

PIR Creation and Modification (ZMAT+ZVER)

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Scope



EMEA

ERP



WP1

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1. INTRODUCTION

1.1. Objectives and scope of this procedure

This OP explains how to create and modify a Purchase Info Record (PIR) for **EMEA** Plants.

1.2. Scope of OP

This OP is applicable for PIRs related with **Raw and Packaging Materials**.

Material groups in the Scope (0450 + 0451) + all related with packaging materials.

The purchasing organizations affected by the OP are as follow:

3002 (Packaging)

3006 (Raw materials)

3007 (Services)

3100 (Subcontracting)

3200 (intercompany) – Under the responsibility of Data Administrators ([check file](#))

3400 (Consignment)

2. STANDARD OPERATING PROCEDURE DESCRIPTION

2.1. Received information*#1*

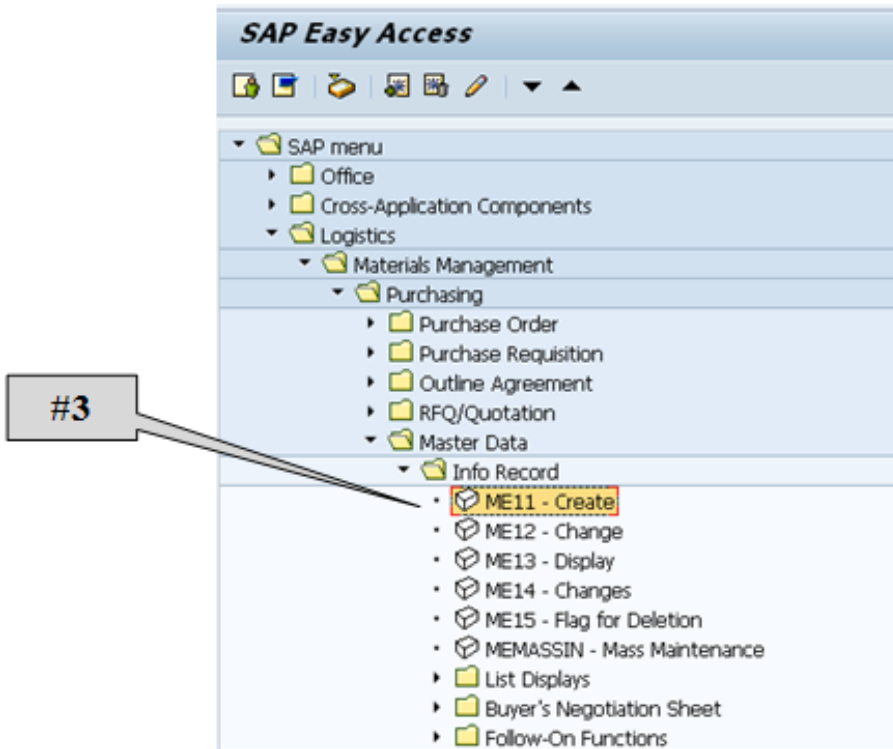
#1

P.I.R. CREATION TEMPLATE

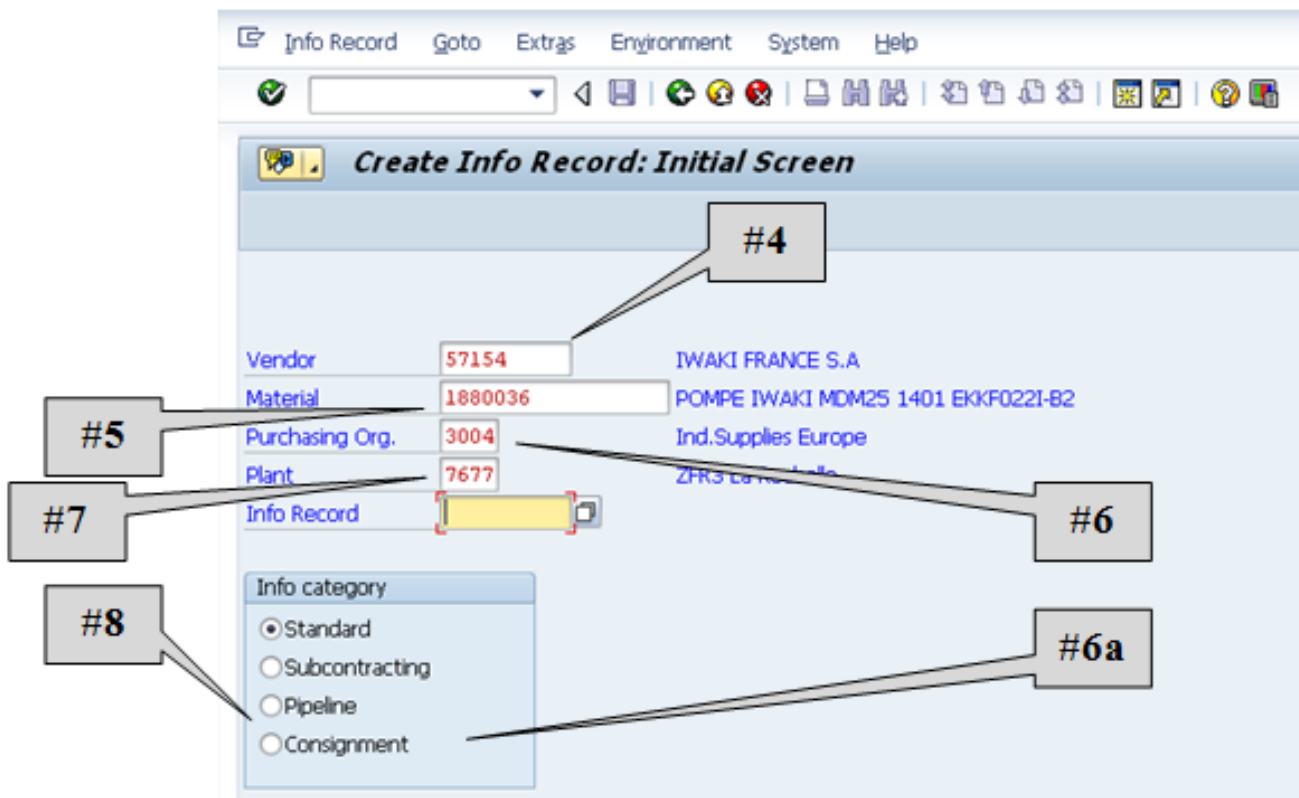
Buyer code in RCS = EXX	To fill by BUYER	#2	Comment	
RCS supplier code				
Supplier Name				
RCS Material code				
Short Description of Material				
Purchasing Organisation			3002 = packaging, 3006=Raw Mat, 3007=Sub-contracting, 3100=trading, 3200=intra sales, 3400=Consignment	
Plant code				
Type of PIR			Standard or Sub-contracting or Consignment	
Supplier Material Ref			If necessary	
Purchase Unit				
Delivery time			in calendar days	
Standard Quantity				
Minimum Quantity			If necessary	
Date of Price			1 - Date of order 2 - Date of delivery	
Price			Maxi 2 figures after the coma	
VAT Code			See details below	Depends on the ph
Import Procedure code			if Rhodia Plant and supplier plant are in different countries (see below)	
Country of Origin of the Material			Mention only if different of the supplier country	
Conf Control Key			Mention if in relation to GTS import Z004 = manual inbound delivery Z012 = manual inbound delivery + alerts	In relation to GTS i
Begin of Validity date				
End of validity date				
Price Unit				
Currency				
Incoterm 1			ex : EXW, CIP, DAP, CPT, FOB...	
Incoterm 2			Incoterm Adress	
Special Text to add			If necessary	
VAT CODE CHOICE	Country of the supplier of goods			
	Same than RHODIA Plant	Member of E.U.		
Country of the RHODIA Plant	VAT Code	VAT Code	Import Procedure	
France	UZ	VG	11	
Italy	SM	SN	4	
UK	OR	OS	001	
Spain	OF	OH	1	
Germany	KM	KN	43000	
Poland	OW	PF	001	
VAT CODE CHOICE	Country of the supplier of goods			
	Not member of E.U.			
Country of the RHODIA Plant	VAT Code	Import Procedure		
France	BZ	19		
Italy	CI	4		
UK	DR	001		
Spain	CY	1		
Germany	DF	43000		
Poland	EB	001		

	Main activities	Tips / Best practices	Key points
1	A request for PIR creation must always have attached a template with the mandatory data.		
2	Ensure that all this information is completed by the requester; if any mandatory field is missing the request should be returned.		Only the vendor material number field (supplier's reference) is not mandatory.

2.2. PIR creation



#	Main activities	Tips / Best practices	Key points
3	Enter transaction ME11.		



#	Main activities	Tips / Best practices	Key points
4	Fill the supplier's code.		If supplier is included in the contract-cadre list use the folio number of mother-house, otherwise the order will be settled to the wrong one.
5	Insert the article number		
6	Insert the Purchasing organization.	a) If purchasing organization is 3400, you should flag *Consignment instead of Standard in the Info Category field.	Purchasing Organization: <ul style="list-style-type: none"> • 3002: General Supply • 3006: Industrial Supply • 3007: Subcontracting • 3100: Trading • 3400: Consignment*
7	Insert the Division / Plant.		
8	Verify in the received template what kind of PIR is to be setup		Info category: <ul style="list-style-type: none"> • Standard • Subcontracting • Consignment
9	Hit Enter		

The screenshot shows the SAP 'Change Info Record: General Data' window. The window title is 'Change Info Record: General Data'. The main data area contains the following fields:

- Info Record: 5300324095
- Vendor: 57154 (IWAKI FRANCE S.A)
- Material: 1880036 (POMPE IWAKI MDM25 1401 EKKF022I-B2)
- Material Group: 0153 (CENTRIFUGAL PUMPS)

The 'Vendor Data' section includes:

- 1st Rem./Exped.: 2 Days (Callout #10 points to the '2')
- 2nd Rem./Exped.: 7 Days
- 3rd Rem./Exped.: Days
- Vendor Mat. No.
- Vendor Subrange
- VSR Sort No.
- Vendor Mat. Grp
- Points: / 1 PC
- Salesperson
- Telephone: 0169633370
- Return Agmt
- Prior Vendor

The 'Origin Data' section includes:

- Certif. Cat.
- Certificate
- Valid to
- Ctry of Origin: FR
- Region: 91
- Number
- Manufacturer

The 'Supply Option' section includes:

- Available from
- Available to
- Regular Vendor

The 'Purchase Order Unit of Measure' section includes:

- Order Unit: PC
- Conversion: 1 PC <-> 1 PC
- Var. Order Unit: Not active

Callouts:

- #10: Points to the '2' in the '1st Rem./Exped.' field.
- #11: Points to the 'Purchase Order Unit of Measure' section.
- #12: Points to the 'Var. Order Unit' checkbox.
- #13: Points to the 'Purch. Org. Data 1' tab.


#	Main activities	Tips / Best practices	Key points
10	Add Supplier's material reference (if provided)		
11	Enter the order unit given in the request		
12	Always take in consideration if there is a conversion in quantities		
13	Click in Purch. Org. Data 1		

The screenshot shows the SAP 'Change Info Record: Purch. Organization Data 1' interface. Callouts #14 through #24 point to the following fields:

- #14: Deliv. Time (50 Days)
- #15: Purch. Group (EGS)
- #16: Standard Qty (1)
- #17: Tax Code (AD)
- #18: Ackn. Rqd (checked)
- #19: Procedure (blank)
- #20: Incoterms (CIP LA ROCHELLE)
- #21: Pr. Date Cat. (1 Purchase Order)
- #22: Net Price (4.135,00 EUR)
- #22a: Effective Price (4.135,00 EUR)

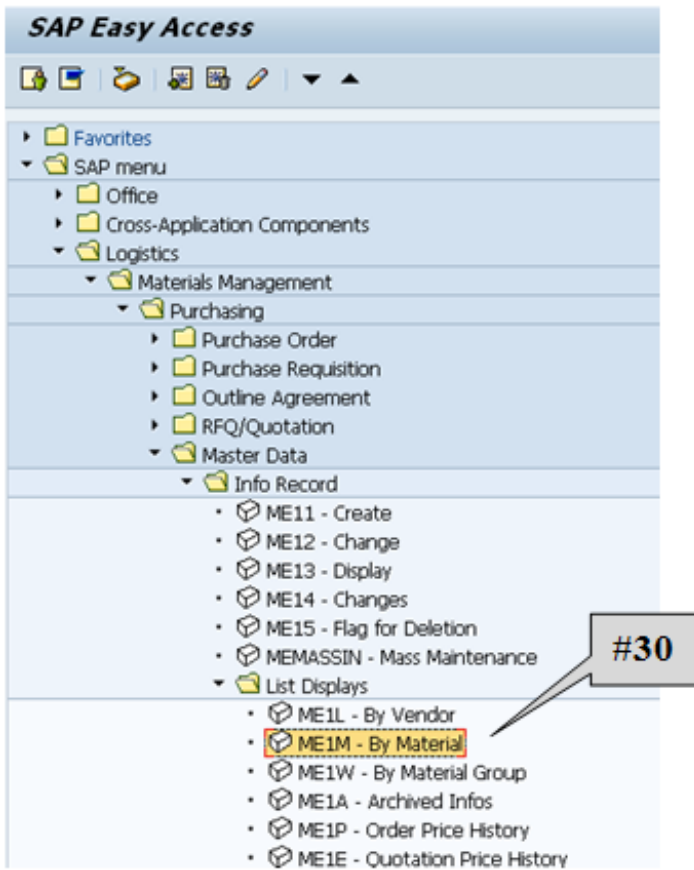
#	Main activities	Tips / Best practices	Key points
14	Days that supplier needs to deliver the material.		
15	Purchasing group code is provided in excel header information, is the code of buyer that requests PIR creation.	Consult Excel file.	
16	Standard Quantity – If no info Insert 1 by default.		
17	VAT code – If foreign it is mandatory to fill the procedure.	Consult VAT Table provided in the received template	Contemplates Conf. Ctrl and Procedure If conf.ctrl. not provided insert Z011 as default for 0451 + 0450 materials P.Org. 3006+3007+3100
18	Äckn Rdq. field always flagged.		
19	When both plant and vendor are from different countries, you must insert the import procedure along with the correspondent VAT code, whether it is to E.U. or Non-E.U. members.	Consult VAT Table	.
20	If nothing is mentioned from requester or from supplier (See quotation), we choose CIP by default in order to avoid any blockage in future purchase orders.		
21	If no info, according to Division / Plant, identify the site name.		
22	Insert Unit Price.		a) Attention: Currency is automatically defined by supplier code
23	Insert Price Date Cat.		1 or 2 , given by requester
24	Click on Tab Conditions		

The screenshot displays the SAP 'Display Gross Price Condition (PB00) : Condition Supplements' window. The menu bar includes 'Condition', 'Edit', 'Goto', 'Extras', 'Environment', 'Pricing', 'System', and 'Help'. The toolbar contains various icons, including a green checkmark and a 'Go Back' button (labeled #28). The main content area is divided into sections: 'Variable key' with a table showing Vendor 57154, Material 1880036, POrg 3004, Plant 7677, and Description Standard; 'Validity' with 'Valid From' 24.10.2013 (labeled #25) and 'Valid To' 31.12.2014 (labeled #26); and 'Condition supplements' table with columns CnTy, Name, Amount, Unit, per, U..., Deletio..., Scales, and Texts. The first row shows PB00 Gross Price with an amount of 4.135,00 EUR (labeled #27).

#	Main activities	Tips / Best practices	Key points
25	Valid From: by default, date of creation		
26	Insert end of N+3 year as validity end.	Valid until: Modify date to (N+3) Example:31.12.2020	Do not leave end date of 31.12.9999
27	Insert the price	Never update the price including the transportation	
28	Go Back in Green Arrow		
29	Afterwards save / record your PIR by clicking  .		

2.3. PIR Modification

Maintaining (modification) of a PIR for articles with material groups 0450 and 0451 (Raw Materials) are in the responsibility of the buyer or his/her assistants. D&A BO does not maintain PIR when these conditions apply.



#	Main activities	Tips / Best practices	Key points
30	Enter transaction ME1M.		

Program Edit Goto System Help

Info Records per Material

#31

Material 1150705 to

Vendor to

Material group to

Vendor material number to

Vendor sub-range to

Vendor material group to

Purchasing organization to

Info category to

Plant to

Purchasing group to

Price Calculations

Include discounts

Include delivery costs

Determine effective price

Restrictions

Only those that are relevant

Only plant-specific

Only those flagged f. deletion

Only with Purch. Org. Data

#	Main activities	Tips / Best practices	Key Points
31	Insert the material code to check your PIR number.		

List Edit Goto Er #34 System Help

Purchasing Info Records for Material

Price Simulation Simulation


Change Info Record (F7)

Material 1150705 JOINT R NITRI 13,3X 2,4

#32

#33

Vendor	Name	Info Rec.	Rule	De				
Proc	InfoCat	Plnt	PGr	Plan	Time	Minimum Qty	Un	Var
Price origin	Net Price	Currency	Qty	Un	Document	Item	QDp	
51656	BRAMMER	5300291997						
<input checked="" type="checkbox"/>	3004 Standard	7666 EAB	4 Days	0 PC				
	Condition	4,00	EUR	100 PC Net	31.12.2014			
72713	DORISE SAS	5300067453						
<input type="checkbox"/>	3004 Standard	0154 F63	15 Days	0 PC				
	Condition	No Price Found						
<input type="checkbox"/>	3004 Standard	7666 F63	15 Days	0 PC				
	Condition	No Price Found						

#	Main activities	Tips / Best practices	Key points
32	Check that the PIR is for your division / plant.		
33	Flag the PIR in order to modify the record.		
34	To modify it, click in the icon 		

Fiche infos-achats Traiter Saut Autres fonctions Environnement Système Aide

Modifier fiche infos-achats : données organ. achats 1

Données générales Conditions Textes

Infos-achats 5300291997
 Fournisseur 51656 BRAMMER
 Article 1150705 JOINT R NITRI 13,3X 2,4
 Grpe marchand. 0102 JOINTS (Y COMPRIS TR
 Organ. achats 3004 Division 7666 Standard

Pilotage

Délai prév.livr 4 Jrs TolLivMncomp. 10.0 % AucunTxdArt
 Grpe acheteurs ECS Tol.LivrExcéd. 10.0 % ConfOblig.
 Qté standard 1 PCE Illimité PilConf.
 Qté minimum PCE CF basé sur EM Code TVA AD
 Durée min.rest. J PasDécpAutoEM
 ConsExpéd.

Qté maximale PCE Procédure
 ProfArrondi Groupe UQ

Conditions

Prix net 4.00 EUR /100 PCE Fin de validité 31.12.2012
 Prix réel 4.00 EUR /100 PCE Pas d'escompte
 ConvQté 1 PCE <-> 1 PCE GrpeCond.
 Type date prix Pas de pilotage
 Incoterms CIP MELLE

#35

#	Main activities	Tips / Best practices	Key points
35	To update new prices click Tab Conditions .		

Condition Edit Goto Extras Environment Pricing System Help

Display Gross Price Condition (PB00) : Condition Supplements

Variable key

Vendor	Material	POrg	Plant	C	Description
57154	1880036	3004	7677	0	Standard

Validity

Valid From 24.10.2013 Valid to 31.12.2014

Condition supplements


CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales	Texts
PB00	Gross Price	4.135,00	EUR		1PC		<input type="checkbox"/>	<input type="checkbox"/>


#36

#39

#38

#37

#	Main activities	Tips / Best practices	Key points
36	Valid From: by default, date of creation	If exists a PO, the PO creation date should be the Validity start Date	
37	Insert end of N+3 year as validity end.	Valid until: Modify date to (N+3) Example: 31.12.2020	Do not leave end date of 31.12.9999
A	<p>Create Gross price Condition (PBO0) : Condition Supplements</p>  <p>TOLERANCE : select the line and click :</p> <p>Then, conform the request and tolerance right the corresponding abbreviation</p>	<p>Attention : only for modification</p> <p>OT – Outside tolerance</p> <p>IT – Inside tolerance</p> <p>BR – Buyer request</p> <p>PK – Packaging (Just Change Packaging, not the price)</p>	Price Tolerance Rules File
38	Go back in Green Arrow		

39	Afterwards save / record your PIR by clicking  .
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