Project "Smart" ESL – Electro Steels Limited

User manual Import Procurement of Services.

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16/04/2020



Sensitivity: Confidential (C2)





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d) Screen capture/ Process



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Scenario

1 Import Procurement of Services.

Types of Import procurement of services

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 Requisiion 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 ZSER





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Step 3:- Enter the price and Cost centre





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Step 4: Then click the check button

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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 Step1:- Click the Release and then save

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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. Check the service based invoice box and tax code:-Vo
- g. Put the NFA No .:- (refer Screen Shot)
- h. Save the P.O





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1.5 Purchase Order Release

- a) Definition and Prerequisites Once the P.O made now it should be getting release.
- b) Menu Path and Transaction code

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

c) Responsibility

Purchase department





d) Screen capture/ Process

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1.6 Service Entry Sheet

a) Definition and Prerequisites

After service get availed from contractor, service entry sheet to be prepare

b) Menu Path and Transaction code

SAP R/3 menu	Logistics \rightarrow Materials Management \rightarrow Purchasing \rightarrow Purchase Order \rightarrow Follow-On Functions \rightarrow Service Entry Sheet \rightarrow Maintain
Transaction Code	ML81N

c) Responsibility User dept.

User dept.

d) Screen capture/ Process

- 1. Click on Other Purchase order
- 2. Create service entry sheet
- 3. Enter the service text (free text field) Press enter.
- 4. Click the service selection tab
- 5. Save

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1.7 Release of service entry sheet

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

SAP R/3 menu	SAP Menu \rightarrow Logistics \rightarrow Materials Management \rightarrow Purchasing \rightarrow Purchase Order \rightarrow Follow- On Functions \rightarrow Service Entry Sheet \rightarrow Maintain
Transaction	ML81N





C) Responsibility User (As per DOA)

d) Screen capture/ Process

1.Step 1 ---Click the release icon (as shown in the picture) 2.Step 2 ---Save

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