

Contracts modification

Table of contents

• Table of contents	1
• 1. INTRODUCTION	1
• 2. STANDARD OPERATING PROCEDURE DESCRIPTION	1
◦ 2.1. Extend the validity date of Contract – Cadres (at end of the year)	1
◦ 2.2. Transaction MEMASSCONTRACT	5
◦ 2.3. Transaction ZWPU20A	5
◦ 2.4. Transaction ZWPU084	6

Scope



ERP



References

Attachments

1. INTRODUCTION

This OP explains how to modify/update contracts on Rhodia Legacy system (WP1/RCS).

2. STANDARD OPERATING PROCEDURE DESCRIPTION

2.1. Extend the validity date of Contract – Cadres (at end of the year)

The purpose is to avoid any blockage on the orders at beginning of the year.

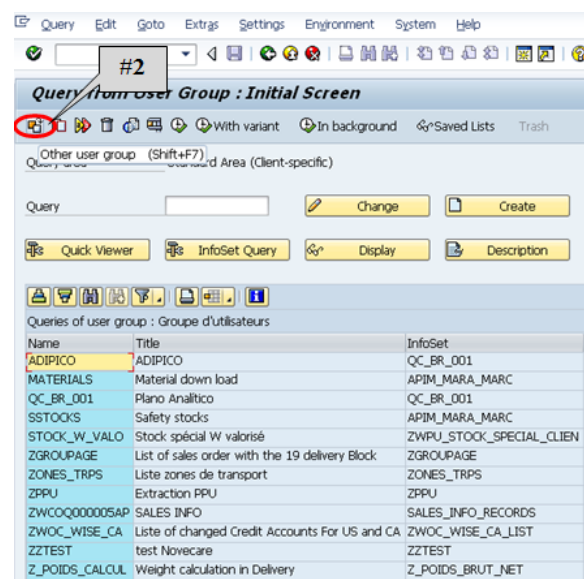
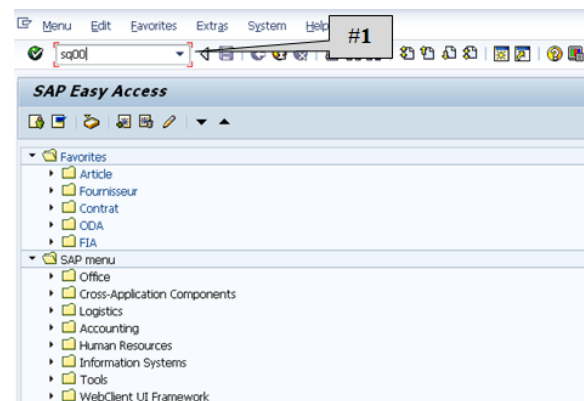
2.1.1. Pre-requisites

1. Enter **SQ00** and Enter

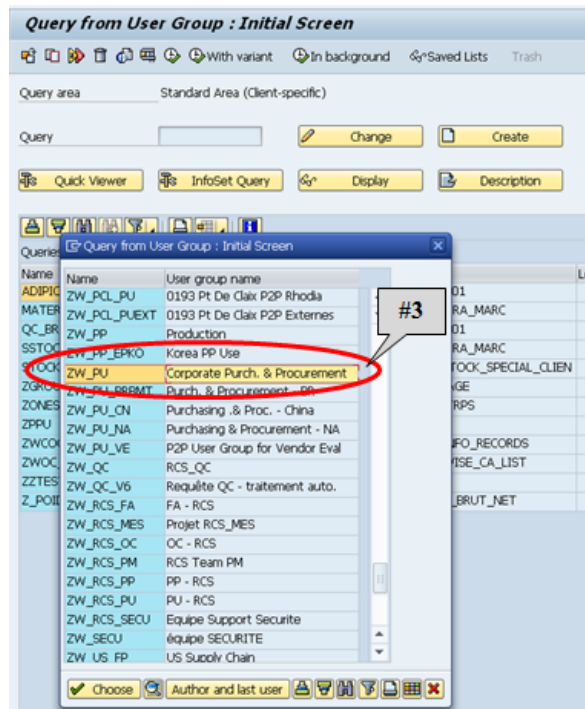
Key points

Allows to have a report of all contracts with Valid date of end –of-year

2. Select button " Other user group "

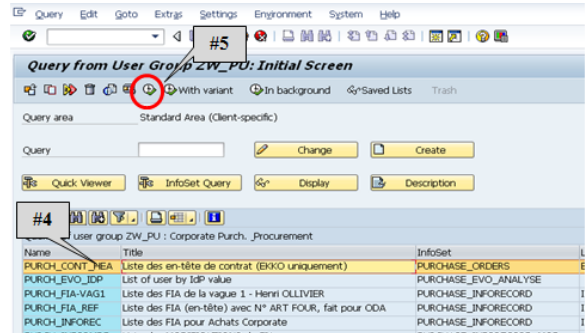


3. Choose Query **ZW_PU** – Corporate Purch. & Procurement



4. Choose Sub-Query : PURCH_CONT_HEA

5. Execute



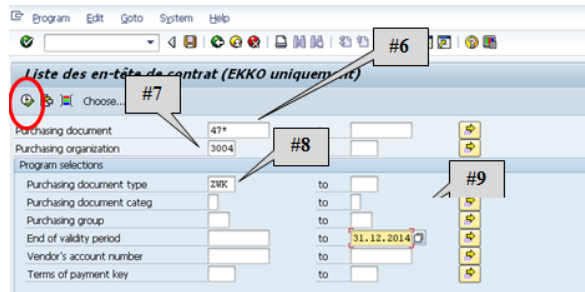
6. Purchasing document : Insert 47*

Tips / Best practices
To restrict old contracts (not valid anymore)

7. Purchasing Org.: Insert 3004 or 3001

8. Purchasing document catalogue: ZWK – Cent. Value Contract

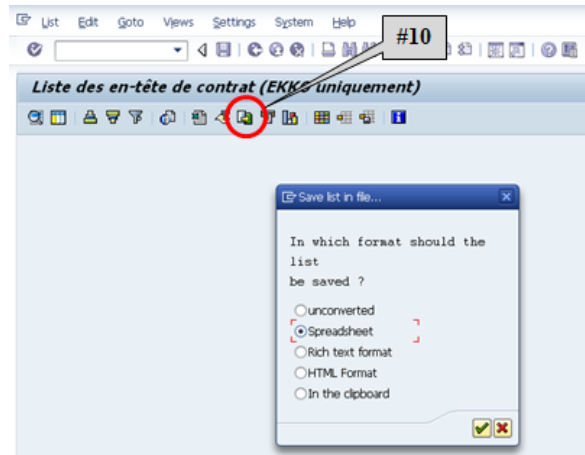
9. End of Validity Period: Insert: 31.12.201x (N+1) and execute



Liste des en-tête de contrat (EKKO uniquement)

Vendor	Vendor's name	DUNS	P.Org	Cat	P.Grp	PO Type	PO #	Doc. date	PayT	VP start	VP end
60942	COLAVIER SRL	43-906-5376	3004	K	E01	ZWK	4700000003	01.10.2004	0107	01.10.2004	31.12.2013
50200	VALVICORBEA INDUSTRIALE SPA	43-852-4311	3004	K	E01	ZWK	4700000004	01.10.2004	0038	01.10.2004	31.12.2013
52462	FLOWERIE S.R.L.	44-433-2254	3004	K	E01	ZWK	4700000005	01.10.2004	0107	01.10.2004	30.04.2007
52730	HELMKE ITALIA SRL	44-315-0295	3004	K	E03	ZWK	4700000006	01.05.2004	0038	01.05.2004	30.04.2009
52597	REHEL ITALIA SPA	44-377-0656	3004	K	E01	ZWK	4700000010	28.06.2004	0107	28.06.2004	30.04.2007
52551	YOKOSAMA FRANCE SA	28-259-4729	3004	K	E09	ZWK	4700000015	04.11.2003	0068	04.11.2003	31.12.2013
59180	INTERSAFE ABRUM	27-119-2114	3004	K	E01	ZWK	4700000016	01.05.2003	0038	01.05.2003	30.09.2006
61498	DIEMME SPA	43-329-9070	3004	K	E01	ZWK	4700000023	01.01.2004	0107	01.01.2004	31.12.2006
51198	EINARH-HOEN SA	28-242-4209	3004	K	E94	ZWK	4700000041	01.01.2003	0068	01.01.2003	31.12.2013
51035	ETIS BLOCH	28-406-3204	3004	K	E03	ZWK	4700000042	30.04.2003	0068	30.04.2003	30.04.2009
51009	CHARRON INOX	28-150-9128	3004	K	E48	ZWK	4700000043	31.01.2003	0068	31.01.2003	31.12.2013
51675	OLDBMETRAVIB	37-980-3990	3004	K	E03	ZWK	4700000044	31.07.2003	0068	31.07.2003	31.12.2012
51947	ICI	76-467-1434	3004	K	E48	ZWK	4700000045	01.06.1999	0068	01.06.1999	31.12.2013
51656	BRAMMER	26-186-6297	3004	K	E48	ZWK	4700000046	02.03.2001	0068	02.03.2001	31.12.2013
51030	EAGLEBURGMANN FRANCE	26-419-8474	3004	K	E94	ZWK	4700000047	01.02.2003	0068	01.02.2003	31.12.2013
51078	VWR INTERNATIONAL	50-304-0680	3004	K	E40	ZWK	4700000048	01.05.2002	0068	01.05.2002	31.12.2013
52862	CALPINE	38-163-9360	3004	K	E01	ZWK	4700000049	15.11.2003	0068	15.11.2003	03.10.2006
52517	METTLER TOLEDO ANALYSE	39-322-1990	3004	K	E09	ZWK	4700000050	30.06.2003	0068	27.02.2007	31.12.2013
57832	ENIVAL MORET INTERNATIONAL	99-999-9993	3004	K	E01	ZWK	4700000051	30.06.2003	0038	30.06.2003	31.12.2008
51104	GRABER SAFETY FRANCE S.A.S	27-655-1863	3004	K	E01	ZWK	4700000052	03.07.2003	0038	03.07.2003	15.03.2006
59398	INDUSTRIAL SCIENTIFIC - OLDHAM	39-742-7092	3004	K	E01	ZWK	4700000053	01.05.2002	0068	01.05.2002	31.08.2009
54051	AGILENT TECHNOLOGIES FRANCE	39-036-5265	3004	K	E40	ZWK	4700000054	01.07.2002	0068	01.07.2002	31.12.2013
59370	MALVERN INSTRUMENTS	50-008-4868	3004	K	E01	ZWK	4700000055	01.07.2002	0038	01.07.2002	31.12.2006

10. Export the output into format Excel (Spreadsheet)



11. Filter the output according to P. Grp (France Sites)

Key points
Your Scope is retrieved

12. Afterwards filter the column : and choose last day of the current year VPer.end

Key points
The output should be only contracts that are still active

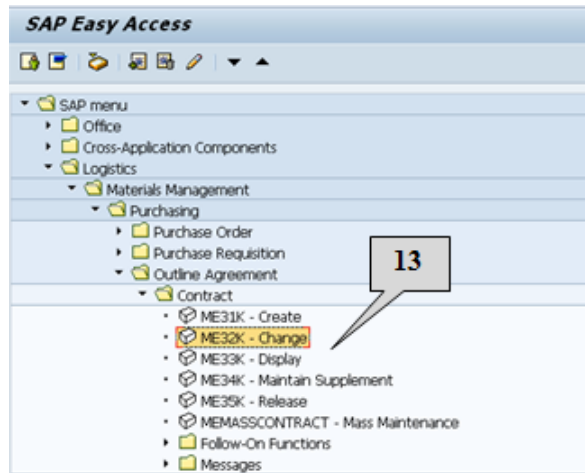
Vendor name	Material	Plant	Contract No.	Contract Date	Contract Type	Contract Status	Contract Validity End Date	P. Grp
5205 FORDIANA FRANCE SA	3824423	3004 K	47000004	04.11.2002	ZWK	01	31.12.2013	
5198 ETHARD-ROBIN SA	2624209	3004 K	47000041	01.01.2003	ZWK	08	31.12.2013	
5108 CHARRIERE	2636138	3004 K	47000043	10.01.2003	ZWK	09	31.12.2013	
5197 KSI	76401434	3004 K	47000046	01.06.1999	ZWK	09	31.12.2013	
5106 BRAMMER	2636437	3004 K	47000048	02.02.2003	ZWK	09	31.12.2013	
5103 EAG BURGMANN FRANCE	26418674	3004 K	47000047	01.02.2003	ZWK	09	31.12.2013	
5105 VME INTERNATIONAL	62364080	3004 K	47000048	01.02.2002	ZWK	09	31.12.2013	
5217 METTLER TOLEDO ANALISE	38321890	3004 K	47000050	20.08.2003	ZWK	09	31.12.2013	
5402 ADIENT TECHNOLOGIES FRANCE	38363465	3004 K	47000054	01.07.2002	ZWK	09	31.12.2013	
5177 PANOPHOS SAS	27464834	3004 K	47000056	01.01.2001	ZWK	09	31.12.2013	
5104 EMERSON PROCESS MANAGEMENT	26464834	3004 K	47000058	01.01.2004	ZWK	09	31.12.2013	
5104 JOHN COANE FRANCE	38391640	3004 K	47000062	01.11.2003	ZWK	09	31.12.2013	
5104 ALURON CHME	26468786	3004 K	47000064	01.11.2004	ZWK	09	31.12.2013	
5142 SOMA ALURON CHME	38376529	3004 K	47000067	01.11.2004	ZWK	09	31.12.2013	
5104 METRON FRANCE	26468786	3004 K	47000068	01.11.2004	ZWK	09	31.12.2013	
5109 METTLER TOLEDO SA	26413242	3004 K	47000081	16.11.2004	ZWK	09	31.12.2013	
5109 METTLER TOLEDO SA	26413242	3004 K	47000082	16.11.2004	ZWK	09	31.12.2013	
5107 VROCHE	27486283	3004 K	47000086	01.10.1999	ZWK	09	31.12.2013	
5106 PEPINAR VALVES ET CONTROLS FRANCE	27486283	3004 K	47000088	01.10.1999	ZWK	09	31.12.2013	
5109 HELMKE MACHINES ET MATERIELS	26240001	3004 K	47000100	01.01.2003	ZWK	09	31.12.2013	
5007 BRAMMER GMBH	33261052	3004 K	47000123	01.11.2004	ZWK	14	31.12.2013	
5206 VME INTERNATIONAL PB SRL	51431700	3004 K	47000143	01.01.2004	ZWK	38	31.12.2013	
5178 DESAITE	26341376	3004 K	47000157	01.08.2002	ZWK	09	31.12.2013	
5184 VSE SAS	275423005	3004 K	47000197	01.03.2003	ZWK	09	31.12.2013	
5180 VEGA TECHNIQUE	26329606	3004 K	47000200	01.11.2002	ZWK	09	31.12.2013	

2.1.2. Update of contracts validity end date

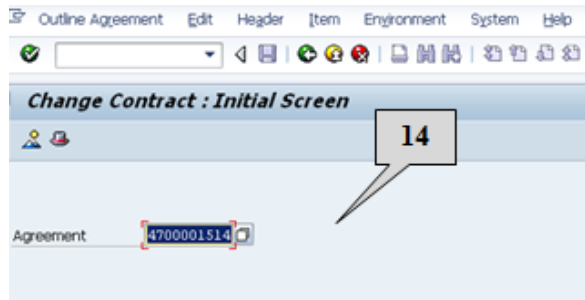
2.1.2.1. Update contract validity end date manually

13. Enter ME32K

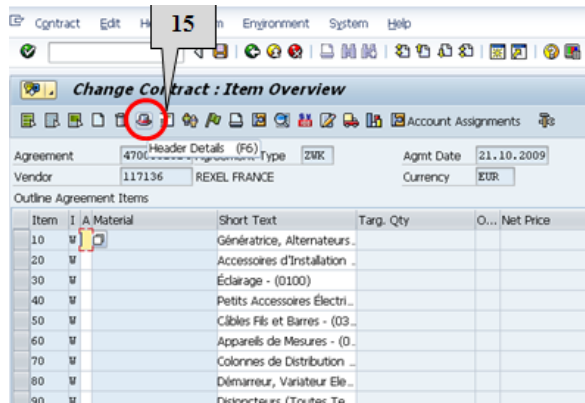
* The validity end date on contract is modified at header level and not at lines level (These are created as validity date xx.xx.9999)




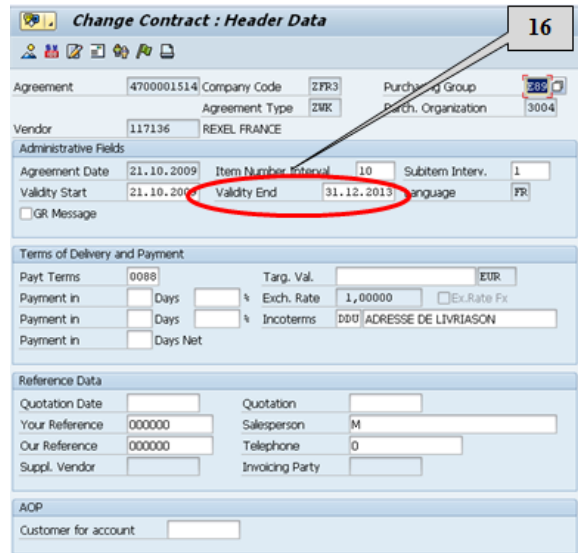
14. Insert the contract number 47*



15. Go to Header Details



16. Go to  Header Details and modify the year (N+1)



Change Contract : Header Data

Agreement 4700001514 Company Code ZFR3 Purchasing Group 289
 Agreement Type ZMK Purch. Organization 3004
 Vendor 117136 REXEL FRANCE

Administrative Fields
 Agreement Date 21.10.2009 Item Number Interval 10 Subitem Interv. 1
 Validity Start 21.10.2009 **Validity End 31.12.2013** Language FR
 GR Message


Terms of Delivery and Payment
 Payt Terms 0098 Targ. Val. EUR
 Payment in Days % Exch. Rate 1,00000 Ex.Rate Fx
 Payment in Days % Incoterms DDU ADRESSE DE LIVRIASON
 Payment in Days Net

Reference Data
 Quotation Date Quotation
 Your Reference 000000 Salesperson M
 Our Reference 000000 Telephone 0
 Suppl. Vendor Invoicing Party

ACP
 Customer for account

2.1.2.2. Update contract validity end date in mass

17. Enter transaction MEMASSCONTRACT

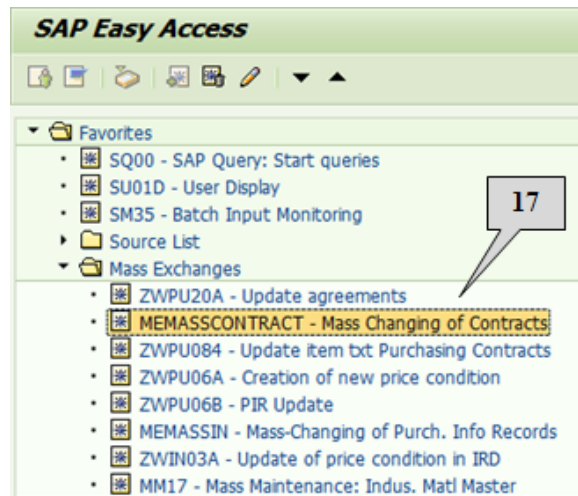
 **Important note**

This transaction should be used with maximum precaution. It allows modifying in MASS almost all contract fields and this may cause several problems if not used carefully.

Selecting Tables:

In mass maintenance, you must decide which tables of an object type are to be changed. It is possible to make changes in several tables at the same time. If you select several tables, only objects that meet your selection criteria in every table will be selected.

With the contract numbers obtained on step 2.1.1. Pre-requisites of this manual is possible to modify in mass all these contracts validity period end.




SAP Easy Access

Favorites

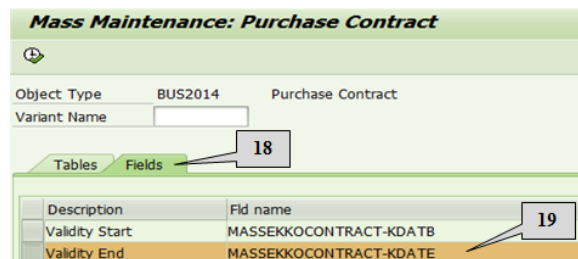
- SQ00 - SAP Query: Start queries
- SU01D - User Display
- SM35 - Batch Input Monitoring
- Source List
- Mass Exchanges
 - ZWPU20A - Update agreements
 - MEMASSCONTRACT - Mass Changing of Contracts**
 - ZWPU084 - Update item txt Purchasing Contracts
 - ZWPU06A - Creation of new price condition
 - ZWPU06B - PIR Update
 - MEMASSIN - Mass-Changing of Purch. Info Records
 - ZWIN03A - Update of price condition in IRD
 - MM17 - Mass Maintenance: Indus. Matl Master

18. Select Fields tab

 **Tips / Best practices**

We should only select the fields we need to modify to avoid errors

19. Select field Validity End




Mass Maintenance: Purchase Contract

Object Type BUS2014 Purchase Contract
 Variant Name

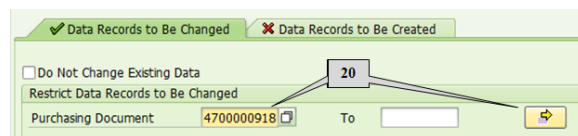
Tables **Fields**

Description	Fld name
Validity Start	MASSEKKOCONTRACT-KDATB
Validity End	MASSEKKOCONTRACT-KDATE

20. Insert contract/s number/s

 **Tips / Best practices**

Obtained on excel file




Mass Maintenance: Purchase Contract

Data Records to Be Changed Data Records to Be Created

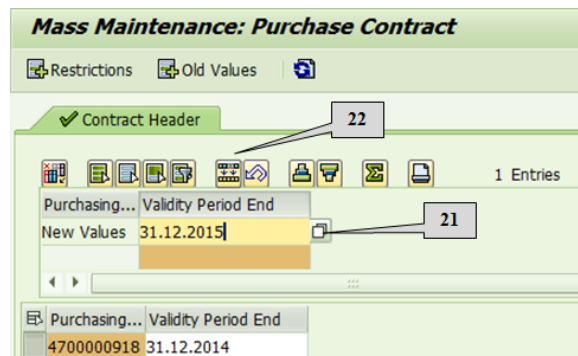
Do Not Change Existing Data
 Restrict Data Records to Be Changed

Purchasing Document 4700000918 To

21. Enter the new validity end date

 **Tips / Best practices**

Should always be 31.12.N+1



Mass Maintenance: Purchase Contract

Restrictions Old Values


Contract Header

1 Entries

Purchasing...	Validity Period End
New Values	31.12.2015

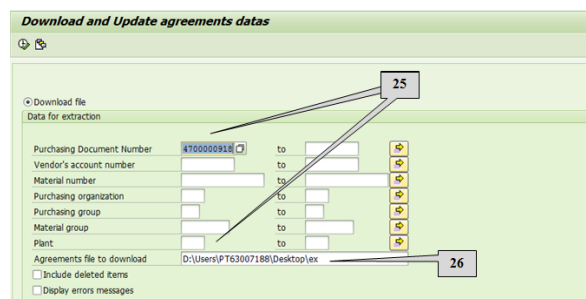
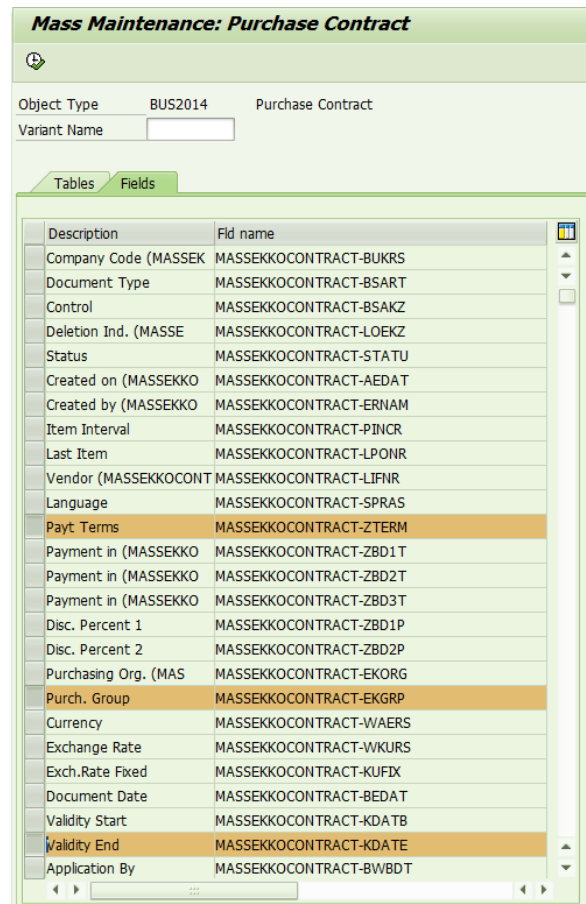
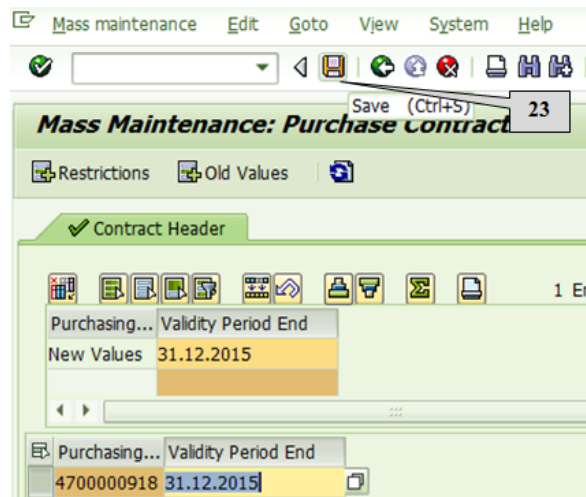
Purchasing...	Validity Period End
4700000918	31.12.2014

22. Hit Carry out a Mass Change

 **Tips / Best practices**

Confirm if only the needed contracts will be maintained

23. Hit Save and all contracts will have this new validity date



2.2. Transaction MEMASSCONTRACT

This transaction allows modifying almost all fields on a contract. Should be used if we received a request to modify several contracts in a specific field to just one specific value, as per example:

- Validity period end (MASSEKKOCONTRACT-KDATE)
- Payment Terms (MASSEKKOCONTRACT-ZTERM)
- Purch. Group (MASSEKKOCONTRACT-EKGRP)
- Incoterms (MASSEKKOCONTRACT-INCO1)
- Etc.

Important note

This transaction should be used with maximum precaution. It allows modifying in MASS almost all contract fields and this may cause several problems if not used carefully.

2.3. Transaction ZWPU20A

This transaction allows modifying through excel file (download/upload) the fields related with the lines inside the contracts, per example:

- Price
- Start/End of price
- Tax code
- Etc.

24. Enter in transaction ZWPU20A

25. Fill the necessary information to obtained the desired contract/s line/s

Tips / Best practices

Use the provided information (contract number, material number, plant, etc.)

26. Select the path for file download

The file downloaded should be opened by excel (original file in TXT format) and all modifications should maintain the original format. To save should be selected SAVE AS and used TEXT on file type to be saved.

27. Fill the path for the new data file to be uploaded and run

**Tips / Best practices**

Should be made other extraction after uploading to ensure that that was correctly modified.

Upload file

File for updating agreements

Errors file

Session B.I. for errors

Display errors messages

27

2.4. Transaction ZWPU084

The objective of this transaction is to align the information between material short description master data and material short description inside a contract (contract line for that material).

Whenever we update a short description on a material (MM02) if this material is being used on a contract this new description will not be automatically updated, so we need to check if that material is used on a contract and perform contract line short description manually (one-by-one) or automatically through this transaction.

Do use this transaction we need to have some mandatory fields:

- Company Code
- Purchasing Doc. Type
- Material Modification Date
- Validity Period End

First always run in 'Test run' and if the result is the expected one proceed with the mass modification.

Updating item description in contract based on material modification

Selection parameters:

Company Code to

Purchasing Doc. Type

Material Modification Date

Validity Period End to

Include deleted items

Test run