Project "Smart" ESL – Electro Steels Limited

User manual Procurement of Shelf Life Item

Prepared by: Uttam Kumar Sinha

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Sensitivity: Confidential (C2)



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Scenario

1 Procurement of shelf life item

Based on business requirements purchase requisition will be created manually. All such PR will undergo approval.

1.1 Purchase Requisiion Creation

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition,

Material master configuration needs to be done for shelf life, Shelf life indicator, classification, batch management.

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 ZOMR

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Requisitioner Dept. Code STR1
Purch. Group Go1 General Telephone
MKP Controller Telephone



Step	2 :	Save	the	PR

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1.2 Purchase Requisition Release

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



b) Menu Path and Tra	nsaction 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 and Approval

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 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 select Doc type ZDOP





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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

Step 1:





Step 2:

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1.7 Gate Entry

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a) Definition and Prerequisites

Once PO is released, on arrival of material gate entry would be created

b) Menu Path and Transaction code

SAP S/4 HANA menu	N/A
Transaction Code	ZM023

c) Responsibility

Security

d) Screen capture/ Process

Step 1:



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1.8 Goods Receipt

a) Definition and Prerequisites Stores dept. will do GR

b) Menu Path and Transaction code

SAP S/4 HANA menu	Logistics > MM > Inventory Management > Goods Movement > MIGO
Transaction Code	MIGO

c) Responsibility

Stores

d) Screen capture/ Process

Step 1:



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Step 5: Post Goods reciept



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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.