Project "Smart" ESL – ESL Steel Limited

# **User manual** Purchase Requisition Creation

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15/04/2020



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# Scenario

# 1 Purchase Requisiion Creation

# 1.1 Requirement for Raw Material

#### a) Definition and Prerequisites

## $User \, department \, raises \, the \, requirement \, via \, Purchase \, Requisition$

## b) Menu Path and Transaction code

SAP S/4 HANA 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 ZRAW – PR Bulk Raw Material



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ZPKG ZEMR ZASR ZRAW ZCAS ZPRJ ZISP ZMRP ZSER ZOMR	KG PO-Packaging Mat. MR PR -Emergency Requir SR PR-Asset Req. AW PR-Bulk Raw Material AS PR-Cap. Shutdown RJ PR-Expansion Project iP PR-Insurance Spares IRP PR-MRP(Min/Max) ER PR-OP/MA Service Req MR PR-OP/MA Service Req MR PR-OP/MA Service Req A																		
ZIPR	PR- PR-	Pint-P Refuri	bishm	ck Tr ent		Ì	<b>au</b> n			B,	-		<b>PC</b>	Default Valu	ies				
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**Step 2:** Enter material, quantity, plant, storage location, requisitioner and department code

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▶ Item 1 [ 10 ] MTX111016010003 , IRON ORE:FINES. ▼											
Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address											

**Step 3**: Enter Valuation price



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Valuation Price       3, 680.43       INR       / I       TO       Total Value       36,804,300.00       INR         Valuation Type       *Check the price/enter the valuation price       *       **By default, price is fetched from material master										

# Step 4: Enter Source Of Supply

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Info Record     Assign source of supply such as contract (if exists)       Desrd Supplier     Issuing Stor. Loc.								

Step 5: Save the PR



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# **1.2** Requirement for Spares & Consumables

#### a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

#### b) Menu Path and Transaction code

SAP S/4 HANA 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 – PR OP/MA Spares & Consumables



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IVB Purchase Requisiti.     Source Determination       PRJ     PR-Expansion Project												
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ZSEN PR-NnVal Frt Srv Reg												
ZOMR PR-OP/MA Spares&Cons												
ZIPR PR-Pint-Pint Stck Tr ZFUR PR-Refurbishment												
ZMKT PR-Stck TransfMKTG												
ZPRS PR-Sustaining Projec												
ZTPS PR-Third Party Sale												
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Step 2: Enter material, quantity, plant, storage location, requisitioner and department code

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**Step 3**: Enter the valuation type if material is split – valuated



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Batch	Revision Level Valuation Type SP-INDIGEN									
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Supplier Material	Product Type Group 1									

# Step 4: Enter Valuation Price

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# Step 5: Enter Source Of Supply



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# Step 5: Save the PR

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# 1.3 Requirement for Asset

## a) Definition and Prerequisites

## $User \, department \, raises \, the \, requirement \, via \, Purchase \, Requisition$

#### b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

#### c) Responsibility

Department's user

#### d) Screen Capture/ Process Steps

# ${\bf Step 1:} \ {\bf Create \ PR \ with \ doc \ Type \ ZASR-Asset \ Requirement}$

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**Step 2:** Enter material, quantity, plant, storage location, requisitioner and department code. Select Account Assignment as F



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# ${\bf Step \ 3}{:} \ {\rm Enter \ the \ valuation \ type \ if \ material \ is \ split \ -valuated}$

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Step 4: Enter the order number in Account Assignment tab



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# Step 5: Enter Valuation Price

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Step 6: Enter Source Of Supply



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# Step 7: Save the PR

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# 1.4 Requirement of material for Capital Shutdown

# a) Definition and Prerequisites

 $User \, department \, raises \, the \, requirement \, via \, Purchase \, Requisition$ 



b) Menu Path and Transaction code									
SAP S/4 HANA 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 ZCAS – PR Capital Shutdown



Step 2: Enter material, quantity, plant, storage location, requisitioner and department code.



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# ${\bf Step}\ {\bf 3}{\rm : Enter \ the \ valuation \ type \ if \ material \ is \ split - valuated}$

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Step 4: Enter Valuation Price



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## Step 5: Enter Source Of Supply



Step 6: Save the PR



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# **1.5** Requirement of material for Sustaining Project

# a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

#### b) Menu Path and Transaction code

SAP S/4 HANA 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 ZPRS – PR Sustaining Project



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ZFUR PR-Refurbishment
ZMKT PR-Stck TransfMKTG
ZLSC PR-Subcontract-Item
ZPRS PR-Sustaining Projec
ZTPS PR-Third Party Sale
NB Purchase Requisition

**Step 2:** Enter material, quantity, plant, storage location, requisitioner and department code. Select Account Assignment as F

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**Step 3**: Enter the valuation type if material is split – valuated



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# Step 4: Enter Order Number in Account Assignment tab

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# Step 5: Enter Valuation Price



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# Step 6: Enter Source Of Supply

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Step 5: Save the PR



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# **1.6** Requirement of material for Expansion Project

# a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

#### b) Menu Path and Transaction code

SAP S/4 HANA 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 ZPRJ-PR Expansion Project



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ZCAS PR-Cap, Shutdown													
ZPRJ PR-Expansion Project													
ZISP PR-Insurance Spares													
ZMRP PR-MRP(Min/Max)													
ZSEN PR-NnVal Frt Srv Req													
ZSER PR-OP/MA Service Reg													
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**Step 2:** Enter material, quantity, plant, storage location, requisitioner and department code. Select Account Assignment as Q

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**Step 3**: Enter the valuation type if material is split – valuated



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# **Step 4**: Enter the WBS element in Account Assignment tab

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# Step 5: Enter Valuation Price



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# Step 6: Enter Source Of Supply

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# 1.7 Requirement of OP/MA Service

# a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

# b) Menu Path and Transaction code

SAP S/4 HANA 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 – PR – OP/MA Service Req



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**Step 2:** Enter short text, plant, requisitioner, material group as SEVICES and department code. Select Account Assignment as K and I tem category as D.

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Step 3: Enter service no, quantity and gross price in services tab



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# Step 4: Enter scope of work, if required

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# Step 5: Save the PR

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# 1.8 Requirement of Manpower Service

# a) Definition and Prerequisites

## $User \, department \, raises \, the \, requirement \, via \, Purchase \, Requisition$

#### b) Menu Path and Transaction code

SAP S/4 HANA 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 ZSMP – PR – Manpower

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**Step 2:** Enter short text, plant, requisitioner, material group as SEVICES and department code. Select Account Assignment as K and I tem category as D.



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# Step 3: Enter service no, quantity and gross price in services tab

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Step 4: Enter scope of work, if required



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# Step 5: Save the PR



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# 1.9 Requirement of Non Valuated Service PR

# a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

#### b) Menu Path and Transaction code

SAP S/4 HANA 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 ZSEN – PR – NnVal Frt Srv Req



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**Step 2:** Enter short text, plant, requisitioner, material group as SEVICES and department code. Select Account Assignment as Y and Item category as D.

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Step 3: Enter short text, quantity, UOM and gross price in services tab



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# Step 4: Enter scope of work, if required

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# Step 5: Save the PR

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