

# APAC - Service contract header creation PF1

|                           |    |
|---------------------------|----|
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| • 4. PO contract printing | 16 |

## 1. Objective and scope

This SOP shows steps of contract header creation of services items in target system PF1\_020

## 2. Request

All requests will come from Fresh Desk (FD) platform. Requester will provide information and attached documents bellows

H

### Service Contract - BUILD WELL ENGINEERS

Himanshu.solanki reported 12 days ago (Sun, 11 Feb at 12:04 AM) via Email  
 To: vdr.sbs@solway.com  
 Cc: rakesh.joshi@solway.com, nitin.kanade@solway.com

Pis create Service contract in 5955 SSIPL, PF1 System.

Vendor : BUILD WELL ENGINEERS  
 Rate : As mentioned in attachments.  
 Payment : 60 days  
 Contract Validity : 10.02.2018 to 30.04.2018.  
 Tax : IW  
 PR Request Nos. : 4002752280

Attachments.  
 1. Contract header template.  
 2. Rate Sheet.  
 3. Terms & Conditions for header text.

### Information

- Purchasing requisition (PR) number

### Attachments

- *Contract header* (Excel spreadsheet) contains details for contract header creation

| (Given By (RA)) | Item            | Vendor Name                  | Vendor Code | Agreement Type | Agreement Date | Purchasing Organization | Purchasing Group Code | Item category | Acct Assignment Cat | Company Code | Plant Code | Material Group | Validity Start | Validity End | Total Value Limit | Payment Terms | Your reference (Max. 12 chars) | Our Reference (Max. 12 chars) | Salesperson | Telephone  | Material Group Description | Tax code |
|-----------------|-----------------|------------------------------|-------------|----------------|----------------|-------------------------|-----------------------|---------------|---------------------|--------------|------------|----------------|----------------|--------------|-------------------|---------------|--------------------------------|-------------------------------|-------------|------------|----------------------------|----------|
|                 | As per Annexure | SHREE GAYATHRI CANNING WORKS | 4200796     | WK             | 7.2.18         | H00                     | H03                   | D             | U                   | 5955         | PNZ        | ZP50574        | 1.1.18         | 31.12.19     | 500,000.00        | Y009          |                                | 4002750912                    | Nitesh      | 9824134057 |                            | GI       |

- *Rate sheet* (Excel spreadsheet) contains details for service items creation which can have more than 1 sheet depending on line items in PR

| Srno     | Short discription           | Long Discription                                                                             | Quantity | Unit | Price     | SAC code |
|----------|-----------------------------|----------------------------------------------------------------------------------------------|----------|------|-----------|----------|
| TEMPO 07 | CHARGES FOR MONTHLY KM 900  | IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19 | 1        | EA   | 48,500.00 | 9966     |
| TEMPO 08 | CHARGES FOR MONTHLY KM 1100 | IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19 | 1        | EA   | 51,500.00 | 9966     |
| TEMPO 09 | CHARGES FOR MONTHLY KM 1300 | IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19 | 1        | EA   | 53,500.00 | 9966     |
| TEMPO 10 | CHARGES FOR MONTHLY KM 1500 | IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19 | 1        | EA   | 56,000.00 | 9966     |
| TEMPO 11 | CHARGES FOR MONTHLY KM 1700 | IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19 | 1        | EA   | 59,000.00 | 9966     |
| TEMPO 12 | CHARGES FOR MONTHLY KM 1800 | IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19 | 1        | EA   | 60,000.00 | 9966     |
| TEMPO 13 | CHARGES FOR MONTHLY KM 1900 | IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19 | 1        | EA   | 61,500.00 | 9966     |
| TEMPO 14 | CHARGES FOR MONTHLY KM 2000 | IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19 | 1        | EA   | 62,500.00 | 9966     |

- *Terms and condition* (either Microsoft word or PDF) contains agreements of contract

GST : EXTRA AS PER PREVAILING RATE, IF APPLICABLE

IN CASE OF ANY STATUTORY NON-COMPLIANCE, ALL YOUR PAYMENTS SHALL BE STOPPED TILL ITS COMPLIANCE.

[Rule 4A. Taxable service to be provided or credit to be distributed on invoice, bill or challan -

(1) Every person providing taxable service shall, [not later than fourteen days from the date of completion of such taxable service or receipt of any payment towards the value of such taxable service, whichever is earlier] issue an invoice, a bill or, as the case may be, a challan "signed by such person or a person authorized by him" [in respect of taxable service] provided or to be provided and such invoice, bill or, as the case may be, challan shall be serially numbered and shall

contain the following, namely :-

- (i) the name, address and the registration number of such person;
- (ii) the name and address of the person receiving taxable service (\*);
- (iv) the service tax payable thereon.

And includes

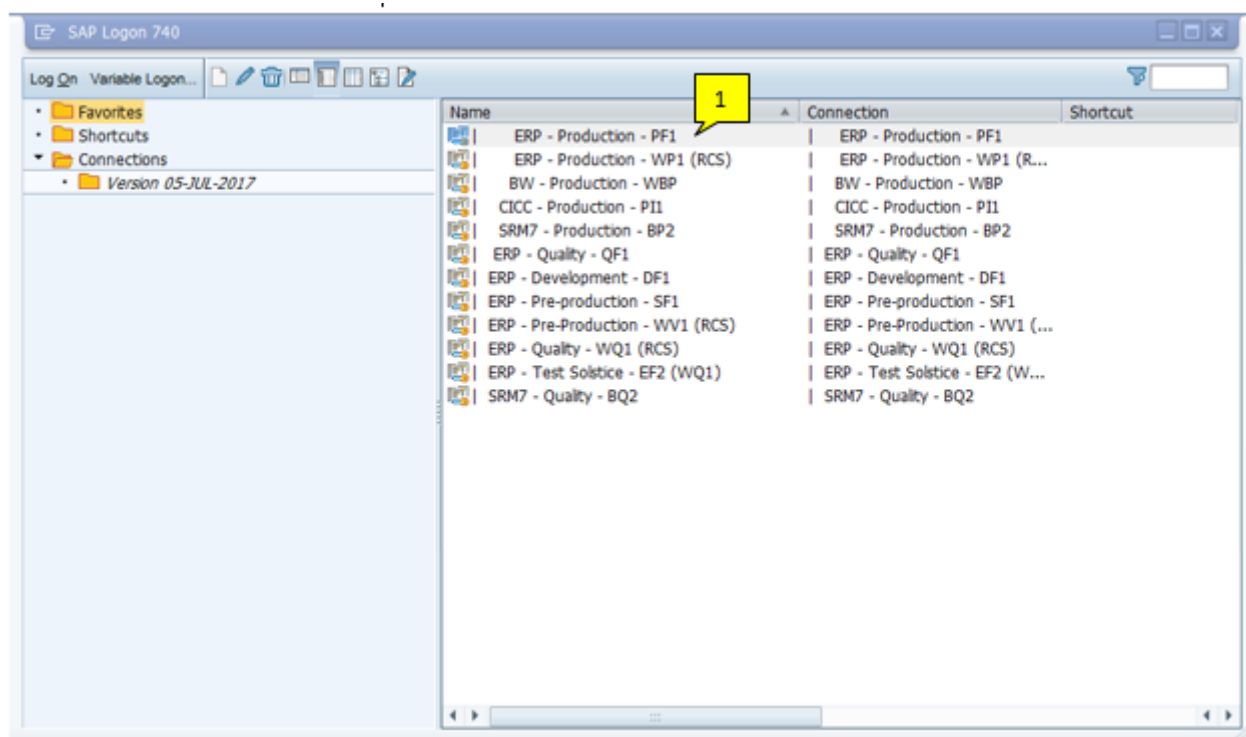
- (v) GST & SAC Code needs to be mentioned separately.

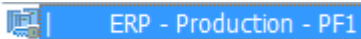
- (vi) category of services

- (vii) PAN details

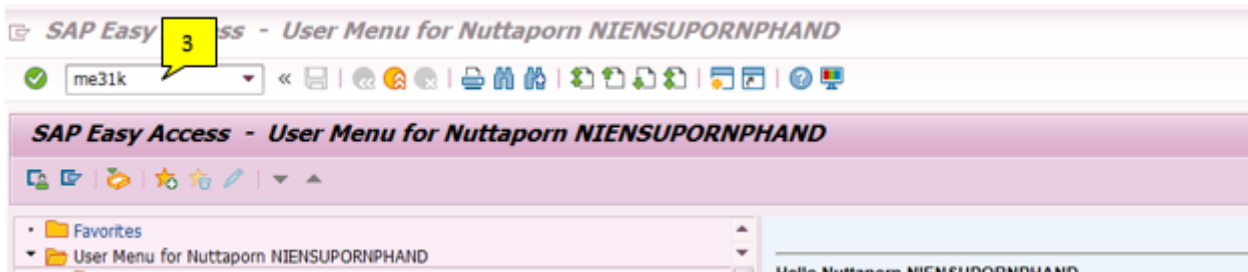
- (viii) Invoice to be submitted in duplicate.

### 3. Contract creation



| # | Main activities                                                                                                                                                        | Tips/Best practices | Key points |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------|
| 1 | Select "ERP – Production – PF1" by double clicking on the ERP – Production icon<br> |                     |            |

| # | Main activities                                                                                                          | Tips/Best practices | Key points |
|---|--------------------------------------------------------------------------------------------------------------------------|---------------------|------------|
| 2 | <p>Select Client "020" by clicking</p>  |                     |            |



| # | Main activities                                     | Tips/Best practices | Key points |
|---|-----------------------------------------------------|---------------------|------------|
| 3 | Insert T-code “me31k” and press “Enter” on keyboard |                     |            |

Outline Agreement Edit Header Item Environment System Help

✓ [Dropdown] << [Icons]

### Create Contract : Initial Screen

Reference to PReq ☐ Reference to RFQ ☐

Vendor 4200796 4

Agreement Type WK 5

Agreement Date 11.02.2018 6

Agreement 6

Organizational Data 7

Purch. Organization HI00

Purchasing Group H03 8

Default Data for Items 9

Item Category D 9

Acct Assignment Cat. U 10

Plant PNZ 11

Storage Location

Material Group ZPS0574 12

Req. Tracking Number

Vendor Subrange

☐ Acknowledgment Reqd

| #  | Main activities                                       | Tips/Best practices | Key points                                                                                               |
|----|-------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------|
| 4  | Insert "vendor code"                                  |                     | <a href="#">Service contract example.xlsx</a><br>If any information is missing, please contact requester |
| 5  | Insert "Agreement Type"                               |                     |                                                                                                          |
| 6  | Insert "Agreement Date"                               |                     | It is always the date you create a contract                                                              |
| 7  | Insert "Purchasing Organization"                      |                     | Provided by requester                                                                                    |
| 8  | Insert "Purchasing Group"                             |                     | Provided by requester                                                                                    |
| 9  | Insert "Item Category"                                |                     | "D" is mandatory                                                                                         |
| 10 | Insert "Acct Assignment Cat"                          |                     | Provided by requester                                                                                    |
| 11 | Insert "Plant"                                        |                     | Provided by requester                                                                                    |
| 12 | Insert "Material Group" and press "Enter" on keyboard |                     | Provided by requester                                                                                    |

Contract Edit Header Item Environment System Help

Create Contract : Header Data

Agreement  Company Code 5955 Purchasing Group H03  
 Agreement Type WK Purch. Organization HI00  
 Vendor 4200796 SHREE GAYATRI CANNING WORKS

**Administrative Fields**

Agreement Date 11.02.2018 Item Number Interval 10 Subitem Interv. 1  
 Validity Start 11.02.2018 Validity End 31.12.2019 Language EN  
☐ GR Message

**Terms of Delivery and Payment**

Payt Terms Y009 Targ. Val. 500.000,00 INR  
 Payment in 30 Days % Exch. Rate 1,00000 ☐ Ex.Rate Fx  
 Payment in Days % Incoterms DDP PANOLI  
 Payment in Days Net

**Reference Data**

Quotation Date Quotation  
 Your Reference 4002750912 Salesperson Niles  
 Our Reference 4002750912 Telephone 9824134057  
 Suppl. Vendor Invoicing Party 4200796

| #  | Main activities                                   | Tips/Best practices                          | Key points                                                     |
|----|---------------------------------------------------|----------------------------------------------|----------------------------------------------------------------|
| 12 | Insert "Validity Start" in 'Validity Start' field |                                              | Provided by requester                                          |
| 13 | Insert "Validity End" in 'Validity End' field     |                                              | Provided by requester                                          |
| 14 | Insert "Payment term"                             |                                              | Provided by requester                                          |
| 15 | Insert "Targ.Val."                                | It must be European format (e.g. 123.456,78) | Provided by requester                                          |
| 16 | Insert "Your reference"                           |                                              | It is PR (purchasing requisition) number provided by requester |
| 17 | Insert "Our reference"                            |                                              | Leave blank if not provided                                    |
| 18 | Insert "Salesperson"                              |                                              | Leave blank if not provided                                    |
| 19 | Insert "Telephone"                                |                                              | Leave blank if not provided                                    |
| 20 | Click                                             |                                              |                                                                |

**Create Contract : Header Texts**

Purchasing Doc.  Company Code  Purchasing Group   
Document Type  Purch. Organization   
Vendor  SHREE GAYATRI CANNING WORKS

| TxtType                             | Text               | More Text                | Status |
|-------------------------------------|--------------------|--------------------------|--------|
| <input type="checkbox"/>            | Release order text |                          |        |
| <input checked="" type="checkbox"/> | Header text        | <input type="checkbox"/> |        |
| <input type="checkbox"/>            | Header note        | <input type="checkbox"/> |        |

| #  | Main activities                                                                                        | Tips/Best practices | Key points |
|----|--------------------------------------------------------------------------------------------------------|---------------------|------------|
| 21 | Put tick mark on "Header text"                                                                         |                     |            |
| 22 | <div>  </div> Click |                     |            |

 **Change Header text: Language** 24 **EN**

  <<               

**Change Header text: Language EN**

    **Formats**  **Character Formats**        

Parag.Formats \* Paragraph, left-aligned Char.Formats

LETTER: NIL, DATED: 3.1.18.

GST : EXTRA AS PER PREVAILING RATE, IF APPLICABLE 23

PAYMENT : 30 DAYS

YOU SHALL ENSURE THE USE OF SUITABLE PERSONAL PROTECTIVE EQUIPMENTS ( PPE ) AND IN CASE WE OBSERVE THAT WORKMAN IS WORKING WITH IMPROPER PPE OR IT IS NOT IN USABLE CONDITION, WE SHALL PROVIDE THE APPROPRIATE PPE FROM OUR STOCK TO AVOID THE COMPRISE ON SAFETY WITHOUT AFFECTING THE WORK. THE COST OF THE PPE PROVIDED TO YOUR WORKMAN SHALL BE DEBITED FROM YOUR MONTHLY BILLING.

GIVEN BELOW IS THE RATE OF PPE WHICH SHALL BE CHARGED TO YOU, IN CASE IT IS PROVIDE BY US :

SAFETY GOGGLES - RS. 120.00 PER NO.  
SAFETY HELMET - RS. 250.00 PER NO.  
SAFETY SHOES - RS.1500.00 PER NO.

❏

| #  | Main activities                                                                              | Tips/Best practices | Key points |
|----|----------------------------------------------------------------------------------------------|---------------------|------------|
| 23 | Copy 'term and condition' and paste in "Header text"                                         |                     |            |
| 24 | <br>Click |                     |            |

Contract Edit Header Item **27** Element System Help

Long Text Screen

Purchasing Doc. Company Code 5955 Purchasing Group H03  
Document Type WK Purch. Organization HI00  
Vendor 4200796 SHREE GAYATRI CANNING WORKS

### Header Texts

| Type                                                   | Text                        | More Text                           | Status |
|--------------------------------------------------------|-----------------------------|-------------------------------------|--------|
| <input checked="" type="checkbox"/> Release order text |                             |                                     |        |
| <input checked="" type="checkbox"/> Header text        | LETTER: NIL, DATED: 3.1.18. | <input checked="" type="checkbox"/> |        |
| <input type="checkbox"/> Header note                   |                             | <input type="checkbox"/>            |        |
| <input type="checkbox"/> Pricing types                 |                             | <input type="checkbox"/>            |        |
| <input type="checkbox"/> Deadlines                     |                             | <input type="checkbox"/>            |        |

| #  | Main activities                                                                           | Tips/Best practices | Key points |
|----|-------------------------------------------------------------------------------------------|---------------------|------------|
| 25 | Put tick mark on "Release order text"                                                     |                     |            |
| 26 | Put tick mark on "Header text"                                                            |                     |            |
| 27 | Click  |                     |            |



28

Contract Edit Item Environment System Help

VoME53n

### Create Contract : Item Overview

Account Assignments

Agreement: Agreement Type: WK Agmt Date: 11.02.2018  
 Vendor: 4200796 SHREE GAYATRI CANNING WORKS Currency: INR

Outline Agreement Items

| Item | I | A | Material | Short Text | Targ. Qty | O... | Net Price | Per | O... | Mat. Grp | PInt | SLoc | D | T... |
|------|---|---|----------|------------|-----------|------|-----------|-----|------|----------|------|------|---|------|
| 10   | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 20   | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 30   | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 40   | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 50   | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 60   | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 70   | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 80   | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 90   | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 100  | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 110  | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 120  | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 130  | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 140  | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 150  | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 160  | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 170  | D | U |          |            |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |

Item

| #  | Main activities                                       | Tips/Best practices                                     | Key points |
|----|-------------------------------------------------------|---------------------------------------------------------|------------|
| 28 | Insert T-code "/ome53n" and press "Enter" on keyboard | You are going to check the short text for this contract |            |

29

30

Purchase Requisition Edit Environment Help

Other Requisition Shift+F5

Create F6  
 Display/Change F7  
 Save  
 Check  
 Exit Shift+F3

4002581119

Personal Setting

Item [ 10 ] PM Hood (ICP 7000 DV, GFAA)

Services Limits Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery A...

Proc. Status: PO created Ord. Qty: 1 PO Active

Block ID: Not Blocked

| Doc. cat. LT   | Purch. Doc. | Item | Short Description | Quantity | UoM | D | DCI | Flt | Created by | Vendor  |
|----------------|-------------|------|-------------------|----------|-----|---|-----|-----|------------|---------|
| Purchase order | 4512809820  | 10   | Sch. Line         | 1        | PU  |   |     |     | TH30304    | 4501094 |
|                |             |      | Goods receipt     | 1        | PU  |   |     |     | TH2910401  | 4501094 |
|                |             |      | Invoice receipt   | 1        | PU  |   |     |     | ASAETHEN   | 4501094 |
|                |             |      | Service entry     | 1        | PU  |   |     |     |            | 4501094 |

| #  | Main activities                   | Tips/Best practices | Key points |
|----|-----------------------------------|---------------------|------------|
| 29 | Click <b>Purchase Requisition</b> |                     |            |
| 30 | Select "Other Requisition"        |                     |            |

**Display Purchase Req. 4002581119**

Document Overview On | Personal Setting

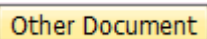
SRM purchase req. 4002581119

Select Document

Purchase Requisition 4002750912

Other Document

| Doc.cat.LT     | Purch.Doc. | Item | Short Descript. | Quantity | OU n D | DCI | Fl n | Created by | Vendor  |
|----------------|------------|------|-----------------|----------|--------|-----|------|------------|---------|
| Purchase order | 4512809820 | 10   | Sch. Line       | 1        | PU     |     |      | TH30304    | 4501094 |
|                |            |      | Goods receipt   | 1        | PU     |     |      | TH2910401  | 4501094 |
|                |            |      | Invoice receipt | 1        | PU     |     |      | ASAEHEN    | 4501094 |
|                |            |      | Service entry   | 1        | PU     |     |      |            | 4501094 |

| #  | Main activities                                                                         | Tips/Best practices | Key points                      |
|----|-----------------------------------------------------------------------------------------|---------------------|---------------------------------|
| 31 | Insert PR number                                                                        |                     | PR number provided by requester |
| 32 | Click  |                     |                                 |

**Display Purchase Req. 4002750912**

Document Overview On | Personal Setting

SRM purchase req. 4002750912

Header

Item Overview

Item [ 10 ] Furniture Maintenance ser.Feb18-Dec19

Limits | Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address | Cus...

AccAssCat Cost center Distribution Single account assignme. CoCode SOLVAY SPE

Unloading Point Recipient IN01161

G/L Account 6121200000

Business Area 3100

CO Area CHEF

Cost Center 6016400000

| #  | Main activities                                                                                                       | Tips/Best practices                                     | Key points |
|----|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------|
| 33 | Click  in front of 'Item Overview' | You can skip this step if your 'Item Overview' is shown |            |

Purchase Requisition Edit Environment System Help

Display Purchase Req. 4002750912

Document Overview On Personal Setting

SRM purchase req. 4002750912

Header

34

| St. | Item | Proc. | A | I | Material                 | Short Text | Quantity | Unit | C | Delivery Date | Matl Group  | Plant       | Stor. Loc. | PGr     | Requisnr. | Tracking | Des. Vendor | Fixed |
|-----|------|-------|---|---|--------------------------|------------|----------|------|---|---------------|-------------|-------------|------------|---------|-----------|----------|-------------|-------|
|     | 10   | K     | B |   | Furniture Maintenance s. |            | 1        | PU   | D | 16.02.2018    | OFFICE SVCS | SPEC-IN /PA | H03        | IN01161 | 1002017   |          |             |       |

Item [ 10 ] Furniture Maintenance ser.Feb18-Dec19

Limits Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address Cus...

AccAssCat Cost center Distribution Single account assignme... CoCode SOLVAY SPE...

Unloading Point Recipient IN01161

G/L Account 6121200000

Business Area 3100

CO Area CHEF

Cost Center 0016400000

| #  | Main activities                                           | Tips/Best practices | Key points |
|----|-----------------------------------------------------------|---------------------|------------|
| 34 | Copy "Short Text" and go back to contract creation window |                     |            |

Create Contract : Item Overview

Create Contract : Item Overview

Account Assignments

Agreement Agreement Type WK Agmt Date 12.02.2018

Vendor 4200077 BHRUGU-WASTE SERVICES AND CAR... Currency INR

Outline Agreement Items

35

| Item | I | A | Material | Short Text             | Targ. Qty | O... | Net Price | Per | O... | Mat. Grp | PInt | SLoc | D | T... |
|------|---|---|----------|------------------------|-----------|------|-----------|-----|------|----------|------|------|---|------|
| 10   | D | U |          | CIVIL SERVICE MNT 2018 |           |      |           |     |      | ZPS0272  | PNZ  |      |   |      |
| 20   | D | U |          |                        |           |      |           |     |      | ZPS0272  | PNZ  |      |   |      |
| 30   | D | U |          |                        |           |      |           |     |      | ZPS0272  | PNZ  |      |   |      |
| 40   | D | U |          |                        |           |      |           |     |      | ZPS0272  | PNZ  |      |   |      |
| 50   | D | U |          |                        |           |      |           |     |      | ZPS0272  | PNZ  |      |   |      |
| 60   | D | U |          |                        |           |      |           |     |      | ZPS0272  | PNZ  |      |   |      |
| 70   | D | U |          |                        |           |      |           |     |      | ZPS0272  | PNZ  |      |   |      |

| #  | Main activities                                                          | Tips/Best practices | Key points                              |
|----|--------------------------------------------------------------------------|---------------------|-----------------------------------------|
| 35 | Paste "Short text" from PR to 'Short Text' and press "Enter" on keyboard |                     | It must be maintained in capital letter |

**Service Specifications: Contract Specs for Item Maintain**

Service Selection

Sh. Text: FURNITURE MA [36] SER.FEB18-DEC19 Total Value 0,00 INR [37]

Services

| Line | D.                       | Service No. | Short Text | Quantity | Un | Gross Price | Crcy | per U... | S... | Edi... | Ext. Serv |
|------|--------------------------|-------------|------------|----------|----|-------------|------|----------|------|--------|-----------|
| 10   | <input type="checkbox"/> | FUR-01      |            |          |    | 1600        | INR  |          | 0    |        |           |
| 20   | <input type="checkbox"/> | FUR-02      |            |          |    | 800         | INR  |          | 0    |        |           |
| 30   | <input type="checkbox"/> | FUR-03      |            |          |    | 1000        | INR  |          | 0    |        |           |
| 40   | <input type="checkbox"/> | FUR-04      |            |          |    | 500         | INR  |          | 0    |        |           |
| 50   | <input type="checkbox"/> | FUR-05      |            |          |    | 80          | INR  |          | 0    |        |           |
| 60   | <input type="checkbox"/> | FUR-06      |            |          |    | 300         | INR  |          | 0    |        |           |
| 70   | <input type="checkbox"/> | FUR-07      |            |          |    | 200         | INR  |          | 0    |        |           |
| 80   | <input type="checkbox"/> | FUR-08      |            |          |    | 1100        | INR  |          | 0    |        |           |
| 90   | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |
| 100  | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |
| 110  | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |
| 120  | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |
| 130  | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |
| 140  | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |
| 150  | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |
| 160  | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |
| 170  | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |
| 180  | <input type="checkbox"/> |             |            |          |    |             | INR  |          | 0    |        |           |

Line 10

| #  | Main activities                                                                                   | Tips/Best practices                                                                                                                                                                                                                         | Key points                                                                                                           |
|----|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 36 | Copy 'Service number' from a provided temple to and paste it on "Service No."                     | <p>You can copy all data in the template and paste data to this window, you can click "right" on your mouse to paste all data</p> <p>If service number is more than 10 lines, you are advised to copy 10 lines each to prevent an error</p> | Service No. in template might be mentioned in various names so you can notice service no. format that always has '-' |
| 37 | Copy 'Rate' from a provided temple to and paste it on "Gross Price" and press "Enter" on keyboard | You are recommended to copy number of Rate's lines as same as you copy service numbers in case there are more than service numbers                                                                                                          | Number of "Rate" in template must be European format or number without ',' or '.' E.g. 1234,56                       |

Service Specifications Outline Edit **39** Entry Variant System Help

Service Specifications: Contract Specs for Item Maintain

Service Selection

Sh. Text: FURNITURE MAINTENANCE SER.FEB18-DEC19 **38** Value: 0,00 INR **38** **38**

Services

| Line | D. Service No.                  | Short Text                                | Quantity | Un | Gross Price | Crcy | per U... | S... | EdL... |
|------|---------------------------------|-------------------------------------------|----------|----|-------------|------|----------|------|--------|
| 10   | <input type="checkbox"/> FUR-01 | RECUSHIONING & TEPESTRY CHANGE OF EXEC    |          | EA | 1.600,00    | INR  | 1        | 0    |        |
| 20   | <input type="checkbox"/> FUR-02 | REPLACING OF PU HANDLES OF EXECUTIVE C... |          | EA | 800,00      | INR  | 1        | 0    |        |
| 30   | <input type="checkbox"/> FUR-03 | REPLACING HYDRAULIC CYLINDER SYSTEM O...  |          | EA | 1.000,00    | INR  | 1        | 0    |        |
| 40   | <input type="checkbox"/> FUR-04 | REPLACING OF MANUAL SYSTEM JUMPING TY...  |          | EA | 500,00      | INR  | 1        | 0    |        |
| 50   | <input type="checkbox"/> FUR-05 | REPLACING OF CASTER WHEEL OF EXECUTIV...  |          | EA | 80,00       | INR  | 1        | 0    |        |
| 60   | <input type="checkbox"/> FUR-06 | REPAIR OF CHAIN CHAIR SHEET               |          | EA | 300,00      | INR  | 1        | 0    |        |
| 70   | <input type="checkbox"/> FUR-07 | REPLACING BROKEN CHAIR CHAIR SHEET        |          | EA | 200,00      | INR  | 1        | 0    |        |
| 80   | <input type="checkbox"/> FUR-08 | EXECUTIVE REVOLVING CHAIR MS STAND.       |          | EA | 1.100,00    | INR  | 1        | 0    |        |
| 90   | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |
| 100  | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |
| 110  | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |
| 120  | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |
| 130  | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |
| 140  | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |
| 150  | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |
| 160  | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |
| 170  | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |
| 180  | <input type="checkbox"/>        |                                           |          |    |             | INR  |          | 0    |        |

Line 10

| #  | Main activities                                                                           | Tips/Best practices                                                                                                                                                 | Key points |
|----|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 38 | Shot text, Unit and per Unit of Meas. will automatically appear                           |                                                                                                                                                                     |            |
| 39 | Click  | <p>If you have more than 1 line items in PR, you can repeat step #34 - #39 until you finish create all items</p> <p>Order of items must follow line items in PR</p> |            |

Contract Edit Header Item Environment System Help

Create Contract : Item Overview **40**

Account Assignments

Agreement: Agreement Type: WK Agmt Date: 11.02.2018

Vendor: 4200796 SHREE GAYATRI CANNING WORKS Currency: INR

Outline Agreement Items

| Item | I A | Material | Short Text                            | Targ. Qty | O... | Net Price | Per | O... | Mat. Grp | Pint | SLoc | D | T... |
|------|-----|----------|---------------------------------------|-----------|------|-----------|-----|------|----------|------|------|---|------|
| 10   | D   | U        | FURNITURE MAINTENANCE SER.FEB18-DEC19 | 1 PU      |      | 0,001     |     | PU   | ZPS0574  | PNZ  |      |   |      |
| 20   | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 30   | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 40   | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 50   | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 60   | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 70   | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 80   | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 90   | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 100  | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 110  | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 120  | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 130  | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 140  | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 150  | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 160  | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 170  | D   | U        |                                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |

| #  | Main activities                                                                         | Tips/Best practices | Key points |
|----|-----------------------------------------------------------------------------------------|---------------------|------------|
| 40 | Click  |                     |            |

Contract Edit Header Item **42** Environment System Help

Quantity and Price

Agreement Item  Item Cat.  AcctAssCat

Material  Matl Group  Plant

Short Text

Target Quantity  PU

Net Order Price  INR /  PU

Qty Conversion  PU <->  PU

Other Data

ConfContr.  ☐ Acknowl. Reqd

Ackn. No.

TrackingNo

Vend. Mat.  ☒ Print Price

GR/IR Control

Underdel. Tol.  %

Overdeliv. Tol.  unlimited ☐ GR non-val

Tax code  ☒ IR

☒ GR-BasedIV

☐ S-Based IV

| #  | Main activities                                                                           | Tips/Best practices | Key points                            |
|----|-------------------------------------------------------------------------------------------|---------------------|---------------------------------------|
| 41 | Insert "Tax code"                                                                         |                     | provided by requester in the template |
| 42 | Click  |                     |                                       |

Contract Edit Header Item Environment System Help

Create Contract : Item Overview

Account Assignments

Agreement Agreement Type WK Agmt Date 11.02.2018

Vendor 4200796 SHREE GAYATRI CANNING WORKS Currency INR

Outline Agreement Items

| Item | I | A | Material | Short Text                           | Targ. Qty | O... | Net Price | Per | O... | Mat. Grp | Plnt | SLoc | D | T... |
|------|---|---|----------|--------------------------------------|-----------|------|-----------|-----|------|----------|------|------|---|------|
| 10   | D | U |          | FURNITURE MAINTENANCE SER.FEB18-D... | 1 PU      |      | 0,001     |     | PU   | ZPS0574  | PNZ  |      |   |      |
| 20   | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 30   | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 40   | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 50   | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 60   | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 70   | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 80   | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 90   | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 100  | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 110  | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 120  | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 130  | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 140  | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 150  | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 160  | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 170  | D | U |          |                                      |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |

Item 43

Mat group ZMS/ZPS are limited for SRM - Please correct item 00010

SAP

| #  | Main activities                                              | Tips/Best practices | Key points                                      |
|----|--------------------------------------------------------------|---------------------|-------------------------------------------------|
| 43 | Press "Enter" on Keyboard until the error message disappears |                     | This can happen when you save your new contract |

Outline Agreement Edit Header Item Environment System Help

Create Contract : Initial Screen

Reference to PReq Reference to RFQ

Vendor  

Agreement Type

Agreement Date

Agreement

Organizational Data

Purch. Organization

Purchasing Group

Default Data for Items

Item Category

Acct Assignment Cat.

Plant

Storage Location

Material Group

Req. Tracking Number

Vendor Subrange

☐ Acknowledgment Reqd

Value contract created under the number 4610036102

44

SAP

| #  | Main activities                                                                 | Tips/Best practices | Key points |
|----|---------------------------------------------------------------------------------|---------------------|------------|
| 44 | The message will show that you have create an new contract with contract number |                     |            |

## 4. PO contract printing



Outline Agreement Edit Header Item Environment System Help

1

✓ /nme32k

### Create Contract : Initial Screen

Reference to PReq Reference to RFQ

Vendor

Agreement Type WK

Agreement Date 11.02.2018

Agreement

**Organizational Data**

Purch. Organization HI00

Purchasing Group H03

**Default Data for Items**

Item Category

Acct Assignment Cat.

Plant PNZ

Storage Location

Material Group ZPS0574

Req. Tracking Number

Vendor Subrange

☐ Acknowledgment Reqd

| # | Main activities                                | Tips/Best practices | Key points |
|---|------------------------------------------------|---------------------|------------|
| 1 | Insert "/nme32k" and press "Enter" on Keyboard |                     |            |

Outline Agreement Edit Header Item Environment System Help

✓

### Change Contract : Initial Screen

Agreement 4610036102

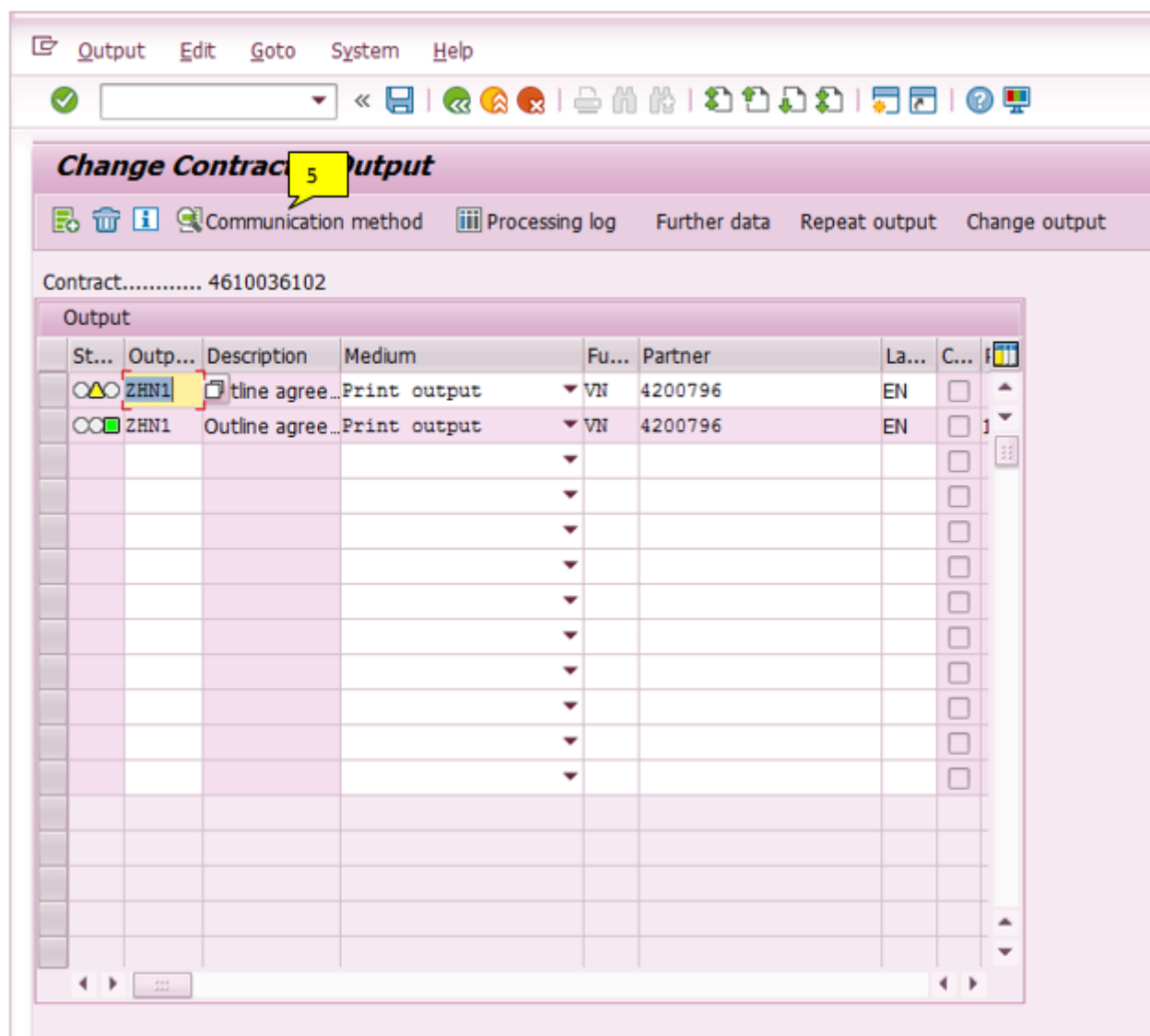
2

| # | Main activities                                                       | Tips/Best practices | Key points |
|---|-----------------------------------------------------------------------|---------------------|------------|
| 2 | Insert "Contract number" in 'Agreement' and press "Enter" on keyboard |                     |            |

| # | Main activities                                                                            | Tips/Best practices | Key points |
|---|--------------------------------------------------------------------------------------------|---------------------|------------|
| 3 | <br>Click |                     |            |

[illegible]

| # | Main activities                             | Tips/Best practices | Key points |
|---|---------------------------------------------|---------------------|------------|
| 4 | Insert “zhn1” and press “Enter” on keyboard |                     |            |



| # | Main activities                                                                                                                                | Tips/Best practices | Key points |
|---|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------|
| 5 | <div>  Communication method         </div> <div>Click</div> |                     |            |

Output Edit Goto System Help 8

Change Contract :: Output

Vendor 4200796 SHREE GAYATRI CANNING WORKS  
Output type ZHN1 Outline agreement-IN

Printing information

Logical destination ZWINTH 6

Number of messages  7 ☒ Print immediately  
☐ Release after output

Spool request name

Suffix 1

Suffix 2

SAP cover page Do Not Print

Recipient NNIENSU

Department

Cover Page Text Contract

Authorization

Storage Mode Print only

Format

Form

| # | Main activities                                                                           | Tips/Best practices | Key points                  |
|---|-------------------------------------------------------------------------------------------|---------------------|-----------------------------|
| 6 | Insert "ZWINTH" in 'Logical destination'                                                  |                     | Must be capital letter only |
| 7 | Tick on "Print immediately"                                                               |                     |                             |
| 8 | Click  |                     |                             |

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Contract Edit Header Item Environment System Help

Change Contract : Item Overview

Account Assignments

Agreement 4610036102 Agreement Type WK Agmt Date 11.02.2018

Vendor 4200796 SHREE GAYATRI CANNING WORKS Currency INR

Outline Agreement Items

| Item | I | A | Material | Short Text            | Targ. Qty | O... | Net Price | Per | O... | Mat. Grp | Plnt | SLoc | D | T... |
|------|---|---|----------|-----------------------|-----------|------|-----------|-----|------|----------|------|------|---|------|
| 10   | D | U |          | FURNITURE MAINTENA... |           | 1 PU | 0,001     |     | PU   | ZPS0574  | PNZ  |      |   |      |
| 20   | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 30   | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 40   | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 50   | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 60   | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 70   | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 80   | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 90   | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 100  | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 110  | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 120  | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 130  | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 140  | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 150  | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 160  | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |
| 170  | D | U |          |                       |           |      |           |     |      | ZPS0574  | PNZ  |      |   |      |

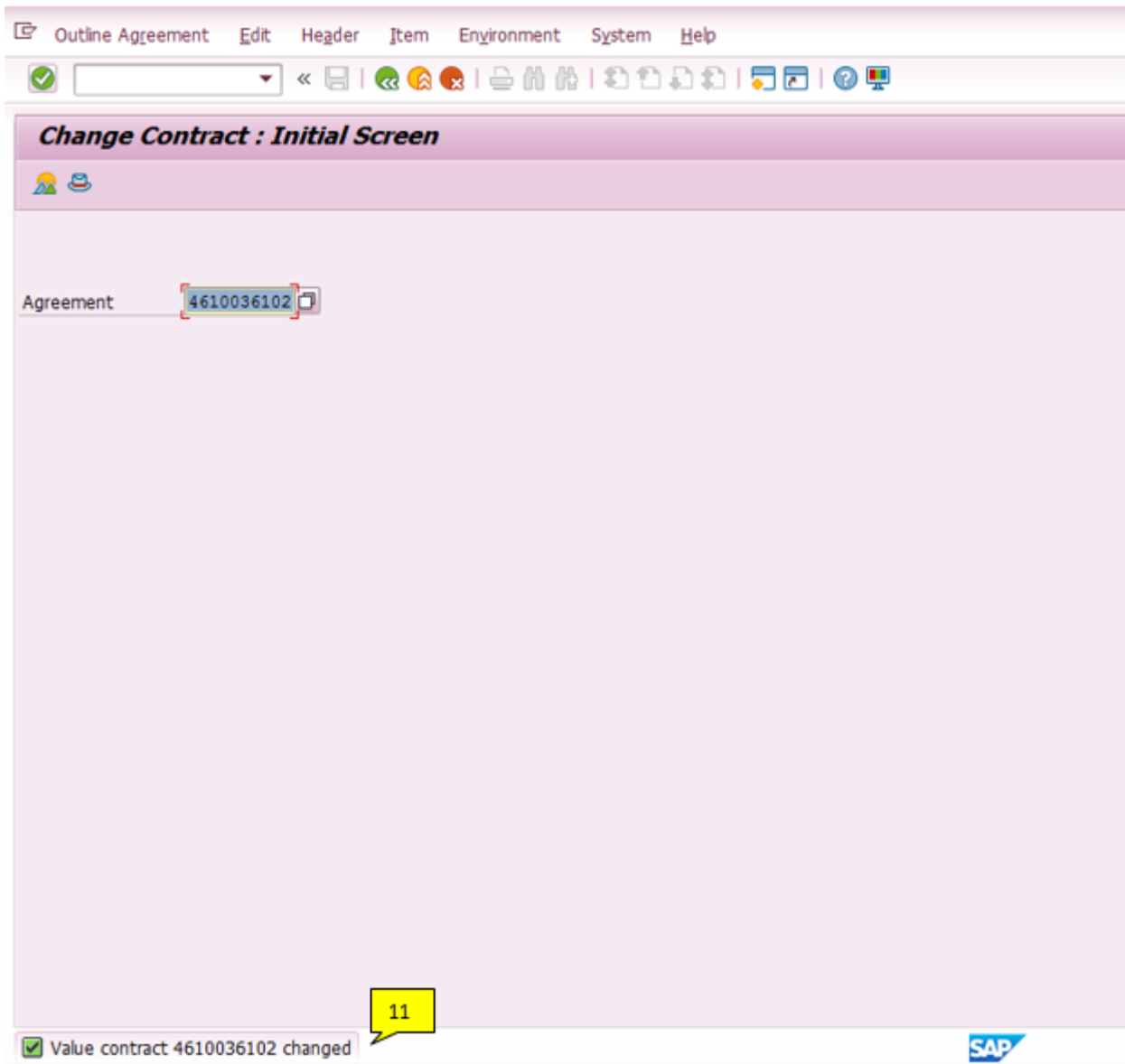
Item 10

10

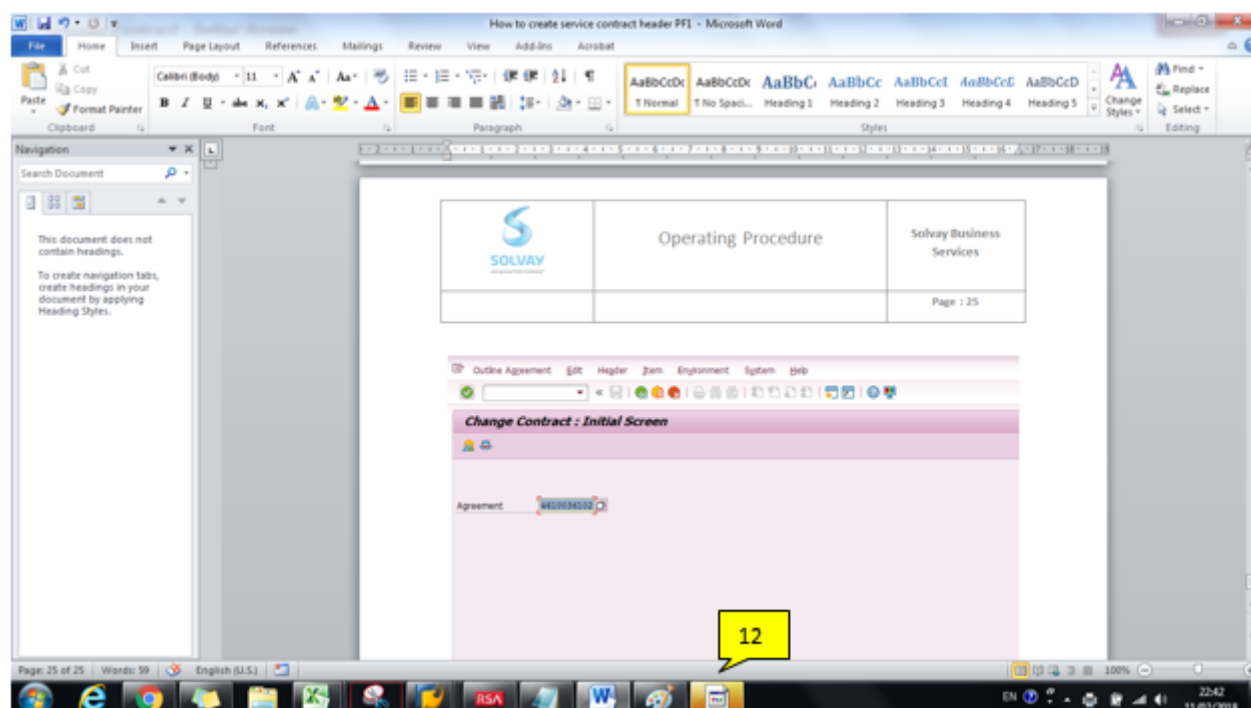
Mat group ZMS/ZPS are limited for SRM - Please correct item 00010

SAP

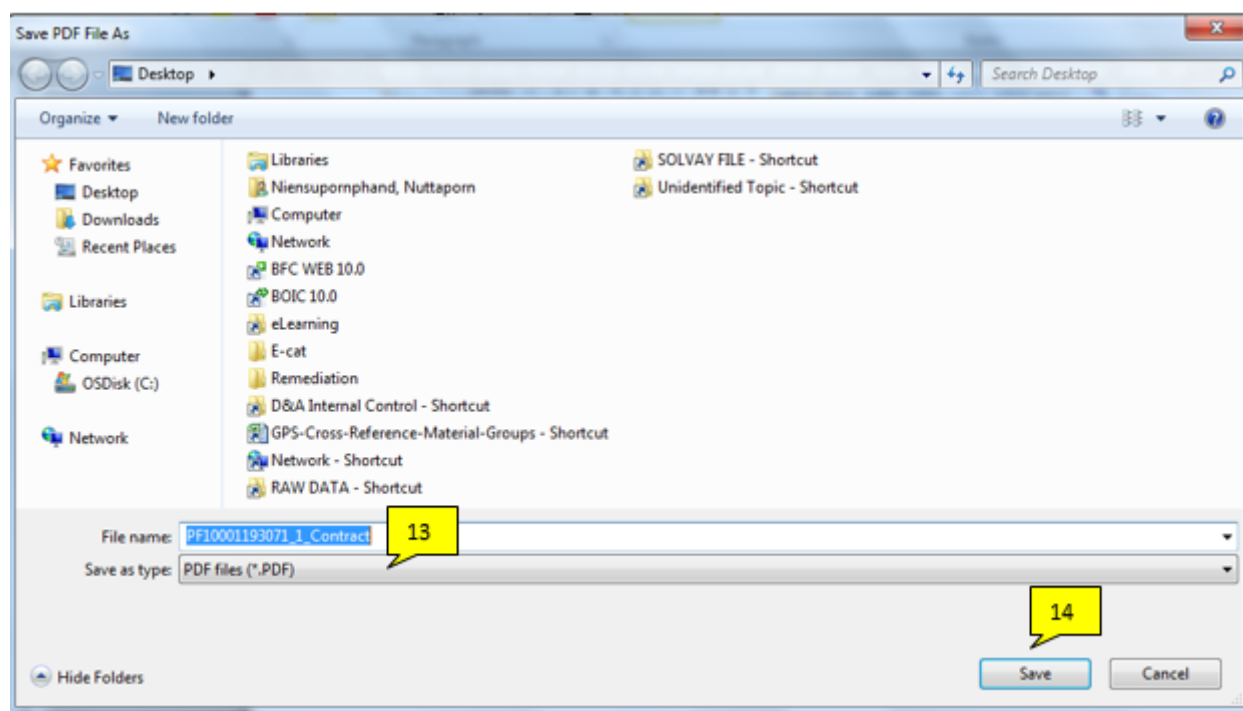
| #  | Main activities                                              | Tips/Best practices | Key points                                      |
|----|--------------------------------------------------------------|---------------------|-------------------------------------------------|
| 10 | Press "Enter" on Keyboard until the error message disappears |                     | This can happen when you save your new contract |



| #  | Main activities                                     | Tips/Best practices | Key points |
|----|-----------------------------------------------------|---------------------|------------|
| 11 | The message will show that the contract has updated |                     |            |

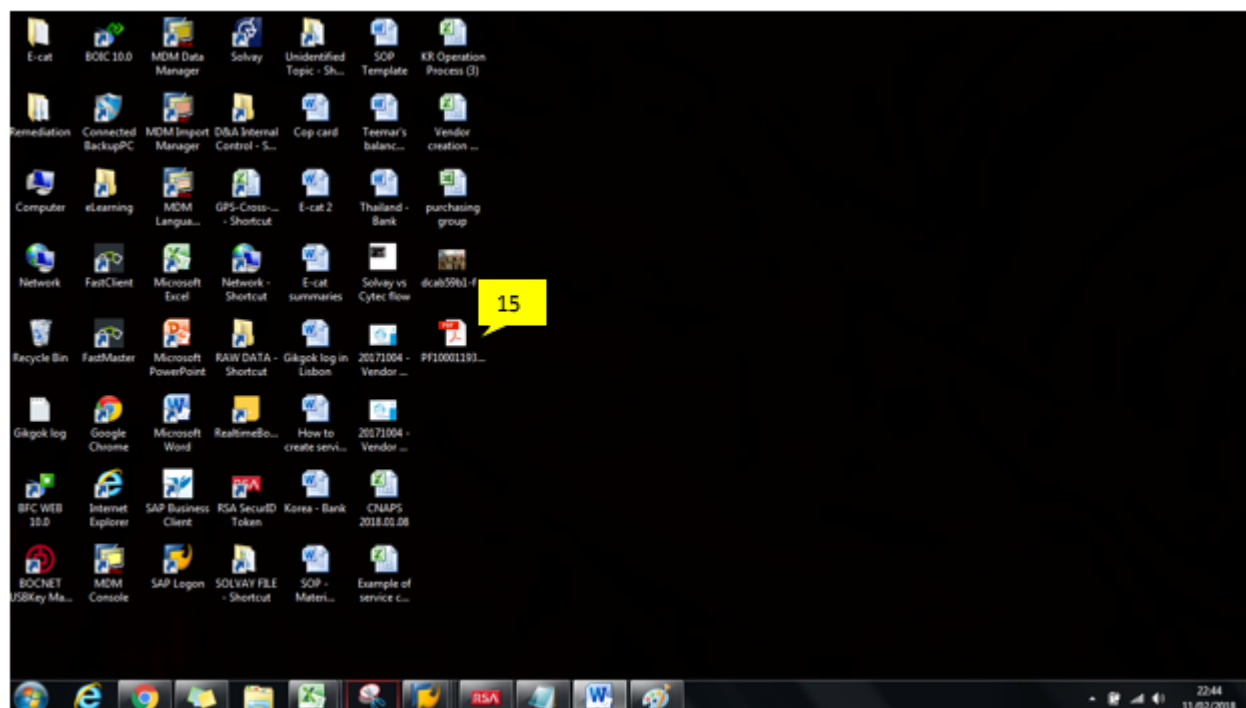


| #  | Main activities                                                                            | Tips/Best practices | Key points                                           |
|----|--------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------|
| 12 | <br>Click |                     | This icon will appear after you updated the contract |



| #  | Main activities                             | Tips/Best practices | Key points |
|----|---------------------------------------------|---------------------|------------|
| 13 | Select "PDF" files(*.PDF) in 'Save as type' |                     |            |
| 14 | Select where to save a file and click       |                     |            |





| #  | Main activities                   | Tips/Best practices | Key points                                              |
|----|-----------------------------------|---------------------|---------------------------------------------------------|
| 15 | PO contract has been saved as PDF |                     | You need to attach this file and send back to requester |