
User manual

Import Procurement of Services.

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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 Requisition Creation

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

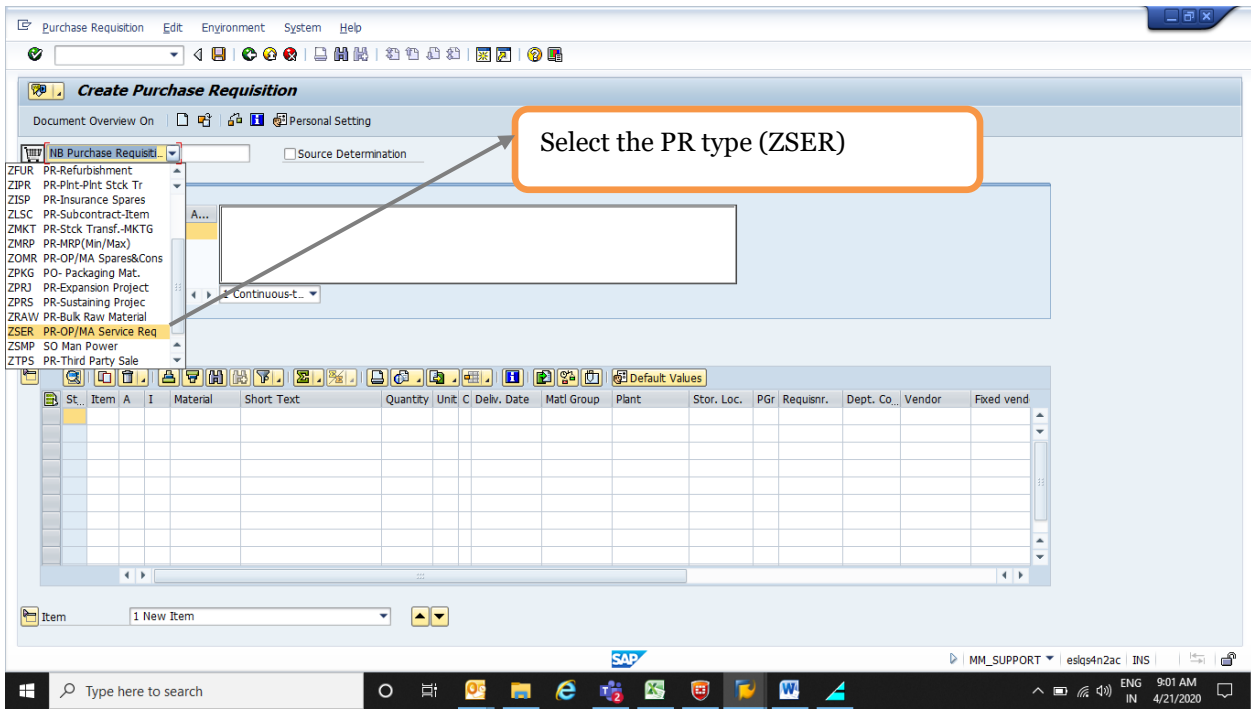
SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

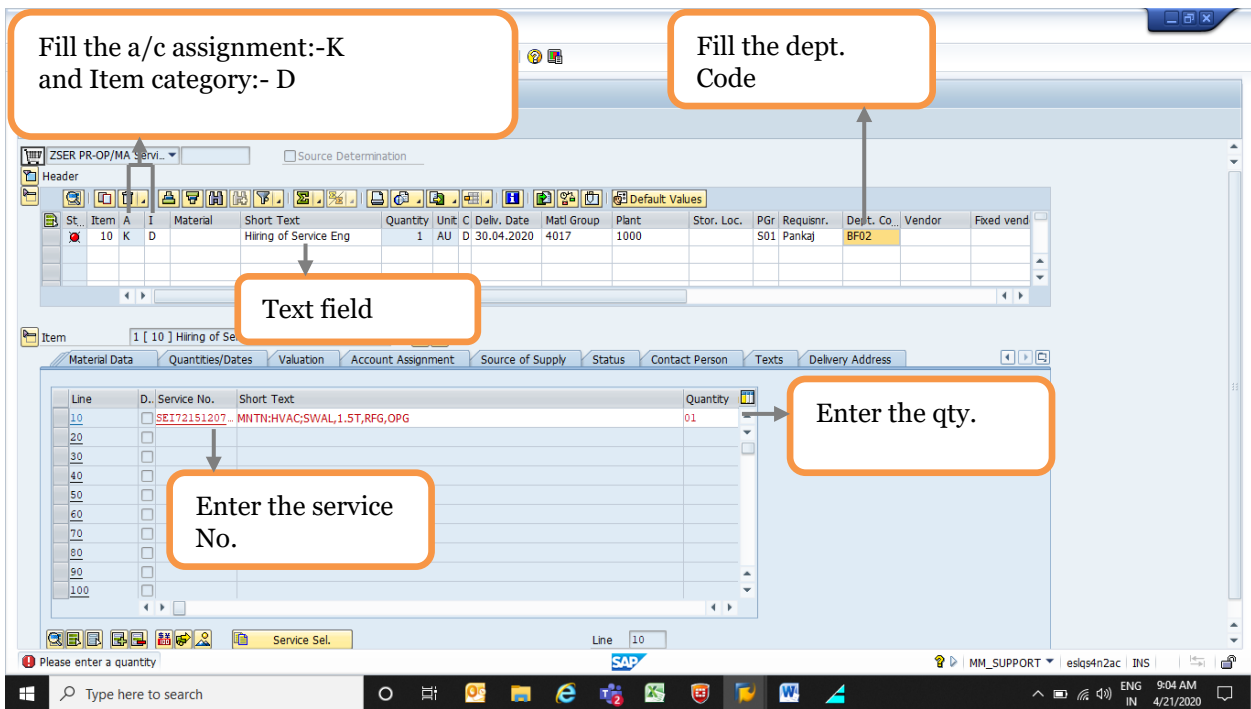
Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZSER



Step 2:



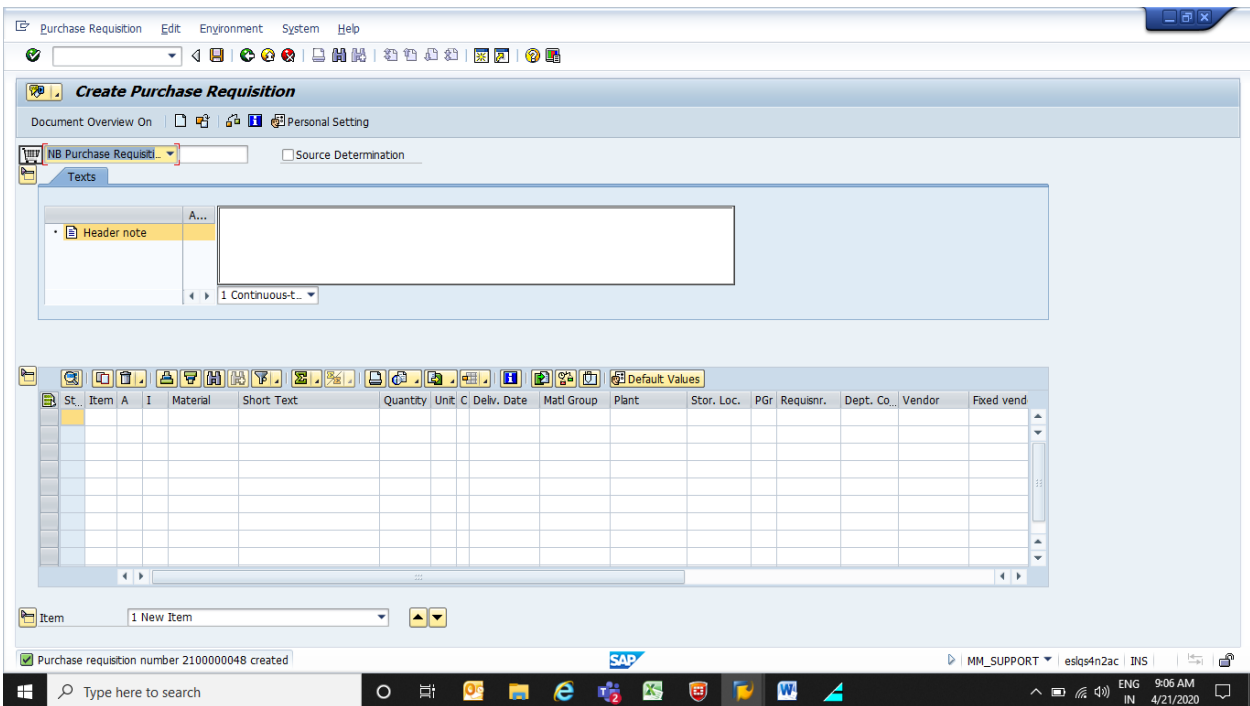
Step 3:- Enter the price and Cost centre

Line	Un	Gross Price	Crcy	Overf. Tol.	U Cost Center	S...	Edi...	SSC Item
10	EA	30,000.00	INR		10120100			
20			INR					
30			INR					
40			INR					
50			INR					
60			INR					
70			INR					
80			INR					
90			INR					
100			INR					

Step 4: Then click the check button

Code	Description	Sta...
15	Head - Blast Furnace	
78	Director	

PR No. Will generate and will be shown at the bottom of screen (In this case PR No:-2100000048)



1.2 Purchase Requisition Release

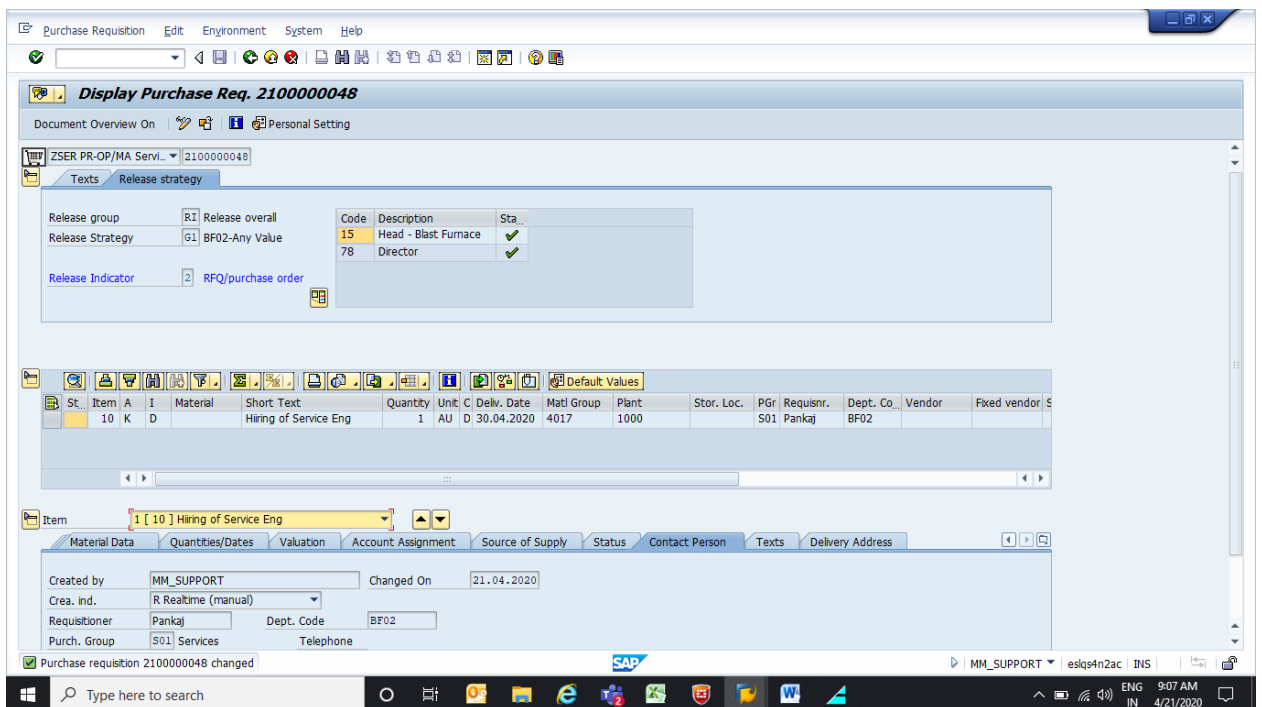
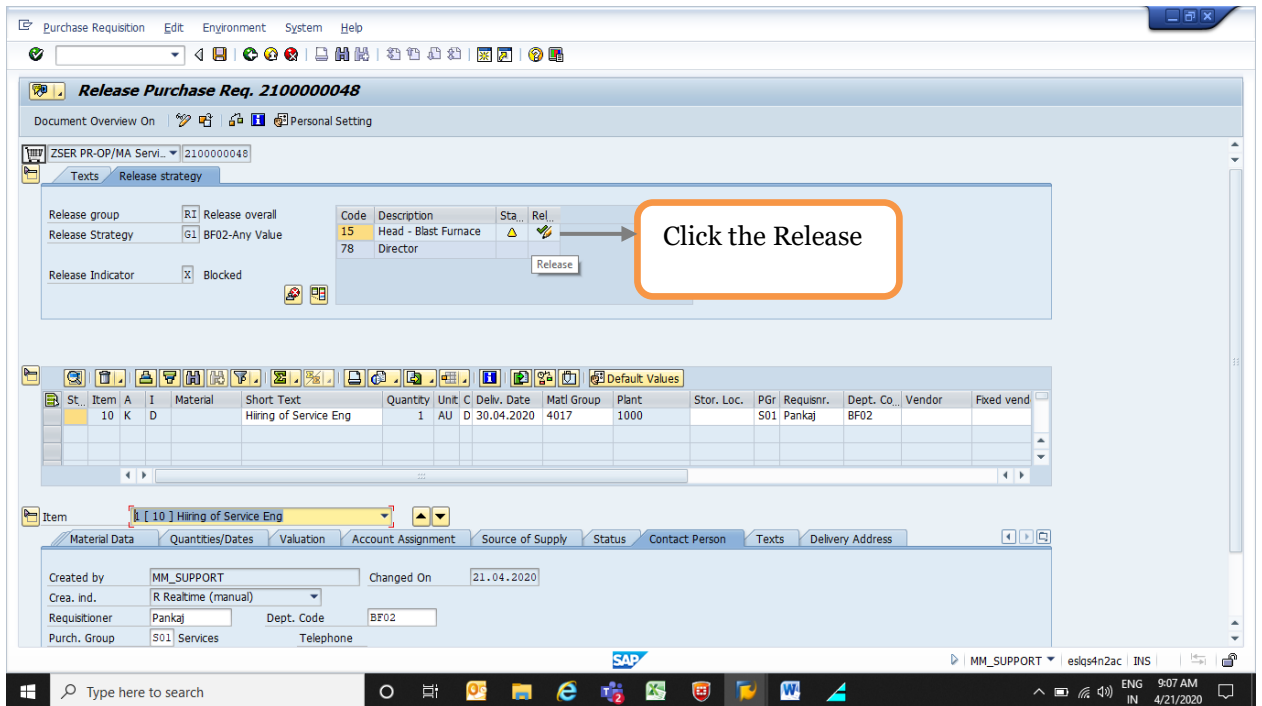
a) **Definition and Prerequisites**
PR will be released as per DOA

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



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

Step a) points to the 'S. Itm' field in the table below. Step b) points to the 'Reqmt No.' field in the same table.

S. Itm	A	Matl Group	Plnt	Stor. Location	Batch	Stock Segment	Reqmt Segment	Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...
10	K	4017	1000					BF02	Pankaj				

Item: 1 [10] Hiring of Service Eng

Line	Quantity	Un	Gross Price	Crcy	Overf. Tol.	U Cost Center	S...	Edi...	SSC Item
10	1	EA	416.67	USD		10120100		0	
20				USD					
30				USD					
40				USD					
50				USD					
60				USD					
70				USD					
80				USD					
90				USD					
100				USD					

Step c) points to the 'Purchase ...' field in the table below. Step g) points to the 'NFA No.' field in the 'Purchase Order History' section.

S. Itm	A	Reqmt Segment	Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...	Purchase ...	Req...	Outline ag...	Con...	RFQ	Item	Purchasing...
10	K		BF02	Pankaj					2100000048	10					

Item: 1 [10] Hiring of Service Eng

NFA No. [] → Step g)

The screenshot shows the SAP Purchase Order document overview for 'SO-OP/AM Import Serv 540000003'. The document is created by MM_SUPPORT. The vendor is 600006 DALIAN GANGTONG ME... and the document date is 21.04.2020. The 'Org. Data' tab is active, showing the following details:

- Purch. Org.: 1000
- Purch. Group: S01
- Company Code: 1000
- SL-Purchase Org.: Services
- Electrosteel Steels Ltd.

Below the header, a table lists the items:

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. L
10	K	D		Hiring of Service Eng		1	AU D 30.04.2020	416.67 USD		1	AU	4017	1000	

Step d) is indicated by an arrow pointing to the 'Doc. Date' field (21.04.2020). Step e) is indicated by an arrow pointing to the 'Purch. Org.' field (1000).

The screenshot shows the SAP Purchase Order item details for '1 [10] Hiring of Service Eng'. The 'Invoice' tab is active, showing the following details:

- Inv. Receipt:
- Final Invoice:
- GR-Bsd IV:
- S.-Based IV:
- DP Category: [Empty]
- Tax Code: V0

Step f) is indicated by an arrow pointing to the 'Tax Code' field (V0).

Create Purchase Order

Document Overview On | Hold | Print Preview | Messages | Personal Setting

ZIP0 50-OP/AM Imp... Vendor: 600006 DALIAN GANGTONG ME... Doc. Date: 21.04.2020

S. Itm	A	Matl Group	Plant	Stor. Location	Batch	Stock Segment	Reqmnt Segment	Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...
10	K	4017	1000					BF02	Pankaj				

Item: 1 [10] Hiring of Service Eng

Line	Quantity	Un	Gross Price	Crcy	Overf. Tol.	U Cost Center	S...	Edi...	SSC Item
10	1	EA	416.67	USD		10120100		0	
20				USD					
30				USD					
40				USD					
50				USD					
60				USD					
70				USD					
80				USD					
90				USD					
100				USD					

Service Sel. Line: 10

MM_SUPPORT | eslg4n2ac | INS | 9:15 AM IN 4/21/2020

Create Purchase Requisition

Document Overview On | Personal Setting

ZSER PR-OP/MA Serv... Source Determination

Release group: Release overall
 Release Strategy: G1 BF02-Any Value
 Release Indicator: Blocked

Code	Description	Sta...
15	Head - Blast Furnace	
78	Director	

St...	Item	A	I	Material	Short Text	Quantity	Unit	C Deliv. Date	Matl Group	Plant	Stor. Loc.	PGR	Requisnr.	Dept. Co...	Vendor	Fixed vend
	10	K	D		Hiring of Service Eng	1	AU	30.04.2020	4017	1000		S01	Pankaj	BF02		

Item Detail

No messages issued during check

MM_SUPPORT | eslg4n2ac | INS | 9:06 AM IN 4/21/2020

1.5 Purchase Order Release

a) **Definition and Prerequisites**

Once the P.O made now it should be getting release.

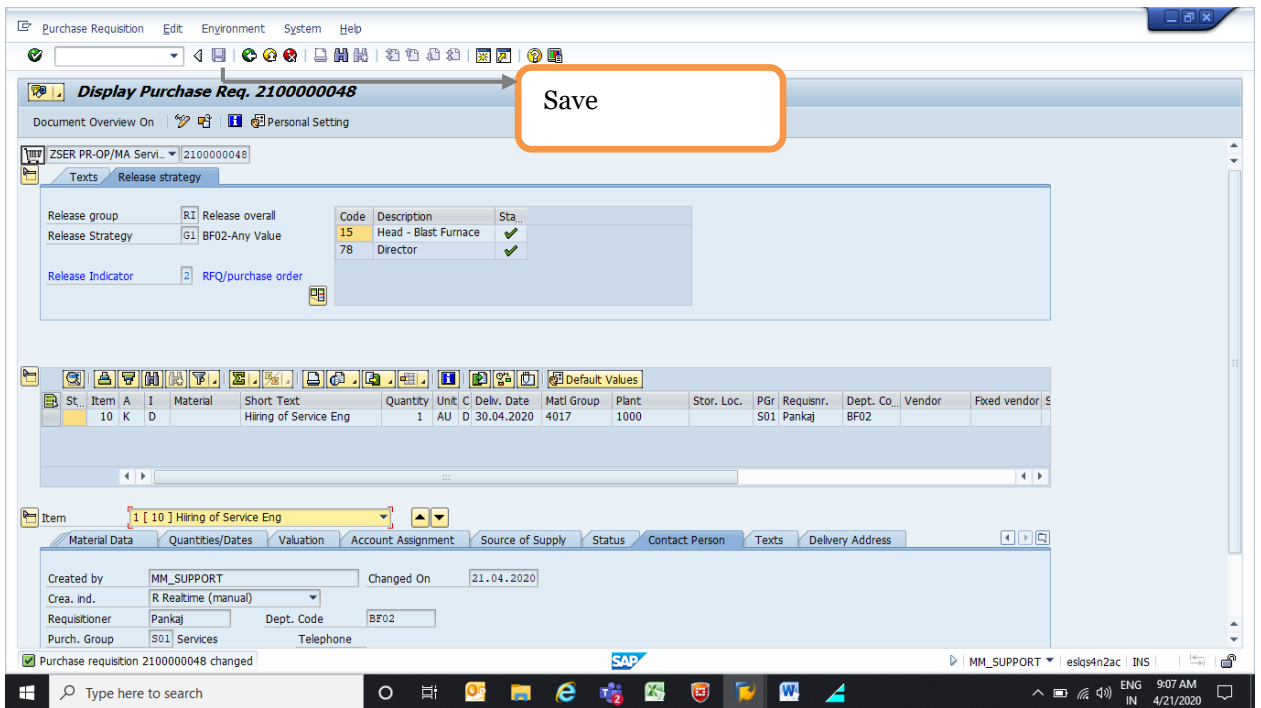
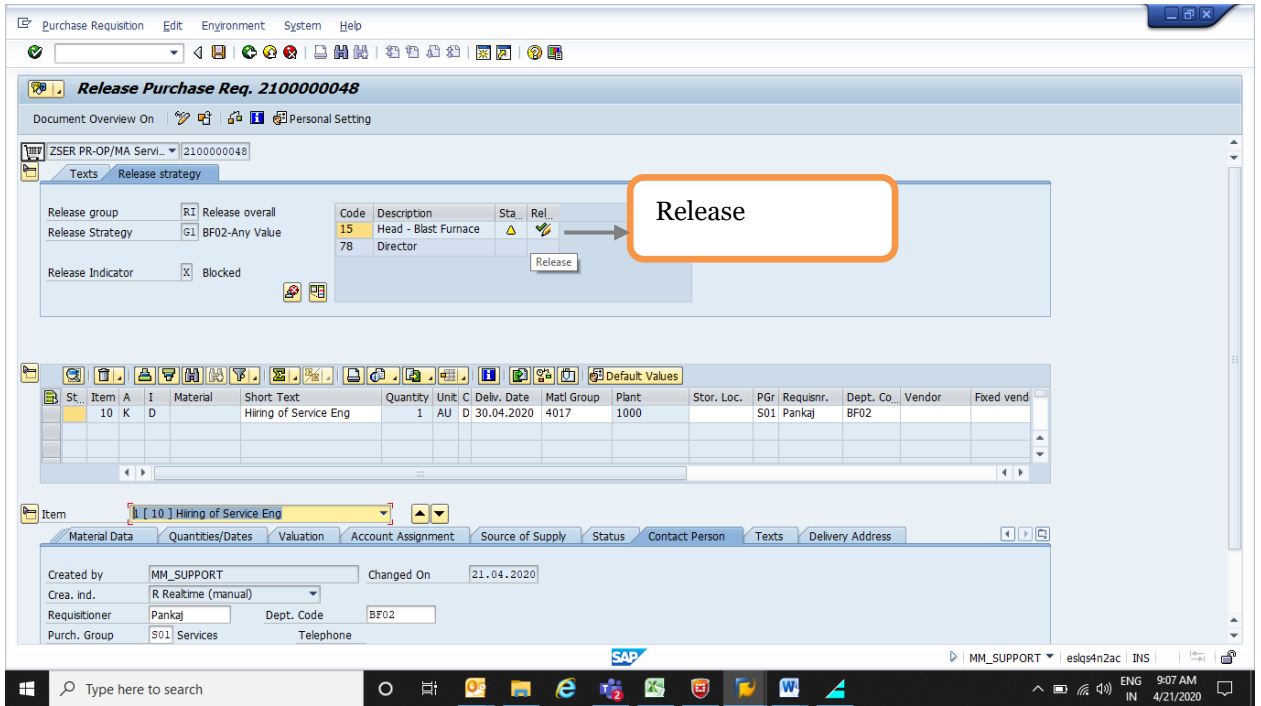
b) **Menu Path and Transaction code**

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



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

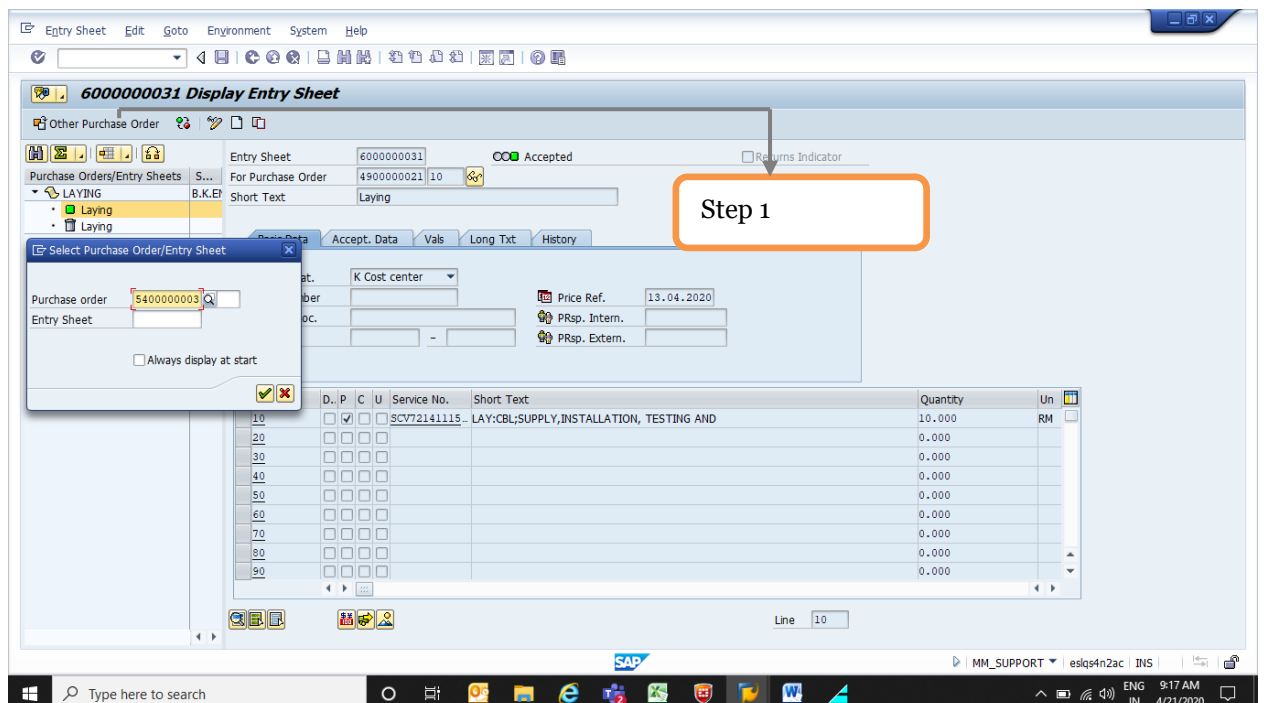
SAP R/3 menu	Logistics → Materials Management → Purchasing → Purchase Order → Follow-On Functions → Service Entry Sheet → Maintain
Transaction Code	ML81N

c) Responsibility

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



Service Entry Against Purchase Order 540000003 00010

Create Entry Sheet (Shift+F1) Returns Indicator

For Purchase Order 540000003 10

Short Text

Basic Data | Accept. Data | Vals | Long Txt | History

Acct Assgt. Cat.

External Number

Service Loc.

Period -

Price Ref.

PRsp. Intern.

PRsp. Extern.

Line	D.	P	C	U	Service No.	Short Text	Quantity	Un
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000	
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000	
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000	
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000	
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000	
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000	
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000	
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000	
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000	

Line 10

Customizing incorrectly maintained

MM_SUPPORT | eslqs4nZac | INS | 9:18 AM IN 4/21/2020

The image displays two screenshots of the SAP software interface, illustrating steps in a process.

Top Screenshot: 600000032 Change Entry Sheet

- Menu: Entry Sheet, Edit, Goto, Environment, System, Help
- Release: (Ctrl+F7) 600000032
- For Purchase Order: 5400000003 10
- Short Text: Hiring of Service Eng
- Buttons: Other Purchase Order, Release, Print, Copy, Paste, Undo, Redo, Refresh, Save, Cancel, Help
- Navigation: Purchase Orders/Entry Sheets, Hiring of Service Eng, Laying
- Basic Data Tab: Acct Assgt. Cat. (K Cost center), External Number, Service Loc. (BF02), Period (21.04.2020 - 22.04.2020), Price Ref. (21.04.2020), PRsp. Intern., PRsp. Extern.
- Table:

Line	D.	P	C	U	Service No.	Short Text	Quantity	Un
10					SEI72151207	MNTN:HVAC;SWAL,1.5T,RFG,OPG	1	EA
20							0.000	
30							0.000	
40							0.000	
50							0.000	
60							0.000	
70							0.000	
80							0.000	
90							0.000	

Release cancelled for release code 15

MM_SUPPORT | eslqs4n2ac | INS | 9:22 AM IN 4/21/2020

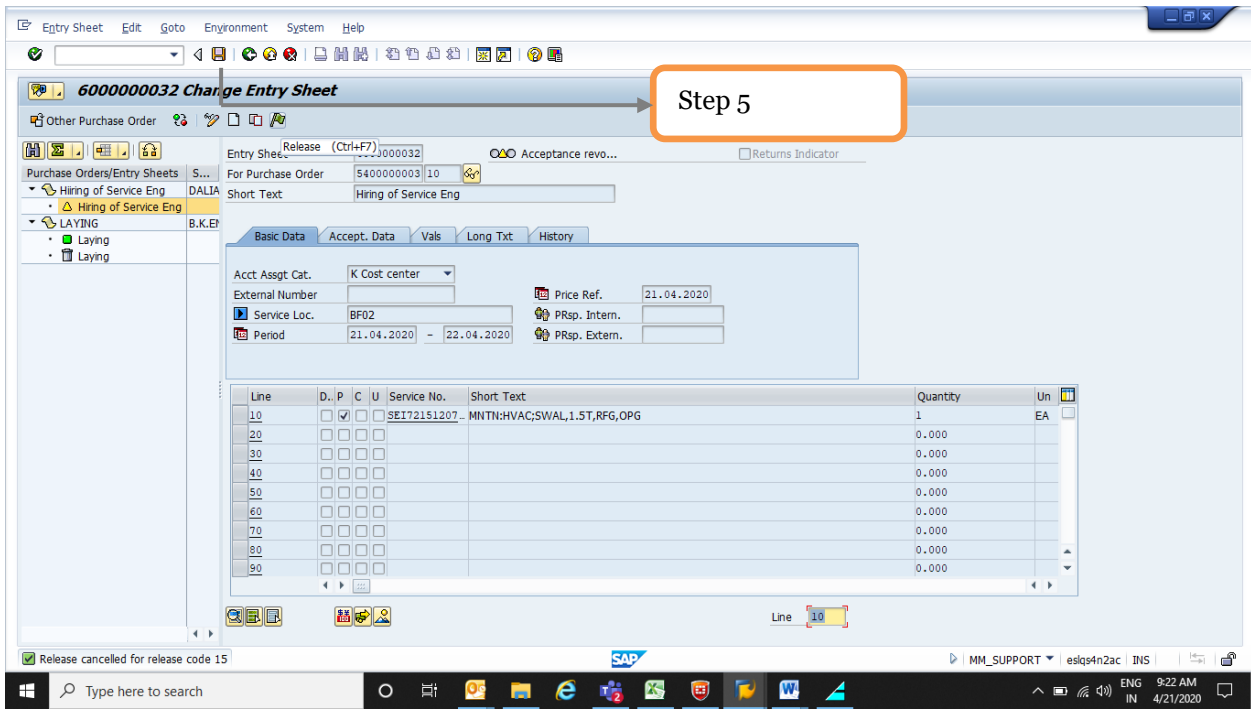
Bottom Screenshot: 600000032 Create Entry Sheet

- Menu: Entry Sheet, Edit, Goto, Environment, System, Help
- Entry Sheet: 6000000032
- No acceptance
- Returns Indicator
- For Purchase Order: 5400000003 10
- Short Text: [Redacted]
- Buttons: Other Purchase Order, Release, Print, Copy, Paste, Undo, Redo, Refresh, Save, Cancel, Help
- Navigation: Purchase Orders/Entry Sheets, Hiring of Service Eng, Laying
- Basic Data Tab: Acct Assgt. Cat. (K Cost center), External Number, Service Loc., Period, Price Ref. (21.04.2020), PRsp. Intern., PRsp. Extern.
- Table:

Line	D.	P	C	U	Service No.	Short Text	Quantity	Un
10								
20								
30								
40								
50								
60								
70								
80								
90								

Customizing incorrectly maintained

MM_SUPPORT | eslqs4n2ac | INS | 9:18 AM IN 4/21/2020



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 → Logistics → Materials Management → Purchasing → Purchase Order → Follow-On Functions → Service Entry Sheet → 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

