

Procurement With Sap Mm Business User Guide 2nd Edition

Consumption-based MRP is an important business process in almost every company. In SAP, you can plan material requirements based on consumption. SAP provides important functionalities like determining net requirement, procurement dates, etc. This book explains all the concepts underpinning SAP's MM Consumption based MRP Module. It is a comprehensive technical manual which explains every single node of the User Menu and the Configuration. The book is organized in chapters that are important business activities. The author has taken care to balance details with overviews that explain linkages between concepts. In this book, like author's earlier books, he explains every screen of SAP MM Consumption-based MRP. Divided into 16 chapters, the book clearly explains both the SAP Menu and the Customizing Implementation Guide. It also indicates the chapter number where these are covered, thereby creating a direct link between the book and the SAP software. The implementation of SAP MM Consumption Based MRP and documentation can also be guided by the structure of this book.

SAP MM is one of the core modules of the logistic process in SAP. SAP MM covers a broad area of business functionalities. There is no surprise that SAPMM is a very broad subject, and it requires ample amount of time. In order to save users time and make subject matter easy, this book is designed. The book is small but covers all important aspects of SAP MM. This book will help you to get end-to-end knowledge of SAP MM module in a short span of time. The book has segmented SAP MM modules into various section like Master data, purchasing, pricing and Inventory management in a concise way. This edition will also guide SAP MM aspirants for their

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certification course. It can be used as a user manual by SAP readers. All technical terminology are well explained. By using this book SAP implementation becomes easy, you will learn how SAP MM can be configured step by step. The screenshot and examples clearly explain various t-codes for SAP MM process. For beginners, it will be their first hand on experience with SAP MM. Learning SAP MM becomes easy with this book.

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procurement

This is your comprehensive guide to SAP Ariba:

implementation, configuration, operations, and integration!

Get step-by-step instructions for each functional area, from contract and invoice management to guided buying and beyond. See how each SAP Ariba application fits into your procurement landscape and how they connect to SAP

S/4HANA and SAP ERP. Get your cloud procurement project started today!

a. Configuration See how SAP Ariba interacts with the procurement landscape and then set it up! From loading master data to configuring purchasing policies and approvals, this step-by-step guide has you covered. b.

Functionality After go-live, learn how to use each piece of SAP Ariba! Follow detailed instructions and screenshots to master your core SAP Ariba tasks like creating invoices and analyzing your spending. c. Integration Understand how SAP

Ariba connects to peripheral solutions, and start your integration project today! Dig into integrating Ariba Network, SAP Ariba Sourcing, SAP Ariba Supply Chain Collaboration for Buyers, and SAP Fieldglass. 1) Implementation 2)

Configuration 3) Integration 4) Ariba Network 5) SAP Ariba Supply Chain Collaboration for Buyers 6) SAP Ariba Supplier Lifecycle and Performance 7) SAP Ariba Supplier Risk 8)

SAP Ariba Sourcing 9) SAP Ariba Contracts 10) SAP Ariba Buying and Invoicing 11) SAP Ariba Spend Analysis 12)

Guided buying

Are you tired of being constantly bogged down by overly technical information? This book provides exactly what functional consultants are looking for: information on how to connect Materials Management (MM) in SAP with industry best-business processes and practices. Get the big picture you need! MM: When, Why, and How Understand when and why to use each MM functionality to suit your specific business processes, and then learn how to accomplish the

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specific task with process steps.

Designed as a comprehensive reference for programmers and SAP? users or as review for certification, this book includes all of the major concepts related to the SAP Materials Management (MM) module functionality, technical configuration, and implementation. With an easy-to-follow writing style, it begins with an introduction of the SAP ERP system and extends to the architecture of SAP R/3? technology. A complete glossary is included to help the reader understand the myriad of terms used with this module. This book serves as an excellent reference for both the earlier and more recent versions of SAP software.

Procurement with SAP MMBusiness User Guide Procurement with SAP MMBusiness User Guide SAP Press

Originally published under the title: SAP Ariba and SAP Fieldglass

Explains the key financial integration points in Materials Management Includes best practices, real-world examples, and configuration steps for logistics, business transactions, and more Teaches you how to integrate procurement and financial accounting processes 2nd Edition Updated for SAP ERP 6.0, EHP 5 and 6 Master Financial Accounting (FI) and Materials Management (MM) with this completely updated and comprehensive guide. Explore the integration of MM and FI and optimize your entire supply chain network with ease. Ensure that you have the right product, in the right place, at the right quantity and price to meet your business needs. With a practical, straightforward approach, benefit from real-world examples, troubleshooting techniques, and step-by-step descriptions to create a smooth and efficient procurement process. Relationship between Materials

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Management and Financial Accounting Discover the relationship between Materials Management and Financial Accounting and learn how to drive an efficient procurement process. Configure your SAP Procurement Configure the FI and MM components with ease and learn the pros and cons of each within an SAP ERP workflow. MM and FI Processes and Concepts Improve your procurement process with a flexible and integrated MM solution set that highlights FI compliance and account and controlling postings. Technical Meets Functional Discover the technical aspects of SAP ERP functionality, including coding and database tables to help you develop a more technical understanding of integration issues. Second Edition, Updated and Expanded Updated to include new and expanded content on differential invoicing with respect to purchasing, inventory management, invoice verification, and more.

Revised edition of the authors' Procurement with SAP MM, 2014.

Get MM on SAP S/4HANA! Set up the master data your system needs to run its material management processes. Learn how to define material types, MRP procedures, business partners, and more. Configure your essential processes, from purchasing and MRP runs to inventory management and goods issue and receipt. Discover how to get more out of SAP S/4HANA by using batch management, special procurement types, the Early Warning System, and other built-in tools. Highlights include: 1) Materials master data 2) Vendor master data 3) Business partners 4) Purchasing

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information data 5) Batch management 6) Material requirements planning (MRP) 7) Inventory management 8) Goods issue/goods receipt (GI/GR) 9) Material Ledger 10) Invoice verification 11) Document management 12) Reporting

This is the book you need to master reverse logistics.

You'll learn how to configure and use SAP ERP to optimize reverse logistics practices, particularly returns, repairs, and refurbishment. And with the step-by-step instructions, real-world examples, and tips provided throughout, you'll find many ways to streamline your processes and make your business perform more efficiently. This is the book that will ensure you're getting the most out of the reverse logistics tools in SAP ERP.

Basic Principles of Reverse Logistics Explore what reverse logistics is and how it can help you develop a more efficient and cost-effective business.

Reverse Logistics Functionalities Get a thorough understanding of the various reverse logistics processes, and learn how they are executed within SAP ERP.

SAP ERP Configuration Learn how to customize SAP ERP for reverse logistics to work for your needs.

Finance in Reverse Logistics Learn how to recapture value for reverse logistics with accounting and valuation in SAP.

Real-World Examples and Tips Use the insider tips provided throughout to find solutions to your own reverse logistics issues.

This eBook is not only provides the description of Goods and Services Procurement Processes for ICT services company. It provides the general activities and steps required in order to complete these Goods and Services

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Procurement scenarios: PROCUREMENT OF STOCK ITEMS, PROCUREMENT OF SPARE PARTS, PROCUREMENT OF IMPORTED STOCK, NON-STOCK PROCUREMENT and STOCK TRANSPORT ORDER PROCESS. Content: I. PROCUREMENT OF STOCK ITEMS 1. Overview of the Scenario 2. Master Data and Organizational Data 3. Process Flow Diagram 4. Scenario Overview Table 5. Reports 6. Forms 7. Workflow II. PROCUREMENT OF SPARE PARTS 1. Overview of the Scenario 2. Master Data and Organizational Data 3. Process Flow Diagram 4. Scenario Overview Table 5. Reports III. PROCUREMENT OF IMPORTED STOCK 1. Overview of the Scenario 2. Master Data and Organizational Data 3. Process Flow Diagram 4. Scenario Overview Table 5. Reports IV. NON-STOCK PROCUREMENT 1. Overview of the Scenario 2. Master Data and Organizational Data 3. Process Flow Diagram 4. Scenario Overview Table 5. Reports V. STOCK TRANSPORT ORDER PROCESS 1. Overview of the Scenario a. Inter-Business Goods Delivery b. Inter-Company Delivery and Billing 2. Master Data and Organizational Data a. Inter-Business Goods Delivery b. Inter-Company Delivery and Billing 4. Scenario Overview Table a. Inter-Business Goods Delivery b. Inter-Company Delivery and Billing 5. Reports

Step up your SAP PP game! Learn how to configure SAP ERP Production Planning for discrete, process, and repetitive manufacturing and master BOM status definitions, process message characteristics, and master data. Dive into SAP PP workflows and use Process

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Management, release production orders, and create planning tables. Covering everything from S&OP and MRP to SAP Demand Management and the Early Warning System, this book will help you get your production process to maximum efficiency!

SAP MM is one of the core modules of the logistic process in SAP. SAP MM covers a broad area of business functionalities. There is no surprise that SAPMM is a very broad subject, and it requires ample amount of time. In order to save users time and make subject matter easy, this book is designed. The book is small but covers all important aspects of SAP MM. This book will help you to get end-to-end knowledge of SAP MM module in a short span of time. The book has segmented SAP MM modules into various section like Master data, purchasing, pricing and Inventory management in a concise way. This edition will also guide SAP MM aspirants for their certification course. It can be used as a user manual by SAP readers. All technical terminology are well explained. By using this book SAP implementation becomes easy, you will learn how SAP MM can be configured step by step. The screenshot and examples clearly explain various t-codes for SAP MM process. For beginners, it will be their first hand on experience with SAP MM. Learning SAP MM becomes easy with this book. Table Content Chapter 1: Master Data 1. Introduction to Master Data 2. How to Create Material master data 3. How to Change Material Master 4. How to Copy Material Master 5. Mass Creation of Material Master 6. Material Master Views – Ultimate Guide! Chapter 2: Purchasing 1. Introduction to

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Chapter 6: Pricing 1. Overview of Pricing Procedure 2. How to Define Access Sequence & Condition Table 3. A How to Define condition types 4. How To Define Calculation Schema 5. How to Define Schema Group 6. Define Schema Determination

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SAP is a powerful software that can meet the needs of any business and for any type of business in any part of the world. Its all encompassing nature makes SAP complex. To understand SAP well, in this book on SAP MM Purchasing, like in his earlier four books on SAP (HR module), the author gives an indepth analysis of

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SAP, with its focus on materials management purchasing. Divided into 26 chapters, the book clearly explains both the SAP Menu and the Customizing Implementation Guide. It also indicates the chapter number where these are covered, thereby creating a direct link between the book and the SAP software. This well-organized book can be used to learn SAP from scratch. Being a learning guide, it would be immensely valuable for all those who are training to be SAP Consultant. The book would be especially useful to Business Process Owners and Senior Managers to get an overview of SAP and the important choices it offers.

Salient Features

- The book balances details with overviews which explain linkages between concepts.
- Each chapter forms an important business concept and covers business processes carried out in SAP by the user.
- The book can be used as a User Manual by SAP readers.
- SAP implementation becomes easy by using the book.

If goods and services are not available in sufficient quantity, this can stop production and have a corresponding negative impact on sales. However, high warehouse stocks also tie up capital and cause costs. This book on consumption-based material requirements planning (MRP) will help you to manage this conflict of interests. Despite materials required having different procurement lead times and specific storage properties, you can and must be able to respond to individual requirements. Using processes and examples from practice, you will learn how the consumption-based MRP procedures in SAP MM can support you in these tasks.

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This book is aimed at both beginners in the topic, as well as key users who want to familiarize themselves with basic customizing settings. - Reorder point planning, stochastic and time-phased MRP - Material master data, including lot sizes and how to calculate them - Planning, planning process, stock/requirements lists (transaction MD04), and forecasts - Customizing of the basic settings and processes

Do you know how to execute procurement processes in standard SAP without any errors? Find out how in this practical guide to the SAP Materials Management (MM) module and the purchasing process in SAP ERP. The author expertly introduces readers to the most frequently used functions in the procurement process, from setting up a purchase requisition to posting the vendor invoice. Walk through a step-by-step example with detailed SAP screenshots of the vendor master data on the purchase requisition to the purchase order. Then builds on this example to explore information on the goods receipt and invoice verification process. Identify opportunities for process optimization. Obtain a list of best practices for consistently maintaining data in SAP. Learn how to use master data, functions, and evaluations to work more productively with SAP MM. The updated second edition includes information on the approval process and credit approval procedures. By using practical examples, tips, and screenshots, the author brings readers up to speed on the fundamentals of SAP MM. - Step-by-step instructions for creating a vendor master record and a purchase requisition - How to convert a purchase requisition to a purchase order - Approval process and

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credit approval procedure fundamentals - Tips on how to create favorites

Whether you're a consultant who wants to familiarize yourself with materials management (MM) customization, or an end user interested in learning about MM business processes, this book is for you. You'll gain a thorough understanding of the strategies and key processes for materials management, and learn how SAP ERP can be customized to support your business. Practical examples and dozens of timesaving tips are provided throughout to explain the why and how of configuring and customizing MM with SAP ERP Operations. Your Business Needs: Learn how MM fits into various business processes, including procurement, inventory management, invoicing, and more. Step-by-Step Configuration: Master the steps needed to customize key MM processes in SAP ERP Operations to meet specific business requirements. Easy-to-Follow Tips: Use the practical tips included throughout to apply proven, field-tested techniques to your own customization projects. Real-World Scenarios and Best Practices: Find numerous examples of how MM with SAP ERP Operations is applied to real-life business scenarios. Business Overview Diagrams: Understand the ins and outs of materials management through the practical diagrams included throughout.

Hi, This Book is for those who are in SAP or wants to learn SAP MM. Here you will find step-by-step procedure (SPRO customization paths) for implementation and customization along with the screen shots of SAP MM. This book covers almost all topics related to SAP MM, i.e. Organization chart, Implementation procedure,

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Business process, Creation of Company, Company code, Plant, Storage Location, Purchasing Organization & Purchasing Group, Assignment of all of the above to each other Plant Master Data, Material Master, Material Valuation, Vendor Master, Document Types, Number Ranges, Item category, Account assignment Category, Purchase Order, Purchase Requisitions, Outline Agreements (Contracts, Schedule agreement), Automatic PO, Inventory Management, , Pricing Procedure, Release Procedure, External Service Management, Special Stocks (Subcontracting, Contracting, Stock Transfer, Third Party, Pipeline, Returnable Transport Packaging, Sales Order, Project Stock), Split Valuation, Automatic Account Assignment, LSMW, SAP System landscape.... and many more things. Hope this book will help you.

This book is designed for use as both a reference guide and a conceptual resource for professionals working with and around SAP ERP. This material approaches real-world SAP topics using an integrated process perspective of the firm. Each process is discussed within the context of its execution across functional areas in the company. Professionals will gain a deep appreciation for the role of SAP ERP systems in efficiently managing processes from multiple functional perspectives. -- Foundational ERP concepts for end users & project teams -- Digital learning of core principles and techniques related to integrated business process execution -- Real-World examples of SAP ERP "in action" -- Self-Guided tutorials for critical SAP transactions in each process -- Definitions and

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contextual explanation of key terms and concepts in SAP ERP Table of Contents 1. Introduction to Business Processes 2. Introduction to Enterprise Systems 3. Introduction to Accounting 4. The Procurement Process 5. The Fulfillment Process 6. The Production Process 7. Inventory and Warehouse Management Processes 8. The Material Planning Process 9. Integrated End-to-End Processes 10. Global Bike Inc. Company History 11. Key Terms & Definitions

Explore key procurement processes and the day-to-day use of SAP MM Learn essential troubleshooting and problem-solving techniques Reduce ordering costs, decentralize purchase orders, and engage all levels of employees for successful procurement practices Cut straight to the heart of the matter with this book: efficiently using Materials Management (MM) in SAP ERP. This book teaches you everything you need to use MM in your everyday job. You'll find explanations of key procurement processes and how MM fits in, and then get down to the nitty-gritty. Written for procurement from the plant floor, this book will be an essential companion to you for your MM journey. Learn crucial system navigation, how to troubleshoot problems and system issues, and explore advanced functions and concepts that will improve your MM experience. Additionally, the book includes useful recommendations on how to perform procurement activities with fewer steps and greater ease.

This comprehensive guide uses a case-study approach to teach consultants how to deliver fast and successful SAP SRM implementations. The book

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is based on SAP SRM 2007 and SAP SRM 5.0, but is also compatible with version 4.0. Explore the problems faced by consultants during an implementation from the perspective of the transitioning roles assumed over the course of the project. Beginning with your role as a business consultant in the blueprint phase, the book progresses through to your role as a techno-functional expert during the realization stage. This approach helps you anticipate challenges and gives you the tools to handle them. Going beyond the standard SAP SRM scenarios, this book gives you practical tips for enabling complex customer requirements by leveraging SAP NetWeaver and SAP Business Suite applications. You can also use this reference as a troubleshooting guide to quickly resolve potentially costly implementation challenges. If you need practical direction for your SAP SRM implementation, then this book is ideal for you. Although tens of thousands of global users have implemented Systems, Applications, and Products (SAP) for enterprise data processing for decades, there has been a need for a dependable reference on the subject, particularly for SAP materials management (SAP MM). Filling this need, The SAP Materials Management Handbook provides a complete understanding of how to best configure and implement the SAP MM module across various types of projects. It uses system screenshots of real-

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time SAP environments to illustrate the complete flow of business transactions involved with SAP MM. Supplying detailed explanations of the steps involved, it presents case studies from actual projects that demonstrate how to convert theory into powerful SAP MM solutions. Includes tips on the customization required for procurement of materials and inventory management Covers the range of business scenarios related to SAP MM, including the subcontracting cycle and consignment cycle Provides step-by-step guidance to help you implement your own SAP MM module Illustrates the procure to pay lifecycle Depicts critical business flows with screenshots of real-time SAP environments This much-needed reference explains how to use the SAP MM module to take care of the range of business functions related to purchasing, including purchase orders, purchase requisitions, outline contracts, and request for quotation. It also examines all SAP MM inventory management functions such as physical inventory, stock overview, stock valuation, movement types, and reservations—explaining how SAP MM can be used to define and maintain materials in your systems. Plant maintenance with SAP Enterprise Asset Management (SAP EAM) is more than just a routine checkup. Use this must-have guide to structure your functional locations, capture shift notes and shift reports, and much more. Dive into the technical

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underpinning of SAP PM, from material and plant maintenance assemblies to linear asset management. Discover best practices and real-world tips make to your SAP PM job easier. a. Best Practices for Your Day-to-Day Duties Harness the power of SAP EAM with real-world best practices and strategies. Discover critical SAP EAM functionality like shift notes, shift reports, and preventative maintenance. b. Specialized Functionality and Framework Master SAP EAM business processes, from planned repairs and refurbishment, to subcontracting, and pool asset management. Map and implement these processes to your specialized requirements with detailed guides to optimize SAP PM daily workload. c. Under-the-Hood Insight Explore technologies both old and new; see how SAP Work Manager, SAP Rounds Manager, SAP Business Client, and SAP HANA can impact your day-to-day with SAP PM.

This book teaches you about Materials Management (MM) and Financial Accounting (FI), and the intersection points between them. It explains how to configure the system so that you can streamline your business and continually improve your procurement processes with MM and FI. You'll learn about account and controlling postings as related to FI compliance, and their impact on MM functional design and configuration. You'll find practical, real-world examples, troubleshooting techniques, and

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step-by-step descriptions throughout to help you master this crucial integration effectively.

Relationship Between Materials Management and Financial Accounting Discover the relationship between Materials Management and Financial Accounting, and learn how you can drive an efficient procurement process. **Materials Management and Financial Accounting Functionalities** Get a thorough understanding of a flexible, integrated MM solution set that allows your business to grow efficiently.

Configuring the SAP System Learn how to configure MM and FI in SAP ERP, focusing on the continued business improvement of procurement. **Technical Database Tables and Coding** Discover the technical aspects of SAP ERP functionalities, including coding and database tables, to help you develop a more technical understanding of integration issues.

Practical, Real-World Examples and Troubleshooting Tips Find expert advice provided throughout to help you find solutions to your own MM/FI issues.

In the 1950s, a method called Material Requirements Planning (or "MRP") changed the world of manufacturing forever. But times have changed--customer tolerance times are shorter, product variety and complexity has increased, and supply chains have spread around the world. MRP is dramatically failing in this "New Normal." Demand Driven Material Requirements Planning (DDMRP), Version 3 presents a practical, proven, and emerging

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method for supply chain planning and execution that effectively brings the 1950s concept into the modern era. The foundation of DDMRP is based upon the connection between the creation, protection, and acceleration of the flow of relevant materials and information to drive returns on asset performance in the New Normal. Using an innovative multi-echelon "Position, Protect and Pull" approach, DDMRP helps plan and manage inventories and materials in today's more complex supply scenarios, with attention being paid to ownership, the market, engineering, sales, and the supply base. It enables a company to decouple forecast error from supply order generation and build in line to actual market requirements, and promotes better and quicker decisions and actions at the planning and execution level. DDMRP is already in use by MAJOR Global 1000 companies. This book is THE definitive work on DDMRP, and will be required as courseware for all those taking the Certified Demand Driven Planner (CDDP) Program. New Features in Version 3 Full color, with the use in specific, consistent, and focused ways to clearly and effectively highlight planning, execution, and model reconfiguration priorities. Expanded Appendix E, looking at the most recent innovations of DDMRP. Revised graphics scattered throughout the book.

Transform your logistics operations with SAP S/4HANA! With this introduction, see what SAP has

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in store for each supply chain line of business: sales order management, manufacturing, inventory management, warehousing, and more. Discover how SAP Fiori apps and embedded analytics improve reporting, and explore the intersection between your supply chain processes and new SAP Leonardo technologies. Take your first look at SAP S/4HANA logistics, and see where it will take your business!

a. Key Processes Advances in SAP S/4HANA are changing your supply chain. Explore planning and scheduling, transportation management, inventory management, manufacturing, warehousing, sourcing and procurement, plant maintenance, and more!

b. The Future of Logistics Uncover what's new and improved in SAP S/4HANA for your logistics LOBs, such as centralized procurement to demand-driven MRP. See how technologies like IoT and machine learning can accelerate your core supply chain processes.

c. Migration Once you see the logistics big picture, you can plan your next steps. Learn how to design your roadmap, evaluate your technical and functional conversion steps, and prepare your system for your desired migration path.

- 1) Sourcing and procurement
- 2) Inventory management
- 3) Warehouse management
- 4) Production planning
- 5) Manufacturing operations
- 6) Plant maintenance
- 7) Quality management
- 8) SAP Fiori applications
- 9) SAP Leonardo technologies
- 10) Implementation and migration
- 11) SAP S/4HANA 1809

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Materials management has transitioned to SAP S/4HANA--let us help you do the same! Whether your focus is on materials planning, procurement, or inventory, this guide will teach you to configure and manage your critical processes in SAP S/4HANA. Start by creating your organizational structure and defining business partners and material master data. Then get step-by-step instructions for defining the processes you need, from creating purchase orders and receiving goods to running MRP and using batch management. The new MM is here! Material master data Business partner master data Batch management Purchasing Quotation management Material requirements planning (MRP) Inventory management Goods issue/goods receipt (GI/GR) Invoicing Valuation Document management Reporting

- Discover how SAP Logistics benefits an organization
- Improve your supply chain and transportation processes
- Complete guide to SAP's logistics solutions with SAP ERP and SAP SCM
- 2nd edition, updated and expanded

From goods issue and goods receipt, to procurement, to inventory and warehousing, the pace of logistics is picking up. Keep yours moving with this reader-friendly guide to SAP ERP and SAP SCM. Learn how each component works, the advantages it offers, and how this fully integrated solution addresses the challenges facing today's companies. Improve logistics efficiency in key areas, such as product planning, plant maintenance, and sales and distribution.

Logistics Processes Walk through the key logistics processes enabled by SAP ERP and SAP SCM: procurement and logistics

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execution, product development and manufacturing, and sales and service components. Practical Application Apply tips and techniques gleaned from detailed case studies to your own logistics processes. New Technologies Keep up with changes in available logistics functionality with coverage on SAP HANA, Ariba, and the Logistics Rapid Deployment Solution. Clear and Concise Learn about the SAP Logistics solutions without the technical jargon. Updated and Expanded This second edition unites SAP ERP and SAP SCM logistics coverage. New topics include SAP APO, SAP PLM, and SAP EWM.

This project resource selection guide is organized around three areas of the MM module: configuration, troubleshooting, and production support. (Computers)

Designed for SAP users as a quick reference or for computer science and business students, SAP MM Questions and Answers includes all the major concepts related to SAP MM functionality, technical configuration, and implementation in an easy-to-understand question and answer format. It discusses the new aspects related to SAP ERP 6.0 and all the important MM codes and concepts for materials and vendors, including clients, company codes, plants, storage locations, purchase organizations, etc. The organized and accessible format allows the reader to quickly find the questions on specific subjects and provides all of the details to pass certification exams in a step-by-step, easy-to-read method of instruction.

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