Project "Smart" ESL – Electro Steels Limited

User manual Domestic Procurement of Refurbishment.

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16/04/2020



Sensitivity: Confidential (C2)





Table of Contents

Scena	rio	4
1	Domestic Procurement of Refurbishment	4
	1.1 Purchase Requistion Creation	4
	a) Definition and Prerequisites	4
	b) Menu Path and Transaction code	4
	c) Responsibility	4
	d) Screen Capture/ Process Steps	4
	1.2 Purchase Requisition Release	5
	a) Definition and Prerequisites	5
	b) Menu Path and Transaction code	5
	c) Responsibility	5
	d) Screen capture/ Process	5
	1.3 NFA Creation	6
	a) Definition and Prerequisites	6
	b) Menu Path and Transaction code	6
	c) Responsibility	6
	d) Screen capture/ Process	6
	1.4 Purchase Order Creation	6
	a) Definition and Prerequisites	6
	b) Menu Path and Transaction code	6
	c) Responsibility	6
	d) Screen capture/ Process	6
	1.5 Purchase Order Release	8
	a) Definition and Prerequisites	8
	b) Menu Path and Transaction code	8
	c) Responsibility	9
	d) Screen capture/ Process	9
	1.6 Gate Entry	10
	a) Definition and Prerequisites	10
	b) Menu Path and Transaction code	10
	c) Responsibility	10
	d) Screen capture/ Process	11
	1.7 Goods Receipt	11
	a) Definition and Prerequisites	11
	b) Menu Path and Transaction code	11
	c) Responsibility	12





d)	Screen capture/ Process	12
1.8 Ch	ecking of Stock at Desired location	16
a)	Definition and Prerequisites	16
b)	Menu Path and Transaction code	16
c)	Responsibility	17
d)	Screen capture/ Process	17



Scenario

DWC

1 Domestic Procurement of Refurbishment.

Types of Domestic procurement of Refurbishment -.

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 Requisiion Creation

a) Definition and Prerequisites

User department raises the requirement via PM Order. Auto creation of PR via account assignment category F (Order) and item category L (Subcontracting).

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: Auto creation of PR (Refer PM user manual)





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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 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 Release of PR (Refer PM user manual)





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 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

a. Selection of PO Type: - In this case it should be ZIOP:- PO Import Spare (refer Screen Shot)

- b. Selection of Vendor: Selection of Vendor (refer Screen Shot)
- c. Fill the Purchase Requisition No and Requisition Item (refer Screen Shot)
- d. Fill the Org. data on P.O Header :- Purch Org, Purch.Gp , Company Code (refer Screen Shot)
- e. Fill the delivery Invoice Tab on P.O Header:- Payment terms (refer Screen Shot)
- f. Fill the INCO terms:- Ex-Works etc. (refer Screen Shot)
- g. Put the NFA No.:- (refer Screen Shot)
- h. Maintain the tax rate on Invoice tab item level for Domestic it should be 1A.

i. Maintain the Price and other charges such as P&F, Freight charges etc. on item level (refer Screen Shot) j. Save the P.O





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1.5 Purchase Order Release

e) Definition and Prerequisites

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

f) Menu Path and Transaction code

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





g) Responsibility Purchase department

h) Screen capture/ Process

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1.6 Gate Entry

i) 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

j) Menu Path and Transaction code

SAP R/3 menu	N/A
Transaction Code	ZM023

k) Responsibility Security





l) 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)

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1.7 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

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

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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

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

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





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10. Click check Box (Message will pop i.e Document is OK)

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

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- 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



Responsibility c) Store

pwc

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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
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