

Contracts Creation

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Scope



EMEA

ERP



WP1

References

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1. Objective and Scope

1.1 Objective of this Procedure

This SOP explains how to create a contract in RCS covering:

• A) Industrial and General Supply	1
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2. Standard Operating Procedure Description

2.1 Prerequisites

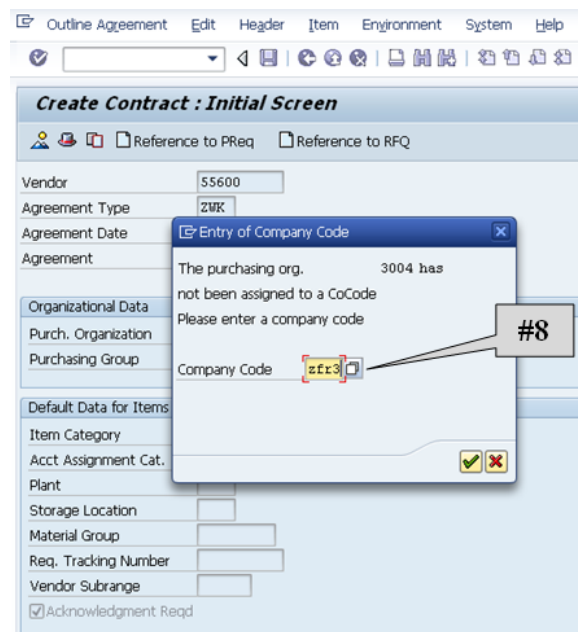
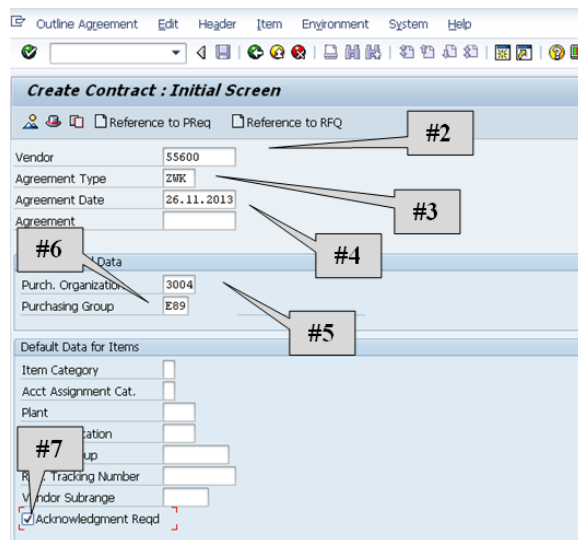
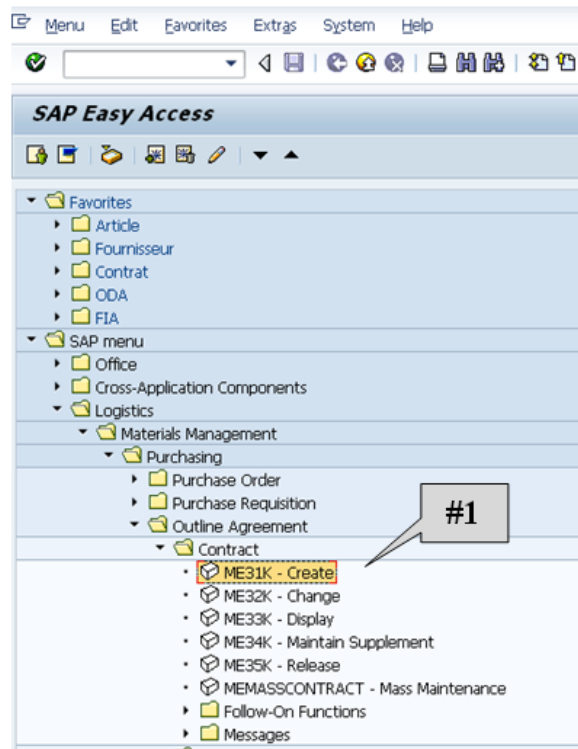
Mandatory information to be provided to SBS BO D&A team:

Agreement type: WK - Local value contract or ZWK - Central value contract

- Purch. Organization
- Code Supplier
- Code Article/S
- Price
- Incoterms
- Delay
- Vat Code
- Buyer Code
- Contract Validity
- Plant (If contract is WK)
- Country (If contract is ZWK)

A) Industrial and General Supply

#	Main activities	Tips / Best practices	Key points
1	Enter transaction ME31K		



#	Main activities	Tips / Best practices	Key points
2	A RCS contract is created by CCA and per country		If supplier has several codes in SAP, use the Headquarters folio number
3	Agreement type: ZWK - Central val. contract		Available for more than 1 site
4	Agreement Date: Date of contract creation in SAP fulfilled automatically		
5	Purchasing. Organization : 3001 or 3004		3001 – General supply 3004 – Industrial Supply

#	Main activities	Tips / Best practices	Key points
5	Purchasing Organization : Concerns activity or 3004		3001 – General supply 3004 – Industrial Supply
6	Buyer Code: Always provided by requester		
7	Mandatory to flag the "Acknowledgment Req'd" – PRESS ENTER		

#	Main activities	Tips / Best practices	Key points
8	Company code: Enter a valid country code: List below		Information always provided by requester

France : ZFR3 UK : 6068
 Italy: 8090 Spain : 8485
 Germany : 6111 Poland : 7531

This screenshot shows the 'Create Contract : Header Data' screen. Callouts point to various fields: #9 points to 'Agreement Type' (OFFICE DEPOT BS SAS), #10 to 'Payment in' (Days), #11 to 'Suppl. Vender' (55600), #12 to 'Salesperson', #13 to 'Invoicing Party' (55600), #14 to 'Incoterms' (CIP ADRESSE DE LIVRAISON), #15 to 'Agreement Date' (29.11.2013), and #16 to 'Language'.

This screenshot shows the 'Create Contract : Item Overview' screen. Callout #17 points to the 'Item' field (Material: Fournitures Bureau) and callout #18 points to the 'Account' field.

This screenshot is identical to the previous one, showing the 'Create Contract : Item Overview' screen with callouts #17 and #18.

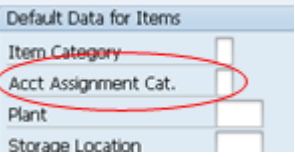
This screenshot shows the 'Create Contract : Item 00010' screen. Callout #19 points to the 'Tax Code' field (ad).

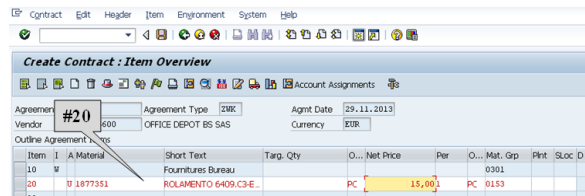
#	Main activities	Tips / Best practices	Key points
9	Validity date: Provided by requester		
10	Your reference: Concerns the contract reference with the supplier (if not known, indicate reference Solvay)		
11	Our reference: If not known, enter 000000		
12	Salesperson: Pre-defined in the vendor master record, If not known, indicate M. in order to be able to move to other screen		
13	Telephone: Pre-defined in the vendor master record, If not known, indicate M. in order to be able to move to other screen		
14	Incoterm: If contract is created for several sites you can not define a specific address to deliver material, so, do not remove "ADRESSE DE LIVRAISON"		
15	Payment Terms: System will retrieve it, by default from the Master Data, if contract was negotiated with a different term, we can modify it.		
16	Currency: According to Contract negotiation / Country you must fulfill the currency in this screen, otherwise you will not able to modify it anymore. PRESS ENTER		


#	Main activities	Tips / Best practices	Key points
17	Item Category: Create the first line as "Material Group" W		
18	Fulfill the Short Text		
***	Material group: Fill the Family purchase code - 4 digits and afterwards Double click on the line created		

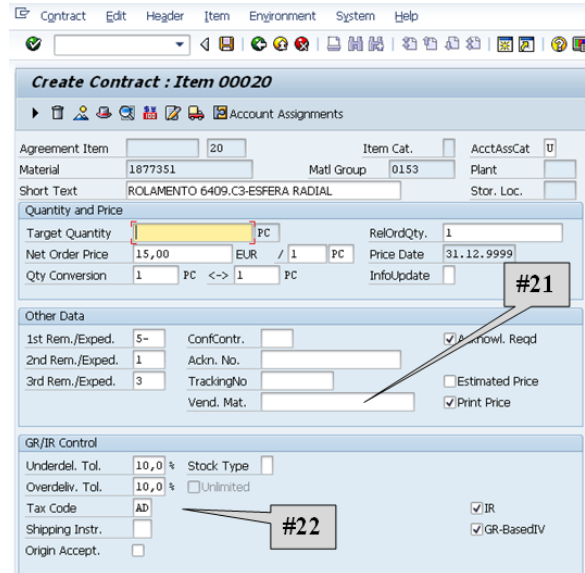
#	Main activities	Tips / Best practices	Key points
19	Tax Code: To be fulfilled according to Country codes (provided) Go back		

#	Main activities	Tips / Best practices	Key points
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<p>20 If required, you can now create the material / Article lines:</p> <ul style="list-style-type: none"> Account assignment Category: U - Unknown Material number Price 	<p>If you have a significant number of material lines to be created, see 1st screen of contracts (page 3), here you can add by default the category in all lines of contract.</p> 
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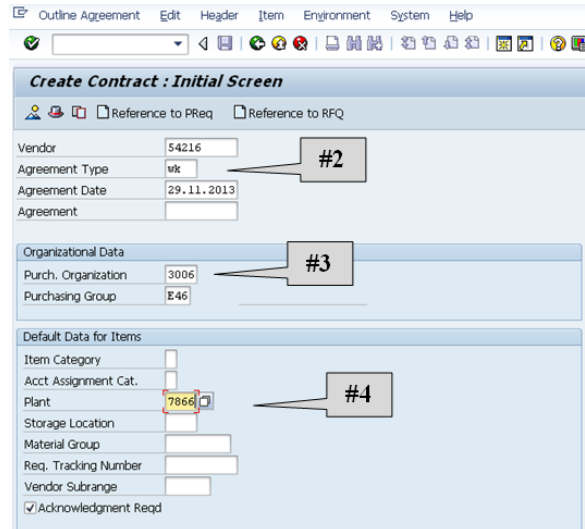
#	Main activities	Tips / Best practices	Key points
21	After your line is created, double click on the line, and fulfill the Vendor material reference (if that information is available)		
22	Tax code: Fulfill the VAT code applied in the country		
***	If all lines are create, save contract  . Process is finish		For contracts created as ZWK - Central val.contract the numbering will start with 47*



B) Packaging and Raw Materials

#	Main activities	Tips / Best practices	Key points
1	Enter transaction ME31K		

#	Main activities	Tips / Best practices	Key points
2	Agreement type: WKLocal value contract		
3	Purchasing. Organization: 3006 – Raw Materials 3002 Packaging		
4	Plant: Contracts for Raw Materials are created for a specific plant. ENTER		



Fields: Your reference / Our reference / Salesperson you should apply the same rules **as A) Industrial and General Supply**

#	Main activities	Tips / Best practices	Key points
5	Incoterms: As the contract is created for a specific plant, insert the delivery address. ENTER		
6	Payment terms: modify if necessary to terms agreed on contract		

Create Contract : Header Data

Agreement: [] Company Code: 2FR9 Purchasing Group: E46
 Agreement Type: WK Purch. Organization: 3006
 Vendor: 54216 KOLMAR GROUP AG

Administrative Fields
 Date: 29.11.2013 Item Number Interval: 10 Subitem Interv.: 1
 GR Message: [] Validity End: 31122013 Language: EN

Terms of Delivery and Payment
 Payt Terms: 0019 Targ. Val.: [] EUR #5
 Payment in: [] Days % Exch. Rate: 1,00000
 Payment in: [] Days % Incoterms: CFR/FLUSHING
 Payment in: [] Days Net

Reference Data
 Quotation Date: [] Quotation: []
 Your Reference: [] Salesperson: []
 Our Reference: [] Telephone: []
 Suppl. Vendor: [] Invoicing Party: 54216

AOP
 Customer for account: []

Create Contract : Item Overview

Agreement: [] Agreement Type: WK Agmt Date: 29.11.2013
 Vendor: 54342 YARA FRANCE Currency: EUR

Item	Material	Short Text	Targ. Qty	Q... Net Price	Per	Q... Mat. Gp	Plant
10	61150	AMMONIAC ANHYDRE V...		TO	399,04	TO	0451 7866

Create Contract : Item 00010

Agreement Item: 10 Item Cat.: [] AcctAssCat: []
 Material: 61150 Matl Group: 0451 Plant: []
 Short Text: AMMONIAC ANHYDRE VRAC Stor. L: []

Quantity and Price
 Target Quantity: [] TO ReOrdQty: 4000
 Net Order Price: 399,04 EUR / 1 TO Price Date: []
 Qty Conversion: 1 TO <-> 1 TO InfoUpdate: []

Other Data
 1st Rem./Exped.: 5- ConfContr.: [] Acknowl. Reqd
 2nd Rem./Exped.: 1 Ackn. No.: []
 3rd Rem./Exped.: 3 TrackingNo.: [] Estimated Price
 Vend. Mat.: AMMONIAC Print Price

GR/IR Control
 Underdel. Tol.: 10,0 % Stock Type: []
 Overdeliv. Tol.: 10,0 % Unlimited #8
 Tax Code: ad GR Non-Val
 Shipping Instr.: [] IR
 Origin Accept.: [] GR-BasedIV

Create Contract : Item 00010 Additional Data

Agreement Item: 10 Item Cat.: [] AcctAssCat: []
 Material: 61150 Matl Group: 0451 Plant: 7866
 Short Text: AMMONIAC ANHYDRE VRAC Stor. Loc.: []

Administration
 PI. Delv. Time: 1,5 #11
 GR Proc. Time: 1
 Revision Level: []
 Prior Vendor: []
 Season: []
 Kanban Indicat.: []

Weights and Volumes for 1 Order Unit
 Net Weight: 1 TO
 Gross Weight: 1
 Volume: []
 Points: []

Source List
 Exclusion


Conditions
 Condition Group: [] No Cash Disc.
 Vendor Subrange: [] Promotion: []
 Pr. Date Cat.: 1 Purchase Order
 Incoterms: []

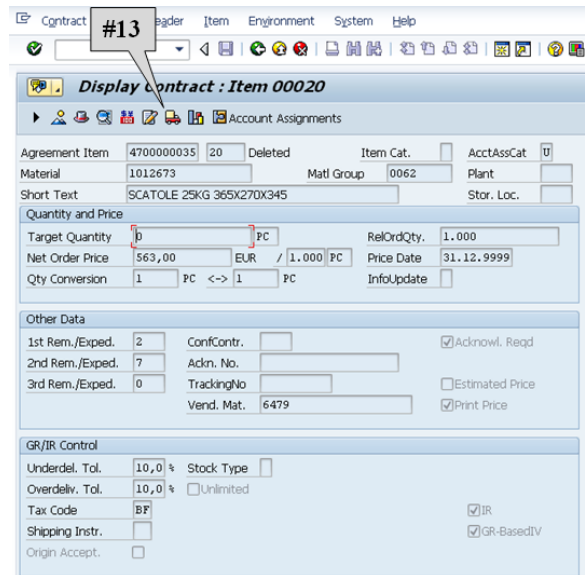
GR Control
 Rem. Shelf Life: 1 D QM Control Key: []

#	Main activities	Tips / Best practices	Key points
7	Insert the material code and ENTER . Insert the price and Afterwards, Double click on line		If the same material is delivered by a supplier on multiple sites in the same country, the contract will have separate lines for each site and for the same item code

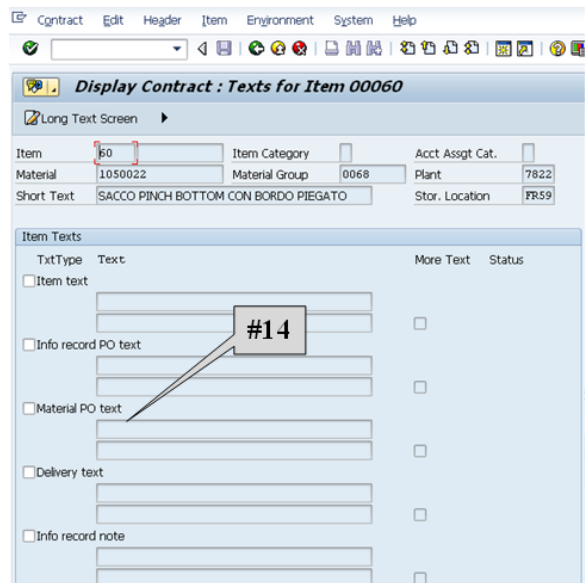
#	Main activities	Tips / Best practices	Key points
8	Tax Code: Fulfill the Vat Code		
9	Vend. Mat.: Supplier's material reference		
10	ReOrdQty: Fill the standard quantity to be ordered		
11	Go to Additional Data		

#	Main activities	Tips / Best practices	Key points
11	PI. Delv. Time: Fill up the delay / days that supplier needs to supply us		
12	Go back on green arrow		

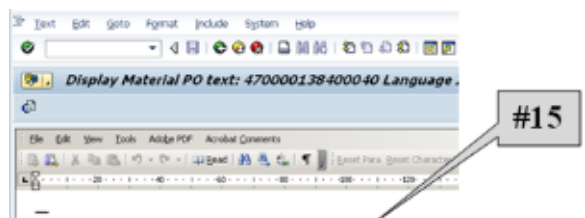
#	Main activities	Tips / Best practices	Key points
13	If any specific / special information is required to be sent to supplier, concerning the material to be created, select item texts button 		




#	Main activities	Tips / Best practices	Key points
14	Double click on Material PO Text		



#	Main activities	Tips / Best practices	Key points
15	Insert the information and Go back on arrow  Text is saved.		



#	Main activities	Tips / Best practices	Key points
16	Save your contract  . Process is finish		For contracts created as WK - Local value contract the numbering will start with 46*

