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# *User manual*

Procurement of Services  
(Job Based, Equipment  
Based etc.)

*Prepared by:  
Uttam Kumar  
Sinha*

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## Scenario

### 1 Procurement of Services (Job based, Equipment based etc.)

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

<b>SAP S/4 HANA menu</b>	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
<b>Transaction Code</b>	ME51N

##### c) Responsibility

Department's user

##### d) Screen Capture/ Process Steps

**Step 1:** Create PR with doc Type ZSER

**STEP 1**

- Maintain short text
- Enter quantity
- Enter Material group and Plant
- Enter requisitioner and Dept. code in tracking

**Step 2**  
 "A" Denote Account Assignment :- In case of Service it should be always K i.e. against Cost centre  
 "I" Denote Item Category :- In case of Service it should be always D i.e. against Services

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		

**Step 2: Enter Service code, quantity**

**Item** 1 [ 10 ] LAYING

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

Service No

Quantity

### 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

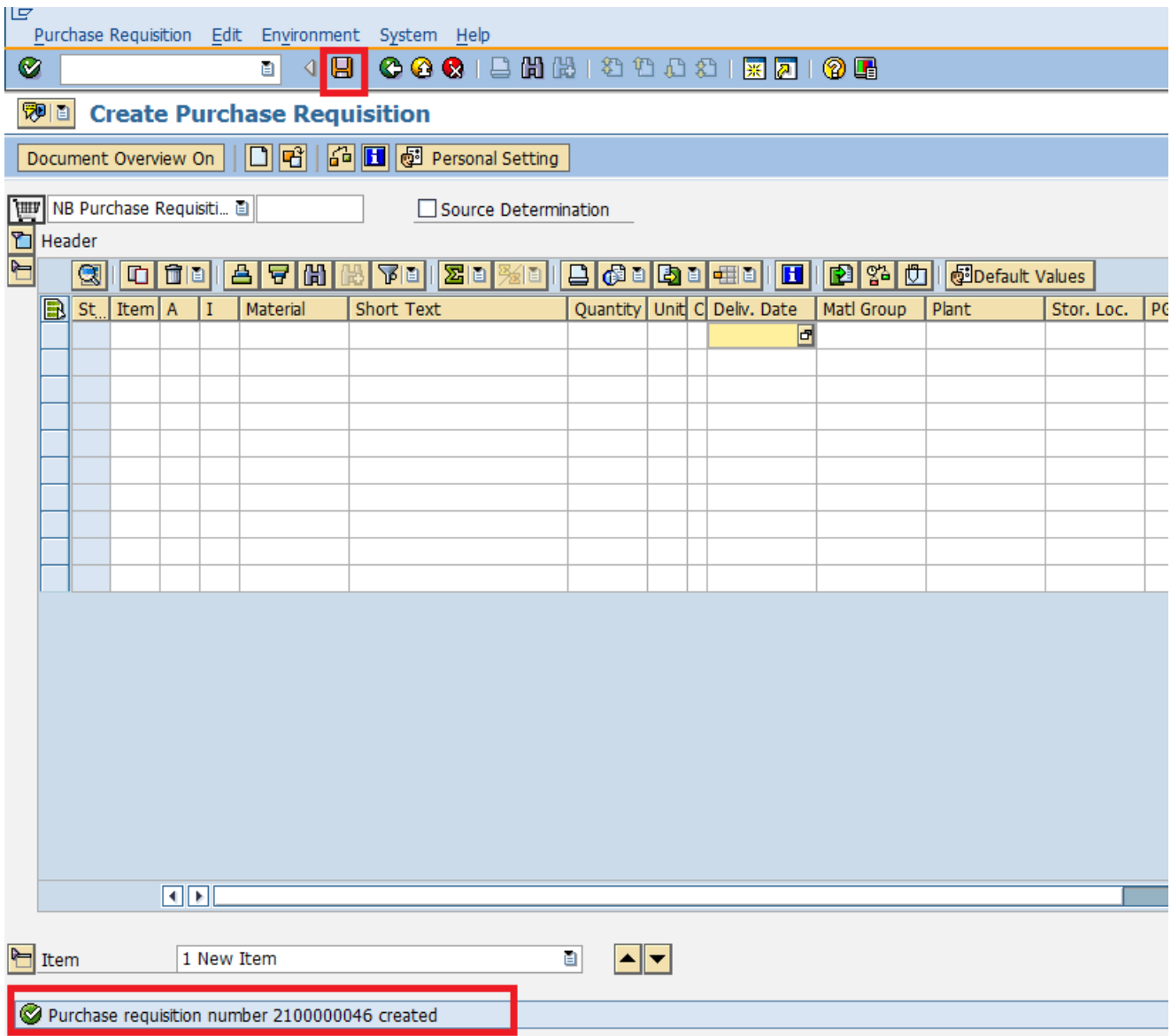
Grant

Commitment item

Rpt. AA on Auto repeat AA

Service Sel. Line 10

### Step 4: Save the PR



## 1.2 Purchase Requisition Release

### a) Definition and Prerequisites

PR will be released as per DOA

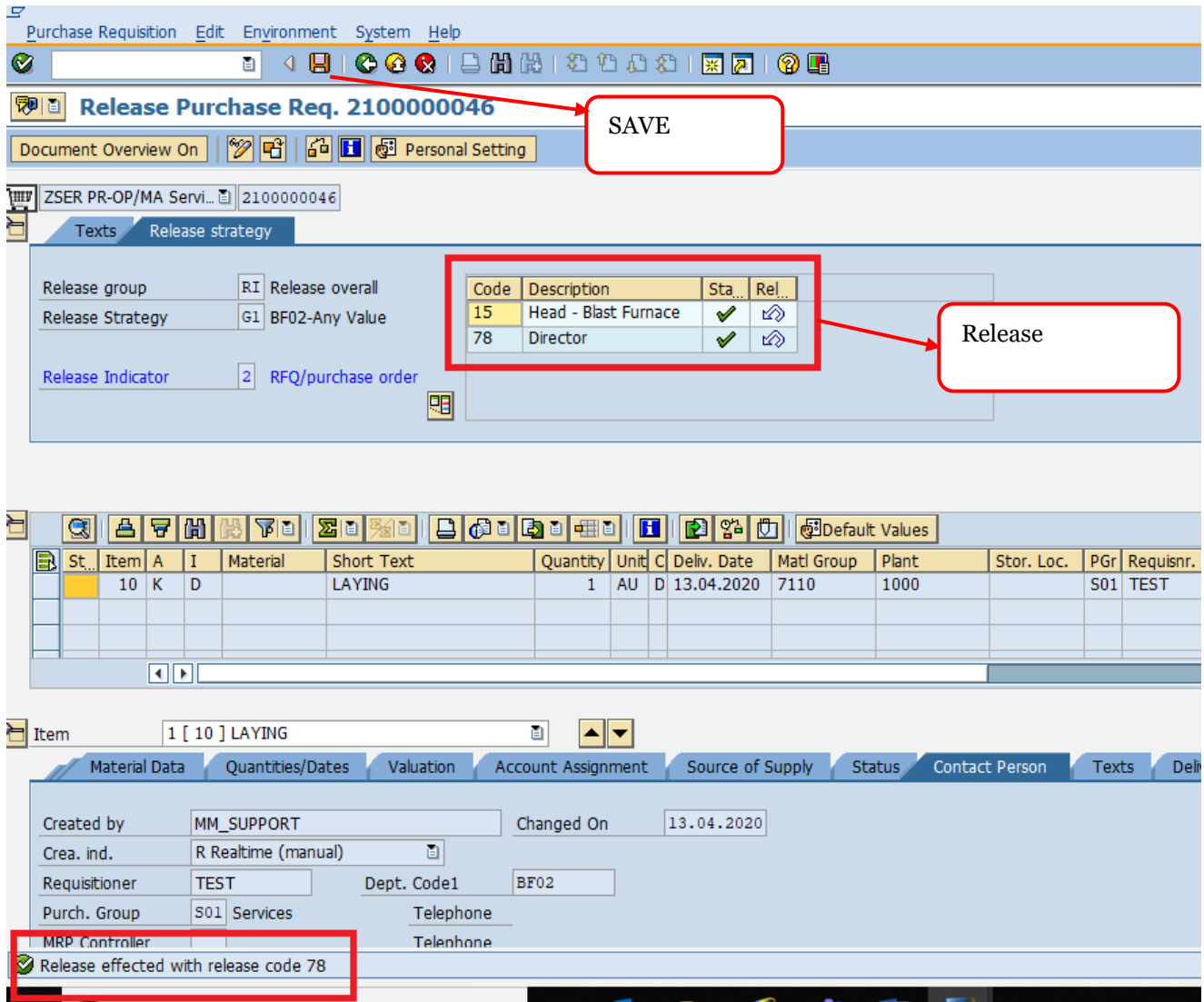
### b) Menu Path and Transaction code

<b>SAP S/4 HANA Menu</b>	<b>SAP Menu</b> ->Logistics->Materials Management->Purchasing->Purchase Requisition->Release->Individual Release
<b>Transaction Code</b>	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

<b>SAP S/4 HANA menu</b>	N/A
<b>Transaction Code</b>	ZNFA



c) Responsibility

Purchase Department

d) Screen capture/ Process

Please refer the manual for NFA Creation and Approval

## 1.4 NFA Approval

a) Definition and Prerequisites

NFA will be approved as per DOA.

b) Menu Path and Transaction code

<b>SAP S/4 HANA menu</b>	N/A
<b>Transaction Code</b>	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

<b>SAP S/4 HANA menu</b>	<b>SAP Menu</b> > Logistics > Materials Management > Purchasing > Purchase Order > Create
<b>Transaction Code</b>	ME21N

c) Responsibility

Purchase Department

d) Screen capture/ Process

Step 1: Create Purchase Order

The screenshot shows the SAP 'Create Purchase Order' interface. The document type is 'ZDSO SO-OP/AM Do...'. The vendor is '400009 B.K.ENGINEERING WORK...'. The document date is '13.04.2020'. The purchasing organization is '1000 ESL-Purchase Org.', the purchasing group is 'S01 Services', and the company code is '1000 Electrosteel Steels Ltd.'. A list of purchase requisitions is visible on the left, with '2100000046' highlighted. A table at the bottom shows columns for S, Itm, A, I, Material, Short Text, PO Quantity, O, C, Deliv. Date, Net Price, Curre, and Per.

This screenshot shows the same SAP 'Create Purchase Order' interface. The document type is 'ZDSO SO-OP/AM Do...'. The vendor is '400009 B.K.ENGINEERING WORK...'. The document date is '13.04.2020'. The purchasing organization is '1000 ESL-Purchase Org.', the purchasing group is 'S01 Services', and the company code is '1000 Electrosteel Steels Ltd.'. A list of purchase requisitions is visible on the left, with '2100000046' highlighted. A table at the bottom shows columns for S, Itm, A, I, Material, Short Text, PO Quantity, O, C, Deliv. Date, Net Price, Curre, Per, O, Matl Group, PInt, and Stor. Lc.

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	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	

Item 1 [ 10 ] LAYING

NFA No. NF20200006

Under ESL data tab enter NFA

- Services
- Limits
- Material Data
- Quantities/Weights
- Delivery Schedule
- Delivery
- Invoice
- Conditions
- Account Assignment
- Texts
- Delivery Address
- Confirmations
- Condition Control
- Retail
- Incoterms
- ESL data

Purchase Order Edit Goto Environment System Help

**SO-OP/AM Dom.Serv. 490000021 Created by MM\_SUPPORT**

Document Overview On Hold Print Preview Messages Personal Setting

ZDSO SO-OP/AM Do... 490000021 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	

Item 1 [ 10 ] LAYING

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

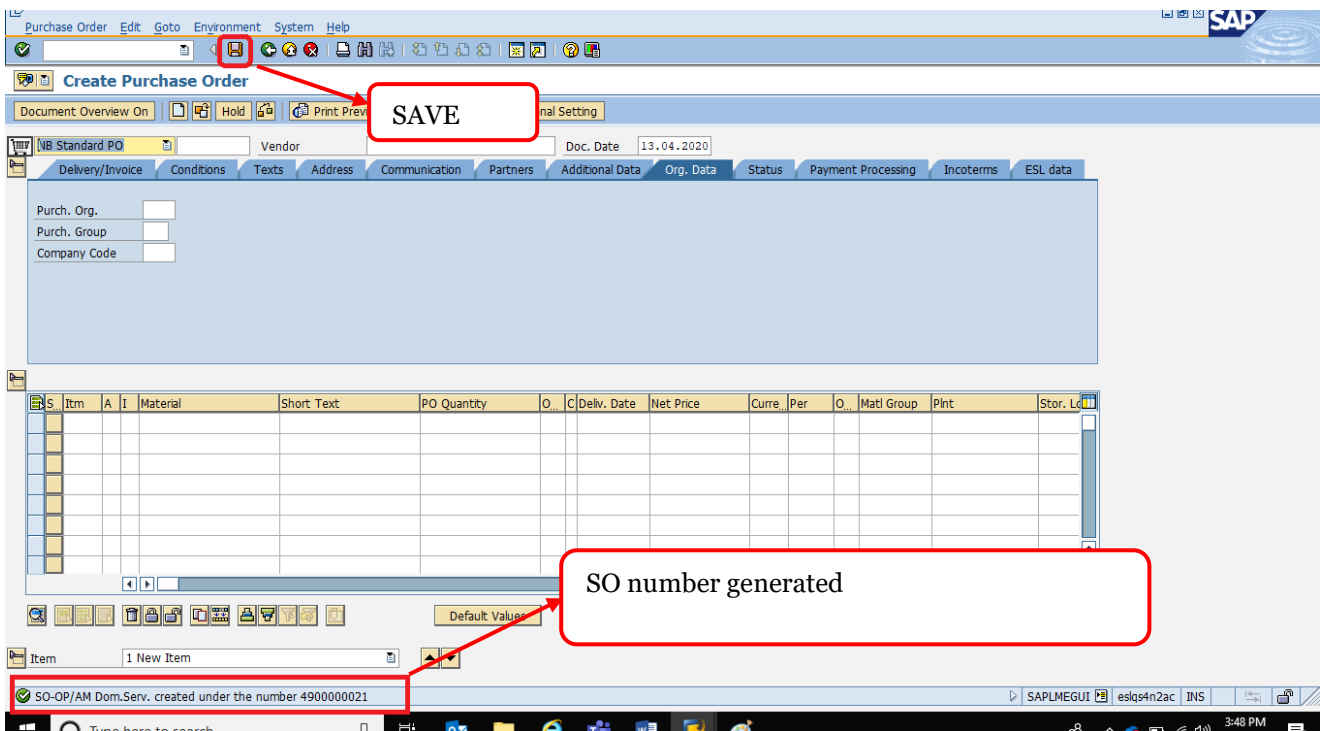
Inv. Receipt Invoicing Plan Tax Code 1A Taxes

GR-Bsd IV  
 S.-Based IV  
 DP Category

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

<b>SAP S/4 HANA menu</b>	SAP Menu->Logistics → Materials Management → Purchasing → Purchase Order → Release → Individual Release
<b>Transaction Code</b>	ME29N

### c) Responsibility

DOA Approvers

### d) Screen capture/ Process

**Step 1:**

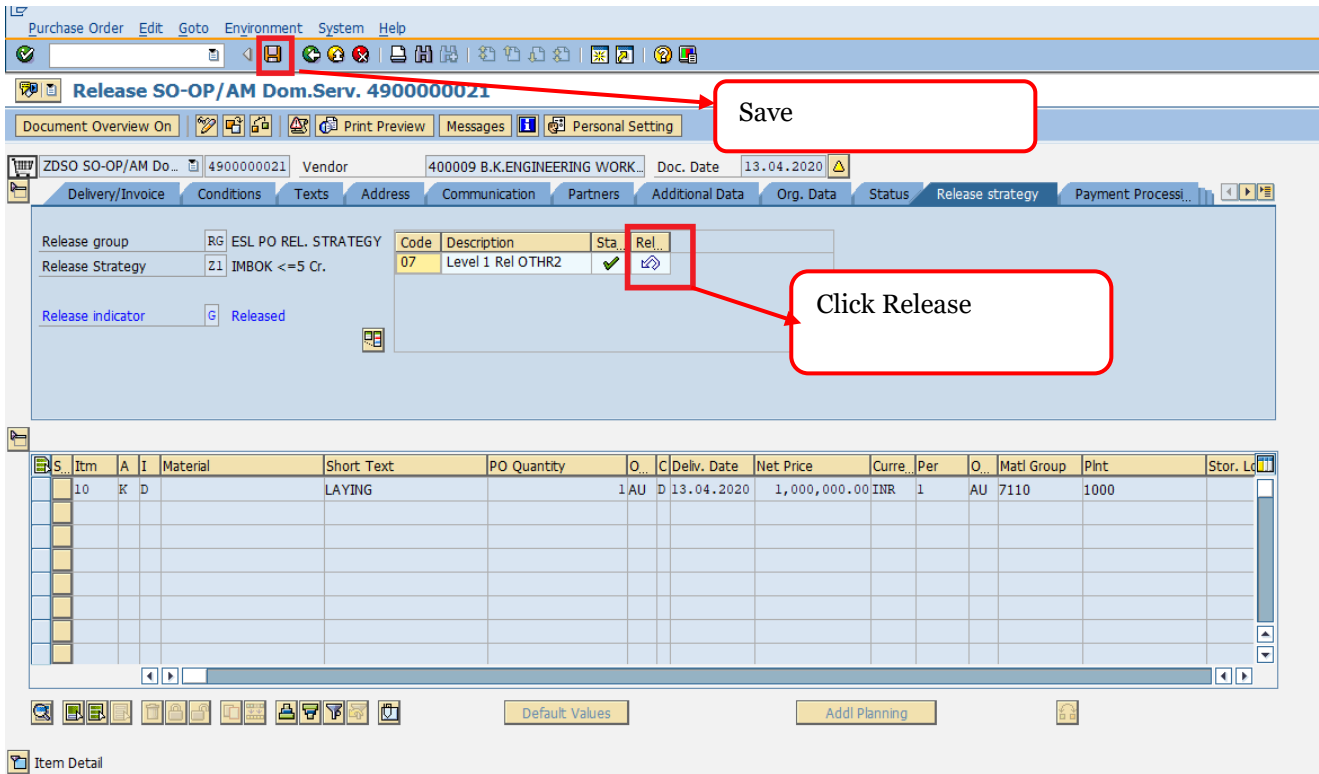
The screenshot shows the SAP interface for releasing a purchase order. The title bar reads "Release SO-OP/AM Dom.Serv. 4900000021". The document overview bar includes buttons for "Document Overview On", "Print Preview", and "Messages". The main header shows "ZDSO SO-OP/AM Do..." with document number "4900000021", vendor "400009 B.K.ENGINEERING WORK...", and date "13.04.2020". A "Select Document" dialog is open, showing a search for "4900000021" and radio buttons for "Pur. Order" (selected) and "Purch. Requisition". A table below the dialog shows a selection with Code "07" and Description "Level 1 Rel OTHR2". The main table below has columns: S., Itm, A, I, Material, Short Text, PO Quantity, O., C, Deliv. Date, Net Price, Curre., Per, O... The first row contains: 10, K, D, LAYING, 1, AU, D, 13.04.2020, 1,000,000.00, INR, 1, AU. The bottom toolbar includes "Default Values" and "Add Planning" buttons.

Click on other purchase order

4900000021

Enter Purchase order No.

**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**

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

**c) Responsibility**

User department

d) Screen capture/ Process

**Step 1:**

600000028 Display Entry Sheet

Other Purchase Order

Click on other PO

Enter PO No.

Purchase order: 4900000021 10

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						

**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

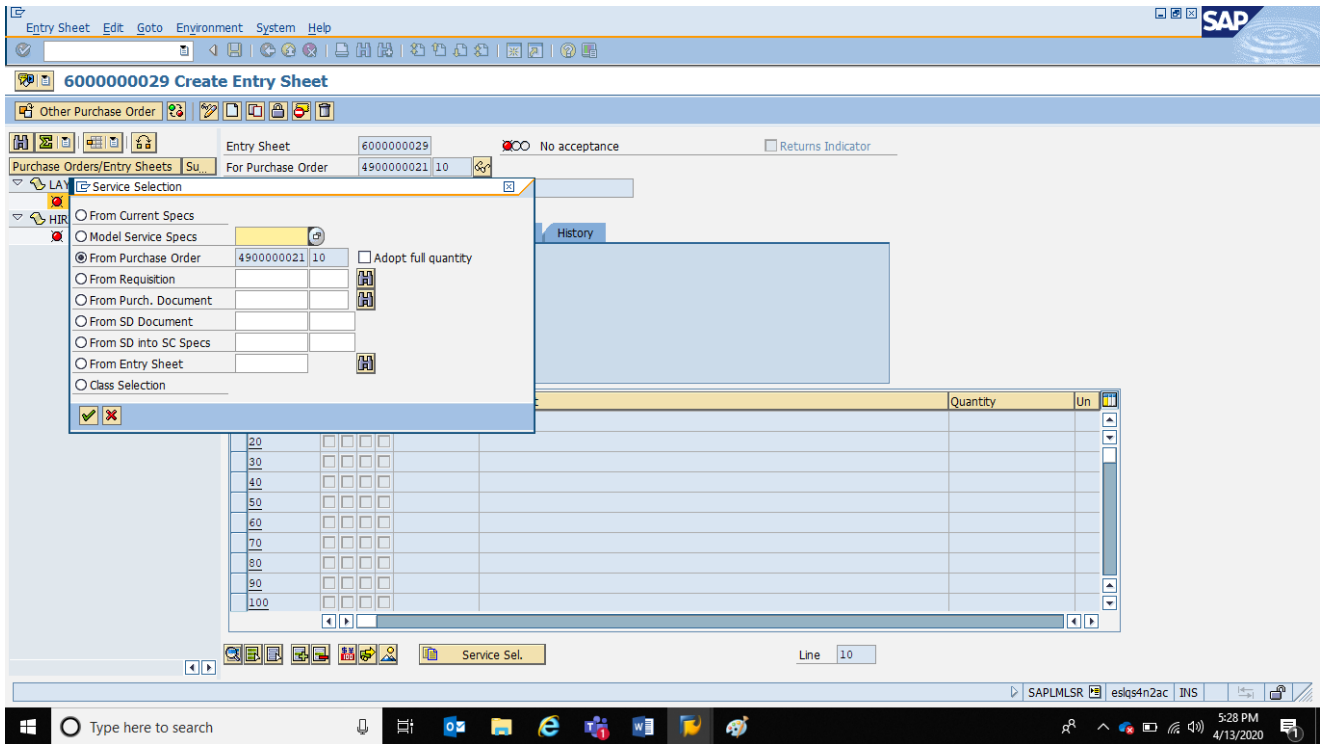
Basic Data Accept. Data Vals Long Txt History

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

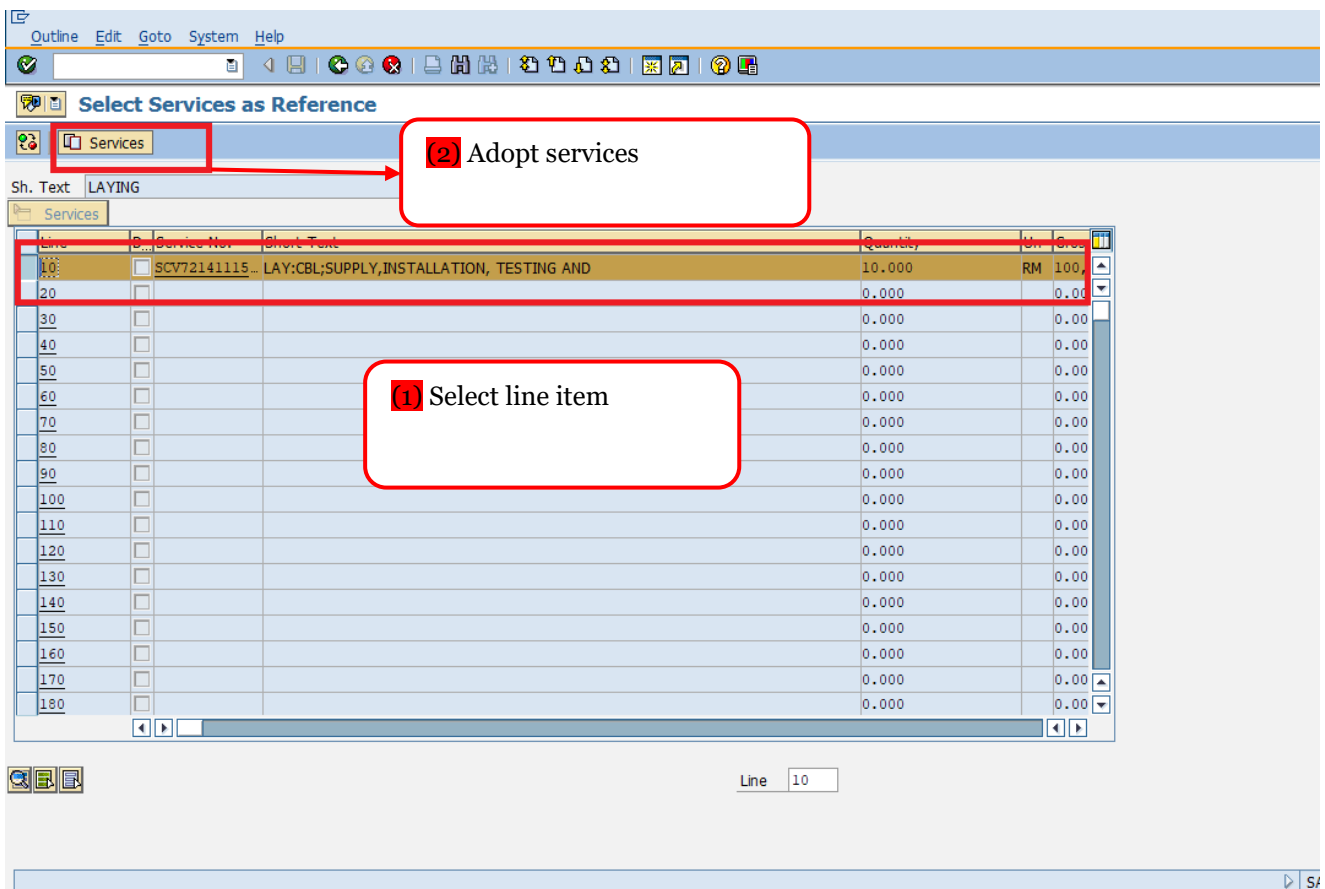
Line	D	P	C	U	Service No.	Short Text	Quantity	Un
10								
20								
30								
40								
50								
60								
70								
80								
90								
100								

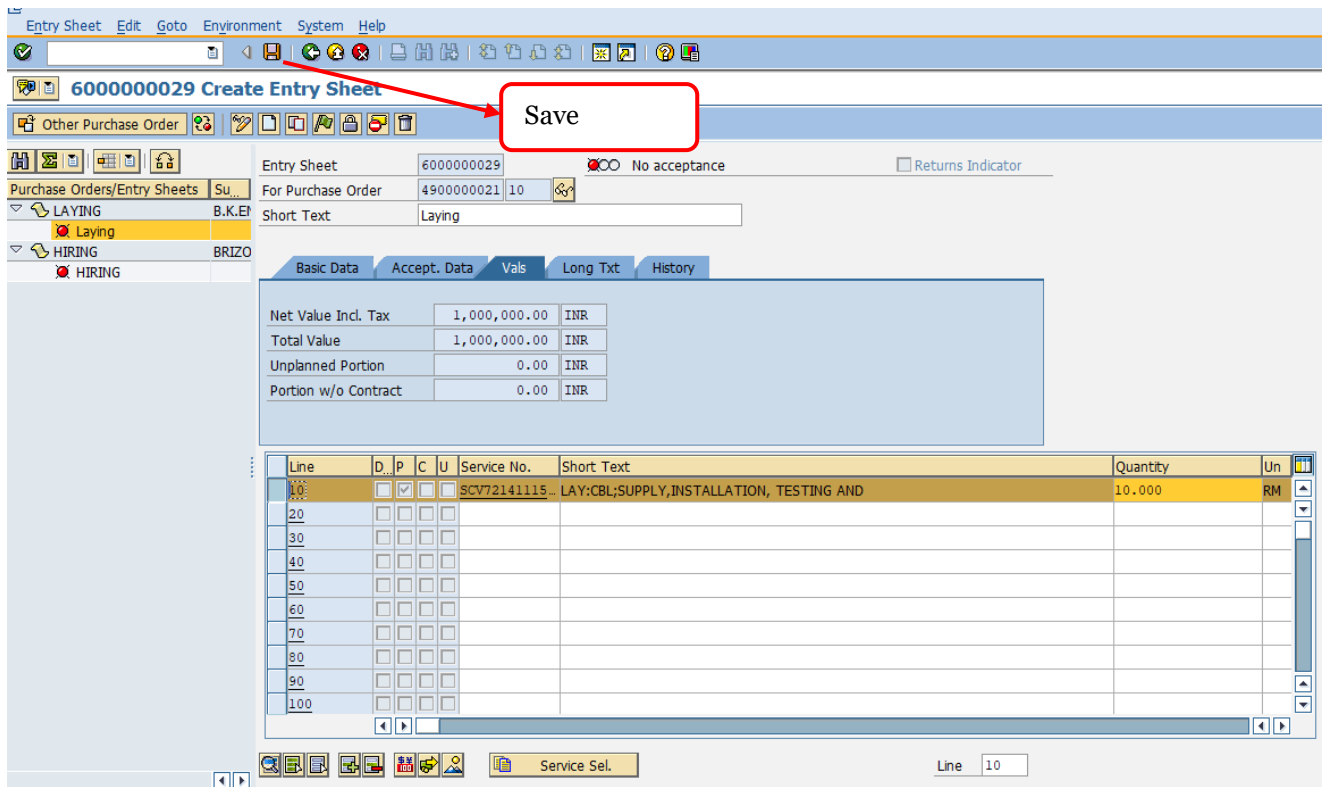
Service Sel. Line 10





Step 4:





## 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

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

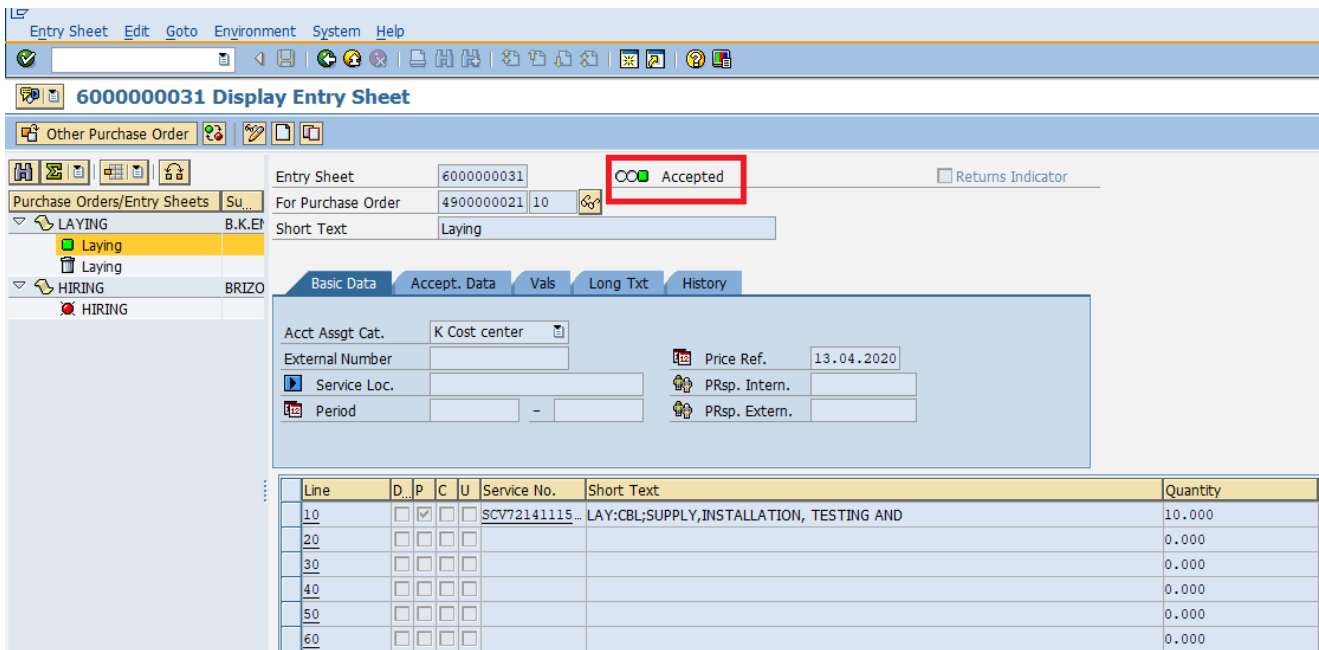
Acct Assgt Cat.: K Cost center

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

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

### c) Responsibility

Finance Department

### d) Screen capture/ Process

Please refer to the Manual of Invoice Receipt.