

PF1_Adding new items to existing contract for materials

Table of contents

- Table of contents 1
- 1. INTRODUCTION 1
 - 1.1. Objectives and scope of this procedure 1
 - 1.2. Material groups in scope 1
 - 1.3. Process step described in this procedure and expected end product 1
- 2. STANDARD OPERATING PROCEDURE DESCRIPTION 1
 - 2.1. Creation of additional lines 1
 - 2.2. Maintain Source list 3
- 3. REFERENCES 4

Scope



ERP



References

Attachments

1. INTRODUCTION

1.1. Objectives and scope of this procedure

This SOP explains **how to add new items in an existing contracts for materials**

Who uses this document?				What is the nature of the need	
User / PREQ creator	Approver	PSR	PS	Goods	Services
			X	X	

1.2. Material groups in scope

- The material groups in scope are all started with ZM.


1.3. Process step described in this procedure and expected end product

End Product

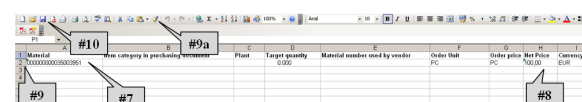
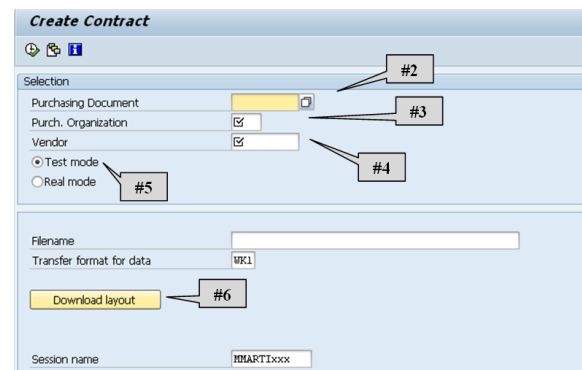
2. STANDARD OPERATING PROCEDURE DESCRIPTION

2.1. Creation of additional lines

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

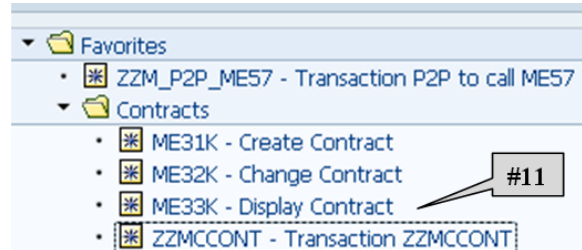
#	Main activities	Tips / Best practices	Key points
2	Enter the contract number that needs to be updated.		
3	Enter the P.Org of the contract.		
4	Enter the vendor number of the contract.	Code VN in partners.	
5	Flag 'Test mode' or 'Real Mode'.	First run must be always in test mode to check possible errors and avoid in real mode.	
6	Click 	Save the file before editing it.	

#	Main activities	Tips / Best practices	Key points
7	Add the material numbers necessary for this contract.		For each material, 1 Excel line will be added. So if 10 new materials need to be added, 10 new Excel lines must be in the finished Excel file before uploading it.

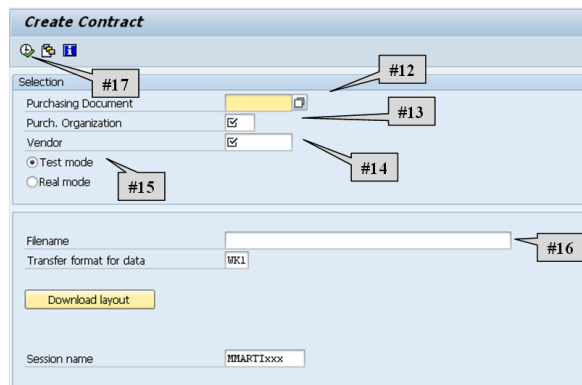


8	Insert the unit price contracted for each material number.		
9	After all the materials have been entered, select the first line. 1. click on the format Painter and copy the formatting to the remaining lines. 2. Delete the first line		
10	Save the file.		

#	Main activities	Tips / Best practices	Key points
11	Enter transaction ZZMCCONT again.		



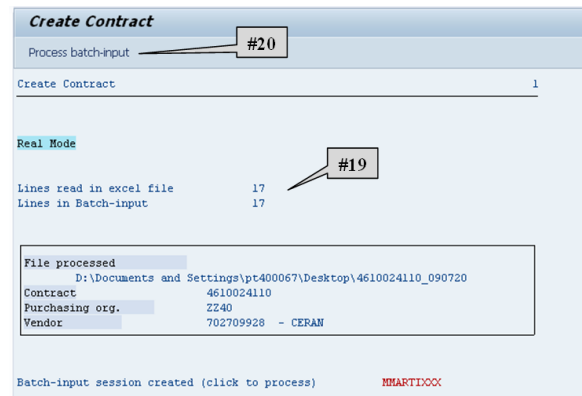
#	Main activities	Tips / Best practices	Key points
12	Enter the contract number that needs to be updated.		
13	Enter the P.Org of the contract.		
14	Enter the vendor number of the contract.	Code VN in partners.	
15	Flag		
16	Select the file previously worked on and click upload.		
17	Click		



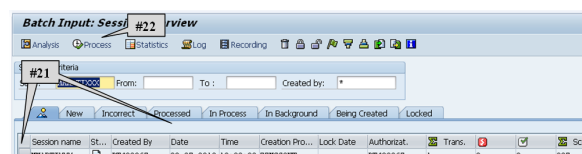
#	Main activities	Tips / Best practices	Key points
18	If no errors are shown, go back with and run the transaction in		

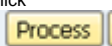


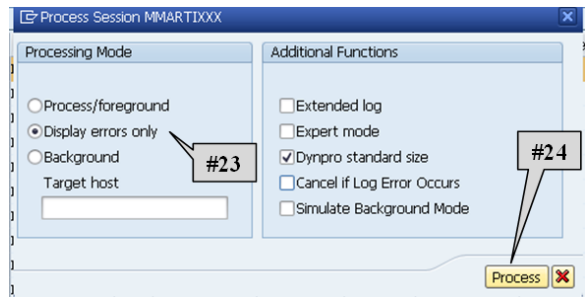
#	Main activities	Tips / Best practices	Key points
19	The number of lines created is shown.		
20	Click on		



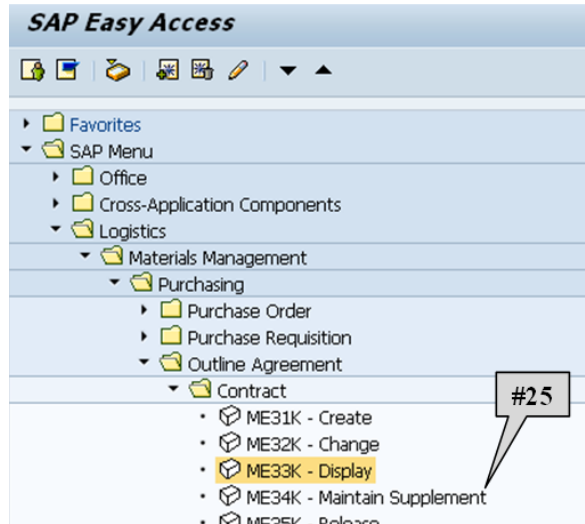
#	Main activities	Tips / Best practices	Key points
21	Select the last line shown with your user.		
22	Click		



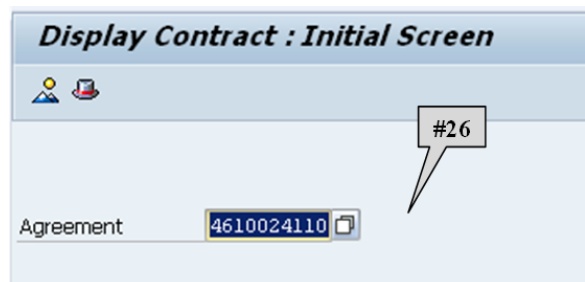
#	Main activities	Tips / Best practices	Key points
23	Select "Display errors only"	If there are several lines to be created (over 100) it is preferable to run the session in background.	
24	Click 		



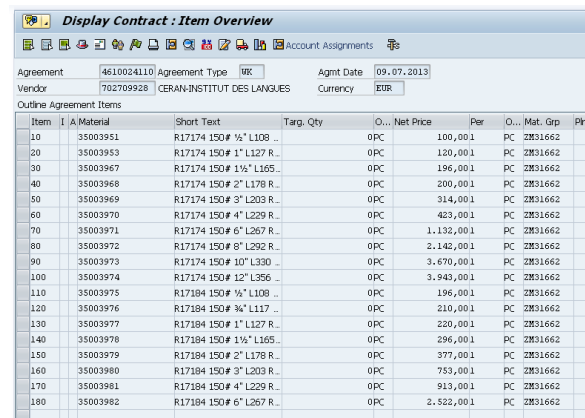
#	Main activities	Tips / Best practices	Key points
25	Enter transaction ME33K.		



#	Main activities	Tips / Best practices	Key points
26	Enter the contract number and hit Enter.		



#	Main activities	Tips / Best practices	Key points
27	In the contract display the number of lines can be confirmed and checked if are according to the request.		

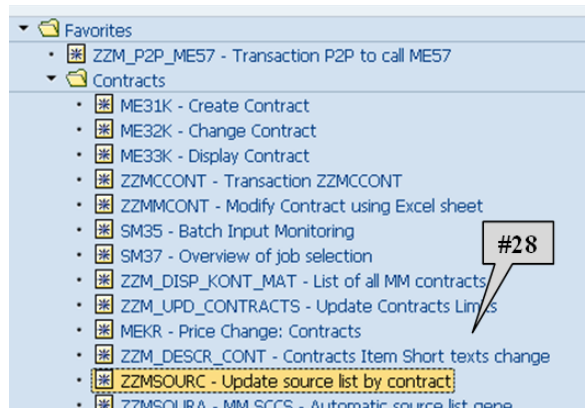


2.2. Maintain Source list


We can link the sourcing of all items present in the Agreement and vendor for a specific plant(s). The system uses the sources of supply to determine to which vendor a purchase requisition created manually or by MRP should be assigned.

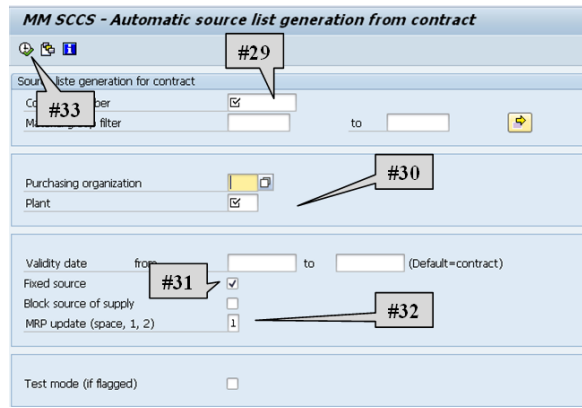
2.2.1. Update for only 1 plant

#	Main activities	Tips / Best practices	Key points
28	Enter transaction ZZMSOURC.		



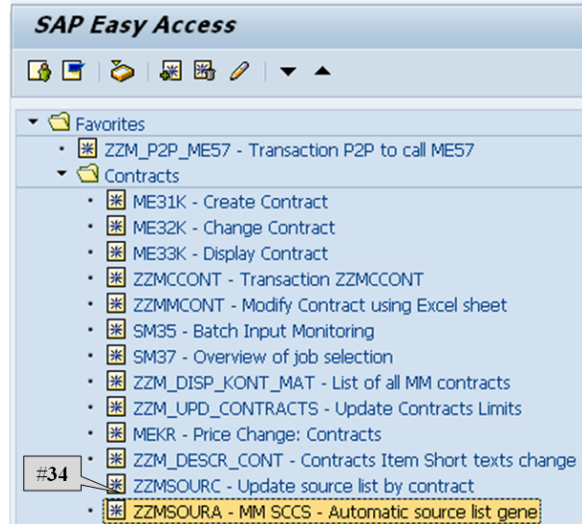
#	Main activities	Tips / Best practices	Key points


29	Enter the contract number.		
30	Enter the plant for which the source list must be assigned.		
31	Flag "Fixed source"		
32	MRP update must be "1"		
33	 Click		

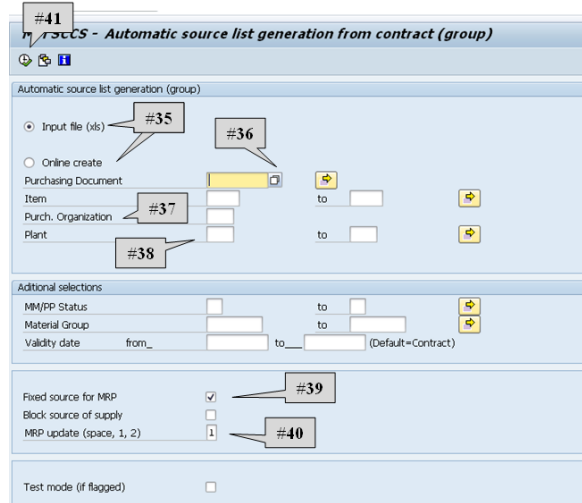


2.2.2. Update for several plants

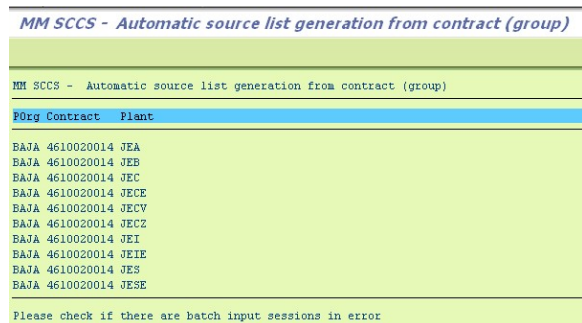
#	Main activities	Tips / Best practices	Key points
34	Enter transaction ZZMSOURA.		



#	Main activities	Tips / Best practices	Key points
35	Chose "Online create" in order to make the assignment in realtime	Available options are: <ul style="list-style-type: none"> "Online create" and "Input file" if the data is on a predefined Excel sheet. 	
36	Insert the contract number.	Multiple contracts can be processed at the same time.	
37	Enter the P.Org		
38	Enter the plants on which the source assignment must be done.		
39	Flag the Fixed Source for MRP field		
40	MRP update must be "1".		
41	 Click		



#	Main activities	Tips / Best practices	Key points
42	The list of plants for which the source was assigned is shown.		



3. REFERENCES

This procedure refers to the documents listed in the table below:

File name	Document type	Document title
List of SOPS related to PRO 20.1	PRO	xxxx