

APAC - E-Catalog contract header creation and modification

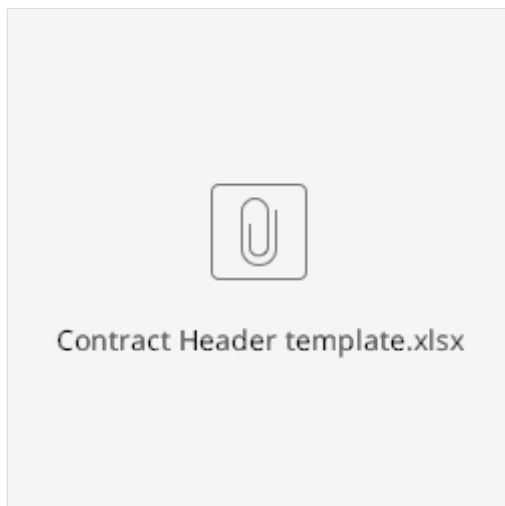
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1. Objective and scope

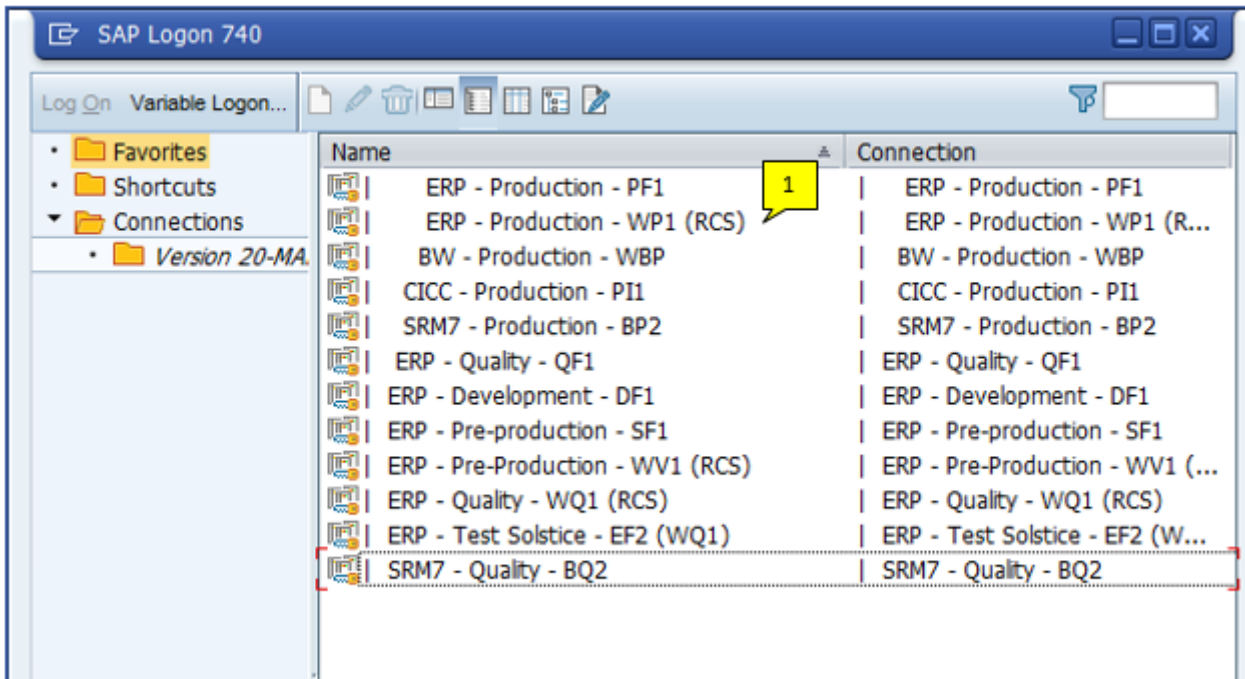
This OP shows how to create contract header for E-catalog in both MDM system and Punch-out. Besides, it also includes contract header modification and deletion.


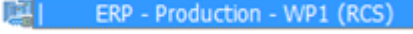
2. Template

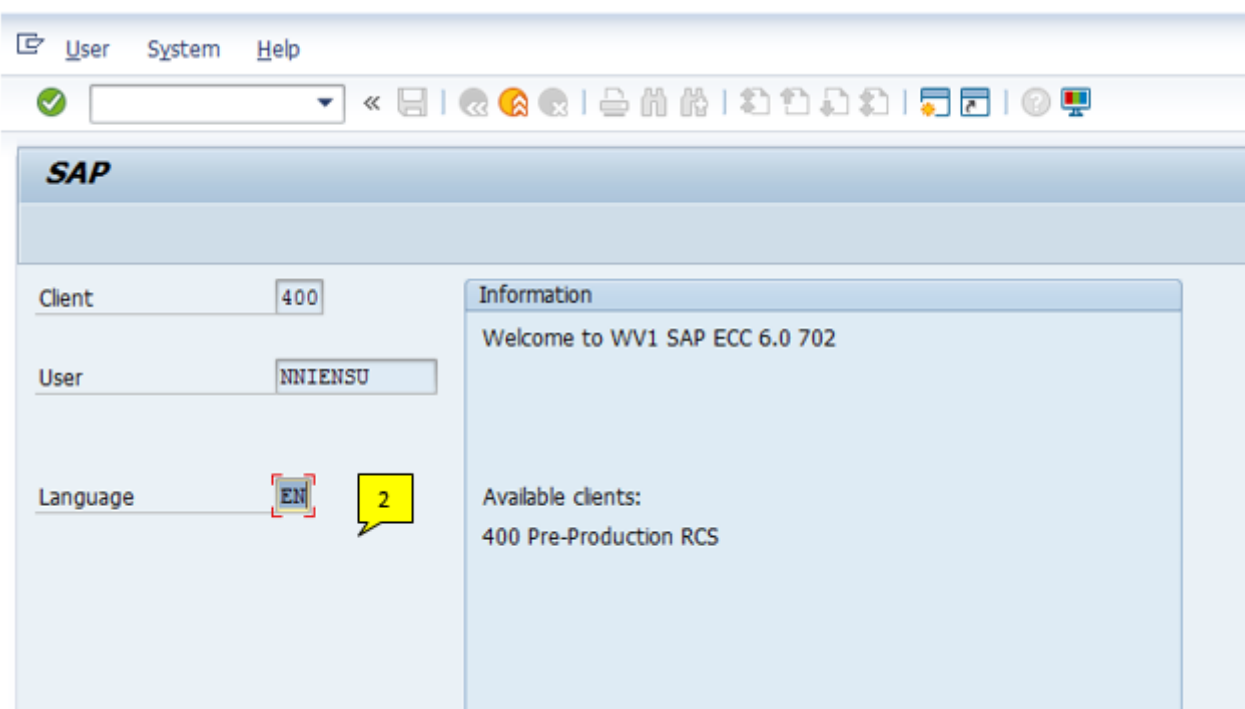
There are some mandatory fields that a requester has to fill, otherwise, you are not able to create contract header in SAP. The template below is the template you can send to requester to show which field needed to be filled (Highlighted in yellow)

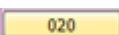
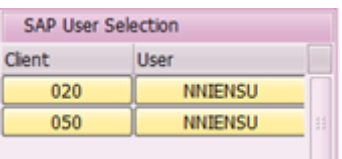


3. Contract header creation



#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 	If you are doing on WP1, double click 	



#	Main activities	Tips/Best practices	Key points
2	Press "Enter" on your keyboard  	If you are doing on PF1, Click on	



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


#	Main activities	Tips/Best practices	Key points
4	Insert vendor code in 'Vendor' field		Provided by requester
5	Insert "ZWK" in 'Agreement type' field		It is always "ZWK"


6	Insert today date in 'Agreement Date'		
7	Insert Purchasing organization in 'Puch. Organization' field		Provided by requester
8	Insert Purchasing group in 'Purchasing group' field and press "Enter" on keyboard		Provided by requester

Entry of Company Code








The purchasing org. 3025 has not been assigned to a CoCode
Please enter a company code

Company Code  



#	Main activities	Tips/Best practices	Key points
9	Insert Company code in 'Company code' field		
10	Click 		


Create Contract : Header Data

Agreement Company Code Purchasing Group
 Agreement Type Purch. Organization

Vendor OFFICEMAX AUSTRALIA LTD





Administrative Fields

Agreement Date Item Number Interval Item Interv. 
 Validity Start Validity End Language
 GR Message

Terms of Delivery and Payment

Payt. Terms Targ. Val. AUD
 Payment in Days % Exch. Rate Ex.Rate Fx
 Payment in Days % Incoterms
 Payment in Days Net

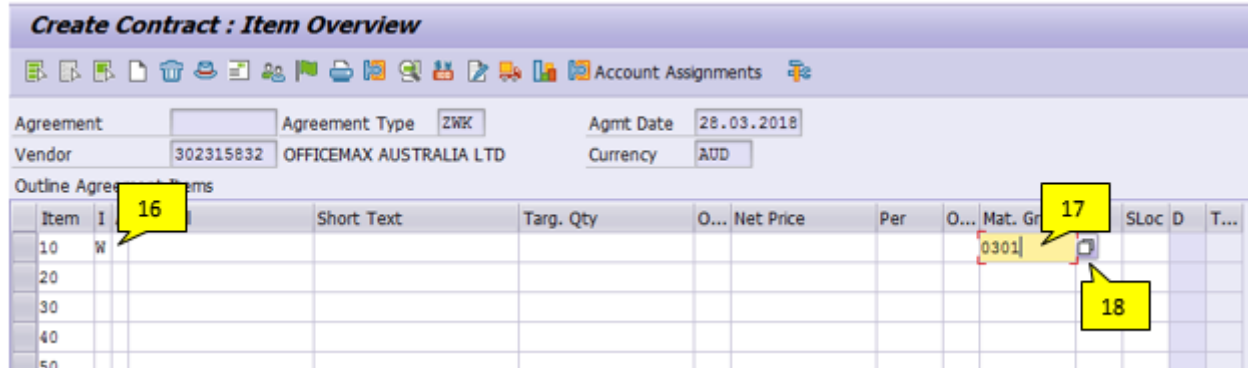
Reference Data

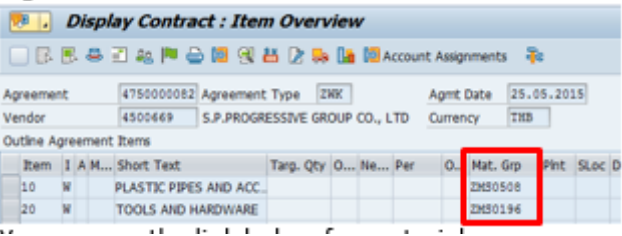
Quotation Date  Quotation 
 Your Reference  Salesperson
 Our Reference Telephone 
 Suppl. Vendor Invoicing Party

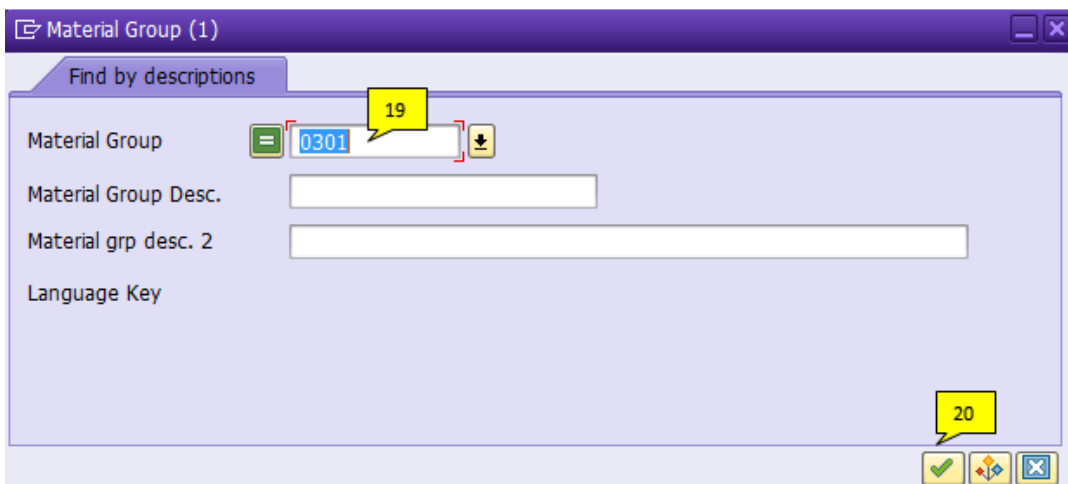
AOP

Customer for account

#	Main activities	Tips/Best practices	Key points
11	Insert Validity date		Provided by requester
12	Insert "." (dot) in 'Your reference' field		
13	Insert "." (dot) in 'Our reference' field		
14	Insert vendor's contact person in 'Salesperson' field	If not provided insert "." (dot)	
15	Insert vendor's telephone number in 'Telephone' field and press "Enter" on keyboard	If not provided insert "." (dot)	

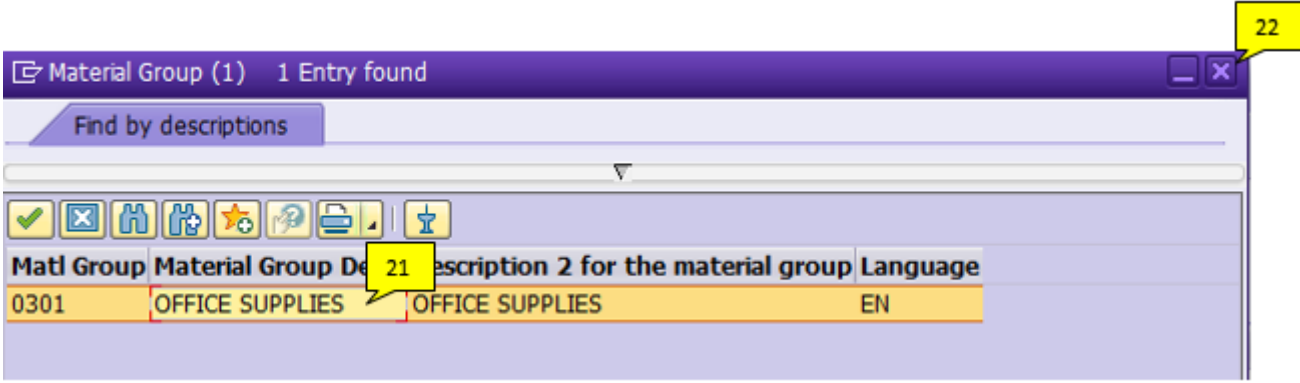



#	Main activities	Tips/Best practices	Key points
16	Insert "W" in 'I' field		I stands for Item category
17	Insert material group in 'Mat. Grp' field		<p>Provided by requester</p> <p>Material group in WP1</p> <p>The codification is 4 digits of number e.g. 0301</p> <p>Material group in PF1</p> <p>The codification is 7 digits of letter and number e.g. ZMS0301</p>  <p>You can use the link below for material group reference</p> <p>https://sites.google.com/a/solvay.com/gps/categories/communication-kit/table-master</p>
18	Click		

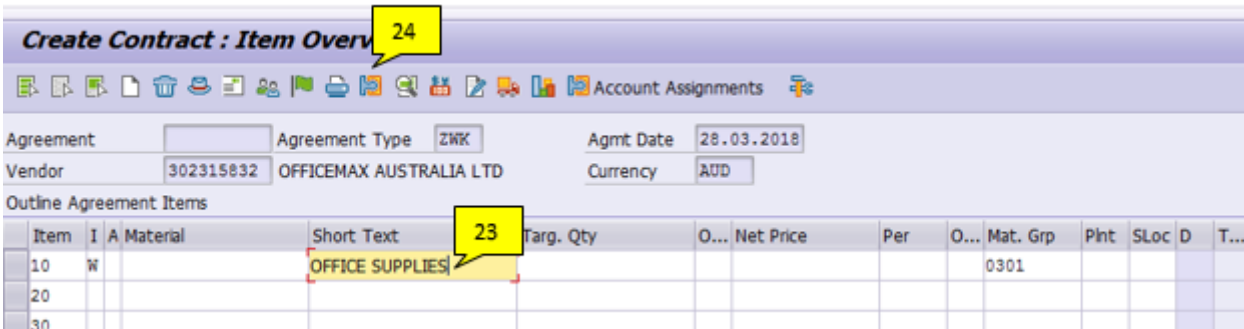



#	Main activities	Tips/Best practices	Key points
19	Insert material group in 'Material Group' field		

20	Click 		
----	--	--	--



#	Main activities	Tips/Best practices	Key points
21	Copy material group description		
22	Click  to close the window		



#	Main activities	Tips/Best practices	Key points
23	Paste material description in 'Short Text' field		
24	Click 		

Contract Edit Header Item **26** Environment System Help

Create Contract : Item 00010

Account Assignments

Agreement Item: 10 Item Cat.: W AcctAssCat:

Material: Matl Group: 0301 Plant:

Short Text: OFFICE SUPPLIES Stor. Loc.:

Other Data

1st Rem./Exped.: 2 ConfContr.: Acknowl. Reqd

2nd Rem./Exped.: 7 Ackn. No.:

3rd Rem./Exped.: TrackingNo:

GR/IR Control


Underdel. Tol.: 10,0 %

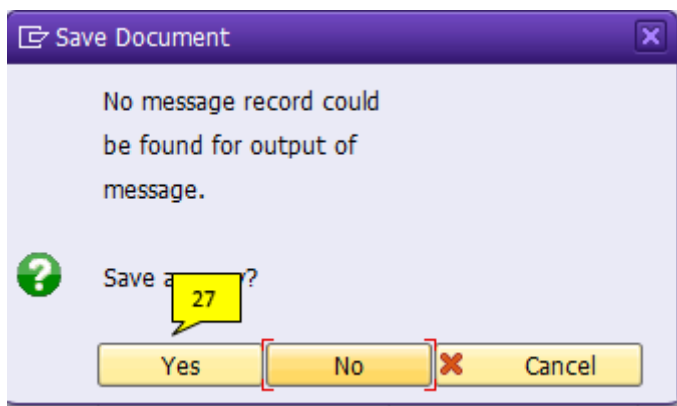
Overdeliv. Tol.: 10, **25** Unlimited

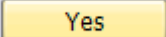
Tax code: IW IR

GR-BasedIV

Origin Accept.:

#	Main activities	Tips/Best practices	Key points
25	Insert tax code in 'Tax code' field		Provided by requester
26	Click 		



#	Main activities	Tips/Best practices	Key points
27	Click  to confirm		

Outline Agreement Edit Header Item Environment System Help

Reference to PReq Reference to RFQ

Vendor

Agreement Type ZWK

Agreement Date 28.03.2018

Agreement

Organizational Data

Purch. Organization 3025

Purchasing Group YCI

Default Data for Items

Item Category

Acct Assignment Cat.

Plant

Storage Location

Material Group

Req. Tracking Number

Vendor Subrange

Acknowledgment Reqd

28

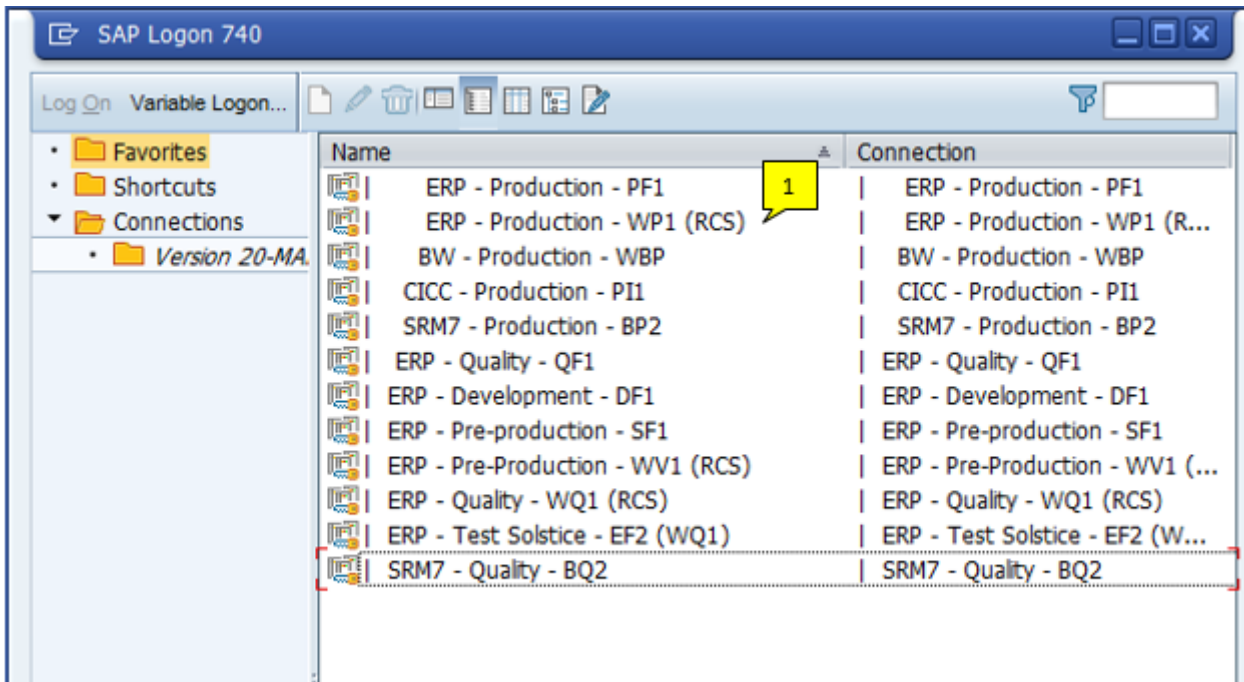
Central val.contract created under the number 4700002631

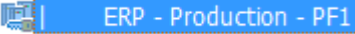
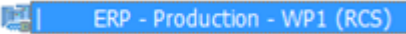
SAP

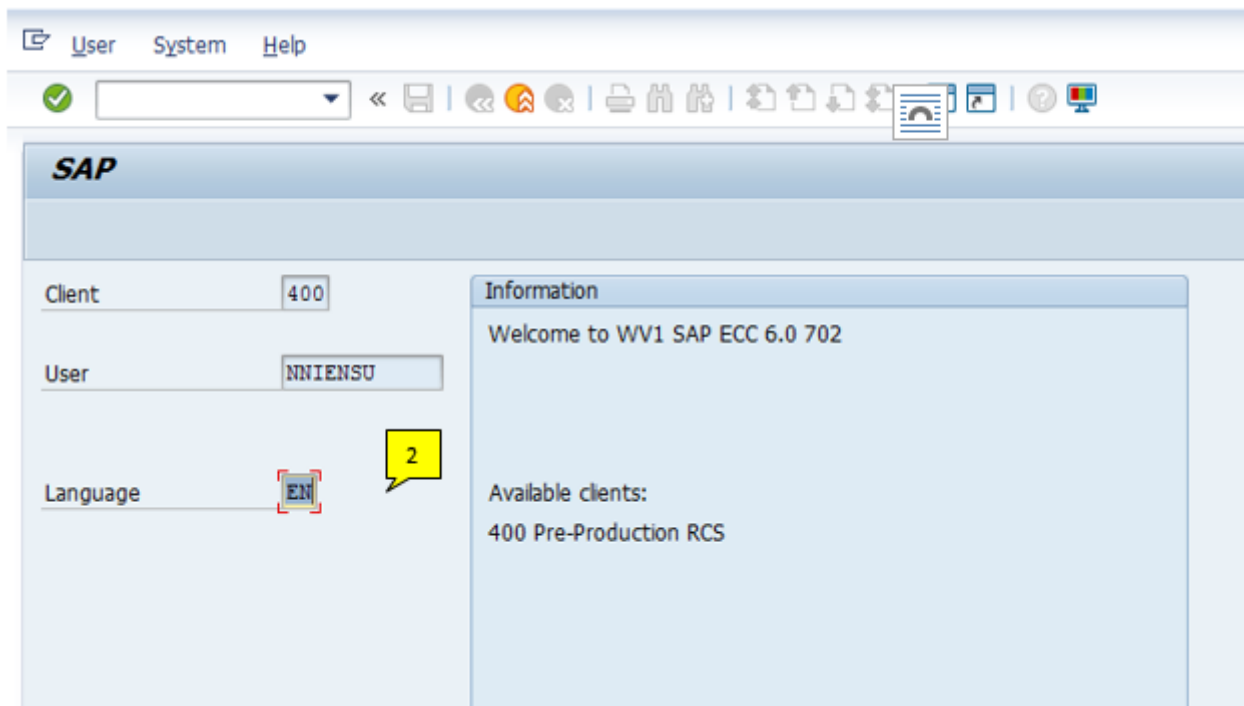
#	Main activities	Tips/Best practices	Key points
28	The system will show message that the contract has been created with contract number		

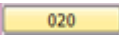
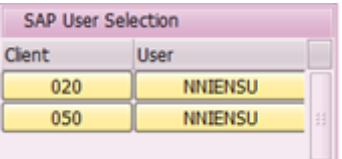
4. Contract header modification

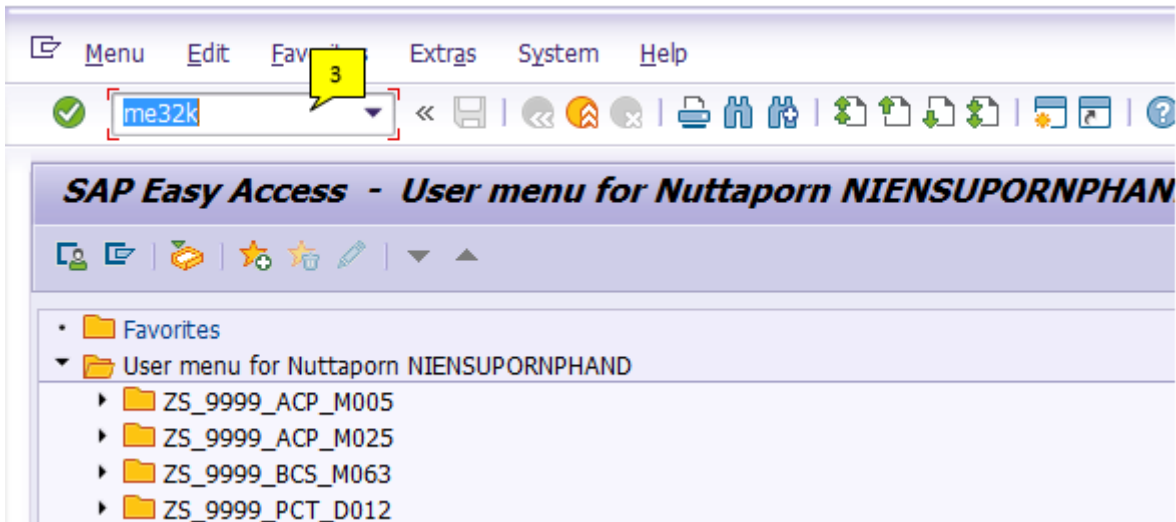
4.1 Update contract header



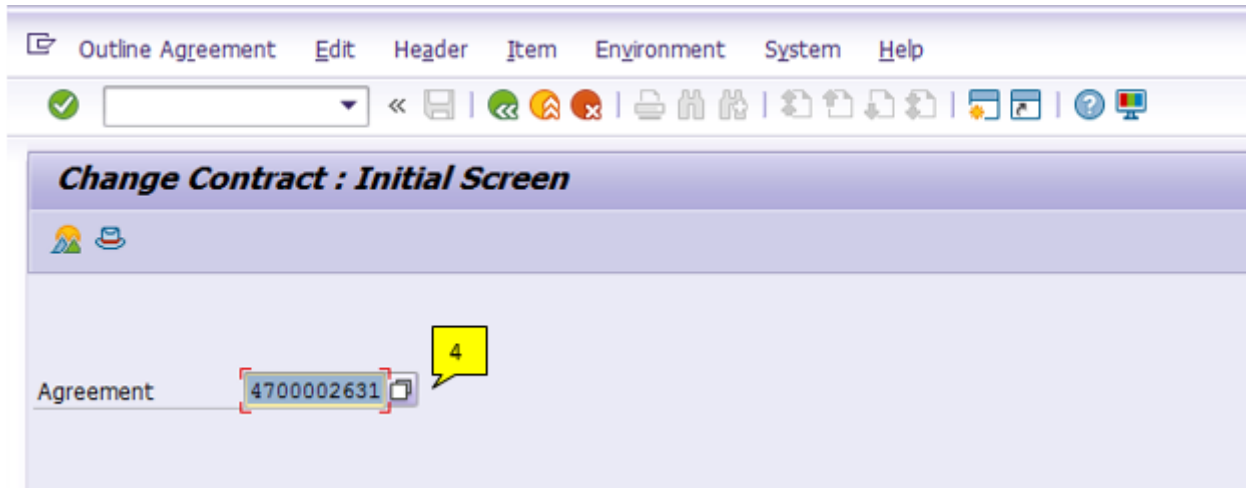
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 	If you are doing on WP1, double click 	



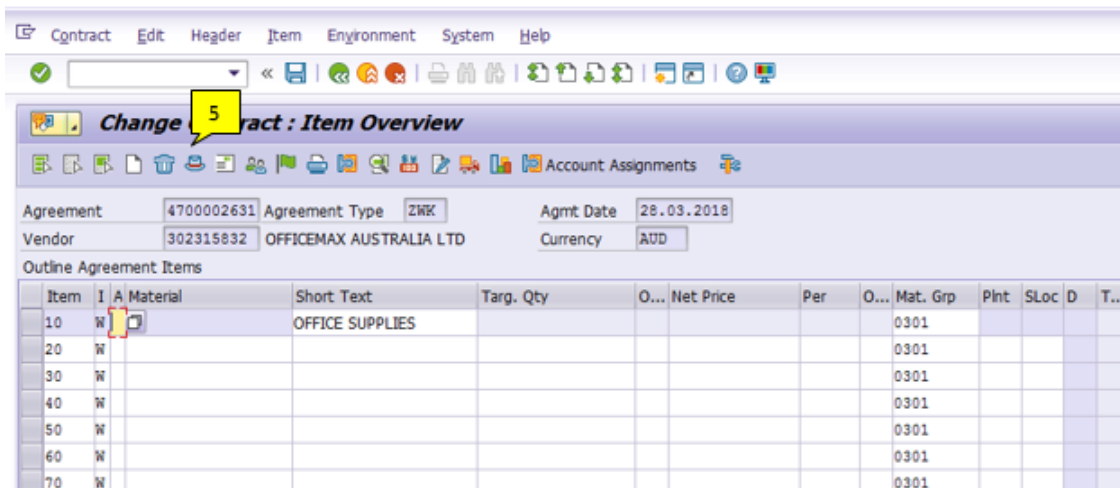
#	Main activities	Tips/Best practices	Key points
2	Press "Enter" on your keyboard	If you are doing on PF1, Click on  	



#	Main activities	Tips/Best practices	Key points
3	Insert T-code "me32k" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
4	Insert contract number you want to modify and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
5	Click 		

Contract Edit Header Item **7** Environment System Help

Change Contract : Header Data

Agreement 4700002631 Company Code 7786 Purchasing Group **YCI**

Agreement Type ZWK Purch. Organization 3025

Vendor 302315832 OFFICEMAX AUSTRALIA LTD

Administrative Fields

Agreement Date 28.03.2018 Item Number Interval 10 **6** Item Interv. 1

Validity Start 28.03.2018 Validity End 31.12.2018 Language EN

GR Message

Terms of Delivery and Payment

Payt Terms Y009 Targ. Val. AUD

Payment in 30 Days Exch. Rate 1,00000 Ex.Rate Fx

Payment in Days Incoterms PPD

Payment in Days Net

Reference Data

Quotation Date Quotation


Your Reference Salesperson

Our Reference Telephone

Suppl. Vendor 302315832 Invoicing Party 302315832

AOP

Customer for account

#	Main activities	Tips/Best practices	Key points
6	Click on field you want to modify and update	Mostly is 'Validity End' field	
7	Click  to save		

Contract Edit Header Item Environment System Help

Change Contract : Header Data

Agreement: 4700002631 Company Code: 7786 Purchasing Group: YCI
 Agreement Type: ZWK Purch. Organization: 3025
 Vendor: 302315832 OFFICEMAX AUSTRALIA LTD

Administrative Fields
 Agreement Date: 28.03.2018 Item Number Interval: 10 Subitem Interv.: 1
 Validity Start: 28.03.2018 Validity End: 31.12.2019 Language: EN
 GR Message

Terms of Delivery and Payment
 Payt. Terms: Y009 Targ. Val.: ADD
 Payment in: 30 Days Exch. Rate: 1,00000 Ex.Rate Fx
 Payment in: Days Incoterms: PPD
 Payment in: Days Net

Reference Data
 Quotation Date: Quotation:
 Your Reference: Salesperson:
 Our Reference: Telephone:
 Suppl. Vendor: 302315832 Invoicing Party: 302315832

AOP
 Customer for account:

⚠ Start of validity period is in the past

8

#	Main activities	Tips/Best practices	Key points
8	Press "Enter" on keyboard when the system show this message below		

Save Document

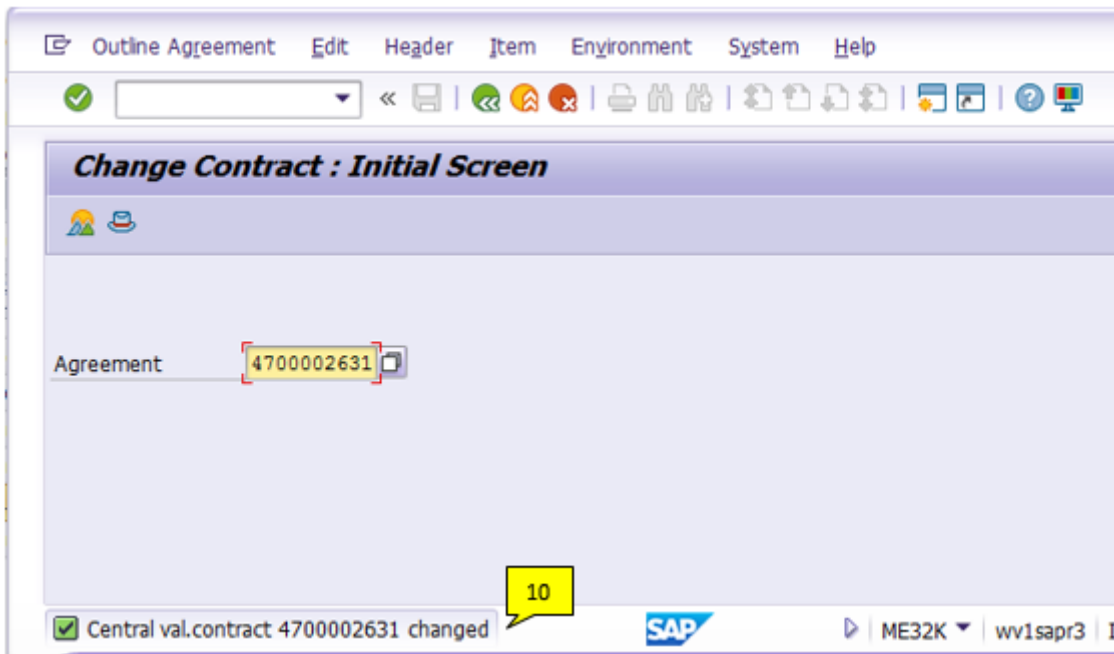
No message record could be found for output of message.

Save a [?]?

Yes No Cancel

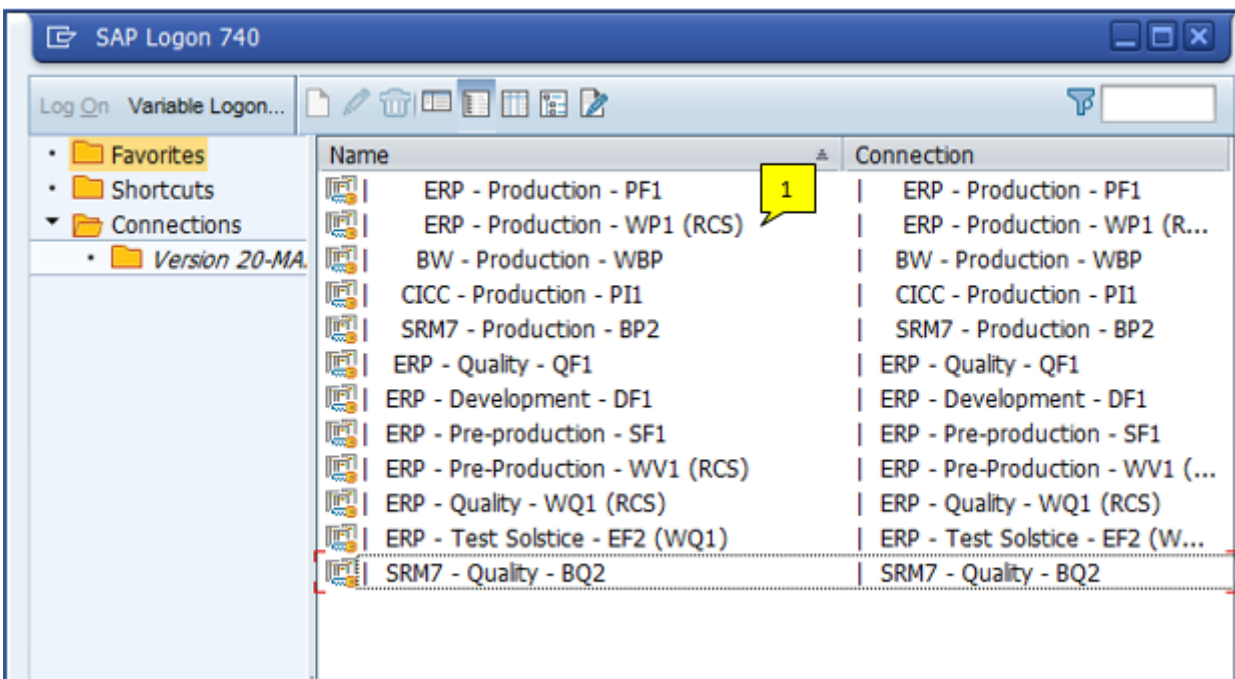
9

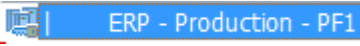
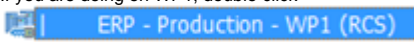
#	Main activities	Tips/Best practices	Key points
9	Click Yes		

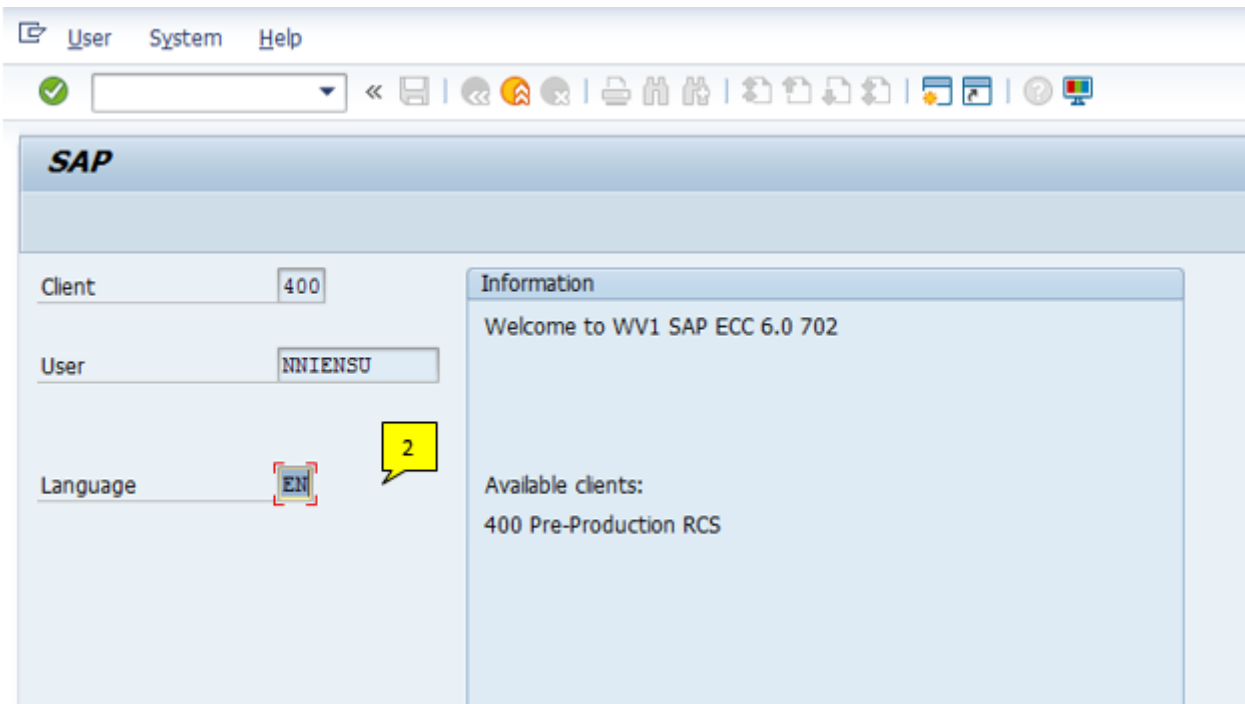


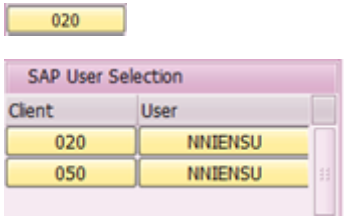
#	Main activities	Tips/Best practices	Key points
10	The system will show message that the contract has been updated		

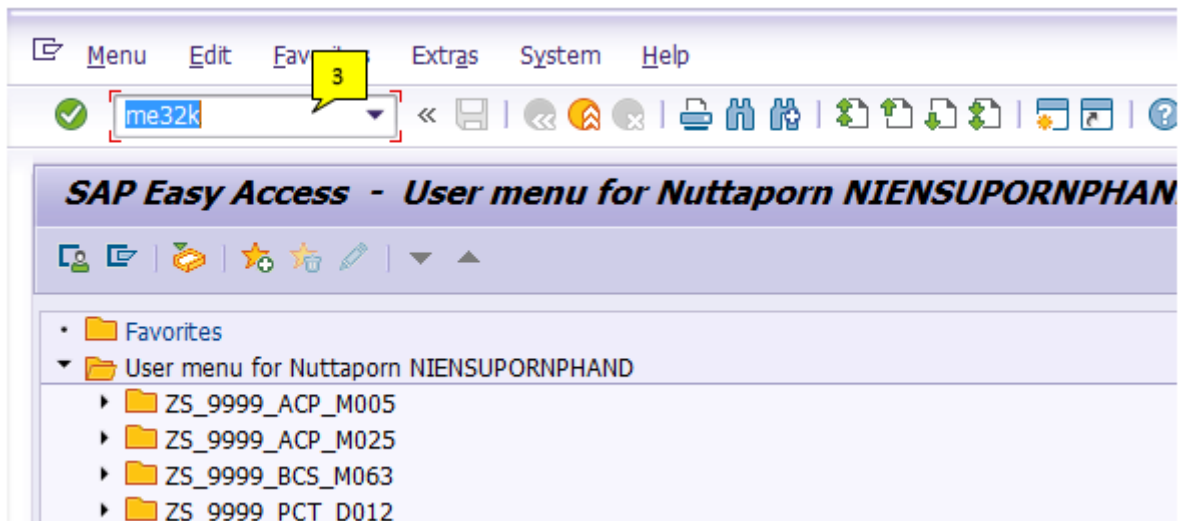
4.2 Update TAX code



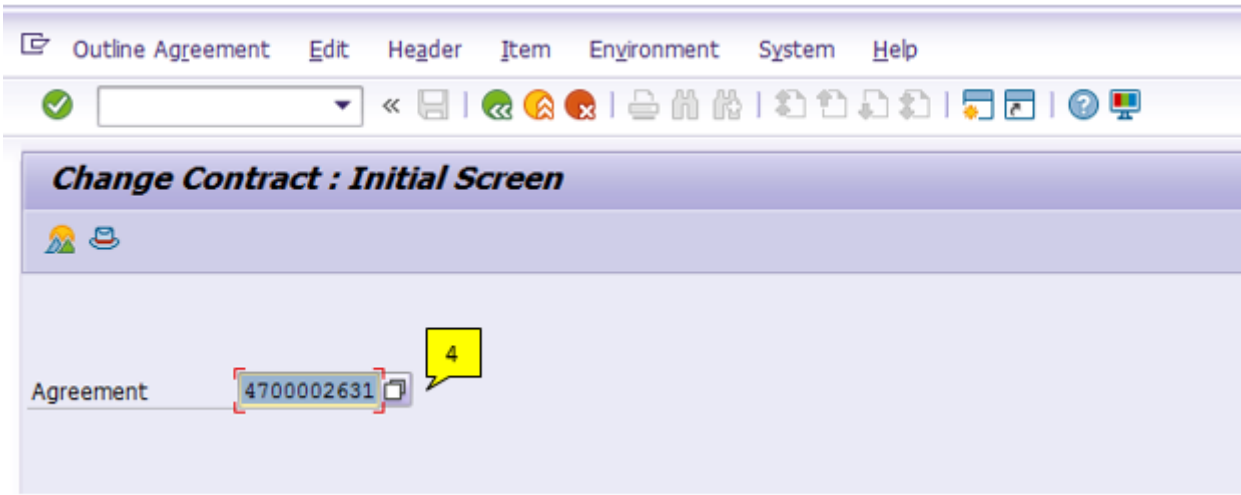
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon 	If you are doing on WP1, double click 	



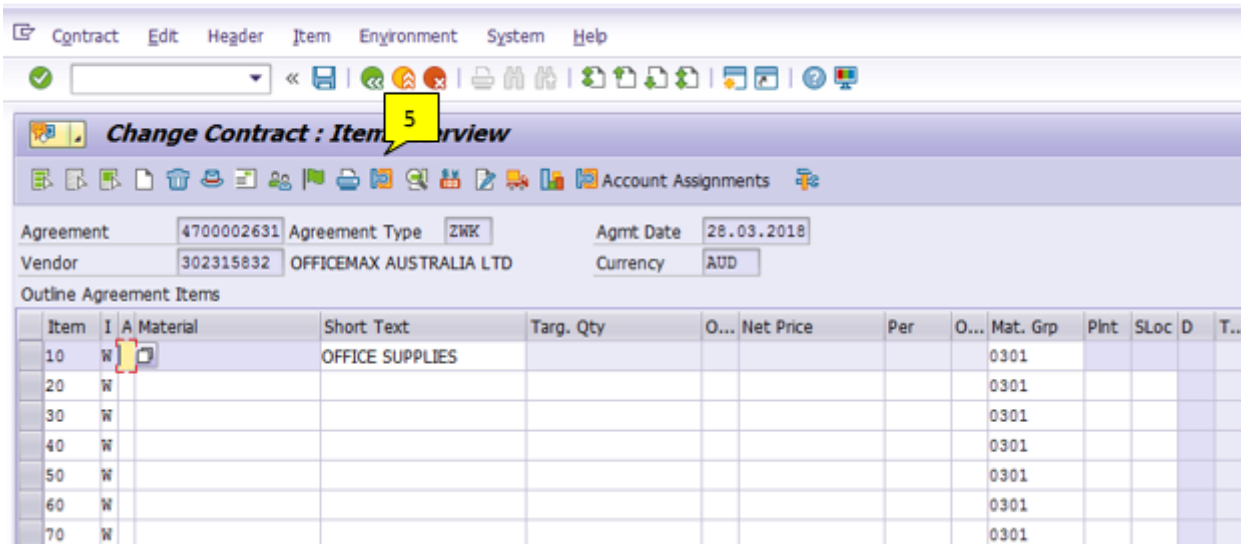
#	Main activities	Tips/Best practices	Key points
2	Press "Enter" on your keyboard	If you are doing on PF1, Click on 	




#	Main activities	Tips/Best practices	Key points
3	Insert T-code "me32k" and press "Enter" on keyboard		



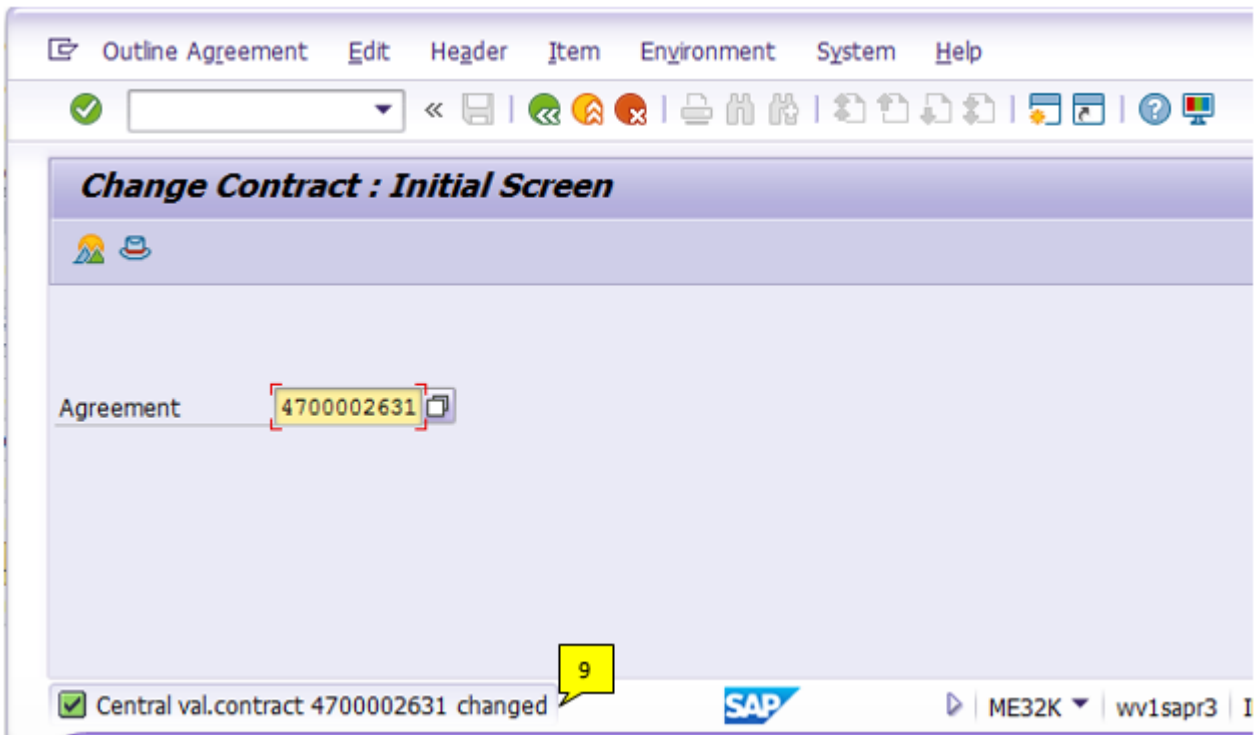
#	Main activities	Tips/Best practices	Key points
4	Insert contract number you want to modify and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
5	Click 		

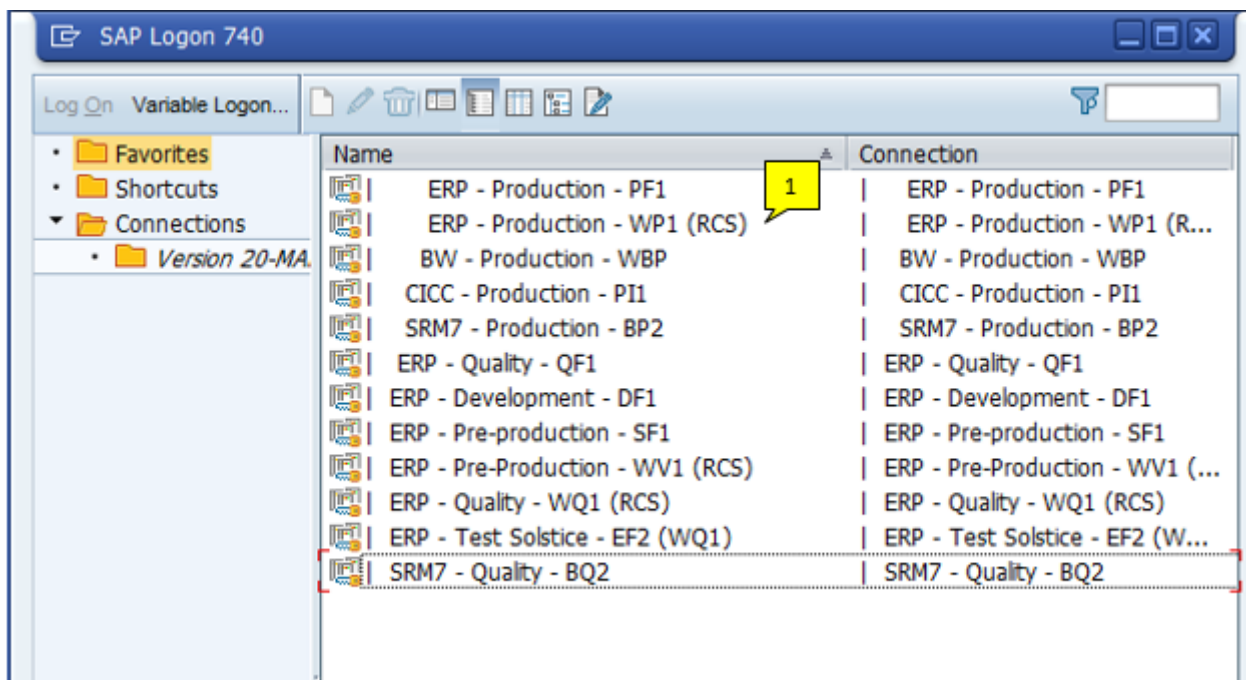
#	Main activities	Tips/Best practices	Key points
6	Update Tax code in 'Tax code' field		
7	Click 		



#	Main activities	Tips/Best practices	Key points
8	Click 		

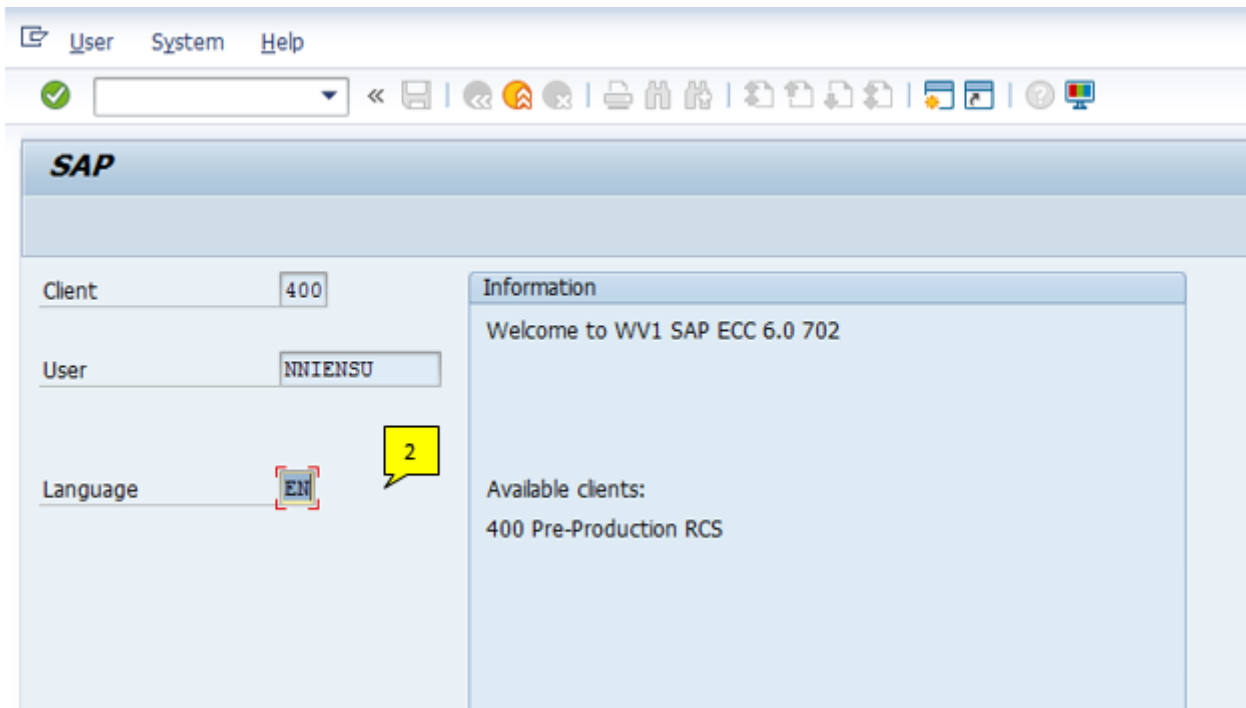


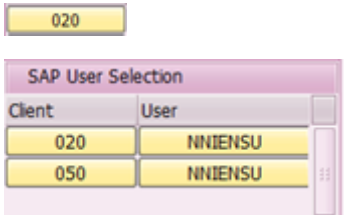
#	Main activities	Tips/Best practices	Key points
9	The system will show message that the contract has been updated		

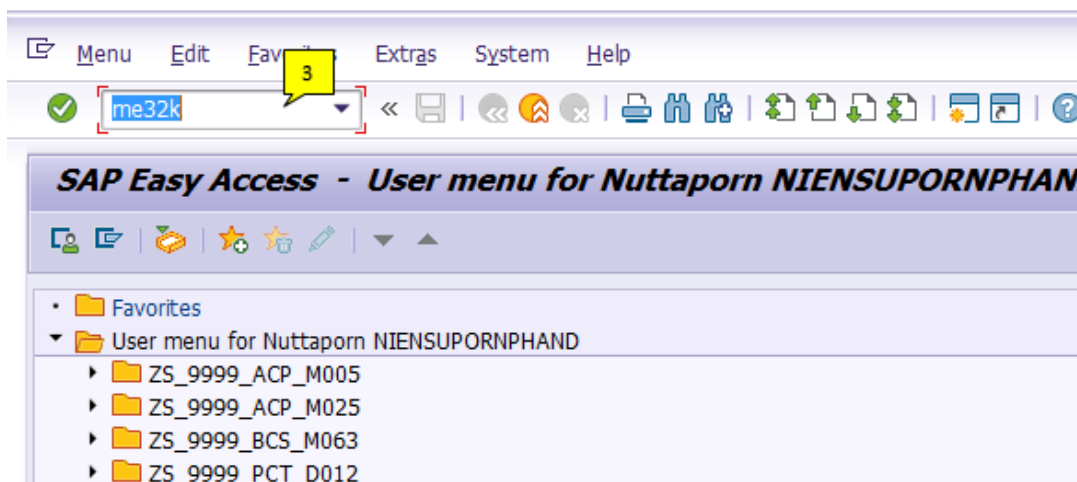
4.3 Create new line item



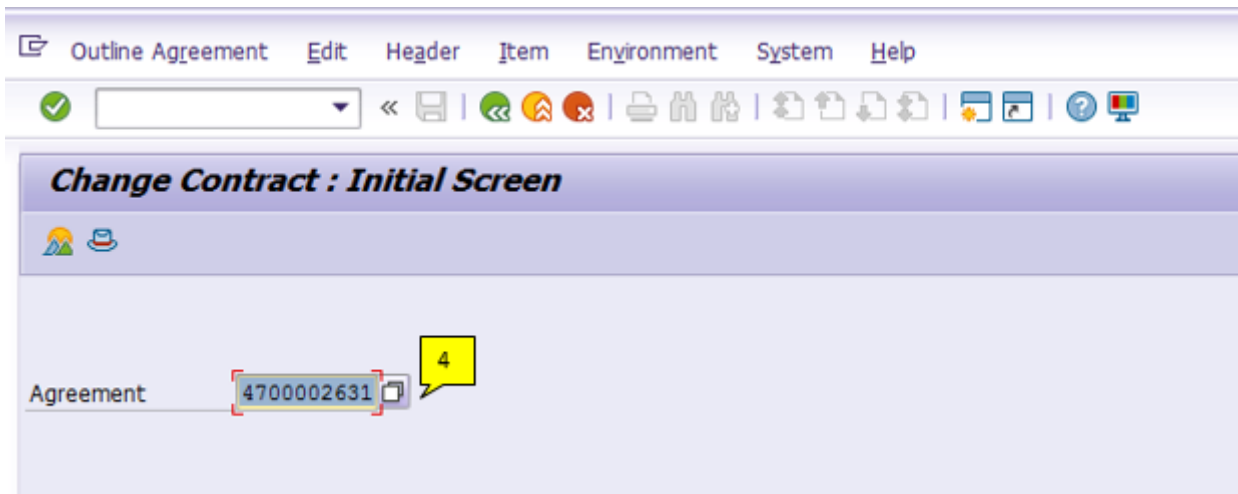
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon	If you are doing on WP1, double click	
	 ERP - Production - PF1	 ERP - Production - WP1 (RCS)	



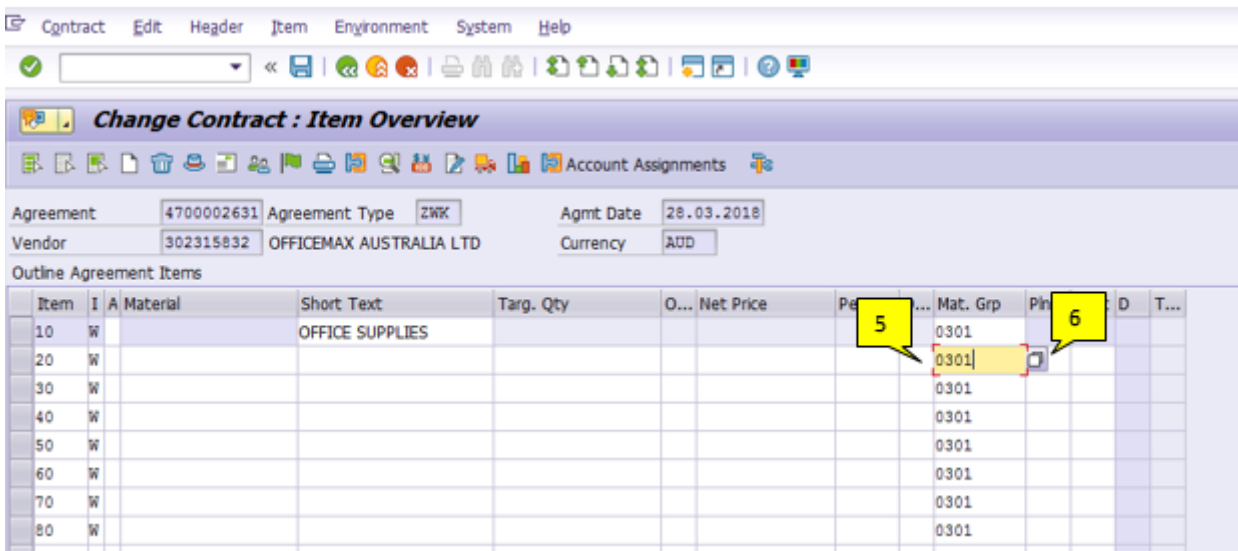
#	Main activities	Tips/Best practices	Key points
2	Press "Enter" on your keyboard	If you are doing on PF1, Click on 	




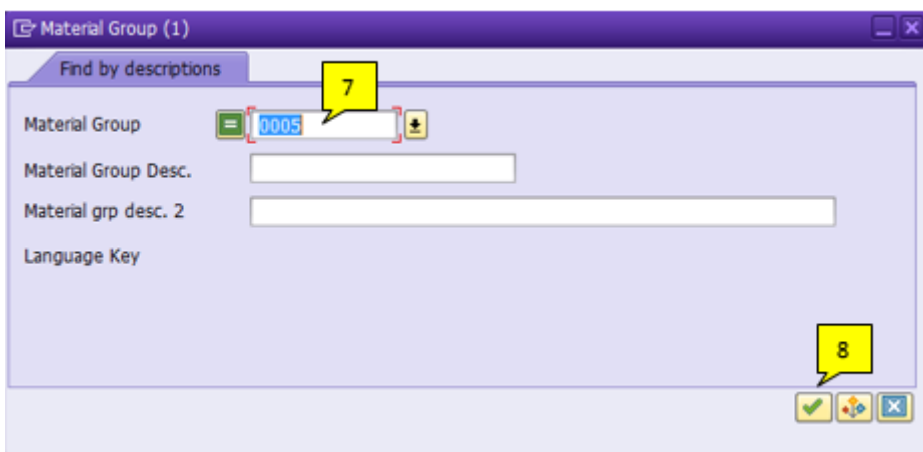
#	Main activities	Tips/Best practices	Key points
3	Insert T-code "me32k" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
4	Insert contract number you want to modify and press "Enter" on keyboard		

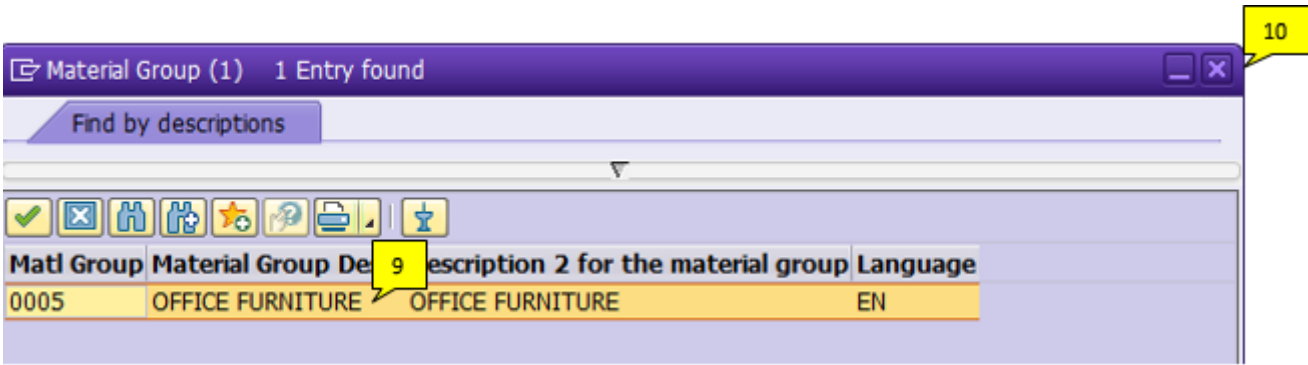


#	Main activities	Tips/Best practices	Key points
5	Change new material code in "Mat. Grp" field		Provided by requester
6	Click 		

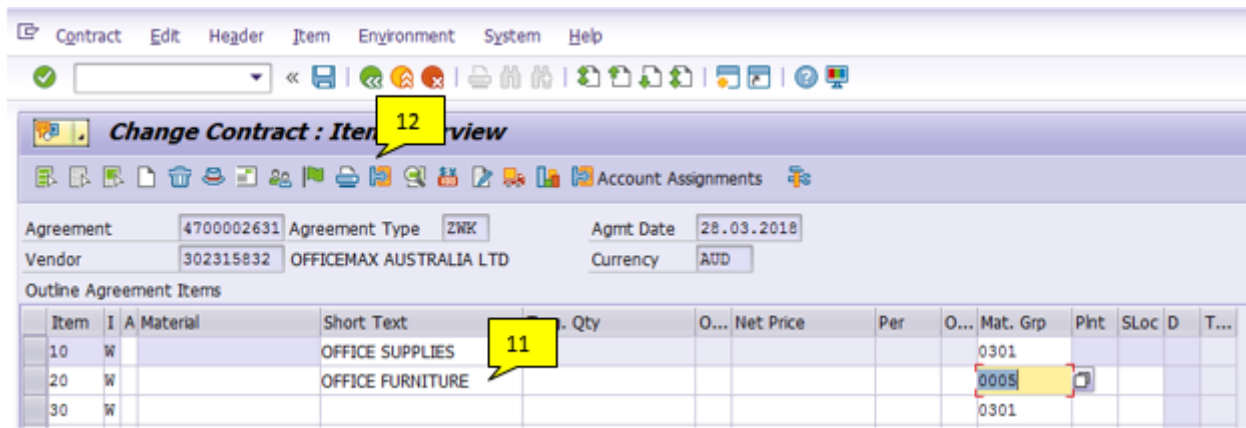



#	Main activities	Tips/Best practices	Key points
7	Insert new material group in 'Material Group' field		

8	Click 		
---	--	--	--



#	Main activities	Tips/Best practices	Key points
9	Copy material group description		
10	Click to close the window		



#	Main activities	Tips/Best practices	Key points
11	Paste material description in 'Short Text' field		
12	Click 		

Contract Edit Header Item **14** Environment System Help

Change Contract : Item 00020

Account Assignments

Agreement Item: 4700002631 20 Item Cat. W AcctAssCat

Material Matl Group 0005 Plant

Short Text: OFFICE FURNITURE Stor. Loc.

Other Data

1st Rem./Exped. 2 ConfContr. Acknowl. Reqd

2nd Rem./Exped. 7 Ackn. No.

3rd Rem./Exped. TrackingNo


GR/IR Control

Underdel. Tol. 10,0 %

Overdeliv. Tol. 10,0 **13** Unlimited

Tax code **D"** IR GR-BasedIV

Origin Accept.

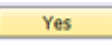
#	Main activities	Tips/Best practices	Key points
13	Insert Tax code		Provided by requester
14	Click 		

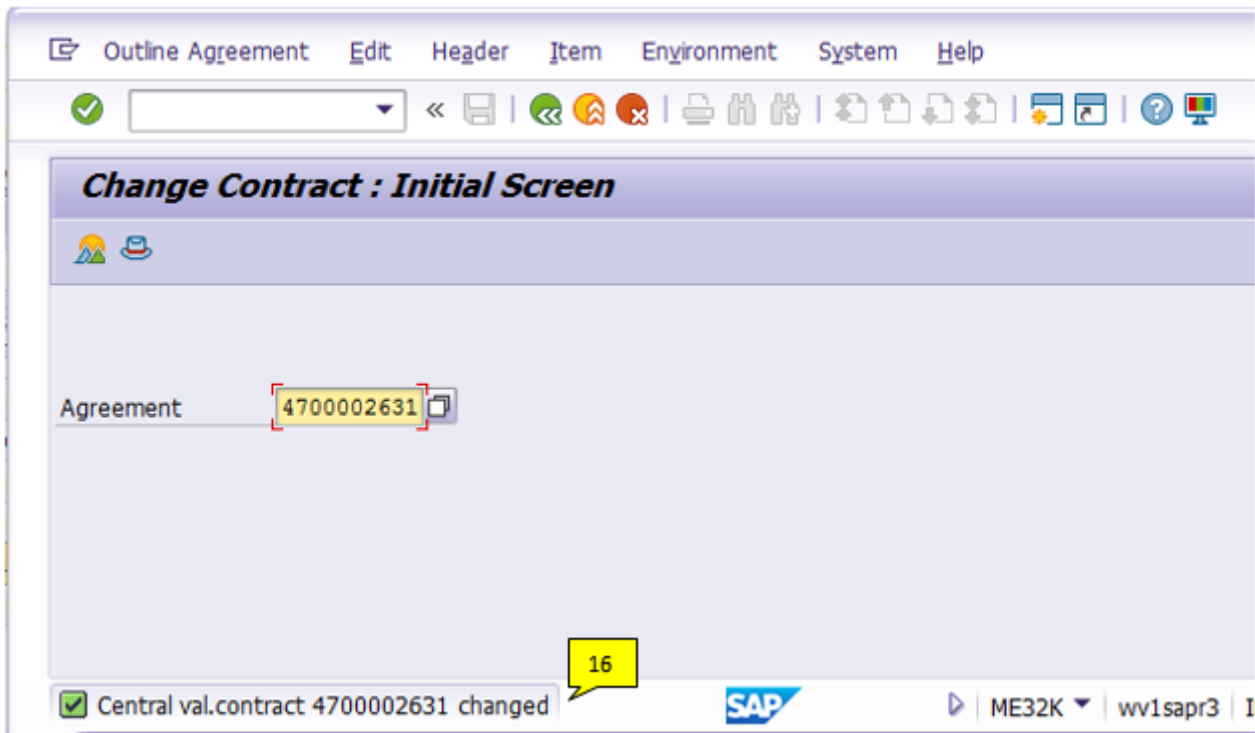
Save Document

No message record could be found for output of message.

Save a **15**

Yes No Cancel

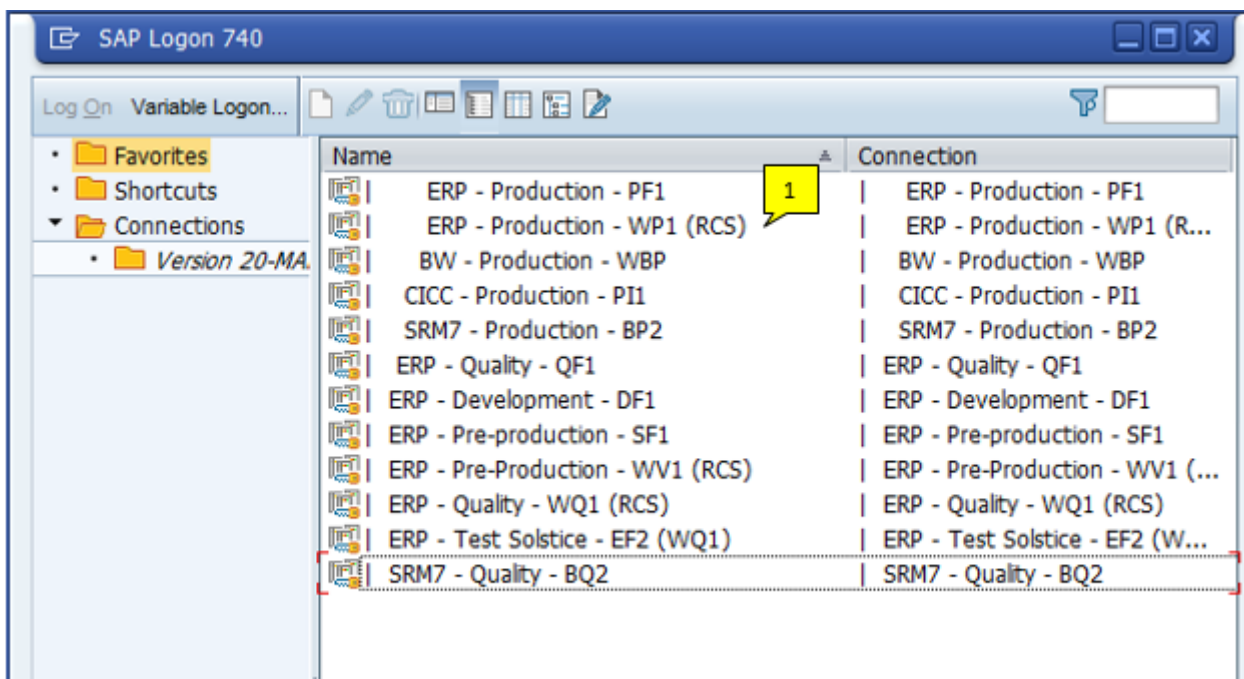
#	Main activities	Tips/Best practices	Key points
15	Click 		



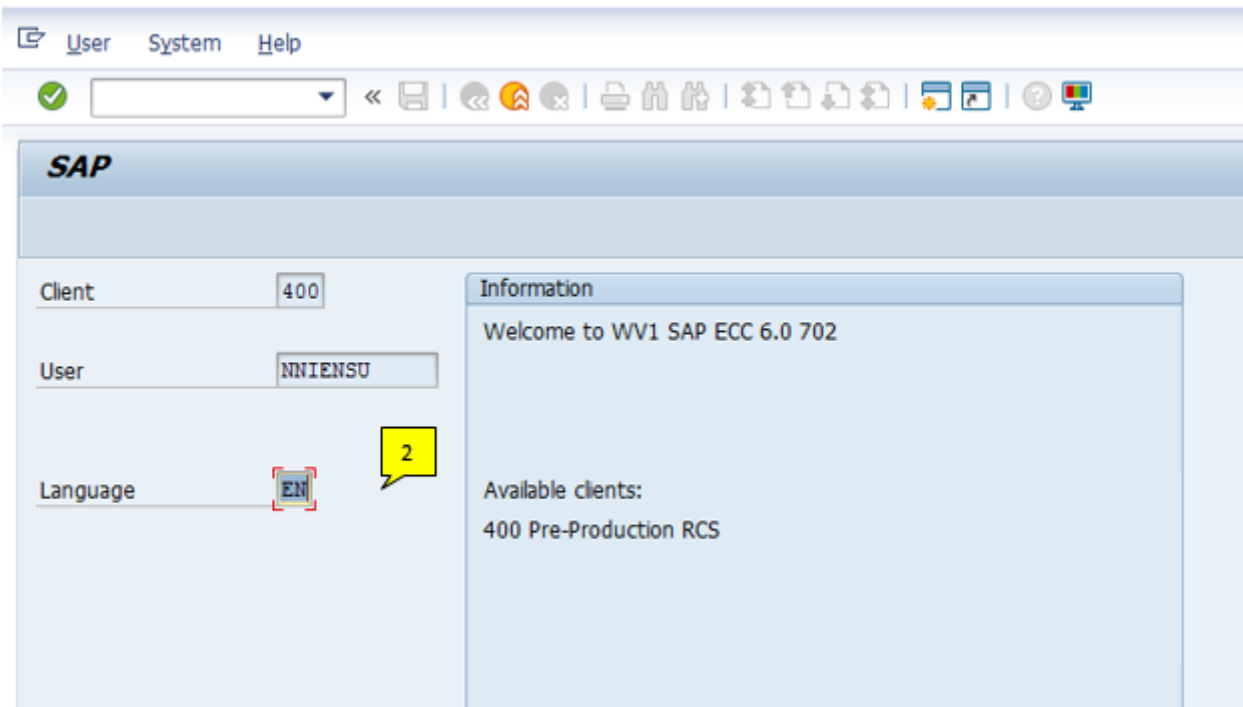
#	Main activities	Tips/Best practices	Key points
16	The system will show message that the contract has been updated		

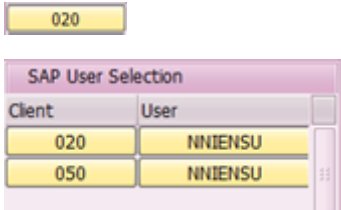
5. Contract header deletion

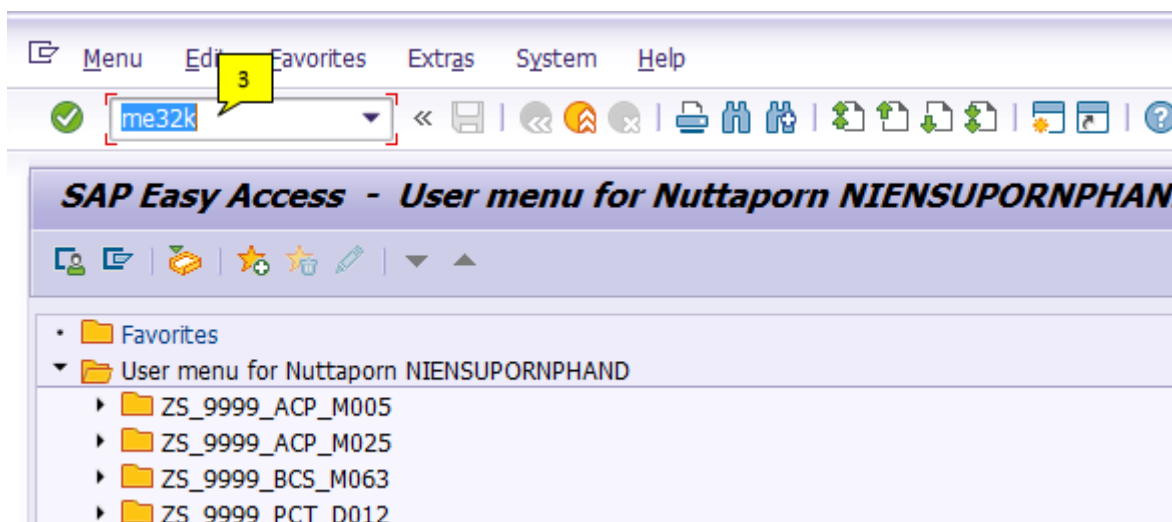
5.1 Delete line item



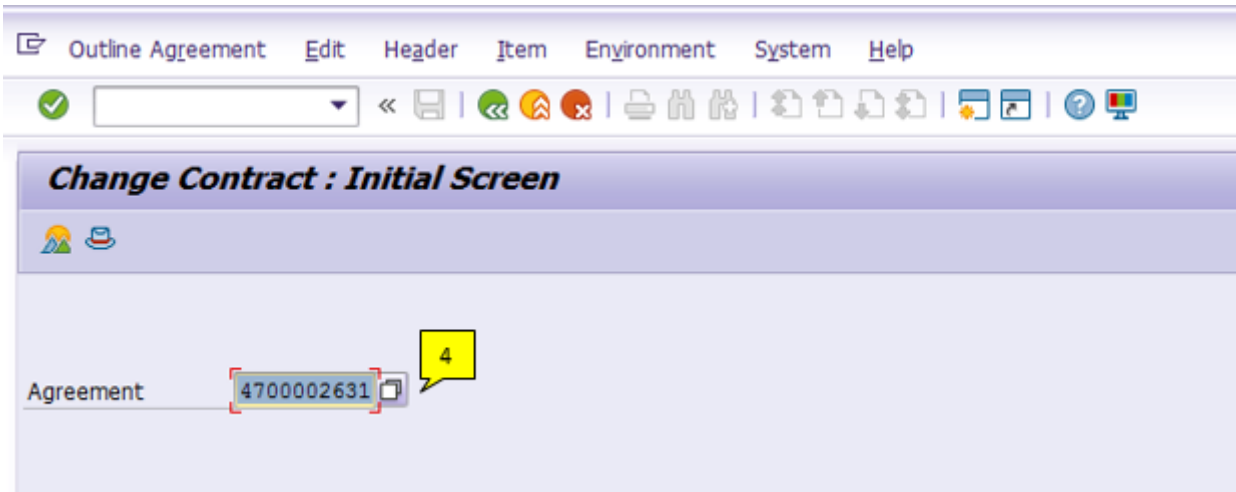
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon	If you are doing on WP1, double click	



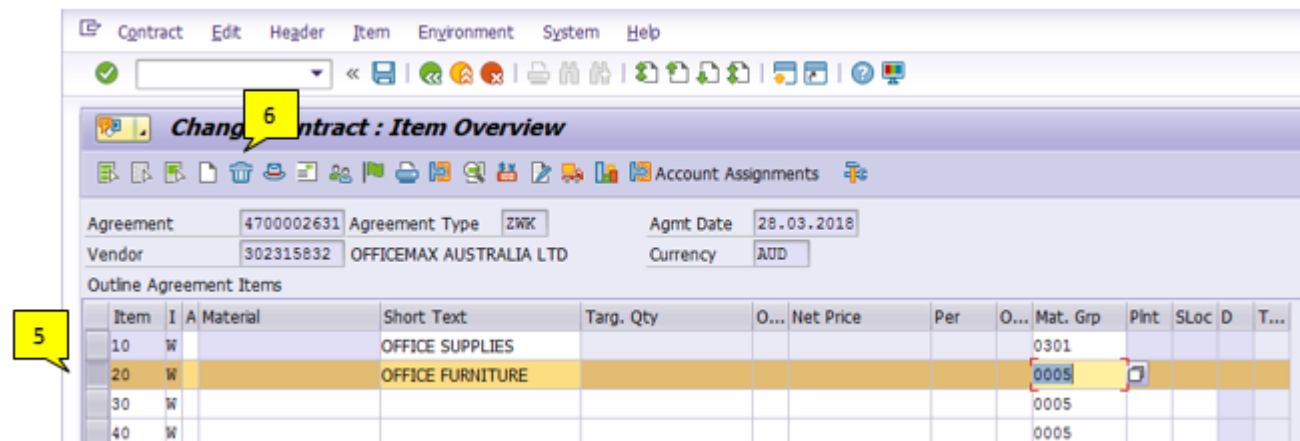
#	Main activities	Tips/Best practices	Key points
2	Press "Enter" on your keyboard	If you are doing on PF1, Click on 	






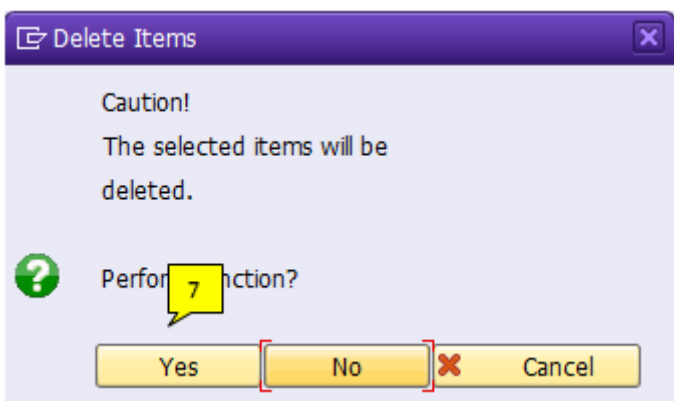
#	Main activities	Tips/Best practices	Key points
3	Insert T-code "me32k" and press "Enter" on keyboard		

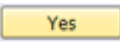


#	Main activities	Tips/Best practices	Key points
4	Insert contract number you want to modify and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
5	Click  in front of the line item you want to delete		
6	Click 	Once you delete it,  will appear at the back of the line item	



#	Main activities	Tips/Best practices	Key points
7	Click  to confirm		

Change Contract : Item Overview

Agreement: 4700002631 Agreement Type: ZWK Agmt Date: 28.03.2018
 Vendor: 302315832 OFFICEMAX AUSTRALIA LTD Currency: AUD

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	Pint	SLoc	D	T...
10	W			OFFICE SUPPLIES						0301				
20	W			OFFICE FURNITURE						0005				
30	W									0005				
40	W									0005				
50	W									0005				
60	W									0005				

#	Main activities	Tips/Best practices	Key points
8	Click		

Save Document

No message record could be found for output of message.

Save a [?]?

Yes No Cancel

#	Main activities	Tips/Best practices	Key points
9	Click		

Change Contract : Initial Screen

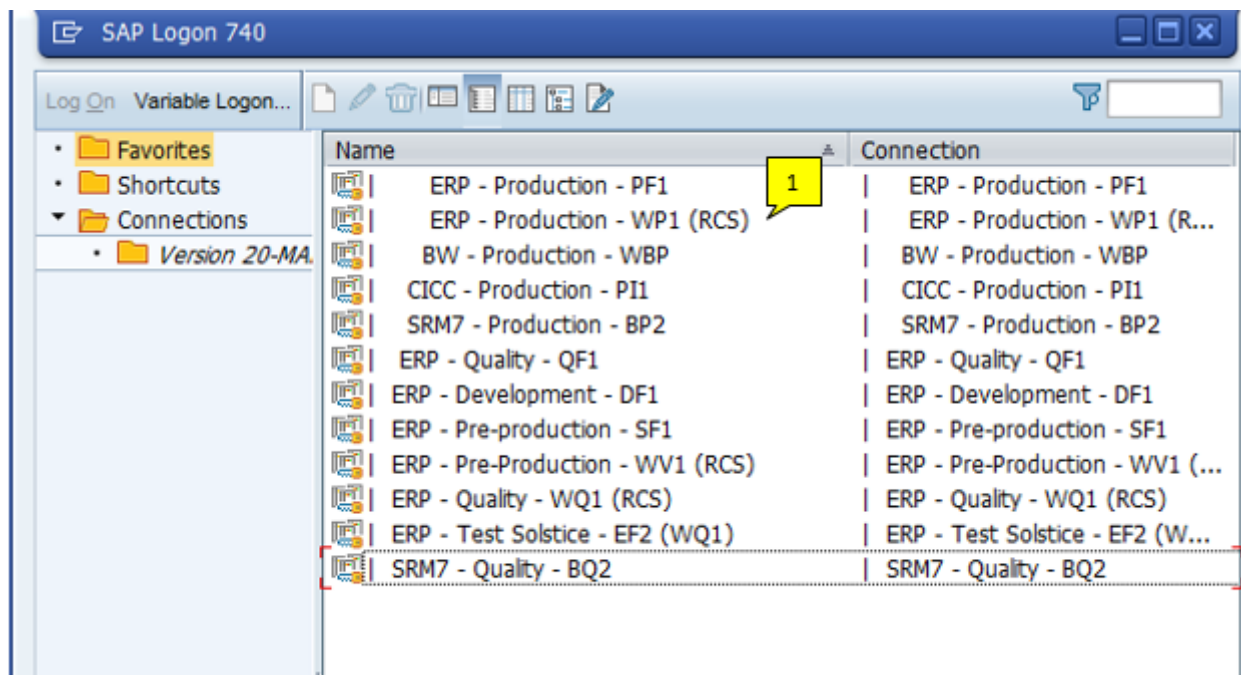
Agreement: 4700002631

Central val.contract 4700002631 changed

SAP ME32K | wv1sapr3 | I

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

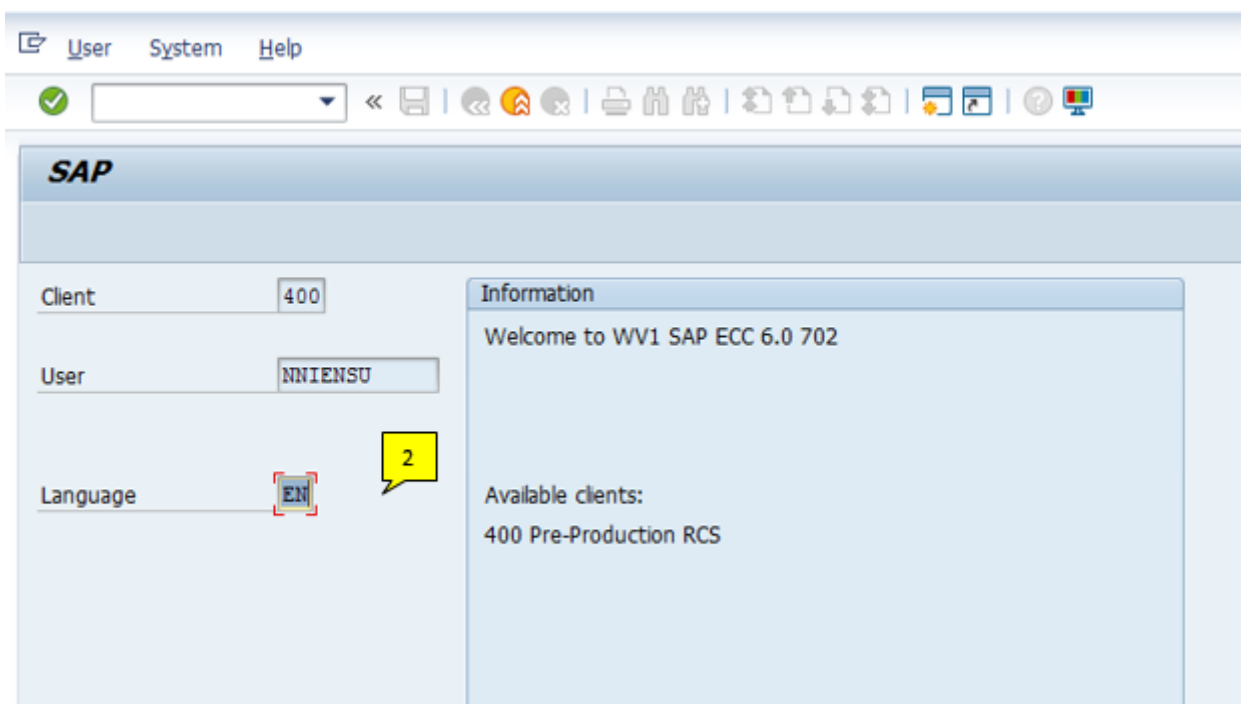
5.2 Delete entire contract header



#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon	If you are doing on WP1, double click	

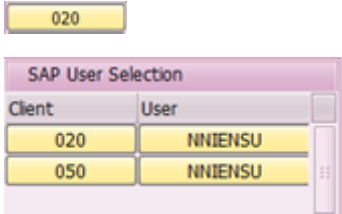
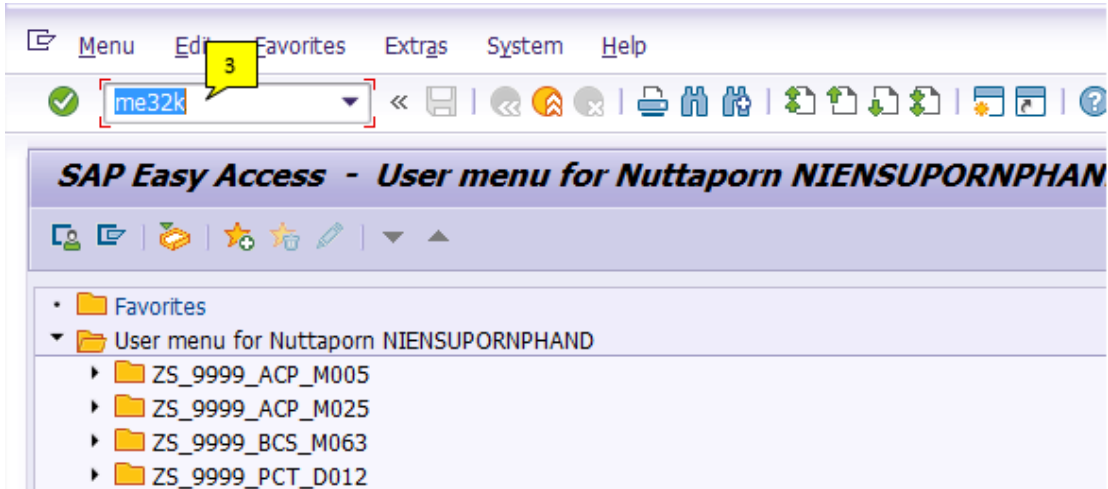
ERP - Production - PF1

ERP - Production - WP1 (RCS)

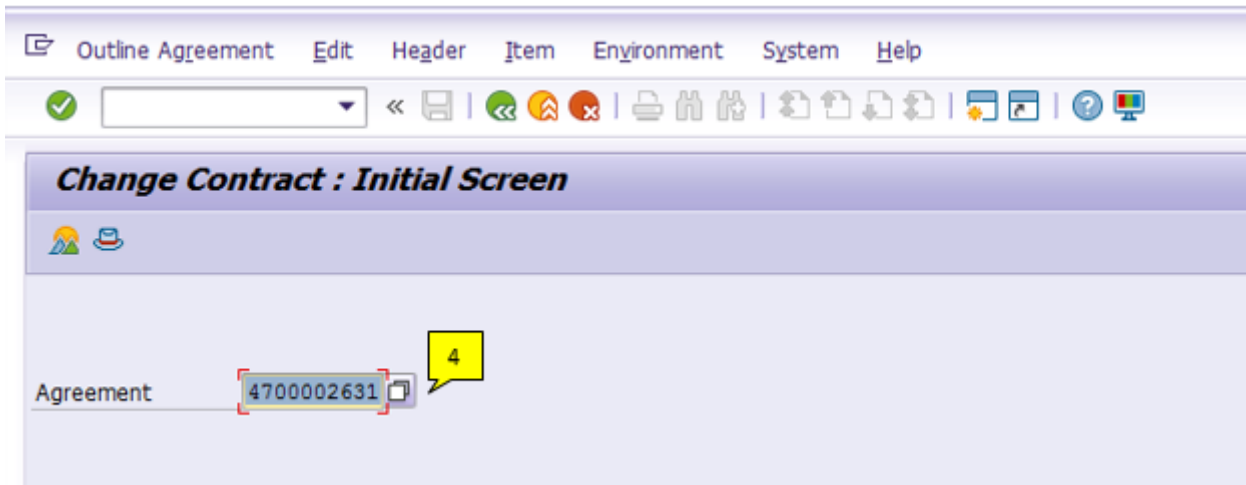


#	Main activities	Tips/Best practices	Key points

2	Press "Enter" on your keyboard	If you are doing on PF1, Click on
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#	Main activities	Tips/Best practices	Key points
3	Insert T-code "me32k" and press "Enter" on keyboard		



#	Main activities	Tips/Best practices	Key points
4	Insert contract number you want to modify and press "Enter" on keyboard		

Change Contract : Item Overview

Agreement: 4700002631 Agreement Type: ZWK Agmt Date: 28.03.2018
 Vendor: 302315832 OFFICEMAX AUSTRALIA LTD Currency: AUD

Item	I	A	Material	Short Text	Targ. Qty	O... Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	T...
10				OFFICE SUPPLIES					0301				
20				OFFICE FURNITURE					0005				
30									0005				

#	Main activities	Tips/Best practices	Key points
5	Delete all items in the contract header	Please see how to delete item in 5.1 Delete line item	
6	Click		

Change Contract : Header Data

Agreement: 4700002631 Company Code: 7786 Purchasing Group: YYY
 Agreement Type: ZWK Purch. Organization: 3025
 Vendor: 302315832 OFFICEMAX AUSTRALIA LTD

Administrative Fields

Agreement Date: 28.03.2018 Item Number Interval: 10 m Interv.: 1
 Validity Start: 28.03.2018 Validity End: 05.04.2018 Language: EN
 GR Message

Terms of Delivery and Payment

Payt Terms: Y009 Targ. Val.: AUD
 Payment in: 30 Days % Exch. Rate: 1,00000 Ex.Rate Fx
 Payment in: Days % Incoterms: PPD
 Payment in: Days Net

Reference Data

Quotation Date: Quotation:
 Your Reference: Salesperson:
 Our Reference: Telephone:
 Suppl. Vendor: 302315832 Invoicing Party: 302315832

AOP

Customer for account:

#	Main activities	Tips/Best practices	Key points
7	Update "YYY" in 'Purchasing Group' Field		
8	Updated validity date to yesterday date		
9	Click		

Contract Edit Header Item Environment System Help

Change Contract : Header Data

Agreement 4700002631 Company Code 7786 Purchasing Group YCI
 Agreement Type ZNK Purch. Organization 3025
 Vendor 302315832 OFFICEMAX AUSTRALIA LTD

Administrative Fields
 Agreement Date 28.03.2018 Item Number Interval 10 Subitem Interv. 1
 Validity Start 28.03.2018 Validity End 31.12.2019 Language EN
 GR Message

Terms of Delivery and Payment
 Payt. Terms Y009 Targ. Val. AUD
 Payment in 30 Days Exch. Rate 1,00000 Ex.Rate Fx
 Payment in Days Incoterms PPD
 Payment in Days Net

Reference Data
 Quotation Date Quotation
 Your Reference Salesperson
 Our Reference Telephone
 Suppl. Vendor 302315832 Invoicing Party 302315832

AOP
 Customer for account

Start of validity period is in the past

10

#	Main activities	Tips/Best practices	Key points
10	Press "Enter" on keyboard when the system show this message below		

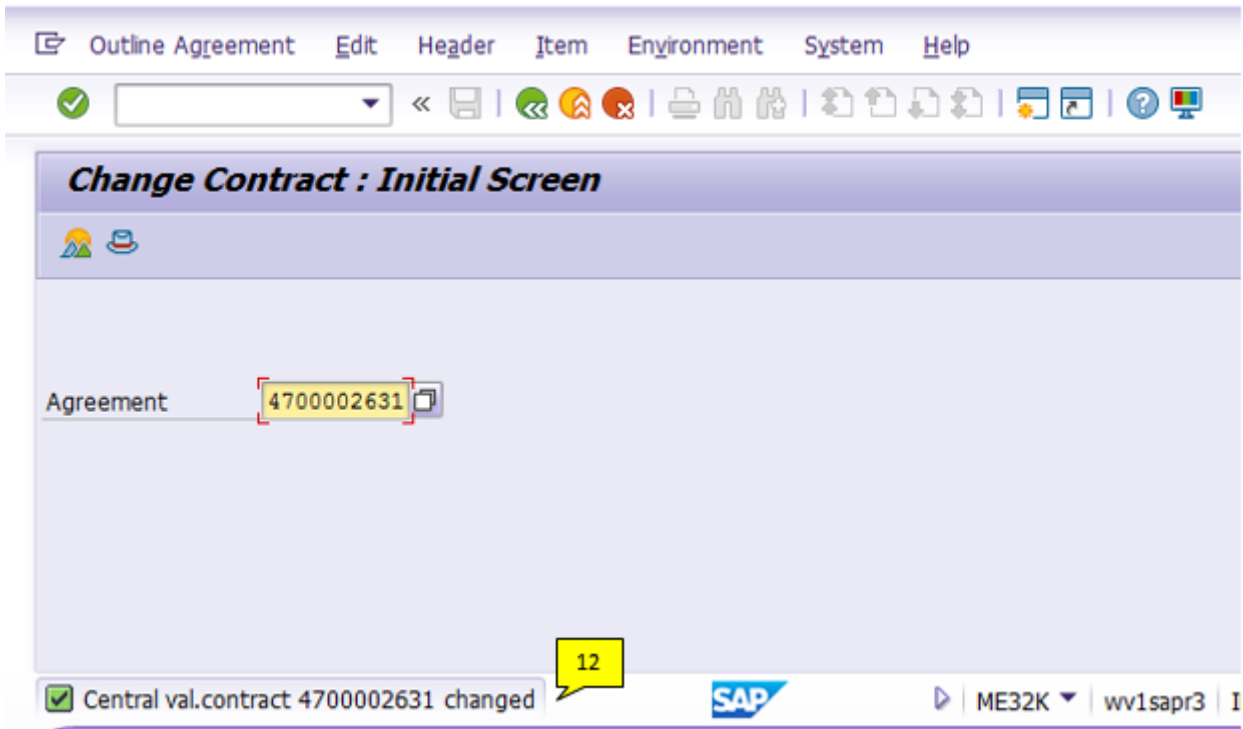
Save Document

No message record could be found for output of message.

Save any **11**

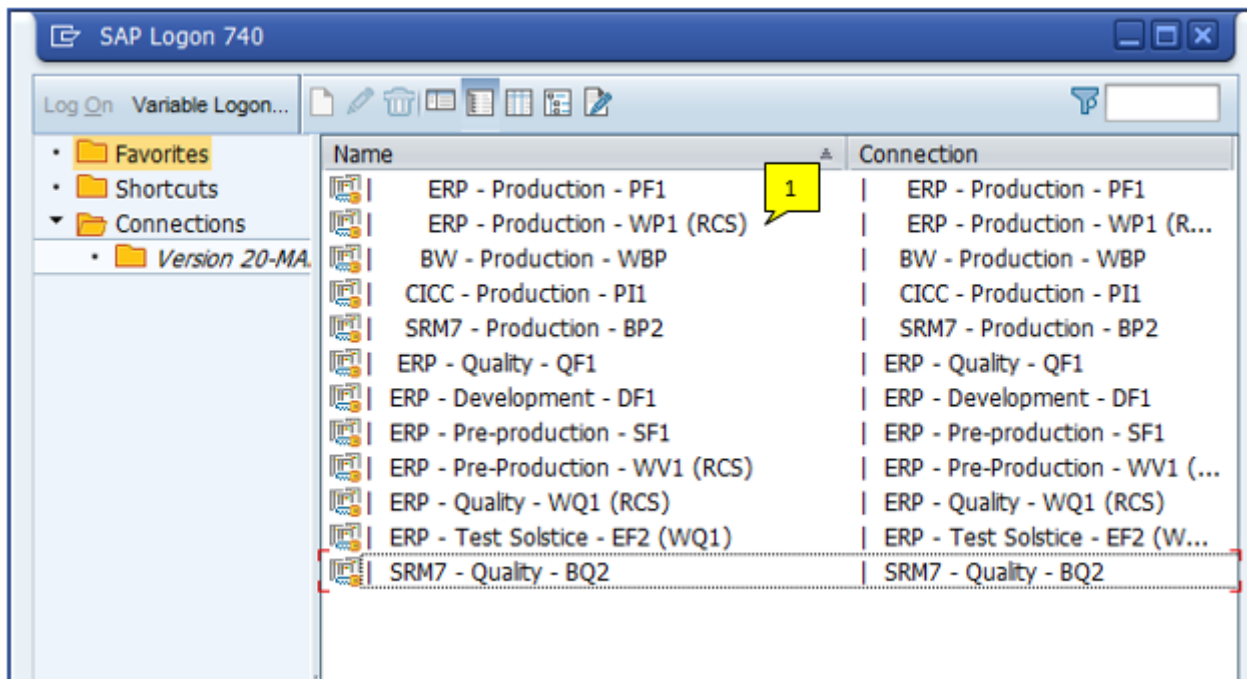
Yes No Cancel

#	Main activities	Tips/Best practices	Key points
11	Click Yes		



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

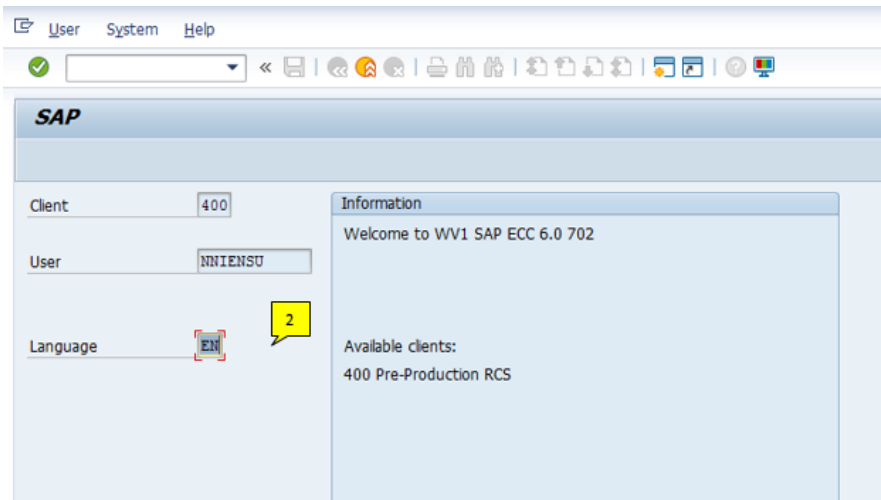
6. Contract header reactivation

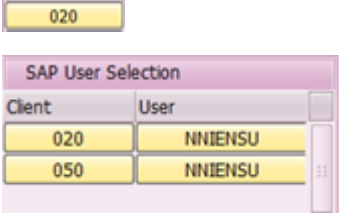


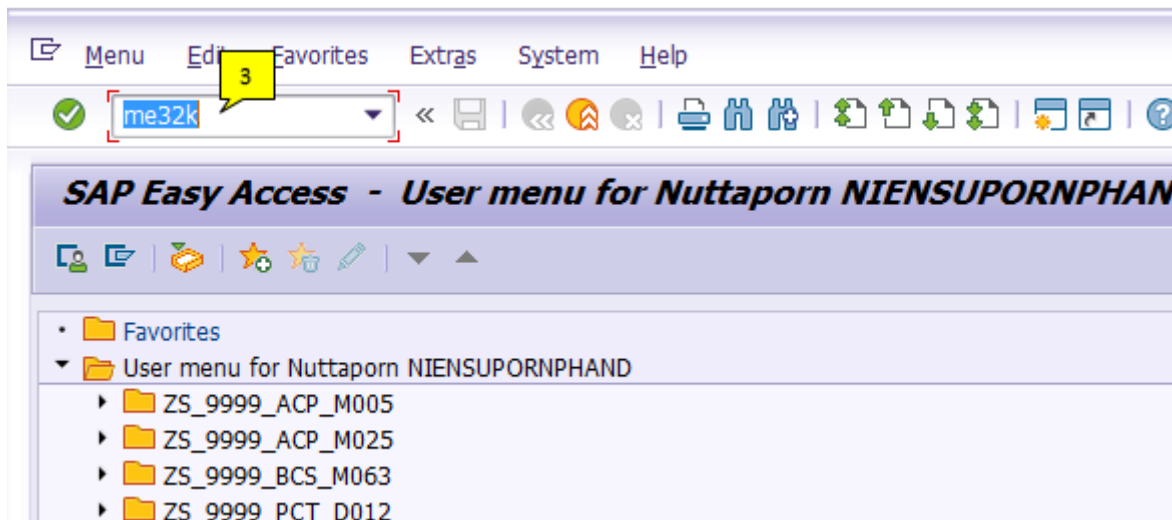
#	Main activities	Tips/Best practices	Key points
1	Select "ERP – Production – PF1" by double clicking on the ERP – Production icon	If you are doing on WP1, double click	

ERP - Production - PF1

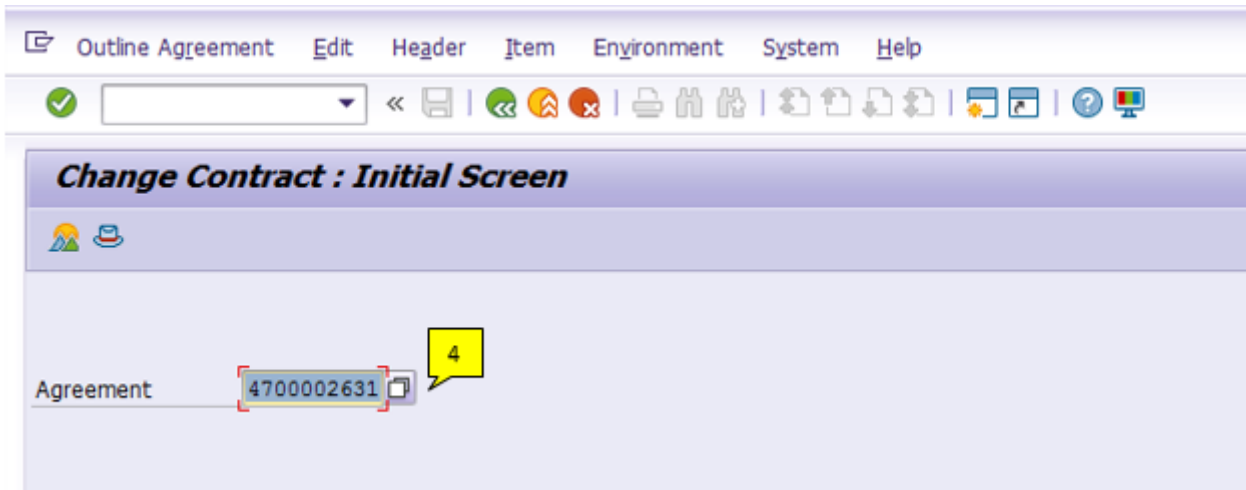
ERP - Production - WP1 (RCS)



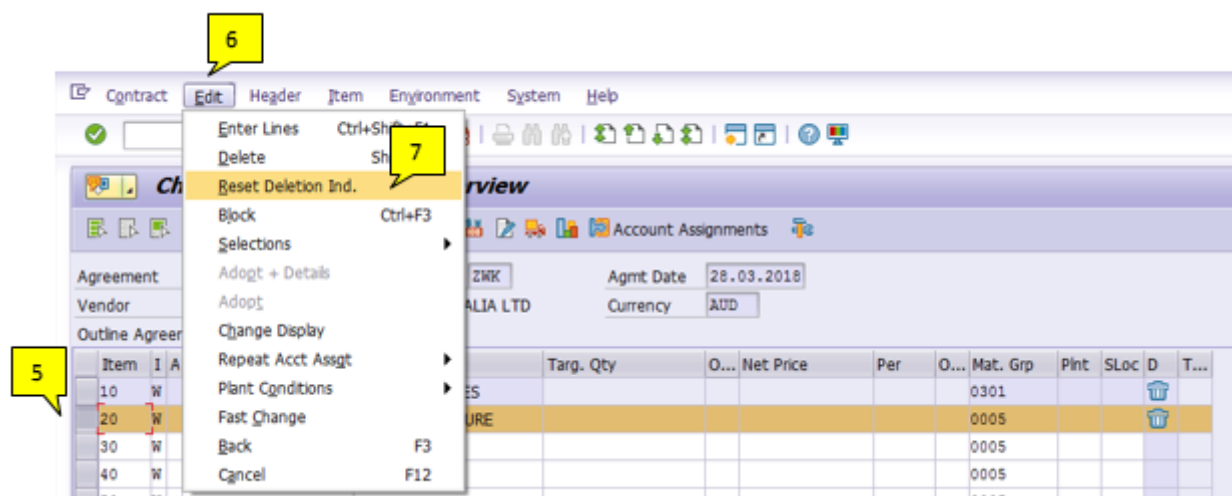
#	Main activities	Tips/Best practices	Key points
2	Press "Enter" on your keyboard	If you are doing on PF1, Click on 	




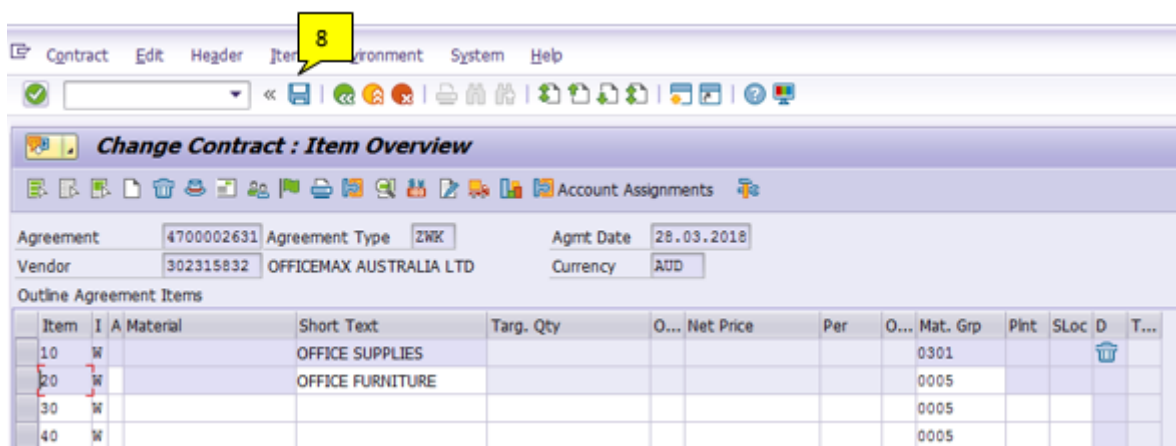
#	Main activities	Tips/Best practices	Key points
3	Insert T-code "me32k" and press "Enter" on keyboard		





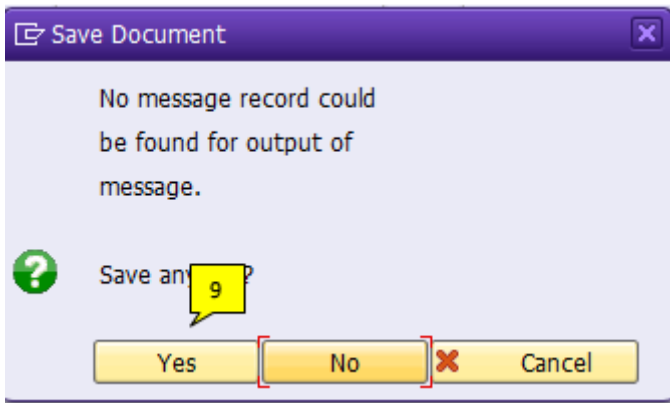
#	Main activities	Tips/Best practices	Key points
4	Insert contract number you want to modify and press "Enter" on keyboard		

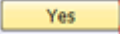


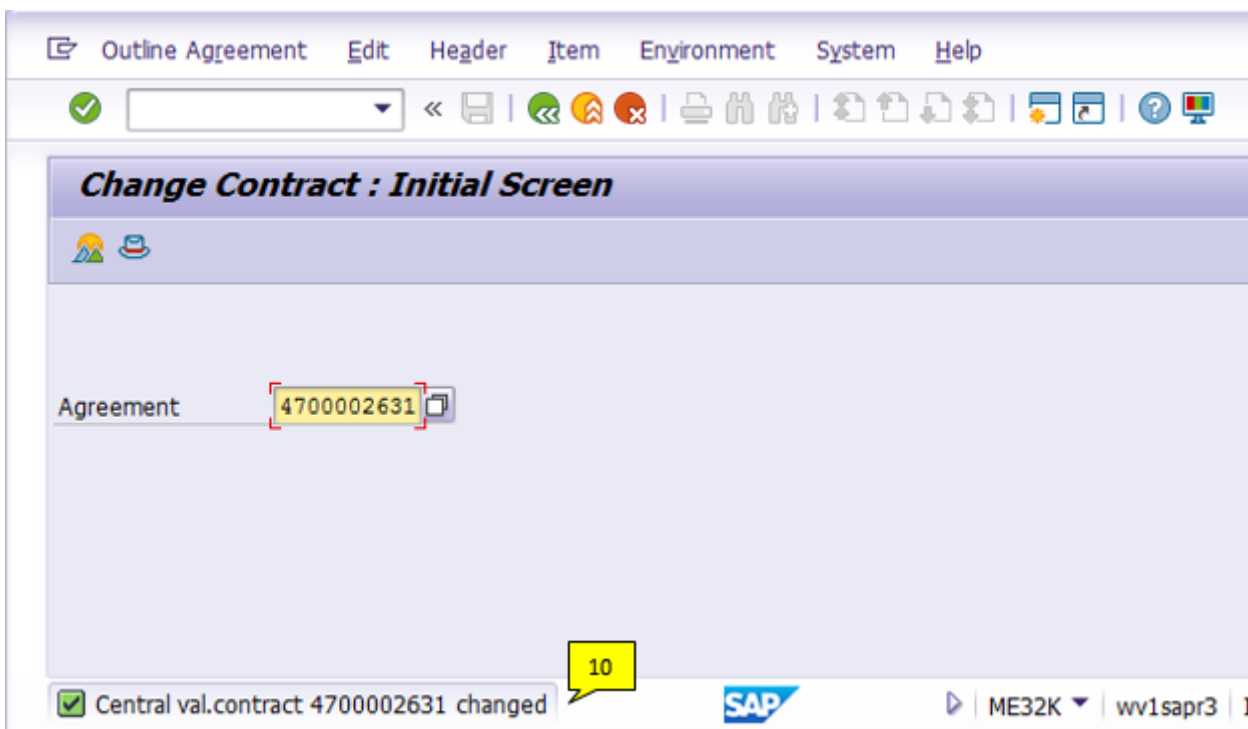
#	Main activities	Tips/Best practices	Key points
5	Click  in front of the line item you want to reactivate		
6	Click "Edit"		
7	Select "Reset Deletion Ind."		



#	Main activities	Tips/Best practices	Key points
8	Click 	 will be removed from the item	



#	Main activities	Tips/Best practices	Key points
9	Click 		



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