



# Service Procurement



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## Planned & Unplanned Service procurement

What is Service Procurement Process?

Service procurement is the activity of hiring (and managing) service providers who deliver people-based services to an enterprise – technical consulting companies, specialty service agencies, or maintenance companies, for example.

Or

Procurement of goods and service for maintenance purposes Example: Building maintenance, Hiring Contract Employees.

Note:

GR need not be created. It will be generated automatically under 101 movement type

Planned service procurement	
Service Master (Activity number)	3000000000145
Vendor Master	10000016
PO	1800000010
Service Entry Sheet	8000000349
MIRO	5105609803

Go to AC01 (SERVICE MASTER) and click on create new service.



### Create Service Master Record

Other Service Expand All Collapse All

Activity Number: %\_1 Building Maintenance

Service Category: Construction  Short Txt Change Allowed

Base Unit of Measure: AU Act. unit  Deletion Indicator

**Basic Data**

Mat/Srv.Grp: 007 Services Authorization Group:

Division:  Tax Indicator:

Valuation Class:

Formula:

Graphic:

Tax Tariff Code:

**Purchasing Data**

Purchasing Status:  Valid from:

EAN/UPC:  EAN Category:

**Long text**

Lang. to be maint.: English

### Display Service 300000000145

Other Service Expand All Collapse All

Activity Number: 300000000145 Building Maintenance

Service Category: Construction  Short Txt Change Allowed

Base Unit of Measure: AU Act. unit  Deletion Indicator

**Basic Data**

Mat/Srv.Grp: 007 Services Authorization Group:

Division:  Tax Indicator:

Valuation Class:

Formula:

Graphic:

Tax Tariff Code:

Next create PO and in PO enter the item category & acct assignment cat.

**Create Purchase Order**

Document Overview On | Hold | Print Preview | Messages | Personal Setting | Save As Template | Load from Template

Standard PO Req | Vendor: 10000016 Radhe Services | Doc. date: 17.03.2023

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

Purch. Org.: POLY | Purchasing Org.  
 Purch. Group: 001 | GOPAL FOR ALL PROC  
 Company Code: TATS | Tata Steel

Item	Material	Short Text	PO Quantity	O... C Deliv. Date	Net Price	Curr... Per	O... Matl Group	Plnt	Star. Location
10		Building Maintenance		1 EA D 17.03.2023	0,00 INR	1	EA	RM-Electronic	Production Plant

Item: [ 10 ] Building Maintenance

Line	O. Service No.	Short Text	Quantity	Un	Gross Price	Crty	U. O.
10	30090000001	Building Maintenance	1	AU	5.000,00		
20							
30							
40							
50							
60							
70							
80							
90							
100							

While entering service number this will pop up

Account Assignment of Service in Line 10

G/L Account: 400020 | Company Code: TATS

CO Area: [ ]

Cost Center: 1001

Buttons: [Check] [Save] [Rpt. AA on] [Auto repeat AA] [Close]

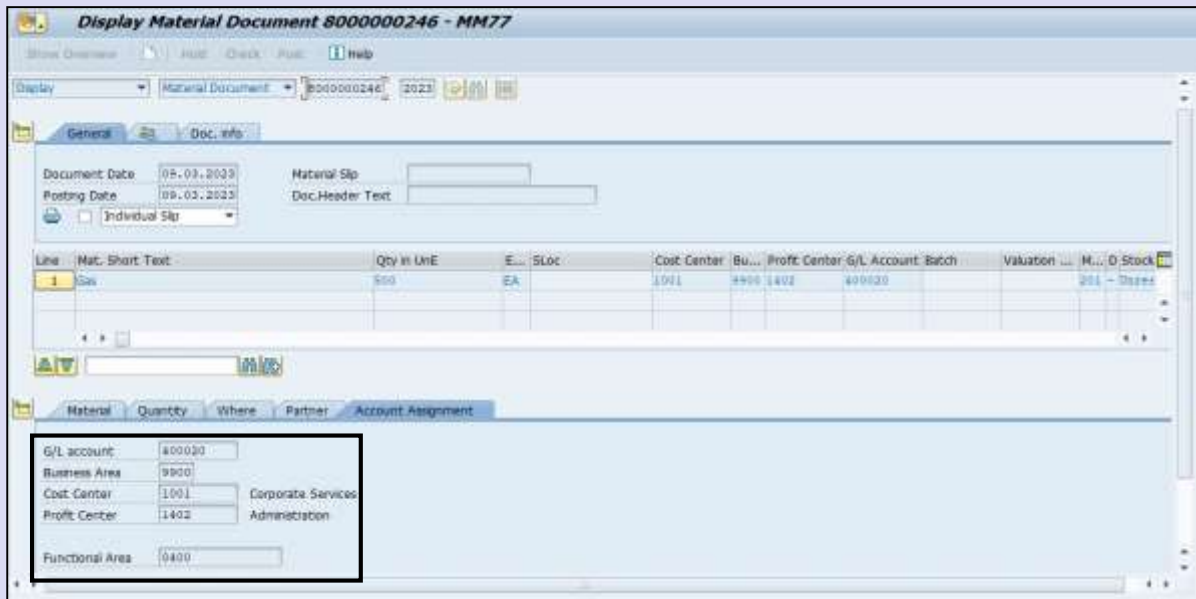
To identify the GL account and cost center, go to MB51 and enter the plant and movement type 201

mb51

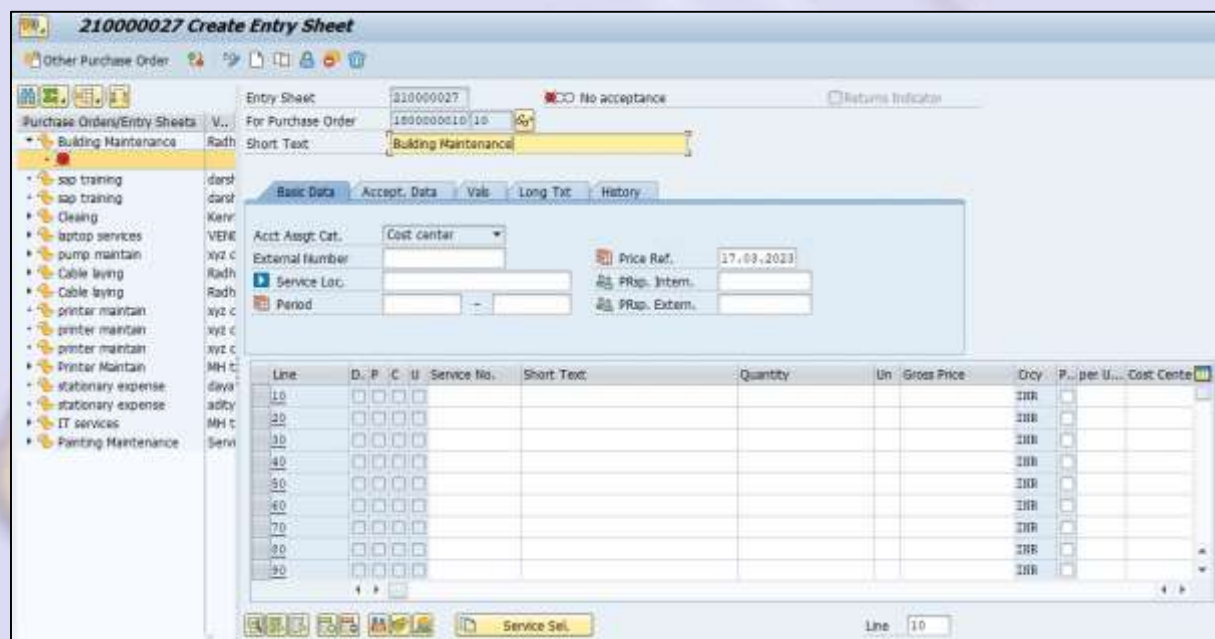
**Material Document List**

Item Data

Material		to		[Icon]
Plant	TP01	to		[Icon]
Storage Location		to		[Icon]
Batch		to		[Icon]
Vendor		to		[Icon]
Customer		to		[Icon]
Movement Type	201	to		[Icon]
Special Stock		to		[Icon]
Sales Order		to		[Icon]
Sales order item		to		[Icon]



Next create the service entry sheet (ML81N). Enter PO and click on create



Next click on service sel. and check adopt full quantity and enter and then click on services

**Service Selection**

From Current Specs  
 MSS  
 From Purchase Order 180000010 10  
 Adopt full quantity  
 From Requisition  
 From Purch. Document  
 From Entry Sheet  
 Network  
 Order  
 Class Selection

**Select Services as Reference**

Services

Sh. Text: Building Maintenance

Line	D.	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	P.	per U...	Matl Group	S...
10	<input type="checkbox"/>	30000000001	Building Maintenance	1	AU	5.000,00	INR	<input type="checkbox"/>	1	007	
20	<input type="checkbox"/>			0,000		0,00	INR	<input type="checkbox"/>	0		
30	<input type="checkbox"/>			0,000		0,00	INR	<input type="checkbox"/>	0		
40	<input type="checkbox"/>			0,000		0,00	INR	<input type="checkbox"/>	0		
50	<input type="checkbox"/>			0,000		0,00	INR	<input type="checkbox"/>	0		

Click on accept and save.

Once the service entry sheet is created, the goods receipt will be created automatically

**21000027 Create Entry Sheet**

Other Purchase Order

Entry Sheet: 21000027  No acceptance  Returns Indicator

Purchase Order/Entry Sheets: For Purchase Order: 180000010 10

Short Text: Building Maintenance

Basic Data  Accept. Data  Val.  Long Text  History

Acc't Assgt. Cat.: Cost center  
 External Number:   
 Service Loc.:   
 Price Ref.: 17.03.2023  
 Al. PRsp. System:   
 PRsp. Extern:   
 Period:  -

Line	D.	P.	C.	U.	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	P.	per U...	Cost Cente
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30000000001	Building Maintenance	1	AU	5.000,00	INR	<input type="checkbox"/>	1	1001
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR	<input type="checkbox"/>		
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR	<input type="checkbox"/>		
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR	<input type="checkbox"/>		
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR	<input type="checkbox"/>		
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR	<input type="checkbox"/>		
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR	<input type="checkbox"/>		
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR	<input type="checkbox"/>		
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						INR	<input type="checkbox"/>		

Line: 10

Display PO (ME23N)

**Standard PO Raj 180000010 Created by MM77**

Document Overview On | Print Preview | Messages | Personal Setting | Save As Template

Standard PO Raj 180000010 Vendor 10000016 Radhe Services Doc. date 17.03.2023

Header

Item	Material	Short Text	PO Quantity	Del. Date	Net Price	Curr.	Per	Matl Group	Plant	Stor. Location
10		Building Maintenance	1 EA	17.03.2023	5,000.00	INR	1	EA	RM-Electronic Production Plant	Spares

Item

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Deliver...

Sh. Text	MyT-Material Document	Item	Posting Date	Quantity	Delivery cost	quantity	OU	Amount in LC	L. cur.	Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount
WE	101	8000000349	17.03.2023					5,000.00	INR				5,000.00
Tr./Ev.								5,000.00	INR				5,000.00
Lef			210000027	17.03.2023				5,000.00	INR				5,000.00
Tr./Ev.								5,000.00	INR				5,000.00

Next create invoice receipt (MIRO)

**Enter Incoming Invoice: Company Code TATS**

Show PO structure | Show worklist | Hold | Simulate | Messages | Help

Transaction Invoice Balance 0,00 INR  
 Diff. Posting Not Applicable

Basic Data | Payment | Details | Tax | Contacts | Note

Invoice date 17.03.2023 Reference 1800000010  
 Posting Date 17.03.2023  
 Amount 5,000.00 INR  Calculate tax  
 Tax amount  K9 (Input Tax)  
 Bus.place/sectn  /   
 Text   
 Paymt terms Due immediately  
 Baseline Date 17.03.2023

Vendor 0010000016  
 Company Radhe Services  
 INDIA

PO Reference | G/L Account | Material | Contract Reference

Purchase Order/Scheduling Agreement 1800000010 Goods/service items  
 Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Outline A
1	5,000.00			1800000010	10	Building Maintenance	

Item  Search Term  1 / 1 Items

**Display Document: Data Entry View**

Display Currency    General Ledger View

Data Entry View

Document Number: 8976500139    Company Code: TATS    Fiscal Year: 2023  
 Document Date: 17.03.2023    Posting Date: 17.03.2023    Period: 3  
 Reference: 1800000010    Cross-Comp.No.:  
 Currency: INR    Texts exist:     Ledger Group:

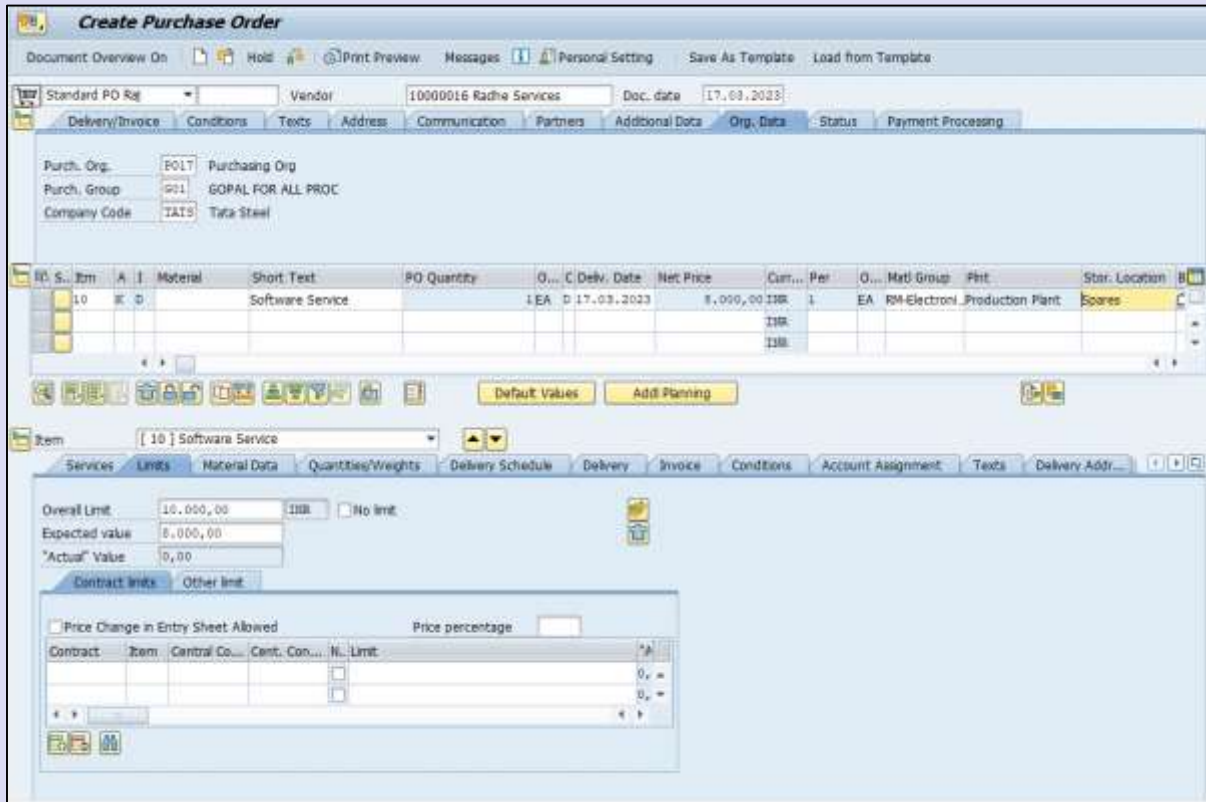
Co...	Itm	PK	SC	Account	Description	Amount	Curr.	Tx	Trans.
TA...	1	31		10000016	Radhe Services	5.000,00-	INR	K9	KBS
	2	86		191100	Goods Rcvd/Invoice R.	5.000,00	INR	K9	WRX

### UNPLANNED PROCUREMENT PROCESS

Unplanned service procurement	
Vendor Master	10000016
PO	1800000011
Service Entry Sheet / GR	210000032 / 8000000354
MIRO	5105609806

For unplanned procurement while creating PO go to limits tab. In that overall limit means the total sum of amount we have, expected value means an estimation of the amount of the service.

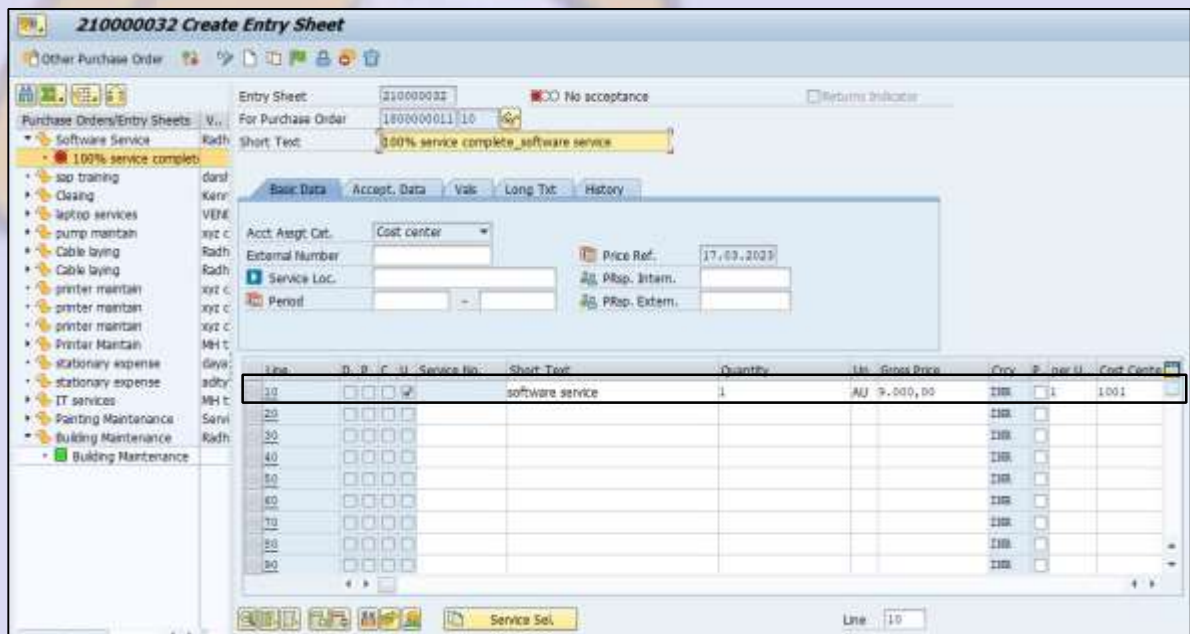




Next create the service entry sheet (ML81N). Enter PO and click on create.

In unplanned procurement directly enter the details. No need to click on service sel.

Click on accept and save. Once the service entry sheet is created, the goods receipt will be created automatically.



## Display PO (ME23N)

**Standard PO Raj 180000011 Created by MM77**

Document Overview On

Standard PO Raj | 180000011 | Vendor: 10000016 Radhe Services | Doc. date: 17.03.2023

Header

PS	S.	Item	A	I	Material	Short Text	PO Quantity	D...	C Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plant	Stor. Location
		10				Software Service			17.03.2023	9,000.00	INR		EA	RM-Electronic	Production Plant	Spares

Item: [ 10 ] Software Service

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History | Texts | Deliver...

Sh. Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUH	Amount in LC	LC Unit	Qty in OPUn	DeCostQty (OPUn)	Order Price Unit	Amount
WE		101	8000000354	17.03.2023				9,000.00	INR				9,000.00
Tr./Ev. Goods receipt													
								9,000.00	INR				- 9,000.00
Lrf		210000032		17.03.2023				9,000.00	INR				9,000.00
Tr./Ev. Service entry													
								9,000.00	INR				- 9,000.00

Item: [ 10 ] Software Service

Services | Limits | Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | Account Assignment | Purchase Order History

Overall Limit	10,000.00	INR	<input type="checkbox"/> No limit
Expected value	9,000.00		
Actual Value	9,000.00		

Contract limits | Other limit

Price Change in Entry Sheet Allowed | Price percentage: 0.0

Contract	Item	Central Co...	Cont. Con...	N. Limit	
0		0		0.00	0.0
0		0		0.00	0.0

Next create invoice receipt (MIRO)

### Enter Incoming Invoice: Company Code TATS

Show PO structure Show worklist Hold Simulate Messages Help

Transaction Invoice Balance 0,00 INR  
 Diff. Posting Not Applicable

**Basic Data** | Payment | Details | Tax | Contacts | Note

Invoice date 17.03.2023 Reference 1800000011  
 Posting Date 17.03.2023  
 Amount 9.000,00 INR  Calculate tax  
 Tax amount  K9 (Input Tax)  
 Bus.place/sectn  /   
 Text   
 Paymt terms Due immediately  
 Baseline Date 17.03.2023

Vendor 0010000016  
 Company Radhe Services  
 INDIA

**PO Reference** | G/L Account | Material | Contract Reference

Purchase Order/Scheduling Agreement 1800000011 Goods/service items  
 Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Outline A
	9.000,00			<input type="checkbox"/>	1800000011 10	100% service complete_software service	

Item  Search Term  1 / 1 Items

### Display Document: Data Entry View

Display Currency General Ledger View

**Data Entry View**

Document Number 8976500142 Company Code TATS Fiscal Year 2023  
 Document Date 17.03.2023 Posting Date 17.03.2023 Period 3  
 Reference 1800000011 Cross-Comp.No.   
 Currency INR Texts exist  Ledger Group

Co...	Itm	PK	SC	Account	Description	Amount	Curr.	Tx	Trans.
TA...	1	31		10000016	Radhe Services	9.000,00-	INR	K9	KBS
	2	86		191100	Goods Rcvd/Invoice R	9.000,00	INR	K9	WRX

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