



# Project – SUGAM

## User Manual

Process Name: Create Contract

Process Number: 06



### DOCUMENT DETAILS

PROJECT NAME	MODULE:	Business Scenario:
SUGAM	MATERIAL MANAGEMENT	Create Contract
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER -
Sri Aftab Alam	Sri.Ashok Kumar Jhanwar	Sri Amar Kumar Mishra
UNSER MANUAL NUMBER	PROCESS NAME	
06	CREATE CONTRACT	

### AUTHORS & PARTICIPANTS

Role	Name
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Workshop Participants	

### Revision History

Date	Document Version	Document Revision Description	Author	Reviewer
	V0	Draft for review	Madan Magar	Ashok Kumar Jhanwar



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SAP T-code	ME31k
Process	Create contract

Select Agreement type: There are two agreement type available : 1. ZONM 2.ZTUR

Create Contract : Initial Screen

Reference to PReq

Vendor

Agreement Type **ZONM**

Agreement Date 04.03.2019

Agreement

Organizational Data

Purch. organization 1000

Purchasing Group P01

Type	Doc. Type	Descript.
MK	Quantity Contract	
WK	Value Contract	
ZONM	Material PO	
ZTUR	Turnkey Purchase PO	

If quotation is already maintained then we can create Contract with refer to RFQ

Create Contract : Initial Screen

Reference to PReq **Reference to RFQ**

Vendor

Agreement Type **ZONM** Material PO

Agreement Date 04.03.2019

Agreement

Organizational Data

Purch. organization 1000 BSPTCL Pur Org.

Purchasing Group P01



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Enter RFQ number

Reference to RFQ	
RFQ	6000000067
From RFQ item	
To RFQ item	

Enter validity start, validity end

Press Enter

Create Contract : Header Data			
Agreement		Company Code	1000
		Agreement Type	ZONM
Vendor	100013	GE T&D India Limited	
Administrative Fields			
Agreement Date	04.03.2019	Item Number Interval	10
Validity Start	04.03.2019	Validity End	24.03.2020
		Subitem Interv.	1
		Language	EN
<input type="checkbox"/> GR Message			
Terms of Delivery and Payment			
Payment terms	0001	Targ. Val.	INR
Payment in	Days	Exch. Rate	1.00000
Payment in	Days		
Payment in	Days Net		
Incoterms			
Inco. Location1			

Select line item and click on Adopt + Details

Create Contract : Overview: Reference Document Items			
Adopt + Details			
Reference Doc.	6000000067	Ref. Doc. Type	ZAN
Vendor	100013	GE T&D India Limited	
		Doc. Date	03.03.2019
		Currency	INR
Reference Items			
Itm	Material	Short Text	Plnt
10	1000000041	power cable 2C - Test	1100
		SLoc	A
		Qty	5
		OUn	KM



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Price, Tax code automatically in Contract from Quotation(RFQ)

Press Enter

Create Contract : Item 00010

Account Assignments

Agreement Item	10	Item Cat.		AcctAssCat	
Material	1000000041			Plant	1100
Short Text	power cable 2C - Test			Stor. Loc.	1000
				Matl Group	CAB-POWER

Quantity and Price

Target Quantity	5	KM	RelOrdQty.	1
Net Order Price	10,000.00	INR	Price Date	31.12.9999
Qty Conversion	1	KM	InfoUpdate	

Other Data

1st Rem./Exped.		ConfContr.		<input type="checkbox"/> Acknowl. Reqd
2nd Rem./Exped.		Ackn. No.		
3rd Rem./Exped.		TrackingNo		<input type="checkbox"/> Estimated Price
		Supp. Mat.		<input checked="" type="checkbox"/> Print Price

GR/IR Control

Underdel. Tol.		%	Stock Type	X	<input type="checkbox"/> Info atReg	<input checked="" type="checkbox"/> GR
Overdeliv. Tol.		%	<input type="checkbox"/> Unlimited			<input type="checkbox"/> GR non-val
Tax Code	B3					<input checked="" type="checkbox"/> IR
Shipping Instr.						<input checked="" type="checkbox"/> GR-BasedIV

Enter save

Create Contract : Item Overview

Account Assignments

Agreement		Agreement Type	ZONM	Agmt Date	04.03.2019
Vendor	100013	GE T&D India Limited		Currency	INR

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	OU	Net Price	Per	OPU
10			1000000041	power cable 2C - Test	5	KM	10,000.00	1	KM

Material PO created under the number 5500000024



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SAP T-code	ME32K
Process	Change contract

Enter contract number

Change Contract : Initial Screen

Agreement

Account Assignments

Agreement  Agreement Type  Agmt Date

Vendor  GE T&D India Limited Currency

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	OUn	Net Price	Per	OPU
10			10000000041	power cable 2C - Test		5 KM	10,000.00	1	KM



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SAP T-code	ME33K
Process	Display contract

Display Contract : Initial Screen

Agreement

SAP T-code	ME35K
Process	Release contract

Select proper release code, Release group

Grp	Code	Description
C1	01	EEE
C1	02	ESE
C1	03	CE

Execute(F8)

Release (Approve) Purchasing Documents

☒ Release Code

☒ Release Group

☒ Set Release

☐ Cancel Release

☒ Release Prerequisite Fulfilled

☐ List with Items

Scope of List

Purchasing Document Category



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Click on release which contract we want to approve

Release Purchasing Documents with Release Code 01											
Item	Release Type	Cat	PGr	POH	Doc.	Date	Material	Short Text	Matl Group	D I A	Plant SLoc
<b>Supplier/Supplying Plant 100008 ABN Tower and Transmission Private</b>											
<b>Purchasing Document 5600000010</b>											
10	✓	ZTUR	K	001		20.02.2019	1100000007	220 KV SF6 CB	CB-CIRBKR	Q 1100	1000
20		ZTUR	K	001		20.02.2019	1000000006	Power cable 2C x 6 Sq MM	CAB-POWER	Q 1100	
<b>Supplier/Supplying Plant 100013 GE T&amp;D India Limited</b>											
<b>Purchasing Document 5500000024</b>											
10	✓	ZONM	K	P01		04.03.2019	1000000041	power cable 2C - Test	CAB-POWER	1100	1000

Release Second level

Release (Approve) Purchasing Documents	
Release Code	02
Release Group	C1
<input checked="" type="checkbox"/> Set Release	
<input type="checkbox"/> Cancel Release	
<input checked="" type="checkbox"/> Release Prerequisite Fulfilled	

Same way release all level





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SAP T-code	ME3M
Process	Contract list(By material)

#### Purchasing Documents for Material

 Choose...

Material	1000000041			
Plant		to		
Purchasing Organization		to		
Scope of List	ALV			
Selection Parameters		to		
Document Type		to		
Purchasing Group		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Validity Key Date				
Range of Coverage to				
Document Number		to		
Supplier		to		
Supplying Plant		to		
Material Group		to		
Document Date		to		
Intern. Article No. (EAN/UPC)		to		
Supplier's Material Number		to		
Supplier Subrange		to		
Promotion		to		
Season		to		
Season Year		to		

Item Type	Cat PGr	POH Doc. Date	Supplier/Supplying Plant	Short Text	Val. Start	Validity End	Matl Group	D
								
<b>Material 1000000041 power cable 2C - Test</b>								
<b>Purchasing Document 5500000013</b>								
10	ZONM K	P01	28.01.2019 100001	Mahveer Electrical Pvt.Ltd.	power cable 2C - Test	28.01.2019	08.03.2019	CAB-POWER
<b>Purchasing Document 5500000021</b>								
10	ZONM K	O01	19.02.2019 100003	R. J electircs Pvt. Ltd.	power cable 2C - Test	19.02.2019	30.03.2019	CAB-POWER
<b>Purchasing Document 5500000024</b>								
10	ZONM K	P01	04.03.2019 100013	GE T&D India Limited	power cable 2C - Test	04.03.2019	24.03.2020	CAB-POWER
<b>Purchasing Document 5600000017</b>								
20	ZTUR K	P01	28.02.2019 100013	GE T&D India Limited	power cable 2C - Test	28.02.2019	30.12.2019	CAB-POWER