User manual
Domestic Procurement of Refurbishment.

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Scenario

1   Domestic Procuremernt 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 Requistion 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)
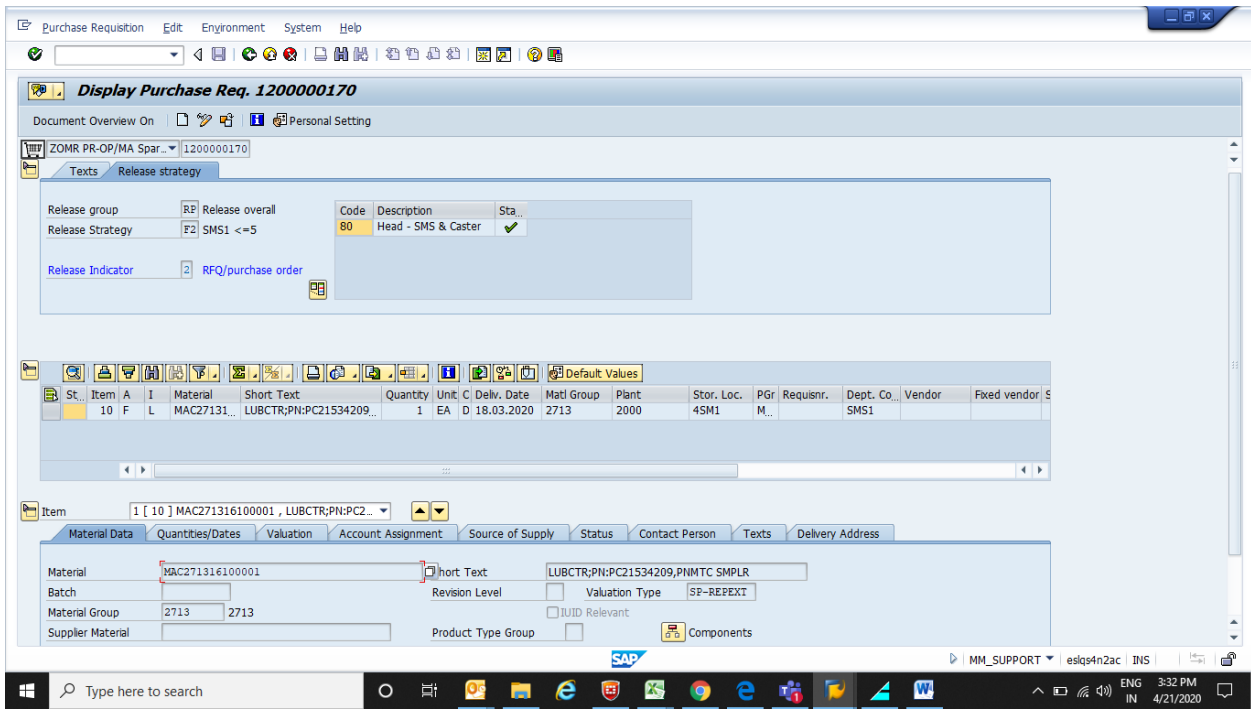
1.2   Purchase Requisition Release

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

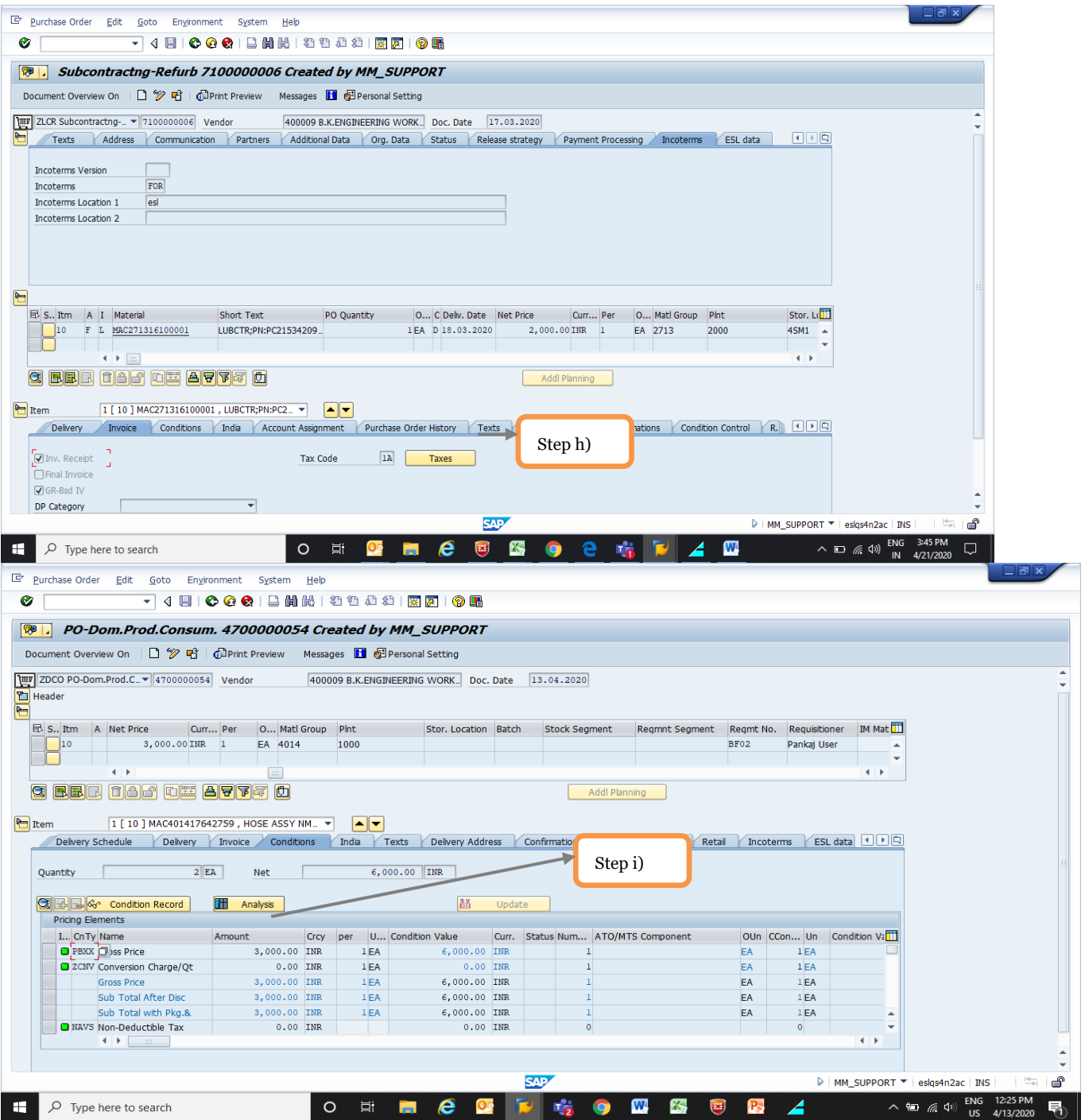c) Responsibility

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

Step a)

Step b)

Step d)

Purch...   Environment   System   Help

Subcontractng-Refurb 7100000006 Created by MM_SUPPORT

Document Overview On | Print Preview | Messages | Personal Setting

ZLCR Subcontractng-... ▼ 7100000006 Vendor   400009 B.K.ENGINEERING WORK... Doc. Date 17.03.2020

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

Purch. Org.   1000   SL-Purchase Org.
Purch. Group   E01   Electrical(Spares)
Company Code   1000   Electrosteel Steels Ltd.

Step e)

Step c)

S..	Itm	A	Stock Segment	Reqmnt Segment	Reqmt No.	Requisitioner	IM Material	Info rec.	R...	F...	T...	Purchase ...	Req...	Outline ag...	Con...	RFQ	It
	10	F			SMS1			5300000...				1200000170	10				

Addl Planning

Item Detail

SAP   MM_SUPPORT ▼ eslqs4n2ac INS

Type here to search   ENG 3:39 PM IN 4/21/2020

Purchase Order   Edit   Goto   Environment   System   Help

Subcontractng-Refurb 7100000006 Created by MM_SUPPORT

Document Overview On | Print Preview | Messages | Personal Setting

ZLCR Subcontractng-... ▼ 7100000006 Vendor   400009 B.K.ENGINEERING WORK... Doc. Date 17.03.2020

Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Release strategy | Payment Processing | Incoterms | ESL data

Incoterms Version
Incoterms   FOR
Incoterms Location 1   esl
Incoterms Location 2

Step f)

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. L
	10	F	L	MAC271316100001	LUBCTR;PN:PC21534209...	1	EA	D	18.03.2020	2,000.00	INR	1	EA	2713	2000	4SM1

Addl Planning

Item   1 [10] MAC271316100001 , LUBCTR;PN:PC2... ▼

Account Assignment | Purchase Order History | Texts | Delivery Address | Confirmations | Condition Control | Retail | Spec2000 / SC | Incoterms | ESL data

NFA No.

Step g)

SAP   MM_SUPPORT ▼ eslqs4n2ac INS

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1.5 Purchase Order Release

e) Definition and Prerequisites
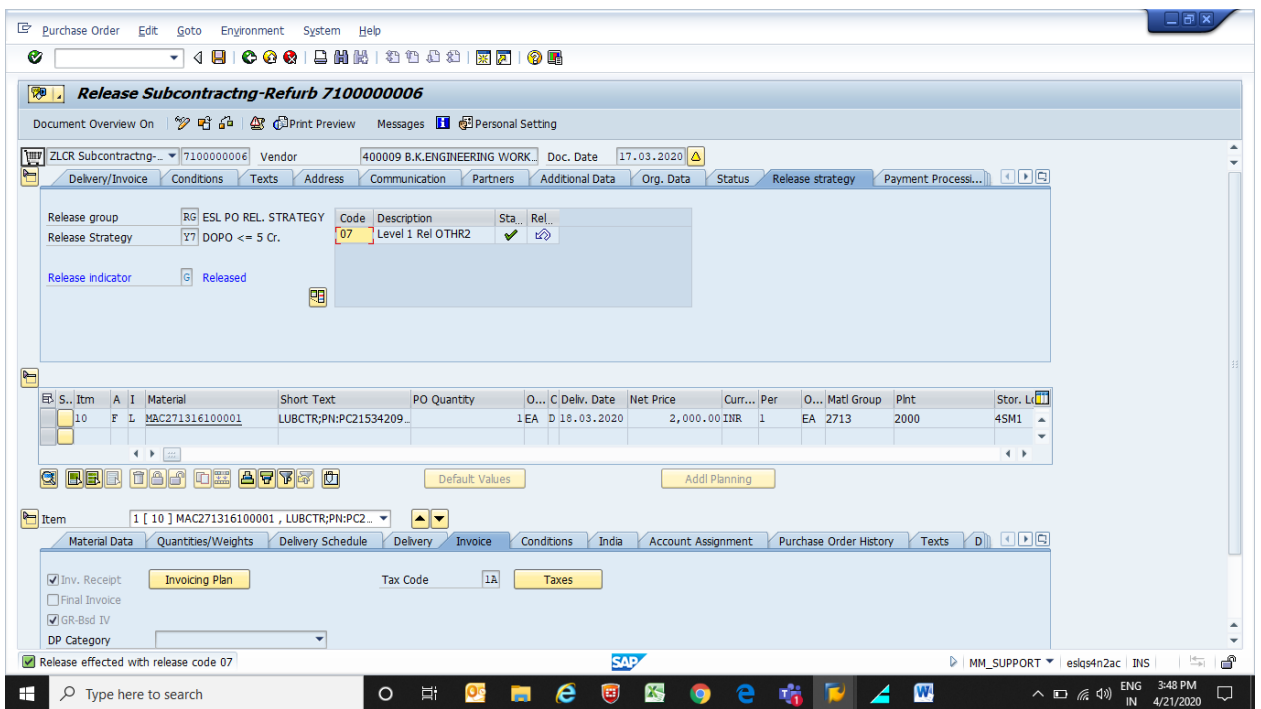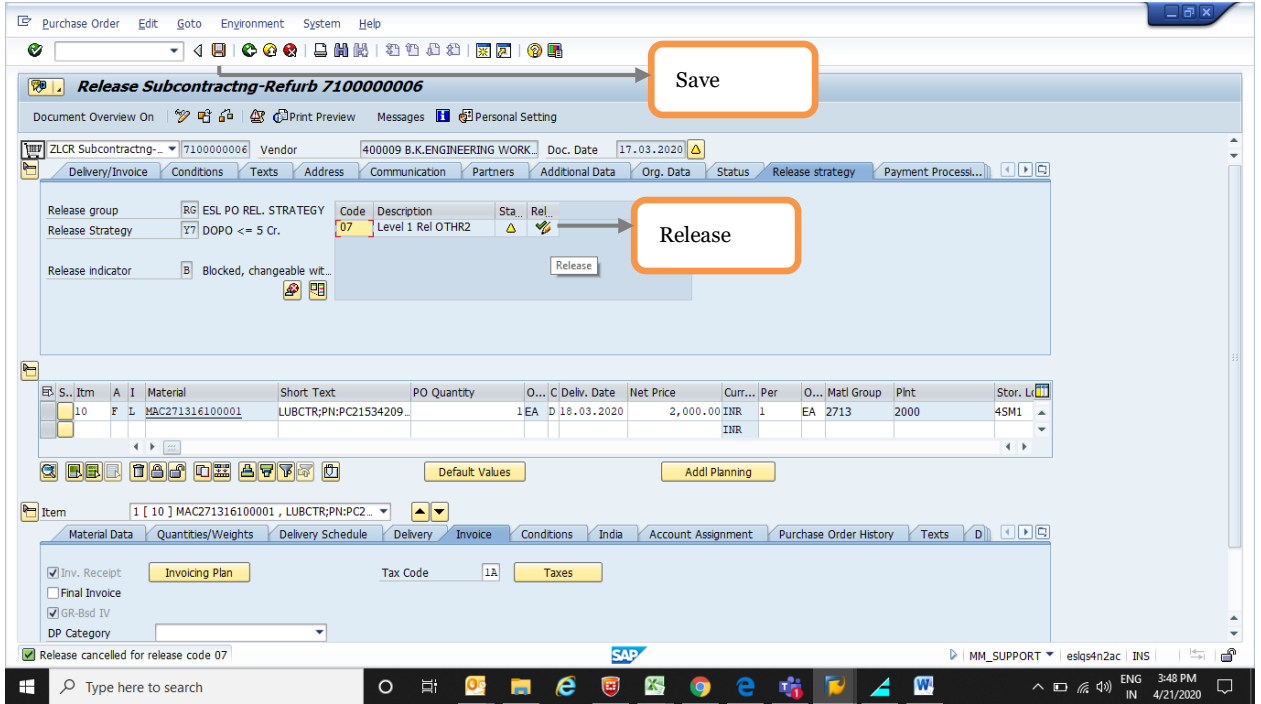   Once the P.O made now it should be getting release.

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

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)
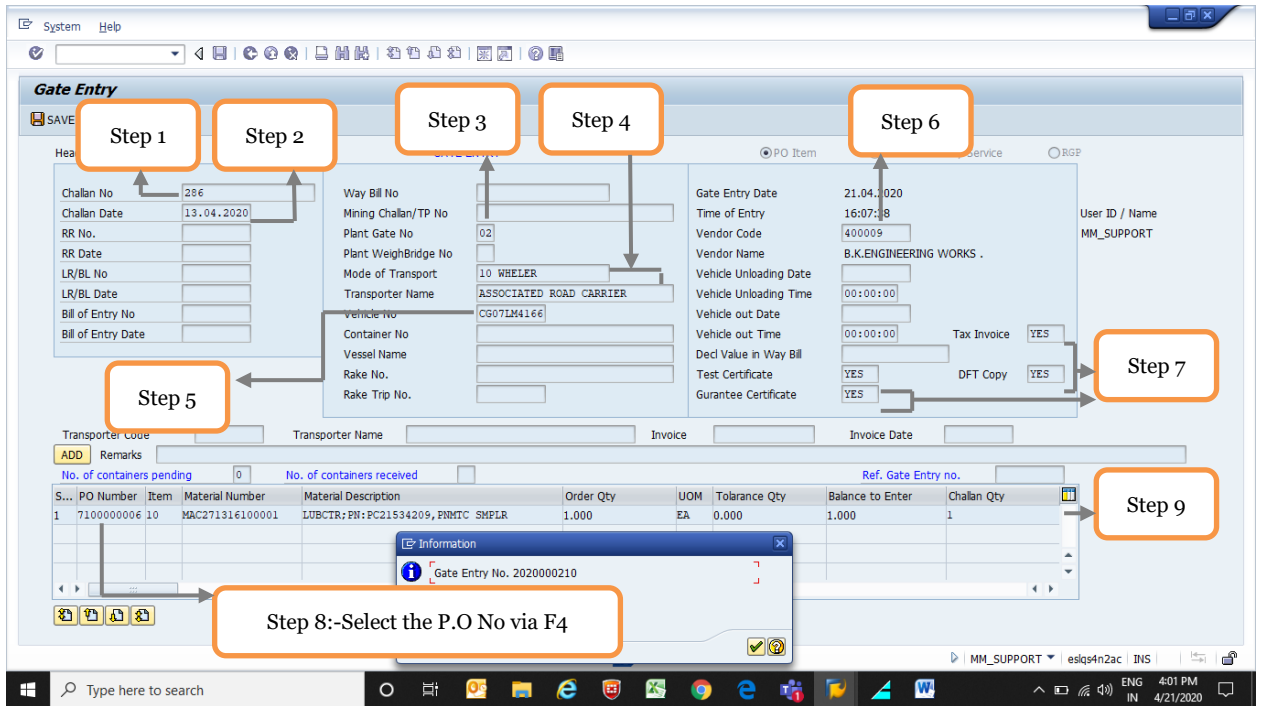
1.7 Goods Receipt

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
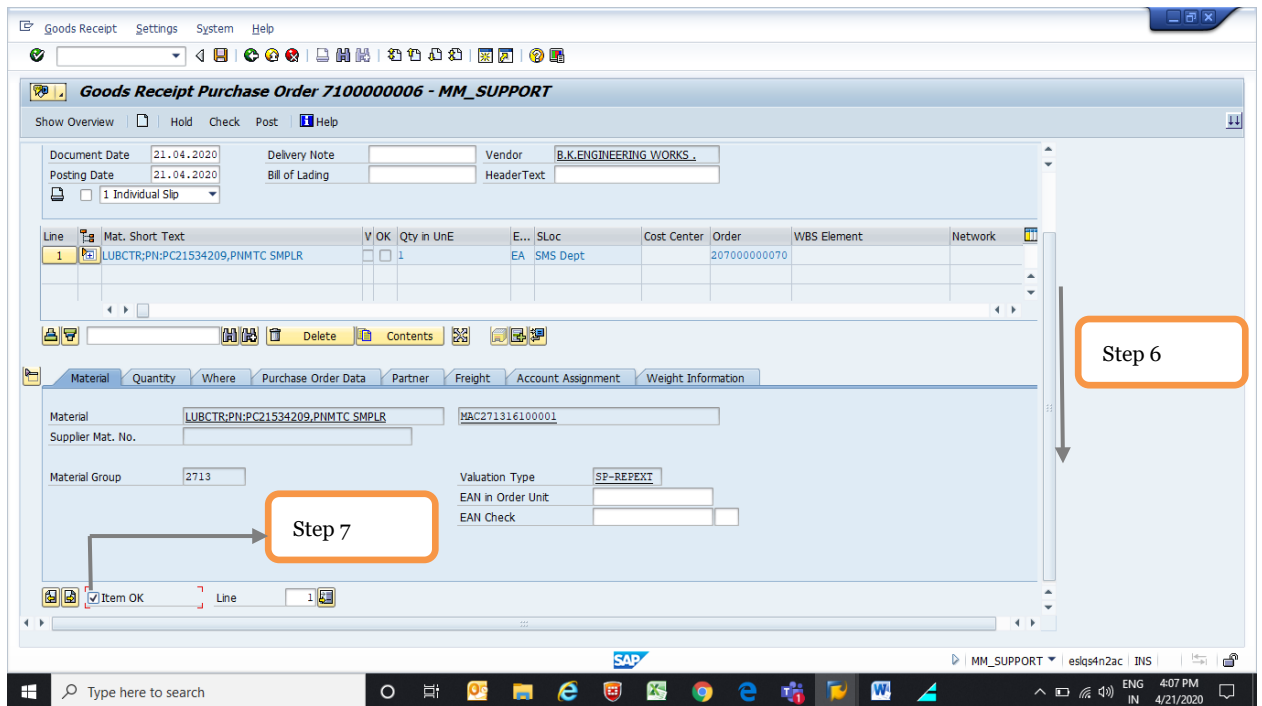   Store

d) Screen capture/ Process
    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
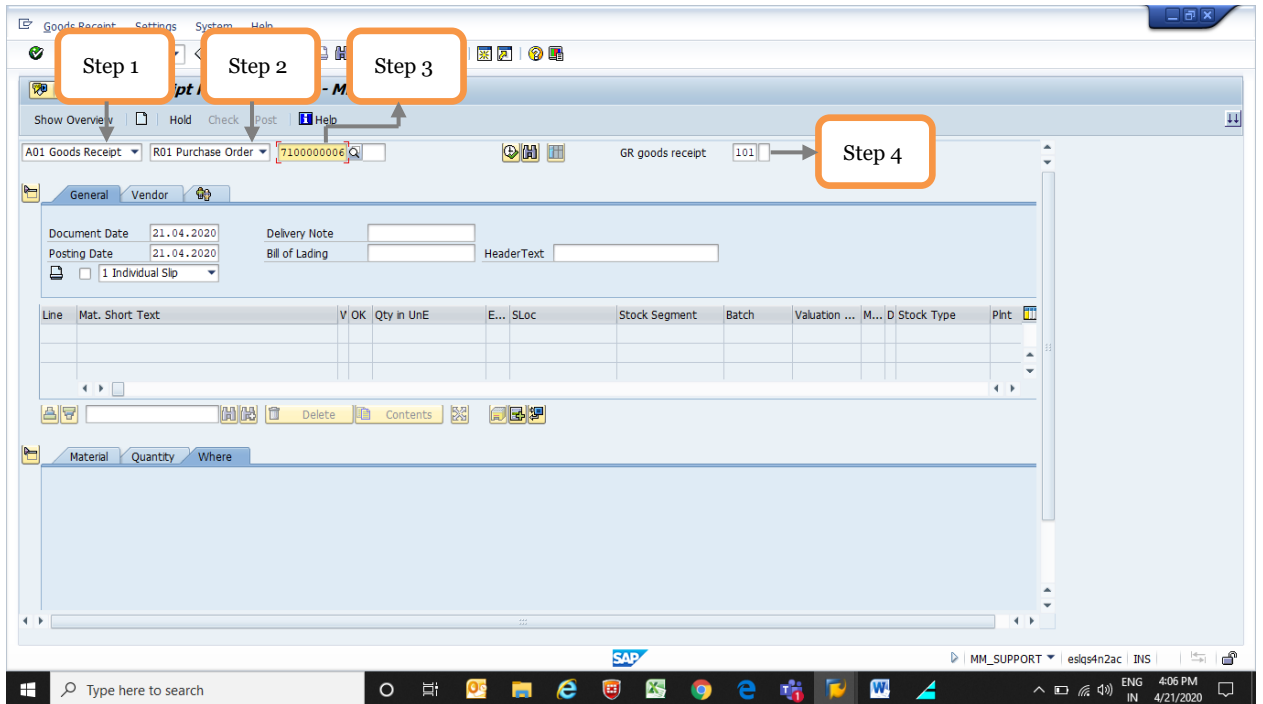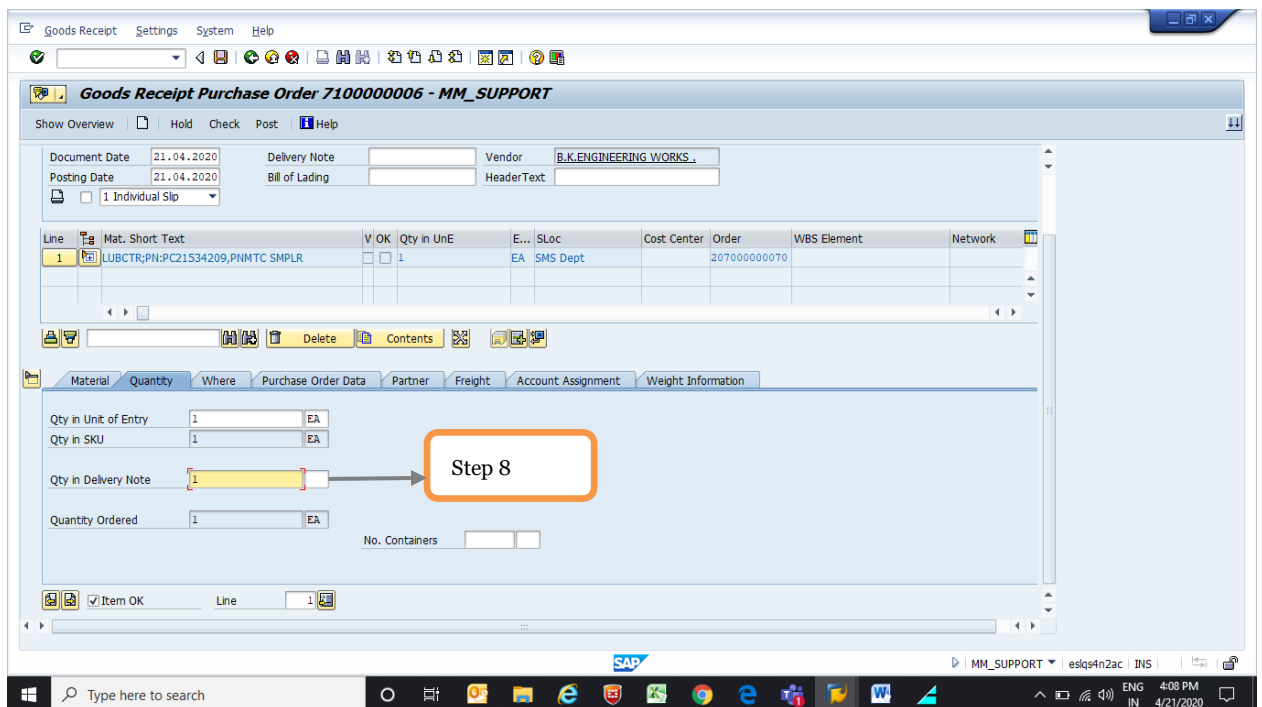

5. Then Press Enter, after that System will populate the screen with all detail (Refer the screen shot)
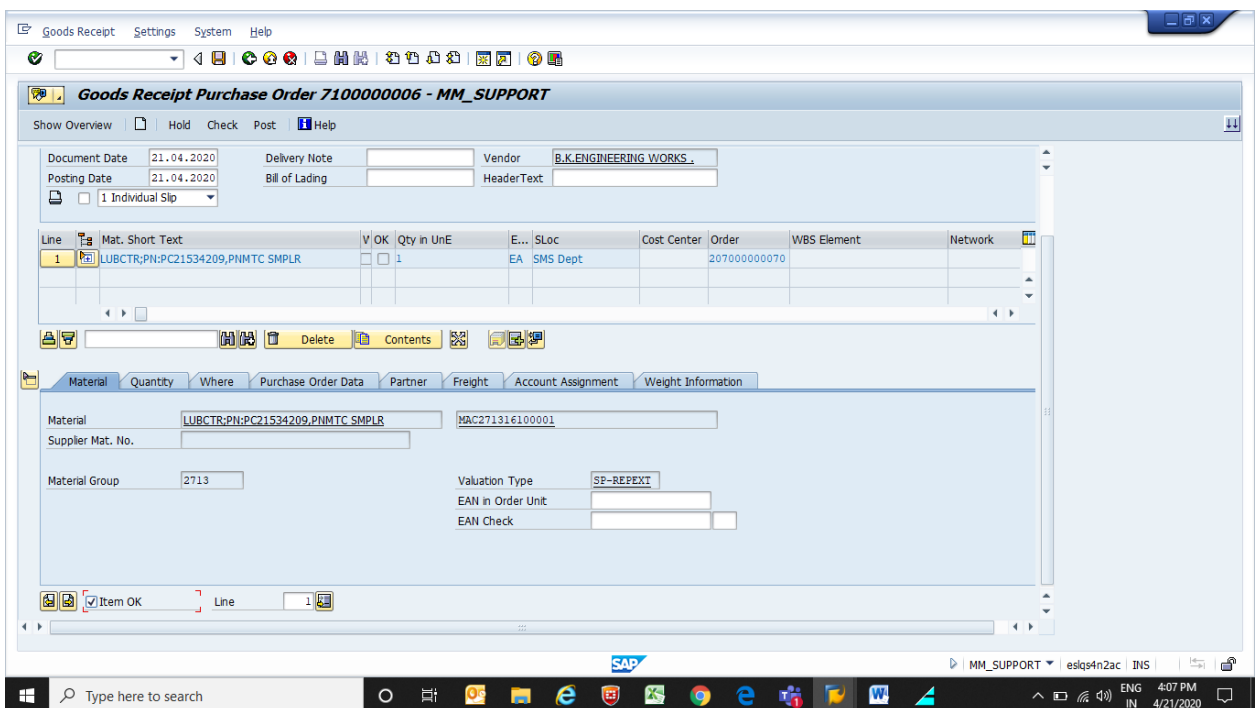
6. Scroll the screen down
7.Click the Item OK

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

10. Click check Box (Message will pop i.e Document is OK)
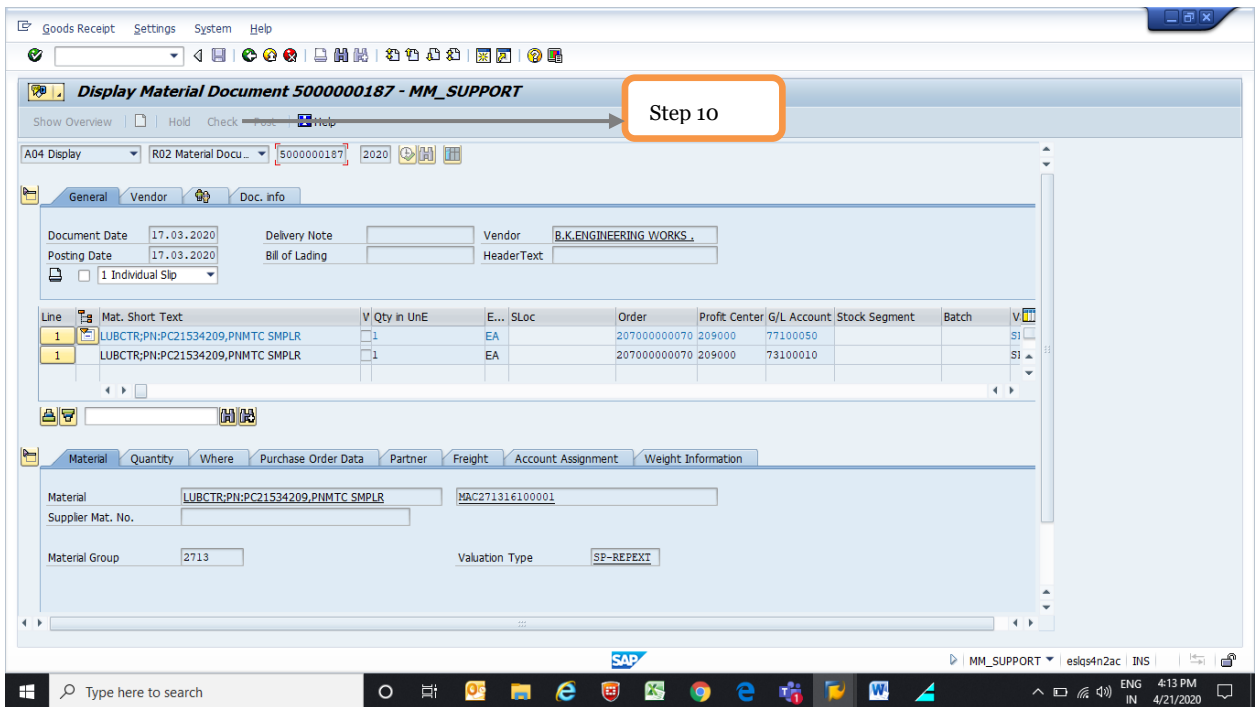
11. After above steps Press Post tab (MIGO Document will generate)
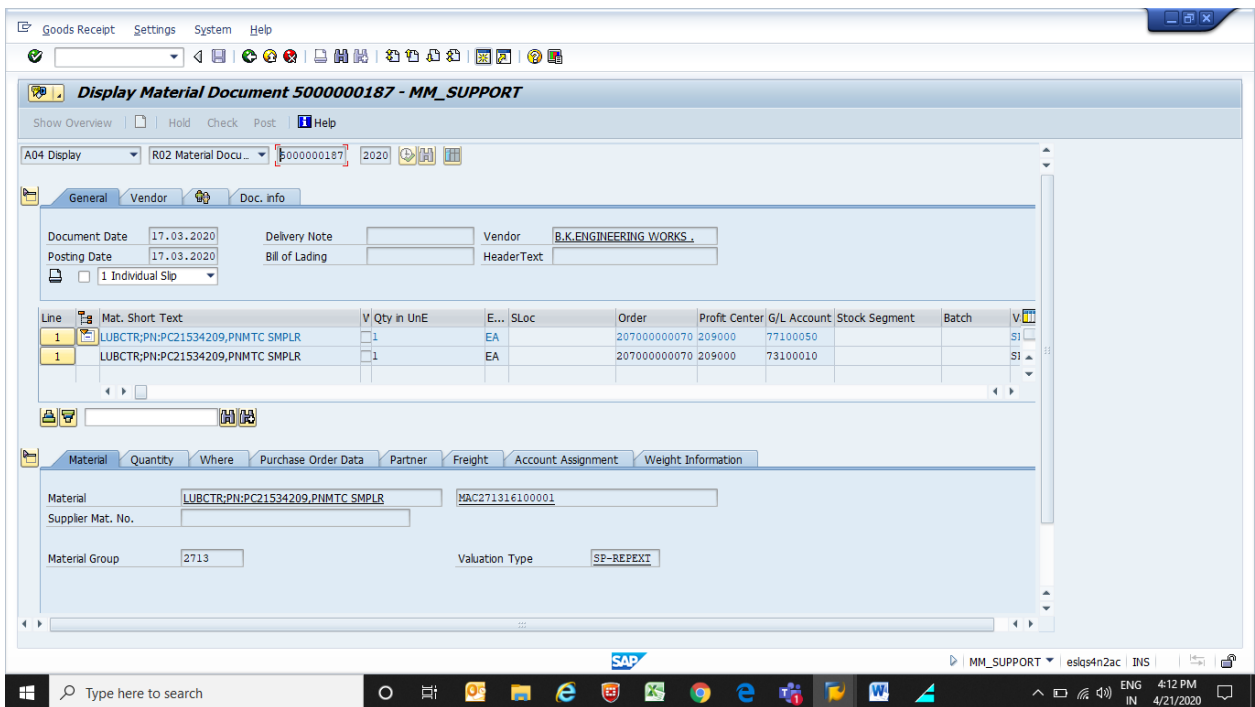
1.8 Checking of Stock at desire location

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