



Project – SUGAM

User Manual

Process Name: Service Procurement process
Process Number: 16



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
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Workshop Participants	

Revision History

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



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SAP T-code	ME51N
Process	Create STO PR

Select document type ZSRV

Account assignment 'K'

Item Category 'D'

Stat	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PGR	Requisitioner
	10	K	D		Tower Accessories	1	AU	D	06.03.2019	Service Oper a	Trans Circle Pat	220KV,Samp	P01	AEE, Samp

Line	D...	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf. Tol:
10		1000076	Danner plate installation	10	NR		TNR	

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

S...	A...	Quantity	Perce	Net Value	Cost Ctr	G/L Acct	Unloading Point	Recipient	D
	1	1.000	0.0	0.00	1610021	730511			

Following PR created

Purchase requisition number 110000034 created



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SAP T-code	ME54N
Process	Release STO PR

Open PR which we want to release and click on release

Release Purchase Req. 1100000034

Document Overview On Personal Setting

ZSRV PR for Service 1100000034

Texts **Release strategy**

Release group	D2	PR_RELEASE	Code	Description	Status	Relea...
Release Strategy	DE	PR RELEASE	01	EEE	✓	↻
			02	ESE	✓	↻
			03	CE	✓	↻

Release Indicator 2 RFQ/purchase order



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SAP T-code	ME41
Process	Create RFQ

Select RFQ Document type

Click on Reference to PReq

Create RFQ : Initial Screen

 Reference to PReq  Reference to Outline Agreement

RFQ Type	ZAN
Language Key	EN
RFQ Date	06.03.2019
Quotation Deadline	07.03.2019
RFQ	

Organizational Data

Purch. organization	1000
Purchasing Group	P01



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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	PInt	SLoc	I	A	Cls	Qty
1100000034			Tower Accessories	1100	1005	D	K	<input type="checkbox"/>	1.000



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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 term 1/2	TRANSFORMER
-----------------	-------------

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



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SAP T-code	ME47
Process	Maintain quotation

Enter RFQ number

Maintain Quotation : Initial Screen

RFQ

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 QuotDdn: 07.03.2019

Quotation Items

Item	Material	Short Text	RFQ Quantity	OU	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

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



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Maintain Quotation : Item Overview

RFQ: 6000000069 RFQ Type: ZAN RFQ Date: 06.03.2019
Vendor: 100013 GE T&D India Limited QuotDdn: 07.03.2019

Quotation Items

Item	Material	Short Text	RFQ Quantity	OU	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 QuotDdn: 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



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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	to	
Collective RFQ		to		to	
Supplier		to		to	
Material		to		to	

Price Comparison List in Currency INR

⏪
◀
▶
⏩
✎ Quotation
👤 Supplier
🔧 Services
🏠 Level 4
📄 Additional Inf

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



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SAP T-code	ME21N
Process	Create Service order

Select document type ZSRV

- FO Framework Order
- NB Standard PO
- UB Stock Transp. Order
- ZEXE DI-Extra
- ZLOC Local Purchase PO
- ZNDI Non Project DI
- ZPDI Project DI
- ZSRV PO - Service procure**
- ZSTO STO -PO

Click on Document overview

Document Overview Off

ZSRV PO - Service procure

Delivery/Invoice Texts Address

Change
Remove
Purchase orders
Requests for quotations
Contracts
Scheduling agreements
General purchasing documents
Purchase Requisitions
My purchase orders
My purchase orders on hold
My purchase requisitions
My purchase requisitions

Active
Not Yet Sent
Not Delivered
Not Invoiced

S...	Itm	A	I	Material



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Enter RFQ number

Purchasing Documents

General selections

Max. no. of hits

Program selections

Material Number	<input type="text"/>	to	<input type="text"/>	
Selection Parameters	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Material Short Text	<input type="text"/>	to	<input type="text"/>	
Supplying Plant	<input type="text"/>	to	<input type="text"/>	
Storage Location	<input type="text"/>	to	<input type="text"/>	
Material Group	<input type="text"/>	to	<input type="text"/>	
Purchasing Organization	<input type="text"/>	to	<input type="text"/>	
Purchasing Group	<input type="text"/>	to	<input type="text"/>	
Purchasing Document	<input type="text" value="6000000069"/>	to	<input type="text"/>	
Name of Person Responsible	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Document Category	<input type="text" value="A"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	

Select RFQ and adopt

Create Purchase Order

Document Overview Off Hold Print Preview

Document Overview

ZSRV PO - Service procure

Delivery/Invoice Texts Address

Purch.Doc.

6000000069

- Active
- Not Yet Sent
- Not Delivered
- Not Invoiced



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Enter Validity Start, Validity end and save document

Create Purchase Order

Document Overview On Hold Print Preview Messages Personal Setting

ZSRV PO - Service procure Vendor: 100013 GE T&D India Limited Doc. Date: 06.03.2019

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Payment Processing Incoterms Versions

Validity Start: 06.03.2019
Validity End: 31.03.2019
Collective No.

Sl.	S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group	Print
10			K	D		Tower Accessories		1	AU	D 09.03.2019	10,000.00	INR	1	AU	Service Oper an.	Trans Circle Pa

Following Service Create

PO - Service procure created under the number 450000068



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SAP T-code	ME29N
Process	Release PO

Click on Release

Release PO - Service procure 4500000068

Document Overview On Print Preview Messages Personal Setting

ZSRV PO - Service procure 4500000068 Vendor 100013 GE T&D India Limited Doc. Date 06.03.2019

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status **Release strategy**

Release group	C1 CONTRACT_RELEASE	Code	Description	Status	Relea
Release Strategy	C1 BSPTCL	01	EEE		
Release indicator	B Blocked, changeable with value	02	ESE		
		03	CE		

After all release Save the document

Release PO - Service procure 4500000068

Document Overview On Print Preview Messages Personal Setting

ZSRV PO - Service procure 4500000068 Vendor 100013 GE T&D India Limited Doc. Date 06.03.2019

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status **Release strategy**

Release group	C1 CONTRACT_RELEASE	Code	Description	Status	Relea
Release Strategy	C1 BSPTCL	01	EEE		
Release indicator	R Released, no changes	02	ESE		
		03	CE		



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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 

Short Text

Enter purchase order

Service Entry Sheet

 Other Purchase Order 

Entry Sheet

For Purchase Order 

Short Text

Select Purchase Order/Entry Sheet 

Basic Data

Purchase order 

Entry Sheet

Always display at start

 

Click on crate

Service Entry Against Purchase Order 4500000065 00010

 Other Purchase Order  

Entry Sheet

For Purchase Order 

Short Text



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Click on Service selection

1000000270 Create Entry Sheet

Other Purchase Order

Entry Sheet: 1000000270 No acceptance Returns Indicator

For Purchase Order: 4500000065 10

Short Text: SERVICE ENTRY heading

Basic Data | Accept. Data | Vals | Long Txt | History

Line	D...	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
10									
20									
30									
40									
50									
60									
70									

Service Sel. Line 10

Press enter

Service Selection

From Current Specs

Model Service Specs

From Purchase Order 4500000065 10 Adopt full quantity

From Requisition

From Purch. Document

From SD Document

From SD into SC Specs

From Entry Sheet

Class Selection



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Select Service for which we want to create Service entry sheet

Click on Service adopt

Select Services as Reference

Services

Sh. Text Tower Accessories

Services

Line	D...	Service No.	Short Text	Quantity	Un	Gross Price
10		1000076	Denger plate installation	10	NO	1,000.00

We can edit quantity

Press Save

1000000271 Create Entry Sheet

Other Purchase Order

Entry Sheet 1000000271 No acceptance Returns Indicator

For Purchase Order 4500000068 10 68

Short Text

Basic Data Accept. Data Vals Long Txt History

* Li 1, Co 2 Ln 1 - Ln 1 of 1 lines

Line	D...	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000076	Denger plate installation	10	NO	1,000.00



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SAP T-code	ML81N
Process	Accept service entry sheet

Open service entry sheet which we want to release

Click on Edit

1000000271 Display Entry Sheet

Other Purchase Order

Entry Sheet: 1000000271 ●○○ No acceptance Returns Indicator

For Purchase Order: 4500000068 10

Short Text: _____

Basic Data | Accept. Data | Vals | Long Txt | History

Line	D...	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000076	Denger plate installation	10	NO	1,000.00

Click accept flag

1000000271 Change Entry Sheet

Other Purchase Order

Entry Sheet: 1000000271 ●○○ No acceptance

For Purchase Order: 4500000068 10

Short Text: _____

Enter release code and press enter

Enter Release Code

Release code: FA



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Save document

Entry Sheet	1000000271	Will be accepted
For Purchase Order	4500000068	10
Short Text		

After save status of document changed as accepted

Entry Sheet	1000000271	Accepted
For Purchase Order	4500000068	10
Short Text		



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SAP T-code	ML84
Process	List of service entry sheet

Enter Service purchase order number

Click on Execute

List of Service Entry Sheets



PO Data

Purchase Order	4500000068	to		
Document Date		to		
Document Type		to		
Supplier		to		
Purchasing Organization		to		
Purchasing Group		to		
Plant		to		
Material/Service Group		to		

After Execute following output came

Pur. Order	POrg.	PGrp.	Vendor	Name 1	Currency	Order Date
Item	Plant	FinEnt	Matl Group	Item Short Text	Net Value PO Item	Delivery Date
Entry Sh.	AccIn	FinEnt	Blck.In	Sh. Text	E/Sheet	
4500000068	1000	P01	100013	GE T&D India Limited	INR	06.03.2019
1000000271	100		SER-ONM	Tower Accessories	10,000.00	09.03.2019