Project "Smart" ESL – Electro Steels Limited

User manual

Domestic Procurement of Capital Goods (Sustaining Capex).

Prepared by: Pankaj das

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Scenario

pwc

1 Import Procurement of Capital Goods (Sustaining capex).

Types of Import procurement of Capital Goods (Sustaining capex) -.

Requirement is generated through Purchase Requisition by user Department and released as per DOA. After PR is released, RFQ is floated to vendor (not in sap) by the USER team and quotation comparison is done (not in sap). Considering technical and commercial recommendation, vendor is selected and NFA (note for approval) is created and send for approval in SAP. After approval of NFA, PO is created and released. Payment is done as per terms and conditions (LC/DPR).

Here in this process we are considering Road case.

1.1 Purchase Requisiion Creation

- a) Definition and Prerequisites User department raises the requirement via Purchase Requisition
- b) Menu Path and Transaction code

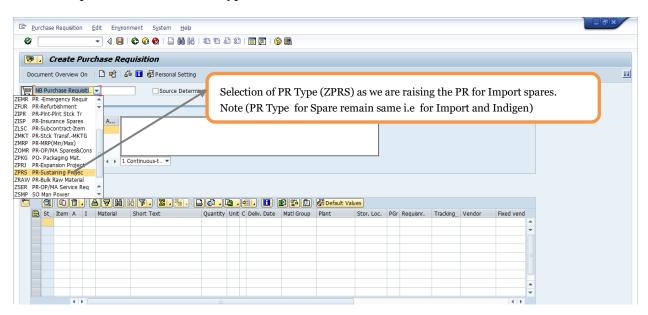
SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZPRS







Step 2:

For sustaining capex PR, A/c Assistant should be F"		lant for this case it is 1000
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Step 3: Then Press the save button as shown below PR No. Will generate and will be shown at the bottom of screen (In this case PR No:-1100001112)





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1.2 Purchase Requisition Release

- a) Definition and Prerequisites PR will be released as per DOA
- b) Menu Path and Transaction code





	>Purchase Requisition->Release->Individual Release
Transaction Code	ME54N

c) Responsibility

DOA Approvers





d) Screen capture/ Process

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1.3 NFA Creation

- a) Definition and Prerequisites NFA is Note for Approval. Without NFA, no purchase can happen.
- b) Menu Path and Transaction code

SAP R/3 menu	N/A
Transaction Code	ZNFA

- c) Responsibility Purchase Department
- d) Screen capture/ Process
 **Please refer the manual For NFA Creation.

1.4 Purchase Order Creation

a) Definition and Prerequisites

Once the NFA has been approved, PO can be created either in reference to Purchase Requisition or in reference to the Contract.

b) Menu Path and Transaction code

SAP R/3 menu	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create
Transaction Code	ME21N

c) Responsibility

Purchase Department

d) Screen capture/ Process

Step 1: Create Purchase Order

a. Selection of PO Type: - In this case it should be ZIOP:- PO Import Spare (refer Screen Shot)

b. Selection of Vendor: - Selection of Vendor (refer Screen Shot)

- c. Fill the Purchase Requisition No and Requisition Item (refer Screen Shot)
- d. Fill the Org. data on P.O Header :- Purch Org, Purch.Gp , Company Code (refer Screen Shot)
- e. Fill the delivery Invoice Tab on P.O Header: Payment terms (refer Screen Shot)
- f. Fill the INCO terms:- Ex-Works etc. (refer Screen Shot)
- g. Put the NFA No.:- (refer Screen Shot)
- h. Maintain the tax rate on Invoice tab item level for Domestic it should be 1A.

i. Maintain the Price and other charges such as P&F, Freight charges etc. on item level (refer Screen Shot) j. Save the P.O





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Purchase Order Release 1.5

- e) Definition and Prerequisites Once the P.O made now it should be get release.
- f) Menu Path and Transaction code

SAP R/3 menu	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create > Release
Transaction Code	ME29N

g)

Responsibility Purchase department





h) Screen capture/ Process

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1.6 Gate Entry

pwc

i) Definition and Prerequisites

After Release of P.O, scan copy of P.O send to the supplier (Over mail) not in SAP. Once the goods ready and supplier will dispatch the material and material received at gate

j) Menu Path and Transaction code

SAP R/3 menu	N/A
Transaction Code	ZM023

k) Responsibility

Security

l) Screen capture/ Process

- 1. Enter the Challan No. (Refer Screen Shot)
- 2. Challan Date (refer Screen Shot)
- 3. Enter the Plant gate No. (Refer Screen Shot)
- 4. Enter the Mode of Transport and Transporter Name (Refer Screen Shot)
- 5. Enter the Vehicle No.
- 6. Enter the Vendor code (Refer Screen Shot)
- 7. Enter the Tax Invoice, Test certificate, DFT Copy, Guarantee certificate (Refer Screen Shot)
- 8. Choose the P.O No and item no. (Refer Screen Shot)
- 9. Enter the Challan Qty.
- 10. Click save. (G.E No generated)





te Step 1	Step 2	Step 3		Step 4	Step 6			
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Chalan No 296 Chalan Date 13.04.2021 RR No. RR RR Date LIX.04.2021 LR/BL No LIX.04.2021 LR/BL No ELX.04.2021 Bill of Entry No Bill of Entry Date Step: Step: Transporter Code Transporter Code	Plant Gate No Plant WeighBridge No Mode of Transport Transporter Name Vehicle No Containes No Vessel Name Rake No.	02 10 WHELER ASSOCIATED ROAD CARRIER CG07LM4166		Sate Entry Date Time of Entry Vendor Code Vendor Name Vehicle Unioading Date Vehicle Unioading Time Vehicle out Date Vehicle out Time Ved Value in Way Bill Fest Certificate Surantee Certificate	21.04.2020 15:10:21 400009 B.K.ENGINEERING V 00:00:00 VES VES Invoice Date	Tax Invoice YES DFT Copy YES	User ID / Name MM_SUPPORT	7
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1.7 Goods Receipt

- a) Definition and Prerequisites After G.E Material received at store
- b) Menu Path and Transaction code

SAP R/3 menu	SAP Menu > Logistics > Materials Management > Purchasing > Inventory Management > Goods Movement
Transaction	MIGO





C) Responsibility Store

d) Screen capture/ Process

1.Step 1 ---Select Good Receipt from Option 2.Step 2 ---Select Purchase Order from Option 3.Step 3 ---- Give P.O No and Item No.

4.Movement type	e:-101
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5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)6. Scroll the screen down

7.Click the Item OK

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8. Go to the Quantity tab and enter the qty. in delivery note (i.e. Received qty.)

9. Go to the where tab Give the Parent GE No.

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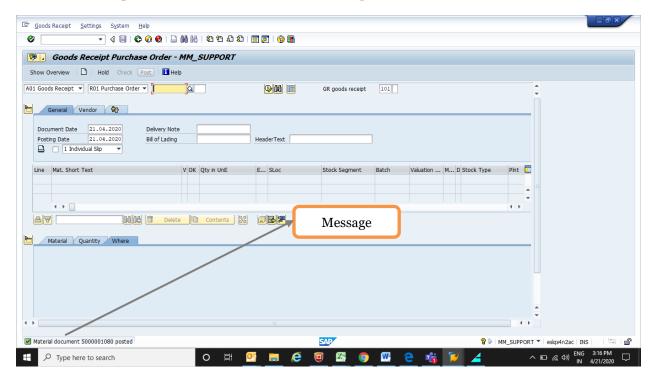




10. Click check Box (Message will pop i.e Document is OK)

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11. After above steps Press Post tab (MIGO Document will generate)







1.8 Checking of Stock at desire location

- a) Definition and Prerequisites After MIGO, Stock need to be check that is correctly posted at desire storage location or not
- b) Menu Path and Transaction code

SAP R/3 menu	Logistics->Materials Management->Inventory Management- >Environment->Stock->Stock Overview
Transaction	MMBE



c) Responsibility Store

pwc

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d) Screen capture/ Process
As this material get procure against Internal order, qty will not get update in inventory
    1. Enter the material code and Plant
    2.Click the time clock
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	Click		Step 1 Enter the	Material code and I	Plant
Database Selections					
Material	MAC401018340058				
Plant	1000 to	• • • •			
Storage Location Batch	to				
bacch					
Database Selections					
Stock Segment	to				
Stock Type Selection					
Stock Type Selection	✓ Also Select Special Stocks				
	Also Select Stock Commitmer	nts			
List Display					
Special Stock Indicator	1 to				
Display version Display Unit of Measure					
	✓ No Zero Stock Lines				
	Decimal Place as per Unit				
	Aggregated Stock				
Selection of Display Levels					
Selection of Display Levels	Company Code				
	✓ Plant				
	Storage Location				
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Unit of Measure EA	Base Unit of Measure	EA			
Stock Overview					
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