
User manual

Procurement of Services (Manpower)

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Scenario

1 Procurement of services

Based on business requirements Service purchase requisition will be created manually. All such PR will undergo approval. Service No field will be a required field in PR & PO and that is why creation of service master is must

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 ZSMP

1 Select Doc Type

2
K – Cost Centre
D- Services

3 Short text

4 quantity

5 Matl Group

6 Plant

7 Requisitioner

8 Dept Code

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking	Vendor
	10	K	D		Hiring Manpower	1	AU	D	14.04.2020	7110	1000	S01		Test	BF02	

Step 2: Enter Service code, quantity

Service No

Quantity

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking	Vendor	Fixed vend
	10	K	D		LAYING	1	AU	D	13.04.2020	7110	1000	S01		TEST	BF02		

Line	D.	Service No.	Short Text	Quantity
10		SCV72141115...		1.0
20				
30				
40				
50				
60				
70				
80				
90				
100				

Step 3: Enter Cost Centre

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

ZSER PR-OP/MA Servi... Source Determination

Header

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	Vendor	Fixed vend
	10	K	D		LAYING	1	AU	D	13.04.2020	7110	1000		S01	TEST	BF02		

Item

Account Assignment of Service in Line 10

G/L Account 76100060 Company Code 1000

CO Area

Cost Center 20510200

Fund

Functional Area

Funds center

ServiceDoc

Profit. Segment

Grant

Commitment item

Rpt. AA on Auto repeat AA

Service Sel. Line 10

Step 4:

Save the PR

Purchase Requisition Edit Environment System Help

Create Purchase Requisition

Document Overview On Personal Setting

NB Purchase Requisition Source Determination

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PC

Item 1 New Item

Purchase requisition number 2100000046 created

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

Release Purchase Req. 2100000046

Document Overview On | Personal Setting

ZSER PR-OP/MA Servi... | 2100000046

Texts | Release strategy

Release group: RI Release overall
 Release Strategy: G1 BF02-Any Value
 Release Indicator: 2 RFQ/purchase order

Code	Description	Sta..	Rel..
15	Head - Blast Furnace	✓	🔗
78	Director	✓	🔗

Release

St..	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisn.
	10	K	D		LAYING	1	AU	D	13.04.2020	7110	1000		S01	TEST

Item: 1 [10] LAYING

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Del

Created by: MM_SUPPORT | Changed On: 13.04.2020
 Crea. ind.: R Realtime (manual)
 Requisitioner: TEST | Dept. Code1: BF02
 Purch. Group: S01 Services | Telephone:
 MRP Controller:
 Release effected with release code 78

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.

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

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: Create Purchase Order

The screenshot shows the SAP S/4 HANA 'Create Purchase Order' (ME21N) screen. Key elements and annotations are as follows:

- Doc type:** An annotation points to the 'ZMAN SO Man Power' field in the document overview section.
- Enter vendor:** An annotation points to the 'Vendor' field, which contains '400009 B.K.ENGINEERING WORK...'.
- Enter Purch. Org; Purch. Group, company code:** An annotation points to the 'Purch. Org.' (1000), 'Purch. Group' (S01), and 'Company Code' (1000) fields.
- Table:** A table with columns: S, Itm, A, I, Material, Short Text, PO Quantity, O, C, Delv. Date, Net Price, Curre, Per, O, Matl Group, Plnt, Stor. Lc. The table contains several rows with 'INR' in the 'Curre' column.
- Buttons:** 'Default Values' and 'Add Planning' buttons are visible at the bottom.
- Item:** The 'Item' field at the bottom left shows '1 New Item'.

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview Off Hold Print Preview Messages Personal Setting

ZDSO SO-OP/AM Do... Vendor 400009 B.K.ENGINEERING WORK. Doc. Date 13.04.2020

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 S01 Services
Company Code 1000 Electrosteel Steels Ltd.

Mnu purch. req. req. item

Purch. Req./Req. Item

- 2300000015
- 2100000046**
- 2100000045
- 2100000044
- 2100000043
- 2100000042
- 1900000078
- 1900000077
- 1900000076
- 1900000075
- 1900000074
- 1200000216
- 1200000215
- 1200000214
- 1200000213
- 1200000212
- 1200000211
- 1200000210

2 Adopt

1 Find Purchase requisition

S.	Itm	A	I	Material	Short Text	PO Quantity	O.	C	Delv. Date	Net Price	Curre.	Per	O.	Matl Group	PInt	Stor. Lc
											INR					
											INR					
											INR					
											INR					
											INR					
											INR					
											INR					
											INR					

Item 1 New Item

SAPLMGUI | eslqs4n2ac | INS

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZDSO SO-OP/AM Do... Vendor 400009 B.K.ENGINEERING WORK. Doc. Date 13.04.2020

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 S01 Services
Company Code 1000 Electrosteel Steels Ltd.

S. Itm A I Material Short Text PO Quantity O. C Delv. Date Net Price Curre. Per O. Matl Group PInt Stor. Lc

10 K D LAYING 1 AU D 13.04.2020 1,000,000.00 INR 1 AU 7110 Q00

Item 1 [10] LAYING

Delivery Invoice Conditions Account Assignment Texts Delivery Address Confirmations Condition Control Retail Incoterms

Under ESL data tab enter NFA

ESL data

NFA No. NF20200006

Purchase Order Edit Goto Environment System Help

SO-OP/AM Dom.Serv. 490000021 Created by MM_SUPPORT

Document Overview On Print Preview Messages Personal Setting

ZDSO SO-OP/AM Do... 4900000021 Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 13.04.2020

Header

S.	Itm	A	I	Material	Short Text	PO Quantity	O.	C	Deliv. Date	Net Price	Curre.	Per	O.	Matl Group	Plnt	Stor. Lc
10	K	D			LAYING		1	AU	13.04.2020	1,000,000.00	INR	1	AU	7110	1000	
											INR					
											INR					
											INR					
											INR					
											INR					

Item 1 [10] LAYING

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Delivery Addr...

Inv. Receipt Final Invoice

GR-Bsd IV S.-Based IV

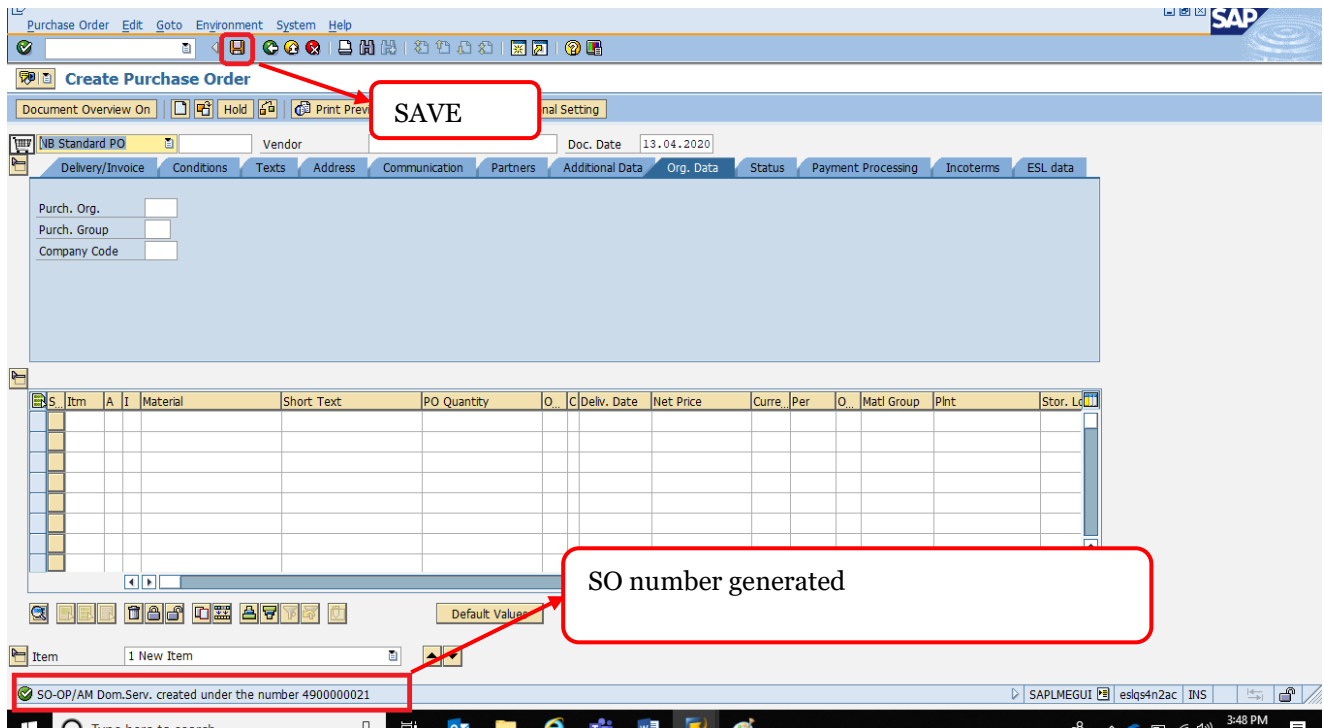
DP Category

Invoicing Plan Tax Code 1A Taxes

Select GR Bsd IV and S-based IV

Input tax code

Step 2: Save SO



1.6 Purchase Order Release

a) Definition and Prerequisites

Purchase order 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:

Purchase Order Edit Goto Environment System Help

Release SO-OP/AM Dom.Serv. 4900000021

Document Overview On **Print Preview** Messages

ZDSO SO-OP/AM Do... 4900000021 Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 13.04.2020

Select Document

Pur. Order

Pur. Order
 Purch. Requisition

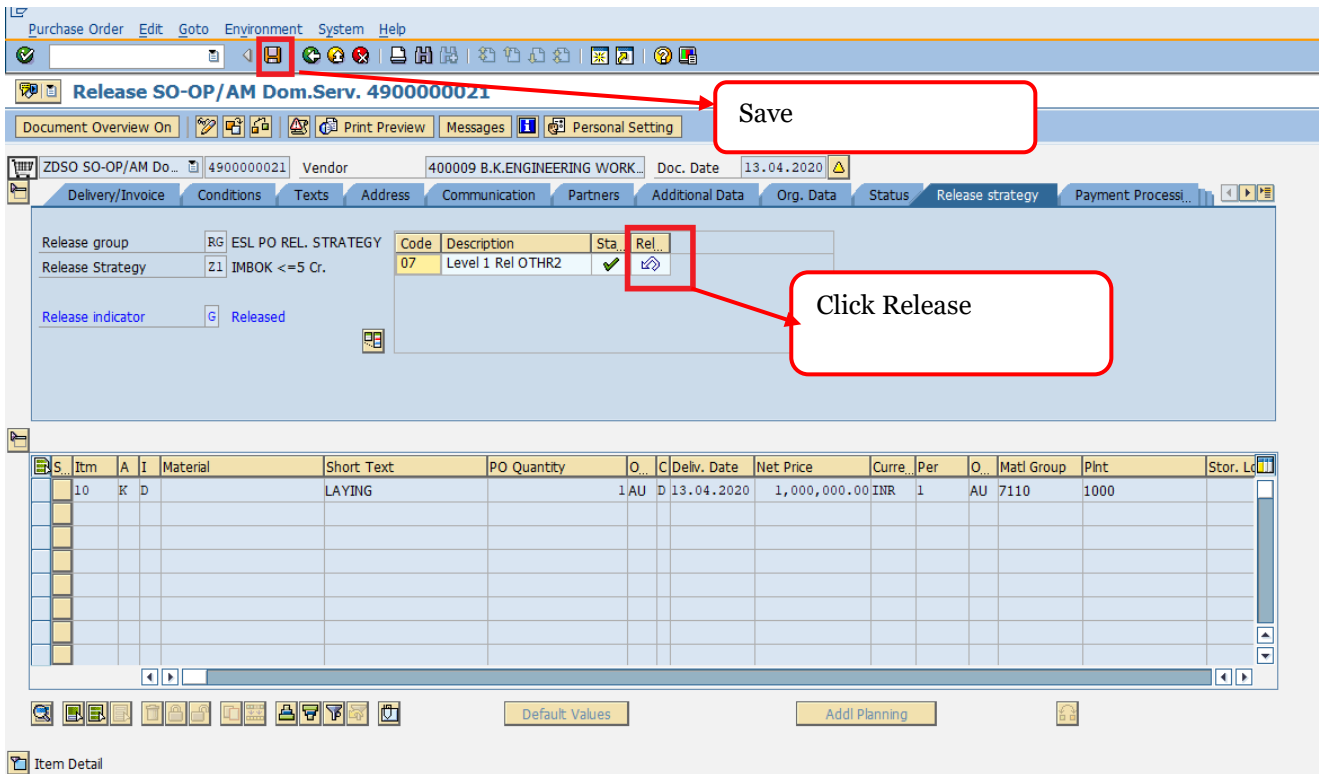
Other Document X

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

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curre...	Per	O...
	10	K	D		LAYING		1	AU	D 13.04.2020	1,000,000.00	INR	1	AU

Default Values Addl Planning

Step 2:



1.7 Service Entry

a) Definition and Prerequisites

User department will create service entry sheet after completion of job.

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP Menu->Logistics->Equipment and Tools Management->Transaction Data->Environment->PM Processing->Completion Confirmation->Services
Transaction Code	ML81N

c) Responsibility

User department

d) Screen capture/ Process

Step 1:

Entry Sheet Edit Goto Environment System Help

600000028 Display Entry Sheet

Other Purchase Order Click on other PO

Entry Sheet 600000028 No acceptance

Purchase Orders/Entry Sheets Su... For Purchase Order 4900000020 10

HIR Select Purchase Order/Entry Sheet HIRING

Purchase order 4900000021 10 Enter PO No.

Entry Sheet

Always display at start

5,250.00	INR
5,000.00	INR
0.00	INR
0.00	INR

Line	D...	P	C	U	Service No.	Short Text
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SAD78111808...	HIRE:HCV;RDSW,10500MQ/H,VND,OPG,PM 10
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Step 2:

Entry Sheet Edit Goto Environment System Help

600000029 Create Entry Sheet

Other Purchase Order

Entry Sheet 6000000029 No acceptance Returns Indi

For Purchase Order 4900000021 10

Short Text Laying

Basic Data Accept. Data Vals Long Txt History

Net Value Incl. Tax	0.00	INR
Total Value	0.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR

Line	D...	P	C	U	Service No.	Short Text
10						
20						
30						
40						
50						
60						
70						
80						
90						
100						

Annotations:

- Click on Create (points to the Create icon)
- Maintain short text (points to the Short Text field)

Step 3:

Entry Sheet Edit Goto Environment System Help SAP

600000029 Create Entry Sheet

Other Purchase Order

Entry Sheet 6000000029 No acceptance Returns Indicator

For Purchase Order 4900000021 10

Short Text Laying

Basic Data Accept. Data Vals Long Txt History

Net Value Incl. Tax	0.00	INR
Total Value	0.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR

Line	D...	P	C	U	Service No.	Short Text	Quantity	Un
10								
20								
30								
40								
50								
60								
70								
80								
90								
100								

Service Sel.

Line 10

Annotations:

- Click create (points to the Create icon)
- maintain short text (points to the Short Text field)
- Select service sel. (points to the Service Sel. button)

600000029 Create Entry Sheet

Entry Sheet: 600000029 No acceptance Returns Indicator

Purchase Orders/Entry Sheets: Su For Purchase Order: 490000021 10

Service Selection

- From Current Specs
- Model Service Specs
- From Purchase Order: 490000021 10 Adopt full quantity
- From Requisition
- From Purch. Document
- From SD Document
- From SD into SC Specs
- From Entry Sheet
- Class Selection

Quantity Un

20 30 40 50 60 70 80 90 100

Service Sel. Line 10

Step 4:

Select Services as Reference

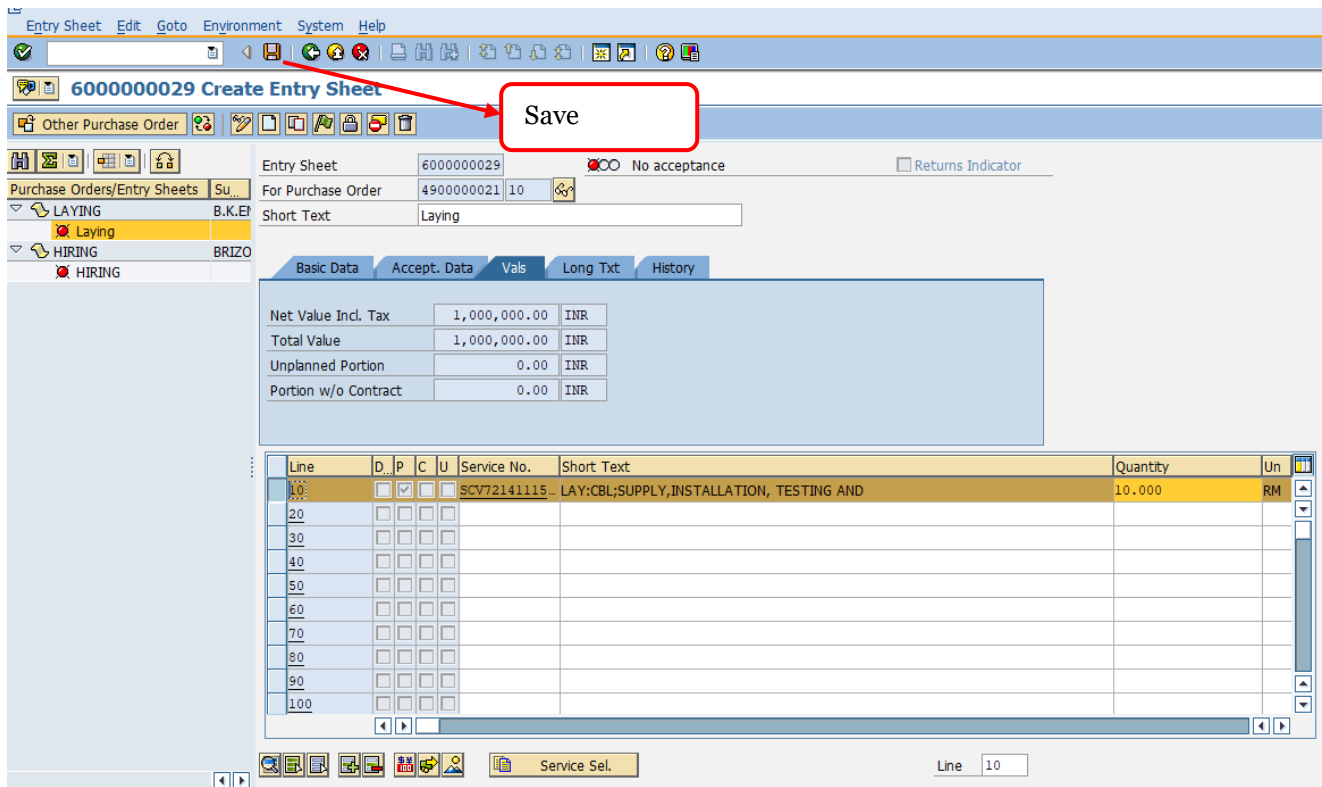
Services

Sh. Text: LAYING

Services

Line	Service No.	Short Text	Quantity	Un.	Cre.
10	SCV72141115...	LAY:CBL;SUPPLY,INSTALLATION, TESTING AND	10.000	RM	100,
20			0.000		0.00
30			0.000		0.00
40			0.000		0.00
50			0.000		0.00
60			0.000		0.00
70			0.000		0.00
80			0.000		0.00
90			0.000		0.00
100			0.000		0.00
110			0.000		0.00
120			0.000		0.00
130			0.000		0.00
140			0.000		0.00
150			0.000		0.00
160			0.000		0.00
170			0.000		0.00
180			0.000		0.00

Line 10



1.8 Service Entry Sheet release

a) Definition and Prerequisites

User department will create service entry sheet after completion of job.

b) Menu Path and Transaction code

SAP H/4 HANA menu	SAP Menu->Logistics->Equipment and Tools Management->Transaction Data->Environment->PM Processing->Completion Confirmation->Services
Transaction Code	ML81N

c) Responsibility

HOD User department

d) Screen capture/ Process

Step 1:

600000031 Create Entry Sheet

Other Purchase Order

Entry Sheet: 6000000031 No acceptance

For Purchase Order: 4900000021 10

Short Text: Laying

Basic Data | Accept. Data | Vals | Long Txt | History

Acct Assgt Cat.: K Cost center

External Number: [] Price Ref.: 13.04.2020

Service Loc.: [] PRsp. Intern.: []

Period: [] - [] PRsp. Extern.: []

Line	D..	P	C	U	Service No.	Short Text	Quantity
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCV72141115...	LAY:CBL;SUPPLY,INSTALLATION, TESTING AND	10.000
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

600000031 Create Entry Sheet

Other Purchase Order

Entry Sheet: 6000000031 Will be accepted

For Purchase Order: 4900000021 10

Short Text: Laying

Basic Data | Accept. Data | Vals | Long Txt | History

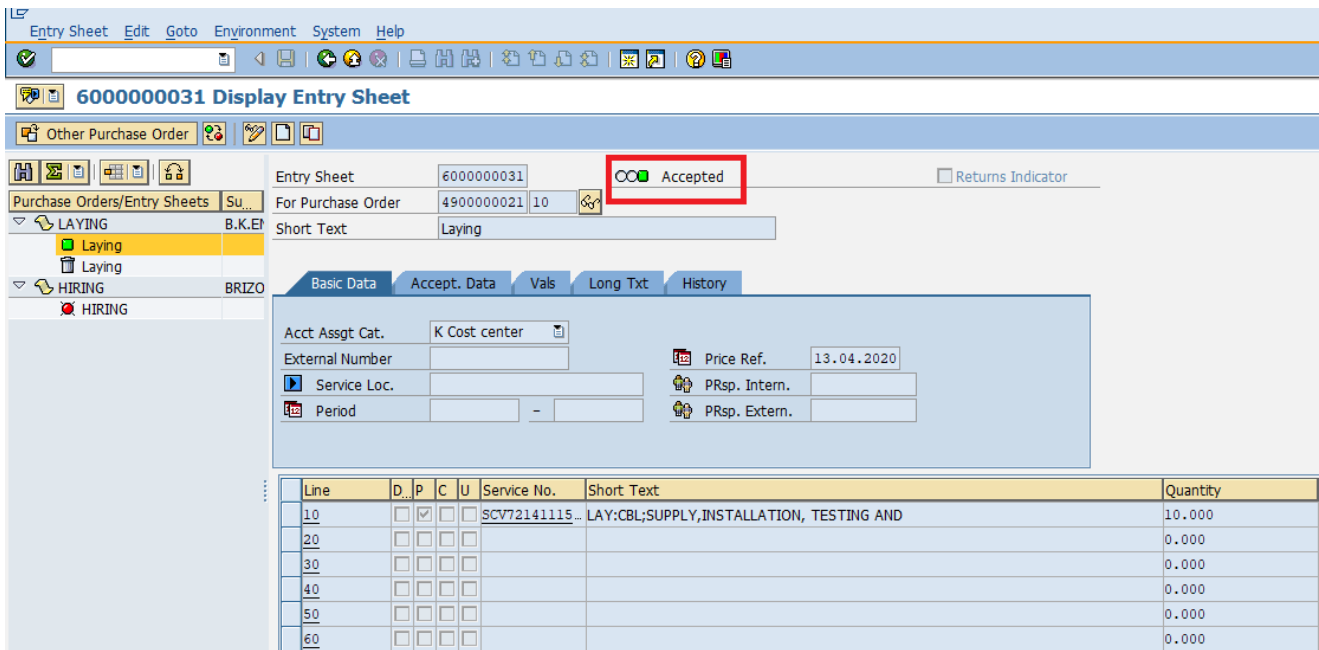
Acct Assgt Cat.: K Cost center

External Number: [] Price Ref.: 13.04.2020

Service Loc.: [] PRsp. Intern.: []

Period: [] - [] PRsp. Extern.: []

Line	D..	P	C	U	Service No.	Short Text
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCV72141115...	LAY:CBL;SUPPLY,INSTALLATION, TESTING AND
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



1.9 Invoice Receipt

a) Definition and Prerequisites

Once the GRN is done and bill is handed over, invoice receipt is done.

b) Menu Path and Transaction code

SAP S/4 HANA menu	SAP Menu ->Logistics > MM >Logistic Invoice verification > document entry > MIRO
Transaction Code	MIRO

c) Responsibility

Finance Department

d) Screen capture/ Process

Please refer to the Manual of Invoice Receipt.