



Ministry of Finance
Republic of Maldives

SAP MATERIALS MANAGEMENT MODUEL

CONTRACT MANAGEMENT END USER MANUAL

Ministry of Finance

Treasury and Public Accounts Department

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1. Introduction

Contract Management is a solution that helps organizations create, manage, and track contracts efficiently. It streamlines the entire contract lifecycle, from creation to monitoring and renewal. It promotes collaboration across departments, ensures compliance, and provides insights through reporting and analytics. By automating tasks, it enhances efficiency and reduces risks in contract management processes.

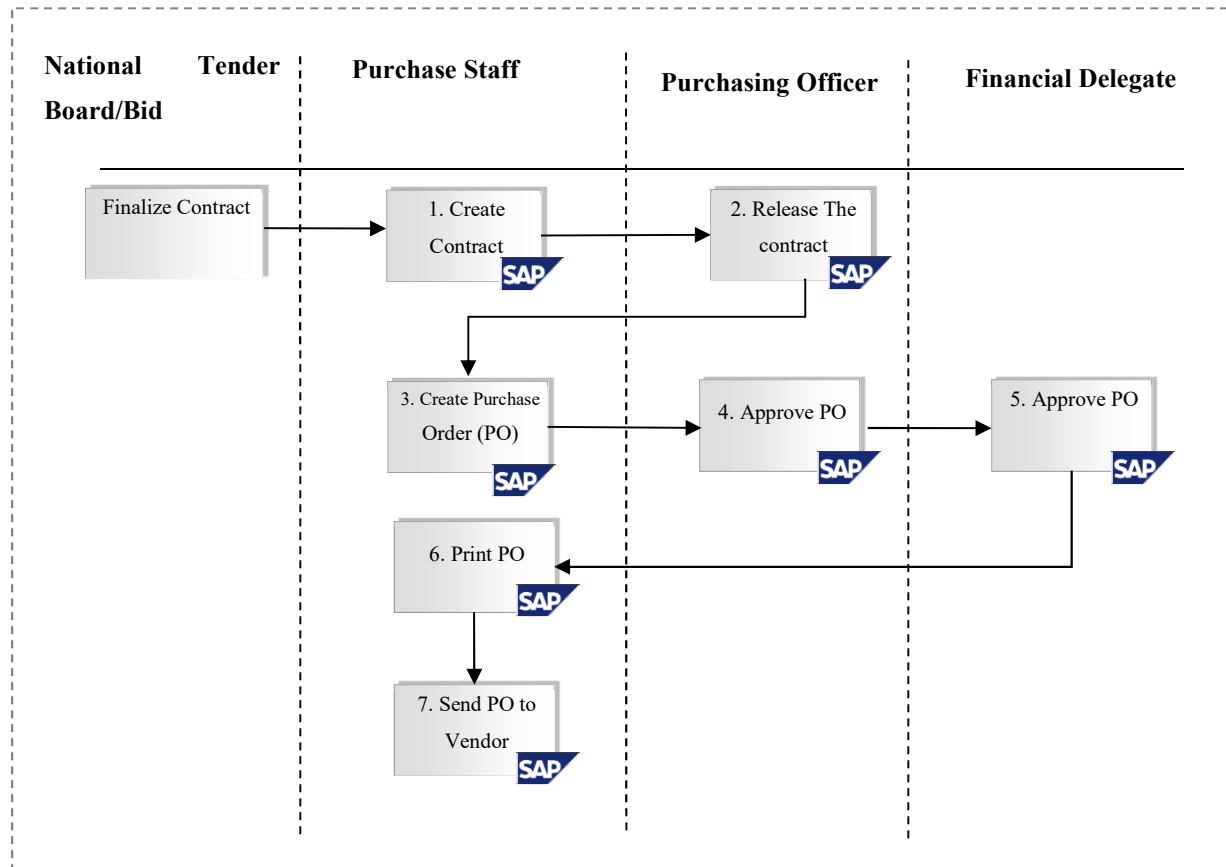


Figure 1 - Process flow diagram

2. Contract Creation

a) Create Contract

Contract can be created using a transaction code or via the navigation path.

Menu Path: Logistics → Materials Management → Purchasing → Outline Agreement → Contract → ME31K

Transaction code: **ME31K**

Create Contract : Initial Screen

Reference to PReq Reference to RFQ

Vendor: 200025
 Agreement Type: ZGOM
 Agreement Date: 27.12.2023
 Agreement: AGR/23/04

Organizational Data

Purch. Organization: 1006
 Purchasing Group: 010

Default Data for Items

Item Category:
 Acct Assignment Cat.: P
 Plant: 1006
 Storage Location:
 Material Group:
 Req. Tracking Number:
 Vendor Subrange:
☐ Acknowledgment Reqd

Enter the below information accordingly per your search criteria.

SAP Screen Input field	Sample Value	Comments
Vendor account	200025	Supplier/Vendor
Agreement Type	ZGOM	The GOM Contract
Agreement Date	27.12.2023	Field is defaulted with the date of entry, but can be overwritten with the appropriate date
Purch. Organization	1006	Agency Specific
Purchasing Group	010	Purchasing Group (Agency Specific)
Agreement	AGR/23/04	Document number for the contract is determined to be either externally.
Acct Assignment Cat.	K	The account assignment for purchasing a service contract.
Plant	1006	Agency Plant (Business Area)

Press **Enter** system will take you to below screen.

Create Contract : Header Data

Agreement: AGR/23/04 Company Code: GOM Purchasing Group: 010
 Agreement Type: ZGOM Purch. Organization: 1006
 Vendor: 200025 State Trading Organization Plc

Administrative Fields

Agreement Date: 27.12.2023 Item Number Interval: 10 Subitem Interv.: 1
 Validity Start: 27.12.2023 Validity End: 11.12.2024 Language: EN
☐ GR Message

Terms of Delivery and Payment

Payt Terms: C007 Targ. Val.: 25000000 MVR
 Payment in: 10 Days % Exch. Rate: 1.00000 ☐ Ex.Rate Fx
 Payment in: Days % Incoterms:
 Payment in: Days Net

Reference Data

Quotation Date: Quotation:
 Your Reference: Salesperson:
 Our Reference: Telephone:
 Suppl. Vendor: Invoicing Party:

Enter the below information and press Enter

SAP Screen Input field	Sample Value	Comments
Validity End	11.12.2023	Agreement End Date
Target Val.	25,000,000.00	Total contract Value
Currency	MVR	The currency field can only be change once before the price of in the contract is maintained.
Payt Terms	C0010	Terms of Payment

Figure 2 - Create Contract: Item overview

Create Contract : Item Overview

Agreement: AGR/23/05 Agreement Type: ZGOM Agmt Date: 27.12.2023
 Vendor: 200025 State Trading Organization Plc Currency: MVR

Outline Agreement Items

Item	I	A	Material	Short Text	Targ. Qty	O...	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	T...
10	P			Construction of Airport		1AU	10000000		AU	ZASST100	1006			
20	P										1006			

Enter the above information and press 'Enter'. Subsequently, the account assignment screen will appear, prompting to provide the G/L account, WBS Element and Fund details.

Create Contract : Account Assignment for Item 00010

Item: 10 AcctAssCat: P Quantity: 1 AU
☒ GR Company Code: GOM Distribution: 1
☒ GR non-val ☒ IR Partial Invoice: 2

Acct Assgts


N..	Quantity/Percent	G/L Acct	WBS Element	Network	Op...	Funds Ctr	Fund	Earmarked...	Itm	Unloading Point	Recipient	D	A
1		272002	P-SPT212-001				P-GOM		0			<input type="checkbox"/>	<input checked="" type="checkbox"/>
2									0			<input type="checkbox"/>	<input checked="" type="checkbox"/>

Coding Block

WBS Element: P-SPT212-001 CO Area:
 Fund: P-GOM Network:
 Functional Area: 0000 Grant:
 Funds Center:
 Earmarked Funds: 0

☒ ☐ ☐

After all necessary is entered the contract can be save and awaiting to be release.

Click on the  to save the Contract. Take note of the Contract number after saving at the bottom left of the screen.

☒ The GoM Contract created under the number AGR/23/04

b) Approve Contract

Approving a Contract using Collective Release Transaction

A collective release of contract allows several contracts to be approved simultaneously. A collective release of purchase order functions similarly to list display transactions. Selection criteria, such as the release code, purchasing group and plant, are entered in the initial screen. All contracts meeting the selection criteria are displayed.

The transaction code and navigation path as follow;

Menu Path: Logistics → Materials Management → Purchasing → Outline Agreement → Contract → Release (ME35K)

Transaction code : ME35K – Release

Business Process Procedure Overview
The purchasing officer will approve the contract in order for it to be converted to a release order.


Release (Approve) Purchasing Documents























Release Code: 20
Release Group: 02 to []
☒ Set Release
☐ Cancel Release
☒ Release Prerequisite Fulfilled
☐ List with Items
Scope of List: RAHM
Purchasing Document Category: K to []
Purchasing Organization: [] to []
Document Number: [] to []
Document Type: [] to []
Purchasing Group: [] to []
Vendor: [] to []
Supplying Plant: [] to []
Document Date: [] to []

The above release screen shows the list of selection criteria for listing the Contract to be release.




SAP Screen Input field	Sample Value	Comments
Release Code	2P	Release Code
Release Group	02	Release Group
Purchasing Organization	1006	Agency Specific

Entered the above and click on the execute  button to process.

 **Release Purchasing Documents with Release Code 20**

 <<                     

Release Purchasing Documents with Release Code 20


 Release Cancel Release  Release Strat. Release + Save  Print Preview

Contract	Type	Vendor	Name	PGp	Agmt	Date
Release Strategy			Release Indicator		Release Option	
AGR/23/04	ZGOM	200025	State Trading Organization Plc	010	27.12.2023	
Agreement Start	27.12.2023	Agreement End	11.12.2024			
Tgt Value	25,000,000.00	MVR	Open	25,000,000.00	MVR	100.00 %
02/C1 GOM Contract	>25000	X Blocked			Release possible	

A list will appear to show the available contracts awaiting for approval.

☒ Release effected with release code 20 ☒ Release effected with release code 2P

Select the line to be release, and click on the Release button to perform the release of the contract. Notice the release option for that line has change from Release possible to Release Set. If there are more release to be done simply repeat the steps. Else if there is a need to cancel the release, select the item and click on the Cancel Release button.

After the selection is done, click on the  save button to confirm the release. In this way, more than one line can be selected for the release at the same time.

Tips and Tricks:

The release of the contract is against the Target Value only. If the contract has an increase in the target value, the release will be trigger for re-approval.

3. Create PO from Contract

a) Conversion to a Purchase Order

A contract that has been released is ready to be converted to a Purchase Order for execution of the service.

A Purchase Order has a similar screen layout as a normal purchase order.

Menu Path : Logistics → Materials Management → Purchasing → Purchase Order → Create → Create (ME21N)

Transaction Code : ME21N

Trigger:

Contracts is required converting to Purchase Order.

A Purchase Order is where the execution of the process starts and once completed will requires a normal process like the purchase order. Goods receipt will be a must once to job is completed and payment will be completed through invoice verification.

The screenshot shows the SAP ME21N 'Create Purchase Order' screen. The 'Document Overview' section is active, displaying a list of document types: 'Not Yet Sent', 'Not Delivered', and 'Not Invoiced'. The 'Conditions' tab is selected, showing a table with columns: S., Itm, A, I, Material, Short Text, PO Quantity, OUn, and Deliv. D. The 'Contracts' option is highlighted in the left-hand menu.

S.	Itm	A	I	Material	Short Text	PO Quantity	OUn	Deliv. D

Use the document overview in the transaction (shown above), select to retrieve the Contracts.

Enter the Contract document number or any other information to retrieve the contract for conversion.

Purchasing Documents

General selections

Max. no. of hits: 5000

Program selections

Material Number		to		
Selection Parameters		to		
Plant	1006	to		
Material Short Text		to		
Supplying Plant		to		
Storage Location		to		
Material Group		to		
Purchasing Organization	1006	to		
Purchasing Group	010	to		
Purchasing Document		to		
Name of Person Responsible		to		
Document Type		to		
Document Category	K	to		
Company Code		to		
Document Date		to		
Vendor		to		

Click  to execute

Create Purchase Order

Document Overview Off | Hold | Print Preview | Messages | Personal Setting

MoFT - 1006 Vendor


Delivery/Invoice | Conditions | Texts | Address | Communication


Not Yet Sent	Ordered	0.00
Not Delivered	Delivered	0.00
Not Invoiced	Still to deliv.	0.00
	Invoiced	0.00
	Down paymts	0.00

Purch.Doc.

- AGR/23/01
- AGR/23/02
- AGR/23/04

S..	Itm	A	I	Material	Short Text	PO Quantity

Select the contract number in the document overview as shown above. Select the Correct Purchase Order document type and Click on the Adopt  button.

Perform a check using the  check button to confirm everything is in place. If the document is OK, perform a save to complete the creation of the Purchase Order. Remember to note down the Purchase Order number.

SAP Screen Input field	Sample Value	Comments
Net Price	10,000,000.00	Determined by the project completion plan, representing the work to be completed and invoiced within the current year
Matl Group	Land Bldg & Infra	Material Specify

 MoFT - 1006 created under the number 1006220069

Approve the PO using ME29N

Once Purchase Oder is created normal Goods Receipt (GR), Invoice Receipt (IR) will be carried out thereafter.

4. Reporting

1 List Displays

Menu Path: Logistics → Materials Management → Purchasing → Outline Agreement → List Displays → ME3L – By Vendor

Transaction Code: **ME3L**

Selection screen

Purchasing Documents per Vendor







































Choose...


Vendor	200025	to		
Purchasing Organization	1006	to		
Scope of List	ALV			
Selection Parameters		to		
Document Type		to		
Purchasing Group		to		
Plant		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Validity Key Date				
Range of Coverage to				
Document Number		to		
Material		to		
Material Group		to		
Document Date		to		
Intern. Article No. (EAN/UPC)		to		
Vendor's Material Number		to		
Vendor Subrange		to		
Promotion		to		
Season		to		
Season Year		to		
Short Text				
Vendor Name				


















SAP Screen Input field	Sample Value	Comments
Vendor account	200025	In case report needs to be viewed for selected vendors enter respective vendor codes or keep it blank in case for full vendor master report
Purchasing organization	1006	Agency Specific
Scope of List	ALV	Enter ALV

To be inv.	Still to be invoiced (Value)
TotOpenVal	Pending Value
Released value	Consumed Amount

In the output shown below → Click on account assignment icon 

Purchasing Documents per Vendor																		
<div></div>																		

After pressing  the button it will shows the account assignment of the Contracts. This include GLs, Fund, Functional Area, Project Code and Business Area as well.


Purchasing Documents per Vendor																									
<div></div>																									
Purch.Doc.	Item	SAA	Cost Ctr	WBS Element	Type	Cat	PGr	POH Doc. Date	Material Short Text	Val. Start	Validity End	Matl Group	D I	A Plant	S Loc	Quantity	OUIn	OPU	Quantity	SKU	Net price	Crcy	Per	AA qty	Targ.Val. (Hdr)
AGR/23/01	10	1		P-SCH040-001	ZGOM	K	010	06.12.2023	Construction of School	06.12.2023	31.08.2024	ZASST100		P 1006	0001		0	AU	AU		1,540,000.00	MVR	1	1	1,540,000.00
AGR/23/02		1		P-AIR009-001	ZGOM	K	010	17.12.2023	building mosque	17.12.2023	31.12.2024	ZASST100		P 1006			0	AU	AU		1,500,000.00	MVR	1	1	1,500,000.00
AGR/23/03		1		P-SPT212-001	ZGOM	K	298	20.12.2023	Const. of airport	20.12.2023	31.12.2025	ZASST100		P 1272			0	AU	AU		25,000,000.00	MVR	1	1	25,000,000.00
AGR/23/04		1		P-SPT212-001	ZGOM	K	010	27.12.2023	Construction of Airport	27.12.2023	11.12.2024	ZASST100		P 1006			0	AU	AU		10,000,000.00	MVR	1	1	25,000,000.00
AGR/23/05		1		P-SOC048-001	ZGOM	K	010	08.01.2024	const. of airport	08.01.2024	31.12.2025	ZASST100		P 1006			0	AU	AU		500,000.00	MVR	1	1	5,000,000.00
AGR/23/07		1		P-SOC048-001	ZGOM	K	010	08.01.2024	detention catering	08.01.2024	08.01.2025	CN099		P			0	AU	AU		50,000.00	MVR	1	1	50,000.00
AGR/23/071		1		P-SOC048-001	ZGOM	K	022	08.01.2024	medical expens	08.01.2024	10.10.2025	MD099		P			0	AU	AU		500,000.00	MVR	1	1	500,000.00
AGR/23/08		1		P-SOC048-001	ZGOM	K	010	08.01.2024	immigration building	08.01.2024	09.02.2024	SV0101		P 1029			0	AU	AU		18,000.00	MVR	1	1	35,000.00
AGR/23/10		1		P-SOC048-001	ZGOM	K	022	08.01.2024	const.of. airport	08.01.2024	31.12.2024	SV0699		P			0	AU	AU		500,000.00	MVR	1	1	500,000.00
AGR/23/11		1		P-SOC048-001	ZGOM	K	010	08.01.2024	CATERING	08.01.2024	31.12.2025	CN001		P 1006			0	AU	AU		15,000.00	MVR	1	1	100,000.00
AGR/23/30		1		P-SOC048-001	ZGOM	K	010	08.01.2024	Medical Expenses	08.01.2024	31.10.2024	SP099		P			0	AU	AU		5,000.00	MVR	1	1	500,000.00
AGR/23/555		1		P-SOC048-001	ZGOM	K	023	08.01.2024	Const of Airport	08.01.2024	07.01.2025	ZASST100		P			0	AU	AU		50,000.00	MVR	1	1	500,000.00
AGR/23/777		1		P-SOC048-001	ZGOM	K	023	08.01.2024	Supplying of 1kw Generator and Spaes	08.01.2024	08.01.2025	ZASST300		P 1013			0	AU	AU		35,000.00	MVR	1	1	35,000.00

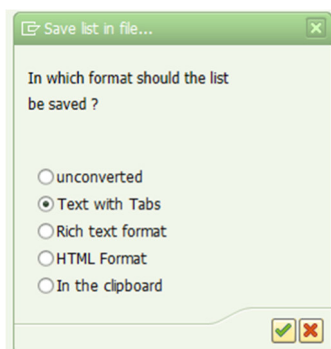
Output fields	Comments / Remarks
Val. Start	Contract Start date
Validity End	Contract End date
Doc. date	Date on which contract document is created
P	Account assignment category. The account assignment category determines which account assignment data (such as cost center, asset and so on) is necessary for the item. A = Asset K = Cost Center


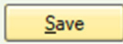
	P = Projects
WBS Element	WBS as account assignment in case the expenses are related to project
GL Account	Respective Expenditure code
Business Area	Agency Specific
Fund	Respective Fund Center. Agency Specific

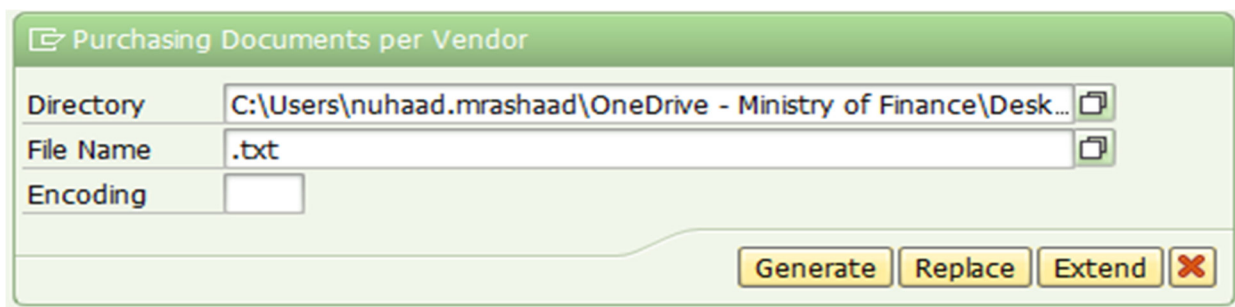
Export to Excel

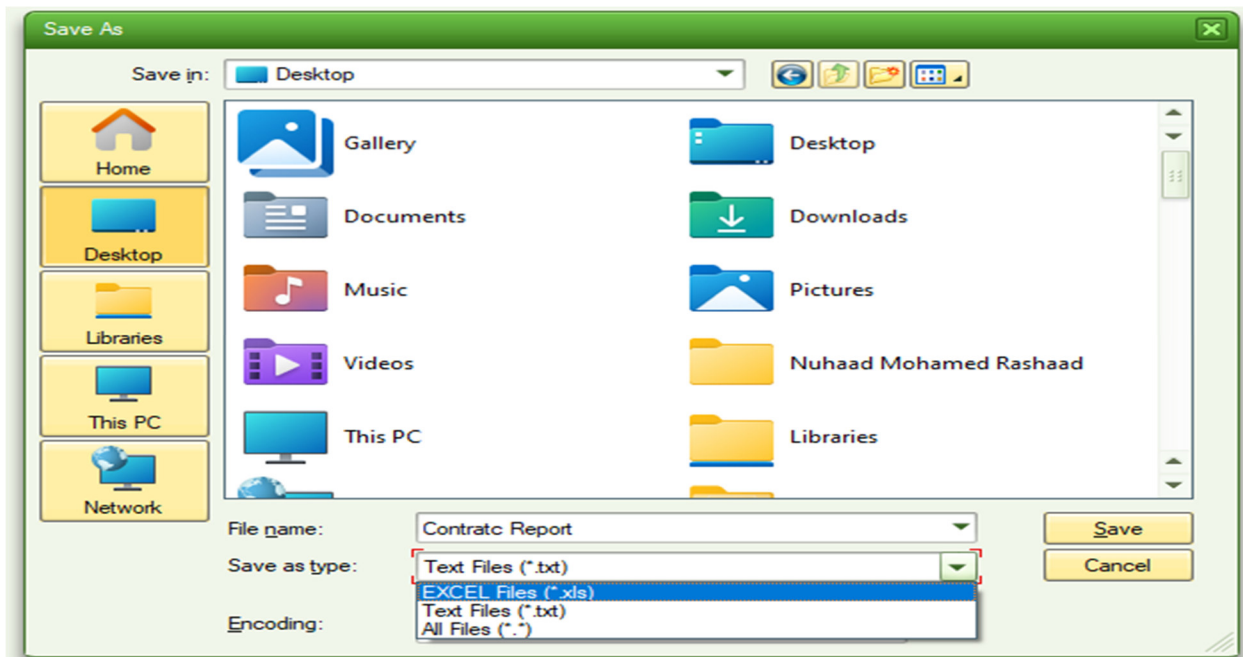
Click on  Save to Local file (Ctrl+Shift+F9)

Click Save to Local file (shown above) -> Popup appears->Select Text with Tabs >Select Ok 



Popup appears to enter file destination on local PC -> Select directory (destination) and enter desired file name. To change the file format, press the dropdown box  and choose the desired file format and enter the file name and then press save  button.





After that, press **Generate** to export the report to desired format.

