Procurement Process Project

MOTIVATION

In this project, you will do the following for Procurement Process:

1. Create Purchase Requisition

2. Create Purchase Order

3. Receive Shipment from Vendor

4. Receive Invoice from Vendor

5. Send Payment to Vendor

PRODUCT
SAP S4/HANA

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FOCUS
Procurement Process

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PREREQUISITES
1. You should be familiar with navigation in SAP

Section 1.1: Create Purchase Requisition

Step: 1.1.1: In the *"SAP Easy Access"* **screen, follow the navigation path below:**

SAP Easy Access Menu → Logistics → Materials Management → Purchasing → Purchase Requisition → Create

Step: 1.1.1: In the *"Create Purchase Requisition"* **screen, in the Item Overview section, enter the following information:**

Attribute	Description	Data Value
Material	Key uniquely identifying the material	*Road Helmets (RHMT1XXX)*
Quantity	Specifies the quantity to be ordered	10
Deliv. Date	Date on which the goods are to be delivered	*Current Date*
Plant	Plant you wish to procure material to	*DC Plant Miami*
Stor. Location	Storage location at which material are stored	TG00
Desired Vendor	Vendor suggested by requisitioner to the purchasing department for this purchase order.	*Olympic Protective Gear(use your identifier)*

Step: 1.1.2: Click Enter .

Step: 1.1.3: Click Enter through each of the warning messages that say, *"Can delivery date be met?"*

Step: 1.1.4: Click Save .

➡ You will receive a message that says, "Purchase requisition number created".

1: What is the Purchase Requisition document number?

Section 1.2: Create Purchase Order

Create Purchase Requisition (I)	Create Purchase Order (II)	Receive Shipment from Vendor (III)	Receive Invoice from Vendor (IV)	Send Payment to Vendor (V)

In this section, you create a purchase order from the purchase requisition and send it to the vendor.

Step: 1.1.5: In the *"SAP Easy Access"* **screen, follow the navigation path below:**

Navigation

SAP Easy Access Menu → Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor/Supplying Plant Known

Step: 1.1.6: In the *"Create Purchase Order"* **screen, enter the following information:**

Attribute	Description	Data Value
Vendor	Number and Name of the vendor	*Olympic Protective Gear (use your identifier)*

Step: 1.1.7: In the Header section, click on the Org. Data `Org. Data` **tab.**

Step: 1.1.8: Enter the following information:

Attribute	Description	Data Value
Purch. Org.	Denotes the purchasing organization	*US00*
Purch. Group	Key for a buyer or a group of buyers	*North America (N00)*
Company Code	An organizational unit within financial accounting	*Global Bike Inc. (US00)*

Step: 1.1.9: Click *"Document Overview On"* `Document Overview On` **.**

Step: 1.1.10: Click Selection Variant .

Step: 1.1.11: Click My Purchase Requisitions.

Step: 1.1.12: Highlight your purchase requisition by clicking it once, Do Not double click it.

➡️   If you double click on the purchase requisition number, the system will display the requisition. You are no longer in the application to create a purchase order. If this happens, you must exit back to the main menu and start at the beginning of this section.

Step: 1.1.13: Click Adopt 🔲**.**

➡️   You receive an ERROR that says, "Net price must be greater than 0".

Step: 1.1.14: Enter the following information, in the Item Overview section:

Attribute	Description	Data Value
Material	Uniquely identifies a material	*Road Helmets*
Net Price	Net Price per unit	22.00

Step: 1.1.15: Click Enter ✅**.**

Step: 1.1.16: Click Enter ✅ **through the warning messages that say,** *"Can delivery date be met?"***.**

Step: 1.1.17: In the <u>Header</u> section, Click on the conditions `Conditions` **tab.**

➡️   Make sure you use the Header section conditions tab. The conditions tab in the Item Details section only shows the net value for each line item.

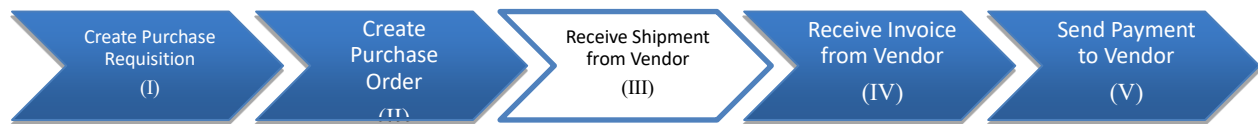2:   What is the net value of the entire purchase order?

       ✏️

Step: 1.1.18: Click Save 💾**.**

3:    What is the Purchase Order document number?

       ✏️

Section 1.3: Receive Shipment from Vendor

| Create Purchase Requisition (I) | Create Purchase Order (II) | Receive Shipment from Vendor (III) | Receive Invoice from Vendor (IV) | Send Payment to Vendor (V) |

In this section, you receive the shipment that you ordered through the purchase order previously.

Step: 1.1.19: In the *"SAP Easy Access"* **screen, follow the navigation path below:**

Navigation

SAP Easy Access Menu → Logistics → Materials Management → Inventory Management →
Goods Movement → Goods Receipt → For Purchase Order → PO Number Known

Step: 1.1.20: In the *"Goods Receipt Purchase Order"* **screen, enter the following information:**

Attribute	Description	Data Value
Executable Action (Dropdown)	Indicates the business transaction that you want to enter in the system.	Goods Receipt
Reference Document (Dropdown)	Indicates the document you want to reference when you enter the transaction.	Purchase Order
Purchasing Document Number	Alphanumeric key uniquely identifying the document.	*Your Purchase Order Number*

➡ The first two fields are the two dropdown fields to the left of the Purchasing Document Number field.

Step: 1.1.21: Click Enter ✅ .

➡ If the "Detail data" section at the bottom of the screen is open, close it.

Step: 1.1.22: At the bottom of the screen, enter the following information:

Attribute	Description	Data Value
Mat. Short Text	Text that describes the material in more detail	Road Helmet
OK	Indicates that you are posting goods movement for this item.	*Selected*

➡ If the Details section of the screen is open, you will need to close it to select the first line item.

Step: 1.1.23: Click Save 💾 .

➡ You will receive a message that says, "Material document posted".

4: What is the Goods Receipt document number?

🖉

Section 1.4: Receive Invoice from Vendor

You have received the following invoice from your vendor:

You received an invoice that shows a **total balance of $220** for 10 Road Helmets with a unit price of $22.

➡ The total in this invoice should match the total value of your purchase order.

➡ If the total of your purchase order is different from the total in this invoice, use the total of your purchase order in subsequent steps. This will prevent inconsistency in numbers.

Step: 1.1.24: In the *"SAP Easy Access"* **screen, follow the navigation path below:**
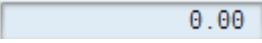

Navigation

SAP Easy Access Menu → Logistics → Materials Management → Purchasing → Purchase Order → Follow-On Functions → Logistics Invoice Verification

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Step: 1.1.25: In the *"Enter Incoming Invoice: Company Code US##"* **screen, enter the following information:**

Attribute	Description	Data Value
Invoice Date	The issue date of the original document	*Today's Date*
Amount	Line item amount in document currency	*Invoice Total Amount ($220)*
Purchase Order Document Number	Key uniquely identifying the document	*Your Purchase Order Number*

➡ Input Your Purchase Order Document Number in the field to the right of the dropdown with Purchase Order/Scheduling Agreement in it. Use your F1 key for help!

Step: 1.1.26: Click Enter ✅.

➡ The ⚬⚬▣ Balance [0.00] USD icon should equal zero in the top right corner.

Step: 1.1.27: At the bottom of the screen, enter the following information:

Attribute	Description	Data Value
Next Line		
Item	Document Item in Invoice Document	1
Booking OK ☑	Specifies if you have compared the invoice with other items	*Selected*
Tax Code		*XI (Input Tax)*

In the *"Simulate Document in USD (Document currency)"* **pop-up, click Post** 🖫 Post.

➡ You will receive a message that says, "Document no. created".

5: What is the Invoice document number?

✏

Section 1.5: Send Payment to Vendor

Create Purchase Requisition (I)	Create Purchase Order (II)	Receive Shipment from Vendor (III)	Receive Invoice from Vendor (IV)	Send Payment to Vendor (V)

In this section, you pay your vendor for the invoice in which you received in the previous step.

Step: 1.1.28: In the *"SAP Easy Access"* **screen, follow the navigation path below:**

Navigation

SAP Easy Access Menu → Accounting → Financial Accounting → Accounts Payable → Document Entry → Outgoing Payment → Post

Step: 1.1.29: In the *"Post Outgoing Payments: Header Data"* **screen, enter the following information:**

Attribute	Description	Data Value
Document Date	Date on which the original document was issued	*Today's Date*

Step: 1.1.30: In the "Bank Data" **section of the screen, enter the following information:**

Attribute	Description	Data Value
Bank Data Account	Account Number to be posted	*Bank Account (100000)*
Amount	Line item in document currency	*Amount Owed to this Vendor ($220)*

Step: 1.1.31: In the "Open Item Selection" section of the screen, enter the following information:

Attribute	Description	Data Value
Account	Number of the account from which the open items are to be selected for further processing.	*Your Olympic Protective Gear (use your identifier)*

6:   What is the account number of the bank account?

🖉

Step: 1.1.32: Click Enter ✅ **.**

➡️   You will receive a message that says "1 item was selected".

➡️   The following screen shows you the unpaid invoices from this vendor. In the bottom right part of the screen, the amount entered should equal the assigned amount and thus would make the not assigned amount zero. If the not assigned amount is not equal to zero, click on the amount under the "USD Gross" column. This will tell you if there is more than one listed.

Step: 1.1.33: Click Save 🖫 .

➡️ You will receive a message that says, "Document was posted in company".

7: What is the Payment document number?

✏️