User manual
Import Procurement of Consumable.

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pwc

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Scenario

1 Import Procuremernt of Consumable.

Types of Import 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 Requistion Creation

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition
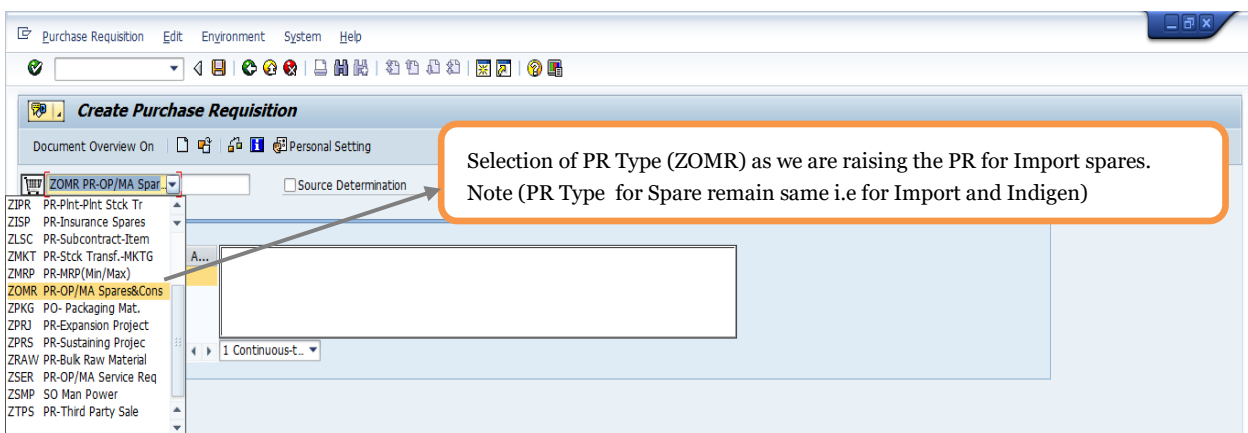
b) Menu Path and Transaction code

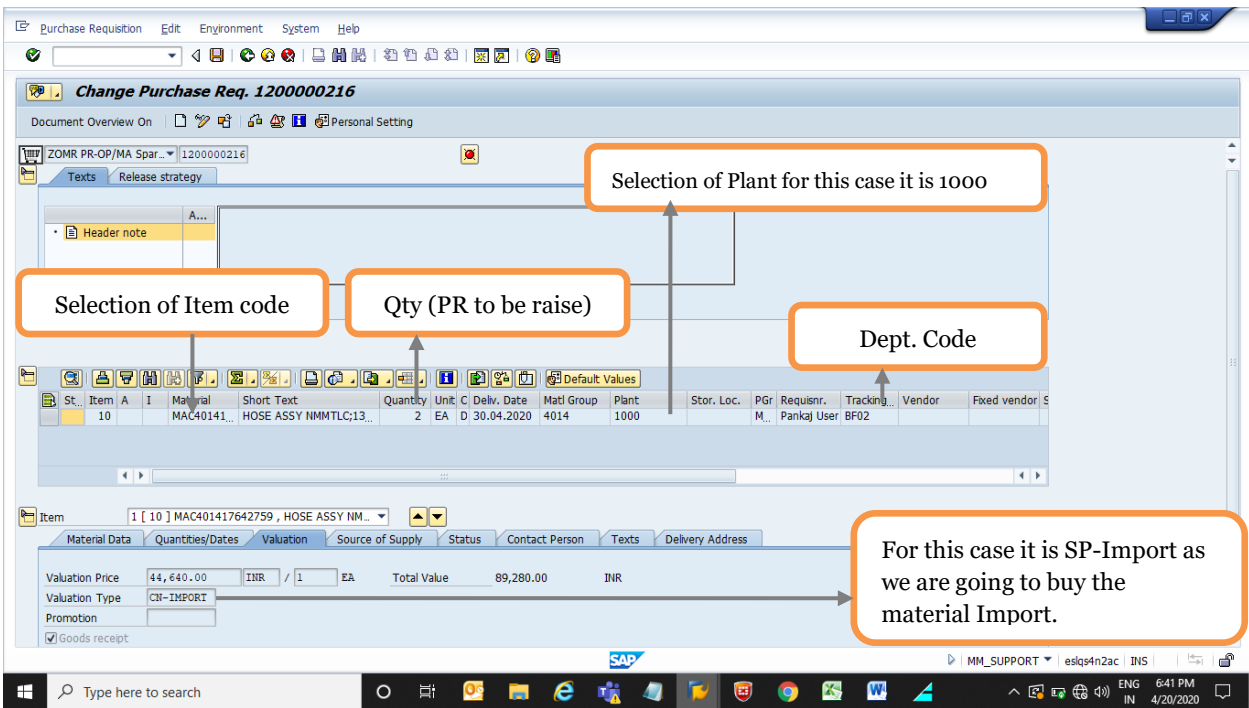| SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

Department's user

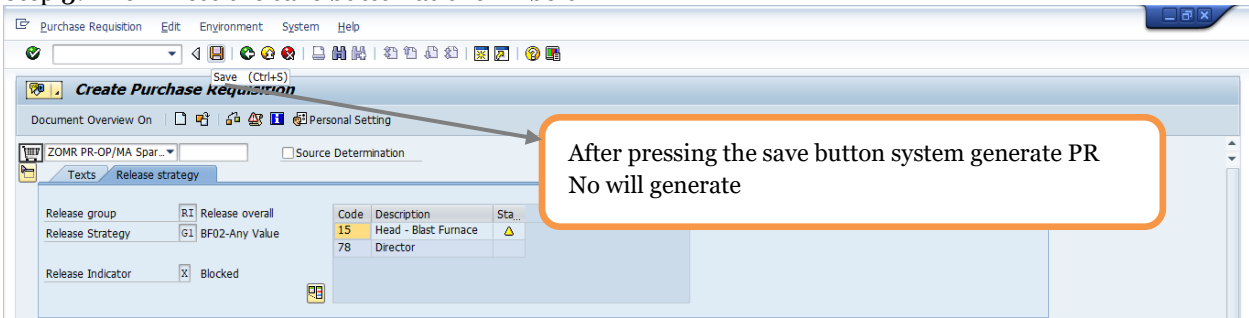d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZOMR

Step 2:

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

Clicking the Release PR Will release (Final screen shot shown below)

Save
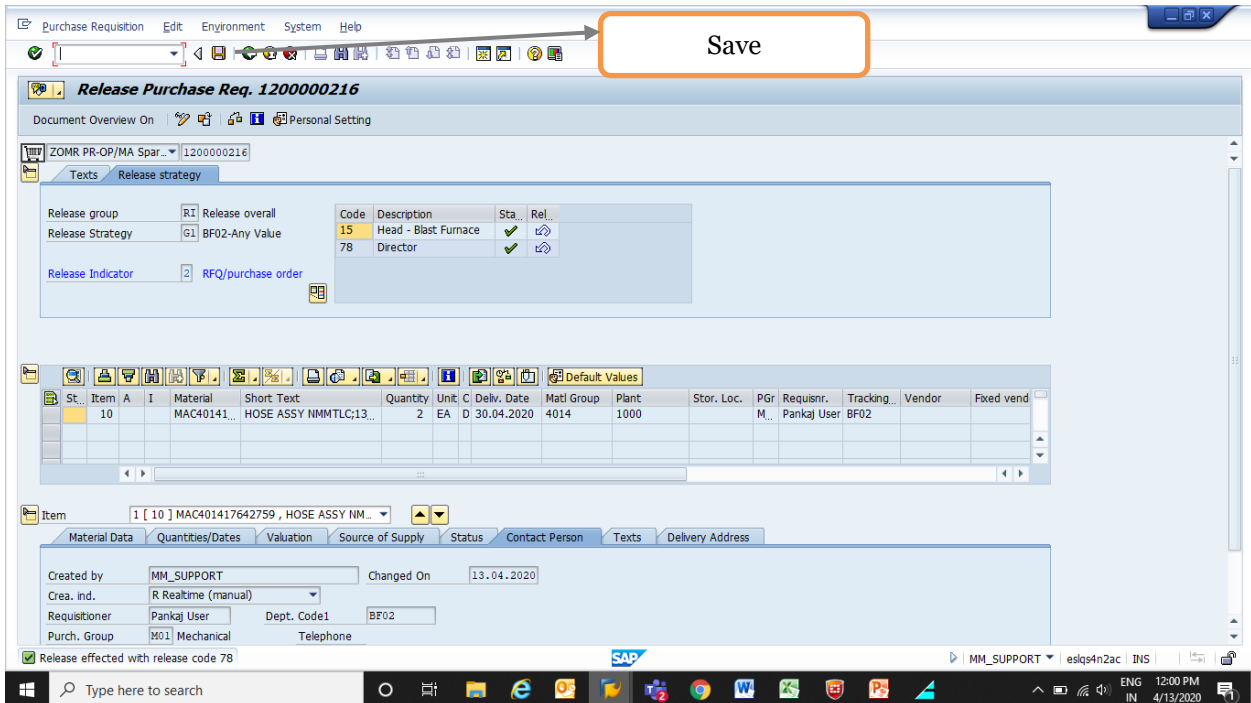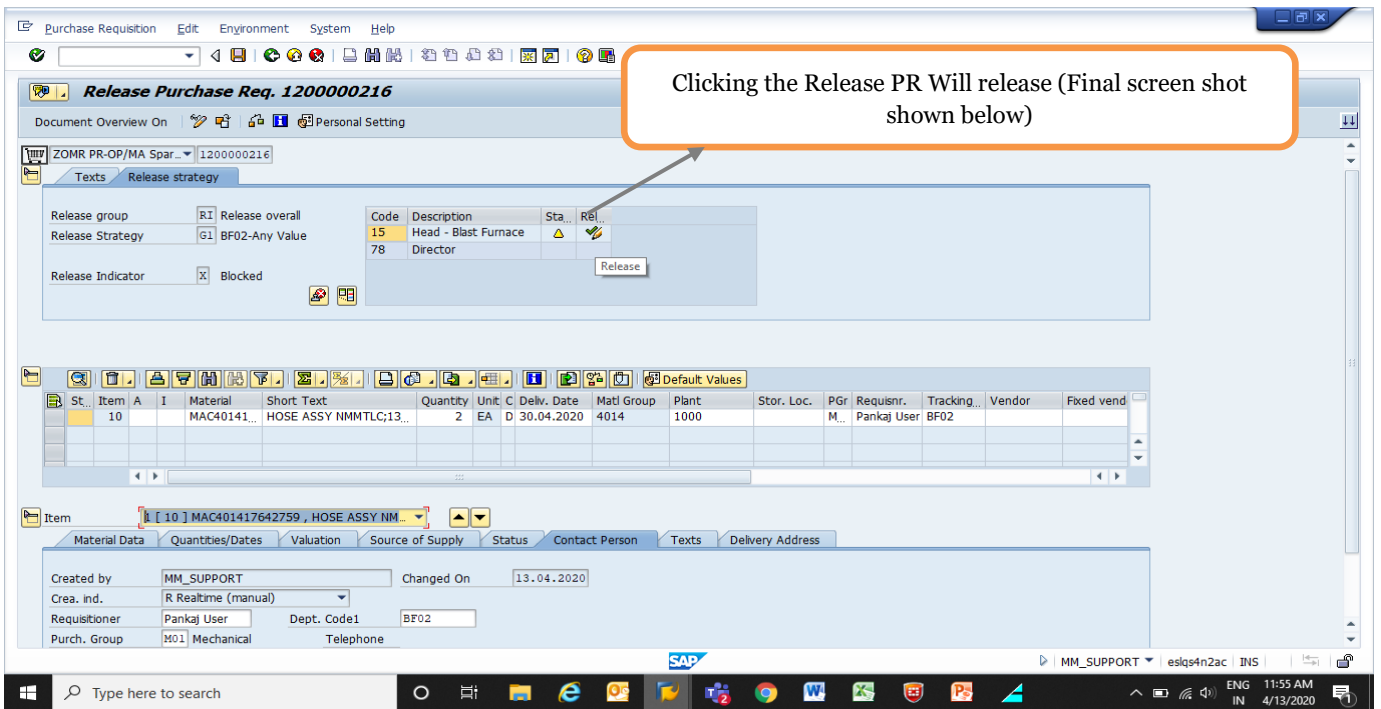
1.3   NFA Creation

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. Fill the ESL data on Header Level of order i.e. Information of Container

i. Maintain the tax rate on Invoice tab item level for Import it should be V0.

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

k. Save the P.O

Step (a)   Step (b)   Step (d)

PO-Imp.Prod.Consum. 4800000022 Created by MM_SUPPORT

Step (e)   Step (c)

Step (f)

PO-Imp.Prod.Consum. 4800000022 Created by MM_SUPPORT

Incoterms Version
Incoterms   CIF
Incoterms Location 1   Any China Sea Port
Incoterms Location 2

Step (g)

NFA No.

Step (h)

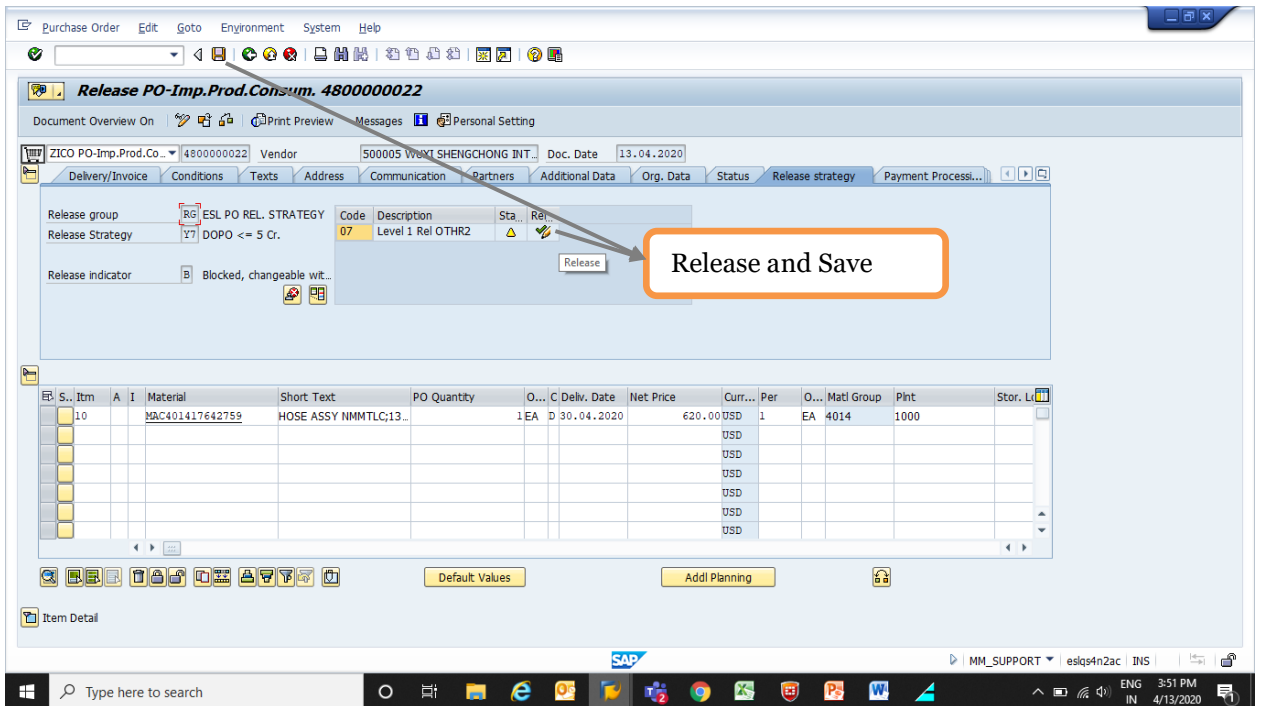Step (i)

Step (j)

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

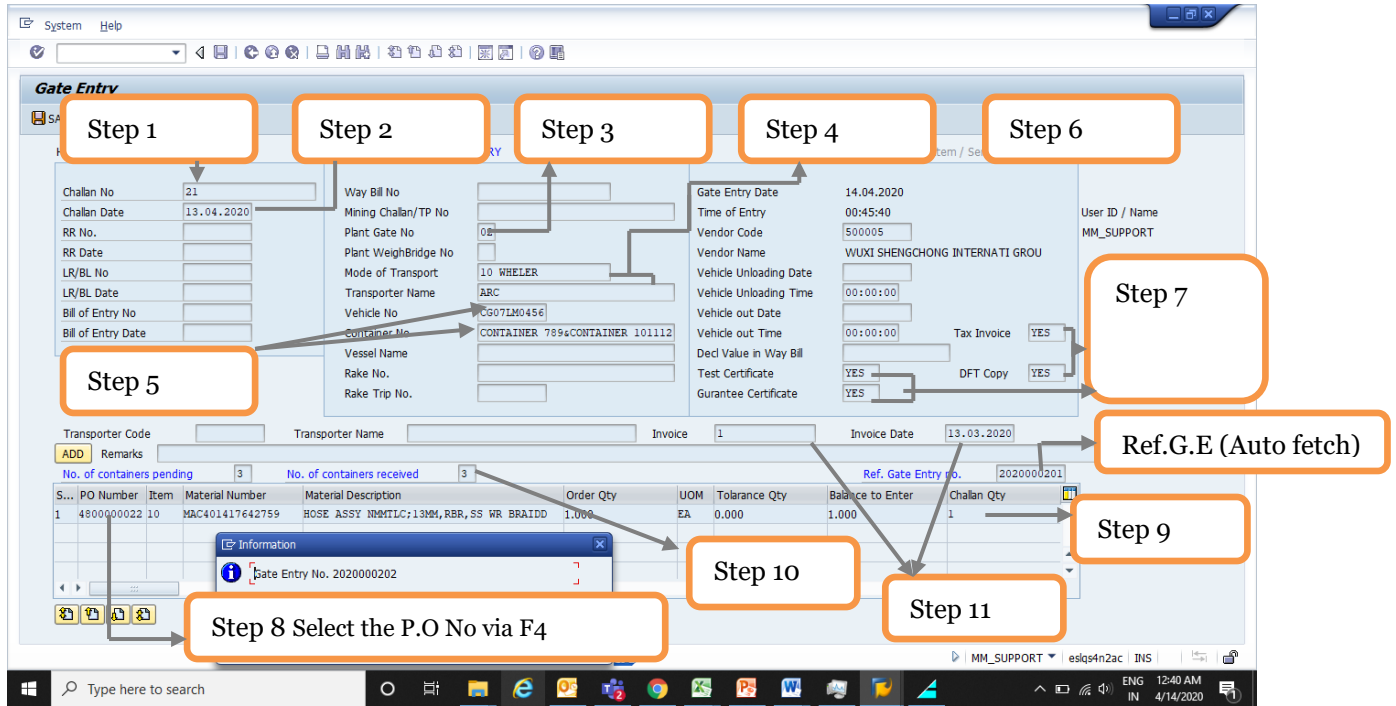| SAP R/3 menu	N/A
Transaction Code	ZM023

k) Responsibility

Security

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. as well as Container Number IF any (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.
10. Enter the no of container received at Gate (By Checking the No.of container Physically loaded at vehicle)
11. Enter the Invoice No and date
12. Click save. (G.E No generated)
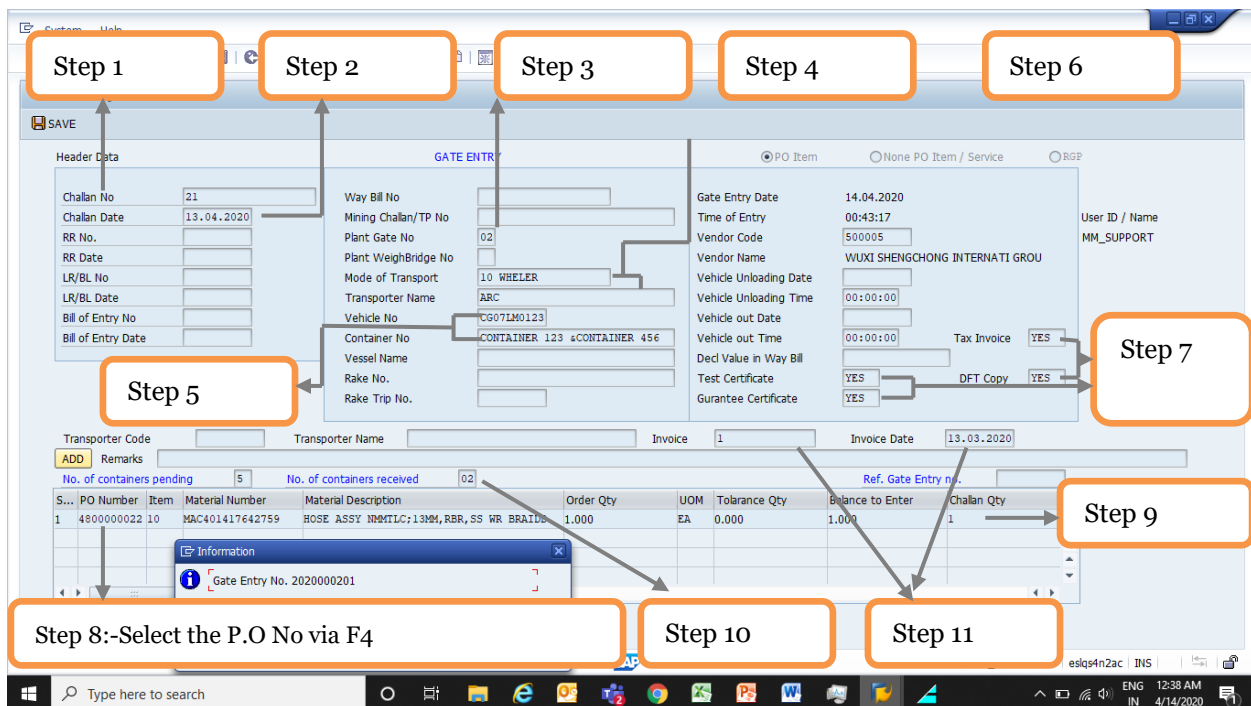
Suppose against the same Invoice No, another 03 container are received (It is possible because in bigger consignment the Invoice no as well as Invoice qty. remain same but no of container desire is more than one for shipment of material). Entry of material is possible because no of container is pending i.e. 03 Nos.


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

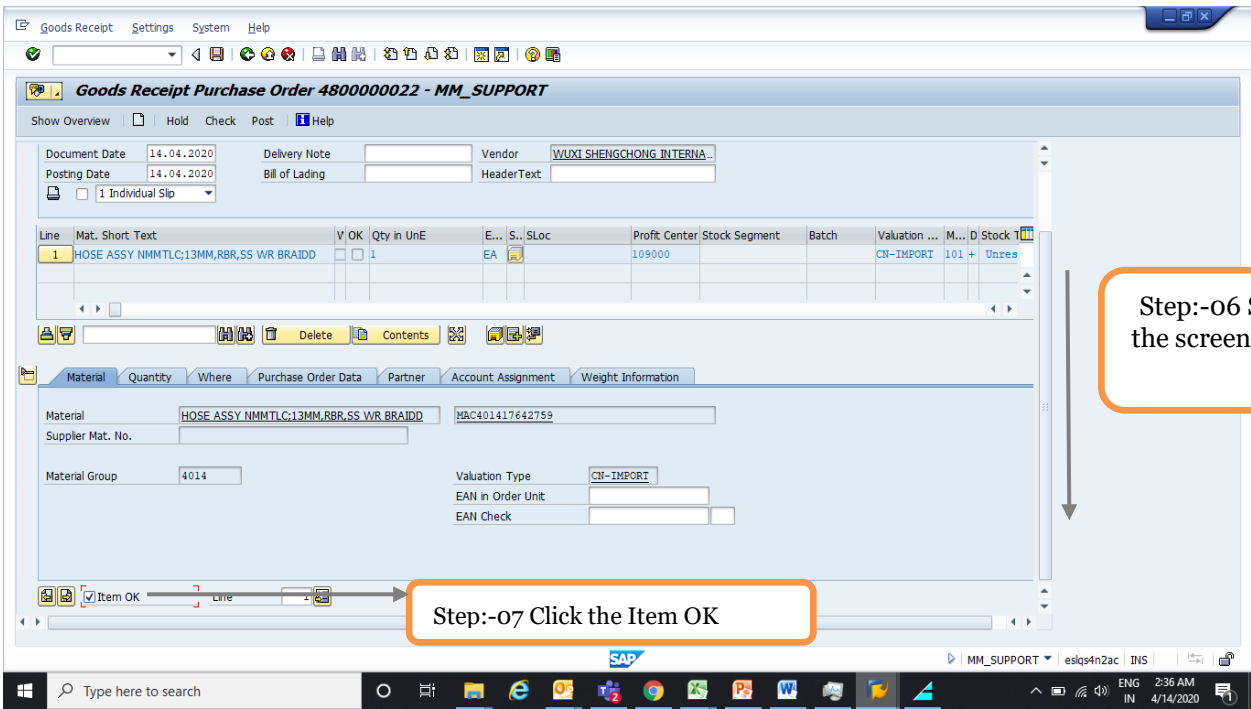C) Responsibility
   Store

d) Screen capture/ Process
   1.Step 1 ---Select Good Receipt from Option
   2.Step 2 ---Select Purchase Order from Option
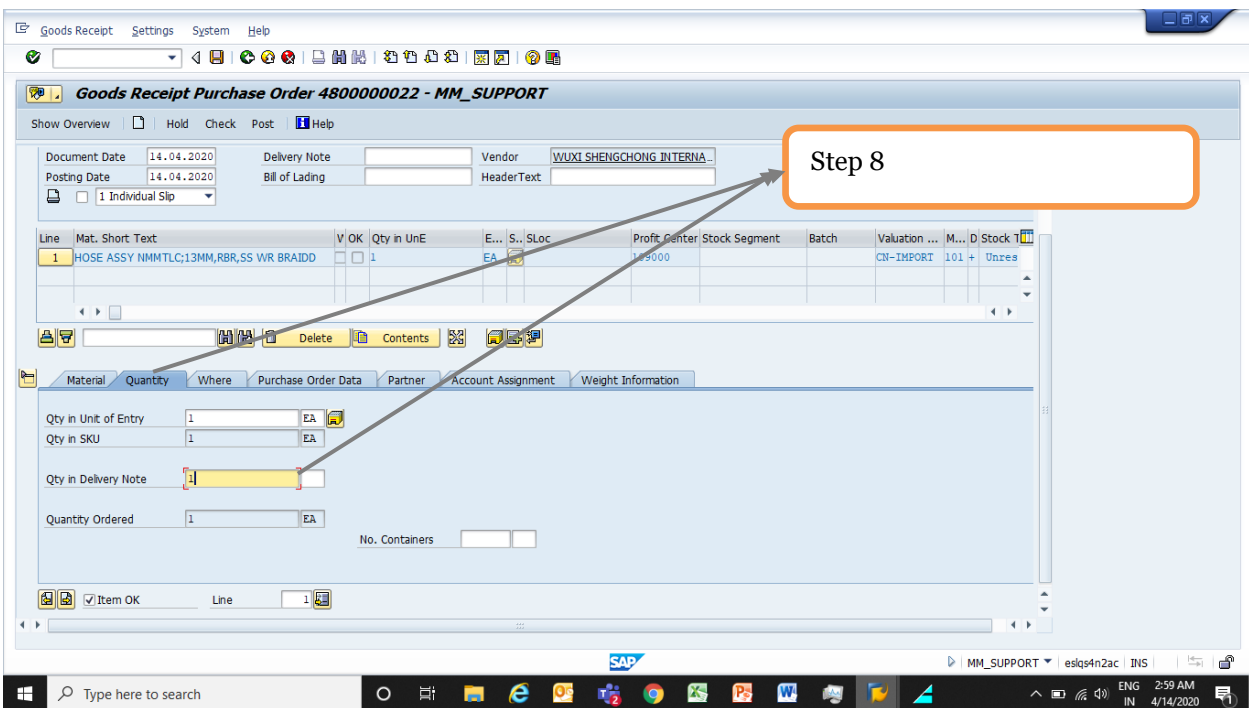   3.Step 3 ----Give P.O No and Item No.
   4.Movement type:-101
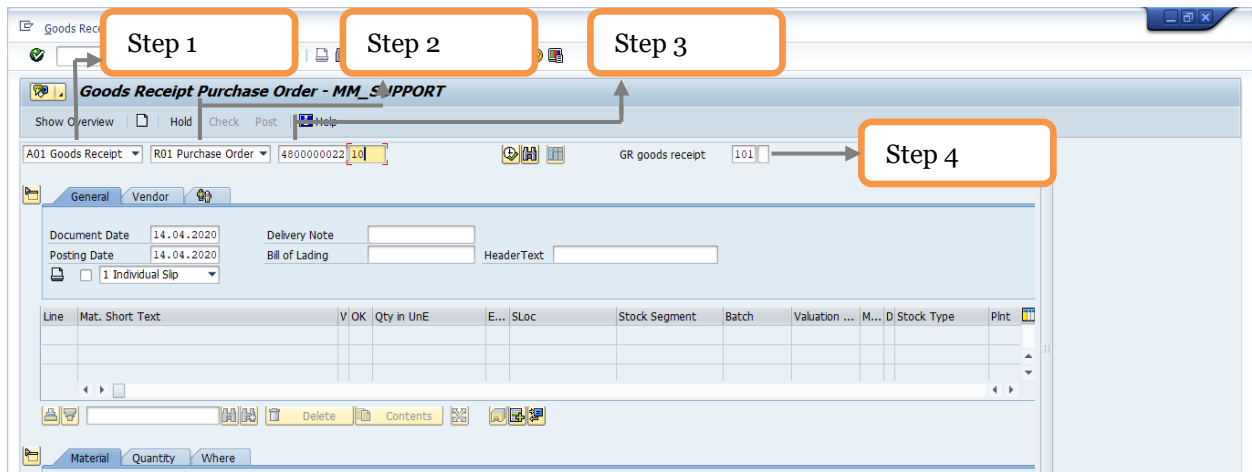
5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)
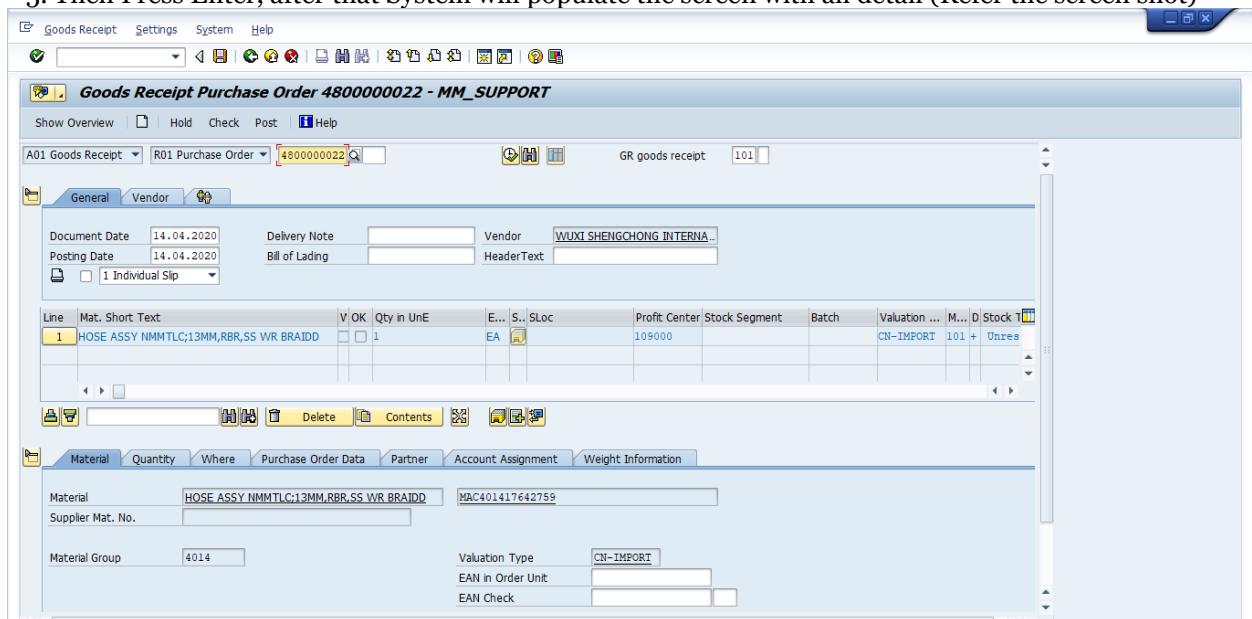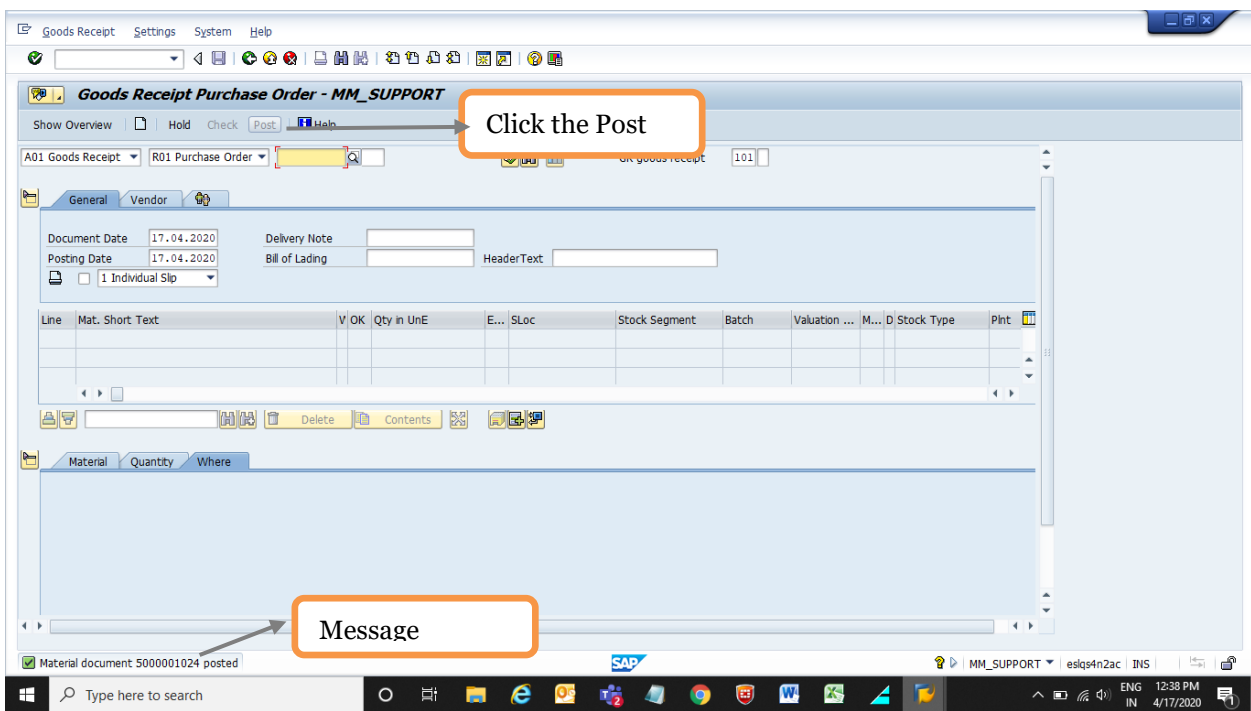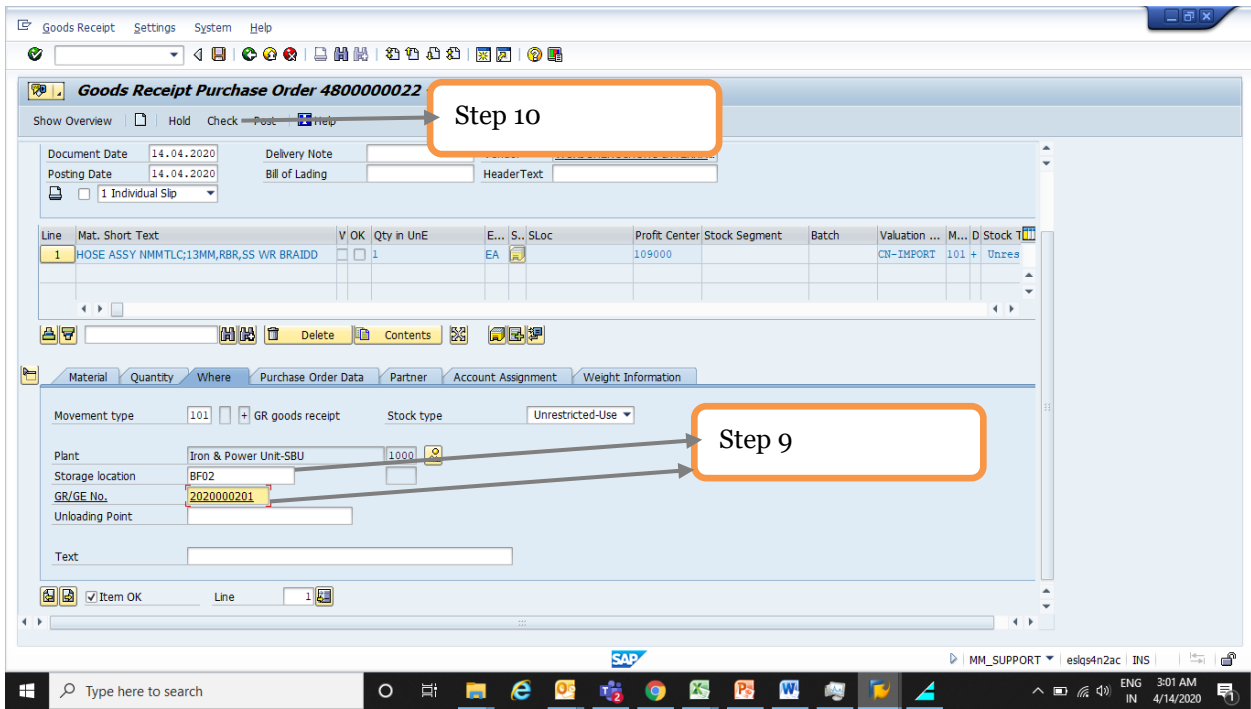

6. Scroll the screen down
7. Click the Item OK

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 Storage location and GE No.
10. Click check Box (Message will pop i.e Document is OK)

Step 10

Step 9

Click the Post

Message

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

Step 2

Step 1:-Enter the Material code an Plant