

APAC - PO Creation (Limit Service)

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INTRODUCTION

Objectives and scope of this procedure

This Operating Procedure explains how to create a Recurring PO (Order Type: ZFO for WP1) and Invoicing Plan (Order Type: NB for PF1) and send to the supplier for re-occurring services to be provided at the specified date and location.

Who uses this document?				What is the nature of the need			What provisioning channel does this document concern?					
User / PR creator	Approver	LPR/ buyer	PS	Goods	Services	e-catalogue	Goods managed in Stock	Goods and services – spot buys	Goods on Contract	Services on Contract	Emergency cases	Urgent needs
		X			X			X		X		X

Applicable to system WP1 (RCS) and PF1 (PRS).

Material groups in scope

- **The purchase orders in scope are related to:** Purchases under Contract or estimated as a annual budget, the expense can range from Utilities/ General Expense (Photocopy Rental/ House Rental)/ TG & TS

Process step described in this procedure and expected end product

Create specification and PREQ

Approve PREQ/ administer PREQ

Create PO/send PO to supplier

Manage and follow up POs

Record receipts of goods and services

End product :

ACKSG60624502702719 Framework purchase order(ZFO) Inbox x

Kim Peng LEE
to stanley.peh ▾
Dear Stanley,
Kindly find attached for the PO. Thanks.

SOLVAY
Specialty Chemicals Asia Pacific Pte. Ltd.
Singapore
100 Robinson Road, #10-01, Singapore 068902
Tel: +65 6349 2000
Fax: +65 6349 2001
Email: stanley.peh@solvay.com
Website: www.solvay.com

6062_8245_3023...

Abbreviations

Abbr.	Description	Abbr.	Description
PR	Purchase Requisition	SC	Shopping Cart
ZFO	Framework Order	PtP	Procure to Pay
RFQ	Request for Quotation	PS	Provisioning Specialist
ACK	Acknowledgement	GR	Goods Receipt

STANDARD OPERATING PROCEDURE DESCRIPTION

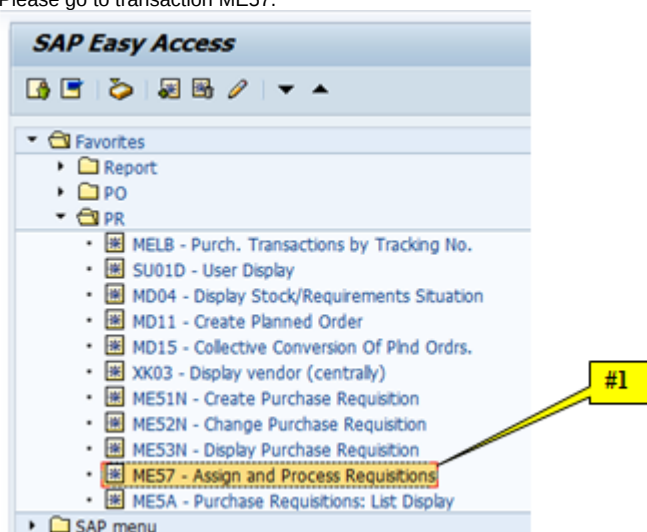
Pre-requisites

In order to generate a ZFO (WP1), a proper PR must be created and available in ME57 ready for conversion.
A proper PR will consist of the following below:

1. Attached with the selected vendor's quotation
2. Correct duration and pricing being stated in the PR
3. Vendor code being setup and ready to be tagged to the PO

PO Creation

Please go to transaction ME57.



#	Main activities	Key points	Tips / Best practices
1	Enter transaction ME57 by double clicking on it.		

Assign and Process Purchase Requisitions

Purchase requisition: [] to []

Purchasing: #5 [] to []

Material: [] to []

Material group: [] to []

Requirement tracking number: 1001102434 to []

Scope of List: A to []

Plant: 8245 to []

Document Type: [] to []

Item Category: [] to []

Account Assignment Category: [] to []

Delivery Date: [] to []

Release Date: [] to []

Materials Planner/Controller: [] to []

Processing Status: [] to []

Fixed Vendor: [] to []

PRReq. processing state: [] to []

Blocking indicator: [] to []

Requisitioner: []

Short Text: #4 []

Sort Indicator: 1

☒ Assigned Purchase Requisitions

☒ Also List Held PREqs

☐ Closed Requisitions

☒ "Partly Ordered" Requisitions

☐ Released Requisitions Only

#	Main activities	Key points	Tips / Best practices
2	Key in the SC number that is being provided to you by the requestor	By entering the SC number, it will bring us directly to the PR where all actions required to be performed on that PR can be carried out swiftly.	Usually Requestor will send PS the PR for urgent processing. Hence by entering ME57 using SC number, it will help the PS to segregate with other PR, avoiding unwanted mixing up
3	Enter the plant code	Plant code for Merlion Plant is 8245	Currently, there is only one plant in Singapore (please refer to the reference link: APAC CCs and Plant Code)
4	Check on the box for Assigned Purchase Requisitions		Sometimes the Requestor might have already assigned the vendor to the PR, and if this box is not checked, that line item will not be shown during processing and will be left unprocessed. Hence, it will be a good practice to check on the box.
5	Click on the execute button 		

Assign and Process Purchase Requisitions

Assign Automatically Assignments Assignment Without Vendor Assign Manually

Material	Requisition	Item	Short Text	Requested Qty	Un	Deliv. Date	Requester	Plant	Mat. Grp
S C R QTY. I A			Ordered Qty	Un	Release Date	Trackg Mo.		SPL. MC	
✓ 4002448458	00010		Security Service Jan 2016	1	TOT E	03.02.2016	SPEN	8245	0015
N R	EC	E M			03.03.2016	1001102434			
Desired Vendor	302314061		PROSPECT PROTECTION PTE LTD						
✓ 4002448458	00020		Security Service Feb 2016	1	TOT E	29.02.2016	SPEN	8245	0015
N R	EC	E M			03.03.2016	1001102434			
Desired Vendor	302314061		PROSPECT PROTECTION PTE LTD						
✓ 4002448458	00030		Security Service Mar 2016						
N R	EC	E M							
Desired Vendor	302314061		PROSPECT PROTECTION PTE LTD						
✓ 4002448458	00040		Security Service Apr 2016						
N R	EC	E M							
Desired Vendor	302314061		PROSPECT PROTECTION PTE LTD						

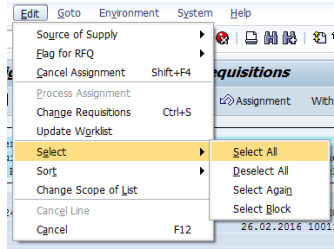
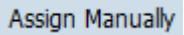
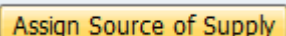
#6

#7

#8

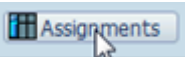
#9

Assign Source of Supply

#	Main activities	Key points	Tips / Best practices
6	Check all textbox available		If there are too many textbox to be checked, you may goto Edit=>Select=>Select All to have all the textbox to be checked. 
7	Click on the Assign Manually Button 		
8	Enter the Desired Vendor Code	The desired vendor is the approved vendor (by the appropriate buyer) to be used for this PO	If there is no desired vendor stated, refer back to the buyer to get the approved vendor code to be used for this PO.
9	Press "Enter" on the keyboard or click on the Assign Source of Supply Button 		

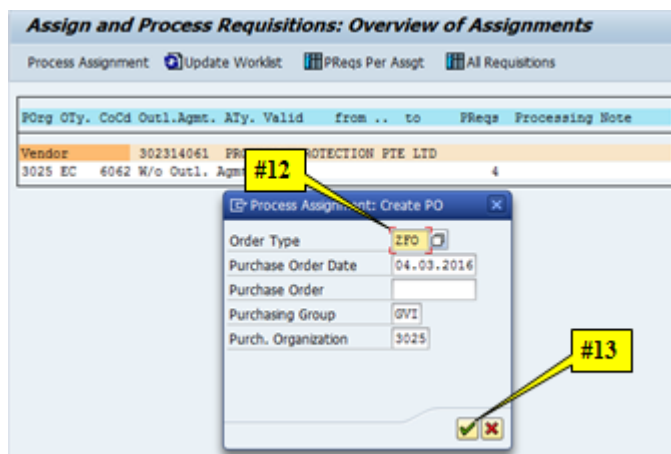
Assign and Process Purchase Requisitions																																																																																																																																																																									
    																																																																																																																																																																									
Material	Short Text	Requsn	Item	Requested Qty	Un	Release Date	Requester	Plnt SLoc	POp																																																																																																																																																																
S C R OTy. I A	Ordered Qty	Un																																																																																																																																																																							
#10 <table border="1"> <tr> <td>4002448458</td> <td>00010</td> <td>Security Service Jan 2016</td> <td></td> <td>1</td> <td>TOT E</td> <td>03.02.2016</td> <td>SPEH</td> <td></td> <td>GVI</td> </tr> <tr> <td>N R</td> <td>EC</td> <td>E M</td> <td></td> <td></td> <td></td> <td>03.03.2016</td> <td>1001102434</td> <td></td> <td>0015</td> </tr> <tr> <td>Fixed Vendor</td> <td>0302314061</td> <td>PROSPECT PROTECTION PFurch. Org. 3025</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8245</td> </tr> <tr> <td>Desired Vendor</td> <td>302314061</td> <td>PROSPECT PROTECTION PTE LTD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4002448458</td> <td>00020</td> <td>Security Service Feb 2016</td> <td></td> <td>1</td> <td>TOT E</td> <td>29.02.2016</td> <td>SPEH</td> <td></td> <td>GVI</td> </tr> <tr> <td>N R</td> <td>EC</td> <td>E M</td> <td></td> <td></td> <td></td> <td>03.03.2016</td> <td>1001102434</td> <td></td> <td>0015</td> </tr> <tr> <td>Fixed Vendor</td> <td>0302314061</td> <td>PROSPECT PROTECTION PFurch. Org. 3025</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8245</td> </tr> <tr> <td>Desired Vendor</td> <td>302314061</td> <td>PROSPECT PROTECTION PTE LTD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4002448458</td> <td>00030</td> <td>Security Service Mar 2016</td> <td></td> <td>1</td> <td>TOT E</td> <td>31.03.2016</td> <td>SPEH</td> <td></td> <td>GVI</td> </tr> <tr> <td>N R</td> <td>EC</td> <td>E M</td> <td></td> <td></td> <td></td> <td>03.03.2016</td> <td>1001102434</td> <td></td> <td>0015</td> </tr> <tr> <td>Fixed Vendor</td> <td>0302314061</td> <td>PROSPECT PROTECTION PFurch. Org. 3025</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8245</td> </tr> <tr> <td>Desired Vendor</td> <td>302314061</td> <td>PROSPECT PROTECTION PTE LTD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4002448458</td> <td>00040</td> <td>Security Service Apr 2016</td> <td></td> <td>1</td> <td>TOT E</td> <td>30.04.2016</td> <td>SPEH</td> <td></td> <td>GVI</td> </tr> <tr> <td>N R</td> <td>EC</td> <td>E M</td> <td></td> <td></td> <td></td> <td>03.03.2016</td> <td>1001102434</td> <td></td> <td>0015</td> </tr> <tr> <td>Fixed Vendor</td> <td>0302314061</td> <td>PROSPECT PROTECTION PFurch. Org. 3025</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8245</td> </tr> <tr> <td>Desired Vendor</td> <td>302314061</td> <td>PROSPECT PROTECTION PTE LTD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>										4002448458	00010	Security Service Jan 2016		1	TOT E	03.02.2016	SPEH		GVI	N R	EC	E M				03.03.2016	1001102434		0015	Fixed Vendor	0302314061	PROSPECT PROTECTION PFurch. Org. 3025							8245	Desired Vendor	302314061	PROSPECT PROTECTION PTE LTD								4002448458	00020	Security Service Feb 2016		1	TOT E	29.02.2016	SPEH		GVI	N R	EC	E M				03.03.2016	1001102434		0015	Fixed Vendor	0302314061	PROSPECT PROTECTION PFurch. Org. 3025							8245	Desired Vendor	302314061	PROSPECT PROTECTION PTE LTD								4002448458	00030	Security Service Mar 2016		1	TOT E	31.03.2016	SPEH		GVI	N R	EC	E M				03.03.2016	1001102434		0015	Fixed Vendor	0302314061	PROSPECT PROTECTION PFurch. Org. 3025							8245	Desired Vendor	302314061	PROSPECT PROTECTION PTE LTD								4002448458	00040	Security Service Apr 2016		1	TOT E	30.04.2016	SPEH		GVI	N R	EC	E M				03.03.2016	1001102434		0015	Fixed Vendor	0302314061	PROSPECT PROTECTION PFurch. Org. 3025							8245	Desired Vendor	302314061	PROSPECT PROTECTION PTE LTD							
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After the vendor code has been assigned to the individual line item, click on the Assignments button to proceed with the next step

#	Main activities	Key points	Tips / Best practices
10	Click on the Assignments Button 		

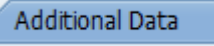
Assign and Process Requisitions: Overview of Assignments									
   									
POrg OTy. CoCd	Outl. Agmt. Aty. Valid	from				PReqs	Processing Note		
Vendor	302314061	PROSPECT PROTECTION PTE LTD							
3025 EC	6062 W/o Outl. Agmt					4			

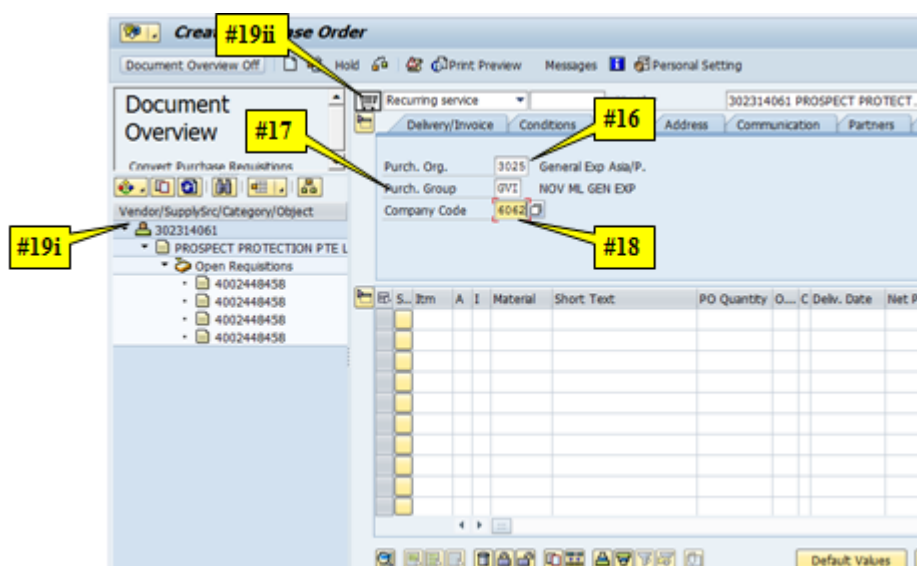
#	Main activities	Key points	Tips / Best practices
11	Double Click on the white segment so as to facilitate selection		



The Process Assignment textbox should appear after you have selected the PR to be processed.

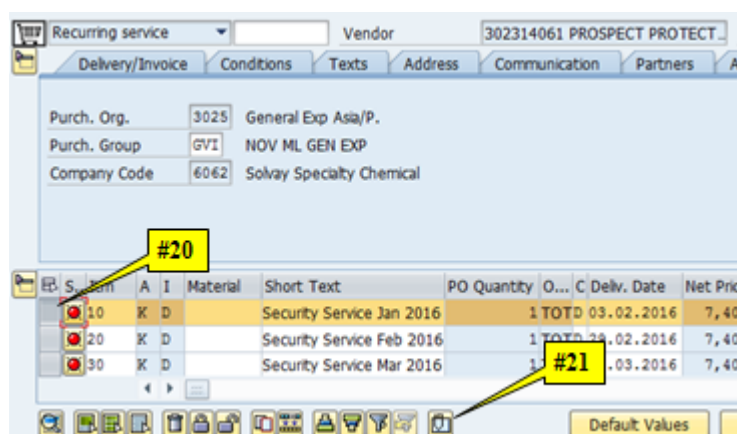
#	Main activities	Key points	Tips / Best practices
12	Key in "ZFO" into the textbox		
13	Click on the Continue Button 	On default, the order type is "NB" which refers to PO, service orders, inter company orders, utilities purchase orders, subcontracting purchase orders	There are also other type of orders (WP1): FO – Framework Order EC – E-catalogues UB – Transfer Order ZFO – Orders for recurring services For PF1: EC – E-catalogues NB – Ad-hoc (Goods/ Services) and Limit Services (Invoicing Plan & Blanket Orders)

#	Main activities	Key points	Tips / Best practices
14	Click on the Additional Data Tab 		
15	Key in the start and end date for the ZFO	As this order will be auto-GRed, the start and end date has to be specific.	



#	Main activities	Key points	Tips / Best practices
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16	Ensure the Purch. Org. is correct	The user should have already indicated the Purchasing Organisation during the creation of PR. Hence this information is filled up automatically. However, it will be at best practice to check on the Purch. Org.	The classification of Purch. Org. for Merlion Plant are as follows: 3025 – General Exp 3026 – Packaging 3027 – Energy 3028 – Industrial Supplies 3030 – Raw Material 3031 – Industrial Services 3032 – Transport/Logistics 3103 – Trading Third Party 3200 – Internal Group APAC Pur. Org. (WP1 & PF1)
17	Ensure the Purch. Group is correct	The user should have already indicated the Purchasing Group during the creation of PR. Hence this information is filled up automatically. However, it will be at best practice to check on the Purch. Group.	The classification of Purch. Group for Merlion Plant are as follows: GVC – NOV ML Logistics GVD – NOV ML Raw Material GVE – NOV ML Ind. Supplies GVF – NOV ML Ind. Goods GVG – NOV ML Packaging GVH – NOV ML Energy GVI – NOV ML General Expense GVJ – NOV ML Trading GVK – NOV ML Tolling
18	Enter the Company Code	The Company Code for Merlion Plant is 6062	APAC CCs and Plant Code
19	Drag the supplier icon  from #19i to the trolley symbol  at #19ii		For procedure of PF1 system, please refer to the appendix



Recurring service Vendor: 302314061 PROSPECT PROTECT...

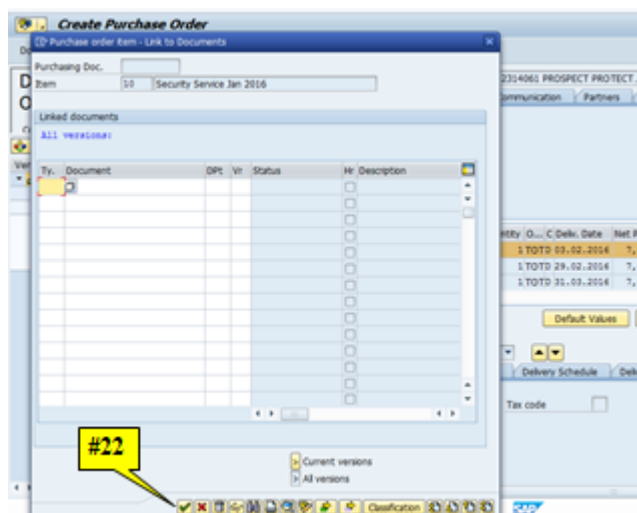
Delivery/Invoice Conditions Texts Address Communication Partners

Purch. Org. 3025 General Exp Asia/P.
Purch. Group GVI NOV ML GEN EXP
Company Code 6062 Solvay Specialty Chemical

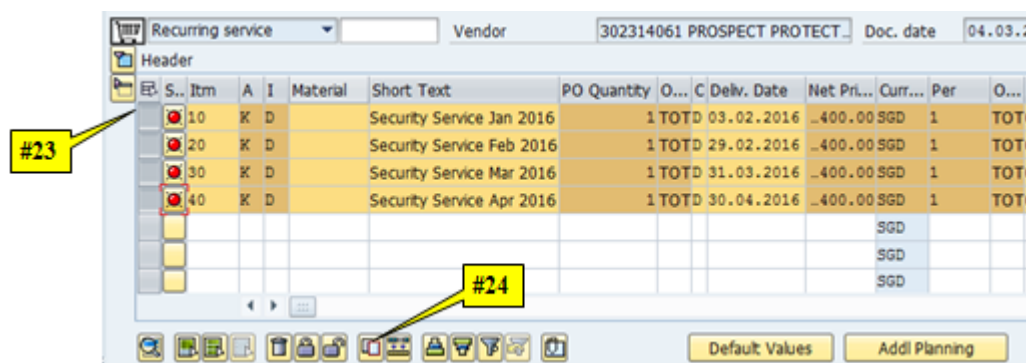
Item	S	Item	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price
10	K	D				Security Service Jan 2016	1	TOTD	03.02.2016	7,40
20	K	D				Security Service Feb 2016	1	TOTD	23.02.2016	7,40
30	K	D				Security Service Mar 2016	1	TOTD	03.03.2016	7,40

Default Values

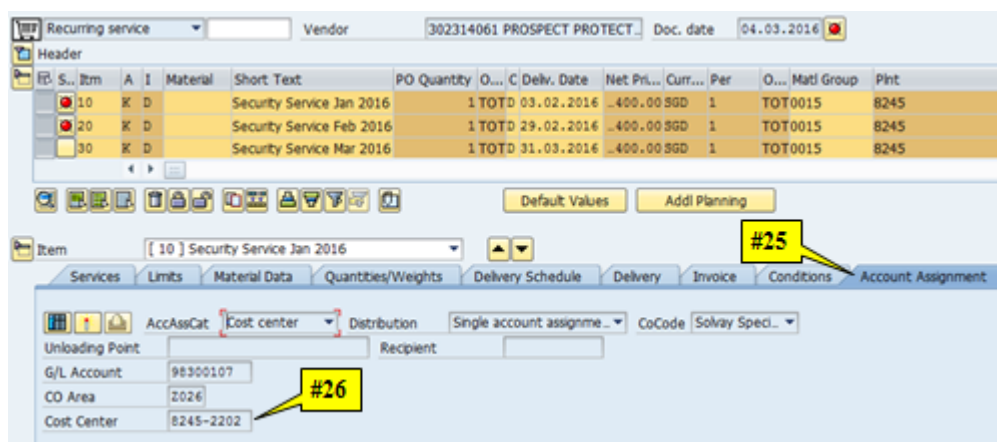
#	Main activities	Key points	Tips / Best practices
20	Click empty box  beside the line item indicator to select the entire row.		
21	Click on the attachment button  to open for all files attached by the Requestor		Always click on the attachment button to view the quotation attached so that information provided by the supplier is aligned with the Requestor



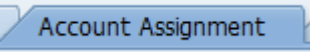
#	Main activities	Key points	Tips / Best practices
22	Click on the Continue Button  as there is no attachment avail		

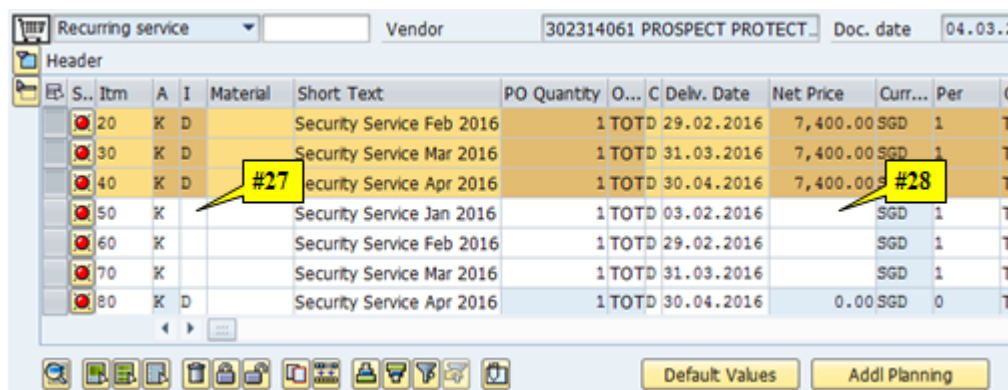


#	Main activities	Key points	Tips / Best practices
23	Click empty box  beside the line item indicator to select the entire row.		
24	Click on the Copy button 		



#	Main activities	Key points	Tips / Best practices

25	Click on the Account Assignment tab  under the item level		
26	Take note of the Cost Center		Copy and paste it somewhere avail will be preferred as we will be required to key in the cost center in the later steps



The screenshot shows the SAP PO Line Item table for a recurring service. The table has columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Deliv. Date, Net Price, Curr..., Per, and C. The data rows show security services for February, March, and April 2016. Annotations #27 and #28 point to the 'I' column and the 'Net Price' column respectively.

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	C
20	K	D			Security Service Feb 2016	1	TOTD		29.02.2016	7,400.00	SGD	1	T
30	K	D			Security Service Mar 2016	1	TOTD		31.03.2016	7,400.00	SGD	1	T
40	K	D			Security Service Apr 2016	1	TOTD		30.04.2016	7,400.00	SGD	1	T
50	K				Security Service Jan 2016	1	TOTD		03.02.2016		SGD	1	T
60	K				Security Service Feb 2016	1	TOTD		29.02.2016		SGD	1	T
70	K				Security Service Mar 2016	1	TOTD		31.03.2016		SGD	1	T
80	K	D			Security Service Apr 2016	1	TOTD		30.04.2016	0.00	SGD	0	T

#	Main activities	Key points	Tips / Best practices
27	Remove the letter "D" under the Item Cat. column		
28	Key in the same amount into the Net Price column		

Recurring service

Vendor

302314061 PROSPECT PROTECT

Doc. date

04.03.2016

Header

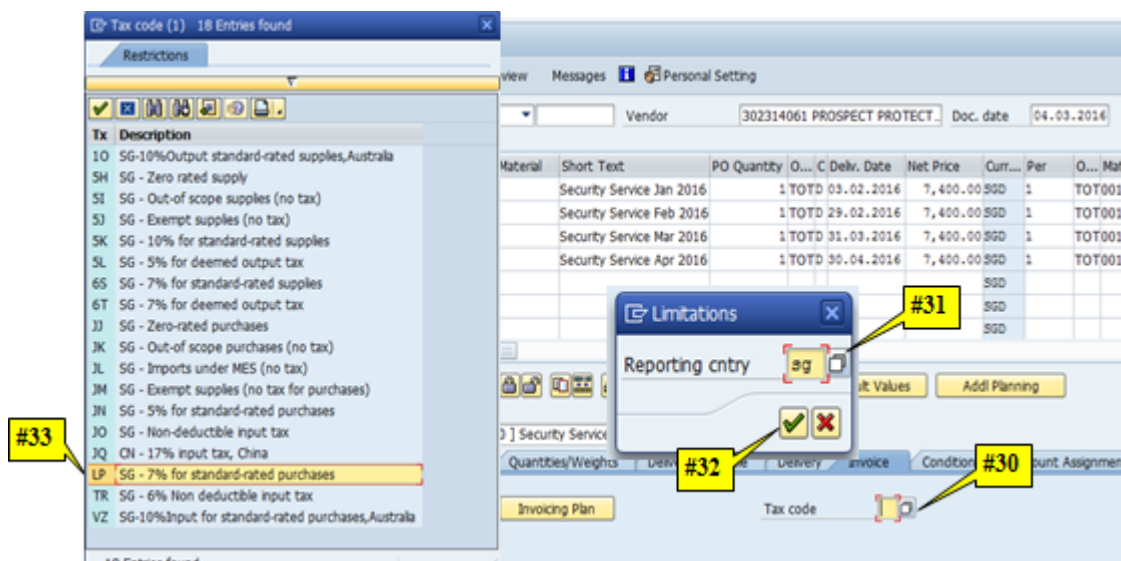
S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl G
20	K	D			Security Service Feb 2016	1	TOTD		29.02.2016	7,400.00	SGD	1	TOT0015	
30	K	D			Security Service Mar 2016	1	TOTD		31.03.2016	7,400.00	SGD	1	TOT0015	
40	K	D			Security Service Apr 2016	1	TOTD		30.04.2016	7,400.00	SGD	1	TOT0015	
50	K				Security Service Jan 2016	1	TOTD		03.02.2016	7,400.00	SGD	1	TOT0015	
60	K				Security Service Feb 2016	1	TOTD		29.02.2016	7,400.00	SGD	1	TOT0015	
70	K				Security Service Mar 2016	1	TOTD		31.03.2016	7,400.00	SGD	1	TOT0015	
80	K				Security Service Apr 2016	1	TOTD		30.04.2016	7,400.00	SGD	1	TOT0015	

#29

Default Values

Add Planning

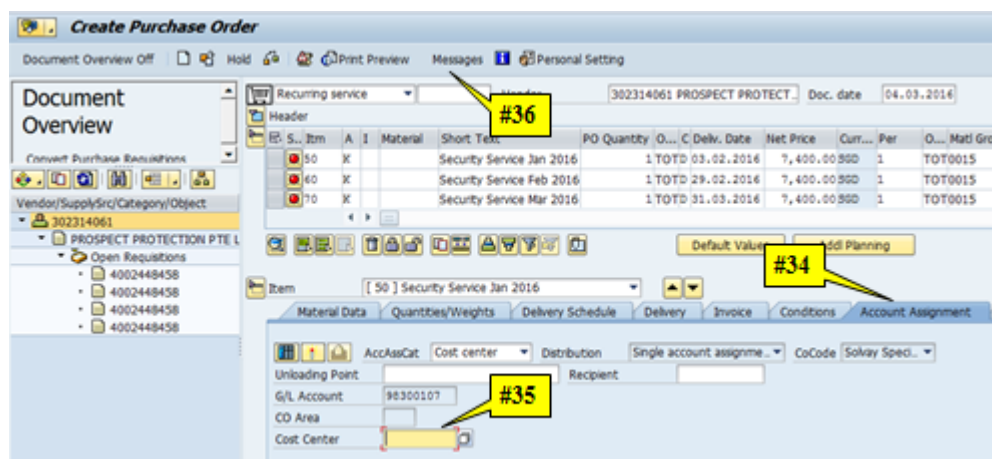
#	Main activities	Key points	Tips / Best practices
29	Click on the Delete button  to remove the previous lines		



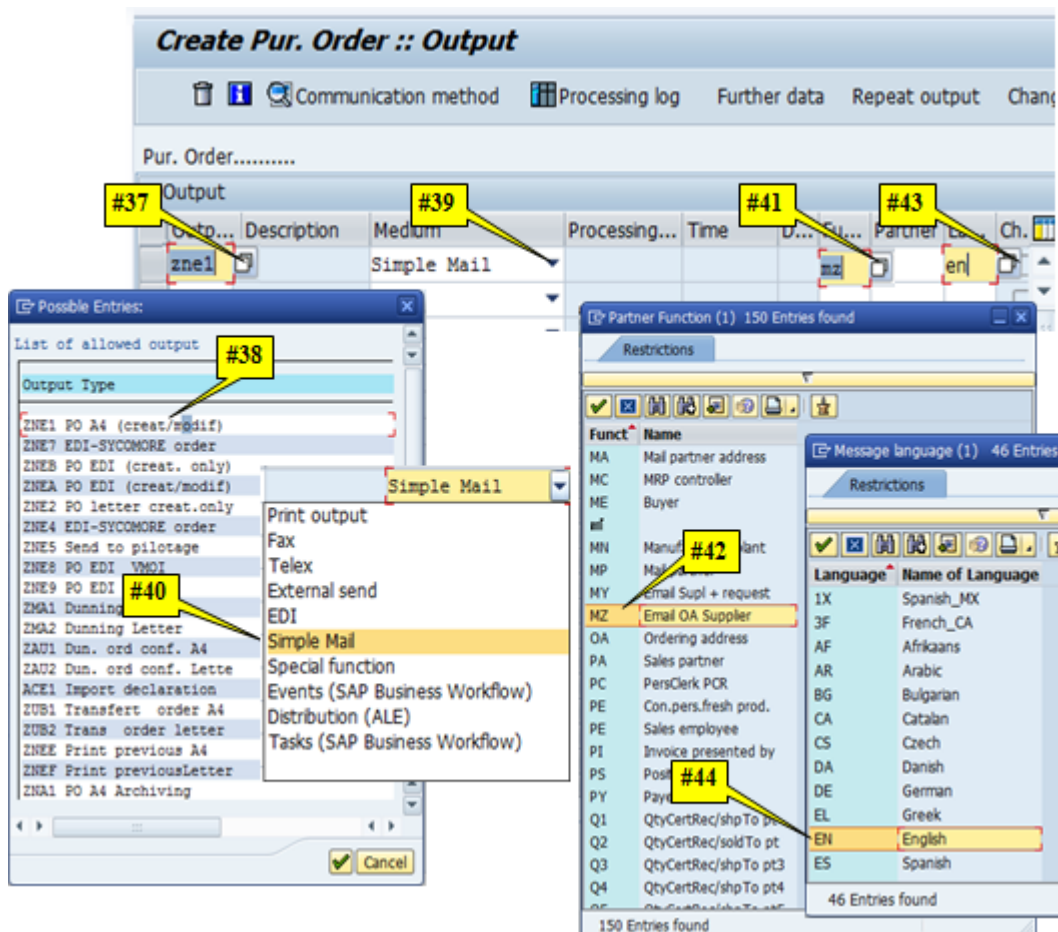
As shown in the quotation, there is a 7% (GST – Goods & Services Tax) applicable for this order.

Goto Invoice Tab **Invoice** under item level.

#	Main activities	Key points	Tips / Best practices
30	Click on the droplist button  to open the Limitation textbox		
31	Enter the Reporting Country	Key in "SG" for Singapore	APAC - Tax Codes
32	Click on the Continue Button 		
33	Select the appropriate tax code		

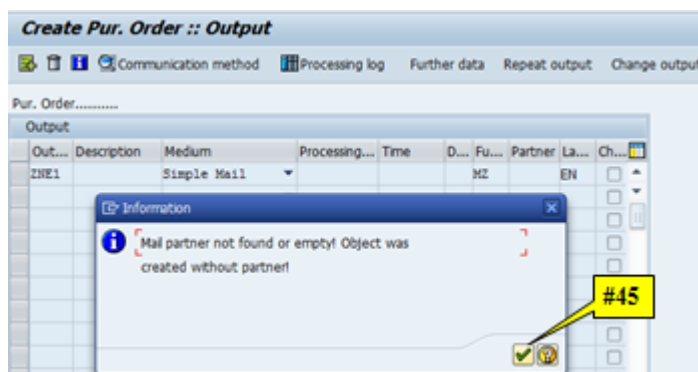


#	Main activities	Key points	Tips / Best practices
34	Click on the Account Assignment Tab under the item level		
35	Enter the Cost Center as per #26 for all line items.	Key in the exact same Cost Center	
36	Click on the Message Button Messages for sending out this PO to the supplier		

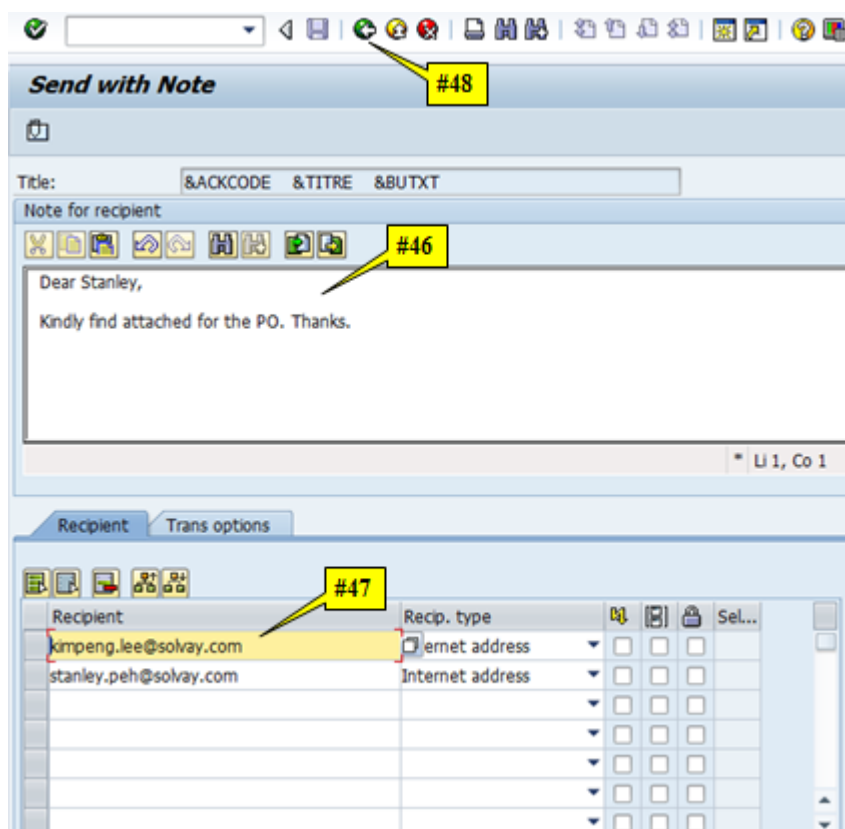


As in Singapore emailing PO in English is one of the most common way to place an order today, we will also be emailing our suppliers our PO too.

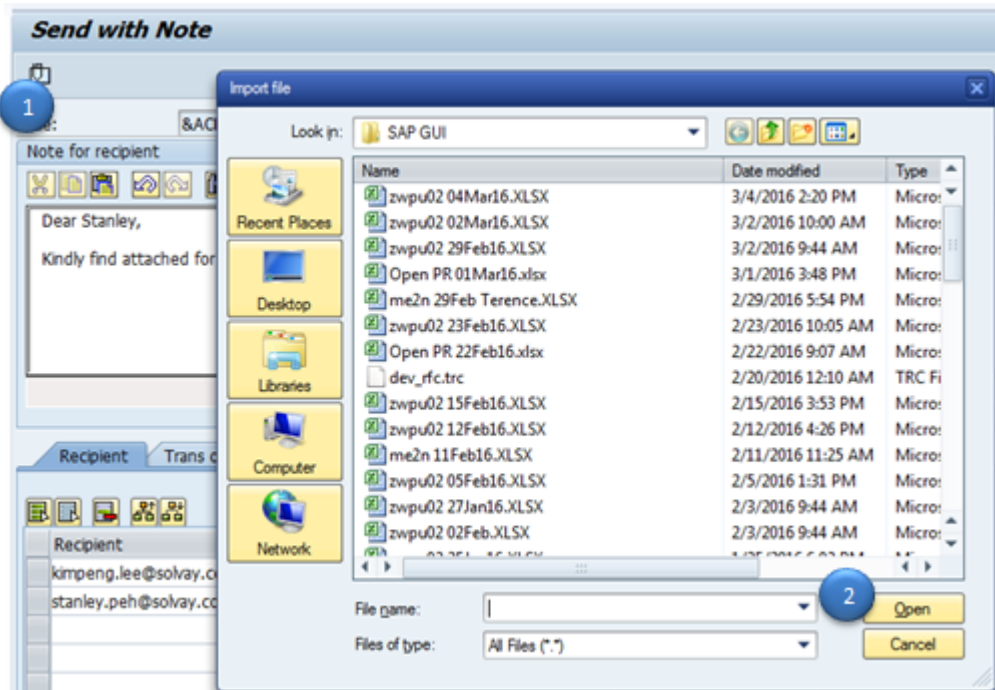
#	Main activities	Key points	Tips / Best practices
37	Click on the droplist button  at the Output Type		
38	Select the proper Output Type from the droplist	Select "ZNE1"	Output Type for PF1 and other countries
39	Click on the droplist button  at the Medium		
40	Select the type of Medium from the droplist	Select "Simple Mail"	
41	Click on the droplist button  at the Function		
42	Select the type of Function from the droplist	Select "MZ"	Function Type for PF1 and other countries
43	Click on the droplist button  at the Language		
44	Select the type of Language from the droplist	Select "EN"	

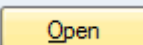


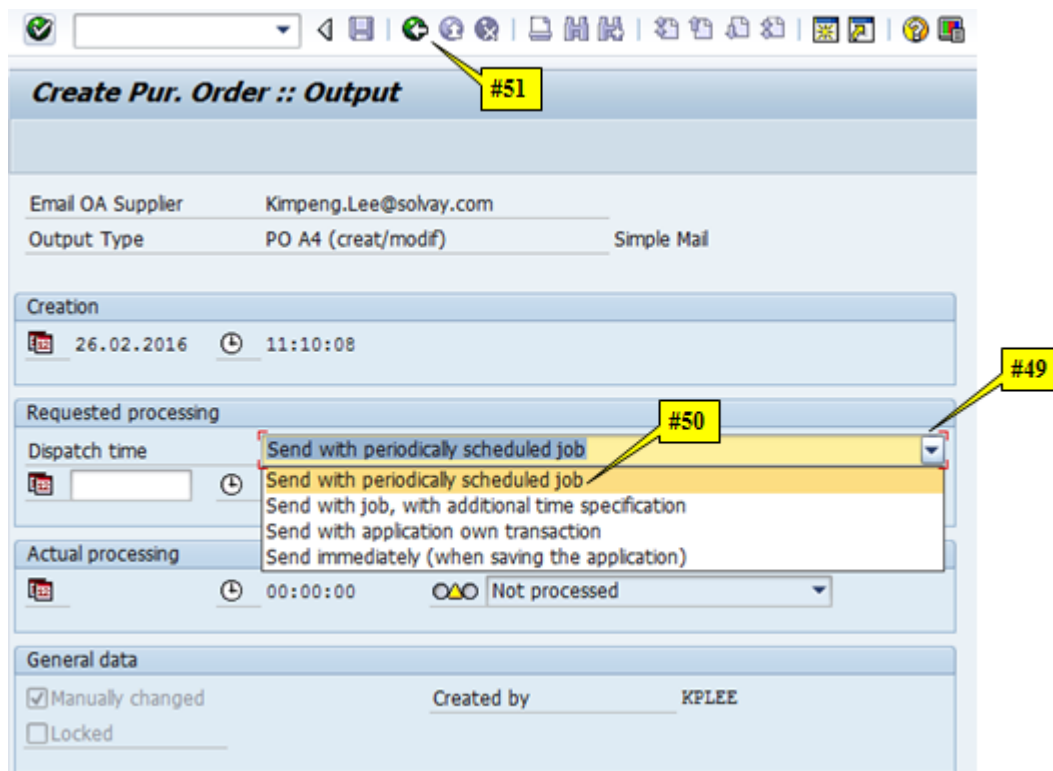
#	Main activities	Key points	Tips / Best practices
45	Click on the Continue Button 	This error message pops up due to lack of email address to send out this PO. Hence, we will key in the email address manually.	Email address can be entered into the RCS system via mn05 to prevent this textbox from popping out.



#	Main activities	Key points	Tips / Best practices
46	Enter the message into this textbox and it will appear in the body of the email		
47	Enter all parties to receive this email		
48	Click on the Back Button  twice to return back to the initial page	If there are other attachment required to be send to the supplier, you may follow the steps below.	

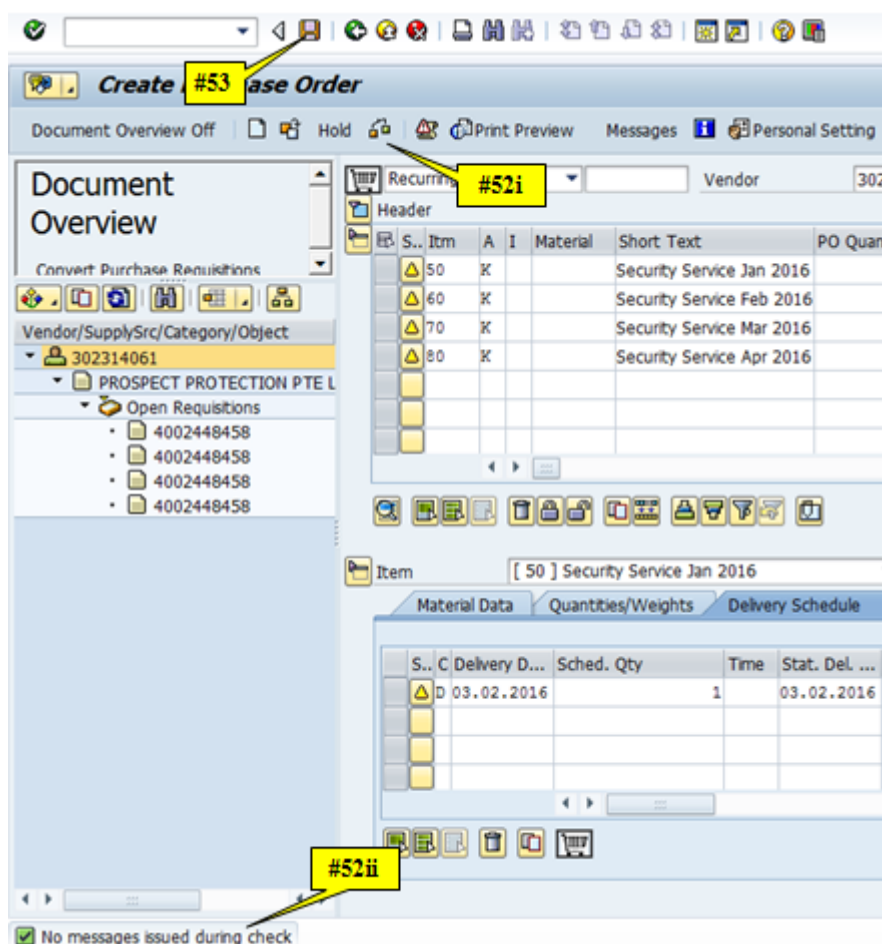


#	Action	Key points	Tips / Best practices
1	Click on the Create Attachment Button 		
2	Select the file required to be attached and click on the Open Button 		



#	Main activities	Key points	Tips / Best practices
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49	Click on the droplist button  for the selection of Dispatch Time		
50	Select the mode of dispatch time required	Choice no.1 is preferred as it will help to lessen the load for the network as per advised by our IT professionals.	
51	Click on the Back Button  to return back to the initial page		



#	Main activities	Key points	Tips / Best practices
52	Click on the Check Button  to see if there is any error in the PO at #52i	If there is no error in the PO, a text message will appear at the bottom at #52ii	
53	Click on the Save Button 		

After saving, the message of PO being created successfully will be displayed at the left bottom. The email will be sent to the respective parties stated at Step #36.

APPENDIX

INVOICING PLAN CREATION

Item: [10] 富士ラボ貨料

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice

☒ Inv. Receipt ☐ Final Invoice ☐ GR-Bsd IV ☐ Tax code

Invoicing Plan

#53

Item: [10] 富士ラボ貨料

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions

Overdelv. Tol. 0.0 % ☒ Unlimited

1st Rem./Exped. 0 2nd Rem./Exped. 0 3rd Rem./Exped. 0 No. Exped. 0 Pl. Deliv. Time 0

Incoterms Latest GR Date

QA Control Key Certificate Type

☐ Goods Receipt ☐ GR non-valuated ☐ Deliv. Compl.

#54

#	Action	Key points	Tips / Best practices
53	Go to 'Invoice' Tab and uncheck GR-based IV	This enables the invoice to be posted without the GR	
54	Go to 'Delivery' Tab and uncheck Goods Receipt	This allows no Confirmation to be created inside SRM7	

Item [10] 富士ラボ貨料

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice

☒ Inv. Receipt ☐ Final Invoice ☐ GR-Bsd IV

Invoicing Plan #55 Tax code

Purchasing Doc. 4512805543

Item 10 富士ラボ貨料

PO Quantity 1 PU

Net Value 730,000 JPY

Invoice plan

Inv. plan ty. 10 Sample period #56 51 Monthly on Last of Month In Advance #60

Start date 01.02.2017 #58 Dates from

End date 31.12.2017 #57 Dates until

Horizon 31.01.2019 52 Horizon 1 Year #59 Cal-Id

Deadlines

Start of se...	AcctSettl...	Invoice date	Invoice value	Crcy	RS	R	DCat
01.02.2017	28.02.2017	31.01.2017	730,000	JPY		C	P1
01.03.2017	31.03.2017	28.02.2017	730,000	JPY		C	P1
01.04.2017	30.04.2017	31.03.2017	730,000	JPY		C	P1
01.05.2017	31.05.2017	30.04.2017	730,000	JPY		C	P1
01.06.2017	30.06.2017	31.05.2017	730,000	JPY		C	P1
01.07.2017	31.07.2017	30.06.2017	730,000	JPY		C	P1
01.08.2017	31.08.2017	31.07.2017	730,000	JPY		C	P1
01.09.2017	30.09.2017	31.08.2017	730,000	JPY		C	P1
01.10.2017	31.10.2017	30.09.2017	730,000	JPY		C	P1
01.11.2017	30.11.2017	31.10.2017	730,000	JPY		C	P1
01.12.2017	31.12.2017	30.11.2017	730,000	JPY		C	P1

#	Action	Key points	Tips / Best practices
55	Click on Invoicing Plan Invoicing Plan		
56	Enter 'Start Date' of the Contract		
57	Enter 'End Date' of the Contract		
58	Select the appropriate code (51 – represents 'Monthly on Last of Month')	This affects the date of 'Account Settlement' (the date that the invoice is to be paid)	
59	Select the appropriate code (52 – represents 'Horizon 1 Year')	This affects the 'Invoice Date' (the date of the invoice)	
60	Check 'In Advance'	Invoice is created in advance	

REFERENCES

ATTACHMENTS



PO - 4502702719.pdf

End of document