



TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
ISO 9001:2008 CERTIFIED COMPANY

“APTUNES”
TRAINING MANUAL
OF
SAP-ERP

MATERIALS MANGAGEMENT
MODULE

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Table of Contents

Introduction to SAP	4
Login to SAP	5
SAP Screen Navigation.....	6
Log Off	7
Maintain User Details/Defaults	8
APTRANSO Organization Mapping in SAP	9
Client.....	9
Company Code :	10
Plant :	10
Storage Location:.....	10
Purchasing Organization:.....	10
Master Data – SAP MM	11
Material Master Data :	11
Vendor Master Data	13
Procurement Process	14
Determination of Requirement:.....	14
For P&MM POs : PR > RFQ > CONTRACT > PO	14
For Turn-key HQ-POs : PR > RFQ > PO	14
Purchase Requisition (PR):	15
Setting Default Values In PR/PO Transactions: Personal Setting	18
Defining the Document Overview	19
Request For Quotation (RFQ) :	22
RFQ can be created manually by following the below steps:.....	22
Maintain Price Against A Quotation	26
UPDATE Conditions for RFQ :ZRFQ	29
Price Comparison (w.r.t. Bid No./Coll.No.) :	31
Changing an RFQ and Displaying the Change Log.....	32
Creating a Delivery Schedule for an RFQ	32
Monitoring RFQs and Quotations	33

Purchase Order : ME21N ..	34
Release Purchase Order: ME29N.....	43
Bank Guarantee Process in SAP-ERP:.....	44
Maintain Bank Guarantee:.....	44
Request Letter to Banker for BG Confirmation:	45
Source Inspection	47
Inventory Management:.....	50
Movement Type:.....	50
Creation of Goods Receipt :	51
Cancellation of Goods Receipt:.....	51
Reservation: ..	52
Goods issue ..	53
APPENDIX	55
Movement Types in SAP ERP	55
Material and Service Grouping.....	57
Document Types.....	59
Buyer Codes (Purchase Groups).....	60
Zonal Purchase Groups: ..	61
Important Transaction Codes in SAP ERP - MM Module	64
Requirement Tracking Number:.....	69
SAP ERP – ICONS : QUCIK REFERENCE.....	70
SERVICE ENTRY SHEET	73
Pre-Requisites for Creation of Open POs (POs of IFS-ERP) :	76
Work Break-down Structure	79

Introduction to SAP

SAP stands for “Systems, Applications and Products in data processing”. Amongst the software provider, SAP comes up as the world’s third largest. 5 IBM employees founded SAP in 1972 in Walldorf, Germany.

SAP is an enterprise resource planning software which is produced by the German corporation. SAP is an enterprise information software that was basically designed to manage resources, information and activities that are required to complete business processes like procurement and managing orders, billing of orders and management of human resources. SAP applications work with real time data. It has the ability to be configured according to the needs of the business. It allows business to make rapid changes in their business requirements through a common set of programs.

SAP ERP (Enterprise Resource Planning) is commercial software that will integrate all information altogether in a single software considering various factors like time and cost. Organizations can easily meet their business demands with the help of SAP.

SAP solutions include a number of functional modules, which support transactions to execute key business processes, such as –

- Financial Accounting (FI)
- Financial Supply Chain Management (FSCM)
- Controlling (CO)
- Materials Management (MM)
- Sales and Distribution (SD)
- Logistics Execution (LE)
- Production Planning (PP)
- Quality Management (QM)
- Plant Maintenance (PM)
- Project System (PS)
- Human Resources (HR)

SAP MM is known as SAP Material Management system. SAP MM role in business process is as follows:

- * A business process in SAP is termed as “Module”.
- * SAP Materials Management (MM) is a part of Logistics area and helps to manage the procurement activity of an organization from procurement.
- * It supports all aspects of material management (planning, control etc.).
- * It is the backbone of the Logistics area which incorporates modules like Sales and Distribution, Production Planning, Plant Maintenance, Project Systems, Warehouse Management which are extremely obsessed on Materials Management module.

The features of SAP MM system are as follows:

- * SAP MM is one of the modules of SAP that deals with material management and inventory management.
- * Material Management process ensures that there is never a shortage of materials or any gaps in the supply chain process of the organization. SAP MM speeds up the procurement and material management activities making the business run smoother with complete time and cost efficiency.
- * It deals with managing the materials (products and or services) resources of an organization with the aim of accelerating productivity, reducing costs and increase improvement and at a similar time be versatile to accommodate changes in day to day life.
- * It deals with the Procurement Process, Master Data (Material & Vendor Master), Account Determination & Valuation of Material, Inventory Management, Invoice Verification, Material Requirement Planning etc.

The SAP System consists of a number of components that are completely integrated with one another. This integration allows the various departments and units of an enterprise to share and maintain the same information.

Purchasing is a component of Materials Management (MM). The Materials Management (MM) module is fully integrated with the other modules of the SAP System. It supports all the phases of materials management: materials planning and control, purchasing, goods receiving, inventory management, and invoice verification.

The first step to understand SAP is to have basic knowledge of screens like Login screen, Logout screen and so on. Following screens will describes about the screen navigation and the functionalities of standard tool-bar.

Login to SAP

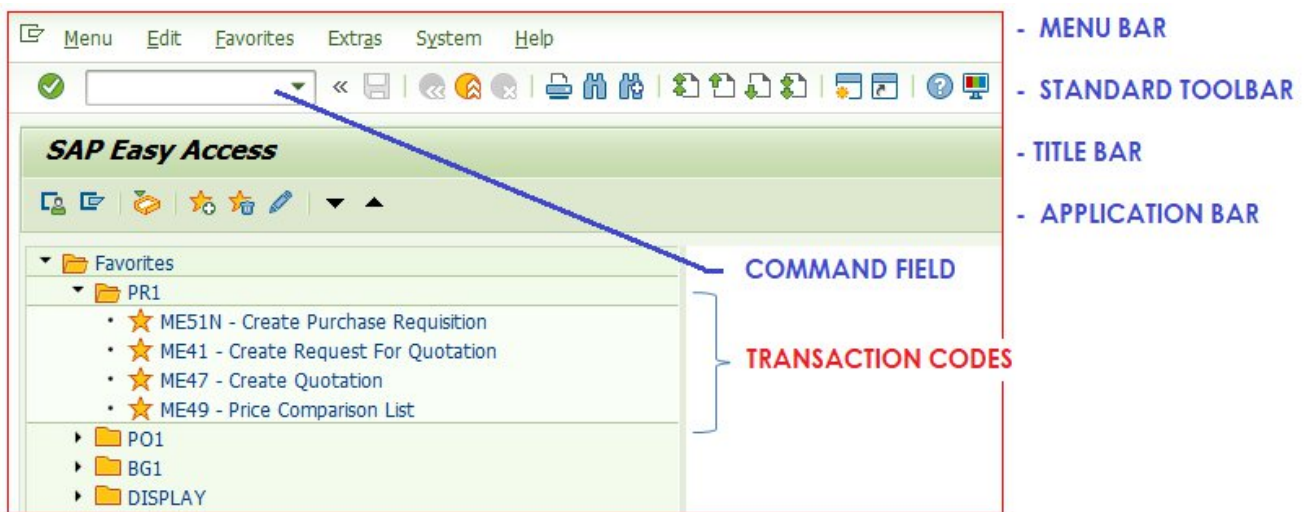
Log on to SAP ERP server. SAP login screen will prompt for User ID and Password. Provide the valid user ID and Password and press enter. The user id and password is provided by system administrator.

The screenshot shows the SAP login screen. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' section. The login fields are: Client (900), User (EMP-CODE), Password (masked with asterisks), and Logon Language (EN). An 'Information' box on the right displays '*****APTRANSCO PRODUCTION SERVER*****' and lists '900 Production Client' and '800 Pre-Production Client'.

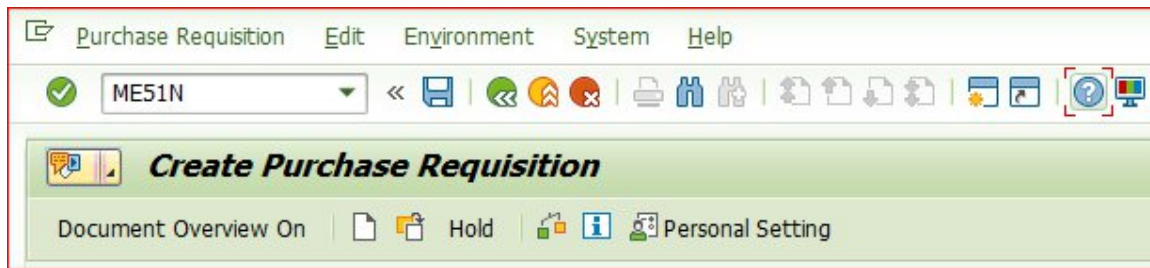
SAP Screen Navigation

- **Menu Bar** - Menu bar is the top line of dialog window in the SAP system.
- **Standard Toolbar** - Standard functions like save, top of page, end of page, page up, page down, print, etc. are available in toolbar.
- **Title Bar** - Title Bar displays the name of the application/business process you are currently in.
- **Application Toolbar** - Application specific menu options are available on this toolbar.
- **Command Field** - To start a business application without navigating through the menu transaction, some logical codes are assigned to the business processes.

Transaction codes are entered in the command field to directly start the application.



- To call a transaction in the same session (window)
Enter - **/nxxxx** (xxxx = transaction code)
- To call a transaction in the same session (window), whereby the initial screen is skipped
Enter - **/*xxxx** (xxxx = transaction code)
- To call a transaction in an additional session
Enter - **/Oxxxx** (xxxx = transaction code)
- To end the current transaction | Caution – Unsaved changes are lost without warning
Enter - **/n**
- To delete the current session | • To generate a session list
Enter - **/i** | Enter - **/o**
- To end the current transaction and return to the starting menu | • To log off from the system |
Enter - **/ns000** | Enter - **/nend**
- To log off from the system without a confirmation prompt
Enter - **/nex**
Caution – Changes that were not saved are lost without warning.



Standard Exit Keys  [*Back / Exit / Cancel*]

Exit keys are used to exit the module or to log off.

They are used to go back to the last accessed screen.

New Session Icon 

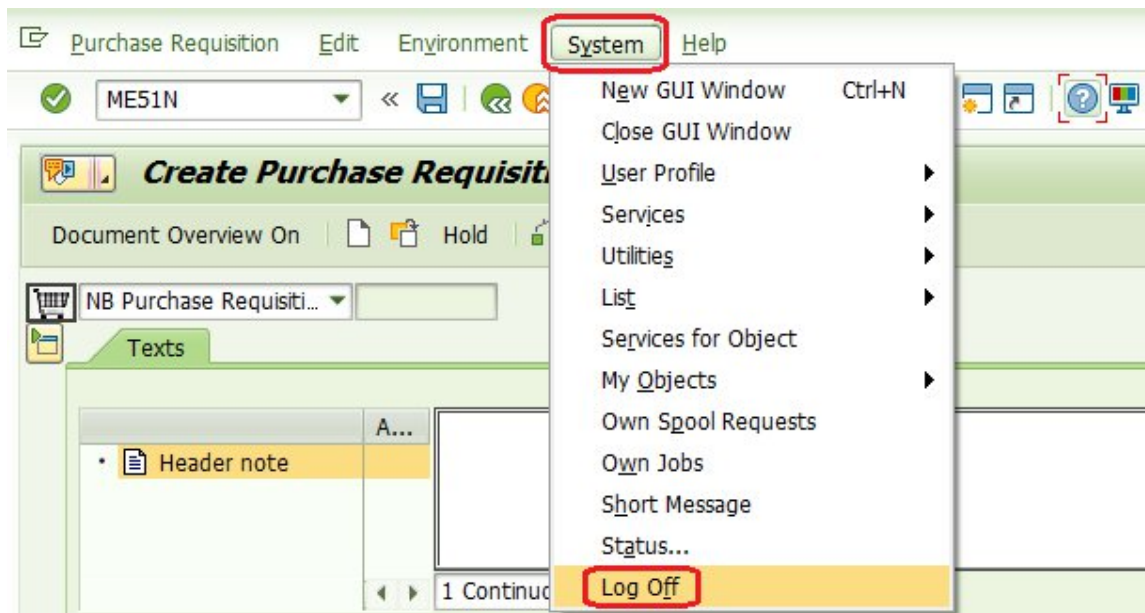
For creating a new session we use the 'New session' icon key.

Log Off

It is a good practice to log off from the SAP system when you finish your work.

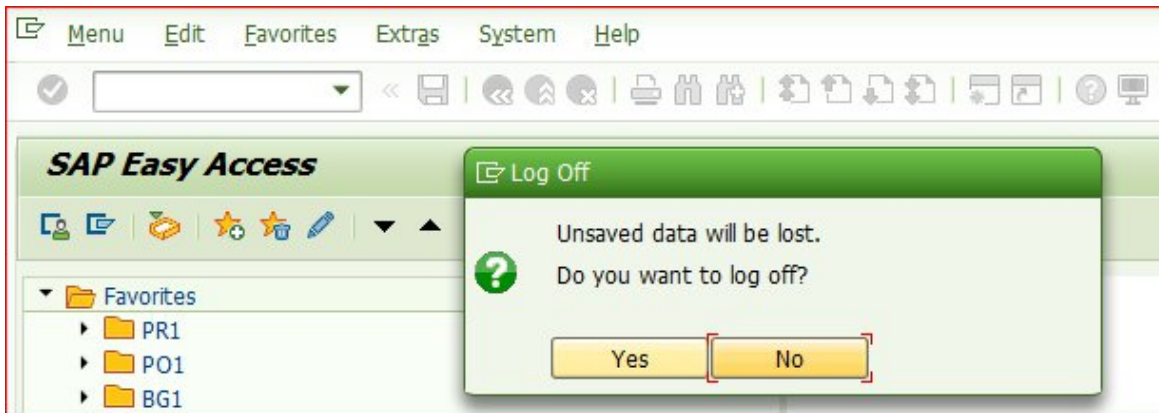
There are several ways of login off from the system but it can be done using following instructions as shown in image:

- a) Click on System (from Menu Bar) and choose "Logoff"



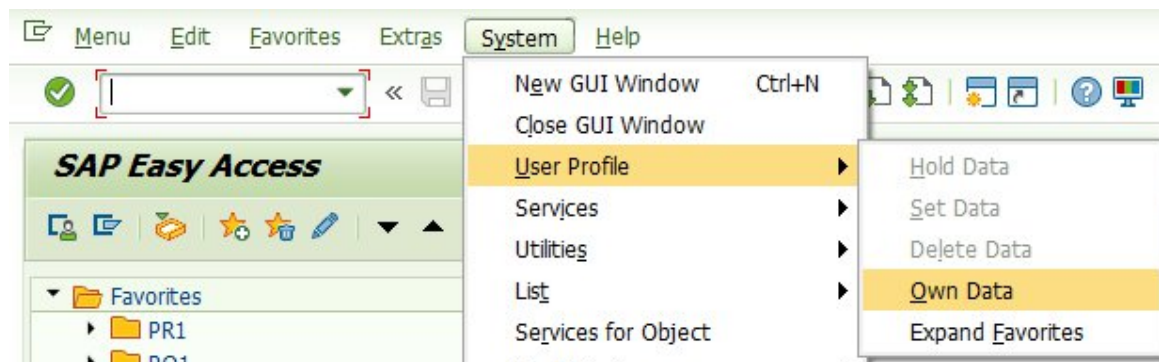
- b) You can also logoff by clicking the  button at the upper-right corner of the screen.

When you log off, a message pops up stating, "Unsaved data will be lost. Do you want to log off?" Click "Yes" if you have already safely posted (or saved) the transactions you were working on.



Maintain User Details/Defaults

Click "System" on the menu bar. Select "User Profile" → "Own Data" as specified in the following screenshot.



Maintain User Profile

Password

User: MMCORE3
 Changed By: MMCORE3 09.01.2018 11:32:07 Status: Saved

Address Defaults Parameters

Person

Title: 0002 Mr.
 Last name: G
 First name: RAMANAIAH
 Academic Title:
 Full Name: RAMANAIAH G
 Language:

APTRANSO Organization Mapping in SAP

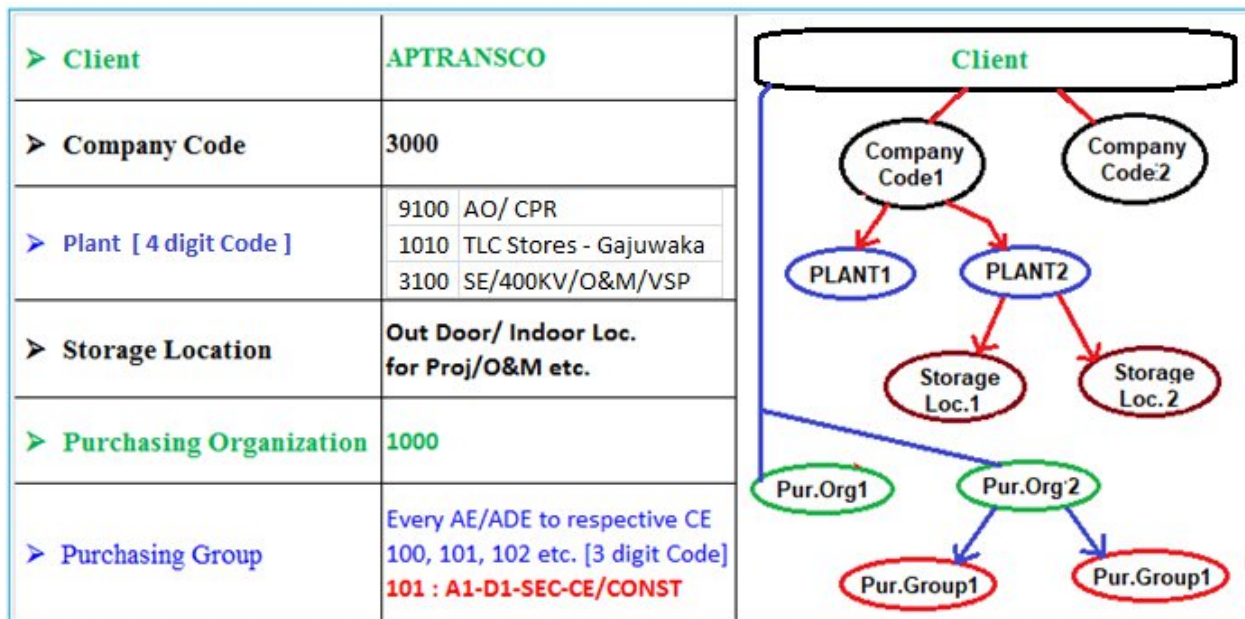
Every organization has some framework or some structure is defined according to which the whole business runs.

Enterprise structure is the structure that represents an enterprise in SAP ERP system. It is subdivided into various organizational units which for legal reason or business related reason are grouped together.

Enterprise structure defines various levels in an organization. These levels are placed according to some hierarchy.

Each level has some specific functionality associated with it, which in a combined way describes the working of an organization. Also enterprise structure defines various organizational units that are present in an enterprise.

Following diagram is one such organizational structure which describes the levels incorporated in an organization. Client being at the topmost, followed by multiple company codes, followed by multiple plants, plants having multiple storage locations with their own or centralized purchasing organizations.



Client

The fundamental explanation of Client is as follows:

- Client is a commercial organizational unit in R/3 system.
- It has its own set of master data with independent table sets.
- According to hierarchy, Client is at highest level in SAP system.
- Data that is maintained at client level is valid for all organizational levels.

Company Code :

The fundamental explanation of Company Code is as follows:

- Within Client, Company code is the independent accounting unit.
- It is a legal entity that has its own profit, loss and balance statement.

Plant :

- Plant is an organizational unit within a company where activities take place. A plant will produce goods and/or makes goods available for the company.
- It is unit having manufacturing facility or warehouse distribution center or a regional sales office within logistic. It subdivides an enterprise in different aspects.

Storage Location:

- Storage location is an organizational unit which actually differentiates between different material stocks in a Plant.
- Storage location is a place where stock is kept physically.
- Plant can be consisting of multiple storage locations. All data is stored at storage location level for a particular storage location.

Purchasing Organization:

- Purchasing Organization is an organizational unit under company or plant which is responsible for procurement activities according to requirements. It is responsible for external Procurement.
- Purchasing organization can be at client level i.e. centralized purchasing organization.

APTRANSCO is client to SAP.

In SAP-ERP, under APTRANSCO, each accounting unit/ Central Stores/AO(CPR)are a Plants.

A total number of 31 Plants are configured in the SAP ERP System. For Example: - AO/CPR, SE/OMCs are individual plants. Also each Central Store is a Plant. There are Seven Central Store Plants configured in the SAP ERP system.

Under each Plant there are Storage Locations. Under each Central Storage Plant there are storage locations like Indoor, Outdoor, Indoor RMI, Outdoor RMI, etc. Under each SE/OMC Plant all the SE, DEs, Sub-stations are Storage Locations.

Master Data – SAP MM

SAP works on real time data that is there is no time lag between data entry and data availability. The important thing while creating any data is to maintain data integrity. SAP data is categorized into two:

- 1) **Master data** - Data that is created centrally and it is valid for all applications. It remains constant over the time but we need to update it on regular basis. For Example: Vendor is a type of master data that is used for creating purchase orders or contracts.
- 2) **Transactional data** - Data that is associated with processing of business transactions is Transactional data.

SAP MM Master Data is of following two types:

- Material Master Data
- Vendor Master Data

Material Master Data :

The key points about material master are as follows:

- This is the enterprise main source of material specific data. This data will include information on the materials that a company can procure, or produce, or store or sell.
- Since there are different departments in an enterprise and each department works on some specific material. So they will enter different information regarding their material. So each user department has its own view of material master record. So, the data screens that are used to create material master can be divided into two categories:

Main Data: This will include basic data (base unit of measure, weight), purchasing data (over tolerance and under tolerance), accounting data (standard price, moving price).

Additional Data: This will include additional information like short description about material, currency etc.

Material master has the four characteristics which will be discussing one by one in below context.

Material Type

Material Type is the classification of material mainly based on the attributes of the material. It gives an indication of the category to which a particular material belongs.

Materials with some common attributes are grouped together and they are assigned to a material type.

SI No	Material Type Code	Material Description
1	ZSLM	Substation Line Material
2	ZTOW	Tower & Substation Structures
3	ZTPR	Tower Parts
4	ZSCR	Un Serviceable Obsolete Scrap Material
5	ZTPC	T&P and Consumables
6	ZSER	Service Materials
7	ZNST	Non Stock Material
8	ZNVM	Non Valuated Material

Material Group :

Material Group is a key that is used to group together several materials or services with the same attributes. Each Material or Service is assigned to a particular material/ service group.

Material group is used to classify materials for reporting/classification/authorization purposes.

Material Group is used for reporting purpose and you can restrict the scope of analyses and search material master records via search helps. The detailed list enclosed separately. The sample list of material & service groups proposed in SAP ERP are as below.

MATERIAL GROUPS			SERVICE GROUPS		
SI No	Material Group Code	Mat Group Description	SI No	Service Group Code	Service Group Description
1	M001	Power Transformers	1	S001	Power Transf. Erectn
2	M004	Station Transformers	2	S004	Stn. Transf. Erection
3	M006	Reactors & Stat Comp	3	S006	Reactors Erection
4	M008	Capacitor Banks	4	S008	Capacitor Banks Erec
5	M010	CT's upto 33 KV	5	S010	CTs1 Erection
6	M011	CT's above 33KV	6	S011	CTs2 Erection
7	M014	CVTs	7	S014	CVTs Erection
8	M016	PTs upto 33 KV	8	S016	PTs1 Erection
9	M017	PTs above 33 KV	9	S017	PTs2 Erection

Number Range

When we create material master record every material is recognized by a number, that number will be unique and known as material number. We can assign number to material through two ways:

- External number assignment - While creating material you have to enter your own number (containing alphabets or digits), and that should be unique.
- Internal number assignment - While creating material you need not enter any number, system will automatically generate a unique number to that material.

Material master contains all materials that a company procures produces or sells. Material Master is a central data that is available at all the levels.

Vendor Master Data

The key points about vendor master are as follows:

- This is the enterprise main source of vendor specific data. This data will include information on vendors from which a company can procure or it can sell.
- Vendor Master Record will contain information like vendor's name, address.
- Data in vendor master record is divided into three categories:

General Data: General data is maintained at client level and it is valid for all organizational levels.

Accounting Data: Accounting data is maintained at company level and it is valid for all plants belonging to that company.

Purchasing Data: Purchasing data is maintained at purchasing organization level.

Vendor master has the three characteristics which will be discussed one by one in below context.

Vendor Account Group: Vendors are categorized according to requirements and some of the vendors having similar characteristics are grouped together and placed in one category.

For Example: All local vendors can be placed under one account group.

Number Range : When we create vendor master record every vendor is recognized by a number, that number will be unique and known as vendor number.

Vendor no., address like street name, postal code, country, bank details of vendor, accounting information of the vendor, terms of payment that are defined between company and vendor (if available) are saved while creating the vendor master.

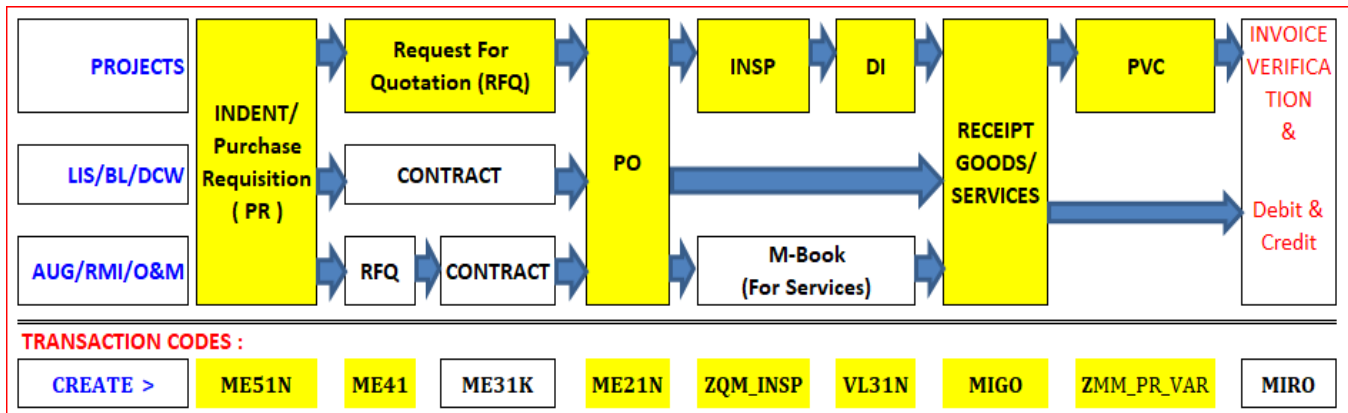
Procurement Process

Every organization acquires material or services to complete its business needs. The process of buying materials and obtaining services from vendors or dealers is procurement. The steps which are required to procure a material forms the procurement cycle. Every organization performs some common sequential steps so that a material can be procured in right quantity at the right price. The important steps in procurement cycle are as follows:

- Determination of Requirement
- Inviting bids from the vendors
- Creating Purchase Order
- Posting Goods Receipt
- Posting Invoice

Determination of Requirement:

This is the first step in procurement cycle. It is the logical subdivision where it is determined that what material or services are required by company, and which supplier can fulfil the requirement. A list of requirements is made and then it is approved by senior authority within the organization.



For P&MM POs : PR > RFQ > CONTRACT > PO

For Turn-key HQ-POs: PR > RFQ > PO

Purchase Requisition (PR):

Purchase Requisition is a document that will contain list of requirements. 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. Procurement in every organization starts with gathering of requirements. Once requirements are gathered we need to inform the purchasing organization.

Purchase Requisition can be created by following below steps:

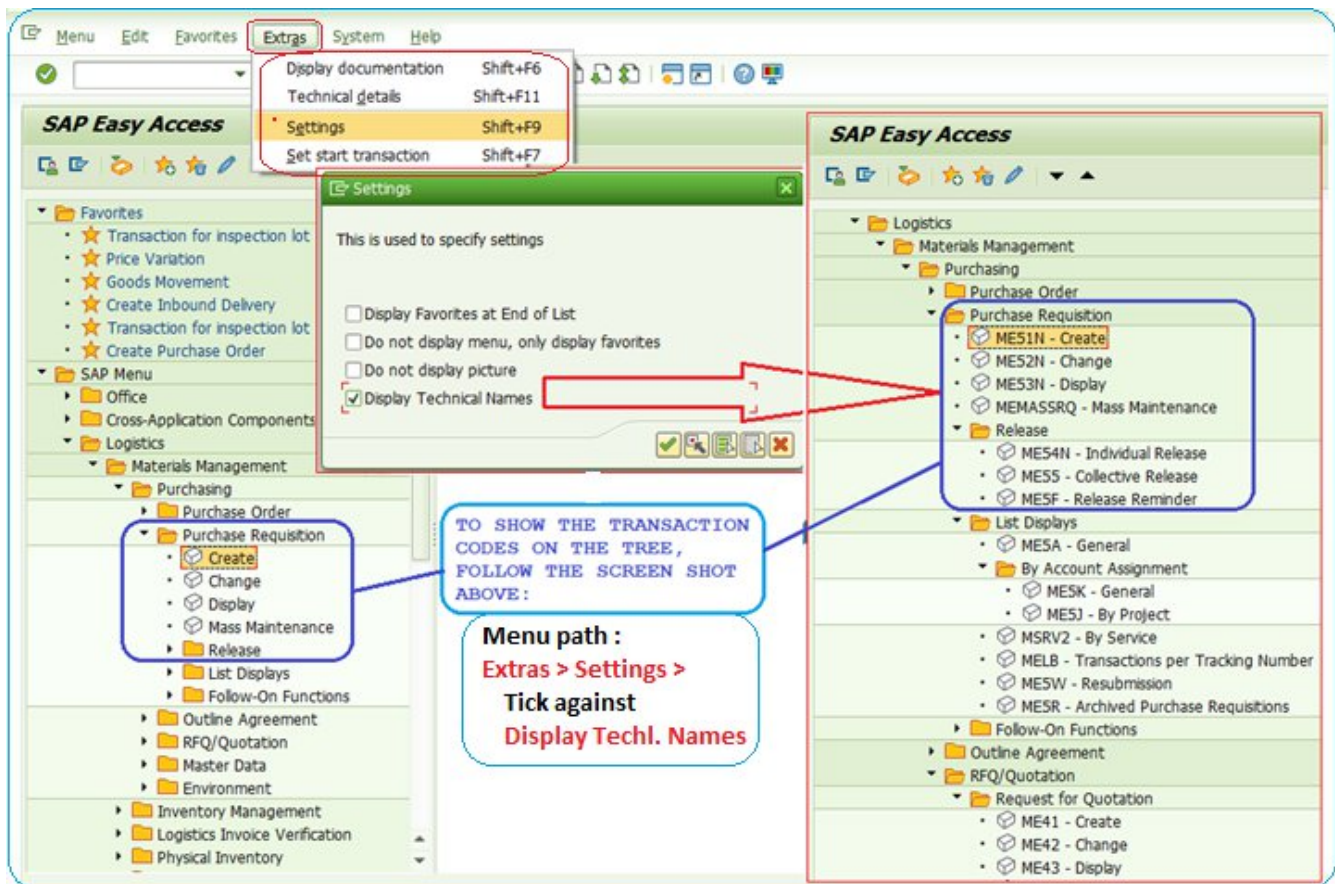
1) T-Codes:

ME51N for Create PR / **ME52N**for Change / **ME53N** for Display /**ME54N** for Release.

2) Path to Create Purchase requisition:

Logistics => Materials Management => Purchasing => Purchasing Requisition => Create / Change/ Display / Release

On SAP Menu screen select Create execute icon by following the below path.



Select PR Document Type:

First select the Purchase Requisition Document Type :

- ZCON to be used for Annual Indents of O&M
- ZFMP & ZSER to be used for Field POs.
- ZFSP to be used for Special POs [PO Value greater than the normal powers]
- ZPRJ to be used for all Turn-key Contracts
- ZSTO to be user for Material Indents/ Requisition for draws from Stores.

Select the relevant 'Account Assignment Category & Item Category' if required and, Select Material, Plant, and enter Quantity, Delivery Date etc.

A	AcctAssgntCateg	Desc
A	Asset	
B	MTS prod./sales ord.	
C	Sales order	
D	Indiv.cust./project	
E	Ind. cust. w. KD-CO	
F	PM Order	
G	MTS prod./project	
K	Cost center	
M	Ind. cust. w/o KD-CO	
N	Network	
O	PM for Project	
P	PS Project Services	
Q	PS Project Materials	
T	All new aux.acc.ass.	
U	Unknown	
X	All aux.acct.assgts.	

Account assignment category specifies whether accounting for an item is to be effected via an auxiliary account (such as Cost Centre). The account assignment category determines which account assignment data (such as Cost Centre, account number and so on) is necessary for the item.

I	Text for Item Cat.
	Standard
K	Consignment
L	Subcontracting
S	Third-party
U	Stock transfer
D	Service

Item Category in Purchase document : Key defining how the procurement of a material or service item is controlled. The item category determines the field selection and whether any additional data screens are shown. In addition, it determines whether a goods receipt or invoice receipt is to follow.

Create Purchase Requisition

Document Overview On Personal Setting

ZGEN Corp Off Mat & ... 8000000020

Header

St..	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant	Valuation Price	TrackingNo	Total Value
	1			70000191	50MVA 132/33kV PTR	25	NO	D	26.12.2017	M001	1050	561,416.67		14,035,416.75
	2			70000194	33kV VCB	35	NO	D	26.07.2017	M020	1050	50,000.00		1,750,000.00
	3			70000190	220kV Wave Trap	45	NO	D	26.07.2017	M300	1050	1,181.25		53,156.25
												612,597.92		15,838,573.00

Item: 1 [1] 70000191 , 50MVA 132/33kV PTR

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

Material: 70000191 | Short Text: 50MVA 132/33kV PTR

Batch: | Revision level:

Material Group: M001 | M001

Vendor Mat.: |

After entering all the values as above, check the document for correctness by clicking on the and save the document, if no errors. Purchase Requisition will be created with an internal No. of ERP.

Purchase requisition number 8000000020 created

To display the document created, click on the 'Other PR' icon . By default latest document will be displayed, alternatively the document No. is entered in the relevant field.

Purchase Requisition | Edit | Environment | System | Help

Personal Setting

ZFMP Field Material

Header

Status | Item | A | I | Material

Select Document

Purchase requisition: 8000000020

Pur. Order

Purch. Requisition


SRM Contract

Other Document

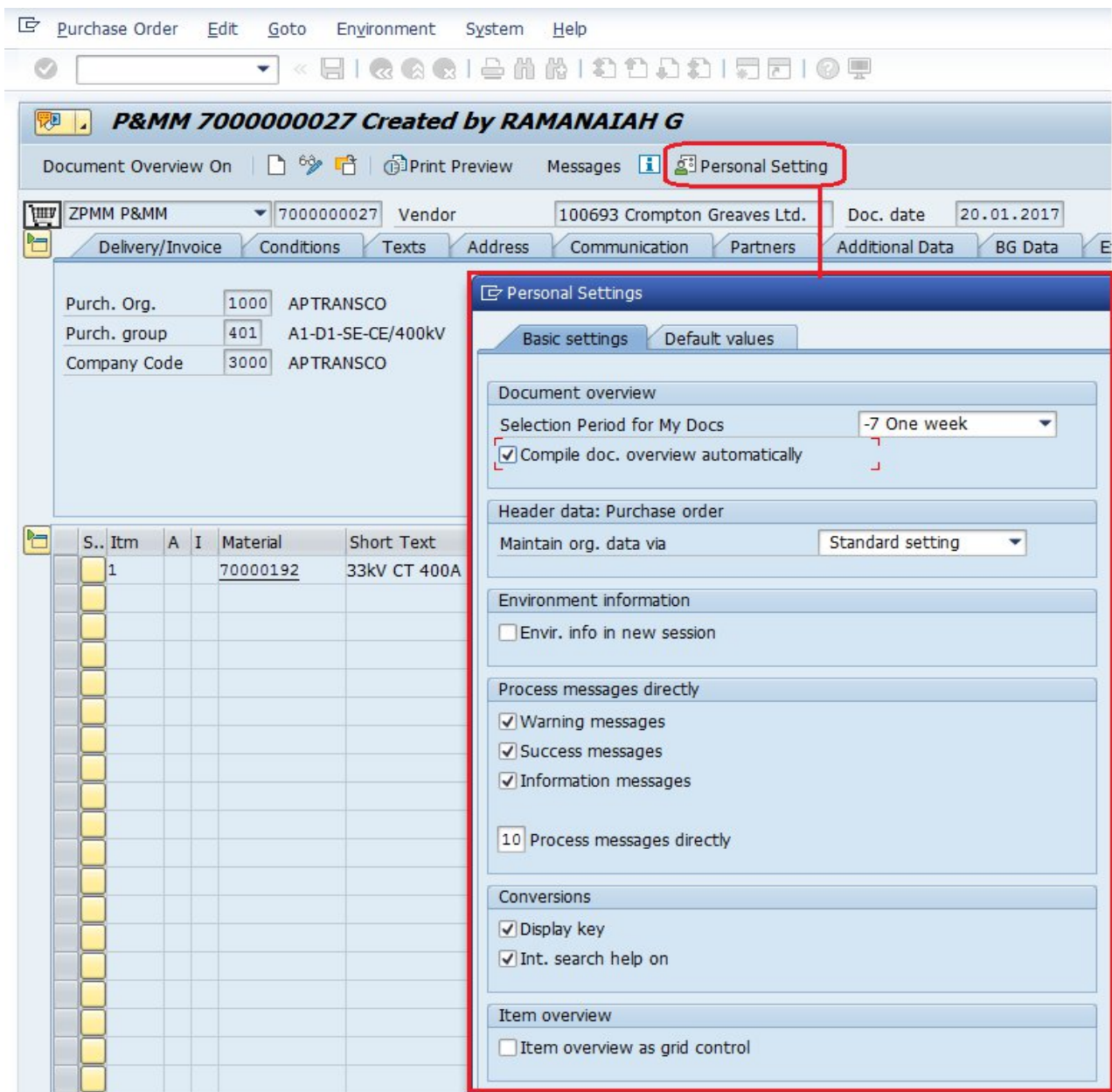
Maintaining Default Values

To reduce the amount of work involved in creating requisitions and POs, you can maintain default values. This makes particular sense in the case of data that you have to enter over and over again in every requisition or PO (the purchasing organization and purchasing group, for example).

You can maintain your personal default values for header and item data. This data is then automatically inserted into the relevant fields when you create a new purchase order.

Choose  Personal Settings in the application toolbar of the application in order to maintain your own personal settings.

Setting Default Values In PR/PO Transactions: Personal Setting



The screenshot shows the SAP Personal Settings dialog box for a Purchase Order transaction. The dialog is titled "Personal Settings" and has two tabs: "Basic settings" and "Default values". The "Default values" tab is active. The dialog is divided into several sections:

- Document overview:** Includes a dropdown for "Selection Period for My Docs" set to "-7 One week" and a checked checkbox for "Compile doc. overview automatically".
- Header data: Purchase order:** Includes a dropdown for "Maintain org. data via" set to "Standard setting".
- Environment information:** Includes an unchecked checkbox for "Envir. info in new session".
- Process messages directly:** Includes checked checkboxes for "Warning messages", "Success messages", and "Information messages", and a numeric input field for "Process messages directly" set to "10".
- Conversions:** Includes checked checkboxes for "Display key" and "Int. search help on".
- Item overview:** Includes an unchecked checkbox for "Item overview as grid control".

The background shows the SAP Purchase Order screen with the following data:

S..	Itm	A	I	Material	Short Text
	1			70000192	33KV CT 400A

P&MM 700000027 Created by RAMANAIAH G

Document Overview On | Print Preview | Messages | Personal Setting

ZPMM P&MM | 7000000027 | Vendor | 100693 Crompton Greaves Ltd. | Doc. date | 20.01.2017

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | BG Data

Purch. Org. 1000 APTRANSCO
 Purch. group 401 A1-D1-SE-CE/400KV
 Company Code 3000 APTRANSCO

Personal Settings

Basic settings | Default values

PO Header | Purchase Order Item

Document Type ZPMM P&MM
 Purchasing Org. 1000 APTRANSCO
 Purch. Group 112 A1-D1-SEP-CE/CONST
 Company Code 3000 APTRANSCO
 Payt Terms LC3A
 Currency INR

More Fields ...

S..	Itm	A	I	Material	Short Text
	1			70000192	33kV CT 400A

Defining the Document Overview

Purchase Requisition | Edit | Environment | System | Help

Create Purchase Requisition

Document Overview Off | Hold | Personal Setting

ZSER Field Service | Source Determination

Header
Item Overview

Item | 1 New Item |

No variant defined

Please choose a variant for the document overview

Hierarchy | Find | Refresh | Adopt | Selection variant

Select layout...

In the document overview, you can display different purchasing documents that you need for your daily work (such as requisitions, purchase orders, and vendor scheduling agreements). At the same time, you can work on your requisitions or purchase orders in the right-hand part of the screen. You can display a certain document (for example, a purchase order) by double-clicking on it in the document overview.

Display Purchase Req. 300000010

Document Overview Off | Personal Setting

ZFMP Field Material | 300000010

Header

St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	Plant
	1		10000001	315 MVA 400/220/33KV ...	3	NO	D	31.03.2018	M001	1040
	2		10003279	12 X 2.5 SQ.MM ARMOUR...	10	M	D	31.03.2018	M030	1040
	3		10006940	M.S.ROD 40MM DIAMETER	100	TO	D	31.03.2018	M101	1040

Item: 1 [1] 10000001 , 315 MVA 400/220/33KV A...

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Co

AccAssCat [] Distribution | Single account assignm... | CoCode 3000 APTRA...

CO Area [] Fund [] Grant [] Functional Area [] Funds center [] Earmarked funds [] 0 Commitment item 99999999

Document Overview

CADR&MERAME

- Change
- Remove
- Purchase orders
- Requests for quotations
- Contracts
- Scheduling agreements
- General purchasing documents
- Purchase Requisitions**
- My purchase orders
- My purchase orders on hold
- My purchase requisitions
- My purchase requisitions

Note that in the variant My Purchase Requisitions, only those requisitions that you created yourself are selected.

Program Edit Goto System Help

Purchase Requisitions

Dynamic selections

- Purchase Requisition
- Purchase requisition []
- Document Type []

General selections

Max. no. of hits: 5000

Open only








Released only

Assigned, open, and released

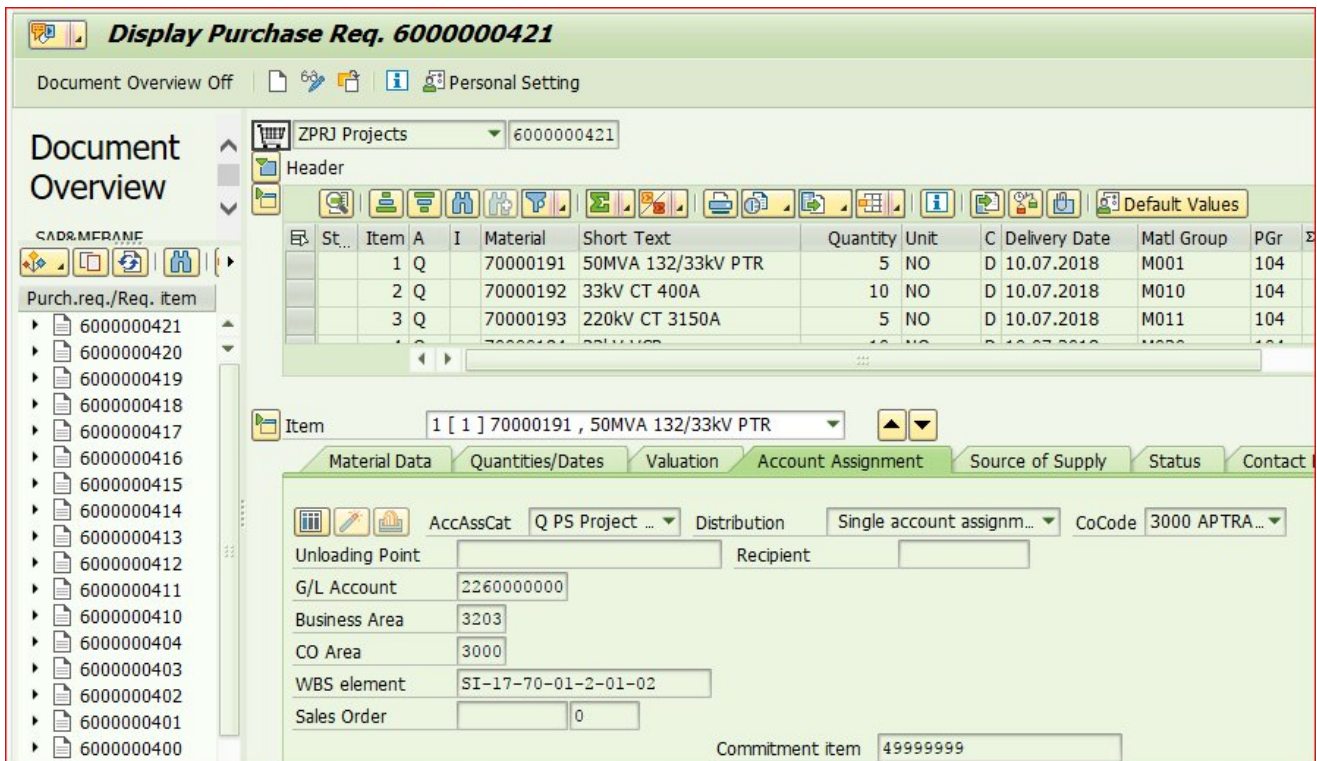
Program selections

Name of Requisitioner/Requeste	[]	to	[]	[]
Requisition (Request) Date	[]	to	[]	[]
Purchase Requisition Number	[]	to	[]	[]
Requirement Tracking Number	[]	to	[]	[]
Item Number	[]	to	[]	[]
Document Type	[]	to	[]	[]
Purchasing Group	112	to	[]	[]
Purchasing Organization	1000	to	[]	[]

Specifying the Criteria:

1. Choose  to choose a selection variant. A menu appears.
2. Choose Purchase Requisitions from this menu. A selection screen appears.
3. On the selection screen, select Open only and enter **112** in the Purchasing group field.
4. Choose  for dynamic selections.
In the upper left-hand part of the screen, requisition fields that can be used as additional criteria are offered to you. Display the sub-nodes for Purchase requisition at that point.
5. Select Changed on and click  to adopt selected criteria.
6. Choose  to enter further data and enter '01.10.2017' to '14.01.2018' on the Intervals tab page in the next window.
7. Choose  Adopt . The selection screen reappears.
8. Choose  Execute to carry out the selection immediately.
Choose  Save to save your criteria as a variant.

If you no longer need the document overview, you can hide it by choosing the **Document Overview Off**.



The screenshot shows the SAP 'Display Purchase Req. 6000000421' interface. The 'Document Overview Off' button is visible in the top left. The main area displays a table of requisition items:

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Matl Group	PGr
	1	Q		70000191	50MVA 132/33kV PTR	5	NO	D	10.07.2018	M001	104
	2	Q		70000192	33kV CT 400A	10	NO	D	10.07.2018	M010	104
	3	Q		70000193	220kV CT 3150A	5	NO	D	10.07.2018	M011	104

Below the table, the 'Item' section is expanded for item 1, showing details for material 70000191 (50MVA 132/33kV PTR). The 'Account Assignment' tab is active, displaying fields such as AccAssCat (Q PS Project), Distribution (Single account assignm...), CoCode (3000 APTRA...), G/L Account (2260000000), Business Area (3203), CO Area (3000), WBS element (SI-17-70-01-2-01-02), and Sales Order (0). The Commitment item is 49999999.

Request For Quotation (RFQ) :

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. RFQ contains details about goods or services, quantity, date of delivery and date of bid on which it is to be submitted.

In Purchasing, the RFQ and the quotation form a single document. Prices and conditions quoted by vendors are entered in the original RFQ. RFQs are subject to a release procedure.

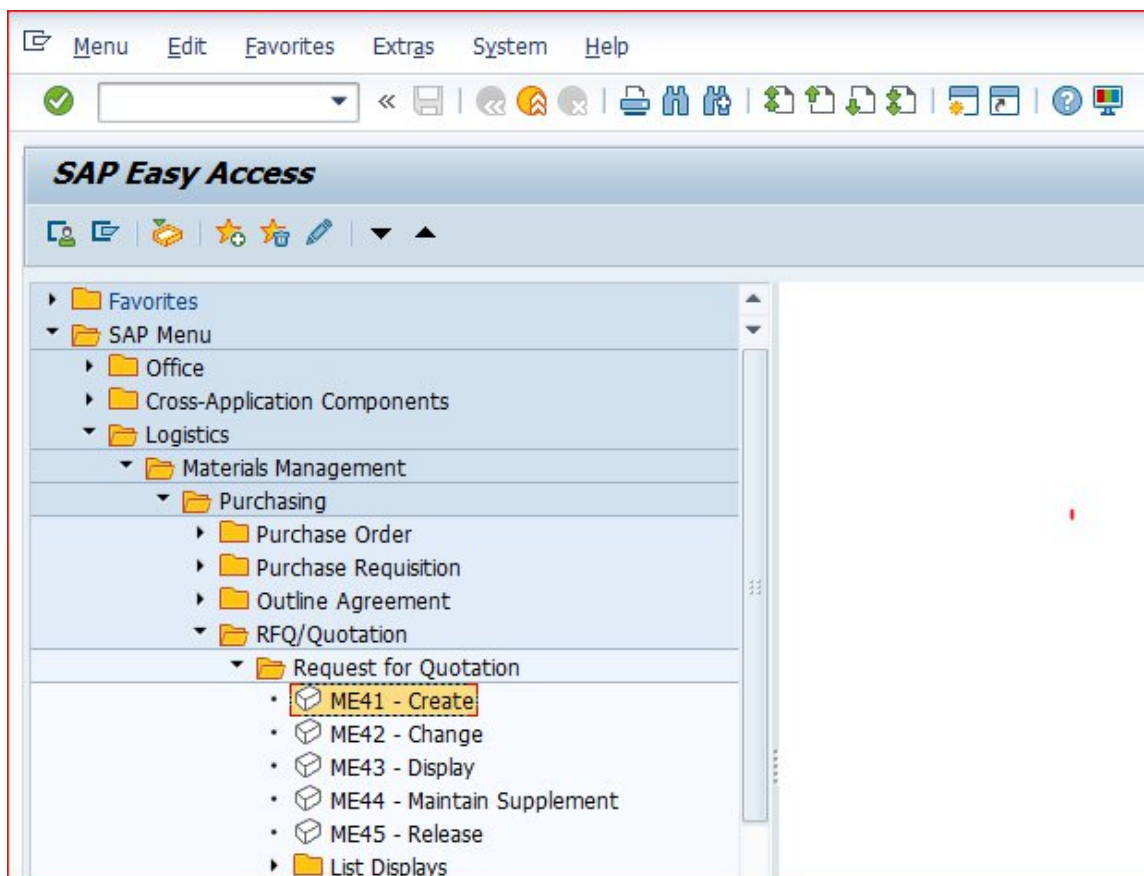
RFQ can be created by following two ways – Manually or Automatically from PR.

RFQ can be created manually by following the below steps:

1) T-Code: **ME41**

2) Path to create RFQ:

Logistics >Material Management> Purchasing >RFQ/Quotation> Request for Quotation >Create



In RFQ Initial Screen,

- 1) Select RFQ document type: **ZANQ** – Common RFQ,
- 2) RFQ Date will be the current date by default, and can be changed.
- 3) Select **Quotation Deadline date**, (**Bid opening date** shall be maintained for PV purpose)
- 4) Purchase Organization – **1000**,
- 5) Select the relevant Purchase Group,
- 6) Select the Delivery Date, if known otherwise keep blank.
- 7) Enter/select the Plant, if same plant is applicable for all the PO Items, otherwise keep blank,
- 8) Enter/select the Material Group, if the same is applicable for all items commonly, otherwise blank.
- 9) The Requirement Tracking Number enables to group together the purchasing documents that exist for a certain material requirement. (Optional).

Create RFQ : Initial Screen

RFQ Type: **ZANQ** Common RFQ

Language Key: EN

RFQ Date: 08.01.2018

Quotation Deadline: 28.02.2018

RFQ:

Organizational Data

Purch. Organization: 1000 APTRANSCO

Purchasing Group: 112 A1-D1-SEP-CE/CONST

Default Data for Items

Item category: Standard

Delivery Date: D

Plant:

Storage Location:

Material Group:

Req. Tracking Number:

Menu options: BACK, EXIT, CANCEL, OVERVIEW, HEADER DETAILS, COPY DOCUMENT

RFQ can be created

- 1) directly entering all data of material for which prices are to be maintained, or
- 2) copying an existing RFQ using “**RFQ > Copy**” from the Menu Bar, or
- 3) with reference to a Purchase Requisition [PR].

RFQ Edit Header Item Environment System Help

Other Document

Create

Change

Display

Copy Ctrl+F2

Create with Reference

To Purchase Req. Ctrl+F3

To Outline Agreement Ctrl+F4

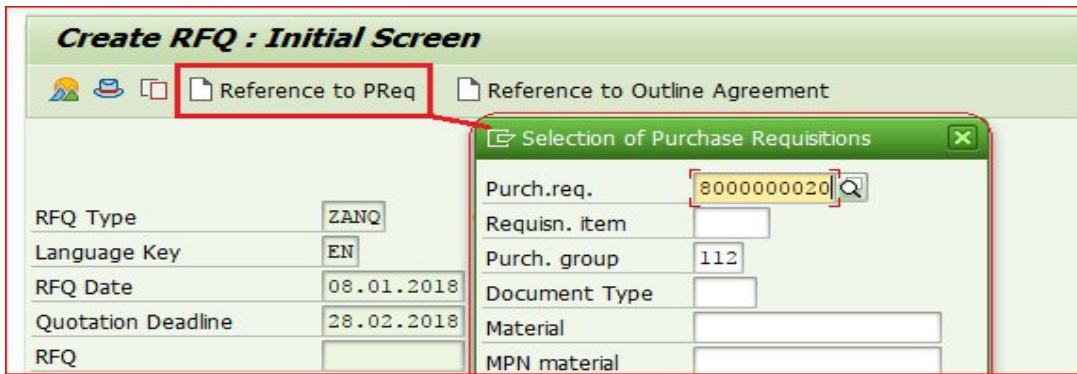
Common RFQ

Save

Follow-On Functions

Exit Shift+F3

1) Click on the icon  and enter/select the required PR No. from the PRs screen,



Create RFQ : Initial Screen

Reference to PReq Reference to Outline Agreement

RFQ Type	ZANQ
Language Key	EN
RFQ Date	08.01.2018
Quotation Deadline	28.02.2018
RFQ	

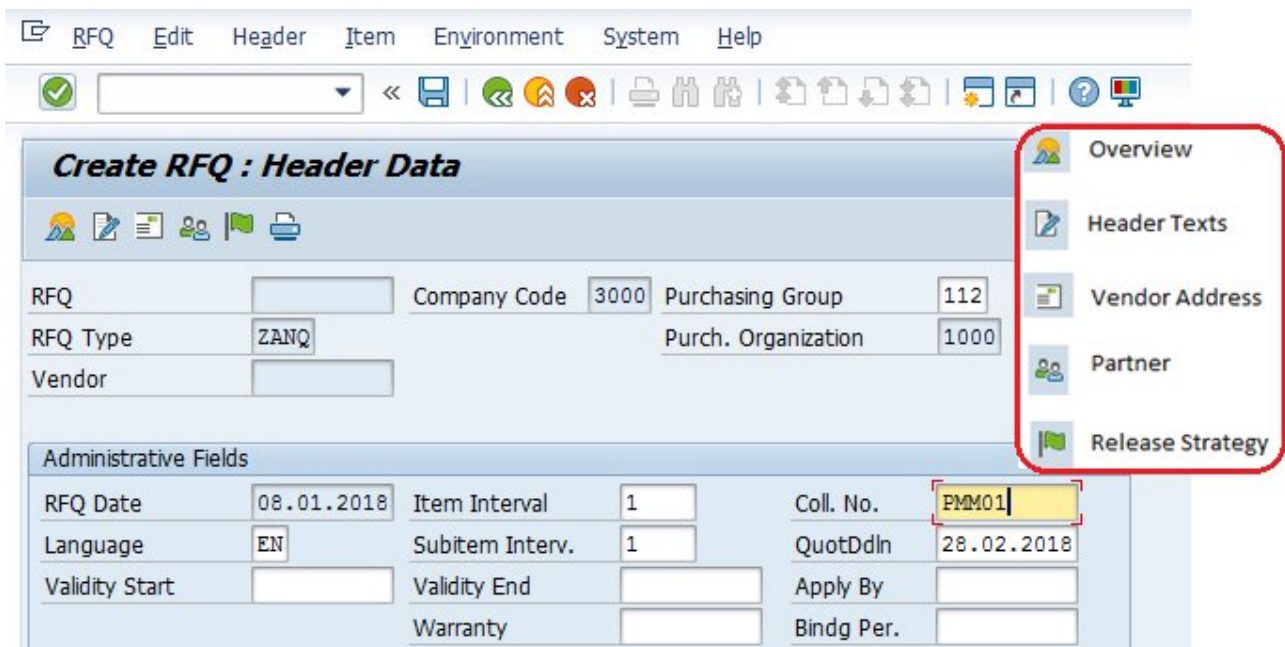
Selection of Purchase Requisitions

Purch.req.	8000000020
Requisn. item	
Purch. group	112
Document Type	
Material	
MPN material	

Click on Continue 

2) In the 'Create RFQ : Header Data' screen, enter the Bid No. in the "Coll.No." field, and Enter Bid opening Date in the "QuotDdln" field.

The input date in the "QuotDdln" field will be considered as the Base Date for Price Variation Calculation purpose against the Purchase Orders placed based on this RFQ.



RFQ Edit Header Item Environment System Help


Create RFQ : Header Data

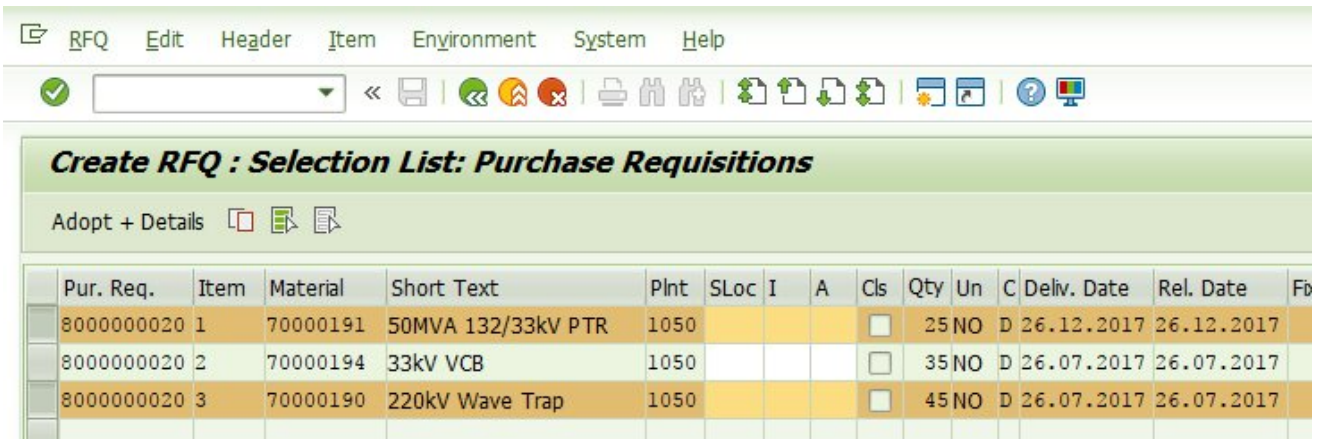
RFQ		Company Code	3000	Purchasing Group	112
RFQ Type	ZANQ			Purch. Organization	1000
Vendor					

Administrative Fields

RFQ Date	08.01.2018	Item Interval	1	Coll. No.	PMM01
Language	EN	Subitem Interv.	1	QuotDdln	28.02.2018
Validity Start		Validity End		Apply By	
		Warranty		Bindg Per.	

- Overview
- Header Texts
- Vendor Address
- Partner
- Release Strategy

3) In the 'Create RFQ:Selection List: PRs', select the required items and click on the 'Adopt' icon ,



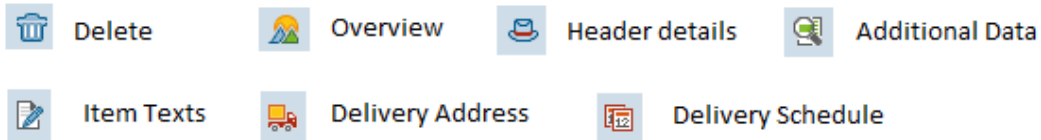
Pur. Req.	Item	Material	Short Text	Plnt	SLoc	I	A	Cls	Qty	Un	C	Deliv. Date	Rel. Date	Fb
8000000020	1	70000191	50MVA 132/33kV PTR	1050				<input type="checkbox"/>	25	NO	D	26.12.2017	26.12.2017	
8000000020	2	70000194	33kV VCB	1050				<input type="checkbox"/>	35	NO	D	26.07.2017	26.07.2017	
8000000020	3	70000190	220kV Wave Trap	1050				<input type="checkbox"/>	45	NO	D	26.07.2017	26.07.2017	

4) In the 'Create RFQ : Item" screen, Check the Quantity, Quotation Deadline, Delivery Date, for all items selected,



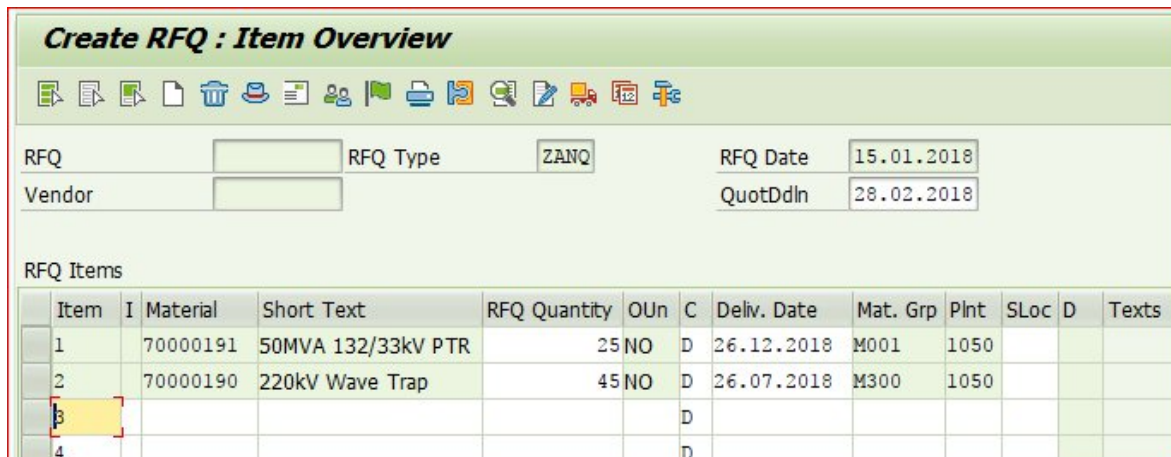
Item: 2 ItCat.: Plant: 1050
 Material: 70000191 Mat. Grp: M001 Stor. Loc.:
 Short Text: 50MVA 132/33kV PTR

Quantity and Date
 RFQ Quantity: 25 NO QuotDdln: 28.02.2018
 Delivery Date: D 26.12.2018



- Delete
- Overview
- Header details
- Additional Data
- Item Texts
- Delivery Address
- Delivery Schedule

5) In the 'Create RFQ : Item overview' screen, click on the 'Vendor address' icon ,



RFQ: RFQ Type: ZANQ RFQ Date: 15.01.2018
 Vendor: QuotDdln: 28.02.2018

RFQ Items

Item	I	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Mat. Grp	Plnt	SLoc	D	Texts
1		70000191	50MVA 132/33kV PTR	25	NO	D	26.12.2018	M001	1050			
2		70000190	220kV Wave Trap	45	NO	D	26.07.2018	M300	1050			
3						D						
4						D						

- Select All
- Header details
- Release Strategy
- Item Texts
- Services
- Deselect All
- Vendor Address
- Item Details
- Delivery Address
- Delete
- Partner
- Additional Data
- Delivery Schedule

6) Enter / Select the required Vendor from the master list, and save the document.

PostalCode	City	Name 1	Vendor
400042	MUMBAI	CROMPTON GREAVES LTD.	100693
500003	HYDERABAD	M/S CROMPTON GREAVES LTD	100483
500003	SECUNDERABAD	M/S CROMPTON GREAVES LTD	100035

Common RFQ created under the number 100000473

A new RFQ (Request for Quotation) against a vendor will be created with reference to PR. Similarly Quotation/RFQs can be created for multiple vendors.

Maintain Price Against A Quotation

Vendor communicates or submit price for material and RFQ needs to be updated in SAP. Using transaction code **ME47**, we can create a quotation based on a RFQ.

- Logistics
 - Materials Management
 - Purchasing
 - Purchase Order
 - Purchase Requisition
 - Outline Agreement
 - RFQ/Quotation
 - Request for Quotation
 - ME41 - Create
 - ME42 - Change
 - ME43 - Display
 - ME44 - Maintain Supplement
 - ME45 - Release
 - List Displays
 - Reporting
 - Messages
 - ME98 - Archive
 - Quotation
 - ME47 - Maintain**
 - ME48 - Display
 - ME49 - Price Comparison

- 1) Type the T-Code “ME47” in the command field,
- 2) Enter/ select the RFQ No. in the ‘Maintain Quotation: Initial screen’,

The screenshot shows the SAP 'Maintain Quotation: Initial Screen' interface. At the top, there is a menu bar with 'Quotation', 'Edit', 'Header', 'Item', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area has a title bar 'Maintain Quotation : Initial Screen' and a sub-header with a printer icon. The 'RFQ' field is highlighted with a red box and contains the value '1000000473'.

Enter the RFQ Number in the RFQ field, for which Vendor Quotation Price is to be maintained.

- 3) Select the relevant Payment Terms in the ‘Maintain Quotation: Header Data’ screen,

The screenshot shows the SAP 'Maintain Quotation: Header Data' interface. It features a title bar 'Maintain Quotation : Header Data' and a sub-header with a printer icon. The main area contains several data fields:

- RFQ: 1000000473
- Company Code: 3000
- Purchasing Group: 112
- RFQ Type: ZANQ
- Purch. Organization: 1000
- Vendor: 100693 Crompton Greaves Ltd.

 Below these are sections for 'Administrative Fields' and 'Terms of Delivery and Payment'. The 'Terms of Delivery and Payment' section includes:


- Payment Terms: LA45
- Currency: INR
- Payment in: 45 Days
- Exch. Rate: 1.00000
- Incoterms: FH

 The 'Incoterms' field is highlighted with a red box.

- 4) Enter the price quoted by the Vendor in the ‘Net price’ field against each item,

The screenshot shows the SAP 'Maintain Quotation: Item Overview' interface. It features a title bar 'Maintain Quotation : Item Overview' and a sub-header with a printer icon. The main area contains a table of quotation items. The table has the following columns: Item, Material, Short Text, RFQ Quantity, OUn, C, Deliv. Date, Net Price, Per, OPU, Mat. Grp, Plnt, SLoc, and D. The data is as follows:

Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Net Price	Per	OPU	Mat. Grp	Plnt	SLoc	D
1	70000191	50MVA 132/33kV PTR	25	NO	D	26.12.2018	120,000.00	1	NO	M001	1050		
2	70000190	220kV Wave Trap	45	NO	D	26.07.2018	10,000.00	1	NO	M300	1050		

- 5) Click on 'Item Conditions' icon  and enter/maintain required Conditions, i.e. F&I, Discount etc. for each item separately.

Conditions Edit Goto System Help

Change Quotation: Item - Conditions

Item 1 Material 70000191 50MVA 132/33kV PTR
 Quantity 25 NO Net 2,500,000.00 INR

N..	CnTy	Name	Amount	Crcy	per	UoM	Condition value	Curr.	Status	NumCCo	OU	CC
<input checked="" type="checkbox"/>	PBXX	Gross Price	120,000.00	INR	1	NO	3,000,000.00	INR			1	NO
<input checked="" type="checkbox"/>	RC00	Discount/Quantity	20,000.00-	INR	1	NO	500,000.00-	INR			1	NO
		Total Gross with Dis	100,000.00	INR	1	NO	2,500,000.00	INR			1	NO
<input checked="" type="checkbox"/>	ZPAQ	Taxbale P&F Chag Q		INR	1	NO	0.00	INR			1	NO
		Total P & F Charges	0.00	INR	1	NO	0.00	INR			1	NO
<input checked="" type="checkbox"/>	FRC1	Taxable Freight/Qty	1,000.00	INR	1	NO	25,000.00	INR			1	NO
<input checked="" type="checkbox"/>	ZINQ	Taxable Ins chg Q		INR	1	NO		INR			1	NO
		Total Taxable F&I	1,000.00	INR	1	NO	25,000.00	INR			1	NO
		Copy of Net value	100,000.00	INR	1	NO	2,500,000.00	INR			1	NO
		Total amount	101,000.00	INR	1	NO	2,525,000.00	INR			1	NO
<input checked="" type="checkbox"/>	JEXS	Taxes on the PO	0.00	INR			0.00	INR			0	
<input checked="" type="checkbox"/>	ZJEX	Taxes on the PO_APT	0.00	INR			0.00	INR			0	

Condition rec. Analysis Update

- 6) Go back  and click on the 'Item details' icon  and select/enter Tax Code as 01 (GST)



Maintain Quotation : Item 00001

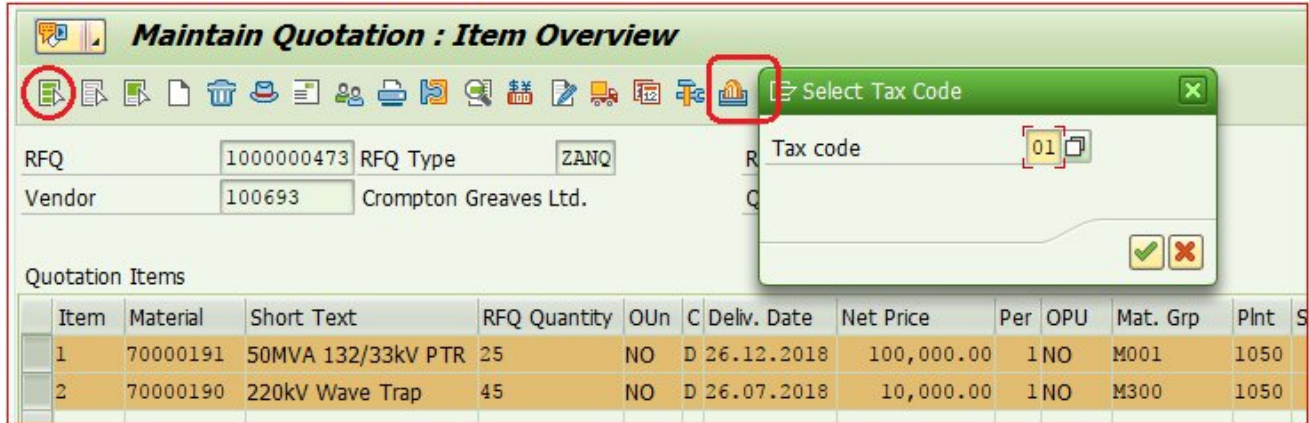
Item 1000000473 1 ItCat. Plant 1050
 Material 70000191 Mat. Grp M001 Stor. Loc.
 Short Text 50MVA 132/33kV PTR

Quantity and Date
 RFQ Quantity 25 NO QuotDdln 28.02.2018
 Delivery Date D 26.12.2018

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

Quotation Data
 Net Order Price 100,000.00 INR / 1 NO InfoUpdate
 Qty Conv. 1 NO <-> 1 NO
 Quot. Comment Tax Code 01
 Rej. Ind.

For applying same tax code to all the items at a time, **select all items** by clicking on icon , click on 'Tax code update' icon 



Maintain Quotation : Item Overview

RFQ: 1000000473 RFQ Type: ZANQ Vendor: 100693 Crompton Greaves Ltd.

Quotation Items

Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Net Price	Per	OPU	Mat. Grp	Plnt	S
1	70000191	50MVA 132/33kV PTR	25	NO	D	26.12.2018	100,000.00	1	NO	M001	1050	
2	70000190	220kV Wave Trap	45	NO	D	26.07.2018	10,000.00	1	NO	M300	1050	

7) Save the document after quotation is maintained for all items.

The Quantity & Prices of items can be revised/ edited before saving the document.

Quotation for Common RFQ 1000000473 maintained

8) For display of item wise taxes, keep the cursor in the item line, and Select from Menu path :**Item > More Functions > Taxes**



Display Taxes

Item: 1 Material: 70000191

Net: 1,000,000.00 INR


Tax: 181,800.00

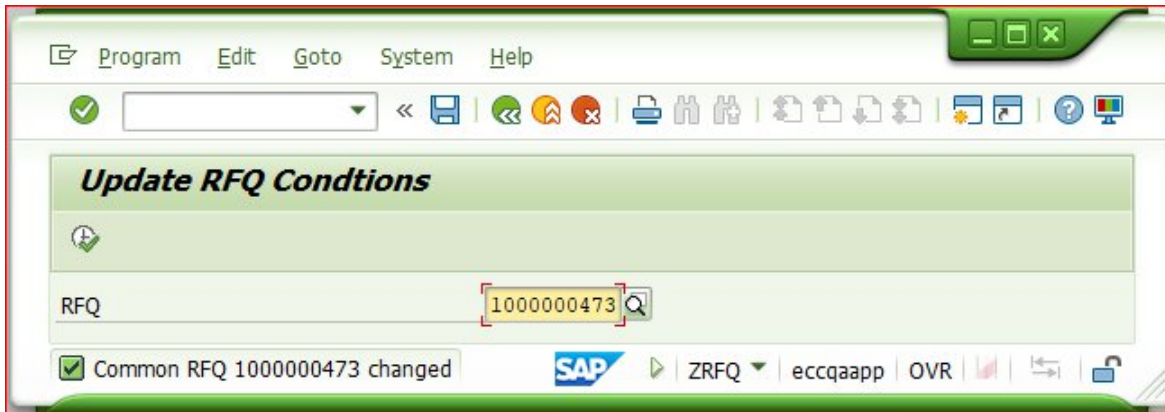
Pricing Elements

N..	CnTy	Name	Amount	Crcy	per	UoM	Condition value	Curr.	Status
<input checked="" type="checkbox"/>		BASB Base Amount					1,000,000.00	INR	
		Calculated Call	100,000.00	INR	1		1,000,000.00	INR	
		Sub total	100,000.00	INR	1		1,000,000.00	INR	
		Copy of Base	100,000.00	INR	1		1,000,000.00	INR	
		Tot Lbr + Base Price	100,000.00	INR	1		1,000,000.00	INR	
<input checked="" type="checkbox"/>		JIIN IN: IGST W/O ITC	18.000	₹			181,800.00	INR	

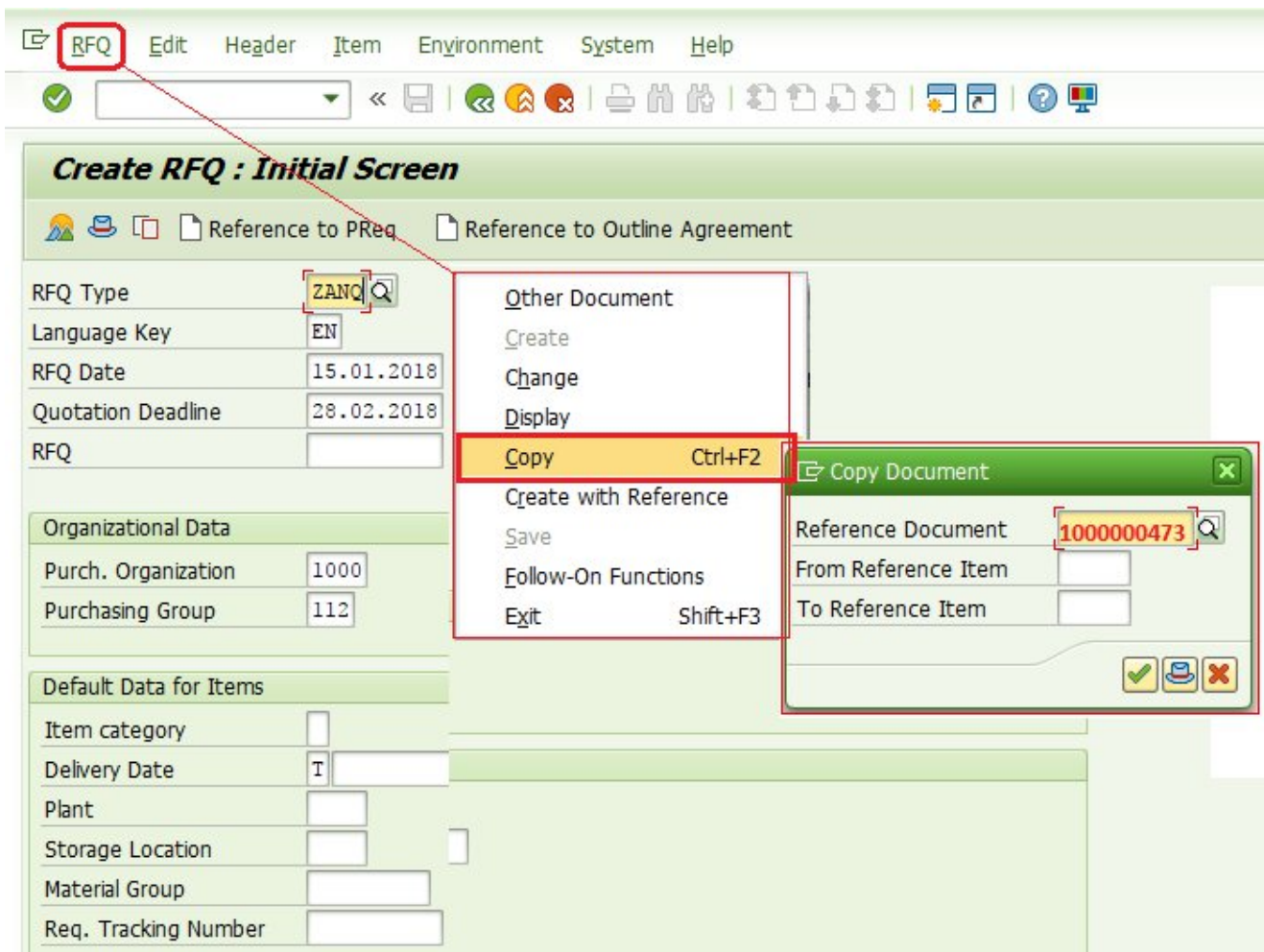
UPDATE Conditions for RFQ :ZRFQ

Run 'ZRFQ' for the RFQ document – 1000000473, to update the RFQ Conditions:

Enter the T-Code 'ZRFQ' in the command field, enter the RFQ document No. in the RFQ field,  **Execute**.



Note: All Quotations against the Bid from different vendors shall be maintained in the same manner. An RFQ document already created with a Vendor can be copied to create a new RFQ with another Vendor:



Select all or required items for which RFQ is to be created, and click on **Adopt + Details**

By clicking on "Adopt+Details", all Price conditions & Terms of original RFQ/Quotation will be copied.

Check the item wise Quantities required, and click on Vendor address, Select the Vendor and Save the new RFQ document.

New RFQ document with a new Vendor will be created.

Price Comparison (w.r.t. Bid No./Coll.No.) :

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.

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.

- 1) Type the T-Code “**ME49**” in the command field, for Price comparison,
- 2) In the ‘Price Comparison List’ screen, enter/select the details as below, and click on the ‘Execute’ icon.

Price Comparison List

Purchasing Organization

Quotation 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

Price Calculations

Include Discounts

Include Delivery Costs

Determine Effective Price

Enter Purchase Organisation - **1000**

Enter Collective RFQ No./ Bid No

Enter ECV-RFQ No. for comparison of other Quotations with this ECV Quotation/RFQ [ECV RFQ is a quotation created with Estimated Value for comparison ref.]

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

- 3) Price Comparison of all the Vendors maintained with the same Bid No. will be displayed as below:

Price Comparison List in Currency INR

Quotation
Material
Vendor
Additional Info

Material	Quot.:	1000000421	1000000471	1000000472
Sh. Text	Bidder:	100693	100693	100296
Qty. in Base Unit	Coll. No. :	BC01	BC01	BC01
70000191	Val.:	2,020,000.00	2,360,000.00	2,737,600.00
50MVA 132/33kV PTR	Price:	202,000.00	236,000.00	273,760.00
10 NO	Rank:	1 86 %	2 100 %	3 116 %
70000199	Val.:	1,202,000.00	1,200,000.00	1,206,000.00
Transformer Oil	Price:	120,200.00	120,000.00	120,600.00
10 KL	Rank:	2 100 %	1 100 %	3 101 %
Total Quot.	Val.:	3,222,000.00	3,560,000.00	3,943,600.00
	Rank:	1 91 %	2 100 %	3 111 %

- 4) Position the cursor on particular item, and clicking on the menu “Quotation / Material / Vendor / Additional Info” will display the relevant information.

Changing an RFQ and Displaying the Change Log

Before you go about changing RFQs, you must find out which ones actually need to be changed. For this purpose, generate a list of all RFQs (preferably by collective number). The desired changes must be made separately for each RFQ.

Changing an RFQ

1. Choose> RFQ/quotation> RFQ>Change [T-Code : ME42]
2. The initial screen appears.
3. 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).
4. Press ENTER .
5. The item overview screen appears.
6. Change the RFQ as desired:
7. 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.
Deleting items: To delete an item, first select the items you wish to delete. Then choose> Edit>Delete.
8. Save the RFQ.

Displaying the Change Log:

All changes to items are logged. The log shows: When the relevant data record was changed, Who changed it, and What was changed.

1. Select the desired item in the item overview.
2. Choose: Item > Statistics > Changes

A log of all changes made to the selected item is displayed.

Creating a Delivery Schedule for an RFQ

If the desired quantity is to be delivered according to a pre-arranged schedule, you can enter each desired delivery date (and time if you wish) in schedule lines. You enter this data in the delivery schedule for the relevant PO item.

1. Select the desired item in the item overview.
2. Choose: Item > Delivery schedule.

The screen for entering schedule lines for the item appears.

1. Enter the delivery date, the delivery time-spot, and the scheduled quantity for each delivery. You can specify the delivery date as a calendar day, week, or month.

The section Outline Agreements with Vendors contains detailed information on the subject of delivery schedules created under scheduling agreements.

Monitoring RFQs and Quotations

Displaying an RFQ:

1. Choose RFQ/quotation > RFQ or Quotation > Display.
2. Enter the RFQ number.
3. Press ENTER .

The item overview screen appears.

Displaying Statistical data on an Item:

To display general information about the status of individual RFQ items, first select the item.

Then choose: Item > Statistics > General.

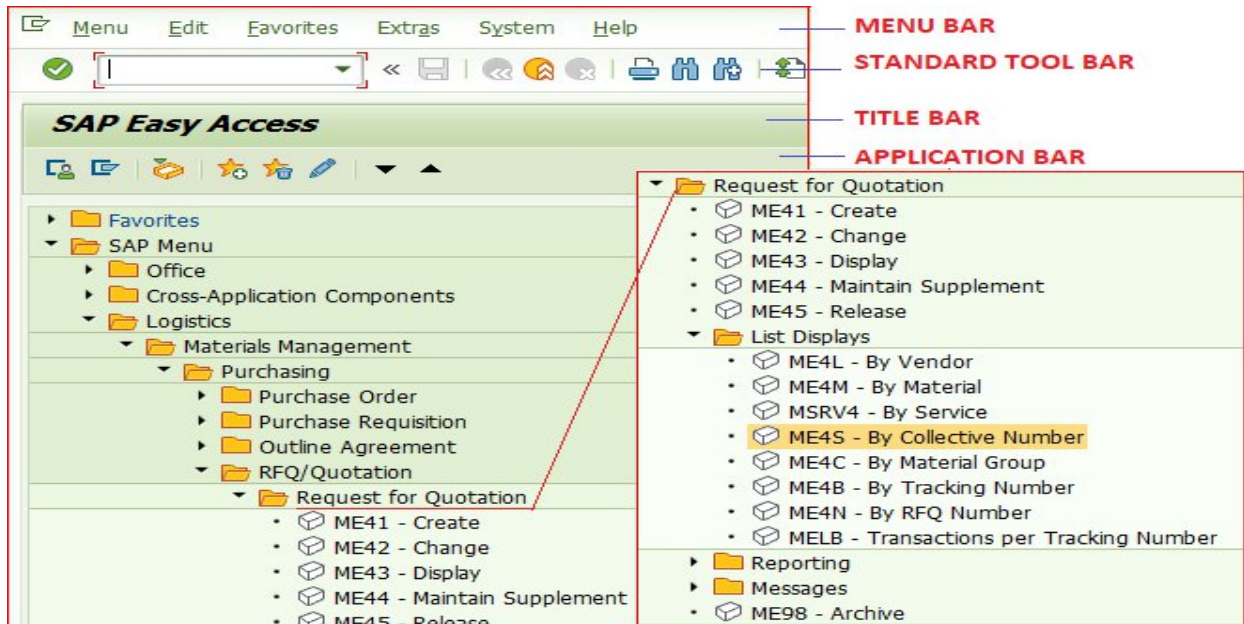
The screen with the statistical details relating to the relevant items appears.

Analyses of RFQ :

To analyse RFQs, choose: RFQ/Quotation > RFQ > List displays.

You can analyse RFQs according to a variety of criteria:

- General : Listing of RFQs by range of material numbers or by purchasing group.
- Collective number : Listing of all RFQs having the specified collective number.
- RFQ number : Listing of RFQs belonging to a certain RFQ number range specified by you.
- Requirement Tracking Number : Listing of all RFQs having the tracking number assigned to a set of purchase requisitions. Shows the requisitions for which RFQs have already been entered.
- Vendor/material : Listing of RFQs for a vendor, a material, or a material group.



PURCHASING DOCUMENTS :

In the SAP System, the different kinds of purchasing document are distinguished from one another by means of the document type. The latter determines the relevant number range and the fields that are offered to you for data maintenance purposes, for example. The relevant document type appears as a default value when you create a purchasing document.

Document types are defined for RFQs, purchase orders, and contracts, for example. The standard SAP system includes certain document types. However, your enterprise can also define its own.

The Purchase Orders can be created directly by entering all data required for creating PO or by copying another PO or with reference to RFQ/Contract/PR.

To create a purchase order by copying existing document (PO/RFQ/PR), you can either select the desired document in the document overview, and adopt it in the current purchase order in the right-hand area of the screen using the ADOPT button. In addition you can drag it onto the shopping basket symbol with the left-hand mouse button.

The Purchase Order forms the basis for all follow-on activities like Goods Receipt, Invoice Verification, etc.

The incomplete Purchase Orders can be saved as **HOLD** document and later completed and saved thru Change PO menu.

Purchase Order : ME21N

Type the T-Code 'ME21N' in the command field and press Enter.

The screenshot displays the SAP Easy Access interface. On the left, a tree view shows the navigation path: Favorites > SAP Menu > Office > Cross-Application Components > Logistics > Materials Management > Purchasing > Purchase Order > Create > Vendor/Supplying Plant Known (highlighted with a red box and a checkmark). On the right, a secondary menu lists various shortcuts: User menu (Ctrl+F10), SAP menu (Ctrl+F11), SAP Business Workplace (Ctrl+F12), Add to Favorites (Ctrl+Shift+F6), Delete Favorites (Shift+F2), Change Favorites (Ctrl+Shift+F3), Move Favorites down (Ctrl+Shift+F2), and Move Favorites up (Ctrl+Shift+F1).

Menu : **Logistics > Material Management > Purchasing > Purchase Order > Create > Vendor / Supplying Plant Known**

Create Purchase Order

Document Overview On [Icons] Print Preview Messages [Info] Personal Setting

ZPMM P&MM Vendor Doc. date 15.01.2018
Communication Partners Additional Data BG Data External PO/ Work Commencement **Org. Data** Status Customer Data

Purch. Org. 1000 APTRANSCO
Purch. group 112 A1-D1-SEP-CE/CONST
Company Code 3000 APTRANSCO

Item Overview

Item 1 New Item [Up] [Down]



Create Purchase Order

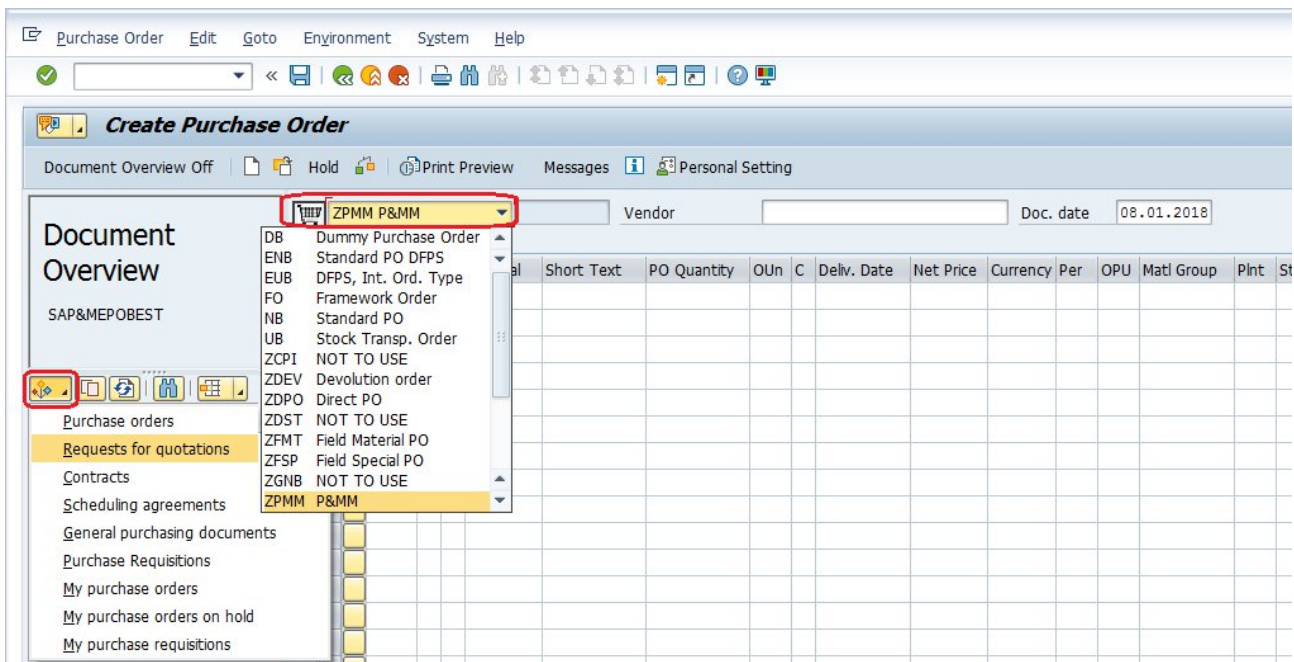
Document Overview On [Icons] Print Preview Messages [Info] Personal Setting

ZPMM P&MM Vendor Doc. date 08.01.2018
Header
Item Overview

Item 1 New Item [Up] [Down]

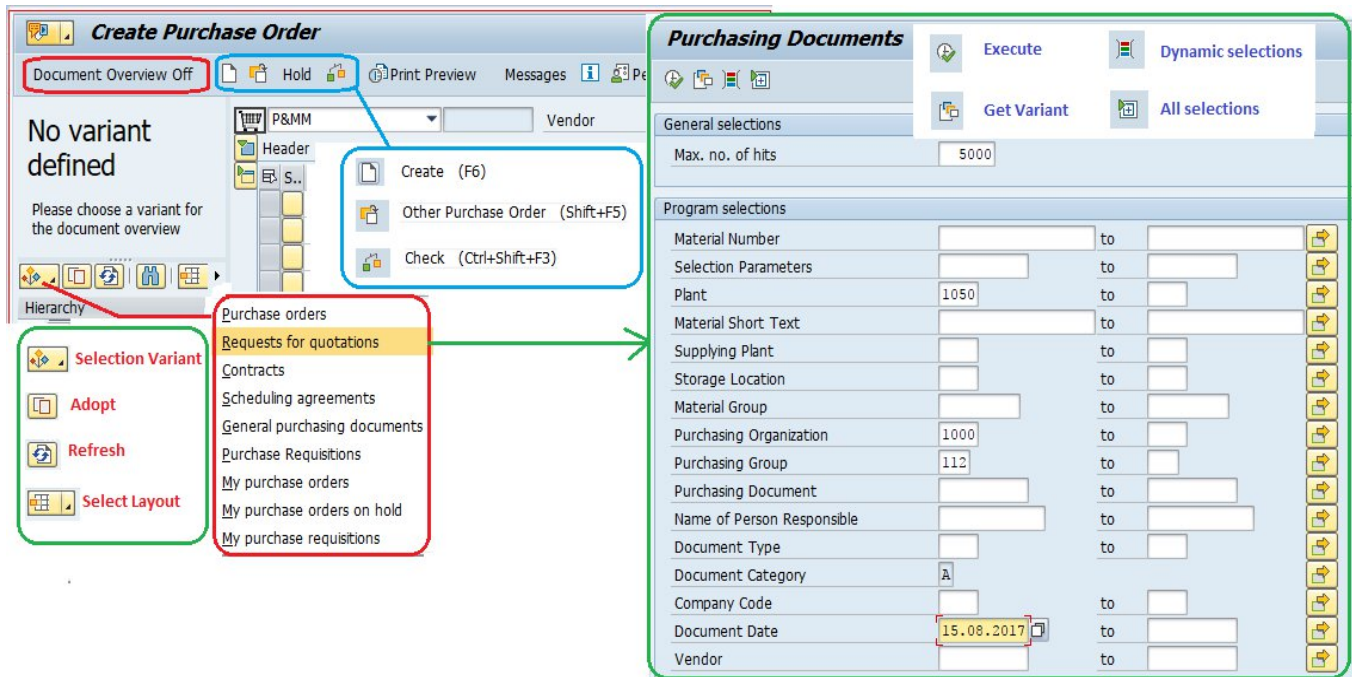
1) Select the relevant PO document Type from the drop down list of


ZPMM P&MM




2) Select RFQ document [from document overview] and adopt the items for which PO is to be created.


To select the required RFQ document from the ERP System, open the Document Overview:



Click on **Document Overview On** and, Click on “Selection Variant” icon ,

Click on “Request for quotations”, enter the RFQ selection criteria, or for further criteria selection,

Click on the ‘**dynamic selections**’ icon  & select the required variants to get the required documents

list, and Execute .


Purchasing Documents

Dynamic selections

Purchasing Document Header	
Company Code	3000
Purchasing Doc. Type	ZANQ
Created By	1010033

Program selections

Material Number		to	
Selection Parameters		to	
Plant		to	
Material Short Text		to	
Supplying Plant		to	

From the list of RFQ documents, in the “Document Overview”, select the required document for which PO is to be created, and Adopt the documents in to the PO by clicking on the icon .

Create Purchase Order

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

ZPMM P&MM | Vendor: 100296 M/s ALSTOM T&D INDIA... | Doc. date: 08.01.2018

Document Overview


S..	Itm	A	I	Material	Short Text	P...	O...	C	Deliv. Date	Net Price	Cu...	Per	O...	Matl G...	Plnt	Stor
●	1			70000414	3.5X70 SQ.MM ALLUMINI...	10	M	D	31.12.2018	172,501.00	INR	1	M	M031		
●	2			70000415	3.5X120 SQ.MM ALLUMI...	10	M	D	31.12.2018	269,001.00	INR	1	M	M031		
●	3			70000416	3.5X300 SQ.MM ALLUMI...	10	M	D	31.12.2018	616,401.00	INR	1	M	M031		
											INR					
											INR					
											INR					
											INR					
											INR					

Purch.doc.

- 1000000464
- 1000000464
- 1000000464
- 1000000465
- 1000000465
- 1000000465

3) Enter the respective Plant against each line item.

Alternatively, to select the same plant to all the line items,

Select the Plant column & Click on ‘Fast change’ icon  below the Item Overview window.

Enter the plant code in the relevant space, and **Execute**, the plant code will be copied to all the line items.

Fast Change

New values
 Plant

Use for
 All items
 Selected items

ZPMM P&MM Vendor 100296 M/s ALSTOM T&D INDIA... Doc. date 08.01.2018

Header

S..	Itm	A	I	Material	Short Text	P...	O...	C	Deliv. Date	Net Price	Cu...	Per	O...	Matl G...	Plnt	Stor.
1				70000414	3.5X70 SQ.MM ALLUMINI...	10M	D		31.12.2018	172,501.00	INR	1	M	M031	1050	
2				70000415	3.5X120 SQ.MM ALLUMI...	10M	D		31.12.2018	269,001.00	INR	1	M	M031	1050	
3				70000416	3.5X300 SQ.MM ALLUMI...	10M	D		31.12.2018	616,401.00	INR	1	M	M031	1050	
											INR					

4) Check for the 'Tax Code' : "01" for all items under the tab: 'Invoice';

The HSN Code under the tab: 'India';

The Tax Code & HSN Codes will be copied in to the PO from RFQ, if the same are maintained in RFQ.

For free supply items un-check the Inv. Receipt, Inv. Receipt

Create Purchase Order

Document Overview On Messages

ZPMM P&MM Vendor 100296 M/s ALSTOM T&D INDIA... Doc. date 08.01.2018

Header

S..	Itm	A	I	Material	Short Text	P...	O...	C	Deliv. Date	Net Price	Cu...	Per	O...	Matl G...	Plnt	Stor. Location
1				70000414	3.5X70 SQ.MM ALLUMINI...	10M	D		31.12.2018	172,501.00	INR	1	M	M031	1050	
2				70000415	3.5X120 SQ.MM ALLUMI...	10M	D		31.12.2018	269,001.00	INR	1	M	M031	1050	
3				70000416	3.5X300 SQ.MM ALLUMI...	10M	D		31.12.2018	616,401.00	INR	1	M	M031	1050	

Item 3 [3] 70000416 , 3.5X300 SQ.MM ALLUMINI...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment

Inv. Receipt Tax Code

Final Invoice

GR-Bsd IV

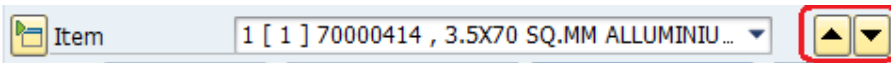
DP Category

Enter Tax Code

- 5) Enter the required item wise '**Delivery Schedule**' under the Item Details [for all/required items]

Status	C	Delivery Date	Sched. Qty	Time	Stat. Del. Dte	GR qty	Purch.req.	Requisn. item	No. Exped.	Open Quantity	Sch. Line	PReq. Closed
	D	31.10.2018	5		31.10.2018						5.1	
	D	31.12.2018	5		31.12.2018						5.2	
											0	
											0	

Click on the triangular buttons beside the Item description, to scroll up/down the items:



- 6) Check the item details : Freight / Insurance of the items in the '**Conditions**' tab.

N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OUn	CCon...	Un	Conditio
		PBXX Gross Price	172,501.00	INR		1M	1,725,010.00	INR			1M		1M	
		RC00 Discount/Quantity		INR		1M	0.00	INR			1M		1M	
		Total Gross with Dis	172,501.00	INR		1M	1,725,010.00	INR			1M		1M	
		ZPAQ Taxable P&F Chag Q		INR		1M	0.00	INR			1M		1M	
		Total P & F Charges	0.00	INR		1M	0.00	INR			1M		1M	
		FRC1 Taxable Freight/Qty	1,290.00	INR		1M	12,900.00	INR			1M		1M	
		ZINQ Taxable Ins chg Q		INR		1M		INR			1M		1M	

- 7) For all the PO items having scheme id (except RMI and O&M), 5th level WBS element shall be selected in the Account Assignment tab of Item details. For RMI 1st level WBS element is selected and for O&M no WBS element is required.

Item: 1 [1] 10009956 , 25KVA DIESEL GENERATO...

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | **Account Assignment** | T

AccAssCat: Q PS Project ... | Distribution: Single account assignm... | CoCode: 3000 APTRA...

Unloading Point: | Recipient: |

G/L Account: 2260000000

Business Area: 5104

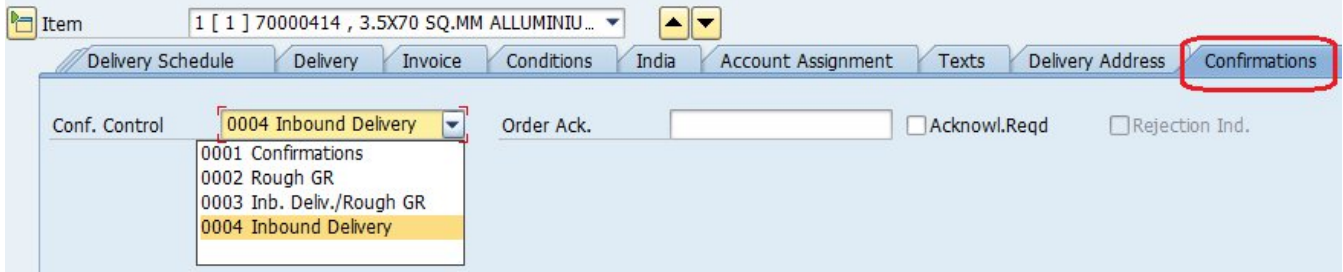
CO Area: 3000

WBS element: RM-16-02 *

Sales Order: | 0 | 0

Commitment item: 99999999

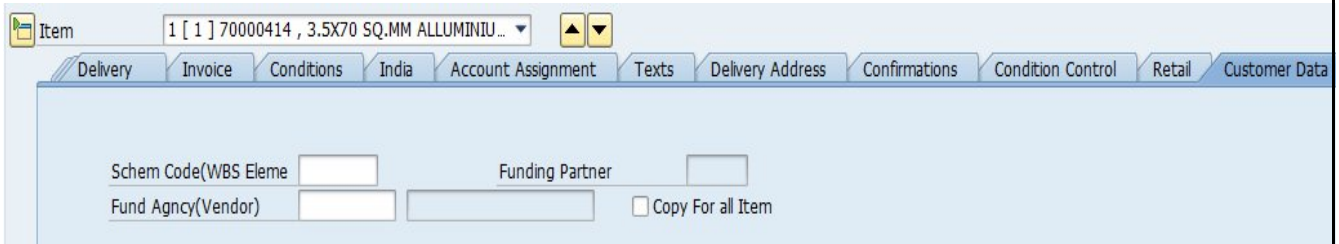
- 8) Check/select the code-004 : **Inbound Delivery*** in the confirmations control field under the '**Confirmations**' tab of the Item Details. [For field POs where no DI is issued, the **Conf.Control** field shall be blank]



* [For all Purchase Orders of Corporate office for which dispatch instructions are mandatory]

No dispatch Instructions against a PO are allowed in SAP-ERP unless 004 code selected under the confirmations tab.

9) Scheme ID & Funding Agency details can be viewed in “Customer Data” tab of Item details.

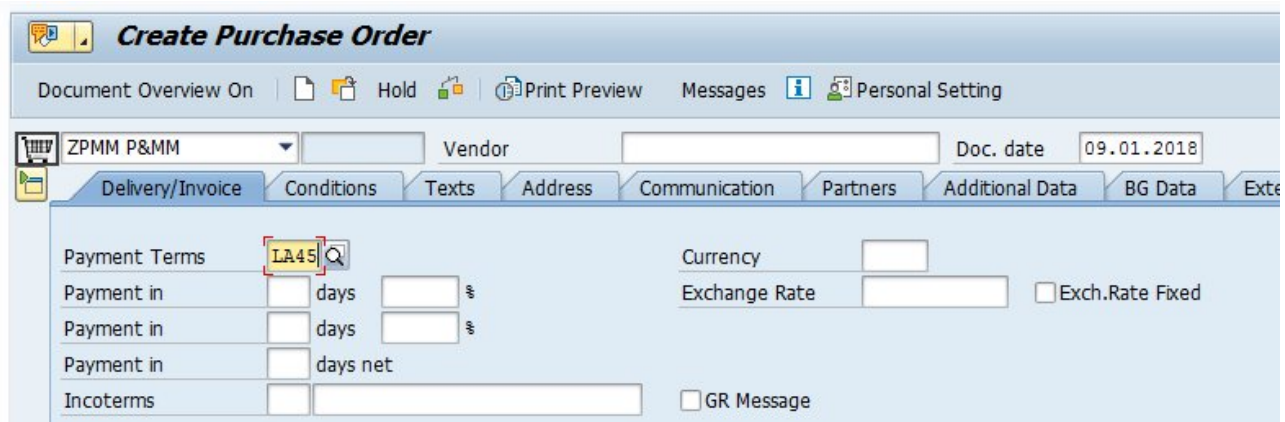


The Funding agency is to be selected in the confirmations tab of the Item details, if not fetched automatically.

10) **Click on the ‘Header’ icon**, to select the PO Header level Terms & Conditions. These are applicable to the entire Purchase Order, i.e. For all items of the PO.



a) Select the Payment terms under the “**Delivery/Invoice**” tab: **LA45** (Ex.LOA payment in 45 days)



b) Penalty conditions under the “Conditions” tab: YMAT -Material Penalty, YMAX-Max. Penalty

Create Purchase Order

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

ZPMM P&MM Vendor 100296 M/s ALSTOM T&D INDIA... Doc. date 08.01.2018

Delivery/Invoice | **Conditions** | Texts | Address | Communication | Partners | Additional Data | BG Data | External PO/ Work

Net 10,579,030.00 INR

N.	CnTy	Name	Amount	Crcy	per	UoM	Condition value	Curr.	Status	Condition value	CdCur	Stat
		Total amount					10,658,380.00	INR		0.00		✓
		JEXS Taxes on the PO					1,918,508.40	INR		0.00		✓
		ZJEX Taxes on the PO_APT					0.00	INR		0.00		✓
		Copy of Total 2					10,658,380.00	INR		0.00		✓
		Total PO value					12,576,888.40	INR		0.00		✓
		ZTOT Total PO Value					12,576,888.40	INR		0.00		✓
		YMAX Max Penalty %	10.000	%			1,257,688.84	INR		0.00		✓
		YMAT Mat. Penalty %	0.500	%			132,057.32	INR		0.00		✓

c) Enter **Bid No.** in the Collective No. field, under “Additional Data” tab. **Bid opening date** can be entered in ‘Quotation Date’ field.

Note: For PV calculations the bid opening date, i.e. Quotation deadline date of RFQ / the date entered in ‘Quotation Date’ field of the PO Header is considered as the Base date.

Create Purchase Order

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

ZPMM P&MM Vendor 100296 M/s ALSTOM T&D INDIA... Doc. date 08.01.2018

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | **Additional Data** | BG Data | External

Validity Start [] Quotation []
 Validity End [] Quotation Date []
 Collective No. **PMM01**

d) In the “External PO/” tab, Enter the required **BG amount (in %)**, **External PO No. (if any)**, **Work commencement & completion details etc.** as required :

Create Purchase Order

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

ZPMM P&MM Vendor 100296 M/s ALSTOM T&D INDIA... Doc. date 08.01.2018

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | BG Data | **External PO/ Work Commencement**

BG Percentage 10 0.00

External PO NO **PMM001/2018** Work Commencement Date []
 IFS External Contract [] Work Completion Period [] []
 LOI Date [] Work End Date []
 Warranty Period (Months) 18 LS Agreement No []
 Srv. PV Base Date for Cement []

e) Enter the **Purchase Group** under “**Org. Data**”. The Co. Code is **3000** & Purchase Org. is **1000** for APTRANSCO.

Create Purchase Order

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

ZPMM P&MM | Vendor: 100693 Crompton Greaves Ltd. | Doc. date: 20.10.2017

Partners | Additional Data | BG Data | External PO/ Work Commencement | **Org. Data** | Status | Payment Processing

Purch. Org. 1000 APTRANSCO
Purch. group 112 A1-D1-SEP-CE/CONST
Company Code 3000 APTRANSCO

Click on the icon to display all the Header level tabs at a glance.
Initially while creation of a Purchase Order **Delivery, Conditions, Additional Data, External PO & Org.Data** tabs details to be entered while .
By clicking on a tab, the relevant details of the order can be entered, and while using display PO using **ME23N** t-code, the details can be displayed.

- Delivery/Invoice
- Conditions
- Texts
- Address
- Communication
- Partners
- Additional Data
- BG Data
- External PO/ Work Commencement
- Org. Data**
- Status
- Payment Processing

Click the **Personal Setting** button on the tool bar, this function is for default information for purchase order header data and also purchase order item data. This will reduce the amount of redundancy in the data entry, i.e. plant, company code etc.

Check the items copied in to the PO (from RFQ) and check for the associated PR, RFQ Nos. in the item lines.

11) **Check** the document by clicking on the icon and if no error messages observed, **Save** the document.

P&MM 700000028 Created by RAMANAIAH

Document Overview On | Print Preview | Messages | Personal Setting

ZPMM P&MM | 7000000028 | Vendor: 100296 M/s ALSTOM T&D INDIA... | Doc. date: 08.01.2018

Partners | Additional Data | BG Data | External PO/ Work Commencement | **Org. Data** | Status | Customer Data | Release strategy | Payment Proc

Release group PO PO Release strategy
Release Strategy FA HQ Release Cons
Release indicator B Blocked

Code	Description	Processor	Status
P1	DE1/P&MM	Service Pensioner 03000332	
SP	SE/P&MM	Service Pensioner 03000333	
CC	CE/Construction	Service Pensioner 03000334	

Status	Itm	A	I	Material	Short Text	PO Quantity	OUN	C	Deliv. Date	Net Price	Currency	Per	OPU	Matl Group	Plnt	Stor. Location	Batch	R
	1			70000414	3.5X70 SQ.MM ALLUMINI...	10M			31.12.2018	172,501.00	INR	1	M	M031	1050			
	2			70000415	3.5X120 SQ.MM ALLUMI...	10M		D	31.12.2018	269,001.00	INR	1	M	M031	1050			
	3			70000416	3.5X300 SQ.MM ALLUMI...	10M		D	31.12.2018	616,401.00	INR	1	M	M031	1050			

Item: 1 [1] 70000414, 3.5X70 SQ.MM ALLUMINIU...

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Account Assignment | Texts | Delivery Address

Control code: 85442090

After creation of a PO, it can be displayed using t-code 'ME23N' as below:

P&MM 700000026 Created by RAMANAIAH. G

Document Overview On | Print Preview | Messages | Personal Setting

ZPMM P&MM | 700000026 | Vendor | 100693 Crompton Greaves Ltd. | Doc. date | 02.02.2017

Header

S...	Itm	A	I	Material	Short Text	PO Q...	OUn	C	Delv. Date	Net Price	Cu...	Per	OPU	Matl ...	Plnt	RFQ	Item	Purch.req.	Req...	Requisitioner	Stor.
	1	Q		70000191	50MVA 132/33kV PTR	2	NO	D	09.06.2017	100,000.00	INR	1	NO	M001	3203	1000000426	1	6000000389	1	PSCONS2	

Item: 1 [1] 70000191 , 50MVA 132/33kV PTR

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | **Purchase Order History** | Texts | Delivery ...

Sh. Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amount in loc. cur.	L. cur.	Qty in OPUn	DelCostQty (OPUn)	Order Price
BzWE		4900000809		1 12.10.2017	0		1	NO	100.00	INR	0	1 NO
BzWE		4900000809		1 12.10.2017	0		1	NO	1,000.00	INR	0	1 NO
BzWE		4900000808		1 12.10.2017	0		1	NO	100.00	INR	0	1 NO
BzWE		4900000808		1 12.10.2017	0		1	NO	1,000.00	INR	0	1 NO
Tr./Ev. Delivery costs					0			NO	2,200.00	INR	0	NO
WE	105	4900000809		1 12.10.2017	1		0	NO	100,000.00	INR	1	0 NO
WE	103	5000000434		1 12.10.2017	0		0	NO	0.00	INR	0	0 NO
WE	105	4900000808		1 12.10.2017	1		0	NO	100,000.00	INR	1	0 NO
WE	103	5000000433		1 12.10.2017	0		0	NO	0.00	INR	0	0 NO
Tr./Ev. Goods receipt					2			NO	200,000.00	INR	2	NO

Display details of 'Confirmations' tab of Item details of a PO :

Item: 1 [1] 70000191 , 50MVA 132/33kV PTR

Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Delivery Address | **Confirmations**

Conf. Control: 0004 Inbound Delivery | Order Ack. | Acknowl.Reqd | Rejection Ind.

CC	D	Delivery Date	Time	Quantity	Reference	Created on	Inb. Deliv.	Itm	HL Item Ba...	Batch	Quantity Red...	M	MPN material	C	Seq. Number
LA	D	12.10.2017		1		12.10.2017	2000000474	1	0		1	<input checked="" type="checkbox"/>	70000191	2	1
LA	D	12.10.2017		1		12.10.2017	2000000475	1	0		1	<input checked="" type="checkbox"/>	70000191	2	2

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

One Purchase Order may be created for several purchase requisitions

Release Purchase Order: ME29N

Release P&MM 700000028

Document Overview On | Print Preview | Messages | Personal Setting

ZPMM P&MM | 700000028 | Vendor | 100296 M/s ALSTOM T&D INDIA... | Doc. date | 08.01.2018

Partners | Additional Data | BG Data | External PO/ Work Commencement | Org. Data | Status | Customer Data

Release group: PO PO Release strategy
 Release Strategy: PA HQ Release Cons
 Release indicator: B Blocked

Code	Description	Processor	Status	Release...
M1	ADE1/P&MM		✓	↻
P1	DE1/P&MM	Service Pensioner 03000332	⚠	✎
SP	SE/P&MM	Service Pensioner 03000333		
CC	CE/Constru...	Service Pensioner 03000334		

Bank Guarantee Process in SAP-ERP:

ZBG1 – Create BG;

ZBG3 – Edit BG;

ZBG4 – Display BG

- ▼ BG1
- ★ ZBG1 - Maintain Bank Gaurante
- ★ ZBG3 - Bank Gaurantee
- ★ ZBG4 - BG Display
- ★ ZBG6 - Bank Gaurante Extension
- ★ ZBG7 - Bank Gaurante Return/Release
- ★ ZBGCMPR - Bank Confirmation
- ★ ZBGCNFM - BG Guarante Conformatio
- ★ ZBGAPPR - Bank Acceptance
- ★ ZBGREP - Bank Guarantee Report
- ★ ZPR1 - Pay Receipt
- ★ ZPR2 - Pay Receipt
- ★ ZPR3 - BANK GUARANTEE PAYMENT RECEIPT

Bank Guarantee Creation

Bank Guarantee

Plant

Purchase group

Generated Doc No. is mandatory

BS
 PS
 Oth

Type of Bank Guarantee

- 1) Type the t-code 'zbg1' in the command field,
- 2) Type/select 'Plant' & P.Grp.
- 3) Select BS/PS/Oth radio buttons
- 4) Click at Type of BG & select the BG type.

BG Type (1) 2 Entries

Restrictions

BG Type DES

BG	BID security BG
BD	BID security DD

Maintain Bank Guarantee:

Maintain Bank Guarantee

Reference Documents Confirmation Text Approval Text

Type of Bank Guarantee Vendor No Vendor No

Plant Code Purch. group

Enquiry No PO No

BG Details

Vendor Code Crompton Greaves Ltd.,Mumbai

Bank STATE BANK OF INDIA,VIJAYAWADA

BG/DD No. Issue Date

Amount of the Guarantee INR


Amount of BG/DD



Amount Details

BG	DD	Amount	Issue Date	Validity Date	Claim Date	Confirmation date	Confirmation No	BG/DD/BC Details	Remarks
<input checked="" type="radio"/>	<input type="radio"/>	125000	15.06.2017	31.12.2017	28.02.2018				

OK; Continue; Choose <value>

1) Type / select Vendor No., Purchase Group, Enquiry No. (Bid / Coll.No.) &

click on 

2) Click on Bank address icon  and enter the Bank Address 

3) Save the Bank Address;


4) Enter the BG/DD No. & BG Issue date;

5) Click on  DETAILS

6) Enter BG Amount, Validity & Claim dates of the BG;

Click on  OK; Continue; Choose <value>

7) Save the BG document. BG document No. will be created & displayed.

 Vendor BG details saved successfully with Doc No0000000012



Bank Address

Bank key/IFSC	SBI
Bank Country	IN
Vendor	100693
Bank Details	
Bank Name	STATE BANK OF INDIA
Branch	GUNADALA
Street 2	
Street 3	
City	VIJAYAWADA
Country	INDIA
Swift Code	
IBAN No	
Telephone	
Fax	

Request Letter to Banker for BG Confirmation:

T-Code : **“ZBGCMPR”**

Request to bankers on BG confirmation

BG Type  

Generated Document number 0000000296

BGE Extension no's


Use Reference Address 1

1 FOR SAME BRANCH
2 FOR MAIN BRANCH

Restrictions

BG Type DES

IB	Indemnity Bond
IB	Indemnity Bond
PB	PS-BG
BS	BID Security BG
AP	Advance Payment
RA	Retention Amount

After selection/ entering the details, click on 'Execute' icon  In the print window select "lp01" or "pdfprint" and click on 'print preview'

- The confirmation details from the Banker can be entered with the t-code **“ZBGCNFM”**

Approval/Confirmation Details

Confirmation Dt	23.10.2017	Confirmation No	SBI/APT-BG/00123
Approval Date		Approval No	

- **“ZBGAPPR”** T-Code is used for generating BG acceptance letter.

Select BG Type & BG document No. and Execute.

In the print window, select/ type “lp01” or “pdfprint” and click on ‘print preview’.

[In case No. of Extensions of BG, BG Extension Sl.No. is to be specified for Approval of specific BG]

“ZBGREP” T-Code is used to display a report of required BGs with a selection criteria shown in the image below. [No mandatory fields to be filled-in]


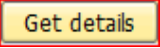

Bank Guarantee Report

BG Report
Date: 22.10.2017



BG Ref Doc No	Purchasing Grp.	BG No.	Amount	Issue Date	Expiry date	Claim date	Vendor Code.	Vendor	Bank ID	PO No
296	1 112	ICICI123456	250,000.00	01.06.2017	31.08.2017	30.09.2018	100033	Alstom T&D India Limited	ICICI BANK	8000000386
296	2 112	ICICI123456	150,000.00	01.01.2017	31.05.2018	30.09.2018	100033	Alstom T&D India Limited	ICICI BANK	8000000386
296	3 112	ICICI123456	250,000.00	30.06.2017	31.08.2018	30.10.2018	100033	Alstom T&D India Limited	ICICI BANK	8000000386

Source Inspection

T-Code : “ZQM_INSP”

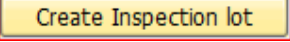
- 1) Run the transaction code “ZQM_INSP”, and in the screen that appears:
- 2) Enter the PO document No.; PO Item No. (PO Item Over-view); and press ‘Enter’ .
- 3) Select the inspection type ‘ZSOURCE’ and click on  tab;
- 4) In the item details line, check & correct the Quantity, and enter Supplier’s Name & Location, Inspection offer date; click on save  icon to **save** the details.

Inspection call screen

Purchasing doc. **1) Enter/ select PO doc.No.**
Item **2) Enter PO Item overview No.**
Schedule Line
Inspection Type **3) Select 'ZSOURCE' from List**
Short Text
4) Click on 'Get details' 5) Save, & 6) Click on 'Create Inspection Lot'
 

SI NO	MATERIAL CODE	MATERIAL DESCRIPTION	Quantity	Total Schedule Qty	SUPPLIER NAME	LOCATION	Inspection offer date
1	000000000070000191	50MVA 132/33kV PTR	10.000	10	0000100693	HYDERABAD	03.03.2017


7) Enter Location, 8) Enter Inspection offer date (used for PV Calculation)

- 5) Click on ; Inspection lot will be created, with an internal number.



- 6)  Inspection Lot 010000002127 has been created 

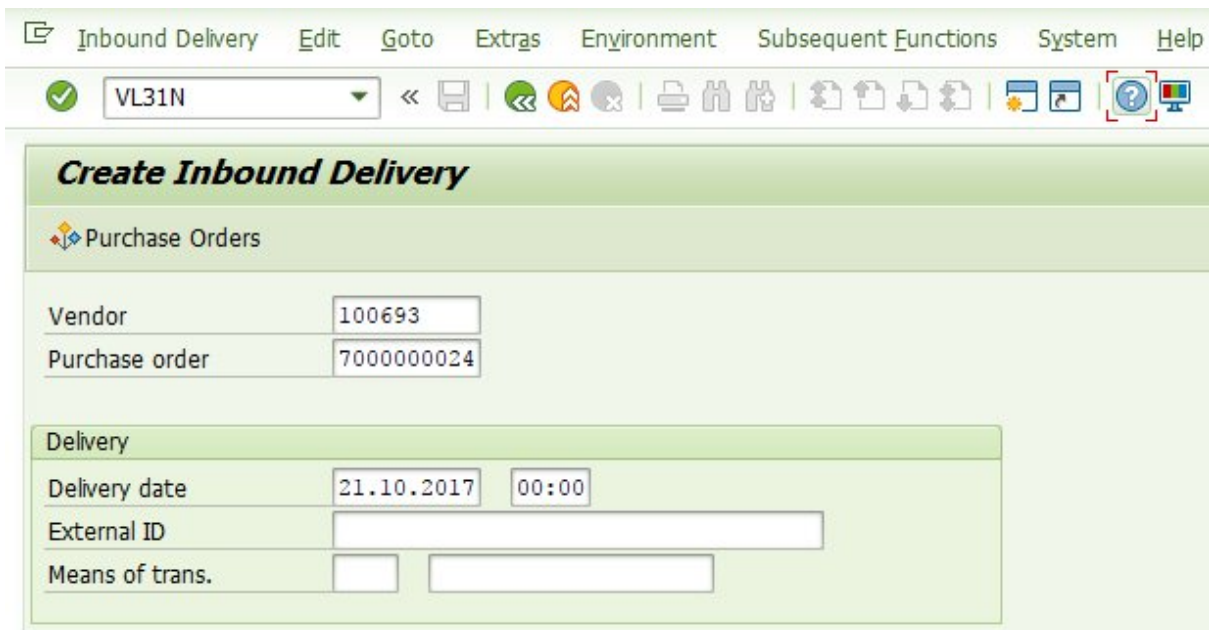
Dispatch Instructions- Inbound Delivery

T-Code : “VL31N”

- 1) Run the transaction code “VL31N”, and in the screen that appears:
- 2) Select the list of items to be deleted (for which no DI is to be issued at present), and click on delete icon  at the bottom left side of the screen and the selected items will be deleted from the list.

Note : PO Item quantity will be displayed in this screen and will be updated after entering the inspection lot.

- 3) Now select a single item for which DI is to be issued, and click on the ‘Item details’ icon  at the bottom left side of the screen,
- 4) Click on the fourth tab ‘Tower Details” tab of the ‘Item Details’ screen, and enter the inspection lot No. Check the Scheme ID, Funding Agency & Funding Partner etc.
- 5) Click on ‘Back” icon  and continue the 3rd& 4th steps for other items for which DI is to be issued.
- 6) Save the document, an In-bound delivery Number will be generated.



The screenshot shows the SAP VL31N 'Create Inbound Delivery' screen. At the top, there is a menu bar with options: Inbound Delivery, Edit, Goto, Extras, Environment, Subsequent Functions, System, and Help. Below the menu bar, there is a search field containing 'VL31N' and a toolbar with various icons. The main content area is titled 'Create Inbound Delivery' and includes a breadcrumb 'Purchase Orders'. The form contains the following fields:

Vendor	100693	
Purchase order	7000000024	
Delivery		
Delivery date	21.10.2017	00:00
External ID		
Means of trans.		

Inbound delivery Edit Goto Extras Environment Subsequent Functions System Help

Inbound Delivery Create: Overview

Post Goods Receipt

Inbound deliv. 1 Document Date 21.10.2017
 Vendor 100033 Alstom T&D India Limited / Salamangalam Village, Padappai / 601301 Chennai

Item Overview Shipment Unload Stock placement Status Overview Goods Movement Data

Delivery date 21.10.2017 00:00 Total Weight
 Actual GR date No.of packages

Item	Material	Delivery quantity	SU	Description	Plnt	Reference Doc.	PreDocItm	Details: Proof of Delivery	Batch
1	70000511	8	NO	220kV Lightning Arrestor	1050	7000000139	2		
2	70000528	9	NO	50MVA 132/33kV PTR	1050	7000000139	7		

Batch Split Main items All items Batch creation

Inbound Delivery Create: Item Details

Post Goods Receipt

Item 2 Item category ELN Inbound Delivery
 Material 70000528 50MVA 132/33kV PTR

Processing Material Batch Split Tower Details Foreign Trade/Customs Unloading and Shipment Stock placement

Inspection Lot Schem Code SI-17-17
 Fund Agency 03 Banks
 Funding Partner ADB

Total Weight 0.000
 Total UOM NO

Serial No	Material	Description	Unit Weight	UOM	Tower/ Tower Parts qty	UOM	Total Weight	Total Weight UoM
0			0.000				0.000	

Inventory Management:

Once goods are procured from vendor they need to be placed in company's premises in correct place so that they can be consumed when required. This introduces the term known as inventory management. Inventory management deals with placing and handling stock received from vendors in correct place within company's premises. The key points about inventory management are as follows:

- Inventory management deals with management of stock either on value or quantity basis.
- Planning, entry and keeping records of all goods movement comes under inventory management.
- Goods movement will create a document that will update all stock quantity and value in inventory that is known as material document.
- Material document will be referred by a document number and document year.

Inventory management deal with the following terms which are as follows:

- Movement Type, Goods Receipt, Reservation, Goods Issue

Movement Type:

Movement type describes the type of stock posting in inventory. It represents the posting in stock is due to which type of order like whether stock is posted against goods receipt or goods issue. The important movement types in sap mm are as follows:

- 101 - Goods receipt for purchase order or order
- 103 - Goods receipt for purchase order into GR blocked stock
- 201 - Goods issue for a cost centre
- 261 - Goods issue for an order
- 301 - Transfer posting plant to plant in one step
- 305 - Transfer posting plant to plant in two steps - placement in storage
- 311 - Transfer posting storage location to storage location in one step
- 313 - Stock transfer storage locations to storage location in two steps - removal from storage.

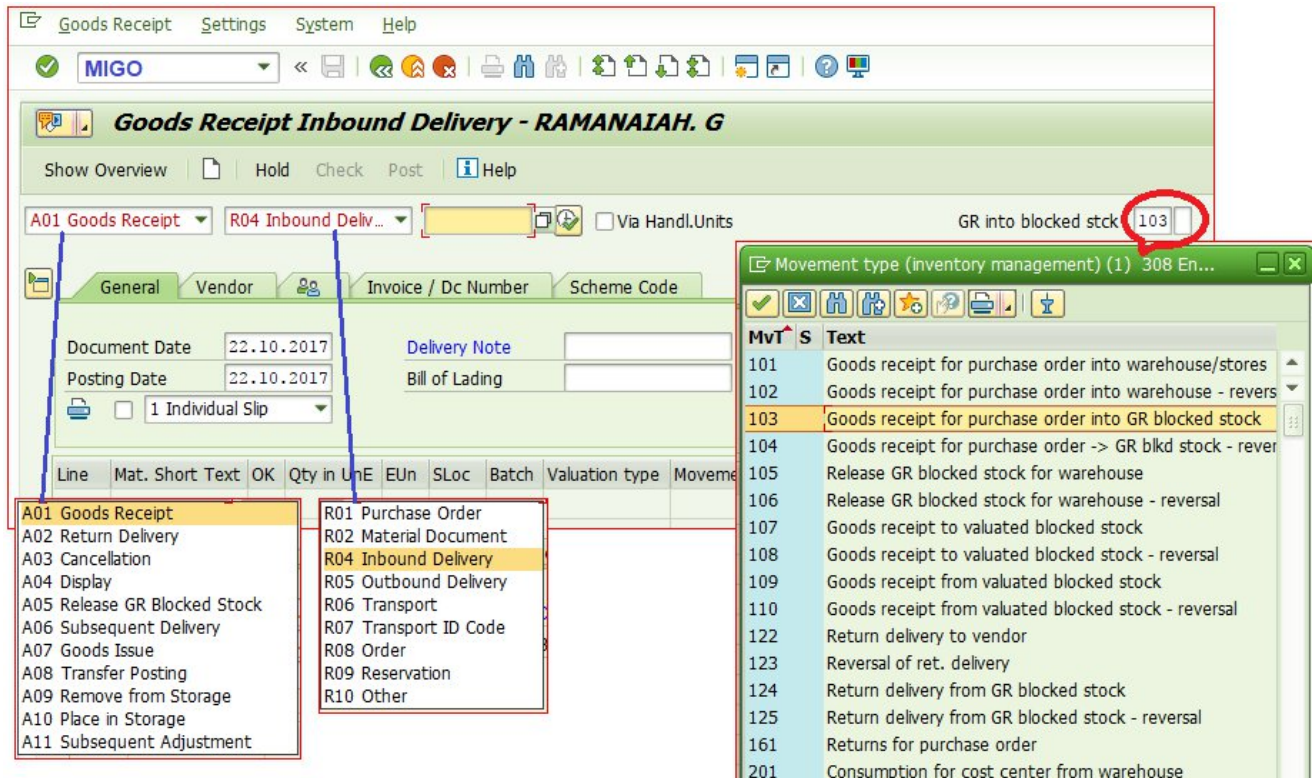
Movement types can be reached out by following the below steps:

Path to reach Movement Type:

Logistics => Materials Management => Inventory Management => Goods Movement => Goods Movement (MIGO)

T-Code: **MIGO**

Creation of Goods Receipt :



Goods receipt can be posted against various documents, ex. directly against a PO (or) through an inbound delivery etc. Select the required document from the drop-down.

Select the movement type according to the requirement.

It will fetch all the details from the selected reference document like material, quantity, plant.

Select check tab to check the document. Then click on save. A material document number will be generated.

Goods receipt is now posted against a purchase document.

Cancellation of Goods Receipt:

Sometimes goods receipt is not posted correctly. So goods receipt needs to be cancelled and it can be cancelled. For this, on the same MIGO screen select from drop-down Cancellation against a material document number. Provide the material document number.

It will fetch all the details from the material document. Select check tab to check the document. Then click on save. A material document number will be generated. Goods receipt is now cancelled.

Goods Receipt Inbound Delivery 200000477 - RAMANAIAH. G

Show Overview | Hold | Check | Post | Help

A01 Goods Receipt | R04 Inbound Deliv... | Via Handl.Units | GR into blocked stock 103

General | Vendor | Invoice / Dc Number | Scheme Code

Document Date: 22.10.2017 | Delivery Note: 200000477 | Vendor: Crompton Greaves Ltd.
 Posting Date: 22.10.2017 | Bill of Lading: | HeaderText: |
 1 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	S..	SLoc	Profit Center	Batch	Valuation type	Movement type	D	Stock Type	Plnt	Special ...	Customer
1	33kV CT 400A	<input type="checkbox"/>	2	NO			1000			103	+		TLC Stores - Ongole		

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

Movement type: 103 | GR into blocked stock
 Plant: TLC Stores - Ongole | 1050
 Goods recipient: |
 Unloading Point: |
 Text: |

Item OK | Line: 1

Reservation:

Sometimes, stock need to be blocked in advance so that it can be available at a particular point of time. This is known as reservation. Reservation ensures that stock is available and it can be used when required. Reserved quantity can be viewed by T-Code **MMBE**. Provide the material number and plant. Reserved quantity can be seen in the reserved tab as shown below.

Stock Overview: Basic List

Selection

Material: 70000192 | 33kV CT 400A
 Material Type: ZSLM | SS / LINE MATERIALS
 Unit of Measure: NO | Base Unit of Measure: NO

Stock Overview

Client/Company Code/Plant/Storage Location/Batch/Special Stock	Unrestricted use	Qual. inspection	Reserved	Rcpt reservation	On-Order Stock	Consigt ...
Full	4.000				396.000	
3000 APTRANSCO	4.000				396.000	
1050 TLC Stores - Ongole	4.000				396.000	
OGPO ONGOLE Pro OD	4.000				316.000	

Goods issue

Goods Issue means moving stock out of inventory that may be due to several reasons like withdrawing of material for sampling or returning the goods back to vendor. So, goods issue will result in decrease in quantity in warehouse. Goods issue can be done by the same T-Code "MIGO".

SI No	What to Do	For What	APT Current Process	SAP T-Code	SAP MIGO Transac	MIGO Trans Ref.	Mvt. Type	Reversal MVT. Type
1	Receipt	For Receipt of Material from Vendor against Delivery Instruction	Goods Receipt by Stores/AE	MIGO	Goods Receipt	Delivery Note	103	104
2	Receipt	For Receipt of Material from Vendor against Purchase Order (Local)	Goods Receipt by Stores/AE	MIGO	Goods Receipt	Purchase Order	103	104
3	Receipt/ Release Order	Release GR Blocked Stock	Goods Receipt by Stores/AE	MIGO	Release GR Blocked Stock	Material Document	105	106
4	Issue/ Transfer	For Issue of Material to O&M from Central Stores to Circle Location	Goods Issue by Stores/AE from stores to Transit (Allotment)	VL02N	NA	NA	641	
5	Receipt/ Consumption	Receipt of Material from Central Stores at Circle Location	Goods Receipt by Field/ AE from Transit (Allotment)	MIGO	Goods Receipt	Outbound Delivery	101	--
6	Issue/ Consumption	Issue of Material to Maintenance Order	Consumption of material to the Maintenance Order For creation of Stock at field Location (For Devolution) - Reversal	MIGO	Goods Issue	Order	261	262
7	Issue/ Consumption	For Issue of Material to projects	Consumption of material to the Project from the Location For creation of Stock at field Location (For Devolution)	MIGO	Goods Issue	Other	221Q	222Q
8	Issue/ Transfer	Transfer of material from Project to Own stock in a plant	From Project stock to unrestricted	MIGO	Transfer Posting	Other	411Q	412Q
9	Issue/ Transfer	Transfer of material from Own to Project stock in a plant	From unrestricted to Project stock	MIGO	Transfer Posting	Other	412Q	411Q

SI No	What to Do	For What	APT Current Process	SAP T-Code	SAP MIGO Transac	MIGO Trans Ref.	Mvt. Type	Reversal MVT. Type
10	Issue/ Transfer	Transfer of material from one Project to another Project in a plant	from Project to Project	MIGO	Transfer Posting	Other	415Q	416Q
11	Issue/ Reversal	Devolution order for O&M	For creation of Stock at field Location	MIGO	Goods Issue	Order	262	261
12	Issue/ Transfer	Issue of Material against Devolution Order - From Circle to Central Stores	For Issue of Material against DEV PO	MIGO	Goods Issue	Purchase Order	351	352
13	Receipt/ Transfer	Receipt of Material against Devolution Order - at Central Stores	Receipt of material by Stores/AE	MIGO	Goods Receipt	Purchase Order	101	102
14	Issue/ Reversal	Devolution order for project at Circle Location	For creation of Stock at field Location	MIGO	Goods Issue	Other	222Q	221Q
15	Issue/ Transfer	Issue of Material against Devolution Order - From Circle to Central Stores (For Project)	For Issue of Material against DEV PO	MIGO	Goods Issue	Purchase Order	351Q	352Q
16	Receipt/ Transfer	Receipt of Material against Devolution Order - at Central Stores (For Project)	Receipt of material by Stores/AE	MIGO	Goods Receipt	Purchase Order	101Q	102Q
17	Return Delivery	Return to Vendor	Rejection of Material	MIGO	Return Delivery	Goods Receipt PO or DI	122	123
18	Return Delivery	Return to Vendor	Rejection of Material	MIGO	Return Delivery From GR Block	Return delivery / 103 Material Document	124	125
19	Transfer Posting	Stock to Contractor for Refurbishment	Handing Over of Material for Repairs	MIGO	Transfer Posting	other	541	542
20	Goods Issue	Against Cost Centre	Stores Internal Drawl	MIGO	Goods Issue	Reservation	201	202
21	Goods Issue	Scrapping	Removal of Survey Reported Items from Stock	MIGO	Goods Issue	Other	551	552
22	Goods Receipt	Scrapping	Items to be taken into Stock after approval of Survey Reporting & its execution in system	MIGO	Goods Receipt	Other	Z61	Z62

APPENDIX

Movement Types in SAP ERP

S. No	Movement Type	Description of Movement	Required For	
			FIELD	Corporate Office
1	101	Receipt of Material against Devolution Order - at Central Stores	Central Stores AE & ADE	NA
2	101Q	Receipt of Material against Devolution Order - at Central Stores (For Projects)		
3	102	Receipt of Material against Devolution Order - at Central Stores - Reversal		
4	102Q	Receipt of Material against Devolution Order - at Central Stores - Reversal (For Projects)		
5	103	For Receipt of Material from Vendor against PO / Delivery Instruction	For all Central Stores AE & ADE; Field AE & ADE (TLC, Maint, Lines, MRT)	All
6	104	For Receipt of Material from Vendor against PO / Delivery Instruction - Reversal		
7	105	Release GR Blocked Stock to Un-Restricted / WBS Stock		
8	106	Release GR Blocked Stock to Un-Restricted / WBS Stock - reversal		
9	122	Return Delivery to Vendor from UR		
10	123	Return Delivery to vendor - Reversal		
11	124	Return Delivery From GR Block		
12	125	Return Delivery From GR Block - Reversal		
13	201	Stores Internal Drawl	Central Stores AE & ADE	NA
14	202	Stores Internal Drawl - reversal		
15	221Q	Consumption of material to the Project from the Location For creation of Stock at field Location (For Devolution) - Reversal	All TLC AE / ADE	NA
16	222Q	Consumption of material to the Project from the Location - Reversal For creation of Stock at field Location (For Devolution)		
17	261	For Issue of Material to Maintenance Order For creation of Stock at field Location (For Devolution) - Reversal	For all Central Stores AE & ADE; Field AE & ADE (TLC, Maint, Lines, MRT)	All
18	262	For Issue of Material to Maintenance Order - Reversal For creation of Stock at field Location (For Devolution)		
19	344	Transfer Posting - UR to Blocked		

S. No	Movement Type	Description of Movement	Required For	
			FIELD	Corporate Office
20	351	For Issue of Material against DEV PO	All AE / ADE (Maint ..Lines .. MRT)	NA
21	351Q	For Issue of Material against DEV PO - Projects	All TLC AE / ADE	
22	352	For Issue of Material against DEV PO - Reversal	All AE / ADE (Maint ..Lines .. MRT)	
23	352Q	For Issue of Material against DEV PO for Projects - reversal	All TLC AE / ADE	
24	411Q	Conversion of Project stock to unrestricted Stock	Central Stores AE & ADE and all Field AE & ADE (TLC, Maint, Lines, MRT)	
25	412Q	Conversion of unrestricted Stock to Project stock		
26	415Q	Conversion of Project stock to another project Stock (WBS to other WBS)		
27	416Q	Conversion of Project stock to another project Stock - Reversal		
28	541	Transfer Posting of Stock to Contractor for Refurbishment	Field AE & ADE (Maint, Lines, MRT)	
29	542	Transfer Posting of Stock to Contractor for Refurbishment - Reversal		
30	551	Removal of Survey Reported Items from Stock	For all Central Stores AE & ADE; Field AE & ADE (TLC, Maint, Lines, MRT)	
31	552	Removal of Survey Reported Items from Stock - Reversal		
32	641	Goods Issue by Stores/AE from stores to Transit (Allotment)	Central Stores AE & ADE	
33	Z61	For taking Items into Stock after approval of Survey Reporting & its execution in system	For all Central Stores AE & ADE; Field AE & ADE (TLC, Maint, Lines, MRT)	
34	Z62	For taking Items into Stock after approval of Survey Reporting & its execution in system - Reversal		

Material and Service Grouping

MATERIAL GROUPS			SERVICE GROUPS		
SI No	Code	Description	SI No	Code	Description
1	M001	Power Transformers	1	S001	Power Transf. Erectn
2	M004	Station Transformers	2	S004	Stn Transf. Erection
3	M006	Reactors & Stat Comp	3	S006	Reactors Erection
4	M008	Capacitor Banks	4	S008	Capacitor Banks Erec
5	M010	CTs upto 33 KV	5	S010	CT Erection 33kV
6	M011	CTs above 33KV	6	S011	CT Erection >33kV
7	M014	CVTs	7	S014	CVT Erection
8	M016	PTs upto 33 KV	8	S016	PT Erection 33kV
9	M017	PTs above 33 KV	9	S017	PT Erection >33kV
10	M020	CBs upto 33 KV	10	S020	CB Erection 33kV
11	M021	CBs above 33 KV	11	S021	CB Erection >33kV
12	M023	Isolators upto 33 KV	12	S023	ISOL Erection 33kV
13	M024	Isolator above 33 KV	13	S024	ISOL Erection >33kV
14	M026	Lightning Arrestors	14	S026	LAs Erection
15	M030	Copper Cable	15	S030	Copper Cables Erect
16	M031	Aluminium Cable	16	S031	Aluminium Cable Erec
17	M032	Cable Accessories	17	S032	Cables-Not in Use
18	M033	EHT Line Cable	18	S033	EHT Line Cables Erec
19	M040	CR&Protection Panels	19	S040	CR&Protn.Panels Erec
20	M042	Relays	20	S044	Met. Equipment Erec
21	M044	Meters&Met.Equipment	21	S046	ACDC DB Panels Erect
22	M046	AC/PT Distr. Boards	22	S048	Bat&BatChargers Erec
23	M048	Battery&Bat.Chargers	23	S100	Grounding & Earthing
24	M050	Spares for PTRs	24	S104	Hardware Instalation
25	M051	Spares for CBs	25	S106	Piping Material Erec
26	M052	Spares for Isolators	26	S107	Marshalling Boxes Er
27	M059	Spares	27	S108	Busbar & InterConns
28	M100	Grounding & Earthing	28	S110	Lighting System Erec
29	M101	MS Rod	29	S112	Fire Fighting Works
30	M102	MS Flat	30	S113	Fire Protection Work
31	M103	GI Flat	31	S114	AC&Ventl. System Ere
32	M104	Hardware	32	S116	DG Set Erection
33	M105	Clamps & Connectors	33	S120	Conductor Stringing
34	M106	Piping Material	34	S123	Earth Wire Stringing
35	M107	Marshalling Boxes	35	S126	Insulators Hoisting
36	M110	Lighting System	36	S200	SAS Erection
37	M112	Fire Fighting	37	S250	GIS Erection-Proj
38	M113	Fire Protection	38	S251	Trans Con Equip-Proj
39	M114	AC & Ventlation	39	S252	Trans ConEHTPow-Prj
40	M116	DG Sets	40	S253	Air Cond Plant-Proj
41	M120	Conductor	41	S254	Porta Air Cond-Proj
42	M123	Earth Wire	42	S255	Compu includ-Proj
43	M126	Insulators	43	S300	Wave Traps Erection
44	M127	Composite Insulators	44	S302	PLCC Equipment Erec

MATERIAL GROUPS			SERVICE GROUPS		
SI No	Code	Description	SI No	Code	Description
45	M130	Bolts Nuts & Washers	45	S303	EPAX & Prot.Couplers
46	M200	SAS System	46	S304	RTU & Ass.Equipt Ere
47	M250	GIS Material	47	S310	OPGW & Hardware Erec
48	M300	Wave Traps	48	S311	OLTE Equipment Erec
49	M302	PLCC Equipment	49	S320	Telecom Cables Erec
50	M303	EPAX & Prot.Couplers	50	S350	Land & Rights
51	M304	RTU & Ass.Equipment	51	S351	Surveying
52	M310	OPGW & Hardware	52	S352	Roads & Bldg. Works
53	M311	OLTE Equipment	53	S360	Other Civil Works
54	M320	Telecom Cables	54	S400	Tower Works132&220KV
55	M322	Telecom Spares	55	S411	400kV Tower Erection
56	M350	Civil Material	56	S412	Special Towers Erec
57	M400	Towers 132kV	57	S414	Lattice Struct. Erec
58	M401	Towers 220kV	58	S415	Pipe Structure Erect
59	M411	Towers 400kV	59	S430	SS Structure Parts
60	M412	Special Towers	60	S440	TowerStructure Parts
61	M414	SS Structures	61	S450	Tower Accessories
62	M420	Not In Use	62	S500	Tools & Plants Erect
63	M430	SS Structure Parts	63	S510	Office Eqpt Services
64	M440	TowerStructure Parts	64	S520	Furniture & Fixtures
65	M450	Tower Accessories	65	S530	Vehicle Services
66	M500	Tools & Plants	66	S570	MeterTestng Services
67	M501	Testing Equipment	67	S710	Store Handling
68	M510	Office Equipment	68	S711	Store Handling SM-RM
69	M520	Furniture&Fixtures	69	S712	Store Handling LM-RM
70	M530	Vehicles	70	S715	Load/UnLoading SSM
71	M540	Stationery	71	S716	Load/UnLoading LNM
72	M550	Consumables	72	S720	Tansport SSM
73	M560	Fuels & Lubricants	73	S721	Transport LNM
74	M561	New Transformer Oil	74	S725	Hiring
75	M562	AC Plants	75	S726	Hire-Out
76	M563	Computer incl Softwa	76	S727	Hiringout4 officials
77	M600	Scrap Material-SubSt	77	S900	Professional Charges
78	M601	Scrap Material-Lines	78	S901	Audit fees
79	M602	Scrap Material-Veh	79	S902	Internl Auditor Fees
80	M603	Scrap Material-Gen	80	S903	Legal Charges
81	M610	Not in Use	81	S904	Other Profsnl Charge
82	M620	Not in Use	82	S910	Consultancy Charges
83	M630	Obsolete-Sub Station	83	S911	Honorarium
84	M631	Obsolete-Lines	84	S912	Technical Fees
85	M640	Un-Serviceable-SubSt	85	S914	Outsourcing wages
86	M641	Un-Serviceable-Lines	86	S916	Print& Statnry Works
87	M700	Non Stock Materials	87	S918	Traing& Partcp Fees
88	M800	Sales Service	88	S920	Advertisements

Document Types

DOCUMENT TYPES IN SAP ERP SYSTEM			
SI No	Doc Type	Doc Description	Purpose
A) PURCHASE REQUISITION			
1	ZCON	Annual Indent	For Submitting O&M Annual Indents
2	ZFMP	Field Material	Indent for Material Procurement at Field Level
3	ZPRJ	Projects	Indent for Material Procurement for a Project / RMI
4	ZSER	Field Service	Indent for Service Procurement at Field Level
5	ZSTO	Material Indent	Indent for Allotment of Material
6	ZGEN	Corp Off Mat &Ser	Indent for Procurement of Material / Service at Corporate Office Level
B) REQUEST FOR QUOTATION (RFQ)			
1	ZANQ	Common RFQ	
C) PURCHASE ORDER			
1	ZDPO	Direct PO	For Placing a Purchase Order without any Reference Document (Any Authority)
2	ZPMM	P&MM PO	P&MM Wing to enter details of Inspection Offer by Vendor (Reference is Contract)
3	ZPRO	HQ PO	For Creation of Project Purchase Order
4	ZRMI	RMI Works	For Creation of RMI Works Purchase Order by Zonal Chief Engineers
5	ZFMT	Field Material PO	For Creation of Material Purchase Order at Field Level (Without any Dispatch Instructions)
6	ZSOM	Field Works	For Creation of Service (Works) Purchase Order at Field Level
7	ZFSP	Field Special PO	For Creating Purchase Orders beyond delegated Powers by Field CE / SE upon approval from competent authority
8	ZSTO	STO Allotment Order	For Creating Allotment Orders for Material (For drawl of Material from Central Stores)
9	ZDEV	Devolution Order	For Creating Devolution Orders
D) CONTRACT			
1	ZQTY	P&MM PO	P&MM Wing - For entering the Purchase Order without reference to plant
2	ZRTC	Rate Contract	CE Transmission - For entering Rate Contracts

Buyer Codes (Purchase Groups)

S. No	Purchase Group Code	Pur Group Members	Description
1	100	AET-ADET-CE/CONST	CE Construction
2	101	A1-D1-SEC-CE/CONST	CE Construction
3	102	A2-D1-SEC-CE/CONST	CE Construction
4	103	A3-D1-SEC-CE/CONST	CE Construction
5	104	A4-D1-SEC-CE/CONST	CE Construction
6	105	A5-D1-SEC-CE/CONST	CE Construction
7	106	A1-D2-SEC-CE/CONST	CE Construction
8	107	A2-D2-SEC-CE/CONST	CE Construction
9	108	A3-D2-SEC-CE/CONST	CE Construction
10	109	A1-D3-SEC-CE/CONST	CE Construction
11	110	A2-D3-SEC-CE/CONST	CE Construction
12	111	A3-D3-SE-CE/CONST	CE Construction
13	112	A1-D1-SEP-CE/CONST	P&MM / Construction
14	113	A2-D1-SEP-CE/CONST	P&MM / Construction
15	114	A1-D2-SEP-CE/CONST	P&MM / Construction
16	115	A2-D2-SEP-CE/CONST	P&MM / Construction
17	116	A1-D3-SEP-CE/CONST	P&MM / Construction
18	117	A2-D3-SEP-CE/CONST	P&MM / Construction
19	120	ADET-CE/LI	Lift Irrigation
20	121	A1-D1-SE-CE/LI	Lift Irrigation
21	122	A2-D1-SE-CE/LI	Lift Irrigation
22	123	A1-D2-SE-CE/LI	Lift Irrigation
23	124	A2-D2-SE-CE/LI	Lift Irrigation
24	130	ADET-CE/TEL&IT	Telecom & IT
25	131	Ae-DT1-CE/TEL&IT	Telecom & IT
26	132	A1-D1-SE-CE/TEL&IT	Telecom & IT
27	133	A2-D1-SE-CE/TEL&IT	Telecom & IT
28	134	A3-D1-SE-CE/TEL&IT	Telecom & IT
29	135	A4-D1-SE-CE/TEL&IT	Telecom & IT
30	136	A1-D2-SE-CE/TEL&IT	Telecom & IT
31	137	A2-D2-SE-CE/TEL&IT	Telecom & IT
32	138	A1-D3-SE-CE/TEL&IT	Telecom & IT
33	139	A2-D3-SE-CE/TEL&IT	Telecom & IT
34	140	ADET-CETR	TRANSMISSION
35	141	A1-D1-SE-CE/TRANS	TRANSMISSION
36	142	A1-D2-SE-CE/TRANS	TRANSMISSION
37	143	A1-D3-SE-CE/TRANS	TRANSMISSION
38	150	AET/ADET-CE/Civil	CIVIL
39	151	A1-D1-SE-CE/Civil	CIVIL
40	152	A2-D1-SE-CE/Civil	CIVIL
41	153	A3-D1-SE-CE/Civil	CIVIL
42	154	A4-D1-SE-CE/Civil	CIVIL
43	160	ADET-DET-ED/HR&P	HRD & Planning
44	161	A1-D1-SE-ED/HR&P	HRD & Planning
45	165	ADET-CE/PS&IPC	Power Systems & IPC
46	170	ADET-CE/CommI	Commercial & APPCC
47	175	PO-ED/General	General
48	176	DMCC-ED/General	General
49	180	PO-AS-DS-ADS	Furniture
50	185	A-CE/SLDC	SLDC
51	186	A1-SE-CE/SLDC	SLDC
52	187	A1-D1-SE-CE/SLDC	SLDC (EBC)
53	188	A1-D2-SE-CE/SLDC	SLDC (SCADA)
54	190	JAO-FA&CCA/ACS	ACCOUNTS
55	191	J1-SAO-DC1-FA/ACS	ACCOUNTS
56	195	JAO-FA&CCA/FIN	FINANCE

Zonal Purchase Groups:

S. No	Pur Group Code	Pur Group Members	Details
57	200	AET1-A1-DE-CE/VSP	Visakhapatnam Zonal Office
58	201	AET2-A1-DE-CE/VSP	Visakhapatnam Zonal Office
59	202	AET1-A2-DE-CE/VSP	Visakhapatnam Zonal Office
60	203	AET2-A2-DE-CE/VSP	Visakhapatnam Zonal Office
61	210	AET-A1-SE/CVL/VSP	SE Civil Visakhapatnam
62	211	AET-EE/CIVIL/VSP	SE Civil Visakhapatnam
63	212	AET-EE/CIVIL/RJY	EE Civil Rajahmundry
64	220	AET-A1-SE/TELC/VSP	SE Telecom Visakhapatnam
65	221	AET-DE/TELC/VSP	SE Telecom Visakhapatnam
66	222	AET-DE/TELC/RJY	DE Telecom Rajahmundry
67	230	AE1-A1-DE-SEOMCVSP	SE OMC Visakhapatnam
68	231	AE2-A1-DE-SEOMCVSP	SE OMC Visakhapatnam
69	232	AET-DE/O&M/GWK	DE O&M Gajuwaka
70	233	AET-EE/CONST/VSP	EE Construction Visakhapatnam
71	234	AET-DE/MRT/VSP	DE MRT Visakhapatnam
72	235	AET-DE/O&M/PENDRTY	DE O&M Pendurthy
73	240	AE1-A1-DE-SEOMCSKM	SE OMC Srikakulam
74	241	AE2-A1-DE-SEOMCSKM	SE OMC Srikakulam
75	242	AET-DE/O&M/SKM	DE O&M Srikakulam
76	243	AET-EE/CONST/SKM	EE Construction Srikakulam
77	244	AET-DE/MRT/SKM	DE MRT Srikakulam
78	250	AE1-A1-DE-SEOMCVZM	SE OMC Vizayanagaram
79	251	AE2-A1-DE-SEOMCVZM	SE OMC Vizayanagaram
80	252	AET-DE/O&M/GARIVID	DE O&M Garividi
81	253	AET-EE/CONST/VZM	EE Construction Vizayanagaram
82	254	AET-DE/MRT/VZM	DE MRT Vizayanagaram
83	260	AE1-A1-DE-SEOMCRJY	SE OMC Rajahmundry
84	261	AE2-A1-DE-SEOMCRJY	SE OMC Rajahmundry
85	262	AET-DE/O&M/BMR	DE O&M Bommuru
86	263	AET-EE/CONST/RJY	EE Construction Rajahmundry
87	264	AET-DE/MRT/RJY	DE MRT Rajahmundry
88	265	AET-DE/O&M/KKD	DE O&M Kakinada
89	270	AE1-A1-DE-SEOMCELR	SE OMC Eluru
90	271	AE2-A1-DE-SEOMCELR	SE OMC Eluru
91	272	AET-DE/O&M/ELUR	DE O&M Eluru
92	273	AET-EE/CONST/ELUR	EE Construction Eluru
93	274	AET-DE/MRT/ELUR	DE MRT Eluru
94	275	AET-DE/O&M/NDVL	DE O&M Nidadavolu
95	300	AET1-A1-DE-CE/VJA	CE Vijayawada Zone
96	301	AET2-A1-DE-CE/VJA	CE Vijayawada Zone
97	302	AET1-A2-DE-CE/VJA	CE Vijayawada Zone
98	303	AET2-A2-DE-CE/VJA	CE Vijayawada Zone
99	310	AET-A1-SE/CVL/VJA	SE Civil Vijayawada
100	311	AET-EE/CIVIL/VJA	EE Civil Vijayawada
101	312	AET-EE/CIVIL/NLR	EE Civil Nellore
102	320	AET-A1-AO-SE/TELC	SE Telecom Vijayawada
103	321	AET-DE/TELC/VJA	DE Telecom Vijayawada
104	322	AET-DE/TELC/NLR	DE Telecom Nellore
105	330	AE1-A1-DE-SEOMCVJA	SE OMC Vijayawada
106	331	AE2-A1-DE-SEOMCVJA	SE OMC Vijayawada

107	332	AET-DE/O&M/VJA	DE O&M Vijayawada
108	333	AET-EE/CONST/VJA	EE Construction Vijayawada
109	334	AET-DE/MRT/VJA	DE MRT Vijayawada
110	335	AET-DE/HTL/VJA	DE Hot Lines Vijayawada
111	340	AE1-A1-DE-SEOMCGTR	SE OMC Guntur
112	341	AE2-A1-DE-SEOMCGTR	SE OMC Guntur
113	342	AET-DE/O&M/GTR	DE O&M Guntur
114	343	AET-EE/CONST/GTR	EE Construction Guntur
115	344	AET-DE/MRT/GTR	DE MRT Guntur
116	345	AET-DE/O&M/NRSRPT	DE O&M Narasaraopeta
117	350	AE1-A1-DE-SEOMCOGL	SE OMC Ongole
118	351	AE2-A1-DE-SEOMCOGL	SE OMC Ongole
119	352	AET-DE/O&M/OGL	DE O&M Ongole
120	353	AET-EE/CONST/OGL	EE Construction Ongole
121	354	AET-DE/MRT/OGL	DE MRT Ongole
122	360	AE1-A1-DE-SEOMCNLR	SE OMC Nellore
123	361	AE2-A1-DE-SEOMCNLR	SE OMC Nellore
124	362	AET-DE/O&M/NLR	DE O&M Nellore
125	363	AET-EE/CONST/NLR	EE Construction Nellore
126	364	AET-DE/MRT/NLR	DE MRT Nellore
127	400	ADET-CE/400kV	CE 400kV Construction
128	401	A1-D1-SE-CE/400kV	CE 400kV Construction
129	402	A2-D1-SE-CE/400kV	CE 400kV Construction
130	403	A3-D1-SE-CE/400kV	CE 400kV Construction
131	404	A1-D2-SE-CE/400kV	CE 400kV Construction
132	405	A2-D2-SE-CE/400kV	CE 400kV Construction
133	406	A1-D3-SE-CE/400kV	CE 400kV Construction
134	407	A2-D3-SE-CE/400kV	CE 400kV Construction
135	421	AET1-A1-SE400C/VSP	SE 400 KV Civil Visakhapatnam
136	422	AET2-A1-SE400C/VSP	SE 400 KV Civil Visakhapatnam
137	423	AET1-A1-SE40O&M/VSP	SE 400 KV O&M Visakhapatnam
138	424	AET2-A1-SE40O&M/VSP	SE 400 KV O&M Visakhapatnam
139	425	AET-EE/400kV/VSP	EE 400 KV Visakhapatnam
140	426	AET-DE/400MRT/VSP	DE MRT 400 KV Visakhapatnam
141	427	AET-DE/400O&M/KLP	DE O&M 400 KV Kalpaka
142	428	AET-DE/400O&M/VMG	DE O&M 400 KV Vemagiri
143	429	AET-EE/400kV/VZM	EE 400 KV Vijayanagaram
144	430	AET-EE/400kV/RJY	EE 400 KV Rajahmundry
145	440	AET1-ADE-SE400/VJA	SE 400 KV Vijayawada
146	441	AET2-ADE-SE400/VJA	SE 400 KV Vijayawada
147	442	AET-EE/400CON/VJA	EE 400 KV construction Vijayawada
148	443	AET-DE/400MRT/VJA	DE MRT 400 KV Vijayawada
149	444	AET-DE/400O&M/STPL	DE O&M 400 KV sattenapally
150	445	AET-DE/400O&M/MNBL	DE O&M 400 KV Manubolu
151	446	AET-EE/400CON/GTR	EE Construction 400 KV Guntur
152	450	AET-EE/400CVL/VJA	EE 400 KV civil Vijayawada
153	460	AET1-ADE-SE400/KDP	SE 400 KV Kadapa
154	461	AET2-ADE-SE400/KDP	SE 400 KV Kadapa
155	462	AET-EE/400CON/KDP	EE Construction 400 KV Kadapa
156	463	AET-EE/400CON/ATP	EE Construction 400 KV Anantapur
157	464	AET-DE/400MRT/KDP	DE MRT 400 KV Kadapa
158	465	AET-DE/400O&M/CTR	DE MRT 400 KV O&M Chittoor

159	466	AET-DE/400O&M/NNR	DE O&M 400 KV Nannoor
160	500	AET1-A1-DE-CE/KDP	CE Kadapa Zone
161	501	AET2-A1-DE-CE/KDP	CE Kadapa Zone
162	502	AET1-A2-DE-CE/KDP	CE Kadapa Zone
163	503	AET2-A2-DE-CE/KDP	CE Kadapa Zone
164	510	AET-EE/CIVIL/KNL	EE Civil Kurnool
165	520	AET-A1-SE/TELC/KDP	SE Telecom Kadapa
166	521	AET-DE/TELC/KDP	DE Telecom Kadapa
167	522	AET-DE/TELC/KNL	DE Telecom Kurnool
168	523	AET-DE/TELC/TPT	DE Telecom Tirupathi
169	530	AET1-A1-SE/O&M/KDP	SE O&M Kadapa
170	531	AET2-A1-SE/O&M/KDP	SE O&M Kadapa
171	532	AET-DE/O&M/KDP	DE O&M Kadapa
172	533	AET-DE/MRT/KDP	DE MRT Kadapa
173	534	AET-DE/HTL/KDP	DE Hot Lines Kadapa
174	535	AET-DE/O&M/YGL	DE O&M Yerraguntla
175	540	AE1-A1-SECONST/KDP	SE Construction Kadapa
176	541	AE2-A1-SECONST/KDP	SE Construction Kadapa
177	542	AET-A1-EECONST/KDP	EE Construction Kadapa
178	550	AET1-A1-SE/O&M/KNL	SE O&M kurnool
179	551	AET2-A1-SE/O&M/KNL	SE O&M kurnool
180	552	AET-DE/O&M/KNL	DE O&M kurnool
181	553	AET-DE/MRT/KNL	DE MRT Kurnool
182	554	AET-DE/O&M/NDL	DE O&M Nandyala
183	560	AE1-A1-SECONST/KNL	SE Construction Kurnool
184	561	AET-A1-SECONST/KNL	SE Construction Kurnool
185	562	AET-A1-EECONST/KNL	SE Construction Kurnool
186	570	AE1-A1-DE-SEOMCATP	SE OMC Ananthapur
187	571	AE2-A1-DE-SEOMCATP	SE OMC Ananthapur
188	572	AET-DE/O&M/ATP	DE O&Manathapur
189	573	AET-EE/CON/ATP	EE Construction Anathapur
190	574	AET-DE/MRT/ATP	DE MRT Ananthapur
191	575	AET-DE/WF/ATP	DE WindfirmsAnathapur
192	576	AET-DE/O&M/HPR	DE O&M hindupur
193	580	AE1-A1-DE-SEOMCTPT	SE OMC Tirupathi
194	581	AE2-A1-DE-SEOMCTPT	SE OMC Tirupathi
195	582	AET-DE/O&M/TPT	DE O&M Tirupathi
196	583	AET-EE/CON/TPT	EE Construction Tirupathi
197	584	AET-DE/MRT/TPT	DE MRT Tirupathi
198	585	AET-DE/O&M/CTR	

Important Transaction Codes in SAP ERP - MM Module

IMPORTANT TRANSACTION CODES IN SAP ERP - MM MODULE

Master Data >>>

MM03	Display Material (by selecting Views)
CS03	Display of Tower BOM
MM60	Materials List
AC03	Display Services
AC06	List Display: Service Master
XK03	Display vendor
MKVZ	List of Vendors: Purchasing

Purchase Requisition >>>

ME51N	Create Purchase Requisition
ME52N	Change Purchase Requisition
ME53N	Display Purchase Requisition
ME54N	Release Purchase Requisition
ME5A	List of Purchase Requisitions
MSRV1	Reporting on Services

Request For Quotation >>>

ME41	Create Request For Quotation
ME42	Change Request For Quotation
ME43	Display Request For Quotation
ME47	Maintain Quotation
ME49	Price Comparison

Contract >>>

ME31K	Create Contract
ME32K	Change Contract
ME33K	Display Contract
ME35K	Release Contract
ME9K	Message Output: Contracts

Purchase Order >>>

ME21N	Create Purchase Order
ME22N	Change Purchase Order
ME23N	Display Purchase Order
ME29N	Release purchase order

ME9F	Message Output: Purchase Orders
ME2L	Purchasing Document per vendor
ME2M	Purchasing Document per Material
ME2N	Purchasing Documents
MB51	Material Document List

Inspection >>>

ZQM_INSP	Inspection Call Screen
QA11	Record Usage decision
QA12	Change Usage Decision
QA32	Inspection Lot selection
QA33	Inspection Lot selection
QE01	Results recording
QE02	Change Results
QE03	Display results

Dispatch Instructions (Inbound Delivery) >>>

VL31N	Create Inbound Delivery
VL32N	Change Inbound Delivery
VL33N	Display Inbound Delivery
VL06I	In Bound Delivery Monitor

Bank Guarantee >>>

ZBG1	Maintain Bank Guarantee
ZBG3	Bank Guarantee Change
ZBG4	Bank Guarantee Display
ZBG6	BG Extension
ZBG7	BG Return/Release
ZBGCFMPR	Request to Banker for BG Confirmation
ZBGCNFM	BG Confirmation details from Banker - Record
ZBGAPPR	Acknowledgment of BG
ZBGREP	Bank Guarantee Report

Price Variation >>>

ZMM_PR_VAR	Price Variation
ZMMR_PRICE_REPORT	Price Variation Report
ZPR1	Permanent Receipt
ZPR2	Change Payment Receipt
ZPR3	Display Payment Receipt

TOWERS >>>

ZBOMDISPLAY	Display of Tower BOM
ZTOWGR1	Tower GR
ZTOWGR2	Tower GR 105 & 310
ZTOWCANCEL	Cancel Posting
ZTOWCONV	Tower and Conversion
ZTOWCALC	Tower Calculation
ZTOWERSTOCK	Tower Stock

MATERIAL STOCK VIEWS >>>

MB52	Display Warehouse Material
MB53	Plant Availability
MMBE	Stock Overview
MB5B	Stock on Posting Date
MB5L	List of Stock Values
MB5T	Stock in Transit

GOODS RECEIPT & ISSUE >>>

MIGO	Good Receipt / Post Goods Movement
ZMM_Form13	Form 13
ZUD_REV	UD Reversal
ZMM_TNOTE	Transport Note

MATERIAL RESERVATION (Stores Internal) >>>

ZMB21	Create Reservation
ZMB22	Project Stock Reservation
ZMB23	Project Stock Reservation
ZRES_APPROVAL	Reservation Approval

ZGATE01	Create Gate Pass
ZGATE02	Gate Pass Edit
ZGATE03	Print Gate Pass
ZMM_GATENORANGE	Gate Pass No Range

VL10D	Purchase Order Items
VL02N	Change Outbound delivery
VLSP	Outbound Delivery Split
VL04	Purchase Order Items selection
ZMR_PRINT	Out Bound Delivery Print

ME80RN	General Analyses (L,K)
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ZVENDOR_DETAILS	ZQM_VENDOR_REGISTRATION
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SAP ESY ACCESS TREE & T-CODES :

SAP Easy Access

- Logistics
 - Materials Management
 - Purchasing
 - Purchase Order
 - Purchase Requisition
 - Outline Agreement
 - RFQ/Quotation
 - Master Data
 - Environment
 - Inventory Management
 - Logistics Invoice Verification
 - Physical Inventory
 - Valuation
 - Material Requirements Planning (MRP)
 - Service Entry Sheet
 - Service Master
 - Foreign Trade/Customs
 - Material Master
 - Product Catalog
 - Sales and Distribution
 - Logistics Execution
 - Production
 - Production - Process
 - Plant Maintenance
 - Customer Service
 - Quality Management
 - Logistics Controlling

Purchase Order

- Create
 - ME21N - Vendor/Supplying Plant
 - ME25 - Vendor Unknown
 - ME58 - Via Requisition Assignment
 - ME59 - Automatically via Purchase Requisition
- Release
 - ME22N - Change
 - ME23N - Display
 - ME24 - Maintain Supplement
 - MEMASSPO - Mass Maintenance
- List Displays
 - ME29N - Individual Release
 - ME28 - Collective Release
 - ME2L - By Vendor
 - ME2M - By Material
 - By Account Assignment
 - ME2C - By Material Group
 - ME2B - By Tracking Number
 - ME2N - By PO Number
 - ME2W - By Supplying Plant
 - MELB - Transactions per Tracking Number
- External Services
- Reporting
- Inbound Delivery
- Follow-On Functions

Purchasing

- Purchase Order
- Purchase Requisition
 - ME51N - Create
 - ME52N - Change
 - ME53N - Display
 - MEMASSRQ - Mass Maintenance
- Release
 - ME54N - Individual Release
 - ME55 - Collective Release
 - ME5F - Release Reminder
- List Displays
- Follow-On Functions

Purchasing

- Purchase Order
- Purchase Requisition
- Outline Agreement
- RFQ/Quotation
 - Request for Quotation
 - ME41 - Create
 - ME42 - Change
 - ME43 - Display
 - ME44 - Maintain Supplement
 - ME45 - Release
- List Displays

Purchasing

- Purchase Order
 - Create
 - Release
 - List Displays
 - Reporting
 - Inbound Delivery
 - VL31N - Create
 - VL32N - Change
 - VL33N - Display
 - VL75 - Print/Transmit

<ul style="list-style-type: none"> ▼ Purchase Requisition <ul style="list-style-type: none"> • ME51N - Create • ME52N - Change • ME53N - Display • MEMASSRQ - Mass Maintenance ▼ Release <ul style="list-style-type: none"> • ME54N - Individual Release • ME55 - Collective Release • ME5F - Release Reminder ▼ List Displays <ul style="list-style-type: none"> • ME5A - General ▶ By Account Assignment • MSRV2 - By Service • MELB - Transactions per Tracking Number • ME5W - Resubmission • ME5R - Archived Purchase Requisitions ▶ Follow-On Functions 	<ul style="list-style-type: none"> ▼ RFQ/Quotation <ul style="list-style-type: none"> ▼ Request for Quotation <ul style="list-style-type: none"> • ME41 - Create • ME42 - Change • ME43 - Display • ME44 - Maintain Supplement • ME45 - Release ▼ List Displays <ul style="list-style-type: none"> • ME4L - By Vendor • ME4M - By Material • MSRV4 - By Service • ME4S - By Collective Number • ME4C - By Material Group • ME4B - By Tracking Number • ME4N - By RFQ Number • MELB - Transactions per Tracking Number ▼ Reporting <ul style="list-style-type: none"> • ME80AN - General Analyses • ME82 - Archived Purchasing Documents ▶ Purchasing Information System ▼ Messages <ul style="list-style-type: none"> • ME9A - Print/Transmit • ME91A - Urging/Reminders • ME98 - Archive ▼ Quotation <ul style="list-style-type: none"> • ME47 - Maintain • ME48 - Display • ME49 - Price Comparison
<ul style="list-style-type: none"> ▼ Outline Agreement <ul style="list-style-type: none"> ▼ Contract <ul style="list-style-type: none"> • ME31K - Create • ME32K - Change • ME33K - Display • ME34K - Maintain Supplement • ME35K - Release • MEMASSCONTRACT - Mass Maintenance ▶ Follow-On Functions ▶ Messages 	

<ul style="list-style-type: none"> ▶ Favorites ▼ SAP Menu <ul style="list-style-type: none"> ▶ Office ▶ Cross-Application Components ▼ Logistics <ul style="list-style-type: none"> ▼ Materials Management <ul style="list-style-type: none"> ▶ Purchasing ▶ Inventory Management ▶ Logistics Invoice Verification ▶ Physical Inventory ▶ Valuation ▶ Material Requirements Planning (MRP) ▼ Service Entry Sheet <ul style="list-style-type: none"> • ML81N - Maintain • ML85 - Collective Release • ML83 - Print/Transmit ▼ List Analyses <ul style="list-style-type: none"> • MSRV6 - For Service • ML84 - For Purchase order ▶ Data Transfer ▶ Environment ▼ Service Master <ul style="list-style-type: none"> ▼ Service <ul style="list-style-type: none"> • AC03 - Service Master ▶ Service Conditions • AC06 - Service List • AC10 - List of Classes ▶ Standard Service Catalog ▶ Model Service Specifications 	<ul style="list-style-type: none"> ▼ Logistics <ul style="list-style-type: none"> ▶ Materials Management ▶ Sales and Distribution ▼ Logistics Execution <ul style="list-style-type: none"> ▼ Inbound Process <ul style="list-style-type: none"> • LECI - Check in Means of Transport and Visitors ▼ Goods Receipt for Inbound Delivery <ul style="list-style-type: none"> ▶ Extended Inbound Delivery Processing ▼ Inbound Delivery <ul style="list-style-type: none"> ▼ Create <ul style="list-style-type: none"> • VL31N - Single Documents • VL34 - Collective Processing of Purchase Orders • VL01N - Customer Returns ▼ Change <ul style="list-style-type: none"> • VL32N - Single Document • VL02N - Customer Returns ▼ Display <ul style="list-style-type: none"> • VL33N - Single Document • VL03N - Customer Returns ▼ Lists <ul style="list-style-type: none"> • VL06I - Inbound Delivery Monitor • V_UC_7 - Incomplete Inbound Deliveries • VL22 - Changes ▶ Service Parts Returns • VTRK - Parcel Tracking ▶ Transportation ▶ Pack ▶ Putaway ▶ Post Goods Receipt
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<ul style="list-style-type: none"> ▼ Inventory Management <ul style="list-style-type: none"> ▼ Goods Movement <ul style="list-style-type: none"> • MIGO - Goods Movement (MIGO) ▼ Goods Receipt <ul style="list-style-type: none"> ▼ For Purchase Order <ul style="list-style-type: none"> • MIGO_GR - GR for Purchase Order (MIGO) • MIGO - PO Number Known • MIGO - PO Number Unknown • MIGO_GO - GR for Order (MIGO) • MB31 - For Order • MB1C - Other • MIGO_GI - Goods Issue (MIGO) • MB1A - Goods Issue • MIGO_TR - Transfer Posting (MIGO) • MB1B - Transfer Posting ▶ Subsequent Adjustment ▶ Goods Movement of Handling Units ▼ Material Document <ul style="list-style-type: none"> • MB02 - Change • MB03 - Display • MBSL - Copy • MBST - Cancel/Reverse • MIGO - Release blocked stock • MBRL - Return Delivery • MIGO - Subsequent Delivery • MBSU - Place in storage ▶ Archive <ul style="list-style-type: none"> • MB90 - Process output • MBBM - Create Session 	<ul style="list-style-type: none"> ▼ Reservation <ul style="list-style-type: none"> • MB21 - Create • MB22 - Change • MB23 - Display • MBVR - Administer • MB26 - Picking • MB25 - Reservation List • MBBR - Create Session ▼ Periodic Processing <ul style="list-style-type: none"> • MB5U - Analyze Conversion Differences • MB5L - List of Stock Values • MB5K - Consistency Check • MBPM - Manage Held Data ▼ Environment <ul style="list-style-type: none"> ▼ List Displays <ul style="list-style-type: none"> • MB51 - Material Documents • MR51 - Accounting Document for Material • MBAL - Archived Material Documents • MBSM - Cancelled Material Documents • MBGR - Reason for Movement ▼ Stock <ul style="list-style-type: none"> • MMBE - Stock Overview • MD04 - Stock/Requirements List • MB53 - Plant Stock Availability • CO09 - Availability Overview • MB52 - Warehouse Stock • MB5M - Expiration Date List • MB5B - Stock for Posting Date
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Requirement Tracking Number:

Requirement Tracking Number is used for tracking specific requirements.

It can be entered during purchase requisition creation and is copied into purchase order document.

It is maintained on item level and items can be selected by this number in several reports like MELB.

- Execute **MELB** transaction.
- Click the **Choose** button.

Choose Documents

- Pur. Order 1
- Contract
- Sch. Agmt
- RFQ
- Purch. requisition

2 Continue Cancel

Purchasing Transactions per Requirement Tracking Number

Choose...

Requirement tracking number 1

Purchasing organization

Document Type

Purchasing Group

Plant

Supplying Plant

Item Category

Account Assignment Category

Material

Material Group

Short Text














When you click **Continue**, you will be back to the initial selection screen.












You also have a variety of select options and should choose the most suitable options to narrow the search.














- Enter requirement tracking number(s).
- Execute.















Purchasing Transactions per Requirement Tracking Number															
Purch. Doc. Cat.	Item	Material	Short Text	Type	Doc. Date	IA	D Plant	SLoc	Quantity	OU	PGR	Matl Group	SPlt	Number	Σ Number
Req. Tracking Number RTN1														14	
Purchasing document 800000021														4	
Purchase Requisition	1	70000191	50MVA 132/33kV PTR	ZGEN	26.07.2017		1050		30	NO		M001			1
Purchase Requisition	2	70000194	33kV VCB	ZGEN	26.07.2017		1050		60	NO		M020			1
Purchase Requisition	3	70000189	220kV Lightning Arrestor	ZGEN	26.07.2017		1050		50	NO		M026			1
Purchase Requisition	4	70000190	220kV Wave Trap	ZGEN	26.07.2017		1050		20	NO		M300			1
Purchasing document 1000000380														2	
Request for Quotation	1	70000191	50MVA 132/33kV PTR	ZANQ	15.08.2017		1050		30	NO	112	M001			1
Request for Quotation	2	70000194	33kV VCB	ZANQ	15.08.2017		1050		60	NO	112	M020			1
Purchasing document 1000000381														2	
Request for Quotation	1	70000191	50MVA 132/33kV PTR	ZANQ	15.08.2017		1050	OGPO	30	NO	112	M001			1
Request for Quotation	2	70000194	33kV VCB	ZANQ	15.08.2017		1050	OGPO	60	NO	112	M020			1
Purchasing document 1000000382														2	
Request for Quotation	1	70000191	50MVA 132/33kV PTR	ZANQ	15.08.2017		1050		30	NO	112	M001			1
Request for Quotation	2	70000194	33kV VCB	ZANQ	15.08.2017		1050		60	NO	112	M020			1
Purchasing document 1000000383														2	
Request for Quotation	1	70000191	50MVA 132/33kV PTR	ZANQ	15.08.2017		1050		30	NO	112	M001			1
Request for Quotation	2	70000194	33kV VCB	ZANQ	15.08.2017		1050		60	NO	112	M020			1
Purchasing document 8000000063														2	
Purchase Order	1	70000191	50MVA 132/33kV PTR	ZPMM	15.02.2017		1050	OGPO	30	NO	112	M001			1
Purchase Order	2	70000194	33kV VCB	ZPMM	15.02.2017		1050	OGPO	60	NO	112	M020			1

SAP ERP – ICONS : QUCIK REFERENCE

Icon	Name	Keyboard Shortcut	Description
	Enter	Enter	Enter does the following: <ul style="list-style-type: none"> • verifies inputs that have been made (and provides error/warning messages if appropriate), or • moves you on to the next tab or screen for the transaction when all mandatory information on the current tab has been filled in. <p>For example, if you have entered 160213 in a date field, pressing Enter will change the date format to 16.02.2013 and will move you to the next tab/screen if all mandatory fields have been completed. If however, you entered 161613 in a date field, pressing enter will return a message to inform you that the date you've entered is incorrect.</p>
	Execute	F8	Executes/generates reports.
	Save / Park / Post	CTRL + S	This icon will do one of the following: <ul style="list-style-type: none"> • save changes made in a master data transaction or to a variant (for example, adding a new vendor into SAP), or • parks or posts the record/document/transaction into SAP.
	Back	F3	Back goes back to the previous tab/screen for the transaction. If this would cause data to be lost, a message appears asking "Do you want to exit editing". "Yes" confirms, and "No" cancels the action.
	Exit	SHIFT + F3	Exit exits from the transaction. If this would cause data to be lost, a message appears asking "Do you want to exit editing". "Yes" confirms, and "No" cancels the action.
	Cancel	F12	Cancel ends everything in the transaction. It also cancels transaction and report generation. If this would cause data to be lost, a message appears asking "Do you want to exit editing". "Yes" confirms, and "No" cancels the action.
	Print	CTRL + P	Prints the current screen.
	Find		The find function allows you to search within the current transaction.
	Find Again		Find Again moves you to the next search result when searching.
	First Page	CTRL + Page Up	First page returns to the first page in a report or query result.
	Previous Page	Page Up	Previous page returns to the prior page in a report or query result.
	Next Page	Page Down	Next page goes to the next page in a report or query result.
	Last Page	CTRL + Page Down	Last page goes to the end page in a report or query result.

Icon	Name	Keyboard Shortcut	Description
	Create new session		Create a new session opens another session of SAP on screen.
	Generate a Shortcut		Click this icon when within a transaction, and a shortcut is generated and may be saved to the Desktop. The shortcut opens to the SAP login and then goes directly to the Transaction code specified in the shortcut.
	Help	F1	Help opens the generically provided SAP help screens. If you click in a field before pressing F1 the help will be context-sensitive to that field.
	Customise Local Layout	ALT + F12	Customise Local Layout provides options for text format and screen layout along with other options such as spellcheck, and cut and paste.
	Display	Shift + F2	Shows the selected line item in display mode.
	Change	Ctrl + Shift + F8	Shows the selected line item in change mode.
	Display to Change	Shift + F1	Moves the current mode from display to change.
	Item Overview	F9	Shows an overview screen listing all line items.
	Header	F5	Shows the Header screen of a document.
	Dynamic selections	Shift + F4	Click this if you want to access additional selection criteria (e.g. additional search fields).
	Display another...	Shift + F5	Allows you to change the display to display another document/vendor (etc.). This means you don't have to exit the transaction to view another option.

	Back	Go back one screen
	Cancel	Cancel the activity
	Choose	Select an item to display
	Display	Display the item
	Display memo	Display the memo
	Display page	Display the page
	Enter	Acknowledge the message/Continue to the next logical step
	Execute	Execute a report
	Exit	Exit the transaction/exit SAP
	Help	Get help
	Magnify	See the details
	New session	Create a new session
	Overview	Display the overview information

	Page Down	Move to the next page of a report
	Page First	Move to the first page of a report
	Page Last	Move to the last page of a report
	Page Up	Move to the previous page of a report
	Pick list	Search for possible entries from a pick list
	Print	Print the document or report
	Save	Save the document
	Search	Search for data
	Selection options	Access single and multiple range search options
	Shortcut	Paste a shortcut to your desktop
	Sort descending	Sort data in the column from first to last
	Sort ascending	Sort data in the column from last to first
	Zoom in	Zoom in
	Zoom out	Zoom out

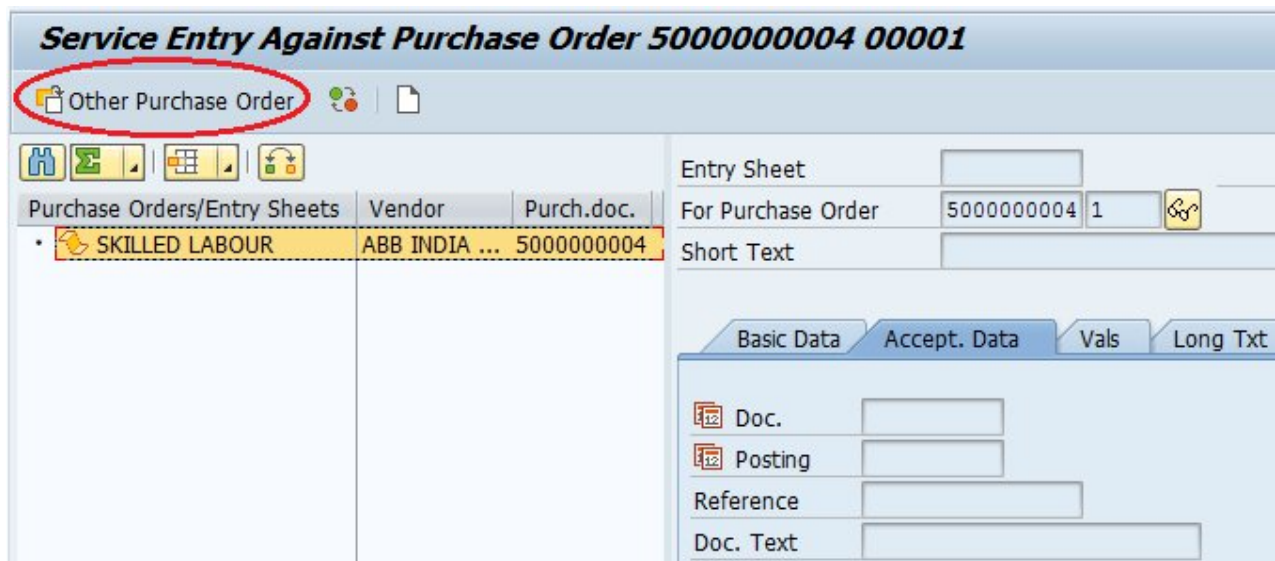
SERVICE ENTRY SHEET

- * Services are meant for direct consumption instead of keeping them in inventory
- * Service description along with its unit of measure is stored as master data in a record that is known as the service master record.
- * The system stores the services that have been procured as a record in a sheet that is called as the service entry sheet.

Path to Create Service Entry Sheet:

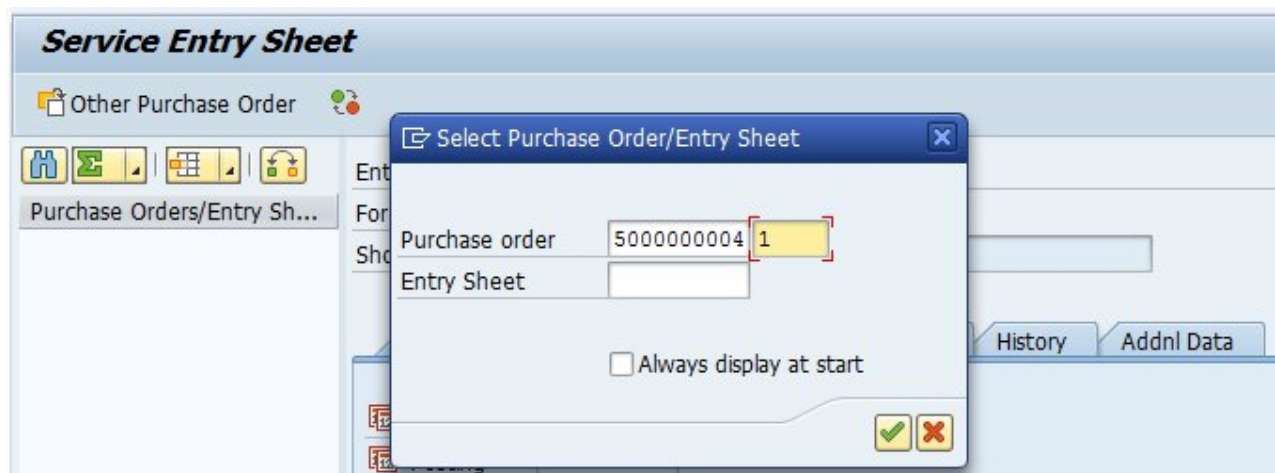
Logistics => Materials Management => Service Entry Sheet => Maintain T-Code: **ML81N**

- 1) On the SAP Menu screen, select the Maintain execute icon by following the above path,





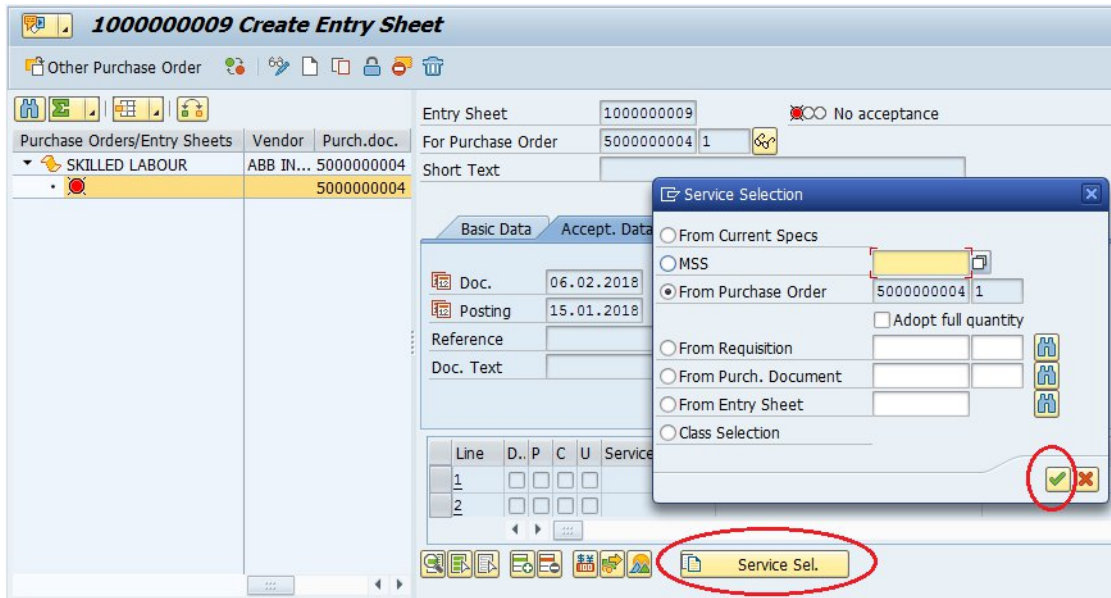
The screenshot shows the SAP 'Service Entry Against Purchase Order 5000000004 00001' screen. The 'Other Purchase Order' button is circled in red. Below it, a table lists purchase orders with columns for 'Purchase Orders/Entry Sheets', 'Vendor', and 'Purch.doc.'. The first entry is 'SKILLED LABOUR' from 'ABB INDIA ...' with purchase document '5000000004'. To the right, there are input fields for 'Entry Sheet', 'For Purchase Order' (5000000004 1), and 'Short Text'. At the bottom, there are tabs for 'Basic Data', 'Accept. Data', 'Vals', and 'Long Txt', and several input fields for 'Doc.', 'Posting', 'Reference', and 'Doc. Text'.


- 2) Click on "Other Purchase Order" and Select/ Enter PO No. & PO Item No. in the Select Screen.

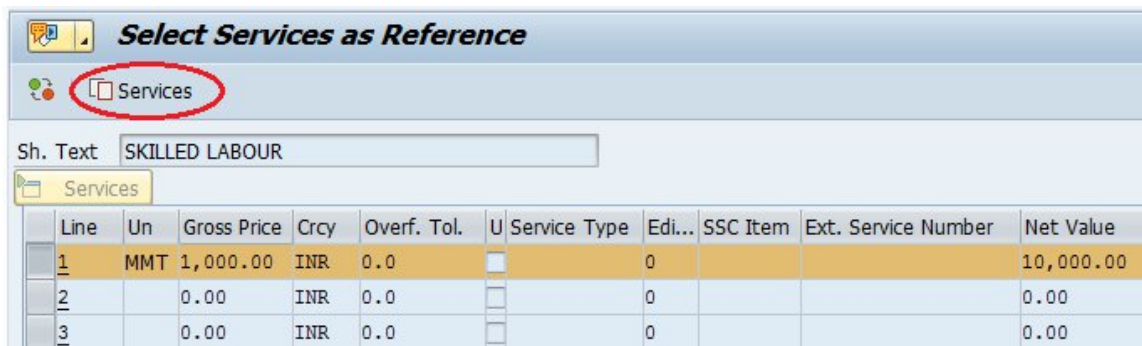


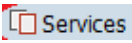


The screenshot shows the SAP 'Service Entry Sheet' screen with a 'Select Purchase Order/Entry Sheet' dialog box open. The dialog box has a title bar with a close button. It contains two input fields: 'Purchase order' with the value '5000000004 1' and 'Entry Sheet' which is empty. Below these fields is a checkbox labeled 'Always display at start' which is currently unchecked. At the bottom right of the dialog box are green checkmark and red X buttons.

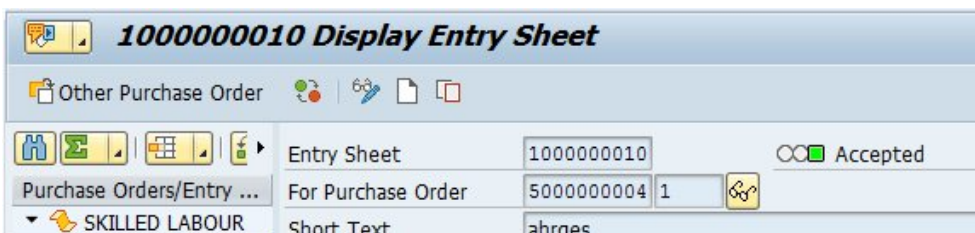
- 3) Click on the **“Create Entry Sheet”** icon ,
- 4) Click on the **“Service Selection”** icon ,



- 5) In the Service Selection screen, click on ‘continue’  and the following screen will be displayed.



- 6) Select the lines for which Service Entry Sheet is to be created, and click on , all the selected lines will be copied in to the Service Entry Sheet.
- 7) Provide all the necessary details, Document date (Bill/Invoice date), Posting date, and enter the relevant short text,
- 8) Click on the Accept icon  and if document is O.K., then click on save  icon.
- 9) The Service Entry Sheet will be saved with the already displayed Entry Sheet No.



Different display Views of Service Entry Sheet :

100000009 Create Entry Sheet

Other Purchase Order

Entry Sheet: 100000009 No acceptance Returns Indicator

Purchase Orders/Entry ... For Purchase Order: 500000004 1

SKILLED LABOUR Short Text: Skilled Labour Wages for January, 2018

Basic Data | Accept. Data | Vals | Long Txt | History | Addnl Data

Doc: 06.02.2018
Posting: 15.01.2018
Reference:
Doc. Text:

Line	D.	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf. Tol.	U	Cost Center	S.
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MAN-WAGES-SKL-M	Manning Skilled Labour Wages	10	MMT	1,000.00	INR	0.0	<input type="checkbox"/>	5105C90001	S.
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR	0.0	<input type="checkbox"/>		

Basic Data | Accept. Data | Vals | Long Txt | History | Addnl Data

Acct Assgt Cat. K Cost center

External Number

Service Loc.

Period

Price Ref. 05.02.2018

PRsp. Intern.

PRsp. Extern.

Doc. 05.02.2018

Posting 31.01.2018

Reference CAR BILL

Doc. Text

Basic Data | Accept. Data | Vals | Long Txt

Net Value Incl. Tax 27,510.00 INR

Total Value 26,200.00 INR

Unplanned Portion 0.00 INR

Portion w/o Contract 0.00 INR

Basic Data | Accept. Data | Vals | Long Txt | History

Created 1072004

Created 05.02.2018

Changed 1072004

Changed 05.02.2018

Change documents

Change documents

Basic Data | Accept. Data | Vals | Long Txt | History | Addnl Data

Schem Code

Fund Agncy

Funding Partner

Quantity

1

0.000

0.000

Pre-Requisites for Creation of Open POs (POs of IFS-ERP) :

- 1) Check the **Vendor** (Firm / Supplier/ Contractor) details in SAP-ERP (Use the T-code **XK03**)

- a) Check for Vendor Address,
- b) Click on “CIN Details” to check PAN No. & Vendor is Registered or not. If the Vendor is registered, the GSTN of the Vendor and City & Region Code in the Address shall match, i.e. both GSTN & Region Code shall be of the same State only.
[In SAP-ERP unlike IFS-ERP, Vendor shall be created with single address only. In case the Vendor has multiple/different addresses in the same region (state) or other region, Vendor codes are to be created for each address separately, and PO Vendor is to be selected based on the address & corresponding GSTN only].
- c) If the Vendor is registered under GST Act, GSTN shall be get updated in the Vendor Master, before placing PO

List of Vendors can also be checked with the T-Code “**MKVZ**” [P.Org.-1000, A/c Group-ZDOM]

2) Check for all the items of PO, i.e. Material & Service items of PO are available in SAP-ERP or not.

a) Material can be checked by using the T-code “**MM03**”

Display Material (Initial Screen)

Select View(s) Org. Levels Data

Material

In the "Material Long Text" enter the portion of the material with star * marks (like % in IFS) as shown.

If Material group code is known, the Material Group code can be entered in the box to shortlist the search list.

X: Material by Characteristic Value **Material Long Text** G: Search ...

Material

Material Description

Material Group

Material Long Text

Maximum No. of Hits

Material	Material Description	Matl Group	Material Long Text
10000000	500 MVA 400/220/33 KV AUTO TRANSFORMER W	M001	500 MVA 400/220/33 KV AUTC
10000001	315 MVA 400/220/33KV AUTO TRANSFORMER WI	M001	315 MVA 400/220/33KV AUTO
10000004	160 MVA 220/132/11 KV AUTO TRANSFORMER W	M001	160 MVA 220/132/11 KV AUTC
10000005	160 MVA 220/132/OD KV AUTO TRANSFORMER W	M001	160 MVA 220/132/OD KV AUTC
10000006	100 MVA 220/132/OD KV AUTO TRANSFORMER W	M001	100 MVA 220/132/OD KV AUTC

b) The HSN Code of Material shall be checked for correctness [in the tab of Foreign Trade Export].

Display Material 10000010 (SS / LINE MATERIALS)

Additional Data Org. Levels

Sales: General/Plant **Foreign trade export** Sales Text Purchasing

Material 50 MVA 220/33 KV POWER TRANSFORMER

Plant TLC Stores - Gunadala

Foreign trade data

Comm./imp. code no.

Export/import group

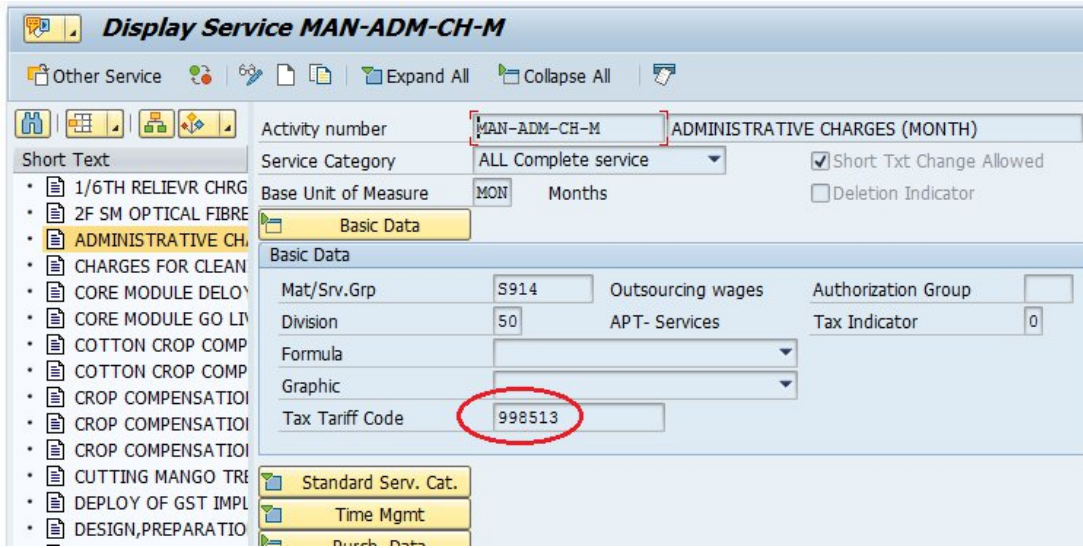
CAS number (pharm.)

PRODCOM no.

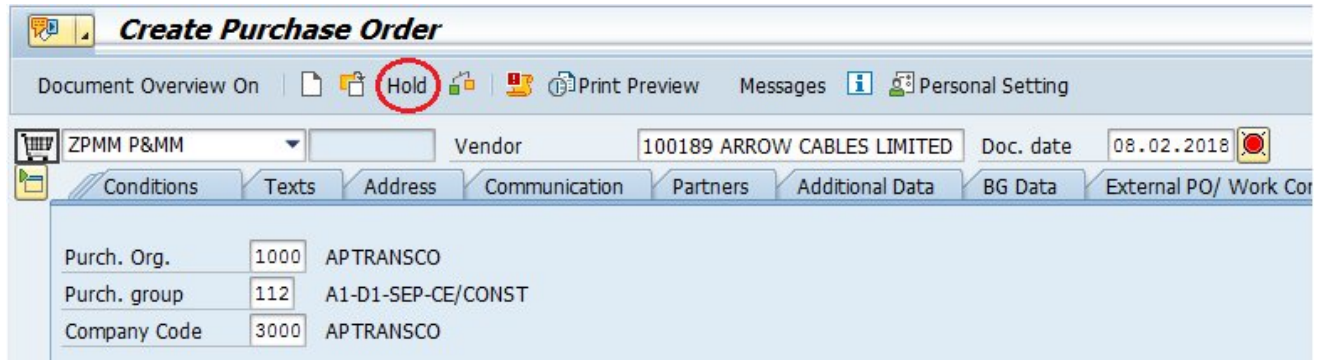
HSN Code ELECL. TRANSFORMERS >10 & <50MVA

The Material items wise GST percentage will be fetched based on this HSN Code mapped to the Material in Material Master. In case of any mis-match of HSN code, the same shall be get corrected before PO create.

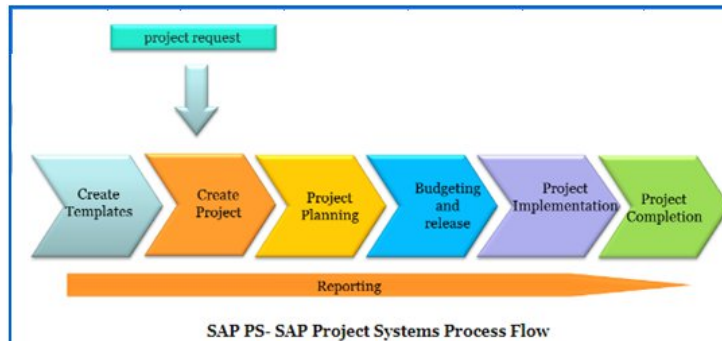
- c) Similarly SAC Code of Service items shall be checked for correctness, as the SAC Code in the Vendor Invoice shall be matched with that of our SAP-ERP System code.



- 3) PO Creation shall be started after all the information pertaining to the PO items & Vendor details are readily available in SAP-ERP.
- 4) While creation of a new Purchase Order using t-code **ME21N** if it is in-complete and to be continued later, click on the '**Hold**' to save the so far entered item details, a SAP-ERP PO No. will be generated, and can be continued later using the t-code **ME22N** (edit/change PO) using the PO No.



SAP-ERP : PROJECT SYSTEMS :



SAP PS (Project Systems) is one of the important modules of ERP [SAP system](#). In present business scenario everything is viewed as project. **SAP Project Systems (PS)** is an integrated project management tool used for planning and managing projects. It has several tools that enables the project management process such as cost and planning budget, scheduling, requisitioning of materials and services.

“**SAP Project Systems** helps to manage and support all the SAP projects in company”. What exactly **SAP PS** (Project systems) is for, Project systems is a source to organization for planning, scheduling, collecting and generating revenue and expenditure over a period of project period.

Work Break-down Structure:

Lev	WBS element	Description
1	PE-12-01	PE HNPCL POWER EVACU AND TR SCHEME
2	PE-12-01-01	220KV DC LN 400KV TO 220KV SS KKOTA
3	PE-12-01-01-2	SCHEDULE-A (MATERIAL PORTION)
4	PE-12-01-01-2-01	ELECTRICAL & TELECOM SCHEDULE
5	PE-12-01-01-2-01-02	TELECOM MATERIALS

- * WBS - Work Breakdown Structure is mainly used in Project System (PS) module. Tcode : **CJ20N**
- * For any project defined we must have at least one WBS. Within this WBS we can have Networks.
- * Networks are nothing but the series of activities. Material are used to perform the activities. In a Project with WBS element you can create a structure to book the cost on different heads. The budget allocated for Project can be distributed to various WBS elements and helps in monitoring the cost at WBS level as well as Project level. WBS elements also help you to plan material & resource by using activities.
- * In present SAP-ERP, the Scheme Code is considered as 1st level WBS and sub-divided in to different activities.
- * For all the PO items having scheme id (except RMI and O&M), 5th level WBS element shall be selected in the Account Assignment tab of Item details. For RMI 1st level WBS element is selected and for O&M no WBS element is required.

Sl. No.	Module	Module Lead	Team Members	Mail ID	Mobile No.
1	SAP (APTUNES) Project Manager	S.V.V. Prasada Rao, SE		se.it.erp@aptransco.co.in	9440907301
2	Human Capital Management (HCM) - Employee information, positions and posts, Payroll, ESS related.	V.Venkata Narayana, PO		hcmone@aptransco.co.in	8500200153
			P.Manikya PrasadaRao, JAO	hcmone@aptransco.co.in	8500200151
			TS Sunila, JAO	hcmtwo@aptransco.co.in	8500200162
			V.Sireesha, AE	hcmone@aptransco.co.in	9618790410
3	Sales and Distribution (SD-Revenue) and Quality management - Sale of scrap, Customer works, Depository contributions, O&M Services etc.	T.V.Krishna Rao, DE		sdlead@aptransco.co.in	9440811016
			P.Gopala Krishna, ADE	sdone@aptransco.co.in	7382296933
			U. Krishna, AE	sdtwo@aptransco.co.in	9490154079
4	Plant Maintenance - Maintenance orders, Preventive and Breakdown maintenance, Material Indents in O&M, Service Estimates and Agreements, Billing etc.	P.R. Saran, DE		de.tlss.erp@aptransco.co.in	9490153125
			V.Ramesh, ADE	ade2.tlss.erp@aptransco.co.in	9491063192
			D.Vijaya Prasad, ADE	plnttwo@aptransco.co.in	9491074191
			B.Mohan Kumar, ADE	plntone@aptransco.co.in	8500200129
5	Project Systems (PS) - TLC works.	P.Jyotsna Rani, ADE		projlead@aptransco.co.in	7382296925
			P.Santhosh Kumar, ADE	projone@aptransco.co.in	8333979864
			T.Chandra Mouli, ADE	projtwo@aptransco.co.in	8500200130
6	Material Management (MM) - Purchase orders, Inbound delivery, Outbound delivery, MIGO, PV and Penalty and Central planning.	M. Sai Ram Kumar, DE		mmlead@aptransco.co.in	9490153124
			S.Lakshmidhar, ADE	ade1.tlc.erp@aptransco.co.in	9490153130
			Ch.Samantha Kumar, ADE	proctwo@aptransco.co.in	8500200131
			G.Ramanaiah, ADE	procone@aptransco.co.in	9440619510
7	Finance and Controlling (FI-CO) - Financial procedures, Payments procedure, Budget, Balance sheet etc process procedures.	V.D. Sarveshwar Rao, SAO		fcilead@aptransco.co.in	9490611951
			M.V. Muralidhar, SAO	ficoone@aptransco.co.in	9490153132
			V.Pattabhi Ramarao, AO	fcotwo@aptransco.co.in	8500200134
			S.Varalakshmi, JAO	fcofour@aptransco.co.in	8500200141
8	File Life Cycle Management (FLM) - File movement Process and issues.	T.V.Krishna Rao, DE		sdlead@aptransco.co.in	9440811016
			V.Narendra Babu, ADE	filmsupport@aptransco.co.in	8331099298
			U. Krishna, AE	sdtwo@aptransco.co.in	9490154079
9	Basis - Roles, User management and Password reset etc.	Md.Masood Ahmed, DE		techlead@aptransco.co.in	9441817325
			K.Sri Kameswara Dev, ADE	techone@aptransco.co.in	8500200106
			R.V. Jayabalakrishna, ADE	techtwo@aptransco.co.in	8331098996
10	Master Data Management (MDM) - Master data related to Loans, Substations, Material, Vendor, Customers etc.	M. Haripriya, DE		mdmlead@aptransco.co.in	9490610564
			T.Venkateswarlu, PO	mdmone@aptransco.co.in	9491030135
			A.Ravi Teja, AE	mdmtwo@aptransco.co.in	9490154320
			P. Srinivasa Rao, JAO	mdmthree@aptransco.co.in	8500264002
11	IT Apps & SAP Dashboard and Reports - Any report requirements, Planning, Design and maintenance of IT application and related issues.	S.Appa Rao, DE		de.sap@aptransco.co.in	9440684531
			V.Bhargavi, ADE	ade4.it@aptransco.co.in	7382943988
			R.V. Jayabalakrishna, ADE	ade2.it@aptransco.co.in	8331098996
			G.Penchalaiah, AE	ae7.it@aptransco.co.in	9490602639
12	Networking - Any issues related to Network connectivity and client	S.Mohan Rao, DE		de.tel.erp@aptransco.co.in	9440817693