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# *User manual*

## Domestic Procurement of Capital Goods (Sustaining Capex).

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*16/04/2020*



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## Scenario

### 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 Requisition Creation

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

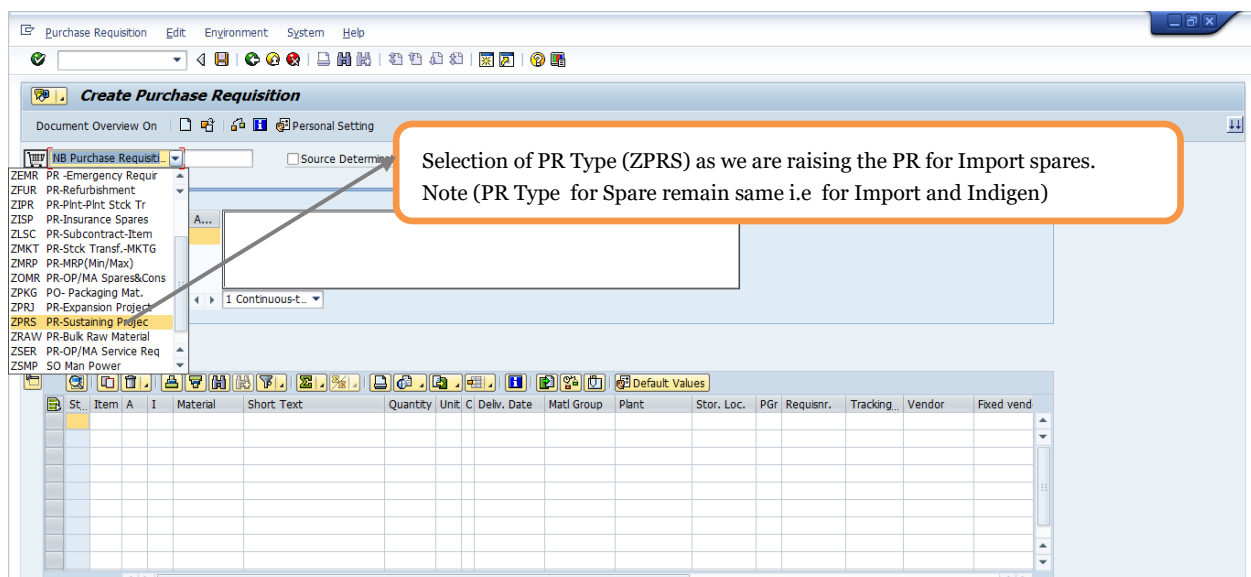
<b>SAP R/3 menu</b>	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
<b>Transaction Code</b>	ME51N

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 Assignment category should be F"

Selection of Plant for this case it is 1000

Qty (PR to be Raise)

Dept. Code

Selection of Item

Internal Order is mandatory field for Sustaining capex PR (Import/Domestic) & the same shall be provided by FI team w.r.t approved CER.

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Mati Group	Plant	Stor. Loc.	PGR	Requisnr.	Dept. Co.	Vendor	Fixed vend
	10	F		MAC40101...	BRNR;JCKT,DWG:ME/PP/...	1	EA	D	30.04.20...	4010	1000		M...		BF02		

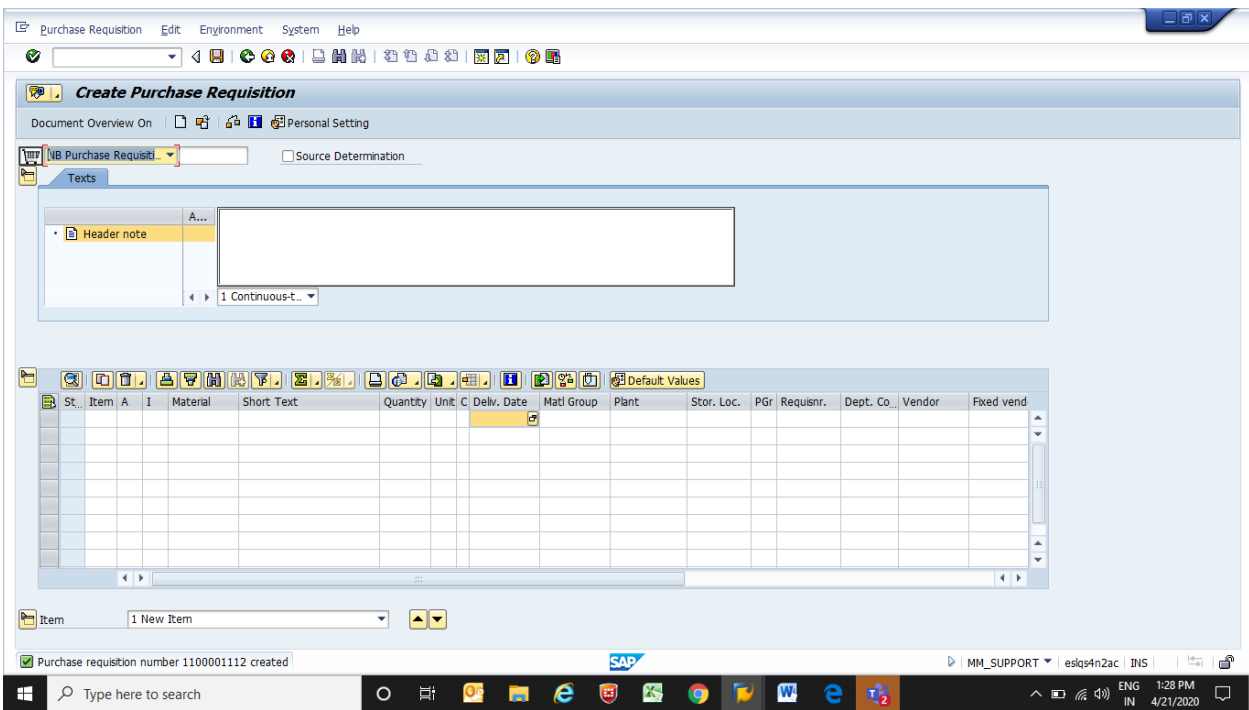
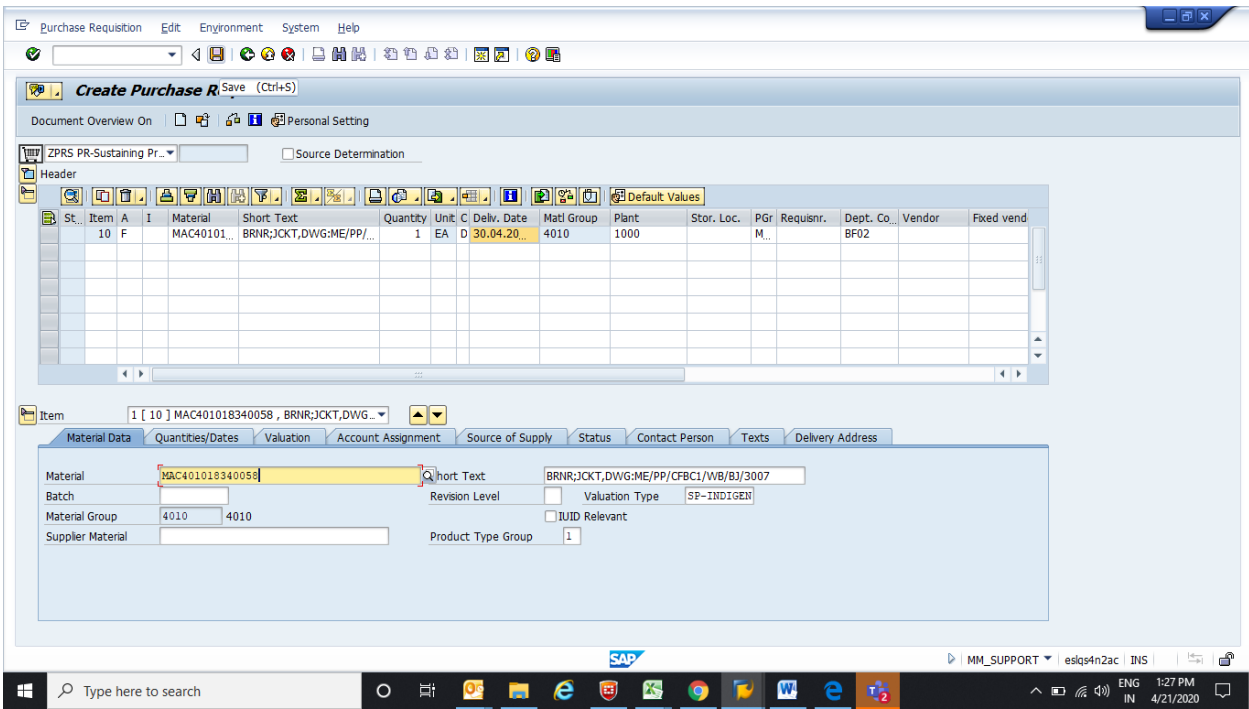
For this case it is SP-Indigen as we are going to buy the Capex Spare Indigen.

Material: MAC401018340058, BRNR;JCKT,DWG:ME/PP/CFBC1/WB/BJ/3007

Revision Level:  Valuation Type: SP-INDIGEN

Product Type Group: 1

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:-110001112)



## 1.2 Purchase Requisition Release

a) Definition and Prerequisites  
PR will be released as per DOA

b) Menu Path and Transaction code

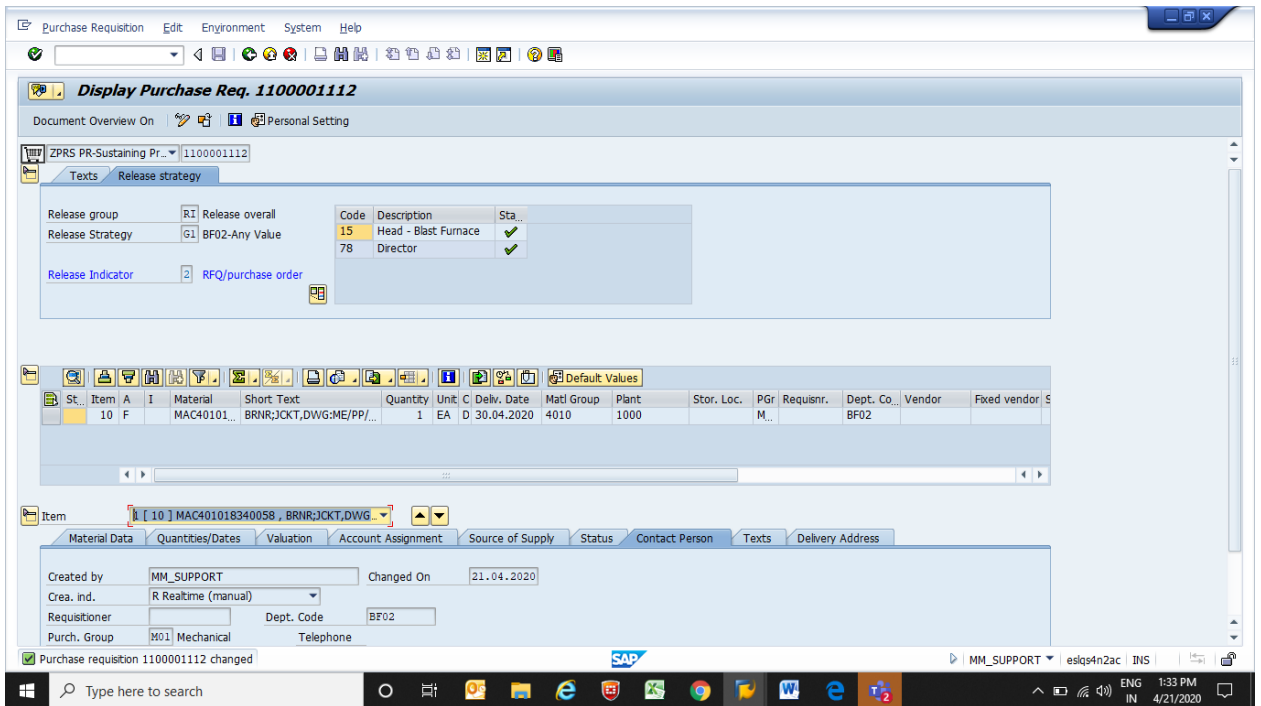
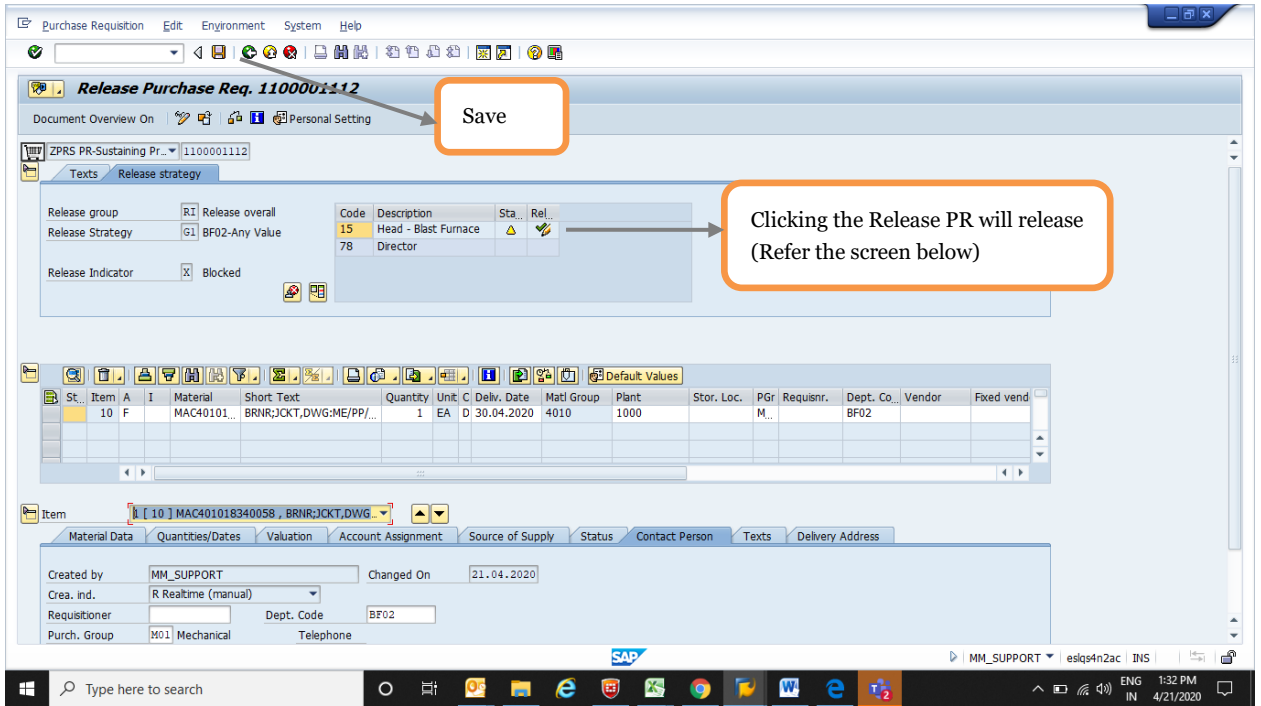
**SAP R/3 menu**

**SAP Menu->Logistics->Materials Management->Purchasing-**

	>Purchase Requisition->Release->Individual Release
<b>Transaction Code</b>	ME54N

- c) Responsibility  
DOA Approvers

d) Screen capture/ Process





## 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

<b>SAP R/3 menu</b>	N/A
<b>Transaction Code</b>	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

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

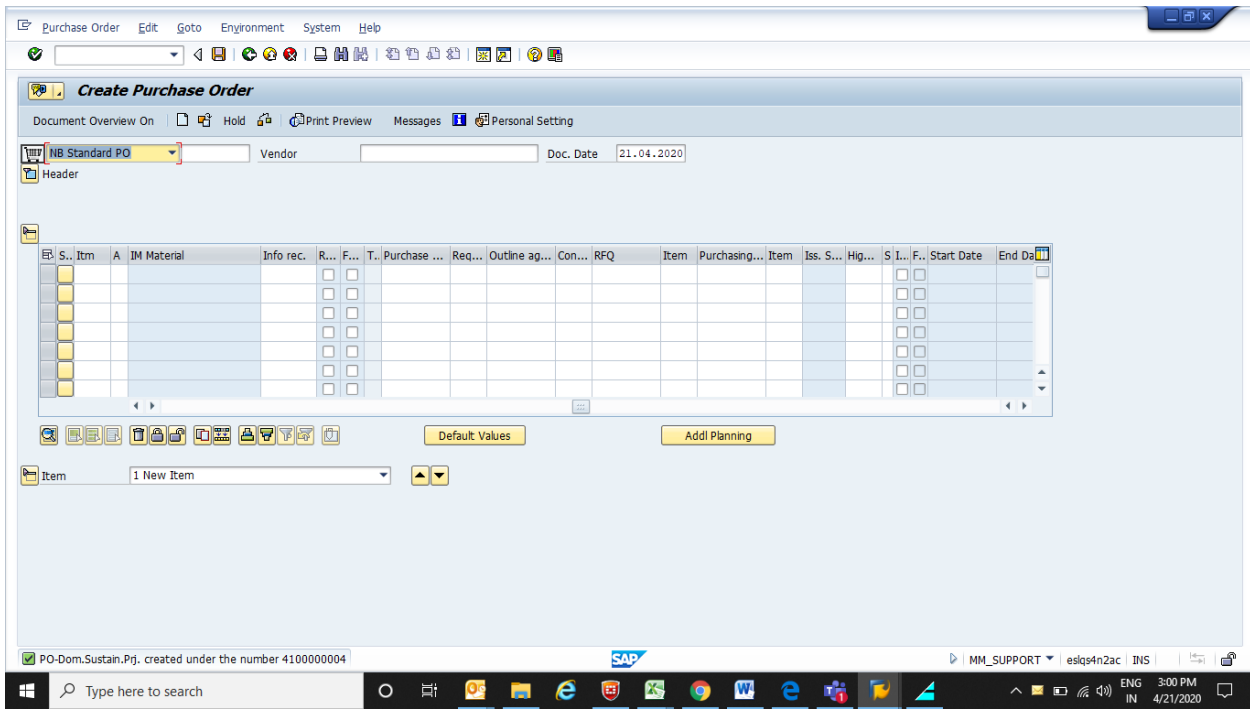
This screenshot shows the SAP 'Create Purchase Order' interface. The vendor is '400009 B.K.ENGINEERING WORK' and the document date is '21.04.2020'. The purchase organization is '1000' and the company code is '1000'. The material is '1100001112'. The interface includes a menu bar, a toolbar, and a data table with columns for 'S. Itm', 'A', 'IM Material', 'Info rec.', 'R...', 'F...', 'T.', 'Purchase ...', 'Req...', 'Outline ag...', 'Con...', 'RFQ', 'Item', 'Purchasing...', 'Item', 'Iss. S...', 'Hig...', 'S I...', 'F...', 'Start Date', and 'End Da'. The table contains one row with the material '1100001112' and quantity '10'. The taskbar at the bottom shows the system clock as 2:56 PM on 4/21/2020.

This screenshot shows the 'Incoterms' tab in the SAP 'Create Purchase Order' interface. The 'Incoterms' field is set to 'EXW' and 'Incoterms Location 1' is 'Ex-Kolkata'. The 'NFA No.' field is empty. The taskbar at the bottom shows the system clock as 2:57 PM on 4/21/2020.

This screenshot shows the 'Create Purchase Order' screen in SAP. The 'Conditions' tab is active, and the 'Tax Code' field is set to '1A'. A callout box labeled 'Step (h)' points to the 'Tax Code' field. The 'Item' field is set to '1 [ 10 ] MAC401018340058, BRNR;JCKT,DWG...'. The 'Invoicing Plan' is set to 'Inv. Receipt'. The 'DP Category' is set to 'GR-Bsd IV'. The 'Tax Code' field is highlighted with a callout box labeled 'Step (h)'.

This screenshot shows the 'Create Purchase Order' screen in SAP, with the 'Conditions' tab active. The 'Vendor' is '400009 B.K.ENGINEERING WORK...' and the 'Doc. Date' is '21.04.2020'. The 'Quantity' is '1 EA' and the 'Net' value is '30,000.00 INR'. A callout box labeled 'Step (j)' points to the 'Vendor' field. The 'Pricing Elements' table is visible, showing a 'Gross Price' of 30,000.00 INR. A callout box labeled 'Step (i)' points to the 'Gross Price' row in the table.

I..._CnTy	Name	Amount	Crry	per	U...	Condition Value	Curr.	Status	Num...	ATO/MTS Component	OUn	CCon...	Un	Condition V...
█ PBXX	Gross Price	30,000.00	INR		1 EA	30,000.00	INR		1		EA		1 EA	
█ ZCNV	Conversion Charge/Qt	0.00	INR		1 EA	0.00	INR		1		EA		1 EA	
	Gross Price	30,000.00	INR		1 EA	30,000.00	INR		1		EA		1 EA	
	Sub Total After Disc	30,000.00	INR		1 EA	30,000.00	INR		1		EA		1 EA	
	Sub Total with Pkg.&	30,000.00	INR		1 EA	30,000.00	INR		1		EA		1 EA	
█ NAVS	Non-Deductible Tax	0.00	INR			0.00	INR		0				0	



## 1.5 Purchase Order Release

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

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

- g) **Responsibility**  
Purchase department

### h) Screen capture/ Process

The screenshot shows the SAP interface for a Purchase Order (PO) titled "Release PO-Dom.Sustain.Prj. 410000004". The document overview shows the vendor as "400009 B.K.ENGINEERING WORK..." and the document date as "21.04.2020". The release strategy is set to "Y7 DOPO <= 5 Cr.". The release indicator is "B Blocked, changeable wit...". A callout box with an arrow points to the "Release" button, with the text "Release and Save". Below the release details is a table with columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C Delv. Date, Net Price, Curr..., Per, O..., Matl Group, Pht, and Stor. L. The table contains one row with material "MAC401018340058" and a quantity of "1 EA".

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Pht	Stor. L
	10	F		MAC401018340058	BRNR;JCKT,DWVG:ME/PP/...	1	EA	D 30.04.2020	30,000.00	INR	1	EA	4010	1000	

The screenshot shows the SAP interface for the same Purchase Order (PO) titled "PO-Dom.Sustain.Prj. 410000004 Created by MM\_SUPPORT". The document overview shows the vendor as "400009 B.K.ENGINEERING WORK..." and the document date as "21.04.2020". The release strategy is set to "Y7 DOPO <= 5 Cr.". The release indicator is now "G Released". The table below the release details is the same as in the previous screenshot, showing one row with material "MAC401018340058" and a quantity of "1 EA". A status bar at the bottom of the SAP window indicates "PO-Dom.Sustain.Prj. 410000004 changed".

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Pht	Stor. L
	10	F		MAC401018340058	BRNR;JCKT,DWVG:ME/PP/...	1	EA	D 30.04.2020	30,000.00	INR	1	EA	4010	1000	

## 1.6 Gate Entry

### 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

<b>SAP R/3 menu</b>	N/A
<b>Transaction Code</b>	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)

The screenshot shows the SAP GATE ENTRY transaction interface. The form is divided into several sections: Header Data, Way Bill, Gate Entry Details, and Item Data. The following table summarizes the data visible in the screenshot:

Section	Field	Value
Header Data	Challan No.	296
	Challan Date	13.04.2020
	RR No.	
	RR Date	
	LR/BL No.	
Way Bill	Way Bill No.	02
	Mining Challan/TP No.	
	Plant Gate No.	
	Plant WeighBridge No.	
	Mode of Transport	10 WHEELER
Gate Entry Details	Gate Entry Date	21.04.2020
	Time of Entry	15:10:21
	Vendor Code	400009
	Vendor Name	B.K.ENGINEERING WORKS .
	Vehicle No.	CG07LM4166
Item Data	PO Number	4100000004
	Item	10
	Material Number	MAC401018340058
	Material Description	BRNR:JCKT,DWG:HE/PP/CFBC1/WB/BJ/3007
	Order Qty	1,000

Numbered steps are indicated by orange boxes with arrows pointing to specific fields:

- Step 1: Challan No.
- Step 2: Challan Date
- Step 3: Way Bill No.
- Step 4: Gate Entry Date
- Step 5: Vehicle No.
- Step 6: Vendor Code
- Step 7: Tax Invoice YES, DFT Copy YES
- Step 8: Select the P.O No via F4 (pointing to the PO Number field)
- Step 9: PO Number

## 1.7 Goods Receipt

a) **Definition and Prerequisites**  
After G.E Material received at store

b) **Menu Path and Transaction code**

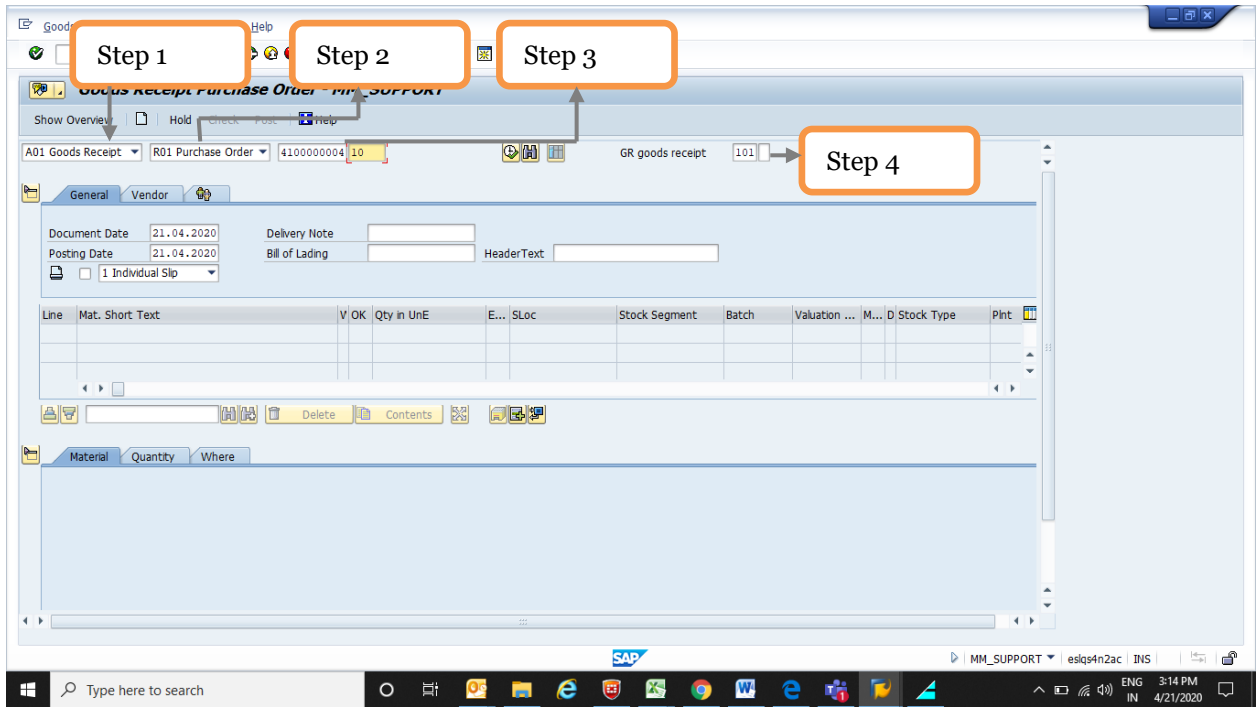
<b>SAP R/3 menu</b>	<b>SAP Menu</b> > Logistics > Materials Management > Purchasing > Inventory Management > Goods Movement
<b>Transaction</b>	MIGO



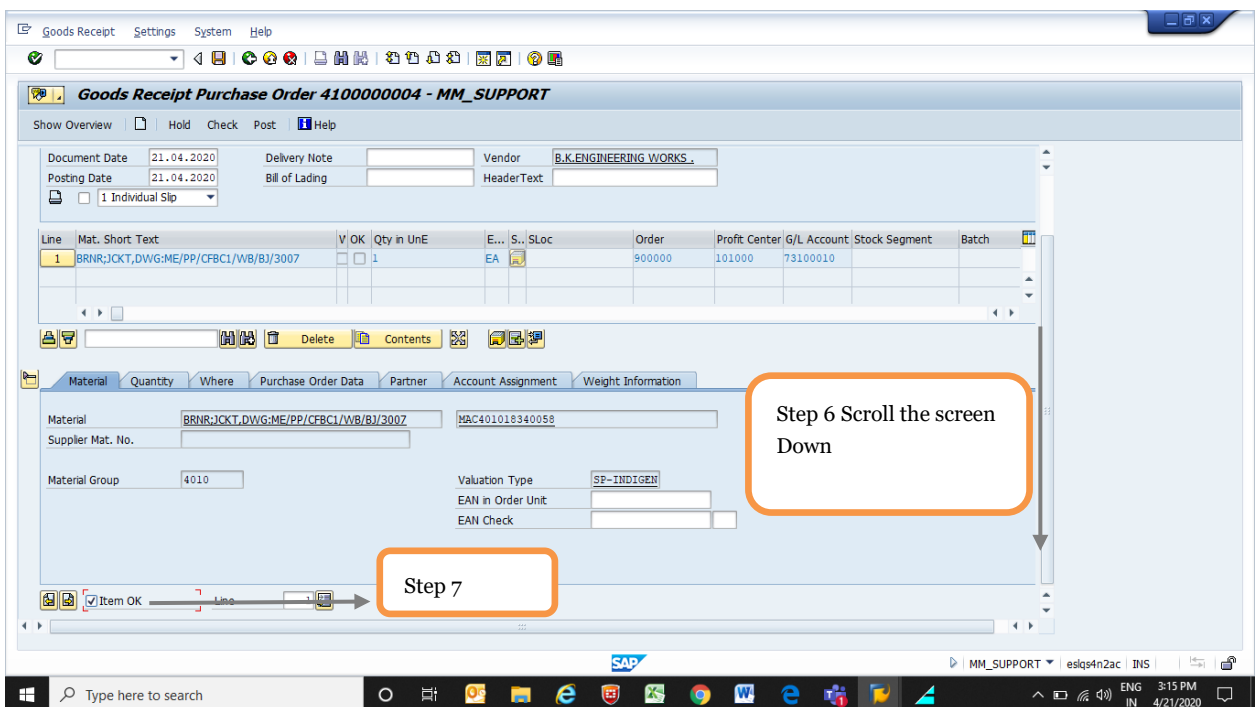
C) Responsibility  
Store

d) Screen capture/ Process

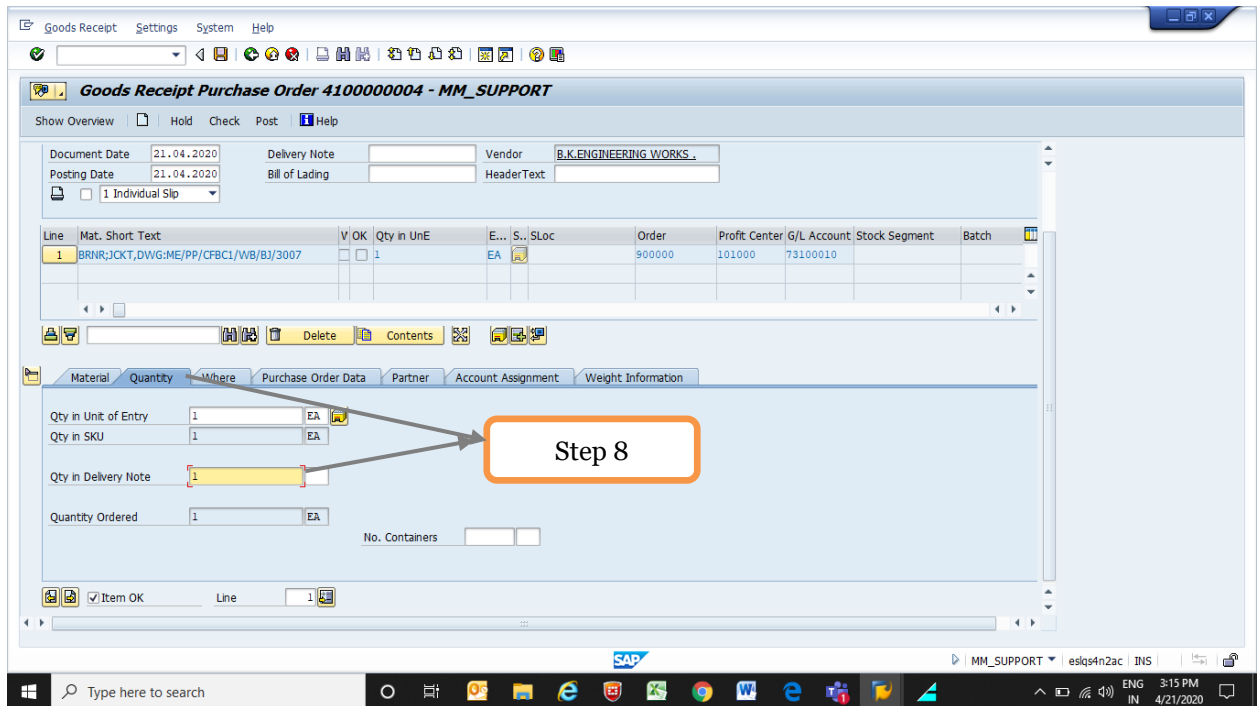
1. Step 1 ---Select Good Receipt from Option
2. Step 2 ---Select Purchase Order from Option
3. Step 3 ----Give P.O No and Item No.
4. Movement type:-101



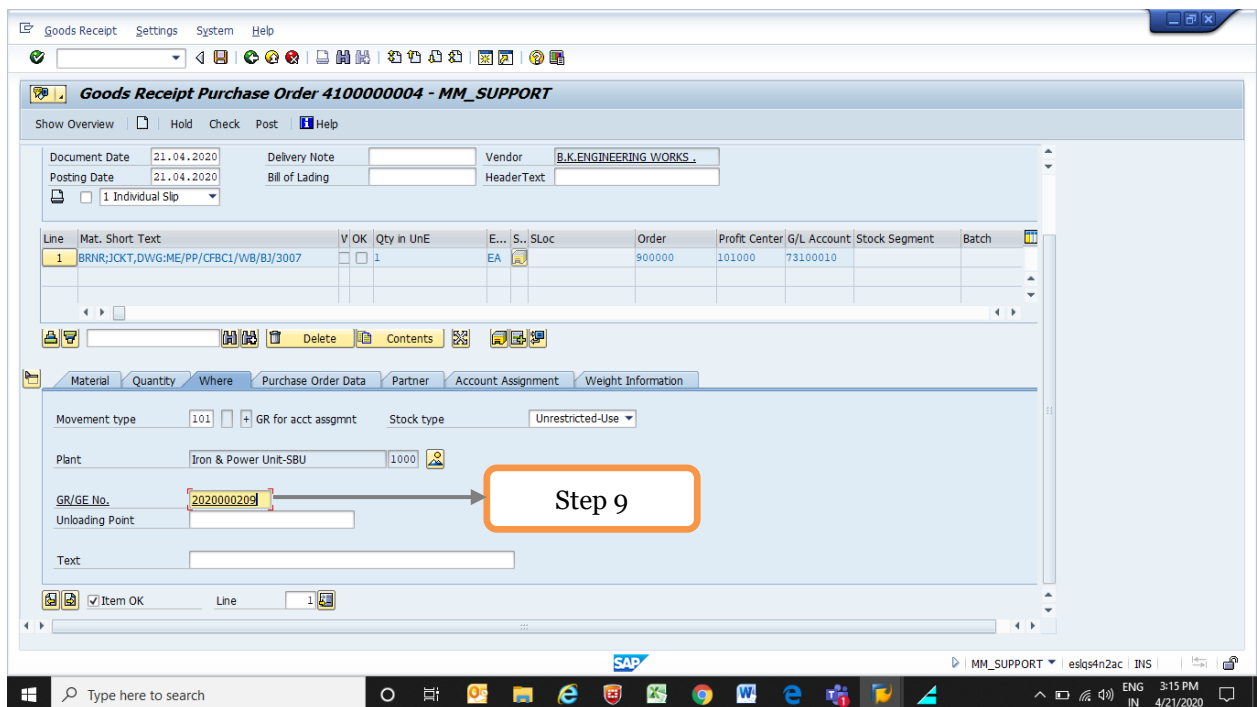
5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)
6. Scroll the screen down
7. Click the Item OK



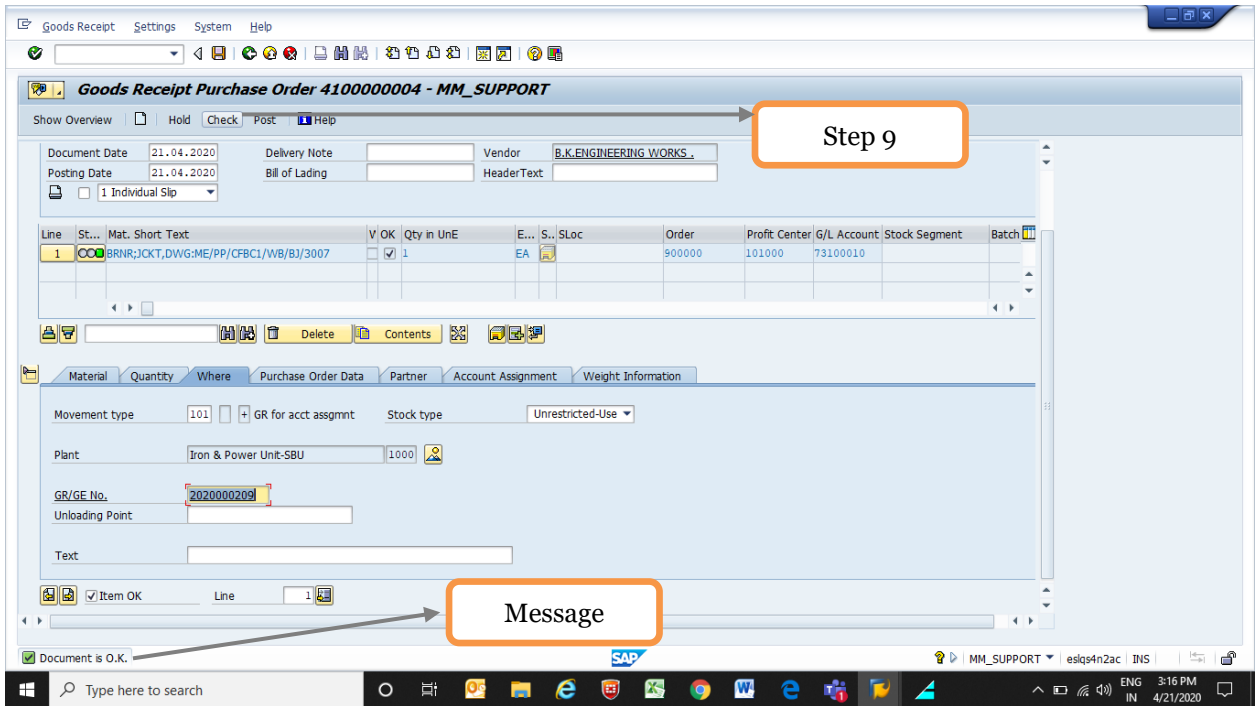
8. Go to the Quantity tab and enter the qty. in delivery note (i.e. Received qty.)



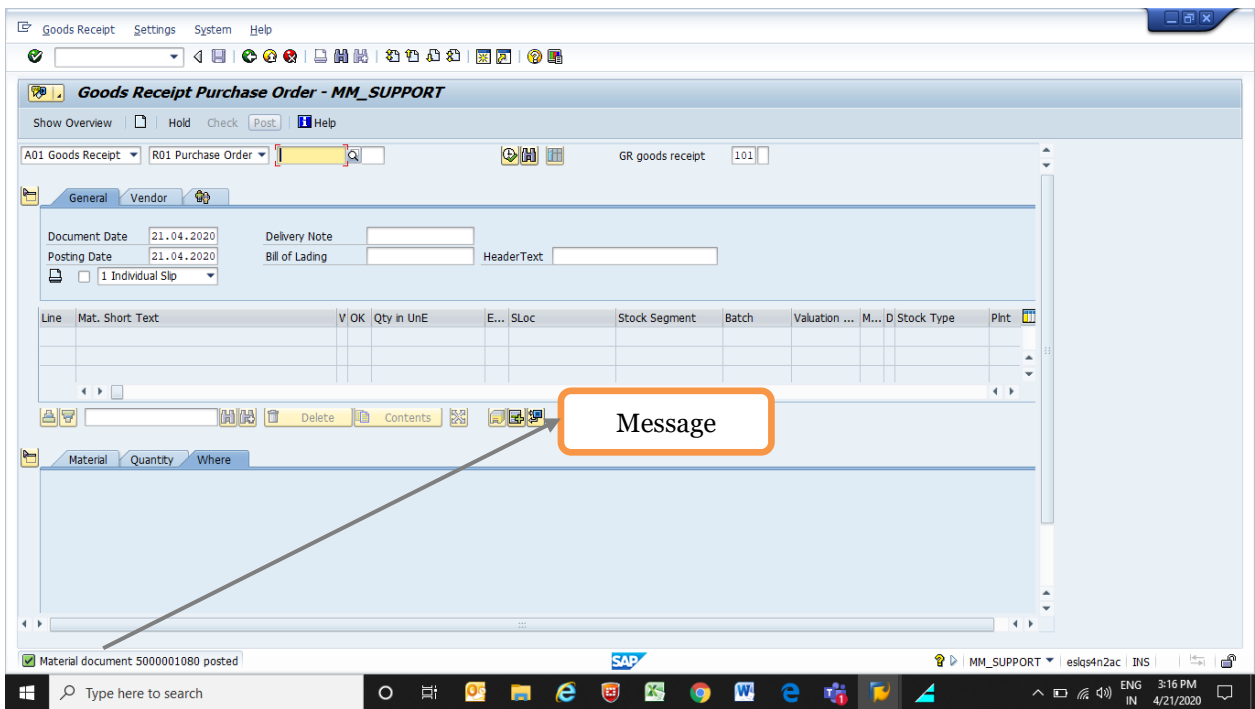
9. Go to the where tab Give the Parent GE No.



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



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

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

c) Responsibility  
Store

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

