



SAP User Manual for E2E Material and Service Procurement

**Indian Ports Association (IPA)
Implementation of Port EBS Project
Enterprise Business System**

**Business Process Manual for
P2P Stock Material and Service
Procurement with Open Tender – Single
Envelope**

Submitted by:

**Tech
Mahindra**

Plot No. 58 A & B,
Noida Special Economic Zone,
Uttar Pradesh-201305

www.techmahindra.com



SAP User Manual for E2E Material and Service Procurement

This document is a desk reference tailored to the Procurement and Inventory Management Specialists. It is intended to provide information that will be helpful to support the Demand Creation, Material Procurement (Tendering), Inventory, Service Consumption & Invoice Receipt processes.

All rights reserved. Passing on and copying of this document, use and communication of its contents not permitted without written authorization

Document History:

Authors & Participants	
Role	Name

Revision History			
Date	Document Version	Document Revision Description	Author
23.07.2020	1.0	Initial Version	Sudhakar M S, Abhay, Sridhar Thangavel, Ashish Mogrekar.

Reviewed and Approved By			
Name	Title	Date	Approved



SAP User Manual for E2E Material and Service Procurement

Introduction:

The purpose of the document is to give awareness of the complete cycle of how the Material Procurement (Stock) & Service Procurement Process handled in S4H (SAP) and SRM to the respective users.

Summary:

In this chapter, we are going to learn about how Material Procurement (Stock) and Service Procurement transactions will be handled in SAP system.

Its starts right from creation of MRP Run, Purchase Requisition, Tendering Process, Procurement Proposal, Quality Inspection, Goods Receipt, Measurement Sheet & Invoice Receipt.

- The Limited Tender (Single Envelope) is coming under (6.3 Single Tender) in SAP MM/SRM/QM SRS Document.
- The **Material Procurement (Stock)** is coming under **6.15 (Domestic Procurement)** in SAP MM/SRM/QM SRS Document.
- The Service Procurement is coming under 6.17 (Service Procurement) in SAP MM/SRM/QM SRS Document.



SAP User Manual for E2E Material and Service Procurement

1. Abbreviation	6
2. Material Requirements Planning (MRP).	7
3. MRP List:	9
4. Change Purchase Requisition:	12
5. Release Purchase requisition.	15
6. Portal Logon	27
6.1. EBS Portal & SSO to SRM Portal	27
7. Strategic Purchasing	30
8. Carry Out Sourcing	31
9. RFX Creation – Edit RFX	35
9.1. RFX Parameters	35
9.2. Maintain RFX Parameters	38
9.3. Maintain Tender Committee	39
9.4. Item Tab	42
9.5. Approval Tab	43
9.6. C-Folder Attachment	43
9.7. Tracking Tab	47
9.8. Publish RFX with Digital Signature	48
9.9. Approving the RFX	50
10. Technical RFX Response Activity	53
10.1. Initiate Technical RFX Response Opening	53
10.2. Open Technical RFX Response	55
10.3. Technical Comparative Statement	58
10.4. Approving TCR	63
11. Price RFX Response Activity	66
11.1. Initiate Price RFX Response Opening	66
11.2. Price Comparative Statement	70
11.3. Approving PCR	73



SAP User Manual for E2E Material and Service Procurement

12.	<i>Award Response</i>	75
13.	<i>RFx Response Approval</i>	78
14.	<i>Create Purchase Order</i>	79
15.	<i>Change Purchase Order/ Work Order:</i>	83
16.	<i>Release Purchase Order:</i>	89
17.	<i>Print Purchase Order</i>	100
18.	<i>Create Inbound Delivery/ Order Acknowledgement:</i>	104
19.	<i>Create Gate Entry:</i>	110
20.	<i>Quality Inspection</i>	113
21.	<i>Goods Acceptance</i>	126
11.	<i>Create Measurement Sheet:</i>	132
12.	<i>Release Measurement Sheet:</i>	138
13.	<i>Create Abstract</i>	149
14.	<i>Invoice Verification:</i>	153
15.	<i>Parked Invoice Approval:</i>	158
16.	<i>FI Process 1 - Vendor Outgoing Payment: Transaction Code F-53</i>	165



SAP User Manual for E2E Material and Service Procurement

1. Abbreviation

<i>Abbreviation</i>	<i>Description</i>
PR/ PReq	Purchase Requisition
RFQ	Request for Quotation
PO	Purchase Order
MS	Measurement Sheet
JMS	Joint Measurement Sheet
MM	Materials Management
	Release for Approval
	Selection variant
	Service Button
	Exit Button
	Supplier Address
	Continue button
	SAP Business Workplace
	Check
	Save
	Overview
	Copy
	Back / Previous Menu
	Header
	Details
	Execute
	Other Document



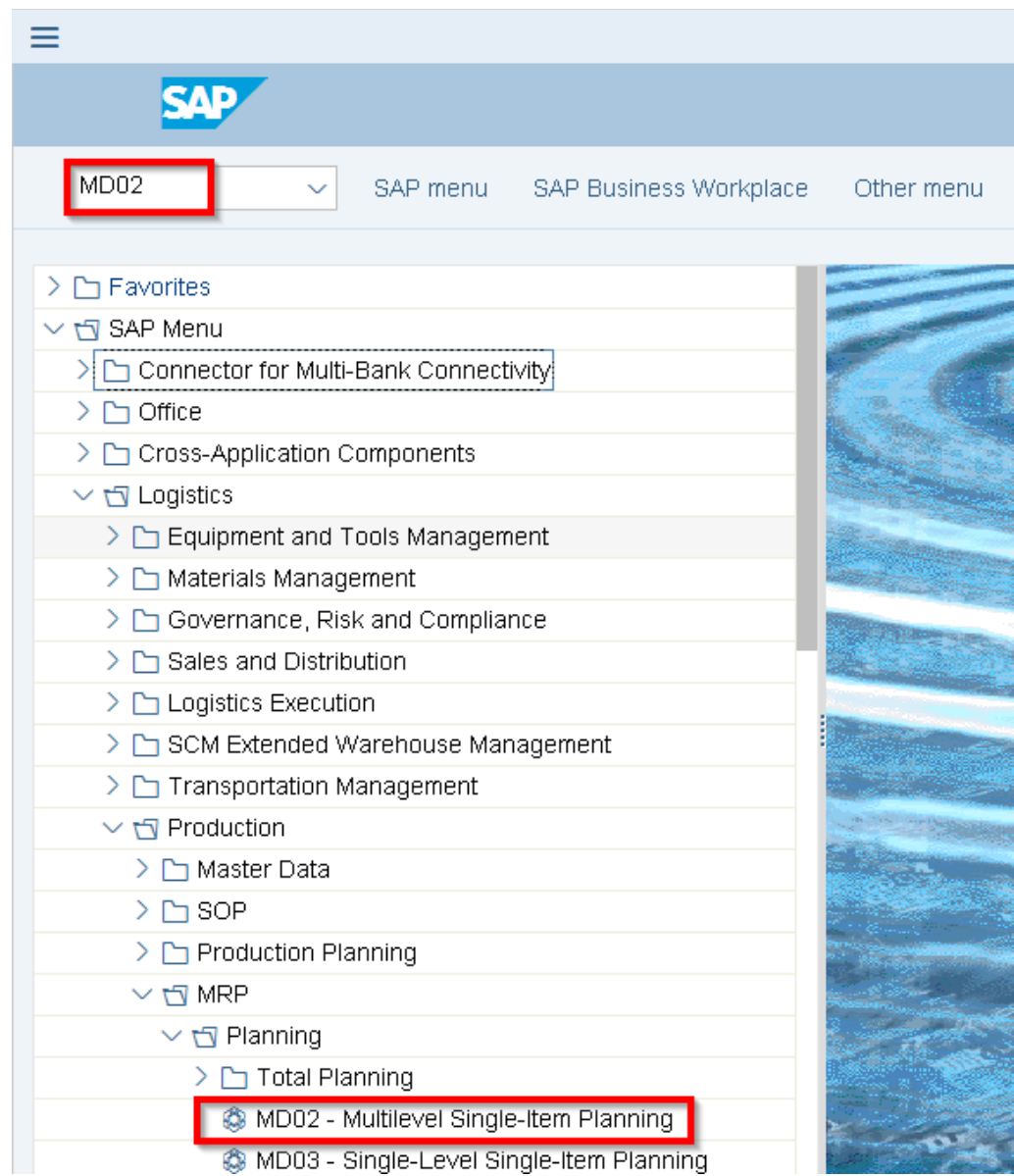
SAP User Manual for E2E Material and Service Procurement

2. Material Requirements Planning (MRP).

Step 1

- Enter Transaction Code **MD02** in command bar (or) Follow the below navigation path.

Transaction Code	MD02
Menu Path	Easy Access → SAP Menu → Logistics → Production → MRP → Planning → MD02 - Multilevel Single - Item Planning
Role	PURASST1





SAP User Manual for E2E Material and Service Procurement

Step 2:

- In Single Item, Multi-Level screen provide below details
 - Material: **1000000590**
 - Plant: **1000**
 - Enter MRP Control Parameters & Press Enter.

The screenshot shows the SAP 'Single-Item, Multi-Level' screen. The 'Material' field is set to '1000000590' and the 'Plant' field is set to '1000'. The 'MRP Control Parameters' section is highlighted with a red box and contains the following data:

Parameter	Value	Description
*Processing Key:	NETCH	Net Change in Total Horizon
*Create Purchase Req.:	1	Purchase requisitions in opening period
*SA Deliv. Sched. Lines:	3	Schedule lines
*Create MRP List:	1	MRP list
*Planning mode:	1	Adapt planning data (normal mode)
*Scheduling:	1	Determination of Basic Dates for Planned

Annotations on the screen include:

- A callout box pointing to the Material and Plant fields: "1. Enter Material 2. Enter Plant"
- A callout box pointing to the MRP Control Parameters section: "3. Enter MRP Control Parameters"

Step 3:

- System will show a warning message; **⚠ Please check input parameters**
- Press **Enter**.
- System will run MRP and Purchase Requisition will be created automatically.



SAP User Manual for E2E Material and Service Procurement

3. MRP List:

Step 1:

Enter Transaction Code **MD05** in command bar (or) Follow the below navigation path.

Transaction Code	MD05
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Material Requirement Planning (MRP) → MRP → Evaluations → MD05- MRP List – Material
Role	PURASST1

The screenshot shows the SAP Easy Access menu interface. At the top, there is a search bar containing 'MD05' and a dropdown arrow. Below the search bar, there are three tabs: 'SAP menu', 'SAP Business Workplace', and 'Other menu'. The 'SAP menu' tab is active, and the menu is expanded to show a hierarchical structure. The 'Logistics' folder is expanded, and the 'Materials Management' folder is also expanded. Under 'Materials Management', the 'Material Requirements Planning (MRP)' folder is expanded, and the 'MRP' folder is expanded. The 'Evaluations' folder is expanded, and the 'MD05 - MRP List - Material' option is highlighted with a red box. Other options visible include 'MD06 - MRP List - Coll. Displ.' and 'MDLD - Print of MRP List'.



SAP User Manual for E2E Material and Service Procurement

Step 2:

- In MRP List Initial Screen Provide Below Details;
 - Material: **1000000590**
 - Plant: **1000**
 - Click on **“Continue”** Button.

The screenshot shows the SAP MRP List Initial Screen. The interface includes a top navigation bar with the SAP logo and the text 'MRP List: Initial Screen'. Below this, there are tabs for 'Individual access' and 'Collective access'. The main content area contains several input fields: '*Material:' with the value '1000000590', 'Description:' with the value 'OIL BOUND DISPENSER / ACRYLIC', 'MRP Area:' with the value '1000', and 'Plant:' with the value '1000'. A callout box with the text '1. Enter Material' and '2. enter Plant' points to the Material and Plant fields. At the bottom right, there is a 'Continue' button highlighted with a red box, and a callout box with the text '3. Click on Continue' points to it. The bottom of the screen shows a Windows taskbar with the 'Activate Windows' watermark and the text 'Go to PC settings to activate Windows'.



SAP User Manual for E2E Material and Service Procurement

Step 3:

- System will display MRP List and Purchase Requisition created is displayed.
- Purchase Requisition **2001000950** Created.
- Press **Exit** Button.

The screenshot shows the SAP MRP List interface. At the top, it displays 'MRP List as of 21.07.2020, 19:00 hrs'. Below this, there are several input fields and buttons. The 'Material' field is set to '1000000590', and the 'Description' is 'OIL BOUND DISTEMPER / ACRYLIC'. The 'MRP Area' is '1000' (Mumbai Port Trust MRP Area) and the 'Plant' is '1000'. The 'MRP type' is 'VB' and the 'Material type' is 'ZGEN'. The 'Unit' is 'KG'. There are buttons for 'Show Overview Tree', 'Filter On', 'Send Mail to MRP Controller', and 'More'. Below the input fields, there are several icons and buttons for 'Date', 'GR', 'ST On', 'On', 'Vendor', and 'Cust.'. The main table shows the MRP element data. The row for '21.07.2020' with 'PurRqs' and '2001000964/00010' is highlighted with a red box. A callout bubble points to this row with the text 'Purchase Requisition 2001000950 created'. The table also shows 'Available Qty' for each row.

A...	Date	MRP el...	MRP element data	Available Qty
	21.07.2020	Stock		
	19.07.2020	PurRqs	2301000000/00010 *	1,010
	19.07.2020	PurRqs	2301000001/00010 *	1,010
	21.07.2020	PurRqs	2001000964/00010	280
	21.07.2020	MtiRes	7010000041/0001	100-
	21.07.2020	MtiRes	7010000042/0001	2,000-



SAP User Manual for E2E Material and Service Procurement

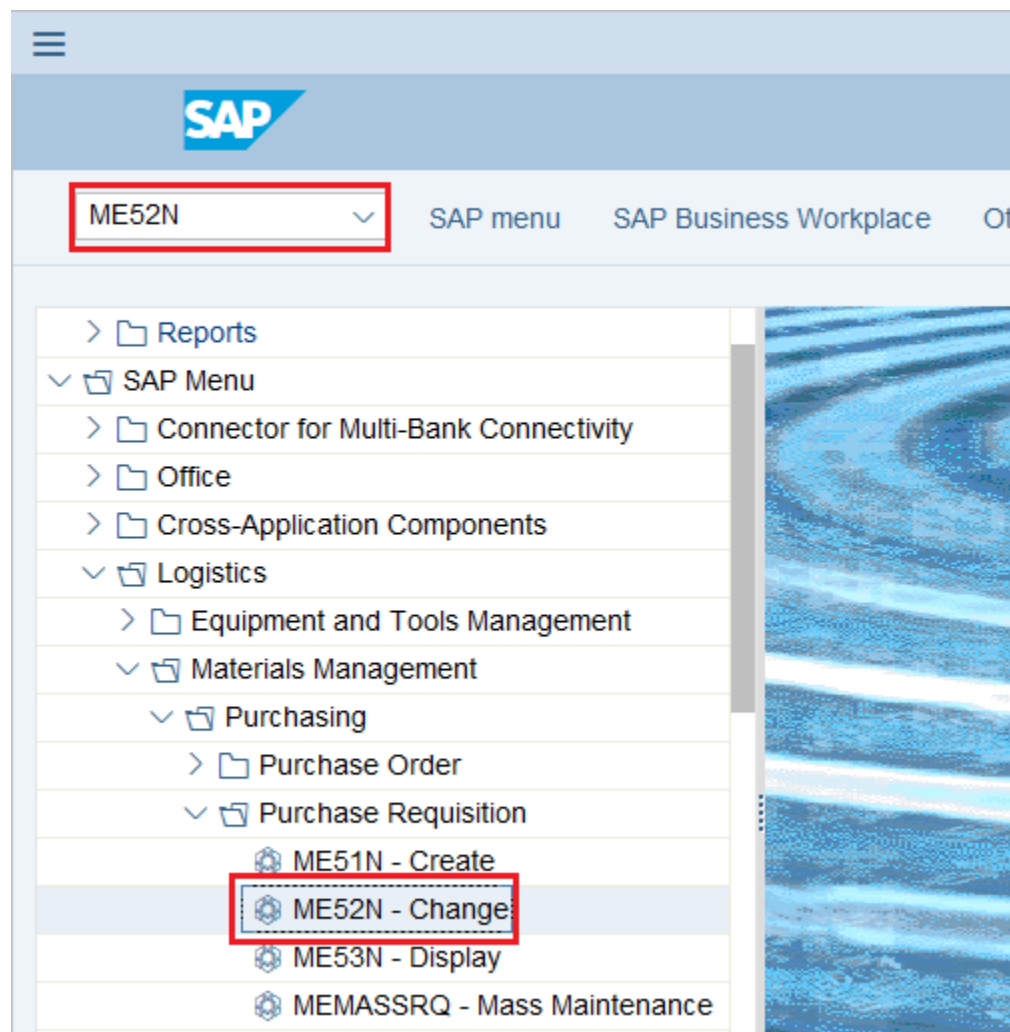
4. Change Purchase Requisition:

The Purchase Requisition will be created automatically by SAP System through MRP Process.

Step 1:

Enter Transaction Code **ME52N** in command bar (or) Follow the below navigation path.

Transaction Code	ME52N
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → Purchase Requisition → ME52N Change
Role	Purchase Assistant



SAP User Manual for E2E Material and Service Procurement

Step 2:

- Double click on “ME52N” the system will open the below screen.
- Click on Purchase Requisition & select Other Requisition

Step 3:

- Enter the Purchase requisition number **2001000964**
- Click on “Other Document” Button.



SAP User Manual for E2E Material and Service Procurement

Step 4:

- System will open the Purchase requisition in change mode.
- In Customer Data tab, Select **Mode of Purchase: Tender** from drop down list.
- Click on “**Check**” Button
- Click on “**Save**” Button

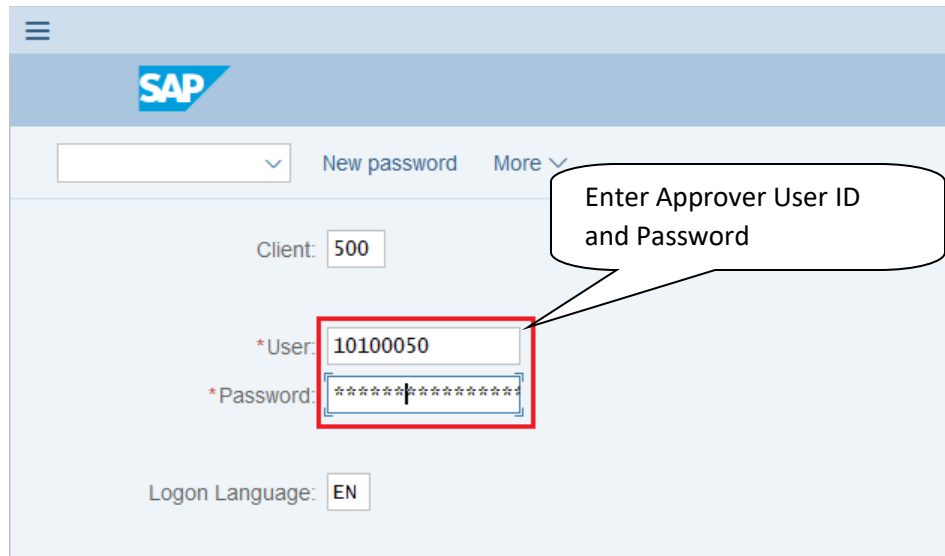
The screenshot shows the SAP Change Purchase Requisition (ME53N) interface. The title bar indicates 'Change Purchase Req. 2001000964'. The main menu includes 'Document Overview On', 'Create', 'Display/Change', 'Other Purchase Requisition', 'Check', 'Help', 'Personal Setting', and 'More'. The 'Check' button is highlighted with a red box and a callout bubble stating '2. Click on Check Button'. Below the menu, the document type is 'ZZNB Standard PR' and the number is '2001000964'. The 'Source Determination' checkbox is unchecked. The 'Header' section shows a table with columns: Sta., Item, A, I, Material, Short Text, Quantity, Unit, C, Delivery Date, Valn Price, Per, Material Group, Available Qty in Stock, Plant, Stor. Loc., and P. The table contains two rows: one for 'OIL BOUND DISTEMPER / A...' and another for 'Earthwork'. Below the table, the 'Delivery Address' is set to 'Customer Data', which is also highlighted with a red box. The 'Select Custom Field List' section shows 'Data Fields' selected, and the 'Mode of Purchase' dropdown is set to 'T Tender', highlighted with a red box and a callout bubble stating '1. Select Mode of Purchase – “Tender”'. The 'Terms & Conditions' section includes 'Purchase types:', 'Sample:', and 'Life Certificate:'. At the bottom, a status bar shows a green checkmark and the message 'No messages issued during check', highlighted with a red box. The 'Save' button is highlighted with a red box and a callout bubble stating '3. Click on Save Button'.

SAP User Manual for E2E Material and Service Procurement

5. Release Purchase requisition.

Step 1:

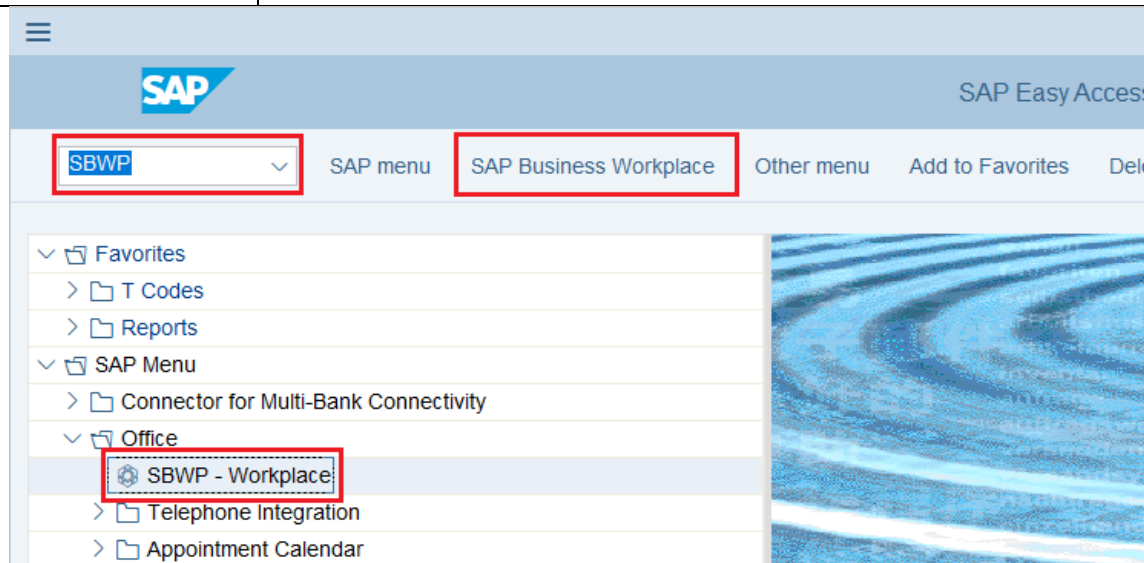
- Login as **Approver 1** (Assistant Engineer) in SAP System.



Step 2:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



SAP User Manual for E2E Material and Service Procurement

Step 3:

- Expand “Inbox” button, under workflow “Approve Purchase requisition 2001000964” message will appear.
- Double Click on “Approve Purchase Requisition 2001000964”

The screenshot shows the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows a tree view with 'Inbox' and 'Workflow 55' highlighted. The main area displays a list of workflow items, with 'Please approve the Purchase Requisition 2001000964' selected. A callout bubble points to this item with the text 'Double Click on “Approve Purchase Requisition 2001000964”'. Below the list, a preview of the document is visible, showing the title 'Please approve the Purchase Requisition 2001000964'.

Step 4:

- Click on Back Button. System will open Decision step in workflow screen.

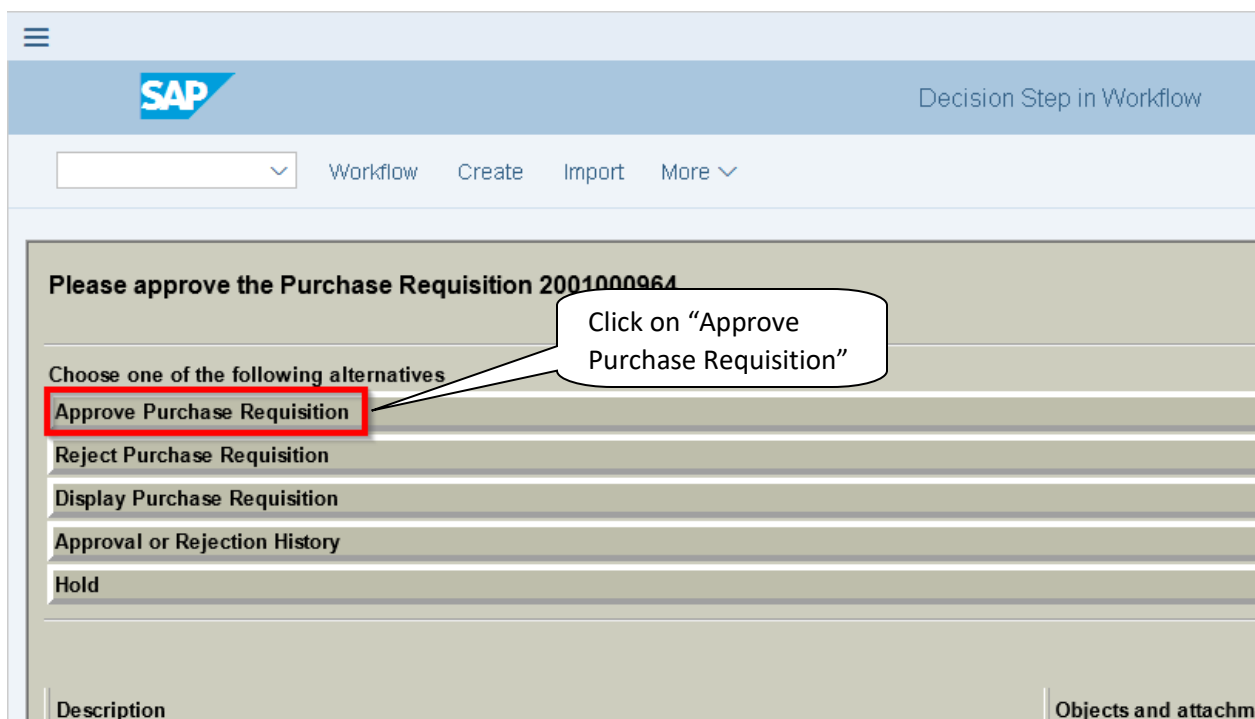
The screenshot shows the SAP decision step for purchase requisition 2001000964. The top navigation bar includes a back button (highlighted with a red box and a callout bubble saying 'Click on back button'). The main area displays a table of items with columns for Status, Item, Material, Short Text, Quantity, Unit, Delivery Date, Valn Price, Per, Material Group, and Available Qty. The table contains two rows of data. Below the table, there is a dropdown menu for 'Item:' showing '1 [10] 1000000590 , OIL BOUND DISTEMPER / ACRYLIC'. At the bottom, there is a section for 'Source of Supply' and 'Ext.Sourcing Status' set to '2 Send to external sourcing: accepted'.

Sta...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Valn Price	Per	Material Group	Available Qty
	10			1000000590	OIL BOUND DISTEMPER / A...	280	KG	D	30.07.2020	43.75	1	Water based ...	0.000
	20	K	D		Earthwork	1	AU	D	30.07.2020	3,910.00	1	Construction ...	0.000

SAP User Manual for E2E Material and Service Procurement

Step 5:

- Click on “**Approve Purchase Requisition**” Button to approve the Purchase Requisition.



The screenshot shows the SAP interface for a decision step in a workflow. The title is "Please approve the Purchase Requisition 2001000964". Below the title, there is a section titled "Choose one of the following alternatives". The first alternative, "Approve Purchase Requisition", is highlighted with a red box. A callout bubble points to this button with the text "Click on 'Approve Purchase Requisition'". Other alternatives listed are "Reject Purchase Requisition", "Display Purchase Requisition", "Approval or Rejection History", and "Hold". At the bottom, there are fields for "Description" and "Objects and attachm".

Step 6:

- Purchase Requisition will be approved with level 1.
- Purchase Requisition Approval Request notification is forwarded to Approver 2.

Step 7:

- Login as **Approver 2** (Executive Engineer) in SAP System.



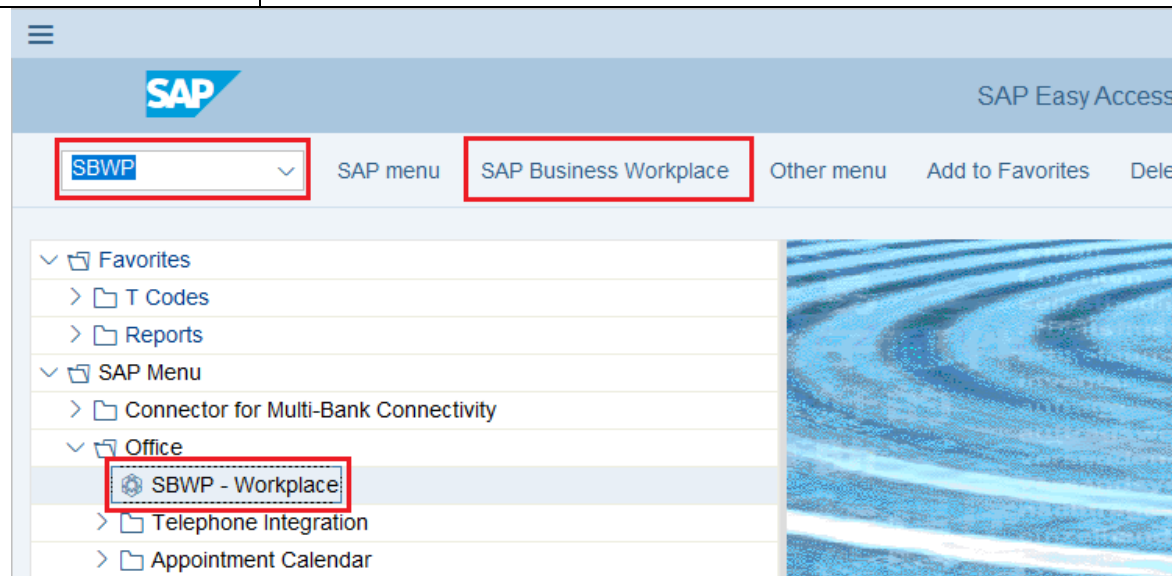
The screenshot shows the SAP login screen. The title is "SAP". Below the title, there is a section for "New password" and "More". The "Client" field is set to "500". The "*User:" field is set to "10100051" and is highlighted with a red box. The "*Password:" field is filled with asterisks. A callout bubble points to the user and password fields with the text "Enter Approver User ID and Password". The "Logon Language" field is set to "EN".

SAP User Manual for E2E Material and Service Procurement

Step 8:

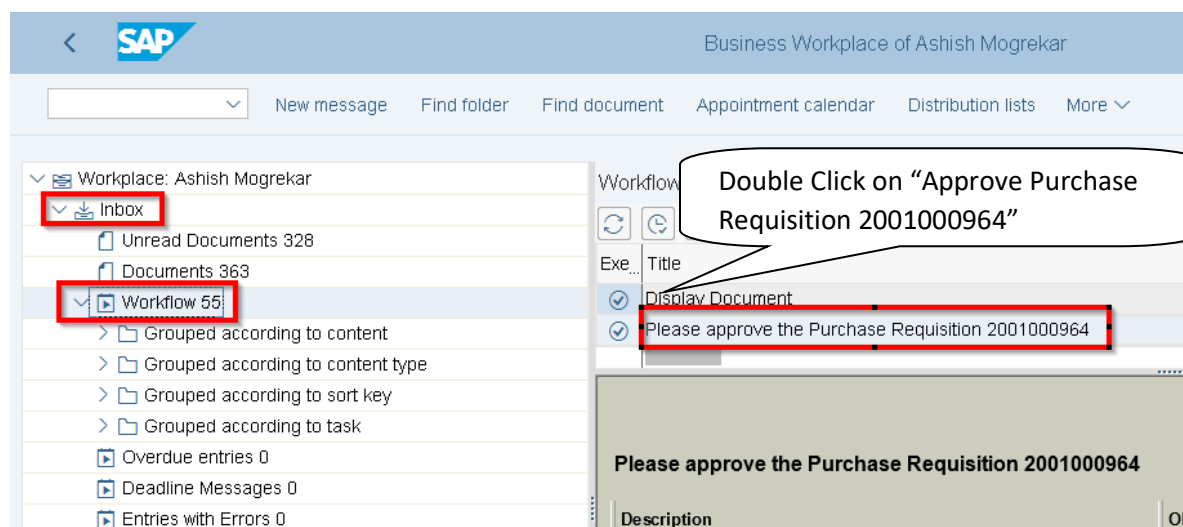
- Click on **SAP Business Workplace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



Step 9:

- Expand “**Inbox**” button, under workflow “**Approve Purchase requisition 2001000964**” message will appear.
- Double Click on “**Approve Purchase Requisition 2001000964**”





SAP User Manual for E2E Material and Service Procurement

Step 10:

- System will open the Purchase requisition document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

The screenshot shows the SAP Purchase Requisition (PR) display interface. At the top, there is a navigation bar with a menu icon, a search icon, and a back button (a left-pointing arrow) highlighted with a red box. A callout bubble points to this button with the text "Click on back button". The main header area displays "ZZNB Standard PR" and the PR number "2001000964". Below this, there is a "Header" section with various icons for search, filter, and other actions. A table lists the items in the requisition:

Sta...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Valn Price	Per	Material Group	Available Qt
	10			1000000590	OIL BOUND DISTEMPER / A...	280	KG	D	30.07.2020	43.75	1	Water based ...	0.000
	20	K	D		Earthwork	1	AU	D	30.07.2020	3,910.00	1	Construction ...	0.000

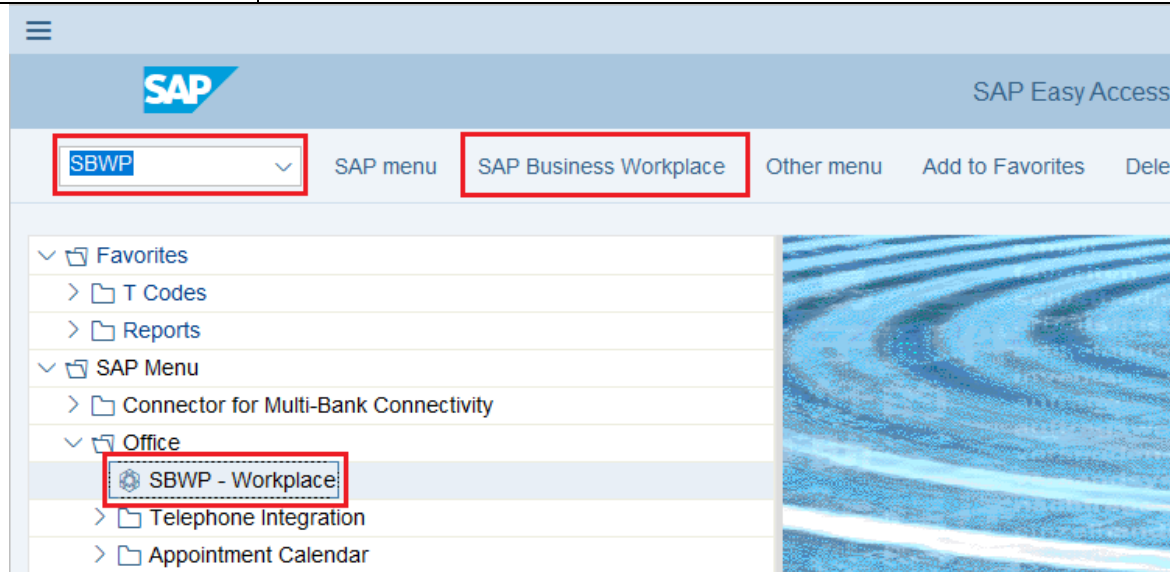
Below the table, there is an "Item:" field with a dropdown menu showing "1 [10] 1000000590 , OIL BOUND DISTEMPER / ACRYLIC". At the bottom, there is a navigation bar with tabs for "Source of Supply", "Versions", "Status", "Contact Person", "Texts", "Delivery Address", "Customer Data", and "External Source of". The "External Source of" tab is selected, and it shows "Ext.Sourcing Status: 2 Send to external sourcing: accepted".

SAP User Manual for E2E Material and Service Procurement

Step 14:

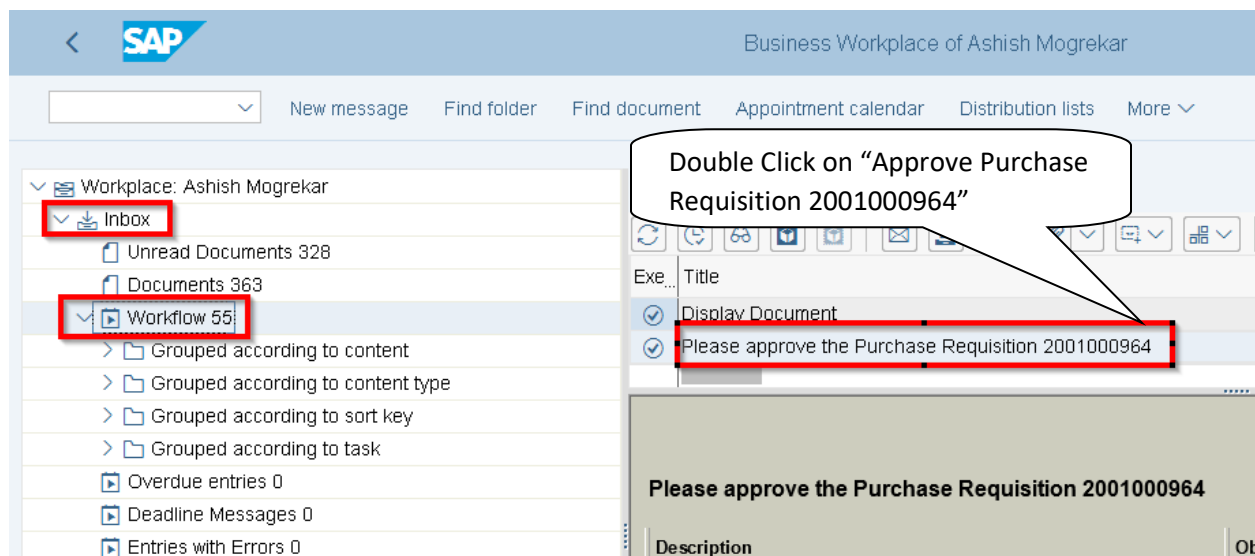
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



Step 15:

- Expand “**Inbox**” button, under workflow “**Approve Purchase requisition 2001000964**” message will appear.
- Double Click on “**Approve Purchase Requisition 2001000964**”



SAP User Manual for E2E Material and Service Procurement

Step 16:

- System will open the Purchase requisition document in Display mode.
- Click on **Back Button**. System will open Decision step in workflow screen.

Display Purchase Req. 2001000964

Document Overview

ZZNB Standard PR 2001000964

Header

Sta...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Valn Price	Per	Material Group	Available Qt
	10			1000000590	OIL BOUND DISTEMPER / A...	280	KG	D	30.07.2020	43.75	1	Water based ...	0.000
	20	K	D		Earthwork	1	AU	D	30.07.2020	3,910.00	1	Construction ...	0.000

Item: 1 [10] 1000000590 , OIL BOUND DISTEMPER / ACRYLIC

Source of Supply Versions Status Contact Person Texts Delivery Address Customer Data External Source of

Ext.Sourcing Status: 2 Send to external sourcing: accepted

Step 17:

- Click on **“Approve Purchase Requisition”** Button to approve the Purchase Requisition.

Decision Step in Workflow

Workflow Create Import More

Please approve the Purchase Requisition 2001000964

Choose one of the following alternatives

- Approve Purchase Requisition**
- Reject Purchase Requisition
- Display Purchase Requisition
- Approval or Rejection History
- Hold

Description Objects and attachm



SAP User Manual for E2E Material and Service Procurement

Step 18:

- Purchase Requisition will be approved with level 3.
- Purchase Requisition Approval Request notification is forwarded to Approver 4.

Step 19:

- Login as **Approver 4** (CME) in SAP System.

The screenshot shows the SAP login interface. At the top, there is a blue header with the SAP logo. Below the header, there is a search bar and a dropdown menu. The main form contains the following fields:

- Client: 500
- *User: 10100048
- *Password: *****
- Logon Language: EN

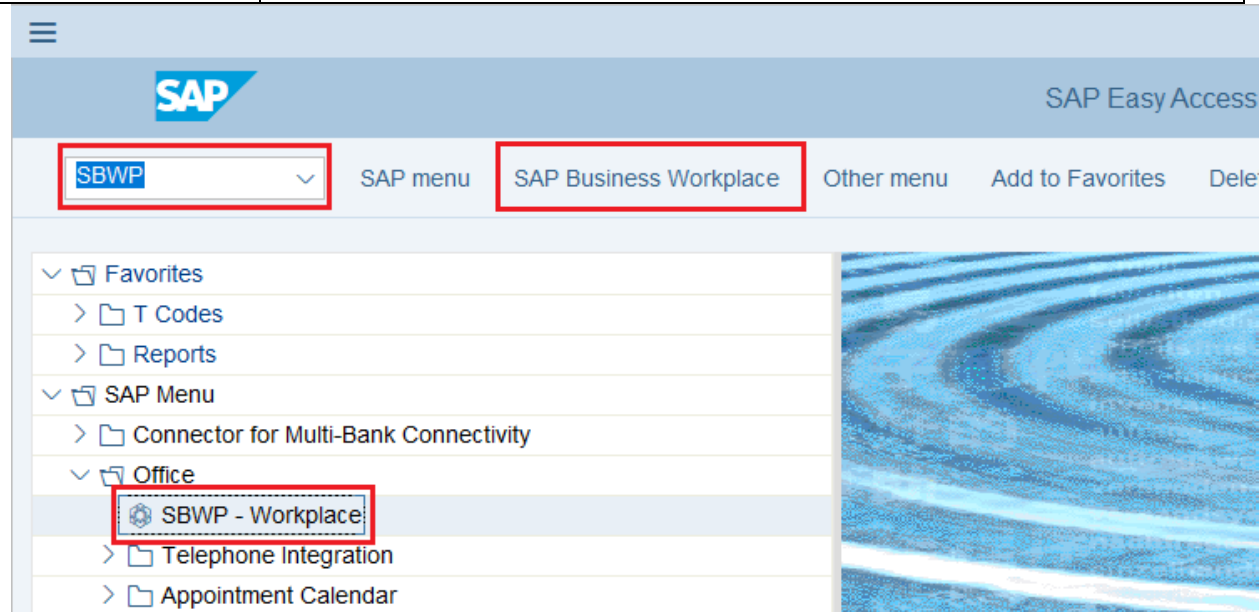
A red box highlights the *User and *Password fields. A callout bubble points to these fields with the text "Enter Approver User ID and Password".

SAP User Manual for E2E Material and Service Procurement

Step 20:

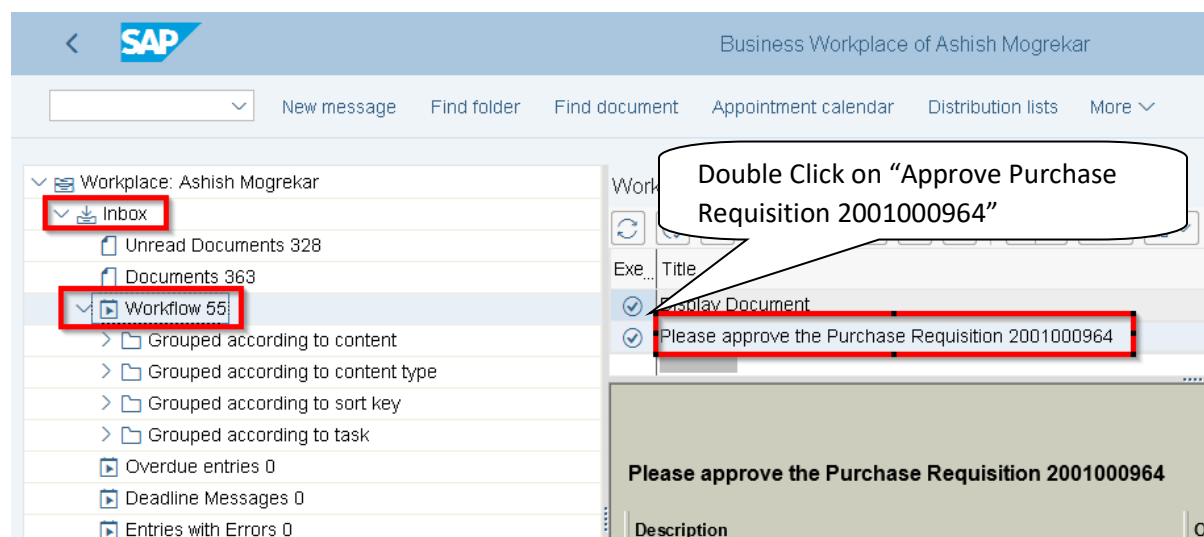
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



Step 21:

- Expand “**Inbox**” button, under workflow “**Approve Purchase requisition 2001000964**” message will appear.
- Double Click on “**Approve Purchase Requisition 2001000964**”



SAP User Manual for E2E Material and Service Procurement

Step 22:

- System will open the Purchase requisition document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

Document Overview On Create Display/Change Other Purchase Requisition Help Personal Setting More

ZZNB Standard PR 2001000964

Header

Sta...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Valn Price	Per	Material Group	Available Q
	10			1000000590	OIL BOUND DISTEMPER / A...	280	KG	D	30.07.2020	43.75	1	Water based ...	0.000
	20	K	D		Earthwork	1	AU	D	30.07.2020	3,910.00	1	Construction ...	0.000

Item: 1 | 10 | 1000000590 , OIL BOUND DISTEMPER / ACRYLIC

Source of Supply Versions Status Contact Person Texts Delivery Address Customer Data External Source of

Ext.Sourcing Status: 2 Send to external sourcing: accepted

Step 23:

- Click on “**Approve Purchase Requisition**” Button to approve the Purchase Requisition.

Decision Step in Workflow

Workflow Create Import More

Please approve the Purchase Requisition 2001000964

Choose one of the following alternatives

- Approve Purchase Requisition**
- Reject Purchase Requisition
- Display Purchase Requisition
- Approval or Rejection History
- Hold

Description Objects and attachm



SAP User Manual for E2E Material and Service Procurement

Step 24:

- Purchase Requisition will be approved with level 4.
- Once the Purchase requisition is approved by all 4 level approvers, a notification is triggered to Purchase Requisition Initiator and all preceding approvers.

The screenshot displays the SAP Business Workplace interface. On the left, a navigation pane shows the user's workspace for Ashish Mogrekar, with the 'Inbox' folder expanded. The 'Unread Documents 328' folder is highlighted with a red box. The main content area shows a list of unread documents, with the top entry 'Purchase Requisition 2001000964 is Approved' selected. The email content is displayed in a preview window, also highlighted with a red box. The email text reads:

Purchase Requisition 2001000964 is Approved

Hello Sir,

Purchase Requisition 2001000964 is Approved

Approved by: MM00596824 Ashish Mogrekar

Regards,
MM00596824
Ashish Mogrekar

SAP User Manual for E2E Material and Service Procurement

6. Portal Logon

6.1. EBS Portal & SSO to SRM Portal

6.1.1 Access the URL URL <https://10.9.7.22:8001/ebs-portal/> in IE browser. Below screen will be displayed.



6.1.2 Under “Port Users” tab provide your user-id and password.

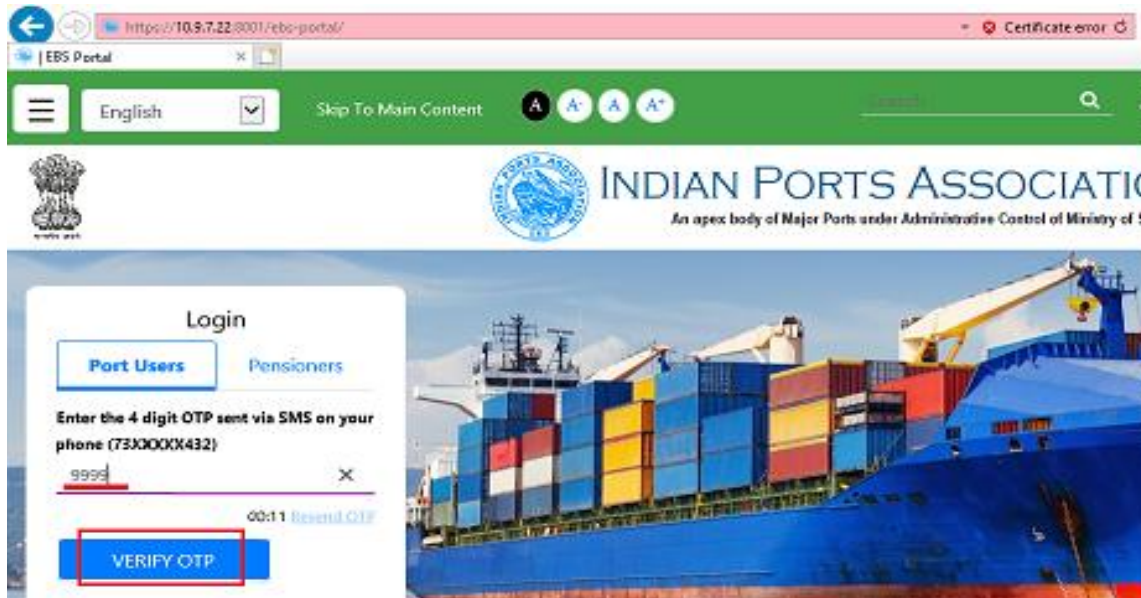
6.1.3 Input the captcha as mentioned and then check the “Terms and Conditions” statement.

6.1.4 Click on “Submit” button.



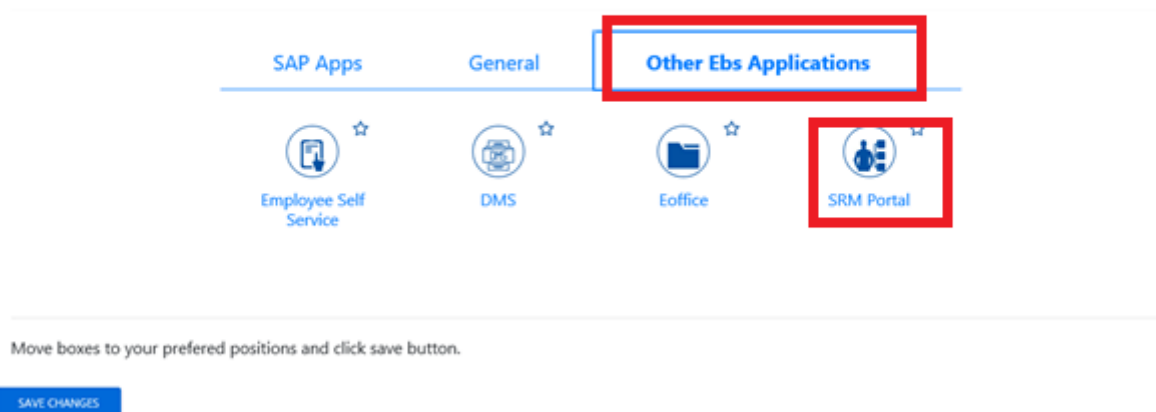
SAP User Manual for E2E Material and Service Procurement

- 6.1.5 A new window will be displayed and it will prompt to enter the OTP. OTP will be sent to your registered mobile.
- 6.1.6 Input the OTP and click on “Verify OTP” button. Please see screenshot below.
- 6.1.7 A new window will be displayed and it will prompt to enter the OTP. OTP will be sent to your registered mobile.
- 6.1.8 Input the OTP and click on “Verify OTP” button. Please see screenshot below.



- 6.1.9 Once system verifies the OTP a new window will be displayed. Select “Other EBS Application” tab and click on “SRM Portal” link. Please see screenshot below.

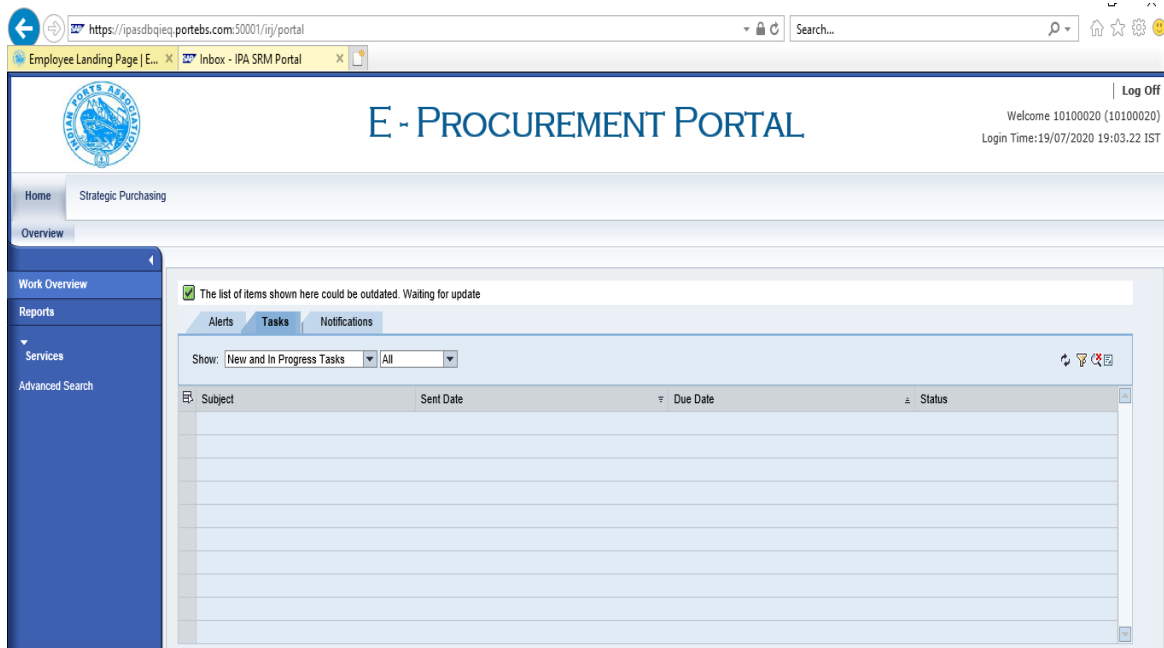
EMPLOYEE PORTAL



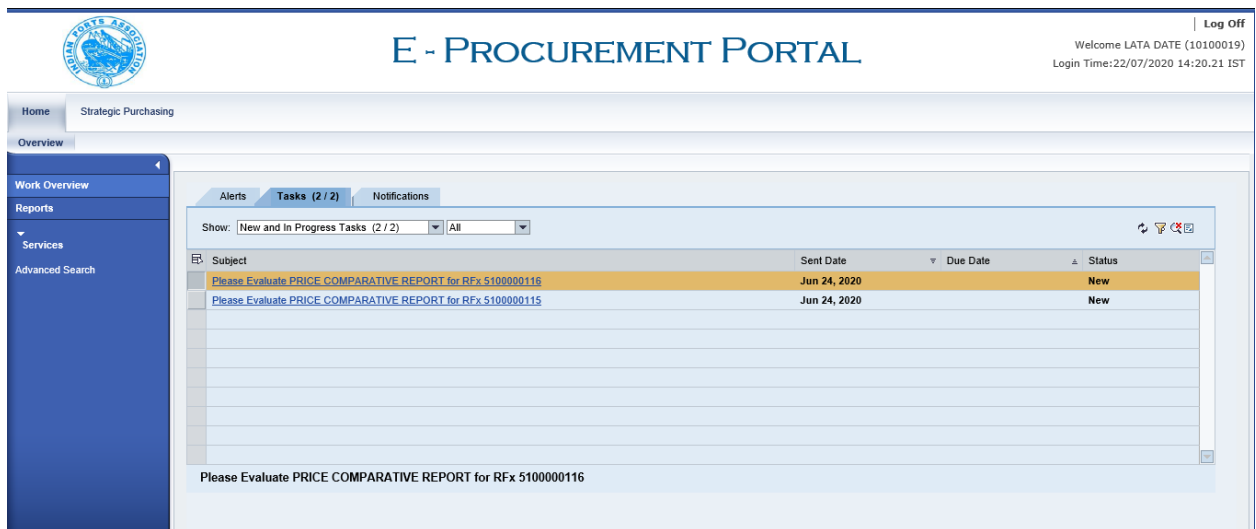


SAP User Manual for E2E Material and Service Procurement

6.1.10 A new window will be opened wherein you will be redirected to the SRM portal through SSO. The screen will be displayed as shown below.



6.1.11 The screen contains the information of User id / Name and logon time at the right corner. The "Home" tab will be displayed on the left corner of the screen.



SAP User Manual for E2E Material and Service Procurement

7. Strategic Purchasing

7.1 Select “Strategic Purchasing” tab then click on “Strategic Sourcing” link. At the right side panel, user will be able to see the list of RFX’s with various status.

This is basically a dashboard where the user can view and act upon the tender’s created using their user-id’s.

There are different search criteria’s provided by system to search the Tender’s created.

The screenshot shows the SAP Strategic Purchasing interface. On the left is a navigation menu with options like Strategic Sourcing, Contract Management, and Business Partner. The main area displays search criteria for RFXs. A red box highlights the search form fields:

- Number: [] To []
- RFX Type: []
- Name of RFX: []
- Status: []
- Processed Since: []
- Purchasing Organization: [50000634]
- Product Category: []
- Submission Deadline: []
- My RFX: []
- Purchase Group: []
- Number of RFX responses: [] To []
- Supplier: []

The screenshot shows the SAP Strategic Sourcing dashboard. The left navigation menu has 'Strategic Sourcing' highlighted. The main area shows a summary of active queries and a table of RFXs. A red box highlights the table:

RFx Number	RFx Name	Type	Status	RFx Category	Purchasing Organization	Submission Deadline	Responses
510000162	Budgetary Offer	ZEOI	Awaiting Approval		Mumbai Port Trust Purchase Organisation	17.07.2020	0
510000161	Copy of 5100000160 BSE Test	ZLT2	Published		Mumbai Port Trust Purchase Organisation	16.07.2020	0
510000160	Copy of 5100000144 - BSE Test	ZLT2	Published		Mumbai Port Trust Purchase Organisation	14.07.2020	0
510000152	10100020 08.07.2020 17:41:23	ZSTI	Awaiting Approval		Mumbai Port Trust Purchase Organisation	31.07.2020	0



SAP User Manual for E2E Material and Service Procurement

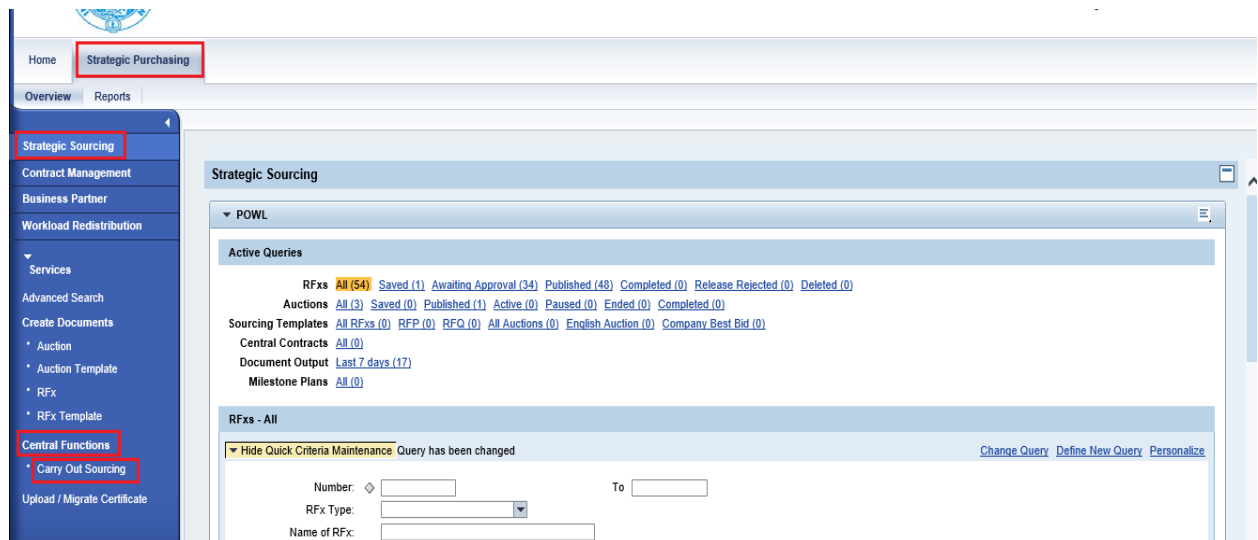
8. Carry Out Sourcing

8.1 To see the list of purchase requisition's replicated from the backend HANA system & create tender's against them, user need to go to Carry Out sourcing option. Follow below steps.

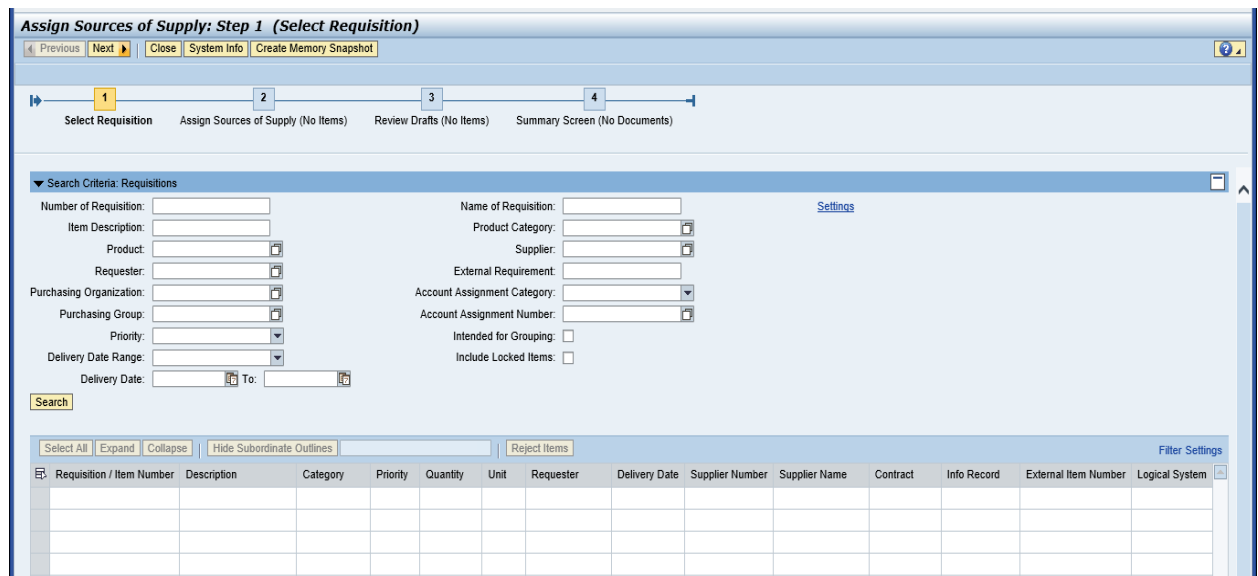
8.2 Select **"Strategic Purchasing"** tab then click on **"Strategic Sourcing"** link. Under **"Central Function"** click on **"Carry Out Sourcing"** link.

Steps would be as **Strategic Purchasing** → **Strategic Sourcing** → **Central Functions** → **Carry Out Sourcing**.

Please see the screenshot below.



8.3 A new window will get displayed as shown below. This is the first step of searching the Purchase requisitions. There are various search criteria's provided through which you can search the purchase requisitions.





SAP User Manual for E2E Material and Service Procurement

8.4 If you know the PR number, then enter SAP Purchase Requisition in “External Requisition” field and click on “Search” button. Purchase Requisition Line items shows below

Assign Sources of Supply: Step 1 (Select Requisition)

Previous Next Close System Info Create Memory Snapshot

1 2 3 4
Select Requisition Assign Sources of Supply (No Items) Review Drafts (No Items) Summary Screen (No Documents)

▼ Search Criteria: Requisitions

Number of Requisition: <input type="text"/>	Name of Requisition: <input type="text"/>
Item Description: <input type="text"/>	Product Category: <input type="text"/>
Product: <input type="text"/>	Supplier: <input type="text"/>
Requester: <input type="text"/>	External Requirement: <input type="text" value="2001000964"/>
Purchasing Organization: <input type="text"/>	Account Assignment Category: <input type="text"/>
Purchasing Group: <input type="text"/>	Account Assignment Number: <input type="text"/>
Priority: <input type="text"/>	Intended for Grouping: <input type="checkbox"/>
Delivery Date Range: <input type="text"/>	Include Locked Items: <input type="checkbox"/>
Delivery Date: <input type="text"/> To: <input type="text"/>	

Search

8.5 Click on “Select All” button and click on “Next” button.

Previous Next Close System Info Create Memory Snapshot

1 2 3 4
Select Requisition Assign Sources of Supply (No Items) Review Drafts (No Items) Summary Screen (No Documents)

▼ Search Criteria: Requisitions

Number of Requisition: <input type="text"/>	Name of Requisition: <input type="text"/>	Settings
Item Description: <input type="text"/>	Product Category: <input type="text"/>	
Product: <input type="text"/>	Supplier: <input type="text"/>	
Requester: <input type="text"/>	External Requirement: <input type="text" value="2001000964"/>	
Purchasing Organization: <input type="text"/>	Account Assignment Category: <input type="text"/>	
Purchasing Group: <input type="text"/>	Account Assignment Number: <input type="text"/>	
Priority: <input type="text"/>	Intended for Grouping: <input type="checkbox"/>	
Delivery Date Range: <input type="text"/>	Include Locked Items: <input type="checkbox"/>	
Delivery Date: <input type="text"/> To: <input type="text"/>		

Search

Select All Expand Collapse Hide Subordinate Outlines All Categories Reject Items

Req	Requisition / Item Number	Configurable Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract	Info Record	External Item Number
•	2000000166/1	0001	OIL BOUND DISTEMPER / ACRYLIC	31211502		280	KG	PL_USER	21.07.2020					2001000964/00010
▶	2000000166/2	0002	Earthwork	72000000		1	AU	PL_USER	From 21.07.2020					2001000964/00020

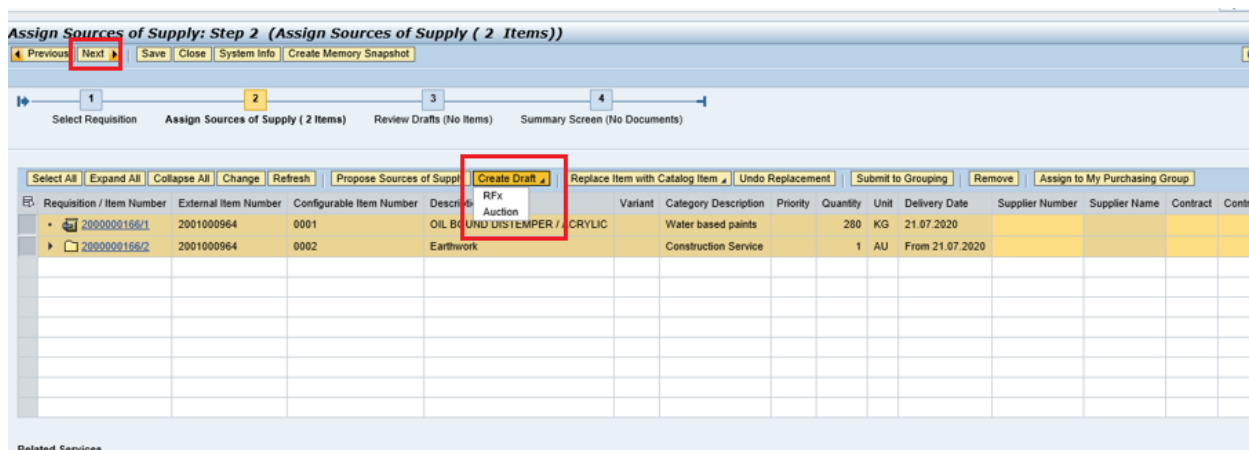


SAP User Manual for E2E Material and Service Procurement

8.6 Once you click on “Next” button, system will direct to next step#2 of selecting the Draft document to be created.

Once again click on “Select All” button to ensure all the PR’s and line items are properly selected.

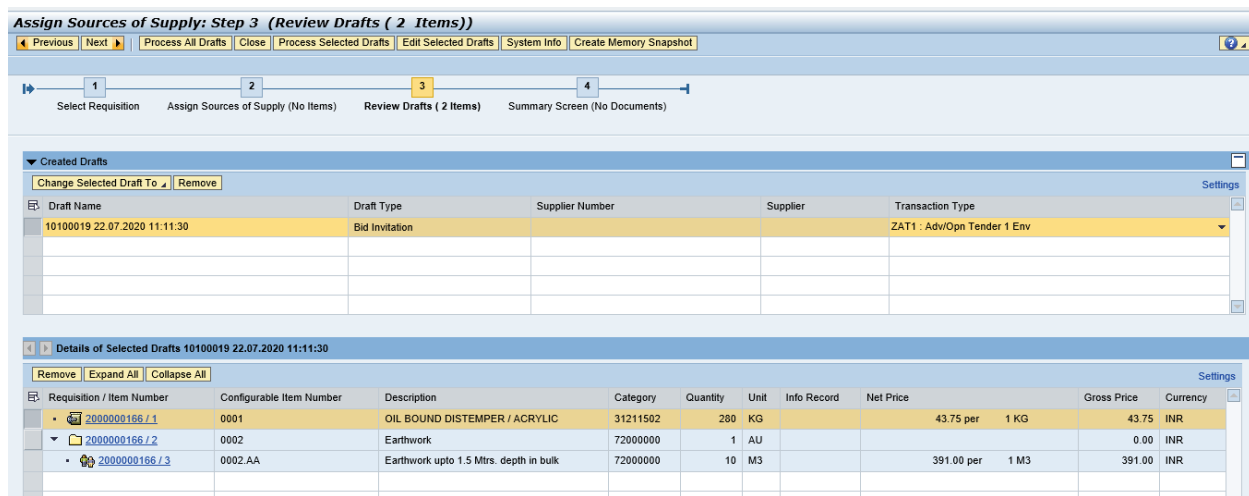
Then click on the “Create Draft” button and select “RFx” from the drop down list as shown in below screenshot.



8.7 Once you click on “Next” button, system will direct to next step#3 of selecting the Transaction Type for the tender to be created.

From the drop down list select “ZLT1– Advt/Open Tender 1 Env” option.

8.8 Once the tender type is selected, click on the “Edit Selected Drafts” button as shown below.

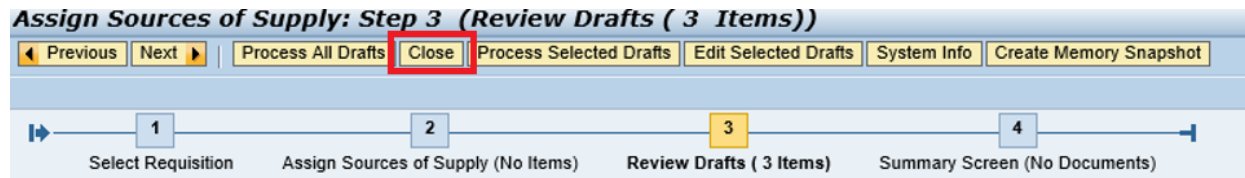




SAP User Manual for E2E Material and Service Procurement

8.9 A new window will get opened with all the details required for RFx creation.

Details are explained in next section#4 – **RFx Creation**. Simultaneously system will automatically move to next step#4. Click on the “Close” button to close this screen.





SAP User Manual for E2E Material and Service Procurement

9. RFX Creation - Edit RFX

9.1. RFX Parameters

9.1.1 The RFX screen will be in Edited mode. The RFX number will get generated automatically and it is an incremental unique number generated by system. The panel at the top displays the RFX number, RFX Name (40 characters), type of RFX and created by & creation date and time information. Please see the screenshot below.

RFX Number 510000184	RFX Name P2P Open Tender	Type Limited Tender 1 Env	Status Published	Created On 22.07.2020 11:13:03	Created By 10100019	Time Zone INDIA
Number of Items 2	Version Number 1	Version Type Active Version	External Version Number	1		

9.1.2 The RFX name is defaulted by system in the format of “User Id, Date, Time”. The RFX Name can be modified if required by the Tender Creator with some meaningful short description of the tender.

Please see the screen shot below.

The screenshot shows the SAP RFX Parameters screen with the following sections:

- Identification:** RFX Name (10100019 22.07.2020 11:11:30), Port Tender No., Tender Description, RFX Type (Adv/Opn Tender 1 Env), Publication Type (Public RFX).
- Organization:** Purchasing Organization (Mumbai Port Trust Purchase Organisation), Purchasing Group (Civil Department Purchase Group).
- Dates:** RFX Start Date, RFX Submission Date, Price Rfx Opening Date, Technical RFX Response Opening Date, End of Binding Period, Valid From / To.
- Event Parameters:** Currency (INR), Target Value (16,160.00 INR), Detailed Price Information (Simple Price), Follow-On Document (Purchase Order or Contract), Bidder Can Change RFX Responses (checked), Allow Multiple RFX Responses for Each Company (checked), Display Weighting to Bidders (unchecked).
- Tender Fee:** Required (unchecked).
- Earnest Money Deposit:** Required (unchecked), Reason for EMD Exclusion.
- Scenario Award/Contract:** (Empty field)

There are various fields provided on the RFX screen as below. Details description of the fields available for maintaining the data is given in table below.

RFX Information → RFX Parameters		
Identification		
Field	Description	Field Status
Port Tender No	Enter the internal port tender number followed by the respective Port.	Editable
Tender Description	This is 256 character in length. Used for entering the long description of the Tender	Editable
RFX Type	Type of Tender	Non-Editable
Publication Type	System Defaulted – Restricted RFX	Editable
Organization		



SAP User Manual for E2E Material and Service Procurement

Purchasing Organization	System defaulted	Non-Editable
Purchasing Group	System Defaulted	Non-Editable
Dates		
RFX Start Date	Date from which the Tender process will start after it is approved and published	Editable
RFX Submission Date	Date by which the Bidder should submit the response	Editable
Price Rfx Opening Date	RFX Price Opening Date	Editable
Technical RFX Response Opening Date	RFX Technical Opening Date	Editable
Valid From / To	Binding period of the tender	Editable
Event Parameters		
Currency	System Defaulted as INR. Not to be changed	Editable
Target Value	System defaulted based on the estimates in the Purchase requisition. Not to be modified.	Editable
Detailed Price Information	System defaulted. Not to be changed	Editable
Follow-on Document	Defaulted by system. The document to be created i.e. either a Purchase Order or Contract against the L1 bidder response. Not to be changed.	Editable
Bidder can change RFX Response	Will be checked by default. This allows the bidder to change the submitted responses until the RFX submission deadline date is not reached. If unchecked, response once submitted cannot be modified by the Bidder. Not to be changed.	Editable
Allow multiple RFX Response for each company	Will be checked by default. This allows the bidder to change the submitted responses multiple times, until the submission deadline date is not reached. If unchecked, Bidder cannot modify & re-submit the responses. Not to be changed.	Editable
AMC Indicator	Is applicable for the AMC tenders. If checked TCR with ALR/AVR will be generated	Editable
QSBC	Currently not available	Editable



SAP User Manual for E2E Material and Service Procurement

Tender Fee		
Tender Fee Required	Check this field if tender fee needs to be collected from the Bidder	Editable
Tender Fee Percentage	Enter the percentage of amount to be collected from the Bidder. System automatically calculates the tender fee and displays in the Tender Fee field	Editable
Tender Fee	Buyer can input the amount here instead of entering the %	Editable
Submission Deadline	Tender Fee is required to be submitted before this Date and Time by the Bidder without which the Bidder will not be able to create & submit the responses	Editable
Earnest Money Deposit		
Required	Check this field if EMD fee needs to be collected from the Bidder	Editable
EMD Percentage	Enter the percentage of amount to be collected from the Bidder. System automatically calculates the EMD fee and displays in the EMD Fee field	Editable
Amount	Buyer can input the amount here instead of entering the EMD %	Editable
Submission Deadline	EMD Fee is required to be submitted before this Date and Time by the Bidder without which the Bidder will not be able to create & submit the responses	Editable
Pre-Bid Meeting		
Pre-Bid Meeting Required	Check this box if pre-bid meeting needs to be conducted with the Bidders.	Editable
Pre-Bid Start Date & Time	Provide the start date & time for the pre-bid meeting to be started	Editable
Pre-Bid End Date & Time	Provide the end date & time for the pre-bid meeting discussion	Editable
Pre-Bid Location	Location of the meeting that was held.	Editable
Pre-Bid Remarks	Mention the concluded points in the column. This is 256 characters in length.	Editable



SAP User Manual for E2E Material and Service Procurement

9.1.3 Enter all the applicable details required for the tender to be published.

RFX Number 5100000184 RFX Name P2P Open Tender Type Adv/Opn Tender 1 Env Status Published Created On 22.07.2020 11:13:03 Created By 10100019 Time Zone INDIA Number of Suppliers 3

Number of Items 2 Version Number 1 Version Type Active Version External Version Number 1

RFX Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking

RFX Parameters Questions Notes and Attachments

Identification

RFX Name: P2P Open Tender
 Port Tender No: MBPT/CE/2020/249
 Tender Description: P2P OPEN TENDER - SINGLE ENVELOPE
 RFX Type: Adv/Opn Tender 1 Env
 Publication Type: Public RFX

Event Parameters

Currency: INR
 Target Value: 16,160.00 INR
 Detailed Price Information: Simple Price
 Follow-On Document: Purchase Order or Contract
 Bidder Can Change RFX Responses:
 Allow Multiple RFX Responses for Each Company:
 Display Weighting to Bidders:
 AMC Indicator:
 QSBC:
 Percentage Bidding:

Organization

Purchasing Organization: Mumbai Port Trust Purchase Organisation
 Purchasing Group: Civil Department Purchase Group [Show Members](#)

Dates

RFX Start Date: 22.07.2020 11:55:00
 * RFX Submission Date: 22.07.2020 12:20:00
 Price Rfx Opening Date: 22.07.2020 12:30:00
 Technical RFX Response Opening Date: 22.07.2020 12:30:00
 End of Binding Period:
 Valid From / To:

Tender Fee

Required:
 Tender Fee Percentage: 2
 * Tender Fee: 323.20 INR
 Submission Deadline: 22.07.2020 12:20:00

Security Deposit

* Security Deposit Required:
 * Security Deposit Percentage: 10

Earnest Money Deposit

Required:

9.2. Maintain RFX Parameters

It's mandatory to maintain RFX parameters for any of the tender type.

9.2.1 Click on the button "Maintain RFX Parameter" as shown below.

Edit RFX :

Read Only | Close | Technical RFX | Permissions | Publish | Save | Check | Export | Print Preview | Delete | **Maintain Rfx Parameter** | Import | S

9.2.2 A new screen will be displayed. User can either add his own questionnaires or it can be selected from the available repository. Click on "Import" button to select questions from available repository. A new window will get displayed. Select multiple questions and then click on "Transfer" button.

SAP Application to maintain Question

Bid No: 5100000174

Please maintain Question

Add Row | Save | Delete | Close | **Import**

S.No	Group	Question	Attachment Required
1			No <input type="checkbox"/>
2			No <input type="checkbox"/>
3			No <input type="checkbox"/>



SAP User Manual for E2E Material and Service Procurement

SAP			Please select data to be imported	
Back		Transfer		
Question	Group	Attachment		
DO YOU HAVE PREVIOUS WORK EXPERIENCE. UPLOAD DOCUMENTS.	Eligibility Criteria	No		
DOU YOU HAVE PAN NO	Eligibility Criteria	No		
DOU YOU HAVE TAN NO.	Eligibility Criteria	No		
IN LAST 7 YEARS, EXPERIENCE OF 3 COMPLETED PURCHASE ORDERS OF MINIMUM 4 LAKHS ATTACHED?	Eligibility Criteria	No		
WHETHER ANNUAL AVERAGE TURN OVER .FOR LAST 3 YEARS IS ABOVE RS.10/15/50* LAKHS	Eligibility Criteria	No		
WHETHER BIS LICENSE HOLDER	Eligibility Criteria	No		
WHETHER DOCUMENTS FOR START UP ATTACHED?	Eligibility Criteria	Yes		
WHETHER DOWN LOADING CHARGES OF RS.105/- PAID	Eligibility Criteria	No		

Click on “Save” and then click on “Close” button to close the window. Please see screenshot below.

SAP			Application to maintain Question		
All		1			
Data Store successfully...					
Bid No: 5100000184					
Please maintain Question					
Add Row		Save	Delete	Close	Import
S.No	Group	Question	Attachment Required		
1	Eligibility Criteria	DO YOU HAVE PREVIOUS WORK EXPERIENCE. UPLOAD DOCUMENTS.	No	▼	
2	Eligibility Criteria	IN LAST 7 YEARS, EXPERIENCE OF 3 COMPLETED PURCHASE ORDERS OF MINIMUM	No	▼	

9.3. Maintain Tender Committee

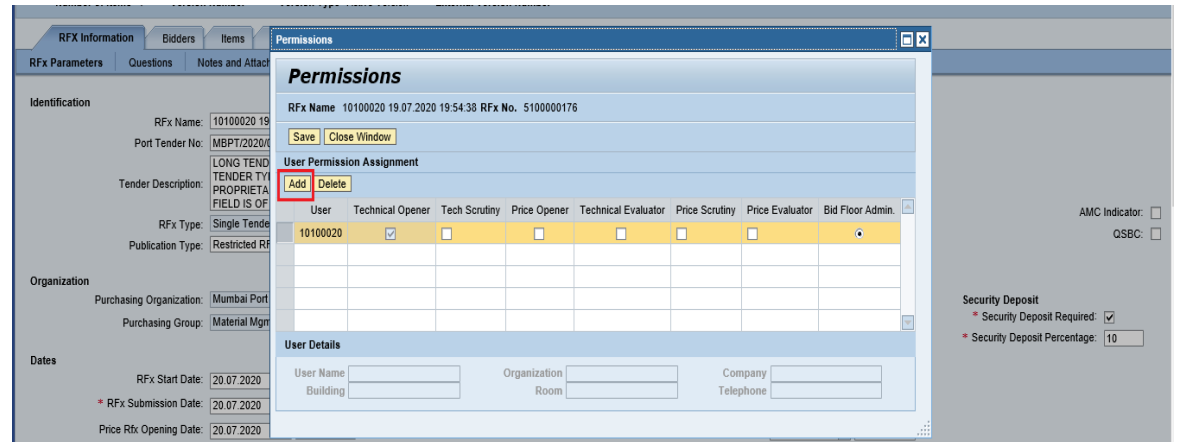
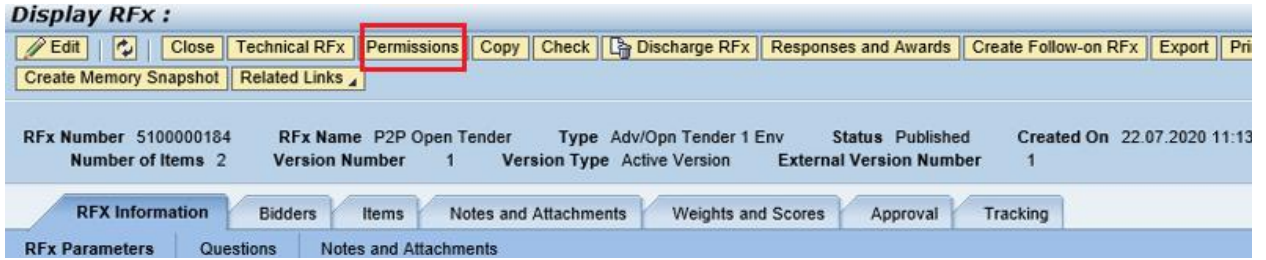
In this section we will see how the tender committee is maintained and will be responsible for performing the technical and commercial scrutiny and evaluation activities.

We have different roles defined in system that decides the activity to be performed by the individual user's.

- 9.3.1 Click on “Permission” button and add user-ids under the Tech Scrutiny, Price Opener, Tech Evaluator, Price Scrutiny and Price Evaluator roles



SAP User Manual for E2E Material and Service Procurement



9.3.2 Once you click on “Add” button, Buyer needs to provide the user id and the then click on he “Search” button. System will display the user details. Select the row and then click on “Transfer” button. Please see screenshot below.

SAP User Manual for E2E Material and Service Procurement

The screenshot shows the SAP 'Permissions' window. The top section is 'User Permission Assignment' with a table listing users and their roles. The bottom section is 'Add User' with input fields for user details and a 'Search' button.

User	Technical Opener	Tech Scrutiny	Price Opener	Technical Evaluator	Price Scrutiny	Price Evaluator	Bid Floor Admin.
10100020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

First Name	Last Name	User ID	Person ID	Employee ID	E-Mail	Department	Position Name
	SIDDHASANJAY APHALE	10100011	00000000			00000000	

9.3.3 Similarly, Buyer can add multiple users in the Permission tab and assign appropriate roles for performing the activities in SRM. After adding the user's & assigning respective roles the permission tab details will look like below.

Please refer below table for the roles and its functionality.

Permission Tab (Tender Committee)		
Role Name	Role Description	Field Status
Bid Floor Admin	This role is assigned by default to the user creating the Tender i.e. the Buyer. Its recommended not to change	Editable
Technical Opener	User assigned under this role is responsible for opening the technical responses received. In Open Tender Two Bid system process, system will default this role to the Buyer creating the tender.	Editable
Tech	User's responsible for performing the technical scrutiny	Editable

SAP User Manual for E2E Material and Service Procurement

Scrutiny		
Technical Evaluator	User's responsible for performing the evaluation or reviews on the details submitted by the scrutiny team	Editable
Price Opener	User's responsible for performing the Price opening of the tender's once it is initiated by the Bid Floor Admin	Editable
Price Scrutiny	User's responsible for performing the price scrutiny	Editable
Price Evaluator	User's responsible for performing the evaluation or reviews on the details submitted by the scrutiny team	Editable

Permissions
RFX Name P2P Open Tender RFX No. 5100000184

Save Close Window

Permissions updated successfully

User Permission Assignment

User	Technical Opener	Tech Scrutiny	Price Opener	Technical Evaluator	Price Scrutiny	Price Evaluator	Bid Floor Admin.
10100016	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10100024	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10100025	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10100017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10100018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

User Details

User Name: _____ Organization: _____ Company: _____
 Building: _____ Room: _____ Telephone: _____

9.4. Item Tab

9.4.1 Click on the "Items" tab of the RFX document. This tab contains all the BOQ items mentioned in the purchase requisition. All the items will be replicated from the purchase requisition automatically.

9.4.2 To see the details of the item's click on the "Details" button. System will display all the details pertaining to the material / services as shown in the screenshot below.

RFX Information Bidders **Items** Notes and Attachments Weights and Scores Approval Tracking

RFx Response Required for All Items Bidder Can Add New Items Allow RFx Response Modification Bidder Can Change Quantities

Details Add Line Add Subline Cut Copy Paste Delete

Line Number	Item Type	Product ID	Description	Lot	Allow RFx Response Modification	Variant	Product Category	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Number
	Material	1000000590	OIL BOUND DISTEMPER / ACRYLIC	<input type="checkbox"/>	<input type="checkbox"/>		31211502	280	KG	INR		0	0	1
	Outline		Earthwork	<input checked="" type="checkbox"/>	<input type="checkbox"/>		72000000	1	AU	INR		0	0	2
	Service	8300000009	Earthwork upto 1.5 Mtrs. depth in bulk	<input type="checkbox"/>	<input type="checkbox"/>		72000000	10	M3	INR		0	0	3

Item : OIL BOUND DISTEMPER / ACRYLIC

Item Data Questions Notes and Attachments

Identification Control Key: Material functional Currency, Values and Pricing Currency: INR



SAP User Manual for E2E Material and Service Procurement

9.5. Approval Tab

9.5.3 Under this tab, Buyer will be able to see the Approver's determined by the system. Depending on the value and type of the Tender the levels of approvals may vary.

Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By
• 001	SRM Rfx Completion	Open (No Decision Made)	MANDAR PARKAR			
• 002	SRM Rfx Completion	Open (No Decision Made)	RAMESH SUBRAMANIAN			
• 003	SRM Rfx Completion	Open (No Decision Made)	GANGADHAR YEDDY			

9.6. C-Folder Attachment

9.6.1 Before publishing the tender's there are many supporting documents to be uploaded. Such as NIT document, Technical Specifications, Drawings etc. These documents are useful for the Bidder to understand the requirements and submit the technical and commercial responses accordingly

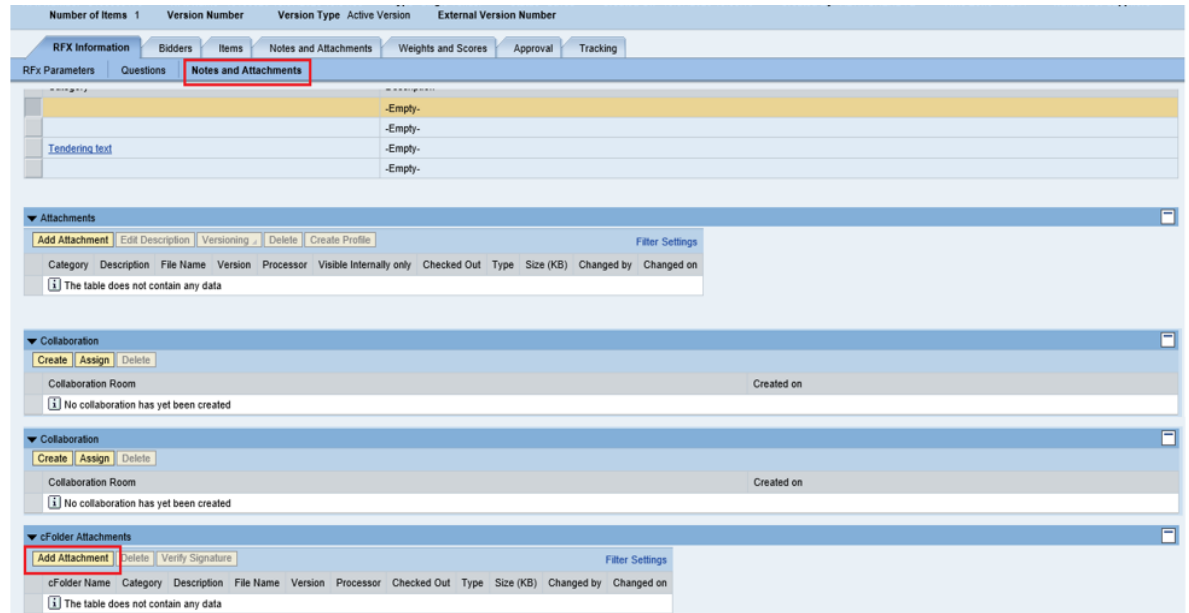
9.6.2 Please refer below table detailing about the standard folder's available for uploading the documents and their purpose.

C-Folder		
Folder	Folder Description	Used By
External Area	Contains documents that are to be shared with the Rfx respondents. NIT document has to be uploaded in the this area.	Buyer/Tender Creator
Collaboration	Used by Rfx respondents and evaluators to exchange information, for example, the Rfx respondents can ask questions that are answered by the evaluators.	Buyer / Bidder
Internal Area	Contains documents that are only to be viewed by users from the purchasing organization.	Port Users
Evaluation	Contains evaluator comments	Evaluators
Technical Bid	When the Rfx respondent creates an Rfx response, a folder is created under Technical_Bids in which the Rfx respondent can store technical Rfx response documents.	Bidder

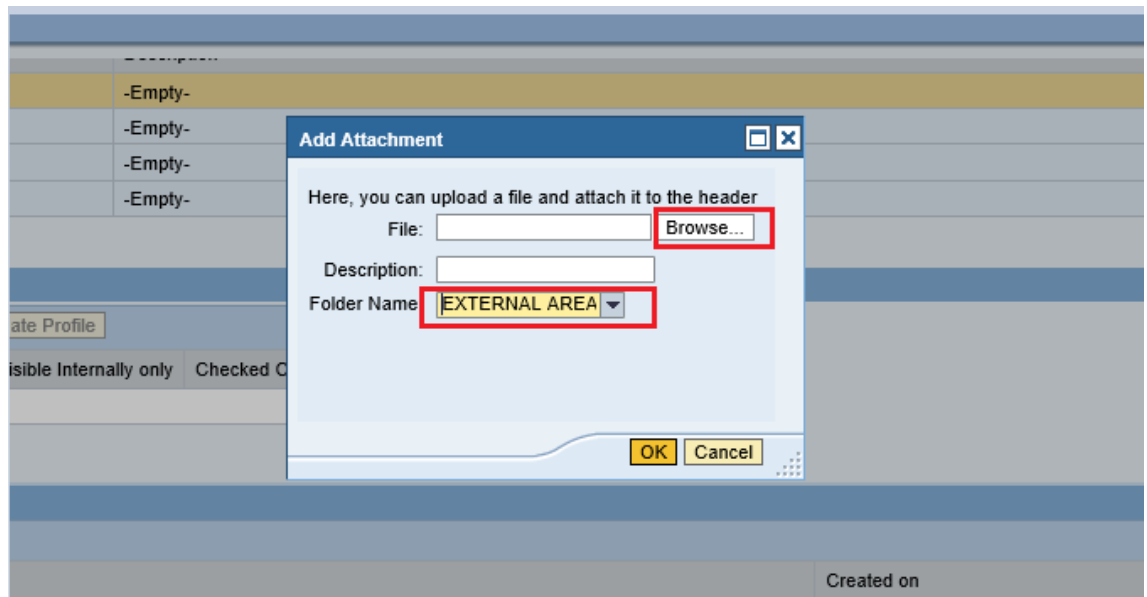
SAP User Manual for E2E Material and Service Procurement

- 9.6.3 To upload the documents in C-folder and digitally sign the uploaded documents, click on the “Notes and Attachment” tab located under “RFx Parameter” option. Scroll down and click on “Add Attachment” button

Please see the screenshot below.

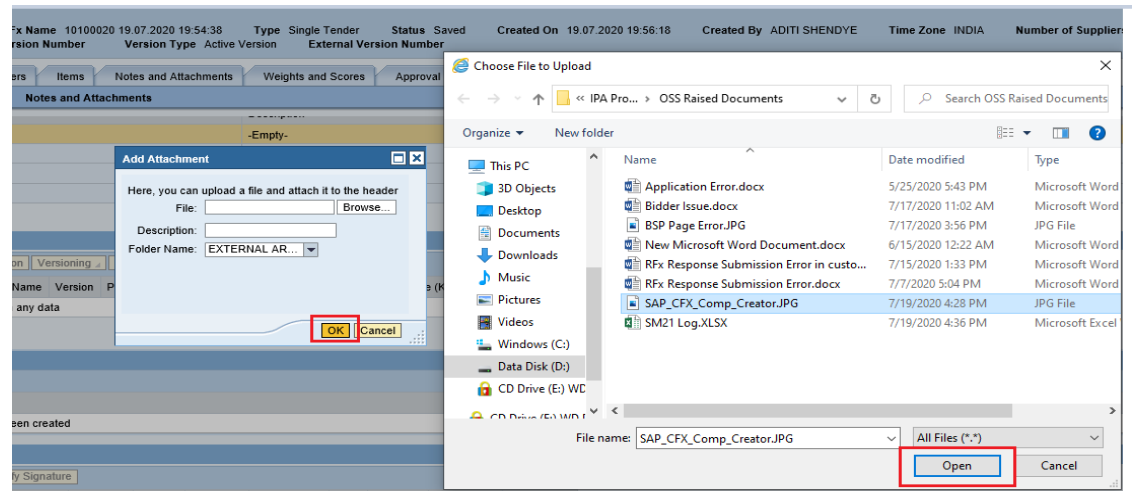


- 9.6.4 A new window will be displayed and system prompts to select the folder in which the document has to be uploaded. Select “External Area” and then click on “Browse” button as shown in the screenshot below.

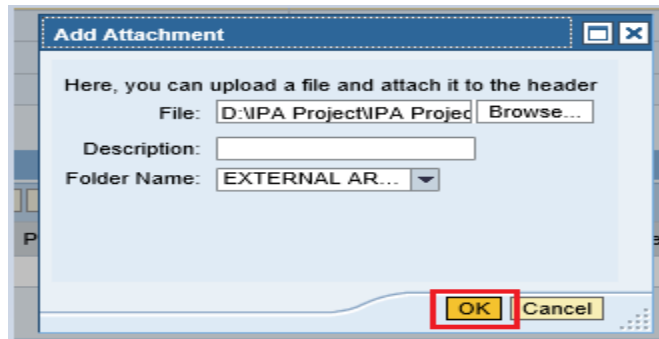


SAP User Manual for E2E Material and Service Procurement

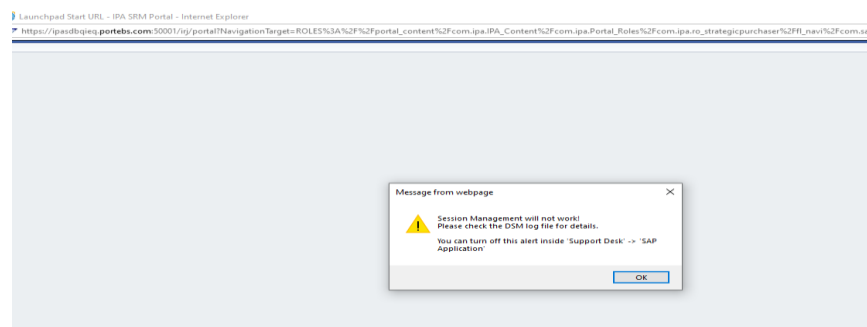
9.6.5 Select the document from the respective folder on your PC/Laptop and then click on the “Open” button.



9.6.6 Once the file is uploaded the screen will be displayed as below. Click on “Ok” button to proceed further.



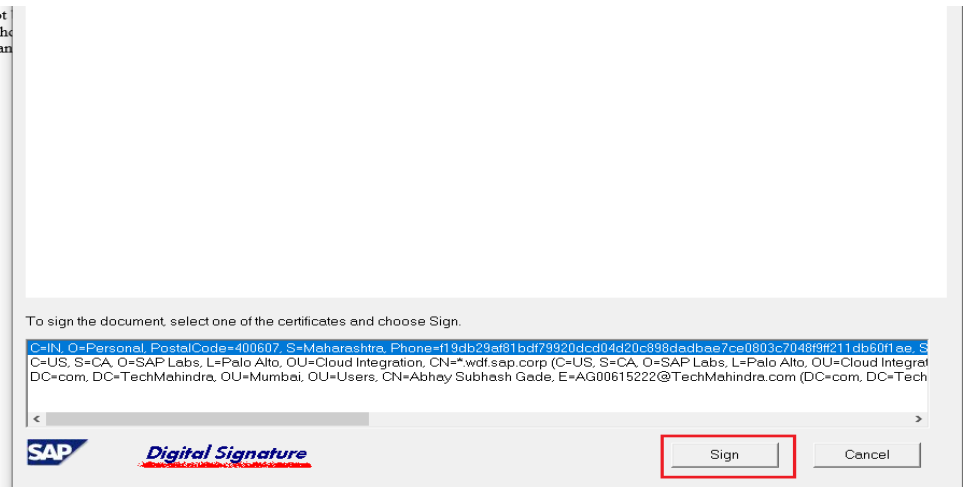
9.6.7 System prompts for digitally signing the uploaded document. A window will be prompted and then click on “Ok” button as shown in screenshot below.



9.6.8 Another window will be prompted, where the buyer needs to select the correct digital signature and then click on “Sign” button.

SAP User Manual for E2E Material and Service Procurement

- The signed document cannot
- Unable to determine the auth
- The document's signature can

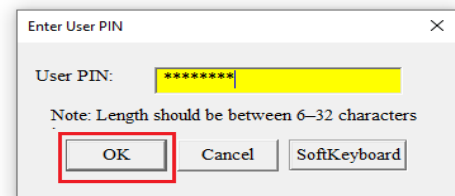


9.6.9 Enter the password in the window prompted and then click on “Ok” button.

Digital Signature

Use the document's digital signature with your personal key to ensure the following properties.

- The signed document cannot be changed later (integrity).
- Unable to determine the author of the signature (authenticity).
- The document's signature cannot be disputed later (binding).



9.6.10 Once the password is successfully verified, system will display a confirmation window. Click on “Ok” button as shown below.





SAP User Manual for E2E Material and Service Procurement

9.6.11 Similarly, Buyer can add multiple documents following the same steps. The size of the individual file should not exceed 5 mb. Buyer can upload multiple documents in the External Area folder and Collaboration folder as shown below.

All the uploaded documents need to be digitally signed by the Buyer.

The screenshot shows the SAP RFX Attachments and cFolder Attachments interface. The Attachments section is currently empty, while the cFolder Attachments section shows two entries:

cFolder Name	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed by	Changed on
EXTERNAL AREA	Standard Attachment	SAP_CFX_Comp_Creator	SAP_CFX_Comp_Creator.JPG.sig	1		<input type="checkbox"/>	sig	49	10100020	20.07.2020
COLLABORATION	Standard Attachment	COLLABORATION DOCUMENT	New Microsoft Word Document.docx.sig	1		<input type="checkbox"/>	sig	166	10100020	20.07.2020

9.7. Tracking Tab

14.7.1 Under this tab, Buyer can check all the history related to this RfX i.e. the Backend purchase requisition, Shopping Cart that got created against this backend document and the RfX that has been created

Any changes to the RfX can be seen here in this tab under the “Version Overview” option.

All the updates can be checked under this tab. Please see screenshot below.

The screenshot shows the SAP RFX Tracking tab. The Tracking tab is highlighted with a red box. The History section shows the following data:

Document	Name	Document Number	Back-End Document Number	Status	Date
External Requirement	PL_USER 21.07.2020 19:27	2000000166	2001000964	Approved	21.07.2020
RFX	P2P Open Tender	5100000184		Published	22.07.2020

SAP User Manual for E2E Material and Service Procurement

9.8. Publish RfX with Digital Signature

19.8.1 Once all the details are entered in the RfX click on the “Check” button. If there is any mandatory information left out to be filled, system will display an error message in red color. Else system will display message as below in green color.

“RfX is complete and contains no errors”

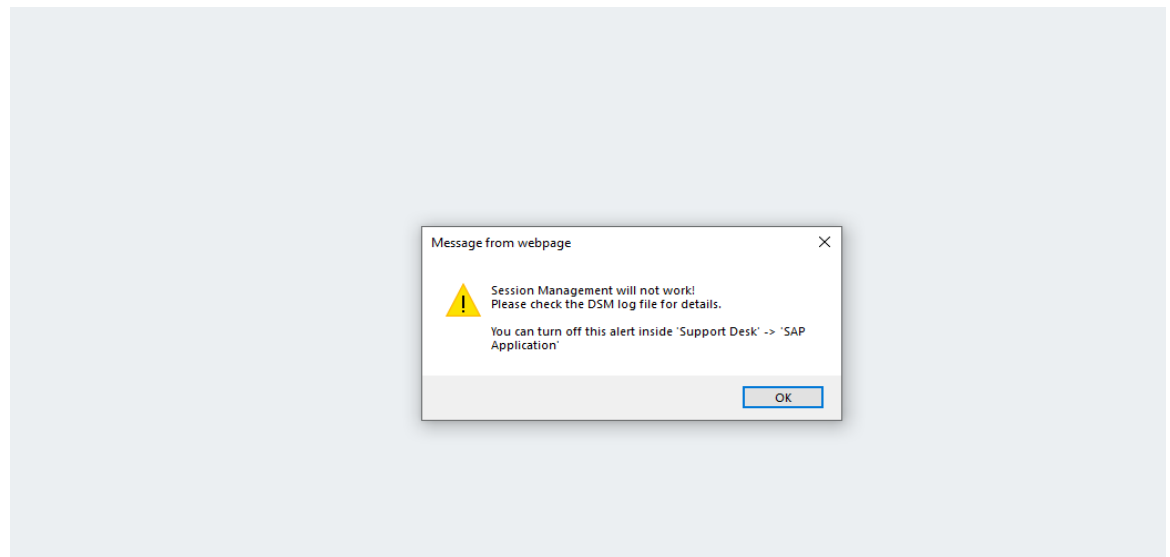
19.8.2 Please ensure that you have inserted the digital signature token in your PC/Laptop USB.

19.8.3 Click on “Publish” button as shown in screenshot below.

The screenshot shows the SAP RfX Parameters form with the following details:

- Identification:** RfX Name: P2P Open Tender; Port Tender No: MBPT/ICE/2020/249; Tender Description: P2P OPEN TENDER - SINGLE ENVELOPE; RfX Type: Adv/Opn Tender 1 Env; Publication Type: Public RfX.
- Event Parameters:** Currency: INR; Target Value: 16,160.00 INR; Detailed Price Information: Simple Price; Follow-On Document: Purchase Order or Contract; Bidder Can Change RfX Responses: ; Allow Multiple RfX Responses for Each Company: ; Display Weighting to Bidders: ; AMC Indicator: ; QSBC: ; Percentage Bidding: .
- Organization:** Purchasing Organization: Mumbai Port Trust Purchase Organisation; Purchasing Group: Civil Department Purchase Group; [Show Members](#).
- Dates:** RfX Start Date: 22.07.2020 11:55:00; RfX Submission Date: 22.07.2020 12:20:00; Price RfX Opening Date: 22.07.2020 12:30:00; Technical RfX Response Opening Date: 22.07.2020 12:30:00; End of Binding Period: ; Valid From / To: - ;
- Tender Fee:** Required: ; Tender Fee Percentage: 2; Tender Fee: 323.20 INR; Submission Deadline: 22.07.2020 12:20:00.
- Earnest Money Deposit:** Required: ; EMD Percentage: 5.
- Security Deposit:** Security Deposit Required: ; Security Deposit Percentage: 10.

19.8.4 Once you click on this button as pop-up window will be displayed as below. Click on “Ok” button.



19.8.5 A new window will be displayed prompting the select the digital signature. Select the signature and click on “Sign” button as shown in screenshot below.

SAP User Manual for E2E Material and Service Procurement

Submission period	: 20.07.2020 13:00:00
Technical Opening date	: 20.07.2020
Price Opening date	: 20.07.2020 07:30:00
Valid From	: 20.07.2020 - 18.10.2020

To sign the document, select one of the certificates and choose Sign.

C=IN, O=Personal, PostalCode=400607, S=Maharashtra, Phone=f19db29af81bdf79920dcd04d20c898dadbae7ce0803c7048f9f211db60f1ae, S=C=US, S=CA, O=SAP Labs, L=Palo Alto, OU=Cloud Integration, CN=*.wdf.sap.corp (C=US, S=CA, O=SAP Labs, L=Palo Alto, OU=Cloud Integral DC=com, DC=TechMahindra, OU=Mumbai, OU=Users, CN=Abhay Subhash Gade, E=AG00615222@TechMahindra.com (DC=com, DC=Tech

19.8.6 System further prompts to enter the password. Input the password and click on “OK” button as highlighted in below screenshot.

Enter User PIN

User PIN:

Note: Length should be between 6–32 characters

19.8.7 Again system will prompt a new pop-up window with the message that the RFX has been digitally signed by the user. See the screenshot below.

[https://ipasapqimq.portebs.com:4302/sap\(bD11biZjPTUwMCZwPTMOMjE0InY9Ny41MCZpPTE=\)/bc/bsp/saprm/call_sig_ctrl/signature.htm?onInputProcessing=SIGNATURE&sap-params=c3NmX3Nlc3NfaW](https://ipasapqimq.portebs.com:4302/sap(bD11biZjPTUwMCZwPTMOMjE0InY9Ny41MCZpPTE=)/bc/bsp/saprm/call_sig_ctrl/signature.htm?onInputProcessing=SIGNATURE&sap-params=c3NmX3Nlc3NfaW)

Message from webpage

Document signed: signer details (CN=Abhay Subhash Gade, SN=204958cfac7f8ade81ec2bf3cfa371247d5e0abe7f2c141163b647b0156734f7, telephoneNumber=f19db29af81bdf79920dcd04d20c898dadbae7ce0803c7048f9f211db60f1ae, SP=Maharashtra, postalCode=400607, O=Personal, C=IN)

19.8.8 System displays message as “RFX xxxxx xxxx xxxx has been published”.



SAP User Manual for E2E Material and Service Procurement

Please note that by clicking on Publish button, this RfX will not be available for the Bidder to create response.

Based on the approvers maintained, system will follow the approval process. Once the RfX is approved at all the levels then only it will be available to Bidder to submit his responses.

As seen in the screenshot below the status of RfX is "Awaiting Approval"

Display RfX:

RfX Number 510000184 RfX Name P2P Open Tender **Type Adv/Opn Tender 1 Env** Status Awaiting Approval Created On 22.07.2020 11:00
 Number of Items 2 Version Number Version Type Active Version External Version Number

Identification
 RfX Name: P2P Open Tender
 Port Tender No: MBPT/CE/2020/249
 Tender Description: P2P OPEN TENDER - SINGLE ENVELOPE
 RfX Type: Adv/Opn Tender 1 Env
 Publication Type: Public RfX

Event Parameters
 Current
 Target Value
 Detailed Price Information
 Follow-On Document
 Bidder Can Change RfX Response
 Allow Multiple RfX Responses for Each Company

19.8.9 System will trigger email to the approvers as shown in screenshot below.

Kindly Approve RfX 510000184

Created A. Ramana Moorthy

Hi RamanaMoorthy

Kindly Approve RfX 510000184

RfX details are mentioned below:

RfX Number : 510000184

RfX Date/Time : 20200708 193000

RfX Description :

Regards,
Workflow System

*** This is a system triggered e-mail from Indian Port Authority ***

9.9. Approving the RfX

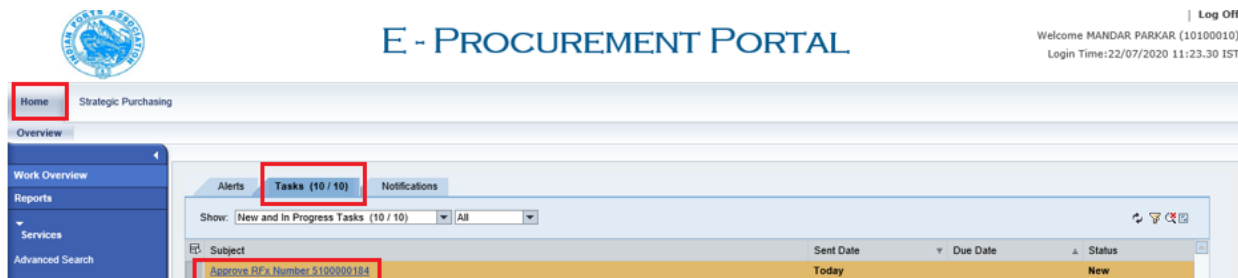


SAP User Manual for E2E Material and Service Procurement

24.9.1 Please follow the step mentioned under Section 1.1 EBS Portal for logging to EBS portal. Once the approver is redirected to the SRM portal through SSO, below SR screen will be displayed

24.9.2 Select “Home” tab and the click on “Work Overview” link. Go to the “Tasks” tab. Here all the documents which are pending for approval will be visible.

24.9.3 Select the appropriate document and click on the link as shown in screenshot below.

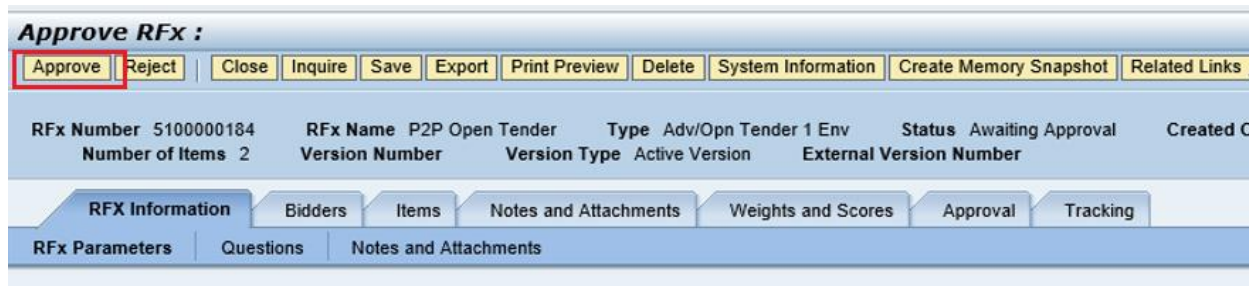


24.9.4 A new window will be opened. The RfX details will be visible in display mode. Approver will not be able to modify or change the tender created by the Buyer.

Click on “Approve” button to approve the RfX. In this case the RfX will be approved and will move to the next stage of approver.

Click on “Reject” button to reject the RfX. If the RfX is rejected, approver needs to input the reason for rejection. This document will go back to the tender creator i.e the Buyer.

Buyer needs to take appropriate action and re-trigger the workflow again.



24.9.5 Once the RfX is approved message “Publication of RfX (Number 51xxxxxxx) was approved.



SAP User Manual for E2E Material and Service Procurement

Display RFX:

Close Technical RFX Show my Tasks Copy Check Discharge RFX Export Print Preview Maintain Rfx Parameter

Publication of RFX (Number 5100000184) was approved

RFX Number	RFX Name	Type	Status
5100000184	P2P Open Tender	Adv/Opn Tender 1 Env	Awaiting Approval
Number of Items 2	Version Number	Version Type Active Version	External Version Number

RFX Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking

RFX Parameters Questions Notes and Attachments

Identification Event Parameters

RFX Name: P2P Open Tender

Port Tender No: MBPT/CE/2020/249

P2P OPEN TENDER SINGLE

24.9.6 Documents approved will disappear from the “Tasks” tab.

24.9.7 Similarly, the remaining approvers can follow the above mentioned steps and approve the RFX.

24.9.8 RFX once approved at all the stages, the status will change to “Published” from “Awaiting Approval”

24.9.9 A mail will be triggered to the Supplier about the publication of the RFX. See the screenshot below.

RFX is available for RFX Response submission

Created R.SUGANTHESWARI PRIYATHARISINI

Hi FELIX ENGG. CO. ,

RFX has been published and available for RFX Response submission.

RFX details are mentioned below:

RFX Number :

RFX Date/Time : 00000000 000000

RFX Description :

Regards,
Workflow System

*** This is a system triggered e-mail from Indian Port Authority ***



SAP User Manual for E2E Material and Service Procurement

10. Technical RFx Response Activity

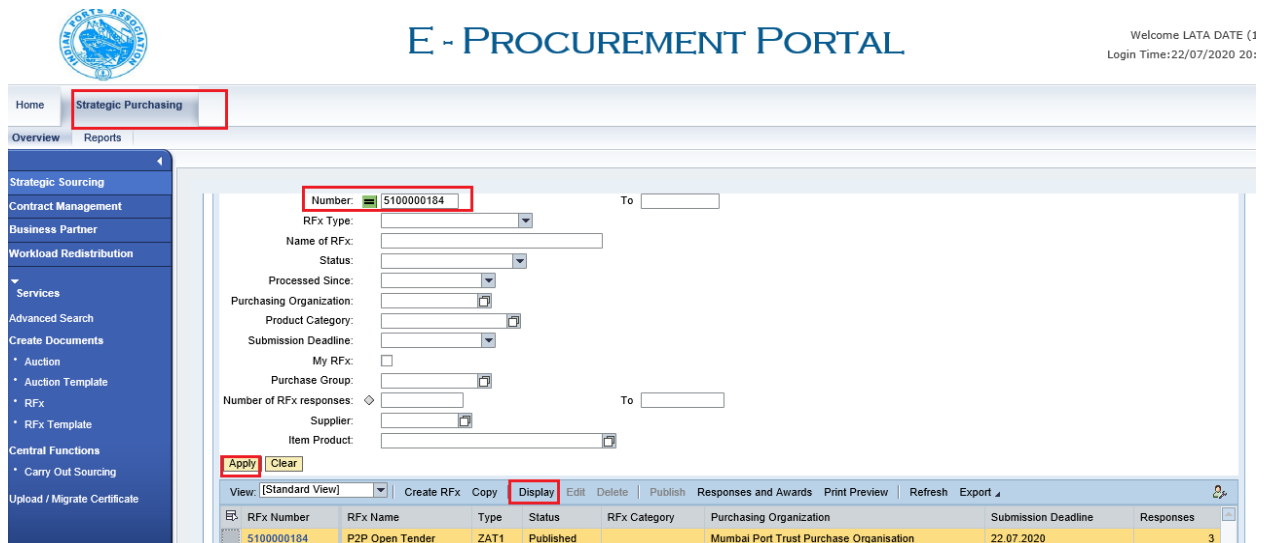
10.1. Initiate Technical RFx Response Opening

30.1.1 Buyer needs to login first to the EBS portal. Please refer to section number 1.1 for login to EBS portal & SSO to SRM portal & follow the steps.

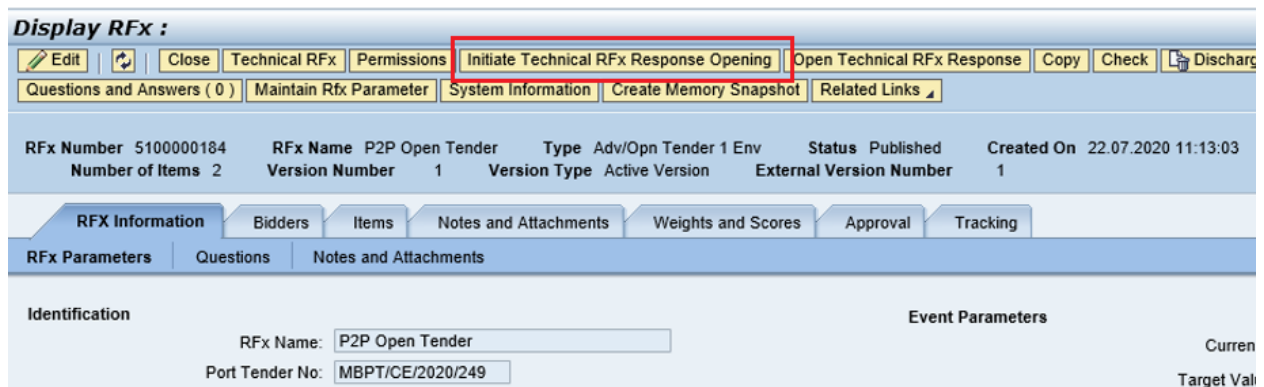
Click on “Strategic Purchasing” tab and then click on “Strategic Sourcing” link. At the right side panel in the Search criteria screen provide the RFx number and then click on “Apply” button.

This particular RFx will be displayed, select the RFx and click on “Display” button. Simultaneously you can also click on the RFx number to open the RFx.

Please see the screenshot below.

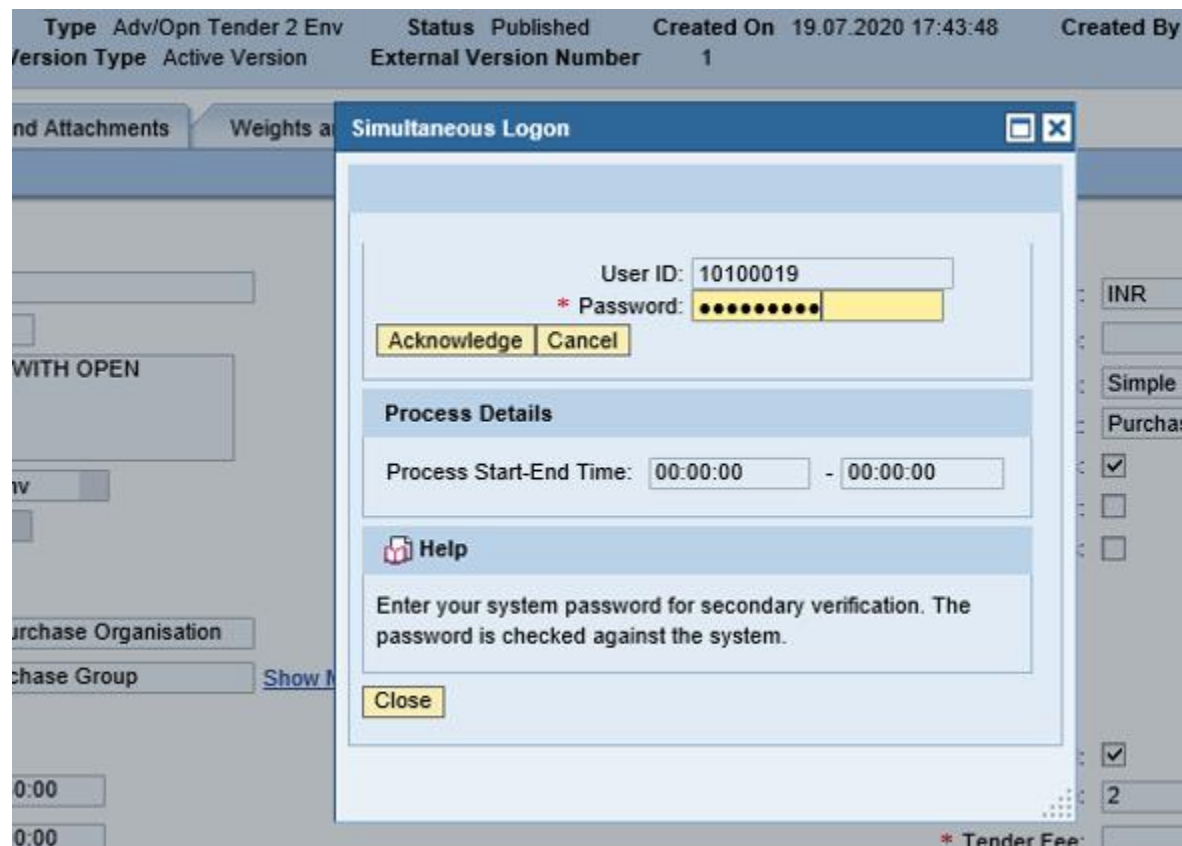


30.1.2 RFx will be visible in another window and it will be in display mode. Click on the “Initiate Technical RFx Response Opening” button. This button will be active once the Technical RFx Response Opening Date & time is reached.



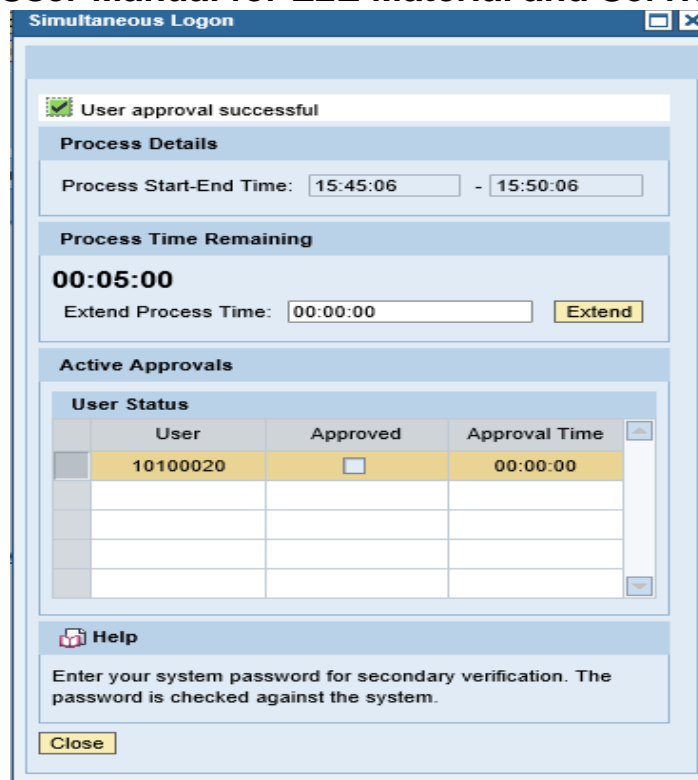
SAP User Manual for E2E Material and Service Procurement

30.1.3 A new window will get opened. Here the Buyer needs to provide the password to proceed further. Click on “Acknowledge” button. System will start the technical opening process.



30.1.4 Below screen will be displayed. Click on “Close” button to close this window.

SAP User Manual for E2E Material and Service Procurement



The screenshot shows a 'Simultaneous Logon' dialog box with the following sections:

- User approval successful** (with a green checkmark icon)
- Process Details**: Process Start-End Time: 15:45:06 - 15:50:06
- Process Time Remaining**: 00:05:00. Below it, 'Extend Process Time' is set to 00:00:00 with an 'Extend' button.
- Active Approvals**: A table titled 'User Status' with columns 'User', 'Approved', and 'Approval Time'.

User	Approved	Approval Time
10100020	<input type="checkbox"/>	00:00:00
- Help**: Enter your system password for secondary verification. The password is checked against the system.
- Close** button at the bottom.

10.2. Open Technical RFx Response

30.1.5 Technical Opener needs to login first to the EBS portal. Please refer to section number 1.1 for login to EBS portal & SSO to SRM portal & follow the steps.

Click on “Strategic Purchasing” tab and then click on “Strategic Sourcing” link. At the right side panel in the Search criteria screen provide the RFx number and then click on “Apply” button.

This particular RFx will be displayed, select the RFx and click on “Display” button. Simultaneously you can also click on the RFx number to open the RFx.

Please see the screenshot below.



SAP User Manual for E2E Material and Service Procurement



E - PROCUREMENT PORTAL

RFX Number	RFX Name	Type	Status	RFX Category	Purchasing Organization	Submission Deadline	Responses
5100000184	P2P Open Tender	ZAT1	Published		Mumbai Port Trust Purchase Organisation	22.07.2020	3

30.1.6 RFX will be visible in another window and it will be in display mode. Click on the “Open Technical RFX Response” button. This button will be active once the Technical RFX Response Opening Date & time is reached.

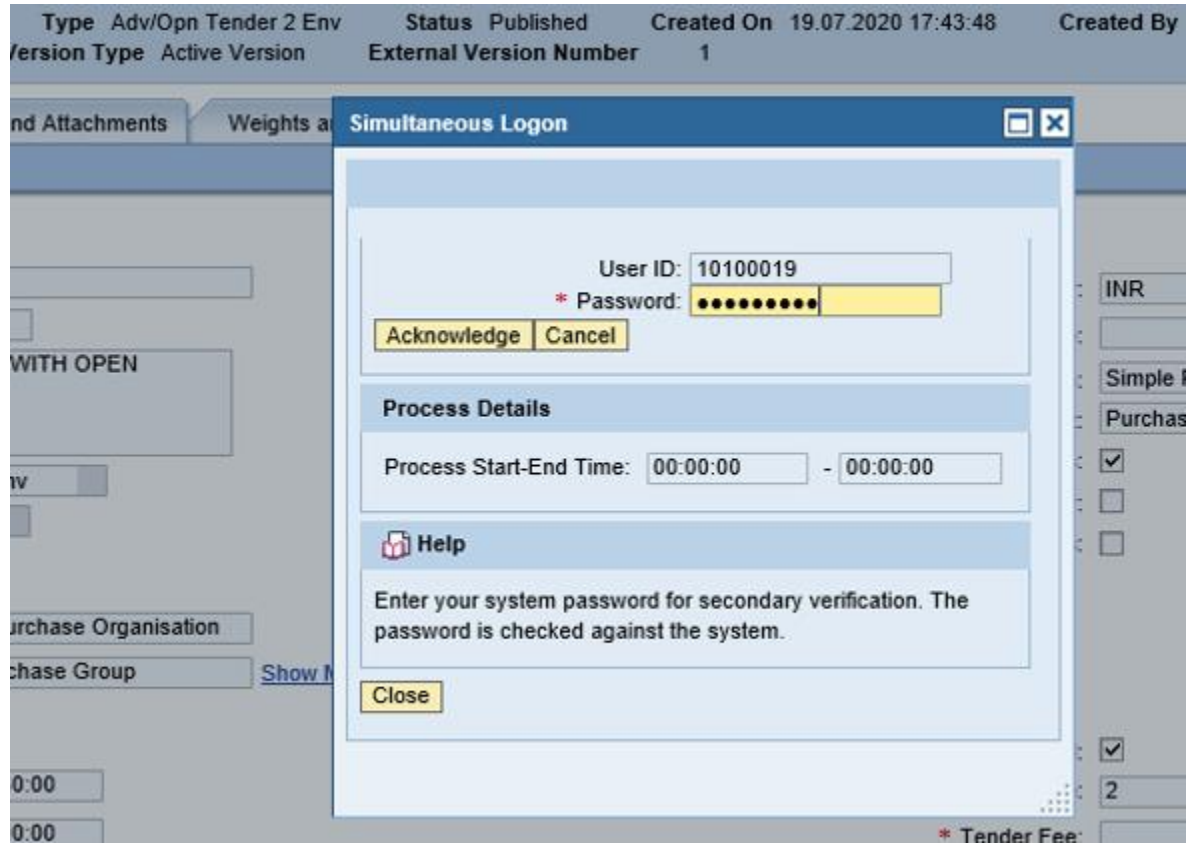
Display RFX :

Close Technical RFX Permissions **Open Technical RFX Response** Copy Check Discharge RFX Responses and A
System Information Create Memory Snapshot Related Links

30.1.7 A new window will get opened. Here the Buyer needs to provide the password to proceed further. Click on “Acknowledge” button. System will start the technical opening process.



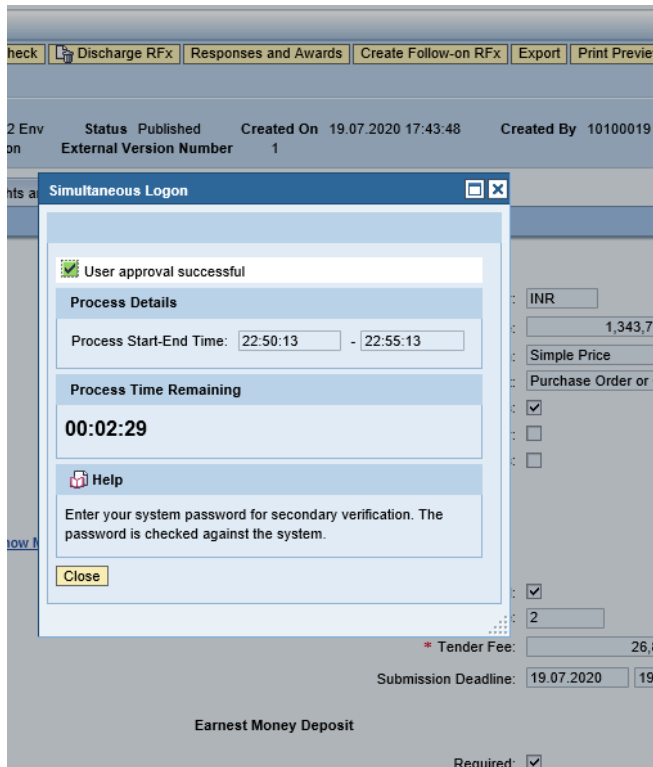
SAP User Manual for E2E Material and Service Procurement



30.1.8 Below screen will be displayed. Click on “Close” button to close this window.



SAP User Manual for E2E Material and Service Procurement

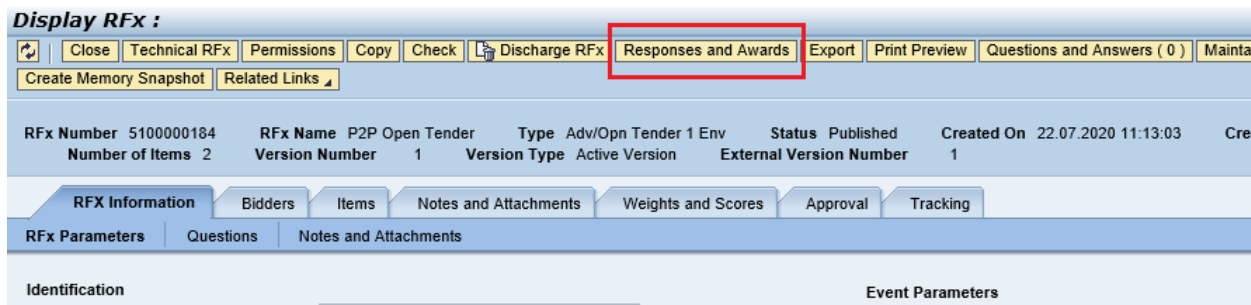


10.3. Technical Comparative Statement

30.3.1 Now we need to perform the TCR activity as this is a common process to be performed for all tender types.

There is always as possibility that the tender committee members may be required to change due to non-availability or transfer etc. In such scenarios, Buyer can always modify the user's in the Permission Tab. New users can be added or for the existing user's the roles can be modified.

To access the TCR report, click on **“Response and Awards”** button as mentioned in the below screenshot.





SAP User Manual for E2E Material and Service Procurement

30.3.2 A new window will get opened. Select the “Technical Response Activity” tab and click on the “TCR Report” button.

Responses and Awards

Print Preview | Close | Export | Questions and Answers (0) | System Information | Create Memory Snapshot

Remaining Time 0 Days 00:00:00 | RFX Name P2P Open Tender | Type Adv/Opn Tender 1 Env | Status Published | Number of Suppliers 3 | RFX Number 510000018

Response Activity | Surrogate Bidding | **Technical Response Activity**

Technical RFX Responses and Awards

TCR Report | Accept | Reject | Refresh

RFX Response	RFX Response Status	Company Name	Bidder Name	RFX Response Version
6100000180	Bid submitted	CONA INDUSTRIES	CONA INDUSTRIES	1
6100000183	Bid submitted	FELIX ENGG. CO.	FELIX ENGG. CO.	1
6100000184	Bid submitted	M/S. A. A. TRADERS,	A. A. TRADERS,	1

30.3.3 A new window will be displayed. Here in this screen, the details provided by the Bidder’s against the question maintained by the Buyer will be displayed. Buyer needs to provide his findings under the “Buyer comments for 61xxxxxx” for all the line items.

SAP Technical Comparative Statement

RFX No: 5100000184
Purch Org: Mumbai Port Trust Purchase Organisation

Technical Comparative Statement

S.No.	Group	Question	40000899 & / 6100000180	Buyer Comments for 6100000180	40000442 & / 6100000183	Buyer Comments for 6100000183	40000444 & / 6100000184	Buyer Comments for 6100000184
1	Eligibility Criteria	DO YOU HAVE PREVIOUS WORK EXPERI...	YES		YES		YES	
2	Eligibility Criteria	IN LAST 7 YEARS, EXPERIENCE OF 3 CO...	YES		YES		YES	

List Of Attachments | Email Logs for Shortfall Docs

30.3.4 For any shortfall documents, Buyer needs to intimate the Bidder to submit the same. To perform this step, click on “Short Fall Docs” button as shown in screenshot below.

Save | **Short Fall Docs** | Maintain Workflow Sequence | Forward | PDF | Close

30.3.5 A new window will get displayed as shown below. Here buyer need to provide the mail content and then select the respective response and then click on “Send Mail”.

SAP User Manual for E2E Material and Service Procurement

Please Select Vendor to send Mail

Send Mail Back

Quotation No	Vendor Id	Vendor Name	Email Id
6100000164	3 40000442	FELIX ENGG. CO.	ag00615222@techmahindra.com


Please maintain email content here

Email Content
Please submit scan copy of the PAN Number

30.3.6 Mail will get triggered and system will display the success message as shown in screenshot below.

All 1

Mail send Successfully to Selected Vendors

 To Send mail to vendor for Short fall Docs

30.3.7 Once Buyer has performed his preliminary scrutiny and received all the shortfall documents, it is mandatory to maintain the overall comments and forward it to the scrutiny and review committee team.

It has to be noted that, the user's having the Tech Scrutiny role (assigned in Permission tab) assigned will be displayed under the "Scrutiny's Team Comment" section. Likewise, user's having the Technical Evaluator role (assigned in the Permission tab) will be displayed under the "Observation/Recommendation committee" section.

If a new user/s are added or any modifications done in the role assignment the same details will get replicated in the TCR screen.



SAP User Manual for E2E Material and Service Procurement

OK SEND TO COMMITTEE EVALUATION

Buyer's Overall Comments:

Scrutiny's Team Comment

User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100011	SIDDHASANJAY APHALE			00:00:00	
10100027	HEMANT SHIVKAR			00:00:00	

Observation/Recommendation committee's Comments

User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100012	PERAMPATTANALIL GOPI			00:00:00	
10100013	ARVIND APANDKAR			00:00:00	

Save Short Fall Docs Maintain Workflow Sequence Forward PDF Close

Buyer need to maintain the overall comment's and then click on "Save" button. It is mandatory for Buyer to provide his overall comments.

30.3.8 The list of user's displayed here are not in proper sequence since system picks the user's from the permission tab. For this reason, Buyer needs to maintain the sequence for how the workflow should get triggered. Here Buyer can decide the sequence in which the TCR report should flow.

30.3.9 A new window will be opened consisting the list of user's based on their role assignment will be displayed as shown in screenshot below.



SAP User Manual for E2E Material and Service Procurement

Maintain Sequence for Scrutiny Workflow members

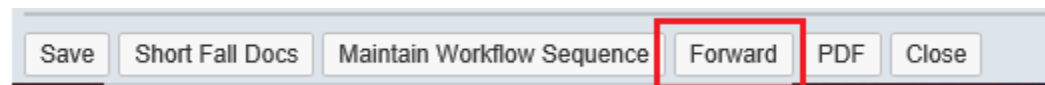
User Name	Full Name	User Type	Sequence
10100011	SIDDHASANJAY APHALE	A	1
10100027	HEMANT SHIVKAR	A	2

Maintain Sequence for Committee Workflow members

User Name	Full Name	User Type	Sequence
10100012	PERAMPATTANALIL GOPI	C	1
10100013	ARVIND APANDKAR	C	2

30.3.10 Provide the sequences and then click on “Save Sequence” button. Then click on “Back to Main Screen” button. The window will get closed and user will be re-directed to the main TCR report screen.

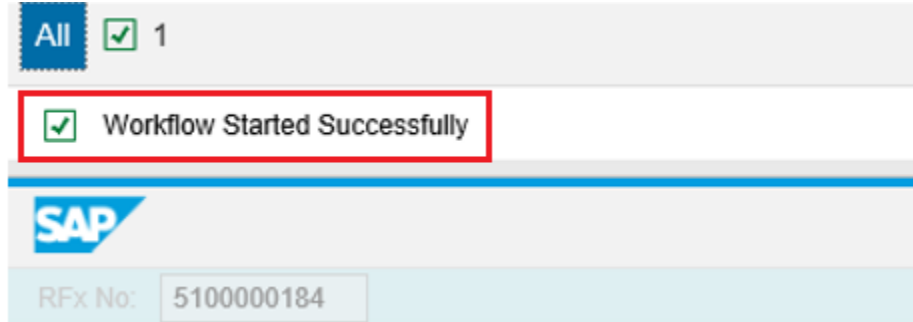
30.3.11 Now Buyer needs to click on “Forward” button as shown below.



System will display message as shown in below screenshot.



SAP User Manual for E2E Material and Service Procurement



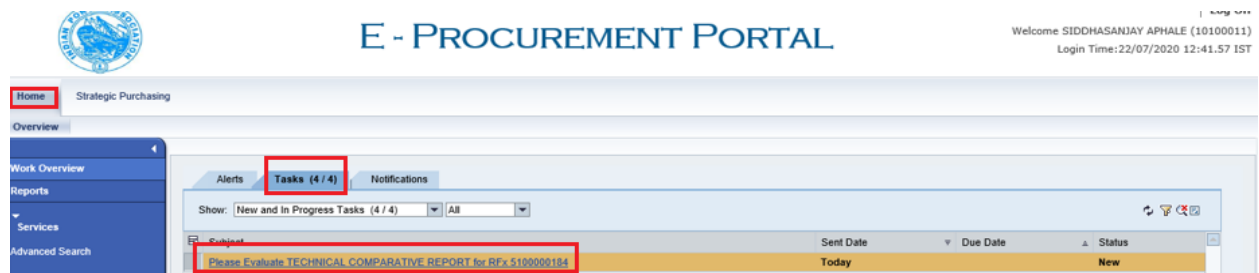
30.3.12 Email notification will be triggered to the respective users to approve the TCR report.

10.4. Approving TCR

30.4.1 Follow the process of logging to EBS portal as detailed in section 1.1

30.4.2 Once the user is redirected to the SRM portal through SSO, below screen will be displayed. Here the TCR report approver needs to navigate to “Home” tab and then click on “Tasks” tab. Under “Tasks” system will display

Click on the work item displayed in the tasks list as shown below.



30.4.3 A new window will get displayed as shown below.

Scrutiny member can input his comments and either click on “Submit” button to provide his acceptance.

If there are some clarifications required from Buyer, then the scrutiny member needs to click on “Return” button. The workflow will be re-triggered back to Buyer and Buyer is required to provide satisfactory justification and then again trigger the workflow.

Scrutiny team also can view the comments provided by the previous members by clicking on the “TCR pdf” button. System will display the report in pdf format.



SAP User Manual for E2E Material and Service Procurement

Click on the “Close” button to close this screen.

Please evaluate the below RFx

RFx No: 5100000184

evaluated

Submit

Return

TCR PDF

Close

- 30.4.4 Once the comments are submitted or the work-item is returned message “Data updated successfully” will be displayed. Please see the screenshot below.

Data Updated Successfully

Please evaluate the below RFx

RFx No: 5100000184

evaluated

Submit Return TCR PDF Close

- 30.4.5 Based on the number of user’s selected for performing scrutiny activities the workflow will get triggered to the subsequent user’s.
- 30.4.6 Similar steps need to be repeated by the scrutiny members to login to EBS portal and submit their recommendation’s.
- 30.4.7 Once all the scrutiny members have completed their activities, the workflow will get triggered to the Review Committee members based on the sequence maintained by the Buyer.
- 30.4.8 Review committee members need to follow the steps as mentioned above from point#5.3.1 to point#5.3.5



SAP User Manual for E2E Material and Service Procurement

30.4.9 Once all the activities are performed and all the details captured, below screenshot will be displayed.

Scrutiny's Team Comment

User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100027	HEMANT SHIVKAR	APPROVED	19.07.2020	19:34:04	evaluated
10100011	SIDDHASANJAY APHALE	APPROVED	19.07.2020	19:32:03	Evaluate by 10100010

Observation/Recommendation committee's Comments

User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100013	ARVIND APANDKAR	APPROVED	19.07.2020	19:36:49	evaluated
10100012	PERAMPATTANALIL GOPI	APPROVED	19.07.2020	19:35:31	evaluated

Save Short Fall Docs Maintain Workflow Sequence Forward PDF Close

30.4.10 Accept/Reject buttons will get activated once the technical comparative statement/report activities are completed. Click on "Accept" or "Reject" button as shown below.

Responses and Awards

Print Preview Close Export Questions and Answers (0) System Information Create Memory Snapshot

Remaining Time 0 Days 00:00:00 RFX Name P2P Open Tender Type Adv/Opn Tender 1 Env Status Published Number of Suppliers 3

Response Activity Surrogate Bidding **Technical Response Activity**

Technical RFX Responses and Awards

TCR Report **Accept** Reject Refresh

RFX Response	RFX Response Status	Company Name	Bidder Name
6100000180	Bid submitted	CONA INDUSTRIES	CONA INDUSTRIES
6100000183	Bid submitted	FELIX ENGG. CO.	FELIX ENGG. CO.
6100000184	Bid submitted	M/S. A. A. TRADERS,	A. A. TRADERS,

30.4.11 Once the response is technically accepted, status will get changed from Bid Submitted to Tech Bid Accepted. Please see the screenshot below.



SAP User Manual for E2E Material and Service Procurement

Responses and Awards

Print Preview Close Export Questions and Answers (0) System Information Create Memory Snapshot

Remaining Time 0 Days 00:00:00 RFX Name P2P Open Tender Type Adv/Opn Tender 1 Env Status Published Number of Suppliers 3 RFX Number 5100000184

Response Activity Surrogate Bidding **Technical Response Activity**

Technical RFX Responses and Awards

TCR Report Accept Reject Refresh

RFX Response	RFX Response Status	Company Name	Bidder Name	RFX Response Version
6100000180	Tech Bid Accepted	CONA INDUSTRIES	CONA INDUSTRIES	1
6100000183	Tech Bid Accepted	FELIX ENGG. CO.	FELIX ENGG. CO.	1
6100000184	Tech Bid Rejected	M/S A A TRADFRS	A A TRADFRS	1

Once all the above technical activities are completed, system will automatically enable a button for initiating the price opening activity. The same is explained in the subsequent section.

11. Price RFX Response Activity

11.1. Initiate Price RFX Response Opening

31.1.1 Buyer needs to login first to the EBS portal. Please refer to section number 1.1 for login to EBS portal & SSO to SRM portal & follow the steps.

Click on “Strategic Purchasing” tab and then click on “Strategic Sourcing” link. At the right side panel in the Search criteria screen provide the RFX number and then click on “Apply” button.

This particular RFX will be displayed, select the RFX and click on “Display” button. Simultaneously you can also click on the RFX number to open the RFX.

Please see the screenshot below.

E - PROCUREMENT PORTAL

Welcome LATA DATE ()
Login Time:22/07/2020 20

Home **Strategic Purchasing**

Overview Reports

Strategic Sourcing
Contract Management
Business Partner
Workload Redistribution
Services
Advanced Search
Create Documents
Auction
Auction Template
RFX
RFX Template
Central Functions
Carry Out Sourcing
Upload / Migrate Certificate

Number: 5100000184 To

RFX Type: [Dropdown]
Name of RFX: [Text]
Status: [Dropdown]
Processed Since: [Dropdown]
Purchasing Organization: [Dropdown]
Product Category: [Dropdown]
Submission Deadline: [Dropdown]
My RFX: [Checkbox]
Purchase Group: [Dropdown]
Number of RFX responses: [Text] To
Supplier: [Dropdown]
Item Product: [Dropdown]

Apply Clear

View: [Standard View] Create RFX Copy **Display** Edit Delete Publish Responses and Awards Print Preview Refresh Export

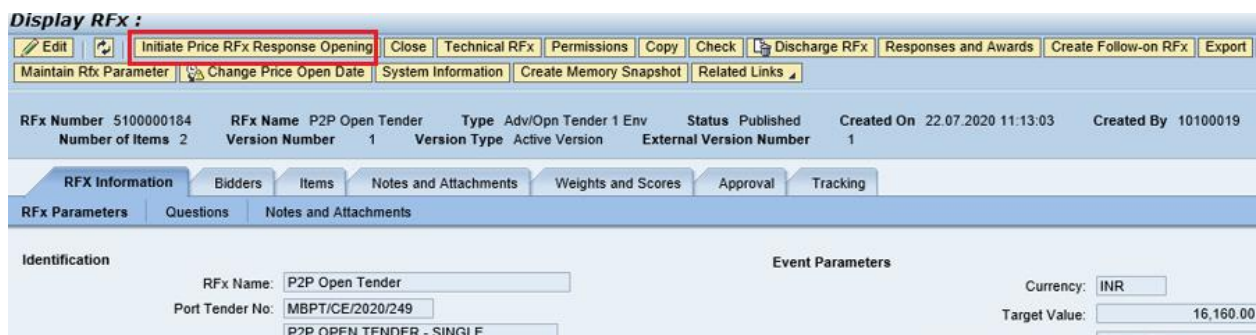
RFX Number	RFX Name	Type	Status	RFX Category	Purchasing Organization	Submission Deadline	Responses
5100000184	P2P Open Tender	ZAT1	Published		Mumbai Port Trust Purchase Organisation	22.07.2020	3

31.1.2 RFX will be visible in another window and it will be in display mode. Click on the “Initiate Price RFX Response Opening” button. This button will be active, once the Price RFX

SAP User Manual for E2E Material and Service Procurement

Response Opening Date & time is reached and the technical response activities are completed.

A new window will get popped-up. Provide the password and click on “Acknowledge” button.



The screenshot shows the SAP 'Display RFX' screen. At the top, there is a toolbar with buttons like 'Initiate Price RFX Response Opening', 'Close', 'Technical RFX', 'Permissions', 'Copy', 'Check', 'Discharge RFX', 'Responses and Awards', 'Create Follow-on RFX', and 'Export'. Below the toolbar, there is a header section with fields for 'RFX Number', 'RFX Name', 'Type', 'Status', 'Created On', and 'Created By'. The main content area has tabs for 'RFX Information', 'Bidders', 'Items', 'Notes and Attachments', 'Weights and Scores', 'Approval', and 'Tracking'. Under 'RFX Information', there are sub-tabs for 'RFX Parameters', 'Questions', and 'Notes and Attachments'. The 'Identification' section contains fields for 'RFX Name', 'Port Tender No.', and 'P2P OPEN TENDER - SINGLE'. The 'Event Parameters' section contains fields for 'Currency' and 'Target Value'.



The screenshot shows a 'Simultaneous Logon' dialog box. It has a title bar with 'Simultaneous Logon' and window control buttons. The main area contains a 'User ID' field with the value '10100019' and a '* Password' field with masked characters. Below these fields are 'Acknowledge' and 'Cancel' buttons. A 'Process Details' section contains a 'Process Start-End Time' field with the value '00:00:00 - 00:00:00'. A 'Help' section contains a message: 'Enter your system password for secondary verification. The password is checked against the system.' At the bottom, there is a 'Close' button.

31.1.3 Below screen will get displayed and it will display the list of user's responsible for Opening the price RFX response. Click on “Close” button to close this window.

31.1.4 Email notification will be triggered to the user's for performing the price RFX response activity.



SAP User Manual for E2E Material and Service Procurement

31.1.5 User need to follow the steps mentioned in Section#1.1 to login to EBS portal & SSO to SRM portal.

Click on “Strategic Purchasing” tab and then click on “Strategic Sourcing” link. At the right side panel in the Search criteria screen provide the RfX number and then click on “Apply” button.

This particular RfX will be displayed, select the RfX and click on “Display” button. Simultaneously you can also click on the RfX number to open the RfX.

Please see the screenshot below.

The screenshot shows the E-Procurement Portal interface. The top navigation bar includes 'Home' and 'Strategic Purchasing' (highlighted with a red box). Below this is a sidebar with various menu items like 'Strategic Sourcing', 'Contract Management', and 'Services'. The main content area displays search criteria for an RfX. The 'Number' field is filled with '5100000184' and is highlighted with a red box. Other fields include 'RfX Type', 'Name of RfX', 'Status', 'Processed Since', 'Purchasing Organization', 'Product Category', 'Submission Deadline', 'My RfX', 'Purchase Group', 'Number of RfX responses', 'Supplier', and 'Item Product'. At the bottom of the search criteria, there are 'Apply' and 'Clear' buttons. Below the search criteria is a table with columns: RfX Number, RfX Name, Type, Status, RfX Category, Purchasing Organization, Submission Deadline, and Responses. The table contains one row with the following data: RfX Number: 5100000184, RfX Name: P2P Open Tender, Type: ZAT1, Status: Published, RfX Category: Mumbai Port Trust Purchase Organisation, Submission Deadline: 22.07.2020, Responses: 3. The 'Display' button in the table's action column is highlighted with a red box.

RfX Number	RfX Name	Type	Status	RfX Category	Purchasing Organization	Submission Deadline	Responses
5100000184	P2P Open Tender	ZAT1	Published	Mumbai Port Trust Purchase Organisation	Mumbai Port Trust Purchase Organisation	22.07.2020	3

31.1.6 RfX will be visible in another window and it will be in display mode.

Click on the “Open Price RfX Response Opening” button. This button will be active, once Buyer has initiated the price opening process.

A new window will get popped-up. Provide the password and click on “Acknowledge” button.

SAP User Manual for E2E Material and Service Procurement

Display RFX :

RFX Number	5100000184	RFX Name	P2P Open Tender	Type	Adv/Opn Tender 1 Env	Status	Published	Created
Number of Items	2	Version Number	1	Version Type	Active Version	External Version Number		1

RFX Information | Bidders | Items | Notes and Attachments | Weights and Scores | Approval | Tracking

RFX Parameters | Questions | Notes and Attachments

Identification

RFX Name:

Port Tender No:

Event Parameters

31.1.7 Provide the password and click on “Acknowledge” button. Below message will be displayed and then click on “Close” button to close this window.

der 2 Env Status Published Created On 19.07.2020 17:43:48

ersion

Simultaneous Logon

User ID:


* Password:

Process Details

Process Start-End Time: -

Process Time Remaining

00:03:27

 **Help**

Enter your system password for secondary verification. The password is checked against the system.

31.1.8 Similarly, other users can perform their activity of acknowledging the price RFX response opening. The above process is through Simultaneous logon i.e. multiple users can login and perform the activity simultaneously.



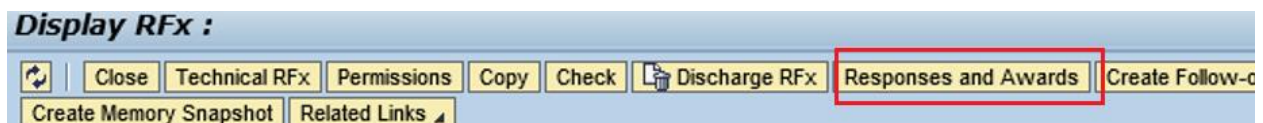
SAP User Manual for E2E Material and Service Procurement

11.2. Price Comparative Statement

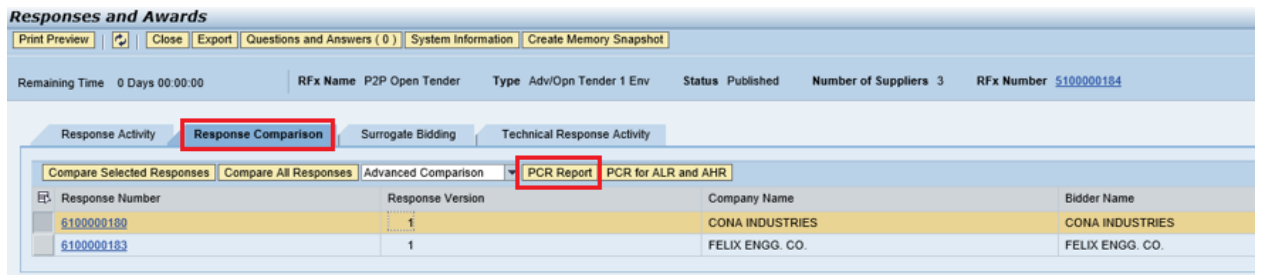
31.2.1 Now we need to perform the PCR activity as this is a common process to be performed for all tender types.

There is always as possibility that the tender committee members may be required to change due to non-availability or transfer etc. In such scenarios, Buyer can always modify the user's in the Permission Tab. New users can be added or for the existing user's the roles can be modified.

To access the PCR report, click on **“Response and Awards”** button as mentioned in the below screenshot.



31.2.2 A new window will get opened. Select the **“Response Comparison”** tab and click on the **“PCR Report”** button. Please see screenshot below.



31.2.3 A new window will be displayed as shown below. Buyer needs to maintain his comments in the **“Overall Comments”** column and then click on **“Save”** button.



SAP User Manual for E2E Material and Service Procurement

SAP Price Comparative Statement

Rfx No: 510000184
Purchase Org: Mumbai Port Trust Purchase Organisation

Price Comparative Statement

S.No.	Description of the work	Unit	Qty	Trust Estimate Rate/Unit	Trust Estimate Amount in Rs	CONA INDUSTRIES Rate/Unit	CONA INDUSTRIES Amount in Rs	FELIX ENGG. CO. Rate/Unit	FELIX ENGG. CO. Amount in Rs
1	OIL BOUND DISTEMPER / ACRYLIC	KG	280.000	43.75	12250.00	49.00	13720.00	52.00	14560.00
	Ranking For Item						Rank 1		Rank 2
2	Earthwork	AU	1.000	0.00	0.00	0.00	0.00	0.00	0.00
3	Earthwork upto 1.5 Mtrs. depth in bulk	M3	10.000	391.00	3910.00	149.00	1490.00	95.00	950.00
	Ranking For Item						Rank 2		Rank 1
	Differ from Estimate Cost(in %)						5.88-		4.02-
	BASIC COST								

Buyer's Comments

Buyer's Overall Comments:

31.2.4 The price comparative report also contains the list of user's responsible for performing the Scrutiny and review committee activities.

Buyer's Overall Comments:

Scrutiny Team Comments / Remarks

User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100019	LATA DATE			00:00:00	
10100027	HEMANT SHIVKAR			00:00:00	

Committee Comments / Remarks

User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100017	MUKESH NAWANI			00:00:00	
10100018	ABDUL QAIYUM CHOUGULE			00:00:00	

Save Maintain Workflow Sequence Forward PDF Close

These users are determined based on those maintained in Permission tab.



SAP User Manual for E2E Material and Service Procurement

31.2.5 Once the overall comments are saved, Buyer needs to click on “Maintain Workflow Sequence” button.

Buyer's Overall Comments:

Scrutiny Team Comments / Remarks

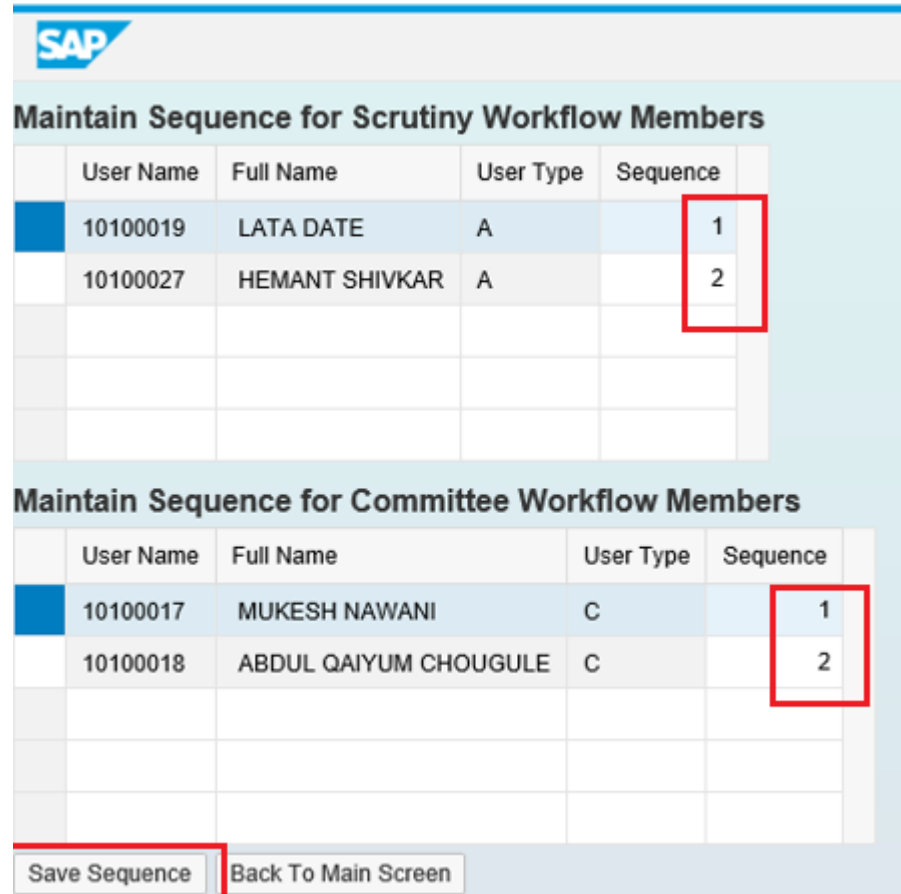
User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100019	LATA DATE			00:00:00	
10100027	HEMANT SHIVKAR			00:00:00	

Committee Comments / Remarks

User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100017	MUKESH NAWANI			00:00:00	
10100018	ABDUL QAIYUM CHOUGULE			00:00:00	

31.2.6 A new window will get opened. Provide the sequences and then click on “Save Sequence” button. Then click on “Back to Main Screen” button. The window will get closed and user will be re-directed to the main PCR report screen.

SAP User Manual for E2E Material and Service Procurement



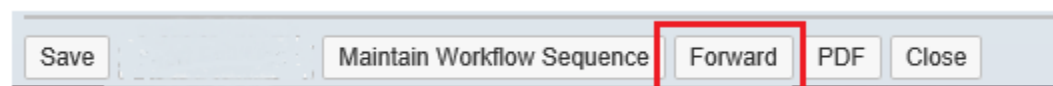
The screenshot shows two SAP tables for maintaining workflow member sequences. The first table, 'Maintain Sequence for Scrutiny Workflow Members', lists users 10100019 (LATA DATE) and 10100027 (HEMANT SHIVKAR) with sequence numbers 1 and 2. The second table, 'Maintain Sequence for Committee Workflow Members', lists users 10100017 (MUKESH NAWANI) and 10100018 (ABDUL QAIYUM CHOUGULE) with sequence numbers 1 and 2. Both sequence numbers are highlighted with red boxes. At the bottom, the 'Save Sequence' button is also highlighted with a red box.

User Name	Full Name	User Type	Sequence
10100019	LATA DATE	A	1
10100027	HEMANT SHIVKAR	A	2

User Name	Full Name	User Type	Sequence
10100017	MUKESH NAWANI	C	1
10100018	ABDUL QAIYUM CHOUGULE	C	2

Buttons: Save Sequence, Back To Main Screen

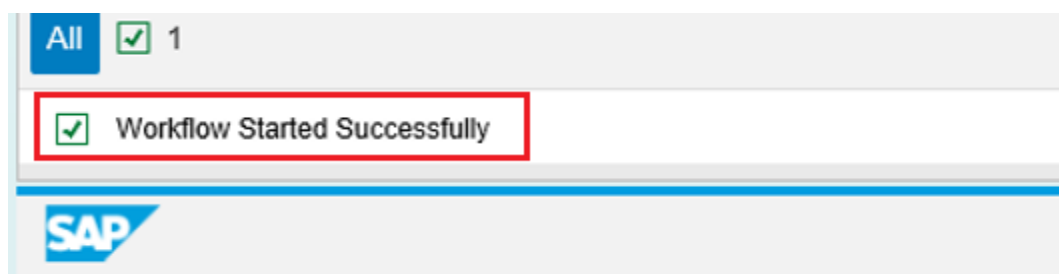
31.2.7 Now Buyer needs to click on “Forward” button as shown below to trigger the workflow.



The screenshot shows the bottom toolbar of the SAP screen. The 'Forward' button is highlighted with a red box, indicating the next step in the process.

Buttons: Save, Maintain Workflow Sequence, Forward, PDF, Close

System will display message as shown in below screenshot.



The screenshot shows a message box with a green checkmark and the text 'Workflow Started Successfully'. The message box is highlighted with a red box.

Message: Workflow Started Successfully

11.3. Approving PCR

31.3.1 Follow the process of logging to EBS portal as detailed in section 1.1

SAP User Manual for E2E Material and Service Procurement

31.3.2 Once the user is redirected to the SRM portal through SSO, below screen will be displayed. Here the PCR report approver needs to navigate to “Home” tab and then click on “Tasks” tab. Under “Tasks” system will display

Click on the work item displayed in the tasks list as shown below.



31.3.3 A new window will get displayed as shown below.

Scrutiny member can input his comments and either click on “Submit” button to provide his acceptance.



If there are some clarifications required from Buyer, then the scrutiny member needs to click on “Return” button. The workflow will be re-triggered back to Buyer and Buyer is required to provide satisfactory justification and then again trigger the workflow.

Scrutiny team also can view the comments provided by the previous members by clicking on the “PCR pdf” button. System will display the report in pdf format.

Click on the “Close” button to close this screen.

31.3.4 Once the comments are submitted or the work-item is returned message “Data updated successfully” will be displayed. Please see the screenshot below.

31.3.5 Based on the number of user’s selected for performing review committee activities the workflow will get triggered to the subsequent user’s.



SAP User Manual for E2E Material and Service Procurement

31.3.6 Similar steps need to be repeated by the other review committee members to login to EBS portal and submit their recommendation's.

31.3.7 Once all the review committee members have completed their activities, the PCR process will be completed.

31.3.8 Based on the comments received from the review committee, Buyer i.e. the tender creator has to perform the further activities of initiating the awarding for the L1 bidder.

31.3.9 Initiation for awarding is explained in the next section.

SAP Price Comparative Statement

Rfx No: 5100000184
Purchase Org: Mumbai Port Trust Purchase Organisation

Price Comparative Statement

S.No.	Description of the work	Unit	Qty	Trust Estimate Rate/Unit	Trust Estimate Amount in Rs	CONA INDUSTRIES Rate/Unit	CONA INDUSTRIES Amount in Rs	FELIX ENGG. CO. Rate/Unit	FELIX ENGG. CO. Amount in Rs
1	OIL BOUND DISTEMPER / ACRYLIC	KG	280.000	43.75	12250.00	49.00	13720.00	52.00	14560.00
	Ranking For Item						Rank 1		Rank 2
2	Earthwork	AU	1.000	0.00	0.00	0.00	0.00	0.00	0.00
3	Earthwork upto 1.5 Mtrs. depth in bulk	M3	10.000	391.00	3910.00	149.00	1490.00	95.00	950.00
	Ranking For Item						Rank 2		Rank 1
	Differ from Estimate Cost(in %)						5.88-		4.02-
	BASIC COST								

12. Award Response

12.1 Buyer i.e. tender creator once receives review comments and recommendations from the committed the next step is to initiate for awarding the L1 bidder.

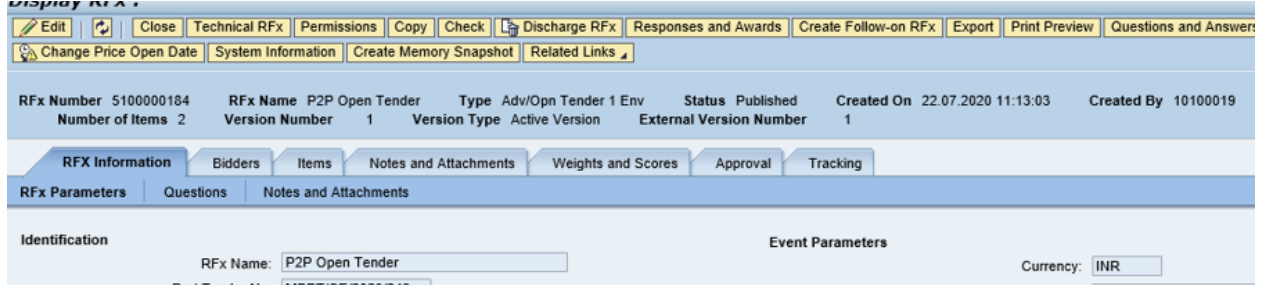
12.2 To do this activity, Buyer needs to login to the EBS portal by following the steps mentioned in section 1.1

12.3 Under the POWL screen, user can search for the particular Rfx or select the particular Rfx from the dashboard and click on "Display" button. The other way, is to click on the Rfx number link to display the Rfx.

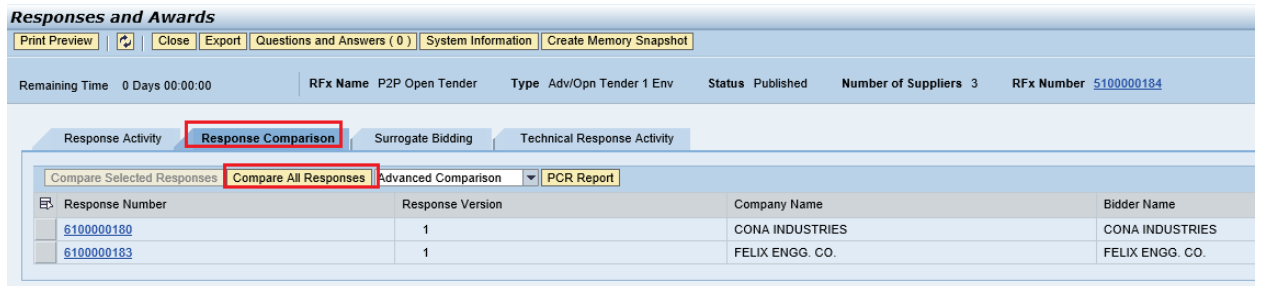
12.4 Rfx will be displayed in another screen. Click on the "Response and Awards" button as shown below.



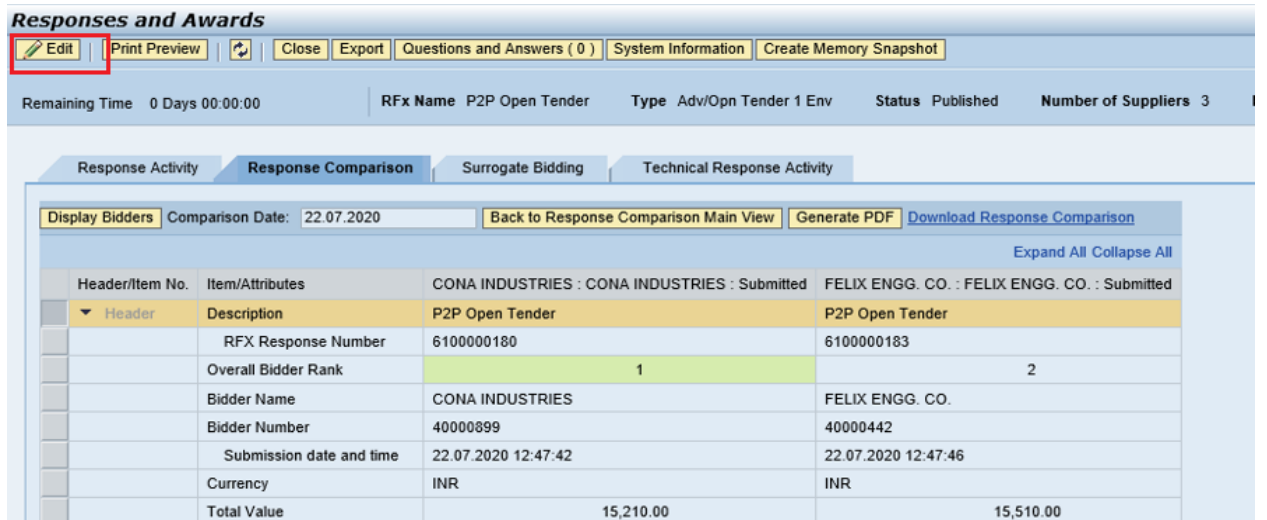
SAP User Manual for E2E Material and Service Procurement



12.5 A new screen will be displayed as shown below. Go to the “Response Comparison” tab and click on “Compare All Responses” button.



12.6 A new screen will be displayed as shown below. Click on “Edit” button to proceed further to award the RFX response.



12.7 After user Edit’s, Accept field check box will be enabled. Check the box and then click on “Award” button as shown below.



SAP User Manual for E2E Material and Service Procurement

Responses and Awards

Print Preview Close Display **Award** Export Questions and Answers (0) System Information Create Memory Snapshot

Remaining Time 0 Days 00:00:00 RFX Name P2P Open Tender Type Adv/Opn Tender 1 Env Status Published Number of Suppliers

Response Activity **Response Comparison** Surrogate Bidding Technical Response Activity

Display Bidders Comparison Date: 22.07.2020 Back to Response Comparison Main View Generate PDF Download Response Comparison

Expand All Collapse All

Header/Item No.	Item/Attributes	CONA INDUSTRIES : CONA INDUSTRIES : Submitted	FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted
Header	Description	P2P Open Tender	P2P Open Tender
Item:	Short Text	OIL BOUND DISTEMPER / ACRYLIC	OIL BOUND DISTEMPER / ACRYLIC
	Item-Level Rank	1	2
	Unit	KG	KG
	Net value	13,720.00	14,560.00
	Net Price	49.00	52.00
	Quantity	280	280
	Product Cat.	31211502	31211502
	Currency	INR	INR
	Deviation From RFX Response	0.000 %	6.122 %
	Accept	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Item:	Short Text	Earthwork	Earthwork
	Item-Level Rank	2	1

12.8 The response will be accepted in the system and it will follow an approval process. Below message will be displayed once the RFX response is awarded in system.

Responses and Awards

Edit Print Preview Close Export Questions and Answers (0) System Information Create Memory Snapshot

RFX response 6100000180 (P2P Open Tender) accepted

Remaining Time 0 Days 00:00:00 RFX Name P2P Open Tender Type Adv/Opn Tender 1 Env Status Published Number of Suppliers 3

Response Activity **Response Comparison** Surrogate Bidding Technical Response Activity

Display Bidders Comparison Date: 22.07.2020 Back to Response Comparison Main View Generate PDF Download Response Comparison

Expand All Collapse All

Header/Item No.	Item/Attributes	CONA INDUSTRIES : CONA INDUSTRIES : Awaiting Approval	FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted
Header	Description	P2P Open Tender	P2P Open Tender
Item:	Short Text	OIL BOUND DISTEMPER / ACRYLIC	OIL BOUND DISTEMPER / ACRYLIC
Item:	Short Text	Earthwork	Earthwork
Item:	Short Text	Earthwork upto 1.5 Mtrs. depth in bulk	Earthwork upto 1.5 Mtrs. depth in bulk
Total Accepted Items Value:		15,210.00	
Best Bid Value:		14,670.00	

12.9 Buyer can check the approvers under the "Approval" tab as shown in screenshot below.



SAP User Manual for E2E Material and Service Procurement

Current Status: Active

Current Process Step: SRM RFx Response/Bid Approval

Currently Processed By: MANDAR PARKAR

Approval Process Data: [Download as XML](#)

Follow Up: Work Item to Requester at Process End

Sequence	Process Step	Level Status	Status	Processor Determination	Processor	Received On
001	SRM RFx Response/Bid Approval	Active (Assigned Process is Running)	Open (No Decision Made)	Get Manager of P. Group (Header) for Appr. for RFx Response	MANDAR PARKAR	20/07/2020 19

13. RFx Response Approval

- 13.1 Approver needs to login to EBS portal and follow steps mentioned in section 1.1
- 13.2 RFx Response Approver need to navigate to “Home” tab and then select the “Tasks” tab. The work item will be visible as shown below.

E - PROCUREMENT PORTAL

Welcome MANDAR PARKAR (10100010)
Login Time:22/07/2020 13:03.24 IST

Subject	Sent Date	Due Date	Status
Approve RFx Response P2P Open Tender Number 6100000180	Today		New

- 13.3 Click on the “Approve RFX Response 61xxxxxxx” link. A new screen will get displayed. Click on “Approve” button. Once approved, Buyer i.e. tender creator will be able to create Purchase Order or Contract against this L1 response.

Approve RFx Response:

Approve Reject Print Preview Close Save LOA System Information Create Memory Snapshot

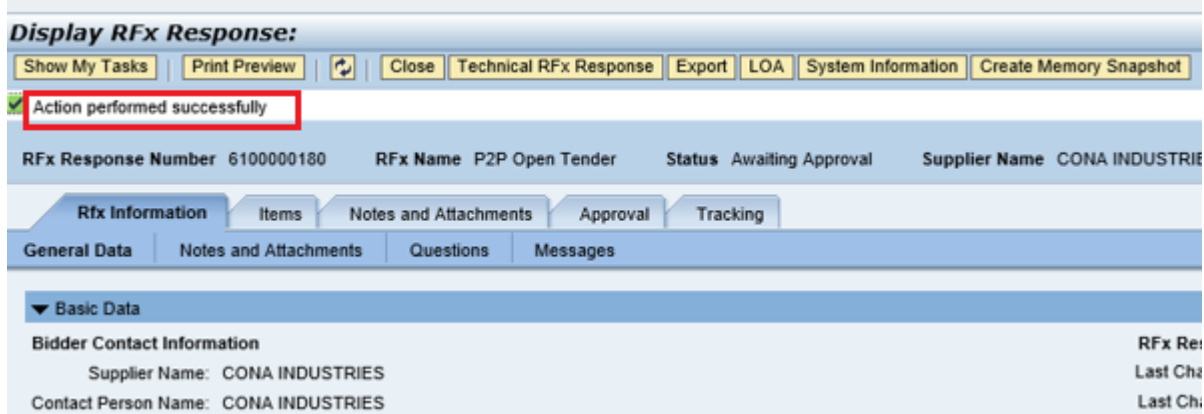
RFx Response Number: 6100000180 RFx Name: P2P Open Tender Status: Awaiting Approval Supplier Name: CC

Rfx Information Items Notes and Attachments Approval Tracking

General Data Notes and Attachments Questions Messages

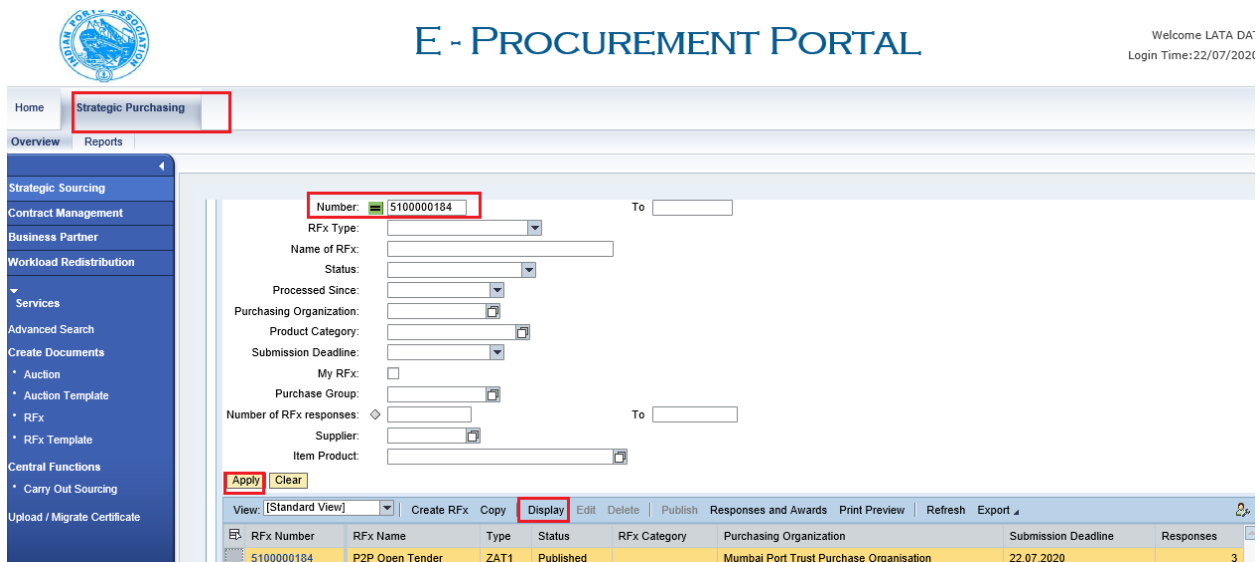


SAP User Manual for E2E Material and Service Procurement



14. Create Purchase Order

- 14.1 This is a final step wherein Buyer will be converting the response for the L1 bidder to either Purchase order / Service Order or Contract.
- 14.2 To perform this activity, Buyer needs to login to the EBS portal by following the steps mentioned in section 1.1
- 14.3 Under the POWL screen, user can search for the particular RFX or select the particular RFX from the dashboard and click on “Display” button. The other way, is to click on the RFX number link to display the RFX.



- 14.4 RFX will be displayed in another screen. Click on the “Response and Awards” button as shown below.



SAP User Manual for E2E Material and Service Procurement

Display RFx :

Close Technical RFx Permissions Copy Check Discharge RFx **Responses and Awards** Export Print Preview Qu

Create Memory Snapshot Related Links

RFx Number 5100000184 RFx Name P2P Open Tender Type Adv/Opn Tender 1 Env Status Published Created

Number of Items 2 Version Number 1 Version Type Active Version External Version Number 1

RFX Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking

14.5 A new screen will be displayed as shown below. Go to the “Response Comparison” tab and click on “RFx Response number” link.

Responses and Awards

Print Preview Close Export Questions and Answers (0) System Information Create Memory Snapshot

Remaining Time 0 Days 00:00:00 RFx Name P2P Open Tender Type Adv/Opn Tender 1 Env Status Published Num

Response Activity Response Comparison Surrogate Bidding Technical Response Activity

Details Response On Behalf Return Response Contract Mass Update

Response Number	Response Status	Company Name	Bidder Name	Intent
6100000180	Accepted	CONA INDUSTRIES	CONA INDUSTRIES	◆
6100000183	Submitted	FELIX ENGG. CO.	FELIX ENGG. CO.	◆
6100000184	Rejected	M/S. A. A. TRADERS,	A. A. TRADERS,	◆

14.6 RFx response will get displayed in another screen as shown below.

Display RFx Response:

Print Preview Close Technical RFx Response Export Create Purchase Order Simulate and Create Purchase Order Create Contract Publish To Catalog LOA System Information Create Memory Snapshot

RFx Response Number 6100000180 RFx Name P2P Open Tender Status Accepted Supplier Name CONA INDUSTRIES Total Value 15,210.00 INR RFx Number 5100000184

Rfx Information Items Notes and Attachments Approval Tracking

General Data Notes and Attachments Questions Messages

Basic Data

Bidder Contact Information
 Supplier Name: CONA INDUSTRIES
 Contact Person Name: CONA INDUSTRIES
 E-Mail: ag00615222@techmahindra.com
 Fax:
 Phone: 2342323443

RFx Response Information
 Last Changed On: 22.07.2020 13:05:22 INDIA
 Last Changed By: MANDAR PARKAR
 Creation Date: 22.07.2020 11:55:50 INDIA
 Created By: Mr. CONA INDUSTRIES

Event Parameters
 Process Type: QUOT
 Currency: Indian Rupee
 Detailed Price Information: Simple Price
 Follow-On Document: Purchase Order or Contract
 Target Value of RFx in Original Currency: 16,160.00 INR
 Target Value of RFx in Selected Currency: 16,160.00 INR
 Net Value of Header Items: 15,210.00 INR
 Terms of Payment:

Service and Delivery
 Incoterm:

Status and Statistics
 Created On: 22.07.2020 11:55:50 INDIA
 Created By: Mr. CONA INDUSTRIES
 Last Processed On: 22.07.2020 13:05:22 INDIA
 Last Processed By: MANDAR PARKAR

Organization
 Responsible Purchasing Organization: 50000634 Mumbai Port Trust Purchase Organisation
 Responsible Purchasing Group: 50000769 Civil Department Purchase Group

Port Tender No: MBPT/CE/2020/249
 Tender Description: P2P OPEN TENDER - SINGLE ENVELOPE



SAP User Manual for E2E Material and Service Procurement

14.7 Click on "Create Purchase Order" button as shown in screenshot below.

The screenshot shows the SAP 'Display RFX Response' interface for RFX 6100000180. The 'Create Purchase Order' button in the top toolbar is highlighted. The interface includes tabs for 'Rfx Information', 'Items', 'Notes and Attachments', 'Approval', and 'Tracking'. The main content area is divided into sections: 'Basic Data', 'Bidder Contact Information', 'RFX Response Information', 'Event Parameters', 'Service and Delivery', and 'Status and Statistics'. Bidder Contact Information for CONA INDUSTRIES is shown, including contact details and phone number. Event Parameters include Process Type (QUOT), Currency (Indian Rupee), and Target Value (15,210.00 INR). Service and Delivery details include Incoterm and Tender Description (P2P OPEN TENDER - SINGLE ENVELOPE).

14.8 A new window will be popped-up, Select the transaction type and then click on "Create Purchase Order" button.

This screenshot is similar to the previous one but for RFX 6100000154. The 'Create Purchase Order' button in the top toolbar is highlighted with a red box. The interface shows details for Bidder Contact Information (FELIX ENGG. CO.), Event Parameters (Process Type: QUOT, Currency: Indian Rupee, Target Value: 109,415.00 INR), and Status and Statistics (Created On: 19.07.2020 18:41:52 INDIA).



SAP User Manual for E2E Material and Service Procurement

Display RFX Response:

The screenshot shows the SAP RFX Response interface. At the top, there are navigation buttons: Print Preview, Close, Technical RFX Response, Export, Create Purchase Order, Simulate and Create Purchase Order, Create Contract, Publish To Catalog, LOA, and System. Below this, the RFX details are displayed: RFX Response Number 6100000180, RFX Name P2P Open Tender, Status Accepted, Supplier Name CONA INDUSTRIES, and Total Value 15,210.00 INR. The 'Basic Data' section is expanded, showing Bidder Contact Information (Supplier Name: CONA INDUSTRIES, Contact Person Name: CONA INDUSTRIES, E-Mail: ag00615222@techmahindra.com, Phone: 2342323443) and Event Parameters (Process Type: QUOT, Currency: Indian Rupee, Detailed Price Information: Simple Price, Follow-On Document: Purchase Order or Contract, Target Value of RFX in Original Currency: 16,160.00 INR, Target Value of RFX in Selected Currency: 16,160.00 INR, Net Value of Header Items: 15,210.00 INR). A 'Create Purchase Order' dialog box is open in the foreground, showing a table with the following data:

Transaction Type	Description
ZZNB	STD Purchase Order

Buttons for 'Create Purchase Order' and 'Cancel' are visible at the bottom of the dialog box.

14.9 PO will be created and replicated to backend system.

System will display message as “PO 4xxxxxxx” is in the process of transfer to back-end system” as shown in screenshot below

Please see the screenshot below of the PO that has got replicated to backend Hana system. This PO will be available for further processing.

The screenshot shows the SAP STD Purchase Order 4000010070 Created by PI_USER. The document overview includes fields for Vendor (40000899 CONA INDUSTRIES) and Doc. Date (22.07.2020). The release strategy is set to 'D1' (Rel Strategy for PO) and the release indicator is 'G' (Released). A table shows the release strategy details:

Code	Description	Status
P1	Approver 1	✓
P2	Approver 2	✓
P3	Approver 3	✓
P4	Approver 4	✓

Below the release strategy table, a table lists the items in the purchase order:

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Ld
	1	K	D		Earthwork		1	AU D 30.07.2020	1,490.00	INR	1	AU	Constructio...	Mumbai Port Trust	
	11			1000000590	OIL BOUND DISTEMPER ...	280	KG	D 01.08.2020	49.00	INR	1	KG	Water base...	Mumbai Port Trust	MZCMEI

The 'Add Planning' button is visible at the bottom right of the screen.



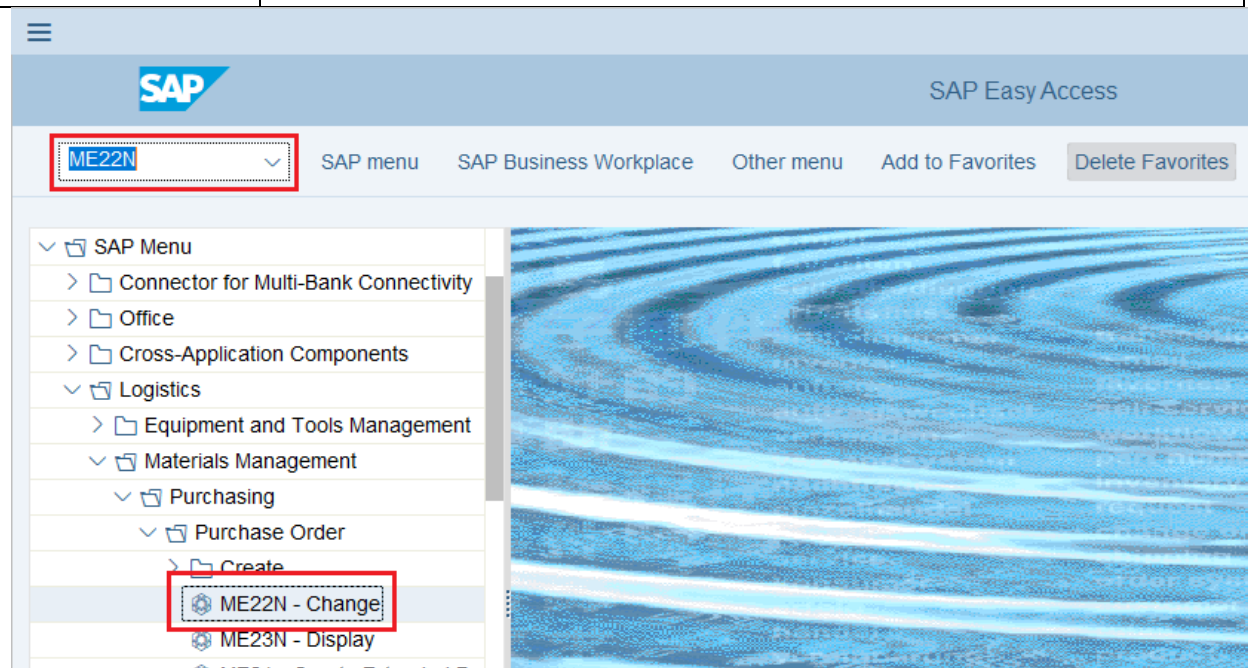
SAP User Manual for E2E Material and Service Procurement

15. Change Purchase Order/ Work Order:

Step 1:

- Enter Transaction code **ME22N** in command Bar and Press Enter or follow the below navigation menu path.

Transaction Code	ME22N
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Change → ME22N – Vendor/ Supplying Plant Known



SAP User Manual for E2E Material and Service Procurement

Step 2:

- Click on “Other Document” button.

STD Purchase Order 450200027 Created by Sridhar Thangavel

Document Overview On Create Display/Change **Other Purchase Order** Check Print Preview Messages Help More

ZZNB STD Purchase Order 450200027 Vendor: 40000037 JAGADEESH ENTERPRISES Doc. Date: 06.07.2020

St.	Item A I	Material	Short Text	Quantity	OUn	C	Delivery Date	Net Price	Crcy	Per	OPU	Material Group
	10	3100000280	DIVALPROEX SODIUM 500MG TAB	12	EA	D	06.07.2020	12.00	INR		1 EA	Medical facility
								0.00	INR		0	
								0.00	INR		0	
								0.00	INR		0	

Step 3:

- Enter Purchase Order Number: **4000010070**
- Click on **Other Document** Button.

STD Purchase Order 4000010067 Created by PI_USER

Document Overview On Create Display/Change Other Purchase Order Check Print Preview Messa

ZZNB STD Purchase Order 4000010067 Doc. Date: 21

Select Document

Pur. Order: **4000010070**

Pur. Order
 Purch. Requisition
 SRM Contract

Other Document Cancel

Enter Purchase Order Number and Click on **Other Document** Button

Quantity	OUn	C	Delivery Date	Net Price	Crcy
1	AU	D	18.09.2020	153,272.00	INR
1	AU	D	18.09.2020	778,541.40	INR
1	AU	D	18.09.2020	10,192.00	INR
1	AU	D	18.09.2020	5,703,894.00	INR
200	L	D	30.07.2020	120.84	INR
150	KG	D	30.07.2020	42.87	INR
				0.00	INR
				0.00	INR
				0.00	INR
				0.00	INR
				0.00	INR

SAP User Manual for E2E Material and Service Procurement

Step 4:

- Once Purchase Order opened in the system Click on the “Header” icon

The screenshot shows the SAP Purchase Order header screen. A red box highlights the 'Header' icon in the top left corner, with a callout bubble pointing to it that says 'Click on Header icon'. The main area displays a table with columns: St., Item A, Material, Short Text, Quantity, OUn, C, Delivery Date, Net Price, CrCy, Per, OPU, Material Group, Plant, and Stor. Locati. The table contains two rows of data. Below the table, there are tabs for 'Services', 'Limits', 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice', 'Conditions', 'India', 'Account Assignment', and 'Purchase...'. The 'Purchase...' tab is currently selected.

Step 5:

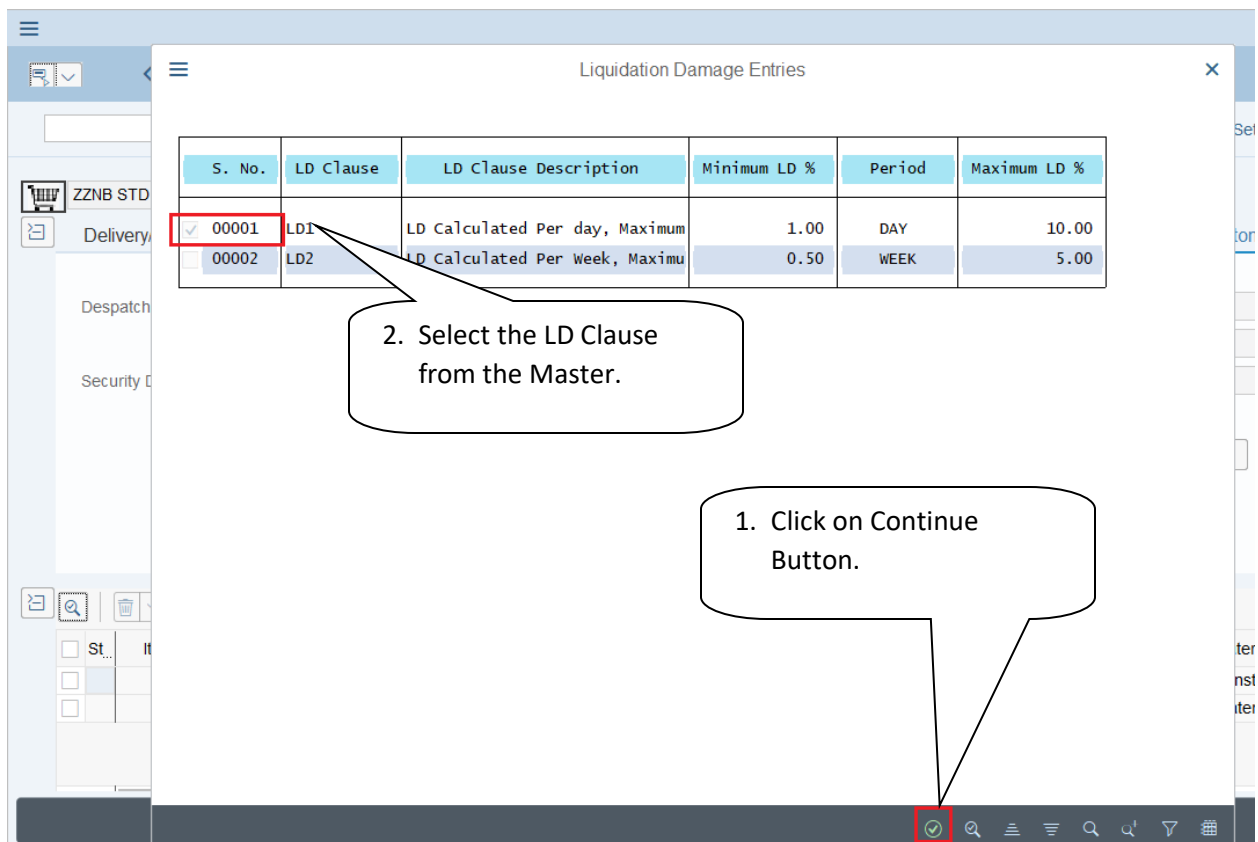
- Open “LD Clauses” Master List under “Customer Data” Tab

The screenshot shows the SAP Purchase Order 'Customer Data' tab. A red box highlights the 'Customer Data' tab in the top right corner, with a callout bubble pointing to it that says '2. Customer Data Tab'. Another red box highlights the 'LD Clauses' button at the bottom of the screen, with a callout bubble pointing to it that says '1. Open LD Clauses Master Data'. The main area displays various fields for customer data, including 'Despatch / Delivery Instructions', 'Insurance Policy No.', 'Security Deposit', 'GeM Purchase Order', and 'RFX No.'. There is also a 'Terms & Conditions' button at the bottom right.

SAP User Manual for E2E Material and Service Procurement

Step 6:

- Select the Liquidity Damage Clause and Click on Continue Button.



The screenshot shows the 'Liquidation Damage Entries' dialog box in SAP. The table below lists the entries:

S. No.	LD Clause	LD Clause Description	Minimum LD %	Period	Maximum LD %
<input checked="" type="checkbox"/> 00001	LD1	LD Calculated Per day, Maximum	1.00	DAY	10.00
<input type="checkbox"/> 00002	LD2	LD Calculated Per Week, Maximum	0.50	WEEK	5.00

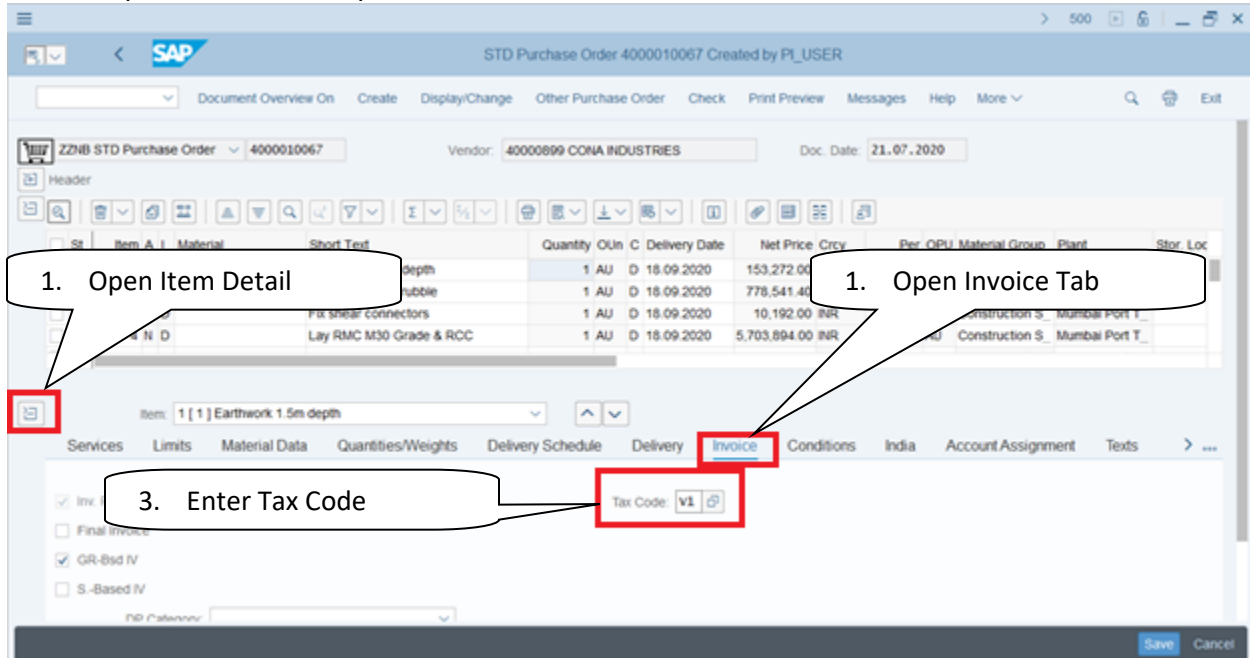
Callout 1: A red box highlights the 'Continue' button in the bottom right corner of the dialog box. The text reads: "1. Click on Continue Button."

Callout 2: A red box highlights the '00001' entry in the table. The text reads: "2. Select the LD Clause from the Master."

SAP User Manual for E2E Material and Service Procurement

Step 7:

- Open Item Detail Update the Tax Code



The screenshot shows the SAP interface for an STD Purchase Order (4000010067) created by PL_USER. The vendor is 40000899 CONA INDUSTRIES and the document date is 21.07.2020. The interface includes a header, a table of items, and a detailed view for the selected item 'Earthwork 1.5m depth'. The 'Invoice' tab is selected, and the 'Tax Code' field is set to 'V1'. Annotations with callouts indicate the following steps:

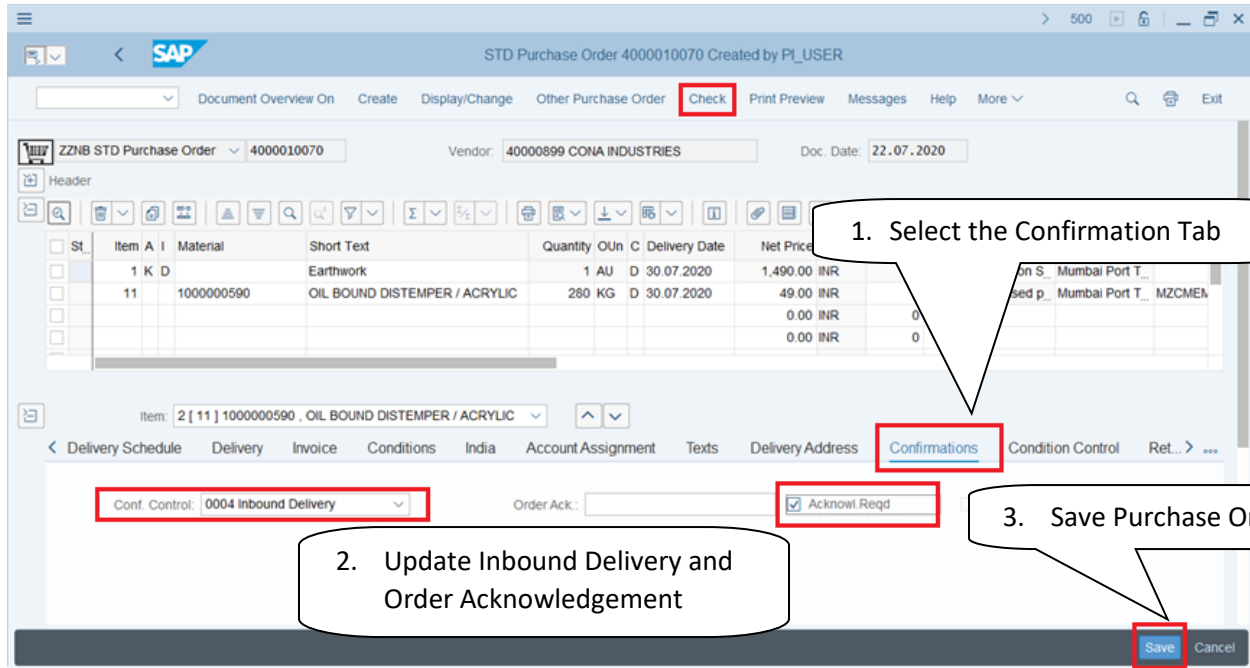
- 1. Open Item Detail (points to the item selection icon)
- 1. Open Invoice Tab (points to the 'Invoice' tab)
- 3. Enter Tax Code (points to the 'Tax Code' field)

St	Item A	Material	Short Text	Quantity	OU	C	Delivery Date	Net Price	Crcy	Per	GRU	Material Group	Plant	Stor	Loc
			depth	1	AU	D	18.09.2020	153,272.00							
			subtle	1	AU	D	18.09.2020	778,541.40							
			Fix screw connectors	1	AU	D	18.09.2020	10,192.00	INR						
			Lay RMC M30 Grade & RCC	1	AU	D	18.09.2020	5,703,894.00	INR						

SAP User Manual for E2E Material and Service Procurement

Step 8:

- Under **Confirmation Tab** select the **Inbound Delivery** and select **Acknowledge Required Check Box** and **Save the Purchase Order**.




The screenshot shows the SAP interface for an STD Purchase Order. The document title is "STD Purchase Order 4000010070 Created by PI_USER". The vendor is "40000899 CONA INDUSTRIES" and the document date is "22.07.2020". The "Confirmations" tab is selected, and the "Conf. Control" is set to "0004 Inbound Delivery". The "Order Ack." checkbox is checked, labeled "Acknowl Reqd". The "Save" button is highlighted at the bottom right. Three callout boxes provide instructions: "1. Select the Confirmation Tab" points to the "Confirmations" tab; "2. Update Inbound Delivery and Order Acknowledgement" points to the "Conf. Control" dropdown and the "Acknowl Reqd" checkbox; "3. Save Purchase Order" points to the "Save" button.

St.	Item A I	Material	Short Text	Quantity	OUn	C	Delivery Date	Net Price
	1	K D	Earthwork	1	AU	D	30.07.2020	1,490.00 INR
	11	1000000590	OIL BOUND DISTEMPER / ACRYLIC	280	KG	D	30.07.2020	49.00 INR
								0.00 INR
								0.00 INR

Step 9:

- Click on **Check** Button. System will check for errors in document. If no errors found,

 No messages issued during check

system will show “ ” Message.

- Click on **Save** Button. System will Create Purchase Order document & displays “

 STD Purchase Order 4000010070 changed

” message.

SAP User Manual for E2E Material and Service Procurement

16. Release Purchase Order:

Step 1:

- Login as **Approver 1** (Assistant Engineer) in SAP System

Step 2:

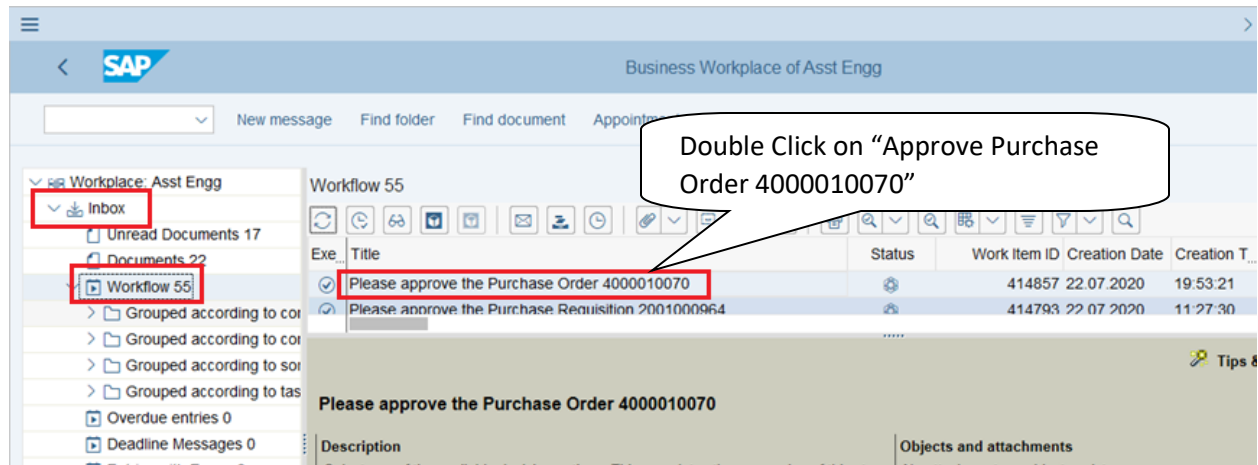
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace

SAP User Manual for E2E Material and Service Procurement

Step 3:

- Expand “Inbox” button, under workflow “Please Approve Purchase Order 4000010070” message will appear.

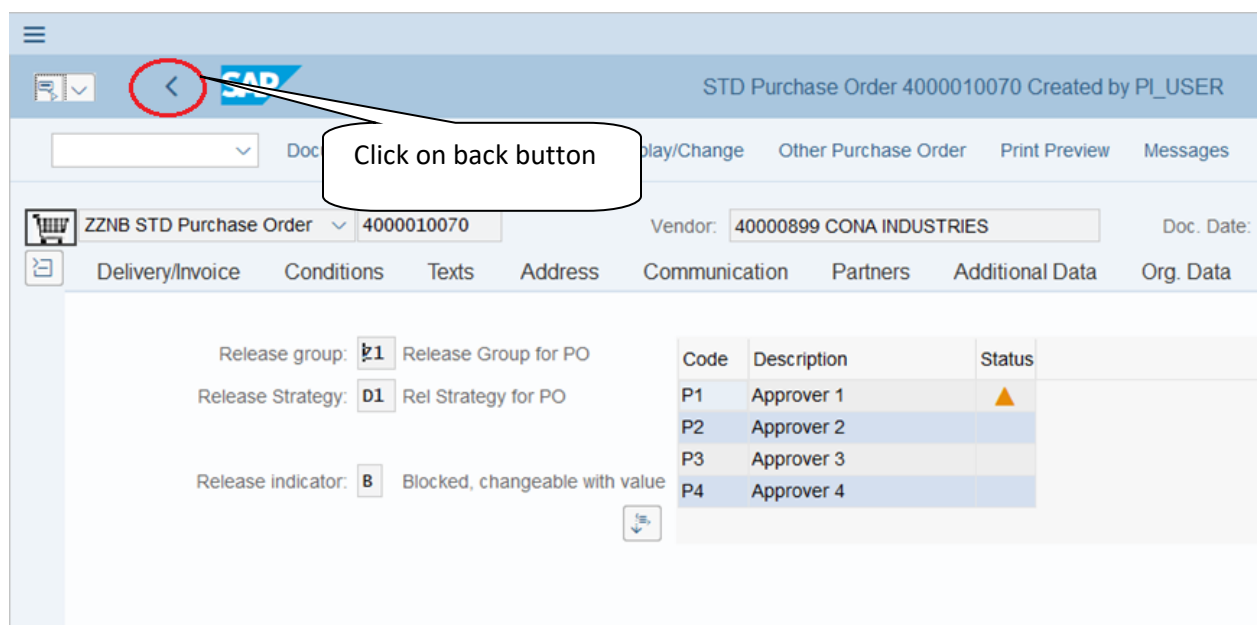


The screenshot shows the SAP Business Workplace interface. On the left, the 'Inbox' folder is expanded, and the 'Workflow 55' folder is selected. The main area displays a list of workflow items. The first item, 'Please approve the Purchase Order 4000010070', is highlighted with a red box. A callout bubble points to this item with the text 'Double Click on “Approve Purchase Order 4000010070”'. Below the list, the details for the selected item are visible, including the title 'Please approve the Purchase Order 4000010070'.

Exe...	Title	Status	Work Item ID	Creation Date	Creation T...
✓	Please approve the Purchase Order 4000010070	🔄	414857	22.07.2020	19:53:21
✓	Please approve the Purchase Requisition 2001000964	🔄	414793	22.07.2020	11:27:30

Step 4:

- System will open the Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.



The screenshot shows the SAP Purchase Order document display screen. The title bar indicates 'STD Purchase Order 4000010070 Created by PI_USER'. The main area displays the purchase order details, including the release group, release strategy, and release indicator. A callout bubble points to the back button in the top left corner with the text 'Click on back button'. Below the details, there is a table with columns for Code, Description, and Status.

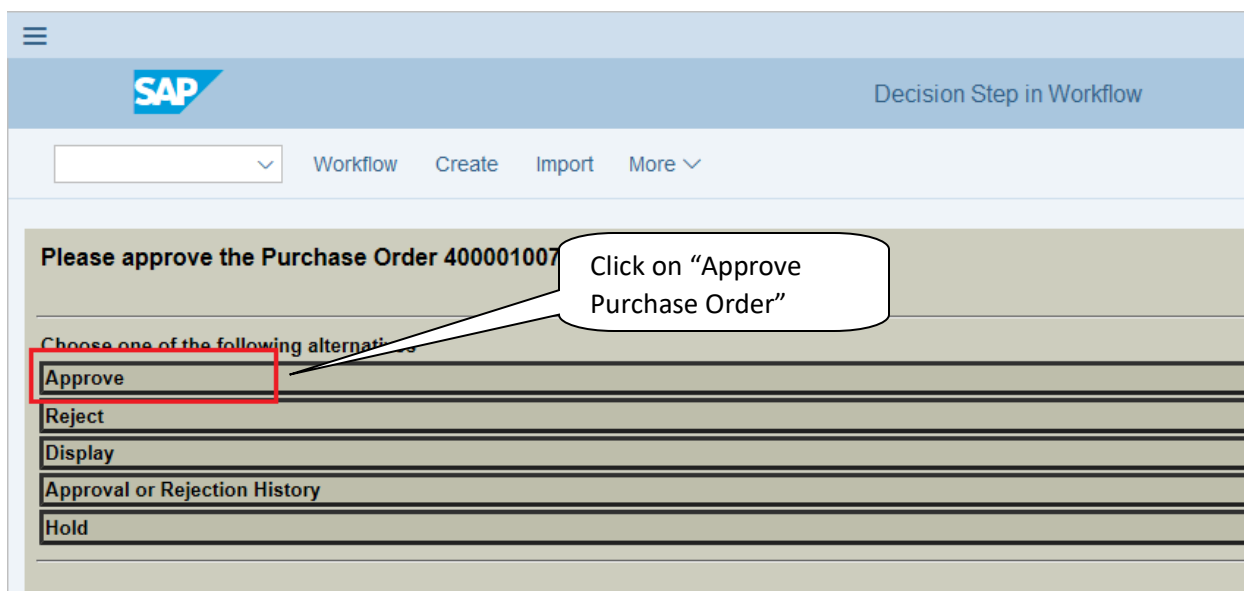
Code	Description	Status
P1	Approver 1	▲
P2	Approver 2	
P3	Approver 3	
P4	Approver 4	



SAP User Manual for E2E Material and Service Procurement

Step 5:

- Click on “**Approve**” Button to approve the Purchase Order.



Step 6:

- Purchase Order will be approved with level 1.
- Purchase Order Approval Request notification is forwarded to Approver 2.

Step 7:

- Login as **Approver 2** (Executive Engineer) in SAP System.

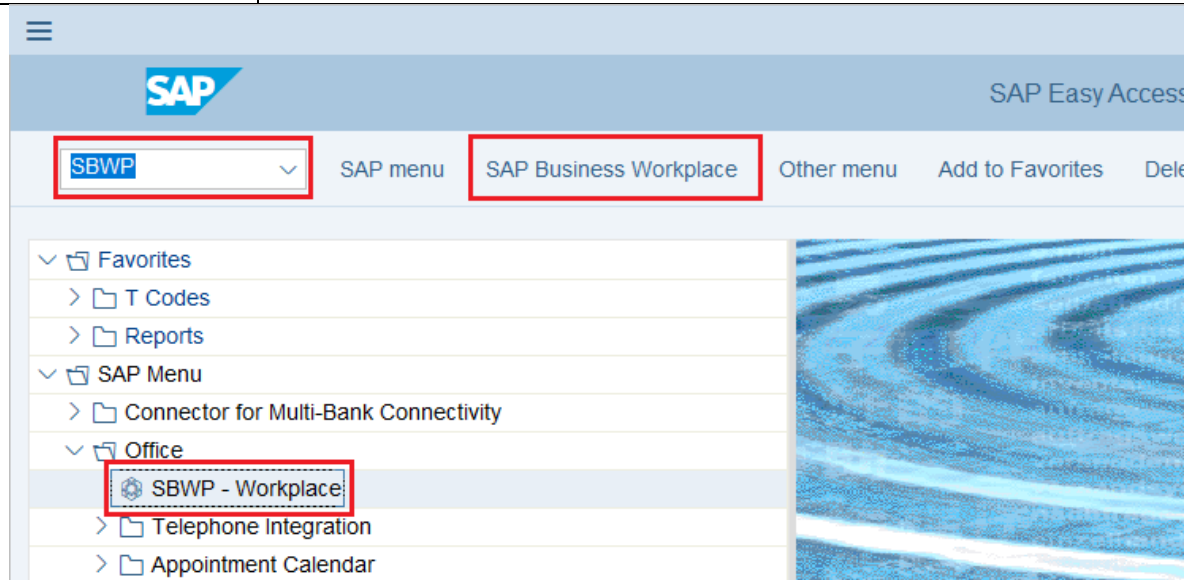


SAP User Manual for E2E Material and Service Procurement

Step 8:

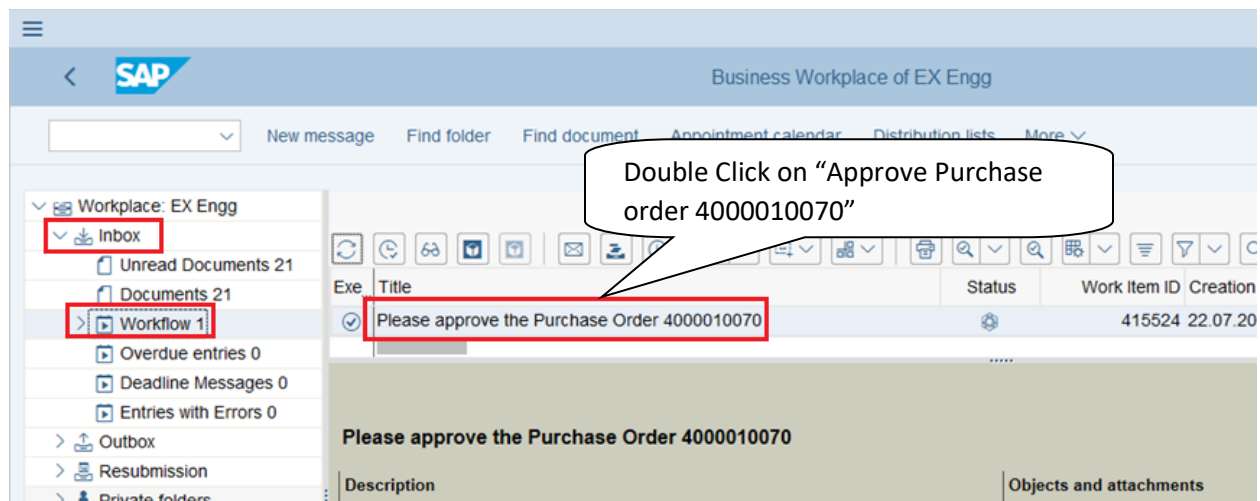
- Click on **SAP Business Workplace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace



Step 9:

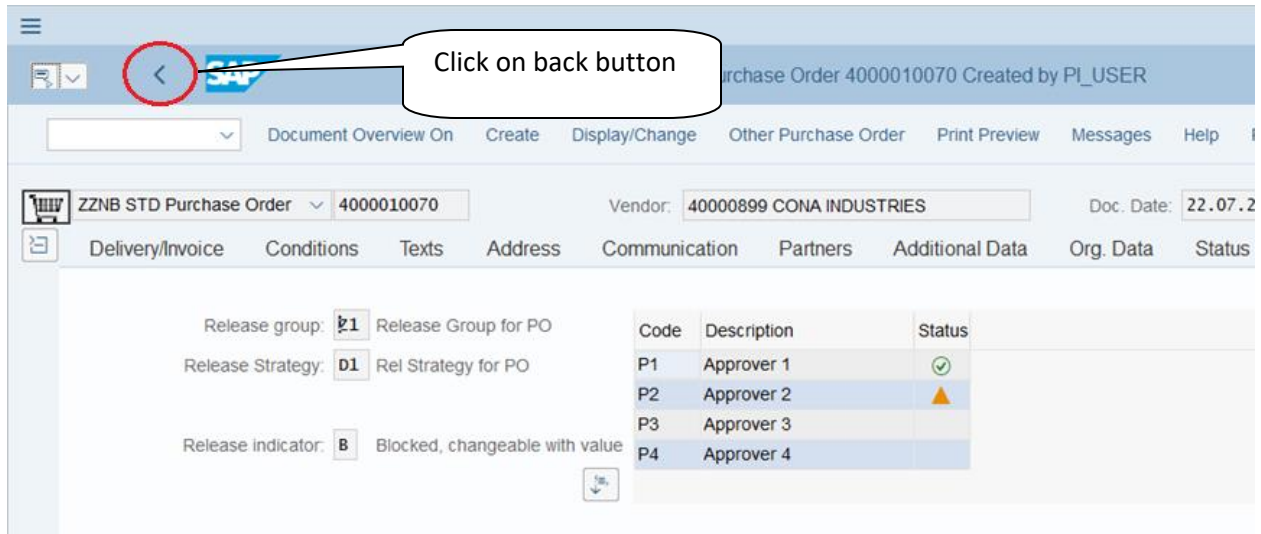
- Expand “**Inbox**” button, under workflow “**Please Approve Purchase Order 4000010070**” message will appear.



SAP User Manual for E2E Material and Service Procurement

Step 10:

- System will open the Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.



Click on back button

Purchase Order 4000010070 Created by PI_USER

Document Overview On Create Display/Change Other Purchase Order Print Preview Messages Help

ZZNB STD Purchase Order 4000010070 Vendor: 40000899 CONA INDUSTRIES Doc. Date: 22.07.2

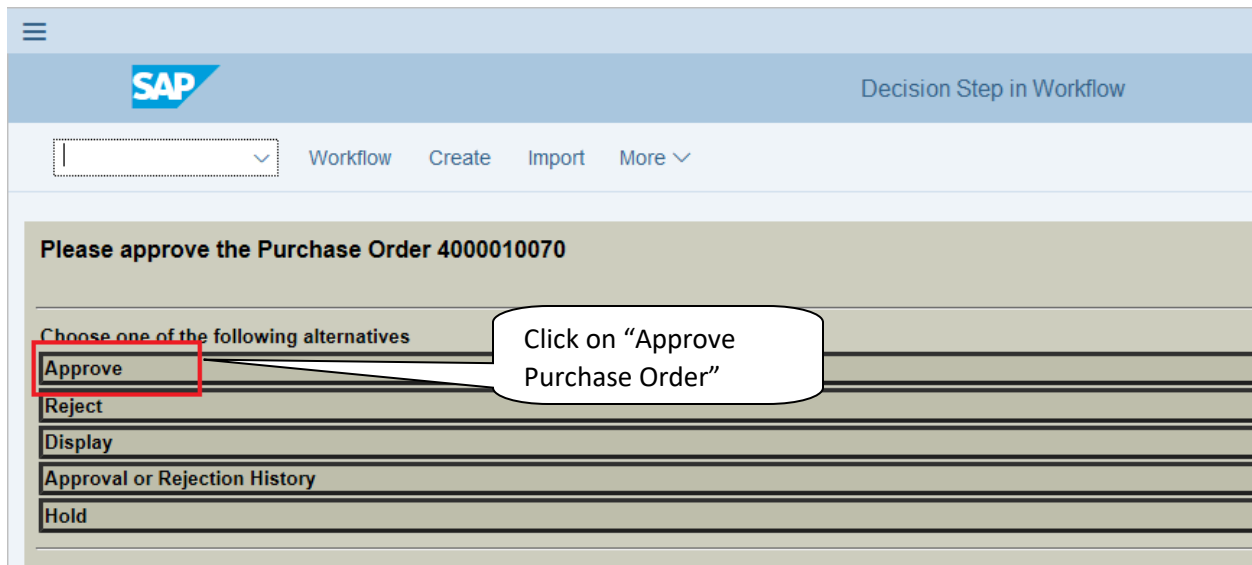
Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status

Release group: 21 Release Group for PO
Release Strategy: D1 Rel Strategy for PO
Release indicator: B Blocked, changeable with value

Code	Description	Status
P1	Approver 1	✓
P2	Approver 2	▲
P3	Approver 3	
P4	Approver 4	

Step 11:

- Click on **“Approve”** Button to approve the Purchase Order.



Decision Step in Workflow

Workflow Create Import More

Please approve the Purchase Order 4000010070

Choose one of the following alternatives

Approve
Reject
Display
Approval or Rejection History
Hold

Click on “Approve Purchase Order”

Step 12:

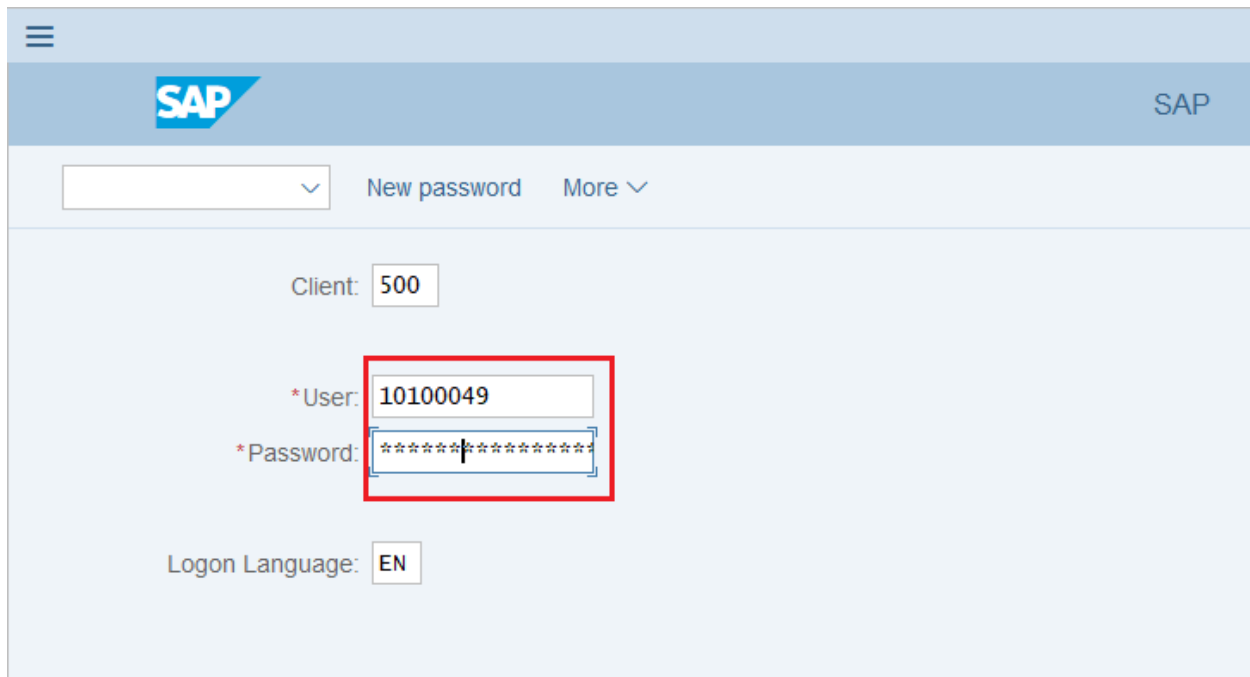
- Purchase Order will be approved with level 2.
- Purchase Order Approval Request notification is forwarded to Approver 3.



SAP User Manual for E2E Material and Service Procurement

Step 13:

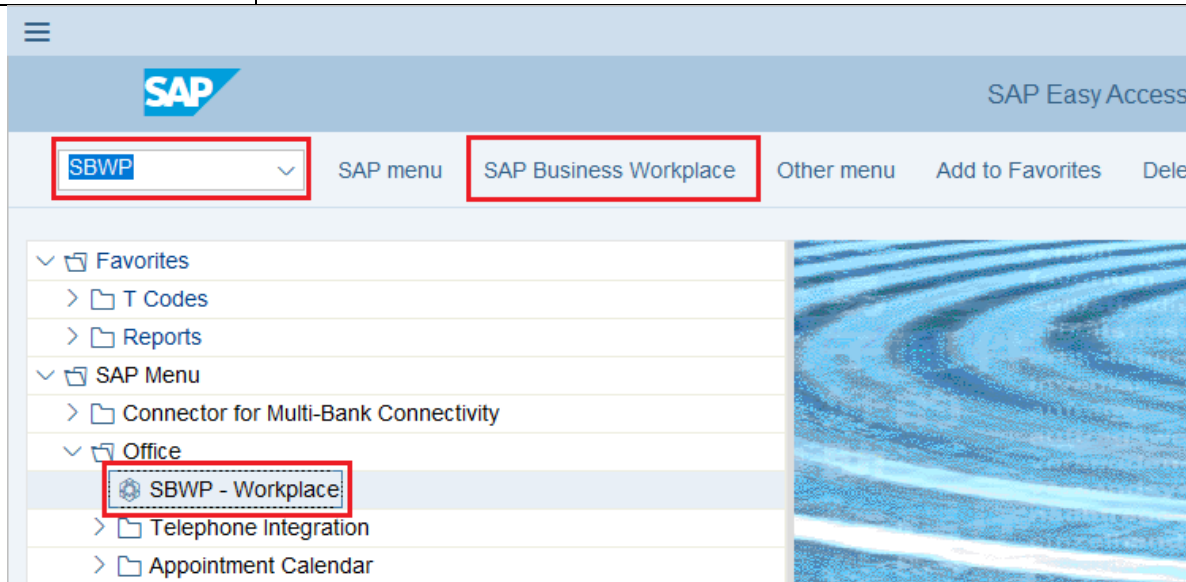
- Login as **Approver 3** (Dy HOD) in SAP System.



Step 14:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

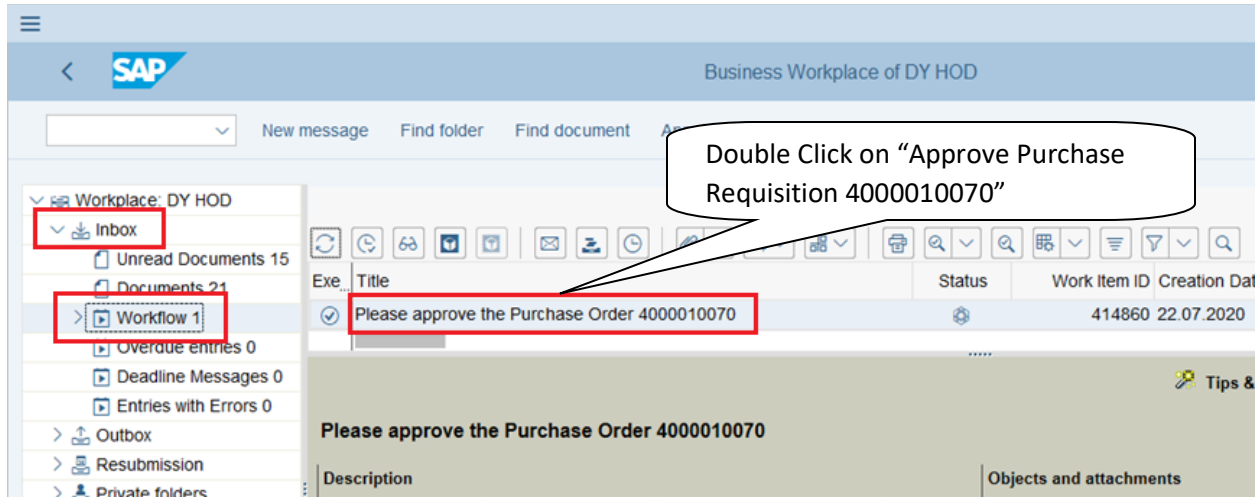
Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace



SAP User Manual for E2E Material and Service Procurement

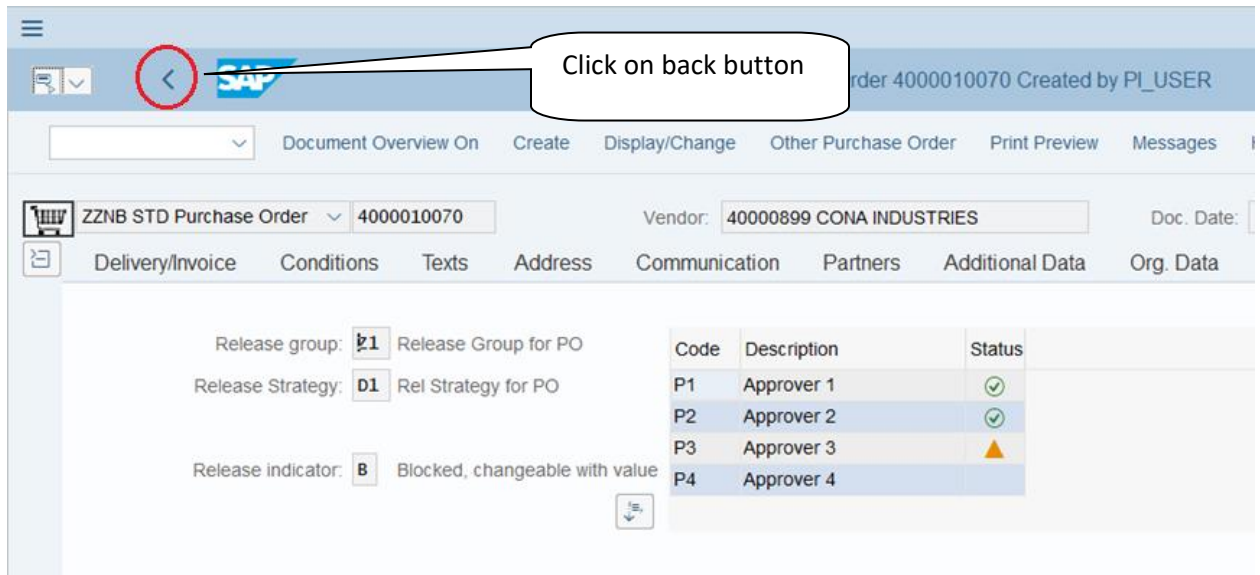
Step 15:

- Expand “Inbox” button, under workflow “Please Approve Purchase Order 4000010070” message will appear.



Step 16:

- System will open the Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

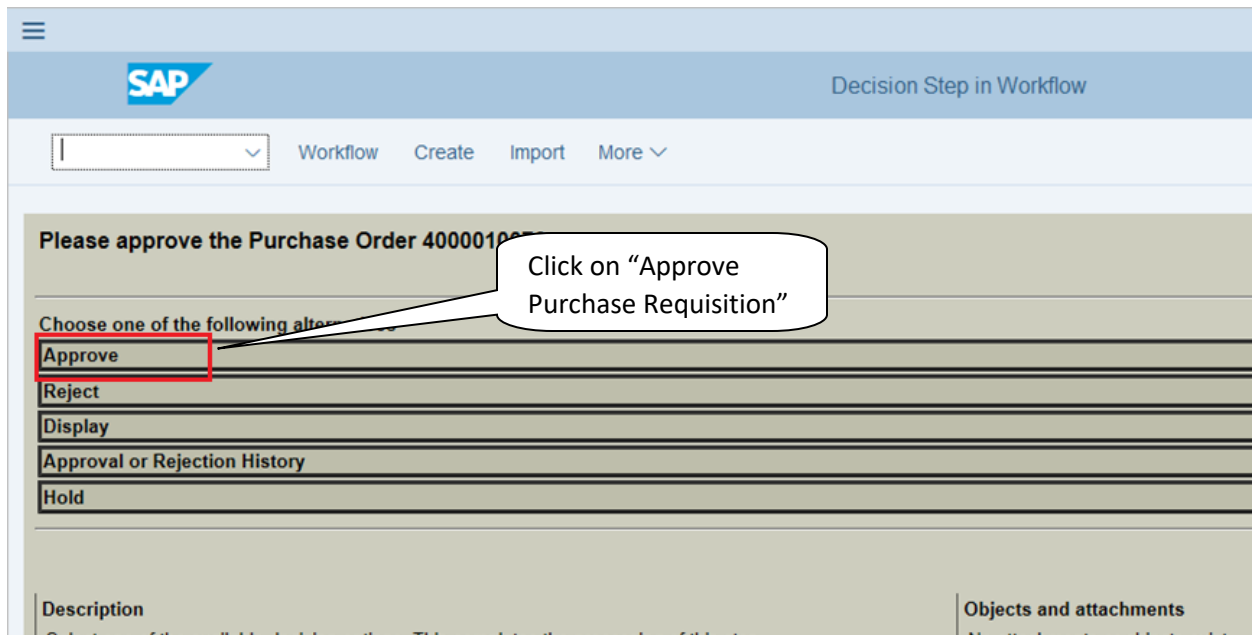




SAP User Manual for E2E Material and Service Procurement

Step 17:

- Click on “**Approve**” Button to approve the Purchase Order.

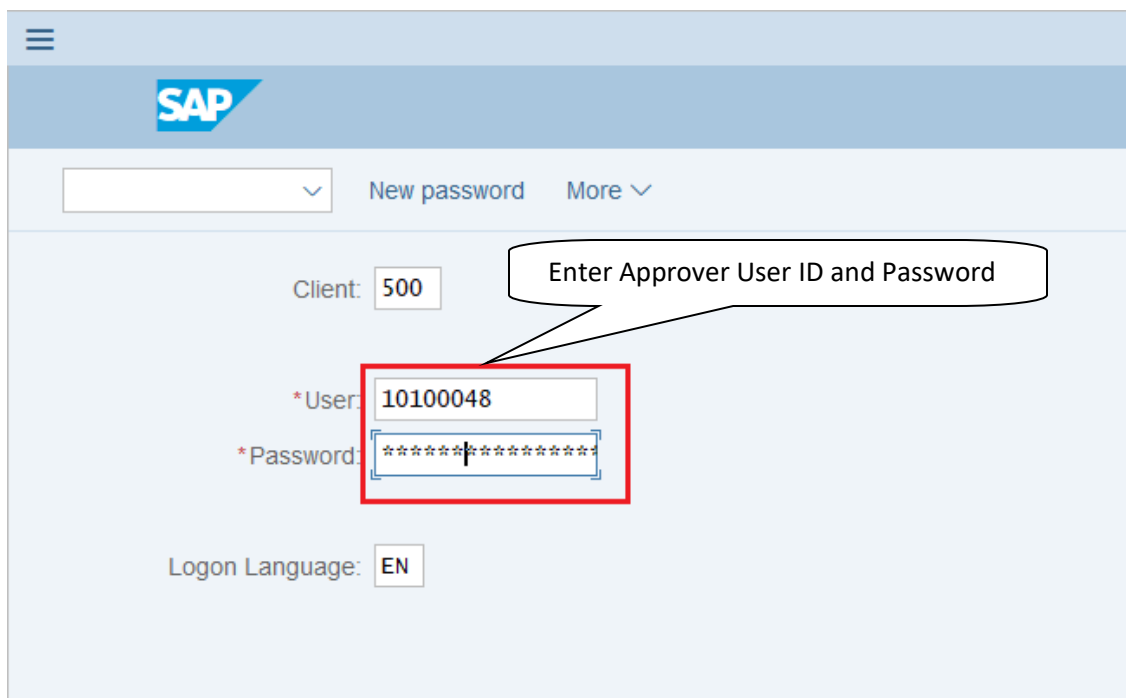


Step 18:

- Purchase Order will be approved with level 3.
- Purchase Order Approval Request notification is forwarded to Approver 4.

Step 19:

- Login as **Approver 4** (HOD) in SAP System.

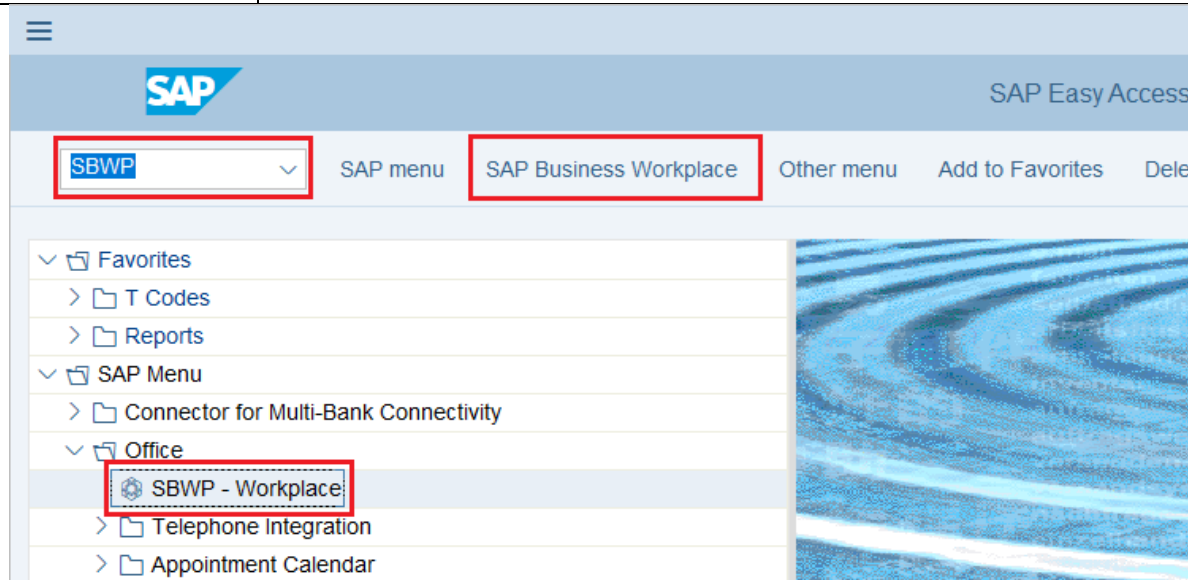


SAP User Manual for E2E Material and Service Procurement

Step 20:

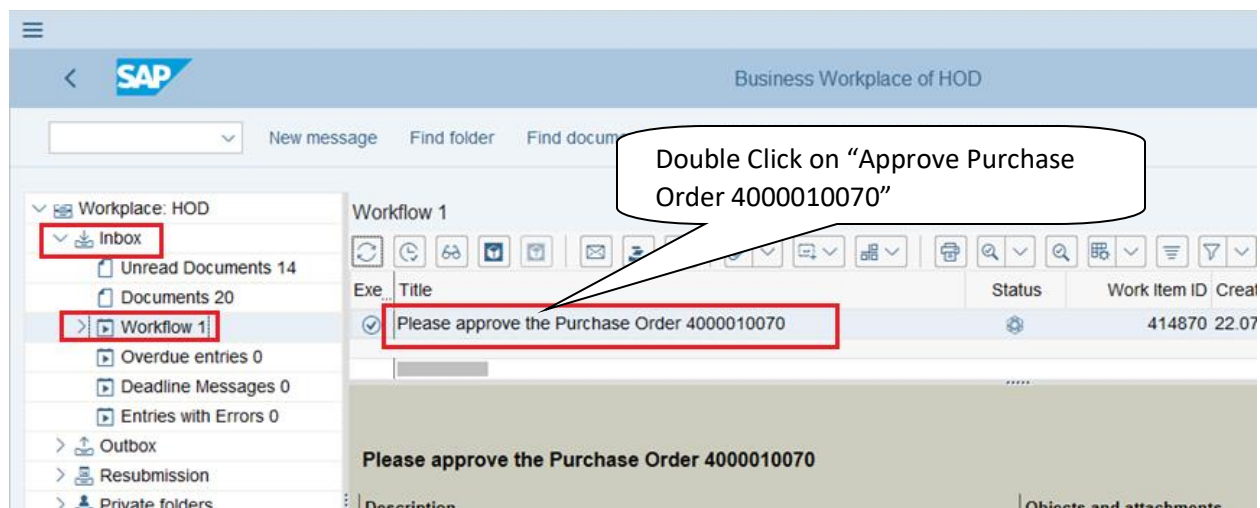
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace



Step 21:

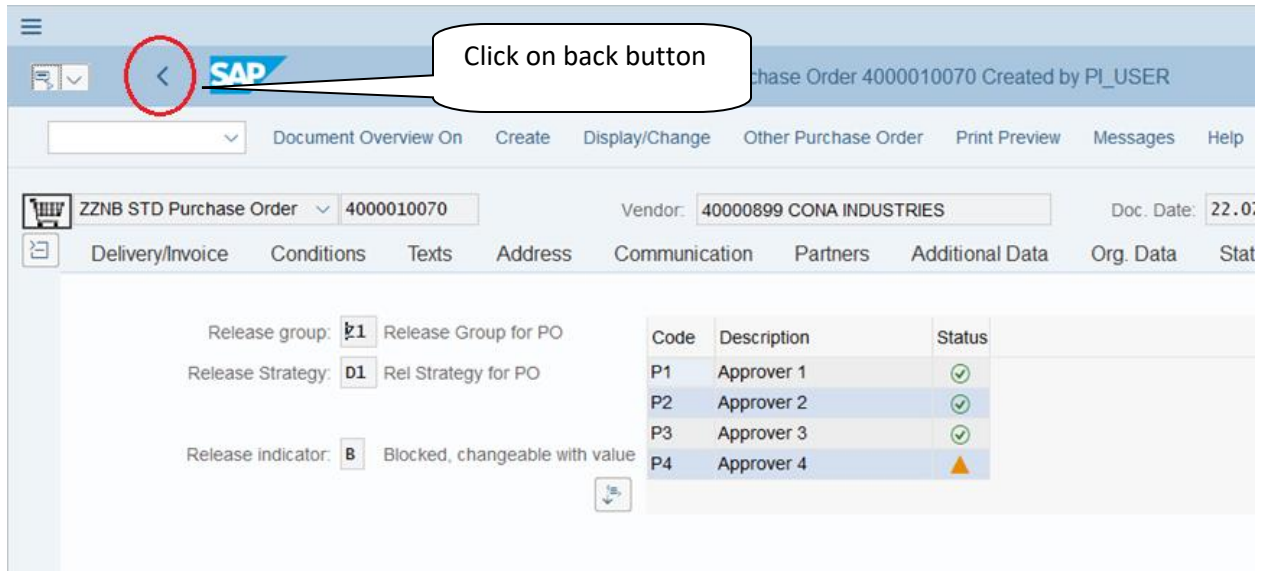
- Expand “Inbox” button, under workflow “Please Approve Purchase Order 4000010070” message will appear.



SAP User Manual for E2E Material and Service Procurement

Step 22:

- System will open the Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

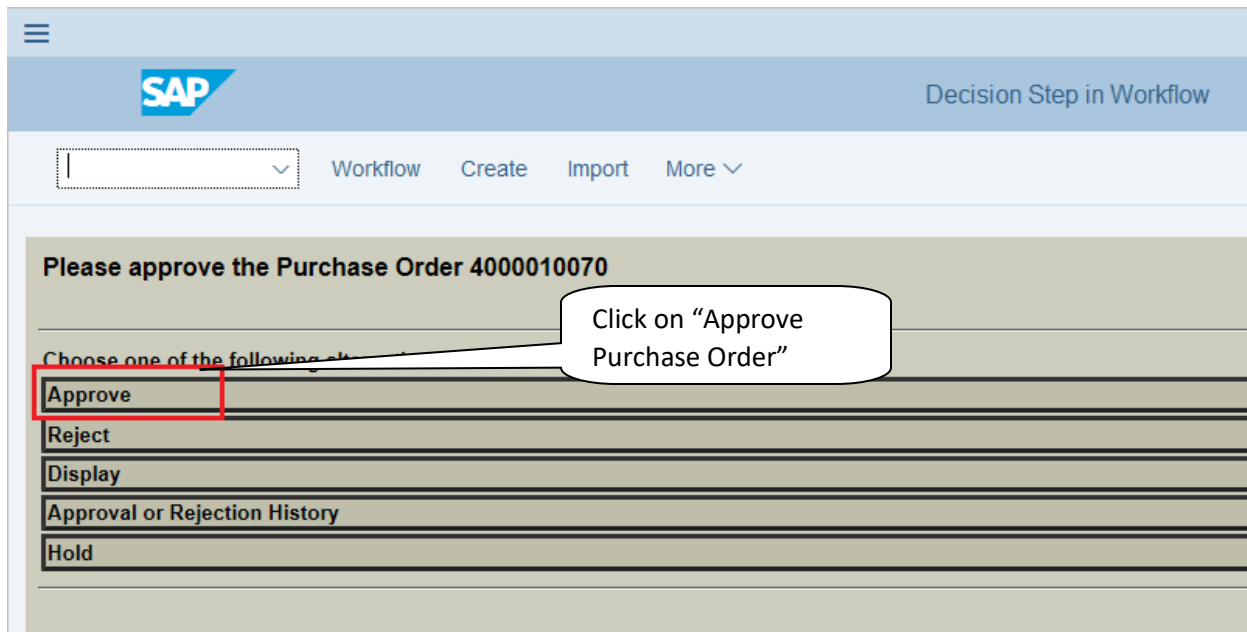


The screenshot shows the SAP Purchase Order (PO) display screen. At the top, there is a navigation bar with a back button (a left-pointing arrow) circled in red. A callout box points to this button with the text "Click on back button". Below the navigation bar, the document title is "Purchase Order 4000010070 Created by PI_USER". The main content area displays the PO details, including the release group (Z1), release strategy (D1), and release indicator (B). A table of approvers is visible:

Code	Description	Status
P1	Approver 1	✓
P2	Approver 2	✓
P3	Approver 3	✓
P4	Approver 4	▲

Step 23:

- Click on **“Approve”** Button to approve the Purchase Order.



The screenshot shows the SAP Decision Step in Workflow screen. The title is "Please approve the Purchase Order 4000010070". Below the title, there is a list of actions: "Approve", "Reject", "Display", "Approval or Rejection History", and "Hold". The "Approve" button is highlighted with a red box. A callout box points to this button with the text "Click on 'Approve Purchase Order'".



SAP User Manual for E2E Material and Service Procurement

Step 24:

- Purchase Order will be approved with level 4.
- Once the Purchase Order is approved by all 4 level approvers, a notification is triggered to initiator & Preceding Approvers stating **“Purchase Order 4000010070 is approved”**.

The screenshot shows the SAP Business Workplace interface for Sridhar Thangavel. The left sidebar shows the navigation menu with 'Inbox' and 'Unread Documents 425' highlighted. The main area displays a table of unread documents and a preview of an email notification.

Me...	Type	Title	Atta...	Author	Date receiv...	Copy Res...	Recipi...
		Purchase Order 4000010070 is ap...		SAP_WFRT	22.07.2020		1
		Purchase Order 4000010070 is Re...		SAP_WFRT	22.07.2020		1

Purchase Order 4000010070 is approved.

Hello Sir/Madam,

Purchase Order 4000010070 is approved.

Approved by: 10100048 HOD

Regards,
10100048
HOD



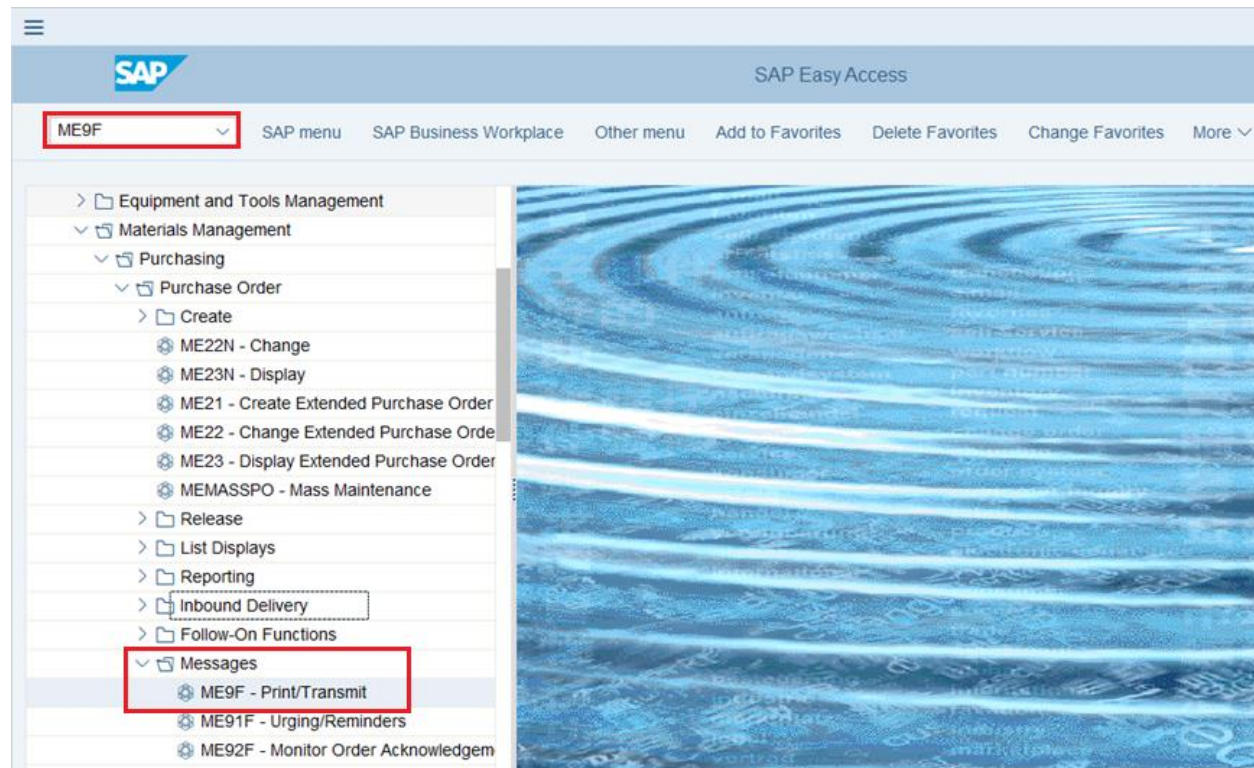
SAP User Manual for E2E Material and Service Procurement

17. Print Purchase Order

Step 1:

- Enter Transaction Code **ME9F** in command bar (or) Follow the below navigation path.

Transaction Code	Me9F
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → Purchase Order → Messages → ME9F – Print/ Transmit



SAP User Manual for E2E Material and Service Procurement

Step 2:

- Enter Purchase Order Number, Processing Status – 1 and hit Execute Button

The screenshot shows the SAP Message Output interface. The 'Purchasing Document Data' section has the 'Document Number' field set to '4000010070'. The 'Message Data' section has the 'Processing Status' field set to '1'. The 'Execute' button is highlighted in the bottom right corner. Three callout boxes provide instructions: '1. Enter Purchase Order Number' points to the Document Number field, '2. Processing Status - 1' points to the Processing Status field, and '3. Click on Execute Button' points to the Execute button.

Step 3:

- Select the Purchase Order and click on Display Message

The screenshot shows the SAP Message Output interface with a table of purchase documents. The 'Display Message' button is highlighted in the top menu. The table has the following data:

Purch. Doc.	Pr.	Vendor	Name 1	PGr	Doc. Date	Msg.type	L.	Partner	R.	Created On	Created at	Time	N	User Name	Output Device	Name
4000010070	✓	40000899	CONA INDUSTRIES	105	22.07.2020	NEU	EN	40000899	LF	22.07.2020	13:05:18	4		SAP_WFRT	ZLP01	



SAP User Manual for E2E Material and Service Procurement

Step 4:

- Click on **Print Preview** Button

Print:

*Output Device: Local Printer

Page selection:

Spool Request

Name:

Title:

Authorization:

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: Day(s)

*Storage Mode:

Number of Copies

Number:

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page:

Recipient:

Department:

Print preview Print Cancel



SAP User Manual for E2E Material and Service Procurement

Step 5:

- System will Display the PDF of Purchase Order.

☰
SAP
Print Preview of ZLP01 Page 00001 of 00003

More ▾

MUMBAI PORT TRUST

MECHANICAL ENGINEERING DEPARTMENT
MATERIALS MANAGEMENT DIVISION

PURCHASE ORDER

Type No Date Tender No Tender Date Due Date	STD Purchase Order 4000010070 22.07.2020	Ref Quotation No Due Date Ref Purchase Requisition No Date	21.07.2020 2001000964 30.07.2020
From Dy. Materials Manager Mumbai Port Trust 20, Port House, Shoorji Vallabhdas Rd, Kala Ghoda Fort MBPT, 400001 Tel No : 022-6656 5656 Fax No : 022-2261 1011 Email : GSTN No : 24AAALK0046N1Z6		To CONA INDUSTRIES 20-21 20-21,NIRAJ INDUSTRIAL ESTATE MUMBAI 400093 Tel No : 26871698 Fax No : Email : GSTN No : 27AAFPM7613Q1Z4	

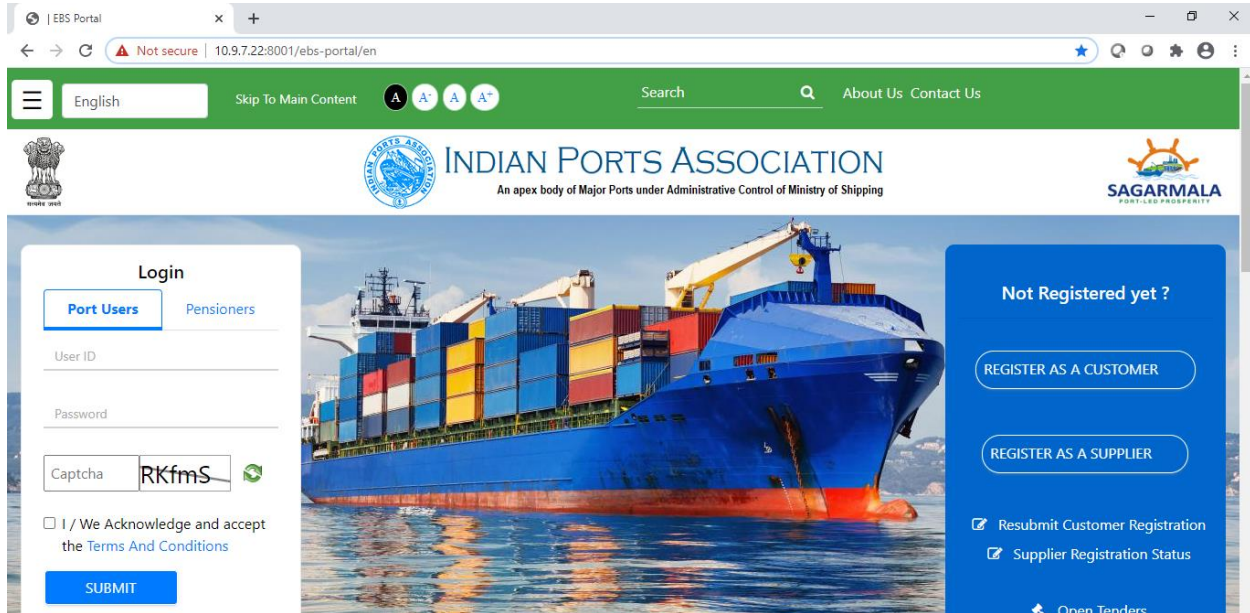
S No	Item Code	HSN/SAC Code	Service no & Service / Material Description	Delivery Dt.	Quantity	Rate	Unit	Amount
------	-----------	--------------	---	--------------	----------	------	------	--------

SAP User Manual for E2E Material and Service Procurement

18. Create Inbound Delivery/ Order Acknowledgement:

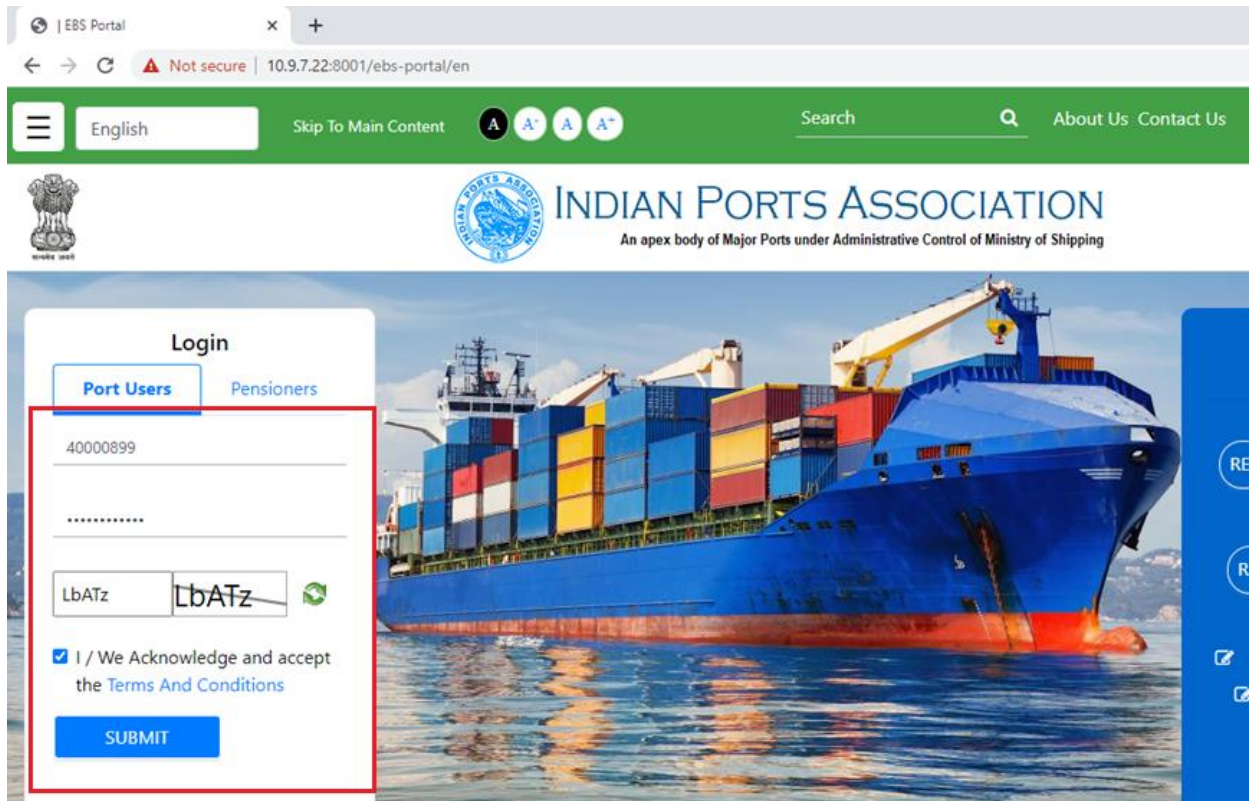
Step 1:

- Enter Web URL of EBS Portal "<https://10.9.7.22:8001/ebs-portal/en>"



Step 2:

Enter User ID, Password, Captcha, Acknowledgement and Press SUBMIT Button.

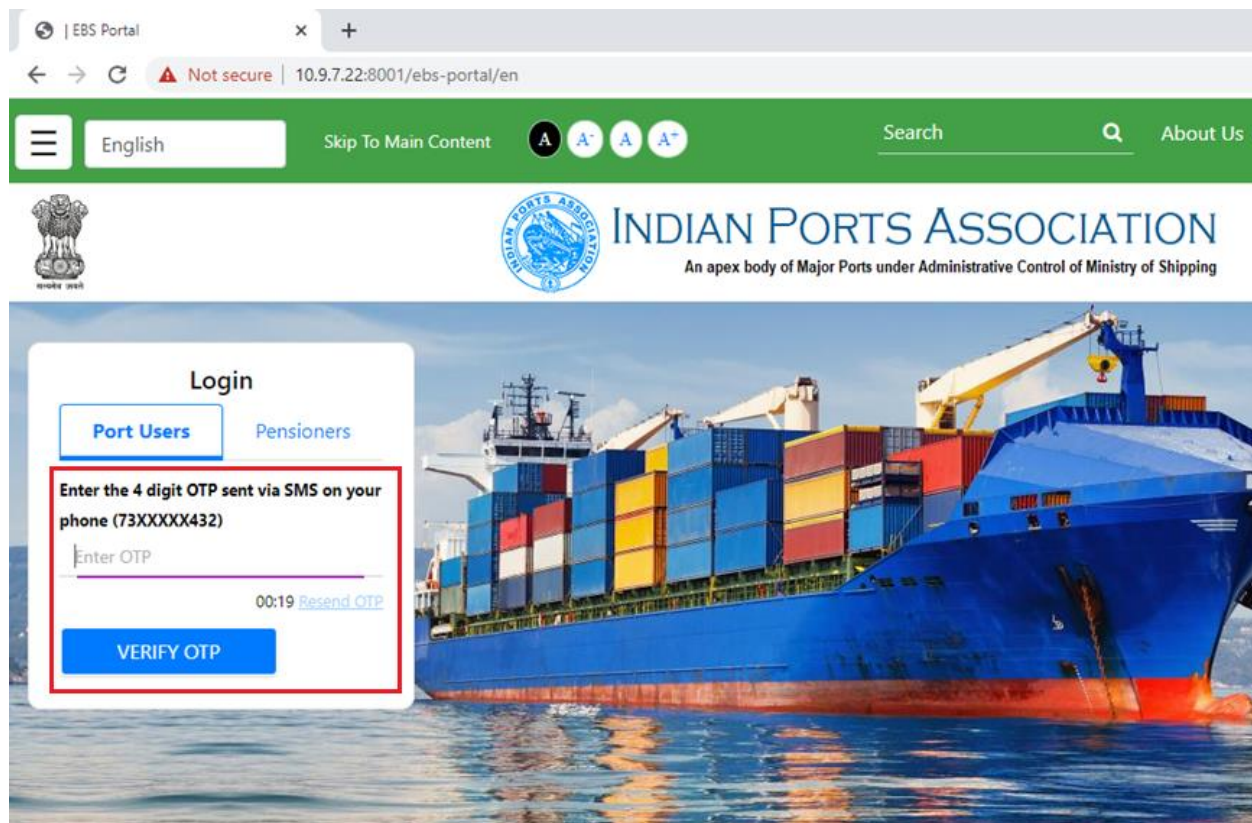




SAP User Manual for E2E Material and Service Procurement

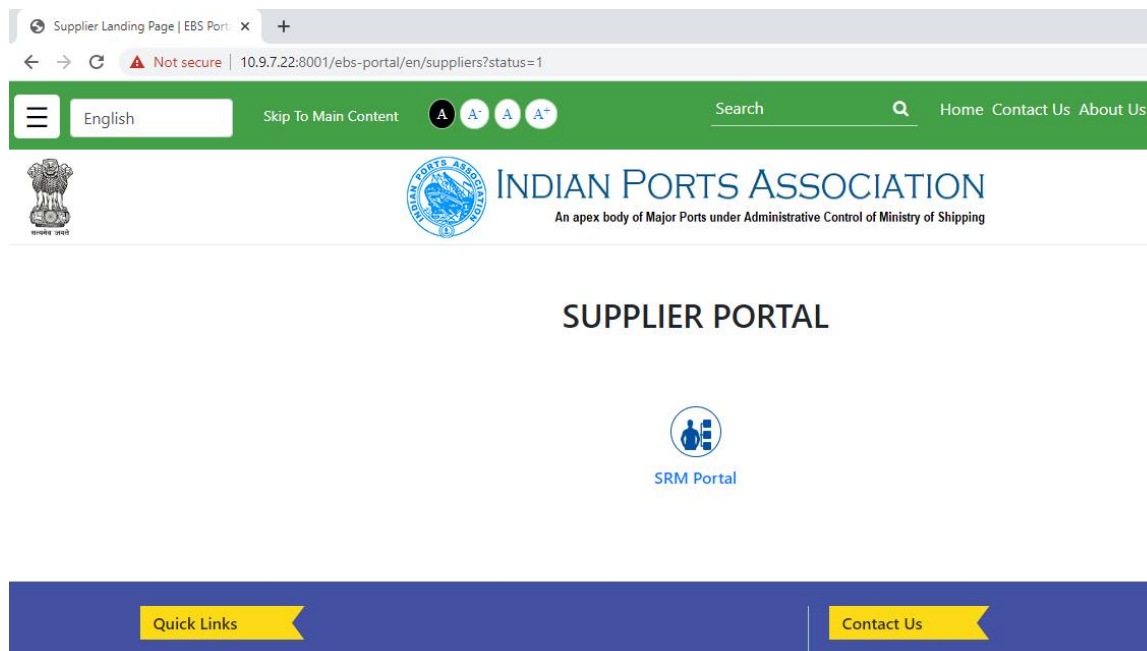
Step 3:

- Enter OTP and Press VERIFY OTP



Step 4:

- Click on the **SRM Portal**





SAP User Manual for E2E Material and Service Procurement

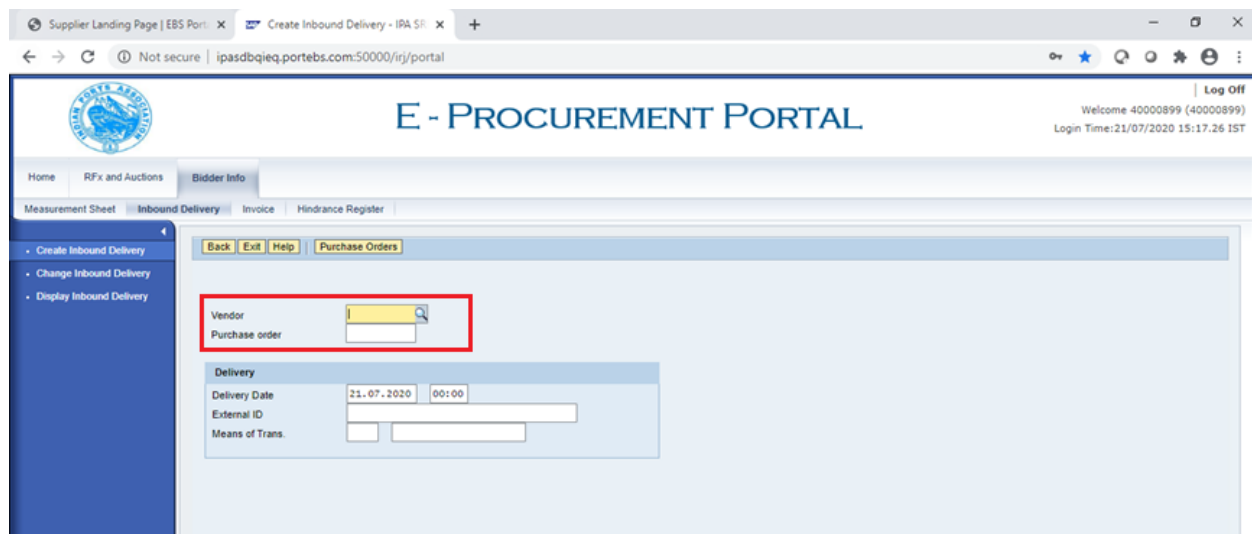
Step 5:

- System will open the **Bidder Info** Tab.



Step 6:

- System will display the Bidder info, where all activities performed by Vendor/ Supplier/ Contractor.





SAP User Manual for E2E Material and Service Procurement

Step 7:

- Enter Purchase Order Number:

Supplier Landing Page | EBS Port: x Create Inbound Delivery - IPA SR: x +

← → ↻ Not secure | ipasdbqieq.portebs.com:50000/irj/portal

E - PROCUREMENT PORTAL

Home RFX and Auctions Bidder Info

Measurement Sheet Inbound Delivery Invoice Hindrance Register

Back Exit Help Purchase Orders

Vendor:

Purchase order:

Delivery

Delivery Date: 22.07.2020 00:00

External ID:

Means of Trans.:

Step 8:

- Verify Line Item and click on **Header Details** Button

Supplier Landing Page | EBS Port: x Create Inbound Delivery - IPA SR: x +

← → ↻ Not secure | ipasdbqieq.portebs.com:50000/irj/portal

E - PROCUREMENT PORTAL

Welcome 400
Login Time:22/07/

Home RFX and Auctions Bidder Info

Measurement Sheet Inbound Delivery Invoice Hindrance Register

Save Back Exit Cancel Help Other Inbound Delivery Header Details Pack Incompleteness

Inbound deliv. 1 Document Date 22.07.2020

Vendor 40000899 CONA INDUSTRIES / 20-21 20-21 NIRAJ INDUSTRIAL ESTATE. / 400093 MUMBAI

Item Overview Shipment Unload Stock placement Status Overview Goods Movement Data

Delivery Date 22.07.2020 00:00 Total Weight

Actual GR date 00:00 No. of Packages

Item	Material	Delivery Quantity	SU	Detail...	Item Description	B...	ICa	P... W. B
11	10000000590	280	KG		OIL BOUND DISTEMPER / ACRYLIC		ZELN	

Batch Split Main Items All Items Batch creation SC Components

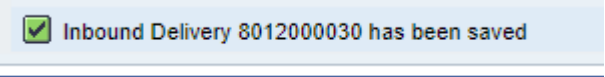
SAP User Manual for E2E Material and Service Procurement

Step 9:

Select the **Gate Entry** Tab and Enter the **Entry Details**

The screenshot shows the SAP E-Procurement Portal interface. The browser address bar indicates the URL is ipasdbqieq.portebs.com:50000/irj/portal. The page title is "E-PROCUREMENT PORTAL". The user is logged in as 40000899 (40000899) with a login time of 22/07/2020 23:16:49 IST. The main navigation menu includes Home, RFx and Auctions, Bidder Info, Measurement Sheet, Inbound Delivery, Invoice, and Supplier. The "Inbound Delivery" menu is expanded, showing options like "Create Inbound Delivery", "Change Inbound Delivery", and "Display Inbound Delivery". The "Create Inbound Delivery" sub-menu is also expanded, showing "Save", "Back", "Exit", "Cancel", "Help", "Other Inbound Delivery", "Overview", "Pack", and "Incompleteness". The "Save" button is highlighted with a red box and a callout bubble labeled "3. Click on Save Button". The "Gate Entry" tab is selected and highlighted with a red box and a callout bubble labeled "1. Select Gate Entry Tab". The "Details" form is visible, containing the following fields: Process Type (IS), Material Type (WIC), Gate No (10), Vehicle No (MH01AA0011), Driver's Name (R. K. KUMAR), Driver's Mobile No. (9876543210), Driver's Licence No. (MH01AB009765426), and LR No. (XXXXXXXX01thetb098766). The "Details" form is highlighted with a red box and a callout bubble labeled "2. Enter Gate Entry Details". The SAP logo is visible at the bottom of the page.

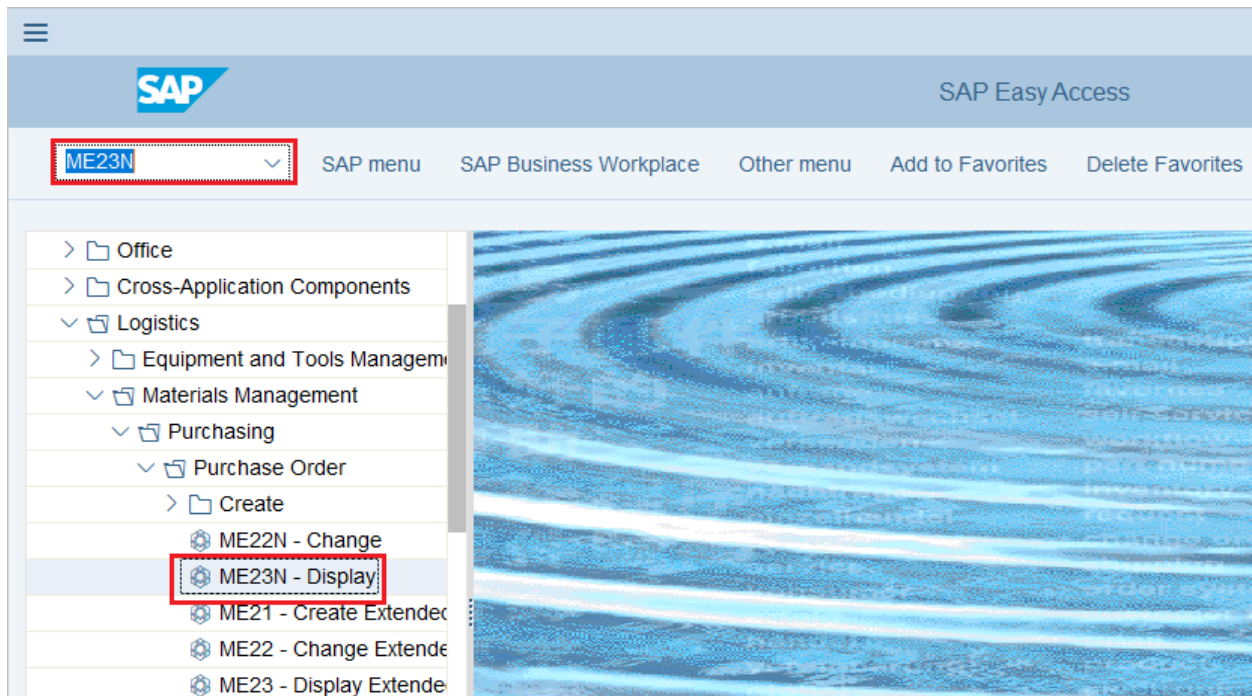
Step 10

- System will create the Inbound Delivery and show the inbound delivery number at the bottom of the screen “  ”

SAP User Manual for E2E Material and Service Procurement

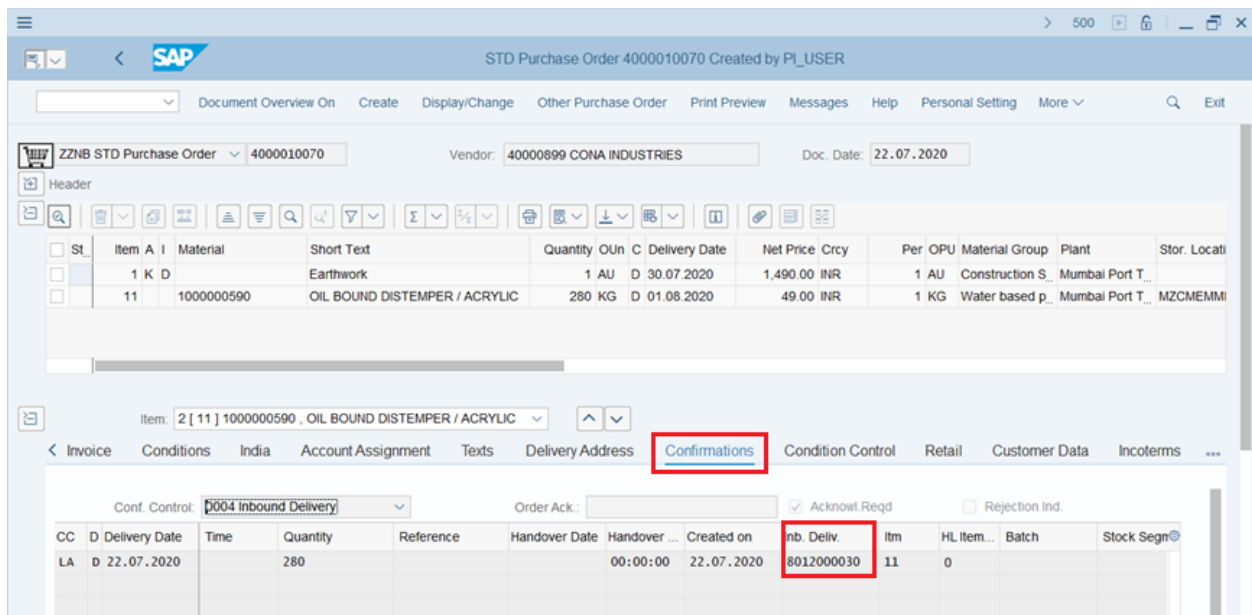
Step 11:

- Open Display Purchase Order Transaction.



Step 12:

- Inbound delivery details updated in the Purchase Order Under Confirmation Tab.



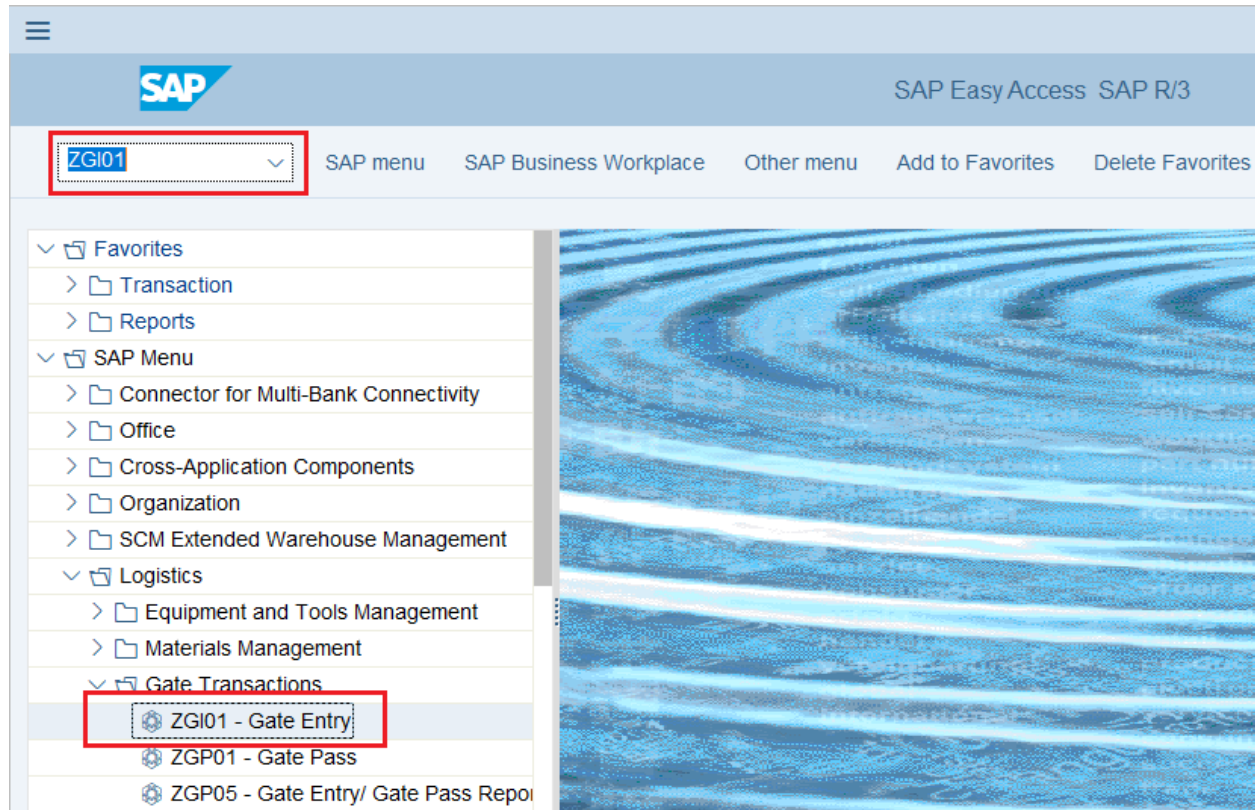


SAP User Manual for E2E Material and Service Procurement

19. Create Gate Entry:

Step 1:

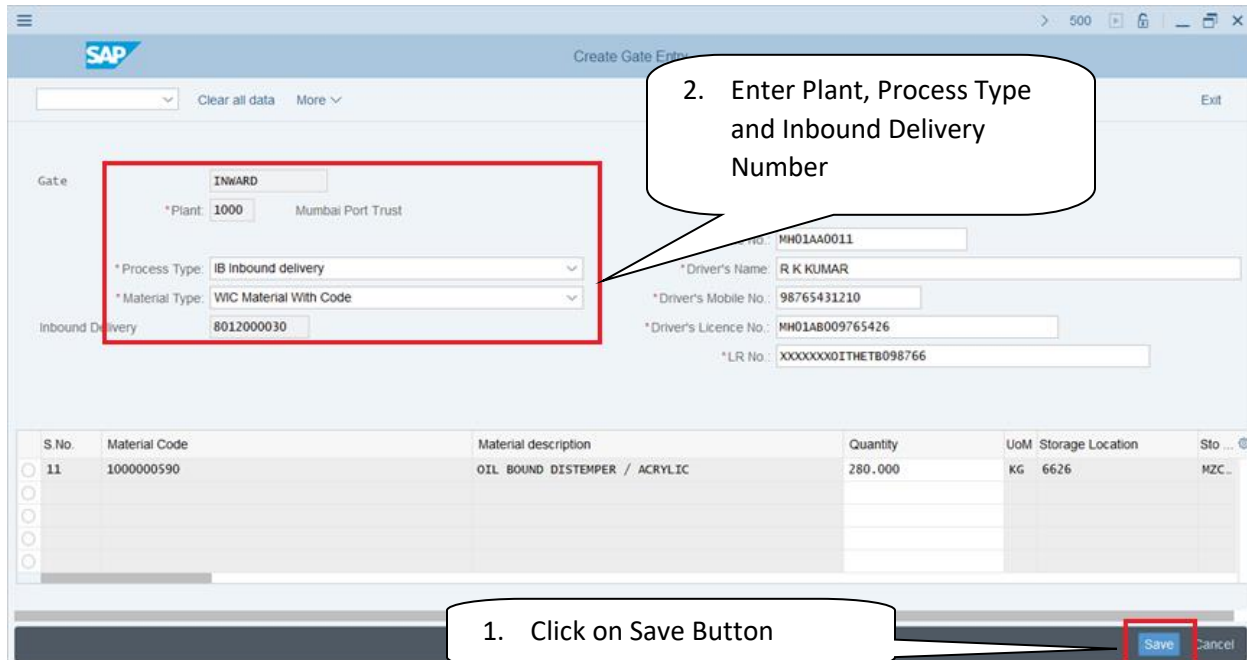
- Enter Transaction Code ZGI01 in command bar.



SAP User Manual for E2E Material and Service Procurement

Step 2:

- Enter the following information.
 - Plant: **1100**
 - Process Type: **IB Inbound Delivery**
 - Inbound Delivery No: **8020000190** and Hit “Enter”.
- System will update the required information from Inbound delivery.
- Verify all details and Press **Save**.



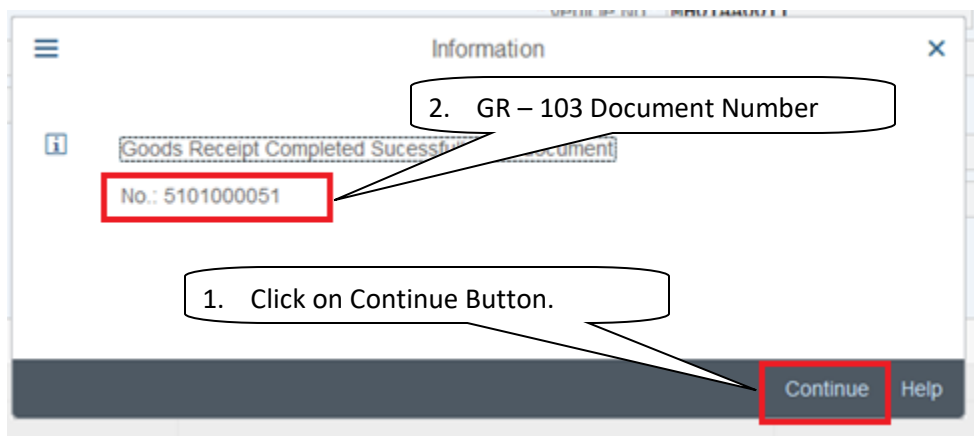
2. Enter Plant, Process Type and Inbound Delivery Number

1. Click on Save Button

S.No.	Material Code	Material description	Quantity	UoM	Storage Location	Sto ...
11	100000590	OIL BOUND DISTEMPER / ACRYLIC	280.000	KG	6626	MZC...

Step 3:

- System will post the Good Receipt for movement type “103” (Which is Goods will post as GR Blocked Stock – only Material Document (Stock update) will generate and no Accounting Document (Financial Entry) will not happen)



2. GR – 103 Document Number

1. Click on Continue Button.



SAP User Manual for E2E Material and Service Procurement

Step 4:

- System will create a Gate Entry Document and will show the result in the Bottom of the



Gate Entry : 4100000043 Created

screen as “ ”.

- System will generate a Quality Inspection lot for Quality Inspection Process.



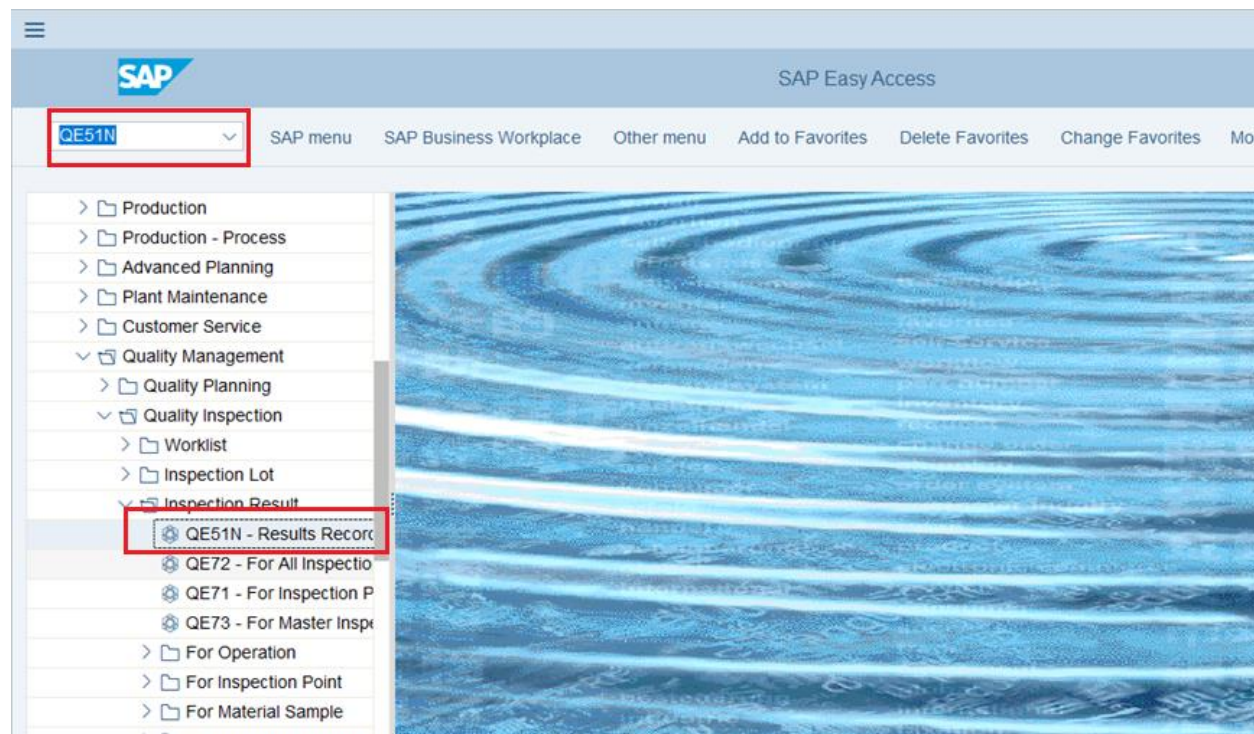
SAP User Manual for E2E Material and Service Procurement

20. Quality Inspection

Step 1:

- Enter Transaction Code **QE51N** in command bar (or) Follow the below navigation path.

Transaction Code	QE51N
Menu Path	Easy Access → SAP Menu → Logistics → Quality Management → Quality Inspection → Inspection Result → QE51N – Result Recording



SAP User Manual for E2E Material and Service Procurement

Step 2:

- In Inspection Lot selection screen, provide following details,
 - Lot Created From - To date: **22.07.2020**
 - Select Radio Button **Select all inspection Lots.**
 - Click on the Execute Button.

2. Enter from and to Date

1. Click on Execute Button

Step 3:

- Select the Inspection Lot: **1000000303** to Enter the results.

Inspector Insp. start time 00.00.0000 00.0...

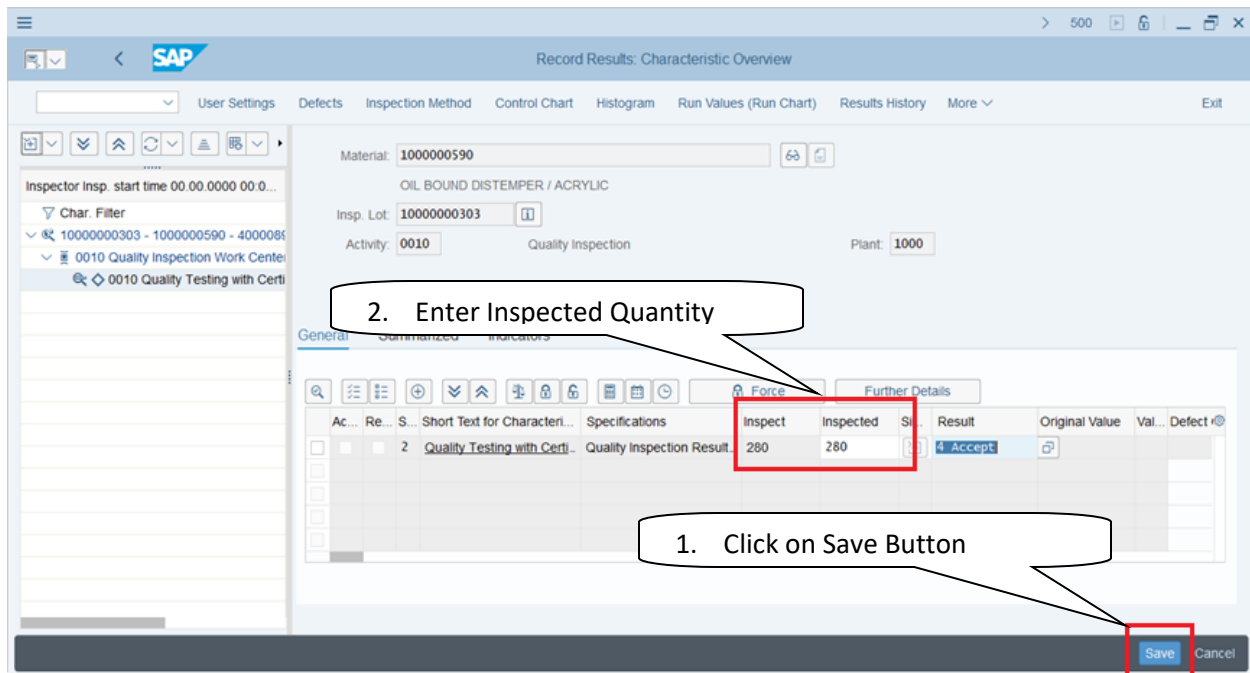
Material: 1000000590
OIL BOUND DISTEMPER / ACRYLIC
Insp. Lot: 1000000303
Activity: 0010 Quality Inspection
Plant: 1000

Ac...	Re...	S...	Short Text for Character...	Specifications	Inspect	Inspected	Sl...	Result	Original Value	Val...	Defect
		1	Quality Testing with Certi...	Quality Inspection Result...	280						

SAP User Manual for E2E Material and Service Procurement

Step 4:

- Enter Inspection Quantity - 280 and Result - Accepted.



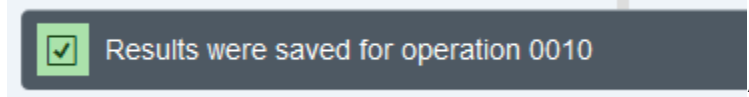
2. Enter Inspected Quantity

1. Click on Save Button

Ac...	Re...	S...	Short Text for Characteri...	Specifications	Inspect	Inspected	S...	Result	Original Value	Val...	Defect
	2		Quality Testing with Certi...	Quality Inspection Result...	280	280		Accept			

Step 5:

- System will save the Inspected Quantity, Result and show following message “



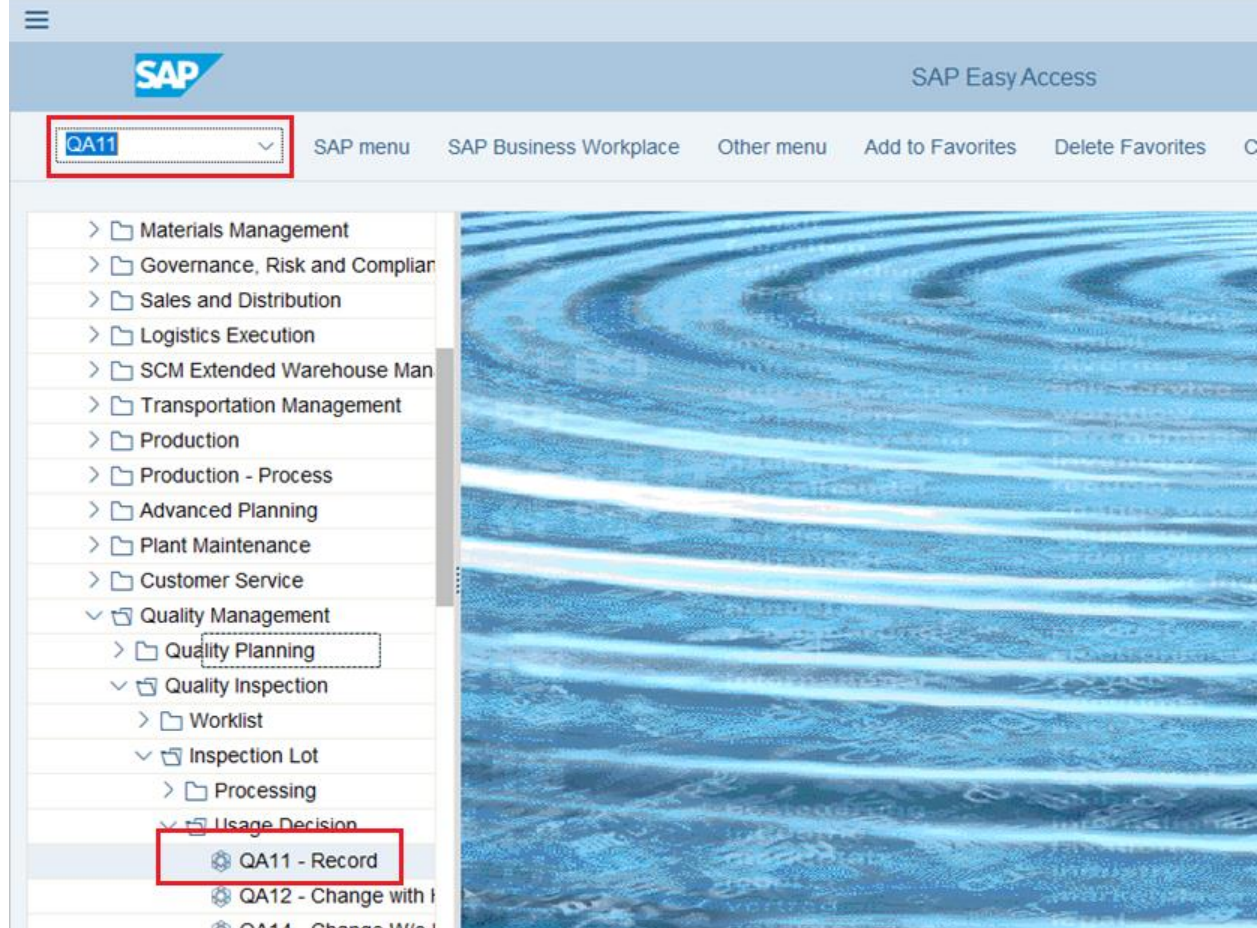


SAP User Manual for E2E Material and Service Procurement

Step 6:

- Enter Transaction Code **QA11** in command bar (or) Follow the below navigation path.

Transaction Code	QA32
Menu Path	Easy Access → SAP Menu → Logistics → Quality Management → Quality Inspection → Inspection Result → QE51N – Result Recording

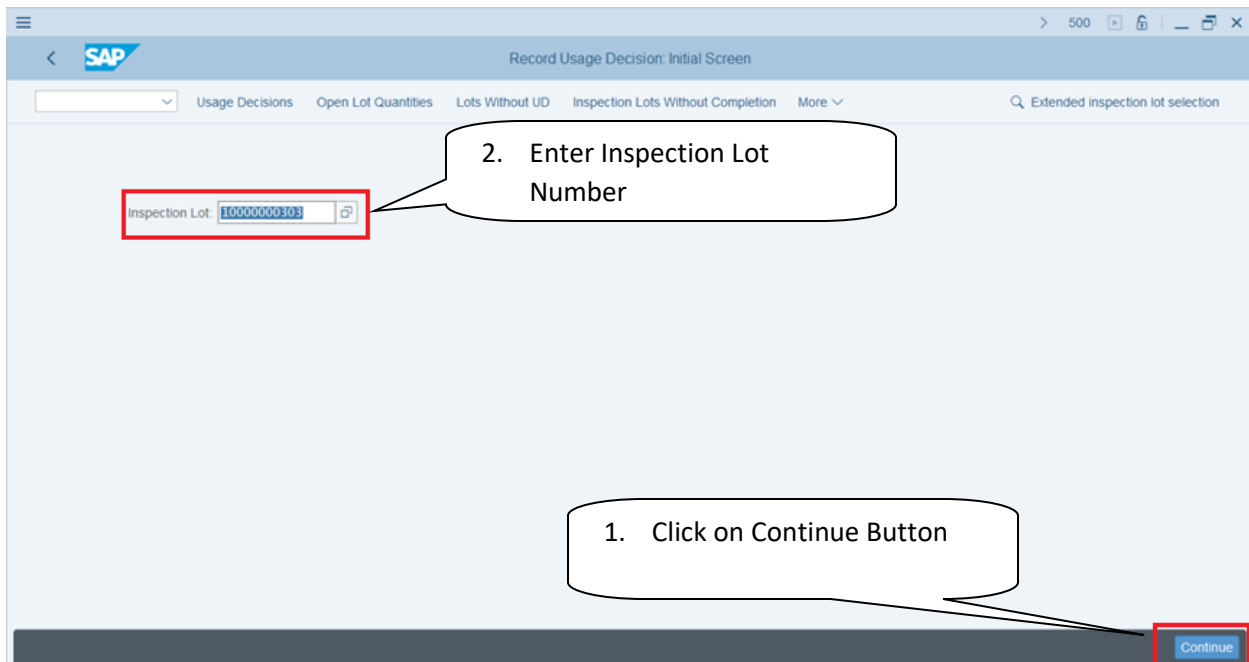




SAP User Manual for E2E Material and Service Procurement

Step 7:

- System will open Record Usage Decision Initial Screen
- Enter Inspection Lot: 10000000303





SAP User Manual for E2E Material and Service Procurement

Step 8:

- System will open, Record Usage Decision: Characteristic Overview Screen.
- Click on the **F4 (Search Help)** from UD Code.

Record Usage Decision: Characteristic Overview

System Status: INSP RREC SPRQ UserStatus: ⓘ

End Date: 22.07.2020 You have not completed all characteristics

Defects Characteristics Inspection Lot Stock

> Chars Relevant for Usage Decision Characteristics: 1 / 0

Ch...	Val...	LT...	DS	Weighting	Defect Class	Specifications	Result	Short Text for Characteristic	Non...	Share ...	S...	Valuation
				02 Maj_		Quality Inspection Result - Mb...	4 Accept	Quality Testing with Certificate	0		2	No va

Usage Decision

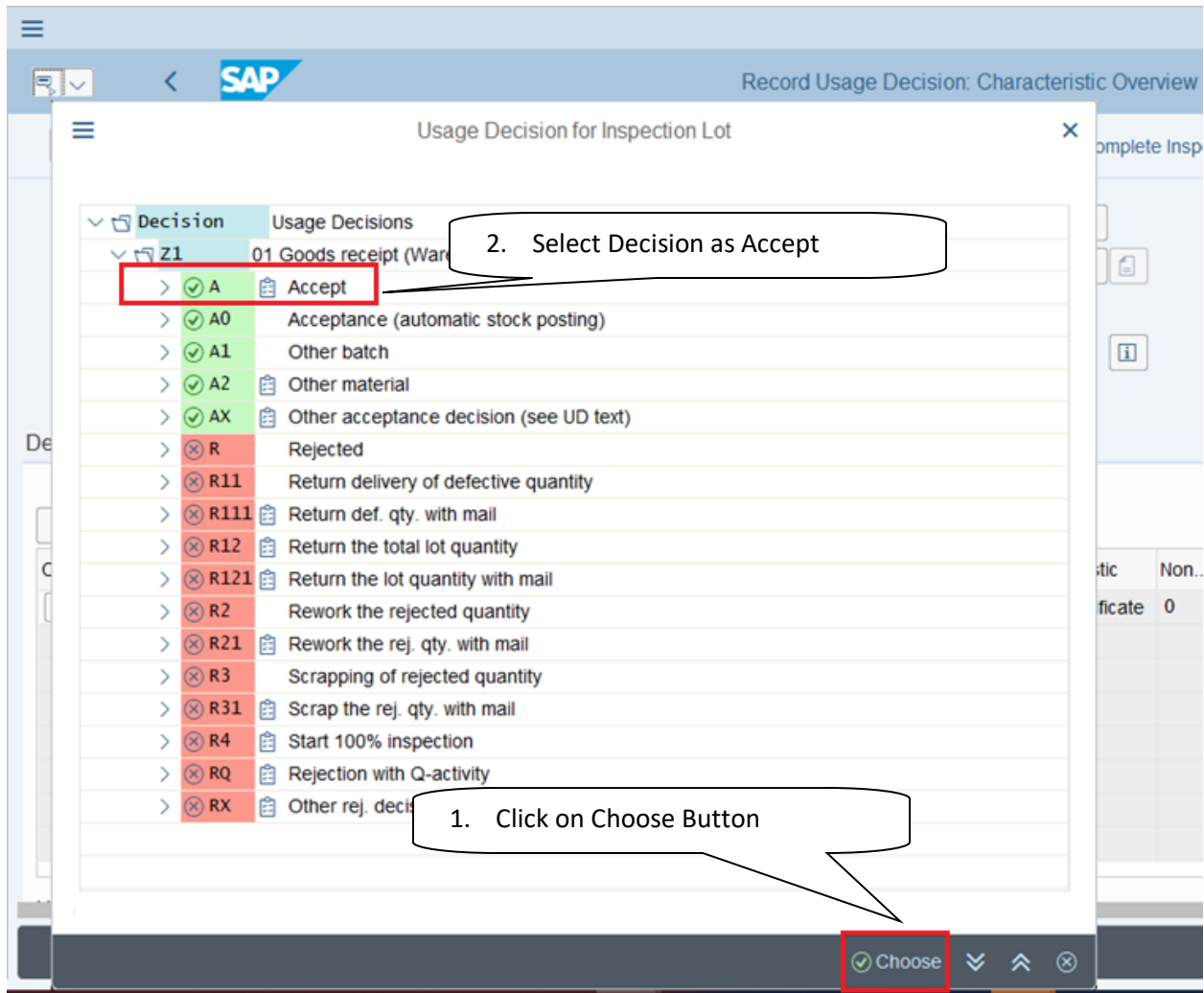
UD Code: ⓘ

Quality Score: 0 From usage decision code

SAP User Manual for E2E Material and Service Procurement

Step 9:

- System will Open “Usage Decision for Inspection Lot” pop up screen.
- Select the decision “Accept”
- Click on “Choose” Button.



The screenshot shows the SAP 'Usage Decision for Inspection Lot' dialog box. The dialog has a title bar 'Usage Decision for Inspection Lot' and a close button. Below the title bar is a table of usage decisions. The table has two columns: 'Decision' and 'Usage Decisions'. The 'Decision' column contains codes like A, A0, A1, A2, AX, R, R11, R111, R12, R121, R2, R21, R3, R31, R4, RQ, and RX. The 'Usage Decisions' column contains descriptions like 'Accept', 'Acceptance (automatic stock posting)', 'Other batch', 'Other material', 'Other acceptance decision (see UD text)', 'Rejected', 'Return delivery of defective quantity', 'Return def. qty. with mail', 'Return the total lot quantity', 'Return the lot quantity with mail', 'Rework the rejected quantity', 'Rework the rej. qty. with mail', 'Scrapping of rejected quantity', 'Scrap the rej. qty. with mail', 'Start 100% inspection', 'Rejection with Q-activity', and 'Other rej. decis'. The 'Accept' decision is highlighted with a red box. A callout bubble points to it with the text '2. Select Decision as Accept'. At the bottom of the dialog, there is a 'Choose' button with a green checkmark icon, which is also highlighted with a red box. A callout bubble points to it with the text '1. Click on Choose Button'. The background shows the SAP interface with a 'Record Usage Decision: Characteristic Overview' header and a table with columns 'Stic' and 'Non..'.

Decision	Usage Decisions
> ✓ A	Accept
> ✓ A0	Acceptance (automatic stock posting)
> ✓ A1	Other batch
> ✓ A2	Other material
> ✓ AX	Other acceptance decision (see UD text)
> ✗ R	Rejected
> ✗ R11	Return delivery of defective quantity
> ✗ R111	Return def. qty. with mail
> ✗ R12	Return the total lot quantity
> ✗ R121	Return the lot quantity with mail
> ✗ R2	Rework the rejected quantity
> ✗ R21	Rework the rej. qty. with mail
> ✗ R3	Scrapping of rejected quantity
> ✗ R31	Scrap the rej. qty. with mail
> ✗ R4	Start 100% inspection
> ✗ RQ	Rejection with Q-activity
> ✗ RX	Other rej. decis



SAP User Manual for E2E Material and Service Procurement

Step 10:

- System will take back to Record Usage Decision Characteristic Overview Page.
- Usage Decision Code update.
- Select the Inspection Lot Stock Tab.

Record Usage Decision: Characteristic Overview

System Status: INSP RREC SPRQ

End Date: 22.07.2020

Defects Characteristics **Inspection Lot Stock**

Chars Relevant for Usage Decision Characteristics: 1 / 0

Ch...	Val...	LT...	DS	Weighting	Defect Class	Specifications	Result	Short Text for Characteristic	Non...	Share ...
				02 Maj...		Quality Inspection Result - Mb...	4 Accept	Quality Testing with Certificate	0	

Usage Decision

UD Code: 01 ACCEPT

Quality Score: 100 From usage decision code



SAP User Manual for E2E Material and Service Procurement

Step11:

- System will open Record Usage Decision Stock Page.
- Enter the Stock in the **GR Blocked Stock** and Press Enter.

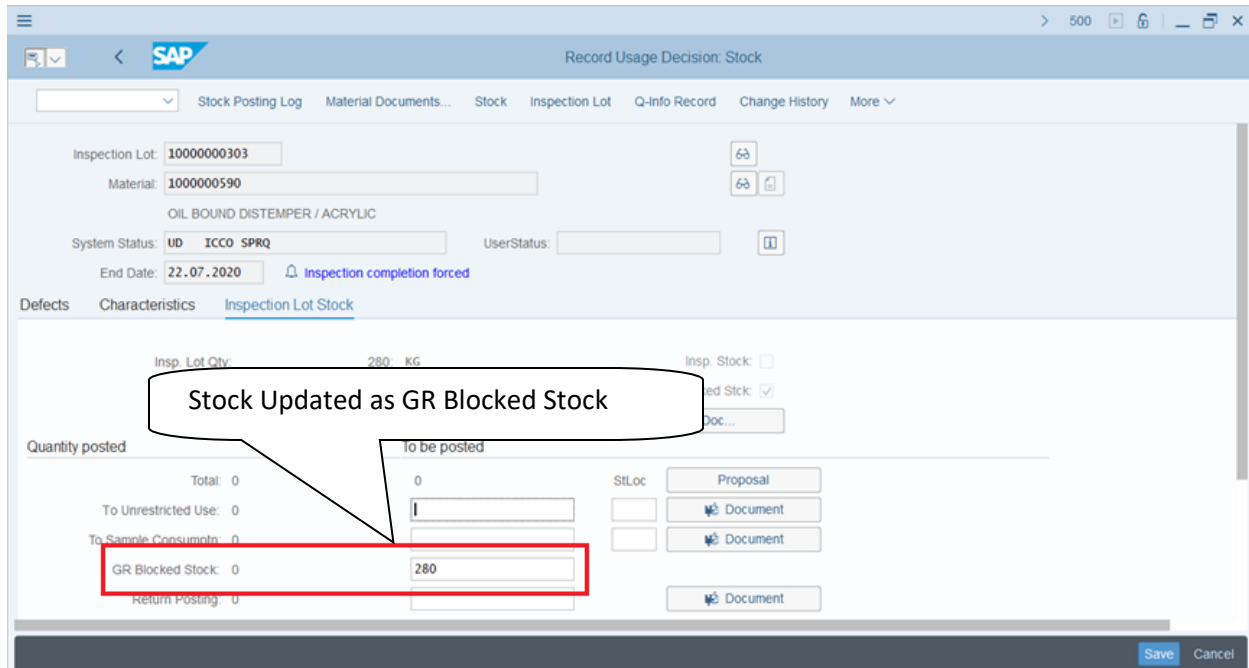
The screenshot shows the SAP 'Record Usage Decision: Stock' interface. At the top, there is a navigation bar with the SAP logo and a title 'Record Usage Decision: Stock'. Below this is a menu with options: 'Stock Posting Log', 'Material Documents...', 'Stock', 'Inspection Lot', 'Q-Info Record', 'Change History', and 'More'. The main form area contains several input fields: 'Inspection Lot' (1000000303), 'Material' (100000590), 'System Status' (UD ICCO SPRQ), and 'End Date' (22.07.2020). The material description is 'OIL BOUND DISTEMPER / ACRYLIC'. Below the form, there are tabs for 'Defects', 'Characteristics', and 'Inspection Lot Stock'. A summary section shows 'Insp. Lot Qty: 280: KG' and 'Sample Size: 280: KG'. There are checkboxes for 'Insp. Stock' (unchecked) and 'GR Blocked Stck' (checked). A 'Doc...' button is present. The bottom section is a table with two columns: 'Quantity posted' and 'To be posted'. The 'Total' row shows 0 in the first column and 280 in the second. Below this are rows for 'To Unrestricted Use', 'To Sample Consumptn', 'GR Blocked Stock', and 'Return Posting', each with input fields. To the right of the table are buttons for 'Proposal', 'Document', and 'Document'.

Quantity posted	To be posted	StLoc	Action
Total: 0	280		Proposal
To Unrestricted Use: 0	<input type="text"/>	<input type="text"/>	Document
To Sample Consumptn: 0	<input type="text"/>	<input type="text"/>	Document
GR Blocked Stock: 0	<input type="text"/>		
Return Posting: 0	<input type="text"/>		Document

SAP User Manual for E2E Material and Service Procurement

Step12:

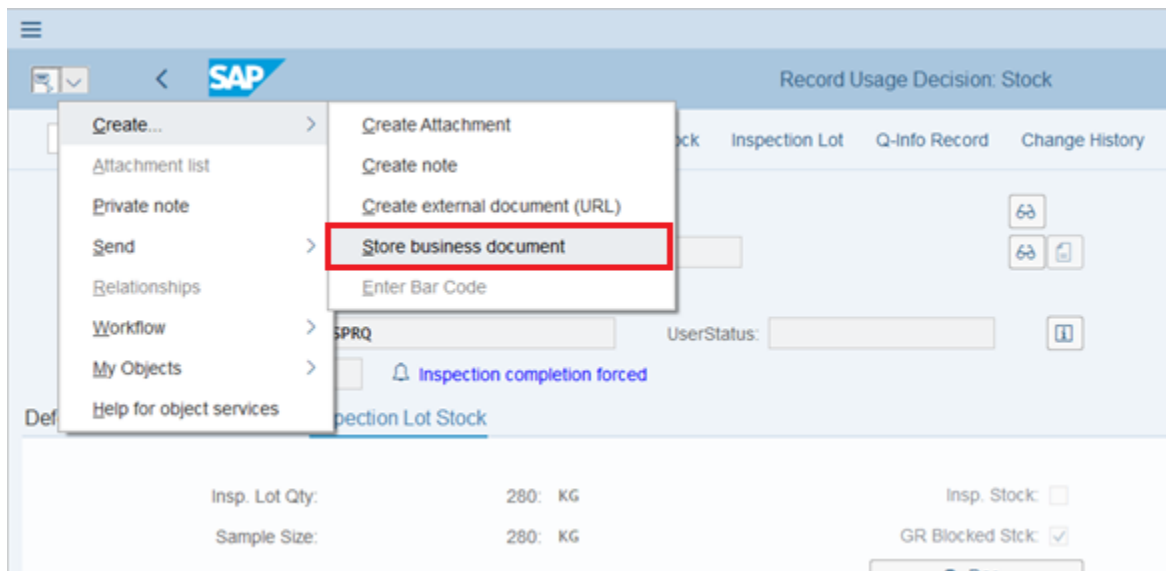
- Stock will be updated into GR Blocked Stock.
- Click on Save Button.



The screenshot shows the SAP 'Record Usage Decision: Stock' form. The 'Inspection Lot' is 1000000303 and the 'Material' is 1000000590. The system status is 'UD IC CO SPRQ' and the end date is 22.07.2020. The 'Inspection Lot Stock' section shows 'Insp. Lot Qty: 280: KG'. A callout box points to the 'GR Blocked Stock' field, which is currently 0, with a text box containing 'Stock Updated as GR Blocked Stock'. The 'To be posted' section shows 'Total: 0' and 'GR Blocked Stock: 280'. The 'Save' button is visible at the bottom right.

Step13:

- Upload soft copy of Quality Inspection Result in the **Store Business Document**

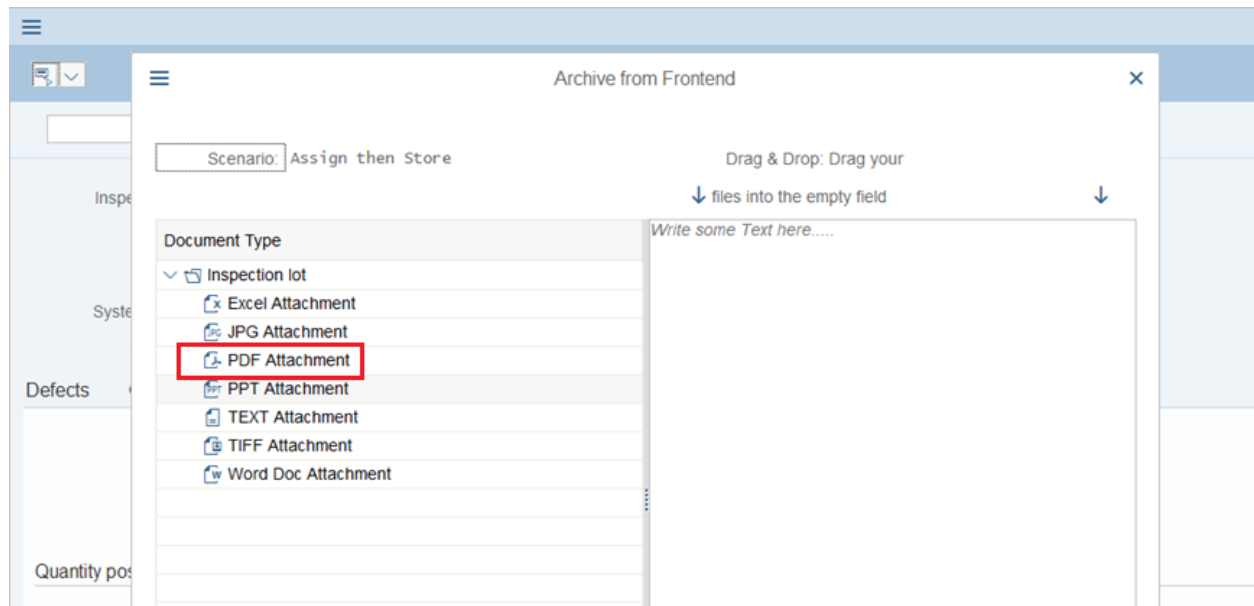


The screenshot shows the same SAP 'Record Usage Decision: Stock' form as in Step 12. A context menu is open over the 'Store business document' option, which is highlighted with a red box. The menu options include 'Create Attachment', 'Create note', 'Create external document (URL)', 'Store business document', and 'Enter Bar Code'. The 'GR Blocked Stock' field is checked, and the 'Save' button is visible at the bottom right.

SAP User Manual for E2E Material and Service Procurement

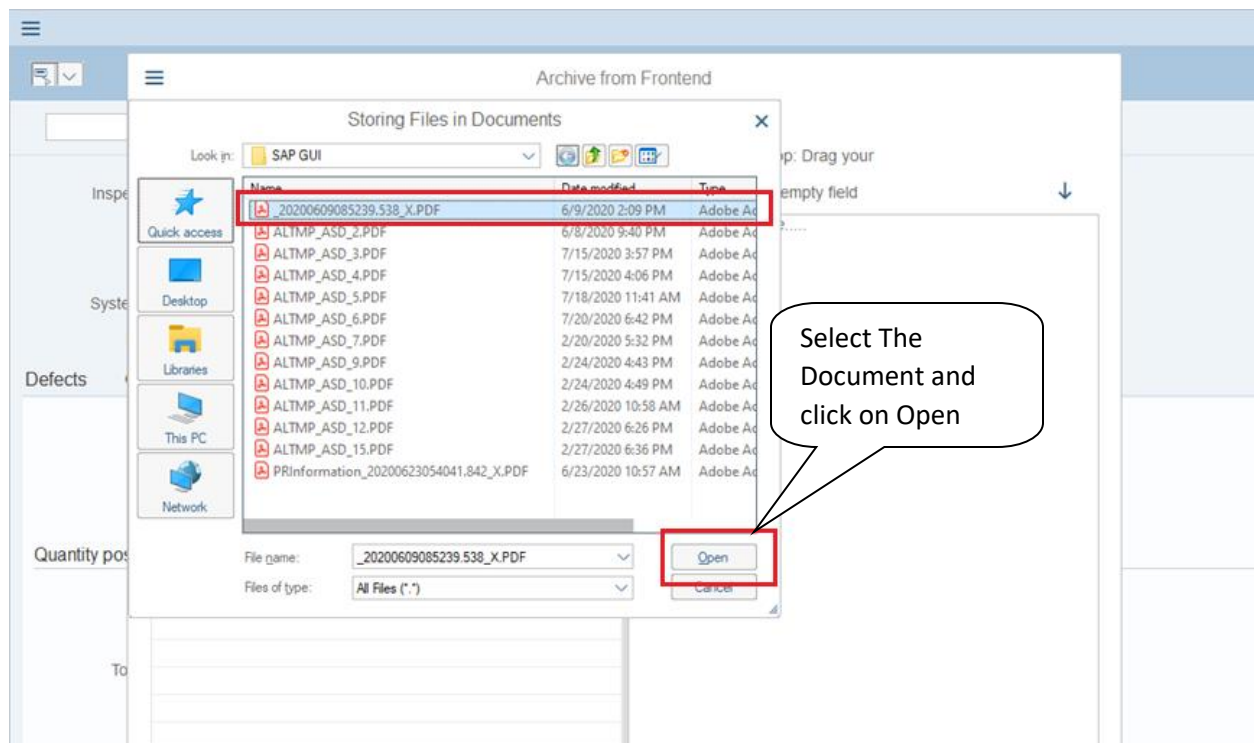
Step 14:

- Select the Document Type and press Enter.



Step 15:

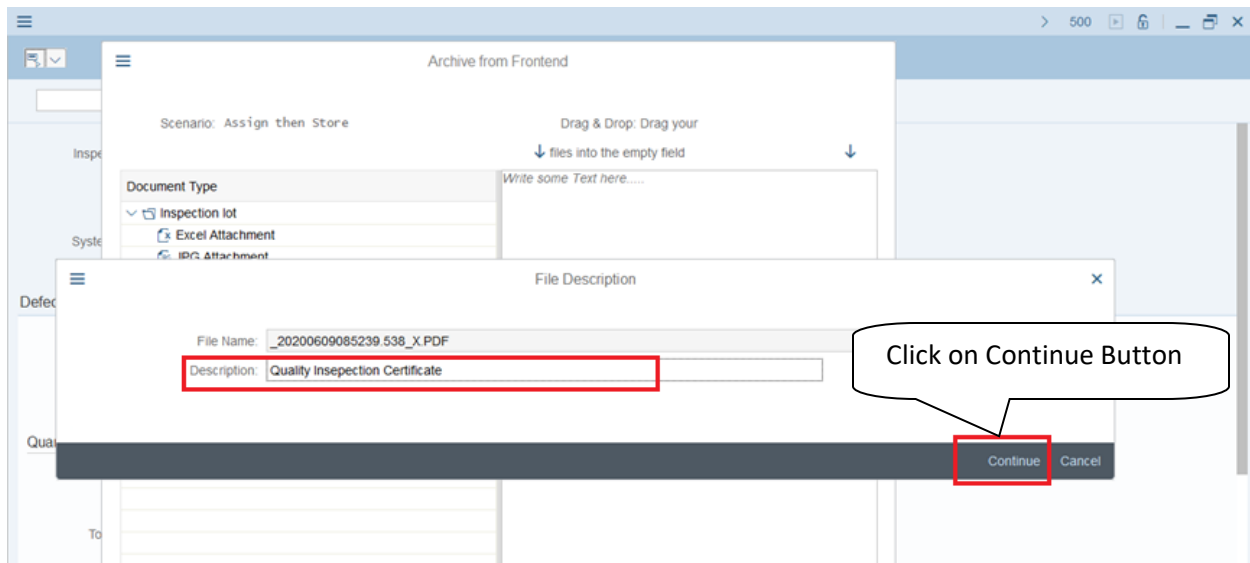
- Select the Document from Desktop and click on Open



SAP User Manual for E2E Material and Service Procurement

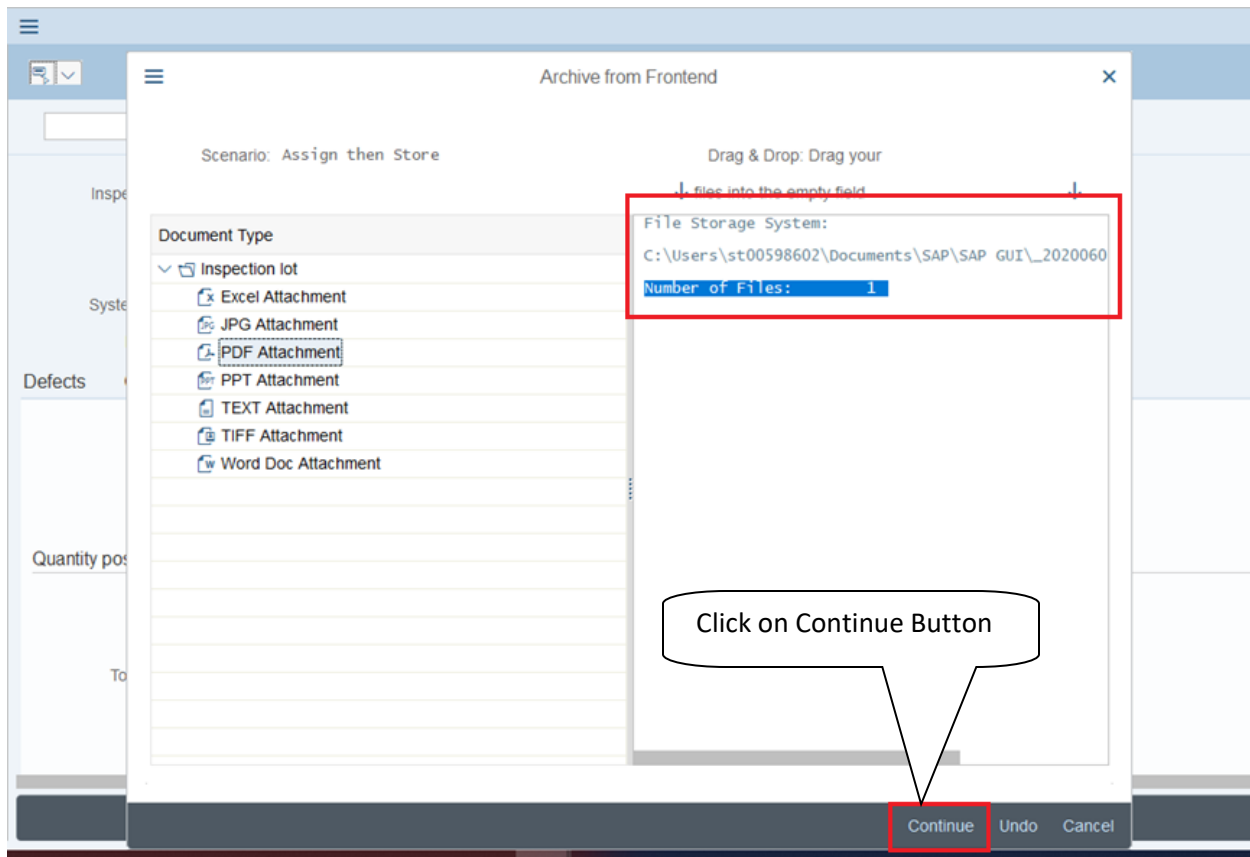
Step 16:

- Provide Document Description or Tile and click on Continue Button.



Step 17:

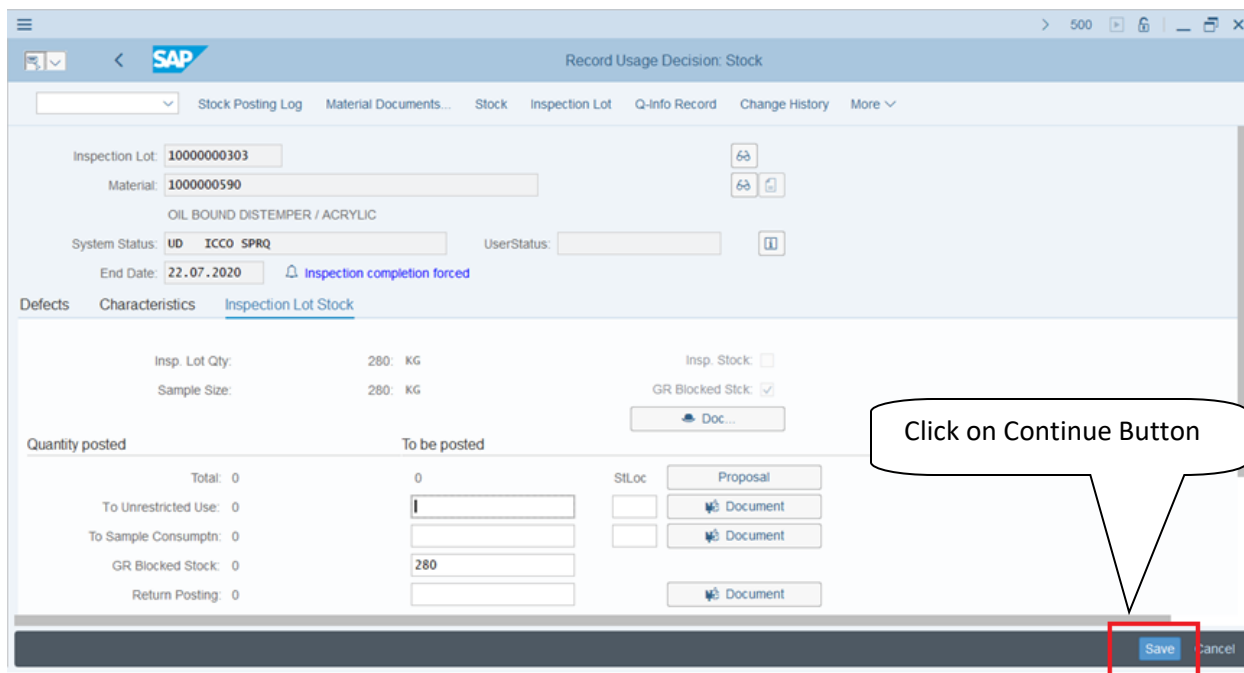
- Document will be uploaded into DMS and click on Continue Button



SAP User Manual for E2E Material and Service Procurement

Step 18:

- Click on Save Button



Record Usage Decision: Stock

Inspection Lot: 1000000303
Material: 100000590
OIL BOUND DISTEMPER / ACRYLIC
System Status: UD IC CO SPRQ
End Date: 22.07.2020

Defects Characteristics Inspection Lot Stock

Insp. Lot Qty: 280: KG
Sample Size: 280: KG
Insp. Stock:
GR Blocked Stck:

Quantity posted	To be posted	StLoc
Total: 0	0	Proposal
To Unrestricted Use: 0		Document
To Sample Consumptn: 0		Document
GR Blocked Stock: 0	280	Document
Return Posting: 0		Document

Save Cancel

System will save the result and will show following message “





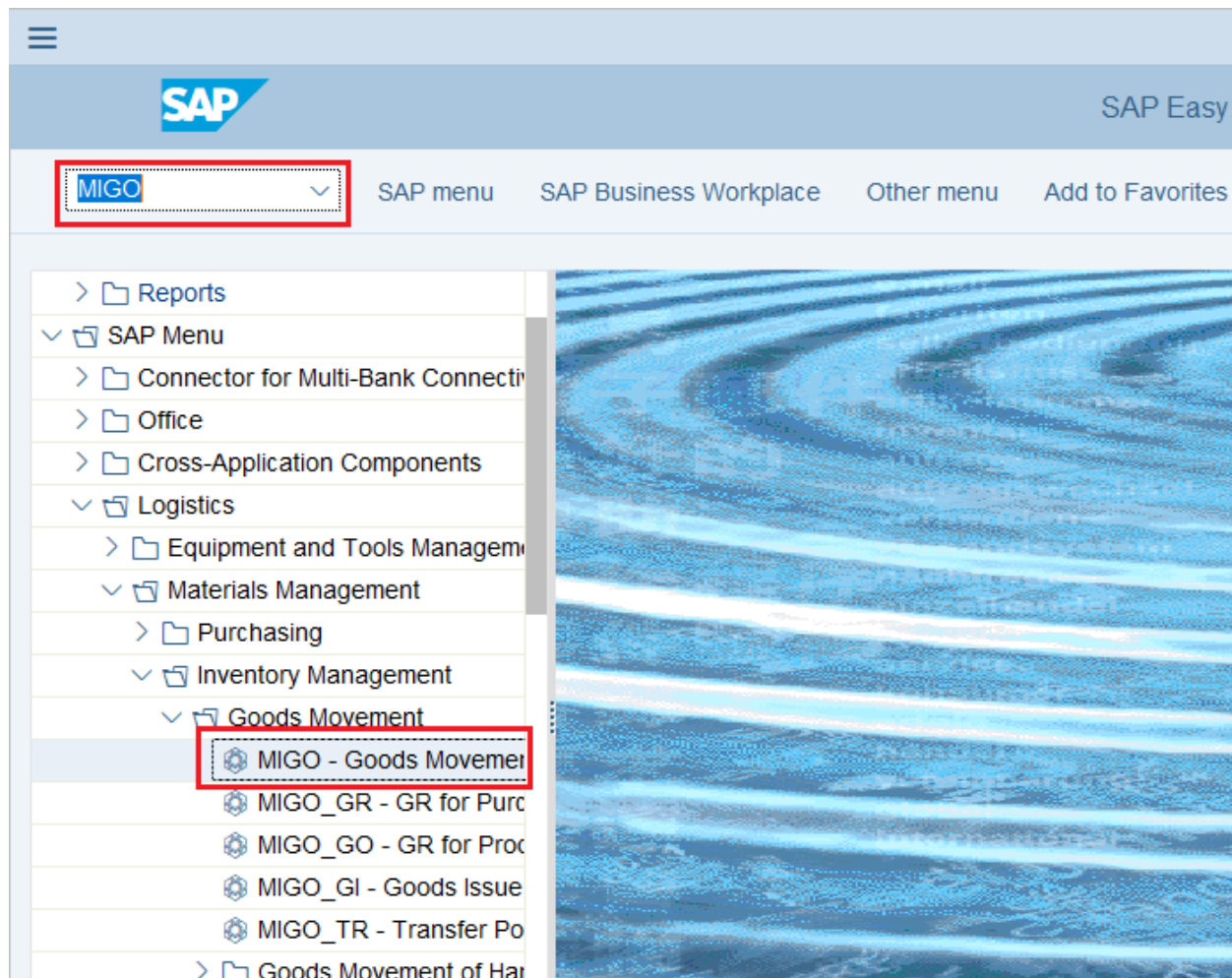
SAP User Manual for E2E Material and Service Procurement

21. Goods Acceptance

Step 1:

- Enter Transaction Code **MIGO** in command bar (or) Follow the below navigation path.

Transaction Code	MIGO
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Inventory Management → Goods Movement → MIGO – Goods Movement





SAP User Manual for E2E Material and Service Procurement

Step 2:

- Select A05 Release GR Blocked Stock
- Reference Document as R02 Material Document
- Material Document Number: 5101000051
- Click on Execute Icon.

Release GR Blocked Stock Material Document - Sridhar Thangavel

Show Overview More

A05 Release GR Blocke... R02 Material Document 5101000051

General Cust. Header Flds

Document Date: 23.07.2020 Delivery

Posting Date: 23.07.2020 Bill of Lading: HeaderText:

Line	Mat. Short Text	W OK	Qty in UnE	EUn	SLoc	Stock Segment
------	-----------------	------	------------	-----	------	---------------

Step 3:

- System will display the Document, select **Item Detail**
- Verify Quantity under **Quantity Tab**.

Release GR Blocked Stock Material Document 5101000051 - Sridhar Thanga

Show Overview More

Delete Contents

Material Quantity Where Purchase Order Data Partner Account Assignment Cust. Item Flds

Qty in Unit of Entry: 280 KG

Qty in SKU: 280 KG

Qty in Delivery Note:

Quantity Ordered: 280 KG

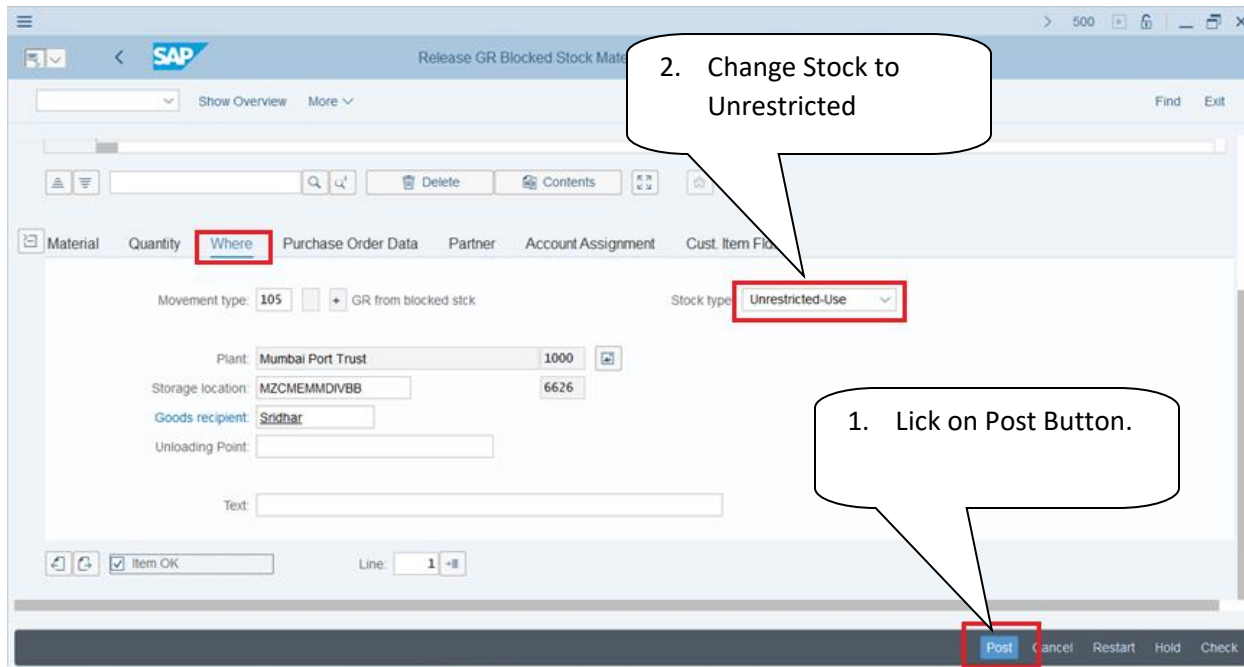
Status GR Doc.: 1 InspLot

No. Containers:

SAP User Manual for E2E Material and Service Procurement

Step 4:

- Under Where Tab, Verify the Delivery Location Details (Plant and Storage Location).
- Change stock Type from Quality Inspection Lot to Unrestricted Stock
- Click on Post Button



System will Post the Document and show the Document number as “

Material document 5101000052 posted [View details](#)”



SAP User Manual for E2E Material and Service Procurement

Step 5:

- Select Display and Enter the Posted Material Document Number: 5101000052
- Click on Execute icon.

The screenshot shows the SAP 'Display Material Document' interface. The title bar reads 'Display Material Document - Sridhar Thangavel'. Below the title bar, there are navigation options: 'Show Overview' and 'More'. The main input area contains 'A04 Display' in a dropdown, 'R02 Material Document' in another dropdown, and a text field containing '5101000052' which is highlighted with a red box. To the right of the text field is the year '2020' and an 'Execute' icon (a magnifying glass with a refresh symbol). Below the input area, there are tabs for 'General', 'Doc. info', and 'Cust. Header Flds'. The 'General' tab is active, showing fields for 'Document Date', 'Posting Date', 'Delivery Note', 'Bill of Lading', and 'HeaderText'. At the bottom, a table header is visible with columns: 'Line', 'Mat. Short Text', 'W', 'Qty in UnE', 'EUn', 'SLoc', 'Stock Segment', and 'Bat'.

Step 6:

- Select the FI Documents

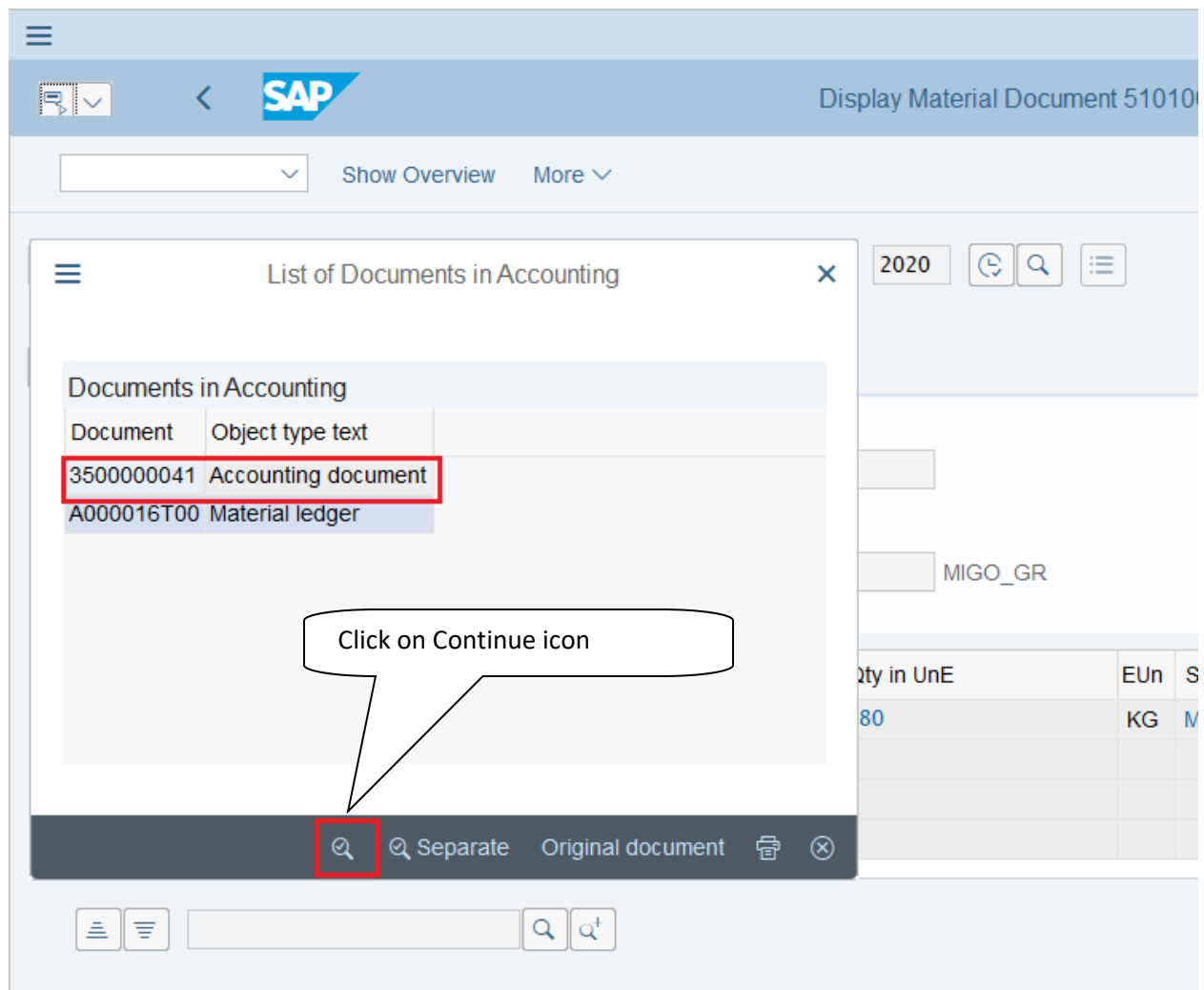
The screenshot shows the SAP 'Display Material Document' interface for document number 5101000052. The title bar reads 'Display Material Document 5101000052 - Sridhar Thangavel'. The input area shows 'A04 Display', 'R02 Material Document', and the document number '5101000052' (highlighted with a red box), along with the year '2020' and an 'Execute' icon. Below the input area, there are tabs for 'General', 'Vendor', 'Doc. info', and 'Cust. Header Flds'. The 'Doc. info' tab is active, showing fields for 'Entered By: Sridhar Thangavel', 'Created On: 23.07.2020 00:04:33', and 'Transaction Code: Goods Movement MIGO_GR'. A red box highlights a button labeled 'FI Documents' in the top right corner of the 'Doc. info' section. At the bottom, a table header is visible with columns: 'Line', 'Mat. Short Text', 'W', 'Qty in UnE', 'EUn', 'SLoc', 'Profit Center', and 'Stock Segment'. The table contains one row with the following data:

Line	Mat. Short Text	W	Qty in UnE	EUn	SLoc	Profit Center	Stock Segment
1	OIL BOUND DISTEMPER / ACRYLIC		280	KG	MZCMEMMDIVBB	1005	

SAP User Manual for E2E Material and Service Procurement

Step 7:

- Select the Accounting Document and click on the Continue icon



Documents in Accounting

Document	Object type text
3500000041	Accounting document
A000016T00	Material ledger

Click on Continue icon

2020

MIGO_GR

Qty in UnE	EUn	S
80	KG	M

Separate Original document



SAP User Manual for E2E Material and Service Procurement

Step 8:

- System will display the Accounting document for the GR Acceptance Document.

Display Document: Data Entry View

Change Display/Change Mode | Display Another Document | Select Individual Object | Display Document Header | Display Currency | More ▾ | **Exit**

Data Entry View

Document Number: 1500000041 | Company Code: 1000 | Fiscal Year: 2020
Document Date: 22.07.2020 | Posting Date: 23.07.2020 | Period: 4
Reference: | Cross-Comp No.: |
Currency: INR | Texts Exist: | Ledger Group: |

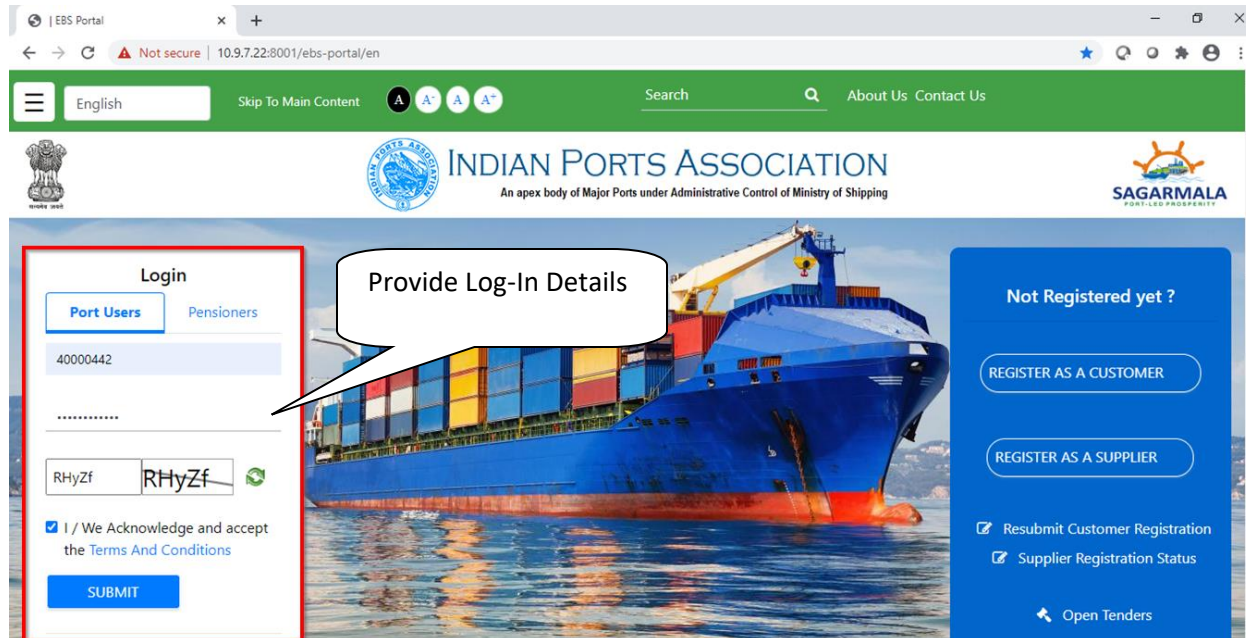
Co...	Item	K_	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1000	1	89		23300000	Stores - Consumables	13,720.00	INR			1005
	2	96		18160008	GR/IR Clearing	13,720.00-	INR			1005

SAP User Manual for E2E Material and Service Procurement

11. Create Measurement Sheet:

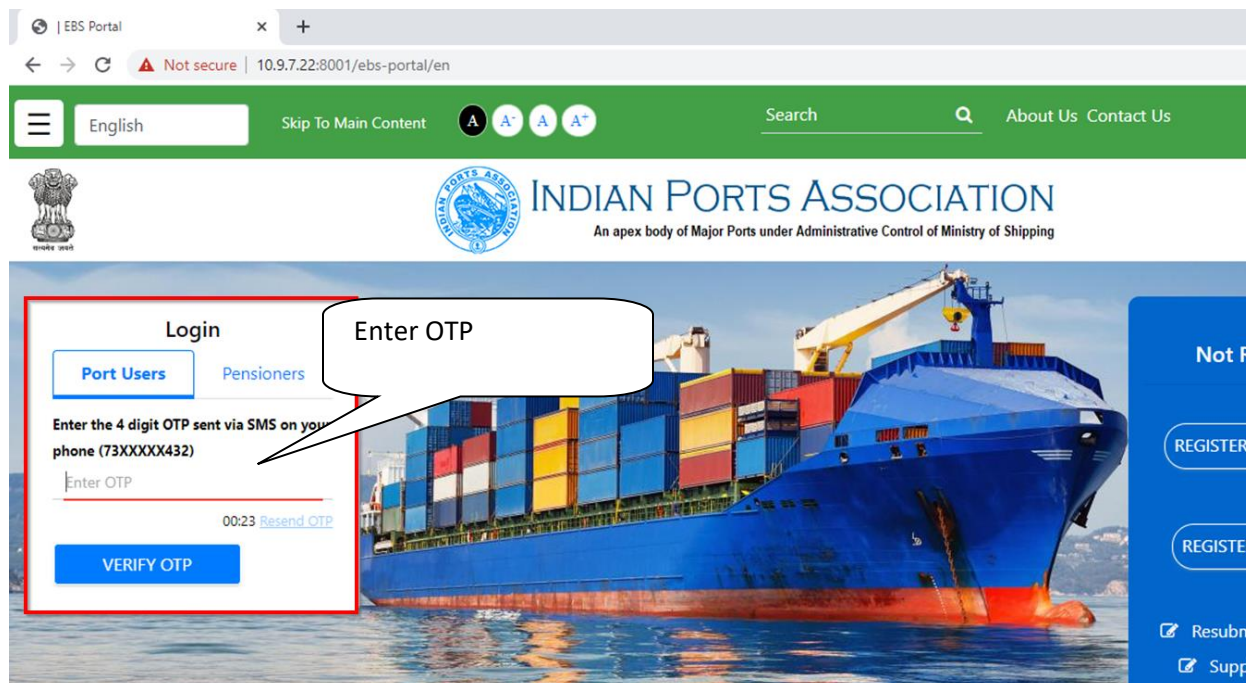
Step 1:

- Go to EBS Portal and Provide Log in Details



Step 2:

- Enter One Time Password (OTP) received on registered Mobile number





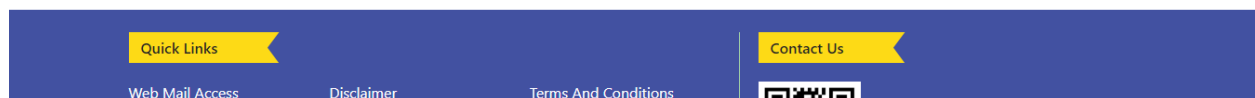
SAP User Manual for E2E Material and Service Procurement

Step 3:

- Click on **Supplier Portal**

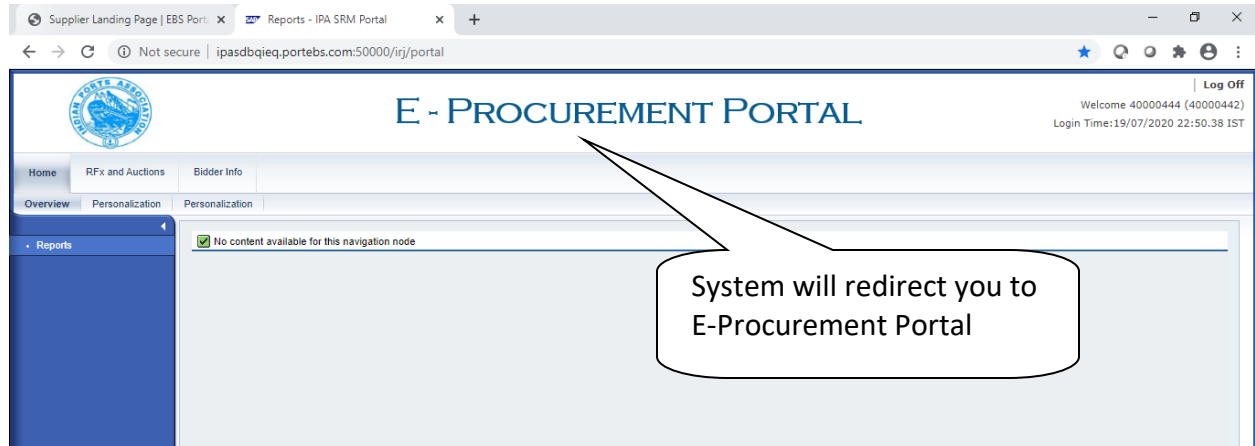


SUPPLIER PORTAL



Step 4:

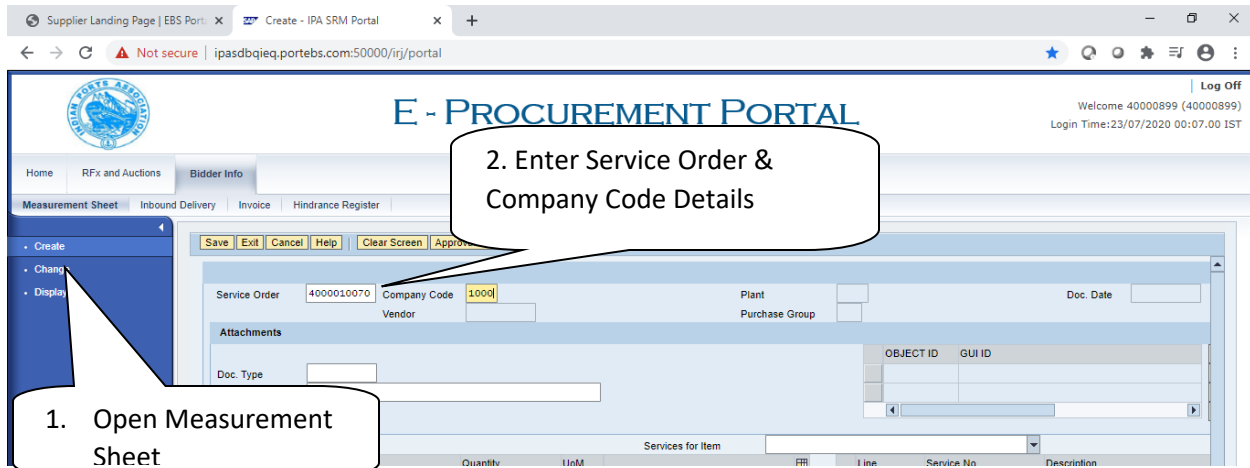
- System will redirect you to **E- Procurement Portal**



SAP User Manual for E2E Material and Service Procurement

Step 5:

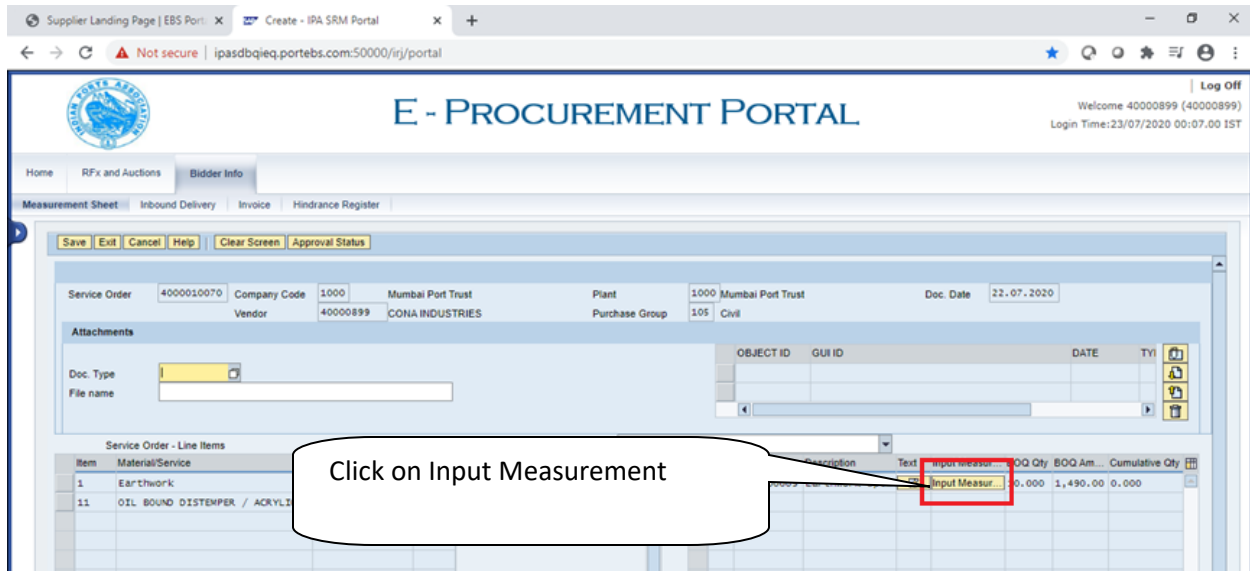
- Click on Bidder Info
- Click on Measurement Sheet
- Click on Create & Provide Below Details
 - Service Order: **4000010070**
 - Company Code: **1000**
 - Press **Enter**



The screenshot shows the SAP E-Procurement Portal interface. The 'Bidder Info' tab is active, and the 'Measurement Sheet' sub-tab is selected. A callout box labeled '1. Open Measurement Sheet' points to the 'Measurement Sheet' tab. Another callout box labeled '2. Enter Service Order & Company Code Details' points to the input fields for 'Service Order' (4000010070) and 'Company Code' (1000). The 'Attachments' section is visible below the main form.

Step 4:

- System will fetch and display Service Order details
- Click on **input measurement** button to record completed work details for activity line item 10



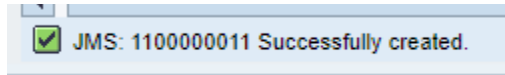
The screenshot shows the SAP E-Procurement Portal interface with the 'Measurement Sheet' sub-tab active. The 'Service Order' field is populated with 4000010070, and the 'Company Code' is 1000. The 'Attachments' section is visible. A callout box labeled 'Click on Input Measurement' points to the 'Input Measurement' button in the 'Service Order - Line Items' table. The table shows the following data:

Item	Material/Service	Description	Text	Input Measur...	BOQ Qty	BOQ Am...	Cumulative Qty
1	Earthwork				0.000	1,490.00	0.000
11	OIL BOUND DISTEMPER / ACRYLI						

SAP User Manual for E2E Material and Service Procurement

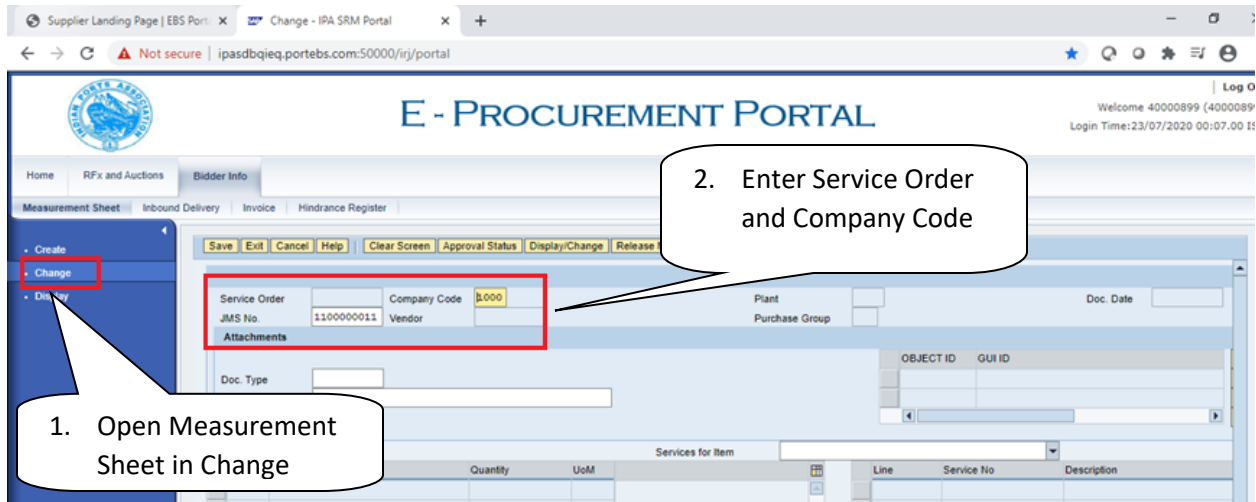
Step 9:

- System will create a JMS document and display “JMS 1100000011 Successfully created” message.



Step 10:

- Click on **Bidder Info**
- Click on **Measurement Sheet**
- Click on **Change** & Provide Below Details
 - JMS No: **1100000011**
 - Company Code: **1000**
 - Press **Enter**

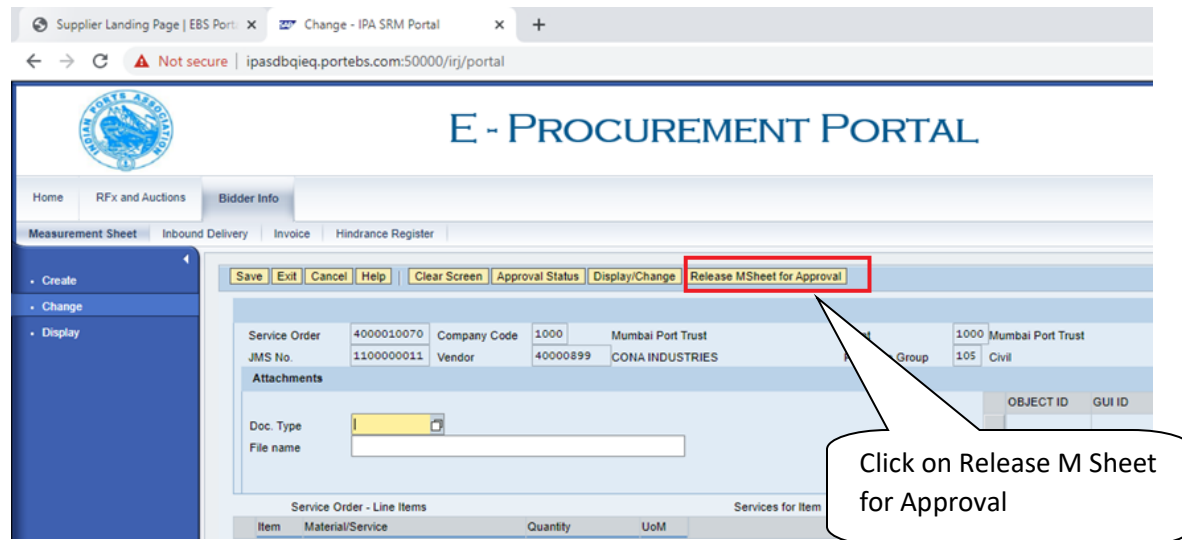




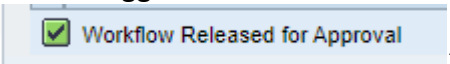
SAP User Manual for E2E Material and Service Procurement

Step 11:

- System will open JMS document in Change mode
- Click on **Release M Sheet for Approval** Button



Step 12:

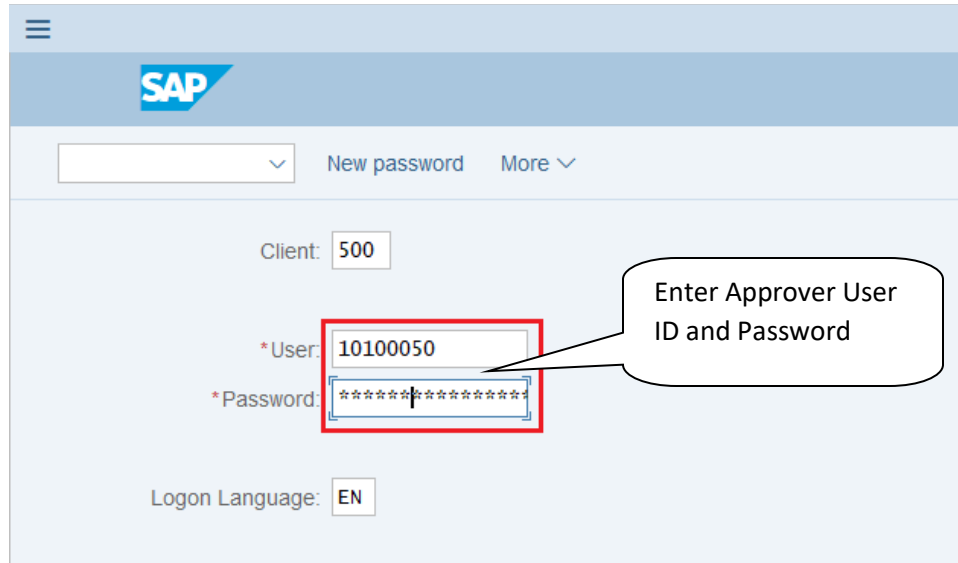
- Workflow will be triggered for measurement sheet approval and system will show the Message “”

SAP User Manual for E2E Material and Service Procurement

12. Release Measurement Sheet:

Step 1:

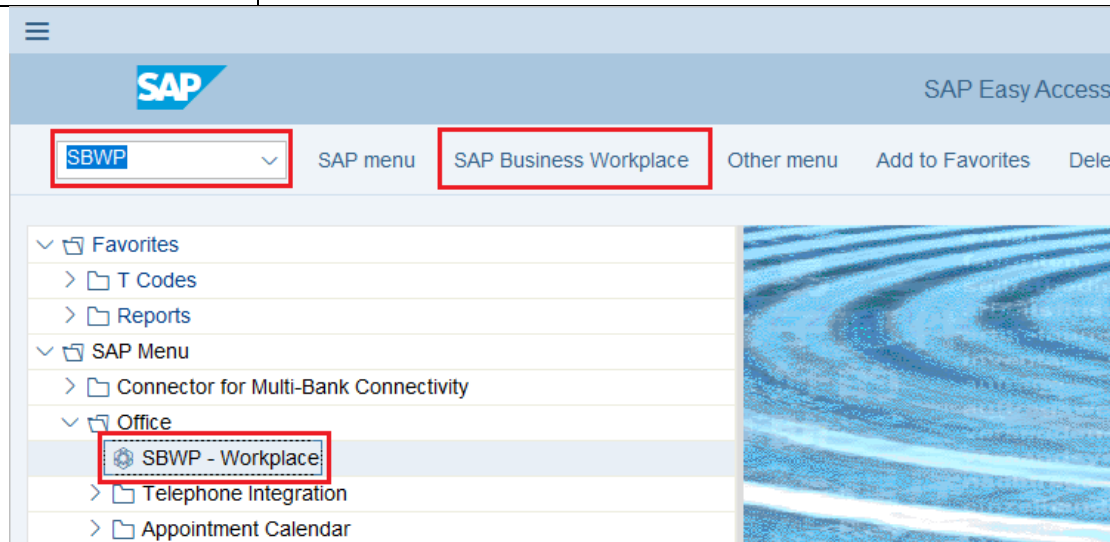
- Login as **Approver 1** (Assistant Engineer) in SAP System.



Step 2:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

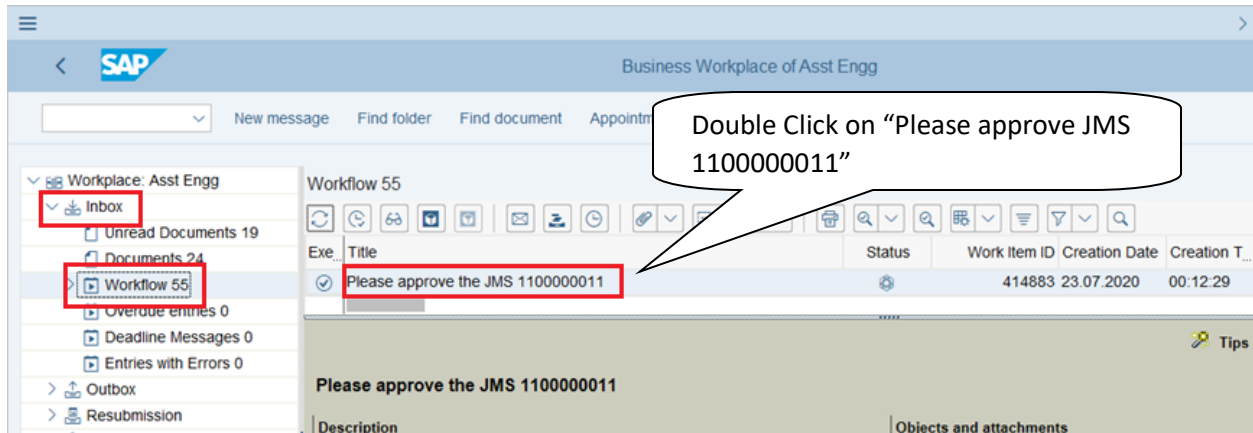
Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



SAP User Manual for E2E Material and Service Procurement

Step 3:

- Expand “Inbox” button, under workflow “Please approve JMS 1100000011” message will appear.
- Double Click on “Please approve JMS 1100000011”



Step 4:

- System will open JMS workflow screen
- Select the line items which are to be considered for approval



SAP User Manual for E2E Material and Service Procurement

Step 5:

- System will display information message.
- Click on **“Continue”** Button.

The screenshot shows the SAP JSM Workflow interface. An information message dialog box is displayed in the foreground, containing the text: "Selected entries will be considered for approval process". At the bottom of the dialog box, there are two buttons: "Continue" and "Help". The "Continue" button is highlighted with a red box, and a callout bubble points to it with the text "Click on Continue".

Select line	Level1	Level2	Level3	Level4	JMS Number	Company Code	Service order	Item No	Vendor	Vendor name	Doc.Date	Plant	Serv
<input type="checkbox"/>	<input checked="" type="checkbox"/>				1100000011	1000	4000010070	1	40000899	CONA INDUSTRIES	22.07.2020	1000	Eartl
<input type="checkbox"/>	<input checked="" type="checkbox"/>				1100000011	1000	4000010070	1	40000899	CONA INDUSTRIES	22.07.2020	1000	Eartl
<input type="checkbox"/>	<input checked="" type="checkbox"/>				1100000011	1000	4000010070	1	40000899	CONA INDUSTRIES	22.07.2020	1000	Eartl
<input type="checkbox"/>	<input checked="" type="checkbox"/>				1100000011	1000	4000010070	1	40000899	CONA INDUSTRIES	22.07.2020	1000	Eartl

Step 6:

- Click on **“Approve”** Button to approve the Measurement Sheet.

The screenshot shows the SAP Decision Step in Workflow interface. The main heading is "Please approve the JM". Below this, there is a list of options: "Approve", "Reject", "Display", "Approval or Rejection History", and "Hold". The "Approve" option is highlighted with a red box, and a callout bubble points to it with the text "Click on 'Approve'".

SAP User Manual for E2E Material and Service Procurement

Step 7:

- Measurement Sheet will be approved with level 1.
- Measurement Sheet Approval Request notification is forwarded to Approver 2

Step 8:

- Login as **Approver 2** (Executive Engineer) in SAP System.

Step 9:

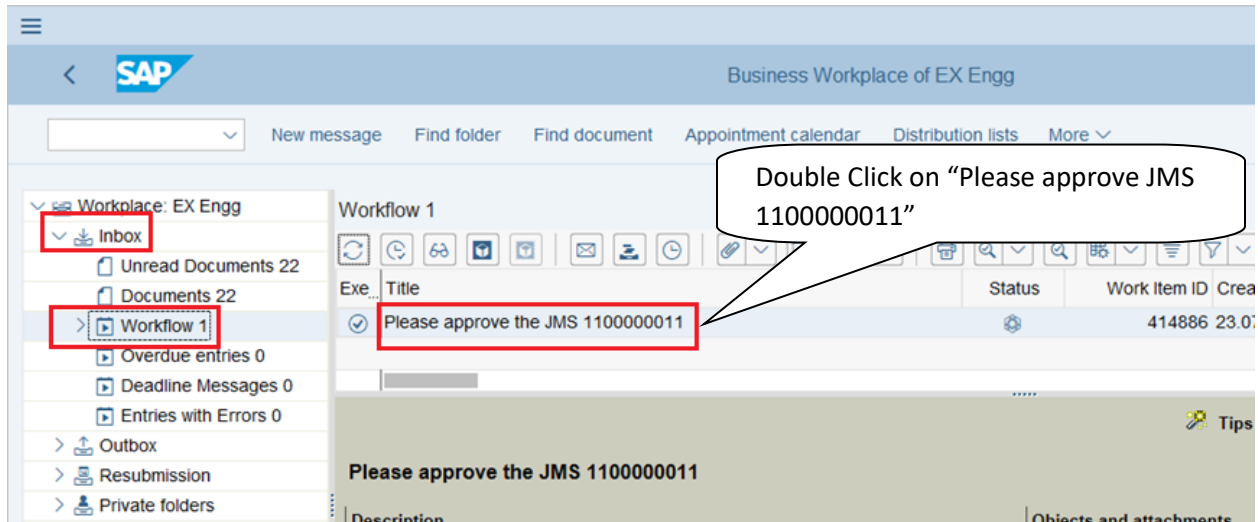
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver

SAP User Manual for E2E Material and Service Procurement

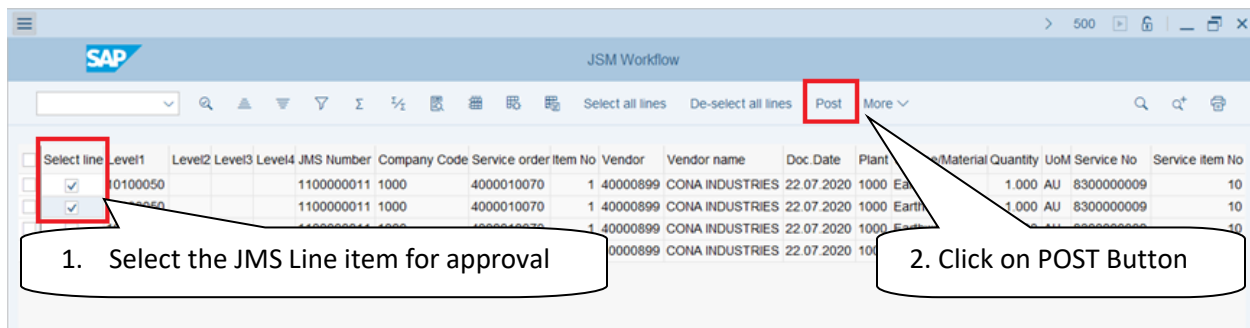
Step 10:

- Expand “Inbox” button, under workflow “Please approve JMS 110000011” message will appear.
- Double Click on “Please approve JMS 110000011”



Step 11:

- System will open JMS workflow screen
- Select the line items which are to be considered for approval





SAP User Manual for E2E Material and Service Procurement

Step 12:

- Click on “**Approve**” Button to approve the Measurement Sheet.

The screenshot shows the SAP interface for a decision step. At the top, there is a blue header with the SAP logo and the text "Decision Step in Workflow". Below the header, there is a navigation bar with a dropdown menu, "Workflow", "Create", "Import", and "More". The main content area has a title "Please approve the IMS 1100000011" and a callout box pointing to the "Approve" button with the text "Click on 'Approve'". Below the title, there is a section "Choose one of the following alternatives" with a list of options: "Approve", "Reject", "Display", "Approval or Rejection History", and "Hold". The "Approve" option is highlighted with a red box.

Step 13:

- Measurement Sheet will be approved with level 2.
- Measurement Sheet Approval Request notification is forwarded to Approver 3

Step 14:

- Login as **Approver 3** (Dy CME) in SAP System.

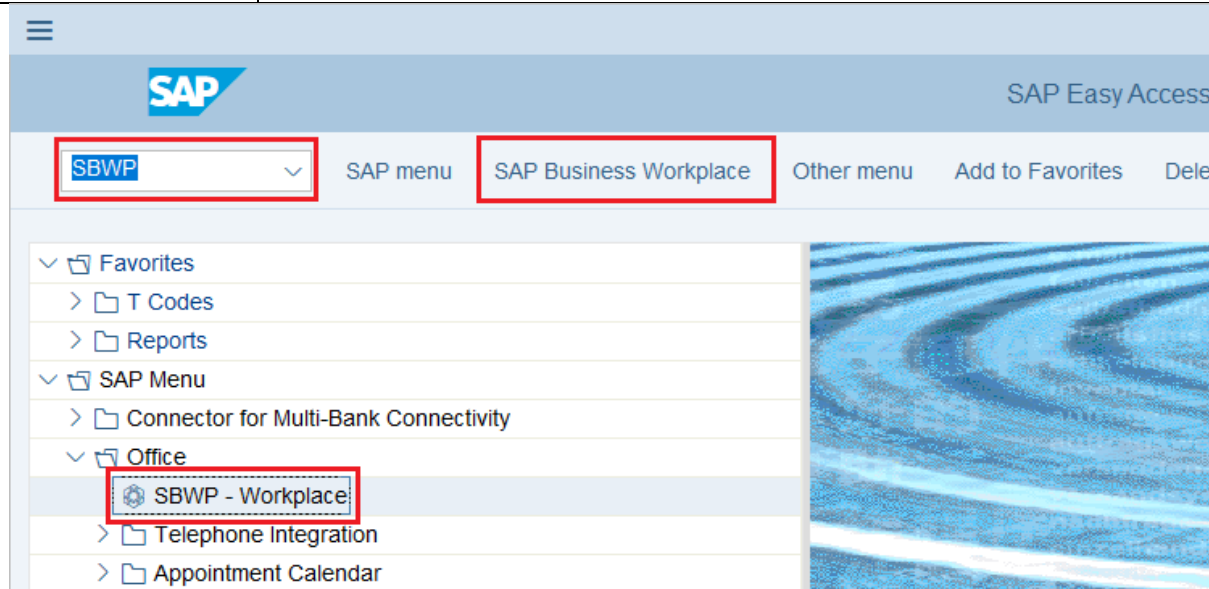
The screenshot shows the SAP login screen. At the top, there is a blue header with the SAP logo and the text "SAP". Below the header, there is a navigation bar with a dropdown menu, "New password", and "More". The main content area has a "Client:" field with the value "500". Below that, there is a "*User:" field with the value "10100049" and a "*Password:" field with the value "*****". A callout box points to the "*User:" and "*Password:" fields with the text "Enter Approver User ID and Password". Below the password field, there is a "Logon Language:" field with the value "EN".

SAP User Manual for E2E Material and Service Procurement

Step 15:

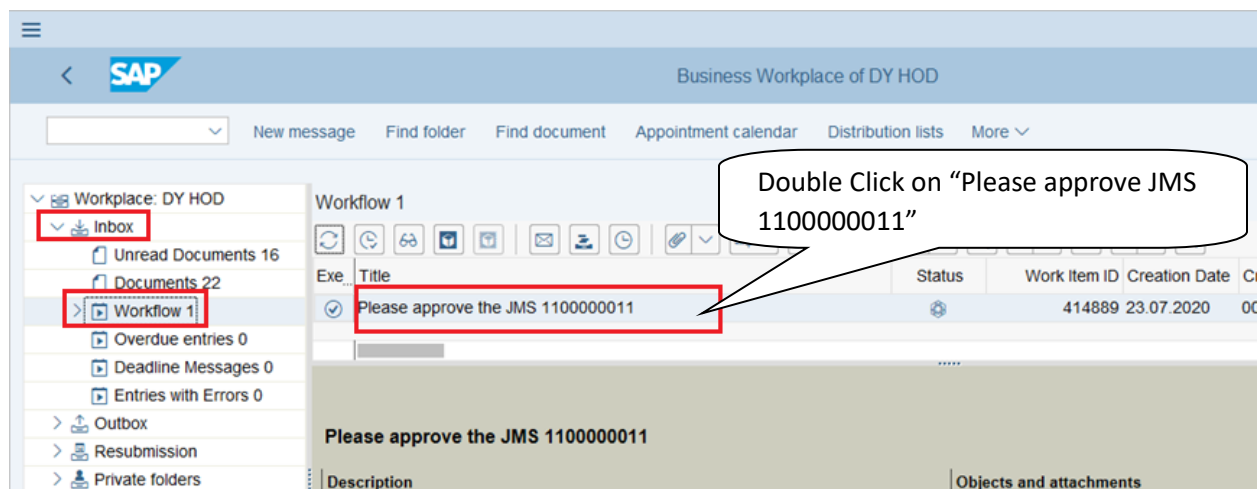
- Click on **SAP Business Workplace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



Step 16:

- Expand “**Inbox**” button, under workflow “**Please approve JMS 110000011**” message will appear.
- Double Click on “**Please approve JMS 110000011**”

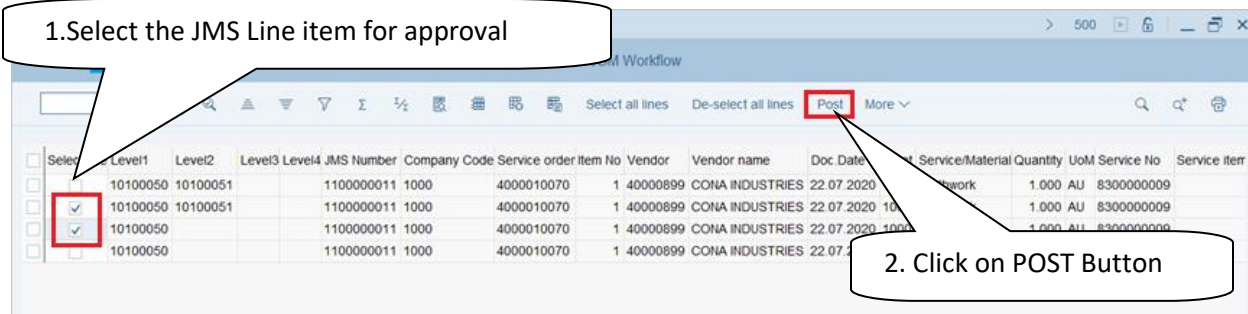


SAP User Manual for E2E Material and Service Procurement

Step 17:

- System will open JMS workflow screen
- Select the line items which are to be considered for approval

1. Select the JMS Line item for approval

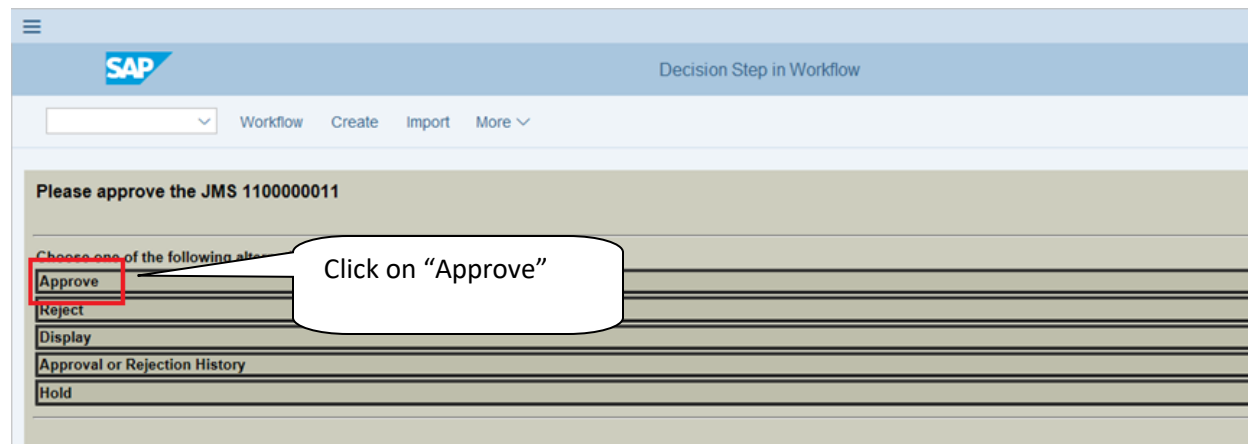


Select	Level1	Level2	Level3	Level4	JMS Number	Company Code	Service order item No	Vendor	Vendor name	Doc. Date	Service/Material	Quantity	UoM	Service No	Service Item
<input type="checkbox"/>	10100050	10100051			1100000011	1000	4000010070	1	40000899	CONA INDUSTRIES	22.07.2020	1.000	AU	8300000009	
<input checked="" type="checkbox"/>	10100050	10100051			1100000011	1000	4000010070	1	40000899	CONA INDUSTRIES	22.07.2020	1.000	AU	8300000009	
<input type="checkbox"/>	10100050				1100000011	1000	4000010070	1	40000899	CONA INDUSTRIES	22.07.2020	1.000	AU	8300000009	
<input type="checkbox"/>	10100050				1100000011	1000	4000010070	1	40000899	CONA INDUSTRIES	22.07.2020	1.000	AU	8300000009	

2. Click on POST Button

Step 18:

- Click on “Approve” Button to approve the Measurement Sheet.



Please approve the JMS 1100000011

Choose one of the following alternatives:

- Approve
- Reject
- Display
- Approval or Rejection History
- Hold

Step 19:

- Measurement Sheet will be approved with level 3.
- Measurement Sheet Approval Request notification is forwarded to Approver 4

SAP User Manual for E2E Material and Service Procurement

Step 20:

- Login as **Approver 4** (HOD) in SAP System.

Step 21:

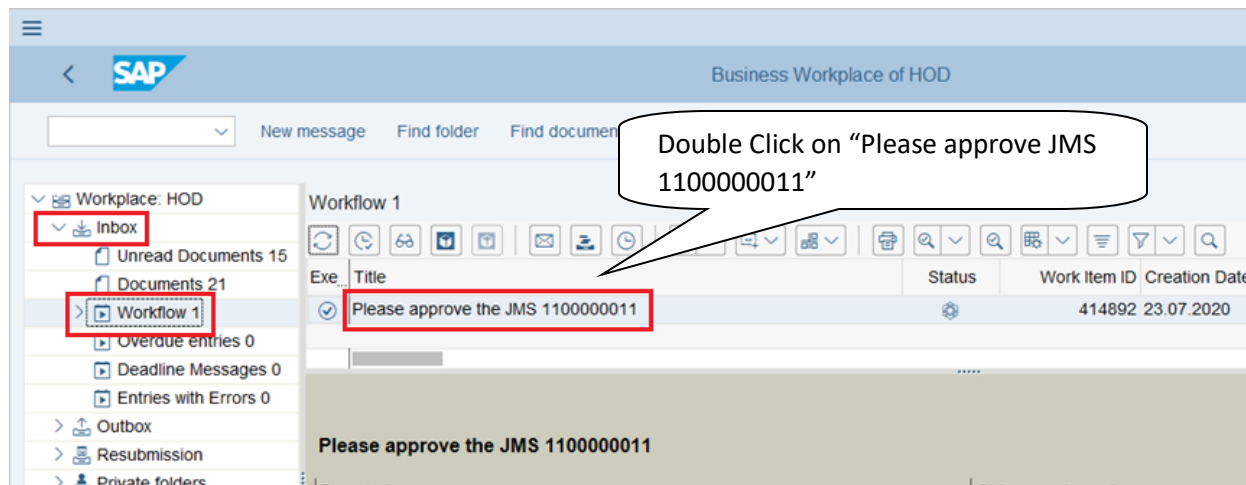
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver

SAP User Manual for E2E Material and Service Procurement

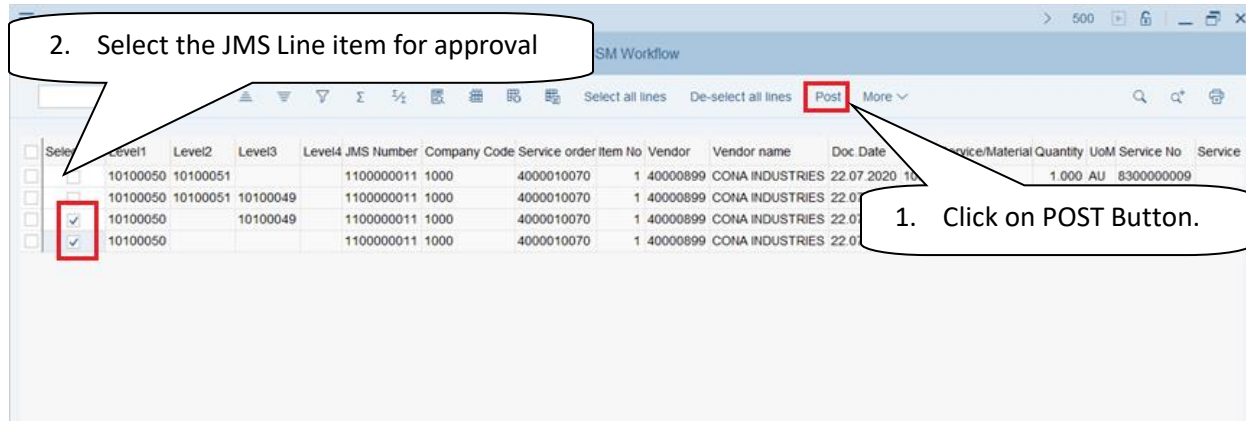
Step 22:

- Expand “Inbox” button, under workflow “Please approve JMS 110000011” message will appear.
- Double Click on “Please approve JMS 110000011”



Step 23:

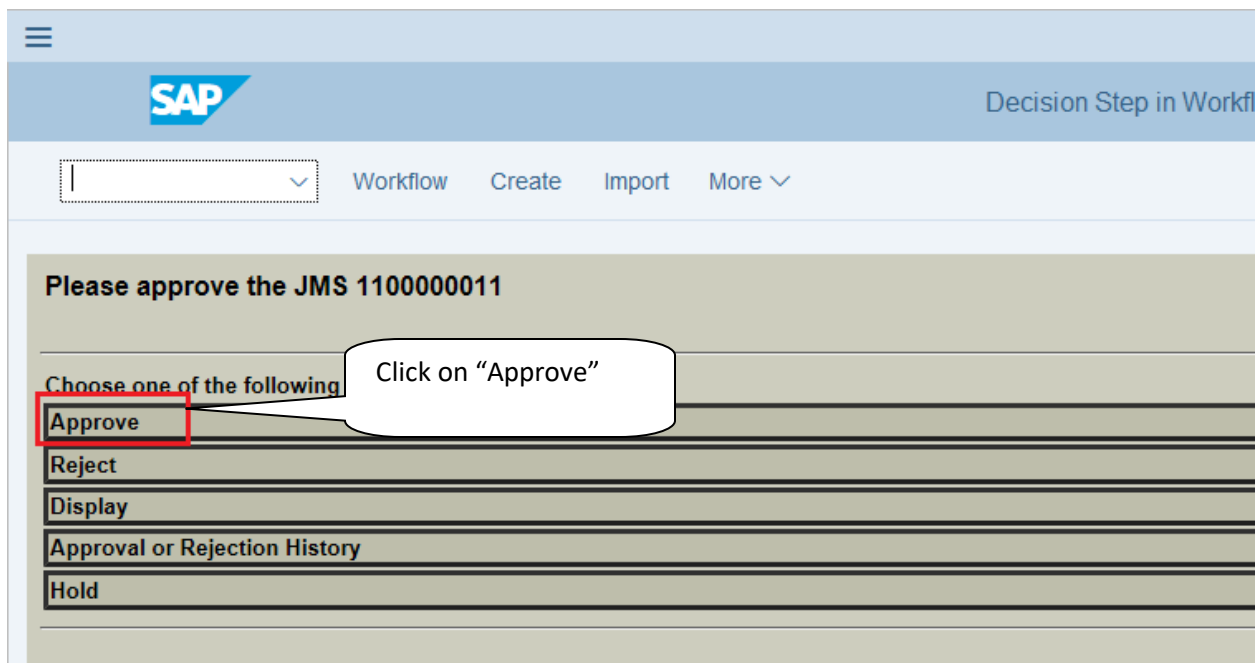
- System will open JMS workflow screen
- Select the line items which are to be considered for approval



SAP User Manual for E2E Material and Service Procurement

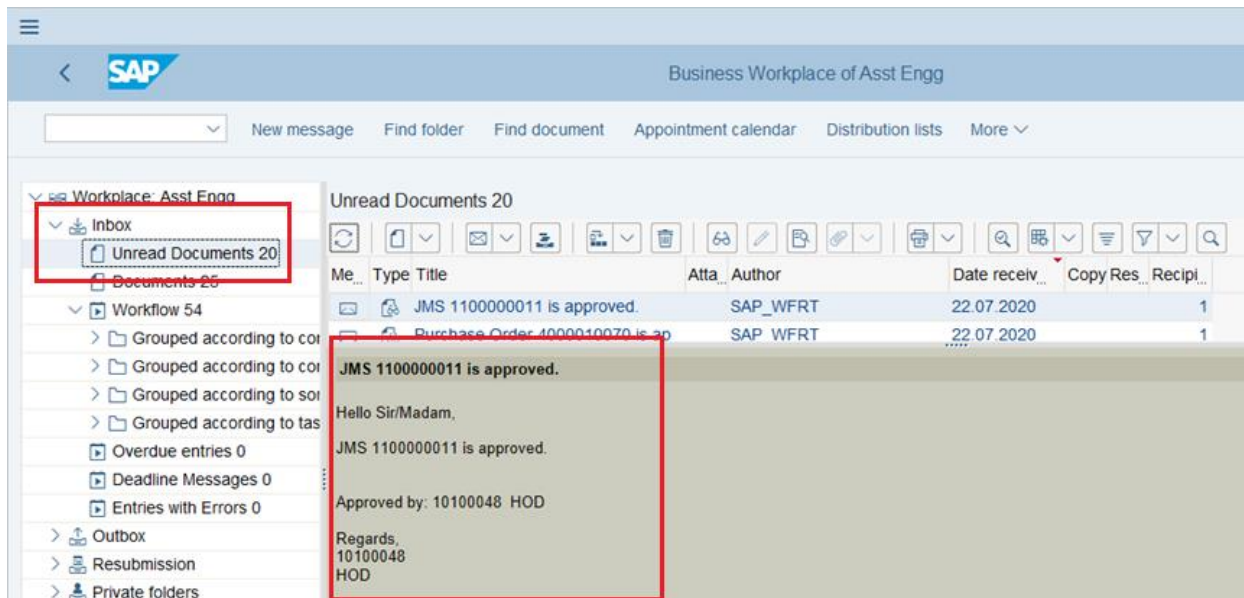
Step 24:

- Click on “**Approve**” Button to approve the Measurement Sheet.



Step 25:

- Measurement Sheet will be approved with level 4.
- Once the Measurement Sheet is approved by all 4 level approvers, a notification is triggered to Measurement Sheet Initiator and all preceding approvers





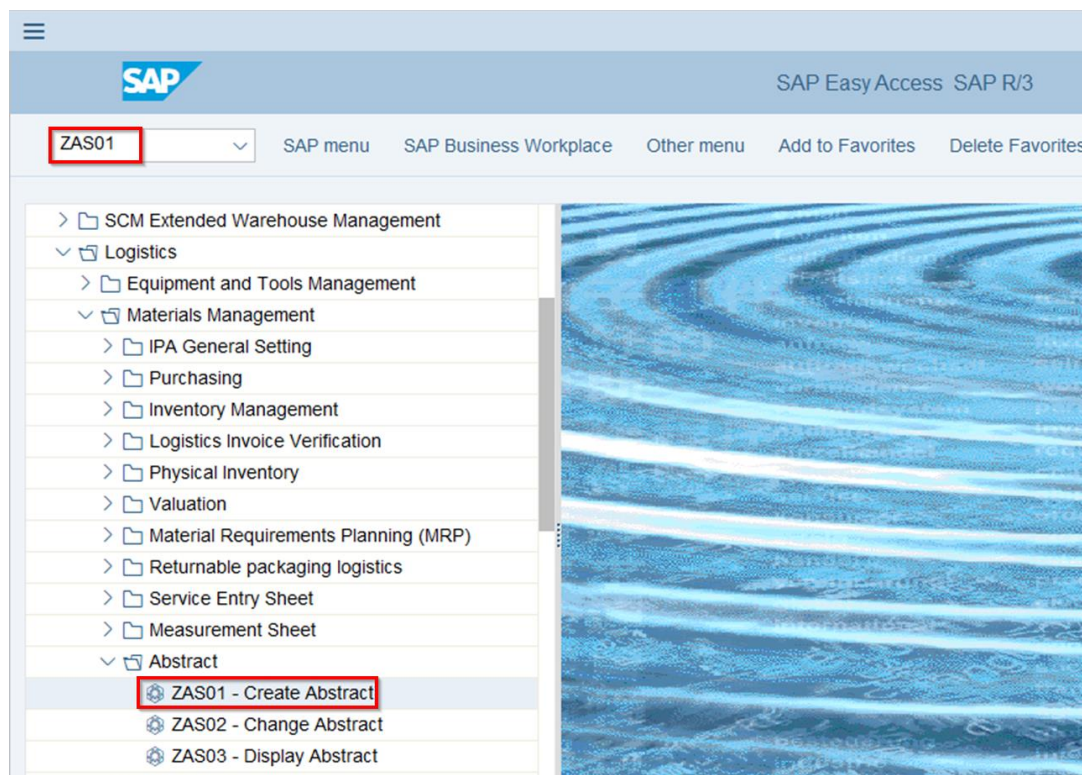
SAP User Manual for E2E Material and Service Procurement

13. Create Abstract

Step 1:

- Enter Transaction Code **ZAS01** in command bar (or) Follow the below navigation path.

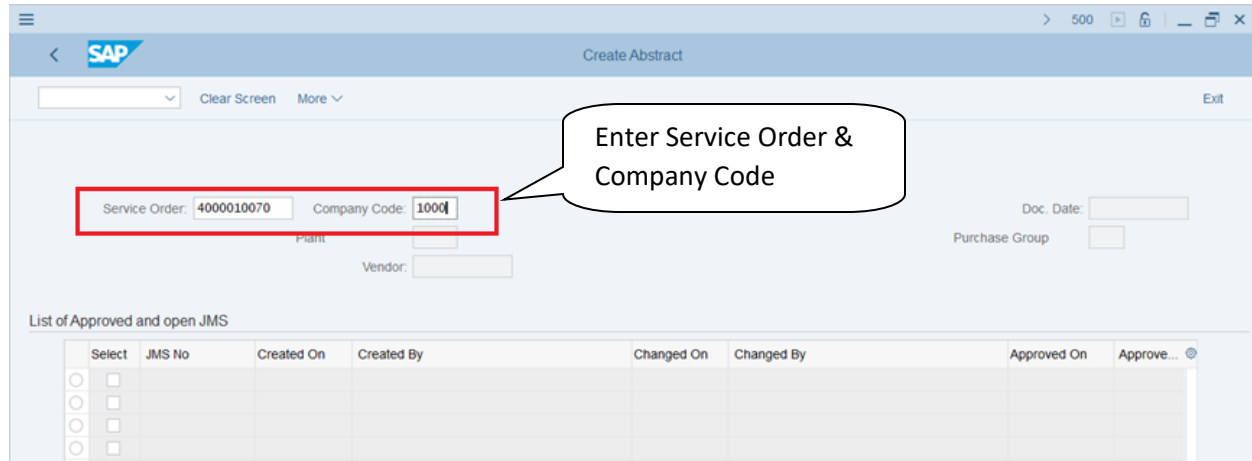
Transaction Code	ZAS01
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Abstract → ZAS01 Create Abstract



SAP User Manual for E2E Material and Service Procurement

Step 2:

- In Create Abstract screen, provide following details,
 - Service Order: **4000010070**
 - Company Code: **1000**

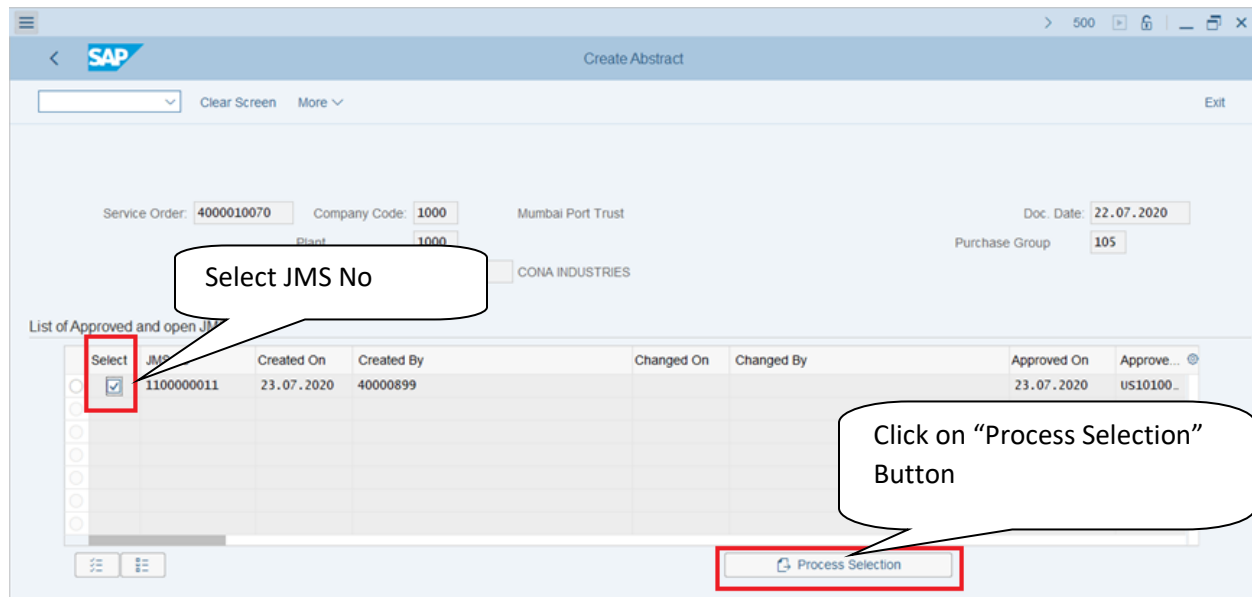


The screenshot shows the SAP 'Create Abstract' screen. The 'Service Order' field is populated with '4000010070' and the 'Company Code' field is populated with '1000'. A callout bubble points to these fields with the text 'Enter Service Order & Company Code'. Other fields like 'Plant', 'Vendor', 'Doc. Date', and 'Purchase Group' are also visible but empty.

Select	JMS No	Created On	Created By	Changed On	Changed By	Approved On	Approve...
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Step 3:

- System Will display JMS Recorded against Service Order.
- Select the JMS no & Click on **Process Selection**



The screenshot shows the SAP 'Create Abstract' screen with the 'List of Approved and open JMS' table. The first row is selected, and a callout bubble points to the 'Select' checkbox with the text 'Select JMS No'. Another callout bubble points to the 'Process Selection' button at the bottom right with the text 'Click on "Process Selection" Button'.

Select	JMS No	Created On	Created By	Changed On	Changed By	Approved On	Approve...
<input checked="" type="checkbox"/>	1100000011	23.07.2020	40000899			23.07.2020	US10100...
<input type="checkbox"/>							
<input type="checkbox"/>							

SAP User Manual for E2E Material and Service Procurement

Step 4:

- Select JMS Activities to be considered for creating Abstract
- Click on “Save” Button.

JMS Doc No	PO Line Item	Material Description	PO Quantity	PO_UoM	Select	Line Number	Service Number	Service Text	Actual Quantity	Quantity	Service UoM
110000011	1	Earthwork	1.000	AU	<input checked="" type="checkbox"/>	10	830000009	Earthwork upto 1.5 Mtrs. depth in bulk	10.000	10.000	M3

Step 5:

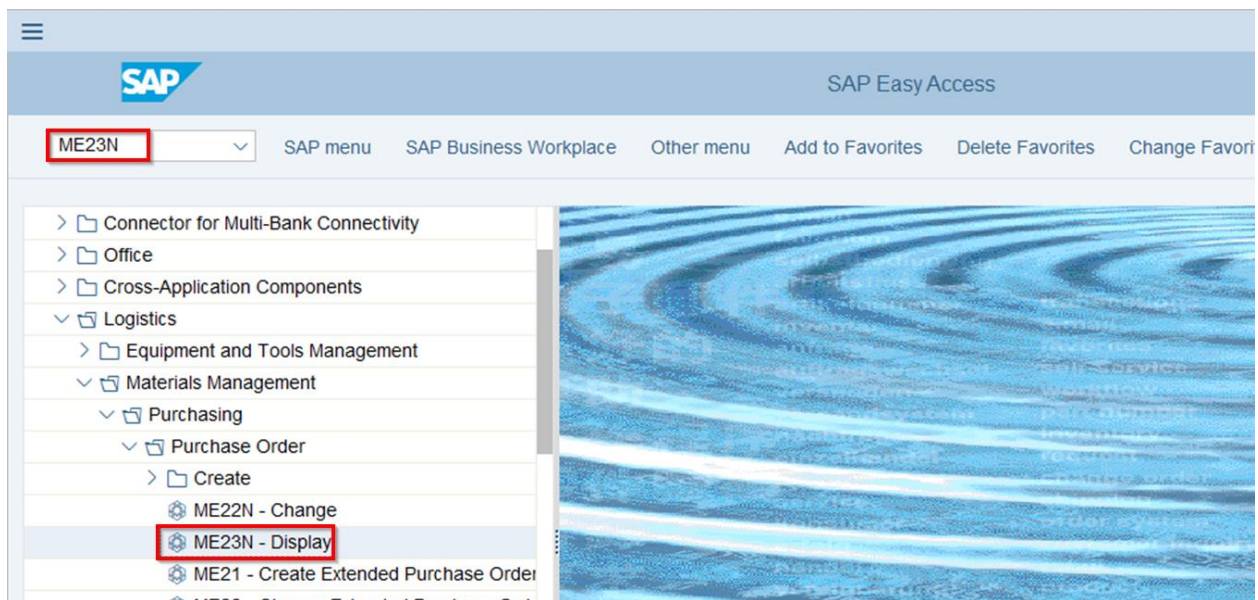
- System will create abstract. & Display details of abstract Created
- System will create a service entry sheet and same is updated in Purchase order.

Abstract	PO Line Item
210000011	11

SAP User Manual for E2E Material and Service Procurement

Step 6:

- To check the updated purchase order history; Enter Transaction Code **ME23N**



Step 7:

- System will display Purchase order
- In **Purchase order history** tab; Service Entry sheet **100000238** is updated.

The screenshot displays the 'Purchase Order History' tab for a purchase order. The table shows the following data:

Sh. Te.	M.	Material Document	Item	Posting Date	Quantl.	Delivery cost quantity	OUn	Amount in Loc. C.	L. cur	Qty in OP	DelCostQty (OPU)	Order Price Unit	Amount	Crcy	Reference
WE	1	5101000053		23.07.2020				1,490.00	INR				1,490.00	INR	
Tr./Ev.		Goods receipt					*	1,490.00	INR				1,490.00	INR	
Lerf		100000238		23.07.2020				1,490.00	INR				1,490.00	INR	
Tr./Ev.		Service entry					*	1,490.00	INR				1,490.00	INR	

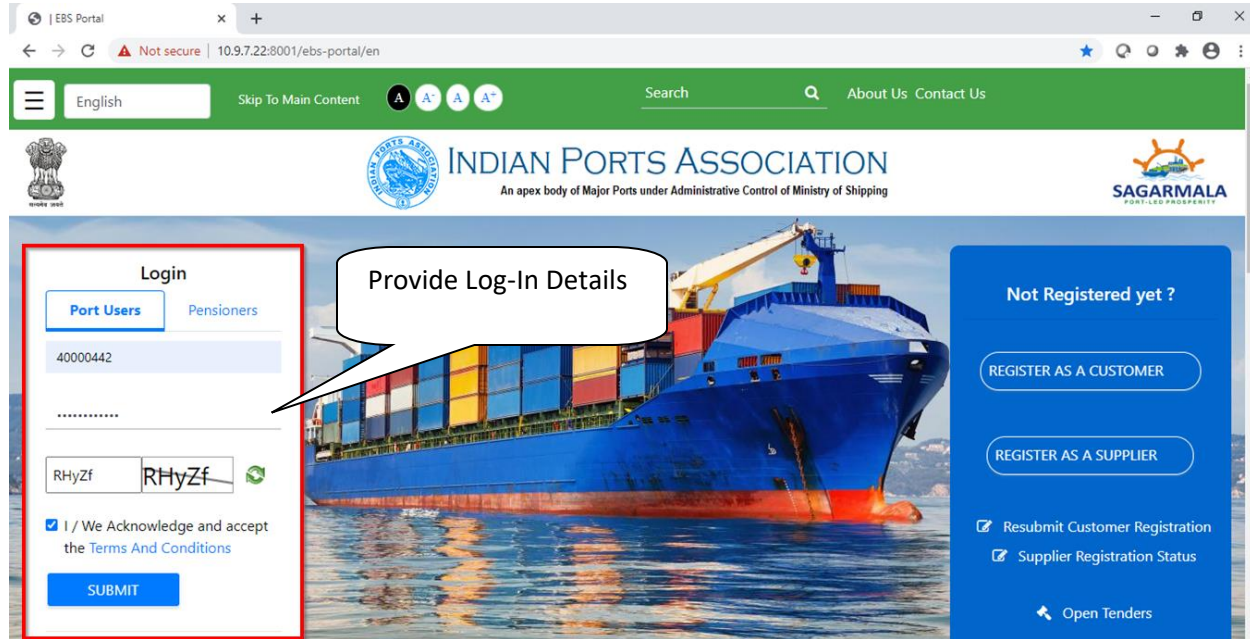
The 'Lerf' row (Service entry) is highlighted with a red box, indicating the updated service entry sheet.

SAP User Manual for E2E Material and Service Procurement

14. Invoice Verification:

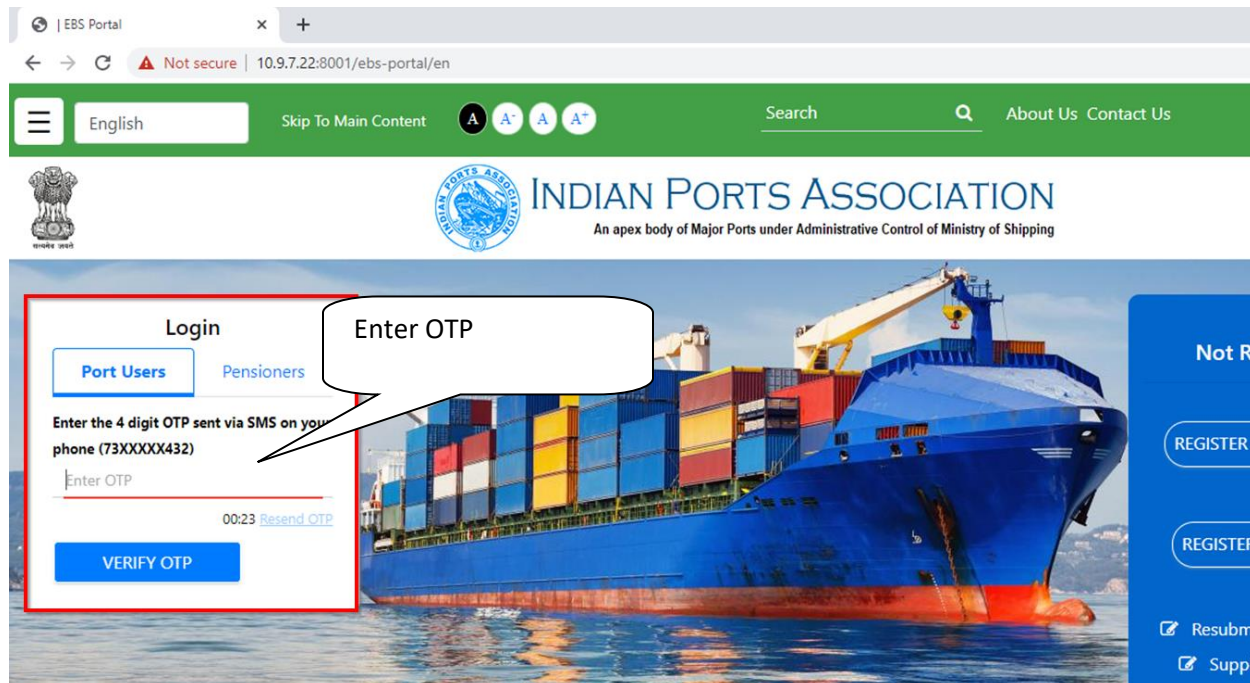
Step 1:

- Go to EBS Portal and Provide Log in Details



Step 2:

- Enter One Time Password (OTP) received on registered Mobile number





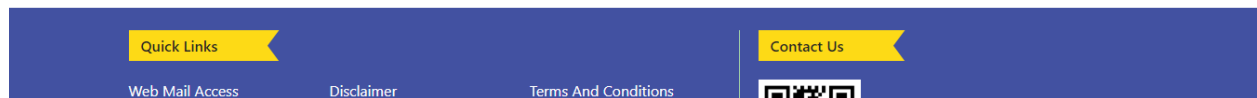
SAP User Manual for E2E Material and Service Procurement

Step 3:

- Click on **Supplier Portal**

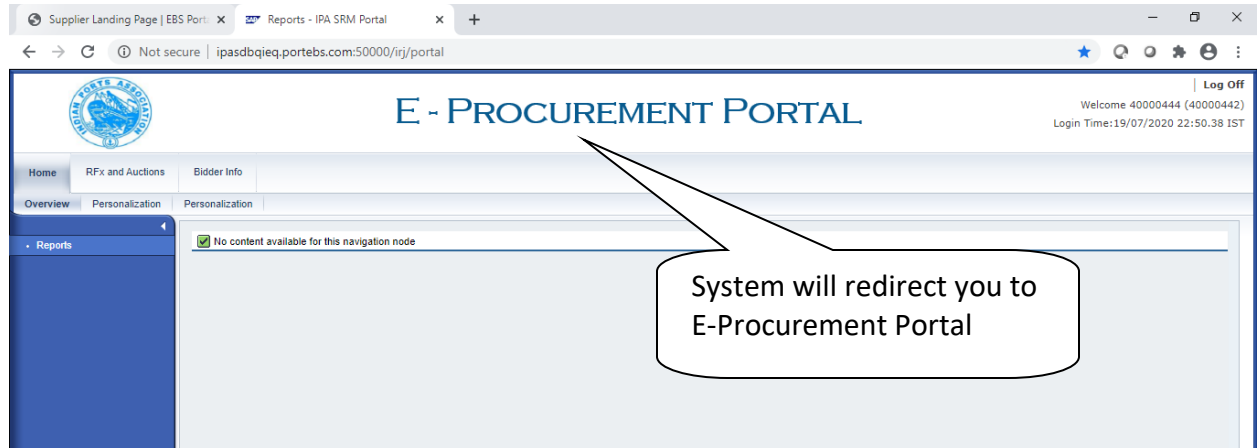


SUPPLIER PORTAL



Step 4:

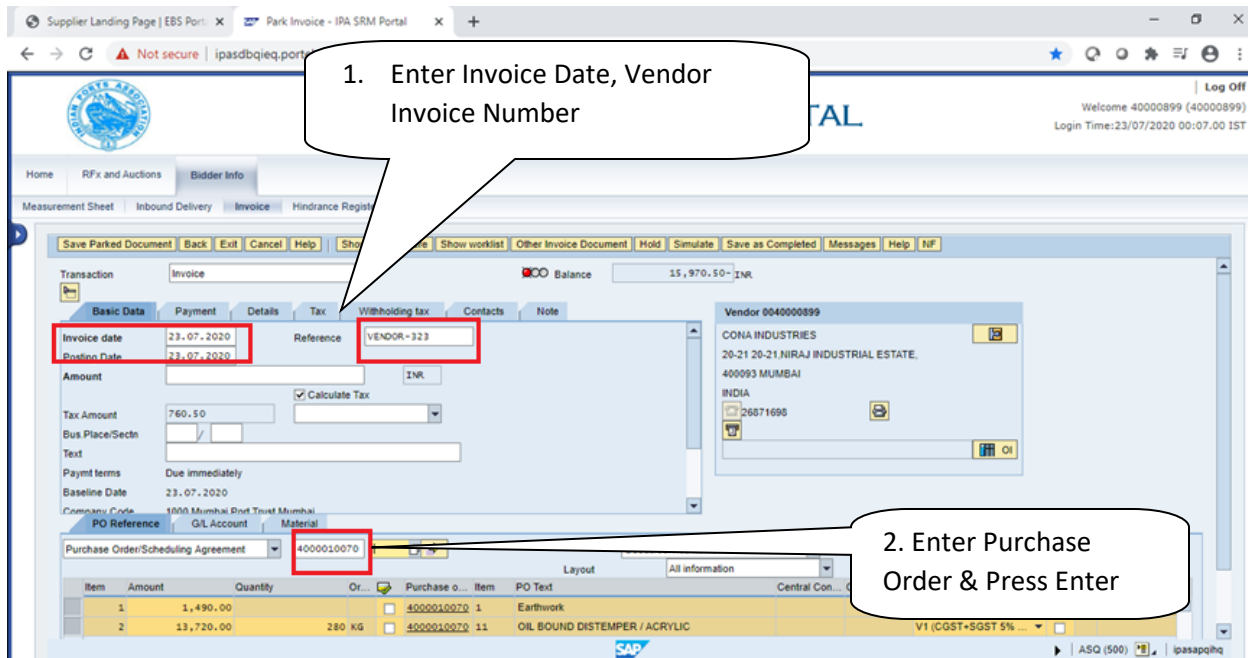
- System will redirect you to **E- Procurement Portal**



SAP User Manual for E2E Material and Service Procurement

Step 5:

- Click on **Bidder Info**
- Click on **Invoice**
- In **Park Invoice**; Provide Below Details
 - Invoice Date: **23.07.2020**
 - Reference: **Vendor-INV-323**
 - Enter Purchase Order: **4000010070** & Hit Enter.
 - System will display Purchase order details for invoicing.
 - Select **Calculate Tax** check box, to calculate tax amount



The screenshot shows the SAP 'Park Invoice' screen. A callout box labeled '1. Enter Invoice Date, Vendor Invoice Number' points to the 'Invoice date' (23.07.2020) and 'Reference' (VENDOR-323) fields. Another callout box labeled '2. Enter Purchase Order & Press Enter' points to the 'Purchase Order/Scheduling Agreement' field containing '4000010070'. The 'Calculate Tax' checkbox is checked. The vendor details for CONIA INDUSTRIES are visible on the right.

Item	Amount	Quantity	Or...	Purchase o...	Item	PO Text	Central Con...
1	1,490.00			4000010070	1	Earthwork	
2	13,720.00	280 KG		4000010070	11	OIL BOUND DISTEMPER / ACRYLIC	V1 (CGST+SGST 5% ...)



SAP User Manual for E2E Material and Service Procurement

Step 6:

- Enter amount: **15970.00**
- Click on **“Simulate”** Button

The screenshot shows the SAP E-Procurement Portal interface. The 'Simulate' button in the top toolbar is highlighted with a red box and a callout bubble that says 'Click on “Simulate” Button'. The 'Amount' field in the 'Basic Data' section is also highlighted with a red box and a callout bubble that says 'Enter Amount'. The 'CO Balance' field shows 0.00 INR. The vendor information for CONA INDUSTRIES is visible on the right. The bottom table shows the following items:

Item	Amount	Quantity	Or...	Purchase o...	Item	PO Text	Central Con...	Central Con...	Tax Code	No...	A	Acct Assgt
1	1,490.00			4000010070	1	Earthwork			V1 (CGST+SGST 5% ...		K	
2	13,720.00	280 KG		4000010070	11	OIL BOUND DISTEMPER / ACRYLIC			V1 (CGST+SGST 5% ...			

Step 7:

- System will display FI Documents posting details
- Click on **“Save As Completed”** Button.

The screenshot shows the SAP E-Procurement Portal interface displaying the 'Simulate Document in INR (Document currency)' window. The 'Save As Completed' button in the bottom toolbar is highlighted with a red box and a callout bubble that says 'Click on “Save As Completed” Button'. The main table shows the following FI Documents posting details:

Position	A..G/L	Act/Mat/Ast/Vndr	Amount	Curr...	Purchasing ...	Item	T...	Jurisd. Code	Tax date	Bus.
1 K	18110001	CONA INDUSTRIES / ...	15,970.50	INR			V1			
2 S	18160008	GR/IR Clearing	1,490.00	INR	4000010070	1	V1			
3 S	18160008	GR/IR Clearing	13,720.00	INR	4000010070	11	V1			
4 S	23500000	CGST-Input Credit	380.25	INR			V1			
5 S	23500001	SGST-Input Credit	380.25	INR			V1			



SAP User Manual for E2E Material and Service Procurement

Step 8:

- System will Park the Invoice document and will display the message

Invoice document 6010000019 has been saved as complete

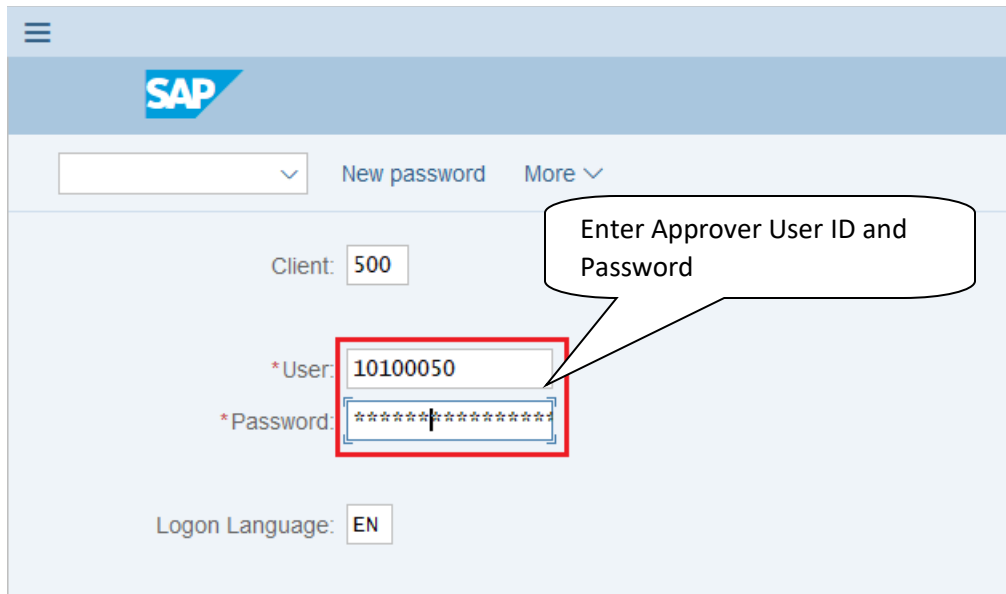


SAP User Manual for E2E Material and Service Procurement

15. Parked Invoice Approval:

Step 1:

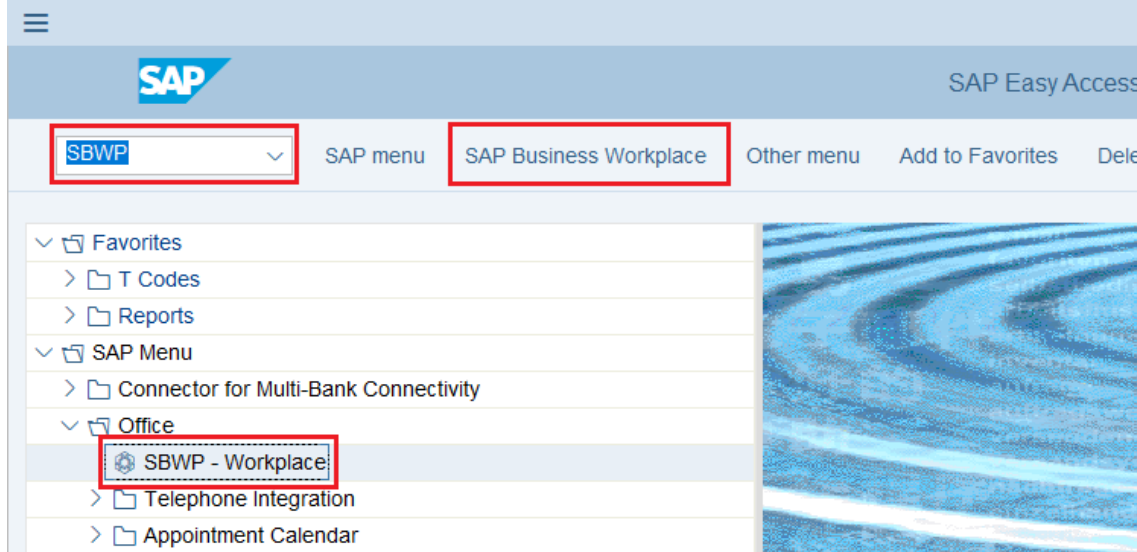
- Login as **Approver 1** (Assistant Engineer) in SAP System.



Step 2:

- Click on "SAP Business Workspace Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

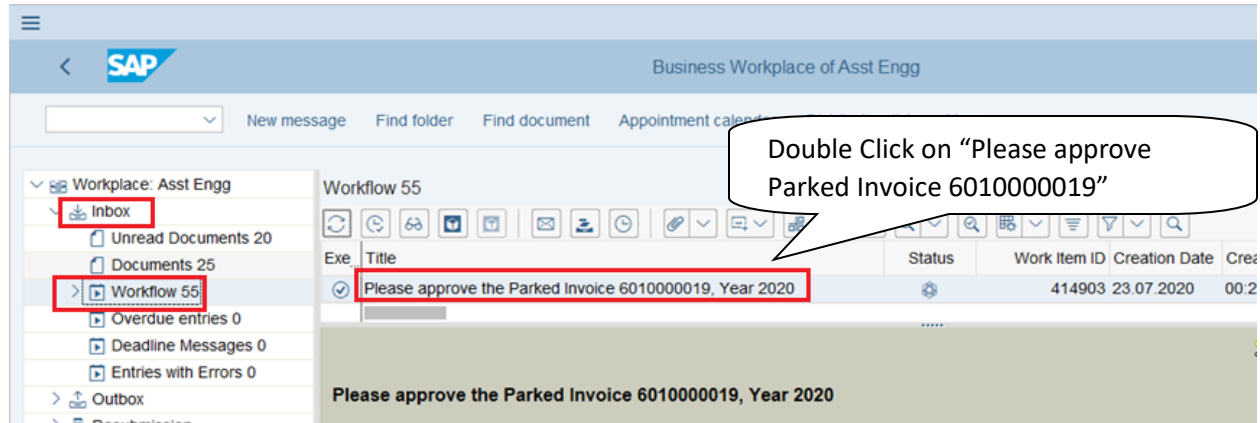
Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



SAP User Manual for E2E Material and Service Procurement

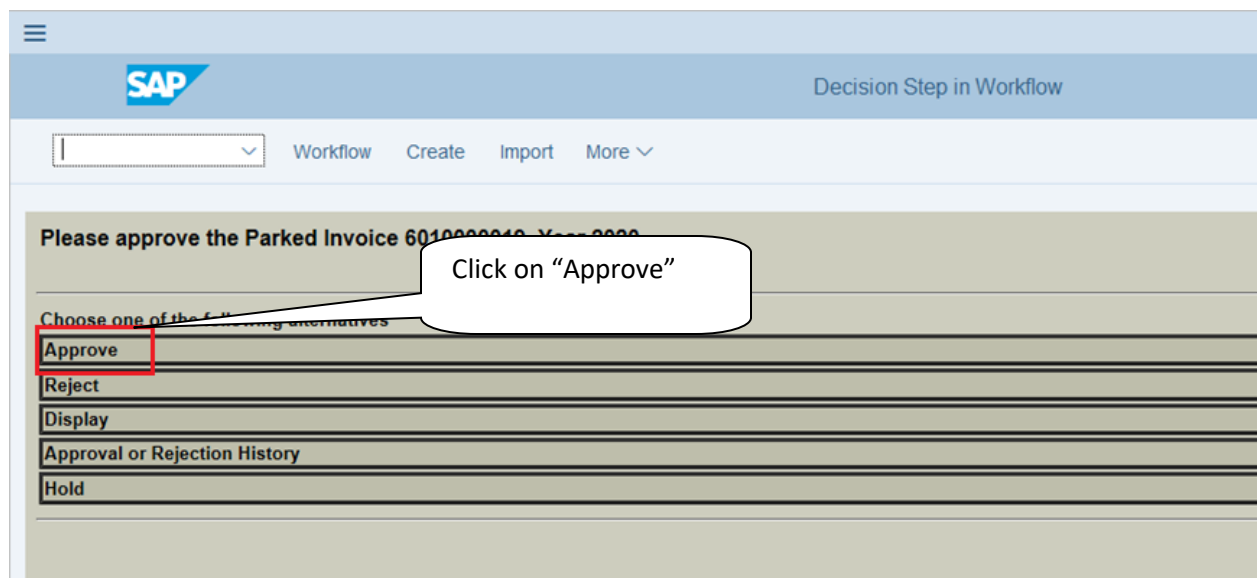
Step 3:

- Expand “**Inbox**” button, under workflow “**Please approve Parked Invoice 6010000019**” message will appear.



Step 4:

- Click on “**Approve**” Button to approve the Parked Invoice.




Step 5:

- Parked Invoice will be approved with level 1.
- Parked Invoice Approval Request notification is forwarded to Approver 2.

SAP User Manual for E2E Material and Service Procurement

Step 6:

- Login as **Approver 2** (Executive Engineer) in SAP System.



The screenshot shows the SAP login interface. At the top, there is a blue header with the SAP logo and the text 'SAP'. Below the header, there are several input fields and buttons. A dropdown menu is set to 'New password' with a 'More' button next to it. The 'Client' field contains '500'. The '*User:' field contains '10100051'. The '*Password:' field contains a masked password '*****#*****'. A red box highlights the '*User:' and '*Password:' fields. A speech bubble points to these fields with the text 'Enter Approver User ID and Password'. The 'Logon Language' field contains 'EN'.

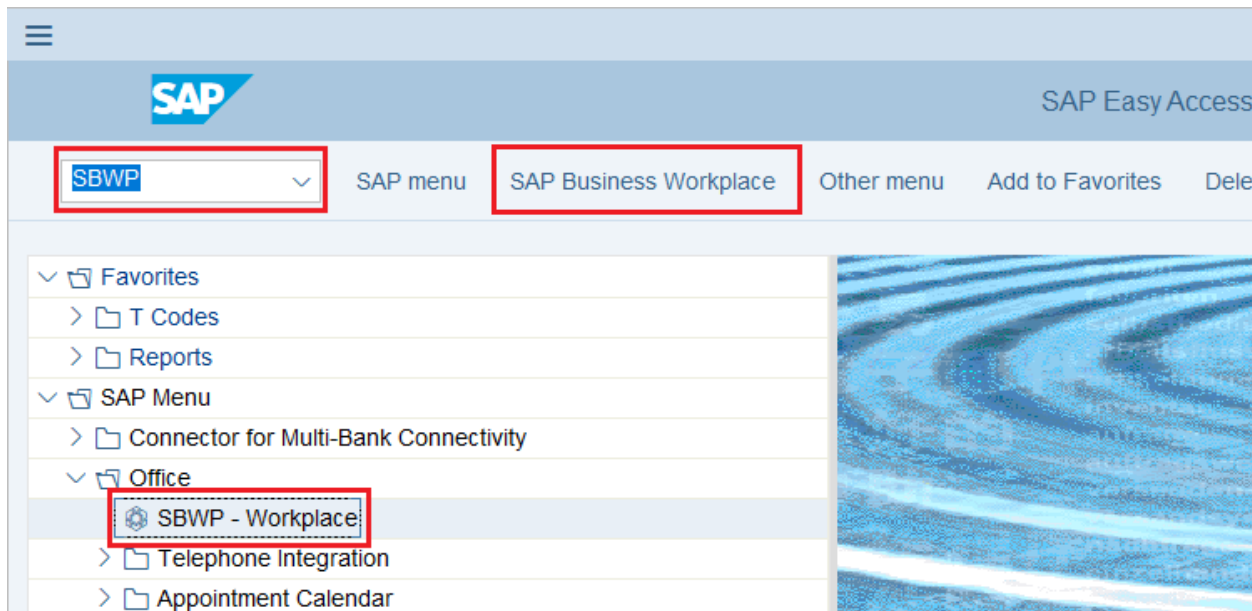
Step 7:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code SBWP

Menu Path Easy Access → SAP Menu → Office → Workplace

Role Approver

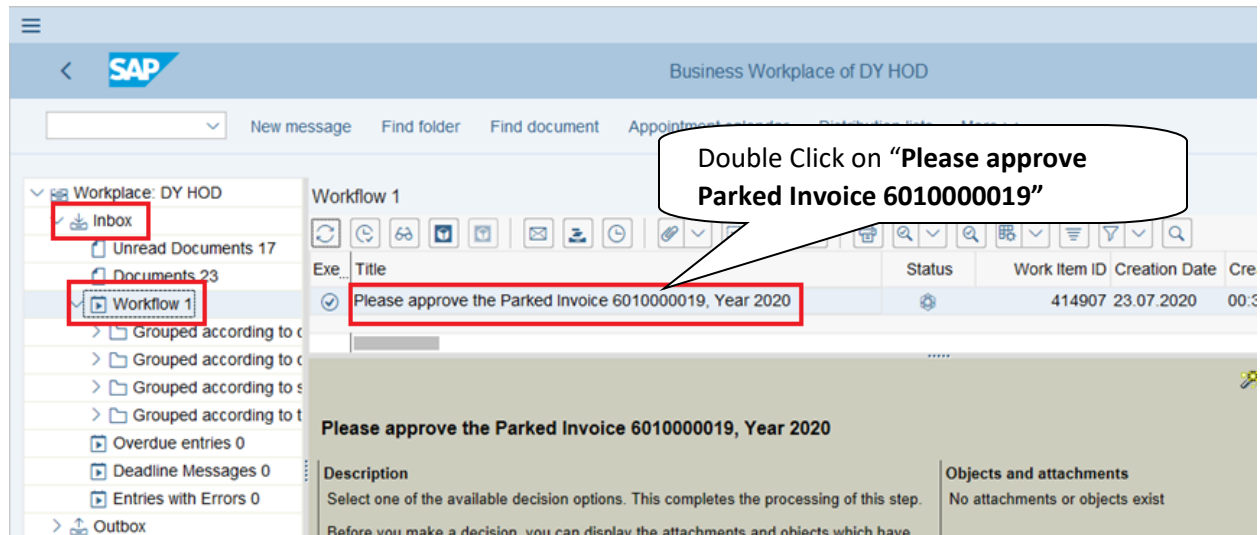


The screenshot shows the SAP Easy Access menu. At the top, there is a blue header with the SAP logo and the text 'SAP Easy Access'. Below the header, there is a command bar with a dropdown menu set to 'SBWP'. To the right of the command bar, there are buttons for 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', and 'Delete'. Below the command bar, there is a list of menu items. The 'Office' menu item is expanded, and the 'SBWP - Workplace' item is highlighted with a red box. The background of the menu is a blue abstract pattern.

SAP User Manual for E2E Material and Service Procurement

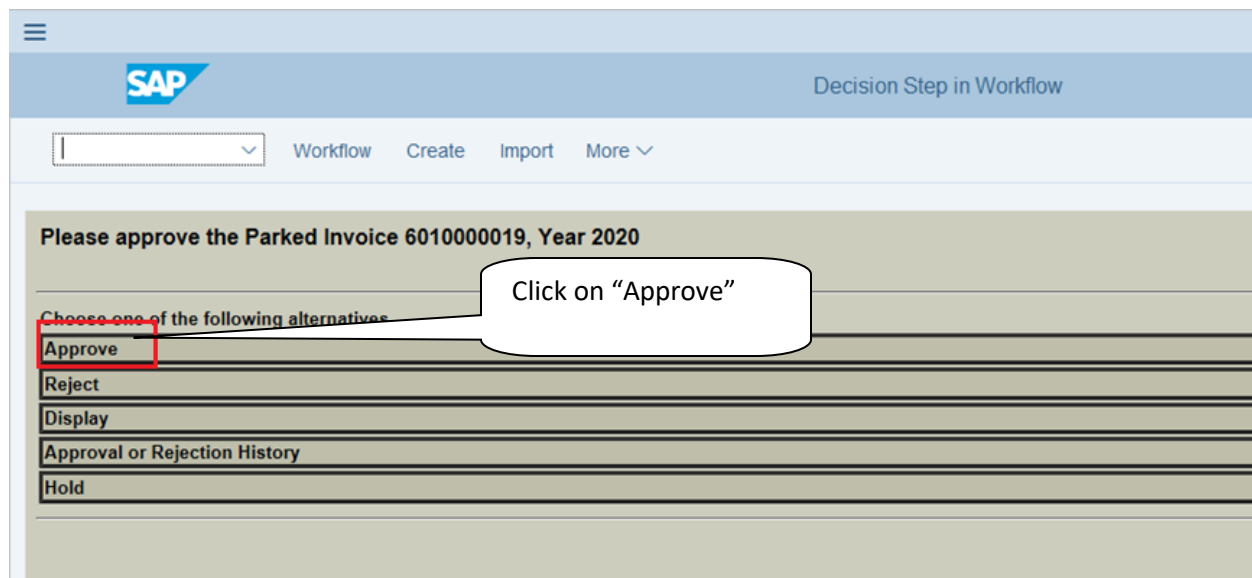
Step 8:

- Expand “**Inbox**” button, under workflow “**Please approve Parked Invoice 6010000019**” message will appear.



Step 9:

- Click on “**Approve**” Button to approve the Parked Invoice.



Step 12:

- Parked Invoice will be approved with level 2.
- Parked Invoice Approval Request notification is forwarded to Approver 3.

SAP User Manual for E2E Material and Service Procurement

Step 13:

- Login as **Approver 4** (CME) in SAP System.

Step 14:

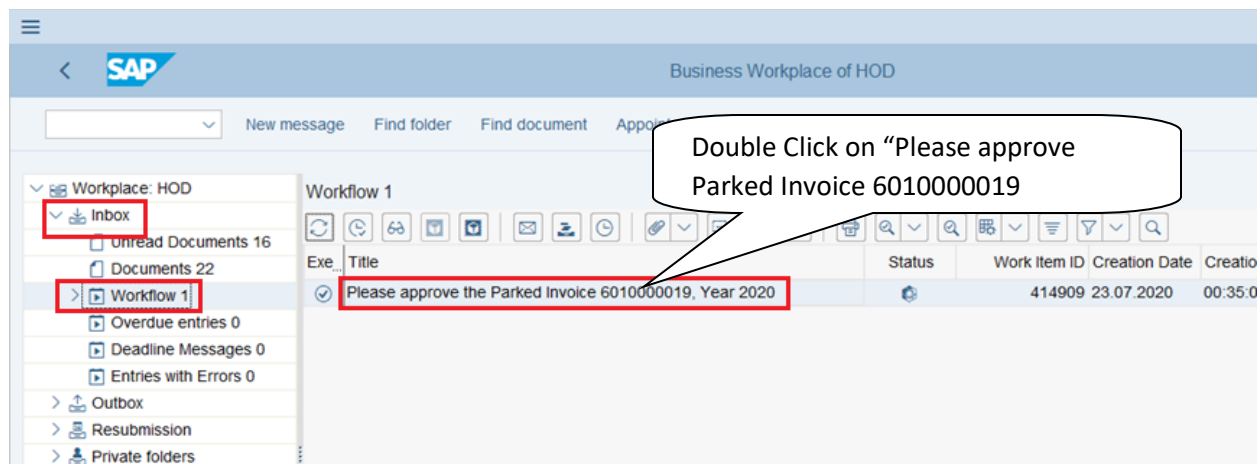
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver

SAP User Manual for E2E Material and Service Procurement

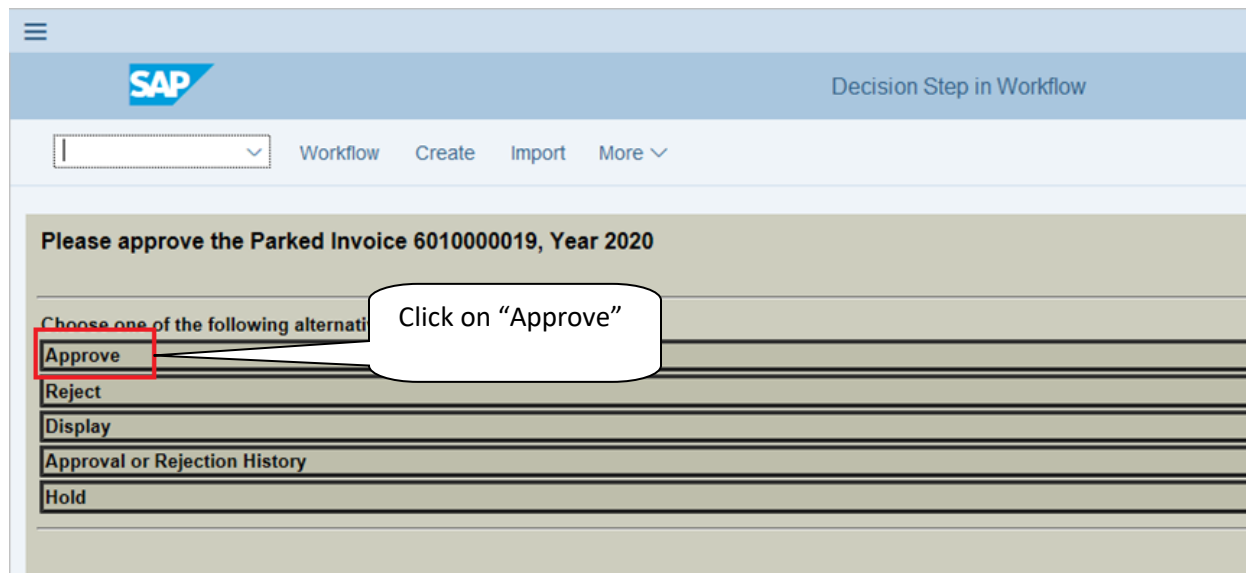
Step 21:

- Expand “Inbox” button, under workflow “Please approve Parked Invoice 6010000019” message will appear.



Step 22:

- Click on “Approve” Button to approve the Parked Invoice.





SAP User Manual for E2E Material and Service Procurement

Step 24:

- Parked Invoice will be approved with level 3.
- Once the Parked Invoice is approved by all 4 level approvers, a notification is triggered to Parked Invoice Initiator and all preceding approvers.

The screenshot displays the SAP Business Workplace of HOD interface. On the left, the navigation pane shows the 'Inbox' folder expanded, with 'Unread Documents 14' highlighted. The main area shows a list of 'Unread Documents 14' with the following table:

Me...	Type	Title	Atta...	Author	Date receiv...	Copy Res
		Parked Invoice 6010000019, Year ...		SAP_WFRT	22.07.2020	
		Purchase Order 4000010063 is ap...		SAP_WFRT	19.07.2020	

Below the table, a notification is displayed: 'Parked Invoice 6010000019, Year 2020 is Posted.' The notification body contains the following text: 'Hello Sir/Madam, Parked Invoice 6010000019, Year 2020 is Posted Successfully. Regards,'



SAP User Manual for E2E Material and Service Procurement

16. FI Process 1 - Vendor Outgoing Payment: Transaction Code F-53

Step 1. In the below selection screen enter the following fields to process the payment for the Vendor

- Enter Document Date: 23-07-2020
- Bank Account Details (Rev Outgoing A/c): 23110002
- Vendor Account Number.: 40000899

The screenshot shows the SAP 'Post Outgoing Payments: Header Data' screen. The interface includes a top toolbar with navigation icons, a title bar, and several data entry sections. Three blue callout boxes highlight specific fields: 'Document Date or Entry Date' points to the 'Document Date' field (23.07.2020); 'Outgoing Bank Account details' points to the 'Account' field (23110002) in the 'Bank data' section; and 'Vendor Account Number' points to the 'Account' field (40000899) in the 'Open item selection' section. The 'Doc.Header Text' field contains 'P2P Outgoing Payment'. The 'Additional selections' section has 'Document Number' selected.

Post Outgoing Payments: Header Data			
Process Open Items			
Document Date	23.07.2020	Type	KZ
Posting Date	23.07.2020	Period	
Document Number		Company Code	1000
Reference		Currency/Rate	INR
Doc.Header Text	P2P Outgoing Payment	Translation dte	
Clearing Text		Cross-CC Number	
Bank data			
Account	23110002	Business Area	
Amount			
Amt.in loc.cur.			
Bank Charges		LC Bank Charges	
Value date		Profit Center	
Text		Assignment	
Open item selection		Additional selections	
Account	40000899	<input type="radio"/> None	
Account Type	K <input type="checkbox"/> Other Accounts	<input type="radio"/> Amount	
Special G/L Ind	<input type="checkbox"/> Standard OIs	<input checked="" type="radio"/> Document Number	
Payt Advice No.		<input type="radio"/> Posting Date	
<input type="checkbox"/> Distribute by Age		<input type="radio"/> Dunning Area	
<input type="checkbox"/> Automatic Search		<input type="radio"/> Others	
<input type="checkbox"/> Invoice Summary			



SAP User Manual for E2E Material and Service Procurement Step 2. Enter the Document Number and Click on Process Open Items to process the payment

Post Outgoing Payments Enter selection criteria

Other selection Other account **Process Open Items**

Parameters entered

Company Code	1000
Account	40000899
Account Type	K
Special G/L Ind.	<input type="checkbox"/> Standard OIs

Document Number

From	To	String	Initial Value
2600000033		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Step 3. Enter the Payment Amount to Post the Payment for the Invoice document

Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 40000899 CONA INDUSTRIES

Document...	D.	Document...	P.	Bu...	Da...	INR Gross	CashDiscount	CDPer.
2600000033	RE	23.07.2020	31		0	15,970.50-		

Processing Status

Number of Items	1	Amount Entered	1.00-
Display from Item	1	Assigned	15,970.50-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	15,969.50

1 items were selected SAP AN00685606



SAP User Manual for E2E Material and Service Procurement

Post Outgoing Payments Correct G/L account item

Choose open items Process Open Items More data Account Model

G/L Account: 23110002 SBI Revenue Account - 10996685430 - Outgoing
Company Code: 1000 Mumbai Port Trust

Item 1 / Credit entry / 50

Amount	15,970.50	INR
Business place		
Profit Ctrs	1005	
Value date	23.07.2020	
Assignment		
Text	P2P Process	Long Texts

Next Line Item

PstKy	Account	SGL Ind	New Co.Code
-------	---------	---------	-------------

SAP

Payment Amount entered



SAP User Manual for E2E Material and Service Procurement

Step 4. Click on **Document** Tab → **Simulate**: To Simulate the entered details for validation and Click on **Post** to post the document

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

Document Date: 23.07.2020 Type: KZ Company Code: 1000
Posting Date: 23.07.2020 Period: 4 Currency: INR
Document Number: INTERNAL Fiscal Year: 2020 Translation dte: 23.07.2020
Reference: Cross-CC Number:
Doc.Header Text: P2P Outgoing Payment Trading part.BA:

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0023110002	SBI - Rev - Outgain	15,970.50-	
002	25	0040000899	CONA INDUSTRIES	15,970.50	

D 15,970.50 C 15,970.50 0.00 * 2 Line Items

Other line item

PstKy	count	SGL Ind	TType	New Co.Code
-------	-------	---------	-------	-------------

Step 5. The Vendor Payment document- 2300000022 is Posted successfully



SAP User Manual for E2E Material and Service Procurement

Step 6. Go to Transaction FB03 or Document Tab - Display → To Display the Payment document Posted

Display Document: Data Entry View

Display Currency General Ledger View

Document Number	2300000022	Company Code	1000	Fiscal Year	2020
Document Date	23.07.2020	Posting Date	23.07.2020	Period	4
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1000	1	50		23110002	SBI - Rev - Outgoing	15,970.50-	INR			1005
	2	25		40000899	CONA INDUSTRIES	15,970.50	INR			

Step 7. Go to Document Tab – Select Print Preview for Document Overview

Document Overview - Display

Choose Save Tax data

Doc.Type : KZ (Vendor Payment) Normal document					
Doc. Number	2300000022	Company Code	1000	Fiscal Year	2020
Doc. Date	23.07.2020	Posting Date	23.07.2020	Period	04
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	INR				
Doc. Hdr Text	P2P Outgoing Payment				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	50	23110002	SBI - Rev - Outgoing	20200723		15,970.50-
2	25	40000899	CONA INDUSTRIES			15,970.50



SAP User Manual for E2E Material and Service Procurement

Step 8: Transaction FBZ5 → Go to Transaction FBZ5 for Printing the Check

Print Form for Payment Document

Document Number	2300000022	
Company Code	1000	Mumbai Port Trust
Fiscal Year	2020	

Payment method and form specifications

Payment Method	C
Check Lot Number	1
Alternative Form	
Padding Character	

Output control

Printer for Forms	ZLP01	<input type="checkbox"/> Print Immediately
Payt Advice Printer		<input type="checkbox"/> Recipient's Language
		<input type="checkbox"/> Currency in ISO code
		<input checked="" type="checkbox"/> Test Printout
		<input type="checkbox"/> Do Not Void Any Checks



SAP User Manual for E2E Material and Service Procurement

Step 9. Check Printed Successfully

SAP

Print:

Output Device: ZLP01 Local Printer

Page selection:

Spool Request

Name: SMART AN00685606

Title:

Authorization:

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

Recipient:

Department:

Print preview Print

Print Preview of ZLP01 Page 00001 of 00001

Archive Print and Archive

A/C Payee 2 3 0 7 2 0 2 0

CONA INDUSTRIES

Fifteen thousand nine hundred seventy and fifty paise only

15,970.50



SAP User Manual for E2E Material and Service Procurement

Step 10. Transaction ZFI04 → Go to Transaction ZFI04 – Enter Company code, Current Date and Print to create the Bank file for Vendor payment

The screenshot shows the SAP ZFI04 transaction screen. At the top, there is a toolbar with various icons for navigation and actions. Below the toolbar, the title "Text file to bank - Vendor Payment" is displayed. The main area contains input fields for "Company code" (with the value "1000") and "Current Date" (with the value "23.07.2020"). A "Print layout" radio button is selected at the bottom left.

Bank file created successfully:

The screenshot shows the SAP ZLP01 print preview screen. The title is "Print Preview of ZLP01 Page 00001 of 00001". The main content area displays the following information:

MUMBAI PORT TRUST
Finance Department

Mumbai Port Trust
Port House, S.V. Marg, Ballard Estate
400001 MUMBAI
INDIA

To,
The Branch Manager,
IDBI Bank Limited,

Sir,

You are requested to make payment through A/c No: 10996685430 for the invoices listed below.

Row#	Party	Account No	IFSC	Amount	Remarks
1	CONAINDUSTRIES			15,970.50	2300000022
Total Amount:				15,970.50	

The SAP logo is visible at the bottom right of the screen.



SAP User Manual for E2E Material and Service Procurement

17. Create Liquidity Damage

Step 1:

- Enter Transaction Code **ZLD01** in command bar (or) Follow the below navigation path.

The screenshot shows the SAP Easy Access interface. At the top, the SAP logo is on the left, and 'SAP Easy Access SAP R/3' is on the right. Below the header, there is a search bar containing 'ZLD01' and a dropdown arrow. To the right of the search bar are links for 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', and 'Delete Fav'. The main content area is a menu tree. The 'Logistics' folder is expanded, and the 'Liquidity Damage' folder is also expanded. The item 'ZLD01 - Create Liquidity Damage' is highlighted with a red box. Other items in the 'Liquidity Damage' folder include 'ZLD02 - Change Liquidity Damag' and 'ZLD03 - Display Liquidity Damag'. The background of the menu is a blue abstract pattern.



SAP User Manual for E2E Material and Service Procurement

Step 2:

- Enter following information
 - Service Order: 4999910070
 - Profit Center: 1005
- Click on Enter.

LD Clause

Header

Service Order: 4000010070
LD Number:
Document Date:
Profit Center: 1005

Company Code:
Vendor:
Posting Date:
Status:
Doc.No:
Year: 0

Open Quantity PO Quantity

Item

Line It...	Material	Description	Open Qty	UoM	Total Value	LD Clause No	Period	UoM	LD Amount	Currency

Step 3:

- Select the LD Type from Drop down

LD Clause

Header

Service Order: 4000010070
LD Number:
Document Date: 22.07.2020
Profit Center: 1005

Company Code: 1000 Mumbai Port Trust
Vendor: 0040000899 CONA INDUSTRIES
Posting Date:
Status:
Doc.No:
Year: 0

Open Quantity PO Quantity

Item

Line It...	Material	Description	Open Qty	UoM	Total Value	LD Clause No	Period	UoM	LD Amount	Currency
11	000000001000000590	OIL BOUND DISTEMPER / ACRYLIC	280.000	KG	13,720.00	LD1 4000010070		DAY	0.00	INR



SAP User Manual for E2E Material and Service Procurement

Step 4:

- Enter the number of Day/ Week as per LD clause

Header

Service Order: 4000010070 Company Code: 1000 Mumbai Port Trust Status:

LD Number: Vendor: 0040000899 CONA INDUSTRIES Doc.No:

Document Date: 22.07.2020 Posting Date: Year: 0

Profit Center: 1005

Open Quantity PO Quantity

Item

Line It...	Material	Description	Open Qty	UoM	Total Value	LD Clause No	Period	UoM	LD Amount	Currency
11	000000001000000590	OIL BOUND DISTEMPER / ACRYLIC	280.000	KG	13,720.00	LD1 4000010...	10	Day	0.00	INR

Step 5:

- Press Enter, System will calculate the LD as per the LD master and period.

Header

Service Order: 4000010070 Company Code: 1000 Mumbai Port Trust Status:

LD Number: Vendor: 0040000899 CONA INDUSTRIES Doc.No:

Document Date: 22.07.2020 Posting Date: Year: 0

Profit Center: 1005

Open Quantity PO Quantity

Item

Line It...	Material	Description	Open Qty	UoM	Total Value	LD Clause No	Period	UoM	LD Amount	Currency	Reason for LD
11	000000001000000590	OIL BOUND DISTEMPER / ACRYLIC	280.000	KG	13,720.00	LD1 4000010...	10	Day	1,372.00	INR	

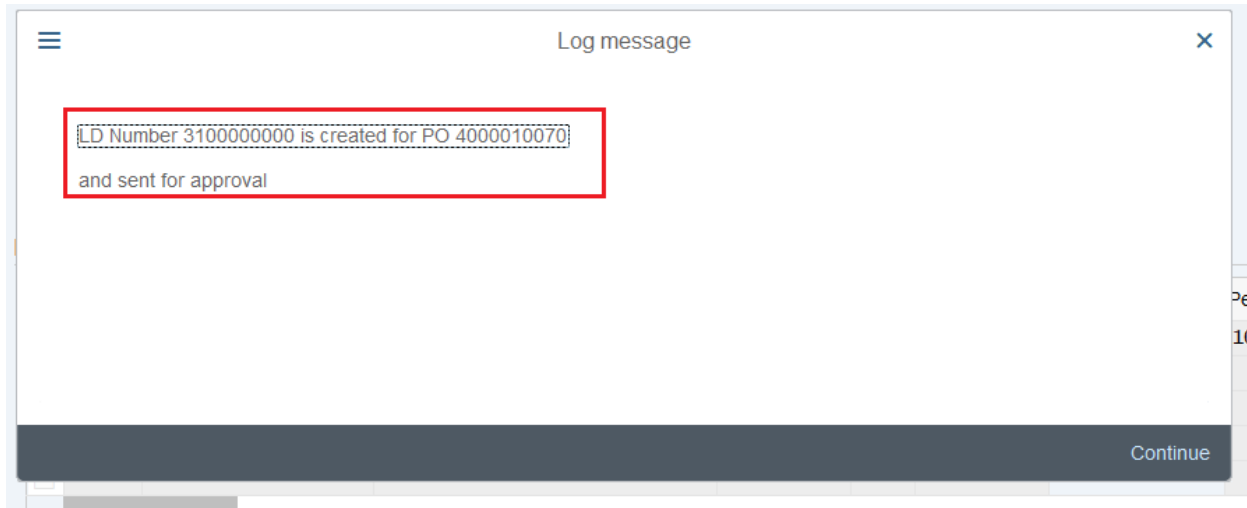
Save Cancel



SAP User Manual for E2E Material and Service Procurement

Step 6:

- Click on Save button, system will create LD Number for Service Order/ Purchase Order and will send the Send the LD for approval process.



SAP User Manual for E2E Material and Service Procurement

18. Liquidity Damage Approval:

Step 1:

- Login as **Approver 1** (Assistant Engineer) in SAP System.

Step 2:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



SAP User Manual for E2E Material and Service Procurement

Step 3:

- Expand “Inbox” button, under workflow “Please approve the LDC 3100000000” message will appear.

The screenshot shows the SAP Business Workplace interface for 'Asst Engg'. The left sidebar shows a tree view with 'Workplace: Asst Engg' expanded, and 'Inbox' selected. Under 'Inbox', 'Workflow 70' is highlighted. The main area displays a list of workflow messages. The first message is 'Please approve the LDC 3100000000' with a checkmark in the 'Exec.' column. A callout bubble points to this message with the text 'Double Click on “Please approve the LDC 3100000000”'. Below the list, the details of the selected message are shown, including the title 'Please approve the LDC 3100000000' and a description field.

Step 4:

- Click on **Back** Button. System will open Decision step in workflow screen.

The screenshot shows the SAP 'LD Clause' screen. The header section contains various fields: Service Order (H000010070), Company Code (1000), Vendor (0040000899), Document Date (22.07.2020), and Profit Center (1005). The 'Item' table below shows one line item with Line It. 11, Material 000000001000000590, Description OIL BOUND DISTEMPER / ACRYLIC, Open Qty 280.000, UoM KG, Total Value 13,720.00, LD Clause No LD1 4000010, and Period 10. A callout bubble points to the 'Exit' button in the top right corner with the text 'Click on back button'.



SAP User Manual for E2E Material and Service Procurement

Step 5:

- Click on “**Approve**” Button to approve the LD Document.

The screenshot shows the SAP interface for a decision step in a workflow. The title bar includes the SAP logo and the text "Decision Step in Workflow". Below the title bar, there is a navigation menu with options: "Workflow", "Create", "Import", and "More". The main content area displays the message "Please approve the LDC 3100000000". Below this message, there is a section titled "Choose one of the following alternatives" with a list of options: "Approve", "Reject", "Display", "Approval or Rejection History", and "Hold". The "Approve" option is highlighted with a red box. A callout bubble points to the "Approve" button with the text "Click on 'Approve'". At the bottom of the screen, there are sections for "Description" and "Objects and attachments".

Step 6:

- LD document will be approved with level 1.
- LD document Approval Request notification is forwarded to Approver 2.

Step 7:

- Login as **Approver 2** (Executive Engineer) in SAP System.

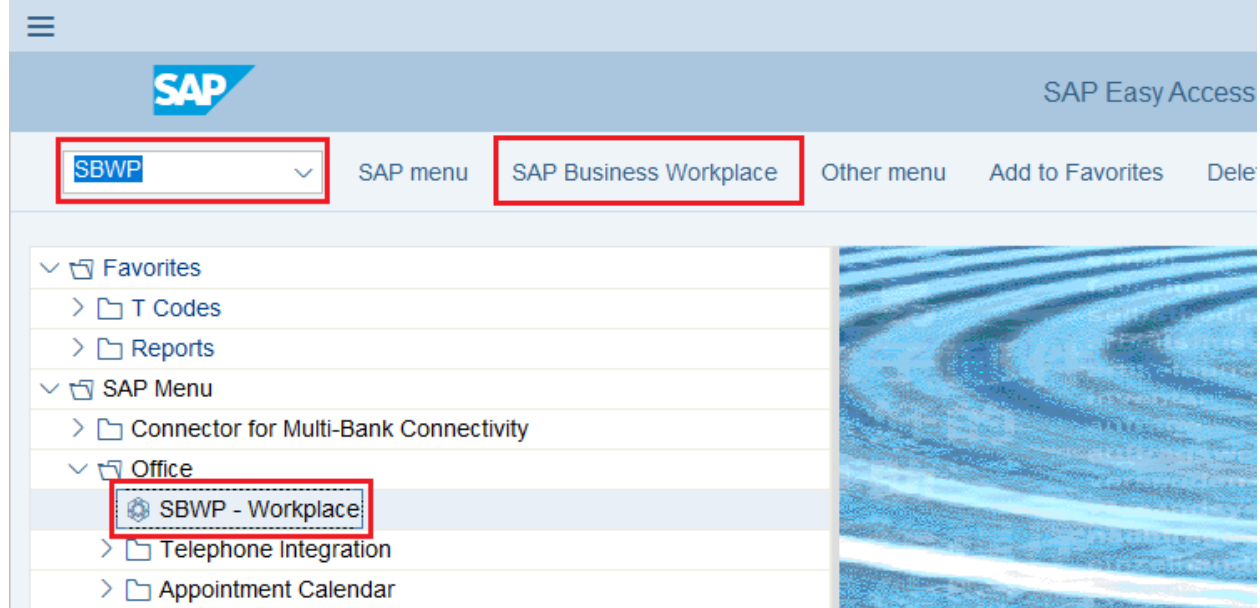
The screenshot shows the SAP login screen. The title bar includes the SAP logo and the text "SAP". Below the title bar, there is a navigation menu with options: "New password" and "More". The main content area displays the login form with the following fields: "Client: 500", "*User: 10100051", "*Password: *****", and "Logon Language: EN". The "User" and "Password" fields are highlighted with a red box. A callout bubble points to the "User" field with the text "Enter Approver User ID and Password".

SAP User Manual for E2E Material and Service Procurement

Step 8:

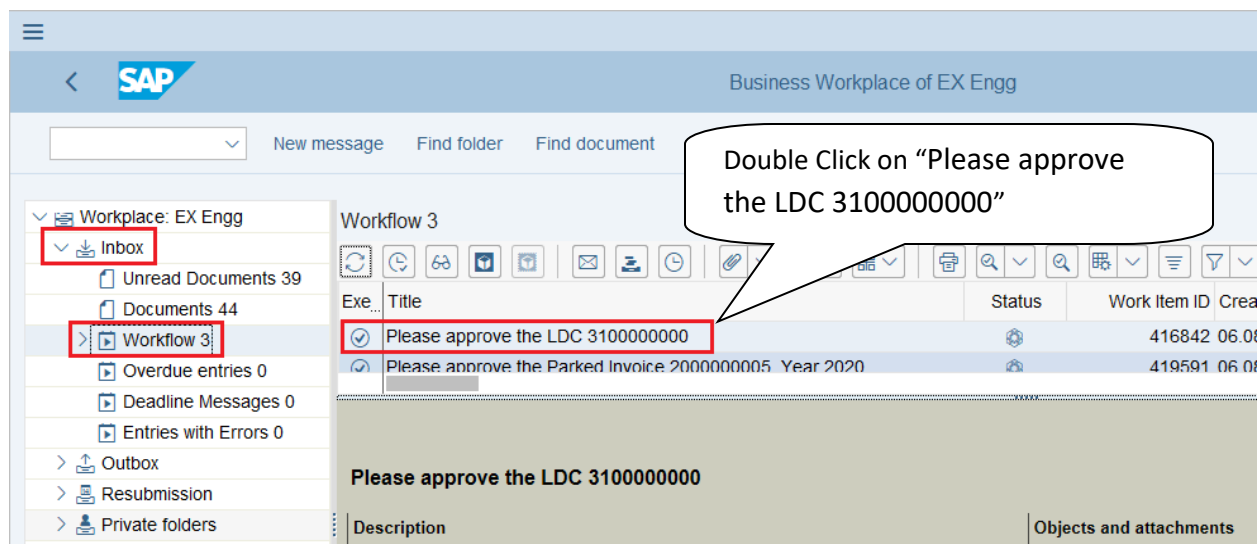
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



Step 9:

- Expand **“Inbox”** button, under workflow **“Please approve the LDC 3100000000”** message will appear.



SAP User Manual for E2E Material and Service Procurement

Step 10:

- System will open the LD document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

LD Clause

Service Order: H000010070 Company Code: 1000 Mumbai Port Trust Status: Initiated for LD Approval
LD Number: 3100000000 Vendor: 0040000899 CONA INDUSTRIES Doc.No:
Document Date: 22.07.2020 Posting Date: Year: 0
Profit Center: 1005

Open Quantity PO Quantity

Line It...	Material	Description	Open Qty	UoM	Total Value	LD Clause No	Period
11	000000001000000590	OIL BOUND DISTEMPER / ACRYLIC	280.000	KG	13,720.00	LD1 4000010_	10

Step 11:

- Click on **“Approve”** Button to approve the LD document.

Decision Step in Workflow

Please approve the LDC 3100000000

Choose one of the following alternatives:

- Approve**
- Reject
- Display
- Approval or Rejection History
- Hold

Description: Objects and attachments:

Step 12:

- LD document will be approved with level 2.
- LD document Approval Request notification is forwarded to Approver 3.

SAP User Manual for E2E Material and Service Procurement

Step 13:

- Login as **Approver 3** (Dy CME) in SAP System.

Step 14:

- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver

SAP User Manual for E2E Material and Service Procurement

Step 15:

- Expand “Inbox” button, under workflow “Please approve the LDC 3100000000” message will appear.

Business Workplace of DY HOD

Workflow 1

Exe.	Title	Status	Work Item ID	Creation T
<input checked="" type="checkbox"/>	Please approve the LDC 3100000000		416845	06.08.202

Please approve the LDC 3100000000

Step 16:

- System will open the LD document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

LD Clause

Header

Service Order: H000010070 Company Code: 1000 Mumbai Port Trust Status: ... for LD Approval

LD Number: 3100000000 Vendor: 0040000899 CONA INDUSTRIES

Document Date: 22.07.2020 Posting Date: Year: 0

Profit Center: 1005

Open Quantity PO Quantity

Item

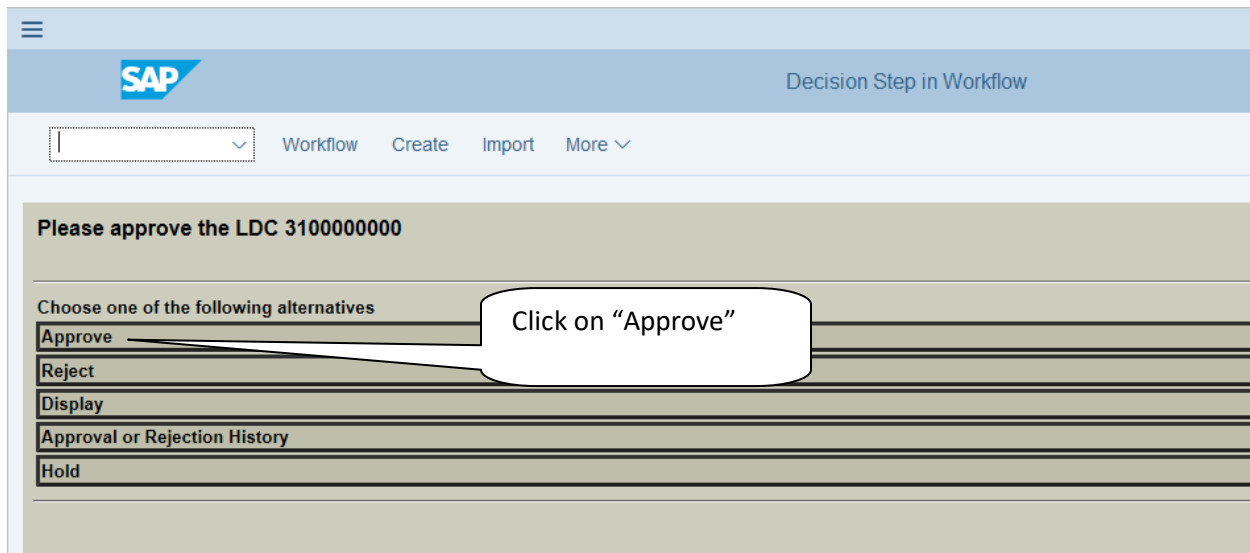
Line it...	Material	Description	Open Qty	UoM	Total Value	LD Clause No	Period
11	000000001000000590	OIL BOUND DISTEMPER / ACRYLIC	280.000	KG	13,720.00	LD1 4000010_	10



SAP User Manual for E2E Material and Service Procurement

Step 17:

- Click on “**Approve**” Button to approve the LD document.

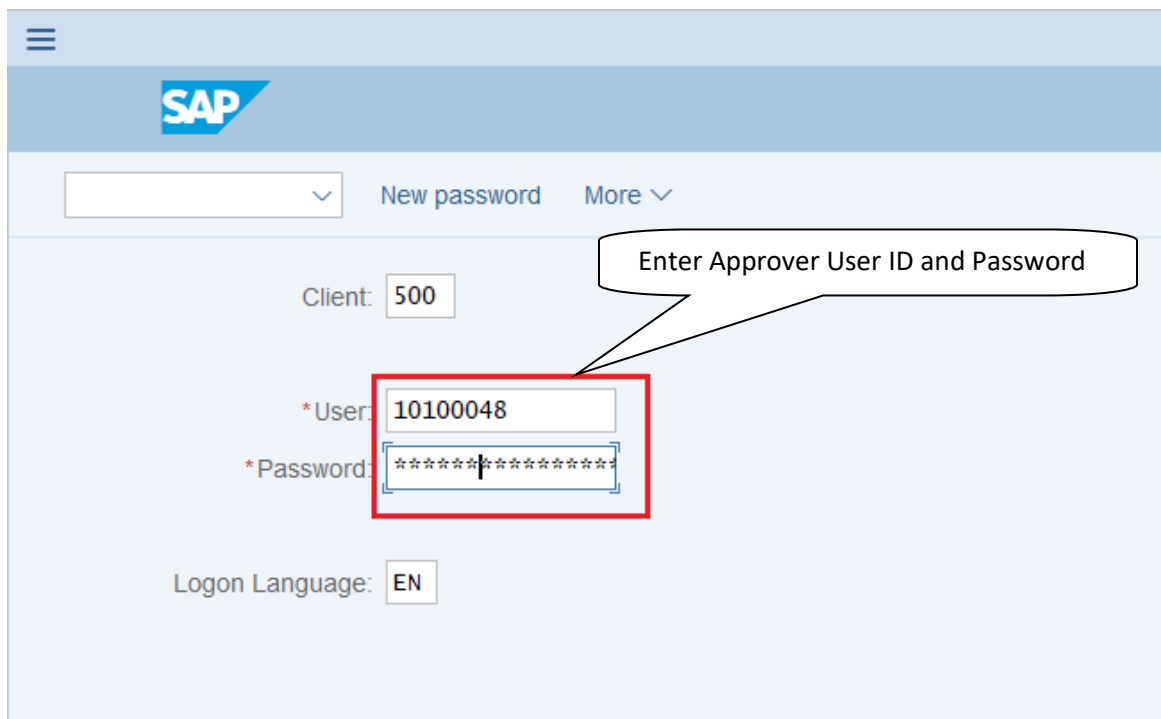


Step 18:

- LD document will be approved with level 3.
- LD document Approval Request notification is forwarded to Approver 4.

Step 19:

- Login as **Approver 4** (CME) in SAP System.

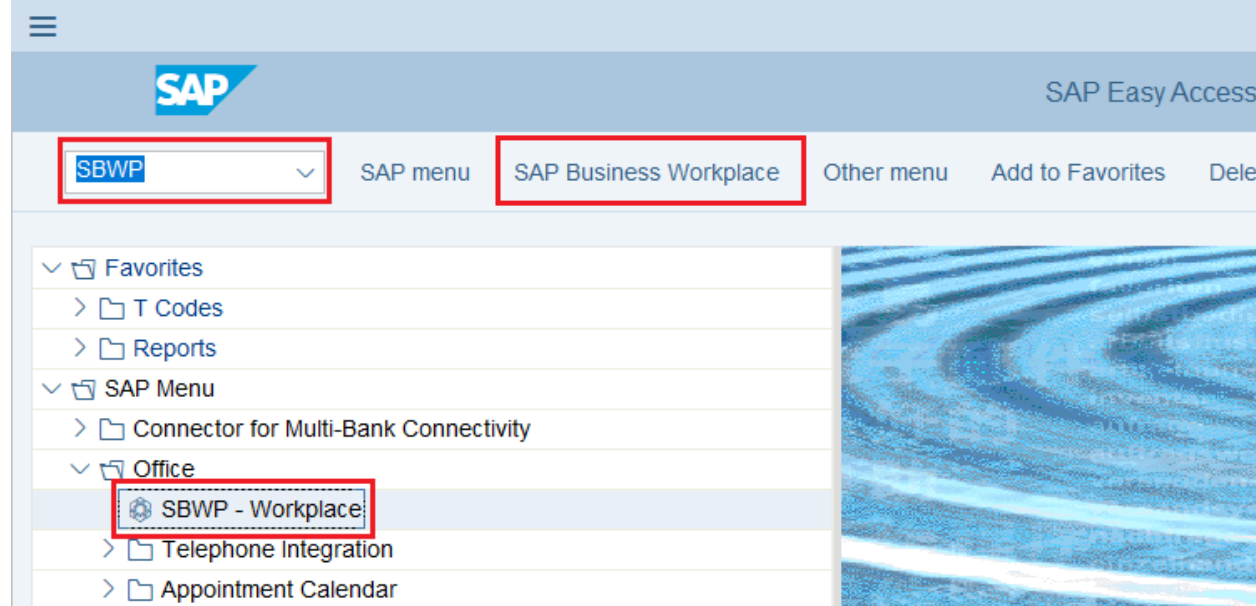


SAP User Manual for E2E Material and Service Procurement

Step 20:

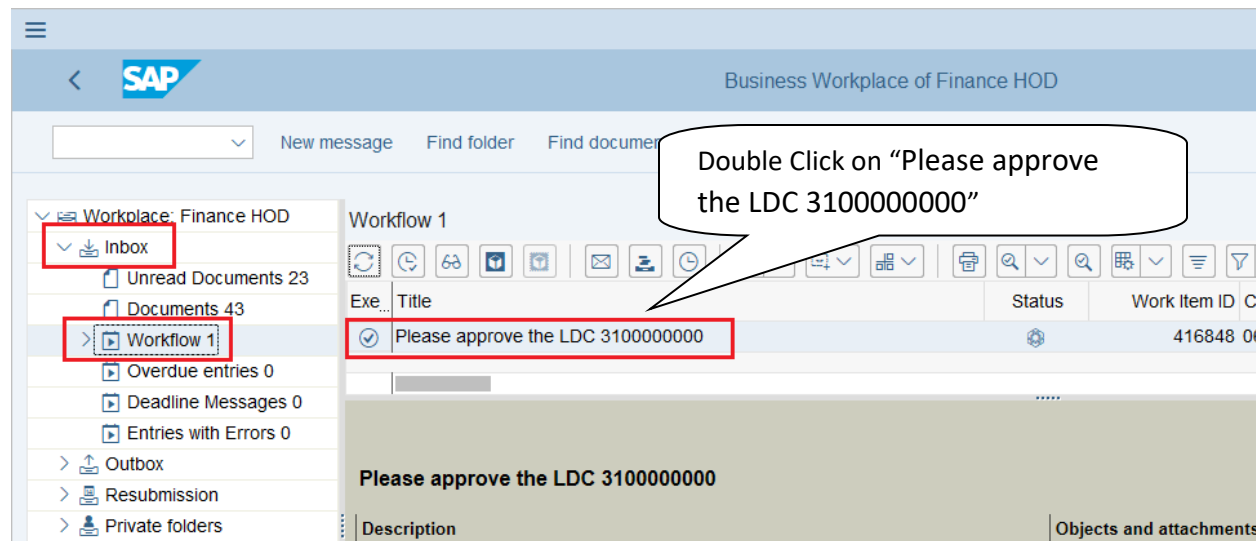
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace
Role	Approver



Step 21:

- Expand “**Inbox**” button, under workflow “**Please approve the LDC 3100000000**” message will appear.





SAP User Manual for E2E Material and Service Procurement

Step 22:

- System will open the LD document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

Header

Service Order: H000010070 Company Code: 1000 Mumbai Port Trust Status: Initiated Approval
LD Number: 3100000000 Vendor: 0040000899 CONA INDUSTRIES Doc. No: 0
Document Date: 22.07.2020 Posting Date: 0
Profit Center: 1005

Open Quantity PO Quantity

Item

Line It...	Material	Description	Open Qty	UoM	Total Value	LD Clause No	Period
11	000000001000000590	OIL BOUND DISTEMPER / ACRYLIC	280.000	KG	13,720.00	LD1 4000010_	10

Step 23:

- Click on **“Approve”** Button to approve the LD Document.

Decision Step in Workflow

Please approve the LDC 3100000000

Choose one of the following alternatives

- Approve**
- Reject
- Display
- Approval or Rejection History
- Hold



SAP User Manual for E2E Material and Service Procurement

Disclaimer:

Tech Mahindra Limited, herein referred to as TechM provide a wide array of presentations and reports, with the contributions of various professionals. These presentations and reports are for informational purposes and private circulation only and do not constitute an offer to buy or sell any securities mentioned therein. They do not purport to be a complete description of the markets conditions or developments referred to in the material. While utmost care has been taken in preparing the above, we claim no responsibility for their accuracy. We shall not be liable for any direct or indirect losses arising from the use thereof and the viewers are requested to use the information contained herein at their own risk. These presentations and reports should not be reproduced, re-circulated, published in any media, website or otherwise, in any form or manner, in part or as a whole, without the express consent in writing of TechM or its subsidiaries. Any unauthorized use, disclosure or public dissemination of information contained herein is prohibited. Unless specifically noted, TechM is not responsible for the content of these presentations and/or the opinions of the presenters. Individual situations and local practices and standards may vary, so viewers and others utilizing information contained within a presentation are free to adopt differing standards and approaches as they see fit. You may not repackage or sell the presentation. Products and names mentioned in materials or presentations are the property of their respective owners and the mention of them does not constitute an endorsement by TechM. Information contained in a presentation hosted or promoted by TechM is provided “as is” without warranty of any kind, either expressed or implied, including any warranty of merchantability or fitness for a particular purpose. TechM assumes no liability or responsibility for the contents of a presentation or the opinions expressed by the presenters. All expressions of opinion are subject to change without notice.