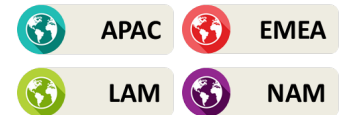


PF1_Creation of contracts for materials

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Scope



ERP



References

Attachments

1. Objective and Scope

1.1 Objective of this Procedure

This SOP explains how to create a material contract.

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

1.2 Scope

The material groups in scope are all started with ZM.

1.3 Process Step Describe in this Procedure and Expected end Product

End Product Value contract created under the number 4610024110

1.4 Definitions

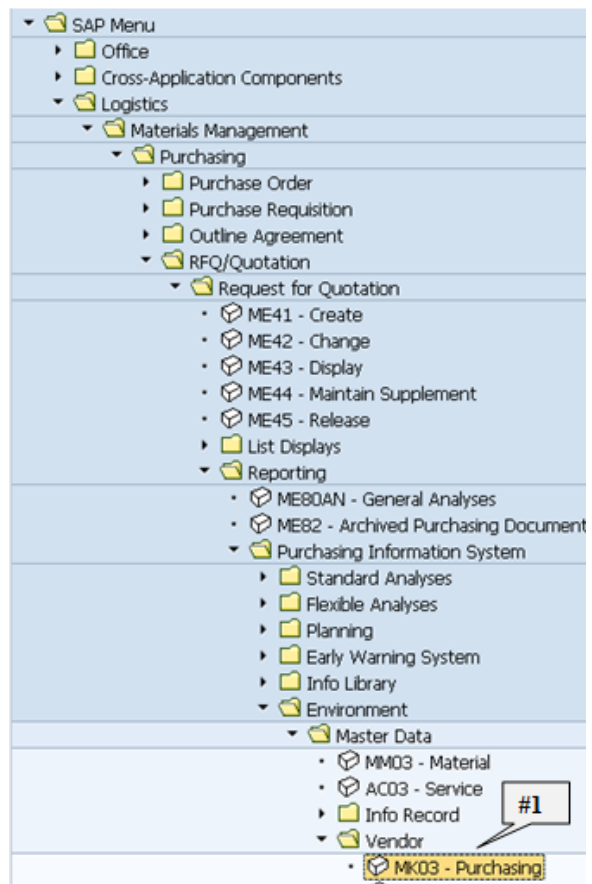
[PSL - Glossary](#)

2. Standard Operating Procedure Description

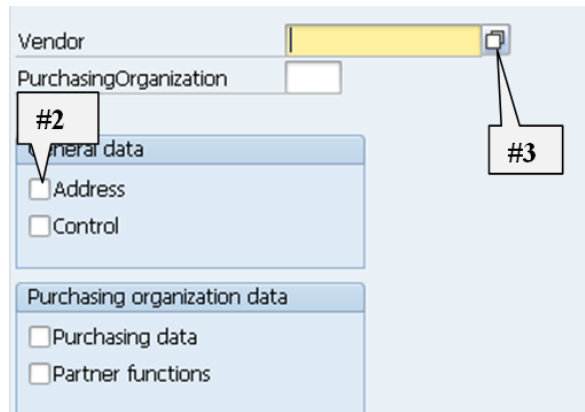
2.1 Pre-requisites

Before starting the contract creation, the vendor must be created for the concerned P.Org.

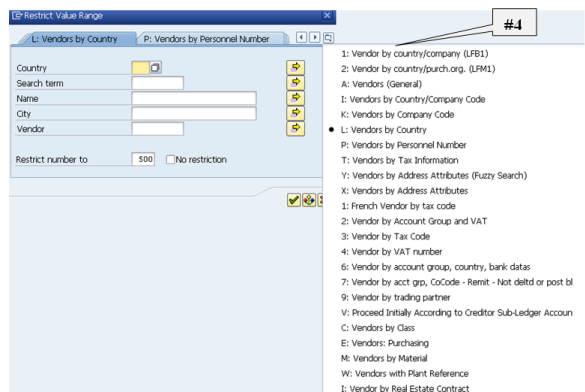
#	Main activities	Tips / Best practices	Key points
1	Enter transaction MK03		




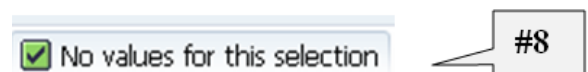
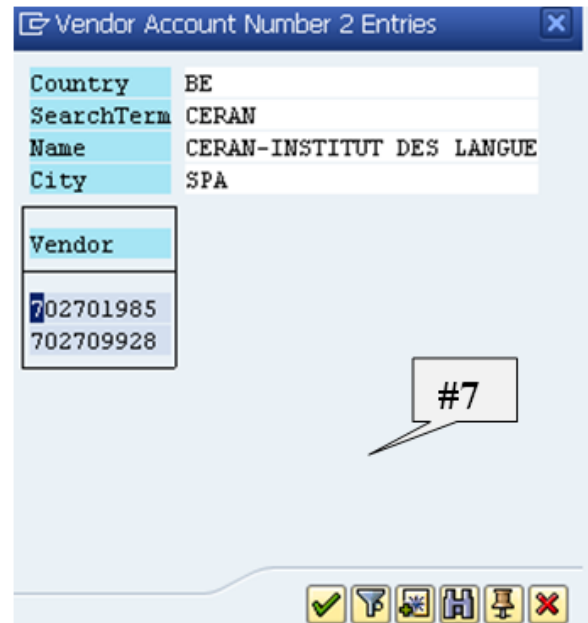
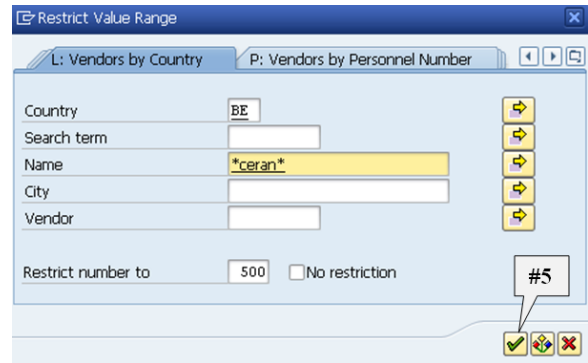
#	Main activities	Tips / Best practices	Key points
2	Flag the "Address" Field		This will allow seeing if the vendor is created without going into further selections.
3	Click in selections screen		




#	Main activities	Tips / Best practices	Key points
4	Chose the selection most suitable according to the data available on the contract		



#	Main activities	Tips / Best practices	Key points
5	Insert the data you have and click 		

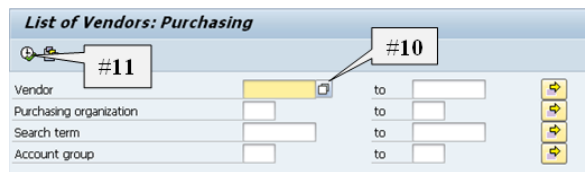
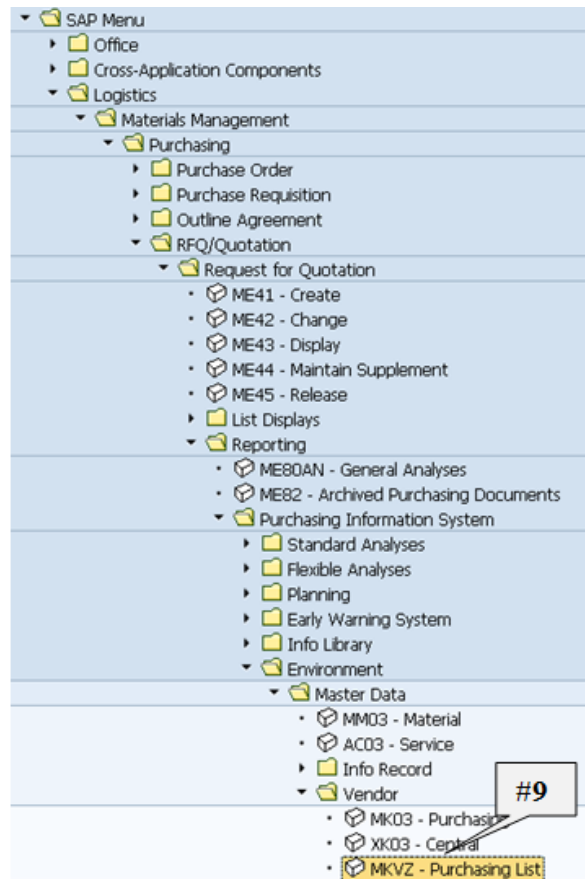


#	Main activities	Tips / Best practices	Key points
6	If there is only 1 entry, click  and compare the information with the data on the contract.	If there are doubts concerning the vendor, clarification must be requested with the buyer (requestor of contract creation)	If data is the same, the vendor is created in SAP.

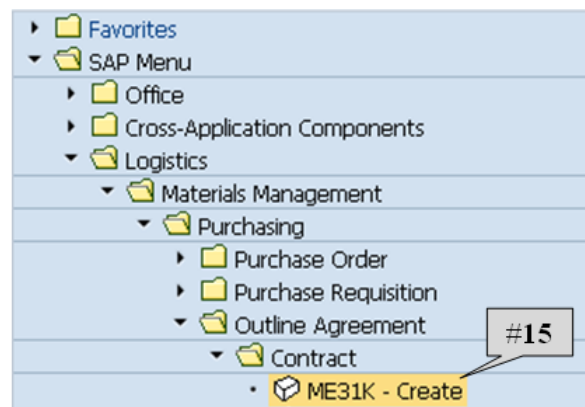
#	Main activities	Tips / Best practices	Key points
7	If there are several vendors with the data inserted, each must be entered in MK03 (step 2 onwards) and compare the details in each to see to which vendor number the contract concerns.	If there are doubts between several vendor, clarification must be requested with the buyer (requestor of contract creation)	


#	Main activities	Tips / Best practices	Key points
8	If there aren't any hits for the search, means the vendor is not setup in SAP and needs to be created..		TBD. CREATE TICKET TO....

#	Main activities	Tips / Best practices	Key points
9	Enter transaction MKVZ.		This transaction allows seeing for which P. Orgs the vendor is created for.



Name of vendor	Street	City	PostalCode	City Gro.	Search term	Org	Purch. Des.	B	D	Part	IncoTerms (Part 2)
Vendor 702709928											
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN	#12	Chats Berelux	X			0864	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		OH Solway	X			0864	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		BAEP NICH Peptony	X			0864	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		BAGD M&L				0864	
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		BAXA Janspoe				0864	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		BAXA Janspoe SOLWAY				0864	
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		BAIT 5016E	X			0864	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		DBE Birkau/Berburg	X	X		0609	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		DHA Birkau/Harvort	X	X		0609	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		DBE Birkau/Hersberg				0609	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		DIK Zentralkauf/END				0864	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		EBAR Compras BARCELONA ES	X	X		0419	
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		EPID Compras Telenc	X	X		0419	
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		ETOR Compras TORRELANV. ES	X	X		0419	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		FAOD Achats France				N260	
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		IZEV Purchasing Demys				M&D	CCP
CERAN INSTITUT DES LANGU	AVENUE DES PETITS SAPRIS 27	BE	4900	SPA ZBEN CERAN		ZZ02 DA Services				0864	CCP



#	Main activities	Tips / Best practices	Key points
10	Insert the vendor number found in Step 6.		
11	Click  .		

#	Main activities	Tips / Best practices	Key points
12	In Column Purch. Org. Descr. the P.Orgs for which the vendor has been created are listed.		If the vendor has the P.Org listed (and no X in columns in steps 13 and 14), it means the contract can be created. If not, REQUEST TBD.
13	In column B we can see if the vendor is currently blocked for that P.Org.	To remove blocking flag use transaction MK05.	
14	In Column D we can see if the vendor has been deleted for that P. Org.	To remove the deletion flag use transaction MK06.	

2.2 Setup of contract Header

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


#	Main activities	Tips / Best practices	Key points
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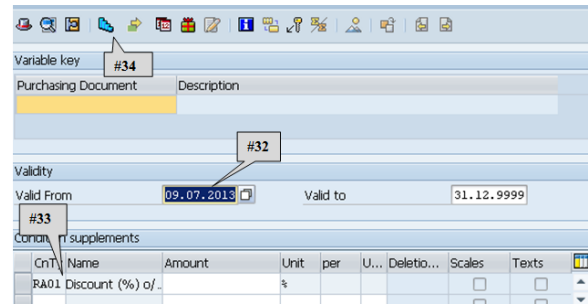
16	Enter the vendor number found in step 6.											
17	Agreement type can be : <table border="1"> <tr> <th>Type</th> <th>Doc. Type</th> <th>Descript.</th> </tr> <tr> <td>WK</td> <td>Quantity contract</td> <td></td> </tr> <tr> <td>WK</td> <td>Value contract</td> <td></td> </tr> </table>	Type	Doc. Type	Descript.	WK	Quantity contract		WK	Value contract		MK: used when the contract is based on quantities WK: used when the contract is based on amounts	Most usual is WK.
Type	Doc. Type	Descript.										
WK	Quantity contract											
WK	Value contract											
18	Enter the date of signature of contract.	If not available, enter the date the request was received.										
19	Enter the purchasing organization for which the contract must be setup.	For international agreements the P. Org is ZZ40.										
20	Enter the Purchasing group of the requester of contract creation.	If other P.Group requested clarify the discrepancy with the buyer.										
20a	Mandatory to flag the "Acknowledgment Reqd"	Always flag in a contract for materials										
21	Hit Enter.											

#	Main activities	Tips / Best practices	Key points
22	On the appearing screen enter the company code of the requester.		The company code definition has no impact on contract creation. It is just a value to bypass the error.
23	Click		

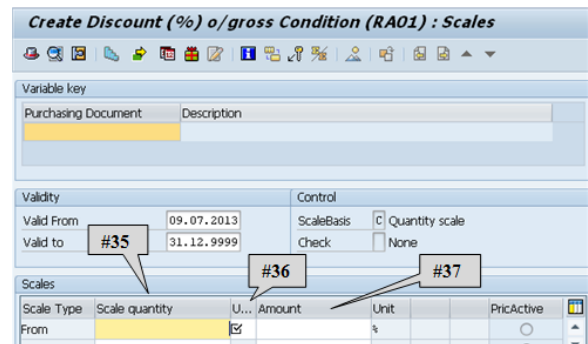
#	Main activities	Tips / Best practices	Key points
24	Enter the validity of the contract		
25	Define the language of the contract.		For international agreements, EN must be used.
26	Define the terms of payment of the contract.		The data shown are defined at P. Org level of the vendor and may not be the data contracted.
27	Insert target value.	Mostly used is 999.999.999	This limit will allow creating POs /invoices up to this limit.
28	Insert the Incoterms.		The data shown are defined at P. Org level of the vendor and may not be the data contracted.
29	Insert the ARIBA contract number.	Value: CW+7digits	
30	Insert the responsible for the contract on the vendor side. If the data doesn't fit in the field, use 30A , "Release Order text"		
31	Click in to define the contract header conditions.		



#	Main activities	Tips / Best practices	Key points
32	Define starting and end date of condition.		End date usually left 31.12.9999 unless the condition has a time limit.

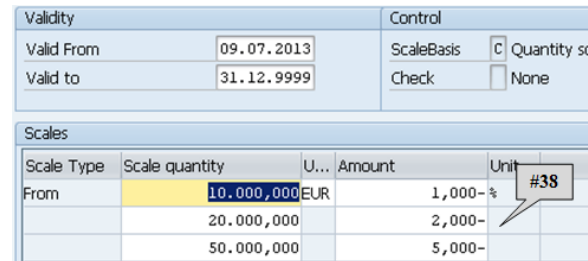
<p>33 Select the condition to add.</p>	<p>Possible entries</p> <p>Condition Type 16 Ent...</p> <table border="1"> <thead> <tr> <th>CType</th> <th>Name</th> </tr> </thead> <tbody> <tr><td>FRAL</td><td>Accr. freight (%)</td></tr> <tr><td>FRB1</td><td>Accr. freight (Val)</td></tr> <tr><td>FRB2</td><td>Accr. freight (Val)</td></tr> <tr><td>FRC1</td><td>Accr. freight 1(/Qty</td></tr> <tr><td>FRC2</td><td>Accr. freight 2(/Qty</td></tr> <tr><td>HB02</td><td>Surcharge (Val)</td></tr> <tr><td>RA00</td><td>Discount (%) o/net</td></tr> <tr><td>RA01</td><td>Discount (%) o/gross</td></tr> <tr><td>ZA00</td><td>Surcharge (%) o/net</td></tr> <tr><td>ZA01</td><td>Surcharge (%) o/gross</td></tr> <tr><td>ZB00</td><td>Surcharge (Val)</td></tr> <tr><td>ZZ04</td><td>Fr/pack/ins (%)o/net</td></tr> <tr><td>ZZ05</td><td>Customs (%) o/net</td></tr> <tr><td>ZZ24</td><td>Discount o/PO val(%)</td></tr> <tr><td>ZZ25</td><td>Discount o/qty PO(%)</td></tr> <tr><td>ZZ26</td><td>Fr/pack/ins (Val)</td></tr> </tbody> </table>	CType	Name	FRAL	Accr. freight (%)	FRB1	Accr. freight (Val)	FRB2	Accr. freight (Val)	FRC1	Accr. freight 1(/Qty	FRC2	Accr. freight 2(/Qty	HB02	Surcharge (Val)	RA00	Discount (%) o/net	RA01	Discount (%) o/gross	ZA00	Surcharge (%) o/net	ZA01	Surcharge (%) o/gross	ZB00	Surcharge (Val)	ZZ04	Fr/pack/ins (%)o/net	ZZ05	Customs (%) o/net	ZZ24	Discount o/PO val(%)	ZZ25	Discount o/qty PO(%)	ZZ26	Fr/pack/ins (Val)
CType	Name																																		
FRAL	Accr. freight (%)																																		
FRB1	Accr. freight (Val)																																		
FRB2	Accr. freight (Val)																																		
FRC1	Accr. freight 1(/Qty																																		
FRC2	Accr. freight 2(/Qty																																		
HB02	Surcharge (Val)																																		
RA00	Discount (%) o/net																																		
RA01	Discount (%) o/gross																																		
ZA00	Surcharge (%) o/net																																		
ZA01	Surcharge (%) o/gross																																		
ZB00	Surcharge (Val)																																		
ZZ04	Fr/pack/ins (%)o/net																																		
ZZ05	Customs (%) o/net																																		
ZZ24	Discount o/PO val(%)																																		
ZZ25	Discount o/qty PO(%)																																		
ZZ26	Fr/pack/ins (Val)																																		
<p>34 Is intervals must be defined, select the line and click </p>																																			




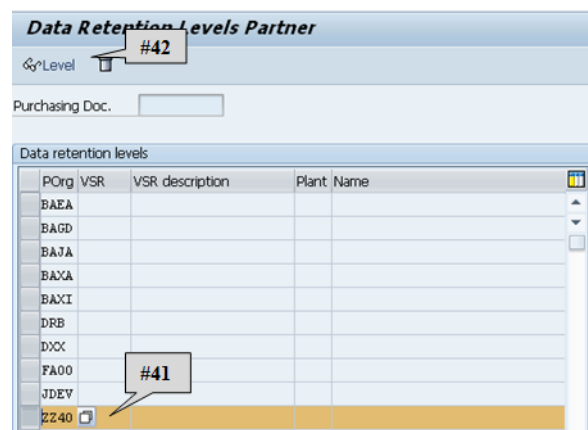
#	Main activities	Tips / Best practices	Key points
35	Insert the start of the interval for which the condition must be applied.		This field can be the end of the interval depending on the condition selected.
36	Chose the unit of measure from which the condition must applied.		
37	Insert the condition to be applied.		



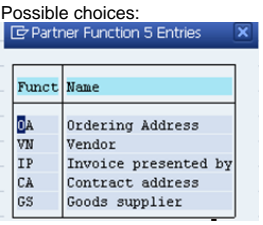


#	Main activities	Tips / Best practices	Key points
38	In the above example, the condition is defined as: <ul style="list-style-type: none"> If the PO is between 10K€ and 20K€, there will be a discount of 1% to the total of the PO. If the PO is between 20K€ and 50K€, there will be a discount of 2% to the total of the PO All Pos over 50K€ will have a discount of 5% 		
39	Go back by clicking in  twice.		
40	Click in 		

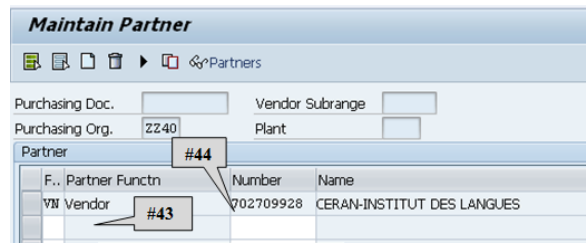


#	Main activities	Tips / Best practices	Key points
41	To define the partners first select the P.Org for which the definition must be made.		In this screen, even though the contract is created only for 1 P.Org, all the ones for which the vendor is created will be shown.
42	Click in 		



#	Main activities	Tips / Best practices	Key points
---	-----------------	-----------------------	------------

43	Select the appropriate partner function.	Possible choices: 	
44	Select the vendor.	If not known, please follow steps 2 to 8 of this OP.	
45	 Click on twice.		
46	 Click on to enter the item definition.		

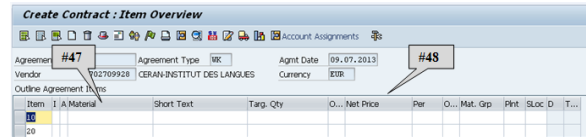


Setup of Items

The creation of the contract items can be manual or automatic.


The generic rule is that, in case the contract has up to 5 items, their creation can be done manually. Repeat the steps 47 and 48 of this OP up to 4 times.

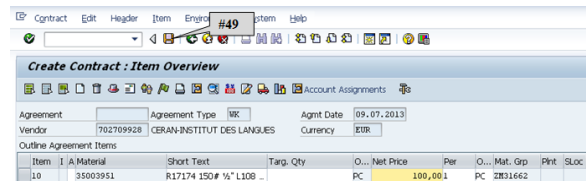
If the contract has over 5 items (the most common scenario on contracts for materials), there is only the need to create the first line and the ones afterwards can be created by file upload.



Creation of First Line

#	Main activities	Tips / Best practices	Key points
47	Enter the material number.	If not yet created, TBD	
48	Enter the unit price contracted. Click Enter.		The reaming data is retrieved from the material master record.


#	Main activities	Tips / Best practices	Key points
49	Click  . Contract is generated.		

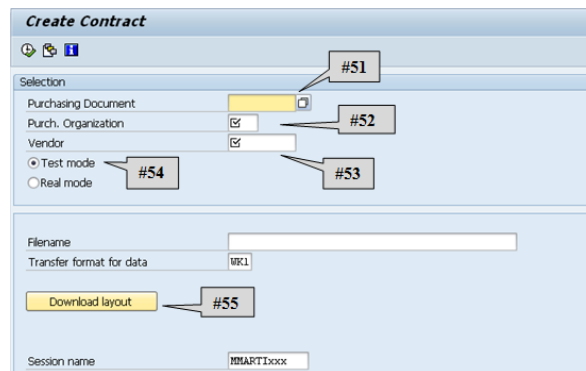


2.3.2 Creation of Additional Lines

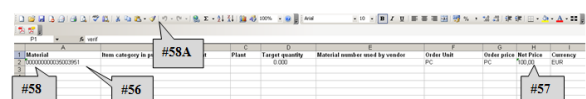
#	Main activities	Tips / Best practices	Key points
50	Enter transaction ZZMCCONT.		



#	Main activities	Tips / Best practices	Key points
51	Enter the contract number previously created.		
52	Enter the P.Org of the contract.		
53	Enter the vendor number of the contract.	Code VN in partners.	
54	Flag 'Test mode' or 'Real Mode'.	First run must be always in test mode to check possible errors and avoid in real mode.	
55	Click 	Save the file before editing it.	



#	Main activities	Tips / Best practices	Key points
56	Add the material numbers necessary for this contract.		

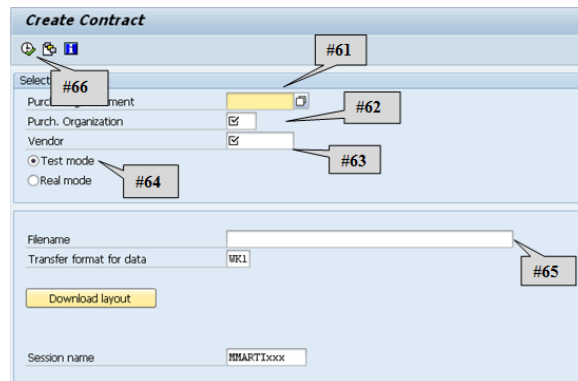


57	Insert the unit price contracted for each material number.		
58	After all the materials have been entered, select the first line. 1. click on the format Painter and copy the formatting to the remaining lines. 2. Delete the first line		
59	Save the file.		

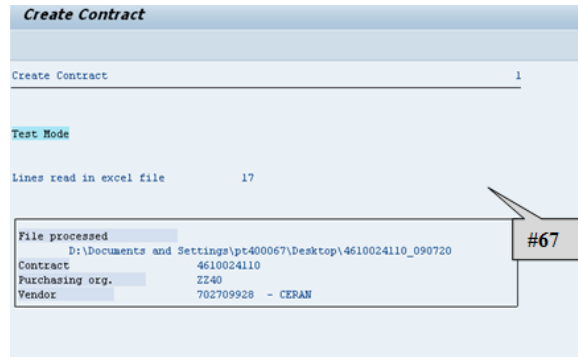
#	Main activities	Tips / Best practices	Key points
60	Enter transaction ZZMCCONT again.		



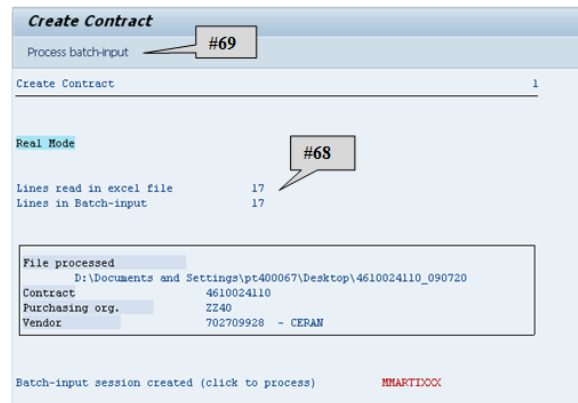
#	Main activities	Tips / Best practices	Key points
61	Enter the contract number previously created.		
62	Enter the P.Org of the contract.		
63	Enter the vendor number of the contract.	Code VN in partners.	
64	Flag 'Test mode' or 'Real Mode'.	First run must be always in test mode to check possible errors and avoid in real mode.	
65	Select the file previously worked on and click upload.		
66	Click		



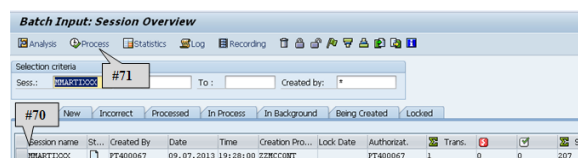
#	Main activities	Tips / Best practices	Key points
67	If no errors are shown, go back with and run the transaction in Real mode		

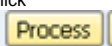


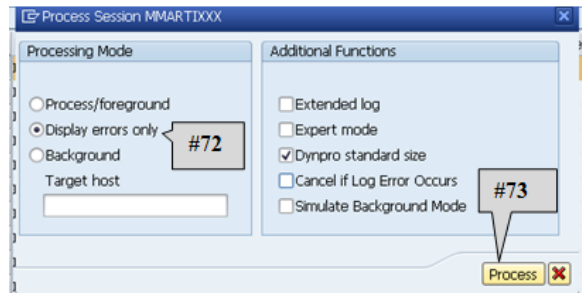
#	Main activities	Tips / Best practices	Key points
68	The number of lines created is shown.		
69	Click on		



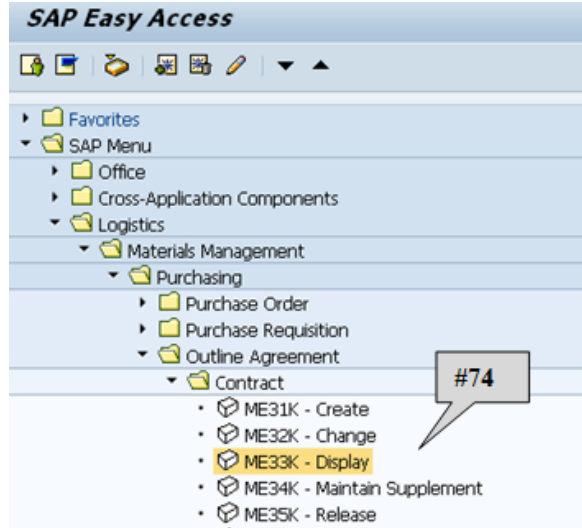
#	Main activities	Tips / Best practices	Key points
70	Select the last line shown with your user.		
71	Click		



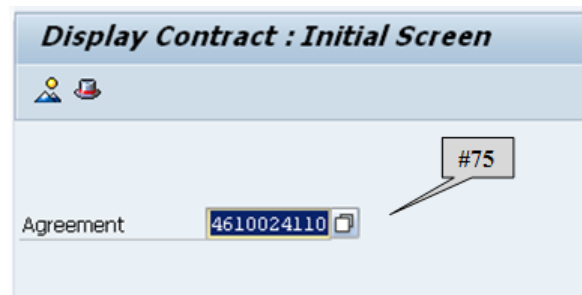
#	Main activities	Tips / Best practices	Key points
72	Select "Display errors only"	If there are several lines to be created (over 100) it is preferable to run the session in background.	
73	Click 		



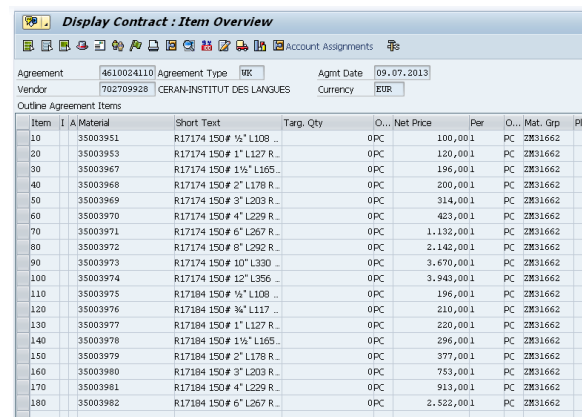
#	Main activities	Tips / Best practices	Key points
74	Enter transaction ME33K.		



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



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

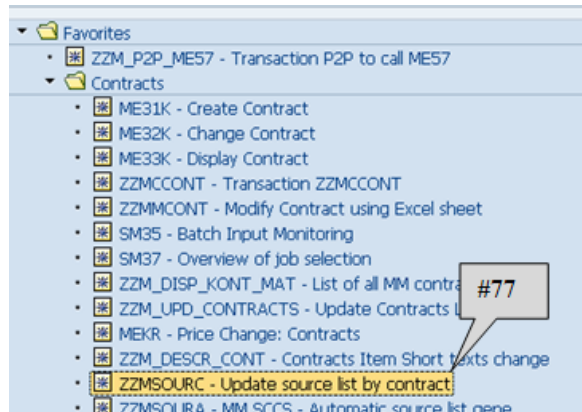


2.4 Maintain Source List


We can link the sourcing of all items present in the Agreement to this specific Agreement number 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.

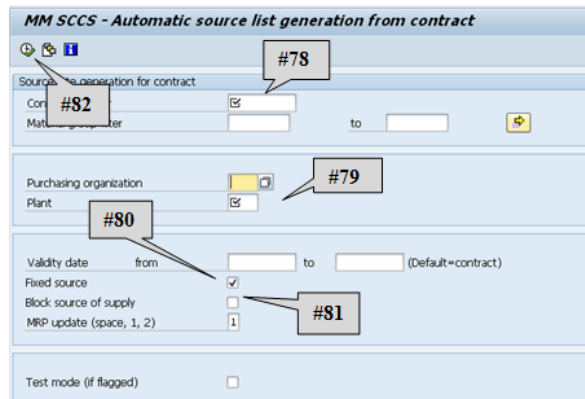
2.4.1 Update for only 1 Plant

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



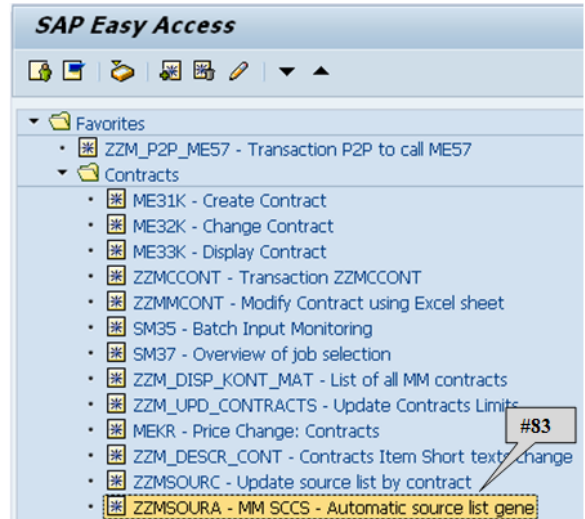
#	Main activities	Tips / Best practices	Key points


78	Enter the contract number.		
79	Enter the plant for which the source list must be assigned.		
80	Flag "Fixed source"		
81	MRP update must be "1"		
82	 Click		

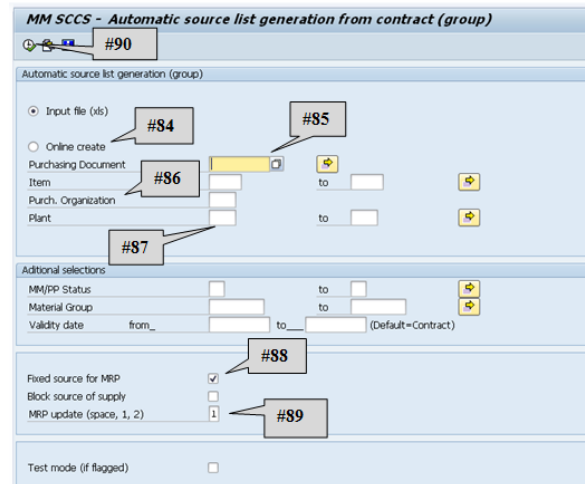


2.4.2 Update for Several Plants

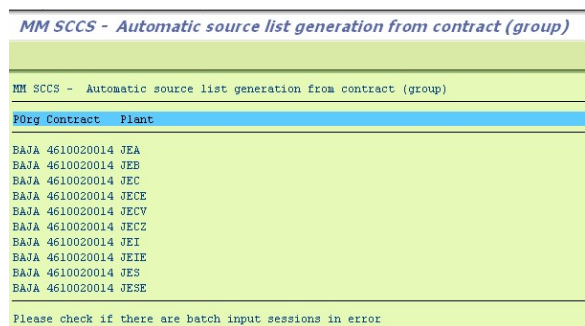
#	Main activities	Tips / Best practices	Key points
83	Enter transaction ZZMSOURA.		



#	Main activities	Tips / Best practices	Key points
84	Chose online Create in order to make the assignment in realtime.		
85	Insert the contract number.	Multiple contracts can be processed at the same time.	
86	Enter the P.Org		
87	Enter the plants on which the source assignment must be done.		
88	Flag the Fixed Source for MRP field		
89	MRP update must be "1".		
90	 Click		



#	Main activities	Tips / Best practices	Key points
91	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

4 Attachements

The following documents are attached to this procedure:

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

May 16, 2019	Actor	Type	Activity	Version
Published	Inês Santos	State	changed state to Published at 1:54 pm (Space Initialization)	v1
Draft	Inês Santos	State	gave <i>Approvers</i> approval at 1:54 pm	
May 10, 2019				
	Inês Santos	Edit	created the page at 4:58 pm	
		State	changed state to Draft at 2:58 pm	v1