
User manual

Procurement of Stores
Spares & Consumable via
vendor consignment.

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Scenario

1 Domestic Procurement of Spares/Consumable.

Types of Domestic procurement of Stores Spares/Consumable via vendor consignment –.

Requirement is generated through Purchase Requisition by user Department and released as per DOA. After PR is released, RFQ is floated to vendor (not in sap) by the USER team and quotation comparison is done (not in sap). Considering technical and commercial recommendation, vendor is selected and NFA (note for approval) is created and send for approval in SAP. After approval of NFA, PO is created and released. Payment is done as per terms and conditions (LC/DPR).

Here in this process we are considering Road case.

1.1 Purchase Requisition Creation

a) Definition and Prerequisites

User department raises the requirement via Purchase Requisition

b) Menu Path and Transaction code

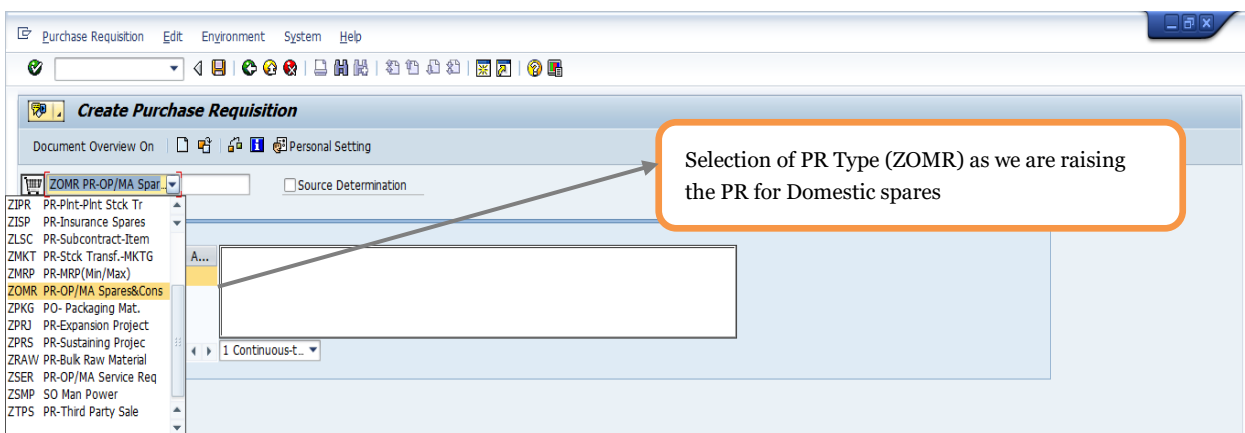
SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

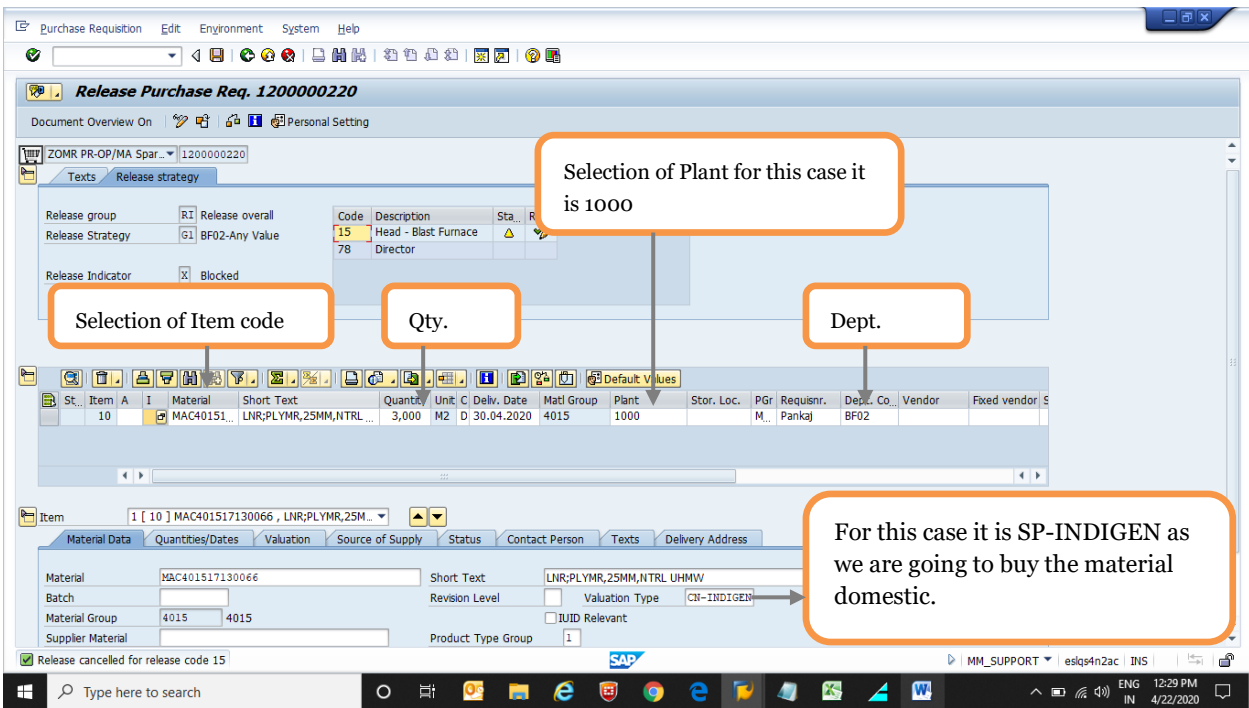
Department's user

d) Screen Capture/ Process Steps

Step 1: Create PR with doc Type ZOMR

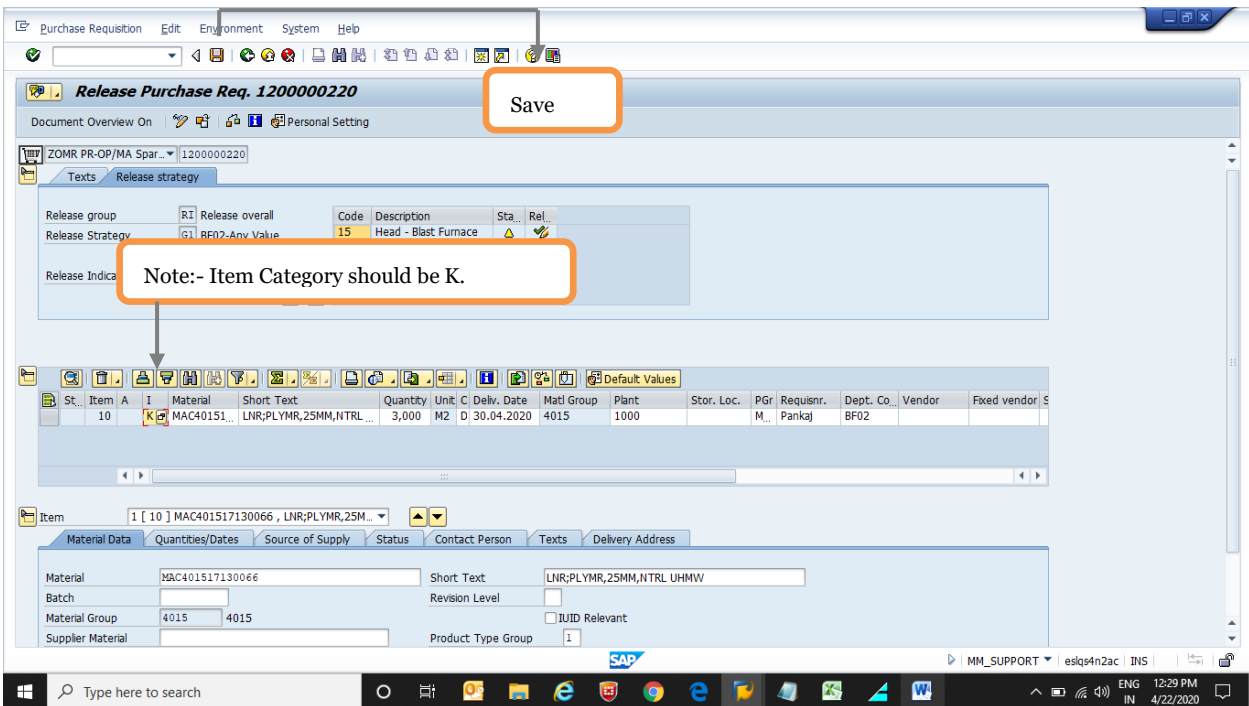


Step 2: Selection of other Parameter such as item code etc. as shown below



Step 3: Then define the item category” K” and Click the save button as shown below
 PR No. Will generate and will be shown at the bottom of screen (In this case PR No:-1200000220)

Note:- After Filling all the detail in PR i.e. valuation type and all only then after enter the item category K



1.2 Purchase Requisition Release

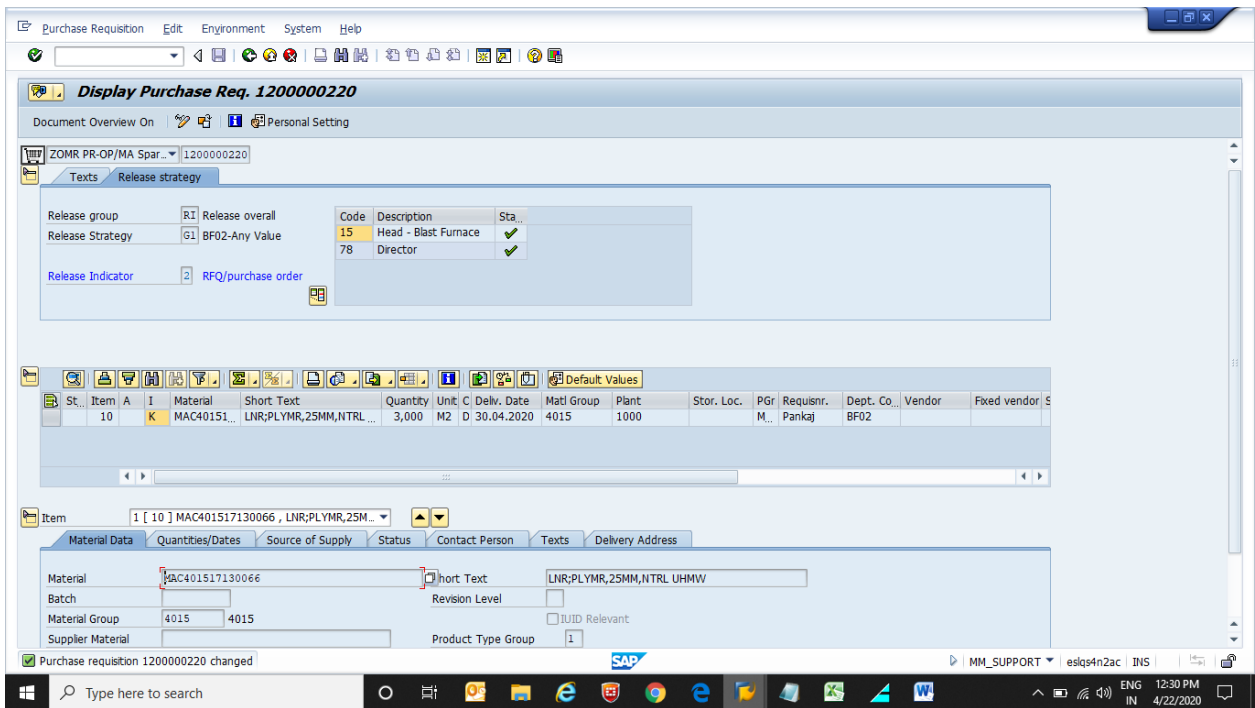
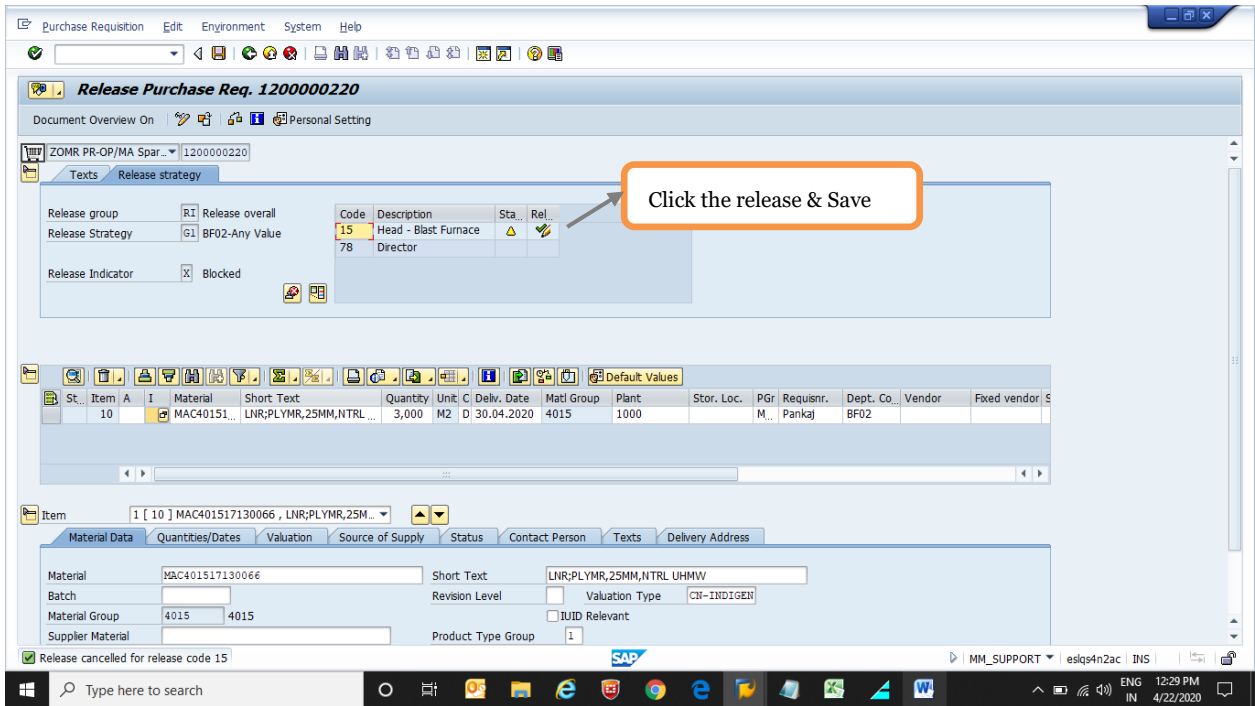
- a) **Definition and Prerequisites**
PR will be released as per DOA

- b) **Menu Path and Transaction code**

SAP R/3 menu	SAP Menu->Logistics->Materials Management->Purchasing->Purchase Requisition->Release->Individual Release
Transaction Code	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

SAP R/3 menu	N/A
Transaction Code	ZNFA

c) Responsibility

Purchase Department

d) Screen capture/ Process

****Please refer the manual For NFA Creation.**

1.4 Creation of Info Record

a) Definition and Prerequisites

Once NFA get approve, then for vendor consignment process

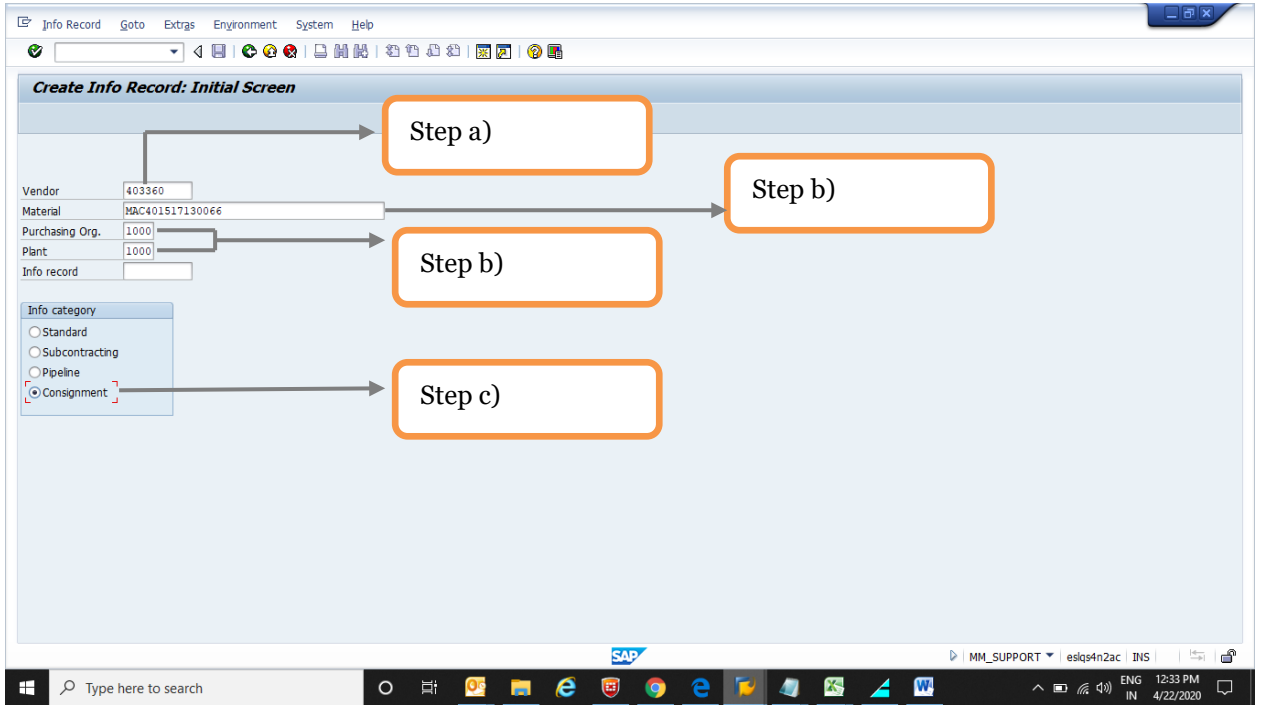
b) Menu Path and Transaction code

SAP R/3 menu	Logistics → Materials Management → Purchasing → Master Data → Taxes → Create
Transaction Code	ME11

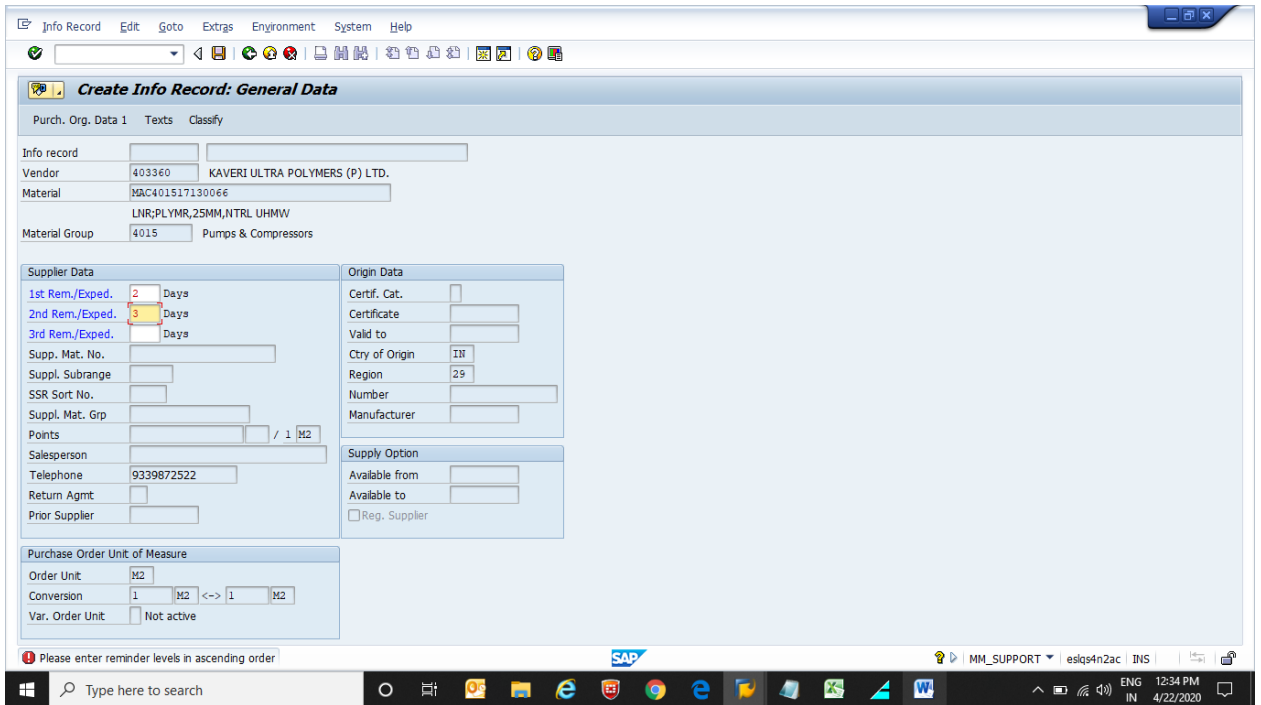
c) Responsibility

Purchase Department

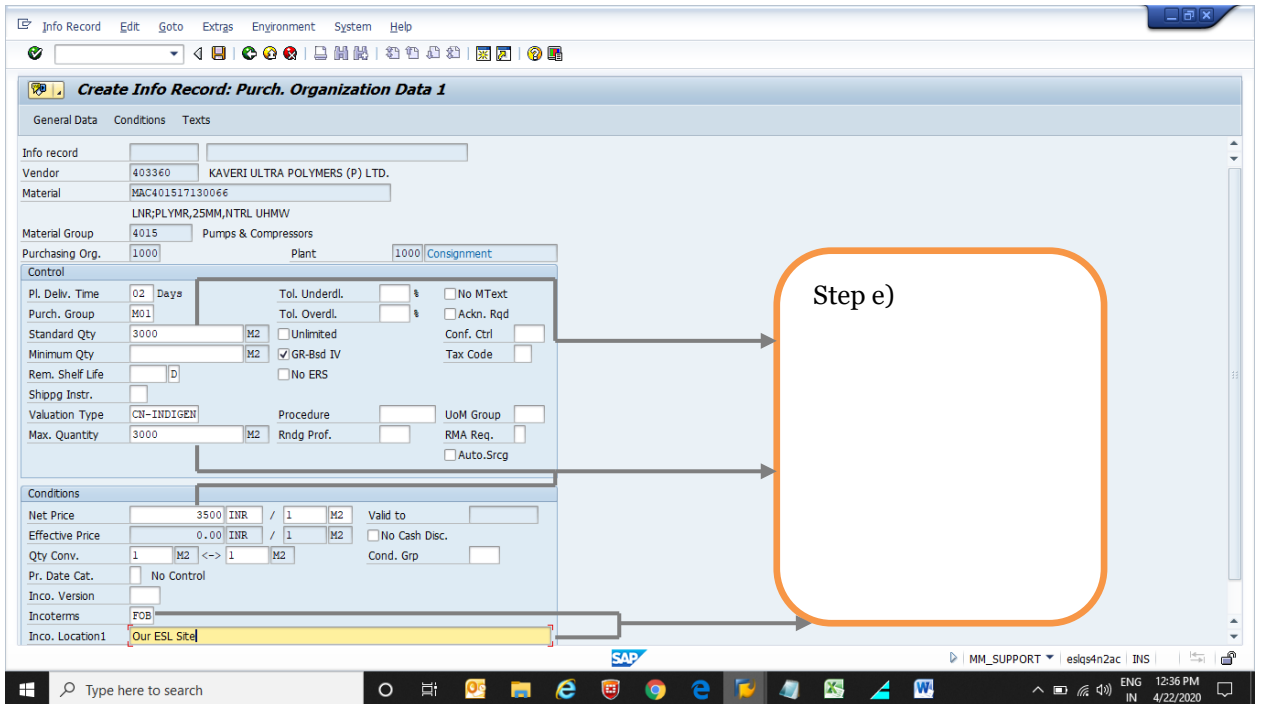
- d) Screen capture/ Process
 - a) Enter the vendor code
 - b) Enter the Material code plant and purch Org.
 - c) Click the consignment



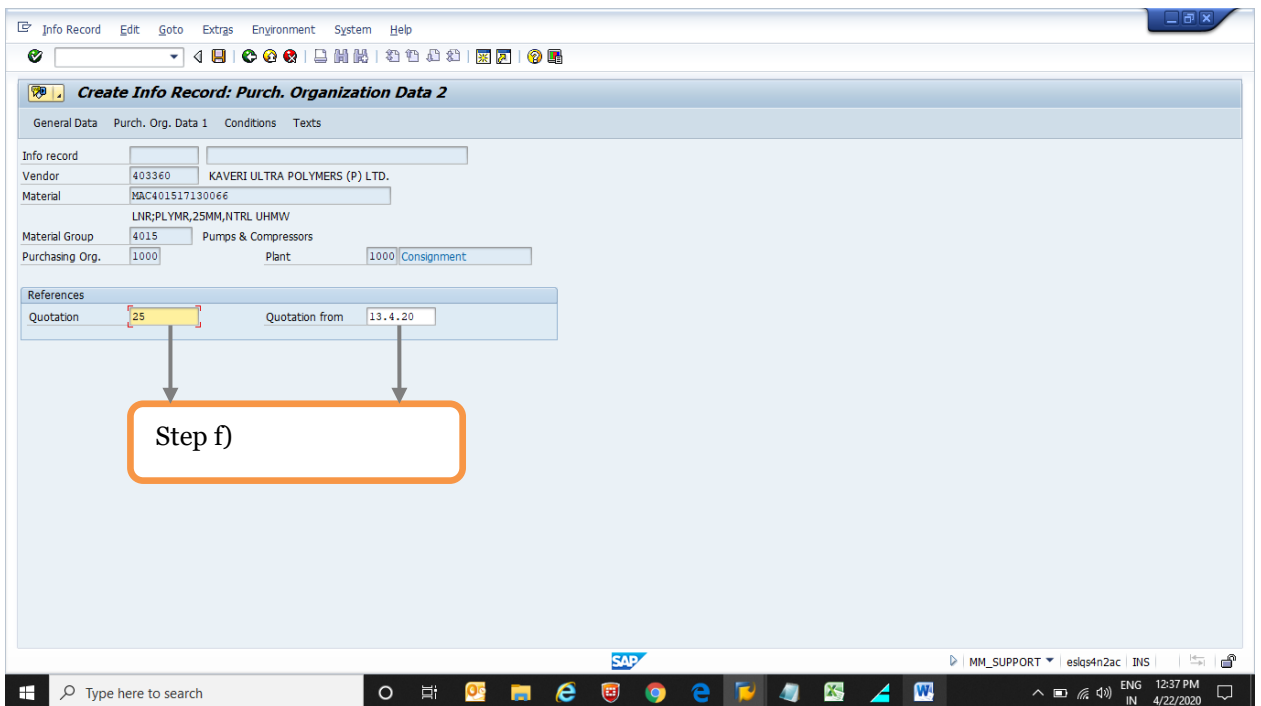
d) Enter the days (as shown below)



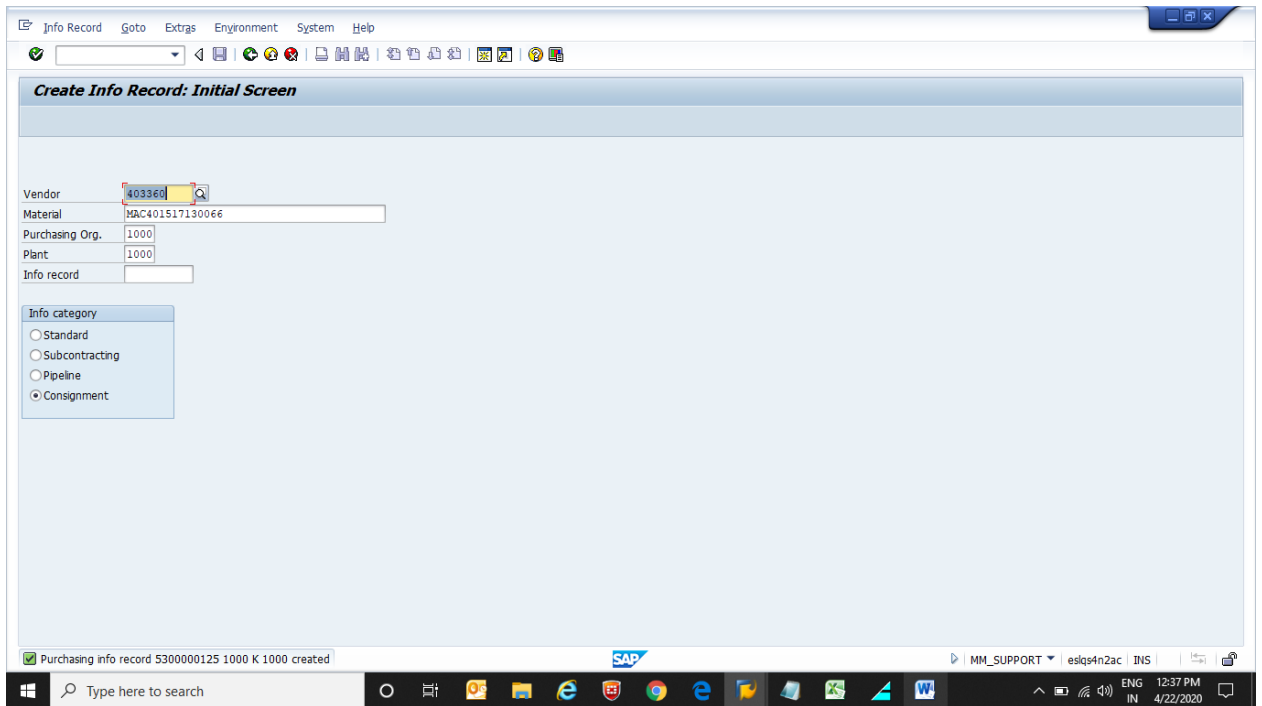
e) Enter the Plann.delv time, Standard qty,Max qty,Net Price, Inco terms



f) Enter the quotation ref No.



g) Click the save Button (Refer the screen shot Infor record get generated).



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 or in reference to the Contract.

b) Menu Path and Transaction code

SAP R/3 menu	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create
Transaction Code	ME21N

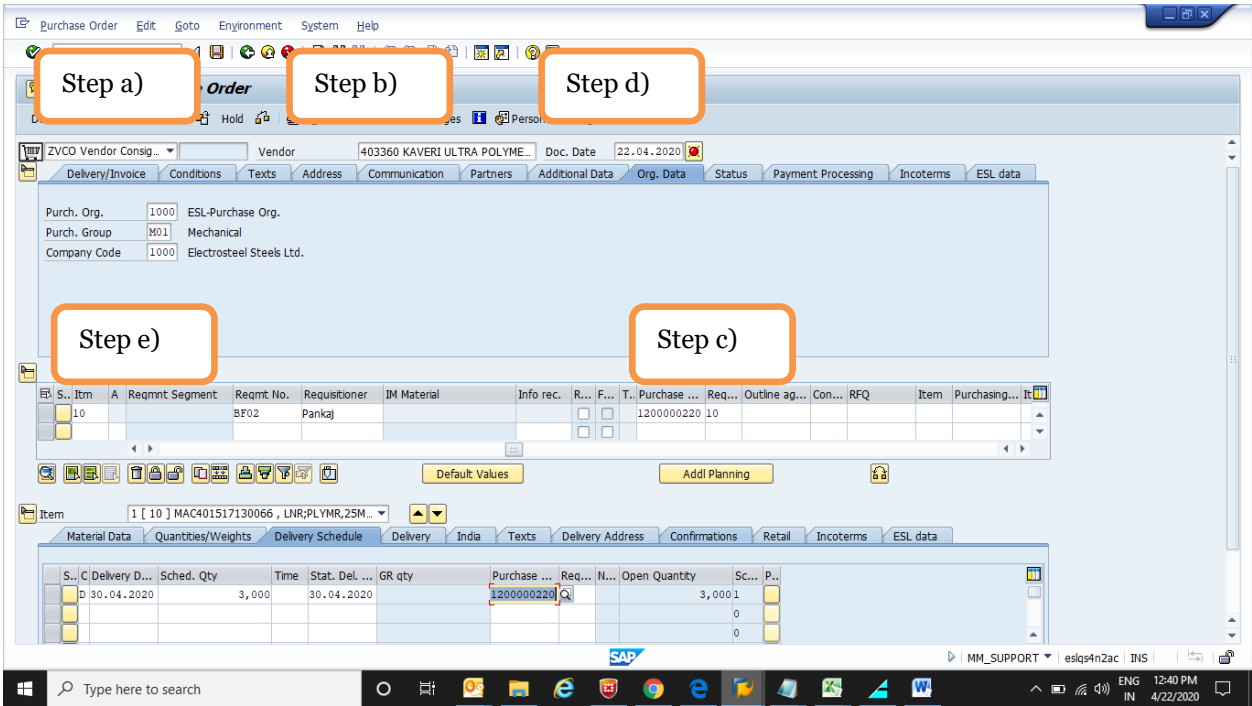
c) Responsibility

Purchase Department

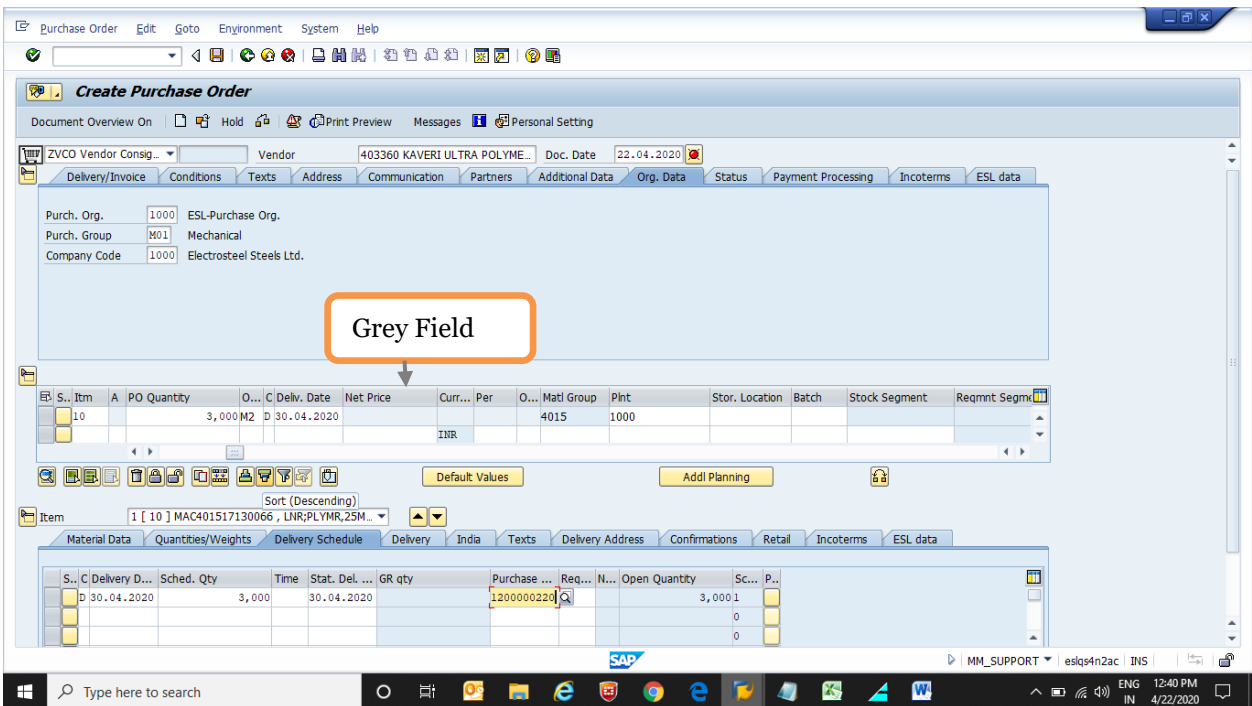
d) Screen capture/ Process

Step 1: Create Purchase Order

- Selection of PO Type: - In this case it should be ZIOP:- PO Import Spare (refer Screen Shot)
- Selection of Vendor: - Selection of Vendor (refer Screen Shot)
- Fill the Purchase Requisition No and Requisition Item (refer Screen Shot)
- Fill the **Org. data on P.O Header** :- Purch Org, Purch.Gp , Company Code (refer Screen Shot)
- Fill the delivery Invoice Tab on **P.O Header**:- Payment terms (refer Screen Shot)
- Put the NFA No.:- (refer Screen Shot)
- Save the P.O



Note:- In vendor consignment process you will not be able to enter the price in purchase order as the same shall be get fetch from Info record.



Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On | Hold | Print Preview | Messages | Personal Setting

Z/CO Vendor Consig Vendor 403360 KAVERI ULTRA POLYME... Doc. Date 22.04.2020

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint	Stor. L
	10		K	MAC401517130066	LNR;PLYMR,25MM,NTRL...	3,000	MZ	D	30.04.2020		INR			4015	1000	

Item: 1 [10] MAC401517130066, LNR;PLYMR,25M...

NFA No.

SAP MM_SUPPORT eslq4nZac INS 12:42 PM 4/22/2020

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Document Overview On | Hold | Print Preview | Messages | Personal Setting

NB Standard PO Vendor Doc. Date 22.04.2020

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

Payment Terms Currency

Payment in days % Exchange Rate Fixed Exch. Rate

Payment in days % GR Message

Payment in days net

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint	Stor. L
------	-----	---	---	----------	------------	-------------	------	---	------------	-----------	---------	-----	------	------------	------	---------

Item: 1 New Item

Vendor Consignment created under the number 7300000005

SAP MM_SUPPORT eslq4nZac INS 12:43 PM 4/22/2020

1.6 Purchase Order Release

a) **Definition and Prerequisites**

Once the P.O made now it should be getting release.

b) **Menu Path and Transaction code**

SAP R/3 menu	SAP Menu > Logistics > Materials Management > Purchasing > Purchase Order > Create >Release
Transaction Code	ME29N

c) **Responsibility**

Purchase department

d) Screen capture/ Process

Release Vendor Consignment 730000005

Document Overview On | Print Preview | Messages | Personal Setting

ZVCO Vendor Consig... | 7300000005 | Vendor: 403360 KAVERI ULTRA POLYME... | Doc. Date: 22.04.2020

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Release strategy | Payment Process...

RG	ESL PO REL. STRATEGY	Code	Description	Sta.	Rel.
77	DOPO <= 5 Cr.	07	Level 1 Rel OTHR2		

Release indicator: B Blocked, changeable wit...

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	PInt	Stor. L
10		K	MAC401517130066	LNR;PLYMR,25MM,NTRL	3,000	M2	D 30.04.2020					4015	1000	

Item: 1 [10] MAC401517130066 , LNR;PLYMR,25M...

NFA No. []

MM_SUPPORT | eslqs4n2ac | INS | 12:44 PM | 4/22/2020

Release Vendor Co Save (Ctrl+S) 730000005

Document Overview On | Print Preview | Messages | Personal Setting

ZVCO Vendor Consig... | 7300000005 | Vendor: 403360 KAVERI ULTRA POLYME... | Doc. Date: 22.04.2020

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Release strategy | Payment Process...

RG	ESL PO REL. STRATEGY	Code	Description	Sta.	Rel.
77	DOPO <= 5 Cr.	07	Level 1 Rel OTHR2	✓	

Release indicator: G Released

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	PInt	Stor. L
10		K	MAC401517130066	LNR;PLYMR,25MM,NTRL	3,000	M2	D 30.04.2020					4015	1000	

Item: 1 [10] MAC401517130066 , LNR;PLYMR,25M...

NFA No. []

Release effected with release code 07

MM_SUPPORT | eslqs4n2ac | INS | 12:45 PM | 4/22/2020

1.7 Gate Entry

a) Definition and Prerequisites

After Release of P.O, scan copy of P.O send to the supplier (Over mail) not in SAP. Once the goods ready and supplier will dispatch the material and material received at gate

b) Menu Path and Transaction code

SAP R/3 menu	N/A
Transaction Code	ZM023

c) Responsibility Security

d) Screen capture/ Process

1. Enter the Challan No. (Refer Screen Shot)
2. Challan Date (refer Screen Shot)
3. Enter the Plant gate No. (Refer Screen Shot)
4. Enter the Mode of Transport and Transporter Name (Refer Screen Shot)
5. Enter the Vehicle No. (Refer Screen Shot)
6. Enter the Vendor code (Refer Screen Shot)
7. Enter the Tax Invoice, Test certificate, DFT Copy, Guarantee certificate (Refer Screen Shot)
8. Choose the P.O No and item no. (Refer Screen Shot)
9. Enter the Challan Qty. (refer Screen Shot)

The screenshot shows the SAP 'Gate Entry' transaction ZM023. The interface is divided into several sections: 'Head' (Challan No, Date, RR No, etc.), 'Way Bill' (Way Bill No, Plant Gate No, Mode of Transport, etc.), 'Vehicle' (Vehicle No, Container No, etc.), 'Vendor' (Vendor Code, Name, etc.), and 'Tax/Invoicing' (Tax Invoice, Test Certificate, etc.). A table at the bottom shows the material entry with columns for PO Number, Item, Material Number, Material Description, Order Qty, UOM, Tolerance Qty, Balance to Enter, and Challan Qty. An 'Information' pop-up window is visible, showing 'Gate Entry No. 2020000211'. Orange boxes and arrows highlight the following steps: Step 1 (Challan No), Step 2 (Challan Date), Step 3 (Plant Gate No), Step 4 (Mode of Transport and Transporter Name), Step 5 (Vehicle No), Step 6 (Vendor Code), Step 7 (Tax Invoice, Test Certificate, DFT Copy, Guarantee Certificate), Step 8 (Select P.O No via F4), and Step 9 (Challan Qty).

1.8 Goods Receipt

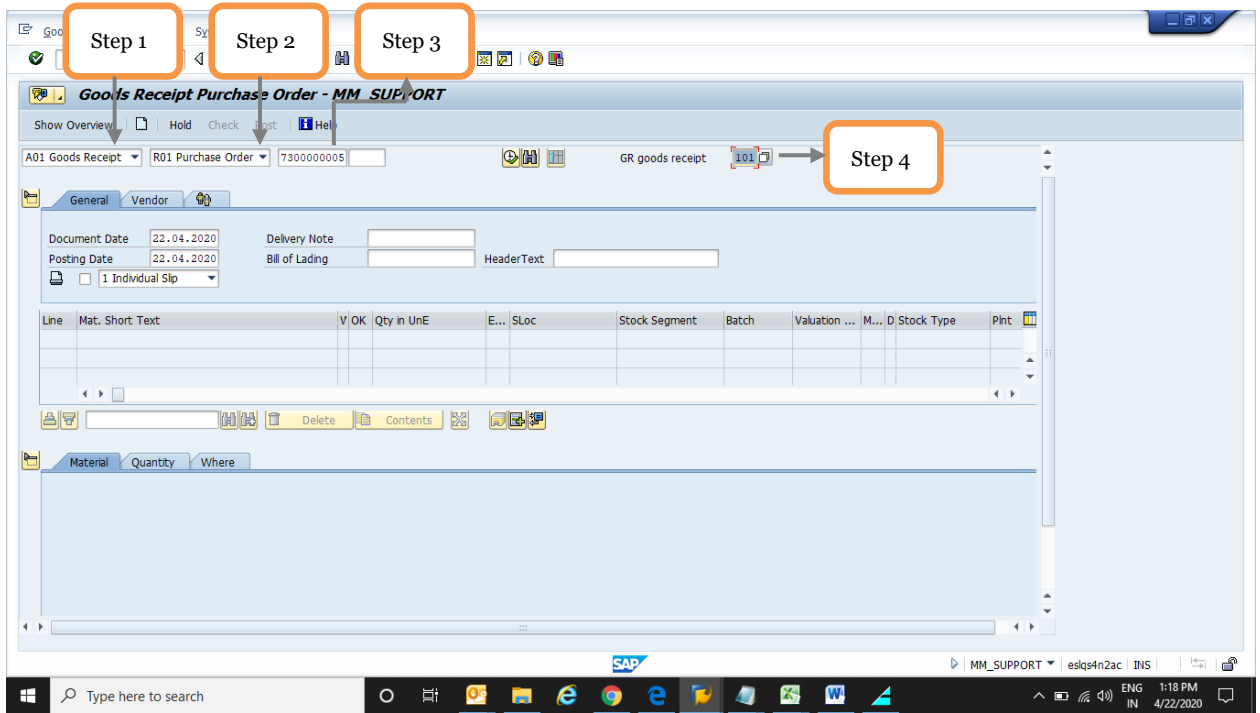
- a) **Definition and Prerequisites**
After G.E Material received at store
- b) **Menu Path and Transaction code**

SAP R/3 menu	SAP Menu > Logistics > Materials Management > Purchasing > Inventory Management > Goods Movement
Transaction	MIGO

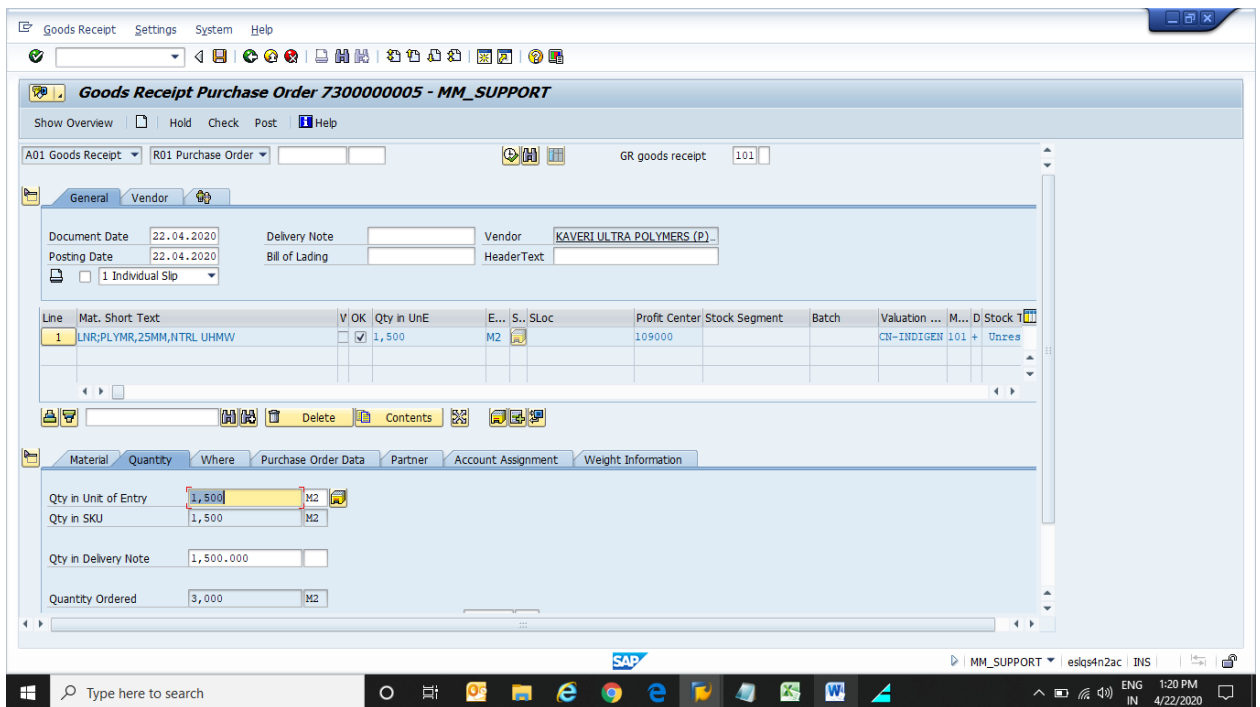
C) Responsibility Store

d) Screen capture/ Process

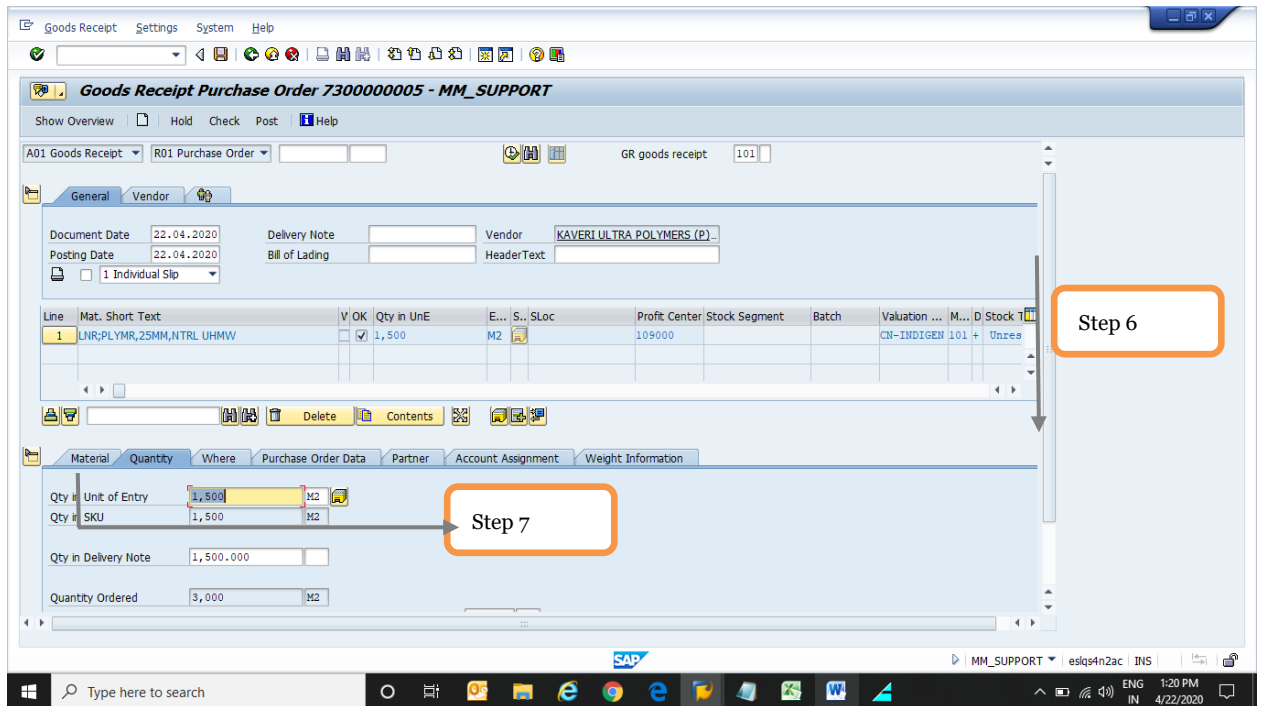
1. Step 1 ---Select Good Receipt from Option
2. Step 2 ---Select Purchase Order from Option
3. Step 3 ----Give P.O No and Item No.
4. Movement type:-101



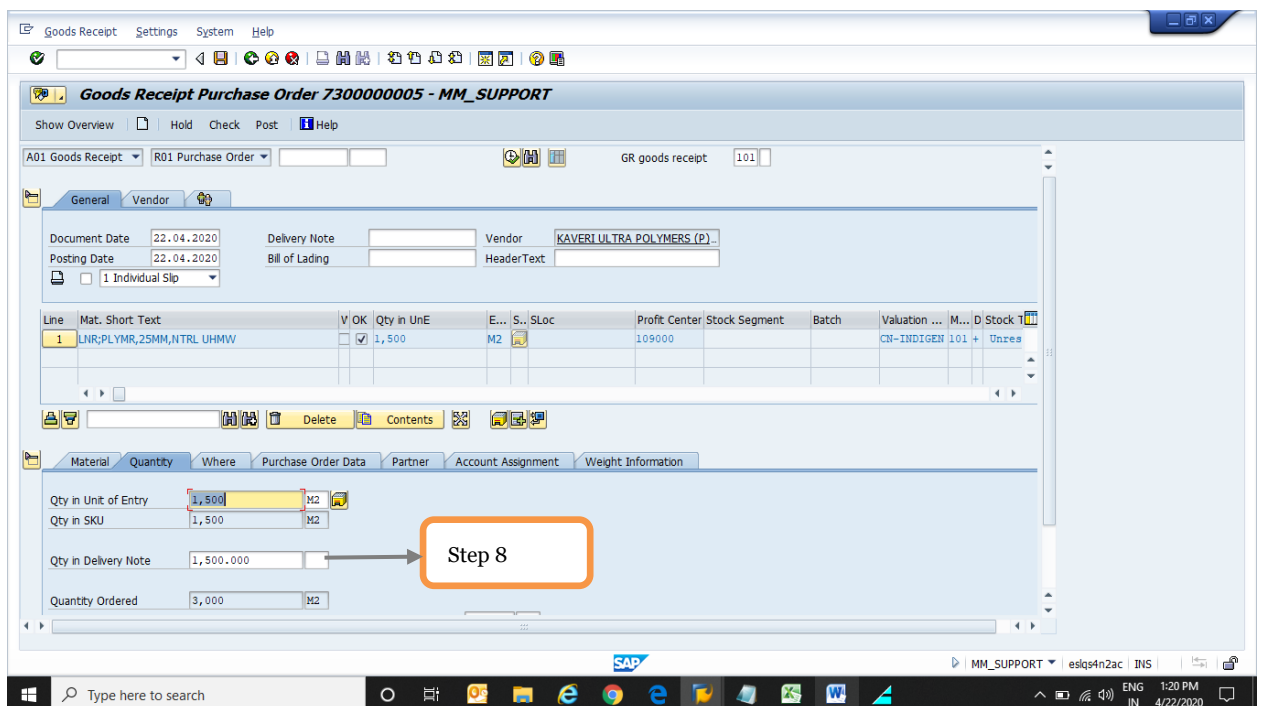
5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)



- 6. Scroll the screen down
- 7. Click the Item OK



- 8. Go to the Quantity tab and enter the qty. in delivery note (i.e. Received qty.)



- 9. Go to the where tab Give the GE No and Storage Location

Goods Receipt Purchase Order 730000005 - MM_SUPPORT

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R01 Purchase C... | Check Entries (F7) | GR goods receipt | 101

General | Vendor

Document Date: 22.04.2020 | Delivery Note: | Vendor: KAVERI ULTRA POLYMERS (P) |
Posting Date: 22.04.2020 | Bill of Lading: | HeaderText: |
 1 Individual Slip

Line	St...	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Profit Center	Stock Segment	Batch	Valuation ...	M...	D Stoc
1	CO	LNR;PLYMR,25MM,NTRL UHMW	<input checked="" type="checkbox"/>	1,500		M2 BF STORE -2	109000			CN-INDIGEN 1.01	+	Unr

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

Movement type: 101 | GR for consgt stock | Stock type: Unrestricted-Use

Vendor: KAVERI ULTRA POLYMERS (P) LTD. | 403360

Plant: Iron & Power Unit-SBU | 1000

Storage location: BF STORE -2 | BF00

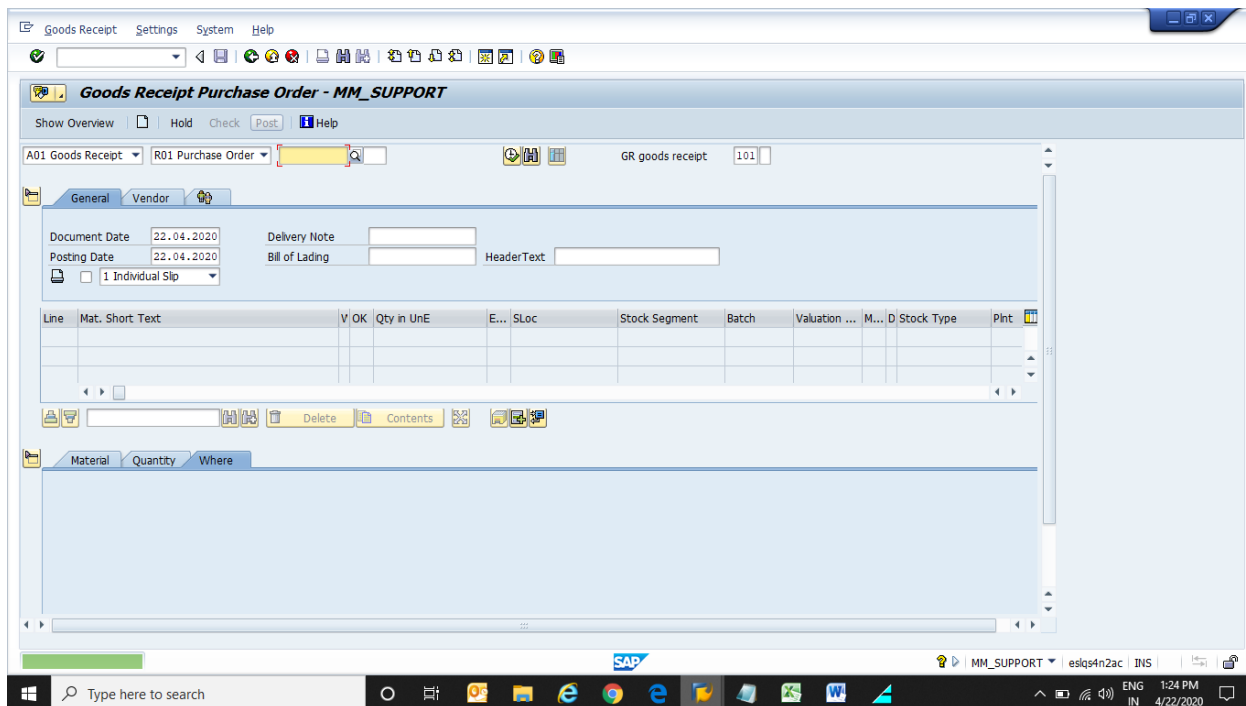
GR/GE No.: 202000211

Unloading Point: |

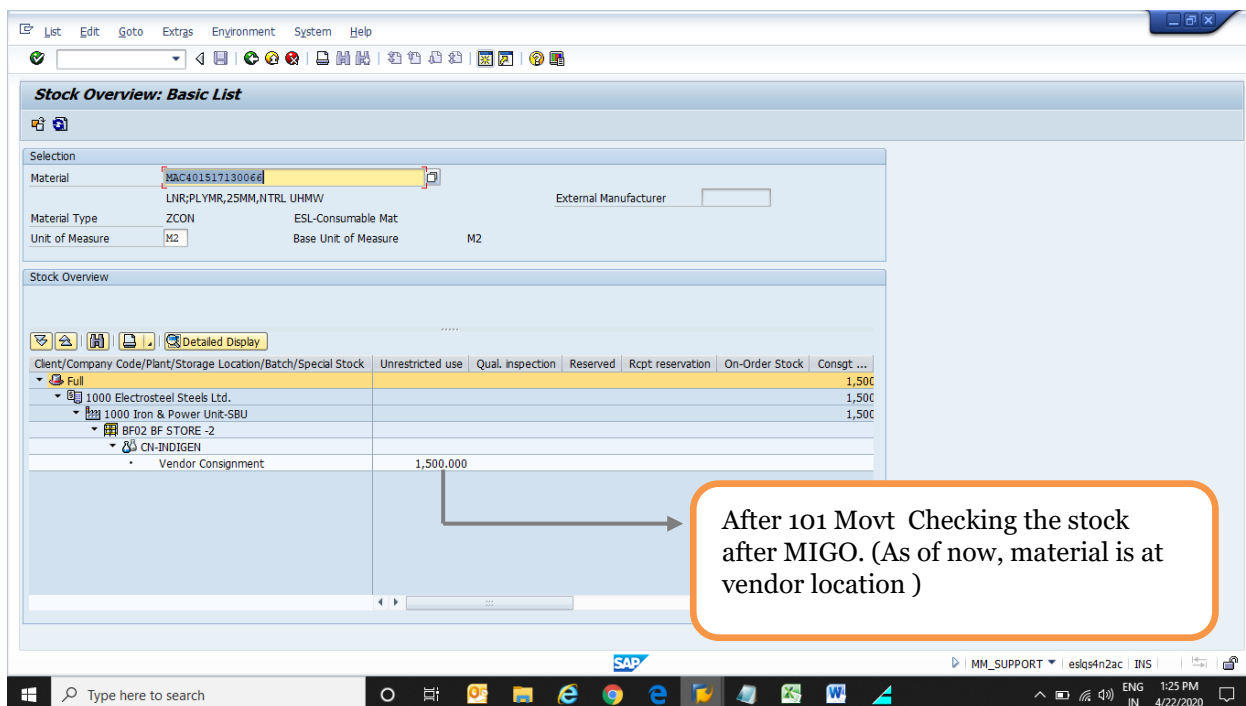
Step 9

SAP | MM_SUPPORT | eslg4nZac | INS | 1:23 PM | 4/22/2020

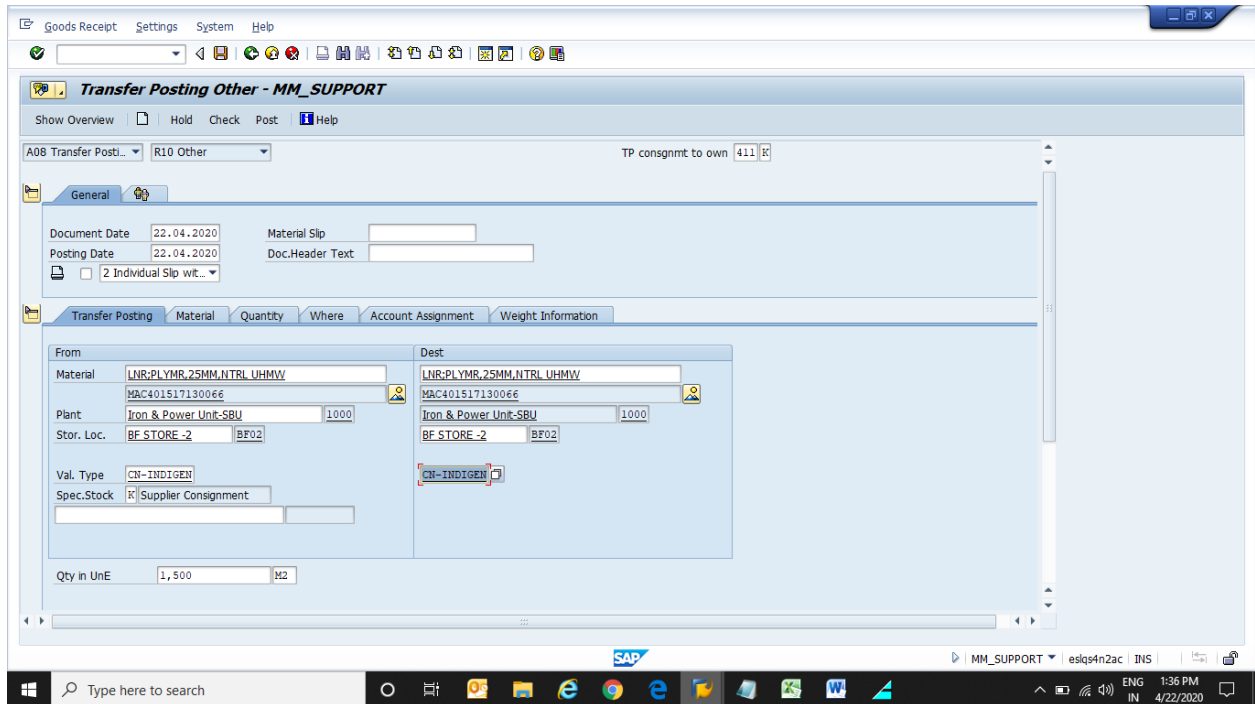
10. After above steps Press Post tab (MIGO Document will generate)



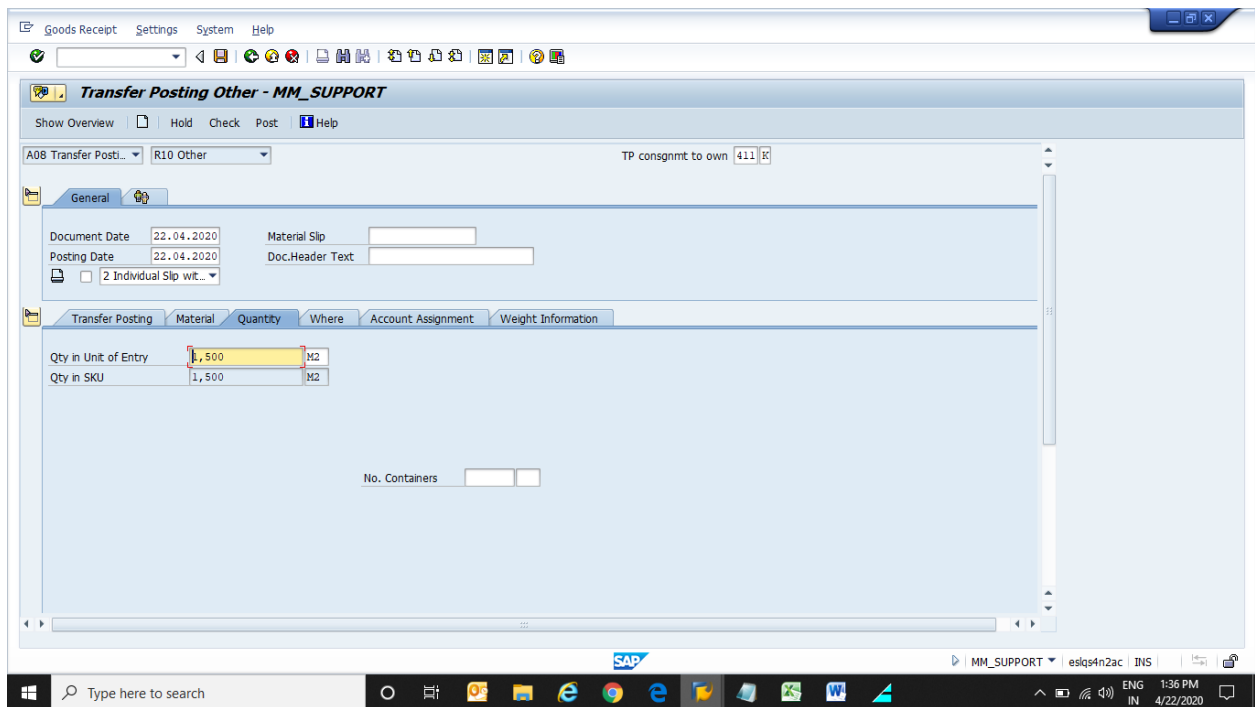
11. Checking the stock at desire location



12 . MIGO-----Transfer Posting-----411K (When reservation received from user then store team will make transfer posting from vendor location to ESL storage Location)



b) Enter the qty



c) Enter the storage location on which goods need to transfer

Goods Receipt Settings System Help

Transfer Posting Other - MM_SUPPORT

Show Overview Hold Check Post Help

A08 Transfer Post... R10 Other TP consgmt to own 411

General

Document Date 22.04.2020 Material Slip
Posting Date 22.04.2020 Doc.Header Text
 2 Individual Slp wit...

Transfer Posting Material Quantity Where Account Assignment Weight Information

Movement type 411 TP consgmt to own
Vendor 403360
Plant Iron & Power Unit-SBU 1000
Storage location BF STORE-2 BF02
GR/GE No.
Unloading Point
Text

SAP MM_SUPPORT eslqs4n2ac INS 1:37 PM 4/22/2020

Goods Receipt Settings System Help

Transfer Posting Other - MM_SUPPORT

Show Overview Hold Check Post Help

A08 Transfer Post... R10 Other TP consgmt to own 411

General

Document Date 22.04.2020 Material Slip
Posting Date 22.04.2020 Doc.Header Text
 2 Individual Slp wit...

Transfer Posting Material Quantity Where

Movement type 411 TP consgmt to own
Plant
Storage location
GR/GE No.
Text

SAP MM_SUPPORT eslqs4n2ac INS 1:38 PM 4/22/2020

Material document 4900033565 posted

1.9 Checking of Stock at desire location

a) Definition and Prerequisites

After MIGO, Stock need to be check that is correctly posted at desire storage location or not

b) Menu Path and Transaction code

SAP R/3 menu	Logistics->Materials Management->Inventory Management->Environment->Stock->Stock Overview
Transaction	MMBE

c) Responsibility
Store

d) Screen capture/ Process

As this material get procure against Internal order, qty will not get update in inventory

1. Enter the material code and Plant
2. Click the time clock

