
User manual

Import Procurement of Store Spare.

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Scenario

1 Import Procurement of Spare.

Types of Import procurement of spare – ID Fan Impeller, Valve etc.

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

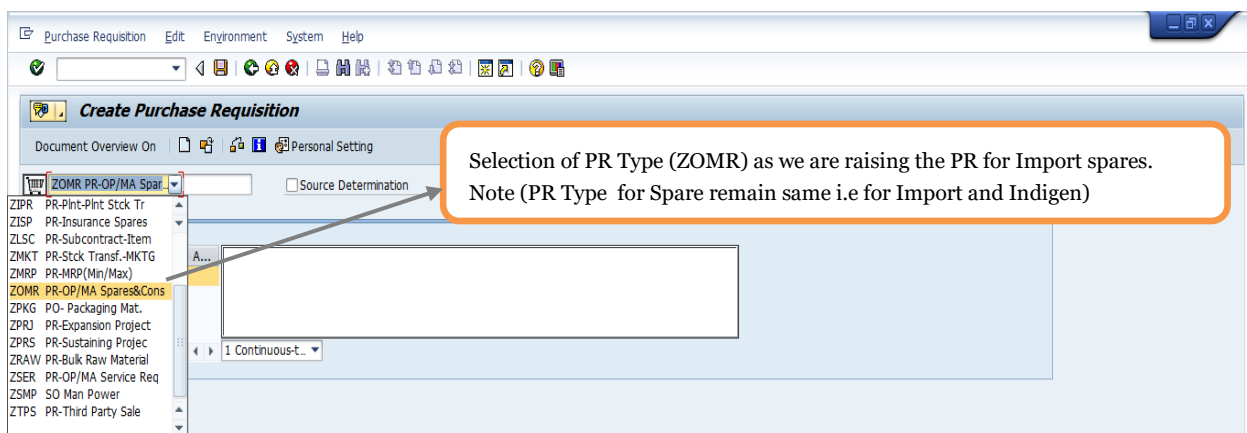
SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZOMR



Step 2:

The screenshot shows the SAP 'Create Purchase Requisition' interface. Several key fields are highlighted with orange callouts:

- Selection of Plant for this case it is 1000**: Points to the 'Plant' field in the 'Default Values' table, which contains the value '1000'.
- Selection of Item code**: Points to the 'Item' field in the 'Default Values' table, which contains the value '10'.
- Qty (PR to be raise)**: Points to the 'Quantity' field in the 'Default Values' table, which contains the value '2'.
- Dept. Code**: Points to the 'Plant' field in the 'Default Values' table, which contains the value '1000'.
- For this case it is SP-Import as we are going to buy the material Import.**: Points to the 'Valuation Type' dropdown menu, which is set to 'SP-IMPORT'.

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

St.	Item	A	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Vendor	Fixed vend
	10		MAC40101...	IMPLR;LDL PRE HTR OF L...	2	S	D	30.04.20...	4010	1000		M.	Pankaj User	BF02		

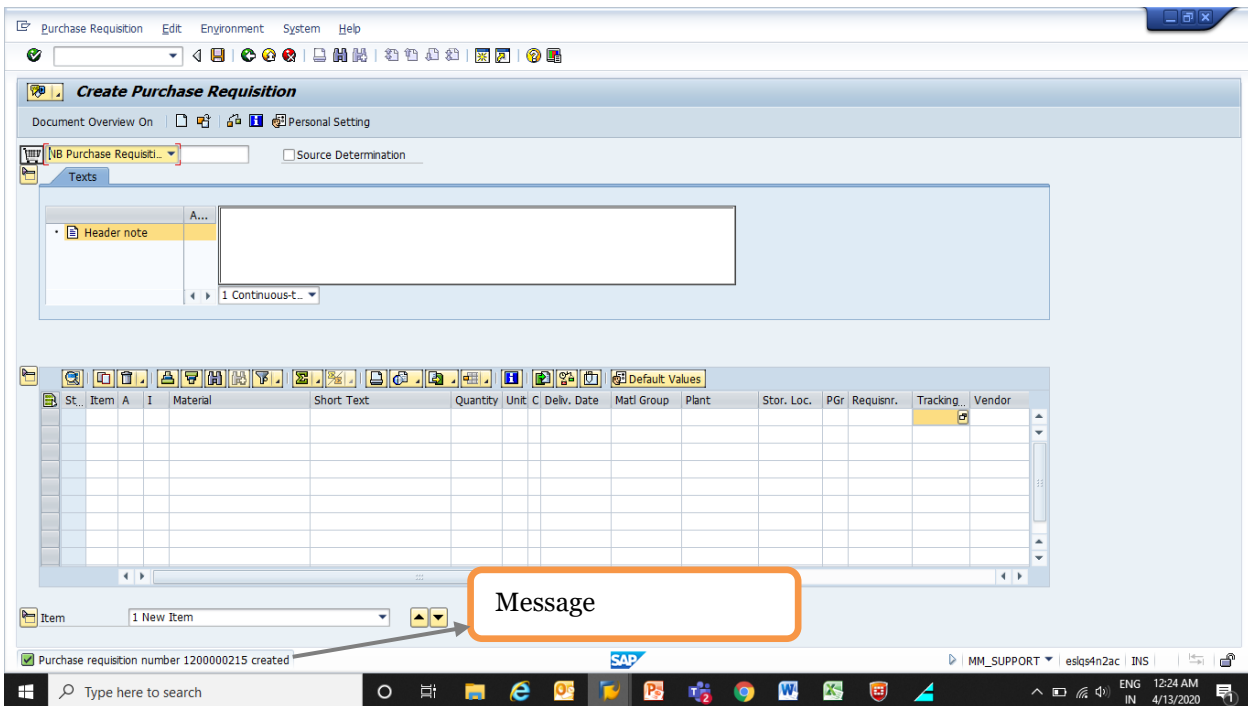
Material	Short Text	Revision Level	Valuation Type
MAC401016030258	IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2		SP-IMPORT

Step 3: Then Press the save button as shown below

The screenshot shows the same SAP 'Create Purchase Requisition' interface. The 'Save (Ctrl+S)' button is highlighted with an orange callout:

- After pressing the save button system generate PR No will generate (as shown below in screen shot)**: Points to the 'Save (Ctrl+S)' button.

PR No. Will generate and will be shown at the bottom of screen (In this case PR No:-1200000215)



1.2 Purchase Requisition Release

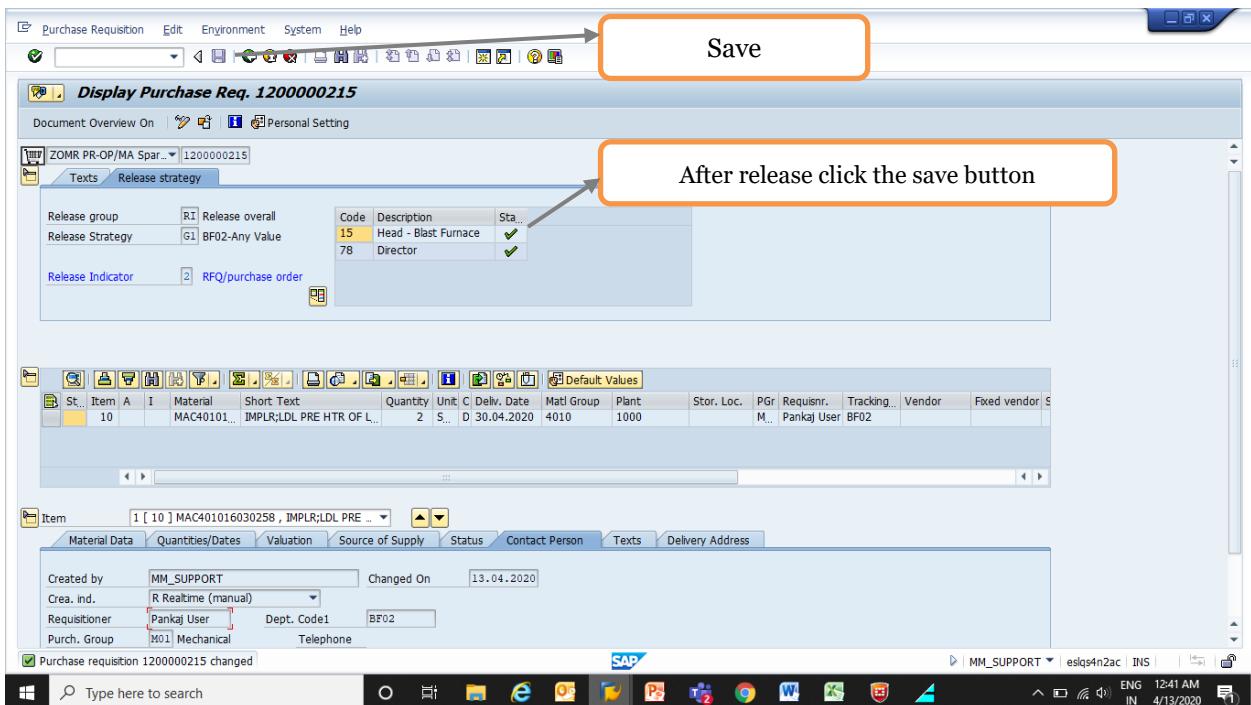
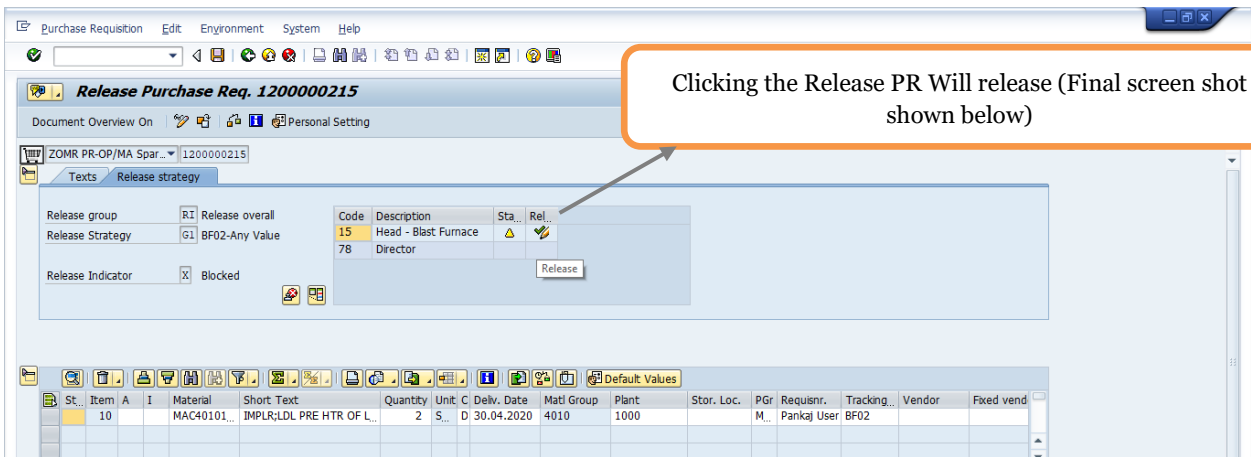
a) **Definition and Prerequisites**
PR will be released as per DOA

b) **Menu Path and Transaction code**

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



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 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

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

Document Overview On Hold Print Preview Messages Personal Setting

ZIOP PO-Imp. OP/MA... Vendor: 600006 DALIAN GANGTONG ME... Doc. Date: 16.04.2020

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

Purch. Org.: 1000 ESL-Purchase Org.
Purch. Group: M01 Mechanical
Company Code: 1000 Electrosteel Steels Ltd.

Step (e) Step (c)

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						1200000215						

Default Values Add Planning

Item Detail

SAP MM_SUPPORT | eslq4n2ac | INS | 2:51 PM | 4/16/2020

Step (f)

Purchase Order Edit Goto Environment System Help

Document Overview On Hold Print Preview Messages Personal Setting

ZIOP PO-Imp. OP/MA... Vendor: 600006 DALIAN GANGTONG ME... Doc. Date: 16.04.2020

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

Incoterms Version: []
Incoterms: EXW
Incoterms Location 1: Any China Sea port
Incoterms Location 2: []

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						1200000215	10					

Default Values Add Planning

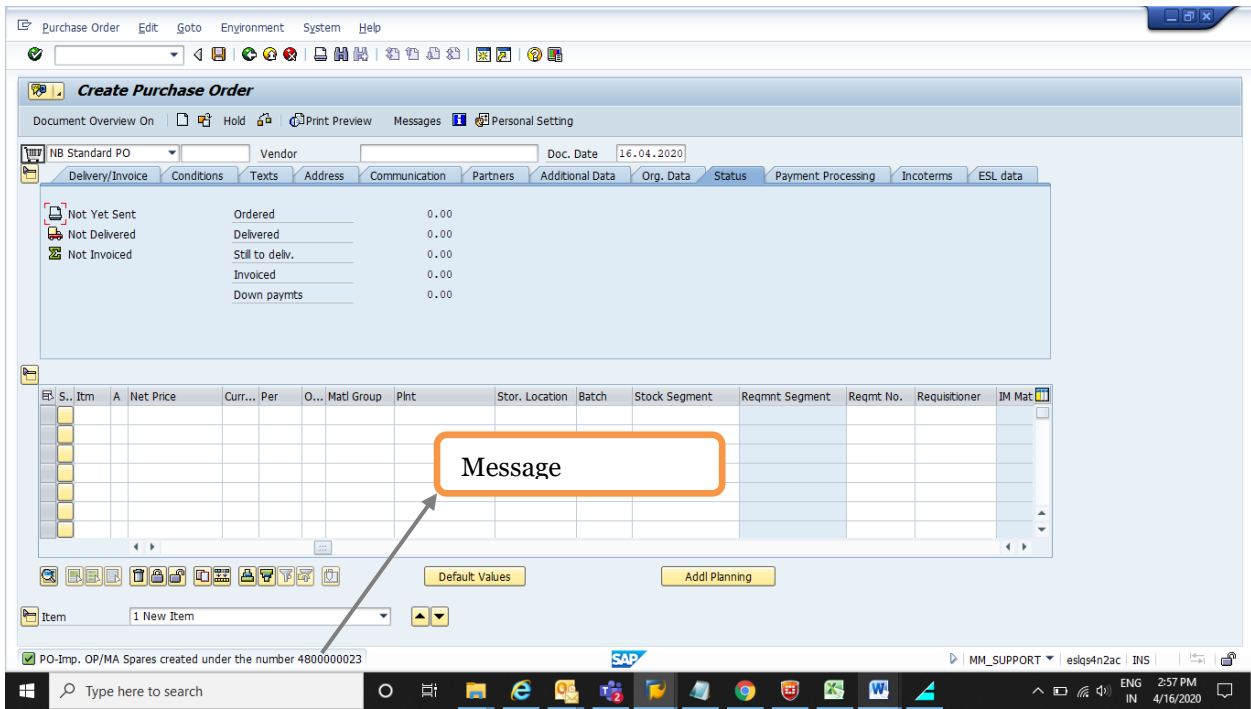
Item: [1 [10] MAC401016030258 , IMPLR;LDL PRE ...]

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

NFA No. []

Step (g)

SAP MM_SUPPORT | eslq4n2ac | INS | 2:52 PM | 4/16/2020



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

Release PO-IMP. OP/MA Spares 480000023

Document Overview On | Print Preview | Messages | Personal Setting

ZIOP PO-IMP. OP/MA... 480000023 Vendor: 600006 DALIAN GANGTONG ME... Doc. Date: 16.04.2020

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Release strategy | Payment Process...

Release group: RGL ESL PO REL. STRATEGY Code: 07 Description: Level 1 Rel OTHR2 Sta.: Release Strategy: Y7 DOPO <= 5 Cr. Release Indicator: B Blocked, changeable wit...

Release

Release and Save

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Pht	Stor. L
10				MAC401016030258	IMPLR;LDL PRE HTR OF L		1	SET D 30.04.2020	320.00	USD	1	SET 4010	1000		

Item Detail

PO-IMP. OP/MA Spares 480000023 Created by MM_SUPPORT

Document Overview On | Print Preview | Messages | Personal Setting

ZIOP PO-IMP. OP/MA... 480000023 Vendor: 600006 DALIAN GANGTONG ME... Doc. Date: 16.04.2020

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Release strategy | Payment Process...

Release group: RGL ESL PO REL. STRATEGY Code: 07 Description: Level 1 Rel OTHR2 Sta.: Release Strategy: Y7 DOPO <= 5 Cr. Release Indicator: G Released

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Pht	Stor. L
10				MAC401016030258	IMPLR;LDL PRE HTR OF L		1	SET D 30.04.2020	320.00	USD	1	SET 4010	1000		

Item Detail

PO-IMP. OP/MA Spares 480000023 changed

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)

Step 1 Challan No: 286

Step 2 Challan Date: 13.04.2020

Step 3 Way Bill No

Step 4 Gate Entry Date: 17.04.2020

Step 5 Container No: CONTAINER ABC&CONTAINER DEF

Step 6 Vendor Code: 600006

Step 7 Vendor Name: DALIAN GANGTONG MECHANICA

Step 8 Select the P.O No via F4

Step 9 PO Number: 480000023

Step 10 Material Number: MAC401016030258

Step 11 Invoice Date: 23.03.2020

Suppose against the same Invoice No, another 02 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. 02 Nos.

Step 1 Challan No: 287

Step 2 Challan Date: 13.04.2020

Step 3 Way Bill No

Step 4 Gate Entry Date: 17.04.2020

Step 5 Container No: CONTAINER GHI&CONTAINER JKL

Step 6 Vendor Code: 600006

Step 7 Vendor Name: DALIAN GANGTONG MECHANICA

Step 8 Select the P.O No via F4

Step 9 PO Number: 480000023

Step 10 Material Number: MAC401016030258

Step 11 Invoice Date: 23.03.2020

Ref.G.E (Auto fetch)

1.7 Goods Receipt

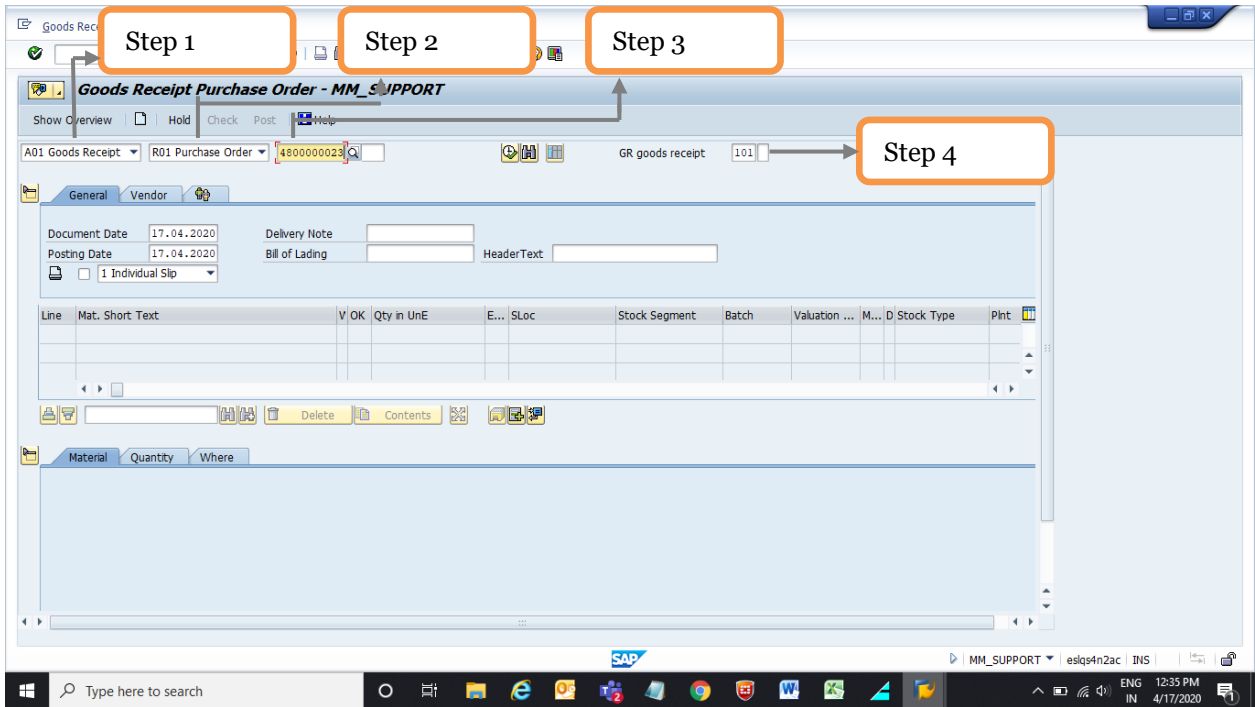
- a) **Definition and Prerequisites**
After G.E Material received at store
- b) **Menu Path and Transaction code**

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

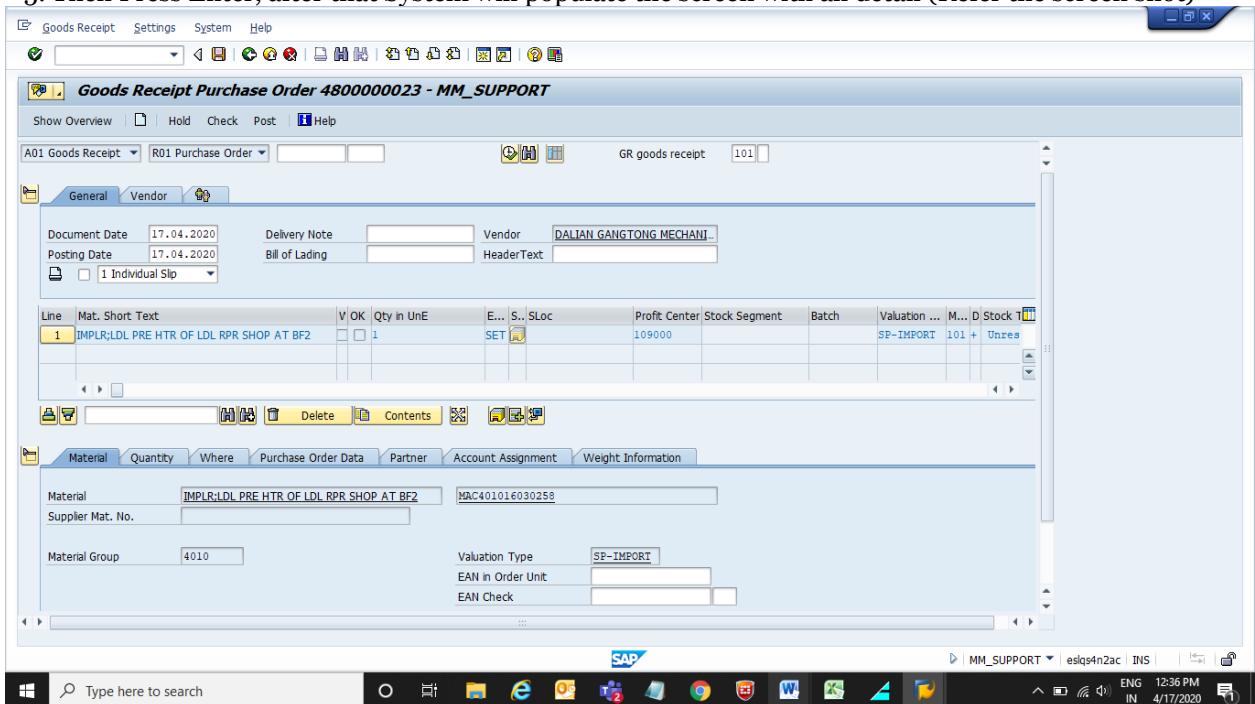
C) Responsibility Store

d) Screen capture/ Process

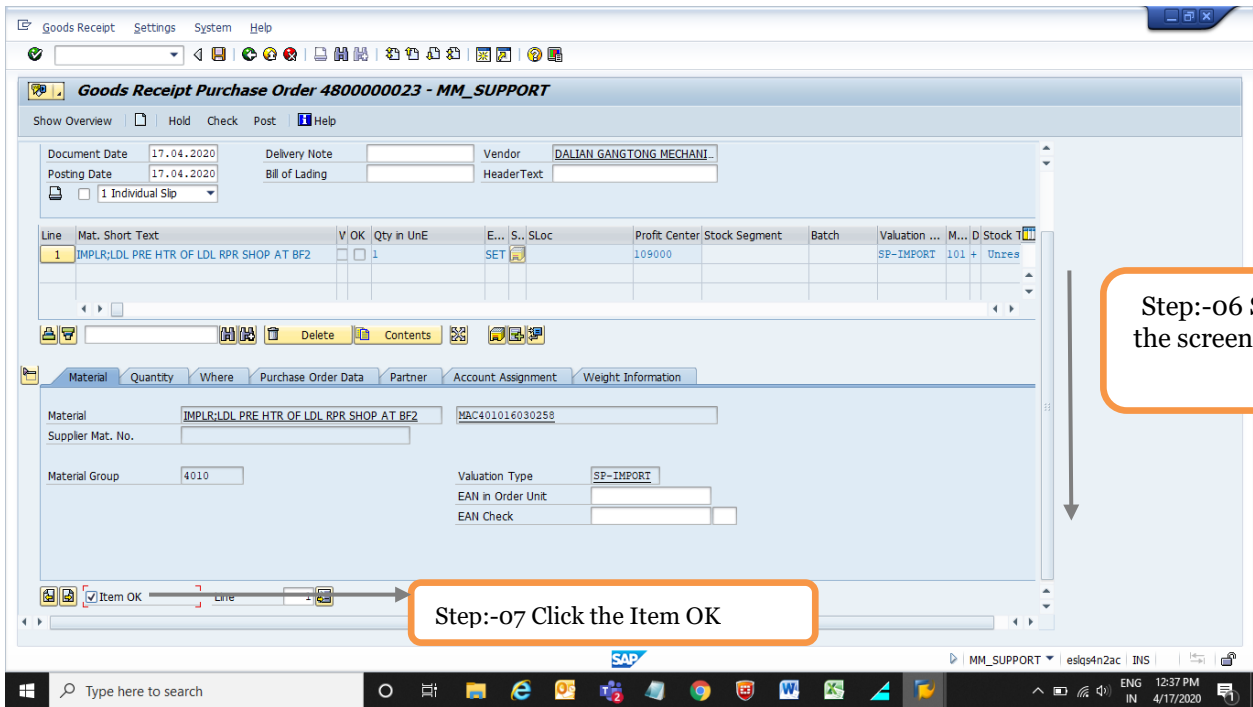
1. Step 1 ---Select Good Receipt from Option
2. Step 2 ---Select Purchase Order from Option
3. Step 3 ----Give P.O No and Item No.
4. Movement type:-101



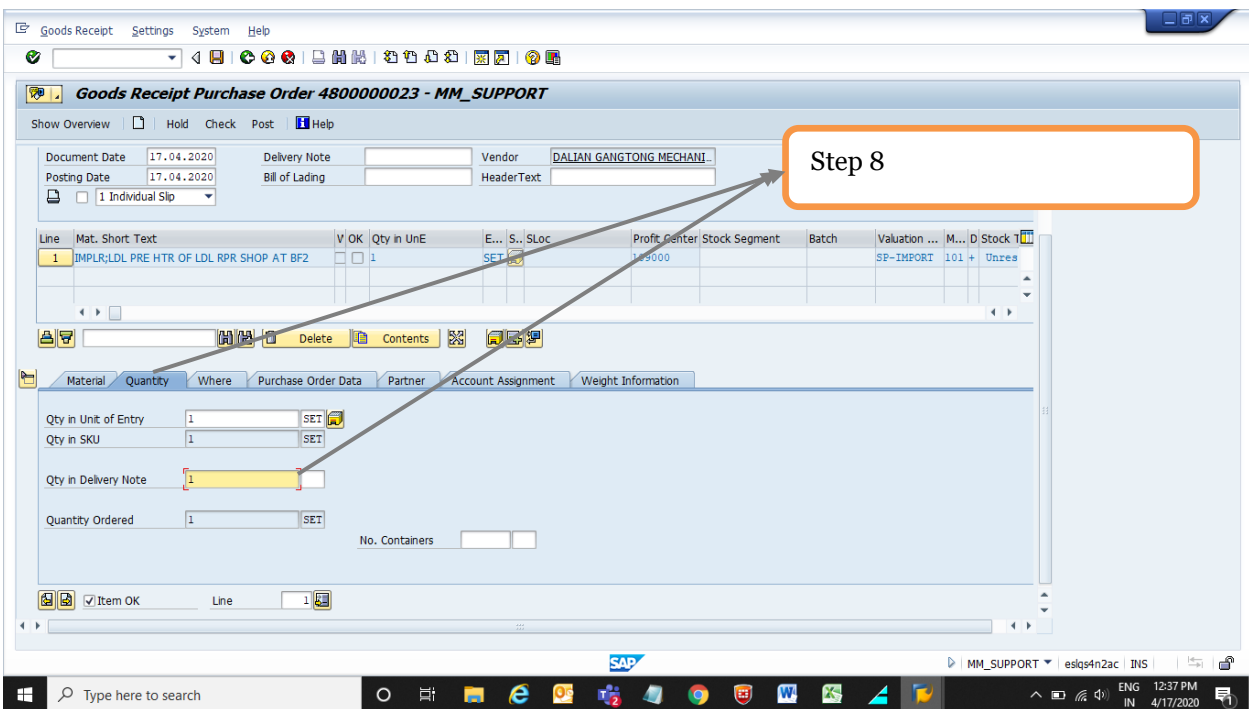
5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)



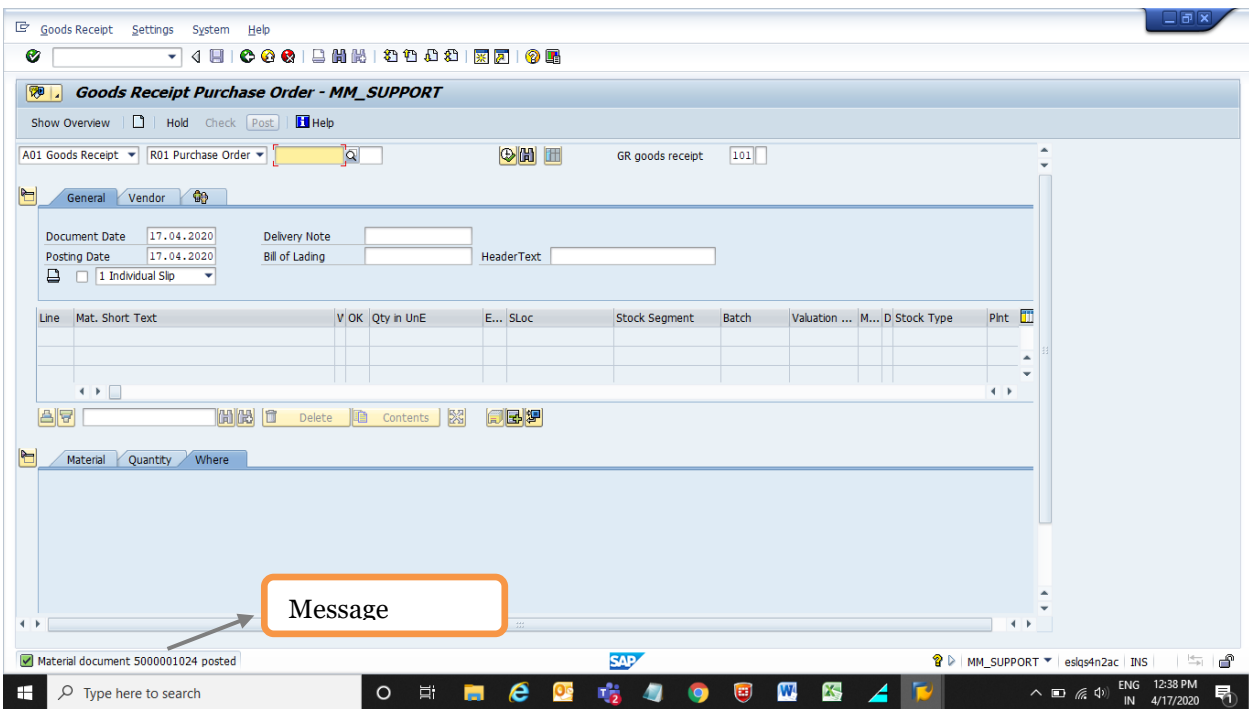
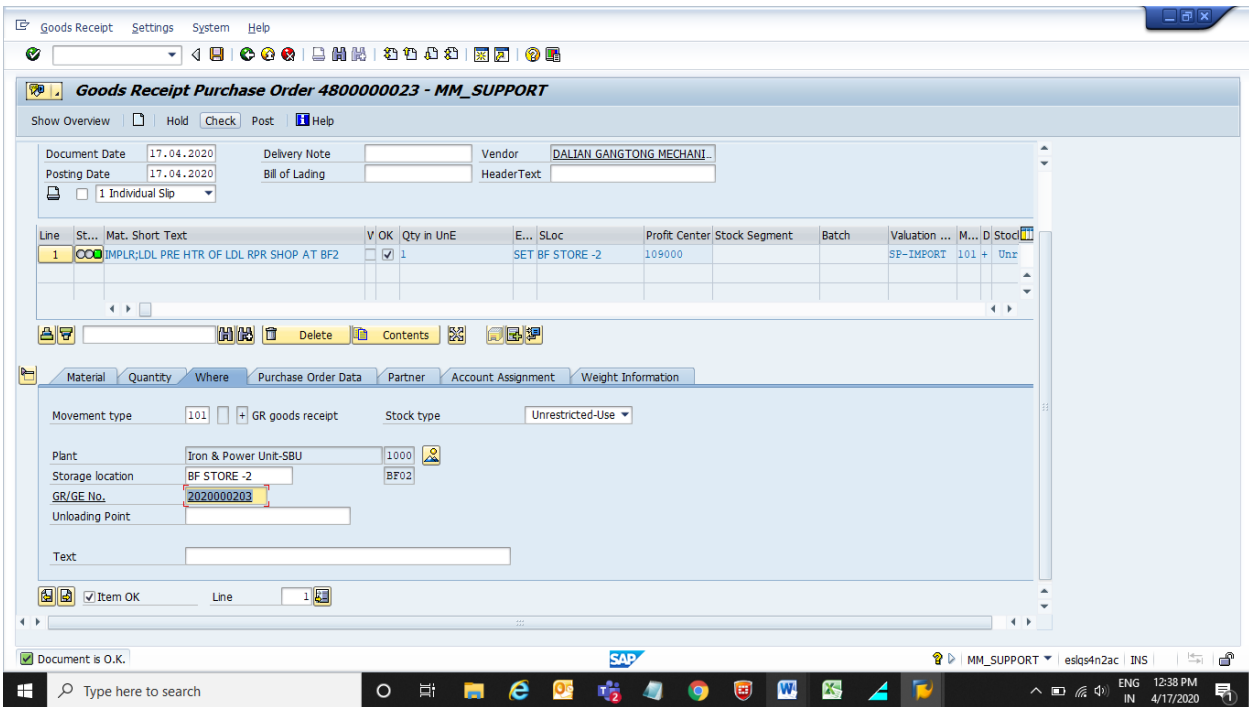
- 6. Scroll the screen down
- 7. Click the Item OK



- 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)



1.8 Checking of Stock at desire location

c) **Definition and Prerequisites**

After MIGO, Stock need to be check that is correctly posted at desire storage location or not

d) **Menu Path and Transaction code**

SAP R/3 menu	Logistics->Materials Management->Inventory Management->Environment->Stock->Stock Overview
Transaction	MMBE

e) **Responsibility**

Store

f) Screen capture/ Process

The screenshot shows the SAP Stock Overview selection screen. Two callout boxes provide instructions: 'Step 2' points to the Material field, and 'Step 1:-Enter the Material code an Plant' points to the Plant field. The Material field contains 'MAC401016030258' and the Plant field contains '1000'. Other fields for Storage Location and Batch are empty. The interface includes sections for Database Selections, Stock Segment, Stock Type Selection, List Display, and Selection of Display Levels.

The screenshot shows the SAP Stock Overview Basic List for material MAC401016030258 at plant 1000. The 'Selection' section shows the material name 'IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2' and material type 'ZERS'. The 'Stock Overview' table displays a hierarchical view of stock levels across different organizational levels.

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation	On-Order Stock	Consgt ...
Full	3,000					
1000 Electrosteel Steels Ltd.	3,000					
1000 Iron & Power Unit-SBU	3,000					
BF02 BF STORE -2	3,000					
SP-IMPORT	1,000					
SP-INDIGEN	2,000					