

# SAP 미국법인 출고 프로세스

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# 1. SAP 판매오더 입력

<입력부서: 영업>

<Sales Order>

#	Cost Center	UoM Code	COGS Cost Ce...	Country/Region of Origin	Blanket Agreement No.	Allow Procmnt. Doc.	Summary Type
1	3200	Manual	3200	USA		<input type="checkbox"/>	No Summary
2	3200	Manual	3200	USA		<input type="checkbox"/>	No Summary
3						<input type="checkbox"/>	No Summary

	Total
Total Before Discount	\$ 10,650.00
Discount	%
Rounding	\$ 0.00
Tax	
Total	\$ 10,650.00

1. Sales Order에서 출고 처 및 판매 품목정보를 입력 후 저장합니다.

Copy From  
Purchase Quotation  
Purchase Orders

## 2. 태블릿 접속

<입력부서: 출하팀>

<APP 접속 순서>

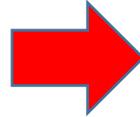
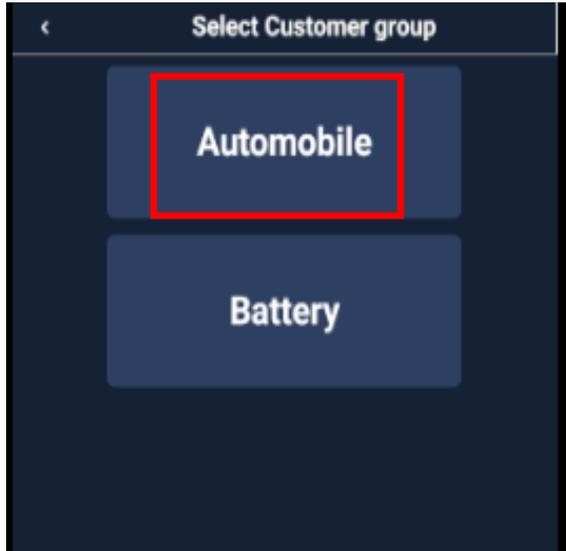


1. APP 접속 및 로그인하여 Material -> Product -> Shipment를 접속하여 메뉴 진입

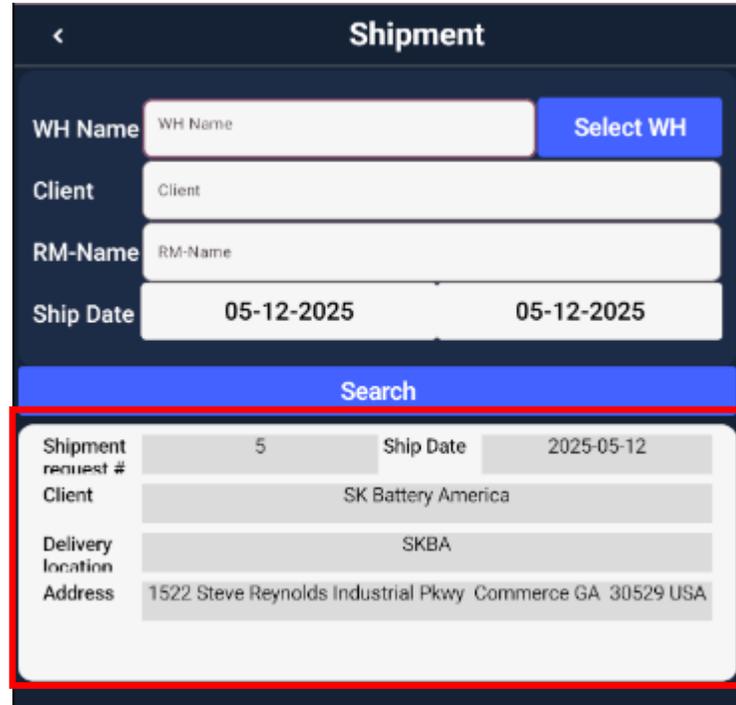
### 3. 태블릿 출하리스트 조회

<입력부서: 출하팀 >

<출하분야 선택>



<출하리스트 조회>



A screenshot of a tablet application titled "Shipment". It shows a search form with fields for "WH Name", "Client", "RM-Name", and "Ship Date". Below the form is a blue "Search" button. Below the search button, a search result is displayed, highlighted with a red border. The result shows "Shipment request # 5", "Ship Date 2025-05-12", "Client SK Battery America", "Delivery location SKBA", and "Address 1522 Steve Reynolds Industrial Pkwy Commerce GA 30529 USA".

WH Name	WH Name	Select WH
Client	Client	
RM-Name	RM-Name	
Ship Date	05-12-2025	05-12-2025
Search		
Shipment request #	5	Ship Date 2025-05-12
Client	SK Battery America	
Delivery location	SKBA	
Address	1522 Steve Reynolds Industrial Pkwy Commerce GA 30529 USA	

1. 출하 할 사업부(자동차,배터리) 선택하여 메뉴진입
2. Ship Date로 출하일자를 선택하여 조회하면 판매오더에 입력 된 기준으로 조회가 됩니다.

## 4. 태블릿 출고 진행

<입력부서: 출하팀>

<출하 품목 리스트>

The 'Shipment' screen displays a list of items. The first item is UniShield 7116 HB (HARDENER)-SK with a quantity of 3. The second item is UniShield 7116 HR (RESIN)-SK with a quantity of 3. The screen also shows client information: SK Battery America, Shipping UA10-03, and delivery address: 1522 Steve Reynolds Industrial Pkwy Commerce GA 30529 USA.

<출하 입력전>

The 'Inventory' screen shows details for UniShield 7116 HB (HARDENER)-SK. It includes fields for Barcode, Target Quantity (3.0 DRUM), Target Qty (750.0 KG), Remaining (3.0 DRUM), and Remaining (750.0 KG). A 'Target Quantity' input field is highlighted with a red box. The screen also displays WH Name, Arrival Date, Expiration Date, Validity Date, Item Group, Lot #, and Inventory (69 DRUM, Weight 17,250).

<출하 입력후>

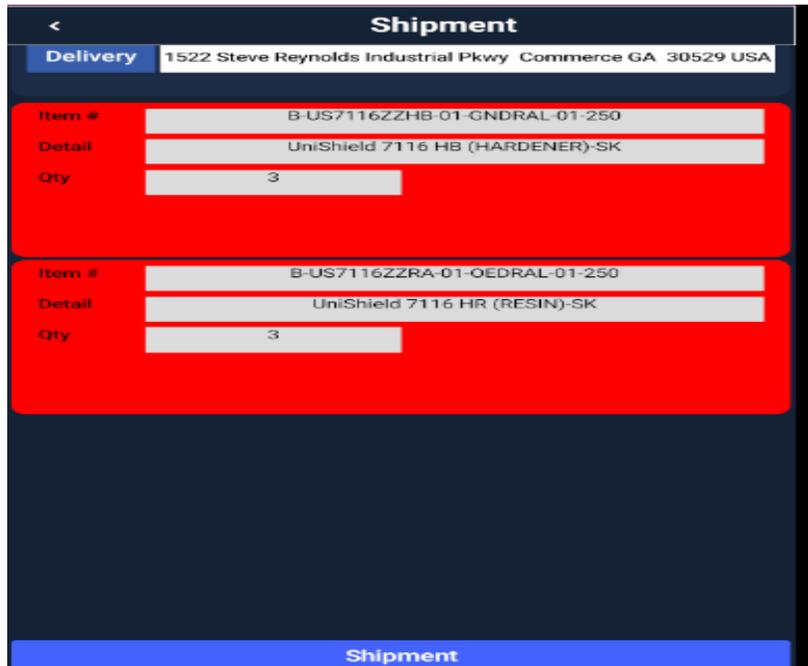
The 'Inventory' screen shows the same item details as the previous screen. A red box highlights the 'Detail' section, which includes Item #, WH Name, Arrival Date, Expiration Date, Validity Date, Item Group, Lot #, and Inventory. A 'Select' button is visible at the bottom of the screen.

1. 출하할 품목정보를 선택하고, 해당품목의 출하시킬 LotNo를 선택합니다.
2. 처음에 출하수량을 입력 전 Target Quantity 옆에 빈공간을 클릭하게 되면, 빨간색으로 색깔이 바뀝니다.  
그 이후, Target Quantity 에 출하수량을 입력하여 하단 Select 버튼을 눌러서 출하를 진행합니다.

## 5. 태블릿 출고 진행

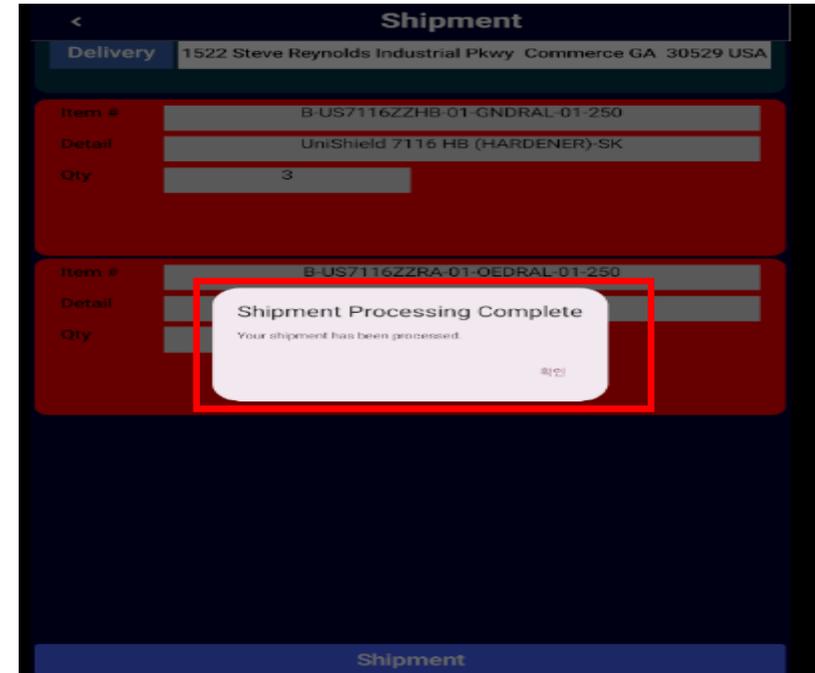
<입력부서: 출하팀>

### <출하 품목 리스트>

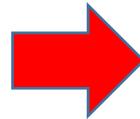


The screenshot shows a mobile application interface for 'Shipment'. At the top, there is a back arrow and the title 'Shipment'. Below it, a 'Delivery' address is displayed: '1522 Steve Reynolds Industrial Pkwy Commerce GA 30529 USA'. The main content area contains two item entries. Each entry has a red background overlay. The first entry shows 'Item #' as 'B-US7116ZZHB-01-GNDRAL-01-250', 'Detail' as 'UniShield 7116 HB (HARDENER)-SK', and 'Qty' as '3'. The second entry shows 'Item #' as 'B-US7116ZZRA-01-OEDRAL-01-250', 'Detail' as 'UniShield 7116 HR (RESIN)-SK', and 'Qty' as '3'. At the bottom, there is a blue bar with the text 'Shipment'.

### <출하 입력전>



The screenshot shows the same 'Shipment' screen as the previous one, but with a white dialog box overlaying the second item entry. The dialog box has a red border and contains the text 'Shipment Processing Complete' and 'Your shipment has been processed.' Below the text is a button labeled '확인' (Confirm). The background of the screen is dimmed. At the bottom, there is a blue bar with the text 'Shipment'.



1. 최종적으로 출하가 되면 <출하 품목 리스트> 캡처와 같이, 출하 될 품목이 전체적으로 빨간색으로 처리 완료되었다는 표기가 나옵니다.
2. 하단의 [Shipment] 버튼을 눌러 최종 출하처리를 하게되면 정상적으로 출하되었다는 메시지가 나옵니다.

# 6. SAP 출고 확인

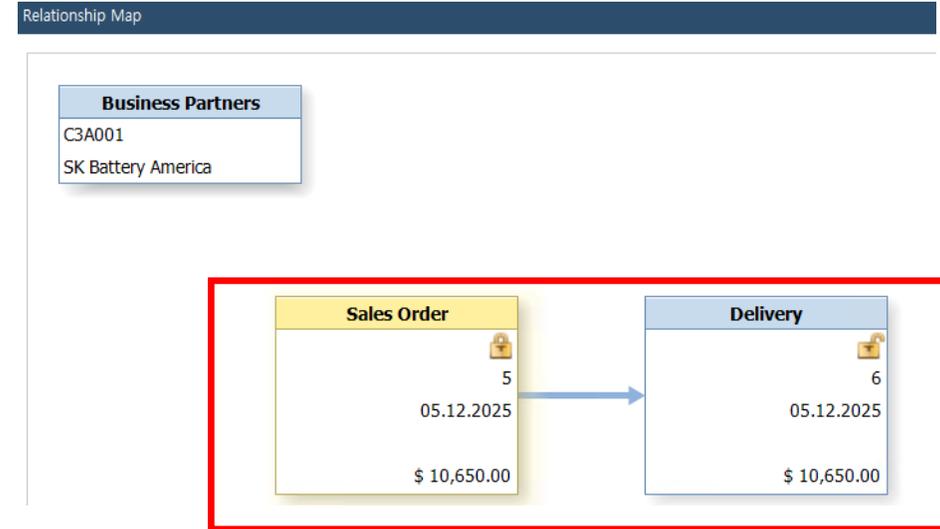
<입력부서: 출하팀>

## <Sales Order>

The screenshot shows the SAP Sales Order interface. The header section includes fields for Customer (C3A001), Name (SK Battery America), Contact Person (SKBA1), and Local Currency. The status is set to 'Closed', which is highlighted with a red box. The 'Posting Date' and 'Delivery Date' are both 05.12.2025. Below the header is a table with columns for Item No., Quantity, Unit Price, Discount %, Tax Code, Tax %, Tax Amount (LC), Total (LC), and Cost Center. Two items are listed, both with a quantity of 3 and a total LC of \$ 5,325.00. The entire table area is highlighted with a red box.

#	Item No.	Quantity	Unit Price	Discount %	Tax Code	Tax %	Tax Amount (LC)	Total (LC)	Cost Center
1	B-US7116ZZHB-01-GNDRA	3	\$ 1,775.00	0.000	OEXEMPT		\$ 5,325.00	\$ 5,325.00	3200
2	B-US7116ZZRA-01-OEDRA	3	\$ 1,775.00	0.000	OEXEMPT		\$ 5,325.00	\$ 5,325.00	3200

## <Relationship Map>



1. 출하처리가 되면, Sales Order가 Closed 상태로 바뀌며, 더는 수정할 수 없는 상태로 변경이 됩니다.
2. Sales Order에서 Relationship Map을 클릭하여, 관계맵 상에서도 Sales Order는 문서가 잠김처리가 되고, Delivery(납품처리)가 생성되는 것을 보실 수 있습니다.

# 7. SAP 출고 확인

<입력부서: 출하팀>

## <Delivery>

The screenshot shows the SAP Delivery document interface. A context menu is open over the item list, with 'Batch Number Transactions Report' highlighted. The document details include:

- Customer: C3A001 Warehouse bulk...
- Name: SK Battery America
- Contact Person: SKBA1
- No.: Primary 6
- Status: Open
- Posting Date: 05.12.2025
- Delivery Date: 05.12.2025
- Document Date: 05.12.2025

#	Item No.	Item	Quantity	Unit Price
1	B-US7116ZZHB-01-GNDRAL-01-250	UniShield 7116 HB (HARDENER)-S	3	\$ 1,775.00
2	B-US7116ZZRA-01-OEDRAL-01-250	UniShield 7116 HR (RESIN)-SK	3	\$ 1,775.00

## <Relationship Map>

The screenshot shows the SAP Batch Number Transactions Report. The 'Batches' table lists two items with their respective batches and quantities. The 'Transactions for Batch: TEST01' table shows a transaction with a quantity of -3.

#	Item No.	Item Description	Batch	Whse	Quantity	Allocated	Batch Attribute 1	Batch Attribute 2	Status	Expir...
1	B-US7116ZZHB-01-GNDRAL-01-250	UniShield 7116 HB (HARDENER)-S	TEST01	UA10-03	66				Released	
2	B-US7116ZZRA-01-OEDRAL-01-250	UniShield 7116 HR (RESIN)-SK	UNNA TAR 241125-08	UA10-02					Released	

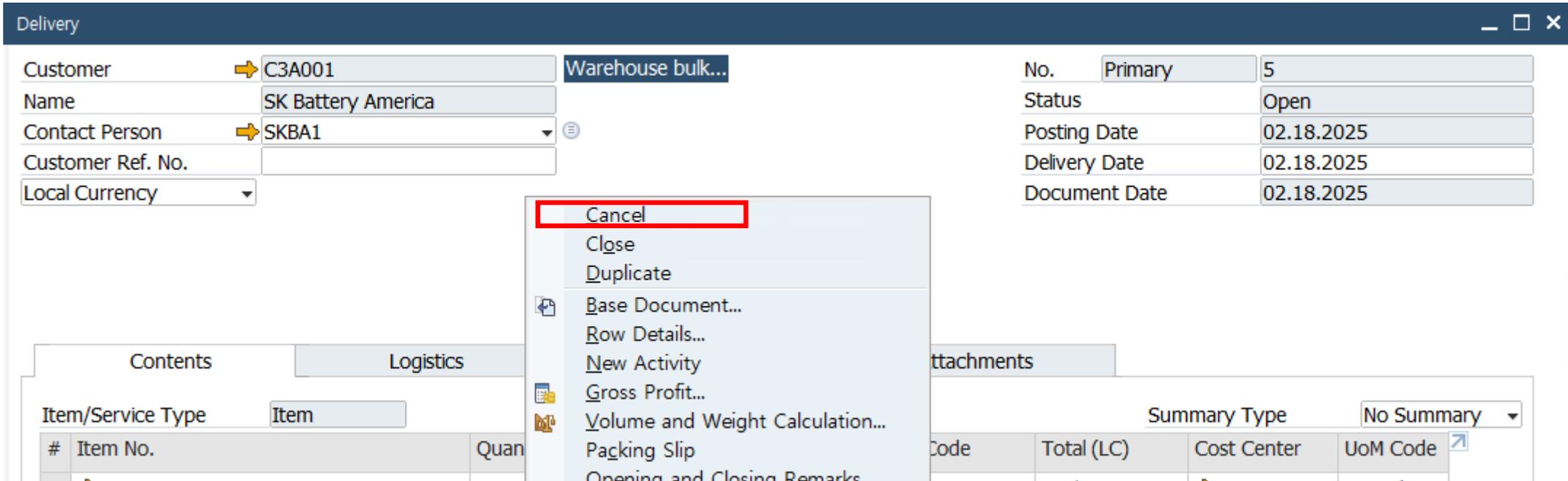
#	Document	Doc. Row	Date	Whse	G/L Acct/BP Name	Qty	Allocated	Direction
1	DN 6	1	05.12.2025	UA10-03	SK Battery America	-3		Out

1. Delivery(납품문서)를 들어가시고 우클릭 후, [Batch Number Transactions Report]를 클릭하여 보면, 납품처리 된 품목들 중, 어떤 LotNo로 출하되었는지 확인해 보실 수 있습니다.

## 8. SAP 출하취소

<입력부서: 출하팀>

<Delivery>



The screenshot shows the SAP Delivery document creation interface. The 'Customer' field is set to C3A001 (SK Battery America) and the 'Warehouse' is Warehouse bulk... The document number is 5, status is Open, and the posting and delivery dates are 02.18.2025. A context menu is open over the 'Logistics' tab, with the 'Cancel' option highlighted in red. The menu options include: Cancel, Close, Duplicate, Base Document..., Row Details..., New Activity, Gross Profit..., Volume and Weight Calculation..., Packing Slip, and Opening and Closing Remarks.

1. Delivery(납품문서)를 들어가시고 우클릭 후, [Cancel] 을 클릭하여 납품취소 문서를 생성합니다.
2. 납품취소문서를 생성하게 되면은 재고는 환원되고 판매오더는 수정될 수 있게 문서상태가 Open 상태로 변경됩니다. 이후 수정할 사항을 수정하여 저장 후, 동일한 방법으로 출하를 진행해주시면 됩니다.