

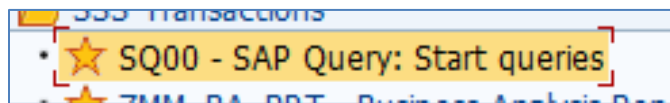
SQ00 SAP Query-How To Setup

How to setup and use SQ00 SAP Query

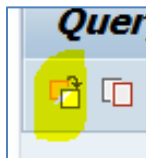
Role: Supply Chain Buyer Staff

Frequency: As Needed

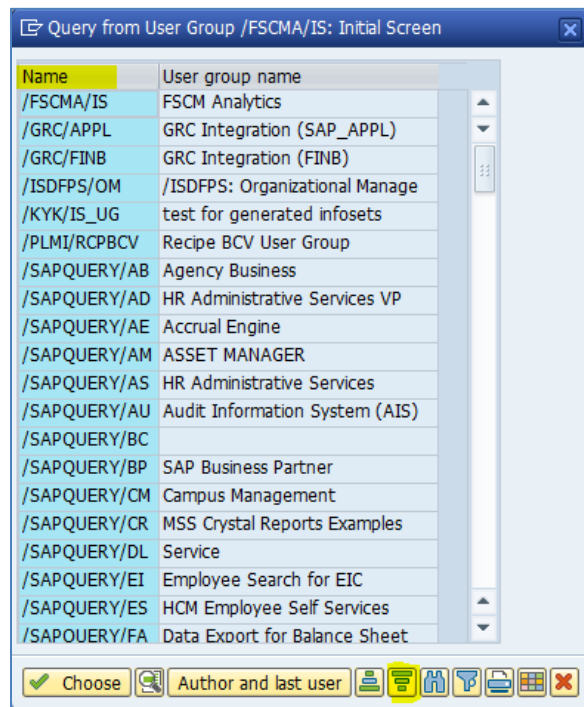
- Go into transaction **SQ00 - SAP Query** to run a list of currently sourced items on the contract



- Click "Other User Group" (folder icon) at the top

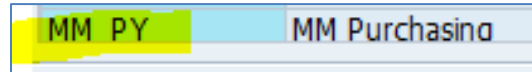


- On the pop-up, click the "Name" column and click "Sort in Descending Order"



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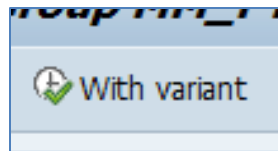
- Double-click (or highlight and click "choose") the "MM PY" purchasing field



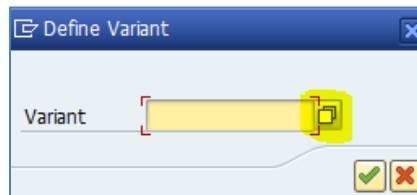
- Double-click the ZMM_CTRPRC field to view Contract with Pricing

Queries of user group MM_PY : MM Purchasing		
Name	Title	InfoSet
MAT_CONTR_COMP	Compare Material Master With Contracts	Z_PUR_
MIN_VENDORS	Minority Vendors Display	LFA1_L
PUR_VAL_CONTR	Purchasing Outline Agreements Validity Periods	Z_PUR_
PY_CONTRACTS	Contract & Material List Display by Tracking Number	Z_PUR_
QUE_BAHUGH0_01	SAP Query 01/14/2008/15:38:47 BAHUGH0	Z_MM_
ZMM_CTRPRC	Contract with Pricing	ZMM_C
Z_MM_AP	AP Material Report	Z_MM_
Z_MM_CONT	Contract Report for Spend Compass	Z_MM_

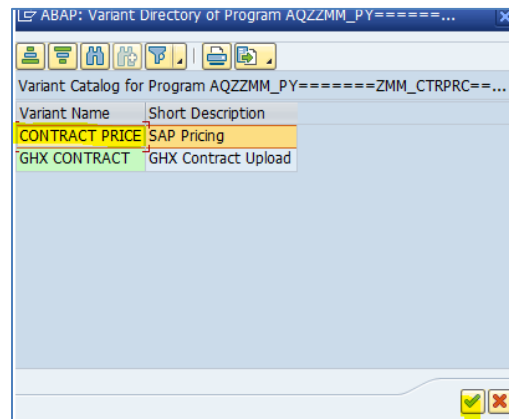
- Click "With Variant" at the top



- Click the "pages icon" to choose a variant



- Double-click (or highlight and click the checkmark) Contract Price variant



SQ00 SAP Query-How To Setup

- Click the checkmark



**The screen will look like this

A screenshot of the 'Contract with Pricing' SAP query selection screen. The screen is divided into two main sections: 'Report-specific selections' and 'Output specification'. Under 'Report-specific selections', there are several input fields: 'Material Number' (with a search icon), 'Requirement Tracking Number', 'Deletion Indicator in Purchasing' (with a dropdown arrow), 'Purchasing Document Number', 'Start of Validity Period', 'End of Validity Period', and 'Vendor Account Number'. Each field has a 'to' field next to it. To the right of each 'to' field is a folder icon. Under 'Output specification', there is a 'Layout' field with the value '/CTRPRC CDM'.

- In the "Purchasing Document Number" field, enter "46*" to capture all contracts

**There are different ways to look up contract information:

- An SAP# can be searched in the "Material Number" field
- A specific contract # can be found by entering the "Requirement Tracking Number"
- Any contracts for a specific Vendor# can be searched under "Vendor Account Number"

- Enter the Contract # and click the Execute icon at the top

A screenshot of the 'Contract with Pricing' SAP query selection screen with specific values entered. The 'Purchasing Document Number' field contains the value '46*'. The 'Requirement Tracking Number' field contains the value 'uk8721'. The 'Material Number' field is highlighted in yellow. The 'Deletion Indicator in Purchasing' field has a dropdown arrow. The 'Output specification' field is set to '/CTRPRC CDM'. The 'Execute' icon (a green checkmark) is visible at the top left of the screen.

Quick Reference Card

SQ00 SAP Query-How To Setup

**The screen will look like this

Contract with Pricing														
Material *	CDM Number	MPN	Original Mfr part number	Short Text	Eq. To	BU	QUN	Purch.Doc.	Item	VP	Start	VPer.End	TrackingNo	Net Price / Vendor
176111		85225	85225	KIT VERIFY NOW PRU TEST	25	TS	KIT	4600005143	00010	05/03/2023	12/31/2023	UK8721	1,973.30	139216
176112		85053	85053	KIT VERIFY NOW ASPIRIN TEST	25	TS	KIT	4600005143	00020	05/03/2023	12/31/2023	UK8721	1,241.30	139216
176113		85047	85047	KIT VERIFY NOW WQC	6	EA	KIT	4600005143	00030	05/03/2023	12/31/2023	UK8721	221.80	139216
176115		85062	85062	KIT VERIFY NOW PN CLEANING	13	EA	BOX	4600005143	00040	05/03/2023	12/31/2023	UK8721	183.90	139216
208625		J103C	J103C	CARTRIDGE PTT TEST	45	EA	BOX	4600005143	00070	05/03/2023	12/31/2023	UK8721	199.01	139216
208626		DCICPT-N	DCICPT-N	CONTROL ELITE PT/INR QC LVL 1 NORMAL	15	EA	BOX	4600005143	00080	05/03/2023	12/31/2023	UK8721	96.05	139216
208627		DCICAPT-A	DCICAPT-A	CONTROL ELITE APTT QC LVL 2 ABNORMAL	15	EA	BOX	4600005143	00090	05/03/2023	12/31/2023	UK8721	96.05	139216
208628		DCICPT-A	DCICPT-A	CONTROL ELITE PT/INR QC LVL 2 ABNORMAL	15	EA	BOX	4600005143	00100	05/03/2023	12/31/2023	UK8721	96.05	139216
208629		J201C	J201C	CARTRIDGE PT TEST	45	EA	BOX	4600005143	00110	05/03/2023	12/31/2023	UK8721	192.05	139216
260910		GACT-LR	GACT-LR	GEM HEMOCHRON 100 GACT LR	1	BX	BOX	4600005143	00160	05/03/2023	12/31/2023	UK8721	337.50	139216
261151		GACT+	GACT+	GEM HEMOCHRON 100 GACT+	1	EA	EA	4600005143	00170	05/03/2023	12/31/2023	UK8721	315.00	139216
261152		DCGLR-1	DCGLR-1	GH1000DIRECTCHECK ACT LR L1	1	BX	BOX	4600005143	00180	05/03/2023	12/31/2023	UK8721	195.00	139216
261153		DCGACT-2	DCGACT-2	GH1000DIRECTCHECK ACT+ L2	1	BX	BOX	4600005143	00190	05/03/2023	12/31/2023	UK8721	195.00	139216
261154		DCGLR-2	DCGLR-2	GH1000DIRECTCHECK ACT LR L2	1	BX	BOX	4600005143	00200	05/03/2023	12/31/2023	UK8721	195.00	139216
261155		DCGACT-1	DCGACT-1	GH1000DIRECTCHECK ACT+ L1	1	EA	EA	4600005143	00210	05/03/2023	12/31/2023	UK8721	195.00	139216

- Download this file into an excel spreadsheet by clicking the "Export" icon at the top and clicking spreadsheet, save appropriately



Name:	EXPORT
Type:	Excel (*.XLSX)
<input type="button" value="Save"/>	