



# Project – SUGAM

## User Manual

Process Name: Create Contract  
Process Number: 06



### DOCUMENT DETAILS

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

### AUTHORS & PARTICIPANTS

Role	Name
Core Team Member	Sri D.K.Jha Miss.Rinki Rani Miss.Surbhi suman Sri Bhaskar Prince Sri Prabhat Kumar Sri Arunachal Prasad Chaurasia
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Workshop Participants	

### Revision History

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



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SAP T-code	ME31k
Process	Create contract

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

Create Contract : Initial Screen

Reference to PReq

Vendor

Agreement Type **ZONM**

Agreement Date 04.03.2019

Agreement

Organizational Data

Purch. organization 1000

Purchasing Group P01

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

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

Create Contract : Initial Screen

Reference to PReq **Reference to RFQ**

Vendor

Agreement Type **ZONM** Material PO

Agreement Date 04.03.2019

Agreement

Organizational Data

Purch. organization 1000 BSPTCL Pur Org.

Purchasing Group P01



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Enter RFQ number

Reference to RFQ

RFQ	6000000067
From RFQ item	
To RFQ item	

Enter validity start, validity end

Press Enter

### Create Contract : Header Data

Agreement		Company Code	1000	Purchasing Group	P01
		Agreement Type	ZONM	Purch. organization	1000
Vendor	100013	GE T&D India Limited			

Administrative Fields

Agreement Date	04.03.2019	Item Number Interval	10	Subitem Interv.	1
Validity Start	04.03.2019	Validity End	24.03.2020	Language	EN
<input type="checkbox"/> GR Message					

Terms of Delivery and Payment

Payment terms	0001	Targ. Val.		INR
Payment in		Days		%
Payment in		Days		%
Payment in		Days Net		
Incoterms				
Inco. Location1				

Select line item and click on Adopt + Details

### Create Contract : Overview: Reference Document Items

**Adopt + Details**

Reference Doc.	6000000067	Ref. Doc. Type	ZAN	Doc. Date	03.03.2019
Vendor	100013	GE T&D India Limited		Currency	INR

Reference Items

Itm	Material	Short Text	Plnt	SLoc	A	Qty	OUn
10	1000000041	power cable 2C - Test	1100	1000		5	KM



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

Press Enter

Create Contract : Item 00010

Account Assignments

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

Quantity and Price

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

Other Data

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

GR/IR Control

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

Enter save

Save icon highlighted

Create Contract : Item Overview

Account Assignments

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

Outline Agreement Items

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

Material PO created under the number 5500000024



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SAP T-code	ME32K
Process	Change contract

Enter contract number

Change Contract : Initial Screen

Agreement

Account Assignments

Agreement 5500000024 Agreement Type ZONM Agmt Date 04.03.2019  
Vendor 100013 GE T&D India Limited Currency INR

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	OUn	Net Price	Per	OPU
10			10000000041	power cable 2C - Test		5 KM	10,000.001		KM



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SAP T-code	ME33K
Process	Display contract

Display Contract : Initial Screen

Agreement

SAP T-code	ME35K
Process	Release contract

Select proper release code, Release group

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

Execute(F8)

Release (Approve) Purchasing Documents

Release Code

Release Group

Set Release

Cancel Release

Release Prerequisite Fulfilled

List with Items

Scope of List

Purchasing Document Category



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Click on release which contract we want to approve

Release Purchasing Documents with Release Code 01

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

Release Second level

Release (Approve) Purchasing Documents

Release Code

Release Group

Set Release

Cancel Release

Release Prerequisite Fulfilled

Same way release all level



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<b>SAP T-code</b>	<b>ME3M</b>
<b>Process</b>	<b>Contract list(By material)</b>

#### Purchasing Documents for Material

Choose...

Material	<input style="border: 1px solid red;" type="text" value="1000000041"/>				
Plant		to			
Purchasing Organization		to			
Scope of List	ALV				
Selection Parameters		to			
Document Type		to			
Purchasing Group		to			
Item Category		to			
Account Assignment Category		to			
Delivery Date		to			
Validity Key Date					
Range of Coverage to					
Document Number		to			
Supplier		to			
Supplying Plant		to			
Material Group		to			
Document Date		to			
Intern. Article No. (EAN/UPC)		to			
Supplier's Material Number		to			
Supplier Subrange		to			
Promotion		to			
Season		to			
Season Year		to			

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