Project "Smart" ESL – Electro Steels Limited

User manual Package Material Return to Vendor

Prepared by: Prachee Sharma

19/04/2020

Sensitivity: Confidential (C2)



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Scenario

1 Package Material Return to Vendor

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

1.1 Purchase Requisiion Creation

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.

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ZSER PR-OP/MA Service Reg ZOMR PR-OP/MA Spares&Con	A								
ZIPR PR-Plnt-Plnt Stck Tr ZFUR PR-Refurbishment									
ZMKT PR-Stock TransfMKTG ZLSC PR-Subcontract-Item ZPRS PR-Sustaining Projec		l Continuous-t 🔻							
ZTPS PR-Third Party Sale NB Purchase Requisition									
ZSMP SO Man Power	*								
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Step 2: Enter material, quantity, plant, storage location, requisitioner and department code in tracking number column



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Step 3: Enter Valuation type and Valuation price

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Step 4: Enter Source Of Supply



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Step 5: Save the PR

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1.2 Purchase Requisition Release

a) Definition and Prerequisites

PR will be released as per DOA

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP Menu ->Logistics->Materials Management->Purchasing- >Purchase Requisition->Release->Individual Release
Transaction Code	ME54N

c) Responsibility

DOA Approvers

d) Screen capture/ Process

Step 1: Click on other document and enter the purchase requisition to be released.



Step 2: Click on the release sign



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Step 3: Click on save button



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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 S/4 HANA menu	N/A
Transaction Code	ZNFA

c) Responsibility

Purchase Department

d) Screen capture/ Process

Please refer the manual for NFA Creation and Approval



1.4 NFA Approval

a) Definition and Prerequisites NFA will be approved as per DOA.

b) Menu Path and Transaction code

SAP S/4 HANA menu	N/A
Transaction Code	ZNFA_Approve

c) Responsibility

DOA Approvers

d) Screen capture/ Process

Please refer the manual for NFA Creation and Approval.

1.5 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.

If Contract exist and is missing in PR (under Source of Supply), then create PO in reference to the contract.

If Contract does not exist or exist in the Source of supply of PR, then create PO in reference to PR.

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create
Transaction Code	ME21N

c) Responsibility

Purchase Department

d) Screen capture/ Process Step 1: Select document type as ZDOP and click on document overview



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Step 2: Click on search button and enter the purchase requisition. Press Enter

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Step 4: Enter the purchasing org and vendor

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Step 5: Change the quantity if required



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Step 6: Enter the contract details (if contact available)

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Step 7: Enter the gross price



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Step 8: Click on invoice tab and enter tax code.

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Step-9: Click on the ESL tab to enter the NFA number



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Step-10: Click on deliver/invoice under header tab to map payment condition



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Step 11 : Click on save button

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1.6 Purchase Order Release

a) Definition and Prerequisites

PO will be released as per DOA

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP Menu->Logistics \rightarrow Materials Management \rightarrow Purchasing \rightarrow Purchase Order \rightarrow Release \rightarrow Individual Release
Transaction code	ME29N

c) Responsibility

DOA Approvers

d) Screen capture/ Process

Step 1: Click on other document and enter the purchase order to be released.



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Step 2: Click on the release sign

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Step 3: Click on save button



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1.7 Gate Entry

a) Definition and Prerequisites

Once PO is released and upon arrival of material, gate entry is done.

b) Menu Path and Transacti	ion code
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SAP S/4 HANA menu	N/A
Transaction Code	ZM023

c) Responsibility Security – Gate Entry team

d) Screen Capture/ Process Steps Step 1: Click on gate entry



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	Vehicle Out Entry
	Display Gate Entry
	Cancel Gate Entry
	Approve Gate Entry

Step 2: Enter challan no, challan date, plant gate no, mode of transport, vehicle no, rake no (same created in rake master in electroway), tax invoice, test certificate, DFT Copy, guarantee certificate and vendor code.

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Step 3: Press F4 to display the PO number. Select the PO number and press enter



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Challan No	4900000015 F ZDSO 4	400009 G			Gate Entry Date	21.04.2020			
Challan Date	4700000040 F ZDOP 4	400009 G			Time of Entry	14:29:10			U
RR No	4700000045 F ZDOP 4	400009 G			Vendor Code	400009			M
PP Date	4700000044 F ZDOP 4	400009 G			Vendor Name		WORKS		
ID/DLN-	490000016 F ZDSO 4	400009 G			Vehuur Name	D.K.ENGINEERIN	J WORKS .		
LK/BL NO	4700000046 F ZDOP 4	400009 G			Venicle Unloading Date				
LR/BL Date	4700000047 F ZDOP 4	400009 G			Vehicle Unloading Time	00:00:00			
Bill of Entry No	4700000048 F ZDOP 4	400009 G			Vehicle out Date				
Bill of Entry Date	4700000049 F ZDOP 4	400009 G			Vehicle out Time	00:00:00	Tax Invoice	NO	
	4700000050 F ZDOP 4	400009 G			Decl Value in Way Bill				
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Transporter Code	47000000053 F ZDC5 4	400009 6		Invoice		Invoice Date			
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S PO Number Iter	4700000055 F ZDOP 4	400009 G	Order Qty	UO	M Tolarance Qty	Balance to Enter	Challan Qty		
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Step 4: Press Enter to display the PO details

te Entry							
AVE							
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Challan No 228 Challan Date 21.04.2020 RR No. Image: Constraint of the second s	Way Bill No Mining Challan/TP No Plant Gate No 1 Plant WeighBridge No Mode of Transport HEAVY VEHI Transporter Name Vehicle No JH09M6582 Container No Vessel Name Rake No. Rake Trip No.		Gate Entry Date Time of Entry Vendor Code Vendor Name Vehicle Unloading Time Vehicle out Date Vehicle out Time Decl Value in Way Bill Test Certificate Gurantee Certificate	21.04.2020 14:38:34 400009 B.K.ENGINEERING 00:00:00 00:00:00 NO NO	WORKS . Tax Invoice DFT Copy	NO	User ID / N: MM_SUPPO
Transporter Code T	Transporter Name	Invoice		Invoice Date			
No. of containers pending 0 No	o. of containers received			Ref. Gate Entr	y no.		
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Step 5: Enter the Challan qty



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1 470000056 10 MC	CE121420040006 GAS	ARGON;XL,99.999 PCT,LA	B GR	100.000	МЗ	0.000	100.000	100	1	2

Step 6: Click on save button

Gate Entry number generated

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AVE									
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1 4	✓ ②	GR	100.000	МЗ	0.000	100.000	100		
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1.8 Goods Receipt

a) Definition and Prerequisites

Once Gate entry is generated, Goods receipt is done

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP Menu > Logistics > MM > Inventory Management > Goods Movement > MIGO
Transaction Code	MIGO

c) Responsibility

Store's Department

d) Screen capture/ Process

Step 1: Select Goods Receipt, Purchase order and enter the purchase order. Press Enter

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Goods Receipt Purchase Order - MM_SUPPORT	
Show Overview 🗋 Hold Check Post 🚹 Help	
A01 Goods Receipt V R01 Purchase Order V 4700000056	
General Vendor	
Document Date 21.04.2020 Delivery Note Posting Date 21.04.2020 Bill of Lading HeaderText HeaderText	
Line Mat. Short Text V OK Qty in UnE E SLoc Stock Segment Batch Valuation M D Stock Type	Plnt 🛄
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	4 1
Material Quantity Where	

Step 2: Enter quantity of gas and select item as ok



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Step 3: Enter gate entry number

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Moveme	nt type 101 + GR	goods receipt	Stock type	Unrestricted-Use	•		
Plant	Central Unit-SBU		4000				
GR/GE N	lo. 202000208		4051				
Unloadin	g Point						
Taxt				_			
Text							
68 🗸 🗸	Item OK Line	1					A

Step 4: Select transport equipment to enter material i.e. cylinder and upload serial number



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Opena kecept
Boods Receipt Purchase Order 4700000056 - MM_SUPPORT
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Line Mat. Short Text V OK Qty in UnE E SLoc Profit Center Stock Segment Batch Valuation M D Stock Type 1 GAS ARGON;XL,99.999 PCT,LAB GR 100 M3 Central Store 401000 CM-INDIGEN 101 + Unrestri
Movement type 101 + GR goods receipt Stock type Unrestricted-Use ▼ Plant Central Unit-SBU 4000 2 Storage location Central Store 4CST GR/GE No. 2020000208 4CST Unloading Point
Image: Second secon

Step 5: Select material tab and enter cylinder item code. Press Enter

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Step 6: Enter quantity and unit



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Qty in Unit of Entry 5	EA										
Obuin Dalium Nata	FA										

Step 7: Enter plant and storage location in where tab.

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Vendor									
Plant 4000									
Storage location 4CST									
GR/GE No.									
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Step 8: Select partner tab and enter vendor name. Press Enter



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Step 9: Select serial number tab and select import to copy from excel

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Select 10: Select copy from clipboard



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Step 11: Click on tick option

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Step 12: Click on check to see if the document is ok.



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2 CCU Empty Cylinder (OXYGEN)	I S EA Centra	al Store		
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Step 13: Click on post

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Display cylinder serial number and vendor

Step 1: Enter TCode mmbe. Enter cylinder material code and click on execute.



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Stock Overview: Com	npany Code/Plant/Storage Location/Batch
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Database Selections	
Material	EMP00000000001
Plant	to 🖻
Storage Location	to 🖻
Batch	to 🖻
Database Selections	
Stock Segment	to 🖻
Stock Type Selection	
	✓ Also Select Special Stocks
	✓ Also Select Stock Commitments
List Display	
Special Stock Indicator	to 🖻
Display version	1
Display Unit of Measure	
	✓No Zero Stock Lines
	Decimal Place as per Unit
	Aggregated Stock

Step 2: Then right click on quantity in and select equipment/serial number.

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			New Selection		
Stock Overview			Refresh		
			Allowed Units of Measure		
			Display Material		
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	Detailed Display		Stock/Requirements List		
Client/Company Code/Plant/S	torage Location/Batch/Special Stock	Unrestricted	d Reservations	pt reservation On-Order Stock Consgt	
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Step 3: Serial number is displayed. Select a line item to display the vendor against it. Click on details tab to display the vendor



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S	Material	Serial Number	Plant	SLoc		
	EMP000000000001	40003	4000	4CST		
	EMP000000000001	6	4000	4CST		
	EMP000000000001	7	4000	4CST		
	EMP000000000001	8	4000	4CST		
	EMP000000000001	9	4000	4CST		
	EMP000000000001	10	4000	4CST		
	EMP000000000001	11	4000	4CST		
	EMP000000000001	12	4000	4CST		
	EMP000000000001	13	4000	4CST		
	EMP000000000001	14	4000	4CST		
	EMP000000000001	15	4000	4CST		

Vendor information displayed

MatSerial <u>N</u> o. <u>E</u> d	lit <u>G</u> oto Extras Environment System <u>H</u> elp
Display	Material Serial Number : SerNo.Detail
terial EN rial Number 12	MED000000000000000000000000000000000000
atus ES	STO
General Equipment	
Last SerialNo Stock information	100000049
Stock type Plant StorageLocation	01 Unrestricted-use RTP 4000 Central Unit-SBU 4CST Central Store
Stock batch Special stock Customer	Master batch M Ret.trans.pkg vendor Date L.GoodsMvt 21.04.2020 Vendor 400009
Sales order Owner of stock	/ 0 WBS element



1.9 Creation of reservation

a) Definition and Prerequisites

Reservation will be created by user department.

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP Menu->Logistics->Materials Management->Inventory Management->Reservation->Create
Transaction Code	MB21

c) Responsibility

Department's user

d) Screen capture/ Process

Step 1: Enter movement type and plant

P Recentation Edit Gata Mayament Type Environment System Help
Create Reservation: Initial Screen
Create New Item: Account Assignment
Base Date 21.04.2020
Check Date
Movement Type 201
Plant 1000 Q
Reservation

Step 2: Enter cost centre, material, quantity, UnE, storage location and batch



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vement Type 201 GI for cost center Account ods Recipient st Center 20510200					
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Step 3: Click on save button

Create Reservation: Collective Processing Create Reservation: Collective Processing © © © © © © © © © © © © © © Movement Type 201 Gl for cost center Goods Recipient Cost Center 20510200 Dolo-Kin&DDS RM Items Items Item Material Quanty Unit Plant Solution Quanty Unit Plant Solution Quanty Unit Vision Quanty Quanty Quanty Quanty Quanty Quanty Vision Qu	C Reservation Edit Goto Environment System Help						
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1.10 Goods Issue of gas

a) Definition and Prerequisites

Once GRN is done, goods will be issued to user department

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP Menu > Logistics > MM > Inventory Management > Goods Movement > MIGO
Transaction Code	MIGO

c) Responsibility

Store's Department



d) Screen capture/ Process

Step 1: Select goods issue, reservation and enter the reservation number

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Step 2: Select item ok and check the document.

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Step 3: Click on post



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1.11 Transfer posting of cylinder

a) Definition and Prerequisites

Along with issue of gas, transfer posting of cylinder needs to be done

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP Menu > Logistics > MM > Inventory Management > Goods Movement > MIGO
Transaction Code	MIGO

c) Responsibility

Store's Department

d) Screen capture/ Process

Step 1: Select transfer posting, other and enter the movement type as 311 (M)



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Step 2: Enter cylinder material code and press enter

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Step 3: Enter plant, storage location in from and destination. Press Enter



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Step 4: Enter quantity

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Step 5: Enter vendor in where tab



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Step 6: Enter serial number in serial numbers tab

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Step 7: Click on post button



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