Materials Management

SAP Implementation at IESCO

Training Document

Procurement of Consumable Materials

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10. IESCO_SAP_ERP_MM_TD_Fiori_Procurement of Consumable Materials

Contents

Consumable Material Procurement

1 Purpose

This scenario deals with activities during the procurement process. It also describes the goods receipt of consumable material and invoice receipts by line item.

In addition,during goods receipt value is charged to expense account.

Upon receipt of invoices from the vendor, they are entered with reference to corresponding purchase order, providing a three-way match of purchase order value, goods receipt value and invoice value.

Prerequisites

Essential master and organizational data was created in your ERP system in the implementation phase, such as the data that reflects the organizational structure of your company and master data that suits its operational focus, for example, master data for materials, services and vendors.

1.1 Process Steps

In this document, you create procurement scenario for consumable materials.

1.1.1 Creating Purchase Requisition

Use

In this activity, you create a purchase requisition.

Procedure

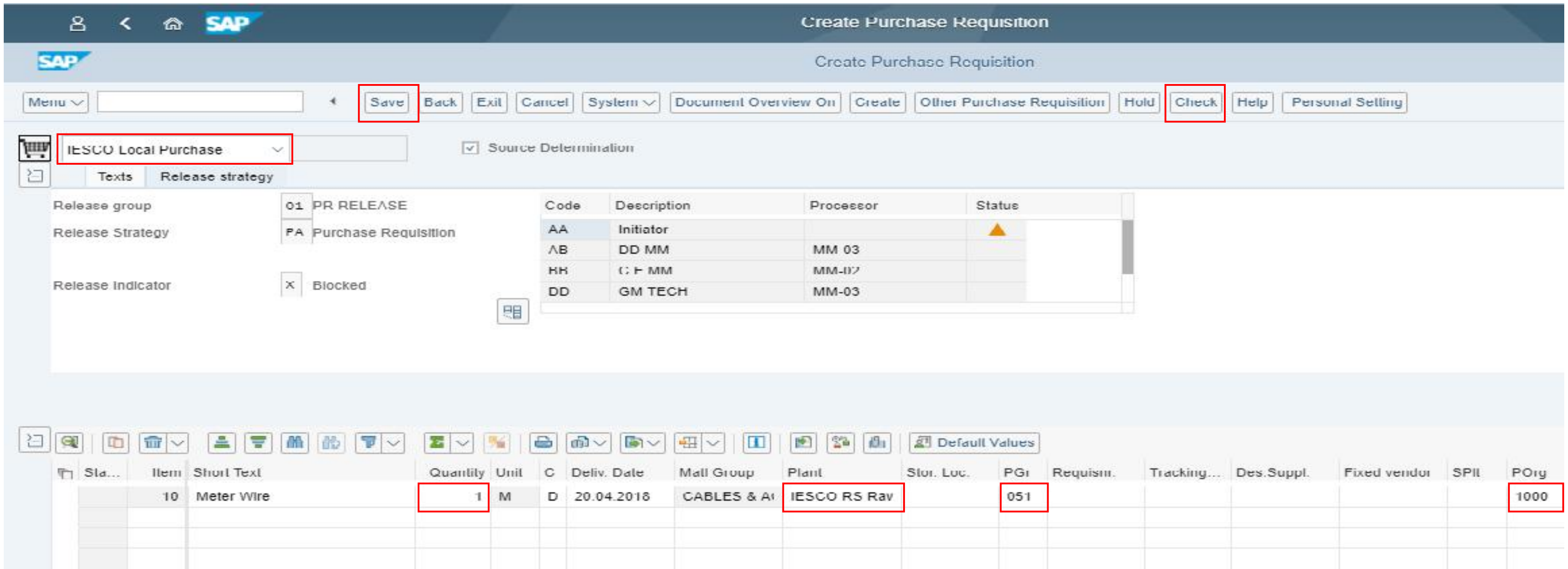
1. Open "Create Purchase Requisition" App. from Fiori Launchpad.

2. On the Create Purchase Requisition screen, enter the following values and choose Enter:

Field name	Description	User action and values	Comments
Document Type		As per requirement	For example: IESCO Local Purchase
Material (Item Overview)		As per requirement	For example: 10123
Quantity (Item Overview)		As per requirement	1
Plant (Item Overview)		As per requirement	For exapample: 200
Purchasing Group		As per requirement	For exapample: 051
Account Assignement Category		As per requirement	K
Account Assignement		As per requirement	For example: 101000

3. After selecting the material, enter the Quantity, P/ Group, Plant and Storage Location and Press Enter.

4. Press the check button to see if there is any error



5. Choose Save

6. Document number will be generated: 5100000235

Result

Purchase requisition is created.

1.1.2 Approval of Purchase Requisition

Use

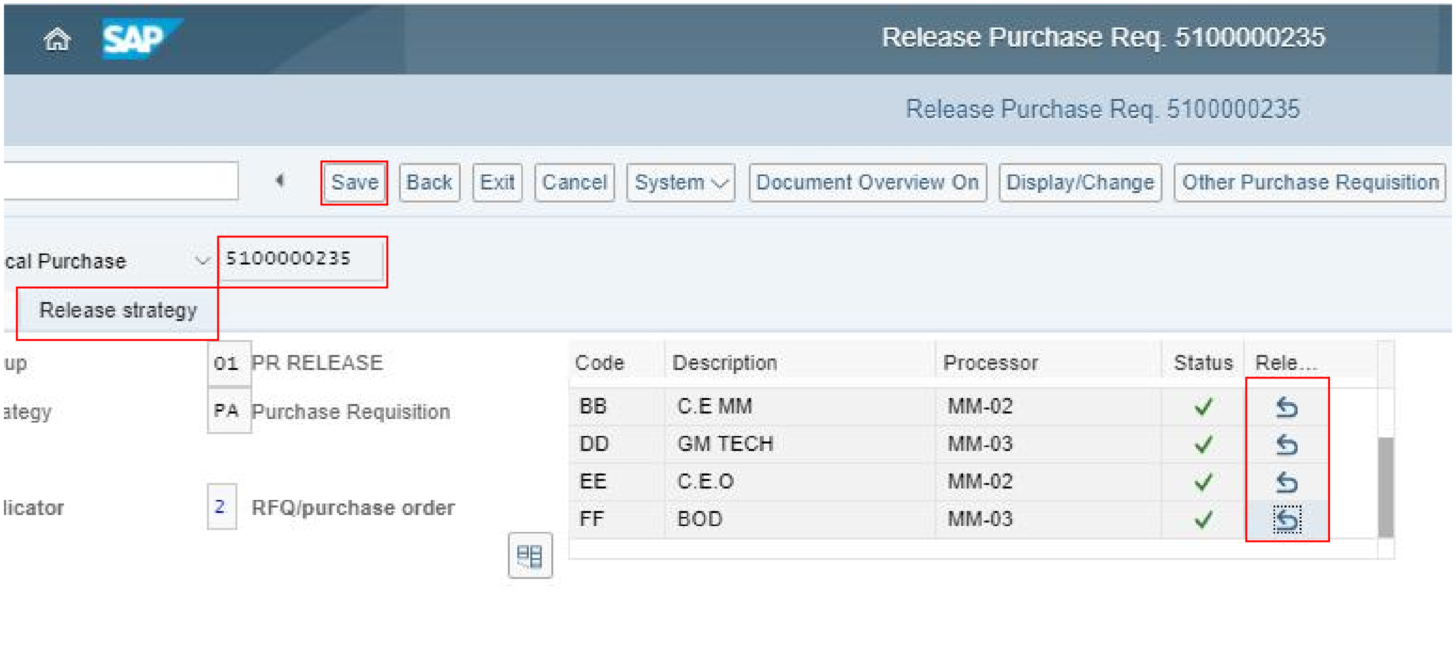
In this activity, you will approve Purchase Requisition.

Procedure

1. Open “Release Purchase Requisition” App. from Fiori Launchpad.

2. Enter Purchase Requisition Number: 5100000235 by selecting other Purchase Requisition and press Enter.

3. Go to the Release Strategy Tab in the Header Data and Release that Purchase Requisition.


Release Purchase Req. 5100000235
Release Purchase Req. 5100000235
Save
Back
Exit
Cancel
System
Document Overview On
Display/Change
Other Purchase Requisition
cal Purchase
5100000235
Release strategy
up
01 PR RELEASE
ategy
PA Purchase Requisition
licator
2 RFQ/purchase order
Code
Description
Processor
Status
Rele...
BB
C.E MM
MM-02
DD
GM TECH
MM-03
EE
C.E.O
MM-02
FF
BOD
MM-03

Press Save.

1.1.3 Creating Request of Quotation

Use

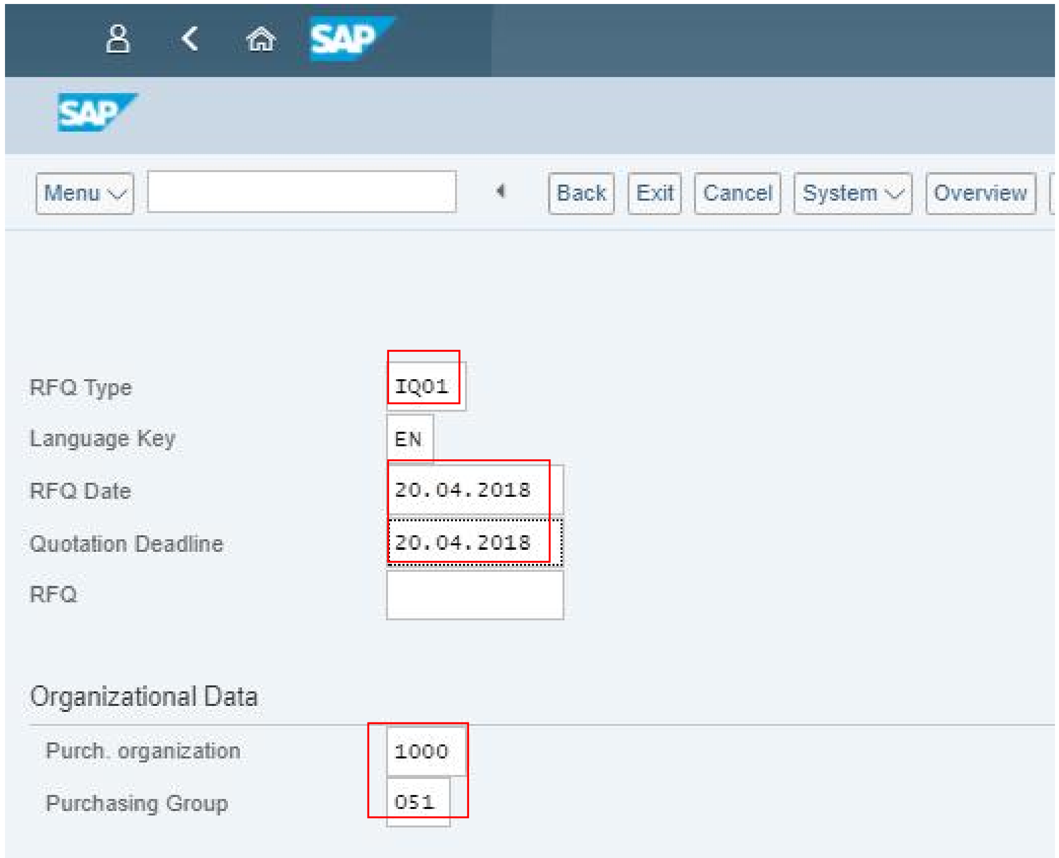
In this activity you create requests for quotations.

Procedure

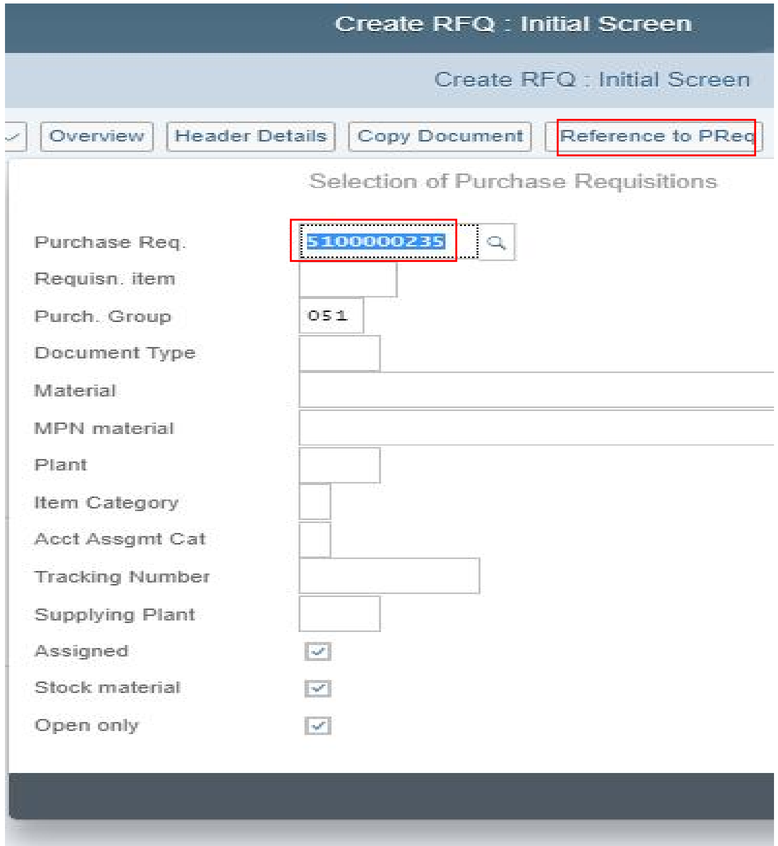
1. Open “Create Request for Quotation” App. from Fiori Launchpad.

2. On the *Create RFQ: Initial Screen*, make the following entries and choose *Enter*:

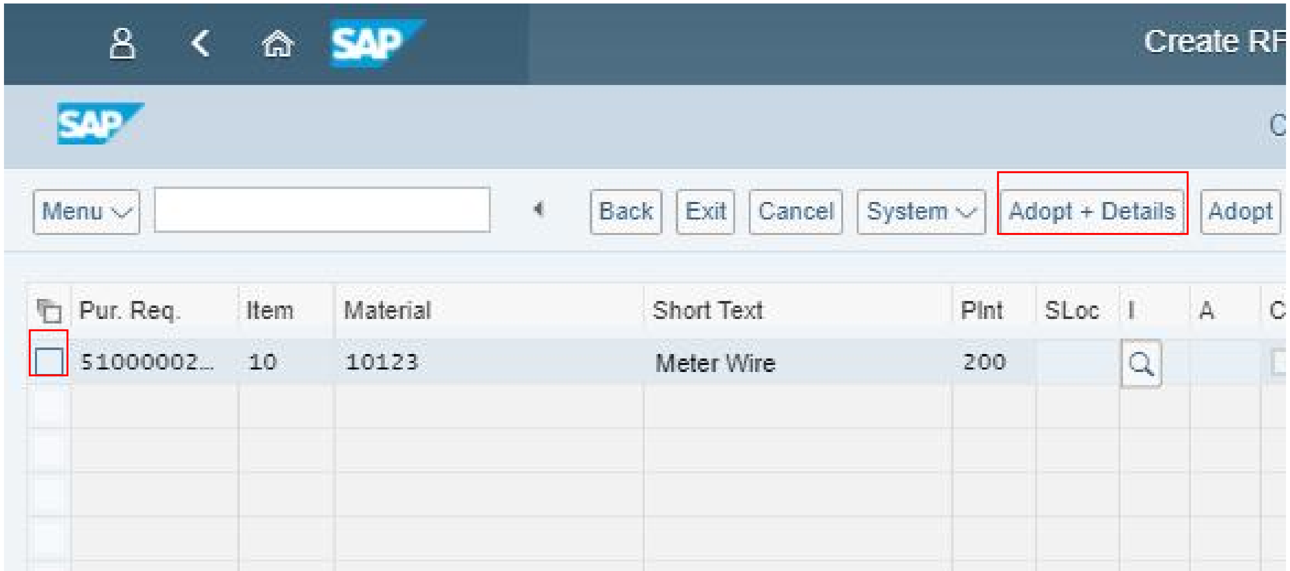
Field name	Description	User action and values	Comment
RFQ type		As per requirement	For example: IESCO Local Purchase
Language		EN	
Quotation deadline		<A date before delivery date>	for example, today’s date + 14 days
Purchasing Organization		As per requirement	For example: 1000
Purchasing Group		As per requirement	For example: 051

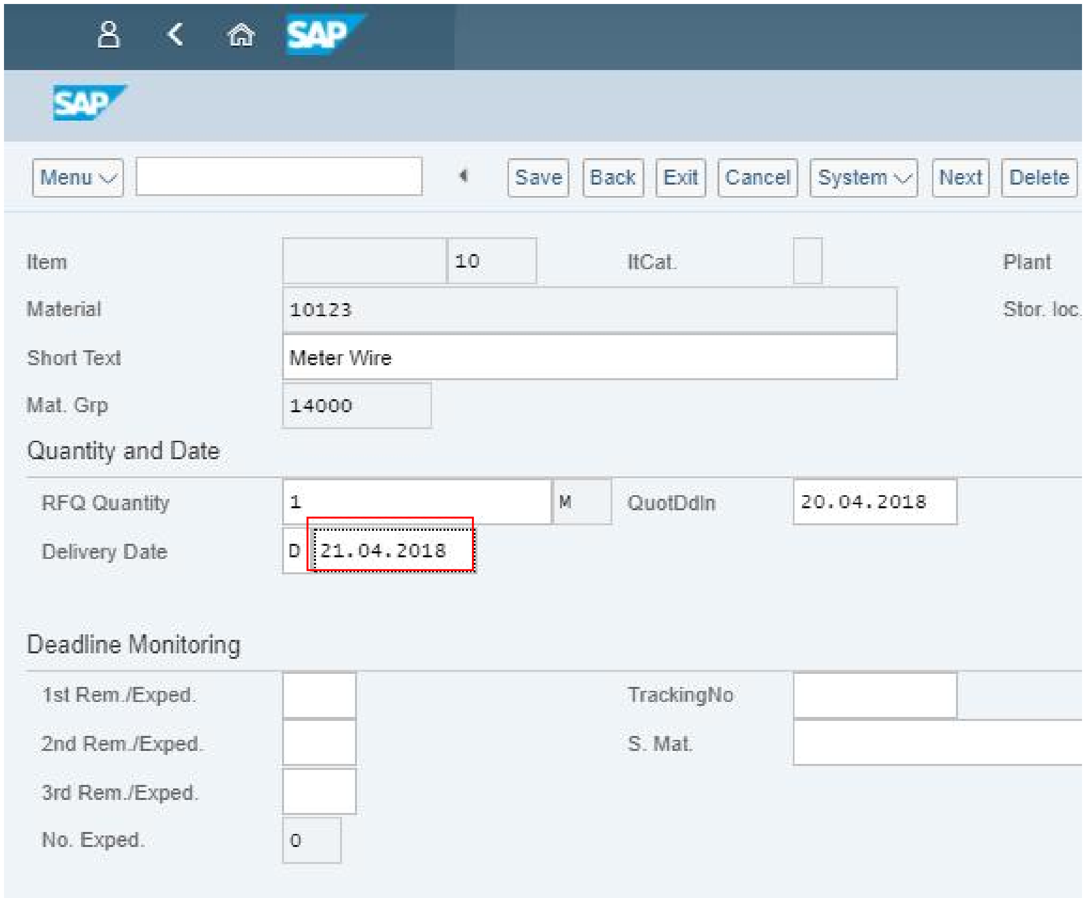

Menu
Back
Exit
Cancel
System
Overview
RFQ Type
IQ01
Language Key
EN
RFQ Date
20.04.2018
Quotation Deadline
20.04.2018
RFQ
Organizational Data
Purch. organization
1000
Purchasing Group
051

3. To create a quotation with reference to a purchase requisition, chooseCreate Referencing Requisition and enter the Purchase Requisition Number.



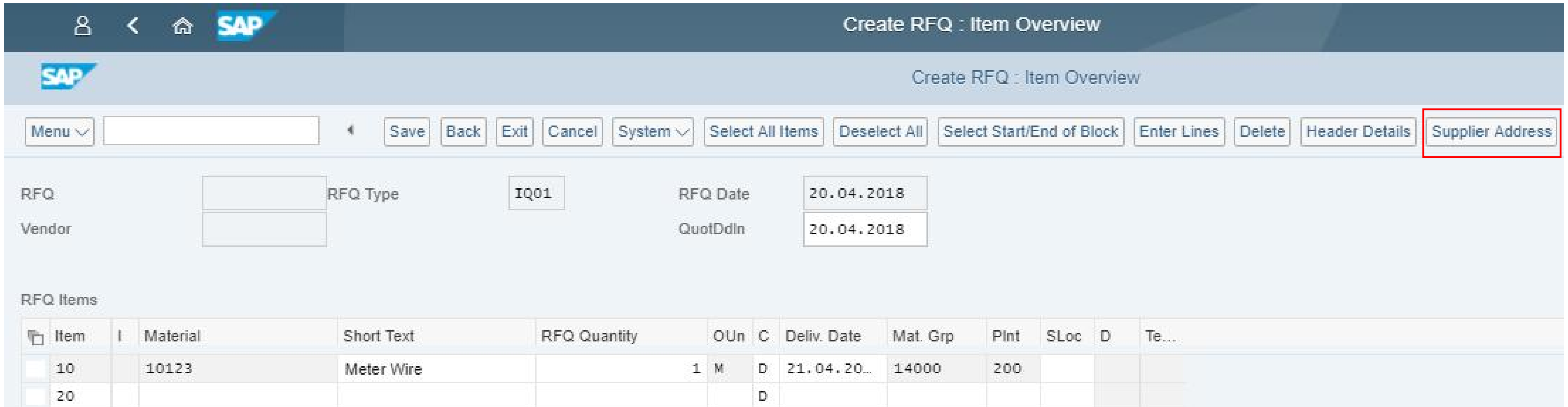
4. Select the line item and press Adopt + Details. All information of adopted material will be copied in RFQ document.


Create RF
Menu
Back
Exit
Cancel
System
Adopt + Details
Adopt
Pur. Req.
Item
Material
Short Text
Plnt
SLoc
I
A
C
51000002...
10
10123
Meter Wire
200



5. Enter the Delivery Date and press enter.

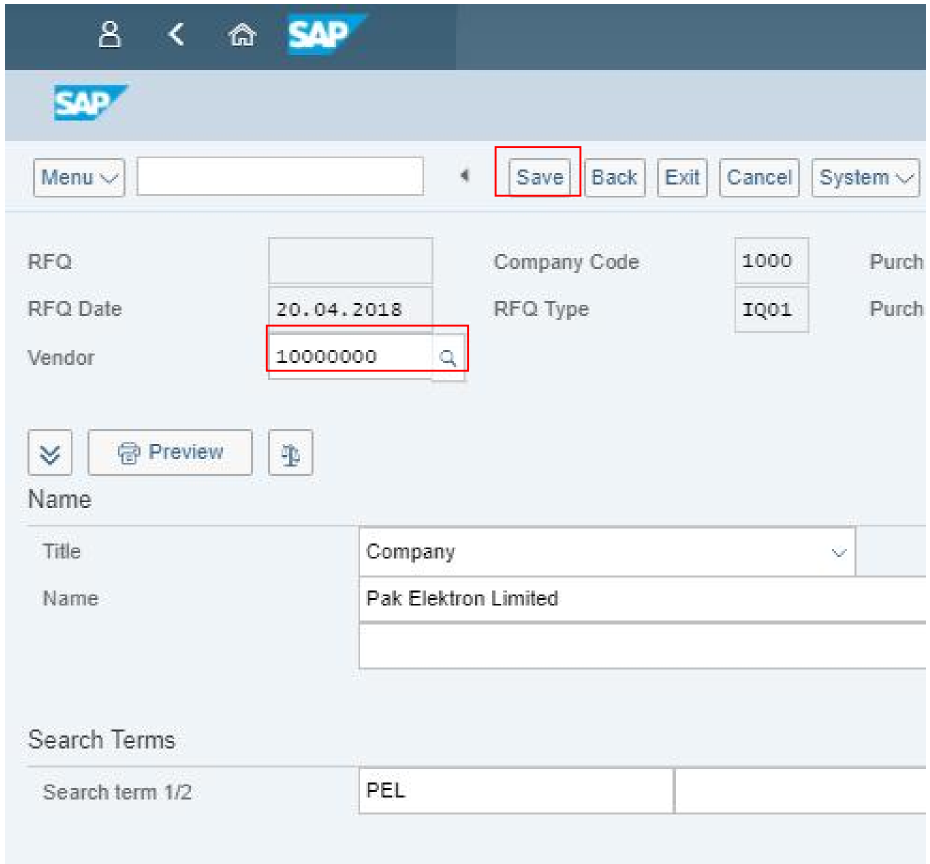
6. Choose *Header Details*.



7. Choose Supplier Address (F7) or choose menu Header →Supplier Address.

8. On the *Create RFQ: Vendor Address screen,* enter vendor number (any vendor) or select from list.

Field name	Description	User action and values	Comment
Vendor	Vendor number	Any vendor number	For example: 10000000


SAP
Menu
Save
Back
Exit
Cancel
System
RFQ
Company Code
1000
Purch
RFQ Date
20.04.2018
RFQ Type
IQ01
Purch
Vendor
10000000
Preview
Name
Title
Company
Name
Pak Elektron Limited
Search Terms
Search term 1/2
PEL

9. Choose *Save*: 6100000050

10. Repeat steps 7-9 if the RFQ will be sent to more than one vendor: 6100000051

11. Choose *Exit*.

Result

RFQs are created.

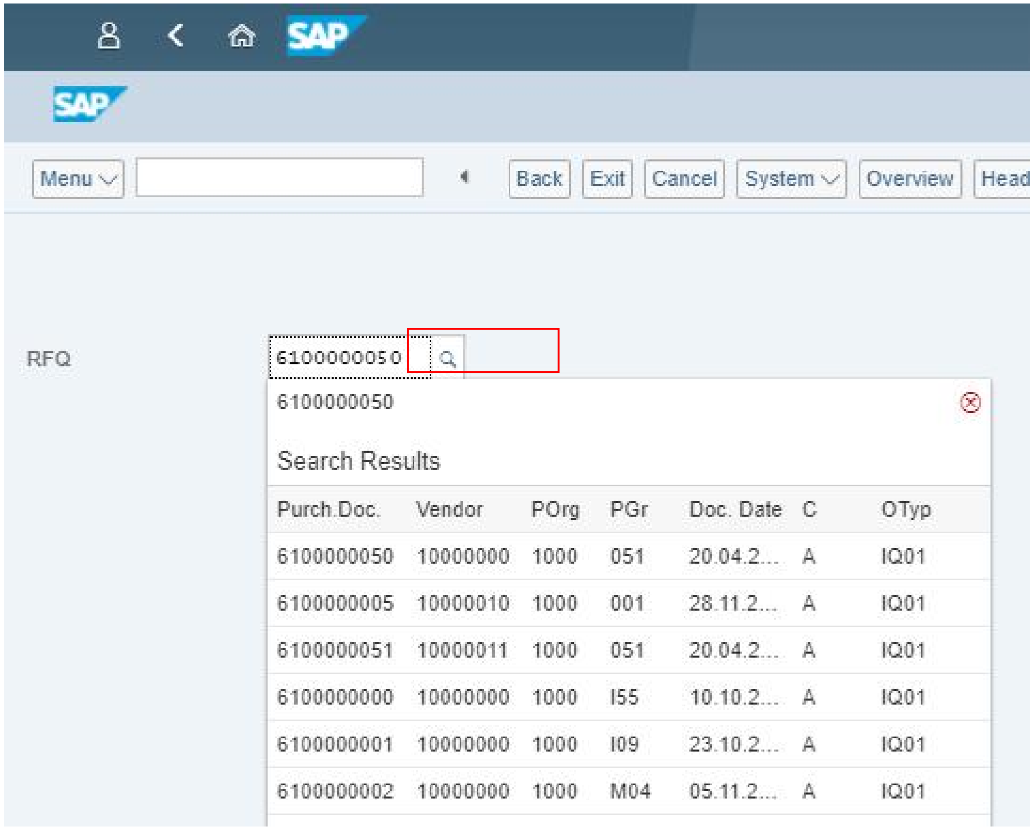
1.1.4 Maintaining Quotations

Use

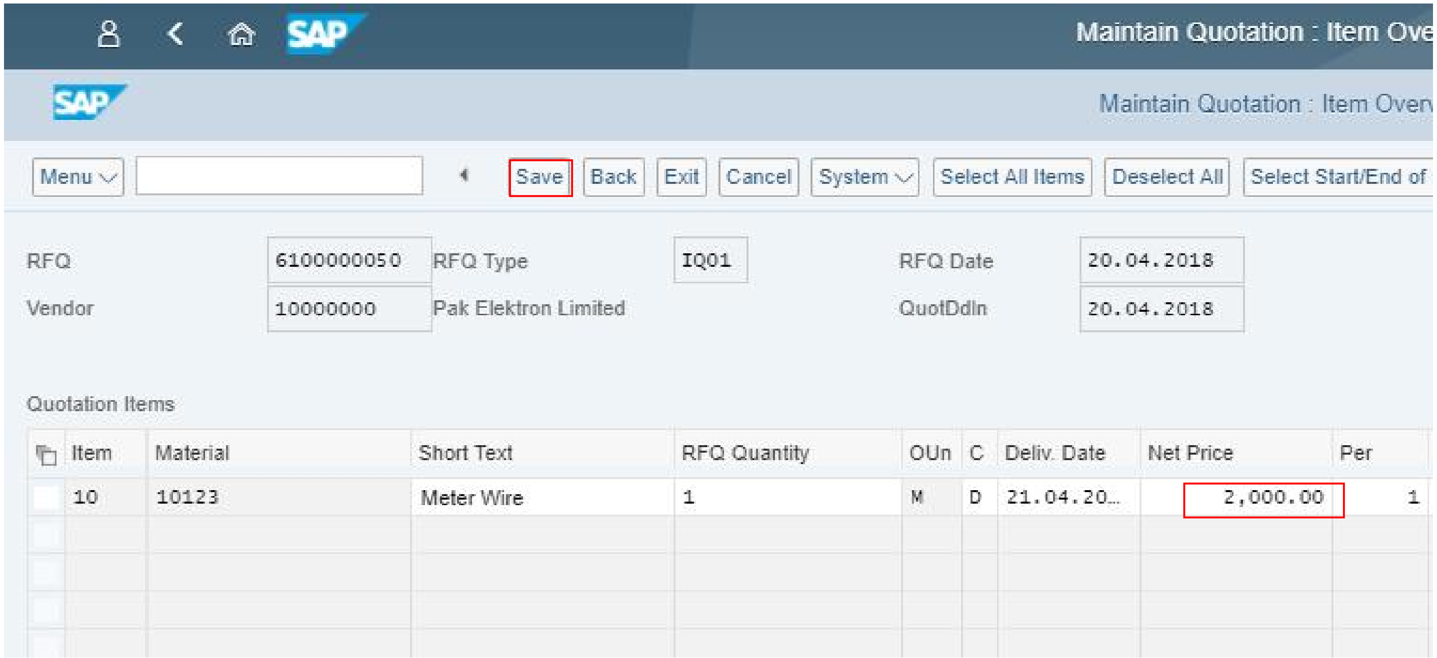
In this activity you maintain the different quotations of the vendors.

Procedure

1. Open "Create Quotation" App. from Fiori Launchpad.
2. On the Maintain Quotation: Initial Screen, enter the first of your RFQ number.


SAP
Menu
Back
Exit
Cancel
System
Overview
Head
RFQ
6100000050
6100000050
Search Results
Purch.Doc. Vendor POrg PGr Doc. Date C OTyp
6100000050 10000000 1000 051 20.04.2... A IQ01
6100000005 10000010 1000 001 28.11.2... A IQ01
6100000051 10000011 1000 051 20.04.2... A IQ01
6100000000 10000000 1000 I55 10.10.2... A IQ01
6100000001 10000000 1000 I09 23.10.2... A IQ01
6100000002 10000000 1000 M04 05.11.2... A IQ01

3. On the Maintain Quotation: Item Overview screen, enter a price in the Net Price field, and choose Save.



4. Repeat these steps for all your RFQs or quotations.

1.1.5 Comparing and Selecting Vendors

Use

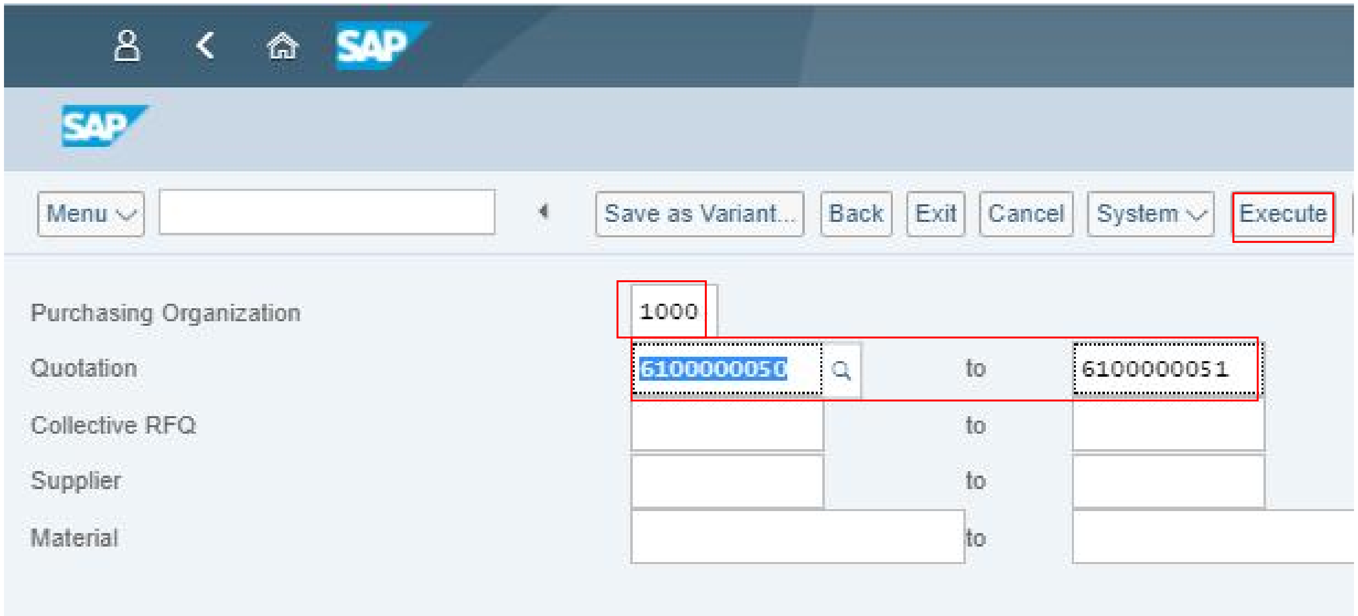
This can be done once all quotations have been entered. The quotations from the different vendors will now be compared.

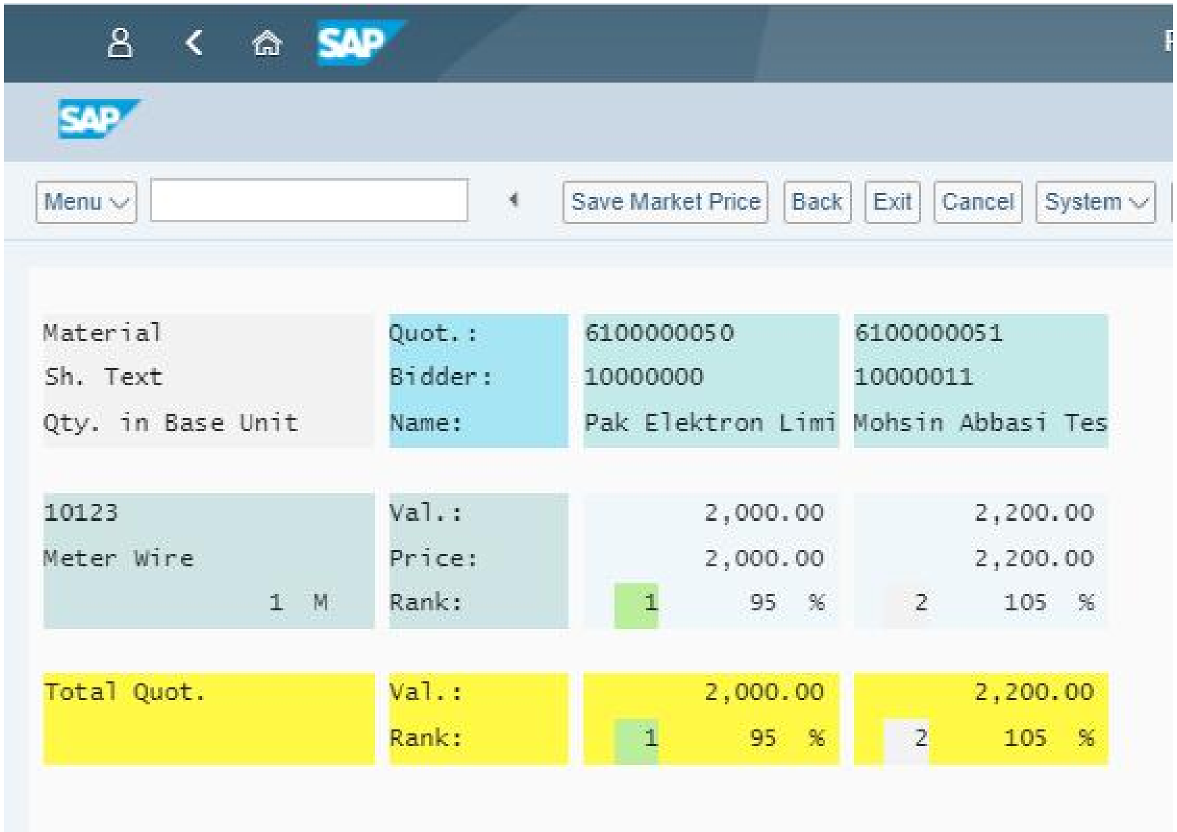
Procedure

1. Open “Price Comparison List” App. from Fiori Launchpad.
2. On the *Price Comparison List* screen, make the following entries:

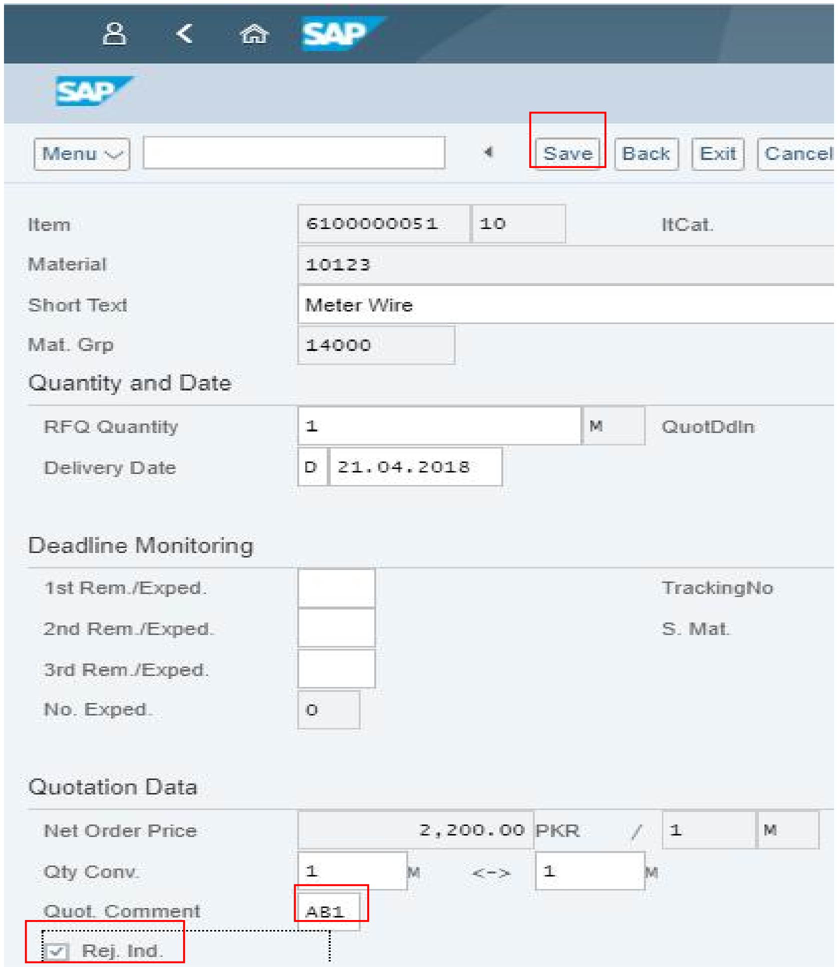
Field name	Description	User action and values	Comment
Purchasing Organization		As per requirement	For example, 1000,
Quotation Nos.		As per requirement	6100000050, 6100000051

3. Execute by choosing Execute or F8.




SAP
Menu
Save Market Price
Back
Exit
Cancel
System
Material
Sh. Text
Qty. in Base Unit
Quot.:
Bidder:
Name:
6100000050
10000000
Pak Elektron Limi
6100000051
10000011
Mohsin Abbasi Tes
10123
Meter Wire
1 M
Val.:
Price:
Rank:
2,000.00
2,000.00
1 95 %
2,200.00
2,200.00
2 105 %
Total Quot.
Val.:
Rank:
2,000.00
1 95 %
2,200.00
2 105 %

4. Select the vendor you want to reject, and choose the Maintain *Quotation*.
5. On the *Maintain Quotation* screen, select the item line and choose *Item Details* (F2).
6. On the *Maintain Quotation: Item Overview* screen, in the *Quotation data* section, select the Rej. Ind. checkbox (for rejection) and choose *Save*.


SAP
Menu
Save
Back
Exit
Cancel
Item
6100000051
10
ItCat.
Material
10123
Short Text
Meter Wire
Mat. Grp
14000
Quantity and Date
RFQ Quantity
1
M
QuotDdln
Delivery Date
D
21.04.2018
Deadline Monitoring
1st Rem./Exped.
TrackingNo
2nd Rem./Exped.
S. Mat.
3rd Rem./Exped.
No. Exped.
0
Quotation Data
Net Order Price
2,200.00
PKR
/
1
M
Qty Conv.
1
M
<->
1
M
Quot. Comment
AB1
Rej. Ind.

7. Repeat steps 4 - 6 to reject additional vendors.

Result

Price Comparison has been performed.

1.1.6 Creating PO for Consumable Materials

Use

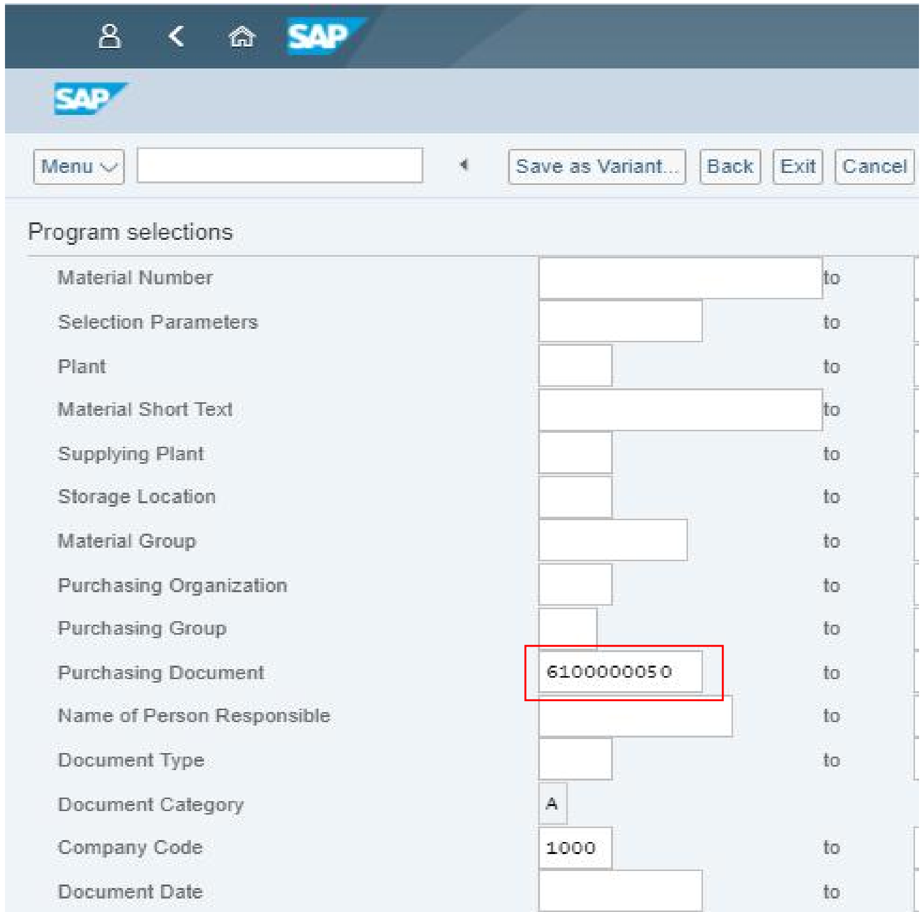
This activity creates a purchase order for consumable materials.

Procedure

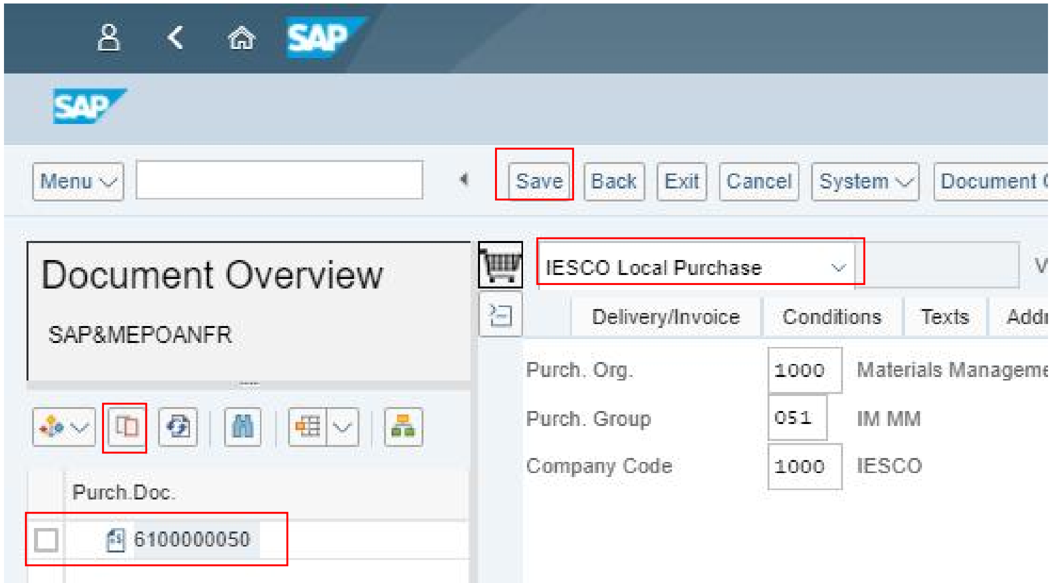
Open “Create Purchase Order Advance” App. from Fiori Launchpad.

1. To create a Purchase Order with reference to a purchase requisition, choose*My Purchase Requisition from selection variant by document overview* and enter the *Purchase Requisition Number in document number field*. By doing this, system accesses all the information that is saved in the referenced document.

2. To create a Purchase Order with reference to a RFQ, choose*Request for Quotation from selection variant by document overview* and enter the *RFQ Number in document number field*. By doing this, system accesses all the information that is saved in the referenced document.


SAP
Menu
Save as Variant...
Back
Exit
Cancel
Program selections
Material Number
Selection Parameters
Plant
Material Short Text
Supplying Plant
Storage Location
Material Group
Purchasing Organization
Purchasing Group
Purchasing Document
6100000050
Name of Person Responsible
Document Type
Document Category
A
Company Code
1000
Document Date
to

3. Select the RFQ Number and Adopt. All the Data will be copied from RFQ to PO.



4. Check the PO and if there is no error Save the PO

5. PO number will be generated.7100000178

RESULT

Purchase order is created.

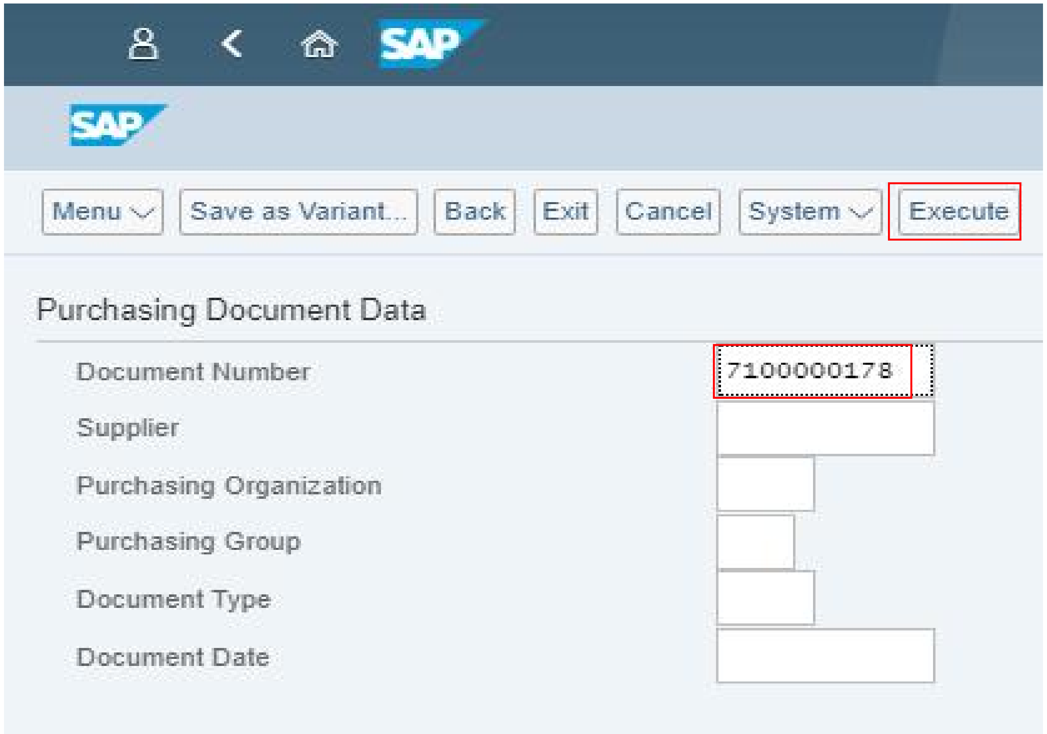
1.1.7 Print Purchase Order

Use

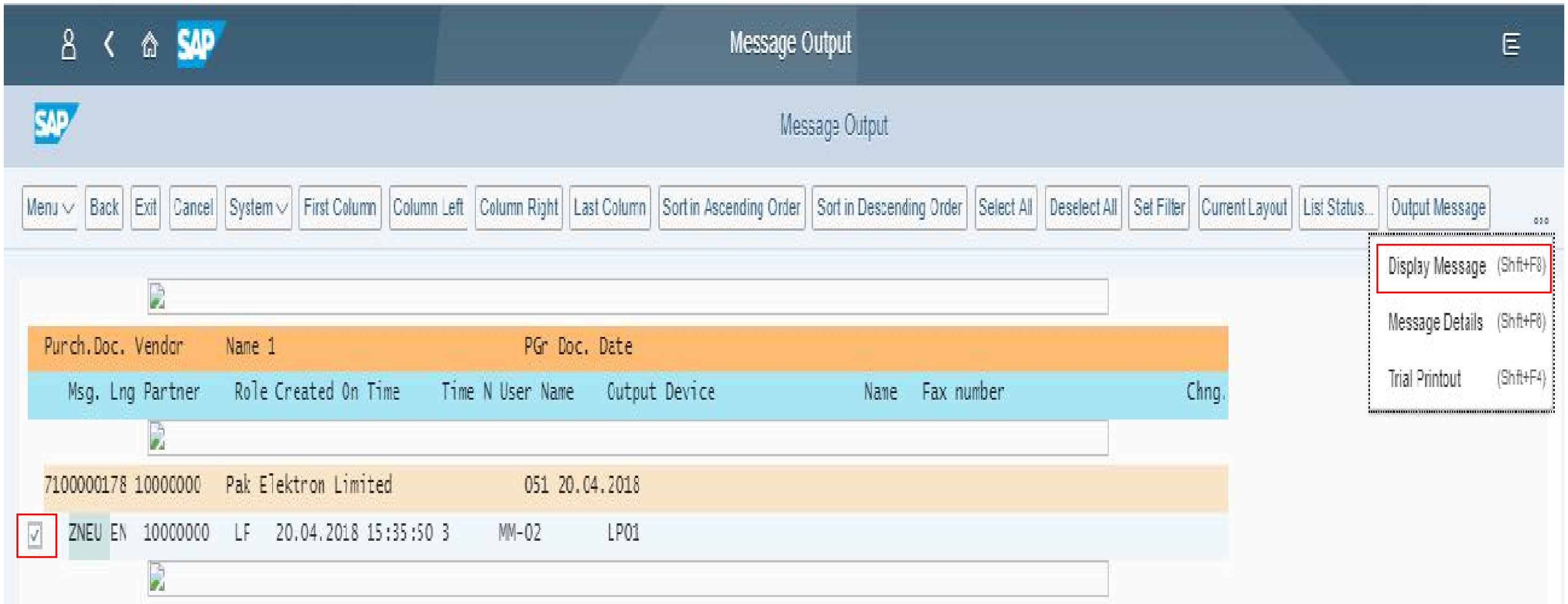
This procedure explains the steps for Purchase Order printing.

Procedure

1. Open “Print Purchase Order” App. from Fiori Launchpad.
2. Enter Purchase Order Number in Document Number.



3. Press Execute.



Message Output
Message Output
Menu
Back
Exit
Cancel
System
First Column
Column Left
Column Right
Last Column
Sort in Ascending Order
Sort in Descending Order
Select All
Deselect All
Set Filter
Current Layout
List Status...
Output Message
Display Message (Shift+F8)
Message Details (Shift+F6)
Trial Printout (Shift+F4)
Purch.Doc. Vendor Name 1 PGr Doc. Date
Msg. Lng Partner Role Created On Time Time N User Name Output Device Name Fax number Chng.
7100000178 10000000 Pak Elektron Limited 051 20.04.2018
ZNEU EN 10000000 LF 20.04.2018 15:35:50 3 MM-02 LP01

4. Tick the PO Line and press “Display Message”. At next screen, tick Print Now and press Print Preview.

5. Press Print button to send print to printer.

Result

Purchase Order print will be done.

1.1.8 Approval of Purchase Order

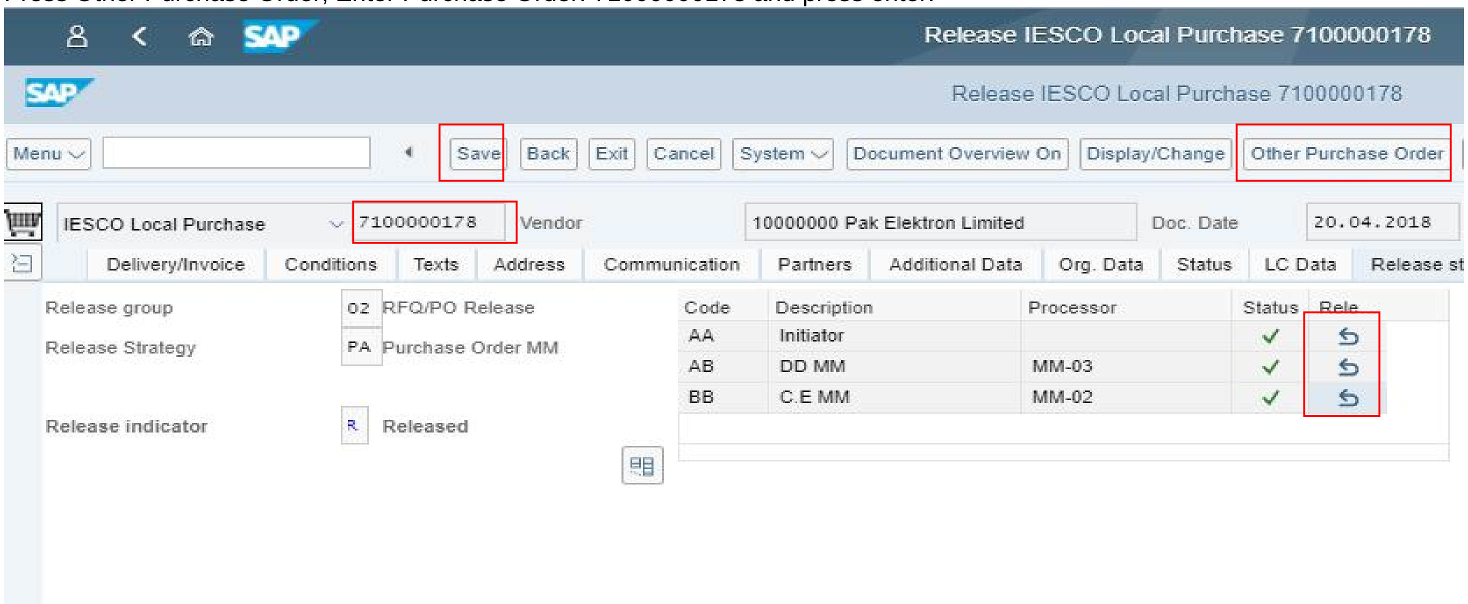
Use

This activity is used to approve Purchase Order.

Procedure

1. Open “Release Purchase Order” App. from Fiori Launchpad.

2. Press Other Purchase Order, Enter Purchase Order: 71000000178 and press enter.



3. Press Release Tick and Save PO.

4. It will be released by all other approving authorities in the same way.

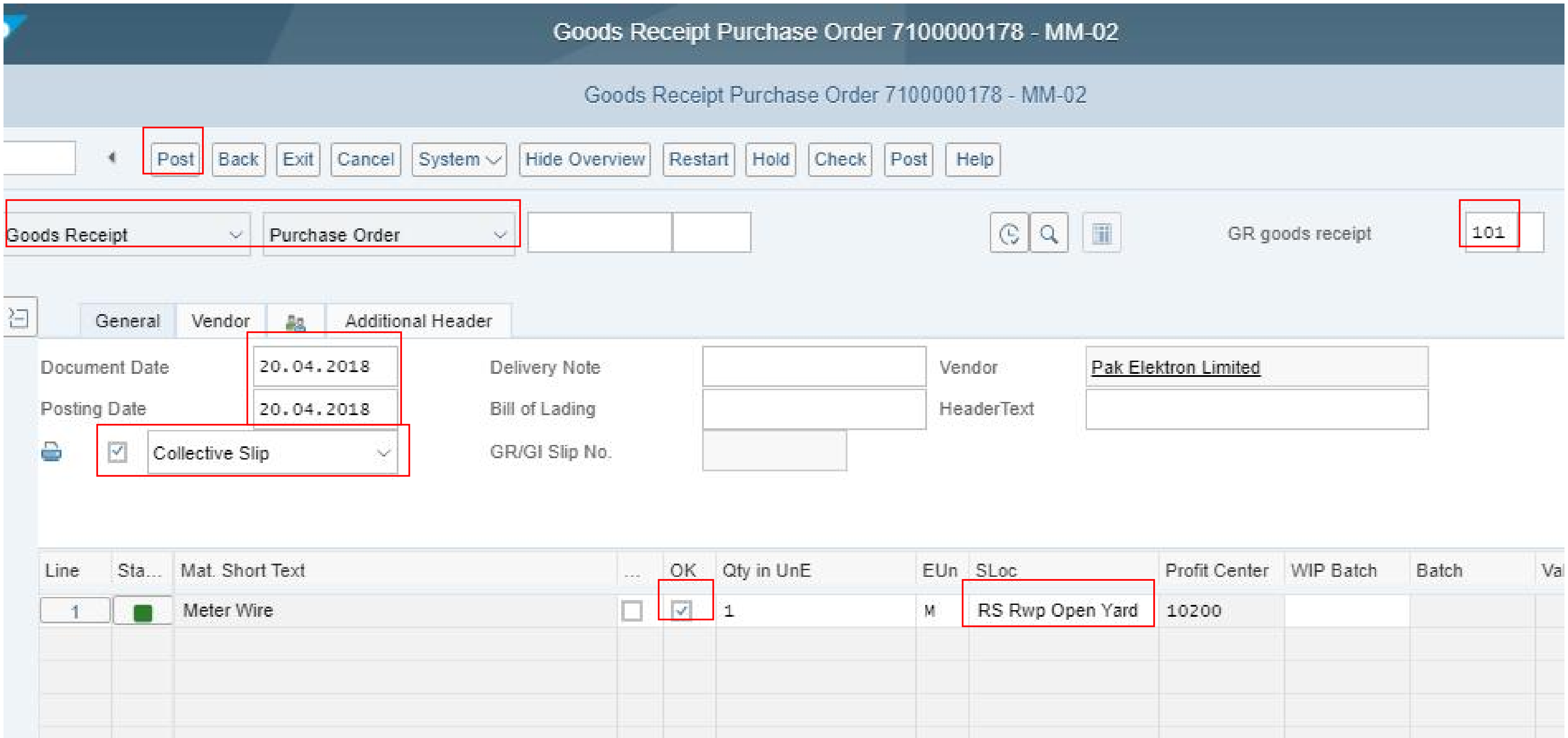
1.1.9 Goods Receipt of Consumable Materials

Use

Post the receipt of consumable materials.

Procedure

1. Open “Post Goods Receipt” App. from Fiori Launchpad.
2. Select Action as Goods Receipt and Reference as Purchase Order.On the initial screen, enter the purchase order number and choose Enter.
3. On the General tab page of the Header Data, choose Collective Slip from drop down and then select the checkbox Print via Output Control.


Goods Receipt Purchase Order 7100000178 - MM-02
Goods Receipt Purchase Order 7100000178 - MM-02
Post
Back
Exit
Cancel
System
Hide Overview
Restart
Hold
Check
Post
Help
Goods Receipt
Purchase Order
GR goods receipt
101
General
Vendor
Additional Header
Document Date
20.04.2018
Posting Date
20.04.2018
Collective Slip
Delivery Note
Bill of Lading
GR/GI Slip No.
Vendor
Pak Elektron Limited
HeaderText
Line
Sta...
Mat. Short Text
OK
Qty in UnE
EUn
SLoc
Profit Center
WIP Batch
Batch
1
Meter Wire
1
M
RS Rwp Open Yard
10200

4. Select the Item OK checkbox and choose Check..
5. Choose Post.
6. The system message material document 5000000318 posted is displayed.

Result

Goods receipt document is posted.

1.1.10 Print Goods Received Note

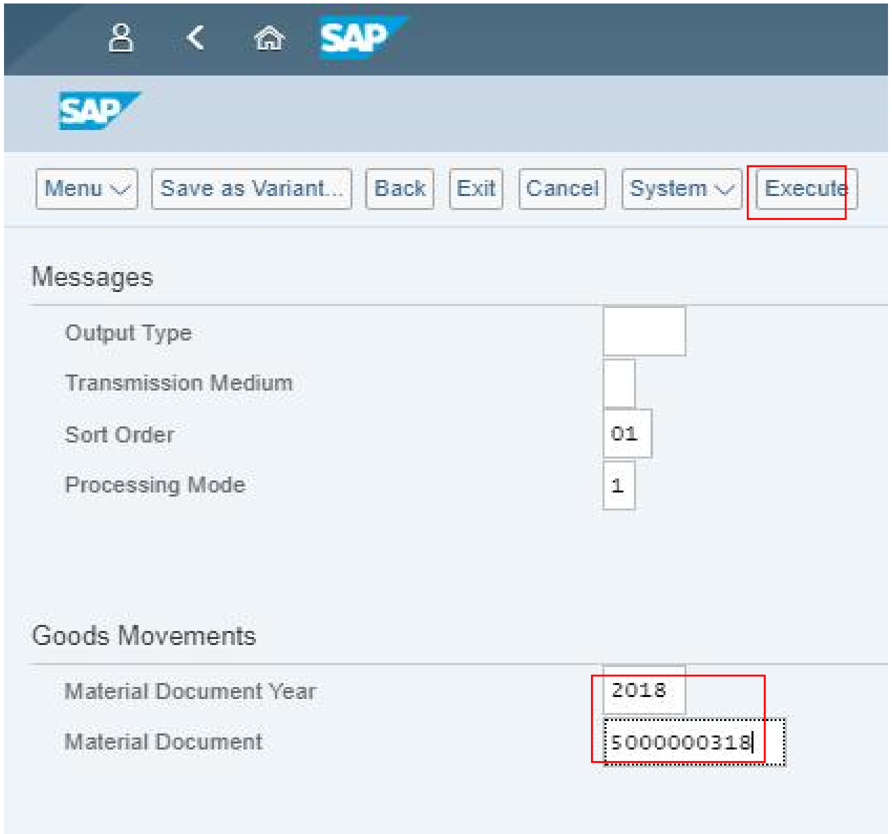
Use

This procedure explains the Goods Received Note Printing.

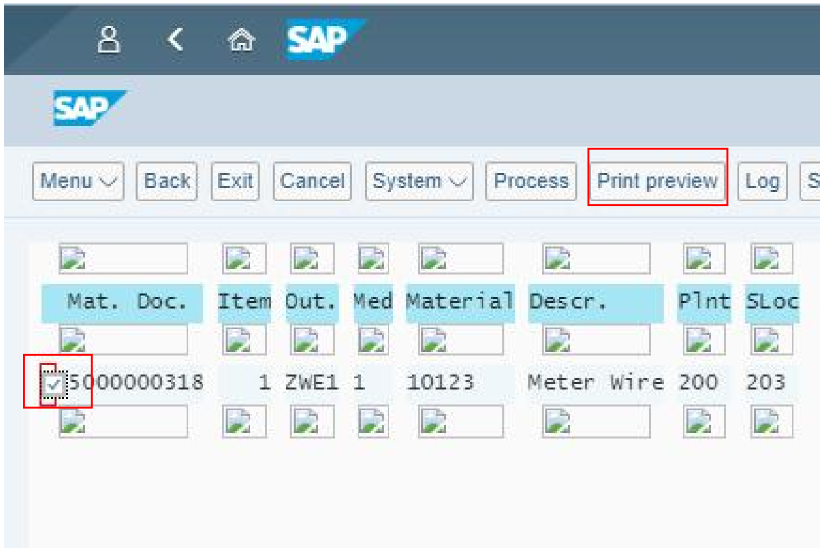
Procedure

1. Open “Output Material Documents” App. from Fiori Launchpad.

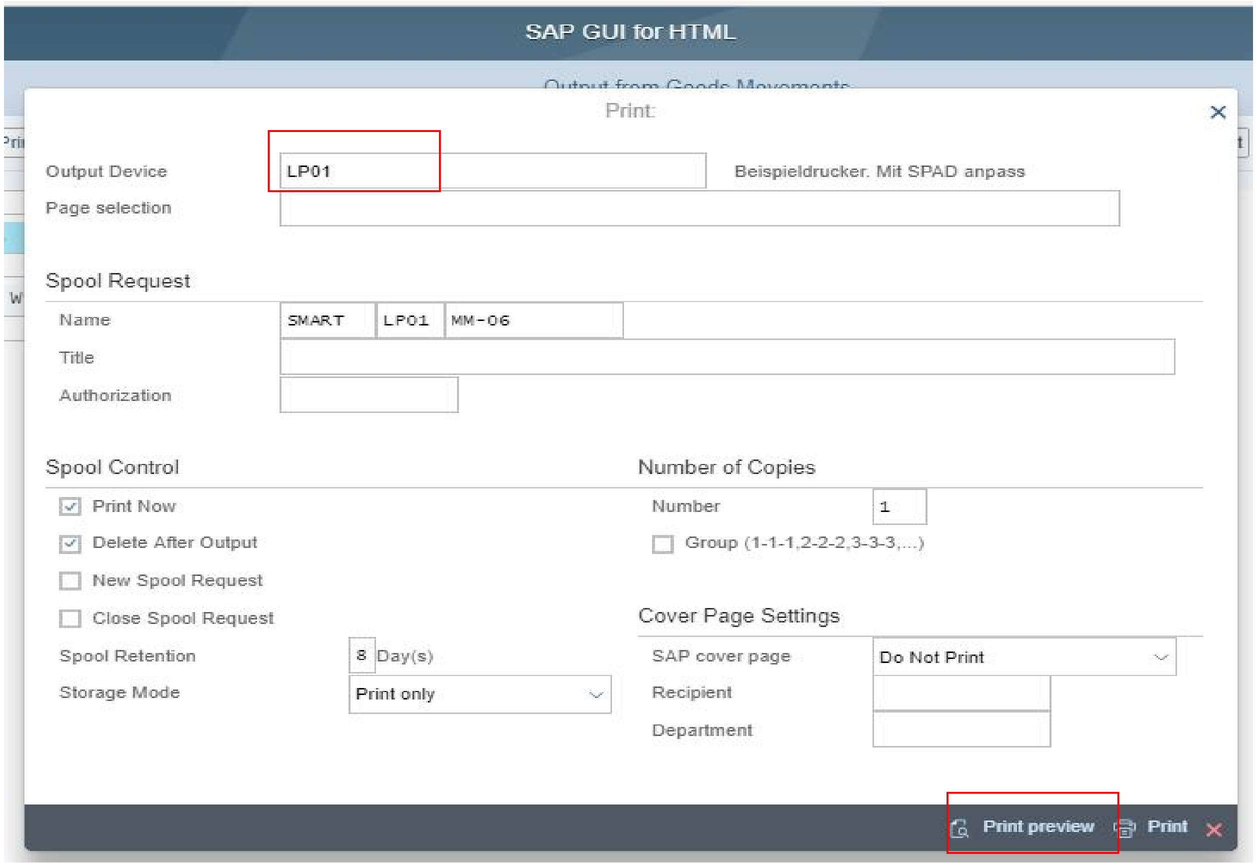
2. Enter Material Document Number and press Execute.



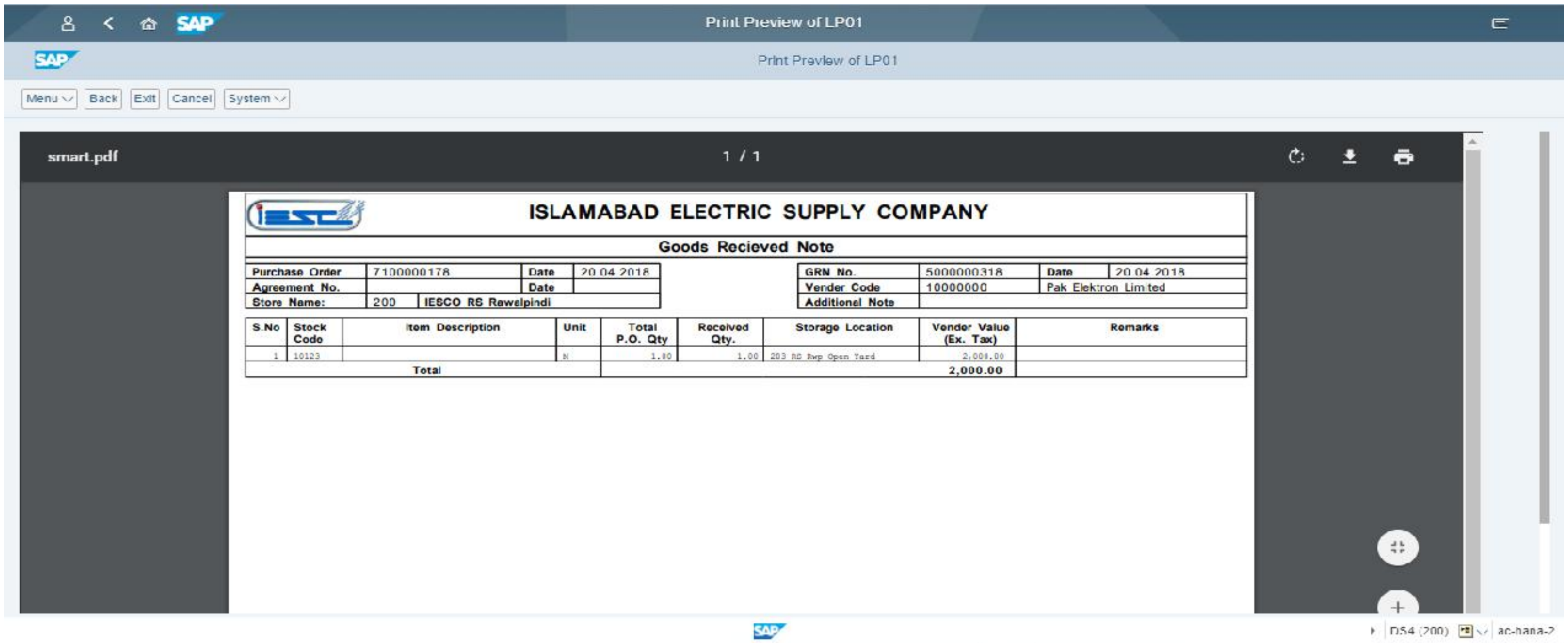
3. Tick line item as OK and press Print Preview.



4. Press Print Preview.



5. Press Print Button and on the next screen press print.



Result

Goods Receipt Note Print is Done.

1.1.11 Invoice Verification

Use

The invoice verification is done here.

Procedure

1. Open “Create Supplier Invoice Advance” App. from Fiori Launchpad.

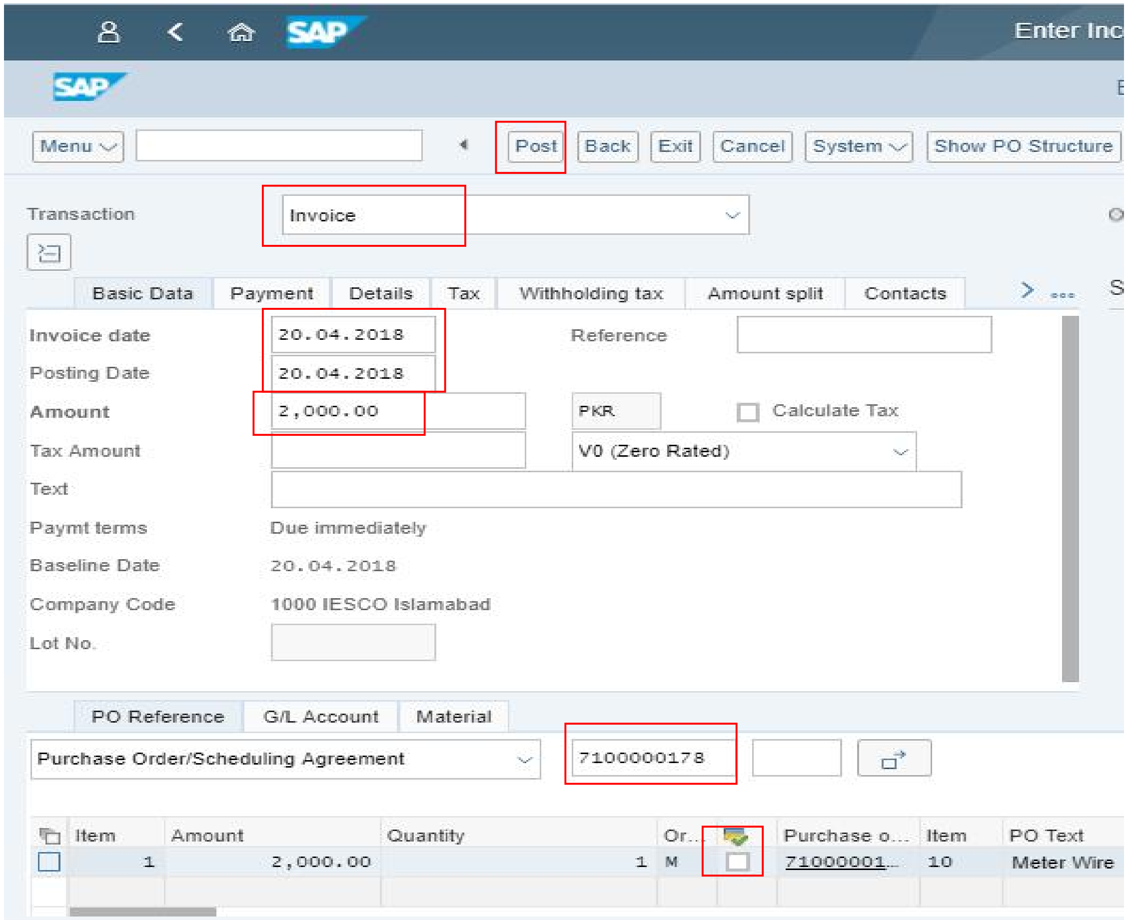
2. If a dialog box appears, enter Company Code 1000, select the Basic data sub-screen and make the following entries:

Field name	Description	User action and values	Comment
Transaction		Invoice	
Invoice date		Date of the invoice (for example, today)	20.04.2018
Amount		Invoice (overall) amount (incl. Tax) or (without tax)	2,000.00
Calculate tax		Mark the flag “X”	

3. Go to the tab strip “PO reference” and make the following entries:

Field name	Description	User action and values	Comment
Purchase Order/Scheduling agreement		Relevant Purchase Order Number	7100000178

4. PressEnter to get the PO data in the Item screen. Make sure that all relevant PO data is listed in the Item screen.



5. Choose Simulate to simulate the invoice values. A dialog boxSimulate Document in Document currency appears. Check that the balance has the amount 0 and choose Back.

6. Yellow messages are warnings and Red messages are show stoppers. Fix red messages and choose *Post* to save the transaction. A message appears that will confirm posting and also advise if it is blocked for payment.

Result

Invoice Document:5100000060