



Project – JBVNL  
Master Data  
End User Manual – Materials Management



**Jharkhand Bijli Vitran Nigam Limited.**

# **MATERIALS MANAGEMENT**

## **USER MANUAL**

### **MASTER DATA**





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## SAP MM - Master Data

SAP works on real time data that is there is no time lag between data entry and data availability. The important thing while creating any data is to maintain data integrity. SAP data is categorized into two:

Master data - Data that is created centrally and it is valid for all applications. It remains constant over the time but we need to update it on regular basis. For Example: Vendor is a type of master data that is used for creating purchase orders or contracts.

Transactional data - Data that is associated with processing of business transaction is Transactional data.e.g. Creating PO, PR, MIGO Etc.

**SAP MM Master Data is of following two types:**

- 1) Material Master Data
- 2) Vendor Master Data
- 3) Service Master Data

### 1 Material Master Data:

This is the enterprise main source of material specific data. This data will include information on the materials that a company can procure, or produce, or store or sell.

Since there are different departments in an enterprise and each department works on some specific material. So they will enter different information regarding their material. So each user department has its own view of material master record. So, the data screens that are used to create material master can be divided into two categories:

**Main Data:** - This will include basic data (base unit of measure, weight), purchasing data (over tolerance and under tolerance), accounting data (standard price, moving price).

**Additional Data:** - This will include additional information like short description about material, currency etc.

Material master has the four characteristics which will be discussing one by one in below context.



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### A. Material:-

- Goods or Objects that are used, Consumed, or created during the Manufacturing may be called the materials.
- Material can be traded, used in Manufacture, Consumed and produced.
- A Service may also be treated as material.

### B. Material Type:-

Material Type is the classification of material mainly based on the attributes of the material. It gives an indication of the category to which a particular material belongs. Materials with some common attributes are grouped together and they are assigned to a material type.

Sr.No.	Material Type(4)	Description(25)	Remark
1	ZCAP	Capital Materials	ZCAP-Capital Materials
2	ZSPA	Spare Parts	ZSPA-Spare Parts
3	ZCON	Consumables	ZCON-Consumables
4	ZSCP	Scrap Materials	ZSCP-Scrap Materials
5	ZCVL	Civil Materials	ZCVL-Civil Materials
6	ZTOL	Tools	ZTOL-Tools

### C. Material Group:-

Material Group is a key that is used to group together several materials or services with the same attributes. Each Material or Service is assigned to a particular material group.

Material group is used to classify materials for reporting/classification/authorization purposes. Material Group is used for reporting purpose and you can restrict the scope of analyses and search material master records via search helps. The detailed list enclosed separately. The sample list of material & service groups proposed in SAP ERP are as below.

Sr.No.	Material Group	Description	Remark
1	1000	AB Cable accessories	1000-AB Cable accessories
2	1002	POLE ALL TYPE	1002-POLE ALL TYPE
3	1003	Print&Stationary mat	1003-Print&Stationary mat
4	1015	AB Switch	1015-AB Switch
5	1030	AB Switch Contact	1030-AB Switch Contact
6	1045	Aerial Bunched Cable	1045-Aerial Bunched Cable



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Sr.No.	Material Group	Description	Remark
7	1060	Capacitor Bank	1060-Capacitor Bank
8	1075	Civil Works	1075-Civil Works
9	1090	Conductors	1090-Conductors
10	1105	Copper Control Cable	1105-Copper Control Cable
11	1120	Curr.& Pot.Transfor.	1120-Curr.& Pot.Transfor.
12	1135	D.O.Fuse	1135-D.O.Fuse
13	1150	Distribution Board	1150-Distribution Board
14	1165	Distribution Box	1165-Distribution Box
15	1180	Distribution Transf.	1180-Distribution Transf.
16	1195	Earthling	1195-Earthling
17	1210	ElectricalConduit-PI	1210-ElectricalConduit-PI
18	1225	Fabricated Items	1225-Fabricated Items
19	1240	FeederPilar/SMDB/MDB	1240-FeederPilar/SMDB/MDB
20	1255	Fire extinguishers	1255-Fire extinguishers
21	1270	GI Service Pipe	1270-GI Service Pipe
22	1285	Heat Shrinkable Kit	1285-Heat Shrinkable Kit
23	1300	HG Fuse set	1300-HG Fuse set
24	1315	Insulators &H/w fitg	1315-Insulators &H/w fitg
25	1330	Lightening Arrestors	1330-Lightening Arrestors
26	1345	Line Support (Poles)	1345-Line Support (Poles)
27	1360	Metering Equipment	1360-Metering Equipment
28	1375	P.G. Clamps	1375-P.G. Clamps
29	1390	Painting with Matl.	1390-Painting with Matl.
30	1405	Pipe Connector	1405-Pipe Connector
31	1420	Power Transformer	1420-Power Transformer
32	1435	PVC insulated Cables	1435-PVC insulated Cables
33	1450	Safety Equipment	1450-Safety Equipment
34	1465	SCADA Material	1465-SCADA Material
35	1480	Stay Set	1480-Stay Set
36	1495	Structur,Gantry Colm	1495-Structur,Gantry Colm
37	1510	Testing Equipment	1510-Testing Equipment
38	1525	Tool Kit	1525-Tool Kit
39	1540	VCB,C&R Panel	1540-VCB,C&R Panel
40	1555	XLPE insulated Cable	1555-XLPE insulated Cable
41	1570	DPC Aluminium wire	1570-DPC Aluminium wire
42	1585	Ring Main units	1585-Ring Main units
43	1600	UG Cables relatd mat	1600-UG Cables relatd mat
44	1615	Other Misc. Equipmnt	1615-Other Misc. Equipmnt
45	1630	Meter Box	1630-Meter Box



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Sr.No.	Material Group	Description	Remark
46	1645	Tower line river crs	1645-Tower line river crs
47	1660	LED Lights	1660-LED Lights
48	1675	DG sets(3 Phase) AMF	1675-DG sets(3 Phase) AMF
49	1690	Nuts & Bolts	1690-Nuts & Bolts
50	1705	TRW Items	1705-TRW Items
51	3000	SERVICE-PROJECT	3000-SERVICE-PROJECT
52	3001	SERVICE-O & M	3001-SERVICE-O & M

#### D. Number Range:-

When we create material master record every material is recognized by a number, that number will be unique and known as material number. We can assign number to material through two ways:

**External number assignment** - While creating material you have to enter your own number (containing alphabets or digits), and that should be unique.

**Internal number assignment** - While creating material you need not enter any number, system will automatically generate a unique number to that material.

Material master contains all materials that a company procures, produces or sells. Material Master is a central data that is available at all the levels.

Material Type(4)	Description(25)	Number Range From	Number Range To	Number Range
ZCAP	Capital Materials	1000000000	1999999999	Internal
ZSPA	Spare Parts	2000000000	2999999999	Internal
ZCON	Consumables	3000000000	3999999999	Internal
ZVSR	Scrap Materials-Valuated	4000000000	4999999999	Internal
ZCVL	Civil Materials	6000000000	6999999999	Internal
ZTOL	Tools and Tackles	7000000000	7999999999	Internal

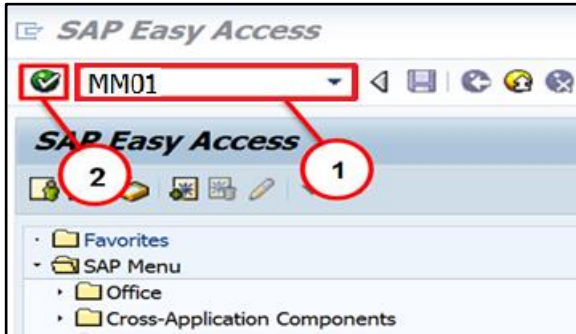
#### 1.1 Creation of Material Master:-


##### Path to Create Material Master Record:-

SAP Menu Path | Logistics => Materials Management => Material Master => Material

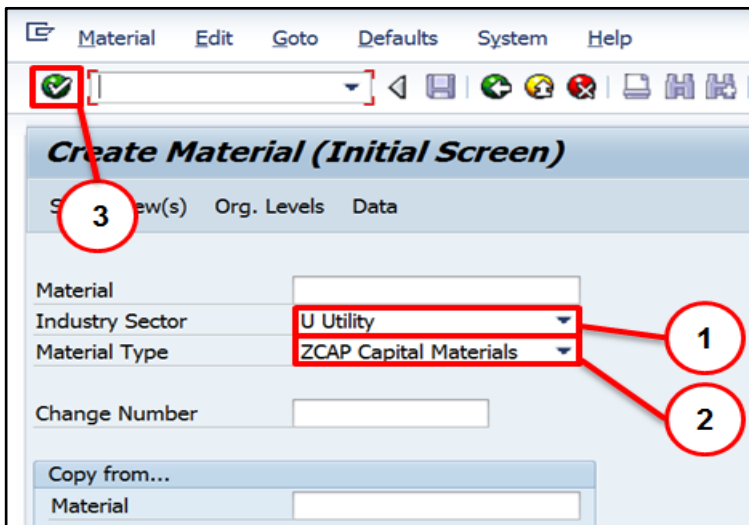
	=>Create (General)=>Immediately
SAP T-code	MM01


### 1.1.1 SAP Easy Access



Step	Action
(1)	<b>MM01</b> is now entered in the <b>Transaction box</b> .
(2)	Click <b>Enter</b>  .

### 1.1.2 MM01 – Create Material



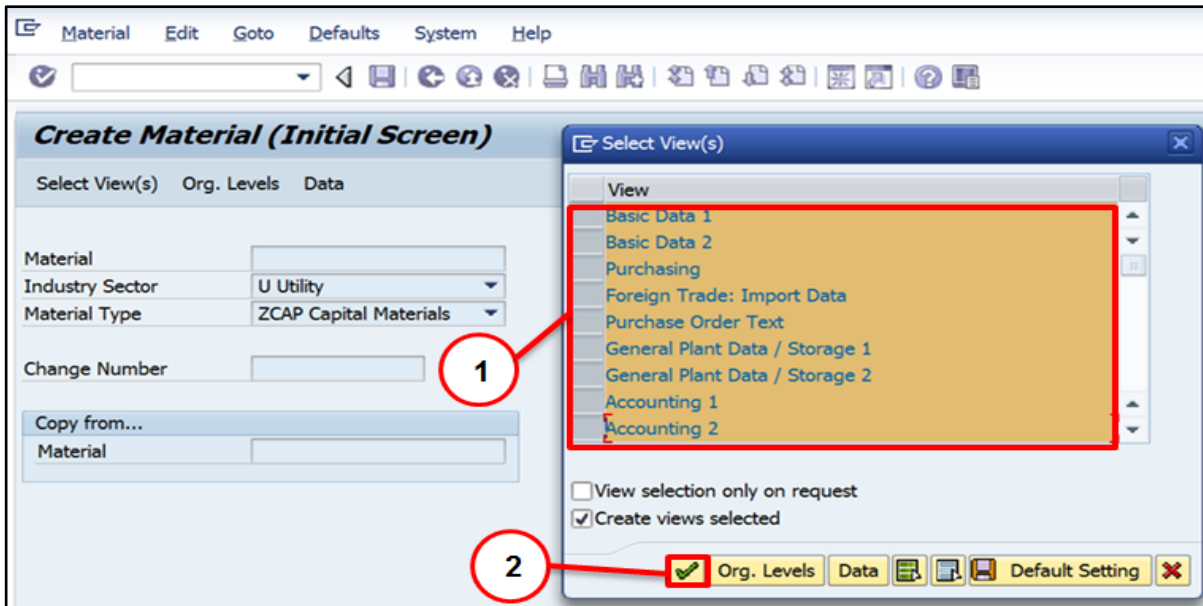
Step	Action
(1)	<b>Industry Sector:</b> Select the Industry Sector (U-Utility)
(2)	<b>Material Type:</b> Select the Material Type
(3)	Click <b>Enter</b>  .


**Note:-** Material Number range is Internal, so Material number will be generated automatically after saving transaction.

### 1.1.3 MM01 – Create Material

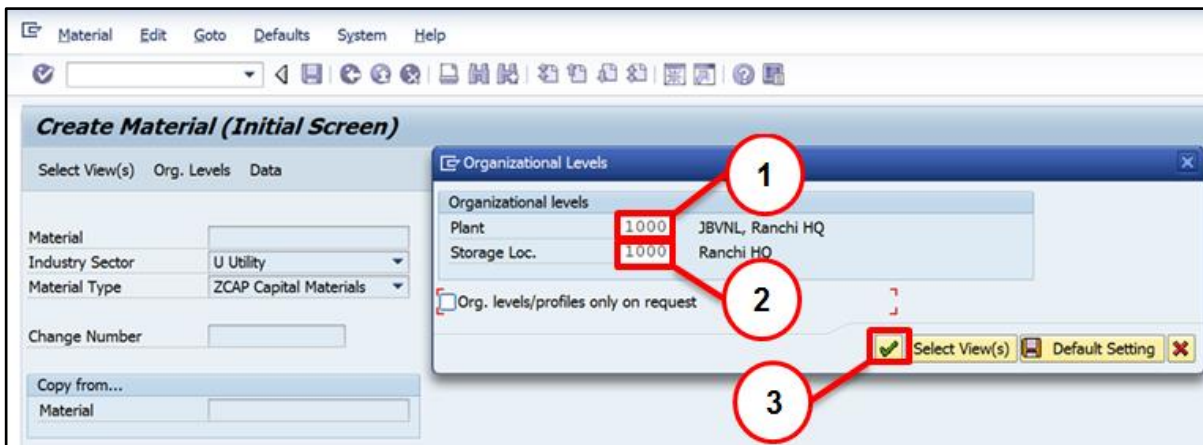
Select required views to create material.






Step	Action
(1)	<b>Select View(s):</b> Select views
(2)	Click <b>Continue (Enter)</b>  .
<b>Note:-</b>	If you want to maintain MRP view then you can select and Maintain it.

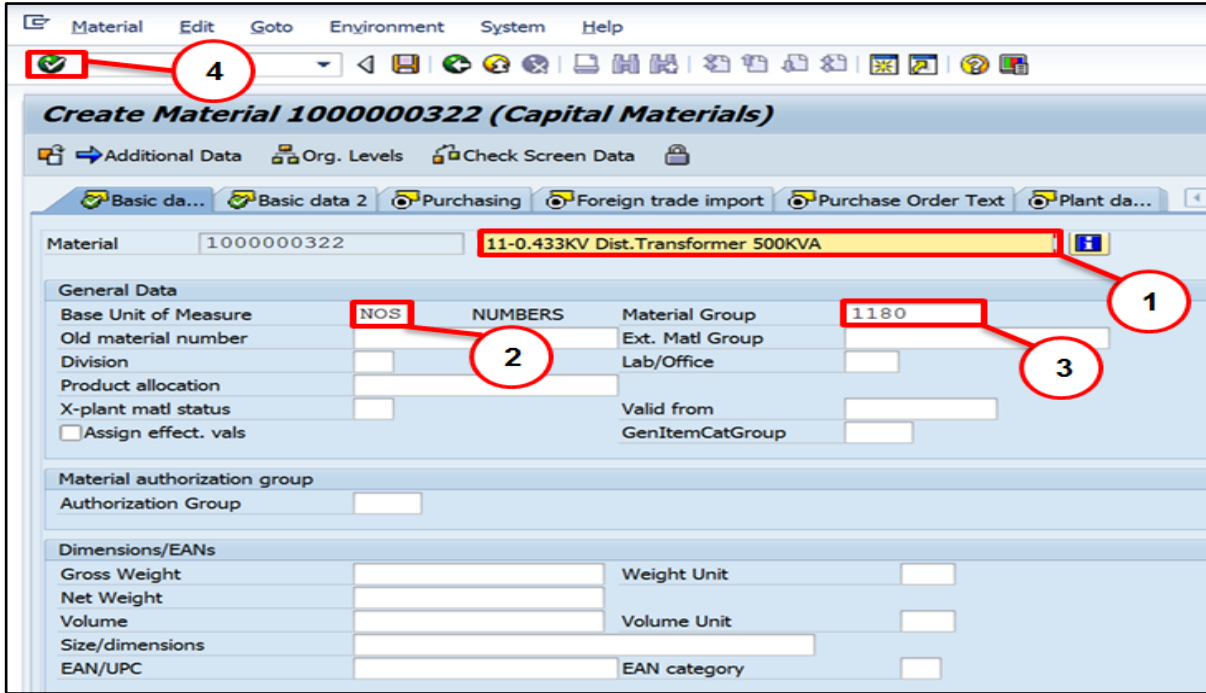
#### 1.1.4 MM01 – Create Material




Step	Action
(1)	<b>Plant:</b> Select the Plant
(2)	<b>Storage Loc.:</b> Select the Storage Location
(3)	Click <b>Continue (Enter)</b>  .



### 1.1.5 MM01 – Create Material

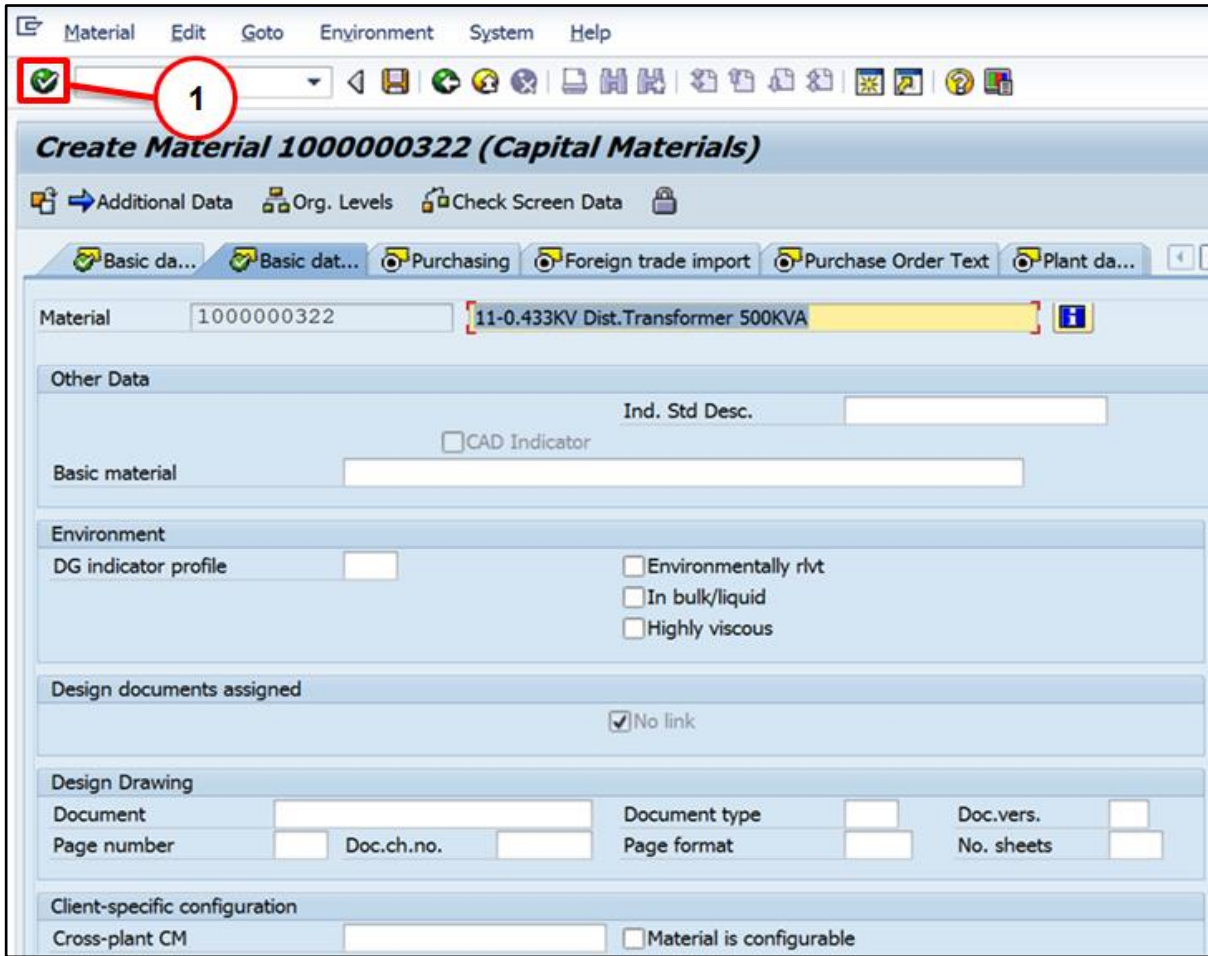


The screenshot shows the SAP MM01 'Create Material' screen. The material number is 1000000322 and the description is '11-0.433KV Dist. Transformer 500KVA'. The Base Unit of Measure is 'NOS' and the Material Group is '1180'. Red boxes and numbers 1-4 highlight key fields and the Enter key.

Step	Action
(1)	<b>Material Description:</b> Input Material description (Limit:-40 Characters only)
(2)	<b>Base Unit of Measure:</b> Select the Base Unit of Measure
(3)	<b>Material Group:</b> Select the Material Group
(4)	Click <b>Enter</b>  .

Note: - Old material number or or any another field could additionally added if details available.

### 1.1.6 MM01 – Create Material



**Create Material 1000000322 (Capital Materials)**

Additional Data   Org. Levels   Check Screen Data

Basic da...   Basic dat...   Purchasing   Foreign trade import   Purchase Order Text   Plant da...

Material: 1000000322   11-0.433KV Dist. Transformer 500KVA

**Other Data**

Ind. Std Desc.    CAD Indicator

**Basic material**

**Environment**

DG indicator profile    Environmentally rvt  
 In bulk/liquid  
 Highly viscous

**Design documents assigned**


No link

**Design Drawing**

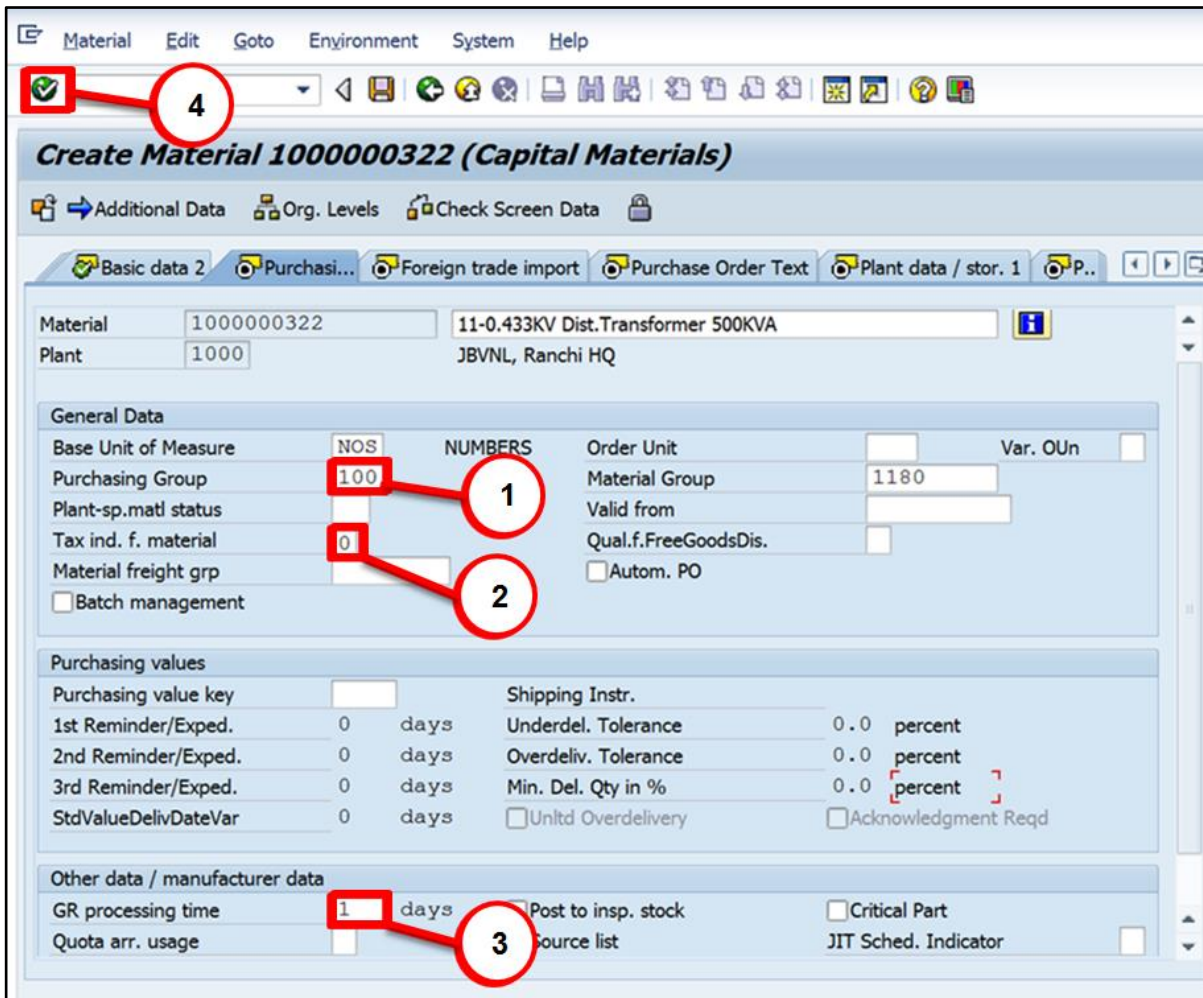
Document   Document type   Doc.vers.  
Page number   Doc.ch.no.   Page format   No. sheets

**Client-specific configuration**

Cross-plant CM    Material is configurable

Step	Action
(1)	Click <b>Enter</b>  .

### 1.1.7 MM01 – Create Material



**Material** 1000000322      11-0.433KV Dist.Transformer 500KVA  
**Plant** 1000      JBVNL, Ranchi HQ

**General Data**


Base Unit of Measure	NOS	NUMBERS	Order Unit	Var. OUn
Purchasing Group	100		Material Group	1180
Plant-sp.matl status			Valid from	
Tax ind. f. material	0		Qual.f.FreeGoodsDis.	
Material freight grp			<input type="checkbox"/> Autom. PO	
<input type="checkbox"/> Batch management				

**Purchasing values**

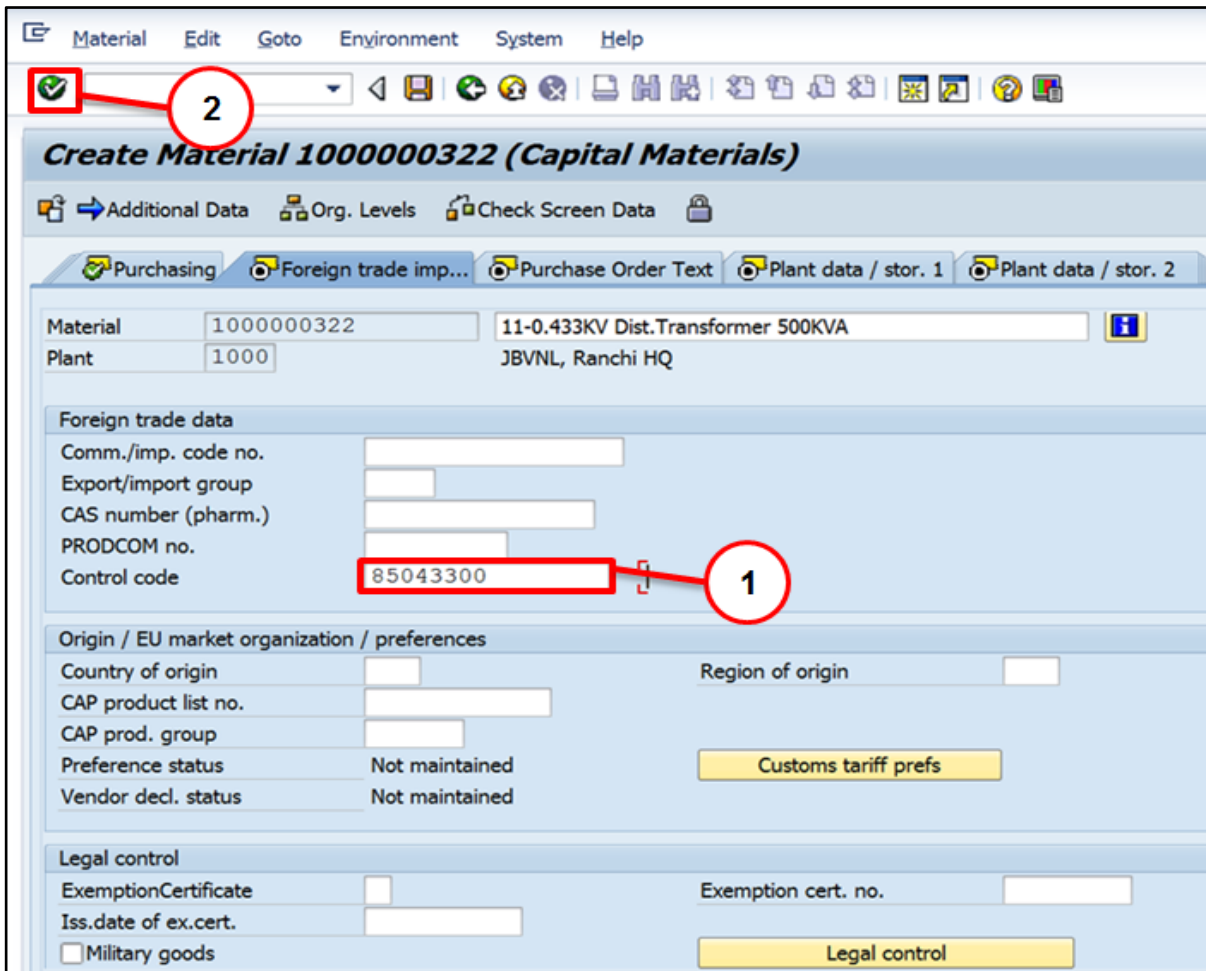
Purchasing value key		Shipping Instr.	
1st Reminder/Exped.	0 days	Underdel. Tolerance	0.0 percent
2nd Reminder/Exped.	0 days	Overdeliv. Tolerance	0.0 percent
3rd Reminder/Exped.	0 days	Min. Del. Qty in %	0.0 percent
StdValueDelivDateVar	0 days	<input type="checkbox"/> Unltd Overdelivery	<input type="checkbox"/> Acknowledgment Reqd


**Other data / manufacturer data**

GR processing time	1 days	<input type="checkbox"/> Post to insp. stock	<input type="checkbox"/> Critical Part
Quota arr. usage		<input type="checkbox"/> Source list	<input type="checkbox"/> JIT Sched. Indicator

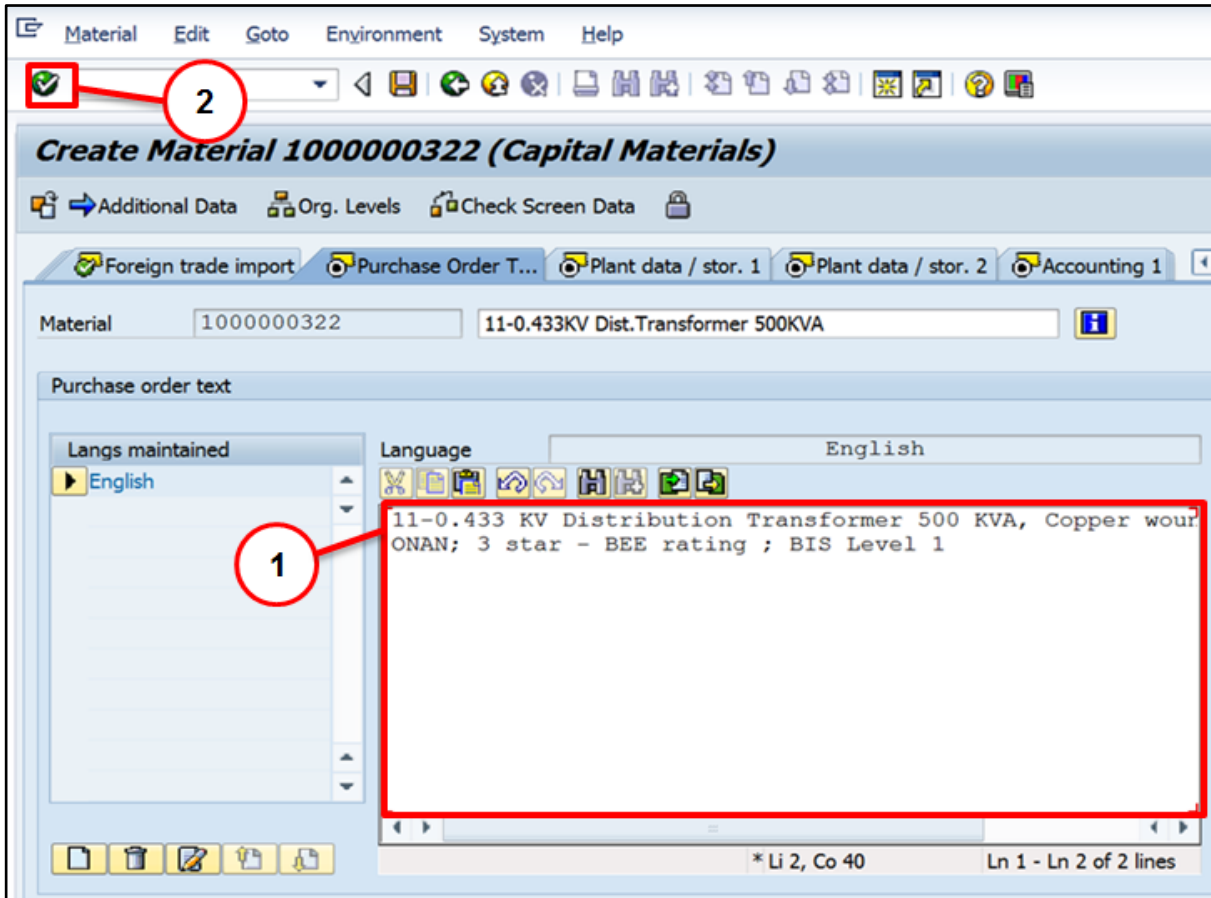
Step	Action
(1)	<b>Purchase Group:</b> Select the correct Purchase Group(Optional field)
(2)	<b>Tax Ind. For Material :</b> Input Tax Indicator for Material(Mandatory field)
(3)	<b>GR Processing Time:</b> Input the GR Processing Time (Optional field)
(4)	Click <b>Enter</b>  .


### 1.1.8 MM01 – Create Material



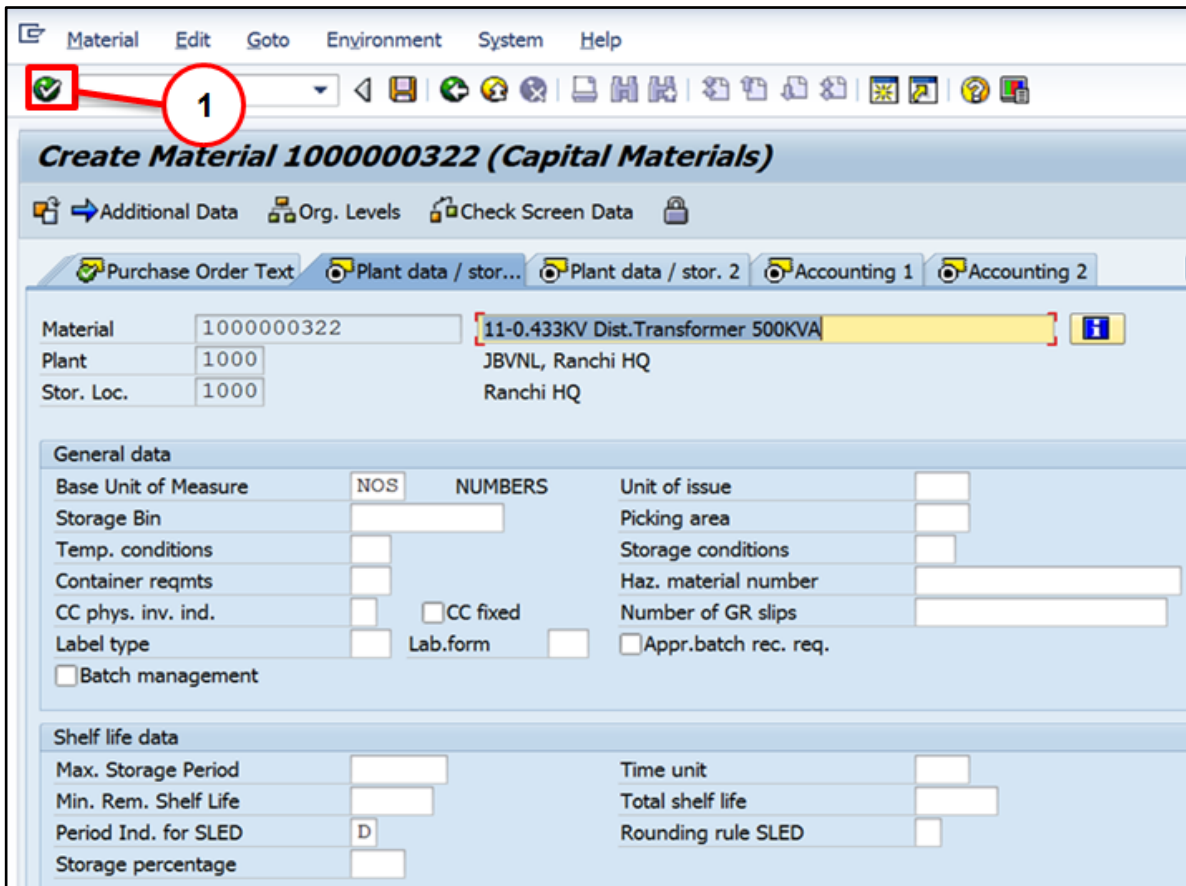
Step	Action
(1)	<b>Control Code:</b> Input the Control Code (HSN Code) Mandatory field
(2)	Click <b>Enter</b>  .

### 1.1.9 MM01 – Create Material



Step	Action
(1)	<b>Purchase Order Text:</b> Input the PO text, if available
(2)	Click <b>Enter</b>  .

### 1.1.10 MM01 – Create Material



**Create Material 100000322 (Capital Materials)**

Material: 100000322    11-0.433KV Dist.Transformer 500KVA

Plant: 1000    JBVNL, Ranchi HQ


Stor. Loc.: 1000    Ranchi HQ

**General data**

Base Unit of Measure	NOS	NUMBERS	Unit of issue	
Storage Bin			Picking area	
Temp. conditions			Storage conditions	
Container reqmts			Haz. material number	
CC phys. inv. ind.		<input type="checkbox"/> CC fixed	Number of GR slips	
Label type		Lab.form <input type="checkbox"/>	<input type="checkbox"/> Appr.batch rec. req.	
<input type="checkbox"/> Batch management				

**Shelf life data**

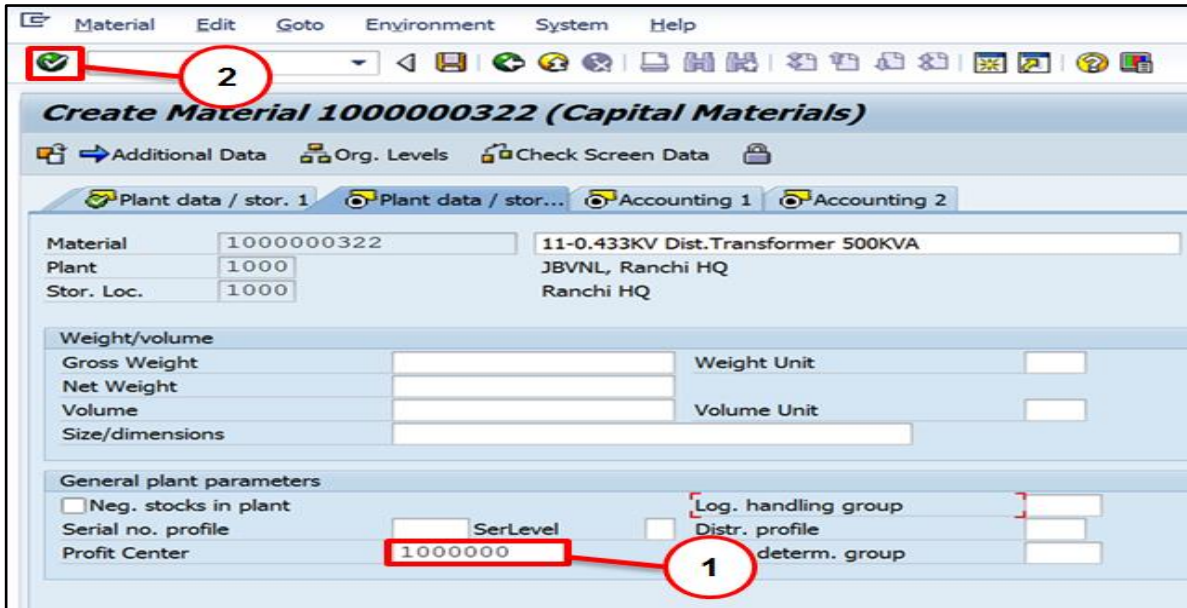
Max. Storage Period		Time unit	
Min. Rem. Shelf Life		Total shelf life	
Period Ind. for SLED	D	Rounding rule SLED	
Storage percentage			

Step	Action
(1)	Click <b>Enter</b>  .

Note: - Unit of issue or any another field could additionally added if details available.



### 1.1.11 MM01 – Create Material



**Create Material 1000000322 (Capital Materials)**


Additional Data    Org. Levels    Check Screen Data

Plant data / stor. 1    Plant data / stor...    Accounting 1    Accounting 2

Material: 1000000322    11-0.433KV Dist.Transformer 500KVA  
 Plant: 1000    JBVNL, Ranchi HQ  
 Stor. Loc.: 1000    Ranchi HQ

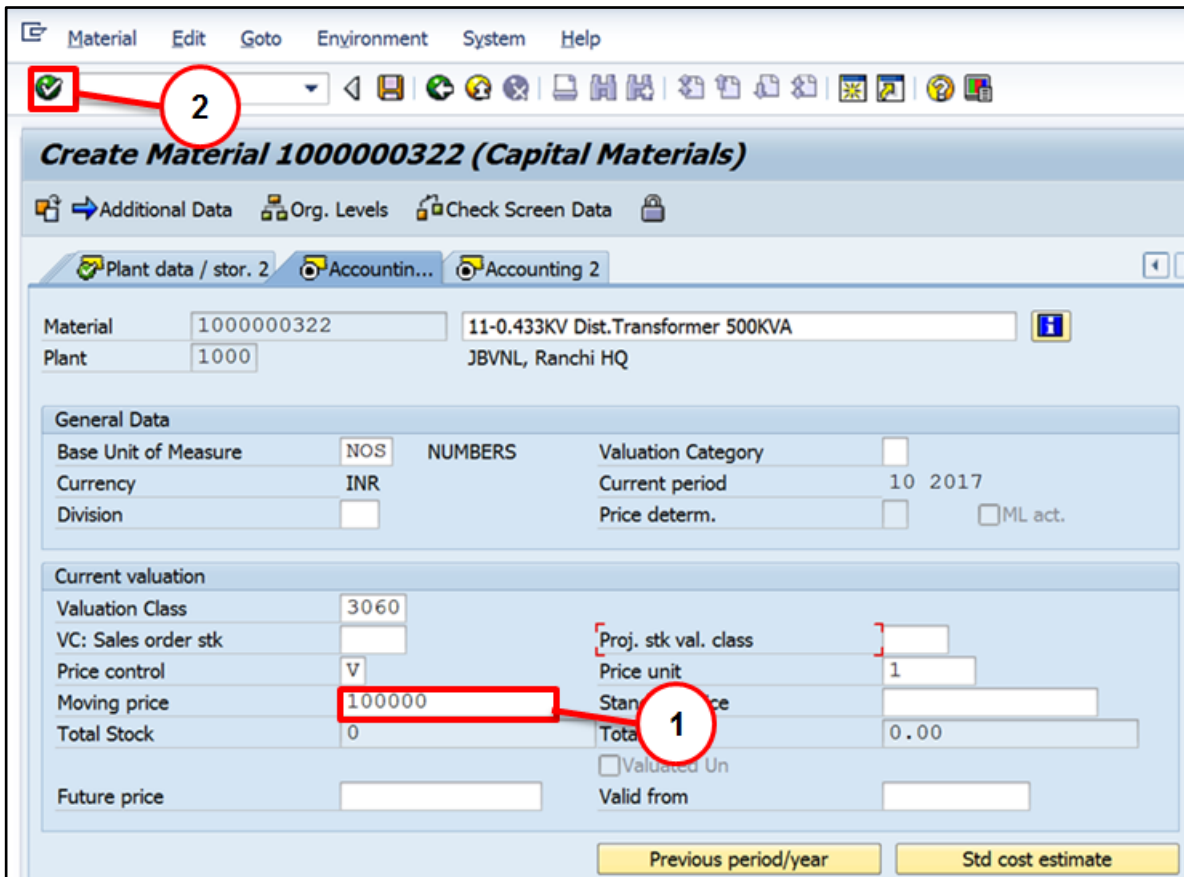
Weight/volume  
 Gross Weight    Weight Unit  
 Net Weight  
 Volume    Volume Unit  
 Size/dimensions

General plant parameters  
 Neg. stocks in plant    Log. handling group  
 Serial no. profile    SerLevel    Distr. profile  
 Profit Center: 1000000    determ. group

Step	Action
(1)	<b>Profit Center:</b> Select Correct Profit Center (Mandatory Field)
(2)	Click <b>Enter</b>  .



### 1.1.12 MM01 – Create Material



**Create Material 1000000322 (Capital Materials)**

Material: 1000000322    11-0.433KV Dist.Transformer 500KVA  
 Plant: 1000    JBVNL, Ranchi HQ


**General Data**

Base Unit of Measure: NOS    NUMBERS    Valuation Category:   
 Currency: INR    Current period: 10 2017  
 Division:     Price determ.:      ML act.

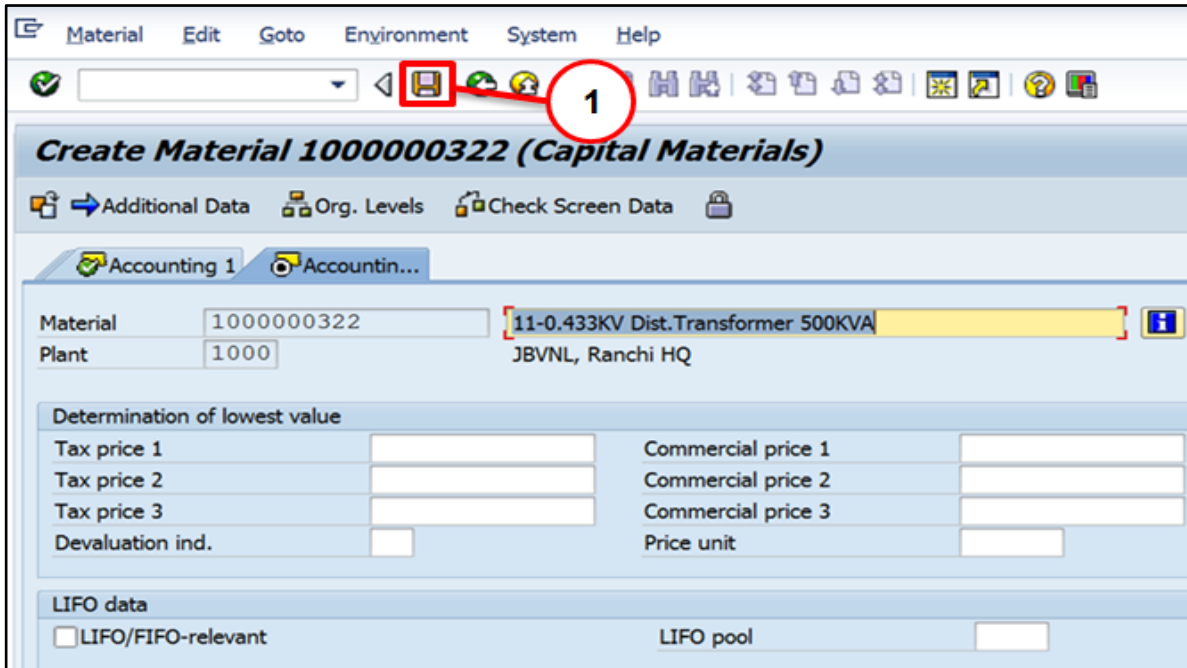
**Current valuation**


Valuation Class: 3060    Proj. stk val. class:   
 VC: Sales order stk:     Price unit: 1  
 Price control: V    **Moving price: 100000**    Stan...:   
 Total Stock: 0    **Total: 0.00**     Valuated Un  
 Future price:     Valid from:

Previous period/year    Std cost estimate

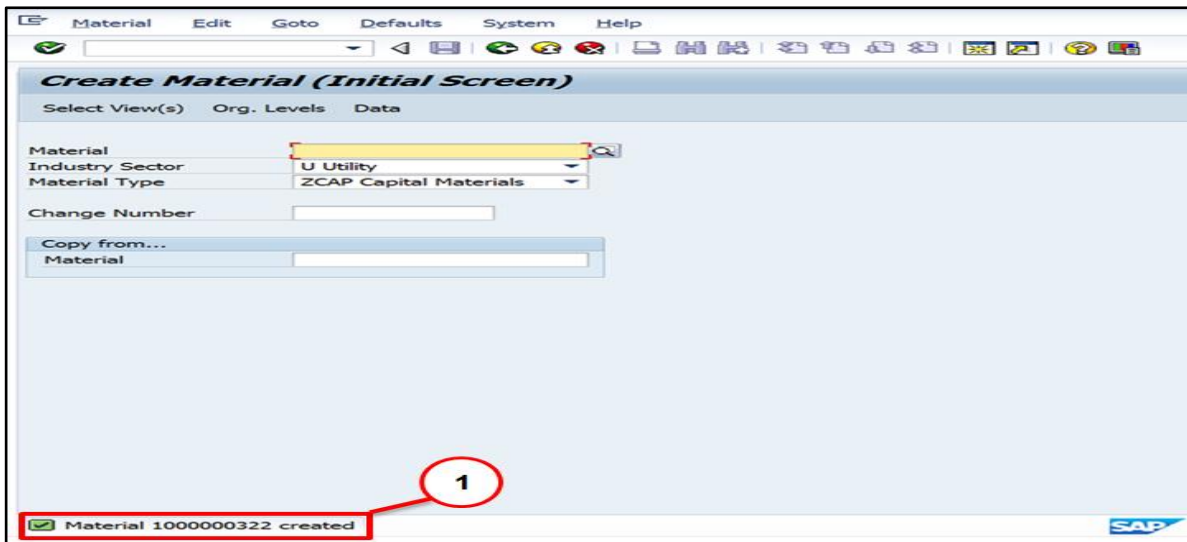
Step	Action
(1)	<b>Moving Price:</b> Input the Moving price (Optional Field) If you know then you can maintained it.
(2)	Click <b>Enter</b>  .

### 1.1.13 MM01 – Create Material



Step	Action
(1)	Click <b>Save</b> 

### 1.1.14 MM01 – Create Material



Step	Action
(1)	Material 1000000322 Created

## 1.2 Change of Material Master:-

**Path to Change Material Master Record:-**



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SAP Menu Path	Logistics => Materials Management => Material Master => Material =>Change=>Immediately
SAP T-code	MM02

**1.3 Display of Material Master:-**

**Path to Display Material Master Record:-**

SAP Menu Path	Logistics => Materials Management => Material Master => Material =>Display =>Display Current
SAP T-code	MM03

**2 Vendor Master Data**

The key points about vendor master are as follows:

This is the enterprise main source of vendor specific data. This data will include information on vendors from which a company can procure or it can sell.

Vendor Master Record will contain information like vendor's name, address.

Data in vendor master record is divided into three categories:-

**General Data:** - General data is maintained at client level and it is valid for all organizational levels.

**Accounting Data:** - Accounting data is maintained at company level and it is valid for all plants belonging to that company.

**Purchasing Data:** - Purchasing data is maintained at purchasing organization level.

Vendor master has the three characteristics which will be discussing one by one in below context.

**A. Vendor Account Group:-**

Vendors are categorized according to requirements and some of the vendors having similar characteristics are grouped together and placed in one category. For Example: All local vendors can be placed under one account group.

Sr.No.	Vendor A/c Group	Description	Remark
1	ZDOM	Domestic Vendor	ZDOM-Domestic Vendor

Sr.No.	Vendor A/c Group	Description	Remark
2	ZSRV	Service Vendor	ZSRV-Service Vendor
3	ZIMP	Import Vendor	ZIMP-Import Vendor

### B. Number Range:-

When we create vendor master record every vendor is recognized by a number, that number will be unique and known as vendor number.

Vendor no., address like street name, postal code, country, bank details of vendor, accounting information of the vendor, terms of payment that are defined between company and vendor (if available) are saved while creating the vendor master.

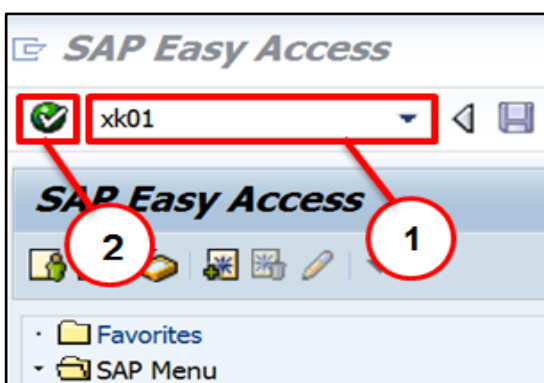
V. A/c Group	Name	From	To	Number Range
ZDOM	Domestic Vendor	1000000	1999999	Internal
ZSRV	Service Vendor	2000000	2099999	Internal
ZIMP	Import Vendor	3000000	3099999	Internal


### 2.1 Creation of Vendor Master:-

#### Path to Create Vendor Master Record:-

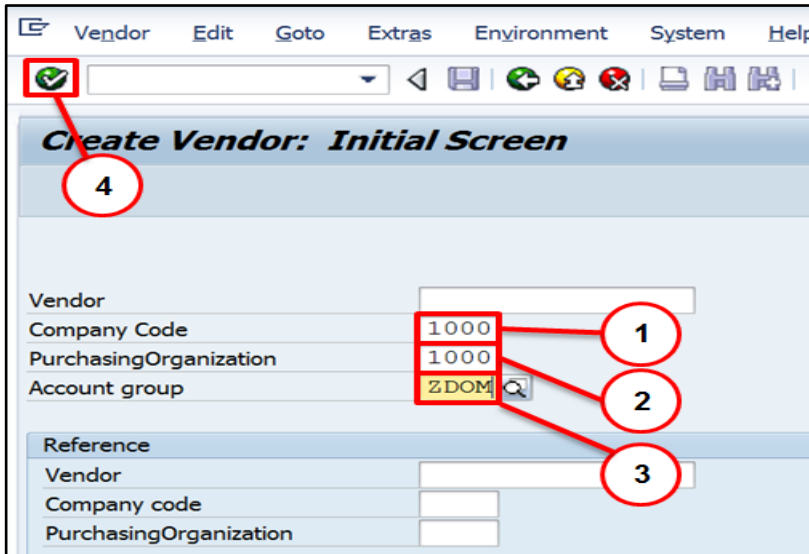
SAP Menu Path	Logistics => Materials Management => Purchasing=> Master Data=> Vendor => Central => Create
SAP T-code	XK01


#### 2.1.1 SAP Easy Access



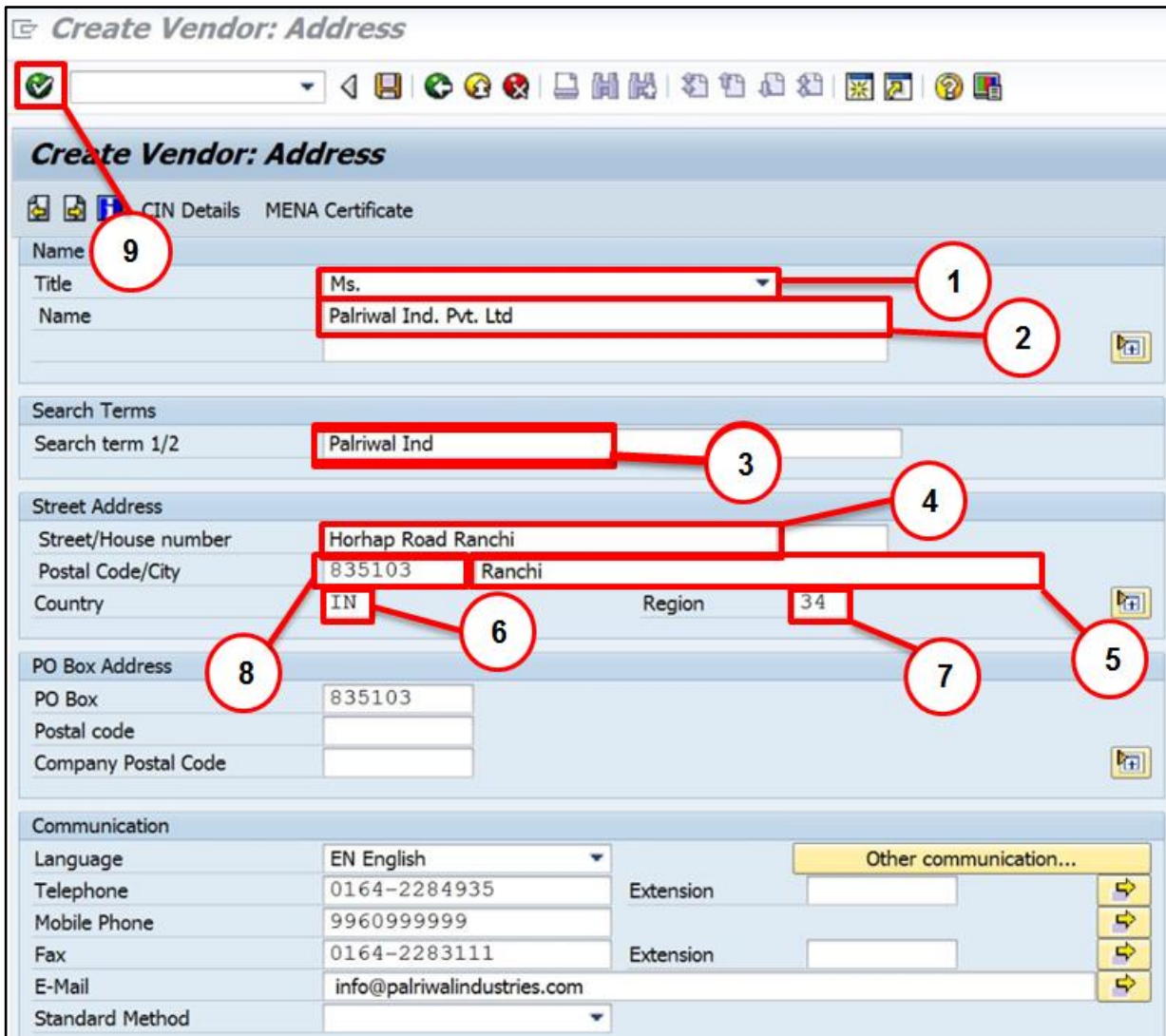
Step	Action
(1)	<b>XK01</b> is now entered in the <b>Transaction box</b> .
(2)	Click <b>Enter</b>  .

### 2.1.2 XK01 – Create Vendor



Step	Action
(1)	<b>Company Code:</b> 1000
(2)	<b>Purchase Organization :</b> 1000
(3)	<b>Account Group:</b> Input Account Group ZDOM
(4)	Click <b>Enter</b> 

### 2.1.3 XK01 – Create Vendor



**Create Vendor: Address**

**Name** 9

**Title** 1 Ms. 2

**Name** 2 Palriwal Ind. Pvt. Ltd

**Search Terms**

**Search term 1/2** 3 Palriwal Ind 4

**Street Address**

**Street/House number** 4 Horhap Road Ranchi

**Postal Code/City** 5 835103 Ranchi 5

**Country** 6 IN 6 **Region** 7 34 5

**PO Box Address** 8

**PO Box** 8 835103 7

**Postal code**

**Company Postal Code**

**Communication**

**Language** EN English 5 **Other communication...**


**Telephone** 0164-2284935 **Extension**

**Mobile Phone** 9960999999 **Extension**

**Fax** 0164-2283111 **Extension**

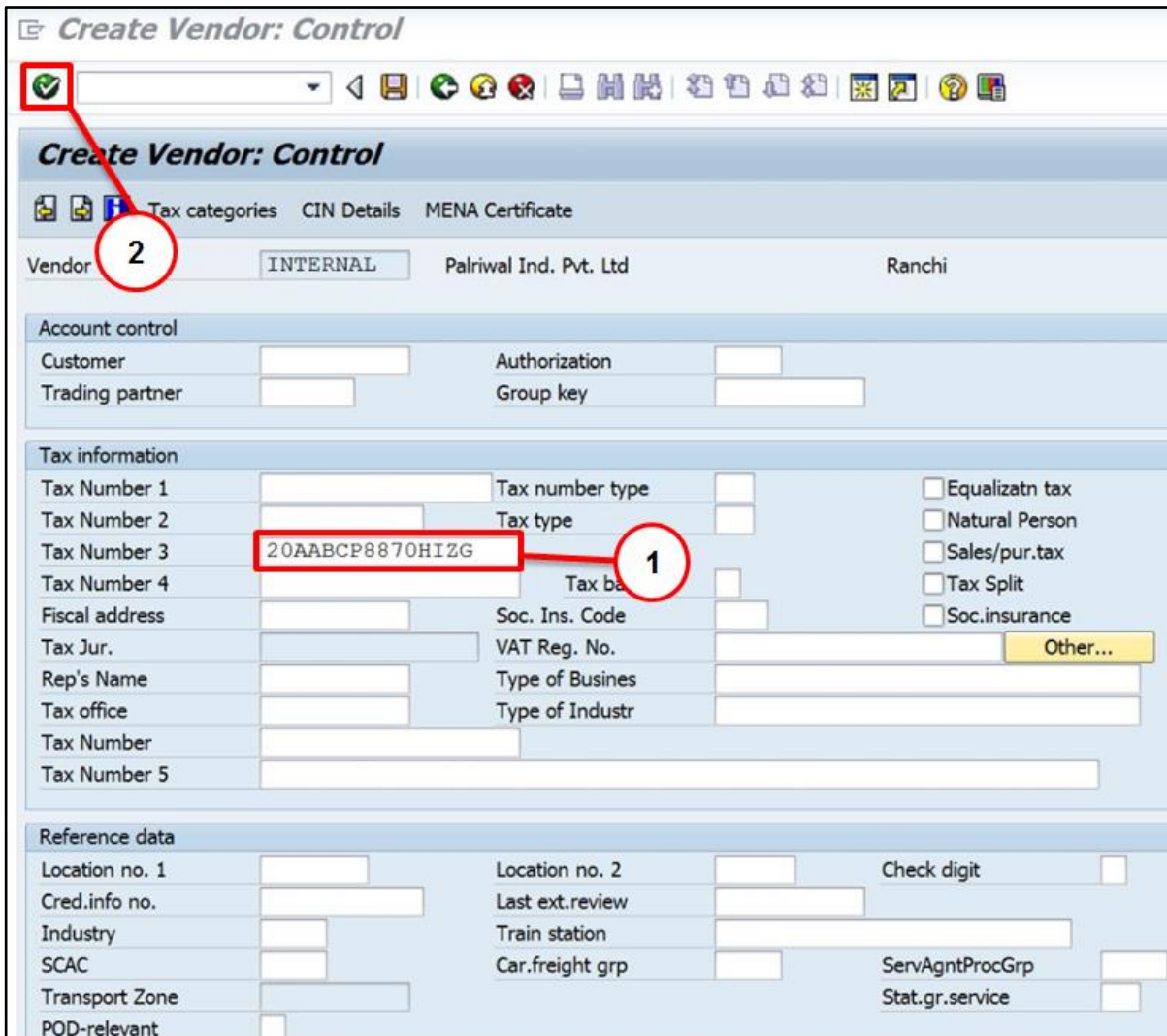
**E-Mail** info@palriwalindustries.com **Extension**

**Standard Method**

Step	Action
(1)	<b>Title:</b> Input the Title
(2)	<b>Name :</b> Input the Name of Vendor
(3)	<b>Search term 1/2:</b> Input the Search term
(4)	<b>Street/House number:</b> Input the address of vendor
(5)	<b>City:</b> Input the City
(6)	<b>Country:</b> Select the Country
(7)	<b>Region:</b> Select the Region
(8)	<b>Postal code:</b> Input Postal Code
(9)	Click <b>Enter</b> 



### 2.1.4 XK01 – Create Vendor



**Create Vendor: Control**

Tax categories CIN Details MENA Certificate

Vendor **INTERNAL** Palriwal Ind. Pvt. Ltd Ranchi

Account control


Customer Authorization  
Trading partner Group key

Tax information

Tax Number 1 Tax number type  Equalizatn tax  
Tax Number 2 Tax type  Natural Person  
Tax Number 3 **20AABCP8870HIZG**  Sales/pur.tax  
Tax Number 4 Tax ba  Tax Split  
Fiscal address Soc. Ins. Code  Soc.insurance  
Tax Jur. VAT Reg. No.  Other...  
Rep's Name Type of Busines  
Tax office Type of Industr  
Tax Number  
Tax Number 5

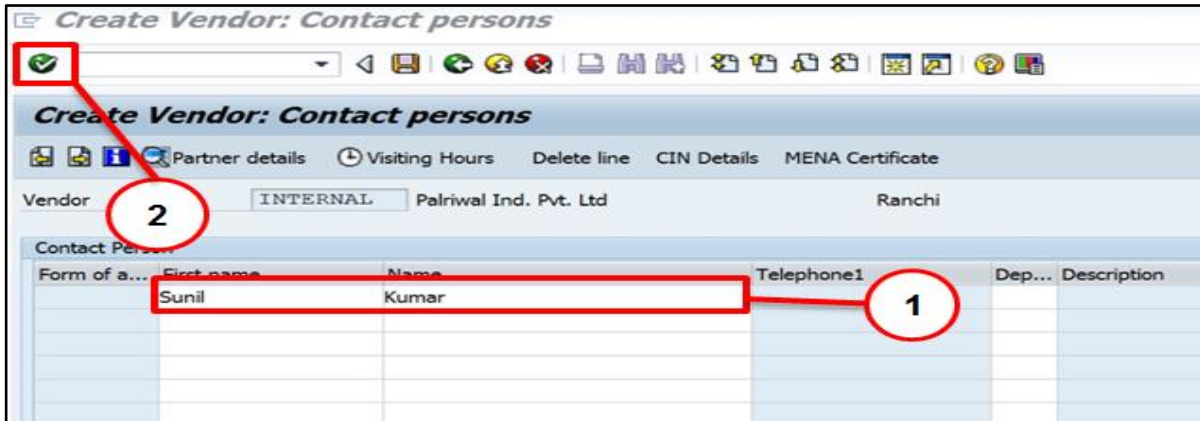
Reference data


Location no. 1 Location no. 2 Check digit  
Cred.info no. Last ext.review  
Industry Train station  
SCAC Car.freight grp ServAgntProcGrp  
Transport Zone Stat.gr.service  
POD-relevant

Step	Action
(1)	<b>Tax Number 3:</b> Input the GSTIN number of vendor (Mandatory Field) 15 Digit
(2)	Click <b>Enter</b> 




### 2.1.5 XK01 – Create Vendor



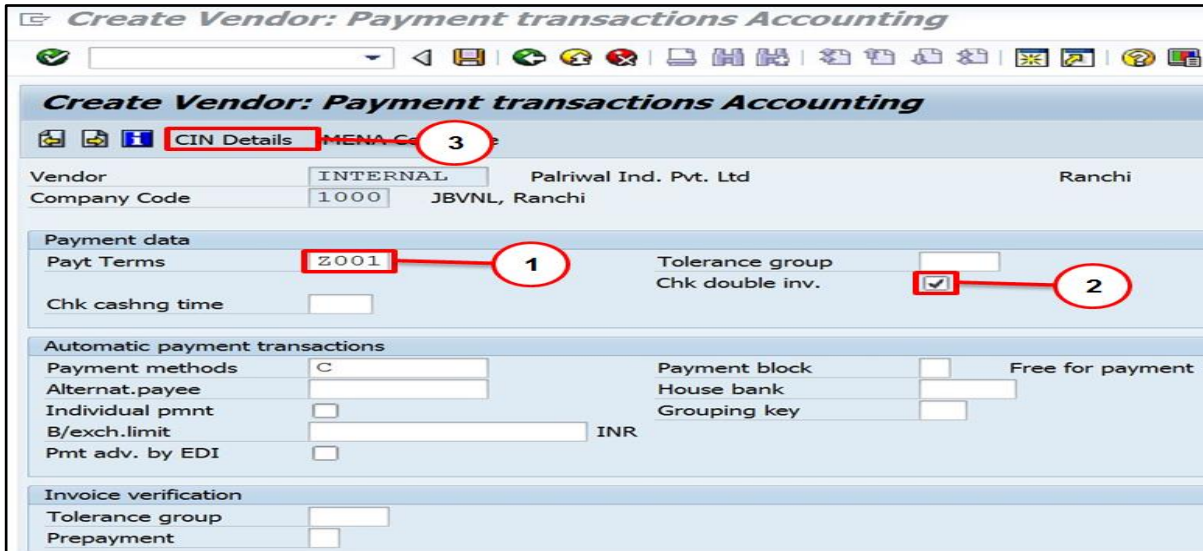
Step	Action
(1)	<b>First Name:</b> Input the Name of Contact Person (Optional Field)
(2)	Click Enter 

### 2.1.6 XK01 – Create Vendor



Step	Action
(1)	<b>Recon.Account :</b> Select the Reconciliation Account(Mandatory Field)
(2)	Click Enter 

### 2.1.7 XK01 – Create Vendor



**Create Vendor: Payment transactions Accounting**

Vendor: INTERNAL Palriwal Ind. Pvt. Ltd Ranchi  
Company Code: 1000 JBVNL, Ranchi

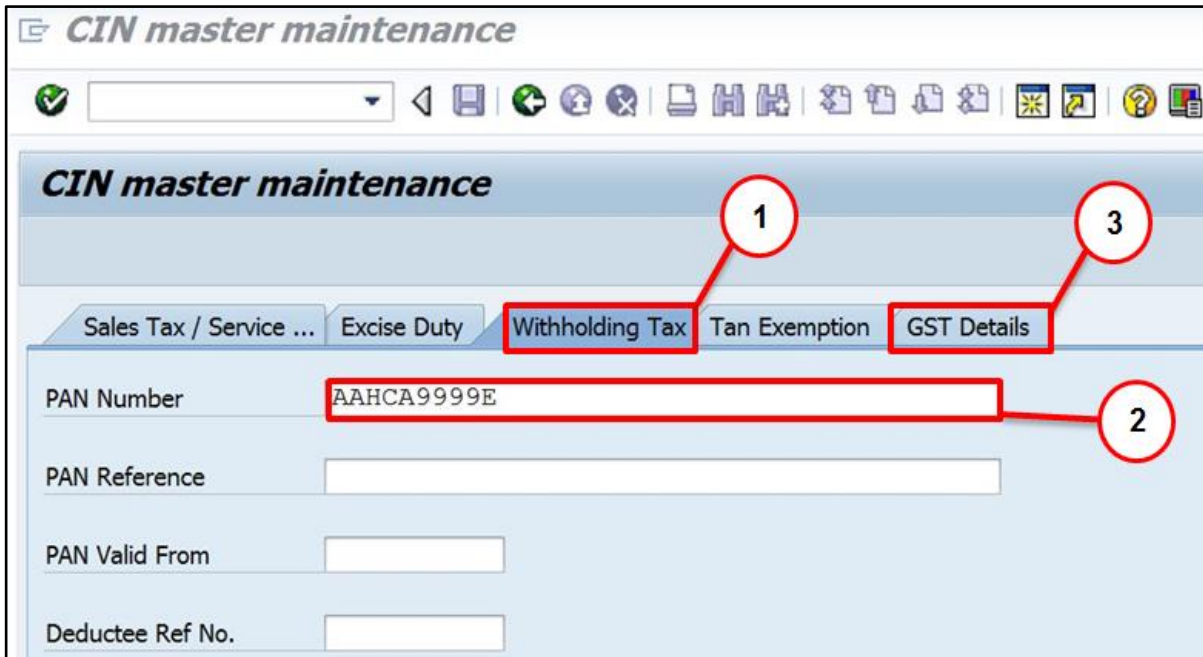
**Payment data**  
Payt Terms: Z001 (1) Tolerance group: [ ]  
Chk double inv.:  (2)

**Automatic payment transactions**  
Payment methods: C Payment block: [ ] Free for payment: [ ]  
Alternat.payee: [ ] House bank: [ ]  
Individual pmnt: [ ] Grouping key: [ ]  
B/exch.limit: [ ] INR  
Pmt adv. by EDI: [ ]

**Invoice verification**  
Tolerance group: [ ]  
Prepayment: [ ]

Step	Action
(1)	<b>Payment Terms</b> : Select the Payment Terms
(2)	<b>Check double invoice</b> : Ticked
(3)	Click <b>CIN Details</b> Tab

### 2.1.8 XK01 – Create Vendor



**CIN master maintenance**

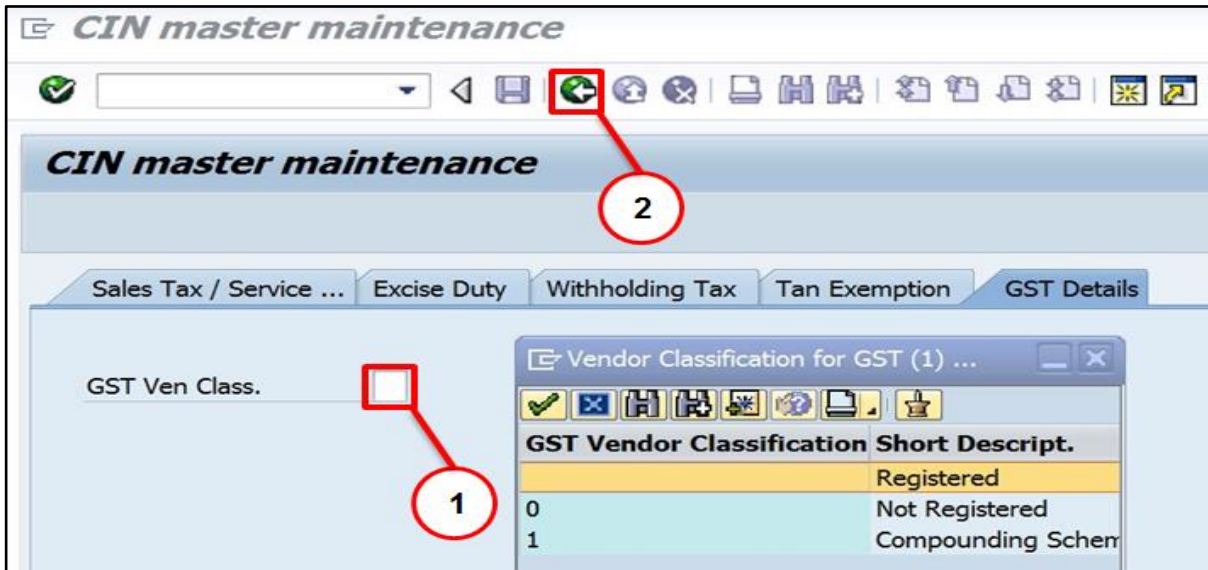
Sales Tax / Service ... Excise Duty **Withholding Tax** Tan Exemption **GST Details**


PAN Number: AAHCA9999E (2)

PAN Reference: [ ]  
PAN Valid From: [ ]  
Deductee Ref No.: [ ]

Step	Action
(1)	<b>Withholding Tax</b> : Select Withholding Tax tab
(2)	<b>PAN Number</b> : Input PAN Number( 10 Digit)
(3)	<b>GST Details</b> : Select GST Details tab

























### 2.1.9 XK01 – Create Vendor





Step	Action
(1)	<b>GST Ven Class.</b> : Select the Vendor Classification for GST
(2)	Click <b>Back</b> 

**2.1.10 XK01 – Create Vendor**

**Create Vendor: Payment transactions Accounting**

**Create Vendor: Payment transactions Accounting**

  **CIN Details**    **MENA Certificate**

**Vendor**        Palriwal Ind. Pvt. Ltd    **Ranchi**  
**Company Code**        JBVNL, Ranchi

**Payment data**


**Payt Terms**        **Tolerance group**      
**Chk cashng time**        **Chk double inv.**   

**Automatic payment transactions**

**Payment methods**        **Payment block**        Free for payment  
**Alternat.payee**        **House bank**      
**Individual pmnt**        **Grouping key**      
**B/exch.limit**        **INR**  
**Pmt adv. by EDI**   

**Invoice verification**

**Tolerance group**      
**Prepayment**   

Step	Action
(1)	Click <b>Enter</b> 



### 2.1.11 XK01 – Create Vendor

**Create Vendor: Purchasing data**

Vendor: INTERNAL Palriwal Ind. Pvt. Ltd Ranchi  
Purchasing Org.: 1000 JBVNL

**Conditions**

Order currency	INR	1
Terms of paymnt	Z001	2
Incoterms		
Minimum order value		
Schema Group, Vendor	01 Standard schema vendor	
Pricing Date Control	No control	3
Order optim.rest.		

**Sales data**

Acc. with vendor

**Control data**

<input checked="" type="checkbox"/> GR-Based Inv. Verif.	ABC indicator	
<input type="checkbox"/> AutoEvalGRSetmt Del.	ModeOfTrnsprt-Border	
<input type="checkbox"/> AutoEvalGRSetmt Ret	Office of entry	
<input type="checkbox"/> Acknowledgment Reqd	Sort criterion	By VSR sequence number
<input type="checkbox"/> Automatic purchase order	PROACT control prof.	
<input type="checkbox"/> Subsequent settlement	<input type="checkbox"/> Revaluation allowed	
<input type="checkbox"/> Subseq. sett. index	<input type="checkbox"/> Grant discount in kind	
<input type="checkbox"/> B.vol.comp./ag.nec.	<input type="checkbox"/> Relevant for Price Det. (Vendor Hierarchy)	
<input type="checkbox"/> Doc. index active	<input type="checkbox"/> Relevant for agency business	

Returns vendor

Srv.-Based Inv. Ver. Shipping Conditions

**Default data material**

Purchasing group   
Planned deliv. time  Day(s)  
Confirmation Control   
Unit of measure grp   
Rounding Profile


**Service data**

Price marking agreed   
Rack-jobbing service agreed   
Order entry by vendor   
Serv. level



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Step	Action
(1)	<b>Order Currency</b> : Select Order Currency
(2)	<b>Terms of Payment</b> : Select the Payment Terms
(3)	<b>Schema Group, Vendor</b> : Select correct Schema Group-Vendor
(4)	<b>GR-Based Inv.Verif</b> : Ticked
(5)	Click <b>Save</b> 
Note: - For service vendor:-Pls ticked “ <b>Srv.Based Inv.Ver.</b> ”	

Vendor 0001000003 has been created for company code 1000 purchasing organization 1000

## 2.2 Change of Vendor Master:-

### Path to Change Vendor Master Record:-

SAP Menu Path	Logistics => Materials Management => Purchasing=> Master Data=> Vendor => Central => Change
SAP T-code	XK02

## 2.3 Display of Vendor Master:-

### Path to Display Vendor Master Record:-

SAP Menu Path	Logistics => Materials Management => Purchasing=> Master Data=> Vendor => Central => Display
SAP T-code	XK03

## 3 Service Master Data

Every organization acquires goods to complete its business needs. Besides these goods procurement, an organization may require occasionally some kind of services. These services will include small maintenance task like changing the lights, painting and housekeeping. These services are carried out by external contractors and hence the whole process of procurement of services is known as service management. The key points about service management are as follows.

- Services are meant for direct consumption instead of keeping them in inventory.
- Service description along with unit of measure is stored as master data in a record that is known as service master record.



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- System stores the services that have been procured as a record in a sheet called as service entry sheet.

**Service procurement is of following two types:-**

**Planned Services:** - In planned services at the time of procurement specifications like quantity and price are known in advance. It means nature and scope of service is clear before procurement.

**Unplanned Services:** - In unplanned services at the time of procurement specifications like quantity and price are not known in advance. It means nature and scope of service is not clear before procurement. These services can be extended as per the requirement.

**A. Service Category:-**

Key used to differentiate between services according to their usage.

The service category defines certain attributes of the service and has a control function.

Sr.No.	Service Category	Description
1	All	Service

**B. Service Group:-**

Key that you use to group together several services with the same attributes.

Sr.No.	Service Group	Description
1	3000	SERVICE-PROJECT
2	3001	SERVICE-OP & MAINT.

**C. Number Range:-**

Specifies the number of the service master record for which you want to enter, change or display data.

Service Category(4)	Description(25)	From	To	Number Range
All	Service	10000000	19999999	Internal

Service master record contains the detail of all the services that can be procured from external vendor within an organization. Service master record contains description of



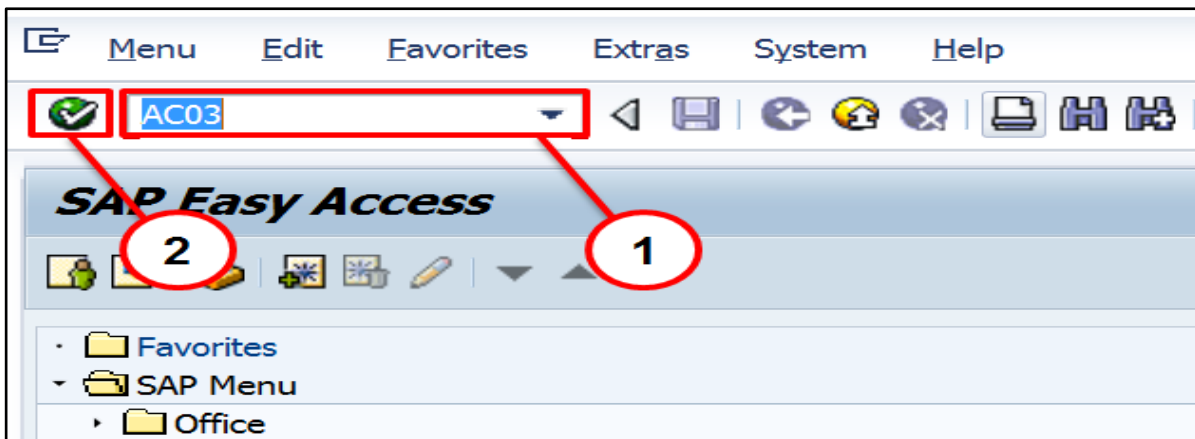
services along with the unit of measure. This master record serves as a reference for creating service purchase order but it is not necessary, service purchase order can also be created manually without reference. Service master record can be created by following the below steps.


### 3.1 Create Service Master Record:-

#### Path to Create Service Master Record:-

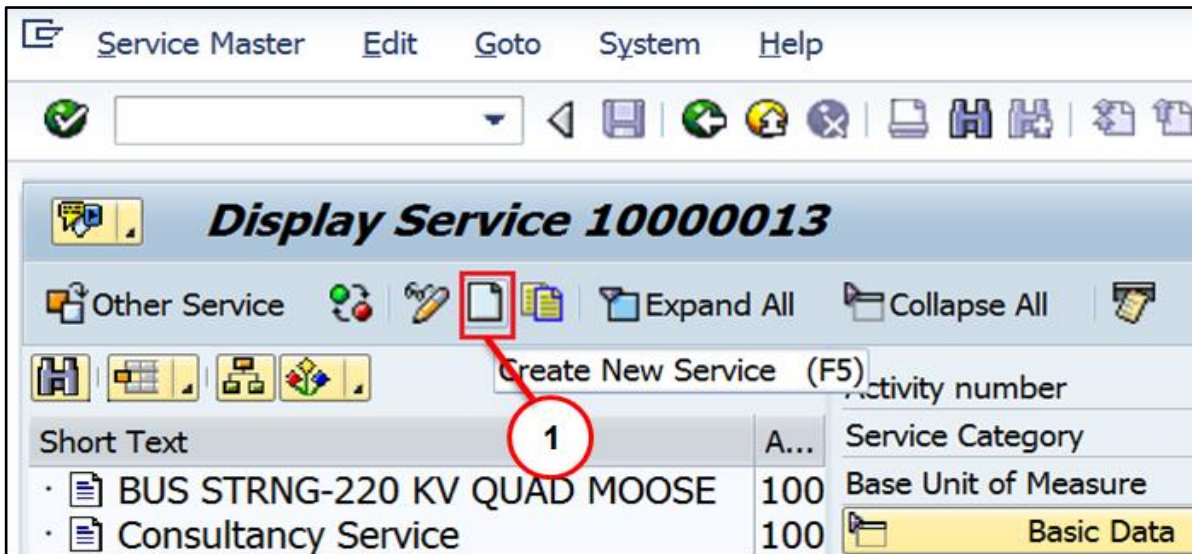
SAP Menu Path	Logistics => Materials Management => Service Master => Service => Service Master
SAP T-code	AC03

#### 3.1.1 SAP Easy Access



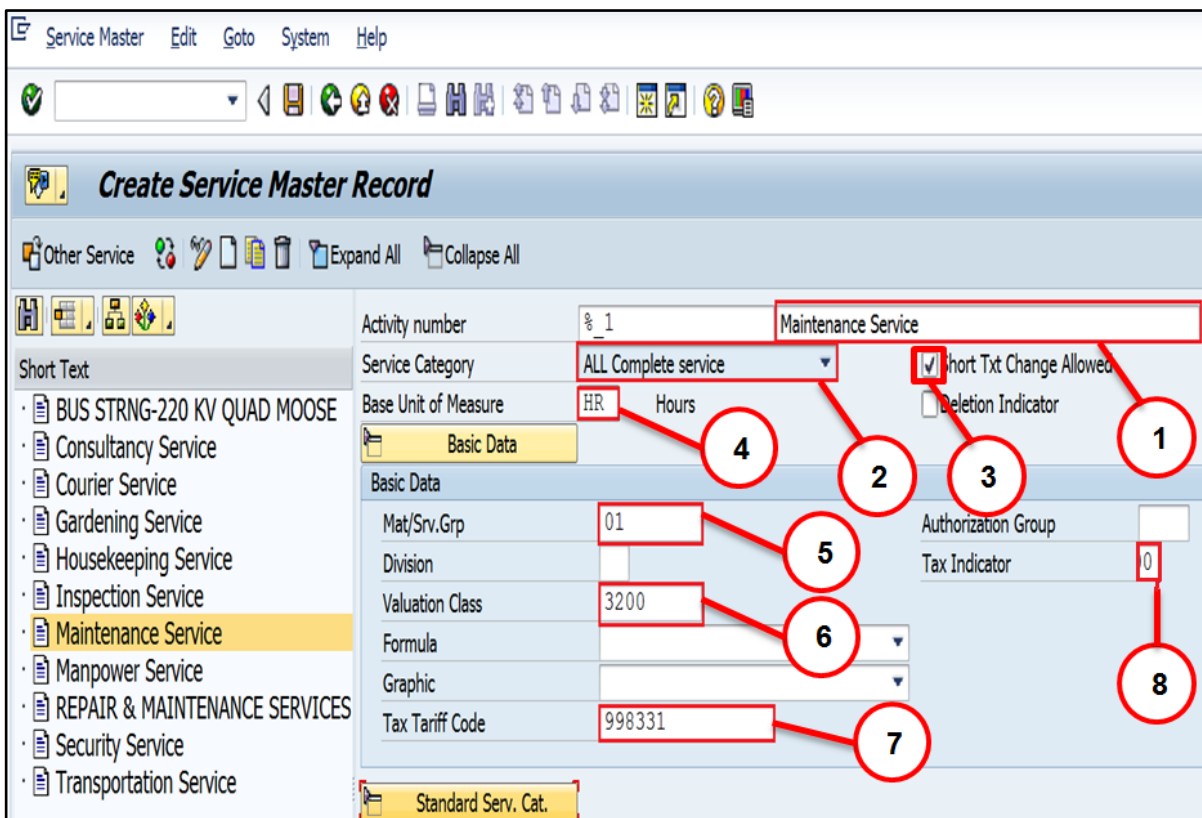
Step	Action
(1)	<b>AC03</b> is now entered in the <b>Transaction box</b> .
(2)	Click <b>Enter</b>  .

### 3.1.2 AC03 – Display Service



Step	Action
(1)	Click “Create New Service”

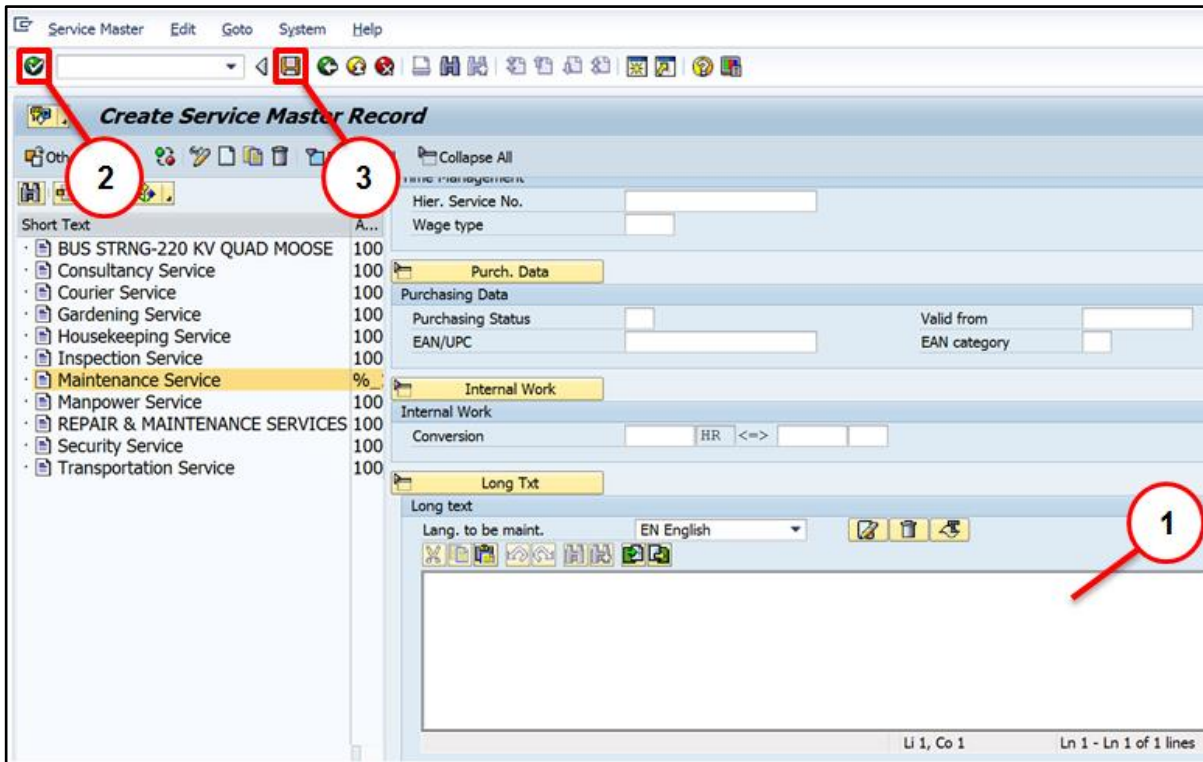
### 3.1.3 AC03 – Create Service Master Record





Step	Action
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Step	Action
(1)	<b>Service Short text:</b> Input Short text of Service
(2)	<b>Service Category:</b> Input Short text of Service
(3)	<b>Short text Change allowed:</b> Ticked
(4)	<b>Base UOM:</b> Input the UOM
(5)	<b>Mat/Sev.Group:</b> Input the Service Group
(6)	<b>Valuation Class:</b> Input the Valuation Class
(7)	<b>Tax Tariff Code:</b> Input the SAC code
(8)	<b>Tax Indicator:</b> Input Tax Indicator

### 3.1.4 AC03 – Create Service Master Record



Step	Action
(1)	<b>Long text:</b> Input Long text of Service
(2)	Click <b>Enter</b>  .
(3)	Click <b>Save</b>  . You can also press <b>Ctrl+S</b> .



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### 3.1.5 AC03 – Create Service Master Record



Step	Action
(1)	<b>Data records Saved:</b> Activity number assigned(10000019)

**Manual End**