Project "Smart" ESL – Electro Steels Limited

User manual Procurement of Services (Manpower)

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Sensitivity: Confidential (C2)



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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 Requisiion 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



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Step 2: Enter Service code, quantity

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Step 3: Enter Cost Centre



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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 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

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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

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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 \rightarrow Materials Management \rightarrow Purchasing \rightarrow Purchase Order \rightarrow Release \rightarrow Individual Release
Transaction Code	ME29N

c) Responsibility DOA Approvers

d) Screen capture/ Process

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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

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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:

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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.