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How to download an outline agreement in sap

A contract, of course, is an agreement between a vendor and a buyer. A contract is known as an "Outline Agreement" in SAP terms. The vendor agrees to provide certain goods/products to the buyer during the agreed period and for the agreed terms. On the other hand, the buyer is also responsible to purchase the agreed-upon quantities under the terms and conditions specified in the outline agreement. In this article, we will outline the steps you will need to follow when creating a contract or outline agreement in SAP. We will also learn how to navigate to an existing outline agreement. Steps for creating an outline agreement/contract in SAP Step 1: Navigate to the agreement creation screen. The T-code for outline agreement creation is ME31K. You can also go to the outline agreement creation screen by following the below path: Logistics >>> Material Management >>> Purchasing >>> Outline Agreement >>> Contract >>> Create This will take you to the initial screen for contract creation. Step 2 - Vendor: You need to enter the vendor code in this field or click on the search icon and search for the desired vendor. Step 3 - Agreement Type: Select the agreement type. We have selected the quantity contract MK here for our example. Step 4: Enter Purchasing Org and Purchasing Group to enter in the main screen of the contract. Step 5: Press Enter. You will see the header data screen shown below. Step 6: Fill in all the required entry fields on this screen. Validity End: It is the expiry date of the contract. The buyer will be responsible to purchase all the agreed quantities on/before this date. Payment Terms: The payment term is the agreed term decided between both parties. The buyer is responsible to release the payment of delivered material as per the agreed payment terms mentioned in the contract. Select and enter the agreed payment term and with the vendor. In the below screen, you can see the list of payment terms in SAP. Enter the contract expiry date or validity end date of the contract. Step 7: After entering all the required data on the initial screen, press Enter or click on the overview icon or press F5. Step 8: The next screen will be the item overview. In this window, item-level information will be provided. Material Code and Description Targeted Quantity Get Price Now you can enter the material code, targeted quantity, and net price. Step 9: Verify the data and save the agreement by click on the SAVE icon. The outline agreement will be saved and a new number will be generated. You can see the number at the bottom of the SAP screen. Copy the outline agreement number. How to view an outline agreement To view an outline agreement, go to the T-Code ME33K and enter the agreement number. Press Enter or click on the overview icon. The contract main screen will be displayed. Here, you can see the item detail, quantity, and net price. Click on the header details icon or press F6 to view the contract validity, payment terms, and other details. You can also get the pdf copy of the contract by using the T-Code ME9K. Learn More Want to learn more about Outline Agreements in SAP and earn your certification? Be sure to check out our SAP Outline Agreements Course for hands-on training, simulated as if you were logged into an actual SAP system! Vendor selection is an important process in the procurement cycle. Vendors can be selected by quotation process. After having shortlisted a vendor, an organization enters into an agreement with that particular vendor to supply certain items with certain conditions. Typically when an agreement is reached, a formal contract is signed with the vendor. So, an outline agreement is a long-term purchasing agreement with a vendor. - The key points to note about an outline agreement are as follows An outline agreement is a long-term purchasing agreement with a vendor containing terms and conditions regarding the material that is to be supplied by the vendor. The terms of an outline agreement are valid up to a certain period of time and cover a certain predefined quantity or value. An outline agreement can be of the following two types - Contract Scheduling Agreement Contract A contract is a long-term outline agreement between a vendor and an ordering party over a predefined material or service over a certain framework of time. There are two types of contracts - Quantity Contract - In this type of contract, the overall value is specified in terms of the total quantity of material to be supplied by the vendor. Value Contract - In this type of contract, the overall value is specified in terms of the total amount to be paid for that material to the vendor. Follow the steps given below to create a contract. - Path to Create Contract Logistics = Materials Management = Purchasing = Outline Agreement = Contract = Create TCode: ME31K Step 1 - On the SAP Menu screen, select the Create execute icon by following the above path. Step 2 - Provide the name of the vendor, type of contract, purchasing organization, purchasing group, and plant along with the agreement date. Step 3 - Fill in all the necessary details such as the agreement validity start date, end date, and pay terms (i.e. terms of payment). Step 4 - Provide material number along with the target quantity. Click on Save. A new Contract will be created. Scheduling Agreement A scheduling agreement is a long-term outline agreement between the vendor and the ordering party over a predefined material or service, which are procured on predetermined dates over a framework of time. A scheduling agreement can be created in the following two ways - Creating scheduling agreement Maintain scheduling lines for the agreement Creating Scheduling Agreement Follow the steps given below to create a scheduling agreement. Path to Create Scheduling Agreement Logistics = Materials Management = Purchasing = Outline Agreement = Scheduling Agreement = Create = Vendor Known TCode: ME31L Step 1 - On the SAP Menu screen, select the Create execute icon by following the above path. Step 2 - Provide the name of the vendor, agreement type (LP for scheduling agreement), purchasing organization, purchasing group, plant along with agreement date. Step 3 - Fill in all the necessary details such as the agreement validity start date, end date, and pay terms (i.e. terms of payment). Step 4 - Provide material number along with the target quantity, net price, currency, and material group. Click on Save. A new Scheduling Agreement will be created. Maintain Scheduling Lines for the Agreement Schedule lines can be maintained for a scheduling agreement by following the steps given below. Path to Maintain Schedule Lines Logistics = Materials Management = Purchasing = Outline Agreement = Scheduling Agreement = Delivery Schedule = Maintain Step 1 - On the SAP Menu screen, select the Maintain execute icon by following the above path. Step 2 - Provide the scheduling agreement number. Step 3 - Select the line item. Go to Item tab. Select Delivery Schedule. Step 4 - Provide the delivery schedule date and the target quantity. Click on Save. Schedule lines are now maintained for the scheduling agreement. Hi Guys: I'm wondering on R/3, is there some transaction code or dynamic selection i can use to run a report for outline agreement. i am looking for one report that will generate following information: Outline agreements that has not been used since August 2007 till now, which means no Purchase orders drawn off the outline agreement. In other word, Outline agreement with Purchase order but has not been used since a particular date. Much appreciate your help indeed. Forrest Outline agreement is a long-term purchase agreement between vendor and customer. Outline agreement are two types: Contract Scheduling Agreement Contract The contract is draft agreement, and they do not include delivery dates for the material. Contract is two types : Quantity Contract: This contract considered to fulfilled when the company supplied an agreed total quantity of materials against the contract. Value Contract: This contract considered to fulfilled when the company supplied agreed total value of material against the contract. Create Quantity Contract Step-1 Enter T-code ME31K in the command field. Enter Vendor / Agreement Type (MK-Quantity Contract) / Agreement Date. Enter Purchase Org. Purchasing Group in organizational data. Step-2 Enter Validity End date of contract in header data screen. Step-3 Enter Material, Target quantity (A quantity for which quantity contract being created) and net price Click On Save Button. A message as will be displayed. Create Scheduling agreement The scheduling agreement is a long-term purchase agreement with the vendor in which a vendor is bound for supplying of material according to predetermined conditions. Details of the delivery date and quantity communicated to the vendor in the form of the delivery schedule. Step-1 Enter T-code ME31 in command field. Enter Vendor / Agreement Type (LP- Scheduling agreement) / Agreement Date. Enter Purch. Organization / Purchasing group. Step-2 Enter Validity End Date in header screen. Step-3 Enter Material / Target Quantity / Net Price / Plant in Item Overview Screen. Step-4 Enter Exclusion in next screen . Step-5 Get back previous screen item overview and click on save button. A message as below -

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