Project "Smart" ESL – Electro Steels Limited

User manual Vendor chargeable process.

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Sensitivity: Confidential (C2)





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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 Requisiion 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

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ZSER PR-OP/MA Service Req
E St. Item A I Material Short Text Quantity Unit C Delv. Date Mati Group Plant Stor. Loc. PGr Requisinr. Tracking Vendor Fixed vend





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

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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)

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Step 4: Then Press the check button as shown below





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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)

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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 Step1:- Click the release Step2:-Save

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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





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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





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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.





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Create Internal Order: Master data	b)
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Maintain Condition Record 1.7

a) Definition and Prerequisites After Creation of Internal Order, Condition Record to be maintain against the chargeable

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





C) Responsibility

Pruchase department

- 1.Step 1 ---Selection of condition record i.e (ZIV1 Fixed value ZIV2 %)
- 2.Step 2--- Enter the Internal order No (760000009)
- 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

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1.8 Goods Issue to vendor (Chargeable/free Issue)

a) Definition and Prerequisites

After Maintaining condition record now Good issue to vendor

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





C) Responsibility Store

- Step1 :- Good Issue \longrightarrow Other \longrightarrow Movement type 911 Step2 :-Enter the Material which need to issue and press enter
- Step3:- Enter the valuation type and click the Item OK
- Step3: Enter the valuation type and enex the rich of 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

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1.9 Goods Issue to vendor (Bill Processing)

a) Definition and Prerequisites

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

SAP R/3 menu	N.A
Transaction	ZFIVEN_GI



C) Responsibility Store

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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

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2.0 Goods Issue to vendor (Report)

a) Definition and Prerequisites

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SAP R/3 menu	N.A
Transaction	ZFIVEN_GI_REP





C) Responsibility Store

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2.1 Printout of Bill

a) Definition and Prerequisites

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

SAP R/3 menu	N.A
Transaction	ZFITAXINV





C) Responsibility Store

