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# Key User Training Document

## PU103 Source List

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# Check-In Class

AROUND



Please scan for Check-In Class **PU103 : Source List.**



# Course Overview

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Course Code	Course Description	Duration (hour/class)
PU101	Vendor Master	1
PU102	Purchasing Info Record	3
PU103	Source List	1
PU201	Purchase Requisition	4
PU202	Approved Purchase Requisition	2
PU203	Sourcing (RFQ/Quotation)	4
PU204	Contract	2
PU205	Scheduling Agreement (SA)	2
PU206	Purchase Order	4
PU207	Approved Contract, Schedule Agreement, Purchase Order	2
PU208	Import Operation	2

# Course Information

<b>Course ID</b>	<b>PU103</b>
Course Description	<b>Source List</b>
Course Duration	1 hr.
Course Pre-requisite	PU102: Purchasing Info Record
<b>Course Objective</b>	<ol style="list-style-type: none"><li>1. To build knowledge to employees to understand the process of creating and updating Source List</li><li>2. To build knowledge to employees with the SAP Technical Term terminology that used in Source List</li></ol>

## Table of Content

- Create and Modify Source List
- Delete Source List
- Source List Reporting

## Output

The trainees get understanding and can perform the tasks related to Source List.



## Course Overview

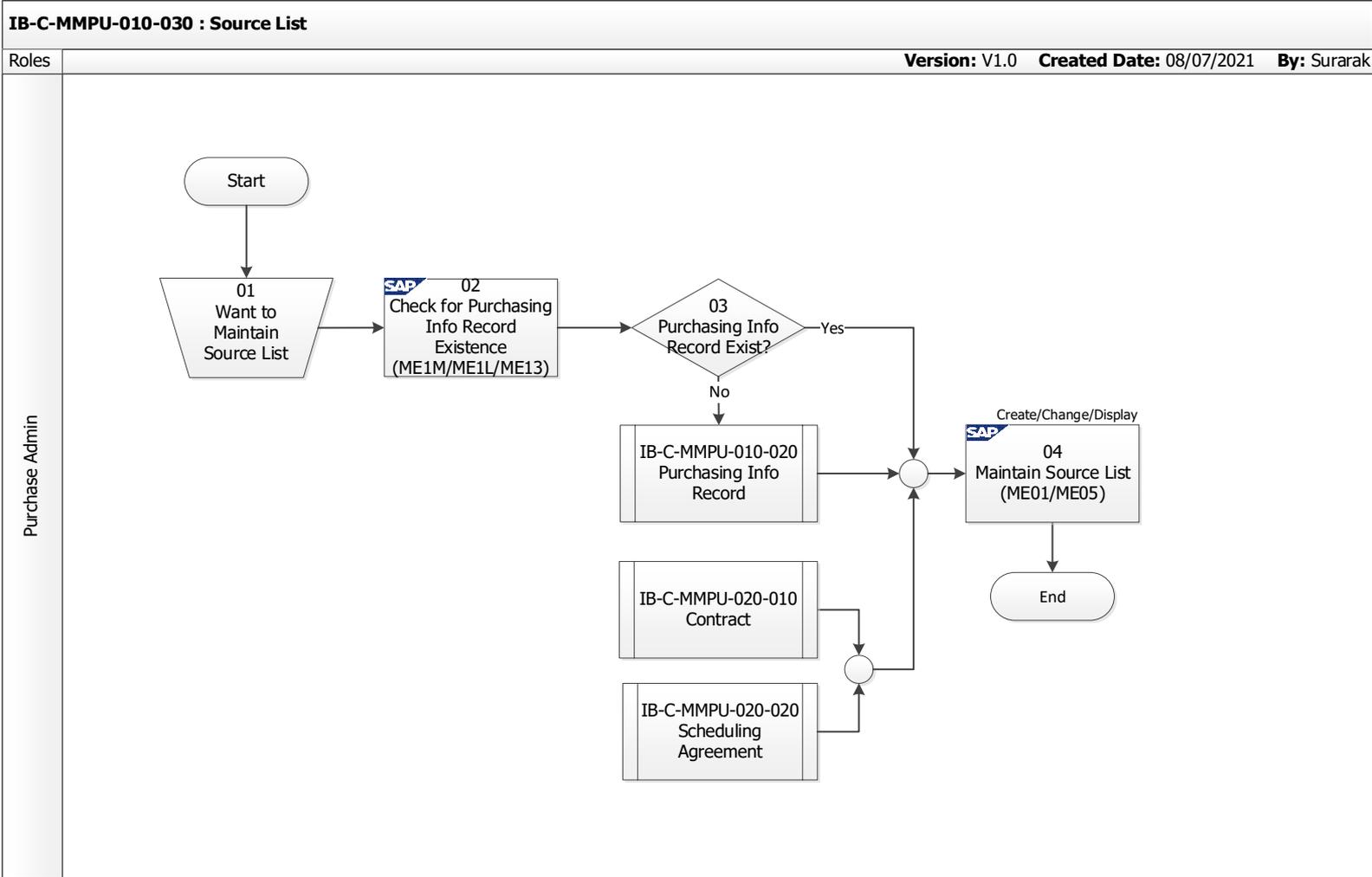
## Source List

## Source List Report

## Q&A

# Course Overview

## IB-C-MMPU-010-030 : Source List





- ▶ **Source List** is used in the administration of sources of supply. It specifies the allowed (and disallowed) sources of a material for a certain plant within a predefined period. Each source is defined by means of a source list record.
  
- ▶ The source list serves;
  - To define a source of supply as "fixed". Such sources count as preferred sources over a certain period of time. (For example, the fixed vendor for material 1 is ABC Co. for the first quarter and DEF Co. for the second quarter of the year.)
  - To define a source of supply as "blocked".(For example, that contract 123 may not be used for a certain period of time.)
  - To block the external procurement of a material. (For example, material 1 may not be ordered from 01.01.98 to 12.31.98.)



Course Overview

Source List

Source List Report

Q&A

# Source List : Transactions

Source List maintenance including

Transaction code	Description
ME01	Maintain Source List
ME03	Display Source List
ME04	Display Changed Source List
ME05	Generate Source List
ME06	Analyze Source List
ME07	Delete Source List

# Source List : Transactions

## ME01 – Maintain Source List

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- **Menu Path:** SAP Menu > Logistics > Materials Management > Purchasing > Master Data > Source List > Maintain
- **Transaction Code :** ME01

A screenshot of the SAP Easy Access menu interface. The title bar reads "SAP Easy Access". Below the title bar is a navigation bar with icons for home, search, and other menu options. The main menu is displayed as a tree structure. The path is: SAP Menu &gt; Logistics &gt; Materials Management &gt; Purchasing &gt; Master Data &gt; Source List. The "Source List" folder is expanded, and the "ME01 - Maintain" transaction is highlighted with a red rectangular box. Other transactions listed under Source List include ME03 - Display, ME04 - Changes, List Displays, and Follow-On Functions. Other folders under Purchasing include Purchase Order, Purchase Requisition, Outline Agreement, and RFQ/Quotation. Other folders under Materials Management include Equipment and Tools Management and Info Record.

# Source List : Transactions

## ME01 – Maintain Source List

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### *Maintain Source List: Initial Screen*

Material	C000001784	1
Plant	A9C1	2

1. **Material No.** is Material code.
2. **Plant** is plant code which need to define Source List.  
Then press enter .

# Source List : Transactions

## ME01 – Maintain Source List

**Maintain Source List: Overview Screen**

Material: C000001784 PESTIFFA 50 DOSE  
 Plant: A9C1 BGC-Feed mill

Valid from	Valid to	Vendor	POrg	PPI	OUn	Agmt	Item	Fix	Blk	MRP	M
01.12.2021	31.12.2021	500000006	2002		BT			<input checked="" type="checkbox"/>	<input type="checkbox"/>		

3 4 5 6 7 8 9 10

### 3. Valid From.

The start date of Source list.

### 4. Valid to.

The end date of Source list.

### 5. Vendor

Vendor code.

### 6. Pur Org.

Purchasing Organization code.

### 7. Agmt.

Scheduling Agreement (SA.) number or Contract number (If any)

### 8. Item

The item of SA/Contract.

### 9. Fix

To fix for using Source list in specified period.

### 10. MRP

Define value if the record is related to MRP or schedule line of SA

Blank= It is not related to MRP.

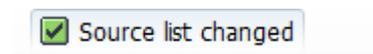
1 = It is related to MRP.

2 = It is related to MRP and use with SA.

Materials Planning Short Descript.	
	Source list record not relevant to MRP
1	Record relevant to MRP
2	Record relevant to MRP. Sched. lines generated automatically

Press SAVE. 

After saved, the system will show the message as below.



# Source List : Exercise

1. Create Source List (T-Code: ME01)

Material	
Plant	
<u>Purchasing Data View:</u>	
Generate records	Press 
Valid from	
Valid to	
Vendor	
Purchasing Org.	
<u>Save</u>	

# Source List : Transactions

Source List maintenance including

Transaction code	Description
ME01	Maintain Source List
ME03	Display Source List
ME04	Display Changed Source List
ME05	Generate Source List
ME06	Analyze Source List
ME07	Delete Source List

# Source List : Transactions

## ME03 – Display Source List

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- **Menu Path:** SAP Menu > Logistics > Materials Management > Purchasing > Master Data > Source List > Display
- **Transaction Code :** ME03

The screenshot displays the SAP Easy Access menu structure. The menu is organized as follows:

- SAP Easy Access
  - Other menu
  - Create role
  - Asst
  - Favorites
  - SAP Menu
    - Financial Services Network Connector
    - Office
    - Cross-Application Components
    - Logistics
      - Equipment and Tools Management
      - Materials Management
        - Purchasing
          - Purchase Order
          - Purchase Requisition
          - Outline Agreement
          - RFQ/Quotation
          - Master Data
            - Info Record
            - Source List
              - ME01 - Maintain
              - ME03 - Display**
              - ME04 - Changes
              - List Displays
              - Follow-On Functions
                - ME05 - Generate
                - ME06 - Analyze
                - ME07 - Delete

# Source List : Transactions

## ME03 – Display Source List

AROUND



### Maintain Source List: Initial Screen

Material	C000001784	1
Plant	A9C1	2

**1. Material No.** Enter material code which need to display source list.

**2. Plant** Enter plant code which need to display source list.

Then press enter

### Display Source List: Overview Screen

Material	C000001784	STIFFA 50 DOSE	4
Plant	A9C1	BGC-Feed mill	

Valid from	Valid to	Vendor	POrg	PPl	OU	Agmt	Item	Fix	Blk	MRP	MRP Area
01.12.2021	31.12.2021	500000006	2002		BT		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3

**3. Select Line** Select the record which need to display the detail.

**4. Press Detail**

# Source List : Transactions

## ME03 – Display Source List

AROUND



**Display Source List: Detail Screen**

Material   STIFFA 50 DOSE 5

Plant  BGC-Feed mill

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**Administrative data**

Valid from	<input type="text" value="01.12.2021"/>	Created by	<input type="text" value="AECPU01"/>
Valid to	<input type="text" value="31.12.2021"/>	Created on	<input type="text" value="03.12.2021"/>
Number	<input type="text" value="1"/>	Logical System	<input type="text"/>

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**Source**

Vendor	<input type="text" value="500000006"/>	SIMATEK CO,LTD
Purchasing Org.	<input type="text" value="2002"/>	
Agreement	<input type="text"/>	Agreement Item <input type="text" value="0"/>
Proc. Plant	<input type="text"/>	
Order Unit	<input type="text" value="BT"/>	Special Stock <input type="checkbox"/>

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**Qualification of supply source**

<input checked="" type="checkbox"/> Fixed	MRP <input type="checkbox"/> Not used
<input type="checkbox"/> Blocked	

5. The system will show the detail of selected record.

# Source List : Transactions

Source List maintenance including

Transaction code	Description
ME01	Maintain Source List
ME03	Display Source List
ME04	Display Changed Source List
ME05	Generate Source List
ME06	Analyze Source List
ME07	Delete Source List

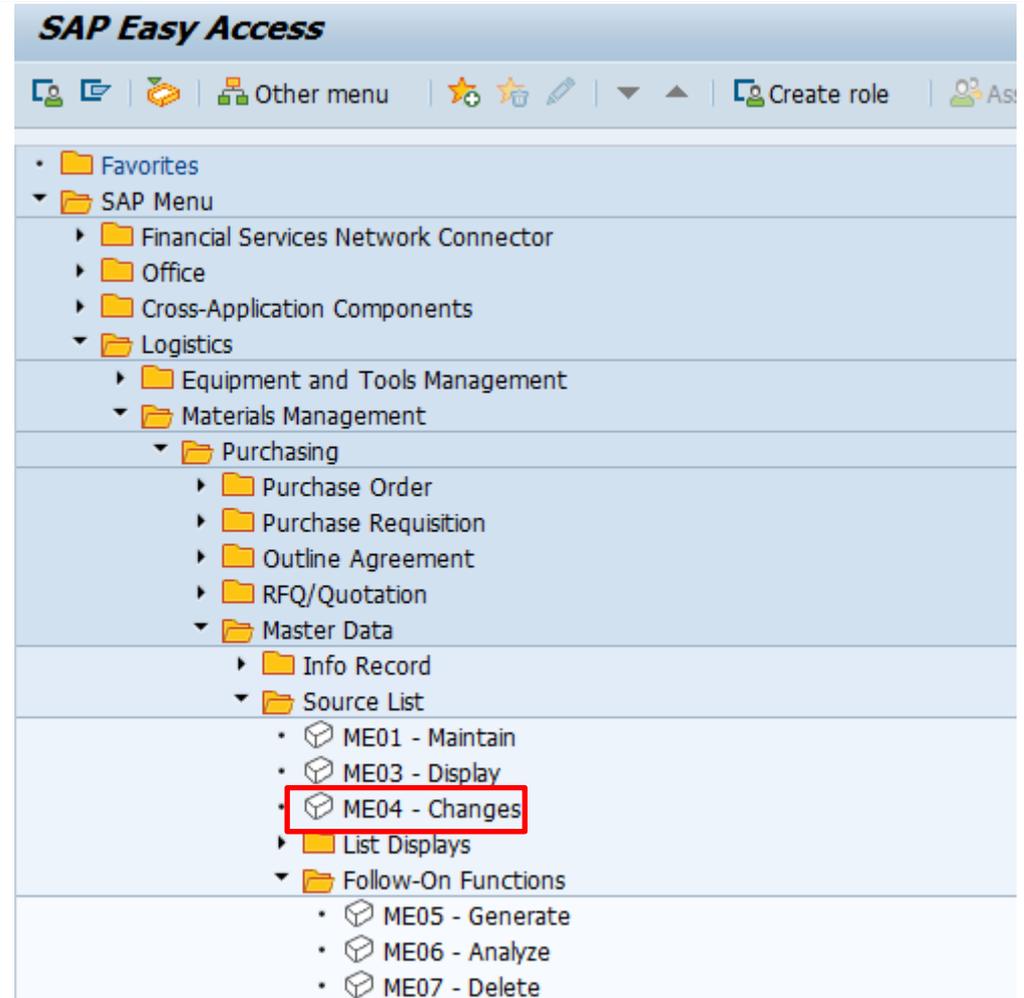
# Source List : Transactions

## ME04 – Display Changed Source List

AROUND



- **Menu Path:** SAP Menu > Logistics > Materials Management > Purchasing > Master Data > Source List > Changes
- **Transaction Code :** ME04



# Source List : Transactions

## ME04 – Display Changed Source List

**Changes to Source List**

Material C000001784 **1**

Plant A9C1 **2**

Changed by

From change date

- 1. Material No.** Enter Material code which need to display changes of Source List.
- 2. Plant** Enter plant code which need to display changes Source List.

Then press enter



**Changes to Source List**

Material	Plant	TCode	User	Date	Time	Doc.Number	No.	Action	Field	Short text	Old value	New value	Text type	Language
C000001784	A9C1	ME01	AECPU01	12.10.2021	16:52:26	8172	1	Entry						
			AECPU01		22:02:50	8319	1	Deletion						

# Source List : Transactions

Source List maintenance including

Transaction code	Description
ME01	Maintain Source List
ME03	Display Source List
ME04	Display Changed Source List
ME05	Generate Source List
ME06	Analyze Source List
ME07	Delete Source List

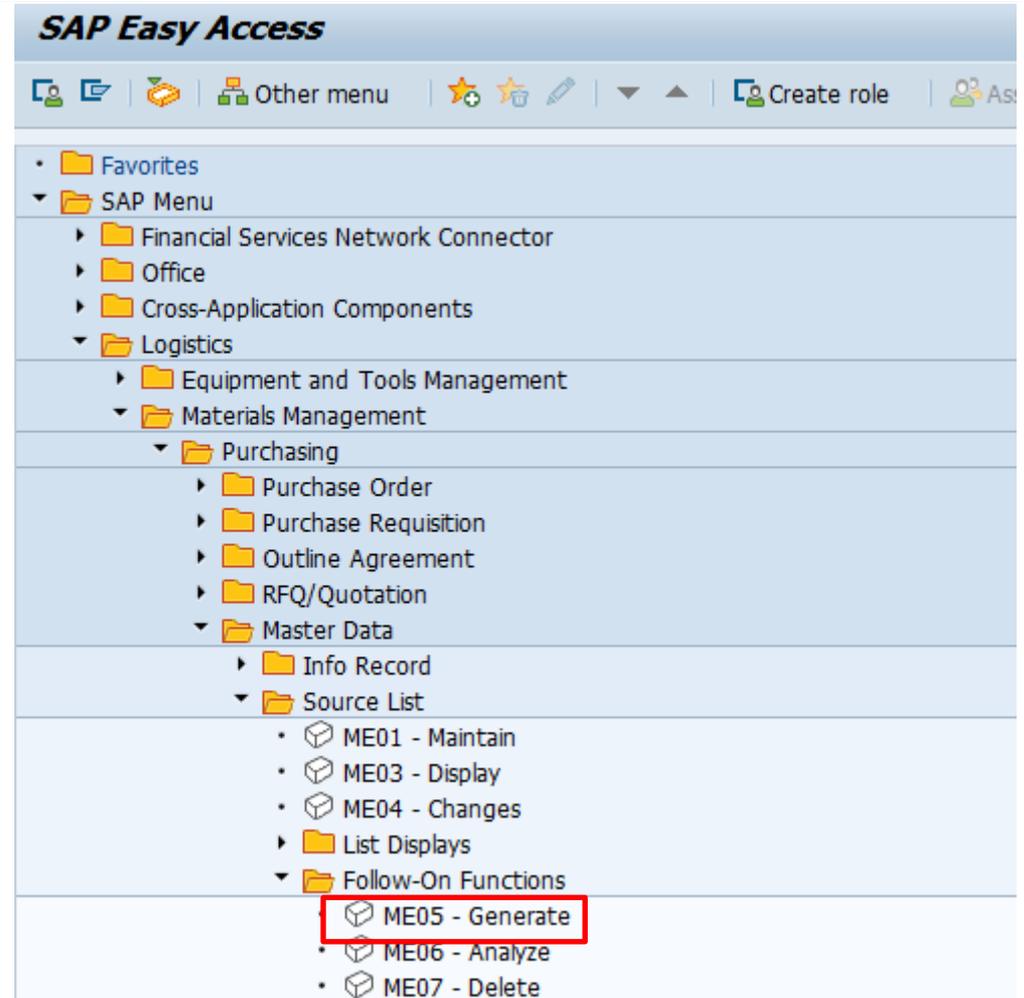
# Source List : Transactions

## ME05 – Generate Source List

AROUND



- **Menu Path:** SAP Menu > Logistics > Materials Management > Purchasing > Master Data > Source List > Follow-On Functions > Generate
- **Transaction Code :** ME05



# Source List : Transactions

## ME05 – Generate Source List

AROUND



**Generate Source List**

Material

Plant  to

**Generate**

All Records for Material/Plant **2**

Excl. Outline Agreements

Outline Agreements Only

**Control**

Valid from  **3**

Valid To

MRP Indicator

Add Planned Delivery Time

**Existing Records**

Do Not Change

Delete

Become Invalid **4**

Test Run **5**

**1. Material No.** Enter Material code which need to create Source List.

**2. Generate Box**  
Select the generate note.

**3. Control Box**  
Enter Valid from, Valid To, MRP Indicator.

**4. Existing Records Box**  
Select how to manage the existing Source List.

**5. Test Run**  
Tick Test Run to display the results.

# Source List : Transactions

## ME05 – Generate Source List

### Test Run – Result

Generate Source List (Simulation)														
 <span style="border: 1px dashed red; padding: 2px;">Fix</span> <span style="border: 1px dashed red; padding: 2px;">Block</span> <span style="border: 1px dashed red; padding: 2px;">Material</span> <span style="border: 1px dashed red; padding: 2px;">Supplier</span>														
Material	No.	Proc. st.	Valid from	Valid to	Vendor	POrg	PPL	OUn	Agreement	Item	Fix	Blk	MRP	Number
<b>Plant 9C00</b> <span style="float: right;">7</span>														
<b>Plant 9C00</b> <span style="float: right;">3</span>														
C000001784	1	will be added	03.12.2021	31.12.2999	500000006	2002		BT						1
	2	will be added	03.12.2021	31.12.2999	500000008	2002		BT						1
	3	will be added	03.12.2021	31.12.2999	500000013	2002		BT						1
<b>Plant A9C1</b> <span style="float: right;">4</span>														
C000001784	1	will be added	03.12.2021	31.12.2999	500000006	2002		BT						1
	2	will be added	03.12.2021	31.12.2999	500000008	2002		BT						1
	3	will be added	03.12.2021	31.12.2999	500000013	2002		BT						1
	4	will be added	03.12.2021	31.12.2999	500000020	2002		BOX						1
	1	will be changed	01.12.2021	02.12.2021	500000006	2002		BT		X				0

In case, which need to Fix or Block

- Select the record and press Fix or Block as figure.

# Source List : Transactions

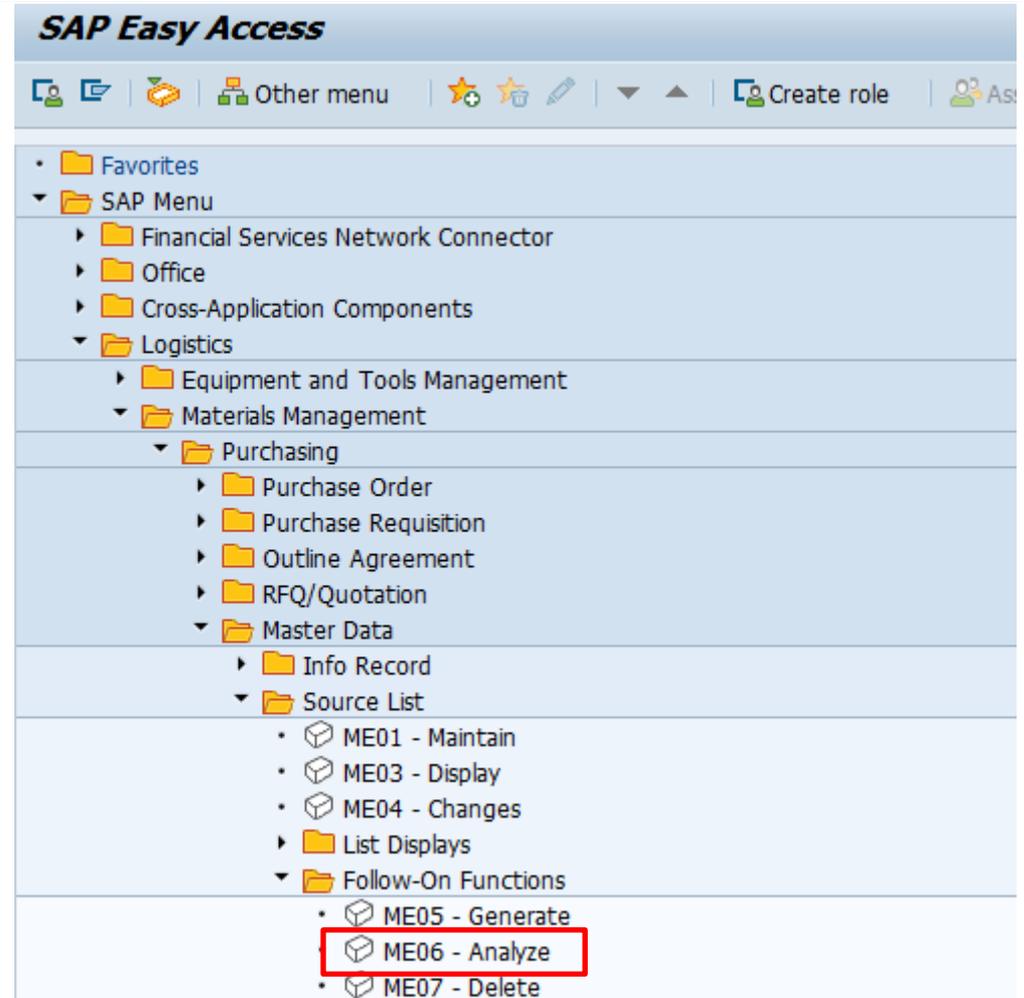
Source List maintenance including

Transaction code	Description
ME01	Maintain Source List
ME03	Display Source List
ME04	Display Changed Source List
ME05	Generate Source List
ME06	Analyze Source List
ME07	Delete Source List

# Source List : Transactions

## ME06 – Analyze Source List

- **Menu Path:** SAP Menu > Logistics > Materials Management > Purchasing > Master Data > Source List > Follow-On Functions > Analyze
- **Transaction Code :** ME06



# Source List : Transactions

## ME06 – Analyze Source List

**Analyze Source List**

5

Material C000001784 1

Plant 2 to

Options

Valid from 3 03.12.2021

Valid to 03.12.2026 4

Threshold value for no. recs.

Only plants w.srce.list reqt.

**1. Material No.** Enter Material code which need to analyze Source List.

**2. Plant** Enter Plant code which need to analyze Source List.

**3. Valid from**  
The analysis start date of Source list.

**4. Valid to.**  
The analysis end date of Source list.

**5. Press Execute** 

**Analyze Source List**

Material

Material	Short Tx
Plant	Number Explanation
Gap from to	
C000001784	PESTIFFA 50 DOSE
<input type="checkbox"/> 9C00	No source lists exist
<input type="checkbox"/> A9C1	
	01.01.2022 03.12.2026 Source list incompl. maintained

# Source List : Transactions

Source List maintenance including

Transaction code	Description
ME01	Maintain Source List
ME03	Display Source List
ME04	Display Changed Source List
ME05	Generate Source List
ME06	Analyze Source List
ME07	Delete Source List

# Source List : Transactions

## ME07 – Delete Source List

AROUND



- **Menu Path:** SAP Menu > Logistics > Materials Management > Purchasing > Master Data > Source List > Follow-On Functions > Delete
- **Transaction Code :** ME07

The screenshot displays the SAP Easy Access menu structure. The path to the ME07 transaction is highlighted with a red box. The menu structure is as follows:

- SAP Easy Access
  - Other menu
  - Create role
  - Asst
  - Favorites
  - SAP Menu
    - Financial Services Network Connector
    - Office
    - Cross-Application Components
    - Logistics
      - Equipment and Tools Management
      - Materials Management
        - Purchasing
          - Purchase Order
          - Purchase Requisition
          - Outline Agreement
          - RFQ/Quotation
          - Master Data
            - Info Record
            - Source List
              - ME01 - Maintain
              - ME03 - Display
              - ME04 - Changes
              - List Displays
              - Follow-On Functions
                - ME05 - Generate
                - ME06 - Analyze
                - ME07 - Delete

# Source List : Transactions

## ME07 – Delete Source List

AROUND



**Reorganize Source List**

 **5**

Material C000001784 **1** to  

Plant  **2** to  

Delete All Records Valid Until **3** 31.12.2021

Test Run **4**

Create Change Documents

- 1. Material No.** Enter Material code which need to delete Source List.
- 2. Plant** Enter plant code which need to delete Source List.
- 3. Delete all Records Valid Until** Delete Source List which valid until the enter date DD.MM.YY.
- 4. Test Run** to display the result.

5. กด Execute



# Source List : Transactions

## ME07 – Delete Source List

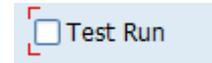
AROUND



### Result

Reorganize Source List									
Material C000001784    Plnt A9C1    SIMULATION									
Valid from	to	Supplier	Plnt	POrg	OUn	Agmt.	Item	Dis	
<input type="checkbox"/> 01.12.2021	31.12.2021	500000006		2002	BT				Fixed

After viewed the result then remove mark from Test Run



to delete source list.



Course Overview

Source List

Source List Report

Q&A

# Source List : Transactions

Source List Report including

Transaction code	Description
ME0M	Source List Report by Material



# Source List : Transactions

## MEOM – Source List Report by Material

**Source List for Material**

 **2**

Material  

Plant  to  

**1**

**1. Material No./Plant** Enter Material code or Plant which need to display Source List.

**2.** Then press **Execute**  .

**Source List for Material**

  Material  Supplier

Material C000001784      Plnt A9C1

Valid from	to	Supplier	Plnt	POrg	OUn	Agmt.	Item	Dis	
 01.12.2021	31.12.2021	500000006		2002	BT				Fixed



## Course Overview

การจัดการรายการแหล่งจัดหา

การเรียกรายงานข้อมูลรายการแหล่งจัดหา

Q&A



