

# PF1\_Modifications at item level on 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 modify or update the items of 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.

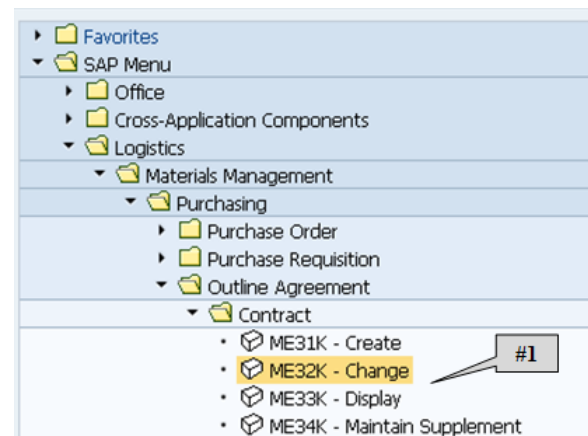
### 1.3. Process step described in this procedure and expected end product

End Product

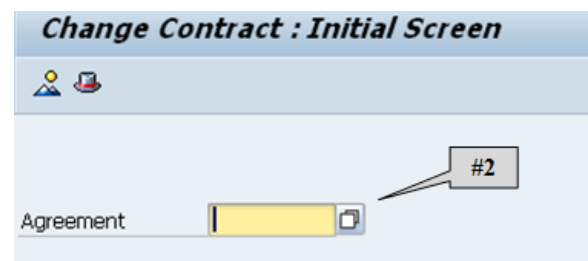
## 2. STANDARD OPERATING PROCEDURE DESCRIPTION

### 2.1. Manual editing of items

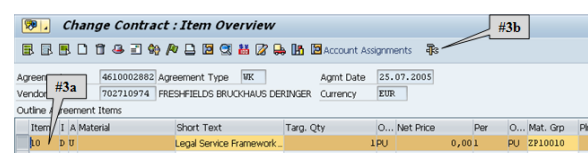
#	Main activities	Tips / Best practices	Key points
1	Enter transaction ME32K		





#	Main activities	Tips / Best practices	Key points
2	Enter the agreement that needs updating and hit Enter.		

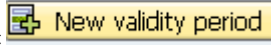



#	Main activities	Tips / Best practices	Key points



3	All the non grey fields can be edited. To edit the service within the item:  1. select the line 2. Click on 		
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#	Main activities	Tips / Best practices	Key points
4	To Edit the Service short text just insert the new data.		
5	To edit the price of the service, click on  on the bottom of the screen.		

#	Main activities	Tips / Best practices	Key points
6	Select 		

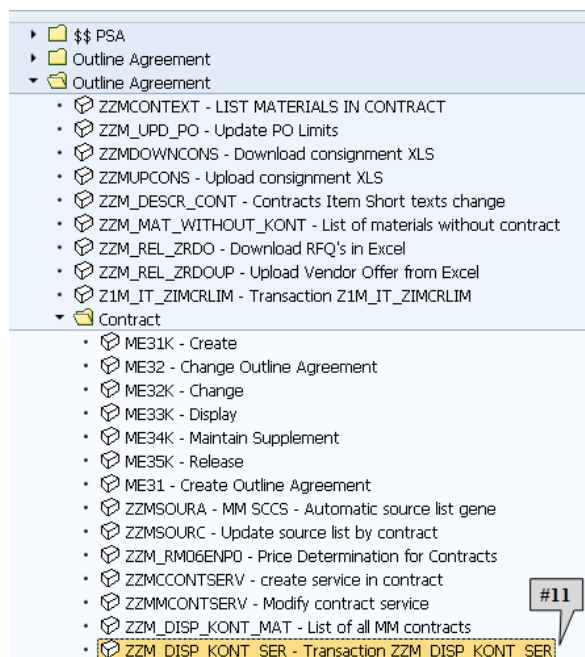
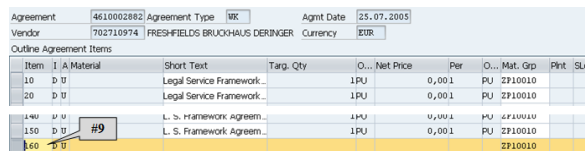
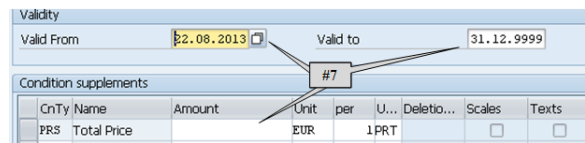
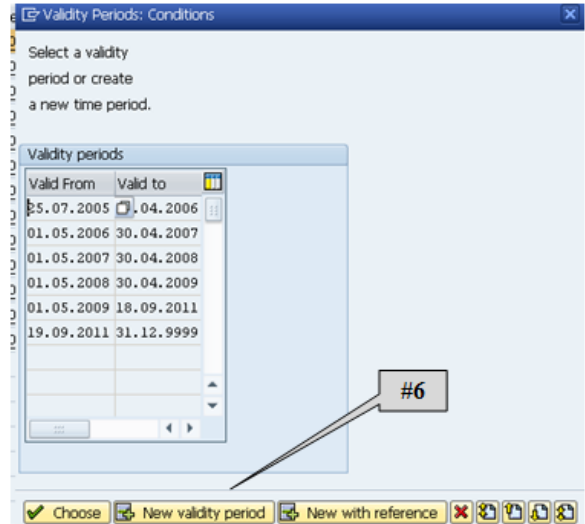
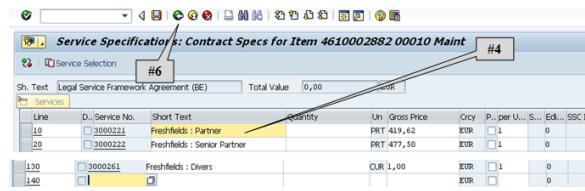
#	Main activities	Tips / Best practices	Key points
7	Enter the new price and its validity.	If we have an update that is only valid within 2 months, we can frame that by sing the "valid from" field.	
8	Save with 		


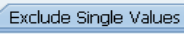



#	Main activities	Tips / Best practices	Key points
9	To add a new item on the contract, select a blank line and add on it the Short text which will differentiate this item from the remaining ones. Click Enter.		

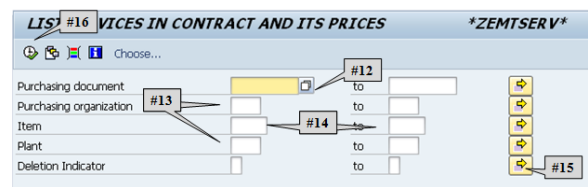
## 2.2. Editing items per file upload

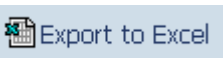
#	Main activities	Tips / Best practices	Key points
11	Enter Transaction ZZM_DISP_KONT_SER.		

#	Main activities	Tips / Best practices	Key points
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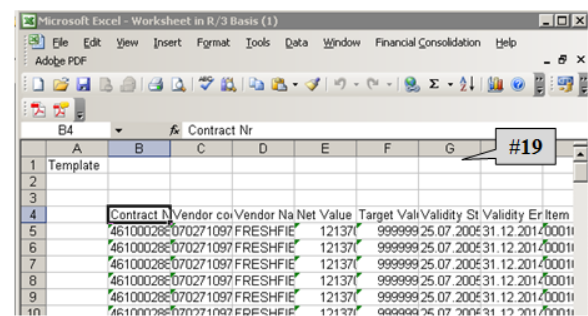
12	Enter the agreement number.		
13	Enter the purchasing organization and plant.		Optional fields.
14	Delimit the agreement items which need to be updated.		Optional field.
15	Exclude "L" and "S" on the Deletion indicator.	To exclude items, click in  , enter the data in  , click  and  .	Excluding the deletion indicators S and L will result in a list of only the usable contract items.
16	Execute the transaction  clicking		



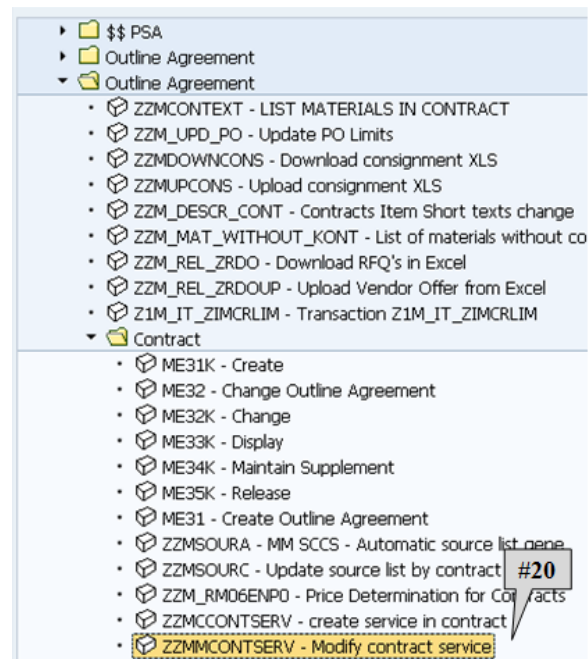
#	Main activities	Tips / Best practices	Key points
17	All the Services included on each agreement item will be shown.	None of the fields is editable at this stage.	
18	Click 		





#	Main activities	Tips / Best practices	Key points
19	Save the file. Make all the necessary updates and save it again.		

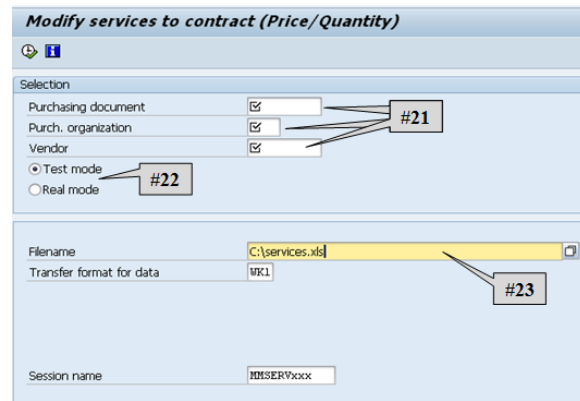



#	Main activities	Tips / Best practices	Key points
20	Open transaction ZZMMCONTSERV.		





#	Main activities	Tips / Best practices	Key points
21	Enter the agreement number, the purchasing organization and the vendor number.		
22	Flag Test or Real mode.	It is advisable to first make a test mode run to spot and correct errors.	

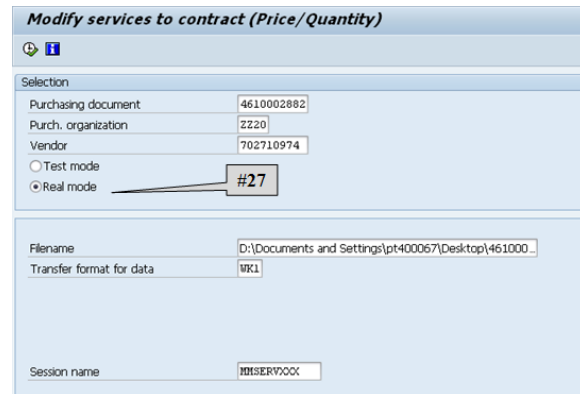
23	Select the file previously worked on. To browse the computer click 	
24	Execute the transaction with 	



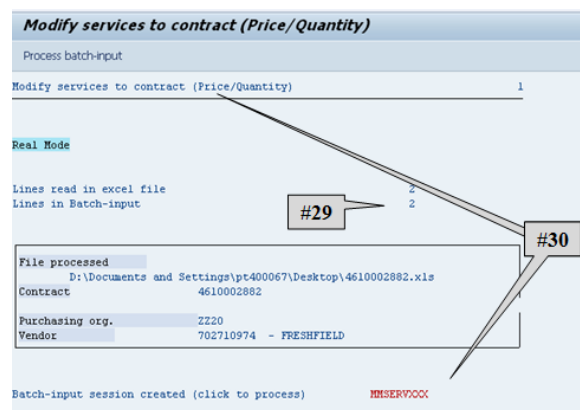
#	Main activities	Tips / Best practices	Key points
25	Number of lines that were on the Excel file.		
26	If no other information provided it means that the run is errors free. Go back with 		



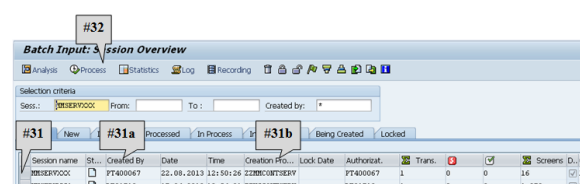
#	Main activities	Tips / Best practices	Key points
27	Flag  Real mode		
28	Execute the transaction with 		



#	Main activities	Tips / Best practices	Key points
29	Number of changes made.		
30	Process the batch-input session by clicking either of these fields.	This will open transaction SM37 automatically.	

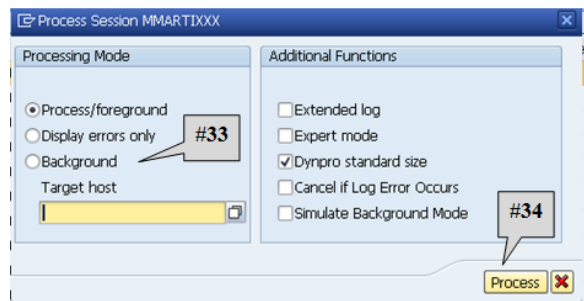




#	Main activities	Tips / Best practices	Key points
31	Click the line that needs to be processed.	To find which session needs to be processed, a filter can be made on: <ol style="list-style-type: none"> <li>the user that created it</li> <li>Transaction that generated the session</li> </ol>	
32	Click "Process"		

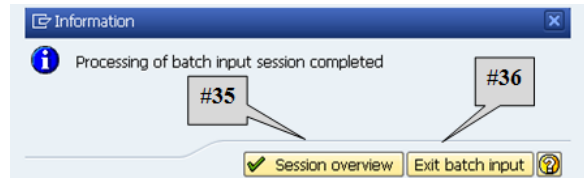


#	Main activities	Tips / Best practices	Key points
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33	Chose the processing mode most relevant: <ul style="list-style-type: none"> <li>• In foreground if all the results need to be seen</li> <li>• Display errors only if the list is a bit large and only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



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



### 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