

ERP - PROJECT

SUGMAYA

END USER DOCUMENT

FOR

MATERIAL MANAGEMENT

PURCHASE REQUISITION

APPROVALS

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1. Document Control

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 Document History

| Version | Date | Author | VERSION DETAILS |
|---------|------------|--------------|-----------------|
| V01 | 07-02-2018 | Kumar Shweta | First ISSUE |
| | | | |

1.2 Distribution

| Date | Name | Purpose |
|------|------------------|---------|
| | Ajay Kumar Singh | |
| | | |

2. BUSINESS PROCESS: PURCHASE REQUISITION APPROVAL

2.1 PROCESS NAME: PURCHASE REQUISITION APPROVALS THROUGH SAP TRANSACTION

2.2 Overview:

There is an approval required for a Purchase Requisition or Indent created in SAP system (Admin Approval)

Pre-requisites:

PR should be created in the system

2.3. PROCEDURAL STEPS

Run requisite transaction:

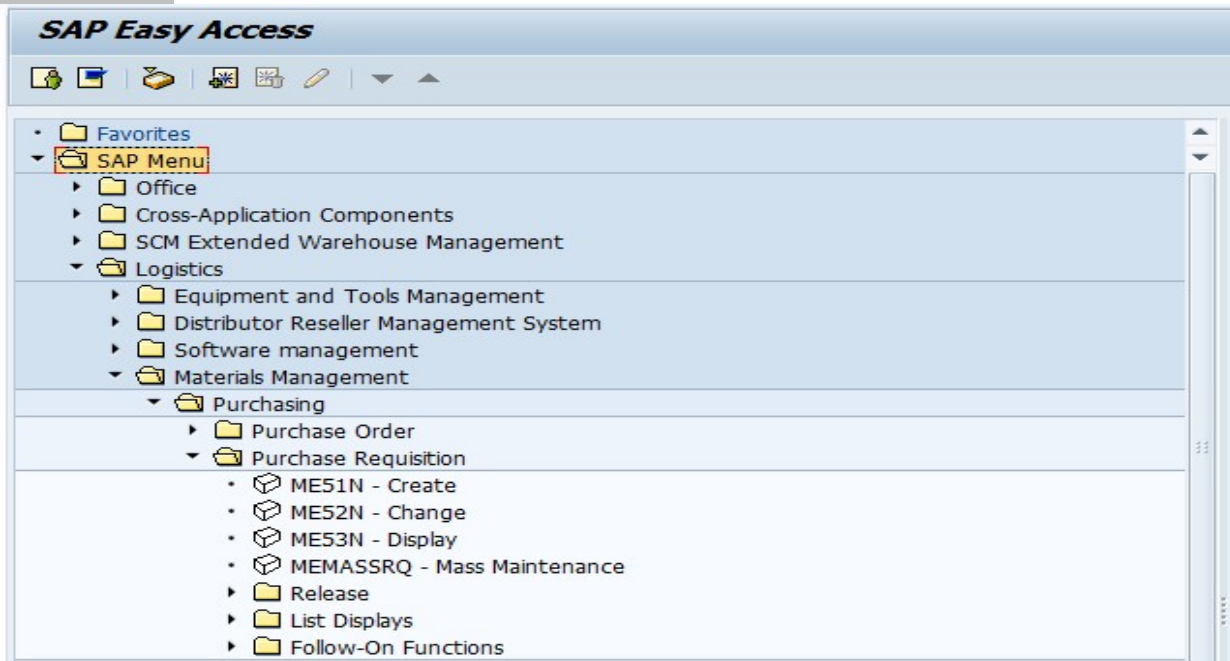
To create a Purchase Requisition, we need to run the appropriate transaction by either selecting from the menu path or typing in the Tcode manually.

2.4. CREATE PURCHASE REQUISITION

Menu Path and Transaction Number:

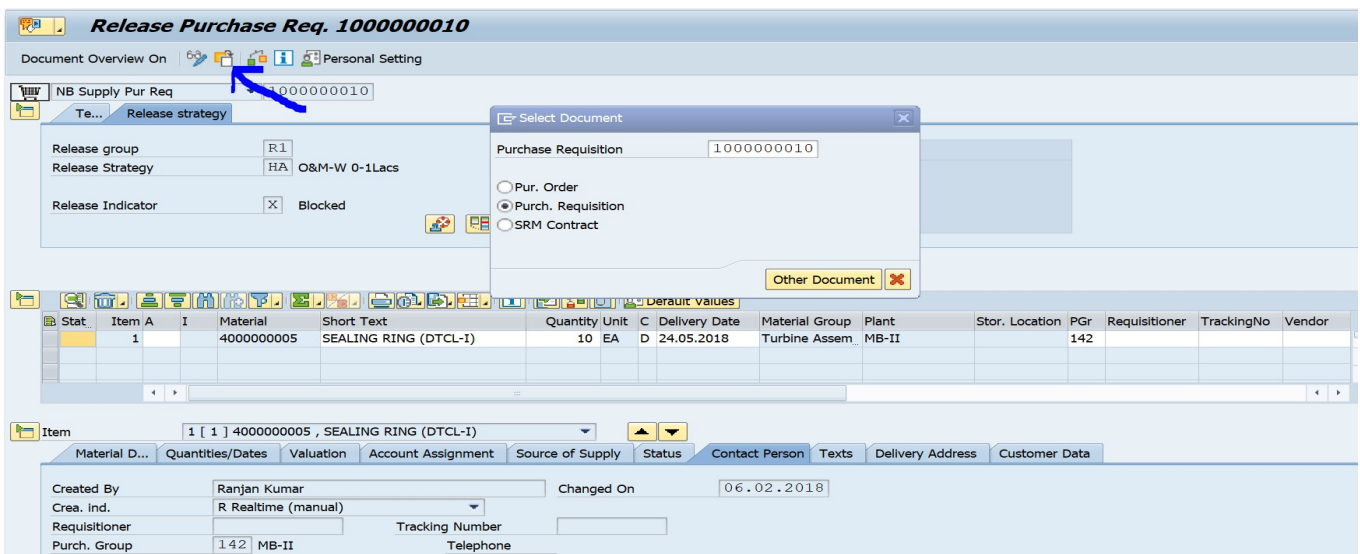
| | |
|-------------------------|---|
| Menu Path | Logistics → Materials Management → Purchasing → Release → Individual Release PR |
| Transaction Code | ME54N |

Screen Shot:



Enter Header Details

2.5 INPUT FIELDS








The screenshot shows the 'Release Purchase Req. 1000000010' screen. The 'Release strategy' tab is active. The 'Release group' is 'R1', 'Release Strategy' is 'HA', and 'Release Indicator' is 'Blocked'. A 'Select Document' dialog box is open, showing 'Purchase Requisition' with document number '1000000010'. The 'Purch. Requisition' radio button is selected. Below the dialog, a table displays the requisition details:

| Stat | Item A | I | Material | Short Text | Quantity | Unit | C | Delivery Date | Material Group | Plant | Stor. Location | PGr | Requisitioner | TrackingNo | Vendor |
|------|--------|---|------------|-----------------------|----------|------|---|---------------|----------------|-------|----------------|-----|---------------|------------|--------|
| | 1 | | 4000000005 | SEALING RING (DTCL-I) | 10 | EA | D | 24.05.2018 | Turbine Assem | MB-II | | 142 | | | |

Below the table, the 'Item' field shows '1 [1] 4000000005, SEALING RING (DTCL-I)'. The 'Material D...' tab is active, showing the 'Created By' field with 'Ranjan Kumar' and 'Changed On' with '06.02.2018'. The 'Requisitioner' field is 'R Realtime (manual)'. The 'Purch. Group' is '142 MB-II'.


Release Purchase Req. 1000000010

Document Overview On      Personal Setting

NB Supply Pur Req 1000000010

Te... Release strategy

Release group R1
Release Strategy HA O&M-W 0-1Lacs
Release Indicator X Blocked

| Code | Description | Status | Relea |
|------|--------------------|--------|---|
| AE | Assistant Engineer | ⚠ |  |
| EE | Exec. Engineer | | |

Stat Item A I Material Short Text Quantity Unit C Delivery Date Material Group Plant Stor. Location PGr Requisitioner TrackingNo V

| | | | | | | | | | | | | | | | |
|--|---|--|------------|-----------------------|----|----|---|------------|------------------|-------|--|-----|--|--|--|
| | 1 | | 4000000005 | SEALING RING (DTCL-I) | 10 | EA | D | 24.05.2018 | Turbine Assem... | MB-II | | 142 | | | |
|--|---|--|------------|-----------------------|----|----|---|------------|------------------|-------|--|-----|--|--|--|

Item 1 [1] 4000000005 , SEALING RING (DTCL-I)

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

Created By Ranjan Kumar Changed On 06.02.2018
Crea. ind. R Realtime (manual)
Requisitioner Tracking Number
Purch. Group 142 MB-II Telephone
MRP Controller Telephone

Check & save PR

Click the double checks specified in the blue box in the above screen shot to Approve a PR and Save.

3. BUSINESS PROCESS :

3.1 PROCESS NAME: PURCHASE REQUISITION APPROVALS THROUGH SAP MAIL

3.2 Overview:

Approval can also be done via SAP inbox notification using SAP workflow functionality

Prerequisites: Existing Purchase Requisition pending for approval

3.3 Procedural Steps:

Run requisite transaction:

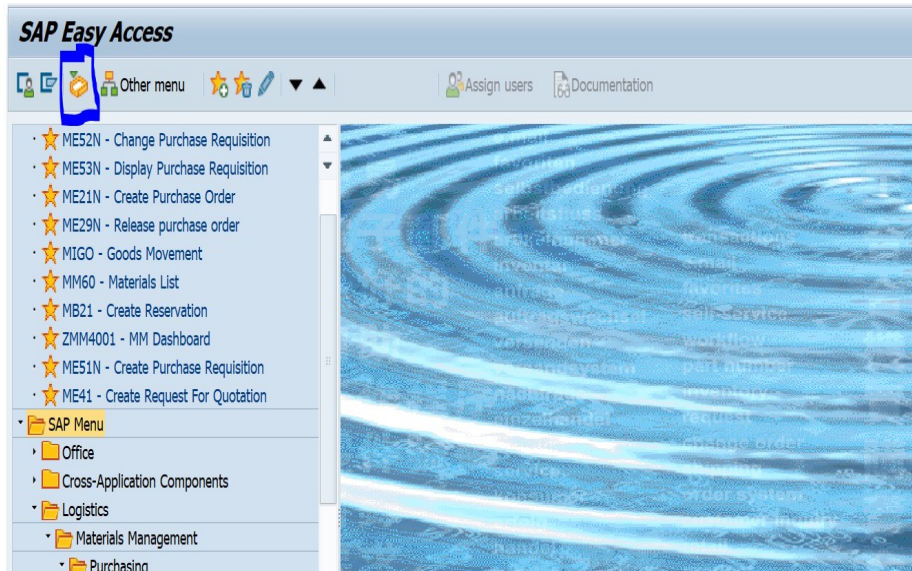
There should be a PR pending for approval in the kitty

3.4 Change Purchase Requisition

Menu Path and Transaction Number

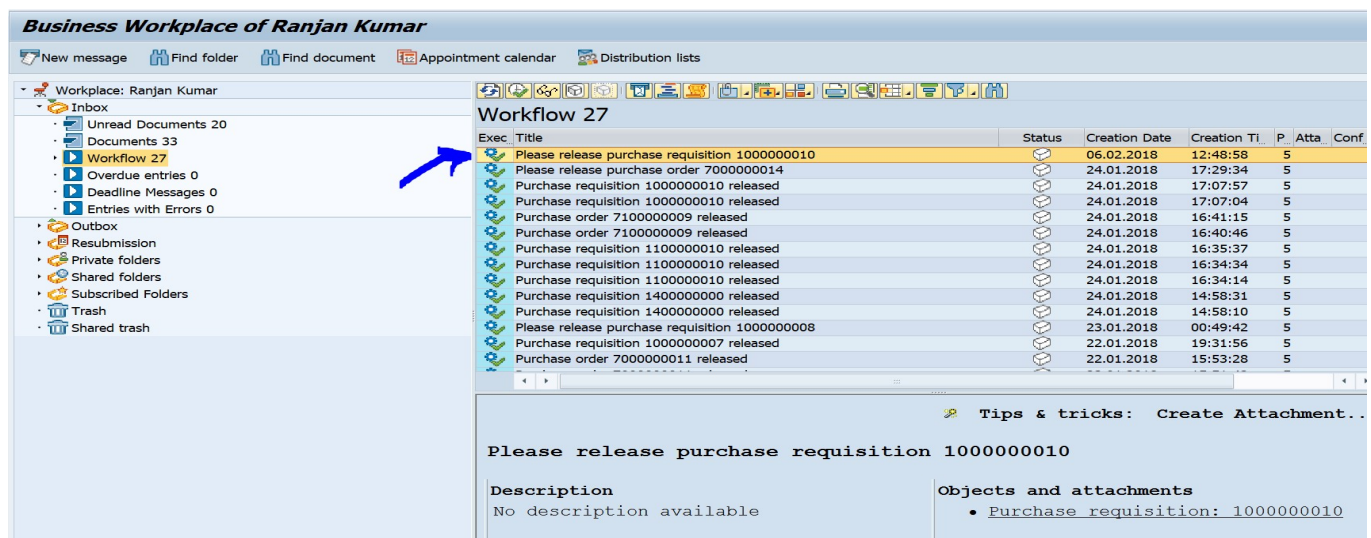
| | |
|------------------|--|
| Menu Path | SAP Business Workplace→ Inbox→Workflow |
| Transaction Code | SBWP |

Screen Shot








3.5 Input Fields

Click on the mail subject and follow the instruction provided in the ‘Approve A PR from transaction’





Release Purchase Req. 1000000010

Document Overview On      Personal Setting

NB Supply Pur Req 1000000010

Te... Release strategy

Release group R1
Release Strategy HA O&M-W 0-1Lacs
Release Indicator X Blocked

| Code | Description | Status |
|------|--------------------|---|
| AE | Assistant Engineer |  |
| EE | Exec. Engineer |  |

Stat Item A I Material Short Text Quantity Unit C Delivery Date Material Group Plant Stor. Location PGr Requisitioner TrackingNo V

| | | | | | | | | | | | | | | |
|--|---|--|------------|-----------------------|----|----|---|------------|------------------|-------|--|-----|--|--|
| | 1 | | 4000000005 | SEALING RING (DTCL-I) | 10 | EA | D | 24.05.2018 | Turbine Assem... | MB-II | | 142 | | |
|--|---|--|------------|-----------------------|----|----|---|------------|------------------|-------|--|-----|--|--|

Item 1 [1] 4000000005 , SEALING RING (DTCL-I)

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

Created By Ranjan Kumar Changed On 06.02.2018
Crea. ind. R Realtime (manual)
Requisitioner Tracking Number
Purch. Group 142 MB-II Telephone
MRP Controller Telephone

Check & save PR

Click the double checks specified in the blue box in the above screen shot to Approve a PR and Save.

6. GLOSSARY

| | |
|---------------------------------|---|
| SAP ERP Central Component (ECC) | The “brand” name of the SAP application that delivers integrated business solutions. This solution contains a breadth of applications that support both specific industries and functional departments. This solution is broken into a series of logically defined modules (e.g. PS or Finance) each consisting of a series of components |
| SAP | Systems, Applications and Products (in data processing) The name of the software vendor selected to provide the base application for Project STA |
| Company code | SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting |
| Controlling Area | SAP organization element used to cover those company codes that share common cost accounting principles and processes |
| MM | Material Management - a “module” within the SAP-ERP central component (ECC) that handles Materials and Services |
| Plant | In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided. |
| PR | Purchase Requisition |
| PO | Purchase Order |
| RFQ | Request For Quotation |
| MIGO | Goods Receipt |
| LIV | Logistics Invoice Verification |
| SES | Service Entry Sheet |
| | |
| | |

7 APPENDIX

7.1 T - CODES FOR REPORTS

| T-Code | Description |
|--------|-------------------------------|
| ME5A | List Display of PR |
| ME5J | List of PR per Project |
| ME5K | List of PR per Acc Assignment |
| MMBE | Stock Overview |
| MM60 | Material List |
| MB52 | Stock |
| | |
| | |
| | |
| | |

7.2 T - CODES OF MM RELATED TO PR

[illegible]

THANK YOU