



# Project – SUGAM

User Manual

Process Name:STO Process

Process Number: 15



## DOCUMENT DETAILS

PROJECT NAME	MODULE:	Business Scenario:
SUGAM	MATERIAL MANAGEMENT	STO 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	
15	STO 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 proper document type

- FO Framework Requisn
- NB Purchase Requisition
- RV Outl. Agmt Requisn
- ZNB PR For Material
- ZNPE PR- Eme Non Project
- ZPJE PR- Emerg – Project
- ZPRJ PR for PS (Auto)
- ZSRV PR for Service
- ZSTO PR For STO**

Create Purchase Requisition

Document Overview On Hold Personal Setting

ZSTO PR For STO Source Determination

Texts

Header note

Stat	Item A	J	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	SPlt	PGr	Requisitioner
▲	10	U	1000000041	power cable 2C - Test	10	KM	D	05.03.2019	POWER CABLE	Trans Circle Pat	C/S,Fatuha	1200	P01	AEE fatuha

Check and save document

Following STO PR created

✔ Purchase requisition number 1500000011 created



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<b>SAP T-code</b>	<b>ME54N</b>
<b>Process</b>	<b>Release PR</b>

Click on Other PR and enter PR number and press enter

Release Purchase Req. 150000011

Document Overview On Personal Setting

ZSTO PR For  Select Document

Texts **Purchase Requisition**

Release group  Pur. Order

Release Strategy  Purch. Requisition

Release Indicator

Other Document

Click on Release

Release Purchase Req. 150000011

Document Overview On Personal Setting

ZSTO PR For STO

Texts **Release strategy**

Release group  PR\_RELEASE

Release Strategy  PR RELEASE

Release Indicator  Blocked

Code	Description	Status	Relea
01	EEE	▲	
02	ESE		
03	CE		

ZSTO PR For STO

Texts **Release strategy**

Release group  PR\_RELEASE

Release Strategy  PR RELEASE

Release Indicator  RFQ/purchase order

Code	Description	Status	Relea
01	EEE		
02	ESE		
03	CE		



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SAP T-code	ME21N
Process	Create STO PO

Select ZSTO document type

- 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 Hold Print Preview Messages

**ZSTO STO -PO** Supplying Plant

Delivery/Invoice | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status

Active	Ordered	0.00
Not Yet Sent	Delivered	0.00
Not Delivered	Still to deliv.	0.00
Not Invoiced	Invoiced	0.00 INR
	Down paymts	0.00 INR



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Click on Document Overview ->Purchase requisition

Enter PR number and execute.



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Select PR line item and click on adopt

Document Overview Off Hold

### Document Overview

ZSTO STO -PO

Delivery/Invoice Texts

Purch. Req./Req. item

1500000011

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

Enter purchase organization 1100

We can edit quantity

Document Overview On Hold Print Preview Messages Personal Setting

ZSTO STO -PO Supplying Plant 1200 Trans Circle Dehri On Sone Doc. Date 05.03.2019

Delivery/Invoice Texts Address Communication Partners Additional Data Org. Data Status Release strategy Payment Processing Incoterms

Purch. Org. 1100 BSPTCL STO Pur Org.  
Purch. Group P01 AEE-1(PROJ-1-HQ)  
Company Code 1000 BSPTCL

S...	Itm	A	I	Material	Short Text	PO Quantity	QIn	C	Deliv. Date	Matl Group	Plnt	Stor. Location
▲	10		U	1000000041	Power cable 2C - Test		10KM		D 05.03.2019	POWER CABLE	Trans Circle Patna	C/S,Fatuha

Check and Save document

✔ STO -PO created under the number 4600000021



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

Click on release

Release STO -PO 4600000021

Document Overview On Messages Personal Setting

ZSTO STO -PO 4600000021 Supplying Plant 1200 Trans Circle Dehri On Sone Doc. Date 05.03.201

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

Release group C1 CONTRACT\_RELEASE  
Release Strategy C1 BSPTCL  
Release indicator B Blocked, changeable with value

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

Release STO -PO 4600000021

Document Overview On Messages Personal Setting

ZSTO STO -PO 4600000021 Supplying Plant 1200 Trans Circle Dehri On Sone Doc. Date 05.03.201

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

Release group C1 CONTRACT\_RELEASE  
Release Strategy C1 BSPTCL  
Release indicator R Released, no changes

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



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<b>SAP T-code</b>	<b>MIGO</b>
<b>Process</b>	<b>Good Issue at supplier plant</b>

- A01 Goods Receipt
- A02 Return Delivery
- A03 Cancellation
- A04 Display
- A05 Release GR Blocked Stock
- A06 Subsequent Delivery
- A07 Goods Issue**
- A08 Transfer Posting
- A09 Remove from Storage
- A10 Place in Storage
- A11 Subsequent Adjustment
- A12 Change

Enter PO number and press Enter

Goods Issue Purchase Order - YASH\_MM2

Show Overview Hold Check Post Help

A07 Goods Issue R01 Purchase Order 4600000021 TF to stk in trans. 351

Goods Issue Purchase Order 4600000021 - YASH\_MM2

Show Overview Hold Check Post Help

A07 Goods Issue R01 Purchase Order TF to stk in trans. 351

General Additional Data

Document Date 05.03.2019 Material Slip  
Posting Date 05.03.2019 Doc.Header Text  
 1 Individual Slip

Line	Mat. Short Text	W OK	Qty in UnE	EUn	S...	SLoc	Stock Segment	Batch	Valuation T
1	power cable 2C - Test	<input type="checkbox"/>	10	KM					

Material power cable 2C - Test 1000000041  
Material Group CAB-POWER



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Enter quantity of issue

Material	Quantity	Where	Purchase Order Data	Stock Transfer	Account Assignment
Qty in Unit of Entry	10	KM			
Qty in SKU	10	KM			

Enter issue Storage location

Material	Quantity	Where	Purchase Order Data	Stock Transfer	Account Assignment
Movement type	351	- TF to stck in trans.			Stock type
Plant	Trans Circle Dehri On Sone	1200			
Storage location	C/S,DOS	1000			
Goods recipient					
Unloading Point					

Item OK

Enter Vehicle number and save document

Goods Issue Purchase Order 4600000021 - YASH\_MM2

Show Overview Hold Check Post Help

A07 Goods Issue R01 Purchase Order

General Additional Data

Vehicle Number	MH 24 j 8724	R Number	
Transporter name	Jaihind transprot	R Date	

Material document 4900000385 posted





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<b>SAP T-code</b>	<b>MIGO</b>
<b>Process</b>	<b>Good Receipt</b>

Enter PO number and press enter

Goods Receipt Purchase Order - YASH\_MM2

Show Overview Hold Check Post Help

A01 Goods Receipt R01 Purchase Order 4600000021 GR goods receipt 101

Enter vehicle number

Goods Receipt Purchase Order 4600000021 - YASH\_MM2

Show Overview Hold Check Post Help

A01 Goods Receipt R01 Purchase Order

General Vendor Additional Data

Vehicle Number MH 24 j 8724 LR Number

Transporter name Jaihind transprot LR Date

Enter Received quantity

Material Quantity Where Purchase Order Data Partner Account Assignment

Qty in Unit of Entry 10 KM

Qty in SKU 10 KM

Qty in Delivery Note 10 KM

Quantity Ordered 10 KM

Issued Quantity 10

No. Containers

Item OK Line 1



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Document check and Save.

 Material document 5000000303 posted