

購買発注確認時にラインアイテムを分割する(日)

このサプライヤーポータルでの処理により、確認上の配送を分割することができます。例えば、購買発注の 注文数量を2つの配送に分割することができます。

ステップ	アクション
1.	SAP SNCシステムにログインします。[アラートモニター]ウィンドウが表示されます。
2.	確認するPOを入力します。 注意:POは、アラートのリストから検索することもできます。
3.	[購買発注]メニューをクリックします。 Purchase Order

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ステップ	アクション
4.	[購買発注詳細]メニューアイテムをクリックします。
	Purchase Order Details



ステップ	アクション
5.	[PO番号:]フィールドをクリックします。
6.	[PO番号:]に「4800141178」と入力します。
7.	[実行]をクリックします。 Go
8.	POを確認するために、「変更」モードに切り替えます。

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ステップ	アクション
9.	[変更]をクリックします。 Change
10.	ラインアイテムまで下へスクロールします。
11.	[縦]スクロールバーをクリックします。
12.	確認するPOアイテムを選択します。
13.	行頭をクリックします。
14.	アイテムを複数の確認に分割するには、配送毎に[確認]を1回クリックします。 この例では、確認を2つの配送に分けるために[確認]を2回クリックします。 重要:[POアイテム]セクションの[確認]をクリックします。 ([日程行]セクションの[確認]ボタンではありません。)

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ステップ	アクション
15.	[確認]をクリックします。 Confirm

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ステップ	アクション
16.	[確認]をクリックします。 Confirm
	画面内の[アイテム]セクションの[日程行]タブに、配送を分割して2行の確認済日程行が表 示されます。
17.	重要:[確認]をクリックした回数と同じ数の確認済日程行が生成されます。各日程行は完全 な複製です。

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ステップ	アクション
18.	構成品目を含むアイテムについては、依頼日程行から確認済日程行へ、構成品目をコピー します。
	確認済日程行を選択し、[構成品目をコピー]をクリックします。各確認済日程行でこのアク ションを行います。
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20.	[構成品目をコピー]をクリックします。 Copy Components

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22.	[構成品目をコピー]をクリックします。 Copy Components
23.	次に、各確認済日程行の数量と納入日を変更します。 注意:事前出荷通知(ASN)を処理している場合は、これから出荷される数量は確認済み の数量と一致している必要があります。数量が異なる場合には、出荷される数量と一致す るように日程行を分割します。

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25.	[数量]フィールドに「 <mark>30</mark> 」と入力します。

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26.	[納入日]フィールドをクリックします。 25.11.2014
27.	[ドロップダウン]ボタンをクリックし、メニューをアクティブにします。
28.	希望の日付をクリックします。 28



ステップ	アクション
29.	[数量]フィールドをクリックします。 100
30.	[確認済]フィールドに「70」と入力します。
	次に、分割された確認の個々で使用される、対応するBOM構成品目を分割し更新します。
31.	日程行の数量を変更した場合には、 [日程行の構成品目]セクションで各確認の数量も変更します。
	 関連する[日程行の構成品目]を表示するには、各確認を1つ1つ選択します。

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ステップ	アクション
32.	行頭をクリックします。
33.	[日程行の構成品目]セクションで必要な変更を行います。

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35.	[数量]フィールドに「 <mark>30</mark> 」と入力します。
36	[数量]フィールドをクリックします。
50.	200
37.	[数量]フィールドに「 <mark>60</mark> 」と入力します。
38.	別の確認済日程行を選択し、[構成品目]セクションで変更を行います。
39.	行頭をクリックします。

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ステップ	アクション
40.	[数量]フィールドをクリックします。
	100
41.	[数量]フィールドに「 <mark>70</mark> 」と入力します。
42	[数量]フィールドをクリックします。
12.	200
43.	[数量]フィールドに「140」と入力します。
44.	分割した確認済行で[構成品目]の数量を修正した後、上へスクロールして確認をチェックし
	発行します。
45.	[縦]スクロールバーをクリックします。
46.	すべての変更が終了したら、PO確認を発行する前に間違えがないかを確認します。

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Supplier Ref.: Customer Ref.:	Chg. Distr. Status: Updated by Customer
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ステップ	アクション
47.	[確認]をクリックします。 Check
48.	エラーがある場合には、画面の一番上に表示されます。

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ステップ	アクション
49.	[発行]をクリックします。 Publish

Supply Network Collaboration - SAP NetWeaver Portal - Windows Internet Explorer provided by 3M/IE 9.0 GPO		_ <u>8 ×</u>
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ステップ	アクション
50.	[はい]をクリックします。 Yes
51.	「注文xxxxは正常に発行されました」というメッセージが表示されます。

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ステップ	アクション
53.	この処理は完了です。 手順終了