
User manual

Vendor chargeable process.

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Scenario

1 Vendor chargeable process.

Types of vendor chargeable process –.

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

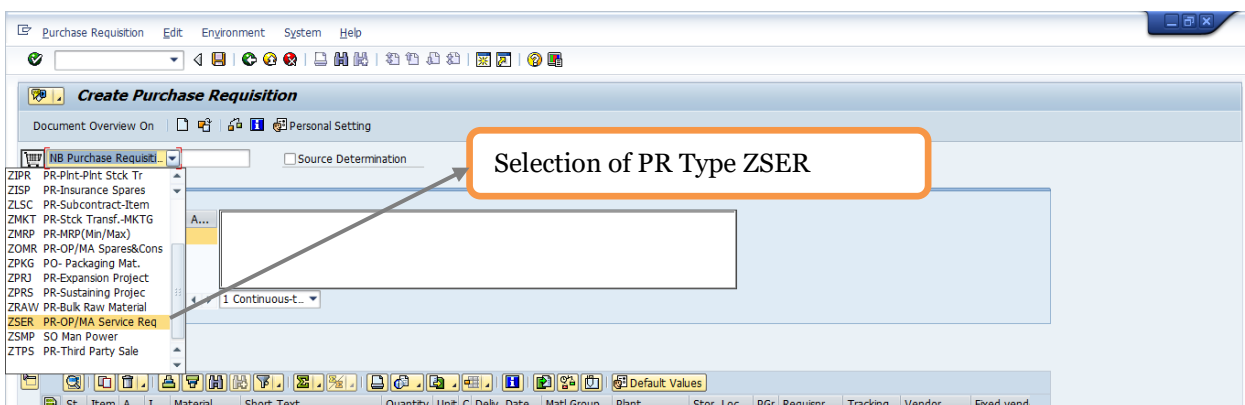
SAP R/3 menu	SAP menu > Logistics > Materials Management > Purchasing > Purchase Requisition
Transaction Code	ME51N

c) Responsibility

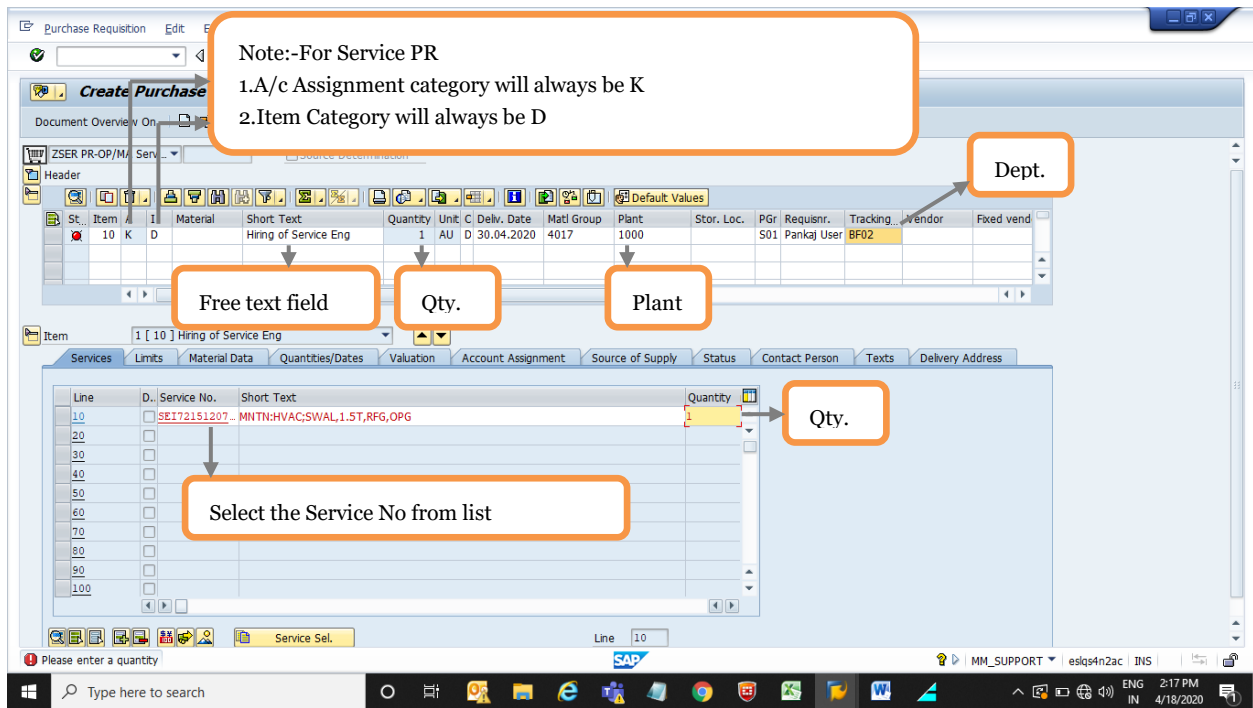
Department's user

d) Screen Capture/ Process Steps

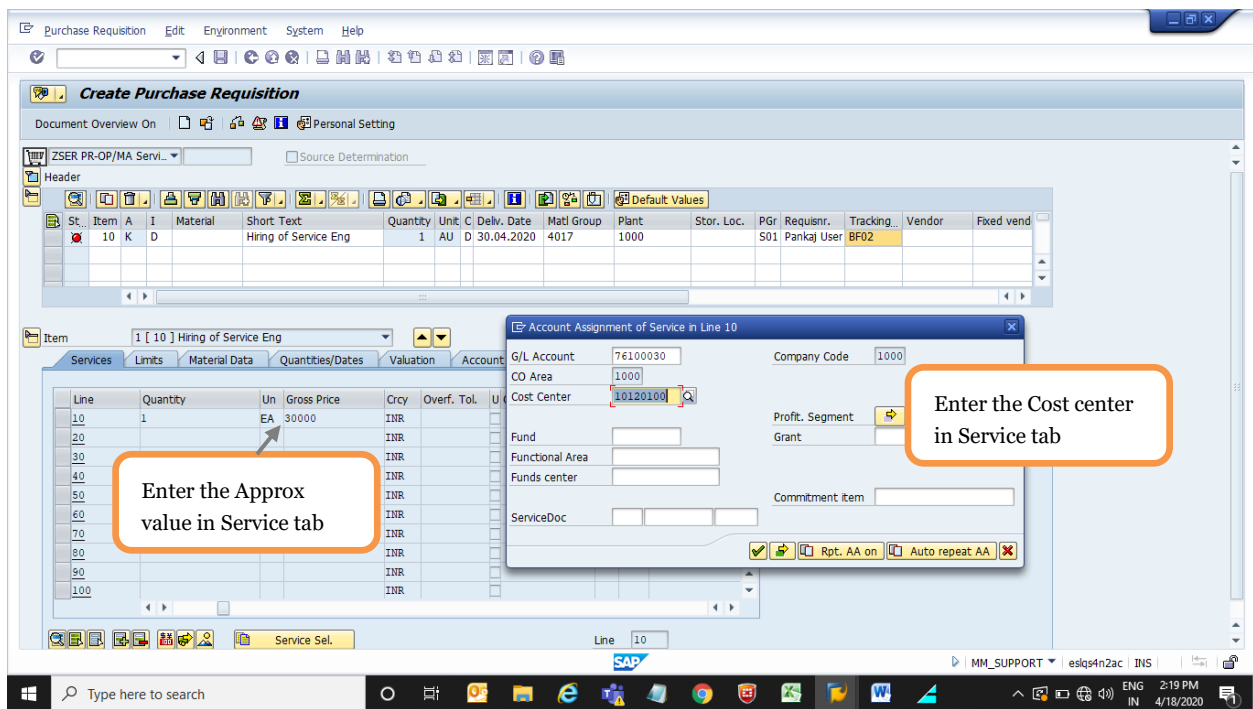
Step 1: Create PR with doc Type ZSER



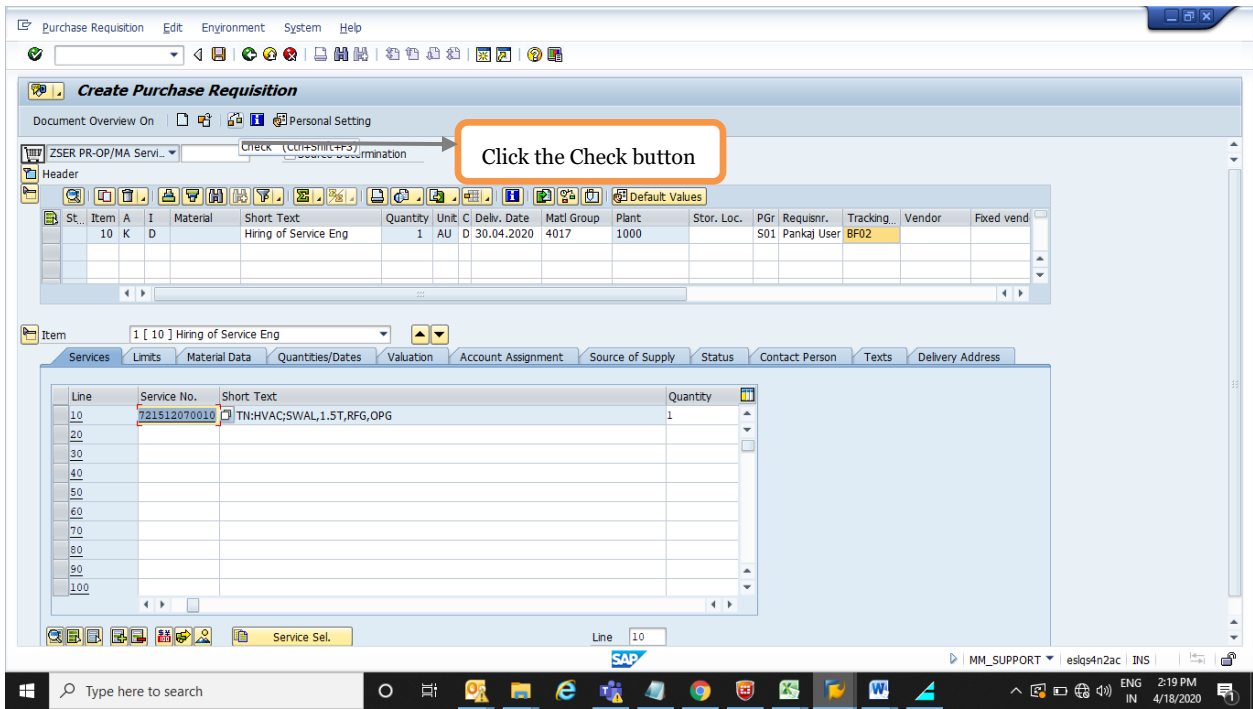
Step 2: Selection of other Parameter such as item code, A/c Assignment Category etc. as shown below



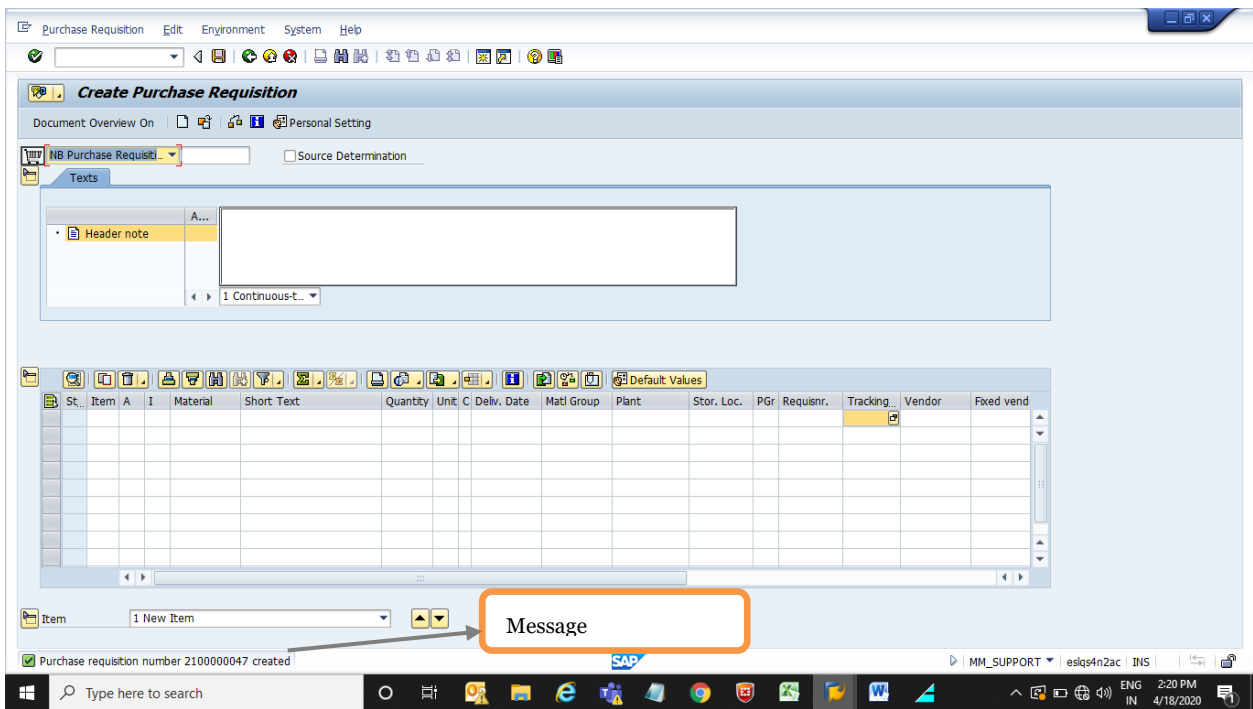
Step 3: Maintain the approx. value of service along with cost centre
(Note:- Cost centre list is available w.r.t Department, already maintain in Master data)



Step 4: Then Press the check button as shown below



Step 5 : Then click the save button
PR No. Will generate and will be shown at the bottom of screen (In this case PR No:-2100000047)



1.2 Purchase Requisition Release

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

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

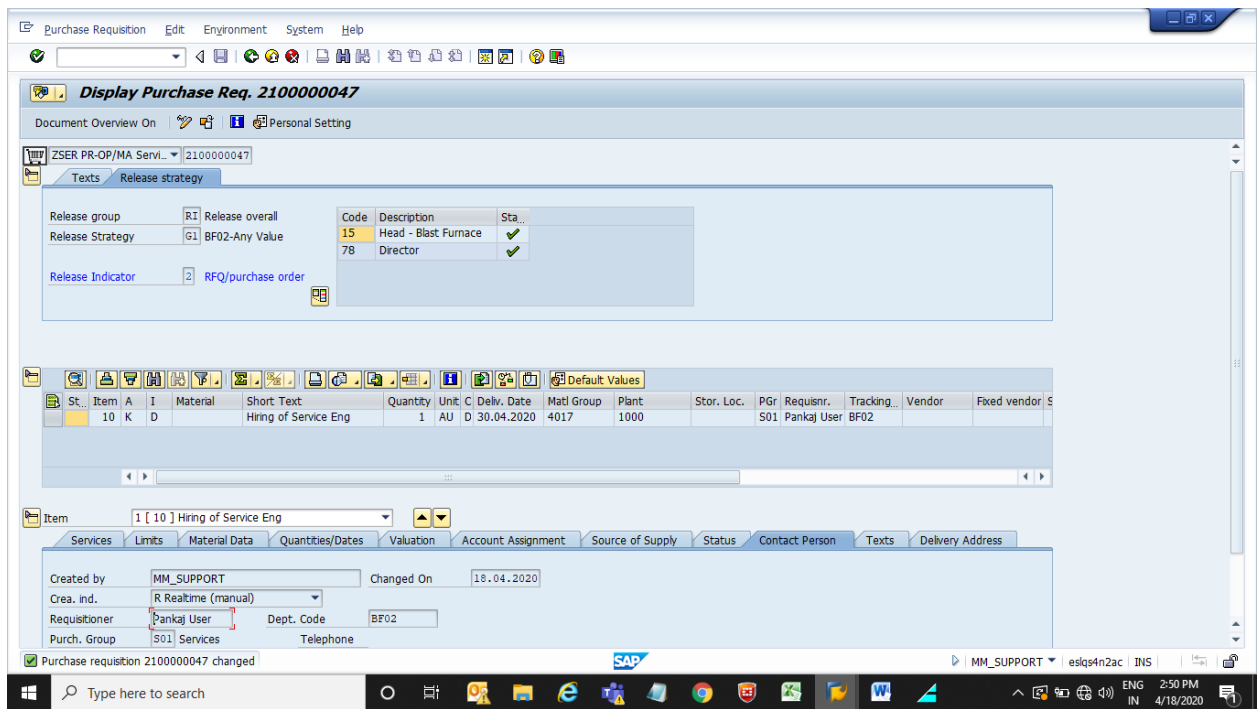
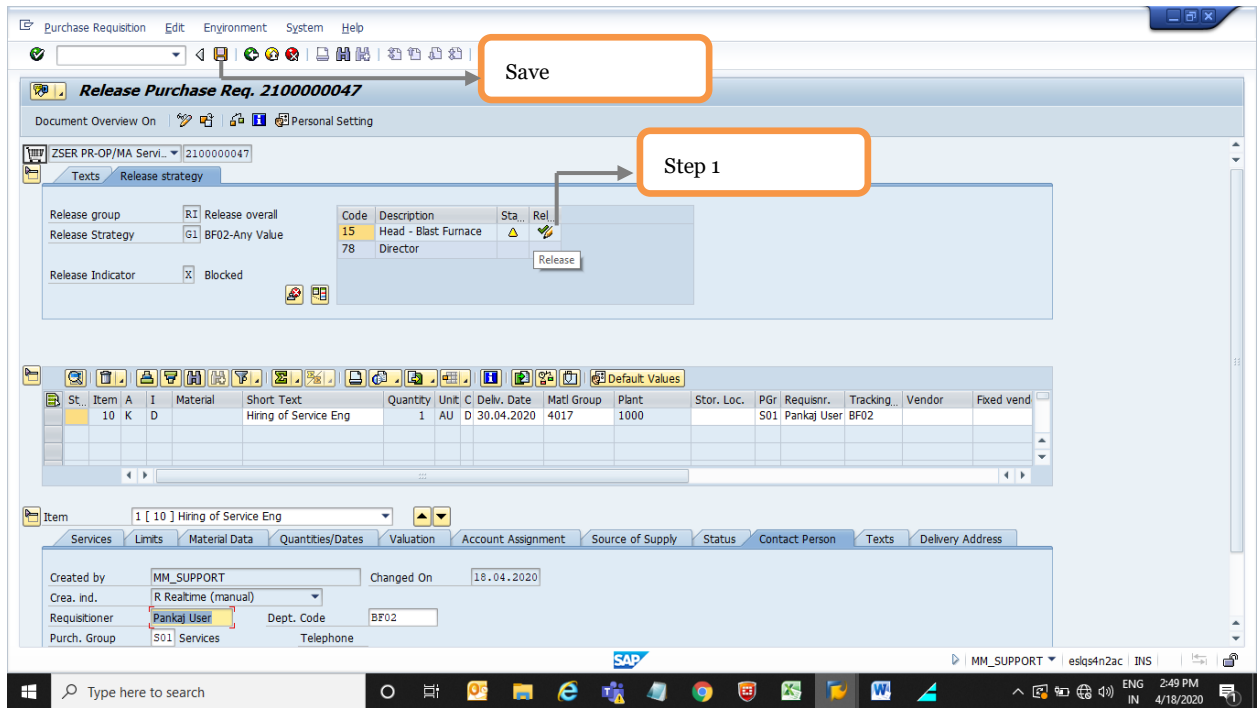
SAP R/3 menu	SAP Menu->Logistics->Materials Management->Purchasing->Purchase Requisition->Release->Individual Release
Transaction Code	ME54N

- c) **Responsibility**
DOA Approvers

d) Screen capture/ Process

Step1:- Click the release

Step2:-Save



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 ZDCS:- Chargeable services (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. Put the tax code and check the S-Based IV
- g. Put the NFA No.:-
- h. Edit the Create Line long text and maintain the price
- i. Click the Check
- j. Save the P.O

The screenshot shows the SAP 'Create Purchase Order' interface. The vendor is '401519 QUALITY ENGINEERING ...' and the document date is '18.04.2020'. The purchase organization is '1000' and the company code is '1000'. The item is '1 [10] Hiring of Service Eng'. The requisitioner is 'Pankaj User'. The tax code is '1A'. The interface includes various tabs like 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Communication', 'Partners', 'Additional Data', 'Org. Data', 'Status', 'Payment Processing', 'Incoterms', and 'ESL data'. The 'Item' section is expanded to show 'Invoicing Plan', 'Tax Code', and 'Taxes'. The task is annotated with 'Step a)' through 'Step f)' in orange boxes.

This screenshot shows the same SAP 'Create Purchase Order' interface as above, but with the 'NFA No.' field highlighted and annotated with 'Step g)'. The 'NFA No.' field is currently empty. The interface shows the same vendor, date, and item details as the previous screenshot.

The screenshot shows the SAP 'Create Purchase Order' interface. At the top, the menu bar includes 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The title bar reads 'Create Purchase Order'. Below this, there are options for 'Document Overview On', 'Hold', 'Print Preview', 'Messages', and 'Personal Setting'. The header section shows 'ZDCS Chargeable Ser...' as the document type, 'Vendor' as '401519 QUALITY ENGINEERING ...', and 'Doc. Date' as '18.04.2020'. The main table lists items with columns: S., Itm, A, Reqmnt Segment, Reqmt No., Requisitioner, IM Material, Info rec., R..., F..., T..., Purchase ..., Req..., Outline ag..., Con..., RFQ, Item, and Purchasing... It. Item 10 is selected, showing a net value of 30,000.00 and actual quantity of 0. A 'Create Line Long Text' button is visible. The 'Item' dropdown shows '1 [10] Hiring of Service Eng'. The bottom status bar shows 'MM_SUPPORT | eslg4n2ac | INS | 3:05 PM IN 4/18/2020'. Three orange boxes highlight 'Step j)' at the top, 'Step i)' at the top right, and 'Step h)' pointing to the 'Create Line Long Text' button.

The screenshot shows the SAP 'Create Purchase Order' interface. The title bar reads 'Create Purchase Order'. The header section shows 'VB Standard PO' as the document type, 'Vendor' as a blank field, and 'Doc. Date' as '18.04.2020'. The main table is empty. The 'Item' dropdown shows '1 New Item'. A message box at the bottom left contains the text 'Chargeable Service created under the number 7600000009'. An orange box highlights the word 'Message' in the status bar. The bottom status bar shows 'MM_SUPPORT | eslg4n2ac | INS | 3:07 PM IN 4/18/2020'.

1.5 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 Chargeable Service 760000009

Document Overview On | Print Preview | Messages | Personal Setting

ZDCS Chargeable Ser... 7600000009 Vendor 401519 QUALITY ENGINEERING ... Doc. Date 18.04.2020

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

Release group: RG ESL PO REL. STRATEGY Code: 07 Description: Level 1 Rel OTHR2 Sta... Rel...
Release Strategy: Y7 DOPO <= 5 Cr.
Release indicator: B Blocked, changeable wit...

Release

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Pnt	Stor. L
	10	K	D		Hiring of Service Eng		1	AU	D 30.04.2020	30,000.00	INR	1	AU	4017	1000	

Item Detail

MM_SUPPORT | eslqs4n2ac | INS | 3:08 PM | 4/18/2020

Chargeable Service 760000009 Created by MM_SUPPORT

Document Overview On | Print Preview | Messages | Personal Setting

ZDCS Chargeable Ser... 7600000009 Vendor 401519 QUALITY ENGINEERING ... Doc. Date 18.04.2020

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

Release group: RG ESL PO REL. STRATEGY Code: 07 Description: Level 1 Rel OTHR2 Sta... Rel...
Release Strategy: Y7 DOPO <= 5 Cr.
Release indicator: G Released

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Pnt	Stor. L
	10	K	D		Hiring of Service Eng		1	AU	D 30.04.2020	30,000.00	INR	1	AU	4017	1000	

Item Detail

Chargeable Service 760000009 changed

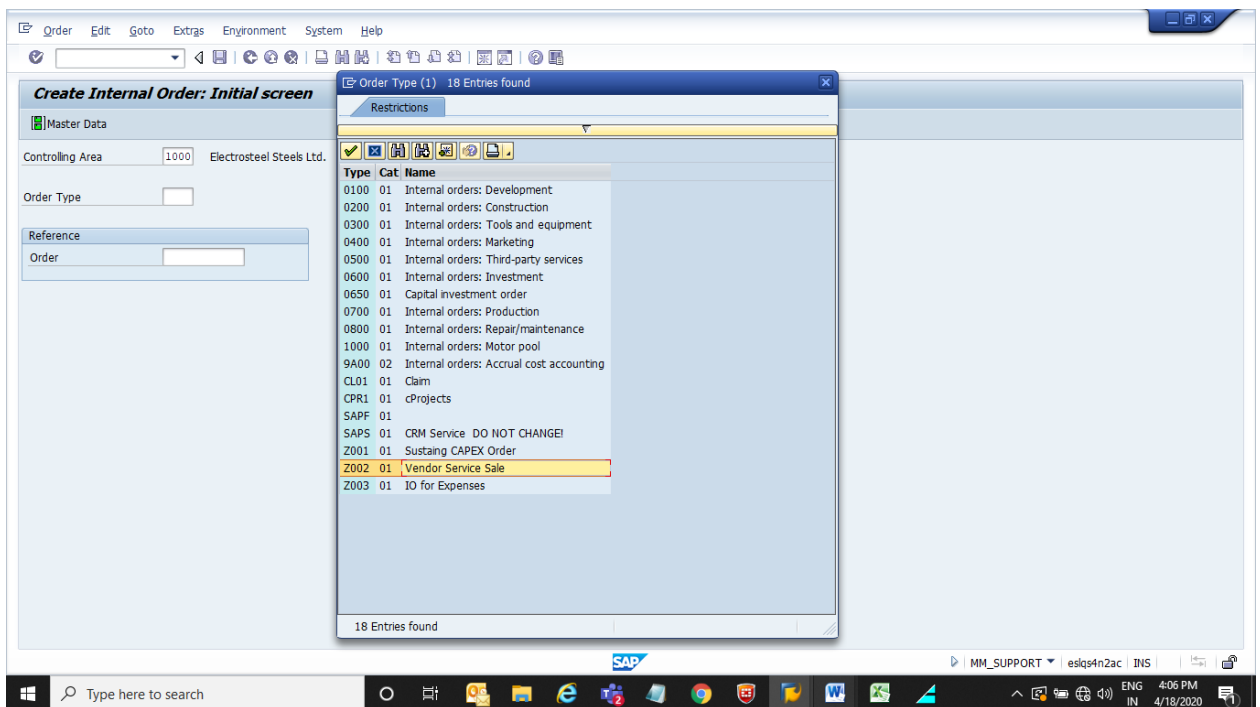
MM_SUPPORT | eslqs4n2ac | INS | 3:09 PM | 4/18/2020

1.6 Creation of Internal Order

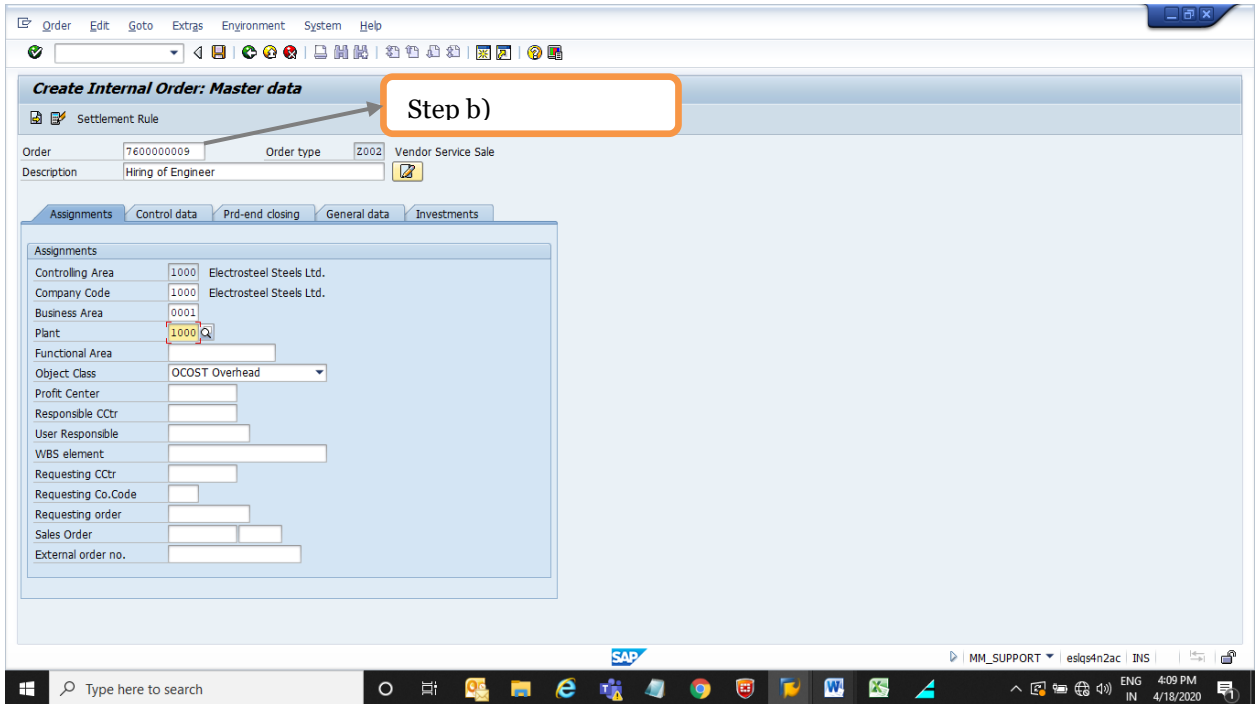
- a) **Definition and Prerequisites**
After Release of P.O, Internal order need to assign
- b) **Menu Path and Transaction code**

SAP R/3 menu	SAP Menu->Accounting->Controlling->Internal Orders->Master Data->Special Functions->Order->Create
Transaction Code	KO01

- c) **Responsibility**
Purchase department
- d) **Screen capture/ Process**
Step1:-Create Internal order
a) Select the Order type. (i.e. Z002) Vendor service sale



- b) Fill the Order No same as Parent Order No and save Internal order no get generated.



1.7 Maintain Condition Record

- a) **Definition and Prerequisites**
After Creation of Internal Order, Condition Record to be maintain against the chargeable
- b) **Menu Path and Transaction code**

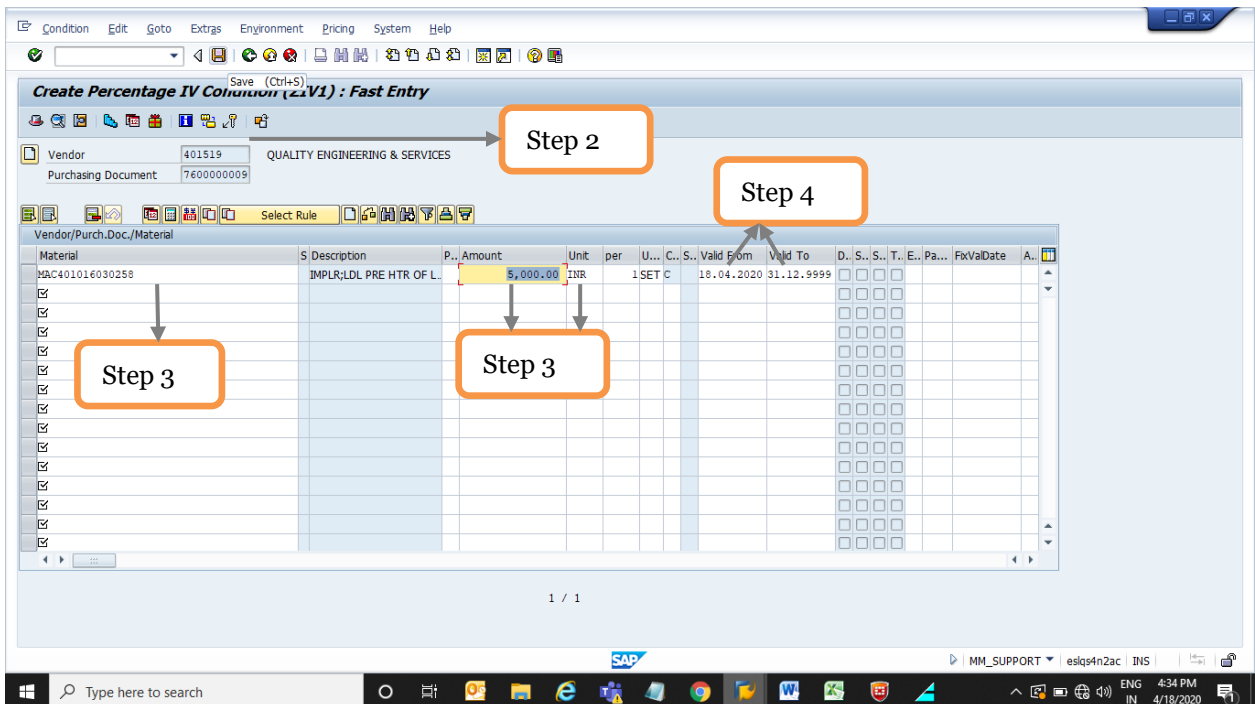
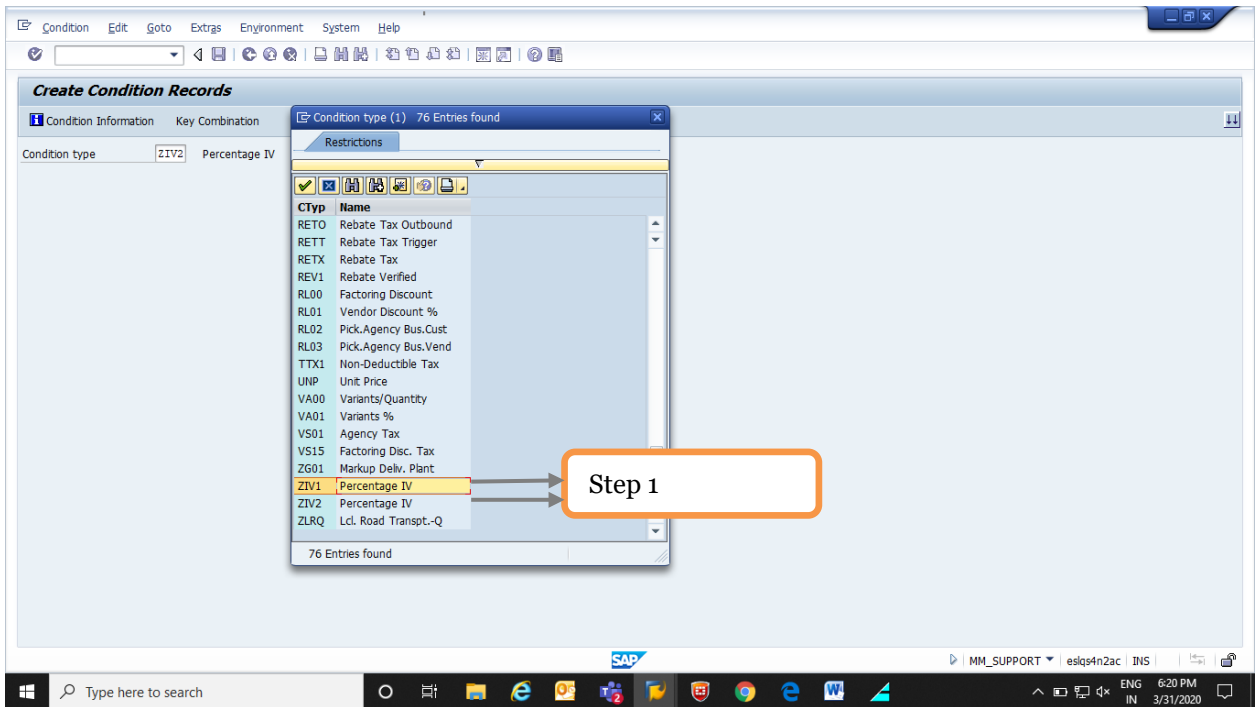
SAP R/3 menu	SAP Menu ->Logistics->Materials Management->Purchasing->Master Data->Conditions->Other->Create
Transaction	MEK1

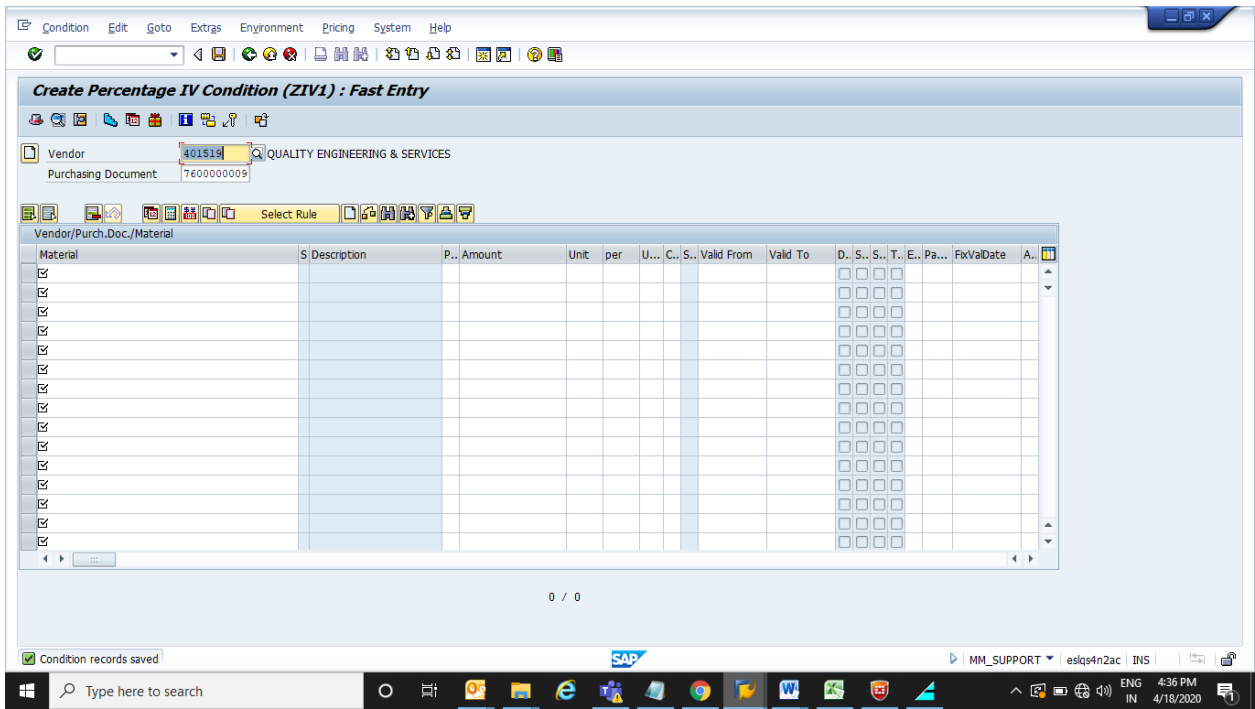
C) Responsibility

Prurchase department

d) Screen capture/ Process

1. Step 1 --- Selection of condition record i.e (ZIV1 Fixed value ZIV2 %)
2. Step 2--- Enter the Internal order No (7600000009)
3. Step 3 --- Maintain the price master for the item which we need to issue the vendor on chargeable/free.
4. Step 4 --- Maintain the validity date and Save, Message will pop up that condition record maintained





1.8 Goods Issue to vendor (Chargeable/free Issue)

a) Definition and Prerequisites

After Maintaining condition record now Good issue to vendor

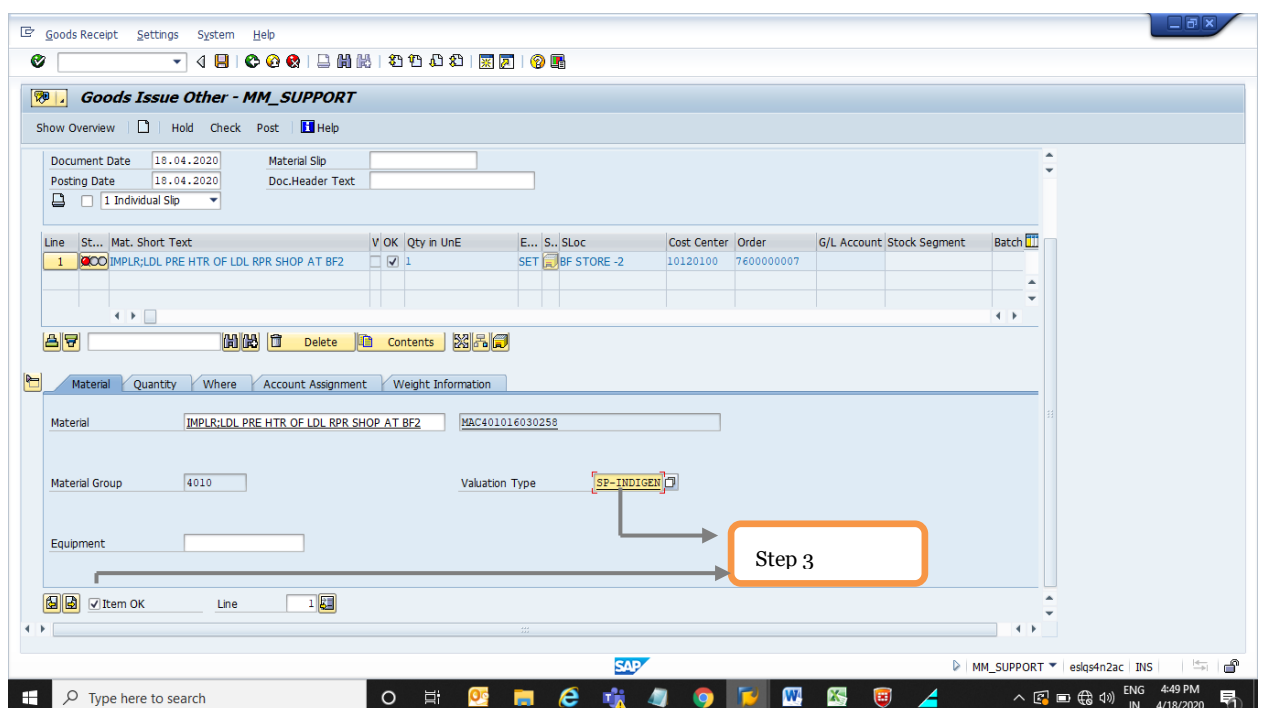
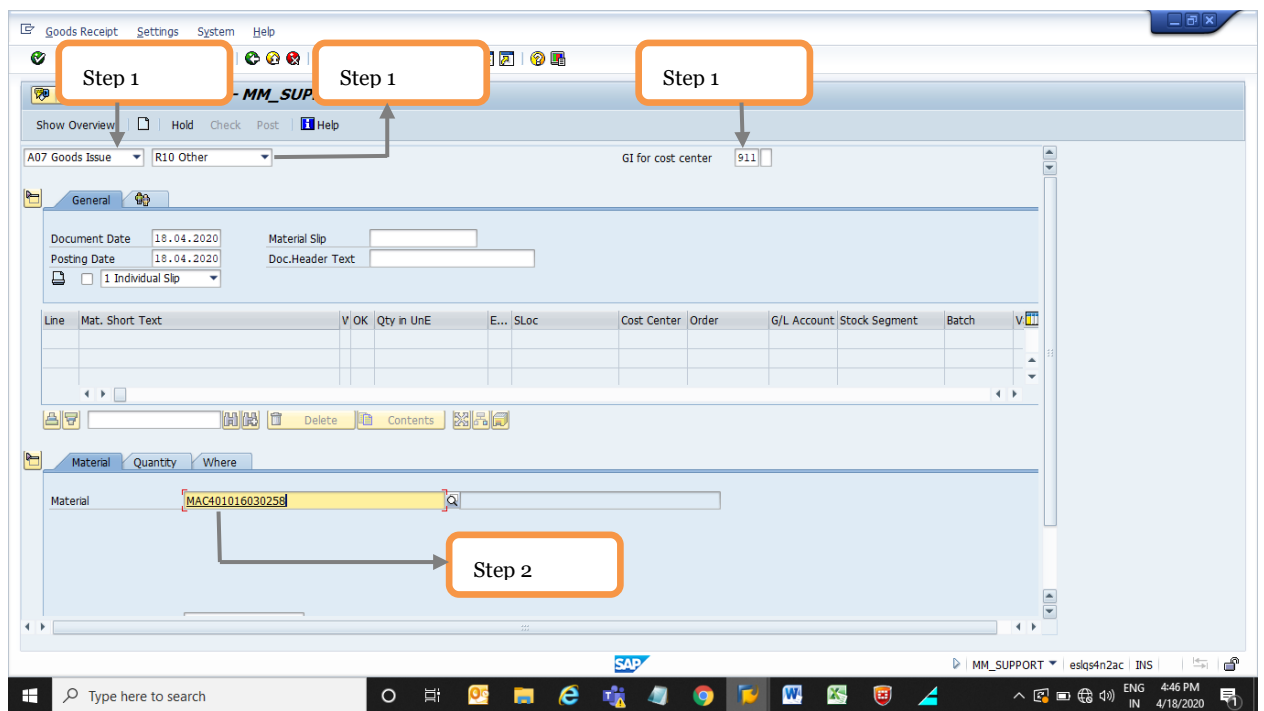
b) Menu Path and Transaction code

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

C) Responsibility Store

d) Screen capture/ Process

- Step1 :- Good Issue → Other → Movement type 911
- Step2 :-Enter the Material which need to issue and press enter
- Step3:- Enter the valuation type and click the Item OK
- Step4:- Enter the qty of good need to issue to vendor
- Step5:- Enter the Storage location from where good need to be issue to vendor
- Step6:-Enter the cost centre and Internal order No.
- Step7:- Click the check box and save



Goods Issue Other - MM_SUPPORT

Document Date: 18.04.2020
Posting Date: 18.04.2020
Material Slip: []
Doc.Header Text: []

Line	Mat. Short Text	V OK	Qty in UnE	E...	Sloc	Cost Center	Order	G/L Account	Stock Segment	Batch	V
1	IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2	<input checked="" type="checkbox"/>	1.000								

Qty in Unit of Entry: 1.000

Step 4

Goods Issue Other - MM_SUPPORT

Movement type: 911
Plant: 1000
Storage location: BF02
GR/GE No.: []
Unloading Point: []

Step 5

Goods Issue Other - MM_SUPPORT

Document Date: 18.04.2020
Posting Date: 18.04.2020

Line	Mat. Short Text	V OK	Qty in UnE	E... Sloc	Cost Center	Order	G/L Account	Stock Segment	Batch
1	IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2	<input checked="" type="checkbox"/>	1	SET BF STORE -2	10120100	7600000009			

Material: IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2

Cost Center: 10120100 → BF2-Operation

Order: 7600000009 → Hiring of Engineer

Step 6

Goods Issue Other - MM_SUPPORT

Document Date: 18.04.2020
Posting Date: 18.04.2020

Line	St...	Mat. Short Text	V OK	Qty in UnE	E... Sloc	Cost Center	Order	G/L Account	Stock Segment	Batch
1	CC	IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2	<input checked="" type="checkbox"/>	1	SET BF STORE -2	10120100	7600000009			

Material: IMPLR;LDL PRE HTR OF LDL RPR SHOP AT BF2

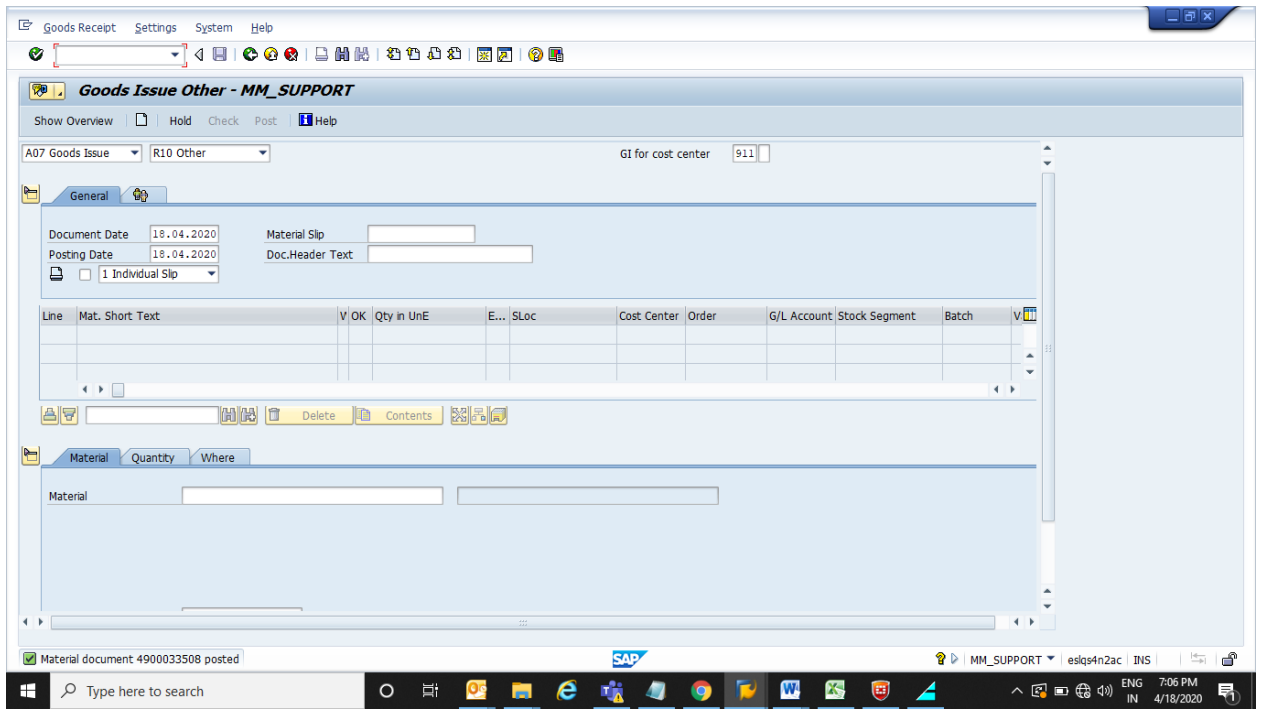
Material Group: 4010

Valuation Type: SP-INDIGEN

Step 7

Message

Document is O.K.



1.9 Goods Issue to vendor (Bill Processing)

a) Definition and Prerequisites

As the good issue to vendor now reconciliation of good issue to vendor to be done

b) Menu Path and Transaction code

SAP R/3 menu	N.A
Transaction	ZFIVEN_GI

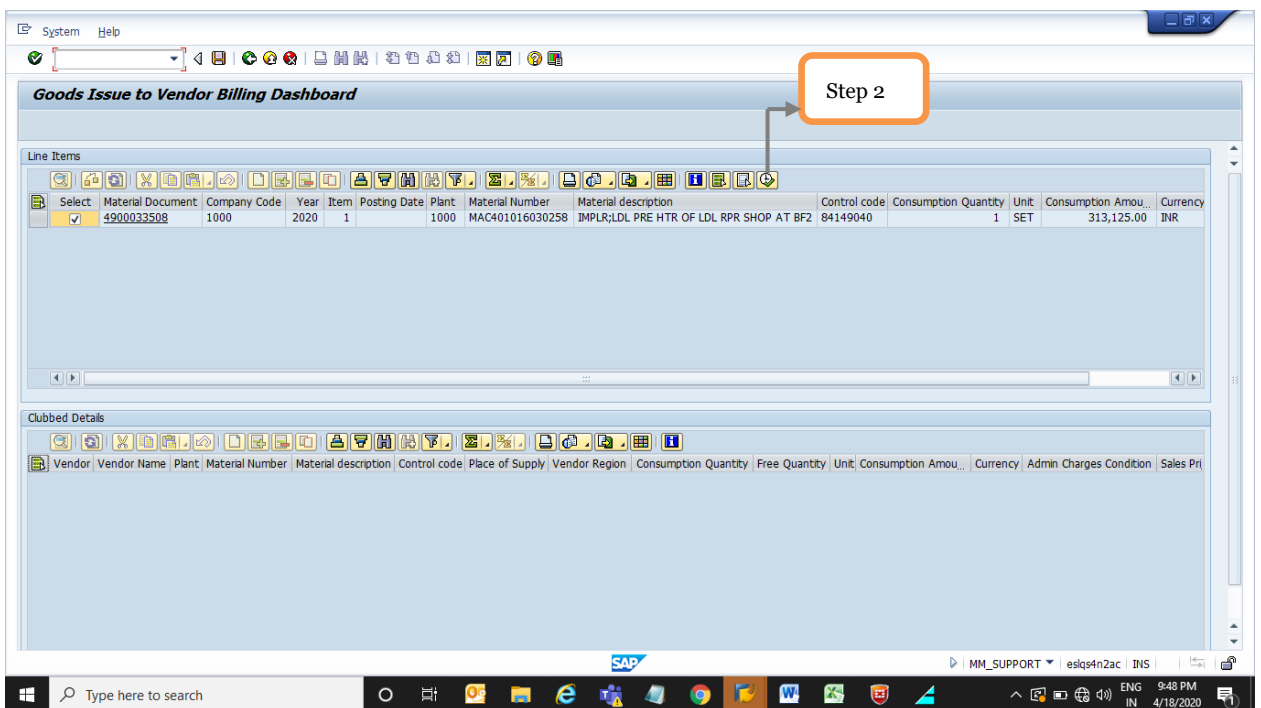
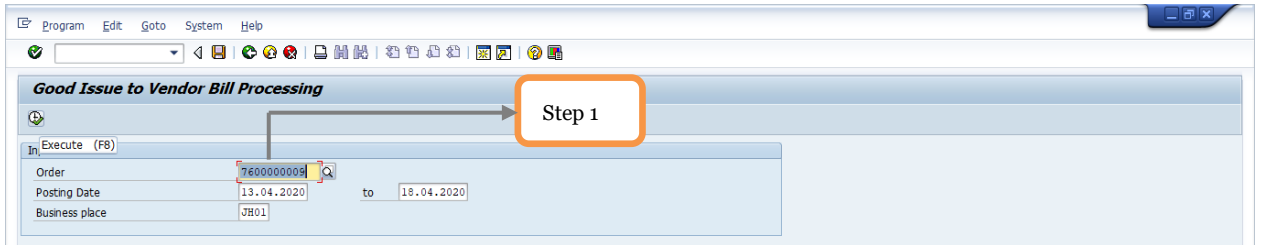
C) Responsibility Store

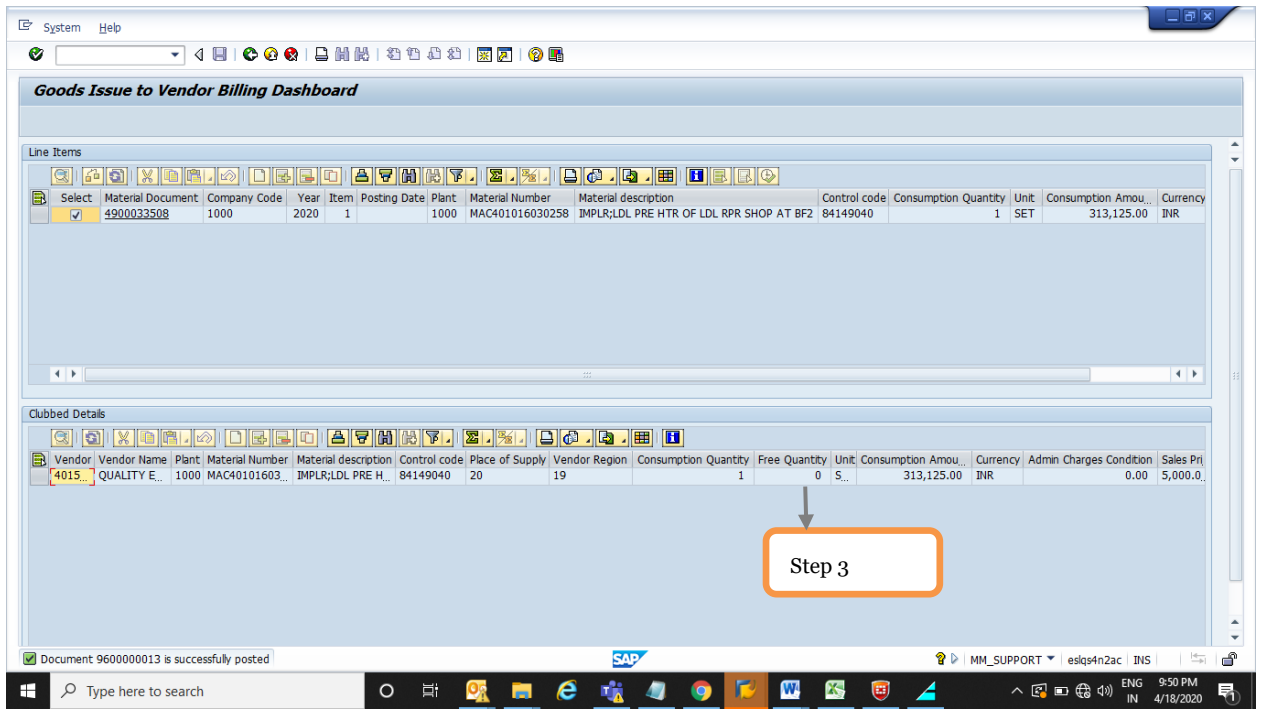
d) Screen capture/ Process

Step 1:- Enter the Order no and Execute

Step 2:-Click the Execute button as shown in next

Step 3:- Enter the Free qty if any





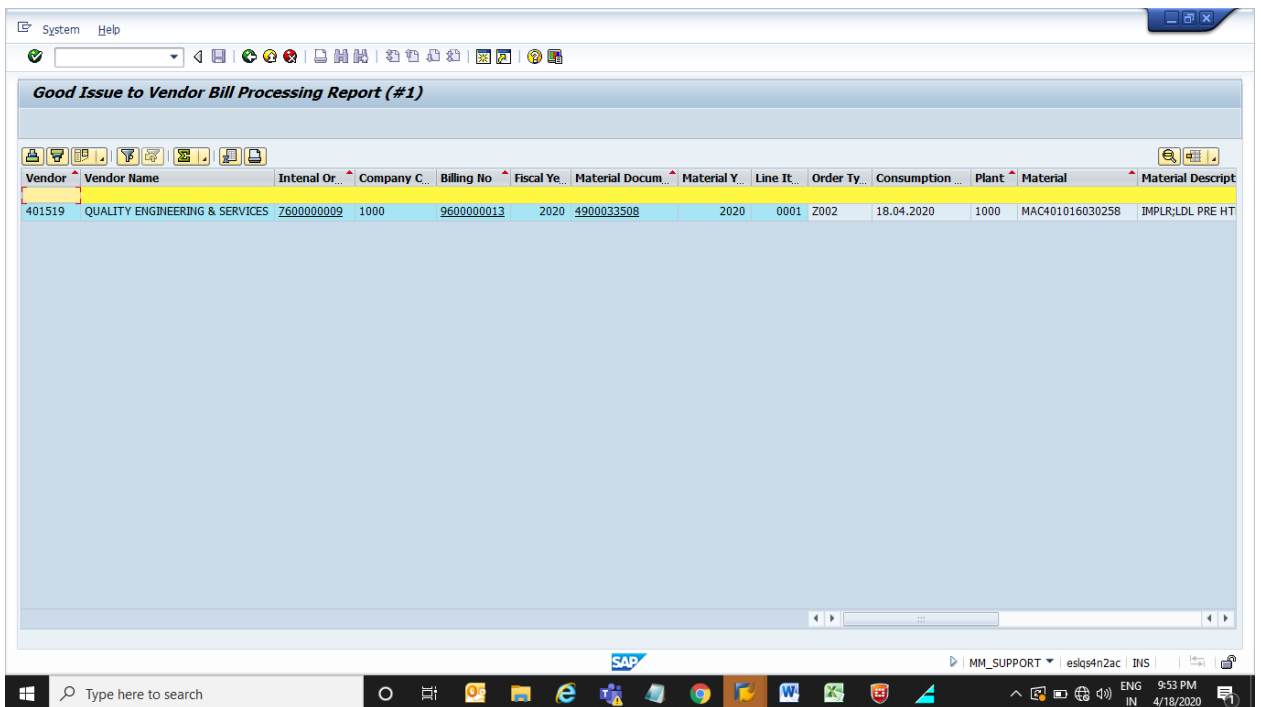
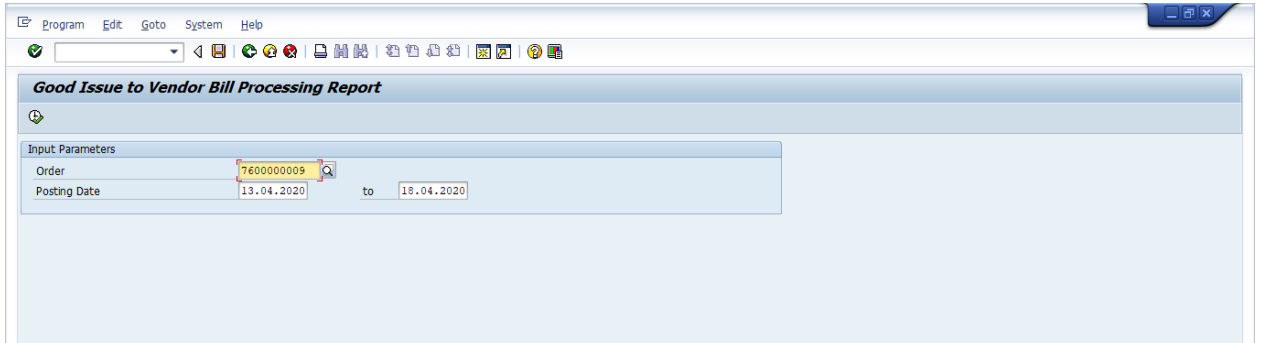
2.0 Goods Issue to vendor (Report)

- a) Definition and Prerequisites
- b) Menu Path and Transaction code

SAP R/3 menu	N.A
Transaction	ZFIVEN_GI_REP

C) Responsibility Store

d) Screen capture/ Process



2.1 Printout of Bill

a) Definition and Prerequisites

After reconciliation Bill need to be issue to vendor against chargeable goods

b) Menu Path and Transaction code

SAP R/3 menu	N.A
Transaction	ZFITAXINV

C) Responsibility Store

d) Screen capture/ Process

Tax Invoice Report

Company Code: 1000
 Document number: 9600000013
 Year: 2020

U-XEGR
 Electrosteel Steels Ltd
 Iron & Power Unit-SSU

Tax Invoice
 (See Rule 1 under Tax Invoice, Credit and Debit Note Rules)
 Subject to Ranchi Jurisdiction Only

Original for Recipient
 Reverse Charge payable: N

Shyamnagar, PO - Jajidih IN
 PIN - 828303
 State Name: Jharkhand State Code:
 GSTIN: 20AABCE875H1ZQ
 CIN : L27310JH2006PLC012663 , PAN: AABCE875H

No.	HSN Code	GL Code	Desc. of Goods/Services	Nos	UOM	Qty Per Unit	Total Qty	Rate	Total Value	Freight	Inspection	Discount	Taxable Value	IGST	Total Amount
									(INR)	(INR)	(INR)	(INR)	(INR)	(INR)	(INR)
1	84149040	54100120	Internal Order: 760000000						5,000.00				5,000.00	18.00	900.00
Total Value									5,000.00				5,000.00	900.00	5,900.00

Net Payable in words: Rupees five thousand nine hundred and zero paise only		TCS Total	Amount
Amount of TAX in words: Rupees zero and zero paise only		Summary	
		Taxable Value	5,000.00
		IGST	900.00
		CGST	0.00
		SGST	0.00
		IGST	0.00
		Net Payable	5,900.00

NOTE: 1. Certified that the particulars given above are true & correct and the amount indicated represents the price actually charged and that there is no flow of additional consideration directly or indirectly from the recipient of service.

REMARKS: -