



**Project – JBVNL
Procurement of Materials
End User Manual – Materials Management**



Jharkhand Bijli Vitran Nigam Limited.

MATERIALS MANAGEMENT

USER MANUAL

PROCUREMENT OF MATERIALS





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SAP MM – Procurement of Material

Every organization acquires material to complete its business needs. The process of buying materials and obtaining services from vendors or dealers is procurement. Procurement process should be done in such a way that it is ordered in correct quantity, with a proper value at the proper time.

Procurement of Material having following Steps:

- 1) Purchase Requisition Process
- 2) Enquiry / Tendering Process
- 3) Purchase Order(Contract)
- 4) Purchase Order (Dispatch Instruction)

1 Purchase Requisition Process:

Procurement in every organization starts with gathering requirements. Once requirements are gathered, we need to inform the purchasing organization. A Purchase Requisition is a document that contains a list of requirements. The key points to note about a purchase requisition are as follows:

- A purchase requisition is a request that is made to the purchasing organization to procure a certain list of materials.
- It is an internal document and remains within the organization.
- If a purchase requisition has already been approved, then it can be modified only to a limited extent.

Purchase Requisition (PR) is an internal purchasing document in SAP. It is used to give notification to responsible department (purchasing/procurement) of requirements of materials and/or external services and keep track of such requirements.

It authorizes the Purchasing department to purchase materials or services in specific quantities within a specified time frame. As an approval process it is a check on budget availability. If the funds are not available, the Department manager or authorized personnel take a decision to release or not to release purchase requisition for further process.



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PR must contain information about quantity of a material or a service and the required date.

Purchase Requisitions can be created in two ways.

1. It can be created manually by a person
2. It can be created automatically from Projects.

1.0) Purchase Requisition Type and Number Range:-

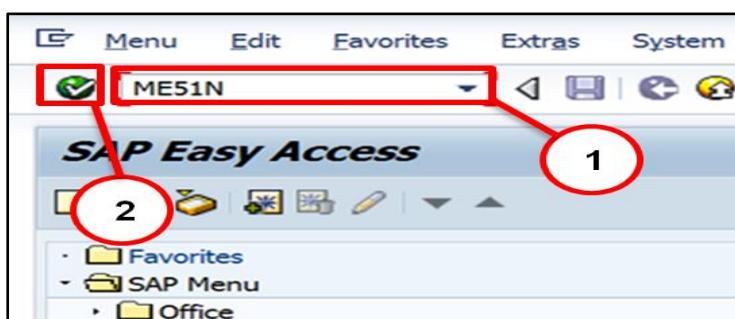
PR Document Type	Description(20)	From	To	Internal / External
ZHQP	HQ Purchases	4000000000	4099999999	Internal
ZSRV	Service Purchases	4100000000	4199999999	Internal
ZSTO	Stock Transp. Order	4200000000	4299999999	Internal
ZLOC	Local Purchases	4300000000	4399999999	Internal
ZPDI	Project DI	4500000000	4599999999	Internal
ZNDI	Non Project DI	4600000000	4699999999	Internal

1.1 Create Purchase Requisition:-

Path to Create Purchase Requisition Manually:-

SAP Menu Path	Logistics => Materials Management => Purchasing => Purchasing Requisition => Create
SAP T-code	ME51N

1.1.1 SAP Easy Access



Step	Action



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Step	Action
(1)	ME51N is now entered in the Transaction box .
(2)	Click Enter

1.1.2 ME51N – Create Purchase Requisition

The screenshot shows the SAP Fiori interface for creating a purchase requisition. The top navigation bar includes 'Purchase Requisition', 'Edit', 'Environment', 'System', and 'Help'. The title bar says 'Create Purchase Requisition'. The document overview dropdown is set to 'ZHQR PR - HQ Procurement'. The main area shows a table with columns: Stat, Item, A, I, Material, Short Text, Quantity, Unit, C, Delivery Date, Material Group, Plant, Stor. Loc., PGr, Requisitioner, TrackingNo, Vendor. A red circle labeled '1' points to the dropdown. A red circle labeled '2' points to the 'Material' column of the first row, which contains '1000000005' and 'TRANSFORMER 125 KVA'.

Step	Action
(1)	Purchase Requisition Doc. Type: Select PR Doc.type
(2)	Material, Qty, Del.Date, Plant, S location: Input the data.

Note:-

1. For Project Material-You have to add “Q” Project in **Account Assignment Category** (If you specify “Q” then you need to update **WBS element** in item details of respective item.)
2. You can add additional text in item details Text field, if required.



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1.1.3 ME51N – Create Purchase Requisition

The screenshot shows the SAP ME51N interface for creating a purchase requisition. The top navigation bar includes 'Purchase Requisition', 'Edit', 'Environment', 'System', and 'Help'. Below the toolbar, the title 'Create Purchase Requisition' is displayed. A message bar at the top indicates 'ZHQR PR - HQ Procurement' and 'Source Determination'. The main area shows a table with columns 'Code', 'Description', and 'Status'. The status for row E1 is 'Executive Engineer' with a warning icon. Below the table, there's a grid for entering material details. The first row of the grid contains: Stat (10), Item (1000000005), Material (TRANSFORMER 125 KVA), Short Text (TRANSFORMER 125 KVA), Quantity (10), Unit (NOS), C (D), Delivery Date (31.01.2018), Material Group (Distribution T), Plant (JBVNL, Dhanbad), Stor. Loc. (Central Stor), PGr (100), Requisitioner (Mahesh), TrackingNo (highlighted in yellow), and Vend (highlighted in yellow). The bottom of the screen shows tabs for 'Item', 'Material D...', 'Quantities/Dates', 'Valuation', 'Source of Supply', 'Status', 'Contact Person', 'Texts', and 'Delivery Address'. A checkbox 'No messages issued during check' is checked. The bottom right corner shows the SAP logo and the code 'ME51N - JBVNLTEMP'.

Step	Action
(1)	Click Check
	No message issued during check
(2)	Click Save

Purchase requisition number 1100000032 created

1.2 Change Purchase Requisition:-

Path to Change Purchase Requisition:-

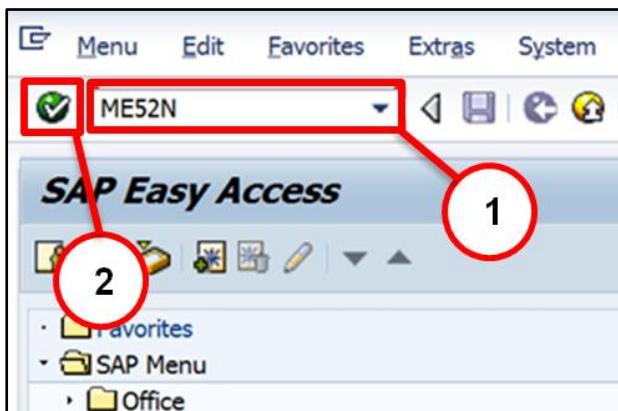
SAP Menu Path	Logistics => Materials Management => Purchasing => Purchasing Requisition => Change
SAP T-code	ME52N



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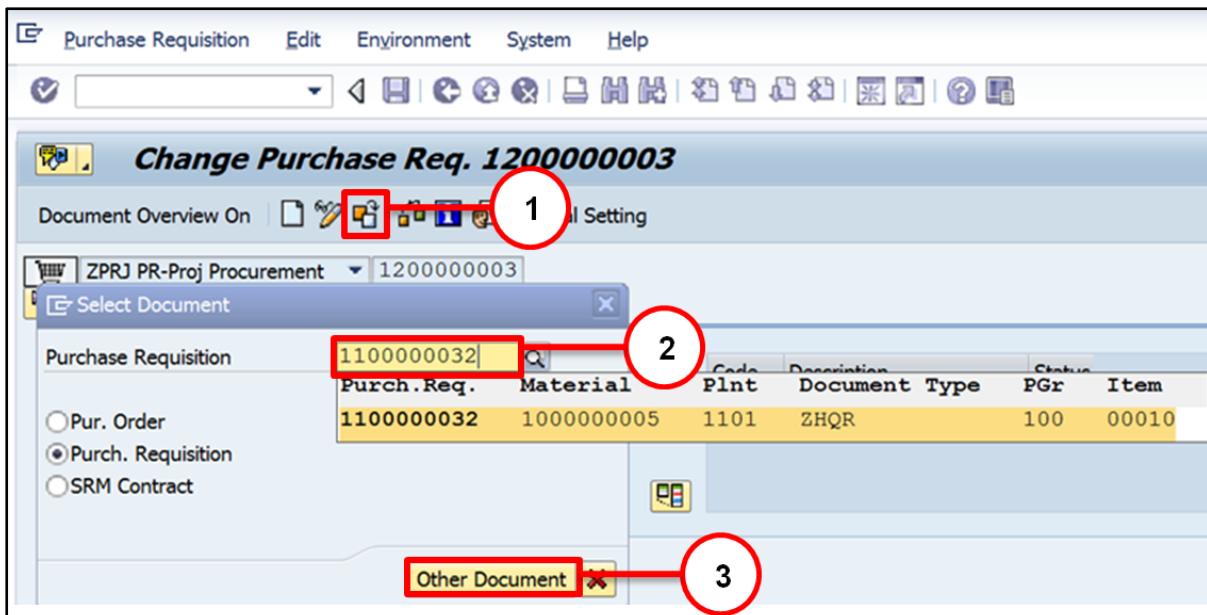
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1.2.1 SAP Easy Access



Step	Action
(1)	ME52N is now entered in the Transaction box .
(2)	Click Enter

1.2.2 ME52N – Change Purchase Requisition



Step	Action
(1)	Other Purchase Requisition: Click
(2)	Purchase Requisition: Input / Select PR
(3)	Other Document: Click



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1.2.3 ME52N – Change Purchase Requisition

The screenshot shows the SAP ME52N interface for changing purchase requisitions. The main area displays a table of items with columns for Quantity, Unit, Delivery Date, etc. A specific row is selected, with the quantity field highlighted. The toolbar above the table has three icons circled: 'Check' (highlighted), 'Save' (circled), and 'Cancel'. The status bar at the bottom indicates 'MES2N' and 'JBVNLTMP'.

Step	Action
(1)	Qty: Change existing qty.(You can change also Mat.no, Item Text...etc)
(2)	Click Check
	No message issued during check
(3)	Click Save

Purchase requisition 1100000032 changed

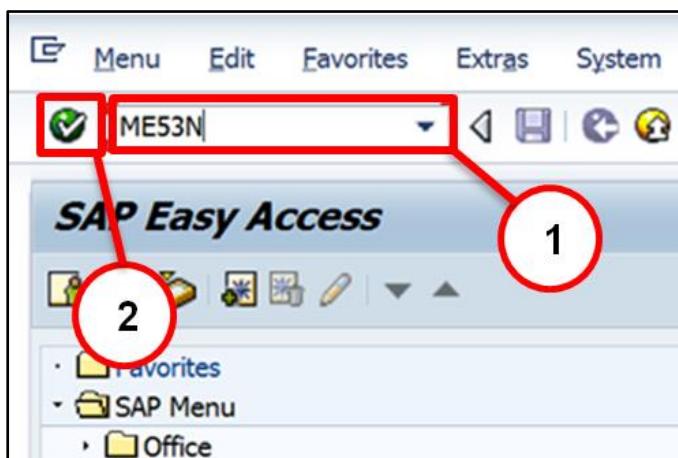
1.3 Display Purchase Requisition:-

Path to Display Purchase Requisition:-

SAP Menu Path	Logistics => Materials Management => Purchasing => Purchasing Requisition => Display
SAP T-code	ME53N

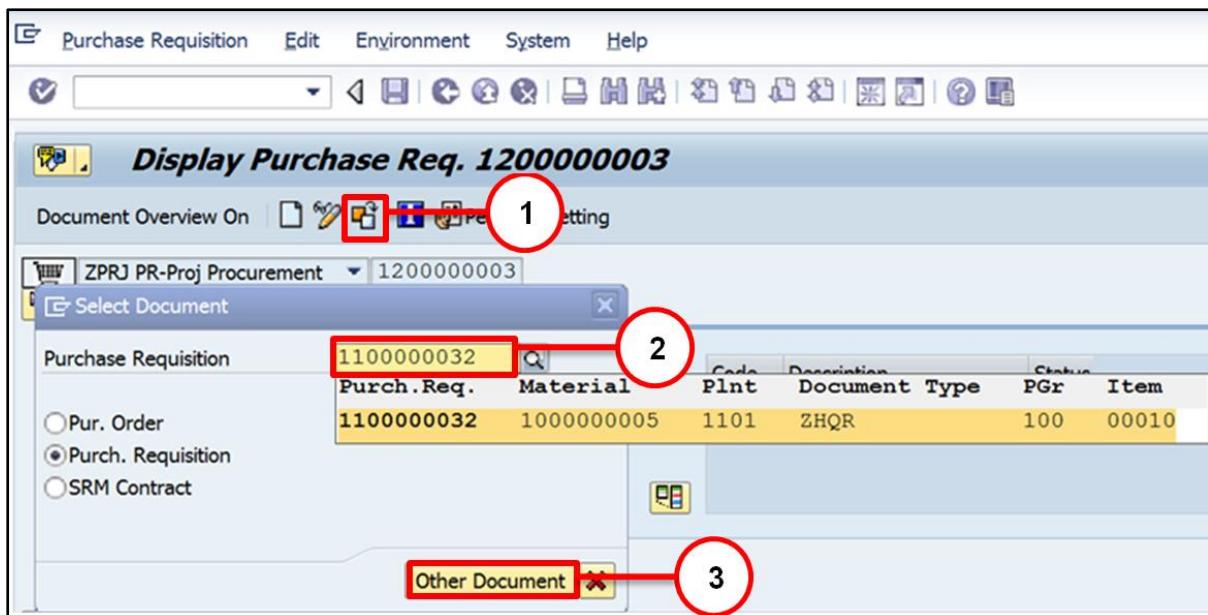


1.3.1 SAP Easy Access



Step	Action
(1)	ME53N is now entered in the Transaction box .
(2)	Click Enter

1.3.2 ME53N – Display Purchase Requisition



Step	Action
(1)	Other Purchase Requisition: Click
(2)	Purchase Requisition: Input / Select PR
(3)	Other Document: Click



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1.3.3 ME53N – Display Purchase Requisition

The screenshot shows the SAP ME53N interface for displaying a purchase requisition. The top navigation bar includes 'Purchase Requisition', 'Edit', 'Environment', 'System', and 'Help'. The main title is 'Display Purchase Req. 11000000032'. Below the title, it shows 'Document Overview On' and 'Personal Setting'. The main content area displays a purchase requisition for item 1000000005, TRANSFORMER 125 KVA. The requisition details include:

Release group	G1	Release Group 1	Code	Description	Status
Release Strategy	Z1	PR_Value < 2000000	E1	Executive Engineer	!
Release Indicator	B	Blocked			

Below this, there is a table with columns: Stat, Item A, I, Material, Short Text, Quantity, Unit, C, Delivery Date, Material Group, Plant, Stor. Loc., PGr, Requisitioner, TrackingNo, Vendor. One row is visible: Stat: 10, Item A: 1000000005, Material: TRANSFORMER 125 KVA, Quantity: 11, Unit: NOS, C: D, Delivery Date: 31.01.2018, Material Group: Distribution T, Plant: JBVNL, Dhanb, Stor. Loc.: Central Stor, PGr: 100, Requisitioner: Mahesh.

At the bottom, there is a detailed view for item 1 [10] 1000000005, TRANSFORMER 125 KVA, showing fields like Material, Batch, Material Group, Short Text, Revision level, and Distribution Transf.

1.4 Release Purchase Requisition:-

It is a setup of approval procedures for purchase requisitions or other purchasing documents. Under such a procedure, if a purchase requisition or external purchasing document fulfills certain conditions (e.g. the total order value exceeds INR 10, 000), it has to be approved (by the Project manager/ Department manager / Cost center manager etc.,) before it can be processed further.

This process of approving (clearing, or giving the "green light" to) a proposed item of expenditure is replicated in the SAP System by the "release procedure".

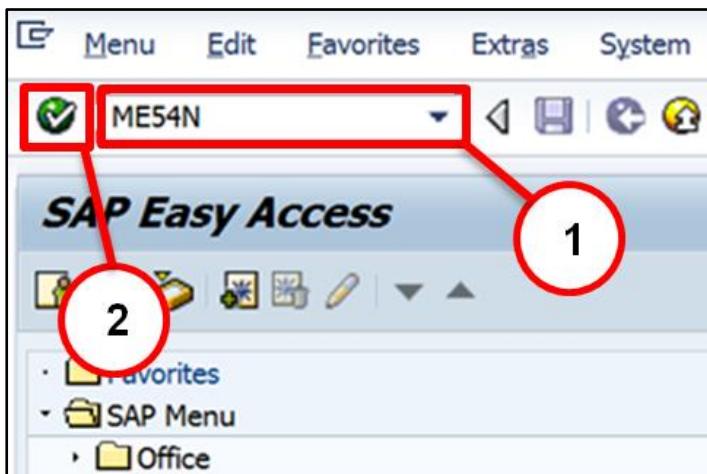
It is sensible to define separate release procedures for different groups of materials for which different departments are responsible, and to define separate procedures for investment goods and consumption goods.

Path to Release Purchase Requisition:-

SAP Menu Path	Logistics => Materials Management => Purchasing => Purchasing Requisition => Release=>Individual Release
SAP T-code	ME54N



1.4.1 SAP Easy Access



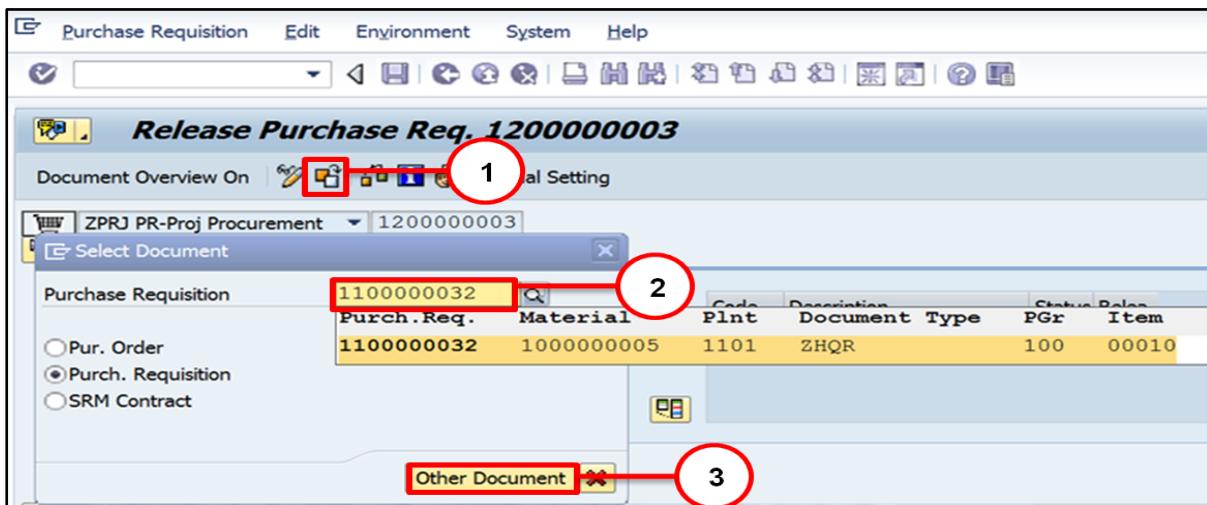
Step	Action
(1)	ME54N is now entered in the Transaction box .
(2)	Click Enter

1.4.2 ME54N – Release Purchase Requisition

You can check Release strategy in ME53N

Here only 1 Release Code “E1 Executive Engineer”

Executive Engineer Log in to SAP to release Purchase Requisition.





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Step	Action
(1)	Other Purchase Requisition: Click
(2)	Purchase Requisition: Input / Select PR
(3)	Other Document: Click

1.4.3 ME54N – Release Purchase Requisition

The screenshot shows the SAP ME54N interface for releasing a purchase requisition. The title bar reads "Purchase Requisition" and includes standard SAP menu items like Edit, Environment, System, and Help. Below the menu is a toolbar with various icons. The main area is titled "Release Purchase Req. 1100000032". It displays document overview options and a dropdown for "ZHQR PR - HQ Procurement" with ID "1100000032". A "Release strategy" button is visible. On the left, there's a sidebar with "Release group" (G1: Release Group 1), "Release Strategy" (Z1: PR_Value < 2000000), and "Release Indicator" (B: Blocked). On the right, a table lists release details: "Code" (E1) and "Description" (Executive Engineer). The status column shows "Status" (yellow warning icon) and "Release" (green checkmark icon). A tooltip "Release possible" is shown next to the green icon. A red circle with the number 1 highlights this status field.

Step	Action
	Status:- Release possible
(1)	Click Release



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1.4.4 ME54N – Release Purchase Requisition

The screenshot shows the SAP ME54N interface for releasing a purchase requisition. At the top, it displays the document number 11000000032. Below this, the 'Release Strategy' section is highlighted with a red box, showing a release group (G1) and a release strategy (Z1) based on PR_Value < 2000000. The status 'Release effected' is indicated with a green checkmark. The main table lists a single item: Item A (Material 1000000005, Short Text: TRANSFORMER 125 KVA), with a quantity of 11 NOS, delivery date 31.01.2018, and plant JBVNL, Dhanbad. The status bar at the bottom shows 'Release effected with release code E1'.

Step	Action
	In Status Release effected
	After releasing PR Doc. Release effected with release code E1

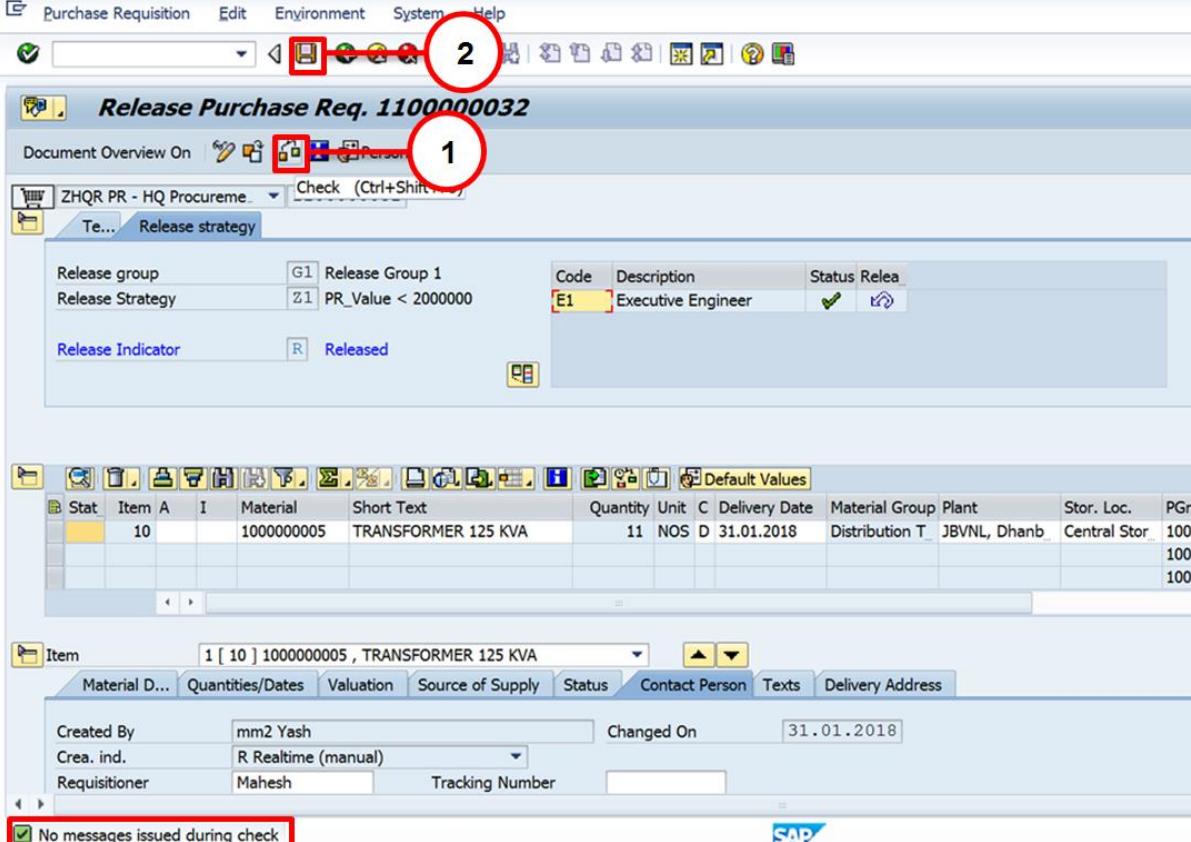
Note: - Only those users can release Purchase Requisition whoever possesses Purchase Requisition release authorization.



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1.4.5 ME54N – Release Purchase Requisition



The screenshot shows the SAP ME54N interface for releasing a purchase requisition. The top toolbar has several icons, with the 'Check' icon (highlighted by a red circle labeled '1') and 'Save' icon (highlighted by a red circle labeled '2') being the focus. The main area displays a table of requisition items, with one row selected for a transformer. The bottom section shows detailed item information and a status bar indicating 'No messages issued during check'.

Step	Action
(1)	Click Check 
	No message issued during check
(2)	Click Save 

 Purchase requisition 1100000032 changed

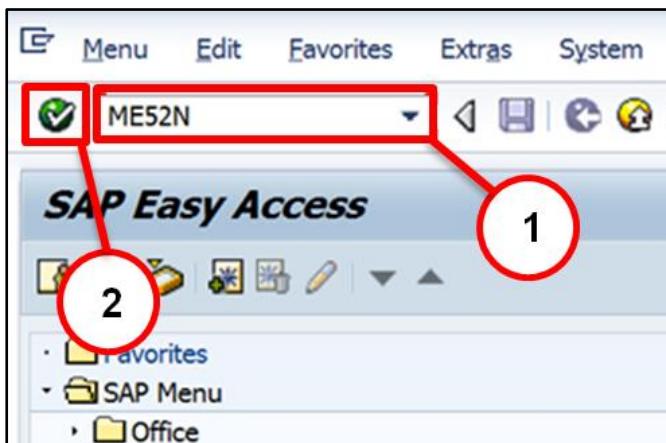
1.5 Close Purchase Requisition:-

Path to Close Purchase Requisition:-

SAP Menu Path	Logistics => Materials Management => Purchasing => Purchasing Requisition => Change
SAP T-code	ME52N

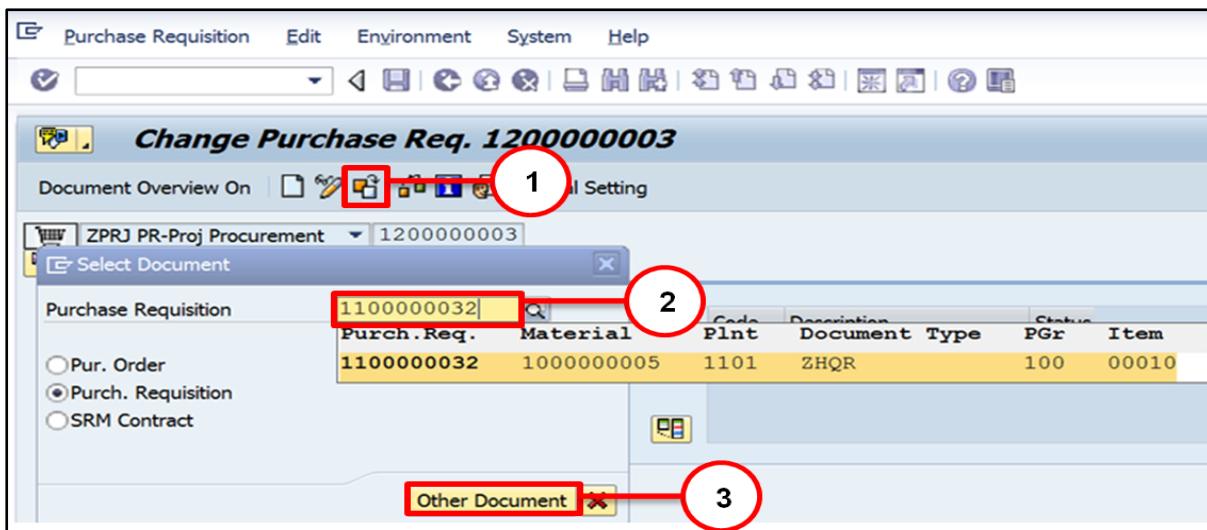


1.5.1 SAP Easy Access



Step	Action
(1)	ME52N is now entered in the Transaction box .
(2)	Click Enter

1.5.2 ME52N – Change Purchase Requisition



Step	Action
(1)	Other Purchase Requisition: Click
(2)	Purchase Requisition: Input / Select PR
(3)	Other Document: Click



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1.5.3 ME52N – Change Purchase Requisition

The screenshot shows the SAP ME52N interface for changing a purchase requisition. The top navigation bar includes 'Purchase Requisition', 'Edit', 'Environment', and 'System'. A toolbar with various icons is visible. The main title is 'Change Purchase Req. 1100000032'. Below it, the document overview shows release group G1, release strategy Z1 (PR_Value < 2000000), and a status indicator for executive engineer E1. The release indicator is set to 'Released'. The main table lists one item: Material 1000000005, Short Text TRANSFORMER 125 KVA, Quantity 11, Unit NOS, Delivery Date 31.01.2018, and Plant JBVNL, Dhanbad. The bottom section shows the item details: Material ID 10, Short Text TRANSFORMER 125 KVA, and various quantity and delivery parameters. Step 1 is circled around the item selection area. Step 2 is circled around the 'Quantities/Dates' tab. Step 3 is circled around the 'Closed' checkbox in the quantity row. Step 4 is circled around the save icon in the toolbar.

Step	Action
(1)	Select Item
(2)	select Quantities/Dates Tab
(3)	Ticked "Closed" field
(4)	Click Save

Purchase requisition 1100000032 changed

2 Enquiry / Tendering(Request for Quotation) Process:

Vendor selection is an important process in the procurement cycle. Once requirements are gathered, we start looking for possible suppliers who can fulfil the requirements at the best possible price. So, a request is made to the vendors to submit their quotations indicating the price of the material along with their terms and



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conditions. This request is known as the request for quotation (RFQ). Listed below are the key points to note about a request for quotation:

- Request for quotation is a form of invitation that is sent to the vendors to submit a quotation indicating their pricing and terms and conditions.
- It contains details about goods or services, quantity, date of delivery, and date of bid on which it is to be submitted.
- Quotation is a reply by a vendor in response to a request for quotation.

An RFQ can be created by the following two ways:

- Reference to Purchase Requisition
- Manually

We are creating RFQ after L1 Bidder finalization with combination of material and L1 bidder.

2.0) RFQ Type and Number Range:-

RFQ Document Type	Description	Number Range		Internal / External
		From	To	
ZOTM	Tenders - Materials	AAA	ZZZ	External
ZOTS	Tenders - Services	AAA	ZZZ	External
ZOTT	Tenders - Turnkey	AAA	ZZZ	External

2.1 Create RFQ:-

Path to Create Request for Quotation:-

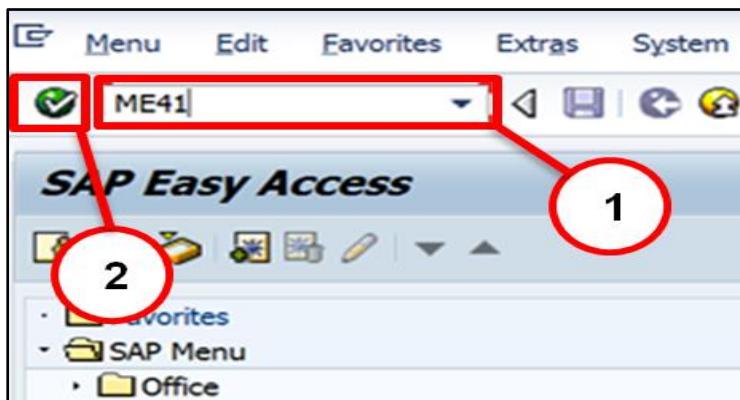
SAP Menu Path	Logistics => Materials Management => Purchasing => RFQ/Quotation => Request for Quotation => Create
SAP T-code	ME41



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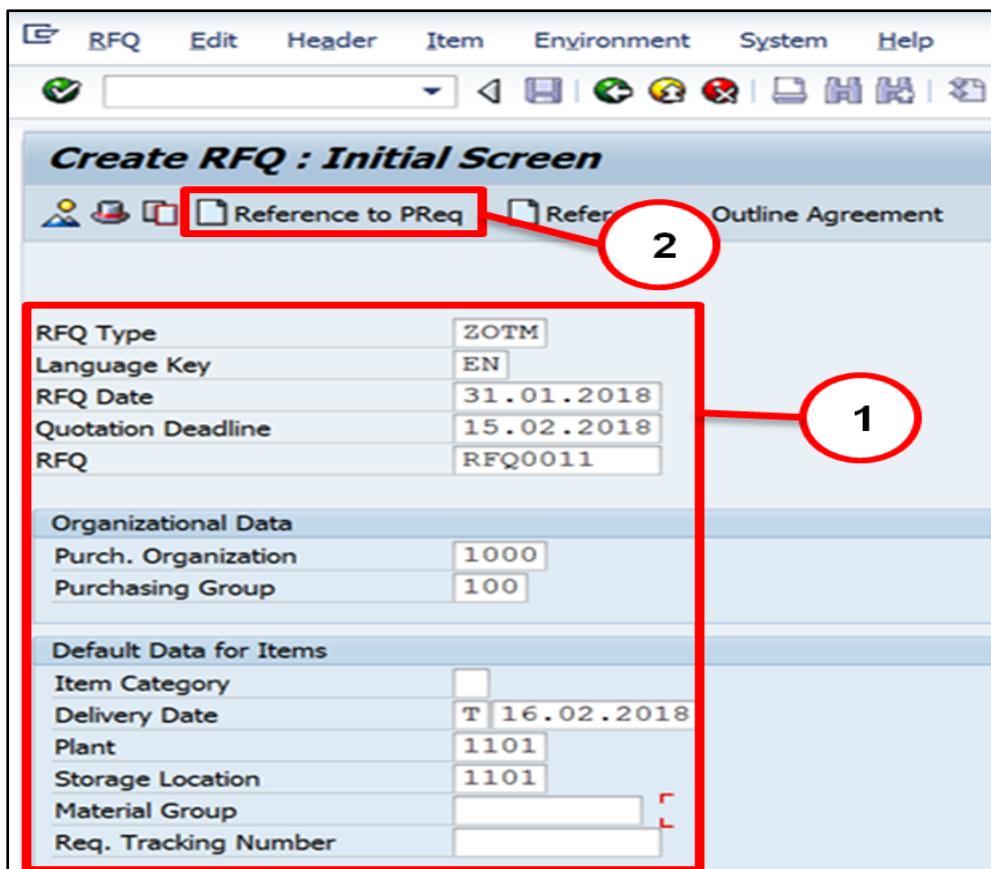
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2.1.1 SAP Easy Access



Step	Action
(1)	ME41 is now entered in the Transaction box .
(2)	Click Enter

2.1.2 ME41 – Create RFQ





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Step	Action
(1)	RFQ type, RFQ Date, RFQ (Ext .Number range), Pur.Orgnization, Pur. Group, Item Category, Delivery date (Should be later than quot. Deadline date) Plant, Storage location: Input/ select the data.
(2)	Reference to PR: Click
	Press Enter
Note:-	1) We are creating RFQ with reference to released PR. 2) We need to provide RFQ Number, as our RFQ number range is external.

2.1.3 ME41 – Create RFQ

The screenshot shows the SAP ME41 - Create RFQ: Initial Screen. A modal dialog titled 'Selection of Purchase Requisitions' is displayed. Step 1 is indicated by a red circle around the search field containing the value '1100000032'. Step 2 is indicated by a red circle around the 'OK' button at the bottom of the modal dialog.

Step	Action
(1)	Purchase Requisition: Input / Select PR
(2)	Click Continue (Enter)



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2.1.4 ME41 – Create RFQ

The screenshot shows the SAP ME41 interface for creating an RFQ. At the top, there's a toolbar with various icons. Below it, a header bar says "Create RFQ : Select Purchase Requisitions". The main area has two sections: a table at the top and a grid below. The table header is circled with a red circle labeled '1'. The "Adopt + Details" button, located in the top-left corner of the table area, is circled with a red circle labeled '2'.

Step	Action
(1)	Select line item.
(2)	Click Adopt + Details

2.1.5 ME41 – Create RFQ

The screenshot shows the SAP ME41 interface for creating an RFQ, specifically for item 00010. The toolbar has a red circle labeled '2' over the header icon. The main area has several input fields: Item (RFQ0011), Material (1000000005), Short Text (TRANSFORMER 125 KVA), ItCat. (empty), Plant (1101), Mat. Grp (1180), Stor. Loc. (1101). Below these are sections for "Quantity and Date" and "Deadline Monitoring". In the "Quantity and Date" section, the "Delivery Date" field is highlighted with a red circle labeled '1' and contains the value "16.02.2018".

Step	Action
(1)	Delivery Date: Input / Select Del.Date(Must be later than Qut. Deadline date)
(2)	Click Header



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2.1.6 ME41 – Create RFQ

The screenshot shows the SAP ME41 - Create RFQ : Header Data screen. The header includes a toolbar with various icons. The main area is titled "Create RFQ : Header Data". It contains several input fields and sections:

- RFQ:** RFQ0011, **Company Code:** 1000, **Purchasing Group:** 100, **Purch. Organization:** 1000.
- RFQ Type:** ZOTM, **Vendor:** [empty field].
- Administrative Fields:** **RFQ Date:** 31.01.2018, **Item Interval:** 10, **Coll. No.:** **NIT003** (highlighted with a red box and circled with a red number 1).
Language: EN, **Subitem Interv.:** 1, **QuotDtl:** 15.02.2018.
Validity Start: [empty field], **Validity End:** [empty field], **Apply By:** [empty field].
Warranty: [empty field], **Bindg Per.:** [empty field].
- Terms of Delivery and Payment:** **Targ. Val.:** [empty field].
- Reference Data:** **Your Reference:** [empty field], **Salesperson:** [empty field]
Our Reference: [empty field], **Telephone:** [empty field].
- e-Tender Details:** **Tender Details:** [button highlighted with a red box and circled with a red number 2].

Step	Action
(1)	Collective No.: Input / Select Collective no.
(2)	Click Tender Details



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2.1.7 ME41 – Create RFQ

The screenshot shows the SAP ME41 - Create RFQ : Header Data screen. A red box highlights the following fields: Tender Reference No (NIT003/PR/JBVNL/2017-18), Tender Type (OPEN Open Tender), Tender Category (GOODS Goods), Form Of Contract (SUPPLY), Tender fee (10000), EMD Amount (100000), Description (TRANSFORMER 125 KVA), Product Category (ELECTRICAL EQUIPMENT), Published Date (31.01.2018 00:00:00), Sale Start Date (31.01.2018 00:00:00), Bid Submission Start (31.01.2018 00:00:00), Bid Opening Date (20.02.2018 00:00:00), Sale End Date (14.02.2018 00:00:00), and Bid Submission End (15.02.2018 00:00:00). A red circle labeled '1' points to the 'Back' button in the toolbar, and a red circle labeled '2' points to the 'Save' icon.

Step	Action
(1)	Tender ref No, Tender Type, Tender Category, Form of Contract, Tender Fee, EMD amt., Description, Product Category, Tender Dates: Input/ select the data.
(2)	Click Back

2.1.8 ME41 – Create RFQ

The screenshot shows the SAP ME41 - Create RFQ : Vendor Address screen. A red circle labeled '1' points to the 'Back' button in the toolbar. The screen displays vendor address details: RFQ (RFQ0011), RFQ Date (31.01.2018), Vendor (1000001), Company Code (1000), Purch. Group (100), RFQ Type (ZOTM), Purchasing Org. (1000), Name (M/S P P Industries Pvt. Ltd.), Title (P P INDUST), Street Address (A-16 New Focal Point Dabwali Road), Street/House number (151001), Postal Code/City (Bathinda), Country (IN India), Region (19 Punjab), Time zone (INDIA), PO Box Address (PO Box 151001), and Postal code (Company Postal Code).



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Step	Action
(1)	Click Save 

Tenders - Materials created under the number RFQ0011

2.2 Change RFQ:-

Path to Create Request for Quotation:-

SAP Menu Path	Logistics => Materials Management => Purchasing => RFQ/Quotation => Request for Quotation => Change
SAP T-code	ME42

You can change RFQ with ME42 transaction code.

2.3 Display RFQ:-

Path to Display Request for Quotation:-

SAP Menu Path	Logistics => Materials Management => Purchasing => RFQ/Quotation => Request for Quotation => Display
SAP T-code	ME43

You can Display RFQ with ME43 transaction code.

2.4 Maintain Quotation:-

Path to Maintain Quotation:-

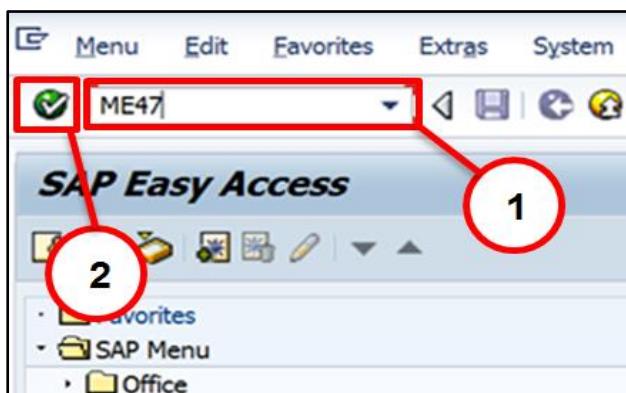
SAP Menu Path	Logistics => Materials Management => Purchasing => RFQ/Quotation => Quotation => Maintain
SAP T-code	ME47



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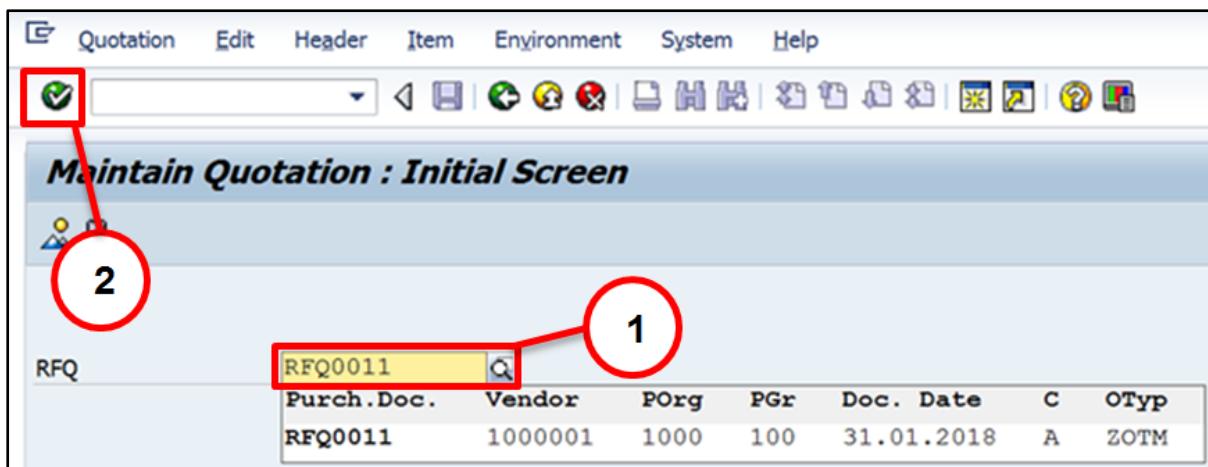
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2.4.1 SAP Easy Access



Step	Action
(1)	ME47 is now entered in the Transaction box .
(2)	Click Enter

2.4.2 ME47 – Maintain RFQ



Step	Action
(1)	RFQ:- Input / Select RFQ number
(2)	Click Enter



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2.4.3 ME47 – Maintain RFQ

SAP ME47 - Maintain Quotation: Item Overview

RFQ	RFQ Item Conditions (Shift+F6)	RFQ Date	QuotDtl
RFQ0011	PP Industries Pvt. Ltd.	31.01.2018	15.02.2018

Quotation Items

Item	Material	Short Text	RFQ Quantity	OUIn_C.Deliv. Date	Net Price	Per	OPL_Mat_Grp	Plnt	SLoc	D_R	Te..
10	100000005	TRANSFORMER 125 KVA	11	NOS D 16.02.2018		1 NOS	1180	1101	1101		

Step	Action
(1)	Select line Item
(2)	Click Item Condition

2.4.4 ME47 – Maintain RFQ

SAP ME47 - Create Gross Price Condition (P000) : Condition Supplements

Purchasing Doc	Item Description
RFQ0011	10 TRANSFORMER 125 KVA

Validity

Valid From	Valid to
31.01.2018	31.12.2018

Condition supplements

CnTy	Name	Amount	Unit	per	UoM	DeletionID	Scales	Texts
P000	Gross Price	150,000.00	XNR		1 NOS			

Step	Action
(1)	Amount: Input amount with respect to condition type.



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Step	Action
	If you want to add Freight then use FRC1 condition type to maintain it.
(2)	Valid to:- select valid to date
(3)	Click Header

2.4.5 ME47 – Maintain RFQ

The screenshot shows the SAP ME47 interface for maintaining RFQ conditions. The toolbar at the top includes buttons for Condition, Edit, Goto, Extras, Environment, System, and Help. A red circle labeled '1' is drawn around the 'Header' button in the toolbar. The main area is titled 'Create Gross Price Condition (PO)' and shows a table for 'Variable key'. The 'Purchasing Document' field contains 'RFQ0011'. The 'Item Description' field shows '10 TRANSFORMER 125 KVA'. Below this is a 'Validity' section with 'Valid From' set to '31.01.2018' and 'Valid to' set to '31.12.2018'. There is a 'Responsibility' section with 'Search term' and 'Responsibility' fields. At the bottom, there is a 'Technical data' section with 'Created By' as 'YASHMM2' and 'Created On' as '31.01.2018'.

Step	Action
(1)	Click Save

Quotation for Tenders - Materials RFQ0011 maintained

3 Purchase Order (Contract):

3.0) Contract PO Type and Number Range:-

Document Category	Docum ent	Description	Number Range		Internal /
			From	To	



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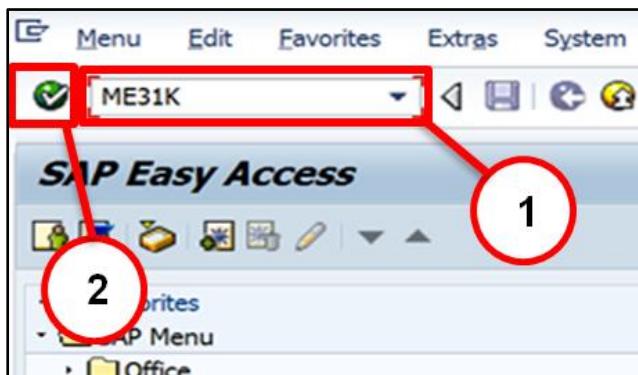
	Type				External
Contract (Quantity)	ZPJM	Project Material PO	6100000000	6199999999	Internal
Contract (value)		Turnkey Purchase PO	6200000000	6299999999	Internal

3.1 Create Contract:-

Path to Create Contract:-

SAP Menu Path	Logistics => Materials Management => Purchasing => Outline Agreement => Contract=> Create
SAP T-code	ME31K

3.1.1 SAP Easy Access



Step	Action
(1)	MM31K is now entered in the Transaction box.
(2)	Click Enter



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3.1.2 ME31K – Create Contract

SAP ME31K - Create Contract: Initial Screen

Vendor	ZPJM
Agreement Type	ZPJM
Agreement Date	31.01.2018
Agreement	
Organizational Data	
Purch. Organization	1000
Purchasing Group	100
Default Data for Items	
Item Category	
Acct Assignment Cat.	
Plant	
Storage Location	
Material Group	
Req. Tracking Number	
Vendor Subrange	
<input type="checkbox"/> Acknowledgment Reqd	

Step	Action
(1)	Agreement type, Pur.Orgnization, Pur. Group, Item Category, Plant, Storage location: Input/ select the data.
(2)	Reference to RFQ: Click

Note:- We are creating Contract with reference to RFQ.

3.1.3 ME31K – Create Contract

SAP ME31K - Create Contract: Initial Screen

Vendor	ZPJM
Agreement Type	ZPJM
Agreement Date	31.01.2018
Agreement	
Organizational Data	
Purch. Organization	1000
Purchasing Group	100
Default Data for Items	
Item Category	
Acct Assignment Cat.	
Plant	1101
Storage Location	1101
Material Group	
Req. Tracking Number	
Vendor Subrange	
<input type="checkbox"/> Acknowledgment Reqd	

Reference to RFQ

RFQ	RFQ0011	<input type="button" value="X"/>
From RFQ item		
To RFQ item	RFQ0011	
PGr	1000001	1000
Doc. Date	100	31.01.2018
C	A	ZOTM



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Step	Action
(1)	RFQ: Input / Select RFQ
(2)	Click Continue (Enter)

3.1.4 ME31K – Create Contract

Create Contract : Header Data

Agreement: [] Company Code: 1000 Purchasing Group: 100
Vendor: 1000001 P P Industries Pvt. Ltd.

Administrative Fields:
Agreement Date: 31.01.2018 Item Number Interval: 10 Subitem: 1
Validity Start: 31.01.2018 Validity End: 31.12.2018 Language: EN
 GR Message

Terms of Delivery and Payment:
Pay Terms: 2001 Targ. Val: []
Payment in Days: [] % Exch. Rate: 1.00000 Ex.Rate Fx
Payment in Days: [] % Incoterms: []
Payment in Days Net: []

Reference Data:
Quotation Date: []
Your Reference: RFQ0011
Our Reference: []
Suppl. Vendor: []
Invoicing Party: []

Step	Action
(1)	Validity End date: Input / Select Validity End date
(2)	Target Value: Input Target Value (For Turnkey/Value Contract only) For “ZPJM” Contract Target value is not required, as this is qty Contract.
(3)	Your reference: Input Your reference if required any (Optional)
(4)	Click Enter



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3.1.5 ME31K – Create Contract

The screenshot shows the SAP ME31K interface for creating a contract. At the top, there's a toolbar with various icons. Below it, the title bar says "Create Contract : Item 00010" and "View: Reference Document Items". A red circle labeled "1" points to the first row of the "Reference Items" table, which contains data for a transformer. Another red circle labeled "2" points to the "Adopt + Details" button in the toolbar.

Step	Action
(1)	Select line item.
(2)	Click Adopt + Details

3.1.6 ME31K – Create Contract

The screenshot shows the SAP ME31K interface for creating a contract, specifically for item 00010. It includes sections for "Agreement Item", "Quantity and Price", "Other Data", and "GR/IR Control". A red circle labeled "1" points to the "Tax Code" field in the "GR/IR Control" section. Another red circle labeled "2" points to the "Assignments" button in the toolbar at the top.



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Step	Action
(1)	Tax Code:- Input / Select Tax Code (mandatory field)
(2)	Click Item Condition

3.1.7 ME31K – Create Contract

The screenshot shows the SAP ME31K interface for creating a contract. The top menu bar includes Condition, Edit, Goto, Extras, Environment, Pricing, System, and Help. Below the menu is a toolbar with various icons. The main area displays the 'Change Gross Price Condition (P000) : Condition Supplements' dialog. It features a 'Variable key' section with 'Purchasing Document' set to 10. Under 'Validity', 'Valid From' is 31.01.2018 and 'Valid to' is 31.12.2018. The 'Condition supplements' table has a single row: CnTy P000, Name Gross Price, Amount 150,000.00, Unit INR, per 1 NOS, UoM NOS. A red box highlights the first column of this row, and a red circle with the number 1 highlights the 'Delete' icon in the last column. Another red box highlights the 'Save' icon in the toolbar, and a red circle with the number 2 highlights it.

Step	Action
(1)	Check Amount with respect to Condition type.(Mandatory Fields) Need to Provide P000-Gross Price (Ex. Work's price), FRC1-Freight, whichever is applicable
(2)	Click Save

Project Material PO created under the number 6100000000



3.2 Change Contract:-

Path to Change Contract:-

SAP Menu Path	Logistics => Materials Management => Purchasing => Outline Agreement => Contract=> Change
SAP T-code	ME32K

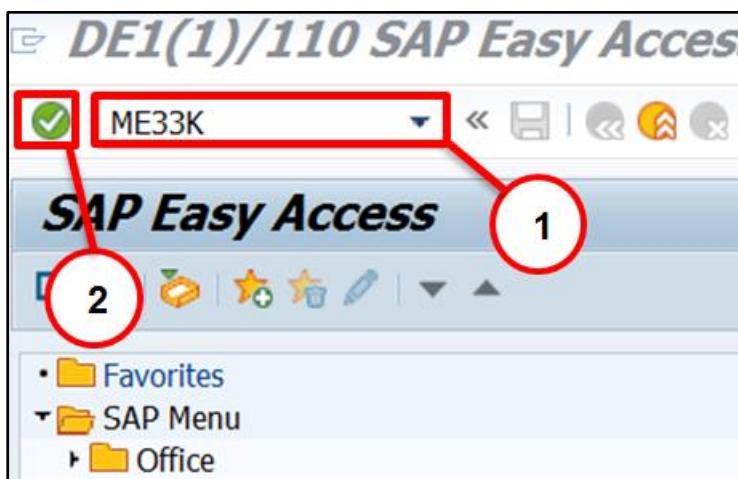
You can change Contract with ME32K transaction code.

3.3 Display Contract:-

Path to Display Contract:-

SAP Menu Path	Logistics => Materials Management => Purchasing => Outline Agreement => Contract=> Display
SAP T-code	ME33K

3.3.1 SAP Easy Access



Step	Action
(1)	MM33K is now entered in the Transaction box.
(2)	Click Enter



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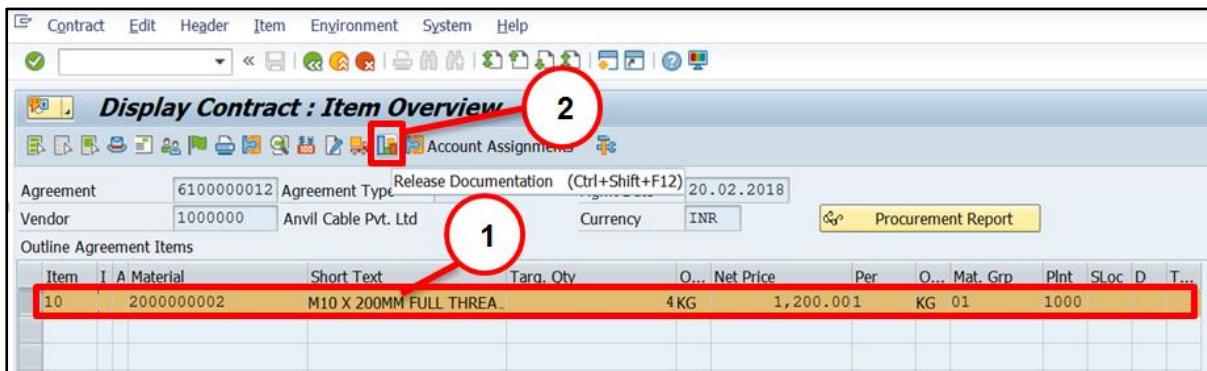
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3.3.2 ME33K – Display Contract



Step	Action
(1)	Agreement: Input / Select Agreement
(2)	Click Enter

3.3.3 ME33K – Display Contract



Step	Action
(1)	Select Line item
(2)	Click Release Documentation



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3.3.4 ME33K – Display Contract

Screenshot of SAP ME33K – Release Order Document for Contract 6100000012 Item 00010.

The screenshot shows a table with the following data:

PO	Item	Order date	Order qty.	Un	PO value	Curr.
4500000007	00010	20.02.2018	3	KG	3,600.00	INR
Qty. released to date			3	KG	3,600.00	INR
Tgt. qty.			4	KG		
Open target qty.			1	KG		

A red circle with the number 1 is placed over the PO column header.

Step	Action
(1)	Double click on PO to display
	See release document details

Screenshot of SAP Purchase Order screen for Project DI 4500000007.

The screenshot shows the following details:

Header:

S.	Item	A	I	Material	Short Text	PO Qu...	O...	C	Deliv. Date	Net Pr...	Curr...	Per	O...	Matl Group	Plnt	Stor. ...	Purch.Req.	Reqmt No.	Requisitioner
10				2000000002	M10 X 200MM FULL THREAD HEXAG...	3KG	D		20.02.2...	.00.00	INR	1	KG	Material grou...	JBVNL, Ranchi				

Item Data:

Sh. Text	MVT Material Document Item	Posting Date	Quantity	Delivery cost quantity	OUN	Amt.in loc.cur.	L.cur	Qty in OPUn	DelCostQty (OPUn)	Order Price	Unit	Amount	Crcy	Reference
BzWE	5000000039	1 20.02.2018	0	2	KG	666.67	INR	0	2	KG		666.67	INR	
Tr/Ev. Delivery costs			0	KG	666.67	INR	0	KG	KG	666.67	INR			
WE	101 5000000039	1 20.02.2018	2	0	KG	2,400.00	INR	2	0	KG		2,400.00	INR	
Tr/Ev. Goods receipt			2	KG	2,400.00	INR	2	KG	KG	2,400.00	INR			



4 Purchase Order (Dispatch Instruction):

The type of procurement can be maintained in a field that is known as **item category** as shown below.

4.0) PO(DI) Type and Number Range:-

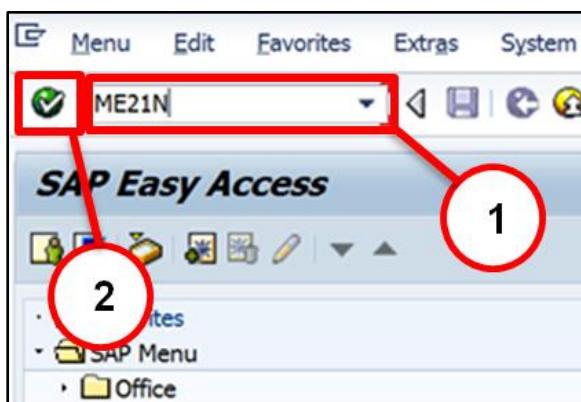
Document Category	Document Type	Description	Number Range		Internal / External
			From	To	
PO	ZHQP	HQ Purchases	4000000000	4099999999	Internal
PO	ZSRV	Service Purchases	4100000000	4199999999	Internal
PO	ZSTO	Stock Transp. Order	4200000000	4299999999	Internal
PO	ZLOC	Local Purchases	4300000000	4399999999	Internal
PO	ZFO	Blanket Order	4400000000	4499999999	Internal
PO	ZPDI	Project DI	4500000000	4599999999	Internal
PO	ZNDI	Non Project DI	4600000000	4699999999	Internal
PO	ZTUR	Turnkey Purchases	4700000000	4799999999	Internal

4.1 Create PO(DI):-

Path to Create PO (DI):-

SAP Menu Path	Logistics => Materials Management => Purchasing => Purchase Order => Create => Vendor/Supplying Plant known
SAP T-code	ME21N

4.1.1 SAP Easy Access



Step	Action
(1)	ME21N is now entered in the Transaction box.



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Step	Action
(2)	Click Enter

4.1.2 ME21N – Create Purchase Order(DI)

The screenshot shows the SAP ME21N - Create Purchase Order interface. At the top, there's a toolbar with various icons. Below it is a menu bar with 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The main title is 'Create Purchase Order'. A toolbar below the title includes icons for 'Print Preview', 'Messages', and 'Personal Setting'. A red box highlights the 'Document Overview On' checkbox. A red circle with the number 1 points to this highlighted area. The central part of the screen displays a table of document status counts:

Status	Count
Not Yet Sent	0.00
Not Delivered	0.00
Not Invoiced	0.00
Ordered	0.00
Delivered	0.00
Still to deliv.	0.00
Invoiced	0.00
Down paymts	0.00

Step	Action
(1)	Document Overview On: Click (If Doc. overview not On)



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4.1.3 ME21N – Create Purchase Order(DI)

The screenshot shows the SAP ME21N - Create Purchase Order interface. On the left, a sidebar lists various purchase-related options. Step 1 is highlighted over the 'Contracts' option. Step 2 is highlighted over the selection variant icon (a small icon with four colored dots) in the toolbar at the top. The main area displays a table with one row: Item 10, Material 1000000005, and Short Text TRANSFORMER 125 KVA. The status bar at the bottom shows Control code 85043300.

Step	Action
(1)	Click Selection Variant
(2)	Contract:- Select



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4.1.4 ME21N – Create Purchase Order(DI)

The screenshot shows the SAP ME21N screen for creating a purchase order. The 'Purchasing Documents' title bar is at the top. Below it is a toolbar with various icons. The main area is titled 'General selections' and contains a table of selection parameters. The 'Material Number' field (1) has the value '1000000005' entered. The 'Document Type' field (2) has the value 'ZPJM' entered. The 'Execute' button (3) is highlighted with a red box and circled with a red circle labeled '3'.

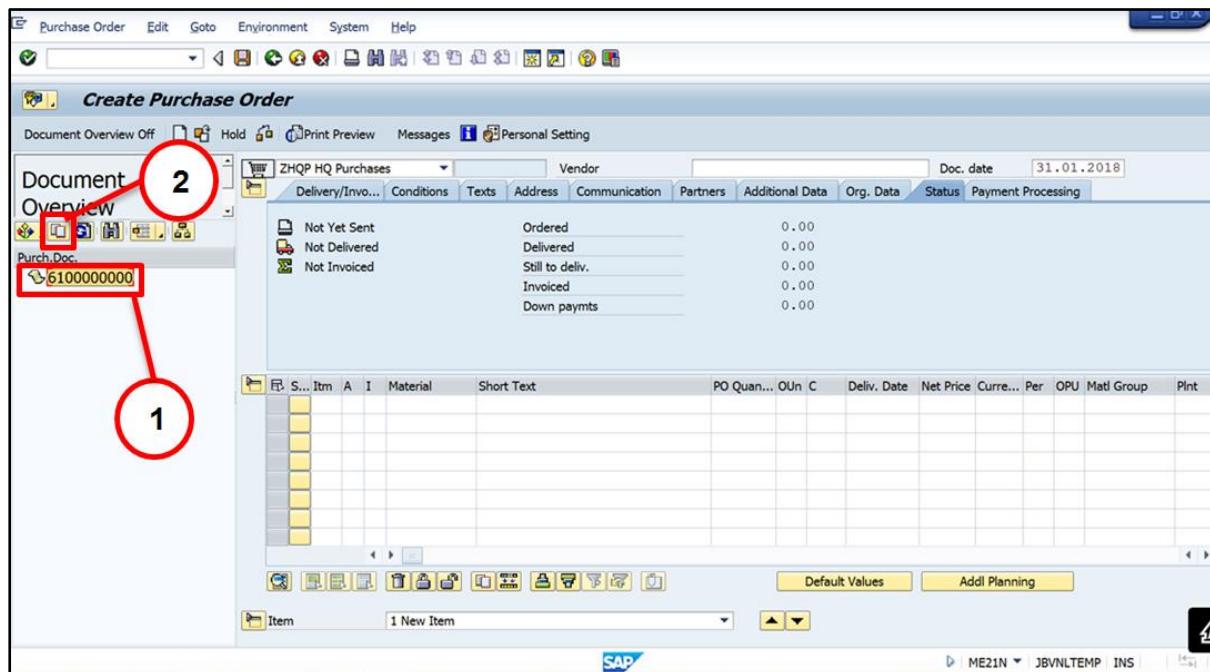
Step	Action
(1)	Material Number: Input Material Number
(2)	Document Type: Input Doc. type
(3)	Click Execute



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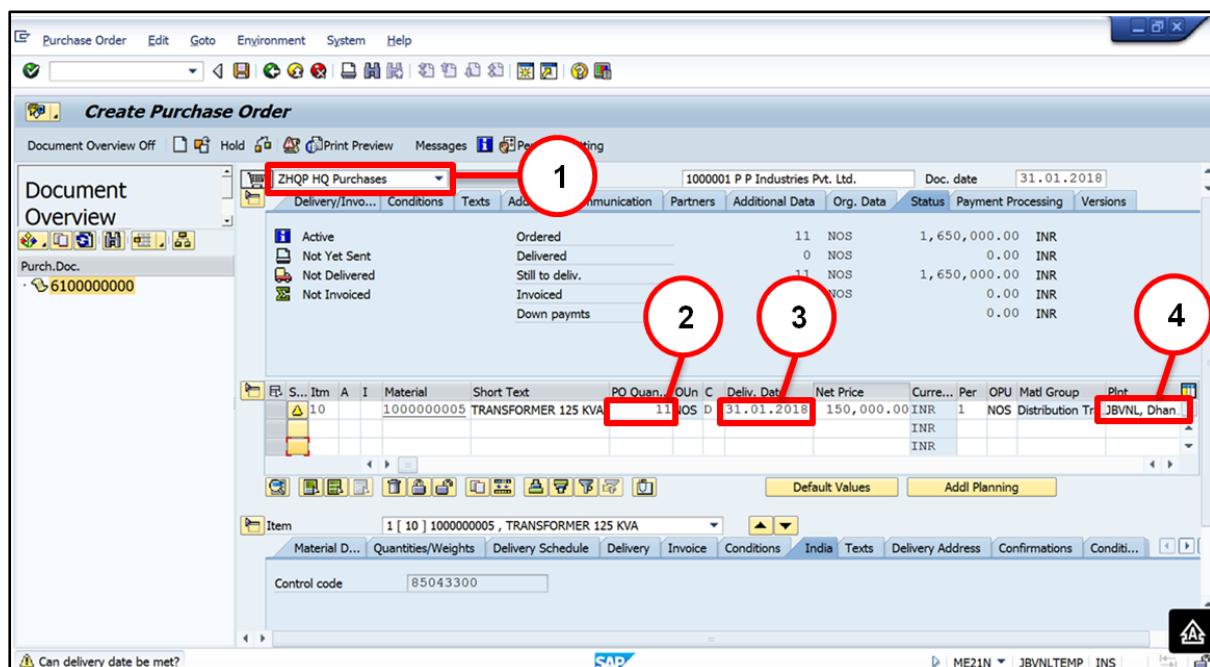
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4.1.5 ME21N – Create Purchase Order(DI)



Step	Action
(1)	Purc.Doc: Select Pur.Doc.
(2)	Click Adopt

4.1.6 ME21N – Create Purchase Order(DI)





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Step	Action
(1)	PO Doc Type: Select PO Doc Type
(2)	Qty: Input PO Qty
(3)	Delivery Date: Check Delivery date.
(4)	Plant & Storage Location:- Input/Select Plant & S Loc

4.1.7 ME21N – Create Purchase Order(DI)

The screenshot shows the SAP ME21N - Create Purchase Order interface. The document overview table has one item listed: '1 [10] 1000000005 TRANSFORMER 125 KVA'. Two red circles are drawn around the tabs: 'Conditions' (which is highlighted in red) and 'Pricing Elements'. A red box highlights the 'Pricing Elements' table, which contains the following data:

N..	CnTy	Name	Amount	Crcy	per	UoM	Condition value	Curr.	Status	NumCCo	OUn	CConDe
1	P000	Gross Price	150,000.00	INR	1	NOS	1,650,000.00	INR	1	NOS		
2		Net value incl. disc	150,000.00	INR	1	NOS	1,650,000.00	INR	1	NOS		
3	NAVS	Non-Deductible Tax	0.00	INR			0.00	INR	0			
4	SKTO	Cash Discount	0.000 %	INR	1	NOS	1,650,000.00	INR	1	NOS		
5		Actual Value	150,000.00	INR	1	NOS	1,650,000.00	INR	1	NOS		

Step	Action
(1)	Select item
(2)	Select Condition tab
	Check Pricing elements.



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4.1.8 ME21N – Create Purchase Order(DI)

The screenshot shows the SAP ME21N interface for creating a purchase order. The header information includes Vendor: 1000001 P P Industries Pvt. Ltd., Doc. date: 31.01.2018. The item detail section shows a single item: Material: 1000000005, Short Text: TRANSFORMER 125 KVA, PO Quantity: 11, UOM: NOS, Delivery Date: 31.01.2018, Net Price: 150,000.00 INR. The 'Invoice' tab is highlighted with a red circle labeled '1'. The Tax Code field contains 'I6' and is also highlighted with a red circle labeled '2'.

Step	Action
(1)	Select Invoice tab
(2)	Tax Code:- Input/Select Tax Code
	Press Enter

Note:- GR-Based Invoice Verification Ticked Mandatory

4.1.9 ME21N – Create Purchase Order(DI)

The screenshot shows the SAP ME21N interface for creating a purchase order. The header information includes Vendor: 1000001 P P Industries Pvt. Ltd., Doc. date: 31.01.2018. The item detail section shows a single item: Material: 1000000005, Short Text: TRANSFORMER 125 KVA, PO Quantity: 11, UOM: NOS, Delivery Date: 31.01.2018, Net Price: 00.00 INR. The Tax Code field contains 'Taxes'.

Step	Action



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Step	Action
	Click Taxes

4.1.10 ME21N – Create Purchase Order(DI)

The screenshot shows the SAP ME21N - Display Taxes screen. The toolbar has several icons, with the 'Display Taxes' icon circled in red and labeled with a '1'. The main area shows a table for material 1000000005. The table includes columns for Item, Material, Net, and Tax. Below this is a detailed 'Pricing Elements' table with rows for various tax components like Base Amount, Calculated Call, Sub total, and JIIN IN:Integrated GST-ND.

Step	Action
	See Pricing element of Taxes
(1)	Click Back

4.1.11 ME21N – Create Purchase Order(DI)

The screenshot shows the SAP ME21N - Create Purchase Order screen. The ribbon bar has tabs for Document Overview, Print Preview, Messages, Personal Setting, Header, and Item. The Item tab is selected, showing details for item 10, material 1000000005, and short text TRANSFORMER 125 KVA. The Conditions section of the ribbon bar has a tab labeled 'India' circled in red and labeled with a '1'. In the footer, there is a field for 'Control code' containing the value 85043300.

Step	Action
(1)	Click India Tab
	Check Control code(HSN number)



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4.1.12 ME21N – Create Purchase Order(DI)

The screenshot shows the SAP ME21N transaction screen for creating a purchase order. The top navigation bar includes 'Purchase Order', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The main title is 'Create Purchase Order'. A red circle labeled '2' is centered over the 'Save' button in the toolbar. Another red circle labeled '1' is centered over the 'Delivery Schedule' tab in the item grid header. The item grid displays a single row for a 'TRANSFORMER 125 KVA' with material number 1000000005. The delivery schedule table below the grid has one entry: Sched. Qty: 11, Time: 31.01.2018, Stat. Del. Dte: 31.01.2018.

Step	Action
(1)	Select Condition tab
	Check Delivery Schedule and dates
(2)	Click Save

HQ Purchases created under the number 4000000023

4.2 Change PO(DI):-

Path to Change PO (DI):-

SAP Menu Path	Logistics => Materials Management => Purchasing => Purchase Order => Change
SAP T-code	ME22N

You can change PO (Dispatch Instruction) with ME22N transaction code.



4.3 Display PO(DI):-

Path to Display PO (DI):-

SAP Menu Path	Logistics => Materials Management => Purchasing => Purchase Order => Display
SAP T-code	ME23N

You can Display PO (Dispatch Instruction) with ME23N transaction code.

4.4 Release PO(DI):-

Path to Release PO (DI):-

SAP Menu Path	Logistics => Materials Management => Purchasing => Purchase Order => Release=>individual Release
SAP T-code	ME29N

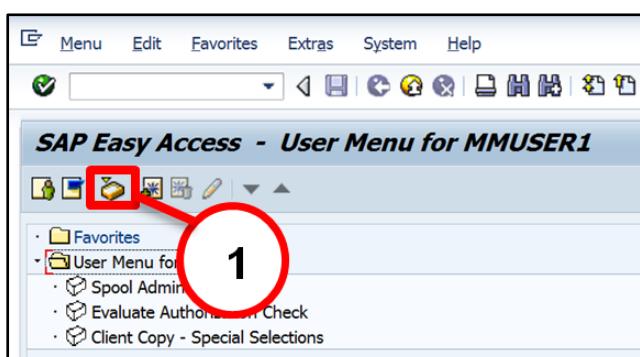
You can check 1st processor (Release Code) to release the Purchasing Document.

Code	Description	Processor	Status
E1	Executive Engineer	MMUSER1	⚠

Here “MMUSER1” is only 1 Processor to release the PO.

MMUser1 Log in to SAP.

4.4.1 SAP Easy Access



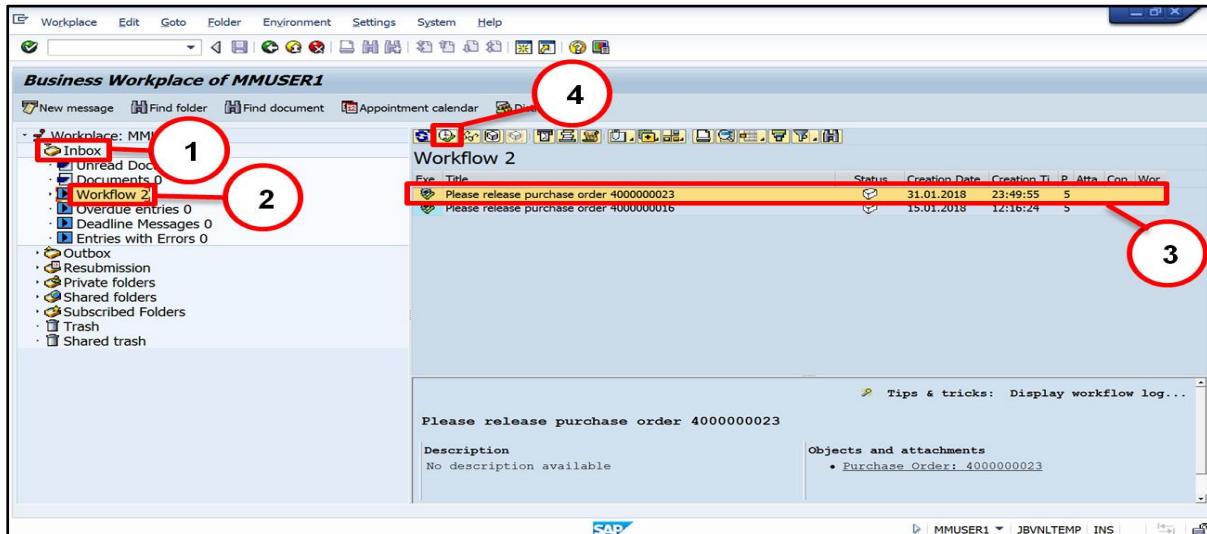


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Step	Action
(1)	Click SAP Business Workplace

4.4.2 SAP Easy Access



Step	Action
(1)	Click Inbox
(2)	Click Workflow
(3)	Select PO
(4)	Click Execute



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4.4.3 SAP Easy Access

Release HQ Purchases 4000000023

ZHQP HQ Purchases 4000000023 Vendor 1000001 P P Industries Pvt. Ltd. Doc. date 31.01.2018

Release group P1 Release Group P1
Release Strategy S1 PO_Value < 2000000
Code E1 Description Executive Engineer Processor MMUSER1 Status 1

Release indicator B Blocked

S... I	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	PInt
	10			1000000005	TRANSFORMER 125 KVA	11 NOS	D	31.01.2018	150,000.00 INR	INR	1	NOS	Distribution Tra	JBVNL, Dhanbad Circ	
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					

Default Values Addl Planning

Item Detail

SAP MMUSER1 JBVNLTEMP INS

Step	Action
(1)	Click Release and SAVE

4.4.4 Release PO

Release HQ Purchases 4000000023

ZHQP HQ Purchases 4000000023 Vendor 1000001 P P Industries Pvt. Ltd. Doc. date 31.01.2018

Release group P1 Release Group P1
Release Strategy S1 PO_Value < 2000000
Code E1 Description Executive Engineer Processor MMUSER1 Status 1

Release indicator R Released

S... I	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	PInt
	10			1000000005	TRANSFORMER 125 KVA	11 NOS	D	31.01.2018	150,000.00 INR	INR	1	NOS	Distribution Tra	JBVNL, Dhanbad Circ	
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					
										INR					

Release effected with release code E1

SAP MMUSER1 JBVNLTEMP INS

Step	Action
	Check Status
	See Information message at the bottom of the screen.
(1)	Click Back



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4.4.5 SAP Easy Access

The screenshot shows the SAP Business Workplace interface for user MMUSER1. The left sidebar lists 'Workplace: MMUSER1' with sections for Inbox, Outbox, and Shared trash. The main area displays 'Workflow 2' with two entries:

Exe. Title	Status	Creation Date	Creation Ti.	P.	Atta.	Con.	Wor.
Please release purchase order 4000000023	Open	31.01.2018	23:49:55	5			
Please release purchase order 4000000016	Open	15.01.2018	12:16:24	5			

A red circle with the number '1' is drawn around the 'Workflow 2' button in the toolbar above the list. Below the list, there is a note: 'Please release purchase order 4000000023' and a 'Description' section stating 'No description available'. On the right, there is an 'Objects and attachments' section with a link to 'Purchase Order: 4000000023'.

Step	Action
(1)	Click Update .

The screenshot shows the SAP Business Workplace interface for user MMUSER1. The left sidebar lists 'Workplace: MMUSER1' with sections for Inbox, Outbox, and Shared trash. The main area displays 'Workflow 1' with one entry:

Exe. Title	Status	Creation Date	Creation Ti.	P.	Atta.	Con.	Wor.
Please release purchase order 4000000016	Open	15.01.2018	12:16:24	5			

A red box highlights the entry 'Please release purchase order 4000000016'. Below the list, there is a note: 'Please release purchase order 4000000016' and a 'Description' section stating 'No description available'. On the right, there is an 'Objects and attachments' section with a link to 'Purchase Order: 4000000016'.

Step	Action
(1)	System update workflow list, and removed Released PO.

4.5 Amendment PO(DI):-

Path to Amendment PO (DI):-

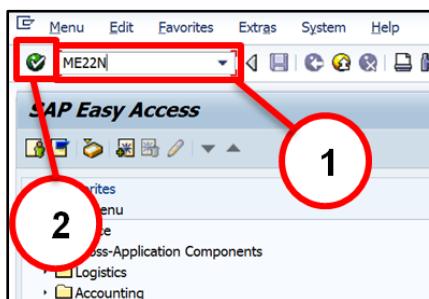


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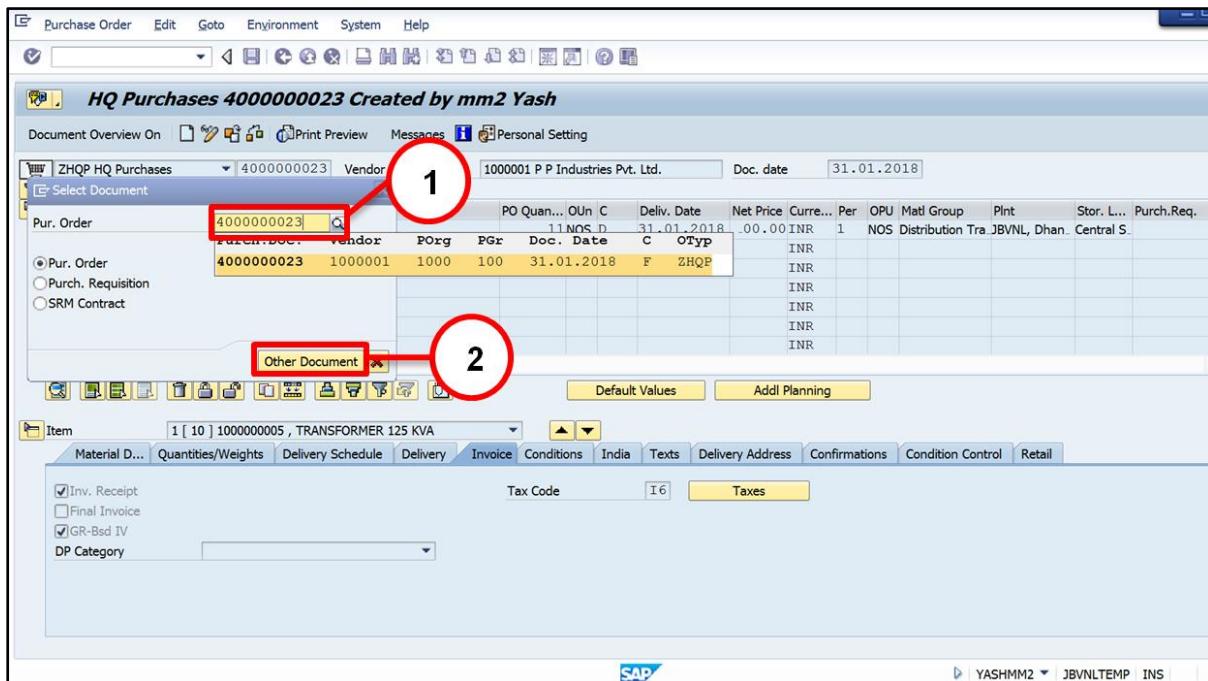
SAP Menu Path	Logistics => Materials Management => Purchasing => Purchase Order => Change
SAP T-code	ME22N

4.5.1 SAP Easy Access



Step	Action
(1)	ME22N is now entered in the Transaction box .
(2)	Click Enter

4.5.2 ME22N – Change Purchase Order (DI)



Step	Action
------	--------



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Step	Action
(1)	Purchase Order:- Input / Selection Purchase order number
(2)	Click Other Document

4.5.3 ME22N – Change Purchase Order (DI)

SAP ME22N - Change Purchase Order (DI) screen showing a purchase order for a transformer. The delivery date '02.02.2018' is highlighted with a red circle (1). The 'Header' button in the toolbar is also highlighted with a red circle (2).

Step	Action
(1)	Delivery date:- Change Delivery date (Change as per your requirement)
(2)	Click Header



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4.5.4 ME22N – Change Purchase Order (DI)

SAP ME22N Transaction Screen:

- Top Bar: Purchase Order, Edit, Goto, Environment, Help.
- Toolbar: Save (highlighted by circle 3), Print, Copy, Paste, etc.
- Header: HQ Purchases 4000000023 Created by mm2 Yash
- Sub-Header: Document Overview On, Print Preview, Personal Setting
- Navigation: ZHPZ HQ Purchases, Vendor: 1000001 P P Industries Pvt. Ltd., Doc. date: 31.01.2018, Status: Released
- Tab Bar: Delivery/Invo..., Conditions, Texts, Address, Communication, Partners, Additional Data, Org. Data, Status, Release strategy, Payment Processing, Versions (highlighted by circle 1)
- Main Area:
 - Table: Status, Version, Com., Reason, Text, Requested by.
 - Row 1: Active, Completed, XYZ, Delivery Date Changed, ESE
 - Row 2: Draft, Pending, ABC, Pending Approval, ESE
 - Table: Net Order Value, Value chg., Crcy, Created By, Created On, Time, Released.
 - Row 1: 1,650,000.00, 0.00, INR, YASHMM2, 02.02.2018, 19:41:30, Released
 - Row 2: 1,650,000.00, 0.00, INR, YASHMM2, 31.01.2018, 23:45:54, MMUSER
 - Table: Item Details (1000000005, Transformer 125 KVA, 11 NOS, 02.02.2018, 00.00 INR, 1 NOS Distribution Tra. JBVNL, Dhan. Central S.)
 - Buttons: Default Values, Addl Planning
 - Item Tab: Material D..., Quantities/Weights, Delivery Schedule, Delivery, Invoice, Conditions, India, Texts, Delivery Address, Confirmations, Condition Control, Retail
 - Checkboxes: Inv. Receipt (checked), Final Invoice (unchecked), GR-Bsd IV (checked)
- Bottom Bar: SAP logo, YASHMM2, JBVNLTEMP, INS

Step	Action
(1)	Select versions tab
(2)	Input change (Active Completed, Reason, Text, Requested By)
(3)	Click Save

HQ Purchases 4000000023 changed

4.6 Cancellation PO(DI):-

Path to Cancellation PO (DI):-

SAP Menu Path	Logistics => Materials Management => Purchasing => Purchase Order => Change
SAP T-code	ME22N

You can cancel PO in ME22N transaction code by "Delivery Completed" Indicator tick.

Manual End