

PF1_Modifications at item level on contracts for material

Table of contents

• Table of contents	1
• 1. Objective and Scope	1
◦ 1.1 Objective of this Procedure	1
◦ 1.2 Scope	1
◦ 1.3 Process Step Described in this Procedure and Expected end Product	1
• 2. Standard Operating Procedure Description	1
◦ 2.1 Update in Prices, Delivery Times, Vendor References.....	1
◦ 2.2 Update in short text and Material Group	6
• 3. References	8

Scope



ERP



References

Attachments

1. Objective and Scope

1.1 Objective of this Procedure

This OP explains **how to update all items of a material contract**.



Note

The changes made using this SOP will only affect the data on the contract.

If later, different parameters are entered in PRS (PF1-050), the new changes will overwrite the ones entered using this OP.

As a best practice all changes in materials starting by 35* must be first validated by Master Data Team.

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 Described in this Procedure and Expected end Product

End Product

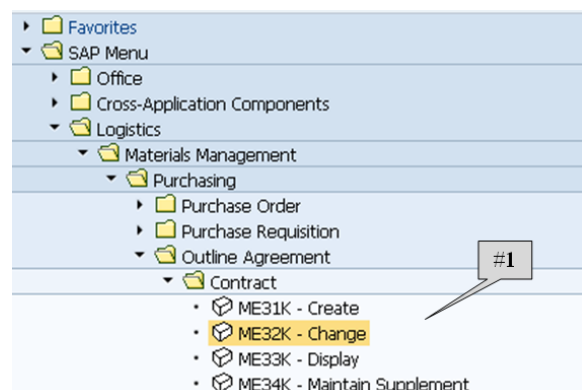
2. Standard Operating Procedure Description

2.1 Update in Prices, Delivery Times, Vendor References...


2.1.1 Manual Change

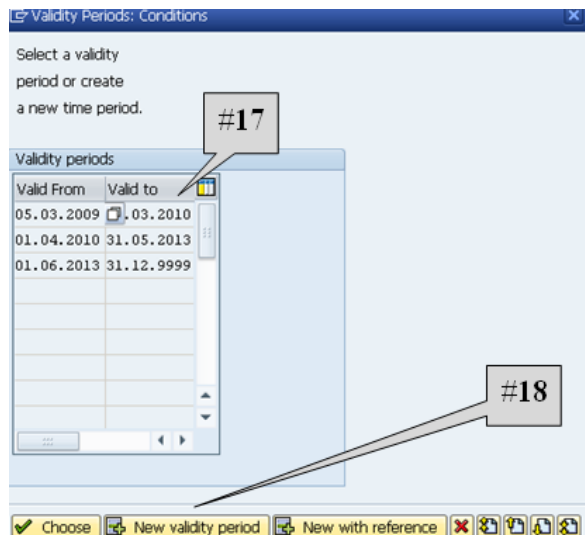
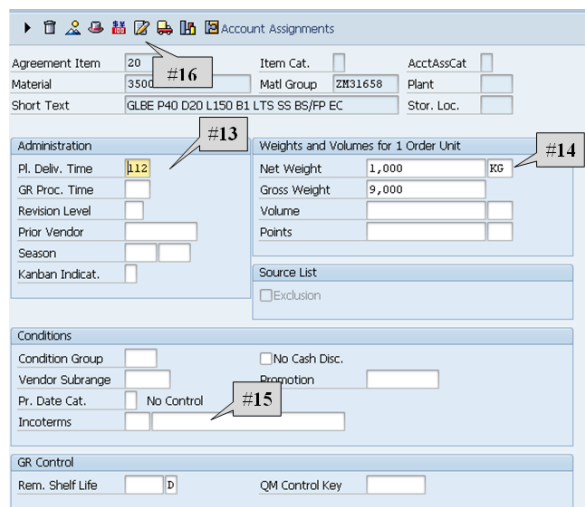
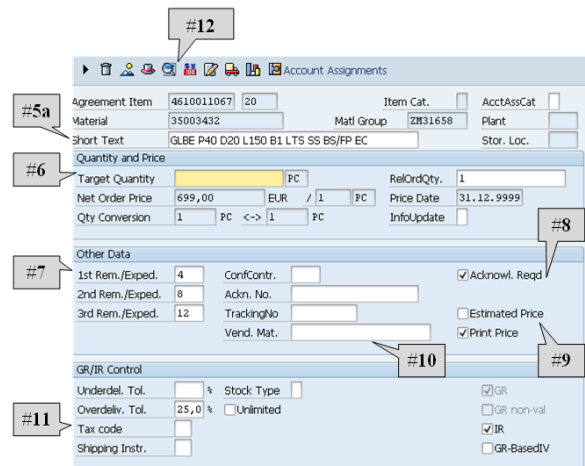
#	Main activities	Tips / Best practices	Key points
1	Enter transaction ME32K		


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



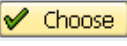
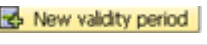



#	Main activities	Tips / Best practices	Key points
3	Individually select the lines that need to be changed.		
4	Click  .		

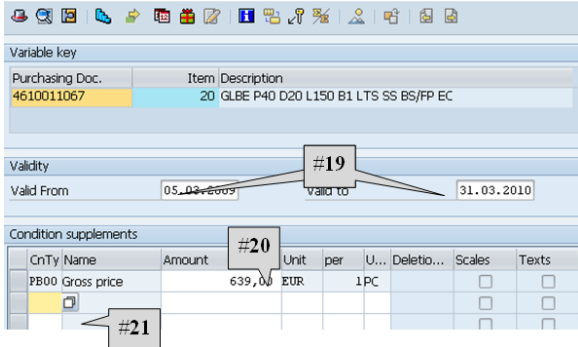


#	Main activities	Tips / Best practices	Key points
5	Short Text mustn't be changed.		
6	Use if limit quantity was updated in contract		
7	Parameters for reminders.		
8	If is requested to always have (or not) the PO acknowledgement for each PO issued to the vendor.		
9	If the price must be (or not) printed on the outgoing PO.		
10	If we have the vendor reference for this material		
11	Tax code to apply on each PO		
12	Click  .		

#	Main activities	Tips / Best practices	Key points
13	Enter the expected delivery date for this material		
14	Net and gross weight of the material.	This impacts on Intrastat reports.	
15	Incoterms definition		
16	Click  to update price .		

#	Main activities	Tips / Best practices	Key points
17	To see the previous price values, place the cursor over the desired period and click  .		
18	To enter a new price click  .		

#	Main activities	Tips / Best practices	Key points
19	Enter the start date of the applicability of the new price.	If validity not yet negotiated, enter the validity date of the contract itself.	
20	Enter the new price.		
21	If there are conditions to apply to this specific contract item, enter then on a blank line by clicking  .		



Variable key


Purchasing Doc.	Item	Description
4610011067	20	GLBE P40 D20 L150 B1 LTS SS BS/FP EC

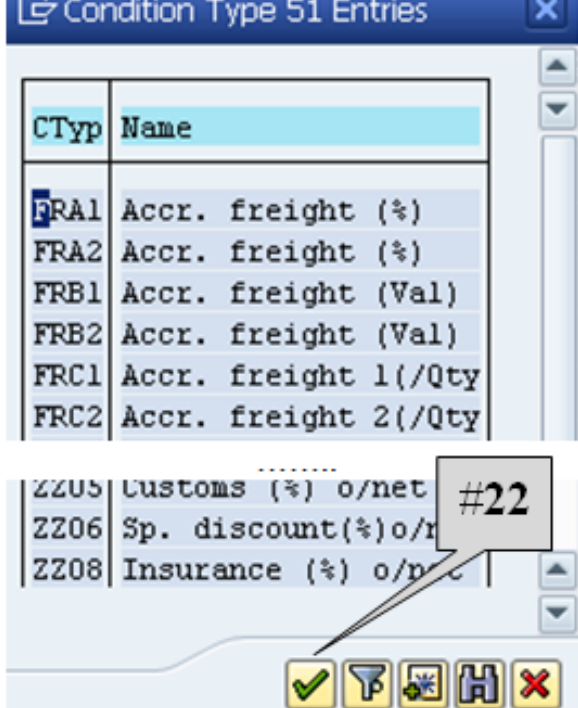
Validity

Valid From: 05.03.2009 Valid to: 31.03.2010

Condition supplements

CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales	Texts
	PB00 Gross price	639,00	EUR		1PC		<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>


#	Main activities	Tips / Best practices	Key points
22	Select the condition most suitable to the need and click  .		

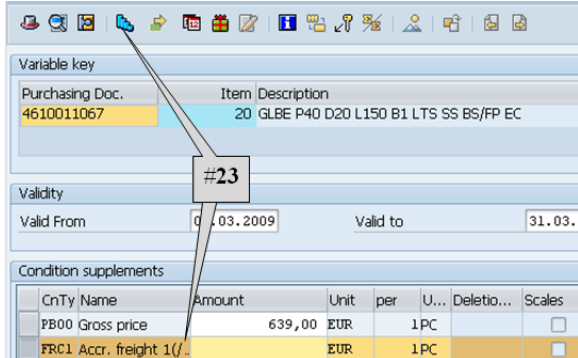


Condition Type 51 Entries

CType	Name
FRA1	Accr. freight (%)
FRA2	Accr. freight (%)
FRB1	Accr. freight (Val)
FRB2	Accr. freight (Val)
FRC1	Accr. freight 1(/Qty
FRC2	Accr. freight 2(/Qty
ZZ05	Customs (%) o/net
ZZ06	Sp. discount(%) o/r
ZZ08	Insurance (%) o/p

#22

#	Main activities	Tips / Best practices	Key points
23	If the condition is applicable per ranges, select the line and click  .		



Variable key


Purchasing Doc.	Item	Description
4610011067	20	GLBE P40 D20 L150 B1 LTS SS BS/FP EC

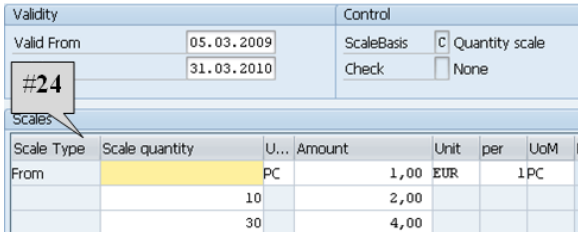
Validity

Valid From: 05.03.2009 Valid to: 31.03.2010

Condition supplements

CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales
	PB00 Gross price	639,00	EUR		1PC		<input type="checkbox"/>
	FRC1 Accr. freight 1(/		EUR		1PC		<input type="checkbox"/>

#	Main activities	Tips / Best practices	Key points
24	Enter the values desired. On the above example, the condition is applied as: <ul style="list-style-type: none"> If up to 9PC are ordered, freight of 1€/PC will be charged; If PO is for 10 to 29PC, 2€/PC of freight will be charged If PO is above 30PC, freight of 4€/PC will be charged. 		
25	Click  .		



Validity

Valid From: 05.03.2009 Valid to: 31.03.2010

Control

ScaleBasis: Quantity scale
 None

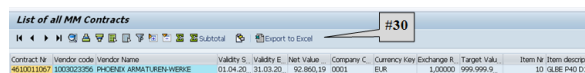
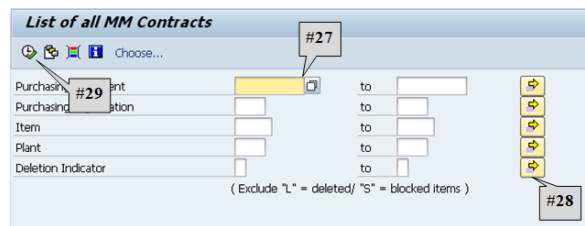
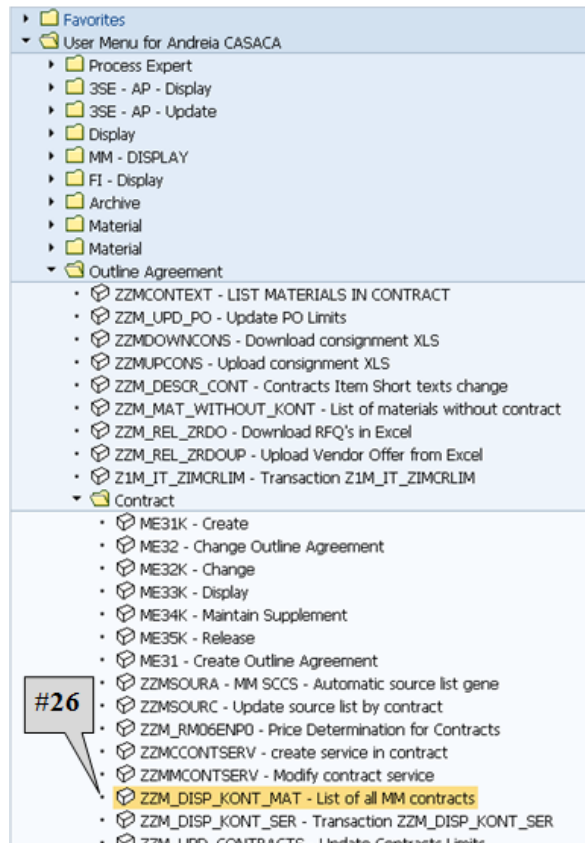
Check: None






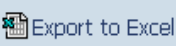
Scales

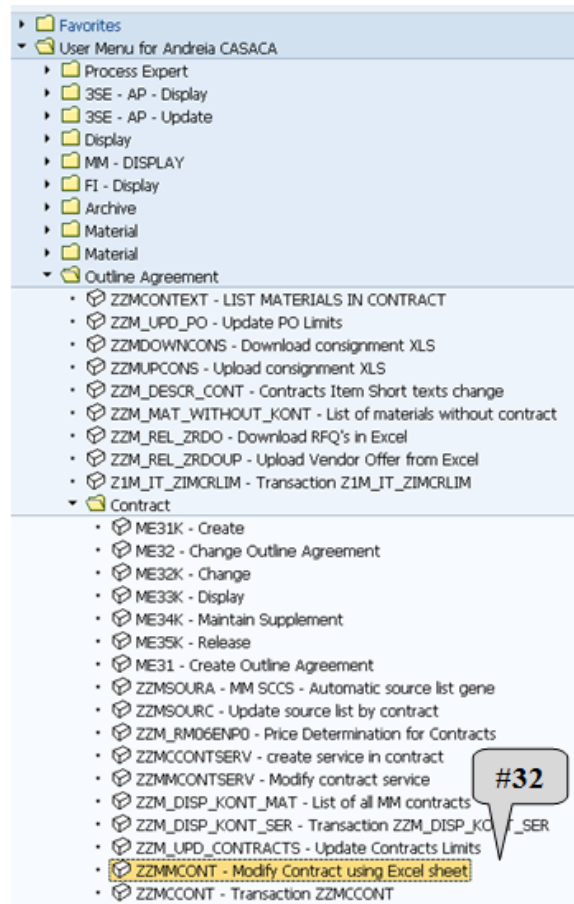
Scale Type	Scale quantity	U...	Amount	Unit	per	UoM
From		PC		1,00	EUR	1PC
	10			2,00		
	30			4,00		

2.1.2 Change Via Upload

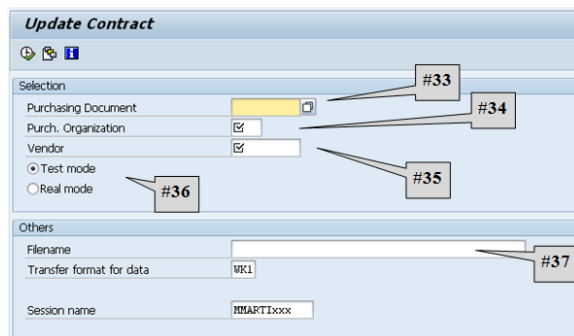
#	Main activities	Tips / Best practices	Key points
26	Enter transaction ZZM_DISP_KONT_MAT	This transaction allows updating several contract items at the same time. The data is extracted to Excel, treated and then uploaded.	



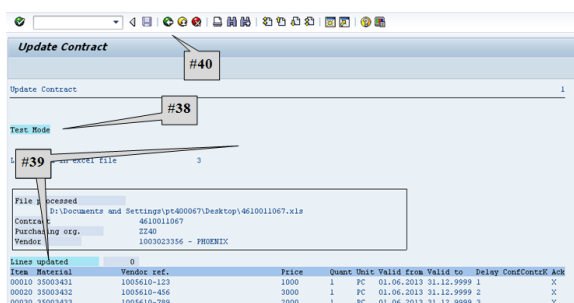
#	Main activities	Tips / Best practices	Key points
27	Enter the contract number on « Purchasing Document »		
28	Exclude "L" and "S" on the Deletion indicator.	To exclude items, click in  , enter the data in  , click  and  .	Excluding the deletion indicators S and L will result in a list of only the usable contract items.
29	Click  .		
#	Main activities	Tips / Best practices	Key points
30	The list displays all the open items on the contract. Click in  .		
31	Save the file and update it with the necessary data. When finished, save it again.		
#	Main activities	Tips / Best practices	Key points
32	Enter transaction ZZMMCONT		



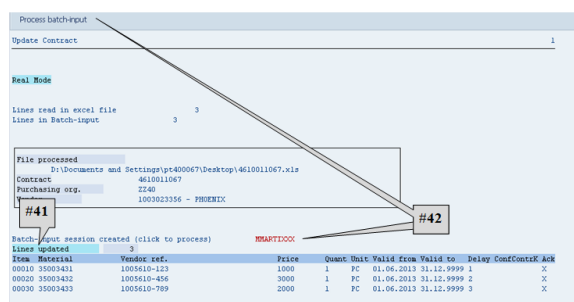
#	Main activities	Tips / Best practices	Key points
33	Enter the contract number.		
34	Enter the Purchasing organization that is on the contract header.	ZZ40 for International Agreements for materials	
35	Enter the vendor number for which the contract was setup.		
36	Flag Test or Real mode.	It is advisable to first make a test mode run to spot and correct errors.	
37	Browse and upload the Excel file previously worked on.		



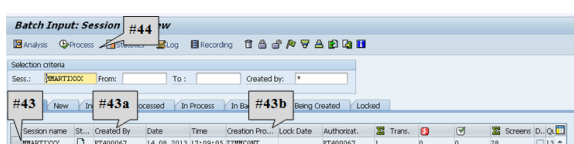
#	Main activities	Tips / Best practices	Key points
38	Mode on which the transaction was ran.		
39	Number of lines on the Excel file.		
40	As there weren't errors, we can go back with and run the transaction in Real mode.		



#	Main activities	Tips / Best practices	Key points
41	Number of items that have been updated.		
42	Click on either of the fields in order to process the batch-input session.	This will open transaction SM37 automatically.	

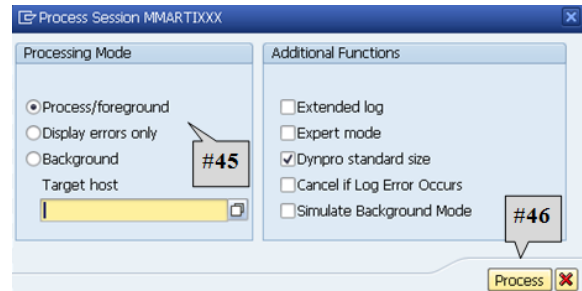




#	Main activities	Tips / Best practices	Key points
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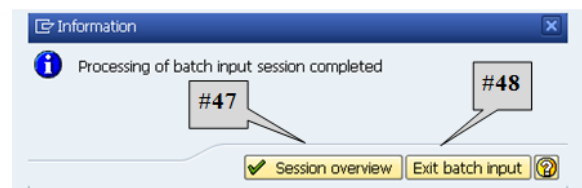


43	Click the line that needs to be processed.	To find which session needs to be processed, a filter can be made on: <ol style="list-style-type: none"> 1. the user that created it 2. Transaction that generated the session 	
44	Click "Process"		

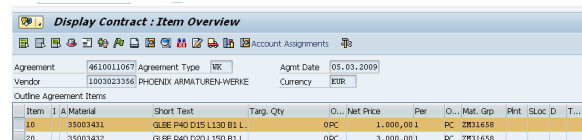
#	Main activities	Tips / Best practices	Key points
45	Chose the processing mode most relevant: <ul style="list-style-type: none"> • In foreground if all the results need to be seen • Display errors only if the list is a bit large and only the errors need to be seen • In background if the list is large. 	Background processing allows continuing working in SAP when the session is ran for a big list of items.	
46	Click Process.		



#	Main activities	Tips / Best practices	Key points
47	Click on  to go back to SM37.		
48	Click on  to exit.		



#	Main activities	Tips / Best practices	Key points
49	Entering the contract via transaction ME33K, we can see the changes.	Enter some of the line to confirm if updates were made according to upload.	

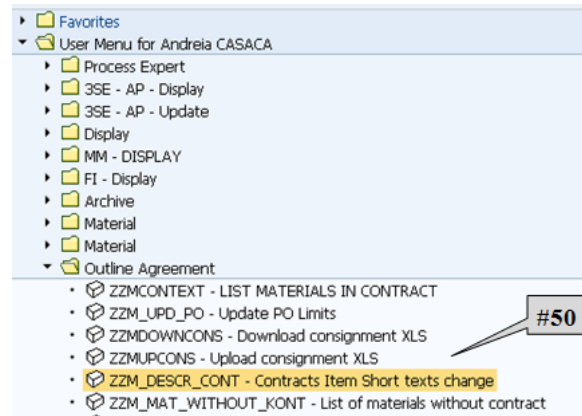


2.2 Update in short text and Material Group

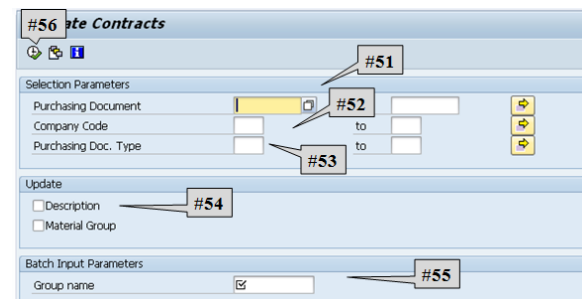
The following updates are made after the materials have been update at central level (PF1-050). As the updates in PF1-050 do not automatically change the existing agreements with the materials that were changed, those updates need to be made "manually"


2.2.1 Change in Short Text

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

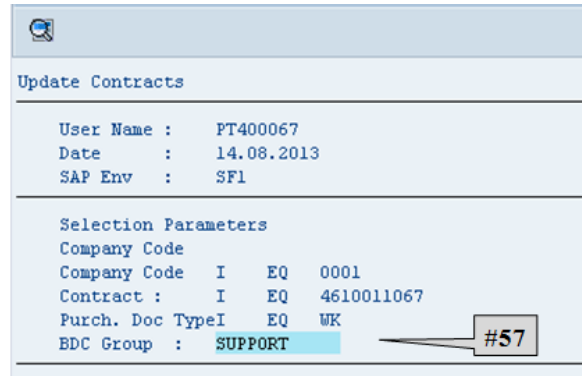


#	Main activities	Tips / Best practices	Key points
51	Enter the agreement number which has items that need to be updated.		
52	Enter the company code on which the agreement has been created.		



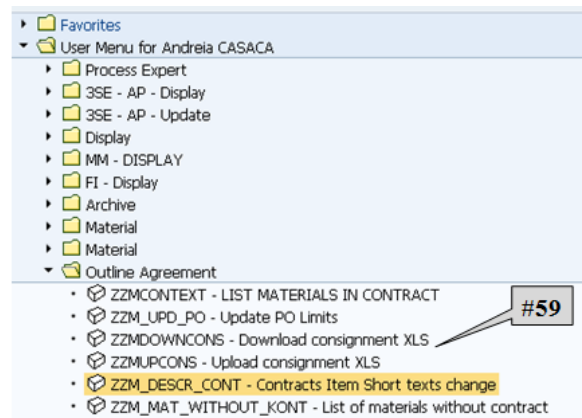
<p>53 Enter MK or WK depending if the agreement is based on quantity of value.</p>	<p>Available options are:</p> <table border="1"> <thead> <tr> <th>Cat</th> <th>Type</th> <th>Doc. Type</th> <th>Descript.</th> </tr> </thead> <tbody> <tr><td>A</td><td>AB</td><td>Request for GP bid</td><td></td></tr> <tr><td>A</td><td>AN</td><td>RFQ</td><td></td></tr> <tr><td>A</td><td>ZA</td><td>P2P RFQ</td><td></td></tr> <tr><td>B</td><td>EP</td><td>ePW purchase req.</td><td></td></tr> <tr><td>B</td><td>FO</td><td>Framework requisn.</td><td></td></tr> <tr><td>B</td><td>NE</td><td>Purchase requisition</td><td></td></tr> <tr><td>B</td><td>RV</td><td>Outl. agmt. requisn.</td><td></td></tr> <tr><td>F</td><td>DB</td><td>Dummy purchase order</td><td></td></tr> <tr><td>F</td><td>EP</td><td>ePW PO</td><td></td></tr> <tr><td>F</td><td>EUB</td><td>DFPS, Int. Ord. Type</td><td></td></tr> <tr><td>F</td><td>FO</td><td>Framework order</td><td></td></tr> <tr><td>F</td><td>NE</td><td>Standard PO</td><td></td></tr> <tr><td>F</td><td>UB</td><td>Stock transport ord.</td><td></td></tr> <tr><td>F</td><td>UBNI</td><td>EU Transfer w/o VAT</td><td></td></tr> <tr><td>K</td><td>MK</td><td>Quantity contract</td><td></td></tr> <tr><td>K</td><td>WK</td><td>Value contract</td><td></td></tr> <tr><td>L</td><td>LP</td><td>Scheduling agreement</td><td></td></tr> <tr><td>L</td><td>LPA</td><td>Scheduling agreement</td><td></td></tr> <tr><td>L</td><td>LPR</td><td>Scheduling agreement</td><td></td></tr> <tr><td>L</td><td>LU</td><td>Transp. sched. agmt.</td><td></td></tr> </tbody> </table>	Cat	Type	Doc. Type	Descript.	A	AB	Request for GP bid		A	AN	RFQ		A	ZA	P2P RFQ		B	EP	ePW purchase req.		B	FO	Framework requisn.		B	NE	Purchase requisition		B	RV	Outl. agmt. requisn.		F	DB	Dummy purchase order		F	EP	ePW PO		F	EUB	DFPS, Int. Ord. Type		F	FO	Framework order		F	NE	Standard PO		F	UB	Stock transport ord.		F	UBNI	EU Transfer w/o VAT		K	MK	Quantity contract		K	WK	Value contract		L	LP	Scheduling agreement		L	LPA	Scheduling agreement		L	LPR	Scheduling agreement		L	LU	Transp. sched. agmt.	
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<p>54 Select <input checked="" type="checkbox"/> Description</p>																																																																																					
<p>55 Enter Group name "Support" or other name easily traceable.</p>	<p>This transaction, for Description updates, runs via SM35, therefore a name is needed for executing it.</p>																																																																																				
<p>56  Click</p>																																																																																					

#	Main activities	Tips / Best practices	Key points
57	Click in the "BDC Group" to jump into SM35.		
58	Proceed as described from Steps 43 to 49 of this OP.		

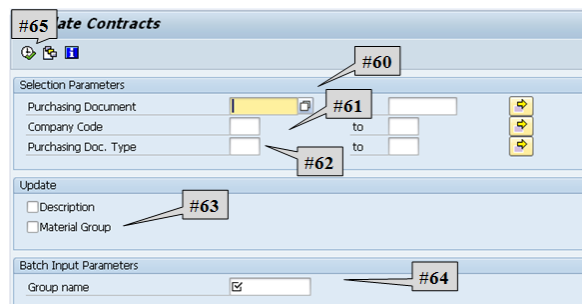



2.2.2 Change in Material Group

#	Main activities	Tips / Best practices	Key points
59	Enter transaction ZZM_DESCR_CONT.		



#	Main activities	Tips / Best practices	Key points
60	Enter the agreement number which has items that need to be updated.		
61	Enter the company code on which the agreement has been created.		



62	Enter MK or WK depending if the agreement is based on quantity of value.	Available options are: <table border="1" data-bbox="379 107 671 611"> <thead> <tr> <th>Cat</th> <th>Type</th> <th>Doc. Type</th> <th>Descript.</th> </tr> </thead> <tbody> <tr><td>A</td><td>AB</td><td></td><td>Request for GP bid</td></tr> <tr><td>A</td><td>AN</td><td></td><td>RFQ</td></tr> <tr><td>A</td><td>ZA</td><td></td><td>P2P RFQ</td></tr> <tr><td>B</td><td>EP</td><td></td><td>ePW purchase req.</td></tr> <tr><td>B</td><td>FO</td><td></td><td>Framework requisn.</td></tr> <tr><td>B</td><td>NB</td><td></td><td>Purchase requisition</td></tr> <tr><td>B</td><td>RV</td><td></td><td>Outl. agmt. requisn.</td></tr> <tr><td>F</td><td>DB</td><td></td><td>Dummy purchase order</td></tr> <tr><td>F</td><td>EP</td><td></td><td>ePW PO</td></tr> <tr><td>F</td><td>EUB</td><td></td><td>DFPS, Int. Ord. Type</td></tr> <tr><td>F</td><td>FO</td><td></td><td>Framework order</td></tr> <tr><td>F</td><td>NB</td><td></td><td>Standard PO</td></tr> <tr><td>F</td><td>UB</td><td></td><td>Stock transport ord.</td></tr> <tr><td>F</td><td>UBNI</td><td></td><td>EU Transfer w/o VAT</td></tr> <tr><td>K</td><td>MK</td><td></td><td>Quantity contract</td></tr> <tr><td>K</td><td>WK</td><td></td><td>Value contract</td></tr> <tr><td>L</td><td>LP</td><td></td><td>Scheduling agreement</td></tr> <tr><td>L</td><td>LPA</td><td></td><td>Scheduling agreement</td></tr> <tr><td>L</td><td>LPR</td><td></td><td>Scheduling agreement</td></tr> <tr><td>L</td><td>LU</td><td></td><td>Transp. sched. agmt.</td></tr> </tbody> </table>	Cat	Type	Doc. Type	Descript.	A	AB		Request for GP bid	A	AN		RFQ	A	ZA		P2P RFQ	B	EP		ePW purchase req.	B	FO		Framework requisn.	B	NB		Purchase requisition	B	RV		Outl. agmt. requisn.	F	DB		Dummy purchase order	F	EP		ePW PO	F	EUB		DFPS, Int. Ord. Type	F	FO		Framework order	F	NB		Standard PO	F	UB		Stock transport ord.	F	UBNI		EU Transfer w/o VAT	K	MK		Quantity contract	K	WK		Value contract	L	LP		Scheduling agreement	L	LPA		Scheduling agreement	L	LPR		Scheduling agreement	L	LU		Transp. sched. agmt.
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65	Click 																																																																																					

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