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I. Introduction

Equipment that is in use (i.e. assigned to a location/entity/person) or equipment that is available for use must be accounted for through the physical verification process. In Umoja all equipment with serialized profile “UN01: UN Owned Serialized” will be targeted for physical verification. The primary objective of the process is to validate the accuracy of equipment master data while documenting and correcting any discrepancies. The accuracy of pertinent detail such as Physical Location, Equipment Status, Partner Assignment, etc. will be validated. Any discrepancies found during the verification process are documented and resolved. The information collected through this process is important for equipment management and serves as input for KPI reporting and audit purposes. Accurate data on equipment will assist the organization in planning replenishment, improve lifecycle management and equipment utilization.

The objective of this User Guide is to provide step by step instruction on the custom solution for Physical Verification in Umoja. This solution will use “characteristics” to capture the Physical Verification results against each equipment record. These Characteristics will also be used for reporting and monitoring purpose. Below are the 10 characteristics that have been established:

1. Verification Date
2. Verified By
3. Discrepancy Type
4. Change in User
5. Change in Location
6. Change in Status
7. Change in ManSerial#
8. Change in Barcode
9. Change in Auth Group
10. Comment

Note: Detailed description of the above Characteristics can be found in section IV of this document.

This guide will also describe how the Physical Verification Mass Upload Utility will be used to capture the results of Physical Verification against existing equipment records. The utility will reduce the effort involved by providing the ability to apply the update en mass rather than on a one-by-one basis.

The Utility will perform validation such as (1) completeness of mandatory fields, (2) validity of the Master Data referred in the load file, (3) data type and length of the value provided for each characteristic, etc. If any of these validations fail, the file will not be uploaded into the system. Records in error will be outlined by the programme, and the user must resolve the error(s) before re-processing the records.

The findings from the physical verification must be analysed by the respective technical units and any items with discrepancies will require follow-up action. A line-by-line reconciliation of the record will be performed by the users in Umoja.

II. Enterprise Roles & Responsibilities

Physical Verification activities in Umoja are performed primarily by the Enterprise Roles: SD08 Physical Verification Planner, and the SD:11 Equipment Master Data Maintainer. Their responsibilities (in relation to physical verification) are listed below:

Enterprise Roles	Activities
SD: 08 Physical Verification Planner	<ul style="list-style-type: none"> • Create and maintain Equipment Verification Plan for the Physical Verification process (offline) • Extract and Print the relevant Equipment List from Umoja to support the physical verification • Generates a list of equipment based on the selection criteria specified by the verification plan • Perform inspection and record findings (offline) • Prepare Upload File for Physical Verification • Review and upload of physical verification results. • Coordinate with offices/departments with respect to discrepancies and subsequent processes (Master Data update, Write-Off, Transfer, etc.)
SD:11 Equipment Maintainer	<ul style="list-style-type: none"> • Maintain Equipment master data, • Assess and resolve Physical Verification discrepancies; • Initiate write-off and disposal via Notification, i.e. create, update, close or cancel Notification • Initiate Transfers i.e. STO process

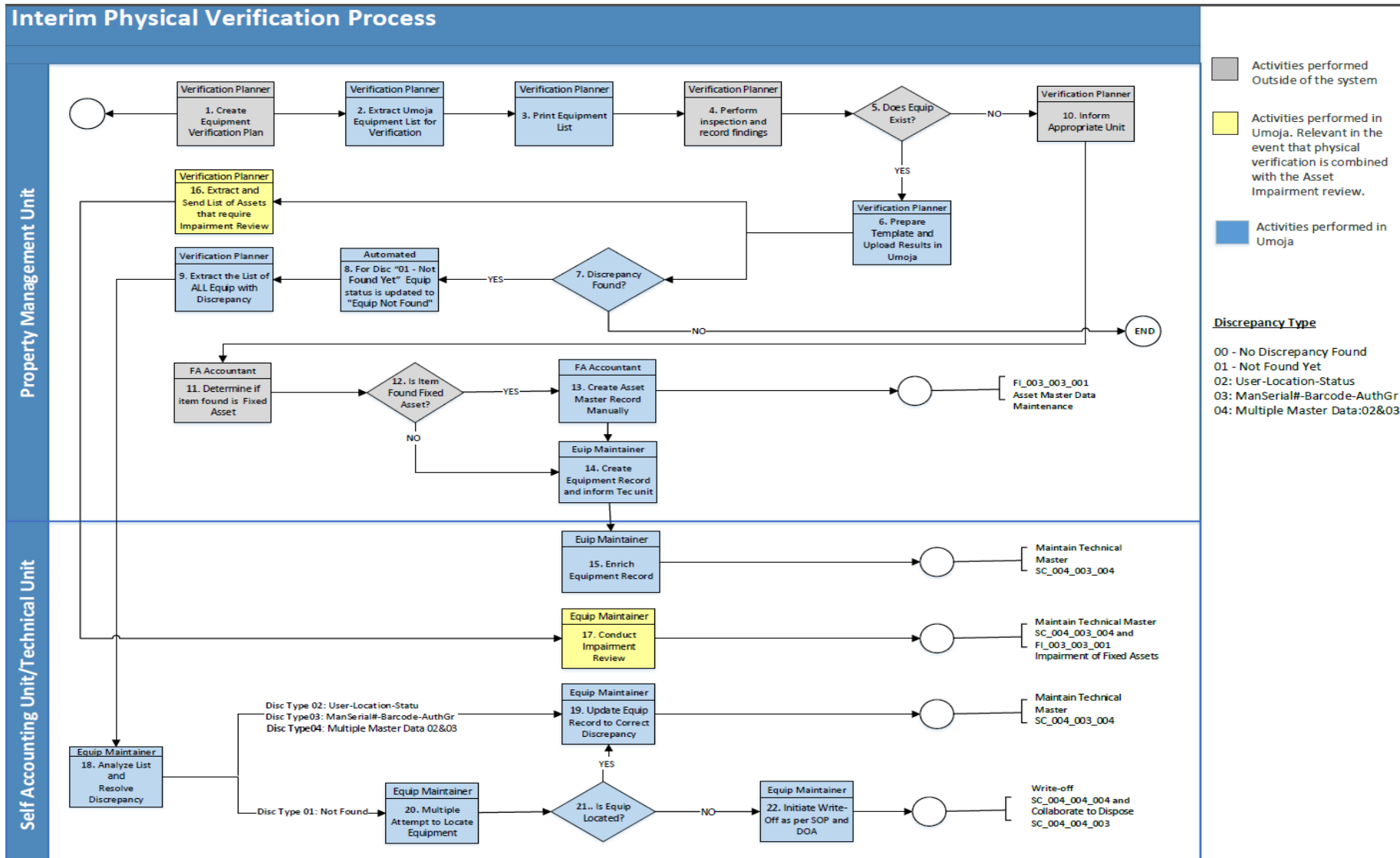
Security Structure for the above roles are:

- The security authorization for the SD:08 Physical Verification role is maintained at the Plant level
- The security authorization for the SD:11 Equipment Master Data Maintainer role is maintained at the Plant and Authorization Group level

* * * * *

Physical Verification Process

III. End-To-End Process Flow and Steps:



Below is the end to end process flow of the Physical Verification process in Umoja:

#	Process Step	Process Procedure
1	Create Equipment Verification Plan (Outside of Umoja)	The Verification Planner creates an equipment verification plan by analyzing the quantity and type of equipment, its physical location, logistics factors such as travel time to remote locations and available staff members.
2	Extract Equipment List or Verification	When a physical verification exercise is to be performed the Verification Planner generates a list of equipment based on the selection criteria specified by the verification plan. **Refer to Section III for detailed instruction on how to prepare this Report in Umoja.
3	Print Equipment List	The Verification Planner prints the selected list of equipment.
4	Perform inspection and record findings (Outside of Umoja)	During the actual verification of the equipment, the Equipment record such as location, person responsible, status and other technical data are verified and documented through the Characteristics identified. Any discrepancies are documented for further analysis.
5	Does Equipment Exist in the List?	While performing the inspection, the Verification Planner may find a piece of equipment which does not exist in Umoja. In this case, the equipment record must be manually created. The Verification Officer determines if the Equipment exists in Umoja: <ul style="list-style-type: none"> • If Yes, go to the step [6. Update/Upload Characteristics in Umoja] • If no, go to the step [9. Inform Appropriate Unit]
6	Prepare Template and Upload Results in Umoja	Results of the PV are captured and Characteristic values are uploaded against each equipment on the verification list using the Mass upload tool. **Refer to Section IV for detailed instruction on how to prepare this Template and Upload to Umoja using the custom utility for physical verification.
7	Discrepancy Found?	The Verification Planner determines whether a Discrepancy was Found: <ul style="list-style-type: none"> • If no, go to the step [End] • If Yes, go to the step [8. Extract and Send List of Equip with Discrepancies identified] <p>Note: A history of all the updates made to the Characteristics will be stored in the Change History Log. This information will be used to create KPI reports in BI.</p> <p>Mass Upload of characteristics transaction will be limited to PV Planner. Data validation is performed in the template file including validations on the completeness of mandatory fields. The validation will determine if data should be accepted or not</p>

#	Process Step	Process Procedure
8	For Discrepancy "01 - Not Found Yet" Equip status is updated to "Equip Not Found"	For all equipment records that have been identified as having Discrepancy type "01 - Not Found Yet", the system will automatically update the Equipment Status to "Equipment Not Found"
9	Extract the List of ALL Equip with Discrepancy	A Report will be extracted to enable the review of the items where discrepancies were noted. This report will display all items with discrepancy type 01, 02, 03 and 04. This report will be provided to the Technical Units for further action. **Refer to Section V for detailed instructions on how to prepare this Report in Umoja.
10	Inform Appropriate Unit	The Verification Planner must inform the appropriate Unit of the equipment that has been located but does not have a record in Umoja.
11	Determine if item found Fixed Asset	A thorough analysis will be conducted to determine if the Equipment found is also an Asset. To ensure integrity and completeness of data, important master data will be identified such as: the product id/material number, Value, Asset Class, etc.
12	Is Item Found Fixed Asset?	Depending on the outcome of the Assessment in Step 11, an Asset Master Record may need to be manually created along with the Equipment Master. Is equipment found also a Fixed Asset? <ul style="list-style-type: none"> • If Yes, go to the step [.13 Create Asset Master Record Manually] • If No, go to the step [14. Create Equipment Record Manually]
13	Create Asset Master Record Manually	The asset master will be created (after due approvals) with all the important fields such as Description, Unit of Measurement, Cost Object (cost center, WBS or Internal order), Fund, etc. The Asset will then be linked to the Serial Number which will need to be created in a separate transaction (step 14 below)
14	Create Equipment Record Manually and inform Technical Unit	Equipment Record will be created. Note: if an Asset Record has been created for the item, the serial number must be manually linked to the asset record.
15	Enrich Equipment Record	The Technical Unit will enrich the equipment record with all the important fields such as Functional Location, Status, Authorization Group, Business partner, Manufacture Serial Number, etc.
16	Extract and Send List of Assets that require Impairment Review	If the physical verification process is combined with the asset impairment review, an impairment of the Asset might be required depending on the condition of the fixed asset. If an asset above the threshold is damaged and an Impairment review is required, the physical inspector will identify this equipment during the verification. The list of equipment will then be shared with the Technical Unit to conduct the review and initiate impairment process.

#	Process Step	Process Procedure
17	Conduct Impairment Review	<p>Review will be conducted and the Fixed Asset Accountant will also be involved in the reconciliation process and will process adjustments to asset records arising from the verification.</p> <p>This process is detailed under: Maintain Technical Master (SC_004_003_004), and Impairment of Fixed Assets (FI_003_003_001)</p>
18	Analyze Record and Resolve Issue.	Any discrepancies found during the verification process are investigated and resolved by the Technical Unit/Self Accounting Unit
19	Update Equip. Record to Correct Discrepancy (If the Discrepancy found Type 02, 03, 04)	<p>The Equipment Maintainer updates the equipment records for items with discrepancies. The equipment master can be updated using the Equipment Mass Update Utility.</p> <p>This process is detailed under: Maintain Technical Master Data(SC_004_003_004)</p> <p>Note: Discrepancy Type 02 = User-Location-Status Discrepancy Type 03 = ManSerial#-Barcode-AuthGr Discrepancy Type 04 = Multiple Master Data:02&03</p> <p>**Refer to Section VI for instruction on how to correct the discrepancies.</p>
20	Attempt to Locate Equipment (If the Discrepancy found Type 01)	The Technical Unit/Self Accounting Unit will make multiple attempts to locate the Equipment that have not been found during the physical inspection.
21	Is Equipment Found?	<p>Multiple attempts are made to locate the Equipment before concluding that Equipment is Lost.</p> <p>Is Equipment found?</p> <ul style="list-style-type: none"> • If Yes, go to the step [18. Update Equip. Record to Correct Discrepancy]. • If No, go to [21. Initiate Write-Off as per SOP and DOA] <p>The equipment that has been identified with Discrepancy “Not Found Yet” during the PV inspection will have a status of “Equipment Not Found” in Umoja master record. Therefore, it is very important that the Equipment Status is updated by the Technical Unit once a conclusion has been made on the outcome of the analysis. The equipment status will drive KPI reports. If the status is not updated the item will continue to be reported as “Equipment Not Found”</p>
22	Initiate Write-Off as per SOP and DOA	<p>If Equipment is not found after multiple attempts, Write-off process will be initiated through a Notification.</p> <p>This process is detailed under Write-off (SC_004_004_003) Collaborate to Dispose (SC_004_004_004)</p>

High-Level Process

The detailed end to end process flow was described in the section above. The subsequent sections of this guide will focus on the below steps.



- Reporting: Extract Umoja Equipment List for Verification (Step 2)
- Prepare Template and Upload Results in Umoja (Step 6)
- Reporting: Extract the List of ALL Equip with Discrepancy (Step 9)
- Update Equip Record to Correct Discrepancy (Step 19)

Note: the reconciliation exercise is done outside the system by comparing the data stored in the system with the results of the inspection. The template file with the list equipment to be updated in the system is prepared outside of Umoja.

* * * * *

IV. Reporting: Extract Equipment List for Verification



A comprehensive Equipment Report will be extracted from Umoja to identify the items in scope for Physical Verification. The Report will include all the required fields to support the verification process including Partner Assignment, Status, Functional location etc. Until BI Operational Reports for Physical Verification is available, multiple ECC reports will be used to compile the required information against each record. Variants have been created in ECC for each of these reports to save the selection parameters in the input screen. The Verification Planner will be able to print this report to perform the inspection and record the results. Below are the Umoja reports which will be utilized to collect all the required information for Step 2 [Extract Umoja Equipment List for Verification].

a) Equipment List Report – Transaction Code IH08

This report will provide the list of all equipment records based on different selection criteria. For purpose of Physical Verification, we will filter for equipment with category “UN01: UN Owned Serialized” and equipment that is NOT in transit.

b) List of Business Partner assigned to Equipment - Transaction Code IE07

This report will provide the details of the Business Partner that is assigned to the equipment record. With this report the mapping between the Equipment and the BP Assignment can be determined.

c) Last Discrepancy type – Transaction Code IH08

This Equipment Report will be used to filter the list of records based on the Physical Verification results. This will allow the user to review the results based on the previous verifications.

d) Asset Balances Report - Transaction Code s_alr_87011963)

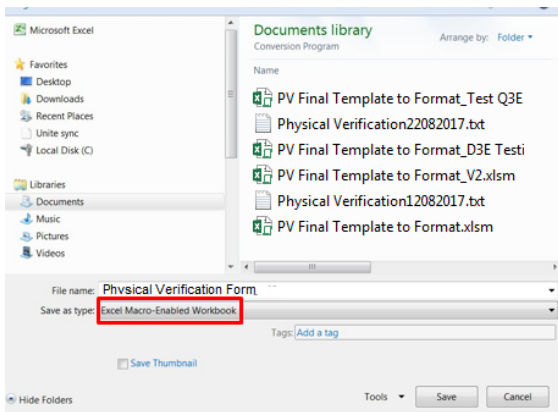
This report will be used to determine the Netbook value of the Asset records.

e) Bin Status Report - Transaction Code LX03

This report will be used to determine the link between the material number and the Storage Bin.

The below section will provide instruction on how to prepare a consolidated Report using the above 5 reports and the PV template. Please open the Physical Verification template. This template can be downloaded from the Umoja iSeek Job Aids page, the same location as this Job Aid.

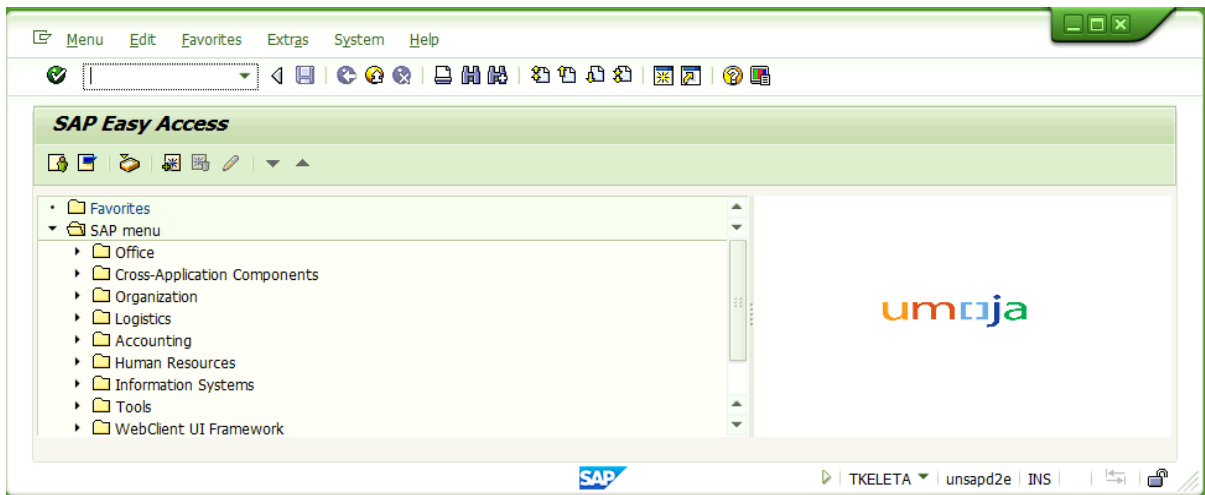
Note: During the template download process if you see a pop-up window as to whether to enable Macro, please accept. Further, when you save the template in your local drive, please select the format “Excel Macro- Enabled Workbook”.



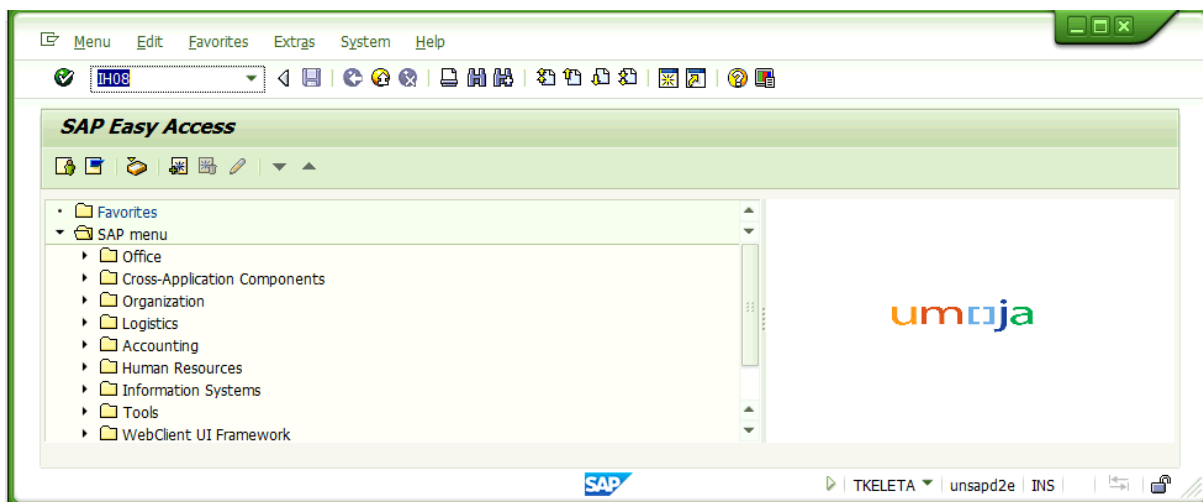
Step by Step instructions for Reporting

a) Equipment List Report – Transaction Code IH08

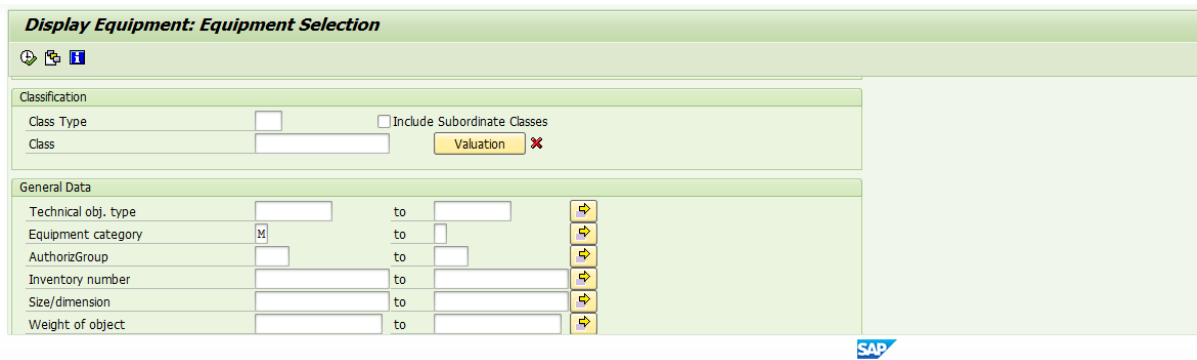
1. Log in to Umoja ECC.



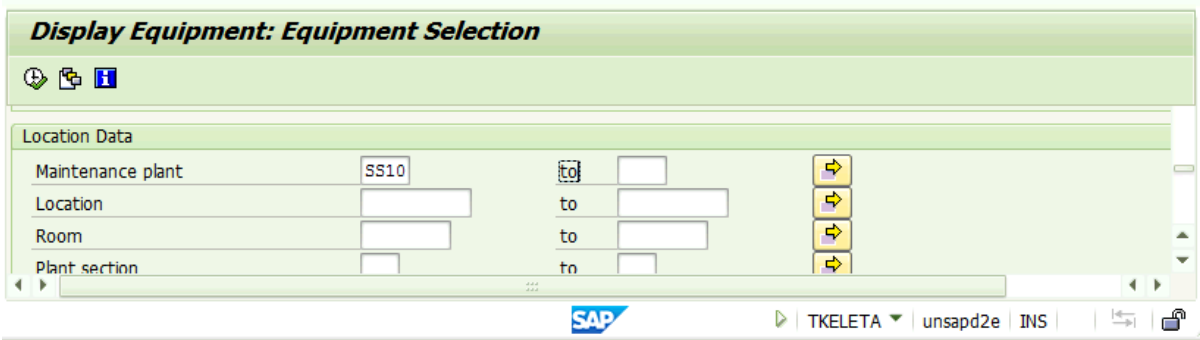
2. Execute Transaction code IH08



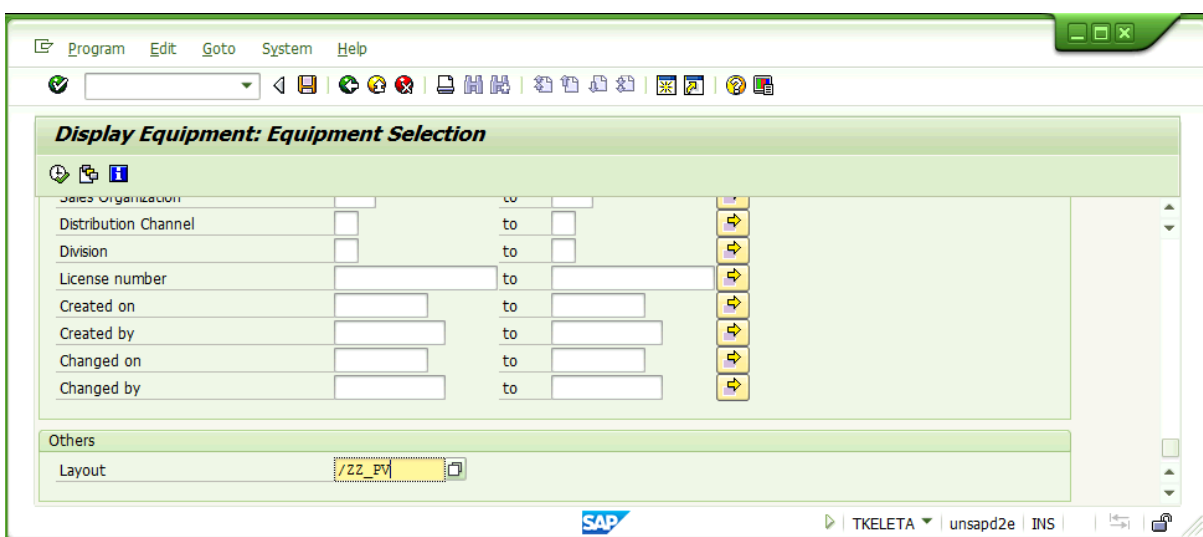
3. Scroll down to the “General Data” region and restrict the report by “Equipment Category”. From the selection list, select category “M: UN owned Serialized”. This will allow you to limit the list of equipment record that are UN01.



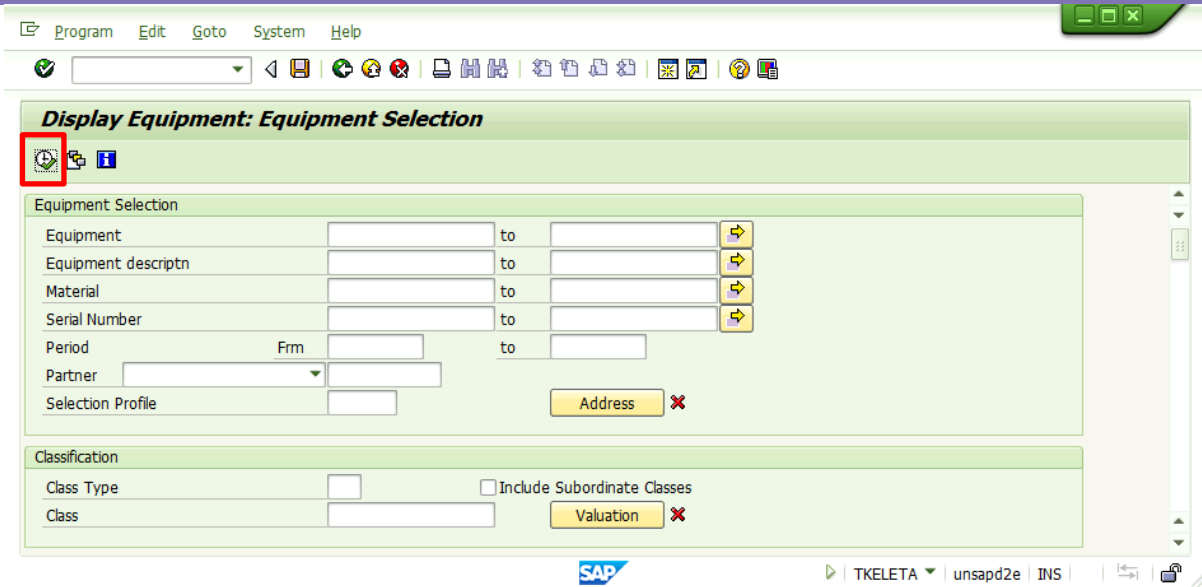
4. Scroll down to the ‘Location Data’ region and enter your respective Plant (e.g. SS10 for UNMISS) into the ‘Maintenance Plant’ field. Alternatively, click the search help button next to the field and choose the plant you would like to view equipment for.
Note: It is also possible to further restrict the Selection Criteria by Functional Location, Authorization Group, etc.



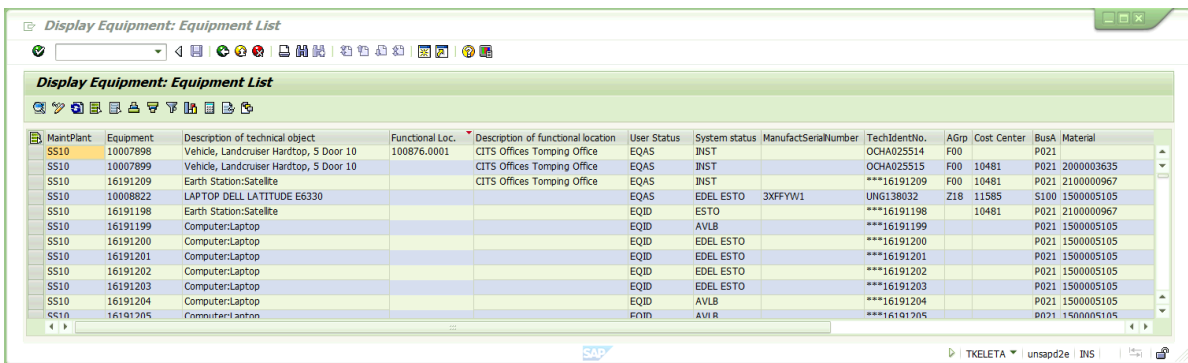
5. Scroll Further down to the end and select the Layout “/ZZ_PV”



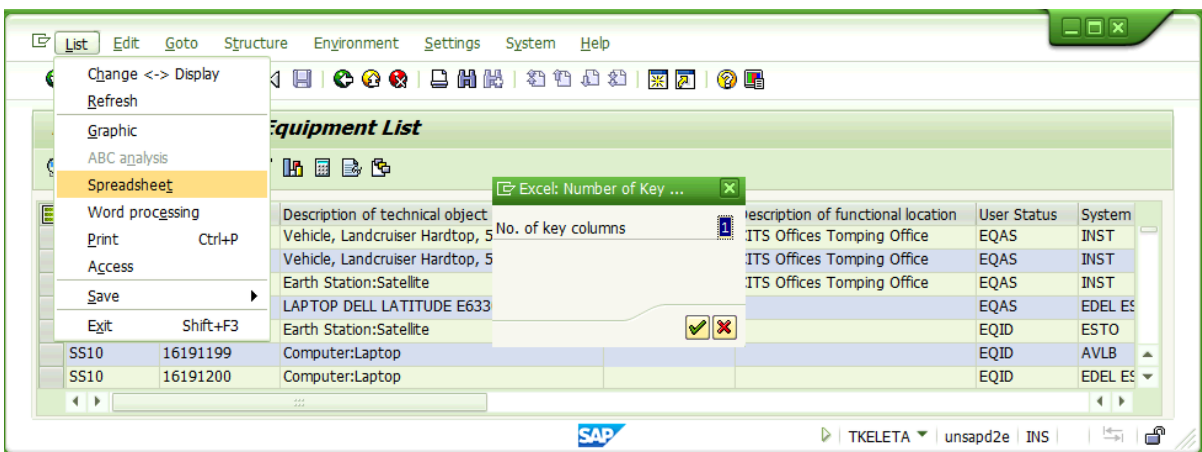
6. Run the report by clicking the ‘Execute’ button in the toolbar.



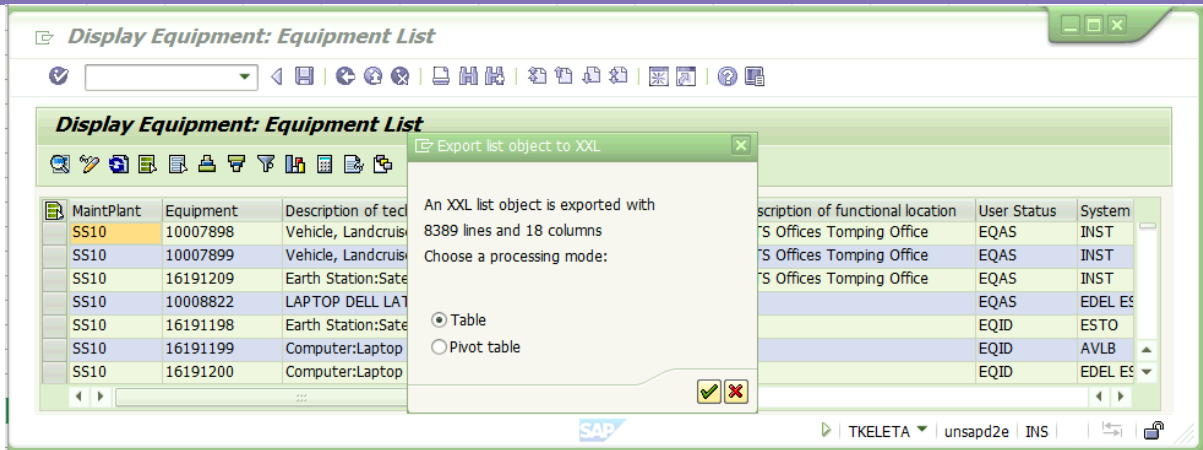
7. The report will be displayed.



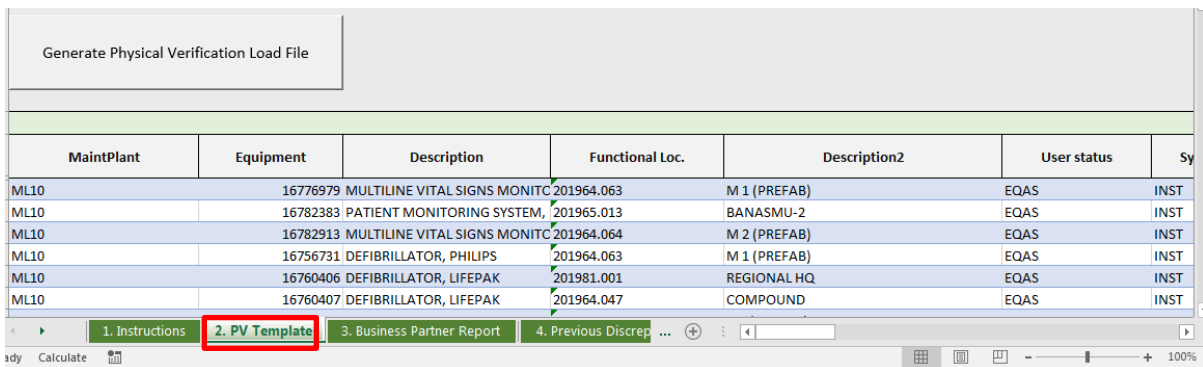
8. Extract the report into Excel. Click on List -> Spreadsheet. A pop up window will appear and click on the green check mark.



9. Select Table and click on the green check mark.



10. Copy the data from the extract and paste it in the 'PV Template' Tab.

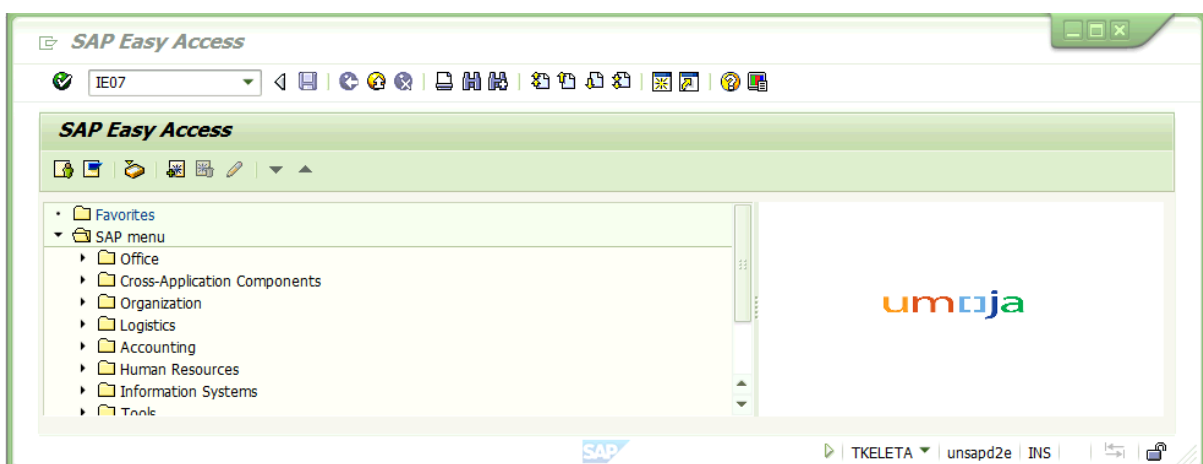


b) List of Business Partner assigned to Equipment - Transaction Code IE07

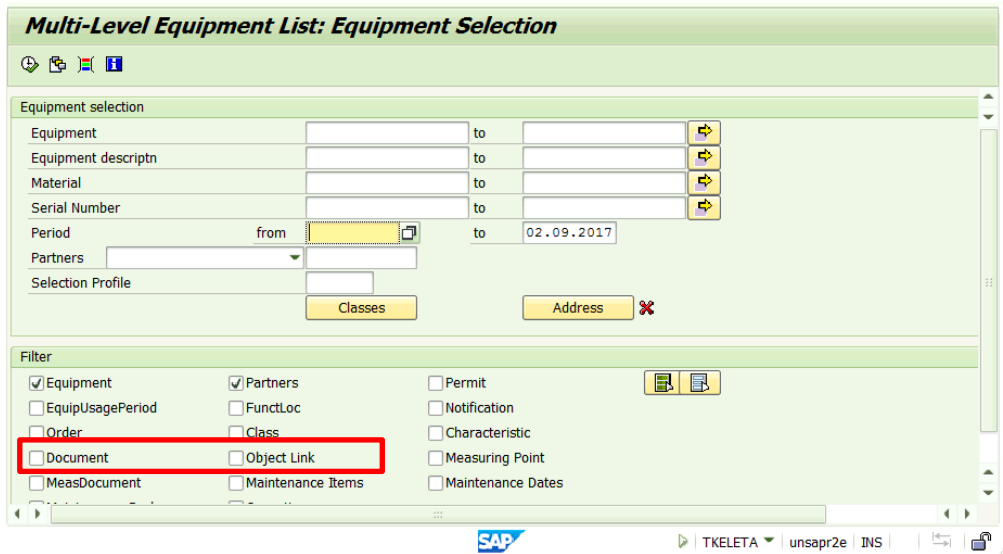
This report will provide the details of the Business Partner that is assigned to the equipment record.

Step-by-Step Instructions

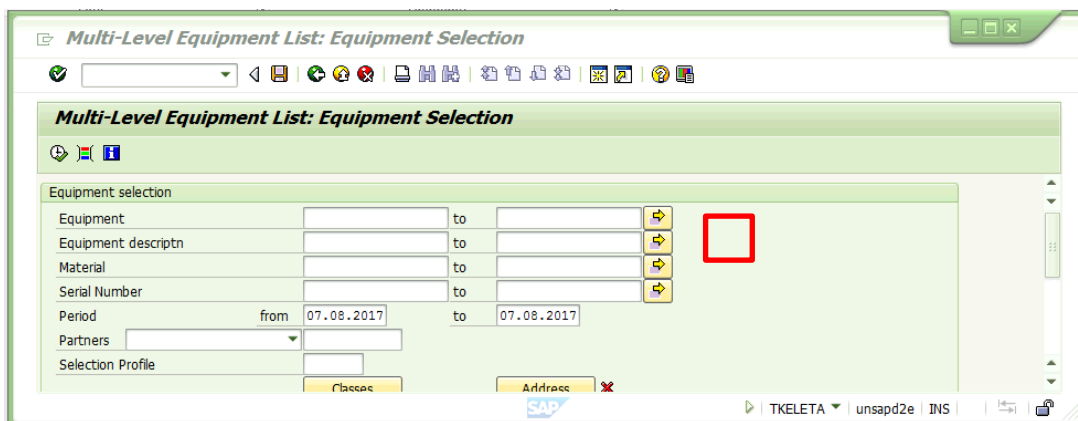
1. Execute Transaction code IE07



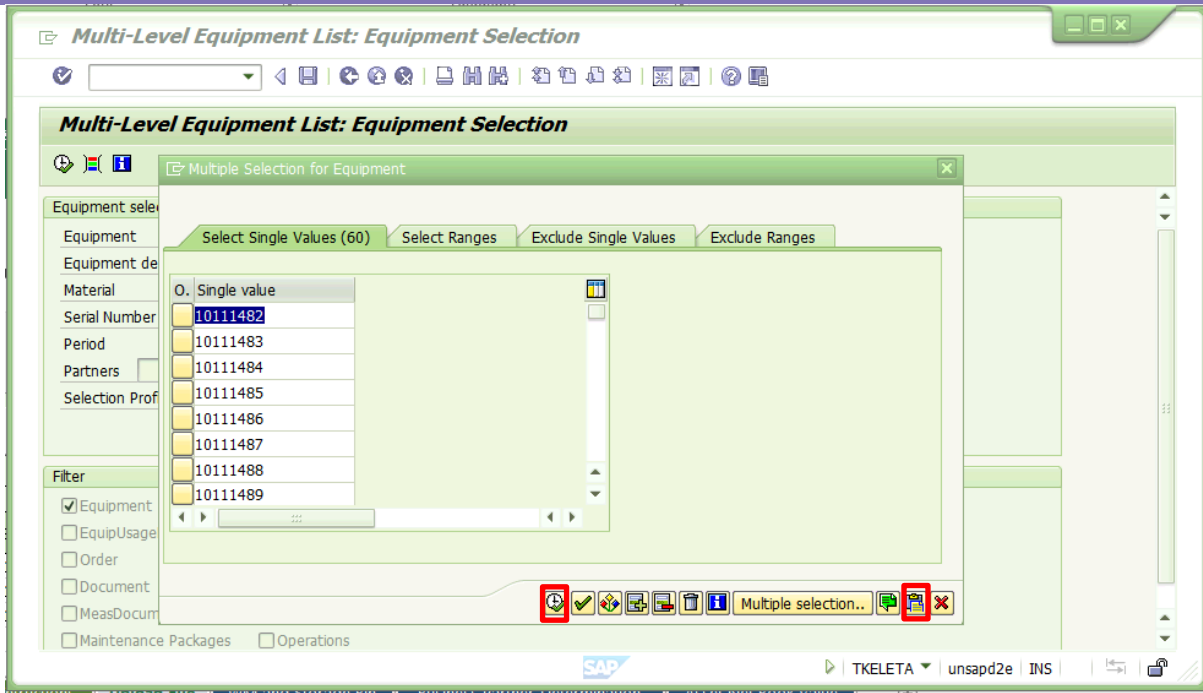
- The “Multi-Level Equipment list: Equipment Selection” screen will be displayed. The first step is to narrow down selection criteria for the data that is desired. Please only select Equipment and Partners.



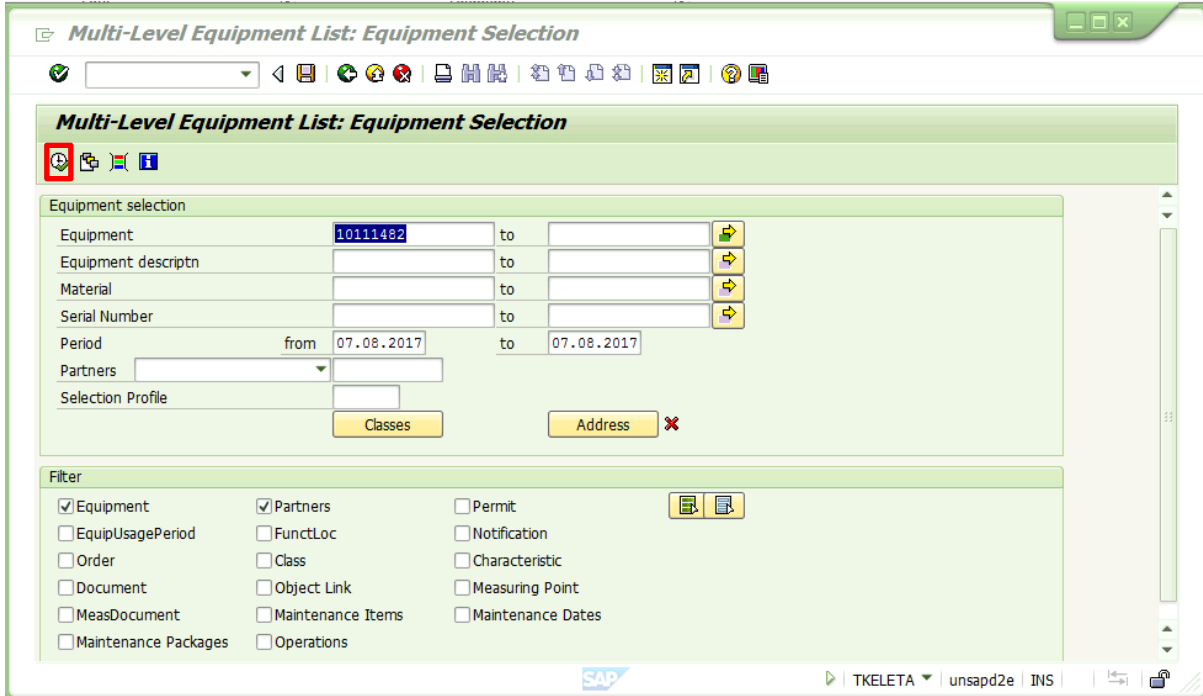
- Copy the list of Equipment record(s) from the report generated in the previous step. Click on the yellow arrow next to the field ‘Equipment’ to use the multiple selection option.



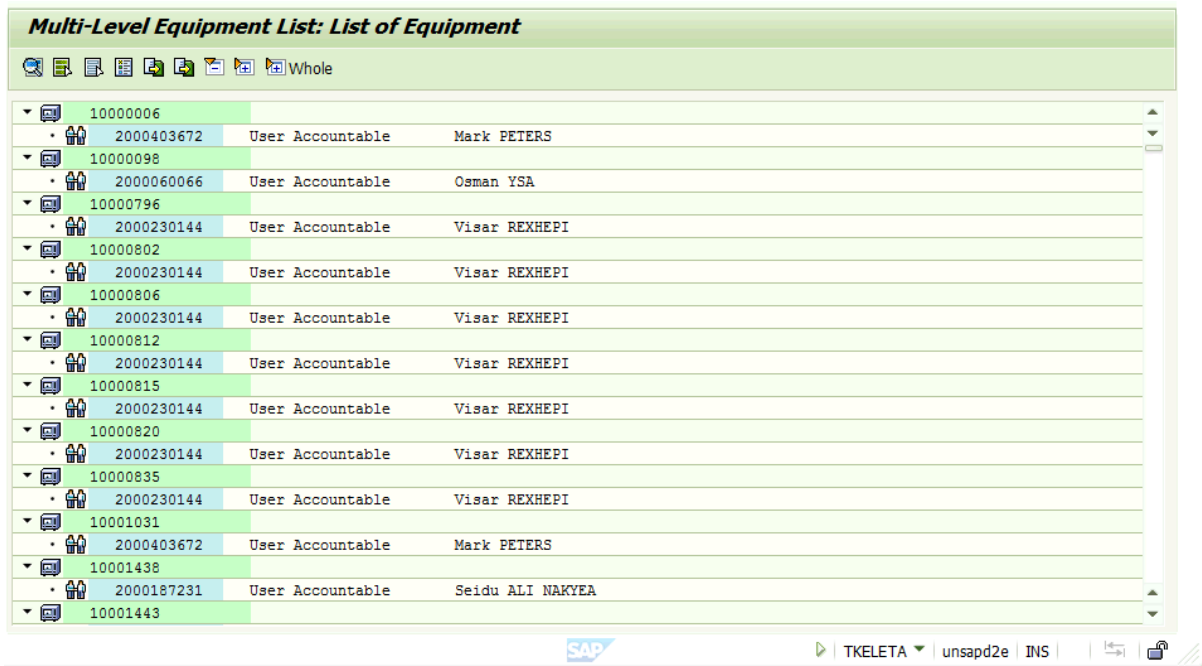
- Click on the ‘Upload from clipboard’ button at the bottom right (second to last icon) to paste. Click on execute.



5. Execute the Report.

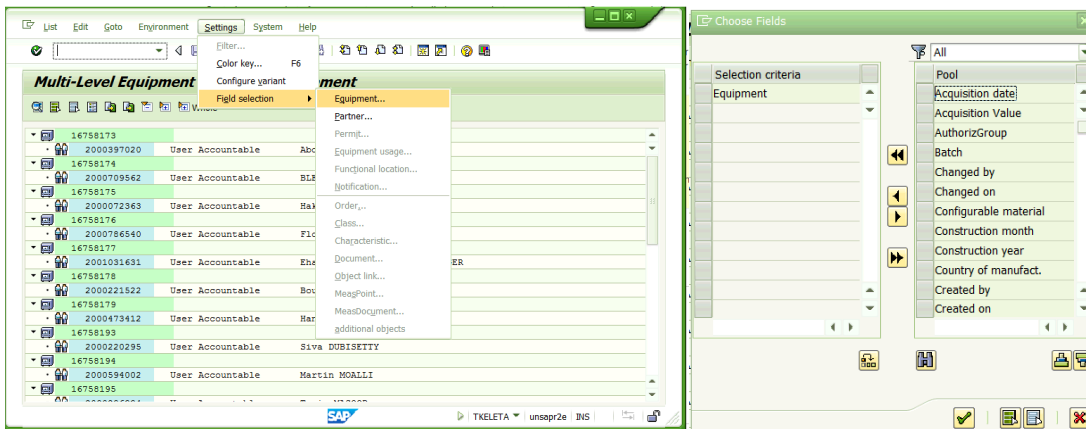


6. The list of Equipment with associated Business Partner Number and Name will be displayed.

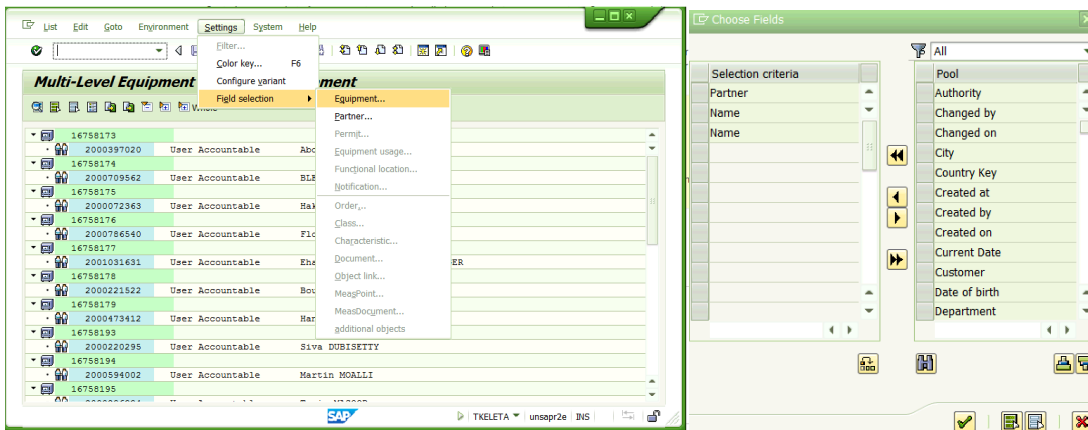


7. Before extracting the report, ensure that the layout is set correctly.

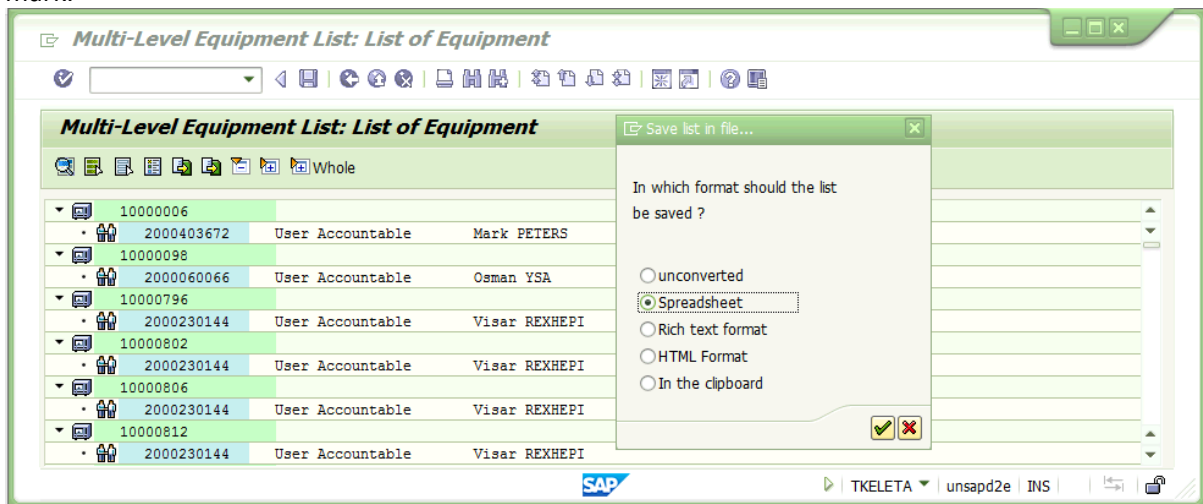
- Go to Setting -> Field Selection -> Equipment
 - Ensure the only field in the Selection Criteria is "Equipment"



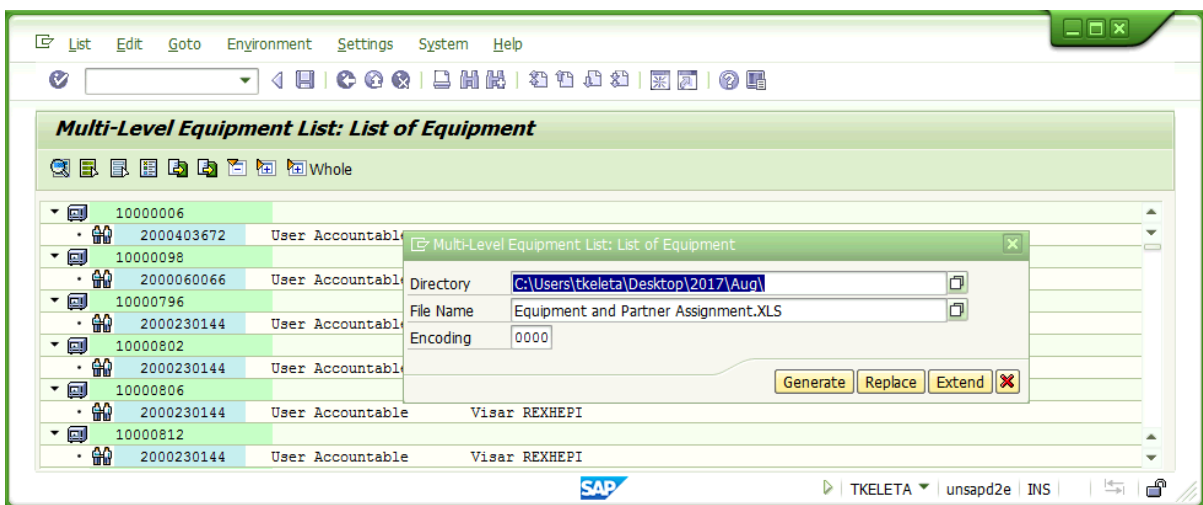
- Go to Setting -> Field Selection -> Partner
 - Ensure the only field in the Selection Criteria is “Partner, Name and Name”



8. To extract the report, click on the ‘Save as Local File’ button; select Spreadsheet and green check mark.



9. Save the list at a location that is desired.



10. Copy and paste the output in the 'Business partner Report' Tab.

Generate Physical Verification Load File

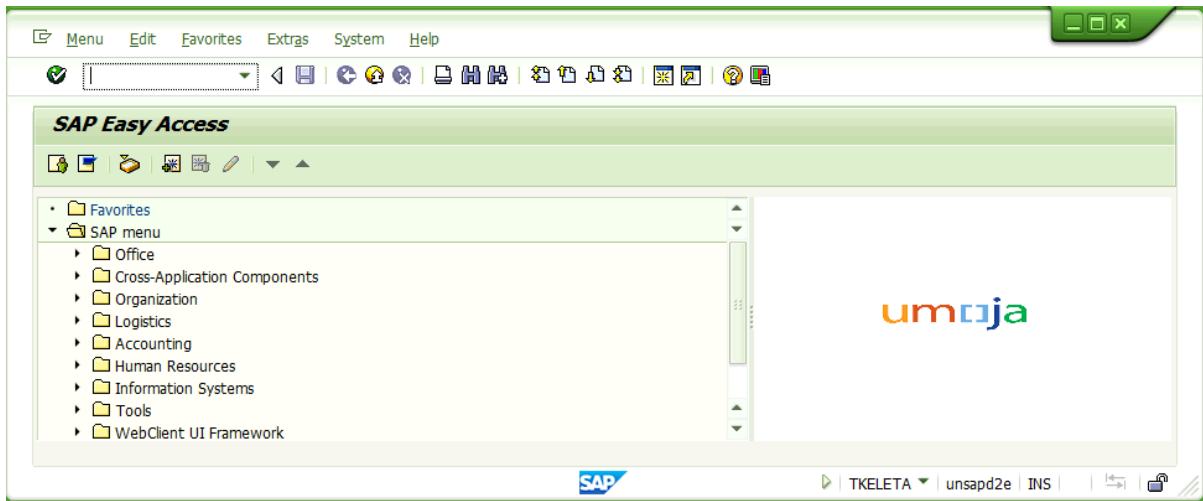
MaintPlant	Equipment	Description	Functional Loc.	Description2	User status	Sy
ML10	16929812	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO
ML10	16929813	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO
ML10	16929814	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO
ML10	16929815	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO
ML10	16929816	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO
ML10	16929817	ASSEMBLY ALTERNATOR_K16231-64013			EQID	ESTO

3. Business Partner Report | 4. Previous Discrepancy Results | 5. Asset Net Book Va ...

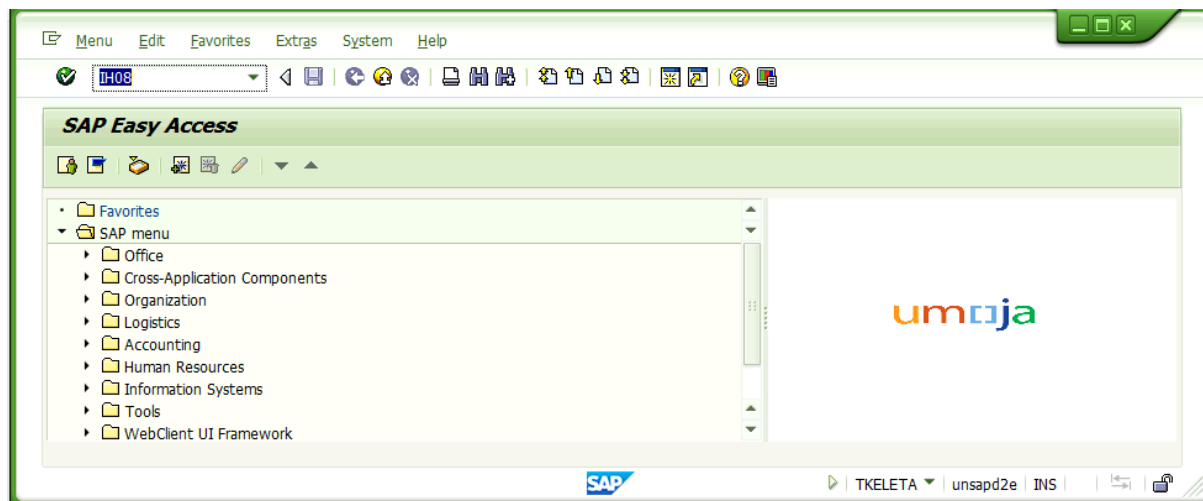
c) Last Discrepancy type – Transaction Code IH08

This is the same report as above, however for this time the selection criteria will be used to filter the list based on the previous verification results. This will allow the user to review the results based on the history of previous verifications.

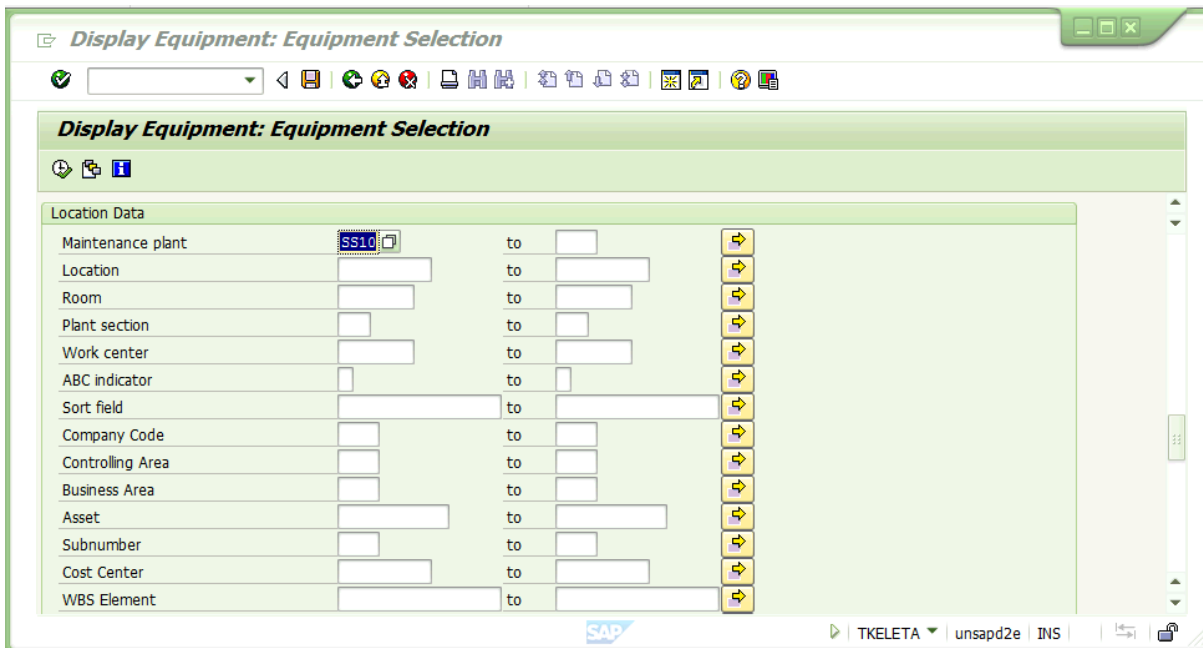
1. Log in to Umoja ECC.



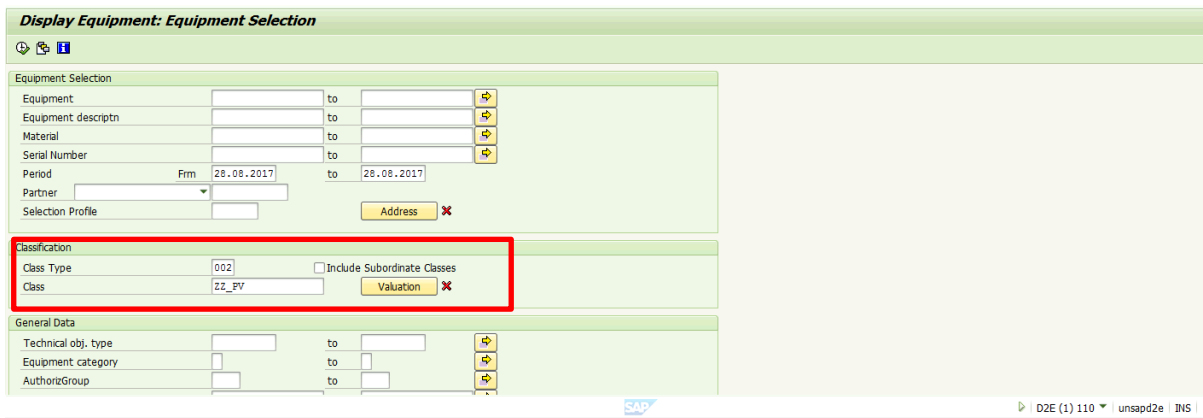
2. Execute Transaction code IH08



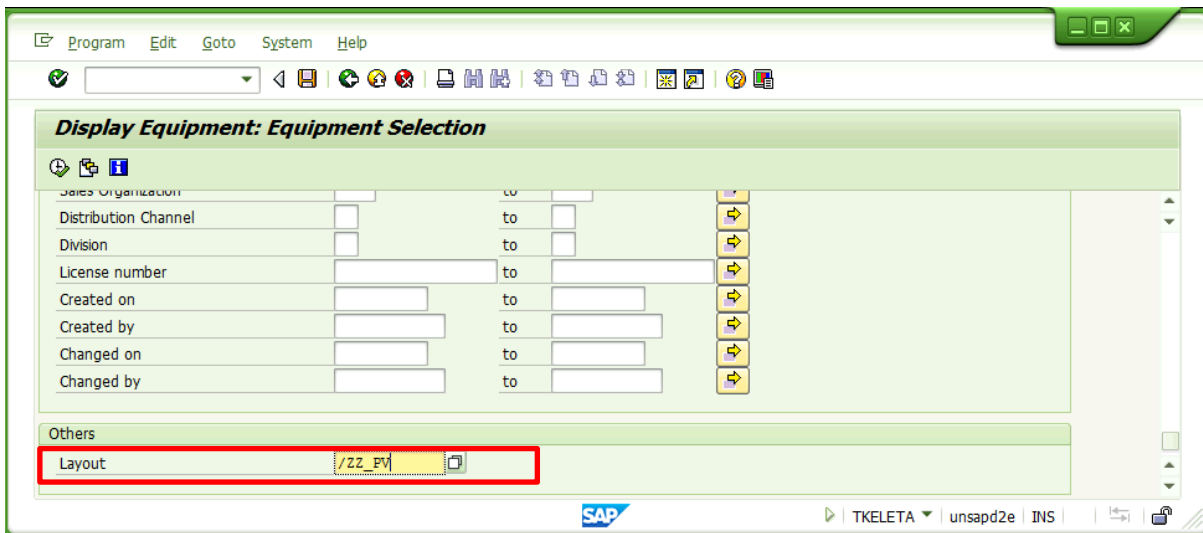
3. Scroll down to the 'Location Data' region and enter your respective Plant (e.g. SS10 for UNMISS) into the 'Maintenance Plant' field. Alternatively, click the search help button next to the field and choose the plant you would like to view equipment for.



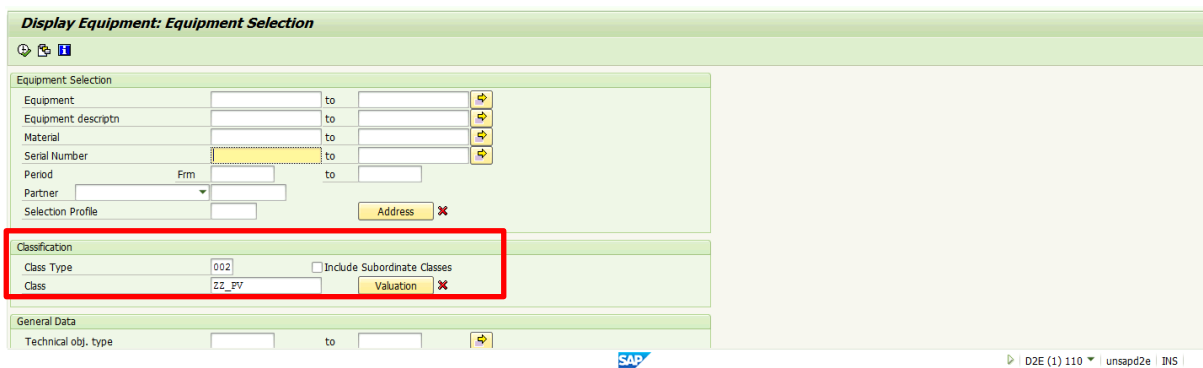
4. Under Classification filter for class type: 002 and Class: ZZ_PV. This will restrict the report to display only items with "ZZ_PV" Physical Verification results.



5. Scroll Further down to the and select the Layout “/ZZ_PV”



6. Run the report by clicking the ‘Execute’ button in the toolbar.



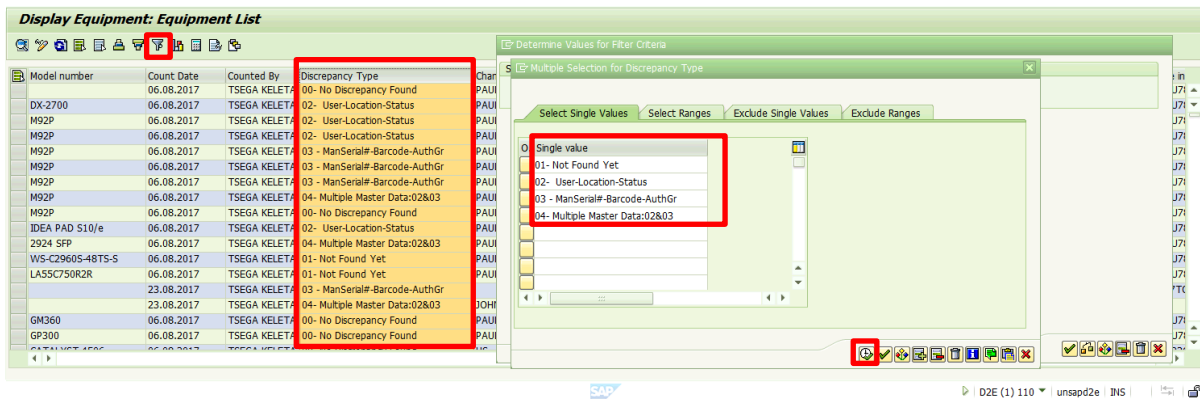
7. The report will be displayed.

Model number	Count Date	Counted By	Discrepancy Type	Change in Location	Change in Status	Change in User	Change in Manuf Serial Num.	Change in
DX-2700	06.08.2017	TSEGA KELETA	00- No Discrepancy Found	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7
M92P	06.08.2017	TSEGA KELETA	02- User-Location-Status	PAUL HOLDEN	UN HOUSE JUBA	EQID - EQUIPMENT IDLE	AAAA6R678	HYUI0U7
M92P	06.08.2017	TSEGA KELETA	02- User-Location-Status	PAUL HOLDEN	UN HOUSE JUBA	EQAS - EQUIPMENT ASSIGNED	AAAA6R678	HYUI0U7
M92P	06.08.2017	TSEGA KELETA	02- User-Location-Status	PAUL HOLDEN	UN HOUSE JUBA	EQMT-EQUIP IN MAINTENANCE	AAAA6R678	HYUI0U7
M92P	06.08.2017	TSEGA KELETA	03 - ManSerial#-Barcode-AuthGr	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7
M92P	06.08.2017	TSEGA KELETA	03 - ManSerial#-Barcode-AuthGr	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7
M92P	06.08.2017	TSEGA KELETA	03 - ManSerial#-Barcode-AuthGr	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7
M92P	06.08.2017	TSEGA KELETA	04 - Multiple Master Data:02&03	PAUL HOLDEN	UN HOUSE JUBA	EQAS - EQUIPMENT ASSIGNED	AAAA6R678	HYUI0U7
M92P	06.08.2017	TSEGA KELETA	00- No Discrepancy Found	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7
IDEA PAD S10/e	06.08.2017	TSEGA KELETA	02- User-Location-Status	PAUL HOLDEN	UN HOUSE JUBA	EQMT-EQUIP IN MAINTENANCE	AAAA6R678	HYUI0U7
2924 5FP	06.08.2017	TSEGA KELETA	04- Multiple Master Data:02&03	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7
WIS-C29605-48TS-S	06.08.2017	TSEGA KELETA	01- Not Found Yet	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7
LASSC750R2R	06.08.2017	TSEGA KELETA	01- Not Found Yet	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7
LASSC750R2R	23.08.2017	TSEGA KELETA	03 - ManSerial#-Barcode-AuthGr	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	123567T
LASSC750R2R	23.08.2017	TSEGA KELETA	04- Multiple Master Data:02&03	JOHN	DCI ROOM 3003	EQIT - EQUIPMENT IN TRANSIT	ARTYCB178654	
GM360	06.08.2017	TSEGA KELETA	00- No Discrepancy Found	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7
GP300	06.08.2017	TSEGA KELETA	00- No Discrepancy Found	PAUL HOLDEN	UN HOUSE JUBA	EQMT - EQUIPMENT IN MAINTENANC	AAAA6R678	HYUI0U7

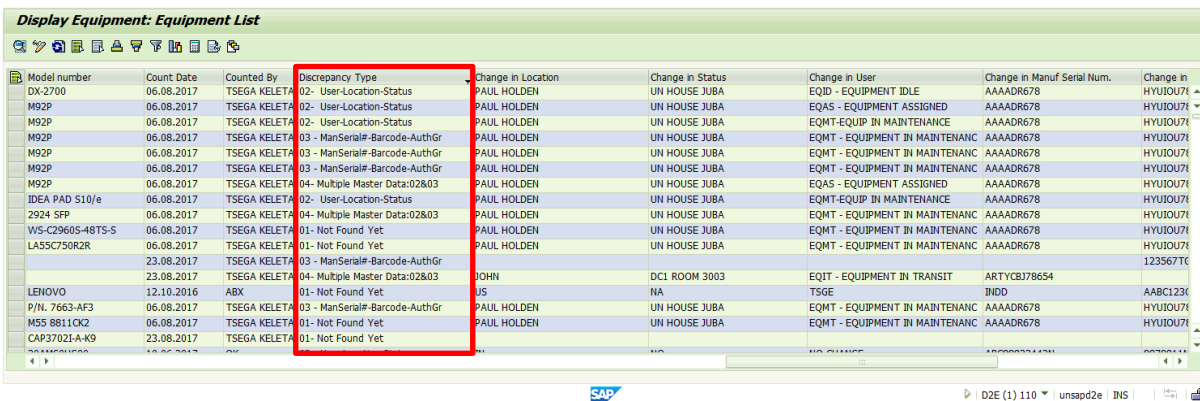
8. Highlight the column Discrepancy Type and click on the Filter button. Enter the

- 01: NOT FOUND YET
- 02: USER-LOCATION-STATUS
- 03: MANSERIAL#-BARCODE-AUTHGR
- 04: MULTIPLE MASTER DATA:02&03

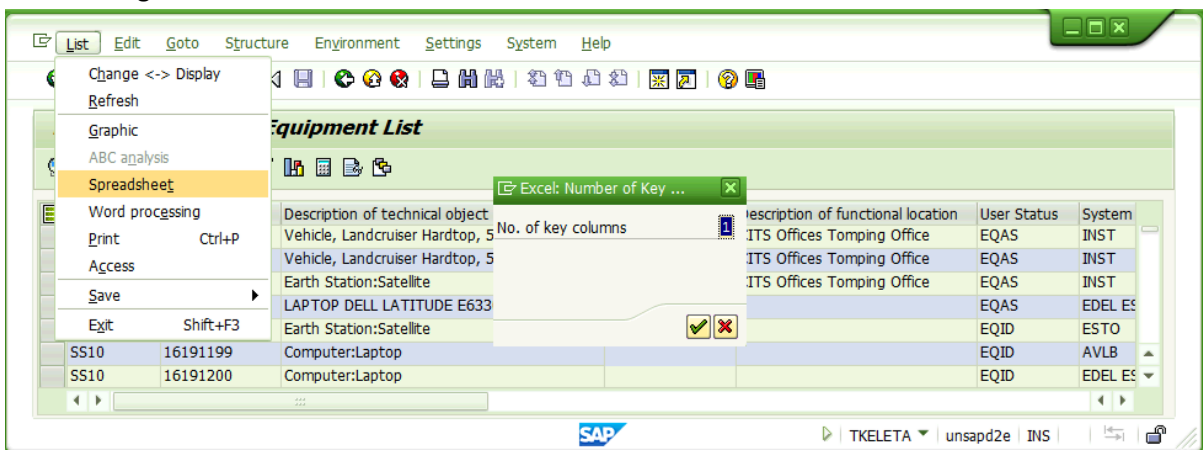
Click on the execute button.



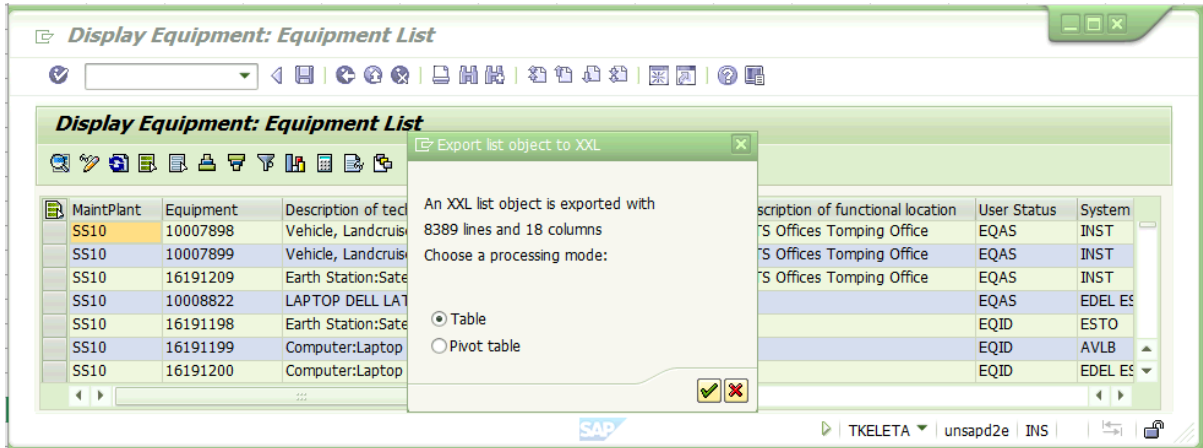
9. The Equipment list will be limited to the equipment with Discrepancies.



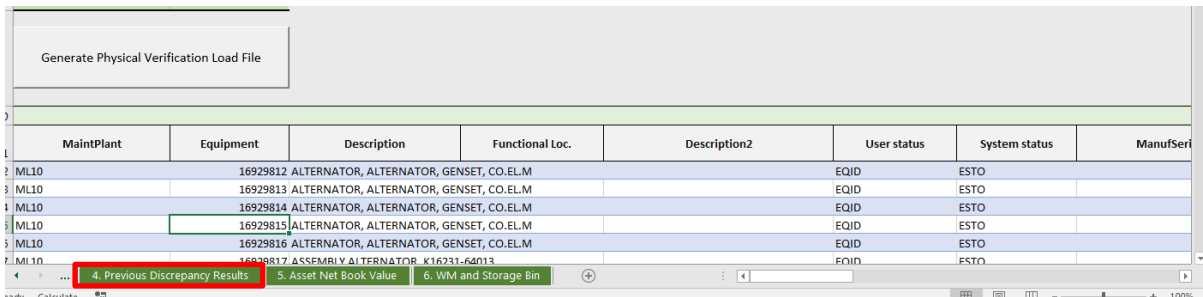
10. Extract the report into Excel. Click on List -> Spreadsheet. A pop up window will appear and click on the green check mark.



11. Select Table and click on the green check mark.



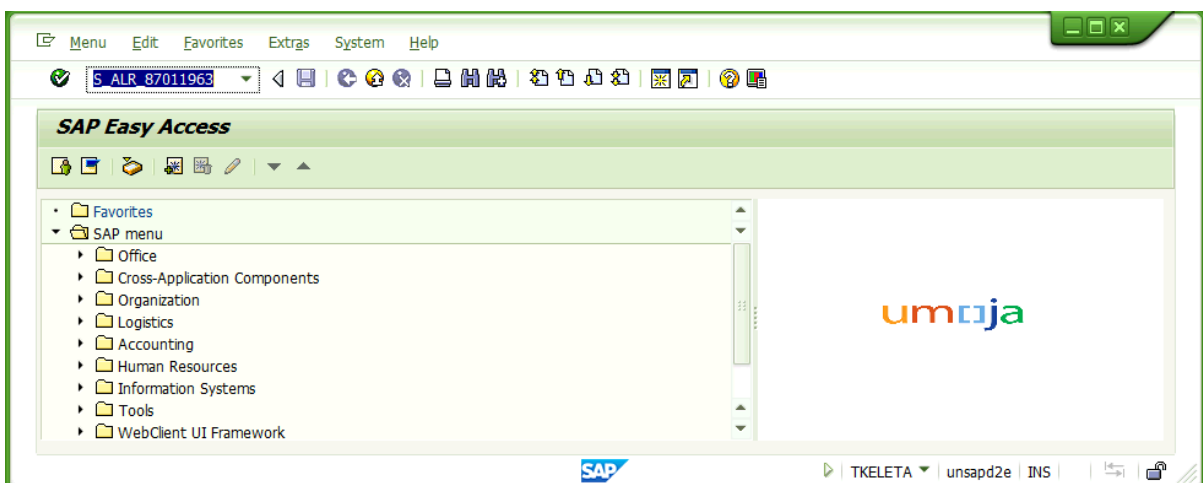
12. Copy and paste the output in the 'Previous Discrepancy Result' Tab.



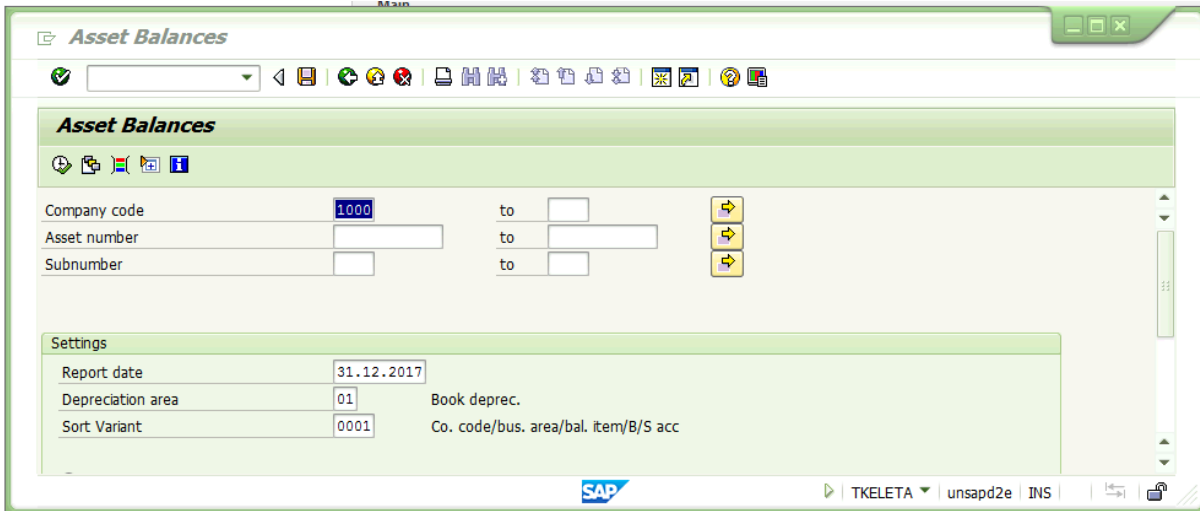
d) Asset Balances Report - Transaction Code s_alr_87011963)

This report will be used to determine the Netbook value of the Asset records.

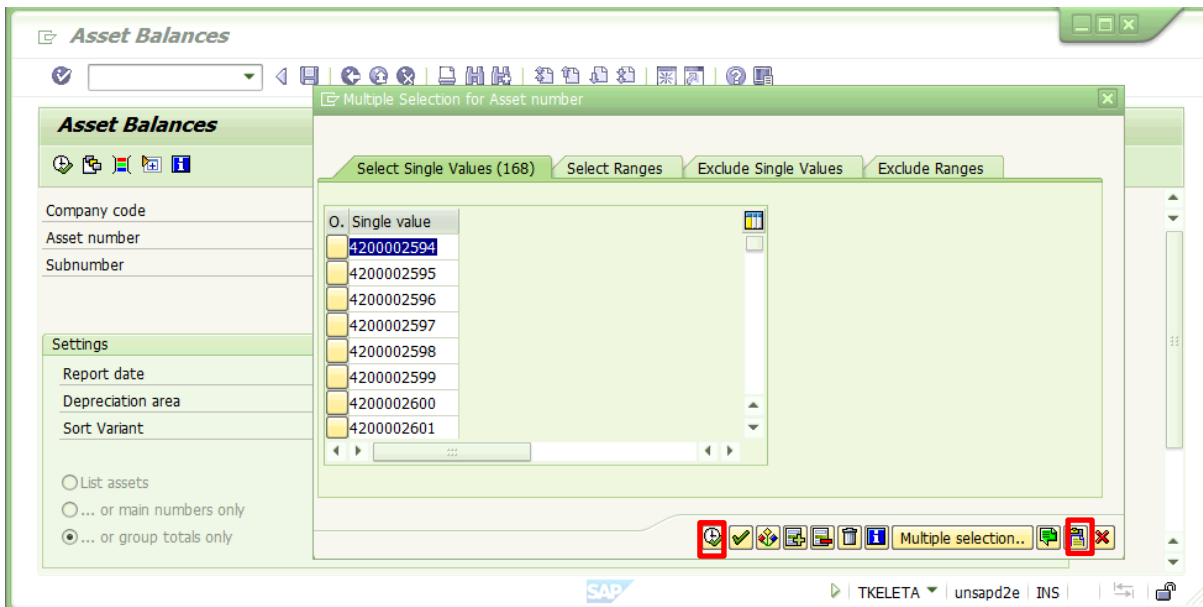
1. Execute Transaction Code: S_ALR_87011963



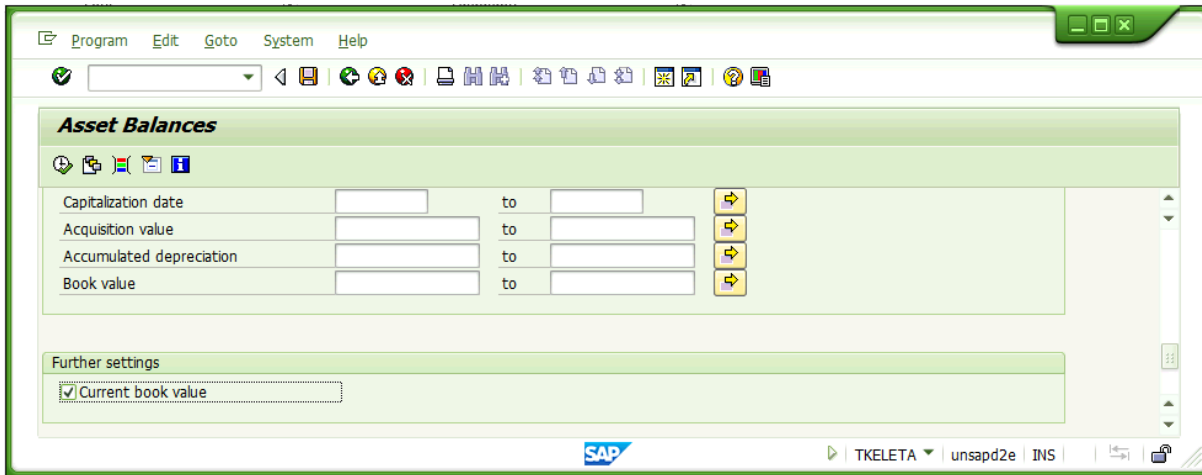
2. Asset Balances Report will be displayed. Enter the required Reporting date.



3. Copy the list of Asset Number from the report generated in the Step A. Click on the yellow arrow next to the field 'Asset Number' field to use the multiple selection option. Click on the 'Upload from clipboard' button at the bottom right (second to last icon) to paste. Click on execute.



- To get the current net book value, click on the 'All Selection' button and check the 'Current book value box.



- Execute the Report. The "Asset Balances (Current Book Value)" report will be displayed. Click on the "Change layout" button and **uncheck** the summation if they are checked.

Asset Balances (Current Book Value)

Asset Balances (Current Book Value) - 01 Book deprec.

Report date: 31.12.2017 - Created on: 02.09.2017

Asset	SNo.	Capitalized on	Asset description	Acquis.val.	Accum.dep.	Book val.	Currency
1300004797	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78-	0.00	USD
1300004798	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78-	0.00	USD
1300004799	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78-	0.00	USD
1300004800	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78-	0.00	USD
1300004801	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78-	0.00	USD
1300004802	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78-	0.00	USD
1300004854	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004855	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004856	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004857	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004858	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004859	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004860	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004861	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004862	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004863	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004864	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD
1300004865	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18-	4,530.82	USD

Asset Balances (Current Book Value)

Asset Balances (Current Book Value) - 01 Book deprec.

Report date: 31.12.2017 - Created on: 02.09.2017

Change Layout

Displayed Columns: Asset, Subnumber, Capitalized on, Asset description, Acquis.val., Accum.dep., Book val., Currency

Column Set: Company Code, Business Area, Balance sheet item, Acquisition:Acquis. and production costs, Asset Class

Asset	SNo.	Capitalized on	Asset description	Acquis.val.	Accum.dep.	Book val.	Currency
1300004797	0	19.07.2004	CONTAINERIZED KITCHEN, 100 M			0.00	USD
1300004798	0	19.07.2004	CONTAINERIZED KIT CHEN, 100 M			0.00	USD
1300004799	0	19.07.2004	CONTAINERIZED KITCHEN, 100 M			0.00	USD
1300004800	0	19.07.2004	CONTAINERIZED KITCHEN, 100 M			0.00	USD
1300004801	0	19.07.2004	CONTAINERIZED KITCHEN, 100 M			0.00	USD
1300004802	0	19.07.2004	CONTAINERIZED KITCHEN, 100 M			0.00	USD
1300004854	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004855	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004856	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004857	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004858	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004859	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004860	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004861	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004862	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004863	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004864	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004865	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004866	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD
1300004867	0	29.10.2014	PREFAB ACCOMMODATION BLDG,			530.82	USD

6. To extract the report, first click on the “print preview” icon.

Asset Balances (Current Book Value)

Asset Balances (Current Book Value) - 01 Book deprec.
Report date: 31.12.2017 - Created on: 02.09.2017

Asset	SNr.	Capitalized on	Asset description	Acquis.val.	Accum.dep.	Book val.	Currency
1300004797	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78	0.00	USD
1300004798	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78	0.00	USD
1300004799	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78	0.00	USD
1300004800	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78	0.00	USD
1300004801	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78	0.00	USD
1300004802	0	19.07.2004	CONTAINERIZED KITCHEN, 100 MEN	9,463.78	9,463.78	0.00	USD
1300004854	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004855	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004856	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004857	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004858	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004859	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004860	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004861	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004862	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004863	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004864	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD
1300004865	0	29.10.2014	PREFAB ACCOMMODATION BLDG, MODEL 1	6,677.00	2,146.18	4,530.82	USD

7. Save the Report in your local drive.

Report date: 31.12.2017 Asset Balances - 01 Book deprec.
Created on: 07.08.2017

CoCd	BusA	Bal.sh.itw	APC	Class Description	Acquis.val.	Accum.dep.	Book val.	Crcy
1000	C200	80000000	27151010	210 Office Equipment	9,281.36	9,281.36	0.00	USD
1000	C200	80000000	27152010	220 Furniture	27,980.28	17,660.12	10,320.16	USD
1000	C200	80000000	27156010	230 Fixt and Fittings	217,332.99	142,456.76	74,876.23	USD
1000	C200	80000000	27161010	310 Light Vh Vehicles	666,543.38	611,970.32	54,573.06	USD
1000	C200	80000000	27171020	420 IT Comp,Net,Stor Eqp	3,473,230.60	3,297,707.40	175,523.20	USD
1000	C200	80000000	27171510	430 Comm & CommNetwk Eqp	1,678,685.64	1,632,518.53	46,167.11	USD
1000	C200	80000000	27172010	440 Audio Visual Equip	1,831,643.35	1,758,967.64	72,675.71	USD
1000	C200	80000000	27173010	480 Sec Safety Equip	249,986.45	249,986.45	0.00	USD
1000	C200	80000000	27202020	730 S/W Acq - Bus. App.	121,725.00	89,293.75	32,431.25	USD
1000	C400	80000000	27151010	210 Office Equipment	82,323.54	82,323.54	0.00	USD
1000	C400	80000000	27161010	310 Light Vh Vehicles	680,842.62	525,094.20	155,748.42	USD
1000	C400	80000000	27171020	420 IT Comp,Net,Stor Eqp	4,982,015.01	3,727,449.40	1,254,565.61	USD

8. Copy and paste the data from it in the ‘Asset Net Book Value’ Tab. Do not copy the heading.

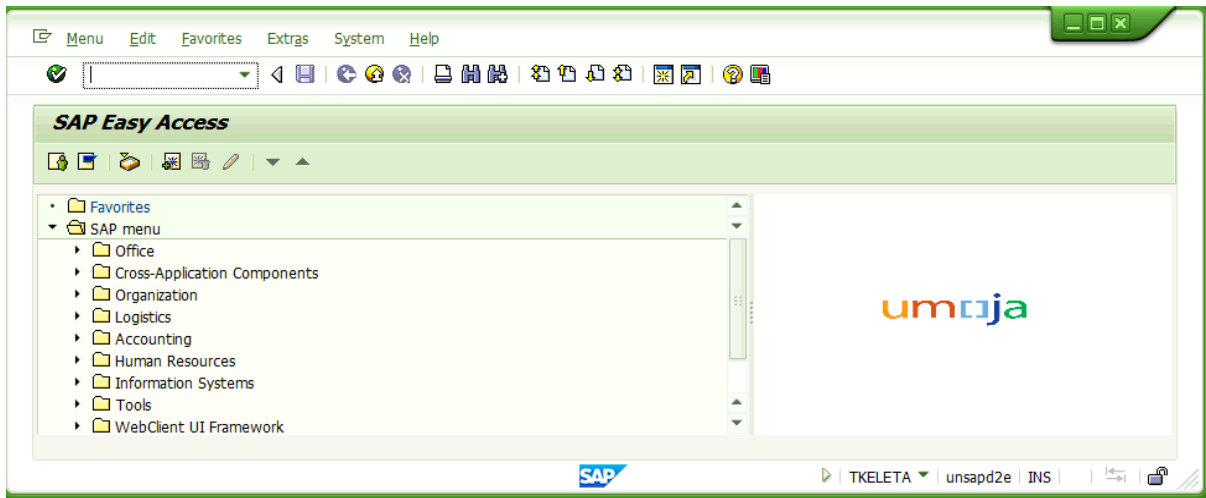
Generate Physical Verification Load File

MaintPlant	Equipment	Description	Functional Loc.	Description2	User status	System status	ManufSer
ML10	16929812	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM		EQID	ESTO		
ML10	16929813	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM		EQID	ESTO		
ML10	16929814	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM		EQID	ESTO		
ML10	16929815	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM		EQID	ESTO		
ML10	16929816	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM		EQID	ESTO		
ML10	16929817	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM		FNIN	ESTO		

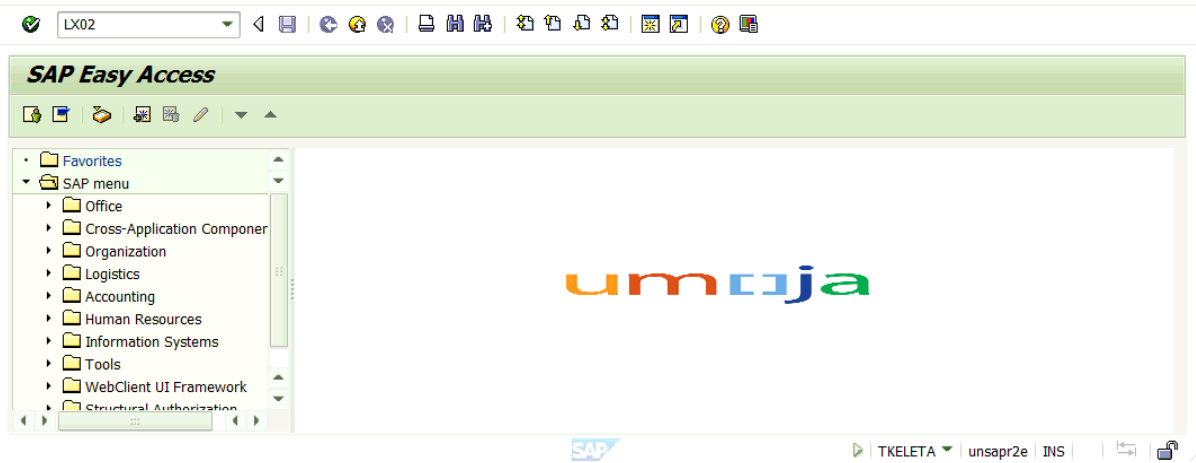
4. Previous Discrepancy Results | **5. Asset Net Book Value** | 6. WM and Storage Bin

e) Bin Status Report - Transaction Code LX03

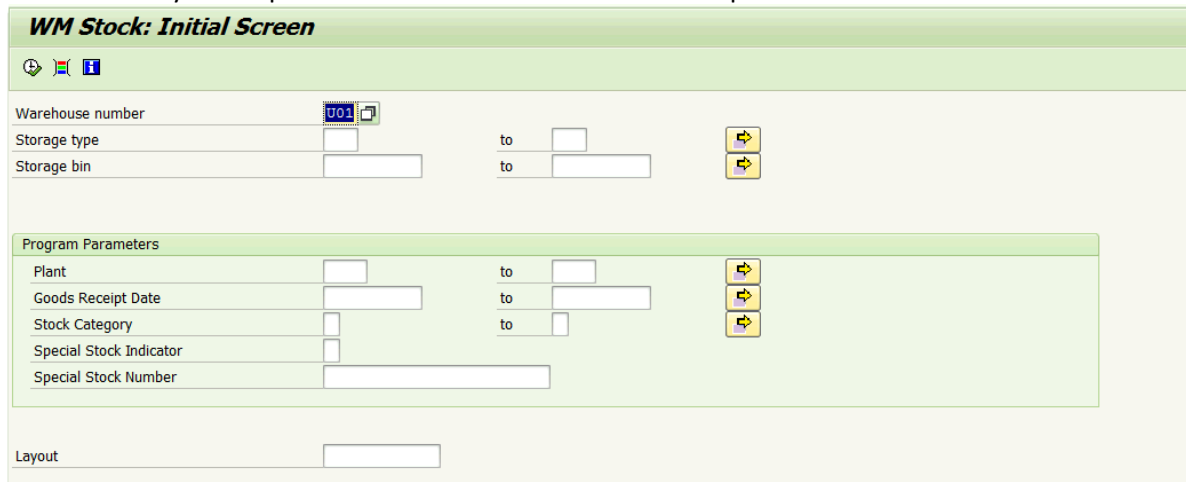
1. Log in to Umoja ECC.



2. Execute Transaction code LX03



3. Enter your respective Warehouse and execute the report.



4. The “WM Stock with material Description” report will be displayed

Material	Plnt	SLoc	S	Batch	S	Special Stock Number	Material Description	Typ	StorageBin
1100000101	SS10	4101					Bottle	002	CN305
1100000115	SS10	1101					Bar:Sq	002	CN037
1100000125	SS10	1101					Bitumen	002	CN036
1100000138	SS10	1101					Wire:ChnLnk Binding	002	CN077
1100000139	SS10	1101					Mesh:ChnLnk Fence	002	CN064
1100000142	SS10	1101					Top:ChnLnk Post	002	CN064
1100000145	SS10	1101					Band:ChnLnk Tension	002	CN031
1100000146	SS10	1101					Bar:ChnLnk Tension	002	CN053
1100000147	SS10	1101					Wire:ChnLnk Tension	002	CN064
1100000149	SS10	1101					Top:ChnLnk Y-Arm	002	CN064
1100000150	SS10	1101					Post:Fence Corner,ChnLnk	002	CN064
1100000152	SS10	1101					Post:Fence,ChnLnk	002	CN064
1100000152	SS10	1101					Post:Fence,ChnLnk	002	CN053
1100000179	SS10	1101					Gate,ChnLnk, Pedestrian	002	CN064
1100000203	SS10	1101					Barrier:Defence,1.2mWx0.6mHx0.6mD,Grn	002	CN066
1100000233	SS10	1101					Picket,185cm	002	CN062

5. Extract the report into Excel. Click on List -> Export -> Spreadsheet. A pop up window will appear and click on the green check mark.

6. Select Table and click on the green check mark and copy the data from the extract and paste it in the ‘WM and Storage Bin’ Tab.

MaintPlant	Equipment	Description	Functional Loc.	Description2	User status	System status	Manufser
ML10	16929812	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO	
ML10	16929813	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO	
ML10	16929814	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO	
ML10	16929815	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO	
ML10	16929816	ALTERNATOR, ALTERNATOR, GENSET, CO.ELM			EQID	ESTO	
ML10	16929817	ASSEMBLY ALTERNATOR, K16221, 64013			FQID	ESTO	

V. Prepare Template and Upload Results in Umoja

The SD 08 Physical Verification User is responsible for uploading the PV results into the system. This section explains the steps for generating the upload file with the use of excel template and uploading the results into the system through Mass Upload Utility. The respective Technical Units will then review the results of the verification and take appropriate action to reconcile the discrepancies identified.



Once the physical verification has been completed, the findings must be recorded in the PV Excel Template and uploaded into Umoja. Data validation is performed to determine if the load file is to be accepted or must be reprocessed. Upload Template will validate:

- The completeness of mandatory fields (refer to table below)
- The validity of the Master Data being referred in the upload
- The correct Data Type & Length used for the Characteristics
- Security check to ensure user has the SD:08 Physical Verification Planner role and have been provisioned for the respective Plant.

The Discrepancy Type will determine which Characteristics are to be mandatory and which are optional. For each of the 5 Discrepancy Types, the below table outlines the Characteristics that are:

- Mandatory,
- Optional (Input Allowed) and
- Blocked (Input Not allowed)

		Characteristics									
		Verification Date	Verified By	Discrepancy Type	Change in User	Change in Location	Change in Status	Change in ManSerial#	Change in Barcode	Change in Auth Group	Comment
Discrepancy Type	00: NO DISCREPANCY FOUND	Mandatory	Mandatory	Mandatory	Blocked	Blocked	Blocked	Blocked	Blocked	Blocked	Optional
	01: NOT FOUND YET	Mandatory	Mandatory	Mandatory	Blocked	Blocked	Blocked	Blocked	Blocked	Blocked	Optional
	02: USER-LOCATION-STATUS	Mandatory	Mandatory	Mandatory	Optional	Optional	Optional	Blocked	Blocked	Blocked	Optional
	03: MANSERIAL#-BARCODE-AUTHGR	Mandatory	Mandatory	Mandatory	Blocked	Blocked	Blocked	Optional	Optional	Optional	Optional
	04: MULTIPLE MASTER DATA:02&03	Mandatory	Mandatory	Mandatory	Optional	Optional	Optional	Optional	Optional	Optional	Optional

Table 1- Physical Verification Characteristics

If any of these validations are not met, the template will not generate the load file and the results cannot be uploaded into the system. The errors recorded must be resolved by the user before re-processing the records. List of records with an error will be provided after the programme is executed.

If the data passes the above validations, the load file will be accepted by the system and the Characteristics will be recorded against each record n Umoja.

Description of the Characteristics:

Characteristics		Description	Format & *Length
1	Verification Date	Date when Physical Verification is conducted	Format: Date DD.MM.YYYY
2	Verified By	Name of Person that performed the verification	Format: Text and/or Numbers Length: 30
3	Discrepancy Type	One of the below Discrepancy Types must be selected for each record: 00: NO DISCREPANCY FOUND 01: NOT FOUND YET 02: USER-LOCATION-STATUS 03: MANSERIAL#-BARCODE-AUTHGR 04: MULTIPLE MASTER DATA:02&03	Drop down list
4	Change in User	If the Equipment assignment is found to be incorrect (i.e. Discrepancy Type = 02: USER-LOCATION-STATUS and 04: MULTIPLE MASTER DATA:02&03), this field is used to provide the correct Name or BP Number that should be reflected in the equipment master.	Format: Text and/or Numbers Length: 30
5	Change in Location	If the Functional Location is found to be incorrect (i.e. Discrepancy Type = 02: USER-LOCATION-STATUS and 04: MULTIPLE MASTER DATA:02&03), this field is used to provide the correct Functional Location that should be reflected in the equipment master.	Format: Text and/or Numbers Length: 30
6	Change in Status	If the User Status of the equipment is found to be incorrect (i.e. Discrepancy Type = 02: USER-LOCATION-STATUS and 04: MULTIPLE MASTER DATA:02&03) this field is used to provide the correct Status that should be reflected in the equipment master.	Drop down list
7	Change in ManSerial#	If the Manufacture Serial Number of the equipment is found to be incorrect (i.e. Discrepancy Type = 03: MANSERIAL#-BARCODE-AUTHGR and 04: MULTIPLE MASTER DATA:02&03) this field is used to provide the correct Manufacture Serial Number that should be reflected in the equipment master.	Format: Text and/or Numbers Length: 30
8	Change in Barcode	If the Barcode of the equipment is found to be incorrect (i.e. Discrepancy Type = 03: MANSERIAL#-BARCODE-AUTHGR and 04: MULTIPLE MASTER DATA:02&03) this field is used to provide the correct Barcode that should be reflected in the equipment master.	Format: Text and/or Numbers Length: 30
9	Change in Auth Group	If the Authorization Group of the equipment is found to be incorrect (i.e. Discrepancy Type = 03: MANSERIAL#-BARCODE-AUTHGR and 04: MULTIPLE MASTER DATA:02&03) this field is used to provide the correct Authorization Group that should be reflected in the equipment master.	Format: Text and/or Numbers Length: 30

10	Comment	This Comment Field is used by the Physical Verification Planner to add any comment and observation when applicable.	Format: Text and/or Numbers Length: 30
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*Length = Number of Characters allowed in field

a) Prepare Template for Physical Verification load file

This section will provide instruction on how to prepare the Physical Verification load file. The upload file will be prepared by the Verification Planner using the correct format for each characteristic (as detailed in Table above). Please open the Physical Verification template which was prepared in the previous section.

Step-by-Step Instructions

1. Open the template and Update the relevant Characteristic for each of the equipment record on the template (Columns AA to AJ)

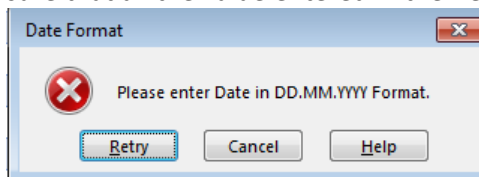
Count of Records To be Uploaded for Each Discrepancy Type (Column AC)											
Discrepancy Type	Count Of Records										
00: No Discrepancy Found	234										
01: Not Found/Yes	18										
02: User-Location-Status	233										
03: ManSerial#-Barcode-AuthGr	56										
04: Multiple Master Data 02&03	8										
Total	549										
Generate Physical Verification Load File											
		Mandatory			Optional						
Maint/Plant	Equipment	Verification Date	Verified By	Discrepancy Type	Change in User	Change in Location	Change in Status	Change in ManSerial#	Change in Barcode	Change in Auth Group	Comment
SS10	10109458	06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
SS10	16366893	06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
SS10	16366894	06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
SS10	16366895	06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
SS10	16366896	06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
SS10	16366897	06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
SS10	16366898	06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							

Note: There should only be one row per equipment record. Data Instruction for Upload file is also provided in tab "1. Instruction" in the excel template.

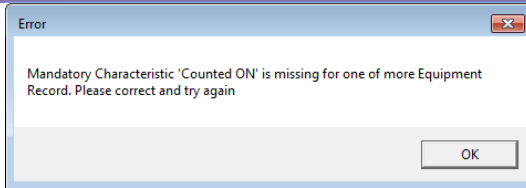
Verification Date

Mandatory		Optional									
Verification Date	Verified By	Discrepancy Type	Change in User	Change in Location	Change in Status	Change in ManSerial#	Change in Barcode	Change in Auth Group	Comment		
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND									
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS									
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS									
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND									
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND									
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS									
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND									

- The template will only accept a Date in the format DD.MM.YYYY. If user attempts to enter text or Date in a different format the below error will pop up. Click on the "Retry" button and make sure that all the value entered in the Verification Date field is in the correct type and format.



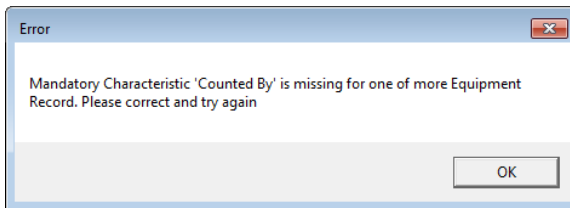
- Additionally, since this is a mandatory field if 'Verification Date' is missing from the template, the below error will be encountered. Click on the "OK" button and make sure that all the mandatory fields are populated before clicking on the "Generate load file".



Verified By

Mandatory			Optional						
Verification Date	Verified By	Discrepancy Type	Change in User	Change in Location	Change in Status	Change in ManSerial#	Change in Barcode	Change in Auth Group	Comment
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							

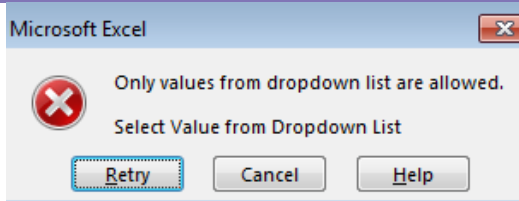
- This is a mandatory field and represents the name of Person that performed the verification
- The template will accept Text and/or Numbers (Length 30)
- If this field is missing from the template, the below errors will be encountered. Click on the “OK” button and make sure that all the mandatory fields are entered before clicking on the “Generate load file”.



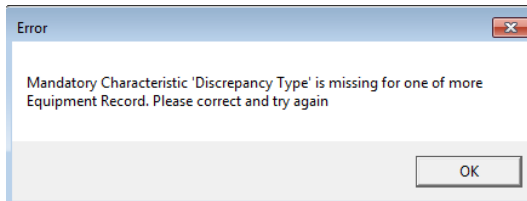
Discrepancy Type

Mandatory			Optional						
Verification Date	Verified By	Discrepancy Type	Change in User	Change in Location	Change in Status	Change in ManSerial#	Change in Barcode	Change in Auth Group	Comment
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							

- This is mandatory field and represents the Discrepancy that has been identified during the physical verification process.
- The template for this Characteristic will only accept one selection from a dropdown list as per the below values:
 - 00: NO DISCREPANCY FOUND
 - 01: NOT FOUND YET
 - 02: USER-LOCATION-STATUS
 - 03: MANSERIAL#-BARCODE-AUTHGR
 - 04: MULTIPLE MASTER DATA:02&03
- If user attempts to enter a value other than what is in the dropdown list, the below error will pop up and user will not be able to proceed.



- Since this is a mandatory field, if it is missing from the template, the below error will be encountered. Click on the “OK” button and make sure that all the mandatory fields are entered before clicking on the “Generate load file”.



Change in User, Change in Location and Change in Status

Depending on the Discrepancy Type selected, the characteristics that are permitted will differ as explained in *Table 2- Physical Verification Characteristics*. If the rule outlined in the table is not followed, the template will give an error.

Mandatory			Optional						
Verification Date	Verified By	Discrepancy Type	Change in User	Change in Location	Change in Status	Change in ManSerial#	Change in Barcode	Change in Auth Group	Comment
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							

These are optional fields and the template will accept Text and/or Numbers (Length 30)

Change in User

- If the Equipment assignment is found to be incorrect this field is used to provide the correct Name or BP Number that should be reflected in the equipment master.
- This is the Business Partner Number and Name of the User Accountable for the piece of Equipment.

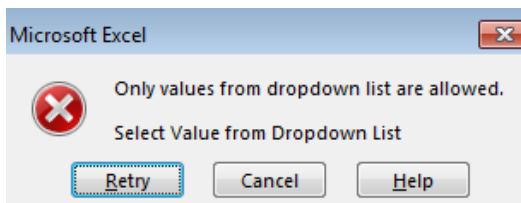
Change in Location

- If the Functional Location is found to be incorrect this field is used to provide the correct Functional Location that should be reflected in the equipment master.
- This is the Functional Location (Real Estate Object - building or room) where the Equipment is physically located/installed.

Change in Status

- If the User Status of the equipment is found to be incorrect this field is used to provide the correct Status that should be reflected in the equipment master.

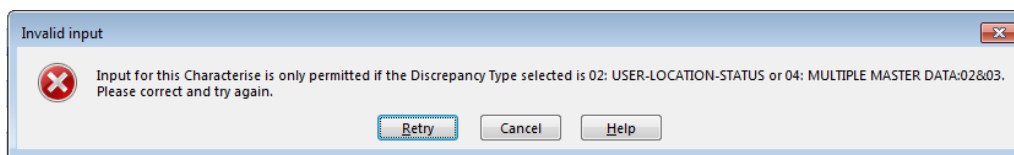
- The template for this Characteristic will only accept one selection from a dropdown list for the below values:
 - EQID - Equipment Idle
 - EQAS - Equipment Assigned
 - EQMT-Equip in Maintenance
 - EQIT - Equipment In Transit
 - WRPR - Write off in Process
 - EQSL - Sale Disposal Method
 - EQCB-Cannibalization Disp Mtd
 - EQDE-Destruction Disposal Mtd
 - EQDN-Donation Disposal Mtd
 - EQTI - Trade-In Disposal Mtd
- If user attempts to enter a value other than what is in the dropdown list, the below error will pop up and user will not be able to proceed.



Input values for **Change in User**, **Change in Location** and **Change in Status** is ONLY permitted if the Discrepancy Type selected for the equipment is:

- 02: USER-LOCATION-STATUS or
- 04: MULTIPLE MASTER DATA:02&03

If user tries to enter data for **Change in User**, **Change in Location** and **Change in Status** when the Discrepancy is NOT **02 or 04**, the below error will be encountered. Click on the “Retry” button and make sure that all the information is captured in the correct field.



Change in ManSerial#, Change in Barcode and Change in Auth Group.

Depending on the Discrepancy Type selected, the characteristics that are permitted will differ as explained in *Table 2- Physical Verification Characteristics*. If the rule outlined in the table is not followed, the template will give an error.

Mandatory			Optional						
Verification Date	Verified By	Discrepancy Type	Change in User	Change in Location	Change in Status	Change in ManSerial#	Change in Barcode	Change in Auth Group	Comment
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							

- These are optional fields and the template will accept Text and/or Numbers (Length 30)

Change in ManSerial#

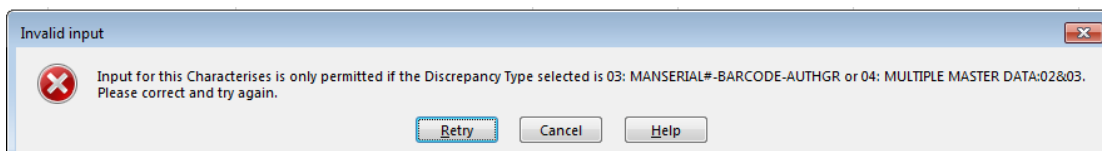
- If the Manufacture Serial Number of the equipment is found to be incorrect this field is used to provide the correct Manufacture Serial Number that should be reflected in the equipment master.

Change in Barcode

- If the Barcode of the equipment is found to be incorrect this field is used to provide the correct Barcode that should be reflected in the equipment master.

Change in Auth Group

- If the Authorization Group of the equipment is found to be incorrect this field is used to provide the correct Authorization Group that should be reflected in the equipment master.
- Input for **Change in ManSerial#, Change in Barcode and Change in Auth Group** is ONLY permitted if the Discrepancy Type selected for the equipment is:
 - 03: MANSERIAL#-BARCODE-AUTHGR or
 - 04: MULTIPLE MASTER DATA:02&03
- If user tries to enter data for **Change in User, Change in Location and Change in Status** when the Discrepancy is NOT **03 or 04**, the below error will be encountered. Click on the “Retry” button and make sure that all the information is captured in the correct field.



Comment

Mandatory			Optional						
Verification Date	Verified By	Discrepancy Type	Change in User	Change in Location	Change in Status	Change in ManSerial#	Change in Barcode	Change in Auth Group	Comment
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							

- These are optional field and the template will accept Text and/or Numbers (Length 30)
 - This Comment Field is used by the Physical Verification Planner to add any comment and observation when applicable.
2. Once all the required PV information is completed in the template and there are no errors, generate the load file by clicking on the “**Generate Physical Verification Load file**” button.

Note: In the top left hand side of the template, you will see a running count broken down by Discrepancy Type of how many records within the template are categorized under each discrepancy type. Since the verification planner might be preparing the upload file for high volume

of data, this will assist them to keep track of the number of equipment that will be uploaded into Umoja for each discrepancy Type.

Count of Records To be Uploaded for Each Discrepancy Type (Column AC)	
Discrepancy Type	Count Of Records
00: No Discrepancy Found	231
01: Not Found Yet	18
02: User-Location-Status	233
03: ManSerial#-Barcode-AuthGr	36
04: Multiple Master Data-02.03	8
Total	546

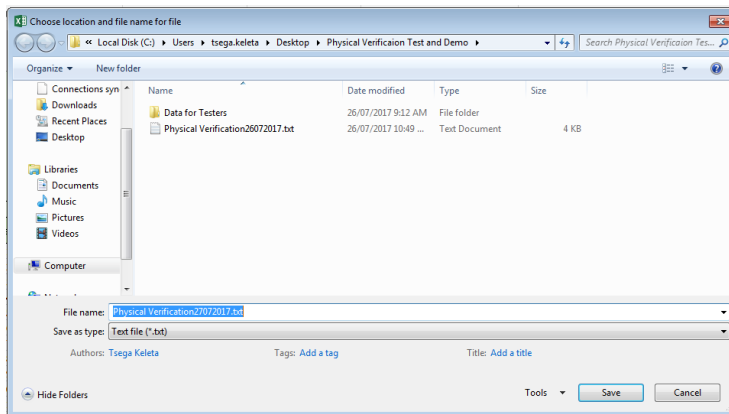
Count of Equip. by discrepancy

MaintPlant	Equipment	Verification Date	Verified By	Discrepancy Type	Optional						
					Change in User	Change in Location	Change in Status	Change in ManSerial#	Change in Barcode	Change in Auth Group	Comment
SS10	10109458	06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
SS10	16366893	06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
SS10	16366894	06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
SS10	16366895	06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
SS10	16366896	06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							
SS10	16366897	06.08.2017	Tsega Keleta	02: USER-LOCATION-STATUS							
SS10	16366898	06.08.2017	Tsega Keleta	00: NO DISCREPANCY FOUND							

Click Here to create upload text

Important: N/A (Not Applicable) indicator will automatically be recorded when a user does not provide a value for the characteristic in the template. This is to ensure that the results from the previous verification are not carried forward in subsequent upload. DO NOT DELETE THE N/A indicators from the template.

3. A pop up window will be displayed asking user to choose a location and name for the load file. The file name will initially default to "Physical Verification DDMMYYYY" (using the current system date), however user can rename the file. Save the load file in your Local Folder.



4. If the file is successfully generated, a message will be displayed indicating that the template has been successfully saved.

Description	Functional Loc.	Description2	User status	System status	ManufSerialNo.	TechIdentNo.	AuthorizGroup	Cost Center	Business #
iedan.Mercedes Benz			EQAS	AVLB		ECA-SPO-CA-4411	F00	13655	R100
JISSAN PATROL TVTSLFY6INRA	100890.0066 UN House, Juba Workshop 2		EQAS	INST	JUSTCS45320587439	MS 014677	L02	10483	P021
1MOOLLE WITH BATHROOM	100688.04 0.5 hectares guest hse comp					MS 014624	L02	10483	P021
2--<16>.STANDARD USER	100890.0066 UN House, Juba Workshop 2				1003 LEB-2-02110	MS 32367	T00	10481	P021
2--<16>.STANDARD USER	100873.0408 PROTECTION(IPRI)45					MS 32672	T00	10481	P021
2--<16>.STANDARD USER	100868.04 0.5 hectares guest hse comp					MS 32676	T00	10481	P021
2--<16>.STANDARD USER	100873.0409 PROTECTION(IPRI)46					MS 32684	T00	10481	P021
2--<16>.STANDARD USER	100890.0066 UN House, Juba Workshop 2					MS 32687	T00	10481	P021
2--<16>.STANDARD USER	100873.0409 PROTECTION(IPRI)46					MS 32705	T00	10481	P021
2--<16>.STANDARD USER	100873.0409 PROTECTION(IPRI)46					MS 32711	T00	10481	P021
2--<16>.STANDARD USER	100873.0409 PROTECTION(IPRI)46					MS 32714	T00	10481	P021
2--<16>.STANDARD USER	100873.0409 PROTECTION(IPRI)46		EQAS	INST	R8NHL0M	MS 32723	T00	10481	P021
2--<16>.STANDARD USER	100873.0409 PROTECTION(IPRI)46		EQAS	INST	R8NHL2N	MS 32731	T00	10481	P021
2--<16>.STANDARD USER	100873.0408 PROTECTION(IPRI)45		EQAS	INST	R8NHL0T	MS 32734	T00	10481	P021
2--<16>.STANDARD USER	100873.0408 PROTECTION(IPRI)45		EQAS	INST	R8NHL7W	MS 32737	T00	10481	P021
2--<16>.STANDARD USER	100873.0408 PROTECTION(IPRI)45		EQAS	INST	R8NHL2M	MS 32742	T00	10481	P021
2--<16>.STANDARD USER	100873.0409 PROTECTION(IPRI)46		EQAS	INST	R8NHL7V	MS 32769	T00	10481	P021

Successfully saved

The template has been successfully saved as a text file

OK

Important:

All the fields indicated as mandatory should be populated in the load file.

Values should be overwritten if users want to change content. If a field in the spreadsheet contains blank value (no information provided in the field) the upload tool will interpret the blank value as 'no update' needed for that field in the Equipment record.

If the value of a field is to be removed in the Equipment Record, and this field is not a mandatory field, the user must indicate in the spreadsheet field with a special indicator '/' the program will interpret '/' value as deletion of value in the Equipment record field.

b) Upload Load File (Results of PV) into Umoja

1. Execute transaction ZPM_EQUI_CHAR to load the results.

Equipment Classification Mass Upload

Execution Mode

Execute in Foreground Execute in Background

File Path

File name:

Test Run

SAP | TKELETA | unsapd2e | INS

2. Click the Matchcode and select the load file that was generated in the previous step.

Equipment Classification Mass Upload

Execution Mode

Execute in Foreground Execute in Background

File Path

File name:

Test Run

SAP | TKELETA | unsapd2e | INS

File select

Look in: Physical Verifaion Test and Demo

Name	Date modified	Type
Data for Testers	7/27/2017 3:41 PM	File folder
Final form	8/23/2017 3:54 PM	File folder
New folder	8/23/2017 3:53 PM	File folder
Physical Verification Process Flow_v5vsdx	7/26/2017 8:34 AM	Adobe Acrobat
Physical Verification26072017	7/26/2017 10:49...	Text Document

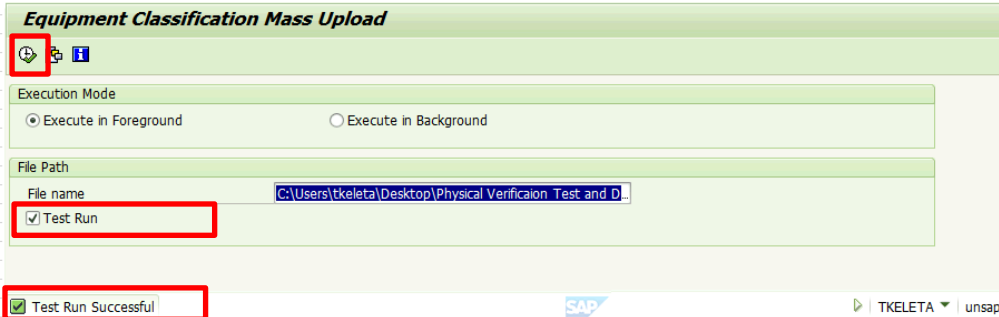
File name:

Files of type: *.*

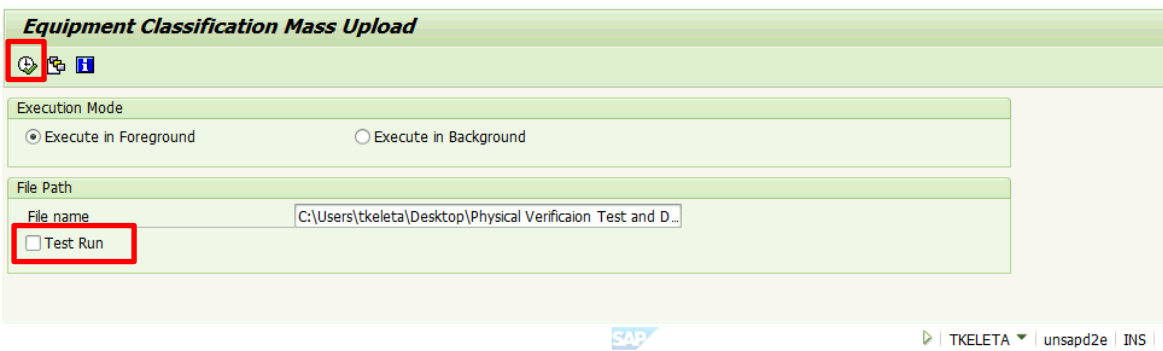
Open Cancel

SAP | TKELETA | unsapd2e | INS

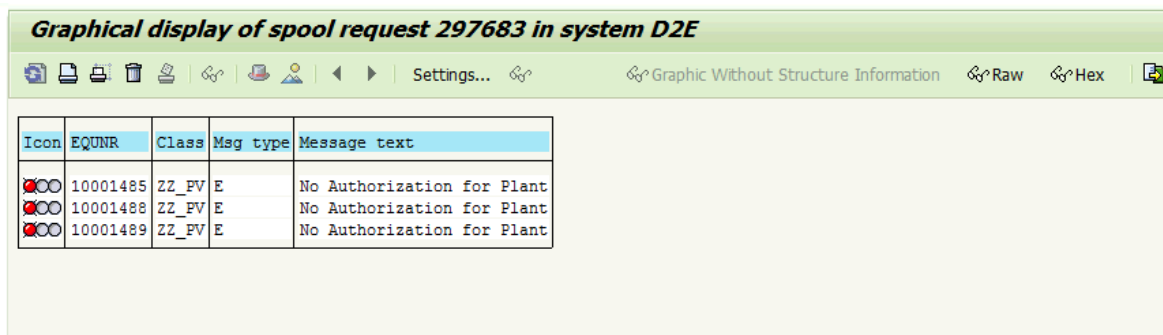
- First, execute the programme in test mode. Press Execute and you will get a report with errors or with the confirmation “Test Run Successful” will be displayed. If the load file contains an error, the programme will display all the records with error along with the details for the error. In case of an error, the programme will not upload any of the records. User must correct the issue and reprocess the load file.



- Uncheck the “Test Run” Repeat the process in real mode. Press Execute. Since there are no errors, the system will update the equipment records as per the load file.



- If the user does not have authorization for the Plant that they are uploading results for, the system will give the error below:



- If file is successfully uploaded, a list of the Equipment that was updated will be displayed by the system as confirmation that the data has been updated.

Equipment Classification Mass Upload

Icon	Equipment	Class	M Message text
	16509221	ZZ_PV	S Equipment 16509221 changed successfully
	16509224	ZZ_PV	S Equipment 16509224 changed successfully
	16509253	ZZ_PV	S Equipment 16509253 changed successfully
	16509256	ZZ_PV	S Equipment 16509256 changed successfully
	16509257	ZZ_PV	S Equipment 16509257 changed successfully
	16509264	ZZ_PV	S Equipment 16509264 changed successfully
	16509266	ZZ_PV	S Equipment 16509266 changed successfully
	16509268	ZZ_PV	S Equipment 16509268 changed successfully
	16509284	ZZ_PV	S Equipment 16509284 changed successfully
	16509301	ZZ_PV	S Equipment 16509301 changed successfully
	16509308	ZZ_PV	S Equipment 16509308 changed successfully
	16509319	ZZ_PV	S Equipment 16509319 changed successfully
	16509320	ZZ_PV	S Equipment 16509320 changed successfully
	16509325	ZZ_PV	S Equipment 16509325 changed successfully
	16509326	ZZ_PV	S Equipment 16509326 changed successfully
	16509329	ZZ_PV	S Equipment 16509329 changed successfully
	16509333	ZZ_PV	S Equipment 16509333 changed successfully
	16509353	ZZ_PV	S Equipment 16509353 changed successfully
	16509355	ZZ_PV	S Equipment 16509355 changed successfully
	16509356	ZZ_PV	S Equipment 16509356 changed successfully
	16509357	ZZ_PV	S Equipment 16509357 changed successfully

SAP | TKELETA | unsapq2e | INS

User can double click on the equipment number and click on the Class Overview button to review the PV details that were uploaded via the upload:

Display Equipment : General Data

Measuring points/counters

Equipment: 60017707 Category: UN Not Serialized Locally Trkd

Description: PREFAB SOFTWALLS, 4,8M X 7,2M TYPE A1

Status: INST EQAS

Valid From: 15.04.2017 Valid To: 31.12.9999

General | Location | Organization | Structure | Warranty/Insurance | S...

General data

Class:

Object type: 95131700 Tents,MembraneStruct

AuthorizGroup: F00 Facilities Managemen

Weight: 0.000 Size/dimension:

Inventory no.: Start-up date:

Reference data

AcquistnValue: 3,500.00 USD Acquisition date: 22.02.2012

Manufacturer data

Manufacturer: SOFTWALL ManufCountry:

Model number: TYPE A1 : 4.8M X 7.2 Constr.yr/mth: /

ManufPartNo.:

ManufSerialNo.:

SAP | Q2E (1) 220 | unsapq2e | INS

Display Equipment : Classification

Object
 Equipment: 60017707 PREFAB SOFTWALLS, 4,8M X 7,2M TYPE A1
 Class Type: 002 Equipment Class

Assignments

Class	Description	Sta...	S...	Icon	Itm
ZZ_PV	Physical Verification		1	✓	10

Values for Class ZZ_PV - Object 60017707

General

Characteristic Description	Value
Verification Date	31.08.2017
Verified By	TSEGA KELETA
Discrepancy Type	02: USER-LOCATION-STATUS
Change in User	
Change in Location	DC01
Change in Status	EQAS - EQUIPMENT ASSIGNED
Change in Manuf Serial Nu...	
Change in Barcode	
Change in Auth Group	
Comment	

Values for the 10 Characteristics that were

Note: There is also an option to Execute the upload in Background if the volume of the file to be uploaded is high. If the background option is selected, please use transaction SP02: List of Spool to review any error messages that might have occurred.

Equipment Classification Mass Upload

Execution Mode
 Execute in Foreground
 Execute in Background

File Path
 File name: []
 Test Run

Background Scheduling Details
 Job name: ZFM_EQUIPMENT_CLASS_UPLOAD
 Start date: 28.08.2017
 Start time: 00:52:54

7. The Characteristic (Physical Verification results) will now appear in the equipment record report (screenshot of IH08: Display Equipment List report).

Note: instruction on how to execute this report can be found in section V. *Extract the List of ALL Equip with Discrepancy*

Display Equipment: Equipment List

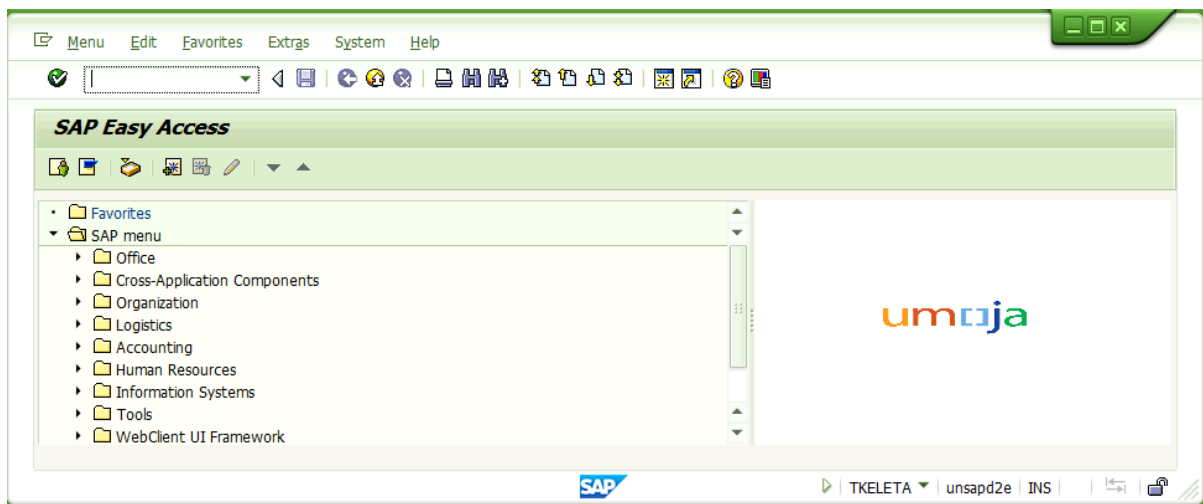
Equipment	Description of technical object	Verification Date	Verified By	Discrepancy Type	Change in User	Change in Location	Change in Status
60017707	PREFAB SOFTWALLS, 4,8M X 7,2M TYPE A1	31.08.2017	TSEGA KELETA	02: USER-LOCATION-STATUS	KELETA	DC01	EQAS - EQUIPME
60017711	PREFAB SOFTWALLS, 4,8M X 7,2M TYPE A1	31.08.2017	TSEGA KELETA	02: USER-LOCATION-STATUS	SATA	FF01 ROOM 2334	EQAS - EQUIPME
60017716	PREFAB SOFTWALLS, 4,8M X 7,2M TYPE A1	31.08.2017	TSEGA KELETA	02: USER-LOCATION-STATUS	DAN	IN BUILDING RM 224	EQUIT - EQUIPME
60017721	PREFAB SOFTWALLS, 4,8M X 7,2M TYPE A1	31.08.2017	TSEGA KELETA	02: USER-LOCATION-STATUS	19876548 - TINA		EQAS - EQUIPME
60017726	PREFAB SOFTWALLS, 4,8M X 7,2M TYPE A1	31.08.2017	TSEGA KELETA	02: USER-LOCATION-STATUS	55667823		

VI. Extract the List of ALL Equip with Discrepancy

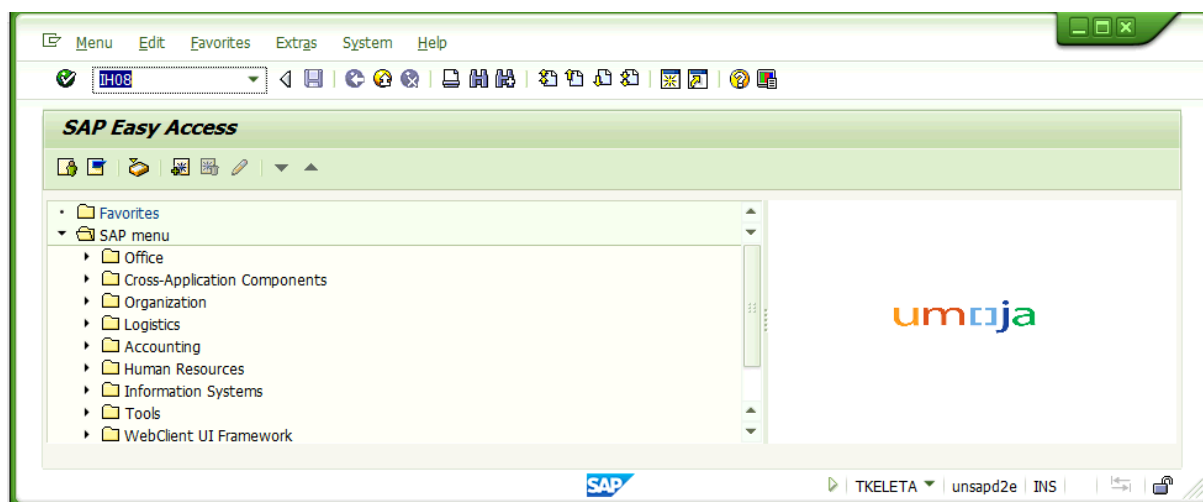
A standard equipment Report will be used to extract the list of equipment discrepancies type 01, 02, 03 and 04. This report will be provided to the Technical Units to resolve any discrepancies and update the equipment record.



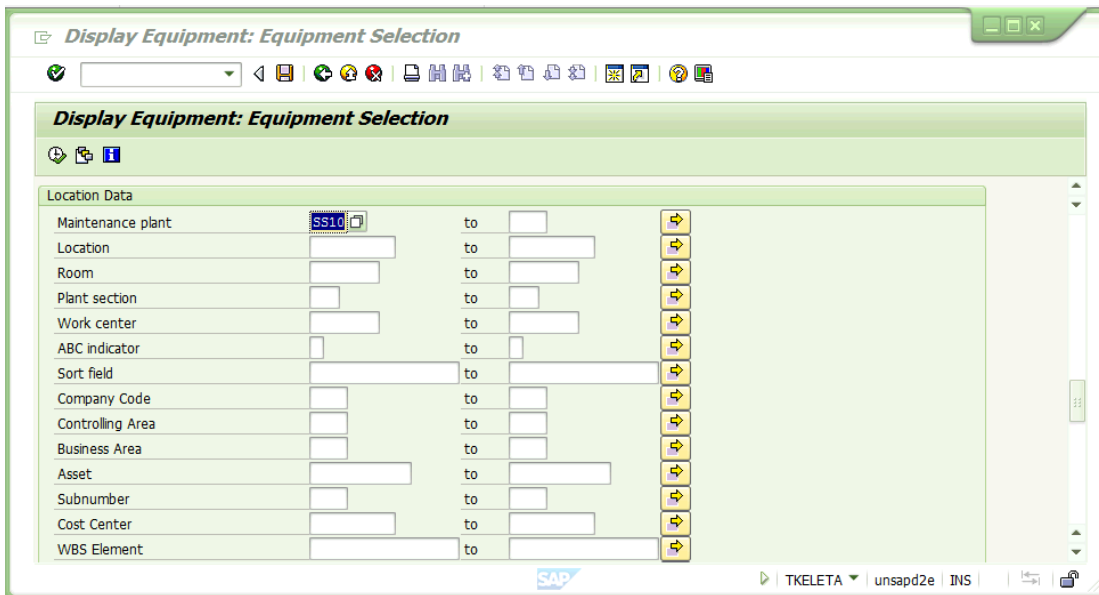
1. Log in to Umoja ECC.



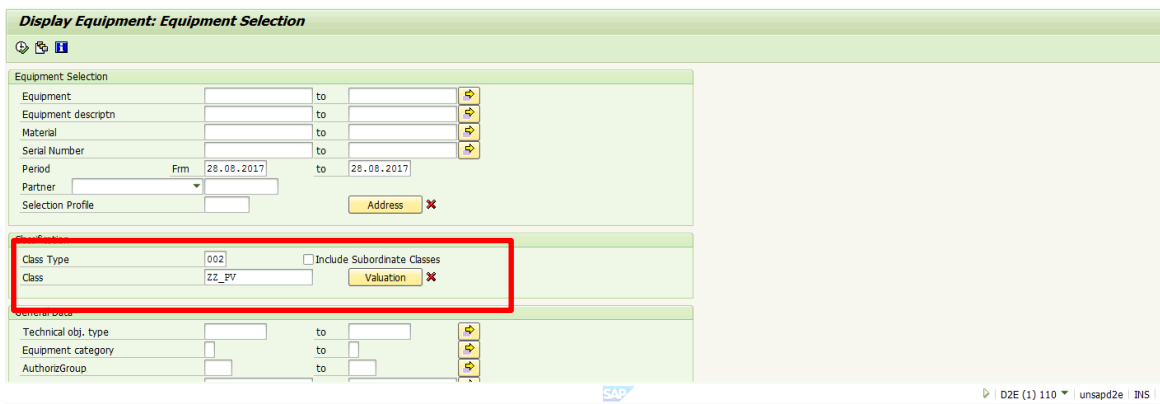
2. Execute Transaction code IH08



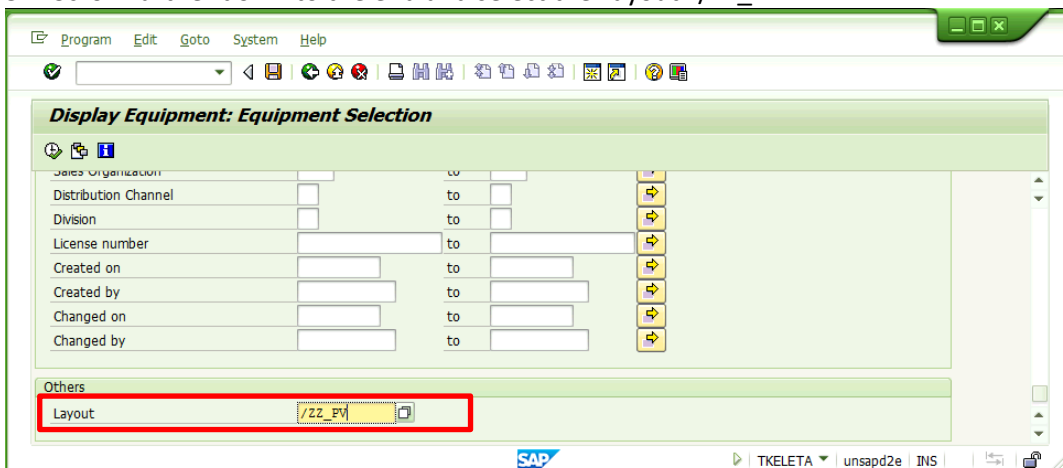
3. Scroll down to the 'Location Data' region and enter your respective Plant (e.g. SS10 for UNMISS) into the 'Maintenance Plant' field. Alternatively, click the search help button next to the field and choose the plant you would like to view equipment for.



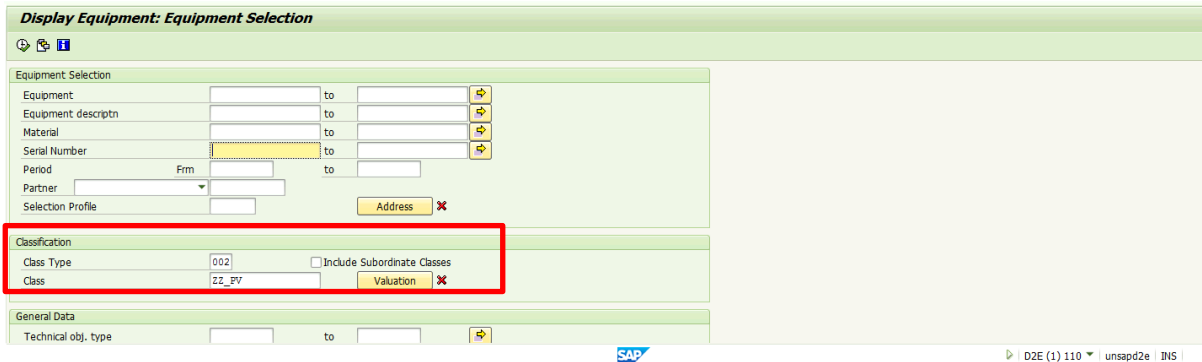
4. Under Classification filter for class type: 002 and Class: ZZ_PV. This will restrict the report to display only items with "ZZ_PV" Physical Verification results.



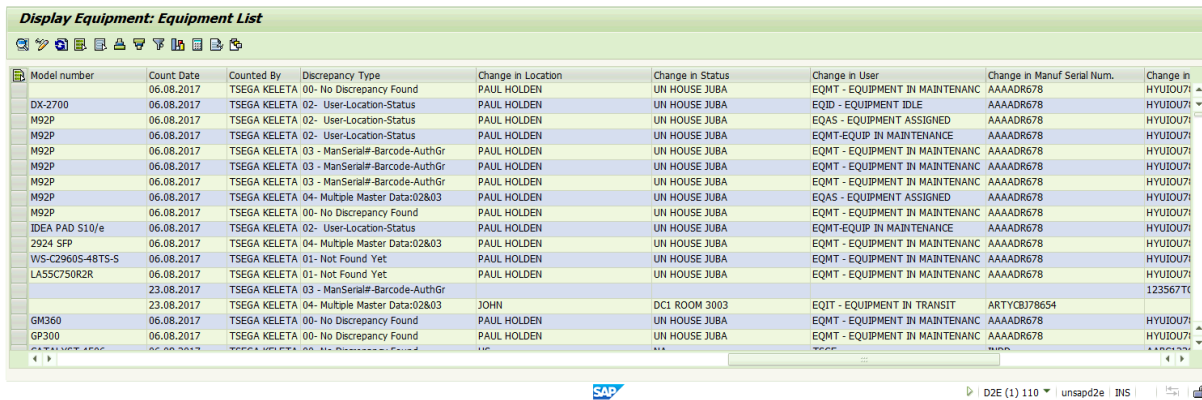
5. Scroll Further down to the end and select the Layout "/ZZ_PV"



6. Run the report by clicking the 'Execute' button in the toolbar.



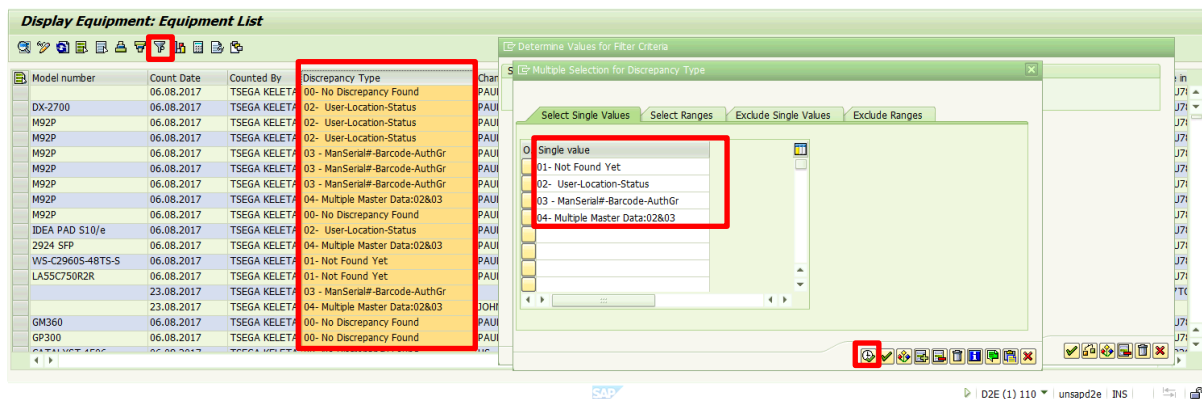
7. The report will be displayed.



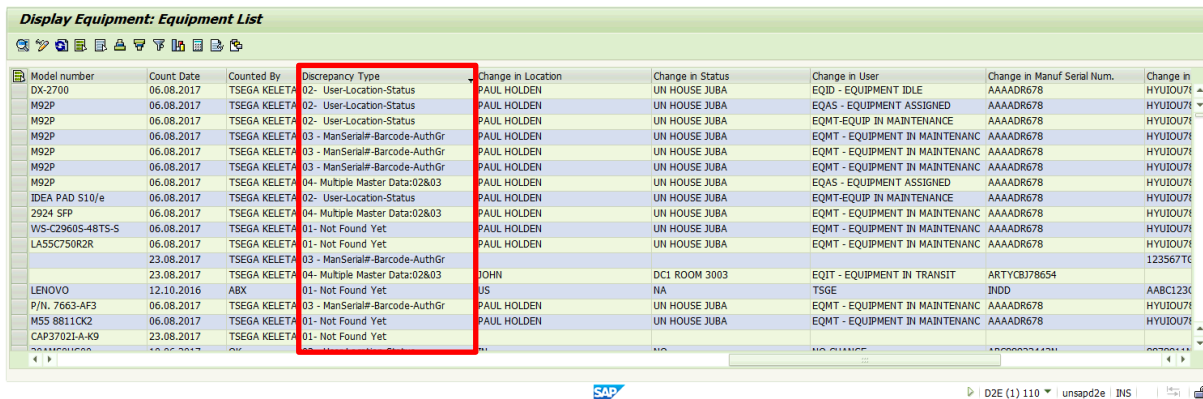
8. Highlight the column Discrepancy Type and click on the Filter button. Enter the relevant Discrepancy Type:

- 01: NOT FOUND YET
- 02: USER-LOCATION-STATUS
- 03: MANSERIAL#-BARCODE-AUTHGR
- 04: MULTIPLE MASTER DATA:02&03

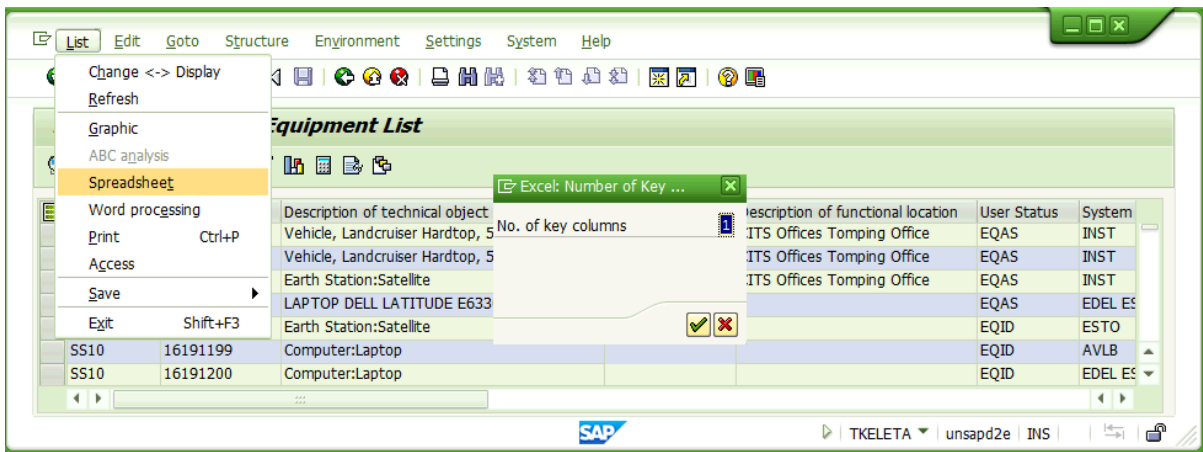
Click on the execute button.



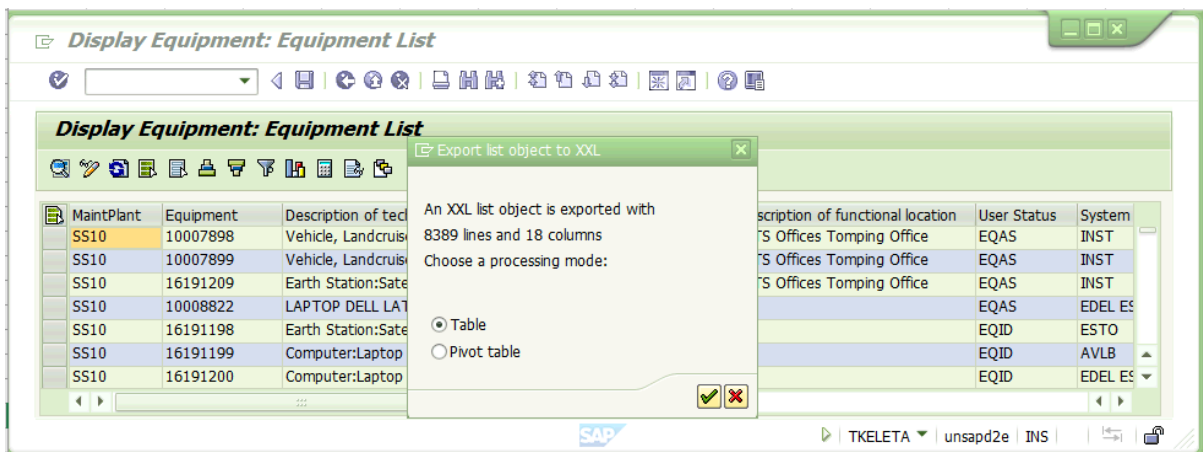
9. The Equipment list will be limited to the equipment with the selected Discrepancies.



10. Extract the report into Excel. Click on List -> Spreadsheet. A pop up window will appear and click on the green check mark.



11. Select Table and click on the green check mark.



VII. Update Equipment Record to Correct Discrepancy



A Discrepancy Report will be extracted from Umoja for the list of equipment where discrepancies are noted as part of the inspection. This report will display the latest verification results associated with each equipment record. The responsible technical unit will review this report and resolve discrepancy by taking appropriate action. Update to the Equipment Master Data will be required; the equipment must be accurately maintained through its lifecycle.

The SD:11 Equipment Master Data Maintainer, will be responsible for resolving the discrepancy and taking the appropriate action to update the equipment master based on the Discrepancy that has been identified:

Discrepancy Type	Required Action
01: Not Found Yet (The Utility will automatically update the Equipment User Status of "Equipment Not Found")	<ul style="list-style-type: none"> • The SD:11 Equipment Maintainer will review the results of the PV values • Attempt will be made to locate the equipment: <ul style="list-style-type: none"> ○ If item is found the Equipment status must be updated as required. ○ If item cannot be located, Write-Off and Disposal Process must be initiated (refer to Equipment Write-off, Impairment and Disposal job aid)
02: User-Location-Status	<ul style="list-style-type: none"> • The Equipment Maintainer must modify the Equipment's Master Data as required to reflect the correct: <ul style="list-style-type: none"> ○ Business Partner for the Equipment Assignment ○ The Functional Location where the Equipment is installed ○ The Equipment status • Updating these values may require performing Goods Issue and creation of Notification (refer to Equipment Assignment job aid) • Please see Umoja screenshots of these fields below:

Business Partner:

Display Equipment : Partner Assignme

Equipment: 10000060 Category: UN Owned Serialized
 Description: TOYOTA PRADO LT KZJ120L-GKMG
 Status: INST EQAS
 Valid From: 26.05.2015 Valid To: 31.12.9999

Func	Partner	Name	A Address
User Accountable	2000188808	Savbot KONG	Savbot KONG, Phnom Pe

Functional Location:

Display Equipment : Structure

Equipment: 10000060 Category: UN Owned Serialized
 Description: TOYOTA PRADO LT KZJ120L-GKMG
 Status: INST EQAS
 Valid From: 26.05.2015 Valid To: 31.12.9999

Structuring:

Functional loc.: 201159.400
 Description: ECCC Parking Lot
 Superord.Equip.:
 Description:
 Position:
 TechIdentNo.: KRI 03303
 ConstType:

The Equipment status

Display Equipment : General Data

Equipment: 10000060 Category: UN Owned Serialized
 Description: TOYOTA PRADO LT KZJ120L-GKMG
 Status: INST EQAS
 Valid From: 26.05.2015 Valid To: 31.12.9999

General data:

Class:
 Vehicle Type: 25100000 Motor vehicles
 AuthorizGroup: L00 Support Services
 Weight: 0.000 Size/dimension:
 Inventory no.: Start-up date:

Reference data:

AcquistnValue: 14,998.29 USD Acquisition date: 17.03.2006

Manufacturer data:

Manufacturer: ManufCountry:
 Model number: Constr.yr/mth: /
 ManufPartNo.:
 ManufSerialNo.: JTEBY25J700042109

Discrepancy Type

03: mainserial#-Barcode-AuthGrx

Required Action

- The Equipment Maintainer must modify the Equipment’s Master Data as needed to reflect the correct:
 - Manufacturer Serial Number
 - Barcode
 - Authorization Group
- Refer to Equipment Update and Equipment Mass Update job aid.

Manufacturer Serial Number:

Display Equipment : General Data

Equipment: 10000060 Category: UN Owned Serialized
 Description: TOYOTA PRADO LT KZJ120L-GKMG
 Status: INST EQAS
 Valid From: 26.05.2015 Valid To: 31.12.9999

General data
 Class:
 Vehicle Type: 25100000 Motor vehicles
 AuthorizGroup: I00 Support Services
 Weight: 0.000 Size/dimension:
 Inventory no.: Start-up date:

Reference data
 AcquistnValue: 14,998.29 USD Acquisition date: 17.03.2006

Manufacturer data
 Manufacturer:
 Model number:
 Constr.yr/mth: /
 ManufPartNo.: **JTEBY253700042109**
 ManufSerialNo.:

Barcode:

Display Equipment : Structure

Equipment: 10000060 Category: UN Owned Serialized
 Description: TOYOTA PRADO LT KZJ120L-GKMG
 Status: INST EQAS
 Valid From: 26.05.2015 Valid To: 31.12.9999

Structuring
 Functional loc.: 201159_400
 Description: ECCC Parking Lot
 Superord.Equip.:
 Description:
 Position:
 TechIdentNo.: **KRT 03303**
 ConstType:

Pos.	Equipment	Sb-Eq	Description	EqmtType	Mfr

Authorization Number

Display Equipment : General Data

Equipment: 10000060 Category: UN Owned Serialized
 Description: TOYOTA PRADO LT KZJ120L-GKMG
 Status: INST EQAS
 Valid From: 26.05.2015 Valid To: 31.12.9999

General data
 Class:
 Vehicle Type: 25100000 Motor vehicles
 AuthorizGroup: **I00 Support Services**
 Weight: 0.000 Size/dimension:
 Inventory no.: Start-up date:

Reference data
 AcquistnValue: 14,998.29 USD Acquisition date: 17.03.2006

04: Multiple Master Data:02&03

- The Equipment Maintainer must modify the Equipment’s Master Data as needed to reflect the correct:
 - Business Partner for the Equipment Assignment
 - The Functional Location where the Equipment is installed
 - The Equipment status
 - Manufacturer Serial Number
 - Barcode
 - Authorization Group

VIII. Appendix and Reference information

a) Useful Transactions

Transactions	T-Code
Business Partner	BP
Display Material	MM03
Equipment list (Display) multi-level list (Display) IH08 Equipment list (Display)	IH08
Equipment list (Change)	IE05
Equipment List (Display)	IE07
Functional Location multilevel display	IL07

b) Key Terminology

Key Terms	Description
Business Area	It is a classification of UN entities operating in Umoja. Examples of business areas include Peacekeeping Missions, Special Political Missions and Offices Away from Headquarters.
Business Partner (BP)	It refers to a person or an organization that has a business interest with the UN. A BP can be a commercial Customer that purchases goods or services from UN.
Company Code	It is the smallest organizational unit of external accounting for which a complete, self-contained set of accounts can be created. It includes the entry of all transactions that must be posted and the creation of all items for legal individual financial statements, such as the balance sheet and the profit and loss statement.
Equipment status	It is the Status that tells the user that a certain business transaction was performed for an object such as the availability and usability of the equipment (i.e. 'equipment available' = AVLB).
Maintenance Plant	An Organizational unit that is responsible for the Equipment and functional locations. Maintenance Orders and Planning are undertaken within the Maintenance Planning Plant (MPP). Usually the MPP is the same as the Maintenance Plant, but in some cases a MPP is responsible for several Maintenance Plants
Functional Area	It is a Master Data element that is maintained within the FM module. It is also used in Financial Accounting (FI) and Cost Management (CO) to classify revenues and expenditures of an organization by function.
Plant	It is a location where materials are produced, purchased, stored, inventoried, shipped, received and valued or from which services are provided (Mission/Support Center in Peacekeeping, Country for HQ and OAHs).
Equipment	It is an individual, physical object that is maintained as an autonomous unit. It can be installed at a functional location or as a part of a technical system.