Project "Smart" ESL – Electro Steels Limited

User manual

Procurement of Stores Spares & Consumable via Scheduling agreement.

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16/04/2020







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Scenario

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1 Domestic Procurement of Spares/Consumable.

Types of Domestic procurement of Stores Spares/Consumable via Scheduling agreement -.

Requirement is generated through Purchase Requisition by user Department and released as per DOA. After PR is released, RFQ is floated to vendor (not in sap) by the USER team and quotation comparison is done (not in sap). Considering technical and commercial recommendation, vendor is selected and NFA (note for approval) is created and send for approval in SAP. After approval of NFA, PO is created and released. Payment is done as per terms and conditions (LC/DPR).

Here in this process we are considering Road case.

1.1 Purchase Requisiion Creation

a) Definition and Prerequisites User department raises the requirement via Purchase I

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

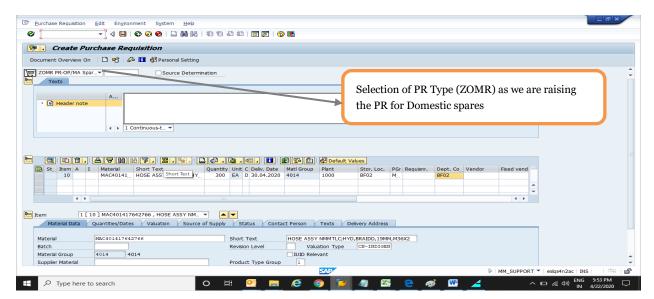
SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZOMR







E Purchase Requisition Edit Environment System Help					
Image: Create Purchase Requisition Document Overview On Image: Create Purchase Requisition Document Overview On Image: Create Purchase Requisition					
Texts					
Image: Provide state of the					
Image: St. Item A I Material Short Text. Quantity Unit C Deliv. Date Mati Group Plant Stor. Loc. PGr Requismr. Dept. Co., Vendor Fixed vend Image: Distribution of the state					
Em 1 [10] MAC401417642766 , HOSE ASSY NM ▼					
Material Data Quantities/Datas Valuation Source of Supply Status Contact Person Texts Delivery Address Material Material Material Material Short Text HOSE ASSY NMMTLC;HYD,BRAIDD,19MM,M36A2 For this case it is CN-INDIGEN as we are going to buy the material Material Group 4014 4014 IUID Relevant we are going to buy the material domestic.					
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Step 2: Selection of other Parameter such as item code etc. as shown below

Step 3:

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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 R/3 menu	SAP Menu ->Logistics->Materials Management->Purchasing- >Purchase Requisition->Release->Individual Release
Transaction Code	ME54N

c) Responsibility

DOA Approvers

d) Screen capture/ Process

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Material Data / Quantities/Dates / Valuation / Source of Supply / Status / Contact Person / Texts / Delivery Address	
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Purch. Group M01 Mechanical Telephone Image: Comparison of the second se	
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1.3 NFA Creation

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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
 **Please refer the manual For NFA Creation.

1.4 Creation of Scheduling agreement

- a) Definition and Prerequisites Once NFA get approve, then for vendor consignment process
- b) Menu Path and Transaction code

SAP R/3 menu	SAP Menu > Logistics > Materials Management > Purchasing > Outline Agreement > Scheduling Agreement > Create
Transaction Code	ME11

c) Responsibility

Purchase Department





- d) Screen capture/ Processa) Enter the vendor codeb) Enter the Agreement type i.e. ZLPAc) Enter the Plant

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Vendor 400626 Agreement Type ZLEA	Step a)			
Agreement Date 22.04.2020 Agreement			Step b)	
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Default Data for Items				
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Acct Assignment Cat. Plant 1000 Storage location Material Group	Step c)			
Dept. Code				
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d) Click on Reference to PR Req

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e) Enter the validity Start date, validity end date , payment terms and INCO terms

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Fill out all require	ed entry fields	SAP	😵 ▷ MM_SUPPORT ▼ esk	
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f) After pressing enter selection list will be open for selection of PR, select the PR and click on Adopt +detail

Pur. Req. Adopt +											
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g) Click the save Button (Refer the screen shot Infor record get generated).





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1.5 Mainitaining the delivery schedule on Scheduling agreement

a) Definition and Prerequisites

Once the scheduling agreement get created now delivery schedule need to be get created

b) Menu Path and Transaction code

SAP R/3 menu	SAP Menu > Logistics \rightarrow Materials Management \rightarrow Purchasing \rightarrow Outline Agreement \rightarrow Scheduling Agreement \rightarrow Delivery Schedule \rightarrow Maintain
Transaction Code	ME38

- c) Responsibility Purchase Department
- d) Screen capture/ Processa) Put the agreement no and click on the overview icon





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b) Click on Delivery schedule tab for maintaining delivery schedule line.

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1.6 Release of scheduling agreement.

a) Definition and Prerequisites

Once the Scheduling agreement is made with define schedule delivery, now it should be get released.

b) Menu Path and Transaction code

SAP R/3 menu	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create > Release
Transaction Code	ME35

c) Responsibility Purchase department

Prepared by: Pankaj Das





d) Screen capture/ Process

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1.7 Gate Entry

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a) Definition and Prerequisites

After Release of P.O, scan copy of P.O send to the supplier (Over mail) not in SAP. Once the goods ready and supplier will dispatch the material and material received at gate

b) Menu Path and Transaction code

SAP R/3 menu	N/A
Transaction Code	ZM023

c) Responsibility

Security

d) Screen capture/ Process

- 1. Enter the Challan No. (Refer Screen Shot)
- 2. Challan Date (refer Screen Shot)
- 3. Enter the Plant gate No. (Refer Screen Shot)
- 4. Enter the Mode of Transport and Transporter Name (Refer Screen Shot)
- 5. Enter the Vehicle No. (Refer Screen Shot)
- 6. Enter the Vendor code (Refer Screen Shot)
- 7. Enter the Tax Invoice, Test certificate, DFT Copy, Guarantee certificate (Refer Screen Shot)
- 8. Choose the P.O No and item no. (Refer Screen Shot)
- 9. Enter the Challan Qty. (refer Screen Shot)

System Help	Q	I 0 B				
SAV Step 1 Step	2 Step 3	Step 4	⊙PO Item		tep 6	ORGP
Chalan No 230 Chalan Date 13.04.2028 RR No. RR Date LR/BL NO LV/BL Date Bill of Entry No Bill of Entry No Step 5	Transporter Name	HELER	Gate Entry Date Time of Entry Vendor Code Vendor Name Vehicle Unloading Date Vehicle Unloading Time Vehicle out Date Vehicle out Time Decl Value in Way Bill Test Certificate Gurantee Certificate	22.04.2020 18:47:00 400626 AEROFLEX INDUS 00:00:00 00:00:00 YES YES	_	User ID / Name MM_SUPPORT
Transporter Code	Transporter Name	Inv	oice	Invoice Date		
No. of containers pending 0	No. of containers received			Ref. Gate Entr	y no.	
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1.8 Goods Receipt

- a) Definition and Prerequisites After G.E Material received at store
- b) Menu Path and Transaction code

SAP R/3 menu	SAP Menu > Logistics > Materials Management > Purchasing > Inventory Management > Goods Movement
Transaction	MIGO





C) Responsibility Store

d) Screen capture/ Process

Step 1 ---Select Good Receipt from Option
 Step 2 ---Select Purchase Order from Option
 Step 3 ----Give P.O No and Item No.
 Movement type:-101

Step 1 Step 2	Step 3			
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5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)

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6. Scroll the screen down

7.Click the Item OK

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Goods Receipt Purchase Order 360	0000002 - MM_SUPPORT	
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8. Go to the Quantity tab and enter the qty. in delivery note (i.e. Received qty.)

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9. Go to the where tab Give the GE No and Storage Location





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10. After above steps Press Post tab (MIGO Document will generate)

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- 1.9 Checking of Stock at desire location
- a) Definition and Prerequisites After MIGO, Stock need to be check that is correctly posted at desire storage location or not
- b) Menu Path and Transaction code

SAP R/3 menu	Logistics->Materials Management->Inventory Management- >Environment->Stock->Stock Overview
Transaction	MMBE





c) Responsibility

Store

d) Screen capture/ Process

Ás this material g	et procure against Interna	ll order, qty will n	ot get update in	inventory
1. Enter the mater	rial code and Plant			

2.Click the time clock

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