



Project – SUGAM

User Manual

Process Name: Create DI

Process Number: 07



DOCUMENT DETAILS

PROJECT NAME	MODULE:	Business Scenario:
SUGAM	MATERIAL MANAGEMENT	Create DI
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER -
Sri Aftab Alam	Sri.Ashok Kumar Jhanwar	Sri Amar Kumar Mishra
UNSER MANUAL NUMBER	PROCESS NAME	
07	CREATE DI	

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



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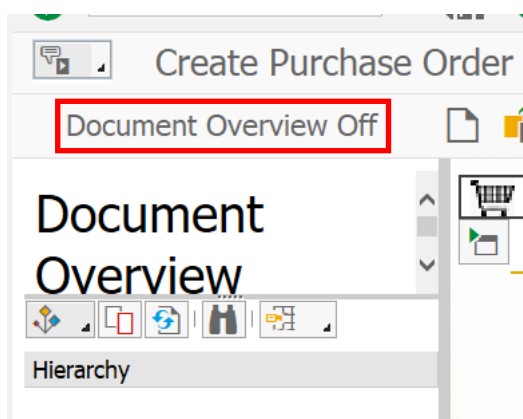
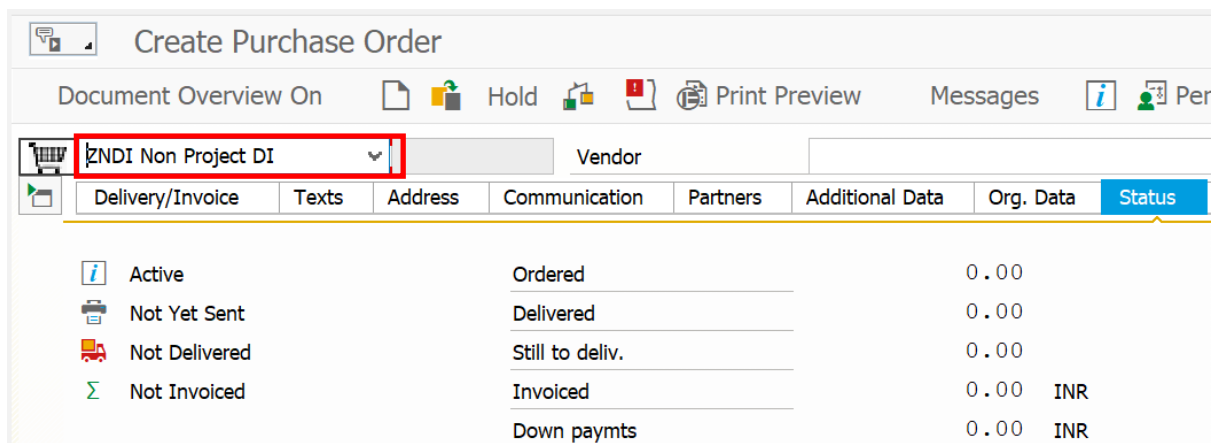
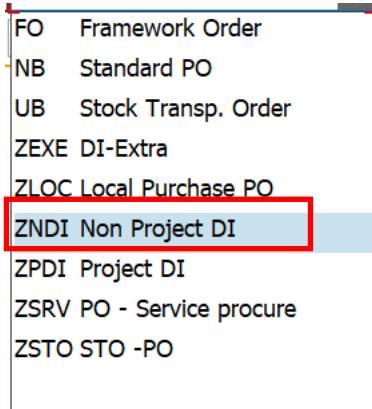
Process Name: Create DI

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SAP T-code	ME21N
Process	Creation of DI (SAP PO)

Select proper Document type: ZNDI





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Document Overview

Create Purchase Order

Document Overview Off

Hold

Print

ZNDI Non Project DI

Delivery/Invoice

Texts

A

Active

Not Yet Sent

Not Delivered

Not Invoiced

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

S...	Itm	A	I	Material



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












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="5500000024"/>	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="K"/>	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 Material For which we want to Create DI and click on Adopt


 **Create Purchase Order**



Document Overview Off   Hold   Print Pre





Document Overview

Purch.Doc.	Short Text
 <input type="text" value="5500000024"/>	power cable 2C - 1

 ZNDI Non Project DI

 Delivery/Invoice  Texts

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



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All information copy from Contract to PO, We can enter quantity for which we want to create Dispatch instruction

Create Purchase Order

Document Overview On Messages

ZNDI Non Project DI 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

Active	Ordered	0 KM	10,000.00	INR
Not Yet Sent	Delivered	0 KM	0.00	INR
Not Delivered	Still to deliv.	0 KM	10,000.00	INR
Not Invoiced	Invoiced	0 KM	0.00	INR
	Down paymts		0.00	INR

S...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curre...	Per	OPU
	10			1000000041	power cable 2C - Test		KM	D	04.03.2019	10,000.00	INR	1	KM

Item 1 [10] 1000000041, power cable 2C - Test

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address Confirmations Cond

Inv. Receipt Tax Code B3 Taxes

Click on Check

Document Overview On Messages

ZNDI Non Project DI 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

Active	Ordered	4 KM	40,000.00	INR
Not Yet Sent	Delivered	0 KM	0.00	INR
Not Delivered	Still to deliv.	4 KM	40,000.00	INR
Not Invoiced	Invoiced	0 KM	0.00	INR
	Down paymts		0.00	INR

S...	Itm	A	I	Material	Short Text	PO Quantity	OU	C	Deliv. Date	Net Price	Curre...	Per	C
	10			1000000041	power cable 2C - Test	4	KM	D	04.03.2019	10,000.00	INR	1	K

Item 1 [10] 1000000041, power cable 2C - Test

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address Confirmations

Inv. Receipt Tax Code B3 Taxes

No messages issued during check



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✓ [Save Icon] [Back] [Forward] [Cancel] [Print] [Home] [Refresh] [Undo] [Redo] [Help] [Settings]

Create Purchase Order

Document Overview On [Hold] [Print Preview] [Messages] [Personal Setting]

ZNDI Non Project DI 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 Payme

Release group C1 CONTRACT_RELEASE
Release Strategy C1 BSPTCL
Release indicator B Blocked, changeable with value

Code	Description	Status
01	EEE	▲
02	ESE	
03	CE	

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price
▲	10			10000000041	power cable 2C - Test		4 KM	D	04.03.2019	10,000.0

Item 1 [10] 10000000041 , power cable 2C - Test

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address

✓ Inv. Receipt Tax Code B3 Taxes

✓ Non Project DI created under the number 4900000018



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SAP T-code	ME22N
Process	Change PO

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	✓
			02	ESE	✓
			03	CE	✓

Release indicator Released, no changes

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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Process Name: Create DI

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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
Release Strategy C1 BSPTCL
Release indicator B Blocked, changeable with value

Code	Description	Status
01	EEE	▲
02	ESE	
03	CE	

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price
	10			10000000041	power cable 2C - Test	5KM	D		04.03.2019	10,000.00

SAP T-code	ME23N
Process	Display PO

Enter PO number which we want to display

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

Select Document Communication Partners Additional Data Org. Data Status Release strategy Payment

Pur. Order 4900000018

☒ Pur. Order
☐ Purch. Requisition

Other Document

Code	Description	Status
01	EEE	▲
02	ESE	
03	CE	



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Process Name: Create DI

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SAP T-code	ME29N
Process	Release PO

Enter PO number which we want to release

Non Project DI 4900000018 Created by YASH_MM2

Document Overview On Print Preview Messages Personal Setting

ZNDI Non Project DI 4900000018 Vendor 100013 GE T&D India Limited Doc. Date 04.03.201

Select Document Communication Partners Additional Data Org. Data Status Release strategy

Pur. Order 4900000018

☒ Pur. Order
☐ Purch. Requisition

Other Document

Code	Description	Status
01	EEE	▲
02	ESE	
03	CE	

value

Click on Release

Release Non Project DI 4900000018

Document Overview On Print Preview Messages Personal Setting

ZNDI Non Project DI 4900000018 Vendor 100013 GE T&D India Limited Doc. Date 04.03.201

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		

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

Click on Save.



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SAP T-code	ME28
Process	Collective release

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

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



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



















SAP T-code	ME2M
Process	Purchase documents for Material

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		



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Purchasing Documents for Material



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