

NAM Update Price on Outline Agreement

Scope



ERP



References

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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/PS buyer	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

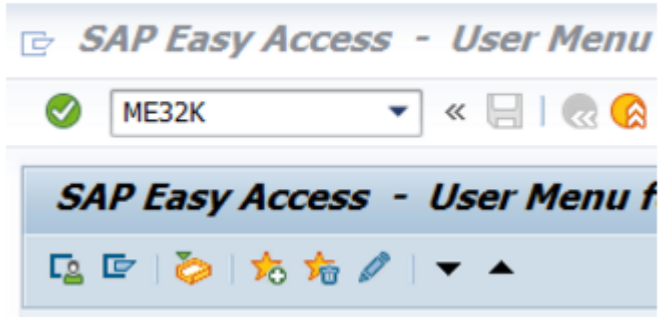
1.4 Abbreviations

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

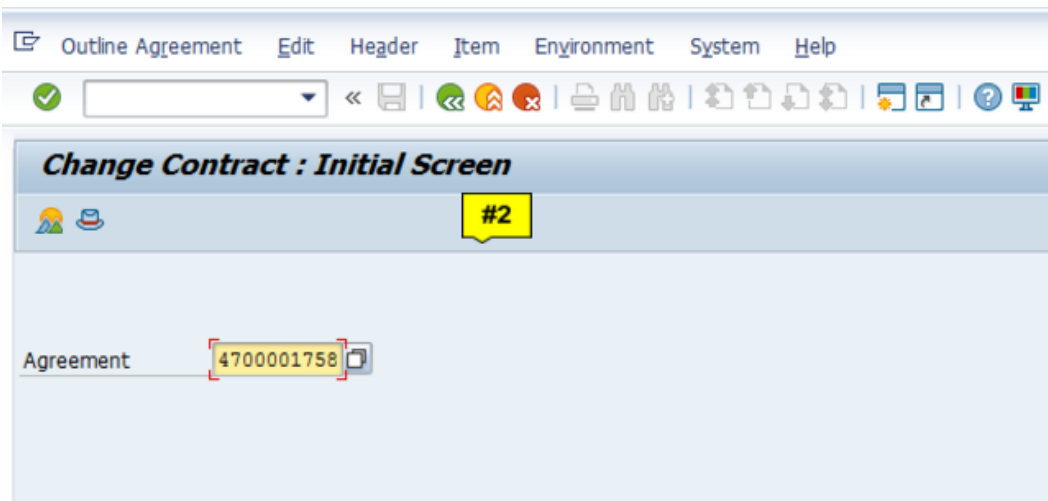
2 STANDARD OPERATING PROCEDURE DESCRIPTION

2.1 Updating price on outline agreement

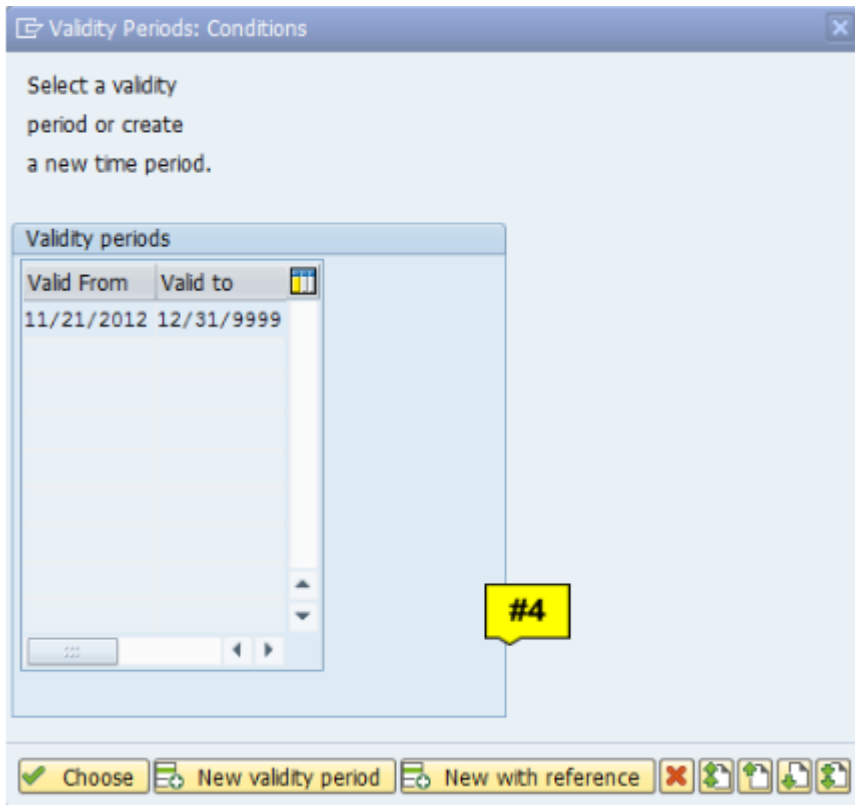
#1



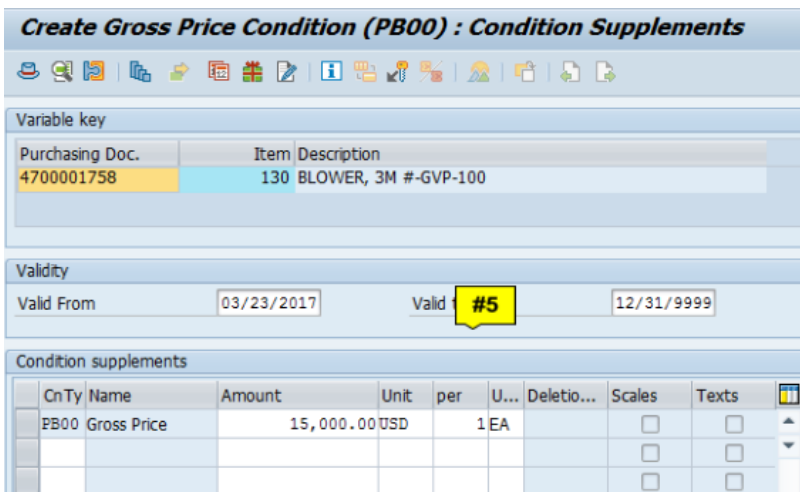
#	Main activities	Key points	Tips / Best practices
1	Enter transaction ME32K on SAP		



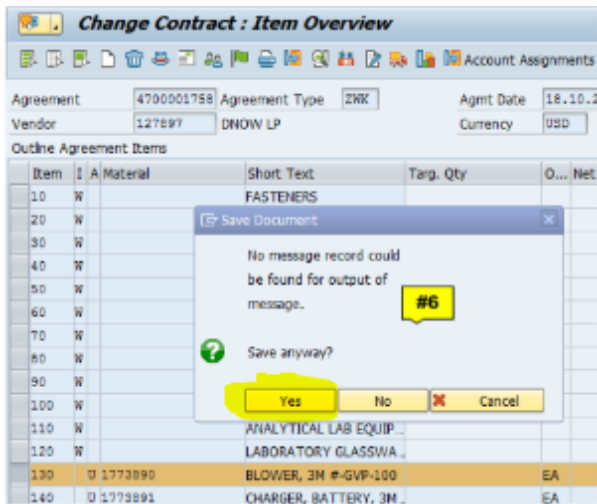
#	Main activities	Key points	Tips / Best practices
2	Mention contract number and then click enter		



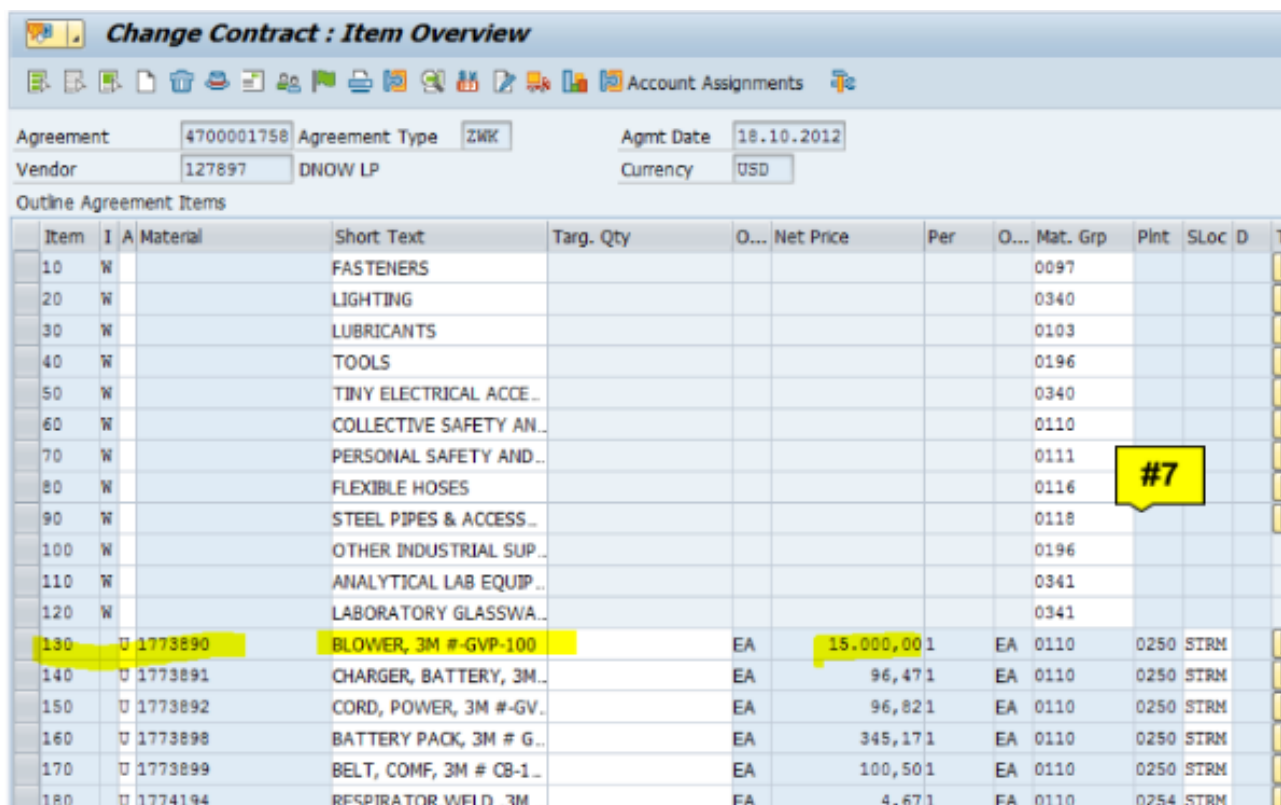
#	Main activities	Key points	Tips / Best practices
4	Click on New Validity Period		



#	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		



#	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

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jan 31, 2018	Actor	Type	Activity	Version
Published	 Diane Kealy	State	changed state to Published at 10:44 am	v5
To be approved	 Diane Kealy	State	gave <i>Approvers</i> approval at 10:44 am	
		State	changed state to To be approved at 10:43 am	v5
For Review	 Diane Kealy	State	gave <i>Reviewers</i> approval at 10:43 am	
Jan 30, 2018				
	 Juliano Gabriel De Carli	State	assigned approval <i>Reviewers</i> to  Diane Kealy at 6:14 pm	
			<i>Hi Diane, Could you please approve this document? Thanks</i>	
		State	changed state to For Review at 6:13 pm	v5
Jan 12, 2018				
Draft	 RUBIA DOS SANTOS ROMAO SILVA	Edit	updated the page at 5:38 pm	