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# *User manual*

## Import Procurement of Consumable.

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## Scenario

### 1 Import Procurement 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 Requisition Creation

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

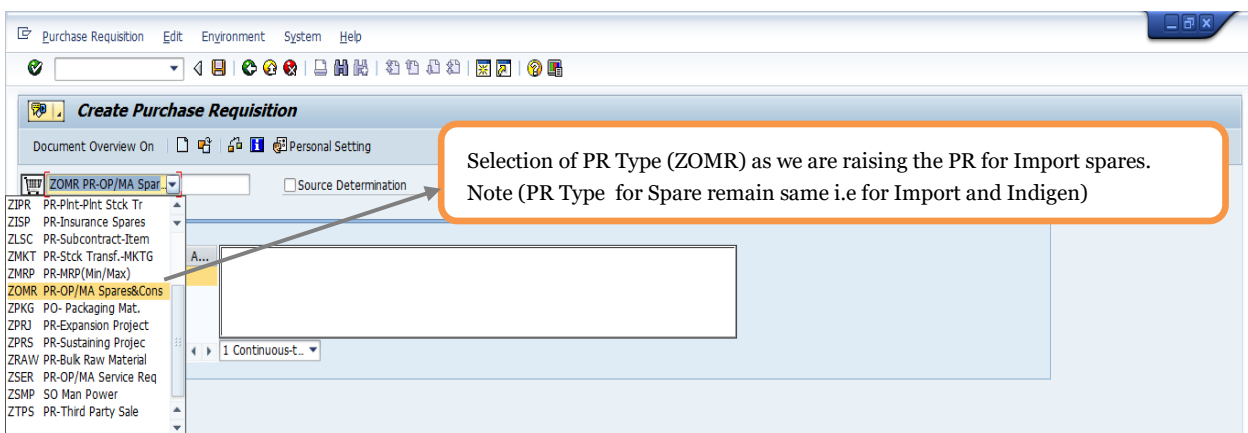
<b>SAP R/3 menu</b>	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
<b>Transaction Code</b>	ME51N

c) Responsibility

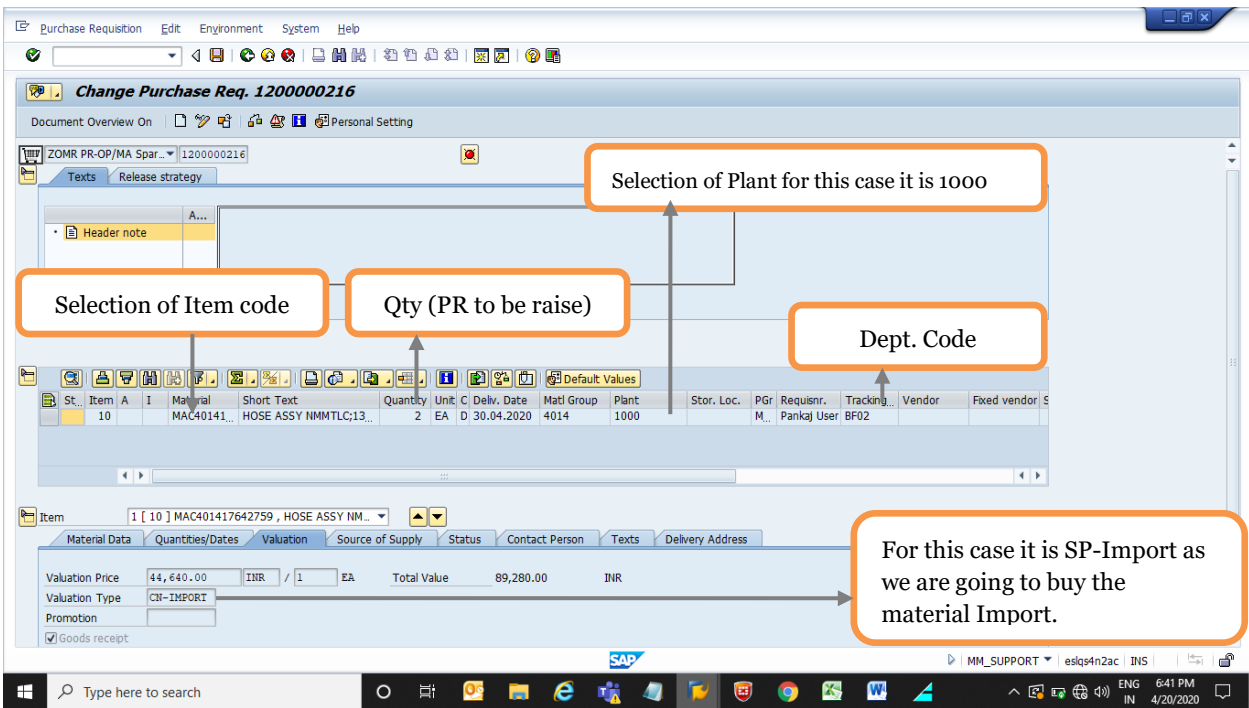
Department's user

d) Screen Capture/ Process Steps

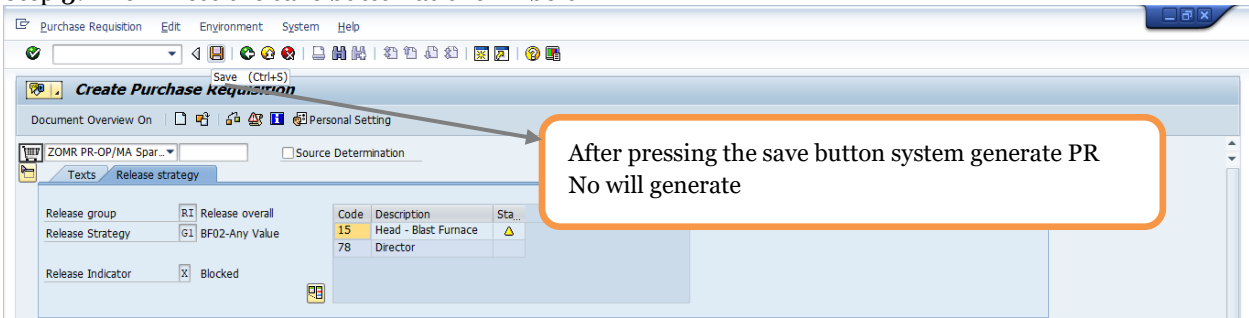
Step 1: Create PR with doc Type ZOMR



Step 2:



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

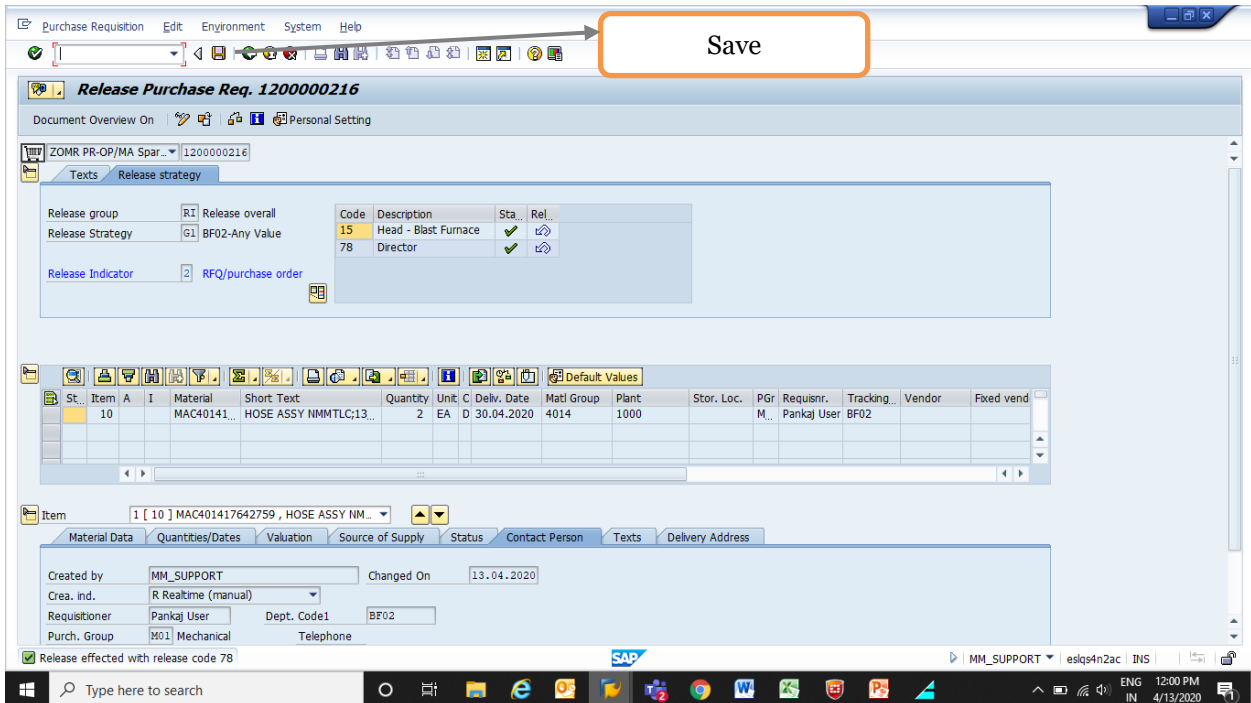
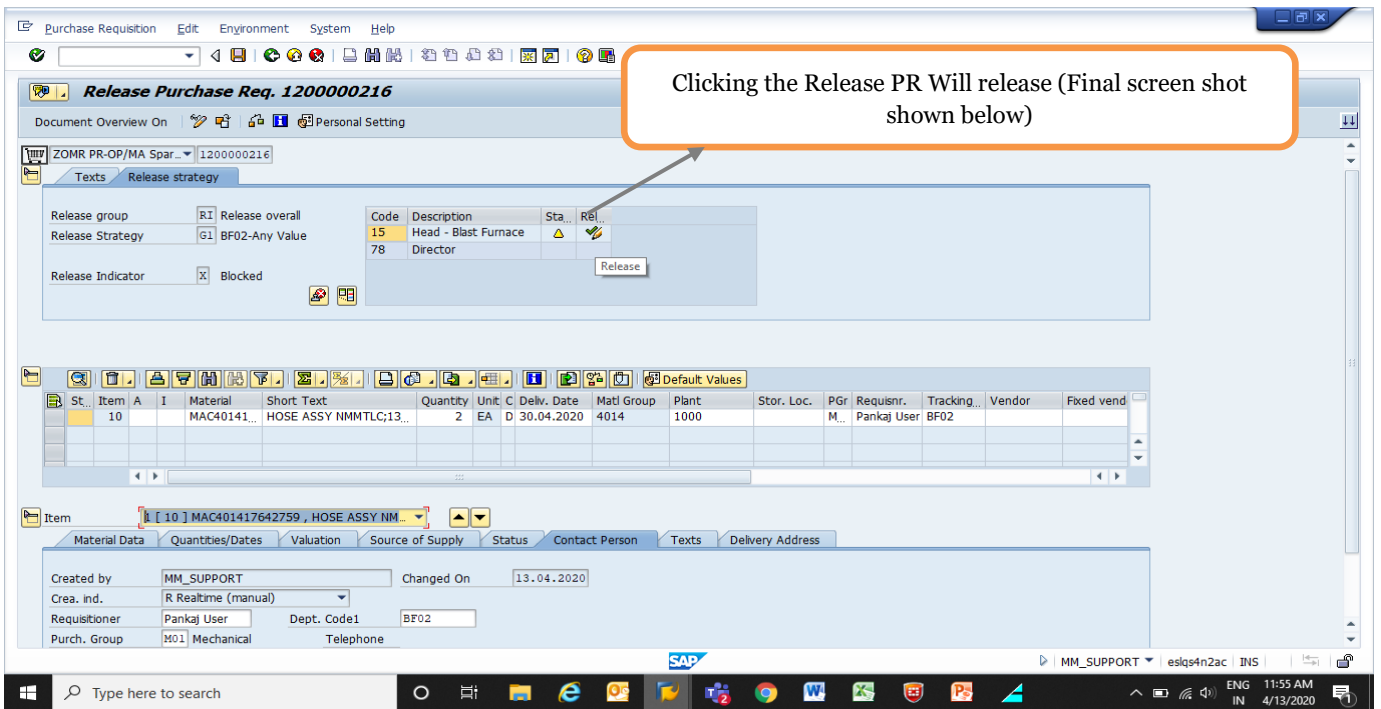
a) Definition and Prerequisites  
PR will be released as per DOA

b) Menu Path and Transaction code

<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



## 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. 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 Vo.
- 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

This screenshot shows the SAP PO-Import document interface. The document title is "PO-Import.Consum. 480000022 Created by MM\_SUPPORT". The vendor is "500005 WUXI SHENGCHONG INT.". The document date is "13.04.2020". The purchase order number is "480000022". The purchase organization is "1000" and the company code is "1000". The item is "1 [ 10 ] MAC401417642759 , HOSE ASSY NM...". The requisitioner is "Pankaj User". The document is in the "Delivery/Invoice" view. The "Incoterms" tab is selected, showing "Incoterms Version" as "CIF" and "Incoterms Location 1" as "Any China Sea Port". The "NFA No." field is empty. The "Step (a)" through "Step (e)" labels are placed over the document details and item data.

This screenshot shows the SAP PO-Import document interface, similar to the previous one. The document title is "PO-Import.Consum. 480000022 Created by MM\_SUPPORT". The vendor is "500005 WUXI SHENGCHONG INT.". The document date is "13.04.2020". The purchase order number is "480000022". The purchase organization is "1000" and the company code is "1000". The item is "1 [ 10 ] MAC401417642759 , HOSE ASSY NM...". The requisitioner is "Pankaj User". The document is in the "Delivery/Invoice" view. The "Incoterms" tab is selected, showing "Incoterms Version" as "CIF" and "Incoterms Location 1" as "Any China Sea Port". The "NFA No." field is empty. The "Step (f)" label is placed over the "Incoterms" tab, and the "Step (g)" label is placed over the "NFA No." field.



**PO-Import Production Confirmation: 480000022**  
Created by MM\_SUPPORT

Document Overview On | Print Preview | Messages | Personal Setting

ZICO PO-Import.Co... 480000022 Vendor: 500005 WUXI SHENGCHONG INT... Doc. Date: 13.04.2020

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Payment Processing | Incoterms | ESL data

Arrival via containers:  Y  
Number of Containers: 5

Vessel Name: [ ]  
Bill of Lading: [ ]  
BOL Date: [ ]

GRN Indicator:   
Transportation mode:   
Transporter:

S. Itm	A	Reqmnt Segment	Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...	T...	Purchase ...	Req...	Outline ag...	Con...	RFQ	Item	Purchasing...
10		BF02		Pankaj User		5300000...				120000216	10					

Item: 1 [ 10 ] MAC401417642759, HOSE ASSY NM...

Delivery | Invoice | Conditions | India | Texts | Delivery Address | Confirmations | Condition Control | Retail | Incoterms | ESL data

Inv. Receipt:   
Final Invoice:   
GR-Bsd IV:   
DP Category: [ ]

Tax Code: V01

**Step (h)** points to the 'ESL data' tab.  
**Step (i)** points to the 'Tax Code' field.

**Release PO-Import Production Confirmation: 480000022**

Document Overview On | Print Preview | Messages | Personal Setting

ZICO PO-Import.Co... 480000022 Vendor: 500005 WUXI SHENGCHONG INT... Doc. Date: 13.04.2020

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. L...
10			MAC401417642759	HOSE ASSY NMMTLC;13...		1 EA	D 30.04.2020	620.00 USD	USD	1	EA	4014	1000	

Item: 1 [ 10 ] MAC401417642759, HOSE ASSY NM...

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Texts | Delivery Address | Confirmations | Condition Co...

Quantity: 1 EA Net: 620.00 USD

Condition Record | Analysis | Update

I... Cn Ty	Name	Amount	Crry	per	U...	Condition Value	Curr.	Status	Num...	ATO/MTS Component	OUn	CCon...	Un	Condition V...
	FBXX	620.00	USD		1 EA	620.00	USD		1		EA		1 EA	
	Gross Price	620.00	USD		1 EA	620.00	USD		1		EA		1 EA	
	Discounted Value	620.00	USD		1 EA	620.00	USD		1		EA		1 EA	
	Cost	620.00	USD		1 EA	620.00	USD		1		EA		1 EA	
	Cost + Ocean/Air Fre	620.00	USD		1 EA	620.00	USD		1		EA		1 EA	
	25VP LP-SurveyorChrgs%-IM		USD				USD		0				0	

**Step (j)** points to the 'Update' button.

## 1.5 Purchase Order Release

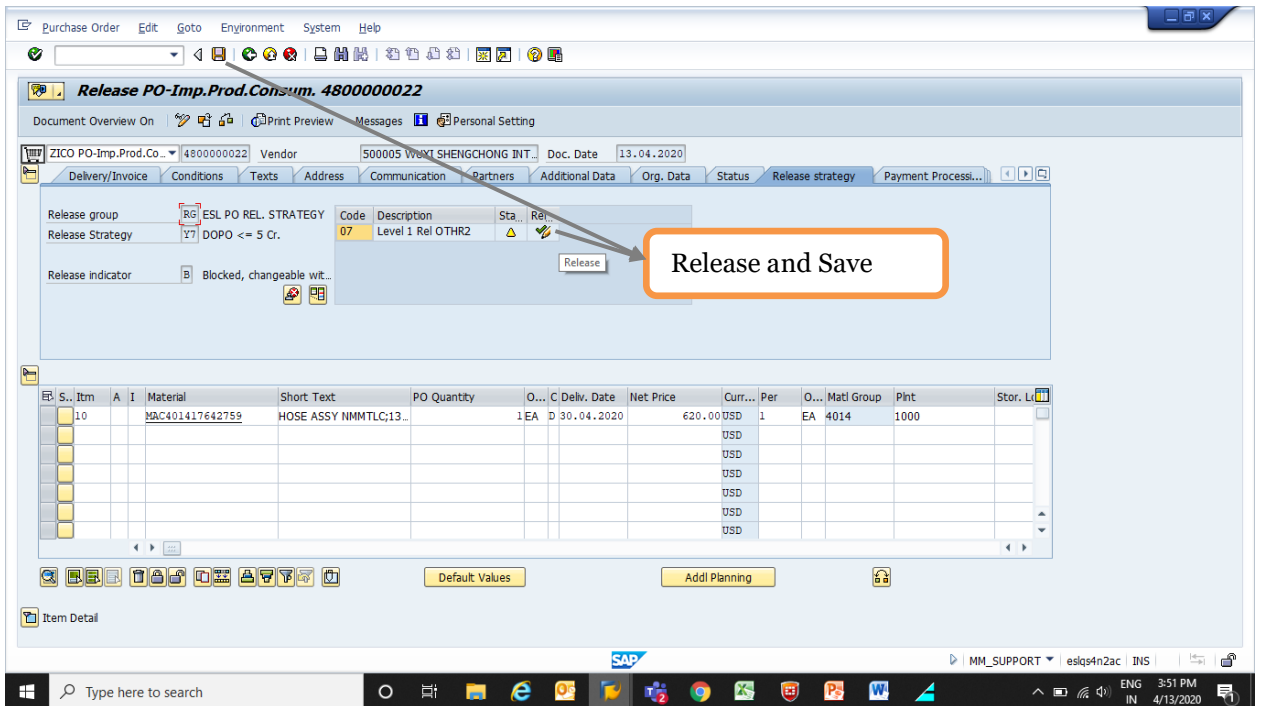
e) **Definition and Prerequisites**  
Once the P.O made now it should be getting release.

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**



## 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

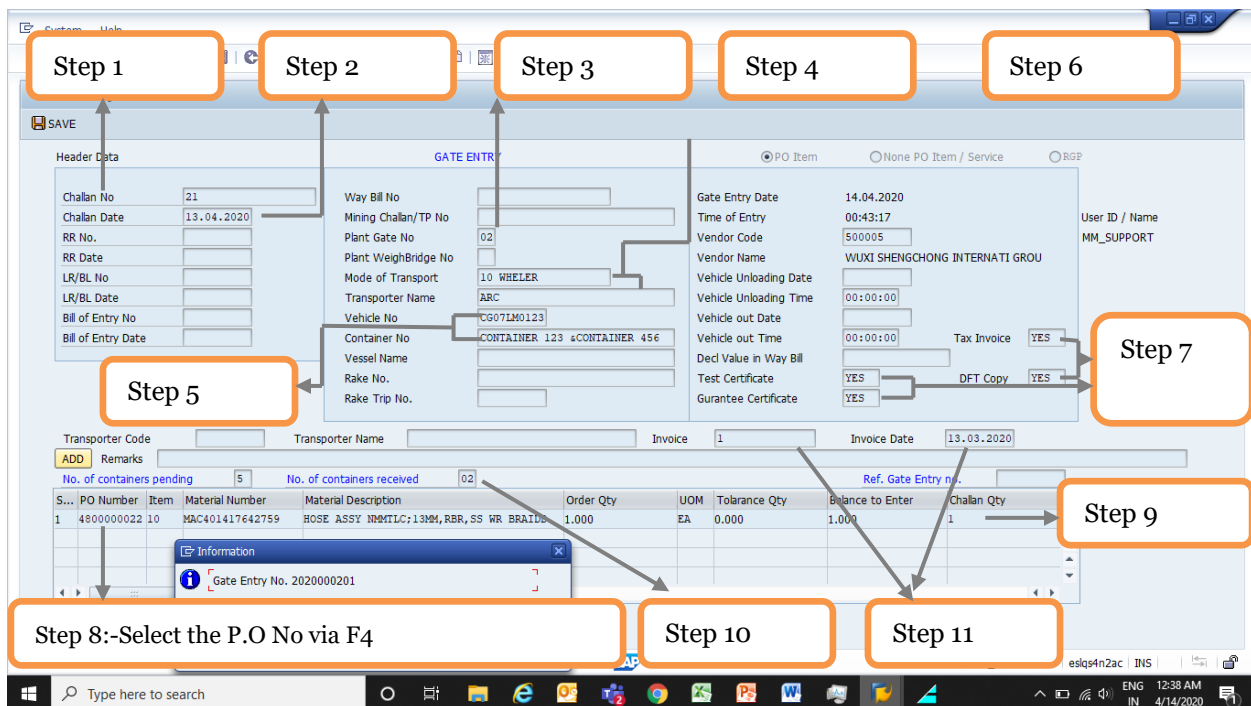
### j) Menu Path and Transaction code

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

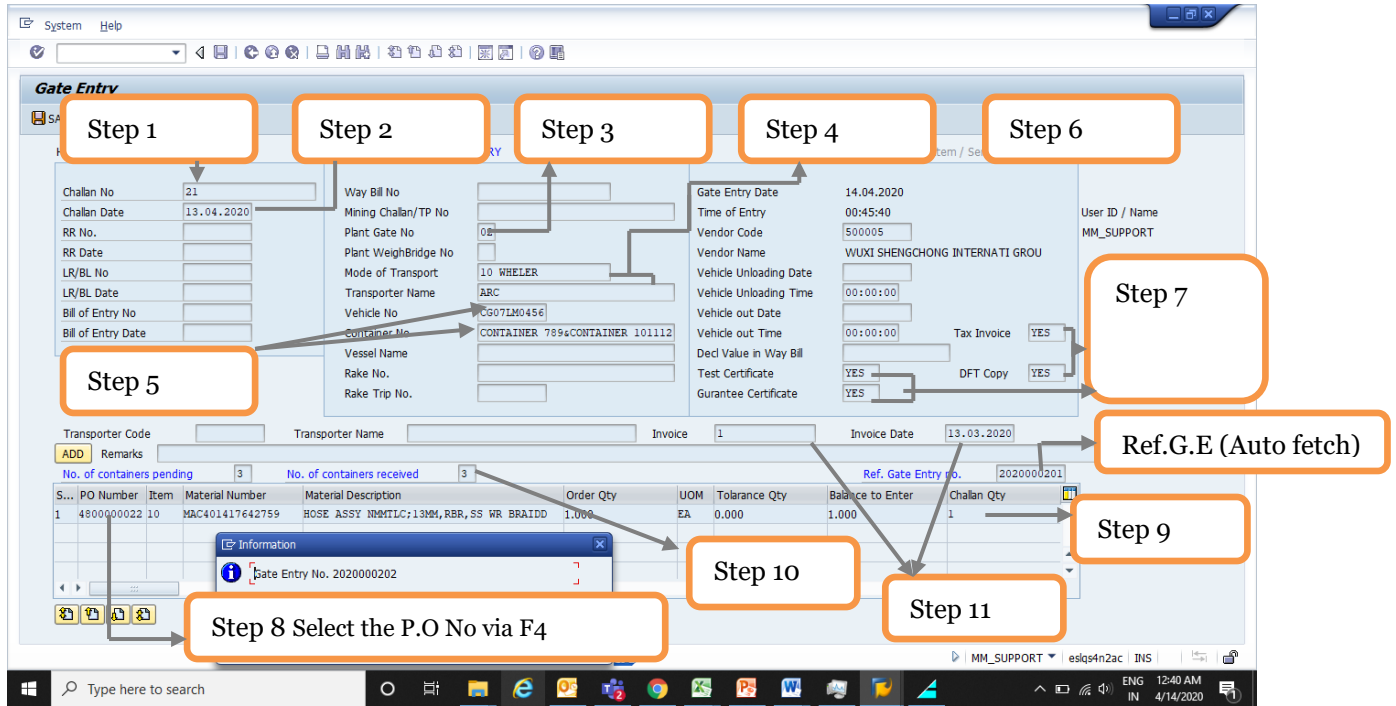
### k) Responsibility Security

### 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. 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 O3 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. O3 Nos.



## 1.7 Goods Receipt

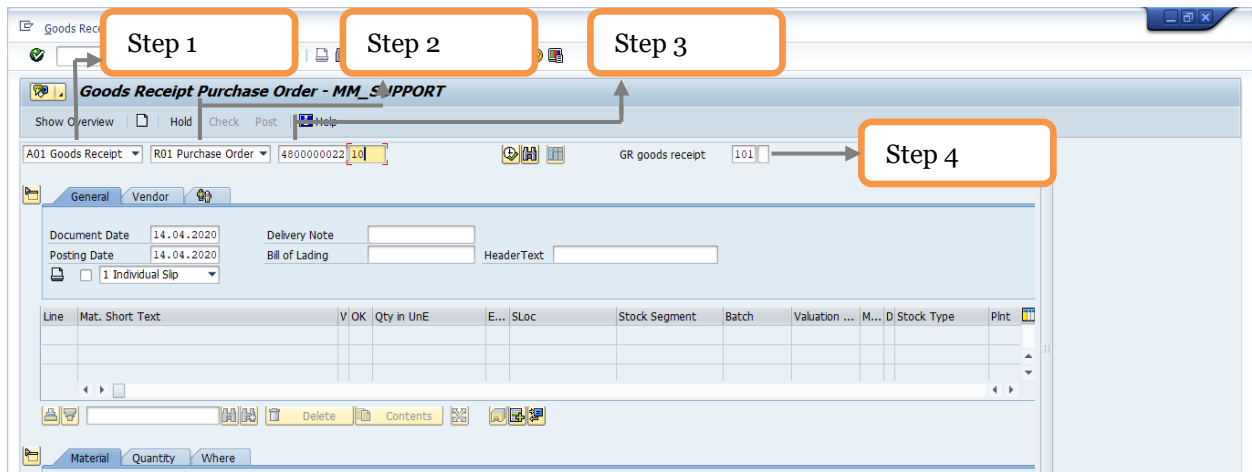
- a) Definition and Prerequisites  
After G.E Material received at store
- b) Menu Path and Transaction code

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

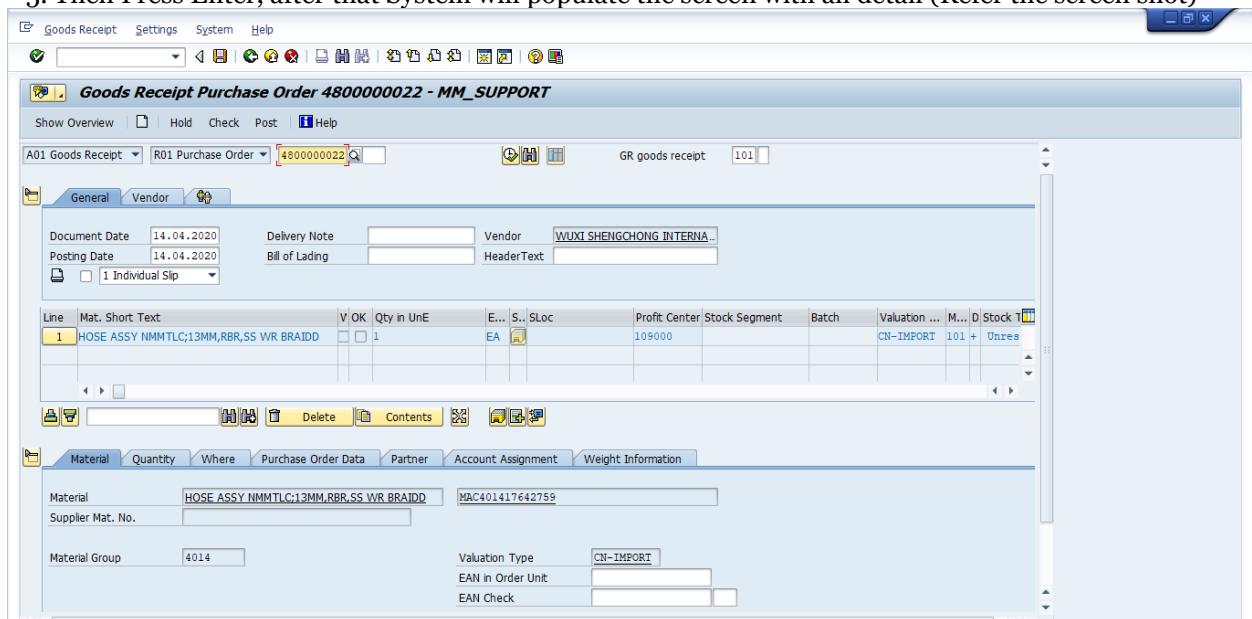
C) Responsibility Store

d) Screen capture/ Process

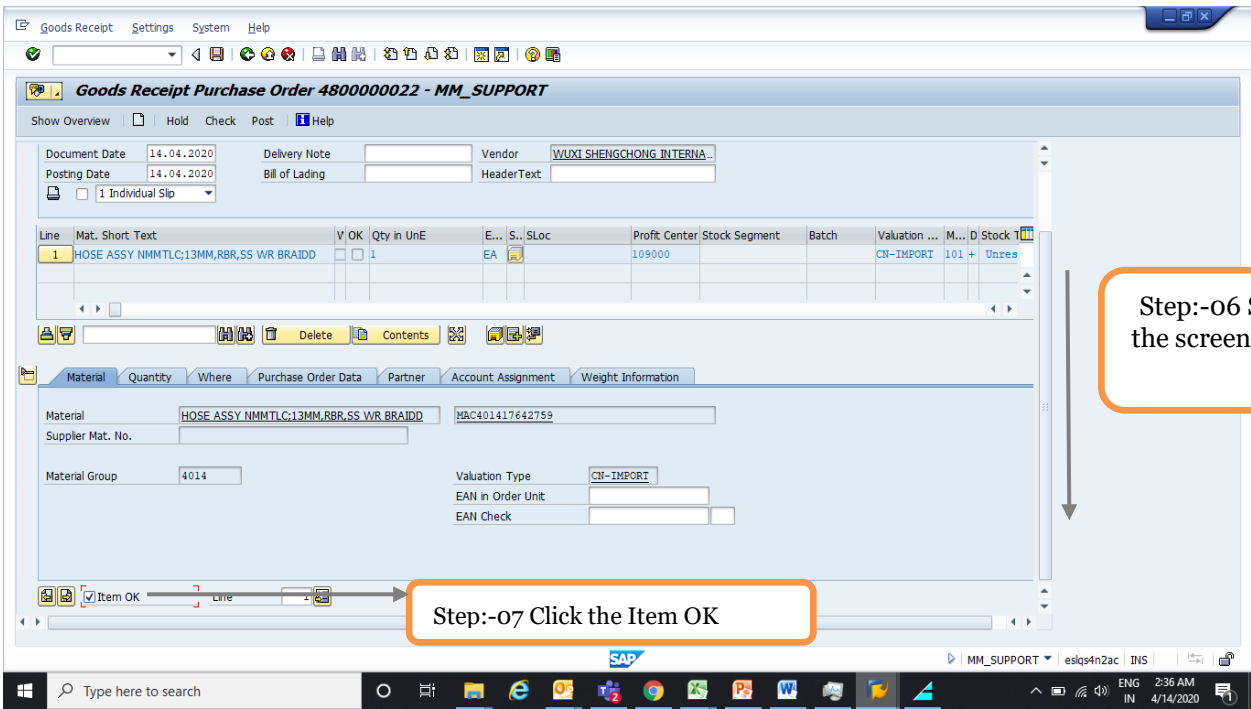
1. Step 1 ---Select Good Receipt from Option
2. Step 2 ---Select Purchase Order from Option
3. Step 3 ----Give P.O No and Item No.
4. Movement type:-101



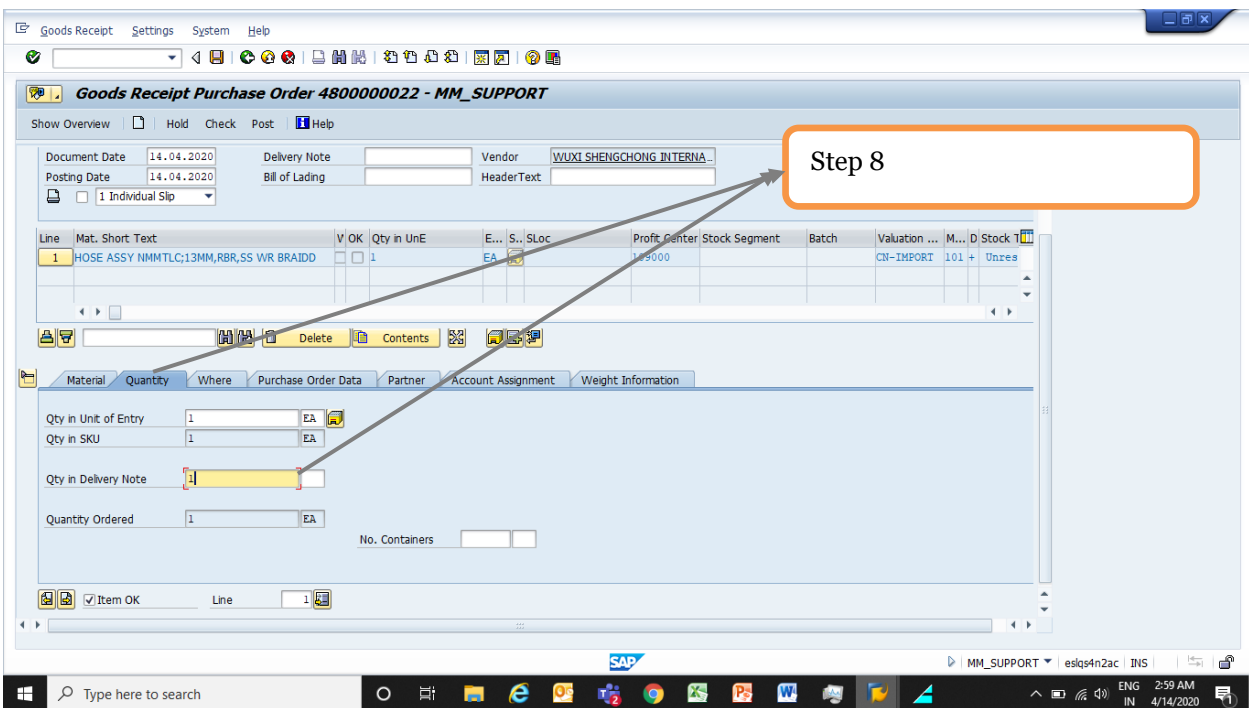
5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)



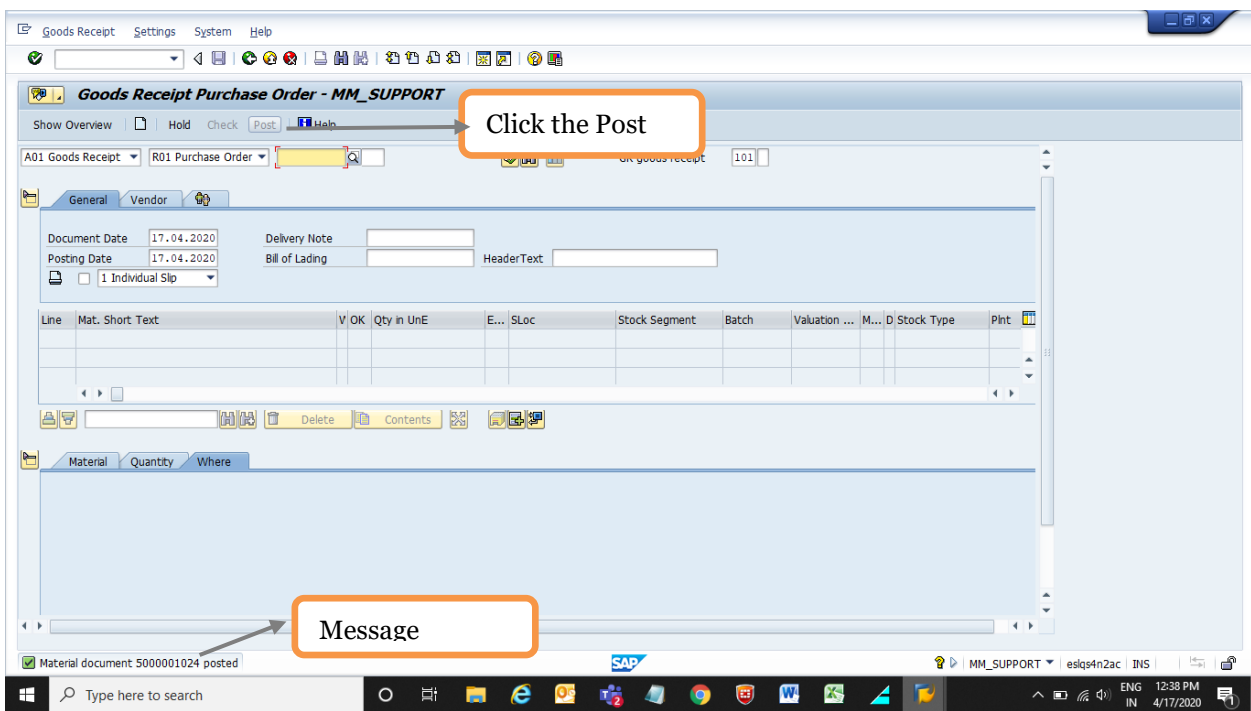
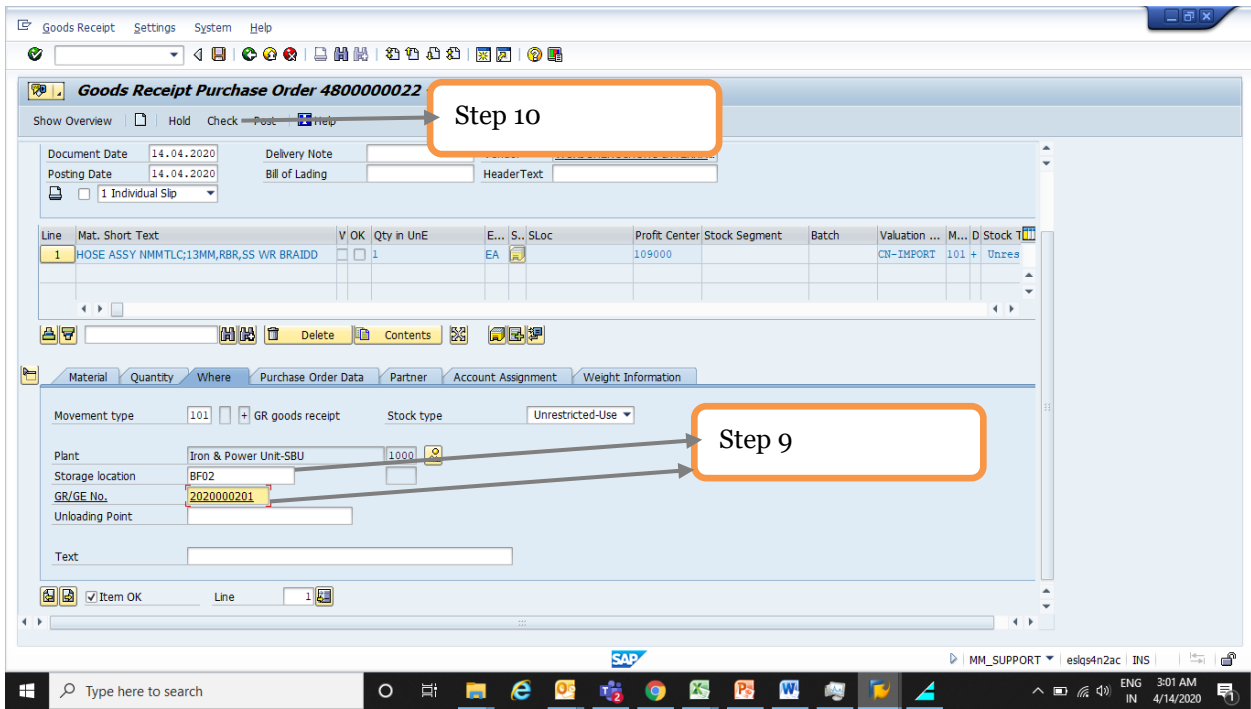
6. Scroll the screen down
7. Click the Item OK



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



## 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

The screenshot shows the SAP Stock Overview: Plant/Storage Location/Batch screen. Two orange callout boxes with arrows point to specific fields:

- Step 1:-Enter the Material code an Plant** points to the Material field containing 'MAC401417642759'.
- Step 2** points to the Plant field containing '1000'.

Other visible fields include Storage Location and Batch. Below these are sections for Database Selections, Stock Type Selection, List Display, and Selection of Display Levels.

The screenshot shows the SAP Stock Overview: Basic List screen. The Material field is highlighted with 'MAC401417642759'. Below the selection fields is a table showing the stock overview for various storage locations.

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation	On-Order Stock	Consgt ...
Full	2,000					
1000 Electrosteel Steels Ltd.	2,000					
1000 Iron & Power Unit-SBU	2,000					
BF02 BF STORE -2	2,000					
CN-IMPORT	1,000					
CN-INDIGEN	1,000					