



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



Jharkhand Bijli Vitran Nigam Limited.

MATERIALS MANAGEMENT

USER MANUAL

PROCUREMENT OF MATERIALS





Project – JBVNL
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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:-

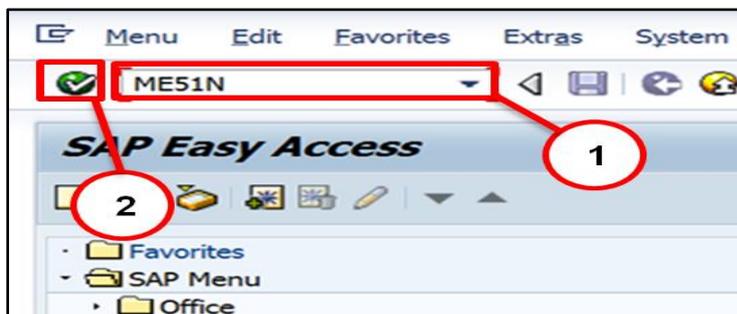
PR Document Type	Description(20)	From	To	Internal / External
ZHQP	HQ Purchases	4000000000	4099999999	Internal
ZSRV	Service Purchases	4100000000	4199999999	Internal
ZSTO	Stock Transp. Order	4200000000	4299999999	Internal
ZLOC	Local Purchases	4300000000	4399999999	Internal
ZPDI	Project DI	4500000000	4599999999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

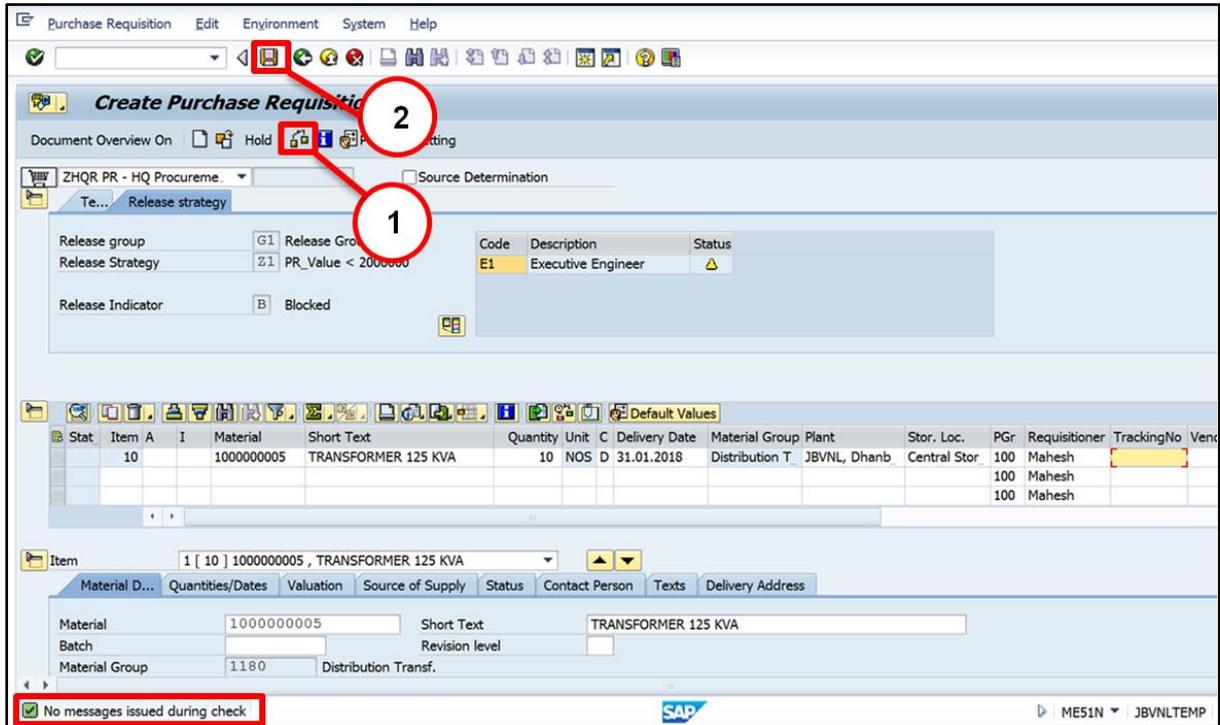
1.1.2 ME51N – Create Purchase Requisition

The screenshot shows the SAP ME51N 'Create Purchase Requisition' screen. The document type is 'ZHQR PR - HQ Procureme.'. The 'Header note' field is highlighted with a red circle and the number '1'. Below the header, a table lists items with columns: Stat, Item, A, I, Material, Short Text, Quantity, Unit, C, Delivery Date, Material Group, Plant, Stor. Loc., PGr, Requisitioner, TrackingNo, and Vendor. The first row is highlighted with a red box, and a red circle with the number '2' is around the 'Requisitioner' field.

Stat	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Loc.	PGr	Requisitioner	TrackingNo	Vendor
	10			1000000005	TRANSFORMER 125 KVA	10	NOS	D	31.01.2018	Distribution T	JBVNL, Dhanb	Central Stor	100	Mahesh		
													100	Mahesh		

Step	Action
(1)	Purchase Requisition Doc. Type: Select PR Doc.type
(2)	Material, Qty, Del.Date, Plant, S location: Input the data.
Note:-	<p>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.)</p> <p>2. You can add additional text in item details Text field, if required.</p>

1.1.3 ME51N – Create Purchase Requisition



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

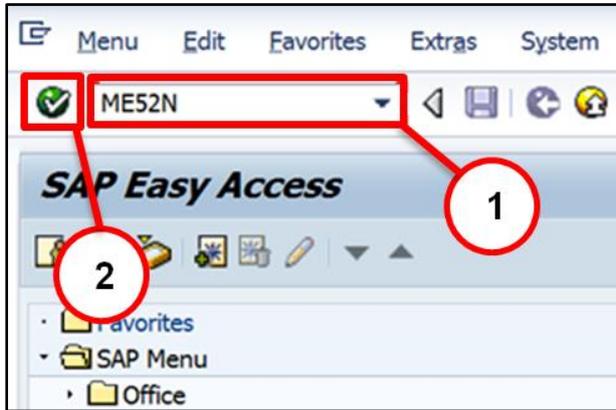
Purchase requisition number 1100000032 created

1.2 Change Purchase Requisition:-

Path to Change Purchase Requisition:-

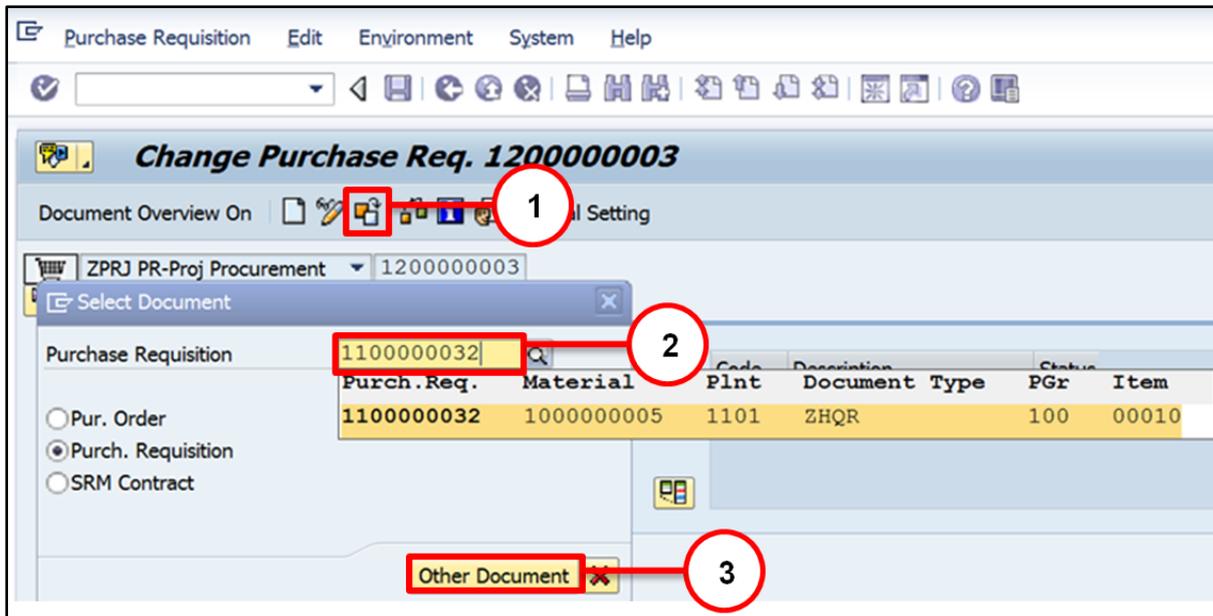
SAP Menu Path	Logistics => Materials Management => Purchasing => Purchasing Requisition => Change
SAP T-code	ME52N

1.2.1 SAP Easy Access



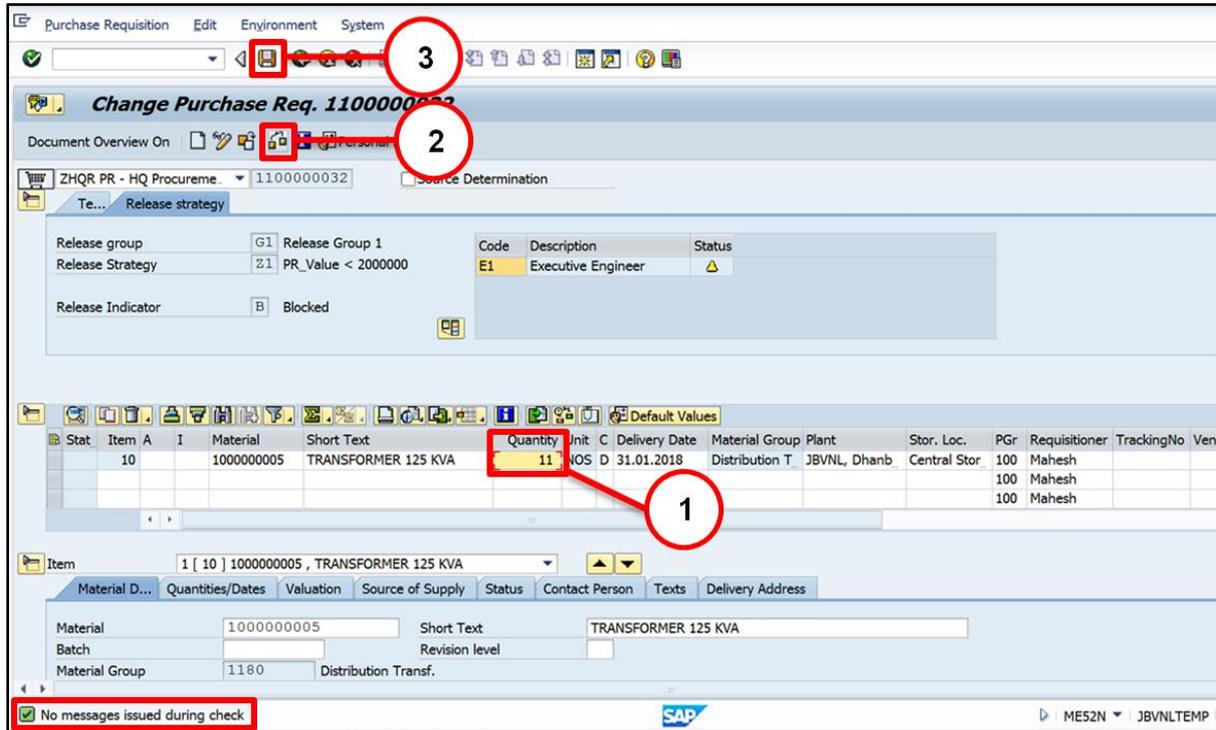
Step	Action
(1)	ME52N is now entered in the Transaction box .
(2)	Click Enter

1.2.2 ME52N – Change Purchase Requisition



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

1.2.3 ME52N – Change Purchase Requisition



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

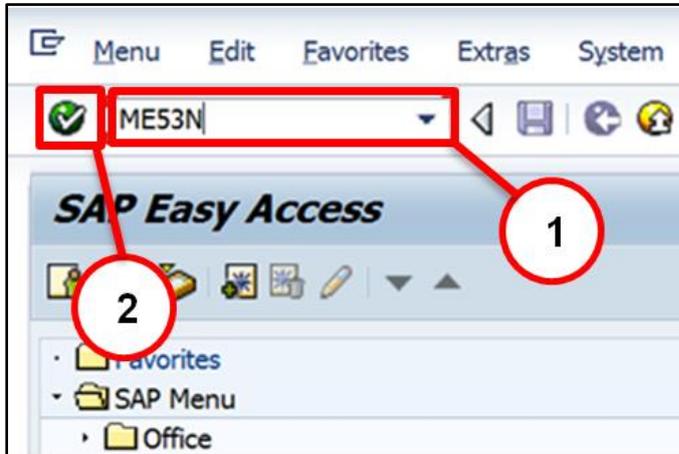
Purchase requisition 1100000032 changed

1.3 Display Purchase Requisition:-

Path to Display Purchase Requisition:-

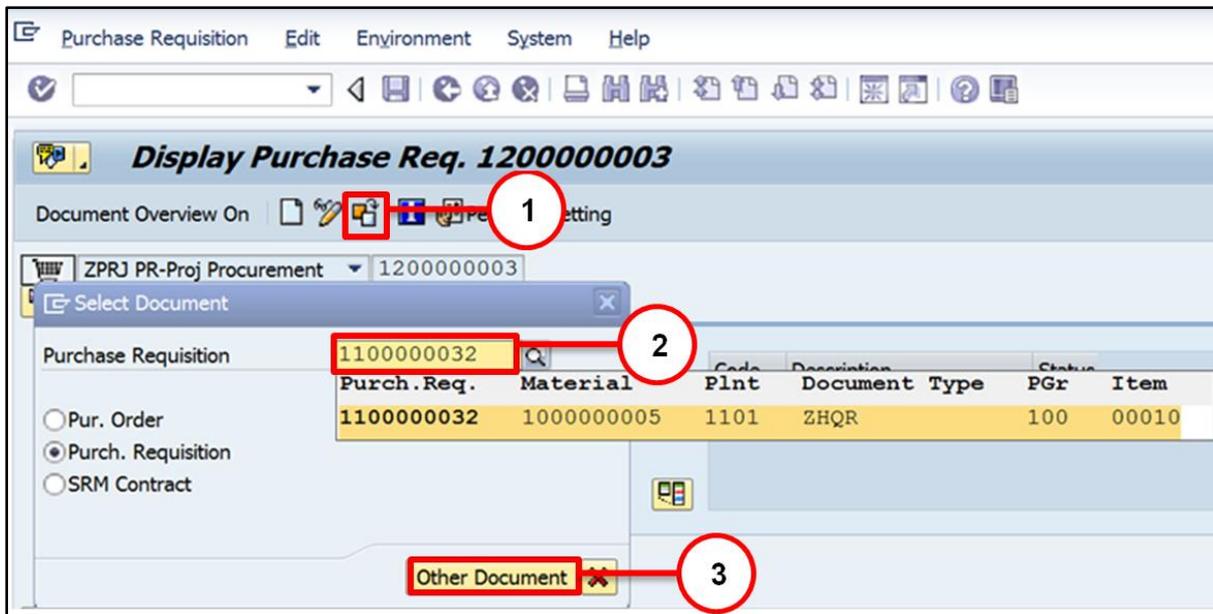
SAP Menu Path	Logistics => Materials Management => Purchasing => Purchasing Requisition => Display
SAP T-code	ME53N

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



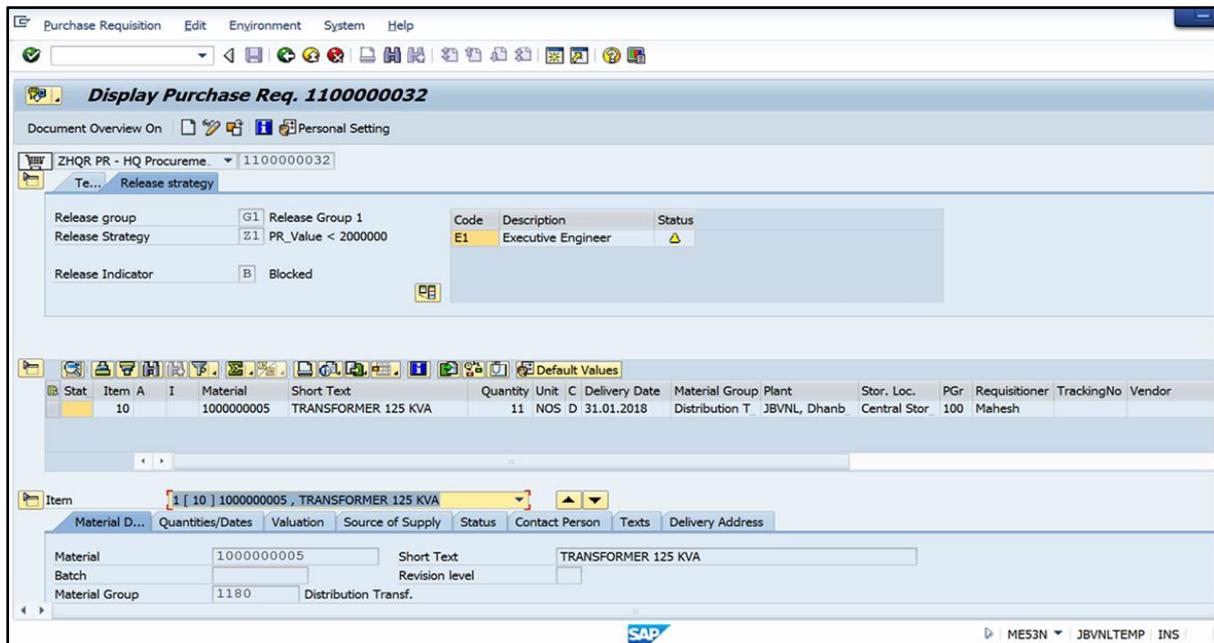
Step	Action
(1)	Other Purchase Requisition: Click
(2)	Purchase Requisition : Input / Select PR
(3)	Other Document : Click



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1.3.3 ME53N – Display Purchase Requisition



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.

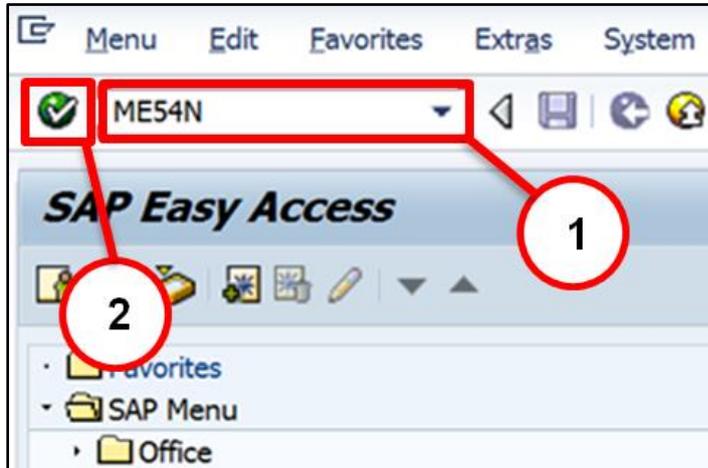
This process of approving (clearing, or giving the "green light" to) a proposed item of expenditure is replicated in the SAP System by the "release procedure".

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



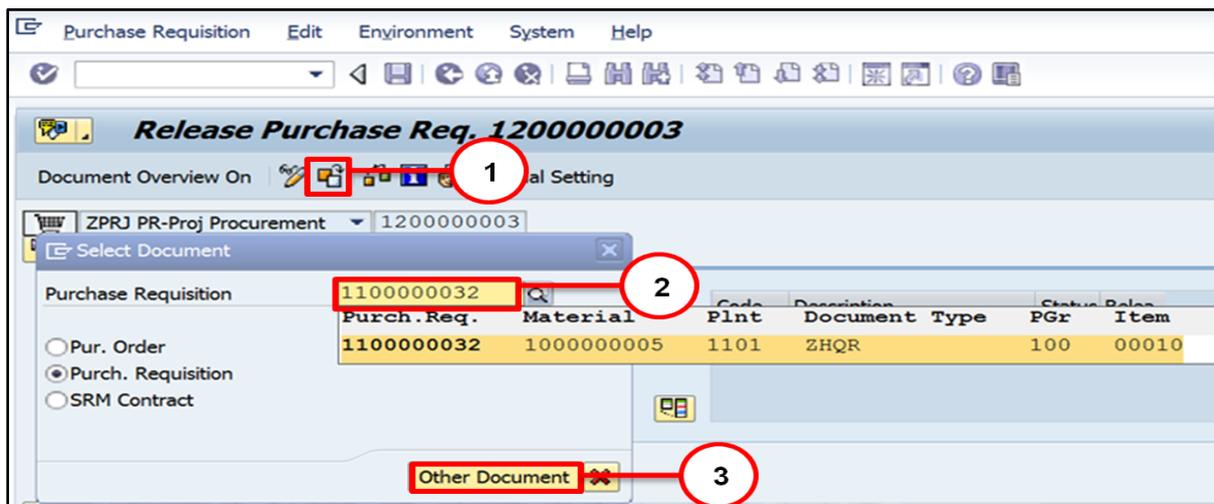
Step	Action
(1)	ME54N is now entered in the Transaction box .
(2)	Click Enter  .

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.](#)



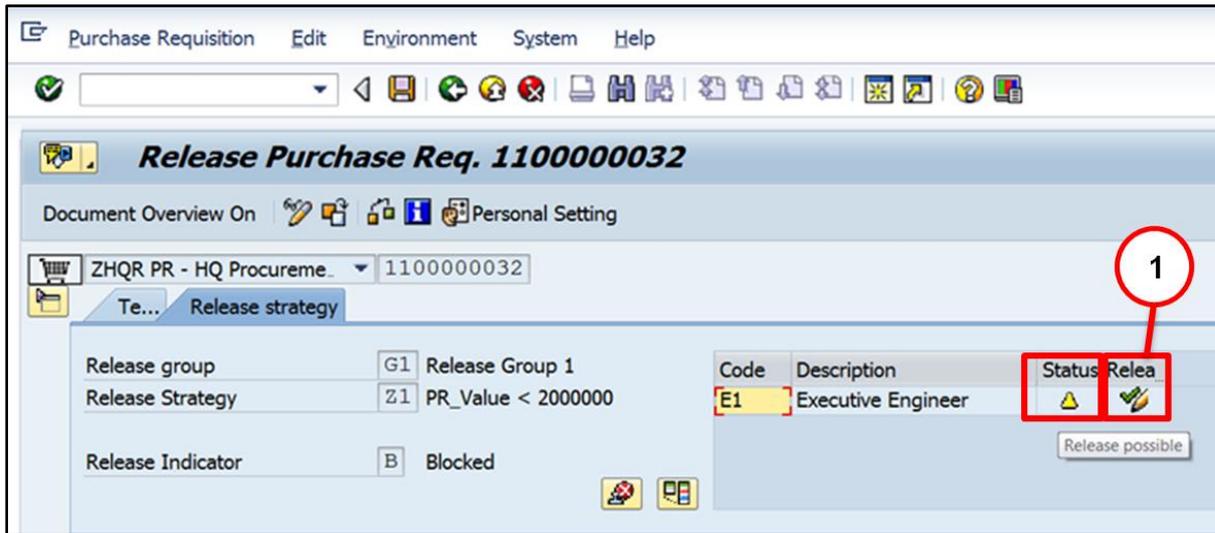


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Step	Action
(1)	Other Purchase Requisition: Click
(2)	Purchase Requisition: Input / Select PR
(3)	Other Document: Click

1.4.3 ME54N – Release Purchase Requisition



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



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1.4.4 ME54N – Release Purchase Requisition

Release Purchase Req. 110000032

Document Overview On | Personal Setting

ZHQR PR - HQ Procureme 110000032

Release strategy

Code	Description	Status	Relea
E1	Executive Engineer	✓	↻

Release Indicator: R Released

Stat	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Loc.	PGr	Requisitioner	Tr
	10		1000000005	TRANSFORMER 125 KVA	11	NOS	D	31.01.2018	Distribution T	JBVNL, Dhanb	Central Stor	100	Maresh	
												100	Maresh	
												100	Maresh	

Item: 1 [10] 1000000005, TRANSFORMER 125 KVA

Created By: mm2 Yash | Changed On: 31.01.2018

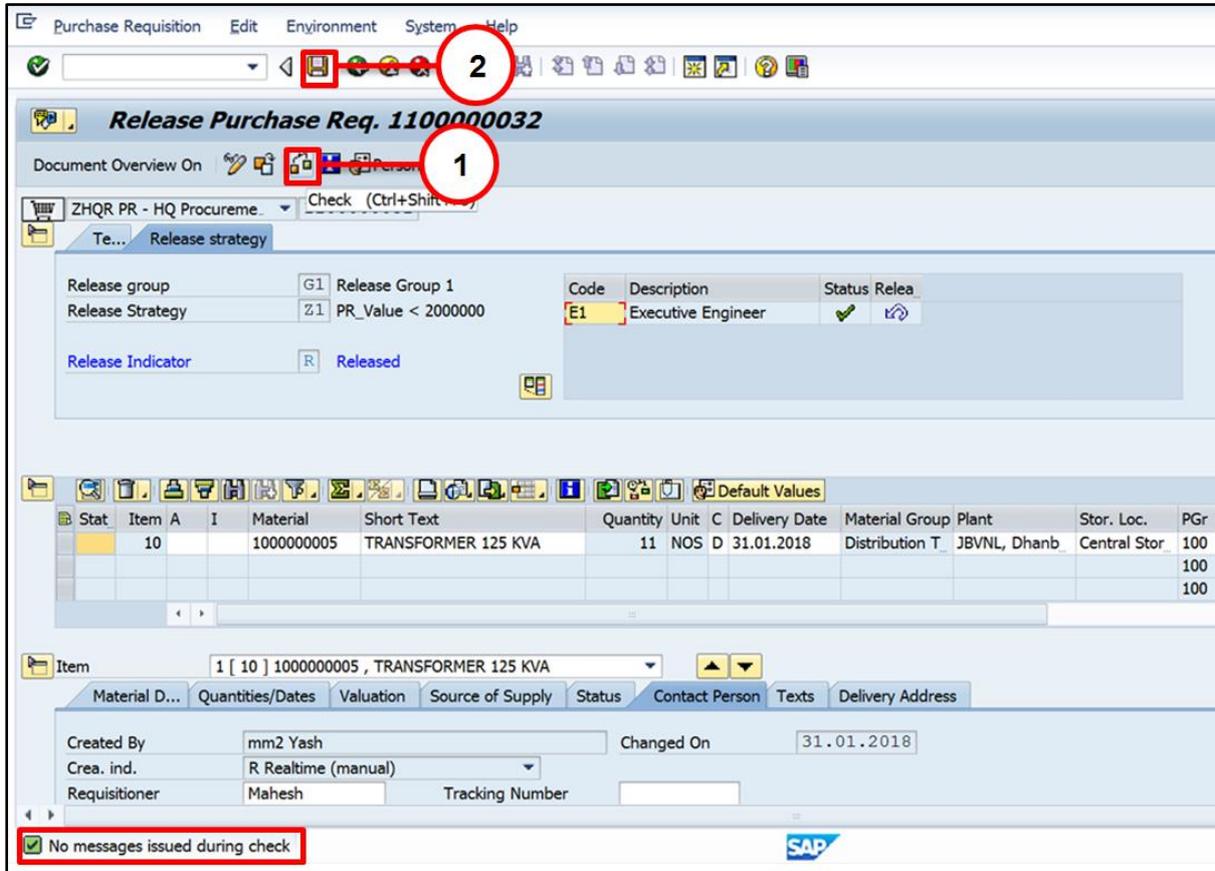
Requisitioner: Maresh

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.

1.4.5 ME54N – Release Purchase Requisition



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

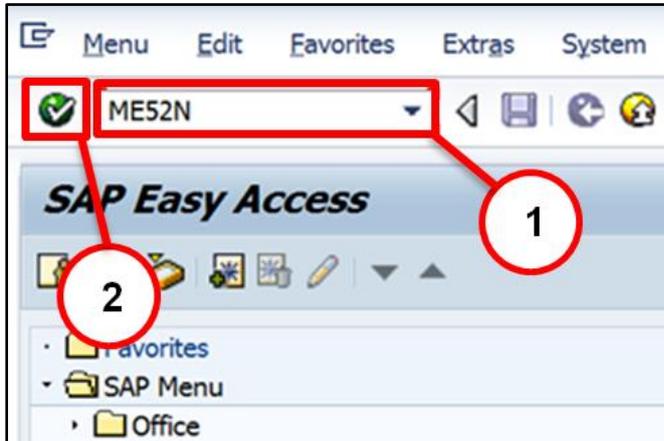
Purchase requisition 1100000032 changed

1.5 Close Purchase Requisition:-

Path to Close Purchase Requisition:-

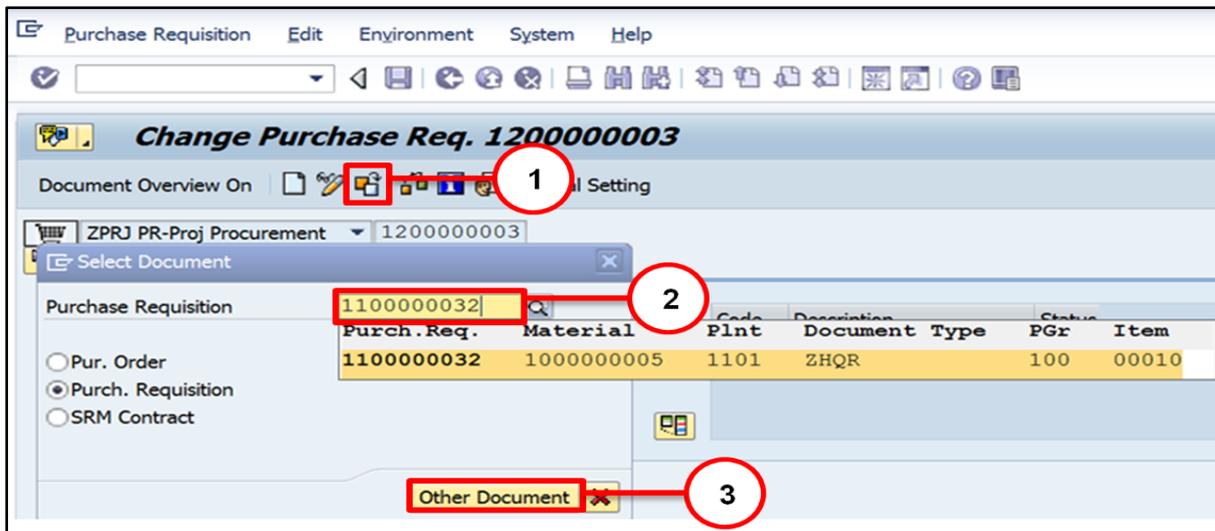
SAP Menu Path	Logistics => Materials Management => Purchasing => Purchasing Requisition => Change
SAP T-code	ME52N

1.5.1 SAP Easy Access



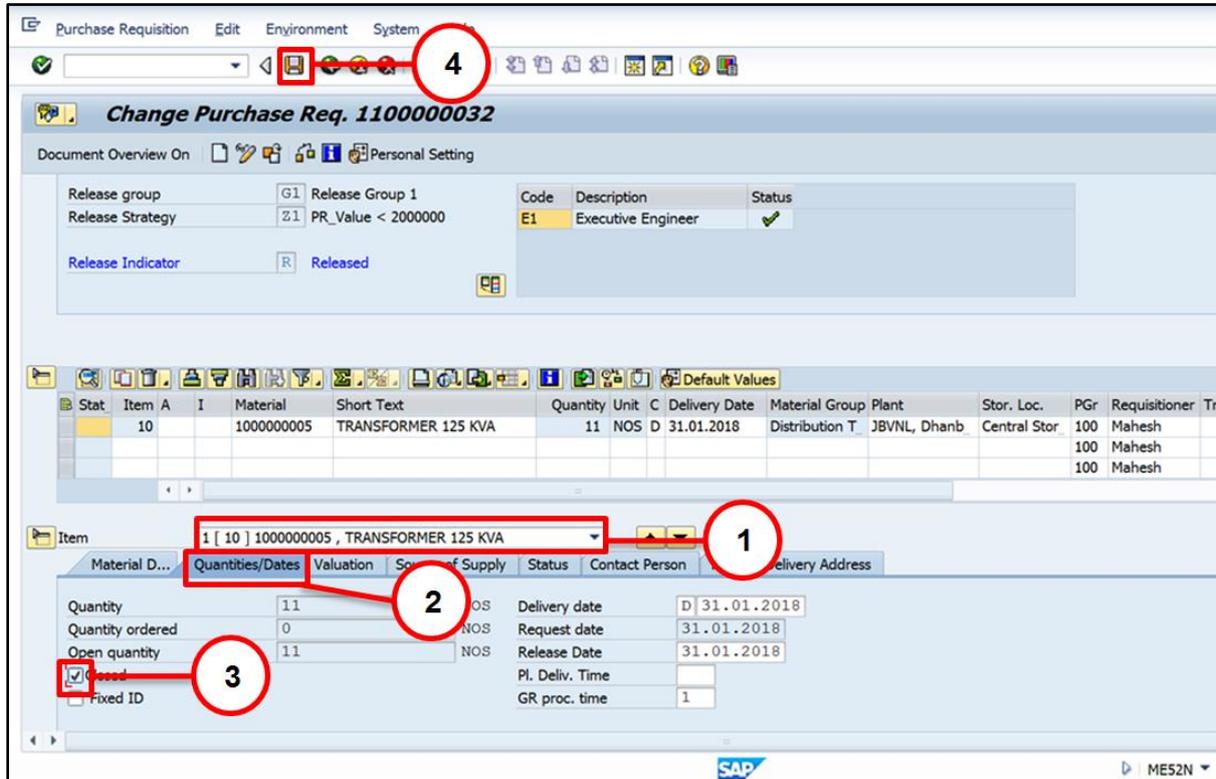
Step	Action
(1)	ME52N is now entered in the Transaction box .
(2)	Click Enter

1.5.2 ME52N – Change Purchase Requisition



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

1.5.3 ME52N – Change Purchase Requisition



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:-

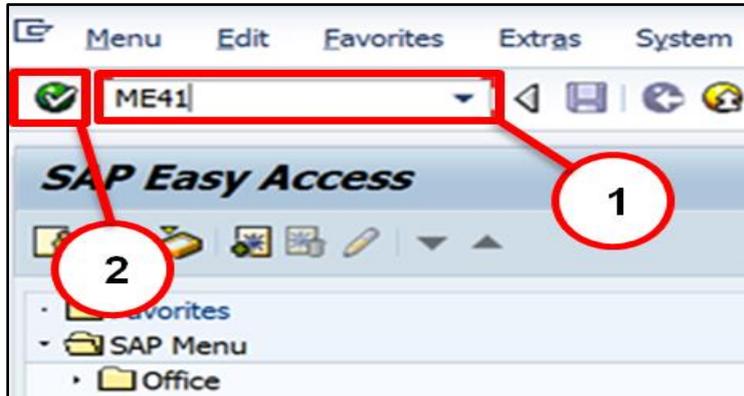
RFQ Document Type	Description	Number Range		Internal / External
		From	To	
ZOTM	Tenders - Materials	AAA	ZZZ	External
ZOTS	Tenders - Services	AAA	ZZZ	External
ZOTT	Tenders - Turnkey	AAA	ZZZ	External

2.1 Create RFQ:-

Path to Create Request for Quotation:-

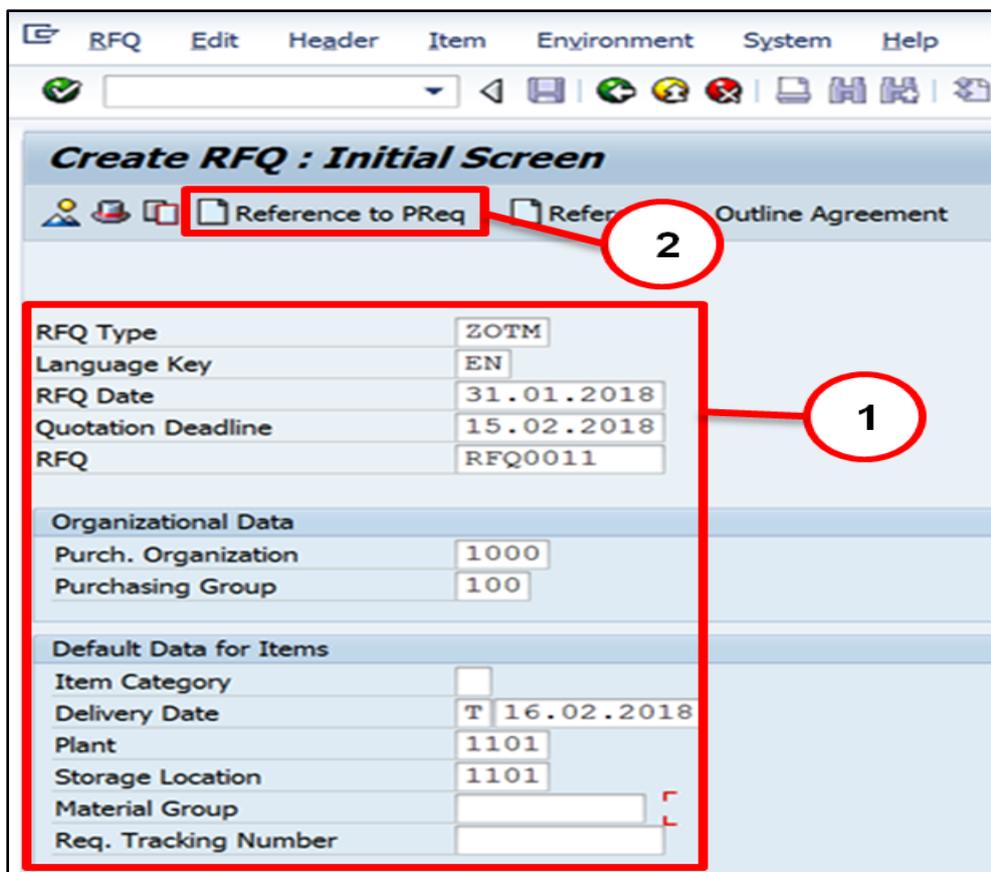
SAP Menu Path	Logistics => Materials Management => Purchasing => RFQ/Quotation => Request for Quotation => Create
SAP T-code	ME41

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



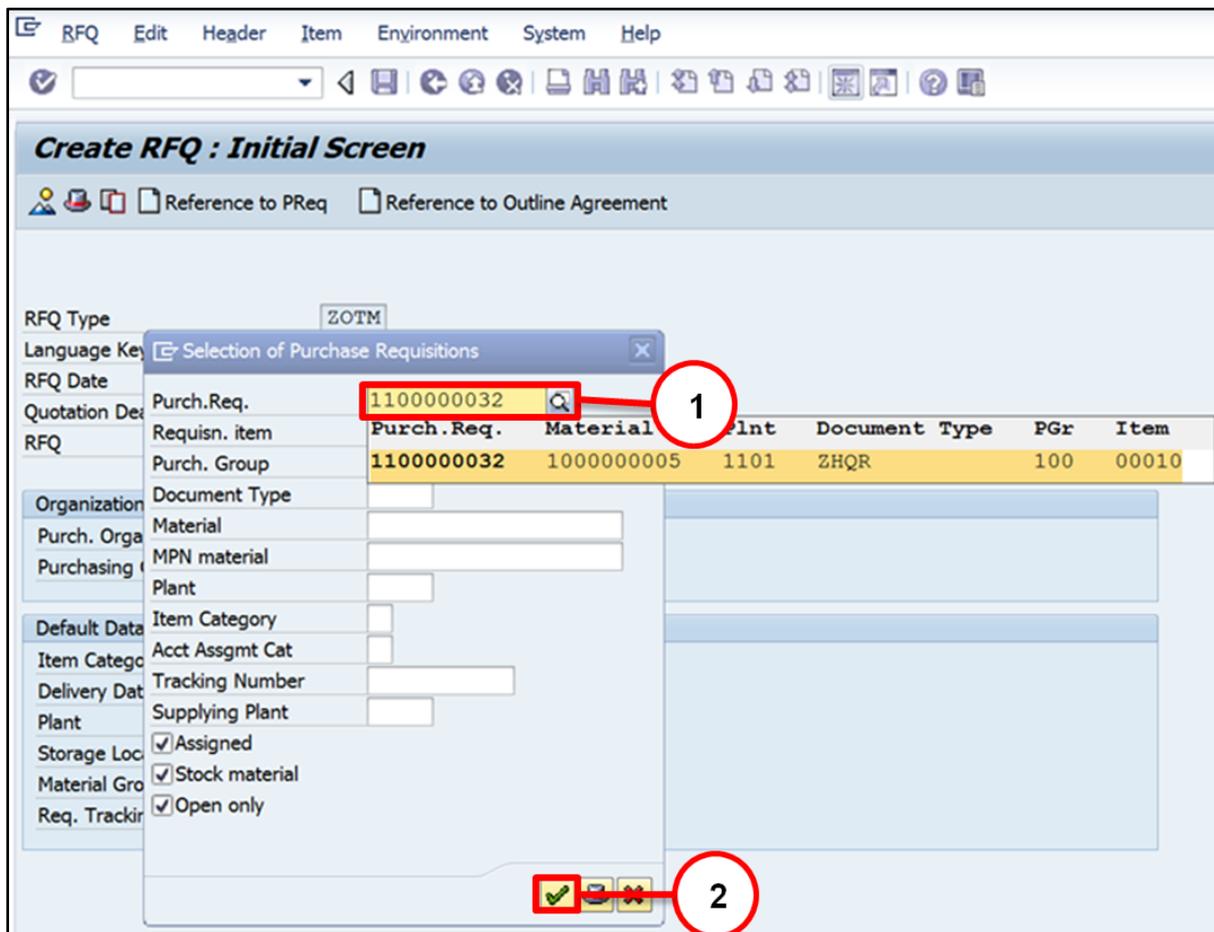


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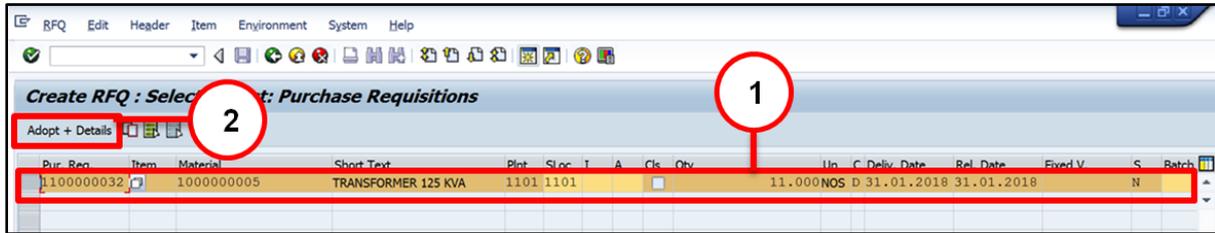
Step	Action
(1)	RFQ type, RFQ Date, RFQ (Ext .Number range), Pur.Orgnization, Pur. Group, Item Category, Delivery date (Should be later than quot. Deadline date) Plant, Storage location: Input/ select the data.
(2)	Reference to PR: Click
	Press Enter
Note:-	1) We are creating RFQ with reference to released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

2.1.3 ME41 – Create RFQ



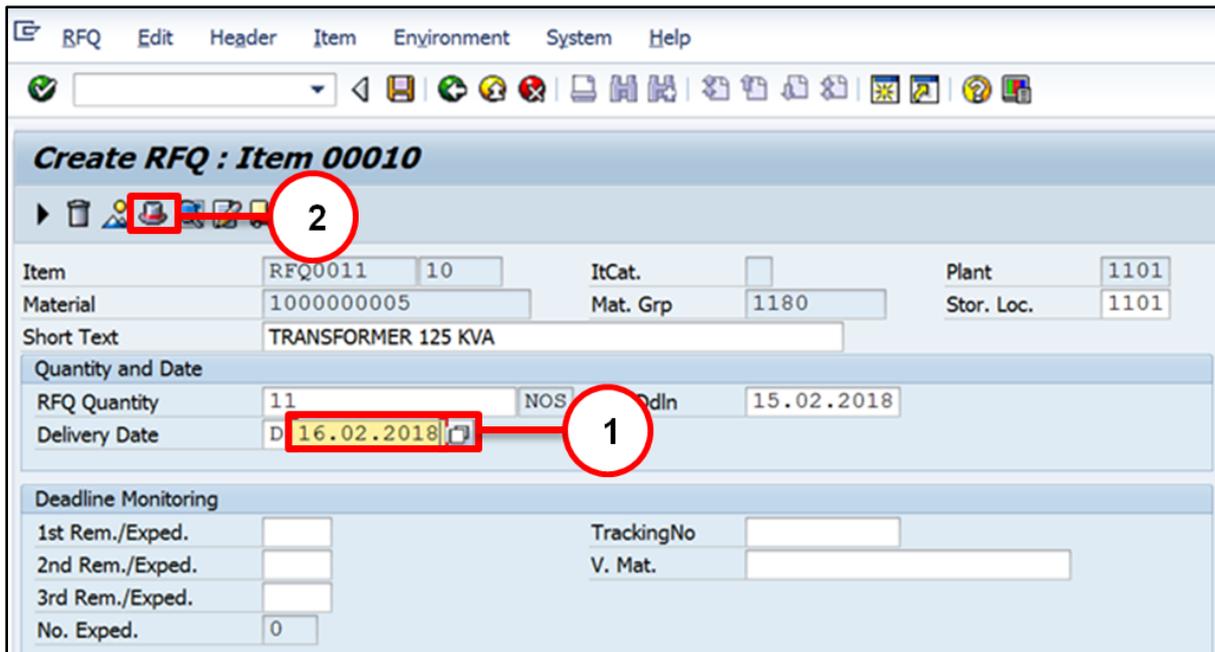
Step	Action
(1)	Purchase Requisition: Input / Select PR
(2)	Click Continue (Enter)

2.1.4 ME41 – Create RFQ



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

2.1.5 ME41 – Create RFQ



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

RFQ Edit Header Item Environment System Help

Create RFQ : Header Data

RFQ RFQ0011 Company Code 1000 Purchasing Group 100
RFQ Type ZOTM Purch. Organization 1000
Vendor

Administrative Fields

RFQ Date 31.01.2018 Item Interval 10 Coll. No. NIT003
Language EN Subitem Interv. 1 QuotDdln 15.02.2018
Validity Start Validity End Apply By
Warranty Bindg Per.

Terms of Delivery and Payment

Targ. Val.

Reference Data

Your Reference Salesperson
Our Reference Telephone

e-Tender Details

Tender Details

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

2.1.7 ME41 – Create RFQ

Create RFQ : Header Data

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	Bid Opening Date	20.02.2018 00:00:00
Sale Start Date	31.01.2018 00:00:00	Sale End Date	14.02.2018 00:00:00
Bid Submission Start	31.01.2018 00:00:00	Bid Submission End	15.02.2018 00:00:00

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

Create RFQ : Vendor Address

RFQ	RFQ0011	Company Code	1000	Purch. Group	100
RFQ Date	31.01.2018	RFQ Type	ZOTM	Purchasing Org.	1000
Vendor	1000001				

Name

Title: Delete Field

Name: M/S P P Industries Pvt. Ltd.
P P Industries Pvt. Ltd.

Search Terms

Search term 1/2: P P INDUST

Street Address

Street/House number: A-16 New Focal Point Dabwali Road

Postal Code/City: 151001 Bathinda

Country: IN India Region: 19 Punjab

Time zone: INDIA

PO Box Address

PO Box: 151001

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

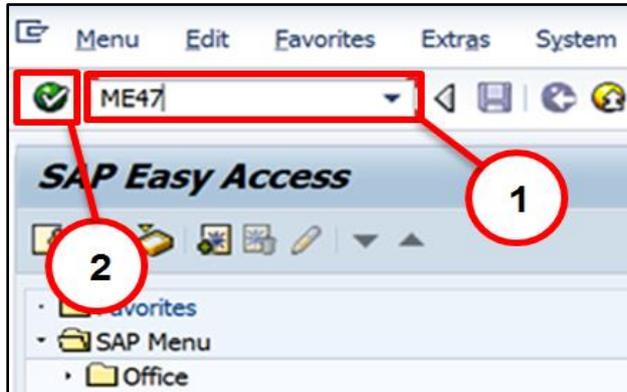
You can Display RFQ with ME43 transaction code.

2.4 Maintain Quotation:-

Path to Maintain Quotation:-

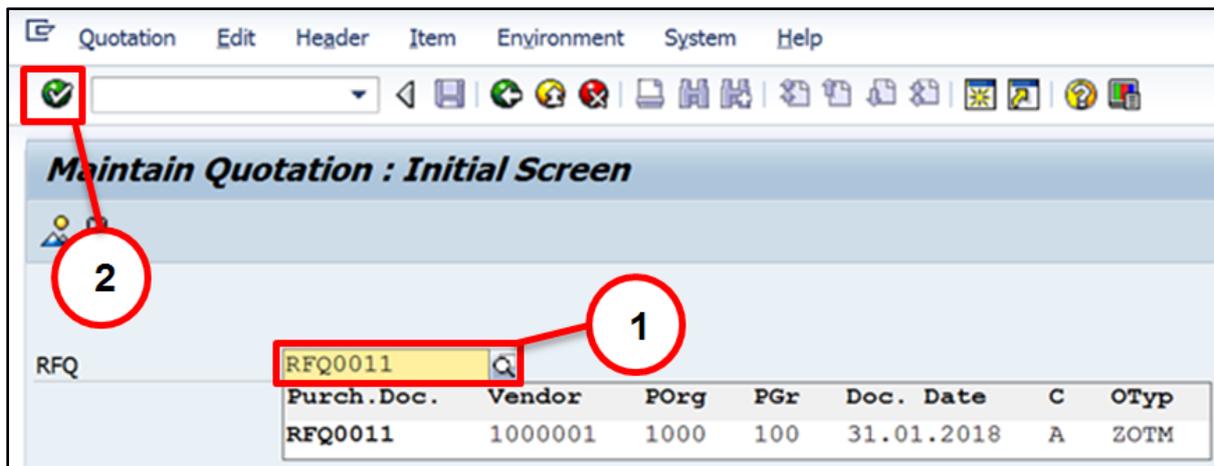
SAP Menu Path	Logistics => Materials Management => Purchasing => RFQ/Quotation => Quotation => Maintain
SAP T-code	ME47

2.4.1 SAP Easy Access



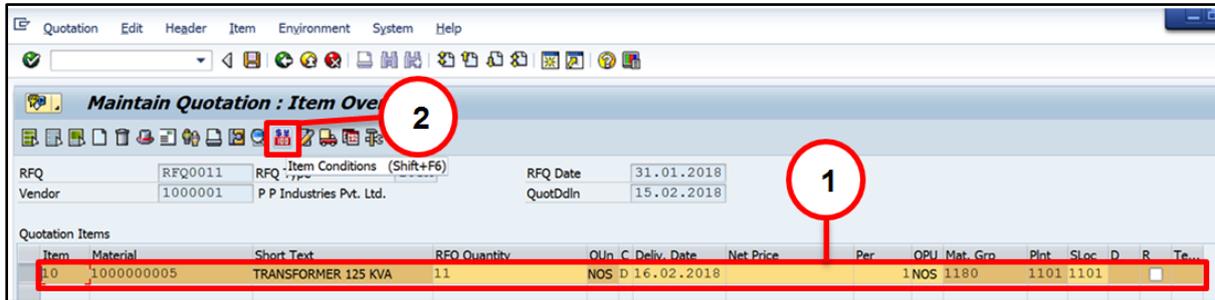
Step	Action
(1)	ME47 is now entered in the Transaction box .
(2)	Click Enter  .

2.4.2 ME47 – Maintain RFQ



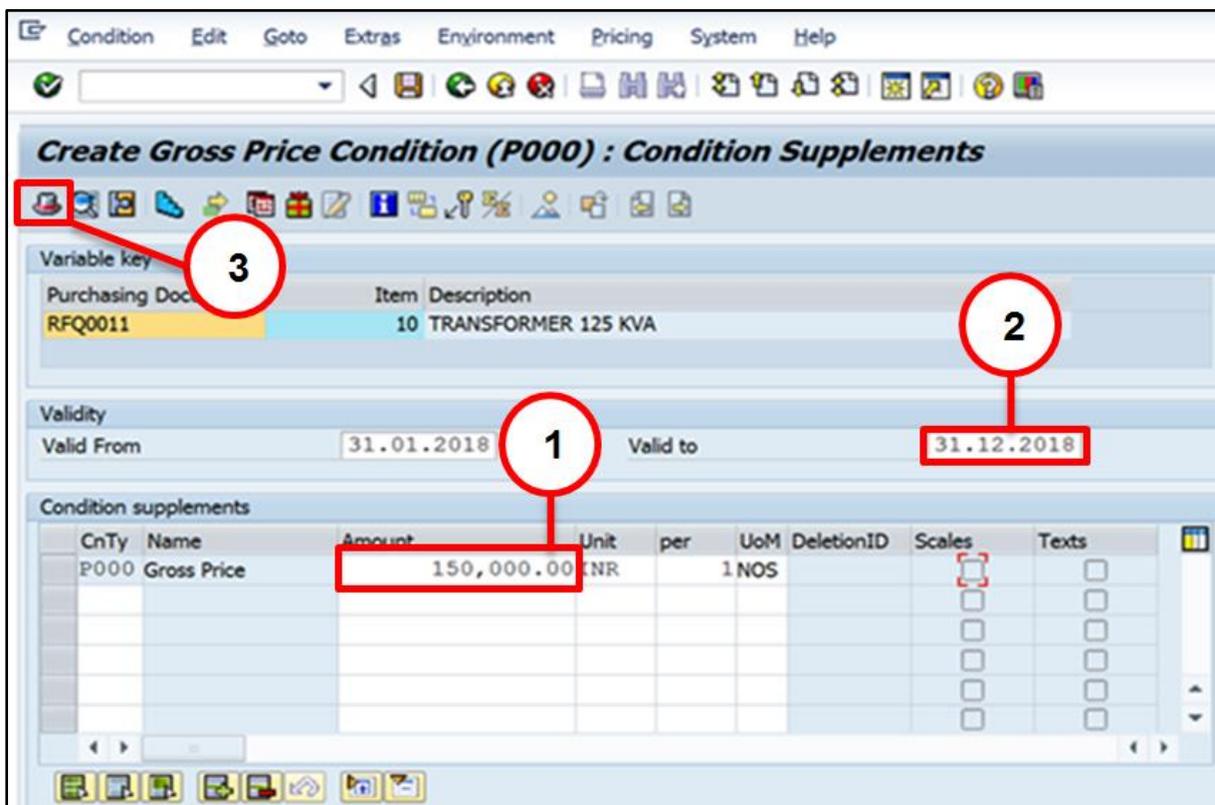
Step	Action
(1)	RFQ:- Input / Select RFQ number
(2)	Click Enter  .

2.4.3 ME47 – Maintain RFQ



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

2.4.4 ME47 – Maintain RFQ



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

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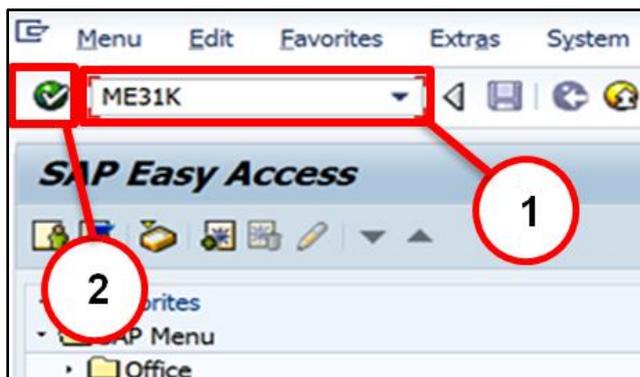
	Type				External
Contract (Quantity)	ZPJM	Project Material PO	6100000000	6199999999	Internal
Contract (value)	ZTUR	Turnkey Purchase PO	6200000000	6299999999	Internal

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  .

3.1.2 ME31K – Create Contract

The screenshot shows the 'Create Contract: Initial Screen' in SAP. The 'Reference to RFQ' checkbox is selected and circled with a '2'. A red box highlights the 'Vendor', 'Agreement Type' (ZPJM), 'Agreement Date' (31.01.2018), and 'Organizational Data' (Purch. Organization: 1000, Purchasing Group: 100) fields, with a '1' circled next to it.

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

The screenshot shows the 'Create Contract: Initial Screen' with the 'Reference to RFQ' dialog box open. The dialog box contains a table with the following data:

RFQ	From RFQ item	Purch.Doc.	Vendor	PGr	Doc. Date	C	OTyp
RFQ0011							
	To RFQ item	RFQ0011	1000001	1000	100	31.01.2018	A ZOTM

The 'Reference to RFQ' checkbox in the main screen is circled with a '2', and the 'RFQ0011' entry in the dialog table is circled with a '1'.



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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

Administrative Fields

Agreement: [] Company Code: 1000 Purchasing Group: 100
 Vendor: 1000001 Agreement Type: ZPJM Purch. Organization: 1000
 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

Payt Terms: Z001 Targ. Val.: []
 Payment in: [] Days [] % Exch. Rate: 1.00000 Ex.Rate Fx
 Payment in: [] Days [] % Incoterms: []
 Payment in: [] Days Net

Reference Data

Quotation Date: [] Quot. []
 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

Create Contract : View: Reference Document Items

Adopt + Details (Shift+F4)

Reference Doc. Type: ZOTM Doc. Date: 31.01.2018

Vendor: 1000001 P P Industries Pvt. Ltd. Currency: INR

Item	Material	Short Text	Plant	SLoc	A	Qty	QUnt	Net Price	Per	OPU	Mat. Gro	D	I
10	1000000005	TRANSFORMER 125 KVA	1101	1101		11	NOS	150,000.00	1	NOS	1180		

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

3.1.6 ME31K – Create Contract

Create Contract : Item 00010

Item Assignments

Agreement Item: 10 Item Cat.: AcctAssCat: Plant: 1101

Material: 1000000005 Matl Group: 1180 Stor. Loc.: 1101

Short Text: TRANSFORMER 125 KVA

Quantity and Price

Target Quantity: 11 NOS RelOrdQty.: 1

Net Order Price: 150,000.00 INR / 1 NOS Price Date: 31.12.2018

Qty Conversion: 1 NOS <-> 1 NOS InfoUpdate:

Other Data

1st Rem./Exped.: ConfContr.: Acknowl. Reqd

2nd Rem./Exped.: Ackn. No.: Estimated Price

3rd Rem./Exped.: TrackingNo: Print Price

Vend. Mat.:

GR/IR Control

Underdel. Tol.: % Stock Type: GR

Overdeliv. Tol.: % GR non-val

Tax Code: IR

Shipping Instr.: GR-BasedIV



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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

Change Gross Price Condition (P000) : Condition Supplements

Variable key
Purchasing Document: 10

Validity
Valid From: 31.01.2018 Valid to: 31.12.2018

CnTy	Name	Amount	Unit	per	UoM	DeletionID	Scales	Texts
P000	Gross Price	150,000.00	INR		1NOS		<input type="checkbox"/>	<input type="checkbox"/>

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

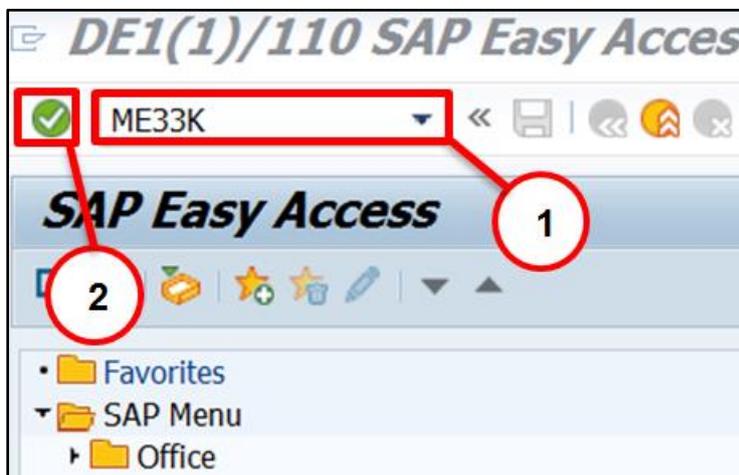
You can change Contract with ME32K transaction code.

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



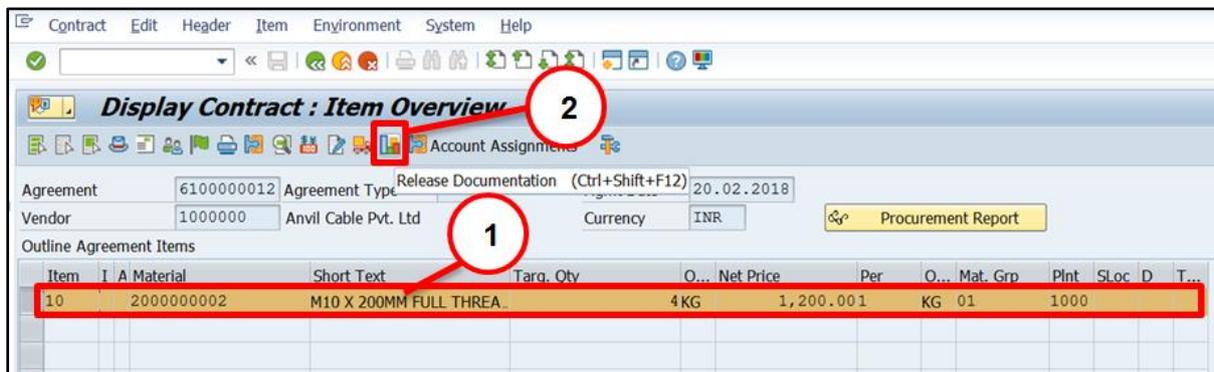
Step	Action
(1)	MM33K is now entered in the Transaction box .
(2)	Click Enter  .

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

List Edit Goto Environment System Help

Release Order Docu. for Contract 6100000012 Item 00010

Release

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		

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

Purchase Order Edit Goto Environment System Help

Project DI 4500000007 Created by ps1 Yash

Document Overview On Print Preview Messages Personal Setting

ZPDI Project DI 4500000007 Vendor 1000000 Anvil Cable Pvt. Ltd Doc. date 20.02.2018

S.	Itm	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.	3	KG	D	20.02.2018	00.00	INR	1	KG	Material grou...	JBVNL, Ranc.				

Add Planning

Item 1 [10] 2000000002 , M10 X 200MM FULL THREAD

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Purchase Order History Texts Delivery Address Confirmations Condition C...

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		666.67	INR	
Tr./Ev.						0			KG	666.67	INR		0		KG		666.67	INR		666.67	INR	
WE		101 5000000039			1 20.02.2018	2		0	KG	2,400.00	INR		2	0	KG		2,400.00	INR		2,400.00	INR	
Tr./Ev.						2			KG	2,400.00	INR		2		KG		2,400.00	INR		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:-

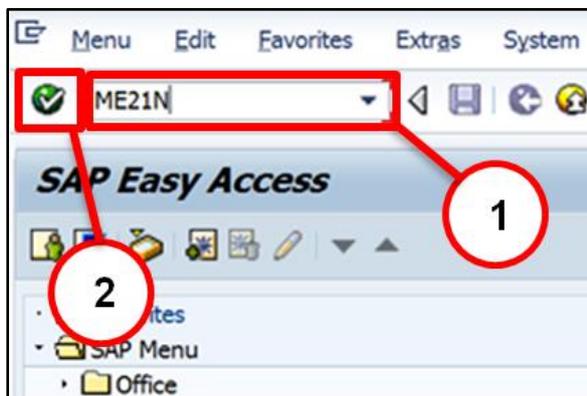
Document Category	Document Type	Description	Number Range		Internal / External
			From	To	
PO	ZHQP	HQ Purchases	4000000000	4099999999	Internal
PO	ZSRV	Service Purchases	4100000000	4199999999	Internal
PO	ZSTO	Stock Transp. Order	4200000000	4299999999	Internal
PO	ZLOC	Local Purchases	4300000000	4399999999	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 .

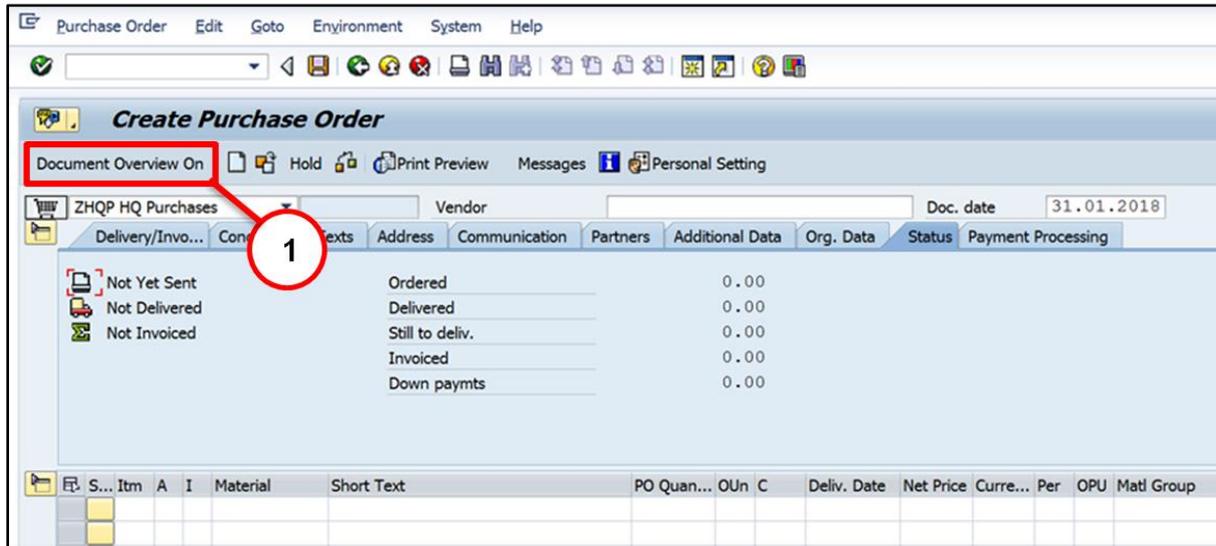


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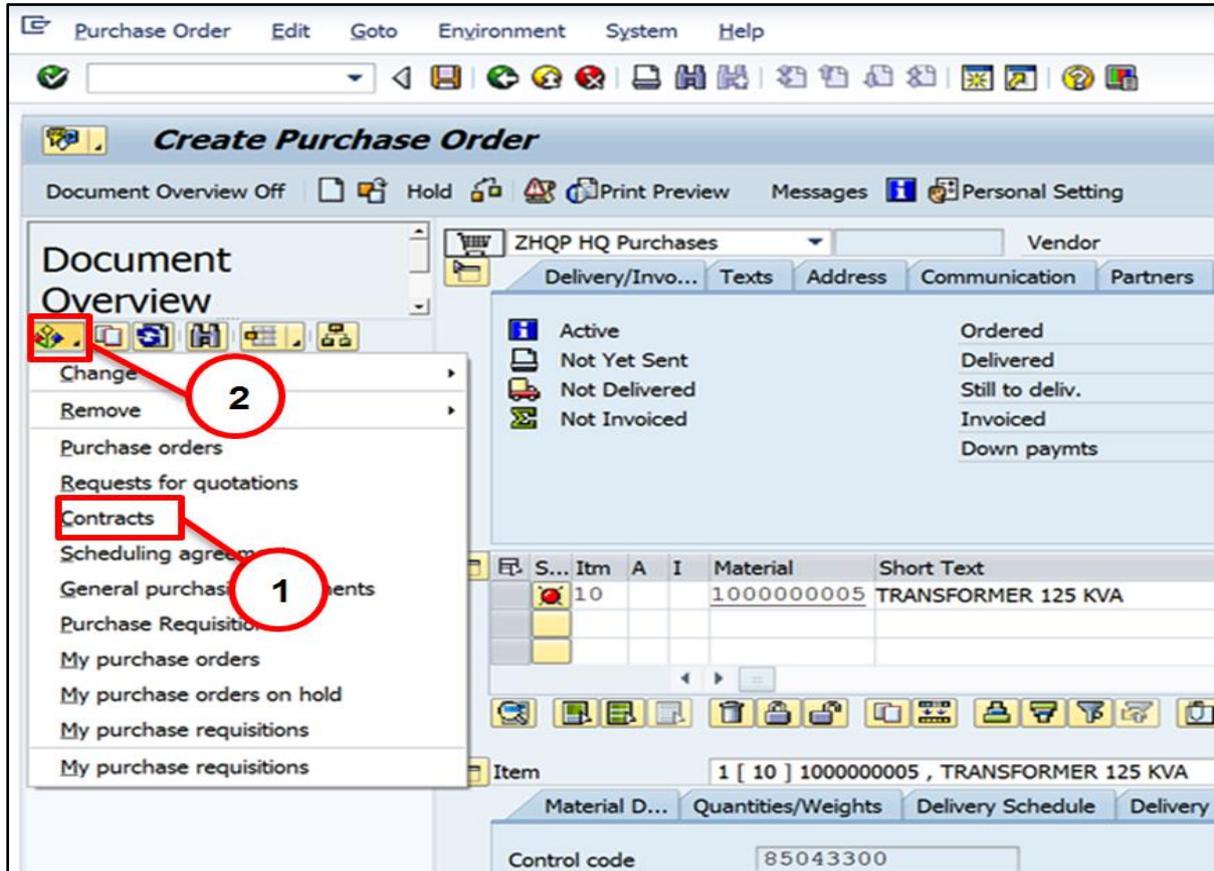
Step	Action
(2)	Click Enter

4.1.2 ME21N – Create Purchase Order(DI)



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

4.1.3 ME21N – Create Purchase Order(DI)

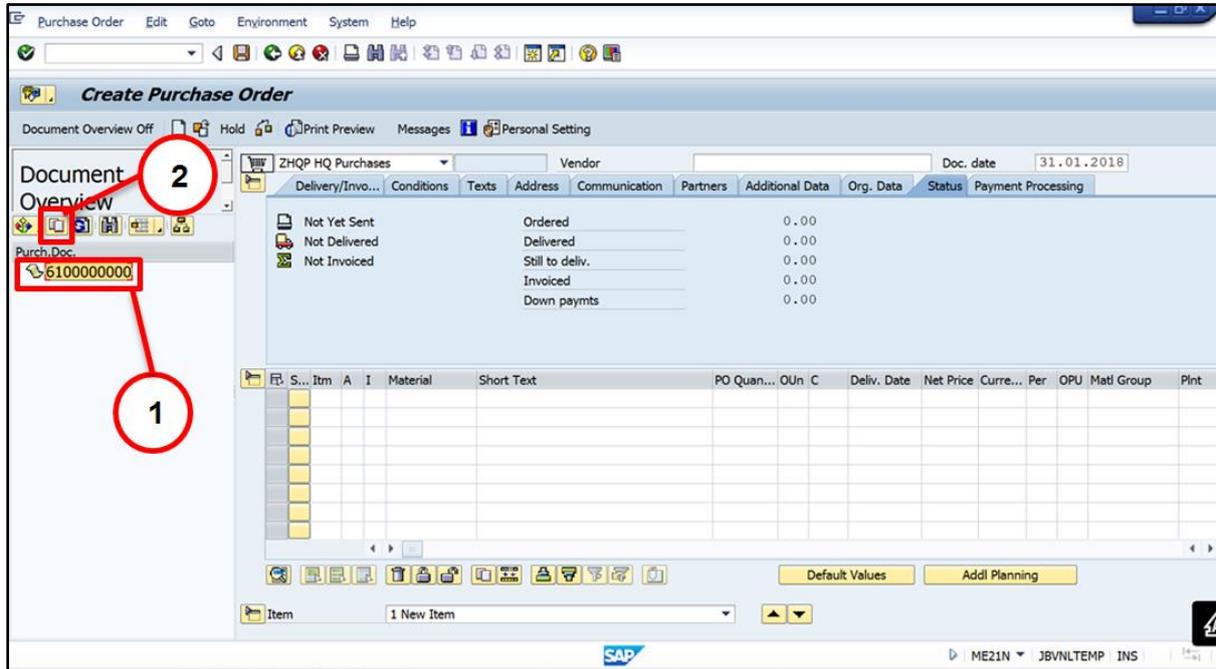


Step	Action
(1)	Click Selection Variant 
(2)	Contract:- Select

4.1.4 ME21N – Create Purchase Order(DI)

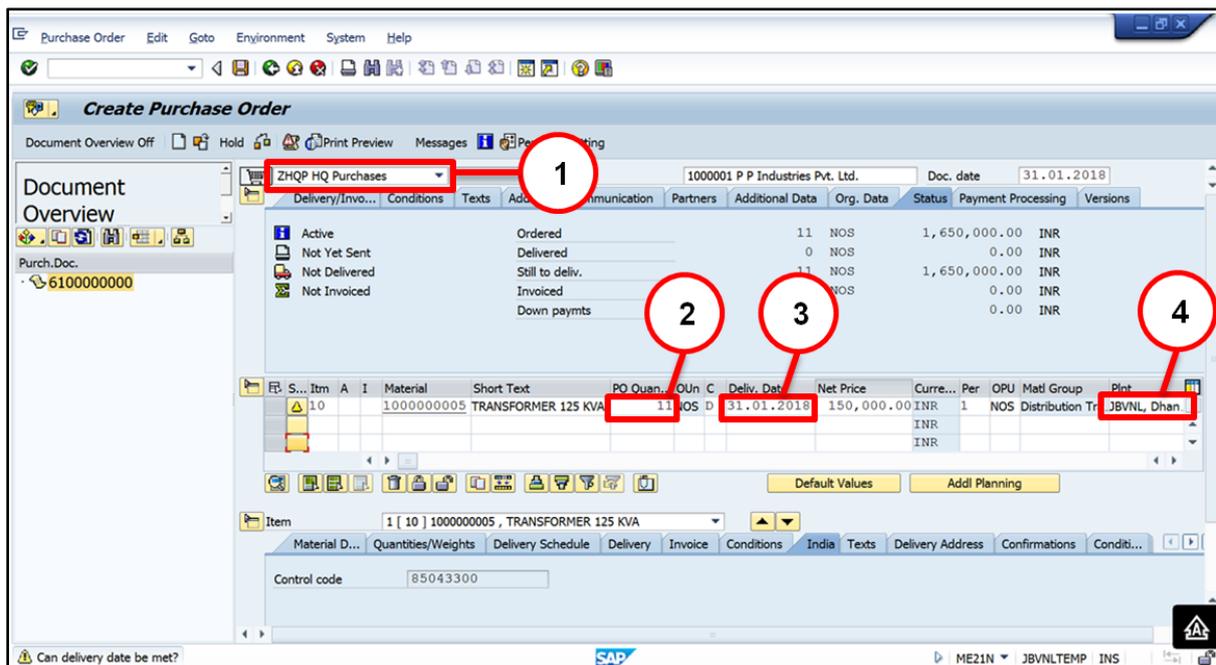
Step	Action
(1)	Material Number: Input Material Number
(2)	Document Type: Input Doc. type
(3)	Click Execute

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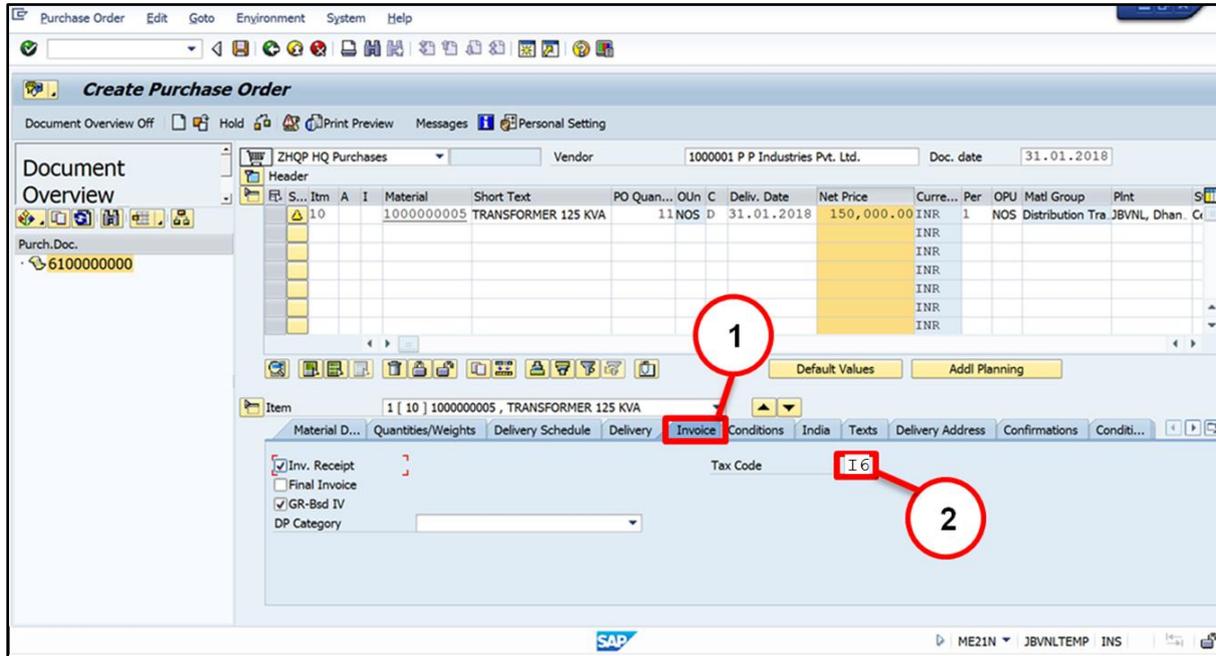
Step	Action
(1)	PO Doc Type: Select PO Doc Type
(2)	Qty: Input PO Qty
(3)	Delivery Date: Check Delivery date.
(4)	Plant & Storage Location:- Input/Select Plant & S Loc

4.1.7 ME21N – Create Purchase Order(DI)

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

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

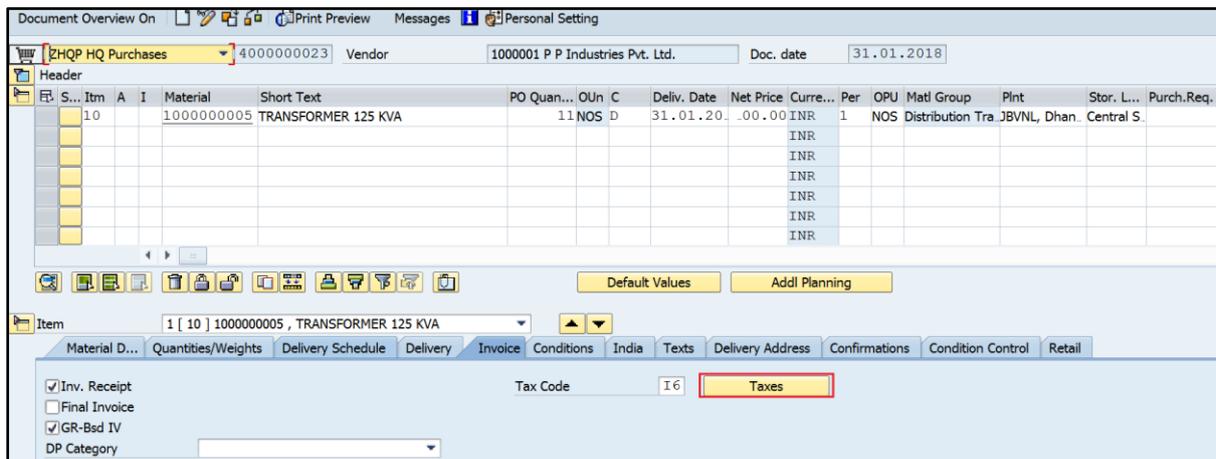
4.1.8 ME21N – Create Purchase Order(DI)



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)



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



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Step	Action
	Click Taxes

4.1.10 ME21N – Create Purchase Order(DI)

N.	CnTy	Name	Amount	Crcy	per	UoM	Condition value	Curr.	Status	NumCCo	OUn	CConDe	Un	Condition value	CoCur
0		BASB Base Amount					1,650,000.00	INR		0	0			0.00	
		Calculated Call	150,000.00	INR		1	1,650,000.00	INR		0	0			0.00	
		Sub total	150,000.00	INR		1	1,650,000.00	INR		0	0			0.00	
0		J11N IN:Integrated GST-ND	18.000	%			297,000.00	INR		0	0			0.00	
		Total excise duty	0.00	INR		1	0.00	INR		0	0			0.00	
		Copy net price	150,000.00	INR		1	1,650,000.00	INR		0	0			0.00	
		Price + ED	150,000.00	INR		1	1,650,000.00	INR		0	0			0.00	
		Price + ED + ST	150,000.00	INR		1	1,650,000.00	INR		0	0			0.00	

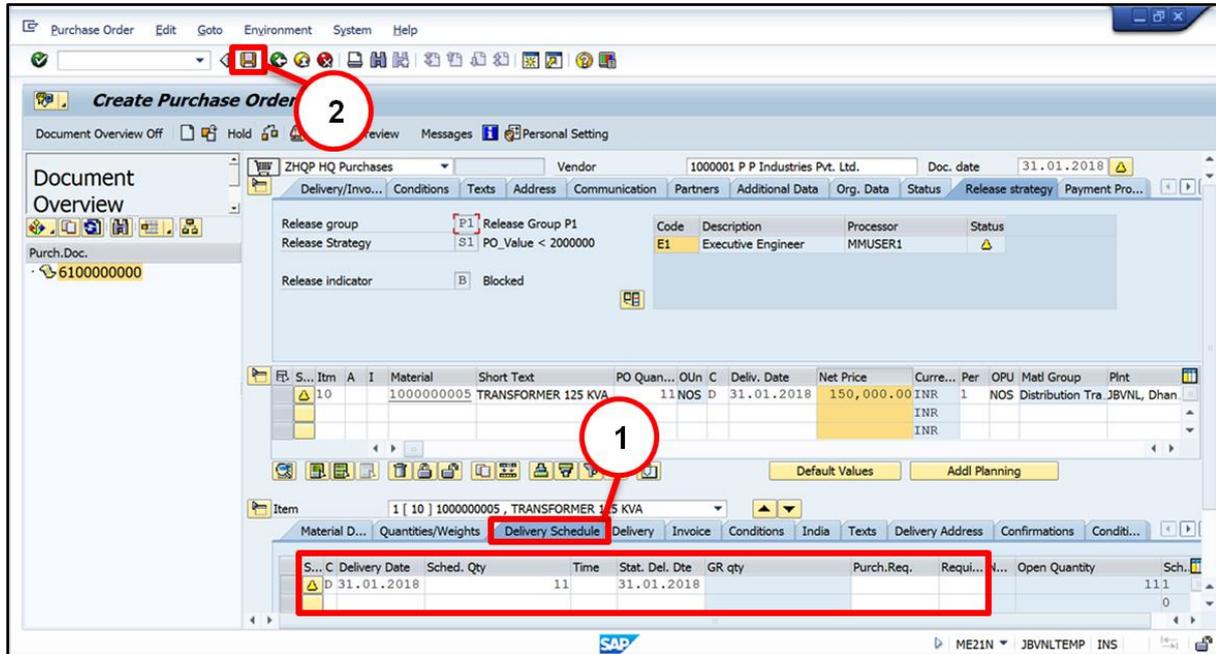
Step	Action
	See Pricing element of Taxes
(1)	Click Back

4.1.11 ME21N – Create Purchase Order(DI)

Item	S...	Itm	A	I	Material	Short Text	PO Quan...	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	Plnt	Stor. L...
		10			1000000005	TRANSFORMER 125 KVA		11	NOS	D	31.01.20...	00.00	INR	1	NOS	Distribution Tra	JBVNL, Dhan. Central S

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

4.1.12 ME21N – Create Purchase Order(DI)



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.



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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

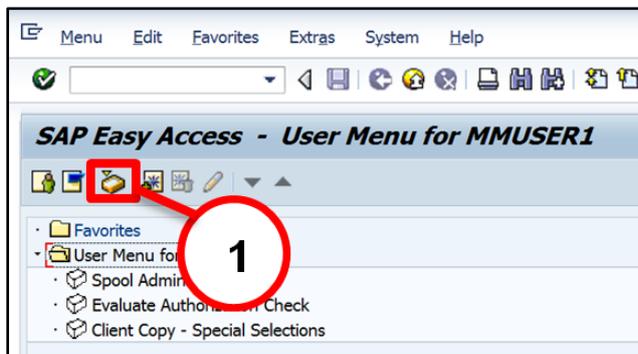
[You can check 1st processor \(Release Code\) to release the Purchasing Document.](#)

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



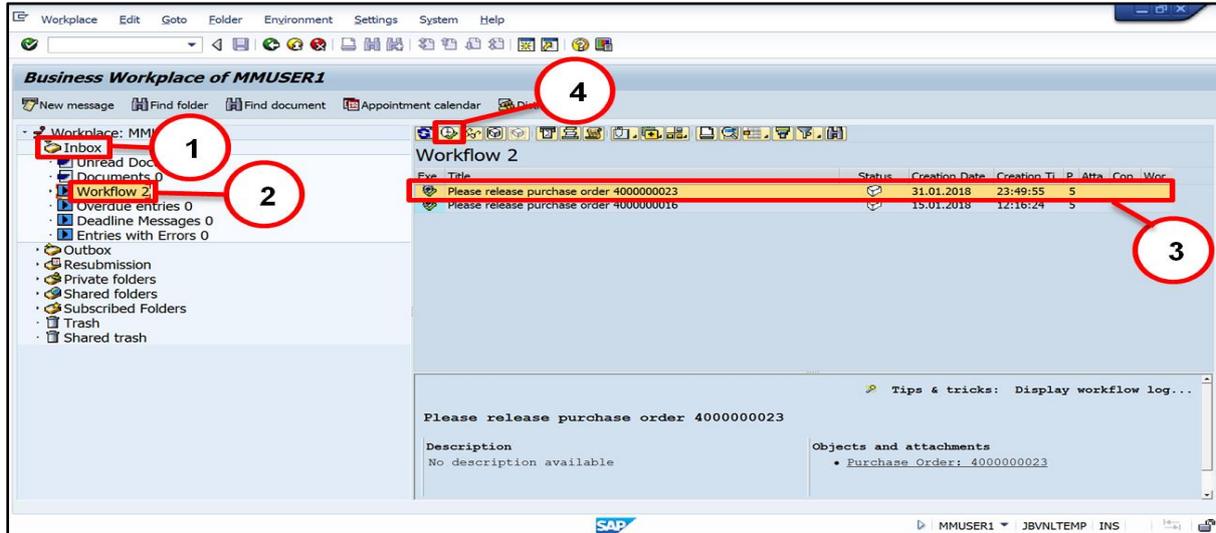


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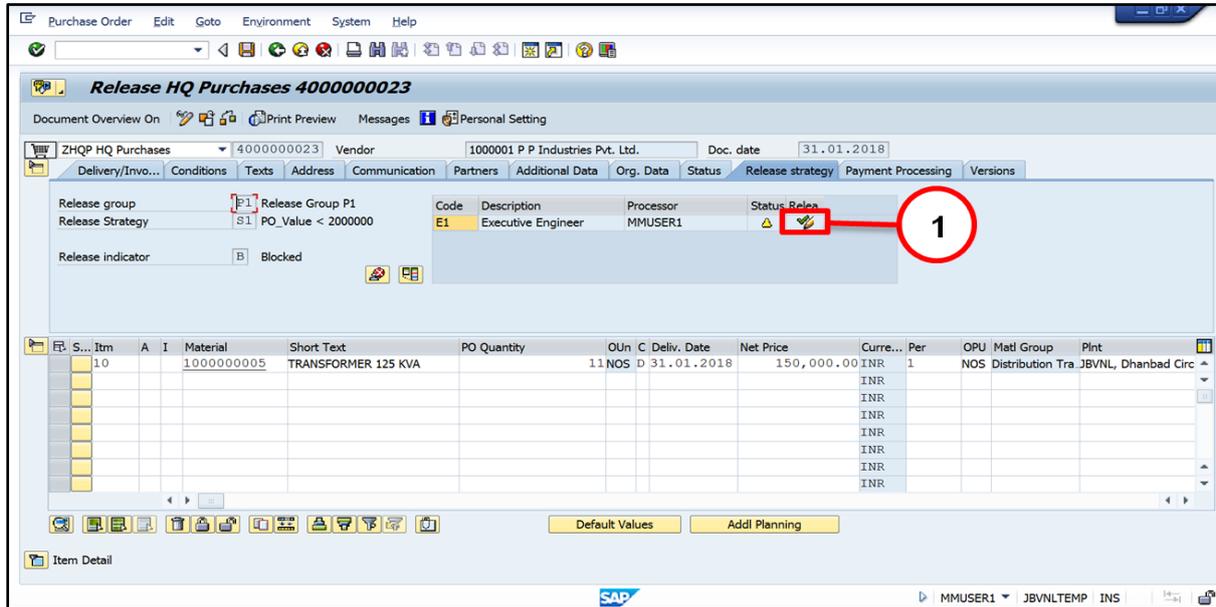
Step	Action
(1)	Click SAP Business Workplace

4.4.2 SAP Easy Access



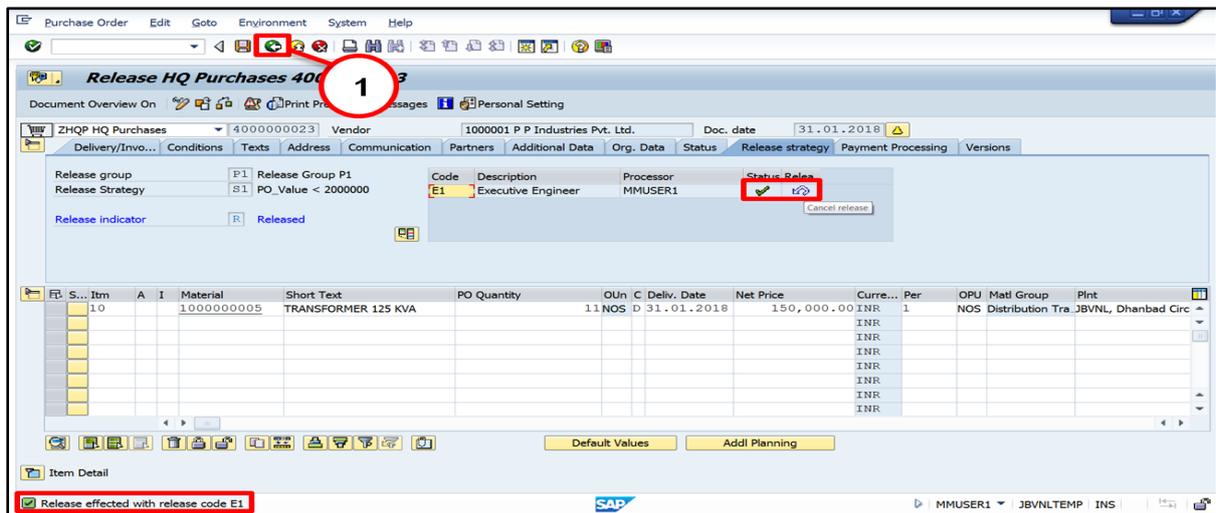
Step	Action
(1)	Click Inbox
(2)	Click Workflow
(3)	Select PO
(4)	Click Execute

4.4.3 SAP Easy Access



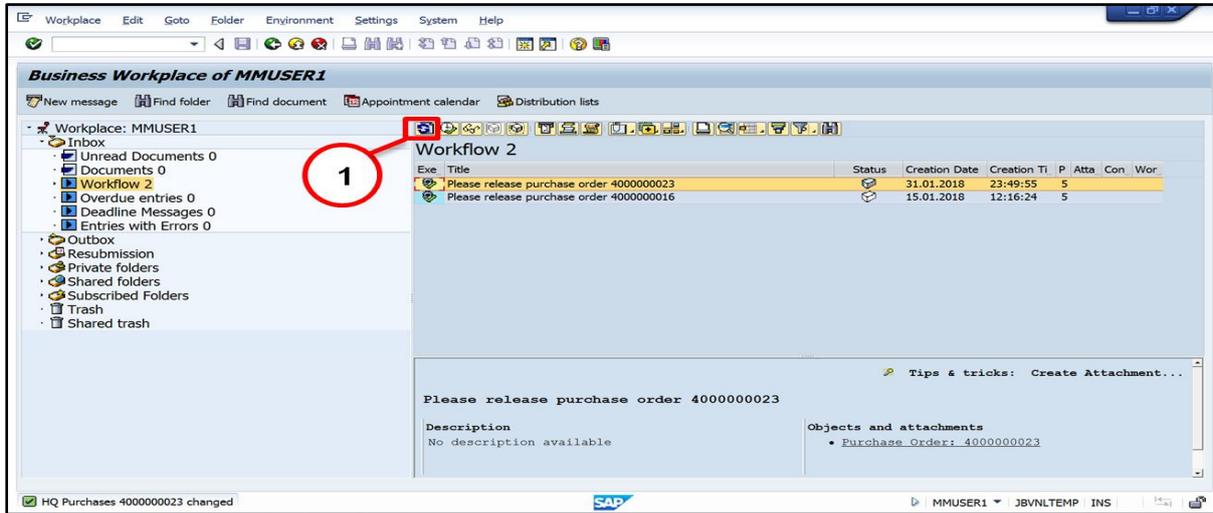
Step	Action
(1)	Click Release  and SAVE

4.4.4 Release PO

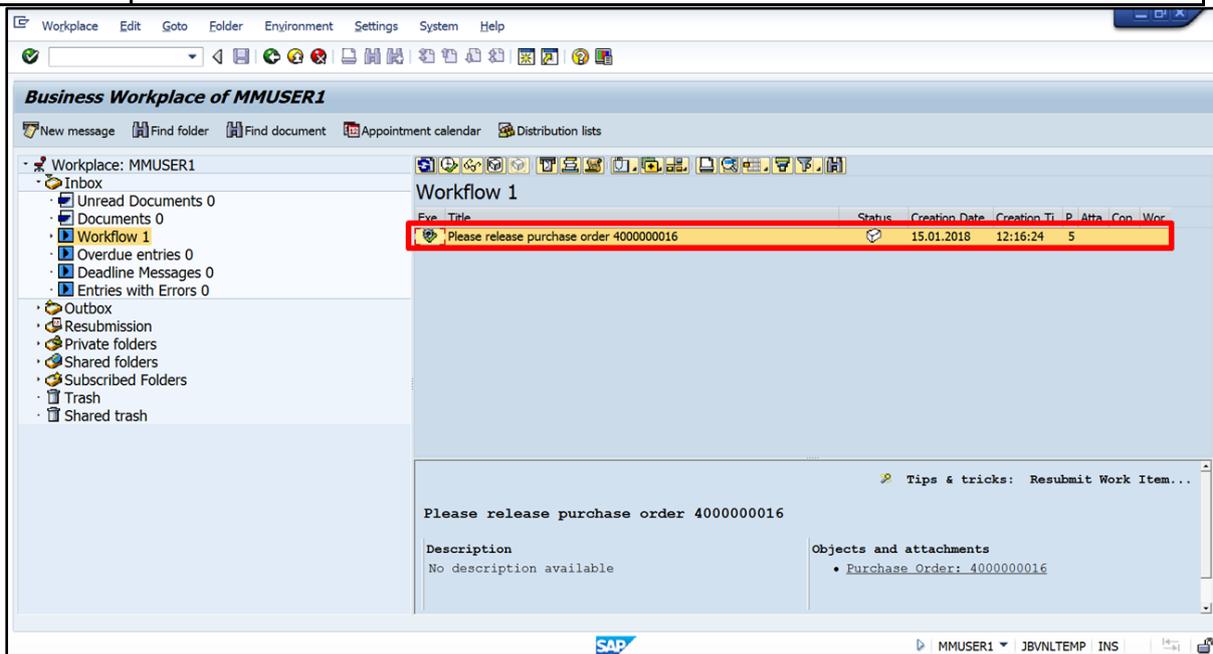


Step	Action
	Check Status
	See Information message at the bottom of the screen.
(1)	Click Back

4.4.5 SAP Easy Access



Step	Action
(1)	Click Update .



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

4.5 Amendment PO(DI):-

Path to Amendment PO (DI):-

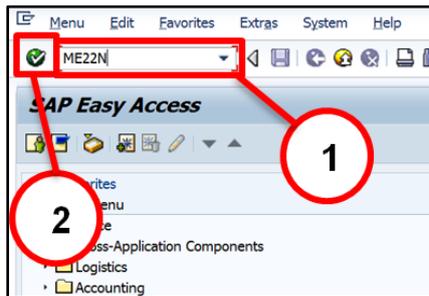


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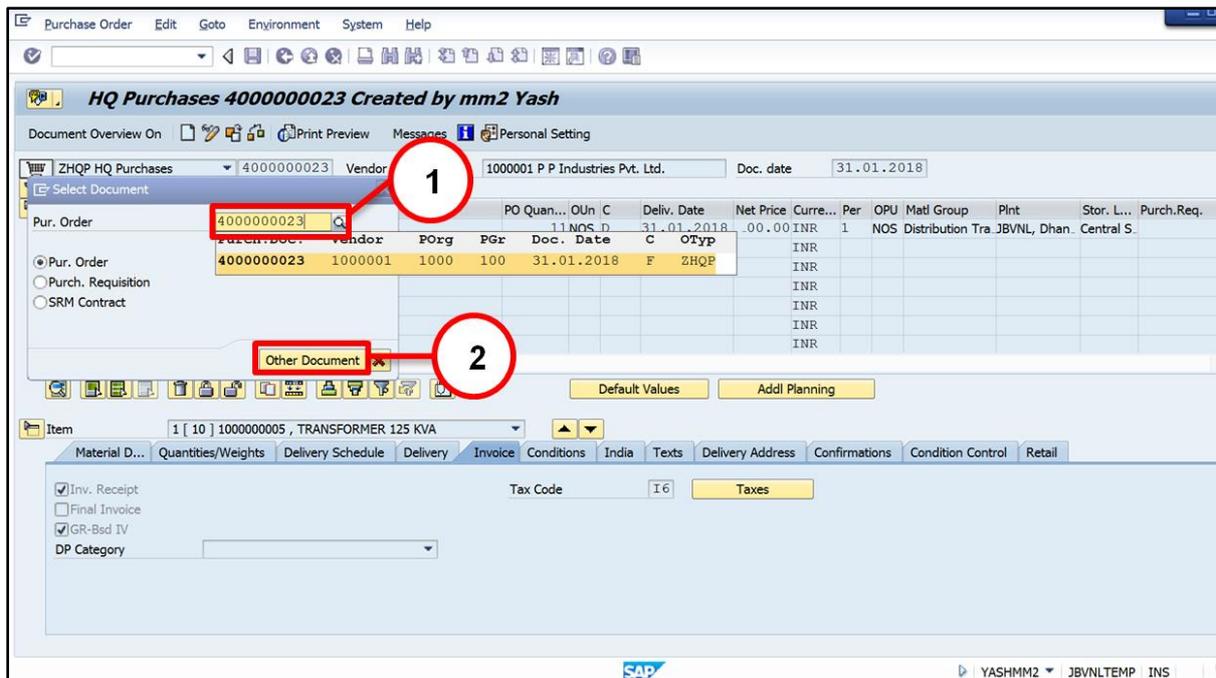
SAP Menu Path	Logistics => Materials Management => Purchasing => Purchase Order => Change
SAP T-code	ME22N

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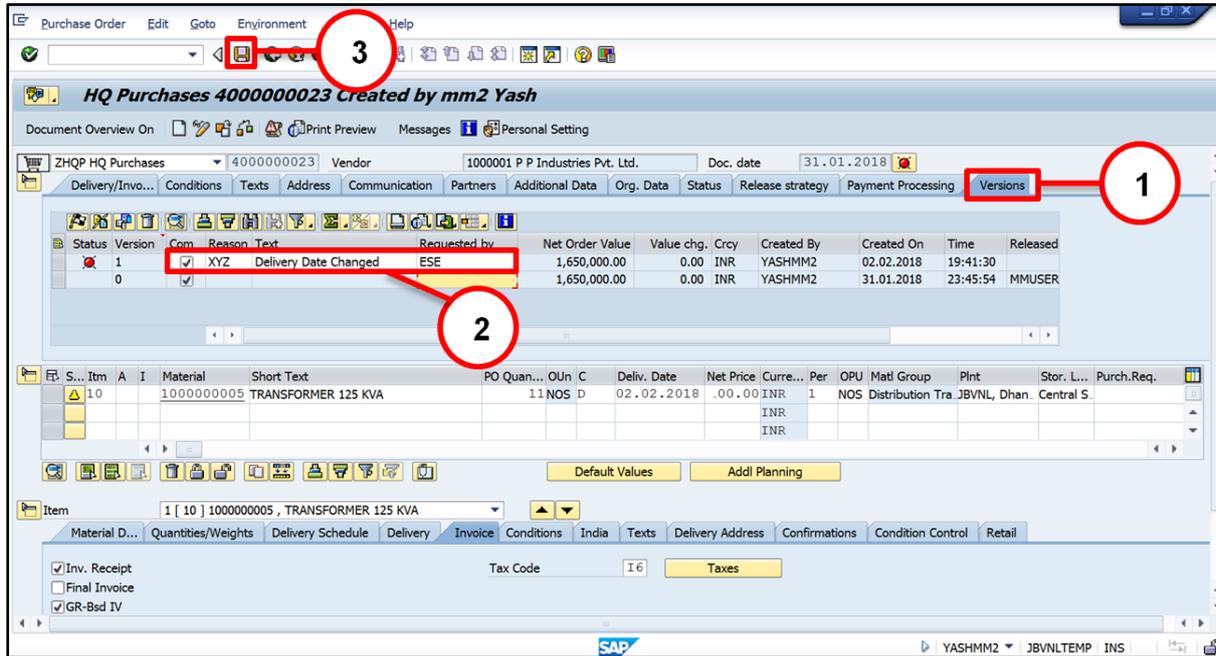
Step	Action
(1)	Purchase Order:- Input / Selection Purchase order number
(2)	Click Other Document

4.5.3 ME22N – Change Purchase Order (DI)

The screenshot shows the SAP ME22N interface for a purchase order. The document title is 'HQ Purchases 400000023 Created by mm2 Yash'. The vendor is '1000001 P P Industries Pvt. Ltd.' and the document date is '31.01.2018'. The 'Header' field is circled in red and labeled '2'. The 'Deliv. Date' field is circled in red and labeled '1'. The item is 'TRANSFORMER 125 KVA' with a quantity of '11 NOS'. The net price is '100.00 INR'. The delivery date is '02.02.2018'. The interface includes various tabs like 'Material D...', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice', 'Conditions', 'India', 'Texts', 'Delivery Address', 'Confirmations', 'Condition Control', and 'Retail'. There are also checkboxes for 'Inv. Receipt', 'Final Invoice', and 'GR-Bsd IV', and a 'Tax Code' field with 'I6'.

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

4.5.4 ME22N – Change Purchase Order (DI)



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