



# Project – SUGAM

User Manual

Process Name: Local PO

Process Number: 13



## DOCUMENT DETAILS

PROJECT NAME	MODULE:	Business Scenario:
SUGAM	MATERIAL MANAGEMENT	Local PO
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER -
Sri Aftab Alam	Sri.Ashok Kumar Jhanwar	Sri Amar Kumar Mishra
UNSER MANUAL NUMBER	PROCESS NAME	
13	LOCAL PO	

## 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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<b>SAP T-code</b>	<b>ME21n</b>
<b>Process</b>	<b>Create Local PO</b>

Select Proper document type for Return PO

- 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

Create Purchase Order

Document Overview On Messages Personal Setting

**ZLOC Local Purchase PO** Vendor 100013 GE T&D India Limited Doc. Date 04.03.2019

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

Purch. Org. 1000 BSPTCL Pur Org.  
Purch. Group P01 AEE-1(PROJ-1-HQ)  
Company Code 1000 BSPTCL

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Group
	10			10000000041	power cable 2C - Test		2	KM	D 06.03.2019	10,000.00	INR	1	KM	POWER CABLE

Select Return Check box

Create Purchase Order

Document Overview On Messages Personal Setting

**ZLOC Local Purchase PO** Vendor 100013 GE T&D India Limited Doc. Date 04.03.2019

Header

S...	Itm	A	Stor. Location	Batch	Stock Segment	Reqmnt Segment	Reqmt No.	Requisitioner	T. IM Material	Info rec.
	10		C/S,Fatuha							53000000.

Check and Save

Following Return PO create

Local Purchase PO created under the number 4700000184



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<b>SAP T-code</b>	<b>ME22N</b>
<b>Process</b>	<b>Change PO</b>

Document Overview On Print Preview Messages Personal Setting

ZNDI Non Project DI 4900000010 Vendor 100001 Mahveer Electrical Pvt.Ltd.

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data

Release group	P1	PO_RELEASE	Code	Description	Status
Release Strategy	P1	BSPTCL PO REL ST L3	01	EEE	✓
Release indicator	R	Released, no changes	02	ESE	✓
			03	CE	✓

Enter PO number in which we want to change and Press Enter

Select Document

Pur. Order 4500000018

Pur. Order  
 Purch. Requisition

Other Document



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#### Change Document and Save

Non Project DI 4900000018 Created by YASH\_MM2

Document Overview On Messages Personal Setting

ZNDI Non Project DI 4900000018 Vendor 100013 GE T&D India Limited Doc. Date 04.03.2019

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

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

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price
	10			1000000041	power cable 2C - Test		5	KM	D 04.03.2019	10,000.00



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<b>SAP T-code</b>	<b>ME23N</b>
<b>Process</b>	<b>Display PO</b>

Enter PO number which we want to display

The screenshot shows the SAP ME23N 'Non Project DI' document overview. The document number '4900000018' is entered in the search field and highlighted with a red box. The vendor is '100013 GE T&D India Limited' and the document date is '04.03.201'. The 'Select Document' dialog is open, showing 'Pur. Order' selected. A table on the right lists codes and descriptions:

Code	Description	Status
01	EEE	▲
02	ESE	
03	CE	



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<b>SAP T-code</b>	<b>ME29N</b>
<b>Process</b>	<b>Release PO</b>

Enter PO number which we want to release

Code	Description	Status
01	EEE	▲
02	ESE	
03	CE	

Click on Release

Code	Description	Status	Relea
01	EEE	▲	✓
02	ESE		↻
03	CE		✓

Code	Description	Status	Relea
01	EEE	✓	↻
02	ESE	✓	↻
03	CE	▲	✓

Click on Save.



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<b>SAP T-code</b>	<b>ME28</b>
<b>Process</b>	<b>Collective release</b>

Enter Release code and click Execute(F8)


Release (Approve) Purchasing Documents


 


Release Code


Release Group  to  


Set Release  
 Cancel Release  
 Release Prerequisite Fulfilled  
 List with Items


Scope of List  


Purchasing Document Category  to  


Purchasing Organization  to  


Document Number  to  

Document Type  to  

Purchasing Group  to  


Supplier  to  


Supplying Plant  to  

Document Date  to  

Click on Release

Release Purchasing Documents with Release Code 03

 Print

Item	Release Type	Cat	PGr	POH	Doc. Date	Material	Short Text	Matl Group	D I A Plant	SLoc	Quantity	OUn	Quantity
<b>Supplier/Supplying Plant 100013 GE T&amp;D India Limited</b>													
<b>Purchasing Document 4900000018</b>													
10		ZNDI	F	P01	04.03.2019	1000000041	power cable 2C - Test CAB-POWER		1100	1000	5	KM	5



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



















<b>SAP T-code</b>	<b>ME2M</b>
<b>Process</b>	<b>Purchase documents for Material</b>


Enter Material or Document number and click on Execute


Purchasing Documents for Material




 Choose...

Material		to		
Plant		to		
Purchasing Organization		to		
Scope of List	ALV			
Selection Parameters		to		
Document Type		to		
Purchasing Group		to		
Item Category		to		
Account Assignment Category		to		
Delivery Date		to		
Validity Key Date				
Range of Coverage to				
Document Number	4900000018	to		
Supplier		to		
Supplying Plant		to		
Material Group		to		
Document Date		to		
Intern. Article No. (EAN/UPC)		to		
Supplier's Material Number		to		
Supplier Subrange		to		
Promotion		to		
Season		to		
Season Year		to		

Purchasing Documents for Material



Item Type	Cat PGR	POH	Doc. Date	Supplier/Supplying Plant	Matl Group	D I A Plant	S Loc	Quantity	OUn
									
<b>Material 1000000041 power cable 2C - Test</b>									
<b>Purchasing Document 4900000018</b>									
10	ZNDI F	P01	04.03.2019	100013 GE T&D India Limited	CAB-POWER		1100 1000	5	KM