SAP Easy Access

Other menu   Create role   Assign users   Documentation

- Favorites
- SAP Menu
  - Office
  - Cross-Application Components
  - Logistics
  - Accounting
  - Human Resources
  - Information Systems
  - Tools
  - WebClient UI Framework

SAP Material Management

Material Group Info Record

Display IMG

Existing BC Sets   BC Sets for Activity   Activated BC Sets for Activity   **i** Release Notes   Change Log   Where Else Used

Structure

- SAP Customizing Implementation Guide
  - Activate Business Functions
  - SAP NetWeaver
  - Enterprise Structure
  - Cross-Application Components
  - Auto-ID Infrastructure
  - SAP Portfolio and Project Management
  - Financial Accounting
  - Financial Accounting (New)
  - Financial Supply Chain Management
  - Internal Self-Services for Financials
  - Strategic Enterprise Management/Business Analytics
  - Controlling
  - Investment Management
  - Enterprise Controlling
  - Real Estate
  - Flexible Real Estate Management (RE-FX)
  - Logistics - General
    - Product Lifecycle Management (PLM)
    - Portal
    - Material Master
      - Configuring the Material Master
      - Field Selection
      - Basic Settings
      - Settings for Key Fields
        - Define Material Groups
        - Maintain External Material Groups
        - Define Divisions
        - Define Material Statuses
        - Extend ABC Indicator
        - Define Laboratories and Offices
        - Define Basic Materials
        - Define Storage Conditions
        - Define Temperature Conditions
        - Define Container Requirements
        - Define Units of Measure Groups
        - International Article Numbers (EANs)
        - Data Relevant to Sales and Distribution

Create a New Material Group

SPRO   zmetdc00   OVR

Change View "Material Groups": Overview

New Entries

Matl Group	Material Group Desc.	AGrp	D...	Description 2 for the material group
0001				
001	Metal processing			
00101	Steels			
00102	Steel sheets			
00103	Electronics			
00104	Mechanics			
001041	Fasteners			
00105	Cable			
00107	Miscelleanous			
00108	Engines			
00120	Pumps			
001201	Centrifugal Pumps			
001210	Pumps Maintenance			
002	Electronics			
00200	PC-Systems			PC-Systems
00201	Casing			
00202	Motherboards			
00203	Electricity supply			
00204	Boards			
00205	Docking station			
00206	Connections			
00207	Monitors	WWMM		
00208	Hard disks	WWMM		
00209	Drives			
00210	Input Devices			Input Devices (Keyboards, Mouses, Jouysticks...)
00211	Navigation aid			
00212	Cable			
00213	Hardware			

New Entries: Overview of Added Entries

Matl Group	Material Group Desc.	AGrp	D...	Description 2 for t
z100	z100			

Position...   Entry 1 of 289

OMSF   zmetdc00   OVR

Create Info Record: Initial Screen

Vendor	T-K500A01
Material	
Purchasing Org.	1000
Plant	1000
Info Record	

Info category

- ● Standard
- ○ Subcontracting
- ○ Pipeline
- ○ Consignment

To create Material Group Info Record

Press ENTER

Create Info Record: General Data

Purch. Org. Data 1   Texts

Info Record		☑
Vendor	T-K500A01	Motolux GmbH Gr.01
Material Group		

Vendor Data

1st Rem./Exped.		Days
2nd Rem./Exped.		Days
3rd Rem./Exped.		Days
Vendor Mat. No.		
Vendor Subrange		
VSR Sort No.		
Vendor Mat. Grp		
Points		/ 1
Salesperson	Hr. Schneider	
Telephone	0621/7599643	
Return Agmt		
Prior Vendor		

Origin Data

Certif. Cat.	
Certificate	
Valid to	
Ctry of	
Region	
Number	
Manufac	

Enter Material Group and Descirptions

Supply Option

Available from	
Available to	

Purchase Order Unit of Measure

Order Unit	☑

Sorting

Sort Term	☑

Info Record   Edit   Goto   Extras   Environment   System   Help

Create Info Record: General Data

Purch. Org. Data 1 | Texts

Info Record   z100
Vendor   T-K500A01   Motolux GmbH Gr.01
Material Group   Z100

Vendor Data

1st Rem./Exped.	Days
2nd Rem./Exped.	Days
3rd Rem./Exped.	Days
Vendor Mat. No.	
Vendor Subrange	
VSR Sort No.	
Vendor Mat. Grp	
Points	/ 1
Salesperson	Hr. Schneider
Telephone	0621/7599643
Return Agmt	
Prior Vendor	

Origin Data

Certif. Cat.

DE

Supply Option

Available from	
Available to	

Next, Goto Purchasing Org Data 1

Purchase Order Unit of Measure

Order Unit   PC

Sorting

Sort Term   Z100

Enter Order UOM and Sort Term
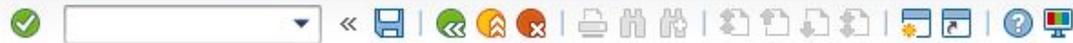
ME11 ▼   zmetdc00   OVR

Create Info Record: Purch. Organization Data 1

General Data   Conditions   Texts

Info Record		z100
Vendor	T-K500A01	Motolux GmbH Gr.01

Material Group	Z100	z100
Purchasing Org.	1000	Plant 1000 Standard

Control

Pl. Deliv. Time	5 Days	Tol. Underdl.	%	
Purch. Group	020	Tol. Overdl.	%	☐ Ackn. Rqd
Standard Qty	1 PC	☐ Unlimited	Conf. Ctrl	
Minimum Qty	PC	☐ GR-Bsd IV	Tax Code	
Rem. Shelf Life	D	☐ No ERS		
Differential Invoicing	▼			
Shippg Instr.				
		Procedure		
			RMA Req.	☐

Enter Pricing Data for the Material Group

Conditions

Net Price	50 EUR	/ 1	PC	Valid to	
Effective Price	0,00 EUR	/ 1	PC	☐ No Cash Disc.	
Qty Conv.	1 PC	<-> 1	PC	Cond. Grp	
Pr. Date Cat.		No Control			
Incoterms					

Create Info Record: Purch. Organization Data 1

General Data   Conditions   Texts

SAVE

Info Record   z100

Vendor   T-K500A01   Motolux GmbH Gr.0

Material Group   Z100   z100

Purchasing Org.   1000   Plant   1000   Standard

Enter Control data to go to PO

Control

Pl. Deliv. Time	5 Days	Tol. Underdl.	10 %
Purch. Group	020	Tol. Overdl.	10 % ☑ Ackn. Rqd
Standard Qty	1 PC	☐ Unlimited	Conf. Ctrl
Minimum Qty	1 PC	☐ GR-Bsd IV	Tax Code
Rem. Shelf Life	D	☐ No ERS	
Differential Invoicing			
Shippg Instr.			
		Procedure	
			RMA Req.

Conditions

Net Price	50 EUR / 1 PC	Valid to	
Effective Price	0,00 EUR / 1 PC	☐ No Cash Disc.	
Qty Conv.	1 PC <-> 1 PC	Cond. Grp	
Pr. Date Cat.	No Control		
Incoterms			

SAP   ME11 ▼   zmetdc00   OVR

Create Info Record: Initial Screen

Vendor   T-K500A01

Material

Purchasing Org.   1000

Plant   1000

Info Record   5500000287

Info category

⦿ Standard

◯ Subcontracting

◯ Pipeline

◯ Consignment

Note Info Record number

☑ Purchasing info record 5500000287 1000 1000 created

ME11   zmetdc00   OVR

Create PO
and
Search for
Material Group Info Recored

non-stock scenario with material group z1

Create Purchase Order

Document Overview On | 📄 📋 Hold 🔒 | 🖶 Print Preview   Messages ℹ️ 👥 Personal Setting | Save As Template   Load from Template

| 🛒 NB Standard PO NB ▼ | | Vendor | T-K500A01 Motolux GmbH Gr.01 | Doc. date | 05.08.2016 |

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | **Org. Data** | Status | Payment Processing

Purch. Org.   1000   IDES Deutschland
Purch. Group   020   Roth, P
Company Code   1000   IDES AG

S..	Itm	Per	O...	Matl Group	Plnt	Stor. Location	Handover ...	Shipping t...	Batch	Reqmt No.	Requisitioner	T	IM Material	Info Rec.	...	F..	T..	Purchas
				z1	1000													

F4

Default Values   Addl Planning

Item   1 New Item ▼

Create Purchase Order

Document Overview On | 🗋 🖆 Hold 🖆 | 🖶 Print Preview   Messages 🛈 🔊 Personal Setting   Save As Template   Load from Template

🛒 NB Standard PO NB ▼ [   ]   Vendor   [T-K500A01 Motolux GmbH Gr.01]   Doc. date   [05.08.2016]

| Delivery/Invoice | Conditi | | | Payment Processing |

Number of Purchasing Info Record (1)

| Info Records for Vendor | Info Records per Material | Info Records per M... | ◄ ► ➡ |

● Info Records for Vendor
  Info Records per Material
  Info Records per Material Group (Non-Stock Material)
  Info Records for External Processing

Purch. Org.   1000   IDE
Purch. Group   020   Rot

Company Code   1000   IDE

Vendor   [=] [T-K500A01] [±]

Vendor Subrange   [   ]

Vendor Material No. [   ]

Material Group   [   ]

Info record category [   ]

Purch. Organization [=] [1000]

Plant   [   ]

Maximum No. of Hits [500]

Select search by material group

🗃 B. S.. Itm	Per	O.. Matl (			T IM Material	Info Rec.	R... F... T.. Purchase
		z1					☐ ☐
							☐ ☐
							☐ ☐
							☐ ☐
							☐ ☐
							☐ ☐
							☐ ☐
							☐ ☐
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							☐ ☐
							☐ ☐

🔍 🖭🖭🖭 🗑🔒🔓 🗔🖩 🖨🖷🝾🝿 🖒 🗐   Default Values   Addl Planning   🖳   🖳

🗂 Item   [1 New Item   ▼] ▲▼

                              SAP   ▷ ME21N ▼ zmetdc00 OVR

Create Purchase Order

Document Overview On | Hold | Print Preview | Messages | Personal Setting | Save As Template | Load from Template

NB Standard PO NB ▼ | Vendor | T-K500A01 Motolux GmbH Gr.01 | Doc. date | 05.08.2016

Delivery/Invoice | Cond | **Number of Purchasing Info Record (1)** | nt Processing

Info Records per Material Group (Non-Stock Material) | Info Records for Extern...

Purch. Org.   1000
Purch. Group   020
Company Code   1000

Material Group   ▣ Z100   ▾

Sort Term

Short Text

Vendor

Search material group PIR by these methods

Purchasing Info Rec.

Info record category

Purch. Organization   ▣ 1000

Plant

Maximum No. of Hits   500

✓ ⟐ ✕

Item   1 New Item   ▼

Create Purchase Order

Document Overview On

NB Standard PO NB

| Delivery/Invoice | Conditi | | | | ayment Processing |

Purch. Org.   1000   IDE
Purch. Group   020   Rot
Company Code   1000   IDE

Number of Purchasing Info Record (1)   1 Entry found

| Info Records per Material Group (Non-Stock Material) | Info Records for Ext... |

Matl Group	Sort Term	Short Text	Vendor	Info Rec.	Cat	POrg	Plnt
Z100	Z100	z100	T-K500A01	5500000287	0	1000	1000

Double-click info record

S..	Itm	Per	O...	Matl				R...	F..	T..	Purchase
				z1							

Item   1 New Item

ME21N   zmetdc00   OVR

☑ [_____] ▼ « 🔒 | 🔲 🔲 🔲 | 🔲 🔍 🔍 | 🔲 🔲 🔲 🔲 | 🔲 🔲 | ❓ 🖥

Create Purchase Order

Document Overview On | 🗋 📑 Hold 🔲 | 🔲 Print Preview   Messages 🔢 🔲 Personal Setting | Save As Template   Load from Template

🔲 NB Standard PO NB ▼ [_____]   Vendor   [T-K500A01 Motolux GmbH Gr.01]   Doc. date   [05.08.2016]

| Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Payment Processing |

Purch. Org.   [1000]   IDES Deutschland
Purch. Group   [020]   Roth, P
Company Code   [1000]   IDES AG

🔲	S...	Itm	Per	O...	Matl Group	Plnt	Stor. Location	Handover ...	Shipping t...	Batch	Reqmt No.	Requisitioner	T	IM Material	Info Rec.	R...	F...	T..	Purchase
					z1	1000									550000028	☐	☐		
																☐	☐		
																☐	☐		
																☐	☐		
																☐	☐		
																☐	☐		
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																☐	☐		
																☐	☐		
																☐	☐		

Press ENTER

🔲 🔲 🔲 🔲 | 🗑 🔒 🔓 | 🔲 🔲 | 🔲 🔲 🔲 🔲 | 🔲 | 🔲   Default Values   Addl Planning   🔲   🔲

🔲 Item   [1 New Item ▼]   ▲ ▼

SAP   ▷ | ME21N ▼ | zmetdc00 | OVR

Purchase Order   Edit   Goto   Environment   System   Help

Create Purchase Order

Document Overview On   Hold   Print Preview   Messages   Personal Setting   Save As Template   Load from Template

NB Standard PO NB   Vendor   T-K500A01 Motolux GmbH Gr.01   Doc. date   05.08.2016

Header

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	Handover ...	Shipping t...	Batch:
🔴	10	K			test case 1	1	PC	D	10.08.2016	50,00	EUR	1	PC	Z100	1000				
											EUR								
											EUR								
											EUR								
											EUR								
											EUR								
											EUR								
											EUR								
											EUR								

Note price from material group PIR

Default Values   Addl Planning

Item   1 [10] test case 1

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Texts | Delivery Address | Confirmations

AccAssCat   K Cost center   Distribution   Single account assignm...   CoCode   1000 IDES A...

Unloading Point   Recipient
G/L Account   400000
Business Area
CO Area
Cost Center   1000
Profit Center
Earmarked Funds

More

Enter Cost Center   SAP   ME21N   zmetdc00   OVR

Create Purchase Order

Document Overview On | 🗋 🗂 Hold | Park 🗂 | 🖨 Print Preview | Messages | ⓘ 🗐 Personal Setting | Save As Template | Load from Template

| 🛒 | NB Standard PO NB ▼ | | Vendor | T-K500A01 Motolux GmbH Gr.01 | Doc. date | 05.08.2016 |

🗀 Header

🗐	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	Handover ...	Shipping t...	Batch 🔳
		10	K			test case 1	1PC	D		10.08.2016	50,00	EUR	1	PC	Z100	1000				
												EUR								
												EUR								

Display Info Record: Purch. Organization Data 1

General Data   Conditions   Texts

| Info Record | 5500000287 🗐 | | z100 |
| Vendor | T-K500A01 | | Motolux GmbH Gr.01 |

🗀 Item | 1 [10] test case 1 ▼ | ▲ ▼

| Material Group | Z100 | | z100 |
| Purchasing Org. | 1000 | Plant | 1000 Standard |

Material Data | Quantities/Weights | Delivery Schedule | Delivery

Control

Overdeliv. Tol.   10,0 %   ☐Unlimited   1st Rem./Exp   Pl. Deliv. Time   5   Days   Tol. Underdl.   10,0 %
Underdel. Tol.   10,0 %   ☐Origin Accept.   2nd Rem./Exp   Purch. Group   020   Tol. Overdl.   10,0 %   ☑Ackn. Rqd
Shipping Instr.   [   ] ▼   3rd Rem./Exp   Standard Qty   1   PC   ☐Unlimited   Conf. Ctrl
                                            No. Exped.   Minimum Qty   1   PC   ☐GR-Bsd IV   Tax Code
Stock Type   Unrestricted use   ▼   Pl. Deliv. Time   Rem. Shelf Life   0   D   ☐No ERS
                                            GR Proc. Time
Rem. Shelf Life   [   ] D   Incoterms   Differential Invoicing   01 Not Re... ▼   No Eval. Rcpt Settlement
QA Control Key   [   ] ▼   Shippg Instr.   [   ]
Handover Location   [   ]
Shipping type   [   ]   Procedure   [   ]

                                                                                RMA Req.

Note default
control fields from
material group
PIR