



SAP User Manual for Material Procurement (Stock)

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

**Business Process Manual for
Material Procurement (Stock)**

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SAP User Manual for Material Procurement (Stock)

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

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Document History:

Authors & Participants	
Role	Name

Revision History			
Date	Document Version	Document Revision Description	Author
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Name	Title	Date	Approved



SAP User Manual for Material Procurement (Stock)

Introduction:

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

Summary:

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

Its starts right from creation of Reservation, MRP Run, Purchase Requisition, RFQ, Procurement Proposal, Quality Inspection, Goods Receipt & Invoice Receipt.

The **Material Procurement (Stock)** is coming under **6.15 (Domestic Procurement)** in SAP MM/QM SRS Document.



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SAP User Manual for Material Procurement (Stock) 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



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1. 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

The screenshot shows the SAP Easy Access interface. At the top, the SAP logo is on the left and 'SAP Easy Access' is on the right. Below this is a search bar containing 'MD02' and a dropdown menu. To the right of the search bar are links for 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', 'Delete Favorites', and 'Change'. Below the search bar is a navigation tree. The tree is expanded to show the path: SAP Menu > Logistics > Production > MRP > Planning > MD02 - Multilevel Single-Item Planning. The 'MD02 - Multilevel Single-Item Planning' item is highlighted with a red box. The background of the interface features a blue abstract graphic with concentric circles and data points.



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Step 2:

- In Single Item, Multi-Level screen provide below details
 - Material: **1000000390**
 - Plant: **1000** & Press Enter.

The screenshot shows the SAP 'Single-Item, Multi-Level' screen. At the top, there is a navigation bar with the SAP logo and the title 'Single-Item, Multi-Level'. Below this, there are several input fields and sections:

- Material Entry:** A field labeled '*Material:' contains the value '1000000390'. A red box highlights this field, and a callout bubble points to it with the text '1. Enter Material'.
- MRP Area:** A field labeled 'MRP Area:' is empty.
- Plant Entry:** A field labeled 'Plant:' contains the value '1000'. A red box highlights this field, and a callout bubble points to it with the text '2.Plant'.
- Scope of Planning:** A section with a checkbox labeled 'Product group' which is currently unchecked.
- MRP Control Parameters:** A section containing several parameters, each with a value in a small box:
 - *Processing Key: **NETCH**
 - *Create Purchase Req.: **2**
 - *SA Deliv. Sched. Lines: **3**
 - *Create MRP List: **1**
 - *Planning mode: **1**
 - *Scheduling: **1**A red box highlights the entire MRP Control Parameters section.
- Process Control Parameters:** A section with several checkboxes:
 - Also Plan Unchanged Components
 - Display Results Prior to Saving
 - Display material list
 - Simulation mode



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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.

<  Single-Item, Multi-Level

More ▾

Statistics	
Materials planned	1
Materials with New Exceptions	1
Materials with Termination MRP List	

Parameters	
MRP Area	1000
Plnt	1000
Processing Key	NETCH
Create Purchase Requisition	1
SA Schedule Line	3
Create MRP List	1
Planning Mode	1
Scheduling	1



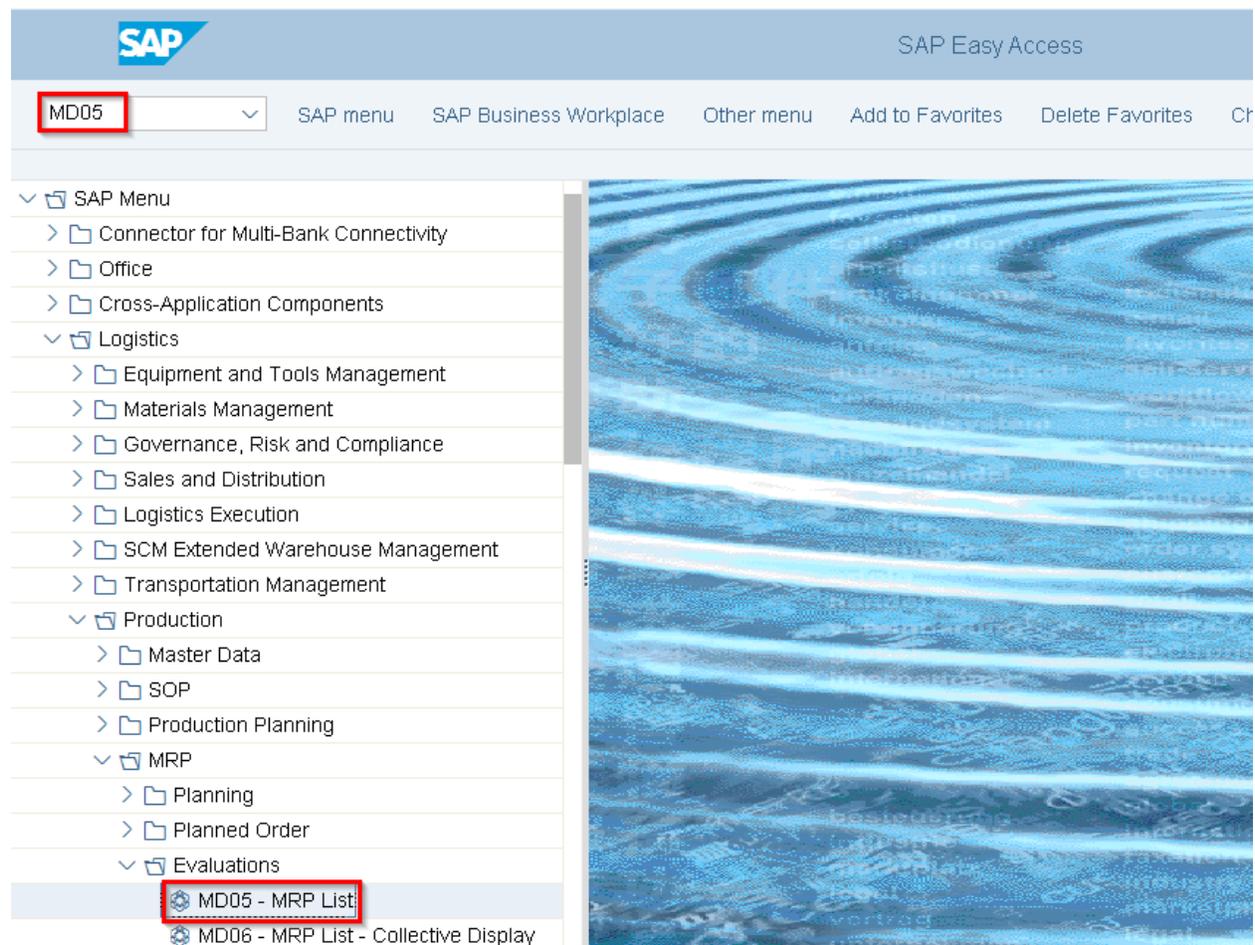
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2. MRP List:

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





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Step 2:

- In MRP List Initial Screen Provide Below Details;
 - Material: **1000000390**
 - Plant: **1000** & Press **Continue**.

The screenshot shows the SAP MRP List Initial Screen. The interface includes a header with the SAP logo and the title 'MRP List: Initial Screen'. Below the header, there are tabs for 'Individual access' and 'Collective access'. The main content area contains several input fields: '*Material: 1000000390', 'Description: LAMPS ELECTRIC, HPMV, FLUORESC', 'MRP Area: ', 'Plant: 1000', and 'Mumbai Port Trust'. A 'With filter' checkbox is also present. At the bottom right, there is a 'Continue' button. Three callout boxes are overlaid on the screen: '1. Material' points to the material number field, '2. Plant' points to the plant field, and '3. Continue' points to the Continue button. A watermark for 'Activate Windows' is visible in the bottom right corner.



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Step 3:

- System will display MRP List and Purchase Requisition created is displayed.
- Purchase Requisition **2001000975** Created.
- Press “Back” Button.

Stock Requirements List as of 05:11 hrs

Material: 1000000390
Description: LAMPS ELECTRIC, HPMV, FLUORESC
MRP Area: 1000 Mumbai Port Trust MRP Area
Plant: 1000 MRP type: VB Material type: ZGEN Unit: EA

A...	Date	MRP el...	MRP element data	Rescheduling date	E...	Receipt/Reqmt	Available Qty	Stor...
	29.07.2020	Stock					5	
	29.07.2020	MtIRes	7010000060/0001			55-	50-	6626
	13.08.2020	PurRqs	2001000975/00010 *	29.07.2020	10	100	50	
	13.08.2020	PurRqs	2001000976/00010 *		20	110	160	
	13.08.2020	PurRqs	2001000977/00010 *		20	110	270	



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3. Create/ 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	PURASST1

The screenshot shows the SAP Easy Access interface. At the top, the SAP logo is on the left and 'SAP Easy Access' is on the right. Below the logo is a search bar containing 'ME52N'. To the right of the search bar are links for 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', and 'Delete'. The main menu is displayed on the left, with a tree structure. The 'Purchase Requisition' folder is expanded, and the 'ME52N - Change' option is highlighted with a red box. The background of the interface features a blue abstract pattern.



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Step 2:

- Click on Other Requisition

The screenshot shows the SAP 'Other Purchase Requisition' dialog box. The title bar includes 'Document Overview On', 'Create', 'Display/Change', 'Other Purchase Requisition', 'Check', 'Help', 'Personal Setting', and 'More'. The main area contains fields for 'Release group: P1', 'Release Strategy: A1', and 'Release Indicator: X Blocked'. A table with columns 'Code', 'Description', and 'Status' is visible, containing rows for Level 1 through Level 4. A callout bubble points to the 'Other Purchase Requisition' title bar with the text '1. Other Purchase Requisition'.

Step 3:

- Enter the Purchase requisition number **2001000975** & Press **Other Document**.

The screenshot shows the SAP 'Select Document' dialog box. The title bar includes 'Document Overview On', 'Create', 'Display/Change', and 'Other P'. The main area contains a 'Purchase Requisition:' field with the value '2001000975' highlighted by a red box and a callout bubble labeled '1. Enter Purchase Requisition'. Below this are radio buttons for 'Pur. Order', 'Purch. Requisition' (which is selected), and 'SRM Contract'. A table with columns 'Code' and 'Description' is visible, containing rows for Level 1 through Level 4. At the bottom, there are 'Other Document' and 'Cancel' buttons, with 'Other Document' highlighted by a red box and a callout bubble labeled '2. Click on Other Document'. A table at the bottom of the screen shows a list of materials, including '1000000390 LAMPS ELECTRIC, HPMV, F'.



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Step 4:

- System will open the Purchase requisition in change mode.
- Enter Purchase org **1000** in **Source of supply** Tab.

The screenshot shows the SAP interface for changing a purchase requisition. The top bar indicates 'Change Purchase Req. 2001000975'. Below the navigation bar, the document overview shows 'ZZNB Standard PR' and '2001000975'. The 'Source Determination' checkbox is unchecked. The 'Header' section contains a table with the following data:

Sta...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Valn Price	Per
	10			1000000390	LAMPS ELECTRIC, HPMV, F...	100	EA	D	13.08.2020	93.02	1
											0
											0
											0

The 'Source of Supply' tab is selected and highlighted with a red box. A callout bubble points to the 'Purch.Org.: 1000' field, with the text '1. Enter Purchase Org' inside the bubble. Other tabs include 'Quantities/Dates', 'Valuation', 'Account Assignment', 'Versions', 'Status', and 'Contact P'.



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Step 5:

- In Text Tab, Provide **Terms & Conditions**.

Change Purchase Req. 2001000975

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

Sta...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Valn Price	Per	Total Value	Materi
	10			1000000390	LAMPS ELECTRIC, HPMV, F...	100	EA	D	13.08.2020	93.02	1	9,302.00	Lamps
											0		
											0		
											0		

Item: 1 [10] 1000000390 , LAMPS ELECTRIC, HPMV, FLUORE...

Quantities/Dates Valuation Account Assignment Source of Supply Versions Status Contact Person **Texts** De

Item Texts	An...	
All Agreed Terms & Conditions		
Item text		
Item note		
Delivery text		
Material PO text	✓	
Terms & Conditions		

Enter Terms & Conditions



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Step 6:

- In **Customer Data** tab;
 - Select Mode of Purchase: **D Direct Purchase**
 - Purchase Type: **D1 with Quotation** from drop down list.
- Click on **Check** Button. System will check for errors in document. If no errors found, system will show “Click on **Check** Button. System will check for errors in document. If no errors found, system will show “ No messages issued during check ” Message.
- Click on **Save** Button. System will change Purchase requisition document & displays “ Purchase requisition 2001000975 changed ” message.” Message.

The screenshot shows the SAP 'Change Purchase Req.' interface for document 2001000975. The 'Customer Data' tab is active. The 'Mode of Purchase' is set to 'D Direct Purchase' and the 'Purchase types' are set to 'D1 WITH QUOTATION'. The 'Check' button is highlighted in the top menu bar, and the 'Save' button is highlighted at the bottom right. A table of materials is visible at the top, showing item 10 with material 1000000390 (LAMPS ELECTRIC, HPMV, F...). Callouts with numbers 1 through 4 point to the 'Mode of Purchase' dropdown, the 'Purchase types' dropdown, the 'Check' button, and the 'Save' button respectively.

Sta.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Valn Price	Per		Plant	
	10			1000000390	LAMPS ELECTRIC, HPMV, F...	100	EA	D	13.08.2020	93.02	1	9,302.00 Lamps and ll...	6.000	Mumbai i
												0		
												0		
												0		

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4. 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

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Step 3:

- Expand “Inbox” button, under workflow “**Approve Purchase requisition 2001000975**” message will appear.

The screenshot shows the SAP Business Workplace interface. On the left, the navigation pane shows 'Workplace: Asst Engg' with 'Inbox' and 'Workflow 37' highlighted. The main area displays a list of workflow items. A callout box points to the title 'Please approve the Purchase Requisition 2001000960' with the instruction 'Double Click on “Approve Purchase Requisition 2001000975”'. Below the list, the details for the selected item are shown, including a description: 'Select one of the available decision options. This completes the processing of this step.' and a table for 'Objects and attachments'.

Exe.	Title	Status	Work Item ID
✓	Please approve the Purchase Requisition 2001000960	⚙️	414466
✓	Please approve the Purchase Requisition 2001000938	⚙️	415250

Please approve the Purchase Requisition 2001000960

Description
Select one of the available decision options. This completes the processing of this step.

Objects and attachments
No attachments or objects

Step 4:

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

The screenshot shows the SAP Business Workplace interface for the decision step 'Display Purchase Req. 2001000960'. A callout box points to the back button in the top left corner with the instruction 'Click on back button'. The main area displays the release strategy configuration for 'ZZNB Standard PR' with a release group of 'P1' and a release strategy of 'A1'. A table shows the release levels and their status.

Release group: P1 Release Group for PR

Release Strategy: A1 Rel Strategy for PR

Release Indicator: X Blocked

Code	Description	Status
A1	Level 1	▲
A2	Level 2	
A3	Level 3	
A4	Level 4	



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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. 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 Purchase Requisition" and a list of alternatives. The first alternative, "Approve Purchase Requisition", is highlighted with a red box. A callout bubble points to this option with the text "Click on 'Approve Purchase Requisition'". Other alternatives include "Reject Purchase Requisition", "Display Purchase Requisition", "Approval or Rejection History", and "Hold".

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.

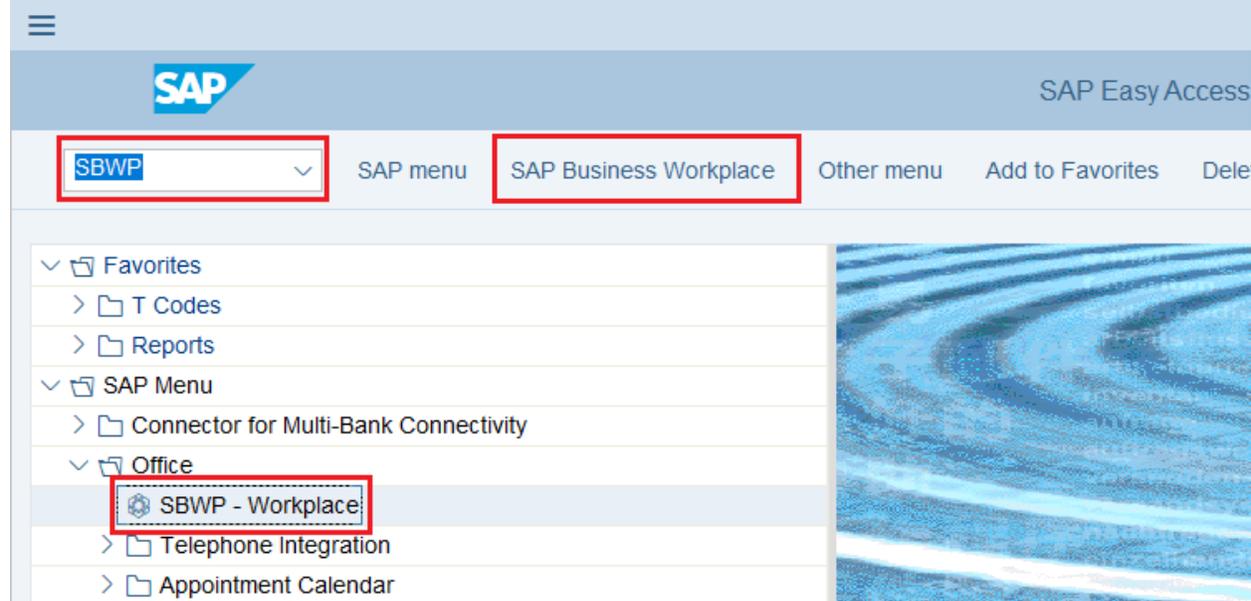
The screenshot shows the SAP login screen. At the top, there is a blue header with the SAP logo and the text "SAP". Below the header, there is a navigation bar with a dropdown menu, "New password", and "More". The main content area has a form for login. The "Client" field is set to "500". The "*User:" 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".

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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 **“Approve Purchase requisition 2001000975”** message will appear.



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Step 10:

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

Click on back button

Code	Description	Status
A1	Level 1	✓
A2	Level 2	▲
A3	Level 3	
A4	Level 4	

Sta	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Valn Price Per	Material Group	Availabl
	10	Q		1000000588	ACRYLIC EMULSION(PLAST...	200	L	D	17.07.2020	123.31	1 Acrylic paints	0.000

Step 11:

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

Click on “Approve Purchase Requisition”

Choose one of the following alternatives

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

Step 12:

- Purchase Requisition will be approved with level 2.

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- Purchase Requisition Approval Request notification is forwarded to Approver 3.

Step 13:

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

Step 14:

- 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

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Step 15:

- Expand “Inbox” button, under workflow “Approve Purchase requisition 2001000975” message will appear.

Business Workplace of DY HOD

New message Find folder Find documents

Workplace: DY HOD

- Inbox
- Unread Documents 12
- Documents 14
- Workflow 1
- Grouped according to content
- Grouped according to content
- Grouped according to sort
- Grouped according to task
- Overdue entries 0
- Deadline Messages 0
- Entries with Errors 0
- Outbox
- Resubmission
- Private folders

Workflow 1

Exe.	Title	Status	Wc
✓	Please approve the Purchase Requisition 2001000960		

Please approve the Purchase Requisition 2001000960

Description
Select one of the available decision options. This completes the processing of this step.
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.

Objects and at
No attachment

Step 16:

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

Business Workplace of DY HOD

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

ZZNB Standard PR 2001000960

Texts Release strategy

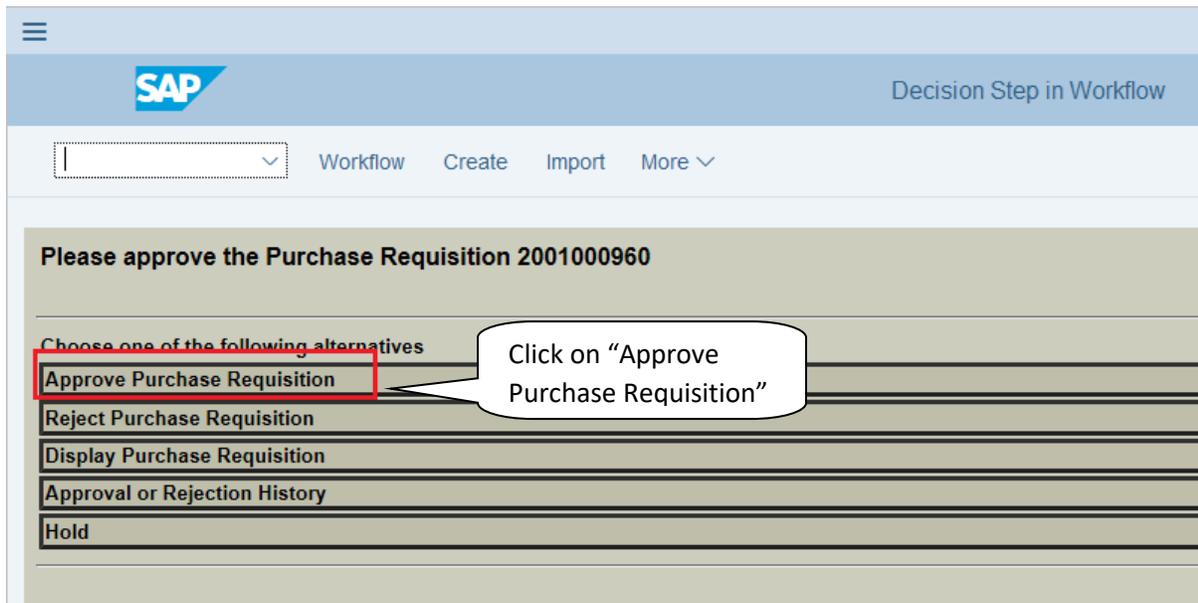
Release group: P1 Release Group for PR
Release Strategy: A1 Rel Strategy for PR
Release Indicator: X Blocked

Code	Description	Status
A1	Level 1	✓
A2	Level 2	✓
A3	Level 3	▲
A4	Level 4	

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Step 17:

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

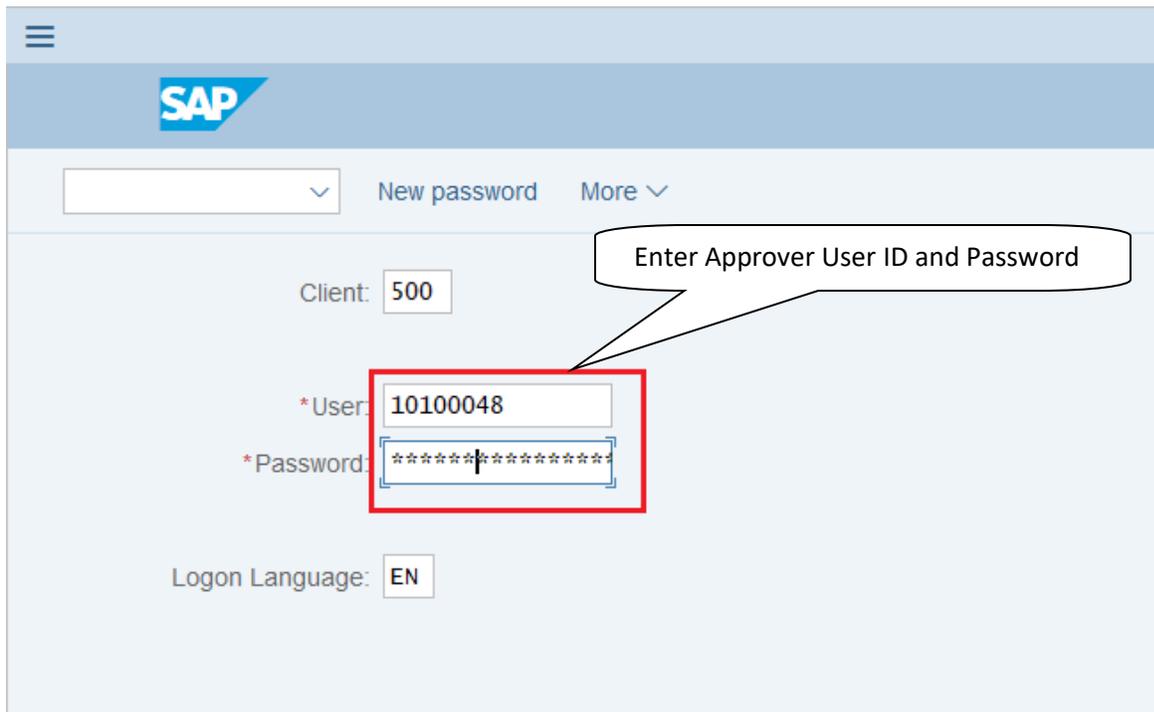


Step 18:

- 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.

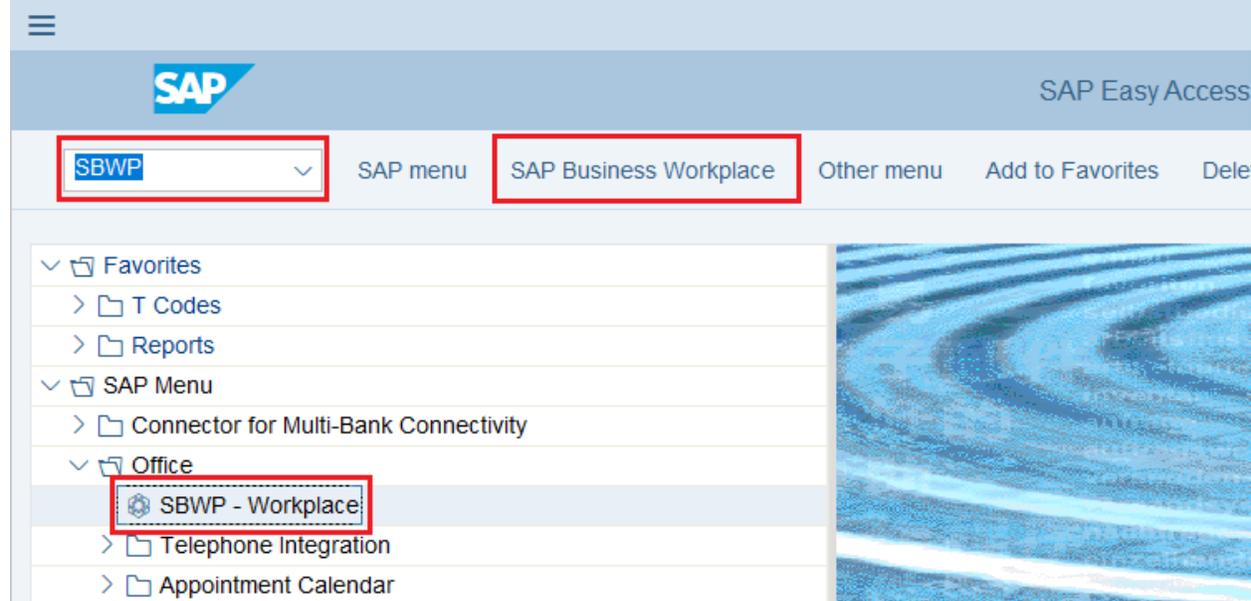


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Step 20:

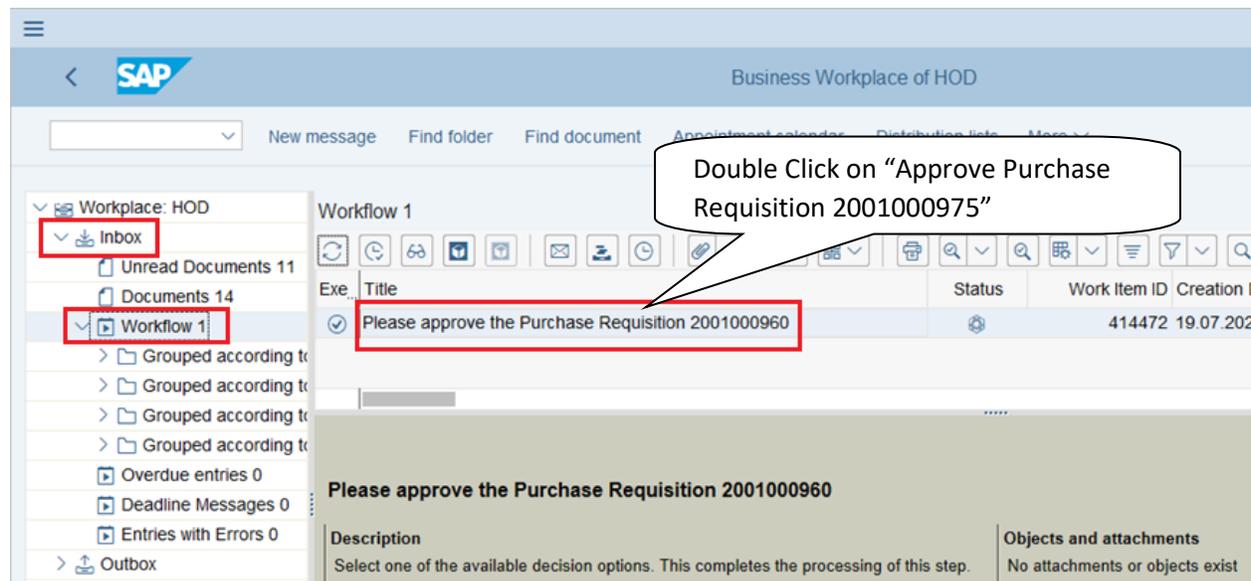
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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



Step 21:

- Expand “**Inbox**” button, under workflow “**Approve Purchase requisition 2001000975**” message will appear.



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Step 22:

- 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. 2001000960

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

ZZNB Standard PR 2001000960

Texts [Release strategy](#)

Release group: P1 Release Group for PR
Release Strategy: A1 Rel Strategy for PR
Release Indicator: X Blocked

Code	Description	Status
A1	Level 1	✓
A2	Level 2	✓
A3	Level 3	✓
A4	Level 4	▲

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 2001000960

Choose one of the following alternatives

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



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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 for Ashish Mogrekar. The left sidebar shows the navigation tree with 'Unread Documents 337' highlighted. The main content area shows a list of unread documents, with the first entry 'Purchase Requisition 2001000975 is Approved' selected. The details of this notification are shown below, including the sender 'SAP_WFRT' and the message content: 'Hello Sir, Purchase Requisition 2001000975 is Approved. Approved by: MM00596824 Ashish Mogrekar. Regards, MM00596824 Ashish Mogrekar'.

Me...	Type	Title	Atta...	Author
		Purchase Requisition 2001000975 is Approved		SAP_WFRT
		Physical Inventory Document is Posted Succes...		SAP_WFRT

Purchase Requisition 2001000975 is Approved

Hello Sir,
Purchase Requisition 2001000975 is Approved
Approved by: MM00596824 Ashish Mogrekar
Regards,
MM00596824
Ashish Mogrekar



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5. Create/ Change Request for Quotation:

Step 1:

Enter Transaction Code **ME41** in command bar (or) Follow the below navigation path.

Transaction Code	ME41
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → RFQ/ Quotation → Request for Quotation → ME41 Create
Role	PURASST1

The screenshot shows the SAP Easy Access interface. At the top, there is a search bar containing 'ME41' and a dropdown menu. Below the search bar, there are navigation options: 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', and 'Delete'. The main menu is displayed on the left side, with a tree structure. The 'Logistics' folder is expanded, showing 'Materials Management' and 'Purchasing'. Under 'Purchasing', 'RFQ/Quotation' is expanded, and 'Request for Quotation' is selected. The 'ME41 - Create' option is highlighted with a red box. The background of the interface features a blue abstract pattern.



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Step 2:

- In Create RFQ Initial Screen Provide following details,
 - RFQ Type: **ZZAN**,
 - RFQ Date: **29.07.2020**
 - Quotation Deadline: **30.07.2020**,
 - Purchasing Org: **1000**
 - Purchasing Group: **101**
- Click on **Reference to PReq**

The screenshot shows the SAP 'Create RFQ' initial screen. The top navigation bar includes a back arrow, the SAP logo, and the text 'Create RFQ'. Below this is a search field and a menu with options: 'Header Details', 'Copy Document', and 'Reference to PReq'. A callout box points to 'Reference to PReq' with the text '6. Click on Reference PReq'. The main form area contains several input fields: 'RFQ Type' (ZZAN), 'Language Key' (EN), '*RFQ Date' (29.07.2020), '*Quotation Deadline' (30.072020), and 'RFQ:'. A callout box points to these fields with the text '1. RFQ Type', '2. RFQ Date', and '3. Quotation Deadline'. Below the main form is the 'Organizational Data' section, which includes 'Purch. organization: 1000' and 'Purchasing Group: 101'. A callout box points to these fields with the text '4. Purchasing Org' and '5. Purchasing Group'.



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Step 3:

- Provide reference Purchase requisition number **2001000975**
- Click on **Continue**

☰ Selection of Purchase Requisitions ✕

Purchase Req.: 2001000975

Requisn. item:

Purch. Group: 101

Document Type:

Material:

MPN material:

Plant:

Item Category:

Acct Assgmt Cat:

Tracking Number:

Supplying Plant:

Assigned:

Stock material:

Open only:

1. Enter Purchase Req

2. Click on Continue

Continue Header Details Cancel



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Step 4:

- Enter Coll. No. **2001000975** & hit Enter

SAP Create RFQ : Header Data

Header Texts Supplier Address Partner Release Strategy Messages More

RFQ: Company Code: 1000 Purchasing Group: 101
RFQ Type: ZZAN Purch. Organization: 1000
Vendor:

Administrative Fields

RFQ Date: 29.07.2020 *Item Interval: 10 *Coll. No.: 2001000975
*Language: EN Subitem Interv.: 1 *QuotDdln: 30.07.2020
Validity Start: Validity End: Apply By:
Warranty: Bindg Per.:

Terms of Delivery and Payment

Targ. Val.:

Step 5:

- Select the line Item click on **Adopt + Details** button.

SAP Create RFQ : Selection List: Purchase Requisitions

Adopt + Details Adopt Select All Items Deselect All More

Pur. Req.	Item	Material	Short Text	Plnt	SLoc	I	A	Cls	Qty
<input checked="" type="checkbox"/>	2001000975	10	1000000390	LAMPS ELECTRIC, HPMV, FL...	1000			<input type="checkbox"/>	
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									



SAP User Manual for Material Procurement (Stock)

Step 6:

- In create RFQ screen,
 - Delivery Date: **13.08.2020**
 - Press **Enter**.

SAP Create RFQ : Item 00010

Next Delete Header Details Additional Data Item Texts Delivery Address Delivery Schedule

Item: ItCat.: Plant:
 Material: Stor. Loc.:
 Short Text:
 Mat. Grp:

Quantity and Date

RFQ Quantity: EA QuotDdln:
 Delivery Date:

Deadline Monitoring

1st Rem./Exped.: TrackingNo:
 2nd Rem./Exped.: S. Mat.:

Step 7:

- On Create RFQ: Item Overview Screen, click on **Supplier address** button.

SAP Create RFQ : Item Overview

Select All Items Deselect All Select Start/End of Block Enter Lines Delete Header Details **Supplier Address**

RFQ: RFQ Type: RFQ Date:
 Vendor: *QuotDdln:

RFQ Items

Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Mat. Grp	Plant	S
<input type="checkbox"/> 10	1000000390	LAMPS ELECTRIC, HPMV, FL...	100	EA	D	13.08.2020	39101600	1000	€
<input type="checkbox"/> 20					D			1000	€
<input type="checkbox"/> 30					D			1000	€
<input type="checkbox"/> 40					D			1000	€



SAP User Manual for Material Procurement (Stock)

Step 8:

- Enter vendor number **40000010**.

< **SAP** Create RFQ : Supplier Address

Header Details Header Texts More

RFQ: Company Code: 1000 Purch. Group: 101
RFQ Date: 29.07.2020 RFQ Type: ZZAN Purchasing Org.: 1000
Vendor: 40000010

Name

Title: Name:

Search Terms

Search term 1/2:



SAP User Manual for Material Procurement (Stock)

Step 9:

- After entering Vendor Number “40000010”, Press Enter.
- System will fetch vendor details from Vendor master and displayed on the screen.

The screenshot shows the SAP 'Create RFQ: Supplier Address' screen. The header includes the SAP logo and navigation options. The main area contains several input fields for RFQ details: RFQ, RFQ Date (29.07.2020), Vendor (40000010), Company Code (1000), RFQ Type (ZZAN), Purch. Group (101), and Purchasing Org. (1000). A red box highlights the 'Name' section, which includes a dropdown for 'Title' (set to 'Company') and a text field for 'Name' (set to 'ALEX CHEMICAL & INDUSTRIES'). Below this is the 'Search Terms' section with a search term 'ALEX CHEMICAL'. The 'Street Address' section includes fields for 'Street/House number' (GOVIND NAGAR 16), 'Street 4' (CO OP HSG SOCIETY LTD), and 'Street 5' (DIXIT ROAD). A callout bubble points to the 'Name' field with the text 'System will display Vendor Details'.

Step 10:

- Click on **Save** Button. System will create RFQ document & information message “ Req for Quotation created under the number 1001000040” is displayed.



SAP User Manual for Material Procurement (Stock)

Step 11:

- Enter vendor number **40000013**.

Create RFQ : Supplier Address

Header Details Header Texts More

RFQ: Company Code: 1000 Purch. Group: 101
RFQ Date: 31.07.2020 RFQ Type: ZZAN Purchasing Org.: 1000
Vendor: 40000011

Name

Title: Name: Search Terms

Search term 1/2: Street Address

Street/House number: Postal Code/City: Country: Region:



SAP User Manual for Material Procurement (Stock)

Step 12:

- After entering Vendor Number “40000013”, Press Enter.
- System will fetch vendor details from Vendor master and displayed on the screen.

The screenshot shows the SAP 'Create RFQ: Supplier Address' screen. The 'Name' section is highlighted with a red box and contains the following details:

- Title: [Dropdown]
- Name: MAHARASHTRA BAMBOO BHANDAR
- Search Terms: Search term 1/2: M058
- Street Address: Street/House number: 40, BAMBOO MARKET, R.C. CHURCH COMPOUND, Postal Code/City: 400014 Mumbai
- Country: IN India, Region: 27 Maharashtra

A callout box points to the highlighted area with the text: "System will display Vendor Details".

Step 13:

- Click on **Save** Button. System will create RFQ document & information message “ Req for Quotation created under the number 1001000043 ” is displayed.



SAP User Manual for Material Procurement (Stock)

Step 14:

- Enter vendor number **40000012**.

< **SAP** Create RFQ : Supplier Address

Header Details Header Texts More ▾

RFQ: Company Code: Purch. Group:
RFQ Date: RFQ Type: Purchasing Org.:
Vendor:

Name

Title:

Name:

Search Terms

Search term 1/2:

Street Address

Street/House number:

Postal Code/City:

Country: Region:



SAP User Manual for Material Procurement (Stock)

Step 15:

- After entering Vendor Number “40000012”, Press Enter.
- System will fetch vendor details from Vendor master and displayed on the screen.

< SAP Create RFQ : Supplier Address

Header Details Header Texts More

RFQ: Company Code: 1000 Purch. Group: 101
RFQ Date: 31.07.2020 RFQ Type: ZZAN Purchasing Org.: 1000
Vendor: 40000012

Name

Title: Company
Name: FELIX ENGG. CO.
Search Terms
Search term 1/2: FELIX ENGG. CO. F006
Street Address
Street/House number: COZY COTTAGE, 4TH FLOOR,BYCULLA
Postal Code/City: 400027 Mumbai
Country: IN India Region: 27 Maharashtra

System will display Vendor Details

Step 16:

- Click on **Save** Button. System will create RFQ document & information message “ Req for Quotation created under the number 1001000044 ” is displayed.
- Click on **Exit** button.
- Mail will be sent to Vendor’s mail id mentioned in the Vendor Master.



SAP User Manual for Material Procurement (Stock)

SAP Create RFQ - Supplier Address

Header Details Header Texts More

RFQ: Company Code: 1000 Purch. Group: 101
RFQ Date: 31.07.2020 RFQ Type: ZZAN Purchasing Org.: 1000
Vendor:

Name
Title: Name: Search Terms
Search term 1/2: Street Address
Street/House number: Postal Code/City: Country: Region:

Req for Quotation created under the number 1001000044

Activate Windows
Go to PC settings to activate Windows

Save Cancel Overview

Exit

Click on Exit

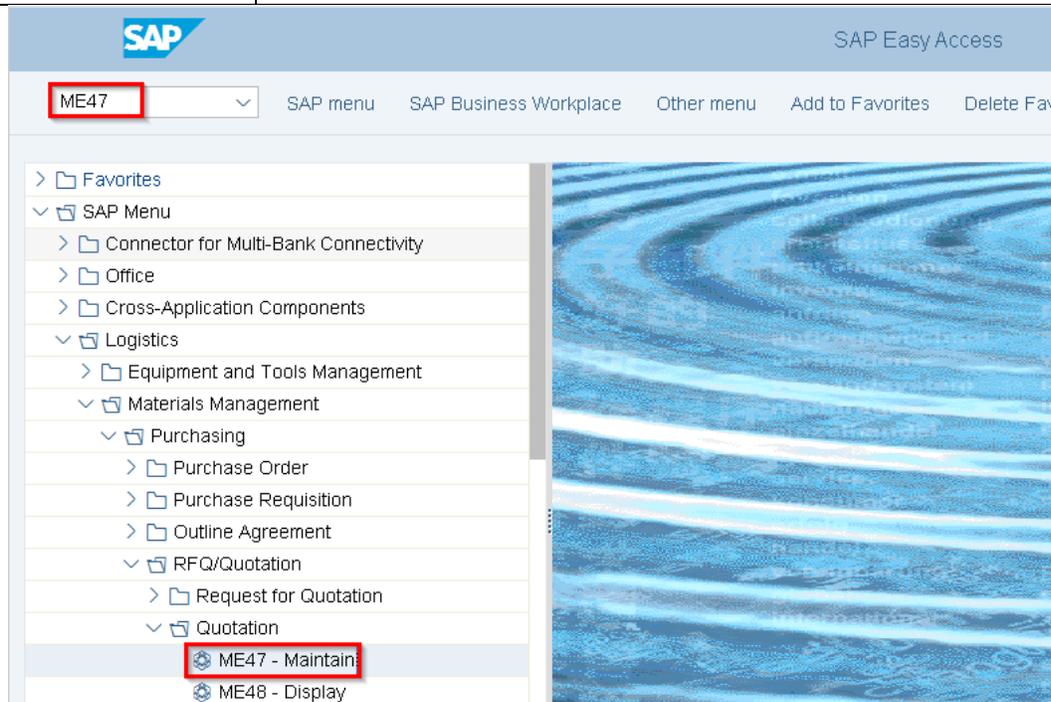
SAP User Manual for Material Procurement (Stock)

6. Maintain Quotation:

Step 1:

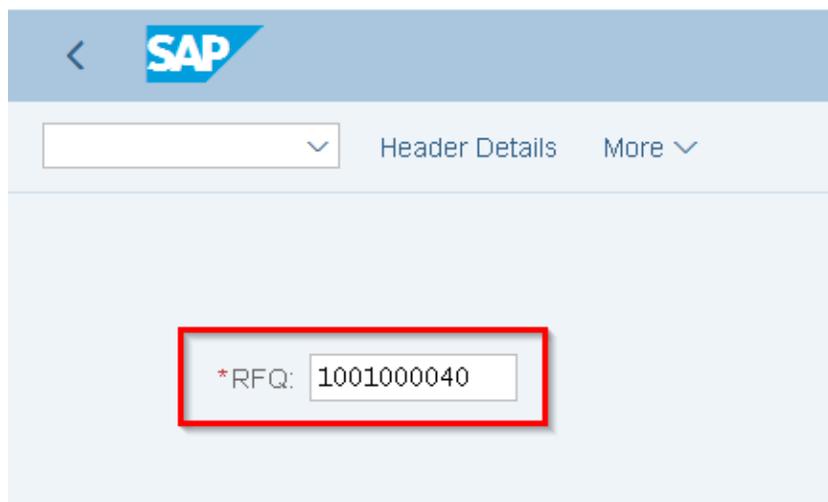
Enter Transaction Code **ME47** in command bar (or) Follow the below navigation path.

Transaction Code	ME47
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → RFQ/ Quotation → Quotation → ME47 Maintain
Role	PURASST1



Step 2:

- On Maintain Quotation Initial Screen, Provide RFQ **1001000040** & press enter.





SAP User Manual for Material Procurement (Stock)

Step 3:

- Enter Net Price **93**
- Click on **Save** Button.

Maintain Quotation: Item Overview

RFQ: 1001000040 RFQ Type: ZZAN RFQ Date: 29.07.2020
Vendor: 40000010 ALEX CHEMICAL & INDUSTRIES QuotDtin: 30.07.2020

Quotation Items

Item	Material	Short Text	RFQ Quantity	OU	C	Deliv. Date	Net Price	Per	OPU	Mat. Grp	Plnt	SLoc	D	R
10	1000000390	LAMPS ELECTRIC, HPMV, FL...	100	EA	D	13.08.2020	93	1	EA	39101600	1000	6626		

Item: 10

Activate Windows
Go to PC settings to activate Windows.

Save Cancel

- Quotation for RFQ **1001000040** will be maintained.
- System will display “ Quotation for Req for Quotation 1001000040 maintained” message.



SAP User Manual for Material Procurement (Stock)

7. Price Comparison for RFQ:

Step 1:

Enter Transaction Code **ME49** in command bar (or) Follow the below navigation path.

Transaction Code	ME49
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → RFQ/ Quotation → Quotation → ME49 Price Comparison
Role	PURASST1

The screenshot shows the SAP Easy Access interface. At the top, the SAP logo is on the left and 'SAP Easy Access' is on the right. Below the logo is a search bar containing 'ME49'. To the right of the search bar are links for 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', and 'Delete Fa'. A menu tree is displayed on the left side, with the following structure:

- > Favorites
- ✓ SAP Menu
 - > Connector for Multi-Bank Connectivity
 - > Office
 - > Cross-Application Components
 - ✓ Logistics
 - > Equipment and Tools Management
 - ✓ Materials Management
 - ✓ Purchasing
 - > Purchase Order
 - > Purchase Requisition
 - > Outline Agreement
 - ✓ RFQ/Quotation
 - > Request for Quotation
 - ✓ Quotation
 - ME47 - Maintain
 - ME48 - Display
 - ME49 - Price Comparison

The 'ME49 - Price Comparison' item is highlighted with a red box. The right side of the screenshot shows a blue abstract background with wavy lines.

SAP User Manual for Material Procurement (Stock)

Step 2:

- In price comparison list screen provide;
 - Purchasing Organization: **1000**
 - Collective RFQ **2001000975**
 - Click on **Execute** Button.

The screenshot shows the SAP Price Comparison List screen. The following elements are annotated with callouts:

- 1. Purchasing Org:** A callout points to the field labeled '*Purchasing Organization: 1000'.
- 2. Collective RFQ:** A callout points to the field labeled 'Collective RFQ: 2001000975'.
- 3. Execute:** A callout points to the 'Execute' button at the bottom right of the screen.

Other visible fields include Quotation, Supplier, Material, Reference Quotation, Mean Value Quotation, Minimum Value Quotation, Percentage Basis, and Max. No. Quotations per Page (set to 12). There are also checkboxes for 'Include Discounts', 'Include Delivery Costs', and 'Determine Effective Price'.

Step 3:

- System will Display price comparison List.
- Click on **More** Button.
- Click on **Initiate Workflow**, For Rank one selected vendor approval process.

The screenshot shows the SAP Price Comparison List screen with a table of results. The following elements are annotated with callouts:

- 1. Click on More:** A callout points to the 'More' button in the top right corner of the table area.
- 2. Select Initiate workflow:** A callout points to the 'Initiate Workflow' option in the dropdown menu.

The table below shows the data displayed on the screen:

Ra...	Item	Vendor	Supplier Name	Coll. No.	Text	Material	Matl Group	Unit Net
10	40000010	ALEX CHEMICAL & INDUSTRIES	2001000975	Standard	1000000390	39101600	EA	S

Below the table, a 'Purchasing Document 1001000040' is highlighted.

- System will display “ Workflow Initiated” message.



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8. Quotation Approval:

Step 1:

- Login as **Approver 1** in SAP System.

The screenshot shows the SAP login interface. At the top, there is a SAP logo and a navigation menu. Below that, there are fields for Client (500), *User (10100050), *Password (masked with asterisks), and Logon Language (EN). The User and Password fields are highlighted with a red box.

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

The screenshot shows the SAP Easy Access menu. The command bar at the top contains 'SBWP', 'SAP menu', 'SAP Business Workplace', 'Other menu', 'Add to Favorites', and 'Delete'. The 'SBWP' field is highlighted with a red box. Below the command bar, there is a list of menu items. The 'Office' menu is expanded, and the 'SBWP - Workplace' item is highlighted with a red box.

SAP User Manual for Material Procurement (Stock)

Step 3:

- Expand “Inbox” button, under workflow “Please Approve the Quotation 1001000040” message will appear.
- Double Click on the “Please Approve the Quotation 1001000040” message. It will open the Quotation comparison list in Display mode.

The screenshot shows the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows the navigation tree with 'Inbox' and 'Workflow 58' highlighted. The main area displays a workflow step titled 'Please approve the Quotation 1001000040'. A callout box points to the message title with the text 'Double Click on the “Please Approve the Quotation”'. Below the title, there is a description: 'Select one of the available decision options. This completes the processing of this step.' and a section for 'Objects and No attachme'.

Step 4:

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

The screenshot shows the SAP Business Workplace interface for Ashish Mogrekar, displaying the 'Price Comparison List in Currency INR'. A callout box points to the back button with the text 'Back button'. Below the header, there is a table with columns: Ra..., Item, Vendor, Supplier Name, Coll. No., Text, Material, Matl Group, and Short Text. The first row shows: 10, 40000010, ALEX CHEMICAL & INDUSTRIES, 2001000975, Standard, 1000000390, 39101600, LAMPS ELECTRIC, H. Below the table, there is a yellow bar with the text 'Purchasing Document 1001000040' and a download icon.

Step 5:

- Click on “Approve” Button to approve the Quotation.



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The screenshot shows the SAP approval interface. At the top, there is a blue header with the SAP logo. Below it, a navigation bar contains a dropdown menu, 'Workflow', 'Create', 'Import', and 'More'. The main content area has a title 'Please approve the Quotation 1001000040'. Below the title, it says 'Choose one of the following alternatives'. There are five buttons: 'Approve', 'Reject', 'Display', 'Approval or Rejection History', and 'Hold'. The 'Approve' button is highlighted with a red border.

Step 6:

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

Step 7:

- Login as **Approver 2** in SAP System.

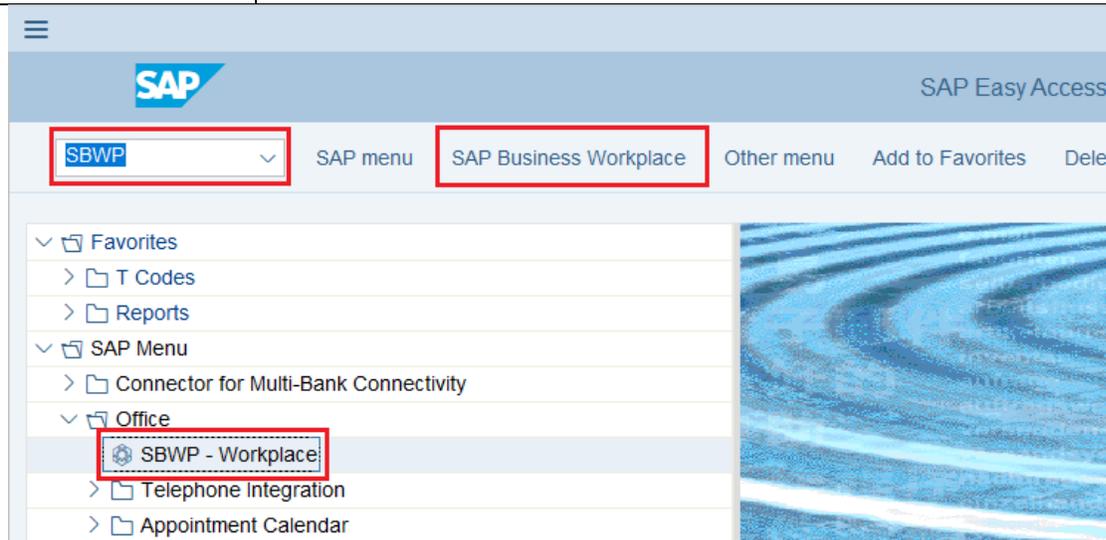
The screenshot shows the SAP login screen. At the top, there is a blue header with the SAP logo and the text 'SAP'. Below it, a navigation bar contains a dropdown menu, 'New password', and 'More'. The main content area has the following fields: 'Client: 500', '*User: 10100051', '*Password: *****', and 'Logon Language: EN'. The '*User' and '*Password' fields are highlighted with a red border.

Step 8:

SAP User Manual for Material Procurement (Stock)

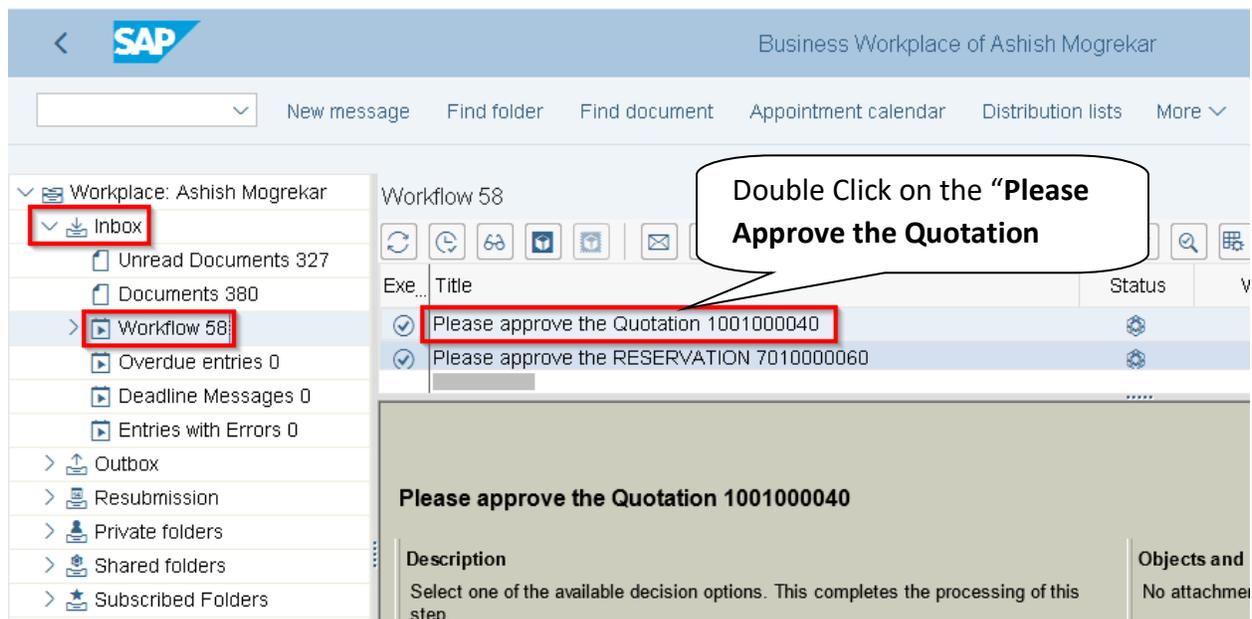
- Click on **SAP Business Workplace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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



Step 9:

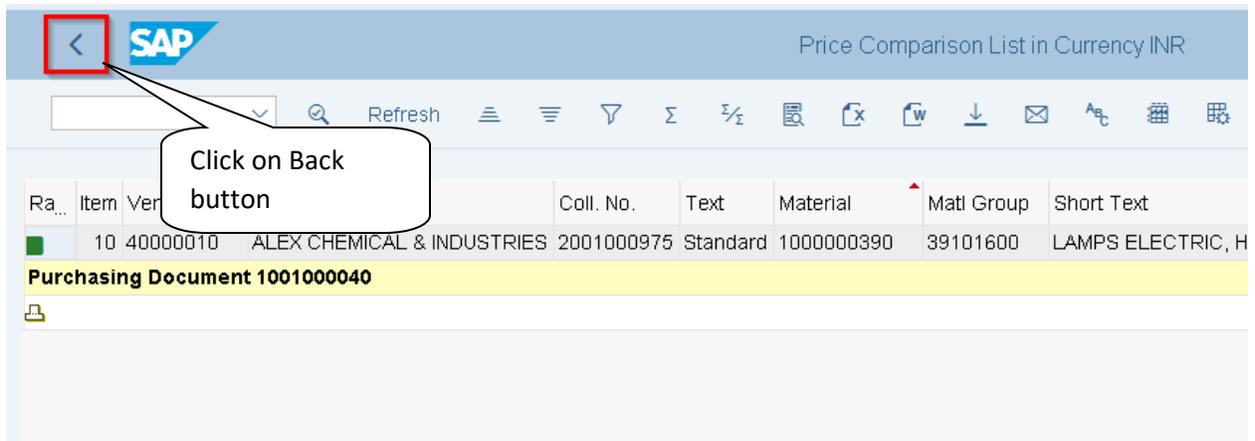
- Expand **“Inbox”** button, under workflow **“Please Approve the Quotation 1001000040”** message will appear.
- Double Click on the **“Please Approve the Quotation 1001000040”** message. It will open the Quotation comparison list in Display mode.



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Step 10:

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



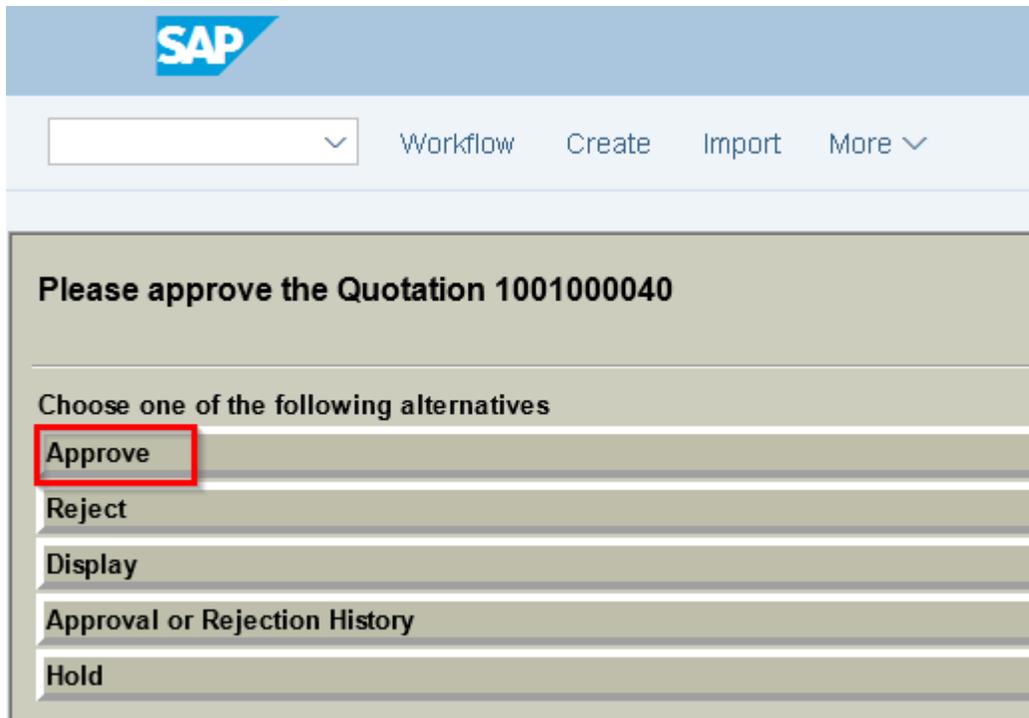
The screenshot shows the SAP Price Comparison List interface. The top bar contains the SAP logo and the text "Price Comparison List in Currency INR". Below the bar is a search and filter toolbar with icons for search, refresh, and various filters. A table of data is displayed below the toolbar. The first row of the table is highlighted in yellow and contains the following information: Ra... Item Ver, 10 40000010, ALEX CHEMICAL & INDUSTRIES, 2001000975, Standard, 1000000390, 39101600, LAMPS ELECTRIC, H. Below the table, the text "Purchasing Document 1001000040" is displayed. A red box highlights the back button in the top left corner, and a callout bubble points to it with the text "Click on Back button".

Ra...	Item Ver	Coll. No.	Text	Material	Matl Group	Short Text
10	40000010	ALEX CHEMICAL & INDUSTRIES	2001000975	Standard	1000000390	39101600 LAMPS ELECTRIC, H

Purchasing Document 1001000040

Step 11:

- Click on **Approve** Button to approve the Quotation.



The screenshot shows the SAP workflow screen for approving a quotation. The top bar contains the SAP logo and the text "Workflow Create Import More". Below the bar is a search and filter toolbar. The main content area displays the text "Please approve the Quotation 1001000040". Below this text, there is a list of alternatives to choose from: "Approve", "Reject", "Display", "Approval or Rejection History", and "Hold". The "Approve" button is highlighted with a red box.

Please approve the Quotation 1001000040

Choose one of the following alternatives

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

Step 12:

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

Step 13:

- Login as **Approver 3** in SAP System.



SAP User Manual for Material Procurement (Stock)

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 Material Procurement (Stock)

Step 15:

- Expand “Inbox” button, under workflow “Please Approve the Quotation 1001000040” message will appear.
- Double Click on the “Please Approve the Quotation 1001000040” message. It will open the Quotation comparison list in Display mode.

The screenshot shows the SAP Business Workplace interface. The top bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the top bar is a navigation menu with options like 'New message', 'Find folder', 'Find document', 'Appointment calendar', 'Distribution lists', and 'More'. The main area is divided into a left sidebar and a main content area. The sidebar shows a tree view of folders: 'Workplace: Ashish Mogrekar', 'Inbox', 'Unread Documents 327', 'Documents 380', 'Workflow 58', 'Overdue entries 0', 'Deadline Messages 0', 'Entries with Errors 0', 'Outbox', 'Resubmission', 'Private folders', 'Shared folders', and 'Subscribed Folders'. The 'Inbox' and 'Workflow 58' folders are highlighted with red boxes. The main content area shows a list of workflow items under the heading 'Workflow 58'. The first item is 'Please approve the Quotation 1001000040', which is highlighted with a red box. A callout bubble points to this item with the text 'Double Click on the “Please Approve the Quotation”'. Below the list, the details for the selected item are shown, including a 'Description' section with the text 'Select one of the available decision options. This completes the processing of this step.' and an 'Objects and' section with the text 'No attachme'.

Step 15:

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

The screenshot shows the SAP Business Workplace interface displaying a 'Price Comparison List in Currency INR'. The top bar includes the SAP logo and the user name 'Price Comparison List in Currency INR'. Below the top bar is a navigation menu with options like 'Refresh', 'Filter', 'Sort', 'Print', 'Download', 'Email', and 'Grid'. The main area shows a table with columns: 'Ra...', 'Item', 'Vendor', 'Supplier Name', 'Coll. No.', 'Text', 'Material', 'Matl Group', and 'Short Text'. The first row of data is highlighted in green and contains the following values: '10', '40000010', 'ALEX CHEMICAL & INDUSTRIES', '2001000975', 'Standard', '1000000390', '39101600', and 'LAMPS ELECTRIC, H'. Below the table, the text 'Purchasing Document 1001000040' is displayed. A callout bubble points to the back button in the top bar with the text 'Click on Back button'.



SAP User Manual for Material Procurement (Stock)

Step 16:

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

The screenshot shows the SAP interface for approving a quotation. At the top, there is a blue header with the SAP logo. Below it, a navigation bar contains a dropdown menu, the text 'Workflow', 'Create', 'Import', and 'More' with a dropdown arrow. The main content area has a title 'Please approve the Quotation 1001000040'. Below the title, it says 'Choose one of the following alternatives'. There are five buttons: 'Approve', 'Reject', 'Display', 'Approval or Rejection History', and 'Hold'. The 'Approve' button is highlighted with a red rectangular box.

Step 17:

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

Step 18:

- Login as **Approver 4** in SAP System

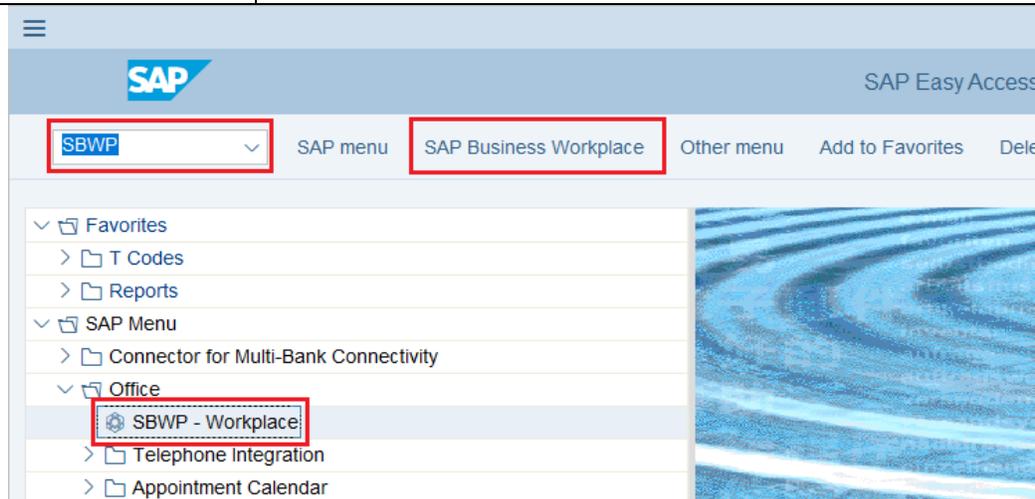
The screenshot shows the SAP login screen. At the top, there is a blue header with the SAP logo. Below it, a navigation bar contains a dropdown menu, the text 'New password', and 'More' with a dropdown arrow. The main content area has a hamburger menu icon on the left. Below the navigation bar, there are several input fields: 'Client: 500', '*User: 10100048', '*Password: *****', and 'Logon Language: EN'. The 'User' and 'Password' fields are highlighted with a red rectangular box.

SAP User Manual for Material Procurement (Stock)

Step 19:

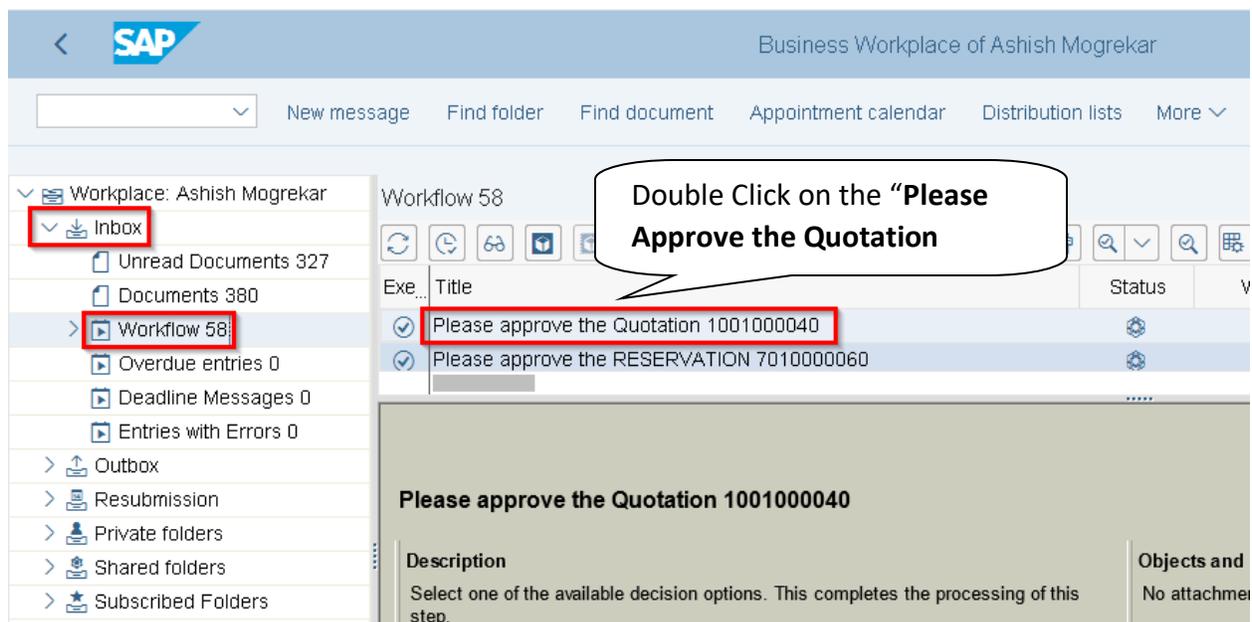
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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



Step 20:

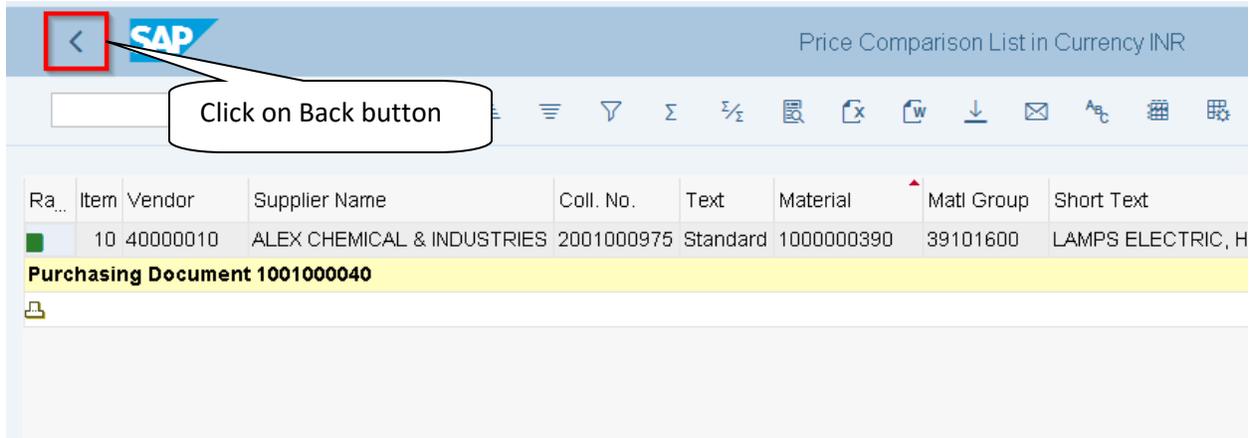
- Expand “**Inbox**” button, under workflow “**Please Approve the Quotation 1001000040**” message will appear.
- Double Click on the “**Please Approve the Quotation 1001000040**” message. It will open the Quotation comparison list in Display mode.



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Step 21:

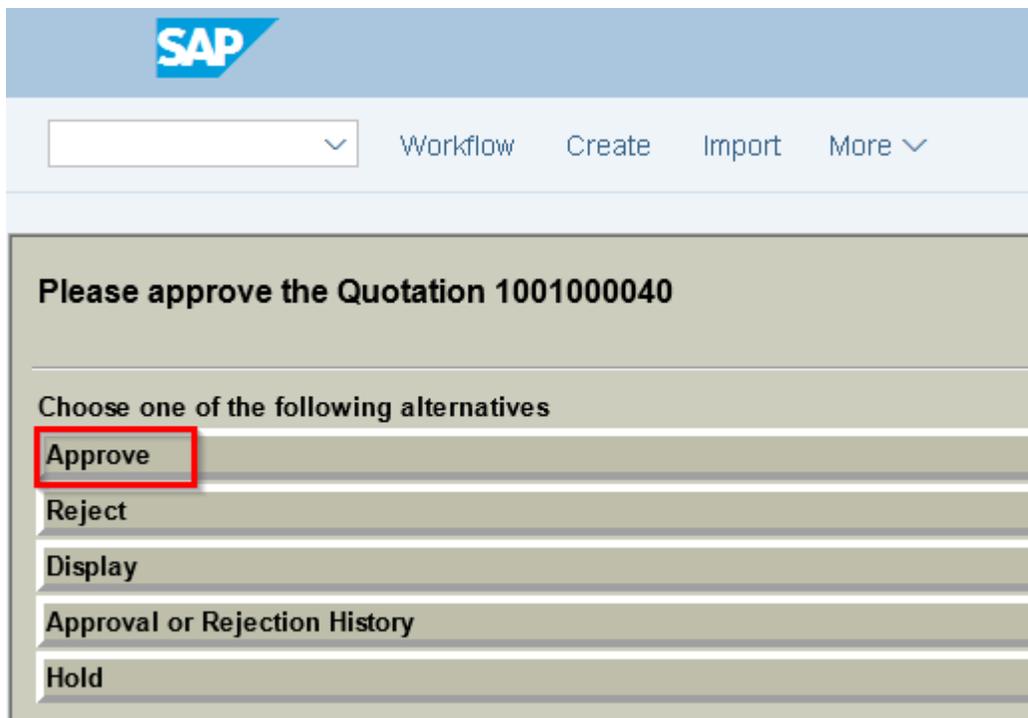
- Click on **Back** Button. System will open Decision step in workflow screen.



The screenshot shows the SAP interface for a Price Comparison List. The title bar includes the SAP logo and the text "Price Comparison List in Currency INR". A search bar is present on the left. Below the search bar is a toolbar with various icons. The main content area displays a table with columns: Ra..., Item, Vendor, Supplier Name, Coll. No., Text, Material, Matl Group, and Short Text. A single row is visible with the following data: Item 10, Vendor 40000010, Supplier Name ALEX CHEMICAL & INDUSTRIES, Coll. No. 2001000975, Text Standard, Material 1000000390, Matl Group 39101600, and Short Text LAMPS ELECTRIC, H. Below the table, the text "Purchasing Document 1001000040" is displayed. A red box highlights the back arrow icon in the top left corner, and a callout bubble points to it with the text "Click on Back button".

Step 22:

- Click on **Approve** Button to approve the Quotation.



The screenshot shows the SAP workflow decision screen for Quotation 1001000040. The title bar includes the SAP logo and the text "Workflow Create Import More". The main content area displays the text "Please approve the Quotation 1001000040". Below this text, the instruction "Choose one of the following alternatives" is shown. A list of alternatives is displayed, with the "Approve" button highlighted by a red box. The other alternatives are "Reject", "Display", "Approval or Rejection History", and "Hold".



SAP User Manual for Material Procurement (Stock)

Step 23:

- Quotation will be approved with level 4.
- Once the Quotation is approved by all 4 level approvers, a notification is triggered to initiator & Preceding Approvers stating **“Quotation 1002000040 is Approved”**

The screenshot displays the SAP Business Workplace interface. The top navigation bar includes the SAP logo and the user's name, Ashish Mogrekar. Below the navigation bar, there are search and action options like 'New message', 'Find folder', and 'Find document'. The left sidebar shows a folder structure under 'Workplace: Ashish Mogrekar', with 'Inbox' expanded to show 'Unread Documents 332' highlighted in red. The main content area shows a list of unread documents with columns for 'Me...', 'Type', 'Title', 'Atta...', and 'Author'. One document is highlighted in red: 'Quotation 1001000040 is Approved' by 'SAP_WFRT'. Below the list, the content of the selected email is displayed, also with a red border around the text: 'Quotation 1001000040 is Approved', 'Approved by: MM00596824 Ashish Mogrekar', and 'Regards, MM00596824 Ashish Mogrekar'.



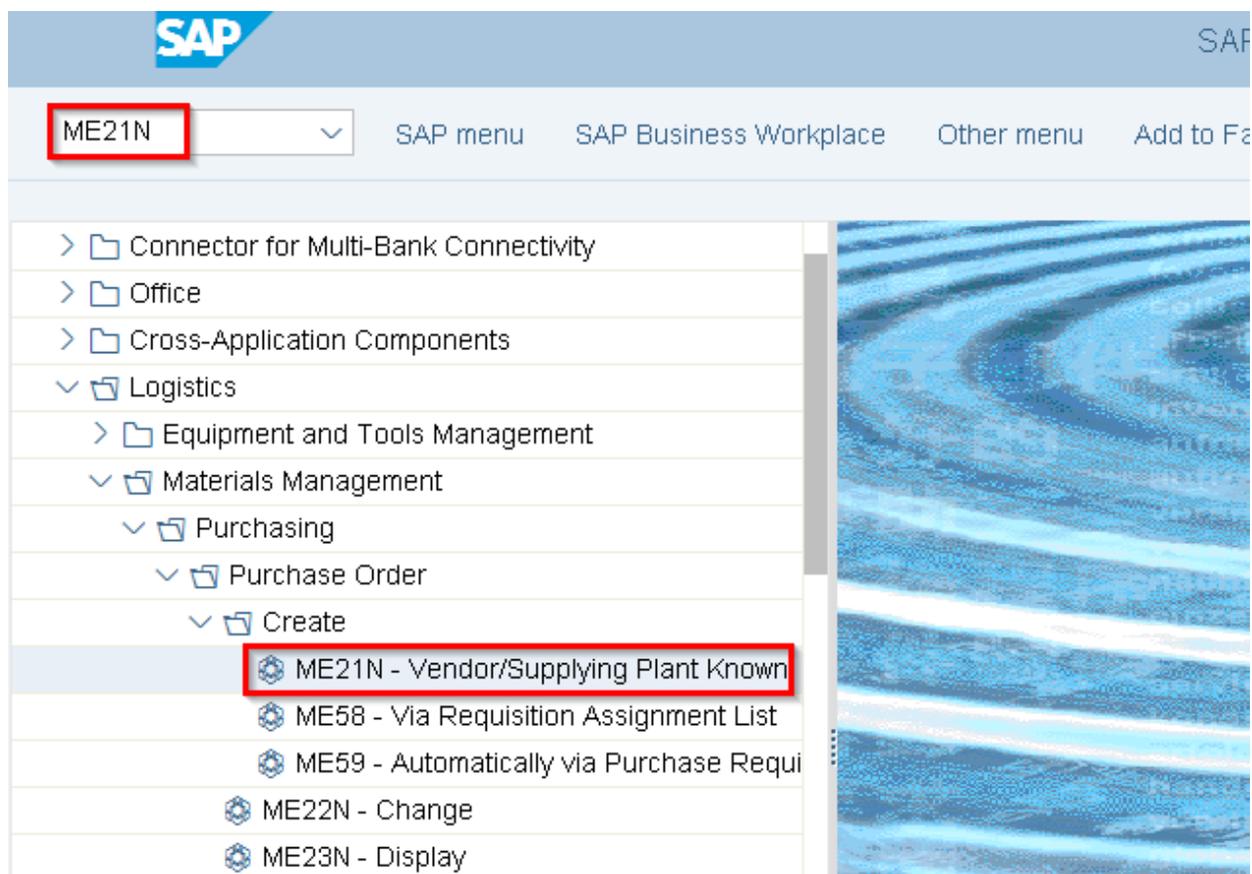
SAP User Manual for Material Procurement (Stock)

9. Create Purchase Order:

Step 1:

- Enter Transaction code **ME21N** in command Bar and Press Enter or follow the below navigation menu path.

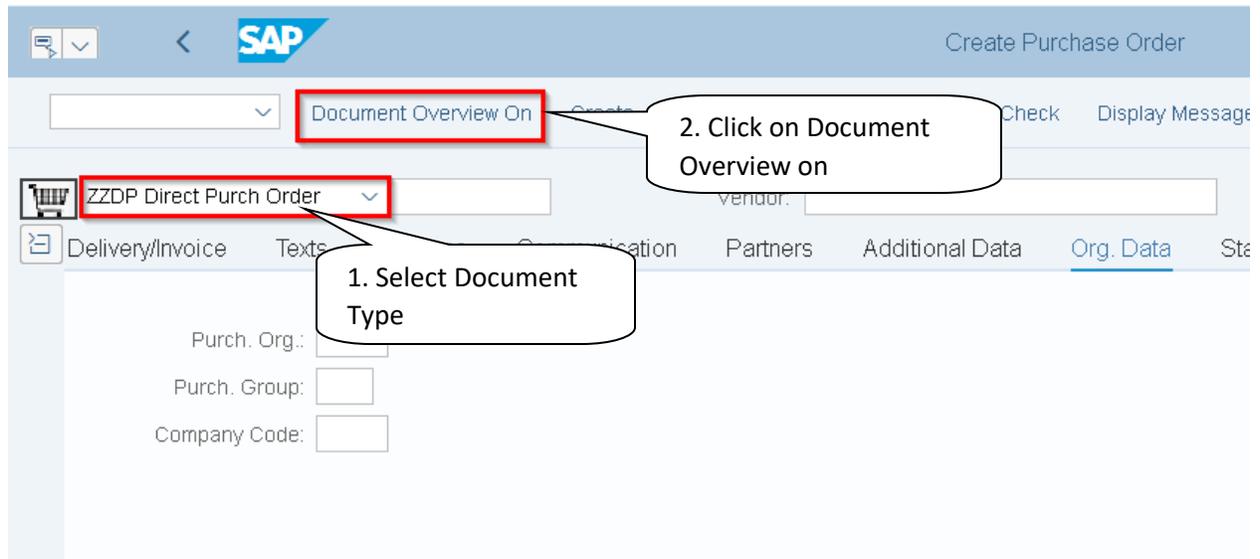
Transaction Code	ME21N
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Create → ME21N – Vendor/ Supplying Plant Known
Role	PURASST1



SAP User Manual for Material Procurement (Stock)

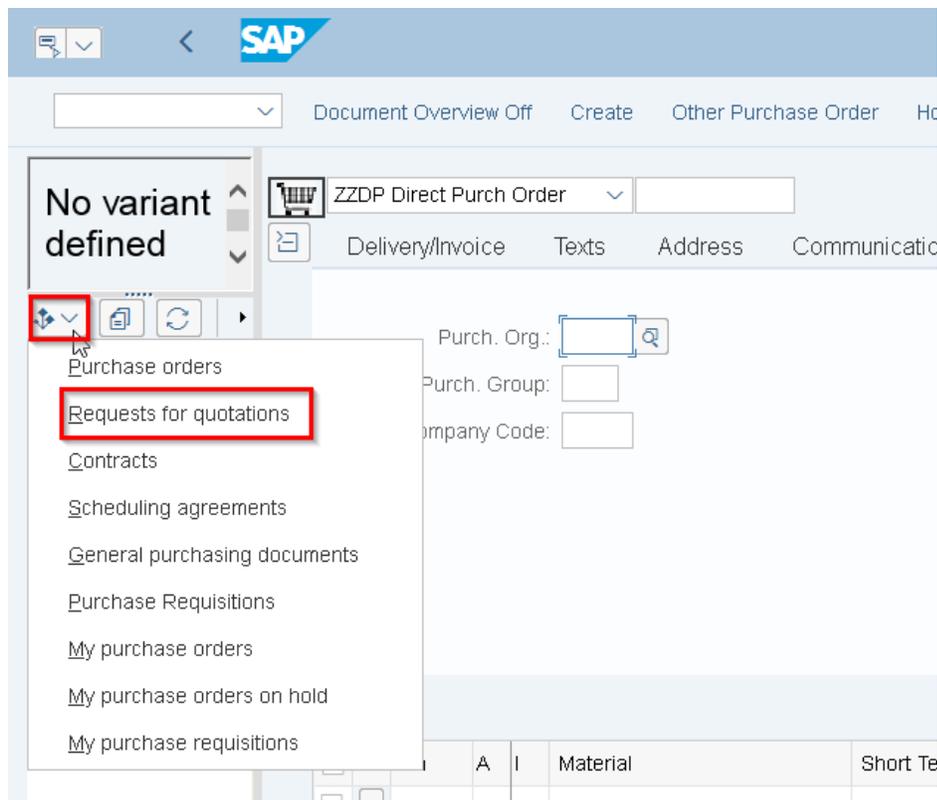
Step 2:

- Select Document Type: **ZZDP**
- Click on **Document Overview On** button.



Step 3:

- Click on **Selection variant button**. System will show dropdown list,
- Select Request for quotation.





SAP User Manual for Material Procurement (Stock)

Step 4:

- To search reference RFQ, Provide following details;
 - Plant: **1000**
 - Purchasing Organisation: **1000**
- Click on **Execute** Button.

The screenshot shows the SAP Purchasing Documents search interface. The 'General selections' section has 'Max. no. of hits' set to 5000. The 'Program selections' section contains various input fields. Two callout boxes provide instructions: '1. Enter Plant' points to the 'Plant' field which contains '1000', and '2. Enter Purchasing Org' points to the 'Purchasing Organization' field which contains '1000'. The 'Execute' button at the bottom right is highlighted with a red box. A watermark 'Activate Windows' is visible in the bottom right corner.



SAP User Manual for Material Procurement (Stock)

Step 5:

- Select the RFQ from the list displayed & click on **Adopt** Button. System will fetch all the details from quotation and copy in purchase order.

The screenshot shows the SAP 'Create Purchase Order' interface. At the top, there is a navigation bar with 'SAP' and 'Create Purchase Order'. Below this, there are several tabs: 'Document Overview Off', 'Create', 'Other Purchase Order', 'Hold', 'Check', 'Display Messages', and 'Print F'. The main area is divided into two sections. On the left, there is a 'Document Overview' section with a list of 'Purch.Doc.' (Purchase Documents). The list contains several entries with document numbers ranging from 1001000000 to 1001000040. The entry '1001000040' is selected, indicated by a checkmark in the first column and a red box around the row. A callout bubble points to this row with the text '1. Select RFQ from List'. On the right side of the 'Document Overview' section, there is a toolbar with several icons. One icon, representing the 'Adopt' button, is highlighted with a red box. A callout bubble points to this icon with the text '2. Click on Adopt button'. The right side of the interface shows a form for 'ZZDP Direct Purch Order' with fields for 'Vendor', 'Org.', 'Group', and 'Company Code'. Below the 'Document Overview' section, there is a table with columns for 'Material', 'Short Text', and 'PO Quantit'.



SAP User Manual for Material Procurement (Stock)

Step 6:

- Click on **Confirmation Tab** in Item details & Provide following data;
 - Conf. Control: **Inbound Delivery**
 - Select **Acknowl.Req'd** Checkbox

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Confirmations' tab is selected and highlighted with a red box. In the 'Conf. Control' dropdown, '0004 Inbound Delivery' is selected and highlighted with a red box. The 'Order Ack.' checkbox, labeled 'Acknowl.Req'd', is checked and highlighted with a red box. The 'Rejection Ind.' checkbox is unchecked. The table below shows item details for material 1000000390.

S...	itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Pe
<input type="checkbox"/>	10			1000000390	LAMPS ELECTRIC, HPMV, FL...	100	EA	D	13.08.2020	93.00	INR	1
<input type="checkbox"/>											INR	
<input type="checkbox"/>											INR	

Step 7:

- Click on **Invoice Tab** in Item details;
- Provide Tax Code: **V1**

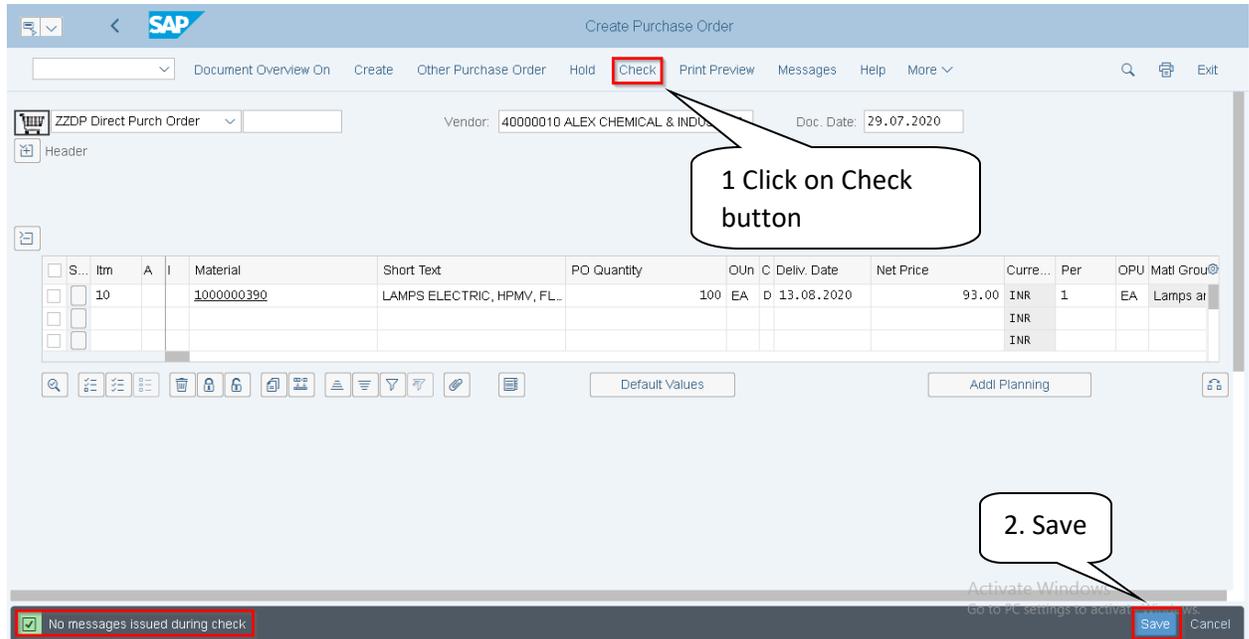
The screenshot shows the SAP 'Create Purchase Order' interface with the 'Invoice' tab selected and highlighted with a red box. The 'Tax Code' dropdown is set to 'V1' and highlighted with a red box. The 'Inv. Receipt' and 'GR-Bsd IV' checkboxes are checked. The 'Final Invoice' checkbox is unchecked. The 'DP Category' dropdown is empty. The table below shows item details for material 1000000390.

S...	itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Pe
<input type="checkbox"/>	10			1000000390	LAMPS ELECTRIC, HPMV, FL...	100	EA	D	13.08.2020			

SAP User Manual for Material Procurement (Stock)

Step 8:

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



The screenshot shows the SAP 'Create Purchase Order' interface. The 'Check' button in the top menu bar is highlighted with a red box and a callout bubble that says '1 Click on Check button'. At the bottom right, the 'Save' button is also highlighted with a red box and a callout bubble that says '2. Save'. The main table displays a single line item for material 10000000390, 'LAMPS ELECTRIC, HPMV, FL...', with a quantity of 100 and a net price of 93.00 INR. The status bar at the bottom shows a green checkmark and the message 'No messages issued during check'.

S...	Item	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OPU	Matl Grou
	10			10000000390	LAMPS ELECTRIC, HPMV, FL...	100	EA	D	13.08.2020	93.00	INR	1	EA	Lamps ar
											INR			
											INR			

- Click on **Save** Button. System will Create Purchase Order document & Display “
 Direct Purch Order created under the number 4601000003 ” message

SAP User Manual for Material Procurement (Stock)

10. Release Purchase Order:

Step 1:

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

The screenshot shows the SAP login interface. At the top, there is a SAP logo and a navigation menu. Below that, there are fields for Client (500), *User (10100050), *Password (masked with asterisks), and 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".

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

The screenshot shows the SAP Easy Access menu. The transaction code "SBWP" is entered in the command bar. The "SAP Business Workplace" button is highlighted with a red box. The "Office" menu is expanded, and the "SBWP - Workplace" option is highlighted with a red box.



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Step 3:

- Expand “Inbox” button, under workflow “Please Approve Purchase Order 4000010003” message will appear.
- Double Click on “Please Approve Purchase Order 4000010003”

The screenshot shows the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows the 'Inbox' folder expanded, with 'Workflow 58' selected. The main area displays a list of messages, with the message 'Please approve the Purchase Order 4601000003' highlighted. A callout box points to this message with the text 'Double Click on “Approve Purchase Order 4000010003”'. Below the message list, a preview of the message content is visible, showing the title 'Please approve the Purchase Order 4601000003' and a description: 'Select one of the available decision options. This completes the processing of this step.'

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 in display mode. The title bar indicates 'Direct Purch Order 4601000003 Created by Ashish Mogrekar'. The main area displays the purchase order details, including the release group (Z1), release strategy (D1), and release indicator (B). A callout box 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 'Code', 'Description', and 'Status'.

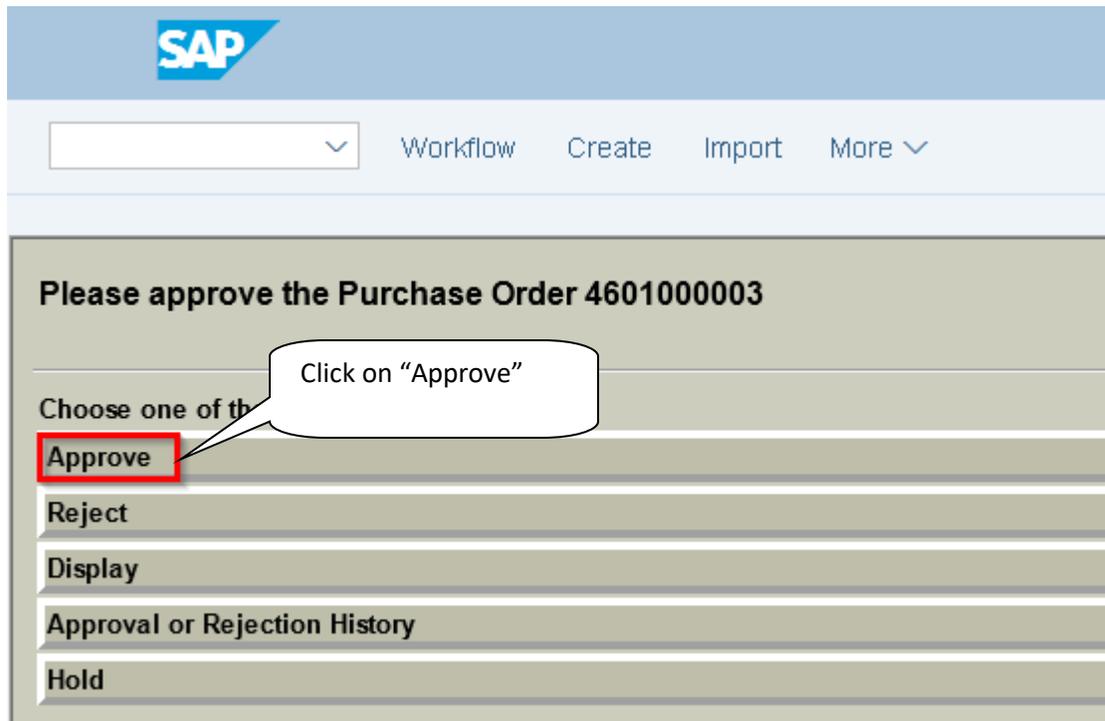
Code	Description	Status
P1	Approver 1	▲
P2	Approver 2	
P3	Approver 3	
P4	Approver 4	



SAP User Manual for Material Procurement (Stock)

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.

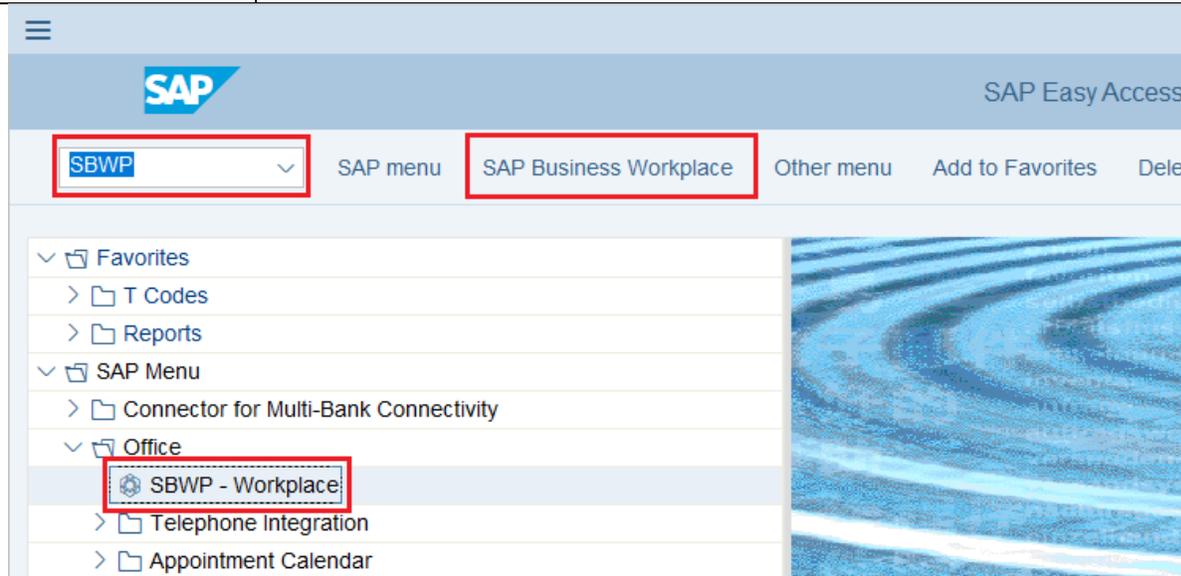


SAP User Manual for Material Procurement (Stock)

Step 8:

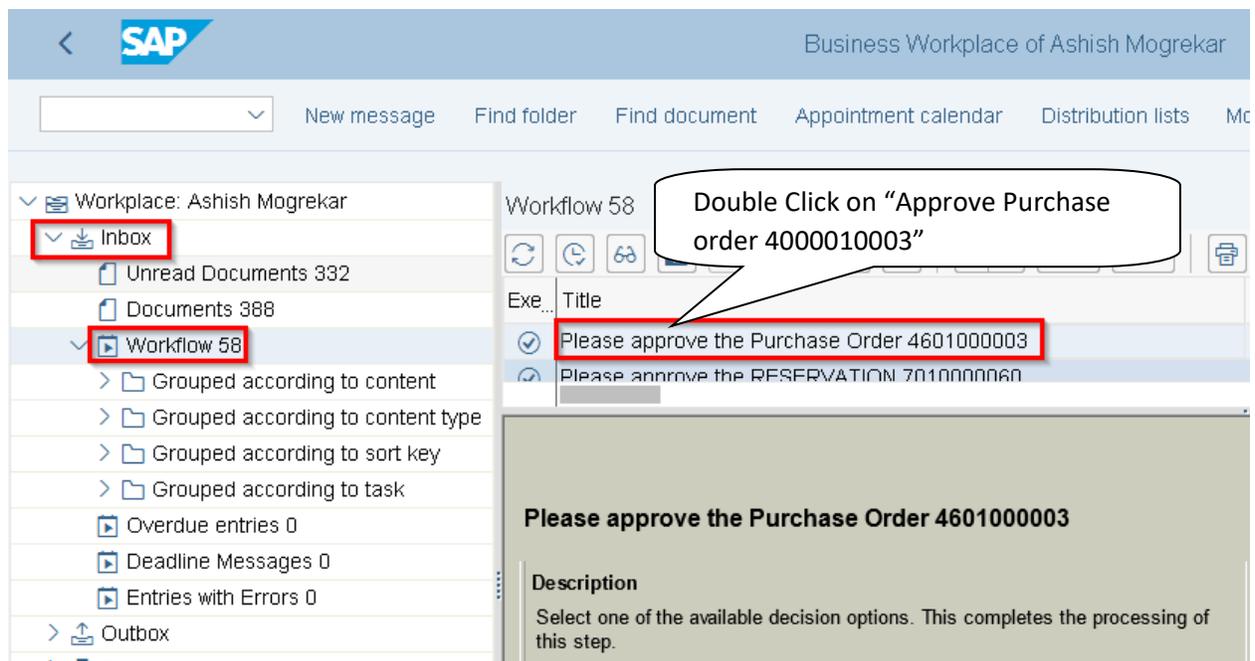
- Click on **SAP Business Workplace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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



Step 9:

- Expand “**Inbox**” button, under workflow “**Please Approve Purchase Order 4000010003**” message will appear.
- Double Click on “**Please Approve Purchase Order 4000010003**”





SAP User Manual for Material Procurement (Stock)

Step 10:

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

Order 4601000003 Created by Ashish Mogrekar

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

ZZDP Direct Purch Order 4601000003 Vendor: 40000010 ALEX CHEMICAL & INDUSTRIE... Doc. Date: 29

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

Release group: Z1 Release Group for PO
Release Strategy: D1 Rel Strategy for PO
Release indicator: G Released

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.

SAP

Workflow Create Import More

Please approve the Purchase Order 4601000003

Choose one of the following alternatives

Approve Click on “Approve”

Reject

Display

Approval or Rejection History

Hold

Step 12:

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



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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 Material Procurement (Stock)

Step 15:

- Expand “Inbox” button, under workflow “Please Approve Purchase Order 4000010003” message will appear.
- Double Click on “Please Approve Purchase Order 4000010003”

The screenshot shows the SAP Business Workplace interface. The top navigation bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the navigation bar, there are several menu items: 'New message', 'Find folder', 'Find document', 'Appointment calendar', 'Distribution lists', and 'MC'. The main content area is divided into two panes. The left pane shows the 'Workplace: Ashish Mogrekar' folder structure, with 'Inbox' and 'Workflow 58' highlighted. The right pane shows the 'Workflow 58' details, with a list of messages. The message 'Please approve the Purchase Order 4601000003' is highlighted. A callout box points to this message with the text 'Double Click on “Approve Purchase order 4000010003”'. Below the message list, there is a detailed view of the selected message, titled 'Please approve the Purchase Order 4601000003'. The description reads: 'Select one of the available decision options. This completes the processing of this step.'

Step 16:

- 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 Direct Purchase Order document in Display mode. The top navigation bar includes the SAP logo and the user name 'Direct Purch Order 4601000003 Created by Ashish Mogrekar'. Below the navigation bar, there are several menu items: 'Document Overview On', 'Create', 'Display/Change', 'Other Purchase Order', 'Print Preview', 'Messages', and 'Help'. The main content area shows the purchase order details, including the release group, release strategy, and release indicator. The release indicator is 'G' and 'Released'. A callout box points to the back button in the top navigation bar with the text 'Click on back button'. Below the purchase order details, there is a table with the following data:

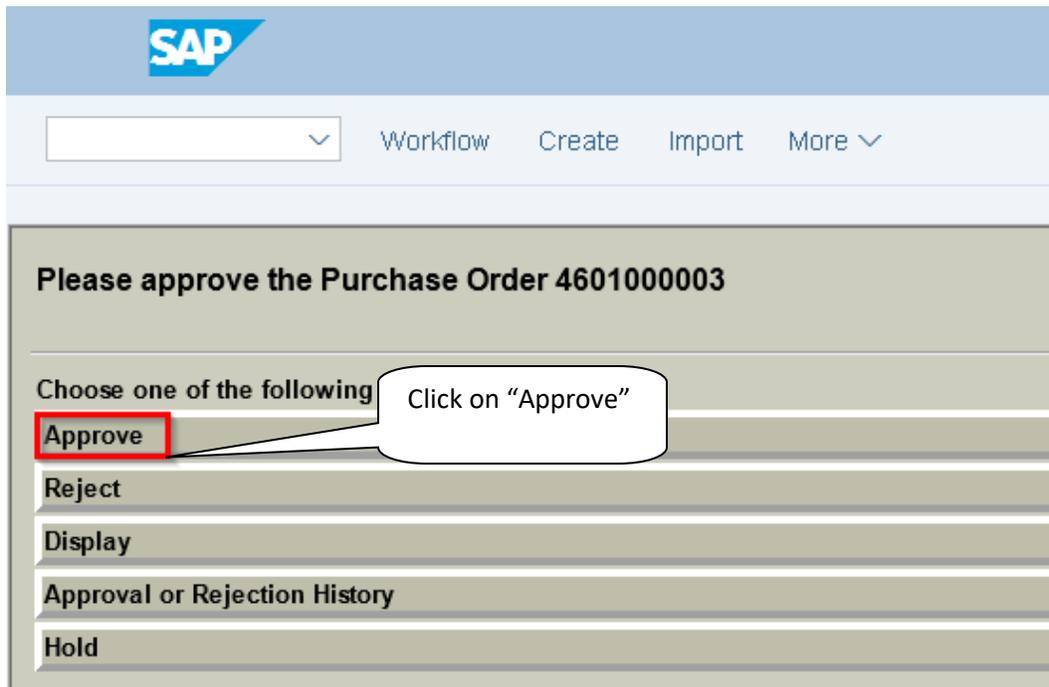
Code	Description	Status
P1	Approver 1	✓
P2	Approver 2	✓
P3	Approver 3	
P4	Approver 4	



SAP User Manual for Material Procurement (Stock)

Step 17:

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

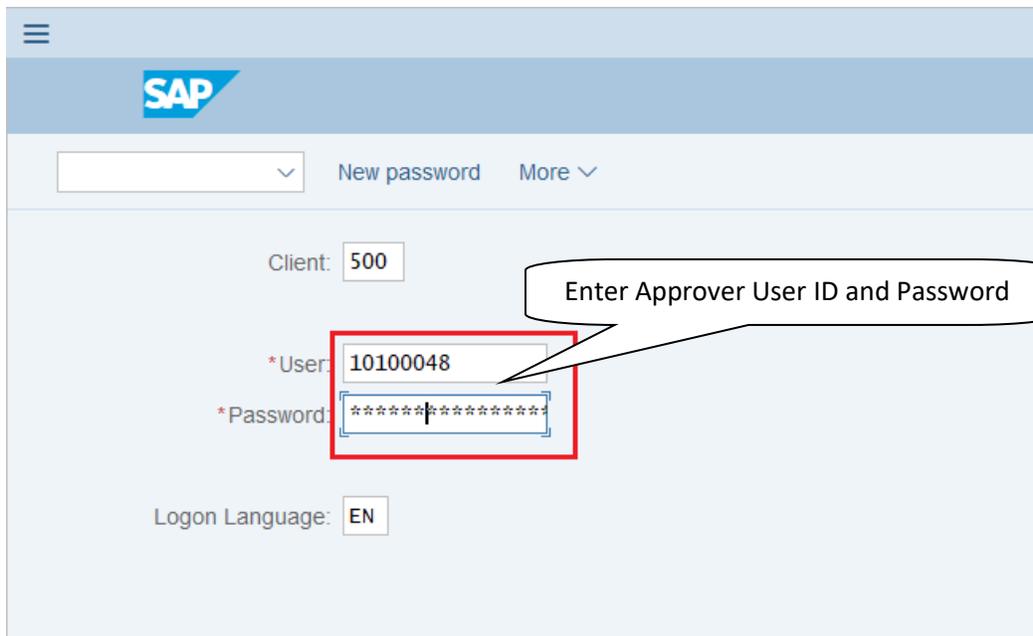


Step 18:

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

Step 19:

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

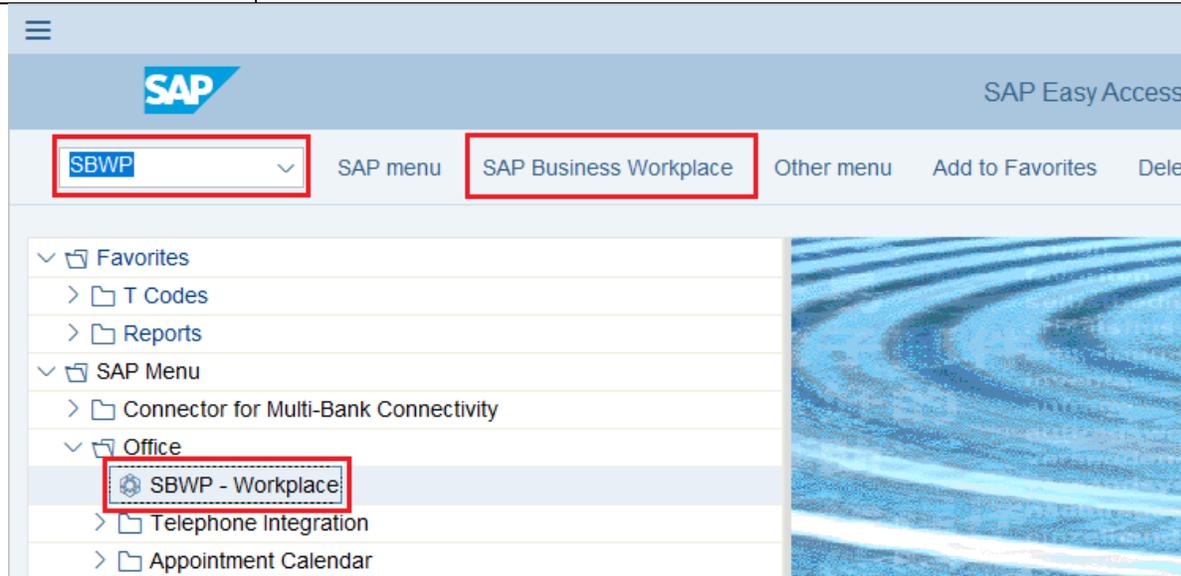


SAP User Manual for Material Procurement (Stock)

Step 20:

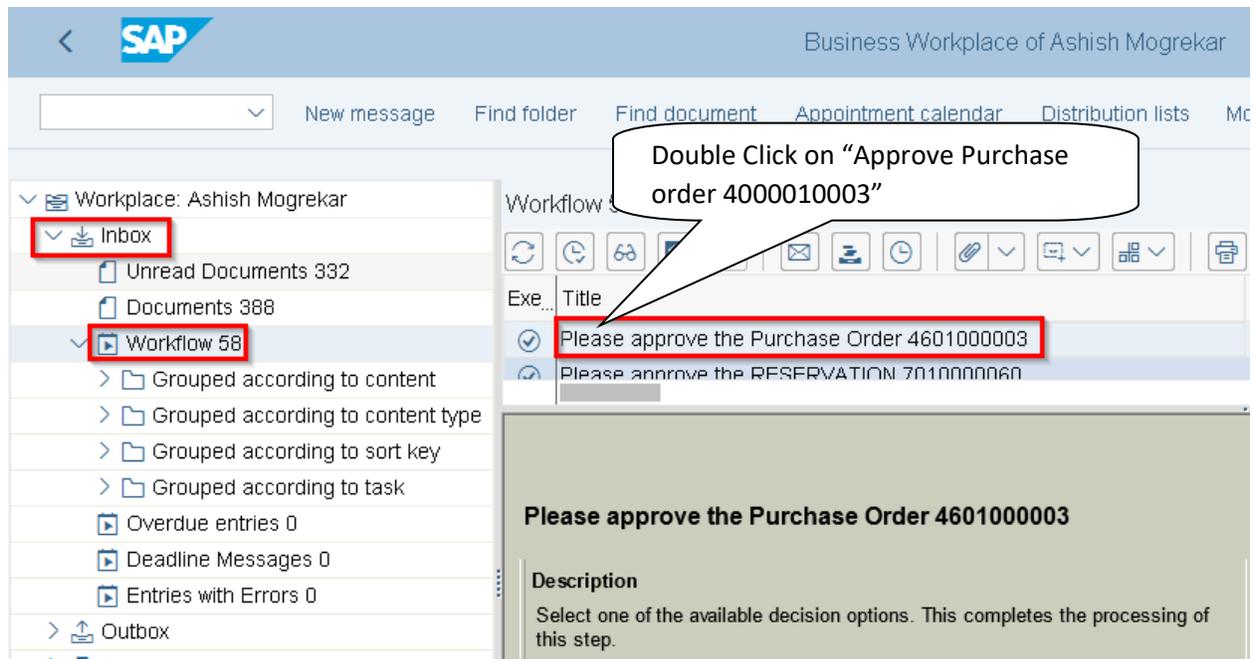
- Click on **SAP Business Workplace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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



Step 21:

- Expand “**Inbox**” button, under workflow “**Please Approve Purchase Order 4000010003**” message will appear.
- Double Click on “**Please Approve Purchase Order 4000010003**”





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Step 22:

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

Document Overview | Other Purchase Order | Print Preview | Messages | Help

ZZDP Direct Purch Order 4601000003 Vendor: 40000010 ALEX CHEMICAL & INDUSTRIE... Doc. Date: 29.

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

Release group: Z1 Release Group for PO
Release Strategy: D1 Rel Strategy for PO
Release indicator: G Released

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.

Please approve the Purchase Order 4601000003

Choose one of the following alternatives

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



SAP User Manual for Material Procurement (Stock)

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 4000010003 is approved”**.

The screenshot displays the SAP Business Workplace interface. The top navigation bar includes the SAP logo and the user's name, Ashish Mogrekar. Below the navigation bar, there are options for 'New message', 'Find folder', 'Find document', 'Appointment calendar', 'Distribution lists', and 'More'. The left sidebar shows the 'Workplace: Ashish Mogrekar' structure, with 'Inbox' expanded to show 'Unread Documents 337' (highlighted with a red box), 'Documents 393', and 'Workflow 57'. The main content area shows a list of 'Unread Documents 337' with columns for 'Me...', 'Type', 'Title', 'Atta...', and 'Author'. The first entry is 'Purchase Order 4601000003 is approved.' (highlighted with a red box), and the second is 'Quotation 1001000040 is Approved'. Below the list, the details of the selected document are shown, including the subject line 'Purchase Order 4601000003 is approved.', the body text 'Hello Sir/Madam, Purchase Order 4601000003 is approved.', and the signature 'Approved by: MM00596824 Ashish Mogrekar'.



SAP User Manual for Material Procurement (Stock)

11. Create Inbound Delivery:

Step 1:

- Enter Transaction Code **VL31N** in command bar (or) Follow the below navigation path.

Transaction Code	VL31N
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → Purchase Order → Inbound Delivery → VL31N Create
Role	PURASST1

The screenshot shows the SAP Easy Access menu interface. At the top, the SAP logo is visible on the left, and the text 'SAP' is on the right. Below the logo, there is a search bar containing 'VL31N' and a dropdown arrow. To the right of the search bar are links for 'SAP menu', 'SAP Business Workplace', 'Other menu', and 'Add to Favorites'. The main menu is displayed as a tree structure on the left side, with the following items:

- Materials Management
 - Purchasing
 - Purchase Order
 - Create
 - ME22N - Change
 - ME23N - Display
 - ME21 - Create Extended Purchase Order
 - ME22 - Change Extended Purchase Order
 - ME23 - Display Extended Purchase Order
 - MEMASSPO - Mass Maintenance
 - Release
 - List Displays
 - Reporting
 - Inbound Delivery
 - VL31N - Create**
 - VL32N - Change
 - VL33N - Display

The 'VL31N - Create' option is highlighted with a red box. The right side of the screenshot shows a blue abstract background image.



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Step 2:

- Enter Vendor: **40000010**
- Purchase Order: **4601000003** & Click “Enter”

The screenshot shows the SAP 'Create Inbound Delivery' screen. At the top, there is a navigation bar with the SAP logo and a back arrow on the left, and the text 'Create Inbound Delivery' on the right. Below this is a breadcrumb trail: a dropdown menu, 'Purchase Orders', and 'More' with a dropdown arrow. The main content area contains a red-bordered box highlighting the 'Vendor' field with the value '40000010' and the 'Purchase order' field with the value '4601000003'. Below this box, the 'Delivery' section is visible, containing fields for '*Delivery Date' (29.07.2020), a time field (00:00), 'External ID', and 'Means of Trans.' with two empty input boxes.

Step 3:

- System will fetch the details from Purchase order and copy in Inbound Delivery Create: Overview Screen
- Enter following information
 - Delivery Date: **29.07.2020**
 - Delivery Quantity: **200**
- Click on **Header Details**



SAP User Manual for Material Procurement (Stock)

The screenshot shows the SAP Inbound Delivery Header Details screen. The 'Header Details' tab is selected. Callouts indicate the following steps:

- 3. Click on Header Details**: A callout points to the 'Header Details' tab.
- 1. Enter Delivery Date**: A callout points to the '*Delivery Date: 29.07.2020' field.
- 2. Enter Quantity**: A callout points to the 'Delivery Quantity: 100' field in the 'All Items' table.

Item	Material	Delivery Quantity	SU	Detail...	Item Description	B...	ItCa	P. W.	Bat...	Supplier B...	Orig. Delivery ...	Reference Doc.	PreDoc...	Val. Type	Putaway Qty
10	1000000390	100									100	4601000003	10		0

Step 4:

- Click on **"Gate Entry"** and enter following information.
 - Gate No: 1
 - Vehicle No: TN11VC7634
 - Driver's Name: Mansoor
 - Driver's Mobile No: 6512349856
 - Driver's Licence No: TN11VC763401742786
 - LR No: TN11VC7634
- Click on **Save** icon.

The screenshot shows the SAP Inbound Delivery Gate Entry screen. The 'Gate Entry' tab is selected. Callouts indicate the following steps:

- 1. Click on Gate Entry**: A callout points to the 'Gate Entry' tab.
- 2. Provide Gate Entry Details**: A callout points to the 'Details' form containing the following information:
 - Process Type: IB
 - Material Type: WIC
 - Gate No: 1
 - Vehicle No: TN11VC7634
 - Driver's Name: Mansoor
 - Driver's Mobile No: 6512349856
 - Driver's Licence No: TN11VC763401742786
 - LR No: TN11VC7634

The 'Save' button is highlighted with a red box at the bottom right of the screen.

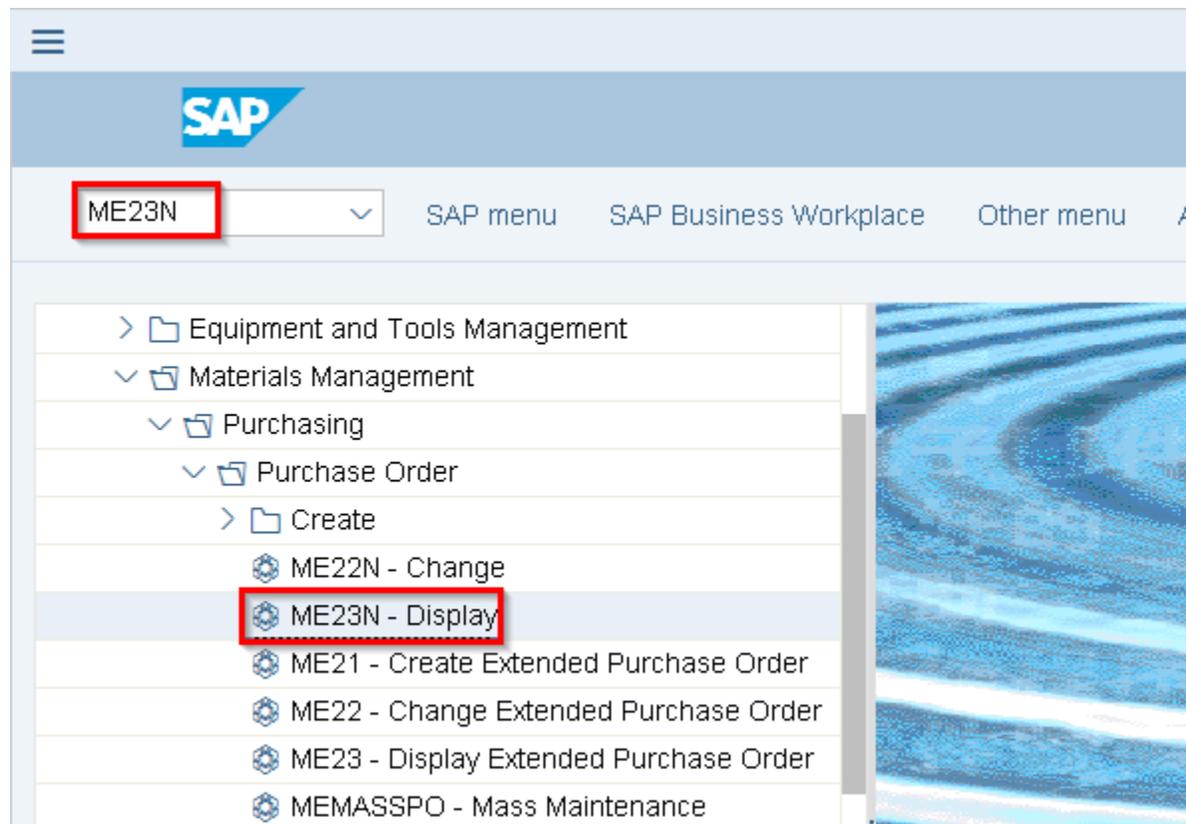
SAP User Manual for Material Procurement (Stock)

Step 5:

- System will create the Inbound Delivery and show the inbound delivery number at the bottom of the screen “  Inbound Delivery 8012000035 has been saved “

Step 6:

- The created Inbound delivery will get update the Purchase Order Under Confirmation Tab.
- Enter Transaction Code **ME23N**





SAP User Manual for Material Procurement (Stock)

Step 7:

- Click on Other **Purchase Order** & Enter Pur. Order: **4601000003**
- Click on **Other Document** Button.

Select Document

Pur. Order: 4601000003

Pur. Order
 Purch. Requisition
 SRM Contract

Other Document Cancel

Step 8:

- Verify the Updated Inbound Delivery information in the Purchase Order under the **“Confirmation”** tab.
- Click the **Exit** icon to exit the transaction.

Direct Purch Order 4601000003 Created by Ashish Mogrekar

ZZDP Direct Purch Order 4601000003 Vendor: 40000010 ALEX CHEMICAL & INDUSTRIE... Doc. Date: 29.07.2020

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Delv. Date	Net Price	Curre...	Per	OP
	10			10000000390	LAMPS ELECTRIC, HPMV, FL...	100	EA	D	30.07.2020	93.00	INR	1	EA

Item: 1 [10] 10000000390 , LAMPS ELECTRIC, HPMV, FLUORE...

Invoice Conditions India Account Assignment Texts Delivery Address **Confirmations** Condition Cont...

CC	D	Delivery Date	Time	Quantity	Reference	Handover Date	Handover ...	Created on	Inb. Deliv...	HL Item...	Batch	Stock
LA	D	29.07.2020		100			00:00:00	29.07.2020	8012000035	10	0	

Inbound Delivery updated

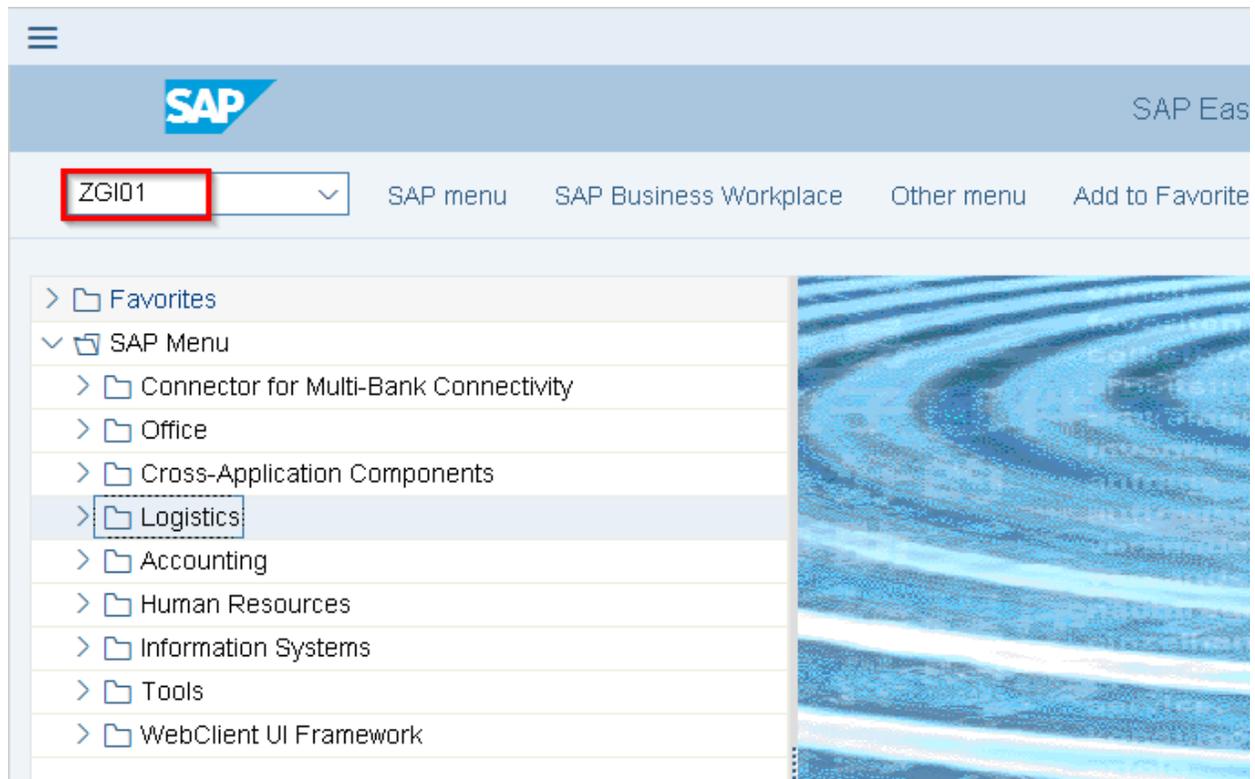


SAP User Manual for Material Procurement (Stock)

12. Create Gate Entry:

Step 1:

- Enter Transaction Code **ZGI01** in command bar.



Step 2:

- Enter the following information.
 - Plant: **1000**
 - Process Type: **IB Inbound Delivery**
 - Inbound Delivery No: **8012000035** and Hit **“Enter”**.



SAP User Manual for Material Procurement (Stock)

SAP Create Gate Entry

Gate: INWARD

* Plant: 1000

* Process Type: IB Inbound delivery

* Material Type: WIC Material With Code

Inbound Delivery: 8012000035

Vendor:

* Gate No.:

* Vehicle No.:

* Driver's Name:

* Driver's Mobile No.:

* Driver's Licence No.:

* LR No.:

Step 3:

- System will update the required information from reference Inbound delivery document
- Verify the updated information and Click **Save** icon.

SAP Create Gate Entry

Gate: INWARD

* Plant: 1000 Mumbai Port Trust

* Process Type: IB Inbound delivery

* Material Type: WIC Material With Code

Inbound Delivery: 8012000035

Vendor: 40000010 ALEX CHEMICAL & INDUSTRIES

* Gate No.:

* Vehicle No.: TN11VC7634

* Driver's Name: MANSOOR

* Driver's Mobile No.: 6512349856

* Driver's Licence No.: TN11VC763401742786

* LR No.: TN11VC7634

S.No.	Material Code	Material description	Quantity	UoM	Storage Location	Sto ...
10	1000000390	LAMPS ELECTRIC, HPMV, FLUORESC	100.000	EA	6626	MZC...

Activate Windows

Go to PC settings to activate Windows.

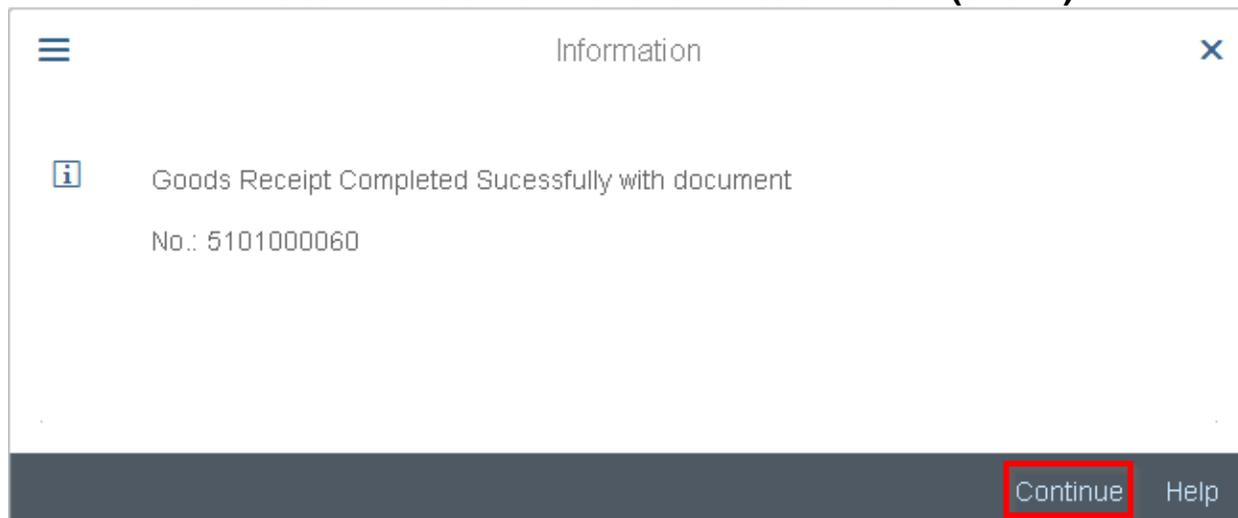
Save Cancel

Step 4:

- 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 Accounting Document (Financial Entry) will not happen)
- Click on **Continue**



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Step 5:

- System will create a Gate Entry Document and will show the result in the Bottom of the screen as “ Gate Entry : 4100000047 Created “.
- System will Automatically generate a Quality Inspection lot for Quality Inspection Process.



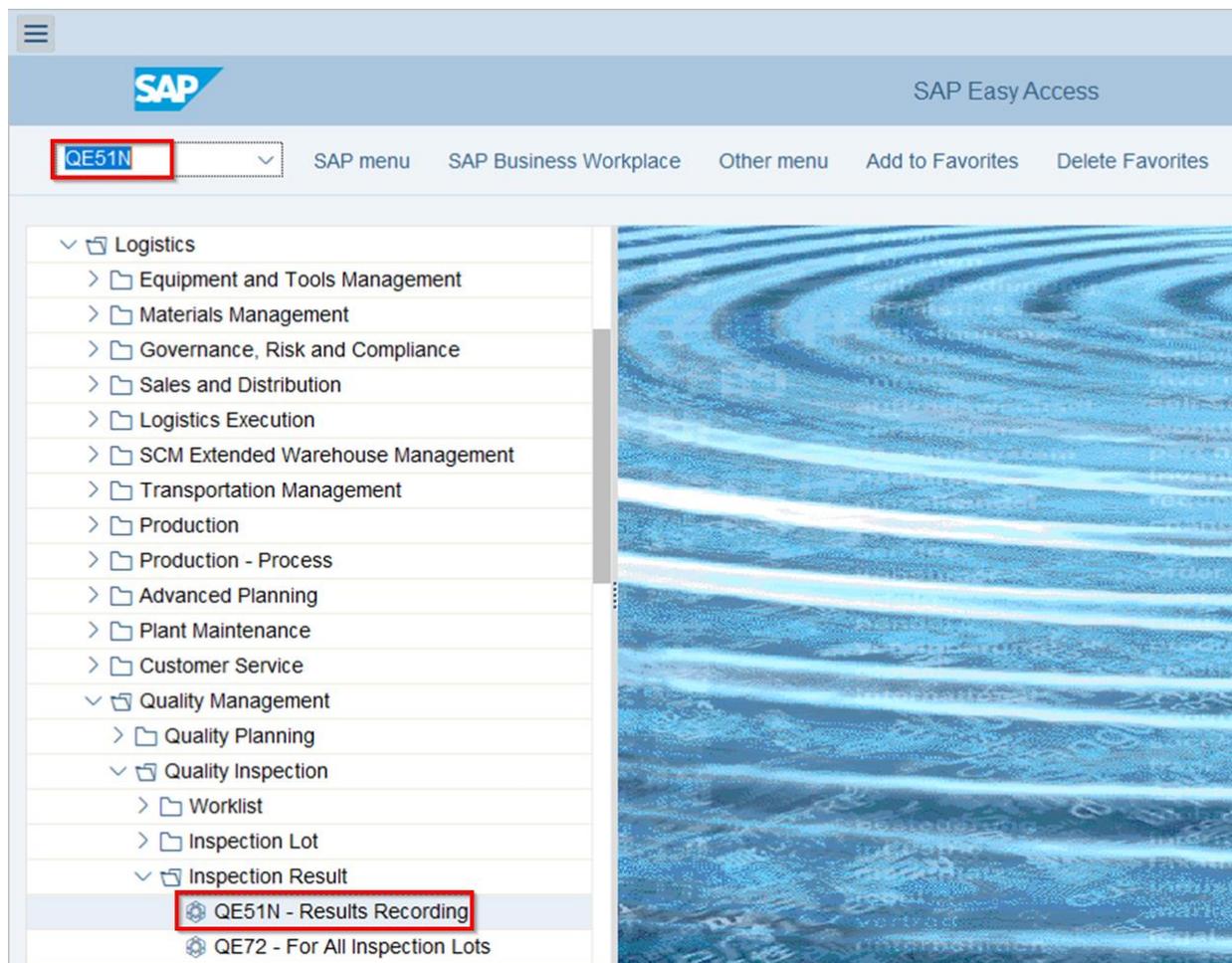
SAP User Manual for Material Procurement (Stock)

13. 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



SAP User Manual for Material Procurement (Stock)

Step 2:

- In Inspection Lot selection screen, provide following details,
 - Plant: **1000**
 - Lot Created on: **29.07.2020**
 - Click on **“Execute”**.

The screenshot shows the 'Inspection Lot Selection' screen in SAP. The 'Plant' field is set to '1000' and the 'Lot Created On' field is set to '29.07.2020'. The 'Execute' button is highlighted at the bottom right. Three callouts provide instructions: '1. Enter Plant: 1000', '2. Enter Lot Created on: 29.07.2020', and '3. Click on “Execute”'.

Step 3:

- System will Display List of Inspection Lot Created

The screenshot shows the 'Record Results: Characteristic Overview' screen. The 'Inspector Insp. start time' is set to '00.00.0000 00:00:00'. The 'Char. Filter' is expanded to show '10000000351 - 1000000390 - 40000010' and '0010 Quality Testing with Certificat'. The 'Material' is '1000000390' and the 'Insp. Lot' is '10000000351'. The 'Activity' is '0010' and the 'Plant' is '1000'. The table below shows the inspection results.

Ac...	Re...	S...	Short Text for Characteri...	Specifications	Inspect	Inspected	Sl...
		1	Quality Testing with Certi...	Quality Inspection Result...	100		

SAP User Manual for Material Procurement (Stock)

Step 4:

- Select the Inspection Lot: **1000000351**
- Enter Inspected quantity **100**. Select Result as **Accept**
- Click on **“Save”**

1. Inspection Lot:
1000000351

2. Inspected quantity
100

3. Click on “Save”

Ac...	Re...	S...	Short Text for Characteri...	Specifications	Inspect	Inspected	Sl...	Result	Original Value	Val...	Defect Class
	1		Quality Testing with Certi...	Quality Inspection Result...	100	100		Accept			

Step 5:

- System will display





SAP User Manual for Material Procurement (Stock)

Step 6:

- Enter Transaction Code **QA11** in command bar.

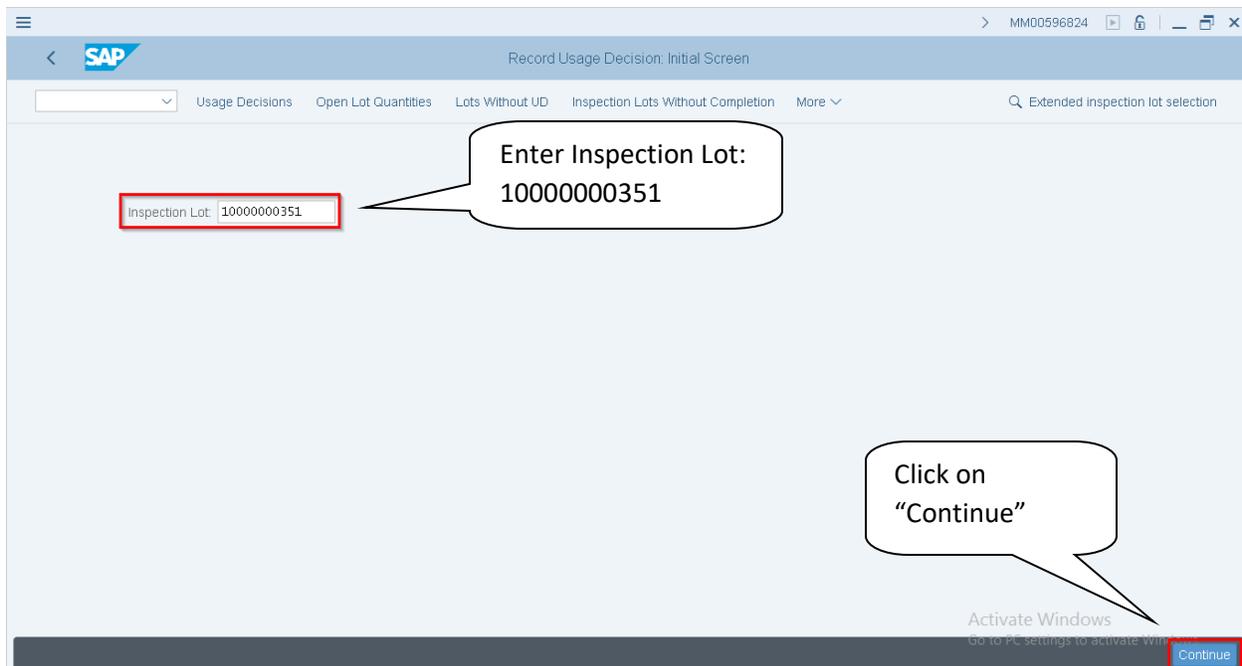
The screenshot displays the SAP Easy Access interface. At the top, there is a search bar containing the text 'QA11'. Below the search bar, a navigation menu is visible, listing various SAP modules. The 'Logistics' module is expanded, showing a list of sub-modules. The 'QA11 - Record' option is highlighted with a red box. The background of the interface features a blue abstract pattern.



SAP User Manual for Material Procurement (Stock)

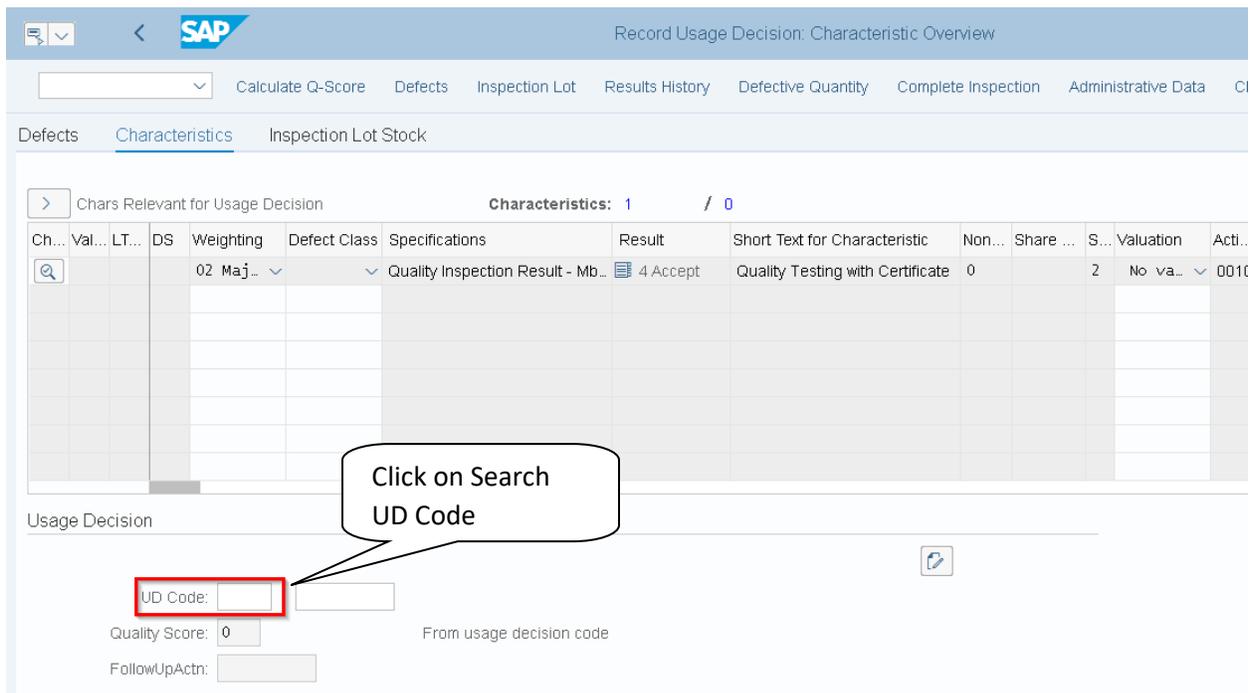
Step 7:

- Enter Inspection Lot: **1000000351**
- Click on **“Continue”**



Step 8.

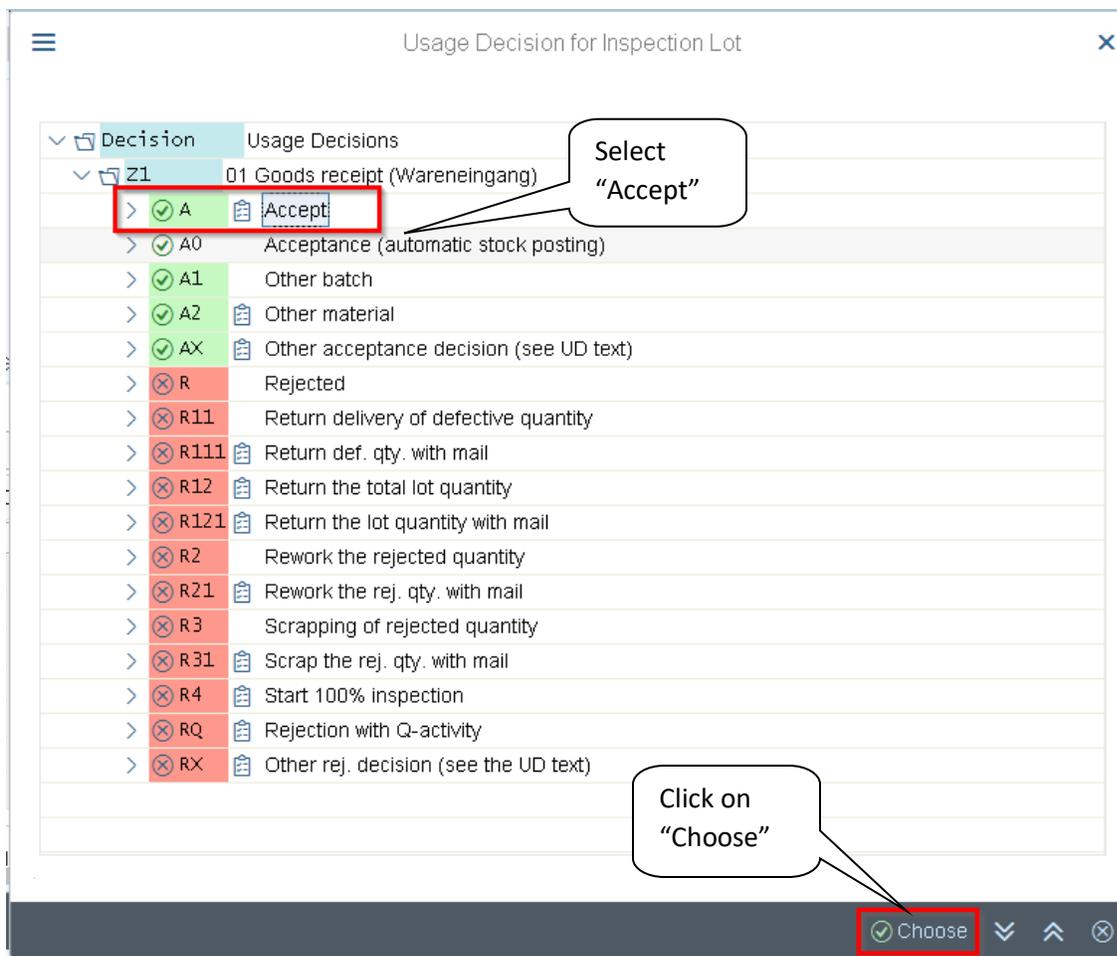
- System will display Record Usage Decision Characteristic Overview Screen
- Click on Search UD Code



SAP User Manual for Material Procurement (Stock)

Step 9.

- Select Usage Decision **Accept** from the shown list
- Click on **“Choose”**



The screenshot shows the 'Usage Decision for Inspection Lot' dialog box. The 'Decision' field is set to 'Z1' and the 'Usage Decisions' list is expanded to show '01 Goods receipt (Wareneingang)'. The 'Accept' decision is highlighted with a red box, and a callout bubble points to it with the text 'Select “Accept”'. At the bottom of the dialog, the 'Choose' button is also highlighted with a red box, and a callout bubble points to it with the text 'Click on “Choose”'.

Decision	Usage Decisions
> Z1	01 Goods receipt (Wareneingang)
> 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. decision (see the UD text)

Step 10:

- System will update UD Code **A 01 Accept**

SAP User Manual for Material Procurement (Stock)

Record Usage Decision: Characteristic Overview

Calculate Q-Score Defects Inspection Lot Results History Defective Quantity Complete Inspection Administrative D

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: A 01 ACCEPT

Quality Score: 100 From usage decision code

FollowUpActn: MANUAL

Step 11:

- Click on Inspection Lot Stock Tab
- To post in GR Blocked stock type; enter Quantity 100
- Click on "Save" Button

Record Usage Decision: Stock

Stock Posting Log Material Document More

Material: 1000000590 OIL BOUND DISTEMPER / ACRYLIC

System Status: UD ICCO SPRQ

End Date: 23.07.2020 Inspection completion %

Defects Characteristics Inspection Lot Stock

Insp. Lot Qty: 100 KG Special Stock: Insp. Stock:

Sample Size: 100 KG GR Blocked Stck:

Quantity posted To be posted

	Total	0	100
To Unrestricted Use:	0		
To Sample Consumptn:	0		
GR Blocked Stock:	0		100
Return Posting:	0		

Document Document Document

Activate Windows Go to PC settings to activate Windows

Save Cancel

Step 12:

- System will record Usage Decision for selected Lot & display Usage decision for lot 1000 010000000351 is saved



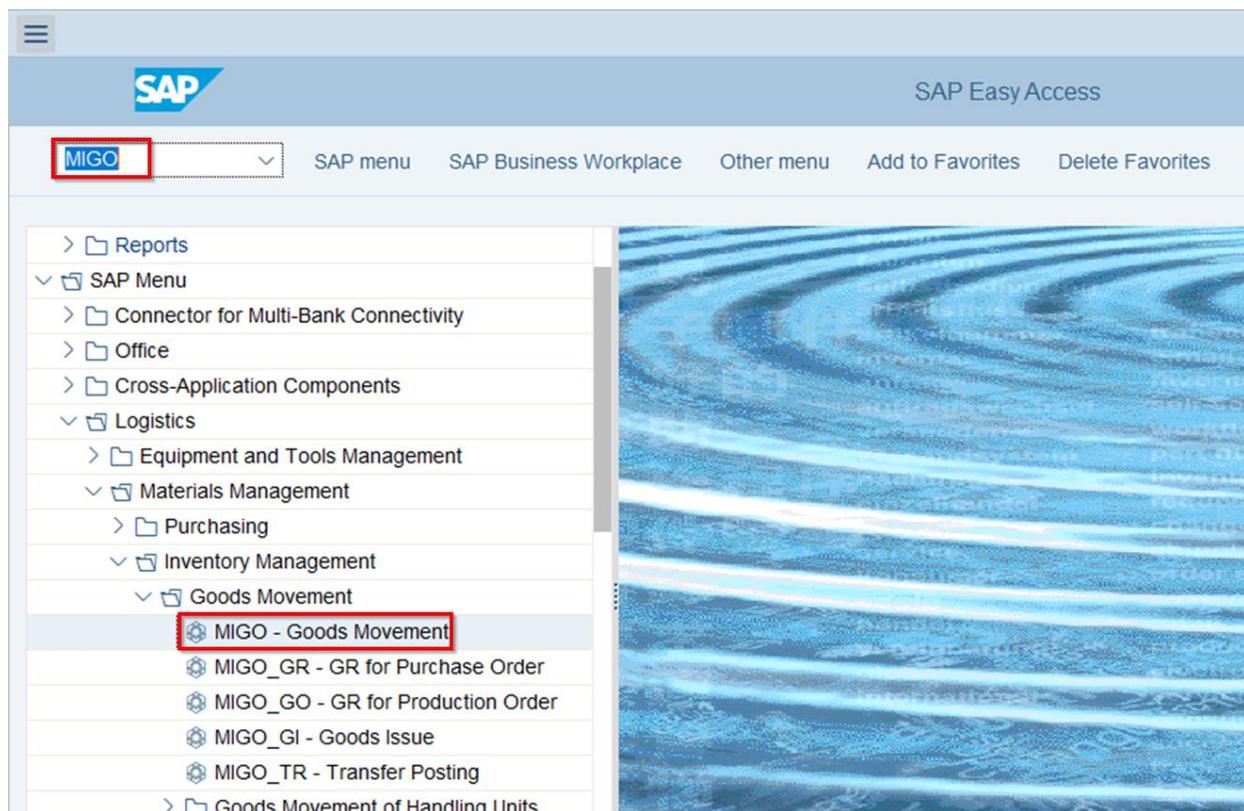
SAP User Manual for Material Procurement (Stock)

14. Release GR Blocked Stock

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 → Material Management → Inventory Management → Goods Movement → MIGO -Goods Movement
Role	SKEEPER



Step 2:

- Select “**A05 Release GR Blocked Stock**” in transaction with reference to “**R02 Material Document**”
- Enter Material Document: **5101000060**.
- Press **Enter**.



SAP User Manual for Material Procurement (Stock)

Release GR Blocked Stock Material Document - Ashish

Show Overview More

A05 Release GR Blocke... R02 Material Document 5101000060 2020

General Cust. Header Flds

Document Date: 29.07.2020 Delivery Note:

Posting Date: 29.07.2020 Bill of Lading: HeaderText:

Step 3:

- System will fetch data with reference to Material document & displays in transaction.
- Select Print Checkbox

Release GR Blocked Stock Material Document 5101000060 - Ashish

Show Overview More

A05 Release GR Blocke... R02 Material Document 5101000060 2020

General Vendor Cust. Header Flds

Document Date: 29.07.2020 Delivery Note: Vendor: ALEX CHEMIC

Posting Date: 29.07.2020 Bill of Lading: HeaderText:

1 Individual Slip

Line	Mat. Short Text	W. OK	Qty in UnE	EUn	SLoc
1	LAMPS ELECTRIC, HPMV,	<input type="checkbox"/>	100	EA	MZCMEMMDIVBB

Select
Checkbox



SAP User Manual for Material Procurement (Stock)

Step 4:

- In Where Tab; Choose Stock Type: **Unrestricted**
- Select “Item OK” Checkbox.

The screenshot shows the SAP interface for releasing a blocked stock material document. The title bar indicates the document number 5101000060 and the user Ashish Mogreka. The 'Where' tab is selected, and the 'Stock type' is set to 'Unrestricted-Use'. The 'Item OK' checkbox is checked. Callouts highlight these key actions.

Callouts:

- Select "Where" Tab
- Stock Type: Unrestricted
- Select Checkbox

Step 5:

- Click on “Post” Button. System will create material document.
- System will create a Material document and display  message



SAP User Manual for Material Procurement (Stock)

Release GR Blocked Stock Material Document 5101000060 - Ashish Mogreka

Show Overview More

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

Movement type: 105 + GR from blocked stock Stock type: Unrestricted-Use

Plant: Mumbai Port Trust 1000

Storage location: MZCMEMMDIVBB 6626

Goods recipient: Ashish

Unloading Point:

Text:

Item OK Line: 1

Post Cancel Restart



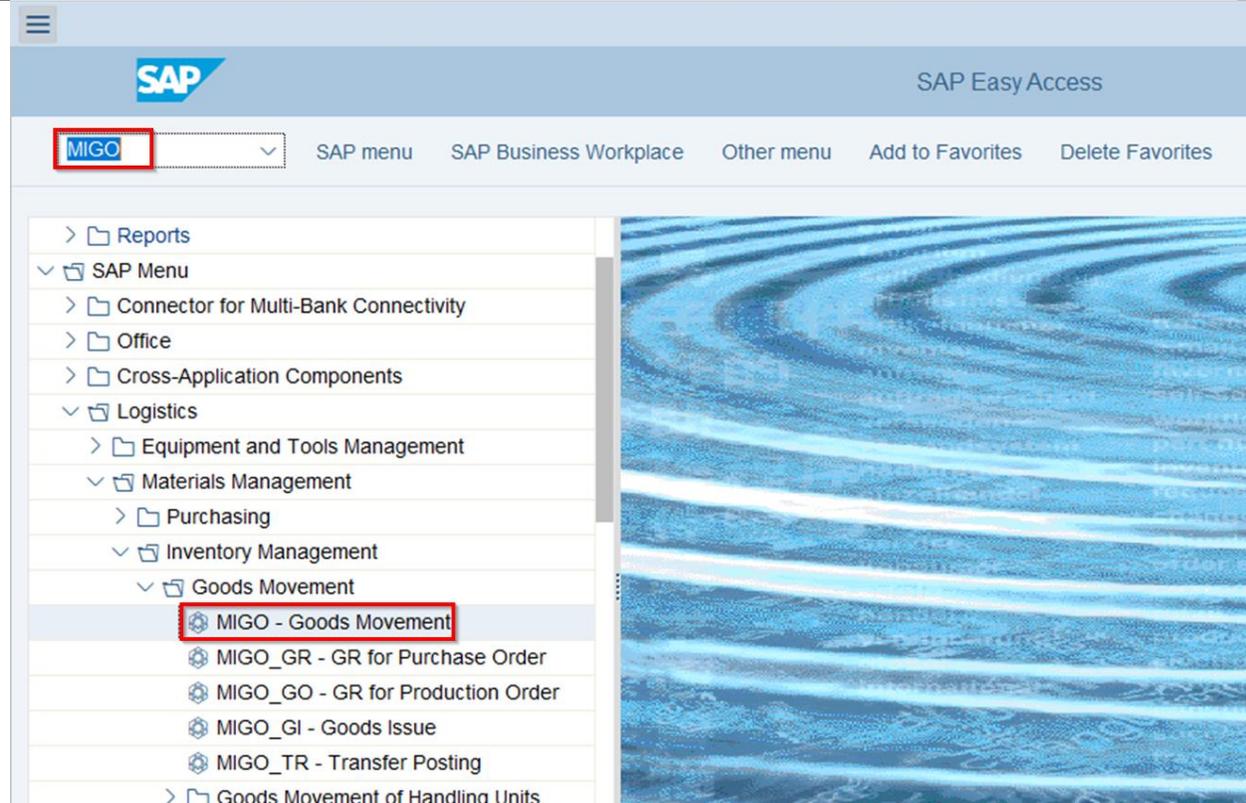
SAP User Manual for Material Procurement (Stock)

15. Remove from Storage:

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 → Material Management → Inventory Management → Goods Movement → MIGO -Goods Movement
Role	SKEEPER





SAP User Manual for Material Procurement (Stock)

Step 2:

- Select “A09 Remove from Storage” in transaction with reference to “R10 Other”
- Press Enter.

SAP Remove from Storage Other - Ashish Mogrekar

Show Overview More

A09 Remove from Storage R10 Other TF rem.fm str.toSLoc Z13

Head.data

Transfer Posting Material Quantity Where

From Dest

Material: Plant: Stor. Loc.: Spec. Stock:

Step 3:

- Enter Material: **1000000390**
- Plant: **1000**
- Storage Location: **0001 Receipt Store**
- Select **Item Ok** Checkbox.

SAP Remove from Storage Other - Ashish Mogrekar

Show Overview More

A09 Remove from Storage R10 Other TF rem.fm str.toSLoc

Head.data

Transfer Posting Material Quantity Where Partner Cust. Item Flds

From Dest

Material: LAMPS ELECTRIC, HPMV, FLUORESC LAMPS ELECTRIC, HPMV, FLUORESC

1000000390 1000000390

Plant: Mumbai Port Trust 1000 Mumbai Port Trust 1000

Stor. Loc.: MZCMEEMDIVBB 6626 Receipt Store 0001

Spec. Stock:



SAP User Manual for Material Procurement (Stock)

Step 4:

- Enter Quantity: **100**

The screenshot shows the SAP 'Remove from Storage' transaction. The 'Quantity' field is highlighted with a red box and contains the value '100'. Other fields include 'Qty in Unit of Entry: 100 EA' and 'Qty in SKU: 100 EA'. The 'Ext. Amount LC' field is empty.

- Click on **Check** Button. System will check for errors in the document. If no error found it display " Document is O.K. " message.
- Click on **Post** Button. system will create material document and display Material document 5001000061 posted message.

The screenshot shows the same SAP 'Remove from Storage' transaction. The 'Post' and 'Check' buttons at the bottom right are highlighted with red boxes. Callouts '2. Post' and '1. Check' point to these buttons. A message bar at the bottom left shows a green checkmark and the text 'Document is O.K. View details'.



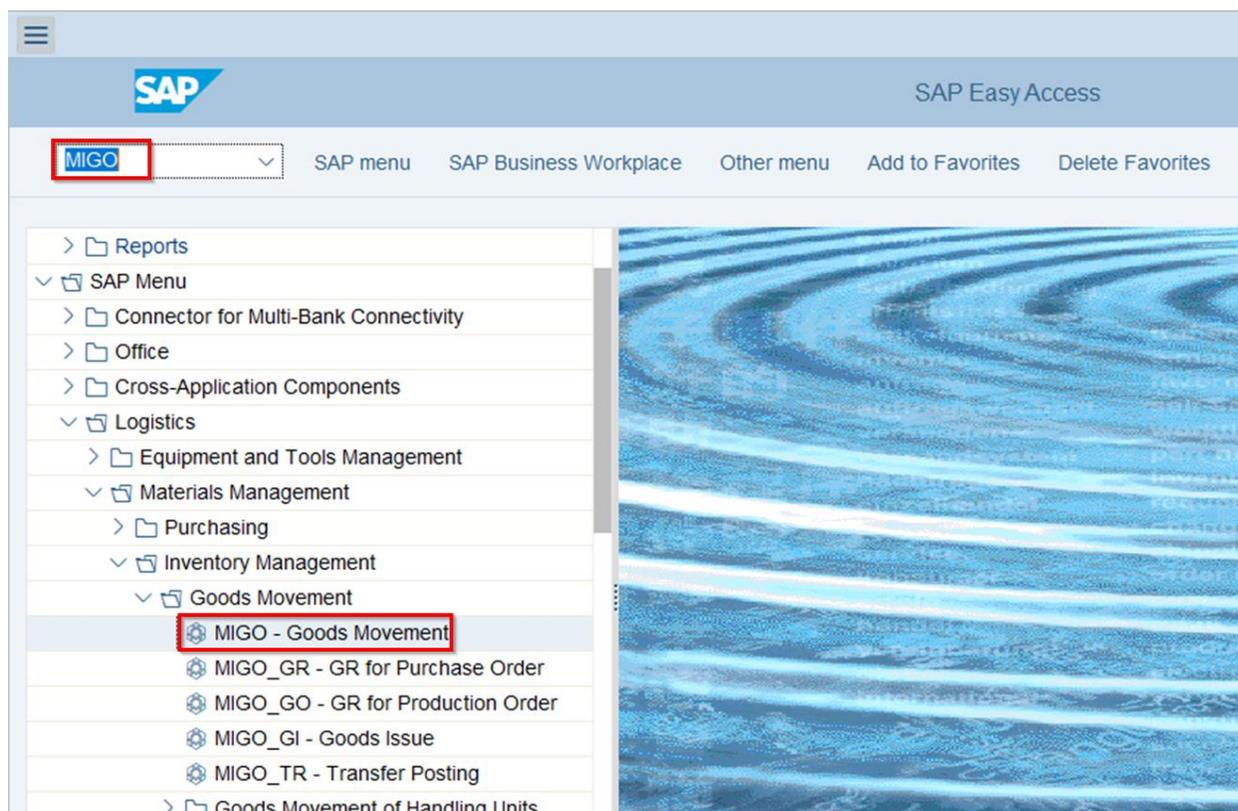
SAP User Manual for Material Procurement (Stock)

16. Place In-Storage:

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 → Material Management → Inventory Management → Goods Movement → MIGO -Goods Movement
Role	SKEEPER



Step 2:

- Select “**A10 Place in Storage**” in transaction with reference to “**R02 Material Document**”
- Enter Material Document: **5001000061**
- Press **Enter**.



SAP User Manual for Material Procurement (Stock)

The screenshot shows the SAP 'Place in Storage' transaction header. The title bar reads 'Place in Storage Material Document - Ashish I'. Below the title bar, there are several input fields: a dropdown menu, 'Show Overview', and 'More'. The main header area contains a red-bordered box around three fields: 'A10 Place in Storage', 'R02 Material Document', and '5001000061'. To the right of these fields are '2020', a refresh icon, a search icon, and a list icon. Below the header is a 'Head data' button. At the bottom, a table header is visible with columns: 'Line', 'Mat. Short Text', 'W OK', 'Qty in UnE', 'EUn', and 'SLoc'.

Step 3:

- System will fetch data with reference to material document & displays in transaction.
- Select " Item OK" Checkbox.

The screenshot shows the SAP 'Place in Storage' transaction details. The title bar reads 'Place in Storage Material Document 5001000061 - Ashish Mogrekar'. Below the title bar, there are several input fields: a dropdown menu, 'Show Overview', and 'More'. The main details area contains a table with columns: 'Material', 'Quantity', 'Where', 'Partner', and 'Cust. Item Flds'. Below the table, there are several input fields: 'Movement type: 315', 'Plant: Mumbai Port Trust 1000', 'Storage location: Receipt Store 0001', 'Goods recipient:', 'Unloading Point:', and 'Text:'. At the bottom, there is a 'Line: 1' field and a red-bordered checkbox labeled 'Item OK'.

Step 4:

- Click on "Check" Button. System will check for errors in the document. If no error found it display " Document is O.K." message.



SAP User Manual for Material Procurement (Stock)

Place in Storage Material Document 5001000061 - Ashish Mogrekar

Material Quantity Where Partner Cust. Item Flds

Movement type: 315 + TF pl.in str.in SLoc

Plant: Mumbai Port Trust 1000

Storage location: Receipt Store 0001

Goods recipient:

Unloading Point:

Text:

Item OK Line: 1

Document is O.K. View details

Post Cancel Restart Hold Check

2. Post

1. Check

- Click on " Post " Button. system will create material document and display  Material document 5001000062 posted message.



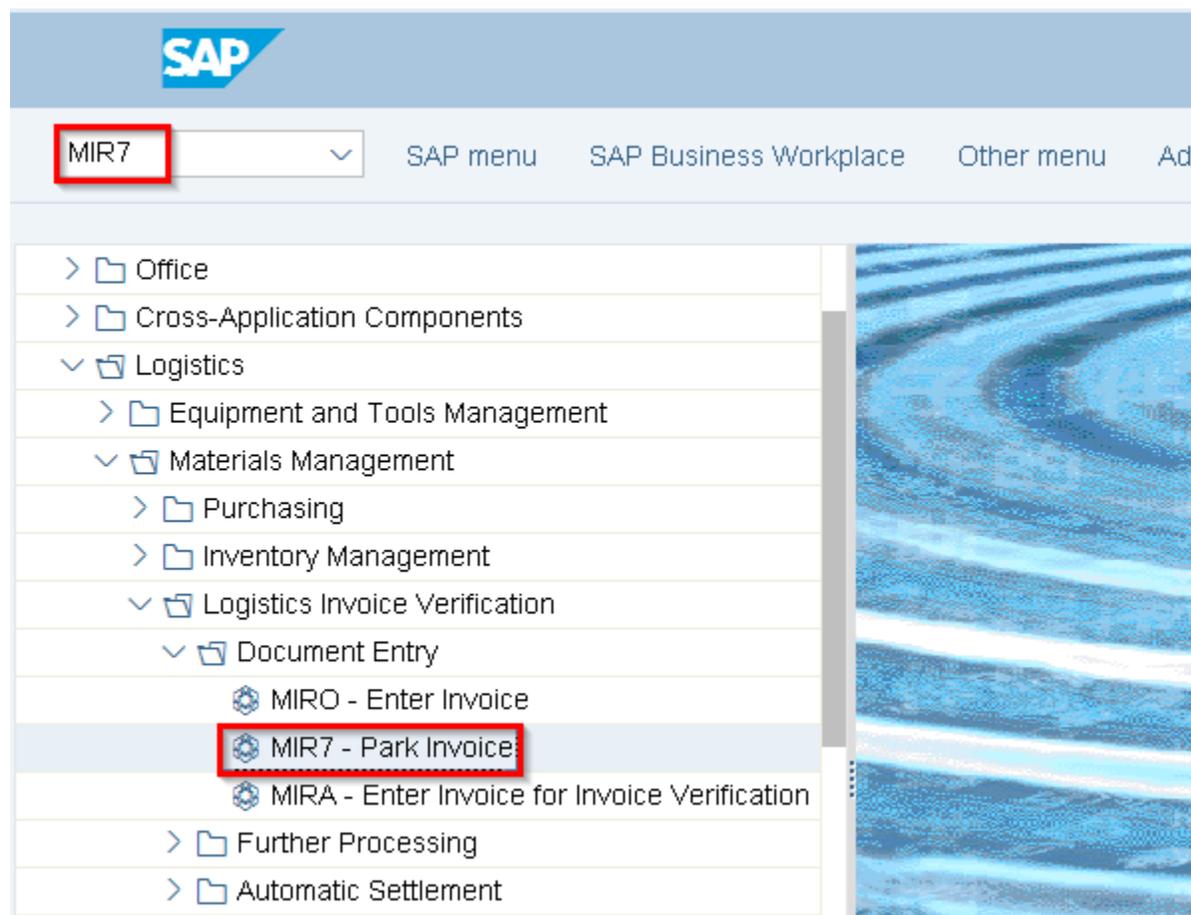
SAP User Manual for Material Procurement (Stock)

17. Invoice Verification:

Step 1:

- Enter Transaction code **MIR7** in command Bar

Transaction Code	MIR7
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Logistic Invoice Verification → Document Entry → MIR7
Role	All Users



Step 2:

- Enter Company Code: **1000** and click **Continue**



SAP User Manual for Material Procurement (Stock)

Enter Company Code

* Company Code: 1000

Continue Cancel

Step 3:

- In Park Incoming Invoice Screen, provide below details;
 - Invoice Date: **29.07.2020**
 - Reference: **Vendor-189**
 - Purchase order: **4601000003** & Press **Enter**

Park Incoming Invoice: Company Code 1000

Show PO structure Show worklist Other Invoice Document Help NF More

* Transaction: 1 Invoice Balance

Basic Data Payment Details Tax Withholding tax Contacts Note

Invoice date: 29.07.2020 Reference: Vendor-189

1. Invoice Date

2. Reference

Calculate Tax

Tax Amount: /

Bus.Place/Sectn: /

Text:

Baseline Date:

PO Reference G/L Account Material

1 Purchase Order/Scheduling Agreement 4000010003

3. Purchase Order



SAP User Manual for Material Procurement (Stock)

Step 4:

- System will copy details with reference to PO & Display.
- Select the Tax Code: **V1**
- Click on **“Calculate Tax Check Box”**, Tax Amount will be calculated as per selected Tax Code and displayed.
- Provide Amount including Tax Amount
- Click on **Simulate** Button

The screenshot shows the SAP 'Park Incoming Invoice' screen. The 'Transaction' is set to '1 Invoice'. The 'Amount' field is populated with '9,765.00'. The 'Calculate Tax' checkbox is checked. The 'Simulate' button is highlighted. The vendor is 'ALEX CHEMICAL & INDUSTRIES'. The invoice date and posting date are both '29.07.2020'. The reference is 'VENDOR-189'. The tax code is 'V1 V1 (CGST+SGST 5% Input)'. The bank account is 'IDBI BANK LTD, PALGHAR'. The layout is '7_6310 All Information'. Three callout boxes provide instructions: '2. Enter Amount' points to the amount field, '1. Select Checkbox' points to the 'Calculate Tax' checkbox, and '3. Click on Simulate' points to the 'Simulate' button.



SAP User Manual for Material Procurement (Stock)

Step 5:

- System will display FI Documents posting details.
- Click on **Save as Complete** Button.

Position	A/G/L	Act/Mat/Ast/Vndr	Amount	Curr...	Purchasing D...	Item	T...	Jurisd. Code	Tax date	Bus...	Cost Ce
1	K 18110001	ALEX CHEMICAL & INDUS..	9,625.00-	INR			**				
2	S 18160008	GR/IR Clearing	9,300.00	INR	4601000003	10	V1				
3	S 23500000	CGST- Input Credit	232.50	INR			V1				
4	S 23500001	SGST- Input Credit	232.50	INR			V1				
1200000000	S 18150019	TDS Payable - Sec 194C	140.00-	INR							

Debit: 9,765.00 Credit: 9,765.00 Bal.: 0.00

Back Save Parked Document **Save as Completed**

Step 8:

- System will park the invoice and displays “ Invoice document 6010000028 has been saved as complete” message.

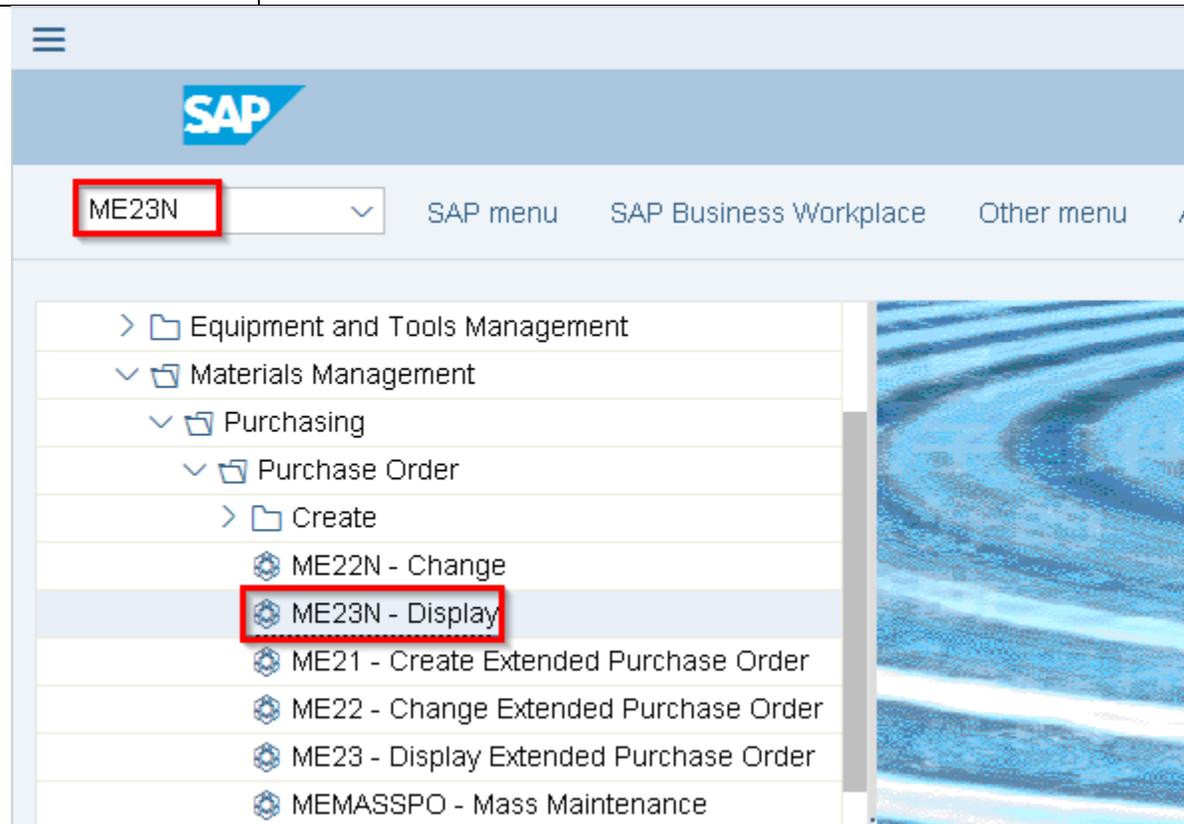


SAP User Manual for Material Procurement (Stock)

Step 9:

- Invoice will be parked for approval and same will be updated in the Purchase Order History.
- Enter Transaction Code **ME23N** in command bar (or) Follow the below navigation path.

Transaction Code	ME23N
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Display → ME23N
Role	All Users





SAP User Manual for Material Procurement (Stock)

Step 10:

- Click on **Other Purchase Order** and Enter Pur. Order: **4601000003**
- Click on Other Document Button.

Select Document

Pur. Order: 4601000003

Pur. Order
 Purch. Requisition
 SRM Contract

Other Document Cancel

Step 11:

- Click on **“Purchase Order History”** tab.
- Posted document will appear as **“Parked Invoice”**.

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

S...	ltrn	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price
	10			1000000390	LAMPS ELECTRIC, HPMV, FL...		100 EA	D	30.07.2020	93.0

Item: 1 | 10 | 1000000390, LAMPS ELECTRIC, HPMV, FLUORE...

Delivery Schedule Delivery Invoice Conditions India Account Assignment **Purchase Order History** Texts Delivery A

Sh. Te...	MvT	Material Document Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amt.in Loc.Cur.	L.cur	Qty in OPUn	DelCostQty (OPUn)	Order Price
WE	105	5101000061	1 29.07.2020	100	0 EA	9,300.00	INR		100	0 EA	
WE	103	5101000060	1 29.07.2020	0	0 EA	0.00	INR		0	0 EA	
Tr./Ev. Goods receipt				100	EA	9,300.00	INR		100		EA
VRe		6010000028	1 29.07.2020	100	0 EA	9,300.00	INR		100	0 EA	
Tr./Ev. Parked invoice				100	EA	9,300.00	INR		100		EA



SAP User Manual for Material Procurement (Stock)

18. 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 Material Procurement (Stock)

Step 3:

- Expand “Inbox” button, under workflow “Please approve Parked Invoice 6010000028” message will appear.
- Double Click on “Please approve Parked Invoice 6010000028”

The screenshot shows the SAP Business Workplace interface. The top navigation bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the navigation bar, there are search and action buttons: 'New message', 'Find folder', 'Find document', 'Appointment calendar', and 'Distribution lists'. The left sidebar shows a folder structure under 'Workplace: Ashish Mogrekar', with 'Inbox' and 'Workflow 58' highlighted. The main content area displays a list of workflow items. The first item, 'Please approve the Parked Invoice 6010000028, Year 2020', is highlighted with a red box. A callout box with a speech bubble points to this item, containing the text: 'Double Click on “Please approve Parked Invoice 6010000028”'. Below the list, the details of the selected workflow item are visible, including the title 'Please approve the Parked Invoice 6010000028, Year 2020' and a 'Description' field.

Step 4:

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

The screenshot shows the SAP workflow approval screen. The top navigation bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the navigation bar, there are search and action buttons: 'Workflow', 'Create', 'Import', and 'More'. The main content area displays the title 'Please approve the Parked Invoice 6010000028, Year 2020'. 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 with a speech bubble points to this button, containing the text: 'Click on “Approve”'.

SAP User Manual for Material Procurement (Stock)

Step 5:

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

Step 6:

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

Step 7:

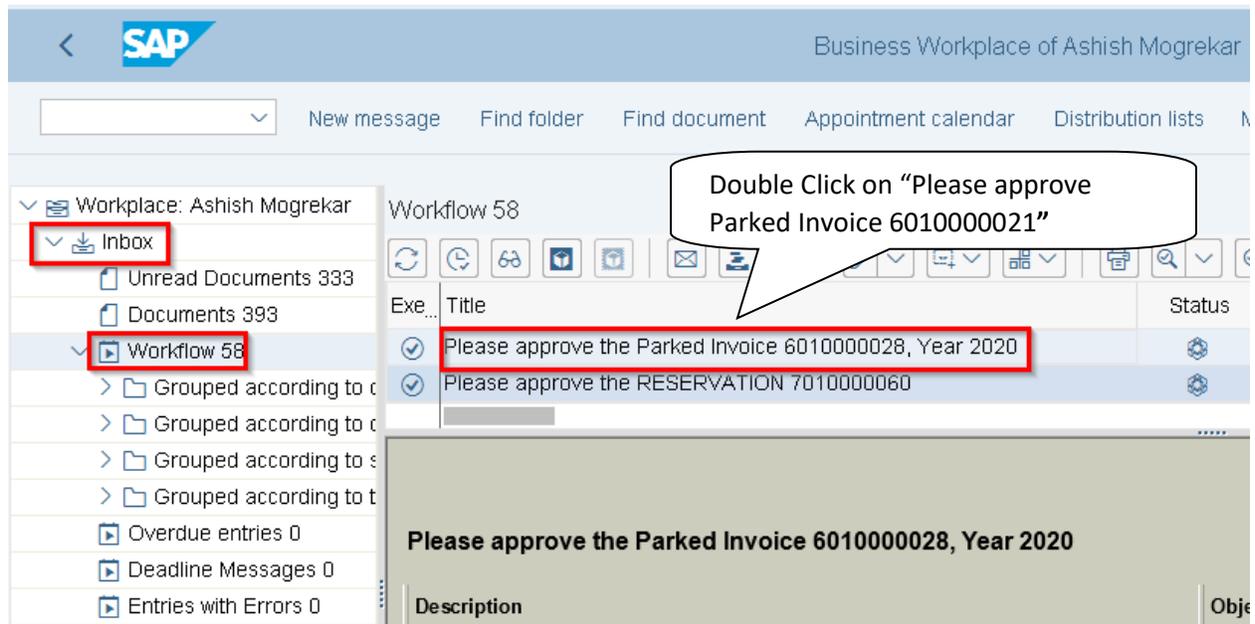
- Click on **SAP Business Workspace** Button.
- Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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

SAP User Manual for Material Procurement (Stock)

Step 8:

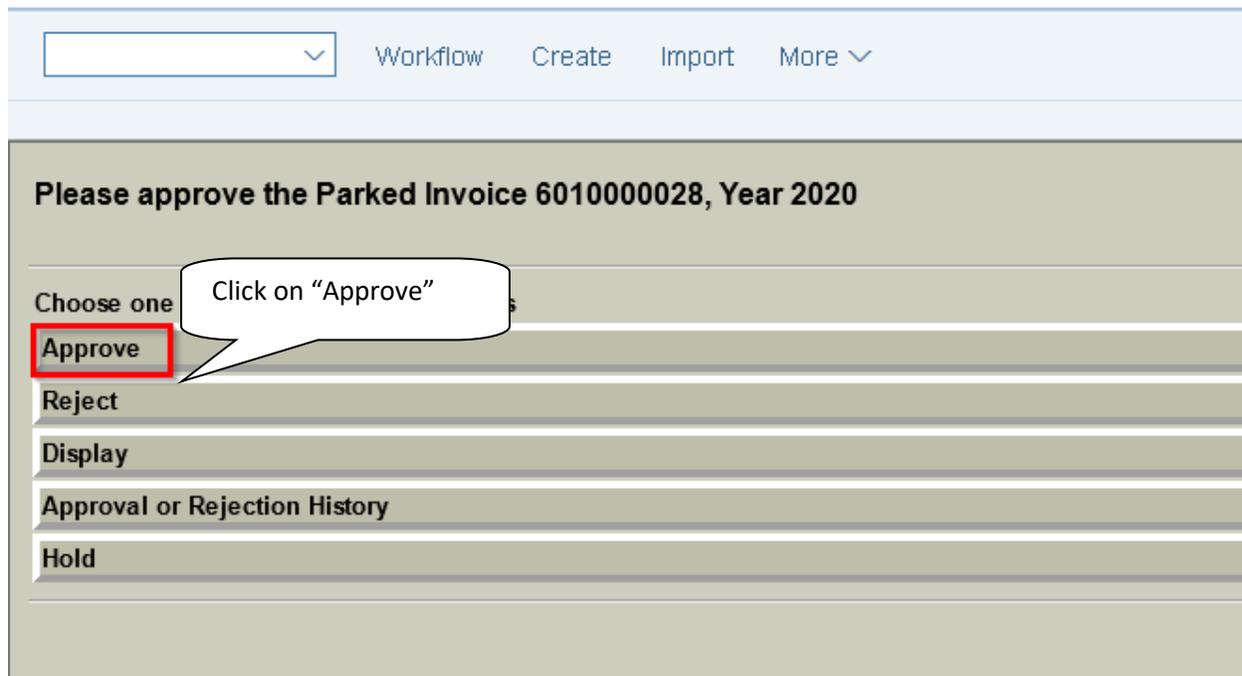
- Expand “**Inbox**” button, under workflow “**Please approve Parked Invoice 601000028**” message will appear
- Double Click on “**Please approve Parked Invoice 601000028**”.



The screenshot shows the SAP Business Workplace interface. The top navigation bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the navigation bar, there are several menu items: 'New message', 'Find folder', 'Find document', 'Appointment calendar', and 'Distribution lists'. The main content area is divided into two panes. The left pane shows the 'Workplace: Ashish Mogrekar' structure with 'Inbox' and 'Workflow 58' highlighted. The right pane shows the 'Workflow 58' list with two entries: 'Please approve the Parked Invoice 601000028, Year 2020' and 'Please approve the RESERVATION 7010000060'. A callout box points to the first entry with the text 'Double Click on “Please approve Parked Invoice 601000021”'. Below the list, the details of the selected entry are shown, including the title 'Please approve the Parked Invoice 601000028, Year 2020' and a 'Description' field.

Step 9:

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



The screenshot shows the SAP Business Workplace interface for the 'Please approve the Parked Invoice 601000028, Year 2020' workflow. The top navigation bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the navigation bar, there are several menu items: 'Workflow', 'Create', 'Import', and 'More'. The main content area shows the title 'Please approve the Parked Invoice 601000028, Year 2020' and a 'Choose one' dropdown menu. The 'Approve' option is highlighted, and a callout box points to it with the text 'Click on “Approve”'. Below the dropdown menu, there are several buttons: 'Reject', 'Display', 'Approval or Rejection History', and 'Hold'.

Step 10:

SAP User Manual for Material Procurement (Stock)

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

Step 11:

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

Step 12:

- 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 Material Procurement (Stock)

Step 13:

- Expand “Inbox” button, under workflow “Please approve Parked Invoice 6010000028” message will appear.
- Double Click on “Please approve Parked Invoice 6010000028”

The screenshot shows the SAP Business Workplace interface. The top navigation bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the navigation bar, there are search and filter options. The left sidebar shows a folder structure with 'Workplace: Ashish Mogrekar' expanded to show 'Inbox' and 'Workflow 58'. The main content area displays a list of workflow items under 'Workflow 58'. The first item is 'Please approve the Parked Invoice 6010000028, Year 2020', which is highlighted with a red box. A callout bubble points to this item with the text 'Double Click on "Please approve Parked Invoice 6010000028"'. Below the list, the details of the selected item are shown, including the title 'Please approve the Parked Invoice 6010000028, Year 2020' and a 'Description' field.

Step 14:

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

The screenshot shows the SAP workflow approval screen. The top navigation bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the navigation bar, there are search and filter options. The main content area displays a list of workflow items under 'Workflow 58'. The first item is 'Please approve the Parked Invoice 6010000028, Year 2020', which is highlighted with a red box. A callout bubble points to this item with the text 'Click on "Approve"'. Below the list, the details of the selected item are shown, including the title 'Please approve the Parked Invoice 6010000028, Year 2020' and a 'Description' field. The 'Approve' button is highlighted with a red box.

SAP User Manual for Material Procurement (Stock)

Step 15:

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

Step 16:

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

The screenshot shows the SAP Logon interface. The Client field is set to 500. The *User field contains 10100048. The *Password field is masked with asterisks. A callout bubble points to the *User and *Password fields with the text "Enter Approver User ID and Password".

Step 17:

- 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. The command bar contains "SBWP". The menu path is: SAP menu → SAP Business Workplace → Office → SBWP - Workplace. The "SBWP - Workplace" option is highlighted with a red box.



SAP User Manual for Material Procurement (Stock)

Step 18:

- Expand “Inbox” button, under workflow “Please approve Parked Invoice 6010000028” message will appear.
- Double Click on “Please approve Parked Invoice 6010000028”

The screenshot shows the SAP Business Workplace interface. The top navigation bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the navigation bar, there are search and action buttons: 'New message', 'Find folder', 'Find document', 'Appointment calendar', and 'Distribution lists'. The main content area is divided into a left sidebar and a central workspace. The sidebar shows a tree view with 'Workplace: Ashish Mogrekar' expanded to show 'Inbox' and 'Workflow 58'. The central workspace displays a list of workflow items under the heading 'Workflow 58'. The first item is 'Please approve the Parked Invoice 6010000028, Year 2020', which is highlighted with a red box. A callout bubble points to this item with the text 'Double Click on "Please approve Parked Invoice 6010000028"'. Below the list, the details of the selected item are shown, including the title 'Please approve the Parked Invoice 6010000028, Year 2020' and a 'Description' field.

Step 19:

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

The screenshot shows the SAP workflow approval screen. The top navigation bar includes the SAP logo and the user name 'Business Workplace of Ashish Mogrekar'. Below the navigation bar, there are search and action buttons: 'Workflow', 'Create', 'Import', and 'More'. The main content area displays the title 'Please approve the Parked Invoice 6010000028, Year 2020'. Below the title, there is a section titled 'Choose one of the following alternative actions'. The 'Approve' button is highlighted with a red box, and a callout bubble points to it with the text 'Click on "Approve"'. Other buttons visible are 'Reject', 'Display', 'Approval or Rejection History', and 'Hold'.



SAP User Manual for Material Procurement (Stock)

Step 20:

- Parked Invoice will be approved with level 4.
- 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 shows the SAP Business Workplace interface for Ashish Mogrekar. The left sidebar shows the navigation tree with 'Unread Documents 334' highlighted. The main area displays a list of unread documents with the following table:

Me...	Type	Title	Atta...	Author	Date recd
		Parked Invoice 6010000028, Year		SAP_WFRT	29.07.20:
		Purchase Order 4601000003 is an		SAP_WFRT	29.07.20:

Below the table, a notification is displayed:

Parked Invoice 6010000028, Year 2020 is Posted.

Hello Sir/Madam,

Parked Invoice 6010000028, Year 2020 is Posted Successfully.

Regards,

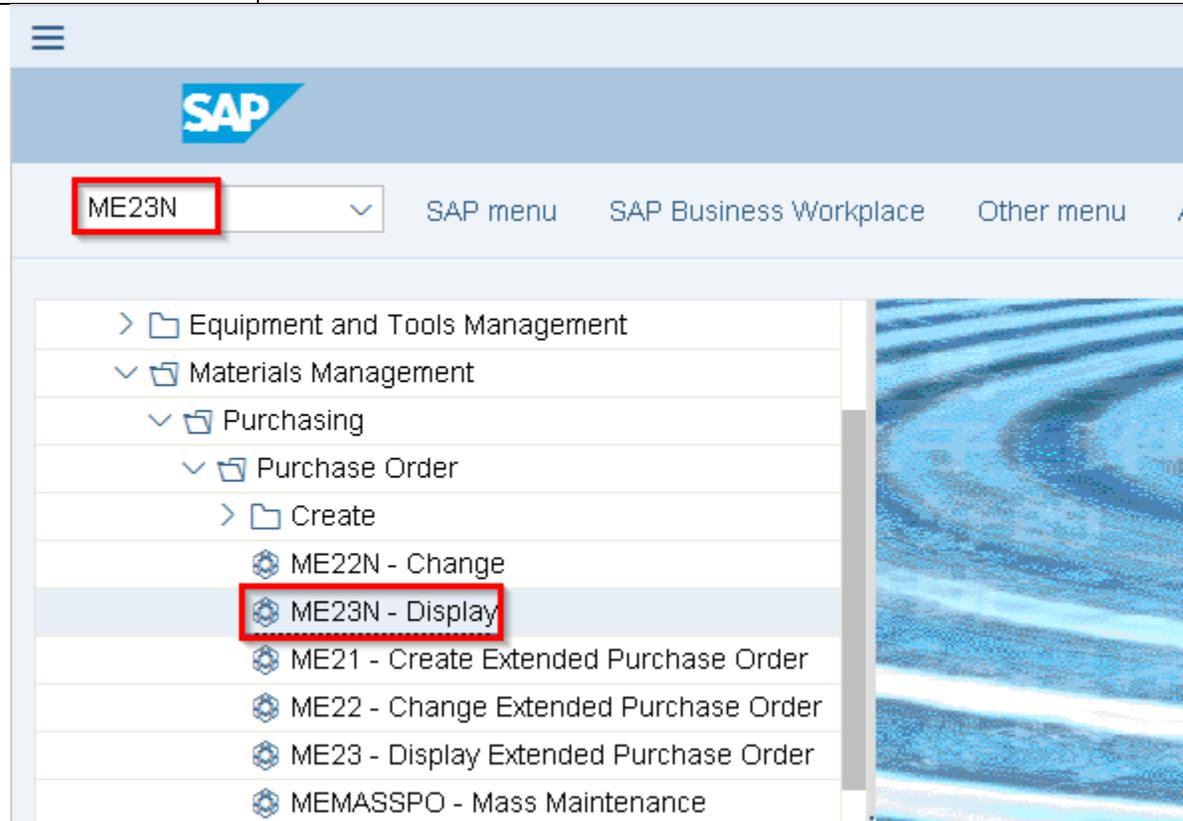


SAP User Manual for Material Procurement (Stock)

Step 21:

- To check the updated purchase order history;
- Enter Transaction Code **ME23N** in command bar (or) Follow the below navigation path.

Transaction Code	ME23N
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Display → ME23N
Role	All Users





SAP User Manual for Material Procurement (Stock)

Step 22:

- Click on **Other Purchase Order** and Enter Pur. Order: **4601000003**
- Click on Other Document Button.

Step 23:

- Click on **“Purchase Order History”** tab.
- Posted invoice document is updated in Purchase Order History

Sh. Te.	MVT	Material	Document	Item	Posting Date	Quantity	Delivery cost	quantity	OUn	Amt.in Loc.Cur.	L.cur	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount	CrCy
WE	105	5101000061		1	29.07.2020	100		0	EA	9,300.00	INR	100	0	EA	9,300.00	INR
WE	103	5101000060		1	29.07.2020	0		0	EA	0.00	INR	0	0	EA	0.00	INR
Tr./Ev. Goods receipt						100			EA	9,300.00	INR	100		EA	9,300.00	INR
RE-L		6010000028		1	29.07.2020	100		0	EA	9,300.00	INR	100	0	EA	9,300.00	INR
Tr./Ev. Invoice receipt						100			EA	9,300.00	INR	100		EA	9,300.00	INR



SAP User Manual for Material Procurement (Stock)

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