APAC - Service contract header creation PF1

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@solvay.com
Cc: rakesh.joshi@solvay.com, nitin.kanade@solvay.com

Pls 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.

<u>Information</u>

- Purchasing requisition (PR) number

<u>Attachments</u>

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

(Given By D&A)	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 Descriptio	Tax code
	As per Annexure	SHREE GAYATRI CANNING WORKS	4200796	WK	7.2.18	HI00	H03	D	U	5955	PNZ	ZPS0574	1.1.18	31.12.19	500,000.00	Y009		4002750912	Nilesh	9824134057		GJ

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

Sr no	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

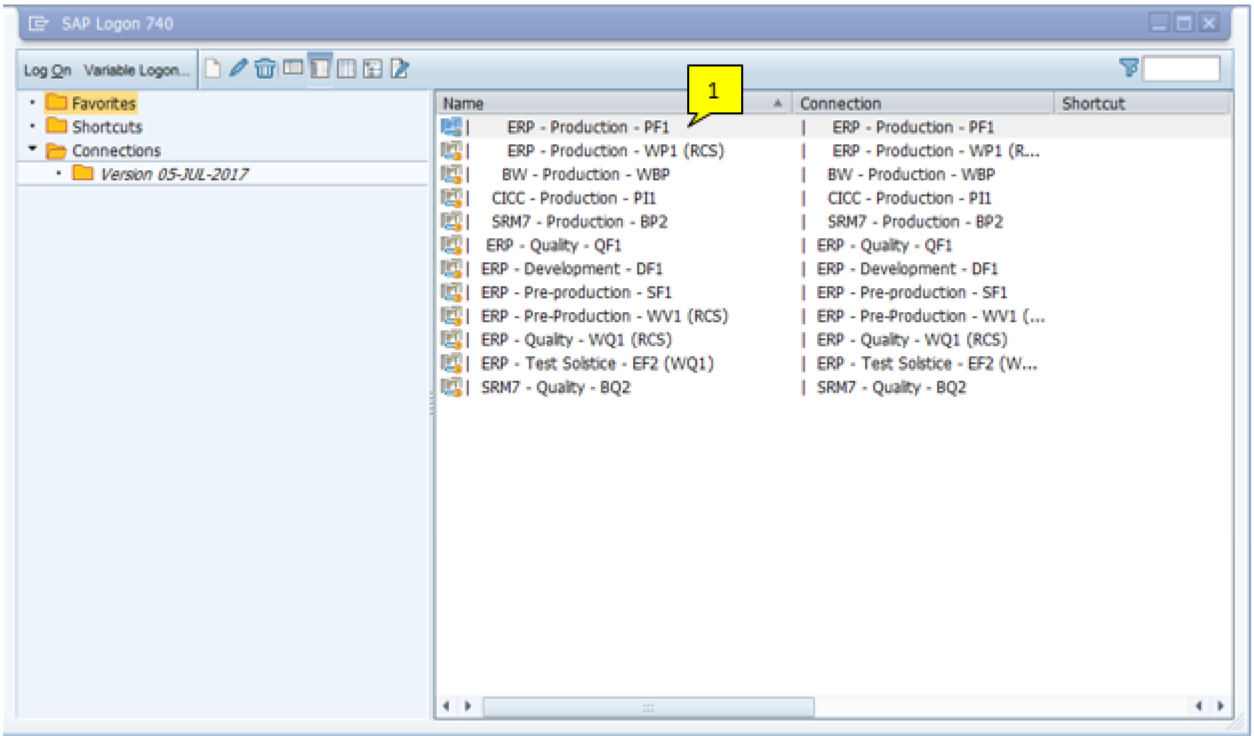
- *Terms and condition* (either Microsoft word or PDF) contains agreements of contract

GST : EXTRA AS PER PREVAILING RATE, IF APPLICABLE

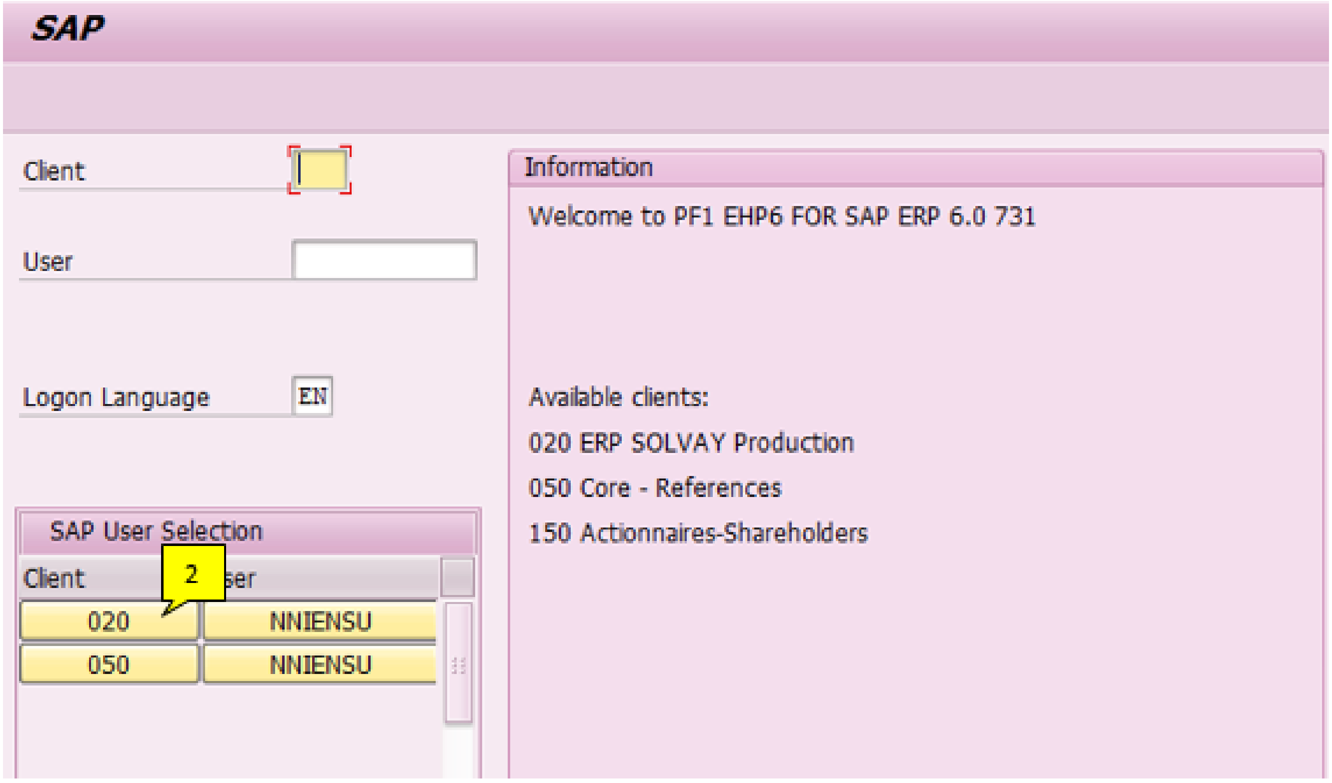
IN CASE OF ANY STATUTORY NON-COMPLIANCE, ALL YOUR PAYMENTS SHALL BE STOPPED TILL ITS COMPLIANCE.

[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.

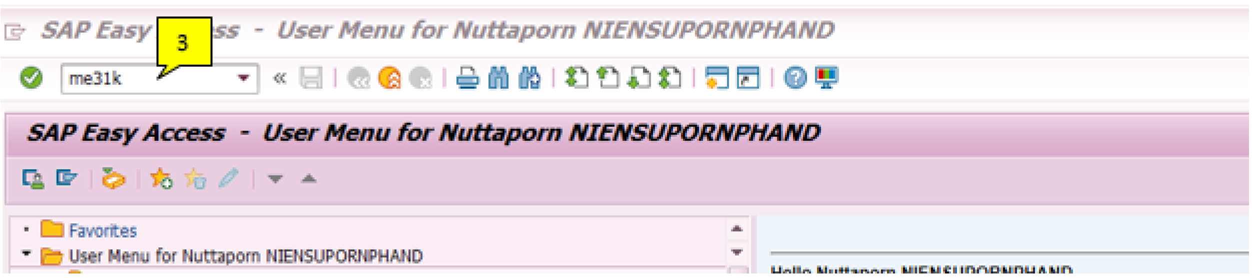
3. Contract creation



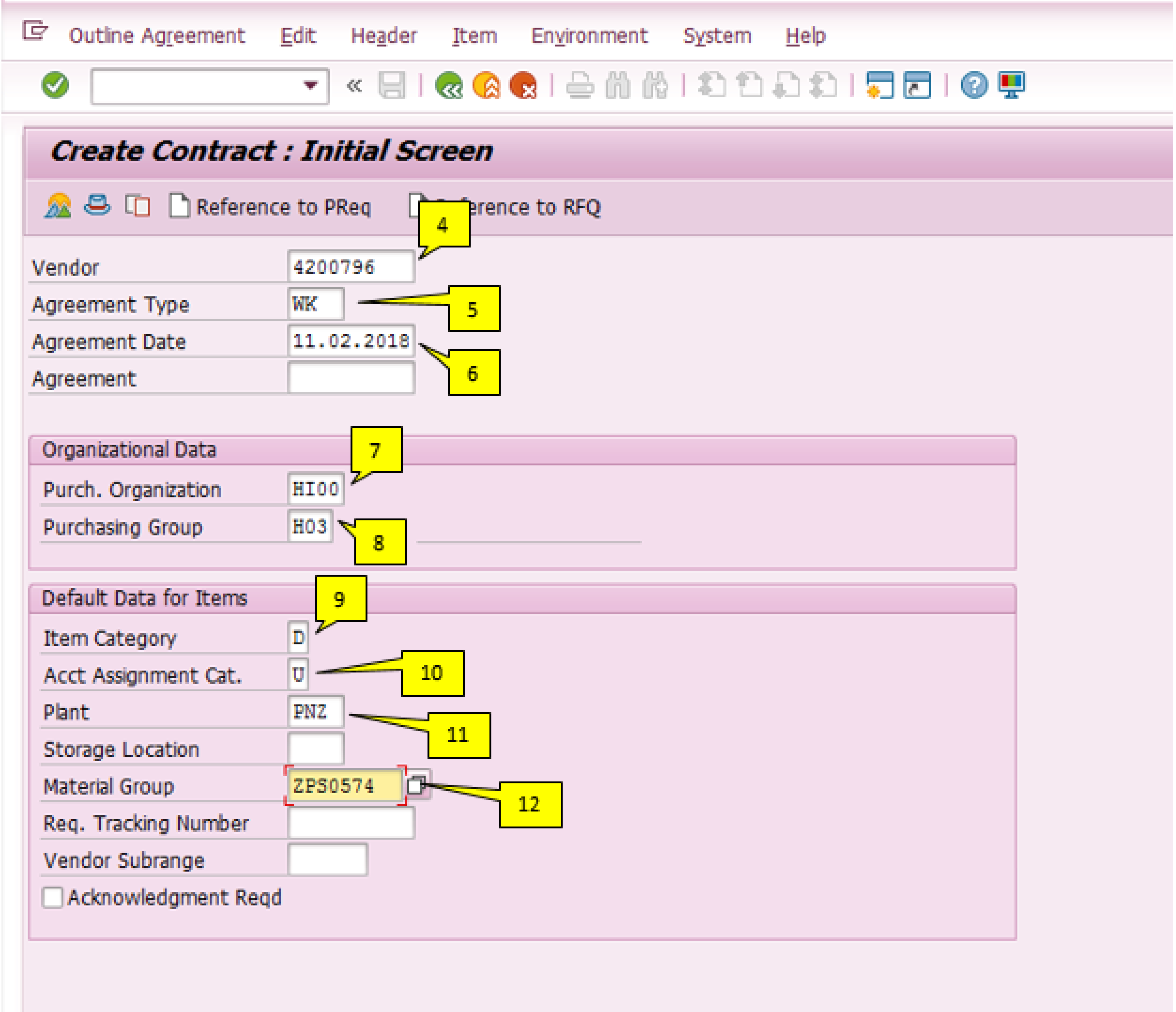
#	Main activities	Tips/Best practices	Key points
1	Select “ERP – Production – PF1” by double clicking on the ERP – Production icon 		



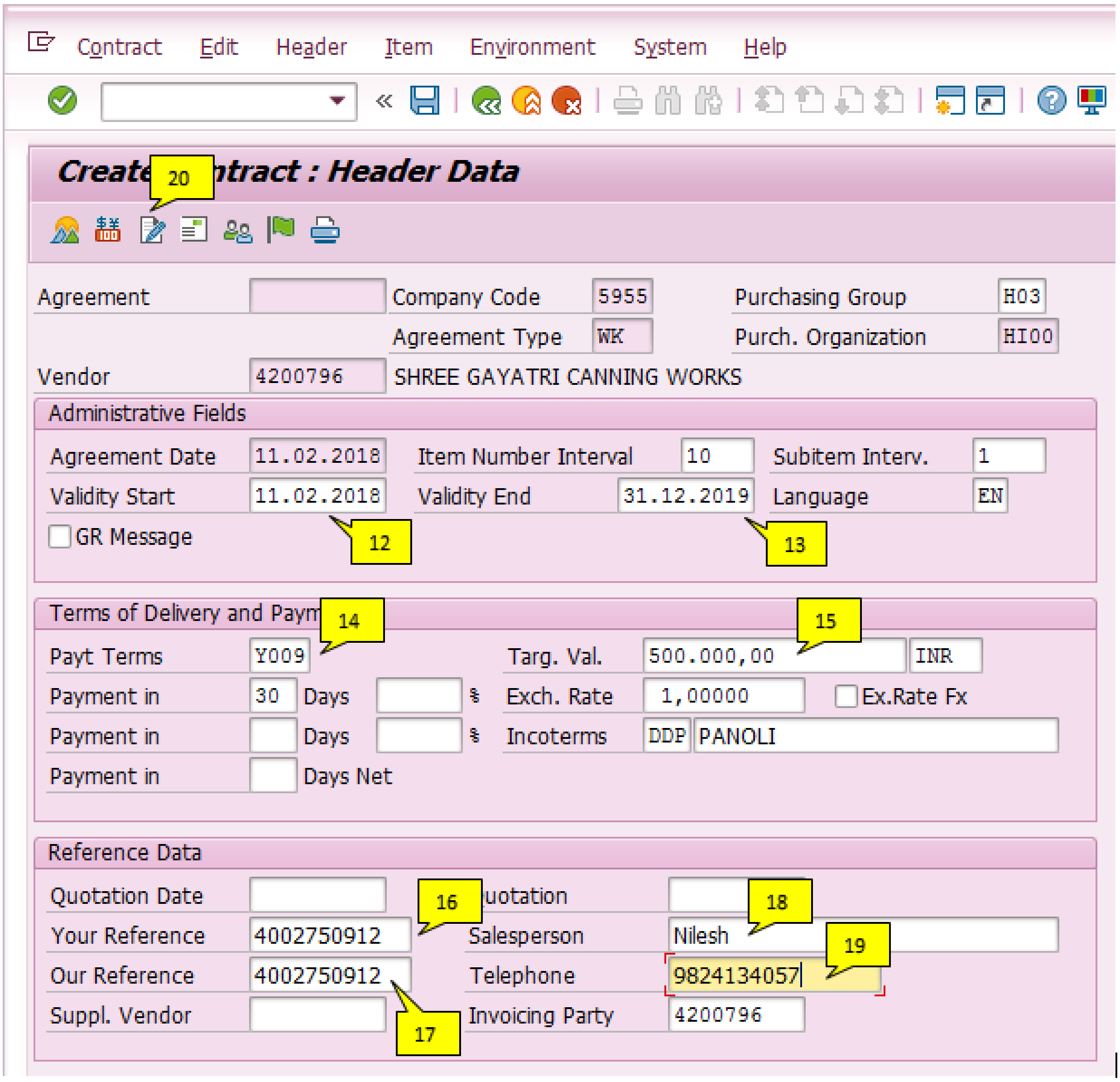
#	Main activities	Tips/Best practices	Key points
2	Select Client “020” by clicking 020		



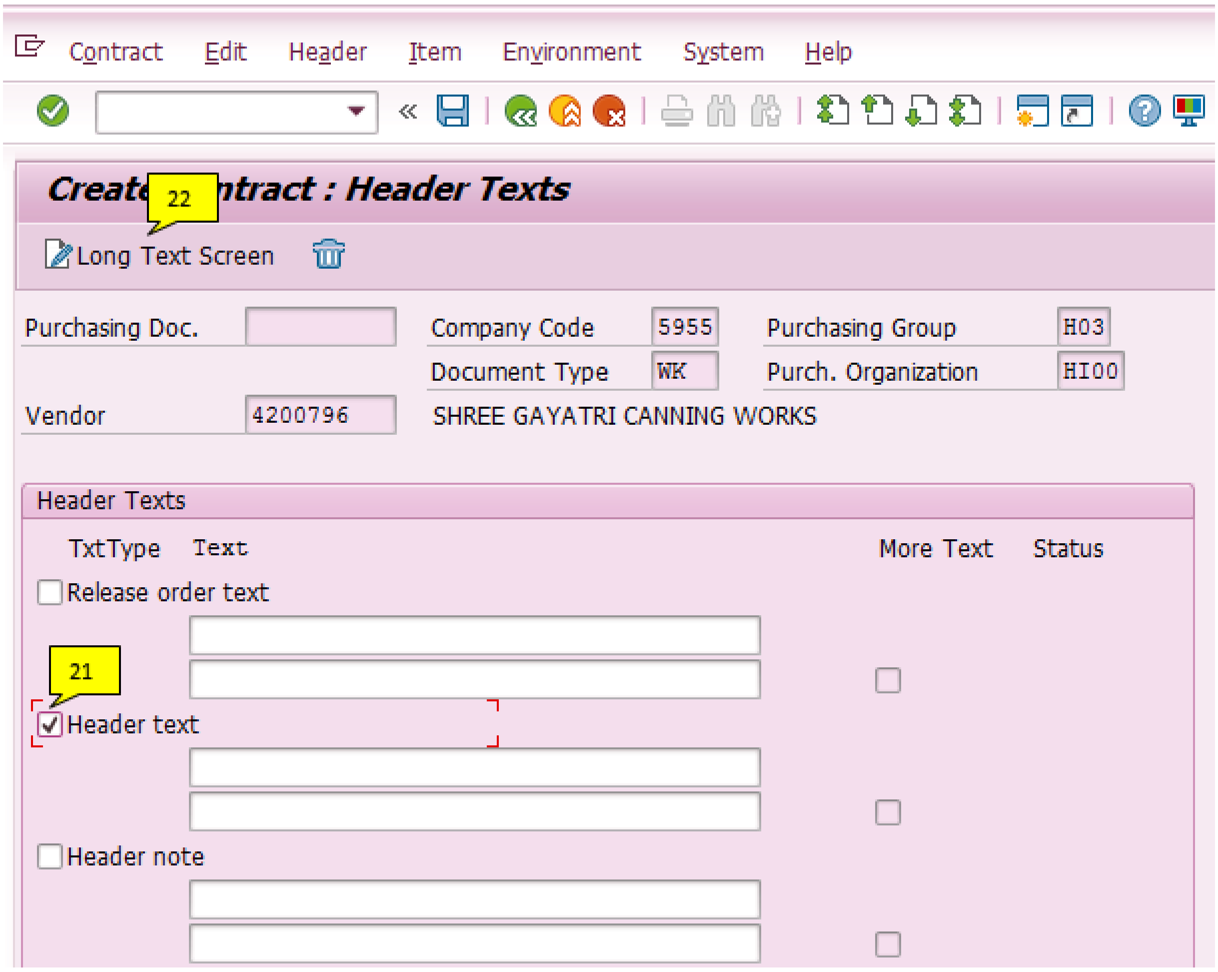
#	Main activities	Tips/Best practices	Key points
3	Insert T-code “me31k” and press “Enter” on keyboard		



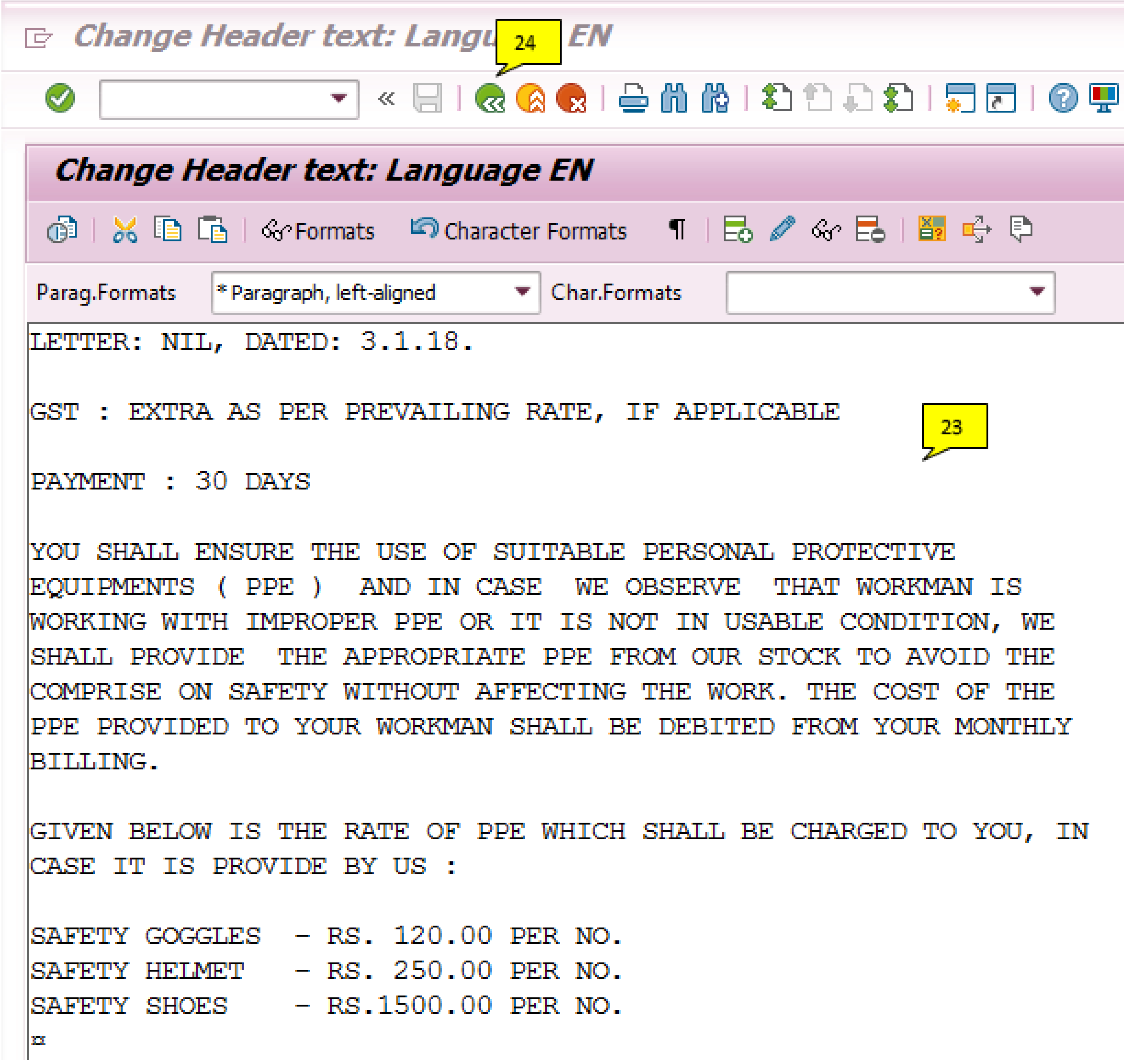
#	Main activities	Tips/Best practices	Key points
4	Insert “vendor code”		Service contract example.xlsx If any information is missing, please contact requester
5	Insert “Agreement Type”		
6	Insert “Agreement Date”		It is always the date you create a contract
7	Insert “Purchasing Organization”		Provided 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



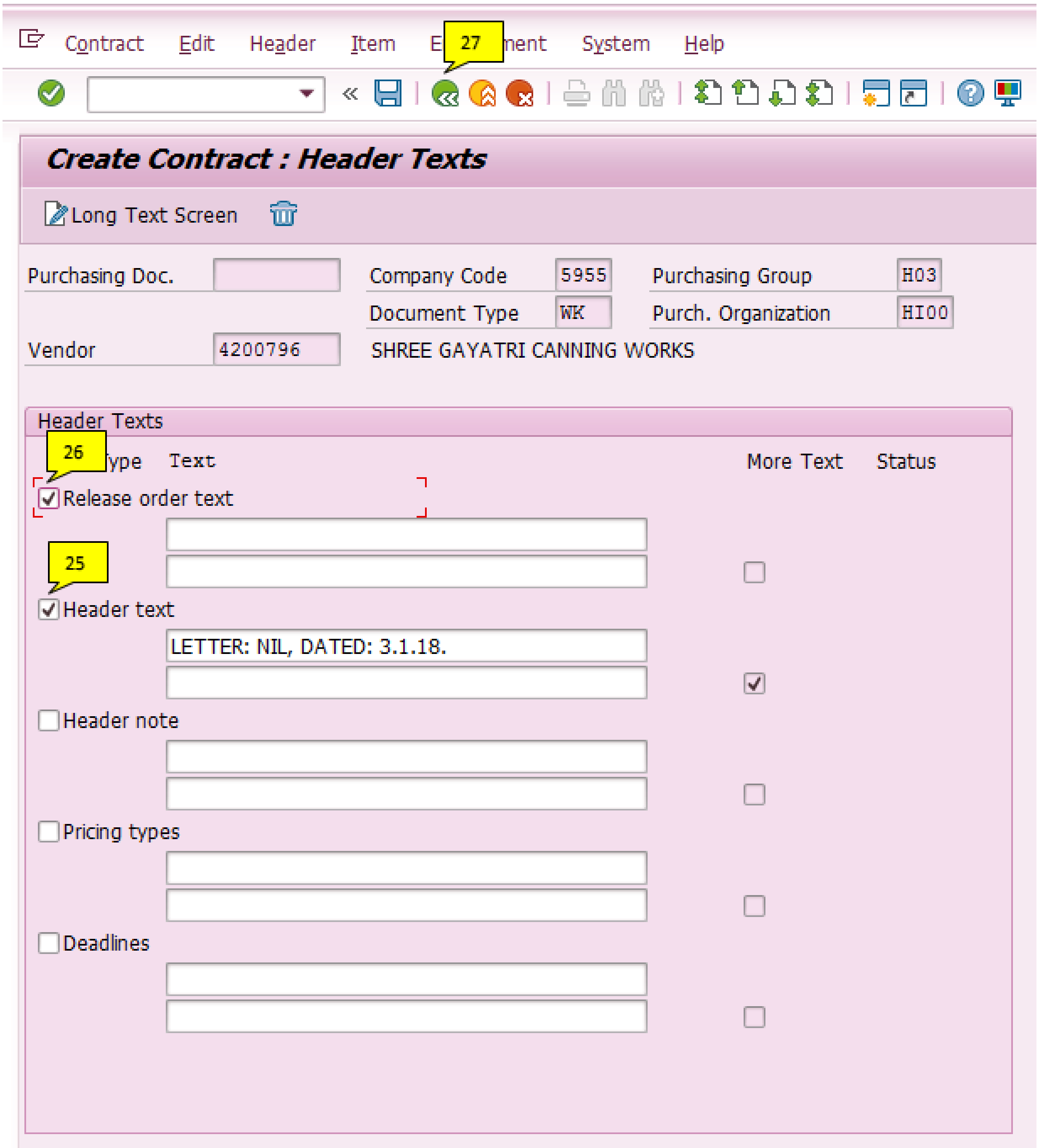
#	Main activities	Tips/Best practices	Key points
12	Insert “Validity Start” in ‘Validity Start’ field		Provided by requester
13	Insert “Validity End” in ‘Validity End’ field		Provided by requester
14	Insert “Payment term”		Provided by requester
15	Insert “Targ.Val.	It must be European format (e.g. 123.456,78)	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 		



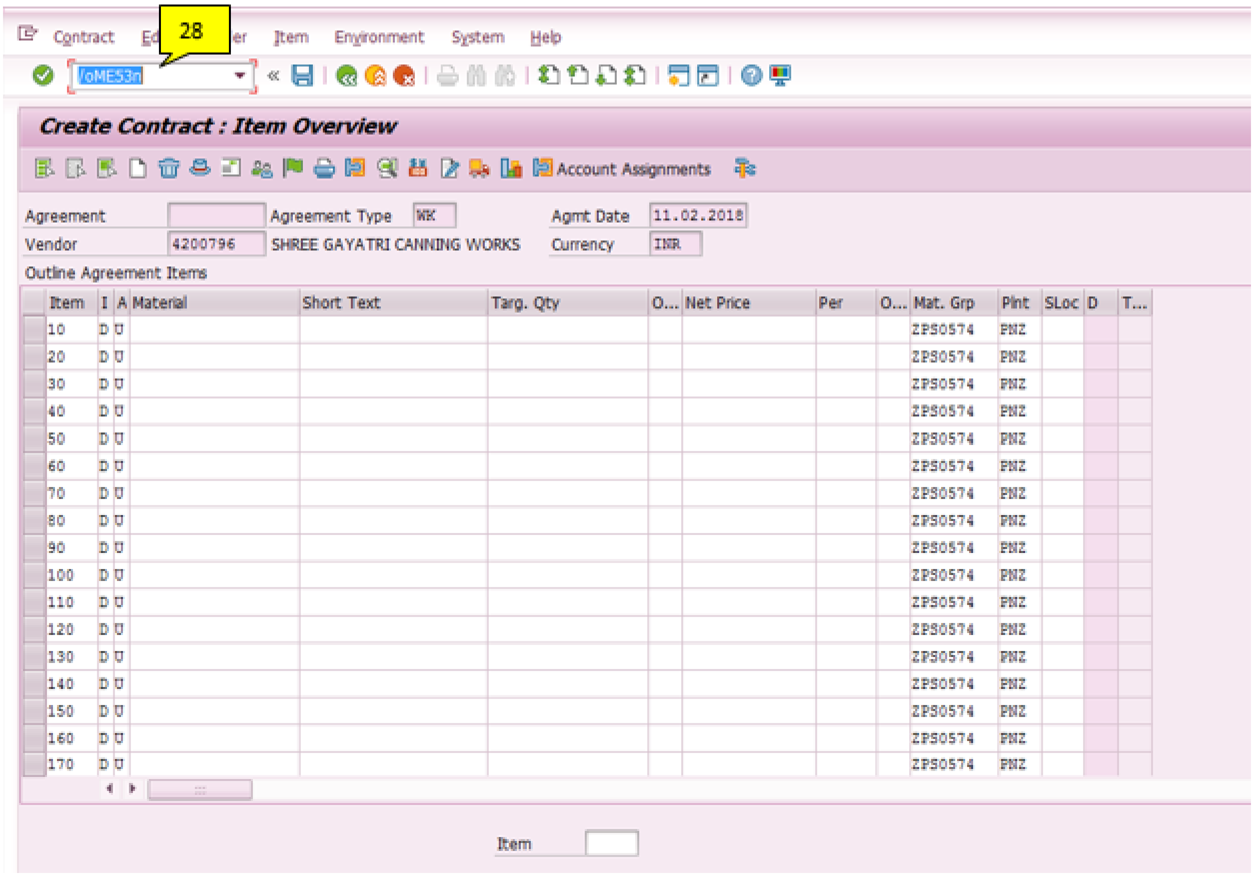
#	Main activities	Tips/Best practices	Key points
21	Put tick mark on “Header text”		
22	Click Long Text Screen		



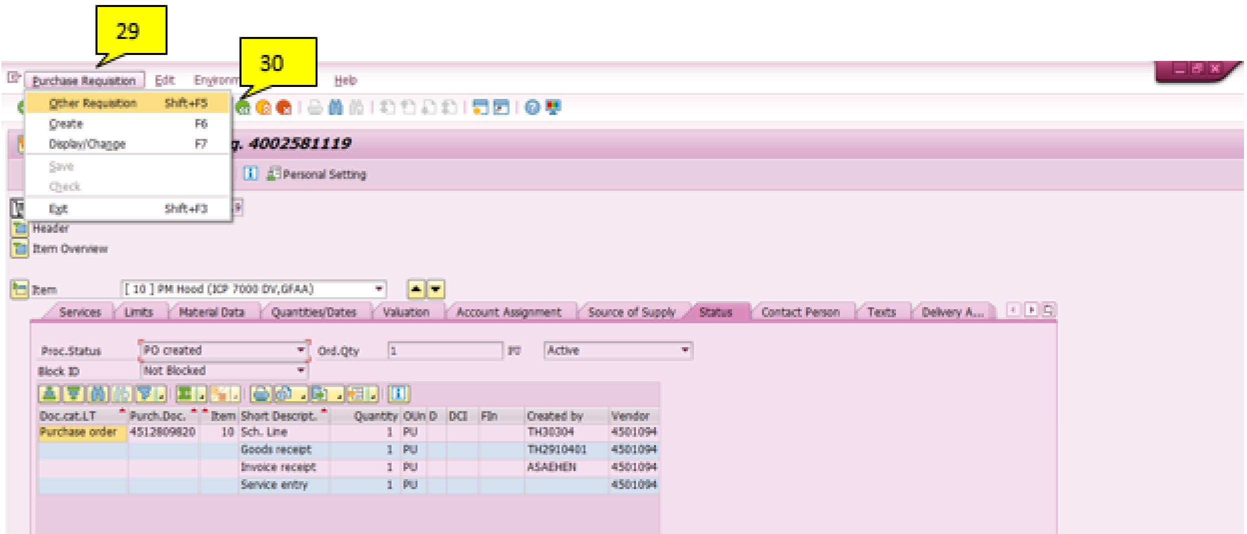
#	Main activities	Tips/Best practices	Key points
23	Copy ‘term and condition’ and paste in “Header text”		
24	Click 		



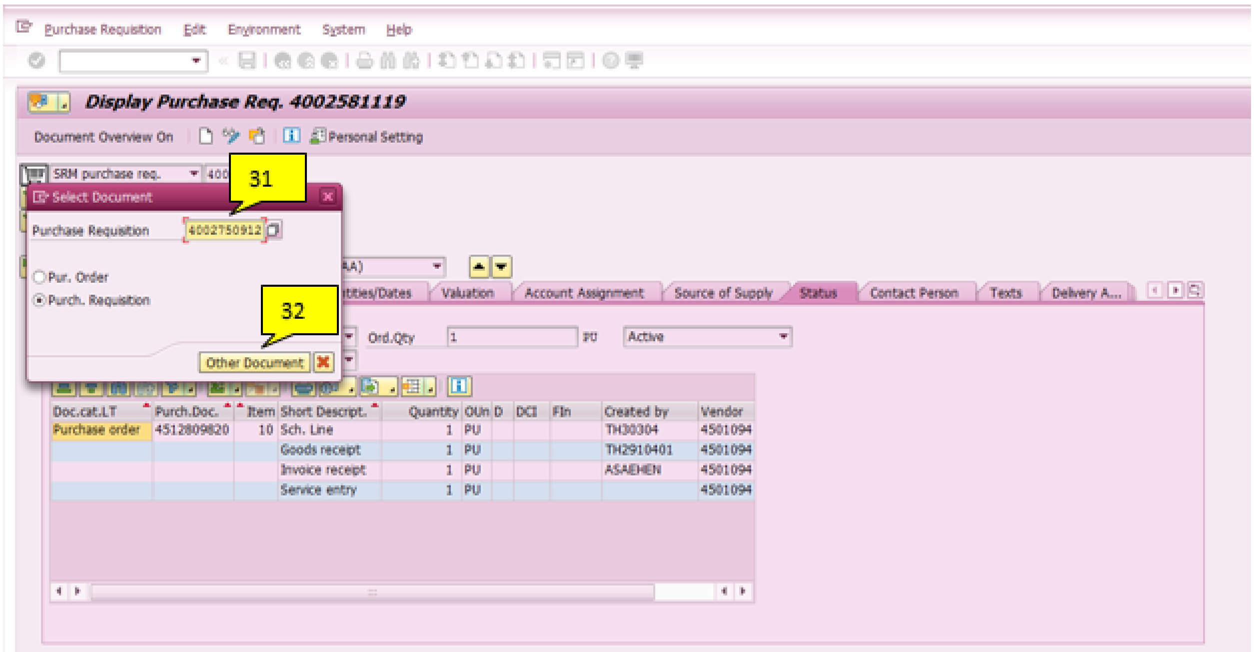
#	Main activities	Tips/Best practices	Key points
25	Put tick mark on “Release order text”		
26	Put tick mark on “Header text”		
27	Click 		



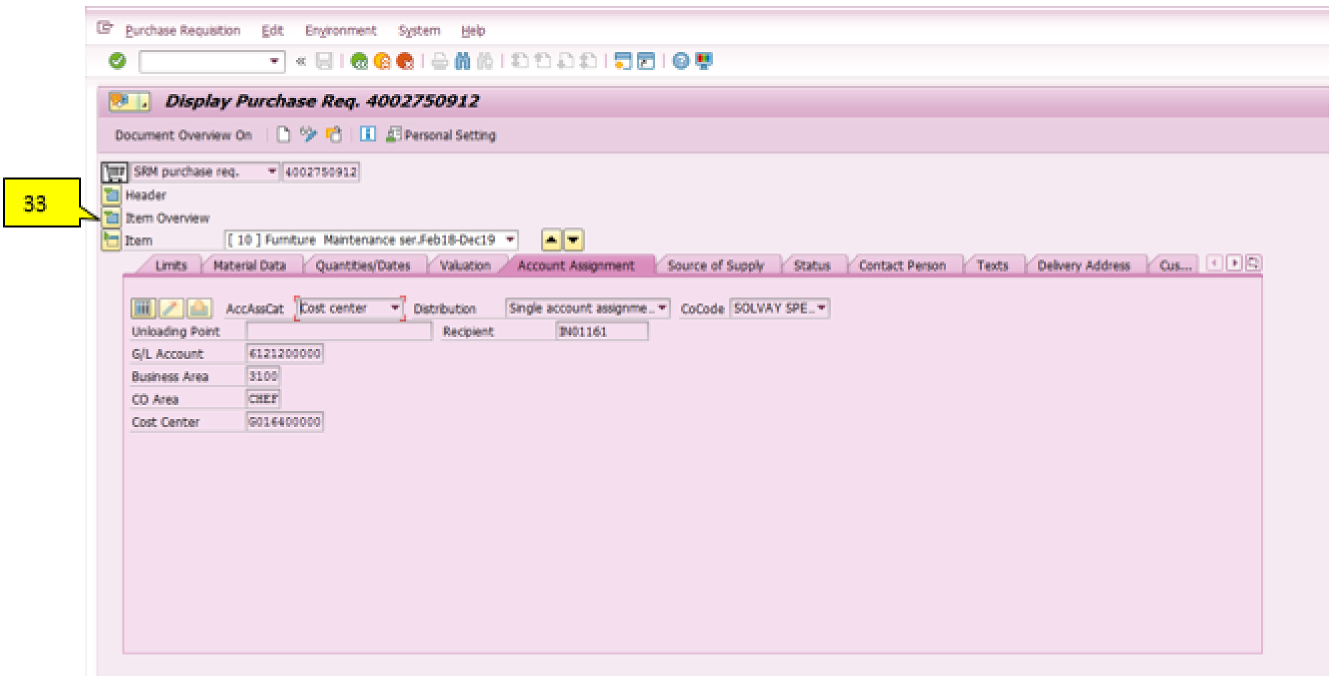
#	Main activities	Tips/Best practices	Key points
28	Insert T-code “/ome53n” and press “Enter” on keyboard	You are going to check the shot text for this contract	



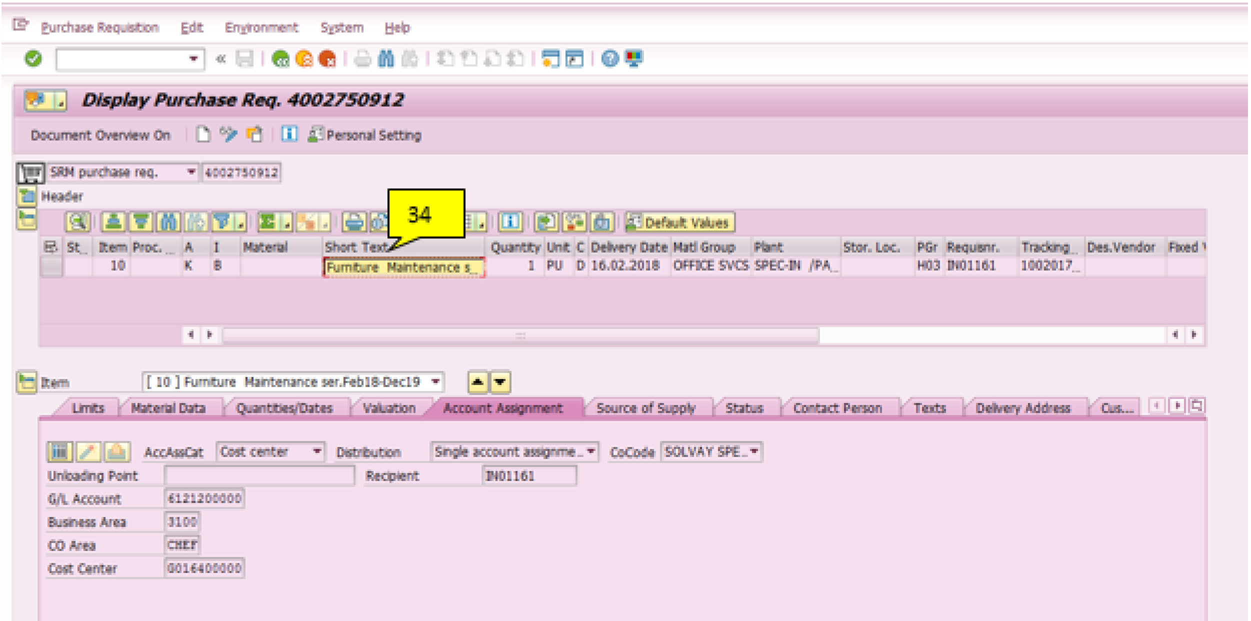
#	Main activities	Tips/Best practices	Key points
29	Click Purchase Requisition		
30	Select “Other Requisition”		



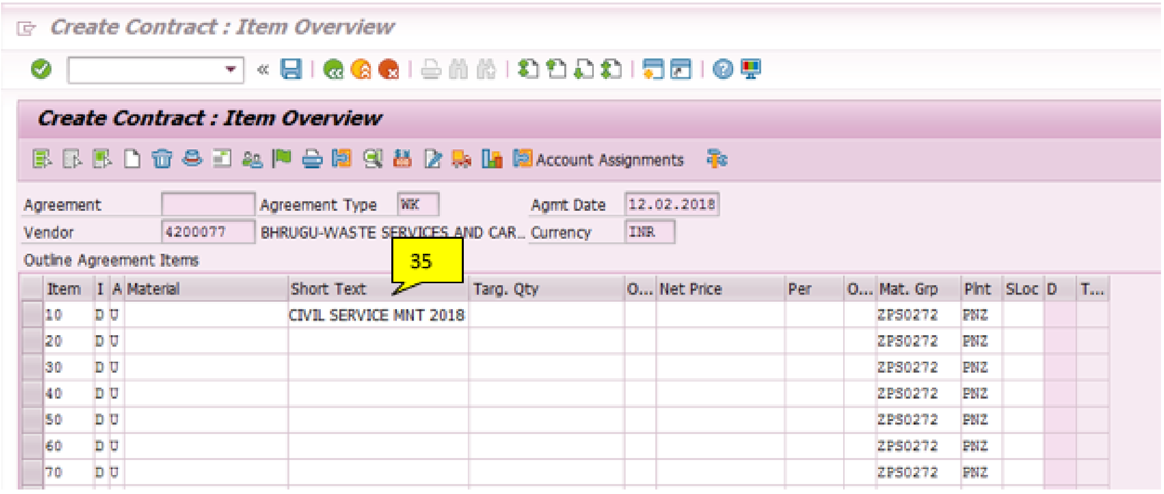
#	Main activities	Tips/Best practices	Key points
31	Insert PR number		PR number provided by requester
32	Click Other Document		



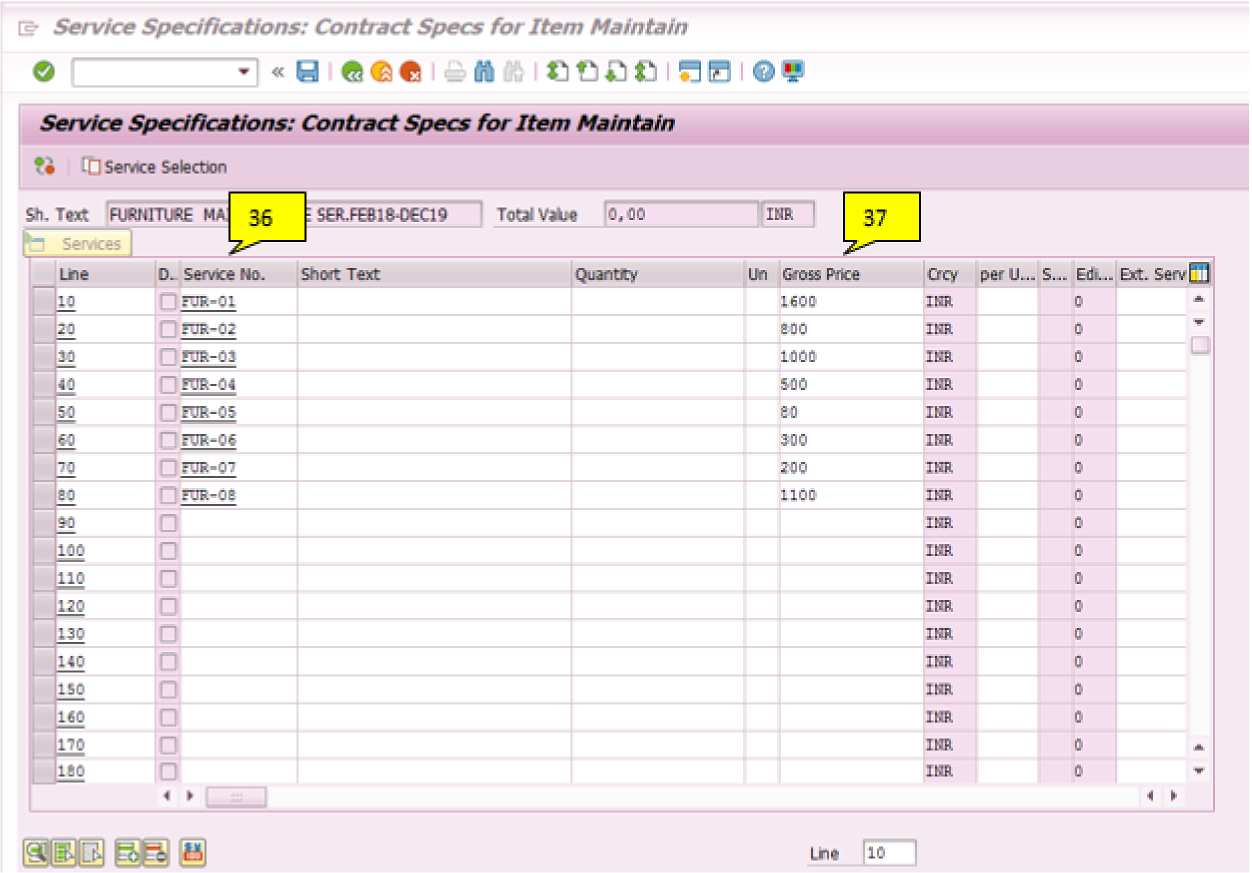
#	Main activities	Tips/Best practices	Key points
33	Click in front of 'Item Overview'	You can skip this step if your 'Item Overview' is shown	



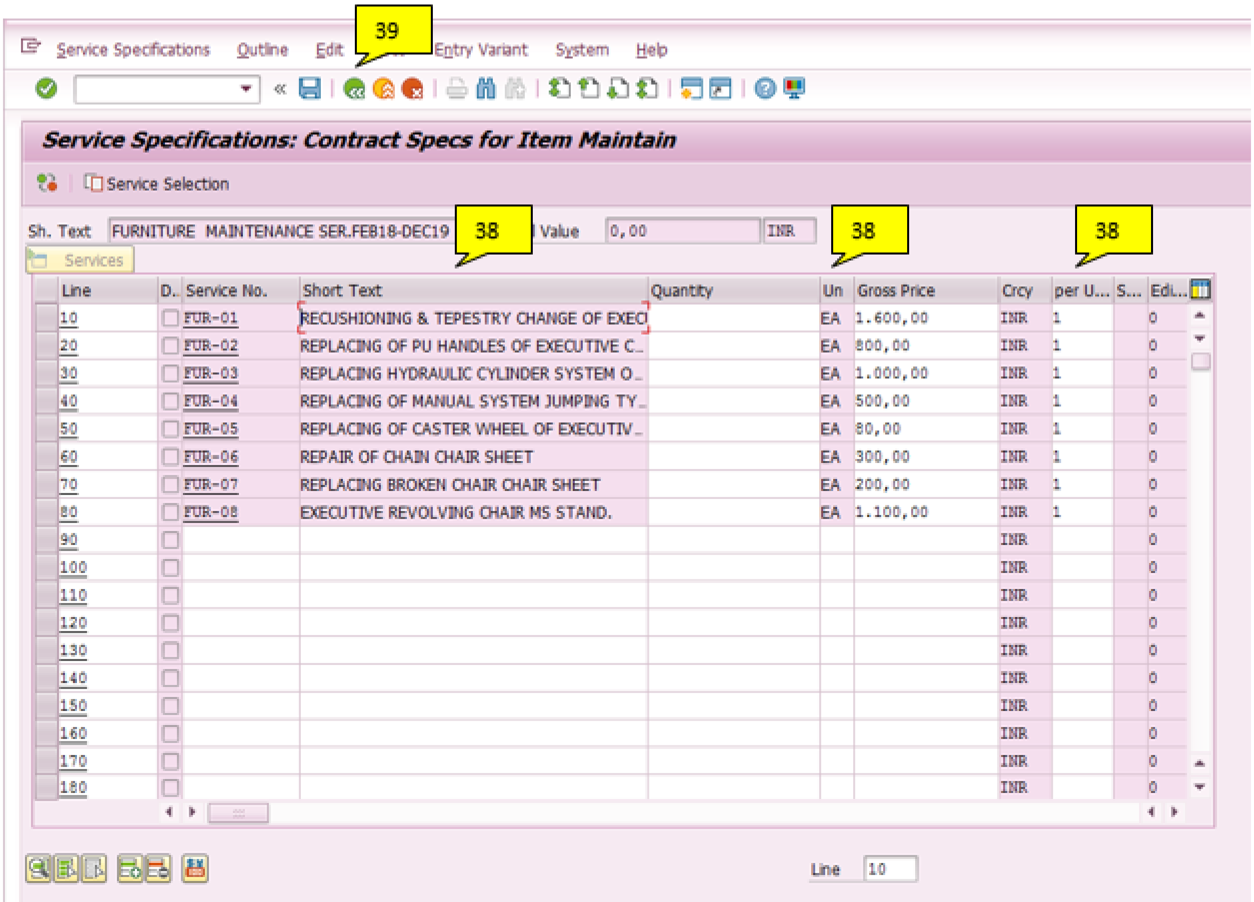
#	Main activities	Tips/Best practices	Key points
34	Copy “Short Text” and go back to contract creation window		



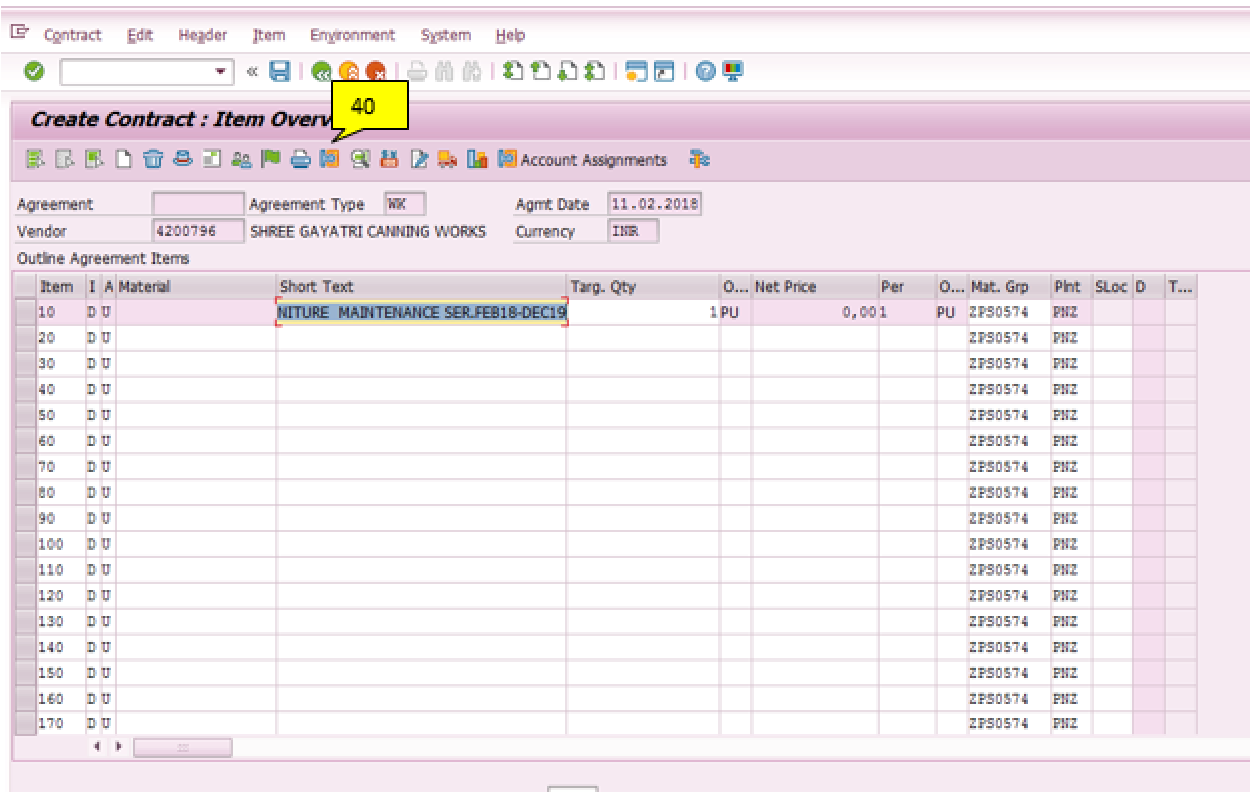
#	Main activities	Tips/Best practices	Key points
35	Paste “Short text” from PR to ‘Short Text’ and press “Enter” on keyboard		It must be maintained in capital letter



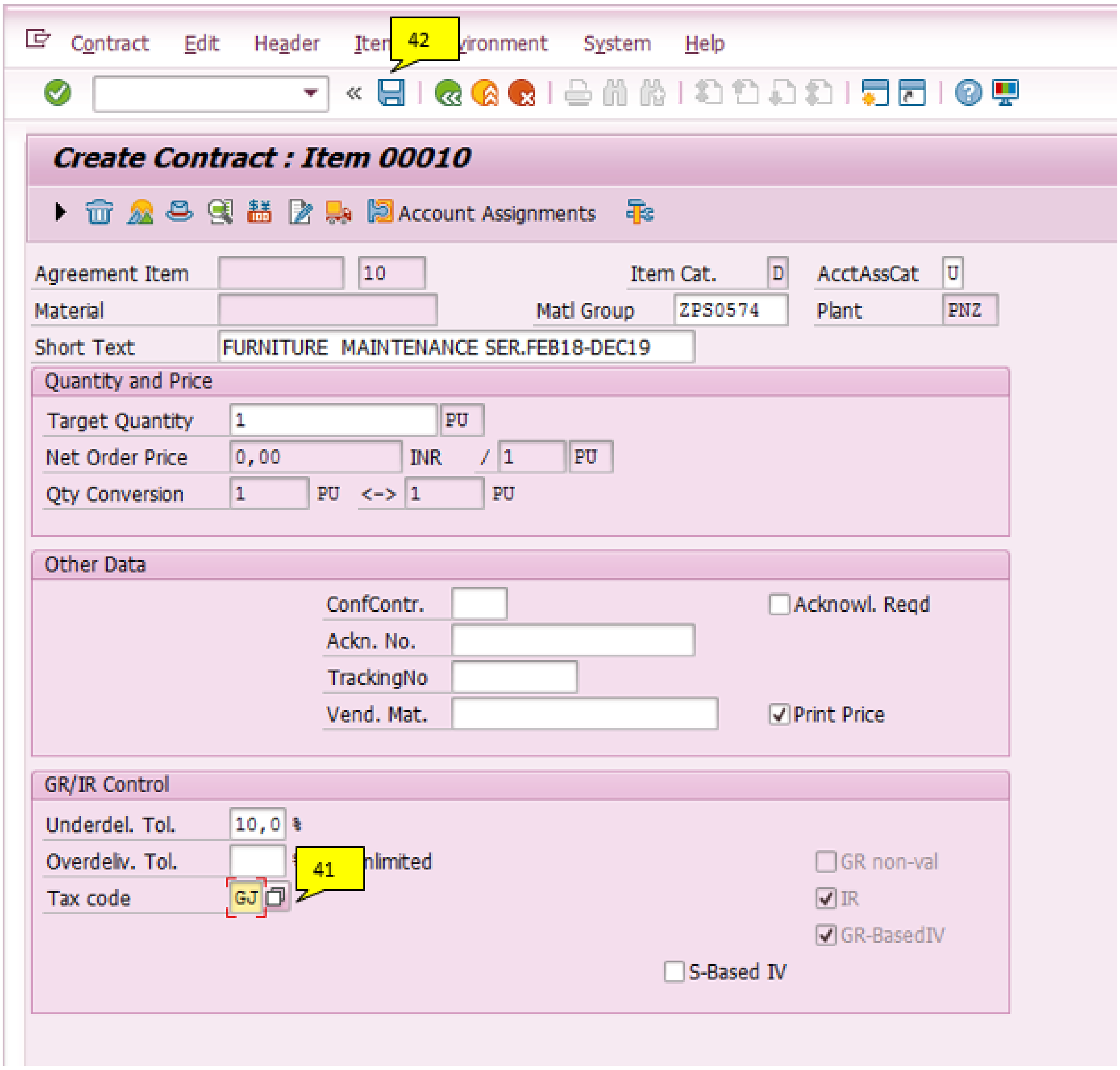
#	Main activities	Tips/Best practices	Key points
36	Copy ‘Service number’ from a provided temple to and paste it on “Service No.”	You can copy all data in the template and paste data to this window, you can click “right” on your mouse to paste all data If service number is more than 10 lines, you are advised to copy 10 lines each to prevent an error	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



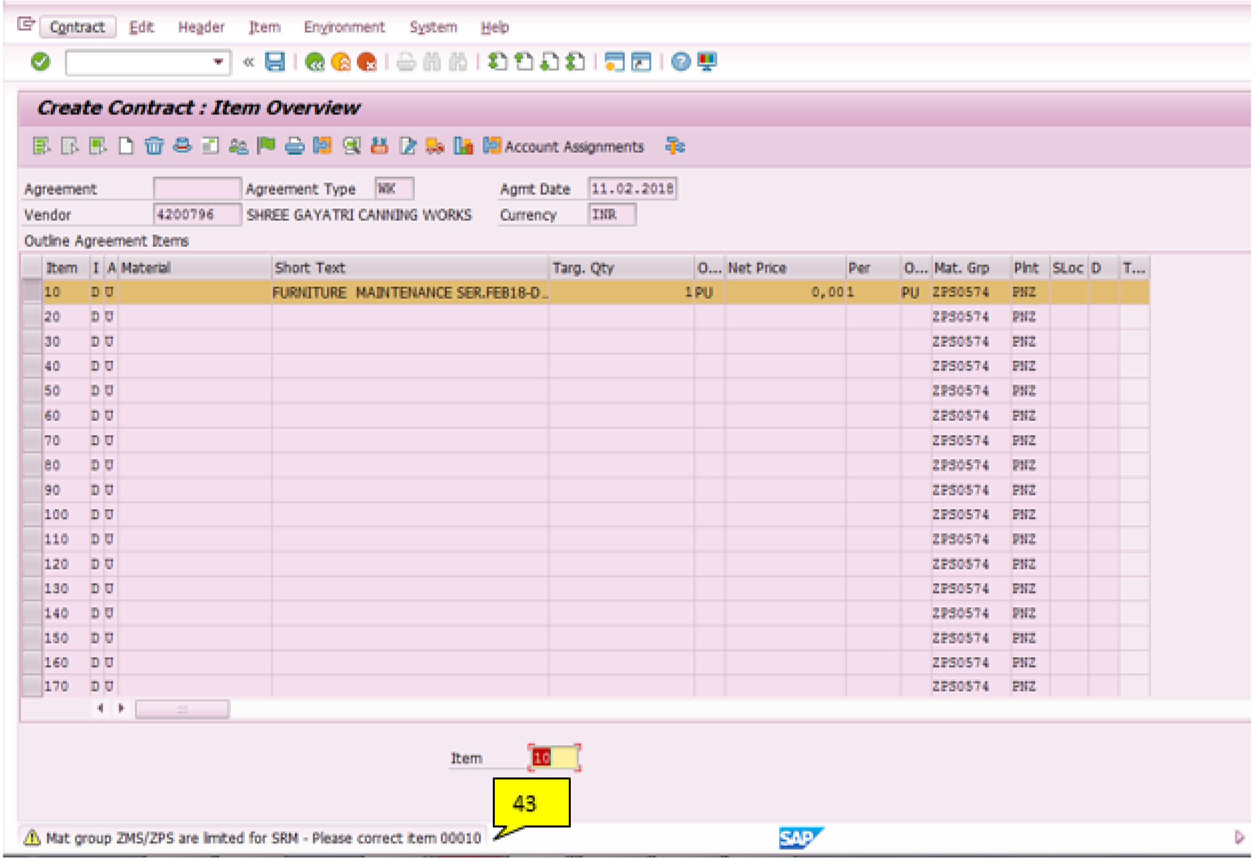
#	Main activities	Tips/Best practices	Key points
38	Shot text, Unit and per Unit of Meas. will automatically appear		
39	Click 	If you have more than 1 line items in PR, you can repeat step #34 - #39 until you finish create all items Order of items must follow line items in PR	



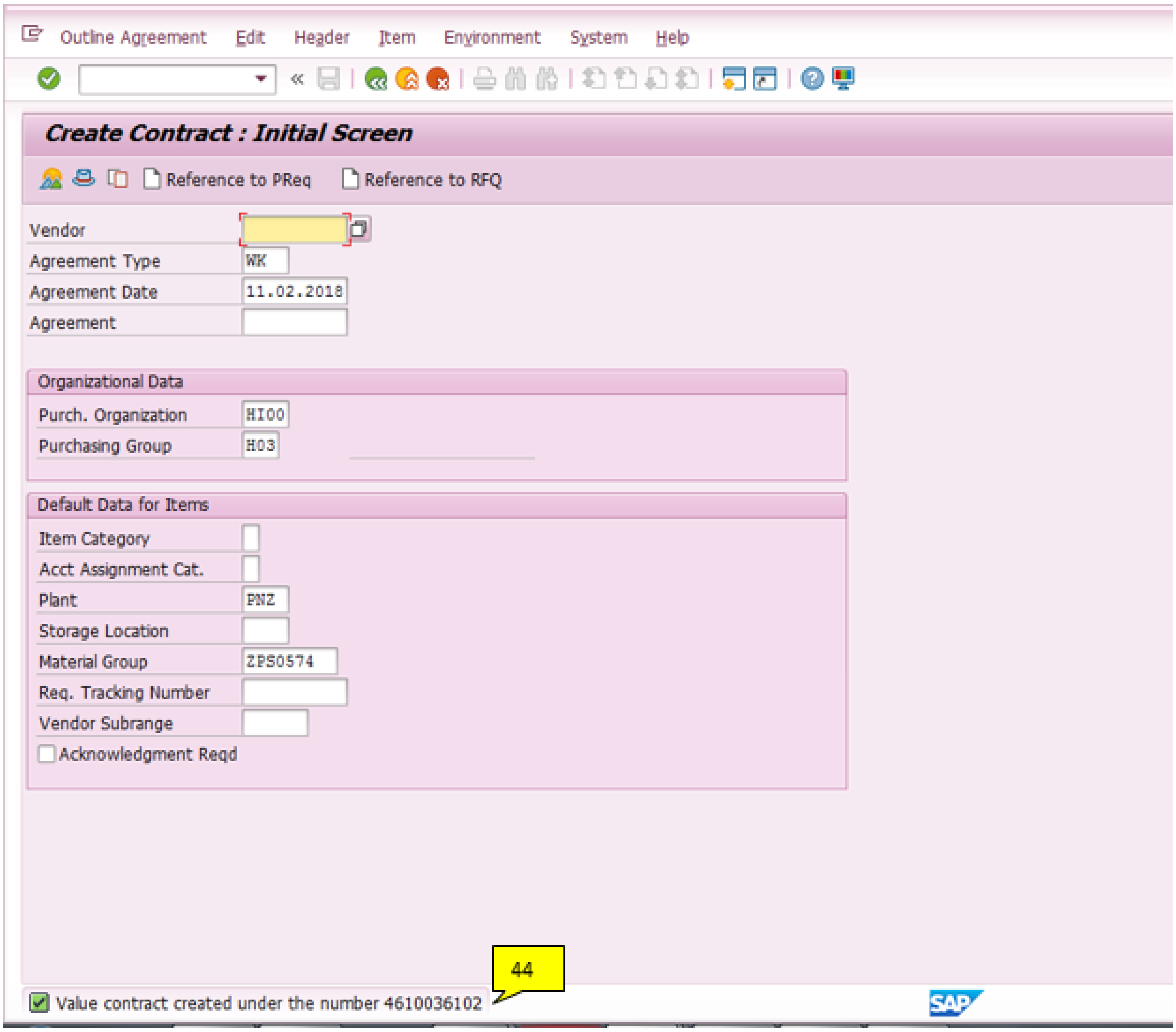
#	Main activities	Tips/Best practices	Key points
40	Click		



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

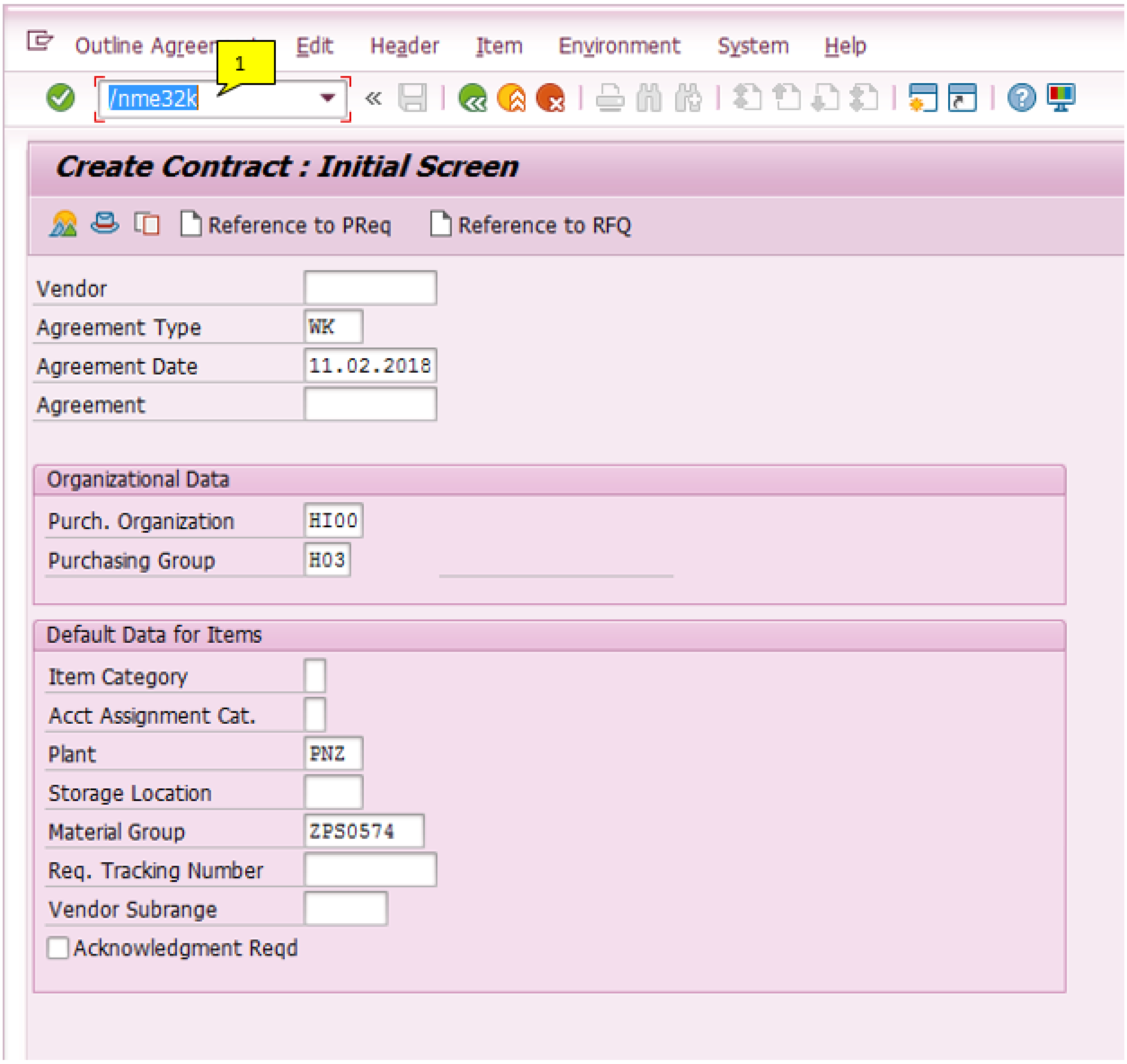


#	Main activities	Tips/Best practices	Key points
43	Press “Enter” on Keyboard until the error message disappears		This can happen when you save your new contract

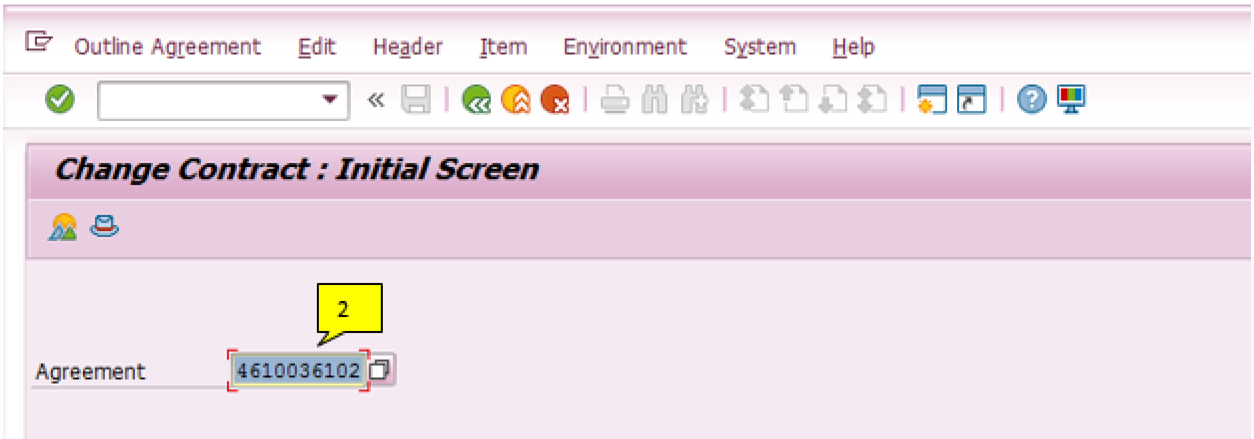


#	Main activities	Tips/Best practices	Key points
44	The message will show that you have create an new contract with contract number		

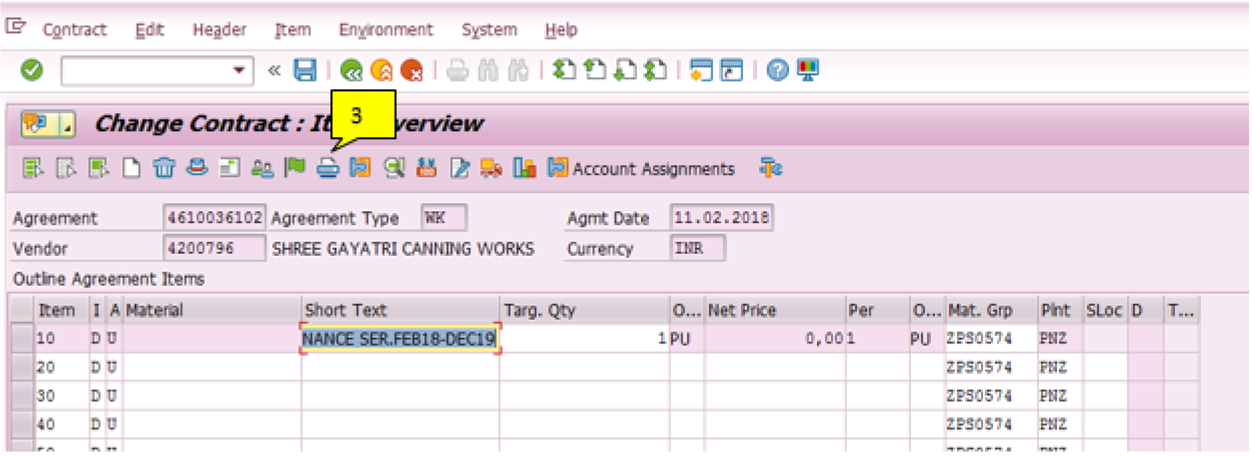
4. PO contract printing



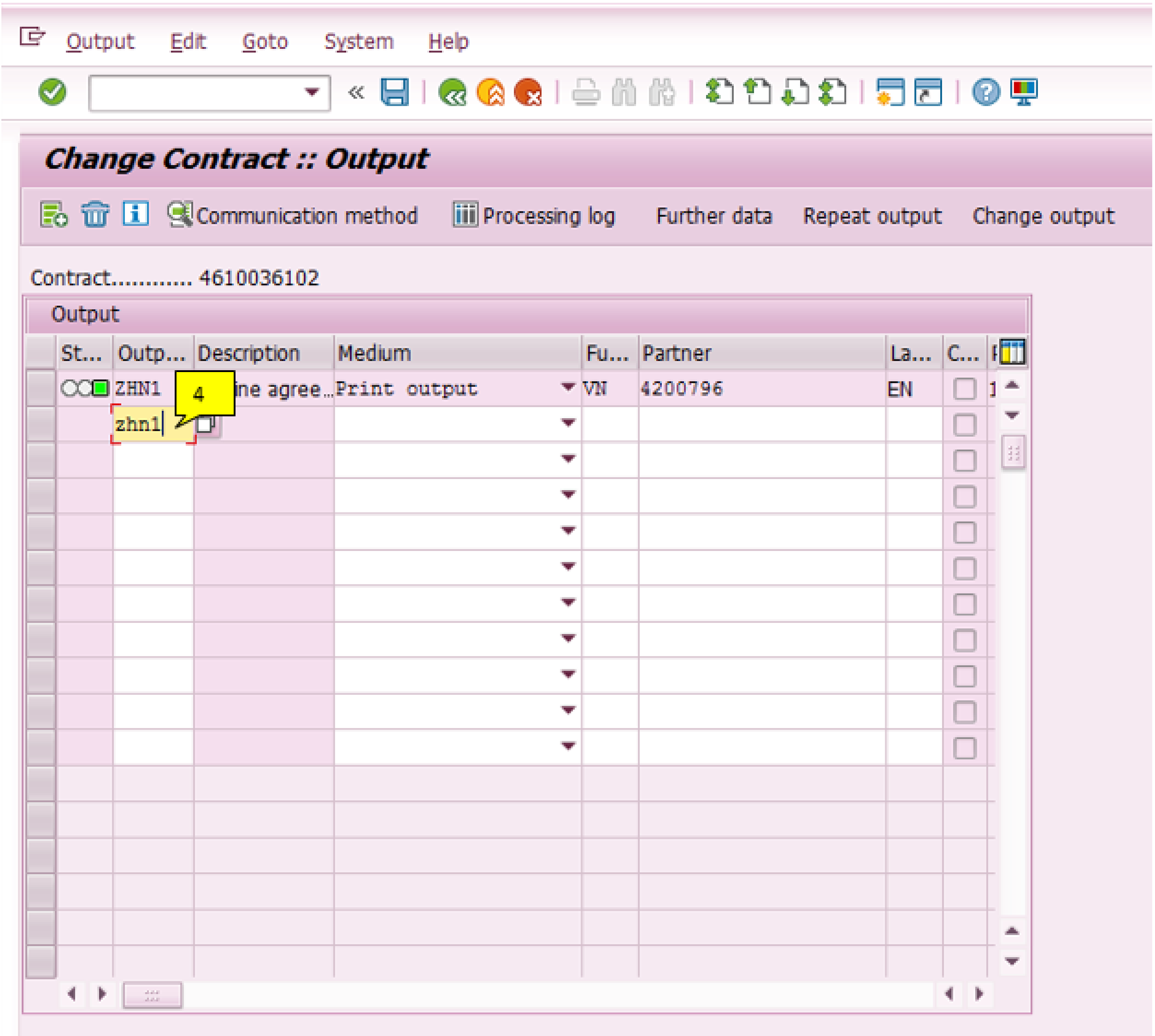
#	Main activities	Tips/Best practices	Key points
1	Insert “/nme32k” and press “Enter” on Keyboard		



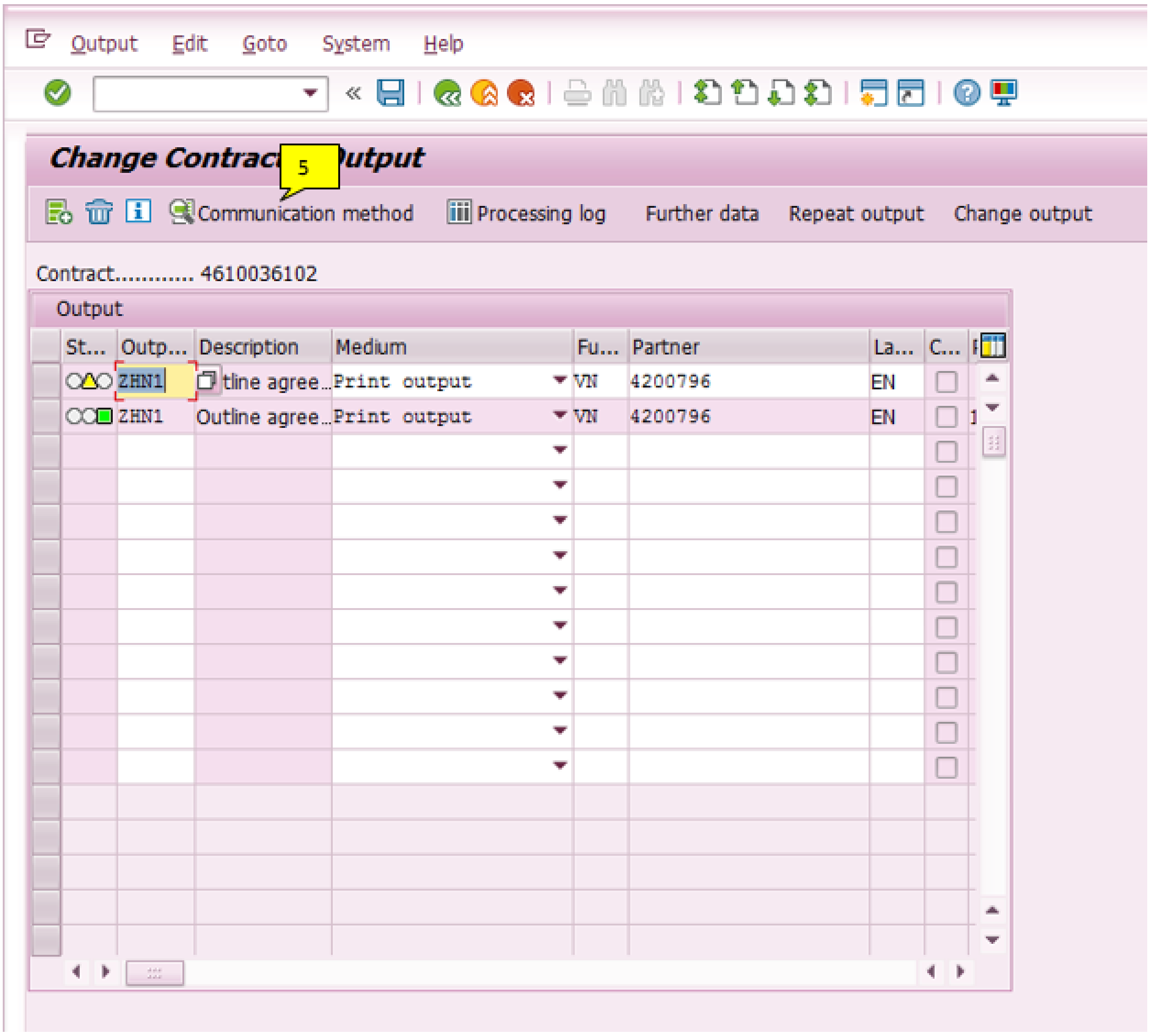
#	Main activities	Tips/Best practices	Key points
2	Insert “Contract number” in ‘Agreement’ and press “Enter” on keyboard		

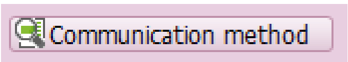


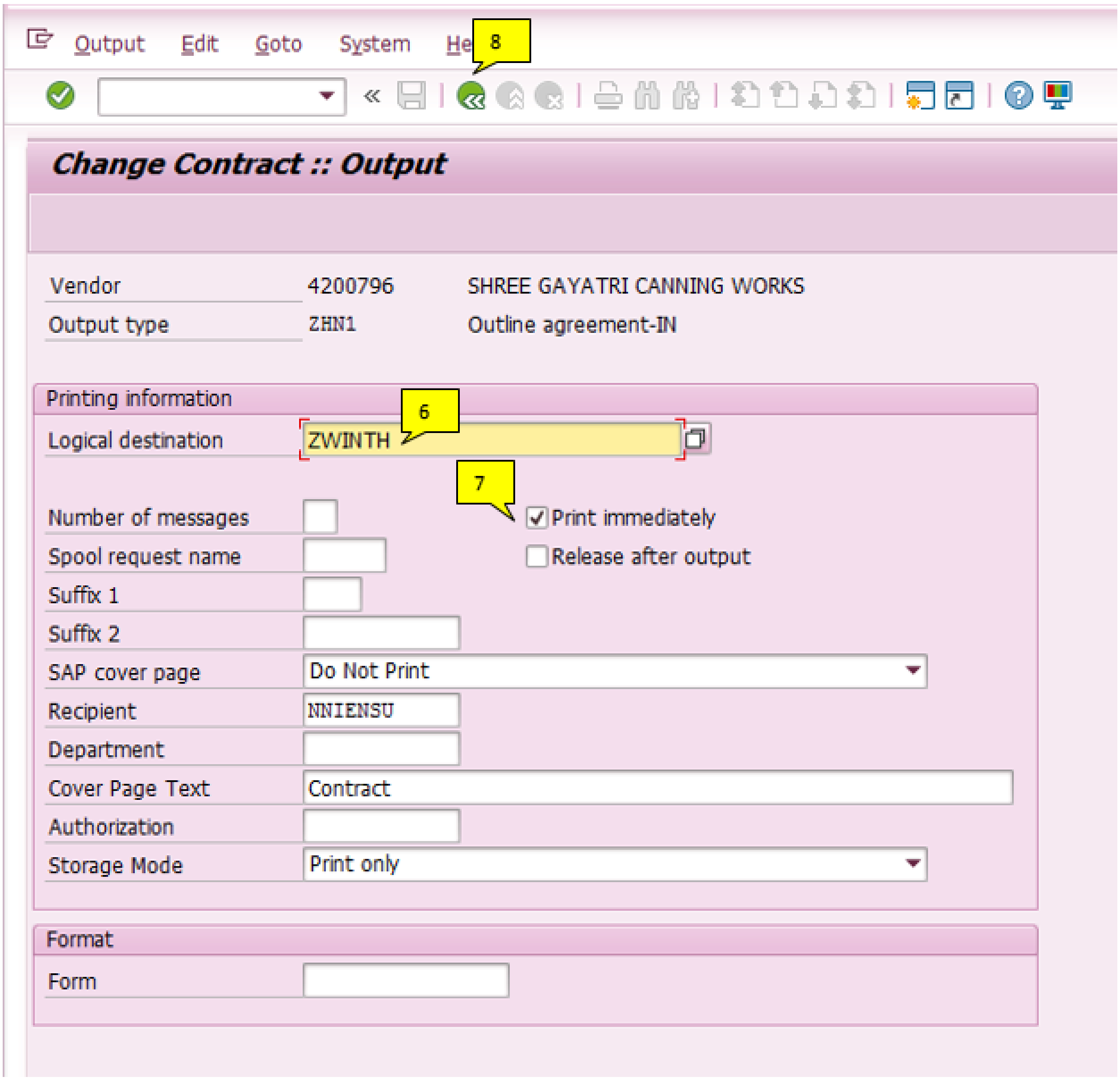
#	Main activities	Tips/Best practices	Key points
3	Click 		



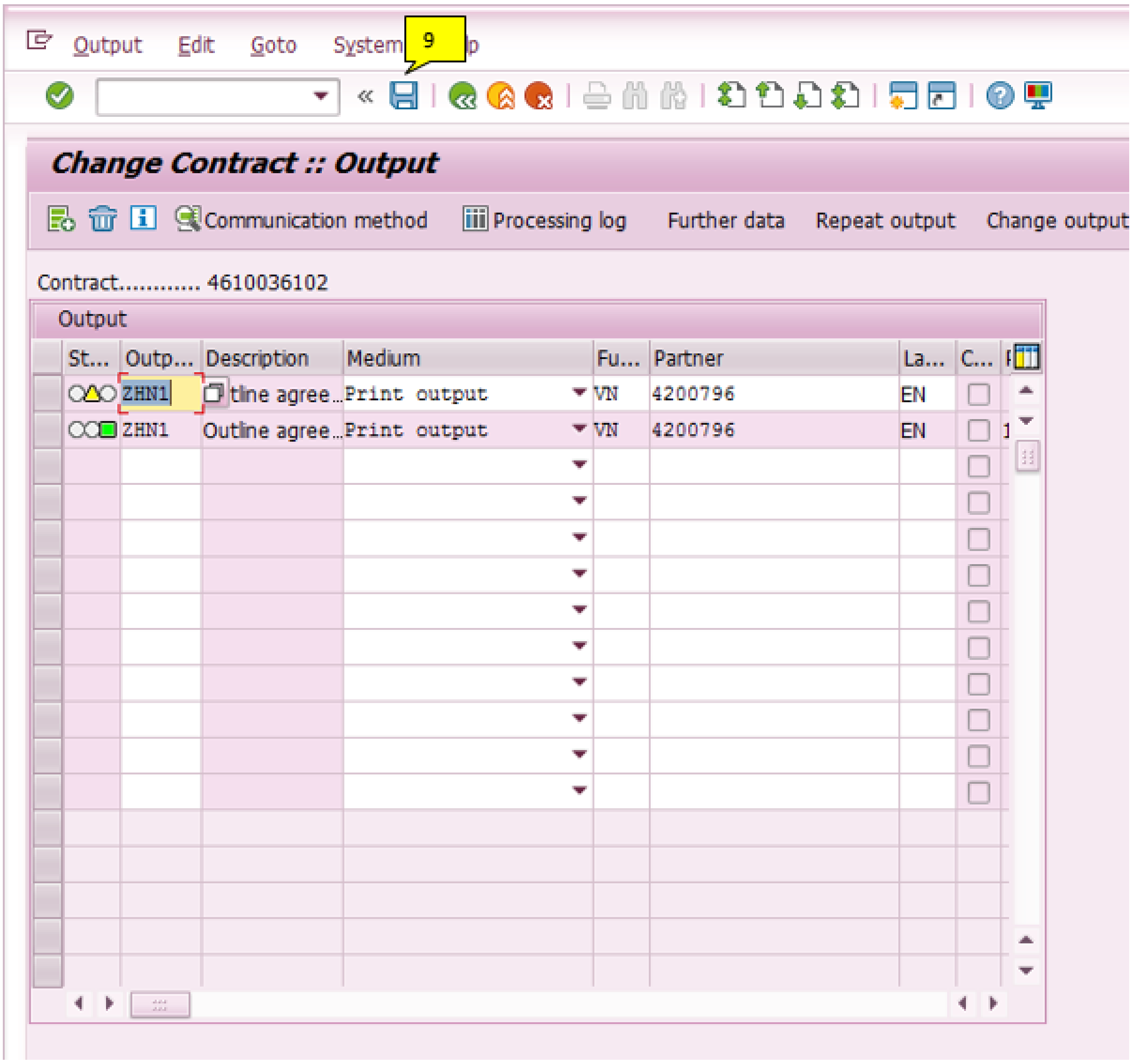
#	Main activities	Tips/Best practices	Key points
4	Insert “zhn1” and press “Enter” on keyboard		



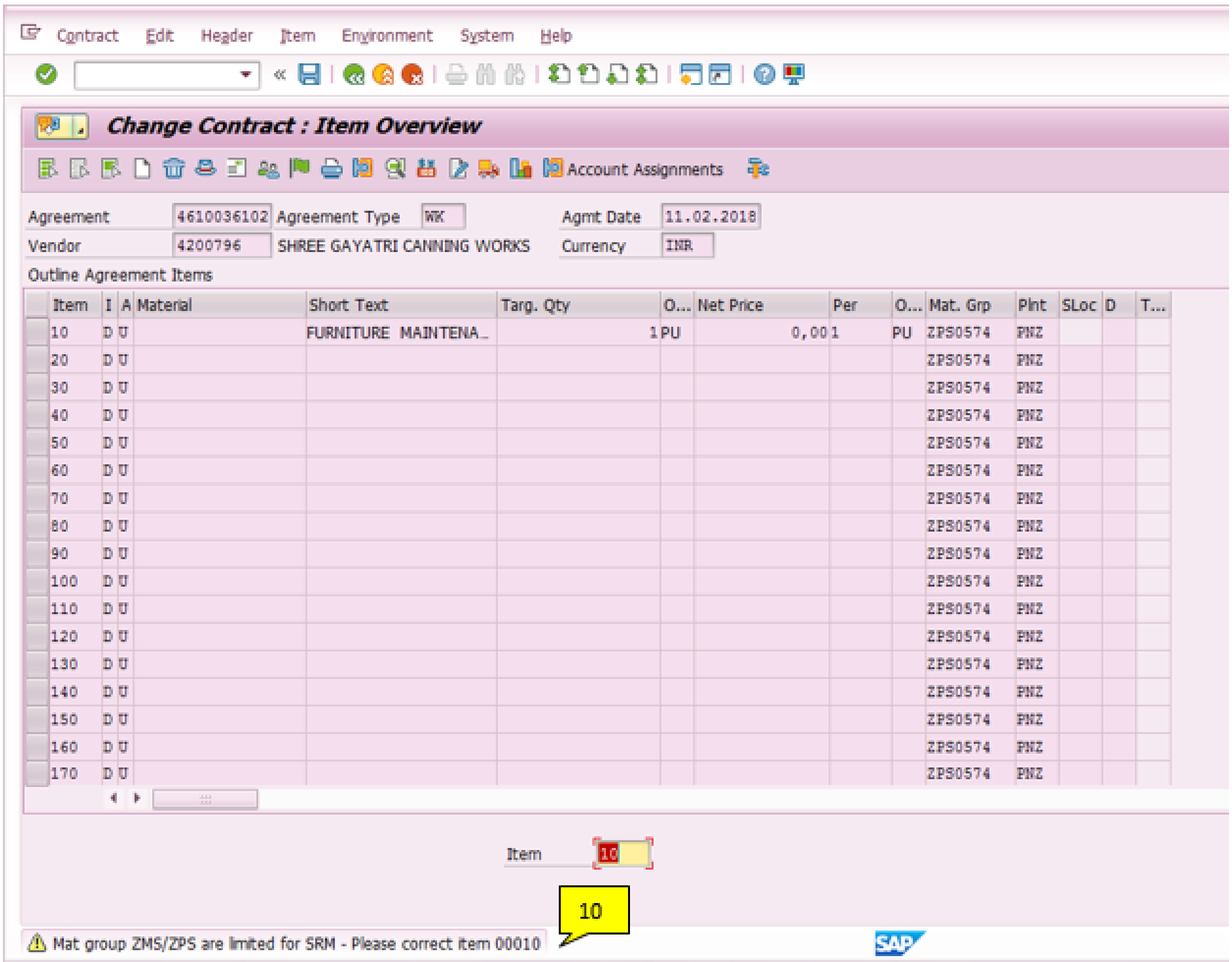
#	Main activities	Tips/Best practices	Key points
5	Click 		



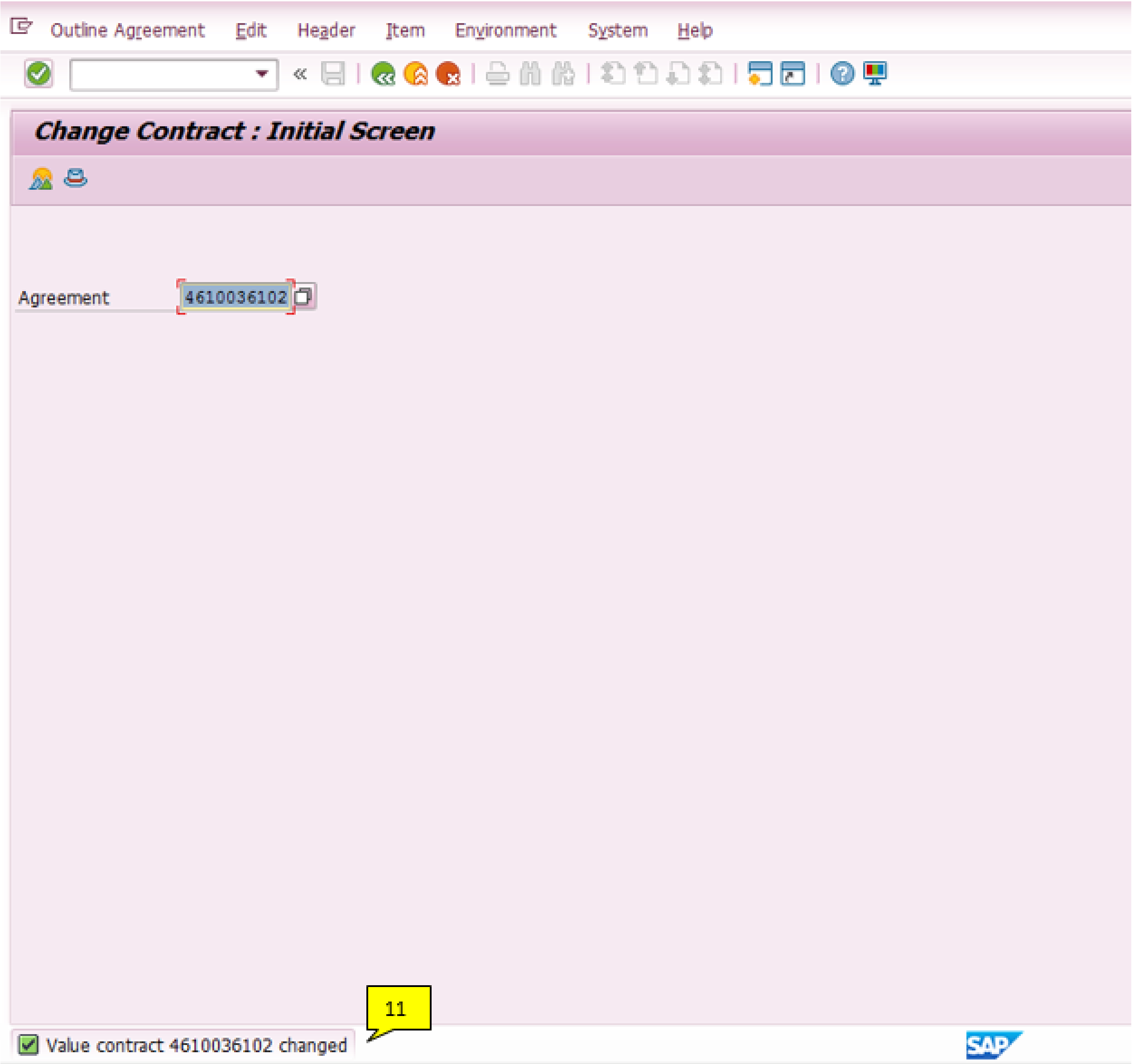
#	Main activities	Tips/Best practices	Key points
6	Insert “ZWINTH” in ‘Logical destination’		Must be capital letter only
7	Tick on “Print immediately”		
8	Click 		



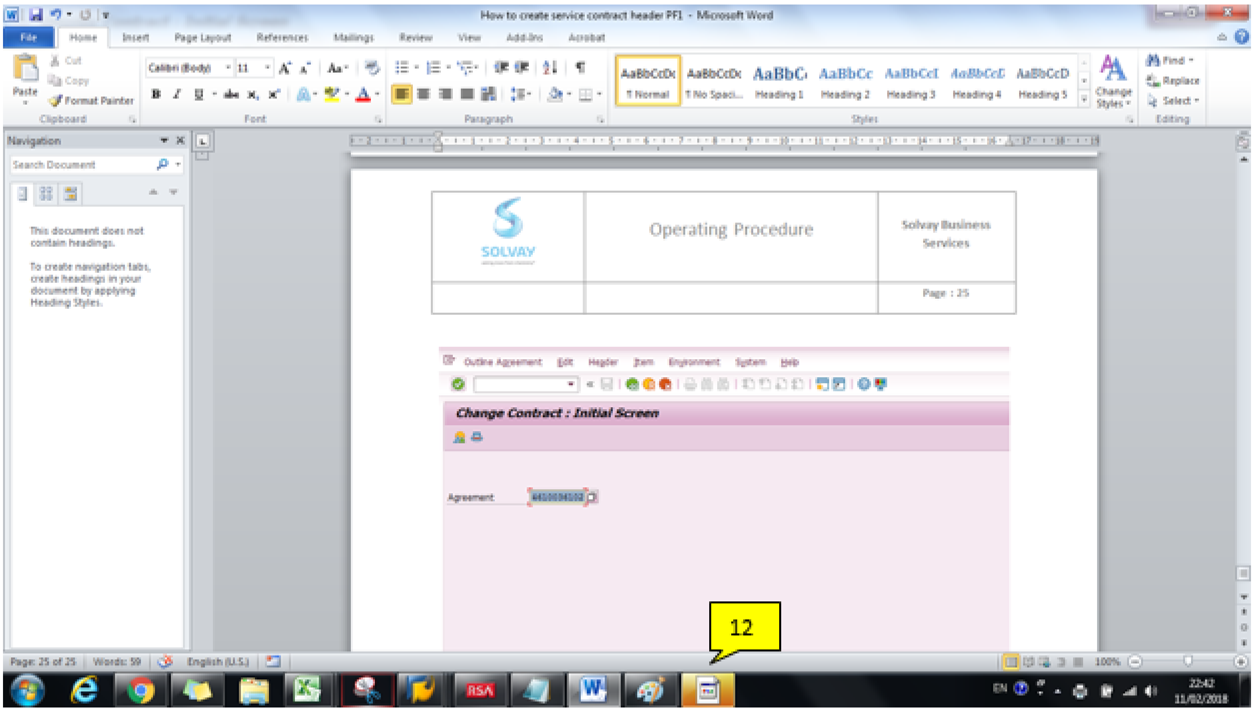
#	Main activities	Tips/Best practices	Key points
9	Click 		

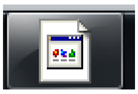


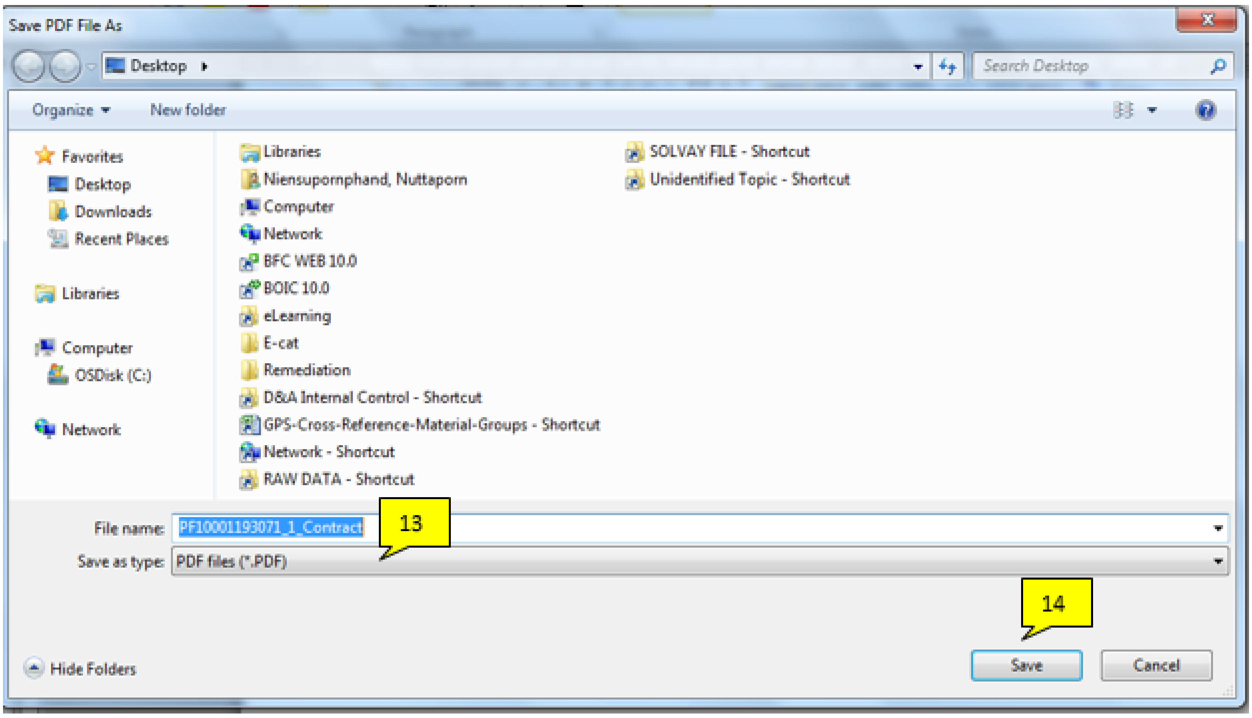
#	Main activities	Tips/Best practices	Key points
10	Press “Enter” on Keyboard until the error message disappears		This can happen when you save your new contract



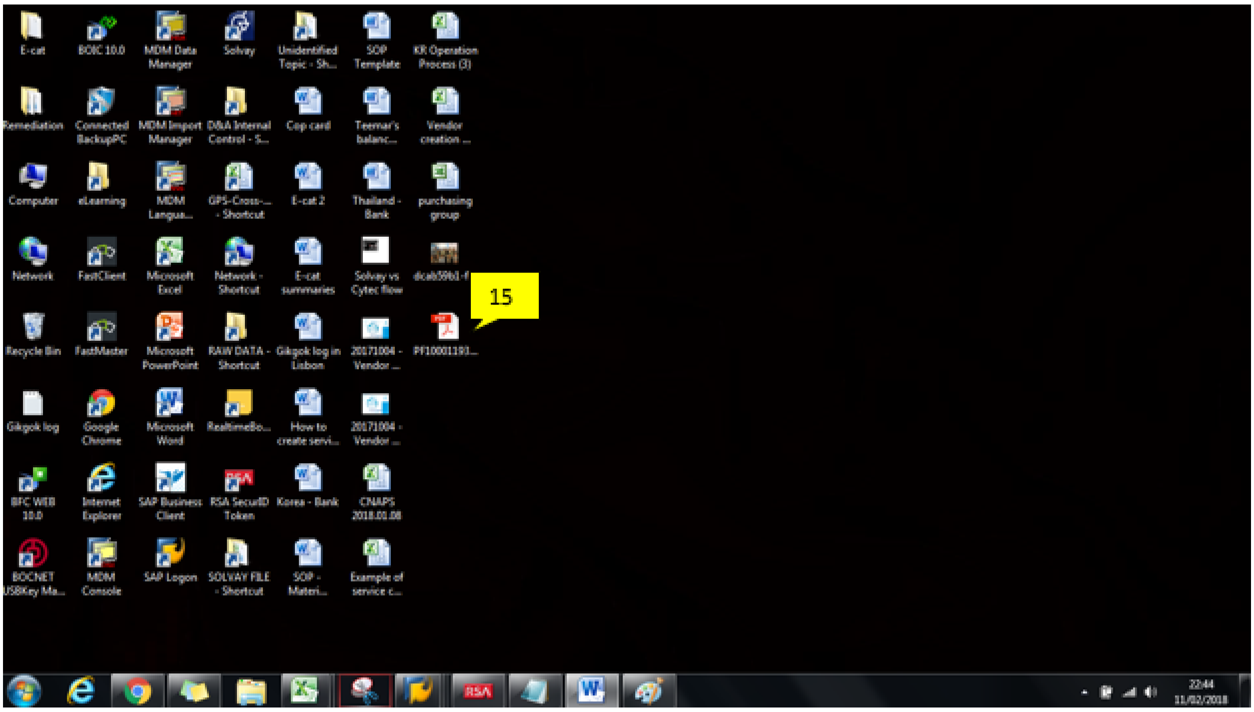
#	Main activities	Tips/Best practices	Key points
11	The message will show that the contract has updated		



#	Main activities	Tips/Best practices	Key points
12	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