

Mass Change of Contract

1. Search for the Contracts that require change in the Personal Object Worklist (POWL) using any applicable criteria. In the example below the Status field was used to search for Released Contracts. Select the APPLY button.

| Central Contract Number | Central Contract Name | Status | Purchasing Organization | Supplier | Valid From | Valid To | Hierarchy |
|-------------------------|--------------------------------|----------|------------------------------|-----------------------------|------------|------------|--------------------------|
| 4400011835 | Eshleman_EMS RfX Demo 9-3-2013 | Released | COPA Purchasing Organization | CONCRETE CORING COMPANY INC | 09/03/2013 | 09/03/2015 | <input type="checkbox"/> |
| 4400011834 | Brown_EMS RfX Demo 9-3-2013 | Released | COPA Purchasing Organization | MICHAEL L SELVES | 09/03/2013 | 09/03/2015 | <input type="checkbox"/> |
| 4400011833 | Colon_EMS RfX Demo 9-3-13 | Released | COPA Purchasing Organization | MICHAEL L SELVES | 09/03/2013 | 09/03/2015 | <input type="checkbox"/> |

2. Select the applicable Contracts by selecting the first Contract then holding down the shift key on the keyboard and selecting the last Contract. Next, select the MASS CHANGES link on the One Step toolbar.

| Central Contract Number | Central Contract Name | Status | Purchasing Organization | Supplier | Valid From | Valid To | Hierarchy |
|-------------------------|--------------------------------|----------|------------------------------|-----------------------------|------------|------------|--------------------------|
| 4400011835 | Eshleman_EMS RfX Demo 9-3-2013 | Released | COPA Purchasing Organization | CONCRETE CORING COMPANY INC | 09/03/2013 | 09/03/2015 | <input type="checkbox"/> |
| 4400011834 | Brown_EMS RfX Demo 9-3-2013 | Released | COPA Purchasing Organization | MICHAEL L SELVES | 09/03/2013 | 09/03/2015 | <input type="checkbox"/> |
| 4400011833 | Colon_EMS RfX Demo 9-3-13 | Released | COPA Purchasing Organization | MICHAEL L SELVES | 09/03/2013 | 09/03/2015 | <input type="checkbox"/> |

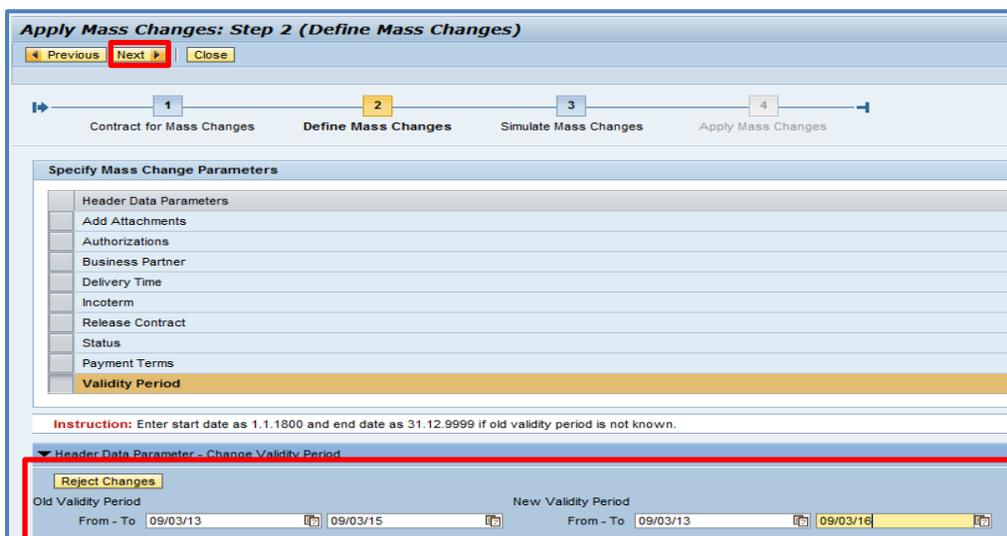
3. The Mass Change Wizard will display. On the first screen, select the NEXT button.



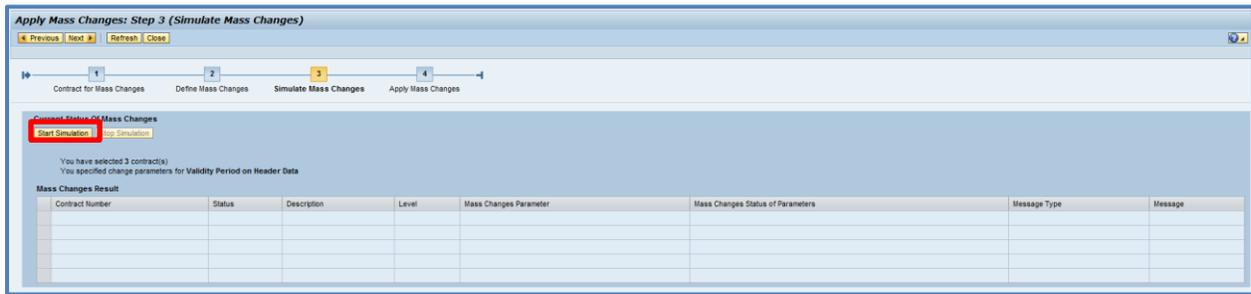
The Define Mass Change screen will display. Here you can select from a number of options to change. It is not possible to do a Mass Price Change to a Contract at this time. However, as you see by the lists displayed below there are a number of items you can change. In the example below, we will demonstrate how to change the validity date on multiple contracts. Keep in mind that the dates must be the same from what they are being changed from to what they are being changed to.

| Header Data Parameters | Item Data Parameters |
|------------------------|----------------------|
| Add Attachments | Add Attachments |
| Authorizations | Business Partner |
| Business Partner | Add Conditions |
| Delivery Time | Change Conditions |
| Incoterm | Delivery Time |
| Release Contract | Incoterm |
| Status | |
| Payment Terms | |
| Validity Period | |

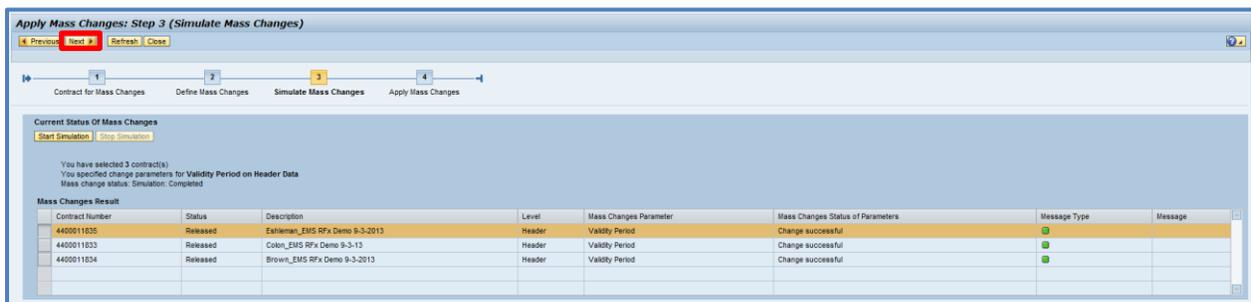
4. Select the parameter that requires change. In this example we have selected Validity Period. Entered the old value, then the new value has shown below. Select the NEXT button.



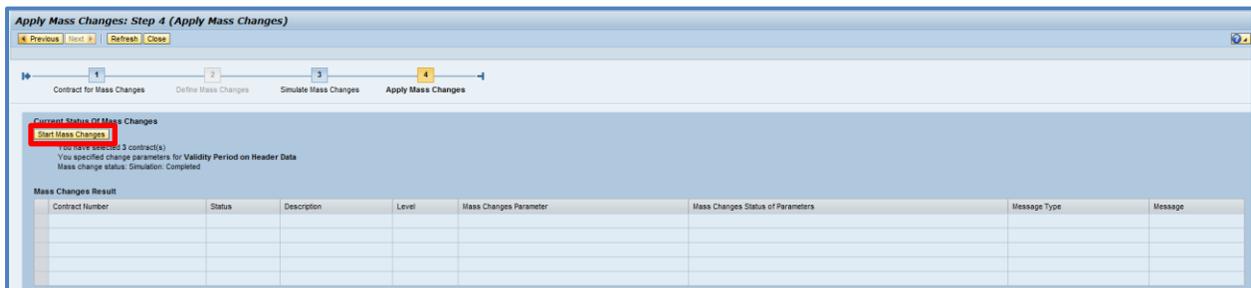
- This will take you to the Simulate Mass Changes display. Select the START SIMULATION button



- This will simulate the change process. Select the NEXT button.



- All items will disappear as shown below. Select the START MASS CHANGES button.



- A message will display promptly, and display the screen shown below. You can now select the CLOSE button.



- Go back to the POWL and enter the Contract number(s) into the Number field(s) and select the APPLY button to rerun the search to ensure that the changes have been made to the Contracts as shown below. If your Contracts are still showing in the results, simply select the REFRESH link.

The screenshot shows the SAP Central Contracts search interface. The search criteria section has the 'Number' field set to '4400011833' to '4400011835', which is highlighted with a red box. Below the search criteria are fields for Contract Type, Name, Status, Timeframe, Creation Date, Purchasing Organization, Purchasing Group, Supplier, Product, Item Description, Product Category, Distribution, Valid From, and Smart Number. At the bottom, there is a table of search results with columns: Central Contract Number, Central Contract Name, Status, Purchasing Organization, Supplier, Valid From, Valid To, and Hierarchy. The 'Refresh' button in the toolbar is also highlighted with a red box.

| Central Contract Number | Central Contract Name | Status | Purchasing Organization | Supplier | Valid From | Valid To | Hierarchy |
|-------------------------|--------------------------------|----------|------------------------------|-----------------------------|------------|------------|--------------------------|
| 4400011835 | Eshleman_EMS RfX Demo 9-3-2013 | Released | COPA Purchasing Organization | CONCRETE CORING COMPANY INC | 09/03/2013 | 09/03/2016 | <input type="checkbox"/> |
| 4400011834 | Brown_EMS RfX Demo 9-3-2013 | Released | COPA Purchasing Organization | MICHAEL L SELVES | 09/03/2013 | 09/03/2016 | <input type="checkbox"/> |
| 4400011833 | Colon_EMS RfX Demo 9-3-13 | Released | COPA Purchasing Organization | MICHAEL L SELVES | 09/03/2013 | 09/03/2016 | <input type="checkbox"/> |

To update the price on an escalated price contract, complete the following steps.

- Select Change Conditions.

The screenshot shows a vertical list of menu options. The 'Change Conditions' option is highlighted with a red box. The other options are 'Item Data Parameters', 'Add Attachments', 'Business Partner', 'Add Conditions', 'Delivery Time', and 'Incoterm'.

11. Enter USD for Currency. Select the Prices radio button. Enter the Value type that you desire. In the example below, "Increase by percent" was selected. So, "3" was entered for the percent to be increased by. You can also select an Effective Date for the price to be increased on.

▼ Item Data Parameter - Change Conditions

Reject Changes

Filter Criteria for Line Items

Product Product Category

Supplier Product Number Location

Change Conditions

Currency

Prices

Condition Type

Value Type

Location

Effective Date

12. Select the NEXT button.

Apply Mass Changes: Step 2 (Define Mass Changes)

◀ Previous **Next ▶** Close

13. Select the START SIMULATION button.

Current Status Of Mass Changes

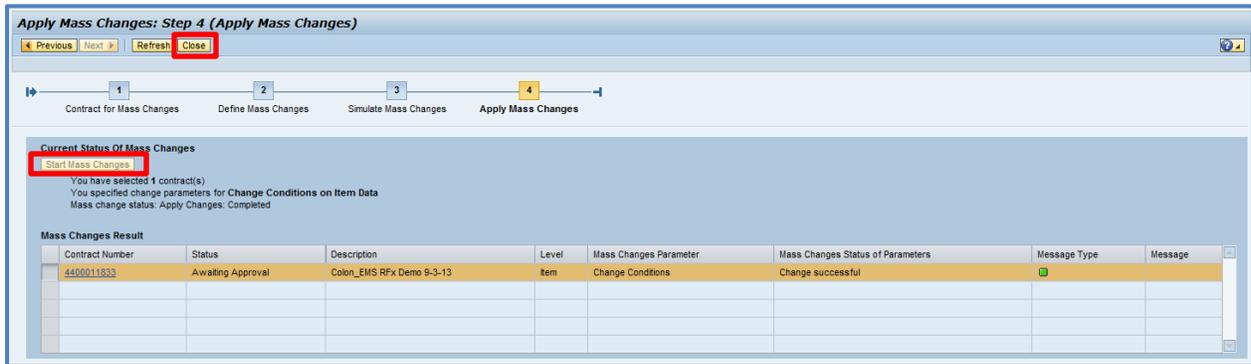
Start Simulation Stop Simulation

14. Select the NEXT button.

Apply Mass Changes: Step 3 (Simulate Mass Changes)

◀ Previous **Next ▶** Refresh Close

15. Select the START MASS CHANGES button. Select the CLOSE button.



16. Go back to the POWL and enter the Contract number(s) into the Number field(s) and select the APPLY button to rerun the search to see that the changes have been made to the Contracts as shown below. Or, if your Contracts are still showing in the results simply select the REFRESH link.

17. Open your contract to see the change in the pricing structure.

