# SAP ERP Lab: SD 模組操作練習(2)

屏東大學會計學系 周國華老師 (本次更新: 2024/07/03)

● SD 模組的交易範例: (取材自 SAP GBIKE 1809 教材第四章 SD 模組) 共 17 個步驟



● 步驟 7: Check Stock Status (確認庫存狀態)

角色扮演:GBI公司美國東區銷售組織邁阿密銷售辦公室的銷售代表:David Lopez 任務情境:確認 DELUXE 及 PROFESSIONAL TOURING BIKE (BLACK)這兩種腳踏車產品的 庫存狀態

 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 MMBE 這個交易代碼。按[Enter]。(或從以下路 徑進入: Logistics => Materials Management => Inventory Management => Environment => Stock => Stock Overview)

在 Stock Overview: Company Code/Plant/Storage Location/Batch 視窗中,點選 Materials 欄位, 點按欄位旁邊的搜尋圖示 ,以查詢物料編號。

- 在跳出的 Material Number (1)視窗中,點按上方頁籤最右邊的...,從選單中選取 Sales Material by Description 這個頁籤,並做以下欄位輸入: Sales Organization:【UE00】 Distribution Channel:【WH】 Material:【\*###】(###是你的 SAP 帳號後 3 碼) 按視窗下方的[Start Search]。
- 3. 在跳出的 Material Number (1) 視窗中,找到並雙擊 DELUXE TOURING BIKE (BLACK)。

回到 Stock Overview: Company Code/Plant/Storage Location/Batch 視窗, Materials 欄位內已自動帶入【DXTR####】(每位同學的####可能不一樣),在 Plant 欄位輸入【MI00】,然後點按視窗右下方的<sup>Execute</sup>執行按鈕。

在 Stock Overview 資料表格內是邁阿密配銷中心的庫存水平(Unrestricted use 欄位有相關數據,有些同學可能會看到其他欄位也有數據)。點選 MI00 DC Miami,再點擊右上方的 @ Detailed Display ,在跳出的 Stock Overview: Basic List 視窗內,可看到 DXTR####這項物料在 MI00 DC Miami 的庫存細節如下圖:

≡	Stock Overview: Basic List		
Stock Plant Plant MI00			
Plant			
Stock Type		Stock	
Unrestricted use		100.000	
Qual. inspection		0.000	
Returns		0.000	
On-Order Stock		0.000	
Consgt ordered		0.000	
Reserved		0.000	
Stck trans.(plnt)		0.000	
Transfer (SLoc)		0.000	
Consgt unrestr.		0.000	
Consgt qual.insp.		0.000	
GR Blocked Stock		0.000	
Cust. inquiries		0.000	
Cust. quotations		0.000	
Sales orders		5.000	
Cust.sched.agmts		0.000	
Cust. contracts		0.000	

上圖中, Unrestricted use 為 100 輛, 其中有 5 輛已分配至 Sales orders, 其餘項目都是 0。 (註:作業設計的預期狀況是如上圖, 但部分同學的數據可能稍有不同)。請將本頁截圖留作 紀錄以便和後續步驟 10 及 13 比對。

4. 重複上述程序,檢視物料 PROFESSIONAL TOURING BIKE (BLACK)的庫存水平。細節如下圖:

×

Stock Plant Plant MI00		
Plant		
Stock Type	Stock	
Unrestricted use	80.000	0
Qual. inspection	0.000	
Returns	0.000	
On-Order Stock	0.000	
Consgt ordered	0.000	
Reserved	0.000	
Stck trans.(plnt)	0.000	
Transfer (SLoc)	0.000	
Consgt unrestr.	0.000	
Consgt qual.insp.	0.000	
GR Blocked Stock	0.000	
Cust. inquiries	0.000	
Cust. quotations	0.000	
Sales orders	2.000	
Cust.sched.agmts	0.000	
Cust. contracts	0.000	~

上圖中, Unrestricted use 為 80 輛, 其中有 2 輛已分配至 Sales orders, 其餘項目都是 0。 (註:作業設計的預期狀況是如上圖, 但部分同學的數據可能稍有不同)。

5. 以上為步驟 7。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

#### ● 步驟 8: Display Sales Order (檢視銷售訂單)

角色扮演:GBI公司倉庫主管:Sandeep Das 任務情境:檢視步驟6的銷售訂單細節,以及訂單中兩種產品的庫存資訊

 接續步驟 7,(若完成步驟 7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 VA03 這個交易代碼。按[Enter]。(或從以下路徑 進入:Logistics => Sales and Distribution => Sales => Order => Display)

在 Display Sales Documents 視窗中,點選 Order 欄位,按右側的搜尋圖示 🔍。

在跳出的 Sales Document (1) 視窗中,在 Purchase Order No.欄位輸入之前步驟設定的搜尋編號【###】(前面步驟建議以 SAP 帳號後 3 碼輸入###),點擊視窗下方的[Start Search]。

在跳出的視窗找到有自己 SAP 帳號的訂單後(內含步驟 6 產生的訂單編號),雙擊該訂單,步 驟 6 產生的銷售訂單編號會出現在 Display Sales Documents 視窗的 Order 欄位內。點擊視窗 右下方的[Continue]。螢幕會出現類似下方的銷售訂單畫面:

<	SAP			Display Standard Ord	fer 91: Overview	¥			
42	E Q E Σ More ~								Exit
	Sold-To Party: 25165	The Bike Zone / 2144 N Orar	ee Ave / Orlando FL 32804		1				
	Ship-To Party: 25165	The Bike Zone / 2144 N Ona	ne Ave / Orlando FL 32804						
	Cust. Reference: 000		Cust. Ref. Date: 2023/09/16	13	4				
Sales	Item Overview Item detail Rea. Deliv.Date: D 2023/16 Countert Div.: 1 Delivery Block:	Ordering party Procure	Deliver.Plant:	57.170 0 0.000					\$
	Billing Block:	~	Pricing Date: 2023/09/16						
	Pyt Terms: 0001 Pay im	mediately w/o deduction							
	Inco, Version:								
	Incolemns: FOB								
	Inco, Location1: Miami								
鼠		E4 €5 ⊞ 3 <sup>A</sup> D#	CP Oroup	2					
All	Items								
11	tem Material		Req. Segment	Order Quantity	Un	s	Item Description	Customer Material Numb	
	10 DXTR1000		ð		5 EA	1	Deluxe Touring Bike (black)		
	20 PRTR1000				2 EA	1	Professional Touring Bike (black)		¢

 勾選上圖中下方表格的 DXTR1000 (Deluxe Touring Bike (black)的料號,(同學的編號可能不 一樣),再點選表格上面的品項條件圖示<sup>■</sup>(Item Conditions),會出現類似下方的 Item Data 視 窗,詳細呈現 Deluxe Touring Bike 的訂價及兩種折扣資訊。

<	SAP	•			Disp	lay Sta	indard Order 91: Item Data						
	🗒 Mo	ne 🗸											Exit
I< <	> >	]											
	Sales	Document Item: 10		Item cate,	gory: TAN		Standard Item						
		Material: DXTR1000					Deluxe Touring Bike (black)						
Sales	s A Sa	iles B Shipping Billing	g Document Conditions	Ac	count Ass	ignme	nt Schedule lines Pa	utner	Texts	Order Data	Status Structure	Additional Data	A>
	Quantity	r: 5	EA Net:				14,012.50 USD						
			Terr				D DD						
			1.011				0100						
		c) Cardilla David	·- Austania					(70 T L-	J				
4		66 Contraction Record	:= Anaiyas					lo ob					
Prie	cing Elem	ents											0
h	n CnTy	Name	Amount	Crcy	per	UoM	Condition Value	Curr.	Status	NumCCo AT	O/MTS Component	OUn	CC01
	PROD	Price	3,000.00	USD	1	EA	15,000.00	USD		1		EA	0
		Gross Value	3,000.00	USD	1	EA	15,000.00	USD		1		EA	
	K004	Material	50.00-	USD	1	EA	250.00-	USD		1		EA	
	RAOO	% Discount from Net	5.000-	%			737.50-	USD		0			
		Discount Amount	197.50-	USD	1	EA	987.50-	USD		1		EA	
		Rebate Basis	2,802.50	USD	1	EA	14,012.50	USD		1		EA	
		Net Value for Item	2,802.50	USD	1	EA	14,012.50	USD		1		EA	
		Net Value 2	2,802.50	USD	1	EA	14,012.50	USD		1		EA	
	_	Total	2,802.50	USD	1	EA	14,012.50	USD		1		EA	
	SKTO	Cash Discount	0.000	%			0.00	USD		D			
	VPRS	Internal price	1,400.00	USD	1	EA	7,000.00	USD		1		EA	<, 0

- 3. 點選左上方 K < > > 中的 > , 會呈現另一項產品 Professional Touring Bike (black)的詳細
  - 訂單資料。

<	SAP				Disj	olay Sta	andard Order 91: Item Data						
1	<u>8</u> Mo	ore 🗸											Exit
Kales A	> > Sales A Sa	Document Item: 20 Material: FRTR1000 ales B Shipping Billin y: 2	g Document Conditions	Item cate	gory: TAI	signme	Standard Item Professional Touring Bike (black) nt Schedule lines Pa: 6,080.00 USD	rtner	Texts	Order D	ata Status Structure	Additional Data	A>
۹ ⊕	Θ	63 Condition Record	Tax:				0.00	I Upo	date				
₹⊕ Pricin	⊖ ng Elem	62 Condition Record	Tax:	Curry		TLM	0.00	® Upo	date	NumOCo	ATOMATE Comparent	01-	0
Pricin In	ng Elem . CnTy	62 Condition Record	Tax: ∷≣ Analysis	Crey	bet	UoM	0.00 Condition Value	© Upo	date Status	NumCCo	ATO/MTS Component	OUn	© CCoi
Pricin In	ng Elem . CnTy PR00	62 Condition Record hents Name Price	Tax: := Analysis Amount 3,200.00 3,200.00	Crcy USD	per	UoM EA	0.00 Condition Value 6,400.00 6 400.00	© Upo Curr. USD	date Status	NumCCo	ATO/MTS Component	OUn EA	© CCoi
Pricin In	e lem CnTy PR00	63 Condition Record hents Name Price Gross Value © Discount from Net	Tax: := Analysis Amount 3,200.00 3,200.00 5,000.0	Crcy USD USD	per	UoM EA EA	0.00 Condition Value 6,400.00 6,400.00 320.00,	© Upo Curr. USD USD	date Status	NumCCo 1 1	ATO/MTS Component	OUn EA EA	© CCoi CCoi
Pricin In	ng Elem . CnTy PROO RAOO	62 Condition Record tents Name Price Gross Value % Discount from Net Discount from Net	Tax: ∷≣ Analysis Amount 3,200.00 3,200.00 5,000- 160.00- 160.00-	Crcy USD USD %	ber	UoM EA EA	0.00 Condition Value 6,400.00 6,400.00 320.00- 320.01	© Upo Curr. USD USD USD	date Status	NumCCo 1 1 0	ATO/MTS Component	OUn EA EA	© CCoi
Pricin In In	© [ ng Elem . CnTy PR00 RA00	62 Condition Record hents Name Price Gross Value % Discount from Net Discount Amount Rebate Basis	Tax: :≣ Analysis Arnount 3,200.00 3,200.00 160.00- 160.00- 3.040.00	Crcy USD USD % USD USD	per	UoM EA EA	0.00 Condition Value 6,400.00 6,400.00 320.00- 320.00- 6,080.00	© Upo Curr. USD USD USD USD	Status	NumCCo 1 1 0 1	ATO/MTS Component	OUn EA EA EA	© CCoi
Pricin In	CnTy FR00 RA00	62 Condition Record hents Name Price Gross Value % Discount from Net Discount Arount Rebate Basis Net Value for Item	Tax: :≣ Analysis Amount 3,200.00 3,200.00 5,000- 160.00- 3,040.00 3,040.00	Crcy USD USD SS USD USD	per	UoM EA EA I EA I EA I EA	0.00 Condition Value 6,400.00 6,400.00 320.00- 320.00- 6,080.00 6,080.00	© Upo Curr. USD USD USD USD USD	Status	NumCCo 1 1 1 1 1 1 1 1	ATO/MTS Component	OUn EA EA EA EA	© CCoi
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Pricin In	ng Elem . CnTy FR00 RA00	62 Condition Record	Tax:	Crcy USD USD USD USD USD USD USD	ber	UoM EA EA EA EA EA EA EA EA	0.00 Condition Value 6,400.00 6,400.00 320.00- 320.00- 6,080.00 6,080.00 6,080.00 6,080.00	© Upo Carr. USD USD USD USD USD USD USD USD	date	NumCCo 1 1 1 1 1 1 1 1 1 1 1	ATO/MTS Component	OUn EA EA EA EA EA EA EA	© CCou
Pricin In	G CnTy FR00 RA00 SKTO	63 Condition Record tents Name Price Gross Value % Discount from Net Discount Amount Rebate Basis Net Value for Item Net Value 2 Total Cash Discount	Tax:	Crcy USD USD USD USD USD USD USD USD USD USD	ber	UoM EA EA EA EA EA EA EA EA	0.00 Condition Value 6,400.00 6,400.00 320.00- 320.00- 6,080.00 6,080.00 6,080.00 6,080.00 0.00 0.00	© Upo Curr. USD USD USD USD USD USD USD USD USD	date Status	NumCCo 1 1 1 1 1 1 1 1 1 1 1 1 1 0	ATO/MTS Component	OUn EA EA EA EA EA EA EA	© CCoi
Pricin In	CnTy PR00 RA00 SKTO VPRS	Anne  Price  Cross Value  Value  Value  Cross Value  Value  Cross Value  Value  Cross Value Valu	Tax:	Crcy USD USD S USD USD USD USD USD S S USD	per	UoM 1 EA 1 EA 1 EA 1 EA 1 EA 1 EA 1 EA 1 EA	0.00 Condition Value 6,400.00 6,400.00 320.00- 320.00- 6,080.00 6,080.00 6,080.00 6,080.00 6,080.00 0.00 3,000.00	Curr. USD USD USD USD USD USD USD USD USD USD	date Status	NumCCo 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ATO/MTS Component	OUn EA EA EA EA EA EA EA	© CCou CCou

4. 點選左上方 < SAP 的 <, 回到前面的 Display Standard Order 銷售訂單彙整畫面。再次勾選下方表格的 DXTR1000 (同學的後四碼編號可能不一樣), 再點選表格上面的可用量圖示</li>
 (Display availability), 會出現該產品的 Availability Overview 視窗, 重點如下圖:

Tot	als display							
	Receipts:		100					
	Issues:		5	Confirmd issues:	5			
-	ATP situation							
	Date	MRP ele	Stock Segment	MRP element data	Rea	:/reqd qty	Confirmed	Cum. ATP qty
	2023/09/24	Stock				100		95
	2023/09/24	CusOrd		Totals record		5-	5	95
	2023/09/24	SLocSt		FG00		100		100

此畫面顯示目前庫存有 100 輛,目前正在檢視的銷售訂單會使用其中的 5 輛。(註:作業設計的預期狀況是如上圖,但部分同學的數據可能稍有不同。)

點選視窗上方的<sup>63</sup> Scope of check</sup>,會出現 Display Scope of Check 的畫面,此畫面顯示在執

行可用量(availability)檢查時,會考量的項目。

	vailability Overview
<b>E</b> Disp	lay Scope of Check
Availability Check: 02 🗇 divid.requirements Checking Rule: 🛦 SD order	
Stocks	Requirements
With Safety Stock	✓ With Sales Requirements
With Stock in Transfer	With Deliveries
With Quality Inspection Stock	With Stock Transport Regts: Exclude
With Blocked Stock	✓ With Reservations
With Restricted Use Stock	With Dependent Requirements
	With Dependent Reservations: Exclude 🗸
Future Supply	Replenishment Lead Time
With Purchase Requisitions	Without Replenishment Lead Time
With Purchase Orders: X Include (for STO, use order quantity)	v
With Shipping Notifications	Special Scenarios
With Planned Orders: Exclude	V Without Storage Location Check
With Production Orders: Exclude	V Without Subcontracting
Delayed Supply	Missing Parts Processing
Without Receipts in Past	Checking Period: Goods Receipt: 0
Show Message for Delayed Supply	

按畫面右下方的 X 號(紅色),回到前一個 Availability Overview 視窗。再按 < SAP 的 <, 回到 Display Standard Order 視窗,同學可以對下一個產品做類似的查詢。

5. 以上為步驟 8。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

## ● 步驟 9: Start Delivery Process (開始出貨流程)

角色扮演:GBI公司倉庫人員:Sergey Petrov 任務情境:建立出貨文件,以備後續步驟使用

 接續步驟 8,(若完成步驟 8 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 VL01N 這個交易代碼。按[Enter]。(或從以下路 徑進入: Logistics => Sales and Distribution => Shipping and Transportation => Outbound Delivery => Create => Single Document => With Reference to Sales Order)

在 Create Outbound Delivery with Order Reference 視窗中,做以下欄位的輸入: Shipping Point:【MI00】 Selection Date:【輸入一星期後的日期】 Order:【系統自動帶入銷售訂單編號】(若系統未顯示訂單編號,請按欄位右側的搜尋圖示

按視窗下方的[Continue]。

系統帶入 Outbound Delivery Create: Overview 視窗如下:

< 5	AP	Ot	utbound Delivery Create: Overview	I S			
(j) .	🕑 🦆 🖺 Pos	st Goods Issue $$ More $\!\sim$				Q Q+	Exit
(	Dutbound Deliv.: 25165	The Bil	Document Date: 2023/09/22 ke Zone / 2144 N Orange Ave / Orlando	FL 32804			
Item Overvie	W Picking Loadi	ing Shipment Sta	tus Overview Goods Movemen	nt Data			
All Items	Planned GI: 2023/09 Actual GI Date:	V17 00:00: 00:00	Total Weigh No. of Package	st 57,170		G	@
Itm	Material	Un	Description		Req. Segment	Stock Segment	
✓ 10	DXTR1000	EA	Deluxe Touring Bike (black)				
20	PRTR1000	EA	Professional Touring Bike (black)				
Q 33		Q Batch Split	V Main items	<b>7</b> 7 J	All items		
						Save	Cancel

2. 選取 DXTR1000 (同學的後四碼編號可能不一樣),按視窗左下方的細節圖示 (Item Details),再點擊 Picking 頁籤,畫面如下:

< SAP		Outbour	nd Delivery Create: Item Details	
F 🖬 🔍 💱	≥ 🖹 Post Goods Issue	More $\checkmark$		Exit
Item: 10 Material: DX	TR1000	Delt	Item Category: TAN Standard Item Iuxe Touring Bike (black)	
Processing Material	Batch Split Picking	Loadin	g and Shipment Financial Processing Texts Conditions Predecess	3 <b>&gt;</b>
Quantities and weights				0
Pick quantity:	0	EA		
Dlv.quantity:	5	EA	Dlv.qty: 5 EA	- 1
Conversion:	1 EA		<->: 1 EA	- 1
Requireme	ent Segment:			- 1
Gross weight:	42,550	G	Over. Tol.: 0.0 % Unlimited	- 1
Net weight:	42,550		Under.Tol.: 0.0 %	- 1
Volume:			]	- 1
Material				
Batch:	Batch	mgmt	Stor.cond.: DGProfile:	- 1
Trans. Group:	0001 On pailets		Temp.conds:	
Warehouse				
Mat.Avail.Date:	2023/09/22 04:22:		Pick.Stat: A Not Yet Picked	
			WM Status: No WM Trusf Ord Reqd	
Plant:	MIDD DC Miami			\$
			Save	Cancel

視窗內的 Pick quantity 欄位顯示為 0,表示尚未撿貨 (撿貨將於步驟 11 進行)。(PRTR####的 情況也類似,同學可以對 PRTR####做相同的查詢,也可以省略。)。

按【Save】。系統會自動給予出貨文件一組獨立的號碼(顯示在視窗左下方)。請將此號碼記錄下來,以備後續使用。

3. 以上為步驟 9。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

## ● 步驟 10: Check Stock Status (確認庫存狀態)

角色扮演:GBI公司倉庫人員:Sergey Petrov (註:本步驟與步驟7相同,但由不同人執行) 任務情境:確認 DELUXE 及 PROFESSIONAL TOURING BIKE (BLACK)這兩種腳踏車產品的 庫存狀態

 接續步驟 9,(若完成步驟 9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 MMBE 這個交易代碼。按[Enter]。(或從以下路 徑進入: Logistics => Materials Management => Inventory Management => Environment => Stock => Stock Overview)

在 Stock Overview: Company Code/Plant/Storage Location/Batch 視窗中,點選 Materials 欄位, 點按欄位旁邊的搜尋圖示 ,以查詢物料編號。

- 在跳出的 Material Number (1)視窗中,看是否停在 Sales Material by Description 這個頁籤,若不是,請點按上方頁籤最右邊的...,從選單中選取 Sales Material by Description 這個頁籤, 並做以下欄位輸入:
   Sales Organization:【UE00】
   Distribution Channel:【WH】
   Material:【\*###】(###是你的 SAP 帳號後 3 碼) 按視窗下方的[Start Search]。
- 3. 在跳出的 Material Number (1) 視窗中,找到並雙擊 DELUXE TOURING BIKE (BLACK)。

回到 Stock Overview: Company Code/Plant/Storage Location/Batch 視窗, Materials 欄位內已自動帶入【DXTR####】(每位同學的####可能不一樣),在 Plant 欄位輸入【MI00】,然後點按 視窗右下方的<sup>Execute</sup>執行按鈕。

在 Stock Overview 資料表格內是邁阿密配銷中心的庫存水平(現在 Unrestricted use 及 Schd.for delivery 兩個欄位都有相關數據)。點選 MI00 DC Miami,再點擊右上方的<sup>@ Detailed Display</sup>,可看到詳細資訊。

4. 在跳出的 Stock Overview: Basic List 視窗內,可看到 DXTR####這項原物料在 MI00 DC Miami 的庫存細節: Unrestricted use 是 100 輛, Sales orders 變成 0, Schd.for delivery 變成 5 輛,如下圖:

Plant		
Stock Type	Stock	
Unrestricted use	100.000	0
Qual. inspection	0.000	
Returns	0.000	
On-Order Stock	0.000	
Consgt ordered	0.000	
Reserved	0.000	
Stck trans.(plnt)	0.000	
Transfer (SLoc)	0.000	
Consgt unrestr.	0.000	
Consgt qual.insp.	0.000	
GR Blocked Stock	0.000	
Cust. inquiries	0.000	
Cust. quotations	0.000	
Sales orders	0.000	
Cust.sched.agmts	0.000	
Cust. contracts	0.000	
Deliv. w/o charge	0.000	
Schd.for delivery	5.000	0

上圖數據和步驟 7 相同程序產生的數據已有所不同,請將本頁截圖留作紀錄以便和步驟 7 及 13 比對。(註:作業設計的預期狀況是如上圖,但部分同學的數據可能稍有不同)。

- 5. 重複上述程序,檢視物料 PROFESSIONAL TOURING BIKE (BLACK)的庫存水平。
- 6. 以上為步驟 10。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。

×

## ● 步驟 11: Pick Materials on Delivery Note (出貨通知單撿貨)

角色扮演:GBI公司倉庫主管:Sandeep Das 任務情境:根據步驟9的出貨文件進行撿貨

 接續步驟 10,(若完成步驟 10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 VL02N 這個交易代碼。按[Enter]。(或從以下路 徑進入: Logistics => Sales and Distribution => Shipping and Transportation => Outbound Delivery => Change => Single Document)

在 Change Outbound Delivery 視窗中,如果 Outbound Delivery 欄位並未自動帶入編號,點選該欄位後按右側的搜尋圖示 🔍。

在跳出的 Delivery (1) 視窗中,在 Outbound Delivery: Not Posted for Goods Issue 頁籤內,做以 下輸入:

#### Shipping Point : [MI00]

Ship-to party: 請輸入 The Bike Zone 這個客戶的代碼。

- ▶ 如果未記下代碼,請按欄位右側的按鈕,跳出 Ship-to party 視窗,在 Search term 欄位 內輸入【###】(你的 SAP 帳號後 3 碼數字),按視窗下方的[Start Search]。
- ▶ 在跳出的 Ship-to party ## Entries found 選單中,在 Name 1 欄中找到並雙擊 THE BIKE ZONE 這家客戶。
- 在跳出的 Delivery (1) 1 Entry found 視窗中雙擊唯一的資料列,系統會將該筆資料的 Delivery 欄位的 800000## 帶入一開始的 Change Outbound Delivery 視窗的 Outbound Delivery 欄位內。如下圖(同學的編號可能會有不同):



2. 點按上圖右下方的[Continue],系統生成下列視窗:

		< sap	ê.,	0	utbound Delivery	80000074 Change:	Overview				
69	[ <del>]</del>			Post Goods Issue	More 🗸				Q	Q <sup>+</sup>	Exit
	Ou	tbound Deliv.: 8 Ship-to party: 2	80000074 25165	The Bil	Document E ke Zone / 2144 N C	ate: 2023/09/22 range Ave / Orlando F	L 32804				
Item	Overview	Picking	Loading	Shipment Sta	tus Overview	Goods Movement	Data				
		Planned GI:	2023/09/17	00:00:		Total Weight:	57,170		G		
		Actual GI Date:		00:00		No. of Packages:					
A	ll Items										0
	Itm	Material				Deliv. Qty	Un	Description			
	<u>10</u>	DXTR1000				5	EA	Deluxe Touring H	Bike (black)		
	<u>20</u>	PRTR1000				2	EA	Professional Tour	ing Bike (black)		
						ୟ					
0	3= 8=		→ <b>≡</b> Ø	Batch Split	V Ma	in items	77	All items	1		

系統預設顯示 Item Overview 頁籤。請轉換至 Picking 頁籤,在兩筆資料的 SLoc 欄位(storage location)內輸入 【FG00】;用向右捲軸找到 Picked Qty 欄位,在 DXTR####這筆資料的該欄 位內輸入 【5】,在 PRTR####資料的該欄位內輸入 【2】。調整一下各欄位的寬度,完成後的 畫面如下:

		< SAP	Outbound Delivery 80	00000	74 Change: Overview					
63	Ð	🗑 🖽 🗢 🦆 🖺 Post Goo	ds Issue 🛛 More 🗸					Q	Q <sup>+</sup>	Exit
	Or	tbound Deliv.: 80000074 Ship-to party: 25165	Document Date The Bike Zone / 2144 N Oran	ge Ave	3/ <b>09/22</b> / Orlando FL 32804					
Item O	)vervie#	Picking Loading Shipment Pick Date/Time: 2023/09/17 00:00 Warehouse No.:	Status Overview G	oods Ovi Overa	Movement Data IPickStatus: A Not Ye IWMStatus: No W!	t Picke A Tms	sd Ord Reqd			0
	Itra	Material	Deliv. Qty	Un	Picked Qty	Un	Batch B.	. P. V	Stag. Date	,
	10	DXTR1000	5	EA	5	EA	6	A	2023/09	/22
	20	PRTR1000	2	EA	2	EA		A	2023/09	/22
			< >							< > ~
Q	¥E   8E	🕀 🕞 📲 🔍 Batch Split	∑ Main i	tems		ll item	3			
									Save (	Cancel

按【Save】。系統會顯示[Outbound Delivery 800000## has been saved]的訊息。

3. 以上為步驟 11。點按視窗右上方的【Exit】,回到 SAP Easy Access 畫面。