

# APAC Procurement Business Module

## PR Document Type as per MRP Group Settings Procedure Training Document



### Local Group Companies

Submit Date, 10-Dec-04  
<Confidential>





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## Document Types for Purchase Requisitions

### Use

You can use document types to **specify and group** purchase requisitions more exactly. The following document types are available for purchase requisitions:

- Standard purchase order
- Subcontracting
- Stock transfer

### Prerequisites

- In Customizing for Purchasing under *Purchase requisition*, you have created your document types in addition to the standard document type *NB* in the IMG activity *Define document types*.
- In Customizing for MRP in the IMG activity *Define external procurement*, you have determined the document type for each MRP group, which you want to use in the material requirements planning.

### Features

- The document type is used
  - When generating purchase requisitions in the planning run
  - When converting planned orders into purchase requisitions
- The system displays the document type from the MRP list or stock/requirements list in the detail screen of the purchase requisition. You have no control function in material requirements planning. The system only displays the information.
- The system always generates purchase requisitions for direct procurement with the document type *NB* for standard purchase order.

You do not normally have to make entries for the document types in Customizing. If you have not defined a document type, the system will always generate purchase requisitions with the document type *NB*.

### MRP Groups

The MRP group is an organizational object used to assign a group of materials with special control parameters for the planning run. You can maintain MRP groups if plant control is not detailed enough for your purposes and you want to assign control parameters that deviate from the plant parameters to a certain group of materials. To do this, you create MRP groups with these special control parameters and then you assign these MRP groups to the appropriate material groups in the material master record (MRP 1 screen).

You can set the following control parameters for the total planning run:

- Creation indicators for the planning run (purchase requisition creation indicator, MRP list creation indicator, and so on).
- The planning horizon.

The following is valid for the total and the single-item planning run:

- For all materials without an MRP group, the plant parameters are valid or the entries in the initial screen of the planning run.
- For all materials that have an MRP group, the system uses the parameters in the MRP group in the planning run. In this step, you can completely maintain the MRP groups and you can also assign a material type to an MRP group.

### **Current 'As-Is' Situation**

Company business operations are defined in standard R/3 system into company code and plants. Each company code represents a country operation. Each company code is further classified in to plants. Each plant is identified for doing specific business within the region. As part of procurement, each country is allowed to do purchasing. In R/3 system, purchase request can be created using standard document type NB. This document type is common across all company code, hence document number generated for each purchase request is confined to a single number range defined in the system. This procedure is not recommended from audit point of view.

### **“To - Be “ Recommendation**

Purchase request generated from MRP from one country can be converted into purchase order by other country, as there is no differentiation is made between documents belonging to different countries. Hence it is recommended to have different purchase request document type for every country. This is possible by creating MRP group. Define one MRP group for every country and define different purchase request document type.

## Business Process Procedure

### 1. Maintain material master data for MRP group

#### 1.1. Access transaction by

<b>Via Menu</b>	Logistics → Materials Management → Material Master → Material → Change → Immediately
<b>Via Transaction Code</b>	MM02

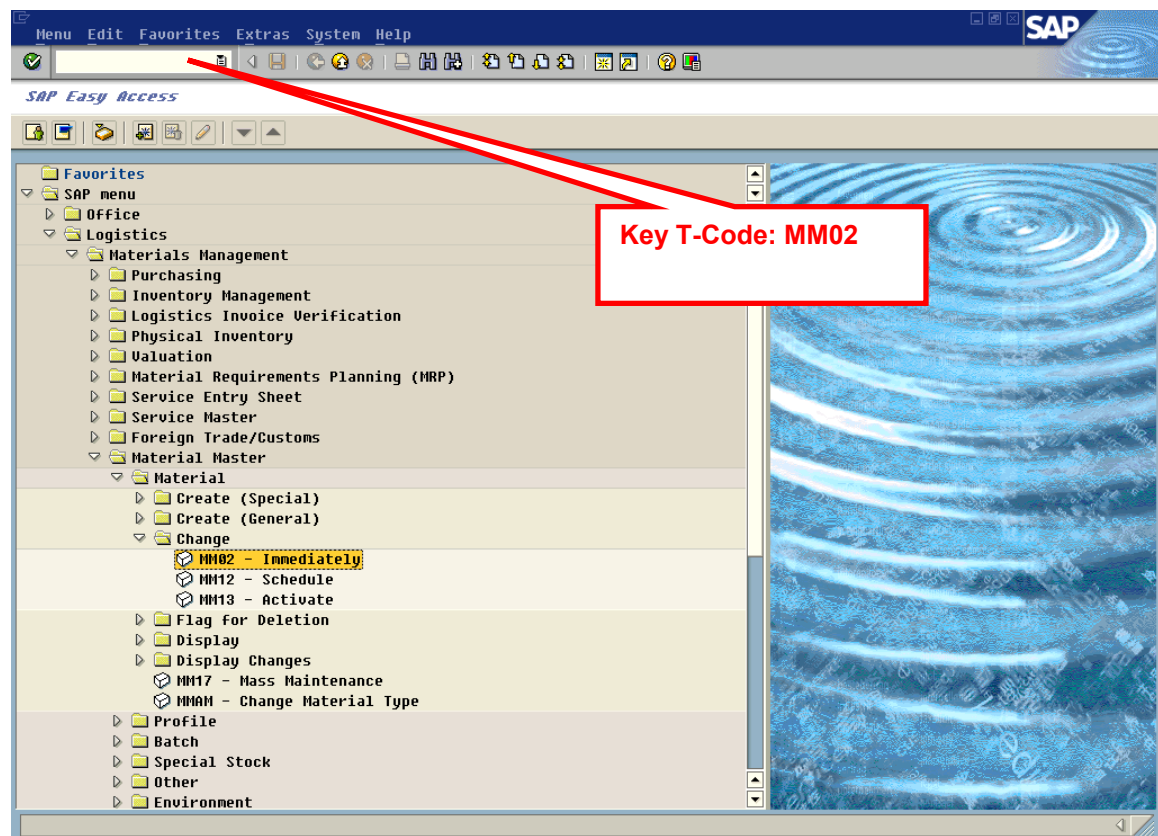


Fig-01

## 1.2. On “Change Material (Initial Screen)” screen, fill in the data as below:

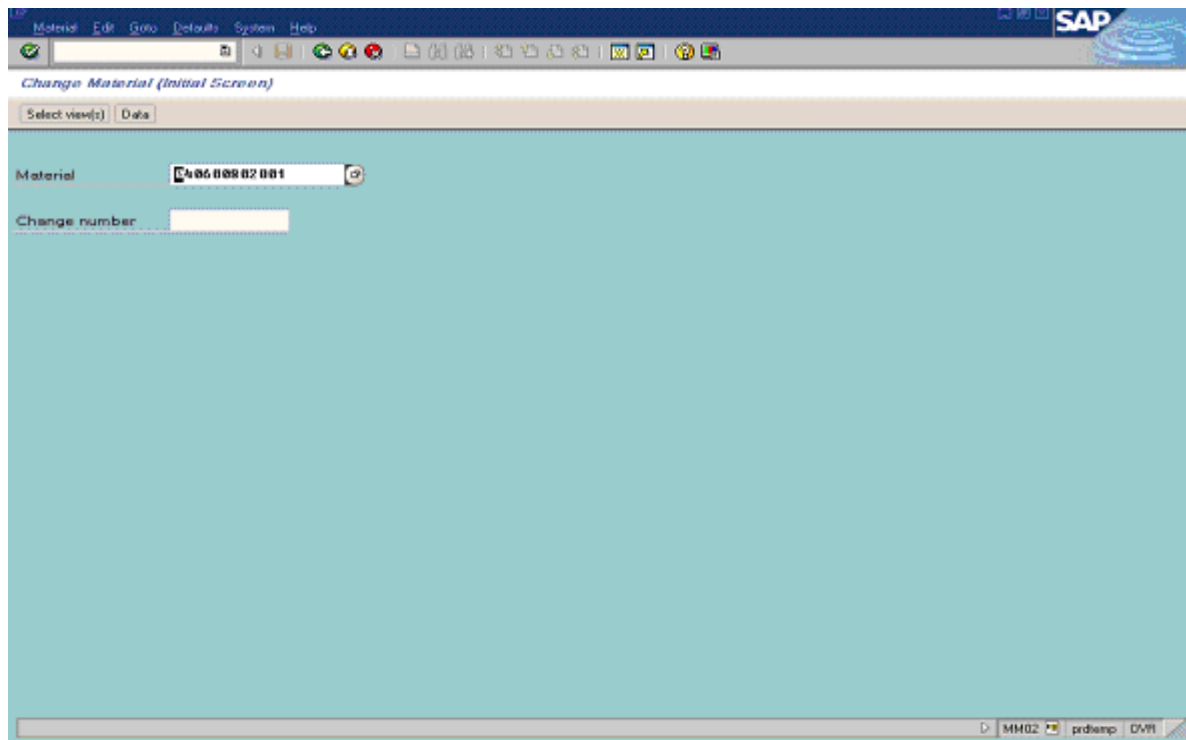


Fig-02

Field Name	Description	R/O/C/D	User Action and Values
Material	Alphanumeric key uniquely identifying the material	R	Enter the material number
Change number	Number used to uniquely identify a change master record	O	Enter the change number
			Press 'ENTER' to select views

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

1.3. On the pop up screen, select 'MRP1' and press 'ENTER':

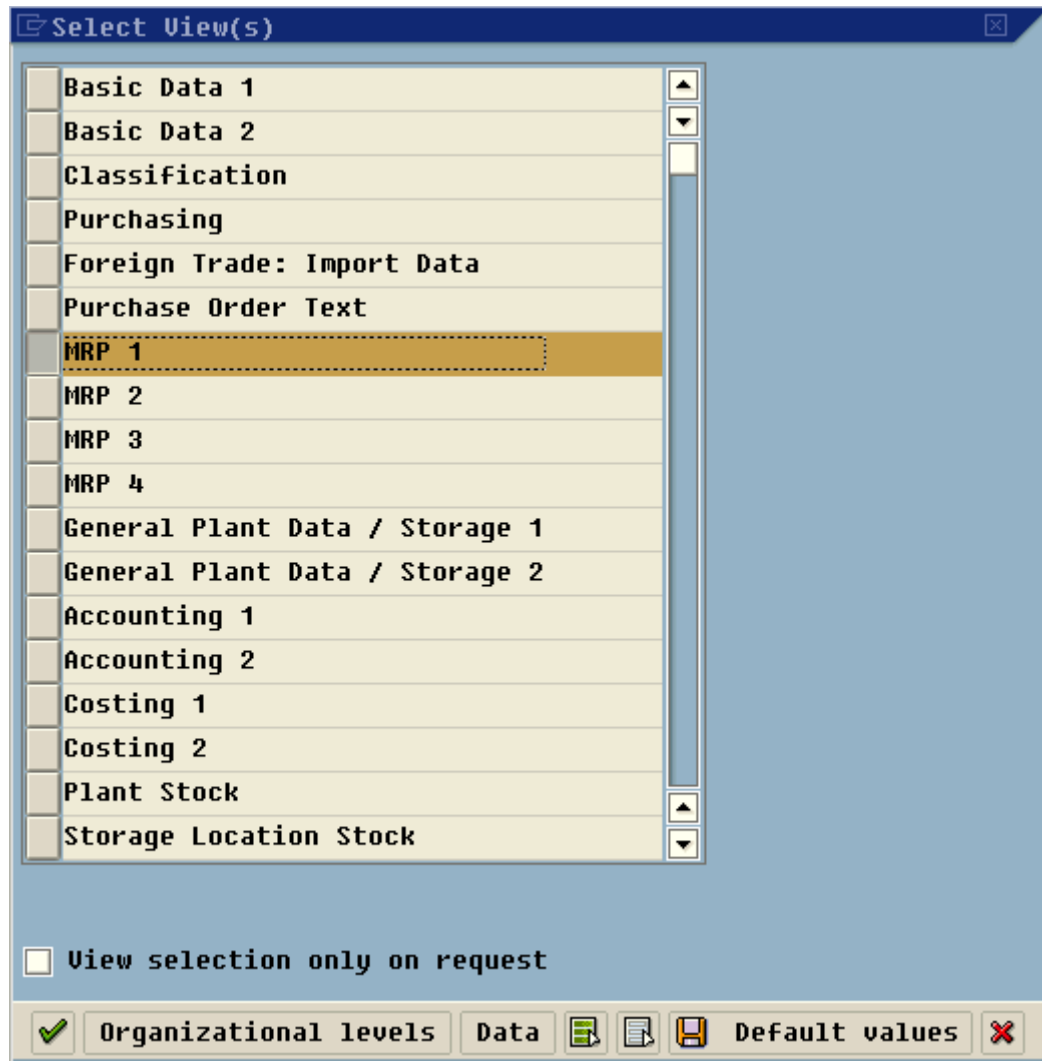


Fig-03



1.4. On the pop up screen, fill in the data as below:

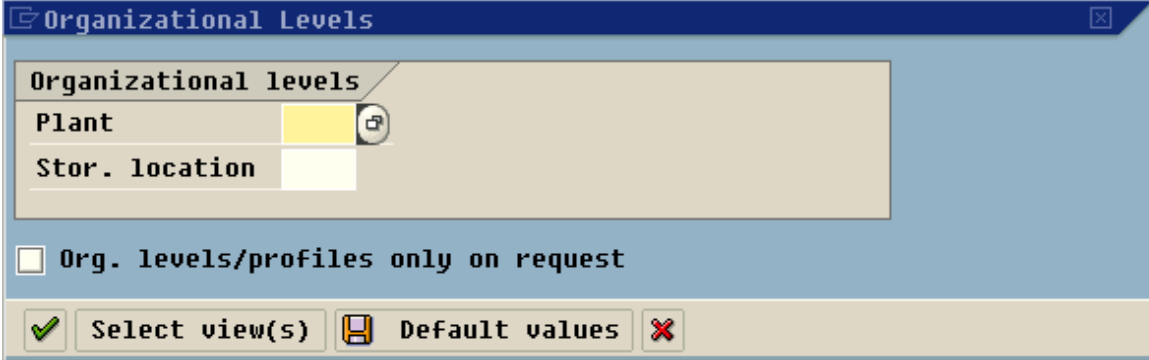


Fig-04

Field Name	Description	R/O/C/D	User Action and Values
Plant	Key uniquely identifying a plant	R	Enter the plant number
Stor. location	Number of the storage location at which the material is stored	R	Enter the storage location
			Press 'ENTER'

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

**1.5. On “Change Material XXXXXXXXXXXXX (SEA-Spare Parts)” screen, fill in the data as below:**

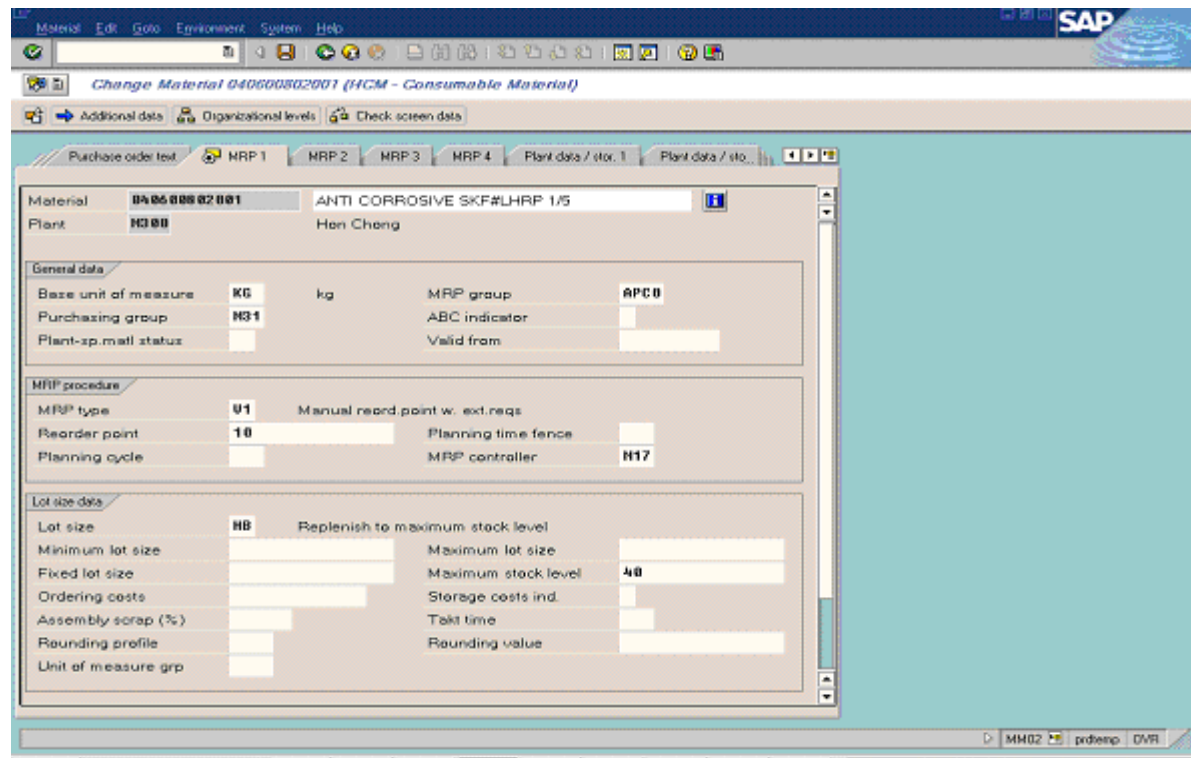


Fig-05

Field Name	Description	R/O/C/D	User Action and Values
MRP group	The MRP group contains all the materials from the point of view of MRP for assigning special control parameters for the total planning run	R	Enter the MRP group
			Verify all other MRP related data and then press 'ENTER'

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

1.6. On the pop up screen, maintain information as specified in the table below:

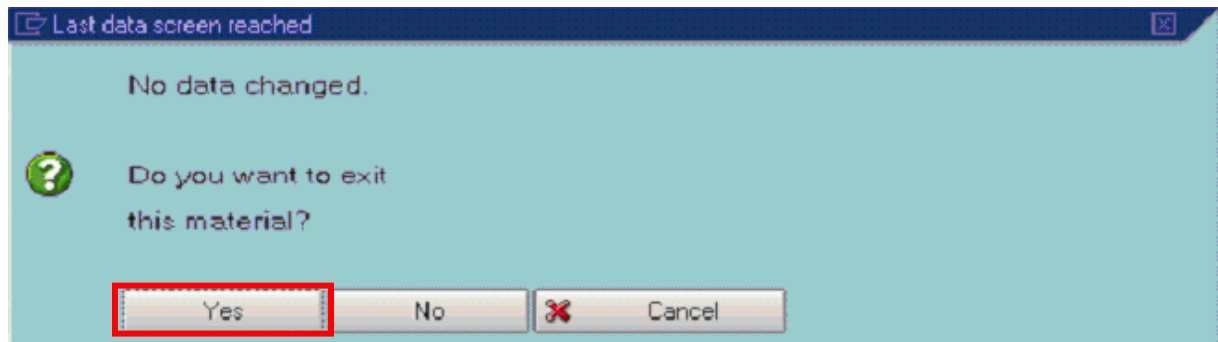


Fig-06

Field Name	Description	R/O/C/D	User Action and Values
			Click on 'Yes' button from the dialog box to save the Material master data with MRP group assigned to material. Material master is now ready for MRP RUN.

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

## 2. Create Reservation to the material to generate requirement for the material

### 2.1. Access transaction by

<b>Via Menu</b>	Logistics → Materials Management → Inventory Management → Reservation → Create
<b>Via Transaction Code</b>	MB21

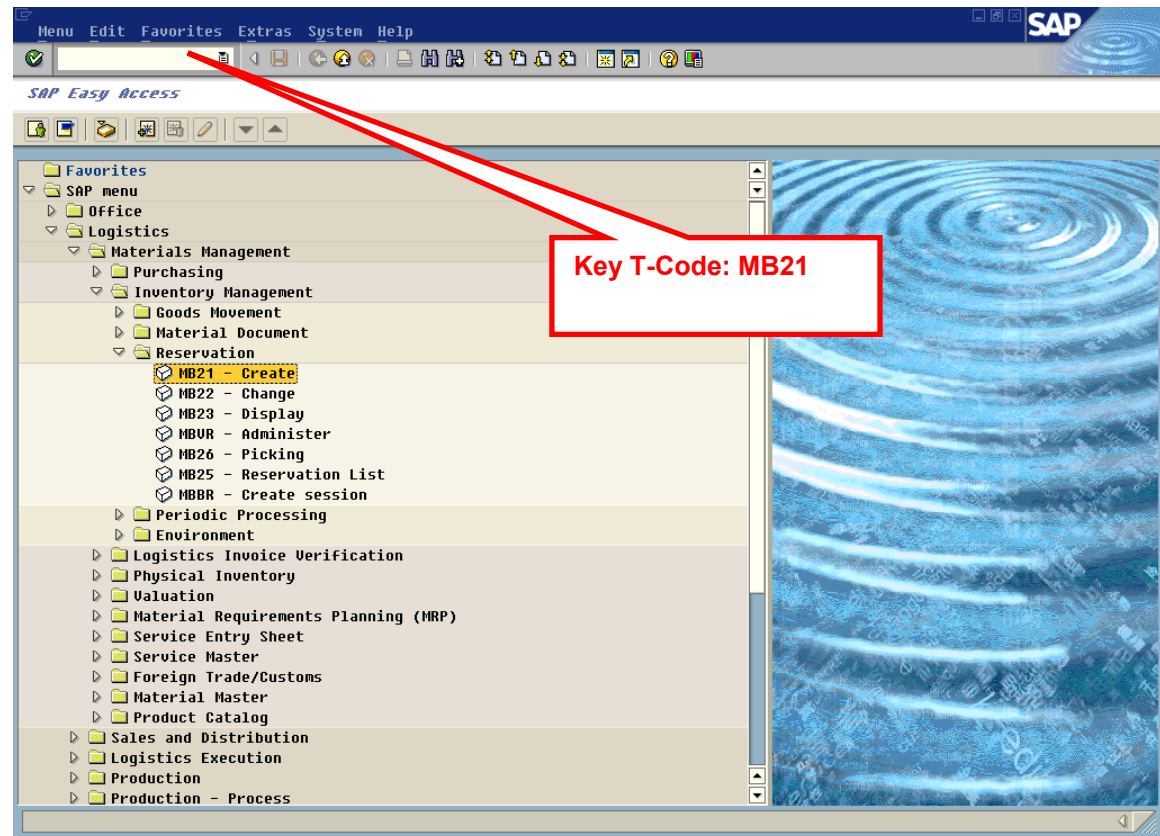
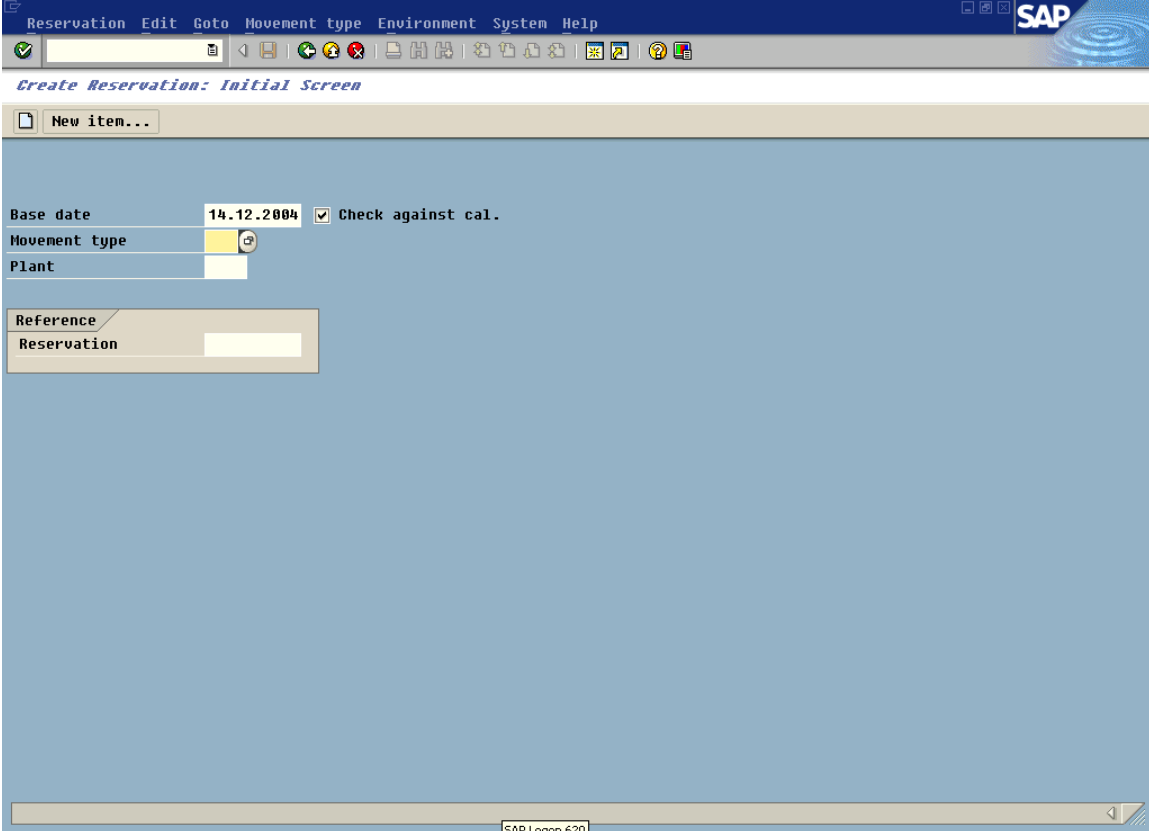


Fig-07

## 2.2. On “Create Reservation: Initial Screen” screen, fill in the data as below:



The screenshot shows the SAP 'Create Reservation: Initial Screen' window. The title bar includes 'Reservation Edit Goto Movement type Environment System Help' and the SAP logo. The main content area has a 'New item...' button at the top left. Below it, there are input fields for 'Base date' (containing '14.12.2004'), 'Movement type' (a dropdown menu), and 'Plant'. A checkbox labeled 'Check against cal.' is checked. Below these fields is a 'Reference' section with a 'Reservation' field.

Fig-08

Field Name	Description	R/O/C/D	User Action and Values
Base date	Specifies the date for which the goods movement is planned	R	Enter the base date
Movement type	Specifies a key for the type of goods movement	R	Enter the movement type
Plant	Key uniquely identifying a plant	R	Enter the plant number
			Press 'ENTER'

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

### 2.3. On “Create Reservation: New Items” screen, fill in the data as below:

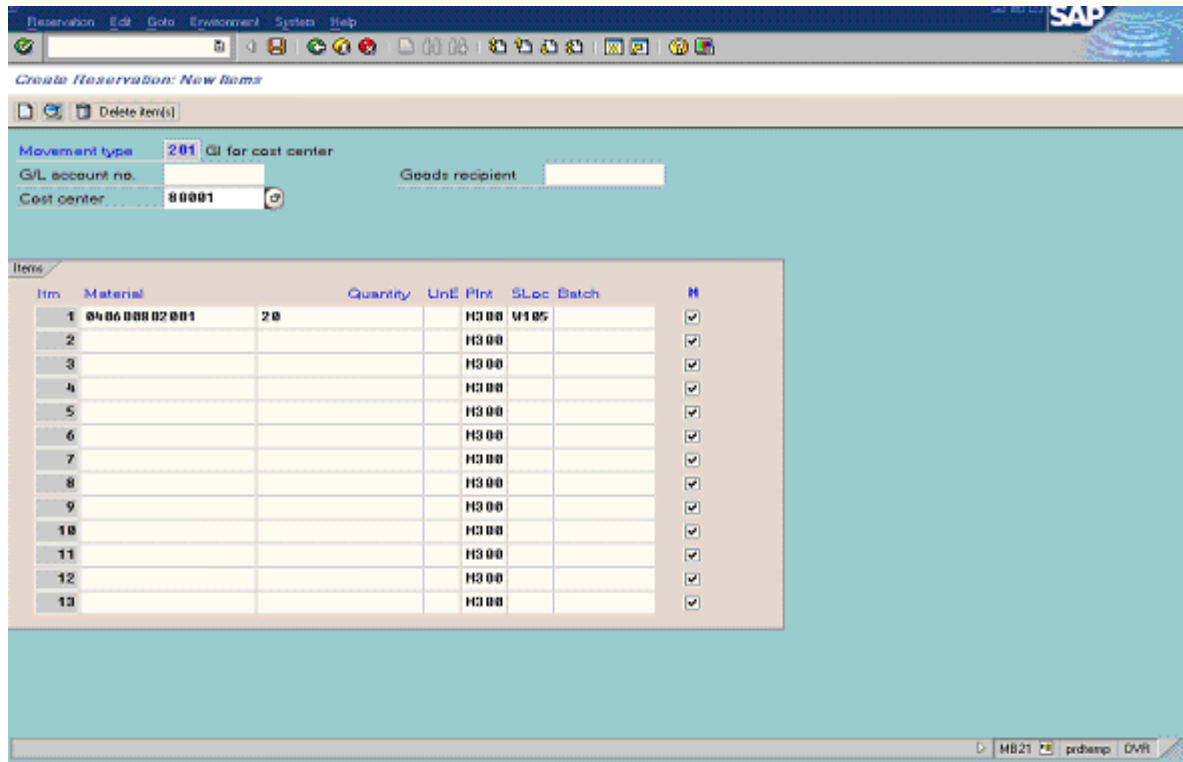


Fig-09

Field Name	Description	R/O/C/D	User Action and Values
Cost Center	Key uniquely identifying a cost center	R	Enter the cost center
Material	Alphanumeric key uniquely identifying the material	R	Enter the material number
Quantity	Specifies the quantity to be moved in the unit of entry	R	Enter the quantity
Plant	Key uniquely identifying a plant	R	Enter the plant number
Stor. location	Number of the storage location at which the material is stored	R	Enter the storage location
			Press 'ENTER'

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

2.4. “Create Reservation: New Item XXXX” screen appears if there is any message as seen in the screen shot. Press ‘ENTER’ to go to next screen:

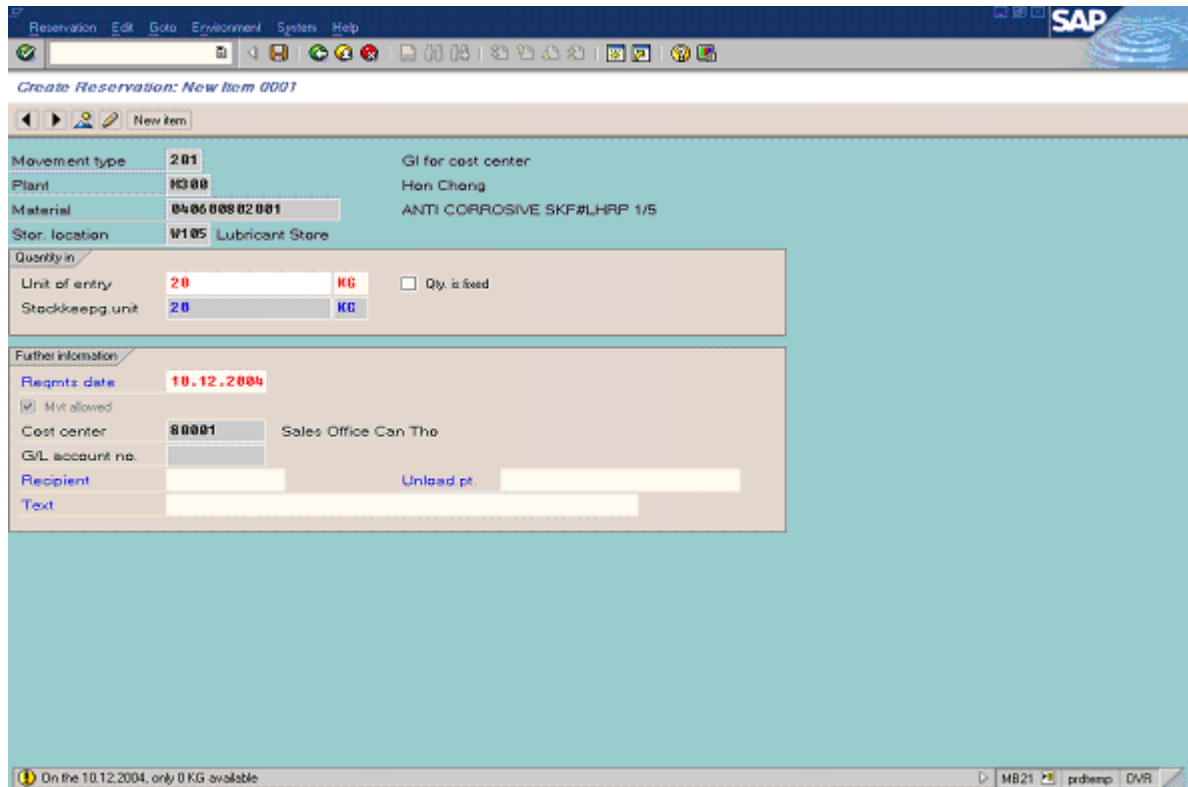


Fig-10

2.5. On “Creation Reservation: Collective Processing” screen, click on  icon to create reservation document for the material:

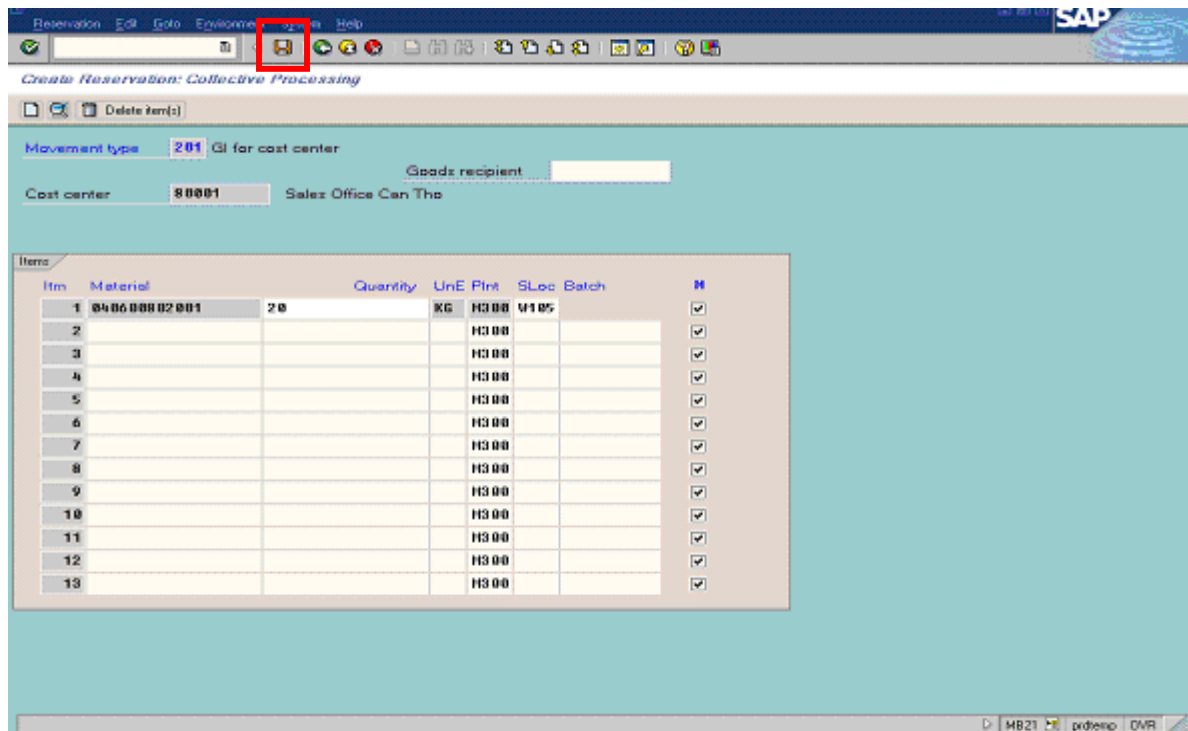


Fig-11

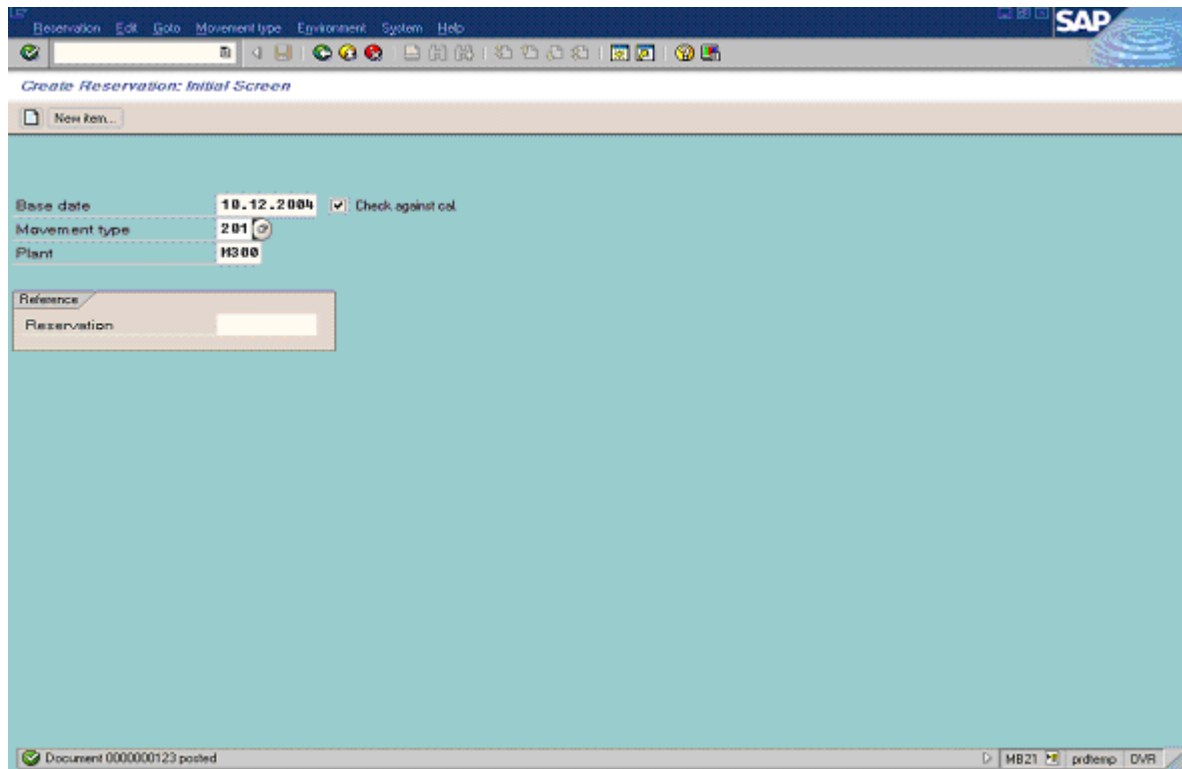


Fig-12



### 3. Single item, single level MRP Planning Run

#### 3.1. Access transaction by

<b>Via Menu</b>	Logistics → Materials Management → Material Requirements Planning (MRP) → MRP → Planning → Single-Item, Single-Level
<b>Via Transaction Code</b>	MD03

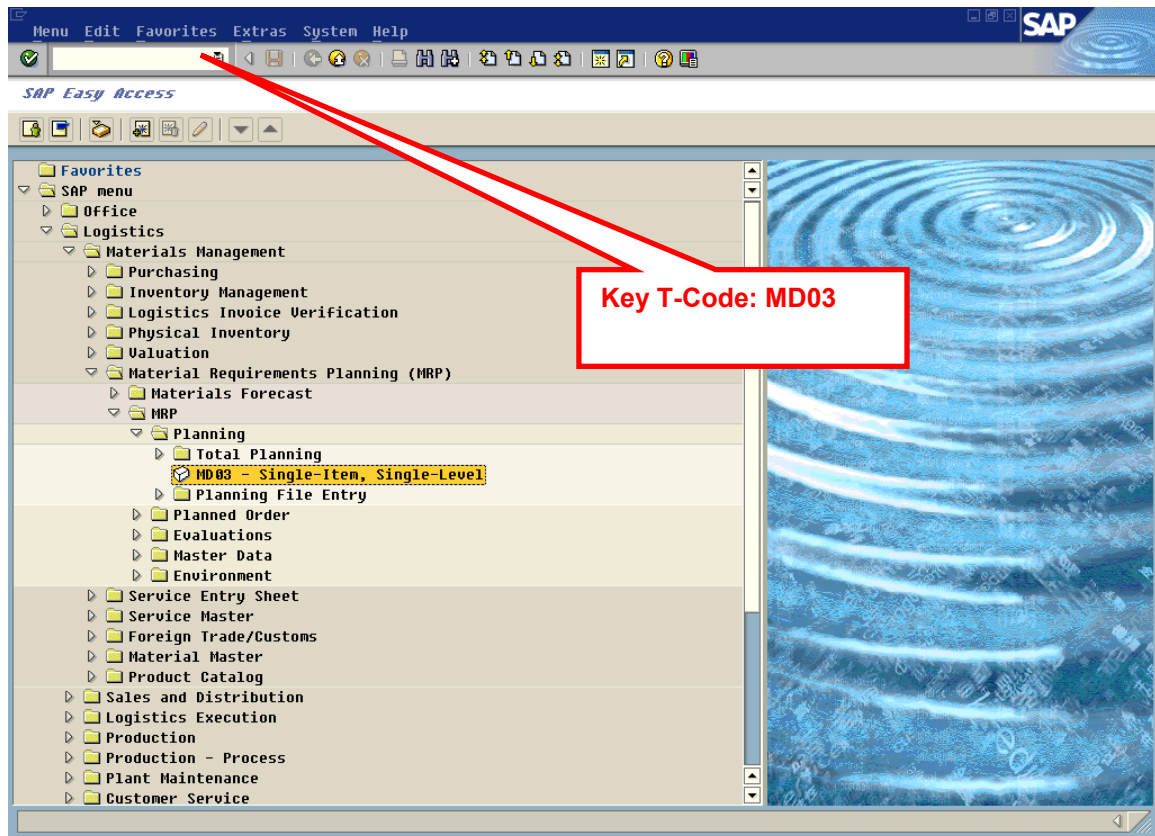
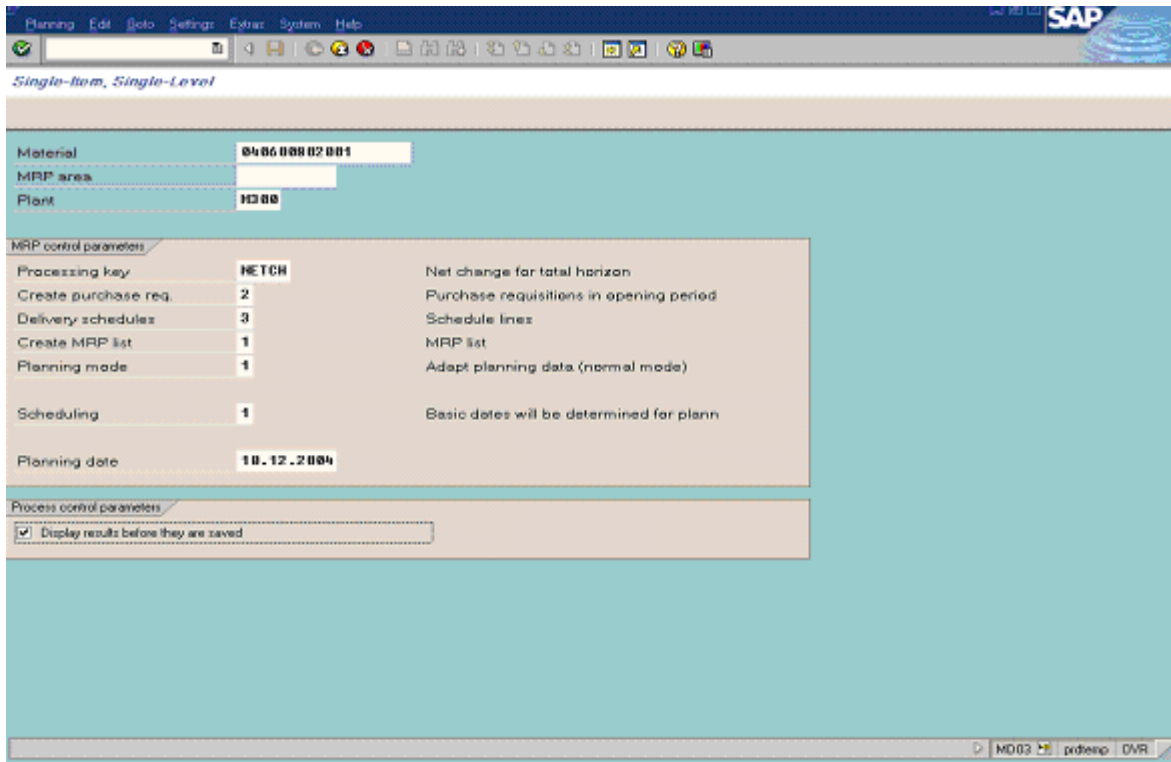


Fig-13

### 3.2. On “Single-Item, Single-Level” screen, fill in the data as below:



The screenshot shows the SAP MRP Single-Item, Single-Level screen. The title bar includes 'Planning Edit Info Settings Extras System Help' and the SAP logo. The main area is titled 'Single-Item, Single-Level'. The data is as follows:

Material	0486 008 02 001
MRP area	
Plant	MD00
<b>MRP control parameters</b>	
Processing key	NETCH Net change for total horizon
Create purchase req.	2 Purchase requisitions in opening period
Delivery schedule	3 Schedule lines
Create MRP list	1 MRP list
Planning mode	1 Adapt planning data (normal mode)
Scheduling	1 Basic dates will be determined for planning
Planning date	10.12.2004
<b>Process control parameters</b>	
<input checked="" type="checkbox"/> Display results before they are saved	

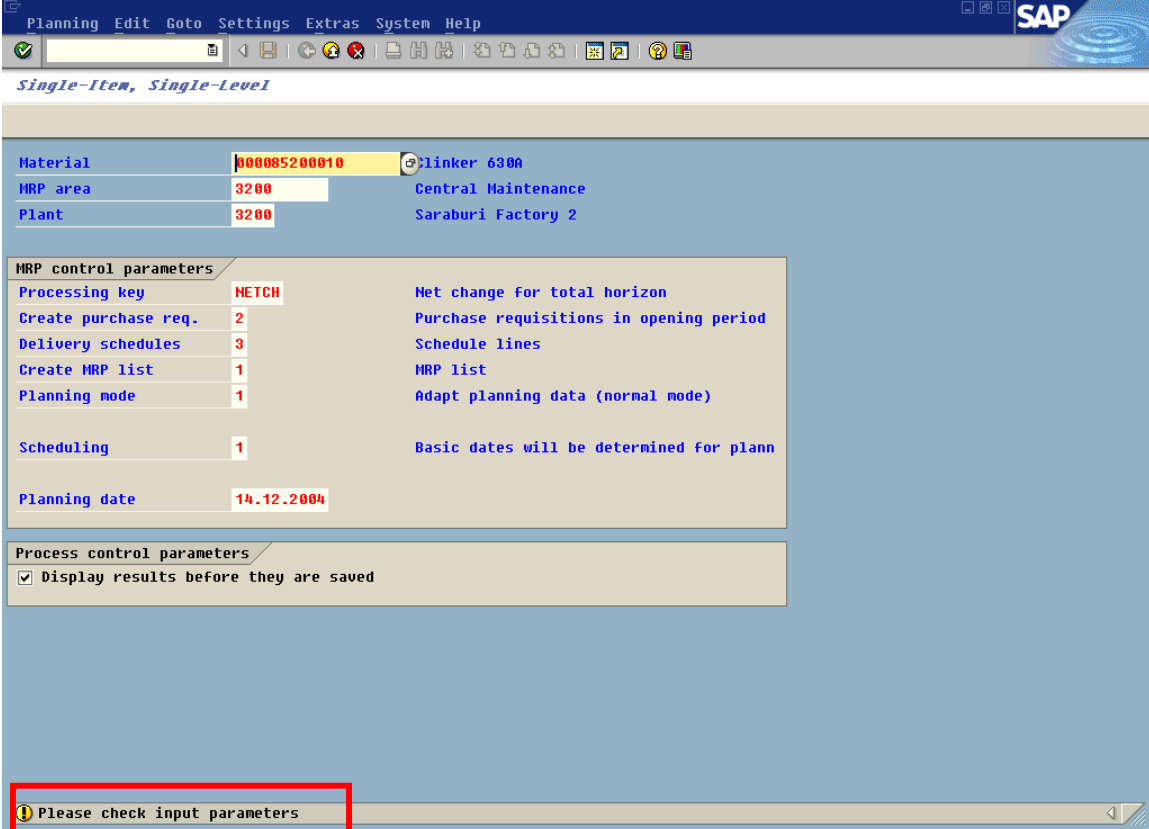
The status bar at the bottom right shows 'MD00', 'prfsemp', and 'DVR'.

Fig-14

Field Name	Description	R/O/C/D	User Action and Values
Material	Alphanumeric key uniquely identifying the material	R	Enter the material number
MRP area	Number of the MRP area for which material requirements planning should be carried out separately	R	Enter the MRP area
Plant	Key uniquely identifying a plant	R	Enter the plant number
			Select the 'Display results before they are saved' checkbox.
			Press 'ENTER'

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

### 3.3. “Single-Item, Single-Level” screen is to confirm the MRP parameters, so press ‘ENTER’:



Planning Edit Goto Settings Extras System Help SAP

*Single-Item, Single-Level*

Material	000085200010	clinker 630A
MRP area	3200	Central Maintenance
Plant	3200	Saraburi Factory 2

**MRP control parameters**

Processing key	NETCH	Net change for total horizon
Create purchase req.	2	Purchase requisitions in opening period
Delivery schedules	3	Schedule lines
Create MRP list	1	MRP list
Planning mode	1	Adapt planning data (normal mode)
Scheduling	1	Basic dates will be determined for plann
Planning date	14.12.2004	

**Process control parameters**

Display results before they are saved

**!** Please check input parameters

Fig-15

3.4. On “Planning Result: Individual Lines” screen, click on details icon of the corresponding purchase requisition line item to view the Document type picked by system for purchase request as per MRP group configuration:

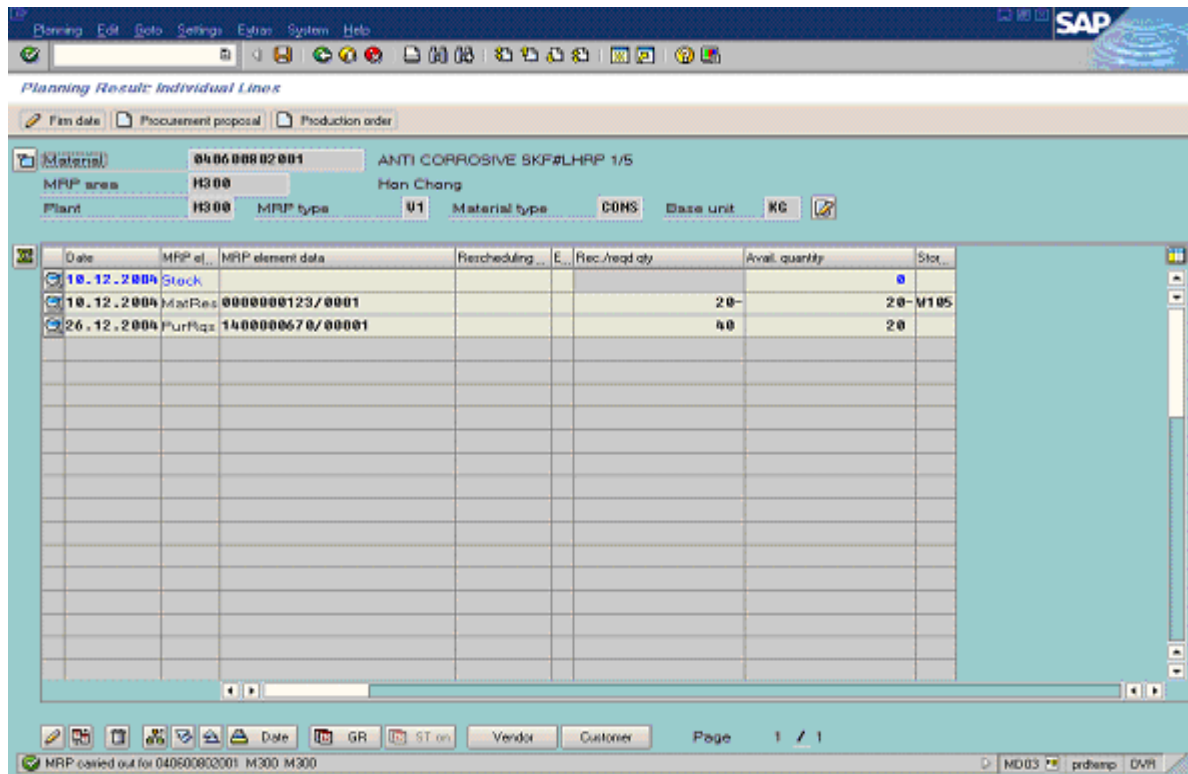


Fig-16

3.5. On the pop up screen, maintain information as specified in the table below:



Fig-17

Field Name	Description	R/O/C/D	User Action and Values
			Verify the document type. It is as per the configuration done for document type in MRP group.
			Once it is confirmed that purchase request document type shown is as desired. Then press 'ENTER'

**Legend:** R = Required, O = Optional, C = Conditional, D = Display

3.6. On “Planning Result: Individual Lines” screen, click on  icon to save the MRP list. Then as usual convert Purchase request to purchase order:

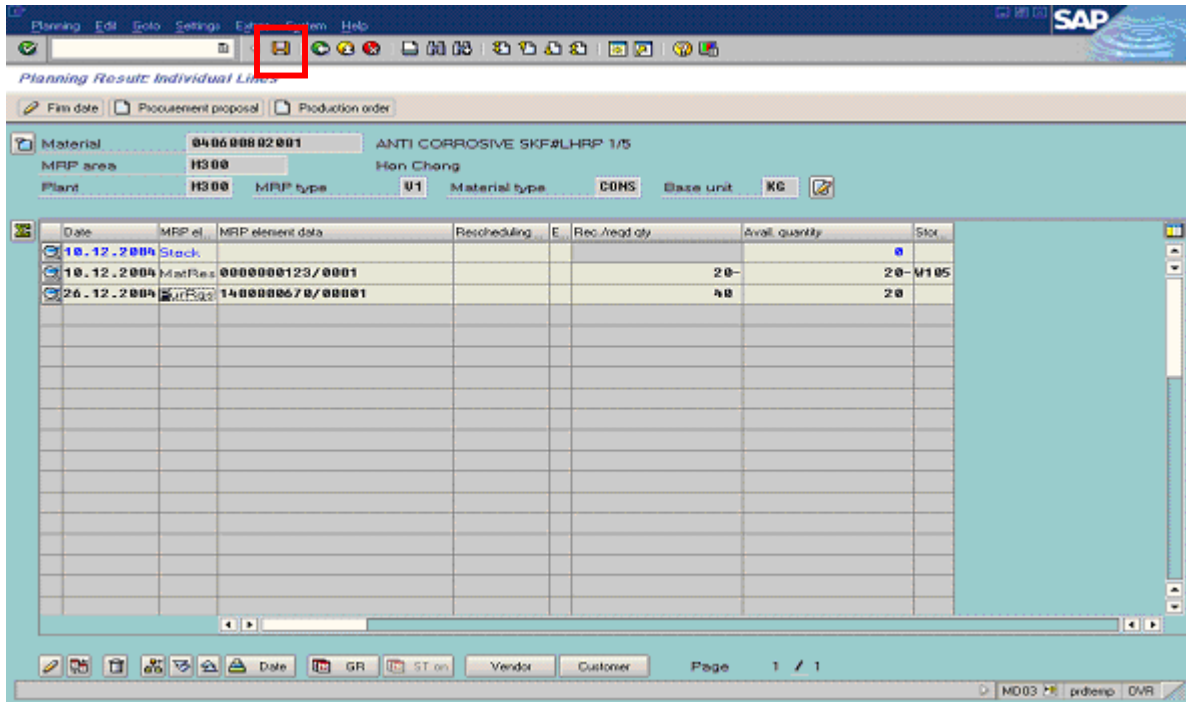


Fig-18

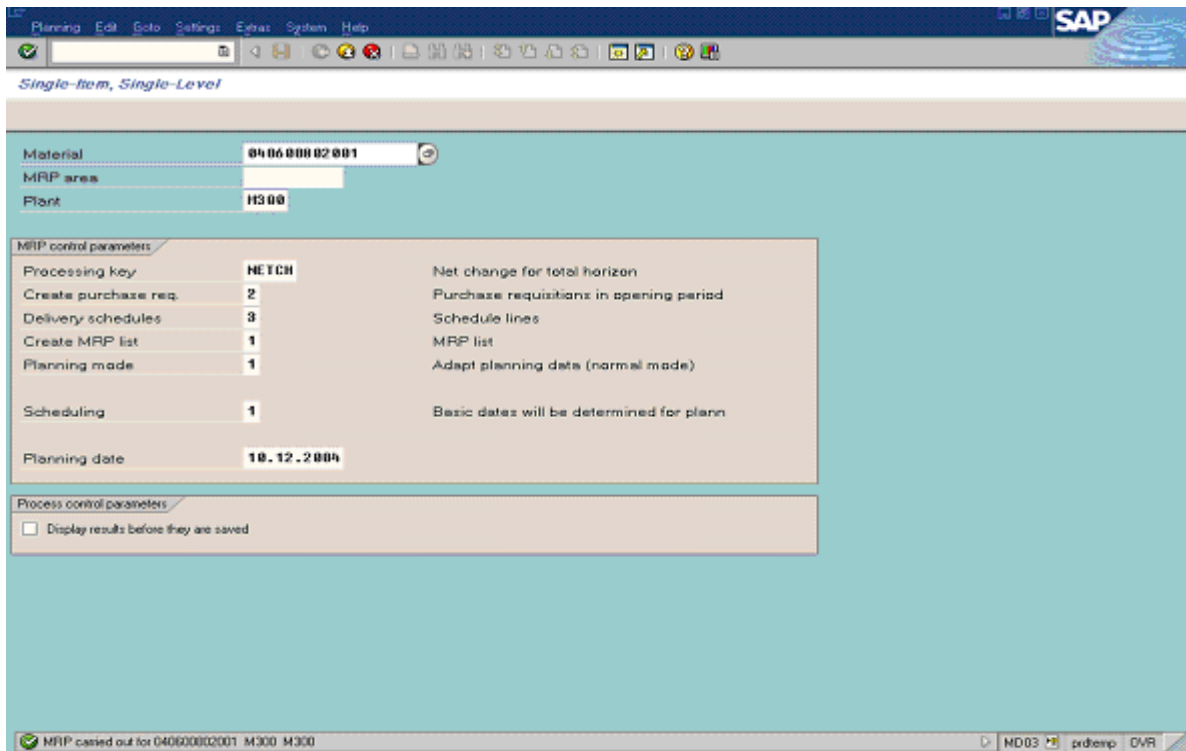


Fig-19