Project “Smart”
ESL – Electro Steels Limited

User manual

Procurement of Stores Spares & Consumable via Scheduling agreement.

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pwc

Sensitivity: Confidential (C2)

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Scenario

1 Domestic Procuremernt 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 Requistion Creation

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

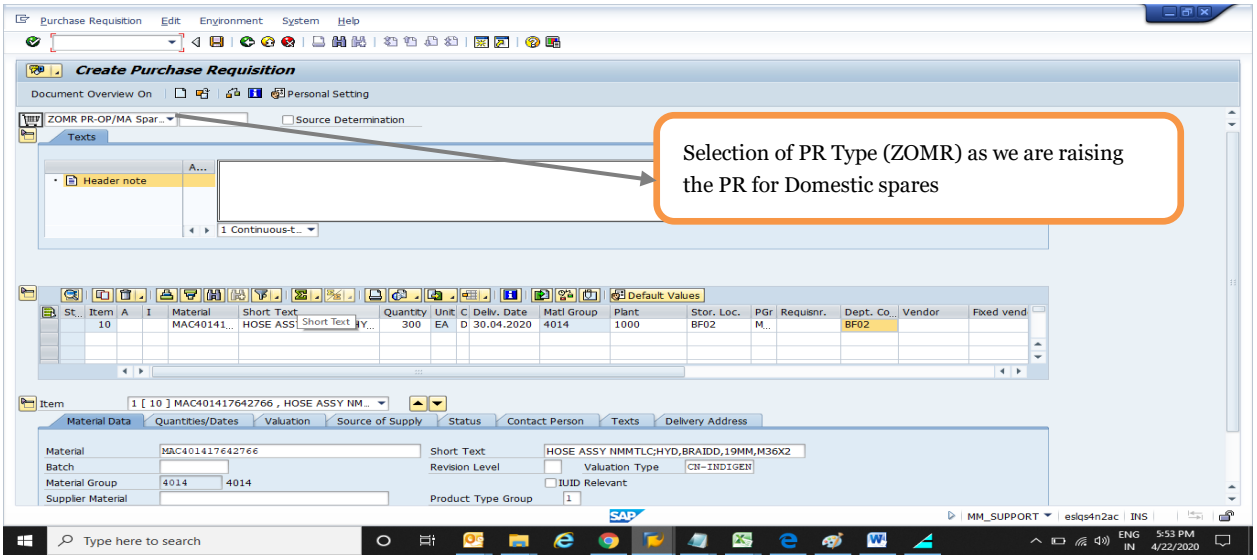
SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

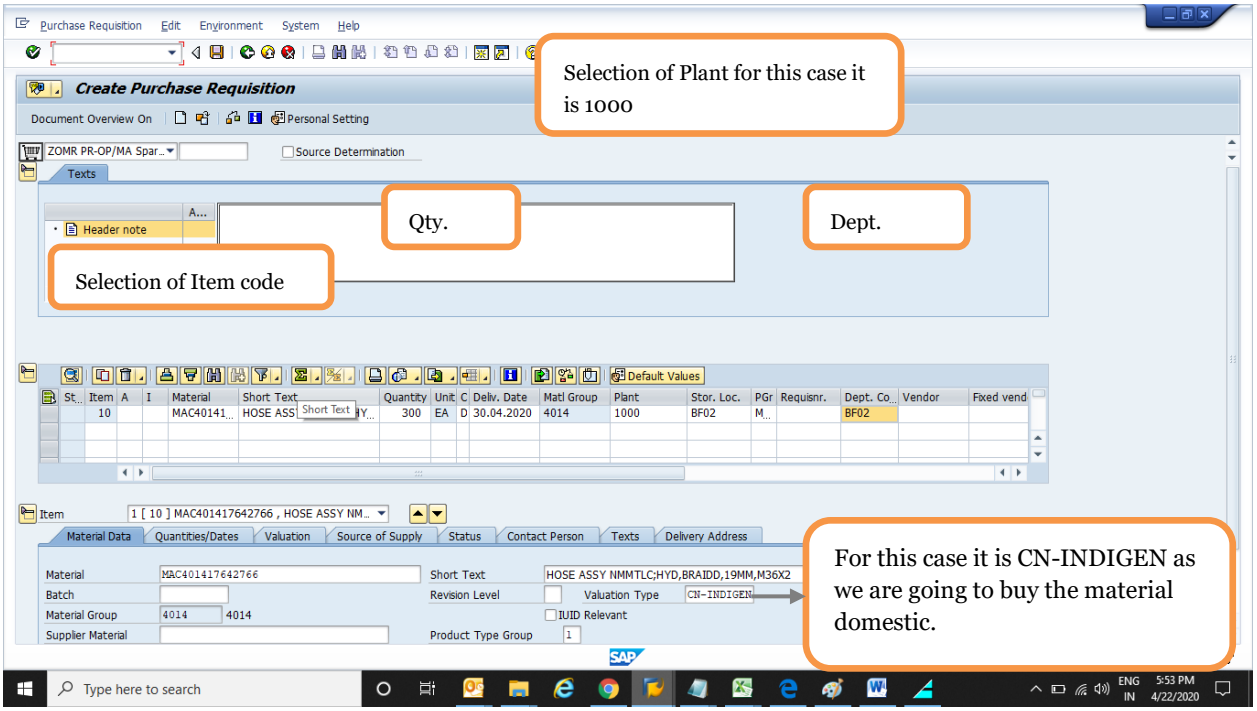
Department's user

d) Screen Capture/ Process Steps

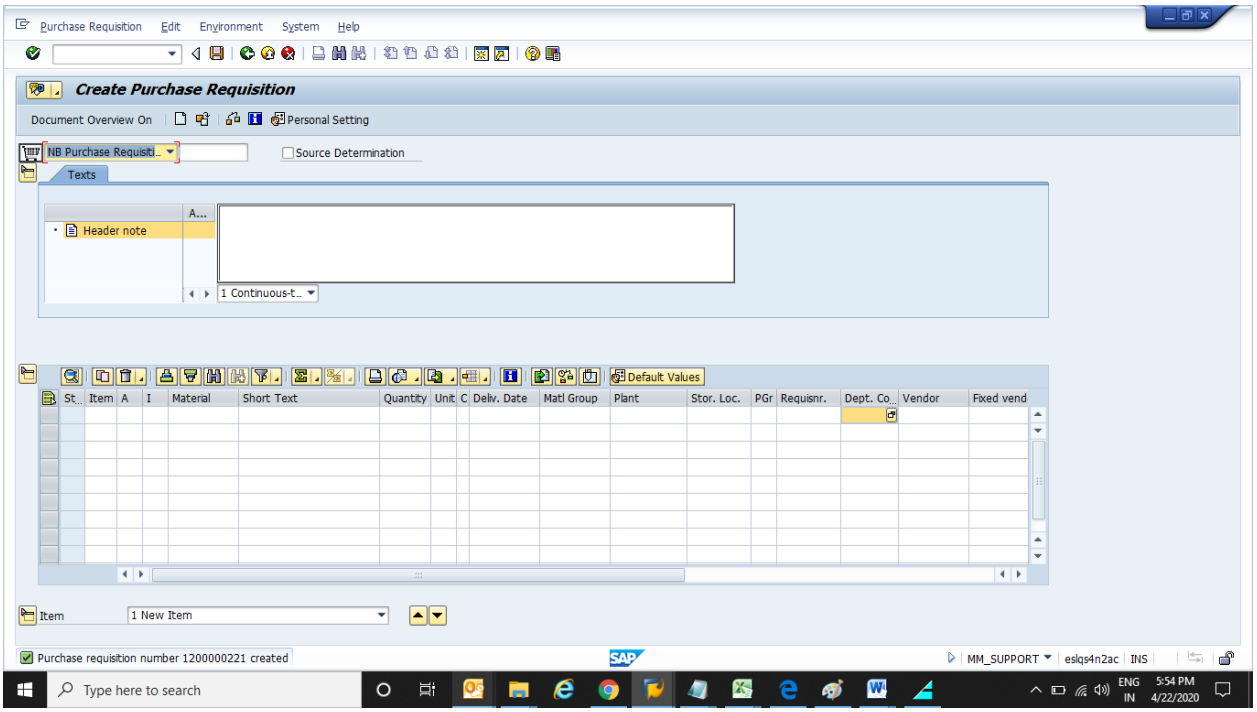
Step 1: Create PR with doc Type ZOMR



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



Step 3:



1.2 Purchase Requisition Release

a) Definition and Prerequisites

PR will be released as per DOA

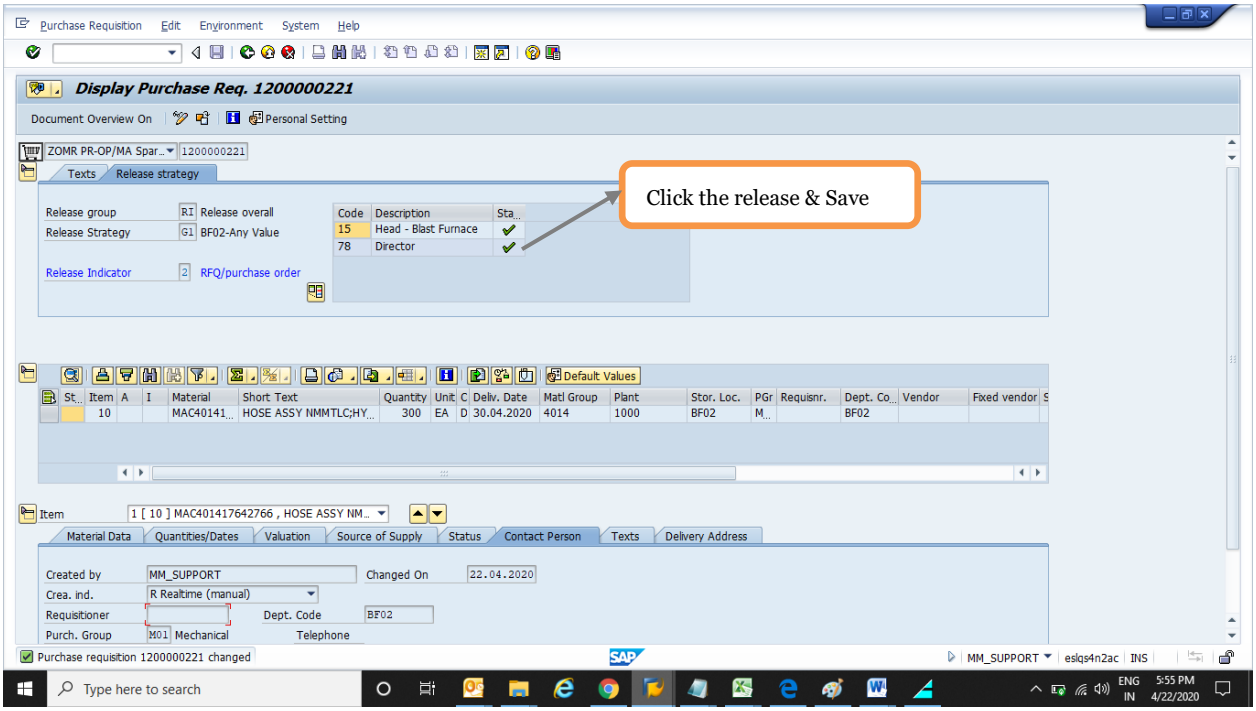
b) Menu Path and Transaction code

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

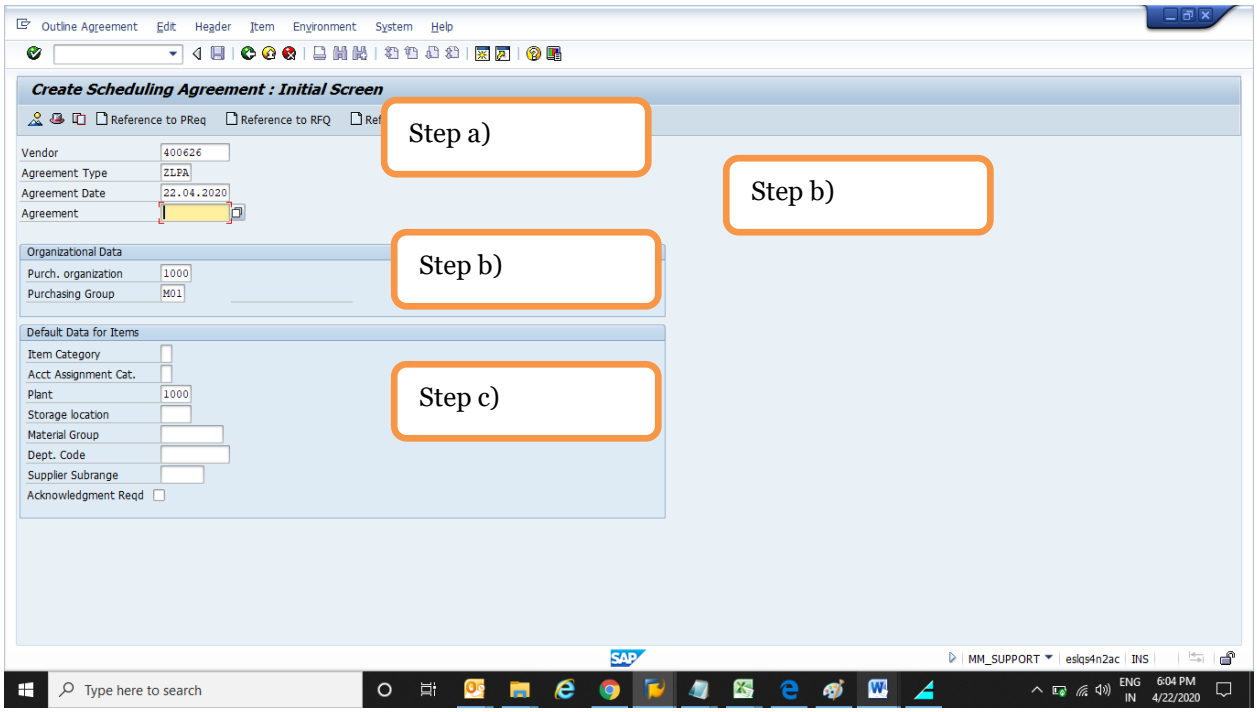
b) Menu Path and Transaction code

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

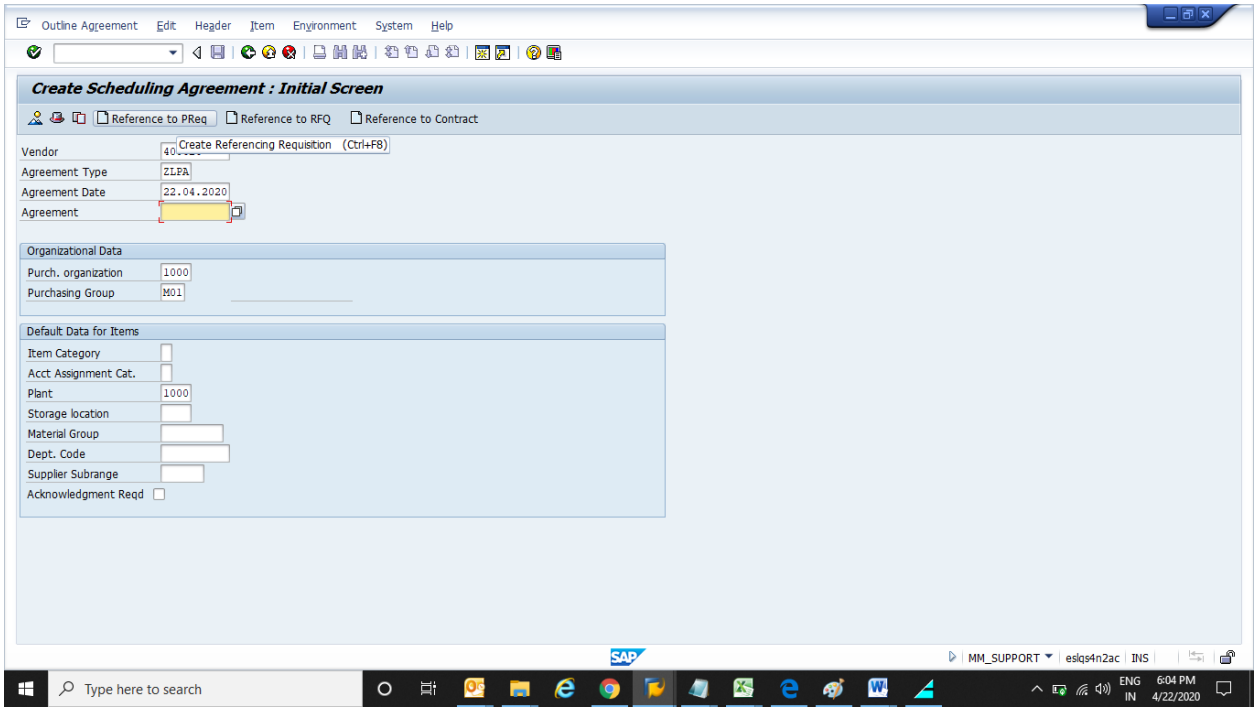
c) Responsibility

Purchase Department

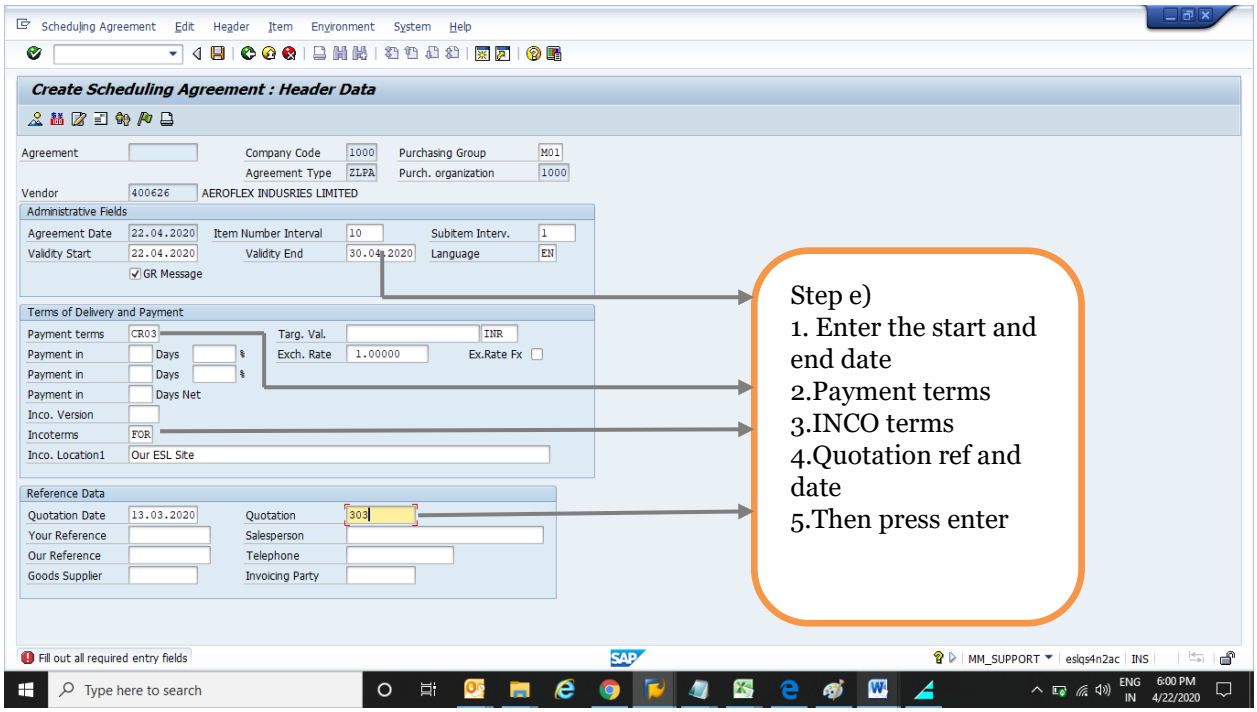
d) Screen capture/ Process
a) Enter the vendor code
b) Enter the Agreement type i.e. ZLPA
c) Enter the Plant



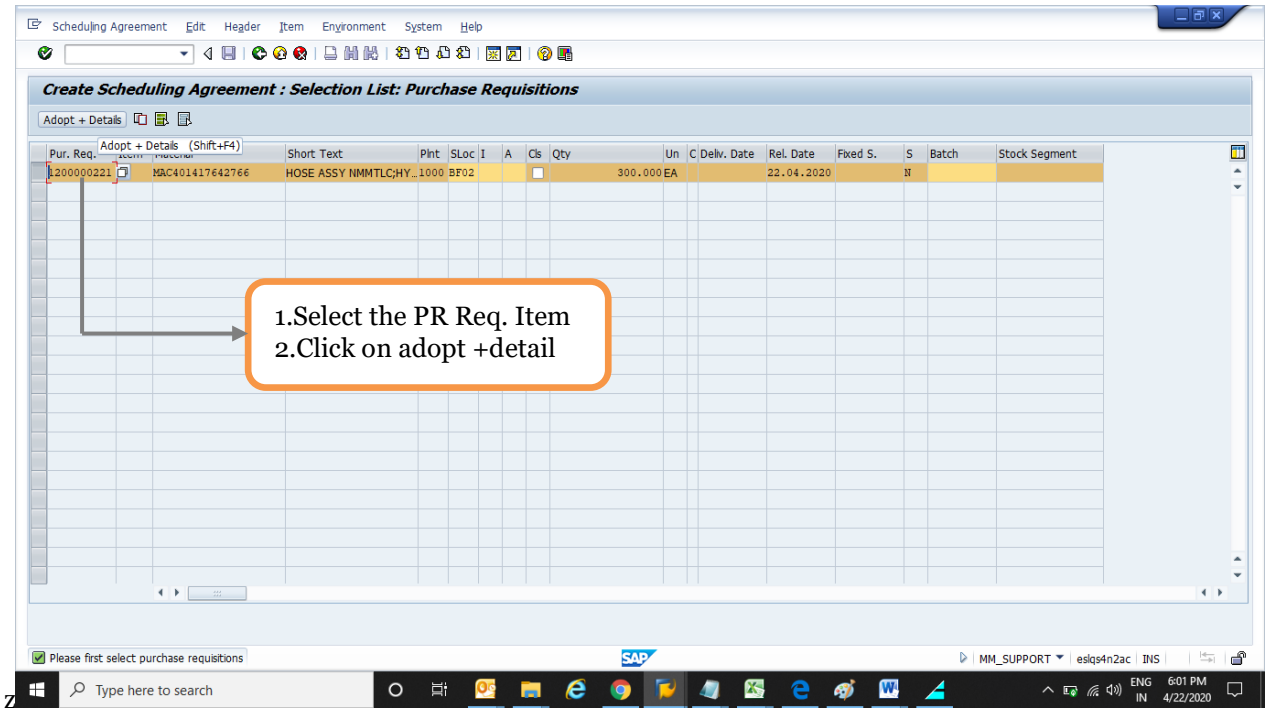
d) Click on Reference to PR Req



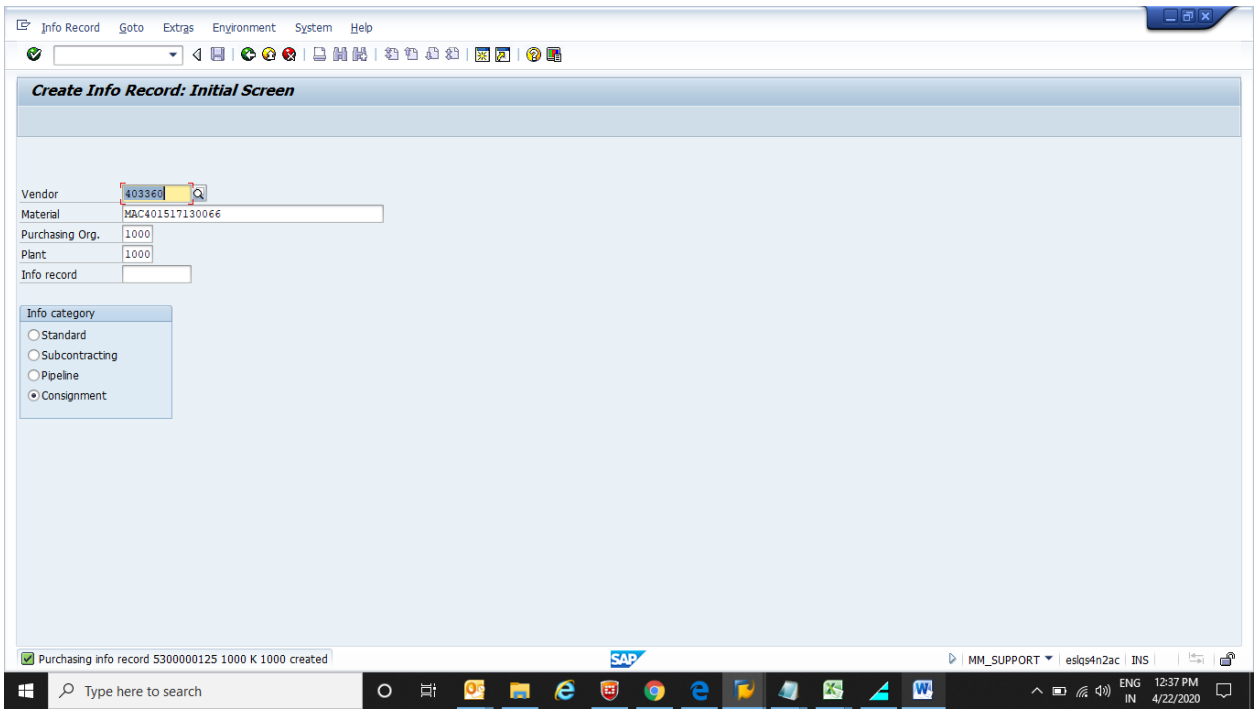
e) Enter the validity Start date, validity end date , payment terms and INCO terms



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



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



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

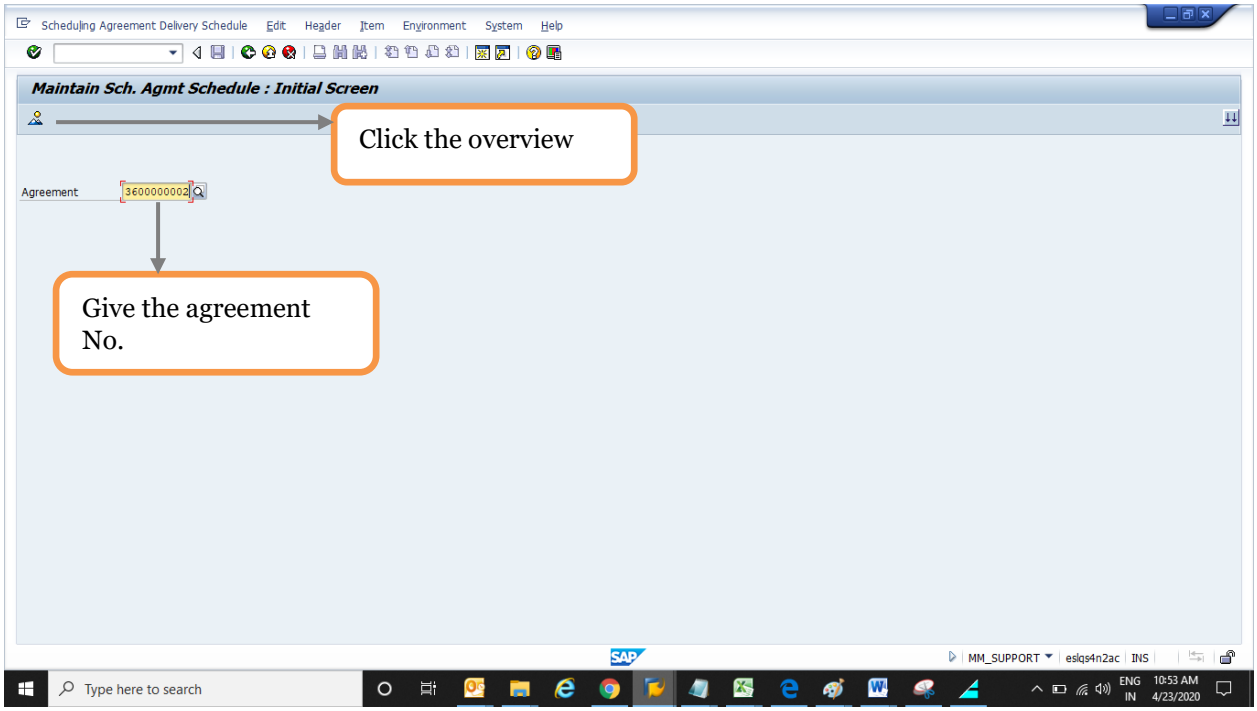
SAP R/3 menu	**SAP Menu** > Logistics → Materials Management → Purchasing → Outline Agreement → Scheduling Agreement → Delivery Schedule → Maintain
Transaction Code	ME38

c) Responsibility

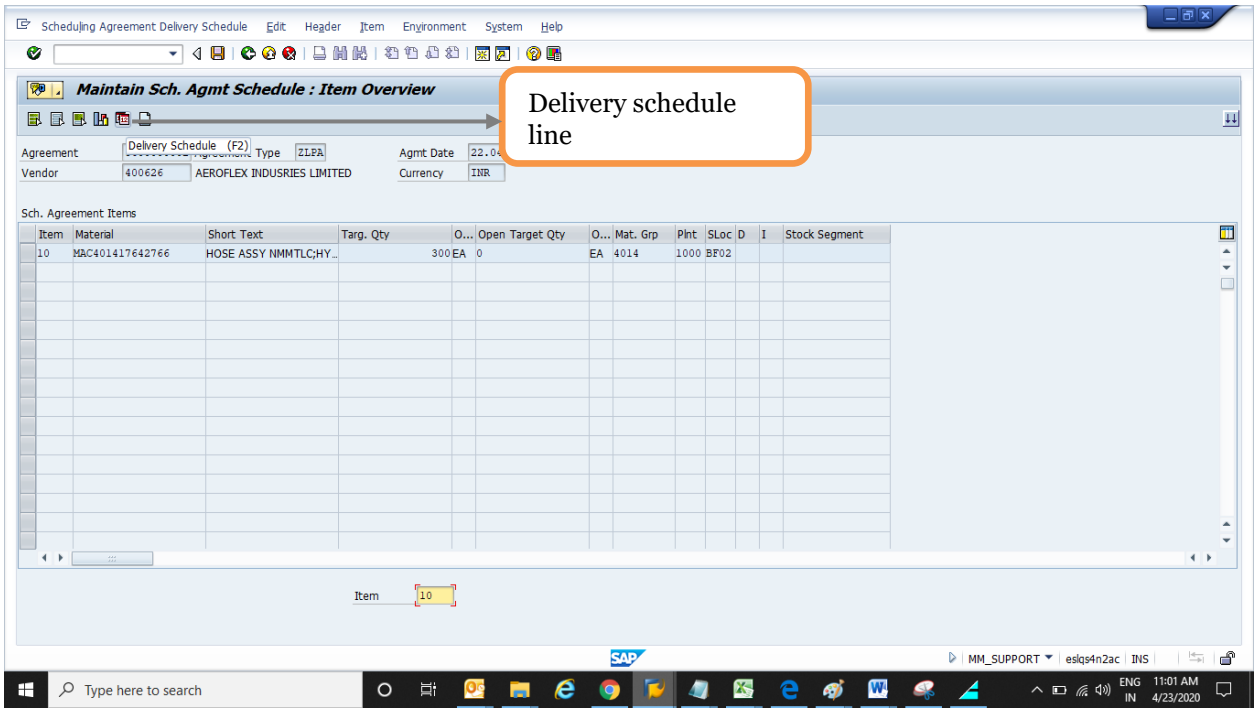
Purchase Department

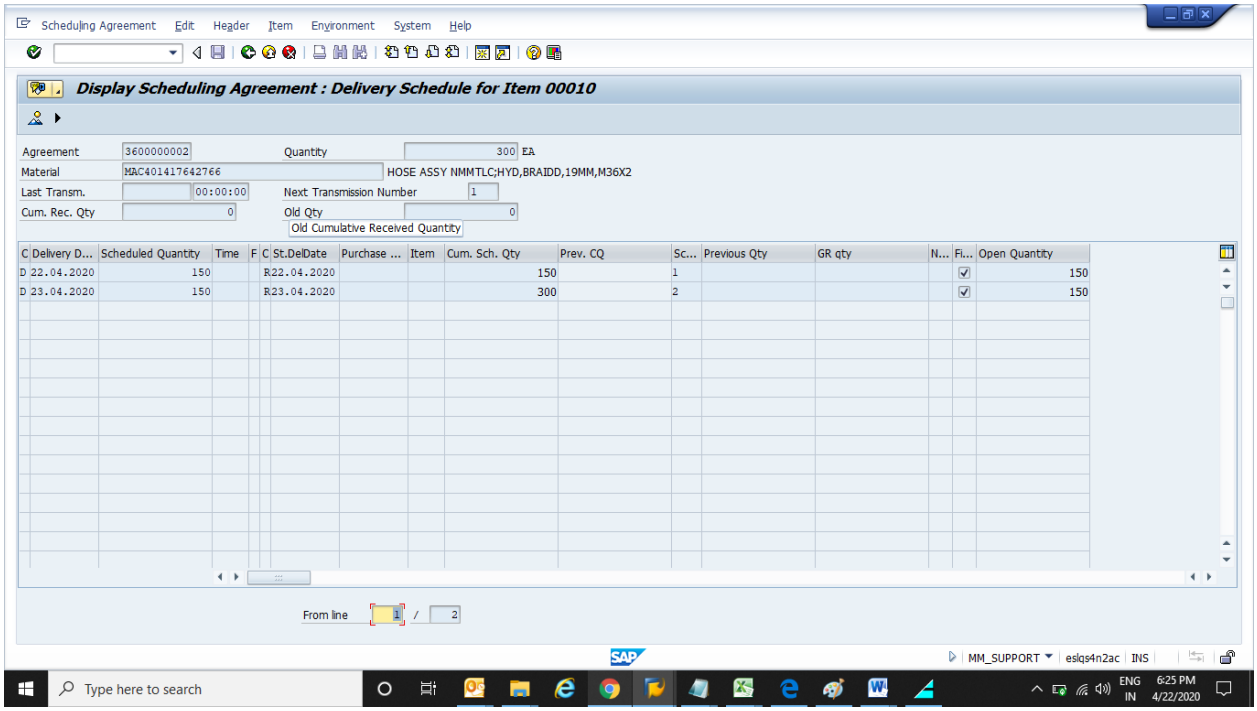
d) Screen capture/ Process

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.

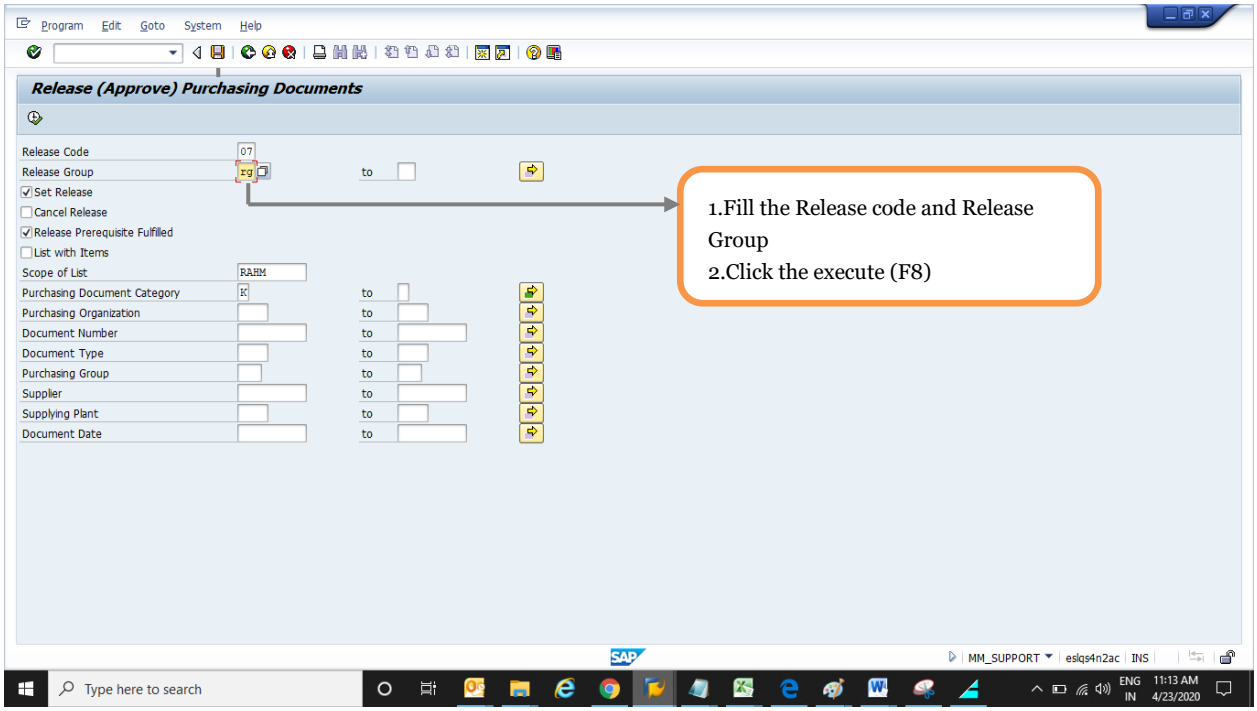
b) Menu Path and Transaction code

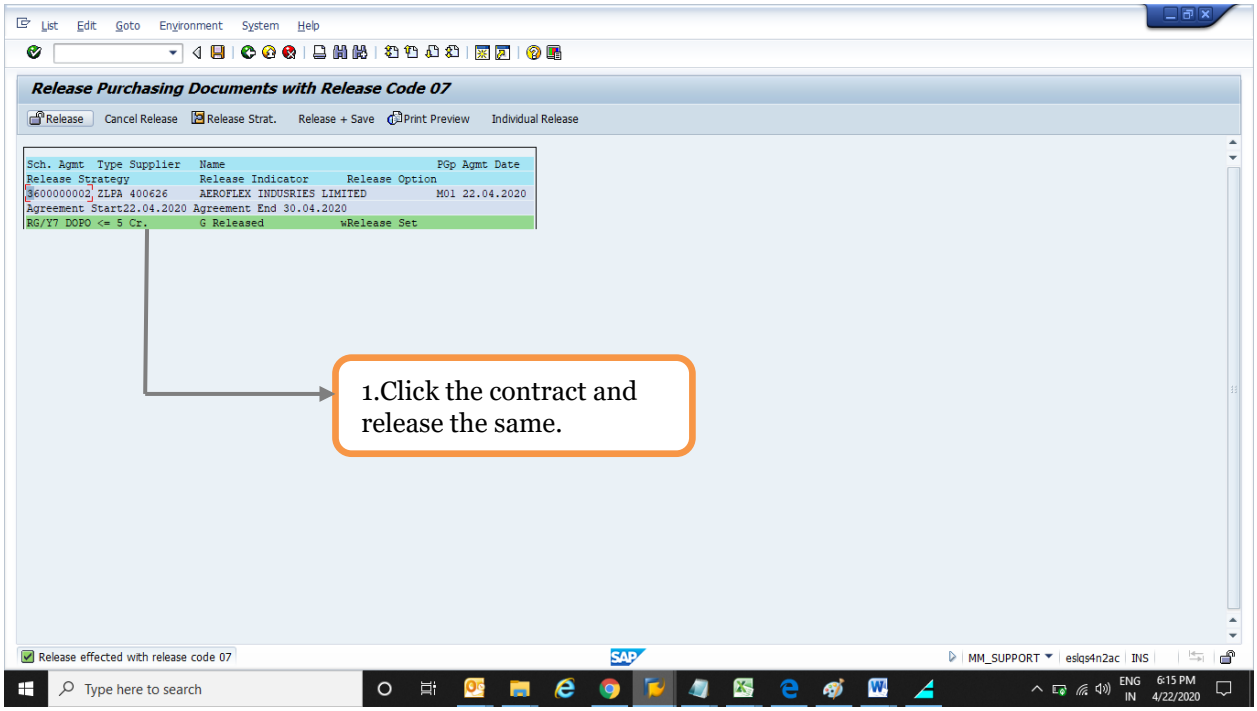
SAP R/3 menu	**SAP Menu** > Logistics > Materials Management > Purchasing > Purchase Order > Create >Release
Transaction Code	ME35

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

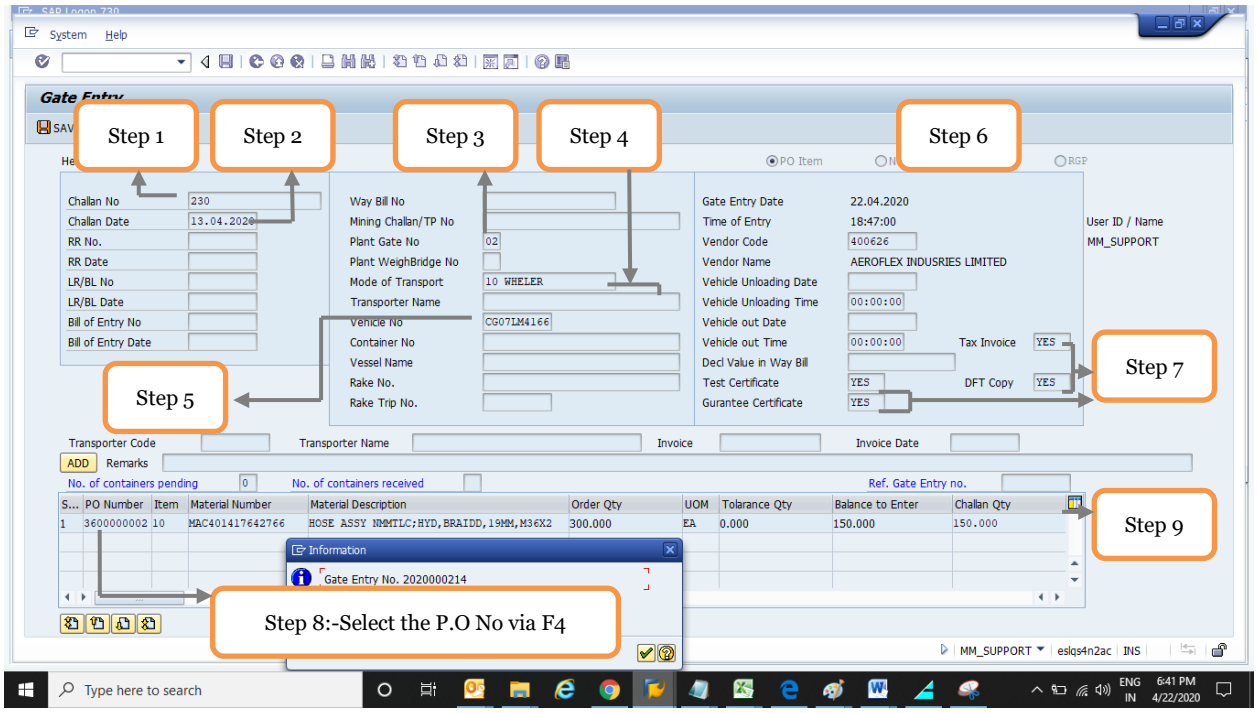
SAP R/3 menu	N/A
Transaction Code	ZM023

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

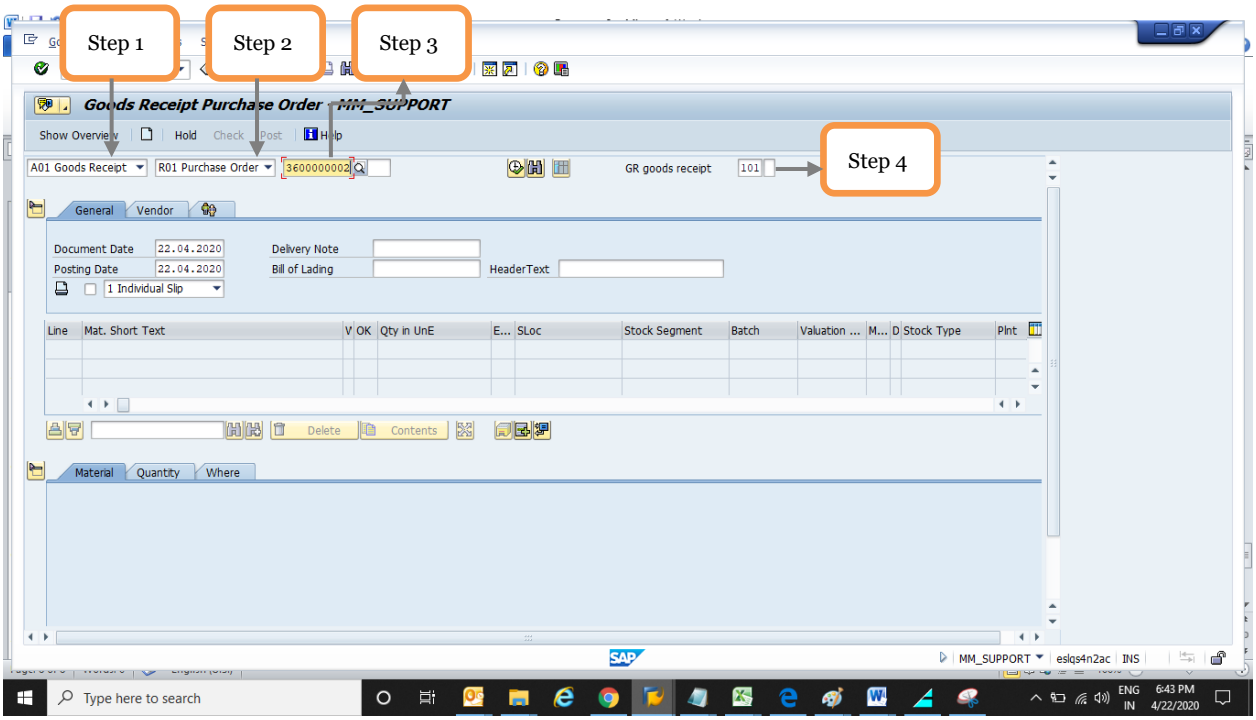
SAP R/3 menu	**SAP Menu** > Logistics > Materials Management > Purchasing > Inventory Management > Goods Movement
Transaction	MIGO

C) Responsibility

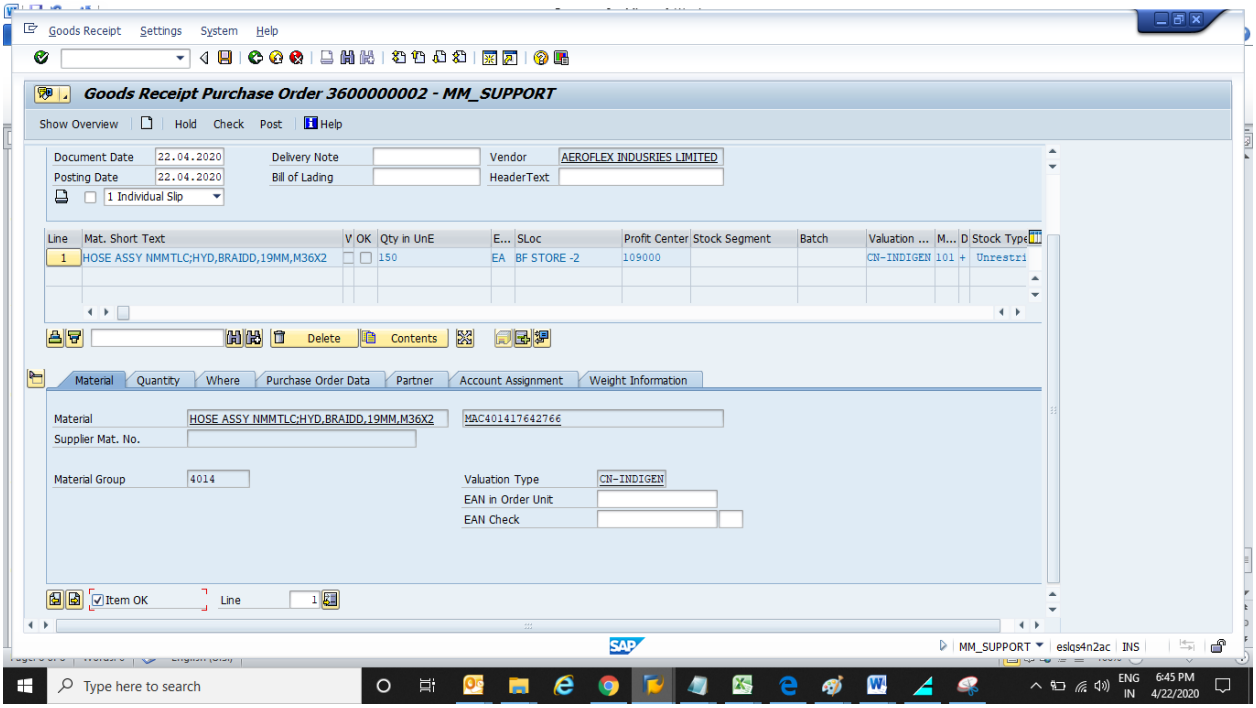
Store

d) Screen capture/ Process

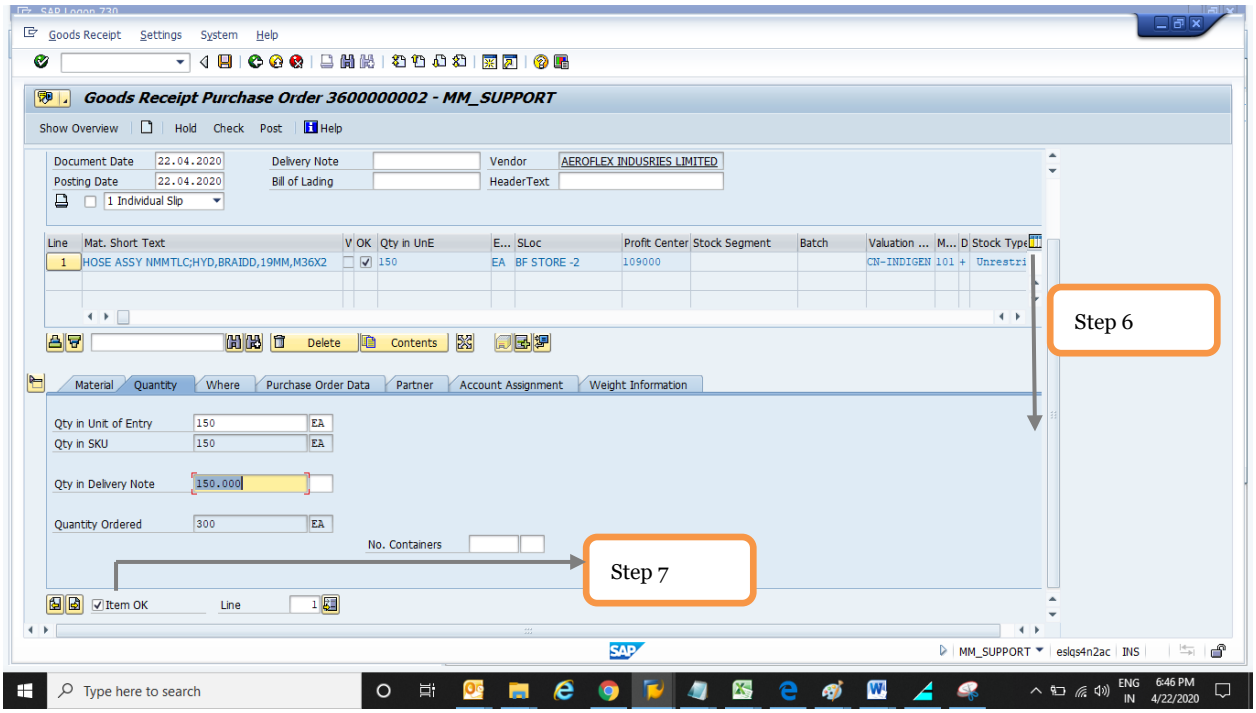
1.Step 1 ---Select Good Receipt from Option
2.Step 2 ---Select Purchase Order from Option
3.Step 3 ----Give P.O No and Item No.
4.Movement type:-101



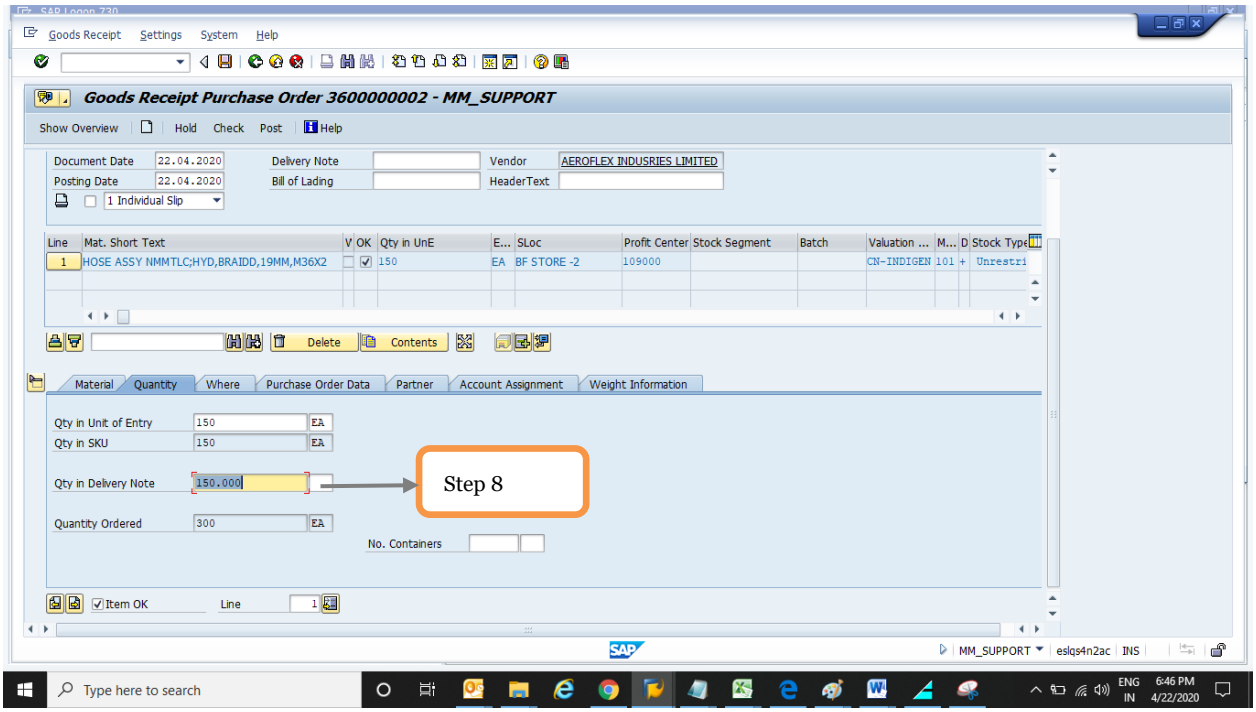
5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)



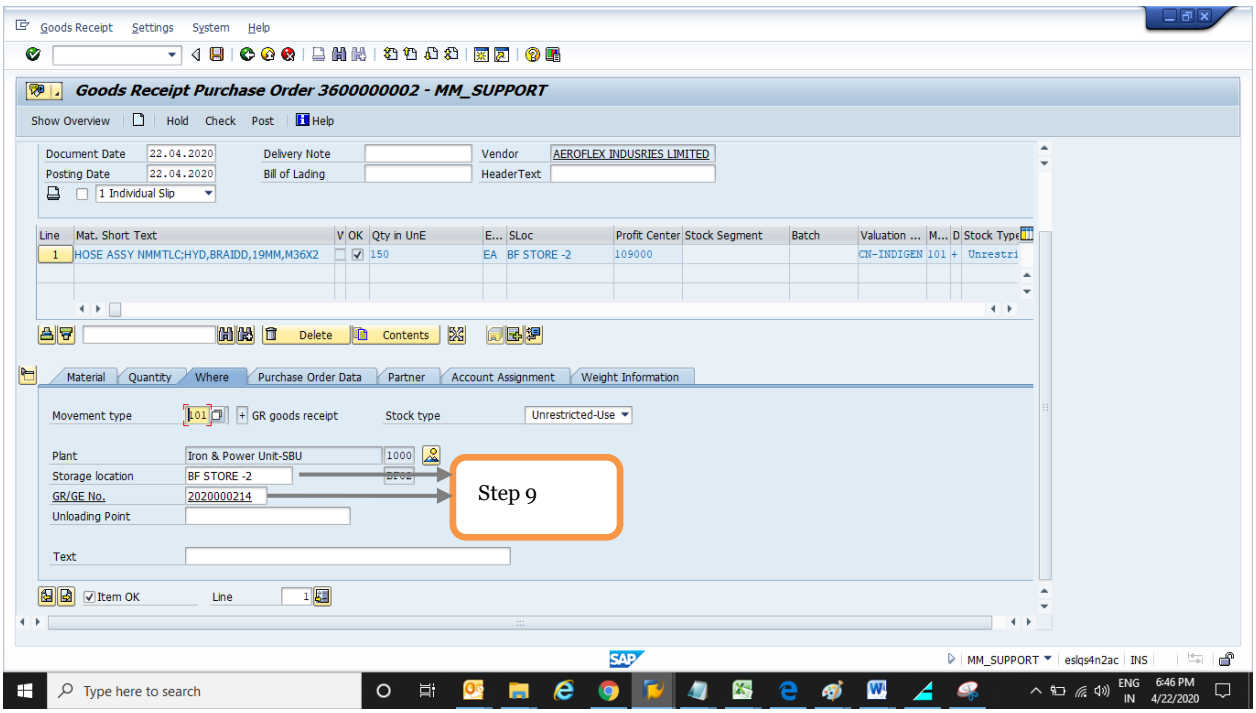
6. Scroll the screen down
7.Click the Item OK



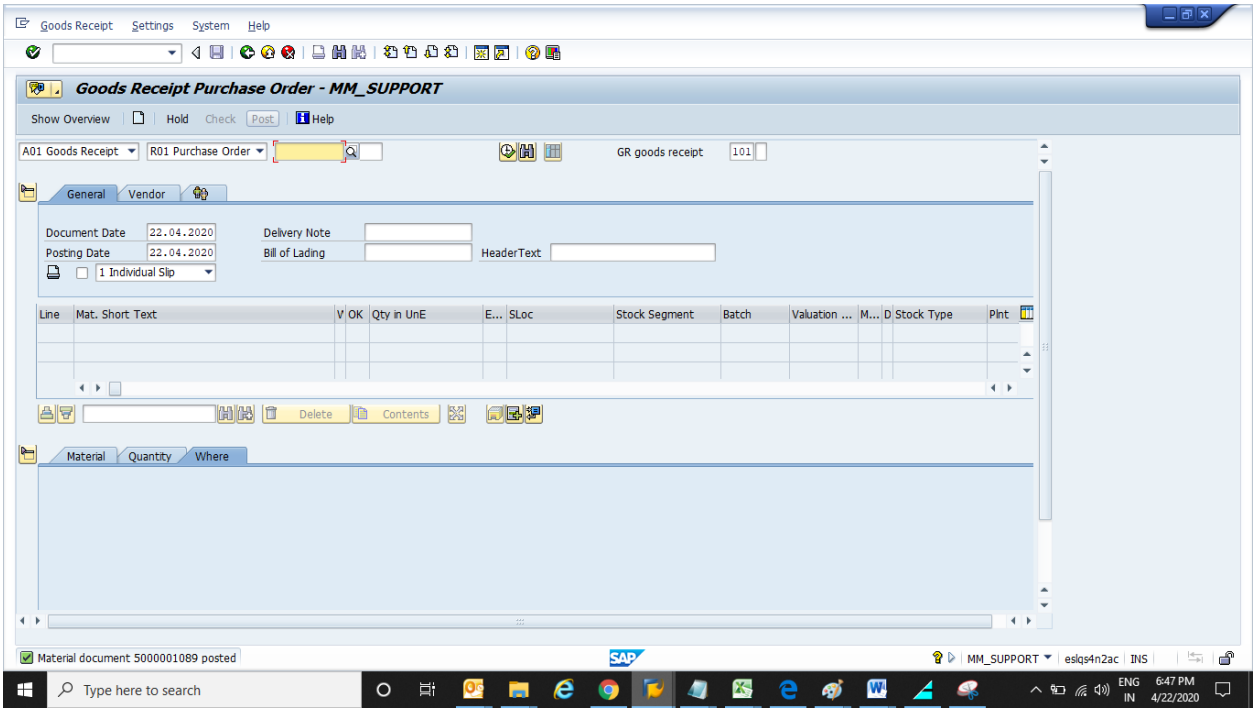
8. Go to the Quantity tab and enter the qty. in delivery note (i.e. Received qty.)



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


Goods Receipt
Settings
System
Help
Goods Receipt Purchase Order 3600000002 - MM_SUPPORT
Show Overview
Hold
Check
Post
Help
Document Date 22.04.2020
Posting Date 22.04.2020
1 Individual Slip
Delivery Note
Bill of Lading
Vendor AEROFLEX INDUSRIES LIMITED
HeaderText
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 150 EA BF STORE -2 109000 CN-INDIGEN 101 + Unrestri
Delete
Contents
Material
Quantity
Where
Purchase Order Data
Partner
Account Assignment
Weight Information
Movement type 101
GR goods receipt
Stock type Unrestricted-Use
Plant Iron & Power Unit-SBU 1000
Storage location BF STORE -2
GR/GE No. 2020000214
Unloading Point
Text
Item OK
Line 1
Step 9
MM_SUPPORT
esiqs4n2ac
INS
Type here to search
ENG
IN
6:46 PM
4/22/2020

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

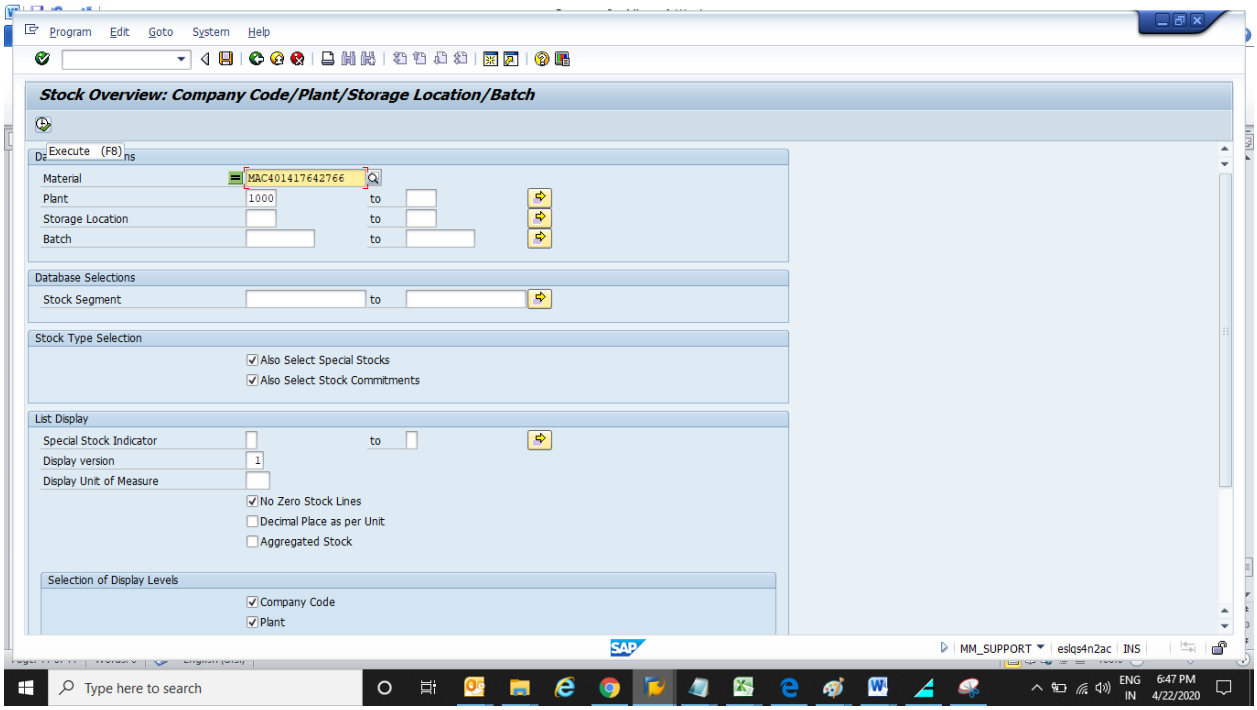
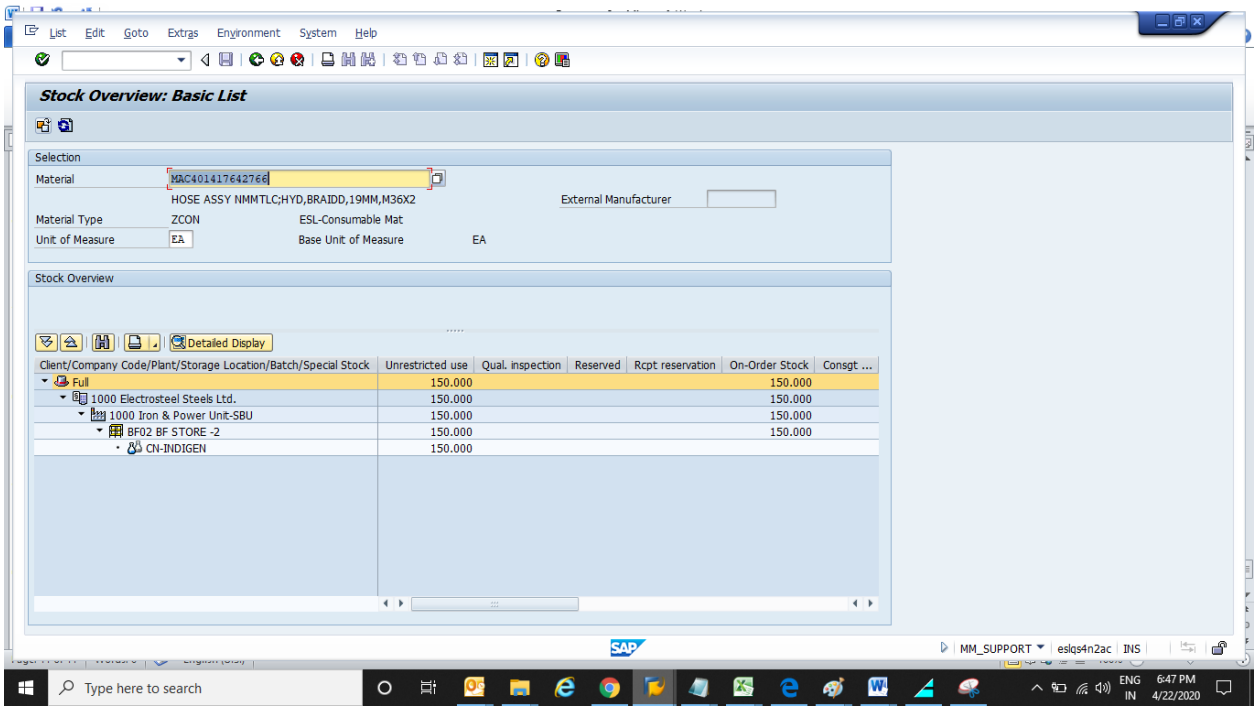
SAP R/3 menu	Logistics->Materials Management->Inventory Management->Environment->Stock->Stock Overview
Transaction	MMBE

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