**Project "Smart"** ESL – Electro Steels Limited

# **User manual** NFA Creation & Approval

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19/04/2020

Sensitivity: Confidential (C2)



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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

☞ System Help	
NFA Details(Create)	
NFA Header/Indent Entry	
PO/RFQ Entry	
NFA Other Details	
NFA Copmparative details	

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



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der S	& Inde	nt Entry							
					Note For Approval				
Date Subject		21.04 PROCUI	.2020 REMENT OF BE	ARING	SBU STEEL	Single Vendor Basis of Proposal			
urchasing	g Group ail	M01	J			buyer Name			
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dent deta elete	g Group ail Line	M01 Date	Dept. Code	Material Code	Item Details(In Brief)	PR Release Date	Purpose of Use	Quantity	
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Step 3: Enter PR no and line item. Press enter

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					Note For Approval					
Date		21.04	2020		SBII	FFL Single Ve	andor	<b>*</b>		
Subject		PROCUP	EMENT OF BE	ARING		Basis of P	Proposal			
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Indent det	tail									
Indent det Delete PR No.	tail Line	Date	Dept. Code	Material Code	Item Details(In Brief)		PR Release Date	Purpose of Use	Quantity	
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**Step 4**: Enter purpose of use



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dent detail	Group	M01 Date	Dept. Code	Material Code	NFA Type S	Buyer Nan Buyer Nan	PR Release Date	Purpose of Use	Quantity	
dent detail elete . No. 00000219	Group Line 10	M01 Date 21.04.2020	Dept. Code WR01	Material Code	NFA Type S Item Details(In Brief) CVR BRNG;WRM,DWG:R	P Buyer Nan T-00014-07/006,RLL,TEK	PR Release Date	Purpose of Use	Quantity 12.000	
dent detail elete No. 00000219	Group Line 10	M01 Date 21.04.2020	Dept. Code WR01	Material Code MMT311715450314	NFA Type S Item Details(In Brief) CVR BRNG;WRM,DWG:R	5P _ • Buyer Nan	PR Release Date	Purpose of Use	Quantity 12.000	
dent detail elete No. 00000219	Group Line 10 I	M01	Dept. Code WR01	Material Code MMT311715450314	NFA Type S Item Details(In Brief) CVR BRNG;WRM,DWG:R1	P Buyer Nan	PR Release Date	Purpose of Use	Quantity 12.000	
dent detail elete No. 00000219	Group Line 10 M M G	M01	Dept. Code WR01	Material Code MMT311715450314	NFA Type S Item Detals(In Brief) CVR BRNG;WRM,DWG:R1	P _ ▼ Buyer Nan	PR Release Date	Purpose of Use	Quantity 12.000	
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dent detail elete No. 00000219	Group Line 10 또 또 또 또 또	M01	Dept. Code WR01	Material Code MMT311715450314	NFA Type S Item Detais(In Brief) CVR BRNG;WRM,DWG;R1	P _ ▼ Buyer Nan	PR Release Date	Purpose of Use FOR WRM 전 전 전 전 전	Quantity 12.000	
dent detail elete No. 00000219	Group	M01	Dept. Code WR01	Material Code MMT311715450314	NFA Type S Item Detais(In Brief) CVR BRNG;WRM,DWG:R1	P _ ▼ Buyer Nan	PR Release Date	Purpose of Use FOR WRM C C C C C C C C C C C C C C C C C C C	Quantity 12.000	

Step 5: Click on save

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Indent detail Delete PR No.	Line	Date	Dept. Code	Material Code	Item Details(In Brie	2f)	PR Release Date	Purpose of Use	Quantity	<b></b>
Indent detail Delete PR No. 1200000219	Line 10	Date 21.04.2020	Dept. Code WR01	Material Code MMT311715450314	Item Details(In Brie CVR BRNG;WRM,DV	2f) WG:RT-00014-07/006,RLL, TE	PR Release Date	Purpose of Use	Quantity 12.000	
Indent detail Delete PR No. 1200000219	Line 10 10	Date 21.04.2020	Dept. Code WR01	Material Code №1311715450314	Item Details(In Brie CVR BRNG;WRM,DV	:f) WG:RT-00014-07/006,RLL, TE	PR Release Date	Purpose of Use FOR WRM	Quantity 12.000	
Indent detail Delete PR No. 1200000219 또 또 또	Line 10 또 또	Date 21.04.2020	Dept. Code WR01	Material Code MMT311715450314	Item Details(In Brie CVR BRNG;WRM,DV	bf) WG:RT-00014-07/006,RLL, TE	PR Release Date	Purpose of Use FOR. WRM 전 단	Quantity 12.000	
Indent detail Delete PR No. 1200000219 또 또 또	Line 10 또 또	Date 21.04.2020	Dept. Code WR01	Material Code MMT311715450314	Item Details(In Brie CVR BRNG;WRM,DV	2f) WG:RT-00014-07/006,RLL, TE	PR Release Date	Purpose of Use FOR. WRM 전 전	Quantity 12.000	
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Step 6: NFA no generated. Enter on PO/RFQ entry



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NFA Details(Crea	ite)
	NFA Header/Indent Entry
	PO/RFQ Entry
	NFA Other Details
	NFA Copmparative details
	Send For Approval
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ZNFA:000 NF20200032	SAP

## Step 7: Enter NFA no and press enter

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Purchasing	. Item	PO Date	Material		Description			PO Quantity	vendor Name		Current Stock	Open PO Qty.
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Enquiry f	loat To			Supp	lier Type	Status	Technical Recor	nmendation	Rate Offered	Curr	Reason for Non Acc	eptance
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**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



V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V       V	LPP Curr.Key	LPP Price	
PO & RFQ Entry         NFA No.       NF20200032         Item Detail With Last 3 PO         Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. C	LPP Curr.Key	LPP Price	
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         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Reqt.       1 Mon. Cons. <th co<="" th=""><th>LPP Curr.Key</th><th>LPP Price</th></th>	<th>LPP Curr.Key</th> <th>LPP Price</th>	LPP Curr.Key	LPP Price
NFA No.       NF20200032         Item Detail With Last 3 PO         Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Reqt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Image: Colspan="2">Image: Colspan="2" Colspa="2" Colspan="2" Colspan="2" Colspa="2" Colspa=	LPP Curr.Key	LPP Price	
NFA No.       INF20200032         Item Detail With Last 3 PO       Current Regt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Current Stock       Open PO Qty.       Current Regt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Image: Construction of the stock       Open PO Qty.       Current Regt.       1 Mon. Cons.       3 Mon. Cons.       1 Yr. Cons.       Lead Time (Days)       LPP         Image: Construction of the stock       Image: Construction of th	LPP Curr.Key	LPP Price	
NFA No.     INF20200032       Item Detail With Last 3 PO     Current Reqt.     1 Mon. Cons.     3 Mon. Cons.     1 Yr. Cons.     Lead Time (Days)     LPP       Current Stock     Open PO Qty.     Current Reqt.     1 Mon. Cons.     3 Mon. Cons.     1 Yr. Cons.     Lead Time (Days)     LPP       Image: Stock     Open PO Qty.     Current Reqt.     1 Mon. Cons.     3 Mon. Cons.     1 Yr. Cons.     Lead Time (Days)     LPP       Image: Stock     Image: Stock <td< td=""><td>LPP Curr.Key</td><td>LPP Price</td></td<>	LPP Curr.Key	LPP Price	
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Current Stock     Open PO Qty.     Current Reqt.     1 Mon. Cons.     3 Mon. Cons.     1 Yr. Cons.     Lead Time (Days)     LPP       Image: Construction of the state of the st	LPP Curr.Key	LPP Price	
Current stock     Open Policy:     Current region     Provincions:     Print cons:     <			
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Enquiry Float To Supplier Type Status Technical Recommendation Rate Offered Curr Reason f	for Non Acceptance	<b></b>	
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**Step 9**: Fill the details for enquiry float to, supplier type, status, technical recommendation, rate offered, curr, and reason for non-acceptance.

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PO & F	RFQ E	ntry											
NFA I	10.		NF20200032										
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Enquiry I	- Float To				Supplier Type	Status	Technical Recommen	dation	Rate Offere	ed	Curr	Reason for Non Acceptance	<b></b>
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LAXMI 6	SONS			_	MANUFACTURER	OFFER RCVD	OK ACCEPTED		60,211.00		INR	NA	
VIKALO	INSTRU	MENTS			MANUFACTURER	OFFER RCVD	OK ACCEPTED		98,010.00		INR	NA	
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Step 10: Click on save



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NFA NO.		NF20200032										
Item Detail With L	ast 3 PO											
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Delete												
Enquiry Float T	0			Supplier Type	Status	Technical Recomm	endation	Rate Offer	ed	Curr	Reason for Non Acceptance	e 🛄
ADITYA ENTER	PRISES			MANUFACTURER	OFFER RCVD	OK ACCEPTED		47,616.00		INR	NA	
LAXMI & SONS				MANUFACTURER	OFFER RCVD	OK ACCEPTED		60,211.00		INR	NA	
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Step 11: Click on NFA other details

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	NFA Header/Indent Entry		
	PO/RFQ Entry		
	NFA Other Details		
	Send For Approval		
Data successfully saved		SAP	$\triangleright$

**Step 12**: Enter the NFA number



System Help     Image: System Help    <		
Image: Section from Last Purchase Price     Reason for deviation from Last Purchase Price     Reason for deviation from Price Between 2 Vendors/offers   PR Value   PO Valu(fort, of Taxes)   Budget(Savings/Excess)	로 System Help	
NFA Other Details         NFA No.         Proposed to place P0 on         Proposed to place P0 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         PV Value     <	◈ 🔹 🗸 🖌 🖌 🗸	2 19 43 43   🐹 🗖   🔞 🖪
NFA Other Details         NFA No.       Improved to place PO on         Proposed to place PO on       Improved to place PO on         Proposed Value(CURR)       Improved to place PO on         Proposed Value(Fig.)       Improved to place PO on         Reason for deviation from Last Purchase Price       Improved to place PO on         Reason for deviation from Price Between 2 Vendors/offers       Improved to place PO on         PV Value       Improved to		
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)	NFA Other Details	
NFA No.       INF20200032         Proposed to place PO on       Image: Current state of the state o		
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)		
NFA No.       NF20200032         Proposed to place PO on       Image: Comparison of the system		
Proposed to place PO on       Image: Current state in the state in th	NFA No. NF20200032	
Proposed to place PO on       If         Proposed Value(CURR)       If         Proposed Value(Fig.)       If         Reason for deviation from Last Purchase Price       Image: Comparison of the evaluation from Price Between 2 Vendors/offers         Reason for deviation from Price Between 2 Vendors/offers       Image: Comparison of the evaluation from Price Between 2 Vendors/offers         PR Value       Image: Comparison of the evaluation of		
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)		
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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)		
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Step 13: Fill out the other details and save

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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	47,616.00 INR NA DIFFERENT VENDORS HAVE DIFFERENT SOURCING OF RAW MATERIAL 41,319.68 INR 56,186.88 INR 1.00 INR	
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 Specfic Make	47,616.00 INR       NA       DIFFERENT VENDORS HAVE DIFFERENT SOURCING OF RAW MATERIAL       41,319.68       56,186.08       INR       1.00	
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Step 14: Click on comparative details



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## Step 15: Enter the NFA no

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**Step 16**: Fill the comparative statement brief summary



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## Step 17: Click on save

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Step 18: Click on send for approval



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## Step 19: Enter the NFA no and press enter

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## **Step 20**: Assign the approver

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## Step 21: Click on save

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# 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



Approval					
Check Box	NFA No.	Sending Date	Subject	SBU	
	NF20200017		PROCUREMENT OF IMPELLOR	IRON	
	NF20200019	14.03.2020	SERVICES	DIP	
	NF20200031	06.04.2020	PR NO:-1200000209 {SPARE}	IRON	
<b>V</b>	NF20200032	22.04.2020	PROCUREMENT OF BEARING	STEEL	

## Step 2: Select approve

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NFA No. [IF20200032] Subject PROCUREMENT OF BEARING Purchasing Group M01	Date         21.04.2020           SBU         STEEL           NFA Type         SP	Single Vendor Sales of Proposal L1 Buyer Name MM_SUPPORT
Indent detail         Item Detail With Last 3 PO         Item Comparative Statement Brief Summary		
Basic Price		

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



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## Step 4: Click on save

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