

Sales Order Create – VA01

Definition:

A Sales order is an agreement between company and customer for delivery of goods or services at certain time and on agreed terms.

The Sales area is responsible for execution of sales order on the terms agreed.

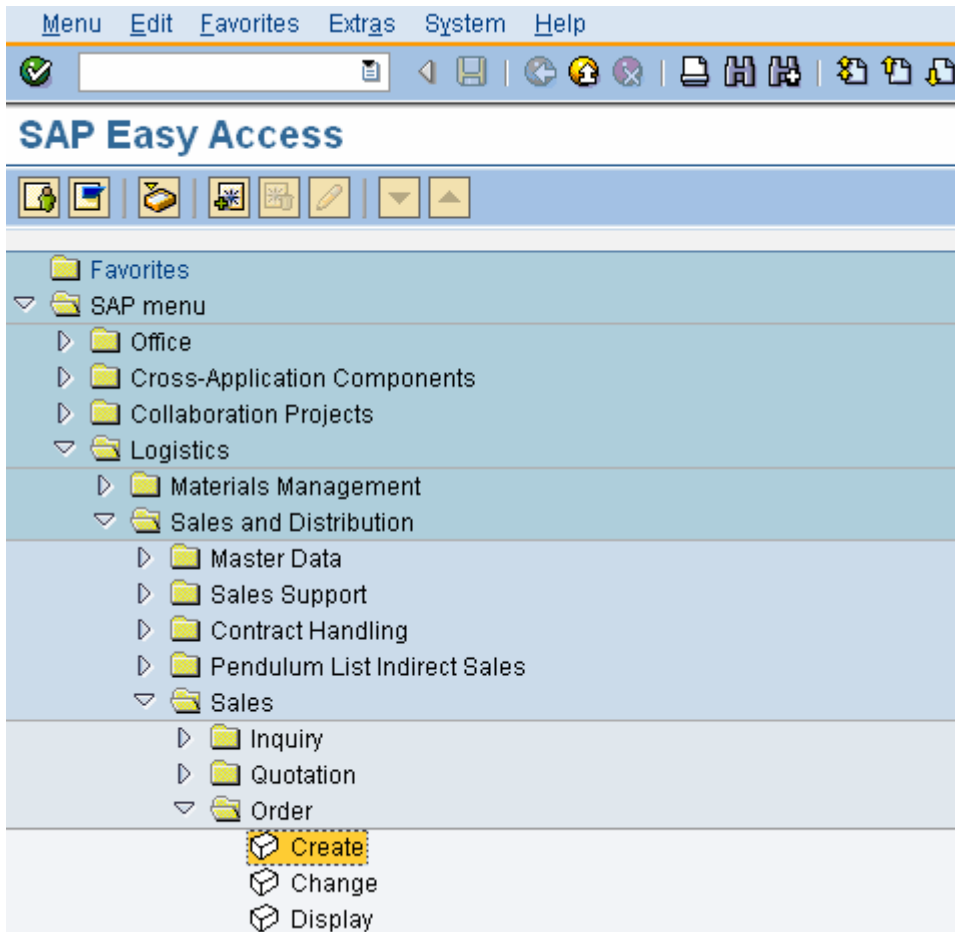
Prerequisite:

Following master data is required


1. Customer master data.
2. Material master data.
3. Pricing condition records.

Menu Path:

Logistics → Sales and Distribution → Sales → Order → Create



Double click 'Create'

Enter Order type, Sales Organization, Distribution Channel & Division and click 

Create Sales Order: Initial Screen

Order Type Standard Order

Organizational data

Sales Organization USA Denver

Distribution Channel Final customer sales

Division Cross-division


Sales Office

Sales Group


Enter Sold-to party or Ship-to party and PO number as customer reference and press enter or click 

Create Standard Order: Overview

Standard Order Net value

Sold-to party 


Ship-to party


PO Number PO date 

Sales | Item overview | Item detail | Ordering party | Procurement | Shipping | Reason for rejection

Req. deliv.date Deliver.Plant


Complete div. Total Weight

Delivery block  Volume


Billing block  Pricing date

Payment card Exp.date

Payment terms Incoterms

Order reason 

Sales area / / USA Denver, Final customer sales, Cross-division

Enter Material no and Order quantity and press enter or click 

Standard Order		Net value	667.00	USD
Sold-to party	300713	Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850		
Ship-to party	300713	Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850		
PO Number	Customer ref. 1	PO date		

Req. deliv.date	D	04.12.2006	Deliver.Plant	
<input type="checkbox"/> Complete div.			Total Weight	20.500 KG
Delivery block			Volume	0.000
Billing block			Pricing date	04.12.2006
Payment card			Exp.date	
Payment terms	ZB01	14 Days 3%, 30/2...	Incoterms	FOB From the Plant
Order reason				
Sales area	3020	/ 10 / 00	USA Denver, Final customer sales, Cross-division	


Item	Material	Order quantity	SU	Description	S	Customer Material Numb	ItCa	DG...	HgLvt	First date	PInt	Batch
	10M-10		1 PC	Flatscreen MS 1775P	<input checked="" type="checkbox"/>		TAN			04.12.2006	3200	
					<input type="checkbox"/>					04.12.2006		

The Plant and Pricing is determined automatically as seen above.

Delivering plant is proposed in order if it is maintained in master data and the preference is as follows:

1. From Customer-Material info record if maintained there
2. From Customer master record of Ship-to party if maintained there.
3. From Sales view of Material master if maintained there.

If records are not maintained Delivering plant can be entered manually.

In main menu follow Menu path: Goto → Header → Sales or click on icon 

Check Header data on all the tabs.

Create Standard Order: Header Data

Standard Order		Purchase order no.	Customer ref. 1
Sold-to party	300713	Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850	

Sales Shipping Billing Document Payment cards Accounting Conditions Account assignment

Order Type	OR	Standard Order	Document date	04.12.2006
Sales area data	3020 / 10 / 00	USA Denver, Final customer sales, Cross-division		
Sales office	3000	Office Philadelphia	Created by	100049503
Sales group	302	Group P2	Created on	04.12.2006
Version		Guarantee		
Order reason				
Delivery time				

Pricing and statistics

Doc. currency	USD	/	1.00000	Pricing date	04.12.2006
Pric. procedure	RVCXUS	Standard - USA	Customer group		
Price List			Usage		
Price group			Sales district	US0010	US Eastern re

Check Sales area data, Document currency and Pricing date
Next click on tab 'Shipping'

Create Standard Order: Header Data

Standard Order		Purchase order no.	Customer ref. 1
Sold-to party	300713	Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850	

Sales Shipping Billing Document Payment cards Accounting Conditions Account assignment

Ship-to party 300713 Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850

Shipping

Unloading Point		Receiving point	
Department			
Delivery block		<input type="checkbox"/> Complete delivery	
Shp.Cond.	02 Standard	<input checked="" type="checkbox"/> Order combination	
DG mgmt profile		<input type="checkbox"/> Contains DG	
MnsOfTrns type		Shipping type	
MeansTransp.		SpecProcl	
<input type="checkbox"/> POD-relevant			

Weight and volume

Total Weight	20.500	KG
Net weight	20.500	
Volume	0.000	

Check Shipping Condition and total Weight/Volume

Click on tab 'Billing'

Create Standard Order: Header Data

Standard Order Purchase order no. Customer ref. 1
 Sold-to party Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850

Sales Shipping **Billing Document** Payment cards Accounting Conditions Account assignment

Payer Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850

Delivery and payment terms

Incoterms From the Plant Fixed val.date
 Payment terms 14 Days 3%, 30/2%, 45 net Add.value days

Billing

Billing block SubslvProcess
 Invoicing dates
 Billing date CCode to be billed IDES US INC
 Serv.rendered date Alt.tax classific.
 Tax depart. country Tax dest. country EU triang. deal

Risk management

Paymt guarant. proc. Payment cards
 Financial doc. no. Depreciation % %

Check Incoterms, Payment terms which are copied from Customer master. Company code is determined automatically.

Click on tab 'Partners'

Create Standard Order: Header Data

Standard Order Purchase order no. Customer ref. 1
 Sold-to party Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850


Sales Shipping Billing Document Payment cards Accounting Conditions Account assignment **Partners**

Display Range

Partn.Funct.	Partner	Name	Street	Postal c...	Cty	Partne
AG Sold-to party	<input type="text" value="300713"/>	Brighton Inc	225 SYCAMORE ROAD	13850	VESTAL	
RE Bill-to party	<input type="text" value="300713"/>	Brighton Inc	225 SYCAMORE ROAD	13850	VESTAL	
R6 Payer	<input type="text" value="300713"/>	Brighton Inc	225 SYCAMORE ROAD	13850	VESTAL	
WE Ship-to party	<input type="text" value="300713"/>	Brighton Inc	225 SYCAMORE ROAD	13850	VESTAL	

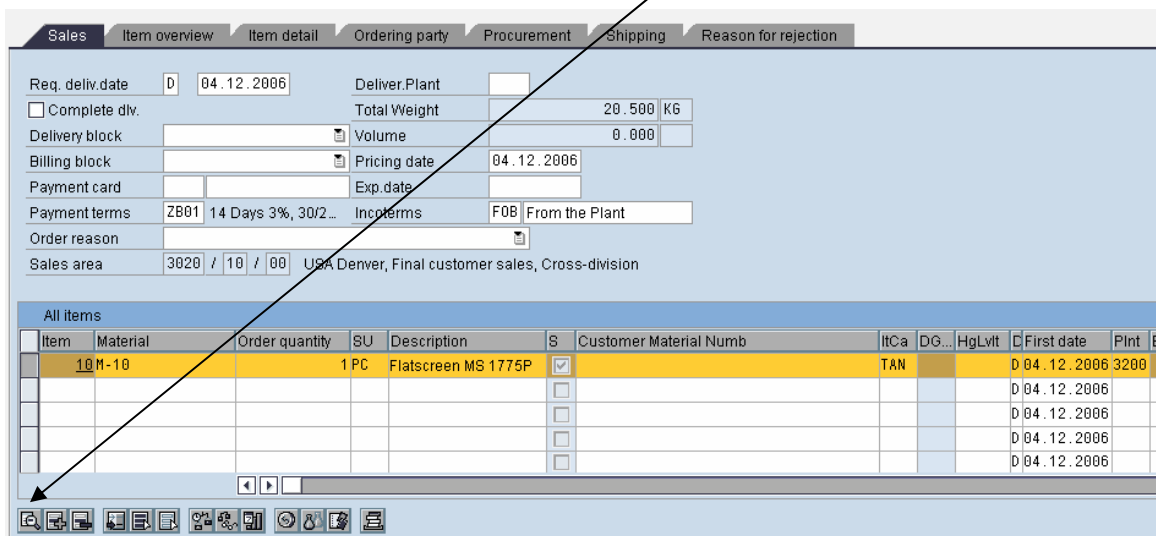
Check the Partners and details are correct.

Similarly other relevant tabs of Header data to be checked and changed if required.

In main menu follow Menu path: Goto → Overview or icon 

Next to check on Item data select item and follow Menu path:

Goto → Item → Sales A or click on icon 



The screenshot displays the SAP Item data screen with the following details:

- Header Data:**
 - Req. deliv.date: 04.12.2006
 - Deliver.Plant: [Empty]
 - Complete div.:
 - Total Weight: 20.500 KG
 - Delivery block: [Empty]
 - Volume: 0.000
 - Billing block: [Empty]
 - Pricing date: 04.12.2006
 - Payment card: [Empty]
 - Exp.date: [Empty]
 - Payment terms: ZB01 14 Days 3%, 30/2...
 - Incoterms: FOB From the Plant
 - Order reason: [Empty]
 - Sales area: 3020 / 10 / 00 USA Denver, Final customer sales, Cross-division
- All Items Table:**

Item	Material	Order quantity	SU	Description	S	Customer Material Numb	ItCa	DG...	HgLvlt	First date	Plnt	E
	10 M-10	1 PC		Flatscreen MS 1775P	<input checked="" type="checkbox"/>		TAN			04.12.2006	3200	
					<input type="checkbox"/>					04.12.2006		
					<input type="checkbox"/>					04.12.2006		
					<input type="checkbox"/>					04.12.2006		
					<input type="checkbox"/>					04.12.2006		

Item data screen is displayed as under:

Create Standard Order: Item Data

Navigation icons: Back, Forward, Home, Print, Refresh, Copy, Paste, Undo, Redo, Help, Search, etc.

Sales Document Item: 10 Item category: TAN Standard Item
Material: M-10 Flatscreen MS 1775P

Navigation tabs: Sales A, Sales B, Shipping, Billing Document, Conditions, Account assignment, Schedule lines, Partners

Order Quantity and Delivery Date

Order quantity: 1 PC 1 PC <-> 1 PC
First delivery date: 04.12.2006
Delivery time: [icon]

General sales data

Net value: 667.00 USD Exch. Rate: 1.00000
Pricing date: 04.12.2006
Material entered: M-10
EAN/UPC: [input]
Engineering change: [input] BOM explosion number: [input]
Usage: [icon]
Bus.transaction type: 11 Final Purchase/Sale
Reason for rejection: [input] Preference
Alternative to item: [input]

Order quantity entered in overview screen is displayed here.
Click on 'Sales B' tab

Sales Document Item: 10 Item category: TAN Standard Item
Material: M-10 Flatscreen MS 1775P

Navigation tabs: Sales A, Sales B, Shipping, Billing Document, Conditions, Account assignment

Pricing and statistics

Pr. ref. matl: [input]
Prod.hierarchy: 001250010000000110 Monitor
Material group: 00207 Monitors
MatGroup 1: [input]
MatGroup 2: [input]
Division: 07 High Tech Mat.pricing grp: 01 Standard Parts [icon]
Customer group: [input] [icon] Price group: [input] [icon]
Price List: [input] [icon] Sales district: US0010 US Eastern reg...

Product Hierarchy and sales relevant material data is copied from material master by system.

Click on tab 'Shipping'

Sales Document Item	10	Item category	TAN	Standard Item
Material	M-10	Flatscreen MS 1775P		

Sales A	Sales B	Shipping	Billing Document	Conditions	Account assignment	Sch
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Ship-to party Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850

Shipping			
Unloading Point	<input type="text"/>	Receiving point	<input type="text"/>
Department	<input type="text"/>	Delivery Prior.	2 Normal
Plant	3200 Atlanta	Stor. location	<input type="text"/>
Shipping Point	3200 Shipping Point Atlanta	Part.dlv./item	<input type="text"/>
Route	<input type="text"/>	Max.Part.Deliv.	9
Mat.freight grp	<input type="text"/>	Order combinat.	<input checked="" type="checkbox"/>
MnsOfTrns type	<input type="text"/>	Shipping type	<input type="text"/>
MeansTransp.	<input type="text"/>	Spec.processing	<input type="text"/>
<input type="checkbox"/> POD-relevant			

Weight and volume		Delivery tolerance	
Net weight	<input type="text" value="20.500"/> KG	Overdeliv. tolerance	<input type="text"/> %
Gross weight	<input type="text" value="20.500"/>	Underdel. tolerance	<input type="text"/> %
Volume	<input type="text"/>	Unlimited tol.	<input type="checkbox"/>

Check Plant, Shipping point and Weight/Vol of item.

Click on tab 'Billing Document'

Sales Document Item Item category Standard Item
Material Flatscreen MS 1775P

Sales A | Sales B | Shipping | **Billing Document** | Conditions | Account assignment | Schedule lines

Payer Brighton Inc / 225 SYCAMORE ROAD / VESTAL NY 13850

Delivery and Payment Terms

Incoterms From the Plant Fixed val.date
Payment Terms 14 Days 3%, 30/2%, 45 net Add.value days

Billing

Billing block
Invoicing dates
Billing date
Serv.rendered
Tax classific.
SubslnvProcess

Accounting

Acct asgmt grp
Payment Method
Posting period
Exch.rate-acct.
Dunning key
Dunning block
Rev. recog
Acc. start

Risk Management

Paym.guar.proc. Payment cards PaytGuarFm Ret. %
Financ.doc.no. Deprec. %

Header data is copied on to items.

Click on tab 'Conditions'

Sales Document Item Item category Standard Item
Material Flatscreen MS 1775P

Sales A | Sales B | Shipping | Billing Document | **Conditions** | Account assignment | Schedule lines | Partners | Texts | Order Data

Qty PC Net USD Tax

CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Num...	OUn	CCon...	Un	Condition value	CdC...
PR00	Price	667.00	USD		1 PC	667.00	USD	1	PC	1	PC	0.00	
Z200	Campaign Price CRM		USD		1 PC	0.00	USD	1	PC	1	PC	0.00	
	Gross	667.00	USD		1 PC	667.00	USD	1	PC	1	PC	0.00	
Z201	CampaignDiscount CRM		%			0.00	USD	0		0		0.00	
RC00	Quantity Discount		USD		1 PC	0.00	USD	1	PC	1	PC	0.00	
	Discount Amount	0.00	USD		1 PC	0.00	USD	1	PC	1	PC	0.00	
	Rebate Basis	667.00	USD		1 PC	667.00	USD	1	PC	1	PC	0.00	
	Net Value for Item	667.00	USD		1 PC	667.00	USD	1	PC	1	PC	0.00	
	Net value 2	667.00	USD		1 PC	667.00	USD	1	PC	1	PC	0.00	
	Total	667.00	USD		1 PC	667.00	USD	1	PC	1	PC	0.00	
	Total	667.00	USD		1 PC	667.00	USD	1	PC	1	PC	0.00	
VPRS	Cost	382.50	USD		1 PC	382.50	USD	1	PC	1	PC	0.00	
EDI1	Cust.expected price		USD		1 PC	0.00	USD	1	PC	1	PC	0.00	
EDI2	Cust.expected value		USD			0.00	USD	0		0		0.00	

Condition rec. Analysis Update

Pricing conditions are determined here and some records can be entered manually if required. Check if pricing amount is correct.

Click on tab 'Schedule Lines'

Sales Document Item: 10
Material: M-10
Item category: TAN
Standard Item
Flatscreen MS 1775P

Order quantity: 1 PC
Delivered qty: 0

	Deliv. date	Order quantity	Rounded qty	Confirmed qty.	S...	Delivery block	Delivered qty	Sc...	Purchase r...
D	04.12.2006	1	1	0	PC			CV	
D	06.12.2006	0	0	1	PC			CV	
D									
D									
D									
D									
D									
D									
D									
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Check if schedule lines have been created and quantity confirmed on dates required.

Similarly data can be checked and maintained on other tabs like Text and Partners as required.

Next In main menu follow Menu path: Goto → Overview or icon

Next follow Menu path: Edit → Incompletion Log to check completeness of document

Following message is displayed at corner of screen

Document is complete

Click on following message is displayed

Standard Order 10655 has been saved

Sales order creation is complete.

