

## Source List & Purchase Info Record (PIR)

### 1) Source List

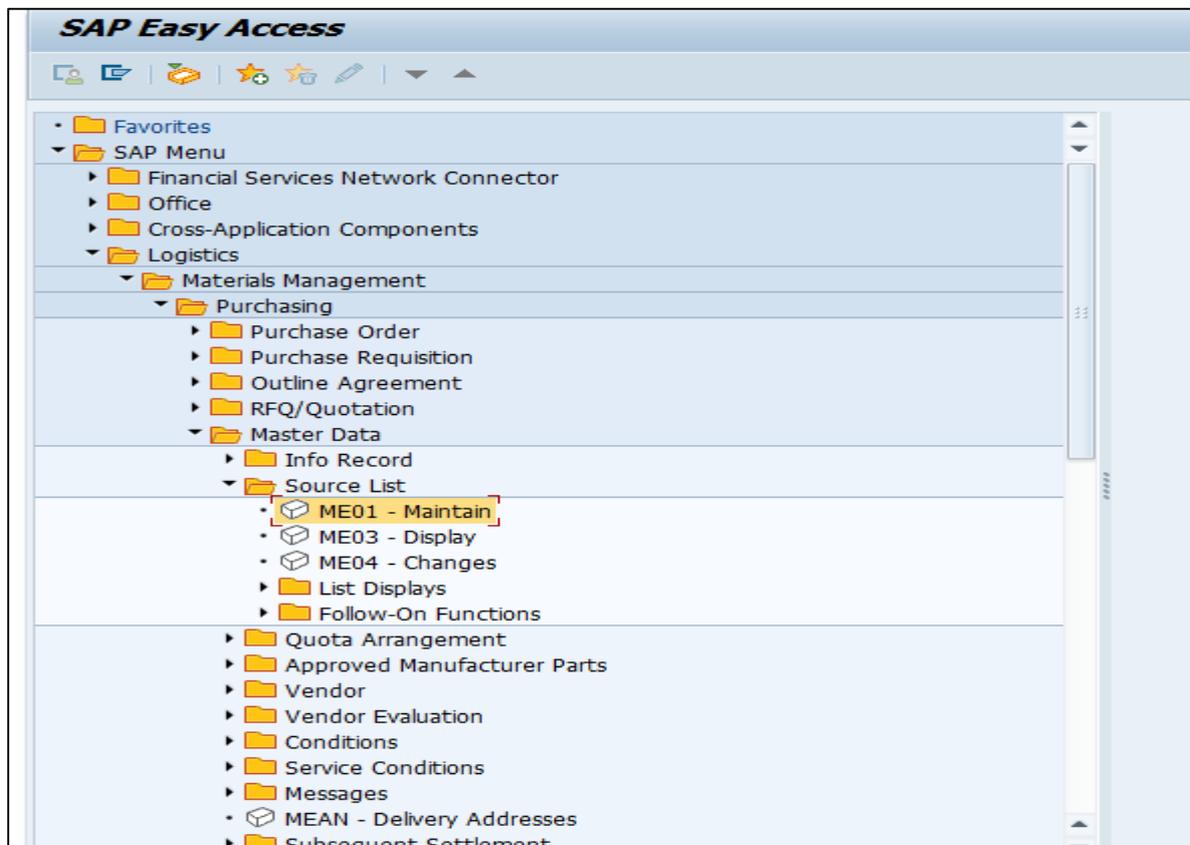
Source list includes a list of possible sources of supply for a material over a given framework of time. Source list specifies the time period of ordering a particular material from a given vendor. Source list can be copied from one plant to another plant.

Source list can be Maintained by the following two ways: –

- Automatically
- Manually

Path to Maintain Source List: -

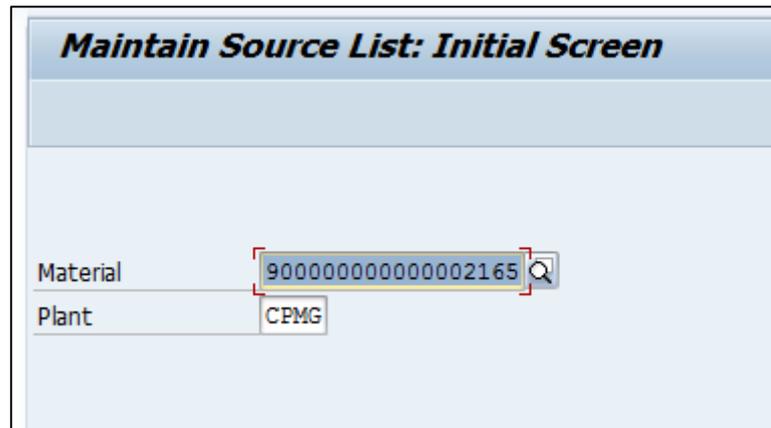
SAP Menu ->Logistics ->Materials Management-> Purchasing ->Master Data-> Source List -> **ME01 – Maintain**



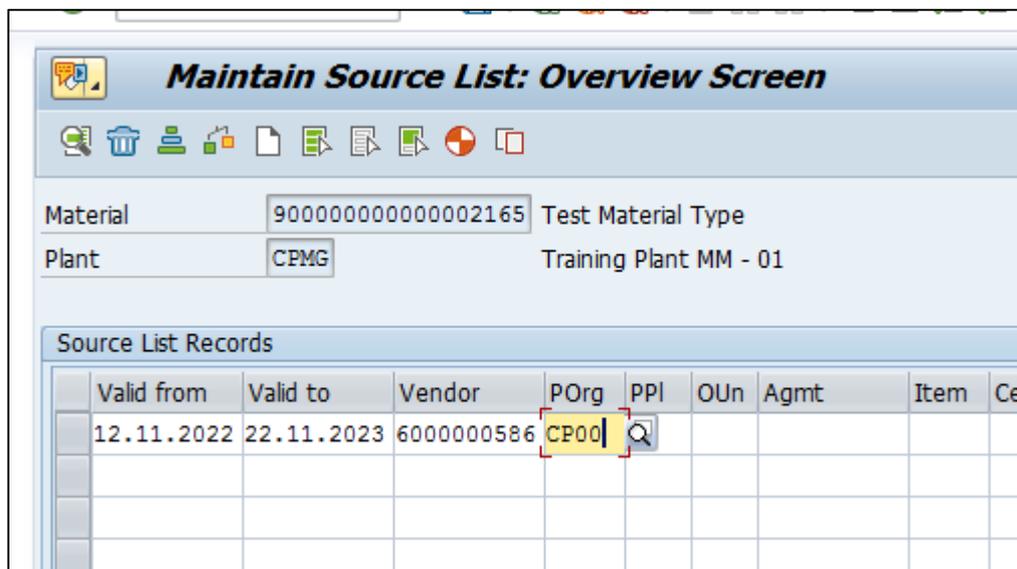
➔ By click on it below screen opens.



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➔ Enter the **Material No & Plant**. Press Enter below screen opens.



- ➔ Enter the **Validity period & Vendor code, Pur. Org** & click on **save**.
- ➔ Source list maintained.
- ➔ After the source list maintain we can create the **PO with other vendor** also which is **not maintained** in source list.
- ➔ If we want to allow only vendors maintain in source list to create PO we need to do some setting in **Material Master** as below.

- ➔ Enter the **T-Code: - MM02 Edit** mode of material master.
- ➔ Enter the **Material no & select the Purchasing view & Plant code**.



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**Change Material 90000000000002165 (Std. Raw Mat. MM-CPMG)**

Additional Data   Org. Levels   Check Screen Data

Basic data 2   **Purchasing**   Foreign trade import   Purchase order text   Pl...

Purchasing Group	CP0	Material Group	004
Plant-sp.matl status	<input type="checkbox"/>	Valid from	
Tax ind. f. material	<input type="checkbox"/>	Qual.f.FreeGoodsDis.	<input type="checkbox"/>
Material freight grp		<input type="checkbox"/> Autom. PO	
<input type="checkbox"/> Batch management		OB Management	<input type="checkbox"/>
		OB ref. matral	

**Purchasing values**

Purchasing value key		Shipping Instr.	
1st Reminder/Exped.	0 days	Underdel. Tolerance	0.0 percent
2nd Reminder/Exped.	0 days	Overdeliv. Tolerance	0.0 percent
3rd Reminder/Exped.	0 days	Min. Del. Qty in %	0.0 percent
StdValueDelivDateVar	0 days	<input type="checkbox"/> Unltd Overdelivery	<input type="checkbox"/> Acknowledgment Reqd

**Other data / manufacturer data**

GR Processing Time	<input type="checkbox"/> days	<input type="checkbox"/> Post to insp. stock	<input type="checkbox"/> Critical Part
Quota arr. usage	<input type="checkbox"/>	<input checked="" type="checkbox"/> Source list	JIT Sched. Indicator <input type="checkbox"/>
Mfr Part Number		Mfr Part Profile	<input type="checkbox"/>
		Manufact.	<input type="checkbox"/>

- ➔ Tick the **Source list** in **Purchasing** view of material master & save.
- ➔ Now system will **Not allow** to create the PO other than the vendor maintained in source list as below.



**Create Purchase Order**

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

NB Purchase Order - ... Vendor 4000002912 Test Vendor for Ve... Doc. date 12.11.2022

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

Purch. Org. CP00 Pratice\_MM\_MS  
Purch. Group CP0 CPMG Pur. Grp  
Company Code 5300 Training Company

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	
●	10			900000000000...	Test Material Type		10	EA	D 12.11.2022		100.0	INR	1	EA
												INR		
												INR		

Item 1 [ 10 ] 900000000000002165 , Test Material ...

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Texts | Delivery Address | CC

Inv. Receipt  Final Invoice  
 GR-Bsd IV  ERS

Tax code

Material 900000000000002165 not included in source list despite source list requirement

SAP

- ➔ This is a safety measure for us.
- ➔ If we want to do tis safety measure for all material in plant, we need to do little configuration for source list.

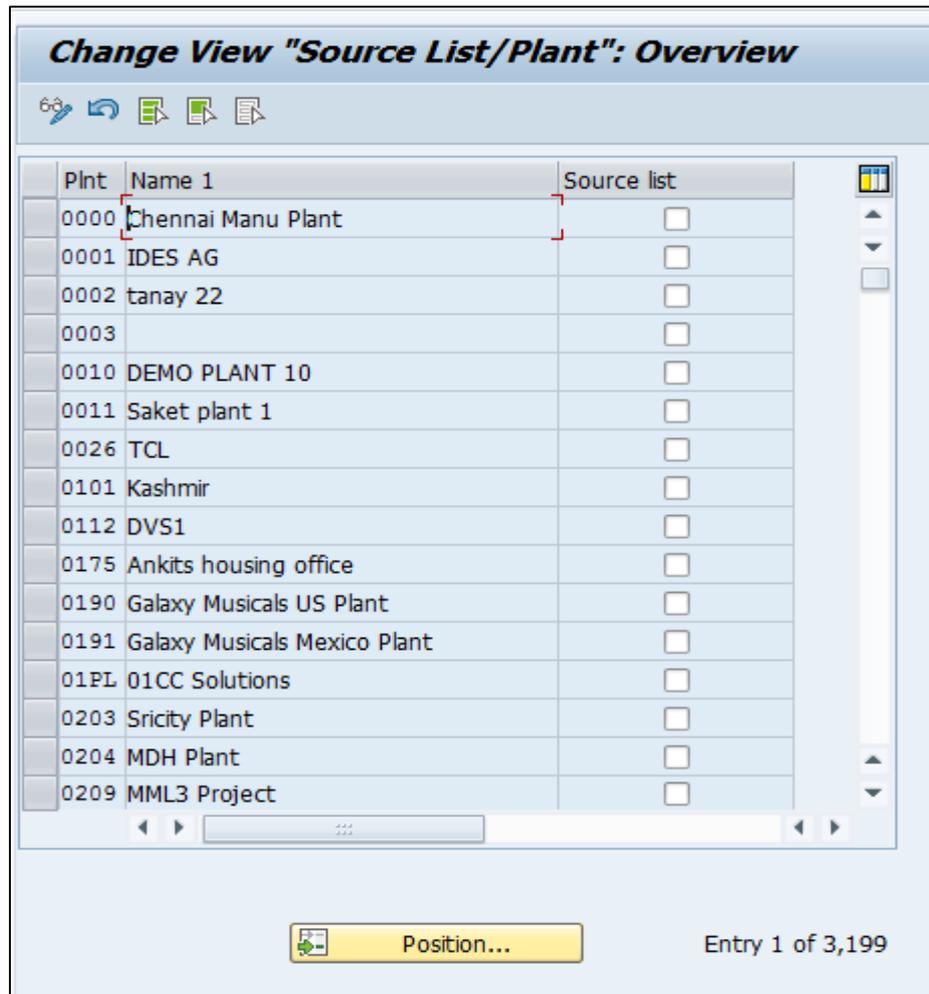
➔ **Below is Path for configuration for source list.**

SPRO-> Materials Management-> Purchasing-> Source List-> **Define Source List Requirement at Plant Level**

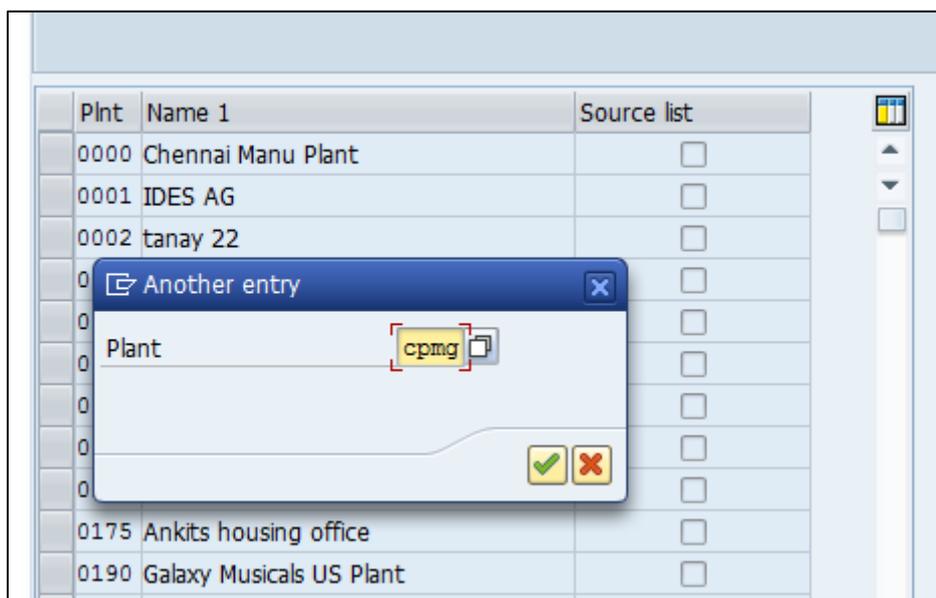
- ➔ By double click on it below screen opens.



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→ Click on **Position**

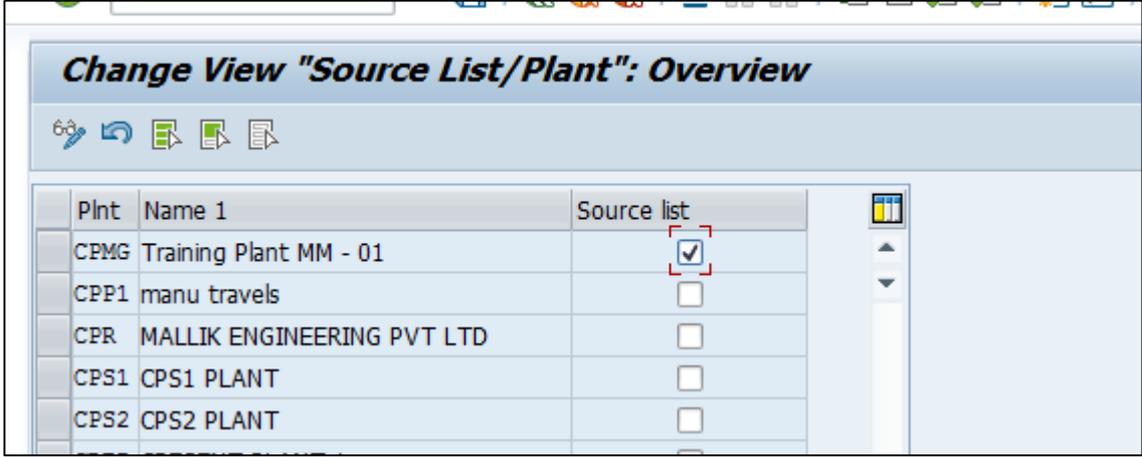


→ Enter the **Plant**.



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**Change View "Source List/Plant": Overview**



Plnt	Name 1	Source list
CPMG	Training Plant MM - 01	<input checked="" type="checkbox"/>
CPP1	manu travels	<input type="checkbox"/>
CPR	MALLIK ENGINEERING PVT LTD	<input type="checkbox"/>
CPS1	CPS1 PLANT	<input type="checkbox"/>
CPS2	CPS2 PLANT	<input type="checkbox"/>

- Mark tick on **Source list**.
- After this configuration system will **not allow** to create the PO without maintaining **Source List**
- As per requirement this will be use.



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## 2) Purchase Info Record (PIR)

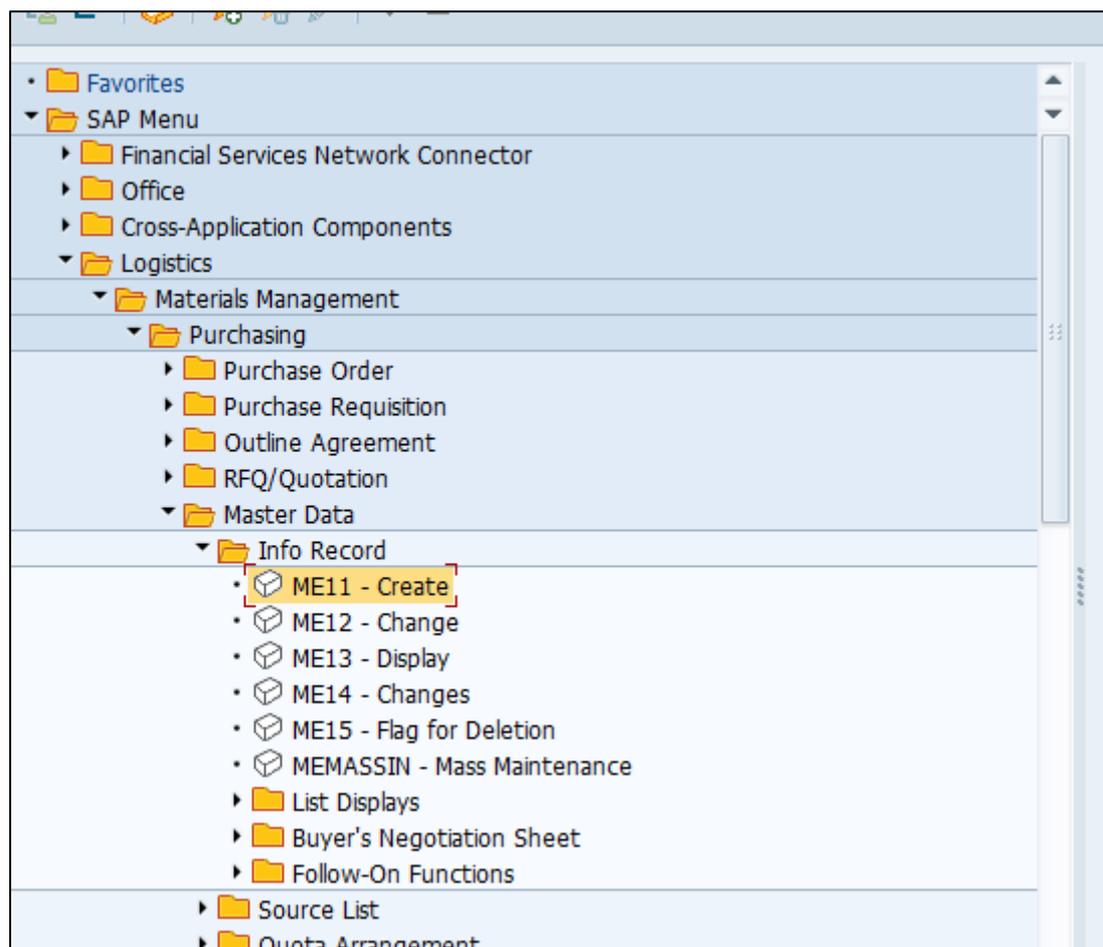
Serves as a source of information for Purchasing. The purchasing info record (also referred to in abbreviated form as the "info record") contains information on a specific material and a vendor supplying the material. For example, the vendor's current pricing is stored in the info record.

The info record allows buyers to quickly determine:

- Which materials have been previously offered or supplied by a specific vendor
- Which vendors have offered or supplied a specific material

### Path to Create Purchase Info Record: -

SAP Menu -> Logistics-> Materials Management -> Purchasing -> Master Data -> Info Record -> **ME11 – Create**



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→ By click on it below screen opens

**Create Info Record: Initial Screen**

Vendor

Material

Purchasing Org.

Plant

Info Record

Info category

- Standard
- Subcontracting
- Pipeline
- Consignment

→ Enter the **Vendor, Material, Pur org, & Plant** as below

**Create Info Record: Initial Screen**

Vendor  MH Steel & Company

Material  Test Material Type

Purchasing Org.  Pratice\_MM\_MS

Plant  Training Plant MM - 01

Info Record

Info category

- Standard
- Subcontracting
- Pipeline
- Consignment

→ Enter & below screen opens



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**Create Info Record: General Data**

Purch. Org. Data 1    Texts

Info Record        **Purchase Info Record**

Vendor    6000000586    Test Vendor

Material    9000000000000002165    Test Material Type

Material Group    004    Chemicals

<p><b>Vendor Data</b></p> <p>1st Rem./Exped.    <input type="text"/> Days</p> <p>2nd Rem./Exped.    <input type="text"/> Days</p> <p>3rd Rem./Exped.    <input type="text"/> Days</p> <p>Vendor Mat. No.    <input type="text"/></p> <p>Vendor Subrange    <input type="text"/></p> <p>VSR Sort No.    <input type="text"/></p> <p>Vendor Mat. Grp    <input type="text"/></p> <p>Points    <input type="text"/> / 1 EA</p> <p>Salesperson    <input type="text"/></p> <p>Telephone    <input type="text"/></p> <p>Return Agmt    <input type="text"/></p> <p>Prior Vendor    <input type="text"/></p>	<p><b>Origin Data</b></p> <p>Certif. Cat.    <input type="text"/></p> <p>Certificate    <input type="text"/></p> <p>Valid to    <input type="text"/></p> <p>Ctry of Origin    IN</p> <p>Region    <input type="text"/></p> <p>Number    <input type="text"/></p> <p>Manufacturer    <input type="text"/></p>
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<p><b>Supply Option</b></p> <p>Available from    <input type="text"/></p> <p>Available to    <input type="text"/></p> <p><input type="checkbox"/> Regular Vendor</p>
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<p><b>Purchase Order Unit of Measure</b></p> <p>Order Unit    EA</p> <p>Conversion    1 EA &lt;-&gt; 1 EA</p> <p>Var. Order Unit    <input type="checkbox"/> Not active</p>
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**Create Info Record: Purch. Organization Data 1**

General Data    Conditions    Texts

Info Record        Purchase Info Record

Vendor    6000000586    Test Vendor

Material    9000000000000002165    Test Material Type

Material Group    004    Chemicals

Purchasing Org.    CP00    Plant    CPMG

<p><b>Control</b></p> <p>Pl. Deliv. Time    5 Days</p> <p>Purch. Group    CP0</p> <p>Standard Qty    10 EA</p> <p>Minimum Qty    <input type="text"/> EA</p> <p>Rem. Shelf Life    <input type="text"/> D</p> <p>Differential Invoicing    01 Not Re...  <input type="checkbox"/> New PO for inc. Del.</p> <p>Shippg Instr.    <input type="text"/></p> <p>Max. Quantity    <input type="text"/> EA</p>	<p>Tol. Underdl.    <input type="text"/> \$</p> <p>Tol. Overdl.    <input type="text"/> \$</p> <p><input type="checkbox"/> Unlimited</p> <p><input type="checkbox"/> GR-Bsd IV</p> <p><input type="checkbox"/> No ERS</p> <p>Procedure    <input type="text"/></p> <p>Rndg Prof.    <input type="text"/></p>	<p><input type="checkbox"/> No MText</p> <p><input type="checkbox"/> Ackn. Rqd</p> <p>Conf. Ctrl    <input type="text"/></p> <p>Tax Code    <input type="text"/></p> <p>UoM Group    <input type="text"/></p> <p>RMA Req.    <input type="text"/></p>
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<p><b>Conditions</b></p> <p>Net Price    100 INR / 1 EA</p> <p>Effective Price    0.0 INR / 1 EA</p> <p>Qty Conv.    1 EA &lt;-&gt; 1 EA</p> <p>Pr. Date Cat.    <input type="checkbox"/> No Control</p> <p>Incoterms    <input type="text"/></p>	<p>Valid to    <input type="text"/></p> <p><input type="checkbox"/> No Cash Disc.</p> <p>Cond. Grp    <input type="text"/></p>
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- ➔ Enter the required field & press enter.
- ➔ Purchasing info record 5300011085 CP00 CPMG created



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## Path to Change Purchase Info Record: -

SAP Menu -> Logistics-> Materials Management -> Purchasing -> Master Data -> Info Record -> **ME12 – Change**

→ By double click on it below screen opens



The screenshot shows the 'Change Info Record: Initial Screen' in SAP. It features a header bar with the title 'Change Info Record: Initial Screen'. Below the header, there are several input fields: 'Vendor', 'Material', 'Purchasing Org.', 'Plant', and 'Info Record'. The 'Info Record' field is highlighted in yellow and has a small icon to its right. Below these fields is a section titled 'Info category' with four radio button options: 'Standard' (selected), 'Subcontracting', 'Pipeline', and 'Consignment'.

→ Enter the PIR No. which need to change & press enter.

→ Do changes & **SAVE**.

### Note: -

→ For list Display of PIR we use **T-Code: - ME1L (Vendor) & ME1M (Material)**

→ By entering **T-Code** in command bar below screen opens.



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### Info Records per Vendor

to    
 to    
 to    
 to    
 to    
 to    
 to    
 to    
 to  

- ➔ Enter the Pur. Org & CPMG. **Execute**
- ➔ As below we have the list display of **PIR**

### Purchasing Info Records for Vendor

 Price Simulation  Simulation

Vendor 4000002910 MH Steel & Company

Material	Material Short Text	Info Rec.	De
P.Org InfoCat	Plnt PGp Plan Time	Minimum Qty Un Var	
Price Origin	Net Price Currency Qty	Un Document Item	QDp
8938	Evaluated Receipt Settlelement	882300089	
<input type="checkbox"/> CP00 Standard	CPMG CP0 2 Days	0 EA	
Condition No Price Found			
Pur. Order	50.0 INR	1 EA 4500026612 00010	11.10.2022
9013	Inventory Management Test Mat	882300129	
<input type="checkbox"/> CP00 Standard	CPMG CP0 2 Days	0 EA	
Condition No Price Found			
Pur. Order	5,000.0 INR	1 EA 4500026835 00010	18.10.2022
9098	Optics Diffuser	151520121	
<input type="checkbox"/> CP00 Standard	CP0 0 Days	0 EA	
Condition No Price Found			
Sched.Agmt	2,000.0 INR	1 EA 5000073397 00010	18.10.2022
9101	Consumption Based Planning Tes	2000000437	
<input type="checkbox"/> CP00 Standard	CPMG CP0 4 Days	0 EA	
Condition No Price Found			
Pur. Order	100.0 INR	1 EA 4500026465 00010	07.10.2022
9322	Material Req. Plan Test -01	2000000472	
<input type="checkbox"/> CP00 Standard	CPMG CP0 2 Days	0 EA	
Condition No Price Found			
Pur. Order	100.0 INR	1 EA 34990034 00010	13.10.2022
9323	Vendor Consignment Process - 0	2000000474	
<input type="checkbox"/> CP00 Standard	CP0 0 Days	0 EA	
Condition No Price Found			
Pur. Order	10.0 INR	1 EA 4500026541 00010	10.10.2022
<input type="checkbox"/> CP00 Consignment	CPMG CP0 5 Days	0 EA	
Condition		100.0 INR	1 EA Net 31.12.9999



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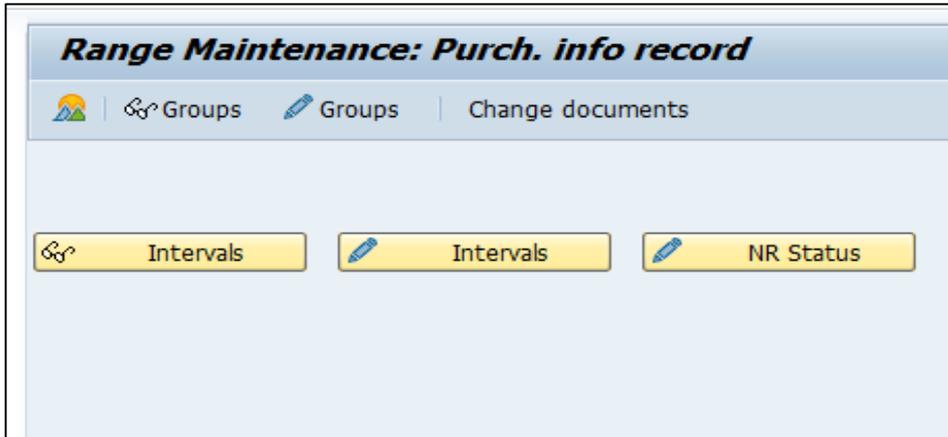
## Configuration of PIR

### 1) Define Number Ranges

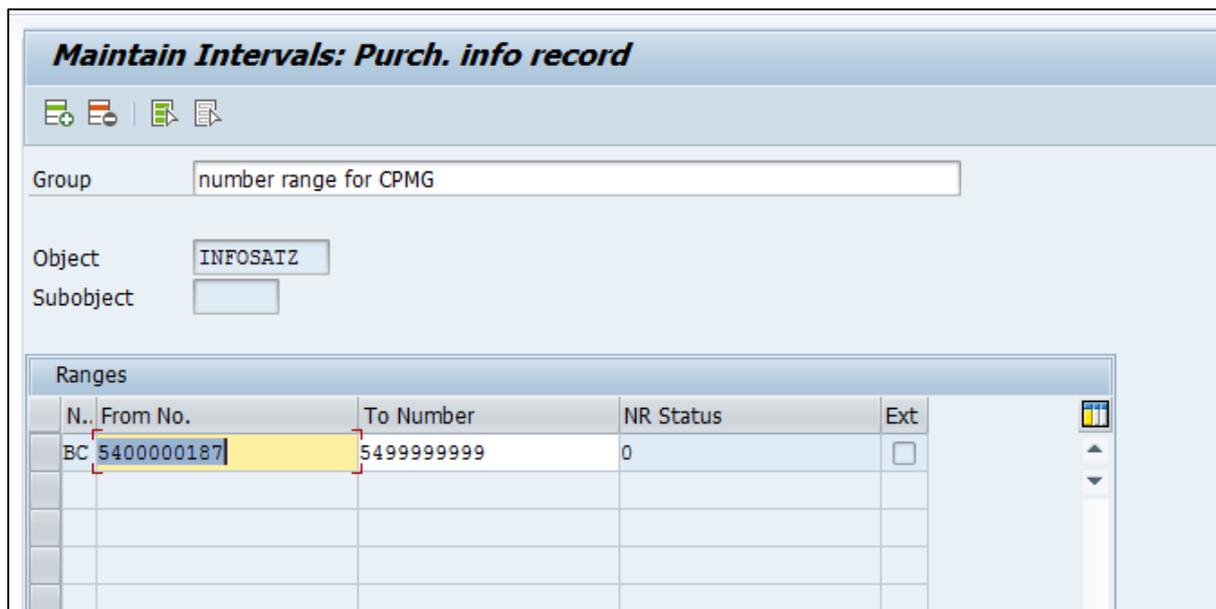
#### Path to Define Number Ranges: -

SPRO-> Materials Management-> Purchasing-> Purchasing Info Record->  
**Define Number Ranges**

→ By double click on it below screen opens.



→ Click on groups. Create a new group as below. **SAVE**



Group text	Element text
CHIPS PURCHASE INFO RECORD (LAYS)	
PIR Valve Industry	
vhm company materials	
GM	
PURCHASE INFOR RECORDS FOR SREE23	
ratan pir	
COCACOLA INFORECORD GROUP	
my info record	
Abhishek PIR	
COOL MATERAILS	
COOL INFO RECORD	
PIR for CPMG	
number range for CPMG	
IL	Element Without Text
IN	Element Without Text

- ➔ **IL:** - Element group for Stock Material
- ➔ **IN:** - Element group for Non Stock Material
- ➔ **Assign** element to Group which is created & Save
- ➔ Now create the PIR. System will give the No. Range which is define by us.
- ➔ Purchasing info record **5400000187** CP00 CPMG created

## 2) Define Screen Layout

### Path to Define Screen Layout: -

SPRO-> Materials Management-> Purchasing-> Purchasing Info Record->  
**Define Screen Layout**

- ➔ By double click on it below screen opens



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**Change View "Screen Layout: Info Record": Overview**

FSel.	Description
ANZE	Display info record
ME11	Create info record
ME12	Change purchasing info record
ME13	Display purchasing info record
ME15	Delete flag purchasing info

➔ Click on the anyone in which you want to do changes.

**Maintain Table T162: Field Selection Groups**

Field Selection Key: ME11 Create info record

Field Selection Gro

- GR/IR Control
- Basic Data
- Reference Data
- Administration Data
- Quantities
- Conditions
- Delivery monitoring
- Texts



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➔ In the below screen shot **Net Price** is **Not Required** Field.

**Create Info Record: Purch. Organization Data 1**

General Data    Conditions    Texts

Info Record: [ ] [ ]

Vendor: 4000002912    Test Vendor for Vendor Master - 01

Material: 900000000000002165    Test Material Type

Material Group: 004    Chemicals

Purchasing Org.: CP00    Plant: CPMG

**Control**

Pl. Deliv. Time:  Days    Tol. Underdl. [ ] \$     No MText

Purch. Group: CP0    Tol. Overdl. [ ] \$     Ackn. Rqd

Standard Qty:  [ ] EA     Unlimited    Conf. Ctrl [ ]

Minimum Qty: [ ] EA     GR-Bsd IV    Tax Code [ ]

Rem. Shelf Life: [ ] D     No ERS

Differential Invoicing: [ ]     New PO for inc. Del.

Shippg Instr.

Max. Quantity: [ ] EA    Procedure [ ]    UoM Group [ ]

Rndg Prof. [ ]    RMA Req.

**Conditions**

Net Price: [ ] INR / 1 EA    Valid to [ ]

Effective Price: [ ] 0.0 INR / 1 EA     No Cash Disc.

Qty Conv. 1 EA <-> 1 EA    Cond. Grp [ ]

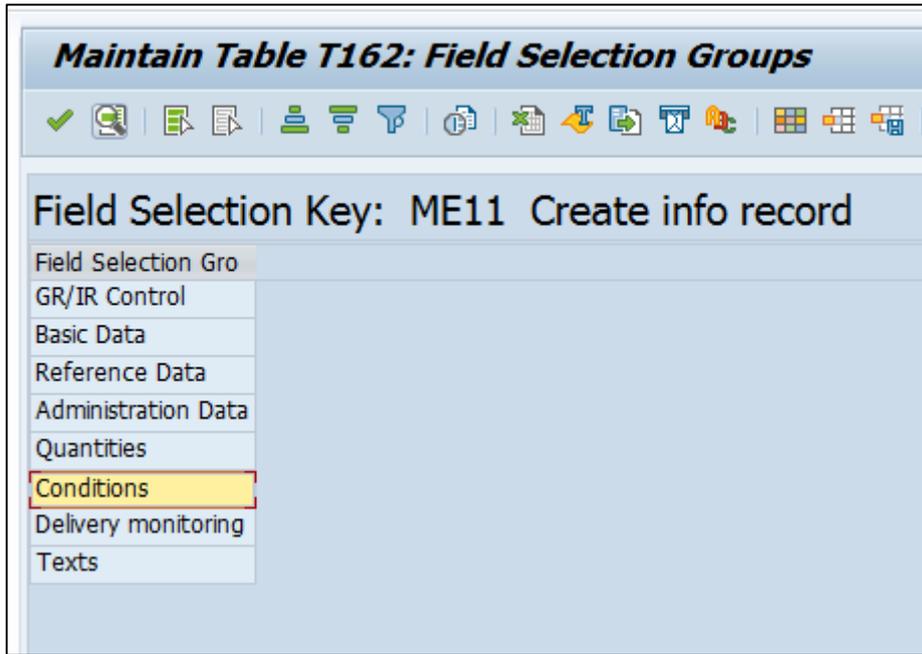
Pr. Date Cat.  No Control

Incoterms [ ] [ ]

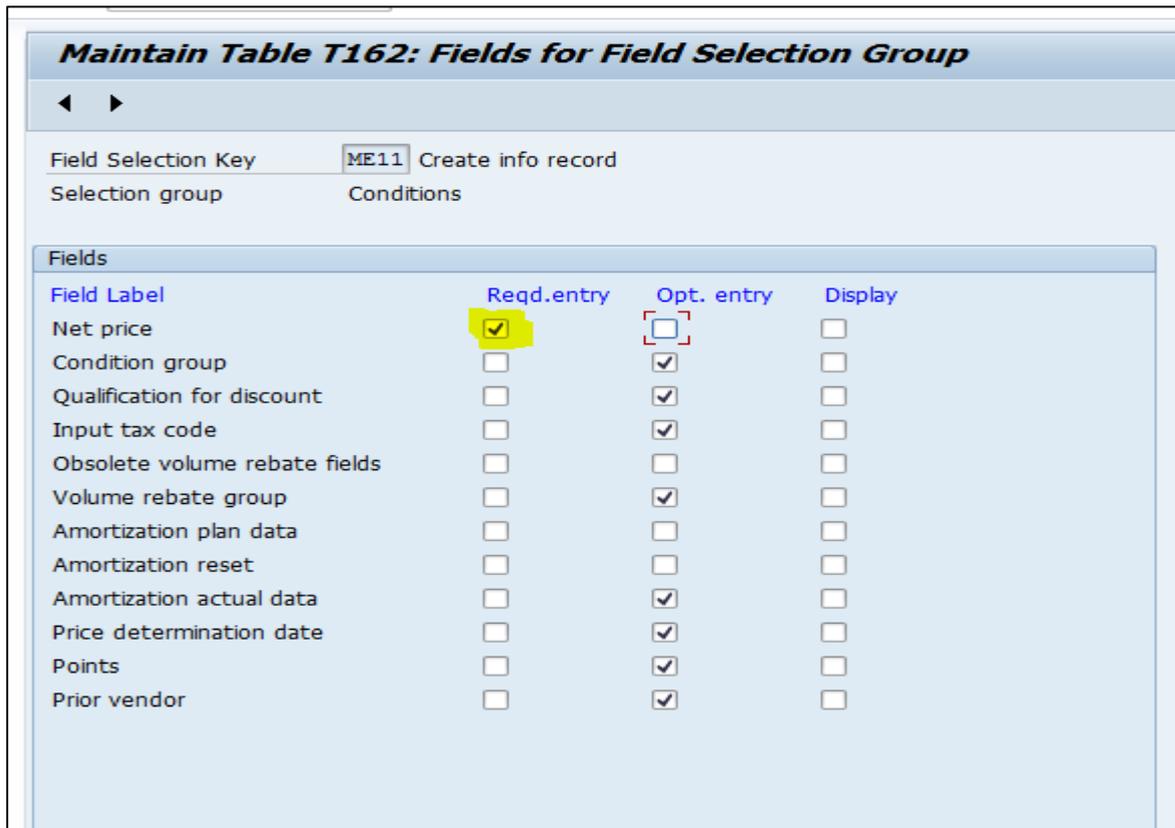
➔ But as per business need they want this is **Required** field.

➔ By following above path we set that field is **Required** for PIR.





➔ Go to the condition Tab of Filed selection in PIR set this as **Required field** as below.



➔ Save the changes.

➔ Now as per field selection changes are done. Net price is required field as below.



**Create Info Record: Purch. Organization Data 1**

General Data    Conditions    Texts

Info Record:

Vendor: 4000002912    Test Vendor for Vendor Master - 01

Material: 900000000000002165    Test Material Type

Material Group: 004    Chemicals

Purchasing Org.: CP00    Plant: CPMG

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**Control**

Pl. Deliv. Time:  Days    Tol. Underl.:  %     No MText

Purch. Group: CP0    Tol. Overdl.:  %     Ackn. Rqd

Standard Qty:   EA     Unlimited    Conf. Ctrl:

Minimum Qty:  EA     GR-Bsd IV    Tax Code:

Rem. Shelf Life:  D     No ERS

Differential Invoicing:      New PO for inc. Del.

Shippg Instr.:

Max. Quantity:  EA    Procedure:     UoM Group:

Rndg Prof.:     RMA Req.:

---

**Conditions**

Net Price:   INR / 1 EA    Valid to:

Effective Price: 0.0 INR / 1 EA     No Cash Disc.

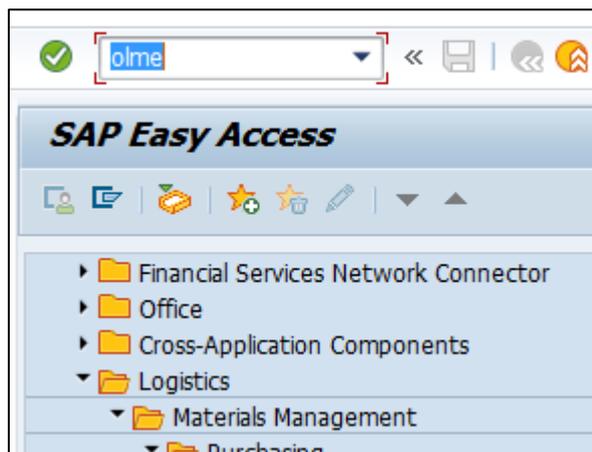
Qty Conv.: 1 EA <-> 1 EA    Cond. Grp:

Pr. Date Cat.:  No Control

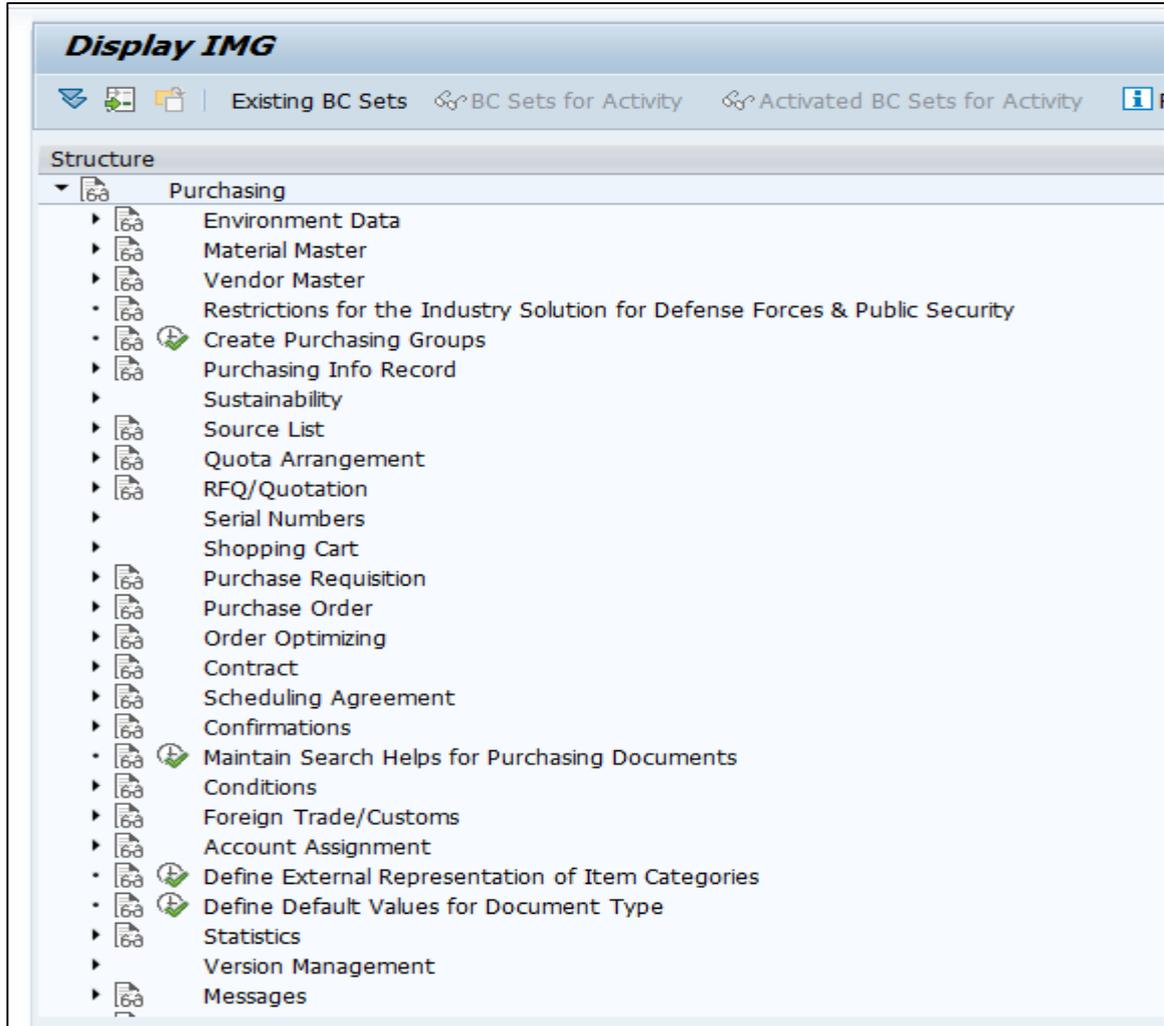
**Note: -**

If we want to directly jump to the **Configuration Screen** of Purchasing document, we are using **T-Code: - OLME**

➔ By entering T-Code in command bar.



→ Press enter. Below screen of **Configuration** is opens



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