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# *User manual*

## Domestic Procurement of Stores Spares.

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## Scenario

### 1 Domestic Procurement of Spares.

Types of Domestic procurement of Stores Spares –.

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

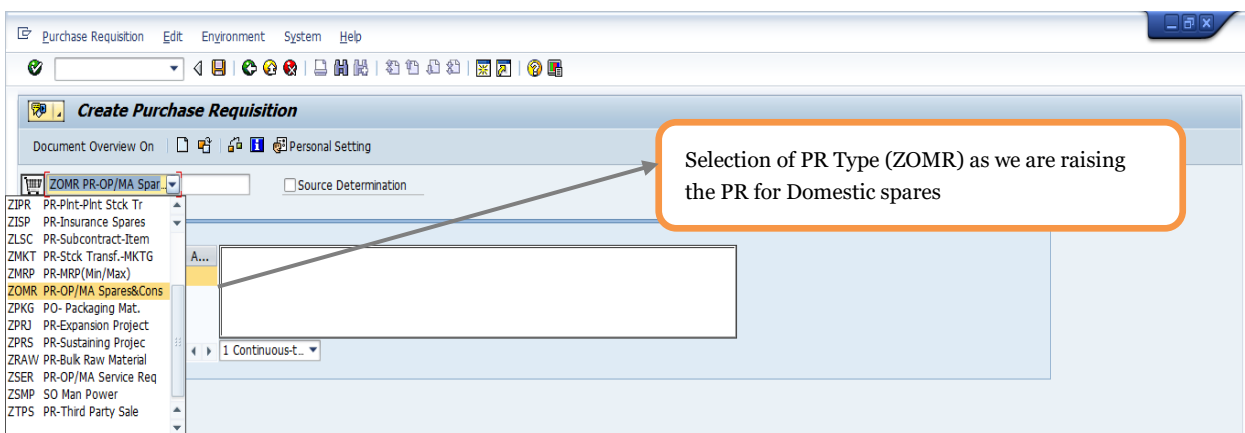
<b>SAP R/3 menu</b>	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
<b>Transaction Code</b>	ME51N

c) Responsibility

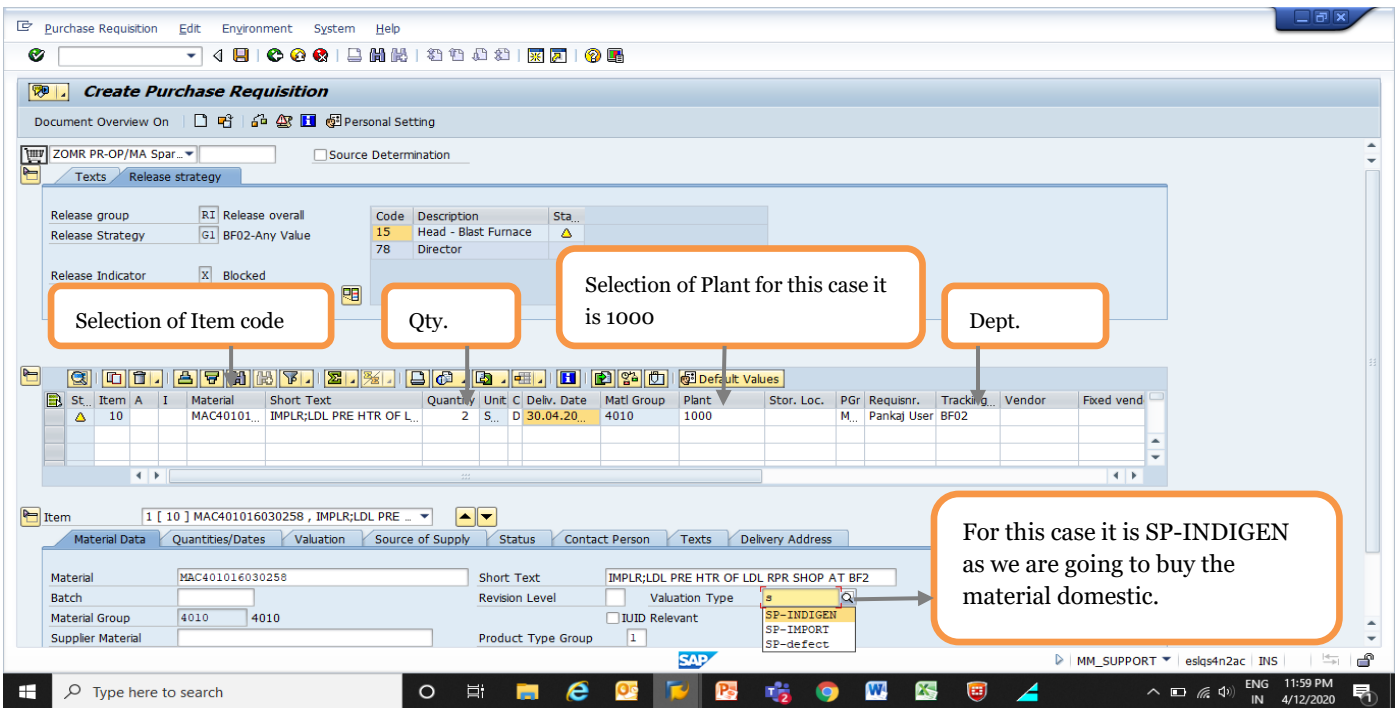
Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZOMR

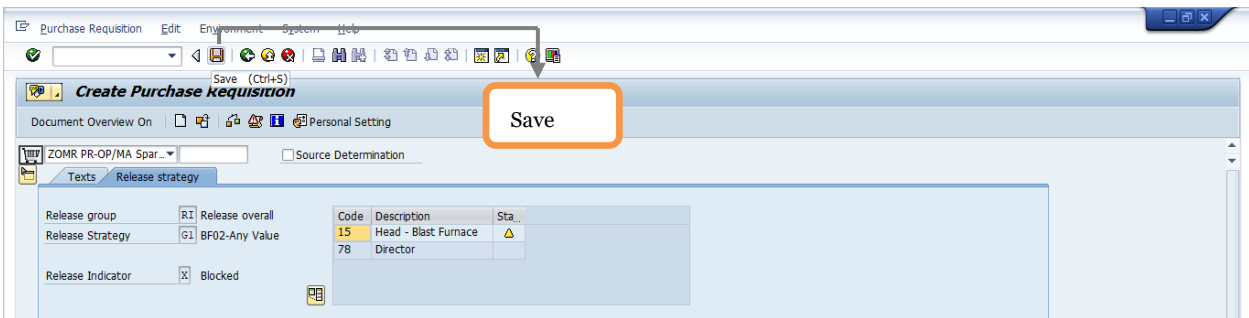


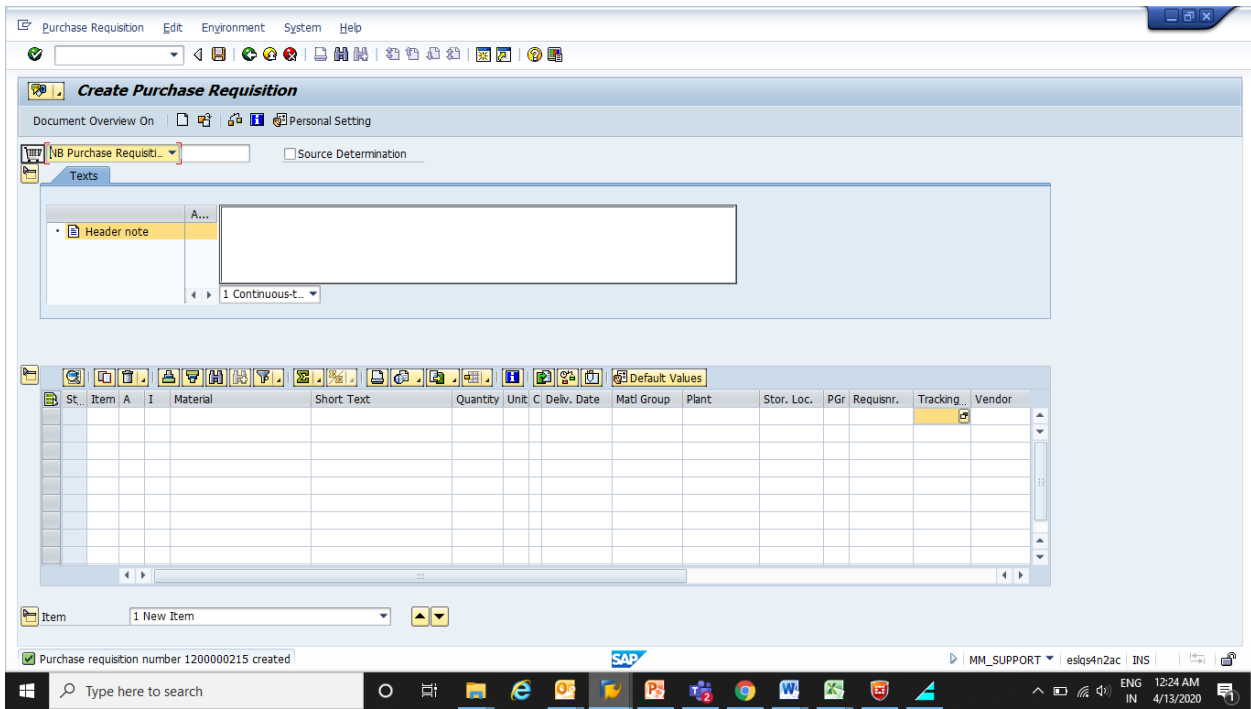
Step 2: Selection of other Parameter such as item code etc. as shown below



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:-1200000215)





## 1.2 Purchase Requisition Release

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

b) Menu Path and Transaction code

<b>SAP R/3 menu</b>	<b>SAP Menu</b> ->Logistics->Materials Management->Purchasing->Purchase Requisition->Release->Individual Release
<b>Transaction Code</b>	ME54N

c) Responsibility  
DOA Approvers

d) Screen capture/ Process

**Release Purchase Req. 120000215**

Document Overview On | Personal Setting

ZOMR PR-OP/MA Spar... | 120000215

Texts | Release strategy

Release group	RI	Release overall	Code	Description	Sta.	Rel.
Release Strategy	G1	BF02-Any Value	15	Head - Blast Furnace	⚠	👉
Release Indicator	X	Blocked	78	Director		Release

Click the release & Save

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGR	Requisnr.	Tracking	Vendor	Fixed vend
	10			MAC40101...	IMPLR;LDL PRE HTR OF L...	2	S	D	30.04.2020	4010	1000		M...	Pankaj User	BF02		

**Display Purchase Req. 120000215**

Document Overview On | Personal Setting

ZOMR PR-OP/MA Spar... | 120000215

Texts | Release strategy

Release group	RI	Release overall	Code	Description	Sta.
Release Strategy	G1	BF02-Any Value	15	Head - Blast Furnace	✔
Release Indicator	2	RFQ/purchase order	78	Director	✔

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGR	Requisnr.	Tracking	Vendor	Fixed vend
	10			MAC40101...	IMPLR;LDL PRE HTR OF L...	2	S	D	30.04.2020	4010	1000		M...	Pankaj User	BF02		

Item: 1 [ 10 ] MAC401016030258 , IMPLR;LDL PRE ...

Material Data | Quantities/Dates | Valuation | Source of Supply | Status | Contact Person | Texts | Delivery Address

Created by: MM\_SUPPORT | Changed On: 13.04.2020  
 Cre. ind.: R Realtime (manual)  
 Requisitioner: Pankaj User | Dept. Code1: BF02  
 Purch. Group: MO1 Mechanical | Telephone:

Purchase requisition 120000215 changed

SAP | MM\_SUPPORT | eslq4n2ac | INS | 12:41 AM | 4/13/2020

## 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

- Selection of PO Type: - In this case it should be ZIOP:- PO Import Spare (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 (PO) screen for document 4700000053. The title bar indicates 'A Spares 4700000053' and 'MM\_SUPPORT'. The vendor is '400009 B.K.ENGINEERING WORK'. The document date is '13.04.2020'. The screen is divided into several tabs: 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', 'Status', 'Release strategy', and 'Payment Process...'. The 'Delivery/Invoice' tab is active, showing the following data:

Purch. Org.	1000	SL-Purchase Org.
Purch. Group	M01	Mechanical
Company Cod.	1000	Electrosteel Steels Ltd.

Below this, there is a table with columns: S., Itm, A, Batch, Stock Segment, Reqmnt Segment, Reqmt No., Requisitioner, IM Material, Info rec., R..., F..., T..., Purchase..., Req..., Outline ag..., Con..., RFQ. The first row shows: 10, 30.04.2020, 2, 30.04.2020, GR qty, Purchase..., Req..., N..., Open Quantity, Sc..., P... The 'Item' field is set to '1 [ 10 ] MAC401016030258, IMPLR;LDL PRE...'. The bottom taskbar shows the Windows search bar and system tray with the date '4/13/2020' and time '1:17 AM'.

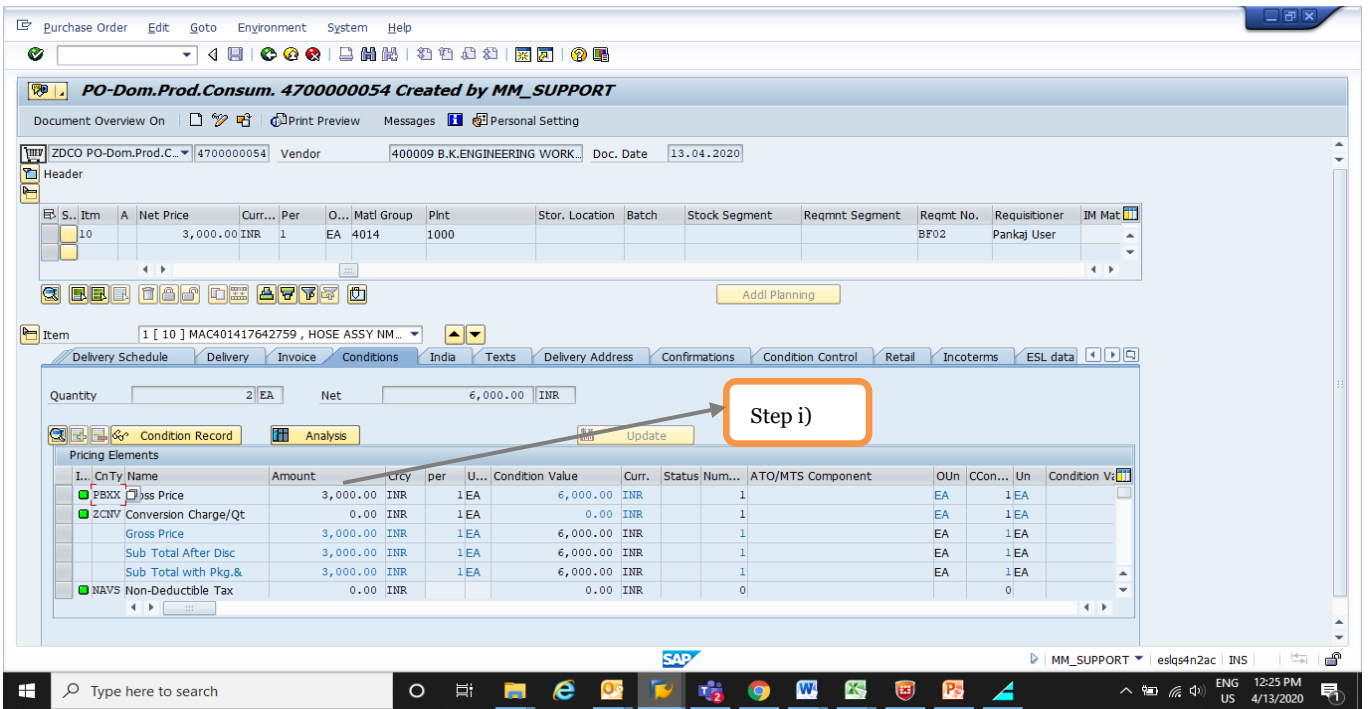
Annotations: Step a) points to the document number field; Step b) points to the vendor field; Step d) points to the document date field; Step e) points to the 'Purch. Org.' field; Step c) points to the 'Reqmt No.' field.

This screenshot shows the SAP Purchase Order (PO) screen for document 4700000054. The title bar indicates 'PO-Dom.Prod.Consum. 4700000054 Created by MM\_SUPPORT'. The vendor is '400009 B.K.ENGINEERING WORK'. The document date is '13.04.2020'. The screen is divided into several tabs: 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', 'Status', 'Payment Processing', 'Incoterms', and 'ESL data'. The 'Incoterms' tab is active, showing the following data:

Incoterms Version	
Incoterms	EXW
Incoterms Location 1	Ex-Kolkata
Incoterms Location 2	

Below this, there is a table with columns: S., Itm, A, Net Price, Curr..., Per, O..., Matl Group, Pht, Stor. Location, Batch, Stock Segment, Reqmnt Segment, Reqmt No., Requisitioner, IM Mat. The first row shows: 10, 3,000.00 INR, 1, EA 4014, 1000, BF02, Pankaj User. The 'Item' field is set to '1 [ 10 ] MAC401417642759, HOSE ASSY NM...'. The bottom taskbar shows the Windows search bar and system tray with the date '4/13/2020' and time '12:23 PM'.

Annotations: Step f) points to the 'Incoterms' field; Step h) points to the 'Reqmt No.' field; Step g) points to the 'NFA No.' field.



## 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**

<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

This screenshot shows the SAP 'Release' process for a purchase order. The title bar reads 'Release PO-Dom.OP/MA Spares 470000053'. The document overview shows 'ZDOP PO-Dom.OP/M...' with document number '470000053' and vendor '400009 B.K.ENGINEERING WORK...'. The release strategy is '77 DOPO <= 5 Cr.' and the release indicator is 'B Blocked, changeable wit...'. A 'Save' button is highlighted in the top right, and a 'Release' button is highlighted in the center. Below, a table lists items with columns for 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 first item is '10 MAC401016030258 IMPLR;LDL PRE HTR OF L...' with a quantity of 1 and a delivery date of 30.04.2020. A 'Requisition quantity 1 SET open again' warning is visible at the bottom.

This screenshot shows the SAP 'Created' status for the same purchase order. The title bar reads 'PO-Dom.OP/MA Spares 470000053 Created by MM\_SUPPORT'. The document overview shows 'ZDOP PO-Dom.OP/M...' with document number '470000053' and vendor '400009 B.K.ENGINEERING WORK...'. The release strategy is '77 DOPO <= 5 Cr.' and the release indicator is 'G Released'. The 'Release' button is now disabled. The table below shows the item '10 MAC401016030258 IMPLR;LDL PRE HTR OF L...' with a quantity of 1 and a delivery date of 30.04.2020. The 'Purchase' column now shows '1200000215 10'.

## 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

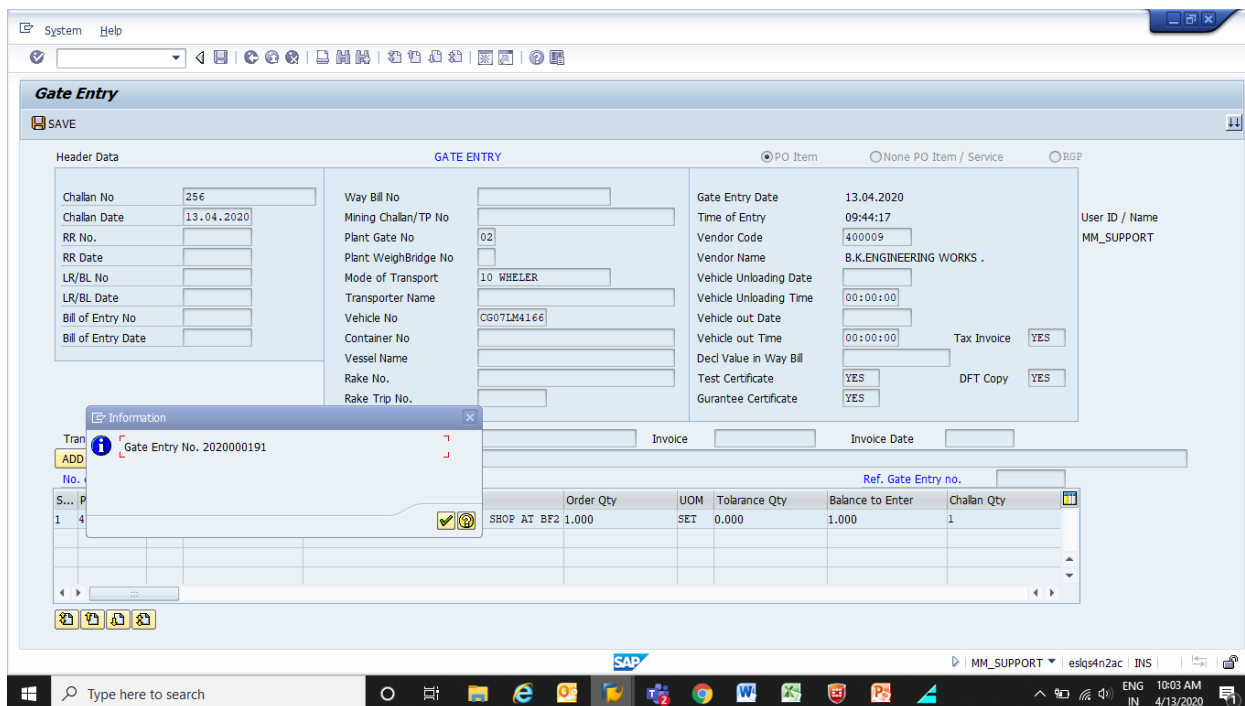
<b>SAP R/3 menu</b>	N/A
<b>Transaction Code</b>	ZM023

### 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. (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)

The screenshot shows the SAP 'Gate Entry' transaction (ZM023) interface. The screen is divided into several sections with data fields. Orange boxes with arrows point to specific fields, labeled Step 1 through Step 9. Step 1 points to the 'Challan No.' field (value: 256). Step 2 points to the 'Challan Date' field (value: 13.04.2020). Step 3 points to the 'Plant Gate No.' field (value: 02). Step 4 points to the 'Mode of Transport' field (value: 10 WHEELER). Step 5 points to the 'Vehicle No.' field (value: CG07IM4166). Step 6 points to the 'Vendor Code' field (value: 400009). Step 7 points to the 'Tax Invoice' checkbox (value: YES). Step 8 points to the 'P.O Number' field in the item list table (value: 4700000053). Step 9 points to the 'Challan Qty' field in the item list table (value: 1.000). The item list table at the bottom shows one item with PO Number 4700000053, Material Number MAC401016030258, and Material Description IMPLR;LDL PRE HTR OF LDL RFR SHOP AT BF2. The SAP status bar at the bottom indicates the user is MM\_SUPPORT and the date is 4/13/2020.



## 1.7 Goods Receipt

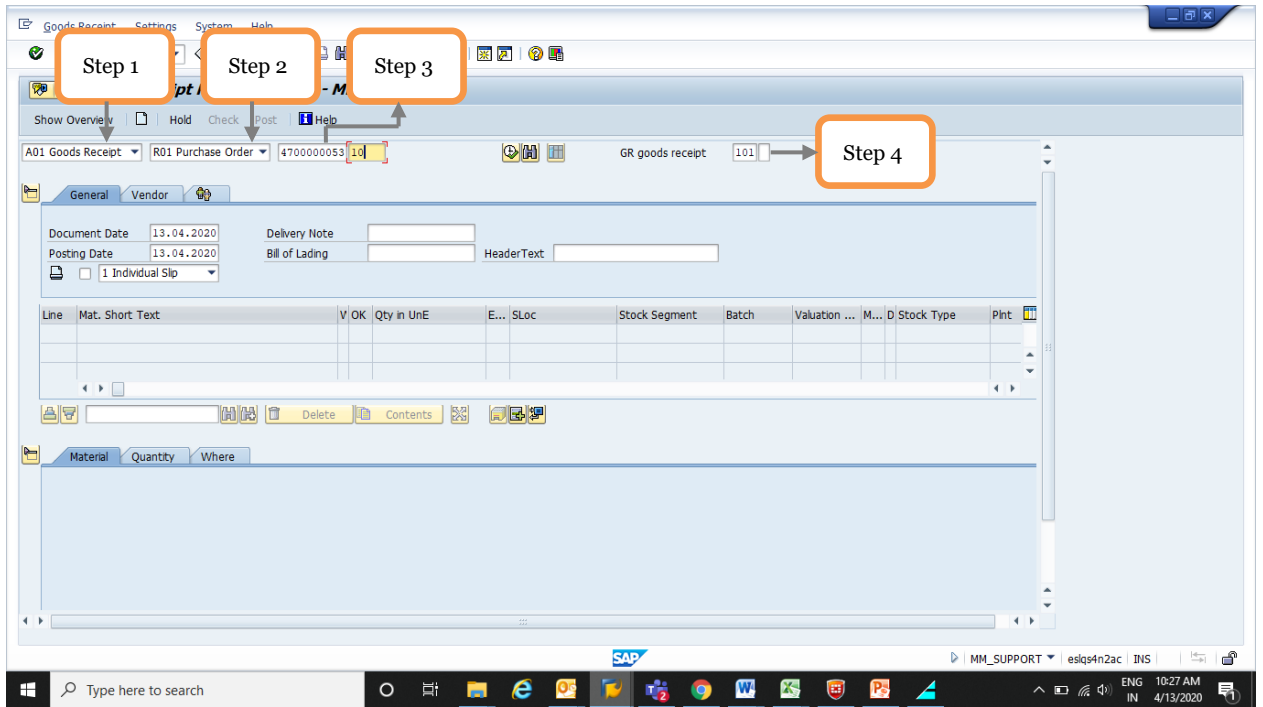
- a) Definition and Prerequisites  
After G.E Material received at store
- b) Menu Path and Transaction code

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

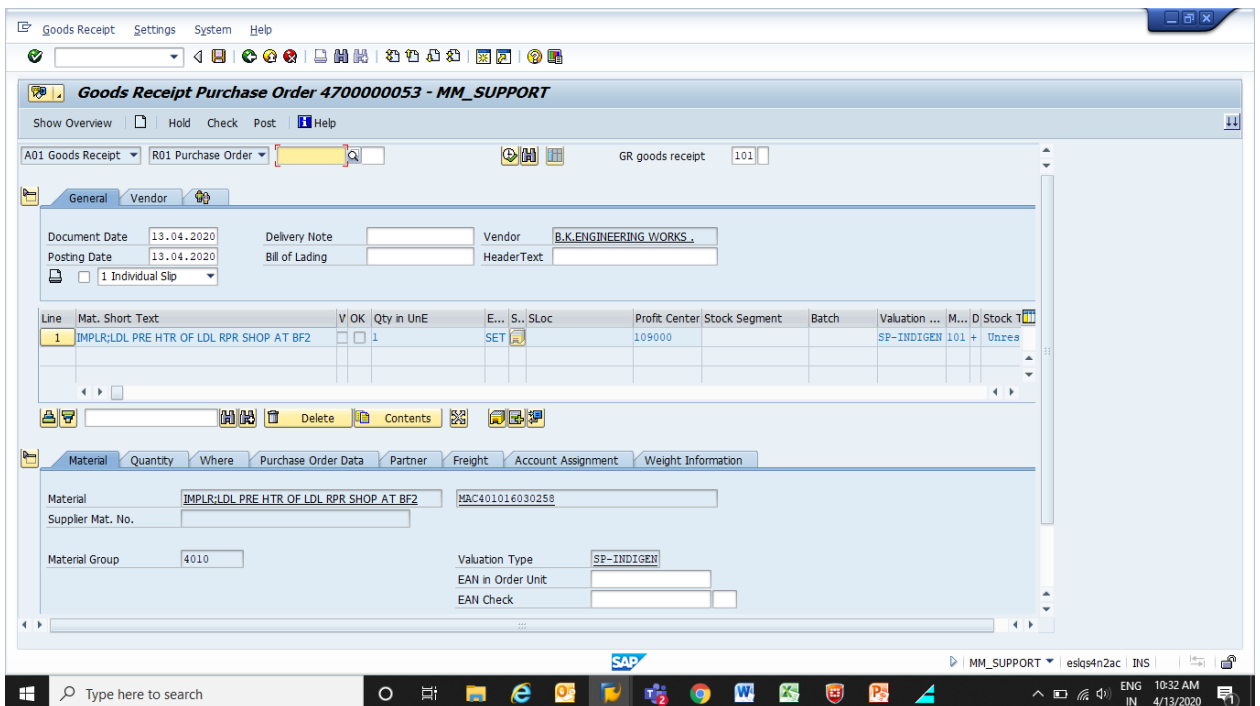
C) Responsibility Store

d) Screen capture/ Process

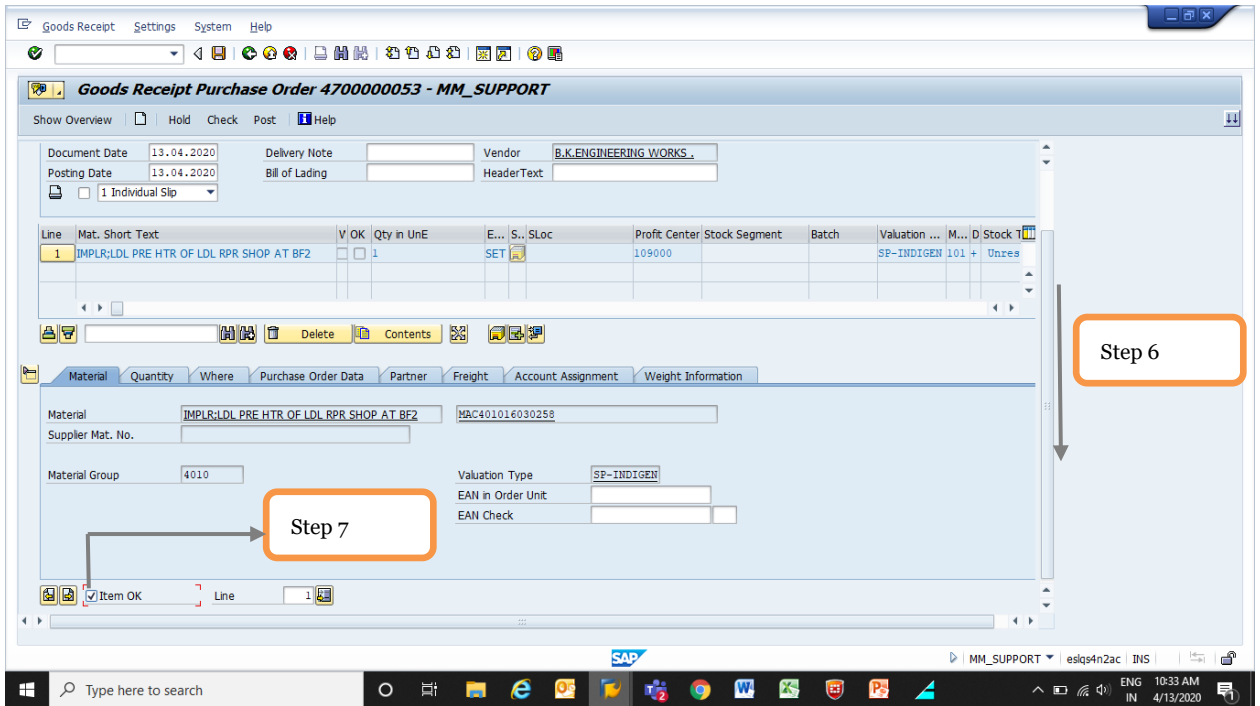
1. Step 1 ---Select Good Receipt from Option
2. Step 2 ---Select Purchase Order from Option
3. Step 3 ----Give P.O No and Item No.
4. Movement type:-101



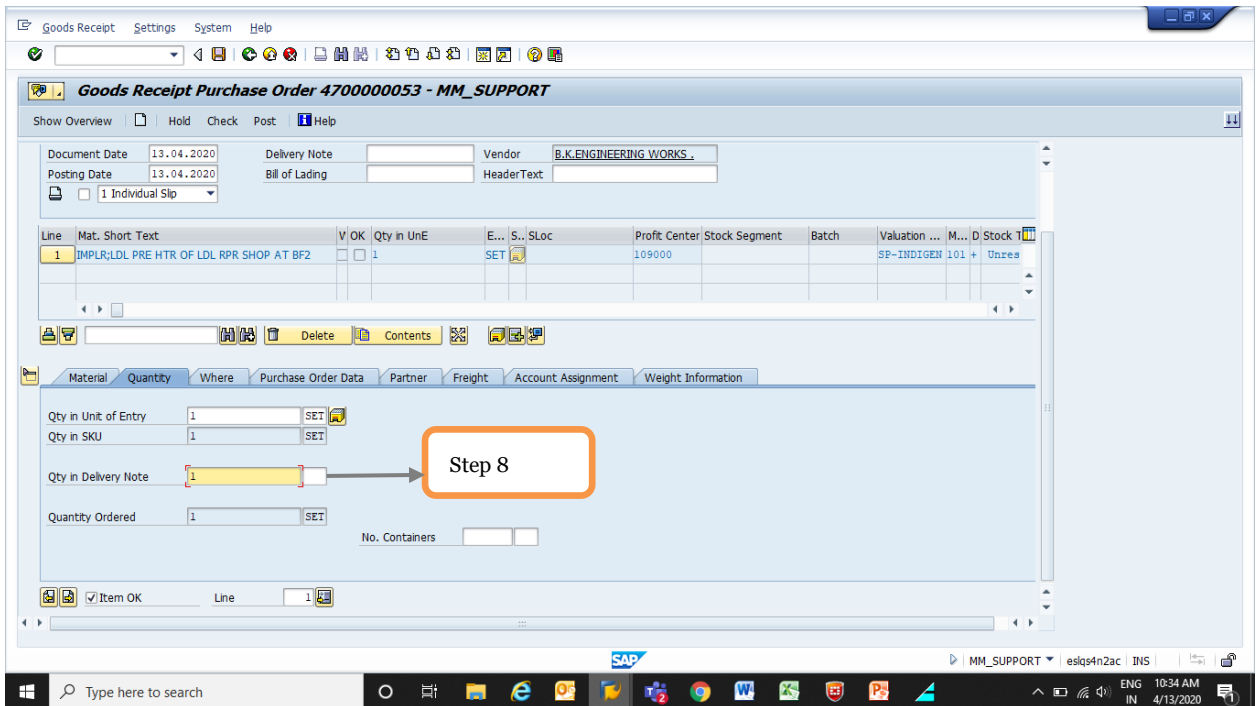
5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)



- 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 GE No and Storage Location

Goods Receipt Purchase Order 470000053 - 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	IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2	<input type="checkbox"/>	1		SET	109000			SP-INDIGEN 101		Unres

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

Plant: Iron & Power Unit-SBU  
Storage location: BF02  
GR/GE No.: 2020000191  
Unloading Point: [Empty]

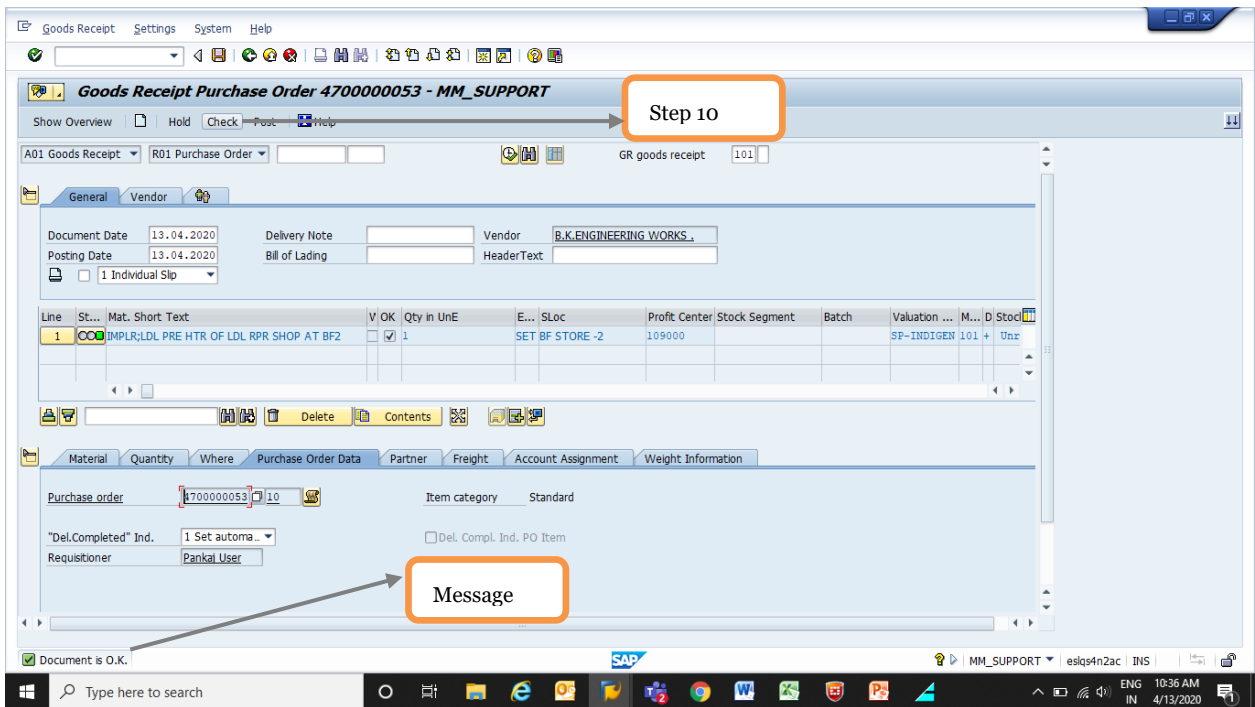
Text: [Empty]

Item OK:  Line: 1

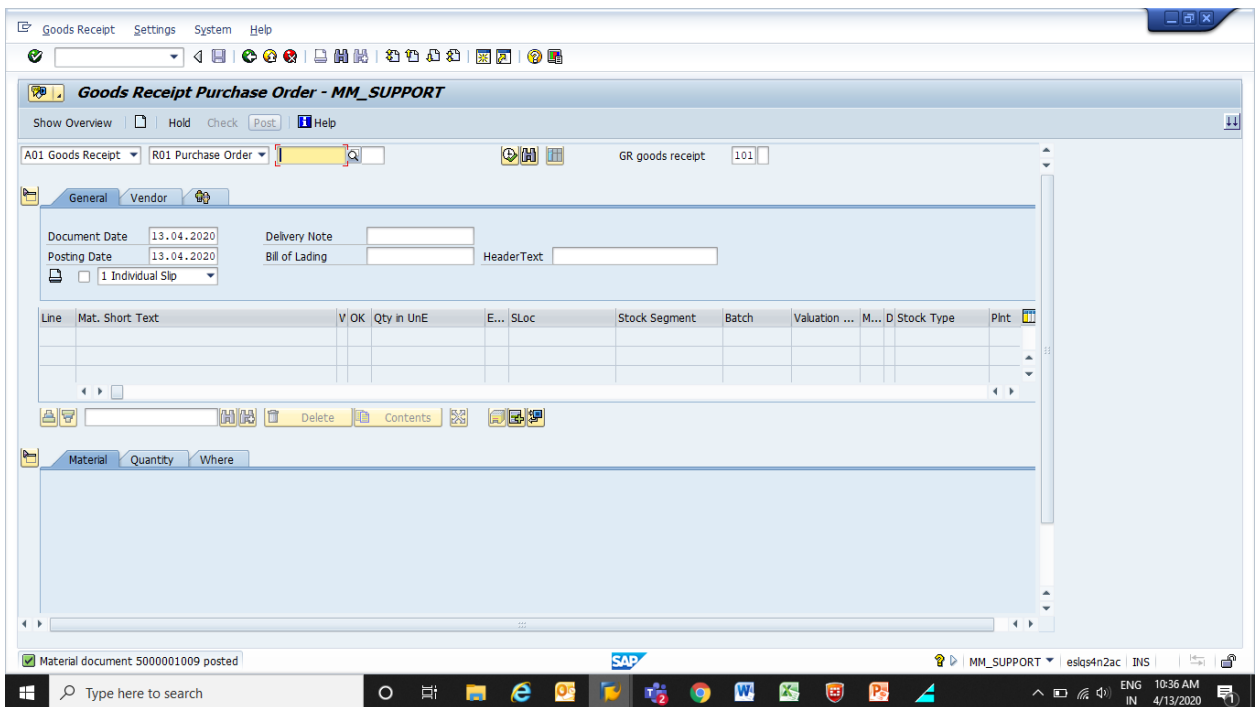
Step 9



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

<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

