

Project - TPL

SAP Implementation

Material Management

Training Manual

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1. Material Management

1.1 Create Purchase Requisition

1.1.1 Definition

A purchase requisition is a request or instruction to Purchasing to procure a certain quantity of a material or a service so that it is available at a certain point in time.

It is an internal document: it is not used outside the enterprise.

1.1.2 Transaction Code

- ME51 (Create),
- ME51N (Create) New
- ME52N Change PR
- ME53N Display PR

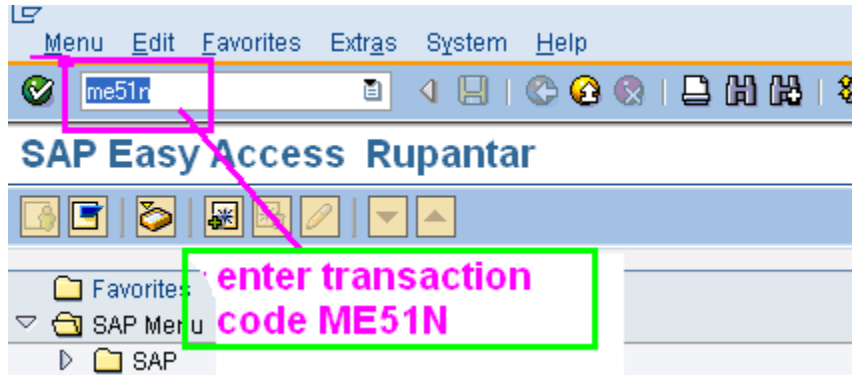
1.1.3 Menu Path

SAP Easy access → Logistics → Material Management → Purchasing → Purchase Requisition → Create

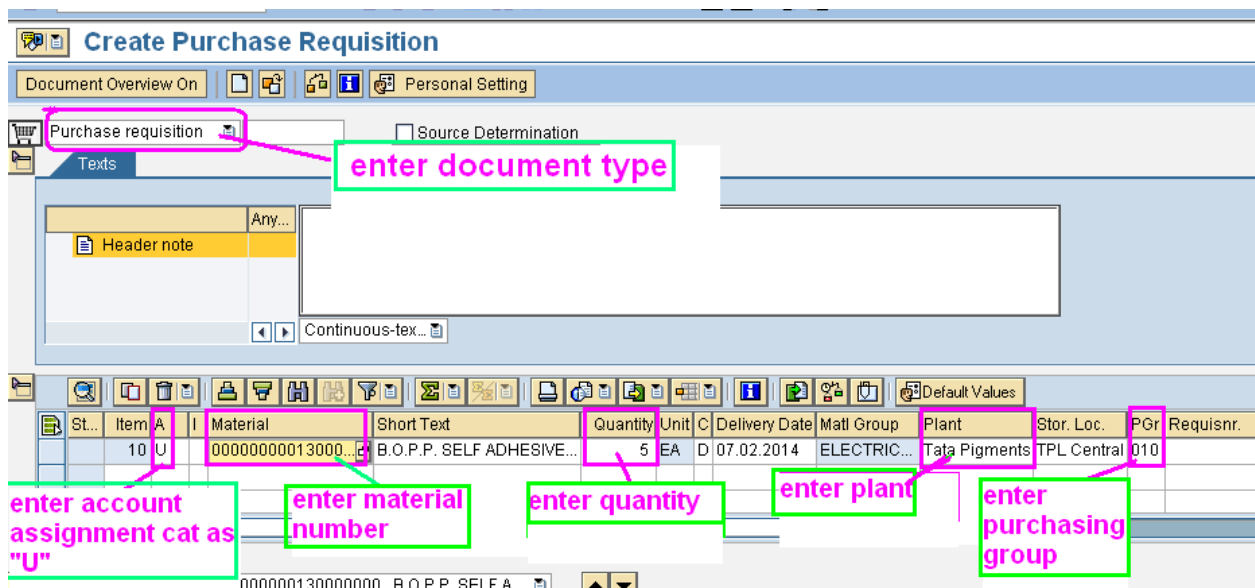
1.1.4 Screen Capture

1. Enter the Transaction Code “ME51N” on ‘Sap Easy Access’ Screen and press ‘Enter’ to enter into “create the Purchase Requisition” screen.


PROJECT: TATA PIGMENT LTD.

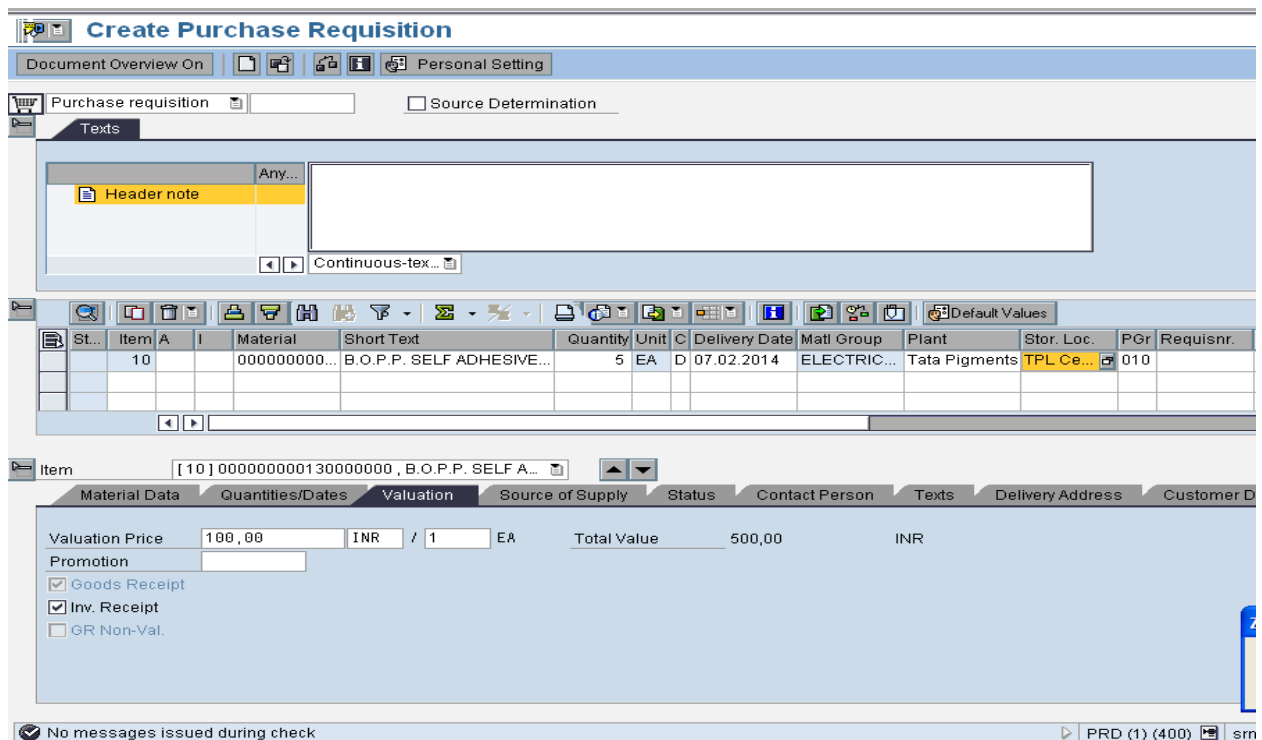


2. Enter the data in the Requisition Screen as follows.



S.No	Field Name	Input Value
1	Doc Type	NB(Purchase Requisition)
2	Material Number	1300000
3	Quantity	5
4	Plant	9500
5	Storage Location	TPLC
6	Purchasing Org	9500
7	Purchasing Group	010

Press check  button. If any error or warning is there it will be displayed as shown at bottom.



The screenshot shows the SAP 'Create Purchase Requisition' interface. At the top, there's a title bar 'Create Purchase Requisition' with a 'Document Overview On' button and a 'Personal Setting' button. Below this is a 'Purchase requisition' field with a 'Source Determination' checkbox. The 'Texts' tab is active, showing a 'Header note' field. Below the text area is a table with columns: St..., Item A, I, Material, Short Text, Quantity, Unit, C, Delivery Date, Matl Group, Plant, Stor. Loc., PGr, and Requisnr. The table contains one row with values: 10, 000000000, B.O.P.P. SELF ADHESIVE..., 5, EA, D 07.02.2014, ELECTRIC..., Tata Pigments, TPL Ce..., 010. Below the table is an 'Item' field with the value '[10] 000000000130000000 , B.O.P.P. SELF A...'. The 'Valuation' tab is active, showing fields for 'Valuation Price' (100,00), 'INR', '1', 'EA', 'Total Value' (500,00), and 'INR'. There are also checkboxes for 'Goods Receipt', 'Inv. Receipt', and 'GR Non-Val.'. At the bottom, a status bar shows 'No messages issued during check' and 'PRD (1) (400) sm'.

If any error or warning message is there, correct it and then save .

Purchase Requisition No. will be generated at as shown in figure.

Item

☒ Purchase requisition number 0200000040 created

1.2 Create a Purchase Requisition for Services :

In this case Item Category has to be given as “D” and it will require an Account assignment Category. If it is known where the service needs to be performed then Account asst Cat may be given as K – for Cost Center , N – for Network, when location is not known User may proceed by giving Acct Asst Cat – U for Unknown. Subsequently, when the services are performed Acct Asst Cat may be mentioned against the Service entry sheet referring to the PO with Acct Asst Cat - U.

PR for Services ☐ Source Determination

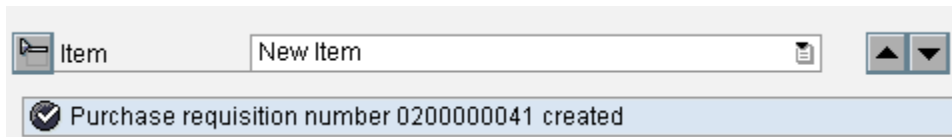
Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Stor. Loc.	PGr	R
	10		D		CIVIL JOB	1	PU	D	12.02.2014	CIVIL JOB	Tata Pigments	TPL Central	0	

Item [10] CIVIL JOB

Services Limits Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts

Line	D.	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf.
10		1_02_01_00	ivil job	2	D		INR	
20							INR	
30							INR	
40							INR	
50							INR	



1.4 Changing the Purchase Requisition:

Procedure:

Menu Path	Sap easy Access → Material Management → Purchasing → Purchase Requisition → Change
Transaction Code	ME52N

1. Enter the Transaction Code ME52N.

The initial screen is displayed.

2. Enter the number of the purchase requisition you wish to change.
3. Press ENTER to display the item overview screen.

Purchase requisition [] Source Determination

Header

Default Values

Status	Item	Proc. St.	A	I	Material	Short Text	Quantity	Unit	Va...	C	Deli...	Crcy	Material	Group	Plant	...	PGr	...
	10				0000000002...	Laptop TPL...	1	NOS	4...	D	19...	INR	212		9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R
									0...			INR			9998	0	999	R

Item [10] 000000000200000004 , Laptop TPL IBM ...

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address

Valuation Price 40,000.00 INR 1 Total Value 0.00 INR

4. Make the desired changes:

- Adding items
- Changing details

If the changes you wish to make are not possible on the item overview screen, You can then make your changes on the item detail screen.

Here the requested quantity is changed from 2 to 1 as shown.

- **Deleting items**

Select the item to be deleted and then choose

- **Save the purchase requisition.**

✓ Purchase requisition 0200000043 changed

1.5 Displaying a Purchase Requisition

Menu Path	SAP Easy Access → Materials Management → Purchasing → Purchase Requisition → Display
Transaction Code	ME53N

- 1. Enter the Transaction Code ME53N. The initial screen is displayed.**
- 2. Enter the number of the purchase requisition you wish to display.**
- 3. Press ENTER to display the item overview screen.**

Display Purchase Req. 200000043

Document Overview On Personal Setting

Purchase requisition 200000043

Texts **Release strategy**

Release group P1
 Release Strategy S1 Release strategy PR
 Release Indicator S

Code	Description	Stat...
R1	DEP Release Pigme...	
R2	SWM Release Pigme...	

Default Values

Status	It...	Proc. St.	A	I	Material	Short Text	Quantity	Unit	Val. Price	C	Delivery Date	Crcy	Material Gro
	10				0000000002...	Laptop TPL IBM Make	2.000	NOS	40,000...	D	19.12.2013	INR	212
INR													

Item

Material Data **Quantities/Dates** **Valuation** **Source of Supply** **Status** **Contact Person** **Texts** **Delivery Address** **Customer Data**

Valuation Price / NOS Total Value

4. You can view the details and then save.

1.2 Create Request for Quotation

1.2.1 DEFINITION

A request for quotation (RFQ) is an invitation extended to a vendor by a purchasing organization to submit a quotation (bid) for the supply of materials or performance of services.

1.2.2 Responsibility

Purchasing department or purchasing group.

1.2.3 Transaction Code

- ME41 Create RFQ
- ME42 (Change)
- ME43 (Display)

1.2.4 Menu Path

SAP Easy Access → Logistics → Materials Management → Purchasing → RFQ/Quotation → Request for Quotation → Create

1.2.5 Screen Capture

1. Choose the Menu Path as shown above or enter the Transaction Code: ME41. The initial screen appears.

RFQ type: Enter the RFQ type AN.

Quotation Dead line: Enter the deadline for submission of quotations.

RFQ: Leave the field blank, the system will assign a number automatically.

2. In Organizational Data:

Enter the purchasing organization, and the purchasing group

3. Default Data for Items:

If you make an entry in any of these fields, the value becomes the default value in each item. For example, if you enter the delivery date, then this date is suggested for each item. You can change this value at any time.

4. Press ENTER .

The item overview screen appears.

Create RFQ : Initial Screen

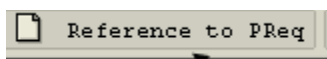
RFQ Type	AN
Language Key	EN
RFQ Date	08.01.2014
Quotation Deadline	13.01.2014
RFQ	

Organizational Data

Purch. Organization	9500
Purchasing Group	010

Field Name	Input Value
RFQ TYPE	AN
Quotation Deadline	13.01.2014
Purchasing Org.	9500
Purchasing Group	010

3. Choose **RFQ** → **Create with reference** → **To requisition** or Press the tab



as shown above.

In the dialog box which now appears, enter the number of the reference requisition and the reference item to be adopted. If you do not know the item numbers, simply enter the requisition number

Create RFQ : Initial Screen

Reference to PReq
Reference to Outline Agreement

RFQ Type	AN
Language Key	EN
RFQ Date	08.01.2014
Quotation Deadline	13.01.2014
RFQ	

Organizational Data

Purch. Organization	9500
Purchasing Group	010

Default Data for Items

Item Category	
Delivery Date	T
Plant	
Storage Location	
Material Group	
Req. Tracking Number	

Selection of Purchase Requisitions

Purchase Req.	2000000006
Requisn Item	
Purch. Group	010
Document Type	
Material	
MPN Material	
Plant	
Item Category	
Acct Assgt Cat.	
Tracking Number	
Supplying Plant	
<input checked="" type="checkbox"/> Assigned	
<input checked="" type="checkbox"/> Stock material	
<input checked="" type="checkbox"/> Open only	

When you press ENTER , Then you enter into “Create RFQ : Header Data” Screen, there enter Collective Number of the RFQ, in this case A113, Press ENTER , the desired item overview appears.

The collective number used is the PR number. This will help in tagging of all RFQ generated from a PR and collectively viewing them.

Create RFQ : Header Data



RFQ		Company Code	9450	Purchasing Group	010
RFQ Type	AN			Purch. Organization	9500
Vendor					

Administrative Fields

RFQ Date	08.01.2014	Item Interval	10	Coll. No.	200000006
Language	EN	Subitem Interv.	1	QuotDdlm	13.01.2014
Validity Start	08.01.2014	Validity End	22.01.2014	Apply By	
		Warranty		Bindg Per.	

Terms of Delivery and Payment

Targ. Val.	
------------	--

Reference Data

Your Reference	soma	Salesperson	ASHOK
Our Reference	soma	Telephone	46212

Field Name	Input Value
Collective No.	200000006
Validity Start	08.01.2014
Validity End.	22.01.2014
Your Reference	SOMA
Our Reference	SOMA
Sales Person	ASHOK
Telephone	46212

5. Select the items you wish to adopt. Enter the Storage Location, in this case, 1 as shown below.

Create RFQ : Selection List: Purchase Requisitions												
<div> <div>Adopt + Details</div> <div> </div> </div>												
Pur. Req.	Item	Material	Short Text	Plnt	SLoc	I	A	Cls	Qty	Un	Deliv. Date	Rel. Date
2000000006		000000000130000000	B.O.P.P. SELF ADHESIV...	9500	TPLC			<input type="checkbox"/>		10,000	EA	D 14.01.2014 07.01.2014

6. Adopt the selected items from the requisition.

If you wish to change the selected items before adopting them, choose *Adopt + Details tab as shown above*. Make your changes on the item detail screen for each item you have selected.

If you wish to adopt the selected items without changing them first, choose *Edit → Adopt*.

The *Item overview* screen of the requisition being created appears, with the copied items. You can add items, or adopt further items from another purchase requisition via *RFQ → Create with reference → To requisition*.

Note that items from PR are defaulted into the RFQ. This way the RFQ making is speeded up by just changing the vendor and a new RFQ gets generated.

Create RFQ : Item 00010

Item	10	ItCat.		Plant	9500
Material	000000000130000000	Mat. Grp	ELE-WRG	Stor. Loc.	TPLC
Short Text		B.O.P.P. SELF ADHESIVE TAPE			
Quantity and Date					
RFQ Quantity	10	EA	QuotDdIn	13.01.2014	
Delivery Date	D 07.02.2014				
Deadline Monitoring					
1st Rem./Exped.		TrackingNo			
2nd Rem./Exped.		V. Mat.			
3rd Rem./Exped.					
No. Exped.	0				

RFQ	1200000024	RFQ Type	AN	RFQ Date	13.01.2014			
Vendor	A01	M/s Bharoti industry supply			QuotDdIn	20.01.2014		
RFQ Items								
Item	I	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp
10		000000000130000000	B.O.P.P. SELF ADHESIV...	2	EA	D	07.02.2014	ELE-WRG

7. Choose **Header** → **Vendor address** or press tab as shown below.

Enter the vendor number, in this case A01. The system will then take the address data from the vendor master record.

If you enter the number of a one-time vendor, you must enter the complete address manually.

For a regular vendor the vendor address is defaulted from the vendor master.

Create RFQ : Vendor Address

RFQ		Company Code	9450	Purch. Group	010
RFQ Date	08.01.2014	RFQ Type	AN	Purchasing Org.	9500
Vendor	A01				

Name
Title Company
Name M/s Bharoti industry supply

Search Terms
Search term 1/2 BHAROTI

Street Address
Street/House number
Postal Code/City
Country IN India Region

PO Box Address
PO Box
Postal code
Company Postal Code

8. **Save the RFQ. An RFQ is created for the vendor in question.**

✓ RFQ for Matl & Serv created under the number 1100000020

9. **Perform steps 7 and 8 again for each additional vendor to whom the RFQ is to be sent.**
10. **Save the RFQ. RFQ with the number 1100000020 is generated.**

2.2 Changing an RFQ :

Menu Path	SAP Easy Access → Logistics → Materials Management → Purchasing → RFQ/Quotation → Request for Quotation → Change
Transaction Code	ME52N

1. Choose the Menu Path as shown above or enter the Transaction Code, ME42. The initial screen appears.
2. Enter the number of the RFQ that is to be changed (use the "possible entries" facility to list the RFQs to be changed by collective number) and press ENTER.

The item overview screen appears.

3. Change the RFQ as desired:

– Adding an item: To add a new item, choose *Edit* → *Enter lines*.

--Changing details: If the changes you wish to make do not appear on the item overview, select the item and choose *Item* → *Details*. You can then make your changes on the item detail screen.

Change RFQ : Item Overview

RFQ: 1200000024 RFQ Type: AN RFQ Date: 13.01.2014
 Vendor: A01 M/s Bharoti industry supply QuotDdIn: 20.01.2014

RFQ Items

Item	I	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp
10		000000000130000000	B.O.P.P. SELF ADHESIV...	1	EA	D	07.02.2014	ELE-WRG

✓ RFQ for Matl & Serv 1100000020 changed

In this case the RFQ quantity is changed from 2 to 1.

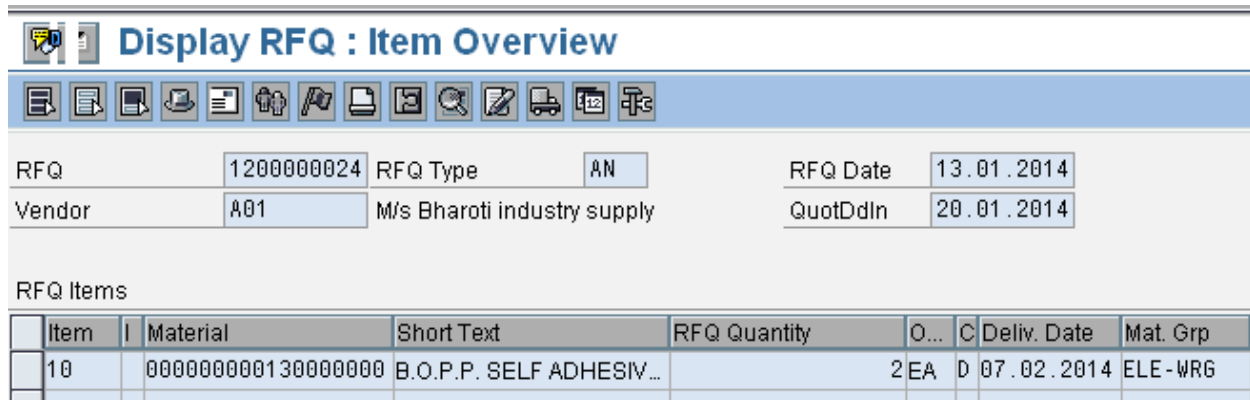
- Deleting items: To delete an item, first select the items you wish to delete. Then choose *Edit* → *Delete*.
- 3. Save the RFQ.
- 4. Only items in white background may be changed out. Items grayed out cannot be altered.

2.3 Displaying RFQ

Menu Path	SAP Easy Access → Logistics → Materials Management → Purchasing → RFQ/Quotation → Request for Quotation → Display
Transaction Code	ME43

1. Enter the Transaction Code ME43 or follow the Menu Path as shown above. The initial screen is displayed.
2. Enter the number of the RFQ you wish to display.

3. Press ENTER to display the item overview screen.



The screenshot shows the SAP 'Display RFQ : Item Overview' screen. At the top, there is a title bar with the text 'Display RFQ : Item Overview'. Below the title bar is a toolbar with various icons. The main area contains several input fields for RFQ details:

- RFQ: 1200000024
- RFQ Type: AN
- RFQ Date: 13.01.2014
- Vendor: A01
- M/s Bharoti industry supply
- QuotDdIn: 20.01.2014

Below these fields is a section titled 'RFQ Items' which contains a table with the following data:

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Mat. Grp
10	000000000130000000	B.O.P.P. SELF ADHESIV...	2 EA	D	07.02.2014	ELE-WRG	

5. You can view the details and then save.

1.3 Quotation Maintain

1.3.1 Definition

A Quotation is an offer by a vendor to a purchasing organization regarding the supply of materials or performance of services subject to specified conditions.

A Quotation is legally binding on the vendor for a certain period. The quotation is the vendor's response to a request for quotation issued by a purchasing organization.

1.3.2 Responsibility

Purchase Dept

1.3.3 Transaction Code

- **ME47** (Create / Change),

1.3.4 Menu Path

SAP Easy Access → Logistics → Materials Management → Purchasing → RFQ/Quotation → Quotation → Maintain

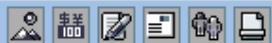
1.3.5 Screen Capture

1. Enter the Transaction Code ME47 or follow the Menu Path as shown above. The initial screen is displayed.
2. Enter the number of the RFQ, 1200000024 and press ENTER.
The RFQ item overview screen appears.

You can enter the vendor's price per item on the item detail screen (see steps 4 and 5) or directly on the item overview screen as shown below or you can maintain conditions by selecting Item → conditions

or press the .

Maintain Quotation : Header Data



RFQ	1200000024	Company Code	9450	Purchasing Group	010
RFQ Type	AN			Purch. Organization	9500
Vendor	A01	M/s Bharoti industry supply			

Administrative Fields

RFQ Date	13.01.2014	Item Interval	10	Coll. No.	
Language	EN	Subitem Interv.	1	QuotDdln	20.01.2014
Validity Start		Validity End		Apply By	
		Warranty		Bindg Per.	

Terms of Delivery and Payment

Payment Terms	0001	Currency	INR		
Payment in		Days		%	Exch. Rate 1,00000 <input type="checkbox"/> Ex.Rate Fx
Payment in		Days		%	Incoterms
Payment in		Days Net			Targ. Val.

Reference Data

Quotation Date	07.01.2014	Quotation	1100000020
Your Reference	soma	Salesperson	ASHOK
Our Reference	soma	Telephone	46212

Maintain Quotation : Item Overview



RFQ	1200000024	RFQ Type	AN	RFQ Date	13.01.2014
Vendor	A01	M/s Bharoti industry supply		QuotDdln	20.01.2014

Quotation Items

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp
10	0000000001300000000	B.O.P.P. SELF ADHESIV...	2	EA	D	07.02.2014	100	1	EA	ELE-WRG

Choose *Item* → *Details* to enter quotation data i.e. Tax code on the item detail screen as shown below.

Maintain Quotation : Item 00010			
Item	1100000020 10	ItCat.	
Material	000000000200000004	Mat. Grp	212
Short Text	Laptop TPL IBM Make		
Plant 9998			
Stor. Loc. 0001			
Quantity and Date			
RFQ Quantity	1.000	NOS	QuotDdln 06.12.2013
Delivery Date	D 08.12.2013		
Deadline Monitoring			
1st Rem./Exped.		TrackingNo	SAPMM
2nd Rem./Exped.		V. Mat.	
3rd Rem./Exped.			
No. Exped.	0		
Quotation Data			
Net Order Price	100.00	INR / 1	InfoUpdate
Qty Conv.	NOS <->		
Quot. Comment		Tax Code	AX
<input type="checkbox"/> Rej. Ind.			

6. Save the data.

☒ Quotation for RFQ for Mat & Serv 1200000024 maintained

4. Comparing Quotations

You can compare the prices from all quotations received as a result of a competitive bidding process using the price comparison list. The comparison list ranks the quotations by item from lowest to highest price.

Prerequisites

Before you generate the price comparison list, you need to consider the following:

- If possible, each quotation should have pricing data for the same item. Only then is the correct interpretation of the mean and total values possible.

If quotations 1 and 2 have pricing data for item 1, but quotation 3 only has price information for item 2, then the system does not have enough information to accurately compare the prices of all three quotations.

Procedure

Menu Path	SAP Easy Access → Logistics → Materials Management → Purchasing → RFQ/Quotation → Quotation → Price Comparison
Transaction Code	ME49

1. Choose *RFQ/quotation → Quotation → Price comparison list*.

The selection screen for the price comparison list appears.

2. Enter the selection criteria for the quotations that are to be compared.

You can enter either a range of quotation numbers or, by entering the collective number, select all quotations belonging to a certain competitive bidding process. It is also possible to select by vendor number and by material number. You must specify either a range of quotation numbers or the collective number.

3. Choose the comparison values to be used.

Reference quotation:

You can compare the quotations within the list with a sample quotation. The system displays the percentage deviation between each quotation in the list and the sample quotation.

Mean/minimum value quotation:

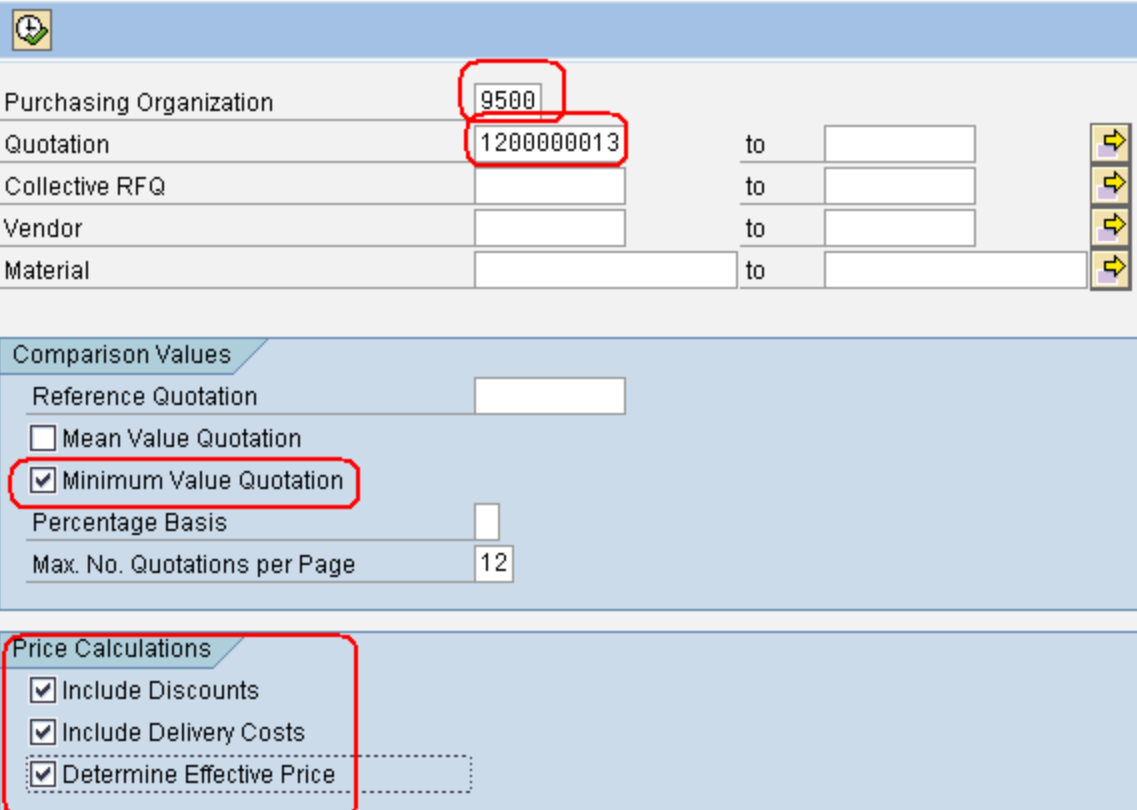
The price comparison list can also display a "fictitious" quotation reflecting the average or minimum value of all quotations. Select either the *Mean* or *Minimum value quotation* field to choose the type of fictitious quotation.

Price computations:

Select the appropriate field to specify which of the following should be taken into account in determining the comparison price:

- Cash discount
- Delivery costs
- Effective Price

Price Comparison List



The screenshot shows the 'Price Comparison List' interface. At the top, there is a header bar with a clock icon. Below it, a table-like structure contains input fields for 'Purchasing Organization' (9500), 'Quotation' (1200000013), 'Collective RFQ', 'Vendor', and 'Material'. To the right of these fields are 'to' labels and empty input boxes, with a vertical column of four right-pointing arrows. Below this is a section titled 'Comparison Values' with a tabbed interface. It contains a 'Reference Quotation' field, a checkbox for 'Mean Value Quotation' (unchecked), a checkbox for 'Minimum Value Quotation' (checked), a 'Percentage Basis' field, and a 'Max. No. Quotations per Page' field set to 12. At the bottom is a section titled 'Price Calculations' with three checked checkboxes: 'Include Discounts', 'Include Delivery Costs', and 'Determine Effective Price'.

Purchasing Organization	9500		
Quotation	1200000013	to	
Collective RFQ		to	
Vendor		to	
Material		to	

Comparison Values

Reference Quotation:

☐ Mean Value Quotation

☒ Minimum Value Quotation

Percentage Basis:

Max. No. Quotations per Page: 12

Price Calculations

☒ Include Discounts

☒ Include Delivery Costs

☒ Determine Effective Price

Choose *Program* → *Execute*



The price comparison list is generated.

The price comparison list displays the price per item in the base unit stored in the material master record.

Price Comparison List in Currency INR

<div> ⏮ ⏪ ⏩ ⏭ 📝 Quotation 🔗 Material 🔗 Vendor Additional Info 🔍 </div>			
Material	Quot.:	1200000024	
Sh. Text	Bidder:	A01	MINIMUM
Qty. in Base Unit	Name:	M/s Bharoti indus	
00000000001300000000	Val.:	200,00	200,00
B.O.P.P. SELF ADHESIVE	Price:	100,00	100,00
2 EA	Rank:	1 100 %	
Total Quot.	Val.:	200,00	200,00
	Rank:	1 100 %	

1.4 Purchase Order

1.4.1 Definition

A purchase order is a formal request or instruction from a purchasing organization to a vendor or a plant to supply or provide a certain quantity of goods or services at or by a certain point in time.

1.4.2 Responsibility

Purchase Dept.

1.4.3 Transaction Code

- ME21N (Create)
- ME22N (Change),
- ME23N (Display)
-

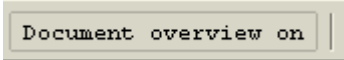

1.4.4 Menu Path

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

1.4.5 Screen Capture

- 1. Enter the Transaction Code- ME21N or follow the Menu Path as shown above. The initial screen appears.**
- 2. Select the document type CM for Capital Indigenous Material as listed under.**

CS	Cap Indigenous Srv
FO	Framework Order
IB	Revenue Import Mat.
IC	Revenue Import Serv
IM	Capital Import Mat.
IS	Capital Import Serv
NA	Indigenous Material
NS	Indigenous Service

- 3. If the document you wish to reference is a requisition, an RFQ, or a contract, Select “Document Overview on”  tab, Select Request for Quotations from selection Variant Icon  and select the RFQ No. and Grab this into basket as shown in figure below.**

All the details will copied into PO document or you can enter the RFQ No. against the RFQ No. Column in PO Item Overview as shown fig. All the details will be copied.

Enter the Quotation date and Quotation in Header details.

Create Purchase Order

Document Overview On

Indigenous PO Mat. Vendor A01 Doc. date 08.01.2014

Delivery/Invoice Texts Address Communication Partners Additional Data Org. Data Status

Purch. Org. 9500
Purch. Group 010
Company Code 9450

S...	Itm	Stor. Location	Batch	Reqmt No.	Requisitioner	IM Material	Info Rec.	R...	Fr...	T...	Purchase ...	Rec
								<input type="checkbox"/>	<input type="checkbox"/>		<u>200000011</u>	

Indigenous PO Mat. Vendor A01 M/s Bharoti industry supply Doc. date 08.01.2014

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...
	10			00000000013...	B.O.P.P. SELF ADHESIV...	5 EA	D	07.02.2014	100,00	INR	
										INR	
										INR	
										INR	
										INR	
										INR	
										INR	
										INR	
										INR	
										INR	

Item [10] 000000000130000000, B.O.P.P. SELF A...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery

Alloc. Table 0 Reason for Ord. L1

ATab-Rel. Non-allocation-table-relevant

4. Select the items to be adopted.

If you wish to change the selected items before you adopt them, change the individual items on the item detail screen.

5. Save the purchase order. “Purchase Domestic Created under the number -----” message will be displayed.

✓ Indigenous PO -works created under the number 2100000009

5.2 Changing a PO:

Menu Path	SAP Easy Access → Logistics → Materials Management → Purchasing → Purchase Order → Change
Transaction Code	ME22N

Choose the Menu Path as shown above or enter the Transaction Code, ME22N.
The initial screen appears.

2. Enter the number of the PO that is to be changed. Press ENTER. The item overview screen appears.
3. Change the PO as desired:

Indigenous PO -works 2100000009 Vendor 200030 IBM Ltd. Doc. date 19.12.2013

Delivery/Invoice Conditions Texts Address Confirmatory Communication Partners Additional Data Org. Data Status

Payment Terms 0001 Currency INR
 Payment in 0 days 0.000 % Exchange Rate 1.00000 ☐ Exch. Rate Fixed
 Payment in 0 days 0.000 %
 Payment in 0 days net
 Incoterms A01 ibm ☐ GR Message

S...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	C...	Per	O...	Matl
	10			00000000020	Laptop TPL IBM Make	1.000	NOS	D	27.12.2013	10,000.00	INR	1	NOS	212

Item [10] 0000000002000000004, Laptop TPL IBM Make

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Address Confirmations

☒ Inv. Receipt Tax code 01 Taxes

Changing details: If the changes you wish to make do not appear on the item overview, You can make your changes on the item detail screen.

Deleting items: To delete an item, first select the items you wish to delete.

And Then *Delete*



6. Save the PO.

Indigenous PO -works 2100000009 changed

5.4 Displaying a PO:

Menu Path.	SAP Easy Access → Logistics → Materials Management → Purchasing → Purchase Order → Display
Transaction Code	ME23N

1. Choose the Menu Path as shown above or enter the Transaction Code, ME23N. The initial screen appears.
2. Enter the PO no. and Press ENTER to display the item overview screen

The screenshot displays the SAP ME23N initial screen. At the top, there's a header bar with 'Document Overview On' and buttons for 'Print Preview', 'Messages', and 'Personal Setting'. Below this, the document details are shown: 'Indigenous PO -works', PO number '2100000009', Vendor '200030 IBM Ltd.', and Document Date '19.12.2013'. A tabbed interface includes 'Delivery/Invoice' (selected), 'Conditions', 'Texts', 'Address', 'Confirmatory', 'Communication', 'Partners', 'Additional Data', 'Org. Data', and 'Status'. The 'Payment Terms' section shows '0001' and 'Payment in 0 days 0.000 %'. The 'Currency' is 'INR' with an 'Exchange Rate' of '1.00000'. The 'Incoterms' are 'A01 ibm'. Below this is a table with columns: S, Itm, A, I, Material, Short Text, PO Quantity, OUn, C, Deliv. Date, Net Price, C..., Per, O..., and Mat. The first row shows item 10, material '00000000020', 'Laptop TPL IBM Make', quantity '1.000 NOS', and net price '10,000.00 INR'. At the bottom, there's an 'Addl Planning' button and an 'Item' field showing '[10] 0000000002000000004, Laptop TPL IBM ...'. The bottom bar includes tabs for 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice' (selected), 'Conditions', 'Texts', 'Delivery Address', and 'Confirmations'. The 'Inv. Receipt' checkbox is checked, and the 'Tax code' is '01'.

3. You can view the details and then save.

5.5 Releasing a Purchase Order


You use this component if you wish to set up approval procedures for purchase orders. Under such a procedure, if a purchase order fulfills certain conditions (e.g. the total order value exceeds \$10,000), it has to be approved (by the cost center manager, for instance) 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".

To view the Release Strategy applied for the PO, enter the Transaction Code ME28 and press ENTER. Under Header Overview, press “Release Strategy” tab, there we can view the details of Release Strategy as shown in figure. In this case Release Strategy 01 is applied. View and save.

Menu Path	SAP Easy Access → Logistics → Materials Management → Purchasing → Purchase Order → Individual Release
Transaction Code	ME28

- b. Follow the Menu Path as shown above or enter the Transaction Code – ME28. This takes you to the Screen as shown below. Enter the Purchase Order No. and press ENTER.


Release (Approve) Purchasing Documents



Release Code

PP

Release Group
to



☒ Set Release

☐ Cancel Release

☒ Release Prerequisite Fulfilled

☐ List with Items


Scope of List

BEST


Purchasing Document Category

F


to




Purchasing Organization
to




Document Number
to




Document Type
to




Purchasing Group
to




Vendor
to



Supplying Plant
to



Document Date
to



- c. Press on “Release Options” as shown above.
- d. After releasing the status will be changed from “Blocked” to “Released” as shown below.

Release Purchasing Documents with Release Code PW

Release	Purch.Doc.	TrackingNo	It...	Net price	Ty...	C...	PGr	Vendor	P...	Doc. Date	Material	Short Text	Matl Grou
✓	2100000009	1	10	10,000.00	NA	F	999	200030 IBM Ltd.		19.12.2013	000000000200000004	Laptop TPL IBM Make	212
✓	2100000011	2	10	100.00	NA	F	999	IBM02 IBM		20.12.2013	000000000200000004	laptop	212
✓	2100000012	1	10	100.00	NA	F	999			20.12.2013	000000000200000004	Laptop TPL IBM Make	212
✓	2100000013	1	10	100.00	NA	F	999			20.12.2013	000000000200000004	Laptop TPL IBM Make	212

Release Purchasing Documents with Release Code PW

Release	Purch.Doc.	TrackingNo	It...	Net price	Ty...	C...	PGr	Vendor	P...	Doc. Date	Material	S
✓	2100000009	1	10	10,000.00	NA	F	999	200030 IBM Ltd.		19.12.2013	000000000200000004	L
✓	2100000011	2	10	100.00	NA	F	999	IBM02 IBM		20.12.2013	000000000200000004	Is
✓	2100000012	1	10	100.00	NA	F	999			20.12.2013	000000000200000004	L
✓	2100000013	1	10	100.00	NA	F	999			20.12.2013	000000000200000004	L

Indigenous PO -works 2100000013 Created by Soma Kumari

Document Overview On | Messages

Indigenous PO -works | 2100000013 | Vendor | IBM02 IBM | Doc. date

Texts | Address | Confirmatory | Communication | Partners | Additional Data | Org.

Release group	ZY	Purchasing Doc Rel	Code	Description	Stat...
Release Strategy	4P	Pigments PO RelLv1	PP	Pigments Procurement	✓
Release indicator	C	Released	PW	Pigments works mgr	✓

5.7 Creating a Purchase Order Manually (Vendor Known):

Use this procedure if you know which vendor is to receive the order. If a material record exists for the material to be ordered, proceed as follows:

Procedure

Menu Path	SAP Easy Access → Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor / Supplying Plant known
Transaction Code	ME21N

1. Enter the Transaction Code- ME21N or follow the Menu Path as shown above. The initial screen appears.
2. Select the document type NA for Domestic and IB for Foreign and NS for Services. In this case NA is selected. Press ENTER to branch to the item overview.
3. In HEADER Level, enter Vendor Number, Quotation and Quotation Date in "Additional Data".

Create Purchase Order

Document Overview On | Hold | Print Preview | Messages | Personal Setting

Indigenous PO Mat. | Vendor: **A01 M/s Bharoti industry supply** | Doc. date: 13.01.2014

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Customer Data

Purch. Org.: **9500** Tata Pigments Ltd.
Purch. Group: **010** TPL Central
Company Code: **9450** Tata Pigment Limited

S...	Itm	Material	Short Text	PO Qua...	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Locatio
	10	000000000013	B.O.P.P. SELF ADHESIV...	2	EA	D	12.02.2014	100,00	INR	1	EA	ELECTRICAL	Tata Pigments	TPL Central
									INR					
									INR					

Default Values | Addl Planning

Item: [10] 000000000130000000, B.O.P.P. SELF A...

Delivery Schedule | Delivery | Invoice | Conditions | Texts | Delivery Address | Confirmations | Condition Control | Retail | Custom

Alloc. Table: 0 | Reason for Ord.: **L1** LOWEST TENDER
ATab-Rel.: Non-allocation-table-relevant

4. For each item, you must enter the following:

-Material

-Order quantity

-Net price

If the price should deviate from the net price of the last document, select the item and go to *Item Details*.

Enter the net price on the item detail screen. Press ENTER to branch to the item overview.

- Requisitioner

-Tracking Number

-Delivery date

You can either enter the desired delivery date or leave the field empty. If the field is empty, the system determines the delivery date from the current date plus the planned delivery time for the material.

The default value for the net price is taken from the purchasing info record. If no info record is available for the material from the vendor, it is taken from the last document.

The screenshot displays the SAP Purchasing Info Record for vendor A01 M/s Bharoti industry supply. The document date is 13.01.2014. The interface includes tabs for Delivery/Invoice, Conditions, Texts, Address, Communication, Partners, Additional Data, Org. Data, Status, and Customer Data. The Org. Data tab is active, showing the following details:

Purch. Org.	9500	Tata Pigments Ltd.
Purch. Group	010	TPL Central
Company Code	9450	Tata Pigment Limited

Below this, a table lists the materials and their delivery details:

S...	Item	Material	Short Text	PO Qua...	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location
	10	00000000013...	B.O.P.P. SELF ADHESIV...	2	EA	D	12.02.2014	100,00	INR	1	EA	ELECTRICA...	Tata Pigments	TPL Central
									INR					
									INR					

At the bottom, the Item field shows [10] 000000000130000000, B.O.P.P. SELF A... and the Reason for Ord. is L1 LOWEST TENDER.

5. Save the Purchase Order.

✓ Indigenous PO -works created under the number 2100000010

5.8 Creating a Purchase Order(Imported) Manually (Vendor Known):

Use this procedure if you know which vendor is to receive the order. If a material record exists for the material to be ordered, proceed as follows:

Procedure

Menu Path	SAP Easy Access → Logistics → Materials Management → Purchasing → Purchase Order → Create → Vendor / Supplying Plant known
Transaction Code	ME21N

- 1. Enter the Transaction Code- ME21N or follow the Menu Path as shown above. The initial screen appears.**
- 2. Select the document type IC (Capital Import Order) for material to be imported. Press ENTER to branch to the item overview.**
- 3. In HEADER Level, enter Vendor Number (Import Vendor)**

Import PO Vendor IBM02 IBM Doc. date 28.12.2013

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net...	C	Per	O...	Matl Group	Plnt	Stor
	1			00000000020	Laptop TPL IBM Make	2.000	NOS	D	28.12.20...	0.00	...	1	NOS212		9998	

Default Values Addl Planning

Item [1] 000000000200000004, Laptop TPL IBM M...

Delivery Invoice Conditions Texts Delivery Address Confirmations Condition Control Retail Customer Data

Qty 2.000 NOS Net 200.00 INR

CnTy	Name	Amount	Crcy	per	UoM	Condition value	Curr.	Num...	OUn	CCon...	U
	incl. disc.	100.00	INR		1 NOS	200.00	INR	1	NOS	1	N
	NAVS Non-Deductible Tax	0.00	INR			0.00	INR	0		0	
	Net incl. tax	100.00	INR		1 NOS	200.00	INR	1	NOS	1	N
	Z0B1 Customs (Value)		INR			0.00	INR	0		0	
	SKT0 Cash Discount	0.000	%			0.00	INR	0		0	
	Actual Price	100.00	INR		1 NOS	200.00	INR	1	NOS	1	N

4. For each item, you must enter the following:

–Material

–Order quantity

_Net price

Enter the Conditions applicable to Import Procurement. Against each condition if required go to condition detail and change vendor. Typically Customs duty, Goods & Service Tax etc is paid to CUSTOM (separate vendor for Customs duty) and other is paid to diff vendor.

Item - Conditions - Detail				
Item	1		Application	M
Condition type	Z0B1	Customs (Value)	CondPricingDate	20.12.2013
Condition values				
Amount	0.00		INR	
Cond.base value	20,000			
Condition value	0.00		INR	
Control				
Condition class	A	Discount or surcharge		
Calculat.type	B	Fixed amount	<input checked="" type="checkbox"/> Statistical	
Condit.category	B	Delivery costs	<input checked="" type="checkbox"/> Accruals	
Cond.control	A	Adjust for quantity variance		
Condit.origin	C	Manually entered		
Account determination				
Account key	FRE			
Accruals	FR3			
Vendor	20030			

If the price should deviate from the net price of the last document, select the item and go to *Item Details*.

Enter the net price on the item detail screen. Press ENTER to branch to the item overview.

_Requisitioner

_Tracking Number


_Delivery date

_Tax Code as V0

You can either enter the desired delivery date or leave the field empty. If the field is empty, the system determines the delivery date from the current date plus the planned delivery time for the material.

The default value for the net price is taken from the purchasing info record. If no info record is available for the material from the vendor, it is taken from the last document.

5. Save the Purchase Order.

 Import PO created under the number 2200000000

1.5 Goods Receipt

1.5.1 Definition

A goods receipt is done against a Purchase order to record the number of material received and a financial document gets generated at this instance.

1.5.2 Responsibility

Stores

1.5.3 Transaction Code

- MIGO

1.5.4 Menu Path

SAP Easy Access → Logistics → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number known (MIGO)

1.5.5 Screen Capture

This takes you to the initial screen for this function.

2. Select “ A01 Goods Receipts ” and “R01 Purchase Order” , then enter the Purchase Order Number and press ENTER. All the data from Purchase Order will be copied.

Goods Receipt Purchase Order 4500000013 - Soma Kumari

Show Overview Hold Check Post Help

Goods Receipt Purchase Order Plant GR goods receipt 101

General Vendor

Doc/Chq Date 13.01.2014 Delivery Note 112345 Vendor M/s Bharoti industry supply

Posting Date 13.01.2014 Bill of Lading HeaderText n

Individual Slip GR/GI Slip No.

3. Enter the data on the initial screen: Delivery Note, if the materials are batch maintained enter the Batch Numbers also.

Select the movement type.

If the quantity delivered is intended for the warehouse or for consumption/usage, select *Movement type* → *PO to warehouse* (Movement type 101).

4. If necessary, you can change data in the selected items on this screen.
5. After changing or verification is over, tick the “Item ok” check box and
and Post the Document. Material Document will be generated.

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Batch	Valuation T...	M...	D	Stock Type
1	B.O.P.P. SELF ADHESIVE TAPE	<input type="checkbox"/>	2	EA	TPL Central			101	+	Quality ins...

Material

Quantity

Where

Purchase Order Data

Partner

Qty in Unit of Entry

2

EA

Qty in SKU

2

EA

Qty in Delivery Note

Quantity Ordered

2

EA

☒ Item OK

Line 1

☒ Material document 5000000160 posted

A material document is posted by the system which will show the stocks and related accounting entries.

6.2 Cancellation of a Material Document

Use

If you made a typing error or an input error (for example, wrong quantity or wrong movement type) while entering a material document, you must cancel the document, since you can no longer change this data.

Procedure

1. From the Inventory Management menu, choose *Goods movement* → *Goods Movement* → Goods Movement (MIGO).

Menu Path	SAP Easy Access → Logistics → Inventory Management → Goods Movement → Goods Movement(MIGO)
Transaction Code	MIGO

This takes you to the initial screen for this function.

Cancellation | Material Document | 5000000161 | 2013

General | Vendor

Document Date: 24.12.2013 | Delivery Note: 123/2013 | Vendor: IBM
Posting Date: 24.12.2013 | Bill of Lading: | HeaderText: N
☐ Individual Slip | GR/GI Slip No.:

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Bu...	Item	Batch	Material
1	Laptop TPL IBM Make	<input type="checkbox"/>	1.000		NOSPigments central	9450	10		000000000200000004

Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment


Movement Type: 102 | ☐ - GR for PO reversal | Stock type: Unrestricted use
Plant: Tata Pigments | 9998
Storage Location: Pigments central | 0001
Unloading Point:
Reason for Movement:
Text:

☒ Item OK | Line: 1

2. **Select “Cancellation” and “ Material Document” , then enter the Material Document Number and press ENTER. All the data from Material**

Document will be copied.

3. Tick the check box “Item ok” and Post the document.

 Material document 5000000162 posted

6.3 Return Delivery of a Material Document

If you want to return delivered goods to the vendor for some reason (for example, due to poor quality or because they are damaged), you can use this function to return the goods, even if you have already posted the goods receipt. If the vendor sends you a substitute delivery after you have returned goods, you can reference the return delivery when you post the goods receipt.

Procedure

1. From the Inventory Management menu, choose *Goods movement* → *Goods Movement* → Goods Movement(MIGO).

Menu Path	SAP Easy Access → Logistics → Inventory Management → Goods Movement → Goods Movement(MIGO)
Transaction Code	MIGO

This takes you to the initial screen for this function.

2. Select “ Return Delivery” and “Material Document” , then enter the Material Document Number and press ENTER. All the data from Material Document will be copied. Change the “quantity in unit of entry” as per requirement. In this case, changed from 5 to 1 as shown below and enter

the reason for return against “Reason for Movement” in “where” tab of item detail screen.

Return Delivery | Material Document | 5000000161 | 2013

General | Vendor

Document Date: 24.12.2013 | Delivery Note: 123/2013 | Vendor: IBM
 Posting Date: 24.12.2013 | Bill of Lading: | HeaderText: N
☐ Individual Slip | GR/GI Slip No.: | ☐ Via Delivery

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Bu...	Item	Batch	Material	Valuation
1	Laptop TPL IBM Make	<input type="checkbox"/>	1.000		NOS Pigments central	9450	10		000000000200000004	

Material | **Quantity** | Where | Purchase Order Data | Partner | Account Assignment

Qty in Unit of Entry: 1.000 NOS
 Qty in SKU: 1.000 NOS
 Qty in Delivery Note: | Amount in LC: 40,000.00
 Quantity Ordered: 1.000 NOS

☒ Item OK | Line: 1

Material | Quantity | **Where** | Purchase Order Data | Partner | Account Assignment

Movement Type: 122 - RE return to vendor | Stock type: Unrestricted use

Plant: Tata Pigments 9998
 Storage Location: Pigments central 0001
 Goods recipient: |
 Unloading Point: |
 Reason for Movement: 0001
 Text: |

☒ Item OK | Line: 1

3. Tick the check box “Item ok” and Post the document.

6.4 Displaying the Material Document

1. From the Inventory Management menu, choose *Goods movement* → *Goods Movement* → Goods Movement(MIGO).

Menu Path	SAP Easy Access → Logistics → Inventory Management → Goods Movement → Goods Movement(MIGO)
Transaction Code	MIGO

This takes you to the initial screen for this function.

4. Select “A04 Display” and “R02 Material Document” , then enter the Material Document Number and press ENTER. All the data from Material Document will be copied. We can view the all the data of a Material Document.

Display Material Document 6000000032 - Soma Kumari

Show Overview Hold Check Post Help

Display Material Document 6000000032 2014

General Vendor Doc. info

Doc/Chq Date 13.01.2014 Delivery Note 112345 Vendor M/s Bharoti industry supply
 Posting Date 13.01.2014 Bill of Lading HeaderText N
☐ Individual Slip GR/GI Slip No.

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Bu...	Batch	Valuation T...	M...	D	Stock Type
1	B.O.P. SELF ADHESIVE TAPE	2	EA	TPL Central	9450			101		Quality ins...

Material Quantity Where Purchase Order Data Partner Account Assignment

Qty in Unit of Entry 2 EA
 Qty in SKU 2 EA

6.5 Transfer Posting Storage Location to Storage Location

Procedure

1. From the Inventory Management menu, choose *Goods movement* → *Goods receipt* → Transfer Posting

Menu Path	SAP Easy Access → Logistics → Inventory Management → Goods Movement → Transfer Posting (MB1B)
Transaction Code	MB1B

Enter Transfer Posting: Initial Screen

New Item To Reservation... To Purchase Order... WM Parameters...

Document Date Posting Date

Material Slip

Doc. Header Text GR/GI Slip No.

Defaults for Document Items

Movement Type Special Stock ☐

Plant Reason for Movement

Storage Location ☐ Suggest Zero Lines

GR/GI Slip

☐ Print ☐ Individual Slip

☒ Indiv. Slip w. Inspect. Text

☐ Collective Slip

Enter Transfer Posting: Collective Processing

 To Reservation... To Order... To Purchase Order...

Movement Type TF tfr. within plant

Recipient

Rcvg SLoc

Items

F Item	Material	Quantity	UnE	SLoc	Batch	Re Plnt
1	00000000002000000004	1	NOS	0001		9998
2						9998
3						9998
4						9998

Document 4900000050 posted

6.6 Multiple or Partial Goods Receipts for same Purchase Order

Procedure

From the Inventory Management menu, choose *Goods movement* → *Goods receipt* → *For purchase order* → *PO number known* or *PO number unknown*.

Transaction Code	SAP Easy Access → Logistics → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number known (MIGO)
Menu Path	MIGO

This takes you to the initial screen for this function.

2. Select “ Goods Receipts ” and “Purchase Order” , then enter the Purchase Order Number and press ENTER. All the data from Purchase Order will be copied.
3. Enter the data on the initial screen: Delivery Note and Batch Number, if it is managed in Batches.

Select the movement type i.e. 101.

4. Enter the GR Quantity i.e. actually received. In this case, we took PO Quantity

as 25 and GR Quantity as 5 as shown in fig.

General **Vendor**

Document Date: 24.12.2013 Delivery Note: Vendor: IBM
 Posting Date: 24.12.2013 Bill of Lading: HeaderText:
☐ Individual Slip GR/GI Slip No.:

Line	Mat. Short Text	OK	Qty in UnE	E...	S...	SLoc	Item	Batch	Material	Valuation
1	Laptop TPL IBM Make	<input type="checkbox"/>	5.000	NOS			10		0000000020000004	

Material **Quantity** **Where** **Purchase Order Data** **Partner** **Account Assignment**

Qty in Unit of Entry: 5.000 NOS
 Qty in SKU: 5.000 NOS
 Qty in Delivery Note:
 Quantity Ordered: 25.000 NOS

☒ Item OK Line: 1

1. After changing or verification is over, tick the “Item ok” check box and Post

the Document. A warning message as shown below will be displayed

“Deficit of PU Ordered quantity 20.....”. Ignore it and Post the Document Material Document will be generated.

II. Goods Receipt for the same PO:

Follow the same procedure as explained in above steps. But, when we enter the Purchase Order Number, the System automatically proposes the Balance Quantity i.e. 20 (25-5). After changing or verification is over, tick the “Item OK” and post the Document.

1.6 Reservation

1.6.1 Definition

With this component, you make a request to the warehouse to keep materials ready for withdrawal at a later date and for a certain purpose. This simplifies and accelerates the goods receipt process.

A reservation for goods issue can be requested by various departments for various account assignment objects (such as cost center, order, asset, etc.).

1.6.2 Responsibility

Indenting department

1.6.3 Transaction Code

- MB21(Create)
- MB22 (Change),
- MB23 (Display)

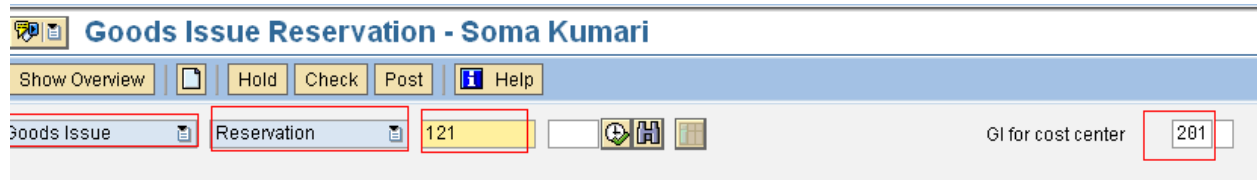
1.6.4 Menu Path

SAP Easy Access → Logistics → Materials Management → Inventory Management → Reservation → Create

1.6.5 Screen Capture

This takes you to the initial screen for this function.

Select “A07 Goods Issue” and “R09 Reservation” , then enter the Reservation Number as shown below and press ENTER. All the data from Reservation Document will be copied.



The screenshot shows the SAP 'Goods Issue Reservation' interface for user 'Soma Kumari'. The title bar includes a document icon and the text 'Goods Issue Reservation - Soma Kumari'. Below the title bar is a menu bar with buttons: 'Show Overview', a document icon, 'Hold', 'Check', 'Post', and a help icon with the text 'Help'. The main data entry area contains several fields: 'Goods Issue' (with a document icon), 'Reservation' (with a document icon), a yellow field containing '121', an empty field, a green checkmark icon, a blue 'H' icon, and a calendar icon. On the right side, there is a label 'GI for cost center' followed by a field containing '201'. Red rectangular boxes highlight the 'Goods Issue' field, the 'Reservation' field, the '121' field, and the '201' field.

3. If necessary, you can change data in the selected items on this screen.
4. After changing or verification is over, tick the “Item ok” check box and Post the Document. Material Document will be generated.

Document Date	25.12.2013	Material Slip	
Posting Date	25.12.2013	Doc.Header Text	
<input type="checkbox"/> Individual Slip		GR/GI Slip No.	

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Bu...	Co...	Batch	Valuation T...
1	Laptop TPL IBM Make	<input type="checkbox"/>	1.000		NOSPigments central	9450-10001	9450	9450		

Delete Contents

Material Quantity Where Reservation Partner Account Assignment

Movement Type 201 ☐ - GI for cost center Stock type Unrestricted use

Plant Tata Pigments 9998

Storage Location Pigments central 0001

Goods recipient PIGMENTS

Unloading Point

Text

☒ Item OK Line 1

Material document 4900000052 posted

1.7 Contract

1.7.1 Definition

Contract is a long term purchasing agreement with a vendor concerning the supply of materials or performance of services according to predetermined conditions. Contracts have a valid period of time and cover a predefined total purchase quantity or value.

1.7.2 Responsibility

Central Procurement in Purchasing

1.7.3 Transaction code






- **ME31K (Create)**


1.7.4 Menu path

**SAP Easy Access → Logistics → Materials Management → Purchasing →
Outline Agreements → Contracts → Create Contract**

1.7.5 Screen capture

Create Contract : Initial Screen

 Reference to PReq  Reference to RFQ

Vendor	A01	
Agreement Type	WK	
Agreement Date	13.01.2014	
Agreement		

Organizational Data

Purch. Organization	9500	
Purchasing Group	010	

Default Data for Items


Item Category	
Acct Assignment Cat.	
Plant	
Storage Location	
Material Group	
Req. Tracking Number	
Vendor Subrange	
<input type="checkbox"/> Acknowledgment Reqd	

Note the contract type. It may be Value Contract.

Create Contract : Header Data

Agreement		Company Code	9450	Purchasing Group	010
		Agreement Type	WK	Purch. Organization	9500
Vendor	A01	M/s Bharoti industry supply			
Administrative Fields					
Agreement Date	13.01.2014	Item Number Interval	10	Subitem Interv.	1
Validity Start	13.01.2014	Validity End	29.08.2014	Language	EN
<input type="checkbox"/> GR Message					
Terms of Delivery and Payment					
Payt Terms	0001	Targ. Val.	50,000.00	INR	
Payment in		Days	%	Exch. Rate	1,00000 <input type="checkbox"/> Ex.Rate Fx
Payment in		Days	%	Incoterms	
Payment in		Days Net			
Reference Data					
Quotation Date	13.01.2014	Quotation	1100000020		
Your Reference	sap	Salesperson	ASHOK		
Our Reference	sap	Telephone	46212		
Trnspmt Plant		Invoicing Party			

Create Contract : Item 00001

 Account Assignments									
Agreement Item	1		Item Cat.		AcctAssCat	K			
Material	000000000200000004		Matl Group	212		Plant			
Short Text	Laptop TPL IBM Make				Stor. Loc.				
Quantity and Price									
Target Quantity			NOS	RelOrdQty.	1.000				
Net Order Price	100.00		INR / 1 NOS	Price Date					
Qty Conversion	1 NOS <-> 1 NOS		InfoUpdate						
Other Data									
1st Rem./Exped.			ConfContr.			<input type="checkbox"/> Acknowl. Reqd			
2nd Rem./Exped.			Ackn. No.	q1		<input type="checkbox"/> Estimated Price			
3rd Rem./Exped.			TrackingNo	123456		<input checked="" type="checkbox"/> Print Price			
Vend. Mat. <input type="text"/>									
GR/IR Control									
Underdel. Tol.			%	Stock Type			<input checked="" type="checkbox"/> GR		
Overdeliv. Tol.			%	<input type="checkbox"/> Unlimited			<input type="checkbox"/> GR non-val		
Tax code	V0						<input checked="" type="checkbox"/> IR		
Shipping Instr.							<input checked="" type="checkbox"/> GR-BasedIV		


Save the document.

☒ Value contract created under the number 4700000003


7.2 Releasing a Contract

Menu Path	SAP Easy Access → Logistics → Materials Management → Purchasing → Outline Agreements → Contracts → Release Contract
Transaction Code	ME35K

Release (Approve) Purchasing Documents



Release Code

Release Group  to

☒ Set Release

☐ Cancel Release

☒ Release Prerequisite Fulfilled

☐ List with Items

Scope of List

Purchasing Document Category to

Purchasing Organization to

Document Number to









Document Type to

Purchasing Group to

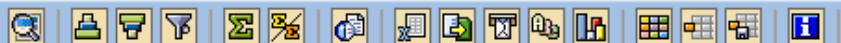


Vendor to

Supplying Plant to

Document Date to

Release Purchasing Documents with Release Code PP

  Print Preview									
It...	Release	Vendor	Purch.Doc.	Targ. Val.	Validity Start	Validity End	P...	Doc. Date	Material
10		IBM02 IBM	2100000010	0.00				20.12.2013	0000000002000000

1.8 Service Entry Sheet

1.8.1 Definition

Service Entry sheet is a following on function of Purchase Order. It is a record of the services performed and documents the actual quantity of job done. The service entry sheet against a purchase order may be viewed in the PO History.

1.8.2 Responsibility

Requesting department based on inputs of actual quantity of services performed,

1.8.3 Transaction Code

- ML81N (Create)

1.8.4 Menu path

SAP Easy Access → Logistics → Materials Management → Service Entry Sheet → Maintain

1.8.5 Screen Capture

Service Entry Sheet

Service Entry Sheet

Other Purchase Order

Select Purchase Order/Entry Sheet

Purchase Order 3000000010

Entry Sheet

Always display at start

Basic Data

Acct Assgt Cat.

External Number

Service Entry Against Purchase Order 3000000010 0001

Service Entry Against Purchase Order 3000000010 0001

Other Purchase Order

Service Entry Sheet

For Purchase Order 3000000010 10

Short Text

Basic Data		Accept. Data	Vals	Long Txt	History	Addnl Data
Acct Assgt Cat.	Cost center					
External Number						
Service Loc.	jamshedpur					
Period	25.12.2013 - 25.01.2014					
Price Ref.	25.12.2013					
PRsp. Intern.	rupesh					
PRsp. Extern.						

Entry Sheet	1000000032	No acceptance	Returns Indicator
or Purchase Order	3000000010 10		
Short Text	caterer services		

Basic Data		Accept. Data	Vals	Long
Doc.	25.12.2013			
Posting	25.12.2013			
Reference	RUPESH			
Doc. Text				

Line	Del. Ind.	Service No.
10	<input type="checkbox"/>	
20	<input type="checkbox"/>	
30	<input type="checkbox"/>	
40	<input type="checkbox"/>	
50	<input type="checkbox"/>	
60	<input type="checkbox"/>	
70	<input type="checkbox"/>	
80	<input type="checkbox"/>	
90	<input type="checkbox"/>	
100	<input type="checkbox"/>	
110	<input type="checkbox"/>	
120	<input type="checkbox"/>	

Service Selection

☐ From Current Specs
☐ MSS
☒ From Purchase Order 3000000010 10
☐ Adopt full quantity
☐ From Requisition
☐ From Purch. Document
☐ From Entry Sheet
☐ Class Selection

☒ ☐

Service Sel.

Line 10

Select Services as Reference

Services

Sh. Text: caterer services

Services

Line	Del. Ind.	Service No.	Short Text	Quantity	Un	Gross Price	Crry	Matl. Group	Ng
10	<input type="checkbox"/>		caterer services	2	D	1,000.00	INR	213	2,
20	<input type="checkbox"/>			0.000		0.00	INR		0

Basic Data Accept. Data Vals Long Txt History Addnl Data

Quality of Job	020	Environment Compliance	000	Job Knowledge	000
Timeliness	000	Training to Workmen	000	Responsiveness	000
Safety	000	Manpower Optimization	000	Systematic Billing	000
Skill level	000	Resources Capability	000	safety audit by vendor	Y

Note: Please rate vendors in a scale of 1 to 5 where

Line	Del. Ind.	Service No.	Short Text	Quantity	Un	Gross Price	Cost Center	Crry
10	<input type="checkbox"/>		caterer services	2		1000	9450-10000	INR
20	<input type="checkbox"/>							INR
30	<input type="checkbox"/>							INR
40	<input type="checkbox"/>							TND

Entry sheet 1000000343 saved

8.1 Display Service Entry Sheet

Transaction Code

ML82

Display Service Entry Sheet Entry Sheet

Purchase order
 Selection options
 Selection line
 Get variant...

General Data

Purchase Order

Purchase Order Item to

Entry Sheet Number to

Display Service Entry Sheet: Overview

Purchase order
 PO history

Purch. Order

3000000011

Order Type

NS

PO Date

25.12.2013

Vendor

A01

HP

Item	Text	Net Value PO Item	Del. Date
AccIn	Entry Sh. Text	Net Value Entry Sh.	Ref. Date
00010	computer services	100.00 INR	25.12.2013
000	1000000041 computer services	100.00 INR	25.12.2013

Release Strategy Purchase Order

Entry Sheet 1000000041 No acceptance

or Purchase Order 3000000011 10 computer services

Object Assignment Cat. K ☐ Final Entry

☐ Returns Ind. ☐ Blocking Indicator

Description

Short Text computer services

External Number

Entry Data

Service Loc. jamshedpur

Period 25.12.2013 - 25.01.2014

Int. Pers. R. rupesh

Ext. Pers. R.

Price Ref. 25.12.2013

Administrative Data

Created 06J1322

Created 25.12.2013

Changed 06J1322

Changed 25.12.2013

Values

Net Value Incl. Tax 100.00 INR

Total Value 100.00 INR

Unplanned Portion 0.00 INR

Portion w/o Contract 0.00 INR

Acceptance Document

Reference RUPESH Doc. 25.12.2013

Document Header Text Posting 25.12.2013

Release Strategy Entry Sheet 1000000041

Release group YY SE Sheet Release

Release Strategy 4S SE Release Pigments

Release codes

Releases to Date

Final release SM SW

Release ID A Not accepted


☒ Simulate release ☐

This will need 2 level releases.

8.1 Service Entry Sheet Acceptance


Menu Path	SAP Easy Access → Logistics → Materials Management → Service Entry Sheet → Collective release
Transaction Code	ML85

Collective Release of Entry Sheets



Release


Release Code


Release Group to 


Set Release ☒


Cancel Release ☐


PO Data


Purchase Order to 


Document Date to 


Document Type to 

Vendor to 



Purchasing Organization to 

Purchasing Group to 







Plant to 


Material/Service Group to 

Entry Sheet Data

Entry Sheet  to 

Release Entry Sheets with Release Code SM

   Rel. strategy  Block/unblock  Set fin. entry  Reset f. entry

Pur. Order	POrg	PGrp	Vendor	Name	Currency	PO Date
Item	Plant	FinEnt	Mat. Grp	Sh. Text	Net Value PO Item	Del. Date
EntrySh.	AccIn	FinEnt	BlkgInd	Sh. Text	Net Value EntrySh.	Cr. Date
Rel.Str.				Relin	Release Option	
3000000011	9999	999	A01	HP	INR	25.12.2013
00010	9998		213	computer services	100.00	25.12.2013
1000000041				computer services	100.00	25.12.2013
YY745 SE Release Pigments				A Not accepted	Release possible	

Release Strategy Entry Sheet 1000000041

Release group YY SE Sheet Release

Release Strategy 4S SE Release Pigments

Release codes

Releases to Date SM

Final release SM SW

Release ID A Not accepted

☒ Simulate release ☐

Release Entry Sheets with Release Code SW

Rel. strategy	Block/unblock	Set fin. entry	Reset f. entry

Pur. Order	P0rg	P6rp	Vendor	Name	Currency	P0 Date
Item	Plant	FinEnt	Mat. Grp	Sh. Text	Net Value P0 Item	Del. Date
EntrySh.	AccIn	FinEnt	BlkgInd	Sh. Text	Net Value EntrySh.	Cr. Date
Rel.Str.				RelIn	Release Option	
3000000011	9999	999	A01	HP	INR	25.12.2013
00010	9998		213	computer services	100.00	25.12.2013
1000000041	0000			computer services	100.00	25.12.2013
YY/4S	SE	Release Pigments		B Accepted		Release Set

When M1 sheet is accepted, accounting documents are posted by the system.

Release Strategy Entry Sheet 1000000343

Release group YY SE Sheet Release

Release Strategy CP CAPL Rel for SES

Release codes

Releases to Date MH SE

Final release MH SE

Release ID B Accepted

☒ Simulate release ☐

1.9 Logistic Invoice Verification

1.9.1 Definition

Document from an invoicing party containing the payments to be made based on business transactions performed in Purchasing and Inventory Management. An incoming invoice can be an invoice or a credit memo.

1.9.2 Responsibility

Requesting department on basis of accepted SE Sheet or Invoice verification.

1.9.3 Transaction Code

- MIRO (Create)

1.9.4 Menu Path

SAP Easy Access → Logistics → Materials Management → Logistics Invoice Verification → Document Entry → Enter Invoice

1.9.5 Screen capture

This takes you to the initial screen for this function.

1. Select “1 Invoice”, Enter Invoicing Date, Business Place/Section, Reference, Purchase Order No. and press ENTER. All the data from Purchase Order will be copied.

Enter Incoming Invoice: Company Code 9450

Transaction: Invoice

Balance

Basic Data | Payment | Details | Tax | Withholding tax

Invoice date: 25.12.2013

Posting Date: 25.12.2013

Reference: 123456

Amount:

Tax amount:

Bus.place/sectn: /

Text:

Company Code: 9450 Tata Pigment Limited Jamshedpur

Purchase Order/Scheduling Agreement: 2100000016

Calculate tax: ☒

VZ (ALL-Non Taxable)

After necessary changes, tick the check box “calculate tax” as shown above. It is necessary to enter the business place and business section as per location where services have been done.

The screenshot shows the SAP Invoice Entry screen. The 'Transaction' field is set to 'Invoice'. The 'Balance' field shows '0.00' in INR. The 'Basic Data' tab is active, showing 'Invoice date' as 25.12.2013, 'Posting Date' as 25.12.2013, 'Amount' as 500.00, and 'Tax amount' as 0.00. The 'Calculate tax' checkbox is checked. The 'Vendor IBM02' is selected, with 'Mr. IBM' and 'INDIA' as details. The 'Bank acct' is 010502000001968, and the bank is 'HDFC LIMITED'. The 'Purchase Order/Scheduling Agreement' is 2100000016. The 'Goods/service items' table shows one item: 'Laptop TPL IBM Make' with a quantity of 1 and a tax code of 'V0 (ALL-Non Taxable)'.

Item	Amount	Quantity	Or...	Purchase ...	Item	PO Text	Tax Code
1	500.00	5.000	NOS	2100000016	10	Laptop TPL IBM Make	V0 (ALL-Non Taxable)

Enter the Amount showing at Balance against the Amount field as shown Above, Then Balance will become zero.

The screenshot shows the 'Enter Incoming Invoice: Company Code 9410' screen. The 'Simulate' button is highlighted with a red box. The 'Transaction' field is set to '1 Invoice'. The 'Balance' field shows '0.00' in INR. The 'Simulate Document in INR (Document currency)' window is open, showing a table with columns: Position, A/G/L, Act/Mat/Ast/Vndr, Amount, Cur..., Purchasing..., Item, T..., Jurisd. Code, and Tax date. The table contains three rows of data.

Position	A/G/L	Act/Mat/Ast/Vndr	Amount	Cur...	Purchasing...	Item	T...	Jurisd. Code	Tax date
1 K	2408402	ASHOK KUMAR & CO. / 831001	98.00	INR			**		
2 S	2408422	GR/IR Account - Services & Ca...	100.00	INR	3000000000	10	V0		
1200000000 S	2404331	Liability For Tds - Jsr Sec 194C	2.00	INR					

Save the Document.

9.1 Display Invoice Document

<u>Menu Path</u>	SAP Easy Access → Logistics → Materials Management → Logistics Invoice Verification → Further Processing → Display Invoice Document
Transaction Code	MIR4

Display Invoice Document

🔍 Display Document	
Invoice Document No.	5105600741
Fiscal Year	2014

Display Invoice Document 5105600741 2014

Show PO structure | Follow-On Documents ...

Transaction: 1 Invoice | 5105600741 | 2014

Basic Data | Payment | Details | Tax | Withholding tax

Invoice date: 29.07.2013 | Reference: 64215
 Posting Date: 29.07.2013
 Amount: 100.00 | INR | ☒ Calculate tax
 Tax amount: 0.00
 Bus.place/sectn: / ZCPL
 Text:
 Paymt terms: 20 Days net
 Baseline Date: 29.07.2013

Vendor AK01
 Ms. ASHOK KUMAR & CO.
 P.O. Box 754
 831001 Jamshedpur
 06572425758 | 0657428830
 Bank acct: 340010200007009
 HDFC LIMITED

Layout: 7_6310 All information

Item	Amount	Quantity	Or...	Purchase ...	Item	PO Text	Tax Code
1	100.00			30000000000	10	Test for SES	V0 V0 (ALL

2. Subcontracting

2.1 Definition

The MM Subcontracting process involves sending raw components to a vendor for specific manufacturing processes and receiving the value-added finished material back into inventory.

2.2 Procedure

- Create Purchase Requisition for raw materials.
- purchase order creation.
- Purchase order approval (if required).
- Goods Receipt.

- Create Bill Of Material.
- Create Subcontracting Purchase Order.
- Goods issue to the vendor.
- Goods receipt for purchase order delivered by subcontractor.
- Invoice verification.

2.1 Create Purchase Requisition

2.1.1 Definition

A purchase requisition is a request or instruction to Purchasing to procure a certain quantity of a material or a service so that it is available at a certain point in time.

It is an internal document: it is not used outside the enterprise.

2.1.2 Transaction Code

- ME51 (Create),
- ME51N (Create) New,
- ME52N Change PR,
- ME53N Display PR.

2.1.3 Menu Path

**SAP Easy access → Logistics → Material Management → Purchasing
→ Purchase Requisition → Create**


2.1.4 Screen Capture

Enter the Transaction Code “ME51N” on ‘Sap Easy Access’ Screen and press ‘Enter’ to enter into “create the Purchase Requisition” screen.

1. Enter the data in the Requisition Screen as follows.

The screenshot shows the SAP 'Create Purchase Requisition' (ME51N) screen. The title bar reads 'Create Purchase Requisition'. Below the title bar, there are buttons for 'Document Overview On', 'Personal Setting', and 'Source Determination'. The 'Purchase requisition' dropdown is highlighted with a pink box and labeled 'enter document type'. The 'Texts' section shows a 'Header note' field. The 'Continuous-text...' button is visible. The main table has columns: Status, It..., Pr..., A, Material, Short Text, Quantity, Unit, Val. Price, C, Delivery Date, Crpy, Material Group, Plant, Stor. Location, and PGr. The table contains three rows of data. The first row is highlighted in yellow. The second and third rows are also highlighted. The 'Material' column is highlighted with a pink box and labeled 'enter material number'. The 'Quantity' column is highlighted with a pink box and labeled 'enter quantity'. The 'Material Group' column is highlighted with a pink box and labeled 'enter material group'. The 'Plant' column is highlighted with a pink box and labeled 'enter Account asst catg as "U"'. The 'Stor. Location' column is highlighted with a pink box and labeled 'enter material group'. The 'PGr' column is highlighted with a pink box and labeled 'enter material group'. The 'Status' column is highlighted with a pink box and labeled 'enter material group'. The 'It...' column is highlighted with a pink box and labeled 'enter material group'. The 'Pr...' column is highlighted with a pink box and labeled 'enter material group'. The 'A' column is highlighted with a pink box and labeled 'enter material group'. The 'Short Text' column is highlighted with a pink box and labeled 'enter material group'. The 'Val. Price' column is highlighted with a pink box and labeled 'enter material group'. The 'C' column is highlighted with a pink box and labeled 'enter material group'. The 'Delivery Date' column is highlighted with a pink box and labeled 'enter material group'. The 'Crpy' column is highlighted with a pink box and labeled 'enter material group'. The 'Plant' column is highlighted with a pink box and labeled 'enter material group'. The 'Stor. Location' column is highlighted with a pink box and labeled 'enter material group'. The 'PGr' column is highlighted with a pink box and labeled 'enter material group'. The bottom status bar shows '[30] 0000000001200'.

Status	It...	Pr...	A	Material	Short Text	Quantity	Unit	Val. Price	C	Delivery Date	Crpy	Material Group	Plant	Stor. Location	PGr
	10		U	00000000012000...	Calcite	0.23	KG	100,00...	D	16.01.2014	INR	210	9998	0001	999
	20		U	00000000012000...	Calcium Chlo...	0.25	KG	100,00...	D	23.01.2014	INR	210	9998	0001	999
			U	00000000012000...	TiO2	0.25	KG	100,00...	D	23.01.2014	INR	210	9998	0001	999

Press check  button. If any error or warning is there it will be displayed as shown at bottom.

Continuous-tex...

Default Values

Status	It...	Pr...	A	I	Material	Short Text	Quantity	Unit	Val. Price	C	Delivery Date	Crcy	Material Group	Plant	Stor. Location	PGr
									0.00			INR		9998	0001	999
									0.00			INR		9998	0001	999
									0.00			INR		9998	0001	999

Item [30] 000000000120000026 , TiO2

Material Data Quantities/Dates Valuation Source of Supply Status Contact Person Texts Delivery Address Customer Data

Created by Soma Kumari Changed on 09.01.2014


Crea. Ind. Realtime (manual)


Requisitioner Rupesh Tracking Number 123456

Purch. Group 999 Pigments RM group

MRP Controller

No messages issued during check RQA (1) (750) r3d

If any error or warning message is there, correct it and then save .Purchase Requisition No. will be generated at as shown in figure.

 Purchase requisition number 0200000093 created

2.2 Create Purchase Order

2.2.1 Definition

A purchase order is a formal request or instruction from a purchasing organization to a vendor or a plant to supply or provide a certain quantity of goods or services at or by a certain point in time.

2.2.2 Responsibility

Purchase Dept .

2.2.3 Transaction Code

- **ME21N (Create)**
- ME22N (Change),
- ME23N (Display)

2.2.4 Menu Path

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

2.2.5 Screen Capture

1. Enter the Transaction Code- ME21N or follow the Menu Path as shown above. The initial screen appears.

Create Purchase Order

Document Overview On | Hold | Print Preview | Messages | Personal Setting

Standard PO | Vendor: **UNIVERSAL** | Doc. date: 13.01.2014

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Customer

Purch. Org.	9500
Purch. Group	010
Company Code	9450

S...	Itm	Matl Group	Plnt	Stor. Location	Batch	Reqmt No.	Requisitioner	IM Material	Info Rec.	R...	Fr...	T...	Purchase ...
													200000093

Create Purchase Order

Document Overview On | Hold | Print Preview | Messages | Personal Setting

Indigenous PO -works | Vendor: UNIVERSAL UNIVERSAL | Doc. date: 09.01.2014

Header

S...	itm	A	I	Material	Short Text	PO Quantity	OU n	C	Deliv. Date	Net Price	C...	Per	O.
10				00000000012	Calcite	0.23 KG		D	23.01.2014	100.00 INR	1		KG
20				00000000012	Calcium Chloride	0.25 KG		D	23.01.2014	30,000.00 INR	1		KG
30				00000000012	TiO2	0.25 KG		D	23.01.2014	100.00 INR	1		KG

Default Values | Addl Planning

Item: [30] 000000000120000026 , TiO2

Delivery Schedule | Delivery | Invoice | Conditions | Texts | Delivery Address | Confirmations | Condition Control | Retail | C

Save the purchase order. “Purchase Domestic Created under the number -----” message will be displayed.

Indigenous PO -works created under the number 2100000043

2.3 Goods Receipt

2.3.1 Definition

A goods receipt is done against a Purchase order to record the number of material received and a financial document gets generated at this instance.

2.3.2 Responsibility

Stores

2.3.3 Transaction Code

- MIGO

2.3.4 Menu Path

SAP Easy Access → Logistics → Inventory Management → Goods Movement → Goods Receipt → For Purchase Order → PO Number known (MIGO)

2.3.4 Screen Capture

This takes you to the initial screen for this function.

2. Select “ Goods Receipts “ and “ Purchase Order” , then enter the Purchase Order Number and press ENTER. All the data from Purchase Order will be copied.

Goods Receipt Purchase Order - Soma Kumari

Show Overview | Hold | Check | Post | Help

Goods Receipt | Purchase Order | 2100000044 | Plant | GR goods receipt 101

General | Vendor

Document Date: 09.01.2014 | Posting Date: 09.01.2014 | Delivery Note: | Bill of Lading: | HeaderText: | GR/GI Slip No.: |

☐ Individual Slip

Line	Stat...	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Item	Batch	Material
1	CO	TiO2		0.25	KG	Pigments central	10		0000000012000026

Delete
 Contents

Material

Quantity

Where

Purchase Order Data

Partner

Account Assignment

Movement Type

101

+ GR goods receipt

Stock type

Unrestricted use

Plant

Tata Pigments

9998

Storage Location

Pigments central

0001

Goods recipient

Unloading Point

Text

☒ Item OK

Line

1

Document is O.K.

RQA (1) (75)

Material document 5000000203 posted

2.4 Subcontracting Purchase Order

2.4.1 Menu Path

Logistics → Materials Management → Purchasing → Purchase Order
→ Create → Vendor/Supplying Plant Known

2.4.2 Transaction Code

- ME21N

1. On the Initial screen, make the following entries and choose Enter:

FIELD NAME	INPUT VALUE
PO Type	Subcontracting Order
Purchasing Org.	9500
Purchasing Group	010
Company Code	9450
Vendor	lbm02

The screenshot shows the SAP 'Create Purchase Order' initial screen. The 'Subcontracting Order' dropdown is highlighted with a red box. The 'Vendor' field contains 'lbm02' and is also highlighted with a red box. Below, the 'Purch. Org.' field contains '9500', 'Purch. Group' contains '010', and 'Company Code' contains '9450', all three of which are highlighted with a red box. The document date is '13.01.2014'.

2. On the item line, make the following entries:

FIELD NAME	INPUT VALUE
Item Category	L
Material	176
Quantity	1
Plant	9500

3. Choose *Enter*.

SubContracting Order Vendor IBM02 IBM Doc. date 13.01.2014

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	OU	Un	C	Deliv. Date	Net Price	C...	P
10		L		000000000000000176	Brilliant White Cemplus	1.00		KG	D	13.01.2014	100.00	INR	1
												INR	
												INR	
												INR	
												INR	
												INR	
												INR	
												INR	
												INR	

Default Values Add Planning

Item [10] 000000000000000176 , Brilliant White Ce...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Address Confirmation

Material group P52 Revision Level Components
Vendor mat. no. Explode BOM
Vendor sub-range
Batch

4. On the item details, click on explode BOM

Item [10] 000000000000000176 , Brilliant White Ce...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Texts Delivery Address

Material group P52 Revision Level Components
Vendor mat. no. Explode BOM
Vendor sub-range
Batch

InfoUpdate

Processing Components: Component Overview


Collective entry Detailed entry

Material 000000000000000176 Brilliant White Cemplus
Plant 9998 Release Date 13.01.2014
Quantity 1.000 Delivery date 13.01.2014

Component Overview

Material	Description	Requirement qty	U...	Q...	Plant	Pro...	Supply Area	Reqmt Date	Item	I.	Batch	Requir...	B...
000000000120000023	Calcite	0.225	KG		9998			13.01.2014	0010	L		0.225	KG
000000000120000025	Calcium Chloride	0.035	KG		9998			13.01.2014	0020	L		0.035	KG
000000000120000026	TiO2	0.013	KG		9998			13.01.2014	0030	L		0.013	KG
000000000120000027	U.Blue	0.002	KG		9998			13.01.2014	0040	L		0.002	KG
000000000120000028	2-EHA	0.002	KG		9998			13.01.2014	0050	L		0.002	KG
000000000120000031	Dolomite	0.215	KG		9998			13.01.2014	0060	L		0.215	KG

5. Save your entries. Record the PO number

 SubContracting Order created under the number 6200000011


2.5 Goods Issue

2.5.1 Transaction Code

- MB1B

2.5.2 Screen Capture

Enter Transfer Posting: Initial Screen


 New Item To Reservation... To Purchase Order... WM Parameters...

Document Date Posting Date

Material Slip

Doc.Header Text GR/GI Slip No.

Defaults for Document Items

Movement Type	<input type="text" value="541"/>	Special Stock	<input type="checkbox"/>
Plant	<input type="text" value="9500"/>	Reason for Movement	<input type="text"/>
Storage Location	<input type="text" value="tp1c"/> 	<input type="checkbox"/> Suggest Zero Lines	

GR/GI Slip

☐ Print ☐ Individual Slip
☒ Indiv.Slip w.Inspect.Text
☐ Collective Slip

1. Choose Enter

FIELD NAME	INPUT VALUE
Movement Type	541
Plant	9500
Storage Location	tplc

Enter Transfer Posting: Collective P

Movement Type	541	GI whse to subc.stck
Business Area	9450	
Cost Center		
Vendor	UNIVERSAL	Recipient free stc
Receiving Plant	9998	

Items

F	Item	Material	Quantity	UnE
1		000000000120000023	0.25	KG
2		000000000120000025	0.25	KG
3		000000000120000026	0.25	KG
4		000000000120000027	0.25	KG
5		000000000120000028	0.25	KG
6		000000000120000031	0.25	KG

2. Save the details

Document 4900000001 posted

2.6 Goods Receipt

2.6.1 Transaction Code

- MIGO

2.6.2 Screen Capture

Goods Receipt Purchase Order Plant GR

General **Vendor**

Document Date 14.01.2014 Delivery Note 112345 Vendor IBM
Posting Date 14.01.2014 Bill of Lading HeaderText n
 ☐ Individual Slip GR/GI Slip No.

Line	Mat. Short Text	OK	Qty in UnE	E...	S...	SLoc	Item	B
1	Brilliant White Cemplus	<input type="checkbox"/>	1.00	KG		Pigments central	10	


Delete Contents

Material **Quantity** **Where** **Purchase Order Data** **Partner** **Batch** **Account Assignment**

Qty in Unit of Entry 1.00 KG
Qty in SKU 1.00 KG
Qty in Delivery Note
Quantity Ordered 1.00 KG

☒ Item OK Line 1

Save the details.

 Material document 5000000001 posted