
User manual

Domestic Procurement of Consumable.

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Scenario

1 Domestic Procurement of Consumable.

Types of Domestic procurement of Consumable –.

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

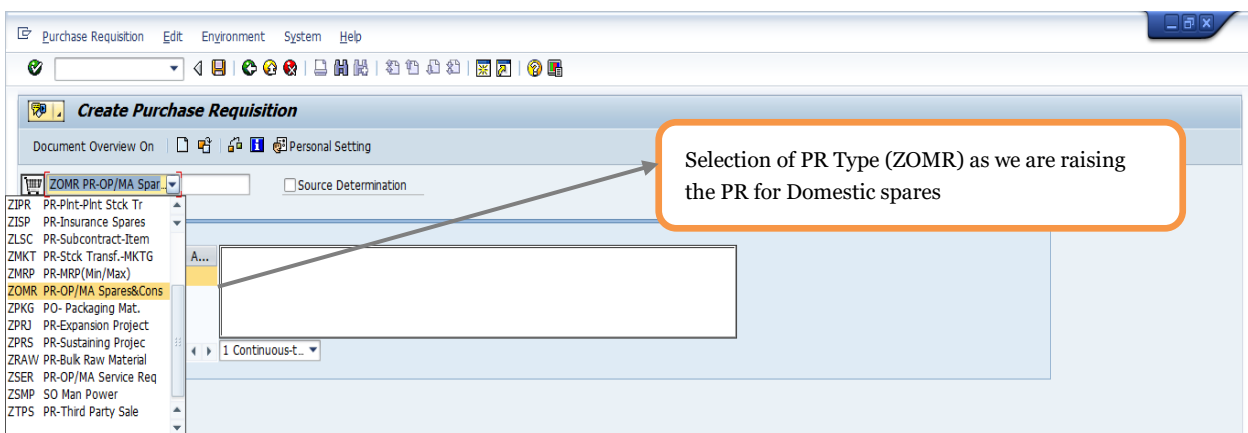
SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

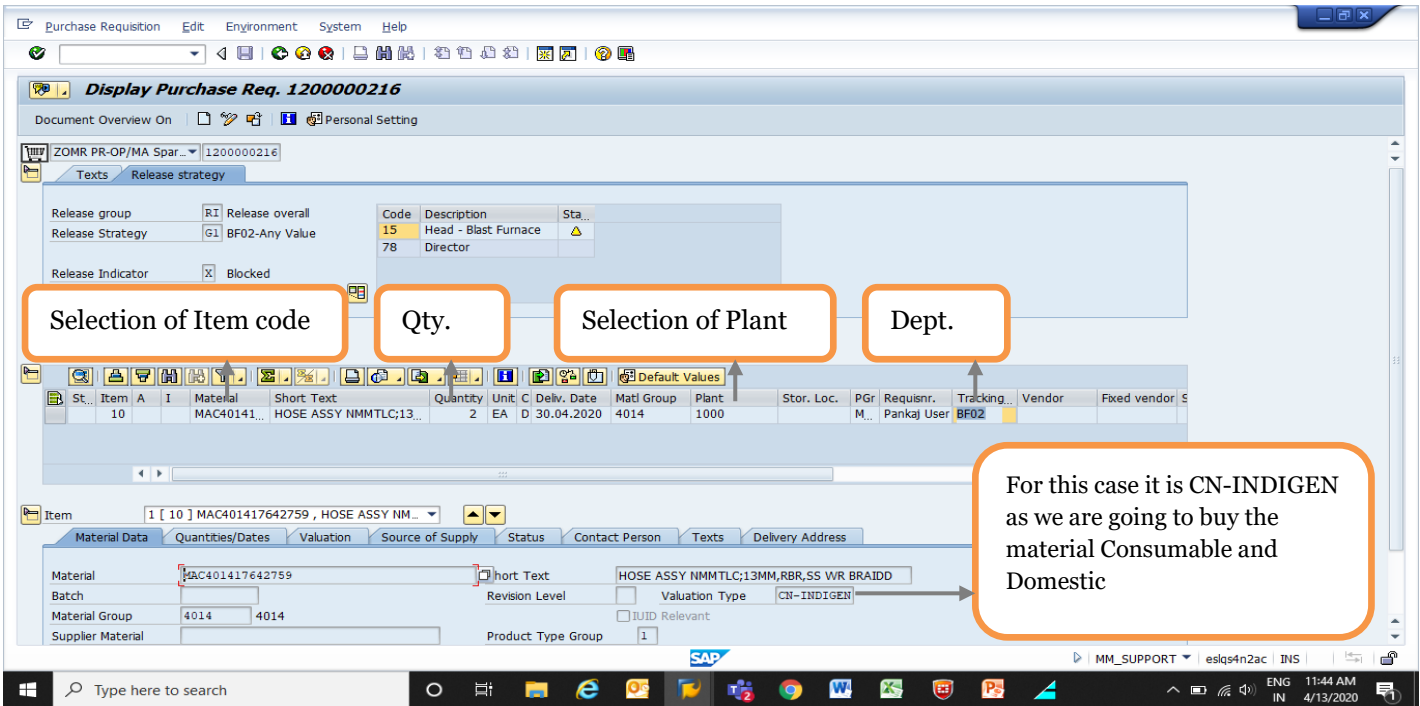
Department's user

d) Screen Capture/ Process Steps

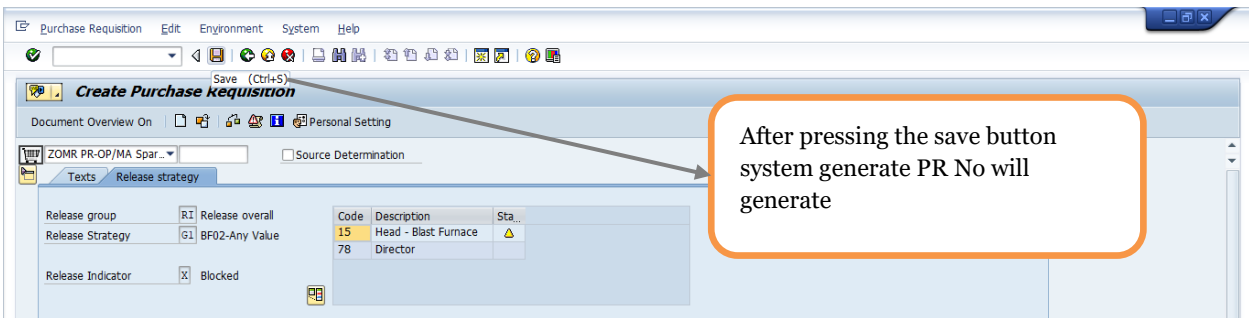
Step 1: Create PR with doc Type ZOMR



Step 2: Selection of other Parameter such as item code etc. as shown below



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:-1200000216)



1.2 Purchase Requisition Release

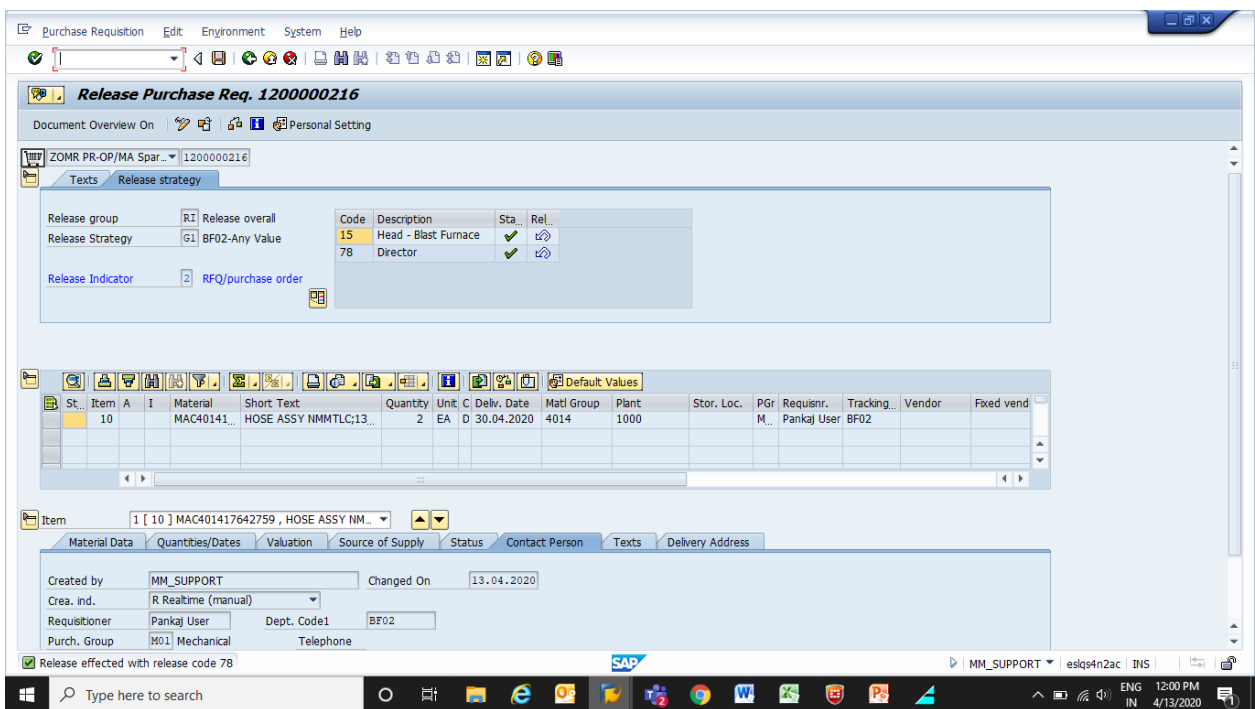
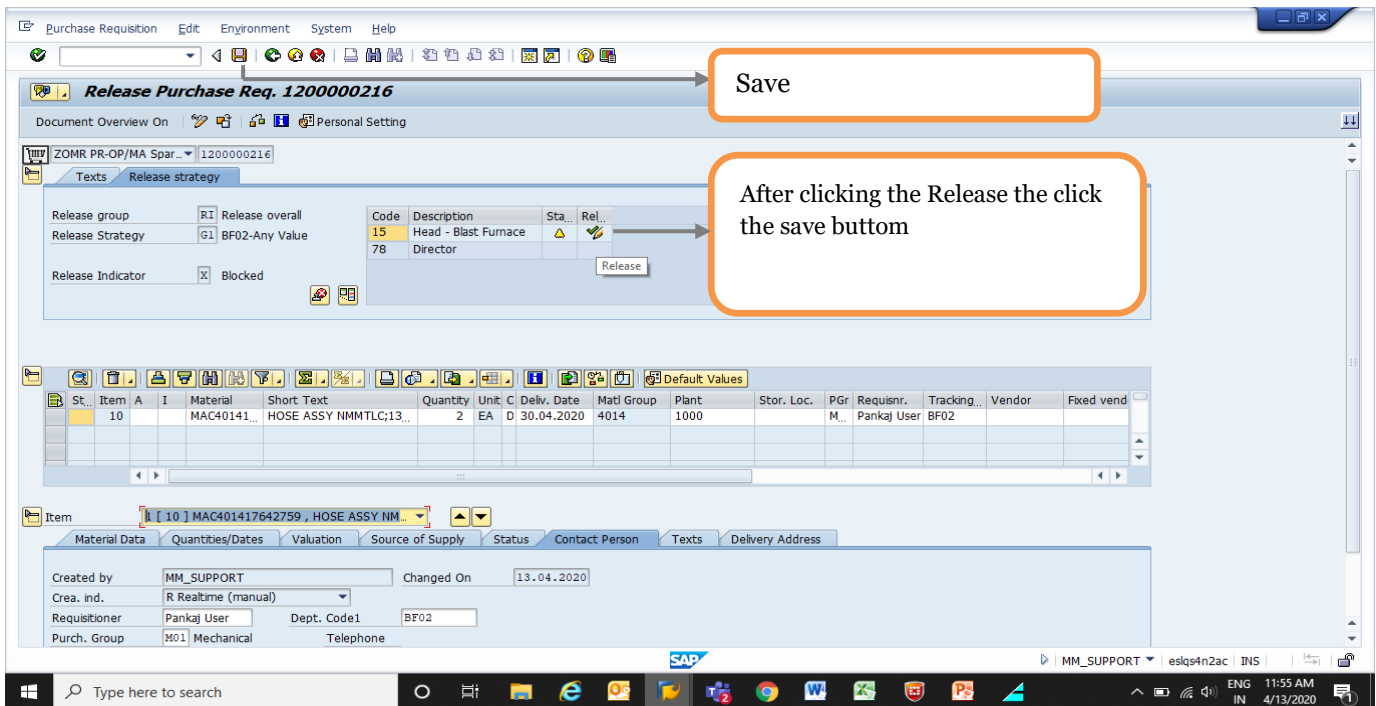
a) Definition and Prerequisites
 PR will be released as per DOA

b) Menu Path and Transaction code

SAP R/3 menu	SAP Menu ->Logistics->Materials Management->Purchasing->Purchase Requisition->Release->Individual Release
Transaction Code	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

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

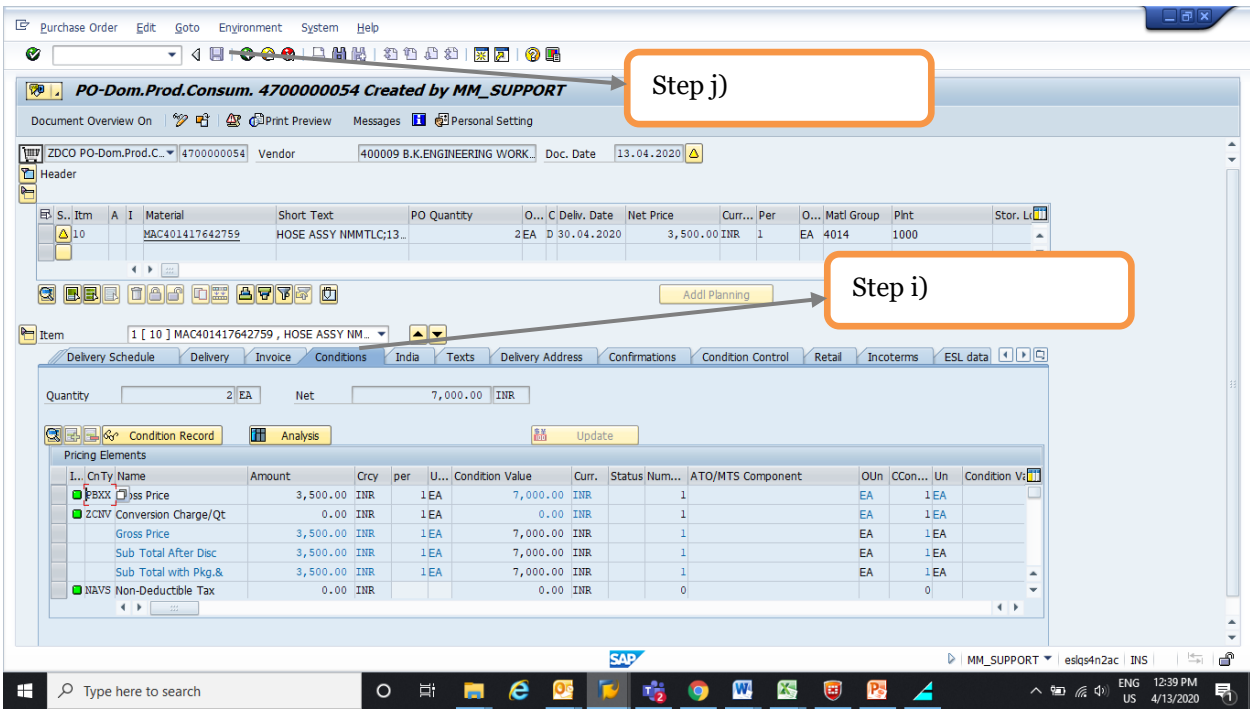
d) Screen capture/ Process

Step 1: Create Purchase Order

- Selection of PO Type: - In this case it should be **ZDCO:- PO Domestic Consumable (refer Screen Shot)**
- Selection of Vendor: - Selection of Vendor (refer Screen Shot)
- Fill the Purchase Requisition No and Requisition Item (refer Screen Shot)
- Fill the **Org. data on P.O Header** :- Purch Org, Purch.Gp , Company Code (refer Screen Shot)
- Fill the delivery Invoice Tab on **P.O Header**:- Payment terms (refer Screen Shot)
- Fill the INCO terms:- Ex-Works etc. (refer Screen Shot)
- Put the NFA No.:- (refer Screen Shot)
- Maintain the tax rate on Invoice tab item level for Domestic it should be 1A.
- Maintain the Price and other charges such as P&F, Freight charges etc. on item level (refer Screen Shot)
- Save the P.O

This screenshot shows the SAP Purchase Order entry screen. The document is titled 'ZDCO PO-Dom.Prod.C.' and is created by 'MM_SUPPORT'. The vendor is '400009 B.K.ENGINEERING WORK...'. The document date is '13.04.2020'. The purchase organization is '1000 ESL-Purchase Org.', the purchase group is 'PCI Prod. Consumables', and the company code is '1000 Electrosteel Steels Ltd.'. The item is '1 [10] MAC401417642759, HOSE ASSY NM...'. The delivery date is '30.04.2020'. The quantity is '2'. The net price is '3,500.00 INR'. The unit of measure is 'EA'. The material group is '4014' and the storage location is '1000'. The incoterms are 'EXW'. The screen is annotated with five orange boxes labeled 'Step a)' through 'Step e)', indicating the sequence of actions performed.

This screenshot shows the SAP Purchase Order entry screen for the document 'PO-Dom.Prod.Consum. 470000054 Created by MM_SUPPORT'. The document is created by 'MM_SUPPORT'. The vendor is '400009 B.K.ENGINEERING WORK...'. The document date is '13.04.2020'. The purchase organization is '1000 ESL-Purchase Org.', the purchase group is 'PCI Prod. Consumables', and the company code is '1000 Electrosteel Steels Ltd.'. The item is '1 [10] MAC401417642759, HOSE ASSY NM...'. The delivery date is '30.04.2020'. The quantity is '2'. The net price is '3,500.00 INR'. The unit of measure is 'EA'. The material group is '4014' and the storage location is '1000'. The incoterms are 'EXW'. The screen is annotated with three orange boxes labeled 'Step f)', 'Step g)', and 'Step h)', indicating the sequence of actions performed.



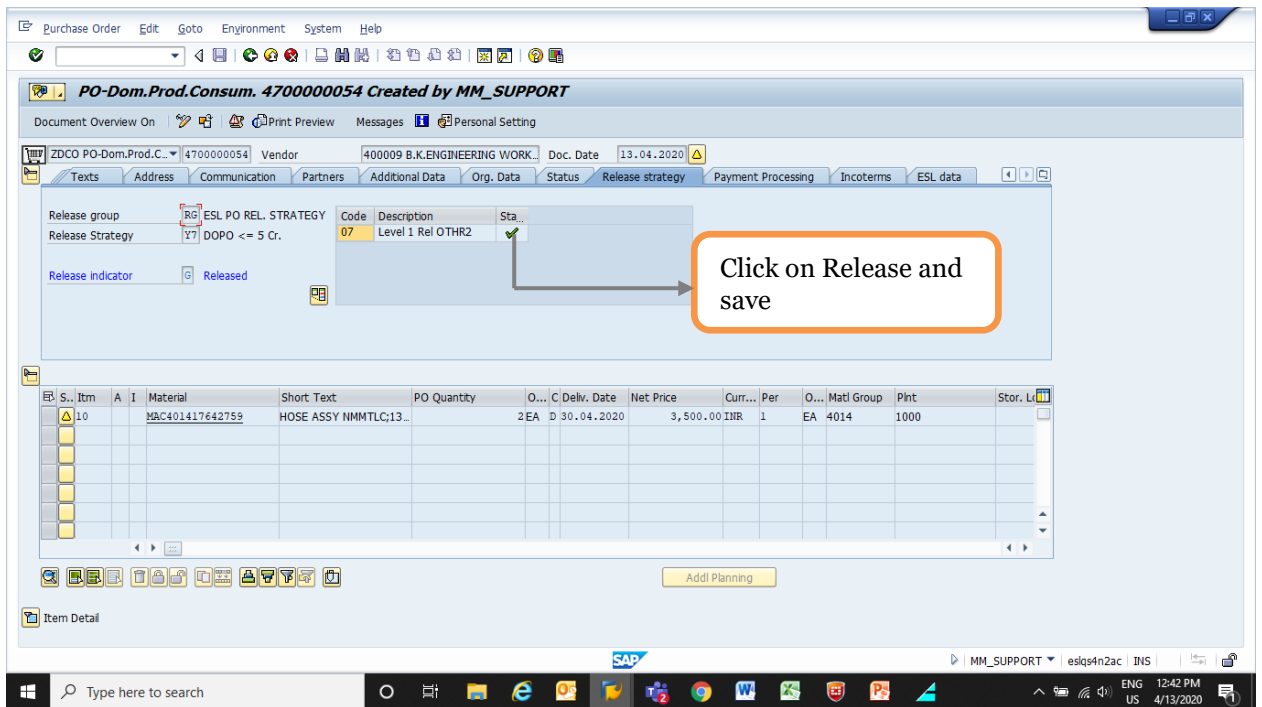
1.5 Purchase Order Release

- e) **Definition and Prerequisites**
Once the P.O made now it should be getting 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



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

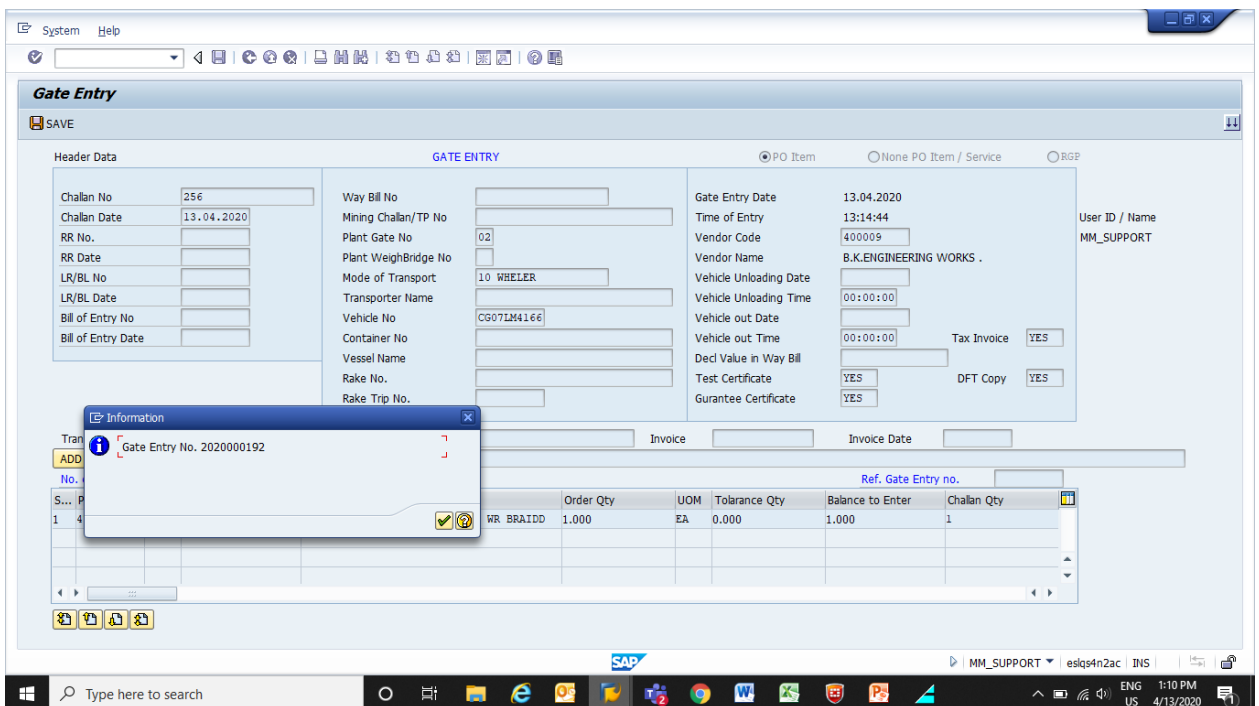
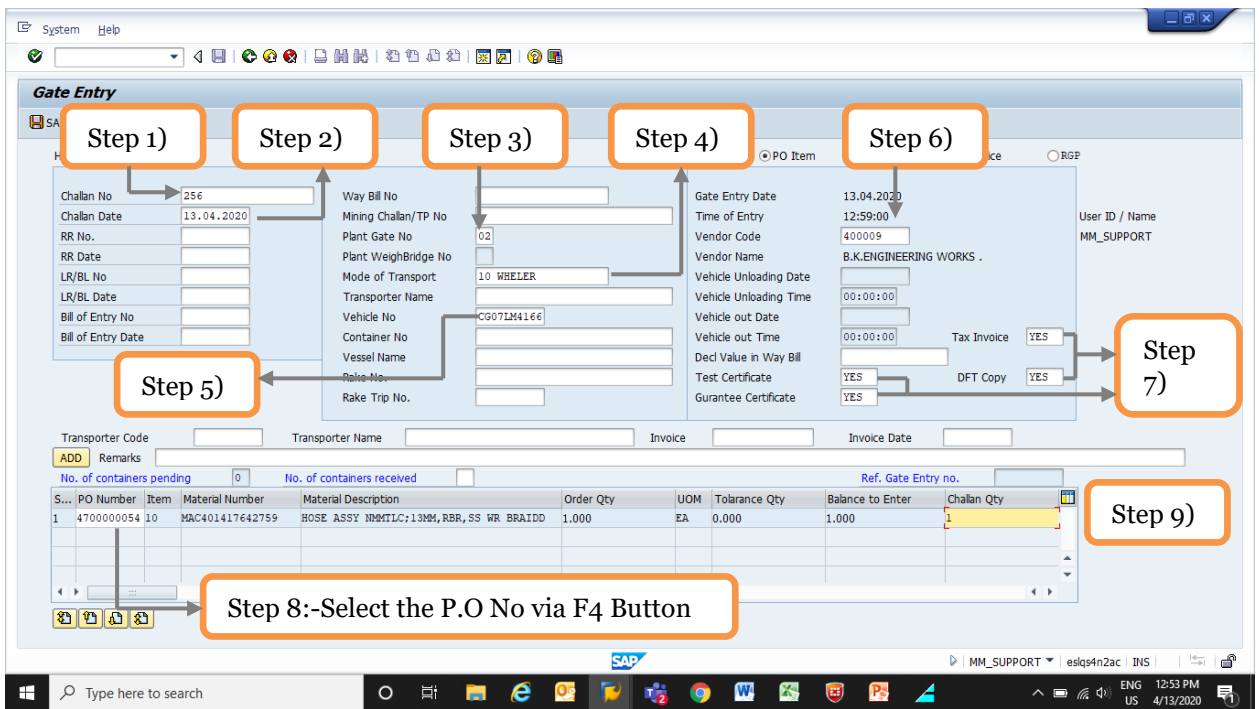
j) Menu Path and Transaction code

SAP R/3 menu	N/A
Transaction Code	ZM023

k) Responsibility
Security

1) 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. (Refer Screen Shot)
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. (refer Screen Shot)



1.7 Goods Receipt

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

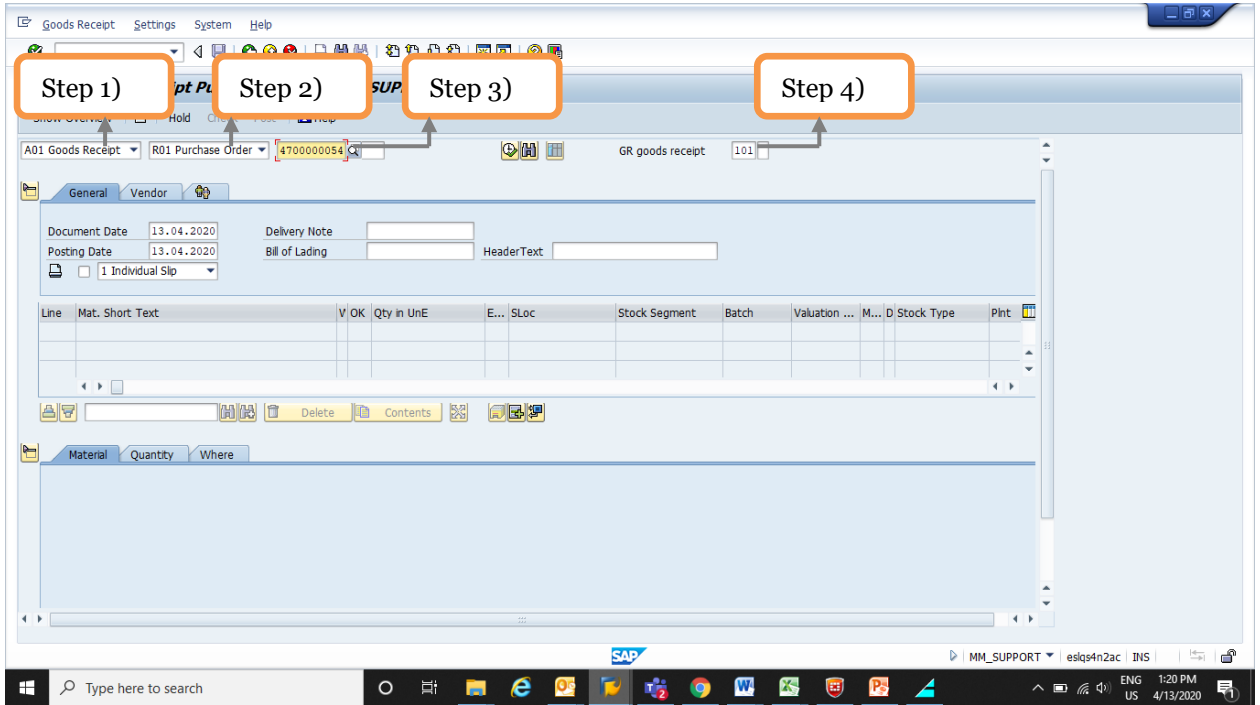
b) **Menu Path and Transaction code**

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

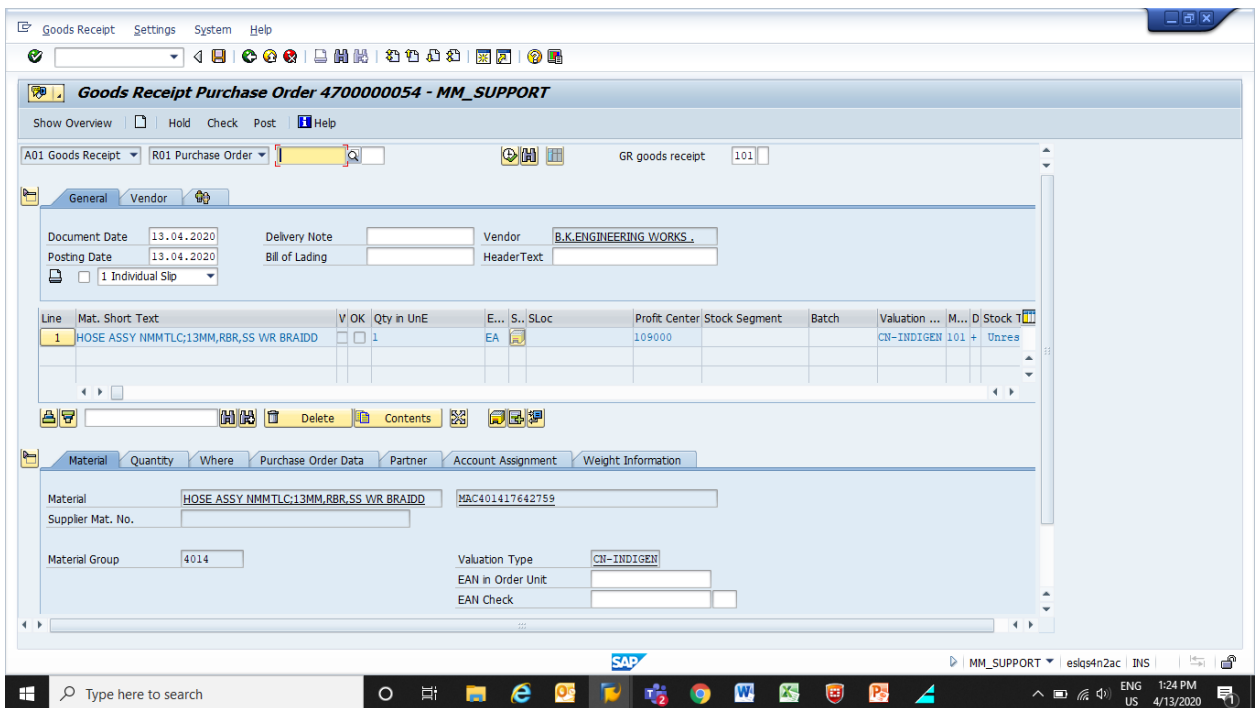
C) Responsibility Store

d) Screen capture/ Process

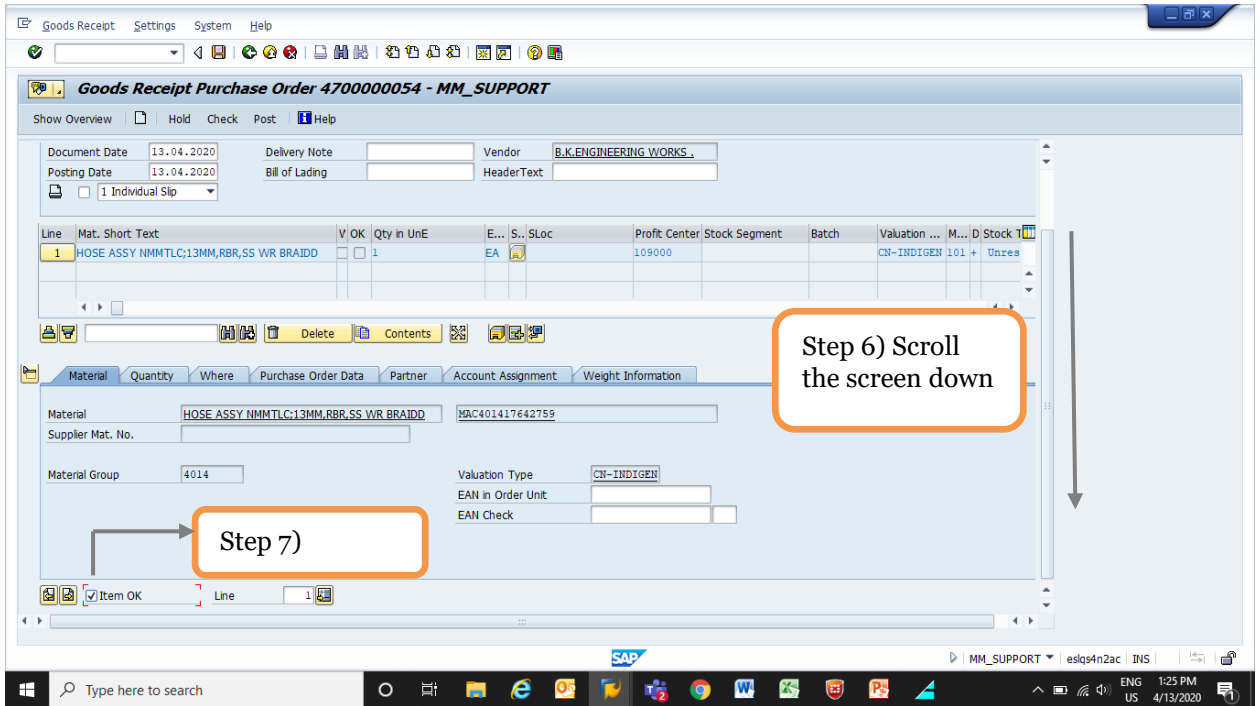
1. Step 1 ---Select Good Receipt from Option
2. Step 2 ---Select Purchase Order from Option
3. Step 3 ----Give P.O No and Item No.
4. Movement type:-101



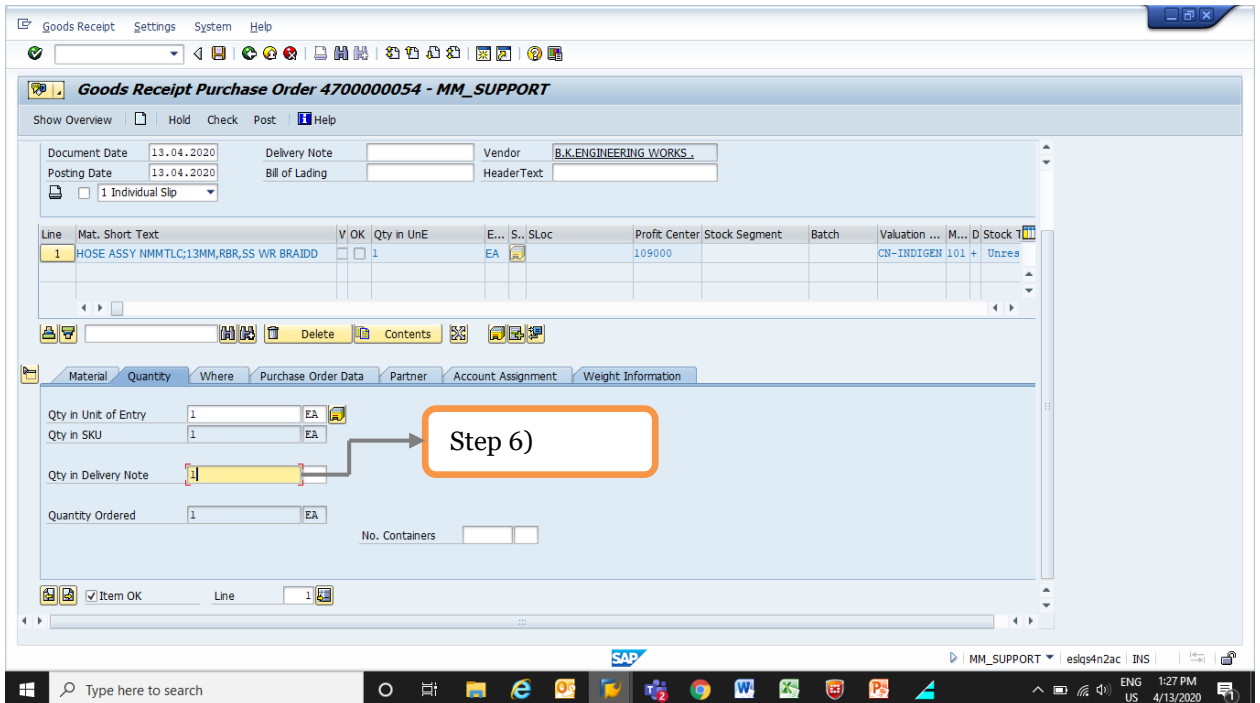
5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)



- 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 GE No and Storage Location

Goods Receipt Purchase Order 470000054 - MM_SUPPORT

Document Date: 13.04.2020
Posting Date: 13.04.2020
Vendor: B.K.ENGINEERING WORKS.
HeaderText: [Empty]

Line	Mat. Short Text	V OK	Qty in UnE	E...	S...	Sloc	Profit Center	Stock Segment	Batch	Valuation ...	M...	D Stock T
1	HOSE ASSY NMMTL;13MM,RBR,SS WR BRAIDD	<input type="checkbox"/>	1		EA		109000			CN-INDIGEN	101	Unres

Movement type: 101 GR goods receipt Stock type: Unrestricted-Use

Plant: Iron & Power Unit-SBU 1000

Storage location: BF02

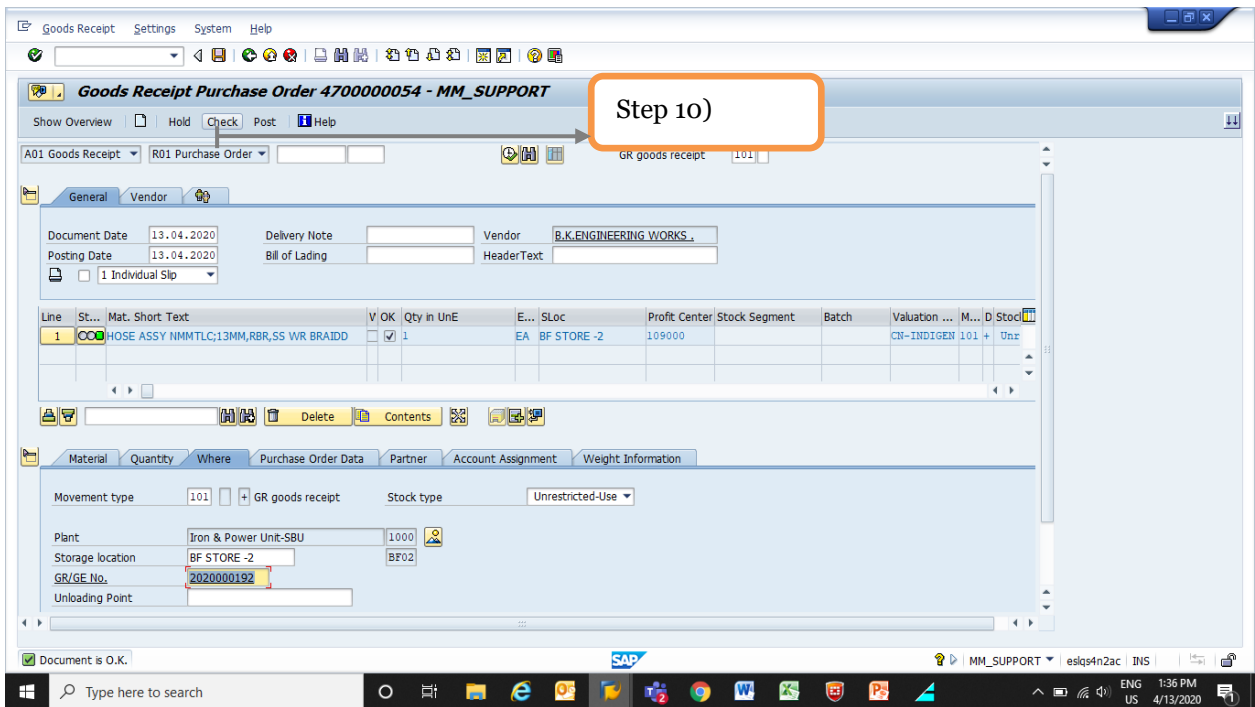
GR/GE No.: 2020000191

Unloading Point: [Empty]

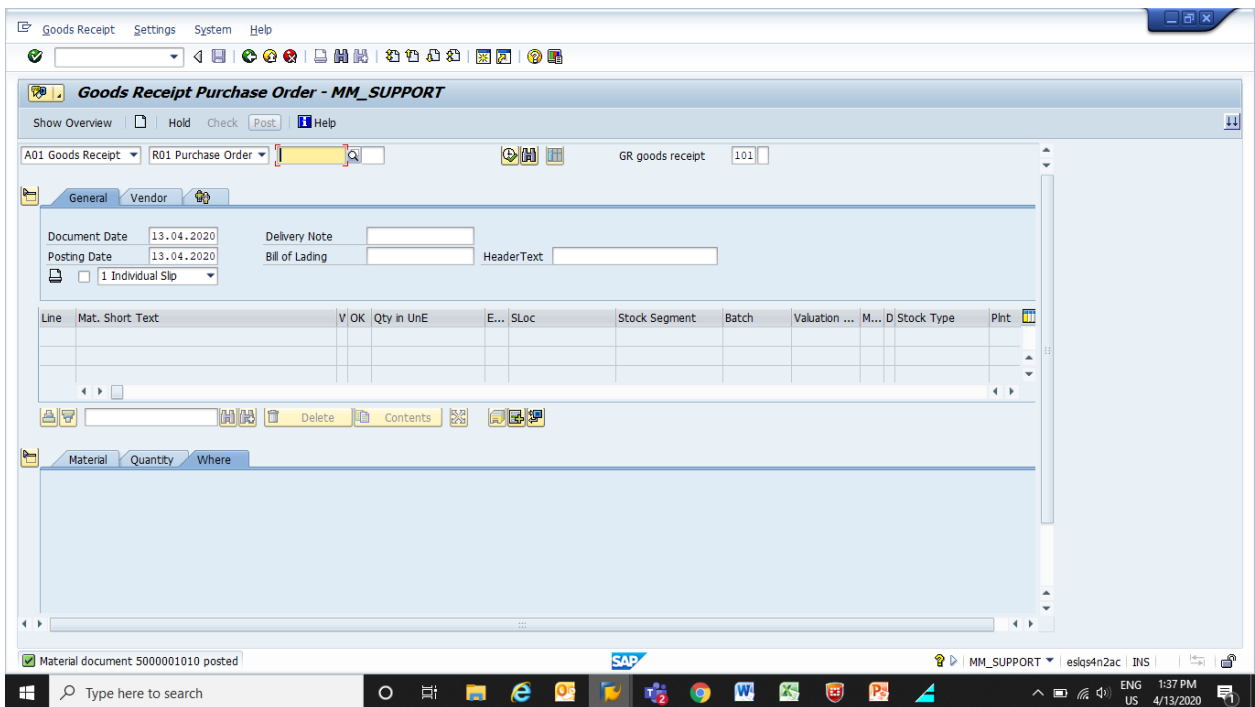
Text: [Empty]

Step 9)

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**

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

