



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



Jharkhand Bijli Vitran Nigam Limited.

MATERIALS MANAGEMENT

USER MANUAL

PROCUREMENT OF SERVICES





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SAP MM – Procurement of Services

Every organization acquires Services to complete its business needs. The process of buying materials and obtaining services from vendors or dealers is procurement.

Procurement of Services having following Steps:

- 1) Purchase Requisition Process
- 2) Enquiry / Tendering (RFQ) Process
- 3) Contract
- 4) Service Purchase Order
- 5) Service Entry Sheet

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 services.
- 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.

A) Item Category:-

“D”-Service



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B) Purchase Requisition Type and Number Range:-

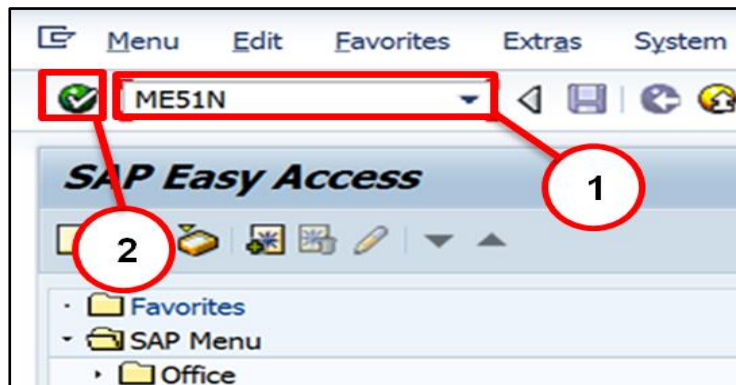
PR Document Type	Description(20)	From	To	Internal / External
ZNB	PR - ABO Procurement	1000000000	1099999999	Internal
ZHQR	PR - HQ Procurement	1100000000	1199999999	Internal
ZPRJ	PR-Proj Procurement	1200000000	1299999999	Internal
ZLPR	PR-Local Procurement	1300000000	1399999999	Internal
ZSTR	PR-STO Procurement	1400000000	1499999999	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



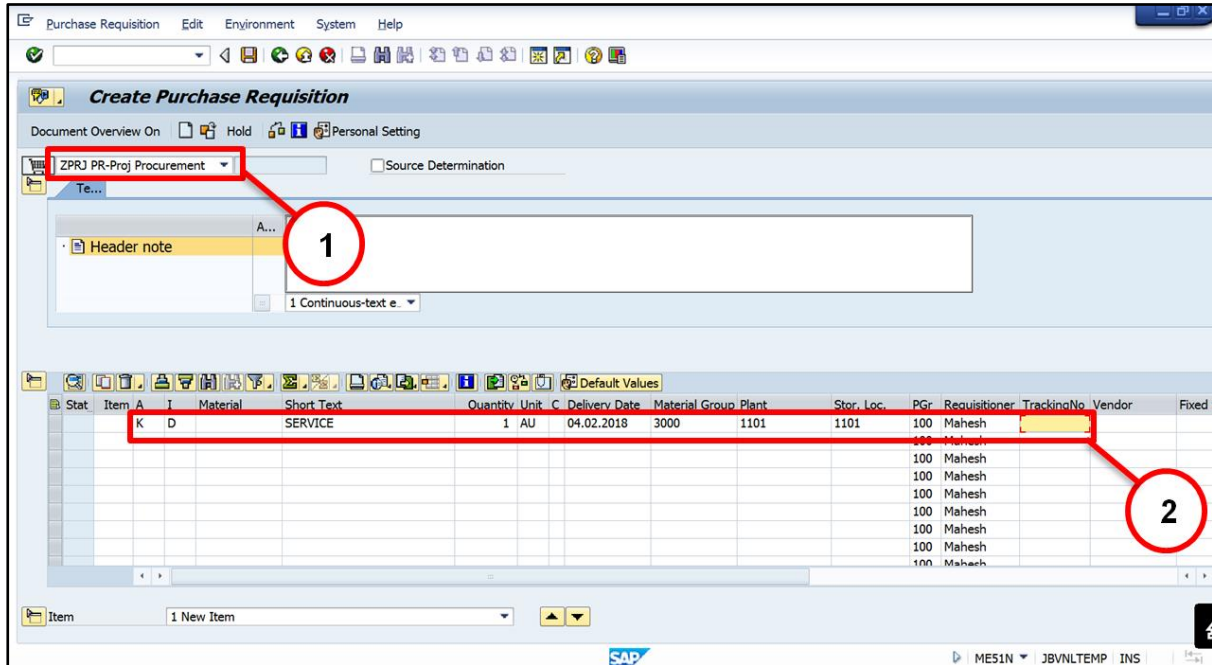
Step	Action
(1)	ME51N is now entered in the Transaction box .
(2)	Click Enter  .



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1.1.2 ME51N – Create Purchase Requisition



Step	Action
(1)	Purchase Requisition Doc. Type: Select PR Doc. type
(2)	Account assignment cat, Item category, Short text, Qty, Del.Date, Material group, Plant, S location: Input the data.
	Press Enter

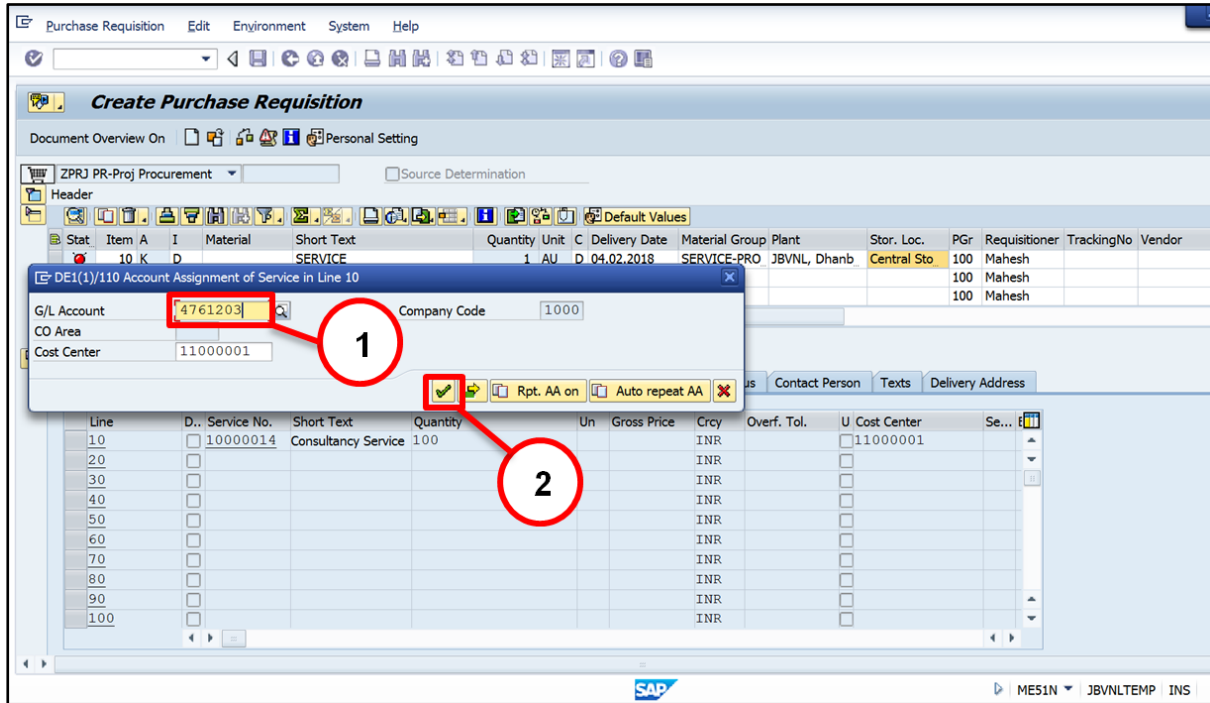
Note:- For Project service-You have to add “N” Network in **Account Assignment Category** & “D” service in **Item Category** field (If you specify “N” then you need to update **Network** in item details of respective item. And If you specify “D” then you need to update **Activity number** in item details of respective item.)



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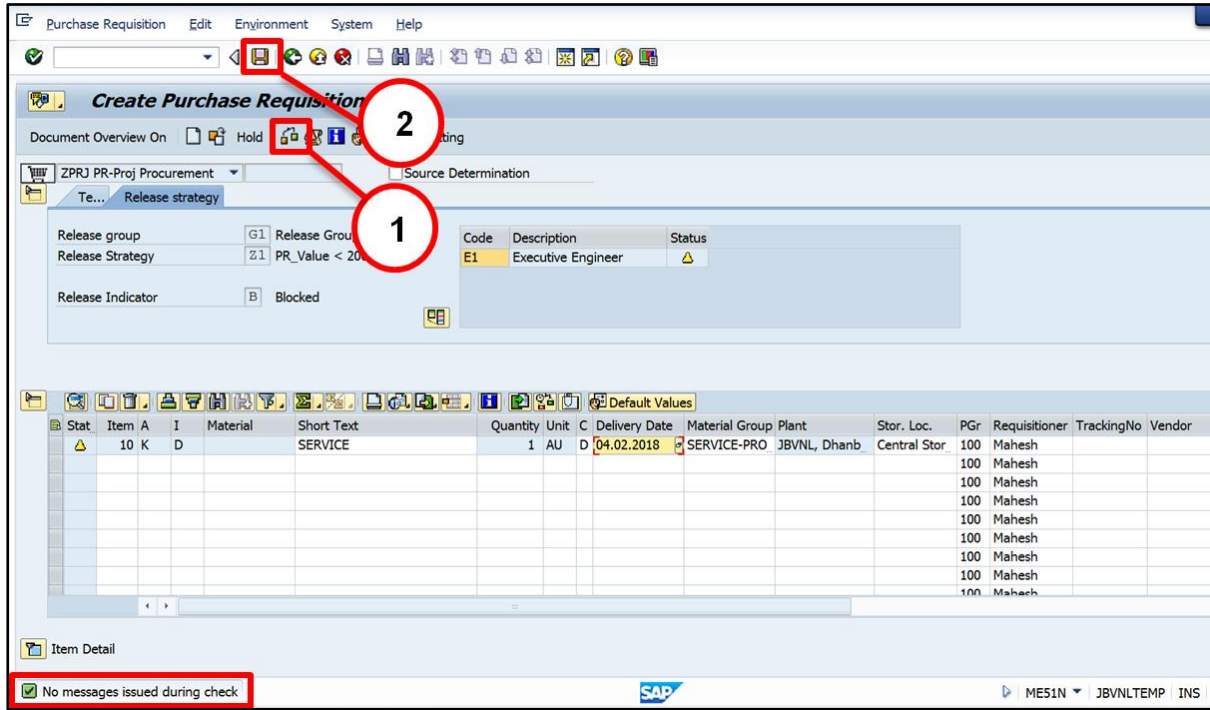




1.1.3 ME51N – Create Purchase Requisition



Step	Action
(1)	G/L Account: Input/Select G/L Account
(2)	Press Continue

1.1.4 ME51N – Create Purchase Requisition



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

1.2 Change Purchase Requisition:-

Path to Change Purchase Requisition:-

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

You can change Purchase Requisition with ME52N transaction code.



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1.3 Display Purchase Requisition:-

Path to Display Purchase Requisition:-

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

You can display Purchase Requisition with ME53N transaction code.

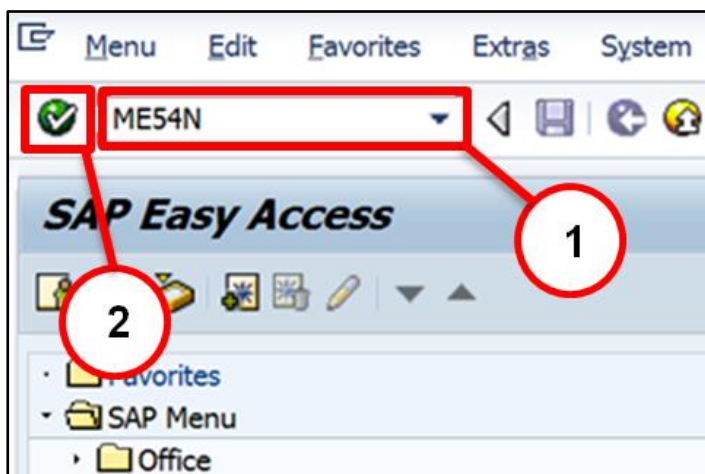
1.4 Release Purchase Requisition:-

It is a setup of approval procedures for purchase requisitions or other purchasing documents.

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



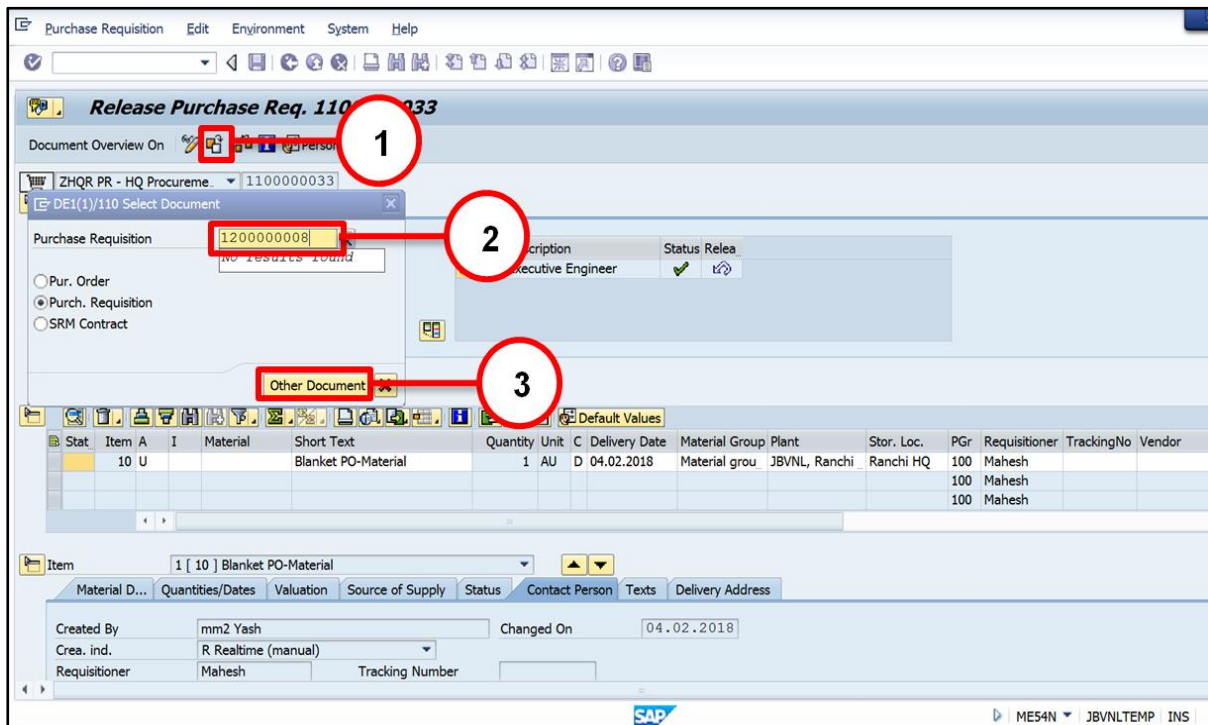


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Step	Action
(1)	ME54N is now entered in the Transaction box.
(2)	Click Enter  .

1.4.2 ME54N – Release Purchase Requisition



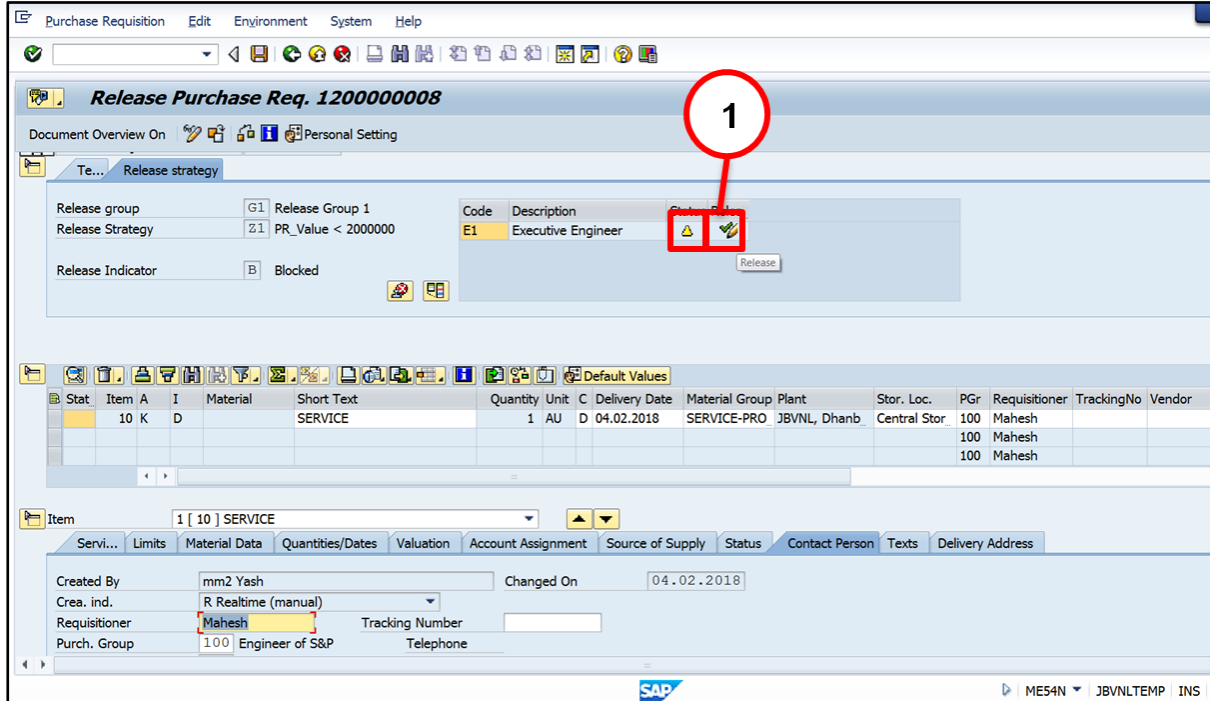
Step	Action
(1)	Other Purchase Requisition: Click
(2)	Purchase Requisition: Input / Select PR
(3)	Other Document: Click





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1.4.3 ME54N – Release Purchase Requisition



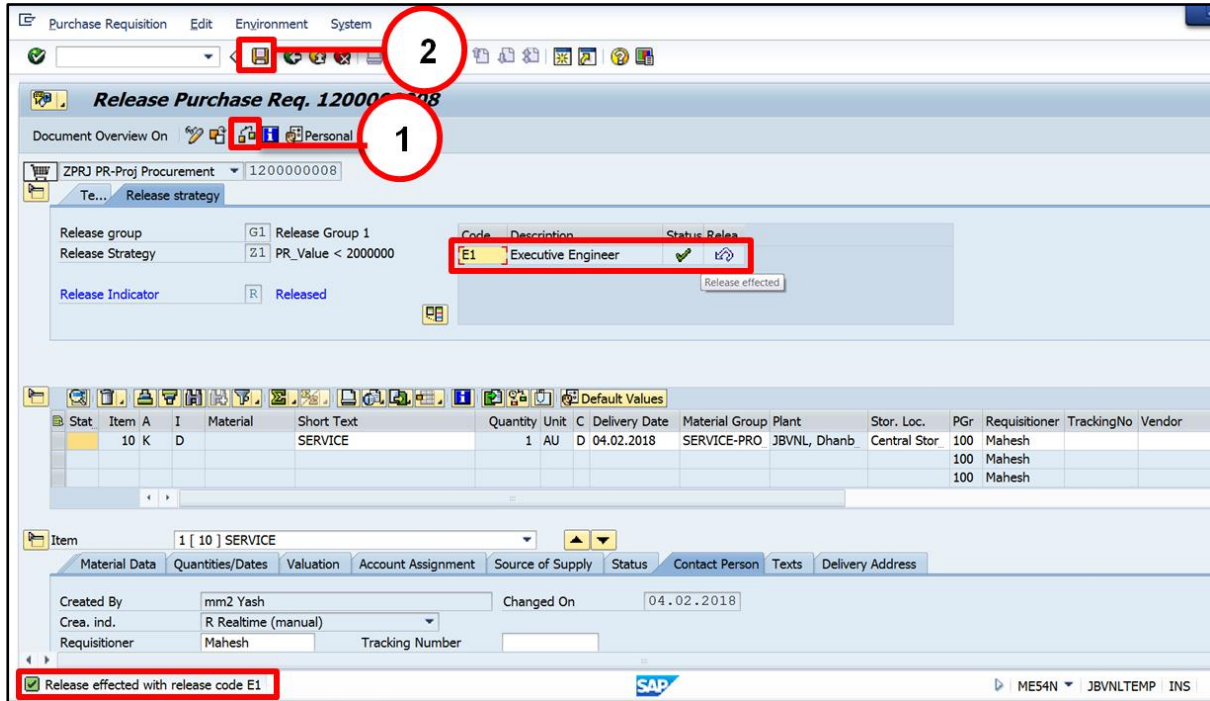
Step	Action
	Status:-  Release possible
(1)	Click Release  .



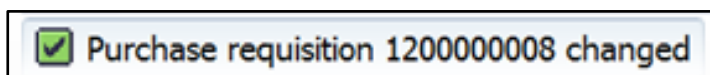
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1.4.4 ME54N – Release Purchase Requisition



Step	Action
	In Status Release effected
	After releasing PR Doc. Release effected with release code E1
(1)	Click Check
	No message issued during check
(2)	Click Save



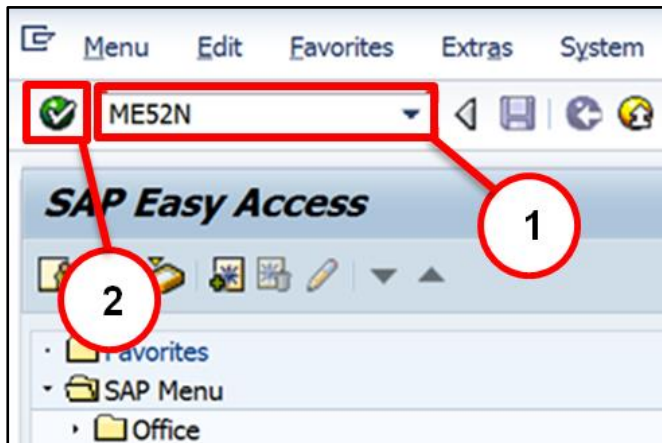
1.5 Close Purchase Requisition:-


Path to Close Purchase Requisition:-

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

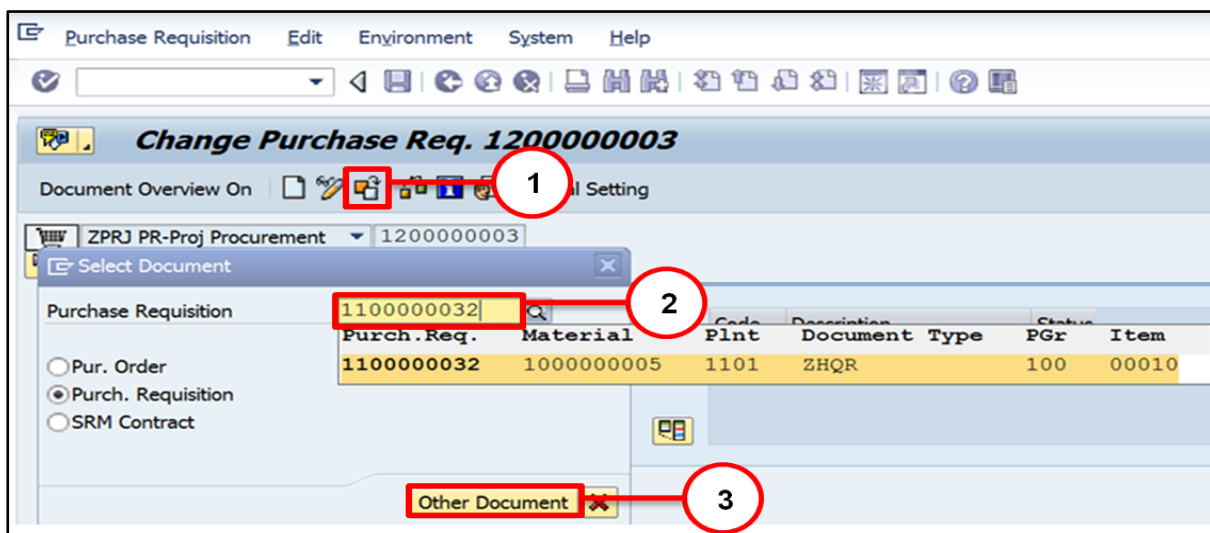
SAP T-code	ME52N
-------------------	-------

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




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Step	Action
(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 



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2 Enquiry / Tendering Process:

A) RFQ Type and Number Range:-

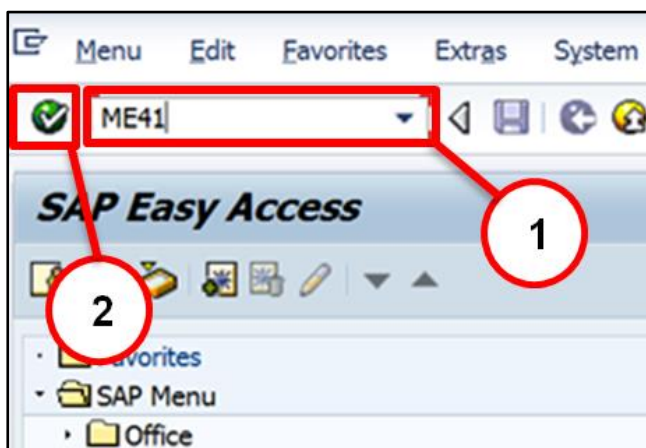
RFQ Document Type	Description	Number Range		Internal / External
		From	To	
ZOTM	Tenders - Materials	AAA	ZZZ	External
ZOTS	Tenders - Services	AAA	ZZZ	External
ZOTT	Tenders - Turnkey	AAA	ZZZ	External

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 .



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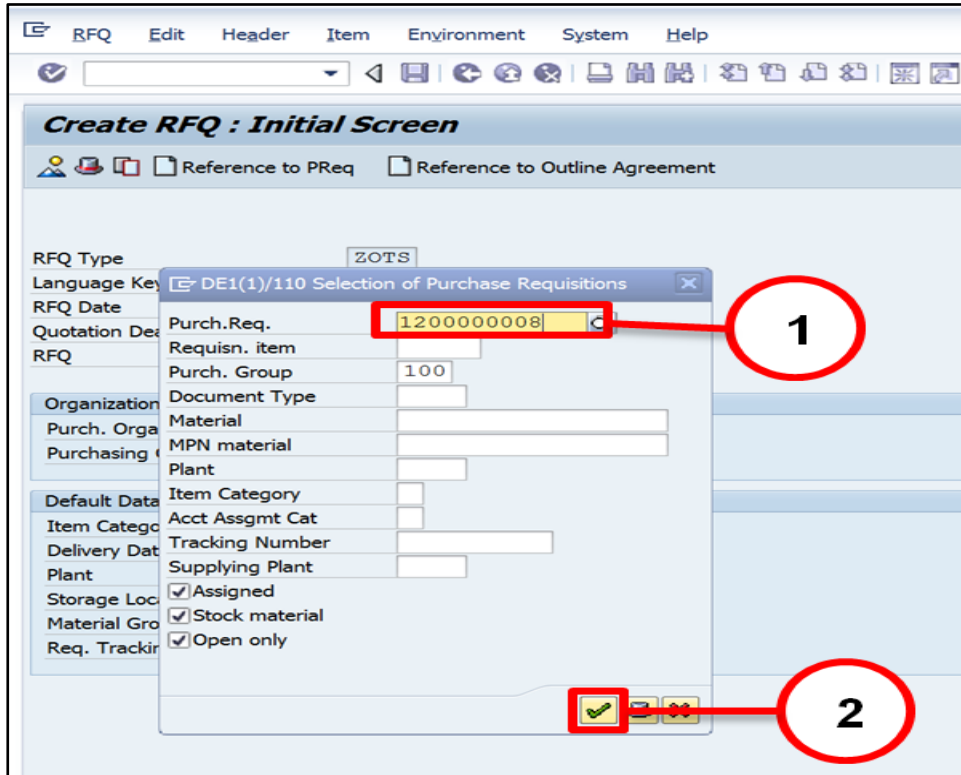
Step	Action
(2)	Click Enter


2.1.2 ME41 – Create RFQ

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

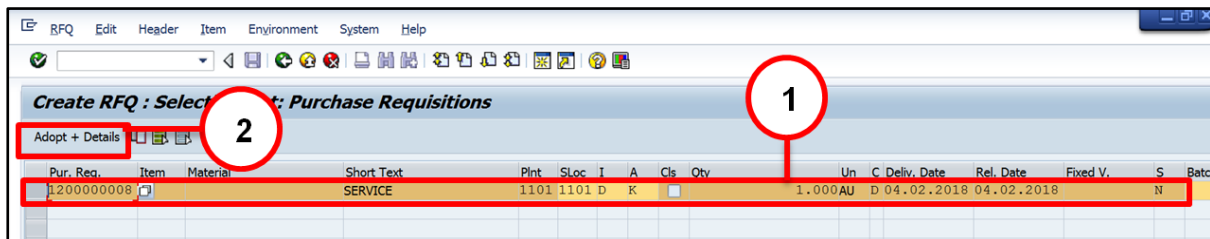
Note:- We are creating RFQ with reference to released PR.

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



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2.1.5 ME41 – Create RFQ


RFQ Edit Header Item Environment System Help

Create RFQ : Item 00010

Item RFQ00010 ItCat. D Plant 1101
Material Mat. Grp 3000 Stor. Loc. 1101
Short Text SERVICE

Quantity and Date
RFQ Quantity 1 AU 15.02.2018
Delivery Date 16.02.2018

Deadline Monitoring
1st Rem./Exped. TrackingNo
2nd Rem./Exped. V. Mat.
3rd Rem./Exped.
No. Exped. 0

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



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2.1.6 ME41 – Create RFQ

The screenshot shows the SAP RFQ creation interface. The title bar includes 'RFQ', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. The main window is titled 'Create RFQ : Header Data'. It contains several sections: 'Header Data' with fields for RFQ (RFQ0013), Company Code (1000), Purchasing Group, RFQ Type (ZOTS), and Vendor; 'Administrative Fields' with RFQ Date (04.02.2018), Item Interval (10), Coll. No. (NIT004), Language (EN), Subitem Interv. (1), QuotDdln (15.02.2018), Validity Start, Validity End, Apply By, Warranty, and Bindg Per.; 'Terms of Delivery and Payment' with Targ. Val.; 'Reference Data' with Your Reference, Salesperson, Our Reference, and Telephone; and 'e-Tender Details' with a 'Tender Details' button. Red circles and lines highlight the 'Coll. No.' field (labeled '1') and the 'Tender Details' button (labeled '2').

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



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2.1.7 ME41 – Create RFQ

Create RFQ : Header Data

Tender Reference No	NIT004/PR/JBVNL/2017-18	Tender Type	OPEN Open Tender
Tender Category	SERVICES Ser.	Form Of Contract	EMPANELMENT
Tender fee	10000	EMD Amount	100000
Description	Cosultancy Service		
Product Category	CONSULTANCY		
Published Date	04.02.2018 00:00:00	Bid Opening Date	20.02.2018 00:00:00
Sale Start Date	04.02.2018 00:00:00	Sale End Date	14.02.2018 00:00:00
Bid Submission Start	04.02.2018 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 : Header Data

RFQ	EN	Company Code	1000	Purchasing Group	100
RFQ Type	ZOTS			Purch. Organization	1000
Vendor					

Administrative Fields

RFQ Date	04.02.2018	Item Interval	10	Coll. No.	NIT004
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	<input type="text"/>	Salesperson	<input type="text"/>
Our Reference	<input type="text"/>	Telephone	<input type="text"/>

e-Tender Details



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Step	Action
(1)	Click Vendor address

2.1.9 ME41 – Create RFQ

The screenshot shows the SAP ME41 'Create RFQ: Vendor Address' form. The 'Vendor' field is highlighted with a red box and labeled '1'. The 'Save' icon in the top toolbar is highlighted with a red box and labeled '2'. The form contains the following data:

RFQ	RFQ0013	Company Code	1000	Purch. Group	100
RFQ Date	04.02.2018	RFQ Type	ZOTS	Purchasing Org.	1000
Vendor	1000000				

Name
 Title: Ms.
 Name: Anvil Cable Pvt. Ltd.

Search Terms
 Search term 1/2: ANVIL CABLE

Street Address
 Street/House number: Industrial area, Kandra Main Road
 Postal Code/City: 832108 Ranchi
 Country: IN India Region: 34 Jharkhand
 Time zone: INDIA

PO Box Address
 PO Box: 832108
 Postal code:
 Company Postal Code:

Communication
 Language: EN English

Step	Action
(1)	Vendor:- Input/select vendor
(2)	Click Save

Tenders - Services created under the number RFQ0013



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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

2.3 Display RFQ:-

Path to Display Request for Quotation:-

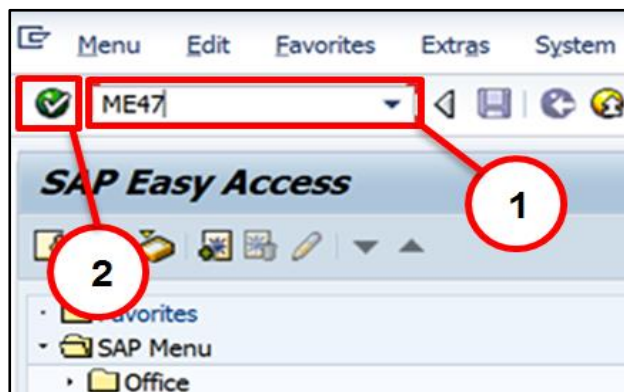
SAP Menu Path	Logistics => Materials Management => Purchasing => RFQ/Quotation => Request for Quotation => Display
SAP T-code	ME43

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



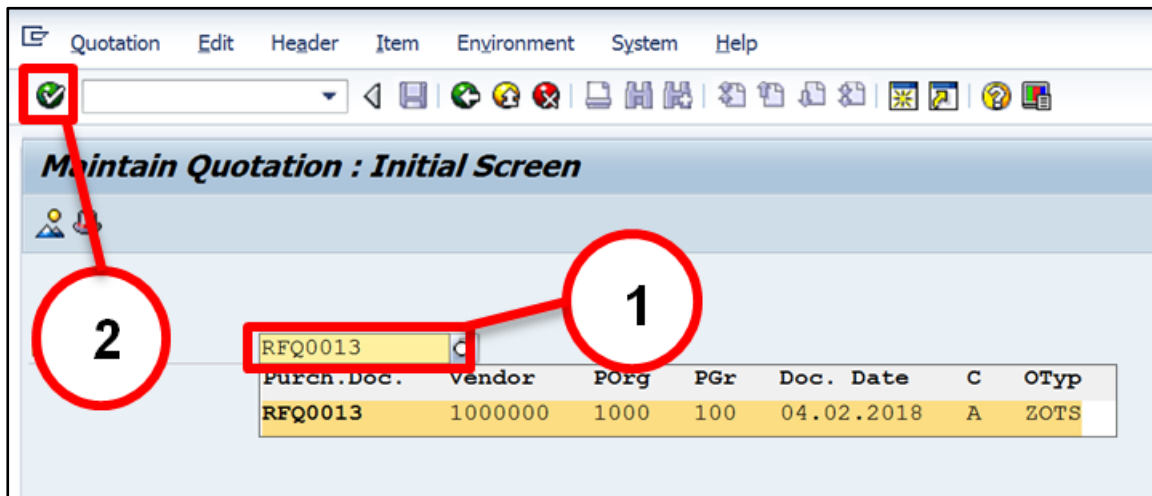


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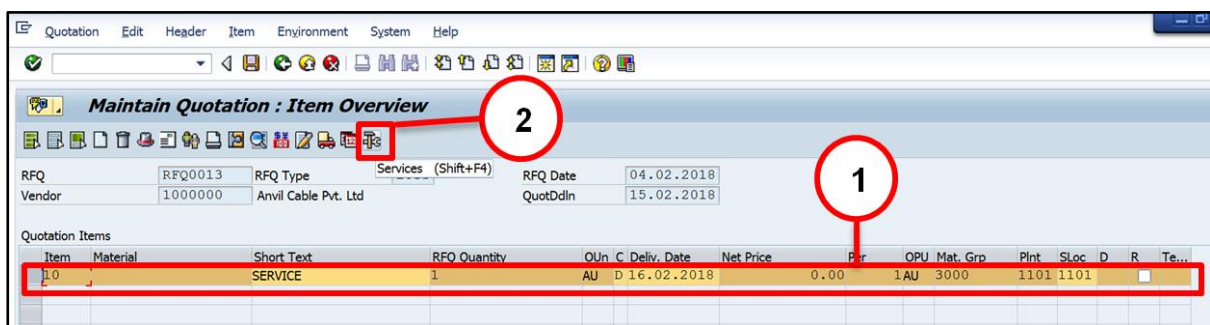
Step	Action
(1)	ME47 is now entered in the Transaction box .
(2)	Click Enter

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



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Step	Action
(2)	Click Services

2.4.4 ME47 – Maintain RFQ


Step	Action
(1)	Gross Price: Input Gross price
(2)	Click Save



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2.4.5 ME47 – Maintain RFQ

Step	Action
(1)	Click Save 

3 Contract:

A) Contract Type and Number Range:-

Document Category	Document Type	Description	Number Range		Internal / External
			From	To	
Contract (Quantity)	ZPJM	Project Material PO	6100000000	6199999999	Internal
Contract (value)	ZTUR	Turnkey Purchase PO	6200000000	6299999999	Internal



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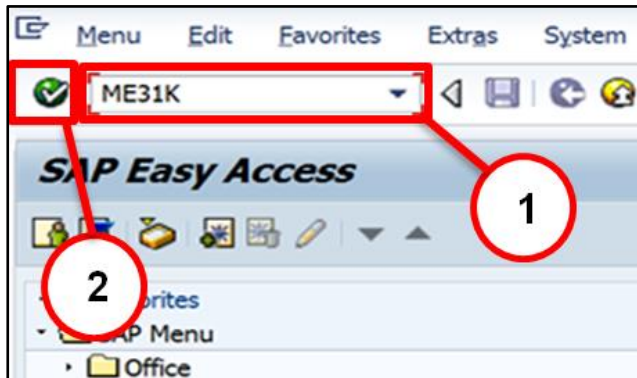



3.1 Create Contract:-

Path to Create Contract:-

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

3.1.1 SAP Easy Access



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



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3.1.2 ME31K – Create Contract

Outline Agreement Edit Header Item Environment System Help

Create Contract : Initial Screen

Reference to PReq Reference to RFQ

Vendor
Agreement Type ZPJM
Agreement Date 04.02.2018
Agreement

Organizational Data
Purch. Organization 1000
Purchasing Group 100

Default Data for Items
Item Category
Acct Assignment Cat.
Plant 1101
Storage Location 1101
Material Group
Req. Tracking Number
Vendor Subrange
 Acknowledgment Reqd

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


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



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3.1.3 ME31K – Create Contract


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



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3.1.4 ME31K – Create Contract

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_RFQ Number (Optional)
(4)	Click Enter  .



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3.1.5 ME31K – Create Contract

Contract Edit Header Item Environment System Help

Create Contract : Overview: Reference Document Items

Adopt + Details

Reference Doc. RFQ0013 Ref. Doc. Type ZOTS Doc. Date 04.02.2018
 Vendor 1000000 Anvil Cable Pvt. Ltd Currency INR

Item	Material	Short Text	Plant	Storage	Alt.	Qty	OU	Net Price	Per	OPU	Mat. Grp	D	I	Stoc
10	D K	SERVICE	1101	1101	K	1	AU	90,000.00	1	AU	3000			D

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

3.1.6 ME31K – Create Contract

Contract Edit Header Item Environment System Help

Create Contract : Item Overview

Account Assignments Services (Shift+F)

Agreement Agreement Type ZPJM Agmt Currency (Shift+F) Procurement Report
 Vendor 1000000 Anvil Cable Pvt. Ltd Currency INR

Item	I A	Material	Short Text	Targ. Qty	OU	Net Price	Per	OPU	Mat. Grp	Int	SLoc	D	Te...
10	D K	SERVICE			1	AU	0.001	AU	3000	1101	1101		
20										1101	1101		
30										1101	1101		

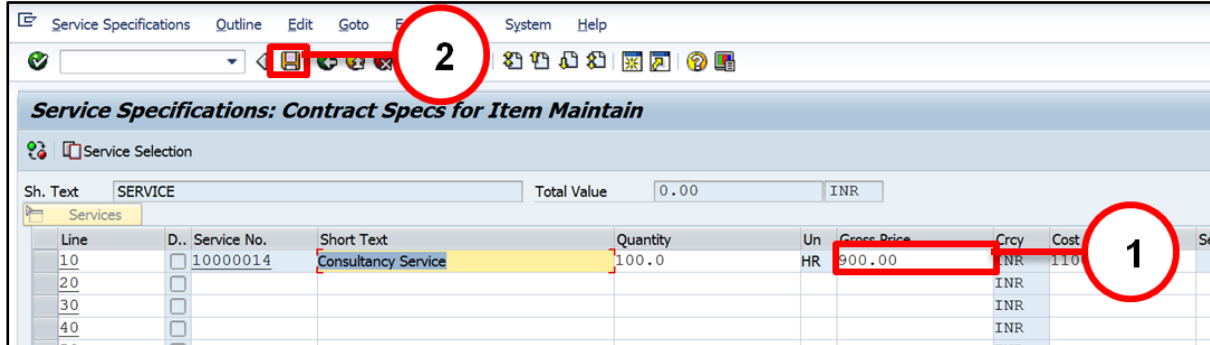
Step	Action
(1)	Select line item.
(2)	Click Services




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3.1.7 ME31K – Create Contract



Step	Action
(1)	Check gross price
(2)	Click Save 

Project Material PO created under the number 6100000001

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

You can Display Contract with ME33K transaction code.



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4 Service Purchase Order:

A) Service PO Type and Number Range:-

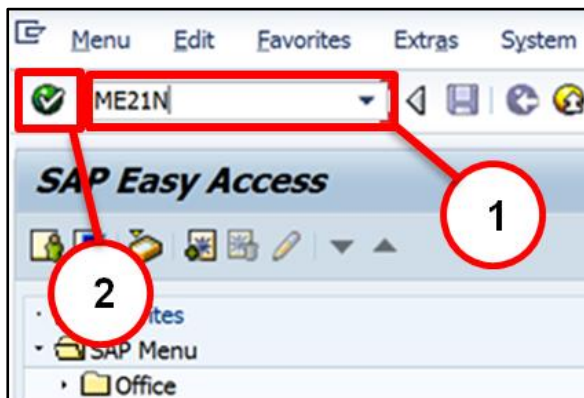
Document Category	Document Type	Description	Number Range		Internal / External
			From	To	
PO	ZSRV	Service Purchases	4100000000	4199999999	Internal


4.1 Create Service PO:-

Path to Create Service PO:-

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

4.1.1 SAP Easy Access



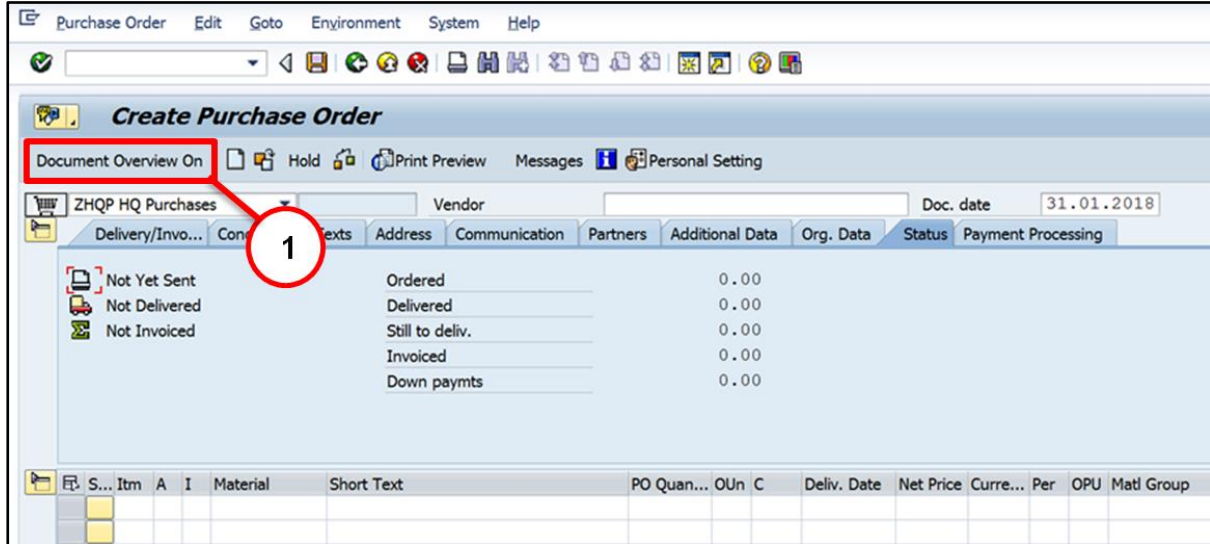
Step	Action
(1)	ME21N is now entered in the Transaction box .
(2)	Click Enter  .



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4.1.2 ME21N – Create Purchase Order(DI)



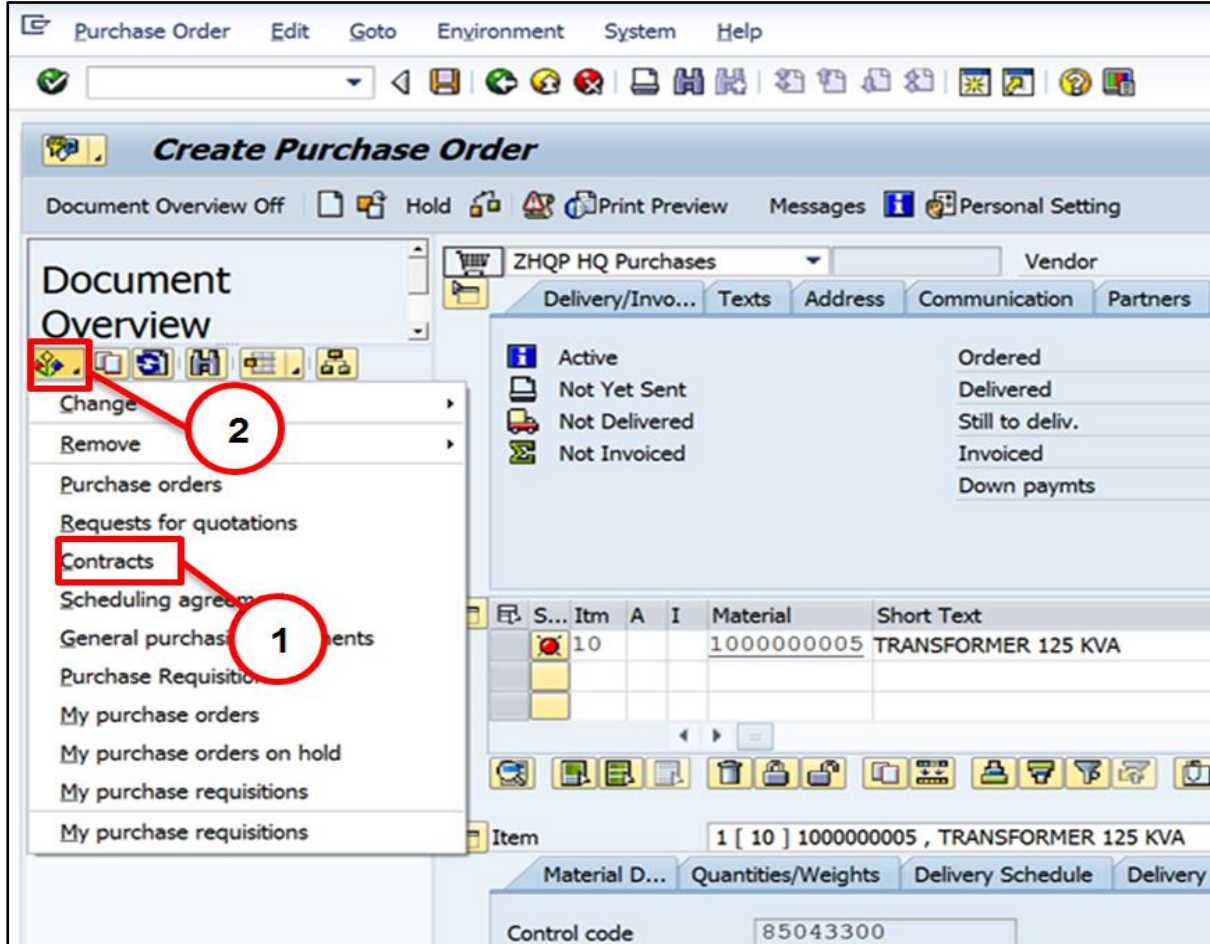
Step	Action
(1)	Document Overview On: Click (If Doc. overview not On)




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4.1.3 ME21N – Create Purchase Order(DI)



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



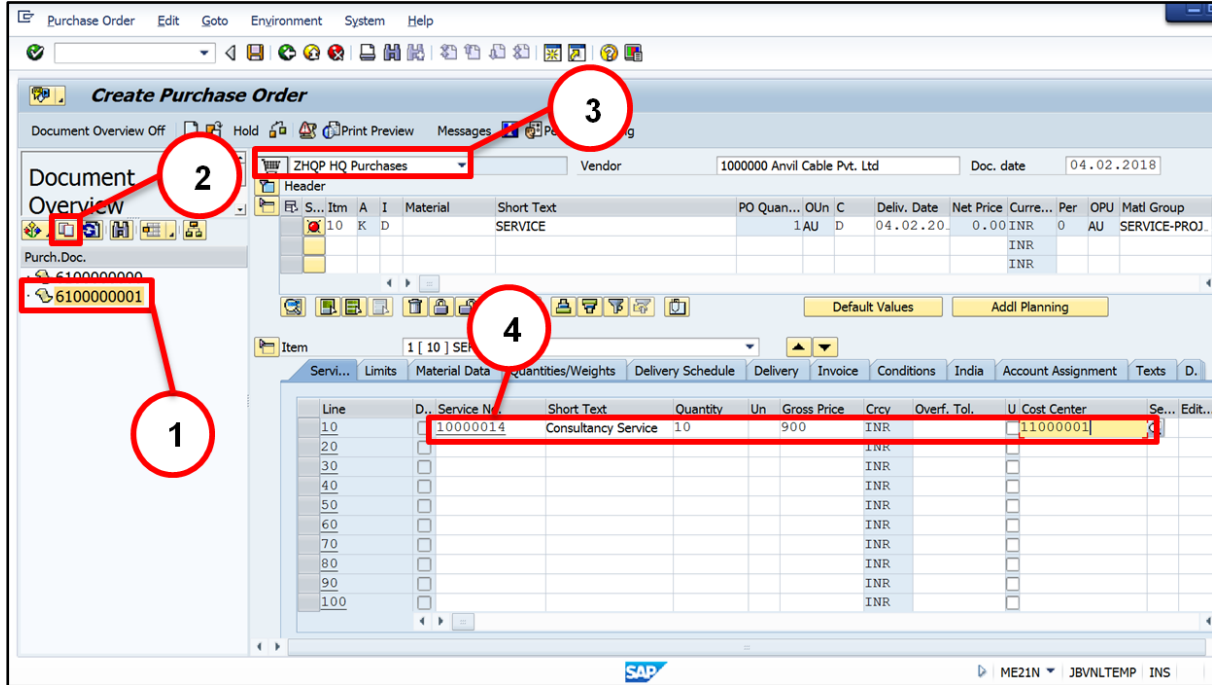
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4.1.4 ME21N – Create Purchase Order(DI)

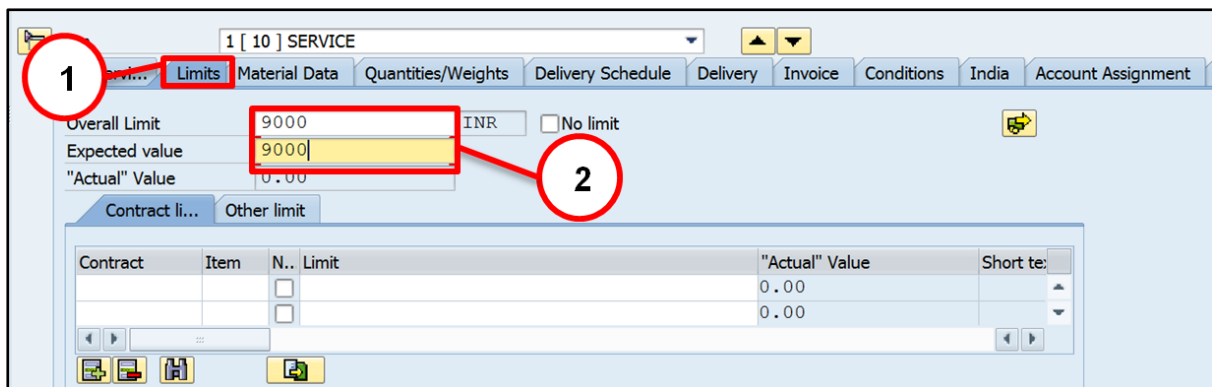
Step	Action
(1)	Plant: Input Plant
(2)	Document Type: Input Doc. type
(3)	Click Execute

4.1.5 ME21N – Create Purchase Order(DI)



Step	Action
(1)	Purc.Doc: Select Pur.Doc.
(2)	Click Adopt
(3)	Select PO type
(4)	Input service details and qty

4.1.6 ME21N – Create Purchase Order(DI)



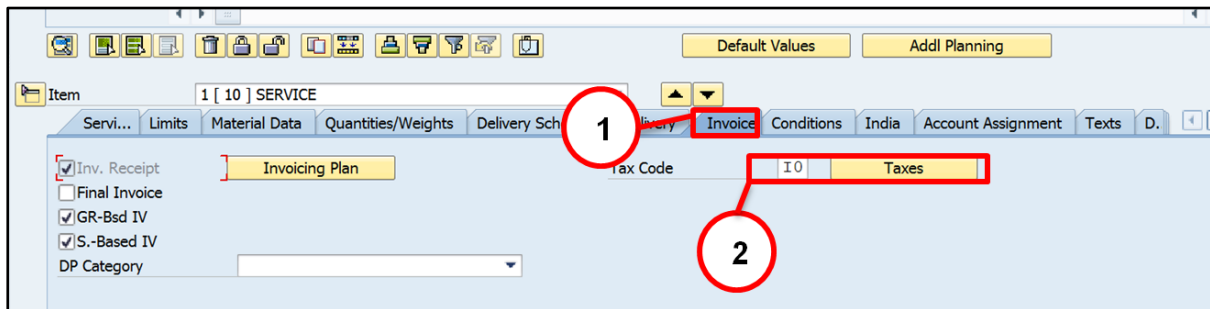



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Step	Action
(1)	Select Limits
(2)	Input Overall limit & expected limit.

4.1.7 ME21N – Create Purchase Order(DI)



Step	Action
(1)	Select Invoice tab
(2)	Tax Code:- Input/Select Tax Code
	Click Save 

 HQ Purchases created under the number 4000000024

4.2 Change Service PO:-

Path to Change Service PO:-

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

4.3 Display Service PO:-

Path to Display Service PO:-



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

4.4 Release Service PO:-

Path to Release Service PO:-

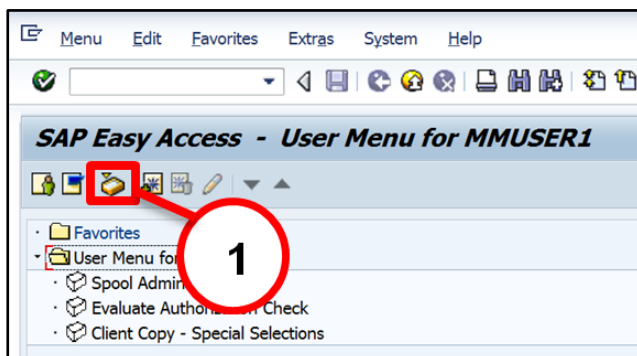
SAP Menu Path	Logistics => Materials Management => Purchasing => Purchase Order => Release=>individual Release
SAP T-code	ME29N

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

[Here “MMUSER1” is only 1 Processor to release the PO.](#)

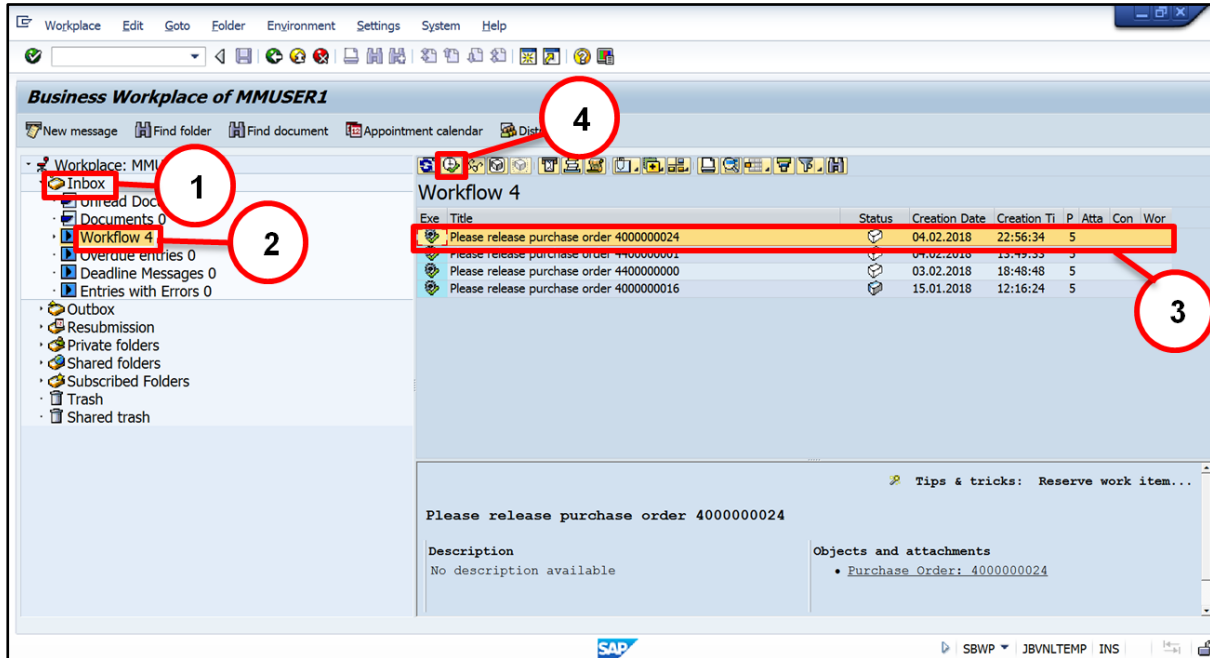
[MMUser1 Log in to SAP.](#)

4.4.1 SAP Easy Access



Step	Action
(1)	Click SAP Business Workplace

4.4.2 SAP Easy Access



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



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4.4.3 SAP Easy Access

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

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	Plnt
	10	K	D		SERVICE		1	AU	D 04.02.2018	9,000.00	INR	1	AU	SERVICE-PROJ	JBVNL, Dhar
											INR				
											INR				
											INR				
											INR				
											INR				

Step	Action
(1)	Click Release



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4.4.4 ME29N - Release PO

Step	Action
	Check Status
	See Information message at the bottom of the screen.
(1)	Click save and then back



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4.4.5 SAP Easy Access

Business Workplace of MMUSER1

Workflow 4

Exe	Title	Status	Creation Date	Creation Ti	P	Atta	Con	Wor
	Please release purchase order 4000000024		04.02.2018	22:56:34			5	
	Please release purchase order 4400000001		04.02.2018	13:49:33			5	
	Please release purchase order 4400000000		03.02.2018	18:48:48			5	
	Please release purchase order 4000000016		15.01.2018	12:16:24			5	

Please release purchase order 4000000024

Description: No description available

Objects and attachments: Purchase Order: 4000000024

SBWP JBVNLTEMP INS

Step	Action
(1)	Click Update .

Business Workplace of MMUSER1

Workflow 3

Exe	Title	Status	Creation Date	Creation Ti	P	Atta	Con	Wor
	Please release purchase order 4400000001		04.02.2018	13:49:33			5	
	Please release purchase order 4400000000		03.02.2018	18:48:48			5	
	Please release purchase order 4000000016		15.01.2018	12:16:24			5	

Business Workplace

SBWP JBVNLTEMP INS



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

4.5 Amendment Service PO:-

Path to Amendment Service PO:-

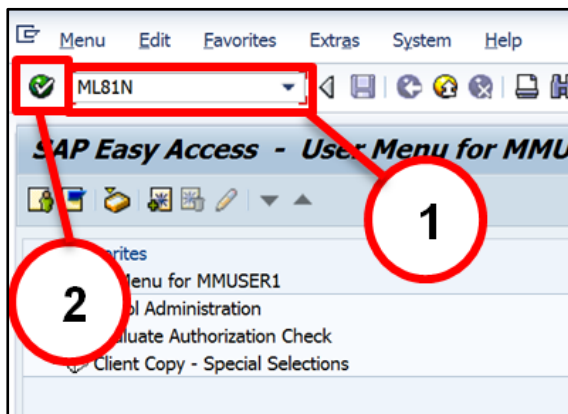
SAP Menu Path	Logistics => Materials Management => Purchasing => Purchase Order => Change
SAP T-code	ME22N

4.6 Create Service Entry Sheet:-

Path to Create Service Entry Sheet:-

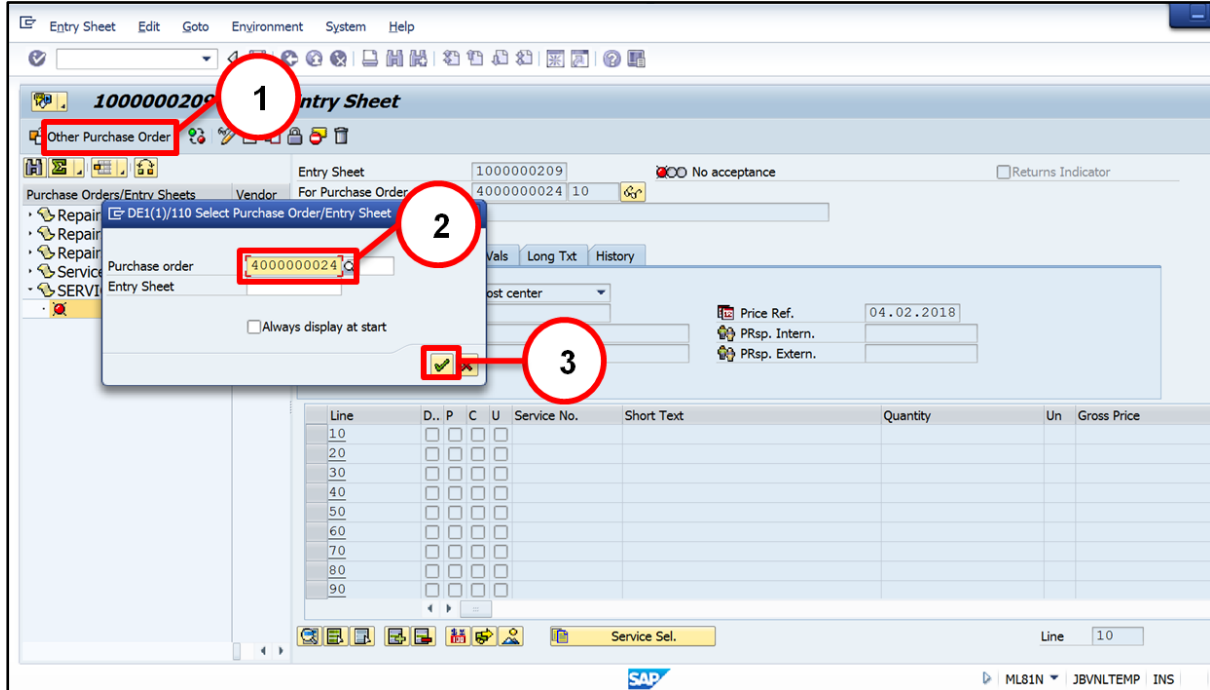
SAP Menu Path	Logistics => Materials Management => Service Entry Sheet => Maintain
SAP T-code	ME81N

4.6.1 SAP Easy Access



Step	Action
(1)	ML81N is now entered in the Transaction box .
(2)	Click Enter

4.6.2 ML81N – Create Service Entry sheet



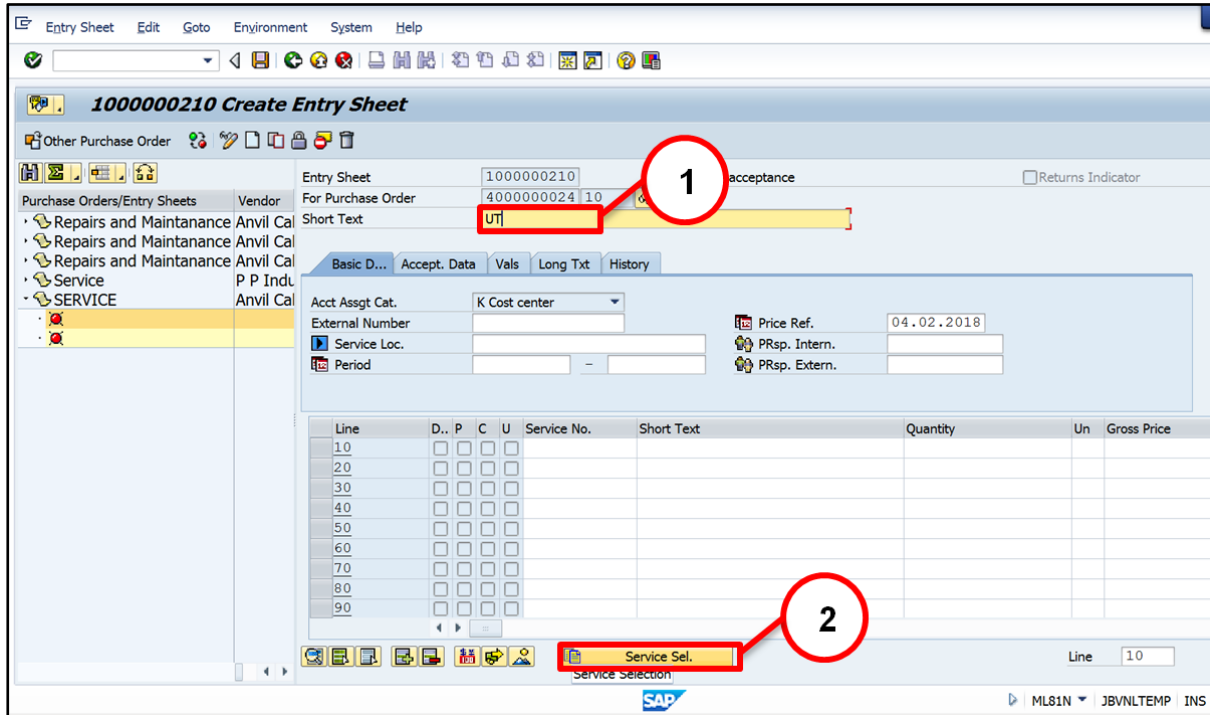
Step	Action
(1)	Other Purchase Order: Click
(2)	Purchase order:- Input/selection the PO
(3)	Click Continue



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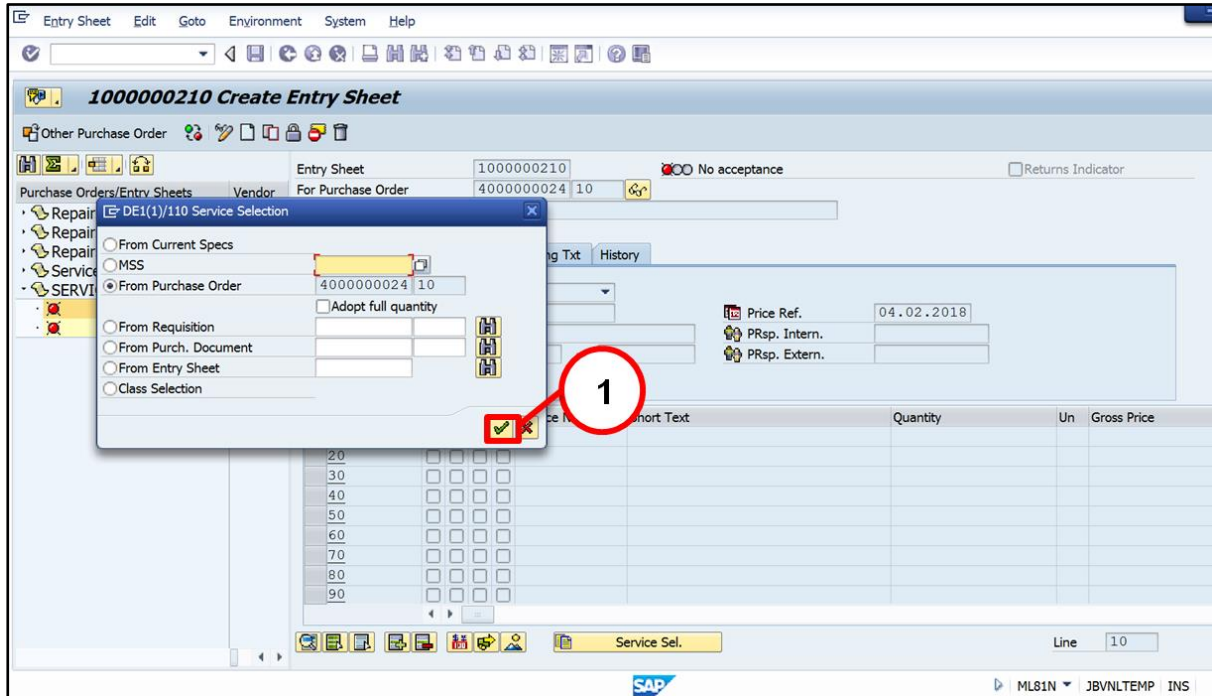


4.6.3 ML81N – Create Service Entry sheet



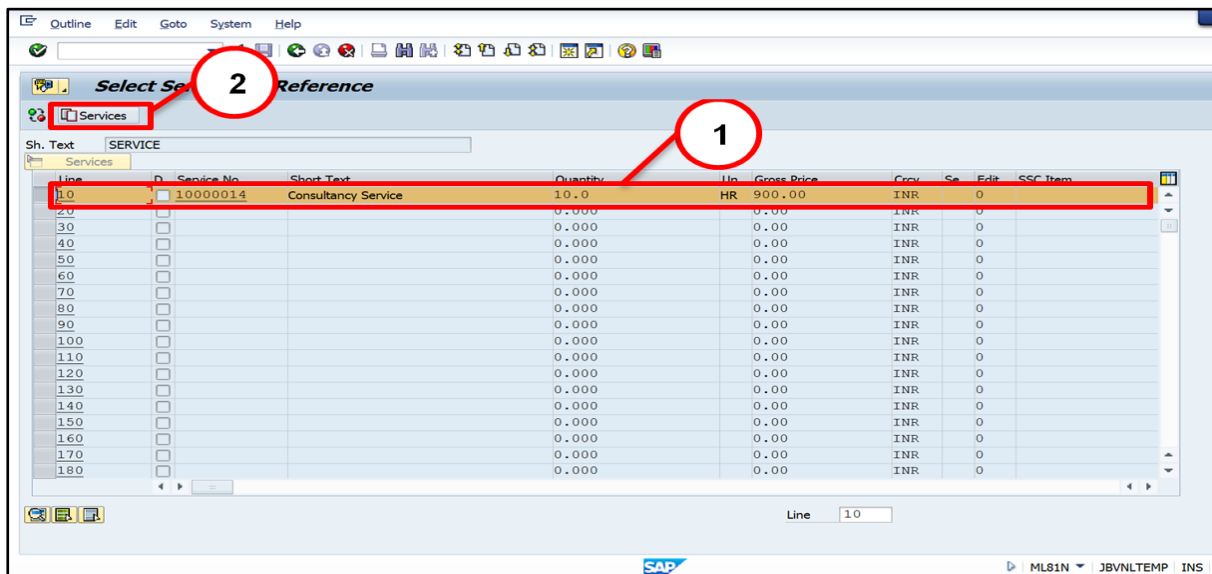
Step	Action
(1)	Input Short text
(2)	Click Service Selection

4.6.4 ML81N – Create Service Entry sheet



Step	Action
(1)	Check PO & Click Continue

4.6.5 ML81N – Create Service Entry sheet





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Step	Action
(1)	Select Line item
(2)	Click Services

4.6.6 ML81N – Create Service Entry sheet

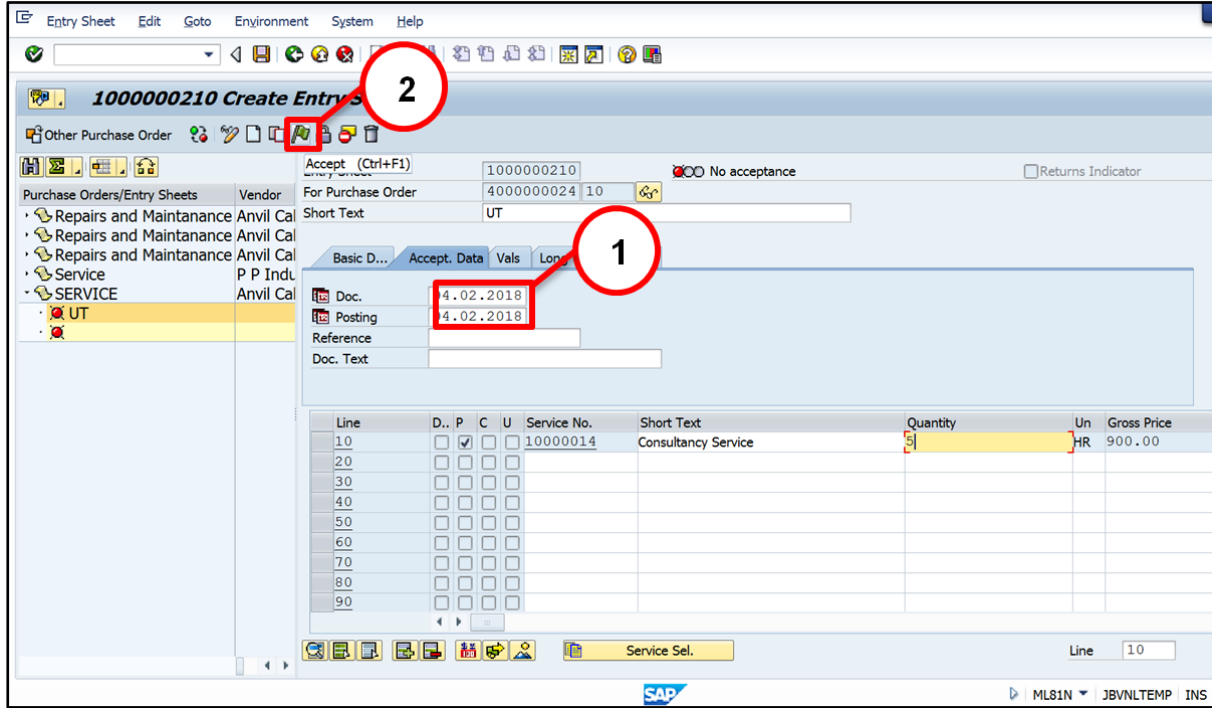
Step	Action
(1)	Input Qty
(2)	Click Accept Data



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4.6.7 ML81N – Create Service Entry sheet



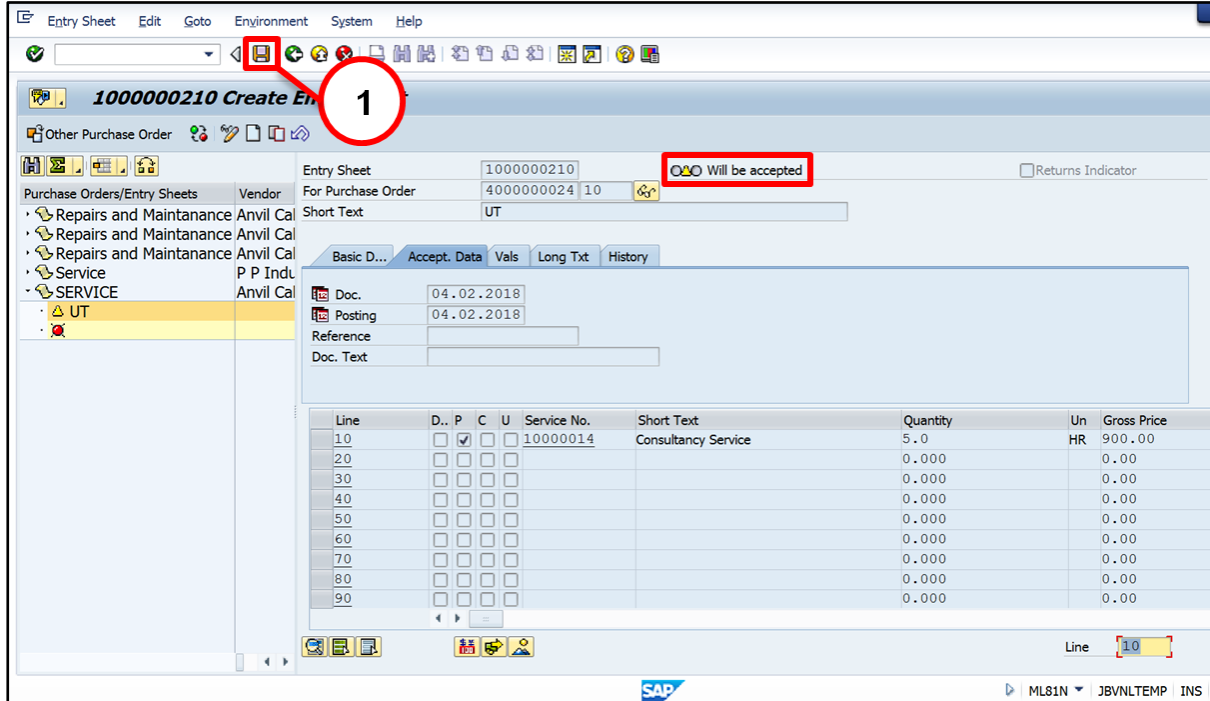
Step	Action
(1)	Check Posting Date
(2)	Click Accept



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4.6.8 ML81N – Create Service Entry sheet



Step	Action
	Check will be accepted indicator
(1)	Click Save

100000210 SES generated.

4.7 Close Service PO:-

Path to Close Service PO:-

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

Manual End