

APAC - Service contract header creation PF1

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1. Objective and scope

This SOP shows steps of contract header creation of services items in target system PF1_020

2. Request

All requests will come from Fresh Desk (FD) platform. Requester will provide information and attached documents bellows

H **Service Contract - BUILD WELL ENGINEERS**

Himanshu.solanki reported 12 days ago (Sun, 11 Feb at 12:04 AM) via Email
 To: vdr.sbs@solvay.com
 Cc: rakesh.joshi@solvay.com, nitin.kanade@solvay.com

Pis create Service contract in 5955 SSIPL, PF1 System.

Vendor : BUILD WELL ENGINEERS
 Rate : As mentioned in attachments.
 Payment : 60 days
 Contract Validity : 10.02.2018 to 30.04.2018.
 Tax : IW
 PR Request Nos. : 4002752280

Attachments.
 1. Contract header template.
 2. Rate Sheet.
 3. Terms & Conditions for header text.

Information

- Purchasing requisition (PR) number

Attachments

- *Contract header* (Excel spreadsheet) contains details for contract header creation

(Given By/DRA)	Item	Vendor Name	Vendor Code	Agreement Type	Agreement Date	Purchasing Organization	Purchasing Group Code	Item category	Acct Assignment Cat	Company Code	Plant Code	Material Group	Validity Start	Validity End	Total Value Limit	Payment Terms	Your reference (Max. 12 chars)	Our Reference (Max. 12 chars)	Salesperson	Telephone	Material Group Description	Tax code
	As per Annexure	SHREE GAYATHRI CANNING WORKS	4200796	WK	7.2.18	H100	H03	D	U	5955	PNZ	ZPS0574	1.1.18	31.12.19	500,000.00	Y009		4002750912	Nitesh	9824134057		GI

- *Rate sheet* (Excel spreadsheet) contains details for service items creation which can have more than 1 sheet depending on line items in PR

Srno	Short description	Long Description	Quantity	Unit	Price	SAC code
TEMPO 07	CHARGES FOR MONTHLY KM 900	IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19	1	EA	48,500.00	9966
TEMPO 08	CHARGES FOR MONTHLY KM 1100	IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19	1	EA	51,500.00	9966
TEMPO 09	CHARGES FOR MONTHLY KM 1300	IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19	1	EA	53,500.00	9966
TEMPO 10	CHARGES FOR MONTHLY KM 1500	IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19	1	EA	56,000.00	9966
TEMPO 11	CHARGES FOR MONTHLY KM 1700	IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19	1	EA	59,000.00	9966
TEMPO 12	CHARGES FOR MONTHLY KM 1800	IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19	1	EA	60,000.00	9966
TEMPO 13	CHARGES FOR MONTHLY KM 1900	IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19	1	EA	61,500.00	9966
TEMPO 14	CHARGES FOR MONTHLY KM 2000	IN CASE OF EXTRA KILOMETER OVER THEN SPECIFIED & FOR EVERY ADDITIONAL EXTRA KM CHARGE INR 19	1	EA	62,500.00	9966

- *Terms and condition* (either Microsoft word or PDF) contains agreements of contract

GST: EXTRA AS PER PREVAILING RATE, IF APPLICABLE

IN CASE OF ANY STATUTORY NON-COMPLIANCE, ALL YOUR PAYMENTS SHALL BE STOPPED TILL ITS COMPLIANCE.

[Rule 4A. Taxable service to be provided or credit to be distributed on invoice, bill or challan -

(1) Every person providing taxable service shall, [not later than fourteen days from the date of completion of such taxable service or receipt of any payment towards the value of such taxable service, whichever is earlier] issue an invoice, a bill or, as the case may be, a challan "signed by such person or a person authorized by him" [in respect of taxable service] provided or to be provided and such invoice, bill or, as the case may be, challan shall be serially numbered and shall

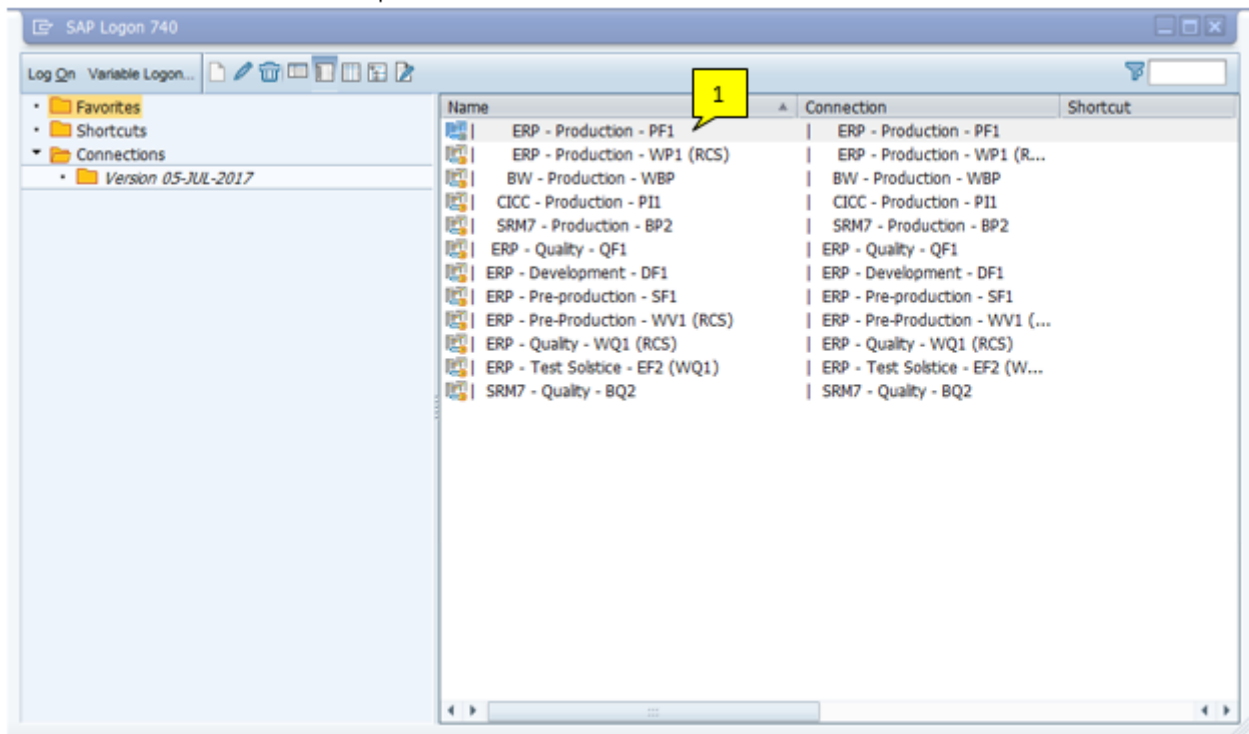
contain the following, namely :-

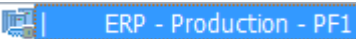
- (i) the name, address and the registration number of such person;
- (ii) the name and address of the person receiving taxable service (*);
- (iv) the service tax payable thereon.

And includes

- (v) GST & SAC Code needs to be mentioned separately.
- (vi) category of services
- (vii) PAN details
- (viii) Invoice to be submitted in duplicate.

3. Contract creation



#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 		

SAP

Client

User

Logon Language

SAP User Selection

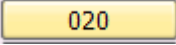
Client	User
020	NNIENSU
050	NNIENSU

Information


Welcome to PF1 EHP6 FOR SAP ERP 6.0 731

Available clients:

- 020 ERP SOLVAY Production
- 050 Core - References
- 150 Actionnaires-Shareholders

#	Main activities	Tips/Best practices	Key points
2	Select Client "020" by clicking 		

SAP Easy Access - User Menu for Nuttaporn NIENSUPORNPHAND

me31k 

SAP Easy Access - User Menu for Nuttaporn NIENSUPORNPHAND

Hello Nuttaporn NIENSUPORNPHAND

#	Main activities	Tips/Best practices	Key points
3	Insert T-code "me31k" and press "Enter" on keyboard		

Outline Agreement Edit Header Item Environment System Help

Reference to PReq Reference to RFQ

Vendor 4200796

Agreement Type WK

Agreement Date 11.02.2018

Agreement

Organizational Data

Purch. Organization HI00

Purchasing Group H03

Default Data for Items

Item Category D

Acct Assignment Cat. U

Plant PNZ

Storage Location

Material Group ZPS0574

Req. Tracking Number

Vendor Subrange

Acknowledgment Reqd

#	Main activities	Tips/Best practices	Key points
4	Insert "vendor code"		Service contract example.xlsx If any information is missing, please contact requester
5	Insert "Agreement Type"		
6	Insert "Agreement Date"		It is always the date you create a contract
7	Insert "Purchasing Organization"		Provided by requester
8	Insert "Purchasing Group"		Provided by requester
9	Insert "Item Category"		"D" is mandatory
10	Insert "Acct Assignment Cat"		Provided by requester
11	Insert "Plant"		Provided by requester
12	Insert "Material Group" and press "Enter" on keyboard		Provided by requester

Contract Edit Header Item Environment System Help

20

Create Contract : Header Data

Administrative Fields

Agreement Company Code 5955 Purchasing Group H03
 Agreement Type WK Purch. Organization HI00
 Vendor 4200796 SHREE GAYATRI CANNING WORKS

Administrative Fields

Agreement Date 11.02.2018 Item Number Interval 10 Subitem Interv. 1
 Validity Start 11.02.2018 Validity End 31.12.2019 Language EN
 GR Message


Terms of Delivery and Payment





























Pay Terms Y009 Targ. Val. 500.000,00 INR
 Payment in 30 Days Exch. Rate 1,00000 Ex.Rate Fx
 Payment in Days Incoterms DDP PANOLI
 Payment in Days Net

Reference Data
















Quotation Date Quotation
 Your Reference 4002750912 Salesperson Nilesh
 Our Reference 4002750912 Telephone 9824134057
 Suppl. Vendor Invoicing Party 4200796

#	Main activities	Tips/Best practices	Key points
12	Insert "Validity Start" in 'Validity Start' field		Provided by requester
13	Insert "Validity End" in 'Validity End' field		Provided by requester
14	Insert "Payment term"		Provided by requester
15	Insert "Targ.Val."	It must be European format (e.g. 123.456,78)	Provided by requester
16	Insert "Your reference"		It is PR (purchasing requisition) number provided by requester
17	Insert "Our reference"		Leave blank if not provided
18	Insert "Salesperson"		Leave blank if not provided
19	Insert "Telephone"		Leave blank if not provided
20	Click 		

 **Change Header text: Language** 24 **EN**

Change Header text: Language EN

   |  Formats  Character Formats          

Parag.Formats * Paragraph, left-aligned Char.Formats ▼

LETTER: NIL, DATED: 3.1.18.

GST : EXTRA AS PER PREVAILING RATE, IF APPLICABLE 23


PAYMENT : 30 DAYS

YOU SHALL ENSURE THE USE OF SUITABLE PERSONAL PROTECTIVE EQUIPMENTS (PPE) AND IN CASE WE OBSERVE THAT WORKMAN IS WORKING WITH IMPROPER PPE OR IT IS NOT IN USABLE CONDITION, WE SHALL PROVIDE THE APPROPRIATE PPE FROM OUR STOCK TO AVOID THE COMPRISE ON SAFETY WITHOUT AFFECTING THE WORK. THE COST OF THE PPE PROVIDED TO YOUR WORKMAN SHALL BE DEBITED FROM YOUR MONTHLY BILLING.

GIVEN BELOW IS THE RATE OF PPE WHICH SHALL BE CHARGED TO YOU, IN CASE IT IS PROVIDE BY US :

SAFETY GOGGLES - RS. 120.00 PER NO.
SAFETY HELMET - RS. 250.00 PER NO.
SAFETY SHOES - RS.1500.00 PER NO.

❏

#	Main activities	Tips/Best practices	Key points
23	Copy 'term and condition' and paste in "Header text"		
24	 Click		

Contract Edit Header Item **27** Element System Help

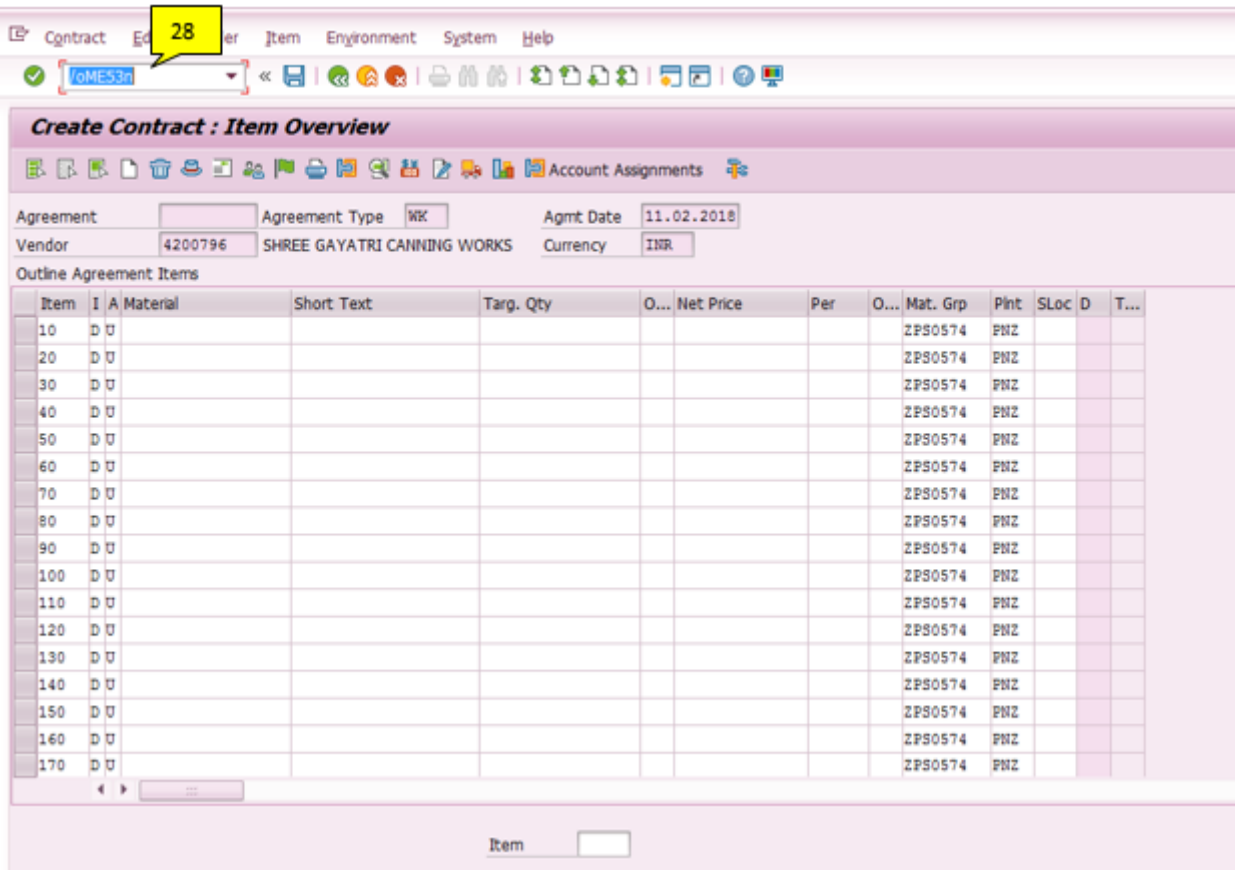
Long Text Screen

Purchasing Doc. Company Code Purchasing Group
 Document Type Purch. Organization
 Vendor SHREE GAYATRI CANNING WORKS

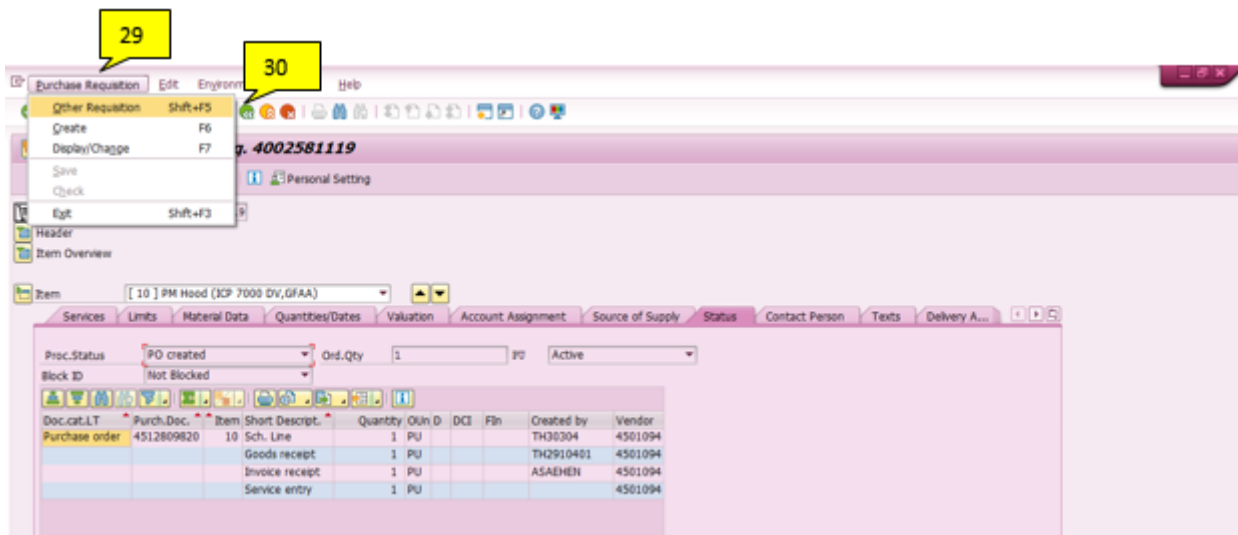
Header Texts

26	Type	Text	More Text	Status
<input checked="" type="checkbox"/>	Release order text	<input type="text"/>	<input type="checkbox"/>	
25	Header text	LETTER: NIL, DATED: 3.1.18.	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Header note	<input type="text"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Pricing types	<input type="text"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Deadlines	<input type="text"/>	<input type="checkbox"/>	

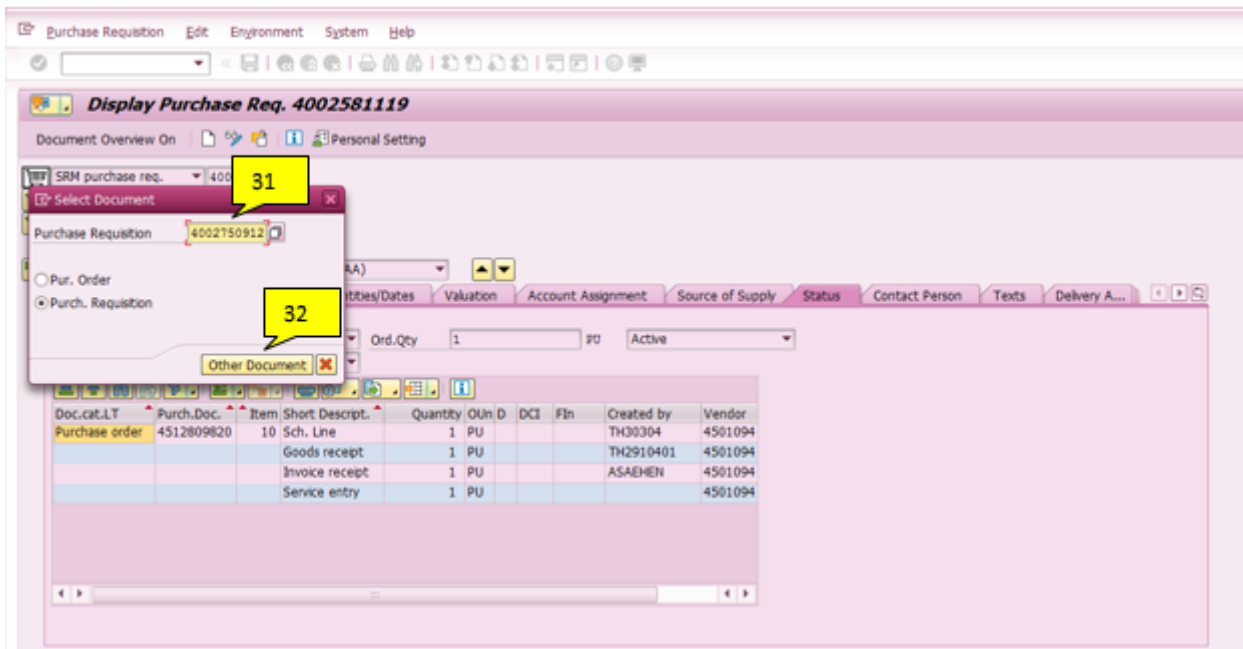
#	Main activities	Tips/Best practices	Key points
25	Put tick mark on "Release order text"		
26	Put tick mark on "Header text"		
27	Click		

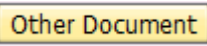


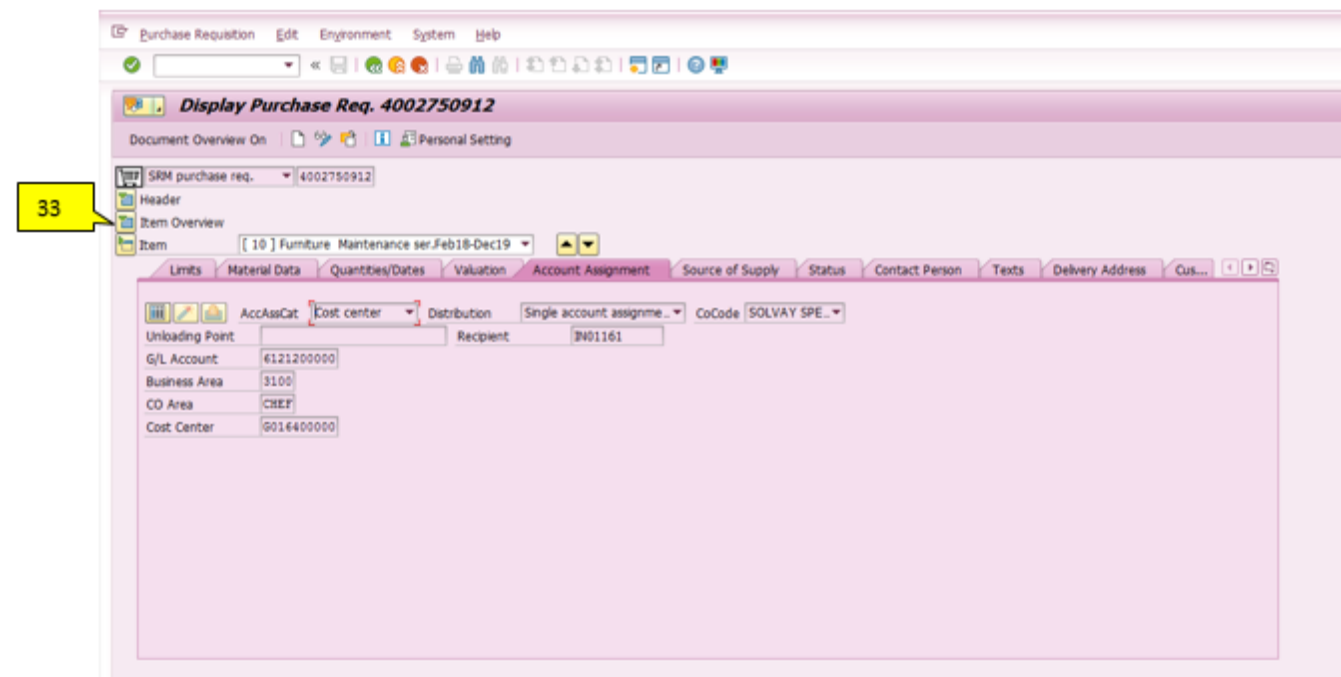
#	Main activities	Tips/Best practices	Key points
28	Insert T-code "/ome53n" and press "Enter" on keyboard	You are going to check the shot text for this contract	




#	Main activities	Tips/Best practices	Key points
29	Click Purchase Requisition		
30	Select "Other Requisition"		



#	Main activities	Tips/Best practices	Key points
31	Insert PR number		PR number provided by requester
32	Click 		



#	Main activities	Tips/Best practices	Key points
33	Click  in front of 'Item Overview'	You can skip this step if your 'Item Overview' is shown	

Purchase Requisition Edit Environment System Help

Display Purchase Req. 4002750912

Document Overview On Personal Setting

SRM purchase req. 4002750912

Header

St.	Item	Proc.	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGR	Requisnr.	Tracking	Des. Vendor	Fixed
	10	K	B		Furniture Maintenance s...		1	PU	D	16.02.2018	OFFICE SVCS	SPEC-IN /PA...	H03	IN01161	1002017...			

Item [10] Furniture Maintenance ser.Feb18-Dec19

Limits Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address Cus...

AccAssCat Cost center Distribution Single account assignme... CoCode SOLVAY SPE...

Unloading Point Recipient IN01161

G/L Account 6121200000

Business Area 3100

CO Area CHEF

Cost Center 0016400000

#	Main activities	Tips/Best practices	Key points
34	Copy "Short Text" and go back to contract creation window		

Create Contract : Item Overview

Create Contract : Item Overview

Account Assignments

Agreement Agreement Type WK Agmt Date 12.02.2018

Vendor 4200077 BHRUGU-WASTE SERVICES AND CAR.. Currency INR

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	PInt	SLoc	D	T...
10	D	U		CIVIL SERVICE MNT 2018						ZPS0272	PNZ			
20	D	U								ZPS0272	PNZ			
30	D	U								ZPS0272	PNZ			
40	D	U								ZPS0272	PNZ			
50	D	U								ZPS0272	PNZ			
60	D	U								ZPS0272	PNZ			
70	D	U								ZPS0272	PNZ			

#	Main activities	Tips/Best practices	Key points
35	Paste "Short text" from PR to 'Short Text' and press "Enter" on keyboard		It must be maintained in capital letter

Service Specifications: Contract Specs for Item Maintain

Service Selection

Sh. Text: FURNITURE MA **36** SER.FEB18-DEC19 Total Value 0,00 INR **37**

Services

Line	D. Service No.	Short Text	Quantity	Un	Gross Price	Crcy	per U...	S...	Edi...	Ext. Serv
10	<input type="checkbox"/> FUR-01				1600	INR		0		
20	<input type="checkbox"/> FUR-02				800	INR		0		
30	<input type="checkbox"/> FUR-03				1000	INR		0		
40	<input type="checkbox"/> FUR-04				500	INR		0		
50	<input type="checkbox"/> FUR-05				80	INR		0		
60	<input type="checkbox"/> FUR-06				300	INR		0		
70	<input type="checkbox"/> FUR-07				200	INR		0		
80	<input type="checkbox"/> FUR-08				1100	INR		0		
90	<input type="checkbox"/>					INR		0		
100	<input type="checkbox"/>					INR		0		
110	<input type="checkbox"/>					INR		0		
120	<input type="checkbox"/>					INR		0		
130	<input type="checkbox"/>					INR		0		
140	<input type="checkbox"/>					INR		0		
150	<input type="checkbox"/>					INR		0		
160	<input type="checkbox"/>					INR		0		
170	<input type="checkbox"/>					INR		0		
180	<input type="checkbox"/>					INR		0		

Line 10

#	Main activities	Tips/Best practices	Key points
36	Copy 'Service number' from a provided temple to and paste it on "Service No."	You can copy all data in the template and paste data to this window, you can click "right" on your mouse to paste all data If service number is more than 10 lines, you are advised to copy 10 lines each to prevent an error	Service No. in template might be mentioned in various names so you can notice service no. format that always has '.'
37	Copy 'Rate' from a provided temple to and paste it on "Gross Price" and press "Enter" on keyboard	You are recommended to copy number of Rate's lines as same as you copy service numbers in case there are more than service numbers	Number of "Rate" in template must be European format or number without ',' or '.' E.g. 1234,56

Service Specifications: Contract Specs for Item Maintain

Service Selection

Sh. Text: FURNITURE MAINTENANCE SER.FEB18-DEC19 Value: 0,00 INR

Line	D. Service No.	Short Text	Quantity	Un	Gross Price	Crcy	per U...	S...	EdL...
10	FUR-01	RECUSHIONING & TEPESTRY CHANGE OF EXEC		EA	1.600,00	INR	1	0	
20	FUR-02	REPLACING OF PU HANDLES OF EXECUTIVE C...		EA	800,00	INR	1	0	
30	FUR-03	REPLACING HYDRAULIC CYLINDER SYSTEM O...		EA	1.000,00	INR	1	0	
40	FUR-04	REPLACING OF MANUAL SYSTEM JUMPING TY...		EA	500,00	INR	1	0	
50	FUR-05	REPLACING OF CASTER WHEEL OF EXECUTIV...		EA	80,00	INR	1	0	
60	FUR-06	REPAIR OF CHAIN CHAIR SHEET		EA	300,00	INR	1	0	
70	FUR-07	REPLACING BROKEN CHAIR CHAIR SHEET		EA	200,00	INR	1	0	
80	FUR-08	EXECUTIVE REVOLVING CHAIR MS STAND.		EA	1.100,00	INR	1	0	
90						INR		0	
100						INR		0	
110						INR		0	
120						INR		0	
130						INR		0	
140						INR		0	
150						INR		0	
160						INR		0	
170						INR		0	
180						INR		0	


Line 10

#	Main activities	Tips/Best practices	Key points
38	Shot text, Unit and per Unit of Meas. will automatically appear		
39	Click	If you have more than 1 line items in PR, you can repeat step #34 - #39 until you finish create all items Order of items must follow line items in PR	

Create Contract: Item Overview

Agreement: Agreement Type: WK Agmt Date: 11.02.2018
Vendor: 4200796 SHREE GAYATRI CANNING WORKS Currency: INR

Item	I A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	Pint	SLoc	D	T...
10	D		FURNITURE MAINTENANCE SER.FEB18-DEC19	1	PU	0,00	1	PU	ZPS0574	PNZ			
20	D								ZPS0574	PNZ			
30	D								ZPS0574	PNZ			
40	D								ZPS0574	PNZ			
50	D								ZPS0574	PNZ			
60	D								ZPS0574	PNZ			
70	D								ZPS0574	PNZ			
80	D								ZPS0574	PNZ			
90	D								ZPS0574	PNZ			
100	D								ZPS0574	PNZ			
110	D								ZPS0574	PNZ			
120	D								ZPS0574	PNZ			
130	D								ZPS0574	PNZ			
140	D								ZPS0574	PNZ			
150	D								ZPS0574	PNZ			
160	D								ZPS0574	PNZ			
170	D								ZPS0574	PNZ			

#	Main activities	Tips/Best practices	Key points
40	Click 		

Contract Edit Header Item **42** Environment System Help

Create Contract : Item 00010

Account Assignments

Agreement Item Item Cat. AcctAssCat

Material Matl Group Plant

Short Text

Quantity and Price

Target Quantity PU

Net Order Price INR / PU

Qty Conversion PU <-> PU

Other Data

ConfContr. Acknowl. Reqd

Ackn. No.

TrackingNo

Vend. Mat. Print Price

GR/IR Control

Underdel. Tol. %


Overdeliv. Tol. unlimited GR non-val

Tax code IR

GR-BasedIV

S-Based IV

41

#	Main activities	Tips/Best practices	Key points
41	Insert "Tax code"		provided by requester in the template
42	Click 		

Contract Edit Header Item Environment System Help

Create Contract : Item Overview

Account Assignments

Agreement: Agreement Type: NK Agmt Date: 11.02.2018
 Vendor: 4200796 SHREE GAYATRI CANNING WORKS Currency: INR

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	T...
10	D	U		FURNITURE MAINTENANCE SER.FEB18-D...	1	PU	0,001		PU	ZPS0574	PNZ			
20	D	U								ZPS0574	PNZ			
30	D	U								ZPS0574	PNZ			
40	D	U								ZPS0574	PNZ			
50	D	U								ZPS0574	PNZ			
60	D	U								ZPS0574	PNZ			
70	D	U								ZPS0574	PNZ			
80	D	U								ZPS0574	PNZ			
90	D	U								ZPS0574	PNZ			
100	D	U								ZPS0574	PNZ			
110	D	U								ZPS0574	PNZ			
120	D	U								ZPS0574	PNZ			
130	D	U								ZPS0574	PNZ			
140	D	U								ZPS0574	PNZ			
150	D	U								ZPS0574	PNZ			
160	D	U								ZPS0574	PNZ			
170	D	U								ZPS0574	PNZ			

Item

Mat group ZMS/ZPS are limited for SRM - Please correct item 00010

SAP

#	Main activities	Tips/Best practices	Key points
43	Press "Enter" on Keyboard until the error message disappears		This can happen when you save your new contract

Outline Agreement Edit Header Item Environment System Help

Reference to PReq Reference to RFQ

Vendor

Agreement Type WK

Agreement Date 11.02.2018

Agreement

Organizational Data

Purch. Organization HI00

Purchasing Group H03

Default Data for Items

Item Category

Acct Assignment Cat.

Plant PNZ

Storage Location

Material Group ZPS0574

Req. Tracking Number

Vendor Subrange

Acknowledgment Reqd

44

Value contract created under the number 4610036102

SAP

#	Main activities	Tips/Best practices	Key points
44	The message will show that you have create an new contract with contract number		

4. PO contract printing

The screenshot shows the SAP 'Create Contract : Initial Screen'. The menu bar includes 'Outline Agreement', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. A search field contains '/nme32k' and is highlighted with a red box and a yellow callout box labeled '1'. Below the title bar, there are options for 'Reference to PReq' and 'Reference to RFQ'. The main form contains several input fields: 'Vendor' (empty), 'Agreement Type' (WK), 'Agreement Date' (11.02.2018), and 'Agreement' (empty). A section titled 'Organizational Data' includes 'Purch. Organization' (HI00) and 'Purchasing Group' (H03). Another section titled 'Default Data for Items' includes 'Item Category' (empty), 'Acct Assignment Cat.' (empty), 'Plant' (PNZ), 'Storage Location' (empty), 'Material Group' (ZPS0574), 'Req. Tracking Number' (empty), 'Vendor Subrange' (empty), and an unchecked checkbox for 'Acknowledgment Reqd'.

#	Main activities	Tips/Best practices	Key points
1	Insert "/nme32k" and press "Enter" on Keyboard		

The screenshot shows the SAP 'Change Contract : Initial Screen'. The menu bar includes 'Outline Agreement', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. A search field is empty. Below the title bar, there are options for 'Reference to PReq' and 'Reference to RFQ'. The main form contains several input fields: 'Agreement' (4610036102) is highlighted with a red box and a yellow callout box labeled '2'. Other fields are empty.

#	Main activities	Tips/Best practices	Key points
2	Insert "Contract number" in 'Agreement' and press "Enter" on keyboard		

Change Contract : Item Overview

Agreement: 4610036102 Agreement Type: WK Agmt Date: 11.02.2018
 Vendor: 4200796 SHREE GAYATRI CANNING WORKS Currency: INR

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	Pint	SLoc	D	T...
10	D	U		NANCE SER.FEB18-DEC19	1	PU	0,001		PU	ZPS0574	PNZ			
20	D	U								ZPS0574	PNZ			
30	D	U								ZPS0574	PNZ			
40	D	U								ZPS0574	PNZ			

#	Main activities	Tips/Best practices	Key points
3	Click		

Change Contract :: Output

Contract..... 4610036102

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	f
<input type="checkbox"/>	ZHN1	line agree...	Print output	VN	4200796	EN	<input type="checkbox"/>	1
	zhn1						<input type="checkbox"/>	

#	Main activities	Tips/Best practices	Key points
4	Insert "zhn1" and press "Enter" on keyboard		

Output Edit Goto System Help **8**

Change Contract :: Output

Vendor 4200796 SHREE GAYATRI CANNING WORKS
 Output type ZHN1 Outline agreement-IN

Printing information

Logical destination **ZWINTH** **6**

Number of messages Print immediately **7**
 Spool request name Release after output
 Suffix 1
 Suffix 2
 SAP cover page Do Not Print
 Recipient NNIENSU
 Department
 Cover Page Text Contract
 Authorization
 Storage Mode Print only

Format

Form

#	Main activities	Tips/Best practices	Key points
6	Insert "ZWINTH" in 'Logical destination'		Must be capital letter only
7	Tick on "Print immediately"		
8	Click 		

Contract Edit Header Item Environment System Help

Change Contract : Item Overview

Account Assignments

Agreement 4610036102 Agreement Type WK Agmt Date 11.02.2018
 Vendor 4200796 SHREE GAYATRI CANNING WORKS Currency INR

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	T...
10	D	U		FURNITURE MAINTENA...		1 PU	0,001		PU	ZPS0574	PNZ			
20	D	U								ZPS0574	PNZ			
30	D	U								ZPS0574	PNZ			
40	D	U								ZPS0574	PNZ			
50	D	U								ZPS0574	PNZ			
60	D	U								ZPS0574	PNZ			
70	D	U								ZPS0574	PNZ			
80	D	U								ZPS0574	PNZ			
90	D	U								ZPS0574	PNZ			
100	D	U								ZPS0574	PNZ			
110	D	U								ZPS0574	PNZ			
120	D	U								ZPS0574	PNZ			
130	D	U								ZPS0574	PNZ			
140	D	U								ZPS0574	PNZ			
150	D	U								ZPS0574	PNZ			
160	D	U								ZPS0574	PNZ			
170	D	U								ZPS0574	PNZ			

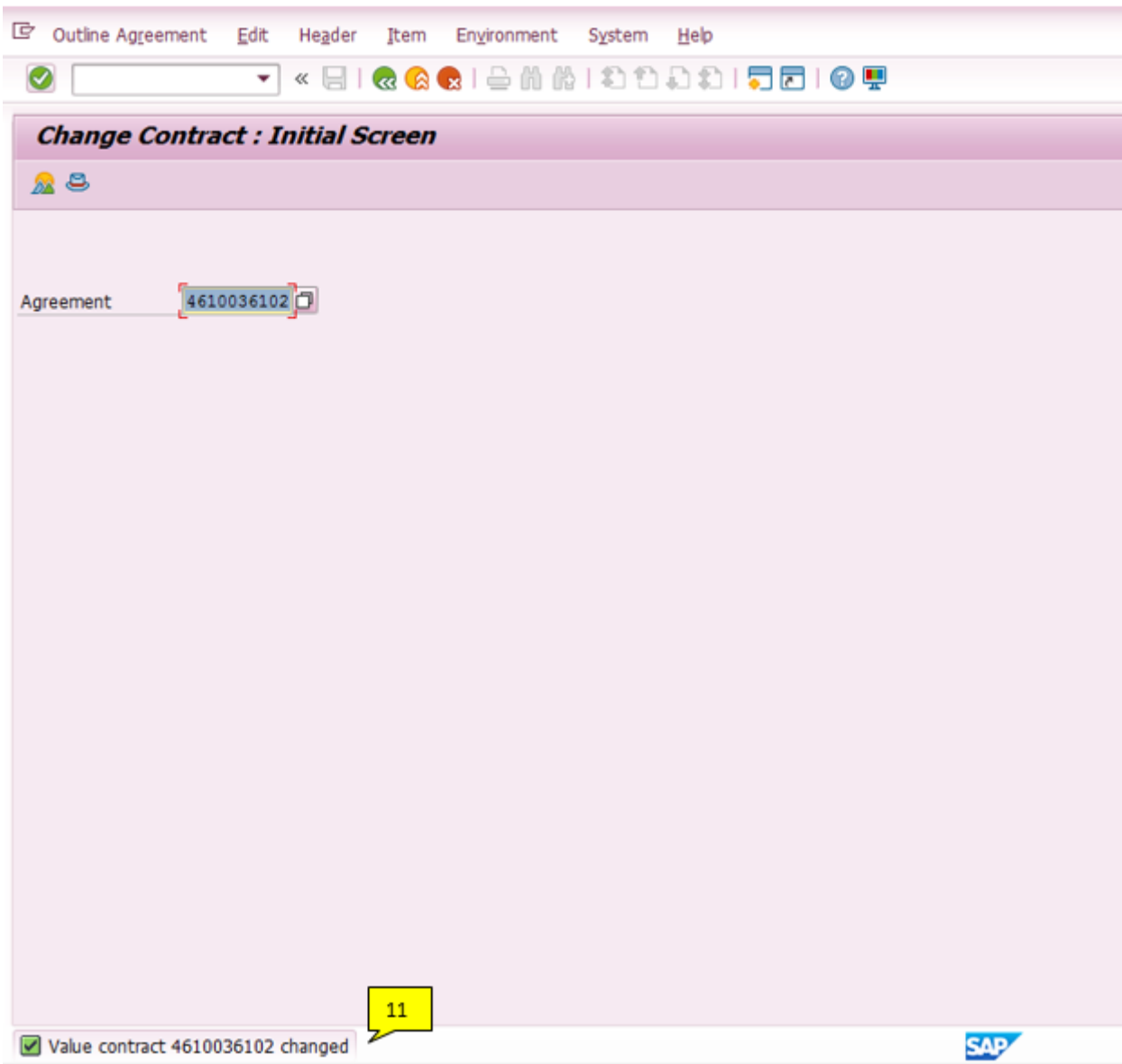
Item 10

10

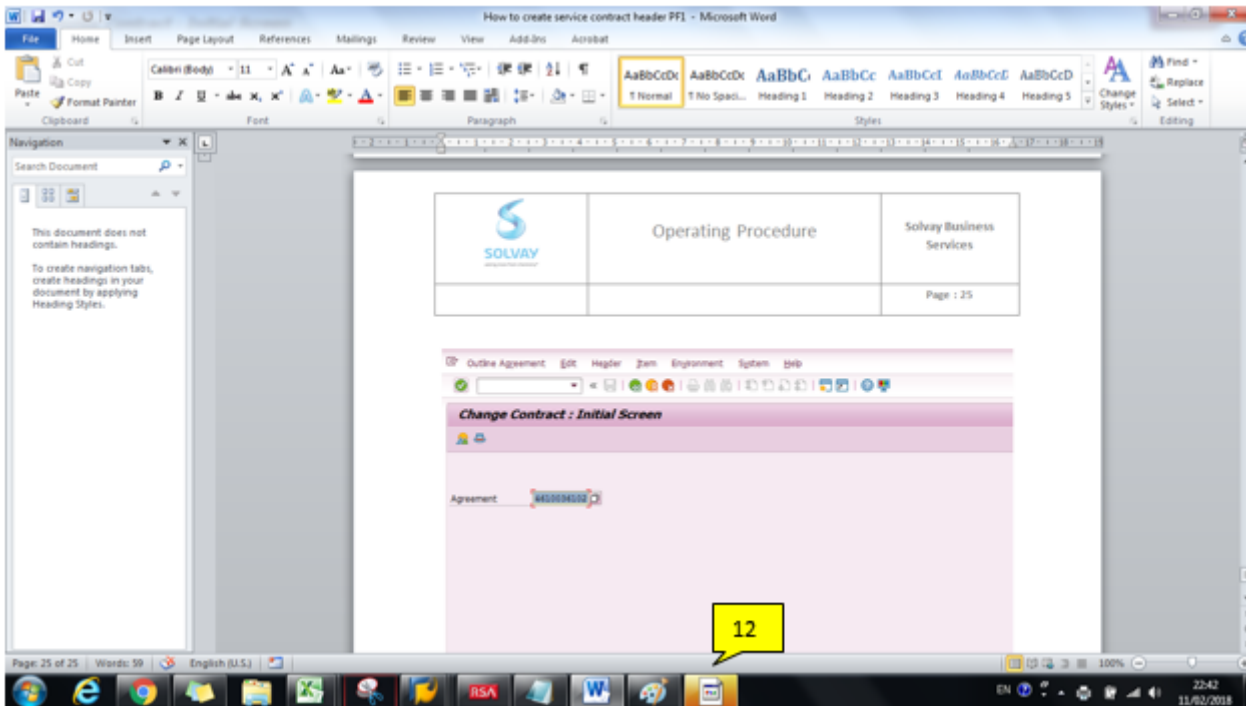
Mat. group ZMS/ZPS are limited for SRM - Please correct item 00010


SAP

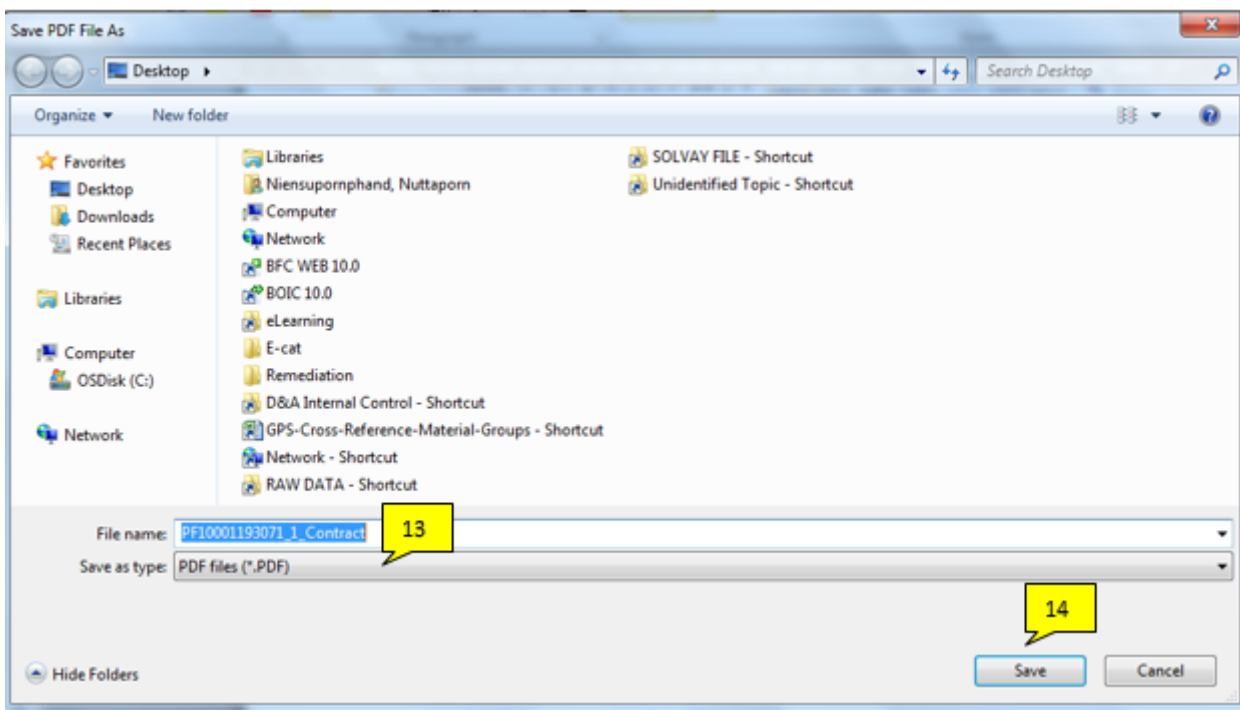
#	Main activities	Tips/Best practices	Key points
10	Press "Enter" on Keyboard until the error message disappears		This can happen when you save your new contract



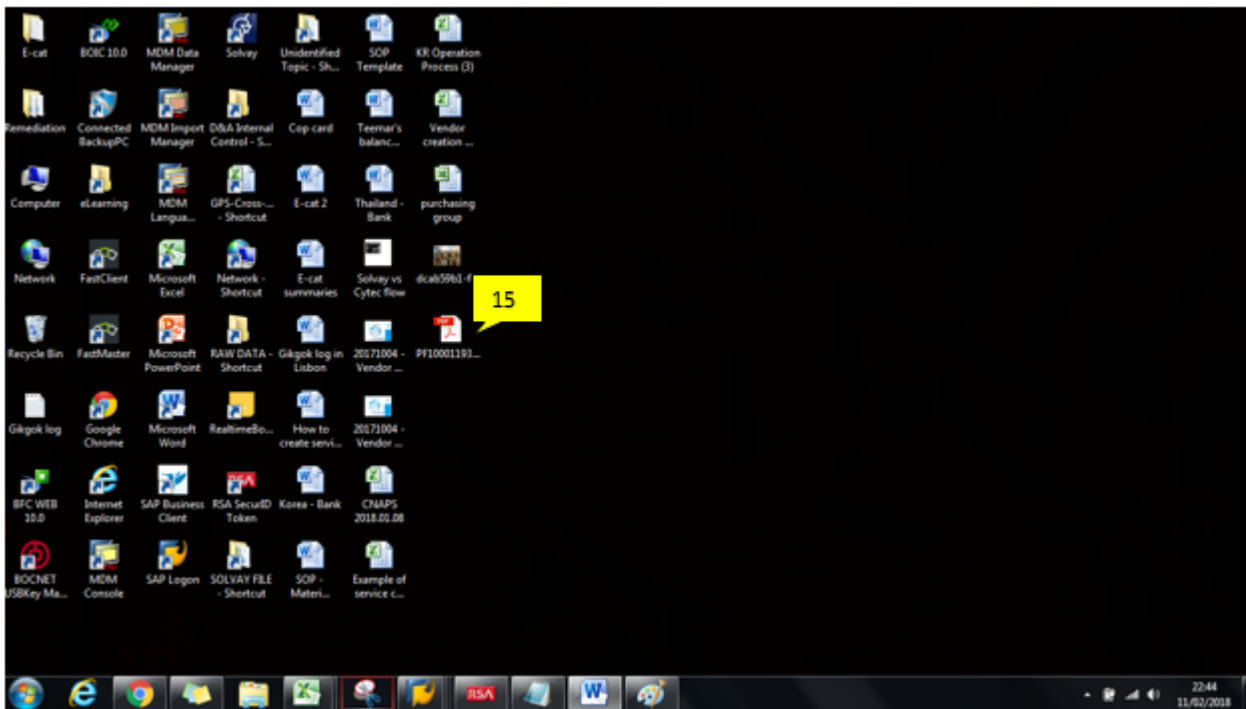
#	Main activities	Tips/Best practices	Key points
11	The message will show that the contract has updated		



#	Main activities	Tips/Best practices	Key points
12	 Click		This icon will appear after you updated the contract



#	Main activities	Tips/Best practices	Key points
13	Select "PDF" files (*.PDF) in 'Save as type'		
14	Select where to save a file and click		



#	Main activities	Tips/Best practices	Key points
15	PO contract has been saved as PDF		You need to attach this file and send back to requester