
User manual

Procurement of Shelf Life Item

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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 Requisition 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

The screenshot shows the SAP Purchase Requisition (PR) creation screen. The document title is "Display Purchase Req. 1200000198". The interface includes a menu bar, a toolbar, and several data entry fields. Annotations 1 through 6 highlight specific fields and values:

- 1 Select Doc Type:** Points to the "Code" field in the "Release Strategy" table, where "89 Stores-Level 1" is selected.
- 2 Short text:** Points to the "Short Text" field in the item table, containing "BELT V;PN:SPZ 1500,W...".
- 3 quantity:** Points to the "Quantity" field in the item table, containing "10".
- 4 Plant:** Points to the "Plant" field in the item table, containing "4000".
- 5 Requisitioner:** Points to the "Requisitioner" field in the "Material Data" section, which is currently empty.
- 6 Dept. Code:** Points to the "Dept. Code" field in the "Material Data" section, containing "STR1".

The "Material Data" section at the bottom shows the following fields:

Created by	MM_SUPPORT	Changed On	24.03.2020
Crea. ind.	R Realtime (manual)		
Requisitioner		Dept. Code	STR1
Purch. Group	G01 General	Telephone	
MRP Controller		Telephone	

Step 2: Save the PR

The screenshot shows the SAP 'Create Purchase Requisition' interface. The top menu bar includes 'Purchase Requisition', 'Edit', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons, including a 'Save' icon (floppy disk) which is highlighted with a red box. The main area is titled 'Create Purchase Requisition' and contains a 'Document Overview On' button and a 'Personal Setting' button. Below this is a 'Header' section with a search field for 'NB Purchase Requisition...' and a 'Source Determination' checkbox. A table with columns 'St.', 'Item', 'A', 'I', 'Material', 'Short Text', 'Quantity', 'Unit', 'C', 'Deliv. Date', 'Matl Group', 'Plant', 'Stor. Loc.', and 'PC' is visible. At the bottom, an 'Item' section shows '1 New Item'. A message bar at the very bottom, highlighted with a red box, displays a green checkmark and the text '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

The screenshot displays the SAP S/4 HANA interface for releasing a purchase requisition. The title bar reads 'Release Purchase Req. 2100000046'. A red box highlights the 'SAVE' button in the top toolbar. Below, the 'Release strategy' section shows a table with the following data:

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

A red box highlights the 'Release' button next to this table. Below the table is a list of items, with the first item highlighted:

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

At the bottom, the 'Item' section shows details for '1 [10] LAYING'. A red box highlights the message: '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 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

The screenshot shows the SAP S/4 HANA Purchase Order creation interface. Key elements and annotations are as follows:

- Doc type:** A red box highlights the 'ZDOP PO-Dom.OP/M...' dropdown menu, with an arrow pointing to the text 'Doc type'.
- Enter vendor:** A red box highlights the 'Vendor' field containing '400009 B.K.ENGINEERING WORK...', with an arrow pointing to the text 'Enter vendor'.
- Enter Purch. Org; Purch. Group, company code:** A red box highlights the 'Purch. Org.' (1000), 'Purch. Group' (G01), and 'Company Code' (1000) fields, with an arrow pointing to the text 'Enter Purch. Org; Purch. Group, company code'.
- Table Data:** A table below the form shows the first item of the purchase order:

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curre.	Per	O...	Matl Group	Plnt	Stor. Lc
	10			MGE261118010714	BELT V;PN:SPZ 1500,W...		10	EA	24.03.2020	1,500.00	INR	1	EA	2611	4000	4CST

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.

Adopt

Find Purchase requisition

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

Item: 1 New Item

SAPLMEGUI | 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.

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**

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	D	13.04.2020	1,000,000.00	INR	1	AU	7110	Q00	

Item: 1 [10] LAYING

NFA No.: NF20200006

Purchase Order Edit Goto Environment System Help

PO-Dom.OP/MA Spares 470000048 Created by MM_SUPPORT

Document Overview On Print Preview Messages Personal Setting

ZDOP PO-Dom.OP/M... 470000048 Vendor 400009 B.K.ENGINEERING WORK... Doc. Date 24.03.2020

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			MGE261118010714	BELT V;PN:SPZ 1500,W...		10	EA	24.03.2020	1,500.00	INR	1	EA	2611	4000	4CST

Item 1 [10] MGE261118010714 , BELT V;PN:SPZ ...

Delivery Invoice Conditions India Purchase Order History Texts Delivery Address Confirmations Condition Control Retail Incoterms ES...

Inv. Receipt Final Invoice GR-Bsd IV DP Category

Tax Code 1A Taxes

Select GR Bsd IV

Input tax code

Step 2: Save SO

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On Hold Print Preview SAVE Personal Setting

NB Standard PO Vendor Doc. Date 13.04.2020

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Payment Processing Incoterms ESL data

Purch. Org. Purch. Group Company Code

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

PO number generated

Item 1 New Item

SO-OP/AM Dom.Serv. created under the number 4900000021

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

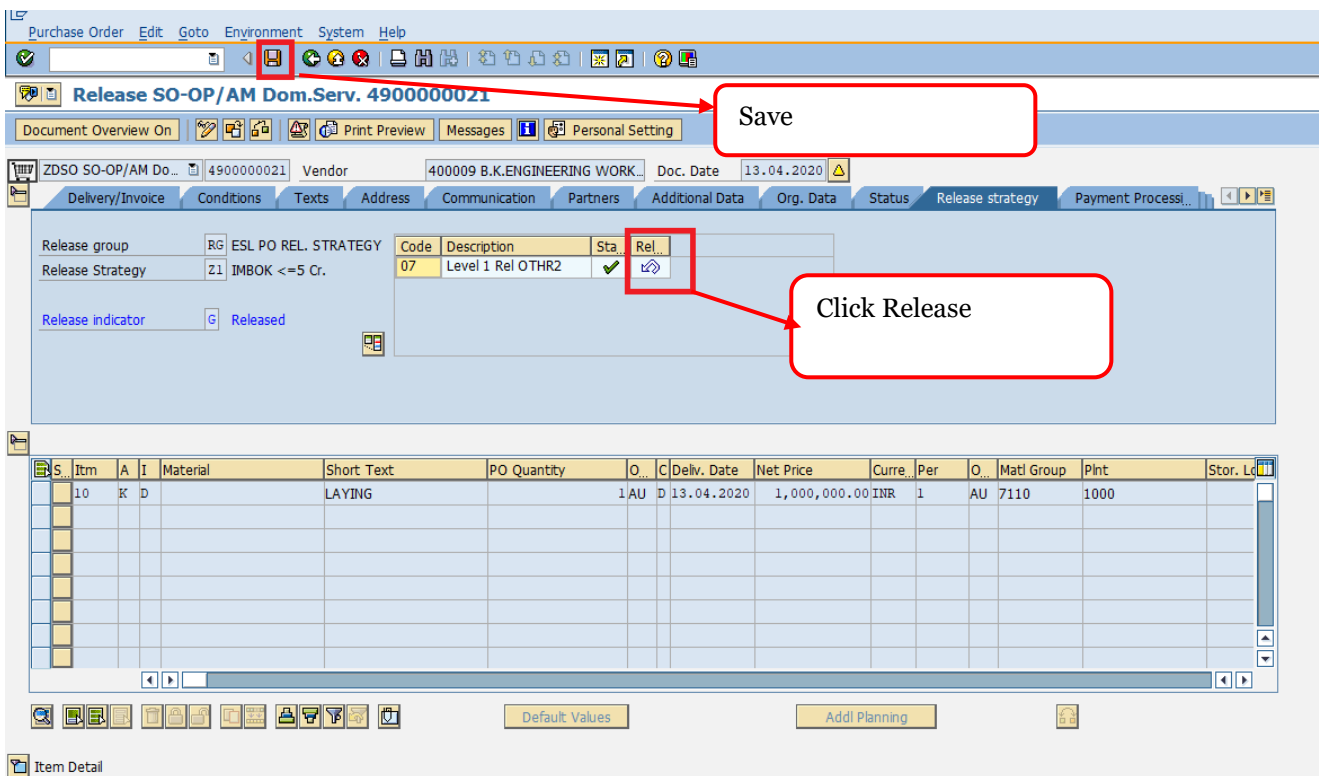
d) Screen capture/ Process

Step 1:

The screenshot displays the SAP S/4 HANA interface for the ME29N transaction. The 'Select Document' dialog box is open, showing a search for document number '4900000021'. The main screen shows a table with the following data:

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

Step 2:



1.7 Gate Entry

a) Definition and Prerequisites

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

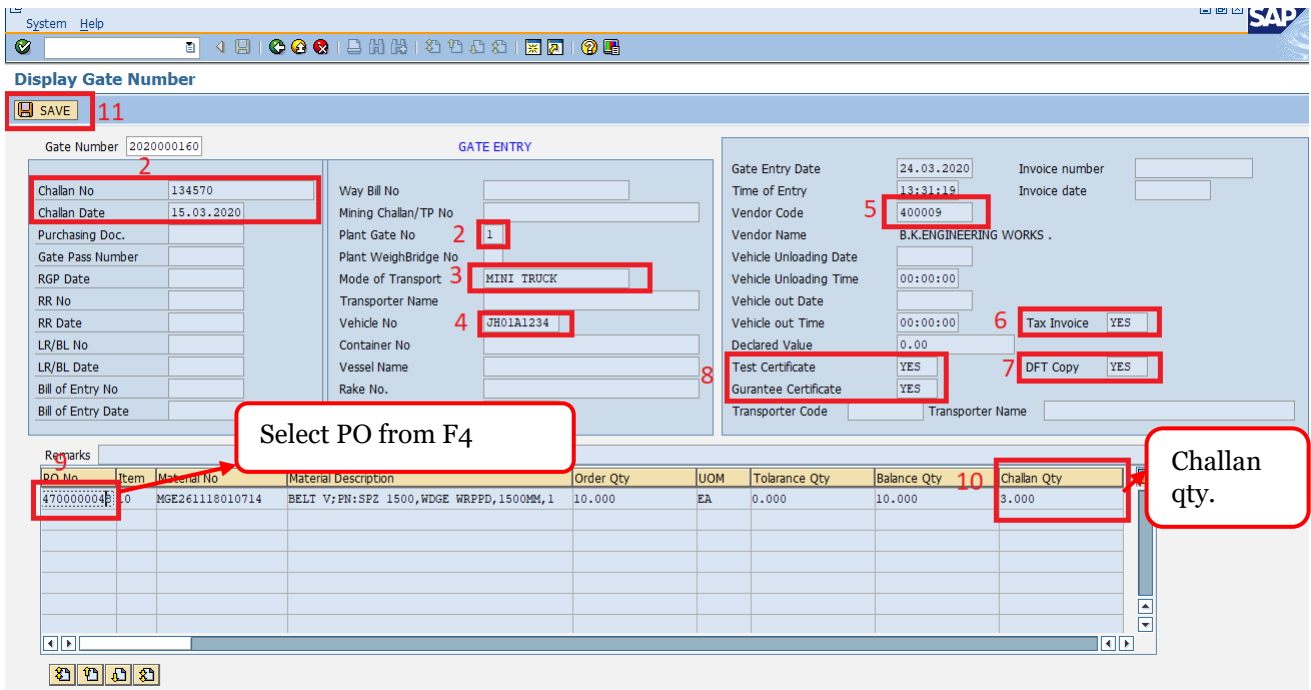
b) Menu Path and Transaction code

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

c) Responsibility
Security

d) Screen capture/ Process

Step 1:



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:

Goods Receipt Purchase Order 4700000048 - MM_SUPPORT

Show Overview Hold Check Post Help

Document Date 17.04.2020 Delivery Note Vendor B.K.ENGINEERING WORKS.
 Posting Date 17.04.2020 Bill of Lading HeaderText
 1 Individual Slip

Line	Mat. Short Text	WOK	Qty in UnE	EUn	S...	SLoc	Profit Center	Stock Segment	Batch
1	BELT V;PN:SPZ 1500,WDGE WRPPD,1500MM,1		7	EA		Central Store	401000		

Delete Contents

Where Purchase Order Data Partner Batch Account Assignment Weight Information

101 + GR goods receipt Stock type Unrestricted-Use

Plant Central Unit-SBU
 Storage location Central Store
 GR/GE No. 2020000160
 Unloading Point
 Text

Enter Storage location

Enter Gate Entry No.

Check Item OK

Item OK Line 1

Step 2:

Goods Receipt Purchase Order 470000048 - MM_SUPPORT

Document Date: 17.04.2020, Posting Date: 17.04.2020, Vendor: B.K.ENGINEERING WORKS.

Line	Mat. Short Text	WOK	Qty in UnE	EUn S...	SLoc	Profit Center	Stock Segment	Batch	Valuation T...	M...	D	Stock T
1	BELT V;PN:SPZ 1500,WDGE WRPPD,1500MM,1	<input checked="" type="checkbox"/>	7	EA	Central Store	401000			CN-INDIGEN	101	+	Unres

Qty in Unit of Entry: 7 EA

Qty in Delivery Note: 2

Quantity Ordered: 10 EA

GR Quantity: 3

Enter received qty.

Enter delivery qty.

Step 3:

Goods Receipt Purchase Order 470000048 - MM_SUPPORT

Document Date: 17.04.2020, Posting Date: 17.04.2020, Vendor: B.K.ENGINEERING WORKS.

Line	Sta...	Mat. Short Text	WOK	Qty in UnE	EUn SLoc	Profit Center	Stock Segment	Batch	Valuation T...	M...	D
1	<input checked="" type="checkbox"/>	BELT V;PN:SPZ 1500,WDGE WRPPD,1500MM,1	<input checked="" type="checkbox"/>	2	EA	Central Store	401000	TEST4	CN-INDIGEN	101	+

Batch: TEST4

Date of Manufacture: 30.07.2015

Enter Batch/Serial No.

Enter date of manufacturer

Step 4: Manufacturing date is not within remaining shelf life

Goods Receipt Purchase Order 4700000048 - MM_SUPPORT

Document Date: 17.04.2020 | Vendor: B.K.ENGINEERING WORKS.

Type	Item	Message text
1		Shortfall of 627 Days against SLED in current item (30.07.2018)

Profit Center: 401000 | Stock Segment: | Batch: TEST4 | Valuation T...: CN-INDIGEN | M...: 101 | D: | Stock: Unr

Material: | Quantity: | Where: | Purchase Order Data: | Partner: | Batch: TEST4 | Account Assignment: | Weight Information:

Batch: TEST4 | Classification: | Supplier Batch: | SU Batch: | Date of Manufacture: 30.07.2015 | SLED/BBD: | Valuation Type: CN-INDIGEN

If the manufacturing date is not within the remaining shelf life define in material master, system gives error.

Manufacturing date within remaining shelf life

Goods Receipt Purchase Order 4700000048 - MM_SUPPORT

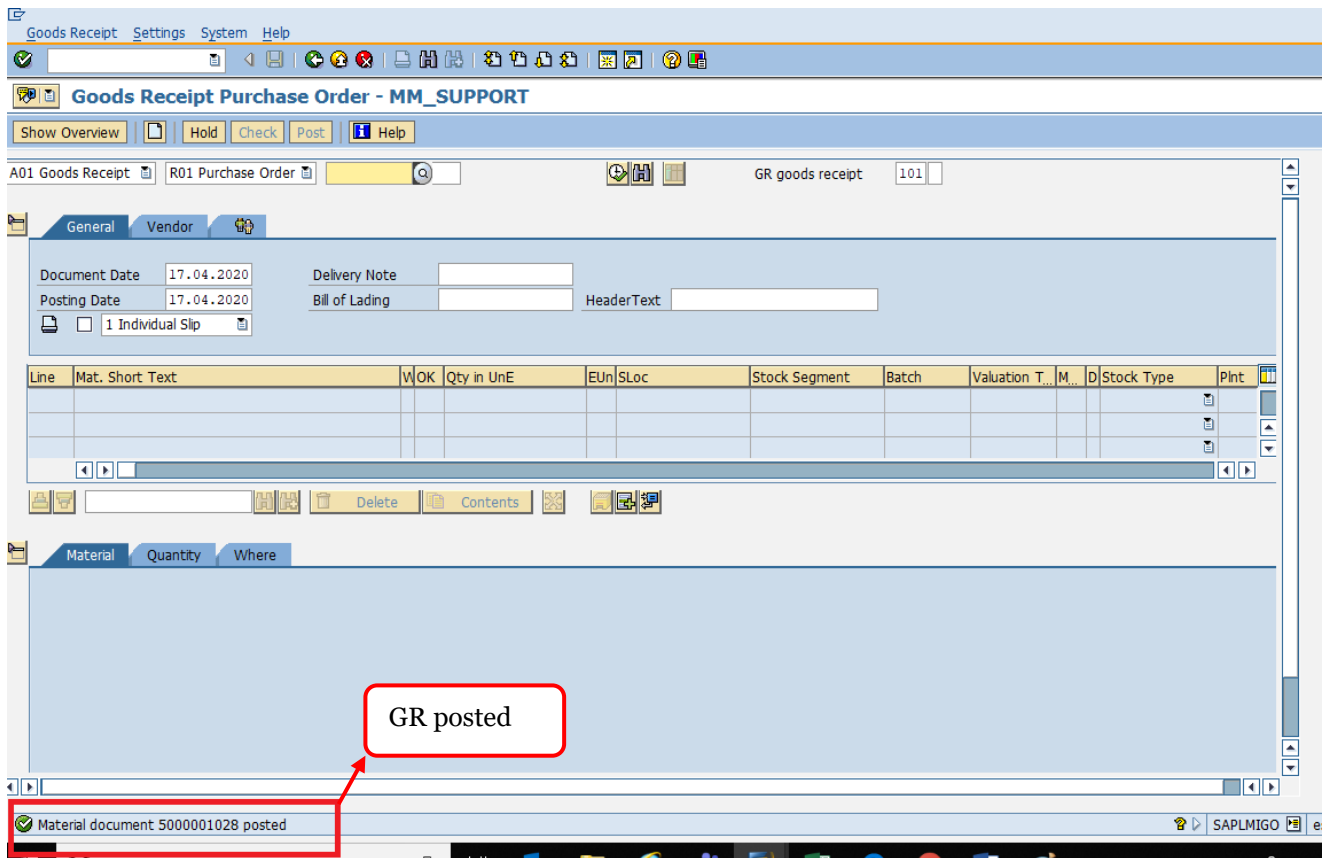
Document Date: 17.04.2020 | Posting Date: 17.04.2020 | Vendor: B.K.ENGINEERING WORKS.

Line	Sta	Mat. Short Text	WOK	Qty in UnE	EUn	SLoc	Profit Center	Stock Segment	Batch	Valuation T...	M...	D	Stock
1		BELT V;PN:SPZ 1500,WDGE WRPPD,1500MM,1		2	EA	Central Store	401000		TEST4	CN-INDIGEN	101		Unr

Batch: TEST4 | Classification: | Supplier Batch: | SU Batch: | Date of Manufacture: 30.12.2019 | SLED/BBD: 30.12.2022 | Valuation Type: CN-INDIGEN

Item OK: | Line: 1

Step 5: Post Goods receipt



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.