
Materials Management SAP Implementation at IESCO

Training Document 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 Purchase
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 Assignment		As per requirement	U
Item Category		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

Create Purchase Requisition

Menu **Save** Back Exit Cancel System Document Overview On Create Other Purchase Requisition Hold **Check** Help

IESCO Service Purch. ☒ Source Determination

Header

Sta...	Item	A	I	Material	Short Text	Quantity	Unit	C	Deliv. Date	Mati Group	Plant	Stor. Loc.	PGr	Req
	10	U	D		Construction of Wall	1	AU	D	22.04.2018	SERVICES	IESCO Head Q.		050	

Item [10] Construction of Wall

Services	Limits	Material Data	Quantities/Dates	Valuation	Source of Supply	Status	Contact Person	Texts	Delivery Address
Line	D...	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf. Tol.	U... S...
10	☐	3000001	Bricks Work	5	EA	250.00	PKR		☐
20	☐						PKR		☐

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

- 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

- Open "Create RFQ" App. from Fiori Launchpad.
- 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
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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

05

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.

Create RFQ : Initial Screen

Create RFQ : Initial Screen

System ▾

Overview

Header Details

Copy Document

Reference to PReq

Selection of Purchase Requisitions

Purchase Req.	5 300000020
Requisn. item	Q
Purch. Group	050
Document Type	
Material	
MPN material	
Plant	
Item Category	

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

Menu System

Pur. Req.	Item	Material	Short Text	PInt	SLoc	I	A	Cls	Qty	Un
☒	53000000...		Construction of Wall	100		D	U	☐	1.000	AU

5. Enter Delivery Date : 23.04.2018 and press enter.

The screenshot shows the SAP S/4HANA mobile app interface for a purchase order entry. The top bar includes a user icon, navigation arrows, and the SAP logo. Below the bar, there's a menu bar with a 'Menu' dropdown and buttons for 'Save', 'Back', 'Exit', 'Cancel', and 'System'. The main form area contains the following fields:

Item	10	ItCat.	D
Material			
Short Text	Construction of Wall		
Mat. Grp	SG01		
Quantity and Date			
RFQ Quantity	1	AU	QuotDdln
Delivery Date	D 23.04.2018		

The 'Delivery Date' field is highlighted with a red box, indicating the date 23.04.2018.

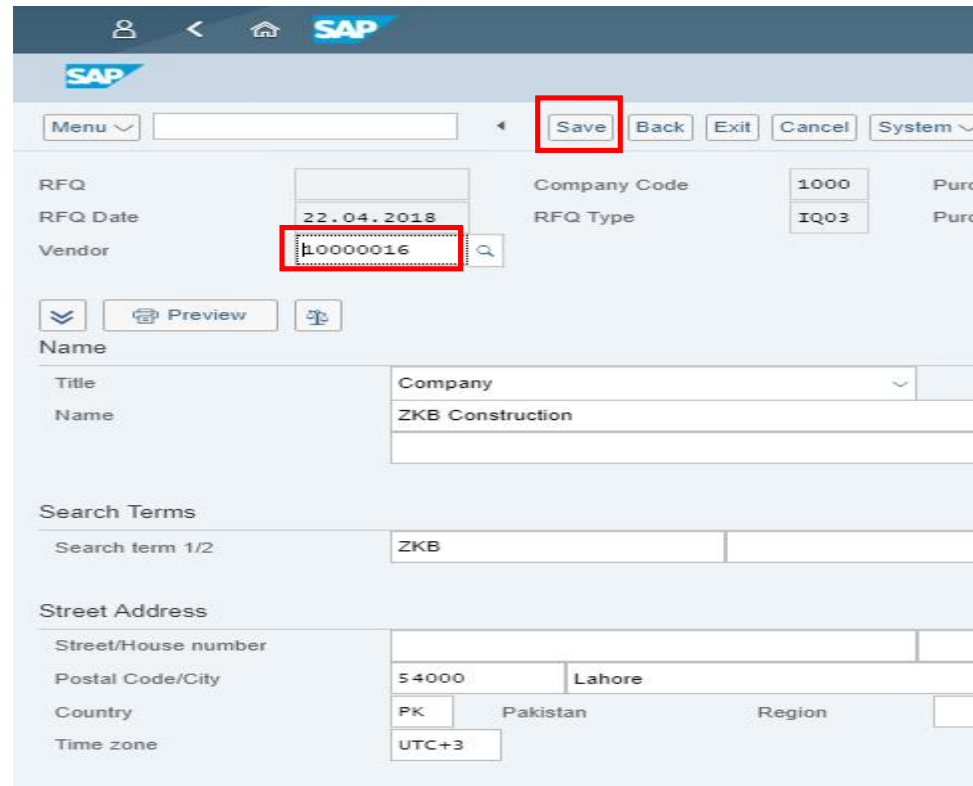
6. Choose Header Details.

The screenshot shows the SAP 'Create RFQ : Item Overview' screen. The top bar includes the SAP logo and navigation icons. Below the bar, there are several buttons: 'Menu', 'Save', 'Back', 'Exit', 'Cancel', 'System', 'Select All Items', 'Deselect All', 'Select Start/End of Block', 'Enter Lines', 'Delete', and 'Header Details' (highlighted with a red box). The main area contains fields for 'RFQ' (with a dropdown), 'RFQ Type' (set to 'IQ03'), 'RFQ Date' (set to '22.04.2018'), and 'Vendor' (with a dropdown). Below these fields is a table titled 'RFQ Items' with columns: Item, I, Material, Short Text, RFQ Quantity, OUn, C, Deliv. Date, Mat. Grp, Pint, SLoc, D, and Te... The table has 6 rows, with the first row containing data: Item 10, I D, Material, Short Text 'Construction of Wall', RFQ Quantity 1, OUn AU, C D, Deliv. Date 23.04.20..., Mat. Grp SG01, Pint 100, SLoc, D, and Te... The remaining rows are empty.

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



The screenshot shows the SAP RFQ (Request for Quotation) creation interface. At the top, there is a navigation bar with a user icon, back and home arrows, and the SAP logo. Below this is a menu bar with a 'Menu' dropdown, a search field, and buttons for 'Save', 'Back', 'Exit', 'Cancel', and 'System'. The 'Save' button is highlighted with a red rectangle. The main form area contains several fields: 'RFQ' (empty), 'RFQ Date' (22.04.2018), 'Vendor' (100000016, highlighted with a red rectangle), 'Company Code' (1000), 'RFQ Type' (IQ03), and 'Purchasing Organization' (empty). Below these are buttons for 'Preview' and 'Print'. The 'Name' section includes 'Title' (Company) and 'Name' (ZKB Construction). The 'Search Terms' section has 'Search term 1/2' (ZKB). The 'Street Address' section includes 'Street/House number' (empty), 'Postal Code/City' (54000, Lahore), 'Country' (PK, Pakistan), and 'Time zone' (UTC+3).

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):

The screenshot displays the SAP Fiori 'Maintain Quotation: Initial Screen'. The top navigation bar includes the SAP logo and the word 'Main'. Below this is a menu bar with a 'Menu' dropdown, a search field, and buttons for 'Back', 'Exit', 'Cancel', 'System', 'Overview', and 'Header Details'. The main content area is labeled 'RFQ' and features a search field containing the value '6300000004', which is highlighted by a red rectangular box. A magnifying glass icon is positioned to the right of the search field.

3. On the Maintain Quotation: *Item Overview* screen, select line item and then select services.

Maintain Quotation : Item Overview

Menu Save Back Exit Cancel System Select All Items Deselect All Select Start/End of Block Enter Lines Delete Header Details Supplier Address Partner Messages Item Details

RFQ 6300000004 RFQ Type IQ03 RFQ Date 22.04.2018
Vendor 10000016 ZK3 Construction QuotDdlm 22.04.2018

Quotation Items

Item	Material	Short Text	RFQ Quantity	CUn	C	Deliv. Date	Net Price	Per	CPU	Mat. Grp	PInt	SLoc	D	R	Te...
10		Construction of Wall	1	AU	D	23.04.20...	0.00	1	AU	SG01	100				

Additional Data (Ctrl+F1)
Item Conditions (Shift+F8)
Item Texts (Ctrl+F10)
Delivery Address (Ctrl+F11)
Delivery Schedule (Shift+F5)
Services (Shift+F4)

4. Enter Gross Price and press save.

SAP Service Specifications: Quotation Specs

Menu **Save** Back Exit Cancel System Outline On/Off Service Selection

Sh. Text Construction of Wall Total Value 0.00 PKR

Limits

Overall Limit PKR ☐ No limit

Expected value

Contract limits Other limit

Contract	Item	N...	Limit	Short text
		☐		
		☐		

Services

Line	D...	Service No.	Short Text	Quantity	Un	Gross Price
10	☐	3000001	Bricks Work	5	EA	250
20	☐					

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.

The screenshot shows the SAP RFQ (Request for Quotation) screen. The top navigation bar includes the SAP logo and a user icon. Below the navigation bar, there is a menu bar with a 'Menu' dropdown, a search field, and buttons for 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', and 'Execute'. The 'Execute' button is highlighted with a red box. The main area of the screen displays the following fields:

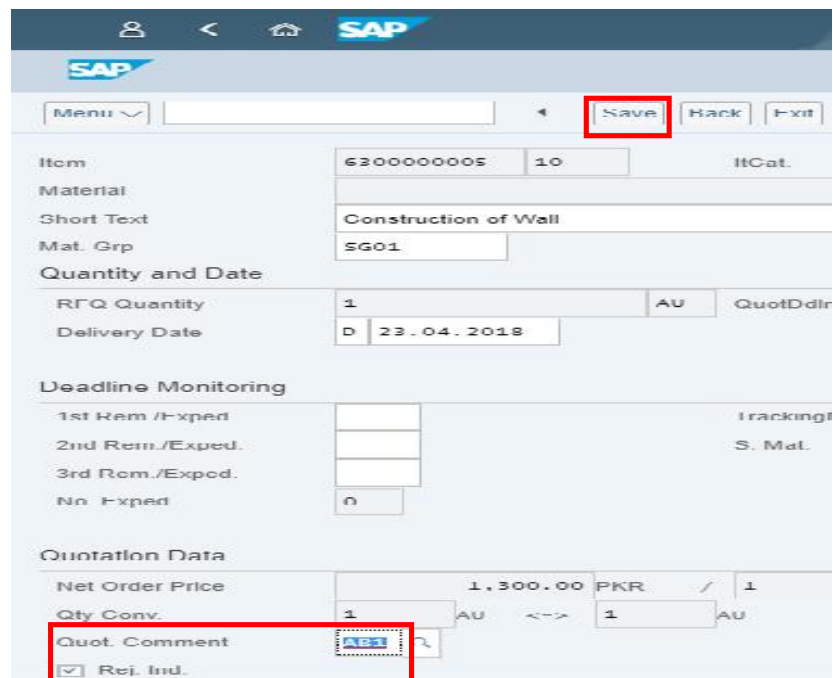
Purchasing Organization	3000		
Quotation	63000000004	to	63000000005
Collective RFQ		to	
Supplier		to	
Material		to	

The 'Purchasing Organization' field (3000) and the 'Quotation' field (63000000004 to 63000000005) are highlighted with red boxes.

Pri

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



The screenshot shows the SAP 'Maintain Quotation: Item Overview' screen. At the top, there is a navigation bar with a 'Menu' dropdown, a search field, and buttons for 'Save', 'Back', and 'Exit'. The 'Save' button is highlighted with a red rectangle. Below this, the 'Item' section contains fields for 'Item' (6200000005), 'Material' (Construction of Wall), and 'Mat. Grp' (SG01). The 'Quantity and Date' section shows 'RFQ Quantity' (1) and 'Delivery Date' (23.04.2018). The 'Deadline Monitoring' section has fields for '1st Rem./Exped.', '2nd Rem./Exped.', '3rd Rem./Exped.', and 'No. Exped.'. The 'Quotation Data' section at the bottom shows 'Net Order Price' (1,300.00 PKR) and 'Qty Conv.' (1 AU). In this section, the 'Rej. Ind.' checkbox is checked and highlighted with a red rectangle. The 'Quot. Comment' field is also visible.

Result

Price Comparison has been performed.

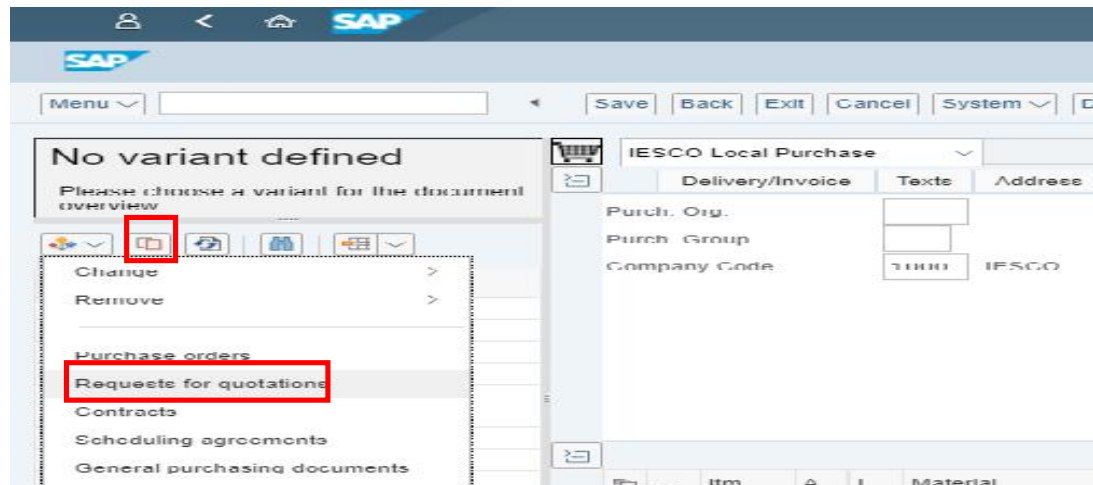
1.1.5 Creating Purchase Order

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.



SAP

Purchasing

Menu Save as Variant... Back Exit Cancel System Execute Get Variant... Dynamic selections All Selections

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 Service 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 service
Quantity (Item Overview)		As per requirement	For example: 1
Plant (Item Overview)		As per requirement	For example 100
Account Assignment		As per requirement	U
Item Category		As per requirement	D

Create Purchase Order

Create Purchase Order

Menu ▾

Document Overview

SAP&MEPOANFR

☒

63000000004

IESCO Service Purch.

Vendor

10000016 ZKB Construction

Doc. Dat

Header

...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date
	10	U	D		Construction of Wall		1	AU	D 23.04.20...

Default Values

Item [10] Construction of Wall

Services	Limits	Material Data	Quantities/Weights	Delivery Schedule	Delivery	Invoice	Conditions	Text
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.

The screenshot shows the SAP Fiori 'Print Purchase Order' app interface. At the top, there is a navigation bar with a user icon, back and home arrows, and the SAP logo. Below this is a secondary bar with the SAP logo and a row of buttons: 'Menu', 'Save as Variant...', 'Back', 'Exit', 'Cancel', 'System', and 'Execute'. The 'Execute' button is highlighted with a red rectangular box. Below the buttons is a section titled 'Purchasing Document Data'. This section contains several input fields: 'Document Number' (containing '7300000008'), 'Supplier', 'Purchasing Organization', 'Purchasing Group', 'Document Type', and 'Document Date'. The 'Document Number' field is also highlighted with a red rectangular box. At the bottom of the screen, there is a section titled 'Message Data'.

3. Press Execute.

SAP									
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
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.
4000000008	100000016	ZKK Construction				050	22.04.2018		
ZNEU EN	100000016	LF	22.04.2018	23:00:07	3	MM-02	LP01		

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

Print Preview of LP01

Print Preview of LP01

Menu Back Exit Cancel System

smart.pdf 1 / 1



OFFICE OF THE MANAGER IESCO
(Material Management)
IESCO, Islamabad
Tel. Ext., Fax No.

PURCHASE ORDER

P.O. No. 7300000008 Dated: 22.04.2018

10000016
Company:
ZIG Construction
9-100 LAHORE
PAKISTAN

SUBJECT:
Reference:

IESCO is pleased to place "PURCHASE ORDER" for the supply of under noted material at the rates mentioned hereunder, subject to the general conditions of the contract for purchase, WAPDA purchase procedure dated 12.08.1984 (amended to-date) and special conditions laid down in this purchase order.

A. DESCRIPTION OF STORES.

Item	Mat. Code	Description	Unit	Quantity	Unit Price	Value w/o GST	GST (%)	Grand Total
1		Channel section of Matl	MT	1.000	1,250.00	1,250.00	0.00 (0.0%)	1,250.00
Total (ONE THOUSAND TWO HUNDRED FIFTY ONLY.)								1,250.00

PDF (200) 00-P000-2

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

73000000008

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)

Select Services as Reference																																																																	
Select Services as Reference																																																																	
Menu ▾ Back Cancel System ▾ Outline On/Off Services																																																																	
Sh. Text Construction of wall																																																																	
Services <table> <tr> <th>Line</th><th>D...</th><th>Service No.</th><th>Short Text</th><th>Quantity</th><th>Un</th><th>Gross Price</th><th>Crcy</th><th>S...</th><th>Edit...</th><th>SSC Item</th></tr> <tr> <td>☐ 10</td><td>☐</td><td>3000001</td><td>Bricks Work</td><td>5</td><td>EA</td><td>100.00</td><td>PKR</td><td></td><td>0</td><td></td></tr> <tr> <td>☐ 20</td><td>☐</td><td></td><td></td><td>0.000</td><td></td><td>0.00</td><td>PKR</td><td></td><td>0</td><td></td></tr> <tr> <td>☐ 30</td><td>☐</td><td></td><td></td><td>0.000</td><td></td><td>0.00</td><td>PKR</td><td></td><td>0</td><td></td></tr> <tr> <td>☐ 40</td><td>☐</td><td></td><td></td><td>0.000</td><td></td><td>0.00</td><td>PKR</td><td></td><td>0</td><td></td></tr> </table>											Line	D...	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	S...	Edit...	SSC Item	☐ 10	☐	3000001	Bricks Work	5	EA	100.00	PKR		0		☐ 20	☐			0.000		0.00	PKR		0		☐ 30	☐			0.000		0.00	PKR		0		☐ 40	☐			0.000		0.00	PKR		0	
Line	D...	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	S...	Edit...	SSC Item																																																							
☐ 10	☐	3000001	Bricks Work	5	EA	100.00	PKR		0																																																								
☐ 20	☐			0.000		0.00	PKR		0																																																								
☐ 30	☐			0.000		0.00	PKR		0																																																								
☐ 40	☐			0.000		0.00	PKR		0																																																								

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.

1000000211 Create Entry Sheet

Maintain Service Details

Save Back Exit

Line No. 10

Service 3000001 Bricks Work

SSC Item

Basic Data Stats Taxes Line Type

Price and Quantity Fields

Quantity FA

Account Assignment of Service in

G/L Account 750600 Company

CO Area

Cost Center 101000

16. Save the service entry sheet by choosing first “Accept” and then “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 box Simulate 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.

SAP

Enter Inco

Menu < > SAP > Post Back Exit Cancel System Show PO Structure

Transaction Invoice

Basic Data Payment Details Tax Withholding tax Amount split Contacts > ... Su

Invoice date 22.04.2018 Reference

Posting Date 22.04.2018

Amount 1,250.00 PKR ☐ Calculate Tax

Tax Amount V0 (Zero Rated)

Text

Paymt terms Due immediately

Baseline Date 22.04.2018

Company Code 1000 IESCO Islamabad

Lot No.

PO Reference G/L Account Material

Service Entry Sheet 1000000211

Item	Amount	Quantity	Or...	Purchase o...	Item	PO Text
1	1,250.00			73000000...	10	Construction

Result The invoice is booked.