

APAC Procurement Business Module

Purchasing Information Record Procedure Training Document



Local Group Companies

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Overview

Serves as a source of information for Purchasing. The purchasing information record (also referred to in abbreviated form as the “info record”) contains information on a specific material and a vendor supplying this material. It can contain data such as the vendor’s current price for the material. The prices and other data stored in the info record are used as default values in documents such as purchase orders. The info record allows buyers to quickly determine:

- Which materials have been previously offered or supplied by a specific vendor.
- Which vendors have offered or supplied a specific material.

Structure

Data in the Purchasing Information Records

The purchasing info record contains data on a certain material and the supplier of this material.

When an info record is created, certain data is pulled from the material and vendor master records and inserted in the info record as default values. If the info record is to be generated automatically when a purchasing document is created or changed, the relevant data from the document in question is additionally transferred to the info record as default values. (For example, prices from a quotation are adopted in the info record.) An info record contains information such as:

- The current prices and delivery costs for the responsible purchasing organization or plant
- The number of the last purchase order
- The number of the quotation, if the info record has been generated automatically
- The purchase order price history
- Tolerance limits for over- or under-deliveries
- The vendor’s planned delivery time for the material (lead time required by the vendor to deliver the material)
- Vendor evaluation data
- An indicator showing whether the vendor counts as the regular vendor for the material
- The vendor sub-range to which the material belongs
- The availability period during which the vendor can supply the material

The info record contains quotation and ordering data. The data in the info record (prices for example) is also used as default data for purchase orders.

For instance, the current and future quotation conditions (discounts, fixed costs etc..) can be stored in the info record, in order to be able to copy them into purchase orders. The vendor’s conditions can also be maintained directly in the info record.

List display functions for info records enable the buyer to find out which materials a certain vendor has quoted for or supplied to date, and which vendors can quote for or supply a certain material. An info record can apply to either all plants or just a single plant of a purchasing organization. Info records can be generated manually or automatically when a quotation, a purchase order, or an outline agreement is created.

Organization Levels

An info record can apply to the following organizational levels:

- Purchasing organization
- Plant

Procurement Types in Info Records

- **Standard**
A standard info record contains information for standard purchase orders. The info records can be created for materials and services with and without master records.
- **Subcontracting**
A subcontracting info record contains ordering information for subcontract orders. For example, if the assembly of a component is subcontracted, the subcontracting info record would include the vendor's (subcontractor's) price for assembling the component.
- **Pipeline**
A pipeline info record contains information on a vendor's commodity that is supplied through a pipeline or pipes (for example, oil or water) or by similar means (for example, electricity through the mains). The info record contains the vendor's price for the consumption of such commodities by the buyer ("pipeline withdrawals"). The withdrawal/usage prices can be stored for different validity periods.
- **Consignment**
A consignment info record contains information on a material that vendors keep available at their own cost on the orderer's premises. The info record contains the vendor's price for withdrawals by the orderer from consignment stock. As in the case of the pipeline info record, prices for different validity period can be stored.

Order Price History

The purchase order price history logs the various prices charged for a material by a vendor.

Texts in the Info Record

The info record contains the following text types:

- **Info record memo**
An internal note or comment that is adopted in the PO item. The info record memo is not printed out.
- **PO text in info record**
This text serves to describe the order item and corresponds to the PO text in the material master record. It is adopted in the PO item and included in the printout.
- **Short text**
For material that has a material master record, the short text (short description) is adopted directly from the material master record in the purchase order or the outline purchase agreement

PO Text in Info Record Versus PO Text in Material Master Record

For an info record linked to a material master record, it is possible to specify for each purchasing organization whether:

- Only the info record PO text is to be displayed and printed in purchasing documents (to do so, set the indicator *No m. text* in the purchasing organization data of the info record.)

Or

- Both the info record PO text and the material master record PO text are to be displayed and printed in purchasing documents.

If purchasing info records are distributed via Application Link Enabling (ALE), other SAP systems can make use of this data.

Condition in Info Records

Use

Conditions represent stipulations agreed with vendors with respect to prices, discounts and surcharges, freight costs, and so on. Such conditions can be created in quotations, info records, outline agreements, and purchase orders.

It is optional of creating general conditions at vendor level for instance. The system then applies the conditions to determine the purchase price. Further conditions can be entered manually in the PO itself as well.

Create general conditions

SAP Menu → Logistics → Material Management → Purchasing → Master Data → Conditions → Discounts/Surcharges → By Vendor/By Invoicing Party etc.

There are conditions that are valid for a certain period, and conditions for which no definite validity period can be specified. In the latter case, the validity period of the conditions corresponds to that of the purchasing document in question.

The conditions in purchase orders are always time-independent. Those in info records and contracts are always time-dependent (as are general conditions).

In the case of scheduling agreements and quotations, the document type determines whether time-dependent or time-independent conditions can be created which can be set in Customizing.

For time-dependent conditions, the validity periods and scales can be defined. It is also possible to specify the price range (upper/lower limit). If the system adopts these conditions in a purchase order and the condition is then changed in the purchase order, causing the price change to be exceeded or undercut, the system issues an error message.

Conditions can be specified in the document header or in the item details. Item conditions apply exclusively to the relevant item, whereas header conditions are valid for all items of the document.

Conditions Per Order Unit

It is possible to enter separate conditions for each order unit in the info record. During the source determination process, the system will then suggest the order unit for which prices have been maintained.

Noted if an info record contains prices for order units “crate” and “pallet”, for example, it is only possible to order from this vendor in these units.

If no conditions have been maintained for the order unit, it is possible to order in the units maintained in the info record or in the material master record.

To determine whether conditions per order unit are used requires the setting via the field *Variable OUn* in the general data of the info record.

Points System for Conditions

It is possible to arrange for sums due on the basis of agreed conditions to be determined using a points system. This enables to weight the materials supplied by a vendor independently of their price. For instance, vendor A charges a price of \$100 per pc for material “Steel 1”, and \$500 per pc for material “Steel 2”. This vendor grants a volume-based incentive rebate (retrospective cumulative discount) of 3% on the total volume of purchases at the end of the year if at least 100,000 points-worth of materials were ordered from him in the course of the twelve months. 10 points for each piece of material “Steel 1” and 20 points for each piece of “Steel 2” ordered over this period are rewarded by the supplier. In placing the purchase orders, it is required to take into consideration

how many pieces of “Steel 1” and how many of “Steel 2” to be ordered to reach the 100,000 points mark by the end of the year and thus satisfy the criterion for the award of the rebate.

Info Record Price Versus PO Price

The net price in the info record and the net price in the purchase orders are two different prices. The net price of an item in the info record is based on the conditions stipulated in the info record. If the conditions are changed, the net price in the info record is recalculated and the pricing date adjusted accordingly. In contrast, the price in the purchase order may reflect the deduction of a quantity discount according to a price/quantity scale. As a rule, the conditions from the info record are adopted in the purchase order. However, if a price/quantity scale has been defined, the price for the relevant order quantity is taken.

Condition Groups

The use of condition groups allows to regulate the price determination process on a variable basis. In this case, it is possible to assign info records showing the same price changes to a certain condition group by giving them the same alphanumeric character string. For example, a material whose price is based upon a market price index is ordered. If the index increases by five percentage points, the prices of all vendors increase accordingly by the same percentage. Now assign all info records relating to this material to the same condition group. If the price index changes, it is only necessary to enter the change in the condition group. The current price index is then applied in the case of purchase orders based on any of the info records belonging to this condition group.

Variant Conditions

Variant conditions can be maintained for configurable materials. Using variant conditions, it is possible to define discounts and surcharges for different material finishes. For example, the vendor charges an extra \$20 for bicycle frames with a silver metallic finish. This surcharge can be added to the price by means of a variant condition.

Updating Info Records (InfoUpdate)

Use

When creating or changing quotations, scheduling agreements, contracts, and purchase orders, the *InfoUpdate* field can be used to specify that the info record is to be created or updated.

Activities

If this is the case, the system performs the following actions:

When is which information adopted in the info record?

Situation	InfoUpdate purchasing doc... in	System action
Info record already exists	Quotation	Time-dependent conditions and their supplementary conditions are adopted
	Scheduling agreement	Is set as last document; order price history is updated
	Contract	None (<i>Note:</i> the contract release order is set as last document)
	Purchase order	Is set as last document; order price history is updated
Info record does not exist	Quotation	Time-dependent conditions and their supplementary conditions are adopted.
	Scheduling agreement	Is set as last document; order price history is updated
	Contract	Time-dependent conditions and their

		supplementary conditions are adopted
	Purchase order	Is set as last document; order price history is updated

Noted that the order price history is updated even if the InfoUpdate indicator is **not** set.

The values of the InfoUpdate indicator vary according to the type of purchasing document in question.

In quotations, contracts, scheduling agreements, and in the conventional purchase order (transactions ME21, ME22, and ME23), the *InfoUpdate* indicator can have one of four different values.

- ‘ ‘ The info record is not updated.
- ‘A’ If an info record exists at plant level, it is updated. Otherwise, an info record at purchasing organization level is updated.
- ‘B’ If plant conditions are allowed for the plant, an info record at plant level is updated.
- ‘C’ If plant conditions are not necessary for the plant, an info record at purchasing organization level is updated.

In the Enjoy purchase order (SAP Transaction ME21, ME22N, and ME23N), the InfoUpdate indicator has only two possible values. Here it determines whether an info record is updated or newly created. If the indicator is selected, the following cases are possible:

- If just one info record (with or without a plant) exists, the record is updated.
- If no info record exists and “Plant condition requirement” has been specified in Customizing, an info record with a plant is created. Otherwise, an info record without a plant is created.

If two info records exist, one record with a plant and one without a plant, the info record with the plant is updated.

Default Price in Purchase Order

An info record can contain quotation and purchase order data in addition to material-and vendor-specific data. The data in the info record (for example, price, or planned delivery time) is used as default data for purchase orders.

Relevant data such as current and future quotation conditions (discounts/surcharges, fixed costs, and so on) can be stored in the info record so as to be adopted in subsequently created purchase orders. The vendor’s conditions can also be stored directly in the info record.

A purchase info record can apply to either all plants or a single plant in a purchase organization.

Whether an info record exists at purchasing organization level and/or at plant level is critical in respect of the default data for purchase orders. If an info record exists only at purchasing organization level, the data in this info record (for example, the vendor’s price) will be pulled as default data into a new purchase order being created for a plant belonging to this purchasing organization. However, if a plant-specific info record exists in addition to – or in place of – the purchasing-organization-specific record, the system will suggest the data in the plant-specific info record (that is, this data will appear as the default data) when a purchase order is created for this plant.

For an info record referencing a material master record, it is possible to specify the following per purchasing organization or plant:

- Whether only the info record purchase order text is to be displayed and printed in purchasing documents. To do so, set the *No Mat. Text* indicator in the purchasing organization data of the info record.

- Whether the info record PO text and the purchase order text from the material master record are to be displayed and printed in purchasing documents. Both texts are displayed and printed if the *No Mat. Text* indicator is not set.

There are three types of info record:

- **Info records with material master record (for example, stock material)**
These reflect the relationship between a material or service with a material master record and a vendor.
- **Info records without material master record (for example, consumable material)**
These reflect the relationship between a material or service without a material master record and a vendor.

The system suggests info records for material groups as sources when a requisition item without a material master record is manually created.

The system does not automatically take info records for material groups into account when a purchase order is created. However, it is possible to choose and assign them in the item overview using the search help *Info Records for Material Group* on the relevant field. The order unit and the material group are taken into account as checking criteria.

Business Process Procedure

1.1. Access transaction by

Via Menu	Logistics → Materials Management → Purchasing → Master Data → Info Record → Create
Via Transaction Code	ME11

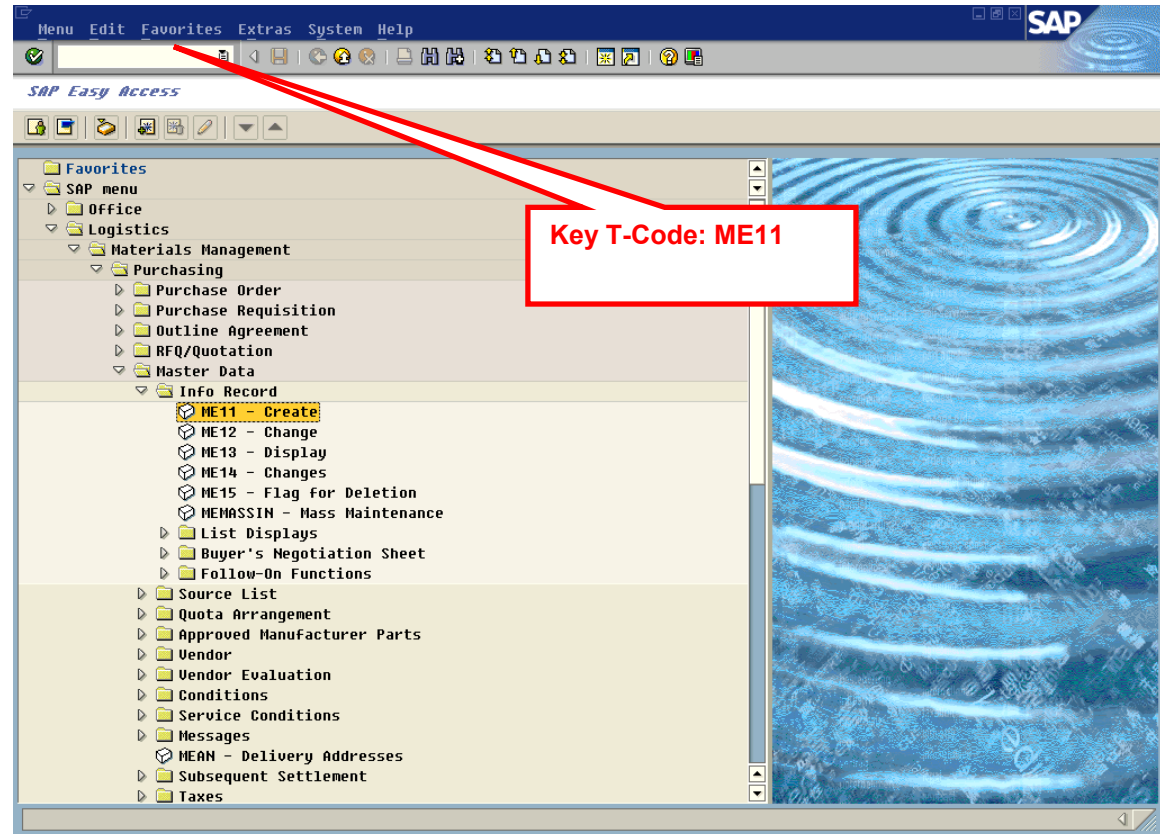


Fig-01

1.2. On “Create Info Record: Initial Screen” screen, fill in the data as below:

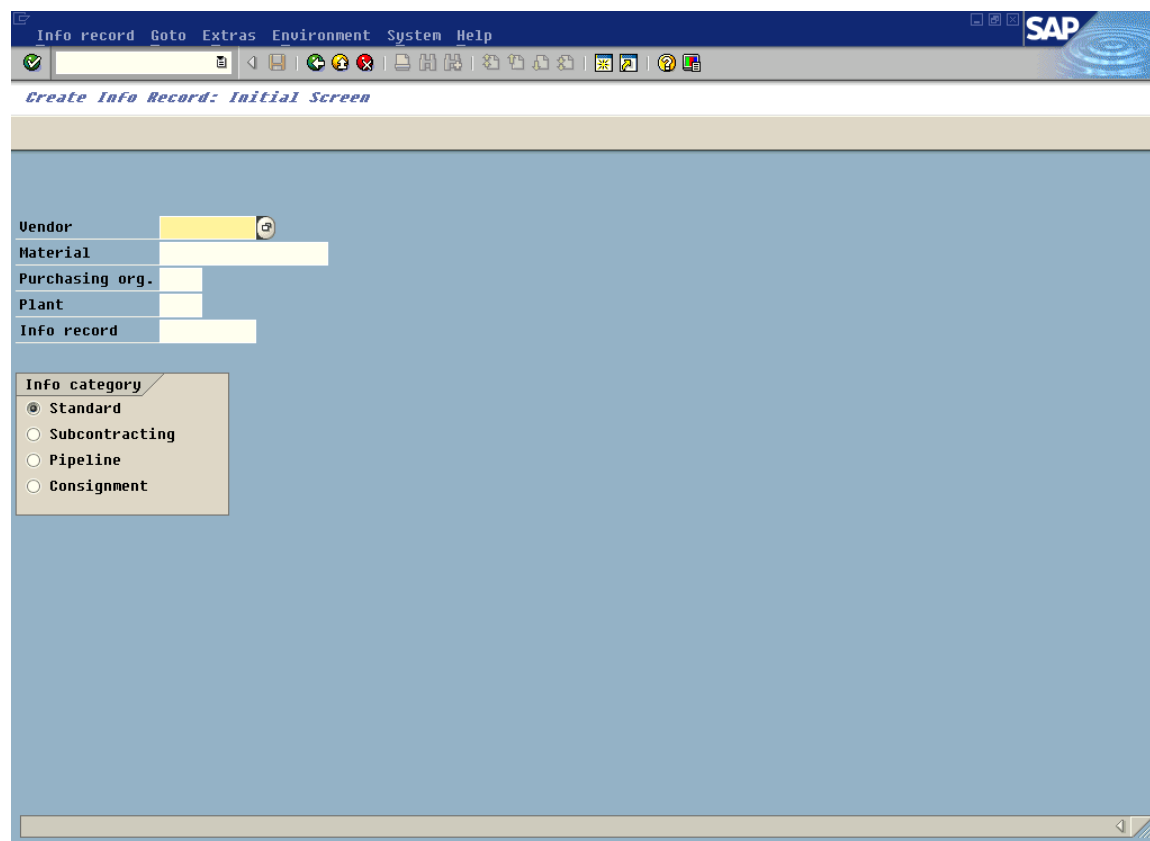


Fig-02

Field Name	Description	R/O/C/D	User Action and Values
Vendor	Alphanumeric key uniquely identifying a vendor	R	Enter the vendor number
Material	Alphanumeric key uniquely identifying the material	O	Enter the material number
Purchasing org	Denotes the purchasing organization	O	Enter the purchasing organization
Plant	Specifies the key for a production facility of branch office within the company	O	Enter the plant number
Info record	Specifies the number that uniquely identifies a purchasing info record	O	Enter the info record
Info category	Indicator	R	Flag on <input checked="" type="radio"/> Standard button
			Press “ENTER” which leads to the ‘General Data’ View of the Purchasing Info Record

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

1.3. On “Create Info Record: General Data” screen, fill in the data as below:

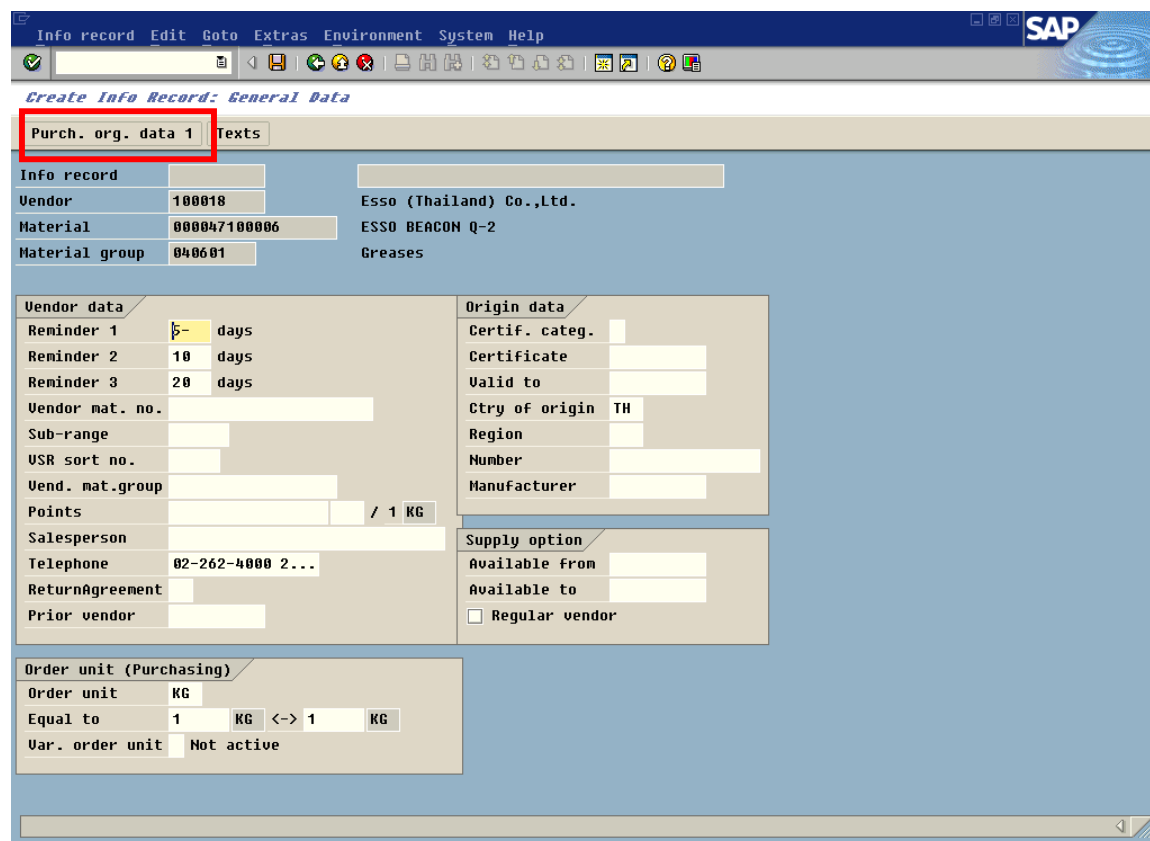
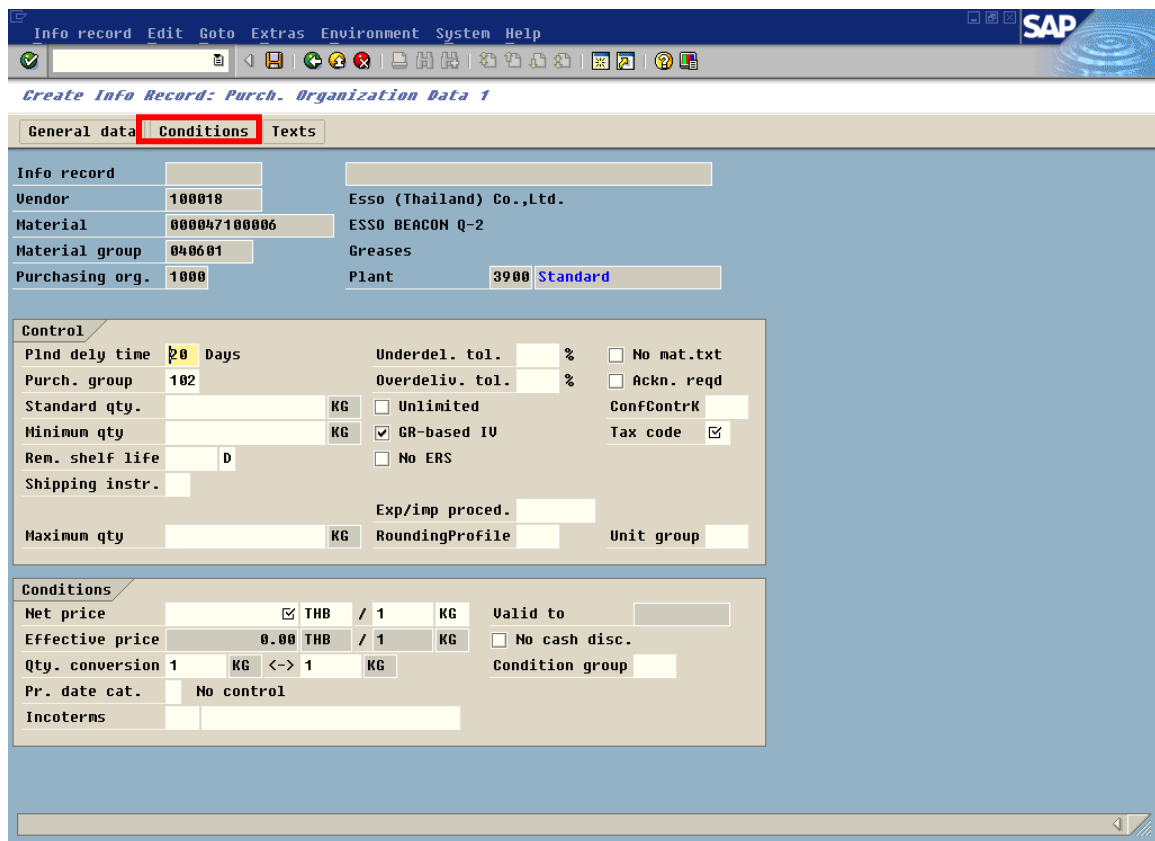


Fig-03

Field Name	Description	R/O/C/D	User Action and Values
Reminder 1, 2, 3	Number of days presenting the time interval at which reminders or urging letters/messages are to be issued to the vendor	R	Enter the number A negative number of days means that a reminder is to be issued to the vendor n days prior to a certain date. A positive number of days means that a letter or message urging delivery of submission of a quotation etc. is to be issued n days after the due date.
Order Unit	Specifies the unit of measure in which the material is ordered	R	Enter the order unit
			Press “ENTER” or click on Purch. org. data 1 icon

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

1.4. On “Create Info Record: Purch. Organization Data 1” screen, fill in the data as below:



The screenshot shows the SAP 'Create Info Record: Purch. Organization Data 1' screen. The 'Conditions' tab is highlighted in red. The screen is divided into several sections:

- General data:** Vendor (100018), Material (000047100006), Purchasing org. (1000), Plant (3900 Standard).
- Control:** Plnd dely time (20 Days), Underdel. tol. (%), Overdeliv. tol. (%), Standard qty. (KG), Minimum qty. (KG), Rem. shelf life (D), Shipping instr., Maximum qty. (KG), RoundingProfile, Unit group.
- Conditions:** Net price (THB / 1 KG), Effective price (0.00 THB / 1 KG), Qty. conversion (1 KG <-> 1 KG), Pr. date cat. (No control), Incoterms.

Fig-04

Field Name	Description	R/O/C/D	User Action and Values
Tax code	A tax category which must be taken into consideration when making a tax return to the tax authorities	R	Enter the tax code
Net price	Price arrived at after taking all discounts and surcharges into account	R	Enter the net price
			Click on Conditions icon or press “ENTER”

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

1.5. On “Create Gross Price Condition (PB00) : Condition Supplements”, fill in the data as below:

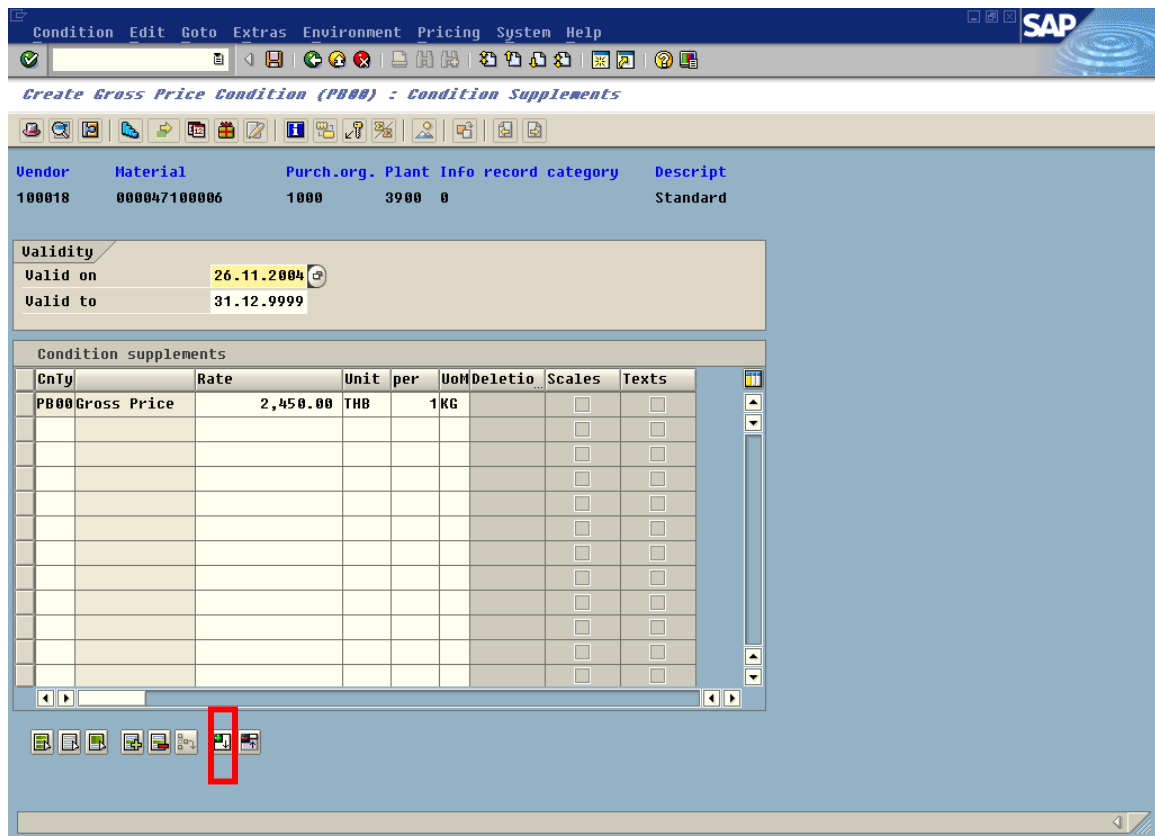



Fig-05

Field Name	Description	R/O/C/D	User Action and Values
Valid on	Date from which the condition is valid	R	Enter the valid date
Valid to	The date up to which the condition is valid	R	Enter the valid date
			All other supplementary conditions to base condition PB00 can be maintained by clicking on  icon

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

1.6. On “Create Gross Price Condition (PB00) : Condition Supplements” screen, maintain information as specified in the table below:

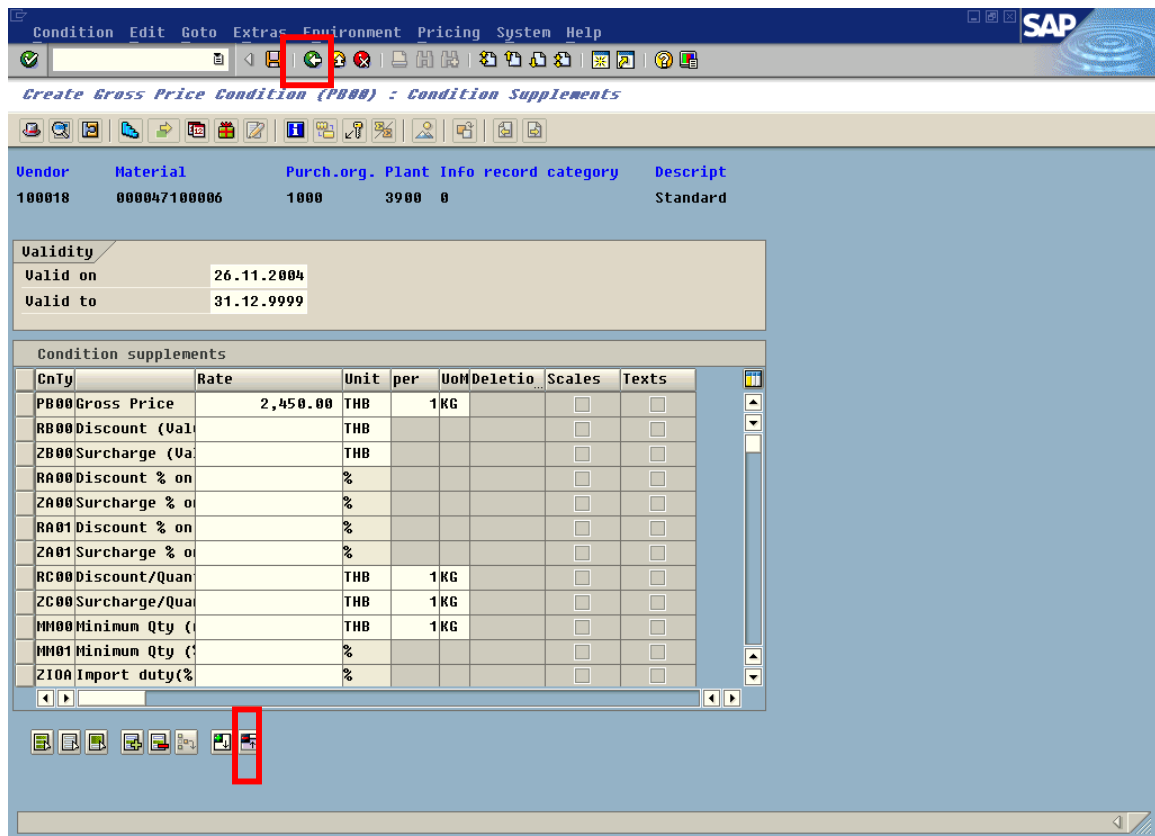


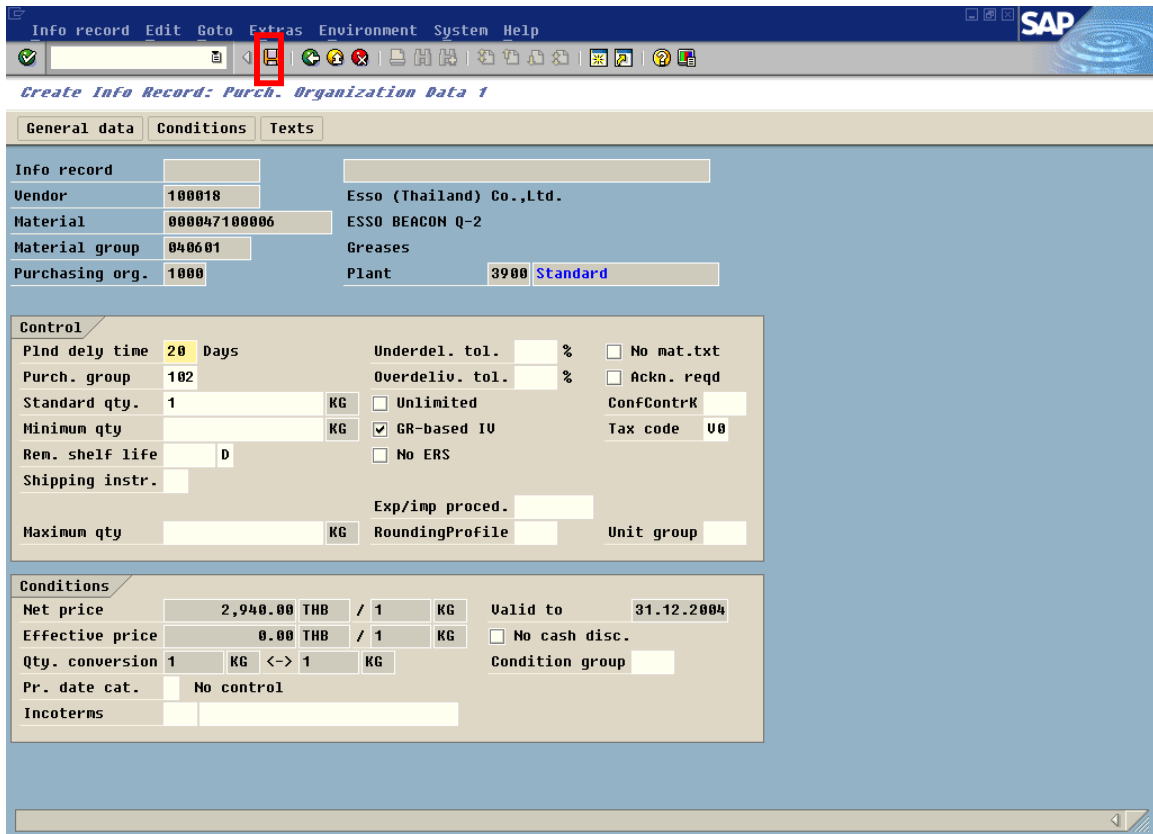


Fig-06

Field Name	Description	R/O/C/D	User Action and Values
			After making proper entry to a certain condition types as agreed with the supplier(s), click on  icon
			Then click on  icon to return to 'Purchasing Organization Data 1' View

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


1.7. On “Create Info Record: Purch. Organization Data 1” screen, maintain information as specified in the table below:



The screenshot shows the SAP 'Create Info Record: Purch. Organization Data 1' screen. The 'Info record' field is highlighted with a red box. The screen displays the following data:

Field	Value
Info record	
Vendor	100018
Material	000047100006
Purchasing org.	1000
Plant	3900
Standard qty.	1
Minimum qty.	1
Net price	2,940.00 THB / 1 KG
Effective price	0.00 THB / 1 KG
Valid to	31.12.2004

Fig-07

Field Name	Description	R/O/C/D	User Action and Values
			Click on  icon to create the new purchasing info record

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

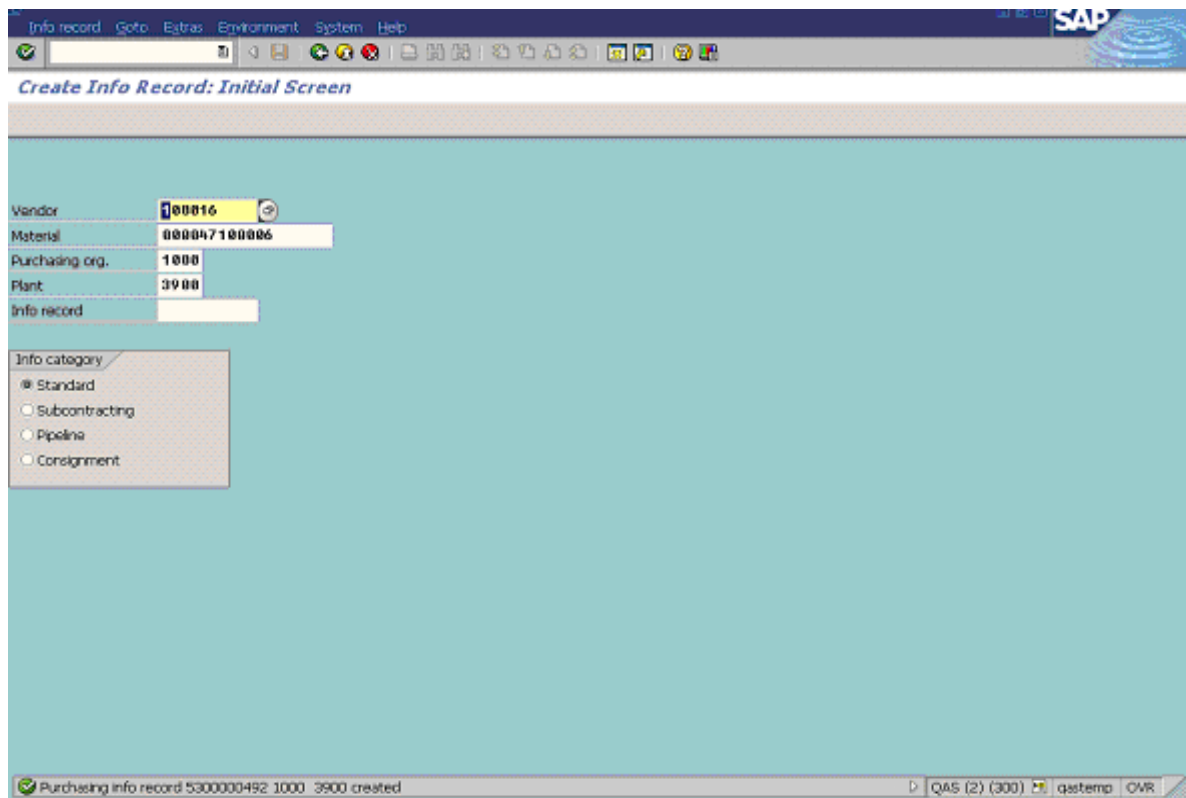


Fig-08