AN AASIS SUPPORT CENTER
HOW TO GUIDE
FOR REPORTING
IN
PROCUREMENT

AASIS Support Center

October, 2001

Procurement Reporting in AASIS

Listed on the next page is a list of Procurement reports that have been tested by AASIS Support Center staff and determined to hold value for various agency level roles.

You can see demonstrations of these reports on the next few pages of this ASC How To Guide by attending the ASC Procurement Reporting Labs. Watch the AASIS front page for announcements of current labs.

Notice that the Procurement roles authorized to run these reports are listed on the attachment and we expect the security authorizations to be completed by Monday, September 24.

Agencies learning to run reports in AASIS will also find the Generating Reports Pocketbook a valuable learning aid. It along with all the reports listed here can be found on the AASIS web site at: http://www.aasis.dfa.state.ar.us/reports.htm

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ME80RN	Purchasing Documents, General Evaluation (OA)	Displays Outline Agreements by document date, document type, document category, purchasing document, purchasing group, purchasing organization and vendor	Agency Procurement Technician, Specialist and Managers	22
ME5A	Requisition, List Display by General Criteria	Displays Requisition by purchasing group, material, required tracking number, account assignment, account category, closed requisitions, etc.	Agency Procurement Technician, Specialist and Managers	42
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General Evaluation of a Purchase Order

ME80FN

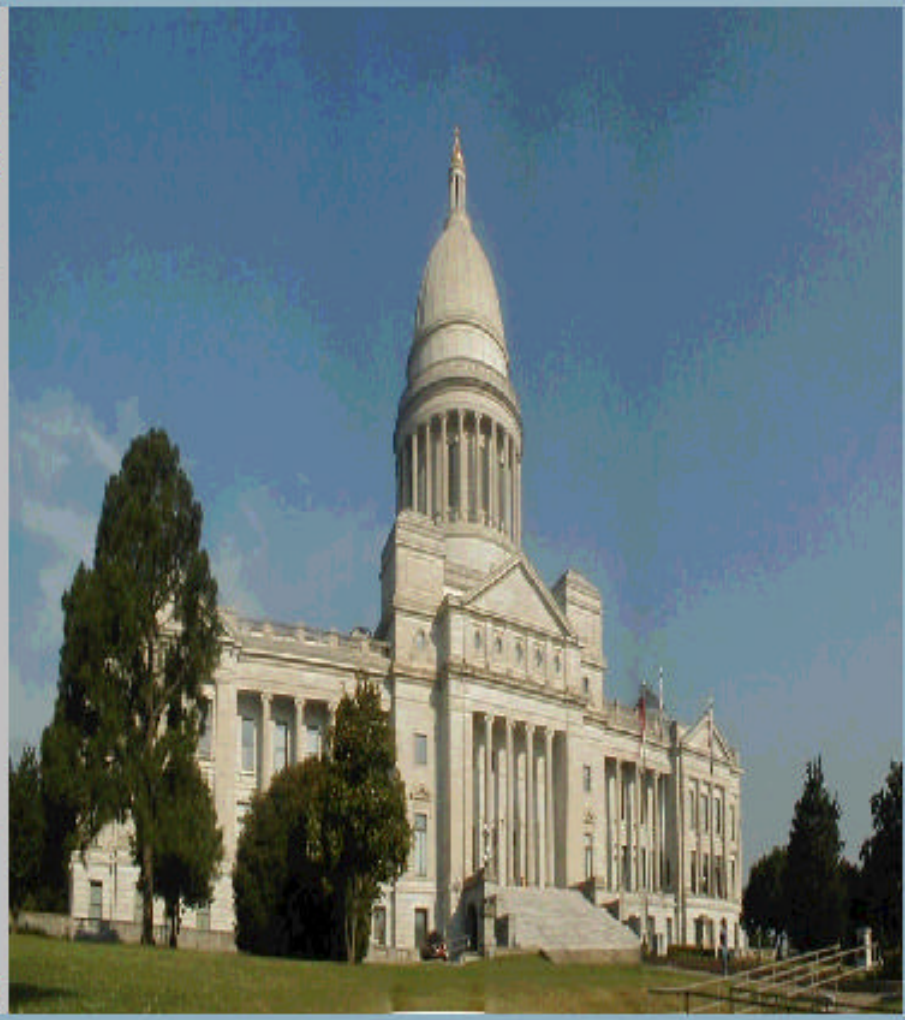
Menu Edit Favorites Extras System Help

me80fn

SAP Easy Access - User menu for Patricia N. Orr

Move favorites up Ctrl+Shift+F1

- Favorites
  - ME51 - Materials Management -> Purchasing -> Purchase Requis
  - ME52 - Materials Management -> Purchasing -> Purchase Requis
  - ME21N - Purchasing -> Purchase Order -> Create -> Vendor/Supp
  - ME41 - Purchasing -> RFQ/Quotation -> Request for Quotation ->
- User menu for Patricia N. Orr
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs
  - SCMA - Schedule Manager: Scheduler
  - 0PMDIKEY - Distribution Keys
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - ZM02 - Apply Vendors to RFP/RFQ AASIS
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs



SESSION_MANAGER sapdev INS

Program Edit Goto System Help

General Evaluations

2

General selections

Max. no. of database accesses	5000

Program selections

Document Date	07/02/2001	to	07/31/2001
Document Type		to	
Document Category	F	to	
Purchasing Document		to	
Purchasing Group		to	
Purchasing Organization	0480	to	
Vendor		to	
Supplying Plant		to	
Storage Location		to	
Material Group		to	
Material		to	
Plant		to	

1

ME80FN sapqas INS

Purchasing document Edit Goto System Help

Purchasing Documents

Purchasing document | Material | Vendor

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4500000088	10	100060582	67500	10023019	0480	201	2700		07/10/2001
4500000104	10	100060582	67500	10023019	0480	199	2700		07/10/2001
4500000105	10	100060582	67500	10023019	0480	199	2700		07/10/2001
4500000112	10	100060603	67500	10022853	0480	201	2700	0712	07/10/2001
4500000125	10	100060603	67500	10022853	0480	201	2700	0712	07/11/2001
4500000127	10	100060603	67500	10022853	0480	201	2700	0712	07/11/2001
4500000157	10	100060605	67500	10022933	0480	201	2700	1812	07/11/2001
4500000234	10	100060603	67500	10022853	0480	201	2700	0712	07/12/2001
4500000812	10	100001495	79000	10023269	0480	201	2700	1012	07/17/2001
4500000836	10	100029887	40500	10023197	0480	201	2700	0108	07/17/2001
4500002423	10	100031263	32500	10023248	0480	201	2700	0711	07/25/2001
4500003642	10	100031865	40500	10023197	0480	201	2700	1808	07/30/2001
4500003642	20	100031865	40500	10023198	0480	201	2700	1808	07/30/2001
4500003652	10	100001554	67500	10022889	0480	201	2700	0712	07/30/2001
4500003661	10	100001495	67500	10023087	0480	201	2700	1012	07/30/2001
4500003714	10	100001495	67500	10022903	0480	201	2700	1012	07/30/2001
4500003805	10	100060581	67500	10023113	0480	201	2700	0712	07/30/2001

1

2

Please first select the desired line

Start | Inbox ... | SAP ... | Micro... | Micro... | SAP ... | Pur... | 3:40 PM

Purchase order Edit Goto Environment System Help

SAP

Standard PO 4500004231 Created by THOMAS S. STRAHAN

Document overview on | Print preview | Messages | Help | Personal setting | Accounting documents

Standard PO 4500004231 Vendor 100028726 PROCTOR TIRE SERVIC... Doc. date 07/31/2001

Address | Communications data | Partners | Additional data | Org.data | Status | Release strategy

Released	Ordered	3	EA	327.81	USD
Sent	Delivered	0	EA	0.00	USD
Not delivered	Still to deliv.	3	EA	327.81	USD
Not invoiced	Invoiced	0	EA	0.00	USD
	Down paymts			0.00	USD

S..	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per
	10	K		10011329	11.25X28 14 PLY TIRE	1	EA	D	08/14/2001	242.31	USD	1
	20	K		10011330	7.60X15 TRACTOR TIRE	2	EA	D	08/14/2001	42.75	USD	1

Item [20] 10011330 , 7.60X15 TRACTOR TIRE

Material data | Quantities/weights | Delivery schedule | Delivery | Invoice | Conditions | Account assig...

Overdeliv. tol. 0.0 %

Goods receipt

ME23N sapqas INS

Material Edit Goto Environment System Help

SAP

Display Material 10011330 (Goods and Services)

Additional data | Organizational levels

Basic data 2 | Purchasing | Foreign trade import | Purchase order text

Material	10011330	TIRE,TRACTOR,FRONT,7.50-16 6PLY TRI-RIB
Plant	9999	Reference Plant

General data

Base unit of measure	EA	each	Order unit		Var. OUn 1
Purchasing group			Material group	86300	
Plant-sp.matl status			Valid from		
Tax ind. f. material	1				

☐ Batch management

Purchasing values

Purchasing value key	1		Shipping instructs.		
Reminder 1	0	days	Underdel. tolerance	0.0	percent
Reminder 2	0	days	Overdeliv. tolerance	0.0	percent
Reminder 3	0	days	Min. del. qty in %	0.0	percent
Std del. time var.	0	days	☐ Unltd overdelivery	☐ Acknowledgment reqd	

MM03 | sapqas | INS

Vendor Edit Goto Extras Environment System Help

SAP

Display Vendor: Address

Vendor 100060582

Preview

Name

Title	
Name	SOUTHERN STATES CO - OP

Search terms

Search term 1/2	000000000	

Street address

Street/House number	NORTH THEOBALD STREET			1805	
District	WASHINGTON				
Postal code/City	38701	GREENVILLE			
Country	US	USA	Region	MS	Mississippi
			Jurisdict. code	2515102301	

PO box address

P.O. Box	
Postal code	

MK03 sapqas INS

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material | Vendor

Header/item data

Header/item
Del. sched.
Purchase order history

1

Purch.doc.	Item	Vendor	Matl group	Materi			Plant	Stor. loc.	Doc. date
4500015999	1	100001554	67500	10022			9999		09/04/2001
4500016004	1	100060582	67500	10023174	0480	201	9999		09/04/2001
4500016027	10	100029110	90997	10024690	0480	201	9999		09/04/2001
4500016027	20	100029110	90997	10024690	0480	201	9999		09/04/2001
4500016131	10	100060156	90997	10100774	0480	201	9999		09/04/2001
4500016135	10	100060156	90997	10100774	0480	201	9999		09/04/2001
4500016347	1	100001655	07045	10023697	0480	201	9999		09/04/2001
4500016347	2	100001655	07045	10023697	0480	201	9999		09/04/2001
4500016347	3	100001655	07045	10023697	0480	201	9999		09/04/2001
4500016347	4	100001655	07045	10023697	0480	201	9999		09/04/2001
4500016347	5	100001655	07045	10023697	0480	201	9999		09/04/2001
4500016347	6	100001655	07045	10023697	0480	201	9999		09/04/2001
4500016347	7	100001655	07045	10023697	0480	201	9999		09/04/2001
4500016636	1	100048327	90997	10104418	0480	201	9999		09/05/2001
4500016923	1	100001987	07093	10011650	0480	199	9999		09/06/2001
4500016923	2	100001987	07093	10011650	0480	199	9999		09/06/2001
4500017048	1	100010054	64000	10106111	0480	201	9999		09/06/2001

ME80FN sapprd OVR

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material

Purchase order history

Purch.doc.	Item	Mat...	Mat. doc.	Item	Mo...	Pstg date	Quantity	Or...	Qty. OPUn	Or...	Amoun
4500000088	10	2001	5000000020	1	101	07/10/2001	75	GAL	75	GAL	1,406
4500000812	10	2001	5000001752	1	101	07/31/2001	100	BAG	100	BAG	2,295
4500000812	10	2001	5000001753	1	101	07/31/2001	4	BAG	4	BAG	91
4500000812	10	2002	1024	1		08/03/2001	4	BAG	4	BAG	91
4500000812	10	2002	1053	1		08/03/2001	100	BAG	100	BAG	2,295
4500000836	10	2001	5000001506	1	101	07/30/2001	1,500	GAL	1,500	GAL	1,343
4500002297	10	2001	5000000855	1	101	07/25/2001	3	EA	3	EA	134
4500002297	10	2002	231	1		07/26/2001	3	EA	3	EA	134
4500002306	10	2001	5000000856	1	101	07/25/2001	50	EA	50	EA	211
4500002306	10	2002	130	1		07/26/2001	50	EA	50	EA	211
4500002313	10	2001	5000000854	1	101	07/25/2001	1	ZLS	1	ZLS	198
4500002313	10	2002	232	1		07/26/2001	1	ZLS	1	ZLS	198
4500002423	10	2001	5000001715	1	101	07/31/2001	26.380	LB	26.380	LB	4,906
4500003642	10	2001	5000001754	1	101	07/31/2001	7,535	GAL	7,535	GAL	6,118
4500003642	10	2001	5000001755	1	101	07/31/2001	2,361	GAL	2,361	GAL	1,917
4500003642	20	2001	5000001755	2	101	07/31/2001	1,000	GAL	1,000	GAL	1,114
4500003652	10	2001	5000001796	1	101	07/31/2001	5	GAL	5	GAL	1,175

ME80FN sapqas INS

Purchasing document Edit Goto System Help

Purchasing Documents

Purchasing document | Material

Purchase order history

1

Header/item
Del. sched.
Purchase order history

Purch.doc.	Item	Mat...	Mat. doc.	Item	Mo...	Pstg dat					Qty. OPUn	Or...	Am
4500000088	10	2001	5000000020	1	101	07/10/20					75	GAL	1,
4500000812	10	2001	5000001752	1	101	07/31/2001	100	BAG			100	BAG	2,
4500000812	10	2001	5000001753	1	101	07/31/2001	4	BAG			4	BAG	
4500000812	10	2002	1024	1		08/03/2001	4	BAG			4	BAG	
4500000812	10	2002	1053	1		08/03/2001	100	BAG			100	BAG	2,
4500000836	10	2001	5000001506	1	101	07/30/2001	1,500	GAL			1,500	GAL	1,
4500002423	10	2001	5000001715	1	101	07/31/2001	26.380	LB			26.380	LB	4,
4500003642	10	2001	5000001754	1	101	07/31/2001	7,535	GAL			7,535	GAL	6,
4500003642	10	2001	5000001755	1	101	07/31/2001	2,361	GAL			2,361	GAL	1,
4500003642	20	2001	5000001755	2	101	07/31/2001	1,000	GAL			1,000	GAL	1,
4500003652	10	2001	5000001796	1	101	07/31/2001	5	GAL			5	GAL	1,
4500003652	10	2002	816	1		08/02/2001	5	GAL			5	GAL	1,
4500003661	10	2001	5000001792	1	101	07/31/2001	6	GAL			6	GAL	
4500003661	10	2001	5000001795	1	101	07/31/2001	22	GAL			22	GAL	1,
4500003661	10	2002	1027	1		08/03/2001	6	GAL			6	GAL	
4500003661	10	2002	1028	1		08/03/2001	22	GAL			22	GAL	1

ME80FN sapqas INS

Purchasing document Edit Goto System Help

Purchasing Documents

Purchasing document | Material | Vendor

Del. sched.

Purch.doc.	Item	Vendor	Material	Order date	Sched.qty.	Or...	GR qty
4500000088	10	100060582	10023019	07/10/2001	75	GAL	75
4500000104	10	100060582	10023019	07/10/2001	75	GAL	0
4500000105	10	100060582	10023019	07/10/2001	75	GAL	0
4500000112	10	100060603	10022853	07/10/2001	40	GAL	0
4500000125	10	100060603	10022853	07/11/2001	40	GAL	0
4500000127	10	100060603	10022853	07/11/2001	40	GAL	0
4500000157	10	100060605	10022933	07/11/2001	25	GAL	0
4500000234	10	100060603	10022853	07/12/2001	40	GAL	0
4500000812	10	100001495	10023269	07/17/2001	104	BAG	104
4500000836	10	100029887	10023197	07/17/2001	1,500	GAL	1,500
4500002297	10	100048327	10024473	07/25/2001	3	EA	3
4500002306	10	100003438	10022696	07/25/2001	50	EA	50
4500002313	10	100029861	10023670	07/25/2001	1	ZLS	1
4500002317	10	100001120	10013273	07/25/2001	18	EA	0
4500002423	10	100031263	10023248	07/25/2001	270	LB	26.380
4500002701	10	100001599	10024487	07/26/2001	6	EA	0
4500002709	10	100049447	10024281	07/26/2001	2	EA	0
4500003642	10	100031865	10023197	07/30/2001	10,000	GAL	9,896

ME80FN sapqas INS

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material | Vendor

Header/item
Del. sched.
Purchase order history

1

Del. sched.

Purch.doc.	Item	Vendor	Material	Or		Or...	GR qty
4500000088	10	100060582	10023019	07		GAL	75
4500000104	10	100060582	10023019	07/10/2001	75	GAL	0
4500000105	10	100060582	10023019	07/10/2001	75	GAL	0
4500000112	10	100060603	10022853	07/10/2001	40	GAL	0
4500000125	10	100060603	10022853	07/11/2001	40	GAL	0
4500000127	10	100060603	10022853	07/11/2001	40	GAL	0
4500000157	10	100060605	10022933	07/11/2001	25	GAL	0
4500000234	10	100060603	10022853	07/12/2001	40	GAL	0
4500000812	10	100001495	10023269	07/17/2001	104	BAG	104
4500000836	10	100029887	10023197	07/17/2001	1,500	GAL	1,500
4500002297	10	100048327	10024473	07/25/2001	3	EA	3
4500002306	10	100003438	10022696	07/25/2001	50	EA	50
4500002313	10	100029861	10023670	07/25/2001	1	ZLS	1
4500002317	10	100001120	10013273	07/25/2001	18	EA	0
4500002423	10	100031263	10023248	07/25/2001	270	LB	26.380
4500002701	10	100001599	10024487	07/26/2001	6	EA	0
4500002709	10	100049447	10024281	07/26/2001	2	EA	0
4500003642	10	100031865	10023197	07/30/2001	10,000	GAL	9,896

ME80FN sapqas INS

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material | Vendor

2

Header/item data

1

Purch.doc.	Item	Stor. loc.	Doc. date	Quantity	Order unit	Net value	Currency	OrderPr.Un	Doc. type
4500000088	10		07/10/2001	75	GAL	1,312.50	USD	GAL	NB
4500000104	10		07/10/2001	75	GAL	1,312.50	USD	GAL	NB
4500000105	10		07/10/2001	75	GAL	1,312.50	USD	GAL	NB
4500000112	10	0712	07/10/2001	40	GAL	180.00	USD	GAL	NB
4500000125	10	0712	07/11/2001	40	GAL	180.00	USD	GAL	NB
4500000127	10	0712	07/11/2001	40	GAL	180.00	USD	GAL	NB
4500000157	10	1812	07/11/2001	25	GAL	1,650.00	USD	GAL	NB
4500000234	10	0712	07/12/2001	40	GAL	180.00	USD	GAL	NB
4500000812	10	1012	07/17/2001	104	BAG	2,386.80	USD	BAG	NB
4500000836	10	0108	07/17/2001	1,500	GAL	1,260.00	USD	GAL	NB
4500002297	10		07/25/2001	3	EA	125.97	USD	EA	NB
4500002306	10		07/25/2001	50	EA	199.32	USD	EA	NB
4500002313	10		07/25/2001	1	ZLS	185.00	USD	ZLS	NB
4500002317	10		07/25/2001	18	EA	53.64	USD	EA	NB
4500002423	10	0711	07/25/2001	270	LB	50,220.00	USD	LB	NB
4500002701	10		07/26/2001	6	EA	30.96	USD	EA	NB
4500002709	10		07/26/2001	2	EA	50.98	USD	EA	NB

ME80FN sapqas INS

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material | Vendor

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4500005...									
4500005660	1	100001120	54000	10014892	0480	197	9999		08/15/2001
4500005660	**1**								
4500005...									
4500005681	1	9990516	61500	10000175	0480	198	9999		08/17/2001
4500005681	**1**								
4500005...									
4500005682	1	9990160	61500	10000175	0480	199	9999		08/20/2001
4500005682	**1**								
4500005682	11	9990160	61500	10000175	0480	199	9999		08/20/2001
4500005682	**11**								
4500005...									
4500005683	10	100015734			0480	001	9999		08/20/2001
4500005683	**10**								
4500005...									

ME80FN sapqas INS

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material

1

Spreadsheet
Word processing
Local file
Send
Office
ABC analys.

Purchase order history

Purch.doc.	Item	Mat...	Mat. doc.	Iter			Quantity	Or...	Qty. OPUn	Or...	Amoun
4500000088	10	2001	5000000020				75	GAL	75	GAL	1,406
4500000812	10	2001	5000001752				100	BAG	100	BAG	2,295
4500000812	10	2001	5000001753				4	BAG	4	BAG	91
4500000812	10	2002	1024				4	BAG	4	BAG	91
4500000812	10	2002	1053	1		08/03/2001	100	BAG	100	BAG	2,295
4500000836	10	2001	5000001506	1	101	07/30/2001	1,500	GAL	1,500	GAL	1,343
4500002297	10	2001	5000000855	1	101	07/25/2001	3	EA	3	EA	134
4500002297	10	2002	231	1		07/26/2001	3	EA	3	EA	134
4500002306	10	2001	5000000856	1	101	07/25/2001	50	EA	50	EA	211
4500002306	10	2002	130	1		07/26/2001	50	EA	50	EA	211
4500002313	10	2001	5000000854	1	101	07/25/2001	1	ZLS	1	ZLS	198
4500002313	10	2002	232	1		07/26/2001	1	ZLS	1	ZLS	198
4500002423	10	2001	5000001715	1	101	07/31/2001	26.380	LB	26.380	LB	4,906
4500003642	10	2001	5000001754	1	101	07/31/2001	7,535	GAL	7,535	GAL	6,118
4500003642	10	2001	5000001755	1	101	07/31/2001	2,361	GAL	2,361	GAL	1,917
4500003642	20	2001	5000001755	2	101	07/31/2001	1,000	GAL	1,000	GAL	1,114
4500003652	10	2001	5000001796	1	101	07/31/2001	5	GAL	5	GAL	1,175

ME80FN sapqas INS

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material

Purchase order history

Purch.doc.	Item	Mat...	Mat. doc.	Item	Mo...	Pstg date	Quantity	Or...	Qty. OPUn	Or...	Amoun
4500000088	10	2001	5000000020	1	101	07/10/2001	75	GAL	75	GAL	1,406
4500000812	10	2001	5000001752	1	101	07/31/2001	100	BAG	100	BAG	2,295
4500000812	10	2001	5000001753	1	101	07/31/2001	4	BAG	4	BAG	91
4500000812	10	2002	1024	1		08/03/2001	4	BAG	4	BAG	91
4500000812	10	2002	1053						100	BAG	2,295
4500000836	10	2001	5000						500	GAL	1,343
4500002297	10	2001	5000						3	EA	134
4500002297	10	2002	231						3	EA	134
4500002306	10	2001	5000						50	EA	211
4500002306	10	2002	130						50	EA	211
4500002313	10	2001	5000						1	ZLS	198
4500002313	10	2002	232						1	ZLS	198
4500002423	10	2001	5000001715	1	101	07/31/2001	26.380	LB	26.380	LB	4,906
4500003642	10	2001	5000001754	1	101	07/31/2001	7,535	GAL	7,535	GAL	6,118
4500003642	10	2001	5000001755	1	101	07/31/2001	2,361	GAL	2,361	GAL	1,917
4500003642	20	2001	5000001755	2	101	07/31/2001	1,000	GAL	1,000	GAL	1,114
4500003652	10	2001	5000001796	1	101	07/31/2001	5	GAL	5	GAL	1,175

Information

Filter criteria, sorting, totals and subtotals are not taken into account

1

ME80FN | sapqas | INS

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material

Purchase order history

Purch.doc.	Item	Mat...	Mat. doc.	Item	Mo...	Pstg date	Quantity	Or...	Qty. OPUn	Or...	Amoun
4500000088	10	2001	5000000020	1	101	07/10/2001				AL	1,406
4500000812	10	2001	5000001752	1	101	07/31/2001				AG	2,295
4500000812	10	2001	5000001753	1	101	07/31/2001				AG	91
4500000812	10	2002	1024	1		08/03/2001				AG	91
4500000812	10	2002	1053	1		08/03/2001				AG	2,295
4500000836	10	2001	5000001506	1	101	07/30/2001				AL	1,343
4500002297	10	2001	5000000855	1	101	07/25/2001				A	134
4500002297	10	2002	231	1		07/26/2001				A	134
4500002306	10	2001	5000000856	1	101	07/25/2001				A	211
4500002306	10	2002	130	1		07/26/2001				A	211
4500002313	10	2001	5000000854	1	101	07/25/2001				LS	198
4500002313	10	2002	232	1		07/26/2001				LS	198
4500002423	10	2001	5000001715	1	101	07/31/2001				9	4,906
4500003642	10	2001	5000001754	1	101	07/31/2001				AL	6,118
4500003642	10	2001	5000001755	1	101	07/31/2001	2,361	GAL	2,361	GAL	1,917
4500003642	20	2001	5000001755	2	101	07/31/2001	1,000	GAL	1,000	GAL	1,114
4500003652	10	2001	5000001796	1	101	07/31/2001	5	GAL	5	GAL	1,175

Export list object to XXL

An XXL list object is exported with
63 lines and 25 columns
Please choose a processing mode:

- Store in SAPoffice
- Store as PC file
- Excel display
- Excel pivot tab.

1

2

ME80FN | sapqas | INS

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

A1 = Purch.doc.

Book3

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Purch.doc.	Item	Mat. year	Mat. doc.	Item	Movmt type	Del. compl	FiscYrRefD	Ref. doc.	Item	Material	Plant	Pst
2	4500000088	00010	2001	5000000020	0001	101	X	2001	5000000020	0001	10023019	2700	07/
3	4500000812	00010	2001	5000001752	0001	101		2001	5000001752	0001	10023269	2700	07/
4	4500000812	00010	2001	5000001753	0001	101	X	2001	5000001753	0001	10023269	2700	07/
5	4500000812	00010	2002	1024	0001			2001	5000001753	0001	10023269	2700	08/
6	4500000812	00010	2002	1053	0001			2001	5000001752	0001	10023269	2700	08/
7	4500000836	00010	2001	5000001506	0001	101	X	2001	5000001506	0001	10023197	2700	07/
8	4500002297	00010	2001	5000000855	0001	101	X	2001	5000000855	0001	10024473	9999	07/
9	4500002297	00010	2002	231	0001			2001	5000000855	0001	10024473	9999	07/
10	4500002306	00010	2001	5000000856	0001	101	X	2001	5000000856	0001	10022696	9999	07/
11	4500002306	00010	2002	130	0001			2001	5000000856	0001	10022696	9999	07/
12	4500002313	00010	2001	5000000854	0001	101	X	2001	5000000854	0001	10023670	9999	07/
13	4500002313	00010	2002	232	0001			2001	5000000854	0001	10023670	9999	07/
14	4500002423	00010	2001	5000001715	0001	101		2001	5000001715	0001	10023248	2700	07/
15	4500003642	00010	2001	5000001754	0001	101		2001	5000001754	0001	10023197	2700	07/
16	4500003642	00010	2001	5000001755	0001	101		2001	5000001755	0001	10023197	2700	07/
17	4500003642	00020	2001	5000001755	0002	101	X	2001	5000001755	0002	10023198	2700	07/
18	4500003652	00010	2001	5000001796	0001	101	X	2001	5000001796	0001	10022889	2700	07/
19	4500003652	00010	2002	816	0001			2001	5000001796	0001	10022889	2700	08/
20	4500003661	00010	2001	5000001792	0001	101		2001	5000001792	0001	10023087	2700	07/
21	4500003661	00010	2001	5000001795	0001	101	X	2001	5000001795	0001	10023087	2700	07/
22	4500003661	00010	2002	1027	0001			2001	5000001792	0001	10023087	2700	08/
23	4500003661	00010	2002	1028	0001			2001	5000001795	0001	10023087	2700	08/
24	4500003680	00010	2001	5000001756	0001	101	X	2001	5000001756	0001	10023717	9999	07/

ALVXXL01

Ready NUM

General Evaluation of An Outline Agreement (OA)

ME80RN

Menu Edit Favorites Extras System Help

ME80RN

SAP Easy Access - User menu for Patricia N. Orr

- Favorites
  - ME51 - Materials Management -> Purchasing -> Purchase Requis
  - ME52 - Materials Management -> Purchasing -> Purchase Requis
  - ME21N - Purchasing -> Purchase Order -> Create -> Vendor/Supp
  - ME41 - Purchasing -> RFQ/Quotation -> Request for Quotation ->
- User menu for Patricia N. Orr
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs
  - SCMA - Schedule Manager: Scheduler
  - 0PMDIKEY - Distribution Keys
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - ZM02 - Apply Vendors to RFP/RFQ AASIS
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs

SESSION_MANAGER sapdev INS

Program Edit Goto System Help

SAP

General Evaluations

2

General selections

Max. no. of database accesses	5000

Program selections

Document Date		to	
Document Type		to	
Document Category	K	to	L
Purchasing Document		to	
Purchasing Group		to	
Purchasing Organization	0710	to	
Vendor		to	
Supplying Plant		to	
Storage Location		to	
Material Group		to	
Material		to	
Plant		to	

1

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | General Evaluations | Microsoft PowerPoint - [PU... | 12:06 PM

Purchasing document Edit Goto System Help

3

Purchasing Documents

2

Purchasing document | Material | Vendor

1

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4600000018	10	100000195	64000	10015478	0710	C19			07/01/2001
4600000018	20	100000195	64000	10015477	0710	C19			07/01/2001
4600000018	30	100000195	64000	10100047	0710	C19			07/01/2001
4600000018	40	100000195	64000	10015476	0710	C19			07/01/2001
4600000048	10	100040074	20000	10011498	0710	C06			06/20/2001
4600000048	20	100040074	20000	10011499	0710	C06			06/20/2001
4600000048	30	100040074	20000	10011500	0710	C06			06/20/2001
4600000048	40	100040074	20000	10011501	0710	C06			06/20/2001
4600000048	50	100040074	20000	10011502	0710	C06			06/20/2001
4600000048	60	100040074	20000	10011503	0710	C06			06/20/2001
4600000048	70	100040074	20000	10015061	0710	C06			06/20/2001
4600000048	80	100040074	20000	10015062	0710	C06			06/20/2001
4600000048	90	100040074	20000	10015063	0710	C06			06/20/2001
4600000048	100	100040074	20000	10015064	0710	C06			06/20/2001
4600000048	110	100040074	20000	10015065	0710	C06			06/20/2001
4600000048	120	100040074	20000	10015066	0710	C06			06/20/2001

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | Purchasing Documents | Microsoft PowerPoint - [PU... | 12:01 PM

Program Edit Goto System Help

SAP

General Evaluations

2

General selections

Max. no. of database accesses	5000

Program selections

Document Date		to	
Document Type		to	
Document Category	K	to	L
Purchasing Document		to	
Purchasing Group	C12	to	
Purchasing Organization		to	
Vendor		to	
Supplying Plant		to	
Storage Location		to	
Material Group		to	
Material		to	
Plant		to	

1

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | General Eval... | Microsoft Power... | Microsoft Outloo... | 12:41 PM

Purchasing document Edit Goto System Help

3

Purchasing Documents

2

Purchasing document | Material | Vendor

1

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4600000002	10	100029045	54000	10014859	9999	C12			07/01/2001
4600000002	20	100029045	54000	10014860	9999	C12			07/01/2001
4600000002	30	100029045	54000	10014861	9999	C12			07/01/2001
4600000002	40	100029045	54000	10007008	9999	C12			07/01/2001
4600000002	50	100029045	54000	10013216	9999	C12			07/01/2001
4600000003	10	100001562	64561	10013169	9999	C12			07/01/2001
4600000025	10	100060143	80100	10100050	9999	C12			07/01/2001
4600000031	10	100001936	43000	10011101	9999	C12			07/01/2001
4600000031	20	100001936	43000	10011130	9999	C12			07/01/2001
4600000031	30	100001936	43000	10011146	9999	C12			07/01/2001
4600000031	40	100001936	43000	10011139	9999	C12			07/01/2001
4600000031	50	100001936	43000	10011153	9999	C12			07/01/2001
4600000031	60	100001936	43000	10011158	9999	C12			07/01/2001
4600000031	70	100001936	64500	10011165	9999	C12			07/01/2001
4600000031	80	100001936	43000	10011101	9999	C12			07/01/2001
4600000031	90	100001936	43000	10011122	9999	C12			07/01/2001

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | Purchasing D... | Microsoft Power... | Microsoft Outloo... | 1:10 PM

Program Edit Goto System Help

SAP

General Evaluations

2

General selections

Max. no. of database accesses	5000

Program selections

Document Date	07/03/2001	to	09/25/2001	1 1
Document Type		to		
Document Category	K	to	L	
Purchasing Document		to		
Purchasing Group	C12	to		1
Purchasing Organization		to		
Vendor		to		
Supplying Plant		to		
Storage Location		to		
Material Group		to		
Material		to		
Plant		to		

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | General Eval... | Microsoft Power... | Microsoft Outloo... | 1:16 PM

Purchasing document Edit Goto System Help

3

2

Purchasing Documents

Purchasing document | Material | Vendor

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4600001601	10	100000000	03100	10013418	0710	C12	9999		09/19/2001

1

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | Purchasing D... | Microsoft Power... | Microsoft Outloo... | 1:19 PM

Program Edit Goto System Help

SAP

General Evaluations

2

General selections

Max. no. of database accesses	5000

Program selections

Document Date		to	
Document Type	NV	to	
Document Category	K	to	L
Purchasing Document		to	
Purchasing Group		to	
Purchasing Organization		to	
Vendor		to	
Supplying Plant		to	
Storage Location		to	
Material Group		to	
Material		to	
Plant		to	

1

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | General Evaluations | Microsoft PowerPoint - [PU... | 1:46 PM

Purchasing document Edit Goto System Help

3

2

Purchasing Documents

Purchasing document | Material | Vendor

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4600000000	10	100001604	61500	10011608	9999	C20			07/01/2001
4600000000	20	100001604	64500	10006408	9999	C20			07/01/2001
4600000001	10	100002112	50500	10006641	9999	C11			07/01/2001
4600000002	10	100029045	54000	10014859	9999	C12			07/01/2001
4600000002	20	100029045	54000	10014860	9999	C12			07/01/2001
4600000002	30	100029045	54000	10014861	9999	C12			07/01/2001
4600000002	40	100029045	54000	10007008	9999	C12			07/01/2001
4600000002	50	100029045	54000	10013216	9999	C12			07/01/2001
4600000003	10	100001562	64561	10013169	9999	C12			07/01/2001
4600000004	10	100001745	64518	10100025	0009	C15			07/01/2001
4600000005	10	100001587	48500	10006642	9999	C11			07/01/2001
4600000006	10	100002216	64500	10012743	9999	C06			07/01/2001
4600000006	20	100002216	64500	10012744	9999	C06			07/01/2001
4600000007	10	100000057	65200	10006579	0480	C15			07/01/2001
4600000008	10	100016690	50500	10013161	9999	C09			07/01/2001
4600000008	20	100016690	50500	10013162	9999	C09			07/01/2001

1

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | Purchasing Documents | Microsoft PowerPoint - [PU... | 1:45 PM

Program Edit Goto System Help

SAP

General Evaluations

1

General selections

Max. no. of database accesses	500

Program selections

Document Date		to		
Document Type	PV	to		
Document Category	K	to	L	
Purchasing Document		to		
Purchasing Group		to		
Purchasing Organization		to		
Vendor		to		
Supplying Plant		to		
Storage Location		to		
Material Group		to		
Material		to		
Plant		to		

1

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | General Evaluations | Microsoft PowerPoint - [PU... | 1:49 PM

Purchasing document Edit Goto System Help

SAP

3

Purchasing Documents

2

Purchasing document | Material | Vendor

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4600000309	10	100019317	90101	10090101	0023	C99			07/01/2001
4600000309	20	100019317	92100	10090195	0023	C99			07/01/2001
4600000310	10	100019971	90101	10090101	0023	C99			07/01/2001
4600000310	20	100019971	92100	10090195	0023	C99			07/01/2001
4600000311	10	100032608	90101	10090101	0023	C99			07/01/2001
4600000311	20	[illegible]32608	92100	10090195	0023	C99			07/01/2001
4600000312	10	[illegible]08234	90101	10090101	0023	C99			07/01/2001
4600000312	20	[illegible]08234	92100	10090195	0023	C99			07/01/2001
4600000313	10	100034207	90101	10090101	0023	C99			07/01/2001
4600000313	20	100034207	92100	10090195	0023	C99			07/01/2001
4600000314	10	100019588	90101	10090101	0023	C99			07/01/2001
4600000314	20	100019588	92100	10090195	0023	C99			07/01/2001
4600000315	10	100028900	90101	10090101	0023	C99			07/01/2001
4600000315	20	100028900	92100	10090195	0023	C99			07/01/2001
4600000316	10	100033984	90101	10090101	0023	C99			07/01/2001
4600000316	20	100033984	92100	10090195	0023	C99			07/01/2001

1

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | Purchasing Documents | Microsoft PowerPoint - [PU... | 1:51 PM

Contract Edit Header Item Environment System Help

Display Contract : Item Overview

Acct. assgts.

Agreement	4600000309	Agreement type	PV	Agmt. date	07/01/2001
Vendor	100019317	WARNER, VICKIE A.		Currency	USD

Outline agreement items

Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt	SL
10		U	10090101	PROF.SERVICE ATTOR...	78,400	ZLS	1.00	1	ZLS	90101		
20		U	10090195	REIMB EXP LEGAL/INVE...	14,000	ZLS	1.00	1	ZLS	92100		

Item 10

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | Display Contract : Ite... | Microsoft PowerPoint - [PU... | 1:52 PM

Program Edit Goto System Help

SAP

General Evaluations

2

General selections

Max. no. of database accesses	5000

Program selections

Document Date		to	
Document Type	PV	to	
Document Category	K	to	L
Purchasing Document		to	
Purchasing Group		to	
Purchasing Organization	0023	to	
Vendor	100034151	to	
Supplying Plant		to	
Storage Location		to	
Material Group		to	
Material		to	
Plant		to	

1 1 1

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | General Evaluations | Microsoft PowerPoint - [PU... | 2:46 PM

Purchasing document Edit Goto System Help

1

Purchasing Documents

Purchasing document | Material | Vendor

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4600000323	10	100034151	90101	10090101	0023	C99			07/01/2001
4600000323	20	100034151	92100	10090195	0023	C99			07/01/2001

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | Purchasing Documents | Microsoft PowerPoint - [PU... | 2:47 PM

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material | Vendor

Export

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4600000323	10	100034151	90101	10090101	0023	C99			07/01/2001
4600000323	20	100034151	92100	10090195	0023	C99			07/01/2001

QAS (1) (610) sapqas OVR

Start | Purchasing Documents | Microsoft PowerPoint - [PU... | 8:58 AM

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material | Vendor

Header/item data

Purch.doc.	Item	Vendor	Matl	org.	Pur. group	Plant	Stor. loc.	Doc. date
4600000323	10	100034151	9010		C99			07/01/2001
4600000323	20	100034151	9210		C99			07/01/2001

- Spreadsheet
- Word processing
- Local file
- Send
- Office
- ABC analys.

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | Purchasing Documents | Microsoft PowerPoint - [PU... | 2:48 PM

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material | Vendor

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4600000323	10	100034151	90101	10090101	0023	C99			07/01/2001
4600000323	20	100034151	92100	10090195	0023	C99			07/01/2001

Information

Filter criteria, sorting, totals and subtotals are not taken into account

QAS (1) (610) sapqas OVR

Start | SAP Logon 46D | Purchasing Documents | Microsoft PowerPoint - [PU... | 2:49 PM

Purchasing document Edit Goto System Help

SAP

Purchasing Documents

Purchasing document | Material | Vendor

Header/item data

Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	Doc. date
4600000323						C99			07/01/2001
4600000323						C99			07/01/2001

Export list object to XXL

An XXL list object is exported with
2 lines and 17 columns
Please choose a processing mode:

- ○ Store in SAPoffice
- ○ Store as PC file
- ◉ Excel display
- ○ Excel pivot tab.

QAS (1) (610) | sapqas | OVR

Start | SAP Logon 46D | Purchasing Documents | Microsoft PowerPoint - [PU... | 2:50 PM

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Arial 10 100%

A1 = Purch.doc.

Book3

	A	B	C	D	E	F	G	H	I	J	K
1	Purch.doc.	Item	Vendor	Matl group	Material	Purch.org.	Pur. group	Plant	Stor. loc.	OrderPr.Un	Doc. type
2	4600000323	00010	100034151	90101	10090101	0023	C99			ZLS	PV
3	4600000323	00020	100034151	92100	10090195	0023	C99			ZLS	PV

ALVXXL01

Ready NUM

Start | SAP Logon 46D | Purchasing Documents | Microsoft PowerPoint - ... | Microsoft Excel | 2:51 PM

REQUISITION - LIST DISPLAY BY GENERAL CRITERIA

ME5A

Analyses of Purchase Requisitions

You can analyze Purchase Requisitions according to a variety of criteria.

General

- Listing of PR's by material number, purchasing group, requirement tracking number, material group.

Account assignment

- Listing of PR's with a certain account assignment (e.g. by cost center).

Service

- Listing of PR's by service number.

Requirement tracking number

- Listing of PR's for a certain requirement tracking number.

Menu Edit Favorites Extras System Help

me5a

SAP Easy Access AASIS MENU

- Favorites
  - Y_DEV_80000028 - Budget/Actual (accrual) -> Budget versus Actual (Agenc
- SAP standard menu
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Special Transactions & Reports (State of Arkansas)
  - Tools

SESSION_MANAGER sapqas INS

Program Edit Goto System Help

List Display of Purchase Requisitions

Purchase requisition		to	
Purchasing group	384	to	
Material		to	
Material group		to	
Requirement tracking number	REGORDON	to	
Scope of list	A		
Plant	9999	to	
Document type		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Release date		to	
Materials planner/controller		to	
Processing status		to	
Fixed vendor		to	
Requisitioner			
Short text			
Sort indicator	1		

1

☑ Assigned purchase requisitions

☐ Closed requisitions

68/68/74 sapqas OVR

Start | Inbox - Microsoft Outlook | SAP Logon 46D | List Display of Pur... | Microsoft PowerPoint - ... | 9:08 AM

Program Edit Goto System Help

SAP

List Display of Purchase Requisitions

3

Processing status to

Fixed vendo to

Requisition

Multiple selection

Short text

Sort indicator 1

- [x] Assigned purchase requisitions
- [x] Closed requisitions
- [x] "Partly ordered" requisitions
- [x] Released requisitions only
- [x] Requisns. for overall release
- [x] Requisns. f. item-wise release

2

1

Cost center to

WBS element to

Order to

Asset to

Asset sub-number to

Network to

Operation number to

Sales order to

Sales order item to

68/68/73 sapqas OVR

Start | Inbox - Microsoft ... | SAP Logon 46D | List Display o... | Microsoft Power... | 9:55 AM

List Edit Goto Environment System Help

SAP

List Display of Purchase Requisitions

Assignments Services

2

1

```
Material            Short text                                PGp     Mat. gp.
P sn.   Item         Requested qty.  Un  Deliv. date  Requester     Plnt SLoc
S  OTy. I A          Ordered qty.    Un  Release date Trackg.no.     SPl. MC

10103202            P,NOTARY,SELF-INKING,BLACK                384     61500
1000001862 00010                 1 EA  D 07/31/2001 kahunt         9999
N R 2 NB     F                           07/26/2001 KAHUNT
Desired vendor      100000905  CENTRAL RUBBER STAMP & SEAL CO
10103202            STAMP,NOTARY,SELF-INKING,BLACK            384     61500
1000001863 00010                 1 EA  D 07/31/2001 KAHUNT         9999
N R 2 NB     F                           07/26/2001 KAHUNT
Desired vendor      100000905  CENTRAL RUBBER STAMP & SEAL CO
10004979            PAPER,XEROGRAPHIC,WHT,20#,8.5"X11"RECYCL 384      64500
1000003547 00010                20 ZR5 D 08/07/2001 Glenda        9999
N R 2 NB     F                           08/02/2001 GLBEATTY
10024263            COPIER, ANALOG, MISC,EACH                 384     60038
1000003819 00010                12 EA  D 07/25/2001 KIM WALKER    9999
N R 2 NB     F                           07/25/2001 G0501
Desired vendor      100028844  STANDARD BUSINESS SYSTEMS, INC
10103433            STAPLE CARTRIDGE,#SWT500050               384     61500
1000003942 00010                 1 EA  D 08/17/2001 Betty Oliver   9999
N R 2 NB     F                           08/14/2001 BJOLIVER
Desired vendor      100031511  COPY SYSTEMS
10024263            COPIER, ANALOG, MISC,EACH                 384     60038
```

68/68/74 sapqas OVR

Start | Inbox - Microsoft Outlook | SAP Logon 46D | List Display of Pur... | Microsoft PowerPoint - ... | 9:10 AM

List Edit Goto Environment System Help

Assignment overview Shift+F5
Reqs. per assignment
All requisitions
Detailed data F8
Display changes
Displ. purch. orders
Release strategy Shift+F1
Services Shift+F6
Back F3

1

List Displ

Material					PGp	Mat. gp.
Requisn.				e Requester	Plnt	SLoc
S C R OTy				te Trackg.no.	SPl.	MC
10103202					384	61500
1000001862				01 kahunt		9999
N R 2 NB F			07/26/2001	KAHUNT		
Desired vendor	100000905	CENTRAL RUBBER STAMP & SEAL CO				
10103202	STAMP,NOTARY,SELF-INKING,BLACK				384	61500
1000001863 00010		1 EA D	07/31/2001	KAHUNT		9999
N R 2 NB F			07/26/2001	KAHUNT		
Desired vendor	100000905	CENTRAL RUBBER STAMP & SEAL CO				
10004979	PAPER,XEROGRAPHIC,WHT,20#,8.5"X11"RECYCL				384	64500
1000003547 00010		20 ZR5 D	08/07/2001	Glenda		9999
N R 2 NB F			08/02/2001	GLBEATTY		
10024263	COPIER, ANALOG, MISC,EACH				384	60038
1000003819 00010		12 EA D	07/25/2001	KIM WALKER		9999
N R 2 NB F			07/25/2001	G0501		
Desired vendor	100028844	STANDARD BUSINESS SYSTEMS, INC				
10103433	STAPLE CARTRIDGE,#SWT500050				384	61500
1000003942 00010		1 EA D	08/17/2001	Betty Oliver		9999
N R 2 NB F			08/14/2001	BJOLIVER		
Desired vendor	100031511	COPY SYSTEMS				

68/68/74 sapqas OVR

Start | Inbox - Microsoft Outlook | SAP Logon 46D | List Display of Pur... | Microsoft PowerPoint - ... | 9:14 AM

List Edit Goto Environment System Help

Display requisition F2
Display material Shift+F2
Stock overview
Stock/rqmts. list
Display outl. agmt.
Display info records F5
Vendor evaluation
Displ. consgt. vend.

1

List Display of

Assignn

Material / Requisn. / S C R OTy.	Item / I A						PGp / Requester / Trackg.no.	Mat. gp. / Plnt SLoc / SPl. MC
10103202							384	61500
1000001862	00010		1	EA	D	07/31/2001	kahunt	9999
N R 2 NB	F					07/26/2001	KAHUNT	
Desired vendor		100000905 CENTRAL RUBBER STAMP & SEAL CO						
10103202		STAMP,NOTARY,SELF-INKING,BLACK					384	61500
1000001863	00010		1	EA	D	07/31/2001	KAHUNT	9999
N R 2 NB	F					07/26/2001	KAHUNT	
Desired vendor		100000905 CENTRAL RUBBER STAMP & SEAL CO						
10004979		PAPER,XEROGRAPHIC,WHT,20#,8.5"X11"RECYCL					384	64500
1000003547	00010		20	ZR5	D	08/07/2001	Glenda	9999
N R 2 NB	F					08/02/2001	GLBEATTY	
10024263		COPIER, ANALOG, MISC,EACH					384	60038
1000003819	00010		12	EA	D	07/25/2001	KIM WALKER	9999
N R 2 NB	F					07/25/2001	G0501	
Desired vendor		100028844 STANDARD BUSINESS SYSTEMS, INC						
10103433		STAPLE CARTRIDGE,#SWT500050					384	61500
1000003942	00010		1	EA	D	08/17/2001	Betty Oliver	9999
N R 2 NB	F					08/14/2001	BJOLIVER	
Desired vendor		100031511 COPY SYSTEMS						

68/68/74 sapqas OVR

Start | Inbox - Microsoft Outlook | SAP Logon 46D | List Display of Pur... | Microsoft PowerPoint - ... | 9:15 AM

Material Edit Goto Environment System Help

SAP

Display Material 10103202 (Goods and Services)

Additional data | Organizational levels | 1

Basic data 2 | Purchasing | Foreign trade import | Purchase order text

Material	10103202	STAMP,NOTARY,SELF-INKING,BLACK	
Plant	9999	Reference Plant	

General data

Base unit of measure	EA	each	Order unit		Var. OUn 1
Purchasing group			Material group	61500	
Plant-sp.matl status			Valid from		
Tax ind. f. material	1				
Batch management					

Purchasing values

Purchasing value key	1		Shipping instructs.		
Reminder 1	0	days	Underdel. tolerance	0.0	percent
Reminder 2	0	days	Overdeliv. tolerance	0.0	percent
Reminder 3	0	days	Min. del. qty in %	0.0	percent

68/68/73 sapqas OVR

Start | Inbox - Microsoft ... | SAP Logon 46D | Display Mater... | Microsoft Power... | 9:36 AM

PURCHASE ORDER-
LIST DISPLAY
BY GENERAL CRITERIA

ME2K

Analyses of Purchase Orders

You can run reports analyzing PO's according to a variety of criteria. A number of different analyses are available in the system:

Listing by

- Range of material numbers
- Purchasing group
- Requirement tracking number
- Material group

Account assignment

- Listing of PO's for a given account assignment (e.g. by cost center).

PO number

- Listing of all PO's within a range of numbers.

Requirement tracking number

- Listing of all purchasing documents created with reference to a series of purchase requisitions having a certain requirement tracking number. The analysis shows the requisitions for which PO's have already been created.

Vendor/material

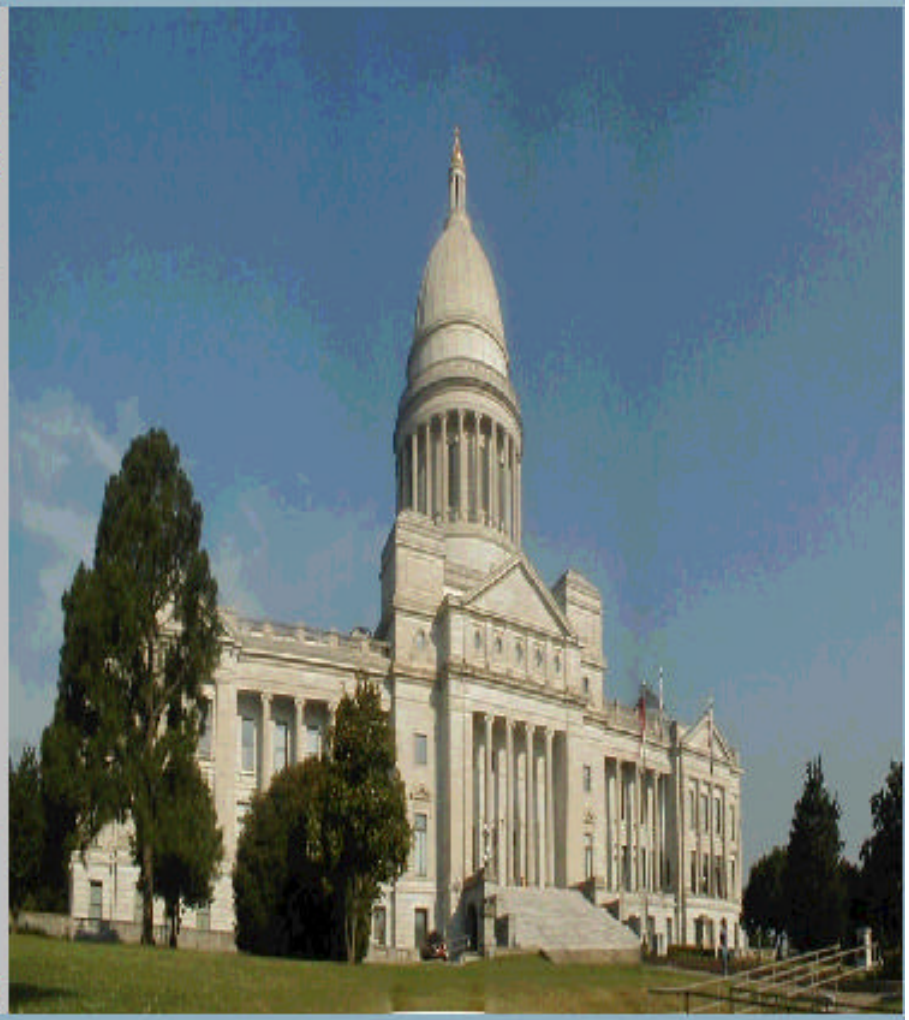
- Listing of PO's created for a particular vendor, material, or material group.

Menu Edit Favorites Extras System Help

me2k

SAP Easy Access - User menu for Patricia N. Orr

- Favorites
  - ME51 - Materials Management -> Purchasing -> Purchase Requis
  - ME52 - Materials Management -> Purchasing -> Purchase Requis
  - ME21N - Purchasing -> Purchase Order -> Create -> Vendor/Supp
  - ME41 - Purchasing -> RFQ/Quotation -> Request for Quotation ->
- User menu for Patricia N. Orr
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs
  - SCMA - Schedule Manager: Scheduler
  - 0PMDIKEY - Distribution Keys
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - ZM02 - Apply Vendors to RFP/RFQ AASIS
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs



SESSION_MANAGER sapdev INS

Program Edit Goto System Help

SAP

Purchasing Documents per Account Assignment

2

Choose...

1

Cost center	383211	to	
WBS element			
Order		to	
Asset		Sub-no.	
Sales document		Item	
Network		Trans.	
Purchasing organization		to	
Scope of list	RAHM		
Selection parameters		to	
Document type		to	
Purchasing group		to	
Plant		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Document number	4600001587	to	
Vendor		to	
Supplying plant		to	
Material		to	

ME3K sapqas INS

List Edit Goto Environment System Help

Purchasing Documents For cost center

PO history | Changes | Deliv. schedule | Services

2

PO	Type	Vendor	Name	PGp	Order date
Item	Material		Short text		Mat. group
D I A	Plnt SLoc		Order qty. Un	Net Price Curr.	per Un
4500005628	NB	100001561	CAPITAL BUSINESS MACHINES INC	C06	08/07/2001
00010	10103702		CARTRIDGE,TONER,BROTHER MFC-8300 FAX		61500
K	9999		10 EA	3.00 USD	1 EA
Cost center	383211				
Still to be delivered			0 EA	0.00 USD	0.00 %
Still to be invoiced			10 EA	30.00 USD	100.00 %
4500005635	NB	100038743	CORPORATE EXPRESS	C06	08/09/2001
00010	10008034		ERASER,PENCIL,MECH,LOGO,PHD,2/TUBE		61500
K	9999		12 EA	2.00 USD	1 EA
Cost center	383211				
Still to be delivered			12 EA	24.00 USD	100.00 %
Still to be invoiced			12 EA	24.00 USD	100.00 %
4500005685	PB	100040543	WILLIAMS CONSULTING	C00	08/21/2001
00010	10024617		DP SERVICE, MISC,LUMP SUM		90501
K	9999		1,000 ZLS	1.00 USD	1 ZLS
Cost center	383211				
Still to be delivered			1,000 ZLS	1,000.00 USD	100.00 %
Still to be invoiced			1,000 ZLS	1,000.00 USD	100.00 %
4500005686	PB	100000092	LITTLE'S JANITORIAL	667	08/21/2001
00010	10090173		PROF.SERVICE JANITORIAL		90701
K	9999		6,000 ZLS	1.00 USD	1 ZLS
Cost center	383211				

1

Please choose a valid line | ME2K | sapqas | INS

Purchase order Edit Header Item Environment System Help

2

Display Purchase order : Item Overview

Acct. assgts.

1

Purchase order	4500005628	Order type	NB	PO date	08/07/2001
Vendor	100001561	CAPITAL BUSINESS MACHINES INC		Currency	USD

PO items

Item	I	A	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Per	O...	M
10		K	10103702	CARTRIDGE,TONER,BR...	10	EA	D	08/14/2001	3.00	1	EA	6

Item 10

Start | Inbox - ... | Microsoft... | Home - ... | Displa... | FBI purs... | 87° | 1:55 PM

List Edit Goto Environment System Help

Purchasing Documents For cost center

PO history | Changes | Deliv. schedule | Services

```
PO          Type Vendor      Name                                  PGp Order date
  Item  Material             Short text                                Mat. group
  D I A Plnt SLoc                Order qty.   Un       Net Price  Curr.    per Un

4500005628 NB   100001561  CAPITAL BUSINESS MACHINES INC          C06 08/07/2001
  00010 10103702           CARTRIDGE,TONER,BROTHER MFC-8300 FAX      61500
      K 9999                            10  EA            3.00  USD        1 EA
    Cost center  383211
    Still to be delivered                0  EA            0.00  USD      0.00 %
    Still to be invoiced                10  EA           30.00  USD    100.00 %
4500005635 NB   100038743  CORPORATE EXPRESS                      C06 08/09/2001
  00010 10008034           ERASER,PENCIL,MECH,LOGO,PHD,2/TUBE        61500
      K 9999                            12  EA            2.00  USD        1 EA
    Cost center  383211
    Still to be delivered               12  EA           24.00  USD    100.00 %
    Still to be invoiced                12  EA           24.00  USD    100.00 %
4500005685 PB   100040543  WILLIAMS CONSULTING                    C00 08/21/2001
  00010 10024617           DP SERVICE, MISC,LUMP SUM                 90501
      K 9999                         1,000  ZLS           1.00  USD        1 ZLS
    Cost center  383211
    Still to be delivered            1,000  ZLS       1,000.00  USD    100.00 %
    Still to be invoiced             1,000  ZLS       1,000.00  USD    100.00 %
4500005686 PB   100000092  LITTLE'S JANITORIAL                    667 08/21/2001
  00010 10090173           PROF.SERVICE JANITORIAL                   90701
      K 9999                         6,000  ZLS           1.00  USD        1 ZLS
    Cost center  383211
```

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List Edit Goto Views Environment System Help

Order History for Purchase Order 4500005628 00010

GR/IR assignment | Order price unit | Blocked stock

Cat.	Doc. no.	Itm	MvT	Pstg.dt.	Qty.in OUn	Value in local curr
GR	5000002862	0001	101	08/07/01	10 EA	31.99 USD
Total goods receipts					10 EA	31.99 USD

ME2K sapqas INS

List Edit Goto Environment System Help

Purchasing Documents For cost center

PO history | Changes | Deliv. schedule | Services

```
PO          Type Vendor      Name                                  PGp Order date
  Item  Material             Short text                                Mat. group
  D I A Plnt SLoc                Order qty.   Un       Net Price  Curr.    per Un

4500000113 NB   100037786  STONE COMPUTER & COPIER SUPPLY          277 07/10/2001
  00010 10002412           DISKETTE, FORMATTED, 3.5"DS/HD              20700
      K 9999                                40  PAC           2.89  USD       1 PAC
     Cost center  383201
     Still to be delivered                   0  PAC           0.00  USD     0.00 %
     Still to be invoiced                    0  PAC           0.00  USD     0.00 %
4500000120 NB   100001745  PRINTING PAPERS INC                     277 07/10/2001
  00010 10005492           ENV,BRW KRAFT,OPN ED,28#,9"X12"SELFSEAL  31030
      K 9999 9999                             5  CS          22.22  USD       1 CS
     Cost center  383201
     Still to be delivered                    5  CS         111.10  USD   100.00 %
     Still to be invoiced                     5  CS         111.10  USD   100.00 %
  00020 10005492           ENV,BRW KRAFT,OPN ED,28#,9"X12"SELFSEAL  31030
      K 9999 9999                             0  CS          22.22  USD       1 CS
     Cost center  383201
     Still to be delivered                    0  CS           0.00  USD     0.00 %
     Still to be invoiced                     0  CS           0.00  USD     0.00 %
4500000134 NB   100009471  SEARCY WINTEMP CO.                      277 07/11/2001
  00010 10023965           ELECTRIC COMPONE/NTS, MISC, EACH            28700
      K 9999                                  1  EA          97.77  USD       1 EA
     Cost center  383201
```

ME2K | sapprd | INS

List Edit Goto Environment System Help

Find Ctrl+F

Changes Purchase ord 4500005628 00010

Person resp.	Date	Time	Transaction	Change document
Doc. header 4500005628				
No changes found				

ME2K sapqas INS

List Edit Goto Environment System Help

Purchasing Documents For cost center

PO history | Changes | Deliv. schedule | Services

PO	Type	Vendor	Name				PGp	Order date
Item	Material		Short text					Mat. group
D I A	Plnt SLoc		Order qty.	Un	Net Price	Curr.		per Un
4500000113	NB	100037786	STONE COMPUTER & COPIER SUPPLY				277	07/10/2001
00010	10002412		DISKETTE, FORMATTED, 3.5"DS/HD					20700
K	9999		40	PAC	2.89	USD		1 PAC
Cost center	383201							
Still to be delivered			0	PAC	0.00	USD		0.00 %
Still to be invoiced			0	PAC	0.00	USD		0.00 %
4500000120	NB	100001745	PRINTING PAPERS INC				277	07/10/2001
00010	10005492		ENV,BRW KRAFT,OPN ED,28#,9"X12"SELFSEAL					31030
K	9999 9999		5	CS	22.22	USD		1 CS
Cost center	383201							
Still to be delivered			5	CS	111.10	USD		100.00 %
Still to be invoiced			5	CS	111.10	USD		100.00 %
00020	10005492		ENV,BRW KRAFT,OPN ED,28#,9"X12"SELFSEAL					31030
K	9999 9999		0	CS	22.22	USD		1 CS
Cost center	383201							
Still to be delivered			0	CS	0.00	USD		0.00 %
Still to be invoiced			0	CS	0.00	USD		0.00 %
4500000134	NB	100009471	SEARCY WINTEMP CO.				277	07/11/2001
00010	10023965		ELECTRIC COMPONE/NTS, MISC, EACH					28700
K	9999		1	EA	97.77	USD		1 EA
Cost center	383201							

ME2K | sapprd | INS

List Edit Goto Environment System Help

Delivery Schedule Purchase ord 4500005628 00010

Deliv. date	Time	Scheduled qty.	Qty. delivered	Quantity issued	P
D 08/14/2001		10	10		R
Total schedule lines		10	10		

ME2K sapqas INS

OUTLINE AGREEMENTS - LIST DISPLAY BY GENERAL CRITERIA

ME3K

Analyses of Outline Agreements

You can analyze outline agreements according to a variety of criteria. Various analysis reports are available in the system:

Listing by

- Range of material numbers
- Purchasing group
- Requirement tracking number
- Material group

Account assignment

- Listing of OA's for a given account assignment (e.g. by cost center).

Outline agreement number

- Listing of agreements falling within a given range of numbers.

Requirement tracking number

- The analysis *Transactions per Requirement Tracking Number* also covers OA.

Vendor/material

- Listing of OA's created for a particular vendor, material, or material group.

Menu Edit Favorites Extras System Help

me3k

SAP Easy Access - User menu for Patricia N. Orr

- Favorites
  - ME51 - Materials Management -> Purchasing -> Purchase Requis
  - ME52 - Materials Management -> Purchasing -> Purchase Requis
  - ME21N - Purchasing -> Purchase Order -> Create -> Vendor/Supp
  - ME41 - Purchasing -> RFQ/Quotation -> Request for Quotation ->
- User menu for Patricia N. Orr
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs
  - SCMA - Schedule Manager: Scheduler
  - 0PMDIKEY - Distribution Keys
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - ZM02 - Apply Vendors to RFP/RFQ AASIS
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs

SESSION_MANAGER sapdev INS

Program Edit Goto System Help

SAP

Purchasing Documents per Account Assignment

Choose... 2

Cost center	1 383211	to	
WBS element			
Order		to	
Asset		Sub-no.	
Sales document		Item	
Network		Trans.	
Purchasing organization		to	
Scope of list	RAHM		
Selection parameters		to	
Document type		to	
Purchasing group		to	
Plant		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Document number		to	
Vendor		to	
Supplying plant		to	
Material		to	

ME3K sapqas INS

List Edit Goto Environment System Help

SAP

Purchasing Documents For cost center

PO history | Changes | Deliv. schedule | Services

2

```
Contract    Type Vendor      Name                                  PGp Agmt. date
  Item  Material             Short text                                Mat. group
  D I A Plnt SLoc                   Targ.qty. Un       Net price  Curr.    per Un

4600001587 NV   100035767  SAUNDERS CONSULTING SER INC             667 08/21/2001
Agreement start08/21/2001 Agreement end 12/31/2001
Tgt. val.            5,000.00  USD   Open              5,000.00 USD   100.00 %
  00010 10090180           PROF.SERVICE PLANNING CONSULTANT         90804
      K 9999                         5,100  ZLS           1.00  USD       1 ZLS
    Acct.assgt 01                    5,100  ZLS
    Cost center  383211
    Open target qty.                 5,100  ZLS        5,100.00 USD  100.00 %
4600001589 NV   100000081  ABILITIES UNLIMITED INC                 C06 08/24/2001
Agreement start08/24/2001 Agreement end 08/23/2002
  00010 10008440           DISPENSER,ADHESIVE,DRYLINE,TEMPORARY     61500
      K 9999                            20  EA           10.00  USD       1 EA
    Acct.assgt 01                       20  EA
    Cost center  383211
    Open target qty.                    19  EA          190.00 USD   95.00 %
4600001593 NV   100006460  CORPORATE EXPRESS                       C06 09/04/2001
Agreement start09/04/2001 Agreement end 09/03/2002
  00010 10000379           CARDS,INDEX,110LB RULED WHT, 4"X6"       61500
  L   K 9999                            15  EA            5.25  USD       1 EA
    Acct.assgt 01                       15  EA
    Cost center  383211
    Open target qty.                     0  EA            0.00 USD    0.00 %
4600001598 NV   100001961  CREATIVE MULTIGRAPHICS INC              C00 09/10/2001
```

1

ME3K | sapqas | INS

Contract Edit Header Item Environment System Help

4

Display Contract : Item Overview

Acct. assgts.

Agreement	4600001587	Agreement type	NV	Agmt. date	08/21/2001
Vendor	100035767	SAUNDERS CONSULTING SER INC		Currency	USD

Outline agreement items

Item	I	A	Material	Short text	Targ.qty.	O...	Net price	Per	O...	Matl group	Plnt
10		K	10090180	PROF.SERVICE PLANNI...	5,100	ZLS	1.00	1	ZLS	90804	999

1 2 3

Item 10

ME33K sapqas INS

List Edit Goto Environment System Help

Changes Contract 4600001587 00000

Person resp.	Date	Time	Transaction	Change document
Doc. header 4600001587				
JMSTAFFORD	08/21/2001	15.29.17	ME35K	13527875
FRGKE	Release indicator: purchasing document Changed			
Old: S				
New: 1				
FRGZU	Release status Changed			
Old:				
New: X				

ME3K sapqas INS

RFQ - LIST DISPLAY BY COLLECTIVE NUMBER

ME4S

Analyses of RFQ's

You can analyze RFQ's according to a variety of criteria.

General

- Listing of RFQ's by range of material numbers or by purchasing group.

Collective number

- Listing of all RFQ's having the specified collective number.

RFQ number

- Listing of RFQ's belonging to a certain RFQ number range specified by you.

Requirement tracking number

- Listing of all RFQ's having the tracking number assigned to a set of purchase requisitions.
- Shows the requisitions for which RFQ's have already been entered

Vendor/material

- Listing of RFQ's for a vendor, a material, or a material group.

Menu Edit Favorites Extras System Help

me4s

SAP Easy Access - User menu for Patricia N. Orr

- Favorites
  - ME51 - Materials Management -> Purchasing -> Purchase Requ
  - ME52 - Materials Management -> Purchasing -> Purchase Requ
  - ME21N - Purchasing -> Purchase Order -> Create -> Vendor/Su
  - ME41 - Purchasing -> RFQ/Quotation -> Request for Quotation -
- User menu for Patricia N. Orr
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs
  - SCMA - Schedule Manager: Scheduler
  - 0PMDIKEY - Distribution Keys
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - ZM02 - Apply Vendors to RFP/RFQ AASIS
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs

SESSION_MANAGER sapdev INS

Program Edit Goto System Help

RFQs per Collective Number

2

1

Collective number	18	to	
Purchasing organization	0610	to	
Scope of list	ANFR		
Selection parameters		to	
Document type		to	
Purchasing group		to	
Plant		to	
Item category		to	
Delivery date		to	
Deadline subm. of quotations		to	
Document number		to	
Vendor		to	
Supplying plant		to	
Material		to	
Material group		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's material number		to	
Vendor sub-range		to	
Promotion		to	
Season		to	

ME4S sapprd INS

List Edit Goto Environment System Help

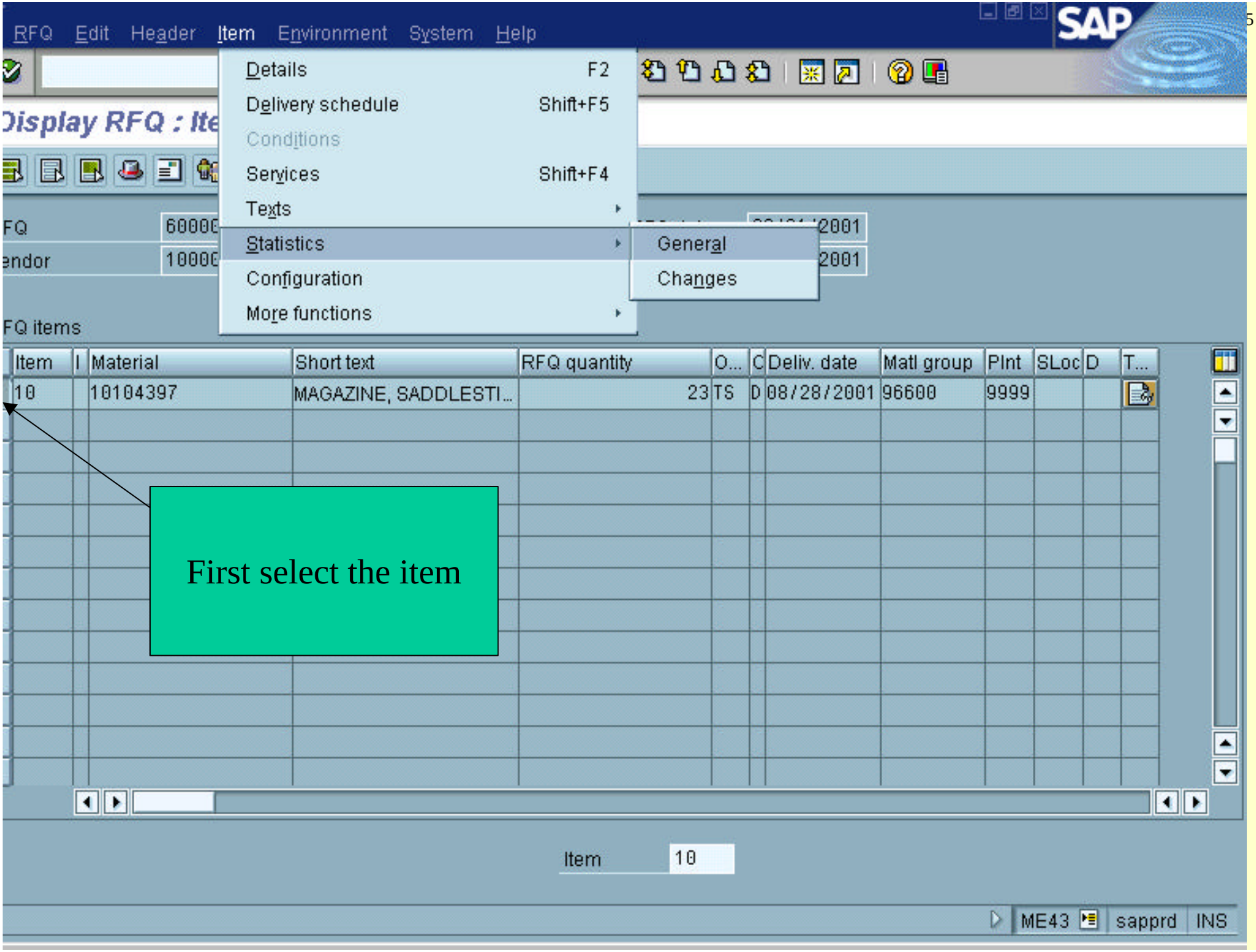
RFQs per Collective Number

Changes | Delivery schedule | Services

```
RFQ          Type Vendor      Name                                PGp RFQ date
  Item  Material              Short text                              Mat. group
  D I S Plnt Quot. date          RFQ quantity Un   Quot.net price Curr.   per Un

6000000034 N     100001783  FULTON PRESS INCORPORATED            C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                96600
      A 9999 08/10/2001                  23  TS
6000000035 N     100029894  MAGNA IV, INC.                       C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                96600
      A 9999 08/10/2001                  23  TS
6000000036 N     100001553  PEERLESS GROUP, THE                  C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                96600
      A 9999 08/10/2001                  23  TS
6000000037 N     100001961  CREATIVE MULTIGRAPHICS INC           C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                96600
        9999 08/10/2001                  23  TS
6000000038 N     100029192  HORTON BROTHERS PRINTING             C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                96600
        9999 08/10/2001                  23  TS
6000000039 N     100033613  CONWAY PRINTING COMPANY, INC.        C15 08/01/2001
```

ME4S | sapprd | INS


RFQ Edit Header Item Environment System Help
SAP
Display RFQ : Ite
Details F2
Delivery schedule Shift+F5
Conditions
Services Shift+F4
Texts
Statistics
Configuration
More functions
General
Changes
FQ 60000
endor 10000
2001
2001
FQ items
Item I Material Short text RFQ quantity O... C Deliv. date Matl group Plnt SLoc D T...
10 10104397 MAGAZINE, SADDLESTI... 23 TS D 08/28/2001 96600 9999
First select the item
Item 10
ME43 sapprd INS

RFQ Edit Header Item Environment System Help

Display RFQ : Item Overview

RFQ	6000000034	RFQ type	N	RFQ date	08/01/2001
Vendor	100001783	FULTON PRESS INCORPORATED		Quot.dead.	08/10/2001

RFQ items

Item	I	Material	Short text	RFQ quantity	O...	C	Deliv. date	Matl group	Plnt	SLoc	D	T...
10		10104397	MAGAZINE, SADDLESTI...	23	TS	D	08/28/2001	96600	9999			

Statistics Data for Item 00010

Plant	9999	Reference Plant
Storage location		
Purchasing info rec.	5300009342	
Purchase requisition	1000005194	10
Last changed on	08/10/2001	
RFQ status	A	Quotation exists
Deletion indicator		

ME43 sapprd INS

RFQ Edit Header Item Environment System Help

Details F2
Delivery schedule Shift+F5
Conditions
Services Shift+F4
Texts
Statistics
Configuration
More functions

General
Changes

Display RFQ : Ite

RFQ 60000
Vendor 10000

RFQ items

Item	I	Material	Short text	RFQ quantity	O...	C	Deliv. date	Matl group	Plnt	SLoc	D	T...
10		10104397	MAGAZINE, SADDLESTI...	23	TS	D	08/28/2001	96600	9999			

Item 10

ME43 sapprd INS

Changes to RFQ 6000000034 Item 00010

Changes to RFQ 6000000034 Item 00010

Person resp.	Date	Time	Transaction	Change document
Doc. header 6000000034				
Item 00010				
BMMULLINS	08/02/2001	13.43.28	ME42	13491889
ADRNR	Manual address number in purchasing document item Changed			
Old: 199528				
New: 199715				
AEDAT	Purchasing document item change date Changed			
Old: 08/01/2001				
New: 08/02/2001				
BMMULLINS	08/10/2001	15.14.06	ME47	13717995
ADRNR	Manual address number in purchasing document item Changed			
Old: 199715				
New: 202779				
AEDAT	Purchasing document item change date Changed			
Old: 08/02/2001				
New: 08/10/2001				
BPRME	Order price unit (purchasing) Changed			
Old:				
New: TS				
BPUMN	Denominator for conv. of order price unit into ord Changed			
Old: 0				
New: 1				
BPUMZ	Numerator for conversion of order price unit into Changed			

ME43 sapprd INS

List Edit Goto Environment System Help

RFQs per Collective Number

Changes | Delivery schedule | Services

```
RFQ          Type Vendor      Name                                PGp RFQ date
  Item  Material              Short text                              Mat. group
  D I S Plnt Quot. date          RFQ quantity Un   Quot.net price Curr.   per Un

6000000034 N     100001783  FULTON PRESS INCORPORATED            C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                 96600
      A 9999 08/10/2001                  23  TS
6000000035 N     100029894  MAGNA IV, INC.                       C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                 96600
      A 9999 08/10/2001                  23  TS
6000000036 N     100001553  PEERLESS GROUP, THE                  C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                 96600
      A 9999 08/10/2001                  23  TS
6000000037 N     100001961  CREATIVE MULTIGRAPHICS INC           C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                 96600
        9999 08/10/2001                  23  TS
6000000038 N     100029192  HORTON BROTHERS PRINTING             C15 08/01/2001
Collective RFQ 18
  00010 10104397            MAGAZINE, SADDLESTITCHED                 96600
        9999 08/10/2001                  23  TS
6000000039 N     100033613  CONWAY PRINTING COMPANY, INC.        C15 08/01/2001
```

ME4S | sapprd | INS

List Edit Goto Environment System Help

Delivery Schedule RFQ 6000000034 00010

Deliv. date	Time	Scheduled qty.	Qty. delivered	Quantity issued	P
D 08/28/2001		23			R
Total schedule lines		23			

ME4S sapprd INS

PURCHASING DOCUMENT PER DOCUMENT NUMBER

ME2N

Menu Edit Favorites Extras System Help

me2n

SAP Easy Access - User menu for Patricia N. Orr

- Favorites
  - ME51 - Materials Management -> Purchasing -> Purchase Requis
  - ME52 - Materials Management -> Purchasing -> Purchase Requis
  - ME21N - Purchasing -> Purchase Order -> Create -> Vendor/Supp
  - ME41 - Purchasing -> RFQ/Quotation -> Request for Quotation ->
- User menu for Patricia N. Orr
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs
  - SCMA - Schedule Manager: Scheduler
  - 0PMDIKEY - Distribution Keys
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - ZM02 - Apply Vendors to RFP/RFQ AASIS
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs

SESSION_MANAGER sapdev INS

Program Edit Goto System Help

SAP

Purchasing Documents per Document Number

Choose...

2

Purchasing docum		to	
Purchasing organization	0710	to	
Scope of list	BEST		
Selection parameters			
Document type			
Purchasing group	437	to	
Plant		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Validity key date			
Range of coverage to			
Vendor	100002199	to	
Supplying plant		to	
Material		to	
Material group		to	
Document date		to	
Intern. article no. (EAN/UPC)		to	
Vendor's material number		to	
Vendor sub-range		to	

1

PRD (1) (100) sapprd INS

Start | SAP Logon 46D | Microsoft Outloo... | Microsoft Power... | Purchasing D... | 12:49 PM

List Edit Goto Environment System Help

Purchasing Documents by Document Number

PO history | Changes | Deliv. schedule | Services

Disp. del. schedule F8

PO	Type	Vendor	Name	PGp	Order date
Item	Material		Short text		Mat. group
D I A	Plnt	SLoc	Order qty. Un	Net Price Curr.	per Un
4500000575	NB	100002199	DELL MARKETING L P (DMLP)	437	07/16/2001
00010	10024159		HARDWARE, MISC,EACH		45000
F	9999		13 EA	104.00 USD	1 EA
Still to be delivered			0 EA	0.00 USD	0.00 %
Still to be invoiced			13 EA	1,352.00 USD	100.00 %
00020	10024159		HARDWARE, MISC,EACH		45000
F	9999		2 EA	104.00 USD	1 EA
Still to be delivered			0 EA	0.00 USD	0.00 %
Still to be invoiced			2 EA	208.00 USD	100.00 %
4500001549	NB	100002199	DELL MARKETING L P (DMLP)	437	07/20/2001
00010	10024159		HARDWARE, MISC,EACH		45000
F	9999		1 EA	95.00 USD	1 EA
Still to be delivered			0 EA	0.00 USD	0.00 %
Still to be invoiced			0 EA	0.00 USD	0.00 %
4500005551	NB	100002199	DELL MARKETING L P (DMLP)	437	08/03/2001
00010	10023879		SOFTWARE,PC, MISC, EACH		20800
F	9999		1 EA	655.12 USD	1 EA
Still to be delivered			0 EA	0.00 USD	0.00 %
Still to be invoiced			0 EA	0.00 USD	0.00 %
00020	10023879		SOFTWARE,PC, MISC, EACH		20800
F	9999		1 EA	20.00 USD	1 EA

PRD (1) (100) sapprd INS

Start | SAP Logon 46D | Microsoft Outloo... | Microsoft Power... | Purchasing D... | 12:50 PM

List Edit Goto Environment System Help

SAP

Purchasing Documents by Document Number

PO history | Changes | Deliv. schedule | Services

2

PO history F5

PO / Item / D I A	Type / Material / Plnt SLoc	Vendor / Name / Short text	Order qty.	Un	Net Price	Curr.	PGp / Order date / Mat. group / per Un
4500000575	NB	100002199 DELL MARKETING L P (DMLP)				437	07/16/2001
00010	10024159	HARDWARE, MISC,EACH					45000
F	9999		13	EA	104.00	USD	1 EA
Still to be delivered			0	EA	0.00	USD	0.00 %
Still to be invoiced			13	EA	1,352.00	USD	100.00 %
00020	10024159	HARDWARE, MISC,EACH					45000
F	9999		2	EA	104.00	USD	1 EA
Still to be delivered			0	EA	0.00	USD	0.00 %
Still to be invoiced			2	EA	208.00	USD	100.00 %
4500001549	NB	100002199 DELL MARKETING L P (DMLP)				437	07/20/2001
00010	10024159	HARDWARE, MISC,EACH					45000
F	9999		1	EA	95.00	USD	1 EA
Still to be delivered			0	EA	0.00	USD	0.00 %
Still to be invoiced			0	EA	0.00	USD	0.00 %
4500005551	NB	100002199 DELL MARKETING L P (DMLP)				437	08/03/2001
00010	10023879	SOFTWARE,PC, MISC, EACH					20800
F	9999		1	EA	655.12	USD	1 EA
Still to be delivered			0	EA	0.00	USD	0.00 %
Still to be invoiced			0	EA	0.00	USD	0.00 %
00020	10023879	SOFTWARE,PC, MISC, EACH					20800

1

PRD (1) (100) | sapprd | INS

Start | SAP Logon 46D | Microsoft Outlook Web ... | Purchasing Docum... | Microsoft PowerPoint - [... | 1:16 PM

List Edit Goto Views Environment System Help

SAP

Order History for Purchase Order 4500001549 00010

GR/IR assignment | Order price unit | Blocked stock

1

Cat.	Doc. no.	Itm	MvT	Pstg.dt.	Qty.in OUn	Value in local curr
GR	5000003436	0001	101	08/08/01	1 EA	101.30 USD
Total variances through IR						1.31- USD
Total goods receipts					1 EA	99.99 USD
IR-L	7813	0001		09/06/01	1 EA	99.99 USD
Total invoices					1 EA	99.99 USD

PRD (1) (100) sapprd INS

Start | SAP Logon 46D | Microsoft Outlook Web ... | Order History for P... | Microsoft PowerPoint - [... | 1:18 PM

List Edit Goto Environment System Help

Purchasing Documents by Document Number

PO history | Changes | Deliv. schedule | Services

Changes F6

2

PO	Type	Vendor	Name			PGp	Order date
Item	Material		Short text				Mat. group
D I A	Plnt SLoc		Order qty.	Un	Net Price	Curr.	per Un
4500000575	NB	100002199	DELL MARKETING L P (DMLP)			437	07/16/2001
00010	10024159		HARDWARE, MISC,EACH				45000
F	9999		13	EA	104.00	USD	1 EA
Still to be delivered			0	EA	0.00	USD	0.00 %
Still to be invoiced			13	EA	1,352.00	USD	100.00 %
00020	10024159		HARDWARE, MISC,EACH				45000
F	9999		2	EA	104.00	USD	1 EA
Still to be delivered			0	EA	0.00	USD	0.00 %
Still to be invoiced			2	EA	208.00	USD	100.00 %
4500001549	NB	100002199	DELL MARKETING L P (DMLP)			437	07/20/2001
00010	10024159		HARDWARE, MISC,EACH				45000
F	9999		1	EA	95.00	USD	1 EA
Still to be delivered			0	EA	0.00	USD	0.00 %
Still to be invoiced			0	EA	0.00	USD	0.00 %
4500005551	NB	100002199	DELL MARKETING L P (DMLP)			437	08/03/2001
00010	10023879		SOFTWARE,PC, MISC, EACH				20800
F	9999		1	EA	655.12	USD	1 EA
Still to be delivered			0	EA	0.00	USD	0.00 %
Still to be invoiced			0	EA	0.00	USD	0.00 %
00020	10023879		SOFTWARE,PC, MISC, EACH				20800
F	9999		1	EA	20.00	USD	1 EA

1

PRD (1) (100) sapprd INS

Start | SAP Logon 46D | Microsoft Outlook... | Purchasing D... | Microsoft PowerP... | 2:02 PM

List Edit Goto Environment System Help

Changes Purchase ord 4500001549 00010

Person resp.	Date	Time	Transaction	Change document
Doc. header 4500001549				
No changes found				

PRD (1) (100) sapprd INS

Start | SAP Logon 46D | Microsoft Outlook... | Changes Purc... | Microsoft PowerP... | 2:03 PM

List Edit Goto Environment System Help

Purchasing Documents by Document Number

PO history | Changes | Deliv. schedule | Services

2

Disp. del. schedule F8

PO	Type	Vendor	Name	PGp	Order date
Item	Material		Short text		Mat. group
D I A	Plnt SLoc		Order qty. Un	Net Price Curr.	per Un
4500000575	NB	100002199	DELL MARKETING L P (DMLP)	437	07/16/2001
00010	10024159		HARDWARE, MISC,EACH		45000
F	9999		13 EA	104.00 USD	1 EA
Still to be delivered			0 EA	0.00 USD	0.00 %
Still to be invoiced			13 EA	1,352.00 USD	100.00 %
00020	10024159		HARDWARE, MISC,EACH		45000
F	9999		2 EA	104.00 USD	1 EA
Still to be delivered			0 EA	0.00 USD	0.00 %
Still to be invoiced			2 EA	208.00 USD	100.00 %
4500001549	NB	100002199	DELL MARKETING L P (DMLP)	437	07/20/2001
00010	10024159		HARDWARE, MISC,EACH		45000
F	9999		1 EA	95.00 USD	1 EA
Still to be delivered			0 EA	0.00 USD	0.00 %
Still to be invoiced			0 EA	0.00 USD	0.00 %
4500005551	NB	100002199	DELL MARKETING L P (DMLP)	437	08/03/2001
00010	10023879		SOFTWARE,PC, MISC, EACH		20800
F	9999		1 EA	655.12 USD	1 EA
Still to be delivered			0 EA	0.00 USD	0.00 %
Still to be invoiced			0 EA	0.00 USD	0.00 %
00020	10023879		SOFTWARE,PC, MISC, EACH		20800

1

PRD (1) (100) sapprd INS

Start | SAP Logon 46D | Microsoft Outlook... | Purchasing D... | Microsoft PowerP... | 2:05 PM

List Edit Goto Environment System Help

Delivery Schedule Purchase ord 4500001549 00010

Deliv. date	Time	Scheduled qty.	Qty. delivered	Quantity issued	P
D 07/27/2001		1	1		R
Total schedule lines		1	1		

PRD (1) (100) sapprd INS

Start | SAP Logon 46D | Microsoft Outlook... | Delivery Sche... | Microsoft PowerP... | 2:10 PM

List Edit Goto Environment System Help

SAP

Purchasing Documents by Document Number

PO history | Changes | Deliv. schedule | Services

1

PO / Item	Type / Material	Vendor / Short text	Name / Order qty.	Un	Net Price	PGp / Curr.	Order date / Mat. group / per Un
D I A Plnt SLoc							
4500000575	NB	100002199	DELL MARKETING L P (DMLP)			437	07/16/2001
00010	10024159	HARDWARE, MISC,EACH					45000
F	9999		13	EA	104.00	USD	1 EA
	Still to be delivered		0	EA	0.00	USD	0.00 %
	Still to be invoiced		13	EA	1,352.00	USD	100.00 %
00020	10024159	HARDWARE, MISC,EACH					45000
F	9999		2	EA	104.00	USD	1 EA
	Still to be delivered		0	EA	0.00	USD	0.00 %
	Still to be invoiced		2	EA	208.00	USD	100.00 %
4500001549	NB	100002199	DELL MARKETING L P (DMLP)			437	07/20/2001
00010	10024159	HARDWARE, MISC,EACH					45000
F	9999		1	EA	95.00	USD	1 EA
	Still to be delivered		0	EA	0.00	USD	0.00 %
	Still to be invoiced		0	EA	0.00	USD	0.00 %
4500005551	NB	100002199	DELL MARKETING L P (DMLP)			437	08/03/2001
00010	10023879	SOFTWARE,PC, MISC, EACH					20800
F	9999		1	EA	655.12	USD	1 EA
	Still to be delivered		0	EA	0.00	USD	0.00 %
	Still to be invoiced		0	EA	0.00	USD	0.00 %
00020	10023879	SOFTWARE,PC, MISC, EACH					20800

PRD (1) (100) | sapprd | INS

Start | Microsoft PowerPoint - [PO... | SAP Logon 46D | Purchasing Documen... | 1:26 PM

Purchase order Edit Header Item Environment System Help

SAP

Display Purchase order : Item Overview

Acct. assgts.

2

Purchase order	4500000575	Order type	NB	PO date	07/16/2001
Vendor	100002199	DELL MARKETING L P (DMLP)		Currency	USD

1

PO items

Item	I	A	Material	Short text	PO quantity	O...	C	Deliv. date	Net price	Per	O...	M
10		F	10024159	HARDWARE, MISC,EACH	13	EA	D	07/27/2001	104.00	1	EA	4
20		F	10024159	HARDWARE, MISC,EACH	2	EA	D	07/27/2001	104.00	1	EA	4

Item 10

PRD (1) (100) sapprd INS

Start | Microsoft PowerPoint - [PO... | SAP Logon 46D | Display Purchase ord... | 1:40 PM

INFO RECORDS PER VENDOR

ME1L

Menu Edit Favorites Extras System Help

me1l

SAP Easy Access - User menu for Patricia N. Orr

- Favorites
  - ME51 - Materials Management -> Purchasing -> Purchase Requis
  - ME52 - Materials Management -> Purchasing -> Purchase Requis
  - ME21N - Purchasing -> Purchase Order -> Create -> Vendor/Supp
  - ME41 - Purchasing -> RFQ/Quotation -> Request for Quotation ->
- User menu for Patricia N. Orr
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs
  - SCMA - Schedule Manager: Scheduler
  - 0PMDIKEY - Distribution Keys
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - ZM02 - Apply Vendors to RFP/RFQ AASIS
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs

SESSION_MANAGER sapdev INS

Program Edit Goto System Help

SAP

Info Records Per Vendor

3

Vendor	100006460		
Material		to	
Material group		to	
Vendor's material number		to	
Vendor sub-range		to	
Vendor's material group		to	
Purchasing organization		to	
Info category		to	
Plant		to	
Purchasing group	351	to	

1

2

Price computations ----------

- [ ] Include cash discount
- [ ] Include delivery costs
- [ ] Determine effective price

Restrictions ----------

- [ ] Only those that are relevant
- [ ] Only plant-specific
- [ ] Only those flagged f. deletion
- [x] Only with purchasing org. data

70/70/82 sapprd OVR

Start | Exploring - Start Menu | Info Records Per Ve... | My Documents | Microsoft PowerPoint - [P... | 2:13 PM

List Edit Goto Environment System Help

SAP

Purchasing Info Records for Vendor

Price simulation | Simulation

Vendor 100006460 CORPORATE EXPRESS

Material / P.Org / Price origin	InfoCat / Net price	Material short text / Plnt / Currency	PGp / Qty.	Plan time / Un	Minimum qty. / Document	Info rec / Un / Item	Var	De / QDp
10000040		LABELS, COPIER, 1"X2 3/4" WHT			5300007474			
0645	Standard	351	0	Days	0	PAC	1	
Condition		No price found						
Pur. order		6.53	USD	1	PAC 4500005832	00010	08	001
10000135		PEN, RETRACTABLE, FINE POINT,B			5300002254			
0645	Standard	351	0	Days	0	EA	1	
Condition		No price found						
Pur. order		0.78	USD	1	EA 4500001447	00020	07/20/2001	
10000264		BINDER,3RING CLEAR OVERLAY 3"			5300008576			
0645	Standard	351	0	Days	0	EA	1	
Condition		No price found						
Pur. order		3.47	USD	1	EA 4500007096	00010	08/09/2001	
10000318		FILE,FOLDER, MANILA, LTR, 1/5			5300009858			
0645	Standard	351	0	Days	0	BOX	1	
Condition		No price found						
Pur. order		4.40	USD	1	BOX 4500008328	00010	08/13/2001	
10000356		POCKET, FILE, LTR, RED, 5.25"			5300002259			
0645	Standard	351	0	Days	0	EA	1	
Condition		No price found						

1

68/68/80 sapprd OVR

Start | Exploring - Start Menu | Purchasing Info Re... | My Documents | Microsoft PowerPoint - [P... | 2:15 PM

Purchase order Edit Header Item Environment Sy Help

SAP

4

3

Display Purchase order : Item 00010

Acct. assgts.

2

1

Item	4500005832	10	Item cat.	AcctAssCat	F
Material	10000040		Matl group 61500	Plant	9999
Short text	LABELS, COPIER, 1"X2 3/4" WHT			Stor. loc.	

Quantity and price

Order quantity	12	PAC		InfoUpdate	C
Net order price	6.53	USD	/ 1	PAC	
Qty. conversion	1	PAC <->	1	PAC	

Deadline monitoring

Delivery date	D	08/20/2001	TrackingNo	NLIPOCK
			Vend. mat.	

GR/IR control

Underdel. tol.	0.0	%		☑ GR
Overdeliv. tol.	0.0	%	☑ Del. compl	☐ GR non-val
Tax code	P1		☐ Final inv.	☑ IR
				☑ GR-basedIV

68/68/80 sapprd OVR

Start | Exploring - Start Menu | Display Purchase or... | My Documents | Microsoft PowerPoint - [P... | 2:15 PM

PURCHASE ORDER PRICE HISTORY

ME1P

Menu Edit Favorites Extras System Help

me1p

SAP Easy Access - User menu for Patricia N. Orr

- Favorites
  - ME51 - Materials Management -> Purchasing -> Purchase Requis
  - ME52 - Materials Management -> Purchasing -> Purchase Requis
  - ME21N - Purchasing -> Purchase Order -> Create -> Vendor/Supp
  - ME41 - Purchasing -> RFQ/Quotation -> Request for Quotation ->
- User menu for Patricia N. Orr
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs
  - SCMA - Schedule Manager: Scheduler
  - 0PMDIKEY - Distribution Keys
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - ZM02 - Apply Vendors to RFP/RFQ AASIS
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs

SESSION_MANAGER sapdev INS

Program Edit Goto System Help

SAP

Purchase Order Price History

3

Vendor	100006460		
Material			
Material group		to	
Vendor's material number		to	
Vendor sub-range		to	
Vendor's material group		to	
Purchasing organization	0645	to	
Info category		to	
Plant		to	

1

2

Options

From date

☐ Display all records

☑ Sorted by organization

70/70/81 sapprd OVR

Start | Exploring - Start Menu | SAP Logon 46D | Purchase Order Price... | 1:21 PM

List Edit Goto Environment System Help

SAP

Purchase Order Price History

Info record

Info rec.	Vendor	Material	P.org	Plnt	InfoCat
5300001050	100006460	10000292	0645	9999	Standard

Date	Net price	Curr.	Qty.	Un	Order no.	Item	Variance
08/07/2001	1.11	USD	/ 1	EA	4500006460	00010	

Info rec.	Vendor	Material	P.org	Plnt	InfoCat
5300001051	100006460	10000473	0645	9999	Standard

Date	Net price	Curr.	Qty.	Un	Order no.	Item	Variance
08/24/2001	14.24	USD	/ 1	EA	4500012934	00010	
09/12/2001	6.35	USD	/ 1	EA	4500018449	00140	55
09/12/2001	9.56	USD	/ 1	EA	4500018505	00100	50.6
09/27/2001	5.07	USD	/ 1	EA	4500023372	00020	47.0-

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Info rec.	Vendor	Material	P.org	Plnt	InfoCat
5300001118	100006460	10000263	0645	9999	Standard

68/68/80 sapprd OVR

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Purchase order Edit Header Item Environment System

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Display Purchase order : Item 00010

2

Acct. assgts.

1

Item	4500012934	10	Item cat.	AcctAssCat	F
Material	10000473		Matl group 61500	Plant	9999
Short text	COPYHOLDERS, METAL, LTR, BLK			Stor. loc.	

Quantity and price

Order quantity	1			InfoUpdate	C
Net order price	14.24	USD	/ 1	EA	
Qty. conversion	1	EA	<-> 1	EA	

Deadline monitoring

Delivery date	D	09/04/2001
TrackingNo	IHHOLT	
Vend. mat.		

GR/IR control

Underdel. tol.	0.0 %		☑ GR	
Overdeliv. tol.	0.0 %	☑ Del. compl	☐ GR non-val	
Tax code	P1	☐ Final inv.	☑ IR	
			☑ GR-basedIV	

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PURCHASE ORDER ANALYSIS BY PURCHASING GROUP

MCE1

Standard Analyses: Purchasing Information System

The following standard analyses are available in the Purchasing Information System:

Purchasing Group

- This analysis enables direct access to information via the purchasing group. You might need an answer to the question: How large is the order value of a purchasing group in relation to a particular vendor?

Vendor

- A vendor analysis is useful if you need direct access to vendor-related data. You might wish to know, for example, which materials have been ordered from a particular vendor and in what quantity.

Material Group

- This analysis enables direct access via the material group. It helps you to answer questions such as: How great is the number of order items for a material group?

Material

- Use this analysis if you want to access statistical data on a material/materials. For example, you may need to know how much of a certain material was ordered. A possible question on the material analysis might be: How much was ordered from which material?

Vendor Evaluation

- The vendor evaluation standard analysis enables you to evaluate the data from the vendor evaluation in Purchasing. This standard analysis allows you to find out whether a certain vendor delivers material on time and in the correct quantity required. The key figures that can be evaluated are the scores for the criteria: quantity reliability, on-time delivery performance, deviation from shipping notification (keeping the confirmation date), shipping instructions, quality audit (is currently not updated).

Subsequent Settlement

- You can use the standard analysis for subsequent settlement to optimize your business processes with regard to arrangements with vendors. You will be able to detect any discrepancies between income from the current year and the previous year at an early stage. Final and intermediate settlement results can be compared with one another, thus enabling you to initiate optimization strategies before problems occur. You can gain an overview of the vendors with the highest bonus, for example, or check the distribution of income at plant level.
- The data basis for the standard analysis is provided by data that is updated to the information structure S015 at the time of invoice receipt for an order (vendor business volume) or the subsequent settlement of an agreement (income) by credit memo/billing document.
  - You can find further information on the functionality of subsequent settlement in Purchasing in the document MM-Purchasing Guide (section "Subsequent Settlement with Respect to Conditions").

Menu Edit Favorites Extras System Help

mce1

SAP Easy Access - User menu for Patricia N. Orr

- Favorites
  - ME51 - Materials Management -> Purchasing -> Purchase Requis
  - ME52 - Materials Management -> Purchasing -> Purchase Requis
  - ME21N - Purchasing -> Purchase Order -> Create -> Vendor/Supp
  - ME41 - Purchasing -> RFQ/Quotation -> Request for Quotation ->
- User menu for Patricia N. Orr
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs
  - SCMA - Schedule Manager: Scheduler
  - 0PMDIKEY - Distribution Keys
  - Office
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - ZM02 - Apply Vendors to RFP/RFQ AASIS
  - ZW02 - Determine Next Collective Number
  - ZWQO - Program ZWQO002 Change RFQs

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Purch.Grp. Analysis Edit Goto View Extras Settings System Help

SAP

Purchasing Group Analysis: Selection

2

ectVers. User settings Standard drilldown

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Characteristics

Purch. organization	0710		
Purchasing group		to	
Vendor		to	

Period to analyze

Month	08/2001	to	09/2001

Parameters

Analysis currency	
Exception	

MCE1 sapprd INS

Purch.Grp. Analysis Edit Goto View Extras Settings System Help

Purchasing Group Analysis: Basic List

Switch drilldown... Top N...

No. of Purch. group: 62

Purch. group	Order value		Invoiced amount		POs
Total	155,578,089.40	USD	11,972,973.43	USD	5,262
Al H Garrett	0.00	USD	0.00	USD	0
Al Peer	127,198.60	USD	34,527.16	USD	187
Allen T McNutt	4,325,427.17	USD	337,936.87	USD	60
Bart Callaway	2,060,863.29	USD	463,016.84	USD	763
Berdina Nickerson	1,453,765.70	USD	61,732.58	USD	19
Bob Gordon	409,996.02	USD	52,093.38	USD	90
Bobby J Treadway	1,331,918.32	USD	97,386.92	USD	10
Bonnie S Sims	13,286.51	USD	6,343.68	USD	7
Brenda C Terry	6,621,977.00	USD	402,595.04	USD	25
Brenda S Treadway	460,101.82	USD	98,059.28	USD	261
Carolyn C Mohrmann	11,662.00	USD	131.00	USD	3
Cheryl W Moten	25,000.00	USD	0.00	USD	1
Cindy L Krebbs	267,909.45	USD	39,338.79	USD	240
Cindy S Waller	17,156,189.09	USD	679,023.21	USD	59
Dorena M Kitchens	1,046,288.55	USD	445,217.79	USD	377
Doris D Thompson	79,648.32	USD	6,948.76	USD	104
Doyle Young	209,602.45	USD	37,083.87	USD	1
Edet O Frank	53,574.35	USD	7,777.83	USD	7
Elbert K Grimes Jr	6,854,014.00	USD	459,036.00	USD	1

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Purch.Grp. Analysis Edit Goto View Extras Settings System Help

Purchasing Group Analysis: Selection

2

SelectVers. User settings Standard drilldown

Characteristics

Purch. organization	0710	to	
Purchasing group	467	to	
Vendor		to	

1

Period to analyze

Month	08/2001	to	09/2001

Parameters

Analysis currency	
Exception	

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Purch.Grp. Analysis Edit Goto View Extras Settings System Help

Purchasing Group Analysis: Basic List

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No. of Purch. group: 1

Purch. group	Order value	Invoiced amount	POs
Total	1,468,786.87 USD	28,540.00 USD	174
Winona Lamb	1,468,786.87 USD	28,540.00 USD	174

rchasing up Analysis: Selection

2

SelectVers. | User settings | Standard drilldown

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rch. organization	0710	to	
rchasing group		to	
ndor	9990480	to	

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Purch.Grp. Analysis Edit Goto View Extras Settings System Help

Purchasing Group Analysis: Basic List

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No. of Purch. group: 2

Purch. group	Order value	Invoiced amount	POs
Total	21,322.40 USD	0.00 USD	2
Glenda R Peters	259.90 USD	0.00 USD	1
Virginia Burnett	21,062.50 USD	0.00 USD	1

Purch.Grp. Analysis Edit Goto View Extras Settings System Help

Purchasing Group Analysis: Selection

2

SelectVers. User settings Standard drilldown

Characteristics

Purch. organization	0710	to	
Purchasing group	380	to	
Vendor			

1

Period to analyze

Month	08/2001	to	10/2001

Parameters

Analysis currency	
Exception	

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Purch.Grp. Analysis Edit Goto View Extras Settings System Help

Purchasing Group Analysis: Basic List

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No. of Purch. group: 1

Purch. group	Order value	Invoiced amount	POs
Total	874,819.98 USD	35,360.88 USD	51
Bart Callaway	874,819.98 USD	35,360.88 USD	51

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