

SAP MM – Functionality and Technical Configuration

I. MM ORGANIZATION STRUCTURE.....	25
1. COMPANY CODE	25
1.1 Defining a Company Code	25
1.2 Crating a Company Code	25
1.3 Maintaining Company Code Address.....	25
1.4 Assigning a Company Code	25
1.4.1 Credit Control Area	25
1.4.2 Financial Management Area.....	25
1.4.3 Company	25
2. PLANTS.....	25
2.1 Prerequisites for Plant	25
2.1.1 Factory Calendar	25
2.1.2 Country Key	25
2.1.3 Region Keys	25
2.2 Defining a Plant.....	25
2.3 Valuation Level.....	25
2.4 Assigning a Plant.....	25
3. STORAGE LOCATIONS.....	25
3.1 Defining a Storage Location.....	25
3.2 Automatic Creation of Storage Locations	25
4. WAREHOUSE AND STORAGE TYPES.....	26
4.1 Defining a Warehouse	26
4.2 Assign a Warehouse to Plant and Storage Location	26
4.3 Storage Types	26
4.4 Storage Sections and Storage Bins.....	26
4.4.1 Defining a Storage Section	26
4.4.2 Defining a Storage Bin	26
5. PURCHASING ORGANIZATION	26
5.1 Types of Purchasing Organization.....	26
5.1.1 Purchasing at an Enterprise Level	26
5.1.2 Purchasing at the Company Level	26
5.1.3 Purchasing at the Plant Level	26
5.1.4 Reference Purchasing Organization	26
5.2 Creating a Purchasing Organization.....	26
5.3 Purchasing Groups	26
II. MASTER DATA IN MM	26
1. MATERIAL MASTER.....	26

1.1	Material Number Format.....	26
1.2	Material Number Range	27
1.3	Material Type.....	27
2.	VENDOR MASTER	27
2.1	Define Vendor Master.....	27
2.1.1	General Data (XK01)	27
2.1.2	Accounting Data (FK01)	27
2.1.3	Purchasing Data (MK01).....	27
2.2	Vendor Account Groups	27
2.3	Vendor Number Range	27
2.3.1	Create Vendor Number Range	27
2.3.2	Assign Number Range to Vendor Account Groups	27
3.	PURCHASING INFORMATION DATA.....	27
3.1	Purchasing Information Record Numbering	27
3.2	Purchasing Information Record-Screen Layout	27
4.	BATCH MANAGEMENT DATA.....	27
4.1	Changing the Batch Level	27
4.2	Batch-Status Management.....	27
4.3	Initial Batch Status	28
4.4	Batch-Number Assignment	28
4.4.1	Maintain Internal Batch Number Assignment Range	28
4.4.2	Activate Batch Number Assignment	28
4.4.3	Internal Batch Number Assignment for Assigned Goods Receipt.....	28
5.	SERIAL NUMBER DATA	28
5.1	Serial Number Profile.....	28
5.2	Serializing Procedures	28
III.	MASTER DATA	28
1.	INDUSTRY SECTOR.....	28
1.1	Define Industry Sections and Industry Sector-Specific Screen Selection.....	28
1.2	Maintain Field Selection for Data Screens.....	28
2.	MATERIAL TYPES	28
	MATERIAL TYPE	28
	DESCRIPTION	28
3.	BASIC DATA.....	29
3.1	Creating a Material Master Record – Immediately	29
3.2	Creating a Material Master Record – Schedule.....	29
3.3	Creating a Material Master Record – Special	29
3.4	Organizational Level	30
3.4.1	MRP Profile.....	30

3.4.2	Forecast Profile.....	30
3.5	Basic Data Screen.....	30
3.5.1	Material Description.....	30
3.5.2	Base Unit of Measure	30
3.5.3	Material Group	30
3.5.4	Customer Material Number.....	30
3.5.5	Division	30
3.5.6	Laboratory/Design Office.....	30
3.5.7	Cross-Plant Material Status	30
3.5.8	Product Hierarchy.....	30
3.5.9	General Item Category Group	30
3.5.10	Dimensions.....	30
3.5.11	EAN/UPC.....	30
3.5.12	Product/Inspection Memo and Industry Standard Description	30
3.5.13	Basic Material.....	30
3.5.14	Dangerous Goods (DG) Indicator Profile.....	30
3.5.15	Environmentally Relevant	31
3.5.16	Highly Viscous and In Bulk/Liquid.....	31
3.5.17	Design Drawing Fields.....	31
3.5.18	Cross-Plant Configurable Material	31
3.5.19	Material Group: Packaging Materials.....	31

4. PURCHASING DATA..... 31

4.1	General Data.....	31
4.1.1	Base Unit of Measure	31
4.1.2	Order Unit.....	31
4.1.3	Variable Order Unit	31
4.1.4	Plant-Specific Material Status	31
4.1.5	Tax Indicator for Material.....	31
4.1.6	Quality for Free Goods Discount.....	31
4.1.7	Material Freight Group.....	31
4.1.8	Automatic Purchase Order	31
4.1.9	Batch-Management Requirement Indicator.....	31
4.2	Purchasing Value Key.....	31
4.2.1	Purchasing Value Key.....	31
4.2.2	Deadline Monitoring – Reminders	31
4.2.3	Deadline Monitoring – Acknowledgement Required	31
4.2.4	GR/IR Control – Under-Delivery Tolerance.....	31
4.2.5	GR/IR Control – Over-Delivery Tolerance.....	31
4.2.6	GR/IR Control – Unlimited Over-Delivery Allowed.....	31
4.2.7	GR/IR Control – Shipping Instructions	31
4.2.8	Vendor Evaluation – Minimum-Delivery Quantity Percentage.....	31
4.2.9	Vendor Evaluation – Standardizing Value For Delivery-Time Variance	31
4.3	Other data	31
4.3.1	Goods-Receipt Processing Time in Days	31
4.3.2	Post to Inspection Stock	31
4.3.3	Critical Part.....	31
4.3.4	Source List.....	32
4.3.5	Quota Arrangement Usage	32
4.3.6	Item Relevant to JIT Delivery Schedules	32

4.4	Foreign Trade Data.....	32
4.4.1	Commodity code / Import code Number for Foreign Trade	32
4.4.2	Export / Import Group	32
4.4.3	CAS Number for Pharmaceutical Products	32
4.4.4	PRODCOM Number for Foreign Trade	32
4.4.5	Control Code for Consumption Taxes in Foreign Trade.....	32
4.5	Origin of Material.....	32
4.5.1	Country of Origin	32
4.5.2	Region of Origin.....	32
4.6	Preferences	32
4.6.1	Preference Status	32
4.6.2	Vendor Declaration Status	32
4.7	Legal Control.....	32
4.7.1	Exemption Certificate / Certificate Number / Issue Date	32
4.7.2	Military Goods	32
4.8	Common Agricultural Policy (CAP)	33
4.8.1	CAP Product List Number.....	33
4.8.2	CAP Product Group.....	33
4.9	Manufacturer Parts	33
4.9.1	Manufacturer Part Number	33
4.9.2	Manufacturer	33
5.	FORECASTING DATA	33
5.1	General Forecast Data	33
5.1.1	Forecast Model	33
5.1.2	Period Indicator	33
5.1.3	Fiscal Year Variant.....	33
5.1.4	Reference Material for Consumption	33
5.1.5	Reference Plant.....	33
5.1.6	Date To	33
5.1.7	Multiplier.....	33
5.2	Number for Periods Required.....	33
5.2.1	Historical Periods	33
5.2.2	Forecast Periods	33
5.2.3	Number of Periods for Initialization.....	33
5.2.4	Fixed Periods.....	33
5.2.5	Number of Periods per Seasonal Cycle	33
5.3	Control Data	33
5.3.1	Initialization Indicator	33
5.3.2	Tracking Limit.....	33
5.3.3	Reset Forecast Model Automatically.....	33
5.3.4	Model Selection.....	33
5.3.5	Selection Procedure	33
5.3.6	Indicator for parameter optimization	33
5.3.7	Optimization level	33
5.3.8	Weighting Group	33
5.3.9	Correction Factor Indicator	33
5.3.10	Alpha Factor (Default is 0.2).....	33
5.3.11	Beta Factor (Default is 0.1)	33
5.3.12	Gamma Factor (Default is 0.3).....	34

5.3.13	Delta Factor (Default is 0.3)	34
6.	WORK SCHEDULING DATA	34
6.1	General Data	34
6.1.1	Production Unit	34
6.1.2	Production Scheduler	34
6.1.3	Production Storage Location	34
6.1.4	Production Scheduling Profile	34
6.2	Tolerance Data	34
6.2.1	Under-Delivery Tolerance	34
6.2.2	Over-Delivery Tolerance	34
6.2.3	Unlimited Over-Delivery	34
6.3	Lot-Size Dependent In-House Production Time	34
6.3.1	Setup Time	34
6.3.2	Processing Time	34
6.3.3	Base Quantity	34
6.3.4	Interoperation Time	34
6.3.5	In-House Production Time	34
7.	SALES ORGANIZATIONAL DATA	34
7.1	General Data	34
7.1.1	Sales Unit	34
7.1.2	Variable Sales Unit Not Allowed Indicator	34
7.1.3	Cross-Distribution Chain Material Status	34
7.1.4	Delivering Plant	34
7.2	Grouping Items	34
7.2.1	Material Statistics Group	34
7.2.2	Volume Rebate Group	34
7.2.3	Commission Group	34
7.2.4	Material Pricing Group	35
7.2.5	Account Assignment Group	35
7.3	Tax Data	35
7.3.1	Tax Category / Tax Classification	35
7.4	Quantity Stipulations	35
7.4.1	Minimum Order Quantity	35
7.4.2	Minimum Delivery Quantity	35
7.4.3	Delivery Unit	35
7.4.4	Rounding Profile	35
7.5	Material Groups	35
7.6	Product Attributes	35
8.	SALES GENERAL DATA	35
8.1	General Data	35
8.1.1	Replacement Part	35
8.1.2	Availability Check	35
8.2	Shipping Data	35
8.2.1	Transportation Group	35
8.2.2	Loading Group	35
8.2.3	Setup Time	35
8.2.4	Processing Time / Base Quantity	35

8.3	General Plant Parameters	35
8.3.1	Negative Stock in Plant	35
8.3.2	Logistics Handling Group	35
8.3.3	Profit Center	36
8.3.4	Stock Determination Group	36
9.	PRODUCTION RESOURCES AND TOOLS DATA	36
9.1	General Data	36
9.1.1	Task List Usage	36
9.1.2	Grouping Key 1 and 2	36
9.2	Default Values for Task List Assignment	36
9.2.1	Control Key for the Management of PRTs	36
9.2.2	Standard Text Key	36
9.2.3	Quantity Formula	36
9.2.4	Usage Value Formula	36
9.2.5	Reference Date to Start of PRT Usage	36
9.2.6	Offset to Start	36
9.2.7	Reference Date to Finish/Offset to Finish	36
10.	GENERAL PLANT DATA.....	36
10.1	General Data	36
10.1.1	Storage Bin	36
10.1.2	Picking Area	36
10.1.3	Temperature Conditions	36
10.1.4	Storage Conditions	37
10.1.5	Container Requirements	37
10.1.6	Hazardous Material Number	37
10.1.7	Cycle Counting Physical Inventory Indicator.....	37
10.1.8	Cycle Counting Indicator is Fixed.....	37
10.1.9	Number of Goods Receipt Slips	37
10.1.10	Label Type.....	37
10.1.11	Label Form	37
10.2	Shelf-Life Data	37
10.2.1	Maximum Storage Period.....	37
10.2.2	Time Unit.....	37
10.2.3	Minimum Remaining Shelf Life.....	37
10.2.4	Total Shelf Life.....	37
10.2.5	Period Indicator for Shelf-Life Expiration Date	37
10.2.6	Rounding Rule SLED (Shelf Life Expiration Date)	37
11.	WAREHOUSE MANAGEMENT DATA	37
11.1	General Data	37
11.1.1	Warehouse Management Unit of Measure.....	37
11.1.2	Unit of Measure.....	37
11.1.3	Picking Storage Type.....	37
11.2	Palletization Data	37
11.2.1	Loading Equipment Quantity/Unit of Measure	37
11.2.2	Storage Unit Type.....	37
11.3	Storage Strategies	38
11.3.1	Stock Removal	38

11.3.2	Stock Placement	38
11.3.3	Storage Section	38
11.3.4	Bulk Storage	38
11.3.5	Special Movement	38
11.3.6	Message to IM	38
11.3.7	Two-Step Picking	38
11.4	Storage Bin Stock	38
11.4.1	Storage Bin	38
11.4.2	Maximum Bin Quantity	38
11.4.3	Control Quantity	38
11.4.4	Minimum Bin Quantity	38
11.4.5	Replenishment Quantity	38
11.4.6	Rounding Quantity	38
12.	QUALITY MANAGEMENT DATA	38
12.1	General Data	38
12.1.1	Inspection Setup	38
12.1.2	Post to Inspection Indicator	38
12.1.3	Material Authorization Group for Activities in QM	38
12.1.4	Document Required Indicator	38
12.1.5	Inspection Interval	38
12.1.6	Catalog Profile	38
12.2	Procurement Data	38
12.2.1	QM in Procurement Indicator	38
12.2.2	QM Control Key	38
12.2.3	Certificate Type	39
12.2.4	Target QM System	39
13.	MATERIAL REQUIREMENTS PLANNING DATA	39
13.1	Forecast Requirements	39
13.1.1	Splitting Indicator	39
13.2	Planning	39
13.2.1	Strategy Group	39
13.2.2	Consumption Mode	39
13.2.3	Backward Consumption Period	39
13.2.4	Forward Consumption Period	39
13.2.5	Mixed MRP	39
13.2.6	Planning Material	39
13.2.7	Planning Plant	39
13.2.8	Conversion Factor for Planning Material	39
13.3	Availability Check	39
13.3.1	Total Replenishment Lead Time	39
13.3.2	Cross-Project Material Indicator	39
13.4	Bill of Materials Explosion	39
13.4.1	Selection Method	39
13.4.2	Component Scrap	39
13.4.3	Individual or Collective Requirements	39
13.4.4	Requirements Group	39
13.4.5	MRP Dependent Requirements	39

13.5	Discontinued Parts	39
13.5.1	Discontinuation Indicator	39
13.5.2	Effective-out Date	39
13.5.3	Follow-up Material	39
13.6	Repetitive Manufacturing / Assembly	39
13.6.1	Repetitive Manufacturing Indicator	39
13.6.2	Repetitive Manufacturing Profile	39
13.6.3	Action Control	40
13.7	General Data	40
13.7.1	MRP Group	40
13.7.2	ABC Indicator	40
13.8	MRP Procedure	40
13.8.1	MRP Type	40
13.8.2	Reorder Point	40
13.8.3	Planning Time Fence	40
13.8.4	Planning Cycle	40
13.8.5	MRP Controller	40
13.9	Lot Size Data	41
13.9.1	Lot Size	41
13.9.2	Minimum Lot Size	41
13.9.3	Maximum Lot Size	41
13.9.4	Fixed Lot Size	41
13.9.5	Maximum Stock Level	41
13.9.6	Ordering Costs	41
13.9.7	Storage Costs Indicator	41
13.9.8	Assembly Scrap	41
13.9.9	Takt Time	41
13.10	Procurement	41
13.10.1	Procurement Type	41
13.10.2	Batch Entry	41
13.10.3	Special Procurement	41
13.10.4	Production Storage Location	41
13.10.5	Default Supply Area	41
13.10.6	Storage Location for External Procurement	41
13.10.7	JIT Delivery Schedule	41
13.10.8	Co-Product Indicator	41
13.10.9	Bulk Material Indicator	41
13.11	Net Requirements Calculations	41
13.11.1	Safety Stock	41
13.11.2	Service Level	41
13.11.3	Minimum Safety Stock	41
13.11.4	Coverage Profile	41
13.11.5	Safety Time Indicator	41
13.11.6	Safety Time	41
13.11.7	Period Profile for Safety Time	41
13.12	Deployment Strategy	41
13.12.1	Fair Share Rules	41
13.12.2	Push Indicator	42

14. ACCOUNTING DATA 42

14.1	General Data	42
14.1.1	Valuation Category	42
14.1.2	ML Active	42
14.2	Current Valuation	42
14.2.1	Valuation Class	42
14.2.2	Valuation Class for Sales-Order Stock	42
14.2.3	Valuation Class for Project Stock	42
14.2.4	Price Control	42
14.2.5	Price Unit	42
14.2.6	Moving Price	42
14.2.7	Standard Price	42
14.2.8	Future Price	42
14.3	Determination of Lowest Price	42
14.3.1	Tax Price	42
14.3.2	Commercial Price	42
14.3.3	Devaluation Indicator	42
14.4	LIFO Data	42
14.4.1	LIFO/FIFO-Relevant	42
14.4.2	LIFO Pool	42

15. COSTING DATA..... 42

15.1	General Data	42
15.1.1	Origin Data	42
15.1.2	Costing Overhead Group	42
15.2	Quantity Structure Data	42
15.2.1	Task List Group	42
15.2.2	Group Counter	42
15.2.3	Task-List Type	42
15.2.4	Costing Lost Size	42

IV.VENDOR DATA42

1. GENERAL DATA..... 43

1.1	Address Screen	43
1.1.1	Title	43
1.1.2	Name	43
1.1.3	Search Terms	43
1.1.4	Street Address	43
1.1.5	PO Box Address	43
1.1.6	Communication	43
1.2	Control Screen	43
1.2.1	Customer	43
1.2.2	Trading Partner	43
1.2.3	Group Key	43
1.2.4	Tax Number 1 and 2	43
1.2.5	Tax Type	43
1.2.6	Jurisdiction Code	43
1.2.7	Country-Specific Tax Fields	43
1.2.8	Global Location Number (GLN)	43

1.2.9	Industry Key	43
1.2.10	Standard Carrier Alpha Code (SCAC).....	43
1.2.11	Forwarding Agent Freight Group	43
1.2.12	Service-Agent Procedure Group.....	43
1.2.13	Vendor's QM System	43
1.2.14	QM System Valid to Date	43
1.2.15	External Manufacturer Code Name or Number.....	43
1.3	Payment Transactions.....	43
1.3.1	Bank Details – Country	43
1.3.2	Bank Key	44
1.3.3	Bank Account	44
1.3.4	Account Holder Name.....	44
1.3.5	Bank Control Key	44
1.3.6	International Bank Account Number (IBAN).....	44
1.3.7	Partner Bank Type	44
1.3.8	Reference Specifications for Bank Details	44
1.3.9	Alternative Payee	44
1.3.10	Report Key for Data Medium Exchange	44
1.3.11	Instruction Key for Data Medium Exchange.....	44
1.3.12	PBC/POR Subscriber Number.....	44
2.	ACCOUNTING INFORMATION.....	44
2.1	Accounting Information	44
2.1.1	Reconciliation Account	44
2.1.2	Sort Key.....	44
2.1.3	Head Office	44
2.1.4	Authorization Group.....	44
2.1.5	Cash Management Group	44
2.1.6	Release Group	44
2.1.7	Minority Indicator	44
2.1.8	Certification Date for Minority Vendors.....	44
2.1.9	Interest Calculation Indicator	44
2.1.10	Withholding Tax Code.....	44
2.1.11	Withholding Tax Country Key	44
2.1.12	Vendor Recipient Type	44
2.1.13	Exemption Number	44
2.1.14	Validity Date for Exemption.....	44
2.1.15	Exemption Authority	44
2.1.16	Previous Account Number.....	44
2.1.17	Personnel Number	44
2.2	Payment Transactions.....	44
2.2.1	Payment Terms	44
2.2.2	Tolerance Group	45
2.2.3	Check Flag for Double Invoices.....	45
2.2.4	Check Cashing Time.....	45
2.2.5	Payment Methods	45
2.2.6	Payment Block	45
2.2.7	House Bank	45
2.2.8	Individual Payment Indicator	45
2.2.9	Bill of Exchange Limit	45

2.2.10	Payment Advice by EDI	45
2.3	Correspondence Screen	45
2.3.1	Dunning Procedure	45
2.3.2	Dunning Block	45
2.3.3	Dunning Recipient	45
2.3.4	Legal Dunning Procedure	45
2.3.5	Last Dunned	45
2.3.6	Dunning Level	45
2.3.7	Dunning Clerk	45
2.3.8	Account Statement Indicator	45
2.3.9	Accounting Clerk	45
2.3.10	Account with Vendor	45
2.3.11	Vendor Clerk Information	45

3. PURCHASING DATA (TRANSACTION CODE: MK01) 45

3.1	Purchasing Data Screen	45
3.1.1	Order Currency	45
3.1.2	Incoterms	45
3.1.3	Vendor Schema Group	45
3.1.4	Pricing Date Category	46
3.1.5	Good Receipt-Based Invoice Verification	46
3.1.6	Automatic Evaluated Receipt Settlement	46
3.1.7	Automatic Evaluated Receipt Settlement – Returns	46
3.1.8	Acknowledgement Required	46
3.1.9	Automatic Purchase Order	46
3.1.10	Subsequent Settlement	46
3.1.11	Business-Volume Comparison/Agreement Necessary	46
3.1.12	Document Index Active	46
3.1.13	Returns Vendor	46
3.1.14	Service-Based Invoice Verification	46
3.1.15	ABC Indicator	46
3.1.16	Mode of Transport for Foreign Trade	46
3.1.17	Office of Entry	46
3.1.18	Vendor Sort Criterion	46
3.1.19	Revaluation Allowed	46
3.1.20	Grant Discount in Kind	46
3.2	Partner Functions	46

V. PURCHASING INFORMATION DATA.....46

1. PURCHASING GENERAL DATA 46

1.1	Create a Purchasing Information Data	46
1.2	Create a Purchasing Information Record with Material Number	46
1.3	Create a Purchasing Information Record without a Material Number	46
1.4	General Data Screen	46
1.4.1	Reminder Fields	47
1.4.2	Vendor Sub-Range (VSR)	47
1.4.3	Vendor Sub-Range (VSR) Sort Number	47
1.4.4	Points	47

1.4.5	Return Agreement.....	47
2.	PURCHASING ORGANIZATION DATA	47
2.1	Conditions	47
2.1.1	Validity	47
2.1.2	Price Calculation Schema.....	47
2.1.3	Condition Type.....	47
2.1.4	Access Sequence	47
2.1.5	Condition Tables.....	47
2.2	Text Screen	47
2.3	Statistical Data.....	47
VI.	BATCH MANAGEMENT DATA.....	47
1.	BATCH MASTER RECORD.....	47
1.1	Production Date	47
1.2	Shelf-Life Expiration Date	47
1.3	Available From	47
1.4	Batch Status.....	47
1.5	Next Inspection.....	47
1.6	Vendor Batch	47
1.7	Class	47
1.8	Characteristics	48
1.9	Release Status.....	48
1.10	Linked Documents.....	48
1.11	Document Type	48
1.12	Document	48
1.13	Document Part.....	48
1.14	Version.....	48
2.	BATCH DETERMINATION	48
2.1	Batch Determination Condition Tables	48
2.2	Batch Determination Access Sequences.....	48
2.3	Batch Strategy Types	48
2.4	Batch Search Procedure.....	48
3.	BATCH INFORMATION COCKPIT.....	48
3.1	Batch Information Cockpit Overview	48
3.2	Batch Information Cockpit Standard Configuration	48
3.3	Batch Information Cockpit User-Defined Configuration.....	48
VII.	MATERIAL MASTER RECORD.....	48
1.	CREATING A MATERIAL MASTER RECORD.....	48
1.1	Create a Material Master Record – Immediately	48
1.2	Create a Material Master Record – Schedule	48
2.	CHANGING A MATERIAL MASTER RECORD.....	49

1.2.1	Change a Material Master Record – Immediately	49
2.2	Change a Material Master Record – Schedule	49
2.3	Change a Material Master Record – Activate	49
2.3.1	Activate To	49
2.3.2	Activate From.....	49
2.3.3	Keep User Names	49
2.3.4	Changes Per Processing Block	49
2.3.5	Test Mode	49
3.	MATERIAL MASTER DELETION.....	49
3.1	Flag for Deletion – Immediately	49
3.2	Flag for Deletion – Schedule.....	49
3.3	Flag for Deletion – Proposal List	49
3.4	Material Master Archiving	49
3.5	Remove a Material – Deletion Flag	49
4.	LOADING MATERIAL MASTER RECORDS	49
4.1	Loading Material Master Records via Direct Input.....	49
4.2	Distribution of Material Master Records via ALE	49
5.	PRODUCTION VERSIONS	49
5.1	Production Version Overview.....	49
5.2	Creating a Production Version.....	49
5.2.1	Version.....	49
5.2.2	Version Text.....	49
5.2.3	Valid To / Valid From	50
5.2.4	Repetitive Manufacturing	50
5.2.5	Basic Data.....	50
5.2.6	Planning Data	50
5.2.7	Bill of Material Data.....	50
5.2.8	Repetitive Manufacturing Data	50
5.2.9	Other Production-Version Data	50
5.3	Production Versions – Mass Processing.....	50
6.	REVISION LEVELS.....	50
6.1	Revision Level Overview	50
6.2	Revision Level Configuration	50
VIII.	VENDOR MASTER RECORD	50
1.	CREATING VENDOR MASTER RECORD.....	50
1.1	Create Number Ranges for Vendor Accounts.....	50
1.2	Define Account Groups with Screen Layouts	50
1.3	Assign Number Ranges to Vendor Account Groups	50
2.	CHANGING VENDOR MASTER RECORD	50
2.1	Change Vendor Master Record – Current	50
2.2	Change Vendor Master Record – Planned.....	50
2.3	Display Planned Changes to Vendor Master Records	51

2.4	Activate Planned Changes	51
2.5	Change Vendor Account Group	51
3.	DELETING VENDOR MASTER RECORD	51
3.1	Flag a Vendor Master Record for Deletion.....	51
3.2	Deleting Vendor Records via Archiving.....	51
4.	DISPLAY VENDOR MASTER RECORD	51
4.1	Display Vendor Master Record – Current	51
4.2	Display Vendor Master Record – Per Key Date	51
4.3	Display Vendor – Purchasing List	51
5.	BLOCKING VENDORS	51
5.1	Block a Vendor – Purchasing	51
5.2	Define Delivery-block	51
	Transaction code: SPRO	51
6.	ONE TIME VENDOR	51
7.	VENDOR SUB-RANGE FUNCTIONALITY	51
IX.	PURCHASING OVERVIEW	52
1.	PURCHASE REQUISITION	52
2.	REQUEST FOR QUOTATION	52
3.	QUOTATION	52
4.	PURCHASE ORDER	52
5.	SOURCE LIST AND SOURCE DETERMINATION	52
5.1	Single Source	52
5.1.1	Compatibility	52
5.1.2	Economic Justification	52
5.2	Multi-Source	52
5.2.1	Valid To/Valid From	52
5.2.2	Agreement/Item	52
5.2.3	Fixed Source	52
5.2.4	Blocked Source	52
5.2.5	MRP Field	52
5.3	Generate a Source List	52
5.4	Source Determination	52
6.	CONDITIONS IN PURCHASING	52
6.1	Condition Processing	52
6.1.1	Condition Types	52
6.1.2	Examples of Condition Types	52
6.2	Pricing Conditions	53

6.2.1	Time-Dependent Conditions	53
6.2.2	Time-Independent Conditions	53
6.3	Taxes	53
6.4	Delivery Costs	53
6.5	Vendor Evaluation	53
6.5.1	Vendor Evaluation Criteria	53
6.5.1.1	Main Criteria	53
6.5.1.2	Subcriteria	53
6.5.2	Vendor Evaluation Weighting	53
6.5.3	Points Scoring for Criteria	53
6.5.4	Maintain Vendor Evaluation	53
6.5.5	Scoring for Automatic and Semi-Automatic Criteria	53
6.5.6	Evaluation for a Material	53

X. PURCHASE REQUISITION.....53

1. INDIRECTLY CREATED REQUISITION 53

1.1	Purchase Requisition Created by Production Order	53
1.2	Purchase Requisition Created by Plant Maintenance Order	53
1.3	Purchase Requisition Created by Project Systems	53
1.4	Purchase Requisition Created by Materials Planning	53

2. DIRECTLY CREATED REQUISITION 53

2.1	Create a Purchase Requisition with a Material Master Record	53
2.1.1	Document Type	54
2.1.2	Purchase Requisition Number	54
2.1.3	Source Determination	54
2.1.4	Item Category	54
2.1.5	Account Assignment Category	54
2.1.6	Plant/Storage Location	54
2.1.7	Purchasing Group	54
2.1.8	Requirement Tracking Number	54
2.1.9	Requisitioner	54
2.1.10	Supplying Plant	54
2.2	Create a Purchase Requisition without a Material Master Record	54

3. PROCESSING A PURCHASE REQUISITION 54

3.1	Change a Purchase Requisition	54
3.2	Display a Purchase Requisition	54
3.2.1	Purchase Requisition – Display	54
3.2.2	Purchase Requisition – List Display	54
3.3	Close a Purchase Requisition	54
3.4	Follow-on Functions	54
3.4.1	Assign Source	54

XI. REQUEST FOR QUOTATION.....55

1. CREATING A REQUEST FOR QUOTATION..... 55

1.1	RFQ Type	55
1.2	RFQ Date.....	55
1.3	Quotation Deadline.....	55
1.4	RFQ Document Number	55
1.5	Organization Data.....	55
1.6	Default Data for Items	55
1.6.1	Item Category	55
1.6.2	Delivery Date	55
1.6.3	Plant/Storage Location	55
1.6.4	Material Group	55
1.6.5	Requirement Tracking Number (RTN).....	55
1.7	Collective Number	55
1.8	Validity Start/Validity End.....	55
1.9	Application By	55
1.10	Binding Period.....	55
1.11	Reference Data	55
1.12	RFQ Item Detail	55
1.13	RFQ Delivery Schedule.....	55
1.14	Additional Data	55
1.15	Vendor Selection.....	55
2.	CHANGING A REQUEST FOR QUOTATION	55
3.	RELEASING AN RFQ.....	55
3.1	Release Code/Release Group/Release Strategy	55
3.2	Set Release/Cancel Release.....	55
3.3	Release Prerequisite Fulfilled.....	55
3.4	List with Items.....	55
3.5	Scope of List (Transaction code: ME45).....	55
3.6	Purchasing Document Category	55
3.7	Other Selection Criteria.....	55
4.	ISSUING A REQUEST FOR QUOTATION TO A VENDOR.....	55
XII.	QUOTATION.....	55
1.	ENTERING A QUOTATION.....	55
2.	COMPARING QUOTATIONS.....	56
2.1	Price Comparison Factor in Quotation.....	56
2.2	Other Qualitative Factors in Quotations.....	56
3.	REJECTING QUOTATIONS	56
3.1	Flagging the Quotation as Rejected.....	56
3.2	Printing the Quotation Rejection.....	56
3.3	Advising Unsuccessful Bidders.....	56
XIII.	PURCHASE ORDER.....	56

1. CREATE A PURCHASE ORDER.....	56
1.1 Create a Purchase Order with Vendor Known.....	56
1.2 Create a Purchase Order Where Vendor is Unknown.....	56
2. MAINTAINING A PURCHASE ORDER	56
3. BLOCKING AND CANCELING A PURCHASE ORDER	56
3.1 Block a Purchase Order Line Item (ME22N).....	56
3.2 Canceling a Purchase Order Line Item (ME22N).....	56
4. ACCOUNT ASSIGNMENT IN A PURCHASE ORDER.....	56
4.1 Account Assignment Overview.....	56
4.2 Account Assignment Categories	56
4.3 Single Account Assignment.....	57
4.4 Multiple Account Assignment.....	57
5. OUTLINE PURCHASE AGREEMENT PAUSE.....	57
5.1 Outline Purchase Agreement Overview	57
5.2 Outline Purchase Agreement Type	57
6. SCHEDULING AGREEMENT.....	57
6.1 Scheduling Agreement Overview.....	57
6.2 Create a Scheduling Agreement Manually.....	57
6.3 Create a Scheduling Agreement with Reference.....	57
7. CONTRACTS.....	57
7.1 Contract Overview	57
7.1.1 Quantity Overview	57
7.1.2 Value Contract.....	57
7.2 Centrally Agreed Contract.....	57
7.3 Creating a Contract.....	57
7.4 Release Order Against a Contract	57
8. VENDOR CONFIRMATION	57
8.1 Vendor Confirmation Overview	57
8.2 Confirmation Configuration	57
8.2.1 External Confirmation.....	57
8.2.2 Internal Confirmation	57
8.2.3 Enter a Manual Confirmation.....	58
9. MESSAGES AND OUTPUTS.....	58
9.1 Message Overview	58
9.2 Message Creation	58
9.3 Message Output Definition	58
9.4 Output Messages	58
10. REPORTING.....	58
11. RELEASE PROCEDURES	58

11.1	Introduction to Release Procedures	58
11.2	Release with Classification for a Purchase Requisition	58
11.2.1	Edit Characteristics	58
11.2.2	Edit Class	58
11.2.3	Release Groups	58
11.2.4	Release Codes	58
11.2.5	Release Indicator	58
11.2.6	Release Strategy	58

XIV. EXTERNAL SERVICE MANAGEMENT (ESM)58

1. SERVICE MASTER RECORD 58

1.1	Service Number	58
1.2	Service Category	58
1.3	Material/Service Group	58
1.4	Tax Indicator	58
1.5	Valuation Class	58
1.6	Formula	58
1.7	Graphic	59

2. STANDARD SERVICE CATALOG (SSC)..... 59

2.1	Overview	59
2.2	Creating a SSC Entry	59
2.3	Conditions in ESM	59
2.4	Procurement of Services	59
2.4.1	Overall Limit	59
2.4.2	Expected Value	59
2.4.3	Actual Value	59
2.4.4	Contract	59
2.4.5	Services	59
2.5	Entry of Services	59
2.6	Blanket Purchase Order	59
2.6.1	Document Type (FO)	59
2.6.2	Item Category (B)	59
2.6.3	Validity Period	59
2.6.4	Vendor Invoicing	59

XV. CONSUMPTION-BASED PLANNING (CBP)59

1. MASTER DATA IN CBP 59

1.1	Material Master Data	59
1.2	Planning Calendar	59

2. PLANNING PROCESS 59

2.1	Planning at the Plant Level	59
2.2	Planning at the Storage Location Level	60
2.2.1	Storage Location Planning	60
2.2.2	Excluding Storage Location from Planning	60

3. PLANNING EVALUATION	60
3.1 MRP List	60
3.2 Stock/Requirements List	60
4. PROCUREMENT PROPOSAL.....	60
4.1 Purchase Requisitions.....	60
4.2 Schedule Line	60
4.3 Planned Orders	60
XVI. MATERIAL REQUIREMENT PLANNING	60
1. REORDER POINT PLANNING.....	60
1.1 Manual Reorder Point Planning	60
1.2 Automatic Reorder Point Planning.....	60
2. FORECAST-BASED PLANNING.....	60
3. TIME-PHASED PLANNING.....	60
XVII. FORECASTING.....	60
1. FORECAST MODELS.....	60
1.1 Constant Model	60
1.2 Trend Model	60
1.3 Seasonal Model	60
1.4 Seasonal Trend Model	60
2. FORECAST PARAMETERS.....	60
2.1 Forecast Model	60
2.2 Historical Periods	61
2.3 Forecast Periods	61
2.4 Number of Periods for Initialization	61
2.5 Fixed Periods.....	61
2.6 Number of Periods per Seasonal Cycle.....	61
2.7 Initialization Indicator	61
2.8 Tracking Limit.....	61
2.9 Model Selection.....	61
2.10 Selection Procedure.....	61
2.11 Indicator for parameter optimization.....	61
2.12 Optimization Level.....	61
2.13 Smoothing Factors.....	61
3. FORECAST OPTIONS	61
3.1 Manual Forecast Model Selection	61
3.2 Automatic Forecast Model Selection	61
XVIII. INVENTORY MANAGEMENT OVERVIEW	61

1. GOODS MOVEMENT.....	61
1.1 Material Document.....	61
1.2 Movement Types	61
2. GOODS ISSUE	61
3. GOODS RECEIPT	62
4. PHYSICAL INVENTORY.....	62
5. RETURNS.....	62
5.1 Creating a Return.....	62
5.2 Configuring Reason for Movement.....	62
5.3 Material Documents List	62
6. RESERVATIONS.....	62
6.1 Creating a Manual Reservation	62
6.1.1 Movement Type.....	62
6.1.2 Requirements Date	62
6.1.3 Requirements Quantity	62
6.1.4 Movement Indicator	62
6.1.5 FI Indicator	62
6.1.6 Deletion Indicator.....	62
6.1.7 Debit/Credit Indicator.....	62
6.2 MRP and Reservations	62
6.3 Reservations Management Program.....	62
6.4 Define Default Values for Reservation.....	62
6.4.1 Movement Indicator	62
6.4.2 Days for Movement Default Value	62
6.4.3 Retention Period in Days.....	63
6.4.4 MRA Indicator.....	63
7. STOCK TRANSFER.....	63
7.1 Stock Transfer and Transfer Posting	63
7.2 Transfer Between Storage Locations.....	63
7.2.1 One-Step Procedure (311)	63
7.2.2 Two Step Procedure (313/135)	63
7.3 Transfer Between Plants.....	63
7.3.1 One-Step Procedure (301)	63
7.3.2 Two-Step Procedure (303/305).....	63
7.4 Transfer between Company Codes.....	63
XIX. GOODS ISSUE	63
1. GOODS ISSUE TO A PRODUCTION ORDER.....	63
1.1 Planned Goods Issue (261).....	63
1.2 Unplanned Goods Issue (261).....	63
1.3 Back flushing.....	63

2. GOODS ISSUE TO SCRAP (551)	63
3. GOODS ISSUE FOR SAMPLING (331)	64
4. GOODS ISSUE POSTING	64
4.1 Material Document (MB03)	64
4.2 Accounting Document (MB03)	64
4.3 Goods Issue Slip	64
4.4 Stock Changes	64
4.5 General Ledger Account Changes	64
5.1 Goods Issue Reversal with Reference to a Material Document	64
5.2 Goods Issue Reversal with Reference to a Reservation	64
XX. GOODS RECEIPT	64
1. GOODS RECEIPT FOR A PURCHASE ORDER	64
1.1 Goods Receipt Where Purchase Order Number is Known (101)	64
1.2 Goods Receipt Where Purchase Order Number is Unknown (501)	64
1.3 Goods Receipt Posting	64
1.3.1 Material Document (MB03)	64
1.3.2 Accounting Document (MB03)	64
1.3.3 Goods Receipt Note	64
1.3.4 Stock Changes	64
2. GOODS RECEIPT FOR A PRODUCTION ORDER (101)	64
3. INITIAL ENTRY OF INVENTORY	64
4. OTHER GOODS RECEIPTS	64
4.1 Goods Receipt without a Production Order	64
4.2 Goods Receipt of By-products (531)	65
4.3 Goods Receipt for Free Goods (511)	65
XXI. PHYSICAL INVENTORY	65
1. PHYSICAL INVENTORY PREPARATION	65
1.1 Preparations for a Physical Inventory Count	65
1.2 Creating the Physical Inventory Count Document	65
1.3 Printing the Physical Inventory Count Documents	65
2. COUNTING AND RECOUNTS	65
2.1 Entering the Count	65
2.2 Difference List	65
2.3 Missing Material	65
2.4 Recounts	65
3. PHYSICAL INVENTORY POSTING	65

3.1	Posting the Count Document.....	65
3.2	Posting a Count Without a Document	65
3.3	Accounting of Inventory Difference	66

XXII. INVOICE VERIFICATION.....66

1. STANDARD THREE-WAY MATCH..... 66

1.1	Entering an Invoice	66
1.1.1	Invoice Date	66
1.1.2	Amount.....	66
1.1.3	Calculate Tax	66
1.1.4	Purchase Order Number	66
1.2	Simulate Posting.....	66
1.3	Invoice Posting.....	66

2. EVALUATED RECEIPT SETTLEMENT (ERS) 66

2.1	Benefits of ERS	66
2.2	Running the Evaluation Receipt Settlement.....	66
2.3	Document Parking.....	66
2.3.1	Document Parking Overview	66
2.3.2	Benefits of Document Parking	66
2.3.3	Parking an Invoice.....	66
2.4	Variances and Blocking Invoices	66
2.4.1	Variances	66
2.4.2	Tolerance Limits.....	66
2.4.3	Blocking Invoices.....	67
2.4.4	Manual Block	67
2.4.5	Stochastic or Random Block	67
2.4.6	Block due to Amount of an Invoice Item.....	67
2.4.7	Block due to Variance of an Invoice Item.....	67
2.5	Releasing Invoices Automatically	67

XXIII. BALANCE SHEET VALUATION.....67

1. LIFO VALUATION..... 68

1.1	Configuration for LIFO	68
1.2	Preparation for LIFO	68
1.2.1	Material Master Records	68
1.2.2	Base Layers	68
1.2.3	Determination of Basis for Comparison	68
1.3	Running a LIFO Valuation	68

2. FIFO VALUATION 68

2.1	Configuration for FIFO	68
2.2	Preparation for FIFO	69
2.3	Running a FIFO Valuation.....	69

3. LOWEST VALUE DETERMINATION..... 69

3.1	Lowest Value Determination Based on Market Prices	69
3.2	Lowest Value Determination Based on Range of Coverage	69
3.3	Lowest Value Determination Based on Movement Rate	69
XXIV.	MATERIAL LEDGER	69
1.	ACTIVATING THE MATERIAL LEDGER AND ACTUAL COSTING.....	69
2.	MATERIAL LEDGER DATA	69
2.1	Material Master Record	69
2.2	Data for the Material Ledger	70
3.	MATERIAL PRICE DETERMINATION	70
3.1	Material Price Analysis	70
3.2	Single-Level Material Price Determination	70
3.3	Multi-Level Material Price Determination.....	70
3.4	Transaction-Based Material Price Determination	70
XXV.	CLASSIFICATION SYSTEM	70
1.	CHARACTERISTICS	70
1.1	Create Characteristics	70
1.2	Configuring Characteristics.....	70
1.2.1	Characteristics Defaults.....	70
1.2.2	Characteristics Status.....	70
1.2.3	Value Templates.....	70
2.	CLASSES	71
3.	CONFIGURING A CLASS TYPE.....	71
4.	CLASS HIERARCHIES.....	71
4.1	Creating a Class Hierarchy	71
4.2	Inherited Characteristics.....	71
5.	OBJECT DEPENDENCIES CREATION	71
6.	FINDING OBJECTS USING CLASSIFICATION.....	71
6.1	Classifying Materials.....	71
6.2	Classifying Objects.....	71
6.3	Finding Objects	72
XXVI.	DOCUMENT MANAGEMENT	72
1.	DOCUMENT INFORMATION RECORD.....	72
1.1	Document Number	72
1.2	Document Type	72

1.2.1	Status Switch	72
1.2.2	Revision Level Assignment	72
1.2.3	Version Assigned Automatically.....	72
1.2.4	Change Document	72
1.3	Document Part.....	72
1.4	Document Version	72
1.5	Document Status.....	72
2.	CREATING A DOCUMENT	72
2.1	Description	72
2.2	Document Status.....	72
2.3	Change Number.....	72
3.	LINKING AN OBJECT TO A DOCUMENT.....	72
3.1	Configuration for Linking Documents.....	72
3.2	Linking a Document to a Material Master Record.....	72
3.3	Linking a Document to a Vendor Master Record.....	72
4.	DOCUMENTS AND CLASSIFICATION.....	72

I. MM Organization Structure

1. Company code

Defining a Company:

Transaction code: OX15

Navigation path: IMG→Enterprise Structure→Definition→Financial Accounting→Maintain Company

Crating a Company

Transaction code: OX02

Navigation path: IMG→Enterprise Structure→Definition→Financial Accounting→Define, Copy, Delete, Check Company Code

Maintaining Company Global Data:

Transaction code: OBY6

Assigning a Company Code

Transaction code: SPRO

Credit Control Area

Navigation path: IMG→Enterprise Structure→Assignment→Financial Accounting→Assign Company Code to Credit Control Area

Financial Management Area

Navigation path: IMG→Enterprise Structure→Assignment→Financial Accounting→Assign Company Code to Financial Management Area

Company

Navigation path: IMG→Enterprise Structure→Assignment→Financial Accounting→Assign Company Code to Company

2. Plants

Prerequisites for Plant

Factory Calendar

Transaction code: SCAL

Navigation path: IMG→SAP Net Weaver→General Settings→Maintain Calendar

Country Key

Transaction code: OY01

Navigation path: IMG→SAP Net Weaver→General Settings→Set Countries→Define Countries in my SAP Systems

Region Keys

Transaction code: SPRO

Navigation path: IMG→SAP Net Weaver→General Settings→Set Countries→Insert Regions

Defining a Plant

Transaction code: OX10

Navigation path: IMG→Enterprise Structure→Definition→Logistics-General→Define, Copy, Delete, Check Plant Valuation Level

Transaction code: OX14

Navigation path: IMG→Enterprise Structure→Definition→Logistics-General→Define Valuation Level

Assigning a Plant

Transaction code: OX18

Navigation path: IMG→Enterprise Structure→Assignment→Logistics-General→Assign Plant to Company Code

3. Storage Locations

Defining a Storage Location

Transaction code: OX09

Navigation path: IMG→Enterprise Structure→Definition→Materials Management→Maintain Storage Location

Automatic Creation of Storage Locations

Transaction code: OMB3

Navigation path: IMG→Materials Management→Inventory Management and Physical Inventory→Goods

Receipt→Create Storage Location Automatically

4. Warehouse and Storage Types

Defining a Warehouse

Transaction code: SPRO

Navigation path: IMG→Enterprise Structure→Definition→Logistics Execution→Define, Copy, Delete, Check Warehouse

Assign a Warehouse to Plant and Storage Location

Transaction code: SPRO

Navigation path: IMG→Enterprise Structure→Assignment→Logistics Execution→Assign Warehouse Number to Plant/Storage Location

Storage Types

Transaction code: SPRO

Navigation path: IMG→Logistics Execution→Warehouse Management→Master Data→Define Storage Type

Storage Sections and Storage Bins

Defining a Storage Section

Transaction code: SPRO

Navigation path: IMG→Logistics Execution→Warehouse Management→Master Data→Define Storage Section

Defining a Storage Bin

Transaction code: LS01N (Manually)

Transaction code: LS10 (Automatically)

Navigation path: IMG→Logistics Execution→Warehouse Management→Master Data→Storage Bins→Define Storage Bin Structure

5. Purchasing Organization

Types of Purchasing Organization

Purchasing at an Enterprise Level

Purchasing at the Company Level

The purchasing organization can be assigned to a Company code by using transaction code OX01, the navigation path is IMG→Enterprise Structure→Assignment→Materials Management→Assign Purchasing Organization to Company Code.

Purchasing at the Plant Level

The Purchasing organization can be assigned to a Plant by using transaction code OX17, then navigation path is IMG→Enterprise Structure→Assignment→Materials Management→Assign Purchasing Organization to Plant.

Reference Purchasing Organization

To assign a purchasing organization that will reference another purchasing organization, the navigation path is IMG→Enterprise Structure→Assignment→Materials Management→Assign Purchasing Organization to Reference Purchasing Organization.

Creating a Purchasing Organization

Transaction code: SPRO

Navigation path: IMG→Enterprise Structure→Definition→Materials Management→Maintain Purchasing Organization

Purchasing Groups

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Creating Purchasing Groups

II. Master Data in MM

1. Material Master

Material Number Format

Transaction code: OMSL

- Navigation path: IMG→Logistics-General→Material Master→Basic Settings→Define Output Format for Material Numbers
- Material Number Range
- Transaction code: MMNR
- Navigation path: IMG→Logistics-General→Material Master→Basic Settings→Material Types→Define Number Ranges for Material Types
- Material Type
- Transaction code: OMS2
- Navigation path: IMG→Logistics-General→Material Master→Basic Settings→Material Types→Define Attributes of Material Types
2. Vendor Master
 - 2.1 Define Vendor Master
 - 2.1.1 General Data (XK01)
 - 2.1.2 Accounting Data (FK01)
 - 2.1.3 Purchasing Data (MK01)
 - 2.2 Vendor Account Groups

Transaction code: SPRO

Navigation path: IMG→Financial Accounting→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Define Account Groups with Screen Layout

Navigation path: IMG→Financial Accounting→Vendor Accounts-->Master Data→Preparations for Creating Vendor Master Data→Define Screen Layout per Company Code

Navigation path: IMG→Financial Accounting→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Define Screen Layout per Activity
 - 2.3 Vendor Number Range
 - 2.3.1 Create Vendor Number Range

Transaction code: XKN1

Navigation path: IMG→Financial Accounting→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Create Number Ranges for Vendor Accounts
 - 2.3.2 Assign Number Range to Vendor Account Groups

Transaction code: SPRO

Navigation path: IMG→Financial Accounting→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Assign Number Ranges to Vendor Account Groups
 3. Purchasing Information Data
 - 3.1 Purchasing Information Record Numbering

Transaction code: OME0

Navigation path: IMG→Materials Management→Purchasing→Purchasing Information Record→Define Number Ranges
 - 3.2 Purchasing Information Record-Screen Layout

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Purchasing Information Record→Define Screen Layout

Table: T162
 4. Batch Management Data
 - 4.1 Changing the Batch Level

Transaction code: OMCE

Navigation path: IMG→Logistics-General→Batch Management→Specify Batch Level and Activate Status Management→Batch Level
 - 4.2 Batch-Status Management

Transaction code: OMCS

Navigation path: IMG→Logistics-General→Batch Management→Specify Batch Level and Activate Status

Management→Batch Status Management

A. If the batch-level configuration occurs at the material or client level, then the batch status management is effective for all plants in the client

B. If the batch-level configuration is at the plant level

Transaction code: OMCU

Navigation path: IMG→Logistics-General→Batch Management→Specify Batch Level and Activate Status Management→Plants with Batch Status Management

4.3 Initial Batch Status

Transaction code: OMAB

Navigation path: IMG→Logistics-General→Batch Management→Specify Batch Level and Activate Status Management→Initial Status of New Batch

4.4 Batch-Number Assignment

4.4.1 Maintain Internal Batch Number Assignment Range

Transaction code: OMAD

Navigation path: IMG→Logistics-General→Batch Management→Batch Number Assignment→Maintain Internal Batch Number Assignment Range

4.4.2 Activate Batch Number Assignment

Transaction code: OMCZ

Navigation path: IMG→Logistics-General→Batch Management→Batch Number Assignment→Activate Internal Batch Number Assignment→Activate Batch Number Assignment

4.4.3 Internal Batch Number Assignment for Assigned Goods Receipt

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Batch Management→Batch Number Assignment→Activate Internal Batch Number Assignment→Internal Batch Number Assignment for Assigned Goods Receipt

5. Serial Number Data

5.1 Serial Number Profile

Transaction code: OIS2

Navigation path: IMG→Plant Maintenance and Customer Service→Master Data in Plant Maintenance and Customer Service→Technical Objects→Serial Number Management→Define Serial Number Profiles→Serial Number Profile

5.2 Serializing Procedures

Transaction code: OIS2

Navigation path: IMG→Plant Maintenance and Customer Service→Master Data in Plant Maintenance and Customer Service→Technical Objects→Serial Number Management→Define Serial Number Profiles→Serializing Procedures

III. Master Data

1. Industry Sector

1.1 Define Industry Sections and Industry Sector-Specific Screen Selection

Transaction code: OMS3

Navigation path: IMG→Logistics-General→Material Master→Field Selection→Define Industry Sectors and Industry Sector-Specific Screen Selection

1.2 Maintain Field Selection for Data Screens

Transaction code: OMS9

Navigation path: IMG→Logistics-General→Material Master→Field Selection→Maintain Field Selection for Data Screens

2. Material Types

Material Type	Description
CONT	KANBAN Container

DIEN	Services
ERSA	Spare Parts
FERT	Finished Good
FHMI	Production Resources/Tools (PRT)
HALB	Semi-Finished Goods
HAWA	Trading Goods
HERS	Manufacture Parts
HIBE	Operating Supplies
IBAU	Maintenance Assembly
KMAT	Configurable Material
LEER	Empties
LEIH	Returnable Packaging
NLAG	Non-Stock Material
PIPE	Pipeline Material
ROH	Raw Materials
UNBW	Non-Valuated Material
VERP	Packaging Material
WETT	Competitive Products

Transaction code: OMS2

Navigation path: IMG→Logistics-General→Material Master→Basic Settings→Material Types→Define Attributes of Material Types

3. Basic Data

3.1 Creating a Material Master Record – Immediately

Transaction code: MM01

Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Create (General)→Immediately

3.2 Creating a Material Master Record – Schedule

Transaction code: MM11

Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Create (General)→Schedule

3.3 Creating a Material Master Record – Special

Transaction code: MMR1

Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Create (Special)→Raw Material

Material Type	Material Type Description	Transaction code
ROH	Raw Materials	MMR1
HALB	Semi-Finished Materials	MMB1
FERT	Finished Products	MMF1
HIBE	Operating Supplies	MMI1
HAWA	Trading Goods	MMH1
UNBW	Non-Valuated Material	MMU1
NLAG	Non-Stock Material	MMN1
VERP	Packaging	MMV1
LEER	Empties	MML1
DIEN	Services	MMS1
KMAT	Configurable Material	MMK1
IBAU	Maintenance Assembly	MMP1
WETT	Competitor Product	MMW1

LEIH	Returnable Packaging	MMG1
------	----------------------	------

3.4 Organizational Level

3.4.1 MRP Profile

Transaction code: MMD1

Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Profile→MRP Profile→Create

3.4.2 Forecast Profile

Transaction code: MP80

Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Profile→Forecast Profile→Create

3.5 Basic Data Screen

3.5.1 Material Description

3.5.2 Base Unit of Measure

3.5.3 Material Group

Transaction code: WG21

Navigation path: IMG→Logistics-General→Material Group→Create Material Group

3.5.4 Customer Material Number

3.5.5 Division

Transaction code: VOR2

Navigation path: IMG→Sales and Distribution→Master Data→Define Common Divisions

3.5.6 Laboratory/Design Office

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→Define Laboratories/Offices

3.5.7 Cross-Plant Material Status

Transaction code: OMS4

Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→Define Material Status

3.5.8 Product Hierarchy

Transaction code: V/76

Table: T179

3.5.9 General Item Category Group

Transaction code: SPRO

Navigation path: IMG→Sales and Distribution→Sales→Sales Documents→Sales Document Items→Define Item Category Groups

3.5.10 Dimensions

3.5.11 EAN/UPC

Transaction code: W4EN

Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→International Article Numbers (EANs)

3.5.12 Product/Inspection Memo and Industry Standard Description

3.5.13 Basic Material

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→Define Basic Materials

Table: TWSPR

3.5.14 Dangerous Goods (DG) Indicator Profile

Transaction code: SPRO

Navigation path: IMG→Environmental Health and Safety→Dangerous Goods

Management→Dangerous Goods Checks→Common Settings→Specify Indicator Profiles for Material Master

3.5.15 Environmentally Relevant

3.5.16 Highly Viscous and In Bulk/Liquid

3.5.17 Design Drawing Fields

3.5.18 Cross-Plant Configurable Material

3.5.19 Material Group: Packaging Materials

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Handling Unit Management→Basics→Technical Basics→Define Material Groups to Packaging Materials

Table: TVEGR

4. Purchasing Data

4.1 General Data

4.1.1 Base Unit of Measure

4.1.2 Order Unit

4.1.3 Variable Order Unit

4.1.4 Plant-Specific Material Status

4.1.5 Tax Indicator for Material

4.1.6 Quality for Free Goods Discount

4.1.7 Material Freight Group

Transaction code: SPRO

Navigation path: IMG→Logistics Execution→Transportation→Basic Transportation Functions→Maintain Freight Code Sets and Freight Codes

Table: TMFG

4.1.8 Automatic Purchase Order

This indicator allows the customer to have purchase orders generated automatically when purchase requisitions are converted to purchase orders.

4.1.9 Batch-Management Requirement Indicator

This indicator configures the material to allow batches to be created for the material.

4.2 Purchasing Value Key

4.2.1 Purchasing Value Key

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Material Master→Define Purchasing Value Keys

4.2.2 Deadline Monitoring – Reminders

4.2.3 Deadline Monitoring – Acknowledgement Required

4.2.4 GR/IR Control – Under-Delivery Tolerance

4.2.5 GR/IR Control – Over-Delivery Tolerance

4.2.6 GR/IR Control – Unlimited Over-Delivery Allowed

4.2.7 GR/IR Control – Shipping Instructions

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Material Master→Define Shipping Instructions

Table: T027A

4.2.8 Vendor Evaluation – Minimum-Delivery Quantity Percentage

4.2.9 Vendor Evaluation – Standardizing Value For Delivery-Time Variance

4.3 Other data

4.3.1 Goods-Receipt Processing Time in Days

4.3.2 Post to Inspection Stock

4.3.3 Critical Part

- 4.3.4 Source List
- 4.3.5 Quota Arrangement Usage
 - Transaction code: SPRO
 - Navigation path: IMG→Materials Management→Purchasing→Quota Arrangement→Define Quota Arrangement Usage
 - Table: TMQ2
 - => Purchase Order - Quantity of the material ordered is included in the quota arrangement
 - => Purchase Requisition - Total quantity requested in purchase requisitions for this material is included
 - => Scheduling Agreement - quantity scheduled in delivery schedules for this material is included
 - => Planned Orders - quantity planned in planned orders for this material is included
 - => MRP - the planned orders and purchase requisitions created by MRP are included in the quota arrangement
 - => Production Orders - quantity of all production orders for this material is included
- 4.3.6 Item Relevant to JIT Delivery Schedules
- 4.4 Foreign Trade Data
 - 4.4.1 Commodity code / Import code Number for Foreign Trade
 - Transaction code: SPRO
 - Navigation path: IMG→Sales and Distribution→Foreign Trade/Customs→Basic Data for Foreign Trade→Define Commodity Codes / Import Code Numbers by Country
 - Table: T604
 - 4.4.2 Export / Import Group
 - Transaction code: SPRO
 - Navigation path: IMG→Sales and Distribution→Foreign Trade/Customs→Basic Data for Foreign Trade→Define Material Groups for Import / Export
 - Table: TVFM
 - 4.4.3 CAS Number for Pharmaceutical Products
 - Transaction code: VI36
 - Navigation path: IMG→Sales and Distribution→Foreign Trade/Customs→Specific Data for Customs Processing→Define CAS Numbers
 - 4.4.4 PRODCOM Number for Foreign Trade
 - Transaction code: VE47
 - 4.4.5 Control Code for Consumption Taxes in Foreign Trade
 - Table: T604F
- 4.5 Origin of Material
 - 4.5.1 Country of Origin
 - Table: T005
 - 4.5.2 Region of Origin
 - Table: T005S
- 4.6 Preferences
 - 4.6.1 Preference Status
 - 4.6.2 Vendor Declaration Status
- 4.7 Legal Control
 - 4.7.1 Exemption Certificate / Certificate Number / Issue Date
 - => A – The material does not require a license for import or export.
 - => B – The material does not require a license for import or export, as a certificate has been obtained.
 - => C – Application for an exemption certificate has been rejected.
 - => Blank – The material has no exemption and requires an import or export license.
 - 4.7.2 Military Goods

- 4.8 Common Agricultural Policy (CAP)
 - 4.8.1 CAP Product List Number
 - Transaction code: VI67
 - Table: T618M
 - 4.8.2 CAP Product Group
 - Transaction code: VI69
 - Table: T618G
- 4.9 Manufacturer Parts
 - 4.9.1 Manufacturer Part Number
 - 4.9.2 Manufacturer
- 5. Forecasting Data
 - 5.1 General Forecast Data
 - 5.1.1 Forecast Model
 - 5.1.2 Period Indicator
 - 5.1.3 Fiscal Year Variant
 - Transaction code: OB37
 - Navigation path: IMG→Financial Accounting→Financial Accounting Global Settings→Fiscal Year→Maintain Fiscal Year Variant
 - Table: T009
 - 5.1.4 Reference Material for Consumption
 - 5.1.5 Reference Plant
 - 5.1.6 Date To
 - 5.1.7 Multiplier
 - 5.2 Number for Periods Required
 - 5.2.1 Historical Periods
 - 5.2.2 Forecast Periods
 - 5.2.3 Number of Periods for Initialization
 - 5.2.4 Fixed Periods
 - 5.2.5 Number of Periods per Seasonal Cycle
 - 5.3 Control Data
 - 5.3.1 Initialization Indicator
 - 5.3.2 Tracking Limit
 - 5.3.3 Reset Forecast Model Automatically
 - 5.3.4 Model Selection
 - => T – Examine for Trend
 - => S – Examine for Seasonal Fluctuations
 - => A – Examine for a Trend and Seasonal Fluctuations
 - 5.3.5 Selection Procedure
 - => Procedure 1 performs a significance test to find the best seasonal or trend pattern.
 - => Procedure 2 carries out the forecast for all models and then selects the model with the smallest mean absolute deviation.
 - 5.3.6 Indicator for parameter optimization
 - 5.3.7 Optimization level
 - 5.3.8 Weighting Group
 - Transaction code: SPRO
 - Navigation path: IMG → Materials Management → Consumption-Based Planning → Forecast → Weighting Groups for Weighting Moving Average
 - 5.3.9 Correction Factor Indicator
 - 5.3.10 Alpha Factor (Default is 0.2)
 - 5.3.11 Beta Factor (Default is 0.1)

- 5.3.12 Gamma Factor (Default is 0.3)
 - 5.3.13 Delta Factor (Default is 0.3)
- 6. Work Scheduling Data
 - 6.1 General Data
 - 6.1.1 Production Unit
 - 6.1.2 Production Scheduler
 - Transaction code: OPJ9
 - Navigation path: IMG→Production→Shop Floor Control→Master Data→Define Production Scheduler
 - Table: T024F
 - 6.1.3 Production Storage Location
 - 6.1.4 Production Scheduling Profile
 - Transaction code: OPKP
 - Navigation path: IMG→Production→Shop Floor Control→Master Data→Define Production Scheduling Profile
 - 6.2 Tolerance Data
 - 6.2.1 Under-Delivery Tolerance
 - 6.2.2 Over-Delivery Tolerance
 - 6.2.3 Unlimited Over-Delivery
 - 6.3 Lot-Size Dependent In-House Production Time
 - 6.3.1 Setup Time
 - 6.3.2 Processing Time
 - 6.3.3 Base Quantity
 - 6.3.4 Interoperation Time
 - => Move time
 - => Wait time
 - => Queue time
 - => Float before production
 - => Float after production
 - 6.3.5 In-House Production Time
- 7. Sales Organizational Data
 - 7.1 General Data
 - 7.1.1 Sales Unit
 - 7.1.2 Variable Sales Unit Not Allowed Indicator
 - 7.1.3 Cross-Distribution Chain Material Status
 - 7.1.4 Delivering Plant
 - 7.2 Grouping Items
 - 7.2.1 Material Statistics Group
 - Transaction code: OVRF
 - Navigation path: IMG→Logistics Information System (LIS)→Logistics Data Warehouse → Updating→Updating Control→Settings: Sales and Distribution→Statistics Groups→Maintain Statistics Groups for Material
 - Table: TVSM
 - 7.2.2 Volume Rebate Group
 - Transaction code: SPRO
 - Navigation path: IMG→Sales and Distribution→Billing→Rebate Processing→Define Material Rebate Group
 - 7.2.3 Commission Group
 - Transaction code: SPRO
 - Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→Data

- Relevant to Sales and Distribution→Define Commission Groups
- 7.2.4 Material Pricing Group
 - Table: T178
- 7.2.5 Account Assignment Group
 - Transaction code: SPRO
 - Navigation path: IMG→Sales and Distribution→Basic Functions→Account Assignment/Costing → Revenue Account Determination→Check Master Data Relevant for Account Assignment → Materials: Account Assignment Groups
- 7.3 Tax Data
 - 7.3.1 Tax Category / Tax Classification
 - Transaction code: OVK4
 - Navigation path: IMG→Sales and Distribution→Basic Functions→Taxes→Define Tax Relevancy of Master Records
- 7.4 Quantity Stipulations
 - 7.4.1 Minimum Order Quantity
 - 7.4.2 Minimum Delivery Quantity
 - 7.4.3 Delivery Unit
 - 7.4.4 Rounding Profile
 - Transaction code: OWD1
 - Navigation path: IMG→Material Requirements Planning→Planning→Lot-Size Calculation → Maintain Rounding Profile
- 7.5 Material Groups
 - Transaction code: SPRO
 - Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→Data Relevant to Sales and Distribution→Define Material Groups
- 7.6 Product Attributes
- 8. Sales General Data
 - 8.1 General Data
 - 8.1.1 Replacement Part
 - 8.1.2 Availability Check
 - Transaction code: OVZ2
 - Navigation path: IMG→Sales and Distribution→Basic Functions→Availability Check and Transfer of Requirements→Availability Check→Availability Check with ATP Logic or Against Planning→Define Checking Groups
 - 8.1.3 Approved Batch Record Required Indicator
 - 8.2 Shipping Data
 - 8.2.1 Transportation Group
 - Transaction code: SPRO
 - Navigation path: IMG→Logistics Execution→Shipping→Basic Shipping Functions→Routes → Route Determination→Define Transportation Groups
 - 8.2.2 Loading Group
 - Transaction code: SPRO
 - Navigation path: IMG→Logistics Execution→Shipping→Basic Shipping Functions→Shipping Point and Goods Receiving Point Determination→Define Loading Groups
 - 8.2.3 Setup Time
 - 8.2.4 Processing Time / Base Quantity
 - 8.3 General Plant Parameters
 - 8.3.1 Negative Stock in Plant
 - 8.3.2 Logistics Handling Group
 - Transaction code: SPRO

Navigation path: IMG→Logistics Execution→Planning and Monitoring→Rough Workload Estimate→Calculated Workload→Maintain Logistics Load Category

8.3.3 Profit Center

8.3.4 Stock Determination Group

9. Production Resources and Tools Data

9.1 General Data

9.1.1 Task List Usage

Transaction code: OP47

Navigation path: IMG→Plant Maintenance and Customer Service→Maintenance Plans, Work Centers, Task Lists and PRTs→Production Resources/Tools→General Data→Define Task List Usage Keys

Table: TC23

9.1.2 Grouping Key 1 and 2

Transaction code: SPRO

Navigation path: IMG→Plant Maintenance and Customer Service→Maintenance Plans, Work Centers, Task Lists and PRTs→Production Resources/Tools→General Data→Define PRT Group Keys

Table: TCF12

9.2 Default Values for Task List Assignment

9.2.1 Control Key for the Management of PRTs

Transaction code: SPRO

Navigation path: IMG→Plant Maintenance and Customer Service→Maintenance Plans, Work Centers, Task Lists and PRTs→Production Resources/Tools→Production Resource/Tool Assignments→Define PRT Control Keys

Table: TCF10

9.2.2 Standard Text Key

Transaction code: CA10

Navigation path: IMG → Quality Management → Quality Planning → Inspection Planning → Operation → Work Center→Maintain Standard Text Keys

9.2.3 Quantity Formula

Transaction code: OIZM

Navigation path: IMG→Plant Maintenance and Customer Service→Maintenance Plans, Work Centers, Task Lists and PRTs→Production Resources/Tools→Production Resource/Tool Assignments→Formulas→Configure Formula Definition

9.2.4 Usage Value Formula

9.2.5 Reference Date to Start of PRT Usage

Table: TCA54

9.2.6 Offset to Start

9.2.7 Reference Date to Finish/Offset to Finish

10. General Plant Data

10.1 General Data

10.1.1 Storage Bin

10.1.2 Picking Area

Transaction code: SPRO

Navigation path: IMG→Logistics Execution→Shipping→Picking→Lean WM→Define Picking Area

10.1.3 Temperature Conditions

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→Define Temperature Conditions

- 10.1.4 Storage Conditions
 - Transaction code: SPRO
 - Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→Define Storage Conditions
- 10.1.5 Container Requirements
 - Transaction code: SPRO
 - Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→Define Container Requirements
- 10.1.6 Hazardous Material Number
 - Transaction code: WM01
 - Navigation path: SAP Menu→Logistics→Logistics Execution→Master Data→Material→Hazardous Material → Create
- 10.1.7 Cycle Counting Physical Inventory Indicator
 - Transaction code: OMCO
 - Navigation path: IMG→Materials Management→Inventory Management and Physical Inventory→Physical Inventory→Cycle Counting
- 10.1.8 Cycle Counting Indicator is Fixed
- 10.1.9 Number of Goods Receipt Slips
- 10.1.10 Label Type
 - Transaction code: OMCF
 - Navigation path: IMG→Materials Management→Inventory Management and Physical Inventory → Print Control→Set Label Printout→Label Type
- 10.1.11 Label Form
 - Transaction code: OMCF
 - Navigation path: IMG→Materials Management→Inventory Management and Physical Inventory → Print Control→Set Label Printout→Label Form
- 10.2 Shelf-Life Data
 - 10.2.1 Maximum Storage Period
 - 10.2.2 Time Unit
 - 10.2.3 Minimum Remaining Shelf Life
 - 10.2.4 Total Shelf Life
 - Transaction code: OMJ5
 - Navigation path: IMG→Logistics-General→Batch Management→Shelf Life Expiration Date (SLED) → Set Expiration Date Check
 - 10.2.5 Period Indicator for Shelf-Life Expiration Date
 - Transaction code: O02K
 - Navigation path: IMG→Logistics-General→Batch Management→Shelf Life Expiration Date (SLED) → Maintain Period Indicator
 - 10.2.6 Rounding Rule SLED (Shelf Life Expiration Date)
- 11. Warehouse Management Data
 - 11.1 General Data
 - 11.1.1 Warehouse Management Unit of Measure
 - 11.1.2 Unit of Measure
 - 11.1.3 Picking Storage Type
 - 11.2 Palletization Data
 - 11.2.1 Loading Equipment Quantity/Unit of Measure
 - 11.2.2 Storage Unit Type
 - Transaction code: SPRO
 - Navigation path: IMG→Logistics Execution→Warehouse Management→Master Data→Material→Define Storage Unit Types

11.3 Storage Strategies

11.3.1 Stock Removal

Transaction code: OMLY

Navigation path: IMG→Logistics Execution→Warehouse Management→Strategies→Activate Storage Type Search

11.3.2 Stock Placement

11.3.3 Storage Section

Transaction code: OMLZ

Navigation path: IMG→Logistics Execution→Warehouse Management→Strategies→Activate Storage Section Search

11.3.4 Bulk Storage

Transaction code: OMM4

Navigation path: IMG→Logistics Execution→Warehouse Management→Strategies→Putaway Strategies→Define Strategy for Bulk Storage

11.3.5 Special Movement

Transaction code: SPRO

Navigation path: IMG→Logistics Execution→Warehouse Management→Master Data→Material→Define Special Movement Indicators

Navigation path: IMG→Logistics Execution→Warehouse Management→Interfaces→Inventory Management→Define Movement Types

11.3.6 Message to IM

11.3.7 Two-Step Picking

Transaction code: SPRO

Navigation path: IMG→Logistics Execution→Warehouse Management→Interfaces→Shipping→Define 2-Step Picking

11.3.8 Allow Addition to Existing Stock Indicator

11.4 Storage Bin Stock

11.4.1 Storage Bin

11.4.2 Maximum Bin Quantity

11.4.3 Control Quantity

11.4.4 Minimum Bin Quantity

11.4.5 Replenishment Quantity

11.4.6 Rounding Quantity

12. Quality Management Data

12.1 General Data

12.1.1 Inspection Setup

12.1.2 Post to Inspection Indicator

12.1.3 Material Authorization Group for Activities in QM

Transaction code: SPRO

Navigation path: IMG→Quality Management→Environment→Central Functions→Authorization Management→Define Authorization Group and Digital Signature

12.1.4 Document Required Indicator

12.1.5 Inspection Interval

12.1.6 Catalog Profile

Transaction code: SPRO

Navigation path: IMG→Quality Management→Quality Notifications→Notification Creation→Notification Content→Define Catalog Profile

12.2 Procurement Data

12.2.1 QM in Procurement Indicator

12.2.2 QM Control Key

- 12.2.3 Certificate Type
 - Transaction code: SPRO
 - Navigation path: IMG→Quality Management→QM in Logistics→QM in Procurement→Define Keys for Certificate Processing→Define Certificate Types
- 12.2.4 Target QM System
 - Transaction code: OQB7
 - Navigation path: IMG→Quality Management→QM in Logistics→QM in Procurement→Define QM Systems
- 13. Material Requirements Planning Data
 - 13.1 Forecast Requirements
 - 13.1.1 Splitting Indicator
 - Transaction code: SPRO
 - Navigation path: IMG→Production→Basic Data→Material Requirements Planning→Forecast→Define Splitting of Forecast Requirements for MRP
 - 13.2 Planning
 - 13.2.1 Strategy Group
 - Transaction code: SPRO
 - Navigation path: IMG→Production→Basic Data→Material Requirements Planning→Master Data→Independent Requirements Parameters→Planning Strategy→Define Strategy Group
 - 13.2.2 Consumption Mode
 - 13.2.3 Backward Consumption Period
 - 13.2.4 Forward Consumption Period
 - 13.2.5 Mixed MRP
 - 13.2.6 Planning Material
 - 13.2.7 Planning Plant
 - 13.2.8 Conversion Factor for Planning Material
 - 13.3 Availability Check
 - 13.3.1 Total Replenishment Lead Time
 - 13.3.2 Cross-Project Material Indicator
 - 13.4 Bill of Materials Explosion
 - 13.4.1 Selection Method
 - => Selection by Order Quantity – alternative BOM is chosen by lot size
 - => Selection by Explosion Date – alternative BOM is chosen by date
 - => Selection by Production Version – alternative BOM is defined in production version
 - => Selection by Only Production Version – if no production version exists, then no production orders are created
 - 13.4.2 Component Scrap
 - 13.4.3 Individual or Collective Requirements
 - 13.4.4 Requirements Group
 - 13.4.5 MRP Dependent Requirements
 - 13.5 Discontinued Parts
 - 13.5.1 Discontinuation Indicator
 - => 1 – single leave,
 - => 3 – dependent requirements
 - 13.5.2 Effective-out Date
 - 13.5.3 Follow-up Material
 - 13.6 Repetitive Manufacturing / Assembly
 - 13.6.1 Repetitive Manufacturing Indicator
 - 13.6.2 Repetitive Manufacturing Profile
 - Transaction code: SPRO

Navigation path: IMG→Production→Repetitive Manufacturing→Control Data→Define Repetitive Manufacturing Profiles

13.6.3 Action Control

Transaction code: SPRO

Navigation path: IMG→Production→Material Requirements Planning→Procurement Proposals→Planned Orders→Action for Planned Order→Define Action Key

Key	Action
BOME	Explode BOM
BEMA	Explode BOM, Check Material Availability
NEMA	Check Material Availability no BOM explosion
MAAV	Check Material Availability, BOM explosion if necessary
RSMA	Reset Availability Check
SCHE	Schedule Planned Order
CPOD	Change Planned Order
PRNT	Print Component List
ZZxx	User Defined Action

Navigation path: IMG→Production→Material Requirements Planning→Procurement Proposals→Planned Order→Action for Planned Order→Define Action Control

13.7 General Data

13.7.1 MRP Group

Transaction code: SPRO

Navigation path: IMG→Production→Material Requirements Planning→MRP Groups→Carry Out Overall Maintenance of Material Groups

13.7.2 ABC Indicator

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Material Master→Settings for Key Fields→Define ABC Indicator

13.8 MRP Procedure

13.8.1 MRP Type

MRP Type	Description
PD	standard MRP
VB	manual reorder point planning
VM	automatic reorder point planning
V1	automatic reorder point planning(including external requirements)
V2	automatic reorder point planning(without external requirements)
VV	forecast-based planning
ND	no planning

Transaction code: SPRO

Navigation path: IMG→Production→Material Requirements Planning→Master Data→Check MRP Types

13.8.2 Reorder Point

13.8.3 Planning Time Fence

13.8.4 Planning Cycle

Transaction code: SPRO

Navigation path: IMG→Production→Material Requirements Planning→Master Data→Maintain Planning Calendar

13.8.5 MRP Controller

Transaction code: SPRO

Navigation path: IMG→Production→Material Requirements Planning→Master Data→Define

MRP Controllers

13.9 Lot Size Data

13.9.1 Lot Size

Transaction code: OMI4

Navigation path: IMG→Production→Material Requirements Planning→Planning→Lot-Size Calculation→Check Lot-Sizing Procedure

13.9.2 Minimum Lot Size

13.9.3 Maximum Lot Size

13.9.4 Fixed Lot Size

13.9.5 Maximum Stock Level

13.9.6 Ordering Costs

13.9.7 Storage Costs Indicator

13.9.8 Assembly Scrap

13.9.9 Takt Time

“Takt” is the German word for beat or cycle.

13.10 Procurement

13.10.1 Procurement Type

13.10.2 Batch Entry

=> Manual Batch Determination at release of order

=> Batch Not Required in Order; confirmation required

=> Automatic Batch Determination upon release of order

13.10.3 Special Procurement

Transaction code: SPRO

Navigation path: IMG→Production→Material Requirements Planning→Master Data→Define Special Procurement Type

13.10.4 Production Storage Location

13.10.5 Default Supply Area

Transaction code: SPRO

Navigation path: SAP Menu→Logistics→Production→KANBAN→Supply Area→Maintain

13.10.6 Storage Location for External Procurement

13.10.7 JIT Delivery Schedule

13.10.8 Co-Product Indicator

13.10.9 Bulk Material Indicator

13.11 Net Requirements Calculations

13.11.1 Safety Stock

13.11.2 Service Level

13.11.3 Minimum Safety Stock

13.11.4 Coverage Profile

Transaction code: SPRO

Navigation path: IMG→Materials Management→Consumption-Based Planning→Planning→MRP Calculation→Define Range of Coverage Profile

Table: T438R

13.11.5 Safety Time Indicator

13.11.6 Safety Time

13.11.7 Period Profile for Safety Time

Transaction code: OM0D

Navigation path: IMG→Materials Management→Consumption-Based Planning→Planning→MRP Calculation→Define Period Profile for Safety Time

13.12 Deployment Strategy

13.12.1 Fair Share Rules

13.12.2 Push Indicator

14. Accounting Data

14.1 General Data

14.1.1 Valuation Category

14.1.2 ML Active

14.2 Current Valuation

14.2.1 Valuation Class

Transaction code: OMSK

Navigation path: IMG→Materials Management→Valuation and Account Assignment→Account Determination→Account Determination without Wizard→Define Valuation Class

14.2.2 Valuation Class for Sales-Order Stock

14.2.3 Valuation Class for Project Stock

14.2.4 Price Control

14.2.5 Price Unit

14.2.6 Moving Price

14.2.7 Standard Price

14.2.8 Future Price

14.3 Determination of Lowest Price

14.3.1 Tax Price

14.3.2 Commercial Price

14.3.3 Devaluation Indicator

Transaction code: OMW6

Navigation path: IMG→Materials Management→Valuation and Account Assignment→Balance Sheet Valuation Procedures→Configure Lowest Value Method→Price Deductions Based on Non-Movement→Maintain Devaluation by Slow/Non-Movement by Company Code

14.4 LIFO Data

14.4.1 LIFO/FIFO-Relevant

LIFO (Last In, First Out) valuation for stock implies that as new stock comes in and then moves out first, the old stock does not change in value and there is no over valuation of the older stock.

FIFO (First In, First Out) valuation calculates the valuation of the stock based on the price of the last receipt. Although this is the most realistic valuation, it can over valuation older stock

14.4.2 LIFO Pool

Transaction code: OMW2

Navigation path: IMG→Materials Management→Valuation and Account Assignment→Balance Sheet Valuation Procedures→Configure LIFO/FIFO Methods→LIFO→Configure LIFO Pools

15. Costing Data

15.1 General Data

15.1.1 Origin Data

15.1.2 Costing Overhead Group

15.2 Quantity Structure Data

15.2.1 Task List Group

15.2.2 Group Counter

15.2.3 Task-List Type

Transaction code: OP8B

Navigation path: IMG→Production→Basic Data→Routing→Control Data→Maintain Task List Types

15.2.4 Costing Lost Size

IV. Vendor Data

=> XK01 – Create Vendor Centrally

=> FK01 – Create Vendor via Accounting

=> MK01 – Create Vendor via Purchasing

1. General Data

1.1 Address Screen

1.1.1 Title

Transaction code: SPRO

Navigation path: IMG→Flexible Real Estate Management→Address Management→Maintain

Texts for Form of Address

1.1.2 Name

1.1.3 Search Terms

1.1.4 Street Address

1.1.5 PO Box Address

1.1.6 Communication

1.2 Control Screen

1.2.1 Customer

1.2.2 Trading Partner

Transaction code: SPRO

Navigation path: IMG→Enterprise Structure→Definition→Financial Accounting→Define Company

1.2.3 Group Key

1.2.4 Tax Number 1 and 2

1.2.5 Tax Type

1.2.6 Jurisdiction Code

1.2.7 Country-Specific Tax Fields

=> Tax Number Type – specific to Argentina

=> Equalization Tax Indicator – specific to Spain

=> Sole Proprietor – specific to 11 countries including Italy, Peru, and Mexico

=> Sales/Purchase Tax – specific to countries that levy value-added tax (VAT)

=> VAT Registration Number – the VAT number for the vendor, important in EU countries

=> Fiscal Address – specific to Italy

1.2.8 Global Location Number (GLN)

1.2.9 Industry Key

Transaction code: SPRO

Navigation path: IMG→Sales and Distribution→Business Partners→Marketing→Define Industry Sector for Customers

1.2.10 Standard Carrier Alpha Code (SCAC)

1.2.11 Forwarding Agent Freight Group

Transaction code: SPRO

Navigation path: IMG→Logistics Execution→Transportation→Basic Transportation Functions→Maintain Freight Code Sets and Freight Codes→Define Forwarding Agent→Freight Groups

1.2.12 Service-Agent Procedure Group

Transaction code: SPRO

Navigation path: IMG→Logistics Execution→Transportation→Shipping Costs→Pricing→Pricing Control→Define and Assign Pricing Procedures→Define Service Agent Procedure Group

1.2.13 Vendor's QM System

Transaction code: OQB7

Navigation path: IMG→Quality Management→QM in Logistics→QM in Procurement→Define QM Systems

1.2.14 QM System Valid to Date

1.2.15 External Manufacturer Code Name or Number

1.3 Payment Transactions

1.3.1 Bank Details – Country

- 1.3.2 Bank Key
Transaction code: FI01
- 1.3.3 Bank Account
- 1.3.4 Account Holder Name
- 1.3.5 Bank Control Key
- 1.3.6 International Bank Account Number (IBAN)
- 1.3.7 Partner Bank Type
- 1.3.8 Reference Specifications for Bank Details
- 1.3.9 Alternative Payee
- 1.3.10 Report Key for Data Medium Exchange
- 1.3.11 Instruction Key for Data Medium Exchange
- 1.3.12 PBC/POR Subscriber Number

2. Accounting Information

2.1 Accounting Information

- 2.1.1 Reconciliation Account
Transaction code: FS01
- 2.1.2 Sort Key
- 2.1.3 Head Office
- 2.1.4 Authorization Group
- 2.1.5 Cash Management Group
- 2.1.6 Release Group
Transaction code: SPRO
Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Business Transactions→Release for Payment→Define Release Approval Groups for Release for Payment
- 2.1.7 Minority Indicator
Transaction code: SPRO
Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Define Minority Indicators
- 2.1.8 Certification Date for Minority Vendors
- 2.1.9 Interest Calculation Indicator
Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Business Transactions→Interest Calculation→Interest Calculation Global Setting→Define Interest Calculation Types
- 2.1.10 Withholding Tax Code
- 2.1.11 Withholding Tax Country Key
- 2.1.12 Vendor Recipient Type
Transaction code: SPRO
Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Check Settings for Withholding Tax→Maintain Types of Recipient
- 2.1.13 Exemption Number
- 2.1.14 Validity Date for Exemption
- 2.1.15 Exemption Authority
- 2.1.16 Previous Account Number
- 2.1.17 Personnel Number

2.2 Payment Transactions

- 2.2.1 Payment Terms
Transaction code: SPRO

- Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Business Transactions→Incoming Invoices/Credit Memos→Maintain Terms of Payment
- 2.2.2 Tolerance Group
 - Transaction code: OBA3
 - Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Business Transactions→Open Item Clearing→Clearing Differences→Define Tolerances for Customers/Vendors
- 2.2.3 Check Flag for Double Invoices
- 2.2.4 Check Cashing Time
- 2.2.5 Payment Methods
 - Transaction code: SPRO
 - Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Business Transactions→Outgoing Payments→Automatic Outgoing Payments→Payment Method→Set Up Payment Methods per Country for Payment Transactions
- 2.2.6 Payment Block
 - Transaction code: OB27
 - Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Business Transactions→Outgoing Payments→Outgoing Payments Global Settings→Payment Block Reasons→Define Payment Block Reasons
- 2.2.7 House Bank
- 2.2.8 Individual Payment Indicator
- 2.2.9 Bill of Exchange Limit
- 2.2.10 Payment Advice by EDI
- 2.3 Correspondence Screen
 - 2.3.1 Dunning Procedure
 - Transaction code: FBMP
 - Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Business Transactions→Dunning→Dunning Procedure→Define Dunning Procedures
 - 2.3.2 Dunning Block
 - Transaction code: SPRO
 - Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Business Transactions→Dunning→Basic Settings for Dunning→Define Dunning Block Reasons
 - 2.3.3 Dunning Recipient
 - 2.3.4 Legal Dunning Procedure
 - 2.3.5 Last Dunned
 - 2.3.6 Dunning Level
 - 2.3.7 Dunning Clerk
 - Transaction code: SPRO
 - Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Define Accounting Clerks
 - 2.3.8 Account Statement Indicator
 - 2.3.9 Accounting Clerk
 - 2.3.10 Account with Vendor
 - 2.3.11 Vendor Clerk Information
- 3. Purchasing Data (Transaction code: MK01)
 - 3.1 Purchasing Data Screen
 - 3.1.1 Order Currency
 - 3.1.2 Incoterms
 - 3.1.3 Vendor Schema Group

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Conditions→Define Price Determination Process → Define Schema Group

- 3.1.4 Pricing Date Category
- 3.1.5 Good Receipt-Based Invoice Verification
- 3.1.6 Automatic Evaluated Receipt Settlement
- 3.1.7 Automatic Evaluated Receipt Settlement – Returns
- 3.1.8 Acknowledgement Required
- 3.1.9 Automatic Purchase Order
- 3.1.10 Subsequent Settlement
- 3.1.11 Business-Volume Comparison/Agreement Necessary
- 3.1.12 Document Index Active
- 3.1.13 Returns Vendor
- 3.1.14 Service-Based Invoice Verification
- 3.1.15 ABC Indicator
- 3.1.16 Mode of Transport for Foreign Trade

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Foreign Trade/Customs→Transportation Data→Define Modes of Transport

- 3.1.17 Office of Entry

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Foreign Trade/Customs→Transportation Data→Define Customs Offices

- 3.1.18 Vendor Sort Criterion
- 3.1.19 Revaluation Allowed
- 3.1.20 Grant Discount in Kind

3.2 Partner Functions

Partner Code	Description
AZ	Alternative Payment Recipient
CA	Contract Address
CP	Contract Person
ER	Employee Responsible
GS	Goods Supplier
OA	Ordering Address
PI	Invoice Presented By
VN	Vendor

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Vendor Master→Vendor Hierarchy→Define Partner Determination

V. Purchasing Information Data

1. Purchasing General Data

Purchasing Information records have four categories as follow: Standard, Contracting, Pipeline and Consignment.

1.1 Create a Purchasing Information Data

Transaction code: ME11

Navigation path: SAP Menu→Logistics→Materials Management→Master Data→Info Record→Create

1.2 Create a Purchasing Information Record with Material Number

1.3 Create a Purchasing Information Record without a Material Number

Need to entry Material Group

1.4 General Data Screen

- 1.4.1 Reminder Fields
- 1.4.2 Vendor Sub-Range (VSR)
- 1.4.3 Vendor Sub-Range (VSR) Sort Number
- 1.4.4 Points
- 1.4.5 Return Agreement
 - Transaction code: SPRO
 - Navigation path: IMG→Logistics-General→Material Master→Retail-Specific Settings→Settings for Key Fields→Return Agreement

2. Purchasing Organization Data

2.1 Conditions

- 2.1.1 Validity
- 2.1.2 Price Calculation Schema
 - Transaction code: SPRO
 - Navigation path: IMG→Materials Management→Purchasing→Conditions→Define Price Determination Process→Define Calculation Schema
- 2.1.3 Condition Type
 - Transaction code: SPRO
 - Navigation path: IMG→Materials Management→Purchasing→Conditions→Define Price Determination Process→Define Condition Types
- 2.1.4 Access Sequence
 - Transaction code: SPRO
 - Navigation path: IMG→Materials Management→Purchasing→Conditions→Define Price Determination Process→Define Access Sequence
- 2.1.5 Condition Tables
 - Transaction code: SPRO
 - Navigation path: IMG→Materials Management→Purchasing→Conditions→Define Price Determination Process→Define Condition Tables

2.2 Text Screen

Transaction code: SPRO
 Navigation path: IMG→Materials Management→Purchasing→Messages→Text for Messages→Define Texts for Purchase Order

2.3 Statistical Data

The statistical screens can be accessed from within the general screen by clicking on **Extras→Statistics**
 => Order quantity and invoice value
 => Number of Purchasing Documents
 => Delivery Time Information
 => Delivery Reliability Information
 => Quantity Reliability Information

VI. Batch Management Data

1. Batch Master Record

Creating / Changing a Batch

Transaction code: MSC1N / MSC2N

Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Batch→Create / Change

- 1.1 Production Date
- 1.2 Shelf-Life Expiration Date
- 1.3 Available From
- 1.4 Batch Status
- 1.5 Next Inspection
- 1.6 Vendor Batch
- 1.7 Class

1.8 Characteristics

1.9 Release Status

1.10 Linked Documents

Transaction code: ODOC

Navigation path: IMG→Logistics-General→Batch Management→Batch Master→Activate Document Management for Batches

1.11 Document Type

1.12 Document

1.13 Document Part

1.14 Version

2. Batch Determination

2.1 Batch Determination Condition Tables

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Batch Management→Batch Determination and Batch Check→Condition Tables

There are then five options for condition table creation:

=> Inventory Management (Transaction code: OMA1)

=> Process Order (Transaction code: OPLB)

=> Production Order (Transaction code: OPL8)

=> Sales and Distribution (Transaction code: V/C7)

=> Warehouse Management (Transaction code: OMK4)

2.2 Batch Determination Access Sequences

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Batch Management→Batch Determination and Batch Check→Access Sequences

2.3 Batch Strategy Types

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Batch Management→Batch Determination and Batch Check→Strategy Types→Define Inventory Management Strategy Types

2.4 Batch Search Procedure

Transaction code: SPRO

Navigation path: IMG→Logistics-General→Batch Management→Batch Determination and Batch Check→Batch Search Procedure Definition→Define Inventory Management Search Procedure

3. Batch Information Cockpit

3.1 Batch Information Cockpit Overview

Transaction code: BMBC

Navigation path: SAP Menu→Logistics→Central Functions→Batch Management→Batch Information Cockpit

3.2 Batch Information Cockpit Standard Configuration

Transaction code: OBIC_DIS

Navigation path: IMG→Logistics-General→Batch Management→Batch Information Cockpit→Display SAP Standard Selection

3.3 Batch Information Cockpit User-Defined Configuration

VII. Material Master Record

1. Creating a Material Master Record

1.1 Create a Material Master Record – Immediately

Transaction code: MM01

Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Create (General)→Immediately

1.2 Create a Material Master Record – Schedule

Transaction code: MM11

- Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Create (General)
→Schedule
2. Changing a Material Master Record
 - 1.2.1 Change a Material Master Record – Immediately
Transaction code: MM02
Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Change→Immediately
 - 2.2 Change a Material Master Record – Schedule
Transaction code: MM12
Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Change→Schedule
 - 2.3 Change a Material Master Record – Activate
Transaction code: MM13
Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Change→Activate
 - 2.3.1 Activate To
 - 2.3.2 Activate From
 - 2.3.3 Keep User Names
 - 2.3.4 Changes Per Processing Block
 - 2.3.5 Test Mode
 3. Material Master Deletion
 - 3.1 Flag for Deletion – Immediately
Transaction code: MM06
Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Flag for Deletion→Immediately
 - 3.2 Flag for Deletion – Schedule
Transaction code: MM16
Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Flag for Deletion→Schedule
 - 3.3 Flag for Deletion – Proposal List
Transaction code: MM06
Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Material→Flag for Deletion→Immediately
Using the screen menu, **Extras→Proposal List**
 - 3.4 Material Master Archiving
Transaction code: MM71
Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Other→Archiving→Archive/Delete
 - 3.5 Remove a Material – Deletion Flag
 4. Loading Material Master Records
 - 4.1 Loading Material Master Records via Direct Input
Transaction code: SE38, Program: RMMMDE00
Transaction code: SE38, Program: RMDATIND (Upload)
Transaction code: SE38, Program: RMDATGEN (Test-data generation program)
 - 4.2 Distribution of Material Master Records via ALE
 5. Production Versions
 - 5.1 Production Version Overview
 - 5.2 Creating a Production Version
 - 5.2.1 Version
 - 5.2.2 Version Text

- 5.2.3 Valid To / Valid From
- 5.2.4 Repetitive Manufacturing
- 5.2.5 Basic Data
- 5.2.6 Planning Data
 - => Detailed planning
 - => Rate-based planning
 - => Rough-cut planning
- 5.2.7 Bill of Material Data
- 5.2.8 Repetitive Manufacturing Data
- 5.2.9 Other Production-Version Data

5.3 Production Versions – Mass Processing

Transaction code: C223

Navigation path: SAP Menu→Logistics→Production→Master Data→Production Versions

6. Revision Levels

6.1 Revision Level Overview

6.2 Revision Level Configuration

Transaction code: OS54

Navigation path: IMG→Logistics-General→Engineering Change Management→Revision Levels→Define Revision Levels for Materials

VIII. Vendor Master Record

1. Creating Vendor Master Record

=> XK01 – Create Vendor Centrally

=> FK01 – Create Vendor via Accounting

=> MK01 – Create Vendor via Purchasing

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Purchasing→Create

1.1 Create Number Ranges for Vendor Accounts

Transaction code: XKN1

Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Create Number Ranges for Vendor Accounts

1.2 Define Account Groups with Screen Layouts

Transaction code: SPRO

Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Define Account Groups with Screen Layouts

1.3 Assign Number Ranges to Vendor Account Groups

Transaction code: SPRO

Navigation path: IMG→Financial Accounting→Accounts Receivable and Accounts Payable→Vendor Accounts→Master Data→Preparations for Creating Vendor Master Data→Assign Number Ranges to Vendor Account Groups

2. Changing Vendor Master Record

2.1 Change Vendor Master Record – Current

Transaction code: MK02

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Purchasing→Change

Navigation path: SAP Menu→Accounting→Financial Accounting→Accounts Payable→Master Records→Change (Current)

2.2 Change Vendor Master Record – Planned

Transaction code: MK12

- Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Purchasing→Change (Planned)
- 2.3 Display Planned Changes to Vendor Master Records
Transaction code: MK14
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Purchasing→Planned Changes
- 2.4 Activate Planned Changes
Transaction code: MKH3 / MKH4
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Activate Planned Changes→Activation Online
- 2.5 Change Vendor Account Group
Transaction code: XK07
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Central→Account Group Change
3. Deleting Vendor Master Record
- 3.1 Flag a Vendor Master Record for Deletion
Transaction code: MK06
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Purchasing→Flag for Deletion
Deletion Flags – All Areas
Deletion Blocks – General Data
- 3.2 Deleting Vendor Records via Archiving
Transaction code: F58A
Navigation path: SAP Menu→Accounting→Financial Accounting→Accounts Payable→Periodic Processing→Archiving→Vendors
4. Display Vendor Master Record
- 4.1 Display Vendor Master Record – Current
Transaction code: MK03
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Purchasing→Display (Current)
- 4.2 Display Vendor Master Record – Per Key Date
Transaction code: MK19
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Purchasing→Display (Per Key Date)
- 4.3 Display Vendor – Purchasing List
Transaction code: MKVZ
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→List Display→Purchasing List
5. Blocking Vendors
- 5.1 Block a Vendor – Purchasing
Transaction code: MK05
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor→Purchasing→Block
- 5.2 Define Delivery-block
Transaction code: SPRO
Navigation path: IMG→Quality Management→QM in Logistics→QM in Procurement→Define Delivery Block
6. One Time Vendor
7. Vendor Sub-Range Functionality
Transaction code: OMSG
Navigation path: IMG→Logistics-General→Business Partner→Vendor→Control→Define Account Groups and Field

Selection

IX. Purchasing Overview

1. Purchase Requisition
2. Request for Quotation
EDI transaction set: 840
3. Quotation
EDI transaction set: 843
4. Purchase Order
EDI transaction set: 850, if a change is made to the purchase order, the document can be sent to the vendor using EDI transaction set: 860
5. Source List and Source Determination
 - 5.1 Single Source
 - 5.1.1 Compatibility
 - 5.1.2 Economic Justification
 - 5.2 Multi-Source
Transaction code: ME01
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Source List→Maintain
 - 5.2.1 Valid To/Valid From
 - 5.2.2 Agreement/Item
 - 5.2.3 Fixed Source
 - 5.2.4 Blocked Source
 - 5.2.5 MRP Field
 - 5.3 Generate a Source List
Transaction code: ME05
Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Source List→Follow-on Functions→Generate
 - 5.4 Source Determination
 - => Quota Arrangement: If the system finds a quota arrangement for the material that is valid for the date needed, then the system will determine that vendor as the source of supply
 - =>Source List: If there are no valid quota arrangements, then the system will review the entries on the source list for the required material/plant combination. If there is a single source or a source that is flagged as the preferred vendor, then the system will offer this vendor as the determined source. However, if there are a number of vendors on the source list that are valid by date selection, then the system will stop and offer the selection to the purchaser. A vendor can then be selected from the list.
 - => Outline Agreement and Info Records: If there is no valid source list or no valid source-list line items, the system will review the contracts, outline agreements and info records for the required material. The system will check all information records for the material for all purchasing organizations, but will only offer a source if the supply region specified by the vendor is applicable to the relevant plant. Once the system has reviewed all documents and info records, a selection will be available to the buyer, providing that any vendors have been determined by the system to be valid.
6. Conditions in Purchasing
 - 6.1 Condition Processing
 - 6.1.1 Condition Types
 - 6.1.2 Examples of Condition Types
 - => PB00 Gross Price
 - => RB00 Absolute Discount
 - => ZB00 Absolute Surcharge
 - => FRB1 Absolute Freight Cost
 - => ZOA1 Percentage Duty

=>SKTO Cash Discount

=> NAVS Non Deductible Input Tax

6.2 Pricing Conditions

6.2.1 Time-Dependent Conditions

6.2.2 Time-Independent Conditions

6.3 Taxes

6.4 Delivery Costs

6.5 Vendor Evaluation

6.5.1 Vendor Evaluation Criteria

6.5.1.1 Main Criteria

=> Price

=> Quality

=> Delivery

=> Service and Support

=> External Service

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Vendor Evaluation→Define Criteria

6.5.1.2 Subcriteria

=> Subcriteria for Price includes Price Level, Price History

=> Subcriteria for Quality includes Goods Receipt, Quality Audit, Complaints

=> Subcriteria for Delivery includes Confirmation date, Complaints, On-time Delivery, Quantity

6.5.2 Vendor Evaluation Weighting

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Vendor Evaluation→Define Purchasing Organization Data for Vendor Evaluation

6.5.3 Points Scoring for Criteria

6.5.4 Maintain Vendor Evaluation

Transaction code: ME61

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor Evaluation→Maintain

6.5.5 Scoring for Automatic and Semi-Automatic Criteria

Transaction code: ME63

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor Evaluation→Automatic New Evaluation

6.5.6 Evaluation for a Material

Transaction code: ME6B

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Master Data→Vendor Evaluation→List Displays→Evaluations per Material

X. Purchase Requisition

1. Indirectly Created Requisition

1.1 Purchase Requisition Created by Production Order

1.2 Purchase Requisition Created by Plant Maintenance Order

1.3 Purchase Requisition Created by Project Systems

1.4 Purchase Requisition Created by Materials Planning

2. Directly Created Requisition

2.1 Create a Purchase Requisition with a Material Master Record

Transaction code: ME51N

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Purchase Requisition→Create

- 2.1.1 Document Type
 - Transaction code: SPRO
 - Navigation path: IMG→Materials Management→Purchasing→Purchase Requisition→Define Document Types
- 2.1.2 Purchase Requisition Number
- 2.1.3 Source Determination
- 2.1.4 Item Category
 - => Blank – Standard
 - => K – Consignment
 - => L – Subcontracting
 - => S – Third-party
 - => D – Service
 - => U – Stock Transfer
- 2.1.5 Account Assignment Category
 - Transaction code: SPRO
 - Navigation path: IMG→Materials Management→Purchasing→Purchase Requisition→Account Assignment→Maintain Account Assignment Categories
 - => Asset (A) – Asset Number and sub-number
 - => Production Order (F) – Production order number
 - => Cost Center (K) – Cost Center and G/L Account number
 - => Sales Order (C) – Sales Order and G/L Account number
 - => Project (P) – Project Number and G/L Account number
 - => Unknown (U) – None
- 2.1.6 Plant/Storage Location
- 2.1.7 Purchasing Group
- 2.1.8 Requirement Tracking Number
- 2.1.9 Requisitioner
- 2.1.10 Supplying Plant
- 2.2 Create a Purchase Requisition without a Material Master Record
- 3. Processing a Purchase Requisition
 - 3.1 Change a Purchase Requisition
 - Transaction code: ME52N
 - 3.2 Display a Purchase Requisition
 - 3.2.1 Purchase Requisition – Display
 - Transaction code: ME53N
 - Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Purchase Requisition→Display
 - 3.2.2 Purchase Requisition – List Display
 - Transaction code: ME5A
 - Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Purchase Requisition→List Displays→General
 - Transaction code: MELB
 - Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Purchase Requisition→List Displays→By Account Assignment→Transactions per Tracking Number
 - 3.3 Close a Purchase Requisition
 - Use ME52N, and select **Edit→Delete**
 - 3.4 Follow-on Functions
 - 3.4.1 Assign Source
 - Transaction code: ME56
 - Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Purchasing→

XI. Request for Quotation

1. Creating a Request for Quotation

Transaction code: ME41

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→RFQ/Quotation→Request for Quotation→Create

1.1 RFQ Type

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→RFQ/Quotation→Define Document Types

1.2 RFQ Date

1.3 Quotation Deadline

1.4 RFQ Document Number

1.5 Organization Data

1.6 Default Data for Items

1.6.1 Item Category

1.6.2 Delivery Date

1.6.3 Plant/Storage Location

1.6.4 Material Group

1.6.5 Requirement Tracking Number (RTN)

1.7 Collective Number

1.8 Validity Start/Validity End

1.9 Application By

1.10 Binding Period

1.11 Reference Data

1.12 RFQ Item Detail

1.13 RFQ Delivery Schedule

1.14 Additional Data

The **reason-for-order** field can be defined in configuration using the navigation path **IMG→Materials Management→Purchasing→Purchase Order→Define Reasons for Ordering**

1.15 Vendor Selection

2. Changing a Request for Quotation

Transaction code: ME42

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→RFQ/Quotation→Request for Quotation→Change

3. Releasing an RFQ

3.1 Release Code/Release Group/Release Strategy

3.2 Set Release/Cancel Release

3.3 Release Prerequisite Fulfilled

3.4 List with Items

3.5 Scope of List (Transaction code: ME45)

3.6 Purchasing Document Category

3.7 Other Selection Criteria

4. Issuing a Request for Quotation to a Vendor

Transaction code: ME9A

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→RFQ/Quotation→Requests for Quotation→Messages→Print/Transmit

XII. Quotation

1. Entering a Quotation

Transaction code: ME47

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→RFQ/Quotation→Quotation→

Maintain

2. Comparing Quotations

2.1 Price Comparison Factor in Quotation

Transaction code: ME49

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→RFQ/Quotation→Quotation→Price Comparison

=> Reference Quotation

=> Mean Value Quotation

=> Minimum Value Quotation

=> Percentage Basis

=> Include Discounts

=> Include Delivery Costs

=> Determine Effective Price

2.2 Other Qualitative Factors in Quotations

=> Previous Relationship with the Client

=> Compliance with the Equal Opportunity Act (U.S.)

=> Strategic Alliances

=> Minority-Owned

=> Warranty and Return Process

=> Creative Pricing

3. Rejecting Quotations

3.1 Flagging the Quotation as Rejected

Transaction code: ME47

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→RFQ/Quotation→Quotation→Maintain

3.2 Printing the Quotation Rejection

Transaction code: ME9A

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→RFQ/Quotation→Request for Quotation→Messages→Print/Transmit

3.3 Advising Unsuccessful Bidders

XIII. Purchase Order

1. Create a Purchase Order

1.1 Create a Purchase Order with Vendor Known

Transaction code: ME21N / ME21

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Purchase Order→Create→Vendor Known

1.2 Create a Purchase Order Where Vendor is Unknown

Transaction code: ME25

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Purchase Order→Create→Vendor Unknown

2. Maintaining a Purchase Order

Transaction code: ME22N / ME22

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Purchase Order→Change

3. Blocking and Canceling a Purchase Order

3.1 Block a Purchase Order Line Item (ME22N)

3.2 Canceling a Purchase Order Line Item (ME22N)

4. Account Assignment in a Purchase Order

4.1 Account Assignment Overview

4.2 Account Assignment Categories

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Account Assignment→Maintain Account Assignment Categories

Navigation path: IMG→Materials Management→Purchasing→Account Assignment→Define Combination of Item Category/Account Assignment Categories

- 4.3 Single Account Assignment
- 4.4 Multiple Account Assignment
- 5. Outline Purchase Agreement pause
 - 5.1 Outline Purchase Agreement Overview
 - 5.2 Outline Purchase Agreement Type
- 6. Scheduling Agreement
 - 6.1 Scheduling Agreement Overview
 - 6.2 Create a Scheduling Agreement Manually
 - Transaction code: ME31L
 - Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Outline Agreement→Scheduling Agreement→Create→Vendor Known
 - 6.3 Create a Scheduling Agreement with Reference
- 7. Contracts
 - 7.1 Contract Overview
 - 7.1.1 Quantity Overview
 - 7.1.2 Value Contract
 - 7.2 Centrally Agreed Contract
 - 7.3 Creating a Contract
 - Transaction code: ME31K
 - Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Outline Agreement→Contract→Create
 - => WK – Value Contract
 - => MK – Quantity Contract
 - => DC – Distributed or Centrally Agreed Contract
 - 7.4 Release Order Against a Contract
 - Transaction code: ME21
 - On the initial screen, the purchasing user can access the contract by selecting the **Ref to Contract** icon.
- 8. Vendor Confirmation
 - 8.1 Vendor Confirmation Overview
 - => Order Acknowledgement
 - => Transport Confirmation
 - => Advance Ship Notification (ASN)
 - => Inbound Delivery
 - 8.2 Confirmation Configuration
 - 8.2.1 External Confirmation
 - Transaction code: SPRO
 - Navigation path: IMG→Materials Management→Purchasing→Confirmations→Define External Confirmation Categories
 - 8.2.2 Internal Confirmation
 - => Category 1 – used for order acknowledgments
 - => Category 2 – advance shipping notification (ASN) or inbound delivery is used
 - => Category 3 – rough goods receipt is used
 - Transaction code: SPRO
 - Navigation path: IMG→Materials Management→Purchasing→Confirmations→Define Internal Confirmation Categories

8.2.3 Enter a Manual Confirmation

9. Messages and Outputs

9.1 Message Overview

9.2 Message Creation

Transaction code: ME22

By accessing the header menu and selecting **Header→Messages**

9.3 Message Output Definition

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Messages→Text for Message→Define Texts for Purchase Order

9.4 Output Messages

Messages can be processed either by a scheduled batch job or manually. The batch job that can be run to process the output is **RSNAST00**, and this should be run when it is appropriate.

Transaction code: ME9F

Navigation path: SAP Menu→Logistics→Materials Management→Purchasing→Purchase Order→Messages→Print/Transmit

10. Reporting

Archived Purchasing Document (Transaction code: ME82)

Subcontractor Stick per Vendor (ME2O)

Monitoring Confirmations program (ME2A)

11. Release Procedures

11.1 Introduction to Release Procedures

11.2 Release with Classification for a Purchase Requisition

Transaction code: SPRO

Navigation path: IMG→Materials Management→Purchasing→Purchase Requisition→Release Procedure→Procedure with Classification

11.2.1 Edit Characteristics

11.2.2 Edit Class

11.2.3 Release Groups

11.2.4 Release Codes

11.2.5 Release Indicator

11.2.6 Release Strategy

XIV. External Service Management (ESM)

1. Service Master Record

Transaction code: AC03

Navigation path: SAP Menu→Logistics→Materials Management→Service Master→Service→Server Master

1.1 Service Number

Transaction code: ACNR

Navigation path: IMG→Materials Management→External Service Management→Service Master→Define Number Ranges

1.2 Service Category

Transaction code: SPRO

Navigation path: IMG→Materials Management→External Service Management→Service Master→Define Service Category

1.3 Material/Service Group

1.4 Tax Indicator

1.5 Valuation Class

1.6 Formula

Transaction code: SPRO

Navigation path: IMG→Material Management→External Service Management→Formula for Quantity

Determination→Define Formulas

Navigation path: IMG→Materials Management→External Service Management→Formula for Quantity Determination→Specify Names of Formula Variables

1.7 Graphic

2. Standard Service Catalog (SSC)

2.1 Overview

2.2 Creating a SSC Entry

Transaction code: ML01

Navigation path: SAP Menu→Logistics→Materials Management→Service Master→Standard Service Catalog→Create

2.3 Conditions in ESM

Total Price Condition

Transaction code: ML45

Navigation path: SAP Menu→Logistics→Materials Management→Service Master→Service→Service Conditions→For Service→Add

2.4 Procurement of Services

Using a Purchase Order

2.4.1 Overall Limit

2.4.2 Expected Value

2.4.3 Actual Value

2.4.4 Contract

2.4.5 Services

2.5 Entry of Services

Transaction code: ML81N

Navigation path: SAP Menu→Logistics→Materials Management→Service Entry Sheet→Maintain

2.6 Blanket Purchase Order

Creating a Blanket Purchase Order

2.6.1 Document Type (FO)

2.6.2 Item Category (B)

2.6.3 Validity Period

2.6.4 Vendor Invoicing

XV. Consumption-Based Planning (CBP)

1. Master Data in CBP

1.1 Material Master Data

The transaction to change the consumption values is **MM02**, on the detail screen there is an icon for **Additional Data**. This will show a number of tabs, and there is one called **Consumption**.

1.2 Planning Calendar

Transaction code: MD25

Navigation path: SAP Menu→Logistics→Materials Management→MRP→MRP→Master Data→Planning Calendar→Create Periods

2. Planning Process

2.1 Planning at the Plant Level

=> Initially, SAP checks the planning file entries.

=> SAP will then complete a net-requirements calculation for every material.

=> Lot-sizing calculation is then performed.

=> Scheduling is performed to determine the start and finish dates of the procurement proposals.

=> Planned order, purchase requisitions, or schedule lines are created by SAP for the procurement proposal.

=> Critical situations are identified using exception messages.

=> Finally, SAP calculates the actual days' supply and the receipt days' supply of the material.

2.2 Planning at the Storage Location Level

2.2.1 Storage Location Planning

2.2.2 Excluding Storage Location from Planning

3. Planning Evaluation

3.1 MRP List

Transaction code: MD05

Navigation path: SAP Menu→Logistics→Materials Management→MRP→MRP→Evaluations→ MRP List–Material

3.2 Stock/Requirements List

4. Procurement Proposal

4.1 Purchase Requisitions

4.2 Schedule Line

4.3 Planned Orders

Transaction code: MD14

Navigation path: SAP Menu→Logistics→Materials Management→MRP→MRP→Planned Order→Convert to Purchase Requisition→Individual Conversion

XVI. Material Requirement Planning

1. Reorder Point Planning

1.1 Manual Reorder Point Planning

Material with MRP Type **VB** for Manual Reorder-Point Planning

1.2 Automatic Reorder Point Planning

Material with MRP Type **VM** for Automatic Reorder-Point Planning Based on Consumption

2. Forecast-Based Planning

Material with MRP Type **VV** for Forecast-Based Planning

2.1 The system takes the forecast it has produced and makes sure that every future period forecast is covered by the available stock, planned purchases, or planned production. If the forecast is greater than the total of the available stock, planned purchases, or planned production, then the system will generate a procurement proposal (purchase requisition or planned order).

2.2 The procurement proposals are checked against the lot-size procedures in the material master, and forecast are combined or not, depending on the lot size required for purchasing/production.

2.3 On each of the procurement proposals, the system defines the date on which the proposal must be converted into a production/process order or a purchase order.

3. Time-Phased Planning

Material with MRP Type **R1** for Time-Phased Planning, the planning cycle is to be entered, and the lot size set as lot-for-lot order quantity.

XVII. Forecasting

1. Forecast Models

1.1 Constant Model

1.2 Trend Model

1.3 Seasonal Model

1.4 Seasonal Trend Model

2. Forecast Parameters

Create Forecast Profile

Transaction code: MP80

Navigation path: SAP Menu→Logistics→Materials Management→Material Master→Profile→Forecast Profile →Create

2.1 Forecast Model

Model	Description
N	No Forecast Model or External Model

J	Automatic Model Selection
D	Constant Model
K	Constant with Smoothing Factor Adjustment
T	Trend Model
S	Seasonal Model
X	Seasonal Trend Model
G	Moving Average Model
W	Weighted Moving Average Model
B	Second Order Trend Model
O	Second Order Trend with Smoothing Factor Adjustment

2.2 Historical Periods

2.3 Forecast Periods

2.4 Number of Periods for Initialization

2.5 Fixed Periods

2.6 Number of Periods per Seasonal Cycle

2.7 Initialization Indicator

2.8 Tracking Limit

2.9 Model Selection

=> T – Examine for a Trend

=> S – Examine for Seasonal Fluctuations

=>A – Examine for a Trend and Seasonal Fluctuations

2.10 Selection Procedure

=> Procedure 1 – Performs a significance test to find the best seasonal or trend pattern.

=> Procedure 2 – Carries out the forecast for all models and the selects the model with the smallest mean absolute deviation.

2.11 Indicator for parameter optimization

2.12 Optimization Level

2.13 Smoothing Factors

=> Alpha Factor – the smoothing factor for the basic value

=> Beta Factor – the smoothing factor for the trend value

=> Gamma Factor – the smoothing factor for the seasonal index

=> Delta Factor – the smoothing factor for the mean absolute deviation

3. Forecast Options

3.1 Manual Forecast Model Selection

Using option **J** in the **Forecast Model** field in the Material Master Record

3.2 Automatic Forecast Model Selection

Using option **J** in the **Forecast Model** field and **2** in **Selection procedure** field in the Material Master Record

XVIII. Inventory Management Overview

1. Goods Movement

1.1 Material Document

Transaction code: MB03 (View the Material Document)

Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→Material Document
→Display

1.2 Movement Types

Transaction code: OMJJ

Navigation path: IMG→Materials Management→Inventory Management and Physical Inventory→Movement
Types→Copy, Change Movement Types

2. Goods Issue

=> Shipment to a customer

- => Withdrawal of stock for a production order
- => Return of material
- => Material required for sampling
- => Material scraping
- 3. Goods Receipt
 - => Receipt from a production order
 - => Receipt from a purchase order
 - => Initial Entry of Inventory
 - => Other triggers
- 4. Physical Inventory
- 5. Returns
 - 5.1 Creating a Return
 - Transaction code: MIGO_GR
 - Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→Goods Movement→Goods Receipt→For Purchase Order→Good Receipt for Purchase Order
 - 5.2 Configuring Reason for Movement
 - Transaction code: OMBS
 - Navigation path: IMG→Materials Management→Inventory Management and Physical Inventory→Movement Types→Record Reason for Goods Movements
 - 5.3 Material Documents List
 - Transaction code: MB51
- 6. Reservations
 - 6.1 Creating a Manual Reservation
 - Transaction code: MB21
 - Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→Reservation→Create
 - 6.1.1 Movement Type
 - => Consumption; such as consumption by a cost center, network, sales order
 - => Transfer posting; such as plant to plant or storage location to storage location
 - => Goods receipts; such as from production, by-product or without purchase order
 - 6.1.2 Requirements Date
 - 6.1.3 Requirements Quantity
 - 6.1.4 Movement Indicator
 - 6.1.5 FI Indicator
 - 6.1.6 Deletion Indicator
 - 6.1.7 Debit/Credit Indicator
 - 6.2 MRP and Reservations
 - Transaction code: MD05
 - Navigation path: SAP Menu→Logistics→Materials Management→Material Requirements Planning→MRP→Evaluations→MRP List-Material
 - 6.3 Reservations Management Program
 - Transaction code: MBVR
 - Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→Reservation→Administer
 - 6.4 Define Default Values for Reservation
 - Transaction code: OMBN
 - Navigation path: IMG→Materials Management→Inventory Management and Physical Inventory→Reservation→Define Default Values
 - 6.4.1 Movement Indicator
 - 6.4.2 Days for Movement Default Value

6.4.3 Retention Period in Days

6.4.4 MRA Indicator

7. Stock Transfer

7.1 Stock Transfer and Transfer Posting

A stock transfer occurs in three distinct ways:

=> Storage location to storage location

=> Plant to plant

=> Company code to company code

A stock transfer can be performed by a:

=> One-step procedure

=> Two-step procedure

7.2 Transfer Between Storage Locations

Transaction code: MB1B

Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→ Goods Movement→Transfer Posting

7.2.1 One-Step Procedure (311)

7.2.2 Two Step Procedure (313/135)

The movement type 313 produces the following:

=> Originating Storage Location Unrestricted stock level is reduced.

=> Receiving Storage Location Stock in Transit stock level is increased

=> Plant Unrestricted stock level is reduced

=> Plant Unrestricted Stock in Transit stock level is increased.

The movement type 315 produces the following:

=> Receiving storage location stock in transit stock level is reduced

=> Receiving storage location unrestricted stock level is increased

=> Plant unrestricted stock level in increased

=> Plant unrestricted stock in transit stock level is reduced

7.3 Transfer Between Plants

7.3.1 One-Step Procedure (301)

7.3.2 Two-Step Procedure (303/305)

Movement type 303 to remove the material from the supplying plant and 305 to place that material into the receiving plant.

7.4 Transfer between Company Codes

XIX. Goods Issue

1. Goods Issue to a Production Order

1.1 Planned Goods Issue (261)

Transaction code: MB1A

Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→Goods Movement→Goods Issue

1.2 Unplanned Goods Issue (261)

Transaction code: MB1A

Access the header menu **Goods Issue→Create with Reference→To BOM**

1.3 Back flushing

2. Goods Issue to Scrap (551)

Scrap material can be:

=> Material that has exceeded its expiry date

=> Material that is no longer in tolerance with respect to quality

=> Material that is unusable due to the production process

=> Material that is damaged in the warehouse

Transaction code: MB1A

3. Goods Issue for Sampling (331)
Transaction code: MB1A
4. Goods Issue Posting
 - 4.1 Material Document (MB03)
 - 4.2 Accounting Document (MB03)
 - 4.3 Goods Issue Slip
There are three goods issue slip printed versions that can be selected in transaction MB1A
=> Individual slip
=> Individual slip with inspection text
=> Collective slip
 - 4.4 Stock Changes
 - 4.5 General Ledger Account Changes
5. Goods Issue Reversal
 - 5.1 Goods Issue Reversal with Reference to a Material Document
Transaction code: MB1A
Access the header menu **Goods Issue→Cancel.W reference→To Mat. Document**
 - 5.2 Goods Issue Reversal with Reference to a Reservation
Transaction code: MB1A
Access the header menu **Goods Issue→Cancel.W reference→To reservation**

XX. Goods Receipt

1. Goods Receipt for a Purchase Order
 - 1.1 Goods Receipt Where Purchase Order Number is Known (101)
Transaction code: MIGO
Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→Goods Receipt→For Purchase Order→PO Number Known
 - 1.2 Goods Receipt Where Purchase Order Number is Unknown (501)
 - 1.3 Goods Receipt Posting
 - 1.3.1 Material Document (MB03)
 - 1.3.2 Accounting Document (MB03)
 - 1.3.3 Goods Receipt Note
Three goods receipt note printed versions can be selected in transaction MIGO:
=> Individual GRN
=> Individual GRN with inspection text
=> Collective slip
 - 1.3.4 Stock Changes
2. Goods Receipt for a Production Order (101)
Transaction code: MIGO_GO
Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→Goods Receipt→GR for Order
3. Initial Entry of Inventory
Transaction code: MB1C
Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→Goods Receipt→Other
Three movement types can be used for initial inventory loads:
=> 561 Goods receipt for initial entry of stock balances into unrestricted
=> 563 Goods receipt for initial entry of stock balances into quality inspection
=> 565 Goods receipt for initial entry of stock balances into blocked stock
4. Other Goods Receipts
 - 4.1 Goods Receipt without a Production Order
Transaction code: MB1C
Navigation path: SAP Menu→Logistics→Materials Management→Inventory Management→Goods Receipt→

Other

=> 521 Goods receipt for finished goods without a production order into unrestricted stock

=> 523 Goods receipt for finished goods without a production order into quality inspection stock

=> 525 Goods receipt for finished goods without a production order into blocked stock

4.2 Goods Receipt of By-products (531)

Transaction code: MB1C

4.3 Goods Receipt for Free Goods (511)

Transaction code: MB1C

XXI. Physical Inventory

1. Physical Inventory Preparation

1.1 Preparations for a Physical Inventory Count

The following procedures should be followed to complete the physical inventory process:

=> Process and post all transactions that will affect inventory counts: Goods Receipts, Inventory Adjustments, Transfer Postings, and Sales Orders that have been filled and shipped.

=> Put away all of the materials that are being counted in the warehouse.

=> Segregate from the rest of the warehouse material stock that has been used to fill sales orders but that has not physically left the warehouse.

=> Stop all stock movements within the warehouse.

=> Stop all transactions in the warehouse.

=> Run a Stock On-Hand report for the items you are going to count. The transaction to use for this report is MB52.

1.2 Creating the Physical Inventory Count Document

Transaction code: MI01

Navigation path: SAP Menu→Logistics→Materials Management→Physical Inventory→Physical Inventory Document→Create

Posting Block

Freeze Book Inventory

Include Deleted Batches

1.3 Printing the Physical Inventory Count Documents

Transaction code: MI21

Navigation path: SAP Menu→Logistics→Materials Management→Physical Inventory→Physical Inventory Document→Print

2. Counting and Recounts

2.1 Entering the Count

Transaction code: MI04

Navigation path: SAP Menu→Logistics→Materials Management→Physical Inventory→Inventory Count→Enter

2.2 Difference List

Transaction code: MI20

Navigation path: SAP Menu→Logistics→Materials Management→Physical Inventory→Difference→Difference List

2.3 Missing Material

2.4 Recounts

Transaction code: MI11

Navigation path: SAP Menu→Logistics→Materials Management→Physical Inventory→Physical Inventory Document→Recount

3. Physical Inventory Posting

3.1 Posting the Count Document

Transaction code: MI07

Navigation path: SAP Menu→Logistics→Materials Management→Physical Inventory→Difference→Post

3.2 Posting a Count Without a Document

Transaction code: MI10

Navigation path: SAP Menu→Logistics→Materials Management→Physical Inventory→Difference→Enter w/o Document Reference

3.3 Accounting of Inventory Difference

XXII. Invoice Verification

1. Standard Three-Way Match

1.1 Entering an Invoice

Transaction code: MIRO

Navigation path: SAP Menu→Logistics→Materials Management→Logistics Invoice Verification→Document Entry→Enter Invoice

1.1.1 Invoice Date

1.1.2 Amount

1.1.3 Calculate Tax

1.1.4 Purchase Order Number

1.2 Simulate Posting

Transaction code: MIRO

Access the header menu and select **Invoice Document→Simulate Document**

1.3 Invoice Posting

The payment program can be executed by the transaction **F110** in the Financial Accounting Module, it can be found via the navigation path **SAP Menu→Accounting→Financial Accounting→Accounts Payable→Periodic Processing→Payments**.

2. Evaluated Receipt Settlement (ERS)

2.1 Benefits of ERS

=> No quantity or price variances with invoices

=> Purchasing process completed sooner

=> Vendors are paid on receipt of goods at customer

=> Favorable material prices from vendor

2.2 Running the Evaluation Receipt Settlement

Transaction code: MRRL

Navigation path: SAP Menu→Logistics→Materials Management→Logistics Invoice Verification→Automatic Settlement→Evaluation Receipt Settlement

2.3 Document Parking

2.3.1 Document Parking Overview

2.3.2 Benefits of Document Parking

2.3.3 Parking an Invoice

Transaction code: MIR7

Navigation path: SAP Menu→Logistics→Materials Management→Logistics Invoice Verification→Document Entry→Park Invoice

2.4 Variances and Blocking Invoices

2.4.1 Variances

=> Quantity Variance – where there are differences in the quantity delivered and the invoice quantity

=> Price Variance – where there are prices differences between the purchase order and the invoice

=> Quantity and Price Variance – where there are differences in price and quantity

=> Order Price Quantity Variance – where the price per ordered quantity is different.

2.4.2 Tolerance Limits

The tolerance keys defined in the SAP system are:

Tolerance Key	Description
---------------	-------------

AN	Amount for item without order reference
AP	Amount for item with order reference
BD	Form small differences automatically
BR	Percentage order price quantity unit variance (Invoice Receipt before Goods Receipt)
BW	Percentage order price quantity unit variance (Goods Receipt before Invoice Receipt)
DQ	Exceed amount: quantity variance
DW	Quantity variance when Goods Receipt quantity equals zero
KW	Variance from condition value
LA	Amount of blanket purchase order
LD	Blanket purchase order time limit is exceeded
PP	Price variance
PS	Price variance of the estimated price
ST	Date variance
VP	Moving average price variance

Transaction code: OMR6

Navigation path: IMG→Materials Management→Logistics Invoice Verification→Invoice Block→Set Tolerance Limits

2.4.3 Blocking Invoices

=> Manual Block

=> Stochastic or Random Block

=> Block due to Amount of an Invoice Item

=> Block due to Variance of an Invoice Item

2.4.4 Manual Block

Transaction code: MIRO

2.4.5 Stochastic or Random Block

Transaction code: SPRO

Navigation path: IMG→Materials Management→Logistics Invoice Verification→Invoice Block→Stochastic Block→Activate Stochastic Block

Navigation path: IMG→Materials Management→Logistics Invoice Verification→Invoice Block→Stochastic Block→Set Stochastic Block

2.4.6 Block due to Amount of an Invoice Item

Transaction code: SPRO

Navigation path: IMG→Materials Management→Logistics Invoice Verification→Invoice Block→Item Amount Check→Activate Item Amount Check

Navigation path: IMG→Materials Management→Logistics Invoice Verification→Invoice Block→Item Amount Check→Set Item Amount Check

2.4.7 Block due to Variance of an Invoice Item

A number of blocks can be set due to the variance in an invoice item. These are:

=> Q Quantity Variance

=> P Price Variance

=> D Schedule Variance

=> I Quality Inspection

2.5 Releasing Invoices Automatically

Transaction code: MRBR

Navigation path: SAP Menu→Logistics→Materials Management→Logistics Invoice Verification →Further Processing→Release Blocked Invoices

XXIII. Balance Sheet Valuation

1. LIFO Valuation

1.1 Configuration for LIFO

Transaction code: OMWE

Navigation path: IMG→Materials Management→Valuation and Account Assignment→Balance Sheet Valuation Procedures→Configure LIFO/FIFO Methods→General Information→Activate/Deactivate LIFO/FIFO Valuation

Change LIFO/FIFO Valuation Level

Transaction code: MRLH

Define LIFO/FIFO Relevant Movement Types

Transaction code: OMW4

Navigation path: IMG→Materials Management→Valuation and Account Assignment→Balance Sheet Valuation Procedures→Configure LIFO/FIFO Methods→General Information→Define LIFO/FIFO Relevant Movement Types

1.2 Preparation for LIFO

1.2.1 Material Master Records

Transaction code: MRL6

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Balance Sheet Valuation→LIFO Valuation→Prepare→Select Materials

1.2.2 Base Layers

Transaction code: MRL8

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Balance Sheet Valuation→LIFO Valuation→Prepare→Create Base Layers

1.2.3 Determination of Basis for Comparison

=> GJE – where the stock at the end of the previous fiscal year is compared with the total quantities in the existing layers

=> VOM – where the stock at the end of the previous period is compared with the total quantities in the existing layers

=> VVM – where the stock at the end of the period before last is compared with the total quantities in the existing layers

=> CUR – where the current stock is compared with the total quantities in the existing layers

1.3 Running a LIFO Valuation

Transaction code:

=> MRL1 Single Material Level

=> MRL2 the Pool Level

=> MRL3 Comparison of Lowest Values

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Balance Sheet Valuation→LIFO Valuation→Perform Check

2. FIFO Valuation

2.1 Configuration for FIFO

Transaction code: OMWE

Navigation path: IMG→Materials Management→Valuation and Account Assignment→Balance Sheet Valuation Procedures→Configure LIFO/FIFO Methods→General Information→Activate/Deactivate LIFO/FIFO Valuation

Change LIFO/FIFO Valuation Level

Transaction code: MRLH

Define LIFO/FIFO Relevant Movement Types

Transaction code: OMW4

Navigation path: IMG→Materials Management→Valuation and Account Assignment→Balance Sheet Valuation

Procedures→Configure LIFO/FIFO Methods→General Information→Define LIFO/FIFO Relevant Movement Types

2.2 Preparation for FIFO

Transaction code: MRF4

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Balance Sheet Valuation→FIFO Valuation→Prepare→Select Materials

2.3 Running a FIFO Valuation

Transaction code: MRF1

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Balance Sheet Valuation→FIFO Valuation→Perform Check

3. Lowest Value Determination

3.1 Lowest Value Determination Based on Market Prices

The procedure looks at the material price from the following:

=> Purchase Orders

=> Scheduling Agreements

=> Goods Receipts for Purchase Orders

=> Invoices for Purchase Orders

=> Purchasing Information Records

Transaction code: MRN0

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Balance Sheet Valuation→Determination of Lowest Value→Market Price

3.2 Lowest Value Determination Based on Range of Coverage

Transaction code: OMW5

Navigation path: IMG→Materials Management→Valuation and Account Assignment→Balance Sheet Valuation Procedures→Configure Lowest Value Methods→Price Deductions by Range of Coverage→Maintain Devaluation by Range of Coverage by Company Code

Transaction code: MRN1

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Balance Sheet Valuation→Determination of Lowest Value→Range of Coverage

3.3 Lowest Value Determination Based on Movement Rate

Transaction code: OMW6

Navigation path: IMG→Materials Management→Valuation and Account Assignment→Balance Sheet Valuation Procedures→Configure Lowest Value Methods→Price Deductions Based on Non-Movement→Maintain Devaluation by Range of Slow/Non-Movement by Company Code

Transaction code: MRN2

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Balance Sheet Valuation→Determination of Lowest Value→Movement Rate

XXIV. Material Ledger

1. Activating the Material Ledger and Actual Costing

Transaction code: OMX1

Navigation path: IMG→Controlling→Product Cost Controlling→Actual Costing/Material Ledger→Activate Valuation Areas for Material Ledger

Transaction code: SPRO

Navigation path: IMG→Controlling→Product Cost Controlling→Actual Costing/Material Ledger→Activate Costing→Activate Actual Costing

2. Material Ledger Data

2.1 Material Master Record

- => The material ledger indicator must be set in the material
- => The material must be assigned to a valuation class
- => The material type must allow the material's valuation to be updated

2.2 Data for the Material Ledger

- => Price Differences
- => Exchange Rate Differences
- => Differences caused by revaluation

3. Material Price Determination

3.1 Material Price Analysis

Transaction code: CKM3

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Actual Costing/Material Ledger
→Material Ledger→Material Price Analysis

3.2 Single-Level Material Price Determination

Price differences can occur for the following reasons:

- => Goods receipts for a purchase order
- => Invoice receipts
- => Settlement of production orders
- => Transfer postings
- => Initial entry of stock balances (movement type 561)
- => Free delivery of goods for a purchase order
- => Inward movements from consignment

Transaction code: CKMH

Navigation path: SAP Menu→Logistics→Materials Management→Valuation→Actual Costing/Material Ledger
→Periodic Material Valuation→Determine Material Prices (Single Level)

3.3 Multi-Level Material Price Determination

3.4 Transaction-Based Material Price Determination

XXV. Classification System

1. Characteristics

1.1 Create Characteristics

Transaction code: CT04

Navigation path: SAP Menu→Cross-Application Components→Classification System→Master Data→
Characteristics

- => Description for the characteristic
- => Data type – which can be a numeric, date, currency, time or character
- => Format of the data type, number of characters, etc.
- => Template, if necessary
- => Single or Multiple values
- => Entry required flag

1.2 Configuring Characteristics

1.2.1 Characteristics Defaults

Transaction code: SPRO

Navigation path: IMG→Cross-Application Components→Classification System→Characteristics
→Define Default Settings

1.2.2 Characteristics Status

Transaction code: SPRO

Navigation path: IMG→Cross-Application Components→Classification System→Characteristics
→Define Characteristic Status

1.2.3 Value Templates

Transaction code: SPRO

Navigation path: IMG→Cross-Application Components→Classification System→Characteristics
→Define Templates

2. Classes

Transaction code: CL02

Navigation path: SAP Menu→Cross-Application Components→Classification System→Master Data→Classes

3. Configuring a Class Type

Transaction code: SPRO

Navigation path: IMG→Cross-Application Components→Classification System→Classes→ Maintain Object Types and Material Types

Typ	Description	Typ	Description	Typ	Description
001	Material Class	021	Network	050	Reconciliation
002	Equipment Class	023	Batch	053	IPPE Node
003	Functional Location	024	Dependency	055	Contract Class
004	Reference Functional Location	025	Engineering Change Management	056	IPPE Variant
005	Inspection Characteristics	030	Plant	060	Layout areas
006	Inspection Methods	031	User-Defined Data Type	070	Trial Management
007	Code Groups	032	Release Strategy	100	Characteristic Values for Substance
008	Selected Sets	033	Investment Program Positions	101	Trial Results (Process Parameters)
009	Production Resources and Tools	034	Department	170	Document Distribution
010	Vendor Class	035	Site Hierarchy	200	Material (Configurable Objects)
011	Customer Class	037	Measuring Point	201	Document (Configurable Objects)
012	Characteristics Class	038	Activity	300	Variants
013	Controlling: Orders	039	Master Warranty	301	Model Service Specifications
014	Controlling: Projects	041	Funds Centers	501	Contact Person
015	Message item	042	Fund	502	Relations
016	Object Link	043	Commitment Item	503	Opportunities
017	Document Management	044	Characteristic Value	504	Activities
018	Task List Class	047	Assortment	800	Business Location
019	Work Center Class	048	Object Link		
020	Standard Network Class	049	Licenses		

4. Class Hierarchies

4.1 Creating a Class Hierarchy

Transaction code: CL24N

Navigation path: SAP Menu→Cross-Application Components→Classification System→ Assignment→Assign Objects/Classes to Class

Transaction code: CL6C

Navigation path: SAP Menu→Cross-Application Components→Classification System→ Environment→Reporting→Class Hierarchy

4.2 Inherited Characteristics

5. Object Dependencies Creation

The following should be selected **Extras→Object Dependencies→Editor**

6. Finding Objects Using Classification

6.1 Classifying Materials

6.2 Classifying Objects

Transaction code: CL20N

Navigation path: SAP Menu→Cross-Application Components→Classification System→ Assignment→Assign Object to a Class

Transaction code: CL24N

Navigation path: SAP Menu→Cross-Application Components→Classification System→ Assignment→Assign Objects/Classes to a Class

6.3 Finding Objects

Transaction code: CL30N

Navigation path: SAP Menu→Cross-Application Components→Classification System→Find→ Find Objects in Classes

XXVI. Document Management

1. Document Information Record

1.1 Document Number

1.2 Document Type

Transaction code: SPRO

Navigation path: IMG→Cross-Application Components→Document Management→Control Data→Define Document Types

1.2.1 Status Switch

1.2.2 Revision Level Assignment

1.2.3 Version Assigned Automatically

1.2.4 Change Document

1.3 Document Part

1.4 Document Version

1.5 Document Status

Transaction code: SPRO

Navigation path: IMG→Cross-Application Components→Document Management→Control Data→Define Document Status

2. Creating a Document

Transaction code: CV01N

Navigation path: SAP Menu→Logistics→Central Functions→Document Management→Document→Create

2.1 Description

2.2 Document Status

2.3 Change Number

3. Linking an Object to a Document

3.1 Configuration for Linking Documents

Transaction code: SPRO

Navigation path: IMG→Cross-Application Components→Document Management→Control Data→Define Document Types

3.2 Linking a Document to a Material Master Record

3.3 Linking a Document to a Vendor Master Record

4. Documents and Classification

Transaction code: CL24N