

APAC Procurement Business Module

Processing Non-Assigned Purchase Requisitions Procedure Training Document



Local Group Companies

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<Confidential>

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Assigning and Processing Purchase Requisitions

Once the Purchase Requisitions are generated, additional standard functions are provided by the SAP System for converting these requisitions into respective purchasing documents (purchase orders, contract release orders, scheduling agreement delivery schedules, RFQs) as well as the processing options available thereby in this document.

- **Assigning** means defining the desired source for each purchase requisition item ie. this involves assigning source of supply to individual requisition items.
- **Further processing (of purchase requisitions via the assignment lists)** involves generating lists of requisitions that have been assigned or flagged as outlined above, and the subsequent creation of RFQs, purchase orders, or lines of delivery schedule under scheduling agreements. This involves the manual creation of purchase orders or delivery schedule lines from a list of requisitions with assigned sources.

Alternatively, in the case of purchase requisition items that were not assigned to sources at the time of their creation, it is optional of carrying out the processes of source assignment and conversion collectively using a single transaction. This function is a combination of "Assign Purchase Requisitions" and "Further Processing of Purchase Requisitions via the Assignment List". In this case, choose Purchase Requisition → *Follow-On Functions* → *Assign and Process*.

It is possible to trigger the automatic assignment of sources for all selected purchase requisition items from a list of open requisitions (*Edit* → *Source of Supply* → *Assign Automatically*). In this case, the system will help determines possible sources. If there are several possible sources of supply of a material, it is feasible to choose the desired one from a list of all possible sources in the 'Dialog' box.

If more than one requisition is selected for assignment, the box for the next requisition with more than one possible source appears. Repeat the process until all requisitions have been assigned to sources.

It is also probable to assign manually requisitions for which no source can be found to a vendor (*Edit* → *Source of Supply* → *Assign Manually*) or flag them for RFQ processing (*Edit* → *Flag for RFQ* → *Without Vendor / With Vendor*).

After such assignment phase, either these requisitions can be saved with assigned sources, or the assignment list is generated in the second step (*Go to* → *Assignment Overview*), in order to convert the assigned items into Purchase Orders, Scheduling Agreement delivery schedule lines, or RFQs.

To confirm the assignment of selected items from within the basic list, choose *Edit* → *Change requisitions*. The system will issue a message confirming that the requisition(s) has/have been changed.

Noted that if requisitions that have already been assigned are selected, and the automatic source determination process identifies a different source than the one already entered, the previous source is overwritten without prior warning. However, if the original assignments are reinstated for the requisitions, then choose *Edit* → *Cancel assignment*.

Assign and process purchase requisitions

SAP Menu → *Logistics* → *Material Management* → *Purchasing* → *Purchase Requisition* → *Follow-On Functions* → *Assign and Process*

As of SAP R/3 Enterprise, it is feasible to take full advantage of virtually all the processing and user interface functions of the Enjoy purchase requisition. It is possible to assign sources and convert requisition into follow-on documents (Purchase Orders or RFQs) quickly and easily.

The Enjoy transaction for the follow-on processing of purchase requisitions is a user-friendly, single-screen transaction with three screen areas.

- Enabling to change individual purchase requisitions. It also allows to access several requisitions.
- Accelerating the process of assigning individual or multiple requisitions to sources
- Facilitating the targeted conversion of requisitions into Purchase Orders and RFQs.

Business Process Procedure

1. Creation of Purchase Requisition

1.1. Access transaction by

Via Menu	Logistics → Materials Management → Purchasing → Purchase Requisition → Create
Via Transaction Code	ME51N

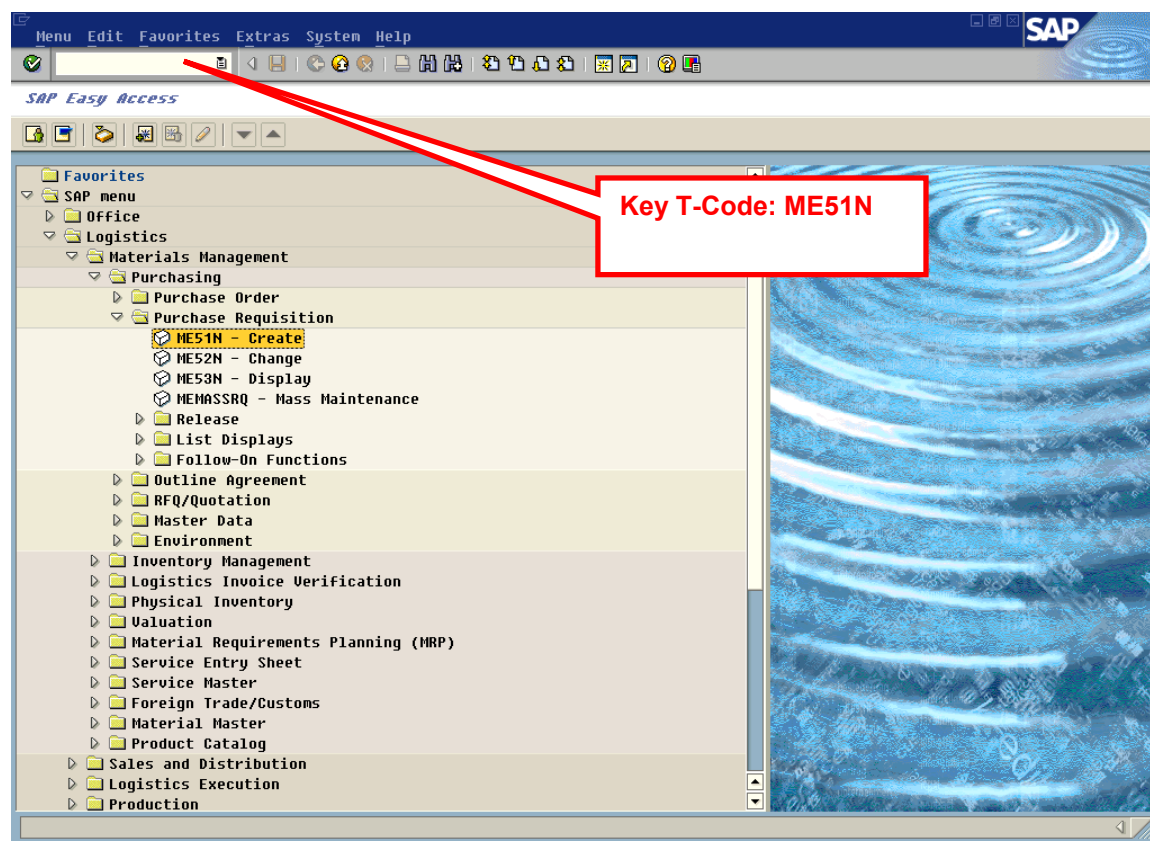


Fig-01

1.2. On “Create Purchase Requisition” screen, fill in the data as below:

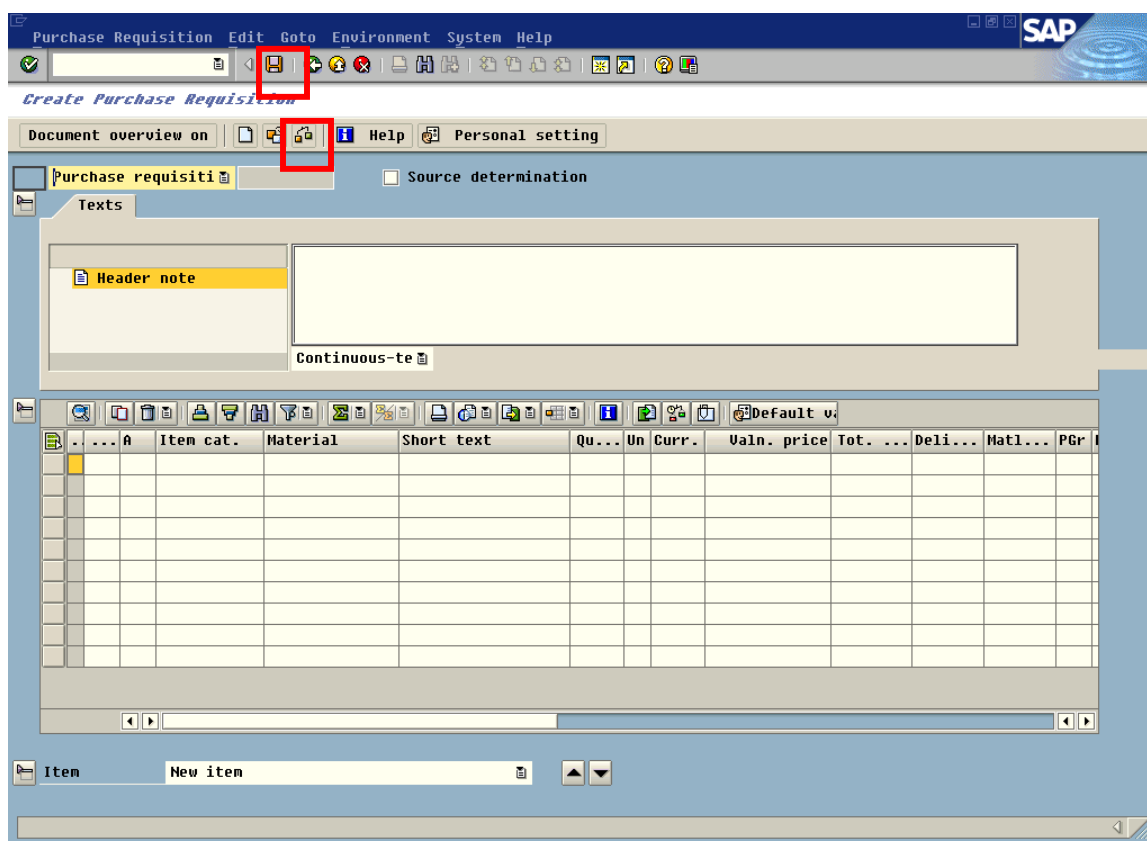


Fig-02

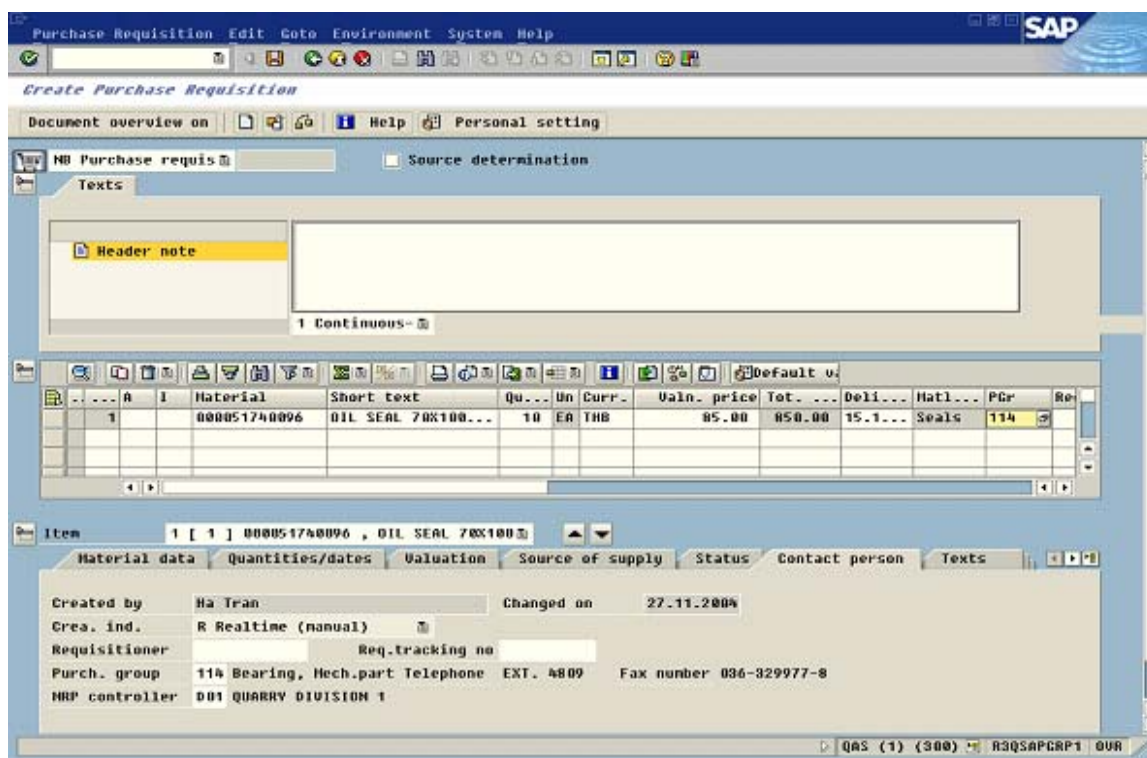




Fig-03

Field Name	Description	R/O/C/D	User Action and Values
Material	Alphanumeric key uniquely identifying the material	R	Enter the material
Item category	Key defining how the procurement of a material or service item is controlled	R	Enter the item category
A (Account assignment category)	Specifies whether accounting for an item is to be effected via an auxiliary account	O	Enter the account assignment category
Quantity	Specifies the quantity to be ordered, as stipulated in the purchase requisition	R	Enter the quantity
Valuation price	Show the price of the requested material per price unit	O	Enter the valuation price
Deliv. date	Date on which the goods are to be delivered or the service is to be performed	R	Enter the delivery date
Plant	Plant in which you produce or for which you wish to procure materials or services	R	Enter the plant
			Click on  icon to check the correctness of the data
			Click on  icon to post the purchase requisition transaction

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

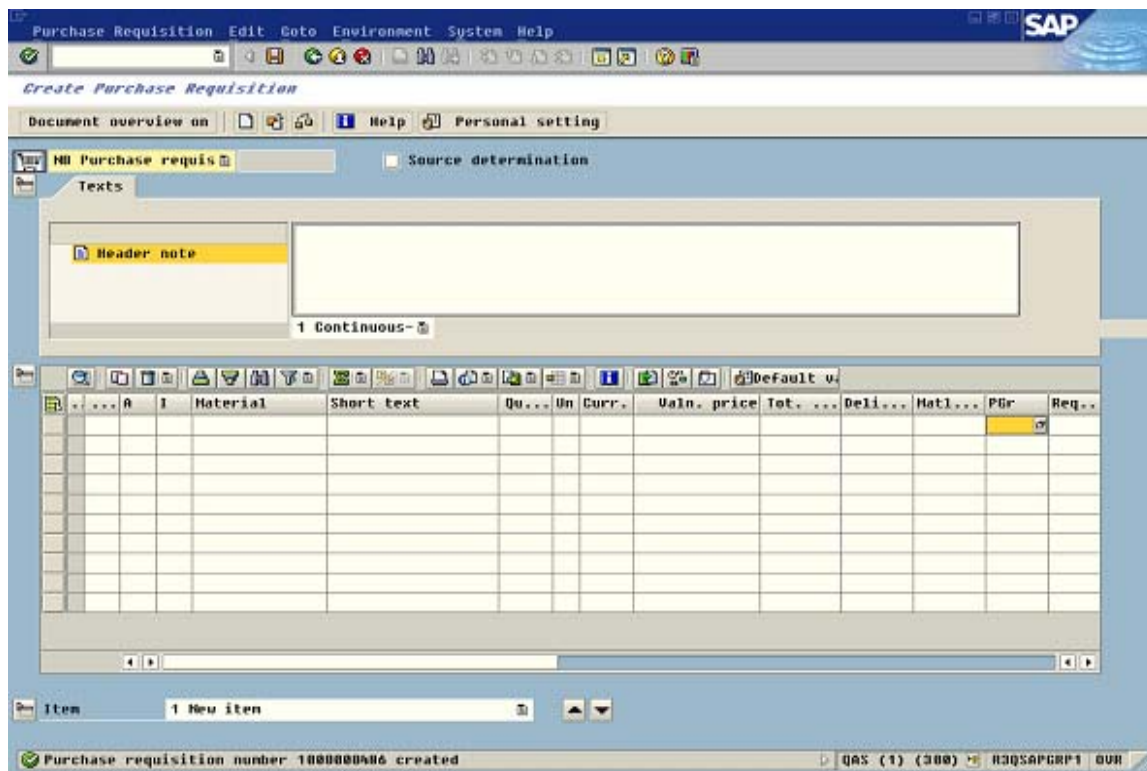


Fig-04

2. Assign and Process Purchase Requisition

2.1. Access transaction by

Via Menu	Logistics → Materials Management → Purchasing → Purchase Requisition → Follow-On Functions → Assign and Process
Via Transaction Code	ME57

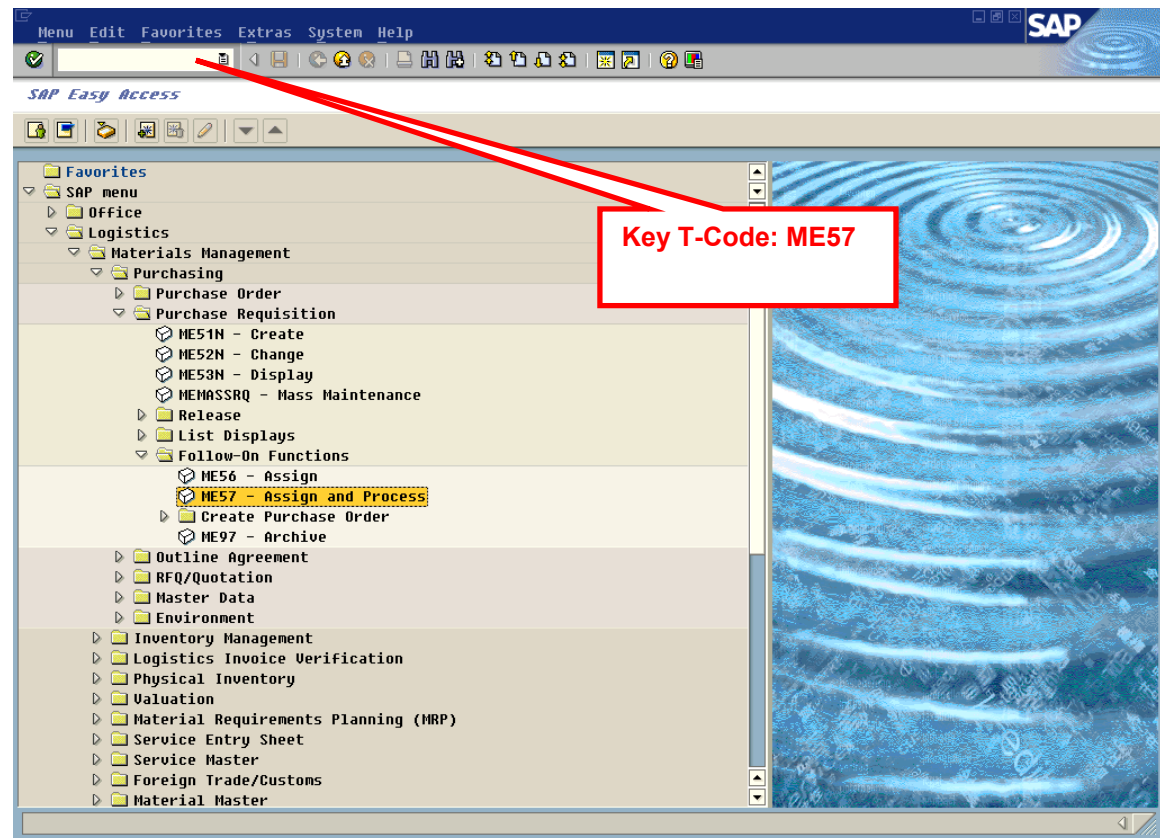


Fig-05

2.2. On “Assign and Process Purchase Requisitions” screen, maintain information as specified in the table below:

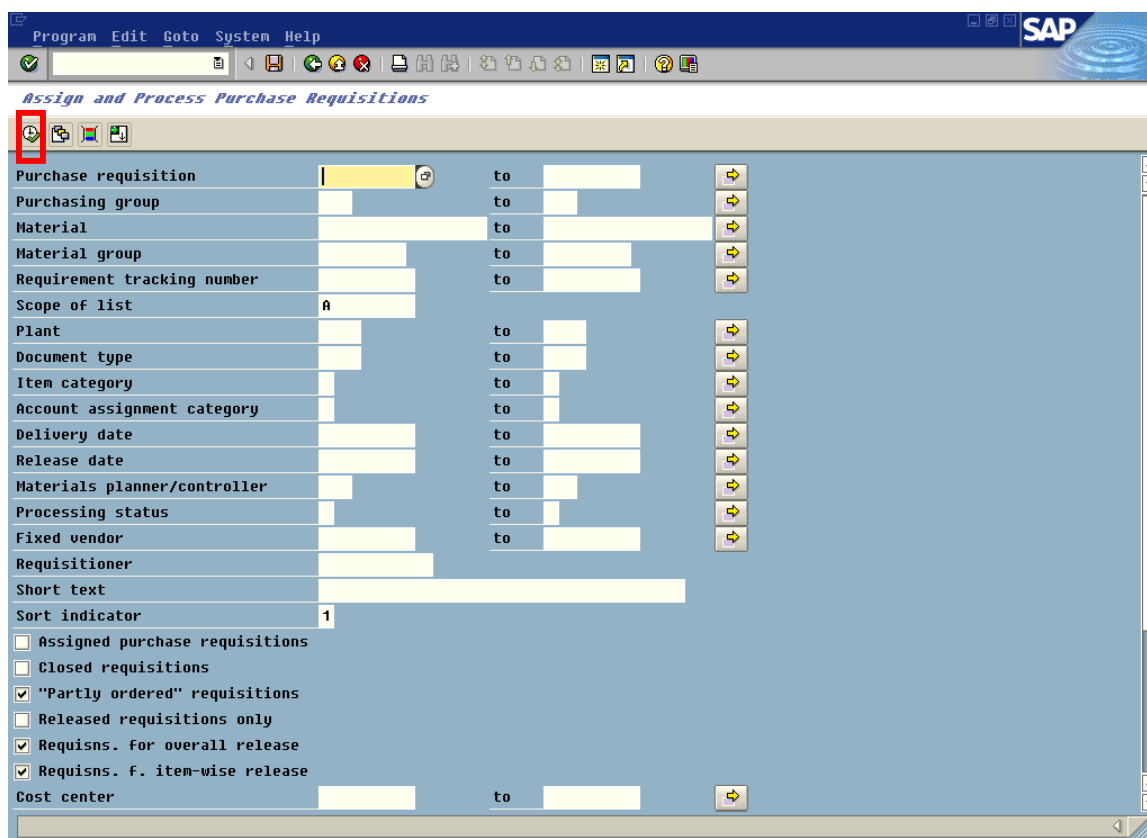



Fig-06

Field Name	Description	R/O/C/D	User Action and Values
			Make the proper selection of various parameters to restrict the enumeration of only related purchase requisitions to be assigned and processed
			Click on  icon that leads to the next screen where a list of related purchase requisitions are enumerated and assigned with respective source(s) of supply

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

2.3. On “Assign and Process Purchase Requisitions” screen, maintain information as specified in the table below:

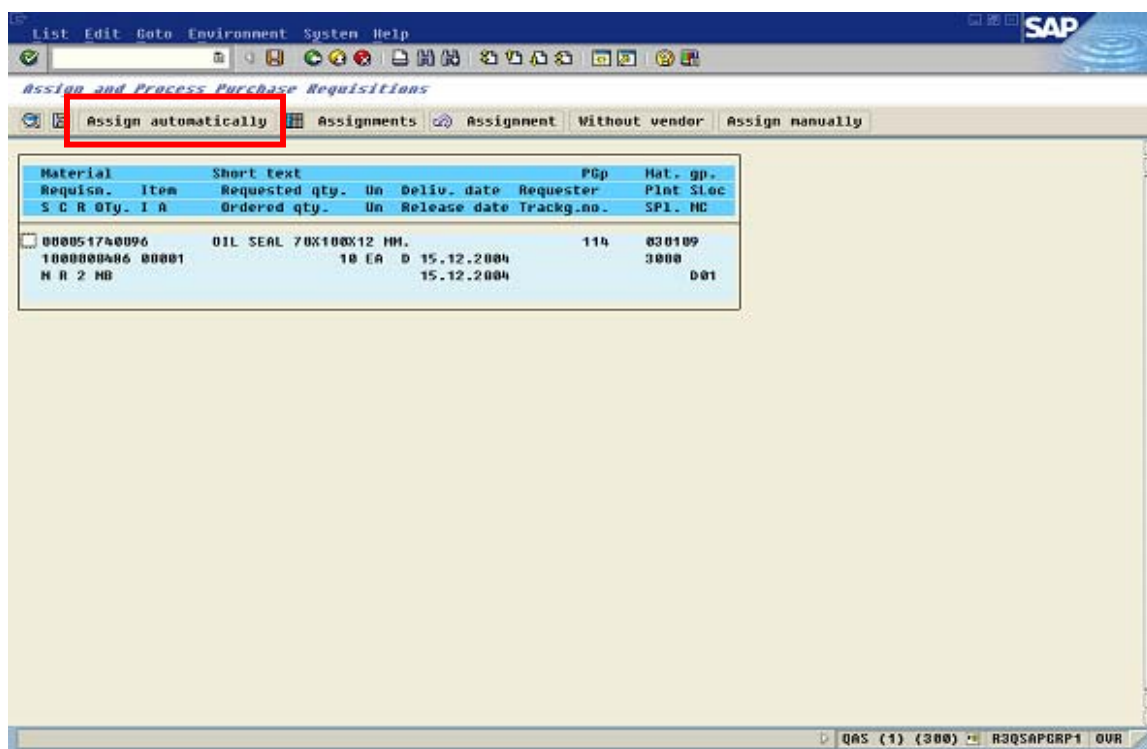


Fig-07

Field Name	Description	R/O/C/D	User Action and Values
			Select the appropriate Purchase Requisition and then click on Assign automatically icon, which triggers the automatic assignment of possible sources of supply for this material item.

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

2.4. Since the source of supply is not available for this material number and plant location, the proper RFQ process shall be triggered. On “Assign and Process Purchase Requisitions” screen, select the purchase requisition again then click on **Without vendor** icon:

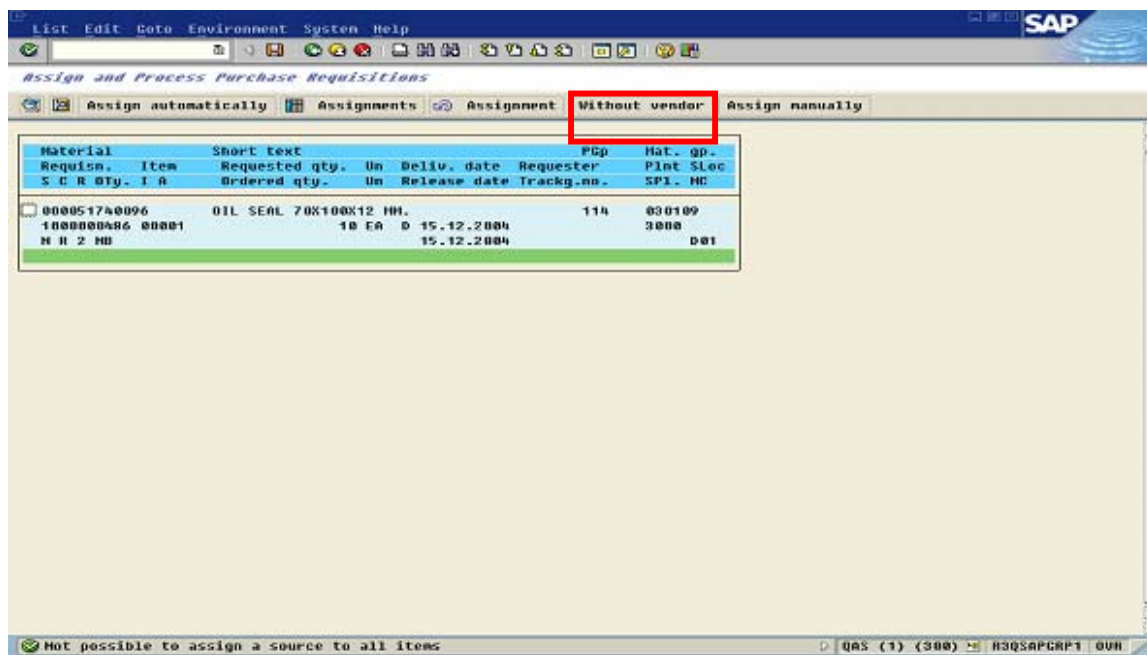


Fig-08

2.5. On “Assign and Process Purchase Requisitions” screen, select again the related purchase requisition number and click on  **Assignments** icon:

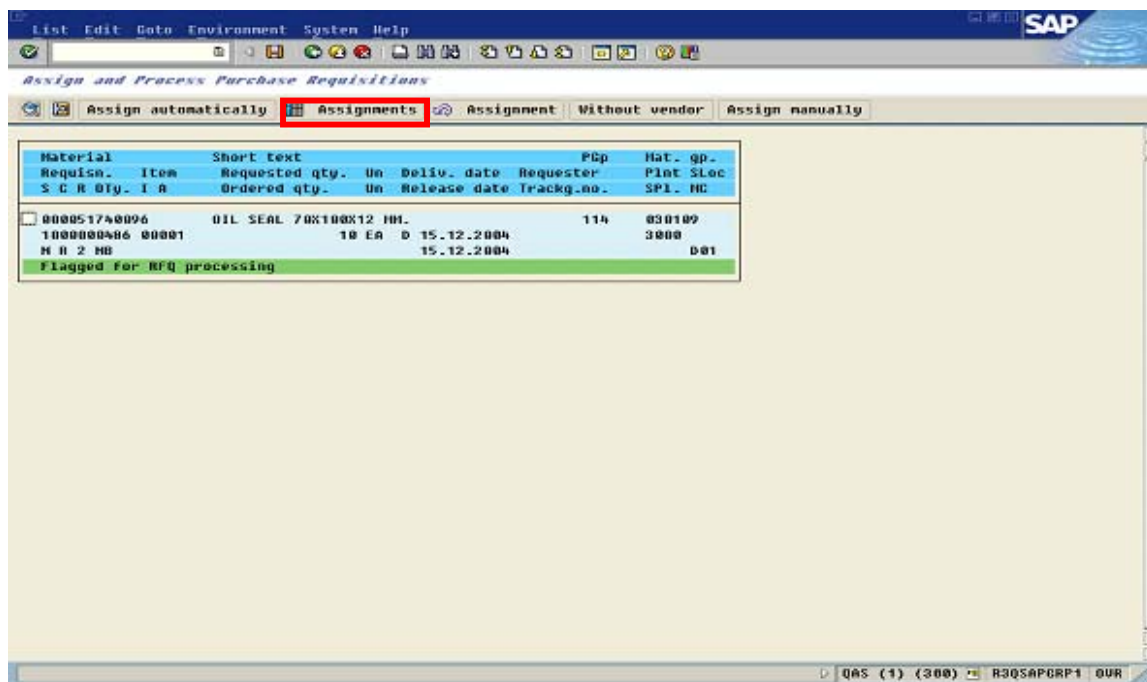


Fig-09

Process assignment




P0rg	Qty.	CoCd	Outl.agmt.	Aty.	Valid	From .. to	PReq	Processing note
Without vendor								
NB		SCCC	Flagged for RFQ processing				2	

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

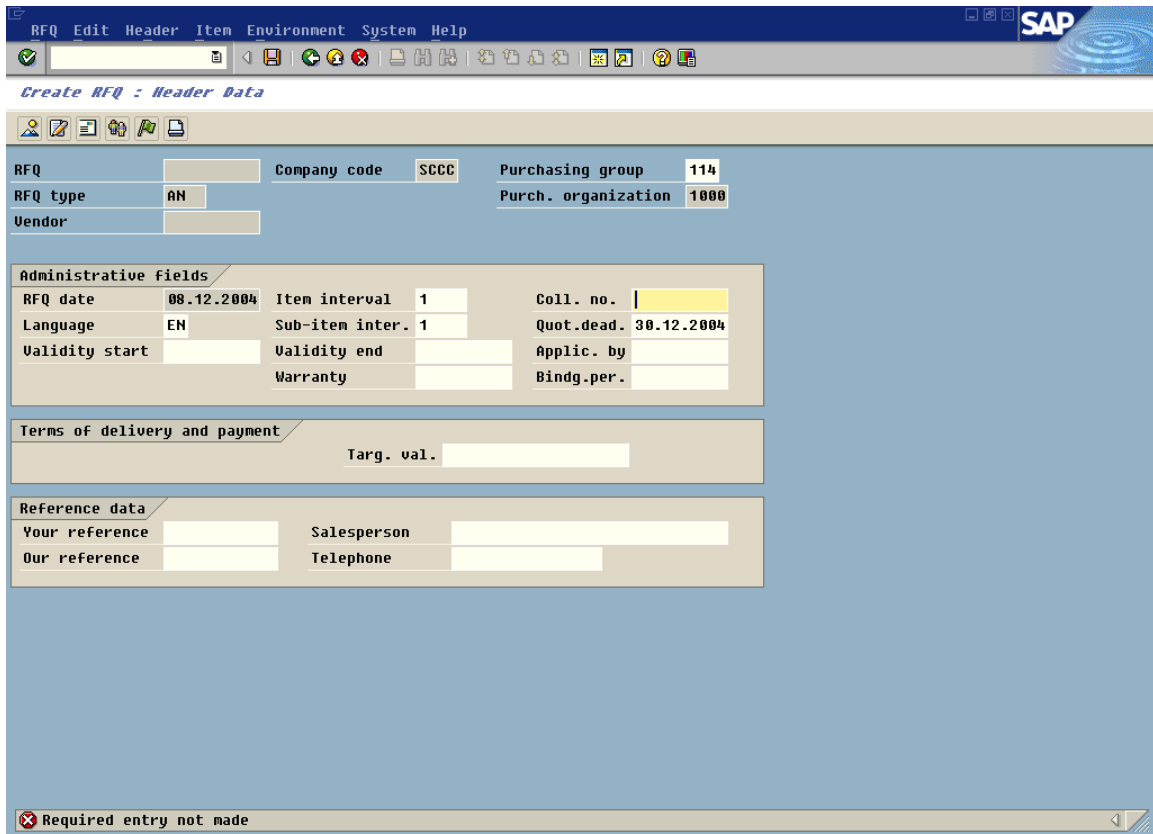


Fig-11

Field Name	Description	R/O/C/D	User Action and Values
RFQ type	Identifier allowing differentiation between the various kinds of request for quotation (RFQ) in the SAP system	R	Enter the RFQ type
RFQ date	Date the RFQ was created	R	Enter the RFQ date
Quotation deadline	Date by which the vendor is to submit the quotation	R	Enter the quotation deadline
RFQ	Alphanumeric key uniquely identifying a request for quotation	O	Enter the RFQ
Purchasing group	Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities	R	Enter the purchasing group
Purch. organization	Denotes the purchasing organization	R	Enter the purchasing organization
			Click on  icon

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

2.8. On “Create RFQ: Header Data” screen, fill in the data as below:



Create RFQ : Header Data

RFQ: [] Company code: SCCC Purchasing group: 114
 RFQ type: AN Purch. organization: 1000
 Vendor: []

Administrative Fields

RFQ date: 08.12.2004 Item interval: 1 Coll. no.: []
 Language: EN Sub-item interval: 1 Quot. dead.: 30.12.2004
 Validity start: [] Validity end: [] Applic. by: []
 Warranty: [] Bindg. per.: []

Terms of delivery and payment

Targ. val.: []

Reference data

Your reference: [] Salesperson: []
 Our reference: [] Telephone: []

Required entry not made

Fig-12

Field Name	Description	R/O/C/D	User Action and Values
Coll. no. (Collective number)	Number or code facilitating the collective management of a number of individual RFQs in a competitive bidding procedure	R	Enter the collective number
Validity start	Date as of which services can be performed or materials delivered	R	Enter the validity start date
Validity end	Date up to which services can be performed or materials delivered	R	Enter the validity end date
Applic. by (Closing date of applications)	Date by which the bidder must have indicated his willingness to submit a quotation	O	Enter the closing date of applications
Bindg. per. (Binding period for quotation)	Date until which the quotation submitted is to be regarded as binding	O	Enter the binding period for quotation
Targ. val. (Cumulative planned value)	Total value of all materials to be released against the contract	O	Enter the cumulative planned value
Your reference	The internal reference number of the customer or vendor	O	Enter the internal reference number
Our reference	Your company's internal reference number or code	O	Enter the company's internal reference number
			Press 'ENTER' to copy the data from purchase requisition into RFQ

Field Name	Description	R/O/C/D	User Action and Values
			from purchase requisition into RFQ document

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

2.9. On “Create RFQ: Selection List: Purchase Requisitions” screen, select the related purchase requisition and then click on **Adopt + details** icon:

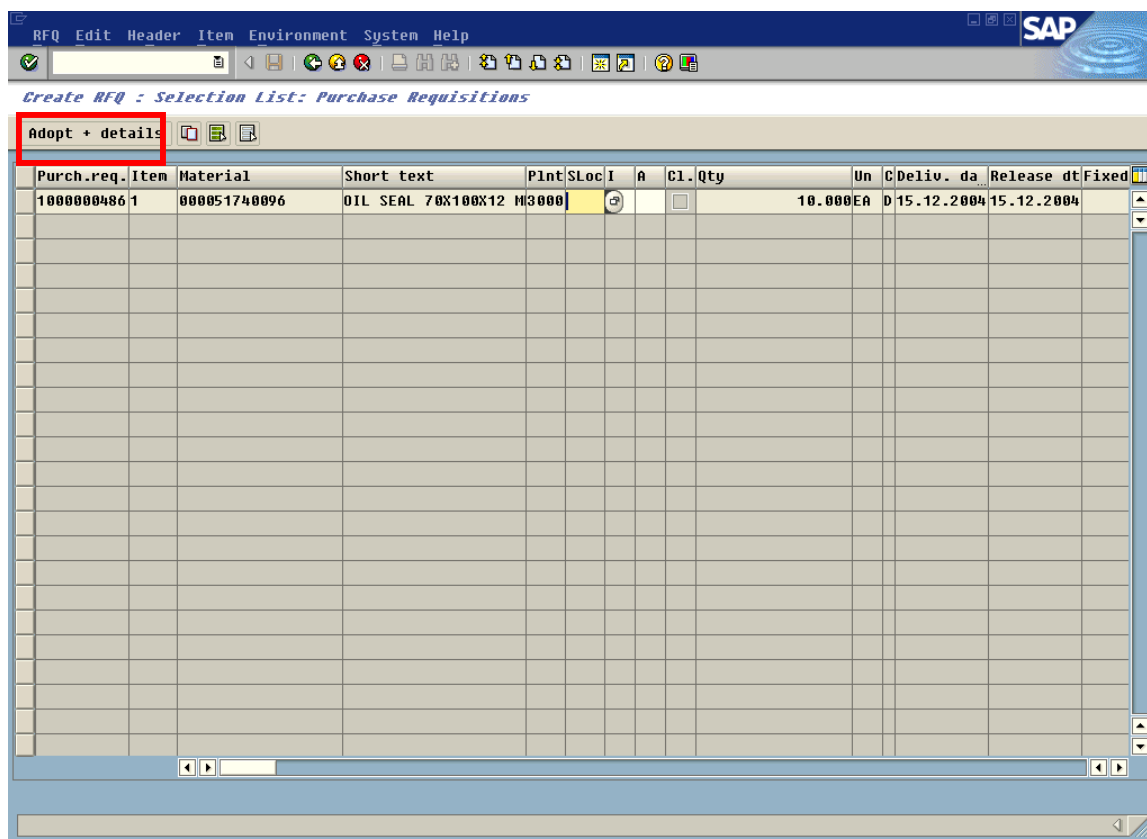

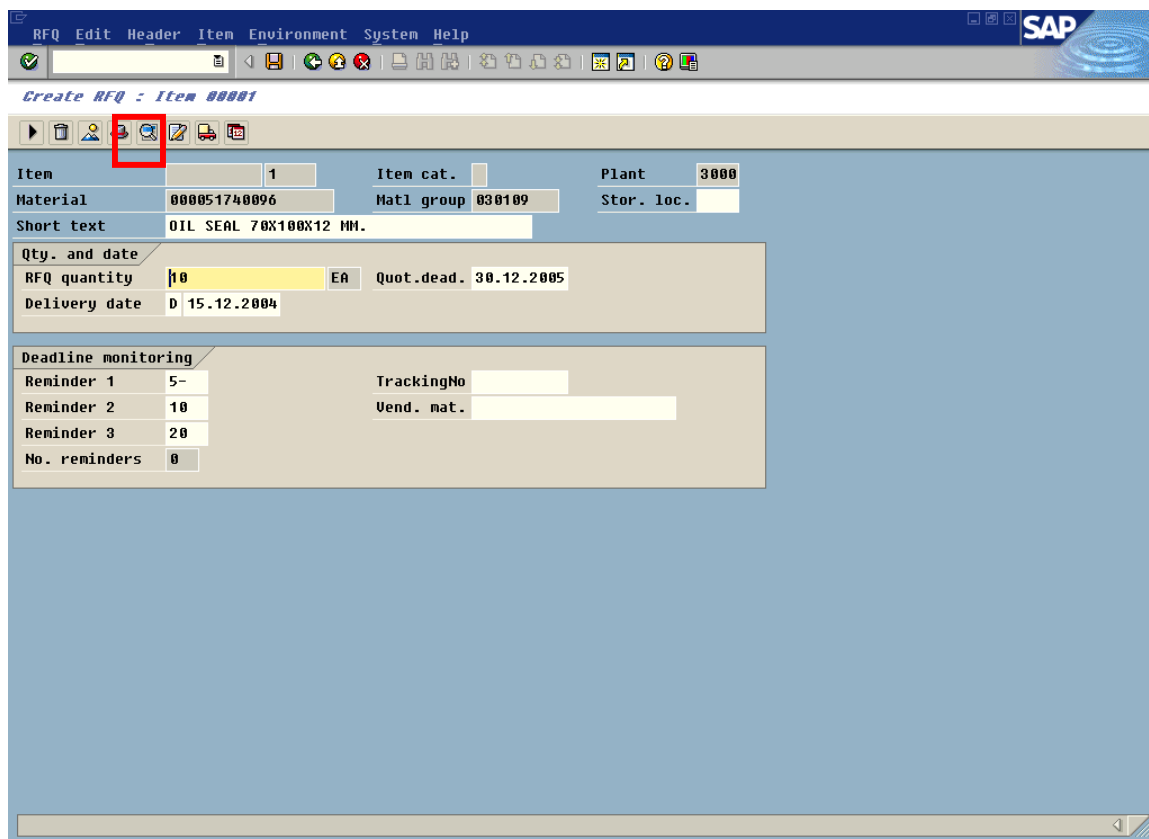


Fig-13

2.10. On “Create RFQ: Item XXXXX” screen, check all related information which were pulled from nominated purchase requisition and then click on  icon:



RFQ Edit Header Item Environment System Help

Create RFQ : Item 00001

Item 1 Item cat. Plant 3000

Material 000051740096 Matl group 030109 Stor. loc.

Short text OIL SEAL 70X100X12 MM.

Qty. and date

RFQ quantity 10 EA Quot. dead. 30.12.2005

Delivery date D 15.12.2004

Deadline monitoring

Reminder 1 5- TrackingNo

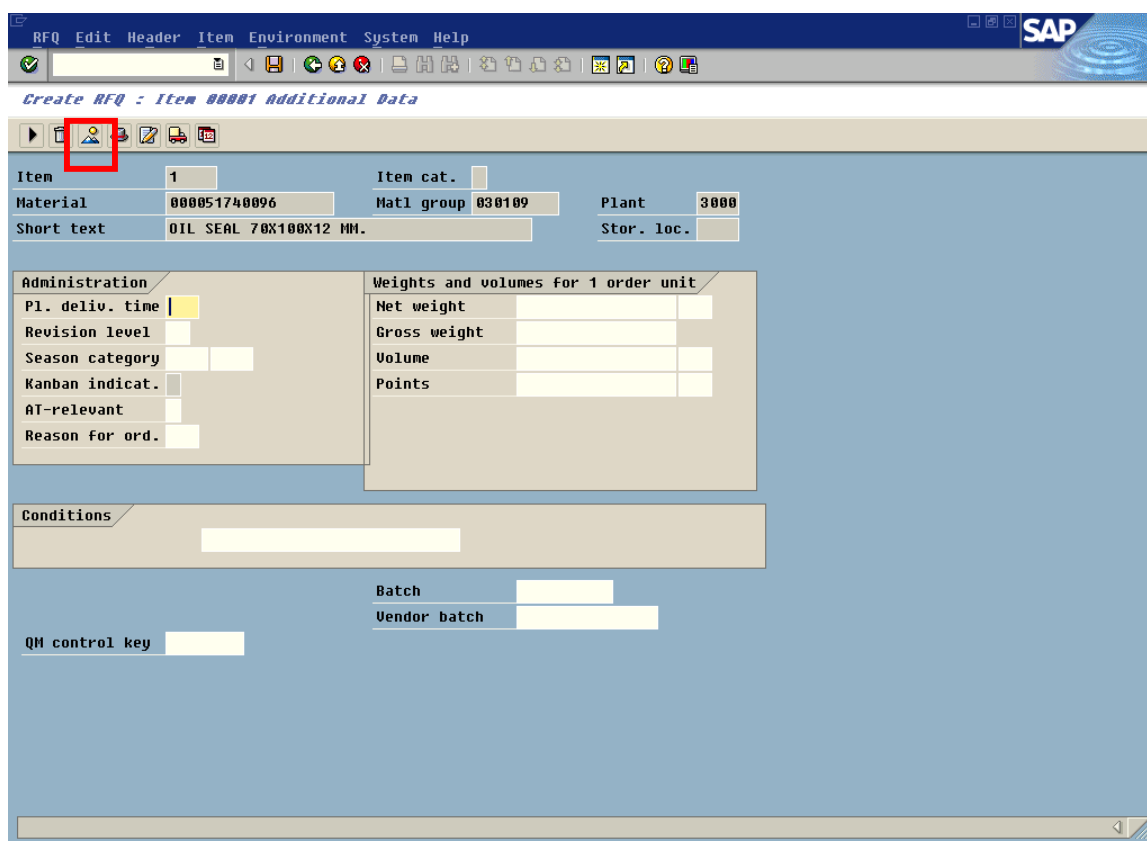
Reminder 2 10 Vend. mat.

Reminder 3 20

No. reminders 0

Fig-14

2.11. On “Create RFQ: Item XXXXX Additional data” screen, fill in the data as below:



Create RFQ : Item 00001 Additional Data

Item: 1, Item cat.: , Matl group: 030109, Plant: 3000, Short text: OIL SEAL 70X100X12 MM., Stor. loc.:

Administration

Pl. deliv. time: , Revision level: , Season category: , Kanban indicat.: , AT-relevant: , Reason for ord.:

Weights and volumes for 1 order unit


Net weight: , Gross weight: , Volume: , Points:

Conditions

Batch: , Vendor batch:

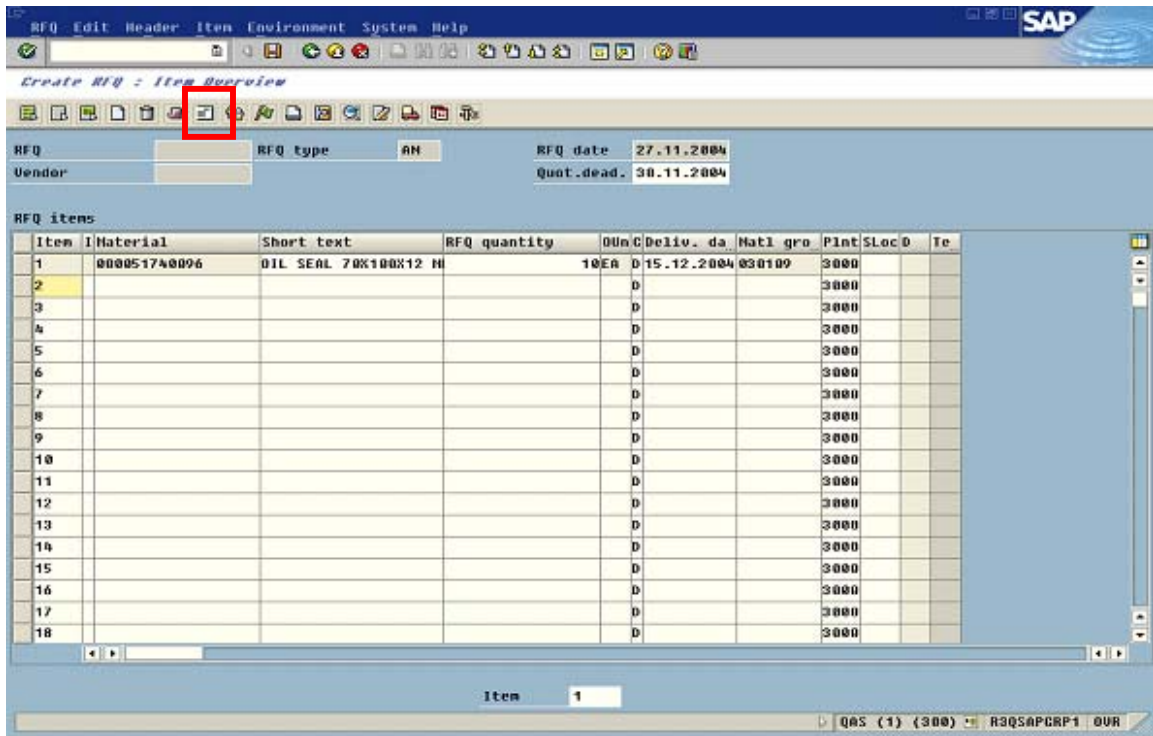
QM control key:

Fig-15

Field Name	Description	R/O/C/D	User Action and Values
Pl. deliv. time (Planned delivery time in days)	Number of days required for external procurement	R	Enter the planned delivery time
			Click on  icon

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

2.12. On “Create RFQ: Item Overview” screen, click on  icon to select which vendor should be receiving this RFQ:



RFQ Edit Header Item Environment System Help

Create RFQ: Item Overview

RFQ type AN RFQ date 27.11.2004 Quot. dead. 30.11.2004

Vendor

RFQ items

Item	Material	Short text	RFQ quantity	UoM	Deliv. da	Matl gro	PInt	SLoc	Te
1	000051740096	OIL SEAL 70X100X12 N	10EA	D	15.12.2004	030109	3000		
2				D			3000		
3				D			3000		
4				D			3000		
5				D			3000		
6				D			3000		
7				D			3000		
8				D			3000		
9				D			3000		
10				D			3000		
11				D			3000		
12				D			3000		
13				D			3000		
14				D			3000		
15				D			3000		
16				D			3000		
17				D			3000		
18				D			3000		



Item 1

QAS (1) (300) R3QSAPCRP1 OUR

Fig-16

2.13. On “Create RFQ: Vendor Address” screen, maintain information as specified in the table below:

Fig-17

Field Name	Description	R/O/C/D	User Action and Values
			Maintain the respective vendor to which the RFQ will be awarded and then press 'ENTER'
			Click on  icon to save the assignment of such source of supply for that RFQ
			Continue the assignment of source of supply to the RFQ (if any) subject to the local OpCo's policies and procedures
			Click on  icon to exit the RFQ document

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

RFQ Edit Header Item Environment System Help

Create RFQ : Vendor Address

RFQ Company Code: SCCC Purch. group: 114
 RFQ date: 27.11.2004 RFQ type: AH Purchasing org.: 1000
 Vendor:

Name
 Title
 Name

Search terms
 Search term 1/2

Street address
 Street/House number
 Postal code/City
 Country Region

PO box address
 P.O. Box
 Postal code
 Company postal code

Communication
 Language
 Telephone

Other communication...

RFQ created under the number 2000000003

QAS (1) (300) R3QSAPGRP1 OUR

Fig-18

List Edit Goto Environment System Help

Assign and Process Requisitions: Overview of Assignments

Process assignment Update worklist Reqs. per assgt. All requisitions.

POrg	Qty.	CoCd	Outl.agmt.	Aty.	Valid	from .. to	PREqs	Processing note
Without vendor								
SCCC							1	RFQ iss. 1

QAS (1) (300) R3QSAPGRP1 OUR

Fig-19