

# PF1 Creation of contracts for services

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## Scope



## ERP



## References

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## 1. INTRODUCTION

### 1.1. Objectives and scope of this procedure

This OP explains **how to create a service contract**.

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 ZP.

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

End product  Value contract created under the number 4610024111

### 1.4. Abbreviations

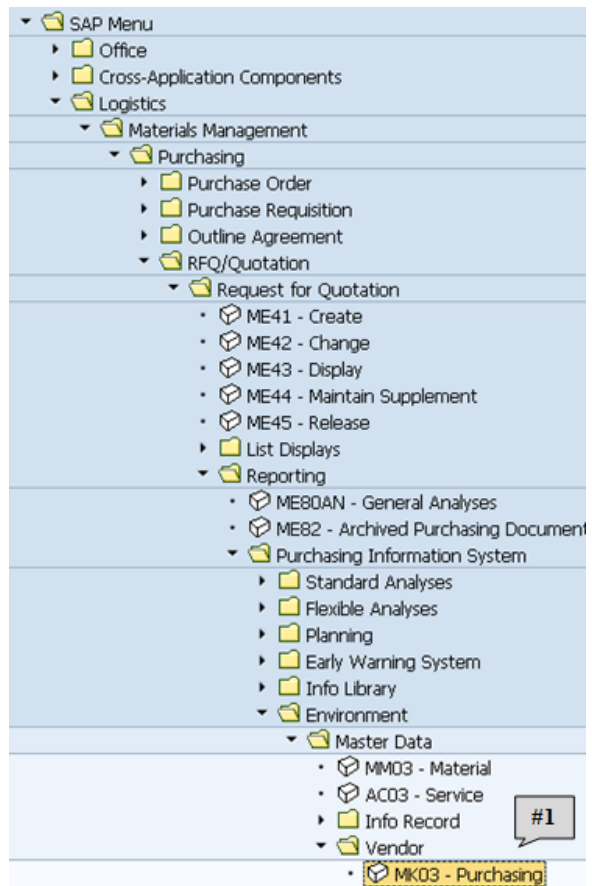
[PSL - Glossary](#)

## 2. STANDARD OPERATING PROCEDURE DESCRIPTION

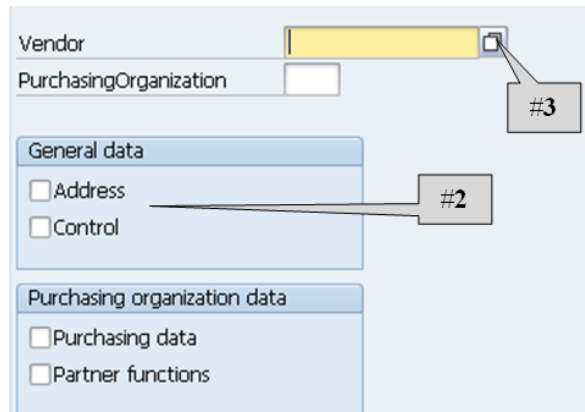
### 2.1. Prerequisites

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

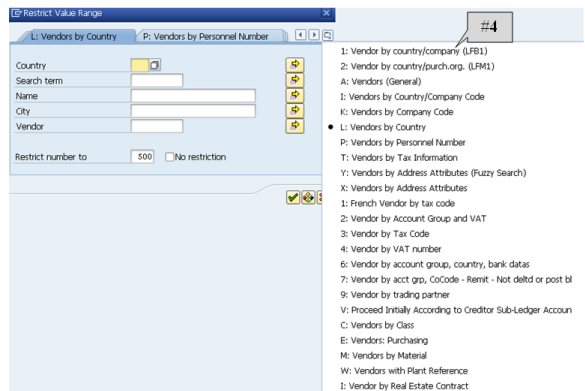
#	Main activities	Tips / Best practices	Key points
1	Enter transaction MK03		




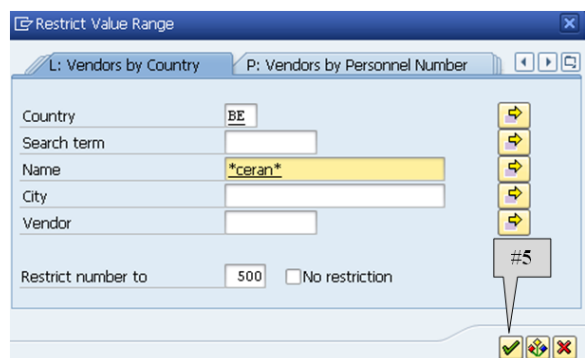
#	Main activities	Tips / Best practices	Key points
2	Flag the "Address" Field		This will allow to see if the vendor is created without going into further selections.
3	Click in selections screen		




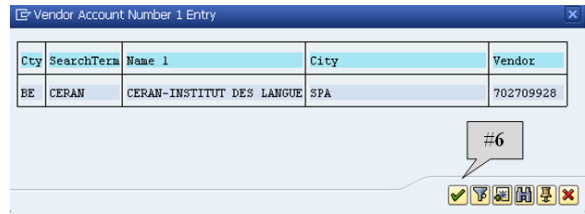
#	Main activities	Tips / Best practices	Key points
4	Chose the selection most suitable according to the data available on the contract		



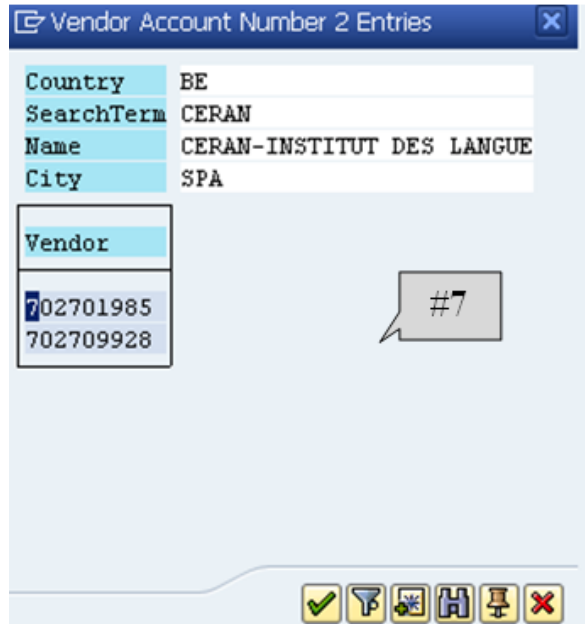
#	Main activities	Tips / Best practices	Key points
5	Insert the data you have and click 		



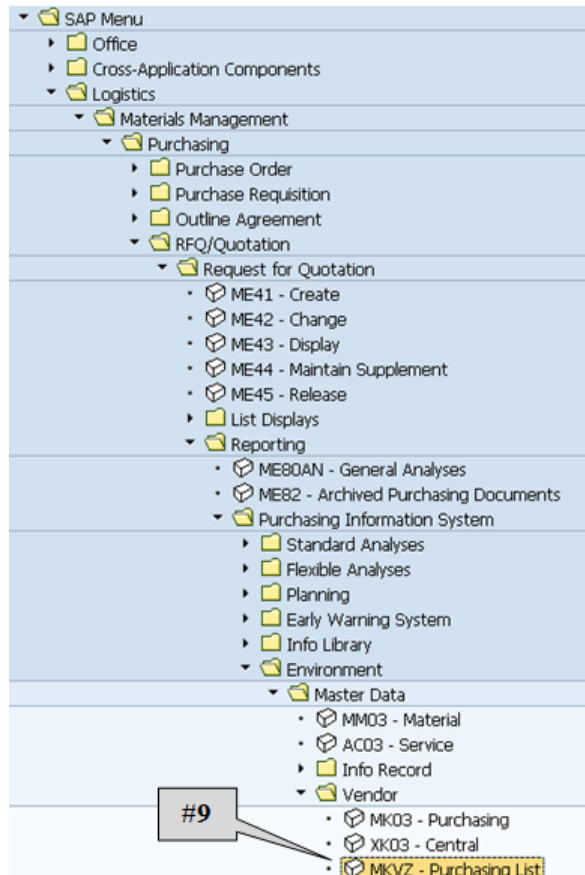
#	Main activities	Tips / Best practices	Key points
6	If there is only 1 entry, click  and compare the information with the data on the contract.	If there are doubts concerning the vendor, clarification must be requested with the buyer (requestor of contract creation)	If data is the same, the vendor is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




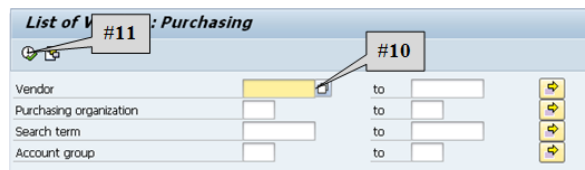
#	Main activities	Tips / Best practices	Key points
7	If there are several vendors with the data inserted, each must be entered in MK03 (step 2 onwards) and compare the details in each to see to which vendor number the contract concerns.	If there are doubts between several vendor, clarification must be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



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



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



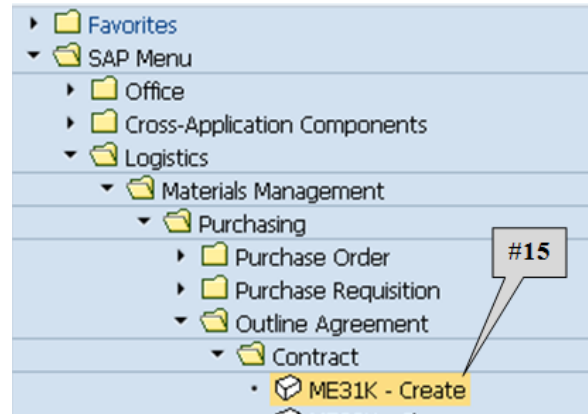
#	Main activities	Tips / Best practices	Key points

12	In Column <b>Purch. Org. Descr.</b> 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 to Vendor Master Data Team this creation.
13	In column <b>B</b> we can see if the vendor is currently blocked for that P.Org.		
14	In Column <b>D</b> we can see if the vendor has been deleted for that P. Org.		

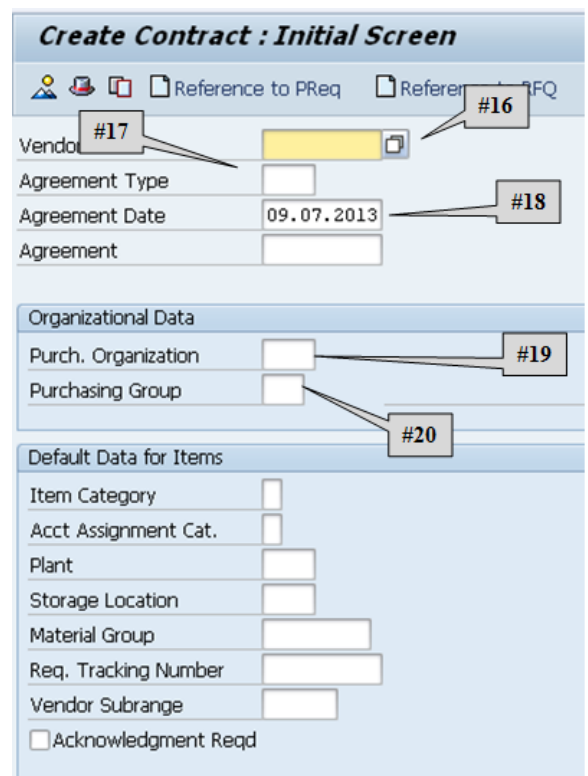
Name of vendor	Street	City	PostCode/City	Gr.	Search term(Porg	Purch. Org.	Descr.	B	D	PayT	IncoT	IncoItems (Part 2)
Vendor 702709926												
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	#12 Info Benelux				#13	#14
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	Joh Schuy	X				0864 DCP
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	BASP Mich Probstwirtha					0864 DCP
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	BAID L&U LE					0864
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	BAK Amropo					0864 DCP
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	BAK J&S SCLAY					0864
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	BAK SIS-SE					0864 DCP
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	DBB Einkauf Berburg	X	X			gem. Incotems 2000
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	D&B Einkauf Harrowe	X	X			gem. Incotems 2000
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	DRB Einkauf Rheinberg					0609 CIP
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	DXK Zentralkauf DND					gem. Incotems 2000
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	EB&K Compras B&C&C&C&A ES X	X	X			0864 DCP
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	EP&D Compras Balica	X	X			0419
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	ET&OR Compras TORRELAV. ES	X	X			0419 DCP
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	F&O Auto France					1460
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	JO&V Purchase Demya					N300
CERAN-INSTITUT DES LANGUJ	AVENUE DES PETITS SARGIS 27	BE	4900	SPA	ZBEN	CERAN	ZZ20 DIA Services					0864 DCP

## 2.2. Setup of Contract Header

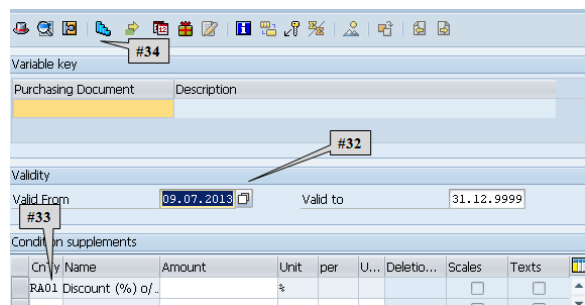
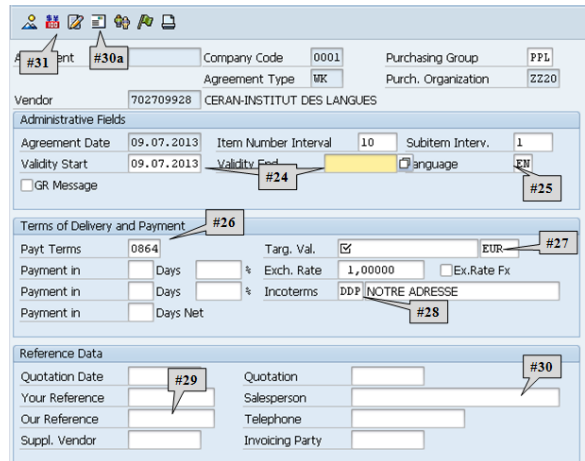
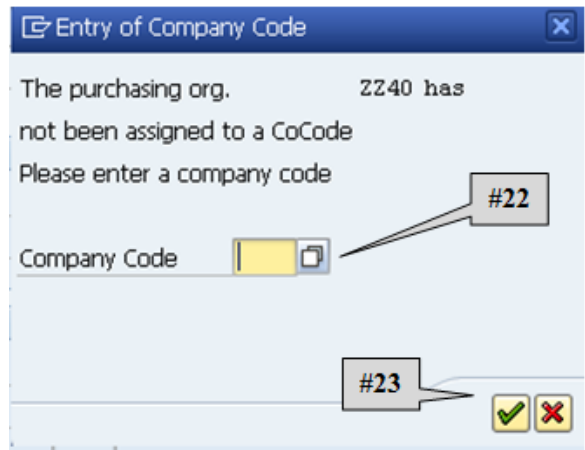
#	Main activities	Tips / Best practices	Key points
15	Enter transaction ME31K.		




#	Main activities	Tips / Best practices	Key points									
16	Enter the vendor number found in step 6.											
17	Agreement type can be : <table border="1" style="width: 100%;"> <thead> <tr> <th>Type</th> <th>Doc. Type</th> <th>Descript.</th> </tr> </thead> <tbody> <tr> <td>MK</td> <td>Quantity contract</td> <td></td> </tr> <tr> <td>WK</td> <td>Value contract</td> <td></td> </tr> </tbody> </table>	Type	Doc. Type	Descript.	MK	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.										
MK	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 ZZ20.										
20	Enter the Purchasing group of the requester of contract creation.	If other P.Group requested clarify the discrepancy with the buyer.										
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  .		

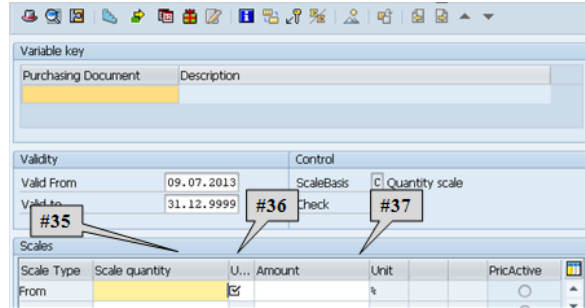




#	Main activities	Tips / Best practices	Key points
24	Enter the validity of the contract		It should never be more than 7 years, and it should never be 2999 or 9999, whatever asked by buyer
25	Define the language of the contract.		For international agreements, EN must be used.
26	Define the terms of payment 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 to create 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.		

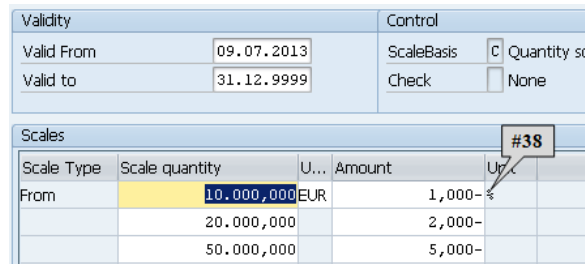
#	Main activities	Tips / Best practices	Key points																																		
32	Define starting and end date of condition.		End date usually left 31.12.9999 unless the condition has a time limit.																																		
33	Select the condition to add.	<p>Possible entries</p> <p>Condition Type 16 Ent...</p> <table border="1"> <thead> <tr> <th>CTyp</th> <th>Name</th> </tr> </thead> <tbody> <tr><td>FR1</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>	CTyp	Name	FR1	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)	
CTyp	Name																																				
FR1	Accr. freight (%)																																				
FRB1	Accr. freight (Val)																																				
FRB2	Accr. freight (Val)																																				
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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)																																				


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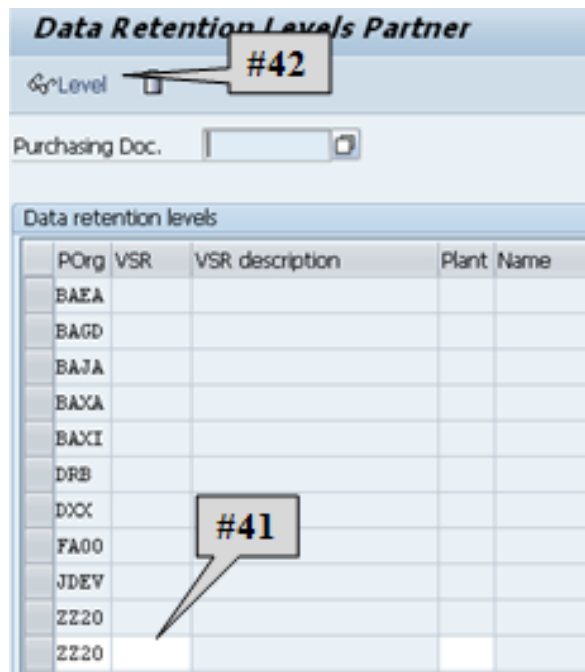
#	Main activities	Tips / Best practices	Key points
35	Insert the start of the interval for which the condition must be applied.		This field can be the end of the interval depending on the condition selected.
36	Chose the unit of measure from which the condition must applied.		
37	Insert the condition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




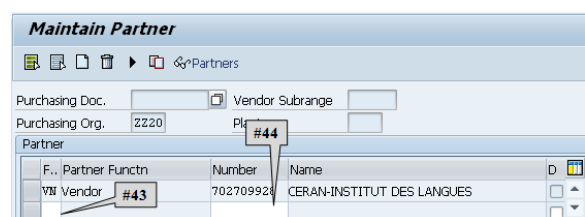
#	Main activities	Tips / Best practices	Key points
38	In the above example, the condition is defined as: <ul style="list-style-type: none"> <li>If the PO is between 10K€ and 20K€, there will be a discount of 1% to the total of the PO.</li> <li>If the PO is between 20K€ and 50K€, there will be a discount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


## 2.3. Setup of Items


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

The generic rule is that, in case the service contract has up to 5 lines, their creation can be done manually. Repeat the steps of chapter 2.3.1 up to 4 times.

If the contract has over 5 items there is only the need to create the first line and the ones afterwards can be created by file upload.

### 2.3.1. Creation of First line

#	Main activities	Tips / Best practices	Key points
47	Enter Value D		It corresponds to a service
48	Enter Value U (=unknown). This will enable for the account assignment to be defined upon the creation of the SES		
49	Enter a brief description of the first item.		
50	Enter the Material group of the item. Hit Enter or click  .		

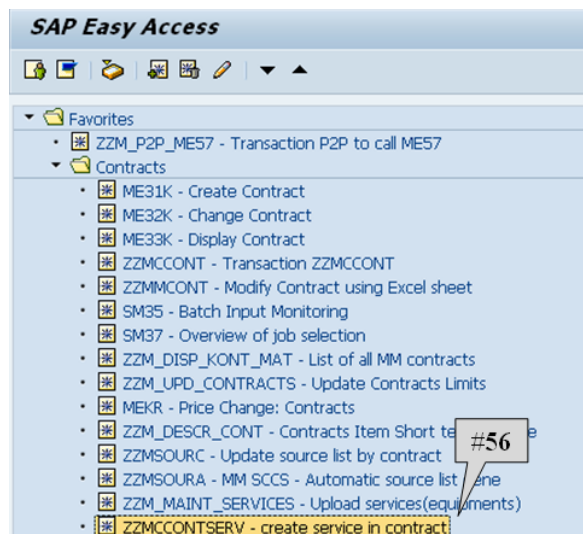
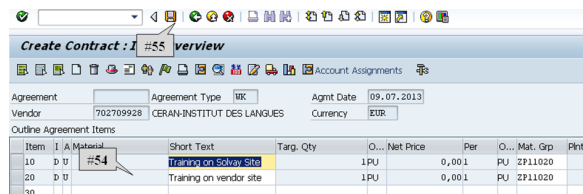
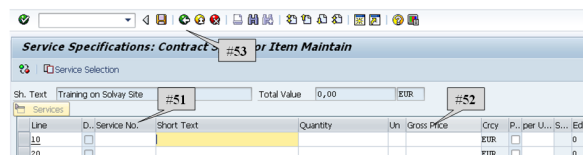
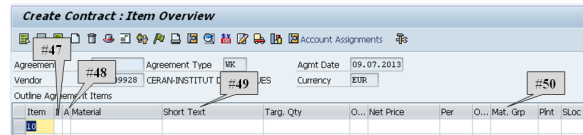
#	Main activities	Tips / Best practices	Key points
51	Enter the Service number (previously created).		
52	Enter the value contracted for this service.		Repeat these steps if contract item has only few services assigned.
53	Go back with  .		


#	Main activities	Tips / Best practices	Key points
54	Repeat steps 47 to 53 for as many lines as need to be created.		Only 1 service is to be created per line.
55	Save the contract.		

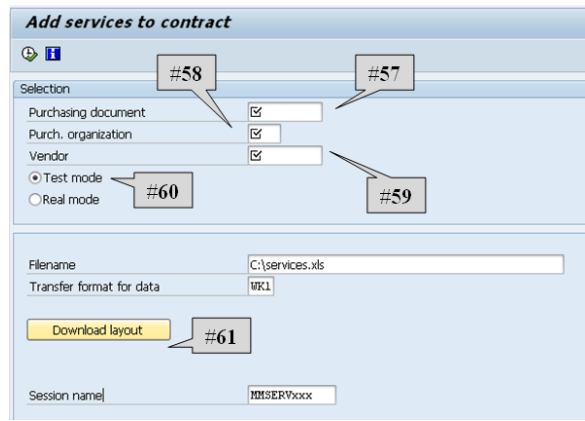
### 2.3.1. Creation of additional services per line

#	Main activities	Tips / Best practices	Key points
56	Enter transaction ZMCCONTSERV.		

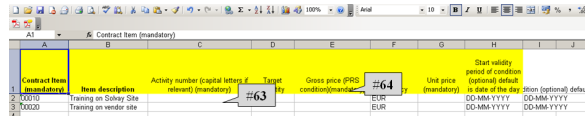
#	Main activities	Tips / Best practices	Key points
57	Enter the contract number		
58	Enter the P.Org of the contract		



59	Enter the vendor number		
60	Chose "Test mode" or "Real mode" depending on the action.	Before running the transaction in "real mode" it is advisable to run it a first time in "test mode" to detect and correct errors.	
61	Click 		
62	Save the file before editing it.		



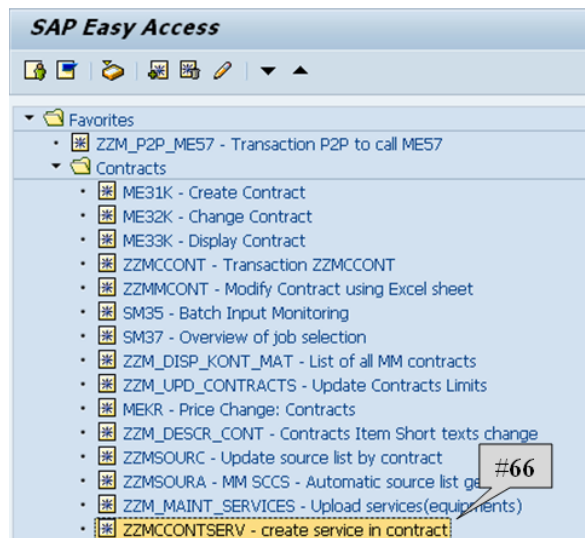
#	Main activities	Tips / Best practices	Key points
63	Add the services necessary per contract line.		
64	Add the contracted price per each service.		




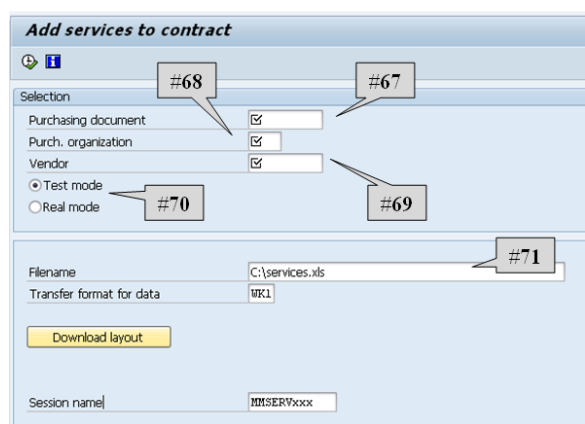
#	Main activities	Tips / Best practices	Key points
65	Finished file before uploading.		



#	Main activities	Tips / Best practices	Key points
66	Enter transaction ZZMCCONTSERV.		



#	Main activities	Tips / Best practices	Key points
67	Enter the contract number		
68	Enter the P.Org of the contract		
69	Enter the vendor number		
70	Chose "Test mode" or "Real mode" depending on the action.	Before running the transaction in "real mode" it is advisable to run it a first time in "test mode" to detect and correct errors.	
71	Select the file previously worked on and upload it.		
72	Click 		

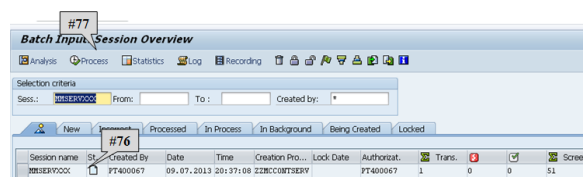


#	Main activities	Tips / Best practices	Key points
73	These warning messages do not block the creation of service lines they just alert that the same service is being used repeatedly.		
74	Number of service lines to be created.		

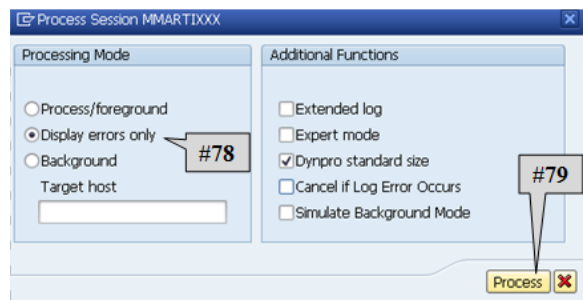
75	Click on <b>Process batch-input</b>		
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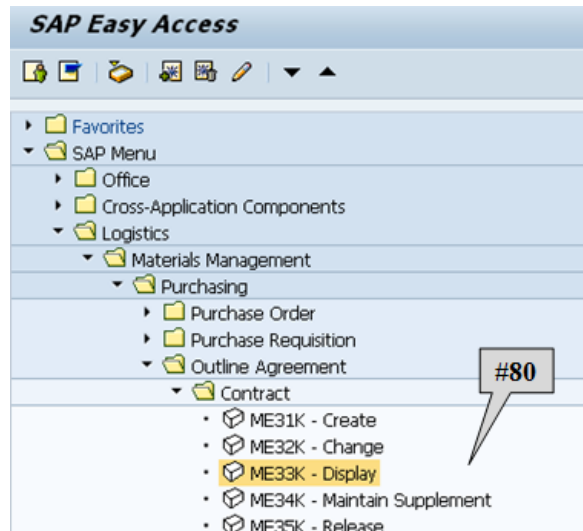
#	Main activities	Tips / Best practices	Key points
76	Select the last line shown with your user.		
77	Click		



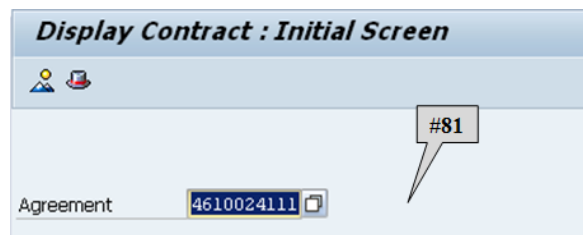
#	Main activities	Tips / Best practices	Key points
78	Select "Display errors only"	If there are several lines to be created (over 100) it is preferable to run the session in background.	
79	Click		




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



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



#	Main activities	Tips / Best practices	Key points
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82	In the contract display the number of lines can be confirmed and click  .		
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**Display Contract : Item Overview**

Agreement: 4610024111 Agreement Type: WK Agmt Date: 09.07.2013  
Vendor: 702709928 CERAN-INSTITUT DES LANGUES Currency: EUR

Outline Agreement No: #82

Item	I A Material	Short Text	Targ. Qty	Q...	Net Price	Per	O...	Mat. Grp	Phrt
10	D U	Training on Solvay Site		1	PU	0,001		PU	ZP11020
20	D U	Training on vendor site		1	PU	0,001		PU	ZP11020

#	Main activities	Tips / Best practices	Key points
83	In the service list of each contract line you can confirm the services were created with the value defined on the Excel file.		



**Service Specifications: Contract Specs for Item 4610024111 00010 Displ**

Sh. Text: Training on Solvay Site Total Value: 0,00 EUR

Line	D..Service No.	Short Text	Quantity	Un	Gross Price	Crpy	P...	U...	S...	Ed.
10	3063060	Training EN	0,00	PRT	10,00	EUR		1		0
20	3063061	Training FR	0,00	PRT	11,00	EUR		1		0
30	3063062	Training ES	0,00	PRT	12,00	EUR		1		0
40	3063063	Training IT	0,00	PRT	13,00	EUR		1		0
50	3063064	costs	0,00	EUR	1,00	EUR		1		0
60			0,000		0,00	EUR		0		0

### 3. REFERENCES

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

File name	Document type	Document title
<a href="#">List of OPS related to PRO 20.1</a>	PRO	xxxx