
User manual

NFA Creation & Approval

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Scenario

1 NFA Creation & Approval

Based on the requirement from business reservation will be created for stock transfer

1.1 NFA Creation

a) Definition and Prerequisites

NFA is Note For Approval. Without NFA, no purchase can happen.

b) Menu Path and Transaction code

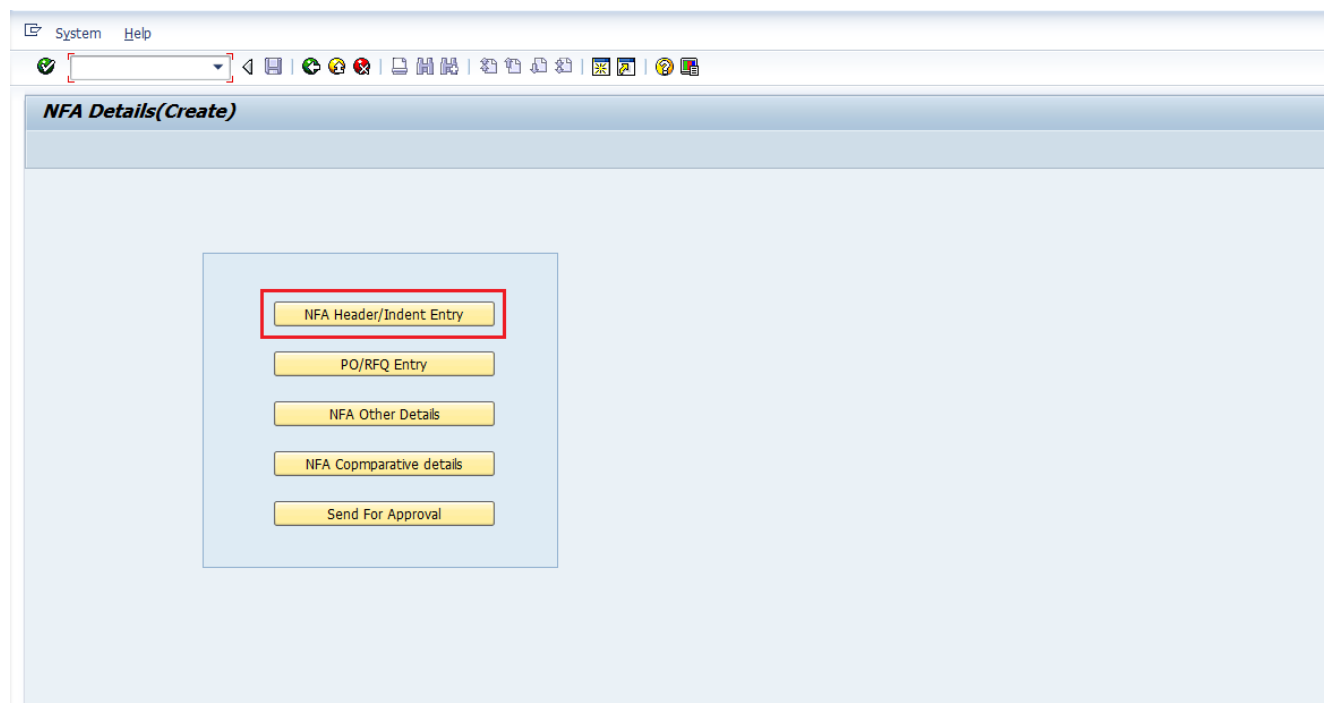
SAP R/3 menu	N/A
Transaction Code	ZNFA

c) Responsibility

Purchase Department

d) Screen Capture/ Process Steps

Step 1: Select NFA Header/Indent Entry



Step 2: Enter subject, purchasing group, SBU, NFA type, single vendor and basis of proposal

System Help

Header & Indent Entry

Note For Approval

Date: 21.04.2020 SBU: STEEL Single Vendor: [dropdown]
 Subject: PROCUREMENT OF BEARING Basis of Proposal: L1
 Purchasing Group: M01 NFA Type: SP... Buyer Name: MM_SUPPORT

Indent detail

PR No.	Line	Date	Dept. Code	Material Code	Item Details(In Brief)	PR Release Date	Purpose of Use	Quantity
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	

Step 3: Enter PR no and line item. Press enter

System Help

Header & Indent Entry

Note For Approval

Date: 21.04.2020 SBU: STEEL Single Vendor: [dropdown]
 Subject: PROCUREMENT OF BEARING Basis of Proposal: L1
 Purchasing Group: M01 NFA Type: SP... Buyer Name: MM_SUPPORT

Indent detail

PR No.	Line	Date	Dept. Code	Material Code	Item Details(In Brief)	PR Release Date	Purpose of Use	Quantity
1200000219	10						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	

Step 4: Enter purpose of use

System Help

Header & Indent Entry

Note For Approval

Date: 21.04.2020 SBU: STEEL Single Vendor: ...
 Subject: PROCUREMENT OF BEARING Basis of Proposal: L1
 Purchasing Group: M01 NFA Type: SP ... Buyer Name: MM_SUPPORT

Indent detail

Delete

PR No.	Line	Date	Dept. Code	Material Code	Item Details(In Brief)	PR Release Date	Purpose of Use	Quantity
1200000219	10	21.04.2020	WR01	MMT311715450314	CVR BRNG;WRM,DWG:RT-00014-07/006,RLL,TEK		FOR WRM	12.000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	

Step 5: Click on save

System Help

Header & Indent Entry

Note For Approval

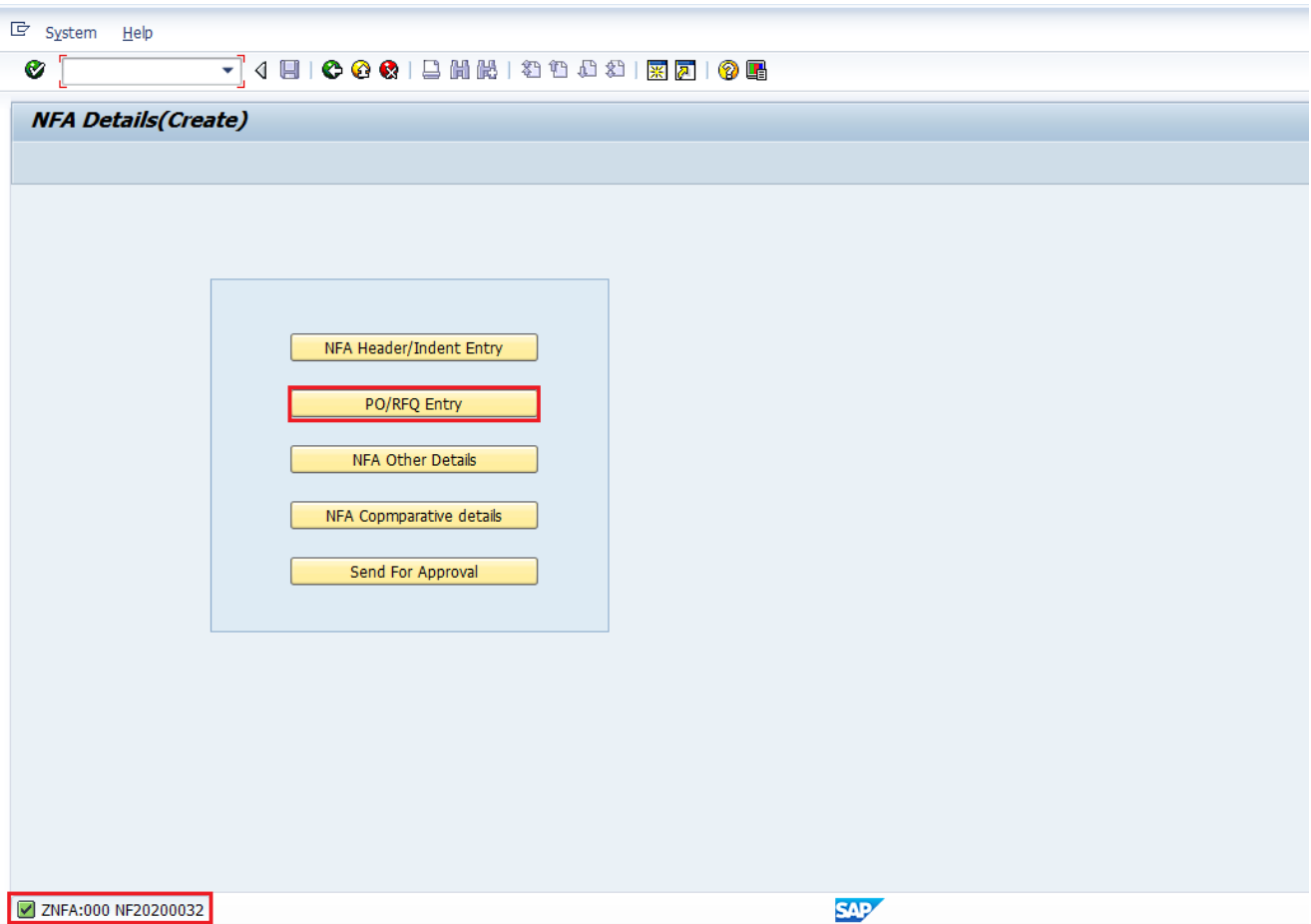
Date: 21.04.2020 SBU: STEEL Single Vendor: ...
 Subject: PROCUREMENT OF BEARING Basis of Proposal: L1
 Purchasing Group: M01 NFA Type: SP ... Buyer Name: MM_SUPPORT

Indent detail

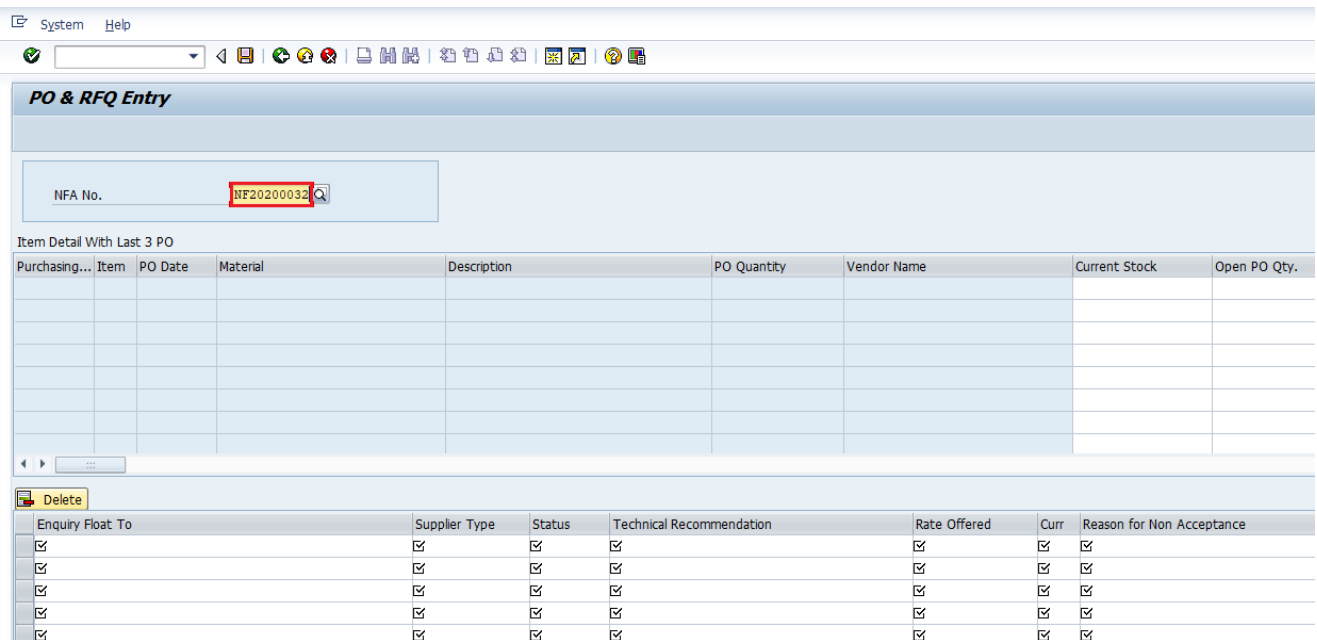
Delete

PR No.	Line	Date	Dept. Code	Material Code	Item Details(In Brief)	PR Release Date	Purpose of Use	Quantity
1200000219	10	21.04.2020	WR01	MMT311715450314	CVR BRNG;WRM,DWG:RT-00014-07/006,RLL,TEK		FOR WRM	12.000
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	

Step 6: NFA no generated. Enter on PO/RFQ entry



Step 7: Enter NFA no and press enter



Step 8: Fill the details for current stock, open PO qty, current req, 1 mon. cons, 3 mon cons and 1 yr cons. And LPP price basis if there are past order for the material

System Help

NFA No. NF20200032

Item Detail With Last 3 PO

Current Stock	Open PO Qty.	Current Reqt.	1 Mon. Cons.	3 Mon. Cons.	1 Yr. Cons.	Lead Time (Days)	LPP	LPP Curr.Key	LPP Price Bas

Delete

Enquiry Float To	Supplier Type	Status	Technical Recommendation	Rate Offered	Curr	Reason for Non Acceptance
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 9: Fill the details for enquiry float to, supplier type, status, technical recommendation, rate offered, curr, and reason for non-acceptance.

System Help

NFA No. NF20200032

Item Detail With Last 3 PO

Purchasing...	Item	PO Date	Material	Description	Quantity	Vendor Name	Current Stock	Open PO Stock	Current Reqt.

Delete

Enquiry Float To	Supplier Type	Status	Technical Recommendation	Rate Offered	Curr	Reason for Non Acceptance
ADITYA ENTERPRISES	MANUFACTURER	OFFER RCVD	OK ACCEPTED	47,616.00	INR	NA
LAXMI & SONS	MANUFACTURER	OFFER RCVD	OK ACCEPTED	60,211.00	INR	NA
VIKALO INSTRUMENTS	MANUFACTURER	OFFER RCVD	OK ACCEPTED	98,010.00	INR	NA
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 10: Click on save

System Help

NFA No. NF20200032

Item Detail With Last 3 PO

Purchasing...	Item	PO Date	Material	Description	Quantity	Vendor Name	Current Stock	Open PO Stock	Current Req.

Delete

Enquiry Float To	Supplier Type	Status	Technical Recommendation	Rate Offered	Curr	Reason for Non Acceptance
ADIITYA ENTERPRISES	MANUFACTURER	OFFER RCVD OK ACCEPTED		47,616.00	INR	NA
LAXMI & SONS	MANUFACTURER	OFFER RCVD OK ACCEPTED		60,211.00	INR	NA
VIKALO INSTRUMENTS	MANUFACTURER	OFFER RCVD OK ACCEPTED		98,010.00	INR	NA
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step 11: Click on NFA other details

System Help

NFA Details(Create)

NFA Header/Indent Entry

PO/RFQ Entry

NFA Other Details

NFA Copmparative details

Send For Approval

Data successfully saved.

Step 12: Enter the NFA number

System Help

NFA Other Details

NFA No.

Proposed to place PO on

Proposed Value(CURR)

Proposed Value(Fig.)

Reason for deviation from Last Purchase Price

Reason for deviation from Price Between 2 Vendors/offers

PR Value

PO Val(Incl. of Taxes)

Budget(Savings/Excess)

Step 13: Fill out the other details and save

System Help

NFA Other Details

NFA No.

Proposed to place PO on

Proposed Value(CURR)

Proposed Value(Fig.)

Reason for deviation from Last Purchase Price

Reason for deviation from Price Between 2 Vendors/offers

PR Value

PO Val(Incl. of Taxes)

Budget(Savings/Excess)

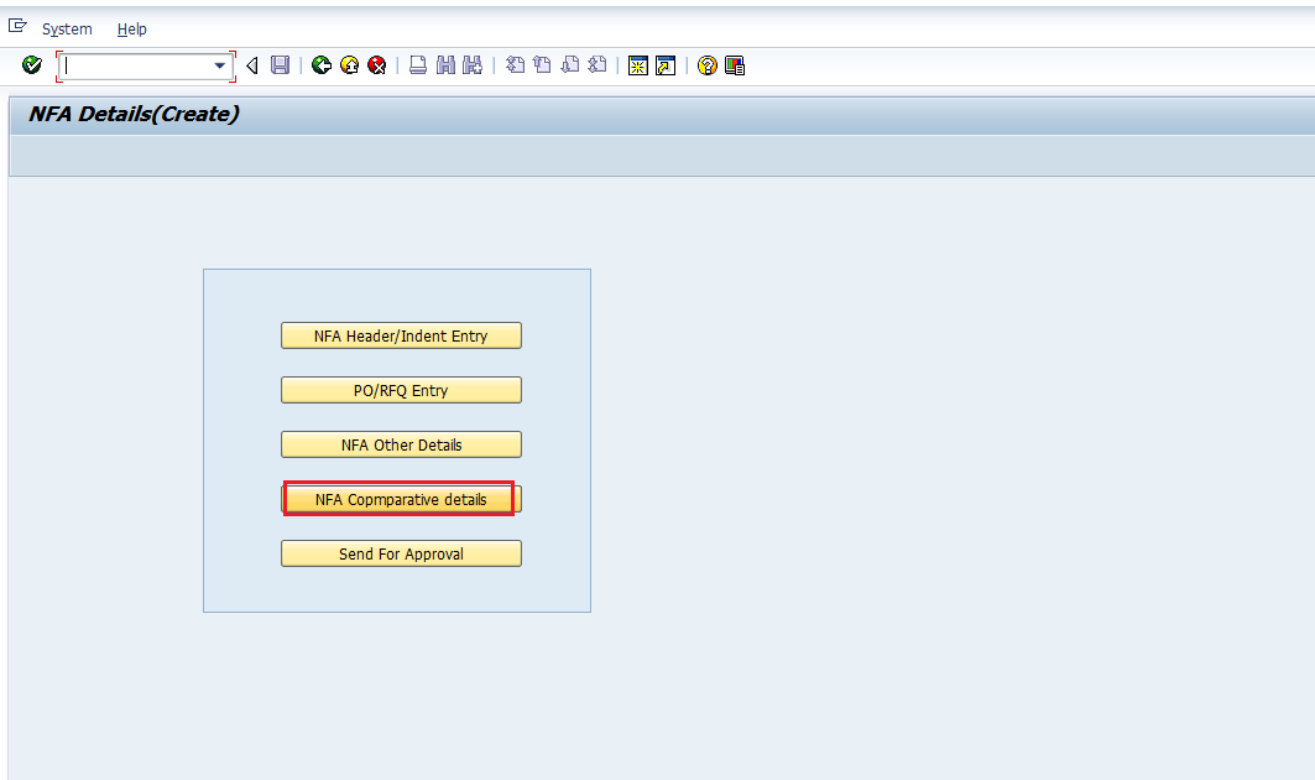
Other Important points

Reason for Specific Make

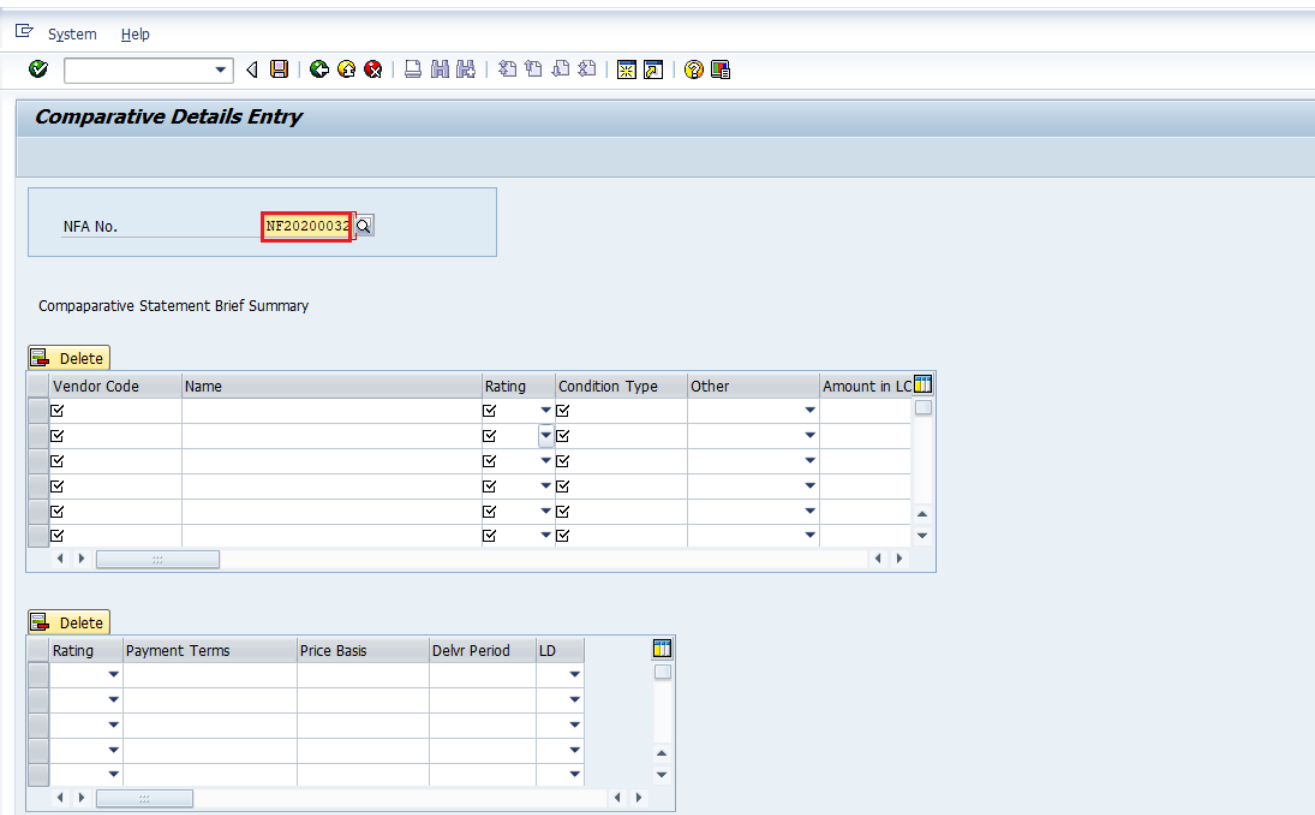
Justification on first time Procurement

Other Remarks(if any)

Step 14: Click on comparative details



Step 15: Enter the NFA no



Step 16: Fill the comparative statement brief summary

System Help

NFA No. NF20200032

Comparative Statement Brief Summary

Delete

Vendor Code	Name	Rating	Condition Type	Other	Amount in LC
402169	ADITYA ENTERPRISES	L1	CT001		47,616.00
402169	ADITYA ENTERPRISES	L1	CT002	INCL. Inclus...	
402169	ADITYA ENTERPRISES	L1	CT003	18% 18 perce...	8,750.88
402169	ADITYA ENTERPRISES	L1	CT004	INCL. Inclus...	
402169	ADITYA ENTERPRISES	L1	CT005		47,616.00
401631	LAXMI & SONS	L2	CT001		60,211.00

Delete

Rating	Payment Terms	Price Basis	Debr Period	LD
L1	30 DAYS	FOR SITE	4-6 WEEK	A ...
L2	30 DAYS	FOR SITE	4-6 WEEK	A ...
L3	30 DAYS	FOR SITE	4-6 WEEK	A ...

Step 17: Click on save

System Help

NFA No. NF20200032

Comparative Statement Brief Summary

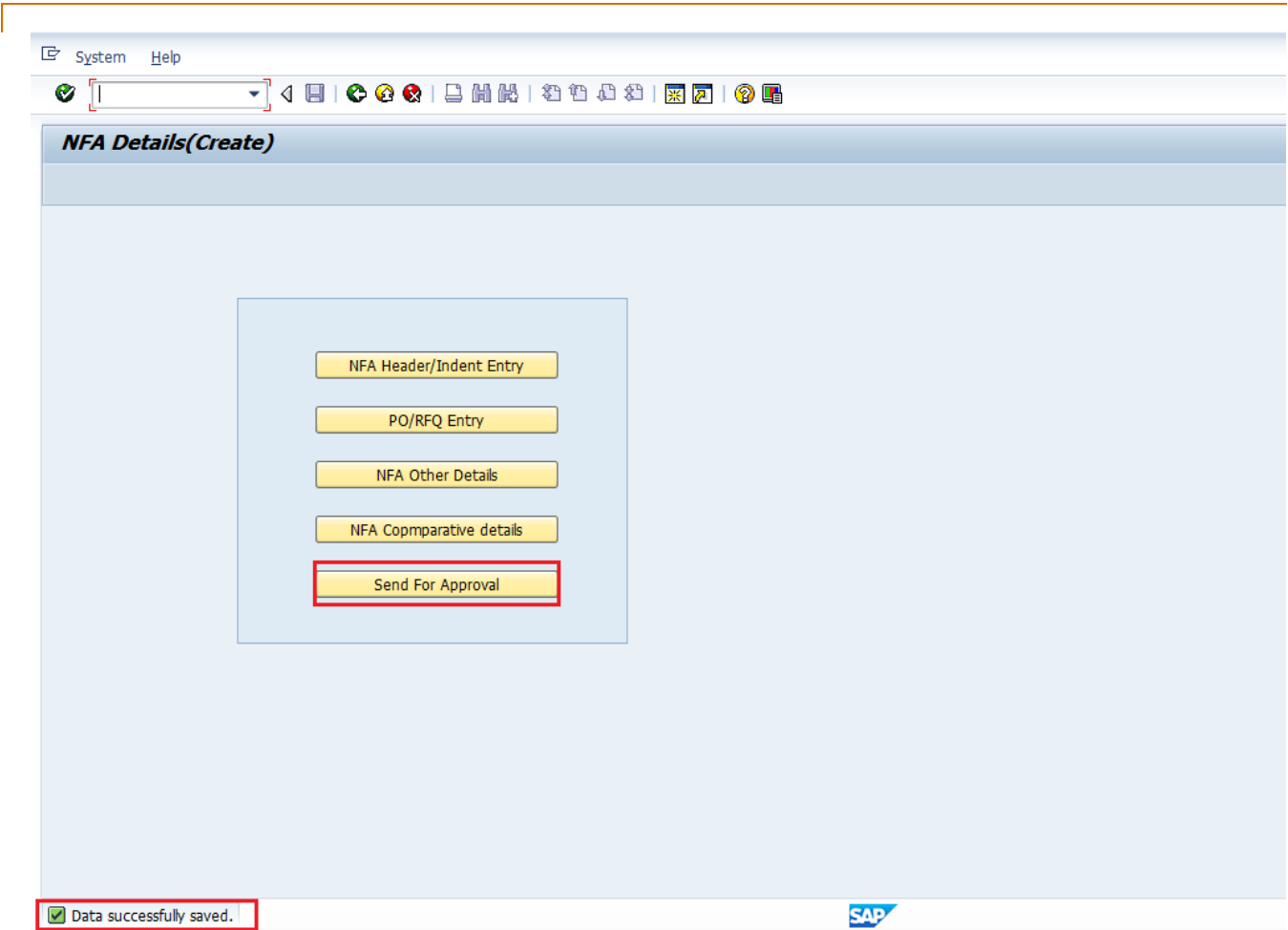
Delete

Vendor Code	Name	Rating	Condition Type	Other	Amount in LC
402169	ADITYA ENTERPRISES	L1	CT001		47,616.00
402169	ADITYA ENTERPRISES	L1	CT002	INCL. Inclus...	
402169	ADITYA ENTERPRISES	L1	CT003	18% 18 perce...	8,750.88
402169	ADITYA ENTERPRISES	L1	CT004	INCL. Inclus...	
402169	ADITYA ENTERPRISES	L1	CT005		47,616.00
401631	LAXMI & SONS	L2	CT001		60,211.00

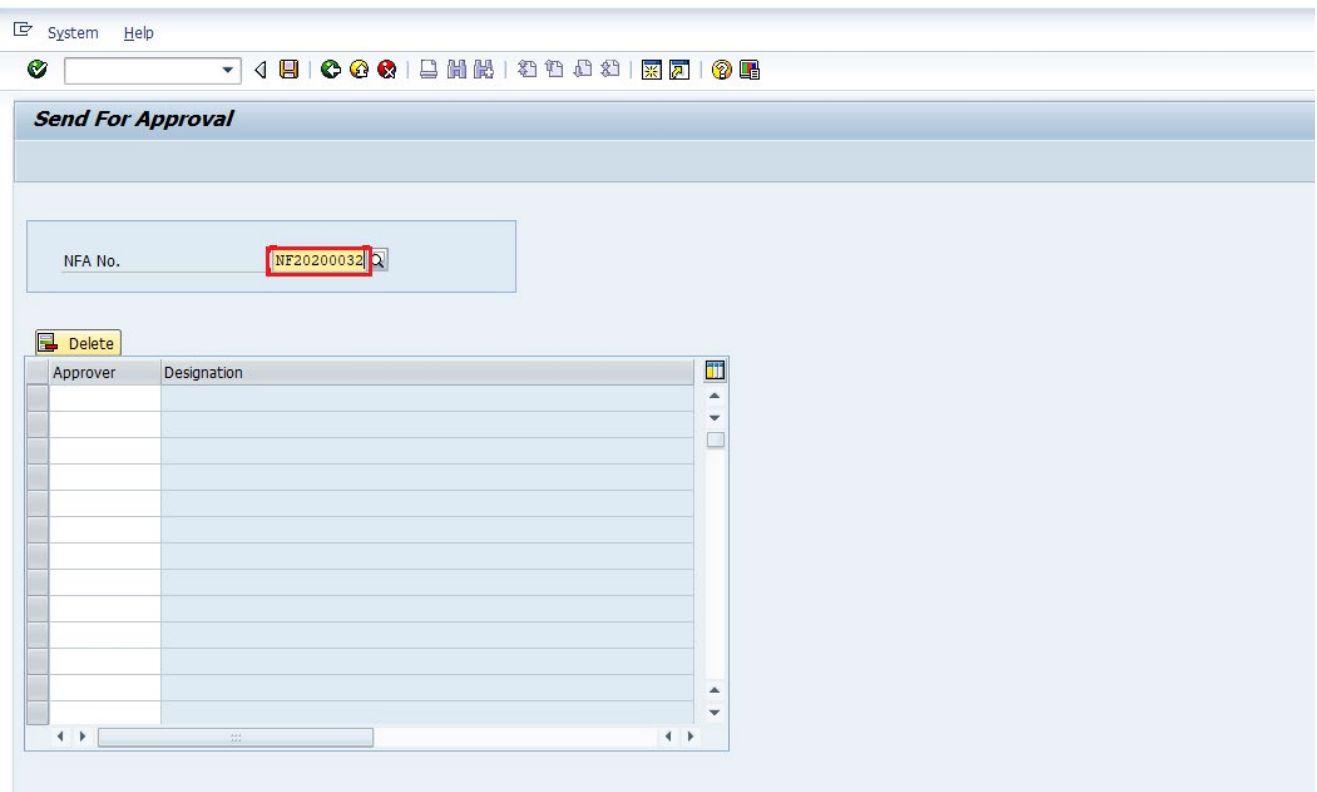
Delete

Rating	Payment Terms	Price Basis	Debr Period	LD
L1	30 DAYS	FOR SITE	4-6 WEEK	A ...
L2	30 DAYS	FOR SITE	4-6 WEEK	A ...
L3	30 DAYS	FOR SITE	4-6 WEEK	A ...

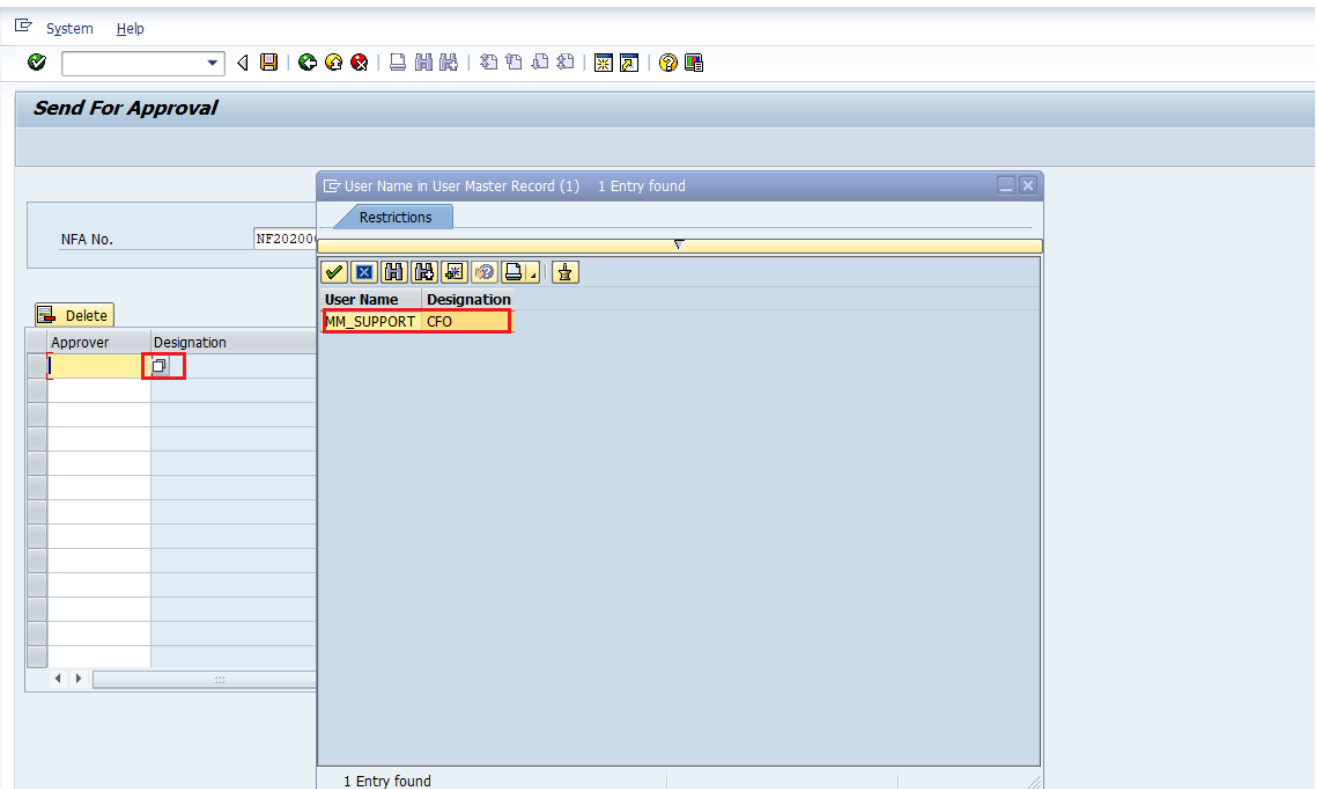
Step 18: Click on send for approval



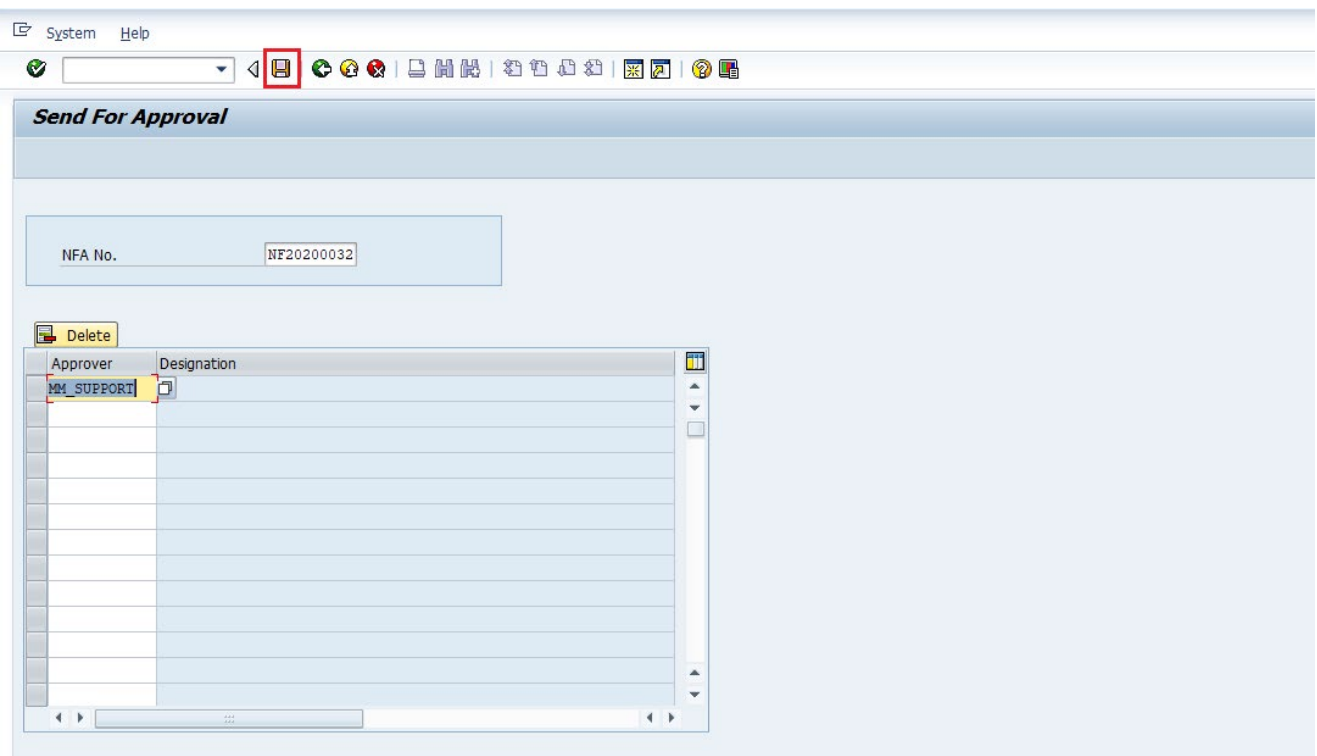
Step 19: Enter the NFA no and press enter

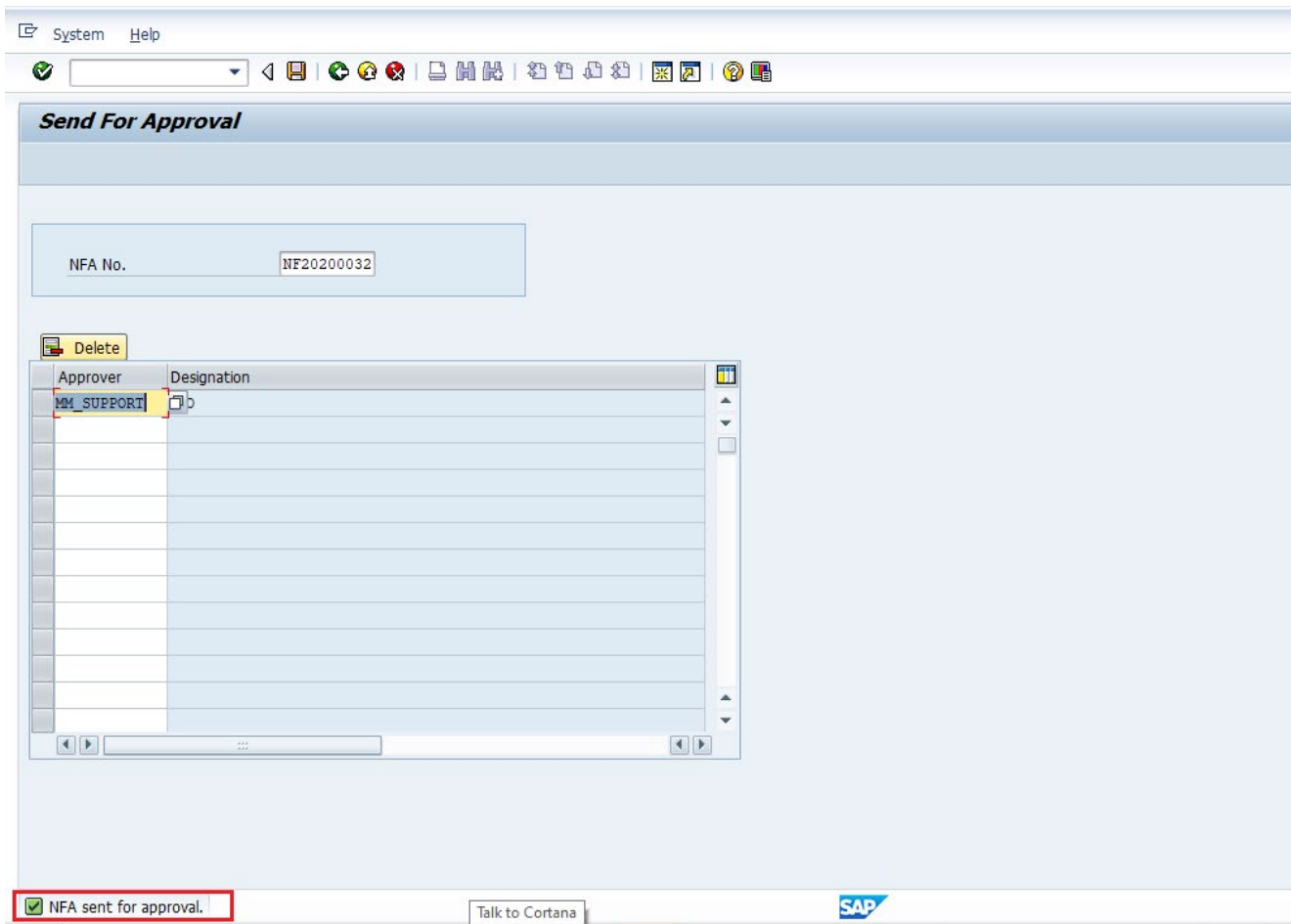


Step 20: Assign the approver



Step 21: Click on save





1.2 NFA Approval

a) Definition and Prerequisites

NFA will be approved as per DOA.

b) Menu Path and Transaction code

SAP R/3 menu	N/A
Transaction Code	ZNFA_Approve

c) Responsibility

DOA Approvers

d) Screen Capture/ Process Steps

Step 1: Select the NFA no

System Help

NFA Approval

Check Box	NFA No.	Sending Date	Subject	SBU
<input type="checkbox"/>	NF20200017		PROCUREMENT OF IMPELLOR	IRON
<input type="checkbox"/>	NF20200019	14.03.2020	SERVICES	DIP
<input type="checkbox"/>	NF20200031	06.04.2020	PR NO:-1200000209 {SPARE}	IRON
<input checked="" type="checkbox"/>	NF20200032	22.04.2020	PROCUREMENT OF BEARING	STEEL

OK

Step 2: Select approve

System Help

NFA Approval

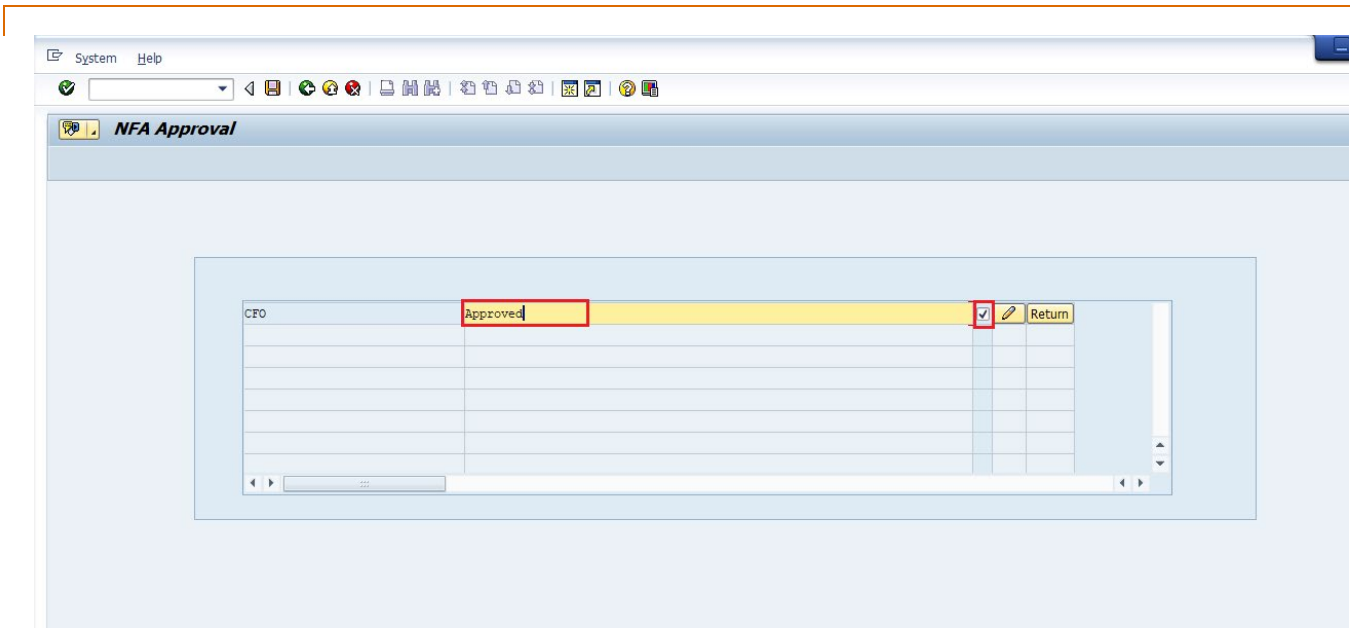
Approve

Note For Approval

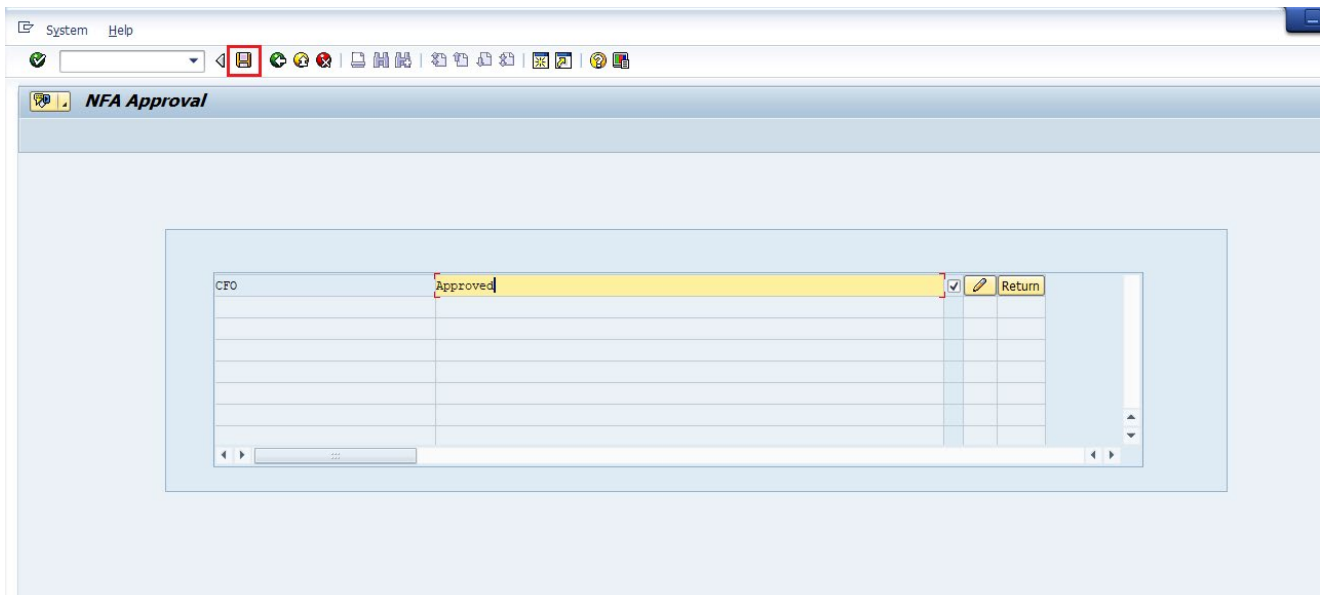
NFA No.	NF20200032	Date	21.04.2020	Single Vendor	<input type="checkbox"/>
Subject	PROCUREMENT OF BEARING	SBU	STEEL	Basis of Proposal	L1
Purchasing Group	M01	NFA Type	SP	Buyer Name	MM_SUPPORT

- Indent detail
- Item Detail With Last 3 PO
- Comparative Statement Brief Summary
- Basic Price

Step 3: Write comments, if any and check the box



Step 4: Click on save



System Help

NFA Approval

CFO	APPROVED	<input checked="" type="checkbox"/>		Return

NFA Approved. SAP | ESQ (1) 100 | eslq4n2: