Materials Management
SAP Implementation at IESCO
Training Document
Procurement of Services

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11. IESCO_SAP_ERP_MM_TD_Fiori_Procurement of Services

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External Procurement of Services

1 Purpose

The company is in need of a service from a 3rd party.The business process starts with a purchase order. It is possible to create a purchase order without reference or with reference to a purchase requisition.

The service entry is booked to confirm the services performed. The invoice is booked with reference to the purchase order or service entry sheet.

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

1.1.1 Creating Purchase Requisition

Use

In this activity, you create a purchase requisition.

Procedure

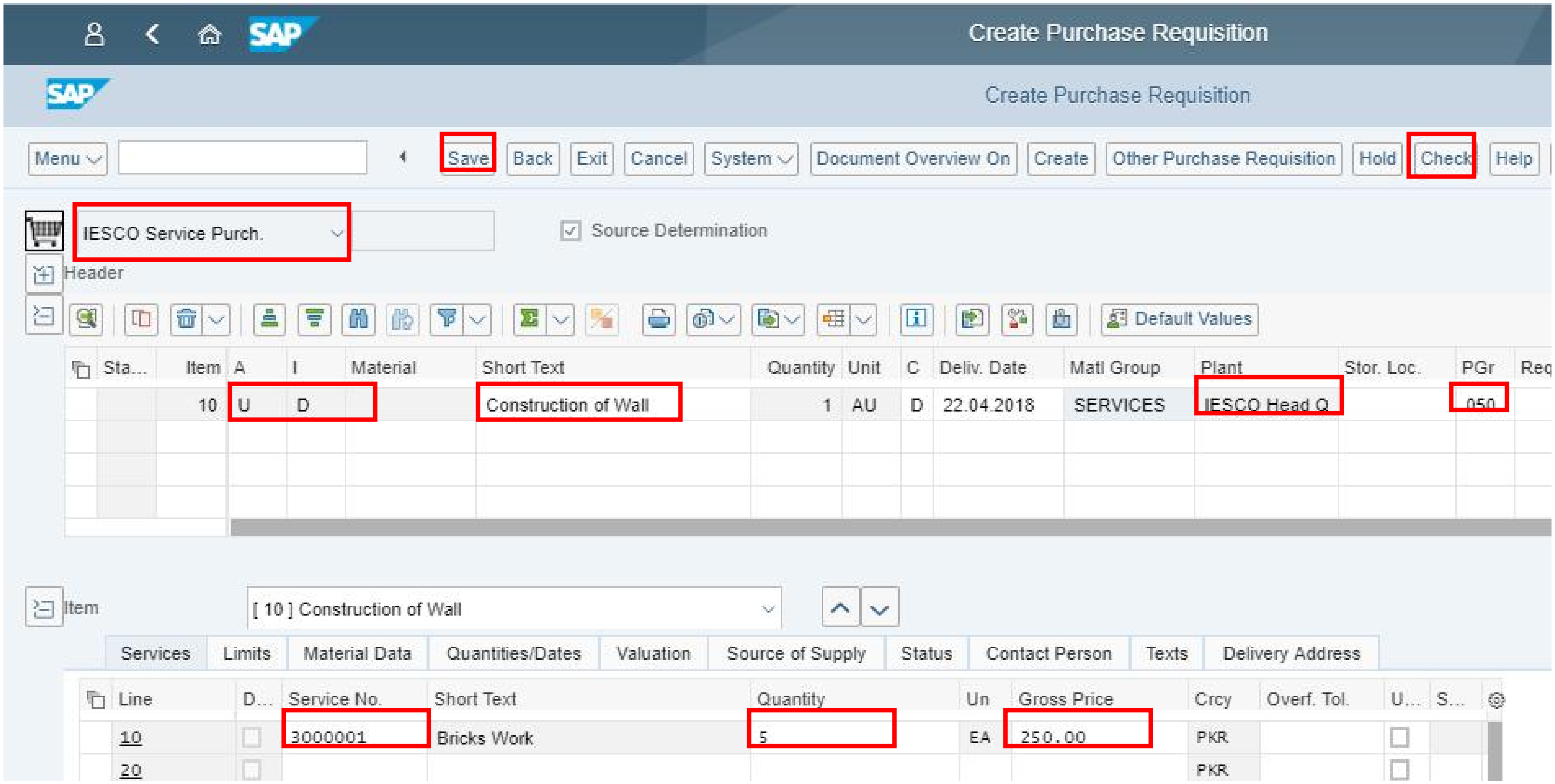
1. Open "Create Purchase Requisition" App. from Fiori Launchpad.

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 Service Purchae
Short Text		As per requirement	Construction of Wall
Quantity (Item Overview)		As per requirement	For example: 1
Plant (Item Overview)		As per requirement	For example 100
Account Asignment		As per requirement	U
Item Catagory		As per requirement	D

3. On the *item detail at service tab fill the required field*.

Field name	Description	User action and values	Comment
Service No		As per requirement	3000001
Quantity		As per requirement	For example: 5
Unit		As per requirement	For example: EA
Gross Price		As per requirement	For example: 250



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

6. Document number will be generated.

Result

A purchase requisition is created: 5300000020

1.1.2 Creating Request of Quotation

Use

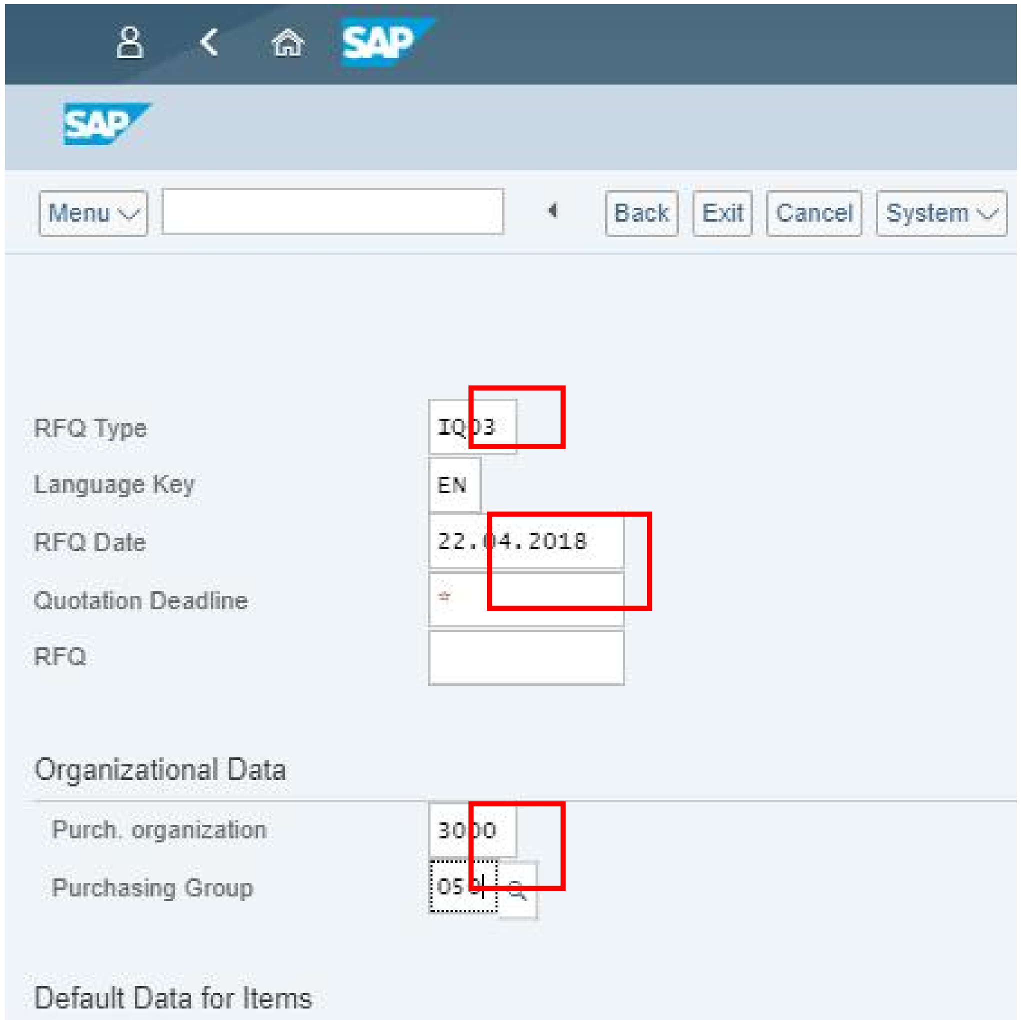
In this activity you create requests for quotations.

Procedure

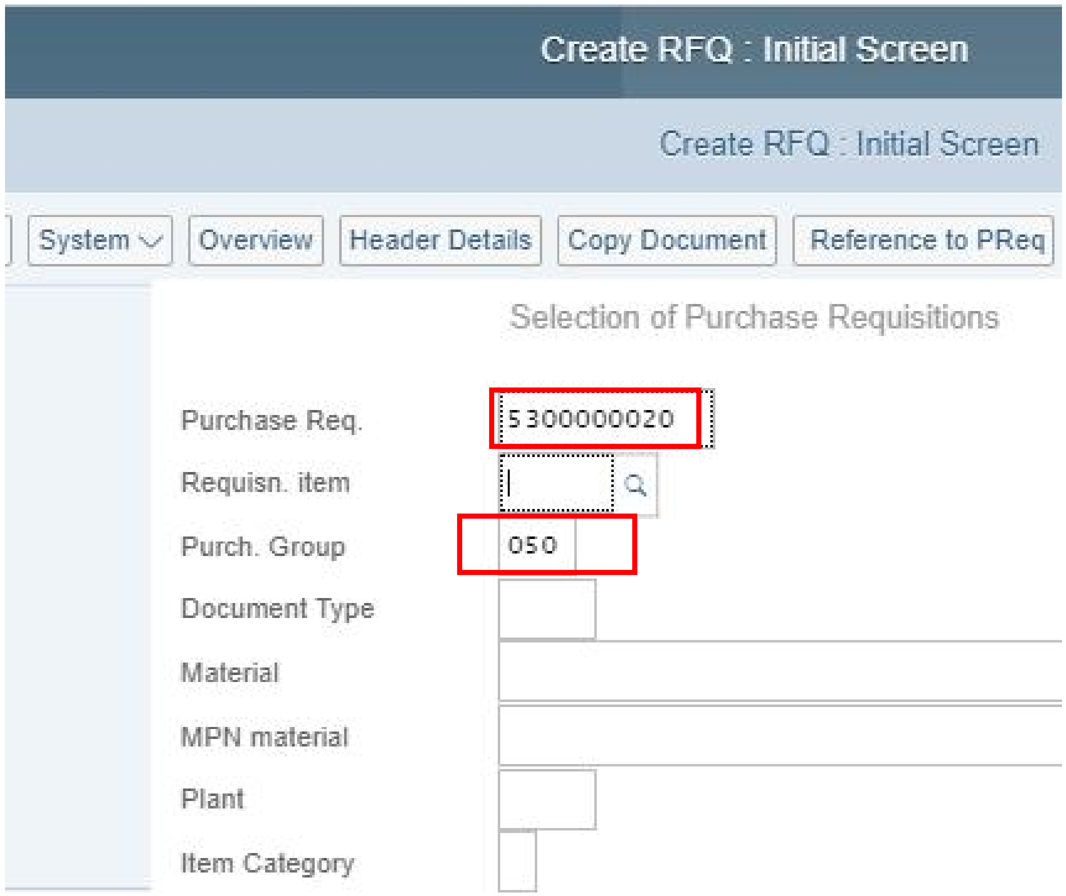
1. Open “Create RFQ” App. from Fiori Launchpad.
2. On the *Create RFQ: Initial Screen*, make the following entries and choose *Enter*:

Field name	Description	User action and values	Comment
RFQ type		As per requirement	For example: IESCO Service Purchas
Language		EN	
Quotation deadline		<A date before delivery date>	for example, today’s date + 14 days
Purchasing Organization		As per requirement	For example: 3000
Purchasing Group		As per requirement	For example: 050
RFQ Date		As per requirement	22.04.2018

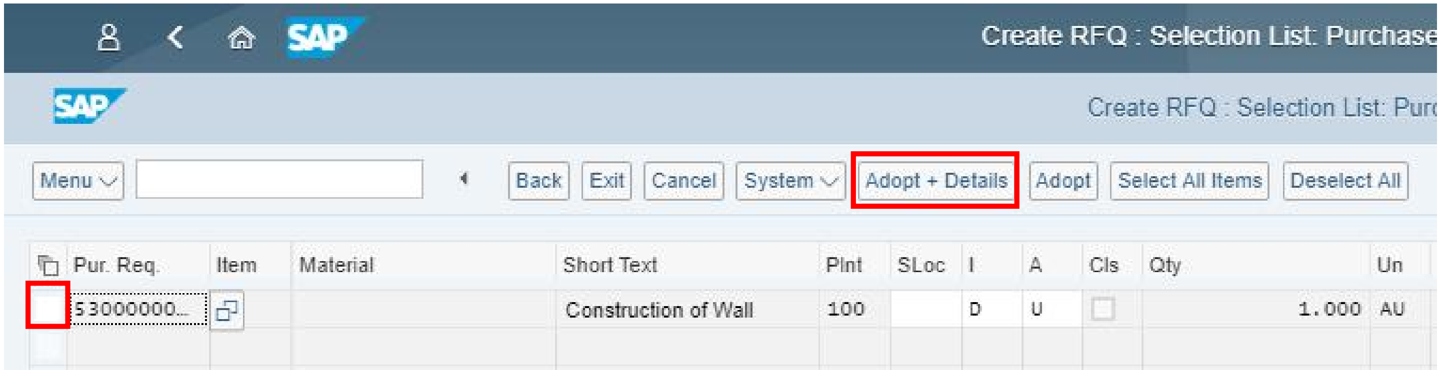
Quotation Deadline		As per requirement	22.04.2018


SAP
Menu
Back
Exit
Cancel
System
RFQ Type
IQ03
Language Key
EN
RFQ Date
22.04.2018
Quotation Deadline
RFQ
Organizational Data
Purch. organization
3000
Purchasing Group
050
Default Data for Items

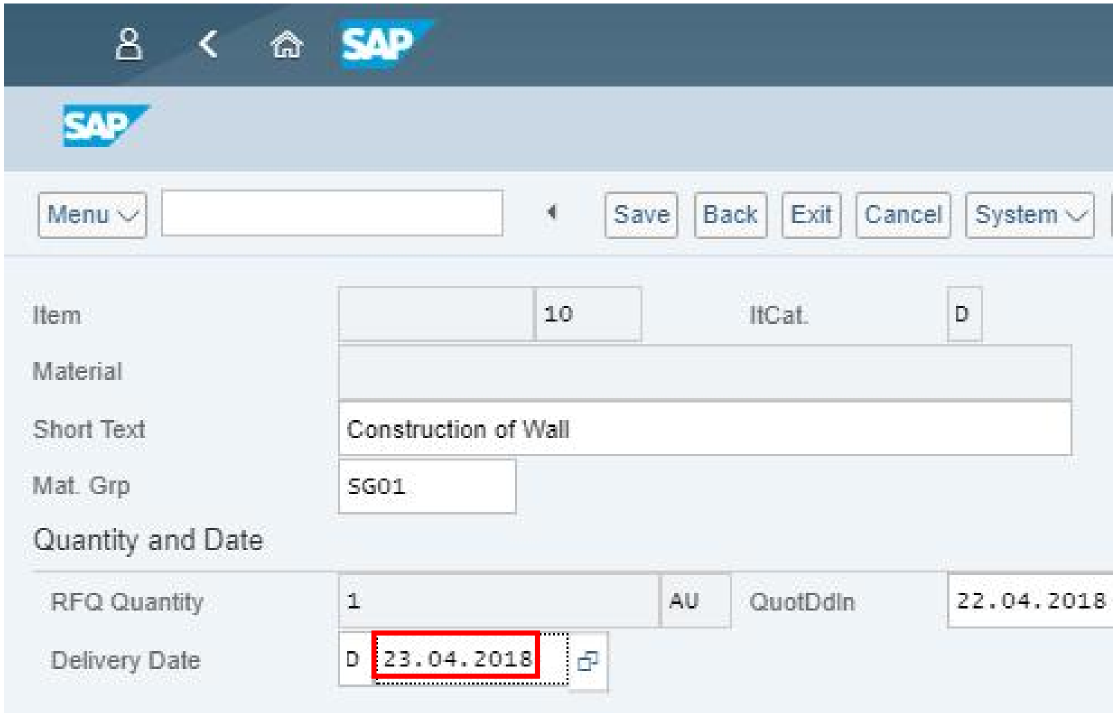
3. To create a quotation with reference to a purchase requisition, choose“Reference to PReq” and enter the Purchase Requisition Number.



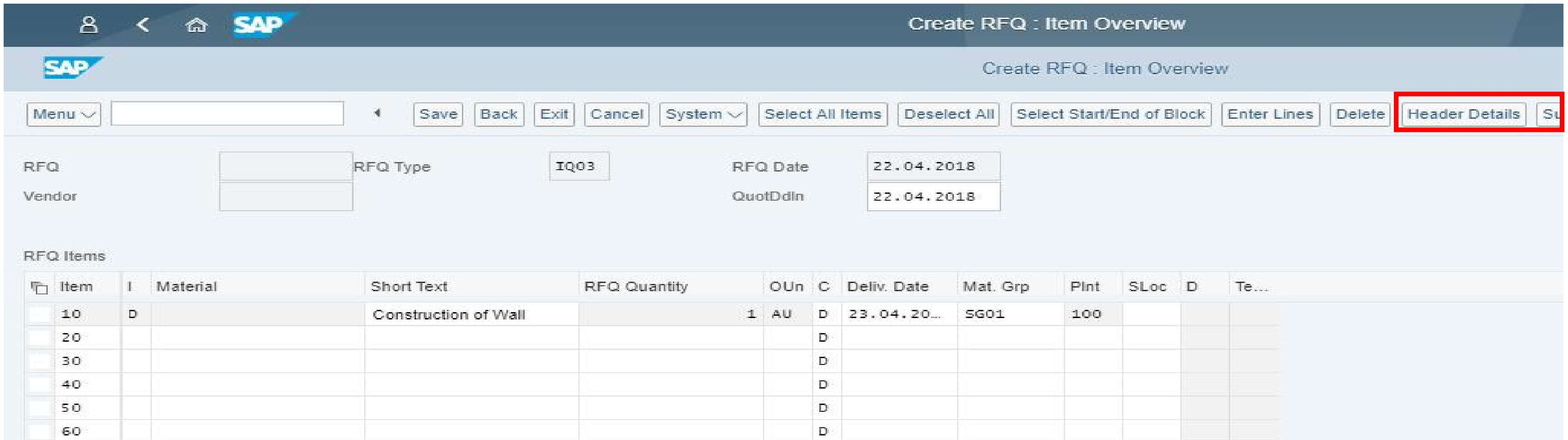
4. Select the required line item and press Adopt+Details. All information of adopted services will be copied in RFQ document.



5. Enter Delivery Date : 23.04.2018 and press enter.



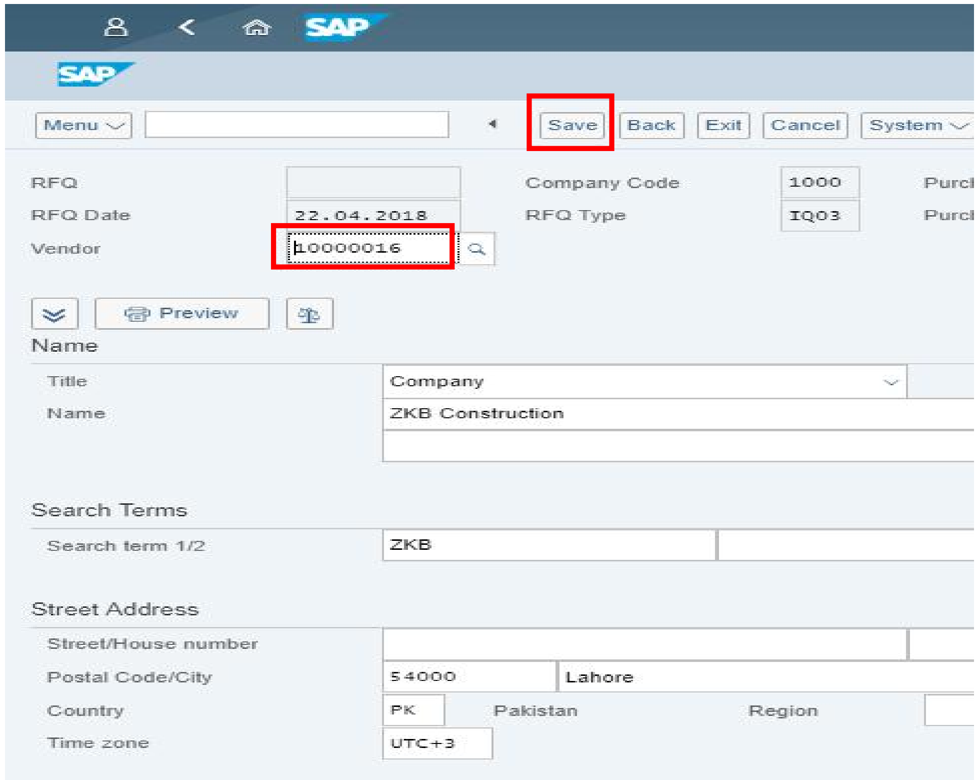
6. Choose *Header Details*.



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

8. Select the Vendor

Field name	**Description**	**User action and values**	**Comment**
Vendor 1	Vendor number	Any vendor number	For example: 10000016
Vendor2	Vendor number	Any vendor number	For example: 10000022



9. Choose Save.

10. Note the RFQ numbers that appear at the bottom of the screen: 6300000004

11. Repeat steps 7-9 if the RFQ will be sent to more than one vendor: 6300000005
12. Choose Exit.

Result

The RFQs are created.

1.1.3 Maintaining Quotations

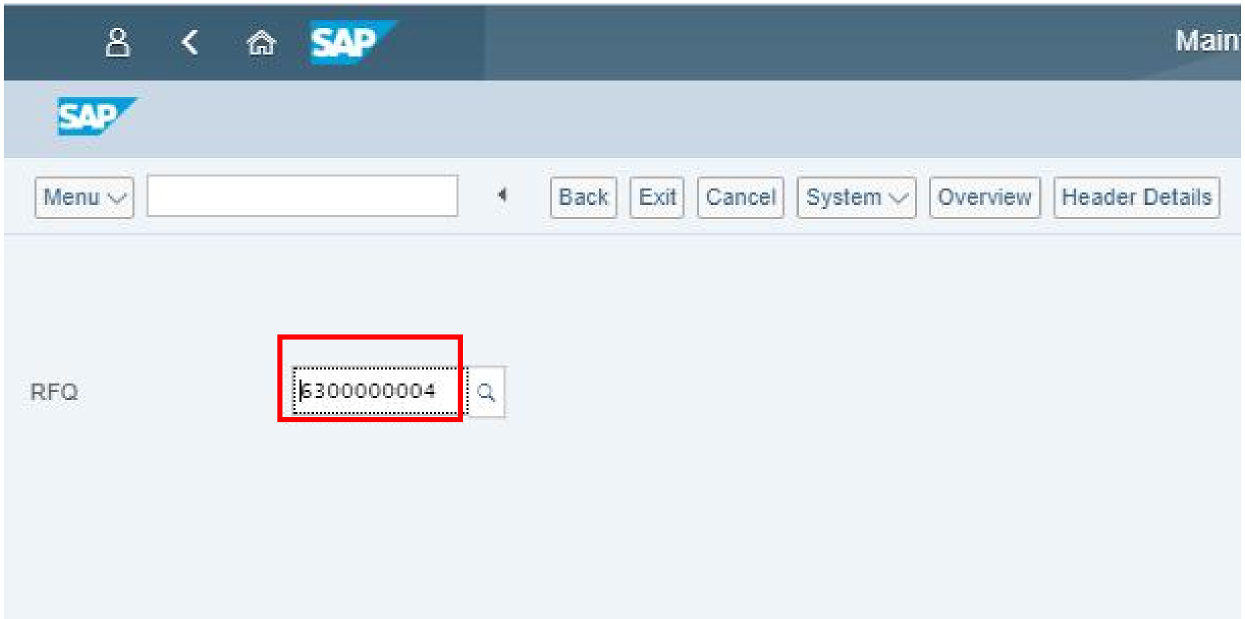
Use

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

Procedure

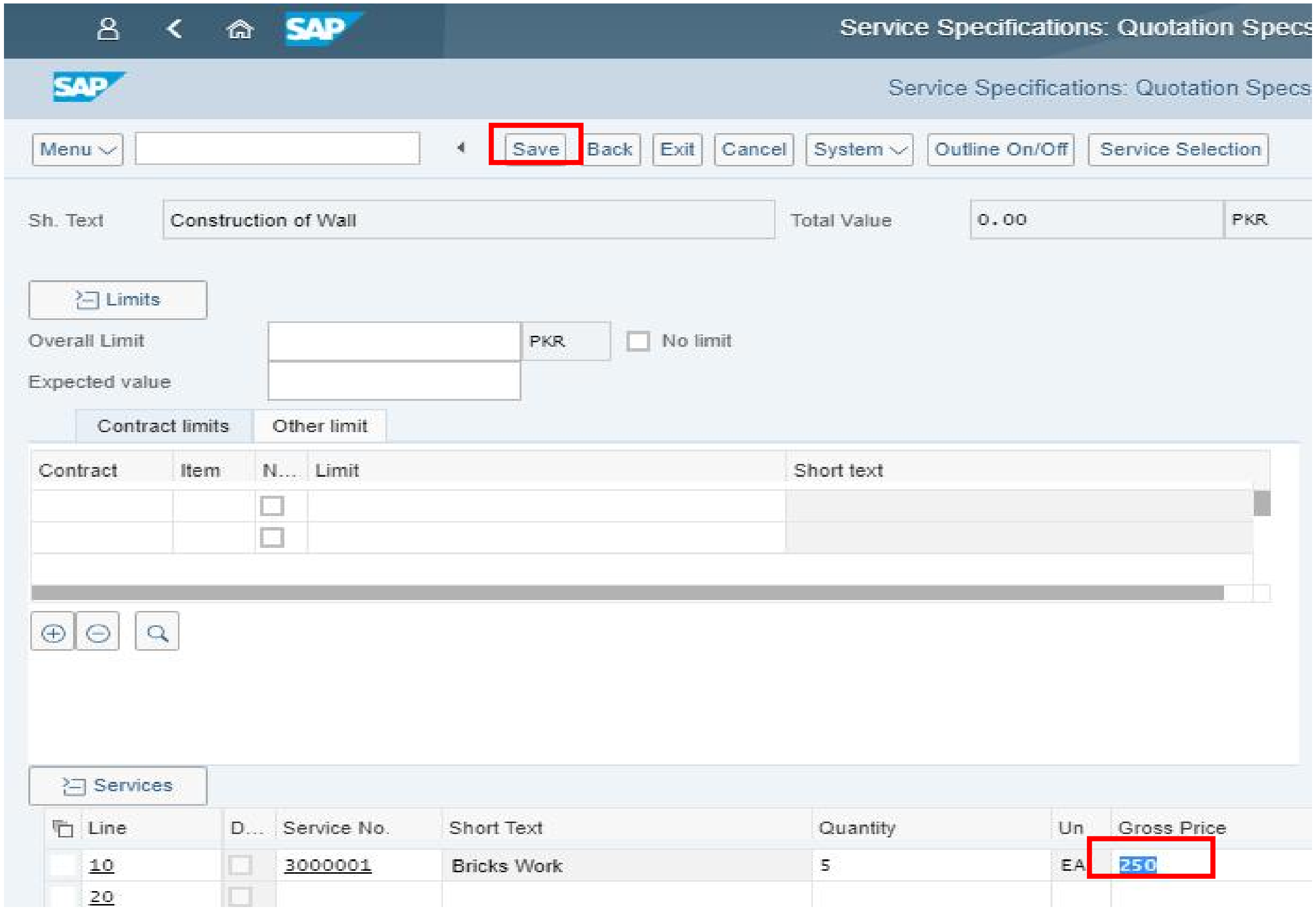
1. Open “Create Quotation” App. from Fiori Launchpad.

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, select line item and then select services.

4. Enter Gross Price and press save.



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

1.1.4 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.

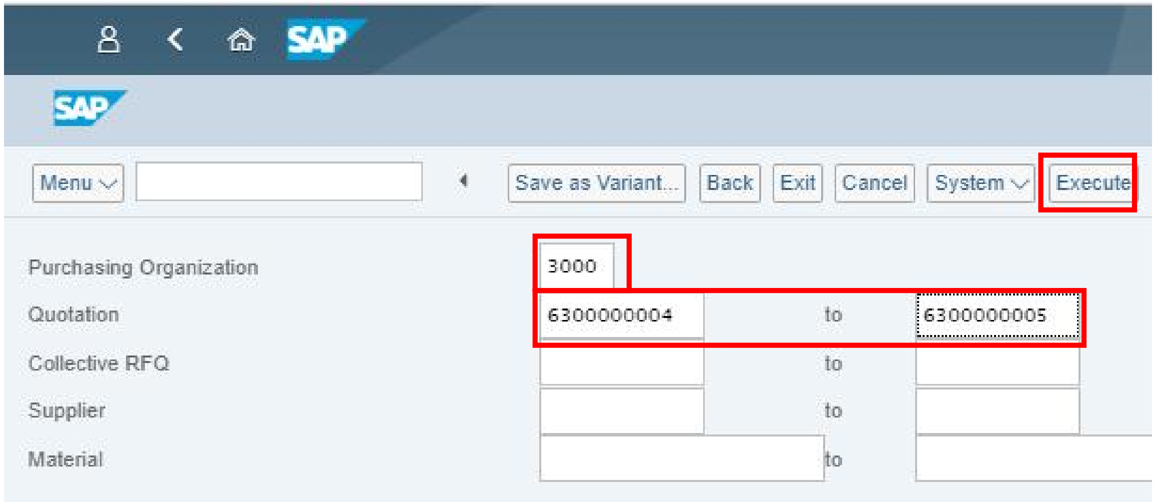
Procedure

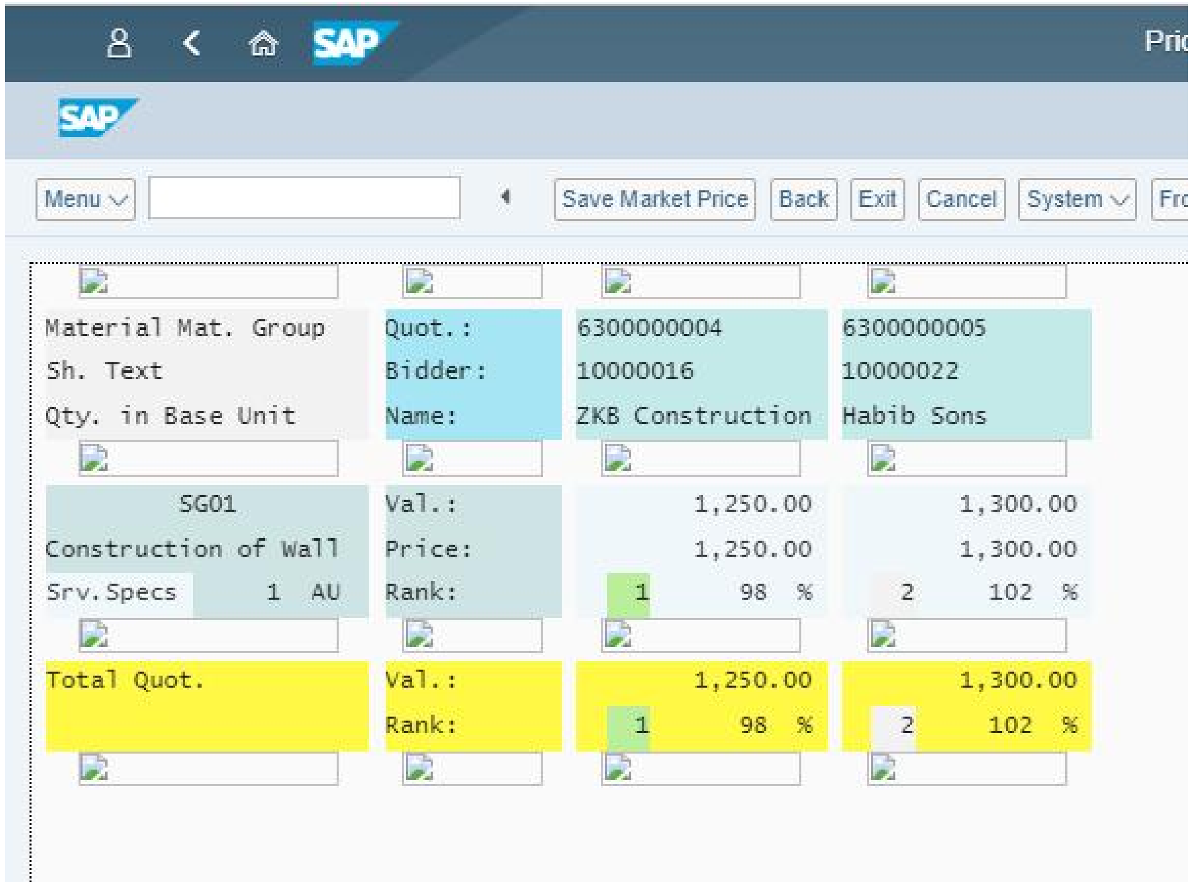
1. Open “Price Comparison List” App. Fiori Launchpad.

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	6300000004 &6300000005

3. Execute by choosing Execute or F8.



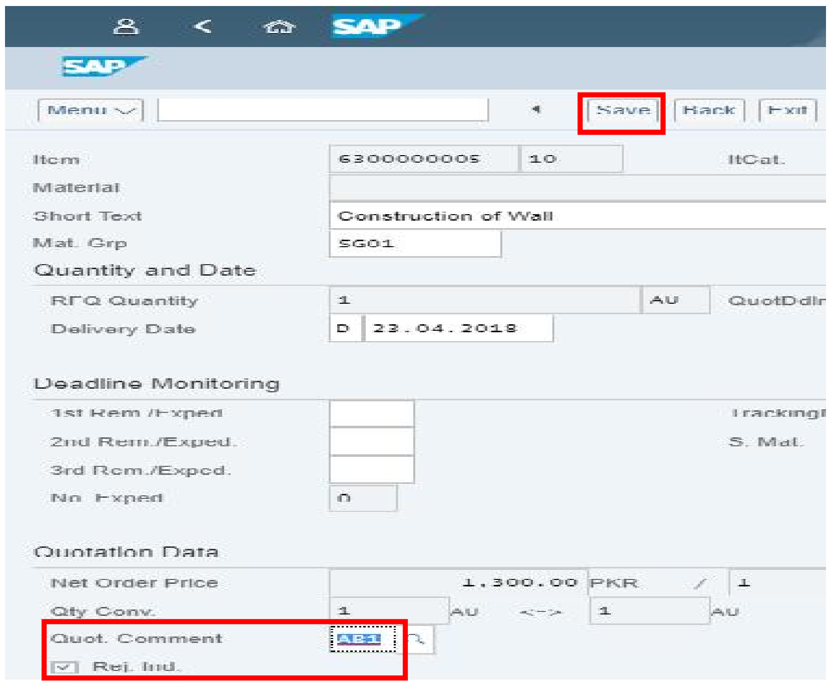


Pri
Menu
Save Market Price
Back
Exit
Cancel
System
Fr
Material Mat. Group
Sh. Text
Qty. in Base Unit
Quot.:
Bidder:
Name:
6300000004
10000016
ZKB Construction
6300000005
10000022
Habib Sons
SG01
Construction of Wall
Srv.Specs 1 AU
Val.:
Price:
Rank:
1,250.00
1,250.00
1 98 %
1,300.00
1,300.00
2 102 %
Total Quot.
Val.:
Rank:
1,250.00
1 98 %
1,300.00
2 102 %

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.



Result

Price Comparison has been performed.

1.1.5 Creating Purchase Order

Use

This activity creates a purchase order for services.

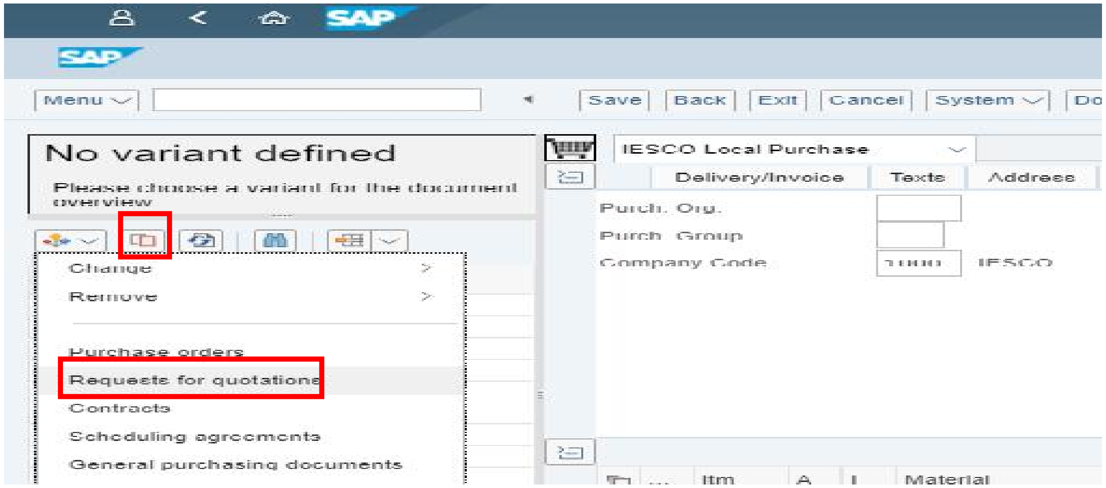
Procedure

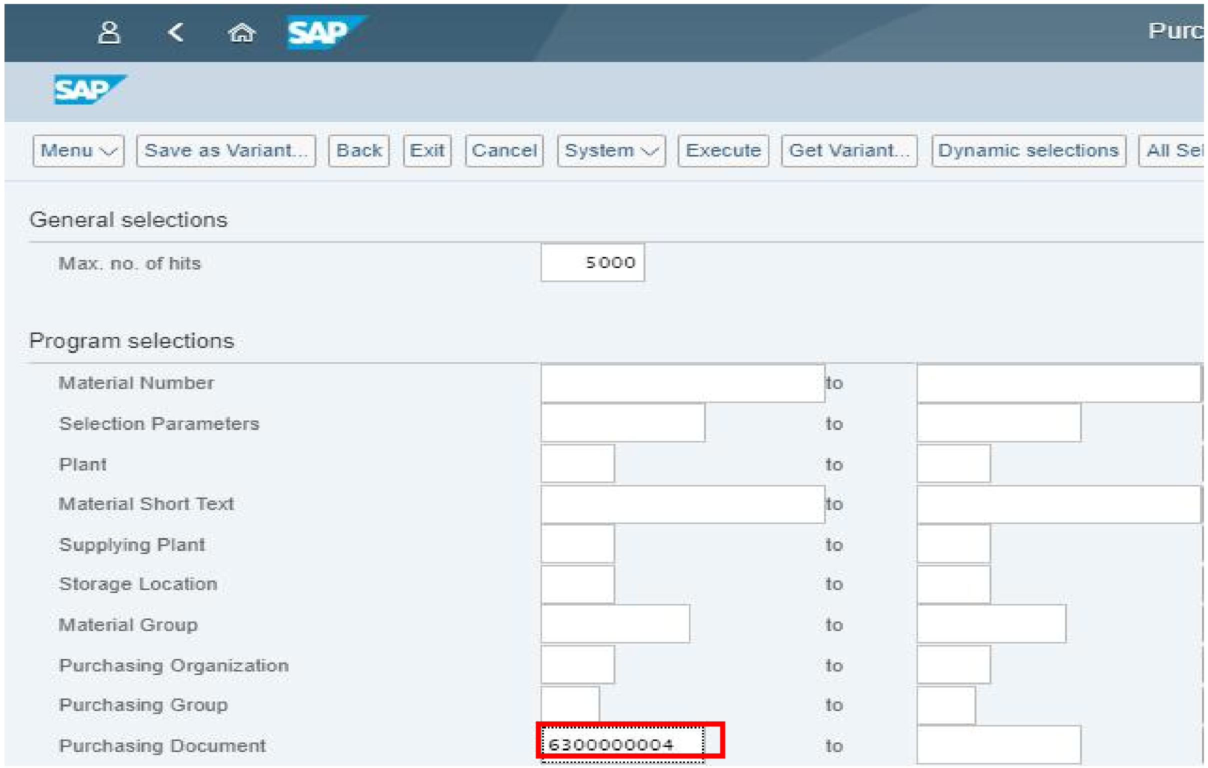
1. Open “Create Purchase Order Advance” App. from Fiori Launchpad.

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.

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




Purc
Menu
Save as Variant...
Back
Exit
Cancel
System
Execute
Get Variant...
Dynamic selections
All Sel
General selections
Max. no. of hits
5000
Program selections
Material Number
to
Selection Parameters
to
Plant
to
Material Short Text
to
Supplying Plant
to
Storage Location
to
Material Group
to
Purchasing Organization
to
Purchasing Group
to
Purchasing Document
6300000004
to

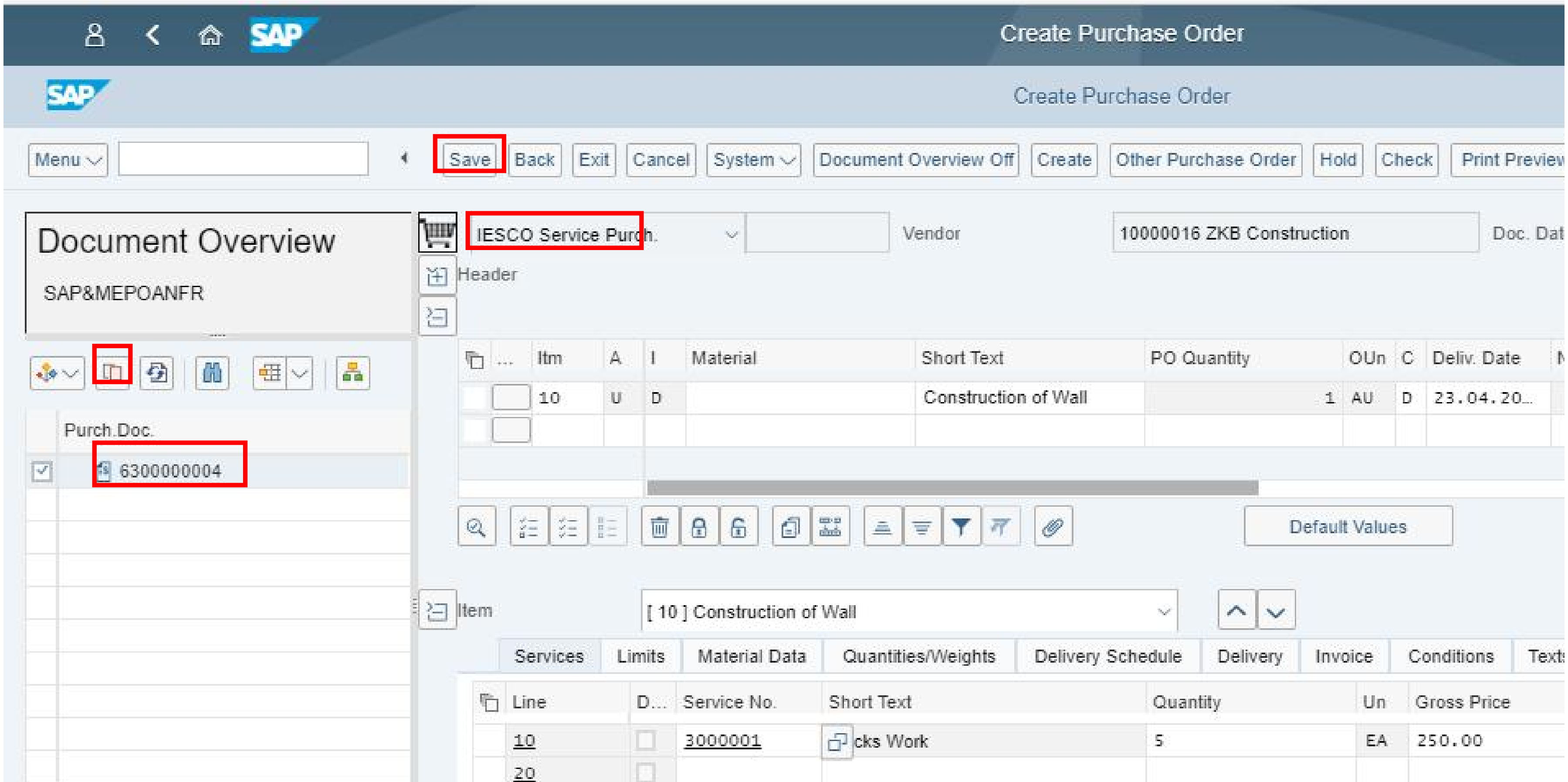
5. To create a Purchase Order without reference, input the required information as mentioned below.

6. 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 Sevice Purchase
Purchasing Organization (Org. Data)		As per requirement	For example: 3000
Purchasing Group (Org. Data)		As per requirement	For example: 050
Company Code (Org. Data)		As per requirement	For example: 1000
Vendor		As per requirement	For example: 10000014

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

Field name	Description	User action and values	Comments
Short Text		As per requirement	Text for sevice
Quantity (Item Overview)		As per requirement	For example: 1
Plant (Item Overview)		As per requirement	For example 100
Account Asignment		As per requirement	U
Item Catagory		As per requirement	D


Create Purchase Order
Create Purchase Order
Menu
Save
Back
Exit
Cancel
System
Document Overview Off
Create
Other Purchase Order
Hold
Check
Print Preview
Document Overview
SAP&MEPOANFR
IESCO Service Purch.
Vendor
10000016 ZKB Construction
Doc. Dat
Header
Purch.Doc.
6300000004
Itm
A
I
Material
Short Text
PO Quantity
OUn
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Construction of Wall
1
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D
23.04.20...
Default Values
Item
[10] Construction of Wall
Services
Limits
Material Data
Quantities/Weights
Delivery Schedule
Delivery
Invoice
Conditions
Texts
Line
D...
Service No.
Short Text
Quantity
Un
Gross Price
10
3000001
cks Work
5
EA
250.00
20

8. On the item detail at service tab fill the required field.

Field name	Description	User action and values	Comment
Short Text		As per requirement	3000001
Quantity		As per requirement	For example: 5
Unit		As per requirement	For example: EA
Gross Price		As per requirement	For example: 250

9. Confirm your entries with Enter.

10. Save the purchase order.

Result

Service order is created: *7300000008*

1.1.6 Print Purchase Order

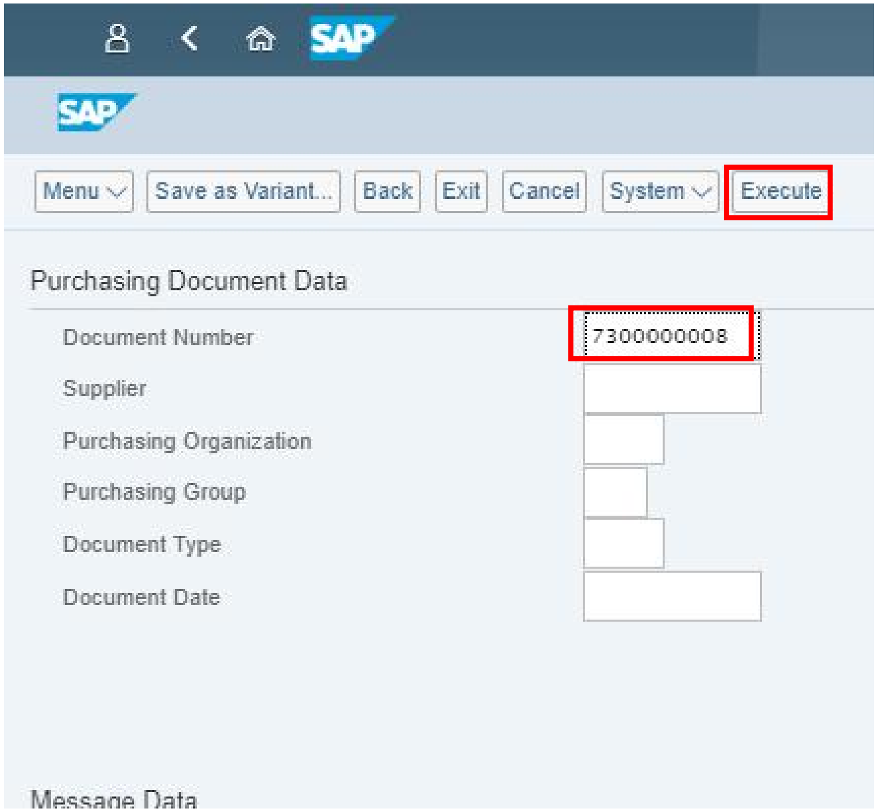
Use

This procedure explains the steps for Purchase Order printing.

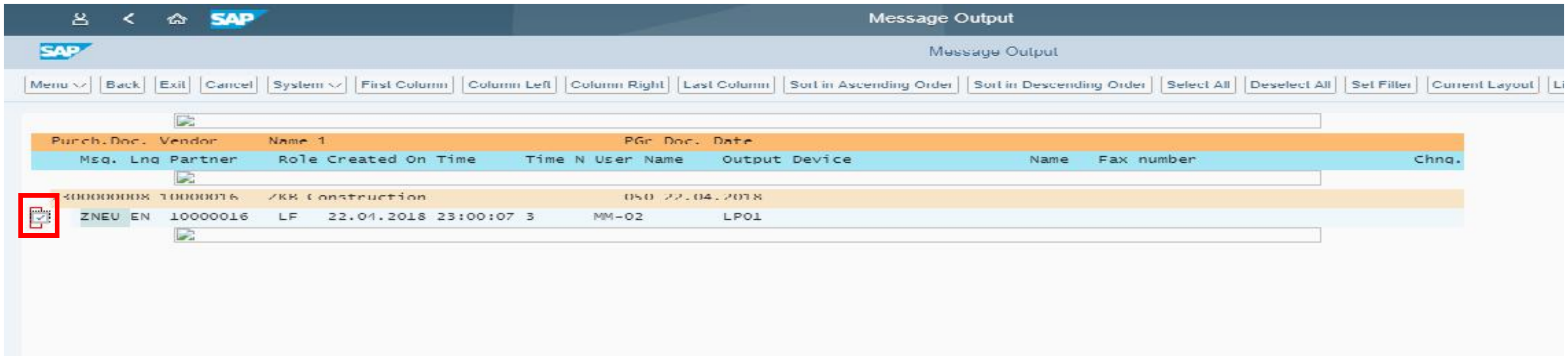
Procedure

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

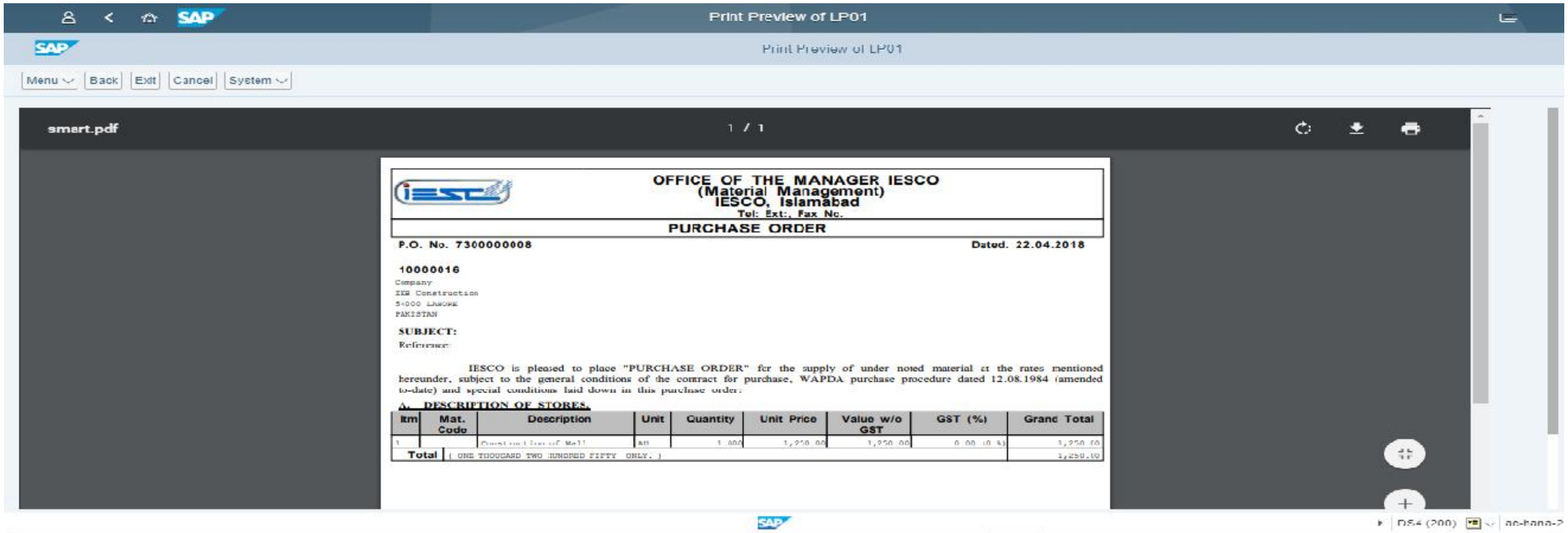
2. Enter Purchase Order Number in Document Number.



3. Press Execute.



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



5. Press Print button to send print to printer.

Result

Purchase Order print will be done.

1.1.7 Maintaining a Service Entry Sheet

Use

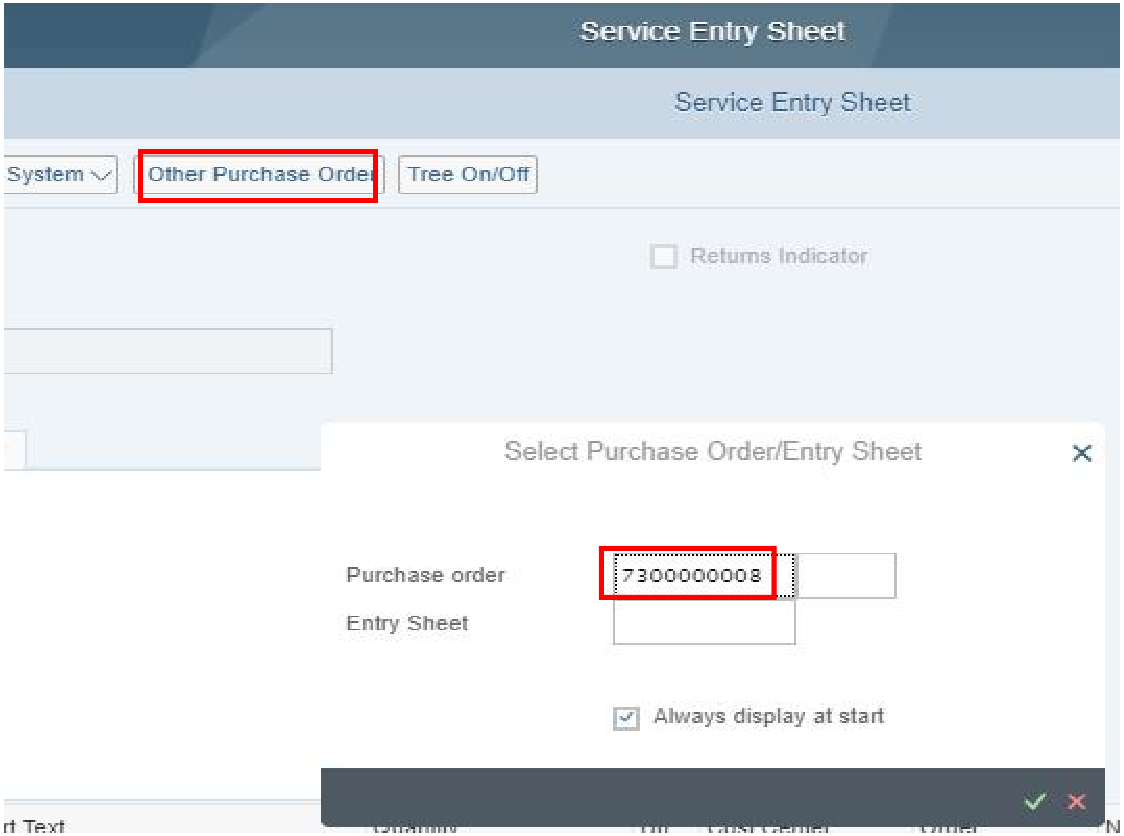
In this activity performed services are reported in the service entry sheet.

Procedure

6. Open “Service Entry Sheet” App. from Fiori Launchpad.

7. On the Display Entry Sheet choose Other Purchase Order.

8. A popup screen “Select Purchasing Order / Entry Sheet”is shown; select desired Purchase Order here and choose Continue (enter).


Service Entry Sheet
Service Entry Sheet
System
Other Purchase Order
Tree On/Off
Returns Indicator
Select Purchase Order/Entry Sheet
Purchase order
7300000008
Entry Sheet
Always display at start

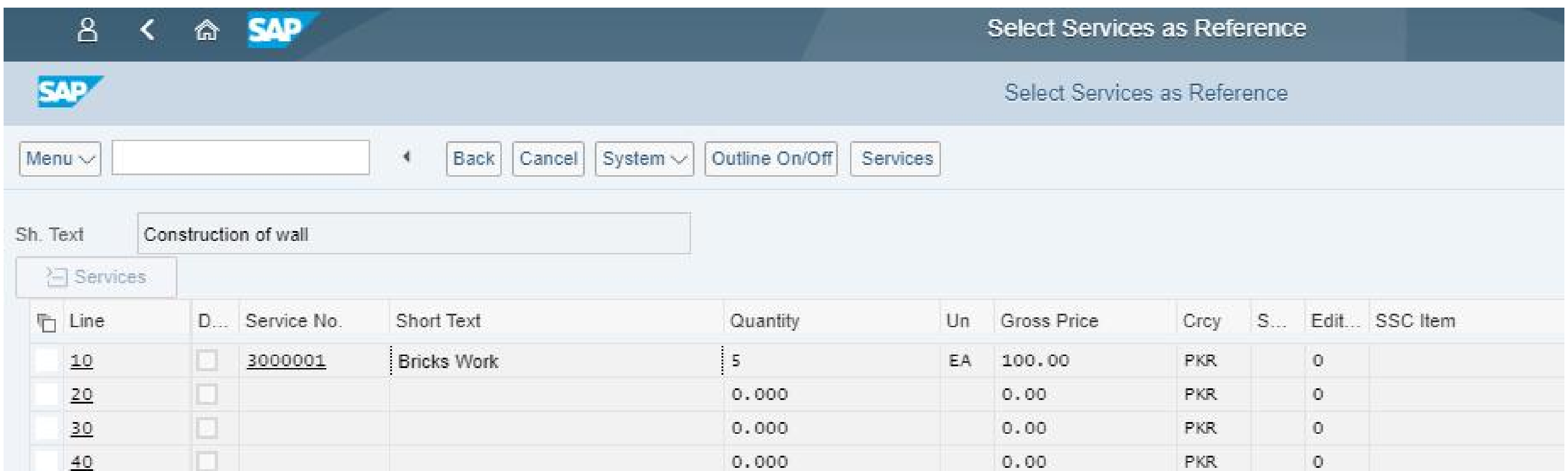
9. In the Service Entry Against Purchase Order number 7300000008 item 0010 screen, choose Create service entry sheet (Ctrl. + F1), to create a service entry for the purchase order.

10. On the Create Entry Sheet screen, choose Service Sel. to copy services from purchase order.

11. Enter Account Assignment as Cost Center.

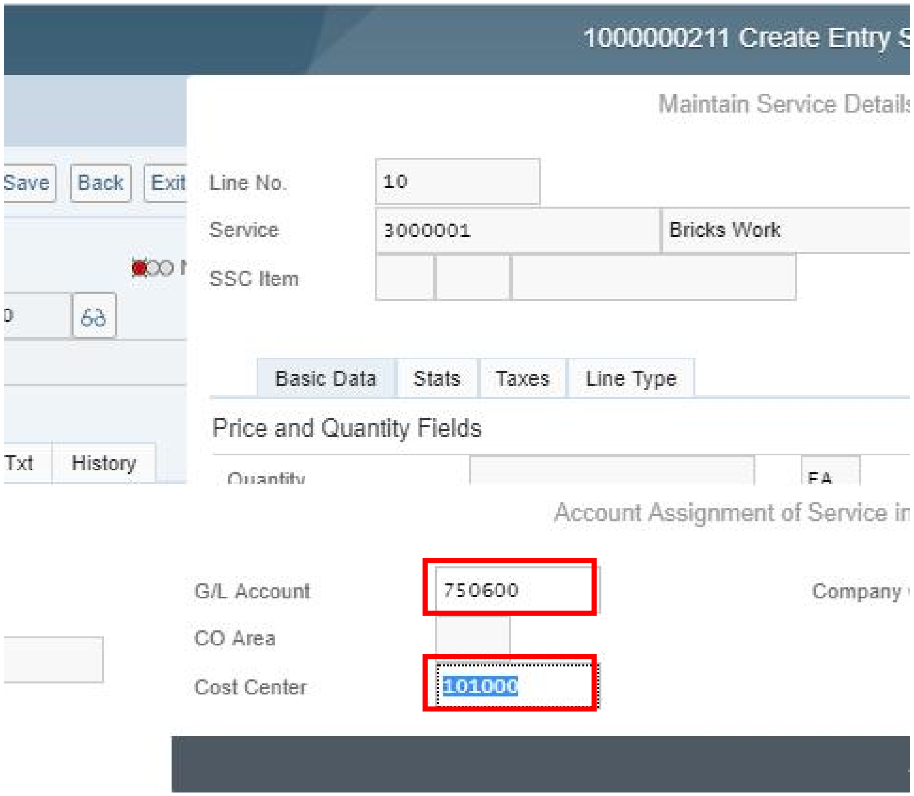
12. A popup screen “Service Selection”appears, in this screen mark “◉ next to From Purchase Order”.In this field the purchase order is already defaulted. Also mark the field of Adopt full quantity, and then choose Continue (enter).

13. In the screen Select Services as Reference, select all services that has been performed; then choose Services / Adopt Services (F9)



14. On the Create Entry Sheet screen, make the entries as per requirement and then choose continue (enter).

15. Enter Cost Center: 101000 and G/L 750600.



16. Save the service entry sheet by choosing first “Accept” andthen “Save (Ctrl. + S)”.

Result

The Service Entry Sheet has been created: 1000000211

1.1.8 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)	22.04.2018
Amount		Invoice (overall) amount (incl. Tax) or (without tax)	1,250.00
Calculate tax		Mark the flag “X”	

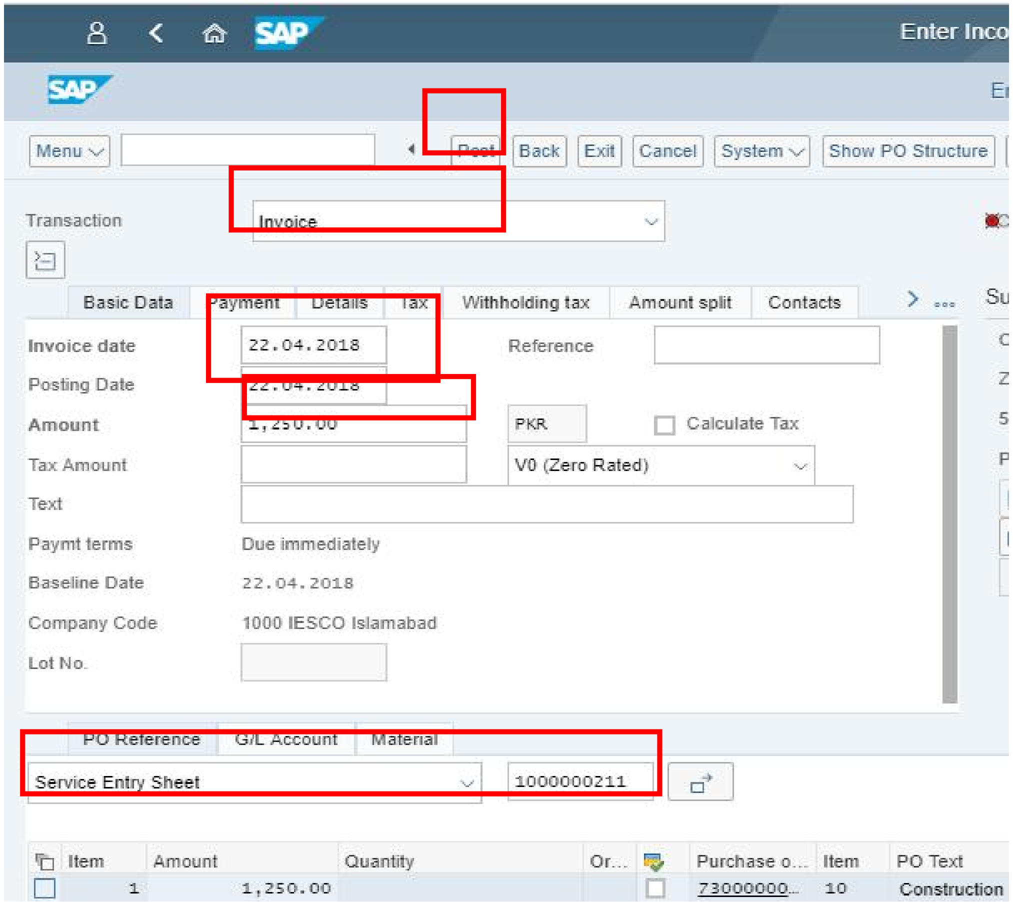
3. Go to the tab strip “PO reference” and make the following entries:

Field name	Description	User action and values	Comment
Service Entry Sheet		Relevant Service Entry Sheet	1000000211

4. Choose Enter 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 The invoice is booked.