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



### User Manual Process Name:Service Procurement process Process Number: 16



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SAP T-code	ME51N
Process	Create STO PR

### Select document type ZSRV

Account assignment 'K'

### Item Category 'D'

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Do	cumer	nt Ov	ervie	w On		🗎 Hold 📫 🚺	Person	nal Settin	g									
ïшv :	ZSRV P	R for	Servio	e	¥		Source Detern	nination										
🚡 He	eader	1 =							A									
	Stat	Iten	4 =	I = 1	Naterial	Short Text	≠a <sup>®</sup> ta ( <u>/</u>	Ouantity	/ Unit	ו⊵ C	Default Values Delivery Date	Material G	roup	Plant	Stor. Location	PGr	Requisitioner	I
		10	к	D		Tower Accessories		1	AU	D	06.03.2019	Service Op	ber a	Trans Circle Pat	220KV,Samp	P01	AEE, Samp	
			< >															
🎦 Ite	m			1[1	0 ] Tower Ac	cessories		¥			▼							
	Service	es	Limit	ts I	Material Data	Quantities/Dates	Valuation	Account	Assig	nme	ent Source o	f Supply	Statu	s Contact Pe	rson Texts	De	elivery Address	
	Lir	ne		D	Service No.	Short Text				(	Quantity		Un	Gross Price	Crcy	0	verf. Tol:	
	10	2			1000076	Denger plate in	stallation			1	0		NO		TNR		~	

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

very Address

### Following PR created

📀 Purchase requisition number 1100000034 created



User Manual Process Name:Service Procurement process Process Number: 16



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SAP T-code	ME54N
Process	Release STO PR

### Open PR which we want to release and click on release

	<ul> <li>Release Purchase</li> </ul>	Req. 1100000034				
D	ocument Overview On	🤣 📫 👔 🚺 🔤 Personal S	Setting			
∎ ►	ZSRV PR for Service  Texts Release strategy	110000034				
_	Release group	D2 PR_RELESE	Code	Description	Status	Relea
	Release Strategy	DE PR RELEASE	01 02 03	ESE CE		<b>5</b>
	Release Indicator	2 RFQ/purchase order				



## User Manual Process Name:Service Procurement process Process Number: 16



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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	e 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 Q						

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	FRANSNISS	

## User Manual Process Name:Service Procurement process Process Number: 16



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### Enter PR number and press enter

Er Selection of Purchase I	Requisitions X
Purchase Req.	110000034 Q
Requisn. item	
Purch. Group	PO1
Document Type	
Material	
MPN material	
Plant	
Item Category	
Acct Assgmt Cat	
Tracking Number	
Supplying Plant	
Assigned	$\checkmark$
Stock material	✓
Open only	✓
• • •	$\sim$
	<ul> <li>Section 1</li> <li>Section 2</li> <li>Sect</li></ul>

### Select line item and click on Adopt

Cr	Create RFQ : Selection List: Purchase Requisitions											
	Adopt + Details											
	Pur. Req. Item Material		Material	Short Text	Plnt	SLoc	I	Α	Cls	Qty		
	1100000034	đ		Tower Accessories	1100	1005	D	K			1.000	

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B		HI C
A. H. H.	A	1
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### Enter Delivery date and Press Enter

		10	ItCat.	D	Plant	1100
Material					Stor. Loc.	1005
Short Text	Tower Acc	essories				
Mat. Grp	SER-ONN	М				
Quantity and Date						
RFQ Quantity	1		AU QuotDdln	07.03.2019		
Delivery Date	D 06.03	3.2019				
Deadline Monitoring						
Deadline Monitoring 1st Rem./Exped.			TrackingNo			
Deadline Monitoring 1st Rem./Exped. 2nd Rem./Exped.			TrackingNo S. Mat.			]
Deadline Monitoring 1st Rem./Exped. 2nd Rem./Exped. 3rd Rem./Exped.			TrackingNo S. Mat.			]

Create RFQ : Item Overview													
E E E 🗈 🖻 🗕 E	- 🛤 🏴 🖶 📫 🕅	🖻 🚑 🛅 🎝											
RFQ	RFQ Type	ZAN	RFQ Date	06.	03.2019								
Vendor			QuotDdln	07.	03.2019								
RFQ Items	RFQ Items												
Item I Material	Short Text	RFQ	Q Quantity	OUn	C Deliv. Date	Mat. Grp	Plnt	SLoc					
10 D	Tower Accessories		1	AU	D 09.03.2019	SER-ONM	1100	1005					

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and the second	A	
No.	WER TRANSMIS	SION COM

**User Manual Process Name:Service Procurement process Process Number: 16** 



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Enter Vender Number and press enter and	save document
---	---------------

Create RFQ : Sup	plier Addre	SS											
🖍 🗢 ⊵													
RFQ		Co	ompany Code	1000	Purch. G	roup	P01						
RFQ Date	06.03.2019	R	FQ Type	ZAN	Purchasi	ng Org.	1000						
Vendor	100013	Q.											
Name													
Title	M/S			```	·								
Name	GE T&	GE T&D India Limited											
Search Terms													
Search term 1/2	TRANS	FORMER											
Street Address													
Street/House number	A-7, S	ector-65, N	Noida-201301										
Postal Code/City	2013	01	Noida										
Country	IN	India		Region	24	Uttar Pradesh	1						
Time zone	INDI	A											

#### Following RFQ create

-

RFQ created under the number 600000069

Same way create quotation for Others venders



RFQ created under the number 6000000070



## User Manual Process Name:Service Procurement process Process Number: 16



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SAP T-code	ME47
Process	Maintain quotation

### Enter RFQ number

Maintain Quotati	on : Initial Screen
<b>*</b> •	
RFQ	600000069 <mark>Q</mark>

### Select service and click on Maintain service

	Maintain Quotation : Item Overview																		
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RFQ	2		(	5000	000	069	RFQ -	Туре			2	ZAN				RFQ Date		06	.03.2019
Ven	dor		1	L000	13		GE T&D India Limited									QuotDdln			.03.2019
Quo	tation It	ems																	
	Item	Material				Sh	Short Text			R	RFQ Quantity			OUn	с	Deliv. Date			
po ]					To	Tower Accessories			1	1 4			AU	D	09.03.2019				

### Enter price

	Service Specifications: Quotation Specs for Item 600000069 00010 Main												
23	Service Selection												
Sh. Text Tower Accessories Total Value 0.00 INR													
	🗐 Limits												
	Services												
	Line		D	Service No.	Short Text		Quantity		Gross Price				
	10			1000076	Denger plate installation		10	NO	1000				



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🖥 🖌 Maintain Quo	tation:I	tem Overv	iew									
	- 📑 👪	🖶 📫 🕄	\$¥ 100 🖹	112								
<b>RFQ</b> 600	0000069 🖪	RFQ Type	ZI	AN	RFQ Date	06.03.2019						
Vendor 100	013	GE T&D India Li	imited		QuotDdln	07.03.2019						
Quotation Items												
Item Material		Short Text		RFQ Quantit	y OUn	C Deliv. Date	Net Price					
		Tower Access	ories	T	AU	D 09.03.2019	10,000.00					
Enter Tax code												
Maintain Q	ouotatio	n : Item (	00010									
🕨 🗑 🔺 🖷 🕄	\$¥ 100 🖹	112 4	C									
Item	6000000	069 10		ItCat.	D	Plant	1100					
Material						Stor. Loc.	1005					
Short Text	Tower Acce	essories										
Mat. Grp	SER-ONM	1										
Quantity and Date												
RFQ Quantity	1		AU	QuotDdln	07.03.2019	9						
Delivery Date	D 09.03	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			<b>_</b>					
Quot. Comment					Tax Code	B	3 7					
Rej. Ind.												

1

Same way maintain second quotation

Quotation



. . . . .

Tower Accessories

Total Quot.

Srv.Specs 1 AU

# **Project – SUGAM**

## User Manual Process Name:Service Procurement process Process Number: 16



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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	600000069	to	600000070 බූ	<b></b>
Collective RFQ		to		<b></b>
Supplier		to		<u></u>
Material		to		Ċ

rice Comparison List in Currency INR										
K I A A A Quotatio	n 60 Supplier	Services	嚞 Le	🕂 Level 4		Additional Inf				
Material Mat. Group Sh. Text Qty. in Base Unit	Quot.: Bidder: Name:	6000000069 100013 GE T&D India	Limi	6000000 100014 GE T&D	)070 India	Limi				
SER-ONM	Val.:	10,00	0.00		12,000	0.00				

1

10,000.00

10,000.00

91 %

91 %

2

2

TAUD

Price:

Rank:

Val.: Rank: 12,000.00

12,000.00

109

00

109 %



## User Manual Process Name:Service Procurement process Process Number: 16



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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
zsio	STO -PO

#### Click on Document overview

<ul> <li>• • •</li> </ul>	K 🖫 🔇 🛇 😒 🖶 🖬 👫 🏝 🗅 🖓	1
Create Purchase	Order	
Document Overview Off	🗋 📫 Hold 🖆 🂾 🔞 Print Preview	W
No variant defined Change Remove Purchase orders Requests for quotations Contracts Scheduling agreements General purchasing documents Purchase Requisitions Multipurphase orders	Image: SRV PO - Service procure         Delivery/Invoice         Texts         Active         Image: Active         Image: Not Yet Sent         Not Delivered         Σ         Not Invoiced	
<u>My</u> purchase orders	🔁 S Itm A I Material	
My purchase requisitions		
My purchase requisitions		

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नवसी मा	User Manual	Technologies
	Process Name:Service Procurement process	
PADHER TRANSMISSION COM	Process Number: 16	Americas   EU   ASIA   AUS

### Enter RFQ number

Purchasing Documents			
🕀 🖪 🗏 🛅			
General selections			
Max. no. of hits	5000		
Program selections			 
Material Number		to	
Selection Parameters		to	<b></b>
Plant		to	<u>_</u>
Material Short Text		to	
Supplying Plant		to	<u>_</u>
Storage Location		to	<u>_</u>
Material Group		to	
Purchasing Organization		to	
Purchasing Group		to	<u>_</u>
Purchasing Document	600000069 <mark></mark>	to	
Name of Person Responsible		to	<u>_</u>
Document Type		to	<u></u>
Document Category	A		<u></u>
Company Code		to	<u></u>
Document Date		to	
Vendor		to	

Select RFQ and adopt

Create Purchase	Order
Document Overview Off	📘 🍯 Hold 👔 🦳 🕼 Print Preview
Document Overview Purch.Doc.	ZSRV PO - Service procure       ✓         Delivery/Invoice       Texts       Address         Image: Active       Image: Active       Image: Active         Image: Not Yet Sent       Image: Not Delivered       Image: Not Invoiced         Image: Not Invoiced       Image: Not Invoiced       Image: Not Invoiced



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Enter Validity Start, Validity end and save document



Following Service Create

PO - Service procure created under the number 450000068



## User Manual Process Name:Service Procurement process Process Number: 16



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SAP T-code	ME29N
Process	Release PO

### Click on Release

₹.	<ul> <li>Release PC</li> </ul>	) - Service	procur	e 45000	00068							
۵	Oocument Overview	On 🥱	📫 📫	📄 Prin	nt Preview	Ν	Messages	i 🛓 Pers	onal Setting			
Ē	ZSRV PO - Service pro	ocure 👻 4	5000000	068 Vend	lor		100013 GE 1	T&D India Limited		Doc. Date	06.03.20	)19
	Delivery/Invoice	Conditions	Texts	Address	Communica	ation	Partners	Additional Data	Org. Data	Status	Release strategy	F
		_	_									
	Release group	C	1 CONTR	ACT_RELEAS	SE	Code	Description	ı	Status Relea			
	Release Strategy	С	1 BSPTCL	-		01	EEE		🔺 🍕			
						02	ESE					
	Release indicator	В	Blocked	l, changeable	e with value	03	CE					
					<b>1</b>							

### After all release Save the document

₹.	<ul> <li>Release PC</li> </ul>	) - Service	e procur	re 45000	00068							
C	ocument Overview	/ On 🔗	· 📫 🖨	<u> </u>	Print Prev	iew	Messag	es 🚺 🛓	Perso	nal Se	tting	
ίШ	ZSRV PO - Service pr	rocure 👻 4	500000	068 Vendo	or		100013 GE T	&D India Limite	d		Doc. Date	06.03.2
	Delivery/Invoice	Conditions	Texts	Address	Communica	ation	Partners	Additional Data	a Org	g. Data	Status	Release strategy
												^
	Release group	C	CONTR	RACT_RELEAS	E	Code	Description	L	Status	Relea		
	Release Strategy	C	BSPTC	L		01	EEE					
						02	ESE		Ø			
	Deleges to dischar	-	Delese		_	03	CE					
		F	Kelease	ed, no change	S							



## User Manual Process Name:Service Procurement process Process Number: 16



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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	0	60
Short Text		

### Enter purchase order

Service E	ntry Sheet		
Cther P	urchase Order		
Entry Sheet			
For Purchase C	Drder	0 66	
Short Text	🔄 Select Purcha	se Order/Entry Sheet	×
Basic Data	Purchase order Entry Sheet	450000065 Q Always display at start	

### Click on crate

Service Entry Against	Purchase O	rder 45	500000065 00010
Other Purchase Order	8		
Entry Sheet			
For Purchase Order	450000065	10	66
Short Text			

The station of the	Project – SUGAM	YASH
नमसो मा	User Manual	Technologies
	Process Name:Service Procurement process	
PONCE TRANSMISSION COM	Process Number: 16	Americas   EU   ASIA   AUS

### Click on Service selection

other r are										
Sheet		10000	00270		●00 No a	acceptance			Returns Inc	dicator
urchase Orde	er	45000	000065 10	66						
: Text		SERVIC	E ENTRY hea	ding						
asic Data	Accept. Data	Vals	Long Tx	t Histor	У					
									-	
						111 001				
						Li 1, Co 1	Lr	1 - Ln 1 of 1 lines		
Line	D P C	: U :	Service No.	Shor	t Text	Li 1, Co 1	Lr	1 - Ln 1 of 1 lines Quantity	Un	Gross Pric
Line 10	D P C		Service No.	Shor	t Text	Li 1, Co 1	Lr	0 1 - Ln 1 of 1 lines Quantity	Un	Gross Pric
Line 10 20	D P C		Service No.	Shor	t Text	Li 1, Co 1	Ŀ	1 - Ln 1 of 1 lines Quantity	Un	Gross Pric
Line 10 20 30	D P C		Service No.	Shor	t Text	Li 1, Co 1	Ŀr	1 - Ln 1 of 1 lines Quantity	Un	Gross Pric
Line <u>10</u> <u>20</u> <u>30</u> <u>40</u>	D P C		Service No.	Shor	t Text	Li 1, Co 1	Ŀr	1 - Ln 1 of 1 lines Quantity	Un	Gross Pric
Line 10 20 30 40 50			Service No.	Shor	t Text	Li 1, Co 1	Lr	Quantity	Un	Gross Price
Line 10 20 30 40 50 60			Service No.	Shor	t Text	Li 1, Co 1	Lr	Quantity		Gross Pric
Line 10 20 30 40 50 60 70			Service No.	Shor	t Text	Li 1, Co 1	Lr	Quantity		Gross Price

### Press enter

Ervice Selection			×
O From Current Specs			
O Model Service Specs	تع ا		
• From Purchase Order	450000065 10	Adopt full quantity	
O From Requisition		11	
O From Purch. Document		11	
O From SD Document			
O From SD into SC Specs			
O From Entry Sheet		<b>//</b>	
O Class Selection			
			00

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User Manual Process Name:Service Procurement process Process Number: 16



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Select Service for which we want to create Service entry sheet

### Click on Service adopt

♥ .	Select Services as Reference							
<b>t</b>	C Services							
Sh. Text	Tower	Acce	ssories					
🛅 Se	ervices							
Line	Line D Service No. Short Text Quantity Un Gross Price							
<u>10</u>			1000076	Denger plate installation		10	NO	1,000.00

### We can edit quantity

#### **Press Save**

₽ 100000	)271 Create	Entry Sheet	t			
Cther Purchase	Order 💦 🛟	🤣 🗅 🗓	🏴 🔒  🖥			
Entry Sheet	10000	00271	•00 No acceptance	[	Returns Ind	dicator
or Purchase Order	45000	00068 10	60			
Short Text						
Basic Data Accep	ot. Data Vals	Long Txt	History			
			* Li 1, Co 2	Ln 1 - Ln 1 of 1 lines		
Line D	P C U S	ervice No.	Short Text	Quantity	Un	
					0	Gross Price



## User Manual Process Name:Service Procurement process Process Number: 16



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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

100	0000271	Displa	y Entry Sh	eet				
📫 Other Pur	chase Orde	er 💦	🤣 🗅 🍕					
Entry Sheet		10000	00271	●00 No a	acceptance		Returns Inc	dicator
For Purchase Ord	er	45000	00068 10	66				
Short Text								
Basic Data	Accept. Dat	a Vals	Long Txt	History				
					Li 1, Co 1	Ln 1 - Ln 1 of 1 lines		
Line	D P	C U S	Service No.	Short Text		Quantity	Un	Gross Price
10	- V		L000076	Denger plate inst	allation	10	NO	1,000.00

### Click accept flag

₽ 100000271	Change Entr	ry Sheet	
Cther Purchase Order	- 🛟 🦻 [	<u>)</u> G	📕 🔒 🍍 🛅
Entry Sheet	100000271		•00 No acceptance
For Purchase Order	450000068	10 6	66
Short Text			

Enter release code and press enter

🔄 Enter Release Code	×
Release code	FA 🗗
	00

	वावर ट्रांसपिशन	1623
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and the	A	
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User Manual Process Name:Service Procurement process Process Number: 16



Save document

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100000271	Change Entr	y Shee	et				
Cther Purchase Orde	r 💦 🤣 [	<u>)</u>					
Entry Sheet	100000271			o <b>≜</b> o Will	be accepted		
For Purchase Order	450000068	10	66				
Short Text							

### After save status of document changed as accepted

100000271 Display Entry Sheet							
Cher Purchase Order	🔹 💱 [	<u>)</u>					
Entry Sheet	100000271	]	OO■ Accepted				
For Purchase Order	450000068	10 6ð					
Short Text							



## User Manual Process Name:Service Procurement process Process Number: 16



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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	<b></b>
Supplier		to	<u></u>
Purchasing Organization		to	<u></u>
Purchasing Group		to	<u></u>
Plant		to	
Material/Service Group		to	

### After Execute following output came

Pu	r. Orde:	POrg.	PGrp.	Vendor	Name 1		Currency	Order Date
	Iter	n Plant	FinEnt	Matl Group	p Item Short Text		Net Value PO Item	Delivery Date
Ent	try Sh.			AccIn		FinEnt	Blck.In	Sh. Text E/Sheet
450	0000006	3 1000	P01	100013	GE T&D India Limit	ed	INR	06.03.2019
-	1	1100		SER-ONM	Tower Accessories		10,000.00	09.03.2019
1.00	0000027			00				
TO	0000027.	L .						