

## **PROCEDURE IN SAP FOR RAISING INDENT AND DRAWAL OF MATERIAL FROM CENTRAL STORES**

### **1<sup>st</sup> STEP :Creation of PR/Raising Indent (by AE/TLC)**

1. Identify the SAP part number.
2. Check the stock availability in stores  
Tcode: "ZMM\_STOCK"
3. Raising indent is nothing but creation of PR (Purchase requisition)
4. To raise indent or create requisition , go to "ME51N"
5. Select document type "ZSTO" (Material Indent)
6. In the Account assignment column (Beside "Item" Column) select "Q"
7. In the Item Category column Select "U" i.e., Stock transfer
8. Enter the material part no. in Material column
9. Enter quantity in "Quantity" Column
10. In the plant column enter Business area  
(For Ex: Kadapa "5104")
11. Enter Storage location of EE/Const. in the "Stor. Loc." Column
12. In the "Splt" column enter Stores plant no.
13. Check and save the document and note down the Purchase Requisition no.

### **2<sup>nd</sup> STEP: CREATION OF ALLOTMENT ORDER BASED ON INDENT (PURCHASE REQUISITION) by Circle/Zonal office**

1. Go to "ME21N"
2. Select document type as "STO ALLOTMENT ORDER"
3. Allotment order is created based on the purchase requisition i.e material indent. For this we have to select the relevant PR and to be adopted for the allotment order.
4. Check "document Overview "(this can be find left side to "create" icon) status, if it is "ON" then click it.
5. Go to "selection Variant" icon on left side and select purchase requisition
6. Enter purchase requisition no. and click "clock icon" i.e Execution
7. Left side purchase requisition will be displayed. If it in multiple lines then select all lines and click adopt icon

8. Check material and quantity and save the document and number will be generated and note down the no. and communicate the number to person who raised the indent.
9. Outbound Delivery will be created automatically based on Allotment order.

### **HOW TO CHECK WHETHER ALLOTMENT IS GIVEN FOR INDENT RAISED**

1. Go to "ME53N" and enter the purchase requisition number
2. Go to Status tab and if allotment order is given then we can get purchase order no.

### **HOW TO TAKE PRNTOUT FOR THE MATERIAL INDENT**

**Note:- Print out can be taken for the indent only after allotment order is given and out bound**

1. In the above statement we can get the allotment order (Purchase Order) number.
2. Go to "ME23N" enter the purchase order no. and go to "PURCHASE ORDER HISTORY" tab and note down the "OUT BOUND DELEIVERY" number.
3. Go to "ZMR\_PRINT" and enter the out bound delivery number and click Execute icon and take out the print.

### **3<sup>rd</sup> STEP :ISSUE OF MATERIAL BY STORES**

BASED ON THE OUTBOUND DELIVERY NO. THE STORES PEOPLE WILL ISSUE THE MATERIAL.THEN THE MATERIAL WILL BE IN TRANSIT. IN ORDER TO TAKE IN TO STOCK, THE MATERIAL IS TO BE "RECIEVED".

### **4<sup>th</sup> STEP: RECEIVING THE MATERIAL IN TO STOCK AFTER ISSUE BY STORES**

Note: - This procedure is same as goods receipt done for material I.e. 103 movement, but movement type is "101" and in place of inbound delivery select out bound delivery.

1. Go to MIGO and select "GOODS RECEIPT", "OUTBOUND DELIVERY" and movement type "101" and execute **by giving Out Bound Delivery No.**
2. In quantity tab check item ok check box and save the document

## **HOW TO SPLIT THE OUTBOUND DELIVERY QUANTITY**

Material will be drawn from stores based on the outbound delivery number in the allotment order. If partial quantity is to be drawn against the allotted quantity the out bound delivery is to be split in to two or three based on requirement. Following is the procedure:

1. Enter T code "VLSP"
2. Enter the Out Bound Delivery Number
3. Select profile "003" i.e., "Delivery Split – LE components" in the split profile field
4. Then Execute (press Clock icon)
5. In the split quantity enter quantity to be drawn in first phase
6. Then check the box available on left most of the row and then save
7. Then another Out bound delivery will appear in the allotment order take the print out of the OBD and draw the material
8. The balance quantity OBD can be split further in the same procedure as mentioned above.

# **DEVOLUTIONS**

1. Check whether the material to be devoluted are available in the storage location of concerned EE/CONST
2. To check the material, go to “MB51”
3. Enter plant (CIRCLE CODE EX: SE/OMC/Tirupati: 3203)
4. Enter storage location of concerned EE
5. Enter the Fifth level WBS Element of a project
6. In display options select “Flat list”
7. Execute (press clock icon or press F8)

## **IF MATERIALS ARE AVAILABLE IN THE EE’S STORAGE LOCATION THEN CREATE DEVOLUTION ORDER AS FOLLOWS**

1. Go to “ME21N”
2. Select Document type (Left side Vendor field) “ZDEV” i.e. Devolution Order
3. Enter Supply plant i.e. plant where material is available
4. Enter purchase organisation, purchase group and company code in “Org Data” tab
5. In the item overview column enter the following data

<u>Column</u>	<u>Data</u>
A	enter Q ( or select from list )
“I”	enter U (or select from list )
Material	material code
PO Quantity	Enter Quantity
Plant	enter concerned tlc stores code to where material is supposed to be devoluted

**Note:-** After entering data in each column if u press enter button in the key board the system will automatically guides you to the column where next data is to be filled.

**In the item details in the account assignment tab enter the WBS element where the material is available. Then check ( This is small icon available in the line above the supply plant field ) and save and note down the devolution order number.**

**IF MATERIALS ARE NOT AVAILABLE IN THE EE'S STORAGE LOCATION**

**i.e. MATERIALS ALREADY BEEN ISSUED TO THE PROJECT IN IFS ERP**

1. Furnish the material details which are left over physically and are to be devoluted to stores in the following format to project system team duly mentioning the details of requirement.
  1. Material SAP code
  2. Material description
  3. Unit ( as per SAP )
  4. quantity
  5. Rate per each unit including taxes
  6. WBS element where materials are to be created
  7. Plant ( SE OMC )
  8. Storage location ( EE's)
2. After materials are created the same will be intimated to you and devolution order is to be created as per the procedure mentioned above.

**AFTER CREATING THE DEVOLUTION ORDER MATERIAL IS TO BE RELEASED FROM WBS ELEMENT AS FOLLOWS**

After creating the devolution order the stores person cannot receive the material unless the material is released from the WBS element by the devolution authority. For this following procedure is to be followed.

1. Go to T-Code MIGO
2. Select "GOODS ISSUE"
3. Select "PURCHASE ORDER"
4. Enter the Devolution order no. beside Purchase order field
5. Select movement type 351

6. Enter following data in the tabs mentioned against each

TAB            DATA

Material: Enter material code

Quantity: Enter quantity

Where: enter WBS element, Plant and storage location

Ensure in where tab Movement type 351 and Q

Now Check and post. Thus, material will be in transit. Stores person can receive the material.

You can check the transit material through T code "MB5T"

### **HOW TO TRANSFER THE MATERIAL FROM ONE CIRCLE TO ANOTHER CIRCLE**

There will be requirement to transfer the materials from one project to another. There may be following cases.

1. Transferring the material from one project to another with in the same division
2. Transferring the material from one project to another in the same circle between constructions divisions
3. Transferring the material from one project to another in the same circle between constructions division and O&M Division
4. Transferring the material from one project to another between two circles between constructions divisions or Construction & O&M Division

For case 1, 2 & 3 the material can be transferred simply using transfer posting using T code "MIGO". The procedure is as follows. For case no.4 follow the material Indent procedure as mentioned in the first page of this document.

### **STOCK TRANSFER POSTING**

1. Go to T code "MIGO"
2. Select "Transfer Posting"

3. Select other
4. Select Movement type "415 Q"

In the transfer posting tab there are two areas

1. From (where material is available)
2. Dest (Where material is to be transferred)

enter the data in the two areas as mentioned below

**From:**

material code

Plant

Storage Location

WBS Element

Quantity

**Dest:**

Storage Location

WBS Element

Click the CHECK button at the top if document is ok then click POST button

## **HOW TO ISSUE THE MATERIAL FROM STORAGE LOCATION TO PROJECT**

### **(CLEARING OF MATERIAL FROM EE'S STORAGE LOCATION)**

Material supplied by the contractor or drawn from stores or from other projects will be available at EE's storage location. These material after being erected has to be issued to the project. Material which is not erected need not to be issued to the project. Issuing to the project means converting the material to CWIP (Capital Work in Progress). The Procedure for issuing the material to the project is as follows.

1. Material is be issued to the project against M-book page no. in which concerned labour portion pertaining to that material is being recorded. Hence note down the M-book page and item number in that page pertaining to a material which is to be issued to the project.
2. Go to t-code MIGO. Select "Goods issue", "Other" and movement type "221 Q"
3. In the material tab enter the material code

4. Enter quantity in the quantity tab (Check the unit in the stock. For example, for conductor in SAP the stock will be in metres.
5. In the "Where" tab enter plant, storage location
6. Click the Doc. Header Text field and press F4 and select the M-book page and concerned item number. In Selection screen, give MBook No. to limit pages to that Mbook.
7. Then Check if everything ok, then POST.
8. Check the stock in the T-code MMBE whether stock is cleared.