DOCUMENT DETAILS

PROJECT NAME	MODULE:	Business Scenario:
SUGAM	**MATERIAL MANAGEMENT**	Service Procurement process
MODULE LEAD – BSPTCL	**MODULE LEAD – YASH**	**PROCESS OWNER -**
Sri Aftab Alam	Sri.Ashok Kumar Jhanwar	Sri Amar Kumar Mishra
UNSER MANUAL NUMBER	**PROCESS NAME**	
16	**SERVICE PROCUREMENT PROCESS**	

AUTHORS & PARTICIPANTS

Role	Name
Core Team Member	Sri D.K.Jha Miss.Rinki Rani Miss.Surbhi suman Sri Bhaskar Prince Sri Prabhat Kumar Sri Arunachal Prasad Chaurasia
Consultant	Sri.Madan Balasaheb Magar
Workshop Participants	

Revision History				
Date	Document Version	Document Revision Description	Author	Reviewer
	V0	Draft for review	Madan Magar	Ashok Kumar Jhanwar

SAP T-code	ME51N
Process	Create STO PR

Select document type ZSRV

Account assignment 'K'

Item Category 'D'

Enter account assignment-> Enter cost center for which service will perform

Following PR created

Purchase requisition number 1100000034 created

SAP T-code	ME54N
Process	Release STO PR

Open PR which we want to release and click on release

SAP T-code	ME41
Process	Create RFQ

Select RFQ Document type

Click on Reference to PReq

Enter PR number and press enter

Selection of Purchase Requisitions	✕
Purchase Req.	1100000034 🔍
Requisn. item	
Purch. Group	P01
Document Type	
Material	
MPN material	
Plant	
Item Category	
Acct Assgmt Cat	
Tracking Number	
Supplying Plant	
Assigned	✔
Stock material	✔
Open only	✔

Select line item and click on Adopt

Create RFQ : Selection List: Purchase Requisitions

Adopt + Details

Pur. Req.	Item	Material	Short Text	Plnt	SLoc	I	A	Cls	Qty
1100000034			Tower Accessories	1100	1005	D	K	☐	1.000

Enter Delivery date and Press Enter

Create RFQ : Item 00010

Item	10	ItCat. D
Material		
Short Text	Tower Accessories	
Mat. Grp	SER-ONM	

Quantity and Date

RFQ Quantity	1 AU	QuotDdln 07.03.2019
Delivery Date	D 06.03.2019	

Deadline Monitoring

1st Rem./Exped.	TrackingNo
2nd Rem./Exped.	S. Mat.
3rd Rem./Exped.	
No. Exped. 0	

Quotation | /

Create RFQ : Item Overview

RFQ	RFQ Type ZAN	RFQ Date 06.03.2019
Vendor		QuotDdln 07.03.2019

RFQ Items

Item	I	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Mat. Grp	Plnt	SLoc
10	D		Tower Accessories	1	AU	D	09.03.2019	SER-ONM	1100	1005

Enter Vender Number and press enter and save document

Create RFQ : Supplier Address

RFQ		Company Code	1000	Purch. Group	P01
RFQ Date	06.03.2019	RFQ Type	ZAN	Purchasing Org.	1000
Vendor	100013				

Name

Title	M/S
Name	GE T&D India Limited

Search Terms

Search term 1/2	TRANSFORMER	

Street Address

Street/House number	A-7, Sector-65, Noida-201301		
Postal Code/City	201301	Noida	
Country	IN	India	Region	24	Uttar Pradesh
Time zone	INDIA		

Following RFQ create

✅ RFQ created under the number 6000000069

Same way create quotation for Others venders

✅ RFQ created under the number 6000000070

SAP T-code	ME47
Process	Maintain quotation

Enter RFQ number

Maintain Quotation : Initial Screen

RFQ 6000000069

Select service and click on Maintain service

Maintain Quotation : Item Overview

| RFQ | 6000000069 | RFQ Type | ZAN | RFQ Date | 06.03.2019 |
| Vendor | 100013 | GE T&D India Limited | | QuotDdln | 07.03.2019 |

Quotation Items

Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date
10		Tower Accessories	1	AU	D	09.03.2019

Enter price

Service Specifications: Quotation Specs for Item 6000000069 00010 Main

Service Selection

| Sh. Text | Tower Accessories | | Total Value | 0.00 | INR |

Limits
Services

Line	D...	Service No.	Short Text	Quantity	Un	Gross Price	
10		1000076	Denger plate installation	10	NO	1000	

Maintain Quotation : Item Overview

| RFQ | 6000000069 | RFQ Type | ZAN | RFQ Date | 06.03.2019 |
| Vendor | 100013 | GE T&D India Limited | | QuotDdln | 07.03.2019 |

Quotation Items

Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Net Price
10		Tower Accessories	1	AU	D	09.03.2019	10,000.00

Enter Tax code

Maintain Quotation : Item 00010

Item	6000000069	10	ItCat.	D	Plant	1100
Material					Stor. Loc.	1005
Short Text	Tower Accessories					
Mat. Grp	SER-ONM					

Quantity and Date

| RFQ Quantity | 1 | AU | QuotDdln | 07.03.2019 |
| Delivery Date | D | 09.03.2019 | | |

Deadline Monitoring

1st Rem./Exped.		TrackingNo	
2nd Rem./Exped.		S. Mat.	
3rd Rem./Exped.			
No. Exped.	0		

Quotation Data

Net Order Price	10,000.00	INR	/	1	AU
Qty Conv.	1	AU	<–>	1	AU
Quot. Comment				Tax Code	B3
☐ Rej. Ind.					

| Quotation | | / | |

Same way maintain second quotation

SAP T-code	ME49
Process	Compare quotation

Enter quotation numbers which we want to compare

Price Comparison List

Purchasing Organization	1000			
Quotation	6000000069	to	6000000070	
Collective RFQ		to		
Supplier		to		
Material		to		

Price Comparison List in Currency INR

	Quotation	Supplier	Services	Level 4	Additional Inf

Material Mat. Group Sh. Text Qty. in Base Unit	Quot.: Bidder: Name:	6000000069 100013 GE T&D India Limi	6000000070 100014 GE T&D India Limi
SER-ONM Tower Accessories Srv.Specs 1 AU	Val.: Price: Rank:	10,000.00 10,000.00 1 91 %	12,000.00 12,000.00 2 109 %
Total Quot.	Val.: Rank:	10,000.00 1 91 %	12,000.00 2 109 %

SAP T-code	ME21N
Process	Create Service order

Select document type ZSRV

Click on Document overview

Enter RFQ number

Select RFQ and adopt

Enter Validity Start, Validity end and save document

Following Service Create

PO - Service procure created under the number 4500000068

SAP T-code	ME29N
Process	Release PO

Click on Release

After all release Save the document

SAP T-code	ML81N
Process	Create service entry sheet

Click on Other purchase order and enter Purchase order number

Service Entry Sheet

🔲 Other Purchase Order

Entry Sheet	
For Purchase Order	0
Short Text	

Enter purchase order

Service Entry Sheet

Other Purchase Order

Entry Sheet	
For Purchase Order	0
Short Text	

Basic Data

Select Purchase Order/Entry Sheet

Purchase order   4500000065

Entry Sheet

☐ Always display at start

Click on crate

Service Entry Against Purchase Order 4500000065 00010

Other Purchase Order

Entry Sheet	
For Purchase Order	4500000065 10
Short Text	

Click on Service selection

Press enter

Select Service for which we want to create Service entry sheet

Click on Service adopt

We can edit quantity

Press Save

SAP T-code	ML81N
Process	Accept service entry sheet

Open service entry sheet which we want to release

Click on Edit

Click accept flag

Enter release code and press enter

Save document

After save status of document changed as accepted

SAP T-code	ML84
Process	List of service entry sheet

Enter Service purchase order number

Click on Execute

After Execute following output came