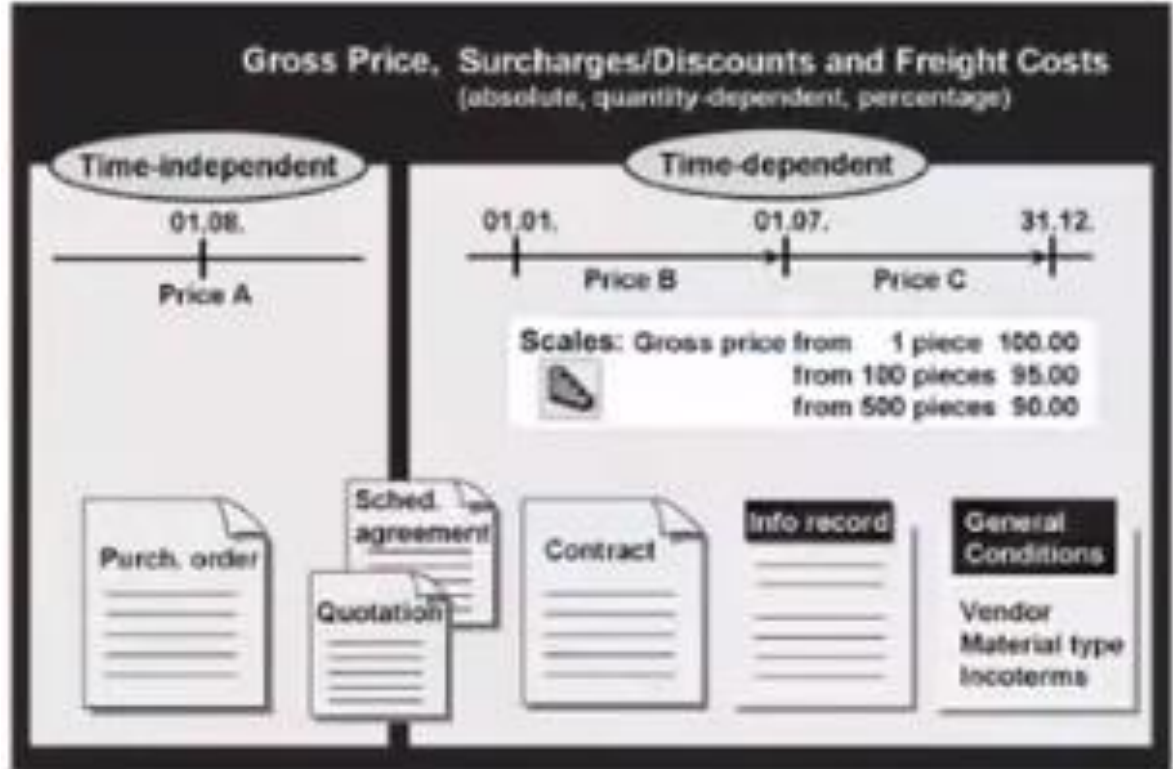
View: 1 Pricing Elements: Table      Quantity: 100 EA      Net: 1.024,60 EUR

Pricing Elements															
N..	CnTy	Name	Amount	Crcy	per	Condition value	Curr.	Status	Num...	OUn	CCon...	Un	Condition value	CdCur	S...
			0,00	EUR	1 EA	0,00	EUR		0 EA	0 EA			0,00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	PBXX	Gross Price	10,00	EUR	1 EA	1.000,00	EUR		1 EA	1 EA			0,00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	ZA00	Surcharge % on Net	9,000	%		90,00	EUR		0	0			0,00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	RA00	Discount % on Net	6,000-	%		65,40-	EUR		0	0			0,00		<input type="checkbox"/>
		Net incl. disc.	10,25	EUR	1 EA	1.024,60	EUR		1 EA	1 EA			0,00		<input type="checkbox"/>
		Net incl. tax	10,25	EUR	1 EA	1.024,60	EUR		1 EA	1 EA			0,00		<input type="checkbox"/>
<input checked="" type="checkbox"/>	FRA1	Freight %	2,000	%		20,49	EUR		0	0			0,00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SKTO	Cash Discount	0,000	%		0,00	EUR		0	0			0,00		<input checked="" type="checkbox"/>
		Actual Price	10,45	EUR	1 EA	1.045,09	EUR		1 EA	1 EA			0,00		<input type="checkbox"/>

# Conditions

Conditions are two types:

1. Time-Independent  
In Purchase Order its not have time specific conditions.
2. Time-Dependent  
In PIR, Contract it is time dependent  
It is valid from date to-----



Variable key					
Vendor	Material	POrg	Plant	C	Description
800707	100000054	2011	2019	2	Consignment

Validity	
Valid From	Valid to
07.09.2019	31.12.9999

Condition supplements									
Zo...	CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales	Text
	FB00	Gross Price	10,00	EUR		1 EA		<input type="checkbox"/>	[
	RA01	Discount % on -	5,000-	%				<input type="checkbox"/>	[

# Material Valuation

SAP Valuation area is the organizational level at which materials are valued such as at

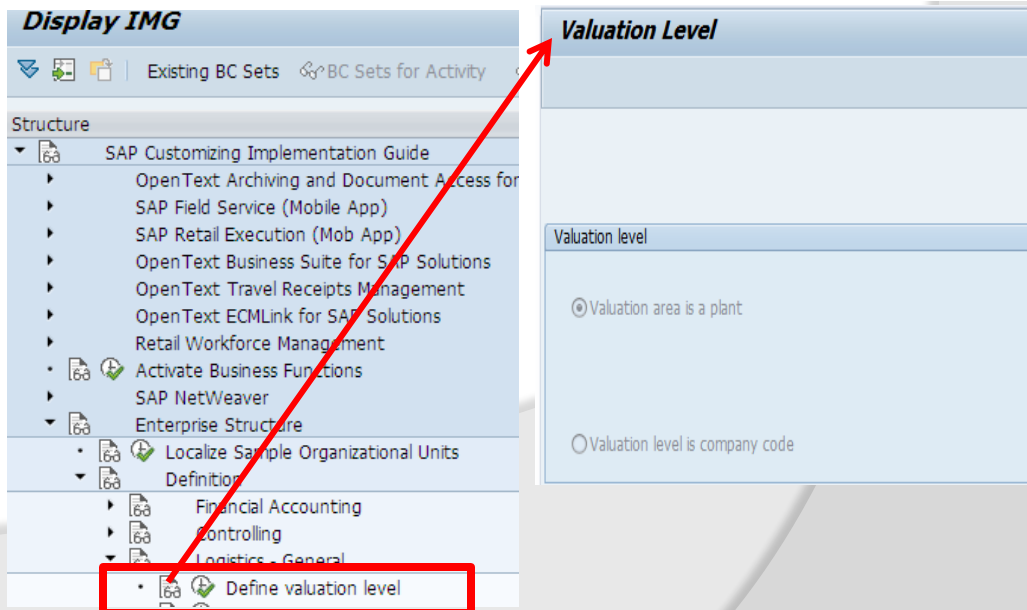
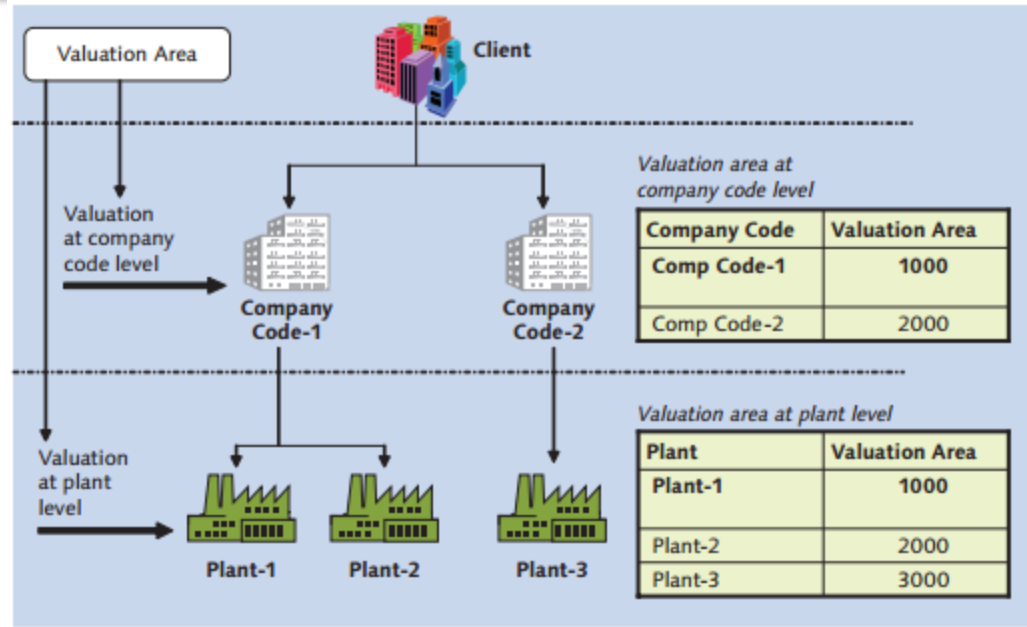
- Plant level or
- Company Code Level

When The valuation area is at plant level. You can value a material in different plants at different prices. When the valuation at company code level, the valuation price of material is the same in all plants of the company code.

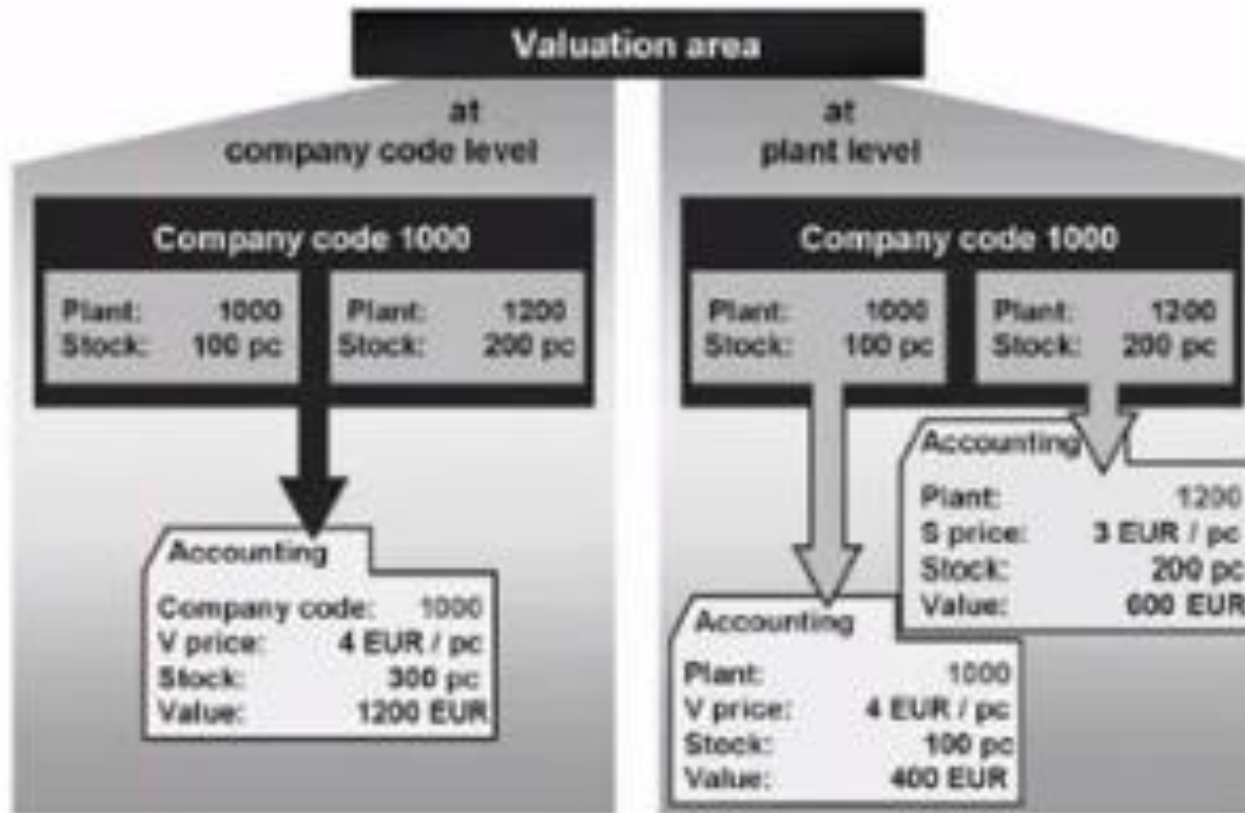
Material valuation at plant level is mandatory if your system is a retail system, or if use either the Production Planning or Product Cost Accounting components.

To Define Valuation Area:

**T-Code: SPRO** → **IMG Screen** → **Definition** → **Logistic General** → **Define Valuation Level**



# Valuation Level





# Valuation Class

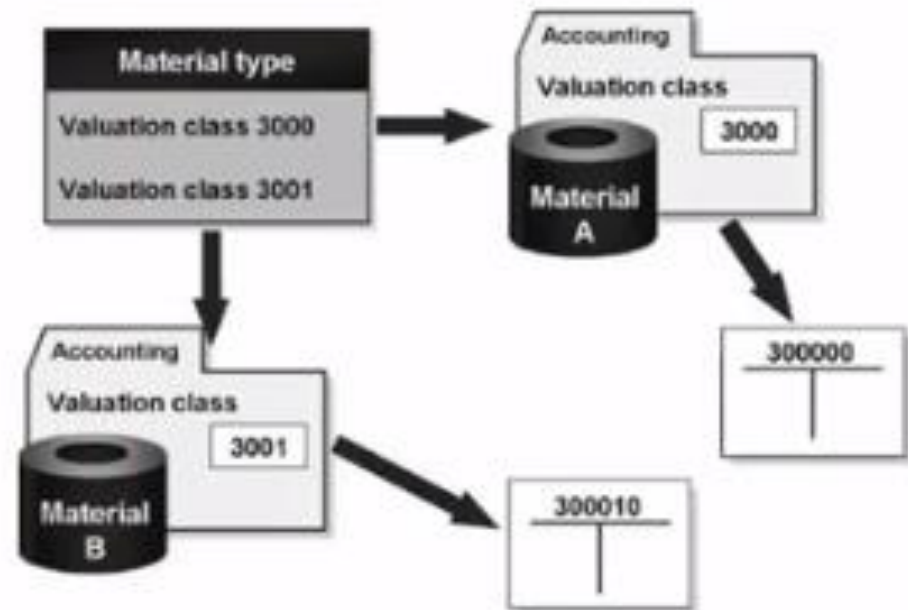
## Define Valuation Class:

The valuation class is a group of material with the same account determination. If a transaction is to be posted to different accounts depending on the valuation class, create an account determination each valuation class in the step create automatic posting.

We define which valuation classes are allowed for a material type.

Whenever user create a material , it is mandatory to enter material's valuation class in the accounting data. The R/3 system uses your default settings to check whether the valuation class is allowed for the material type.

To create an account determination for each valuation class the step is Create automatic postings.



# Valuation Class

The valuation class allowed depend on the material type. Several valuation classes are generally allowed for one material type. A valuation class can be allowed several material types. Valuation classes and material types are linked via reference account category. The account category reference is a combination of valuation classes. Precisely one account category reference is assigned to a material type.

**Example,**

**Requirements:**

- You have must defined material type
- You must have defined the chart of accounts
- You must have agreed with Financial Accounting which material are assigned to which accounts.

**Default Settings:**

In the standard SAP R/3 System, an account category reference is created for each material type. The account category reference is created for each material type. The account category reference is, in turn, assigned precisely to one valuation class, which means each material type has its own valuation class.

**Recommendation:**

It is recommended that create the account groups of your chart of accounts as an account category reference.

# Valuation Class

**Example:**

Material	Material Type	Valuation Class
Finish good	FERT	3654
Raw Material	Z00R	3000
Packing Material	ZERP	3050
Pipe Line	ZPIP	3004

## Activities:

1. Create a account category references under account category reference.
2. Under valuation class, define the valuation classes for each account category reference.
3. Under Material type/ account category reference, assign an account category reference to each material type.

100000011	2019	H.R. Steel Hot Roled 90*30 (2019)	12.08.2019	ZR01	00101	KG	R20			3000	V	99,97	EUR	1	RAJESH
100000012	2019	Alluminium (2019)	20.08.2019	ZR01	00101	KG	R20			3000	V	104,70	EUR	1	RAJESH
100000013	2019	Zinc Glavanized Steel Coating (2019)	12.08.2019	ZR01	00102	KG	R20				V	10,00	EUR	1	RAJESH
100000014	2019	Slug for spiral casing (2019)	23.08.2019	Z00R	001	ST	001			1503	V	13,96	EUR	1	RAJESH
100000016	2019	Flat gasket	20.08.2019	Z00R	001	ST	R20			1503	V	50,60	EUR	1	RAJESH
100000018	2019	Rawmaterial Test3 (2019)		Z00R	001	KG	R20			3000	V	9,58	EUR	1	RAJESH
100000030	2019	Calcium Carbonate	15.08.2019	Z00R	01	EA	R20			3000	V	1,50	EUR	1	RAJESH
100000031	2019	Stainless Steel	15.08.2019	Z00R	00102	KG	R20			3000	V	100,00	EUR	1	RAJESH
100000041	2019	EXHAUST	29.08.2019	Z00R	00104	ST	R20			3000	V	104,57	EUR	1	RAJESH
100000042	2019	Test Material2 2019		Z00R	00101	EA	R20			3000	V	104,57	EUR	1	RAJESH
100000044	2019	Cement Bag RJ00		Z00R	22000000	EA	R20			3000	V	10,00	EUR	1	RAJESH
100000046	2019	Zinc Sheet-2019		Z00R	00101	EA	R20			3000	V	100,00	EUR	1	RAJESH
100000047	2019	NC Sealer Rainbow		Z0FP	007310000	EA				3654	S	6,00	EUR	1	RAJESH
100000048	2019	NC Wood Sealer Rainbow		Z00R	007310000	KG	R20			3000	V	3,00	EUR	1	RAJESH
100000049	2019	Rainbow Tin Gallon 3.8 Ltr		ZERP	008	EA	R20			3050	V	1,00	EUR	1	RAJESH
100000050	2019	Electricity Supply		ZPIP	00203	AU	R20			3004	V	500,00	EUR	1	RAJESH
100000051	2019	Flat Sheet		ZERP	001	EA	R20			3050	V	200,00	EUR	1	RAJESH
100000052	2019	Tin Cover, Handle		ZERP	001	EA	R20			3050	V	1,00	EUR	1	RAJESH
100000053	2019	Ear for Hold Handle in Gallon		ZERP	001	EA	R20			3050	V	1,00	EUR	1	RAJESH
100000054	2019	Shrink Rap Role		ZERP	00107	EA	R20			3050	V	10,00	EUR	1	RAJESH
CALCINED CHINA CLAY	2019	Calcined China Clay	03.09.2019	ROH	00805	KG	R20			3000	V	1,00	EUR	1	RAJESH
CALCIUM CARBONATE	2019	Calcium Carbonate 2 Micron		ROH	00805	KG	R20				V	200,00	EUR	1	RAJESH
CALCIUM CARBONATE1	2019	Calcium Carbonate 1 Micron	03.09.2019	ROH	00805	KG	R20			3000	V	1,00	EUR	1	RAJESH
LAPTOP	2019	LAPTOP 15 Inch		FERT	00103	PC			PD	S	1.000,00	EUR	1	RAJESH	

# Valuation Class

**Change Material NOTE BOOK (Finished product(STD))**

Additional Data   Org. Levels   Check Screen Data

MRP 4   Accounting 1   Accounting 2   Costing 1   Costing 2   Plan...

Material: NOTE BOOK   Note Book Inch  
 Plant: 2019   Raj Oil Plant 1

**General Data**

Base Unit of Measure: PC   Pieces   Valuation Category:   
 Currency: EUR   Current period: 08 2019  
 Division:    Price determ.:     ML act.

**Current valuation**

Valuation Class: 3654

VC: Sales order stk:    Proj. stk val. class:   
 Price control: S   Price Unit: 1  
 Moving price:    Standard price: 900,00  
 Total Stock: 0   Total Value: 0,00  
 Valuated Un  
 Future price:    Valid from:

Previous period/year   Std cost estimat

**Change Material NOTE BOOK (Accounting 1, Finished product(STD))**

Material: NOTE BOOK   Note Book Inch  
 Industry sector:    Mechanical Engineering  
 Material type: FERT   Finished product(STD)  
 Low-level code:   
 Created by: RAJESH   on: 01.09.19  
 Last changed by: RAJESH   on: 01.09.19

**Status information:**

No deletion flags or locks exist

Client level:

Status description	Created On	Created by	Last Chg.	Changed by
Purchasing	01.09.2019	RAJESH		
Basic data	01.09.2019	RAJESH	01.09.2019	RAJESH

Plant level:

# Valuation Class

**Change Material 10000012 (Raw material RJ00)**

Additional Data   Org. Levels   Check Screen Data

Plant data / stor. 2   Accounting 1   Accounting 2   Plant stock   S..

Change Material 10000012 (Accounting 1, Raw material RJ00)

Material: 10000012   Aluminium (2019)  

Plant: 2019   Raj Oil Plant 1

**General Data**

Base Unit of Measure:  kilogram   Valuation Category:

Currency: EUR   Current period: 08 2019

Division:    Price determ.:   ML act.

**Current valuation**

**Valuation Class: 3000**

VC: Sales order stk:    Proj. stk val. class:

Price control:    Price Unit:

Moving price:    Standard price:

Total Stock:    Total Value:

Future price:     Valuated Un

Valid from:

Material: 10000012   Aluminium (2019)

Industry sector:    Mechanical Engineering

**Material type: ZR01**   Raw material RJ00

Low-level code:

Created by: RAJESH   on: 03.08.19

Last changed by: RAJESH   on: 20.08.19

**Status information:**

No deletion flags or locks exist

Client level:

Status description	Created On	Created by	Last Chg.	Changed by
Purchasing	03.08.2019	RAJESH	20.08.2019	RAJESH
Basic data	03.08.2019	RAJESH	12.08.2019	RAJESH
Storage	03.08.2019	RAJESH	12.08.2019	RAJESH

# Material Valuation (Price Control)

Material Valuation is carried out according to the price control sets in the SAP System. Based on the business scenarios, we can set the valuation method as :

- **Moving average Price (Price control V)**
- **Standard Price (Price control S)**

The valuation method is defined in the Accounting 1 view screen of the material master record, You can check in this view the total stock quantity and total value of a material.

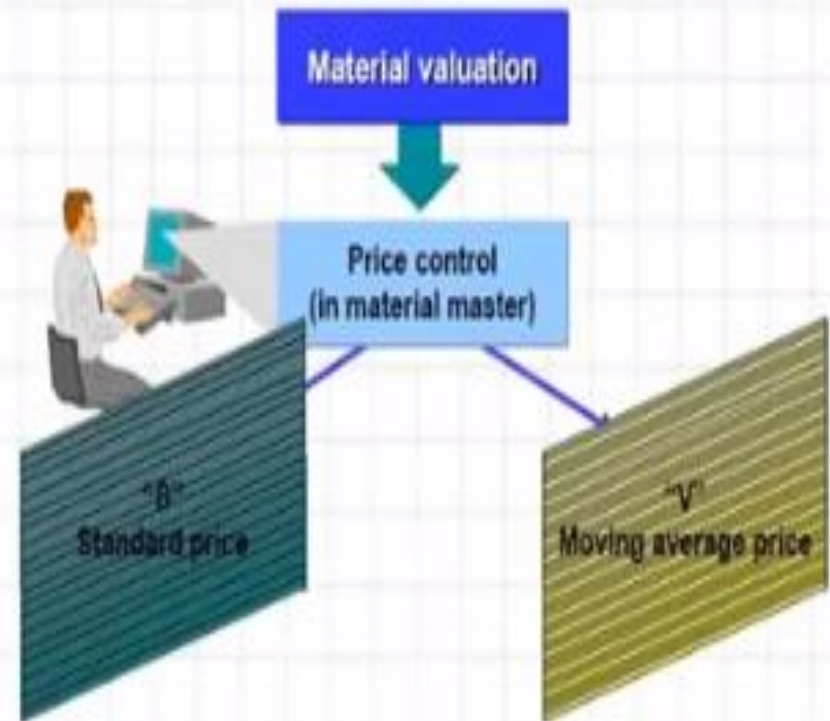
Moving Average Price is a weighted average price. The movements of materials such as goods issue or goods receipts may impact moving average prices of the material will change if purchasing prices of material are changed. This price is calculated as

**Moving Average price**

$V = \text{Total stock value} / \text{Total stock quantity}$

The material master record will always be updated with current moving average price.

A Standard price is a fixed price defined in the material master record. In general, this method is used for finished goods.



# Material Valuation (Price Control)

Moving average price updated as per Purchase Order / Invoice

**Change Material 10000011 (Raw material RJ00)**

Additional Data   Org. Levels   Check Screen Data

Plant data / stor. 2   Accounting 1   Accounting 2   Plant stock

Material: 10000011   H.R. Steel Hot Roled 90\*30 (2019)

Plant: 2019   Raj Oil Plant 1

**Price control indicator (1) 2 Entries found**

Price control	Short Descript.
S	Standard price
V	Moving average price/periodic unit price

**General Data**

Base Unit of Measure	KG kilogram	Valuation Category	
Currency	EUR	Current period	08 2019
Division	00	Price determ.	<input type="checkbox"/> ML act.

**Current valuation**

Valuation Class	3000	Proj. stk val. class	
VC: Sales order stk		Price Unit	1
Price control	V	Standard price	100,00
Moving price	99,97	Total Value	1.010.738,18
Total Stock	10.110	<input type="checkbox"/> Valuated Un	
Future price		Valid from	

Previous period/year   Std cost estimate

# Material Valuation (Price Control)

Standard Price is never change it is fixed by the account department.

**Change Material SMART PHONE5 (Finished product(STD))**

Additional Data   Org. Levels   Check Screen Data   Lock

Plant data / stor. 2   Accounting 1   Accounting 2   Costing 1   C...

Material: SMART PHONE5   Smart Phone 7 Inch Screen Water Proof  
Plant: 2019   Raj Oil Plant 1

**General Data**

Base Unit of Measure	EA   Each	Valuation Category	
Currency	EUR	Current period	08 2019
Division	R1	Price determ.	<input type="checkbox"/> ML act.

**Current valuation**

Valuation Class	3654	Proj. stk val. class	
VC: Sales order stk		Price Unit	1
Price control	S	Standard price	700,00
Moving price		Total Value	0,00
Total Stock	0		

Future price   Valid from

Previous period/year   Std cost estimate

Price control indicator (1)   2 Entries found

Price control	Short Descript.
S	Standard price
V	Moving average price/periodic unit price

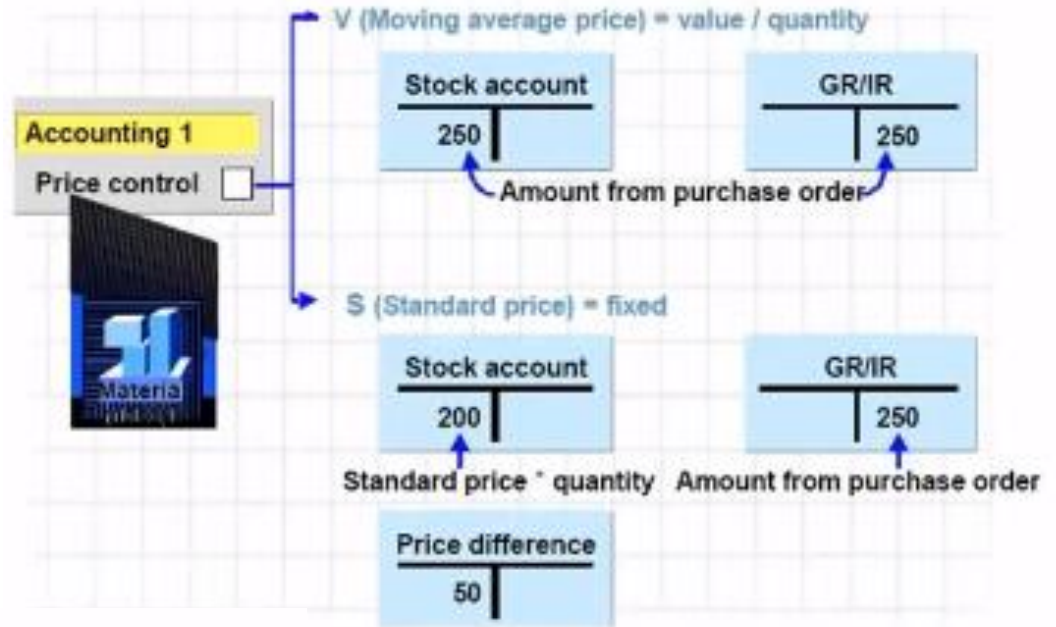


# Valuation of Goods Receipt

In Moving Average Price the stock account and GR/IR Account is take amount from Purchase order.

In Standard Price the stock account always take standard amount. GR/IR account take amount of purchase order if there is price difference than price difference account is updated.

Example of Standard Price



Material Master Record: Valuation Data

	Transaction	Stock	Total value	Standard price	Moving ave. price
(1)	Initial situation	100	200.00	2.00	2.00

Financial Accounting: Account Movements



Material Master Record: Valuation Data

	Transaction	Stock	Total value	Standard price	Moving ave. price
(1)	Initial situation	100	200.00	2.00	2.00
(2)	GR for PO: 100 at 2.40	200	400.00	2.00	2.20
(3)	IR for PO: 100 at 2.20	200	400.00	2.00	2.10

Financial Accounting: Account Movements



# Valuation of Goods Receipt

In Moving Average Price the stock account and GR/IR updated from Purchase order or Invoice.

**Material Master Record: Valuation Data**

	Transaction	Stock	Total value	Standard price	Moving ave. price
( 1 )	Initial situation	100	200.00	2.00	2.00

**Financial Accounting: Account Movements**

Stock account	GR/IR clearing account	Vendor
(1) 200		

**Material Master Record: Valuation Data**

	Transaction	Stock	Total value	Standard price	Moving ave. price
( 1 )	Initial situation	100	200.00	2.00	2.00
( 2 )	GR for PO: 100 at 2.40	200	440.00	2.00	2.20

**Financial Accounting: Account Movements**

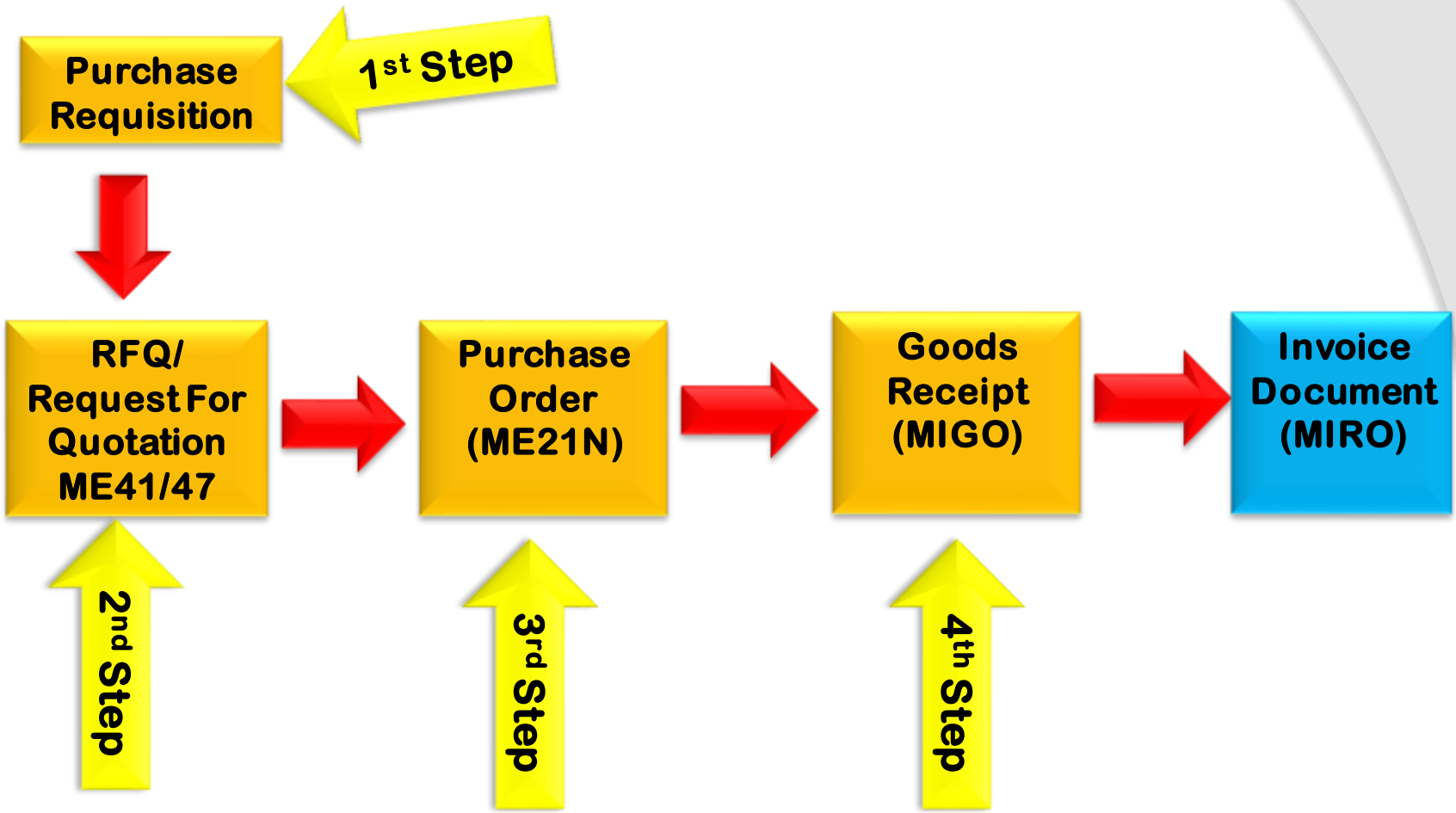
Stock account	GR/IR clearing account	Vendor
(1) 200 (2) 240	240 (2)	

**Material Master Record: Valuation Data**

	Transaction	Stock	Total value	Standard price	Moving ave. price
( 1 )	Initial situation	100	200.00	2.00	2.00
( 2 )	GR for PO: 100 at 2.40	200	440.00	2.00	2.20
( 3 )	IR for PO: 100 at 2.20	200	420.00	2.00	2.10

**Financial Accounting: Account Movements**

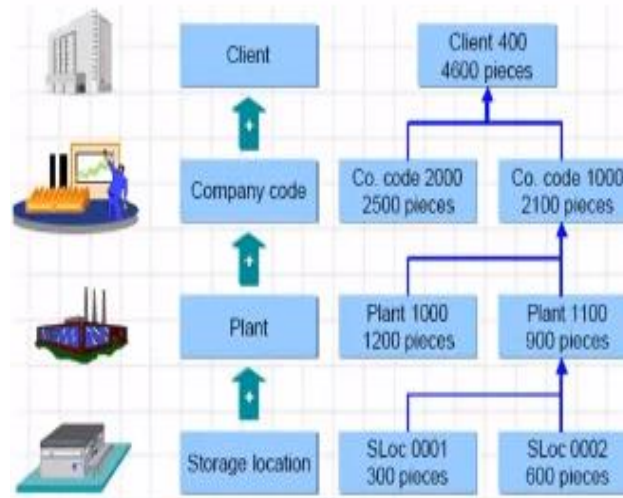
Stock account	GR/IR clearing account	Vendor
(1) 200 (2) 240 20 (3)	(3) 240 240 (2)	220 (3)



# Stock Type Valuation & GR in warehouse

To Overview Stock  
T-Code: MMBE

Menu Path:  
SAP Easy access → SAP  
Menu → Logistics →  
Material Management →  
Inventory Management →  
Environment → Stock →  
Stock Overview



Logistic → Material Management →  
Inventory Management → Stock →  
Stock Overview (MMBE)

## SAP Easy Access



- Favorites
- ▼ SAP Menu
  - ▶ Financial Services Network Connector
  - ▶ Office
  - ▶ Cross-Application Components
  - ▼ Logistics
    - ▼ Materials Management
      - ▶ Purchasing
      - ▼ Inventory Management
        - ▶ Goods Movement
        - ▶ Material Document
        - ▶ Reservation
        - ▶ Periodic Processing
        - ▼ Environment
          - ▶ List Displays
          - ▼ Stock

- Stock Overview
- Stock/Requirements List
- Plant Stock Availability
- Availability Overview
- Warehouse Stock
- Expiration Date List
- Stock for Posting Date
- Stock in Transit
- Stock in Transit on Key Date
- Stock in Transit (SIT)
- Valuated Goods Receipt Blocked Stock
- Valuated Special Stock
- Stock with Subcontractor

### Stock Overview: Basic List



Selection

Material: 100000011 H.R. Steel Hot Rolled 90\*30 (2019)  
 Material Type: ZR01 Raw material RJ00  
 Unit of Measure: KG Base Unit of Measure: KG

### Stock Overview

Client/Company Code/Plant/Storage Location/Batch/Special Stock

	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation	On-Order Stock	Con
Full	10.110,000				140.800,000	
▼ 2019 Raj Oil Co	10.110,000				140.800,000	
▼ 2019 Raj Oil Plant 1	10.110,000				140.800,000	
• 0001 Main Stores	10.110,000				140.800,000	



# Valuated Goods Receipt

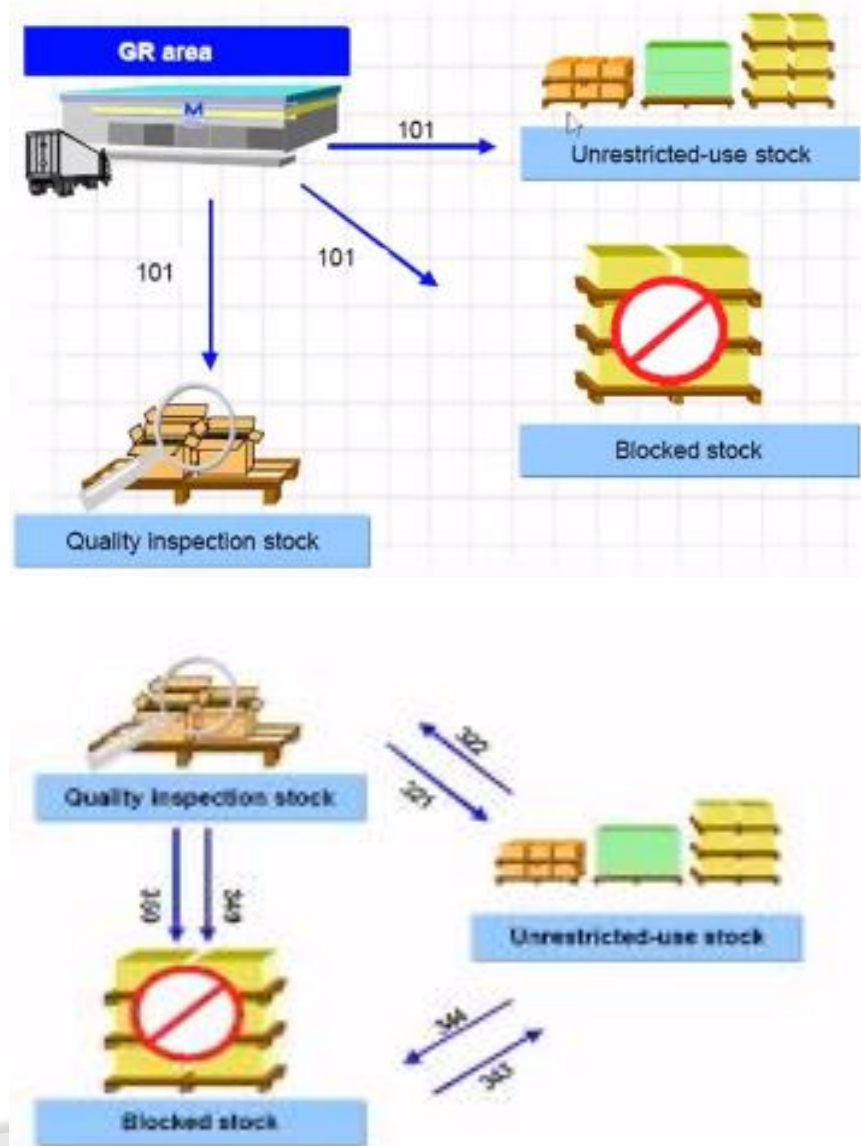
To Overview Stock  
T-Code: MMBE

## Menu Path:

SAP Easy access → SAP Menu → Logistics →  
Material Management → Inventory  
Management → Environment → Stock → Stock  
Overview

Valuation of goods and stock overview depends upon the Movement type. As we Enter Goods Receipt reference document is Purchase Order have 3 option material can go to unrestricted use means from this stock material can issue for use, if we have active quality control, material will move to Quality Inspection, after quality test if material is satisfactory it will move to unrestricted use if no satisfactory result it will moved to blocked stock and then it will return back to the vendor or replace by the vendor.

From vendor to delivery place to Unrestricted Use/ Quality Inspection/ Blocked stock  
Movement type 101.



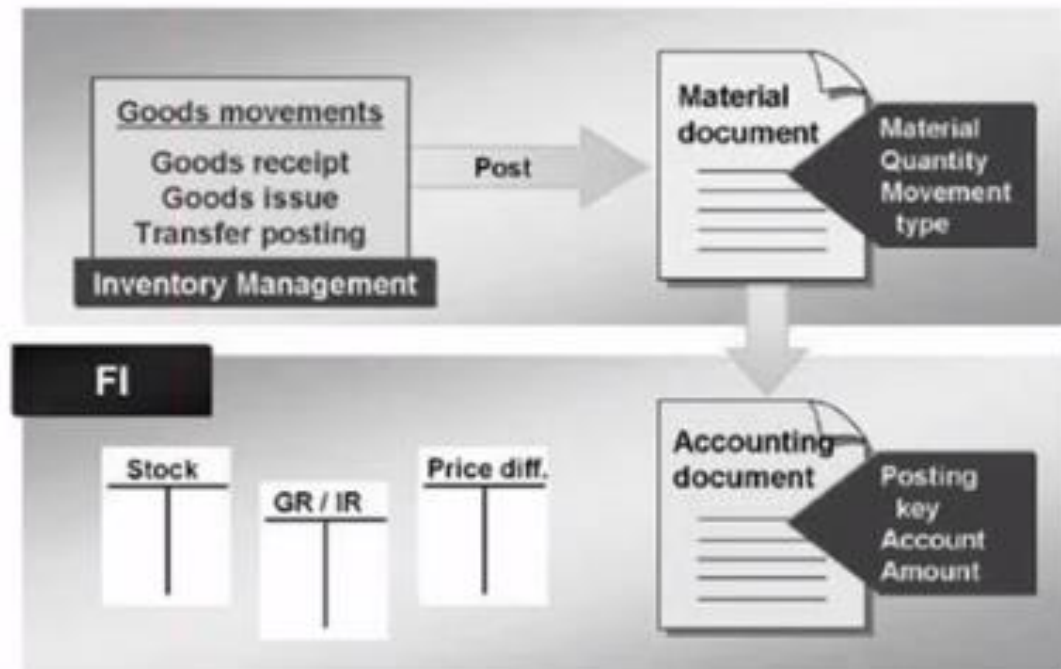
# Valuated Goods Receipt

## Types of movement

From	To	Movement Type
Vendor	Plant- Unrestricted use/ Quality Inspection/ Blocked stock	101
Quality Inspection	Unrestricted Use	321
Quality Inspection	Blocked Stock	349 & 350
Blocked stock	Unrestricted use	343
Unrestricted Stock	Blocked stock	344

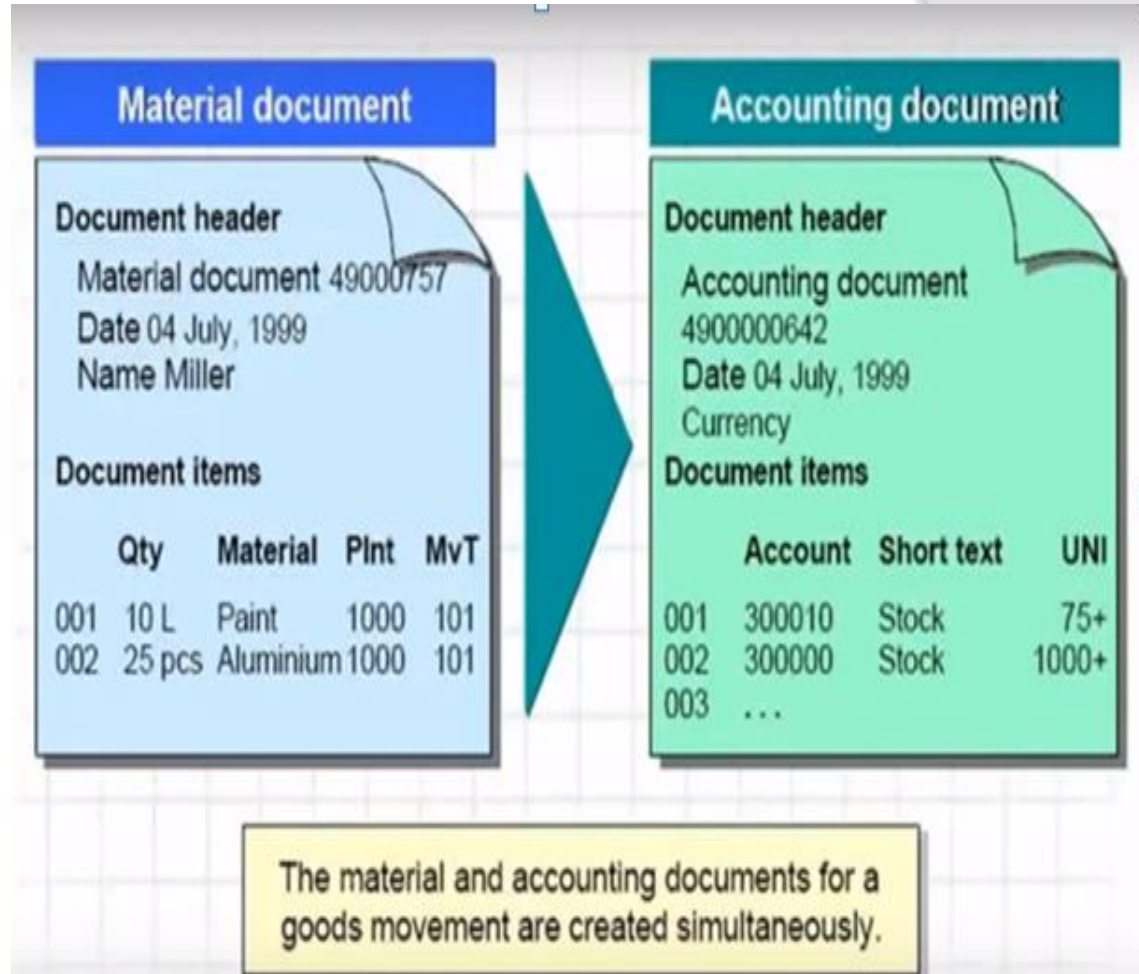
# Document for Goods Movement

When Goods receipt against a Purchase order system generate material document which contain who have received it, what is the quantity and what is the material. Material document created Goods receipt, Goods issue, Transfer posting. With the Material document Accounting data also created in FI. But accounting document will no generated in the case of internal transfer of stocks example Quality inspection to unrestricted use , Blocked stock, or vise versa.



# Material and Accounting Document

The material and accounting documents for goods movement are created simultaneously.





# Effects of Goods Movements

Whenever we make delivery note for goods receipt Material stock value and quantity is updated.

Material Document, and Accounting document generated in FI.

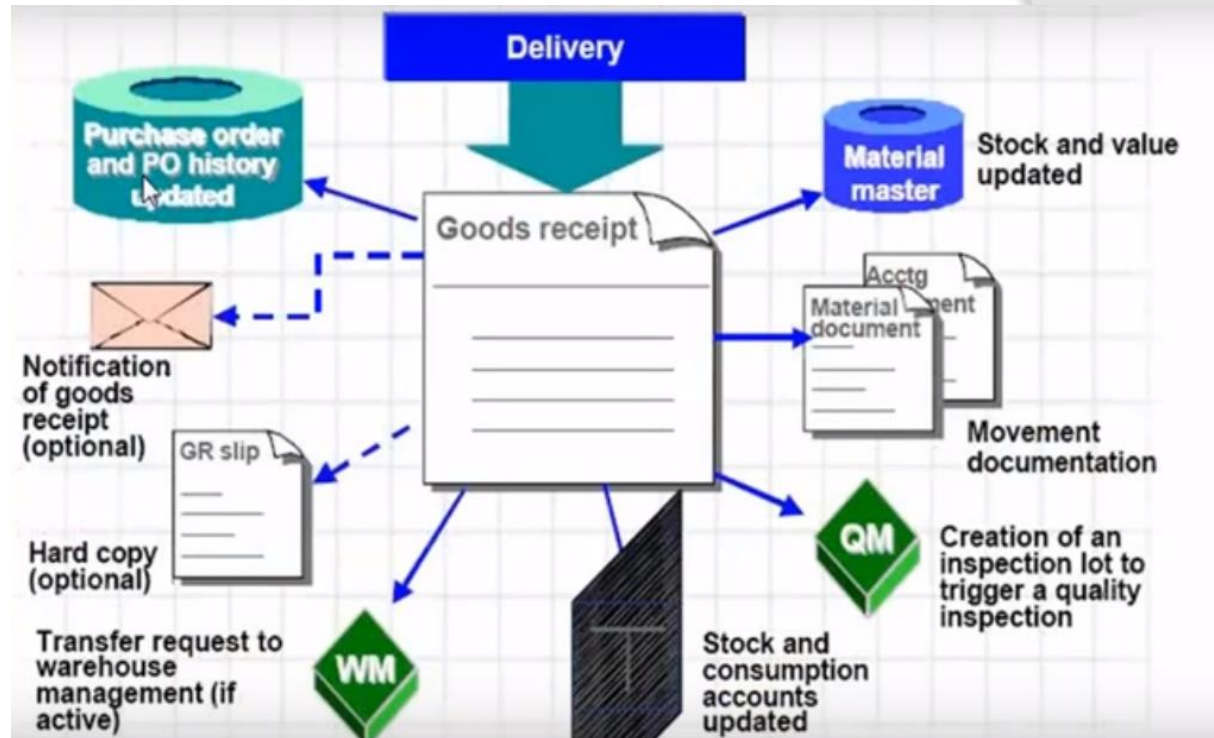
If have an activated Quality management system an inspection lot to trigger a quality inspection is created.

Stock and consumption account get updated.

If having warehouse management. Transfer request to warehouse. Goods receipt hard copy created which is optional.

Creation of Notification of goods receipt (Optional).

Purchase Order and Purchase order history get update.



Standard PO 4500022514 Created by RAJESH

Document Overview On | 60 | Print Preview | Messages | Personal Setting | Save As Template

NB Standard PO | 4500022514 | Vendor | 800707 XYZ Ltd | Doc. date | 29.08.2019

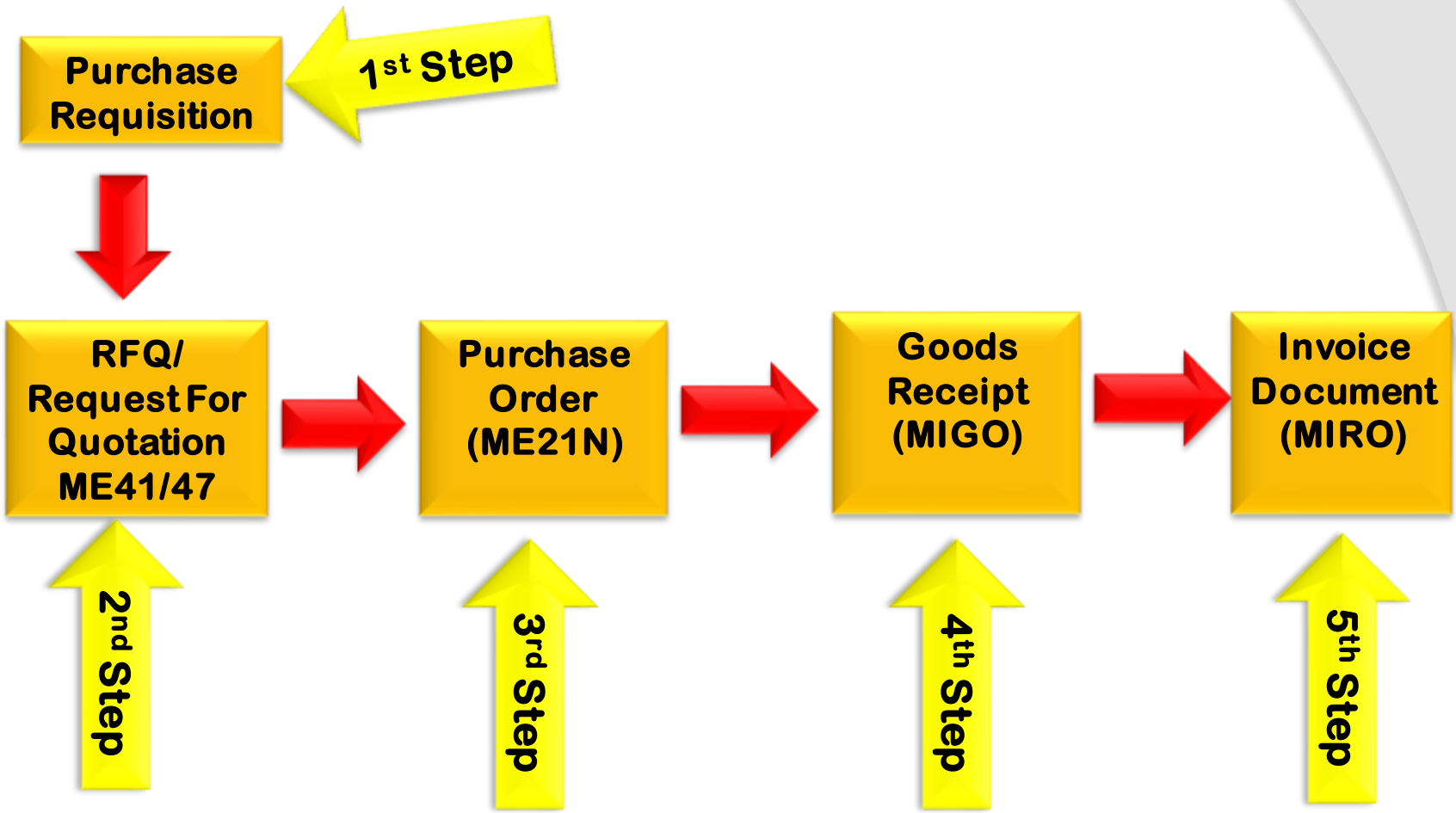
Header

Item Overview

Item | 1 [ 10 ] 100000042, Test Material2 2019

Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Purchase Order History | Texts | Delivery Address | Confirmations | Condition ...

Sh. Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in LC	L.cur	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount	Cry
BzWE		5000001532		1 29.08.2019	0	50	EA	152,28	EUR	0	50	EA	152,28	EUR
Tr./Ev.	Delivery costs				0		EA	152,28	EUR	0		EA	152,28	EUR
WE	101	5000001532		1 29.08.2019	50	0	EA	5.076,00	EUR	50	0	EA	5.076,00	EUR
Tr./Ev.	Goods receipt				50		EA	5.076,00	EUR	50		EA	5.076,00	EUR
RE-L		5105609608		1 29.08.2019	50	0	EA	5.076,00	EUR	50	0	EA	5.076,00	EUR



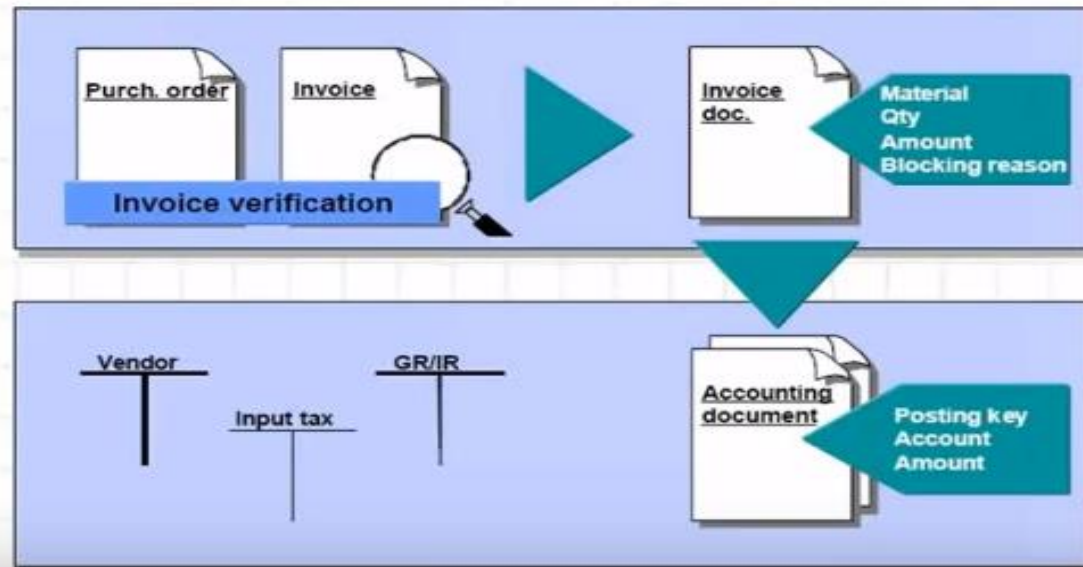
# Invoice Verification

Every Organization acquires goods and services to complete its business needs. Once Goods receipt are procured from a vendor and placed in company's premises through goods receipt, we need to pay to the vendor for the acquire of that goods or services. The amount to be paid along with the details of material is provided by the vendor in the form of a document which is known as invoice. Before payment transaction we need to verify the invoice. This process of verification of invoice document is known as invoice verification. The key points are as follows:

- Invoice verification marks the end of procurement after purchase order, goods receipt.
- Invoice posting updates all the related documents in financial and accounting.
- Blocked invoice that vary from actual invoice can be processed through invoice verification.

One Normally comes across the following terms in invoice verification

- Posting A Invoice
- Blocked Invoice
- Evaluated Receipt Settlement (ERS)  
T-Code: MIRO



**Display Invoice Document 5105609608 2019**

Show PO structure | Follow-On Documents ...

Transaction: 1 Invoice | 5105609608 | 2019  
 Diff. Posting: Not Applicable

**Basic Data** | Payment | Details | Tax | Contacts | Note

Invoice date: 29.08.2019 | Reference: 500001532  
 Posting Date: 29.08.2019  
 Amount: 7.248,53 | EUR |  Calculate tax  
 Tax amount: 1.157,33 | VA VA (19% domestic i...  
 Text:   
 Paymt terms: 14 Days 3 %, 30 Days 2 %, 45 Days net  
 Baseline Date: 29.08.2019  
 Company Code: 2019 Raj Oil Co Frankfurt

Vendor 0000800707  
 Company: XYZ Ltd  
 PO Box 167  
 D-12345 HUMBURG

**List of Documents in Accounting**

Doc. Number	Object type	text
510000008	Accounting document	
1000676029	Spec. purpose ledger	

PO Reference | G/L Account | Material | Contract Reference

Layout: 7\_6310 All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Outline A
1	5.076,00		50 EA	<input checked="" type="checkbox"/> 4500022514	10	Test Material2 2019	
2	1.015,20		10 ST	<input checked="" type="checkbox"/> 4500022514	20	EXHAUST	

# Delivery Cost

Delivery Cost is of two types

- Planned Delivery Cost
- Un-planned delivery costs

• **Planned Delivery Costs:** A delivery costs that are planned in a purchase order and entered in the system (invoice).

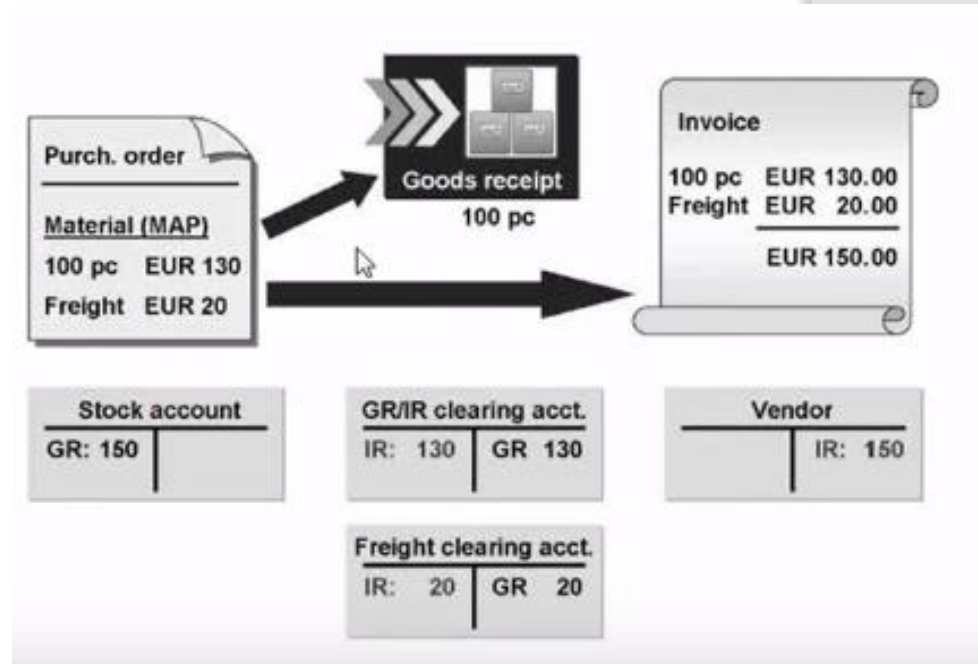
Planned delivery costs are agreed upon with the vendor, a carrier, or a customs office before the purchase order is created. You enter them in purchase order. Planned delivery costs can be:

Origin of Costs:

1. Freight Charges
2. Customs Charges

Calculation of costs

1. Fixed amount, irrespective of delivered quantity
2. Quantity-dependent amount
3. Percentage of value goods



# Delivery Cost

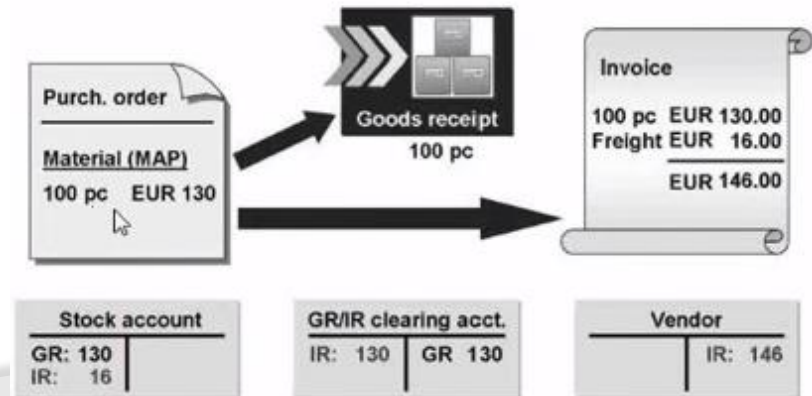
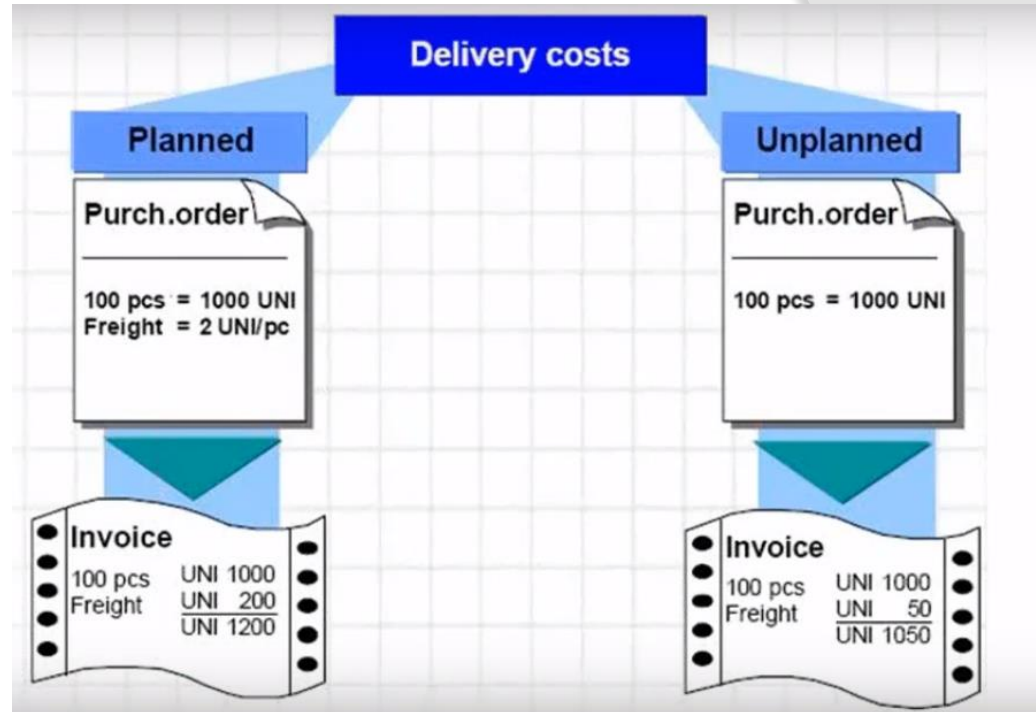
• **Un-planned:** A delivery costs that are not planned in purchase order and are not entered in the system until the invoice is received.

Un-planned delivery costs were not agreed on in the purchase order and are not entered until in the invoice is received.

You can enter the unplanned delivery costs in the invoice document alongside the costs incurred .Un-planned delivery costs can post as follows:

- Distribute them prorated to calculate invoice items.
- Post the to separate G/L account.

The system distribute the unplanned delivery costs automatically in the ratio of the value invoice d so far to the values in current the current invoice. The system posts unplanned delivery costs to a separate G/L Account. Therefore, the unplanned delivery costs do not debit stock accounts or account assignment objects.



**Thank You.....**