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CIAL\_SAP\_MM\_EUM\_03\_PO

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PREPARED BY



### ABBREVIATIONS

ABBREVIATION	DESCRIPTION
CIAL	Cochin International Airport Ltd.

### CHANGE HISTORY

Version	Description	Created by	Date	Reviewed by	Date

# Table of Content

1. Purchase Order-Approval/Rejection process

**Error! Bookmark not defined.**

# 1. Purchase Order-Approval/Rejection process

## Overview

Purchase order is created for procuring material or service from the successful Bidder/Vendor. Purchase order is prepared by the operating department for the works to be awarded or procurement to be effected. Purchase order will undergo approval as per SOA.

## Step1

### 1.Approval as per DOP:

Document Overview On | Hold | Park | Print Preview | Messages | Personal Setting | Save As Template | Load from Template

ZF01 General Capex P... Vendor: 100039 AMA PVT. LTD Doc. date: 21.12.2013

Additional Data | Org. Data | Status | Customer Data | Release strategy | Payment Processing | Versions

Release group: D6 PO Release(CI2)  
Release Strategy: D6 PO Release(CI2)  
Release indicator: B Blocked

Code	Description	Processor	Stat...
07	HOD2-CIV	T R GOPALAKRIS...	
03	ED Engg.	A M Shabeer	
02	APD	A Chandrakumara...	
04	FCR	Lenny Sebastian	

Approvers as per SOA based. Based on document type, Purchase group and value

Item	Material	Short Text	PO Quantity	C Deliv. Date	Net Price	Unit
10	100011	Auto seal	50KG	21.12.2013	5,000.00	INR
20	100031	granite tile	0.250BOX	21.12.2013	15,000.00	INR
30	100031	Glass	0.250BOX	21.12.2013	5,000.00	INR
40	100011	cements	60KG	21.12.2013	600.00	INR

Item details for the PO

Default Values | Add Planning

Item Detail

## 2. Create comments:

Purchase Order Edit Goto Environment System Help

Create Purchase Order

Create... Create Attachment Create note Create external document (URL) Store business document Enter Bar Code

Attachment list Private note Send object with note Object Outbox Relationships Workflow My Objects Help for object services

Create comment (Common for approver and initiator)

Messages Personal Setting Save As Template Load from Template

LTD Doc. date 21.12.2013

strategy Payment Processing Versions

Code	Description	Processor	Stat...
07	HOD2-CIV	T R GOPALAKRIS...	▲
03	ED Engg.	A M Shabeer	
02	APD	A Chandrakumara...	
04	FCR	Lenny Sebastian	

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
▲	10			100011	Auto seal	50KG	D		21.12.2013	5,000.00	INR	1	KG	Battery	CIAL
▲	20			100031	granite tile	0.250	BOX	D	21.12.2013	15,000.00	INR	1	BOX	Flooring tiles	CIAL
▲	30			100031	Glass	0.250	BOX	D	21.12.2013	5,000.00	INR	1	BOX	Flooring tiles	CIAL
▲	40			100011	cements	60KG	D		21.12.2013	600.00	INR	1	KG	Battery	CIAL
											INR				
											INR				
											INR				
											INR				
											INR				
											INR				

Default Values Add Planning

Create Purchase Order

Document Overview On Hold Park Print Preview Messages Personal Setting Save As Template Load from Template

ZFO1 General Capex P... Vendor 100039 AMA PVT. LTD Doc. date 21.12.2013

Additional Data Org. Data Status Customer Data Release strategy Payment Processing Versions

CRQ(1)/200 Create note

Releas Title of note

Releas

Releas Please approve the document comparison report is also attached with the PO.

Net Price	Curr...	Per	O...	Matl Group	Plnt
5,000.00	INR	1	KG	Battery	CIAL
15,000.00	INR	1	BOX	Flooring tiles	CIAL
5,000.00	INR	1	BOX	Flooring tiles	CIAL
600.00	INR	1	KG	Battery	CIAL
	INR				
	INR				
	INR				
	INR				
	INR				
	INR				



Purchase Order Edit Goto Environment System Help

Release General Capex PO 4300000267

Document Overview On Print Preview Messages Personal Setting Save As Template Load from Template

ZF01 General CRQ(1)/200 Attachment list 21.12.2013

Commur

Release group AttachmentFor4300000267

Release Str...	Icon	Title	Creator Name	Created On
		Comparison Report	T I BINI	21.12.2013
		Please approve the document compa...	T I BINI	

Double click to view the files and comparison report

Price	Curr...	Per	O...	Matl Gr
5,000.00	INR	1	KG	Battery
15,000.00	INR	1	BOX	Flooring
5,000.00	INR	1	BOX	Flooring
600.00	INR	1	KG	Battery
INR				
INR				
INR				
INR				
INR				

Display Document: Comparison Report

Doc. contents Attributes

Comparison Report

Created A M Shabeer on 21.12.2013 13:15:45

Material Sh. Text	Quot.: Bidder: Name:	6000000414 100039 AMA PVT. LTD	6000000415 100185 SAAP Aircondition	6000000416 100051 Bildal Electrical	ESTIMATION
100011 Auto seal 50 KG	Val.: 250,000.00 Price: 5,000.00 Rank: 1 100.00 %	250,000.00 5,000.00 1 100.00 %	250,000.00 5,000.00 1 100.00 %	260,000.00 5,200.00 3 104.00 %	250,000.00 5,000.00
100031 granite tile 1 EA	Val.: 3,750.00 Price: 3,750.00 Rank: 1 25.00 %	3,750.00 3,750.00 1 25.00 %	3,750.00 3,750.00 1 25.00 %	3,750.00 3,750.00 1 25.00 %	15,000.00 15,000.00
100031 Glass 1 EA	Val.: 1,250.00 Price: 1,250.00 Rank: 1 25.00 %	1,250.00 1,250.00 1 25.00 %	1,375.00 1,375.00 3 27.50 %	1,275.00 1,275.00 2 25.50 %	5,000.00 5,000.00
100011 cements 60 KG	Val.: 36,000.00 Price: 600.00 Rank: 1 100.00 %	36,000.00 600.00 1 100.00 %	42,000.00 700.00 2 116.67 %	42,000.00 700.00 2 116.67 %	36,000.00 600.00
Total Quot.	Val.: 291,000.00 Rank: 1 95.10 %	291,000.00 95.10 %	297,125.00 97.10 %	307,025.00 100.33 %	306,000.00

#### 4. Tendering documents:

Document Overview On Messages Save As Template Load from Template

ZF01 General Capex P... 4300000267 Vendor 100039 AMA PVT. LTD Doc. date 21.12.2013

Communication Partners Additional Data Org. Data Status Customer Data Release strategy Payment Processing

Release group D6 PO Release(CI2)  
 Release Strategy D6 PO Release(CI2)  
 Release B Blocked

Code	Description	Processor	Stat...	Rele...
07	HOD2-CIV	T R GOPALAKRIS...	✓	🔗
03	ED Engg.	A M Shabeer	⚠	✓
02	APD	A Chandrakumara...		
04	FCR	Lenny Sebastian		

Select first line item to view relevant purchasing document

Item	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Mat
10	100011	Auto seal	50 KG	D		21.12.2013	5,000.00	INR	1	KG	Batt
20	100031	granite tile	0.250 BOX	D		21.12.2013	15,000.00	INR	1	BOX	Floo
30	100031	Glass	0.250 BOX	D		21.12.2013	5,000.00	INR	1	BOX	Floo
40	100011	cements	60 KG	D		21.12.2013	600.00	INR	1	KG	Batt
								INR			
								INR			
								INR			
								INR			
								INR			
								INR			

Click this icon to view the documents attached

Item Detail Documents

Default Values Addl Planning



**Release General Capex PO 4300000267**

Document Overview On | | | | | Save As Template | Load from Template

ZF01 General Capex P... | 4300000267 | Vendor | 100039 AMA PVT. LTD | Doc. date | 21.12.2013

Communication | Partners | Additional Data | Org. Data | Status | Customer Data | Release strategy | Payment F

CRQ(1)/200 Release General Capex PO 4300000267

Purchasing Doc. 4300000267

Item 10 Auto seal

Linked Documents

☐ Current version

☒ All versions

Ty.	Document	Dpt	Vr	Description	Status
C09	0000000347	000	00	Formation of Tender committee	Formati
C09	10000000347	000	01	NIT for the purchase of slabs	NIT
C09	10000000347	000	02	Corrigendum from vendor	Corriger
C09	10000000347	000	03	PQ document for the purchase of slabs	PQ Doc
C09	10000000347	000	04	Tender document for the purchase of slab	Tender
C09	10000000347	000	05	Pre Bid query	Pre Bid
C09	10000000347	000	06	Technical Bid for Slabs	Technic
C09	10000000347	000	07	Commercial Bid/Comparison report	Comme

All relevant document will be found here double click to view the documents

	Curr...	Per
00	INR	1
00	INR	1
00	INR	1
00	INR	1
	INR	
	INR	
	INR	
	INR	
	INR	
	INR	
	INR	

SAP

## 5. Reference document:

Purchase Order Edit Goto Environment System Help

**Release General Capex PO 4300000267**

Document Overview On Print Preview Messages Personal Setting Save As Template Load from Template

ZF01 General Capex P... 4300000267 Vendor 100039 AMA PVT. LTD Doc. date 21.12.2013

Communication Partners Additional Data Org. Data Status Customer Data Release strategy Payment Processing Versions

Release group D6 PO Release(CI2) Release Strategy D6 PO Release(CI2) Release indicator B Blocked

Code	Description	Processor	Stat	Rele...
07	HOD2-CIV	T R GOPALAKRIS...	✓	↻
03	ED Engg.	A M Shabeer	⚠	✓
02	APD	A Chandrakumara...		
04	FCR	Lenny Sebastian		

RFQ reference for the creating the PO "Double click to view"

S...	Itm	IM Material	Info Rec.	R...	F...	T...	Purchase ...	Req...	Outline Ag...	Con...	Central Co...	Cent. Con...	RFQ	Item	Purchasing...	Item	Hig...
10		100011	5300000...				10000241	10					6000000414	10			
20			5300000...				10000241	20					6000000414	20			
30			5300000...				10000241	30					6000000414	30			
40		100011	5300000...				10000241	40					6000000414	40			

Scroll down to view RFQ number

Default Values Addl Planning

**To view the copy of Purchase order:**

**General Capex PO 4300000267 Created by T I BINI**

Document Overview On Messages Personal Setting Save As Template

ZF01 General Capex P... 4300000267 Vendor (F8) Doc. date 21.12.2013

Delivery/Invoice Conditions Texts Address Commu... Additional Data Org. Data Status Cust

Header Texts

- Designation of Final ✓
- PO issue date ✓
- Reference ✓

Tender Opened on 30.10.2013

Click here to print preview of purchase order.

1 Continuous-t...

	S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl
		10			100011	Auto seal	50KG	D		21.12.2013	5,000.00	INR	1	KG	Batt
		20			100031	granite tile	0.250BOX	D		21.12.2013	15,000.00	INR	1	BOX	Floor
		30			100031	Glass	0.250BOX	D		21.12.2013	5,000.00	INR	1	BOX	Floor
		40			100011	cements	60KG	D		21.12.2013	600.00	INR	1	KG	Batt
		50			100011	cements	100KG	D		27.12.2013	600.00	INR	1	KG	Batt

Purchase Order Edit Goto Environment System Help

General Capex PO 4300000267 Created by T I BINI

Document Overview On Print Preview Messages Personal Setting Save As Template

CRQ(1)/200 Print: 21.12.2013

OutputDevice: CIAL1

Page selection:

Spool Request

Name: SMART NAYEEM

Title:

Authorization:

Spool Control

☒ Print immediately

☐ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool retention pd: 8 Day(s)

Storage Mode: 1 Print only

Number of Copies

Number: 1

☐ Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do Not Print

Recipient:

Department:

Net Price Curr

5,000.00 INR

15,000.00 INR

5,000.00 INR

600.00 INR

600.00 INR

Print preview Print

Print preview (F8)

Add Planning

Item Detail

Text Edit Goto Extras System Help

Print Preview of CIAL1 Page 00001 of 00004

Archive Print and Archive

To view next page click here

**CIAL** COCHIN INTERNATIONAL AIRPORT LIMITED  
KOCHI AIRPORT P.O, ERNAKULAM-683111  
KERALA, INDIA  
PAN: AAACC9658B  
TIN: 32070378205

Content of purchase order, Value and other details

any AMA PVT. LTD  
BOX 556, CANADA BUILDING"  
r. D.N. ROAD  
400001  
22 22075271/...  
22-22078910

Order No: CI2/4300000267/1, dated 05.12.2013

Sir,

**Subject :** Supply, Installation, Testing and Commissioning of LAN & Electrical Cabling Works at CIAL

**Reference:** Tender Opened on 30.10.2013

**Order Value:** INR 351,000.00 ( Three Lakh Fifty One Thousand Rupees Only.)

With reference to the above, your offer for the Supply, Installation, Testing and Commissioning of LAN & Electrical cabling works at CIAL is accepted on behalf of Cochin International Airport Ltd. The detailed terms and conditions are as follows and schedule of quantities is given in Annexure-I.

Purchase Order Edit Goto Environment System Help

**Release General Capex PO 4300000267**

Document Overview On Print Preview Messages Personal Setting Save As Template Load from Template

ZF01 General Capex P... 4300000267 Vendor 100039 AMA PVT. LTD Doc. date 21.12.2013

Partners Additional Data Org. Data Status Customer Data Release strategy Payment Processing Versions

CRQ(1)/200 Create note

Releas Title of note

Releas

Releas Document is Ok. Approved.

Stat... Rele...

Net Price Curr... Per O... Matl

5,000.00	INR	1	KG	Batte
15,000.00	INR	1	BOX	Floor
5,000.00	INR	1	BOX	Floor
600.00	INR	1	KG	Batte
	INR			
	INR			
	INR			
	INR			
	INR			
	INR			

Default Values Addl Planning

Purchase Order Edit Goto Environment System Help

**Release General Capex PO 4300000267**

Document Overview On Print Preview Messages Personal Setting Save As Template Load from Template

ZF01 General Capex P... 4300000267 Vendor 100039 AMA PVT. LTD Doc. date 21.12.2013

Partners Additional Data Org. Data Status Customer Data Release strategy Payment Processing Versions

Release group D6 PO Release(CI2)

Release Strategy D6 PO Release(CI2)

Release indicator B Blocked

Code Description Processor Stat... Rele...

07	HOD2-CIV	T R GOPALAKRIS...	✓	↶
03	ED Engg.	A M Shabeer	✓	↶
02	APD	A Chandrakumara...	⚠	↶
04	FCR	Lenny Sebastian		

S... Itm A I Material Short Text PO Quantity O... C Deliv. Date Net Price Curr... Per O... Mat

10			100011	Auto seal	50 KG	D	21.12.2013	5,000.00	INR	1	KG	Batt
20			100031	granite tile	0.250 BOX	D	21.12.2013	15,000.00	INR	1	BOX	Floo
30			100031	Glass	0.250 BOX	D	21.12.2013	5,000.00	INR	1	BOX	Floo
40			100011	cements	60 KG	D	21.12.2013	600.00	INR	1	KG	Batt
									INR			
									INR			
									INR			
									INR			

Save document after release.

## 6. Amendment in Purchase Order:

Purchase Order Edit Goto Environment System Help

CRQ(3)/200 Create note

Document C

Title of note

Save As Template Load from Template

21.12.2013

Payment Processing Versions

Dear Sir,  
Please approve the changes for the PO as the new work is required for 100 more cements  
Rgds,  
Manager Civil.

Per	O...	Matl Group	Plnt	Stor. Location
1	KG	Battery	CIAL	
1	BOX	Flooring tiles	CIAL	
1	BOX	Flooring tiles	CIAL	
1	KG	Battery	CIAL	
1	KG	Battery	CIAL	

New added line item

Default Values Add Planning

Item Detail

**General Capex PO 430000267 Created by T I BINI**

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template | Load from Template

ZF01 General Capex P... | 430000267 | Vendor: 100039 AMA PVT. LTD | Doc. date: 21.12.2013

Header

S..	Itm	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
10		Auto seal	50	KG	D	21.12.2013	5,000.00	INR	1	KG	Battery	CIAL
20		granite tile	0.250	BOX	D	21.12.2013	15,000.00	INR	1	BOX	Flooring tiles	CIAL
30		Glass	0.250	BOX	D	21.12.2013	5,000.00	INR	1	BOX	Flooring tiles	CIAL
40		cements	60	KG	D	21.12.2013	600.00	INR	1	KG	Battery	CIAL
50		cements	100	KG	D	27.12.2013	600.00	INR	1	KG	Battery	CIAL
								INR				
								INR				
								INR				

Select the changed item

Item: 5 [ 50 ] 100011, cements

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Texts | Delivery

Item Texts

- Item text
- Info record PO text
- Material PO text
- Delivery text
- Info record note
- Reason for variation

Click here

New work assigned in new terminal

1 Continuous-t...

7. New Approvers as per the deviation:





Purchase Order Edit Goto Environment System Help

**Release General Capex PO 4300000267**

Document Overview On Print Preview Messages Personal Setting Save As Template Load from Template

ZF01 General Capex P... 4300000267 Vendor 100039 AMA PVT. LTD Doc. date 21.12.2013

Partners Additional Data Org. Data Status Customer Data Release strategy Payment Processing **Versions**

Status	Ver...	Com...	Reason Text	Requested by	Net Order Value	Value chg. Policy	Created by	Created on	Time	R
1					351,000.00	60,000.00 INR	NAYEEM	21.12.2013	13:27:23	
0					291,000.00	0.00 INR		21.12.2013	12:46:10	N

Deviated value will be shown here (Red if increased) (Green if reduced)

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price		Matl Group	Plnt
10				100011	Auto seal		50KG	D	21.12.2013	5,000.00		Battery	CIAL
20				100031	granite tile	0.250	BOX	D	21.12.2013	15,000.00		Flooring tiles	CIAL
30				100031	Glass	0.250	BOX	D	21.12.2013	5,000.00	INR	BOX Flooring tiles	CIAL
40				100011	cements	60KG	D	21.12.2013	600.00	INR	KG Battery	CIAL	
50				100011	cements	100KG	D	27.12.2013	600.00	INR	KG Battery	CIAL	
										INR			
										INR			
										INR			
										INR			
										INR			
										INR			

Default Values Add Planning

Item Detail

Send for Review/Clarification:

Purchase Order Edit Goto Environment System Help

**Release General Capex PO 4300000267**

Document Overview On Print Preview Messages Personal Setting Save As Template

ZF01 General Capex P... 4300000267 Vendor 100039 AMA PVT. LTD Doc. date 21.12.2013

Partners Additional Data Org. Data Status Customer Data Release strategy Payment Processing

CRQ(1)/200 Create note

Title of note

Why this much is required.  
Please check can this be reduced.

Rgds,  
ED ENggj

Created by  
JR NAYEEM  
JR 18

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price
1				100011	Auto seal		50KG	D	21.12.2013	5,000.00
2				100031	granite tile	0.250	BOX	D	21.12.2013	15,000.00
3				100031	Glass	0.250	BOX	D	21.12.2013	5,000.00
4				100011	cements	60KG	D	21.12.2013	600.00	
5				100011	cements	100KG	D	27.12.2013	600.00	

Copy (Enter)



Purchase Order Edit Goto Environment System Help

Release General Capex PO 4300000267

Document Overview On Print Preview Messages Personal Setting Save As Template Load from Template

ZF01 General CRQ(1)/200 Attachment list 21.12.2013

Release group AttachmentFor4300000267

Icon	Title	Creator Name	Created On
✉	Sir, □□□□This is required since ne...	T I BINI	21.12.2013
✉	Why this much is required. □□□□Pl...	A M Shabeer	
✉	Dear Sir, □□□□Please approve the ...	Rahman Nayeemur	
✉	Ok Approved	A Chandrakumaran Nair	
✉	Document is Ok. Approved.	A M Shabeer	
✉	Comparison Report	A M Shabeer	
✉	Comparison Report	T I BINI	
✉	Please approve the document compa...	T I BINI	

CRQ(1)/200 Display note

**Sir, This is required since new work is taken**

Sir,

This is required since new work is taken up .

Rgds,  
Manager Civil.

Price	Curr...	Per	O...	Matl Grou
5,000.00	INR	1	KG	Battery
15,000.00	INR	1	BOX	Flooring ti
5,000.00	INR	1	BOX	Flooring ti
600.00	INR	1	KG	Battery
600.00	INR	1	KG	Battery
	INR			
	INR			
	INR			
	INR			
	INR			

200 cialqec | I

start Inbox - Mozilla Firefox 3 Windows Explorer 7 SAP Logon for Wi... 2 Microsoft Office ...