Materials Management
SAP Implementation at IESCO
Training Document
Stock Materials Procurement

LAST SAVED - 2018-08-30 7:49:00 AM

12. IESCO_SAP_ERP_MM_TD_Fiori_Procurement of Stock Materials

Contents

Stock Materials Procurement

1 Purpose

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

In addition, stock materials (goods) are entered with material number. Inventory and value both are updated in the system upon goods receipt.

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 stock materials.

1.1.1 Creating Purchase Requisition

Use

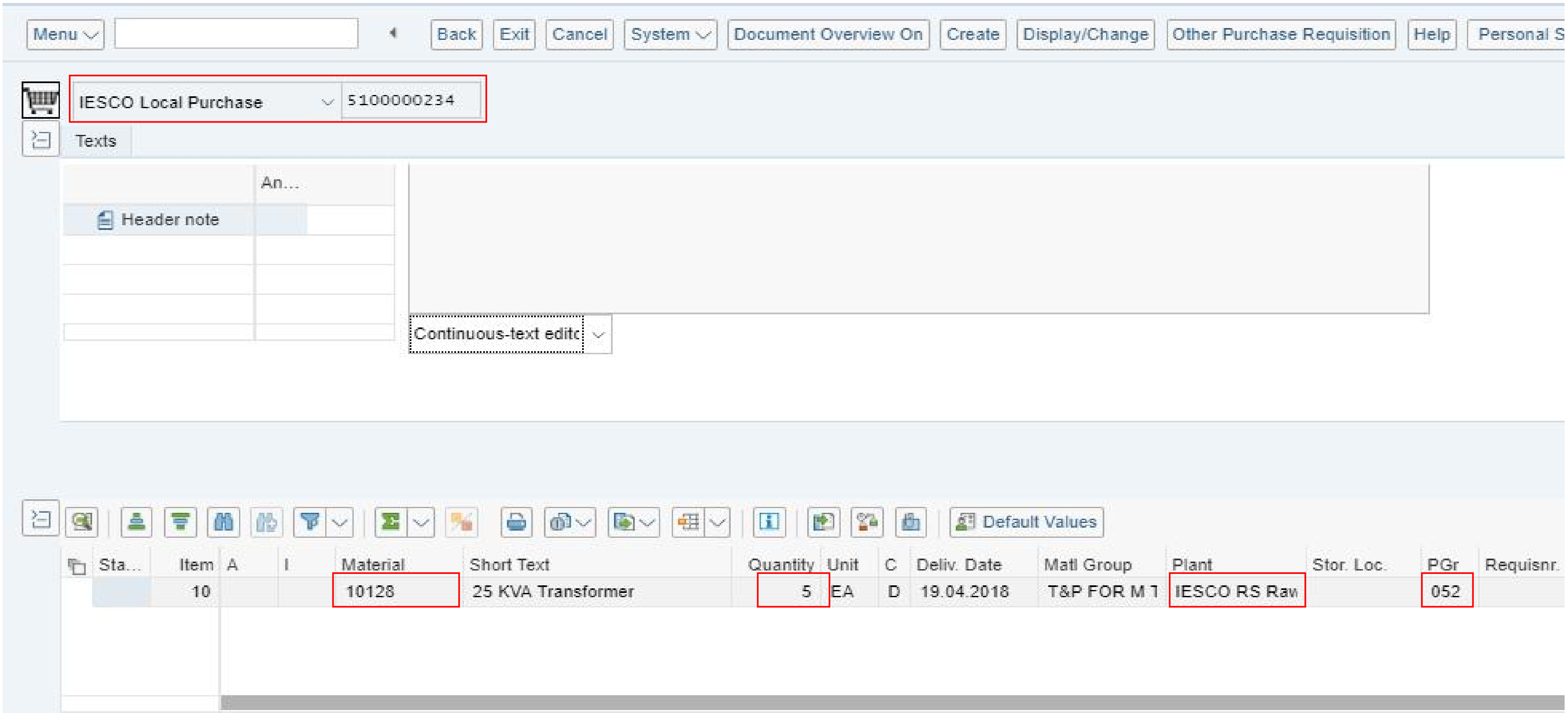
In this activity, you create a purchase requisition.

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: 10128
Quantity (Item Overview)		As per requirement	5
Plant (Item Overview)		As per requirement	For exapample: 200
Purchasing Group		As per requirement	For exapample: 052


Menu
Back
Exit
Cancel
System
Document Overview On
Create
Display/Change
Other Purchase Requisition
Help
Personal S
IESCO Local Purchase
5100000234
Texts
An...
Header note
Continuous-text editc
Default Values
Sta...
Item
A
I
Material
Short Text
Quantity
Unit
C
Deliv. Date
Matl Group
Plant
Stor. Loc.
PGr
Requisnr.
10
10128
25 KVA Transformer
5
EA
D
19.04.2018
T&P FOR M T
IESCO RS Raw
052

3. After selecting the material, enter the Quantity, P/ Group, Plant and Press Enter.
4. Press the check button to see if there is any error.
5. Choose Save or CTRL+S.
6. Document number will be generated: 5100000234

Result

Purchase requisition is created.

1.1.2 Approval of Purchase Requisition

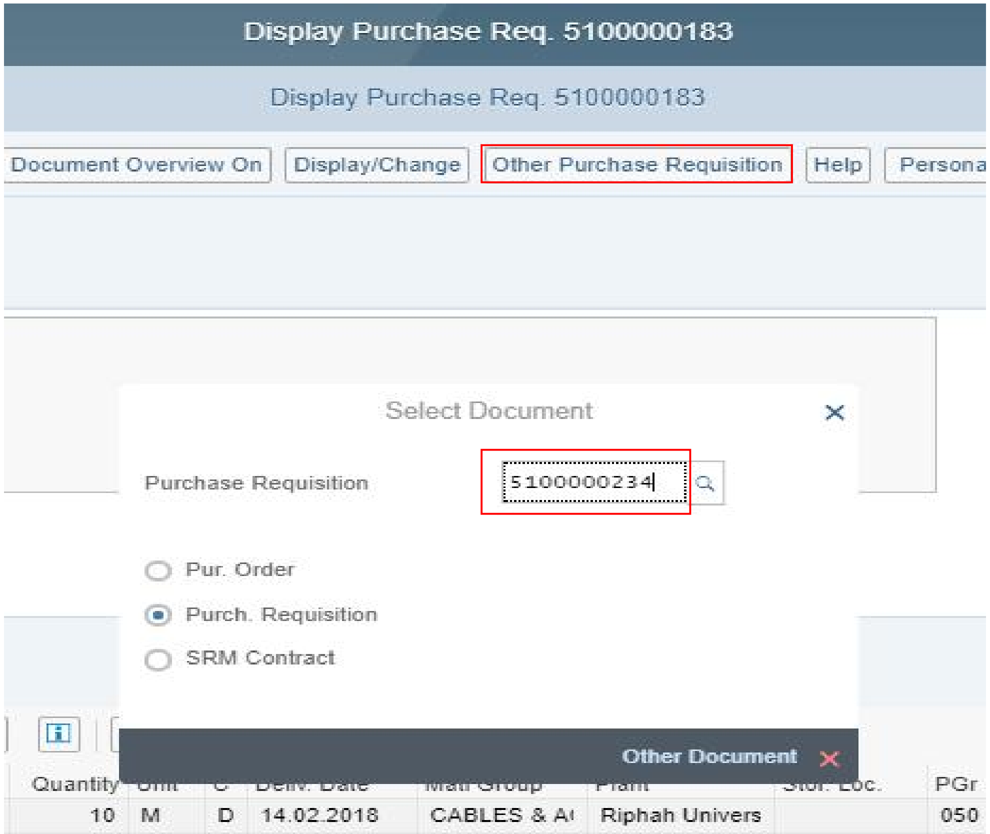
Use

In this activity you approve a purchase requisition.

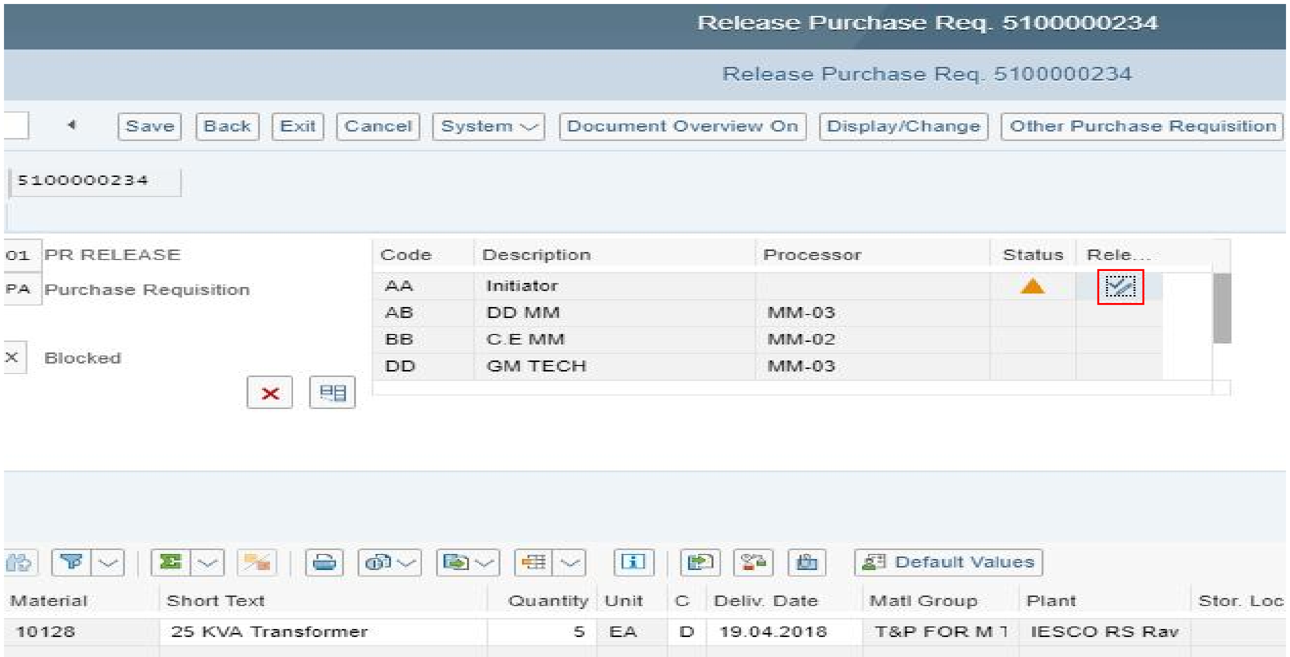
Procedure

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

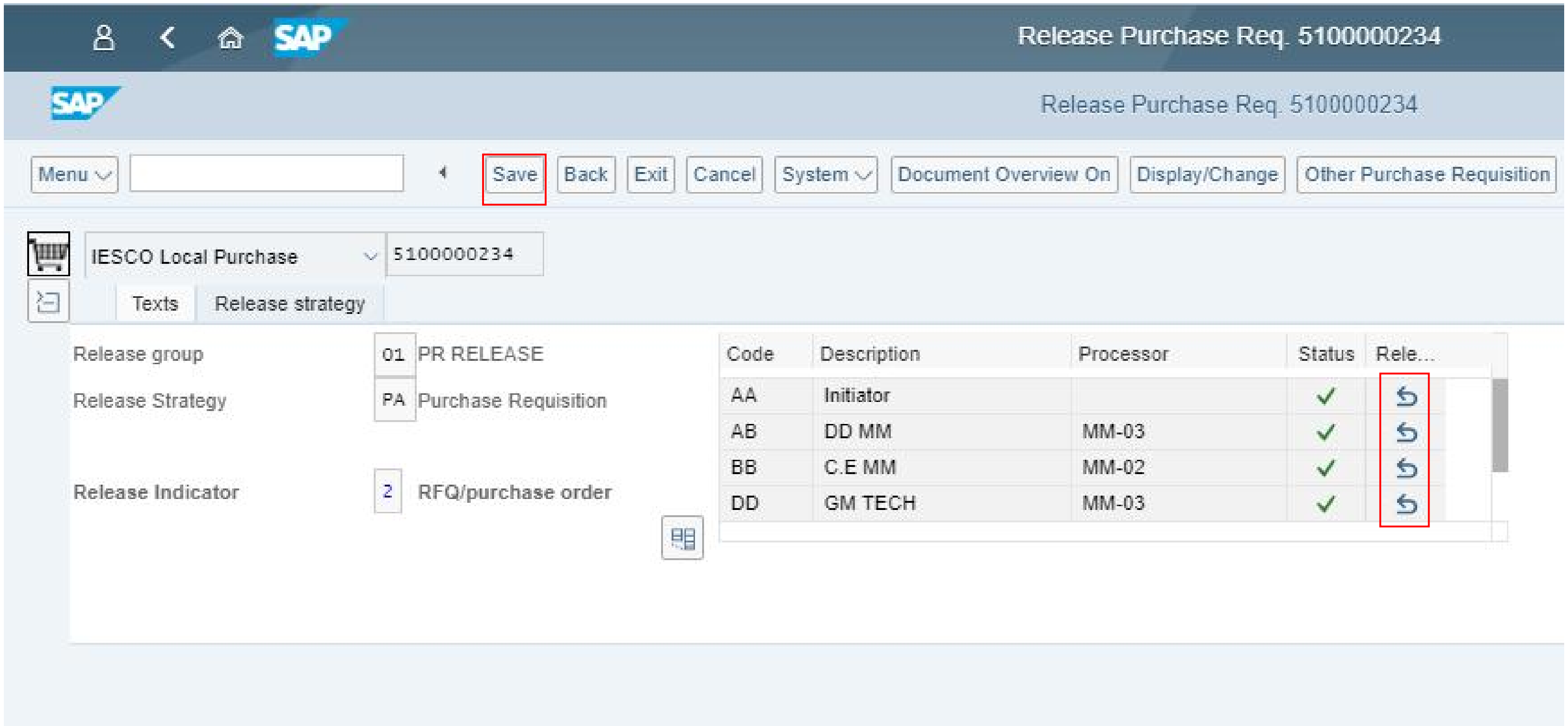
2. Enter Purchase Requisition Number: by selecting Other Purchase Requisition.



3. Got to Release Strategy Tab in the Header Data of Purchase Requisition.
4. Release by pressing tick button, then save the Purchase Requisition.



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



Result

Purchase requisition is approved.

1.1.3 Creating Request of Quotation

Use

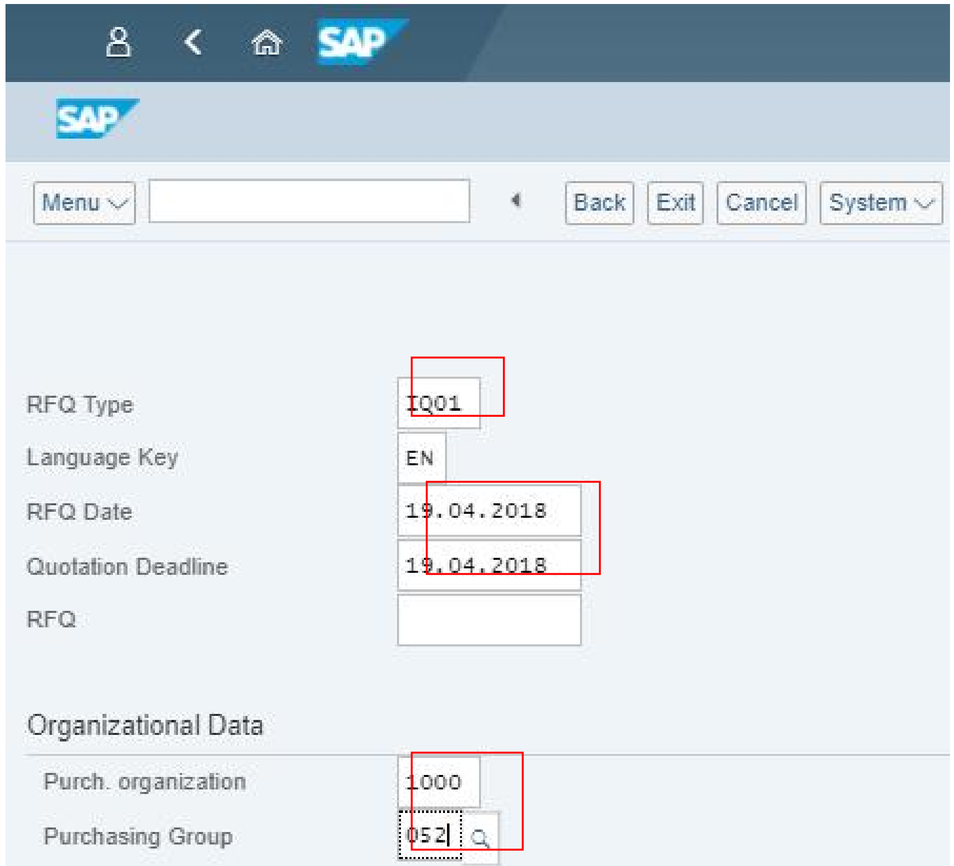
In this activity you create requests for quotations.

Procedure

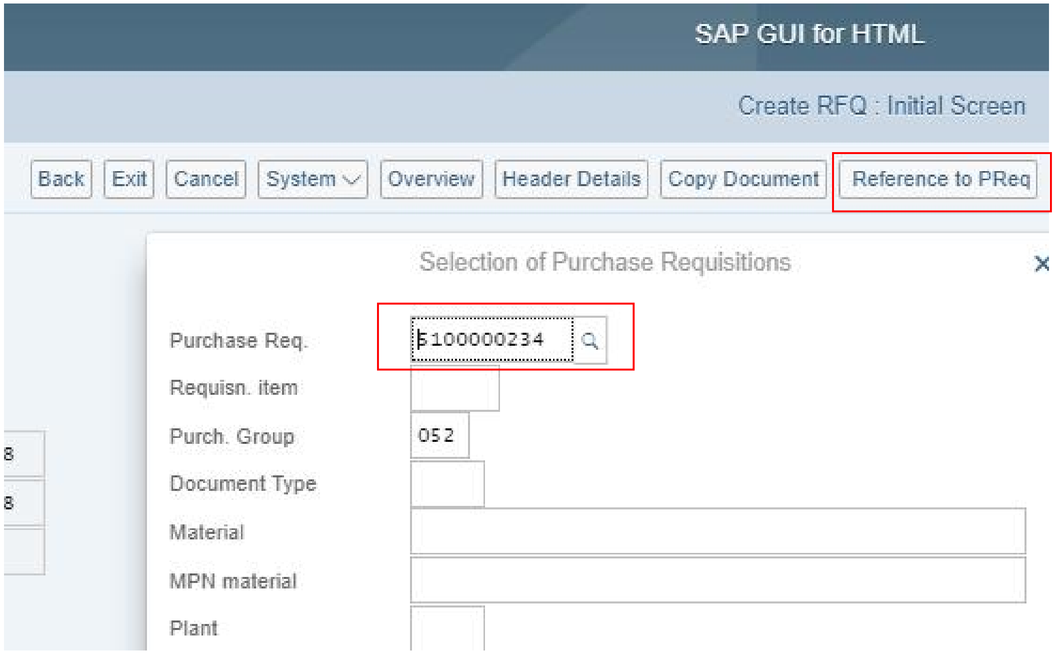
1. Open “Create RFQ” App. from Fiori Launchpad.

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

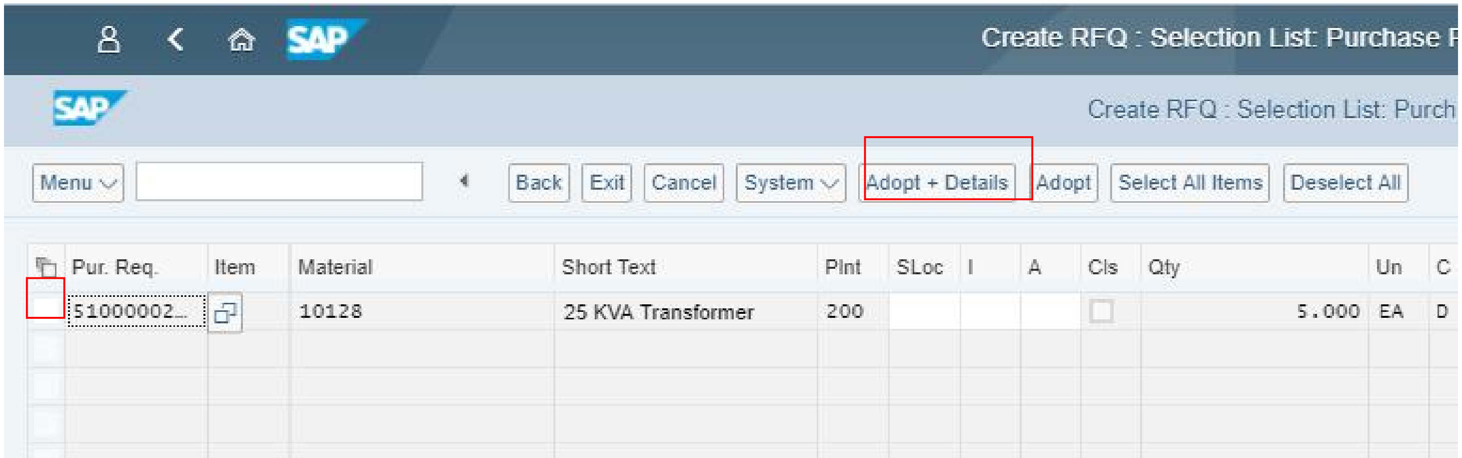
Field name	Description	User action and values	Comment
RFQ type		As per requirement	For example: IESCO Local Purchase
Language		EN	
Quotation deadline		<A date before delivery date>	for example, today’s date + 14 days
Purchasing Organization		As per requirement	For example: 1000
Purchasing Group		As per requirement	For example: 052
RFQ Date		As per requirement	19.04.2018
Quotation Deadline		As per requirement	19.04.2018


SAP
SAP
Menu
Back
Exit
Cancel
System
RFQ Type
IQ01
Language Key
EN
RFQ Date
19.04.2018
Quotation Deadline
19.04.2018
RFQ
Organizational Data
Purch. organization
1000
Purchasing Group
052

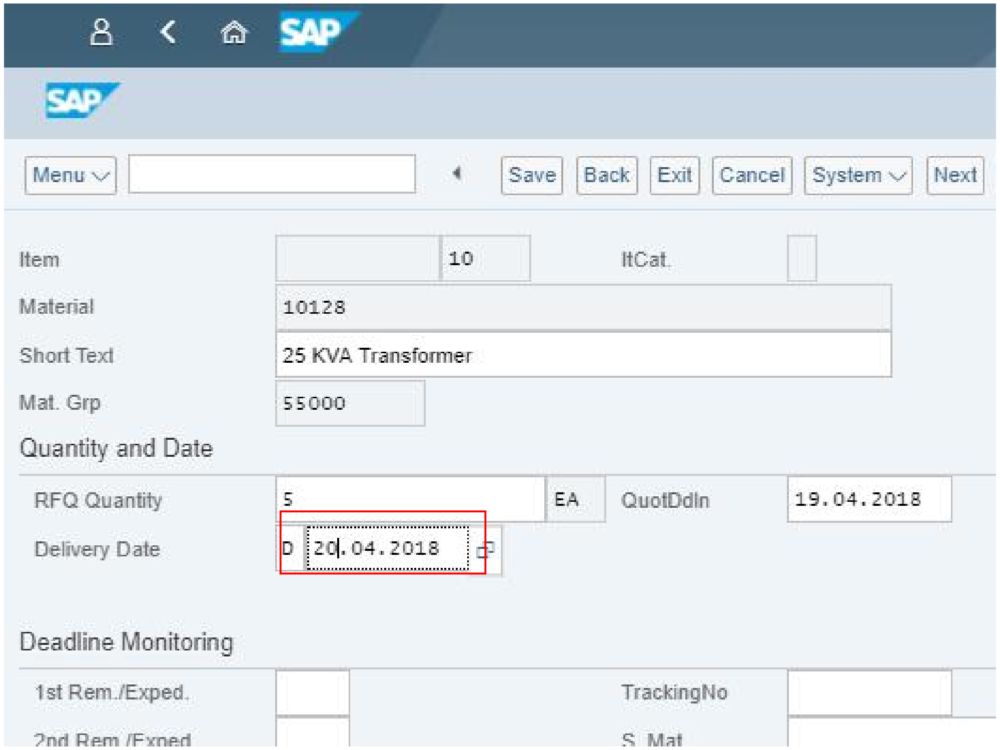
3. To create a quotation with reference to a purchase requisition, choose“Reference to PReq”,select desired Purchase Requisition Numberand press Enter.



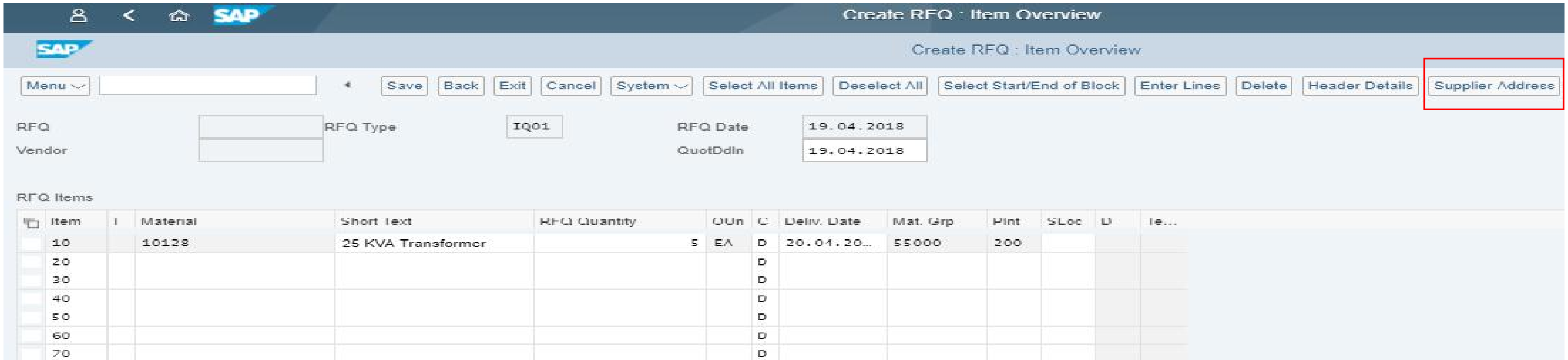
4. Select the required line item and press Adopt+Details. All information of adopted materials will be copied in RFQ document.



5. Enter Delivery Date : 20.04.2018 and press Enter.



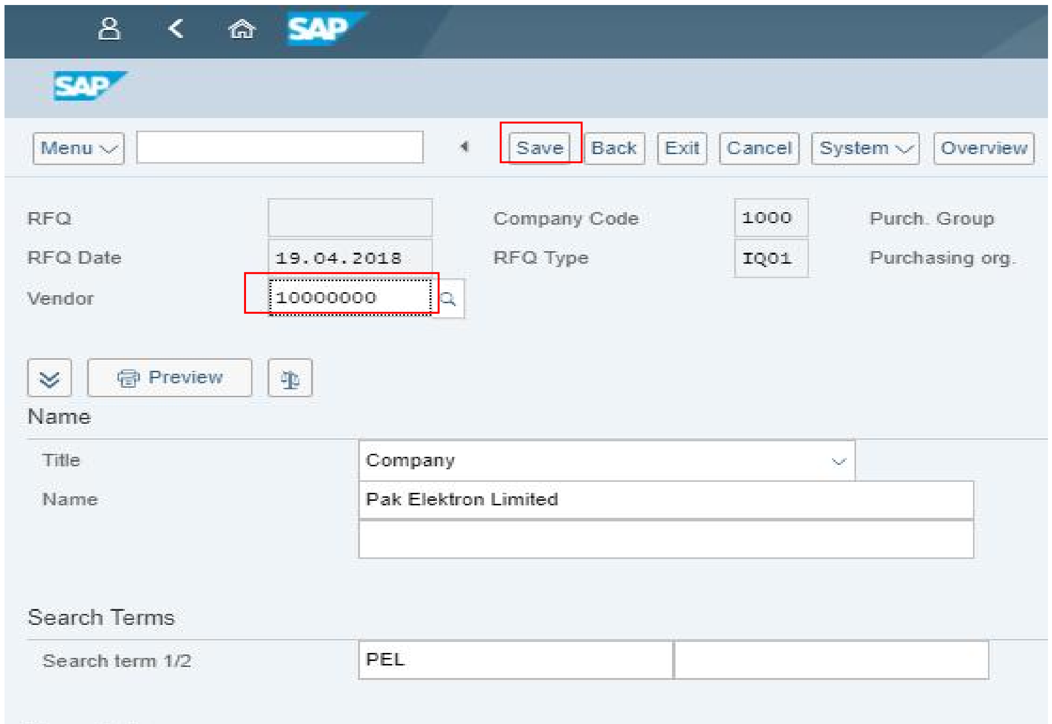
6. Choose *Header Details*.



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

8. Select the Vendor

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



9. Choose *Save*.

10. Note the RFQ numbers that appear at the bottom of the screen: 6100000048

11. Repeat steps 7-9 if the RFQ will be sent to more than one vendor: 6100000049.

12. Choose *Exit*.

Result

The RFQs are created.

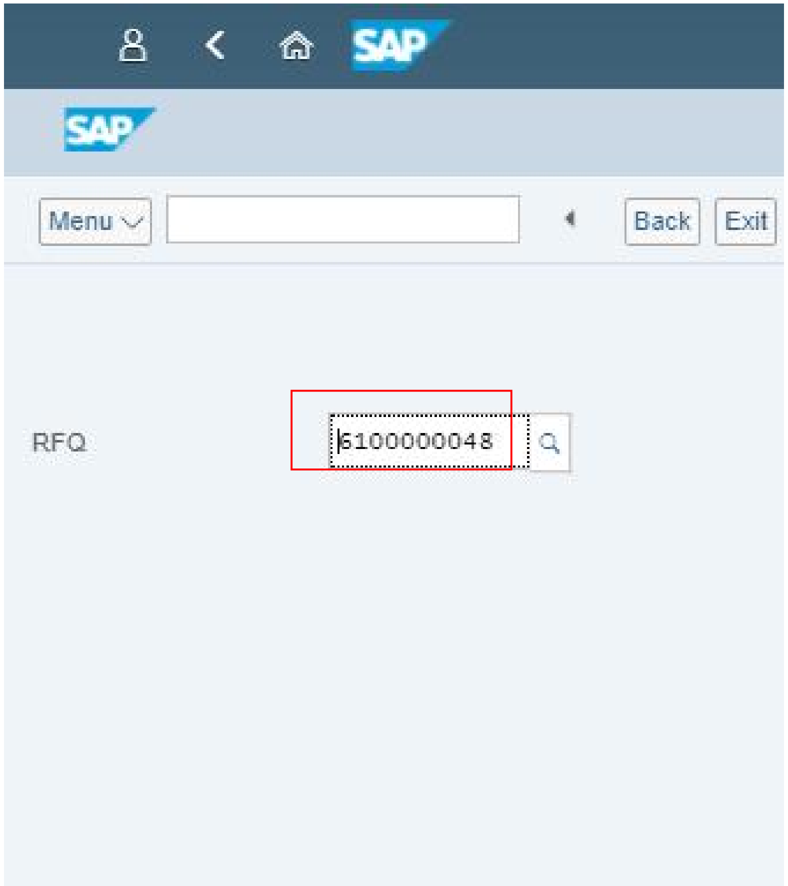
1.1.4 Maintaining Quotations

Use

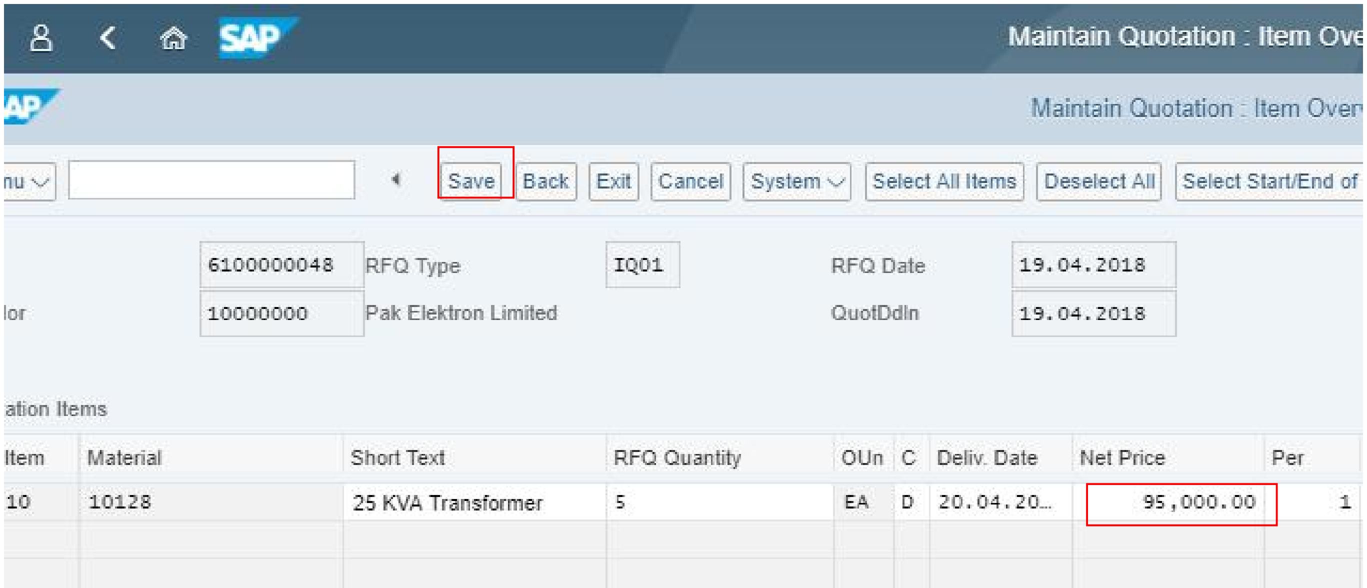
In this activity you maintain the different quotations of the vendors.

Procedure

1. Open “Create Quotation” App. from Fiori Launchpad.
2. On the *Maintain Quotation: Initial Screen*, enter the first of your RFQ numbers (from the previous step), and choose *Overview (F8)*:



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.

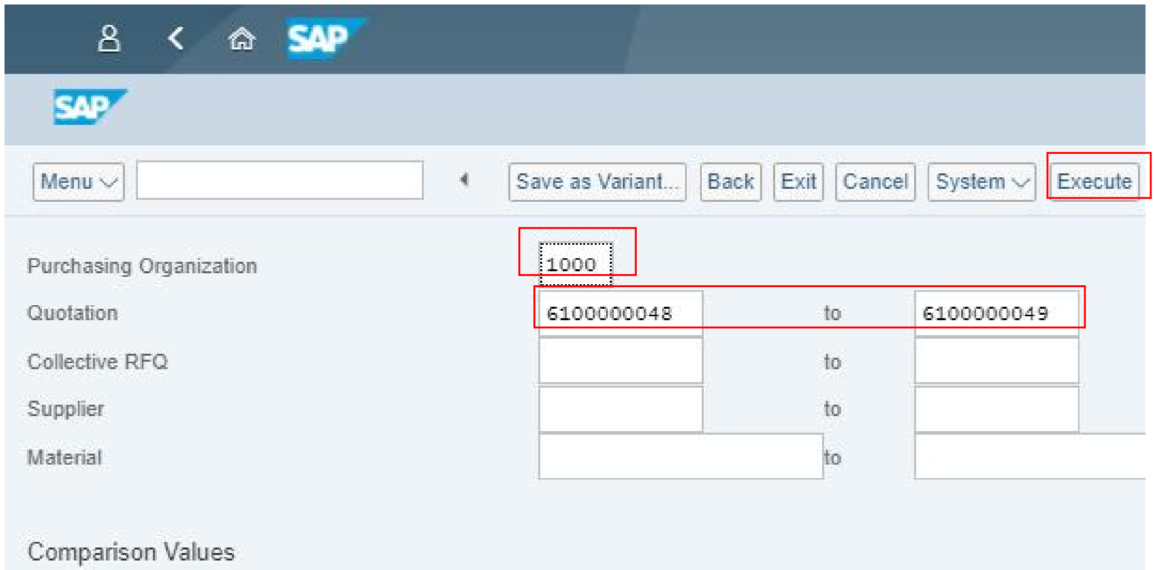
Procedure

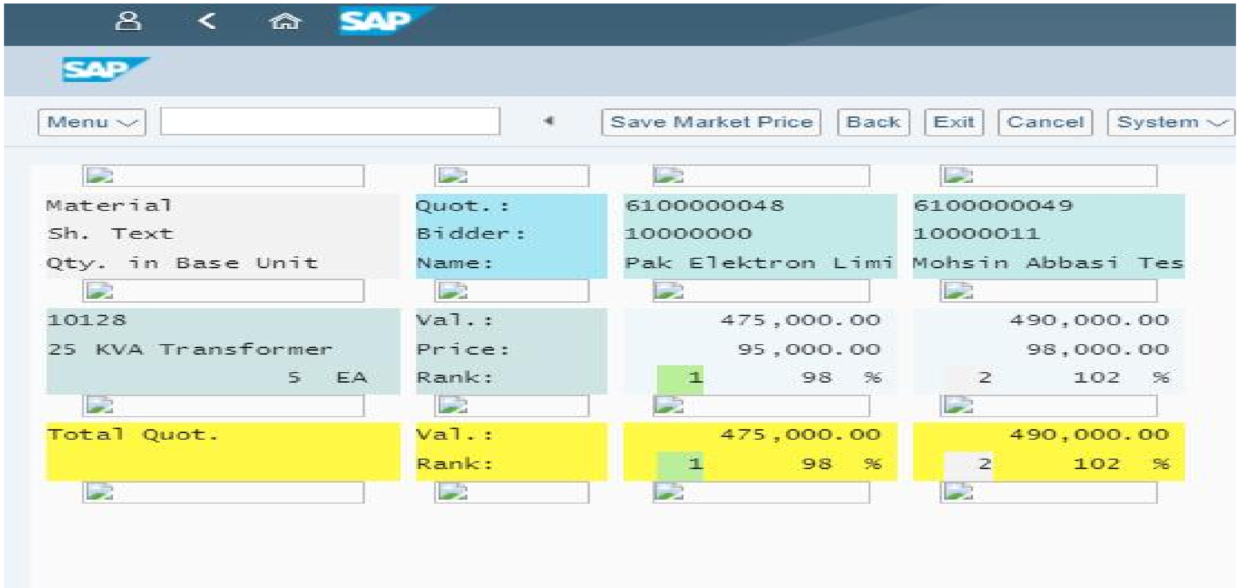
1. Open “Price Comparison List” App. Fiori Launchpad.

2. On the *Price Comparison List* screen, make the following entries:

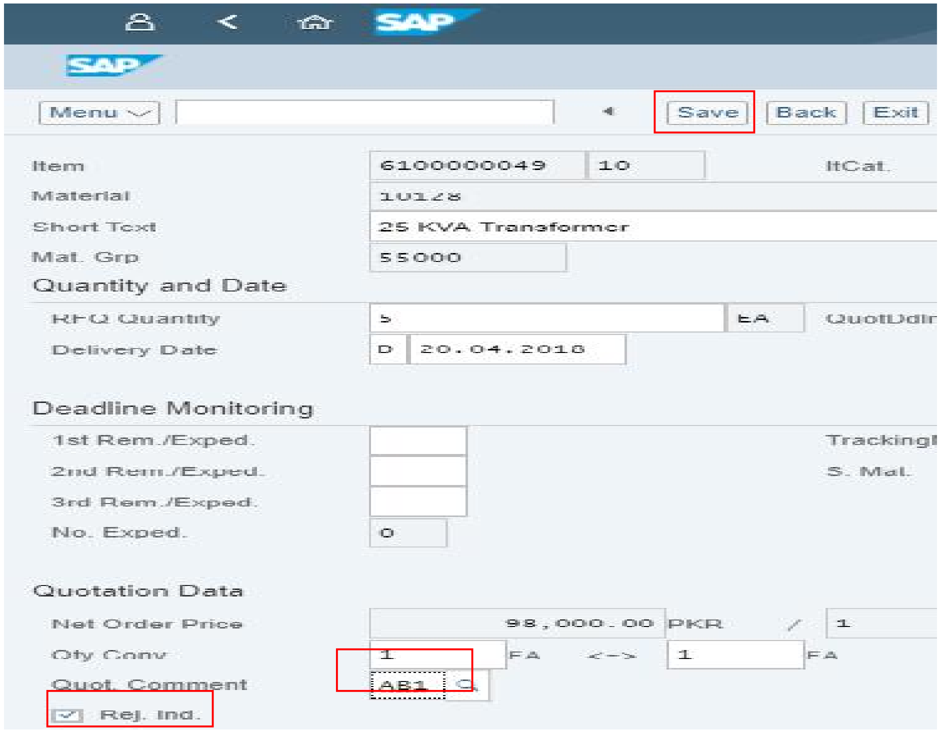
Field name	Description	User action and values	Comment
Purchasing Organization		As per requirement	For example, 1000,
Quotation		As per requirement	6100000048& 6100000049

3. Execute by choosing *Execute* or *F8.*


SAP
Menu
Save as Variant...
Back
Exit
Cancel
System
Execute
Purchasing Organization
1000
Quotation
6100000048
to
6100000049
Collective RFQ
to
Supplier
to
Material
to
Comparison Values



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), enter reason of rejection and press save



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

Result

Price Comparison has been performed.

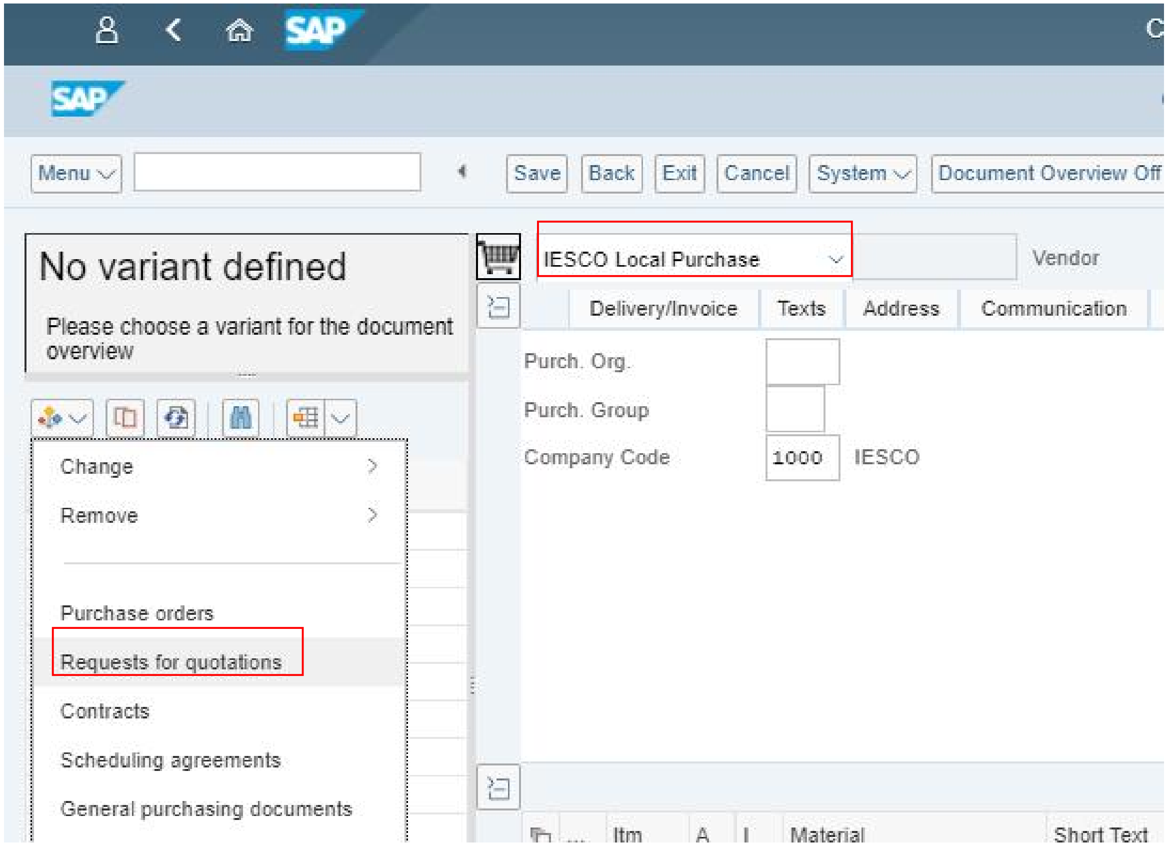
Creating PO for Stock Materials

Use

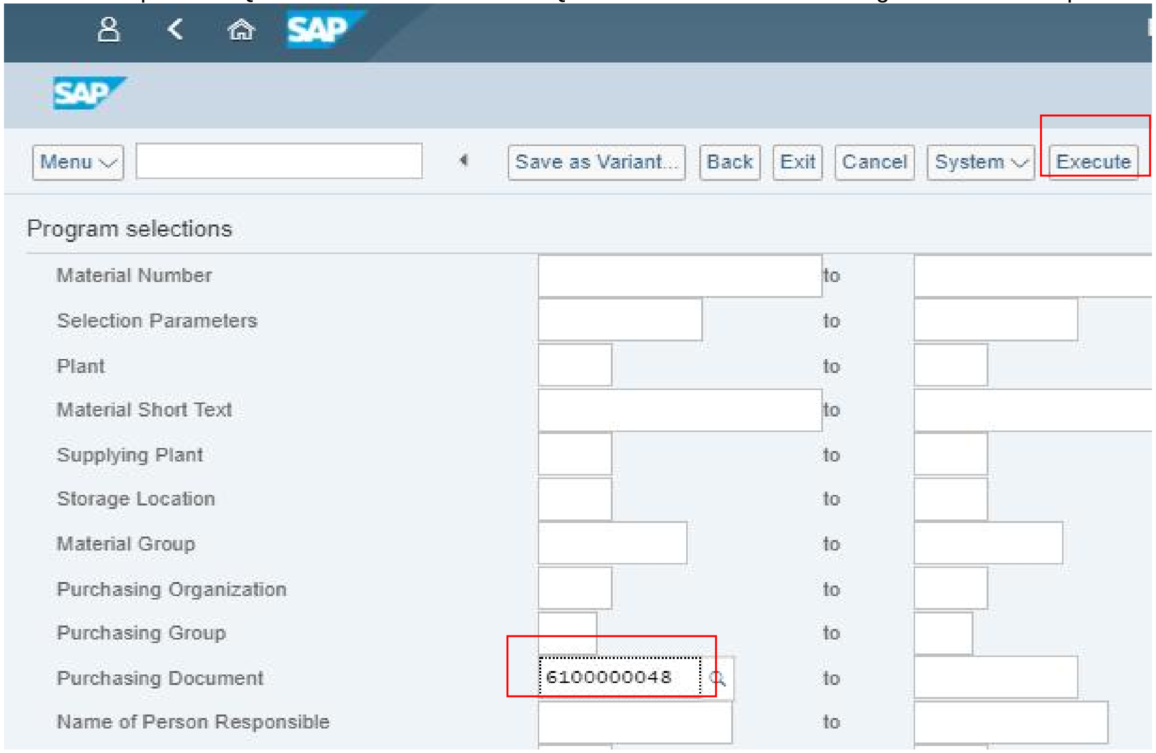
This activity creates a purchase order for stock materials.

Procedure

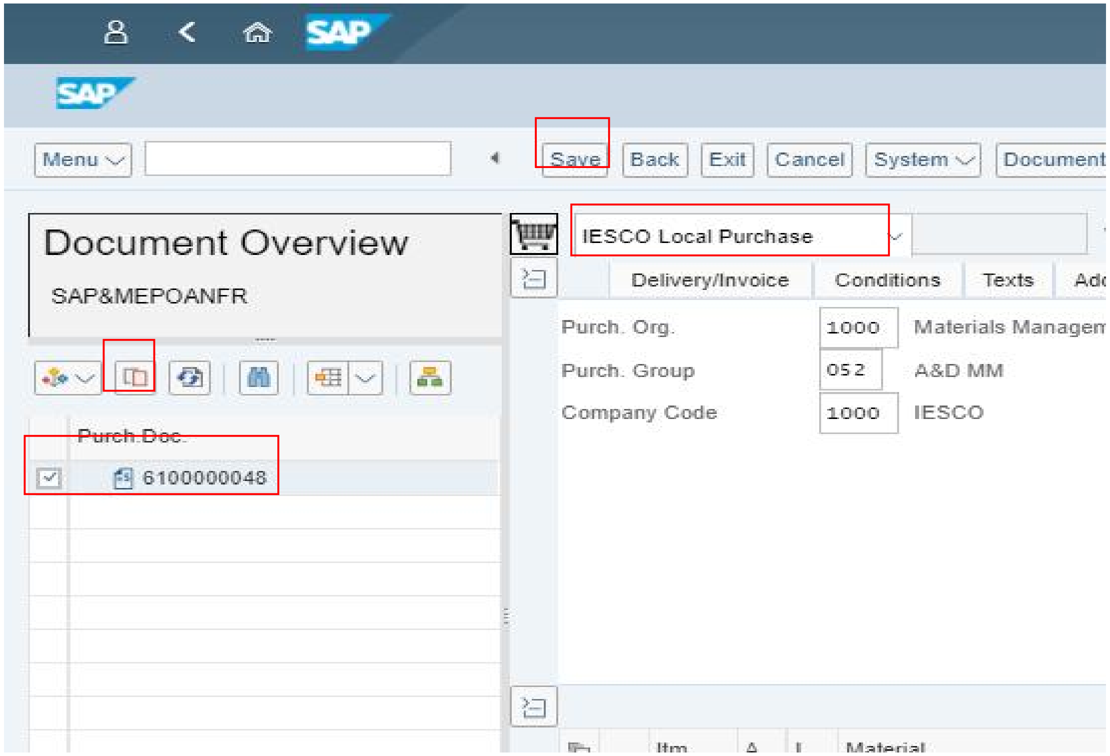
1. Open “Create Purchase Order Advance” App. from Fiori Launchpad.
2. To create a Purchase Order with reference to a purchase requisition, choose*My Purchase Requisition from selection variant by document overview* and enter the *Purchase Requisition Number in document number field*. By doing this, system accesses all the information that is saved in the referenced document.
3. 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.


Menu
Save
Back
Exit
Cancel
System
Document Overview Off
No variant defined
Please choose a variant for the document overview
IESCO Local Purchase
Vendor
Delivery/Invoice
Texts
Address
Communication
Purch. Org.
Purch. Group
Company Code
1000
IESCO
Change
Remove
Purchase orders
Requests for quotations
Contracts
Scheduling agreements
General purchasing documents
Itm
A
I
Material
Short Text

1. Click on Request for Quotation. Enter desired RFQ Document in the Purchasing Document and press Execute.



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



5. Check the PO and if there is no error Save the PO.
6. PO number will be generated: **7100000177**

RESULT

Purchase order is created.

Note:

1. To create a Purchase Order without reference, input the required information as mentioned below.
2. On the *Initial* screen, make the following entries and choose *Enter*:

Field name	Description	User action and values	Comment
PO type		As per requirement	IESCO Local Puchase
Purchasing Organization (Org. Data)		As per requirement	For example: 1000, 2000
Purchasing Group (Org. Data)		As per requirement	For example: 051
Company Code (Org. Data)		As per requirement	For example: 1000
Vendor		As per requirement	For example: 10000000

3. On the item line, make the following entries and choose Enter.

Field name	Description	User action and values	Comment

Field name	Description	User action and values	Comment
Material Code		As per requirement	For example: 10128
Quantity		As per requirement	For example: 1
OUn		As per requirement	Enter order unit: EA
Net price		As per requirement	For example: 1000
Plant		As per requirement	For example: 200
Currency		As per requirement	For example: PKR
Tax Code		As per requirement	Enter tax code: V0

4. Choose *Save.*

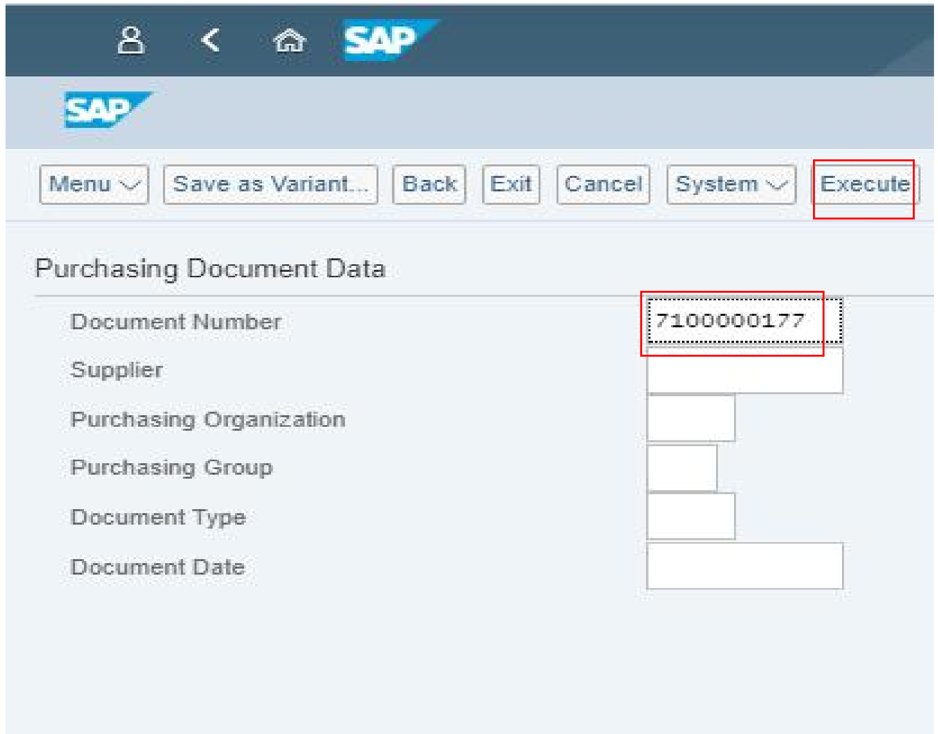
1.1.6 Print Purchase Order

Use

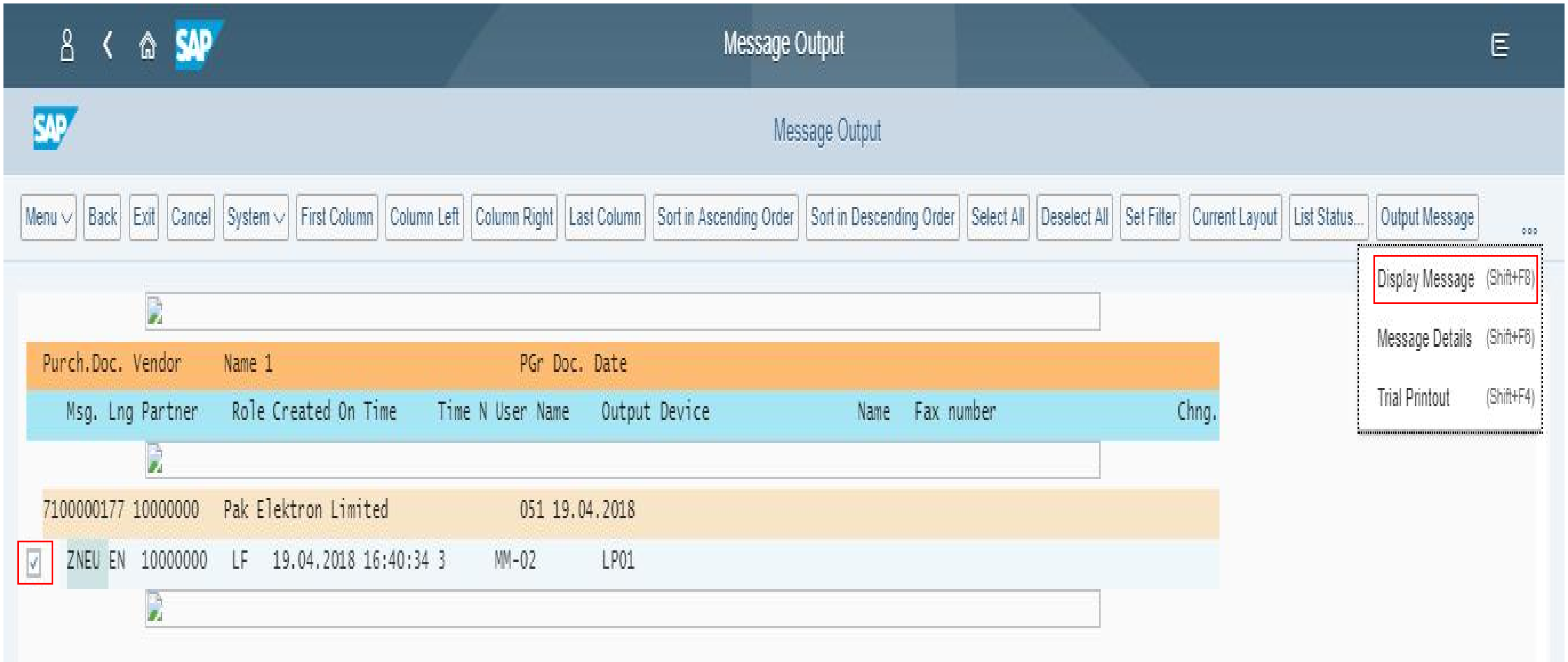
This procedure explains the steps for Purchase Order printing.

Procedure

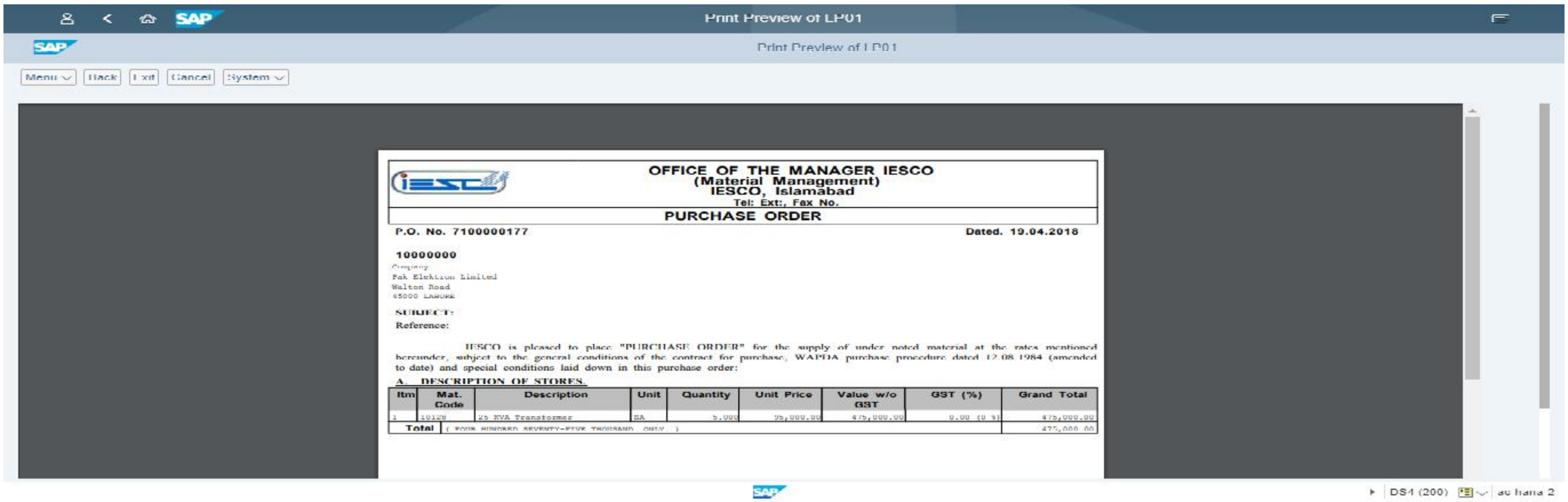
1. Open “Print Purchase Order” App. from Fiori Launchpad.
2. Enter Purchase Order Number in Document Number.



3. Press Execute.



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.

1.1.7 Approval of Purchase Order

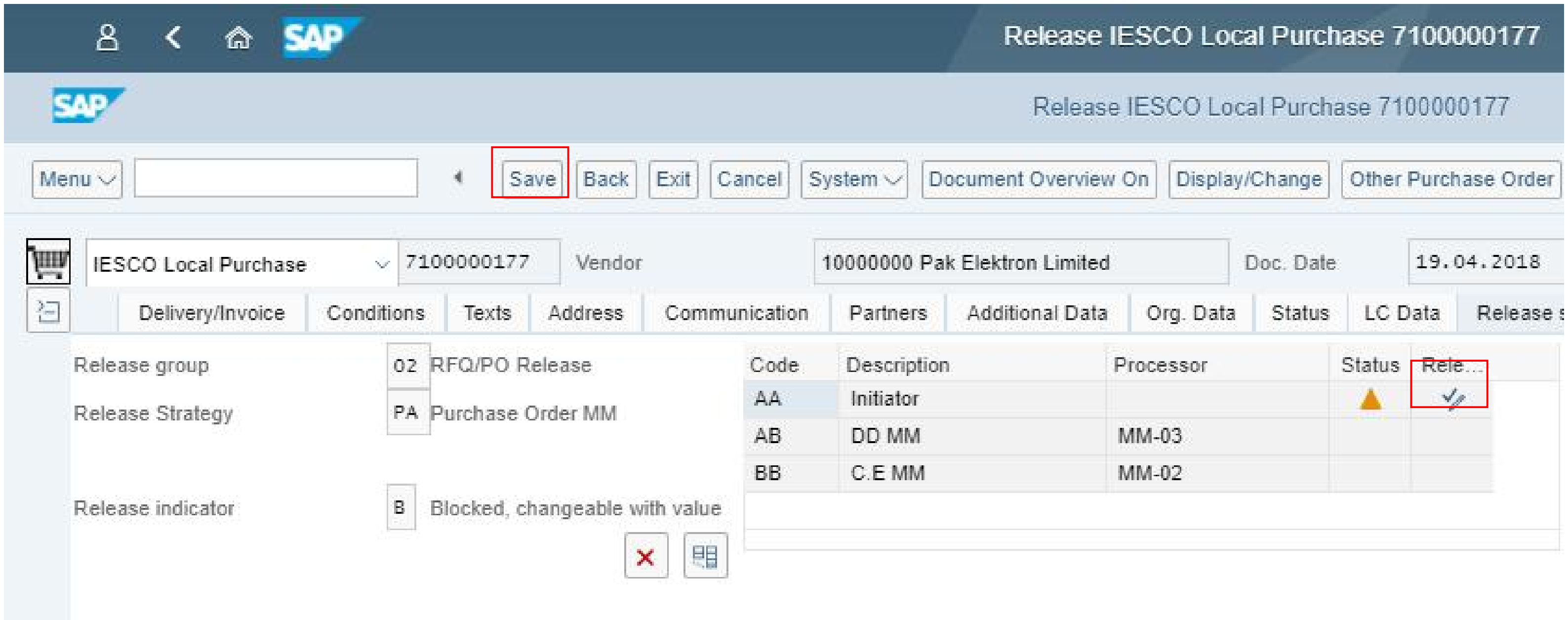
Use

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: 71000000177 and press enter.



3. Press Release Tick and Save PO.

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

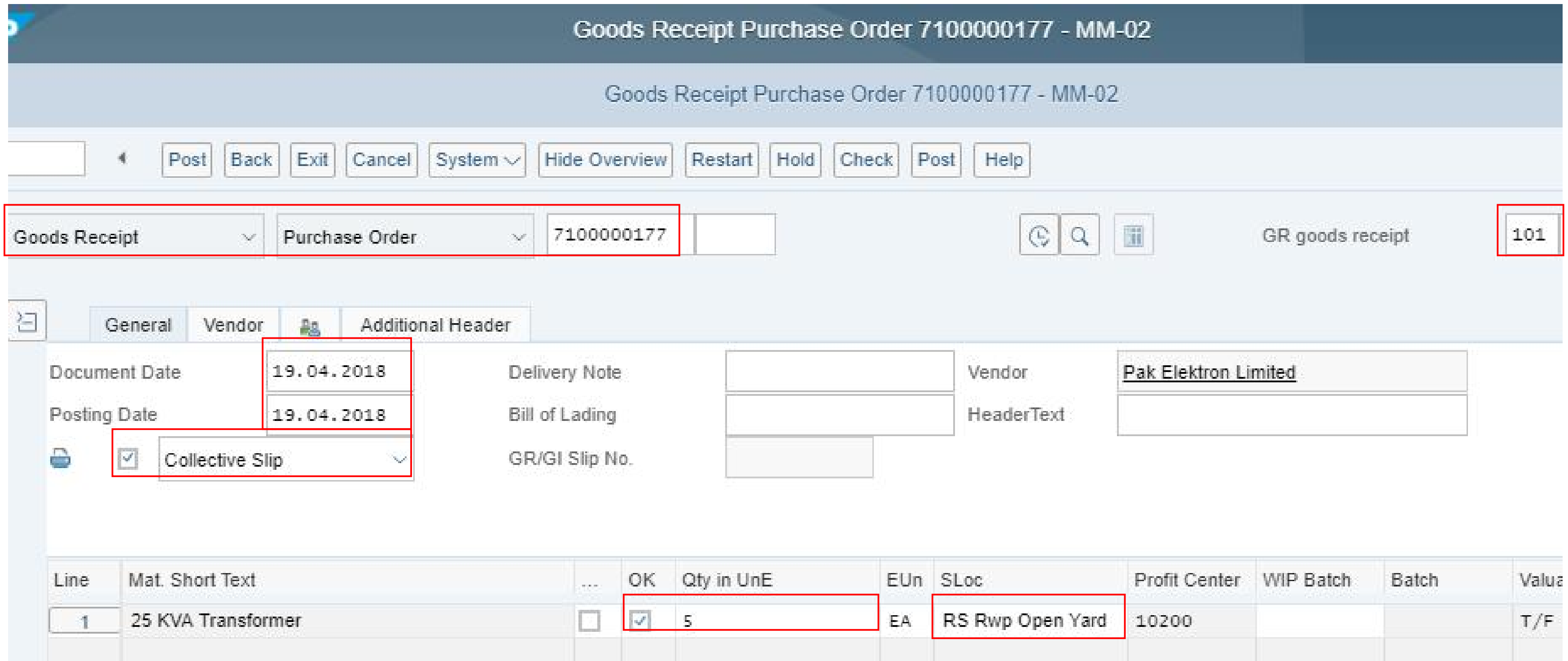
1.1.8 Goods Receipt of Stock Materials

Use

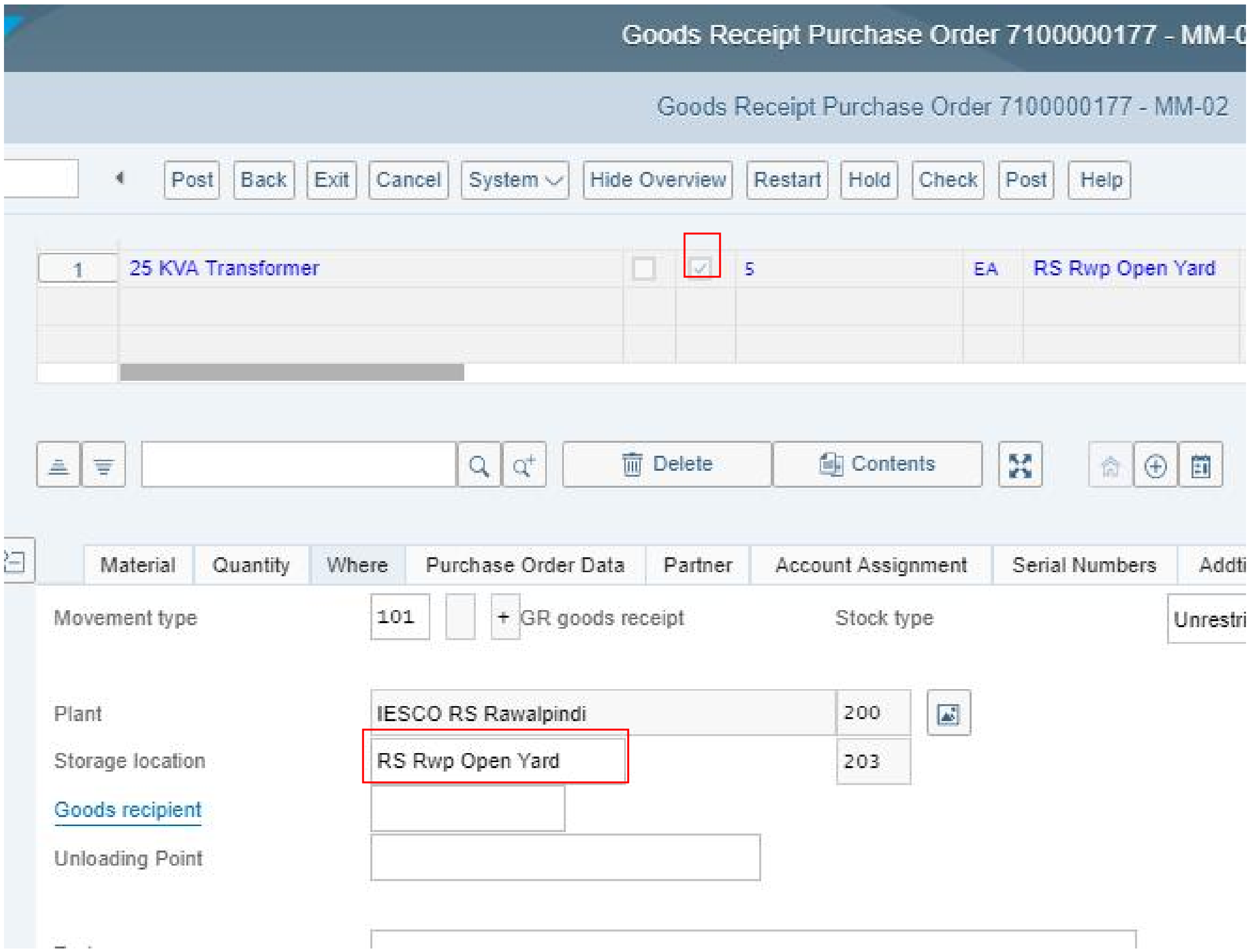
Post the receipt of stock materials.

Procedure

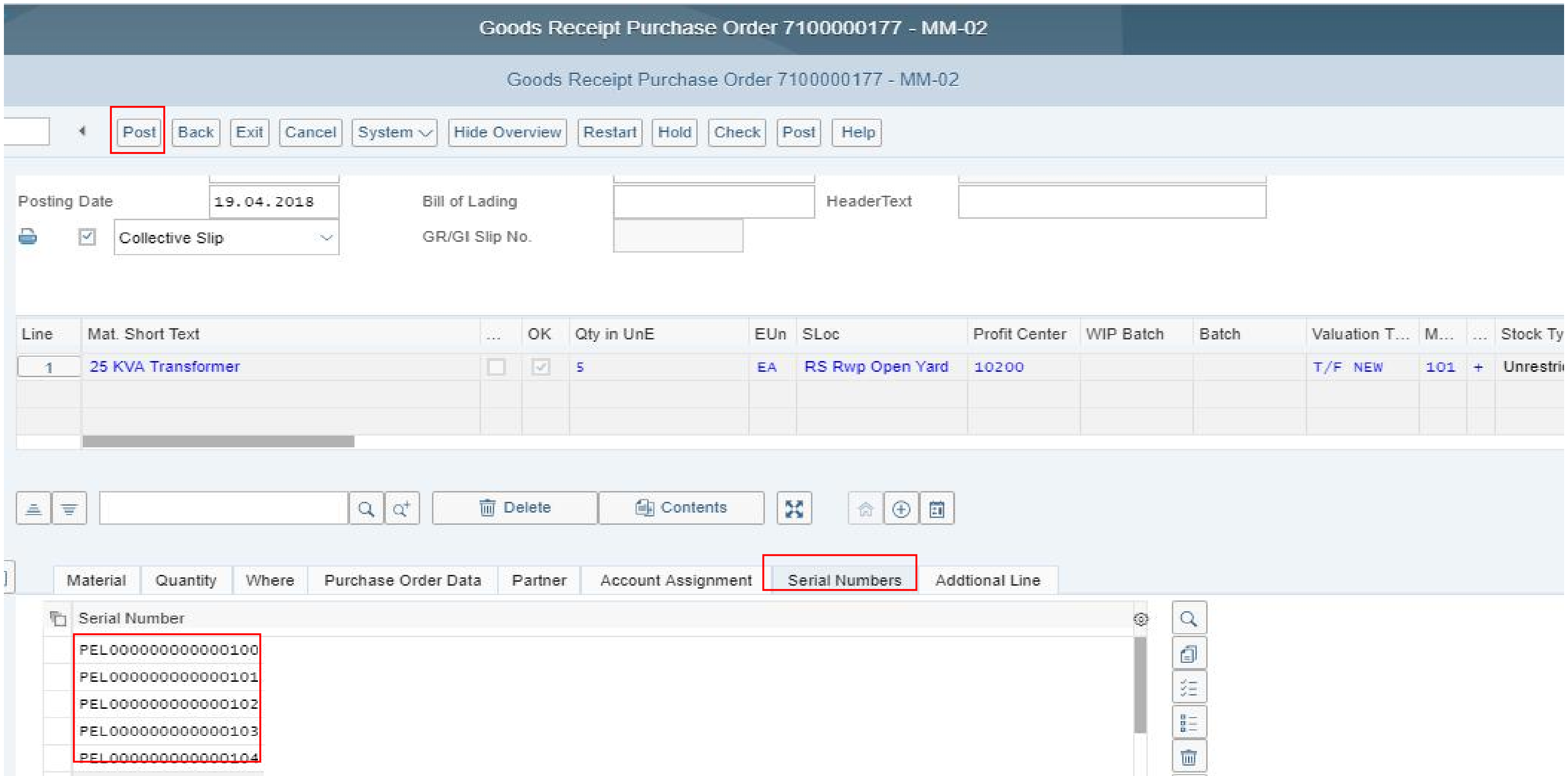
1. Open “Post Goods Receipt” from Fiori Launchpad.
2. Select Action as Goods Receipt and Reference as Purchase Order.
3. On the initial screen, enter the purchase order number and choose Enter.
4. On the General tab page of the Header Data, choose Collective Slip from drop down and then select the checkbox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



5. On the Where tab page Enter the storage location: 203


Goods Receipt Purchase Order 7100000177 - MM-0
Goods Receipt Purchase Order 7100000177 - MM-02
Post
Back
Exit
Cancel
System
Hide Overview
Restart
Hold
Check
Post
Help
1
25 KVA Transformer
5
EA
RS Rwp Open Yard
Delete
Contents
Material
Quantity
Where
Purchase Order Data
Partner
Account Assignment
Serial Numbers
Addi
Movement type
101
+ GR goods receipt
Stock type
Unrestri
Plant
IESCO RS Rawalpindi
200
Storage location
RS Rwp Open Yard
203
Goods recipient
Unloading Point

6. Enter any required additional information and Serial number.



7. Select the Item OK checkbox and choose Check.

8. Choose Post.

9. The system message material document 5000000313 posted is displayed.

Result

Goods receipt document is posted.

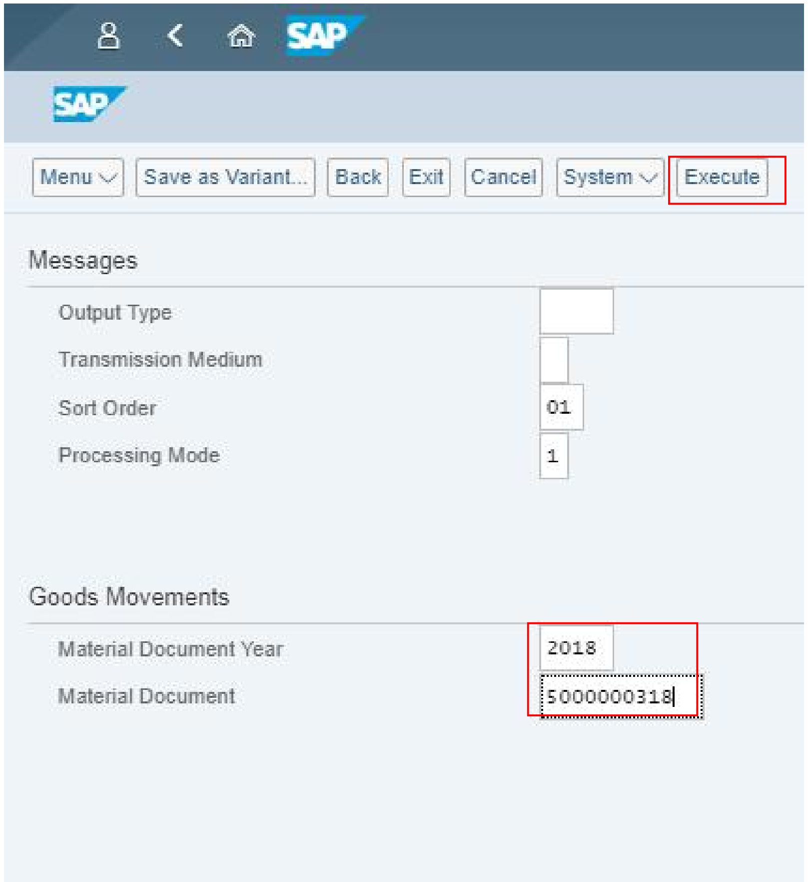
1.1.9 Print Goods Received Note

Use

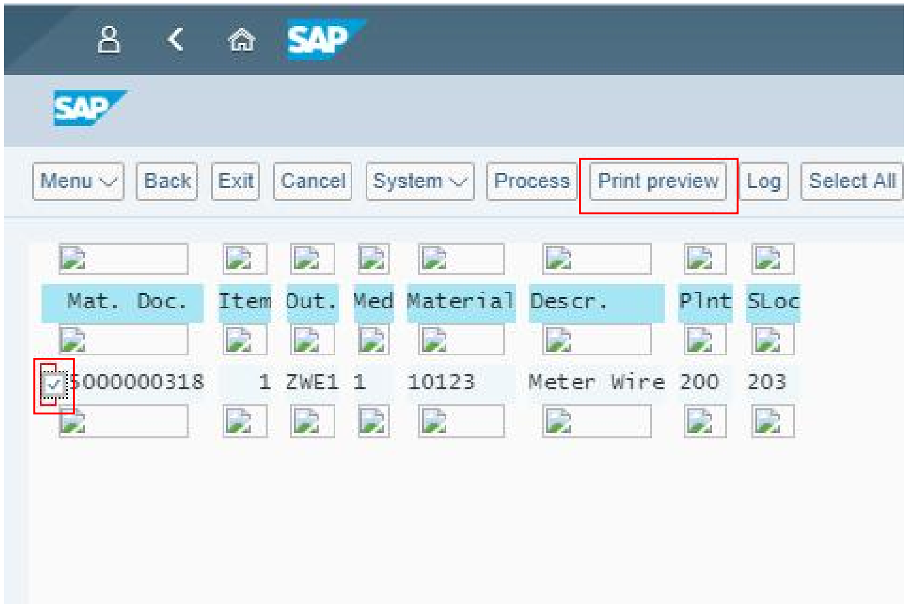
This procedure explains the Goods Received Note Printing.

Procedure

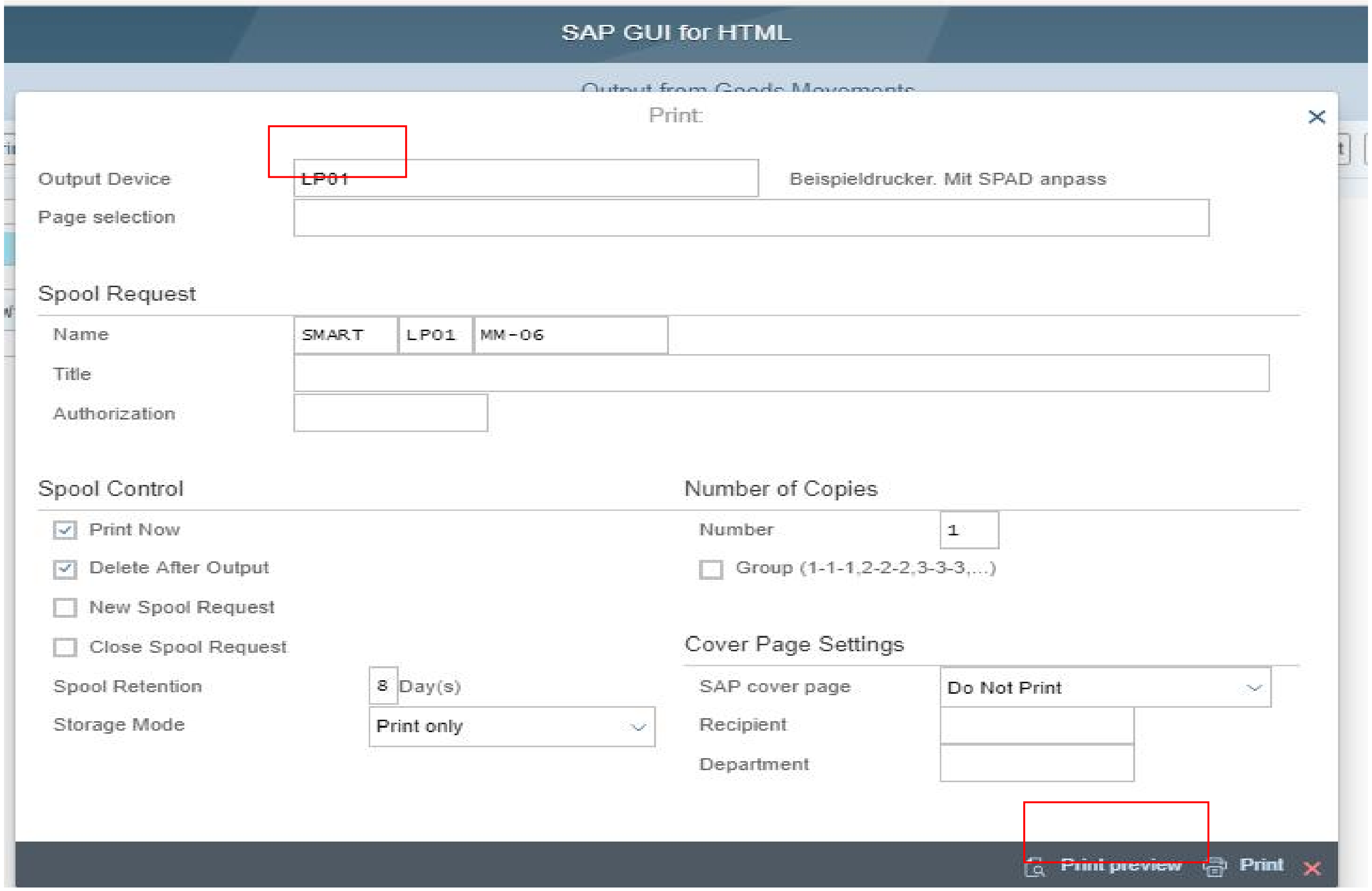
1. Open “Output Material Documents” App. from Fiori Launchpad.
2. Enter Material Document Number and press Execute.



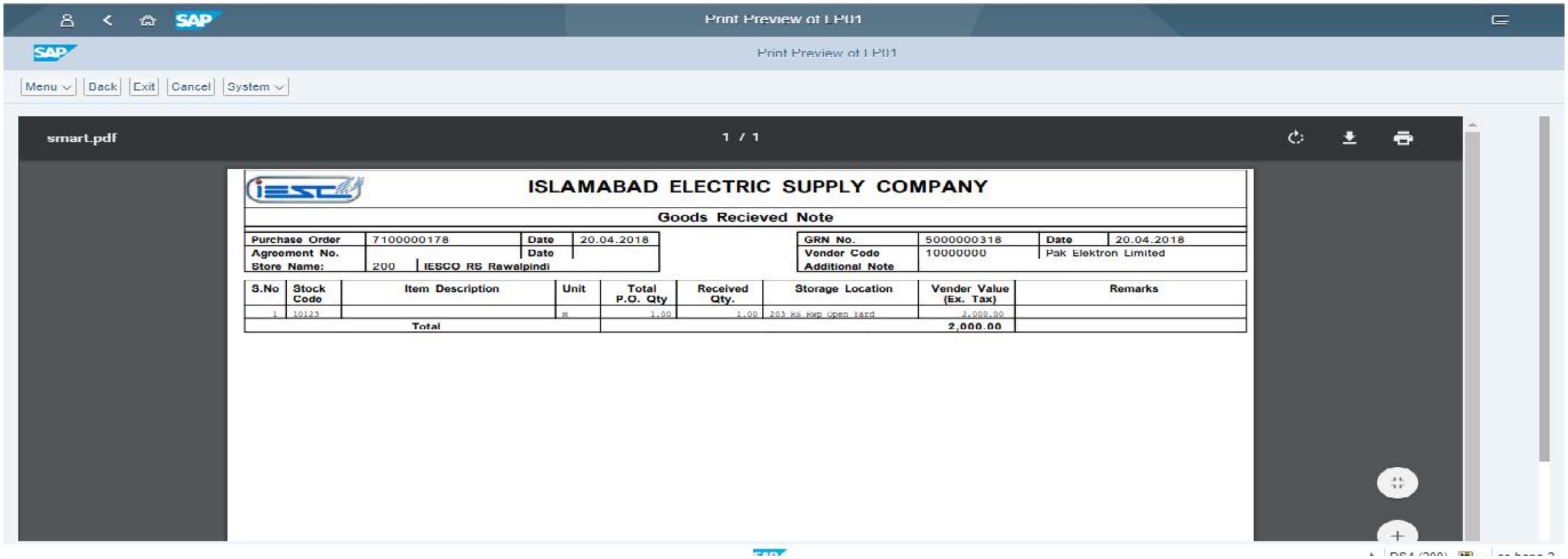
3. Tick line item as OK and press Print Preview.



4. Press Print Preview.



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



Result

Goods Receipt Note Print is Done.

1.1.10 Invoice Verification

Use

The invoice verification is done here.

Procedure

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

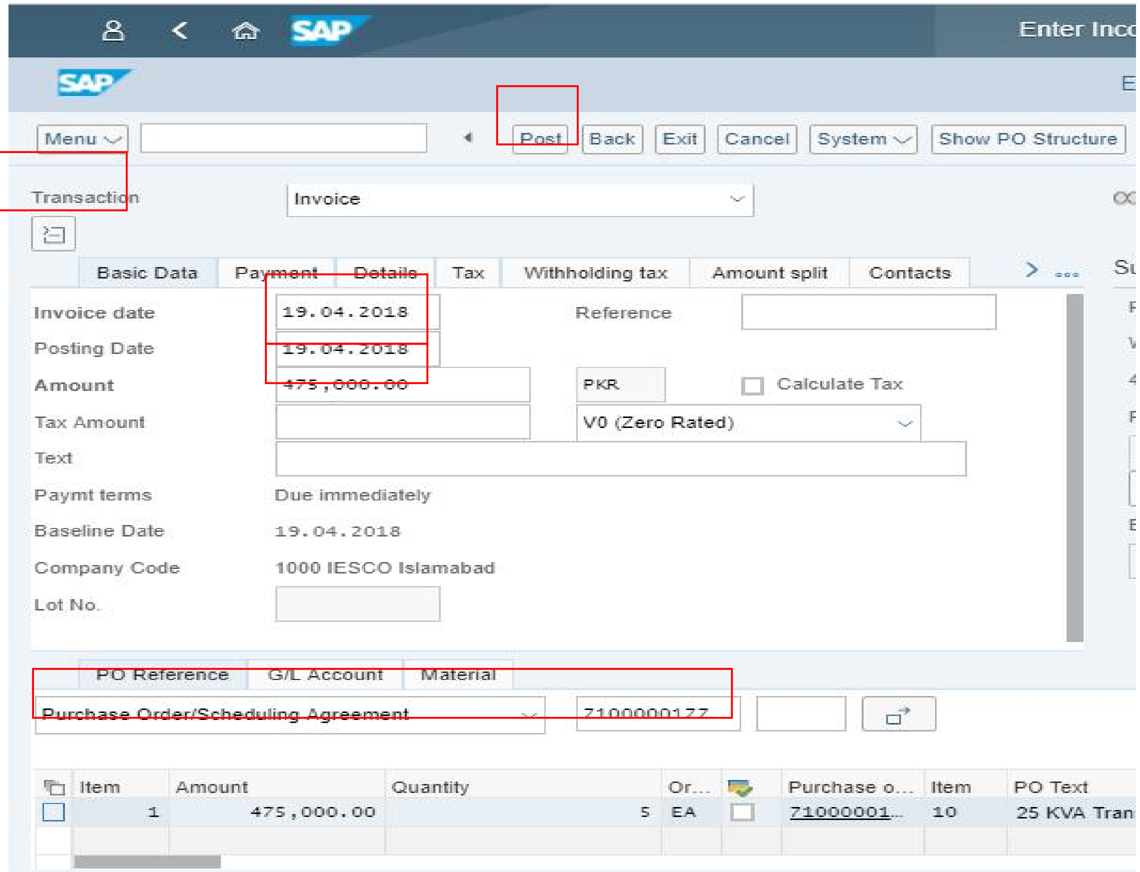
2. If a dialog box appears, enter *Company Code 1000,* select the *Basic data* sub-screen and make the following entries:

Field name	Description	User action and values	Comment
Transaction		Invoice	Invoice
Invoice date		Date of the invoice (for example, today)	19.04.2018
Amount		Invoice (overall) amount (incl. Tax) or (without tax)	475,000.00
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	7100000177

3. Choose *Enter* to get the PO data in the *Item screen*. Make sure that all relevant PO data is listed in the *Item screen*.
4. Choose *Simulate* to simulate the invoice values. A dialog box*Simulate Document in Document currency*appears. Check that the balance has the amount *0* and choose *Back*.
5. *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

The invoice is booked. : **5100000121**