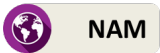
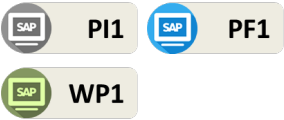


NAM Update Price on Outline Agreement

Scope



ERP



References

Attachments

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2. STANDARD OPERATING PROCEDURE DESCRIPTION

2.1. UPDATING price on outilne agreement

1. INTRODUCTION

1.1 Objectives and scope of this procedure

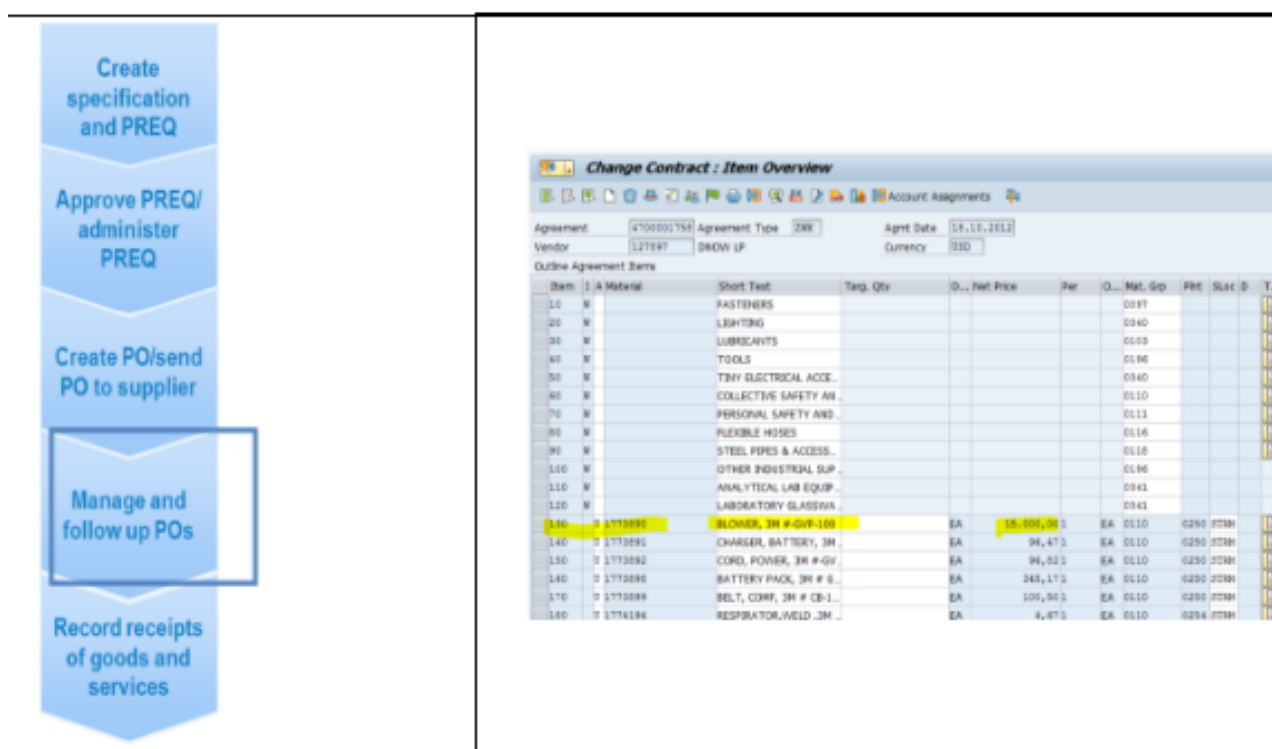
This OP explains update a price in an outline agreement. If supplier inform a new price for a line(s) on a purchase order or a LPR requests for a price change, this price should be updated on purchase order and outline agreement. This update can be done just with LPR's previous approval for each plant.

Who uses this document?				What is the nature of the need		What provisioning channel does this document concern?						
User / PREQ creator	Approver	LPR/ buyer	PS	Goods	Services	e-catalogue	Goods managed in stock	Goods and services – spot buys	Goods on contract	Services on contract with SES	Emergency cases	Urgent needs
			X	X	X				X	X		X

1.2 Material groups not in scope

- The purchase orders not in scope are related to: BIG Capex, Packaging, Raw materials and Tollings

1.3 Process step described in this procedure and expected end product

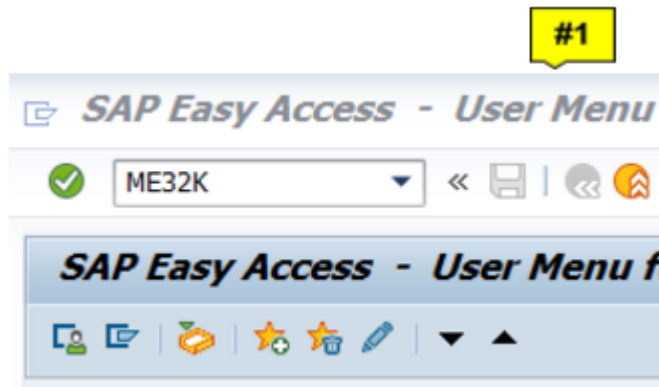


1.4 Abbreviations

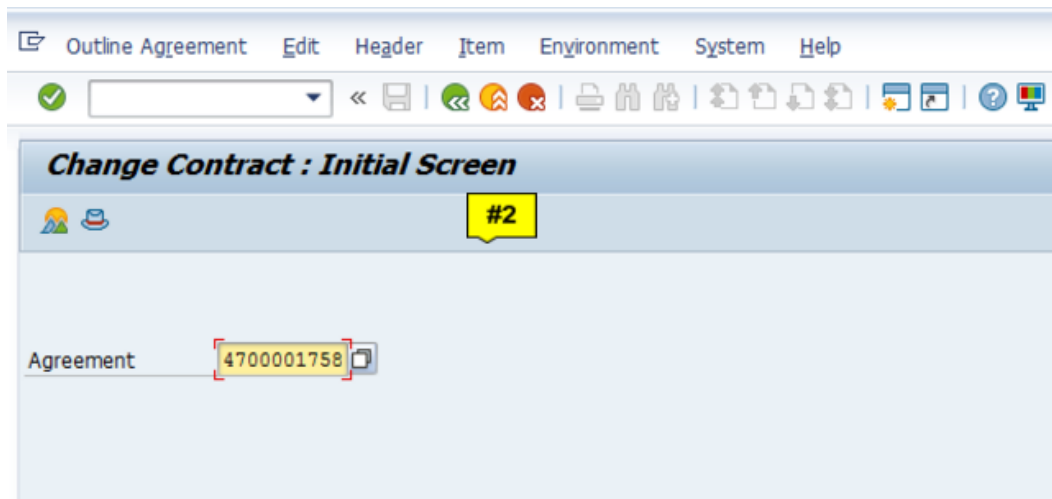
Abbr.	Description	Abbr.	Description
PO	Purchase Order	LPR	Local Purchasing Representative

2 STANDARD OPERATING PROCEDURE DESCRIPTION

2.1 Updating price on outline agreement



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



#	Main activities	Key points	Tips / Best practices
2	Mention contract number and then click enter		

Change Contract : Item Overview

Change Contract : Item Overview

Agreement Agreement Type Agmt Date
 Vendor DNOW LP Currency

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price
10	W			FASTENERS			
20	W			LIGHTING			
30	W			LUBRICANTS			
40	W			TOOLS			
50	W			TINY ELECTRICAL ACCE...			
60	W			COLLECTIVE SAFETY AN...			
70	W			PERSONAL SAFETY AND...			
80	W			FLEXIBLE HOSES			
90	W			STEEL PIPES & ACCESS...			
100	W			OTHER INDUSTRIAL SUP...			
110	W			ANALYTICAL LAB EQUIP...			
120	W			LABORATORY GLASSWA...			
130	U		1773890	BLOWER, 3M #-GVP-100		EA	344.301
140	U		1773891	CHARGER, BATTERY, 3M...		EA	96.471
150	U		1773892	CORD, POWER, 3M #-GV...		EA	96.821

#	Main activities	Key points	Tips / Best practices
3	Highlight the line to be updated and click on item condition blocked URL		

Validity Periods: Conditions

Select a validity period or create a new time period.

Validity periods

Valid From	Valid to
11/21/2012	12/31/9999

#4

Choose New validity period New with reference

#	Main activities	Key points	Tips / Best practices
4	Click on New Validity Period		

Create Gross Price Condition (PB00) : Condition Supplements

Variable key

Purchasing Doc.	Item	Description
4700001758	130	BLOWER, 3M #-GVP-100

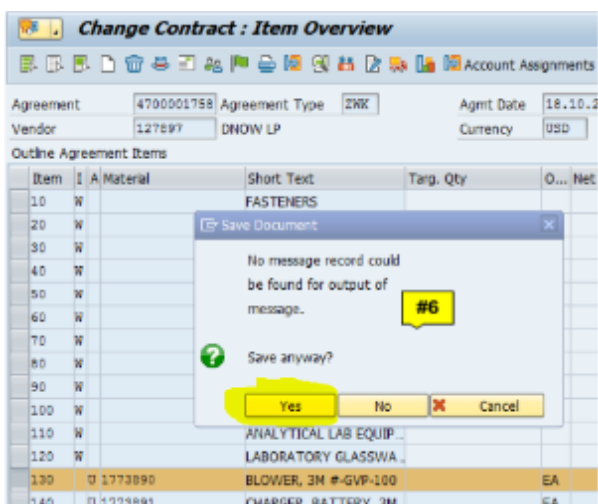
Validity

Valid From 03/23/2017 Valid #5 12/31/9999

Condition supplements

CnTy	Name	Amount	Unit	per	U...	Deletio...	Scales	Texts
PB00	Gross Price	15,000.00	USD		1 EA		☐	☐

#	Main activities	Key points	Tips / Best practices
5	Mention the new price and click enter		



#	Main activities	Key points	Tips / Best practices
6	Click Yes to save document		

The screenshot shows the 'Change Contract : Item Overview' window with the same header information as above. The 'Outline Agreement Items' table is expanded, showing columns: Item, I, A, Material, Short Text, Targ. Qty, O..., Net Price, Per, O..., Mat. Grp, Plnt, SLoc, D. Item 130, 'BLOWER, 3M #GVP-100', is highlighted with a yellow box and labeled '#7'. Other items listed include FASTENERS, LIGHTING, LUBRICANTS, TOOLS, TINY ELECTRICAL ACCE..., COLLECTIVE SAFETY AN..., PERSONAL SAFETY AND..., FLEXIBLE HOSES, STEEL PIPES & ACCESS..., OTHER INDUSTRIAL SUP..., ANALYTICAL LAB EQUIP..., LABORATORY GLASSWA..., CHARGER, BATTERY, 3M..., CORD, POWER, 3M #GV..., BATTERY PACK, 3M # G..., BELT, COMF, 3M # CB-1..., and RESPIRATOR, WELD, 3M.

#	Main activities	Key points	Tips / Best practices
7	Remember to enter on contract again to check if price was updated correctly		Check steps 1 and 2 to open a contract

End of document

