



WE.MOVE.FUTURE.

Expert partner

To the automotive industry

PPSO Step by Step Guideline

Partial Payment Sign Off Sheet


Please insert all mandatory information for the actual payment milestone !

Currency

Supplier

SAP Purchase Order No. SAP PO item description / part no.

KA ORDERING Plant

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1	100 000,00	after_approval_of_design	30%	30 000,00	T-500.1 LAR_DAR	18.01.2021	Nils Adolf	
2								
3								
4								

This is an empty PPSO Sheet which you downloaded from our website.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency

Supplier

SAP Purchase Order No.

SAP PO item

description / part no.

KA ORDERING Plant

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1								
2								
3								
4								

Step 1: Please open the drop-down and choose the currency of the Total PO Item Value.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency

Supplier

SAP Purchase Order No.

KA ORDERING Plant

description / part no.

Currency
Please open the drop-down and choose the currency of the Total PO Item Value !

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1								
2								
3								

Step 2: Please insert the name of your company into the field „supplier“.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency

Supplier

SAP Purchase Order No.

KA ORDERING Plant

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1								
2								
3								

Step 3: Now you need to put in our Purchase Order Number (you usually find it in the Square in the upper right corner of page 1 of our purchase order) into the field "SAP Purchase Order No." For Machines you can find purchase order number on the middle of Order Letter.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency
 Supplier
 SAP Purchase Order No. SAP PO description / part no.
 KA ORDERING Plant

SAP Purchase Order No. Put in the Purchase Order Number (you usually find it in the square in the upper right corner of page 1 of our purchase order) !

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1								
2								
3								

Step 4: Insert the position number of the ordered good in our purchase order (normally you find it on the left in the good description in our purchase order).

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency

Supplier

SAP Purchase Order No. SAP PO item

KA ORDERING Plant

SAP PO item
Insert the position number of the ordered good in the KA purchase order (normally you find it on the left in the good description in the KA purchase order) !

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval (signed)	Date of Approval	Signee	Signature
1								
2								
3								

Step 5: Now you have to fill the field "description / part no.". To do so please give first a Short description about the good we ordered at your company and the KA-No. (part no. of our products) of the product we need your good for (if information is given).
Please divide these information with a "/".

Partial Payment Sign Off Sheet

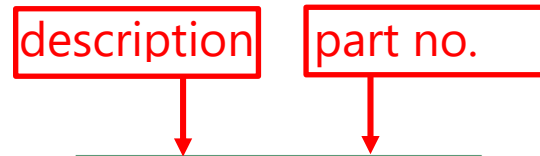
Please insert all mandatory information for the actual payment milestone !

Currency

Supplier

SAP Purchase Order No. SAP PO item

KA ORDERING Plant



description / part no.
Please give first a short description about the good we ordered at your company and than the KA-No. (part no. of our products) of the product we need your good for (if information is given). Please divide these information with a "/".

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee
1							
2							
3							

Step 6: Now open the drop-down and choose the KIRCHHOFF plant that you are asked to deliver your good to.
The drop-down will open when you click on this button.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency **EUR**

Supplier **Example Company Ltd.**

SAP Purchase Order No. **4700123456** SAP PO item **10** description / part no. **Progressive die / KA12345.40.678**

KA ORDERING Plant **1110 Kirchhoff Automotive Deutschland GmbH (DE)**

1110 Kirchhoff Automotive Deutschland GmbH (DE)

1210 Kirchhoff Witte GmbH (DE)

2210 Kirchhoff Portugal (PT)

3110 Kirchhoff Spain (ES)

4110 Kirchhoff Polska (Malced)

4210 Kirchhoff Polska (Gniezno)

4310 Kirchhoff Polska (Gniezno)

5110 Kirchhoff Iceland (IE)

Pos.	Total PO Item Value	Approval (s)	of Approval	Signee	Signature
1					
2					
3					

KA ORDERING Plant
Please open the drop-down and choose the KIRCHHOFF plant from the Purchase Order !

Step 7: Please fill in the total value of the good we ordered.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency **EUR**

Supplier **Example Company Ltd.**

SAP Purchase Order No. **4700123456** SAP PO item **10** description / part no. **Progressive die / KA12345.40.678**

KA ORDERING Plant **1110 Kirchhoff Automotive Deutschland GmbH (DE)**

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1	100 000,00							
2								
3								

Step 8: Open the drop-down and choose the description of the payment milestone as given in the purchase order, like "After approval of design" for the first milestone for example. The drop-down is split on two blocks, first block regarding Stamping Dies, second block regarding Machines.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency:

Supplier:

SAP Purchase Order No. SAP PO item description / part no.

KA ORDERING Plant

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1	100 000,00	after_approval_of_design						
2		<div style="border: 1px solid black; padding: 2px;"> <ul style="list-style-type: none"> after_approval_of_design after_delivery_and_approval_of_first_parts_sample after_delivery_receipt after_successful_buy_out_at_kirchhoff_plant after_successful_buy_out_at_tool_shop after_final_acceptance engineering_change Others </div>						
3								

Payment Milestone Description
Please open the drop down and choose the right milestone description !

Step 9: In the field “%” you have to fill in the percentage of the total value of the ordered good, that we will pay by the due payment milestone (like 30% of the total value in the first milestone in the shown example).

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency:

Supplier:

SAP Purchase Order No.: SAP PO item: description / part no.:

KA ORDERING Plant:

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1	100 000,00	after_approval_of_design	30%					
2			<div style="border: 1px solid gray; padding: 2px;"> 30% 35% 40% 45% 50% 55% 60% 65% </div>					
3								

%
Please open the drop down and choose the percentage of the total value of the ordered good, that KA will pay by the due payment milestone !

Step 10: Field "Invoice Value" will be add automatically by multiplying Total PO Item Value and percentage of the payment milestone.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency:
 Supplier:
 SAP Purchase Order No.: SAP PO item: description / part no.:
 KA ORDERING Plant:

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1	100 000,00	after_approval_of_design	30%	=C19*E19				
2								
3								

If step 10 was successful you can see the value of the due milestone in the field "Invoice Value".

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency **EUR**

Supplier **Example Company Ltd.**

SAP Purchase Order No. **4700123456** SAP PO item **10** description / part no. **Progressive die / KA12345.40.678**

KA ORDERING Plant **1110 Kirchhoff Automotive Deutschland GmbH (DE)**

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1	100 000,00	after_approval_of_design	30%	30 000,00				
2								
3								

Step 11: You need to choose the right approval document for the payment milestone. You can choose between the possible approval documents in the attached drop-down in this field. Please click on this button to open the drop-down.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency
 Supplier
 SAP Purchase Order No. SAP PO item description / part no.
 KA ORDERING Plant

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1	100 000,00	after_approval_of_design	30%	30 000,00	T-500.1 LAR_DAR			
2					<div style="border: 1px solid gray; padding: 2px;"> T-500.1 LAR_DAR I-501.1 Design approval </div>			
3								

Approval document (signed)
Please choose the correct document between the possible approval documents in the attached drop-down in this field !

Now your PPSO is finished and ready to be send to the PPSO e-mail account.
Please process according to the Supplier Guideline PPSO.

Partial Payment Sign Off Sheet

Please insert all mandatory information for the actual payment milestone !

Currency	EUR		
Supplier	Example Company Ltd.		
SAP Purchase Order No.	4700123456	SAP PO item	10
		description / part no.	Progressive die / KA12345.40.678
KA ORDERING Plant	1110 Kirchhoff Automotive Deutschland GmbH (DE)		

Pos.	Total PO Item Value	Payment Milestone Description	%	Invoice Value	Approval document (signed)	Date of Approval	Signee	Signature
1	100 000,00	after_approval_of_design	30%	30 000,00	T-500.1 LAR_DAR			
2								
3								