|  |
| --- |
| **Exercise 0: Logging on to the SAP System** This material explains how to navigate in SAP systems. It is aimed at students at universities, universities of applied sciences and other educational institutions with no previous experience of SAP software. It can be used in the classroom or for self-study.  On completion of the course, students will be able to navigate through the user interface to work on business processes and case studies on their own.  The material also serves as a reference for occasional users of SAP systems.  **Getting Started**  Find and double-click this icon on your desktop. If it is not there, choose *Start* ► *All Programs* ► *SAP Front End* ► *SAP Logon*  Nav-1_1A dialog box similar to the one shown on the right appears. The list of systems may be longer than in the dialog box shown here. Your professor will provide you with the Server and Client number. |
| Nav1_27aThe logon screen appears. The system requests the client, your user, password, and preferred language. Your username and initial password will be provided by your professor. |
| Before you log on, you need to know the definition of the term “client.” SAP systems are “client” systems. With the client concept several separate companies can be managed in one system at the same time. **Clients** are the highest organizational level in the system. In business terms, each client can represent a group of companies, a company, or a firm – regardless of the size of the organization. In commercial, organizational and technical terms, a client is therefore a self-contained unit with separate master records and its own set of tables. In SAP systems, different clients are identified by their client numbers.  Use the client number given by your instructor. For you to be able to log on as a user, a user master record must be created for you in the relevant client. For reasons of access protection, you must enter a password when you log on. Your password entry is case-sensitive.  SAP systems are multilingual. Choose the language for your session in the Language field. Then choose  or *Enter*. |
| Table  Description automatically generatedWhen you log on for the first time, the system requests you to change your password. To confirm your new password, choose  or *Enter*.  logon3  The first time you log on you will see a copyright note. Confirm it with  or *Enter*. The initial screen with the SAP Easy Access menu appears. |
|  |
| **Initial Screen**  This is the initial screen as described in more detail below  Nav1_02 |
| Nav1_18**Logging Off** Choose *System* ► *Log off* to end the current session. The confirmation prompt shown on the right informs you that unsaved data will be lost. Once you are certain that you have saved all entries, you can confirm the prompt by choosing *Yes*. |
| **Menu Bar**  Nav1_01  Menus shown in the menu bar are related to the application you are using; that is, they are context-sensitive. Most menus have submenus. |
| **Standard Toolbar** Icons in the standard toolbar are available on all screens. Icons that you cannot use in the current application are grayed out. When you hover the cursor over an icon, a quick info text appears.  Nav1_02 |
| **Title Bar** The title bar displays the name of the transaction you are currently using.  Nav1_03 |
| **Application Toolbar** The application toolbar contains icons applicable to the transaction you are currently using.  Nav1_04 |
| Nav1_05**SAP Easy Access Menu**  The SAP system displays the SAP Easy Access menu on the start screen as standard. It enables you to navigate in the system using a clear tree structure. Click on the small arrows to expand the menu tree. The menu tree is specific to your role (business function in the company). |

|  |
| --- |
| **Status Bar**  The status bar shows information about the current system status as well as warning and error messages.  Nav1_06 |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Exercise 1:** Create a new supplier.  **Short Description** Use the SAP Easy Access Menu to create a new supplier (Mid-West Supply).  **Name (Position)** Joyce Hausman (Contract Administrator) | **Time** 10 min |
| Suppliers are established in both accounting and purchasing. The supplier master record requires three views – general, accounting, and purchasing in order to be active. Suppliers can be created centrally meaning that all views are generated concurrently or responsibility can be distributed to accounting and purchasing for creating and maintaining their respective views. In this case study, central creation will be used to enter all of the needed data. In this way, this vendor record will contain all of the information necessary to conduct business transactions. | Vendor master |
|  |  |
| To create a new supplier , follow the menu path:  Logistics ► Materials Management ► Purchasing ► Master Data ► Vendor ► Central ► Create  This will produce the following screen. | Menu path |
| Graphical user interface, text, application  Description automatically generated |  |
| In the *Create Business Partner* screen choose **Organization**. Press enter or click on . |  |
| In the *Create Organization: Role FI Vendor* screenin the tabAddress, select **Company** as Title, enter **Mid-West Supply** as Name, and your number (**###)** for Search term. Also enter as Street **335 W Industrial Lake Dr**, as Postal code **68528**, **Lincoln** for City, **US** as Country and **NE** as Region.  As communication language choose **English**. Compare your entries with the screen shown below. | Company  Mid-West Supply  ###  335 W Industrial Lake Dr  68528 Lincoln  US  NE  English |
| Graphical user interface, text, application, email  Description automatically generated |  |
| Choose the button  to get an overview of all tabs. Navigate to the tab *Vendor: Tax Data*. |  |
| In the *Additional Tax Data* section enter **12-3456###** as Tax Number (remember to replace ### with your number). Confirm your entry and click on the button . | 12-3456### |
| Enter **US00** for company code. Then click on Enter. | US00 |
| In the tab *Vendor: Account Management* enter **300000** as Reconciliation acct. Then click on Enter. | 300000 |
| Switch to the tab *Vendor: Payment Transactions* and enter **0001** as Payment Terms and select **Check Double Invoice**. | 0001  Check Double Invoice |
| Switch to the tab *Vendor: Correspondence* enter **your name** as Clerk at vendor. | your name |
| In the dropdown menu *Create in BP role* choose **Vendor**. | Vendor |
| In the Popup *Change to another BP role in create mode* click on . |  |
| To expand your purchase data information of your newly created partner Mid-West Supply click on . |  |
| In the *Purchasing Organization* areaenter **US00** as Purch. organization. Then click on Enter. | US00 |
| In the tab *Purchasing Data* enter **USD** as Order currency and enter **0001 (Payable immediately Due net)** or choose it with the F4-help **Payable immediately Due net** in Payment terms. | USD  0001 (Payable immediately Due net) |
| Navigate to the tab *Partner Functions* and enter **VN** for the slot PF. Press enter. | VN |
| Graphical user interface, text, application, email  Description automatically generated |  |
| Click on  to save your vendor master record. The system will automatically assign a unique number for your vendor. |  |
| Click on the exit icon  to return to the SAP Easy Access screen. |  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | **Exercise 2: Create Material Master for Trading Goods** | |
| **Task** Create material masters for trading goods.  **Short Description** Use the SAP Easy Access Menu to create a trading good master record for a chain lock in the Wholesale distribution channel.  **Name (Position)** Sandeep Das (Warehouse Supervisor) | | **Time** 15 min |
|  | |  |
| To create a trading good material master record, follow the menu path:  Logistics ► Materials Management ► Material Master ► Material ► Create (Special) ► Trading Goods  This will produce the following screen. | | Menu path |
| Graphical user interface, text, application, email  Description automatically generated | |  |
| In the Material field, type in **CHLK1###** (replace ### with your number) and select **Retail** as an Industry sector. Then, click on  or press Enter. | | CHLK1###  Retail |
| On the next screen, select the following views by clicking on the square in front of the respective rows:  - **Basic Data 1** - **MRP 1**  - **Sales: Sales Org. Data 1** - **MRP 2**  - **Sales: Sales Org. Data 2** - **MRP 3**  - **Sales: General/Plant Data** - **General Plant Data/Storage 1**  - **Purchasing** - **Accounting 1**  Also, select **Create views selected**. | | Basic Data 1  Sales: Sales Org. Data 1  Sales: Sales Org. Data 2  Sales: General/Plant Data  Purchasing  MRP 1  MRP 2  MRP 3  General Plant Data/St. 1  Accounting 1  Create views selected |
| Table  Description automatically generated | |  |
| Then, click on . | |  |
| On the Organizational Levels screen, enter plant **MI00** (Miami). For Stor. Location use F4 and select **TG00** (Trading Goods) for **MI00** (there are multiple TG00s, and just typing in “TG00” has led to errors). Enter Sales Org. **UE00** (US East), and Distr. Channel **WH** (Wholesale).  Compare with the screen shown below. Then, click on . | | MI00  TG00  UE00  WH |
| Graphical user interface, text, application  Description automatically generated | |  |
| On the *Basic Data 1* tab, enter **Chain Lock** as a description (text field next to the material number). As Base Unit of Measure, use the F4 help to find and select **each** (**EA**) or enter **EA**. In the Material Group field, select **UTIL** (Utilities). As division, choose **AS** (Accessories).  In the Gross Weight field and in the Net Weight field, enter **65** and select **Ounce** (**OZ**) as Weight unit. Then press Enter. | | Chain Lock  EA  UTIL  AS  65  65  OZ |
| On the *Sales: sales org. 1* tab, in the Delivering Plant field use the F4 help to find and select the Miami plant (**MI00**). In the Tax data section, in the left Tax classification column (the one that is editable = white background colour) select Exempt (**0**) for all three tax categories.  Click on . On the following screen, enter Scale quantity **1**, Unit **EA** and Amount **69.00**. Compare your entries with the screen below, then click on  to return to the *Sales: sales org. 1* view. There, press Enter. | | MI00  0  0  0  1  69.00 |
| Graphical user interface, text, application  Description automatically generated | |  |
| On the *Sales: sales org. 2* tab, select Matl statistics grp **1**. Then press Enter. | | 1 |
| On the *Sales: Genereal/Plant* tab, select Availability check **02** (Individual requirements) and use the F4 help to choose Trans. Grp **0001** (On pallets) and LoadingGrp **0002** (Click Enter. | | 02  0001  0002 |
| On the *Purchasing* tab, enter Purchasing Group **N00** (North America) and click Enter. | | N00 |
| On the *MRP 1* tab, select MRP type **PD** (MRP), MRP Controller **000**, Lot Sizing Procedure **EX** (Lot-for-lot order quantity) and Minimum Lot Size **10**. Then click Enter. | | PD  000  EX  10 |
| On the *MRP 2* tab, enter Planned Deliv.Time **6** (days) and select SchedMargin key **001**. Click Enter. | | 6  001 |
| On the *MRP 3* tab, check if the Availability check is set correctly to **02**. Then, press Enter. Skip the *Plant data / stor. 1* view by clicking Enter. | | 02 |
| On the *Accounting 1* tab, select Valuation Class **3100** (Trading Goods), enter Per. unit price **33.50**. | | 3100  33.50 |
| Then, click on  to save your material. Acknowledge the warning, which might appear. | |  |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | **Exercise 3: Extend Material Master for Trading Goods** | |
| **Task** Extend a material master.  **Short Description** Copy the sales views of the new trading good (chain lock) from the Miami plant to the San Diego plant to maintain a different condition.  **Name (Position)** Sergey Petrov (Warehouse Employee) | | **Time** 10 min |
|  | |  |
| To create new views for an existing trading good, follow the menu path:  Logistics ► Materials Management ► Material Master ► Material ► Create (Special) ► Trading Goods | | Menu path |
| Enter your material number **CHLK1###** (again, replace ### with your three-digit number) in the Material field. In the Copy from… section, enter **CHLK1###** in the Material field again. Then, press Enter. | | CHLK1###  CHLK1### |
| In the Select View(s) window, highlight all **three Sales views**, make sure the indicator **Create views selected** is checked, and click on . | | 3 Sales views  Create views selected |
| In the Organizational Levels window, on the left side (Organizational levels) enter Plant **SD00**, Sales Org. **UW00** and Distr. Channel **WH**. On the right side (Copy from), enter Plant **MI00**, Sales Org. **UE00** and Distr. Channel **WH**. Before pressing Enter, compare your entries with the screen shown below. | | SD00  UW00  WH  MI00  UE00  WH |
| Graphical user interface, text, application, email  Description automatically generated | |  |
| The system will take you to the *Sales: sales org. 1* view. Note that sales data has been copied from views created for the Wholesale distribution channel. The system displays a message saying that the material already exists and will be extended. | |  |
|  | |  |
| Change Delivering Plant MI00 to **SD00**. Then, click on . Enter Scale quantity **1** and amount **65.00**. Click on  and save with . | | SD00  1  65.00 |
| Finally, click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | **Exercise 4: Display Stock/Requirements List** | |
| **Task** Display the stock/requirements list.  **Short Description** Display and review the stock/requirements list for your chain lock on hand balance and the demand that exists against this product. The report should show that there is no stock and therefore nothing is available for use at this time.  **Name (Position)** Wilton Saban (Inventory Supervisor) | | **Time** 5 min |
|  | |  |
| The stock/requirements list is a dynamic list and, therefore, changes whenever a transaction occurs using the given material. | | Stock/requirements list |
|  | |  |
| To display the stock/requirements list, follow the menu path:  Logistics ► Materials Management ► Inventory Management ► Environment ► Stock ► Stock/Requirements List  This will produce the following screen. | | Menu path |
| Graphical user interface, application  Description automatically generated | |  |
| In the Material field, enter the number of your new chain lock trading good **CHLK1###** (replace ### with your number) and Plant **MI00**. Then click on . Your stock/requirements list should look similar to the screen below. | | CHLK1###  MI00 |
| Graphical user interface, application  Description automatically generated | |  |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | **Exercise 5: Create Purchase Requisition** | |
| **Task** Create a purchase requisition.  **Short Description** Sales management has informed the purchasing department of a promotional campaign that will commence in 3 months to introduce the new chain locks. Create a purchase requisition for 200 of your locks so that it may be placed out for bid so that a vendor can be chosen to fill the expected needs associated with this sales campaign.  **Name (Position)** Wilton Saban (Inventory Supervisor) | | **Time** 5 min |
|  | |  |
| To create a purchase requisition, follow the menu path:  Logistics ► Materials Management ► Purchasing ► Purchase Requisition ► Create  This will produce the following screen. | | Menu path |
| Graphical user interface, application, Word  Description automatically generated | |  |
| Select  next to Header to expand the header. | |  |
| In the text field, type the Header note: “Global Bike Inc. is formally requesting quotations for the following material. Quotes will be accepted until [1st day of the next month].”. | |  |
| Graphical user interface, text, application  Description automatically generated | |  |
| Select  Item Overview to expand the item overview. | |  |
| Enter Material **CHLK1###** (replace ### with your number) and Quantity **200**. As Delivery Date select or enter the day **three months from today**. Then, enter Plant **MI00**, Stor. loc. **TG00**, and PGr. **N00**.  After clicking on Enter compare your screen with the one below. | | CHLK1###  200  3 months from today  MI00  TG00  N00 |
|  | |  |
| Then, click on  to save your purchase requisition. The system will create a unique document number. | |  |
|  | |  |
| Click on the exit icon  to return to the SAP Easy Access screen | |  |
|  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Exercise 6: Display Stock/Requirements List** | | |
| **Task** Display the stock/requirements list again.  **Short Description** Display and review the stock/requirements list for your chain locks on hand and the demand that exists against this product. Since we just created a purchase requisition for 200 of them, this event should be visible within the stock/requirements list with a date of roughly 3 months from today.  **Name (Position)** Alberto Conti (Technical Office Assistant) | | **Time** 5 min | |
|  | |  | |
| To display the stock/requirements list again, follow the menu path:  Logistics ► Materials Management ► Inventory Management ► Environment ► Stock ► Stock/Requirements List | | Menu path |
| If not already defaulted in, enter your Material **CHLK1###** and Plant **MI00**. Then click on Enter. Your stock/requirements list should now look similar to the screen below. | | CHLK1###  MI00 |
| Graphical user interface, text, application  Description automatically generated | |  |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | **Exercise 7: Create Request for Quotation** | |
| **Task** Create a request for quotation for your requisition.  **Short Description** Create a separate request for quotation (RFQ) for several vendors. This process will be used to collect the necessary pricing, delivery, etc. information that is needed to support the selection of a vendor to fill the need for your chain locks.  **Name (Position)** Alberto Conti (Technical Office Assistant) | | **Time** 10 min |
|  | |  |
| To create an RFQ, follow the menu path:  Logistics ► Materials Management ► Purchasing ► RFQ/Quotation ► Request for Quotation ► Create  This will produce the following screen. | | Menu path |
| Graphical user interface, application, Word  Description automatically generated | |  |
| Enter RFQ Type **AN**, **today’s date** as RFQ Date, and the **first day of the next month** as Quotation Deadline. | | AN  today’s date  1st day of next month |
| In the Organizational Data section, enter Purch. Organization **US00** and Purchasing Group **N00**. | | US00  N00 |
| In the Default Data for Items, enter Plant **MI00**. Then, select  which will produce the following screen. | | MI00 |
| A picture containing graphical user interface  Description automatically generated | |  |
| If your Purchase Requisition number is not already entered, use the F4 help to find the number of your purchase requisition. Then, click on . | |  |
| In the *Create RFQ: Selection List: Purchase Requisitions* screen, enter SLoc (Storage Location) **TG00**. Click on . Then, click on  to adopt all item information into the RFQ. | | TG00 |
| In the *Create RFQ: Item Overview* screen, click on . Enter **RFQ1###** as *Coll. No*. Remember to replace ### with your three-digit number. After comparing your entry with the screen below, click on  to display the line items. | | RFQ1### |
| Graphical user interface, application, Word  Description automatically generated | |  |
| In the *Create RFQ: Item Overview* screen, review the line items and ensure they are correct. Then, select  to display the vendor address. | |  |
| In the *Create RFQ: Supplier Address* screen in the Vendor field, use the **F4** help to find your vendor Mid-West Supply. In order to do so, use the fields Search term (**###** = your number) and City (**Lincoln**) and double-click on the result row to insert the number into the Vendor field. Then, click on Enter which will populate your vendor’s data into corresponding fields. | | F4  ###  Lincoln |
| Click on  to save your RFQ. If a warning message appears, press **Yes** to save anyway. | | Yes |
| The SAP system will create a unique document number. | |  |
|  | |  |
| Stay in the same screen and repeat the last step twice to create the same RFQ for our vendors **Dallas Bike Basics** and **Spy Gear**. | | Dallas Bike Basics  Spy Gear |
| In order to find your vendor, in the Vendor field use the F4 help again. This time, enter your number (**###**) in the Search term field and **US** for country. Then, press Enter to display your set of US vendors (see list below). | | ###  US |
| Table  Description automatically generated with medium confidence | |  |
| First, double-click on *Dallas Bike Basics* to select it. Back on the *Create RFQ : Supplier Address* screen, press Enter and click on  for the second RFQ. Again, accept the system warning message with **Yes**. | | Yes |
| Repeat the same procedure to create a third RFQ (for Spy Gear) and click on . | |  |
| Click on the icon  to return to the SAP Easy Access screen and answer the Exit Document popup with **No**. | | No |
|  | |  |

|  | **Exercise 8: Maintain Quotations from Vendors** | |
| --- | --- | --- |
| **Task** Maintain quotations from vendors.  **Short Description** As we receive responses to our RFQs submitted to vendors, it is necessary to maintain their respective data in our procurement system so that a comparison can be made to support the vendor selection process.  **Name (Position)** Alberto Conti (Technical Office Assistant) | | **Time** 5 min |
|  | |  |
| To maintain quotations from vendors, follow the menu path:  Logistics ► Materials Management ► Purchasing ► RFQ/Quotation ► Quotation ► Maintain | | Menu path |
| Use the **F4** help in the RFQ field to find and enter the RFQ number from your Mid-West Supply vendor. | | F4 |
| On the *Purchasing Documents per Supplier* tab, you need to find and select your vendor Mid-West Supply first. Position your cursor in the Vendor field and press **F4** again. Start the search after typing your three-digit number (**###**) as Search term and in Country **US**. | | F4  ###  US |
| Double-click on your new vendor to select it. Now that your vendor number is put in the Vendor field, press Enter or click on  to find the first RFQ number you have created in the last task. | |  |
| Double-click on your RFQ to populate the number into the RFQ field on the *Maintain Quotation : Initial Screen* screen. Then press Enter. | |  |
| Graphical user interface, application  Description automatically generated | |  |
| In the *Maintain Quotation: Item* Overview screen, enter a net price of **32.00** USD. Click on . | | 32.00 |
| Table  Description automatically generated | |  |
| Then, click on  to display conditions. Here, other discounts and surcharges included in the quotation could be specified. In our case, just set the Valid to data to **three months from today**, confirm your entries with Enter. | | 3 months from today |
| Calendar  Description automatically generated | |  |
| Click on  to go back to the line item overview. Then, click on  to save your maintained quotation for your Mid-West Supply vendor. The system acknowledges the changes to your first quotation with a success message. | |  |
|  | |  |
| Repeat this process for the other two RFQs you created. Make sure you use the above-described search criteria to find the vendors for your number (###). Enter the following prices:  Dallas Bike Basics **36.50** USD  Spy Gear **35.00** USD  Make sure you save both RFQs and receive the system success messages. | | Dallas Bike Basics  36.50  Spy Gear  35.00 |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |

|  | **Exercise 9: Evaluate quotations on price** | |
| --- | --- | --- |
| **Task** Evaluate quotations on price. Reject two of the three quotations.  **Short Description** Generate a comparison list for the prices obtained from each of the vendors. The comparison list ranks the quotations by item from lowest to highest price.  The successful vendor (Mid-West Supply) has been selected using the criteria of lowest bidder. It is now necessary to notify the unsuccessful bidders that their quotation will not be accepted. This is accomplished by flagging those vendors needing to be notified.  **Name (Position)** Wilton Saban (Inventory Supervisor) | | **Time** 5 min |
|  | |  |
| To flag/reject quotations, follow the menu path:  Logistics ► Materials Management ► Purchasing ► RFQ/Quotation ► Quotation ► Price Comparison  This will produce the following screen again. | | Menu path |
| Graphical user interface, table  Description automatically generated | |  |
| Enter Purchasing Organization **US00**, and Collective RFQ **RFQ1###**. Select **Mean Value Quotation** and **Determine Effective Price**. Then, select  to execute the price comparison. This shows the following screen. | | US00  RFQ1###  Mean Value Quotation  Determine Effective Price |
| Table  Description automatically generated | |  |
| Determine the Vendor that you are going to do business with (the lowest priced quotation) by rejecting the other two. To do so, double-click on the quotation number with 36.50 USD. This will produce the following screen. | |  |
| Graphical user interface, application, table  Description automatically generated | |  |
| Select **Rej. Ind.** to indicate rejection of this quotation. Click on . Acknowledge the warning message prompted by the system with **Yes** and save anyway. | | R  Yes |
| Repeat the process for the second quotation to be rejected (35.00 USD). | |  |
| Click on the exit icon  twice to return to the SAP Easy Access screen. | |  |
|  | |  |

|  |  |  |
| --- | --- | --- |
|  | **Exercise 10: Create Purchase Order Referencing an RFQ** | |
| **Task** Create a purchase order with reference to an RFQ.  **Short Description** Create a PO by referencing the quotation received from the successful vendor. Reference is made to the successful quotation and the details are imported into a new PO.  **Name (Position)** Aura Maxwell (Buyer) | | **Time** 5 min |
|  | |  |
| To create a purchase order, follow the menu path:  Logistics ► Materials Management ► Purchasing ► Purchase Order ► Create ► Vendor/Supplying Plant Known | | Menu path |
| If there is no navigation screen on the left side, click on . As selection variant choose **Requests for quotations** as shown below. | | Requests for quotations |
| Graphical user interface, application  Description automatically generated | |  |
| In the following screen, in the Material Number field use the F4 help to find your chain lock trading good. | | F4 |
| On the Material by Material Type tab, select Material Type **Trading Goods** (HAWA) and enter **\*###** (e.g. \*012 if your number is 012) in the Material field. Then, press Enter or click on . | | Trading Goods  \*### |
| Graphical user interface, application  Description automatically generated | |  |
| Double-click on your chain lock (**CHLK1###**) to select it. When your material number is populated in the Material Number field, make sure that all other search criteria fields are blank and click on . This will produce a screen with your three RFQs. | | CHLK1### |
| Table  Description automatically generated | |  |
| Click on  (Change Breakdown). If you don’t see this Button expand your Document Overview screen. In the following popup, select **Vendor name** in the right table (Column Set) and click on  to add it to the Sort criteria. Then, select vendor name in the left table (Sort criteria) and click on  to display the vendor name first, then the document number. | | Vendor name |
| After you have confirmed your changes by clicking on , you will see the names of your vendors in alphabetic order. | |  |
| Click on the right part of the Select Layout icon  and choose Change layout… Select **Material** in the right table (Column Set) and click on  to add it to the displayed columns. | | Material |
| After you have confirmed your changes by clicking on  and expanding all three folders, you will see the following screen. | |  |
| Table  Description automatically generated | |  |
| Select the checkbox that you want to reference (Mid-West Supply) and select  to adopt the information. | | Mid-West Supply |
| Note: If you try and adopt one of the other quotations you will get a message that the quotation item is already rejected. | |  |
| Verify that the system copied the Material number **CHLK1###**, Quantity **200**, **three months from today** as Deliv. Date, and the Net Price of **32.00 USD**. | | CHLK1###  200  3 months from today  32.00 USD |
| Table  Description automatically generated | |  |
| If the header data is not yet displayed, open the section by clicking on  Header. On the *Conditions* tab, record the total value of the purchase order (6,400 USD). | |  |
| If the line item data is not yet displayed, open the section by clicking on  Item Detail. On the *Delivery Schedule* tab, select the first line. Then, click on  below the table to perform a schedule line split. | |  |
| Table  Description automatically generated | |  |
| Acknowledge the red error message by changing the Sched Qty. of the first line from 200 to **100**. Then, enter the following data for the second line:  Delivery Date **one week after the first delivery**  Sched Qty. **100**  Purchase Req. **same as previous line**  Requisn Item **same as previous line**  Then, click on Enter. Verify your item details with the screenshot below. | | 100  1 week after 1st delivery  100  same  same |
| Table  Description automatically generated | |  |
| On the *Material Data* tab, select **InfoUpdate**. | | InfoUpdate |
| Then click on  to save the purchase order | |  |
| The system will assign a unique purchase order document number. | |  |
|  | | Purchase order document number |
| Click on the exit icon  to return to the SAP Easy Access screen. | |  |
|  | |  |