
User manual

Procurement of Stores
Spares & Consumable via
Scheduling agreement.

*Prepared by:
Pankaj das*

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Scenario

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 Requisition Creation

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

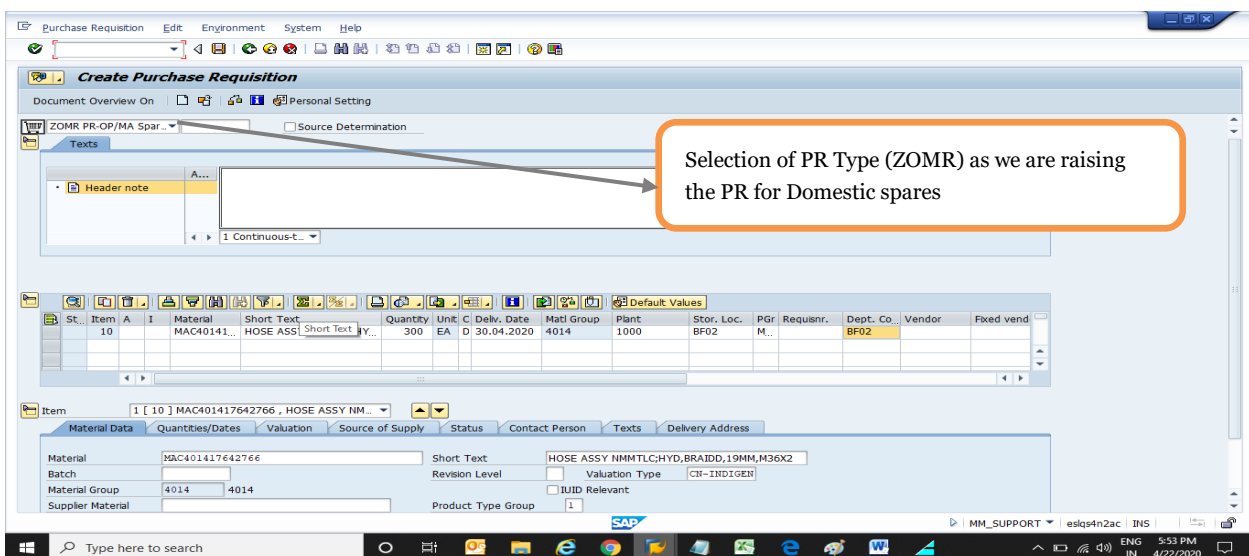
SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZOMR



Step 2: Selection of other Parameter such as item code etc. as shown below

The screenshot shows the SAP 'Create Purchase Requisition' interface. Several fields are highlighted with orange boxes and text annotations:

- Plant:** A callout box points to the 'Plant' field in the table, stating 'Selection of Plant for this case it is 1000'.
- Item Code:** A callout box points to the 'Item' field in the table, stating 'Selection of Item code'.
- Quantity:** A callout box points to the 'Quantity' field in the table, stating 'Qty.'.
- Department:** A callout box points to the 'Dept. Co.' field in the table, stating 'Dept.'.
- Valuation Type:** A callout box points to the 'Valuation Type' field in the 'Material Data' section, stating 'For this case it is CN-INDIGEN as we are going to buy the material domestic.'.

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGR	Requisnr.	Dept. Co.	Vendor	Fixed vend
	10			MAC40141...	HOSE ASS	300	EA	D	30.04.2020	4014	1000	BF02	M...		BF02		

Step 3:

The screenshot shows the SAP 'Create Purchase Requisition' interface after a new item has been added. The 'Item' field in the table is now empty, and the 'Item' dropdown at the bottom shows '1 New Item'. A status bar at the bottom indicates 'Purchase requisition number 1200000221 created'.

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGR	Requisnr.	Dept. Co.	Vendor	Fixed vend

1.2 Purchase Requisition Release

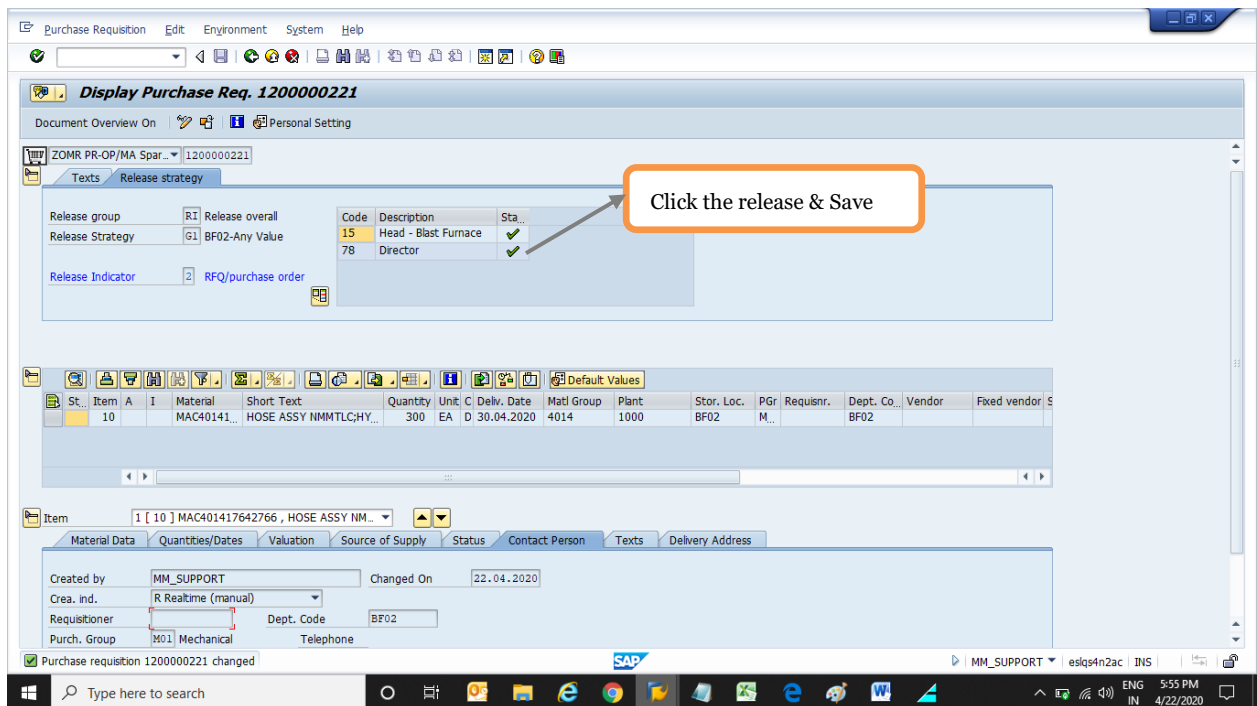
a) Definition and Prerequisites
PR will be released as per DOA

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



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 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

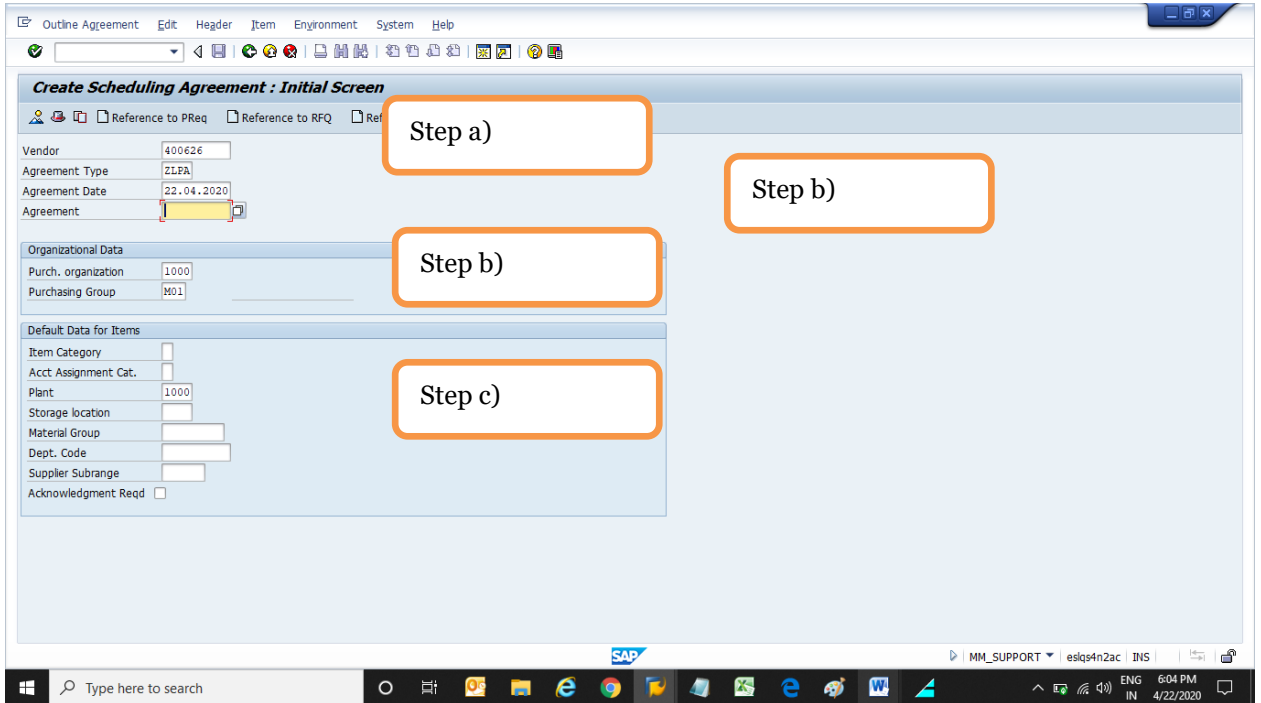
b) Menu Path and Transaction code

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

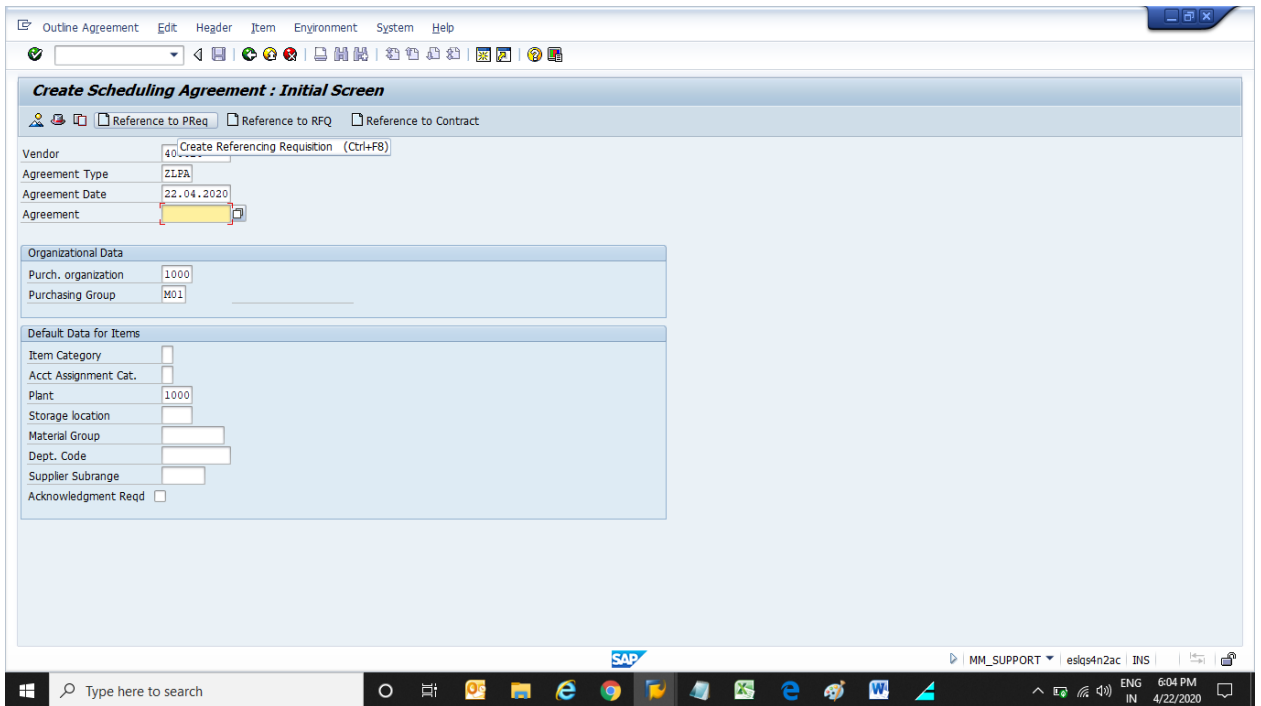
c) Responsibility

Purchase Department

- d) Screen capture/ Process
 - a) Enter the vendor code
 - b) Enter the Agreement type i.e. ZLPA
 - c) Enter the Plant



- d) Click on Reference to PR Req



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

Create Scheduling Agreement : Header Data

Agreement: [] Company Code: 1000 Purchasing Group: M01
 Agreement Type: ZLPA Purch. organization: 1000
 Vendor: 400626 AEROFLEX INDUSTRIES LIMITED

Administrative Fields
 Agreement Date: 22.04.2020 Item Number Interval: 10 Subitem Interv.: 1
 Validity Start: 22.04.2020 Validity End: 30.04.2020 Language: EN
 GR Message

Terms of Delivery and Payment
 Payment terms: CR03 Targ. Val.: [] INR
 Exch. Rate: 1.00000 Ex.Rate Fx:
 Payment in: [] Days %
 Payment in: [] Days %
 Payment in: [] Days Net
 Inco. Version: []
 Incoterms: FOB
 Inco. Location1: Our ESL Site

Reference Data
 Quotation Date: 13.03.2020 Quotation: 303
 Your Reference: [] Salesperson: []
 Our Reference: [] Telephone: []
 Goods Supplier: [] Invoicing Party: []

Step e)
 1. Enter the start and end date
 2. Payment terms
 3. INCO terms
 4. Quotation ref and date
 5. Then press enter

f) After pressing enter selection list will be open for selection of PR,select the PR and click on Adopt +detail

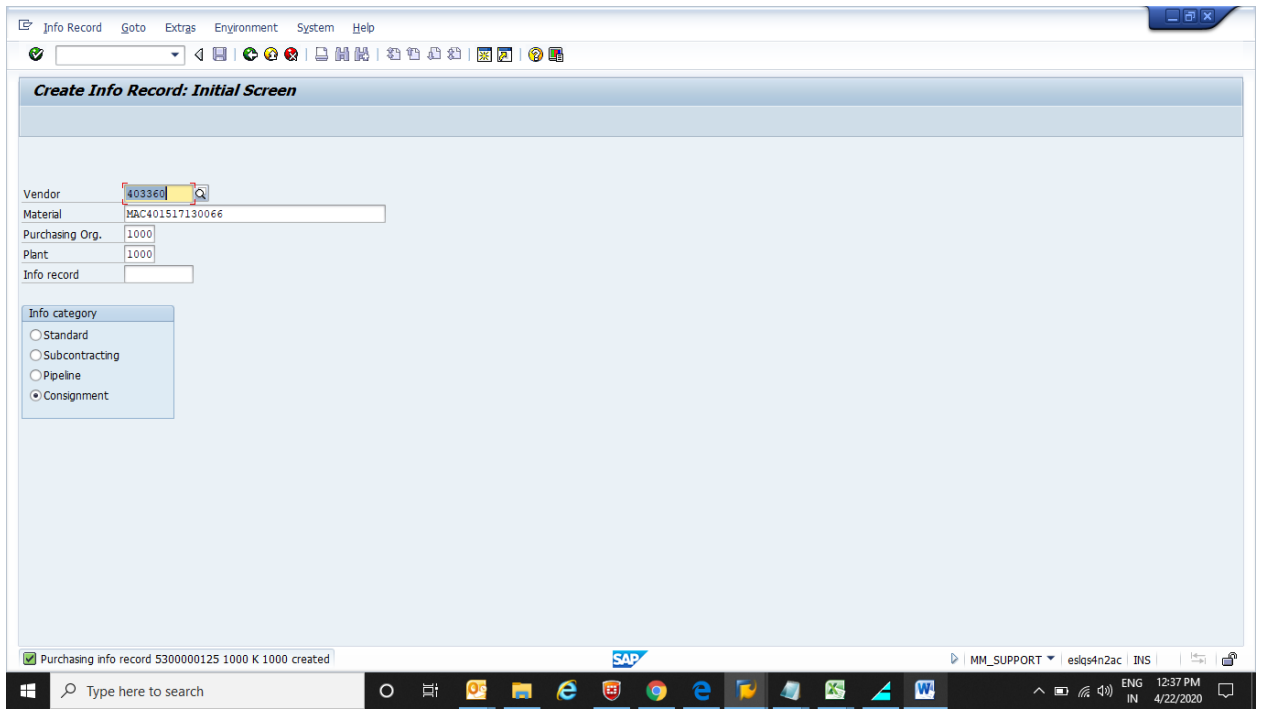
Create Scheduling Agreement : Selection List: Purchase Requisitions

Adopt + Details (Shift+F4)

Pur. Req.	Adopt + Details	Short Text	Plant	SLoc	I	A	Cls	Qty	Un	C	Delv. Date	Rel. Date	Fixed S.	S	Batch	Stock Segment
200000221	MAC401417642766	HOSE ASSY NMMTLC;HY_1000	BF02					300,000	EA		22.04.2020			N		

1. Select the PR Req. Item
2. Click on adopt +detail

g) Click the save Button (Refer the screen shot Infor record get generated).



1.5 Maintaining 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

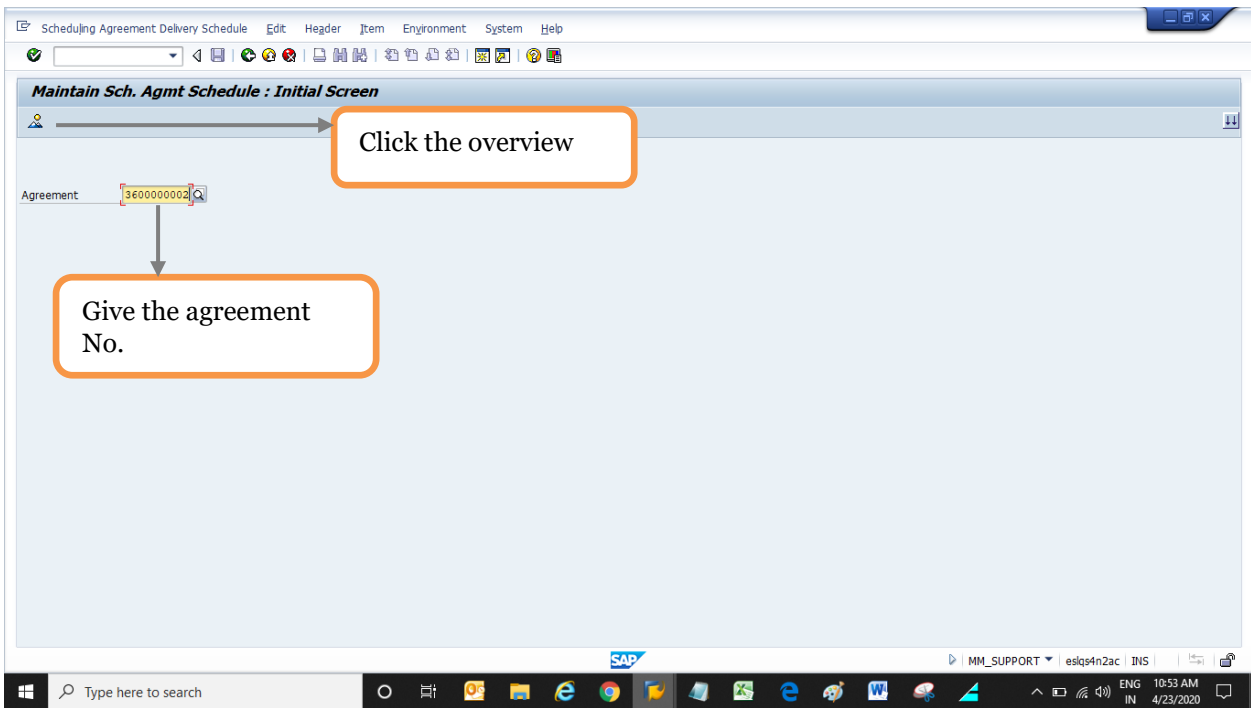
SAP R/3 menu	SAP Menu > Logistics → Materials Management → Purchasing → Outline Agreement → Scheduling Agreement → Delivery Schedule → Maintain
Transaction Code	ME38

c) Responsibility

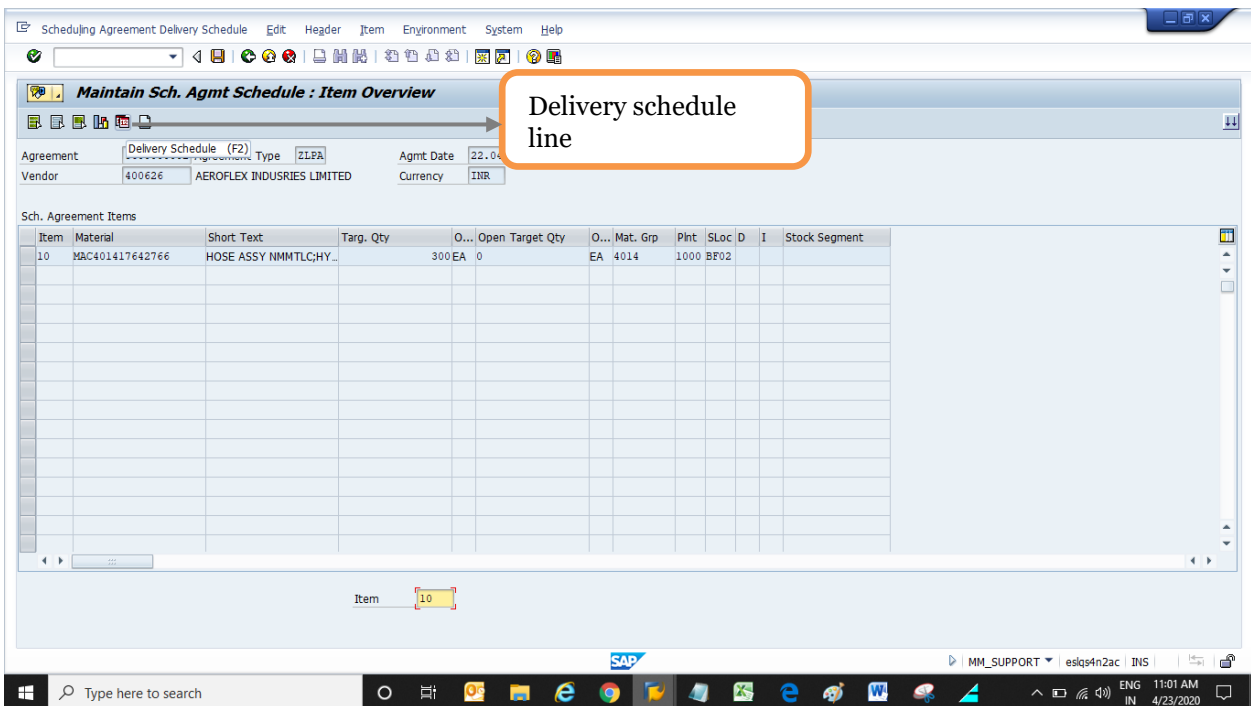
Purchase Department

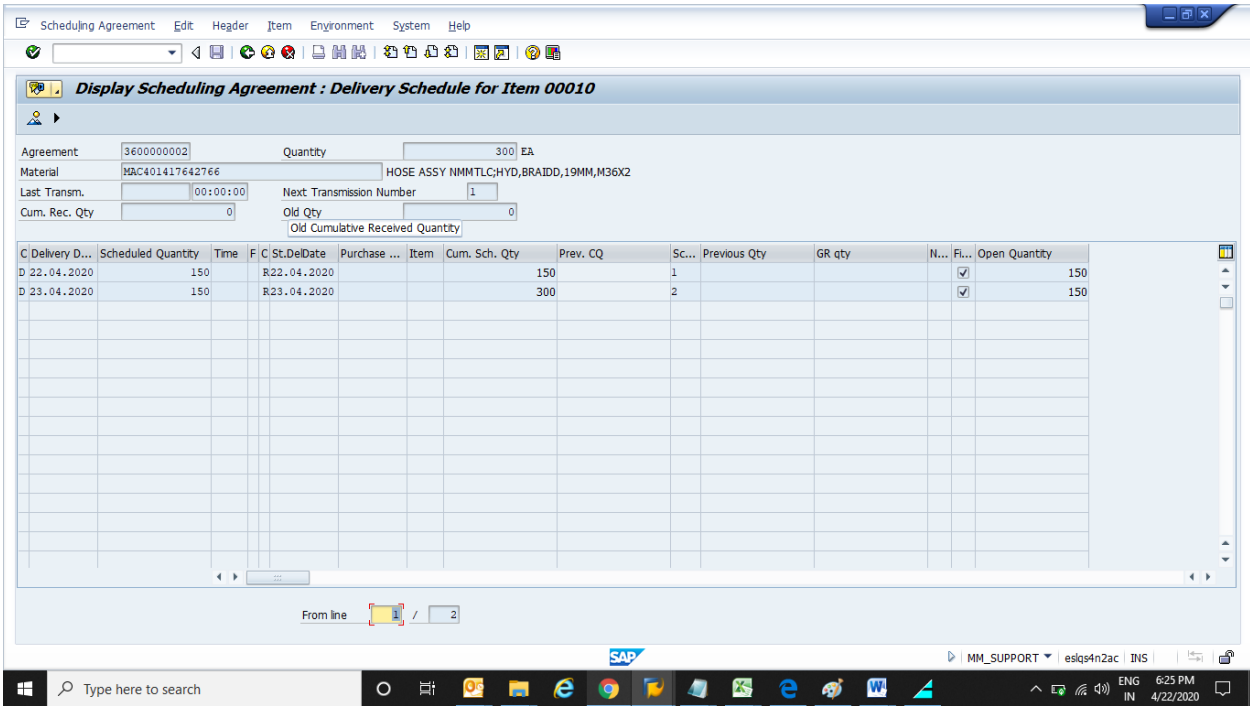
d) Screen capture/ Process

a) Put the agreement no and click on the overview icon



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





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.

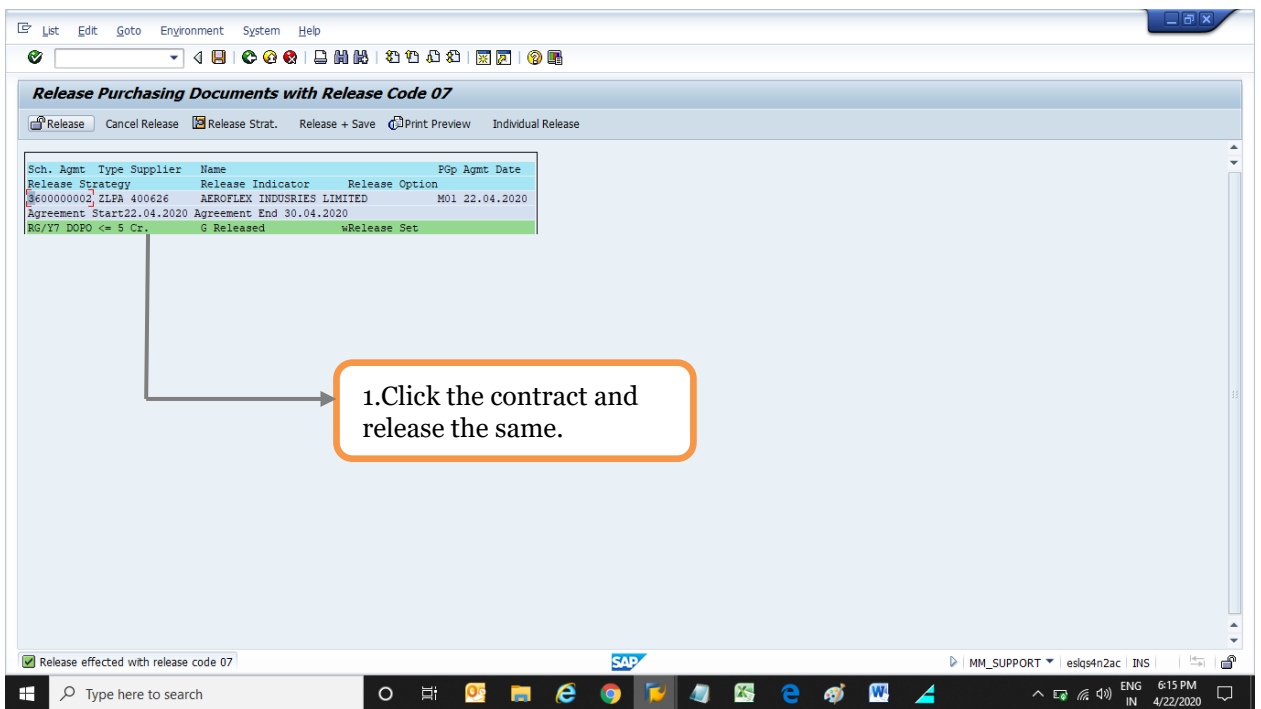
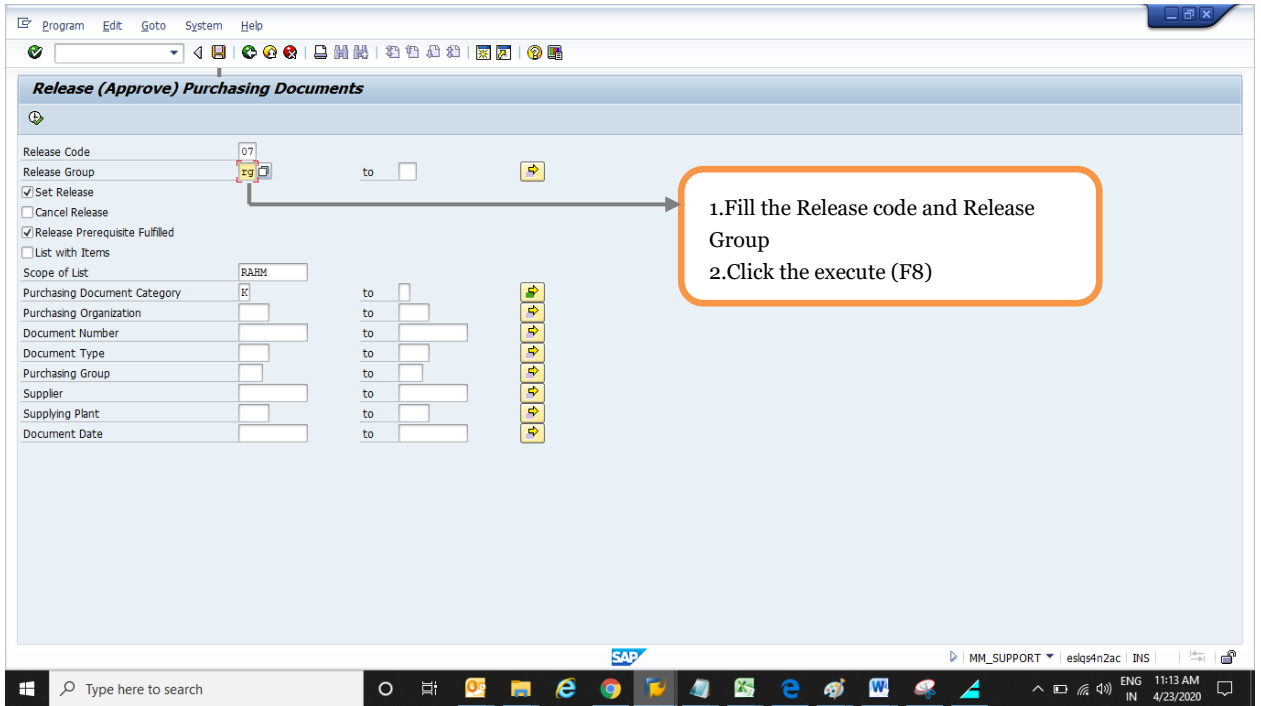
b) Menu Path and Transaction code

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

c) Responsibility

Purchase department

d) Screen capture/ Process



1.7 Gate Entry

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

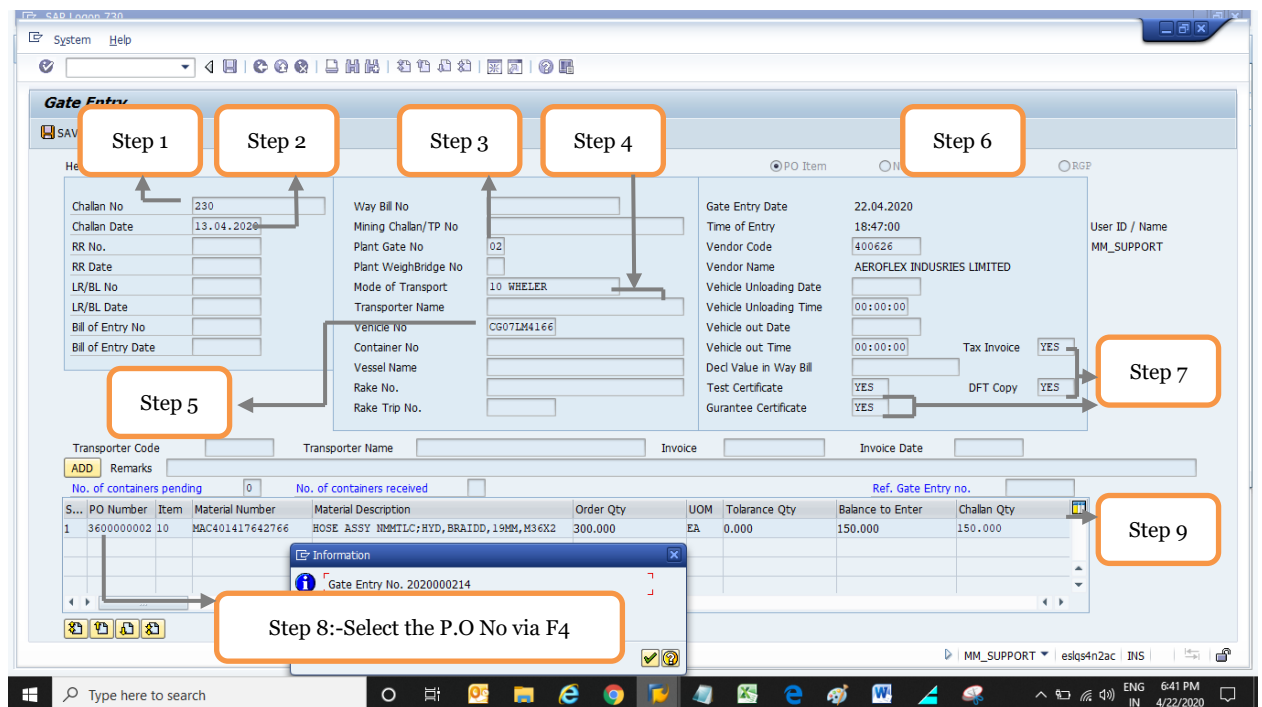
b) Menu Path and Transaction code

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)



1.8 Goods Receipt

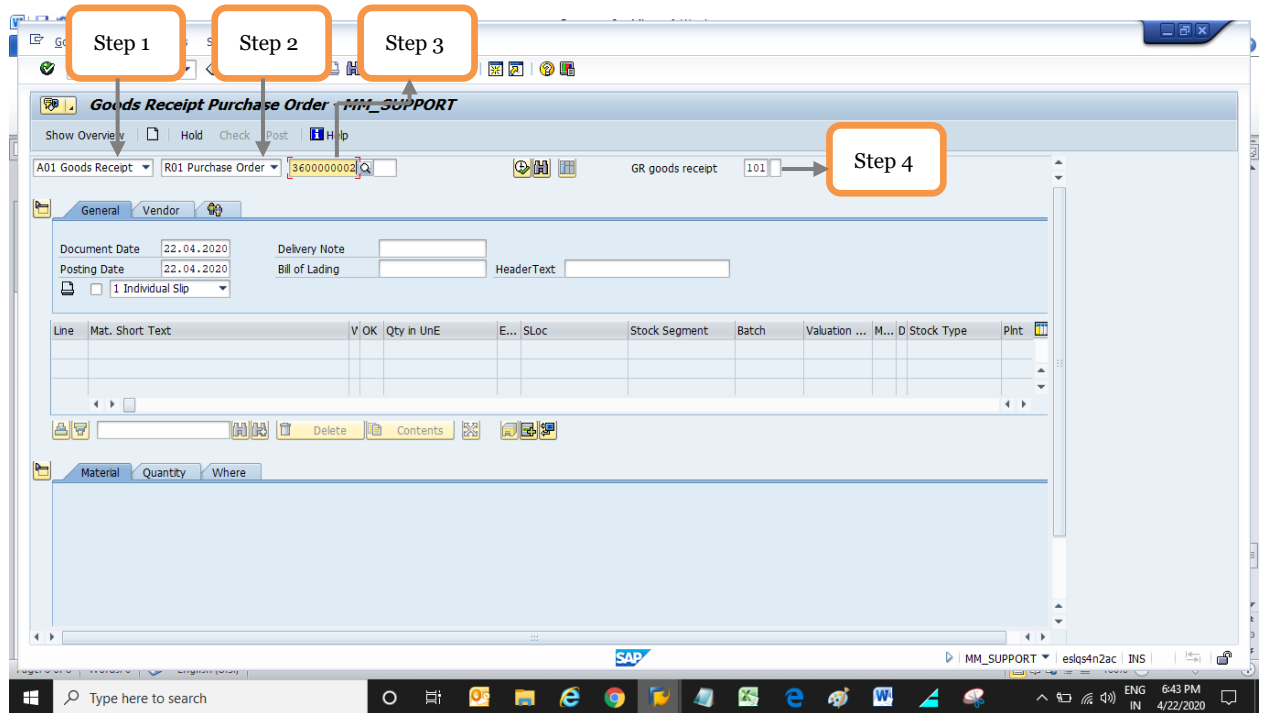
- a) **Definition and Prerequisites**
After G.E Material received at store
- b) **Menu Path and Transaction code**

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

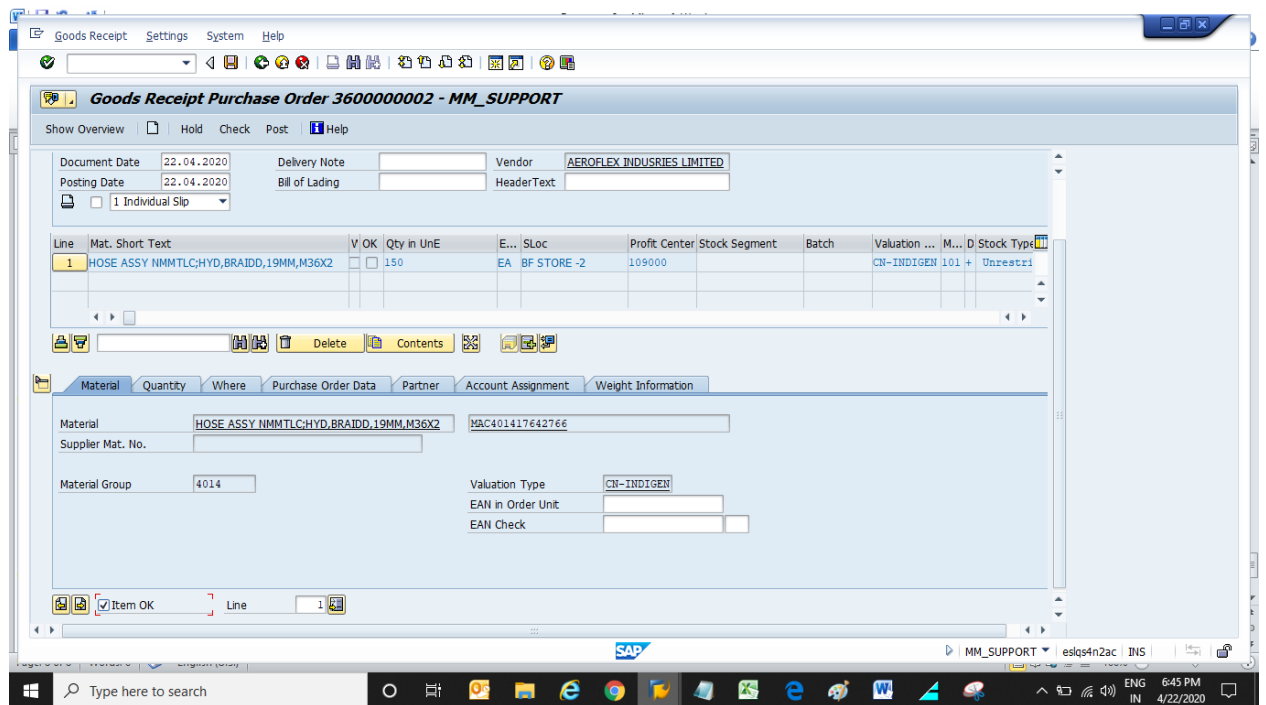
C) Responsibility Store

d) Screen capture/ Process

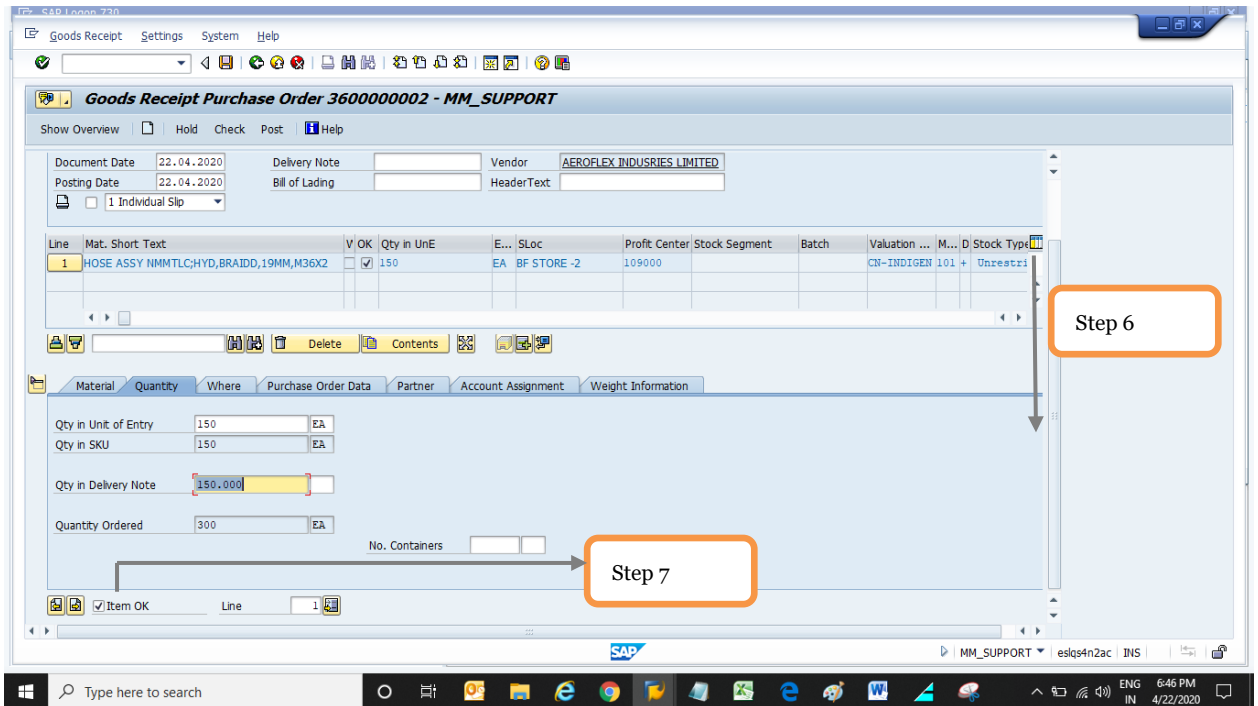
1. Step 1 ---Select Good Receipt from Option
2. Step 2 ---Select Purchase Order from Option
3. Step 3 ----Give P.O No and Item No.
4. Movement type:-101



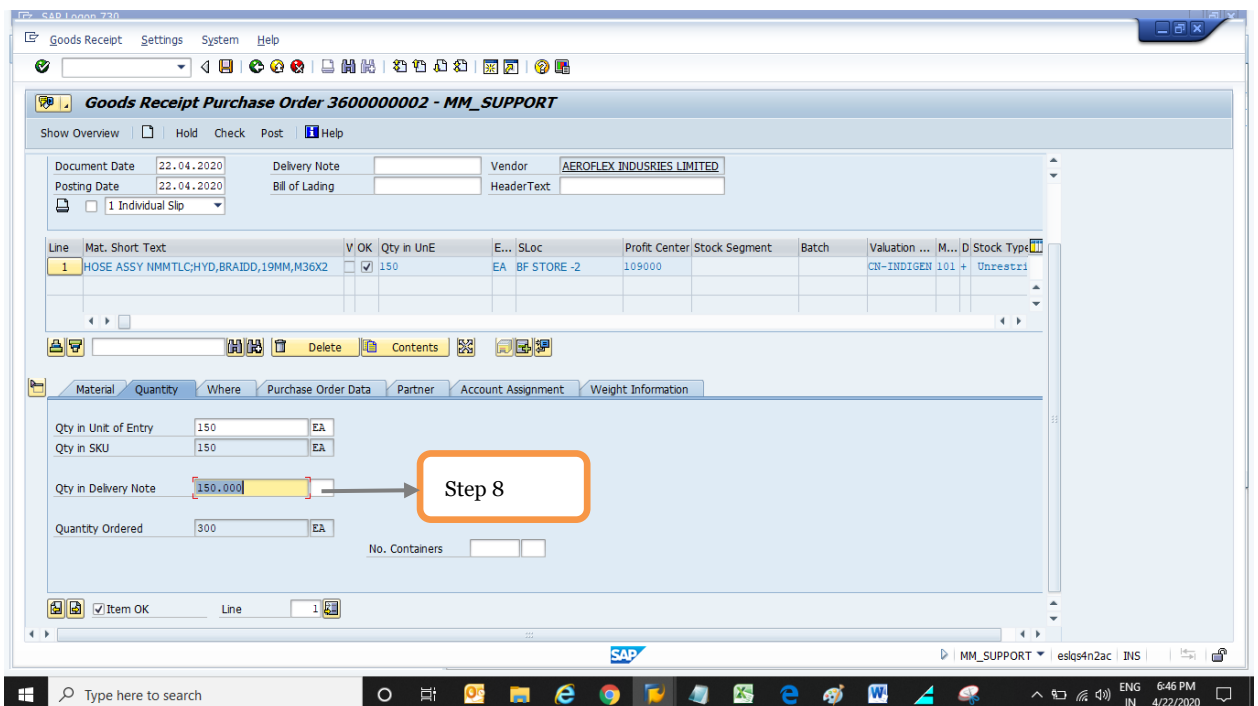
5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)



- 6. Scroll the screen down
- 7. Click the Item OK



- 8. Go to the Quantity tab and enter the qty. in delivery note (i.e. Received qty.)



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

Goods Receipt Purchase Order 360000002 - MM_SUPPORT

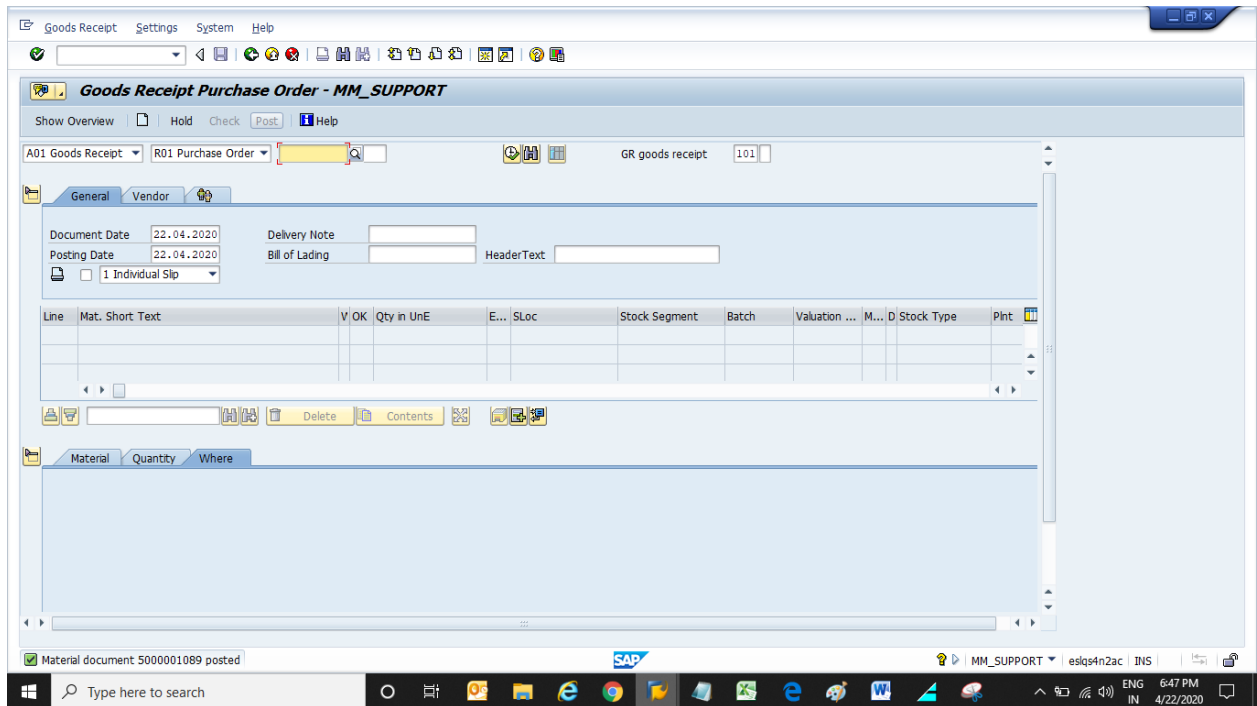
Document Date: 22.04.2020, Posting Date: 22.04.2020, Vendor: AEROFLEX INDUSTRIES LIMITED

Line	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Profit Center	Stock Segment	Batch	Valuation ...	M...	D	Stock Type
1	HOSE ASSY NMMTLC;HYD,BRAIDD,19MM,M36X2	<input checked="" type="checkbox"/>	150	EA	BF STORE -2	109000			CN-INDIGEN 101	+		Unrestr

Material: Iron & Power Unit-SBU, Stock type: Unrestricted-Use, Storage location: BF STORE -2, GR/GE No.: 2020000214

Step 9

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



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

As this material get procure against Internal order, qty will not get update in inventory

1. Enter the material code and Plant
2. Click the time clock

