# SAP ERP Lab: MM 模組操作練習(1)

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● MM 模組的交易範例:(取材自 SAP GBIKE 1809 教材第五章 MM 模組)



(註:上方圖示有 20 個步驟,但實際操作練習共有 21 個步驟,與上圖稍有不同。)

### ● 步驟1: Create New Supplier (創建新供應商)

角色扮演:GBI公司的契約管理者(Contract Administrator): Joyce Hausman 任務情境:替 GBI公司在 SAP 系統中建立 Mid-west Supply 這家新供應商的資料

- 使用自己的帳號、密碼登入 SAP 系統,在[Enter transaction code or command]欄中輸入 XK01 這個交易代碼(T-code)。按[Enter]。(或從以下路徑進入: Logistics => Materials Management => Purchasing => Master Data => Vendor => Central => Create)
- 在 Create Business Partner 視窗中,選擇[Organization]。按視窗右下方打勾號(或 Continue), 或鍵盤上的[Enter]。如下圖。



3. 系統進入 Create Organization: Role FI Vendor 視窗,如下圖:

< SAP				Creat	e Organ	ization:	Role I	FL Vendor					
🔶 🗋 Person 📋	Organization	🖞 Group	۵	With Reference	6	9	Ð	Company Code	Relationships	Ø	$_{\rm More} \sim$		Exit
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						Salut	ation;						-11
						Salut	stion:						
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					* Sea	ech Terr	u 1/2:						
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5.2		-	3	Undesirable C	nstomer	_	1	1	Reason Dides		1		0
	_	_				_				_	15a	e Enter	Cancel
												- Contraction of the local division of the l	

點選 Address 頁籤,做以下欄位輸入:

Title : [Company]

Name : [Mid-West Supply]

Search Term:【###】(###為 SAP 帳號後三碼,[或自訂的任意三個數字,但儘量不要自訂]) Street/House number:【335 W Industrial Lake Dr】 Postal Code/City:分別輸入【68528】及【Lincoln】 Country:【US】 Region:【NE】

Language:【English】(位於 Communication 資訊區域中)

完成後如下圖

Address Address Overview	Identification	Control	Payment Transactions	Status	Legal Data	Vendor: General Data	Vendor: Tax Data	Vendor: Texts
Undesirable Customer		Reason Undes.: Comment:						
Standard Address								
Print Preview								
Street Address								
Street/House number:	335 W Industrial I	ake Dr						
* Postal Code/City;	68528	Lincoln						
* Country:	US 🧟		Region: NE			汪		
PO Box Address								
PO Box:								
Postal code:								
Company Postal Code:						汪		

Address	Address Overview	Identification	Control	Payment Transactions	Status	Legal Data	Vendor: General Data	Vendor: Tax Data
PO Box Ad	ldress							
	PO Box:							
	Postal code:							
	Company Postal Code:						汪	
Communia	at as							
Communic	alion	1990						
	* Language:	English		~	Othe	r communication		
	Telephone:			Extension:				
	Mobile Phone:							
	Fax:			Extension:				
	E-Mail:							
	Standard Method:			2	Depend	ent -> Independent		
	Comments:							
	Address Valid From:			Address Valid To:		1		

4. 點選 Vendor: Tax Data 頁籤。(如電腦螢幕較小,可點擊【...】以檢視所有頁籤,再點選 Vendor: Tax Data 頁籤。)

在 Additional Tax Data 資訊區域下,在 Tax Number 欄位內輸入: 【12-3456###】(###為 SAP 帳號後三碼),如下圖(201 為周老師操作的帳號):

< SAP	Create Organization: Role FI Vendor
🔎 🖞 Person 🖞 Organization 🖞 Group	🖞 With Reference 🗂 🗇 🖞 Company Code Relationships 着 More 🗸
ic     >     >       Worklist     Find	Business Fartner: In Crouping: ~
* Find: Business Further	Address Address Overview Identification Control Payment Transactions Status Legal Data Vendor: General Data Vendor: Tax Data Vendor: Texts
Max. hits: 100 Start	Tax Split:
図 Q U マン 思 メ Business Partner * Description	Liable for VAT:  Fiscal address:
	Additional Tax Data
	Info Number: Last Ext.Review: Tox Number: Tax Sumber: Tax number type: Actual QM syst: QM systems to: Ref.Acct Group:

接著點擊螢幕最上方的 Company Code。在 Company Code 欄位內輸入:【US00】,按鍵盤上的 Enter,欄位旁會出現 Global Bike Inc 字樣,如下圖:

< SAP	Create Organi	zation: Role FI Vendor	
📌 🗋 Person 📋 Organization 📋 Group	🖞 With Reference 🗂 🤣 🦆 General Data Relationships 🗿 More 🗸		
Image: Worklist     Find	Business Pastner: * Create in EP role: FI Vendor (New) V Q	Grouping:	×
* Find: Business Fartner $\checkmark$ * Ey: Number $\checkmark$	Company Code		
BusinessPartner:	Company Code: US00 D Global Bike Inc.	P Company Codes	
Max. hits: 100 Start	Customer;	District Company Code	
	Vendor: <internal></internal>	Delete Company Code	
Q Q V V B V X			
Business Partner Description	Vendor: Account Management Vendor: Payment Transactions Vendor: Correspondence Vendor: Correspondence Vendor: Correspondence Vendor: Correspondence Vendor: Vendor: Correspondence Vendor: Ven	pondence Vendor: Status Vendor:	Withholding Tax Vendor: Texts
	Account Management		
	* Reconciliation act:		
	Head office:		
	Sort key:		
	Anthonization Group:		
	Planning Group:		
	Release Group:		
	Minority Indicator:		
	Certification Date:		
	Interest Calculation		

在 Vendor: Account Management 頁籤中,於 Reconciliation acct:欄位內輸入:【300000】, 按鍵 盤上的 Enter,欄位旁會出現 Payables-Miscellaneous 049 的字樣,如下圖:

< SAP	Create Organi	ization: Role FI Vendor
Person 🖸 Organization 🖞 Group	🖞 With Reference 🗇 🤣 🕦 General Data Relationships 🗐 More 🗸	
Klint Find * Find: Business Partner ~ * Eyr, Namber ~	Business Partnes: * Create in EP role: FI Vendor (New) Company Code	Grouping:
BusinessFartner:	Company Code: US00 Clobal Biks Inc.	P Company Codes
Max. hits: 100 Start	Castomer:	a Switch Company Code
	Vendor: <internal></internal>	😰 Delete Company Code
	Account Management  * Reconciliation act: 300000  Plan office: Sort key: Authonization Group: Planning Group: Release Group: Minonity Indicator:	9
	Certification Date:	

5. 切換至 Vendor: Payment Transactions 頁籤,在 Payment Terms 欄位輸入:【0001】,並勾選 Check Double Voice。完成後如下圖:

( SAP	Create Organiz	zation: Role FI Vendor
Person 🗋 Organization 🚺 Oroup (	🖞 With Reference 📆 🌮 🏂 General Data Relationships 🛱 More 🗸	
< > ×	Businers Partner:	Grosping:
clist Find	* Create in BP role: FI Vendor (New)	
* Study Business Partner		
* By: Namber	Company Code	
BunnessPiataee:	Company Code: US00 Global Eike Inc.	🖉 Company Codes
Max. hits: 100 Start	Castomer:	E Switch Company Code
	Vendor: <internal></internal>	👕 Delete Company Code
QUVV BV X		
siness Partner Description	Vendor: Account Management Vendor: Payment Transactions Vendor: Corresp	oondence Vendor: Status Vendor: Withholding Tax Vendor: Texts
	Payment Data	
	Payment terms: 0001	
	Check Cashing Time-	
	Circle County Thirty	
	Check Double Invoice:	
	Automatic Payment Transactions Payment Methods: Houre bank Payment Block Free for payment.	

切換至 Vendor: Correspondence 頁籤,在 Clerk at vendor 欄位內輸入:【自訂姓名】(周老師輸入 Michael Jackson 作為範例)

在畫面上方的 Create in BP role:欄位內,用下拉式選單選擇【Vendor】。系統跳出 Change to another BP role in create mode 視窗,畫面如下:

< SAP	Create Organ	alization: Role FI Vendor	
🗢 🖞 Person 🖞 Organization 🖞 Group	🖞 With Reference 😰 🌮 🕸 Orneral Data Relationships 🗐 More 🗸		
w     w       Worklist     Find	Business Partner: Ima * Create in EF role: Vendor Velo	Omping: 🗸 🗸	
* Find: Ensiness Partner $\checkmark$ * Ey: Number $\checkmark$	Company Code	Change to another BP role in create mode     ×	
Business Partner Description	Company Code: US00 Global Bala Inc. Cantomer: Vendor: <a href="https://www.company.code">kalaba Inc. Cantomer: Vendor: <a href="https://www.company.code">kalaba Inc. Cantomer: Vendor: <a href="https://www.code">kalaba Inc. Cantomer: Vendor: Cantomer: Daming Level: Daming Cleve: Grouping Key:</a></a></a></a></a></a></a></a></a></a></a></a>	Do you want to create business partner in BP role Vendor' or do you want to save it first in BP role FI Vendor' and then change it? Dets almady entered is not saved during creation	
	Correspondence		
0	Clerk Abbrew. Account with vendor: Clerk at vendor: Acct.clerkis tel no.: Acct.clerkis tel no.:		

點按 Change to another BP role in create mode 視窗下方的【Save】。系統來到 Change Organization: #####, new role Vendor 視窗, 視窗左下方也有 Business partner ##### created 的 訊息(#####是新企業夥伴的代碼, 周老師操作的案例是 51653), 如下圖: [註:此處的 5 碼為暫時編號, 不用抄錄。本步驟最後會改為 6 碼編號。]

<u>≅</u>	Change Organization: 51653, new role Vendor						
🐥 🗋 Person 📋 Organization 📋 Group 🤘	j ↔ D Purthaing Relationships _ More ~						
и сула К Worklist Find	Branners Partner: 51653 Bra Mid-Went Supply / Lancoln PRE 68528 * Change in RP role: Vendor (New)						
* Find: Business Partner v * By: Number v BusinessPartner.	Address Address Overview Identification Control Payment Transactions Status Legal Data Vendor; General Data Vendor; Tax Data Vendor; Texts						
Max. http: 100 Start 団 Q. Q. ご アン 思ン 余 Business Partner * Description	Name Title: Company  * Name: Mid-West Supply						
	Salutation:						
	Search Terms * Search Terms 1/2: [201						
	Special Oustomer						
0	VIP Ultdesimble Customer Reason Undes.z Comment:						
🕑 Business partner 51653 created							

7. 點擊視窗上方的 Purchasing,以維護採購資料。

在 Purchasing Organization 資訊區域下,在 Purch. Organization 欄位中,輸入: 【US00】。按 Enter。欄位旁會出現 GBI US 字樣。

在 Purchasing Data 頁籤中,於 Order currency 欄位內輸入【USD】, Payment terms 欄位內輸入【0001】。畫面如下:

R.✓ < SAP	¢	Change Organization: 51653, new role Vendor
🗣 📋 Person 📋 Organization 📋 Group	🗇 🌮 🗓 General Data Relationships 🗄 More 🗸	
Worklist Find * Find: Business Partner ~ * By: Number ~	Business Partner: 51653 En Mid-West Su * Change in EP role: Vendor (New)	apply / Lincoln NE 68528
BusinessPartner: Max. hits: 100 Start	Purch. organization: US00 GEI US Purchasing Data Partner Functions Additional Purchasing Data	
Business Partner Description	Conditions	ELECTRALIST STREET STREETERS (SHE SHE SHE SHE SHE SHE SHE SHE SHE SHE
	Order currency: USD Payment terms: 0001  Incoterms Version: Incoterms Location 1: Incoterms Location 1: Incoterms Location 2: Minimum order value:	
	Sales Data	
< >	Salesperson:	

 切換至 Partner Functions 頁籤,於表格第一列的 PF 欄位內輸入:【VN】,按 Enter。Partner Function 欄位會出現 Vendor 字樣,Number 欄位會出現供應商編號(周老師操作的案例是 125145),請抄下來留作紀錄(後續步驟會使用此 6 碼編號)。點擊【Save】,視窗左下方出現 Changes have been saved 字樣,畫面如下:

		Chang	e Organization: 51653, role Vendor	
📌 🖞 Ferron 🖞 Organization 🖞 Group (	🗇 🧐 General Data Relationships	₫ More ~		
Worklist Find	Ensiness Partner: 51653 * Change in BP role: Verdor (defin	aed) Vid-West Supply / Li	incoln NE 68528	
BusinessPartner:	Purchasing Organization Purch. organization: <b>US00</b>	GEI US	Purchasing Organizations	
Max. httl: 100 start B	Purchasing Data Partner Functions A	Additional Purchasing Data Interc	hangeability Vendor: Texts Supply Re	egion
Business Partner Description	Partner Functions			
	Pf     Partner Function       Mill     Index       Index     Index       Index     Index       Index     Index	Number Descript. 125145 Mid-Weat Supply	y	
Changes have been saved				

9. 以上為步驟 1。點按視窗左上方的【<】,回到 SAP Easy Access 畫面。

## ● 步驟 2: Create Material Master for Trading Goods (建立貿易品的物料主檔資料)

角色扮演:GBI 公司的倉庫主管: Sandeep Das

任務情境:建立 CHLK1### (CHLK 是 chain lock [鏈條鎖]的縮寫)這項物料的主檔資料(本步驟將 物料儲存在 MI00 這個工廠,步驟 3 則將物料儲存在 SD00 這個工廠)

名詞解析:Material 這個詞彙,在SAP系統中泛指原物料、在製品、製成品以及商品存貨

 接續步驟 1,(若完成步驟 1 後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 [Enter transaction code or command]欄中輸入 MMH1 這個交易代碼。按[Enter]。(或從以下路 徑進入: Logistics => Materials Management => Material Master => Material => Create (Special) => Trading Goods)

系統跳出 Create Material (Initial Screen)視窗。在 Material:欄位內輸入:【CHLK1###】(###為 各位同學的 SAP 帳號後三碼,周老師範例為 CHLK1201);在 Industry Sector:欄位內選擇 【Retail】。如下圖:

=	SAP Business	Client _ 🗖 🗙
🔄 Create Material (Initial	S, + 000	
😑 ★ Enter transactio	n code or command	۹ 💷
< SAP	Create Material (Init	ial Screen)
Select View(s) Org. Lev	els Data More $\vee$	Exit
Material:	CHLK1201	
Industry Sector:	Retail 🗸 🗸	
Material type:	Trading Goods $\sim$	
Change Number:		
Copy from		
Material:		
		Continue

接著點擊視窗右下方的[Continue],或按鍵盤上的 Enter。

2. 在跳出的 Select View(s) 視窗中,做以下的勾選:

	Select View(s)	×
	View	
~	Basic Data 1	\$
	Basic Data 2	
~	Sales: Sales Org. Data 1	
~	Sales: Sales Org. Data 2	
~	Sales: General/Plant Data	
	International Trade: Export	
	Sales Text	
~	Purchasing	
	International Trade: Import	
	Purchase Order Text	
~	MRP 1	
~	MRP 2	
~	MRP 3	
	MRP 4	
	Advanced Planning	
	Forecasting	
~	General Plant Data / Storage 1	
	General Plant Data / Storage 2	
	Warehouse Management 1	
	Warehouse Management 2	
	Quality Management	
~	Accounting 1	\$

勾選完,點按視窗下方的綠色打勾號(型)。

 在 Organizational Levels 視窗中,於 Plant 欄位選擇【MI00】, Stor. Loc.欄位選擇【TG00】, Sales Org.欄位選擇【UE00】, Distr. Channel 欄位選擇【WH】。如下圖:

=	C	rganizational Levels				×
Organizational levels						
Plant:	MIDD					
Stor. Loc.:	TGOO					
Sales Org.:	UE00					
Distr. Channel:	WH Q					
Profiles						
MRP profile:						
	Org. levels/profiles	only on request				
			ø	Select View(s)	🗑 Default Setting	8
- - - - - - - - - - - - - -	方的绘色	打勾號(	1	0		

4. 系統進入 Create Material CHLK1### 視窗的 Basic Data 1 頁籤。在 Descr.欄位輸入:【Chain Lock】; Base Unit of Measure 欄位選擇【EA】; Material Group 欄位選擇【UTIL】; Division 欄位選擇【AS】(註:AS 是 Accessory [配件])。接著在 Gross weight 欄位及 Net weight 欄位 都輸入:【65】; Weight unit 欄位選擇【OZ】。如下圖:

=		SAP Business Client		_ 🗆 ×
Create Material CHLK1201	- 000			
😑 ★ Enter transaction code of	command			۹ 🔳
< SAP	Crea	te Material CHLK1201		
□ → Additional Data ♣	Drg. Levels 啦 Check Screen Data 🔒	More V		Exit
🍠 Basic data 1 🛛 Basic data 2	? 👼 Sales: sales org. 1 🛛 👼 Sales:	ales org. 2 🛛 👼 Sales: General/Plant	Intl Trade: Export Sales text	🍠 P >
Material: CHLK1201			I	C
* Descr.; Chain Lock			68 🚺	
General Data				- 1
* Base Unit of Measure:	EA each * J	faterial Group: UTIL		
Old material number:	E	t. Matl Group:		
Division:	AS	Lab/Office:		
Product allocation:		Prod.hierarchy:		
X-Plant Matl Status;		Valid from:		
Assign effect, vals;	Ger	ItemCatGroup: NORM Standard item		
Material authorization group				
Authorization Group;				
Dimensions/EANs				
Gross weight:	65	* Weight unit: OZ 🗇		
Net weight:	65			~
				Save

按鍵盤上的 Enter。跳至下一頁籤。

5. 在 Sales: sales org. 1 頁籤中,於 Delivering Plant 欄位選擇【MI00】;在 Tax data 資訊區域下, Tax classification 欄位左側三個可編輯欄位(白色底)中,都選擇【0】。如下圖:

Create Material CHU1201 +  Create Material CHU1201 +  Additional Data & Org. Levels ♀ Check Screen Data ▲ More > Exit  Additional Data & Org. Levels ♀ Check Screen Data ▲ More > Exit  Additional Data ② Org. Levels ♀ Check Screen Data ▲ More > Exit  Center Idata ← Data ← Da	=				SAP Business Client			_ 🗆 ×
★ Enter transaction code or command     Create Material CHLK1201     > Addisonal Data   ▲ Og. Level:   > Check Screen Data   ▲ More >   But   Central data     Bate data 2   Sales: cales org. 1   > Sales: cales org. 2   > Sales: Cale   Poter:   Chain Lock   Sale:   Sale:   Ditter Chi   Wholesale     Centeral data   ** Base Chain of Meanues:   Material:   Cuttor Of Meanues:   Material:   Cuttor Chi   Wholesale   Centeral data   ** Base Chain of Meanues:   Material:   Cuttor Meanue: Cale   Sale: suit:   Valid form:   Chein Lock:   Sale: suit:   Valid form:   Valid form:   Chain-spec: status:   Valid form:	E Cr	eate Material CHLK1201	+.	••				
Center Id CHLK1201       Image: Solid	:= 🖈	C Enter transaction co	de or con	imand				٩ 🔲
Image: Additional Data       Image: Conc. Level:       Image: Conc. Con	<	SAP			Create Material CHLK12	01		
Ceneral data     Ceneral data     Ceneral data     Ceneral data     Sales unit     Sales unit<	Ð	→ Additional Data	몸 Org, I	evels 🖞 Check Screen Data	A More V			Exit
Material: CHLK1201   * Descr: Chain Lock   Sales Og: USD0   VS East   Dat: Chi   * Base Unit of Meanne:   * Addition:   * Otherwise Plant:   * Otherwise	< Bas	ic data 2 🛛 👼 Sales: :	sales org.	1 👼 Sales: sales org. 2	👼 Sales: General/Plant	Intl Trade: Export	Sales text 🛛 👼 P	urchasing Intl Tr >
Pose: than Lock Sales Org: EDD US Eat Data: Chi Wi Wholesale  Ceneral data      * Base Unit of Meanure: EA each Division: AS Accessories Sales unit: Base Unit of Meanure: EA each Division: AS Accessories Sales unit: Valid from: Valid from: Valid from: Delivering Hatt: MIOD     * Material Group: UTIL Utilities Cash Discount:   Tax data		Material: CHLK1201				i	]	\$
Sales Org: [E00] US Eart Distr. Chi: HI Wholesale Ceneral data * Base Unit of Measure: A each Division: AS Accessones Sales unit: Sales unit not var: : Unit of Measure Orp: Zdistr.chain status: Valid from: DChain-spec. status: Valid from: Dclivering Plant: W100 * Material Group: [TTLL Utilities Cash Discount: Conditions Tax data Tax data Co Country Tax c Tax Category T. Tax classification US USA UTX2 County Sales Tax 0 US USA UTX2 County Sales Tax 0 US USA UTX2 County Sales Tax 0 US USA UTX2 City Sales Tax 0 US US		* Descr.: Chain Lock				63		
Dair, Chi: Pi Wholesale     General data      * Base Unit of Meanne: Lie     * Base Unit of Meanne: Cip:     Sales unit:     Yalid form:     Yalid form: </td <td></td> <td>Sales Org.: UE00</td> <td>US East</td> <td></td> <td></td> <td></td> <td></td> <td></td>		Sales Org.: UE00	US East					
General data         * Base Unit of Meanure:         Base unit of Meanure:         Base unit of Meanure Grop:         Sales unit not var:         Valid from:         Chain-spec. status:         Valid from:         Delivening Flatt:         Material Group:         UTIL         Utilities         Cash Discount:         Tax data             US USA         UTX2         Country         Tax Jurisdict.Code         US         USA         UTX3         City Sales Tax         US         USA         UTX3         City Sales Tax		Distr. Chl: WH	Wholesale					
* Base Unit of Measure: EA each Division: AS Accessories Sales unit Sales unit not var: Unit of Measure Grp: Additr.chain status: DChain-spec. status: Dchivering Plant: W100 * Material Group: UTIL Utilities Cash Discount: Conditions Tax data Tax data Co Country Tax c Tax category T. Tax classification US USA UTXJ Tax Jurisdict.Code U US USA UTXJ County Sales Tax U US USA UTXZ County Sales Tax U US USA UTXZ City Sales Tax U US USA UTXZ City Sales Tax U US USA UTXZ City Sales Tax U US USA UTXZ City Sales Tax U U US USA UTXZ City Sales Tax U U U U U U U U U U U U U U U U U U U	Gener	al data						
Sales unit     Sales unit not var:     Unit of Measure Grop:     X-distr.chain status:     Valid from:        Valid from:   Delivering Plant:   MIDD:   * Material Group:   UTIL   Utilities   Cash Discount:   Composition of the product of the produ		* Base Unit of Mea	sure: EA	each	D	ivision: AS Accessori	es	
Unit of Measure Grp:   X-distr.chain status:   DChain-spec. status:   DChain-spec. status:   Delivering Plant:   MI00   * Material Group:   UTIL   Utilities   Cash Discount:   Co   Country   Tax category   T. Tax classification   US   USA   UTXJ   Tax Lossification   US   USA   UTX2   County Sales Tax   0		Sales	unit:		Sales unit no	t var.:		
Xdistr.chain status:   DChain-spec. status:   Dclivering Plant:   MI00   * Material Group:   TIL   Utilities   Cash Discount:		Unit of Measure	Grp:					
DChain-spec. status:   Delivering Plant:   MID0   * Material Group:   TIL   Utilities		X-distr.chain st	atus:		Vali	d from:		
Delivering Plant: M100   * Material Group: UTIL   UTIL Utilities   Cash Discount: Conditions   Tax data   Co Country   Tax c Tax category   T. Tax classification   US USA   US USA UTXJ   Tax Data D     US USA   USA UTX2   County Sales Tax D     County City Sales Tax		DChain-spec. st	atus:		Vali	d from:		
Material Group: ITIL Utilities Cash Discount:		Delivering F	lant: MIO	0				
Cash Discount:       Conditions         Tax data       Co Country       Tax c Tax category       T. Tax classification         US       USA       UTXJ       Tax lunsdict.Code       0         US       USA       UTX2       Country Sales Tax       0         US       USA       UTX3       City Sales Tax       0       0		* Material G	oup: UTI	L Utilities				
Tax data         Co Country       Tax c Tax category         US       USA         USA       UTX2         County Sales Tax       0         County       City Sales Tax         County       City Sales Tax <td></td> <td>Cash Discou</td> <td>unt: 🗸</td> <td></td> <td></td> <td>Conditions</td> <td></td> <td></td>		Cash Discou	unt: 🗸			Conditions		
Co       Country       Tax c       Tax category       T. Tax classification         US       USA       UTXJ       Tax Junsdict.Code       0         US       USA       UTX2       County Sales Tax       0         US       USA       UTX3       City Sales Tax       0	Tax d	ata						
US USA UTXJ Tax Junsdict.Code 0 US USA UTX2 County Sales Tax 0 US USA UTX3 City Sales Tax 0	Co	Country	Tax c	Tax category	T. Tax classification			٥
US USA UTX2 County Sales Tax D US USA UTX3 City Sales Tax D	US	USA	UTXJ	Tax Jurisdict.Code	0			
	US	USA	UTX2	County Sales Tax	0			
	03	UIA	0173	City balos IdA				<>C 0
Darb								Save

點按 General data 區域右下方的[Conditions], 系統跳出 Create Price Condition (PR##): Scales 視窗。在 Scale quantity 欄位輸入:【1】; UoM 欄位為【EA】; Amount 欄位輸入:【69.00】。 如下圖:

=				SA	P Busine	ss Client			<u> </u>	×□
🔄 Create Pric	e Condition ( +									
😑 ★ Ente	er transaction code or co	nmand							Q	
< SA	P			Create Price	Conditio	n (PROO	) : Scales	8		
Q. 📫	🗇 🛎 🕼 🗓	8 8	<u>۲</u> /۲ 🛋	More 🗸					1	Exit
Variable key										0
Sales Organiz	ation Distr. Channel Ma	terial						Status	Description	
UE00	WH CH	LK1201							Released	
< >										
Validity			Cor	atrol						
	* Valid From: 2023	/11/04		ScaleBasis	C Qu	antity scal	e			
	* Valid To: 9999	/12/31		Check	: A Des	scending				
ii≣ IIE IIE Scales	⊕⊖s ¤1									
Scale Type	Scale quantity	UoM	Amount		Unit	per	UoM			
From		1 EA		69.00	USD		I EA			^
>										$\sim$
										Save

點擊視窗上方的 < 回到 Sales: sales org.1 頁籤,按 Enter,跳至下一頁籤。

6. 在 Sales: sales org. 2 頁籤中,於 Matl statistics grp 欄位選擇:【1】。如下圖:

SAP Business Client	_ 🗆 ×
Create Material CHLK1201 + 000	
Enter transaction code or command	<b>Q</b>
Create Material CHLK1201	
$\fbox{2} \rightarrow \text{Additional Data}  \fbox{3} \text{ Org. Levels}  \textcircled{1} \text{ Check Screen Data}  \fbox{ More } \lor$	Exit
< 🕭 Sales: sales org. 1 📑 Sales: sales org. 2 👼 Sales: General/Plant Intl Trade: Export Sales text 👼 Purchasing Intl Trade: Import	>
Material:       CHLX1201         * Descr:       Chain Lock         Sales Org:       UBD0         US East       68         Distr. Chl:       FH         Wholesale       68	Ċ
Volume Rebate Group:       Acct Assnt Grp Mat.:         Gen. item cat. grp:       NORM         Standard item       * Item category group:         Pricing Ref. Matl:	*
	Save

按 Enter,跳至下一頁籤。

 7. 在 Sales: General/Plant 頁籤中,於 Availability check 欄位選擇【02】; Trans Grp 欄位選擇 【0001】; LoadingGrp 欄位選擇【0005】。如下圖:

	SAP Business Client	×
Create Material CHLK1201 + 000		
Enter transaction code or command		ــــــــــــــــــــــــــــــــــــــ
< SAP	Create Material CHLK1201	
$ \rightarrow$ Additional Data $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	B More ∨	Exit
< ኞ Sales: sales org. 2 🛛 👼 Sales: General/Plant 🛛 Intl Trade: I	ixport Sales text 👼 Purchasing Intl Trade	: Import Purchase order text 🏾 👼 lv ≻ 🚥
Material: CHLK1201		-
* Descr.: Chain Lock	63	٥
Elant: MIDO DC Miami General data		
* Base Unit of Measure: EA each	Replacement Part:	
Gross weight: 65 0Z	Qual.f.FreeGoodaDis.:	
Net weight: 65	Material freight grp:	
Availability check: 02 Individ.requirements		
Appr.batch rec. req.:		
Batch management:		
Batch management(Plant):		
Shipping data (times in days)		
Trans. Grp: 0001	LoadingGrp: 0005	•
		Save

按 Enter,跳至下一頁籤。

8. 在 Purchasing 頁籤中,於 Purchasing Group 欄位內選擇 【N00】。如下圖:

-	SAP Business Client	_ □
Create Mater	al CHLK1201 +	
😑 ★ Enter	ransaction code or command	Q
< SAP	Create Material CHLK1201	
[∋] → Addi	ional Data 🗸 Org. Levels 啦 Check Screen Data 🔒 More 🗸	Ex
Color towt	The Durchasing Tell Trodes Impart Durchass and a tart TMDD 1 TMDD 2 MDD 2 MDD 4 Advanced Dispute	
V Daleo ICAI	init frade, import fulcitade ofdet text () wiki 1 () wiki 2 () wiki 5 wiki 4 fradanced framming	
Material:	CHLK1201	
* Descr.:	Chain Lock 63	
Plant:	MIOD DC Miami	
Ganaral Data		
Ocherar Data		
* Ba	se Unit of Measure: EA each Order Unit: Var. OUn:	
	Purchasing Group: NOD 🔍 * Material Group: UTIL	
	Valid from:	
	Tax ind. f. material:   Qual.f.FreeGoodsDis.:	
	Material freight grp: Autom. FO:	
	Batch management:	
	Batch management(Plant):	

按 Enter,跳至下一頁籤。

9. 在 MRP 1 頁籤中,於 MRP type 欄位選擇 【PD】; MRP Controller 欄位選擇 【000】; Lot Sizing Procedure 欄位選擇 【EX】; Minimum Lot Size 欄位輸入: 【10】。如下圖:

=	SAP Business Client	_ 🗆 ×
Create Material CHLK1201 +		
😑 ★ Enter transaction code or command		۹ 🔲
< SAP	Create Material CHLK1201	
[] → Additional Data 🛛 Additional Data	A More ∨	Exit
Yurchase order text     MRP 1     MRP 2     MRP 3	MRP 4 Advanced Planning Forecasting 👼 Plant data / stor. 1	Plant data / > 🚥
Material: CHLK1201	Ξ	0
* Descr.: Chain Lock	68	
Plant: MIOO DC Miami		
General Data		
* Base Unit of Measure: EA each	MRP Group:	
Purchasing Group: NOD	ABC Indicator:	
Plant-sp.matl status:	Valid from:	
MRP Procedure		
Advanced Planning		
* MRP Type: PD MRP		
Reorder Point:	Planning time fence:	
Planning cycle:	MRP Controller: 000	
Lot size data		
Lot Sizing Procedure: EX Lot-for-lot order quantity		
Minimum Lot Size: 10	Maximum Lot Size:	\$
		Save

按 Enter,跳至下一頁籤。

10. 在 MRP 2 頁籤中,於 Planned Deliv. Time Days 欄位輸入:【6】, SchedMargin key 欄位選擇 【001】。如下圖:

≡	GAP Business Client	_ 🗆 ×
Create Material CHLK1201 + •••		
Enter transaction code or command		٩ 🔳
Crea	te Material CHLK1201	
$\fbox{5} \rightarrow \text{Additional Data}  \fbox{3} \text{ Org. Levels}  \textcircled{1} \text{ Check Screen Data}  \textcircled{1}$	More $\sim$	Exit
✓ ₱ MRP 1 ₱ MRP 2 ₱ MRP 3 MRP 4 Advanced Plann	ing Forecasting 👼 Plant data / stor. 1 🛛 Plant data / stor. 2	Warehouse > 🚥
Material: CHLK1201		0
* Descr.: Chain Lock	63	
Plant: MIOO DC Miami		
Procurement		
Procurement type: F	Batch entry:	
Special procurement:	Prod. stor. location:	
Backflush:	Default supply area:	
JIT delivery sched.:	Storage loc, for EP:	
	Stock det. grp:	
Bulk material:		
Scheduling		
	Planned Deliv. Time: 6 days	
GR processing time: days	Planning Calendar:	
SchedMargin key: 001		
		÷
		Save

按 Enter,跳至下一頁籤。

- 在 MRP 3 頁籤中,確認 Availability check 欄位的值是否為【02】。
   按 Enter,跳至 Plant data/stor. 1 頁籤。再按一次 Enter,跳至下一頁籤。
- 12. 在 Accounting 1 頁籤中,於 Valuation Class 欄位選擇【3100】;在 Per. Unit price 欄位內輸
   入:【33.50】。如下圖:

SAP Business Client	_ 🗆 ×
Create Material CHLK1201 +	
Enter transaction code or command	٩ 🔳
Create Material CHLK1201	
$\fbox{ \rightarrow Additional Data } \underset{\scriptstyle \mbox{$\mathbb{R}$}}{\longrightarrow} Org. Levels \qquad \raw{\mbox{$\mathbb{P}$}$ Check Screen Data } \raw{\mbox{$\mathbb{P}$} More} \lor$	Exit
✓ Quality management	000
Material:       CHLK1201         * Descr.:       Chain Lock         Flant:       M100         DC Miami    Period 2023/010 Period 2022/012          General Valuation Data         Total Stock:       0         * Data:       Valuation Cat:         Valuation Class:       3100         Valuated Un       Valuated Un         VC: Sale Ond. Stk:       W ML Act	* •
Project Stock VC: 2 Transaction-Based Prices and values	
Currency: USD Company code currency	
Standard Price:	
Per. unit price: 33.5	\$
Prices have been recalculated View details	Save

(註:上圖於操作時把 33.50 輸入成 33.5 ,請同學按上一段說明輸入 33.50)

按視窗右下方的[Save]鍵,系統可能出現類似下面的警告訊息:

Local currency converted to other currencies using current exchange rate
 Save

再按一次[Save]鍵,回到本步驟起始畫面。(所以要按兩次[Save]鍵。) 視窗左下方會出現[Material CHLK1### created]字樣。

13. 以上為步驟 2。點按視窗左上方的【<】,回到 SAP Easy Access 畫面。

#### ● 步驟 3: Extend Material Master for Trading Goods (維護貿易品的物料主檔資料)

角色扮演:GBI公司的倉庫員工:Sergey Petrov 任務情境:以複製方式為CHLK1###這項物料建立另一個工廠(SD00)主檔資料

 接續步驟 2,(若完成步驟 2後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 [Enter transaction code or command]欄中輸入 MMH1 這個交易代碼(與步驟 2 相同)。按 [Enter]。(或從以下路徑進入: Logistics => Materials Management => Material Master => Material => Create (Special) => Trading Goods)

系統跳出 Create Material (Initial Screen)視窗。在 Material 欄位內輸入:【CHLK1###】(###為 各位同學的 SAP 帳號後三碼,周老師範例為 CHLK1201);在 Copy from 資訊區域的 Materials 欄位內也輸入:【CHLK1###】(###為各位同學的 SAP 帳號後三碼)。如下圖:

=	SAP Business Client	_ 🗆 ×
🔄 Create Material (Initial	S +	
😑 ★ Enter transactio	n code or command	٩ 🔳
< SAP	Create Material (Initial Screen)	
Select View(s) Org. Lev	els Data More $\sim$	Exit
Material:	CHLK1201	
Industry Sector:	v	
Material type:	Trading Goods	
Change Number:		
Copy from		
Material:	CHLK1201	
	,	Continue

## 按 Enter, 會先出現一個警示訊息如下:

=	SAP Business Client	_ 🗆 ×
E Create Material (Initial S +	000	
Enter transaction code or	command	٩ 💷
< SAP	Create Material (Initial Screen)	
Select View(s) Org. Levels Data	i More∨	Exit
Material: CHLK1201 Industry Sector: Retail Material type: Trading G Change Number: Copy from Material: CHLK1201	Q    ✓    ✓    ✓	
🛆 Industry Retail copied from master	record View details	Continue

2. 在跳出的 Select View(s)視窗中,勾選三個 Sales 頁籤,並確認已勾選 Create views selected。 如下圖:

	Select View(s)	
	View	
	Basic Data 1	\$
	Basic Data 2	
~	Sales: Sales Org. Data 1	
<b>v</b>	Sales: Sales Org. Data 2	
~	Sales: General/Plant Data	
	International Trade: Export	
	Sales Text	
	Purchasing	
	International Trade: Import	
	Purchase Order Text	
	MRP 1	
	MRP 2	
	MRP 3	
	MRP 4	
	Advanced Planning	
	Forecasting	
	General Plant Data / Storage 1	
	General Plant Data / Storage 2	
	Warehouse Management 1	
	Warehouse Management 2	
	Quality Management	
	Accounting 1	<b>^</b>

 在 Organizational Levels 視窗中,於左側 Organizational Levels 資料區域的 Plant 欄位選擇 【SD00】, Sales Org.欄位選擇【UW00】, Distr. Channel 欄位選擇【WH】。右側 Copy from 區域的 Plant 欄位選擇【MI00】, Sales Org.欄位選擇【UE00】, Distr. Channel 欄位選擇 【WH】。如下圖:

	Organizational Levels		
ganizational levels			Copy from
Plant:	SD00		MIDD
Sales Org.:	UWDD		UE00 🗇
Distr. Channel:	WH		WH
	Org. levels/profiles only on request		
		🛷 🛛 Select View	(s) 🔚 Default Setting

按 Enter 或視窗下方的綠色打勾號(IW)

Material Group: UTIL

Cash Discount: 🗸

4. 系統自動帶到 Sales:sales org. 1 頁籤。視窗下方提示相關資料將從前一個步驟複製過來:

☑ The material already exis	ts and will	l be extended View details	
把 Delivering Plant 楣介	7的值名	從【MI00】改為【S	 D00 ]
原本:			
General data			
Base Unit of Measure:	EA	each	Division: AS Accessories
Sales unit:			Sales unit not var.:
Unit of Measure Grp:			
X-distr.chain status:			Valid from:
DChain-spec. status:			Valid from:
Delivering Plant:	MIDD	DC Miami	

Utilities

改為:

Base Unit of Measure:	EA	each	Division: AS Accessorie
Sales unit:			Sales unit not var.:
Unit of Measure Grp:			
X-distr.chain status:			Valid from:
DChain-spec. status;			Valid from:
Delivering Plant:	SD00	DC San Diego	
Material Group:	UTIL	Utilities	
Cash Discount:	~		Conditions

Conditions

按[Conditions]按鈕, 系統跳出 Create Price Condition (PR##): Scales 視窗。在 Scale quantity 欄位輸入:【1】; UoM 欄位為【EA】; Amount 欄位輸入:【65.00】(步驟 2 為 69.00)。如下圖:

=				SAP Busine	ess Client				_ 🗆 ×
Create Price	Condition (	+							
😑 ★ Enter	transaction code c	or command							٩ 🔲
< SAP				Create Price Conditio	on (PROO	) : Scales			
Q 📫 🗄	) 🛎 🕞	i &	Q	$\Sigma_{\Sigma}$ $\blacksquare$ More $\checkmark$					Exit
Variable key									
Sales Organizat	ion Distr. Channel	l Material						Status	Description
UW00	WH	CHLK1201							Chain Lock
< >									
Validity				Control					
	* Valid From:	2023/11/04		ScaleBasis	c C Qua	antity scal	e		
	* Valid To:	9999712731		Check	: A Des	scending			
ÿ≣ ∰≣ Ž≣ (¢ Scales	€⊖£								
Scale Type	Scale quantity		UoM	Amount	Unit	per	UoM		
From		1	EA	65.00	USD		EA		~
()					-				()
									Save

點擊視窗上方的 < 回到 Sales: sales org.1 頁籤。同學可自行瀏覽另外兩個 Sales 頁籤內 容。

按[Save],回到本步驟起始畫面。視窗左下方會出現[Materia	CHLK1###	created]字樣。
------------------------------------	----------	-------------

=	SAP Business Client	_ 🗆 ×
🔄 Create Material (Initial	S + 000	
😑 ★ Enter transactio	1 code or command	۹ 🗆
< SAP	Create Material (Initial Screen)	
Select View(s) Org. Lev	ils Data More∨	Exit
Material:		
Industry Sector:	~	
Material type:	Trading Goods 🗸	
Change Number:		
Copy from		
Material:	CHLK1201	
Material CHLK1201 cre	ated	Continue

5. 以上為步驟 3。點按視窗左上方的【<】,回到 SAP Easy Access 畫面。

#### ● 步驟 4: Display Stock/Requirements List (檢視庫存/需求清單)

角色扮演:GBI公司的庫存主管:Wilton Saban 任務情境:查詢CHLK1###這項物料在MI00工廠的庫存量

 接續步驟 3,(若完成步驟 3 後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 [Enter transaction code or command]欄中輸入 MD04 這個交易代碼。按[Enter]。(或從以下路 徑進入: Logistics => Materials Management => Inventory Management => Environment => Stock => Stock/Requirements List)

在系統帶出的 Stock/Requirements List: Initial Screen 視窗中,於 Material 欄位輸入:

【CHLK1###】(###為各位同學的 SAP 帳號後三碼, 周老師範例為 CHLK1201); Plant 欄位輸入(或選擇)【MI00】, 如下圖:

=	SAP Business Client	_ 🗖 ×
Stock/Requirements List: +		
😑 ★ Enter transaction code or command		٩ 🔲
< SAP	Stock/Requirements List: Initial Screen	
More 🗸		Exit
Individual access Collective access		
		ŝ
* Material: CHLK1201		1
Description:		
MRP Area:		
Plant: MIDD 🔍		I
With filter:		
		Continue

點擊視窗右下方的[Continue]。

系統帶出目前查詢時間的存貨清單如下圖, Available Qty 欄位顯示存貨為0。

=	SAP B	usiness Client		_ 🗖 ×
E Stock/Requirements List +				
😑 ★ Enter transaction code or command				۹ 🗆
< SAP	Stock/Requireme	ents List as of 09:11 hrs		
Show Overview Tree 📿 🏹 🖂 1	fore $\vee$		٩	a <sup>+</sup> 🗟 📶 Exit
Material: CHLK1201		ব		
Description: Chain Lock				
MRP Area: MIDD	DC Miami		Ex. 1	manuf.:
Plant: MIDD	MRP type: PD	Material type: HAWA	Unit: EA	Ø
Σ 68 / 🔉 🏕 📚 🏯 Date	GR 🗎 ST On	💭 On 🛛 Vendor	Cust.	Page
A Date MRP ele MRP ele	nent data Rescher	duling da E Receipt/Reqmt	Available	Qty
Q 2023/11/04 Stock				0
• • •				

2. 以上為步驟 4。點按視窗左上方的【<】或右上方的【Exit】,回到 SAP Easy Access 畫面。

## ● 步驟 5: Create Purchase Requisition (建立請購單)

角色扮演:GBI公司的庫存主管:Wilton Saban 任務情境:為 MI00 工廠請購 200 單位的 CHLK1###這項配件

 接續步驟 4,(若完成步驟 4後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 [Enter transaction code or command]欄中輸入 ME51N 這個交易代碼。按[Enter]。(或從以下路 徑進入: Logistics => Materials Management => Purchasing => Purchase Requisition => Create)

系統帶出下列視窗:			
=	SAP Business Client	_	
E Create Purchase Requisit +			
🔚 ★ Enter transaction code or command		C	X III
	Create Furchase Requisition		
Document Overview On 📋 🗊 🗓 🕄	Personal Setting More V	Q	Exit
← Back → Forward ⊠ Close	Purchase Requisition Source Determination		
User Interface for the Purchase Requisition Three <u>screen areas</u> , which can be expanded and collapsed individually, allow you to determine which data is displayed. Faulty items You can process system messages directly or <u>collect</u> them	Header		
for subsequent processing. Further functions	liem: New Item	~	<b>^ v</b>
Self-Definable Document Overview     Fast and Straightforward Access to Relevant Data     Copying Purchase Reguisitions or Requisition Items     Maintaining Personal Settings     Specifying the Account Assignment     Displaying the Acceust Assignment			
	2	ave	Cancel

 點擊 Header 左側的<sup>回</sup>按鈕,出現 Texts 輸入區域,請在右側的空白輸入區輸入:【Global Bike Inc. is formally requesting quotations for the following material. Quotes will be accepted until December 1st 2023.】這段文字(上述日期為操作時的下個月第一日,同學可自行依操作時間 調整對應日期),如下圖:

Texts	
E Header note	Global Bike Inc. is formally requesting quotations for the following material. Quotes will be accepted until December 1st 2023.
	Continuous-text editor 🗸

接著點擊 Item Overview 左側的 按鈕,系統帶出一張多欄位的表格。在 Material 欄位輸入:【CHLK1###】(###為各位同學的 SAP 帳號後三碼,周老師範例為 CHLK1201);Qty requested 欄位輸入:【200】;Delivery Date 輸入(可透過日曆選擇)【三個月後的日期】;Plant 欄位輸入:【MI00】(系統稍後會轉成更明確訊息);Storage Location 欄位輸入:【TG00】(系統稍後會轉成更明確訊息);PGr.欄位輸入:【N00】。

按 Enter。參考畫面如下:

🗎 Header 1	note			Global Bike Inc. following materi 2023.	. is formally request ial. Quotes will be a	ing q ccept	uotations for ed until Decem	the ber 1st				
				Continuous-text editor	Y Text	t adopt	ed from Purch. Requi	isition (Header note )				
2 <b>1</b> 1	~) <b>e</b> 7	٩٩	Σ ~		<u>↓</u> ~ (6) <u>↑</u>	6	) []Default Valu	ues				
	10. 10.			CI I T I	<u>A</u>	0	Delivery Date	Material Group	Plant	Storage Location	0.0	
Status	Item A	<u>Ľ</u>	Material	Short Text	uty requested Unit	c	Bearery Bate	sector and the sector sector sector	61079473	Storage Location	PGr	Requisitione
Status	Item A	I.	Material CHLK1201	Chain Lock	200 EA	D	2024/02/04	Utilities	DC Miami	Trading Goods	N00	Requisitione
Status	Item A	Ĕ	Material CHLK1201	Chain Lock	200 EA	D	2024/02/04	Utilities	DC Miami	Trading Goods	PGr N00	Requisitione
Status	Item A		Material CHLK1201	Chain Lock	200 EA	D	2024/02/04	Utilities	DC Miami	Trading Goods	N00	Requisitione

點擊視窗右下方的[Save],系統回到請購單的畫面。視窗左下方會出現類似下圖的請購單編號:



請將此編號抄錄下來,以備後續步驟7使用。

5. 以上為步驟 5。點按視窗左上方的【<】或右上方的【Exit】,回到 SAP Easy Access 畫面。

#### ● 步驟 6: Display Stock/Requirements List (檢視庫存/需求清單)

角色扮演:GBI公司的技術助理:Alberto Conti 任務情境:查詢CHLK1###這項物料在MI00工廠的庫存量

 接續步驟 5,(若完成步驟 5後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 [Enter transaction code or command]欄中輸入 MD04 這個交易代碼(與步驟 4 相同)。按 [Enter]。(或從以下路徑進入:Logistics => Materials Management => Inventory Management => Environment => Stock => Stock/Requirements List)

系統帶出 Stock/Requirements List: Initial Screen 初始視窗,已有 Material 及 Plant 欄位的值。

=	SAP Business Client	_ 🗆 ×
Stock/Requirements Li	a	
😑 ★ Enter transactio	n code or command	Q (11)
< SAP	Stock/Requirements List: Initial Screen	
More 🗸		Exit
Individual access Coll * Material:	ective access GEX1201	
Description:	Chain Lock	
MRP Area:	MI00 DC Miami	
Plant	KIO DC Miani	
With filter:		Continue

按視窗右下方的[Continue]。系統顯示目前查詢時間的庫存/需求清單如下。可看到三個月後預計將有 200 單位的 Chain Lock。

≡												SAP	Busines	s Cl	lient							-		×
E	Stor	:k/R	equiren	ients	: List.	. H																		
	*	E	Enter tra	ansac	tion	code or	comm	and														C	2	
	<	S	AP	1						St	ock/Re	equiren	nents Li	st a	is of 10:43 hrs									
S	how (	Over	view Tre	e	0	$\nabla$		More	~										q	q+	₽	5	Exit	
Ť	1			Ma	terial:	CHLKI	201																	
			D	escrij	ption:	Chain	Lock																	
			I	MRP	Area	MIDD			D	C Miami								Ex. manu	£:					
					Plant:	MIDD			MR	P type: P	D		Mate	rial	type: HAWA	Uni	t: EA					Ø		
Σ	69	0	*	R <sup>2</sup>	*	*	≞ Date	•	🗰 GR	) 🗇 s	T On		🗋 On	]	Vendor	Cust.					1	Page	1	1
3	A	Da	te		MI	RP ele	MRP	element	data		Reso	chedulir	ng da E		Receipt/Reqmt		Avail	able Qty			Stora.			
	Q	20	23/11/0	14	St	ock														0				
	Q	20	24/02/0	14	Pu	rRqs	00100	00120/	00010 *				1	20		200				200	TGOO			
							$\langle \rangle$																	
_																								
-																								-

2. 以上為步驟 6。點按視窗左上方的【<】或右上方的【Exit】,回到 SAP Easy Access 畫面。

# ● 步驟 7: Create Request for Quotation (建立詢價單[邀請供應商報價])

角色扮演:GBI公司的技術助理:Alberto Conti

任務情境:參照步驟5建立的請購單,建立詢價單,邀請三家供應商(含步驟1建立的 Midwest Supply)報價

 接續步驟 6,(若完成步驟 6 後已下線,請使用自己的帳號、密碼重新登入 SAP 系統),在 [Enter transaction code or command]欄中輸入 ME41 這個交易代碼。按[Enter]。(或從以下路 徑進入: Logistics => Materials Management => Purchasing => RFQ/Quotation => Request for Quotation => Create)

系統帶出 Create RFQ: Initial Screen 視窗。視窗中若干欄位已有預設值在內: RFQ Type 欄位 【AN】; Language Key 【EN】; RFQ Date 【操作當日之日期】; Plant 【MI00】。(若無上述預 設值請自行輸入)(日期請依同學操作時的日期做調整)

以下欄位請輸指定值:Quotation Deadline:【下個月第一日】(例如:2023/12/01);在 Organizational Data 資料區域內, Purch. Organization 欄位:【US00】, Purchasing Group 欄 位:【N00】。

完成後畫面如下:

< SAP	Create RFQ : Initial Screen
A A Reference to PRO	eq $[]$ Reference to Outline Agreement More $\vee$
RFQ Type:	AN
Language Key:	EN
* RFQ Date:	2023/11/04
* Quotation Deadline:	2023/12/01
RFQ:	
Organizational Data	
Purch. organization:	USDO
Purchasing Group:	000
Default Data for Items	
Item Category:	
Delivery Date:	T
Plant:	MIDD
Storage location:	
Material Group:	
Req. Tracking Number:	

2. 點擊視窗上方的<sup>1</sup> Reference to PReq 按鈕。(PReq 是請購單的簡稱)

Purchase Req.:	10000120 6	2
Requisn, item;		
Purch. Group:	NDD	
Document Type:		
Material:		
MPN material:		
Plant:		
Item Category:		
Acct Assgmt Cat:		
Tracking Number:		
Supplying Plant:		
Assigned: [	$\checkmark$	
Stock material: [	$\checkmark$	
Open only: [	$\checkmark$	

#### 系統帶出 Selection of Purchase Requestions 視窗。

視窗中,Purchase Req.欄位內已有步驟5產生的請購單號(周老師的範例為10000120)。若同 學操作時此欄無值,可自行輸入,或點選該欄,按鍵盤上的F4,透過查詢取得。

3. 按視窗右下方的♥綠色打勾按鈕(或 Continue),來到 Create RFQ: Selection List: Purchase Requisitions 視窗。畫面如下:

=			SAP Busine	ess Client							-	_ 🗖 ×
E Create RFQ : S	Selection	L +										
😑 ★ Enter t	ansaction	i code or command										۹ 🔳
< SAP			Create RFQ : Selection Lis	t: Purchase Requ	uisitions	}						
Adopt + Details	8	j∃ ∦∃ More∨										Exit
Pur. Req.	Item	Material	Short Text	Plnt	SLoc	I	A	C1s	Qty		Un	C De@
10000120	10	CHLK1201	Chain Lock	MIDD	TGOO					200.000	EA	D 21 🗘

請確認 SLoc 欄位的值為【TG00】。

4. 點擊視窗上方的<sup>≆</sup>這個代表 Select All Items 的按鈕,視窗中的請購單資料前面會打勾,如下 圖:

Ξ			SAP Busin	iess Client							-	_ 🗆 >
Create RFQ :	Selection	L +										
🛨 Enter	transaction	code or command										۹ 🗆
< SAP	<b>7</b>		Create RFQ : Selection Li	ist: Purchase Req	uisition	s						
Adopt + Details	0	E ≣E More∨										Exit
Pur. Req.	Item	Material	Short Text	Pint	SLoc	1	A	Cls	Qty		Un	C De@
10000120	10	CHLK1201	Chain Lock	MIOD	TGOO					200.000	EA	D 20 🗘

5. 再點擊視窗上方的 這個代表 Adopt 的按鈕,上述請購單資料會被採用至 Create RFQ: Item Overview 這個詢價單視窗內,如下圖:

=		SAP	Business Client			_ 🗆 ×
📄 Create Ri	=Q : Item Ov × +					
😑 ★ Er	iter transaction code or command					۹ 🗆
< 5	<b>P</b>	Create RI	FQ : Item Overview			
¥= 8=	2 1 🗑 🔍 E	82 🏴 🖶 📫 Q	🖗 🖶 🗎 🌂	More $\sim$		Exit
RFQ ltems	RFQ: Vendor:	RFQ Type: AN	RFQ Date * QuotDdin	: 2023/11/04 : 2023/12/01		
Item	Material	Short Text	RFQ Quantity	OUn C Deliv. Date	Mat. Grp Plnt	SLoc E
10	CHLK1201	Chain Lock	200	EA D 2024/02/04	UTIL MIDO	TG00 🗘
20				D	MIDO	
30				D	MIDD	
40				D	MIDD	
50				D	MIDD	

 在 Create RFQ: Item Overview 視窗中,透過視窗上方的 More => Header => Details,來到 Create RFQ: Header Data 視窗,已有若干欄位有資料。在 Coll. No.欄位輸入:【RFQ1###】 (###為各位同學的 SAP 帳號後三碼,周老師範例為 RFQ1201),如下圖:

=		SAP Business Client		_ 🗆 ×
📄 Create RFQ : Header I	Data +			
😑 ★ Enter transactio	n code or command			۹ 🗆
< SAP		Create RFQ : Header Data		
🖗 🗉 🔏 🏴	🖶 More 🗸			Exit
RFQ: RFQ Type:	AN	Company Code: US00	Purchasing Group: NOO Purch. Organization: USOO	0
Vendor: Administrative Fields				
RFQ Date:	2023/11/04	* Item Interval: 10	Coll. No.: RFQ1201	
Language:	EN	Subitem Interv.: 1	* QuotDdin: 2023/12/01	
Validity Start:		Validity End:	Apply By:	
		Warranty:	Bindg Per.:	
				ĉ
			Save Cano	el Overview

7. 點擊 Create RFQ: Header Data 視窗右下方的[Overview], 系統回到 Create RFQ: Item Overview 視窗如下:

-			_0							1	SADR	ueinnee	Client									_	
-											SAF D	usiness	ouent										^
Cre:	ate RF	Q : Item C	w X	+ .	000																		
	En	er transac	tion code	e or con	nmand																	q	
<	<b>S</b> /	P								Crea	ite RFC	) : Item	1 Overvie	:₩									
š=		ie C		۲	F	88		đ	<b>₩</b> ĝ	୍	Ø	₿		2J	More	~	,					Ex	it
RFQ Item	15	RFQ: Vendor:					RF	Q Type:	AN				RF( * Quo	Q Date: otDdln:	202	37 37	11/04 12/01						
Item	I	Material				Short	Text				RFQ	Quantity	у		OUn	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Texts	.@
10		CHLK120	1			Chain	Lock							200	EA	I	0 2024/02/04	UTIL	MIDD	TGOO			
20																I	0		MIDD				
30																I	D .		MIDD				
40			_													Ι	0		MIDD				
												1	Item: 10								Save	Can	cel

確認視窗內所有資料正確後,點擊視窗上方的 記這個代表 Supplier Address 的按鈕,系統帶出 Create RFQ: Supplier Address 視窗,以檢視供應商地址。如下圖:

=	SAP BU	usiness Client	_ 🗆 ×
E Create RFQ : Supplier A + ••••			
😑 ★ Enter transaction code or command			۹ 🔳
< SAP	Create RFQ :	: Supplier Address	
🛎 🔂 More 🗸			Exit
RFQ: 2023/11/04 Vendor: 2023/11/04	Company Code: US00 RFQ Type: AN	Purch. Group: NOO Purchasing Org.: USOO	÷
Name			
Title:	~		
Name:			

8. 在 Create RFQ: Supplier Address 視窗中,點選 Vendor 欄位,按鍵盤的 F4,系統跳出 Vendor's account number (1)視窗:

=	Vendor's account number (1)										
	Suppliers (General)	Suppliers by Country/Company Code	Suppliers by Company Code Suppliers b	>							
	Search term:	l									
	Country:										
	Postal Code:										
	City:	s									
	Name:										
	Vendor										

9. 在 Search term 欄位輸入 【###】 (###為各位同學的 SAP 帳號後三碼, 周老師範例為 201), 如下圖:

	Vendor's account number (1)			
Suppliers (General)	Suppliers by Country/Company Code	Suppliers by Company Code Suppliers b	>	
Search term:	201			
Country:				
Postal Code:				
City:	8			
Name:				
Vendor:				
Deletion flag:				
Maximum No. of Hits:	500			
		🖌 🗸 Start Search 🛛 🕹 Multiple Selection 🛛	Close	

10. 點擊視窗下方的[Start Search],系統跳出搜尋結果如下圖:

	Vendoi s'account humber (1) 25 Entres found				
	Suppliers ((	Jeneral) Supp	liers by Country/Company Code	Supplier	s by Company Code Supplier > .
earc	h term: 201		V		
~		* 🖈 🔊 🖶	~   <i>\$</i>		
Cty	PostalCode	City	Name 1	Vendor	DelF
DE	01069	DRESDEN	SACHSEN STAHL AG	123201	
DE	24149	SANDKRUG	SHELL GEAR	121201	
DE	33647	BIELEFELD	PYRAMID BIKING	114201	
DE	39120	BRAUNSCHWEIG	BURGMEISTER ZUBEHÖR OHG	113201	
DE	50737	KÖLN	COLOGNE BIKE SUPPLIES	122201	
DE	68167	MANNHEIM	FLAT TIRE AND MORE	116201	
DE	74080	HEILBRONN	THICK SPOKE	119201	
DE	76228	KARLSRUHE	GUMMI SCHULTZE	117201	
DE	80331	MÜNCHEN	RUN & FUN	124201	
DE	86391	AUGSBURG	LOHSE SCHRAUBE	118201	
DE	97070	WÜRZBURG	MAIN CARBON	120201	
DE	99099	ERFURT	ABS BRAKES GMBH	115201	
JS	19341	GRAND RAPIDS	RAPIDS NUTS N BOLTS	108201	
JS	22102	MCLEAN	SPY GEAR	107201	
JS	30319	ATLANTA	OLYMPIC PROTECTIVE GEAR	101201	
JS	33126	MIAME	FUN N THE SUN SEATS N BAR	110201	
JS	45202	CINCINNATI	BOOMTOWN TIRE & WHEEL	102201	
JS	54601	LACROSSE	NIGHT RIDER ALUMINUM PROD	106201	
JS	68528	LINCOLN	MID-WEST SUPPLY	125145	
JS	75039	IRVING	DALLAS BIKE BASICS	103201	
JS	77042	HOUSTON	SPACE BIKE COMPOSITES	105201	
JS	85251	SCOTTSDALE	SUNNY SIDE UP TIRE	111201	
JS	88837	EDISON	LIGHTBULB ACCESSORY KITS	104201	
JS	92011	CARLSBAD	REDWOOD KITS	112201	
	97223	PORTLAND	GREEN BLAZERS SEATS	109201	

點選畫面中的 MID-WEST SUPPLY。

11. MID-WEST SUPPLY 的供應商號碼 125145 會出現在 Create RFQ: Supplier Address 視窗的 Vendor 欄位中,如下圖:

=	SAP Business Client	_ 🗆 ×
Create RFQ : Supplier A +		
$\equiv$ <b>t</b> Enter transaction code or command		۹ 🗆
< SAP	Create RFQ : Supplier Address	
🛎 🗗 More 🗸		Exit
RFQ: RFQ Date: 2023/11/04 Vendor: 125145	Company Code: USDO Purch. Group: NOO RFQ Type: AN Purchasing Org.: USOO	
Title:		
Search Terms		C
		Save Cancel Overview

12. 按視窗右下方的[Save], 系統為該供應商新增一個詢價單(若按下[Save]時出現警告訊息,則 再按 Enter 即可儲存), 視窗左下方有詢價單編號(周老師的範例為 600000145):

≡	SAP Business Client	_ 🗆 ×
Create RFQ : Supplier A +		
$\equiv$ $\star$ Enter transaction code or command		٩ 🗉
< SAP	Create RFQ : Supplier Address	
🐣 📝 More 🗸		Exit
RFQ: RFQ Date: 2023/11/04 Vendor:	Company Code: US00 Purch. Group: N00 RFQ Type: AN Purchasing Org.: US00	\$
Name		
Title:	<u> </u>	
Name:		
Search Terms		<b>:</b>
RFQ created under the number 6000000145		Save Cancel Overview

- 13. 重複上述操作,在 Create RFQ: Supplier Address 視窗的 Vendor 欄位找出 Dallas Bike Basics 供應商的代碼,並按[Save]建立新的 RFQ。(周老師為此新增詢價單編號為 600000146)。
- 重複上述操作,在 Create RFQ: Supplier Address 視窗的 Vendor 欄位找出 Spy Gear 供應商的 代碼,並按[Save]建立第三份 RFQ。(周老師為此新增詢價單編號為 600000147)。
- 15. 以上為步驟7。點按視窗左上方的【<】或右上方的【Exit】,回到SAP Easy Access畫面。