

User manual

Package Material Return to Vendor

*Prepared by:
Prachee Sharma*

19/04/2020

Table of Contents

Scenario	4
1 Package Material Return to Vendor	4
1.1 Purchase Requisition Creation	4
a) Definition and Prerequisites	4
b) Menu Path and Transaction code	4
c) Responsibility	4
d) Screen Capture/ Process Steps	4
1.2 Purchase Requisition Release	7
a) Definition and Prerequisites	7
b) Menu Path and Transaction code	7
c) Responsibility	7
d) Screen capture/ Process	7
1.3 NFA Creation	9
a) Definition and Prerequisites	9
b) Menu Path and Transaction code	9
c) Responsibility	9
d) Screen capture/ Process	9
1.4 NFA Approval	10
a) Definition and Prerequisites	10
b) Menu Path and Transaction code	10
c) Responsibility	10
d) Screen capture/ Process	10
1.5 Purchase Order Creation	10
a) Definition and Prerequisites	10
b) Menu Path and Transaction code	10
c) Responsibility	10
d) Screen capture/ Process	10
1.6 Purchase Order Release	17
a) Definition and Prerequisites	17
b) Menu Path and Transaction code	17
c) Responsibility	17
d) Screen capture/ Process	17
1.7 Gate Entry	20
a) Definition and Prerequisites	20
b) Menu Path and Transaction code	20

c) Responsibility	20
d) Screen Capture/ Process Steps	20
1.8 Goods Receipt	24
a) Definition and Prerequisites	24
b) Menu Path and Transaction code	24
c) Responsibility	24
d) Screen capture/ Process	24
1.9 Creation of reservation	34
a) Definition and Prerequisites	34
b) Menu Path and Transaction code	34
c) Responsibility	34
d) Screen capture/ Process	34
1.10 Goods Issue of gas	36
a) Definition and Prerequisites	36
b) Menu Path and Transaction code	36
c) Responsibility	36
d) Screen capture/ Process	37
1.11 Transfer posting of cylinder	39
a) Definition and Prerequisites	39
b) Menu Path and Transaction code	39
c) Responsibility	39
d) Screen capture/ Process	39

Scenario

1 Package Material Return to Vendor

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

1.1 Purchase Requisition 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.

The screenshot displays the SAP S/4 HANA 'Create Purchase Requisition' interface. The document type dropdown is set to ZOMR. The screen shows a list of document types on the left, with ZOMR highlighted. The main area is empty, and the bottom shows a table with columns for St., Item, A, I, Material, Short Text, Quantity, Unit, C, Deliv. Date, Matl Group, Plant, Stor. Loc., PGr, Requisnr., Tracking..., Vendor, and Fixed vend.

Step 2: Enter material, quantity, plant, storage location, requisitioner and department code in tracking number column

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZOMR PR-OP/MA Spar... Source Determination

Texts

Header note

1 Continuous-t...

Enter department code in tracking number

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Vendor
	10			MCE121420040006	GAS ARGON;XL,99.999 P...	100	M3	D	20.04.20...	1214	4000	4CST	X01		STR1	

Item: 1 [10] MCE121420040006 , GAS ARGON;XL,...

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address

Step 3: Enter Valuation type and Valuation price

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZOMR PR-OP/MA Spar... Source Determination

Texts

Header note

1 Continuous-t...

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Vendor
	10			MCE121420040006	GAS ARGON;XL,99.999 P...	100	M3	D	20.04.20...	1214	4000	4CST	X01		STR1	

Item: 1 [10] MCE121420040006 , GAS ARGON;XL,...

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address

Valuation Price: 1,000.00 INR / 1 M3 Total Value: 100,000.00 INR

Valuation Type: CN-INDIGEN

Promotion:

Goods receipt

*Check the price/enter the price
**By default, price is fetched from material master

Step 4: Enter Source Of Supply

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

Header note

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking..	Vendor	Fixed vend
	10			MCE12142...	GAS ARGON;XL,99.999 P...	100	M3	D	20.04.2020	1214	4000	4CST	X01		STR1		

Item: 1 [10] MCE121420040006 , GAS ARGON;XL...

Material Data | Quantities/Dates | Valuation | **Source of Supply** | Status | Contact Person | Texts | Delivery Address

Agreement: Purch.Org.: Order Unit:

Fixed vendor: Suppl. Plant:

Info Record: Issuing Stor. Loc.:

Desrd Supplier: Supplier Material No:

Assign Source of Supply

Assign source of supply, such as contract (if exists)

Step 5: Save the PR

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

Texts

Header note

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Trackin

Item: 1 New Item

Purchase requisition number 1200000218 created

SAP

1.2 Purchase Requisition Release

a) Definition and Prerequisites

PR will be released as per DOA

b) Menu Path and Transaction code

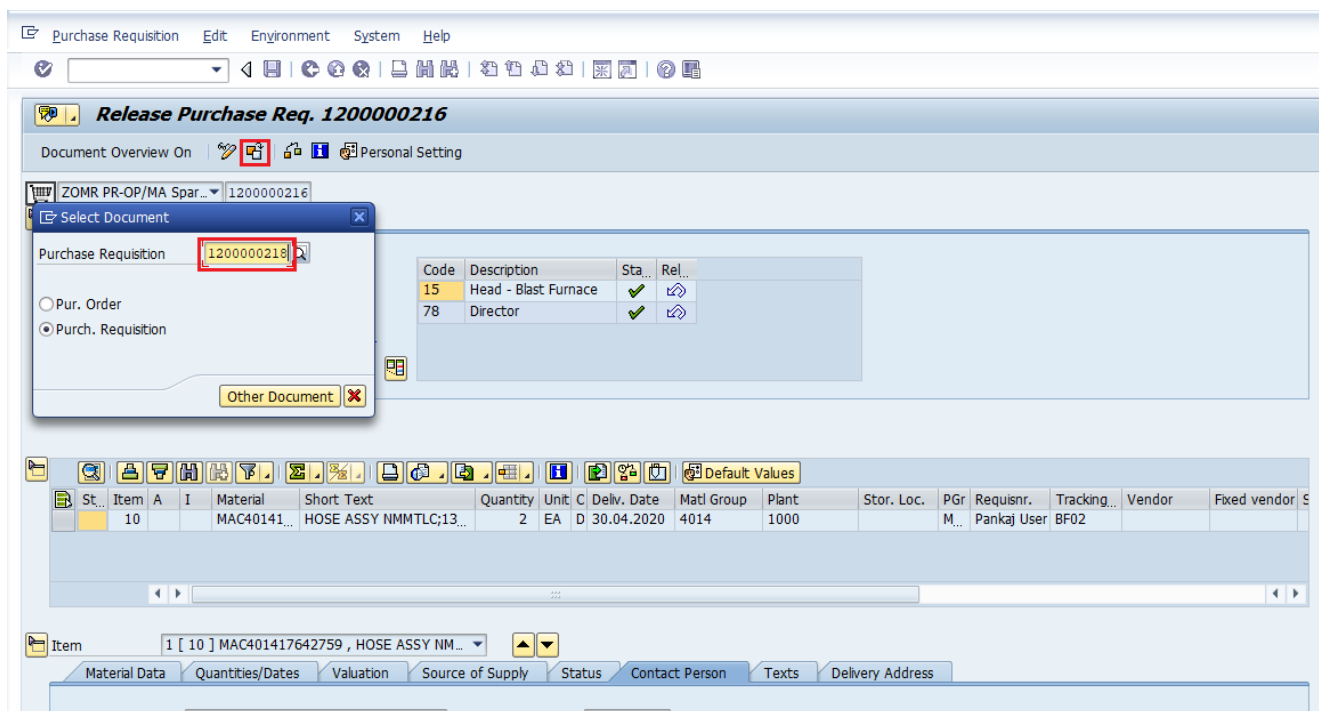
SAP S/4 HANA menu	SAP Menu->Logistics->Materials Management->Purchasing->Purchase Requisition->Release->Individual Release
Transaction Code	ME54N

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

Purchase Requisition Edit Environment System Help

Release Purchase Req. 120000218

Document Overview On Personal Setting

ZOMR PR-OP/MA Spar... 120000218

Texts Release strategy

Release group RS Release overall
 Release Strategy I8 STR1 <=2L
 Release Indicator X Blocked

Code	Description	Sta	Rel
89	Stores-Level 1	▲	✓
45	Head Stores		

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Vendor	Fixed vend
	10			MCE12142...	GAS ARGON;XL,99.999 P...	100	M3	D	20.04.2020	1214	4000	4CST	X01		STR1		

Purchase Requisition Edit Environment System Help

Release Purchase Req. 120000218

Document Overview On Personal Setting

ZOMR PR-OP/MA Spar... 120000218

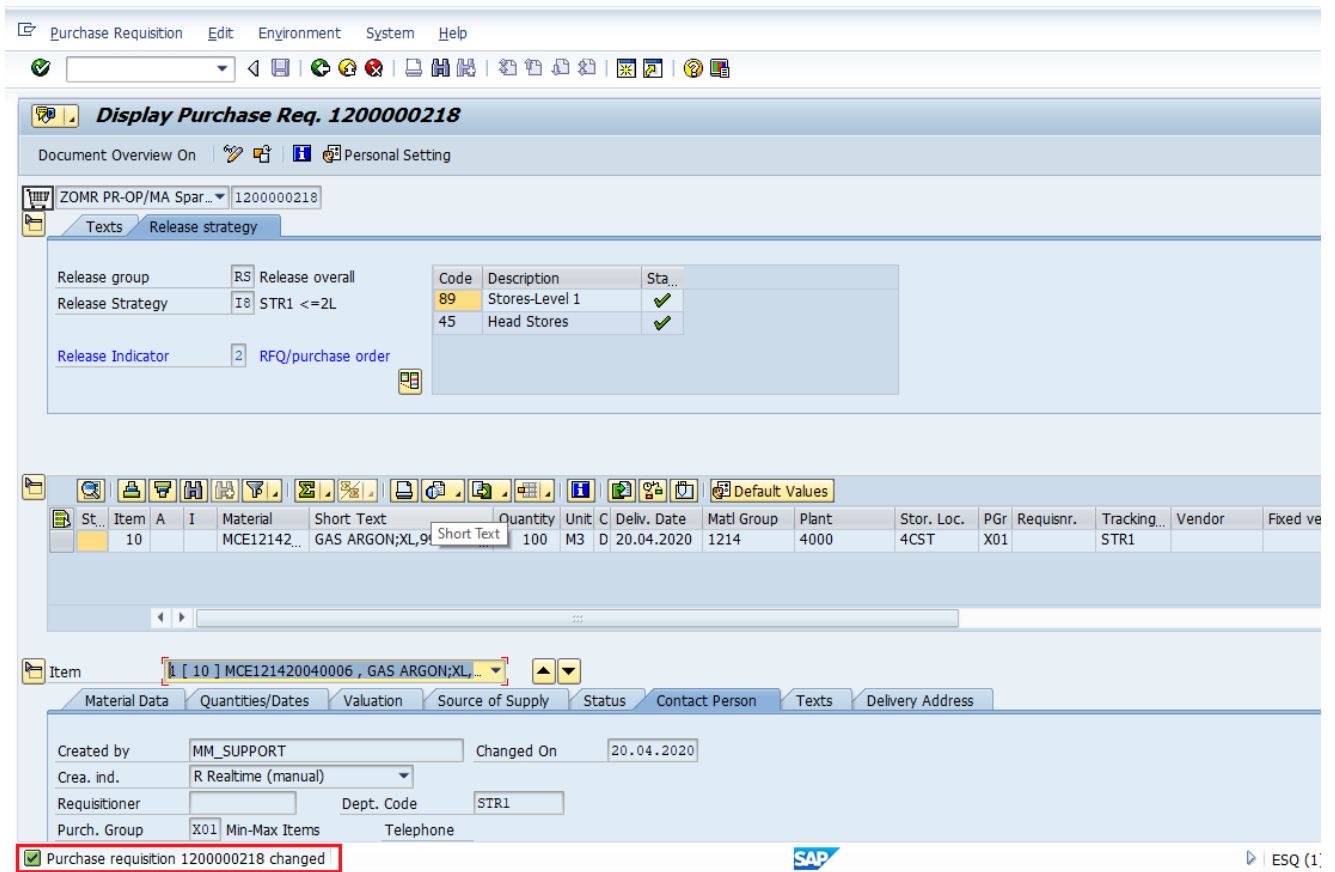
Texts Release strategy

Release group RS Release overall
 Release Strategy I8 STR1 <=2L
 Release Indicator 2 RFQ/purchase order

Code	Description	Sta	Rel
89	Stores-Level 1	✓	✓
45	Head Stores	✓	✓

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Vendor	Fixed vend
	10			MCE12142...	GAS ARGON;XL,99.999 P...	100	M3	D	20.04.2020	1214	4000	4CST	X01		STR1		

Step 3: Click on save button



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

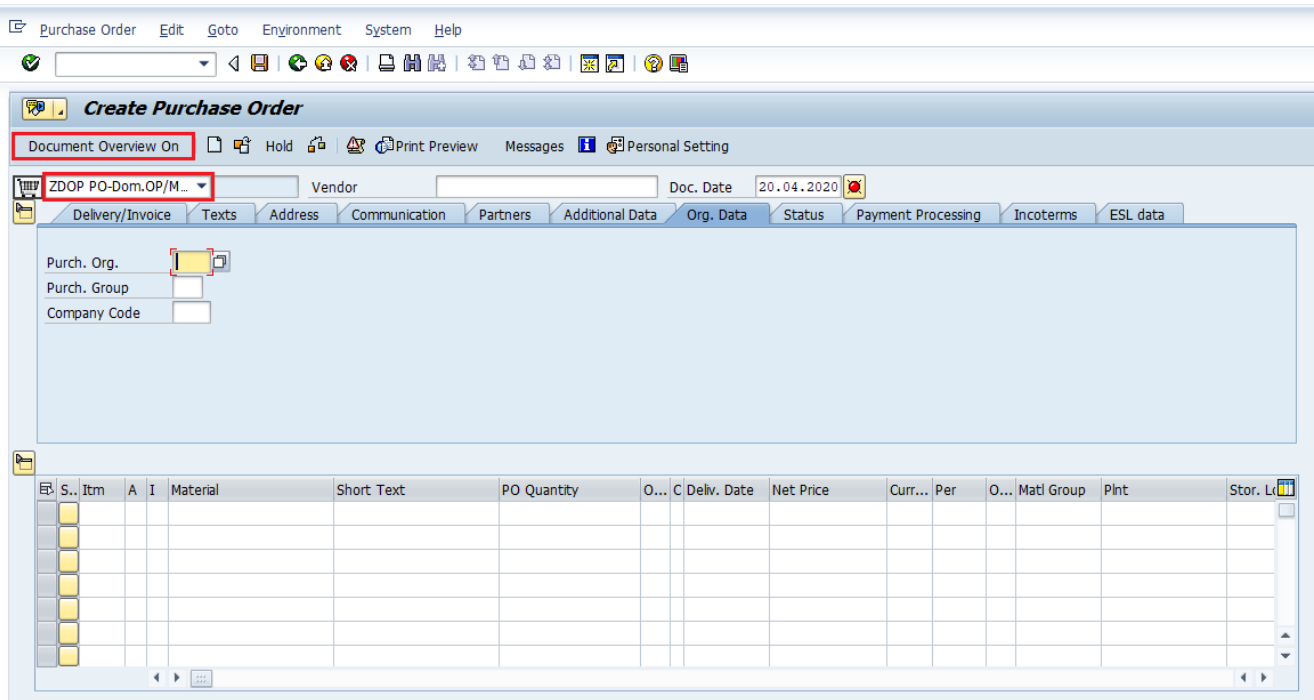
SAP S/4 HANA menu	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create
Transaction Code	ME21N

c) Responsibility

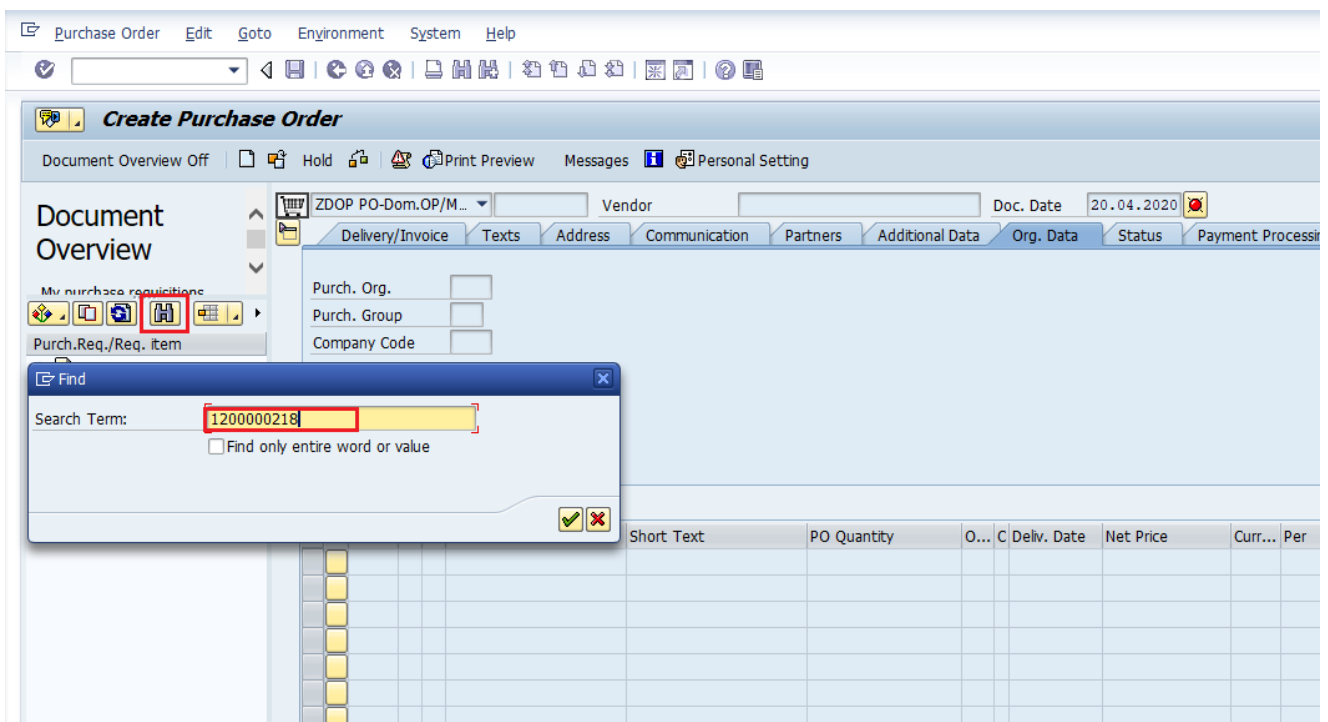
Purchase Department

d) Screen capture/ Process

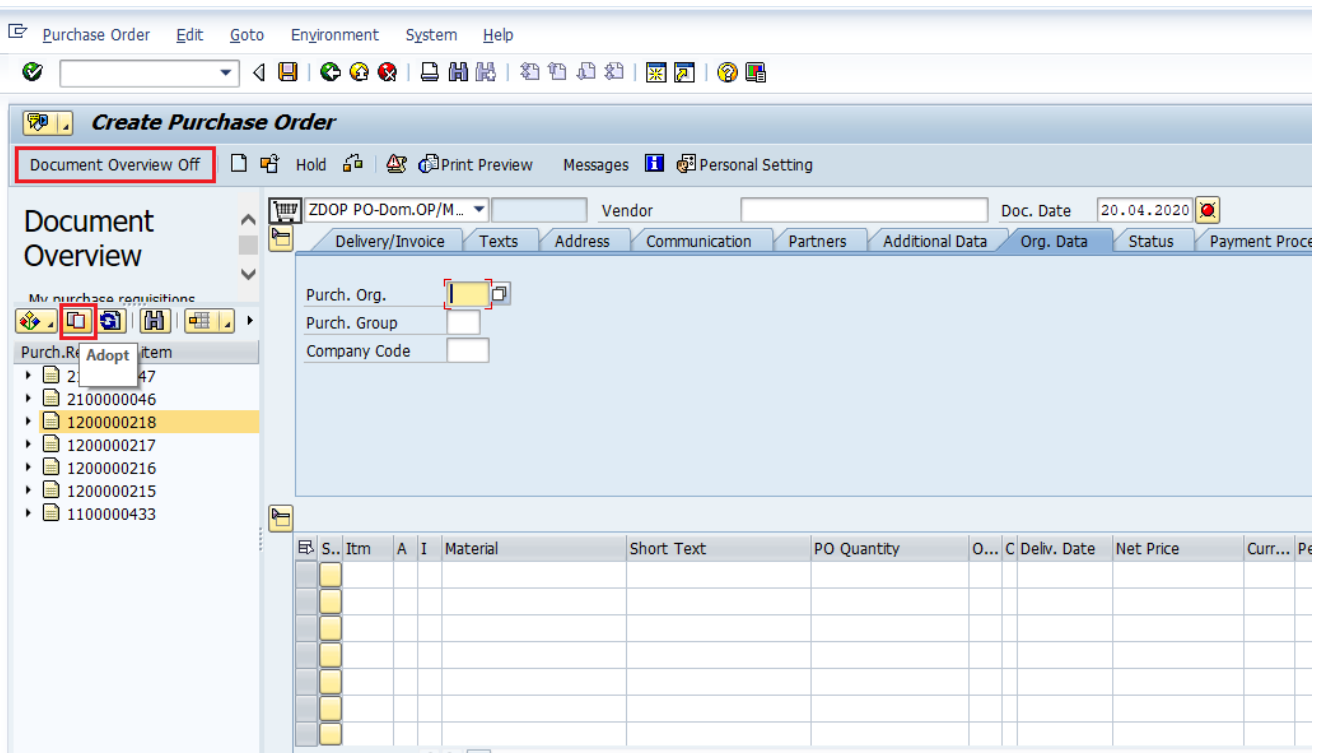
Step 1: Select document type as ZDOP and click on document overview



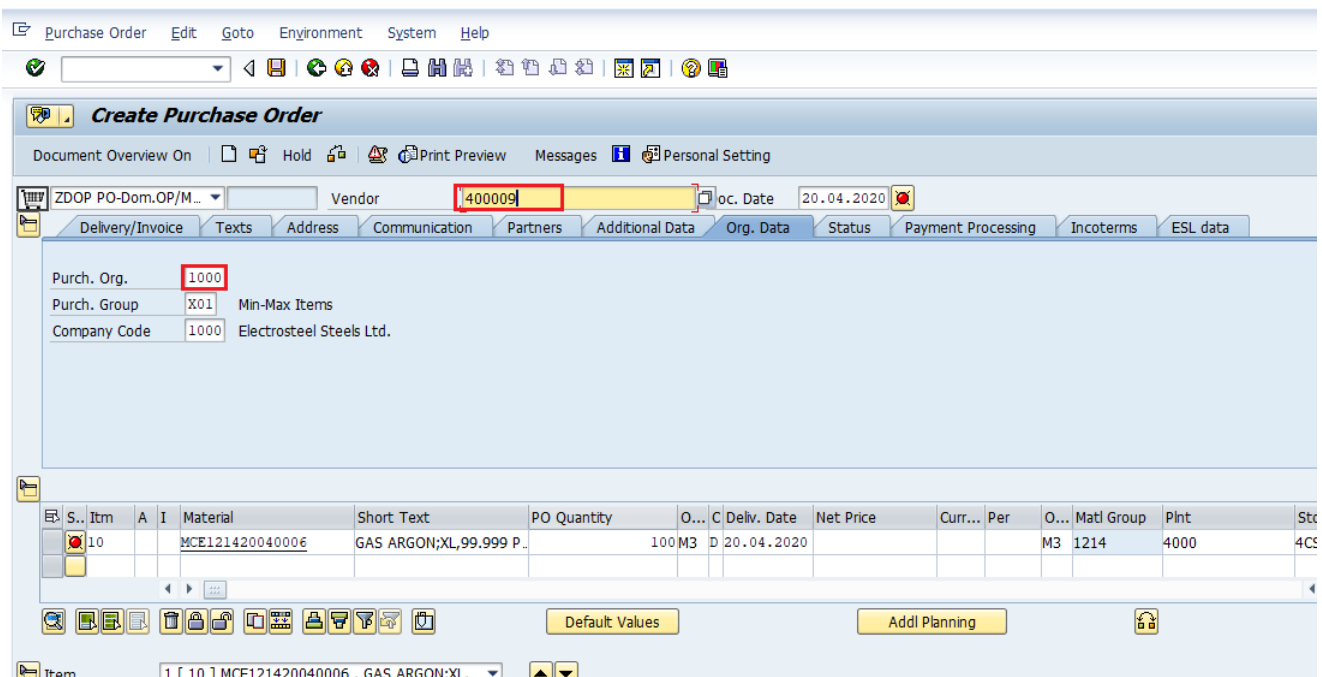
Step 2: Click on search button and enter the purchase requisition. Press Enter



Step-3: Click on adopt and document overview off



Step 4: Enter the purchasing org and vendor



Step 5: Change the quantity if required

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

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

Purch. Org. 1000 ESL-Purchase Org.
 Purch. Group X01 Min-Max Items
 Company Code 1000 Electrosteel Steels Ltd.

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
10				MCE121420040006	GAS ARGON;XL,99.999 P...	100	M3	20.04.2020	1,000.00	INR	1	M3	1214	4000

Item 1 [10] MCE121420040006 , GAS ARGON;XL,...

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

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

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 X01 Min-Max Items
 Company Code 1000 Electrosteel Steels Ltd.

S..	Itm	A	Stock Segment	Reqmnt Segment	Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...	T...	Purchase ...	Req...	Outline ag...	Con...	RFQ
10					STR1			5300000...				1200000218	10			

Item 1 [10] MCE121420040006 , GAS ARGON;XL,...

Step 7: Enter the gross price

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

S..	Itm	A	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	Batch	Stock Segment	Reqmnt Segment	Reqmt No.	Requis
10			20.04.2020	1,000.00	INR	1	M3	1214	4000	4CST				STR1	

Item 1 [10] MCE121420040006 , GAS ARGON;XL, ...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Texts Delivery Address Confirmations Condition Co...

Quantity 100 M3 Net 100,000.00 INR

I..	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	Num...	ATO/MTS Component	OUn	CCon...	Un	Condition V
		PBXX Gross Price	1,000.00	INR		1 M3	100,000.00	INR		1		M3		1 M3	
		2CQV Conversion Charge/Qt	0.00	INR		1 M3	0.00	INR		1		M3		1 M3	
		Gross Price	1,000.00	INR		1 M3	100,000.00	INR		1		M3		1 M3	
		Sub Total After Disc	1,000.00	INR		1 M3	100,000.00	INR		1		M3		1 M3	
		Sub Total with Pkg.&	1,000.00	INR		1 M3	100,000.00	INR		1		M3		1 M3	
		NAVS Non-Deductible Tax	0.00	INR			0.00	INR		0				0	

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

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

S..	Itm	A	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	Batch	Stock Segment	Reqmnt Segment	Reqmt No.
10			20.04.2020	1,000.00	INR	1	M3	1214	4000	4CST				STR1
					INR									
					INR									
					INR									
					INR									

Item 1 [10] MCE121420040006 , GAS ARGON;XL, ...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Texts Delivery Address Confirmations Condition Co...

Inv. Receipt
 Final Invoice
 GR-Bsd IV
 DP Category

Tax Code **1A** Taxes

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

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

Header

S. Itm	A	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	PInt	Stor. Location	Batch	Stock Segment	Reqmnt Segment	Reqmnt No.	Requisitio
10		20.04.2020	1,000.00	INR	1	M3	1214	4000	4CST				STR1	
				INR										
				INR										
				INR										
				INR										

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Texts Delivery Address Confirmations Condition Co...

Item 1 [10] MCE121420040006 , GAS ARGON;XL...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Texts Delivery Address Confirmations Condition Co...

Inv. Receipt Final Invoice GR-Bsd IV

Tax Code 1A Taxes

- Material Data
- Quantities/Weights
- Delivery Schedule
- Delivery
- Invoice
- Conditions
- India
- Texts
- Delivery Address
- Confirmations
- Condition Control
- Retail
- Incoterms
- ESL data

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

Header

S. Itm	A	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	PInt	Stor. Location	Batch	Stock Segment	Reqmnt Segment	Reqmnt No.	Requisitio
10		20.04.2020	1,000.00	INR	1	M3	1214	4000	4CST				STR1	
				INR										
				INR										
				INR										
				INR										

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

Item 1 [10] MCE121420040006 , GAS ARGON;XL...

NFA No. NF2020009

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

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

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

Payment Terms **CR03** Currency INR
 Payment in days Exchange Rate 1.00000 Fixed Exch.Rate
 Payment in days GR Message
 Payment in days net

S..	Itm	A	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	Batch	Stock Segment	Reqmnt Segment	Reqmt No.	Requisitio
10			20.04.2020	1,000.00	INR	1	M3	1214	4000	4CST				STR1	

Item 1 [10] MCE121420040006 , GAS ARGON;XL...

Step 11 : Click on save button

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

Header

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. L
10				MCE121420040006	GAS ARGON;XL,99.999 P...	100	M3	D	20.04.2020	1,000.00	INR	1	M3	1214	4000	4CST

Item 1 [10] MCE121420040006 , GAS ARGON;XL...

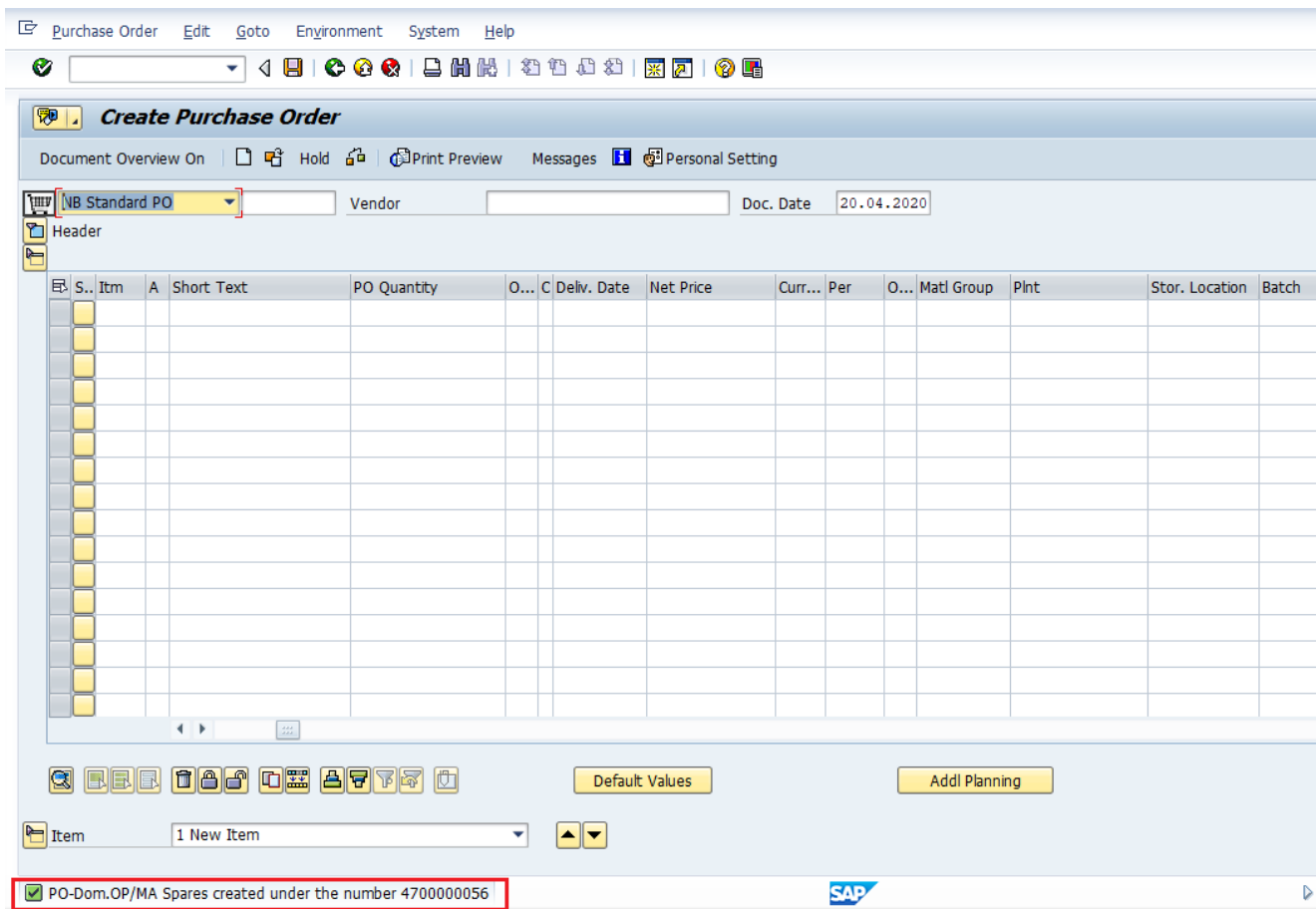
Delivery Schedule Delivery Invoice Conditions India Texts Delivery Address Confirmations Condition Control Retail Incoterms ESL data

Quantity 100 M3 Net 100,000.00 INR

Condition Record Analysis Update

I...	CnTy	Name	Amount	Crcy	per	U...	Condition Value	Curr.	Status	Num...	ATO/MTS Component	OUn	CCon...	Un	Condition Vs
		PBXX Gross Price	1,000.00	INR		1 M3	100,000.00	INR			1	M3		1 M3	
		ZCNY Conversion Charge/Qt	0.00	INR		1 M3	0.00	INR			1	M3		1 M3	
		Gross Price	1,000.00	INR		1 M3	100,000.00	INR			1	M3		1 M3	

PO Document generated



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 → Materials Management → Purchasing → Purchase Order → Release → 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.

Purchase Order Edit Goto Environment System Help

Release PO-Dom.OP/MA Spares 470000053

Document Overview On Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... 470000053 Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 13.04.2020

Select Document

Pur. Order **470000056**

Pur. Order
Purch. Requisition

Other Document

REGY	Code	Description	Sta...	Rel...
	07	Level 1 Rel OTHR2	✓	🔗

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	PInt	Sto
10			MAC401016030258	IMPLR;LDL PRE HTR OF L...		1SET	D 30.04.2020	300,000.00	INR	1	SET	4010	1000	

Default Values Add Planning

Step 2: Click on the release sign

Purchase Order Edit Goto Environment System Help

Release PO-Dom.OP/MA Spares 470000056

Document Overview On Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... 470000056 Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

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

Release group RG ESL PO REL. STRATEGY Code Description Sta... Rel...
Release Strategy Y7 DOPO <= 5 Cr. **07 Level 1 Rel OTHR2** ⚠️ ✓
Release indicator B Blocked, changeable wit...

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	PInt	Stor. Lc
10			MCE121420040006	GAS ARGON;XL,99.999 P...		100M3	D 20.04.2020	1,000.00	INR	1	M3	1214	4000	4CST

Default Values Add Planning

Purchase Order Edit Goto Environment System Help

Release PO-Dom.OP/MA Spares 4700000056

Document Overview On Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... 4700000056 Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 20.04.2020

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

Release group	Code	Description	Sta	Rel.
ESL PO REL. STRATEGY	07	Level 1 Rel OTHR2	✓	↗

Release Strategy Y7 DOPO <= 5 Cr.

Release indicator G Released

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	10			MCE121420040006	GAS ARGON;XL,99.999 P...	100	M3	D	20.04.2020	1,000.00	INR	1	M3	1214	4000

Item 1 [10] MCE121420040006 , GAS ARGON;XL,...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Texts Delivery Address Confirmations Condit

Material group 1214 IUID-Relevant Revision level

Supplier Mat. No. EAN/UPC

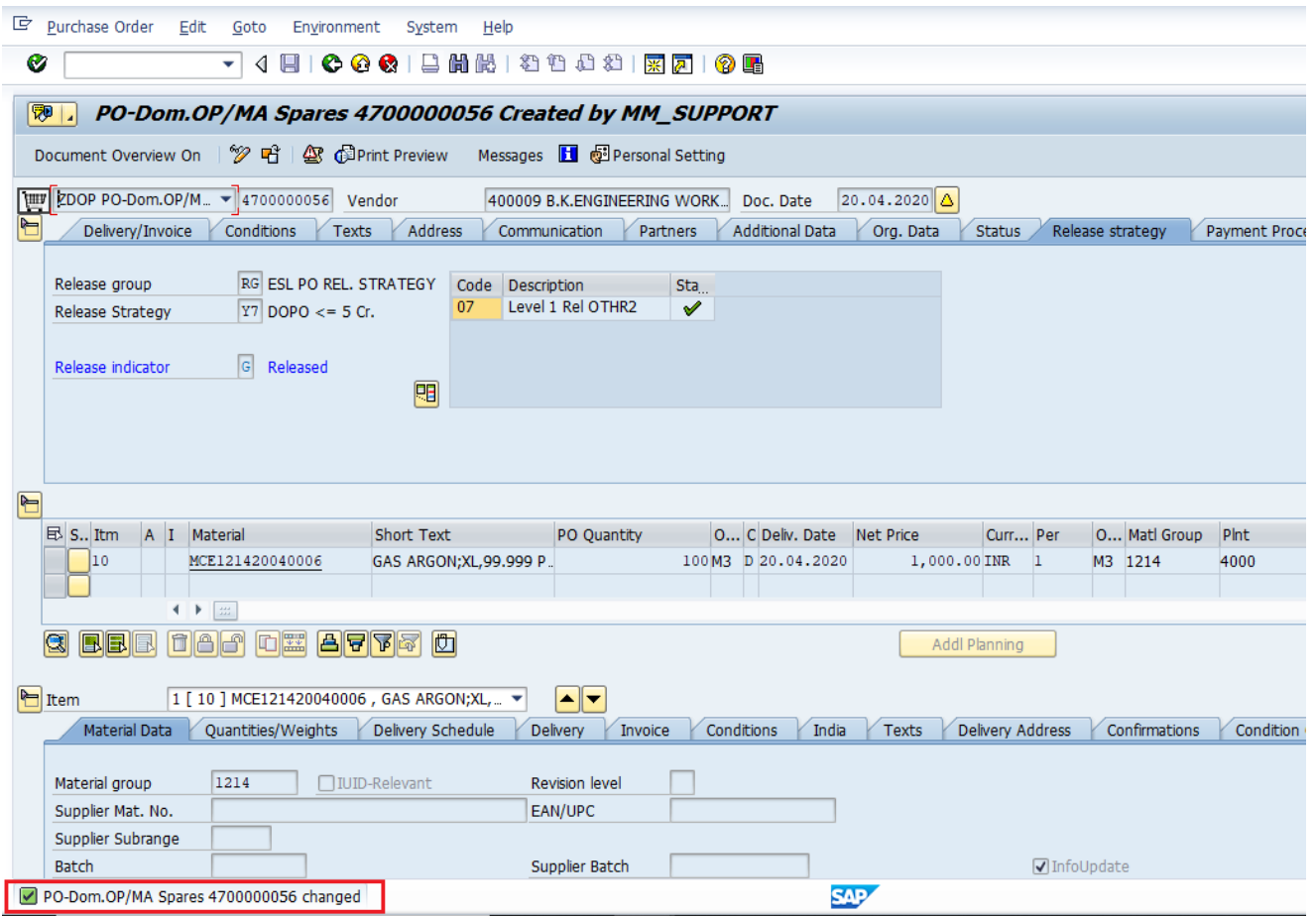
Supplier Subrange

Batch Supplier Batch InfoUpdate

✓ Release effected with release code 07

SAP

Step 3: Click on save button



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 Transaction code

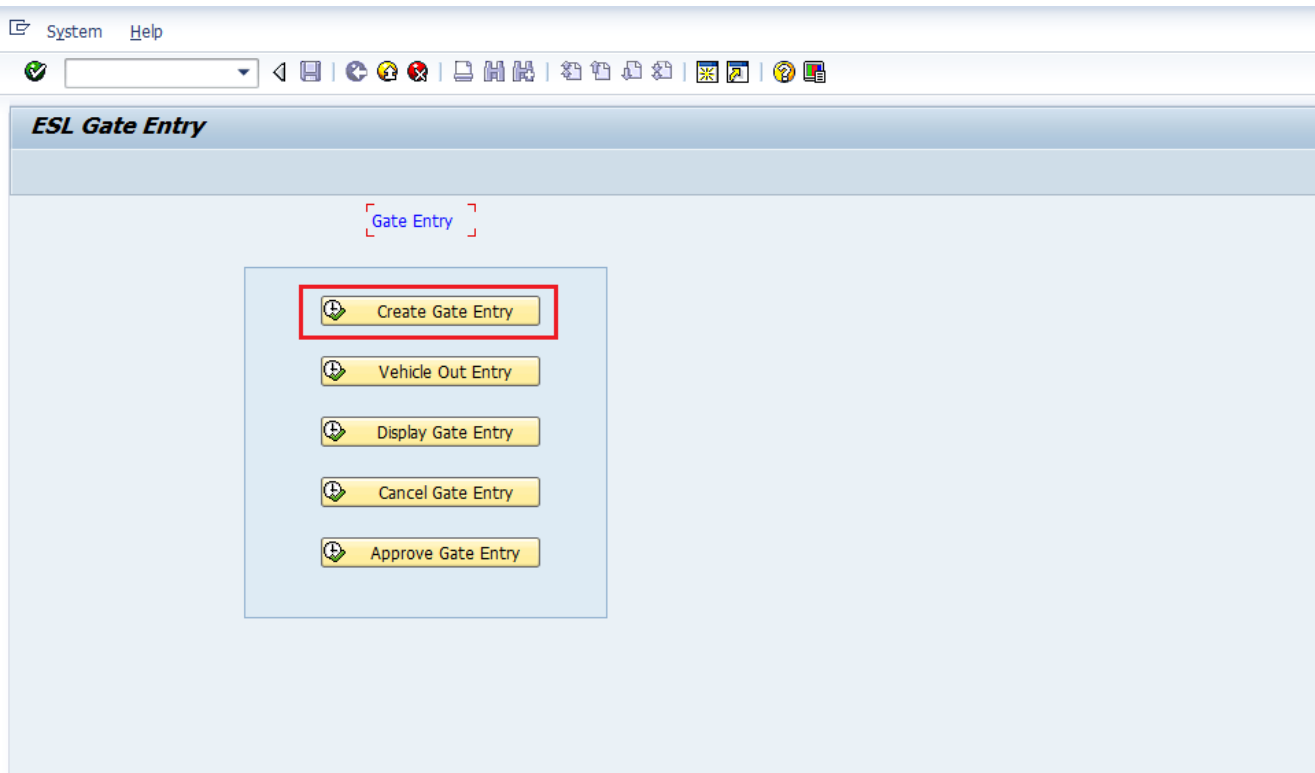
SAP S/4 HANA menu	N/A
Transaction Code	ZM023

c) Responsibility

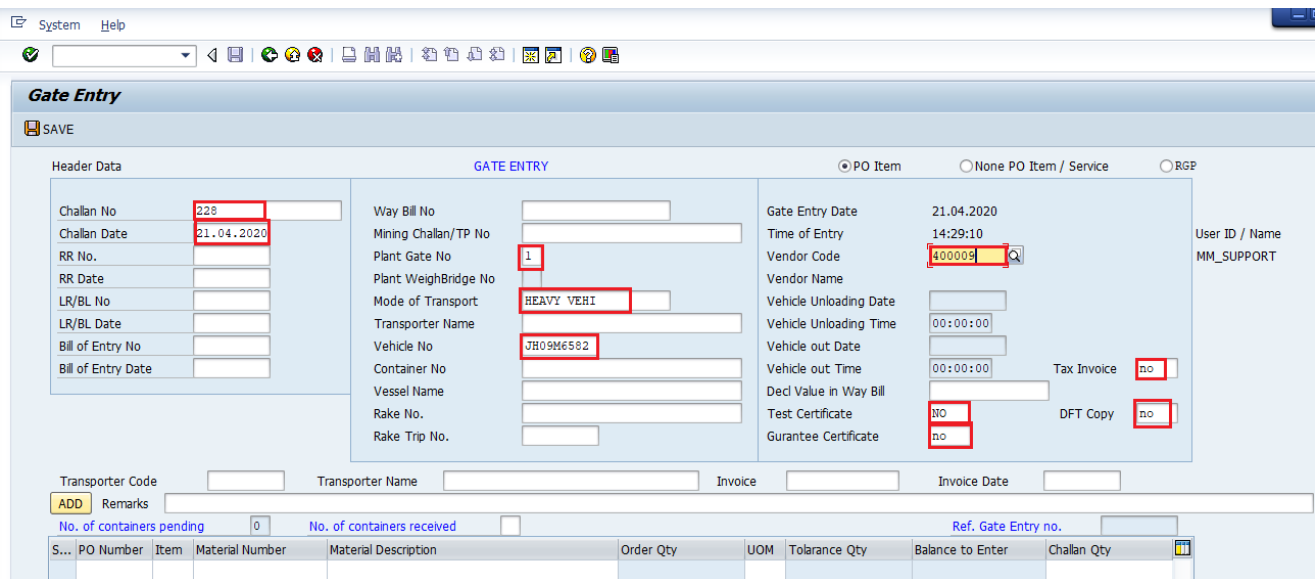
Security – Gate Entry team

d) Screen Capture/ Process Steps

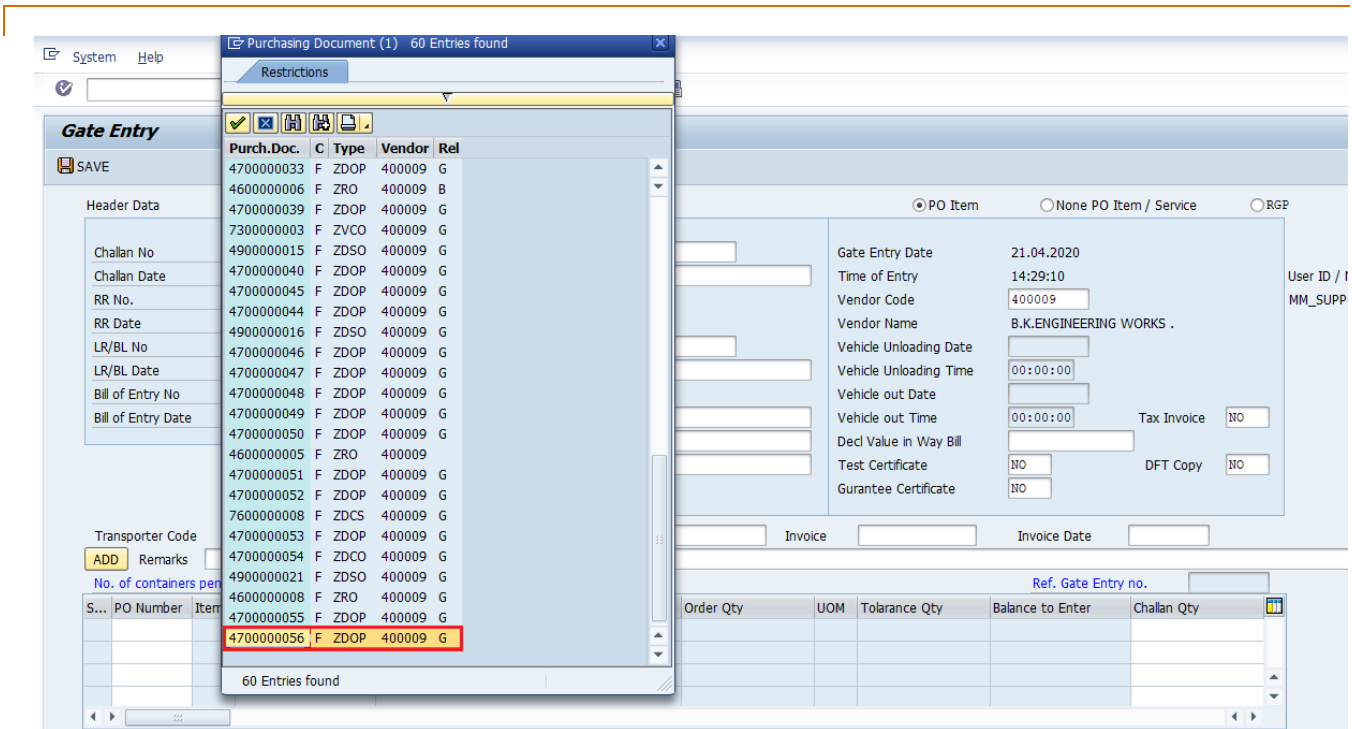
Step 1: Click on gate entry



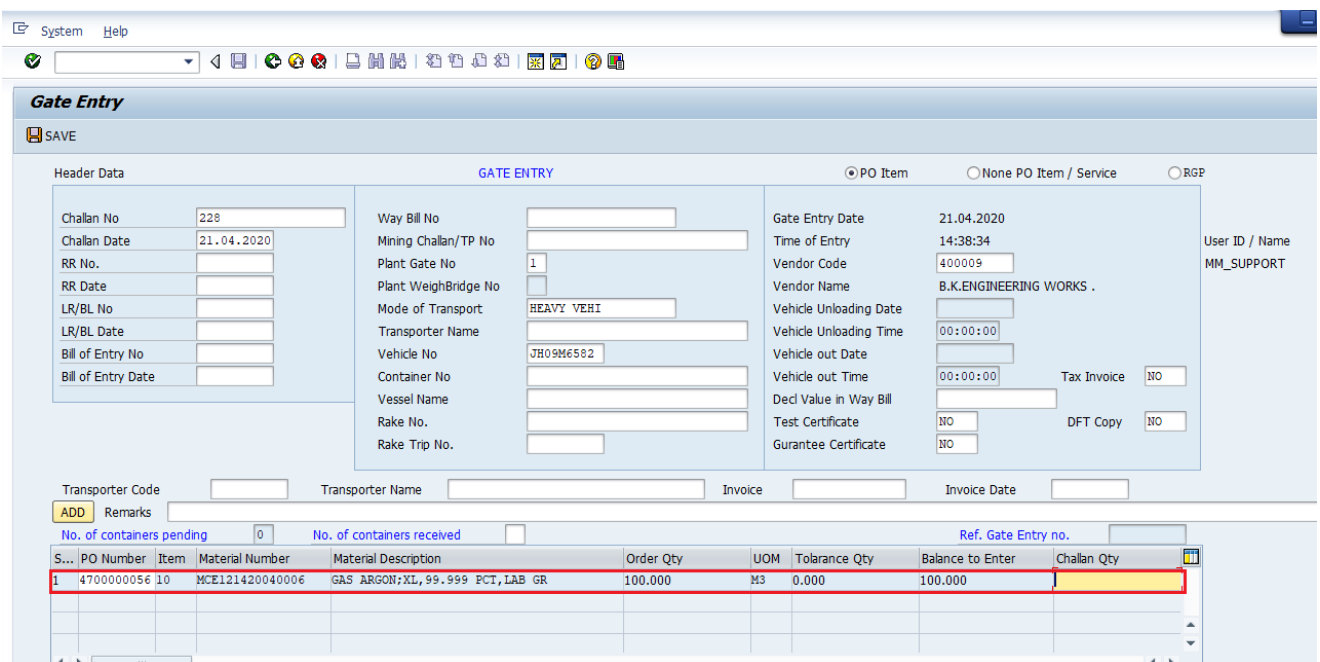
Step 2: Enter challan no, challan date, plant gate no, mode of transport, vehicle no, rake no (same created in rake master in electroway), tax invoice, test certificate, DFT Copy, guarantee certificate and vendor code.



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



Step 4: Press Enter to display the PO details



Step 5: Enter the Challan qty

System Help

Gate Entry

SAVE

Header Data

GATE ENTRY PO Item None PO Item / Service RGP

Challan No: 228
 Challan Date: 21.04.2020
 RR No.:
 RR Date:
 LR/BL No.:
 LR/BL Date:
 Bill of Entry No.:
 Bill of Entry Date:

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: 21.04.2020
 Time of Entry: 14:38:34
 Vendor Code: 400009
 Vendor Name: B.K.ENGINEERING WORKS .
 Vehicle Unloading Date:
 Vehicle Unloading Time: 00:00:00
 Vehicle out Date:
 Vehicle out Time: 00:00:00
 Decl Value in Way Bill:
 Test Certificate: NO
 Gurantee Certificate: NO

User ID / Name: MM_SUPPORT

Transporter Code: Invoice: Invoice Date:

ADD Remarks

No. of containers pending: 0 No. of containers received: Ref. Gate Entry no.:

S...	PO Number	Item	Material Number	Material Description	Order Qty	UOM	Tolerance Qty	Balance to Enter	Challan Qty
1	4700000056	10	MCE121420040006	GAS ARGON:XL,99.999 PCT, LAB GR	100.000	M3	0.000	100.000	100

Step 6: Click on save button

Gate Entry number generated

System Help

Gate Entry

SAVE

Header Data

GATE ENTRY PO Item None PO Item / Service RGP

Challan No: 228
 Challan Date: 21.04.2020
 RR No.:
 RR Date:
 LR/BL No.:
 LR/BL Date:
 Bill of Entry No.:
 Bill of Entry Date:

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: 21.04.2020
 Time of Entry: 14:38:34
 Vendor Code: 400009
 Vendor Name: B.K.ENGINEERING WORKS .
 Vehicle Unloading Date:
 Vehicle Unloading Time: 00:00:00
 Vehicle out Date:
 Vehicle out Time: 00:00:00
 Decl Value in Way Bill:
 Test Certificate: NO
 Gurantee Certificate: NO

User ID / Name: MM_SUPPORT

Transporter Code: Invoice: Invoice Date:

ADD Remarks

No. of containers pending: 0 No. of containers received: Ref. Gate Entry no.:

S...	PO Number	Item	Material Number	Material Description	Order Qty	UOM	Tolerance Qty	Balance to Enter	Challan Qty
1	4			GR	100.000	M3	0.000	100.000	100

Information: Gate Entry No. 2020000208

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

The screenshot shows the SAP MIGO transaction interface. At the top, there are menu options: Goods Receipt, Settings, System, and Help. Below that is a toolbar with various icons. The main title is "Goods Receipt Purchase Order - MM_SUPPORT". There are buttons for "Show Overview", "Hold", "Check", "Post", and "Help".

Below the title, there are three dropdown menus: "A01 Goods Receipt", "R01 Purchase Order", and a search field containing "4700000056". To the right, there is a "GR goods receipt" field with the value "101".

The "General" tab is selected, showing fields for "Document Date" (21.04.2020), "Posting Date" (21.04.2020), "Delivery Note", "Bill of Lading", and "HeaderText". There is also a checkbox for "1 Individual Slip".

Below these fields is a table with the following columns: Line, Mat. Short Text, V OK, Qty in UnE, E..., SLoc, Stock Segment, Batch, Valuation ..., M..., D Stock Type, and Pint. The table is currently empty.

At the bottom, there are tabs for "Material", "Quantity", and "Where".

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

Goods Receipt Purchase Order 470000056 - MM_SUPPORT

Document Date: 21.04.2020 | Delivery Note: | Vendor: B.K.ENGINEERING WORKS...
 Posting Date: 21.04.2020 | Bill of Lading: | HeaderText: |
 1 Individual Slip

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	<input type="checkbox"/>	100	M3	Central Store	401000			CN-INDIGEN	101 +	Unrestri

Qty in Unit of Entry: 100 M3
 Qty in SKU: 100 M3
 Qty in Delivery Note: 100
 Quantity Ordered: 100 M3

Item OK Line 1

Step 3: Enter gate entry number

Goods Receipt Purchase Order 470000056 - MM_SUPPORT

Document Date: 21.04.2020 | Delivery Note: | Vendor: B.K.ENGINEERING WORKS...
 Posting Date: 21.04.2020 | Bill of Lading: | HeaderText: |
 1 Individual Slip

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	<input type="checkbox"/>	100	M3	Central Store	401000			CN-INDIGEN	101 +	Unrestri

Movement type: 101 + GR goods receipt | Stock type: Unrestricted-Use

Plant: Central Unit-SBU 4000
 Storage location: Central Store 4CST
 GR/GE No.: 2020000208
 Unloading Point: |
 Text: |

Item OK Line 1

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

Goods Receipt Purchase Order 470000056 - MM_SUPPORT

Document Date: 21.04.2020, Posting Date: 21.04.2020, Vendor: B.K.ENGINEERING WORKS.

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	<input type="checkbox"/>	100	M3	Central Store	401000			CN-INDIGEN	101	Unrestr...

Material: 2020000208

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

Goods Receipt Purchase Order 470000056 - MM_SUPPORT

Line	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Profit Center	G/L Account	Stock Segment	Batch	Valuation ...	M...
1	GAS ARGON;XL,99.999 PCT,LAB GR	<input checked="" type="checkbox"/>	100	M3	Central Store	401000				CN-INDIGEN	101

Material: EMP0000000000001

Step 6: Enter quantity and unit

Goods Receipt Purchase Order 470000056 - MM_SUPPORT

Document Date: 21.04.2020, Delivery Note: , Vendor: B.K.ENGINEERING WORKS., Posting Date: 21.04.2020, Bill of Lading: , HeaderText: , 1 Individual Slip

Line	Mat. Short Text	V OK	Qty in UnE	E... SLoc	Profit Center	G/L Account	Stock Segment	Batch	Valuation ...	M...
1	GAS ARGON;XL,99.999 PCT,LAB GR	<input checked="" type="checkbox"/>	100	M3 Central Store	401000				CN-INDIGEN	101
2	Empty Cylinder (OXYGEN)	<input checked="" type="checkbox"/>	0.000							501

Qty in Unit of Entry: 5 EA

Qty in Delivery Note: 5 EA

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

Goods Receipt Purchase Order 470000056 - MM_SUPPORT

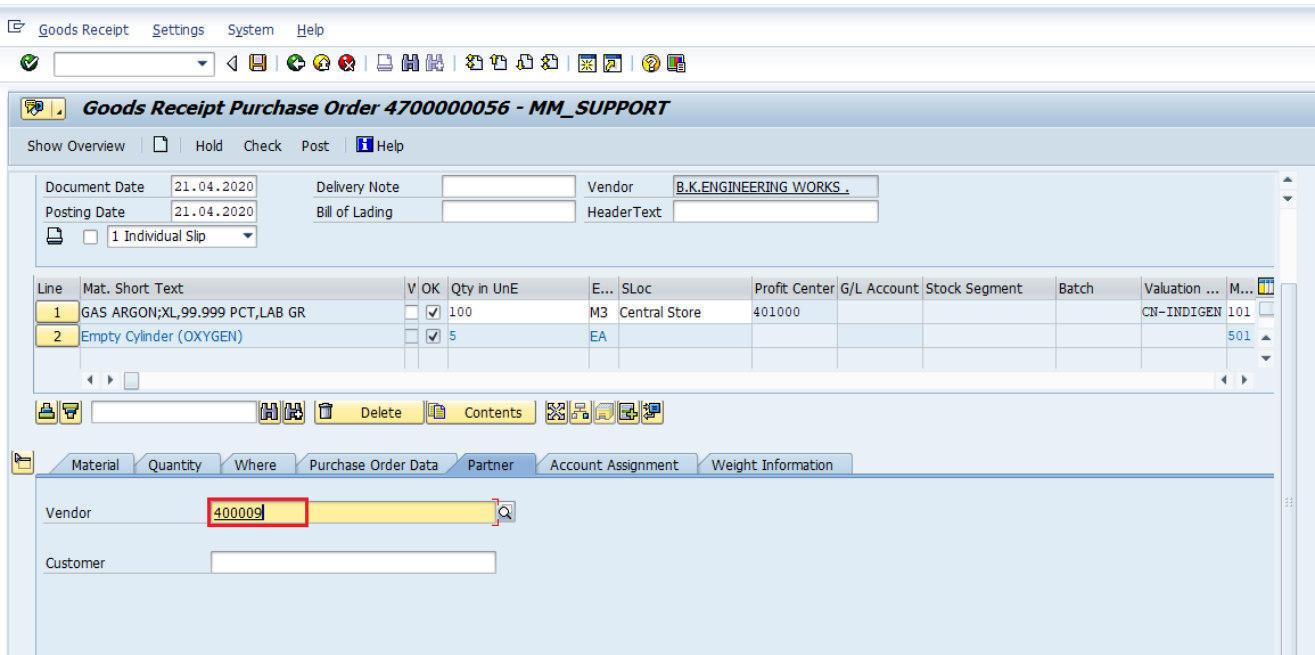
Document Date: 21.04.2020, Delivery Note: , Vendor: B.K.ENGINEERING WORKS., Posting Date: 21.04.2020, Bill of Lading: , HeaderText: , 1 Individual Slip

Line	Mat. Short Text	V OK	Qty in UnE	E... SLoc	Profit Center	G/L Account	Stock Segment	Batch	Valuation ...	M...
1	GAS ARGON;XL,99.999 PCT,LAB GR	<input checked="" type="checkbox"/>	100	M3 Central Store	401000				CN-INDIGEN	101
2	Empty Cylinder (OXYGEN)	<input checked="" type="checkbox"/>	5	EA						501

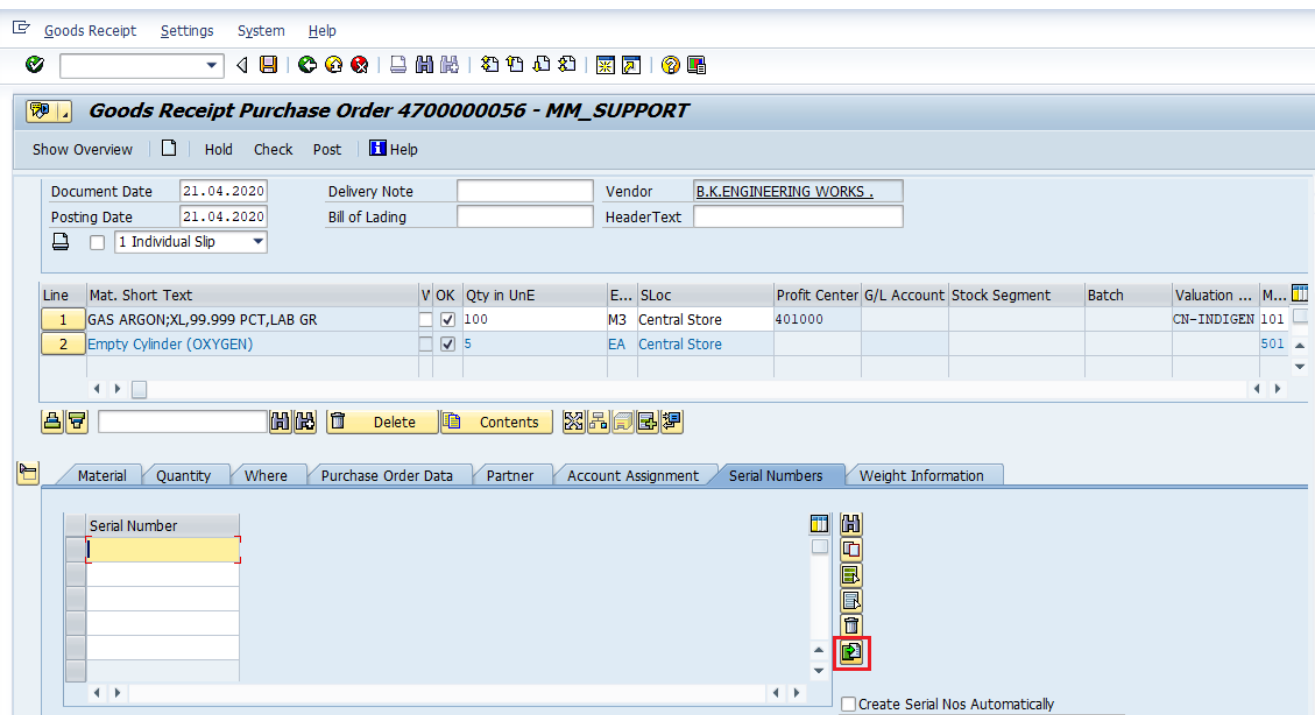
Movement type: 501 M + Receipt to RTP, Stock type: Unrestricted-Use

Vendor: , Plant: 4000, Storage location: 4CST

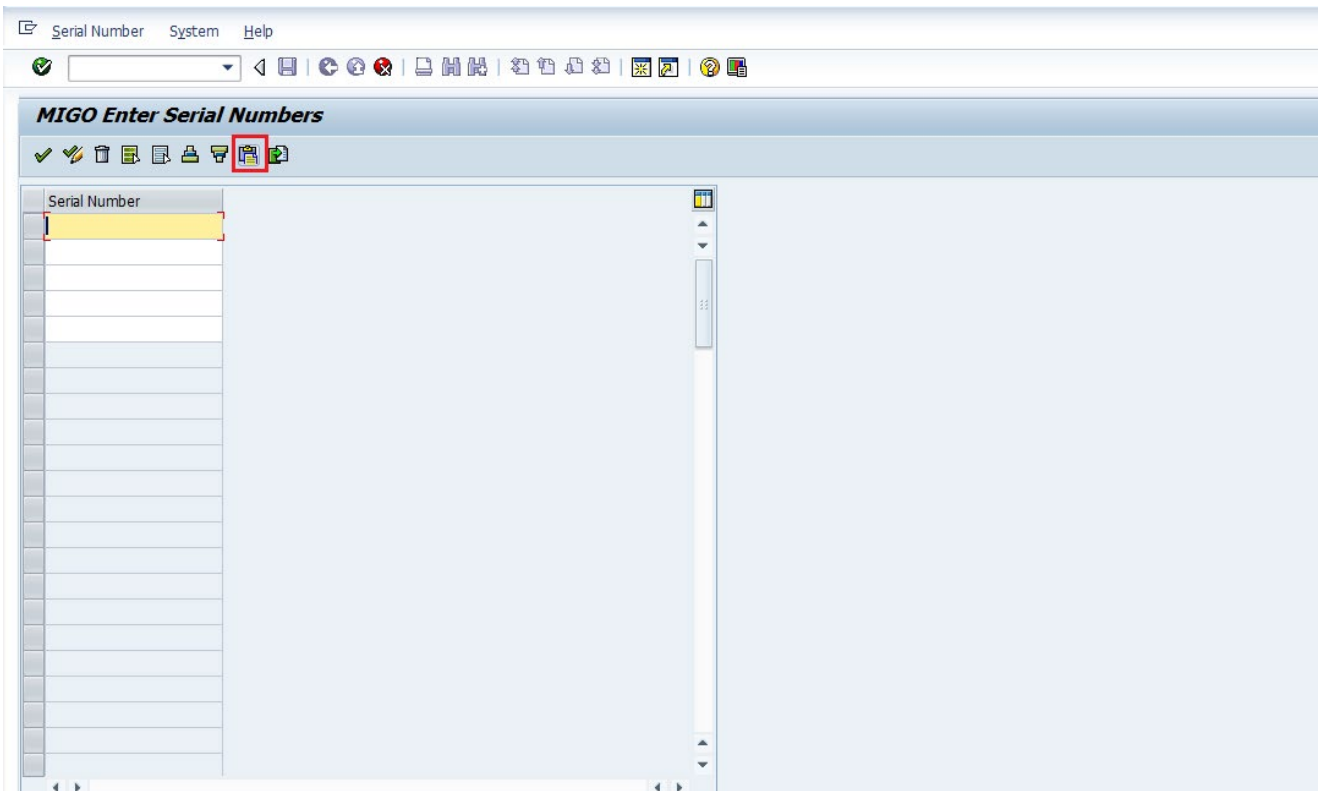
Step 8: Select partner tab and enter vendor name. Press Enter



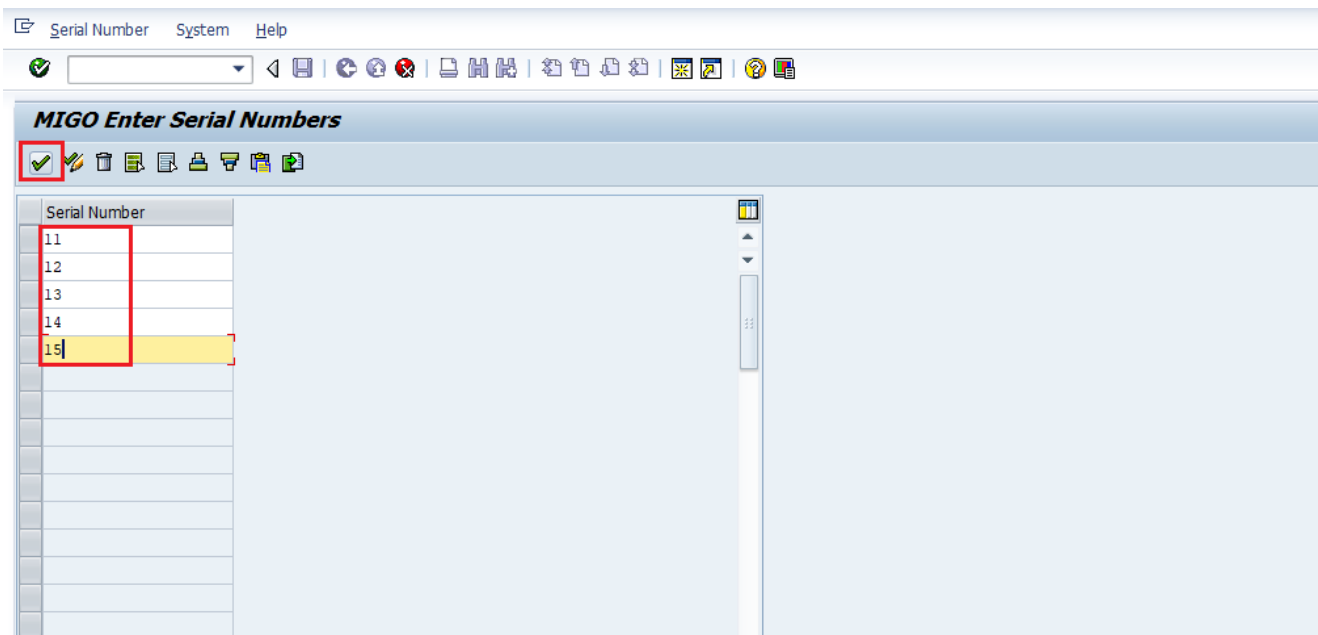
Step 9: Select serial number tab and select import to copy from excel



Select 10: Select copy from clipboard



Step 11: Click on tick option



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

Goods Receipt Purchase Order 4700000056 - MM_SUPPORT

Show Overview | Hold | **Check** | Post | Help

Document Date: 21.04.2020 | Delivery Note: | Vendor: B.K.ENGINEERING WORKS.
 Posting Date: 21.04.2020 | Bill of Lading: | HeaderText: |
 1 Individual Slip

Line	St...	Mat. Short Text	V	OK	Qty in UnE	E...	SLoc	Profit Center	G/L Account	Stock Segment	Batch
1	CO	GAS ARGON;XL,99.999 PCT,LAB GR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	M3	Central Store	401000			
2	CO	Empty Cylinder (OXYGEN)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	EA	Central Store				

Serial Number: 11, 12, 13, 14, 15

Document is O.K.

Step 13: Click on post

Goods Receipt Purchase Order 4700000056 - MM_SUPPORT

Show Overview | Hold | Check | **Post** | Help

Document Date: 21.04.2020 | Delivery Note: | Vendor: B.K.ENGINEERING WORKS.
 Posting Date: 21.04.2020 | Bill of Lading: | HeaderText: |
 1 Individual Slip

Line	St...	Mat. Short Text	V	OK	Qty in UnE	E...	SLoc	Profit Center	G/L Account	Stock Segment	Batch	Valuation ...
1	CO	GAS ARGON;XL,99.999 PCT,LAB GR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	100	M3	Central Store	401000				CN-INDIGE
2	CO	Empty Cylinder (OXYGEN)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	EA	Central Store					

Serial Number: 11, 12, 13, 14, 15

Create Serial Nos Automatically

Material document generated

Goods Receipt Purchase Order - MM_SUPPORT

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R01 Purchase Order | [] | GR goods receipt | 101

General | Vendor

Document Date: 21.04.2020 | Delivery Note: []
 Posting Date: 21.04.2020 | Bill of Lading: [] | HeaderText: []
 1 Individual Slip

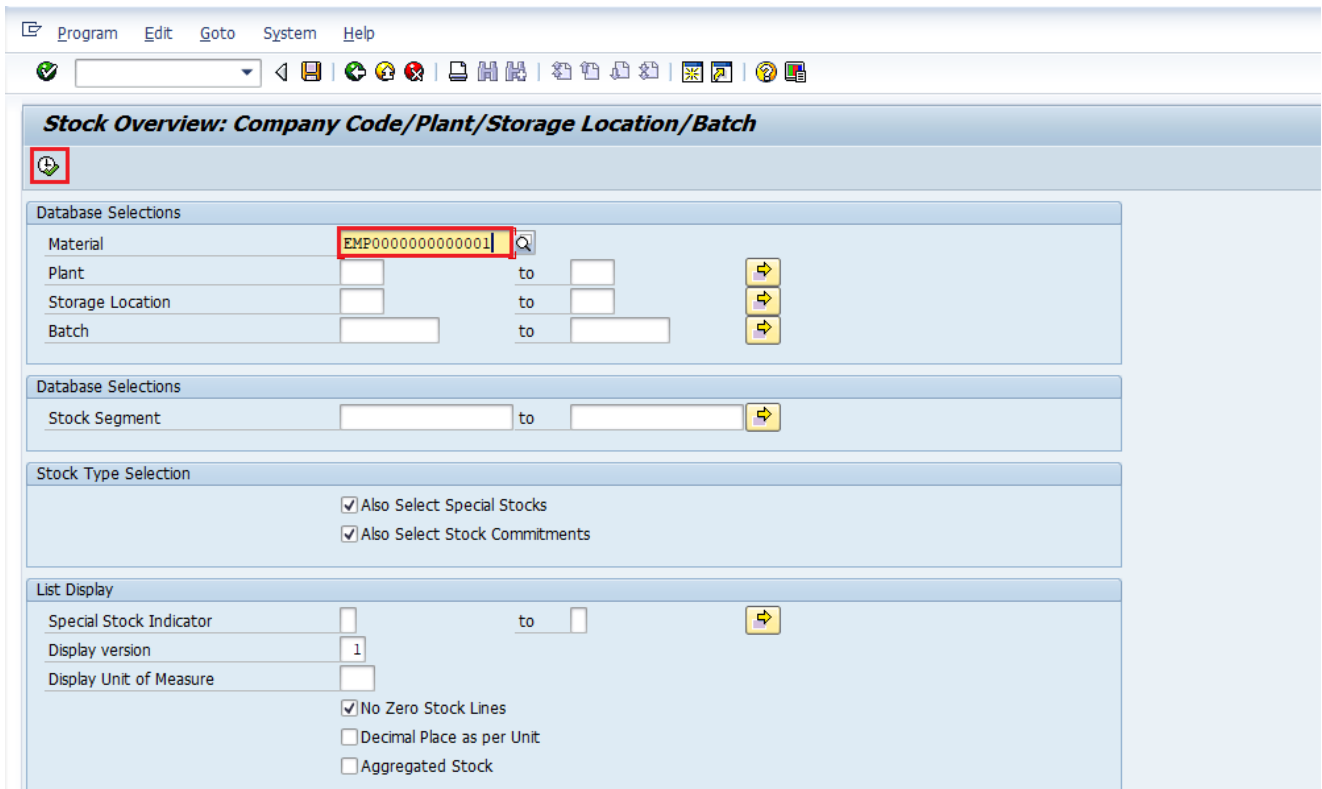
Line	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Stock Segment	Batch	Valuation ...	M...	D	Stock Typ

Material | Quantity | Where

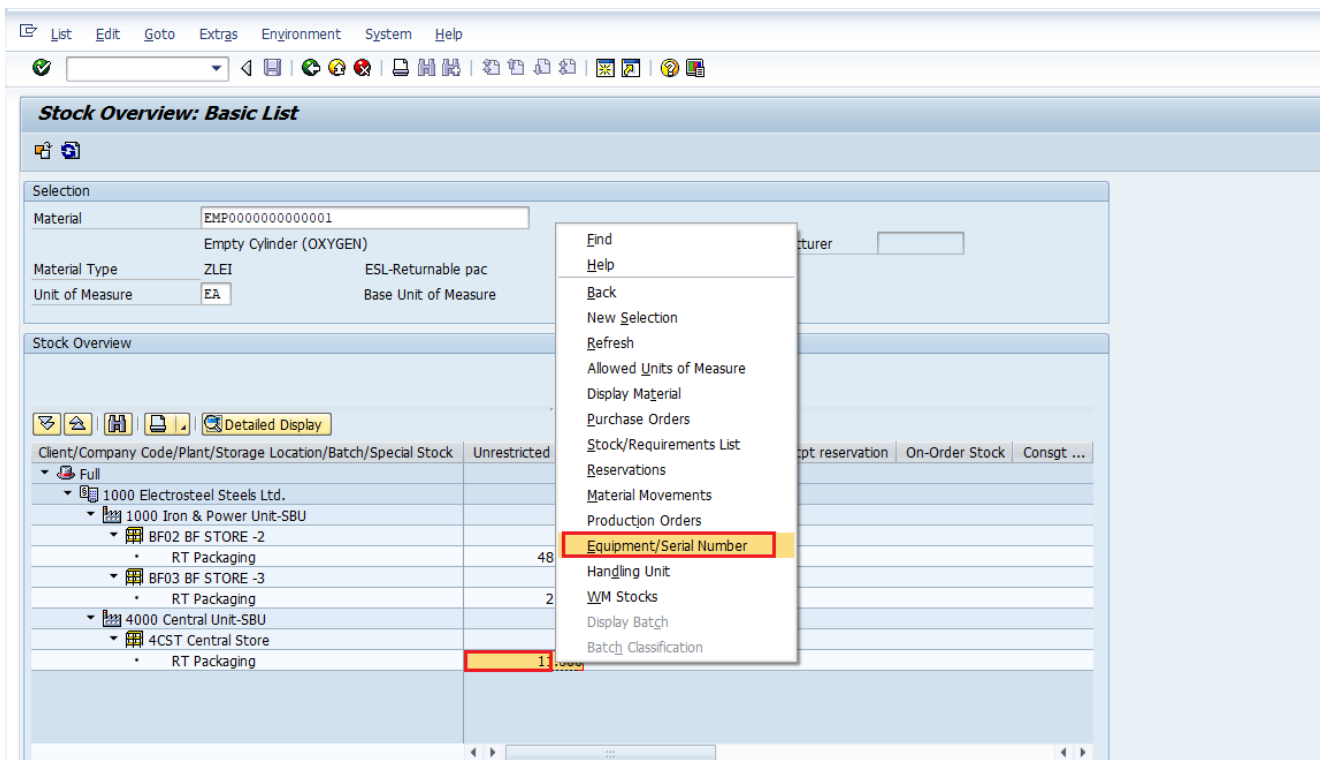
Material document 5000001083 posted

Display cylinder serial number and vendor

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



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



Step 3: Serial number is displayed. Select a line item to display the vendor against it. Click on details tab to display the vendor

List Edit Goto Structure Environment Settings System Help

Stock Overview: Serial Number List

S	Material	Serial Number	Plant	SLoc
	EMP00000000000001	40003	4000	4CST
	EMP00000000000001	6	4000	4CST
	EMP00000000000001	7	4000	4CST
	EMP00000000000001	8	4000	4CST
	EMP00000000000001	9	4000	4CST
	EMP00000000000001	10	4000	4CST
	EMP00000000000001	11	4000	4CST
	EMP00000000000001	12	4000	4CST
	EMP00000000000001	13	4000	4CST
	EMP00000000000001	14	4000	4CST
	EMP00000000000001	15	4000	4CST

Vendor information displayed

MatSerialNo. Edit Goto Extras Environment System Help

Display Material Serial Number : SerNo.Detail

Material EMP00000000000001 npty Cylinder (OXYGEN)
 Serial Number 12 Type S Customer equipment
 Status ESTO

SerData

General
 Equipment
 Last SerialNo 100000049 History

Stock information
 Stock type 01 Unrestricted-use RTP
 Plant 4000 Central Unit-SBU Company Code 1000
 StorageLocation 4CST Central Store
 Stock batch Master batch
 Special stock M Ret.trans.pkg vendor Date L.GoodsMvt 21.04.2020
 Customer Vendor 400009
 Sales order / 0 WBS element
 Owner of stock

1.9 Creation of reservation

a) Definition and Prerequisites

Reservation will be created by user department.

b) Menu Path and Transaction code

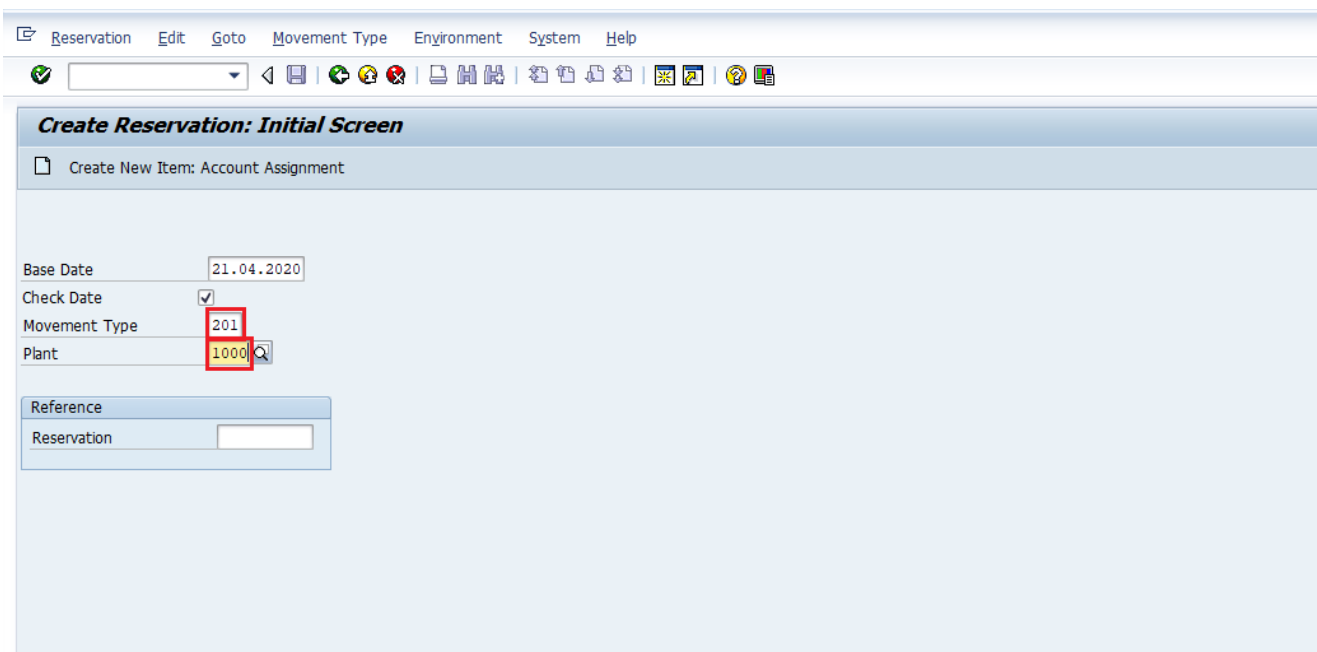
SAP S/4 HANA menu	SAP Menu->Logistics->Materials Management->Inventory Management->Reservation->Create
Transaction Code	MB21

c) Responsibility

Department's user

d) Screen capture/ Process

Step 1: Enter movement type and plant



The screenshot shows the 'Create Reservation: Initial Screen' in SAP S/4 HANA. The interface includes a menu bar with 'Reservation', 'Edit', 'Goto', 'Movement Type', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains the following fields:

- Base Date:** 21.04.2020
- Check Date:**
- Movement Type:** 201
- Plant:** 1000

There is also a 'Reference' section with a 'Reservation' field.

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

Reservation Edit Goto Environment System Help

Delete Item(s)

Movement Type GI for cost center
 G/L Account
 Goods Recipient
 Cost Center

Item	Material	Quantity	UnE	Plant	Storage Loc.	Batch	Movement Allowed
1	MCE121420040006	50	M3	4000	4CST	CN-INDIGEN <input type="checkbox"/>	<input checked="" type="checkbox"/>
2				4000			<input checked="" type="checkbox"/>
3				4000			<input checked="" type="checkbox"/>
4				4000			<input checked="" type="checkbox"/>
5				4000			<input checked="" type="checkbox"/>
6				4000			<input checked="" type="checkbox"/>
7				4000			<input checked="" type="checkbox"/>
8				4000			<input checked="" type="checkbox"/>
9				4000			<input checked="" type="checkbox"/>

Step 3: Click on save button

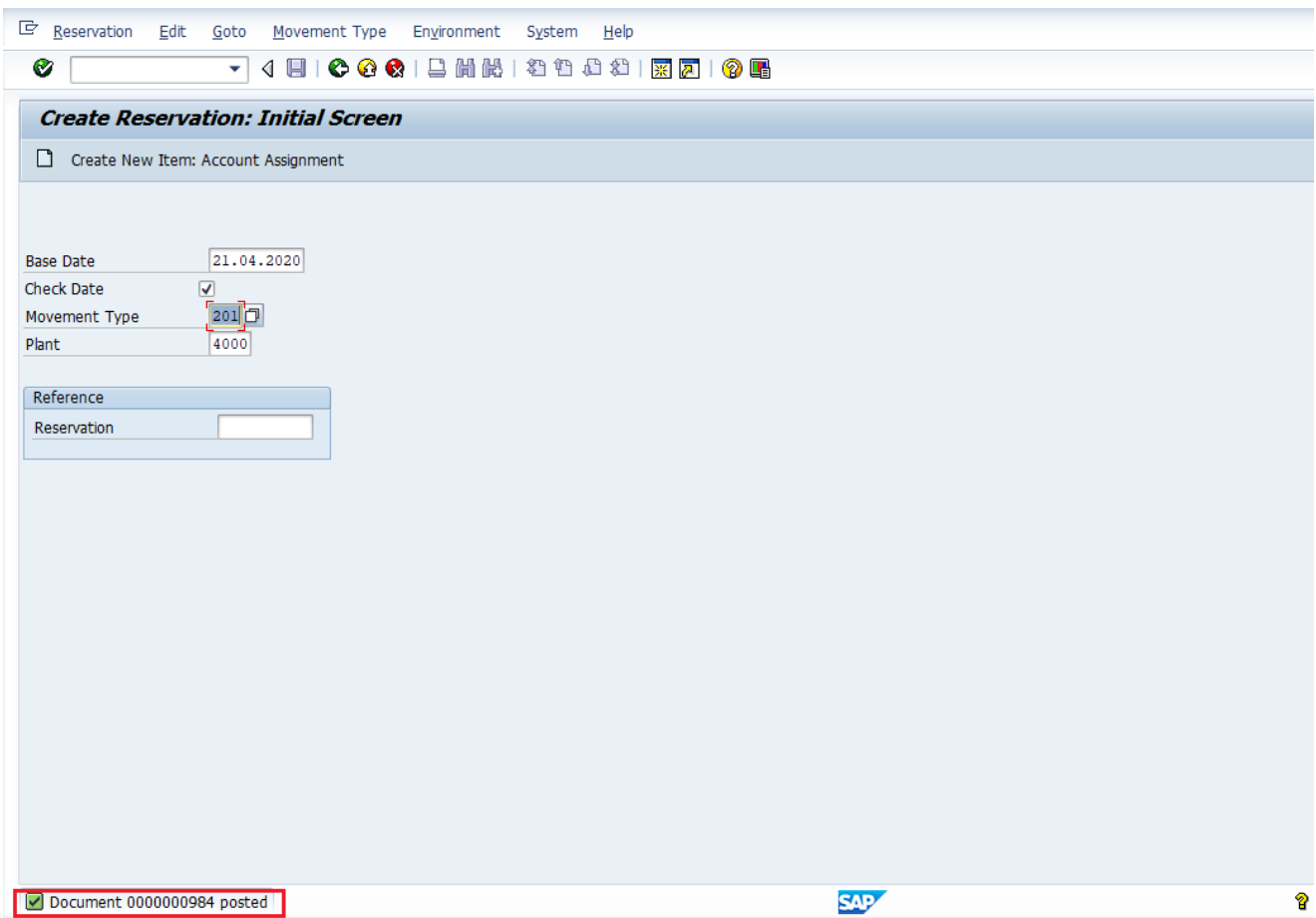
Reservation Edit Goto Environment System Help

Delete Item(s)

Movement Type GI for cost center
 Goods Recipient
 Cost Center Dolo-Klin&DDS RM

Item	Material	Quantity	UnE	Plant	Storage Loc.	Batch	Movement Allowed
1	MCE121420040006	50	M3	4000	4CST	CN-INDIGEN	<input checked="" type="checkbox"/>
2				4000			<input checked="" type="checkbox"/>
3				4000			<input checked="" type="checkbox"/>
4				4000			<input checked="" type="checkbox"/>
5				4000			<input checked="" type="checkbox"/>
6				4000			<input checked="" type="checkbox"/>
7				4000			<input checked="" type="checkbox"/>
8				4000			<input checked="" type="checkbox"/>
9				4000			<input checked="" type="checkbox"/>

Document posted



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

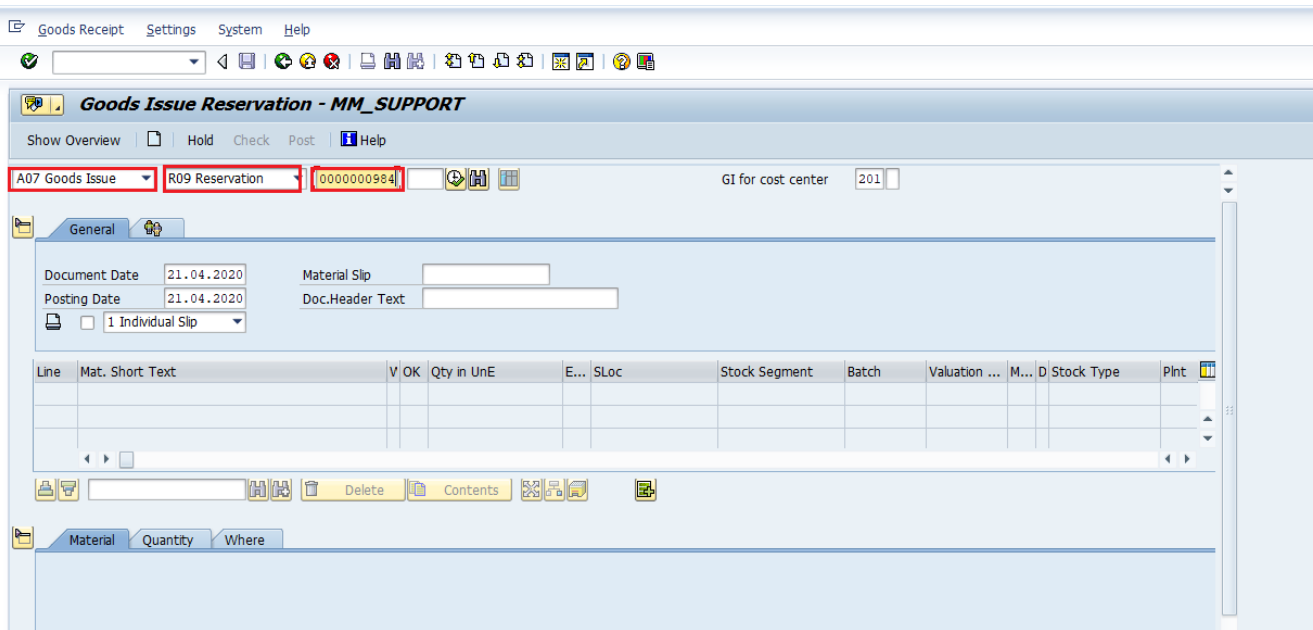
SAP S/4 HANA menu	SAP Menu > Logistics > MM > Inventory Management > Goods Movement > MIGO
Transaction Code	MIGO

c) Responsibility

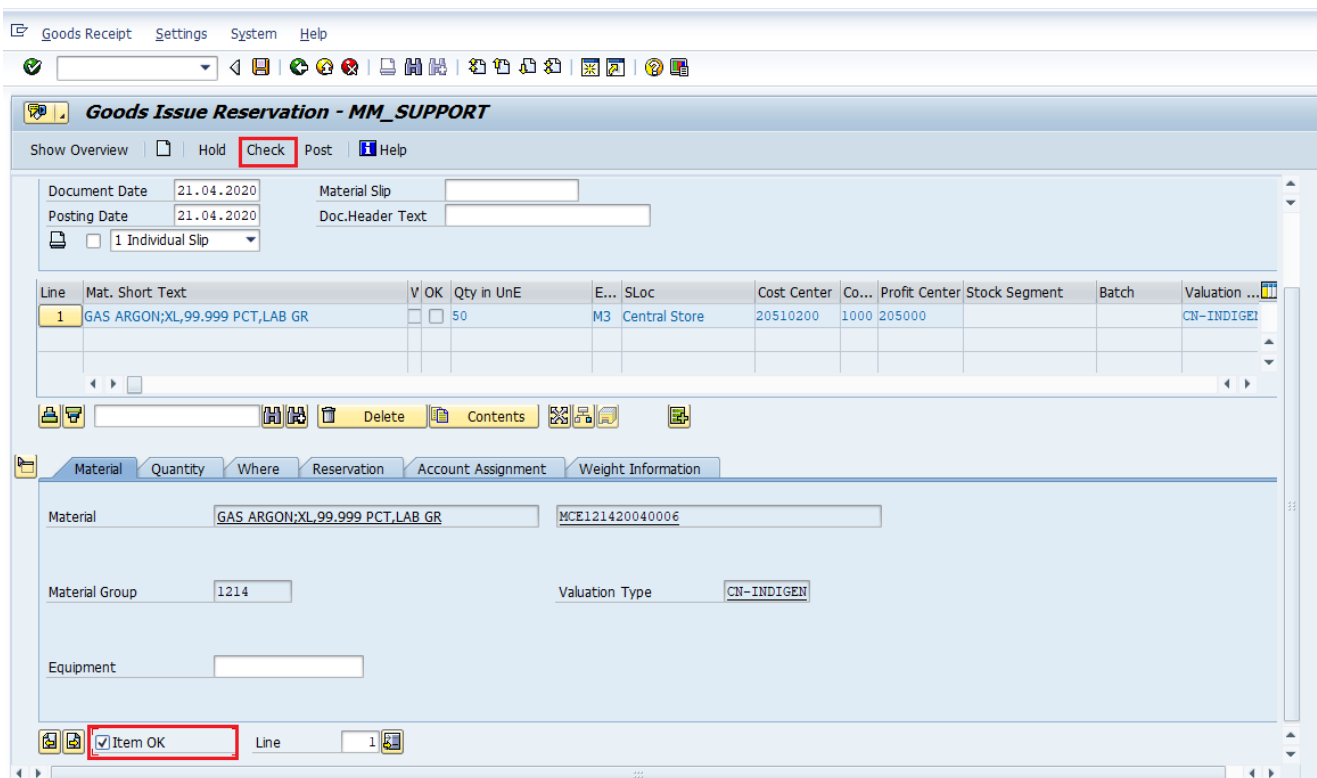
Store's Department

d) Screen capture/ Process

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



Step 2: Select item ok and check the document.



Step 3: Click on post

Goods Receipt Settings System Help

Goods Issue Reservation - MM_SUPPORT

Show Overview Hold Check **Post** Help

Document Date 21.04.2020 Material Slip
 Posting Date 21.04.2020 Doc.Header Text
 1 Individual Slip

Line	St...	Mat. Short Text	V OK	Qty in UnE	E...	Sloc	Cost Center	Co...	Profit Center	Stock Segment	Batch	Val
1	COO	GAS ARGON;XL,99.999 PCT,LAB GR	<input checked="" type="checkbox"/>	50	M3	Central Store	20510200	1000	205000			CN-

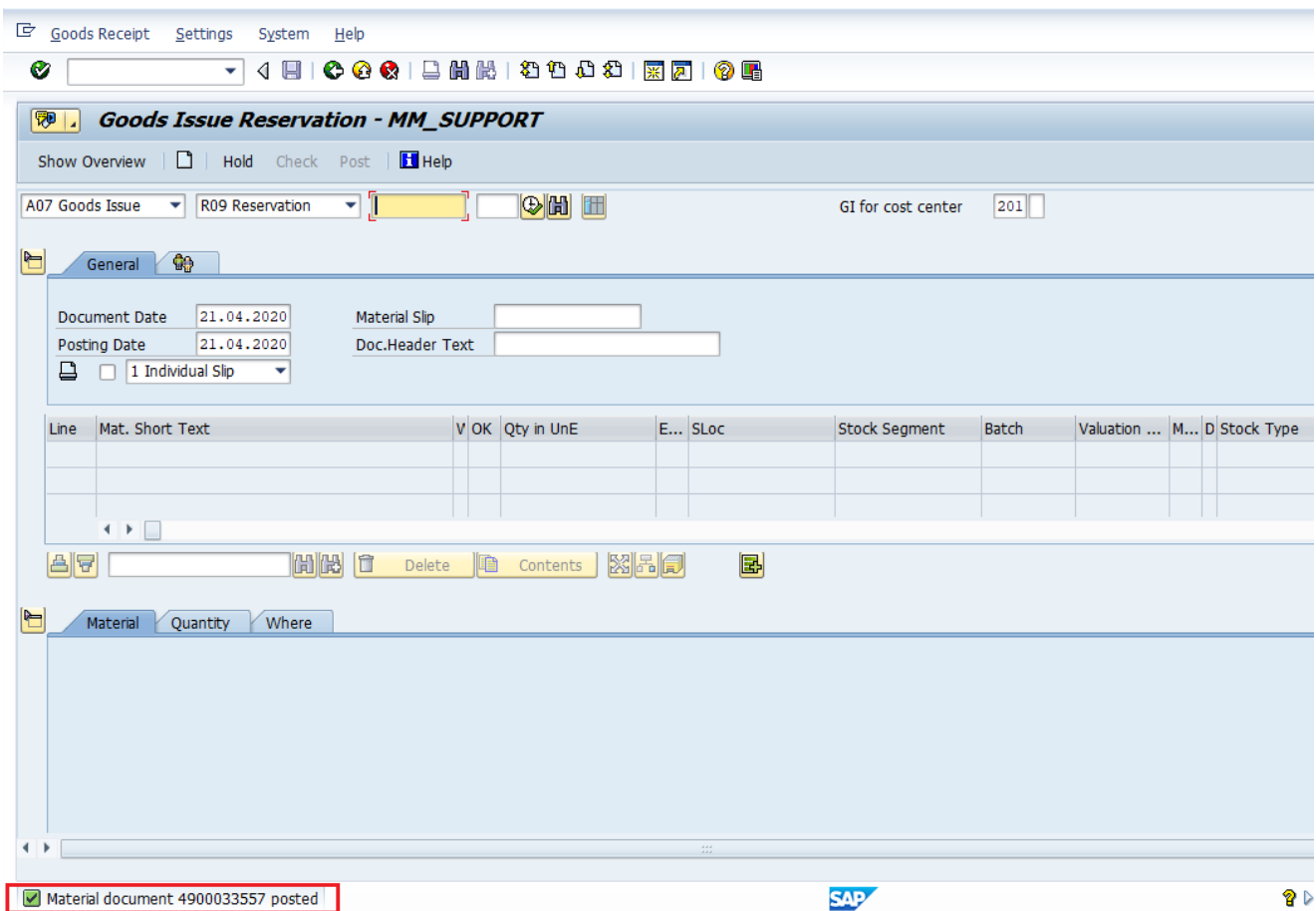
Material Quantity Where Reservation Account Assignment Weight Information

Material GAS ARGON;XL,99.999 PCT,LAB GR MCE121420040006
 Material Group 1214 Valuation Type CN-INDIGEN
 Equipment

Item OK Line 1

Document is O.K. SAP ESQ

Material document posted



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)

Step 2: Enter cylinder material code and press enter

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

Goods Receipt Settings System Help

Transfer Posting Other - MM_SUPPORT

Show Overview | Hold Check Post | Help

A08 Transfer Posti... | R10 Other | TF RTP in plant | 311 M

General

Document Date: 21.04.2020 | Material Slip:
 Posting Date: 21.04.2020 | Doc.Header Text:
 2 Individual Slip wit...

Transfer Posting | Material | Quantity | Where | Partner | Weight Information

From	Dest
Material: Empty Cylinder (OXYGEN) EMP00000000000001	Material: Empty Cylinder (OXYGEN) EMP00000000000001
Plant: 4000	Plant: 4000
Stor. Loc.: 4CST	Stor. Loc.: 4CST
Spec.Stock: M Ret.trans.pkg vendor	Spec.Stock: M Ret.trans.pkg vendor

Step 4: Enter quantity

Goods Receipt Settings System Help

Transfer Posting Other - MM_SUPPORT

Show Overview | Hold Check Post | Help

A08 Transfer Posti... | R10 Other | TF RTP in plant | 311 M

General

Document Date: 21.04.2020 | Material Slip:
 Posting Date: 21.04.2020 | Doc.Header Text:
 2 Individual Slip wit...

Transfer Posting | Material | Quantity | Where | Partner | Serial Numbers | Weight Information

Qty in Unit of Entry: 1 EA
 Qty in SKU: 0 EA

Step 5: Enter vendor in where tab

Goods Receipt Settings System Help

Transfer Posting Other - MM_SUPPORT

Show Overview | Hold | Check | Post | Help

A08 Transfer Posti... | R10 Other | TF RTP in plant | 311 M

General

Document Date: 21.04.2020 | Material Slip:
 Posting Date: 21.04.2020 | Doc.Header Text:
 2 Individual Slip wit...

Transfer Posting | Material | Quantity | Where | Partner | Serial Numbers | Weight Information

Movement type: 311 M - TF RTP in plant
 Vendor: 400009
 Plant: Central Unit-SBU | 4000
 Storage location: Central Store | 4CST
 GR/GE No.:
 Unloading Point:
 Text:

Step 6: Enter serial number in serial numbers tab

Goods Receipt Settings System Help

Transfer Posting Other - MM_SUPPORT

Show Overview | Hold | Check | Post | Help

A08 Transfer Posti... | R10 Other | TF RTP in plant | 311 M

General

Document Date: 21.04.2020 | Material Slip:
 Posting Date: 21.04.2020 | Doc.Header Text:
 2 Individual Slip wit...

Transfer Posting | Material | Quantity | Where | Partner | Serial Numbers | Weight Information

Serial Number
11

Step 7: Click on post button

Goods Receipt Settings System Help

Transfer Posting Other - MM_SUPPORT

Show Overview | Hold | Check | **Post** | Help

A08 Transfer Posti... | R10 Other | TF RTP in plant | 311 M

General

Document Date: 21.04.2020 | Material Slip:
 Posting Date: 21.04.2020 | Doc.Header Text:
 2 Individual Slip wit...

Transfer Posting | Material | Quantity | Where | Partner | Serial Numbers | Weight Information

From		Dest	
Material	Empty Cylinder (OXYGEN) EMP0000000000001	Empty Cylinder (OXYGEN) EMP0000000000001	
Plant	Central Unit-SBU 4000	Central Unit-SBU 4000	
Stor. Loc.	Central Store 4CST	Central Store 4CST	
Spec.Stock	M Ret.trans.pkg vendor B.K.ENGINEERING WORKS. 400009	M Ret.trans.pkg vendor B.K.ENGINEERING WORKS. 400009	
Qty in UnE	1 EA		

Material document posted

Goods Receipt Settings System Help

Transfer Posting Other - MM_SUPPORT

Show Overview | Hold | Check | **Post** | Help

A08 Transfer Posti... | R10 Other | TF RTP in plant | 311 M

General

Document Date: 21.04.2020 | Material Slip:
 Posting Date: 21.04.2020 | Doc.Header Text:
 2 Individual Slip wit...

Transfer Posting | Material | Quantity | Where

From		Dest	
Material	<input type="text"/>	<input type="text"/>	
Plant	<input type="text"/>	<input type="text"/>	
Stor. Loc.	<input type="text"/>	<input type="text"/>	
Spec.Stock	M Ret.trans.pkg vendor <input type="text"/>	M Ret.trans.pkg vendor <input type="text"/>	
Qty in UnE	<input type="text"/>		

Material document 4900033562 posted

SAP