

# Arbeidsnotat

## Working Paper

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ERP usage in global supply chains :  
educational resources



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**Working Paper/Technical Report.** This paper supplements *ERP Usage in Global Supply Chains: The Global Supply Chain Educational Activity* by Jæger, B., Rudra, A., Aitken, A., Chang V., and Helgheim, B. (submitted 2014).

## **ERP-Usage-In-Global-Supply-Chains: Educational Resources**

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### **1 Abstract**

This paper provides detailed exercises for operating ERP-systems in a sample global supply chain. It is a supplement to the paper *ERP Usage in Global Supply Chains: The Global Supply Chain Educational Activity* by Jæger, B., Rudra, A., Aitken, A., Chang V., and Helgheim, B..

Businesses increasingly operate in a global competitive environment use Enterprise Resource Planning (ERP) systems to support their operations. ERP-systems are cross-functional solutions primarily developed to support and automate internal operations of an organization. Businesses being part global supply chains use their ERP-systems to support their export and import operations. Competition among supply chains leads to a focus on efficient cross-enterprise operations. Businesses need an end-to-end view of their supply chains to optimize their behavior. The exercises in this paper demonstrate in detail how to execute export and import operations in the SAP ERP ECC 6.0 system in a sample global supply chain.

### **2 Introduction**

To run the exercises an operative SAP environment configured with the Global Bike Company must be available. The operative environment is SAP is frequently updated. The exercises demonstrate how to execute export and import operations in the SAP/Global Bike environment of 2014. Minor adjustments to the exercises must probably be done to run them in another SAP environment. Examples include dates, user id's, some master data like

customer, vendor and product information must be adjusted. The exercises can be executed using an ERP system from any vendor. The information entered into the system and extracted from the system have the same content for any system. This goes for the inter-company communication as well since the export and import operations are standardized according to business rules and best practices. For non SAP/Global Bike environments one need the ERP system to be configured for a company like Global Bike, and one must adopt the menue lookup details to ERP-system at hand. To summarize the following pre-requisites are needed:

- An ERP-system handling both export and import
- The ERP system configured for a sample company

**2.1 Global Supply Chain (GSC)-Activity Elements**

This section present three elements of the GSC-Activity: the business documents exchanged, the activities of the export and import business processes, and the use of inductive reasoning.

**2.1.1 The business documents exchanged**

The business documents exchanged in the external communication are 1) Purchase Order, 2) Purchase Order Confirmation, 3) Goods Issue Notification, 4) Invoice and 5) Payment Notification. An example of these documents is provided in an appendix of the paper *ERP Usage in Global Supply Chains: The Global Supply Chain Educational Activity*.

**2.1.2 The major activities in the export and import business processes**

The core activities in cross-enterprise export and import operations are stable (Table 1).

Table 1. Major activities of the export and import business processes	
The export business process	The import business process
1. Receive a purchase order from the foreign customer	1. Create and send purchase order to the foreign vendor
2. Send a purchase order confirmation	2. Receive a purchase order confirmation
3. Authorize export by creating a sales order	3. Receive the goods
	4. Receive an invoice

4. Prepare shipment	5. Pay the invoice
5. Send goods	
6. Send invoice	
7. Receive payment	

Executing these activities using SAP is shown in the exercises below.

### 2.1.3 Inductive reasoning

We rely on inductive reasoning to connect the practical skills to do the operations with theoretical knowledge. That is, the GSC-Activity provides a practical experience, with no required theoretical curriculum. Rather, it is up to each participating university to decide what theory are covered in relation to the operation of global supply chains. The activity itself can be run with little or no theoretical knowledge of the concepts involved. However, the more theoretical background in operations management, supply chain management, logistics and related fields, the higher the learning outcome will be.

## 3 Exercises

Before executing export and import operations in SAP, each student must configure master data for the product to be traded, the customer company to export to, and the vendor company to import from. The exercises related to the initialization phase are prefixed with "IN". The exercises in relation to the business transactions are prefixed by "TR".

The parameters used in the exercises are sample parameters only. E.g. Terms of Delivery are specified according Incoterms 2010 set by the International Chamber of Commerce. In these exercises we use the FOB terms. Other terms might be used, if the student have knowledge of Incoterms and how it regulates the transfer of risk.

# Start of the initialization phase

The operations in Miami BC and Hamburg BC are shown next to each other below to get a an overview of the operations at both companies. In practice, they are run asynchronously (at different times). Execute only the part assigned to your company, i.e. either the Miami BC or the Hamburg BC below.

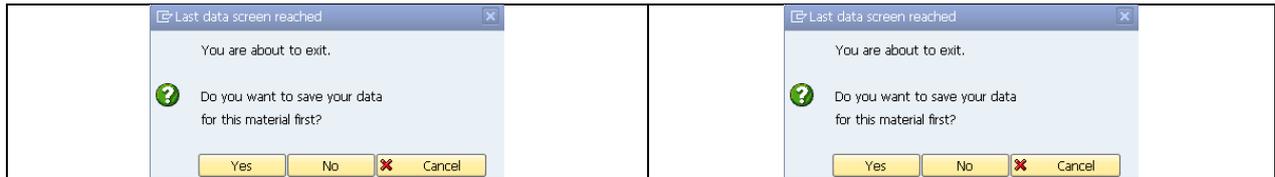
## Exercise IN 1: Create a New Product

Purpose of Exercise	
Create the material in SAP that corresponds to the trading good, i.e. the kids bike. Be careful to select the parameters that applies for your company. Whenever YYYY occurs, substitute YYYY with the current year, e.g. 2014. Whenever XXX occurs, each student substitutes XXX with the 3-digit number provided by the instructor.	
SAP menu	Logistics → Materials Management → Material Master → Material → Create (Special) → Trading goods
T Code	MMH1

The **Create Trading Goods (initial screen)** appears.

The Miami BC USA		The Hamburg BC Germany	
Carries the product: Kids Bike Supreme (KBS)		Carries the product: Kinder Fahrrad Super (KFS)	
1. Material: KBS-YYYY-XXX 2. Industrial sector: Mechanical engineering 3. Click  to proceed or "Enter"		1. Material: KFS-YYYY-XXX 2. Industrial sector: Mechanical engineering 3. Click  to proceed or "Enter"	
Select View(s): 3. Select all:  and "Enter"		Select View(s): 4. Select all:  and "Enter"	
<i>Organizational data:</i> 5. Plant: MI00 (Miami) 6. Stor.loc: TG00 (Select TG00 from the list, be careful to select TG00 for the Miami Plant!)		<i>Organizational data:</i> 5. Plant: HH00 (Hamburg) 6. Stor.loc: TG00 (Select TG00 from the list, be careful to select TG00 for the Hamburg Plant!)	
7. Sales Org.: UE00 8. Distr.Channel: WH 9. Press  or Enter		7. Sales Org.: DN00 8. Distr.Channel: WH 9. Press  or Enter	
Basic data 1		Basic data 1	
Material Description (in the field next to the Material number) Basic Unit of Measure Material Group Gross Weight Net Weight Weight Unit Press  or Enter	Kids Bike Supreme- XXX<your initials> EA BIKES 12 10 KG	Material Description (in the field next to the Material number) Basic Unit of Measure Material Group Gross Weight Net Weight Weight Unit Press  or Enter	Kinder Fahrrad Super- XXX<your initials> EA BIKES 12 10 KG
Basic data 2: No changes		Basic data 2: No changes	
Press  or Enter		Press  or Enter	
Sales: Sales org. 1		Sales: Sales org. 1	
Material Group Cash discount Tax data: Tax classification Press  or Enter	BIKES Uncheck (no chash discount) 0 (Exempt) (for all 3 in US)	Material Group Cash discount Tax data: Tax classification Press  or Enter	BIKES Uncheck (no chash discount) 0 (no tax) (only one in DE)
Sales: Sales org. 2		Sales: Sales org. 2	
Item category group Press  or Enter	NORM	Item category group Press  or Enter	NORM
Sales: General /Plant		Sales: General /Plant	
Availability check Trans.Grp Loading Grp Press  or Enter	02 0001 0002	Availability check Trans.Grp Loading Grp Press  or Enter	02 0001 0002

<b>Foreign trade export: No changes</b> (will be defined later on) Press <input checked="" type="checkbox"/> or Enter		<b>Foreign trade export. No changes</b> (will be defined later on) Press <input checked="" type="checkbox"/> or Enter	
<b>Sales text</b>		<b>Sales text</b>	
In the large text box under "English"	Kids Bike Supreme for export by XXX<your initials>	In the large text box under "English"	Kinder Fahrrad Super for export by XXX<your initials>
Press <input checked="" type="checkbox"/> or Enter		Press <input checked="" type="checkbox"/> or Enter	
<b>Purchasing: No changes</b> Press <input checked="" type="checkbox"/> or Enter		<b>Purchasing: No changes</b> Press <input checked="" type="checkbox"/> or Enter	
<b>Foreign trade import: No changes</b> (will be defined later on) Press <input checked="" type="checkbox"/> or Enter		<b>Foreign trade import: No changes</b> (will be defined later on) Press <input checked="" type="checkbox"/> or Enter	
<b>Purchasing order text</b>		<b>Purchasing order text</b>	
In the large text box under Language "English"	Kids Bike Supreme for import by XXX<your initials>  Please enter our Purchase Order (PO) number on all correspondence	In the large text box under Language "English"	Kinder Fahrrad Super for import by XXX<your initials>  Please enter our Purchase Order (PO) number on all correspondence
Press <input checked="" type="checkbox"/> or Enter		Press <input checked="" type="checkbox"/> or Enter	
<b>MRP 1</b>		<b>MRP 1</b>	
MRP type	PD	MRP type	PD
Planning time fence	14	Planning time fence	14
MRP controller	000	MRP controller	000
Lot size	EX	Lot size	EX
Press <input checked="" type="checkbox"/> or Enter		Press <input checked="" type="checkbox"/> or Enter	
<b>MRP 2</b>		<b>MRP 2</b>	
Planend Deliv. Time	1	Planend Deliv. Time	1
GR Processing time	1	GR Processing time	1
SchedMargin key	001	SchedMargin key	001
Press <input checked="" type="checkbox"/> or Enter		Press <input checked="" type="checkbox"/> or Enter	
<b>MRP 3</b>		<b>MRP 3</b>	
Avilability check	02	Avilability check	02
Press <input checked="" type="checkbox"/> or Enter		Press <input checked="" type="checkbox"/> or Enter	
<b>MRP 4: No changes</b>		<b>MRP 4: No changes</b>	
<b>Forecasting</b>		<b>Forecasting</b>	
Forecast model	N	Forecast model	N
Press <input checked="" type="checkbox"/> or Enter		Press <input checked="" type="checkbox"/> or Enter	
<b>Plant data/stor 1: No changes</b> Press <input checked="" type="checkbox"/> or Enter		<b>Plant data/stor 1: No changes</b> Press <input checked="" type="checkbox"/> or Enter	
<b>Plant data/stor 2: No changes</b> Press <input checked="" type="checkbox"/> or Enter		<b>Plant data/stor 2: No changes</b> Press <input checked="" type="checkbox"/> or Enter	
<b>Warehouse Mgmt 1: No changes</b> Press <input checked="" type="checkbox"/> or Enter		<b>Warehouse Mgmt 1: No changes</b> Press <input checked="" type="checkbox"/> or Enter	
<b>Warehouse Mgmt 2: No changes</b> Press <input checked="" type="checkbox"/> or Enter		<b>Warehouse Mgmt 2: No changes</b> Press <input checked="" type="checkbox"/> or Enter	
<b>Quality management: No changes</b> Press <input checked="" type="checkbox"/> or Enter		<b>Quality management: No changes</b> Press <input checked="" type="checkbox"/> or Enter	
<b>Accounting 1</b>		<b>Accounting 1</b>	
Valuation class	3100 (trading goods)	Valuation class	3100 (trading goods)
Price control	V	Price control	V
Moving price	600	Moving price	800
Standard price	600 (Standard Price is the default market price. It should be somewhere between sales price and purchasing price. To have a default price you can set 600 USD here)	Standard price	800 (Standard Price is the default market price. It should be somewhere between sales price and purchasing price. To have a default price you can set 800 EUR here)
Press <input checked="" type="checkbox"/> or Enter		Press <input checked="" type="checkbox"/> or Enter	
<b>Accounting 2: No changes</b> Press <input checked="" type="checkbox"/> or Enter, then <b>Yes</b> in the window:		<b>Accounting 2: No changes</b> Press <input checked="" type="checkbox"/> or Enter, then <b>Yes</b> in the window:	



What message appears on the SAP Status Bar? \_\_\_\_\_

Click until you have returned to the SAP Main Menu then click to get the SAP main menu to initial mode.

## Exercise IN 2: Create a New Vendor

Purpose of Exercise	
In this exercise you will create the master data for a new vendor selling the kids bike. Be careful to select the parameters that applies for your company. Curtin students, working in US in The Miami Bike Company (BC), use a vendor in Perth, i.e. the Perth Bike Company (BC). Molde students, working in Germany, the Hamburg Bike Company (BC), use a vendor in US, i.e. the Miami Bike Company (BC).	
<b>SAP Menu</b>	Logistics → Materials Management → Purchasing → Master Data → Vendor → Central → Create
<b>T Code</b>	XK01

The **Create Vendor: Initial Screen** appears.

The Miami BC USA Has the vendor: Perth BC		The Hamburg BC Germany Has the US vendor: Miami BC	
Company Code Purchasing Organization Account group Press  or Enter	US00 US00 KRED	Company Code Purchasing Organization Account group Press  or Enter	DE00 DE00 KRED
<b>Create Vendor: Address</b>		<b>Create Vendor: Address</b>	
Title Name Search term Postal code/City Country Region Transportation zone (click  to display this field) E-Mail Standard Comm. Mtd. Click  or  to accept the entries and proceed to the next screen	Company Perth BC XXX<your initials> XXX<your initials> 6845 / Perth AU WA 0000000002  <Your partner's e-mail> E-Mail	Title Name Search term Postal code/City Country Region Transportation zone (click  to display this field) E-Mail Standard Comm. Mtd. Click  or  to accept the entries and proceed to the next screen	Company Miami BC XXX<your initials> XXX<your initials> 33146 / Miami US FL 0000000001  <Your partner's e-mail> E-Mail
<b>Create Vendor: Control</b>		<b>Create Vendor: Control</b>	
Tax Number 1 Tax Number 2 (employer identification number) (XX: Use the last two digits of your assigned number) Click  to proceed to the next screen	789456123  12-34567XX	Tax Number 1 Tax Number 2 (employer identification number) (XX: Use the last two digits of your assigned number) Click  to proceed to the next screen	789456123  12-34567XX
<b>Create Vendor: Payment transactions</b>		<b>Create Vendor: Payment transactions</b>	
Ctry Bank-Key  Bank Account	AU 306-065 (i.e. BSB Number/ Bank Key: The Bank State Branch: Bankwest =30, WA=6, Curtin=065) 650488604	Ctry Bank-Key  Bank Account	US 124000054  017403130

Acct Holder Click  to proceed to the next screen	Perth BC Australia	Acct Holder Click  to proceed to the next screen	Miami BC US
<b>NOTE:</b> The first user (student or instructor) reaching this menu will be asked to fill in Bank Data in the pop-up screen appearing. Use the following data: Bank name Region Street  City Bank Branch SWIFT code Press  or Enter Click  to proceed to the next screen	BankWest Curtin WA Curtin University, Hayman Road Perth Curtin BKWAAU6P	<b>NOTE:</b> The first user (student or instructor) reaching this menu will be asked to fill in Bank Data in the pop-up screen appearing. Use the following data. Bank name Region Street  City Bank Branch SWIFT code Press  or Enter Click  to proceed to the next screen	Wells Fargo Bank FL 1395 Brickell Ave Ste 70  Miami  WFBIOUS6S
<b>Create Vendor: Accounting Information Accounting</b>		<b>Create Vendor: Accounting Information Accounting</b>	
Recon. Account  Click  to proceed to the next screen	300000 (Payables-Trade account)	Recon. Account  Click  to proceed to the next screen	300000 (Payables-Trade account)
<b>Create Vendor: Payment transactions accounting</b>		<b>Create Vendor: Payment transactions accounting</b>	
Payt Terms	0001 (Payable immediately Due net=	Payt Terms	0001 (Payable immediately Due net=
Chk double inv.	<input checked="" type="checkbox"/> (select it)	Chk double inv.	<input checked="" type="checkbox"/> (select it)
Click  to proceed to the next screen		Click  to proceed to the next screen	
<b>Create Vendor: Correspondence Accounting</b> No changes, Click  to proceed to the next screen		<b>Create Vendor: Correspondence Accounting</b> No changes, Click  to proceed to the next screen	
<b>Create Vendor: Purchasing data</b>		<b>Create Vendor: Purchasing data</b>	
Order Currency	USD	Order Currency	USD
Terms of payment	0001 (Payable immediately Due net)	Terms of payment	0001 (Payable immediately Due net)
Incoterms	FOB and "Destination terminal" in the text field	Incoterms	FOB and "Destination terminal" in the text field
Click  to proceed to the next screen		Click  to proceed to the next screen	
Click  to save your new <b>Vendor</b> .		Click  to save your new <b>Vendor</b> .	

 What message appears on the SAP Status Bar? \_\_\_\_\_

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise IN 3: Create a New Customer

Purpose of Exercise	
<p>In this exercise you will create Molde Bike Company Norway as a customer of your company.</p> <p>Be careful to select the parameters that applies for your company.</p> <p>Curtin students, working in US in The Miami Bike Company (BC), has a customer in Germany, the Hamburg Bike Company (BC).</p> <p>Molde students, working in Germany, the Hamburg Bike Company (BC), has a customer in Norway, The Molde Bike Company (BC).</p>	
<b>Menu Path</b>	Logistics → Sales and Distribution → Master Data → Business Partner → Customer → Create →  Complete
<b>T Code</b>	XD01

The **Create Customer: Initial Screen** appears

The Miami BC USA Has the customer: Hamburg BC		The Hamburg BC Germany Has the customer Molde BC	
Account group Company code Sales Organization Distribution Channel Division	Sold-to party US00 UE00 WH (Wholesale) BI (Bicycles division)	Account group Company code Sales Organization Distribution Channel Division	Sold-to party DE00 DN00 (Germany North) WH (Wholesale) BI (Bicycles division)
Press  to accept the values		Press  to accept the values	
Create Customer: General Data		Create Customer: General Data	
Title Name Search term Postal Code/City Country Region Transportation zone	Company Hamburg BC XXX<your initials> XXX<your initials> 22761 / Hamburg DE 02 (Hamburg) 000000001 (Region North)  (Click  to display Transportation zone field)	Title Name Search term Postal Code/City Country Region Transportation zone	Company Molde BC XXX<your initials> XXX<your initials> 6402 / Molde NO 15 (More og Romsdal C.) 000000002 (Region West)  (Click  to display Transportation zone field)
Select the <b>“Control data”</b> sheet		Select the <b>“Control data”</b> sheet	
VATRegNo	DE123456789	Tax Number 1	971555483
Select the <b>“Payment transactions”</b> tab		Select the <b>“Payment transactions”</b> tab	
Ctry Bank Key Bank Account Acct holder <i>If the bank data pop up is shown, enter the following:</i> Bank Country Bank Key Bank name Region Street City SWIFT code Bank number <i>(All students use the same bank. Thus this needs to be entered only once, by the first who defines a customer)</i>	DE 67270003 1234568900 Hamburg BC  DE 67270003 Deutsche Bank 02 Jungfernstieg 49 Hamburg DEUTDEBHAM	Ctry Bank Key Bank Account Acct holder <i>If the bank data pop up is shown, enter the following:</i> Bank Country Bank Key Bank name Region Street City SWIFT code Bank number <i>(All students use the same bank. Thus this needs to be entered only once, by the first who defines a customer)</i>	NO 5243 97103379885 Molde BC  NO 5243 Sparebanken møre 15 Storgt. 5 Molde SPARN022MOL 5243
Select  button on top		Select  button on top	

Recon. Account Sort key	110000 001	Recon. Account Sort key	110000 001
Select the <b>Payment transactions</b> tab		Select the <b>Payment transactions</b> tab	
Terms of Payment	0001 (Pay immediately due net)	Terms of Payment	0001 (Pay immediately due net)
Select the <b>Sales Area Data</b> button on top This screen enables you to enter data relevant to the sales organizations and distribution channels of your company. Data that is stored in this area includes, for example, data on order processing, shipping, and billing.		Select the <b>Sales Area Data</b> button on top This screen enables you to enter data relevant to the sales organizations and distribution channels of your company. Data that is stored in this area includes, for example, data on order processing, shipping, and billing.	
Sales district: Customer group Currency Price group Cust.pric.proc. Price list Cust.Stats.Grp	000001 (Nothern region) 01 (Industry) USD 02 (Occasional buyer) 1 (standard) 02 (Retail) 1 ("A" material)	Sales district: Customer group Currency Price group Cust.pric.proc. Price list Cust.Stats.Grp	000001 (Nothern region) 01 (Industry) EUR 02 (Occasional buyer) 1 (standard) 02 (Retail) 1 ("A" material)
Select the <b>Shipping</b> tab		Select the <b>Shipping</b> tab	
Delivery Priority Shipping Condition Delivery Plant Max.part.deliveries	02 (Normal Item) 01 (Standard) MI00 3	Delivery Priority Shipping Condition Delivery Plant Max.part.deliveries	02 (Normal Item) 01 (Standard) HH00 3
Select the <b>Billing document</b> tab		Select the <b>Billing document</b> tab	
Incoterms	FOB   Origin Shipping Dock	Incoterms	FOB   Origin Shipping Dock
Terms of Payments Acct assignmt group Tax Classification	0001 (Payable immediately due net) 01 (Domestic Revenues) 0 for all 3 tax categories (Tax exempt)	Terms of Payments Acct assignmt group Tax Classification	0001 (Payable immediately due net) 01 (Domestic Revenues) 0 (Tax exempt)
Click  to save your new Customer		Click  to save your new Customer	

 What message appears on the Status Bar? \_\_\_\_\_

*NOTE: If a screen appears requesting you to enter a Customer Number, accept the values since you want the system to do this automatically for you: Click  to accept.*

Click  to return to the Main menu.

Click **YES**, since as the customer data has already been saved and return to SAP main menu.

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise IN 4: Material prices

Purpose of Exercise	
<p><b>When creating a sales order default prices can be used as a suggested price. The price will typically be changed later on in the Sales Order according to the actual price in the customer purchase order. In order to have a default price inserted, create a Pricing Condition as shown here.</b></p>	
<b>Menu Path</b>	<b>Logistics → Sales and Distribution → Master data → Conditions → Create → Prices → Material Price</b>
<b>T Code</b>	<b>VK31</b>

The **Create Conditions Records: Overview** screen appears

The Miami BC USA Has the customer: Hamburg BC		The Hamburg BC Germany Has the customer Molde BC	
Double click at the text row in "Variable key" column		Double click at the text row in "Variable key" column	
Sales Organization	UE00	Sales Organization	DN00
Distribution Channel	WH	Distribution Channel	WH
Co... (Condition)	PR00	Co... (Condition)	PR00
Material	<your material>	Material	<your material>
Press  to display material details		Press  to display material details	
Amount	<default price, e.g. 600>	Amount	<default price, e.g. 800>
Unit	USD	Unit	EUR
Click  to save		Click  to save	



**What message appears on the Status Bar?** \_\_\_\_\_

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## This completes the initialization phase

# Start of transactions phase

## Import and Export as part of a Global Supply Chain

These exercises is triggered by the receipt of a purchase order (PO) from your customer which you confirm by sending a e-mail confirmation. The export business process continues in the sales department by creating a sales order (SO) in your SAP system. While creating the SO, you run an availability check in SAP to confirm that your stock level is zero. It should be zero since you agreed upon a "no-stock" strategy when you joined this Global Supply Chain. With zero in stock your warehouse department cannot start delivery (the next step in the export business process). Instead, you temporarily halt export to run import. You need to import from your vendor. You execute the import business process. When completed, you resume the export business process by doing delivery, followed by creating and sending an invoice and receiving payment confirmation.

### **Job Rotation**

You change roles several times. You act both in the sales department, the warehouse, the purchasing department and the accounting department. This job rotation give you hands-on experience with the core activities in the import and export processes in SAP.

# Exercise TR 1: Receive Customer Purchase Order and Create Sales Order

Purpose of Exercise	
Receive a purchase order from your foreign customer. Start the export business process by creating a Sales Order for the bikes specified in the Purchase Order. A basic requirement for a contract to exist between two parties is that there must be agreement for the order to be a contract. An offer by a seller must be accepted by a buyer. Use SAP to generate an Order confirmation to be copied and sent via e-mail.	
Menu Path	Logistics → Sales and Distribution → Sales → Order → Create
Trans Code	VA01

The **Create Sales Order: Initial Screen** appears.

<b>The Miami BC USA</b> Carries the product: Kids Bike Supreme (KBS)		<b>The Hamburg BC Germany</b> Carries the product: Kinder Fahrrad Super (KFS)	
<b>Starting point: receipt of a PO from the German customer: The Hamburg BC</b>		<b>Starting point: receipt of a PO from the Norwegian customer: The Molde BC</b>	
Order Type	OR	Order Type	OR
Sales Organization	UE00	Sales Organization	DN00
Distribution Channel	WH	Distribution Channel	WH
Division	BI	Division	BI
Press		Press	
<i>The Create Standard Order: Overview screen appears</i>		<i>The Create Standard Order: Overview screen appears</i>	
Sold-to party	Click to select  to display the search screen	Sold-to party	Click to select  to display the search screen
Search term	XXX<your initials> Select your customer in Germany and press <ENTER> to transfer the selection to the Sold-to party field.	Search term	XXX<your initials> Select your customer in Norway and press <ENTER> to transfer the selection to the Sold-to party field.
PO Number	Type the PO number on the customer PO received from the Hamburg Bike Company	PO Number	Type the PO number on the customer PO received from the Molde Bike Company.
PO Date	Type the PO date on the customer PO received from the Hamburg Bike Company	PO Date	Type the PO date on the customer PO received from the Molde Bike Company.
Select the  tab		Select the  tab	
Req. deliv. Date	Change the current date automatically proposed by the system to the date for which the customer has requested delivery (found on the PO). Press Enter, and Enter again to clear the message "Change in invoice date: The billing date is redetermined"	Req. deliv. Date	Change the current date automatically proposed by the system to the date for which the customer has requested delivery (found on the PO). Press Enter, and Enter again to clear the message "Change in invoice date: The billing date is redetermined"
Deliver. Plant	<b>MI00</b>	Deliver. Plant	<b>HH00</b>
Material	<Your material created in Exercise IN 1: Create a New Product>	Material	<Your material created in Exercise IN 1: Create a New Product>
Order Quantity	(see the PO received)	Order Quantity	(see the PO received)
Customer Material Numb	(see the PO received)	Customer Material Numb	(see the PO received)
Press	If "Change in invoice date: The billing date is redetermined" appears, press Enter. If the Standard Order: Availability Control" screen appears, select .	Press	If "Change in invoice date: The billing date is redetermined" appears, press Enter. If the Standard Order: Availability Control" screen appears, select .
Storage Location	Scroll to the "St..." field and type <b>TG00</b> in the Storage Location field	Storage Location	Scroll to the "St..." field and type <b>TG00</b> in the Storage Location field
Route	Scroll to the "Route" field and type <b>000021</b> (South-North Route)	Route	Scroll to the "Route" field and type <b>000021</b> (South-North Route)

**What is the Net value of the order?**

**Note:** The default price is used. You entered it in "Exercise IN 4: Material prices". You probably need to change the price to be equal to the price agreed upon in the customer purchase order. To change the price, select the Item conditions icon . Then update the price, go back by using the green arrow.

**Set Order Confirmation output:**

On top of the SAP Screen, go to: **Extras -> Output -> Header-> Edit.**  
Choose output type **BA00** ( order Confirmation).

Select  Set Logical destination to LOCL.  
Select Print immediately.

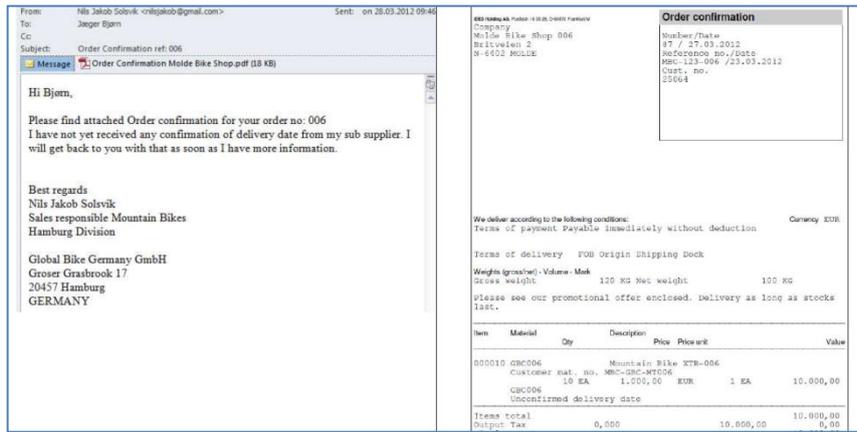
Go back twice 

**Preview and copy the Order Confirmation document:**

On top of the SAP Screen, go to: **Extras -> Output -> Item-> Print Preview**

**Make a copy of the Order Confirmation.**

**Send it by e-mail to your customer as illustrated in the example below:**



The screenshot shows an email from Nils Jakob Salvisik to Jaeger Bjorn regarding Order Confirmation ref: 006. The email body says: "Please find attached Order confirmation for your order no: 006. I have not yet received any confirmation of delivery date from my sub supplier. I will get back to you with that as soon as I have more information." The attachment is "Order Confirmation Moide Bike Shop.pdf (18 KB)".

The attached document is an SAP Order Confirmation for a Mountain Bike. It includes details like "Number/Date: 87 / 23.03.2012", "Reference no./Date: MHC-123-006 / 23.03.2012", and "Cost. no.: 25664". It also lists terms of delivery (FOB Origin Shipping Dock) and a table of items:

Item	Material	Qty	Description	Price	Price/Unit	Value
000010	GSC06		Mountain Bike XTR-006			
		10 EA	Customer mat. no. MHC-20C-MTC06	1.000,00	EUR	10.000,00
	GSC06		Unconfirmed delivery date			
Items Total						10.000,00
Output Tax		0,000				0,000

**Also include this in the document to hand in: Roleplay\_GSC-Activity\_Data\_Sheet\_xxxxx\_yyy.docx**

**Save**



(Press  on eventual Availability Check)

**What is your Sales Order number?**

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise TR 2: Check Stock and Sales Order Status

Purpose of Exercise	
Do two tasks. 1) Check the current inventory information about the product you are going to sell, and 2) Check the Sales Order Status	
<b>Trans code</b>	For 1) use shortcut <b>MD04</b> to see the Stock and Requirements for your product For 2) use VA03 to display the sales order, then <b>Display document flow</b> 

Answer the following questions based on 1) MD04 Stock/Requirements List:

- How much do you have in stock?
- What requirement are shown for your product?

- The Sales Order is displayed in the "MRP..." column. What is the term used by SAP for the Sales Order?
- Select  . What details are displayed?

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

Answer the following questions based on 2) VA03: Document Flow  :

- What is the status is displayed in the Document Flow screen?
- What is the term used by SAP for the Sales Order in the Document Flow screen?

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

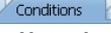
**Since you have Zero in stock you must purchase (import) bikes to fulfill your customer order.**

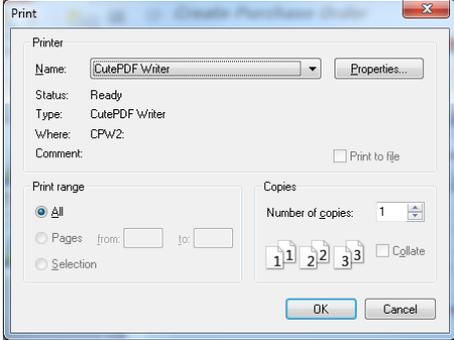
**Leave the Sales/Export Process temporarily in order to Purchase/Import the missing goods.**

# Exercise TR 3 Create a Purchase Order to start import

Purpose of Exercise	
Create a Purchase Order (PO) to import bikes from your vendor	
<b>Menu Path</b>	Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known
<b>Trans code</b>	ME21N

The **Create Purchase Order** screen appears.

The Miami BC USA imports from Perth BC, Australia		The Hamburg BC Germany imports from Miami BC, USA	
Vendor	Your vendor created in Exercise IN 2: Create a New Vendor	Vendor	Your vendor created in Exercise IN 2: Create a New Vendor
Click  <b>Header</b> to expand the Header details if it is not already displayed		Click  <b>Header</b> to expand the Header details if it is not already displayed	
Select the  <b>Org. Data</b> tab		Select the  <b>Org. Data</b> tab	
Purchasing Org Purch. Group Company Code	US00 N00 US00	Purchasing Org Purch. Group Company Code	DE00 E00 DE00
Click  to accept the entries Click  <b>Item Overview</b> to expand this area if it is not already displayed		Click  to accept the entries Click  <b>Item Overview</b> to expand this area if it is not already displayed	
Material	<Your material created in Exercise IN 1: Create a New Product>	Material	<Your material created in Exercise IN 1: Create a New Product>
PO Quantity	See your Sales Order	PO Quantity	See your Sales Order
Delivery Date	Select a date so you can fulfill the Req. deliv. Date in your Sales Order	Delivery Date	Select a date so you can fulfill the Req. deliv. Date in your Sales Order
Net Price	Select a purchasing price, make sure you make a profit related to your sales price. E.g. 600 USD	Net Price	Select a purchasing price, make sure you make a profit related to your sales price. E.g. 800 USD
Currency	USD	Currency	USD
Plant	MI00	Plant	HH00
Stor.loc	TG00	Stor.loc	TG00
Click  to accept the entries		Click  to accept the entries	
If you get the message  Can delivery date be met? click Enter to accept it		If you get the message  Can delivery date be met? click Enter to accept it	
Click  <b>Item Overview</b> to Close this area. Click  <b>Item Detail</b> to Close this area.		Click  <b>Item Overview</b> to Close this area. Click  <b>Item Detail</b> to Close this area. Click  <b>Conditions</b> in the <b>Header</b> area to display this screen	
Select the  <b>Conditions</b> tab in the <b>Header</b> area <b>What is the Net value of your PO? (top of screen)</b>		Select the  <b>Conditions</b> tab in the <b>Header</b> area <b>What is the Net value of your PO? (top of screen)</b>	
Select the  <b>Status</b> tab in the <b>Header</b> area <b>How many items are Ordered?</b> <b>How many items are Delivered?</b> <b>How many items are Still to deliv.?</b> <b>How many items are Invoiced?</b>		Select the  <b>Status</b> tab in the <b>Header</b> area <b>How many items are Ordered?</b> <b>How many items are Delivered?</b> <b>How many items are Still to deliv.?</b> <b>How many items are Invoiced?</b>	
<b>Configure SAP to print the PO</b>		<b>Configure SAP to print the PO</b>	
Choose  <b>Messages</b> at the top of the screen Type <b>NEU</b> (Purchase Order) in the <b>Output</b> field if it is not already displayed Select <b>Print output</b> in the <b>Medium</b> field if it is not already displayed Click  to accept the entries Select  <b>Communication method</b>		Choose  <b>Messages</b> at the top of the screen Type <b>NEU</b> (Purchase Order) in the <b>Output</b> field if it is not already displayed Select <b>Print output</b> in the <b>Medium</b> field if it is not already displayed Click  to accept the entries Select  <b>Communication method</b>	

<p>A new screen appears Type <b>LOCL</b> in the <b>Logical destination:</b> field (or <b>LP01</b> or any other field if <b>LOCL</b> is not defined) Click <b>Print immediately</b> to select it. Click  to return to the previous screen Select <b>Further data</b> Select <b>Send immediately (when saving the application)</b> in the Dispatch time: field. Click  twice</p>	<p>A new screen appears Type <b>LOCL</b> in the <b>Logical destination:</b> field (or <b>LP01</b> or any other field if <b>LOCL</b> is not defined) Click <b>Print immediately</b> to select it. Click  to return to the previous screen Select <b>Further data</b> Select <b>Send immediately (when saving the application)</b> in the Dispatch time: field. Click  twice</p>
<p><b>Save</b></p>	
<p><b>What is your PO number?</b></p>	
<p>A messages window pop-up with a question of where to print the PO. Select <b>CutePDF Writer</b> to generate a PDF file:</p>  <p style="text-align: center;">Save the PO-file on your catalog.</p>	

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise TR 4: Check Stock

Purpose of Exercise	
Check the current inventory information about the product you are going to sell.	
Trans code	<b>MD04</b> to see the Stock and Requirements for your product

For MD04 Stock/Requirements List:

- What requirements are shown for your product?

Select  and 

- What details are displayed?

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise TR 5: Send Purchase Order to your vendor

Attach the PDF-file with the PO saved above, or use SAP to display the PO, then capture the screen and paste it in the e-mail.

<b>Menu Path</b>	Logistics → Materials Management → Purchasing → Purchase Order → Display
<b>Trans code</b>	ME23N

1. Display Purchase Order by entering the PO Number if not already done by default, then

2. Click  Print Preview

**Your PO is displayed.** Press the keyboard buttons “**Alt**” and “**PrtScn**” simultaneously to make a copy of the active window, i.e. the PO.

3. Prepare an e-mail to your vendor. In the Subject field enter “Purchase Order for Bikes”

4. Attach your PO as a PDF file or paste it into the e-mail (“**Ctrl**” and “**v**”)

5. **Send the e-mail (e-mail address provided by the teacher)**

**Make a copy of your e-mail and the PO. Include it in the document to hand in on Fronter:  
IBE700\_Roleplay\_GSC-Activity\_Data\_Sheet\_xxxxxx\_yyy.docx**

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.



**Now you must wait for a respond from the vendor.**

**First an e-mail confirming the PO.**

**Then another e-mail telling the bikes have been shipped to you.**

***When you have received the shipping notification, you can assume the bikes have arrived at your company.***

*Make a copy of the PO confirmation.*

*Make a copy shipping notification.*

*Include it in the document to hand in on Fronter:*

*IBE700\_Roleplay\_GSC-Activity\_Data\_Sheet\_XXXXXX\_yyy.docx*

**The next step is to create a Goods Receipt in your SAP-system.**

## Exercise TR 6: Create a Goods Receipt

Purpose of Exercise	
<p>The bikes ordered in your PO have arrived from your Vendor.            You now need to receive the trading goods into your inventory.            A Goods Receipt document must be created referencing your PO thereby ensuring that you receive the products ordered within the timeframes requested and in quality condition.            Goods on hand (stock value) will be increased and an Accounting Document will be generated recognizing the value associated with these goods.</p>	

<b>Menu Path</b>	Logistics → Materials Management → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → GR for Purchase Order (MIGO)
<b>Trans code</b>	MIGO_GR

The **Goods Receipt Purchase Order** screen appears.

1. Check that **GR goods receipt** 101 appears at the right in the Header:

GR goods receipt 101

2. In the **Purchase Order** field, type the number of the **Purchase Order** you sent to the vendor (You can find it in the *MD04 Stock/Requirements List* as in Exercise TR 4: Check Stock)

Purchase Order |

3. Click  to continue.
4. Click the **OK** checkbox for the line item. If you are not allowed you have to close the Item Detail Data sheet by selecting  (Close Detail Data) at the lower part of the screen.

Checking the **OK** checkbox indicates that you have checked that the goods correspond to the number of bikes ordered.

5. Check that Sloc is **TG00 (Trading Goods)** and press ENTER

6. Click  to save your new **Goods Receipt**.

**What is the system message?**

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise TR 7: Check Stock

Purpose of Exercise	
Check the current inventory information about the product you are going to sell.	
Trans code	<b>MD04</b> to see the Stock and Requirements for your product

*How much do you have in Stock?*

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.



**Wait for the invoice from you vendor to be received in an e-mail**

**When you have received the e-mail ....**

*Make a copy of the e-mail and the Invoice and include it in the document to hand in on Fronter:  
IBE700\_Roleplay\_GSC-Activity\_Data\_Sheet\_xxxxxx\_yyy.docx*

**Next, you must register the received Invoice in your SAP-system.**

## Exercise TR 8: Create an Invoice Receipt

Purpose of Exercise	
When you have received an Invoice for payment from your Vendor, you must register it in your SAP system. This invoice must be posted to an existing G/L expense account in your Chart of Accounts and saved as an Accounts Payable to your Vendor.	
<b>Menu Path</b>	Logistics → Materials Management → Logistics Invoice Verification → Document Entry → Enter Invoice
<b>Trans code</b>	MIRO

The **Enter Incoming Invoice: Company Code** screen appears.

The Miami BC USA imports from Perth BC, Australia		The Hamburg BC Germany imports from Miami BC, USA	
Check that your Company Code <b>US00</b> is displayed in the Header (If not, Use <u>E</u> dit   Switch Company Code menu on top of the screen)		Check that your Company Code <b>DE00</b> is displayed in the Header (If not, Use <u>E</u> dit   Switch Company Code menu on top of the screen)	
Select the <b>Basic data</b> tab if it is not already selected		Select the <b>Basic data</b> tab if it is not already selected	
Invoice date	Enter the document date of the received Invoice	Invoice date	Enter the document date of the received Invoice
Purchasing Order/ Scheduling Agreement	The number of the Purchase Order you sent to the vendor  Click  to display details.  You will have a <b>red</b> light with the amount due displayed as a negative Balance	Purchasing Order/ Scheduling Agreement	The number of the Purchase Order you sent to the vendor  Click  to display details.  You will have a <b>red</b> light with the amount due displayed as a negative Balance
Amount	Enter the Amount of the received Invoice. It should be the same amount as the negative balance.	Amount	Enter the Amount of the received Invoice. It should be the same amount as the negative balance.
		If Tax Amount <input type="text"/> V1 (19% domestic inpu... is shown, then select A0 (No tax procedure)	
Text	Type "Invoice from " followed by the name of your vendor stated in the Invoice	Text	Type "Invoice from " followed by the name of your vendor stated in the Invoice
On the invoice line: Booking OK	Select  to verify that the line items on the invoice corresponds to the line items on your PO.	On the invoice line: Booking OK	Select  to verify that the line items on the invoice corresponds to the line items on your PO.
Tax Code (scroll to the right)	Select <b>XI (Input Tax)</b>	Tax Code (scroll to the right)	Select <b>A0 (No Tax Procedure)</b>
Click  to accept the values  If the transaction is entered correctly (in respect to Debits and Credits), you will have a green light with a \$0 balance: 		Click  to accept the values  If the transaction is entered correctly (in respect to Debits and Credits), you will have a green light with a \$0 balance: 	
Look at the actual postings in the general ledger to ensure that the Debit / Credit posting is correct, and that the accounts are affected correctly. Observe that your Vendor's liability is increasing. Select <b>Simulate</b> to check the postings. You get similar to 		Look at the actual postings in the general ledger to ensure that the Debit / Credit posting is correct, and that the accounts are affected correctly. Observe that your Vendor's liability is increasing. Select <b>Simulate</b> to check the postings. You get similar to: 	
K: Vendor, S: G/L Account		K: Vendor, S: G/L Account	
Post the Debit and Credit amounts	Select <b>Post</b>	Post the Debit and Credit amounts	Select <b>Post</b>
<b>What is the system message?</b>		<b>What is the system message?</b>	

Click until you have returned to the SAP Main Menu then click to get the SAP main menu to initial mode.

## Exercise TR 9: Post Payment to your Vendor

Purpose of Exercise	
You have registered the Invoice from your Vendor and now you have pay it to settle the Accounts Payable. A journal entry is made to Accounts Payable for your Vendor and to the bank checking account in the G/L.	
<b>Menu Path</b>	Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post
<b>Trans code</b>	F-53

The **Post Outgoing Payments: Header Data** screen appears.

The Miami BC USA imports from Perth BC, Australia		The Hamburg BC Germany imports from Miami BC, USA	
Document date	type today's date	Document date	type today's date
Company Code	US00	Company Code	DE00
Currency/rate	USD	Currency/rate	USD
In the <b>Bank data</b> section		In the <b>Bank data</b> section	
Account	100000 (Bank Account)	Account	100000 (Bank Account)
Amount	<the amount from invoice>	Amount	<the amount from invoice>
Text	Pay to Miami BC for Bikes XXX	Text	Pay to Miami BC for Bikes XXX
In the <b>Open item selection</b> section		In the <b>Open item selection</b> section	
Account	Your vendor number (this represents the Vendor bank account number)	Account	Your vendor number (this represents the Vendor bank account number)
Click <b>Process open items</b> to proceed (If you get error "Tax-relevant accounts not defined in this area; please correct". Go to Trans code FS00, see if an Alternative Account NO. is provided. Use it)		Click <b>Process open items</b> to proceed (If you get error "Tax-relevant accounts not defined in this area; please correct". Go to Trans code FS00, see if an Alternative Account NO. is provided. Use it)	
The " <b>Not Assigned</b> " balance at the lower right corner should be 0.00.		The " <b>Not Assigned</b> " balance at the lower right corner should be 0.00.	
Click  to post the payment		Click  to post the payment	

What is the system message? \_\_\_\_\_



Click  or  . If you get the message:  Select Yes.

Click  to get the SAP main menu to initial mode.

## Exercise TR 10: Send Payment Confirmation by e-mail

Purpose of Exercise	
<p>Display and confirm the activity and associated balance for the Accounts Payable for your Vendor. You should see both a credit and debit posting indicating the receipt of the invoice and the issuance of a payment to settle this balance due to the Vendor. Send the balance to your Vendor as a payment confirmation.</p> <p>(In a real business the vendor will receive this confirmation from the bank of the vendor.)</p>	
<b>Menu Path</b>	Accounting → Financial Accounting → Accounts Payable → Account → Display/Change Line Items
<b>Trans code</b>	FBLIN

The **Vendor Line Item Display** screen appears.

The Miami BC USA imports from Perth BC, Australia		The Hamburg BC Germany imports from Miami BC, USA	
<b>Vendor Account</b>	the account number for your Vendor (i.e. Vendor number)	<b>Vendor Account</b>	the account number for your Vendor (i.e. Vendor number)
<b>Company code</b>	US00	<b>Company code</b>	DE00
Click  All items to select it.		Click  All items to select it.	
Click  to proceed		Click  to proceed	
The <b>Vendor Line Item Display</b> screen is shown. Copy the screen by taking <b>Alt+PrtScn</b> . Paste it into an e-mail with Subject: <b>Payment confirmation for Invoice</b> . <b>Send</b> the e-mail to your vendor		The <b>Vendor Line Item Display</b> screen is shown. Copy the screen by taking <b>Alt+PrtScn</b> . Paste it into an e-mail with Subject: <b>Payment confirmation for Invoice</b> . <b>Send</b> the e-mail to your vendor	

**Make a copy of the confirmation e-mail and Vendor Line Item display. Paste it in the document to hand in on Fronter: IBE700\_Roleplay\_GSC-Activity\_Data\_Sheet\_XXXXXX\_yyy.docx**

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

**Now you can fulfill the order you got from your customer, the Molde Bike Shop, i.e. sell (export) the bikes to Molde Bike Shop.**

# Continue the sales/export process to the Norwegian customer

## Exercise TR 11: Display your Sales Order

Purpose of Exercise	
You need to display and review the sales order.	
There was a lot of activity taking place automatically like the availability check and price determination and you want to view this activity and review the rules by which it was carried out.	
Menu Path	Logistics → Sales and Distribution → Sales → Order → Display

The **Display Sales Order: Initial Screen** appears.

The **Sales Order number** should appear automatically. If not you will need to search for it.

1. Click  to display the **Sales Order**.

The first thing you need to review is the **Availability to Promise** data used to confirm if the material requested could be delivered by the requested delivery date.

2. Click  to select the row of your product (on the lower part of the screen)
3. Click  to **Display availability**.

A screen will appear that gives you a detailed analysis of the **Availability to Promise (ATP)** situation. It will look similar to:

ATP situation						
Date	MRP ...	MRP element data	Rec./reqd qty	Confirmed	Cum. ATP qty	
04/04/2013	Stock		10		10	
04/17/2013	CusOrd	Totals record	10-	0	10	
04/04/2013	SLocSt	TG00	10		10	

The screen shows that you have 10 in Stock, and that you have registered Customer Orders (i.e. Sales Orders) for a total of 10 bikes with zero bikes confirmed, and the last line shows the Storage Location where the 10 bikes are stored: TG00.

The CustOrd displayed might be for several Sales Orders.

4. To identify the individual sales orders click  **Totals records** on top of the screen.

The Cumulated **Available to Promise** (Cum. ATP qty) quantity is calculated from the warehouse stock, the planned inward movements of stock and the planned outward movements of stock. This type of check is performed dynamically for each transaction, taking into account the relevant stock and planned goods movements with or without replenishment lead time. It is what is available to sell.

5. Click  to return to the previous screen.

## Display the Document Flow

To view the overall processing status for your **Sales Order** you can use **Document Flow**. The **Document Flow** can be accessed from most transaction screens in the Sales process.

6. Click  to display the **Document Flow** for your **Sales Order**.

*What is the status of the Sales Order (Standard Order):* \_\_\_\_\_

7. Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise TR 11: Start Delivery Process: Create Delivery Document

Purpose of Exercise	
<p>You have created a Sales Order and you have verified that you have enough items in stock.</p> <p>Now you must create a Delivery Document to initiate the shipping and transportation activities for this Sales Order.</p> <p>When a Delivery Document is created, the system re-determines the Stock Availability and the quantity of ordered items are placed in a Scheduled for Delivery status.</p>	
<b>Menu Path</b>	Logistics → Sales and Distribution → Shipping and Transportation → Outbound Delivery → Create → Single Document → With Reference to Sales Order
<b>Trans code</b>	VL01N

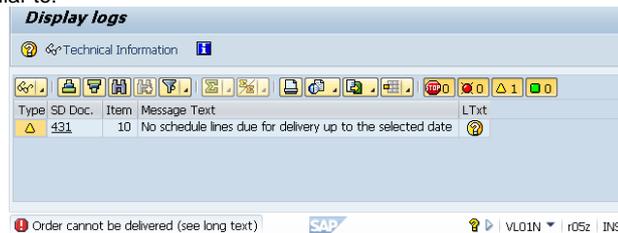
The **Create Outbound Delivery with Order Reference** screen appears.

The Miami BC USA imports from Perth BC, Australia		The Hamburg BC Germany imports from Miami BC, USA	
Shipping Point	MI00	Shipping Point	HH00
Selection Date	today's date	Selection Date	today's date
Order	Your Sales Order number	Order	Your Sales Order number

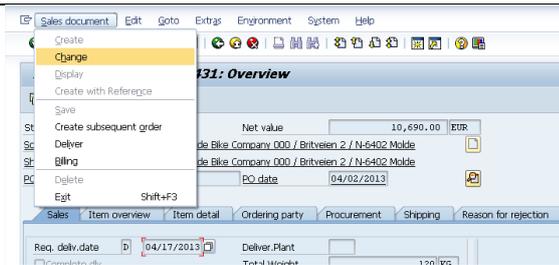
Click  to accept the entries

Click  to accept the entries  
(If you get the error message "Order cannot be delivered (see long text)" do as shown below \*\*.

\*\* If you get a pop-up similar to:



- Click the **SD Doc.** number to display your Sales Order
- Set it in change mode by selecting **Sales document** and **Change** as shown:



- Change the **First date** on the order line to today's date
- **Save**
- Click  to return to the warning window, then back to the "Create Outbound Delivery with Order Reference screen"
- Now, click  again to accept the entries.

The **Outbound Delivery Create: Overview** screen appears. The system has copied the items and quantities from the Sales Order that are scheduled to be delivered. Click line item 10 to select it.

Click  to the left at the bottom to display the Item Details for this line item. Here you can see the line item status and some specific information regarding the line item within the delivery document. **What is the picking status?** \_\_\_\_\_

Click  to return to the previous screen.

Click **Picking** to display this sheet. Type **the number of bikes picked** in the **Picked Qty** field in order to pick your goods. Scroll to **SLoc** (Storage Location) field, type **TG00** (Finished Goods)

Click  to save your changes.

Click  until you return to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise TR 12: Check Stock and Sales Order Status

Purpose of Exercise	
Check the current inventory information about the product you are going to sell. Also check the Sales Order Status	
<b>Trans code</b>	<b>MD04</b> to see the Stock and Requirements for your product
	<b>VA03</b> to display the sales order, then select Display document flow 

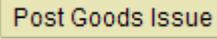
- MD04: What MRP-element is displayed?
- VA03 and : What is the status of the sales documents
  - Standard Order: \_\_\_\_\_
  - Outbound Delivery: \_\_\_\_\_
  - Picking Request: \_\_\_\_\_

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise TR 13: Post Goods Issue

Purpose of Exercise	
<p>Post Goods Issue will reduce Available Quantity (unrestricted stock) to reflect the inventory shipped – an inventory control function.</p> <p>Legal ownership of the goods changes hands from you to your customer as the goods leave the plant (FOB shipping point) or when the goods are received by the customer (FOB destination).</p> <p>From an accounting perspective, both inventory and costs of goods sold are impacted by this transaction.</p> <p>The system reflects that the materials are no longer available in stock at the time of post good issue regardless of the shipping terms.</p>	
<b>Menu Path</b>	Logistics → Sales and Distribution → Shipping and Transportation → Outbound Delivery → Change → Single Document
<b>Trans code</b>	VL02N

The **Change Outbound Delivery** screen appears. Your **Outbound Delivery** document number should be automatically inserted. If not you will have to find it from your notes or search for it.

1. Click 

The system returns a message indicating a change was made to the delivery note

What is the system message? \_\_\_\_\_

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.

## Exercise TR 14: Send Shipment notification to your customer

Purpose of Exercise
<p>Create and send an e-mail to your customer played by your instructor informing that the goods have been shipped.</p> <p>(In a real business the vendor will receive this confirmation from the bank of the vendor.)</p> <p>In the <b>Subject</b> field write: <b>Your product ... has been shipped</b></p> <p>(In a real business the customer will actually receive the goods)</p> <p><b><i>Make a copy of the e-mail. Paste it in the document to hand in on Fronter:</i></b></p> <p><b><i>IBE700_Roleplay_GSC-Activity_Data_Sheet_XXXXXX_yyy.docx</i></b></p>

## Exercise TR 15: Check Sales Order Status

Purpose of Exercise	
Check the Sales Order Status to see how the sales order process proceeds.	
Trans code	VA03 to display the sales order, then select Display document flow 

## Exercise TR 16: Create Billing for Customer (Invoice)

Purpose of Exercise	
<p>You have issued the bikes and now your customer has to pay.          To do this you need to create a billing document for your customer referring to the shipment (Outbound Delivery document).          The billing document permits the recognition of revenue and its associated accounts receivable.</p>	
Menu Path	Logistics → Sales and Distribution → Billing → Billing Document → Create
Trans code	VF01

The **Create Billing Document** screen appears. The Outbound Delivery **Document** number should atomically be inserted. (If not you can find the number on your Document Flow above next to Outbound Delivery)

1. Click  to create the document.

The system displays the Payer (customer number) and the material on the delivery with total values to be billed. You will view the pricing **Conditions**:

2. Click the leftmost button to select the line:

Item	Description	Billed Quantity	SU	Net value	Material	C
0	der Fahrrad S-000		10EA	10,690.00	KFS-000	8,

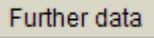
- Click  to view the **Pricing Conditions** for this **Material**.

3. Observe Profit Margin on the **Conditions** tab, observe the sale Price, your Internal price and your Profit from the sale.
4. Click  to return to the previous screen.

Now prepare SAP to **Print the Invoice** (billing document) so it can be sent to the customer.

6. Choose the **GoTo** menu → **Header** → **Output**
7. Type **RD00** (invoice) in the Output field.
8. Select **Print output** in the Medium field.
9. Click  to accept the entries.
10. Click  **Communication method**

A new screen appears.

11. Type **LOCL** in the **Logical destination:** field (or LP01 or any other field if LOCL is not defined)
12. Click **Print immediately** to select it.
13. Click  to return to the previous screen.
14. Click .
15. Select **Send immediately (when saving the application)** in the **Dispatch time** field.
16. Click  twice

17. Click  to save your changes.

What is the system message? \_\_\_\_\_

(The system message will notify you the foreign trade data is incomplete. The foreign trade data is completed in the next exercise).

If a messages window pop-up with a question of where to print the Invoice, select **CutePDF Writer** to generate a PDF file, and save the Invoice-file on your file catalog.

Click  to return to SAP main menu then click  to get the SAP main menu to initial mode.

## Exercise TR 17: Check Sales Order Status

Purpose of Exercise	
Check the Sales Order Status to see how the sales order process proceeds.	
Trans code	VA03 to display the sales order, then select Display document flow 

**Copy the Document Flow and paste it in the document to hand in on Fronter:**

**IBE700\_Roleplay\_GSC-Activity\_Data\_Sheet\_xxxxxx\_yyy.docx**

# Exercise TR 18: Complete Foreign Trade Export documents

Purpose of Exercise	
Check if foreign trade data is correct and add eventual missing data	
<b>Menu Path</b>	Logistics → Sales and Distribution → Foreign Trade/Customs → General Foreign Trade Processing → Import/Export → Operative Cockpit → Individual Maintenance → Export-Actual → Change
<b>Trans code</b>	VII4X

The **Billing Document-Foreign Trade Data: Change** screen appears.

The <b>Miami BC USA</b> imports from Perth BC, Australia	The <b>Hamburg BC Germany</b> imports from Miami BC, USA
Billing Document	Your Invoice document no (You can find it in the Document Flow)
Select Log of Incomplete Items	Select Log of Incomplete Items
<b>In the "Incomplete fields" list on the left hand side:</b>  Click on the first item under "Hdr"  Expand the FT header  FT header to look like Foreign Trade - Header  In the <b>Foreign Trade-Header</b> sheet  Select the <b>Handling</b> sheet, type the following if not already there:  ModeOfTrnsprt-Border: <b>1</b> (Sea) DomestModeOfTransp <b>3</b> (Road) Transport-Departure <b>Truck</b> <b>US</b> Mns of trsp - border: <b>Ship</b> <b>DE</b> Container: <b>0</b> (Goods do not cross the border in a container) <b>Enter</b> Your screen should look like: 	<b>In the "Incomplete fields" list on the left hand side:</b>  Click on the first item under "Hdr"  Expand the FT header  FT header to look like Foreign Trade - Header  In the <b>Foreign Trade-Header</b> sheet  Select the <b>Handling</b> sheet, type the following if not already there:  ModeOfTrnsprt-Border: <b>1</b> (Sea) DomestModeOfTransp <b>3</b> (Road) Transport-Departure <b>Truck</b> <b>DE</b> Mns of trsp – border <b>Ship</b> <b>NO</b> Container: <b>0</b> (Goods do not cross the border in a container) <b>Enter</b> Your screen should look like: 
Select the <b>Declara.</b> Sheet : No changes	Select the <b>Declare</b> sheet : No changes
Select the <b>Geography</b> sheet Office of exit: <b>10000</b> (Miami) Export customs off. <b>10000</b> (Miami) OfficeOfDestination <b>4532</b> (Hamburg Port) <b>Enter</b> (obsv that a line under <b>Incomplete fields</b> under <b>Hdr</b> on the left side disappears)	Select the <b>Geography</b> sheet Office of exit: <b>4532</b> (Hamburg Port) Export customs off. <b>4532</b> (Hamburg Port) OfficeOfDestination <b>0001(NO)</b> <b>Enter</b> (obsv that a line under <b>Incomplete fields</b> under <b>Hdr</b> on the left side disappears)
Click on the Set icon:	Click on the <b>Set</b> icon:
Now the elemet(s) in the Header is approved. Handle incomplete fields of <b>Item 000010</b> section:  Click on the first item under "Item 000010", Scroll down to select the <b>Legal categorization</b> sheet Comm/imp.code.no: <b>3208209000</b> (Do not use: 7891234400) PRODCOM no. <b>US987440</b> Code no-Destin.ctry <b>85030010</b> <b>Enter</b>	Now the elemet(s) in the Header is approved. Handle incomplete fields of <b>Item 000010</b> section:  Click on the first item under "Item 000010", Scroll down to select the <b>Legal categorization</b> sheet Comm/imp.code.no: <b>85030010</b> <b>Enter</b>
Select the <b>Origion/Destination/Business</b> sheet Ctry of origion: <b>US</b> Dispatch ctry: <b>US</b>	Select the <b>Origion/Destination/Business</b> sheet Ctry of origion: <b>DE</b> Dispatch ctry: <b>DE</b> Export procedure <b>10000</b> BusTransactType <b>11</b> <b>Enter</b>

<p>Export procedure                   <b>1</b> (Standard)  BusTransactType                   <b>3</b> (Final Sales)  <b>Enter</b>  No more changes in this section.</p> <p>Click on the Set icon: </p> <p>This should set all incomplete fields to green – meaning all relevant information filled in.</p> <p>Click on <b>Release ro Accounting</b>: </p> <p>Record if you get any messages.</p> <p>Click  to save your changes.</p>	<p><b>Your screen should look like:</b></p>  <p>All incomplete fields should be green.</p> <p>Click on the Set icon: </p> <p>Click on "Release for Accounting": </p> <p>Click  to save your changes.</p>
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What is the system message? \_\_\_\_\_

Click  to return to SAP main menu then click  to get the SAP main menu to initial mode. **Enter Yes if prompted to Save.**

## Exercise TR 19: Send Invoice to your Customer by e-mail

Purpose of Exercise	
You are now going to display an Invoice and send it via e-mail to your customer	
<b>Menu Path</b>	Logistics → Sales and distribution → Billing → Billing document → Display
<b>Trans Code</b>	VF03

The **Display Billing Document** screen appears. The **Billing Document** number should atomically be inserted. If not you will have to search for it or see your Document Flow.

1. Choose the **Billing Document** menu → **Issue output to**

Your Invoice should be selected. The system will default the last billing document created.

2. Click  to Print Preview your **Invoice**.

The Invoice is displayed. It should look similar to:



3 Press the keyboard “Alt” and “PrtScn” simultaneously to make a copy of the active window, i.e. the Invoice.

4 **Paste the invoice into an e-mail that you send to your your Customer represented by your instructor.**

5. Click  to return to the previous screen.

6. Click  to close the Output screen.

**Copy the e-mail and the Invoice and paste it in the document to hand in on Fronter: IBE700\_Roleplay\_GSC-Activity\_Data\_Sheet\_XXXXXX\_yyy.docx**

## Exercise TR 20: Check Sales Order Status

Purpose of Exercise	
Check the Sales Order Status to see how the sales order process proceeds.	
Trans code	VA03 to display the sales order, then select Display document flow 

**What is the status of the Accounting document?**

Click  until you have returned to the SAP Main Menu then click  to get the SAP main menu to initial mode.



**Wait for another e-mail from your Customer (your instructor) confirming the payment has been issued.**

**When you have received the e-mail ....**

*Copy the payment confirmation e-mail and paste it in the document to hand in on Fronter:  
IBE700\_Roleplay\_GSC-Activity\_Data\_Sheet\_xxxxxx\_yyy.docx*

**Now, confirm that the payment has been done in your SAP system.**

## Exercise TR 21: Post Receipt of Customer Payment

Purpose of Exercise	
The Customer has sent you a Payment notification via e-mail to show that funds for the payment has been transferred. You now need to Post a Receipt of the payment to settle the billing in SAP. A journal entry is made to Accounts Receivable for you Customer and to the bank checking account in the G/L.	
Menu Path	Accounting → Financial accounting → Accounts receivable → Document entry → Incoming payment
Trans Code	F-28

The **Post Incoming Payments** screen appears.

The Miami BC USA imports from Perth BC, Australia		The Hamburg BC Germany imports from Miami BC, USA	
Document date	Today's date	Document date	Today's date
Company Code	US00	Company Code	DE00
Currency/Rate	USD	Currency/Rate	EUR
In the <b>Bank data</b> section		In the <b>Bank data</b> section	
Account	101000 (Alternate Bank Account)	Account	101000 (Alternate Bank Account)
Amount	Enter amount reported in the e-mail	Amount	Enter amount reported in the e-mail
In the <b>Open item selection</b> section		In the <b>Open item selection</b> section	
Account	The number of the Customer	Account	The number of the Customer
Select	<b>Process open items</b> to Post amount	Select	<b>Process open items</b> to Post amount
Click 	to save the changes and Post the amount	Click 	to save the changes and Post the amount

8. Click  to save the changes and Post the amount.

What is the system message? \_\_\_\_\_

Click  twice to return to the SAP main menu. Ignore eventual warnings.

Click  to get the SAP main menu to initial mode.

# Exercise TR 22: Check Sales Order Status

<b>Purpose of Exercise</b>	
Check the Sales Order Status to see how the sales order process proceeds.	
<b>Trans code</b>	VA03 to display the sales order, then select Display document flow 

*Copy the Document Flow and paste it in the document to hand in on Fronter:  
IBE700\_Roleplay\_GSC-Activity\_Data\_Sheet\_XXXXXX\_yyy.docx*

# Exercise TR 23: Make a Business Process Model

**Make a business process model of both the export and the import business processes performed in this role play (See lecture notes)**

*Include the model in the document to hand in on Fronter:  
IBE700\_Roleplay\_GSC-Activity\_Data\_Sheet\_XXXXXX\_yyy.docx*

**This completes the transactions phase**



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