



### Indian Ports Association (IPA) Implementation of Port EBS Project

**Enterprise Business System** 

## Business Process Manual for General Maintenance

Submitted by:



Plot No. 58 A & B, Noida Special Economic Zone, Uttar Pradesh-201305

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This document is a desk reference tailored to the Maintenance Specialists. It is intended to provide information that will be helpful to support the Maintenance processes.

#### **Document History:**

Authors & Participants	
Role	Name

ory		
Document Version	Document Revision Description	Author
1.0	Initial Draft	Sabariayyappan Balasubramaniyan, Mona Pal
	Document Version	DocumentDocument RevisionVersionDescription

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Reviewed and Approved By			
Name	Title	Date	Approved

In this chapter, we are going to learn about how General Maintenance transactions will be handled in SAP system. Equipment/Asset General maintenance is covered in this business process manual document.

Its starts right from notification, maintenance order with internal manpower, material PR up to maintenance order closure.

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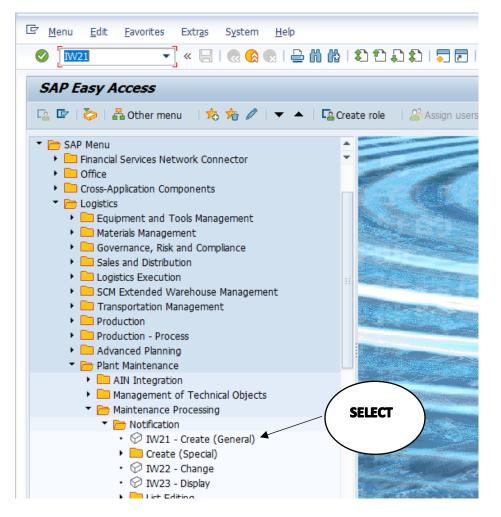




#### Creation of General Maintenance Notification:

The below transaction code which we can use for creation of manual General notification for functional location/equipment/Asset

Enter Transaction code IW21 in command bar (or) Follow the below navigation path



Double click on "IW21" the system will open the below screen In the next screen, enter the required details as below

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#### **Under Initial Screen:**

Notification type: Enter manually M3 (Activity Report) or press help near to box or press (fn +f4) for select from dropdown menu and **press enter key** to proceed

Image: Construction     Edit     Goto     Ext       Image: Construction     Ext     Restrictions	-
	-
Create PM Notification: In	
Typ Notification Type           Notification         II Real Estate Notif.	
M1 Maintenance Request	
M2 Malfunction Report	
M3 Activity Report	
Notification Type 🗹 OS IHS notification	
Notification	
Reference	
Notification	
5 Entries found	







Under Header Level Description of the General Maintenance

Create PM Notification: Activity Report			
🭕   🎮 🖙 🏁   🖀 🌎 Partner 📑 📅			
Notification       \$0000000001 M3        Pesticiding outside Hospital Building         Notific. Status       OSNO       I         Order       I         Notification			
Reference Object       Functional loc.       Equipment       Assembly			
Responsibilities         Planner Group         Main WorkCtr         Department resp         Person respons.         Reported By         Notif. Date         24.07.2020         18:59:45			
Subject			

Under line item level

Manually enter the Functional location & equipment number or select from search option (fn+f4)

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Notification			
Reference Object			
Functional loc. Equipment Assembly			Enter
Responsibilities			Manually
Planner Group / / / Main WorkCtr /			
Department resp		 [M]	
Person respons. Reported By	Notif. Date	24.07.2020 18:59:45	
Subject			
Description			

Selection of Equipment/Asset from various searching parameters use (fn+f4) or use icon

Display Functional Locatio	on: Functional l	Location Selection	
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FunctLocation Selection			
Functional Location		to	
Partner			
Selection Profile		Address 🗙	
Classification			
Class Type	. (	Include Subordinate Classe	95
Class		Valuation 🗙	<b>1</b>
Maintenance Data			
FunctLocDescrip.		to	
Planning Plant	1000	to	
Maint. Planner Group		to	
Construction Type		to	
Catalog Profile		to	<b>B</b>
AuthorizGroup		to	
Business Area		to	
Main Work Center		to	<b></b>
Reference location		to	
FunctLocCategory		to	<b></b>
Permit		to	<b>P</b>

#### Selection of Asset in the List

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S., Functional Location	Description of functional location	PIPI
1000-JWDT-1022	PIER APPROACH SUB-STATION	1000
1000-JWDT-1023	TANK FARM SUB-STATION	1000
1000-JWDT-1024	CATHODIC PROTECTION SUB-STATION	1000
1000-JWDT-1025	TANK FARM	1000
1000-JWDT-1026	J4 PIER HEAD	1000
1000-JWDT-1027	MARATHA MANDIR	1000
1000-JWDT-1028	DMJD OFFICE	1000
1000-JWDT-1029	NEW VTMS TOWER	1000
1000-JWDT-1030	TELEPHONE EXCHANGE	1000
1000-JWDT-1031	OLD VTMS TOWER	1000
1000-JWDT-1032	OPL REST ROOM	1000
1000-JWDT-1033	JD	1000
1000-JWDT-1034	IN-BETWEEN J1-J2	1000
1000-JWDT-1035	IN-BETWEEN J2-J3	1000
1000-SAWR	Sewree	1000
1000-WDLA	Wadala	1000
1000-WDLA-0001	"Reynolds Road, Wadala"	1000
1000-WDLA-0001-0001	"Sanjivani,Reynolds Road, Wadala"	1000
1000-WDLA-0001-0002	"Parikrama I & II,Reynolds Road, Wadala"	1000
1000-WDLA-0002	"Antop Village, Wadala"	1000
1000-WDLA-0003	Old Anotp Village	1000
1000-WDLA-0004	"BPT Hospital, Wadala"	1000
1000-WDLA-0005	"Kayakalpa, Wadala"	1000
1000-WDLA-HOSP-MBPT	MBPT hospital	1000
1000-WDLA-HOSP-MBPT-0001	"Shushrut, MbPT Hospital, Wadala"	1000
1000-WDLA-HOSP-MBPT-0002	"Dhanvantari & Charak, MbPT Hospital"	1000

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Notification       \$0000000001 M3        Pesticiding outside Hospital Building         Notific. Status       OSNO       I         Order       I       I         Notification       Image: Selection of Input Help       Image: Selection of Input Help         Notification       Image: Selection of Input Help       Image: Selection of Input Help         Notification       Image: Selection of Input Help       Image: Selection of Input Help         Reference Object       Asset       Image: Selection of Input Help         Functional loc.       Image: Selection of Input Help       Image: Selection of Input Help         Reference Object       Cost center       Image: Selection of Input Help         Image: Selection of Input Help       Image: Selection of Input Help       Image: Selection of Input Help         Reference Object       Oppermost Functional Locations       Image: Selection of Input Help         Image: Selection of Input Help       Image: Selection of Input Help       Image: Selection of Input Help         Image: Selection of Input Help       Image: Selection of Input Help       Image: Selection of Input Help         Image: Selection of Input Help       Image: Selection of Input Help       Image: Selection of Input Help         Image: Selection of Input Help       Image: Selection of Input Help       Image: Selection of Input Help	😹   🗖 🖬 🖓	🛎 🤝 Partner 📃 🏹
Order  Notification  Reference Object Functional loc. Equipment Assembly Uppermost Functional Locations Uppermost FunctLocations by c Uppermost FunctLocations by lo  Responsibilities Planner Group Main WorkCtr Department resp Person respons. Reported By Classification Subject Description	Notification	€0000000001 M3 ▼ 🥒 Pesticiding outside Hospital Building
Notification       Image: Construction of Input Help         Reference Object       Asset         Functional loc.       Cost center         Equipment       Uppermost Functional Locations         Assembly       Uppermost Functional Locations by c         Uppermost FunctLocations by c       Image: Construct Construction of Construct Construc	Notific. Status	OSNO
Notification       Choose         Reference Object       Asset         Functional loc.       Uppermost Functional Locations         Equipment       Uppermost Functional Locations sur         Assembly       Uppermost FunctLocations by c         Uppermost FunctLocations by lo       Image: Construct of the second seco	Order	
Reference Object       Asset         Functional loc.       Cost center         Uppermost Functional Locations       Uppermost Functional Locations         Uppermost FunctLocations by C       Uppermost FunctLocations by C         Uppermost FunctLocations by Inner Group       Address         Main WorkCtr       Text (= Description)         Person respons.       Structural display         Reported By       Classification         Subject       Real Estate Object	Matification	
Reference Object       Cost center         Functional loc.       Uppermost Functional Locations         Equipment       Uppermost Functional Locations         Assembly       Uppermost FunctLocations by c         Uppermost FunctLocations by c       Uppermost FunctLocations by lo         Responsibilities       Location list         Planner Group       Address         Main WorkCtr       Text (= Description)         Department resp       Functional location list (service)         Structural display       24.07.2020         Subject       Real Estate Object	Notification	Choose
Functional loc.         Equipment         Assembly         Uppermost Functional Locations         Uppermost FunctLocations by c         Uppermost FunctLocations by lo         ✓       Location list         Planner Group         Main WorkCtr         Department resp         Person respons.         Reported By         Classification         Real Estate Object	Poforonco Object	Asset
Responsibilities       Uppermost FunctLocations by lo         Planner Group       Address         Main WorkCtr       Department resp         Person respons.       Structural display         Reported By       Classification         Subject       Description		Cost contor
Responsibilities       Uppermost FunctLocations by lo         Planner Group       Address         Main WorkCtr       Department resp         Person respons.       Structural display         Reported By       Classification         Subject       Description		Uppermost Functional Locations
Responsibilities       Uppermost FunctLocations by lo         Planner Group       Address         Main WorkCtr       Department resp         Person respons.       Structural display         Reported By       Classification         Subject       Description		Uppermost Functional Locations
Responsibilities         Planner Group         Main WorkCtr         Department resp         Person respons.         Reported By         Subject         Description	Assembly	Uppermost FunctLocations by c
Planner Group     Address       Main WorkCtr     Address       Department resp     Functional location list (service)       Person respons.     Structural display       Reported By     Classification       Subject     Real Estate Object	Deer en sibilities	Uppermost FunctLocations by Io
Main WorkCtr       Address         Department resp       Text (= Description)         Functional location list (service)       Functional location list (service)         Person respons.       Structural display         Reported By       Classification         Subject       Real Estate Object		Location list
Department resp         Person respons.         Reported By         Subject         Description		Address
Person respons.     Functional location list (service)       Reported By     Structural display       Classification     24.07.2020       Real Estate Object		Text (= Description)
Person respons.     Structural display       Reported By     Classification       Subject     Real Estate Object	Department resp	Elinctional location list (service)
Subject       Description		
Subject       Description	Reported By	Classification 24.07.2020 18:59:45
Subject       Description		Real Estate Object
	Subject	
	Description	
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Notification Date and Time and also Malfunction Start Date and Time can be entered here.

Create PM N	otification: Activity Report
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Notification Notific. Status Order	\$0000000001       M3        Pesticiding outside Hospital Building         OSNO       I
Notification Reference Object Functional loc. Equipment Assembly	1000-WDLA-HOSP-MB     MBPT hospital       Image: Comparison of the second sec
Responsibilities Planner Group Main WorkCtr Department res Person respons Reported By	103 / 1000       Civil         CVL_SD1 / 1000       Civil South Zone         Image: Civil South Zone       Image: Civil South Zone         Image: Civil South Zone </td
Subject Description	Pesticiding outside Hospital Building

Asset details will also updated automatically with respect to equipment, which includes Planner Group and Maintenance work Center

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Responsibiliti <mark>ee</mark>	
Planner Group	103 / 1000 Civil
Main WorkClr	CVL_SD1 / 1000 Civil South Zone
Department resp	
Person respons.	
Reported By	Notif. Date 24.07.2020 18:59:45
Subject	

Select activity (corrective action) under activity tab

Create PM Notification: Activity Report				
🥰   🎮 🖙 🏁   🖴 🕒 Partner 🛛				
Responsibilities         Planner Group       103 / 1000         Main Wo       Catalog Selection         Departm       Activity PM         Person r       PM1         Reporter       1         Activity 1         2       Activity 2	59:45			
Subject Descripti Pesti Activities				
E Item	Start Date         Tim           00:         00:           00:         00:           00:         00:           00:         00:	0 0 0 0	Time         Ac           00:0         0           00:0         0           00:0         0           00:0         0           00:0         0	-

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Create PM N	lotification: Activity	Report				
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Functional loc. Equipment Assembly	1000-WDLA-HOSP-MB	MBPT hospital				
Responsibilities						
Planner Group Main WorkCtr Department resp Person respons. Reported By Subject		outh Zone	.2020 18:59:45	]		
Description	Pesticiding outside Hospital B	uilding				
	3:00:22 CET (MP00611268) butside the hospital build	ling				
Activities						

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Once the document is saved the system will propose the below message.

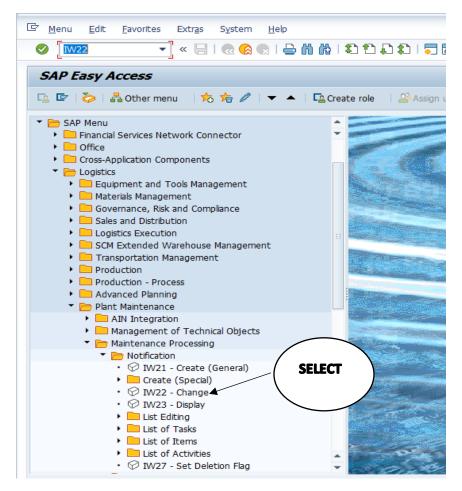
Notification 10000056 saved

#### **Processing of Notification**

Change status of Notification i.e Outstanding notification(OSNO) to Notification in process (NOPR)

The below transaction code which we can use for put in process of manual notification for functional location/equipment/Asset

Enter Transaction code IW22 in command bar (or) Follow the below navigation path



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Double click on "IW22" the system will open the below screen In the next screen, enter the required notification number and press "ENTER"

≩ bi	M Notification	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ironment
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Ch	ange PM	Notif	icatio	n: Initi	ial Screen
Not	ification				
Notific	ation		1000005	6 0	
	⊘ Ch Not	<ul> <li>Image: A set of the set of the</li></ul>	Change PM Notif Notification	Change PM Notification	Change PM Notification: Initi

In the following screen select option to put the notification in process and select save option again

🔁 🚺 Change	e PM Notification: Activity Report	
9   🍽 🖙 🕅	🖴 🕞 Partner 🛛 🖹 🕼 🚾 🀬 🛃	
	10000056 M3 V Pesticiding outside Hospital Building OSNO	
Notification		
Reference Object Functional loc. Equipment Assembly	1000-WDLA-HOSP-MB     MBPT hospital	
Responsibilities		
Planner Group Main WorkCtr Department resp Person respons. Reported By	103 / 1000       Civil         CVL_SD1 / 1000       Civil South Zone         Notif. Date       24.07.2020         18:59:45	
Subject		
	Pesticiding outside Hospital Building :00:22 CET (MP00611268) utside the hospital building	







Checking the notification status

Status of notification changed from outstanding notification (OSNO) to notification in process (NOPR)

🖲 🗋 Change	PM Notification: Activity Report	
3   🏁   🖴 🐤	Partner 🖃 🔂 🆅 🖉	
otification	10000056 M3 👻 Pesticiding outside Hospital Building	
otific. Status	NOPR	
Notification		
Reference Object		_
Functional loc.	1000-WDLA-HOSP-MB MBPT hospital	
Equipment		
Assembly		i
Responsibilities		
Planner Group	103 / 1000 Civil	
Main WorkCtr	CVL_SD1 / 1000 Civil South Zone	
Department resp		
Person respons.		
Reported By	Notif. Date 24.07.2020 18:59:45	
Subject		
Description	Pesticiding outside Hospital Building	
	00:22 CET (MP00611268)	
	tside the hospital building	

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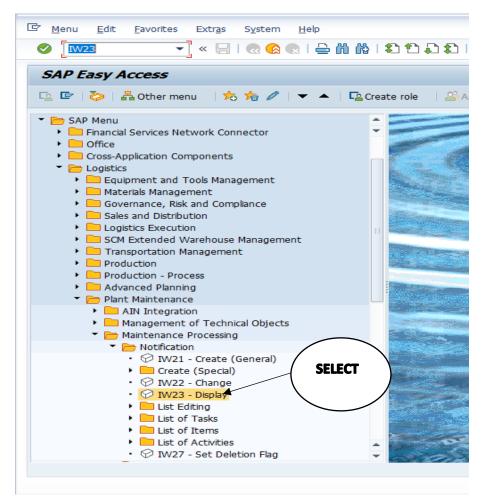




#### **Display of Notification**

The below transaction code which we can use for displaying the created notification for functional location/equipment/Asset

Enter Transaction code IW23 in command bar (or) Follow the below navigation path



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Double click on "IW23" the system will open the below screen In the next screen, enter the required notification number and press "ENTER"

C	Display PM No	otification: 1	Initial
	Notification		
	Notification	10000056	ð

After pressing enter system will show Display of notification with details. Press back icon to go back main screen

Display PM Notification: Activity Report	
Notification     10000056     M3      Pesticiding outside Hospital Building       Notific. Status     NOPR     1	
Reference Object       Functional loc.     1000-WDLA-HOSP-MB       Equipment       Assembly	
Responsibilities	
Planner Group         103         / 1000         Civil           Main WorkCtr         CVL_SD1         / 1000         Civil South Zone           Department resp	
Subject	
Description         Pesticiding outside Hospital Building           24.07.2020         23:00:22         CET (MP00611268)           Pesticiding outside the hospital building         Pesticiding outside the hospital building	

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#### **Notification Status**

	Status			
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Notification	.0000056 Notification Ty	ре МЗ		
Description	esticiding outside Hospital Building	l i i i i i i i i i i i i i i i i i i i		
Notific. Status	IOPR			
Status Busin	ss processes			
Status Busine Syst. Status		atus with Status Nu	ımber	
	St	atus with Status Nu Status Text	ımber No	
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Syst. Status X St Text	St X S			•
Syst. Status X St Text	in process			

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#### Creation of General Maintenance order

Notification screen itself option for creating order please ref page no. 7

Once clicked Create Option system will ask Order Type - enter the order type ZM04(General Maintenance Order)

🖲 Change l	PM Notification: Activity Report	
🥞   🏁   🖴 🌎 Par	rtner 🖃 🔂 🐷 💎 🚑	
	0000056 M3 Vest Vospital Building	
Notification		
Reference Object		
Functional loc.	1000-WDLA-HOSP-MB MBPT hospital	
Equipment	LOOO-WDLA-HOSP-MB MBPT hospital	
Assembly	<b>i</b>	
Responsibilities		
	103 / 1000 Civil	
Main Wo 🔄 Create O	Drder	×
Departm		
Person r		
Reporter Order Type		
Planning Plan		
Subject Business Are		
Descripti Main Work C	Center CVL_SD1 / 1000 Civil South Zone	
24.07 Pesti		
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#### Select ZM04 for General Maintenance Order and Press "ENTER"

	e PM Notification: Activity Report	
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Notification Notific. Status	10000056 M3 Vesticiding outside Hospital Building	
Order		
Notification		
Reference Object		
Functional loc.	1000-WDLA-HOSP-MB MBPT hospital	
Equipment Assembly		
Responsibilities		
Planner Group	103 / 1000 Civil	
Main Wo 🔄 Creat	e Order	×
Departm		
Person r		
Reporter Order Ty	/pe ZM04	
Subject Planning	Plant 1000	
Descripti		
24.07 Main Wo	rk Center CVL_SD1 / 1000 Civil South Zone	
Pesti		X

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With ref to notification required data copied from notification like description, planner group, Main work center, notification no, FL, equipment no etc.

👦 📘 Create General Maintenance : Central Header	
🏴 😼 🥕 🎬 🗐 🍄 🐬   💺 🖹 🥔 💼 🌤	
Order ZM04 \$0000000001 Pesticiding outside Hospital Building 2 Sys.Status CRTD MANC NTUP	
HeaderData Operations Components Costs Objects Additional Data Location	Planning
Person responsible	
PlannerGrp         103 / 1000         Civil         Notifctn         10000056         Notifctn           Mn.wk.ctr         CVL_SD1 / 1000         Civil South Zone         Costs         INR           PMActType         SystCond.         SystCond.         State	
Dates	
Bsc start         24.07.2020         Priority         The start         Priority           Basic fin.         24.07.2020         Revision         The start         The st	
Reference object	
Func. Loc.     1000-WDLA-HOSP-MB     MBPT hospital       Equipment     III	
First operation	
Operation       Pesticiding outside Hospital Building       Calc. key       Calculate duration         WkCtr/Plnt       CVL_SD1       / 1000       Ctrl key       PM01       Acty Type       PRT	
Work durtn     H     Number     Oprtn dur.     H     Comp.	

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Operation Details Copied from the Notification (Control key PM01-internal operations, PM03external Operations AMC or Hire service), and Components Tab enter the spare details and select the Stock (L) and Non Stock(N) Category.

HeaderDat	a Operations Compon	ents	Co	sts O	bjeo	ts Additional Data Location Planning	C	ontrol
General	Internal External	Dates		Act. Data	3	Enhancement 🗟 🖬 🖶 Ex. Factor 📑 Ca	talog	
Op SOp	Work Ctr	Plant	Co	StTextK	s	Operation short text	L	Actual wor
0010	CVL_SD1	1000	PM01			Pesticiding outside Hospital Building		
0020	CVL_SD1	1000	PM01					
0030	CVL_SD1	1000	PM01					
				ĺ				

Enter the Internal Manpower Operation PM01 and Enter the Operation Details and Work Duration

				/	/
🔁 🖬 Create General Mainte	enance : Operation Ov	rerview		/	
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Order ZM04 %0000000001 Pes	ticiding outside Hospital Building		/		
Sys.Status CRTD MANC NTUP	<b>i</b> /	/			
HeaderData Operations Compo	onents Costs Objects	Additional Data Location	Planning Control		
Headerbaca Operations	nients Costs Cobjects r			/	
General Internal External	Dates Art. Data Enhar	ncement 🔤 🖬 🗟 🗛 Fact	or Catalog		reate FollOn Ord.
Op SOp Work Ctr	Plant CoStTextK S Operat	tion short text	L Actual work	Work Un N Dur.	Un C.Key
0010 CVL_SD1	1000 PM01 Pestici	iding outside Hospital Building		0 <mark>                                    </mark>	3H Calculate du… 🎙

Reservation of material (stock) and Purchase requisition for Material (non stock) will be created after releasing the order. Once enter the non-stock material system will ask to enter the purchase Group for the material. Selection of Material.

Create General Maintenance : Component Overview						
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Create General Maintenance : Component Overview						
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Order ZM04 \$0000000001 Pesticiding outside Hospital Building 29 Sys.Status CRTD MANC NTUP						
HeaderData Operations Components Costs Objects Additional Data Location	lanning Control					
	talog 👔 🔠					
V: Material by Supply Area W: Plant Material by Description Material	nt Qty UM	IC S.	. SLoc	Pint	Op	Batch F
Anterial description						
Material						_
Plant = 1000						
-						
- Maximum No. of Hits 500						
-						

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Select the Material from List

	V: Material by Supply Area	W: Plan	t Material by D	escription	Mate					
		/	$\nabla$							
	< IM (* 10 / 10 / 10 / 10 / 10 / 10 / 10 / 10	]								
	Material description	Language	Material	Pint						
0	CLOTH, COTTON, DOSUTI, NAVY BLUE	EN	1000001005	1000		-				
6	COCONUT BROOMS WITH COIR STRIP	EN	100000659	1000		-				
0	COKE	EN	1000000475	1000						
1	COMMON PROOFED CANVAS OR DUCK	EN	1000000977	1000						
•	COMP STATIONERY 132 COLUMN	EN	1000000913	1000						
•	COMP STATIONERY 25.5 X 30.5 CM	EN	1000000914	1000			nina Contro			
6	COMP STATIONERY 80 COLUMN	EN	1000000916	1000			ning Contro		_	-
0	COMP STATIONERY SIZE 10" X 12"	EN	1000000696	1000						
0	COMPRESSED INDUSTRIAL OXYGEN G	EN	1000000477	1000			alog 👔 🔠			
0	CONTINUOUS COMPUTER STATIONE	EN	1000000915	1000			Qty	UM	IC	1
0	COTTON BED SHEETS OF SIZE 155C	EN	1000001021	1000						
6	COTTON RAGS, BLEACHED, WASHED,	EN	1000000670	1000						
0	COTTON YARN WASTE TYPE I WHIT	EN	100000669	1000						
1	D FULLY STAINLESS STEEL DRINKI	EN	1000000419	1000						t
	D-1155F/FILES, PERSONAL JOB CA	EN	1000000814	1000					-	+
l	D/1158 BLP, BUNDER LORRY PERM	EN	100000750	1000					-	+
l	D62B PETTY DEPOSIT BOOK SIZE 2	EN	100000752	1000					-	+
1	DAY VISION BINOCULARS AS PER M	EN	100000576	1000					-	+
	DESKTOP LASER PRINTER, MONOCHR	EN	100000383	1000					_	+
1	DIGITAL MULTIFUNCTIONAL PHOTOC	EN	1000000874	1000						1
l	DIGITAL PHOTOCOPIER (DESK TOP	EN	100000873	1000						
1	DING DONG BELL HEAVY DUTY 230	EN	100000415	1000						
1	DISINFECTANT, POWDER,CARBOLIC.	EN	100000663	1000						
	DISSOLVED ACETYLENE GAS	EN	100000476	1000						
l	DOUBLE FOLDING UMBRELLAS.( TEL	EN	100000454	1000						T
E	ECONOMICAL PRINTER WITH WIRELE	EN	100000385	1000						
E	ELECTRIC CONTACT CLEANER	EN	1000001250	1000						
E	ELECTRONIC KWH ENERGY METER ,	EN	100000410	1000						
E	EMPTY GAS CYLINDER	EN	360000000	1000						
E	ENERGY METER 3 PHASE, 3 WIRE/4	EN	1000000409	1000		*				
E	ENERGY METER SINGLE PHASE 2 WI	EN	1000000408	1000		-				

After Selection of Material press "**Enter**" Material description and UOM details Updated in component fields and Select Category "N" for Non stock material

🖻 <u>O</u> rder <u>E</u> dit <u>G</u> oto Extr <u>a</u> s En <u>v</u> ironment	S <u>v</u> stem <u>H</u> elp							
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Sys.Status CRTD MANC NTUP	tside Hospital Building							
HeaderData Operations Components	Costs Objects Additio	onal Data Location Planning Co	introl					
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0010 100000663			n c	1000				
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💌 🔎 Create General Maintenance : Com	ponent Overview									
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Order         ZM04         \$00000000001         Pesticiding outside Hos           Sys.Status         CRTD MANC NTUP         Image: Create General Maintenance : Component Durail Purchasing of Create Genence Create	<b>i</b>									
Requirement Qty         KG         Sort String           Price         21.24         INR         per           Material Group         47134200         G/L Account	1 KG		n Planning Contro	J						
Purch. Group     / 1000     Vendor       Agreement     / Info record       Goods Recipient     Unloading F       Requisitioner     Tracking Ni       Pl. Deliv. Time     GR proc. til       Supp. Mat. No.     Supp. Mat. No.	Point		Reqmt Qty	UMI	_	. SLoc	Pint 1000	Op	Batch	Proc
ট Error	×	<b>×</b>								
0090     Please enter purchasing group       0100     0110       0120     0130										
0140										

Press Enter to fill Purchasing Details like Purchasing Group

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Purchasing Group (102-M&EE) selected from search Option and Enter Required Quantity

💌 🛛 Create General Maintenan	ce : Componen	nt Overview							
🍋 😼 🥕 😫 🖬 💱 🐬   💺 🖹 🖉 🗎	₽								
Order         ZM04         \$00000000001         Pesticiding           Sys.Status         CRID MANC           Create General Maintenance : Component Detail	outside Hospital Buildi	ing [							
Requirement Qty RG Price 21.24 INR	Sort String per	1 KG		n Planning Contro	Ι				 
Material Group     47131800       Purch. Group     102 21000       Agreement     /	G/L Account Vendor Info record	41200000		Reqmt Qty	UM IC PAA L	S	-	PInt (	Batch
Goods Recipient Requisitioner	Unloading Point Tracking Number				N				
Pl. Deliv. Time	GR proc. time								
0100			X						
0110 0120									
0130									

#### Additional data field updated from asset master data

📃 Create G	eneral Maintenance : Header Detail Data
🍋 😼 🥕 😫 🔲 🖀	4 🔽   🛼 🗈 🖉 🗎 🌤
Order ZM04 %000 Sys.Status CRTD MAN	200000001 Pesticiding outside Hospital Building
HeaderData Op	erations Components Costs Objects Additional Data Location Planning Control
Organization	
Company Code	1000 Mumbai Port Trust
Business Area	
Controlling Area	1000 MBPT Controlling Area
Responsible CCtr	10050401 Material Mgt Div-Gen
Profit Center	1005 Management and Secre
Object Class	Overhead 💌
Processing group	
WBS Element	
Project Definition	
Subnetwrk of/Oprtn.	
Ref. Element PM/PS	
Component Maintenan	ce Cockpit Control
Order Code	Priority 0 Prio.Manually Chgd

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Location Details updated from Asset Master Data

HeaderData	Operations	Components Costs	6 Objects	Additional Data	Location	Planning	Control	
Location data								
MaintPlant	1000	Mumbai Port Trust						
Location								
Room								
Plant Section								
Work Center								
ABC Indicator	С	Non Critical						
Sort Field								
Account assignment	t							
Company Code	1000 Mumb	ai Port Trust	Mumbai					
Asset		/						
Business Area								
Cost Center	10050401	Material Mgt Div-Gen	CO Area	1000				
WBS Element								
			SettlementO	rder				

Selection of Stock Material from List and Enter Quantity and select category "L"

				/	
🍋 😼 🥕 🖽 🗟 🝄 🐬   🛼 🗊 🥔 🗎					
Order ZM04 \$0000000001 Pesticiding outside H Sys.Status CRID MANC	ospital Building				
HeaderData Operations Components Costs	Objects Additional Data Lo	ocation Planning Co	ontrol	/	
Gen. Data Purch. 🗐 🚰 🖬 🛃 📣 List 📣 (	Graph 🚸 Assy 🖙 🕅 F	Repl. Catalog			
■ Ite Component	Description	L Regmt Qty	UM IC S. SLOC	Pint Op Batch	Proc. Category
0010 100000663	DISINFECTANT, POWDER, CARBOLIC.		100 KG N 🏲	1000 0010	PReq for Order
0020 1000000980			50 1 🗇	1000	
0030					
0040					
0050					
0060					
0070					
0070					

After Entering all details press save Icon 🗏 to Save the order. After saving system will show the below message

Order 1000112 saved with notification 10000056



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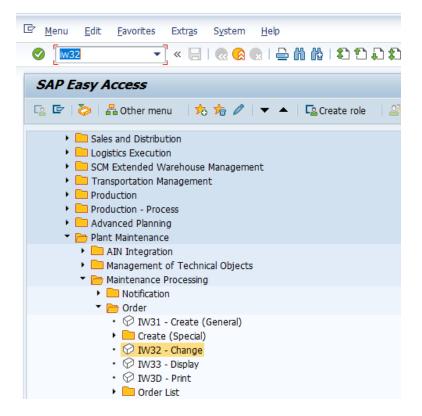
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#### **Releasing of Order**

Enter Transaction Code IW32 in Command Bar and press "Enter"



Enter the Order number and press "Enter"

Change C	Drder: Ini	tial Screen	1
Header data	Operations	Components	Costs
Order	10	00112	
	_	_	







Click the Release Icon to Release the order

💌 🔎 Create General Maintenance : Cent	ral Header
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Order ZM04 \$0000000001 Pesticiding outside Hosp	
Sys.Status CRTD MANC NTUP	1
HeaderData Operations Components Costs Person responsible	Objects Additional Data Location Planning
PlannerGrp 103 / 1000 Civil	Notifctn 10000056 🖉 🗞
Mn.wk.ctr CVL_SD1 / 1000 Civil South Zone	Costs INR
	PMActType
	SystCond.
Dates	

Status Changed to Release(REL) in Sys Status bar

👦 🔎 Change General Maintenance 1000112: Central Header
🎬 📓 🚰 Խ   💺 🕞 🖹 🖋 🖆 Complete (business)
Order     ZM04     1000112     Pesticiding outside Hospital Building       Sys.Status     REL     MACM     PRC
HeaderData Operations Components Costs Objects Additional Data Location Planning Control
Person responsible
PlannerGrp 103 / 1000 Civil Notifctn 10000056
Mn.wk.ctr         CVL_SD1         / 1000         Civil South Zone         Costs         0.00         INR
PMActType
SystCond.
Dates
Bsc start 24.07.2020 Priority
Basic fin. 24.07.2020 Revision
Reference object
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Func. Loc.     1000-WDLA-HOSP-MB       Equipment       Assembly
Assembly
First operation
Operation Pesticiding outside Hospital Building 📝 Calc. key Calculate duration 💌
WkCtr/Pint CVL_SD1 / 1000 Ctrl key PM01 Acty Type
Work durtn 3 H Number 1 Oprtn dur. 3 H 🖌 Comp.

After Entering all details press save Icon 😑 to Save the order. After saving system will show the below message

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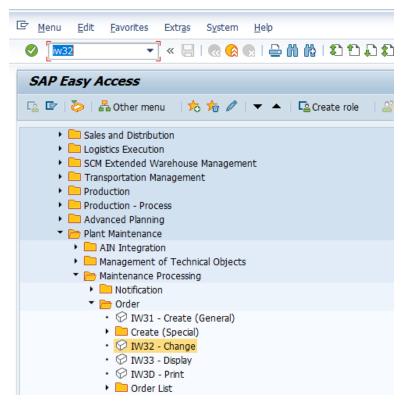




Order 1000112 saved with notification 10000056

Purchase Requisition and Reservation Details updated after Releasing of Order

Enter Transaction Code IW32 in Command Bar and press "Enter"



Enter the Order number and press "Enter"

Change (	Order: Ini	tial Screen	
Header data	Operations	Components	Costs
Order	100	00112	
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der	ZM04 1000112	Pesticiding outside Ho	spital Building					
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Header	Data Operations	Components Costs	Objects	Additional Data	Loca	tion	Planning	Control
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Basic fin.	24.07.2020	Revision				4		
Reference	object							
HeaderData	Operations Components	Costs Objects Additiona	I Data Location	Planning Contro	1			
×		<u> </u>						
Gen. Data	Purch.	Description	Repl.	Catalog 🔐			On Batat	Prov Colorest
0010 100000		Description DISINFECTANT, POWDER		Reqmt Qty 100	KG N		Op Batch	Proc. Category PReg for Order
0020 100000	00980	GLOVE, COTTON / POLY		50	PAAL	1000	0010	Reservation for Order

#### Go to Components Tab and Select the Stock material and select the General Data

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Reservation Created for stock item

🖲 Change Gen	eral Maintenand	ce 1000112	2: Compone	nt Detail Ge	eneral Data
I4					
Order 1000112	Ac	tivity	0010		
Material 1000000		SINFECTANT, PO	WDER, CARBOLIC.		
Item 0010 It	em Category N				2
General Data Purcha	sing Data				
Component					
Plant 1000	Stor	r. Loc.			
Batch	Sort	t String			
Regmt Date 23.07	.2020 21:00:00 Offs	et			
Reservation 166	1 Nov	vement type	261		
Quantities					
Requirement Qty 100	Unit	t of Measure	KG Fixed	d qty.	
Committed Qty 0					
Withdrawal Qty 0	DR	inal issue			
General Indicators					
Backflushing			Immediately	•	
Bulk Material			100% Relevant to	€0▼	
Mvt Allowed	Mat	. Prov. Ind.		•	
Stock Assignment					
Creditor					

#### Select Non Stock Material and select Purchasing Data

HeaderData Operations Components Costs	Objects Additional Data Loca	tion	Planning	Contro							
	-7. M		Catalan	FO							
Gen. Data Purch.	📑 🕅 Rep	). E	Catalog								
🗈 Ite Component	Description	L	Regmt Qty		UM	IC S	S SLoc	Pint	Op	Batch	Proc. Category
0010 1000000663	DISINFECTANT, POWDER, CARBOLIC.			100	KG	N		1000	0010		PReq for Order
					I	_					Le la seconda de la companya de la c

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Purchase Requisition Created for Non-stock Item

👦 🗔 Change General Maintenance 1000112: Component Detail Purchasing Data					
	tivity 0010 SINFECTANT, POWDER,CARBOLIC.				
General Data Purchasing Data					
Requirement Qty100KGPrice21.24INRMaterial Group47131800Purch. Group102 / 1000Agreement/Goods RecipientRequisitionerPl. Deliv. TimeSupp. Mat. No.	Sort String         per       1         KG         G/L Account       41200000         Vendor       1         Info record       1         Unloading Point       1         Tracking Number       6         GR proc. time       1				
Purchase Req. 2001000966 / 10	Received 0				
PO Exists					

#### Create/Change of Purchase Requisition

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Purchase Requis	sition Edit	t Engin	onment	System	Help	-					r Click						
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		ect Custon		385	0.0		-										
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		le of Purc			Tender		Purchase t	types				*					
		lable Qty				0.000	Sample										
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		Annual F	Req Qty			0,000	Stock Cert Original Va			160.000.00							

#### Enter the Purchase requisition No 2001000966

					25						
📃 Display Pu	rchase Req. 2001	000963									
Document Overview On	🗅 🦻 🗗   🚺 💷	ersonal Setting									
Standard PR Select Document Purchase Requisition Purc. Order Purch. Requisition SRM Contract Matenal Data Matenal Data GL Account GL Account Cost Center	2001009963     X     2001000966     2     Other Document     X     Quantities/Dates Value	IONER 1 TR	Quantity Unit 1 EA	C Delivery Date D 20.07.2020 Source of Supp Assignm C	Val. Price P 25,988 1	Matl Group Air conditio		Mumbai Port			
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Once PR Displayed Click Change icon and select Customer Tab and select the purchase Details as Mode of purchase "Direct Purchase" and type "With Quotation"

		-		q. 2001000966											
cume	nt Overv	iew On	1 🗅 💖 🔁	i 🖆 🚺 📓 Personal Sett	ing										
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i St	Item	A I	Material	Short Text				Delivery Date	Val. Price P	Matl Group	Available Qty in Stock	Plant	Stor. Loc.	PGr	Ree
	10	F	100000663	DISINFECTANT, POWDER	100	KG	D	23.07.2020		Cleaning an		Mumbai Port		102	
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Click on " <sup>1</sup> " **Check** Button. System will check for errors in document. If no errors found, system will show " No messages issued during check " Message.

Click on " 🗟 " **Save** Button. System will change Purchase requisition document & displays " 🗹 Purchase requisition 2001000966 changed " message.

Login as Approver 1 (Assistant Engineer) in SAP System.

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New password	
Client	500
User	AE001
Password	*****
Logon Language	EN

Click on " SAP Business Workspace Button.

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



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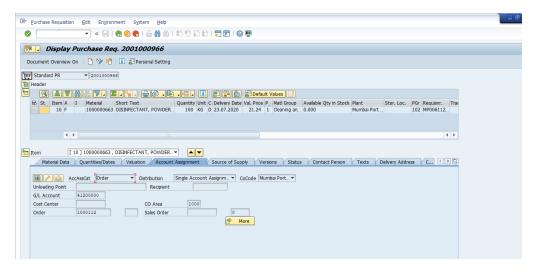


Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000966" message will appear.

Contract of the second se	Inbox
<ul> <li>Documents 48</li> </ul>	Class Title Date recel Author Atta_Stat
<ul> <li>Workflow 31</li> </ul>	Please approve the Purchase Regulation 2001000966 24.07.2020
Overdue entries 0	Update was canceled 24.07.2020 MP00611268
Deadline Messages 0     Entries with Errors 0	Update was canceled 24.07.2020 MP00611268
Outbax	Update was canceled         24.07.2020         MP00611268         II           Update was canceled         24.07.2020         MP00611268         II
Gutbax     Gatbax     Gatbax	<ul> <li>✓ Update was canceled</li> <li>✓ 24.07.2020</li> <li>MP00611268</li> <li>✓ Parked Invoice 6010000022, Year 2020 s Posted.</li> <li>✓ 23.07.2020</li> <li>SAP_WFRT</li> </ul>
Gesultmesson     Generation	Parked Invoice 6010000022, Year 2020 e Posted. 23.07.2020 SAP_WFRT
Shared folders	Parked Invoice 6010000022, Year 2020 is Posted. 23.07.2020 SAP_WFRT
Gubscribed Folders	Parked Invoice 6010000022, Year 2020 a Posted. 23.07.2020 SAP_WFRT
• Trash	Parked Invoice 6010000022, Year 2020 a Posted. 23.07.2020 SAP_WFRT      Please approve the Purchase Requisition 2001000962 23.07.2020      Please approve the Purchase Requisition 2001000962
Transferred trash	Please approve the Purchase Regulation 2001000962 23.07.2020
	Please approve the Purchase Regustion 2001000962 23.07.2020
	Please approve the Purchase Regulation 2001000962 23.07.2020
	Please approve the Purchase Regulation 2001000962 23.07.2020
	🚪 Parked Invoice 6010000020, Year 2020 & Posted. 23.07.2020 SAP_WFRT 💼
	Prips & tricks: Group work items according to content type Please approve the Purchase Requisition 2001000966           Description         Objects and attackments           Select one of the available decision options. This completes the processing of this step.         Objects and attackments

Double Click on the "**Please Approve Purchase requisition 2002000966**" message. It will open the Purchase requisition document in Display mode.

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



Click on "Approve Purchase Requisition" Button to approve the Purchase Requisition.

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Decision Step in Workflow	
SWorkflow 的 Create Namort	
Please approve the Purchase Requisition 2001000966	
Choose one of the following alternatives	
Approve Purchase Requisition	
Reject Purchase Requisition	
Display Purchase Requisition	
Approval or Rejection History	
Approval or Rejection History Hold	
	Objects and attachments
Fold	Objects and attachments No attachments or objects exist
Hold Description Select one of the available decision options. This completes the processing of	

Purchase Requisition will be approved with level 1.

Purchase Requisition Approval Request notification is forwarded to Approver 2

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

⊡ <u>U</u> ser	S <u>y</u> stem	Help
<ul> <li>Image: Image: Ima</li></ul>		
SAP		
New pas	sword	
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User		EE001
Password		****
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Click on " SAP Business Workspace Button.

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

Transaction Code	SBWP		
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace		
⊡ <u>M</u> enu <u>E</u> dit <u>F</u>	avorites Extr <u>a</u> s S <u>v</u> stem	Help	
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Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000966" message will appear.

<ul> <li>Unread Documents 4</li> </ul>	Inbox			
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	Please approve the Purchase Regulation 2001000962 23.07.2020			
	Please approve the Purchase Regulation 2001000962 23.07.2020			
	🚽 Parked Invoice 6010000020, Year 2020 is Posted. 23.07.2020 SAP_WFRT 🙆			
	Fips & tricks: Group work items according to content Please approve the Purchase Requisition 2001000966           Description         Objects and attachments           Select one of the available decision options. This completes the processing of this step.         No attachments or objects exist			

Double Click on the "**Please Approve Purchase requisition 2002000966**" message. It will open the Purchase requisition document in Display mode.

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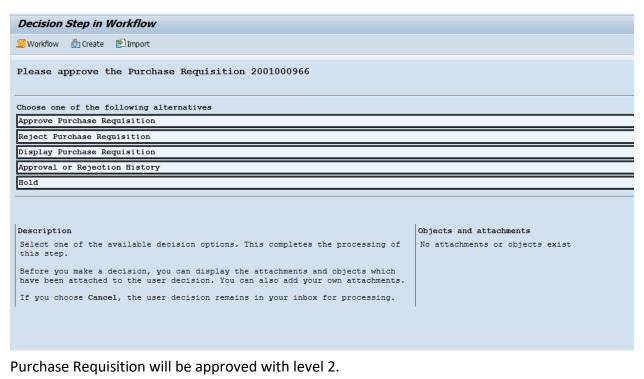




Click on " 🧟 " **Back** Button. System will open Decision step in workflow screen.

Purchase Requi	Edit Engronment System Help	l
<b>&gt;</b>	<ul> <li>응 [1] (2) (2) (2) [1] (1) [1] (1) [1] [1] [1] [2] [1] (2) [1] [1] (2) [1</li></ul>	
🦲 🔒 Displ	Purchase Req. 2001000966	
Document Overv	Dn 📔 🤣 📸 💷 🖅 Personal Setting	
Standard PR	▼ 2001000966	
Header	🔐 🕼 🌾 , 😰 , 😭 , 🔯 , 🖽 , 🕕 🐑 🏠 🖉 Defaut Values 📄	
E St. Item 10		
Item Material D	10 ] 1000000663 , DISINFECTANT, POWDER. * Av Quantities/Dates Valuation Account Assignment Source of Supply Versions Status Contact Person Texts Delivery Address C ** C cassCat [Drider *] Detribution Single Account Assignm * Cocode Mumbal Port *	
Unloading Poir	Recipient	
G/L Account Cost Center Order	41200000 CO Area 1000 1000112 Sales Order 0 ₩ More	

Click on "Approve Purchase Requisition" Button to approve the Purchase Requisition.



Purchase Requisition Approval Request notification is forwarded to Approver 3.

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

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SAP	
New password	
Client	500
User Password	DYCME001
Logon Language	EN

Click on " SAP Business Workspace Button.

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

Transaction Code	SBWP		
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace		
🖙 <u>M</u> enu <u>E</u> dit <u>F</u> a	avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp		
SBWP	- 〈 📙   C 😧 🔍   🖵 🎁 🎼   む む む   🛒 🗾   🗐 🖷		
SAP Easy Acc	cess		
5 E 📀 Ho	Other menu 🛛 😹 😹 🥒 🛛 🗢 🔺 🔀 Create role 🚽 🚳 Assign users 🛛 🗟 Doc		
▼ 🔁 Favorites			
<ul> <li>Transaction</li> <li>Reports</li> </ul>			
▼ 🔂 SAP Menu			
<ul> <li>▶ □ Connector fo</li> <li>▼ □ Office</li> </ul>	or Multi-Bank Connectivity		
Workplace     Generation			
Appointm			
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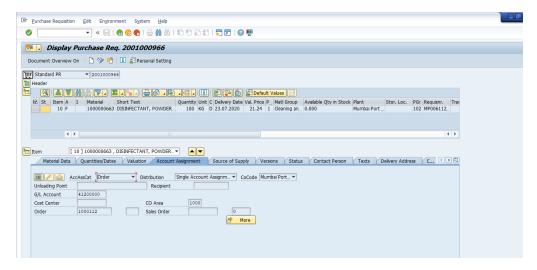


Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000966" message will appear.

<ul> <li>Unread Documents 4</li> </ul>	Inbox			
<ul> <li>Documents 48</li> </ul>	Class Title Date recel Author Atta_Stat_			
Workflow 31	Please approve the Purchase Requisition 2001000966 24.07.2020			
Overdue entries 0	Update was canceled 24.07.2020 MP00611268			
Deadine Messages 0	Update was canceled 24.07.2020 MP00611268			
Entries with Errors 0     Outbax	✓         Update was canceled         24.07.202         MP00611268         Image: Control of the state of the stat			
Gruppik     Gruppik     Gruppik	Update was canceled 24.07.2020 MP00611268			
Gesultmesson     Generation	Parked Invoice 6010000022, Year 2020 is Posted. 23.07.2020 SAP_WFRT 🔄			
Shared folders	Parked Invoice 6010000022, Year 2020 is Posted. 23.07.2020 SAP_WFRT 🔄			
Gibscribed Folders	Parked Invoice 6010000022, Year 2020 is Posted. 23.07.2020 SAP_WFRT			
• Trash	Parked Invoice 6010000022, Year 2020 a Posted. 23.07.2020 SAP_WFRT			
Transferred trash	Please approve the Punchase Regulation 2001000962 23.07.2020     Please approve the Punchase Regulation 200100962 23.07.2020     Please approve the Punchase Regulation 200100962 23.07.2020     Please approve the Punchase Regulation 200100962 23.07.2020			
	Please approve the Purchase Regulation 2001000962 23.07.2020			
	Please approve the Purchase Regulation 2001000962 23.07.2020			
	Please approve the Purchase Regulation 2001000962 23.07.2020			
	🗧 Parked Invoice 6010000020, Year 2020 is Posted. 23.07.2020 SAP_WFRT 💼			
	P Tips & tricks: Group work items according to content t Please approve the Purchase Requisition 2001000966			
	Please approve the Furchase Redulation Sourcesho			
	Description Objects and attachments			
	Select one of the available decision options. This No attachments or objects exist completes the processing of this step.			

Double Click on the "**Please Approve Purchase requisition 2002000966**" message. It will open the Purchase requisition document in Display mode.

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



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Click on "Approve Purchase Requisition" Button to approve the Purchase Requisition.

Decision Step in Workflow	
😅 Workflow 🖞 Create 😰 Import	
Please approve the Purchase Requisition 2001000966	
Choose one of the following alternatives	
Approve Purchase Requisition	
Reject Purchase Requisition	
Display Purchase Requisition	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	
	1

Purchase Requisition will be approved with level 3.

Purchase Requisition Approval Request notification is forwarded to Approver 4.

Login as Approver 4 (CME) in SAP System.

SAP       New password       Clent       500       User       CHE001       Password       Logon Language	<u>U</u> ser S <u>y</u> stem <u>H</u> elp		
New password       Client       500       User       CME001       Password	🔹 🖉 🖉 🖉		
Client 500 User CME001 Password *****	AP		
User CME001 Password AXXXXX	ew password		
Password [*****	ent 500		
Logon Language EN			
	gon Language EN		
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# Click on " SAP Business Workspace Button.

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

Transaction Code	SBWP		
Menu PathEasy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace			
🔄 Menu <u>E</u> dit <u>F</u> avo	rites Extr <u>a</u> s S <u>y</u> stem	Help	
SBWP	- ∢ 🗏   🗞 🚱 🤮	21日前時:1111日(21日)(21日)(21日)(21日)(21日)(21日)(21日)	) 🖪
SAP Easy Acce	55		
🕼 🖻 📀 🖁 Oth	er menu 🛛 🐺 🛅 🦉	🔻 🔺 🛛 🔂 Create role 🔰 🚳 Assign users	Boo
Transaction			-
<ul> <li>▶ □ Reports</li> <li>▼ □ SAP Menu</li> </ul>			
	Iulti-Bank Connectivity		
• Workplace		A DESCRIPTION OF THE OWNER OF THE	and and a second
<ul> <li>Telephone I</li> <li>Appointmen</li> </ul>	-	- Charles - Char	le le le

Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000966" message will appear.

Contract of the second se	Inbox	
<ul> <li>Documents 48</li> </ul>	Class Title Date recei * Author Atta Stat	
Workflow 31     Doverdue entries 0	Please approve the Purchase Regulation 2001000966 (24.07.2020 C	÷
	Update was canceled 24.07.2020 MP00611268	
<ul> <li>Deadine Messages 0</li> </ul>		
Entries with Errors 0	Update was canceled         24.07.2020         MP06611268         II           Update was canceled         24.07.2020         MP06611268         III           Update was canceled         24.07.2020         MP06611268         III           Update was canceled         24.07.2020         MP06611268         III           Parked Invoice 601000022, Year 2020 is Posted.         23.07.2020         SAP_WRT         IIII	
• 😳 Outbax	Ubdate was canceled 24.07.2020 MP00611268	
• 🦪 Resubmission	Parked Invoice 6010000022, Year 2020 a Posted. 23.07.2020 SAP WFRT	
• 🧬 Private folders	Parked Invoice 6010000022, Year 2020 s Posted. 23.07.2020 SAP_WFRT	
General folders		
• 🚅 Subscribed Folders • 📅 Trash • 🐨 Shared trash	Parked Invoice 6010000022, Year 2020 a Posted, 23.07.2020 SAP WFRT	
	Parked Invoice 6010000022, Year 2020 8 Posted.         23.07.2020         SAP_WRRT           Parked Invoice 6010000022, Year 2020 8 Posted.         23.07.2020         SAP_WRRT           Plase approve the Purchase Regulation 200100962         23.07.2020         SAP_WRRT           Plase approve the Purchase Regulation 200100962         23.07.2020         C           Plase approve the Purchase Regulation 200100962         23.07.2020         C           Plase approve the Purchase Regulation 200100962         23.07.2020         C           Plase approve the Purchase Regulation 200100962         23.07.2020         C	
	Please approve the Purchase Regulation 2001000962 23.07.2020	
	Please approve the Purchase Requisition 2001000962 23.07.2020	
	Please approve the Purchase Repusition 2001000962 23.07.2020	
	🚪 Parked Invoice 6010000020, Year 2020 is Posted. 23.07.2020 SAP_WFRT	
	Tips & tricks: Group work items according to Please approve the Purchase Requisition 2001000966  Description Select one of the available decision options. This completes the processing of this step.	o content ty

Double Click on the "**Please Approve Purchase requisition 2002000966**" message. It will open the Purchase requisition document in Display mode.

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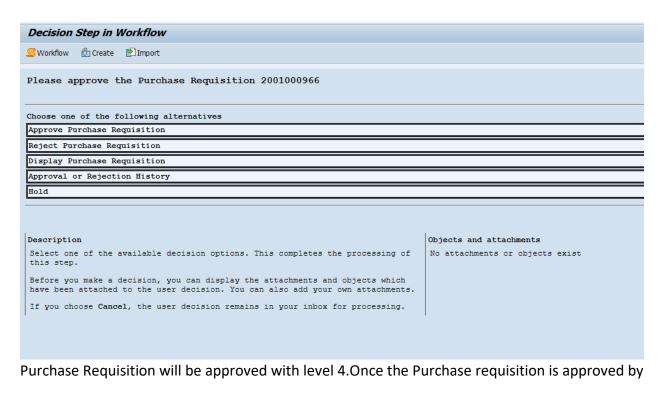




Click on " 🧟 " **Back** Button. System will open Decision step in workflow screen.

Purchase Reg	on Edit Enyironment System Help	1
>	▼ 《 등 I @ @ ® I ≙ 前 @ I む む み お I 示 元 I @ 果	
Dis	/ Purchase Req. 2001000966	
	د On 📔 🧐 👘 🚺 🖉 Personal Setting	
Standard Pl	▼ 2001000966	
Header		
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🖻 St., Ite		
1	1000000663 DISINFECTANT, POWDER 100 KG D 23.07.2020 21.24 1 Cleaning an 0.000 Mumbal Port 102 MP006112	
	► =	
Item	[10] 1000000663, DISINFECTANT, POWDER_	
	Quantities/Dates Valuation Account Assignment Source of Supply Versions Status Contact Person Texts Delivery Address C ( )	
1	AccAssCat Drder 💙 Distribution Single Account Assignm 🗸 CoCode Mumbai Port 🔻	
Unloading P	Recipient	
G/L Accoun	41200000	
Cost Center	CO Area 1000	
Order	1000112 Sales Order 0	
	A More	

Click on "Approve Purchase Requisition" Button to approve the Purchase Requisition.



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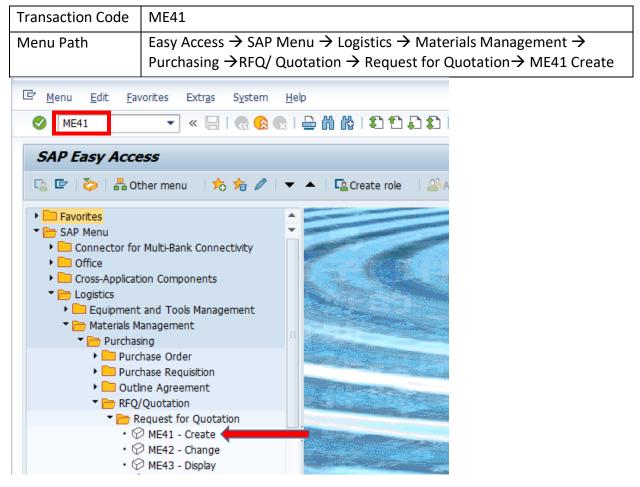




all 4 level approvers, a notification is triggered to Purchase Requisition Initiator and all preceding approvers.

### Create/ Change Request for Quotation:

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



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In Create RFQ Initial Screen Provide following details,

- RFQ Type: **ZZAN**
- RFQ Date: **24.07.2020**
- o Quotation Deadline: 26.07.2020
- Purchasing Org: 1000
- Purchasing Group: 101

Create RFQ : Init	tial Scree	en 🛛				
🔊 😂 🗋 🗋 Reference	e to PReq	Reference to C	utline Ag	reement		
RFQ Type	ZZAN					
Language Key	EN					
RFQ Date	24.07.2020	1				
Quotation Deadline RFQ	26.07.2020	'] 7				
ĸŗų						
Organizational Data						
Purch. organization	1000					
Purchasing Group	102 Q					
Default Data for Items						
Item Category						
Delivery Date	T					
Plant						
Storage location						
Material Group		-				
Req. Tracking Number						
						_
🖶 O 🛱 🤇	<u> </u>	e @	47	0	<b>B</b>	



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Click on " Reference to PReq " Button & Provide reference Purchase requisition number **2002000966**.

Creat	e RFQ : Initial Screen	
ا 🖴 🏡	🗋 🗋 Reference to PReq 📄 Reference to Out	tline Agreement
RFQ Type Language I RFQ Date Quotation RFQ Organizati Purch. org Purchasin Default Da Item Cate Delivery D Plant Storage Ic Material G	ZZAN	
Req. Trac	Open only 🔽	

Click on " 🗹" Continue Button.

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### Enter Coll. No. 2002000966 & hit Enter

ि <u>R</u> FQ <u>E</u> dit	He <u>a</u> der <u>I</u> tem	En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp
Image: A start of the start	• «	< 🔚   🕲 😢 🕒 🖞 👘 👘 I 🏝 🛱 📮 🗊   💭 🗖   🕐 💻
Create RFC	) : Header l	Data
∞ ≥ ≡ 48		
RFQ		Company Code 1000 Purchasing Group 102
RFQ Type	ZZAN	Purch. Organization 1000
Vendor		
Administrative Fie	lds	
RFQ Date	24.07.2020	Item Interval 10 Coll. No. 2002000966
Language	EN	Subitem Interv. 1 QuotDdln 26.07.2020
Validity Start		Validity End Apply By
		Warranty Bindg Per.
Terms of Delivery	and Payment	
		Targ. Val.
Reference Data		
Your Reference		Salesperson
Our Reference		Telephone
	Terms & Con	ditions
	Terms & Con	

Select the line Item click on " Adopt + Details " Button.

Creat	Create RFQ : Selection List: Purchase Requisitions																				
Adopt +	+ Details	•	B B																		
🗟 Pur. Re	eq. I	em.	Material	5	Short Text	P	nt	SLoc	I	A	Cls	Qty		Un	С	Deliv. Date	Rel. Date	Fixed S.	s	Batch	Stock Segment
200100	00966 1	D	100000663	D	DISINFECTANT, POWD	)E 10	000	1001	٩	F			100,000	KG	D	23.07.2020	24.07.2020		N		

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1	araata DEO caraan	municle delivery	Data 0	Drace	
111	create RFQ screen	, provide delivery	Date a	Press	Enter.

Create RFQ : Item 00010						
۹ 🗷 🐨 🐨 ۱	l 📝 🛼 📼					
Item	10	ItCat.		Plant	1000	
Material	100000663			Stor. Loc.	1001	
Short Text	DISINFECTANT, POWDER,CA	ARBOLIC.				
Mat. Grp	47131800					
Quantity and Date						
RFQ Quantity	100 KG	QuotDdln	26.07.2020			
Delivery Date	D 28.07.2020					
	,					
Deadline Monitoring						
1st Rem./Exped.		TrackingNo				
2nd Rem./Exped.		S. Mat.				
3rd Rem./Exped.						
No. Exped.	0					
Quotation	/					
			_			
)n Create RFQ: I	tem Overview Screen,	click on "	🔳 " Supplier	r <b>address</b> b	utton.	

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Er <u>r</u> fq	<u>E</u> dit	He <u>a</u> der	<u>I</u> tem	En <u>v</u> ironment	System	<u>H</u> elp
0			• «	2 😒 🔊   📙	I ₽ M	🖞   🎝 🗘 🎝 🎝   🌄 🛃 🕜 🖳
Crea	ate RF	Q : Hea	der D	ata		
∞ 2		P 🖨				
RFQ				Company Code	1000	Purchasing Group 102
RFQ Typ	pe	ZZAN				Purch. Organization 1000
Vendor						
Adminis	strative Fi	elds				

### Enter vendor number **40000012**

₽ <u>R</u> FQ <u>E</u> dit	He <u>a</u> der <u>I</u> tem E	En <u>v</u> ironment	S <u>y</u> stem <u>H</u> e	lp	
Ø	▼ « [	🗟 🚱 💽	I 🕹 🖞 🕅	1999991	두 🔁   🕜 🎙
Create RFQ	: Supplier Ad	ldress			
ଛ ≗ 🖹					
RFQ		Company Code	1000	Purch. Group	101
RFQ Date		RFQ Type	ZZAN	Purchasing Org.	1000
Vendor	40000012			r drendbing orgr	()
	<u> </u>				
Name					
Title			-	1	
Name					
Search Terms					
Search term 1/2					
Street Address					
Street/House nur	nber	10			
Postal Code/City					
Country			Region		
PO Box Address					
PO Box		7			
Postal code		ī			
Company Postal C	ode	7			
Communication					
Language		-		Other comm	inication

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After entering Vendor Number "40000012", Press Enter.

System will fetch vendor details from Vendor master and displayed on the screen.

Create RFQ : Su	pplier Address
<u>&amp;</u> 🖲 🖹	
RFQ RFQ Date 24.07 Vendor 40000	Company Code 1000 Purch. Group 102 RFQ Type ZZAN Purchasing Org. 1000
Name	
Title	Company
Name	FELIX ENGG. CO.
Search Terms	
Search term 1/2	FELIX ENGG. CO. F006
Street Address	
Street/House number	COZY COTTAGE, 4TH FLOOR, BYCULLA
Postal Code/City	400027 Mumbai
Country	IN India Region 27 Maharashtra
Time zone	INDIA
PO Box Address	
PO Box	
Postal code	
Company Postal Code	
Communication	
Languago	English  Other communication

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Click on " " Save Button. System will create RFQ document & information message " Reg for Quotation created under the number 1001000035" is displayed.

Same Procedure for Creation of Two More quotations

Req for Quotation created under the number 1001000036 & 1001000037 for Vendors 40000013 & 40000010 is Displayed.

Click on " <sup>Solo</sup>" **Exit** button.

Mail will be sent to Vendor's mail id mentioned in the Vendor Master.

### Maintain Quotation

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

Transaction Code	ME47
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Logistics $\rightarrow$ Materials Management $\rightarrow$ Purchasing $\rightarrow$ RFQ/ Quotation $\rightarrow$ Quotation $\rightarrow$ ME47 Maintain
	Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
<ul> <li>Image: A state of the state of</li></ul>	
SAP Easy Access	
💿 🖙   🏷   晶 Other m	enu 🛛 📩 🏂 🥒 🛛 🖛 🗎 🖪 Create role 👘 🔐 Assign users
▼ 📄 Quotati ● 🔗 ME4 ● 🔗 ME4	mponents Tools Management ment Drder Requisition reement tition t for Quotation on 7 - Maintain

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Accent	11117	NOL	11111	

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### On Maintain Quotation Initial Screen, Provide RFQ no. 1001000035& press Enter.

Maintain Quotation : Initial Screen					
∞ 🗷					
RFQ					

System will open the Quotation document.

Maintain the Net Price: **27** Click on " 📙 " **Save** Button.

Ľ	🔊 📔 Maintain Quotation : Item Overview																	
Ve	RFQ         1001000035         RFQ Type         ZZAN         RFQ Date         24.07.2020           Vendor         40000012         FELDX ENGG. CO.         QuotDdin         26.07.2020																	
Qu	ocation	Items																
-			Short Text	RFQ Quantity	0	CD	Deliv. Date	Net Price		Per (	D	Mat. Grp	Pint	SLoc	D	R	т	Stock Segment
B	Item	Material					Deliv. Date		7.00					<b>SLoc</b> 1001		R		Stock Segmen
B	Item	Material																Stock Segmen
B	Item	Material																Stock Segmen
B	Item	Material																Stock Segment

Quotation for RFQ 1001000035 will be maintained.

System will display " Quotation for Req for Quotation 1001000035 Maintained" message.

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On Maintain Quotation Initial Screen, Provide RFQ no. 1001000036 & press Enter.

Maintain Quotation : Initial Screen					
∞ 🛎					
RFQ					

System will open the Quotation document.

Mai	ntain the Ne	et Price: <b>26</b>														
<b>P</b>	Maintain Quota	tion : Item Overvi	iew													
6 6	r 🗅 📅 😂 🗉 🤐	🖴 🛿 🤮 👪 🔰 🛼	<b>₽</b>													
Q Indor	1001000036 F 40000013 I	RFQ Type ZZAN MAHARASHTRA BAMBOO B	RFQ Date HANDAR QuotDdin		4.07.2020											
	Material	Short Text	RFQ Quantity	0	C Deliv. Date	Net Price		Per	0	Mat. Grp	PInt	SLoc	DF	۲ ۱	F Stock Segment	
10	100000663	NT, POWDER, CARBOLIC.	100	KG	D 28.07.2020		26.00		1 KG	47131800	1000	1001				
<u> </u>																
-																
-																
-																
	0															

Click on " 🔚 " Save Button. Quotation for RFQ 1001000036 will be maintained.

System will display " Quotation for Req for Quotation 1001000036 Maintained" message.

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On Maintain Quotation Initial Screen, Provide RFQ no. 1001000037 & press Enter.

Maintain Quotation : Initial Screen					
∞ 🗷					
RFQ					

System will open the Quotation document.

Maintain the Net Price: 25

	Maintain Quota	ation : Item Overvi	ew												
6 6	r 🗅 📅 😂 🗉 🤐	1 🗅 🛯 🥄 👪 🔰 🛼	ā 🖡												
Q Indor	1001000037 40000010	RFQ Type ZZAN ALEX CHEMICAL & INDUSTR	RFQ Date IES QuotDdln	_	24.07.2020 26.07.2020										
Item	Material	Short Text	RFQ Quantity	0	C Deliv. Date	Net Price	Pe	· 0	Mat. Grp	Pint	SLoc	D	R	T	Stock Segment
10	100000663	NT, POWDER, CARBOLIC.	100	KG	D 28.07.2020	25.	00		47131800	_	-	-			
1															

Click on " 🖼 " Save Button. Quotation for RFQ 1001000037 will be maintained. System will display " 🗹 Quotation for Req for Quotation 1001000037 Maintained" message.

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# Price Comparison for RFQ

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

Transaction Code	ME49
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Logistics $\rightarrow$ Materials Management $\rightarrow$ Purchasing $\rightarrow$ RFQ/ Quotation $\rightarrow$ Quotation $\rightarrow$ ME49 Price Comparison
	orites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
Ø ME49	💌 « 🖯 I 🗠 🚱 I 🗁 🛗 🏠 I 🏝 🏠 I 🏹 🔁 I 🥥 🖳
SAP Easy Acce	255
🖸 🔄 🏷   🖧 Otl	her menu 🛛 📩 📩 🥒 🛛 🗢 🔺 🖾 Create role 📄 🐣 Assign users 🛛 🗟 Documentation
<ul> <li>Office</li> <li>Cross-Applicati</li> <li>Logistics</li> </ul>	Multi-Bank Connectivity on Components and Tools Management
<ul> <li>Equipment</li> <li>Materials Ma</li> <li>Purchasi</li> </ul>	anagement
Purch     Purch	hase Order hase Requisition ne Agreement
• 🚞 Re	equest for Quotation uotation
• ©	ME47 - Maintain ME48 - Display
• 🗸	ME49 - Price Comparison

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# SAP User Manual for General Maintenance

In price comparison list screen provide Collective RFQ <b>2001000963</b> & Press " 🅍 " <b>E</b>	Execute
Button.	

Price Comparison List				
€ 5				
Purchasing Organization	1000			
Quotation		to	<b></b>	
Collective RFQ	2001000966	to	<u> </u>	
Supplier		to	<b></b>	
Material		to		
Comparison Values				
Reference Quotation				
Mean Value Quotation				
Minimum Value Quotation				
Percentage Basis				
Max. No. Quotations per Page	12			
Price Calculations				
Include Discounts				
Include Delivery Costs				
Determine Effective Price				

### System will Display price comparison List.

Pric	e C	omparis	son List in Currency INR																
9.5	21			🚯 👿 🎭 (	la I 💷	🖽 🖷 🗓 I	laintain Quota	tion 🗞 Material	🗞 Supplier [	Services	Hie	rarchy Le	vel 4 Addl	. Info: Quote	s ! 🛙	Initi	ate Wor	kflow	
Rank It	tem V	endor.	Supplier Name	Collective No.	Text	Material	Matl Group	Short Text		Quantity	Unit	Net Price	MyAyoPrice	Price Diff %	Σ Net	Value	Rank R	ank %	Quota
			ALEX CHEMICAL & INDUSTRIES	2002000966					POWDER, CARBOLIC			25,00	21,24	118		0,00			2.500
	asing	Document	1001000037												2.50	0,00			
	10 4	0000013	MAHARASHTRA BAMBOO BHANDAR	2002000966	Standard	100000663	47131800	DISINFECTANT,	POWDER, CARBOLIC	100	KG	26,00	21,24	122	2.60	0,00	2	100	2.600
Purcha	asing	Document	1001000036												2.60	0,00			
	10 4	0000012	FELIX ENGG. CO.	2002000966	Standard	100000663	47131800	DISINFECTANT,	POWDER, CARBOLIC	. 100	KG	27,00	21,24	127	2.70	0,00	3	104	2.700
Purcha	asing	Document	1001000035												2.70	0,00			
<u>a</u>															- 7.80	0,00			

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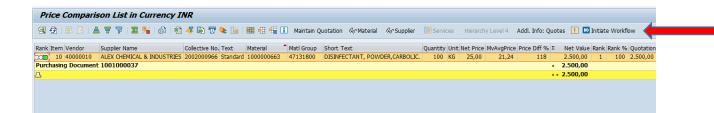




### **Quotation Approval**

Select the Level one vendor's Purchasing Document and click on " Dilitiate Workflow "

System will display " Workflow Initiated " message.



Login as Approver 1 (Assistant Engineer) in SAP System.

SAP	
New password	
Client	400
User	AE001
Password	<b>****</b>
Logon Language	EN

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

Transaction Code	SBWP
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace
☑ <u>M</u> enu <u>E</u> dit <u>F</u> avo	orites Extr <u>a</u> s System <u>H</u> elp 
SAP Easy Acce	
	ner menu 🛛 😹 🥙 🛛 🥆 🔺 🕞 Create role 🛛 🞯 Assign users 🕞 Doc
Favorites	
Transaction	
Reports	
SAP Menu	
<ul> <li>▶ □ Connector for</li> <li>▼ □ Office</li> </ul>	Multi-Bank Connectivity
Workplace     Workplace     Telephone     Appointmer	

Expand "Inbox" button, under workflow "Please Approve the Quotation 1001000037" message will appear.

🔻 🧽 Inbox						
<ul> <li>Inread Documents 2</li> </ul>	Workflow 2					
<ul> <li>Documents 2</li> </ul>	Ex., Title	Status	Work Item ID Creation Da	Creation	P At. C	Co W
Workflow 2	Please approve the Quotation 1001000037	Ø	416152 24.07.2020	22:20:41	5	
Overdue entries 0	Please approve the Quotation 1001000037	Ø	416153 24.07.2020	22:20:41	5	
Deadline Messages 0     Dentries with Errors 0						
Outbox						
🕨 🧔 Resubmission						
<ul> <li>Private folders</li> </ul>						
Shared folders						
Gubscribed Folders						
• 📅 Trash						
• 🔟 Shared trash						

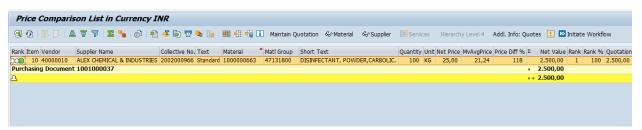
		Page <b>60</b> of <b>140</b>
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Double Click on the "**Please Approve the Quotation 1001000037**" message. It will open the Quotation comparison list in Display mode.

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



Click on "Approve" Button to approve the Quotation.

Please approve the Quotation 1001000037	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Quotation will be approved with level 1.

Quotation Approval Request notification is forwarded to Approver 2.

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

Ø		1 😸 🛛
SAP		
New password		
Client	400	
User	EE001	
Password	*******	
Logon Language	EN	

Click on **SAP Business Workspace** Button.

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

Transaction Code	SBWP
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace

로 <u>M</u> enu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s System	Help
😵 SBWP 🔹 🕄 🔛 I 😋 🚱 🚱	) I I II I
SAP Easy Access	
🚯 🖻 汝 晶 Other menu 🛛 😹 💩 🥒 🖓	🔻 🔺   🚺 Create role   🕼 Assign users 🛛 🗟 Doo
✓  ☐ Favorites	
<ul> <li>Transaction</li> <li>Reports</li> </ul>	Sit Lot
▼ 🗇 SAP Menu	Constant of the August States and
<ul> <li>Connector for Multi-Bank Connectivity</li> <li>Office</li> </ul>	A CONTRACTOR OF THE OWNER OWNER OF THE OWNER OWN
Workplace     Gradient Strength Strengt Strength Strengt Strength Strength Strength Strength Strength Stre	

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Expand "Inbox" button, under workflow "Please Approve the Quotation 1001000037" message will appear.

* 🏷 Inbox						
<ul> <li>Unread Documents 2</li> </ul>	Workflow 2					
Documents 2	Ex Title	Status	Work Item ID Creation Da	Creation	P At.	Co W
Workflow 2	Please approve the Quotation 1001000037	Ø	416152 24.07.2020	22:20:41	5	
Overdue entries 0     Deadline Messages 0	Please approve the Quotation 1001000037	Ø	416153 24.07.2020	22:20:41	5	
Deadline Messages 0     Entries with Errors 0						
Cuthox     Quthox     Quthox						

Double Click on the "**Please Approve the Quotation 1001000037**" message. It will open the Quotation comparison list in Display mode.

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

Price Comparison List in Currency INR														
🥞 🤣   🗟 🗟 🗧 🚏 🛛 🕿 🌿 🔞 🖄 🦑 🍇 😨 🎭 🔚 🗮 🖽 👯 🚺 Maintain Quotation 🗞 Material 🗞 Suppler 🗐 Services – Hierarchy Level 4 – Addl. Info: Quotes 🔢 🖾 Initiate Workflow											low			
Rank Item Vendor Supplier Name	Collective	No. Text	Material	Matl Group	Short Text		Quantity U	nit Net Price	MvAvgPrice	Price Diff % Σ	Net Value	Rank I	Rank %	Quotation
00 10 40000010 ALEX CHEMICAL	& INDUSTRIES 2002000	966 Standard	100000663	47131800	DISINFECTANT, POW	DER, CARBOLIC.	100 K	G 25,00	21,24	118	2.500,00	1	100	2.500,00
Purchasing Document 1001000037											2.500,00			
A											2.500,00			

### Click on "Approve" Button to approve the Quotation.

Please approve the Quotation 1001000037	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Quotation will be approved with level 2.

Quotation Approval Request notification is forwarded to Approver 3.

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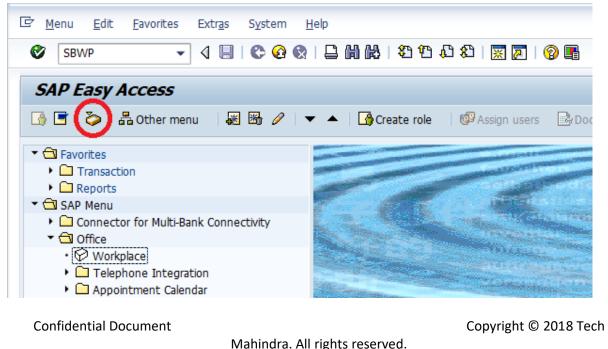
Login as Approver 3 (Dy CME) in SAP System.

SAP New password Client				
Client				
	400			
User	DYCME001			
Password	*****	* * *		
Logon Language	EN			

Click on **"** SAP Business Workspace Button.

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

Transaction Code	SBWP
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace



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Expand "Inbox" button, under workflow "Please Approve the Quotation 1001000037" message will appear.

* 🧽 Inbox						
<ul> <li>Unread Documents 2</li> </ul>	Workflow 2					
Documents 2	Ex Title	Status	Work Item ID Creation Da	Creation	P At.	Co W
Workflow 2	Please approve the Quotation 1001000037	Ø	416152 24.07.2020	22:20:41	5	
Overdue entries 0     Deadline Messages 0	Please approve the Quotation 1001000037	Ø	416153 24.07.2020	22:20:41	5	
Deadline Messages 0     Entries with Errors 0						
Cuthox     Quthox     Quthox						

Double Click on the "**Please Approve the Quotation 1001000037**" message. It will open the Quotation comparison list in Display mode.

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

Price Compar	Price Comparison List in Currency INR														
🍕 🤂   🕃 🖟   🚊 📅 🌾 😰 🏂 🎲   🕸 🦑 🕼 📅 🍖 🐚 🖩 🌐 🖽 🛱 🗓 Maintain Quotation 🖑 Material 🖧 Supplier 📓 Services 🛛 Hierarchy Level 4 Addl. Info: Quotes 🚺 🖾 Initiate Workflow															
Rank Item Vendor	Supplier Name	Collective No. T	Text	Material	Matl Group	Short Text		Quantity	Unit Net Price	MvAvgPrice	Price Diff % $\Sigma$	Net Value	Rank	Rank %	Quotation
10 40000010	ALEX CHEMICAL & INDUSTRIES	2002000966 5	Standard	100000663	47131800	DISINFECTANT, POV	VDER,CARBOLIC.	100	KG 25,00	21,24	118	2.500,00	1	100	2.500,00
Purchasing Documer	t 1001000037											2.500,00			
<u>A</u>												2.500,00			

### Click on "Approve" Button to approve the Quotation.

Please approve the Quotation 1001000037	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose ${\bf Cancel},$ the user decision remains in your inbox for processing.	

Quotation will be approved with level 3.

Quotation Approval Request notification is forwarded to Approver 4.

	0 0
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### Login as Approver 4 (CME) in SAP System

SAP	
New password	400
Client	400
User	CME001
Password	*****
Logon Language	EN

Click on " SAP Business Workspace Button.

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



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Expand "Inbox" button, under workflow "Please Approve the Quotation 1001000037" message will appear.

* Ö Inbox						
<ul> <li>Unread Documents 2</li> </ul>	Workflow 2					
Documents 2	Ex Title	Status	Work Item ID Creation Da			Co W
Workflow 2	Please approve the Quotation 1001000037	Ø	416152 24.07.2020	22:20:41	5	
Dverdue entries 0     Deadline Messages 0	Please approve the Quotation 1001000037	Ø	416153 24.07.2020	22:20:41	5	
Deabline Messages 0     Entries with Errors 0						
Cutbox     Qutbox     Garage Sectors     Garage Sectors						

Double Click on the "**Please Approve the Quotation 1001000037**" message. It will open the Quotation comparison list in Display mode.

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

Price Comparison List in Currency INR											
🍕 🤂   🗟 🗟 🚏 🍞 🛛 🕿 🖌   🕲   🖄 🦧 🕼 🐨 🎭 🦙 📾 🖽 🖽 🖏 🖬 Maintain Quotation 🗞 Material 🗞 Supplier 📓 Services – Hierarchy Level 4 - AddL Info: Quotes 🔢 🖾 Initiate Workflo											
rt Text Qua	antity Unit Net Price	MvAvgPrice Price Diff % 2	Net Value Rank	Rank % Quotation							
INFECTANT, POWDER, CARBOLIC.	100 KG 25,00	21,24 118	2.500,00 1	100 2.500,00							
			2.500,00								
			2.500,00								
r	t Text Qu	t Text Quantity Unit Net Price	t Text Quantity Unit Net Price MVAvgPrice Price Diff % 2 HECTANT, POWDER, CARBOLIC. 100 KG 25,00 21,24 118	t Text Quantity Unit Net Price MvAvgPrice Price Diff % 2 Net Value Rank							

### Click on "Approve" Button to approve the Quotation.

Please approve the Quotation 1001000037	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description Select one of the available decision options. This completes the processing of this step.	Objects and attachments No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Quotation will be approved with level 4.

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Once the Quotation is approved by all 4 level approvers, a notification is triggered to initiator& Preceding Approvers stating "Quotation 1001000037 is Approved"

📅 差   👬 🕰 🍿   🥢 🕛   💫 🗋   Reply Reply with Reference   🐬 New message
Doc. contents Attributes Recipient list
Quotation 1001000037 is Approved
Created SAP_WFRT
Hello Sir, Quotation 1001000037 is Approved Approved by: SB00621355 SB00621355 Regards, SB00621355 SB00621355

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# Create/ Change Purchase Order

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

Transaction Code	ME21N					
Menu Path		Management → N – Vendor/ Supplying				
🔄 Menu Edit Ea	avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp					
ME21N	🔹 🕄   🚷 🚷 📄   🖨 🖍 🖏   🚍 ×	ا 🖵 ا 🗘	2   🕜 🖳			
SAP Easy Acc	ress					
🖪 🖻   🏷   🖧 d	Other menu 🛛 🏂 🏂 🥒 🛛 🗢 🔺 🗳 Create role 👘	🐣 Assign	users 🔂 Documentation			
	nt and Tools Management Management					
• 🖗	ME22N - Change ME23N - Display					
••	медэн - Бърму					

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Click	on	" C	)oc	um	nent Overview On	" button.							
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	STD leade		ase C	Orde	r 🔻 Ver	ndor			Doc. Date 2	0.07.2020			
E	₿ <mark>S.</mark> .	Itm	A	I	Material	Short Text	PO Quantity	0	C Deliv. Date	Net Price	Curr	Per	01
-													
-													
-													
-													
_	-												

Page **70** of **140** 





Selection of Purchase Request from List

Purchasing Documents	5			
🚱 📴 🗎				
General selections				
Max. no. of hits	5000			
Program selections				
Material Number		to		
Selection Parameters		to		
Plant		to	<b></b>	
Material Short Text		to		
Supplying Plant		to		
Storage Location		to		
Material Group		to		
Purchasing Organization		to		
Purchasing Group	102 Q	to		
Purchasing Document		to		
Name of Person Responsible		to		
Document Type		to		
Document Category	A		<b></b>	
Company Code		to	<b></b>	
Document Date		to		
Vendor		to		

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# System Fetches the RFQ related to Purchasing Group and select RFQ no and Click 2005 Adopt

👳 🖬 reate Purcha	Treate Purchase Order							
Docum Overview Off	🗋 📫 Hold 🖆 🛄 💮 Print Preview Messages 🔊 Personal Setting							
Declarent	Vendor Vendor Vendor 25.07.2020							
Documente	Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data Payment Processing							
Ove /iew								
SADR.N. DOANER	Purch. Org. 1000 Muppedal Port Trust							
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Purch.Doc.	Company Code 1000 Mumbai Port Trust							
• 🔶 1001000032								
<ul> <li></li></ul>								
• 🔸 1001000034 • 🔸 1001000035								
· 🔶 1001000036								
• <del> 100100037</del>		_						
	E S., Itm A I Material Short Text PO Quantity O., C Deliv. Date Net Price Curr Per O., Matl Group Pht Stor	• E						
	LO F 1000000663 DISINFECTANT, POWDE. 100 KG D 28.07.2020 25,00 INR 1 KG Cleaning an. Mumbal Port Trust Cent	1 -						
		•						
		-						
	GRE CAPTING DEFINITION Add Planning							
	Trem [10] 100000663, DISINFECTANT, POWDER.							
	Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address Confirmations Condition Control Retail 1	Ľ						
		-						
	E         S., C Delivery D         Sched. Qty         Time         Stat. Del         GR qty         Purchase         Reg         N         Open Quantity         Sc         P           D 28.07.2020         100         28.07.2020         100         2001000966         100         1001							
	Activate Windows							
	Go to Settings to activate Window	s.						

# Select the purchase order type Direct Purchase order

🖲 🖌 Create Purcha	ise O	rder		/												
Document Overview Off	) <b>r</b> ð	Hold 🆆	1 🙂 d	Print Preview M	essages	Personal	Setting									
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		A10	F	100000663	DISIN	FECTANT, POV	/DE	100	KG D	28.07.2020		25,00 INR	1	G Cleaning a	n Mumbai Port Trust	Cent -
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In Confirmations Tab enter the inbound delivery details and click acknowledge reqd check box

🔁 📙 Create Purchase Order								
Document Overview Off	Document Overview Off   🗅 📸 Hold 🏭 🔡 🖓 Print Preview 🛛 Messages 🚺 🛃 Personal Setting							
Overview	Image: Direct Purchase Orde         Vendor         40000010 ALEX CHEMICAL & IN Doc. Date         25.07.2020           Header         Image: Direct Purchase Orde         Image: Direct Purchase O							
	B         S Itm         A         I         Material         Short Text         PO Quantity         O C Delv. Date         Net Price         Curr Per         O Matl Group         Pint         Stor. Im           \[]10         F         100000663         DISINFECTANT, POWDE_         100 KG         D 28.07.2020         25,00 INR         1         KG         Cleaning an         Mumbal Port Trust         Cent and the context and th							
Purch.Doc.								
• <del>1001000032</del>								
• 🔸 1001000033 • 🔸 1001000034								
<ul> <li> 1001000035</li> <li> 1001000036</li> </ul>	tem [10]100000663, JISINFECTANT, POWDER							
• 🔶 1001000037	Delvery Schedule / Delvery / Invoice / Conditions / Inda / Account Assignment / Texts / Delvery Address / Conditions / Condition Control / Retail							
	Conf. Control Inbound Delivery   Order Ack.							

Select the LD Clause from Customer Data

💌 . Creat	Treate Purchase Order												
Document Overv	view Off	🗋 🗂 Hold 🧉	🖥 🖳 😳 Print Preview 🛛 Messages	🚺 🖉 Personal Se	etting			_					
Document Overview Delevery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data Status Customer Data Payment Processing													
	🔄 Liquidation	Damage Entries					×						
Purch.Doc.	S. No.	LD Clause	LD Clause Description	Minimum LD %	Period	Maximum LD %							
<ul> <li></li></ul>	00001	LD1 LD2	LD Calculated Per day, Maximum LD Calculated Per Week, Maximu	1,00 0,50	DAY WEEK	10,00		itions					
<ul> <li>• • • 10010000</li> <li>• • • 10010000</li> <li>• • • 10010000</li> </ul>							_						
0010000													
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								Addl	Planning		£		
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Go to Settings to activate Windows      m     Go to Settings to activate Windows													







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Document Overview Off	10	🗋 🔂 Hold 🖆	📙 🕞 Print Preview	w Messages	1 Personal Se	tting						
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CADEMEDONAED		Despatch / Delivy Insurance Policy Security Deposit	No.	LD Clauses		GeM Purc RFX No.	thase Order No.	& Conditions				
			Material 100000663		ANT, POWDE	1 .	0 C Delv. Date KG D 28.07.2020	25.0	Curr Per 00 INR 1 INR 1		Group Pint hing an Mumb	ai Port Trust Centr
		✓ Inv. Receipt Final Invoice GR-Bsd IV	10 ] 100000663 , I dule Delivery Invoicing Plan	Invoice Co		Account Assign	ment Texts	Delivery Addres	s Confirma	Ļ	ndition Control Activate W	<b>Retail ()</b>
🖉 No messages issued dur	ing c	DP Category heck		•		SAP						ipasapqihq INS
🤋 🔎 Create P	urc	hase Order										
Document Overview (			🖥 🕴 🕕 Print Previev	v Messages	🚺 🚑 Personal S	etting						
Document	~	STD Purchase		Vendor			Doc. Dat					
Overview	~	Delivery/Ir	voice Conditions	Texts /	ddress Comm	unication Partr	ners Additional	Data Org. Da	ta Status	Custome	er Data 🛛 🏼 Pa	yment Processing
SAD&MEDGANER	•	Despatch / D Insurance Po Security Dep					1 Purchase Order N No.	0.				
<ul> <li>◆ 1001000033</li> <li>◆ 1001000034</li> <li>◆ 1001000035</li> <li>◆ 1001000036</li> <li>◆ 1001000037</li> </ul>			7	LD Clauses			<b>II</b> 1	erms & Condition	5			
		🖻 🗉 S Itm 🛛 A	I Material	Short	Text	PO Quantity	O C Deliv.	Date Net Price	Curr.	Per O	Matl Group	Pint
		9 666				Default Val	Jes		Addl Planning		Action	to Mindow
		🔁 Item	New Item		•							ate Windows ettings to activa
Direct Purchase Orde	e crea	ated under the nun	nber 4601000001			SAP					MP006112	68 🔻 ipasapqihq

#### Tax Details Entered in Invoice Tab Tax Code" V1"

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Click on " in heck Button. System will check for errors in document. If no errors found, system will show " No messages issued during check " Message.

Click on " 🖳 " Save Button. System will Create Purchase Order document & displays " ☑ Direct Purchase Orde created under the number 4601000001 "Message.

## **Releasing of Purchase Order**

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

⊡ <u>U</u> ser S <u>y</u> stem	<u>H</u> elp
<ul> <li>Image: A start of the start of</li></ul>	🔨 🗠 🔝 😒 😒 🗄 🖌
SAP	
New password	
Client	500
User Password	AE001
Logon Language	EN

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Click on " SAP Business Workspace Button.

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

Transaction Code	SBWP						
Menu Path	Easy Access → SAP Men	$u \rightarrow Office \rightarrow Workplace$					
🖙 <u>M</u> enu <u>E</u> dit <u>F</u>	avorites Extr <u>a</u> s S <u>y</u> stem	Help					
SBWP	- ∢ 🔲 । 😋 🚱 🗞	2   🖵 🛗 🔛 🛠 🎝 🗘 🎗   🛒 🛜 📭					
SAP Easy Ac	cess						
	🚯 🖻 📀 🖧 Other menu 🛛 😹 🖓 🖉 🖛 🔺 🕼 Create role 🗏 🚳 Assign users 🕞 Doc						
▼  ☐ Favorites							
Transaction							
Reports		sin					
🔻 🗂 SAP Menu							
🕨 🕨 🗀 Connector f	for Multi-Bank Connectivity	Contraction of the Contraction of the Contract					
🔻 🔂 Office		and the second					
• 🛇 Workplac	e	and the second					
Telephor	ne Integration	A REAL PROPERTY OF THE REAL PR					
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Expand "Inbox" button, under workflow "Approve Purchase Order 4601000001" message will appear.

🛪 Workplace: Asst Engg	to the second se	
Unread Documents 13	Inbox	
• 🚽 Documents 28	Class Title Date recei Author Atta Stat	
Workflow 55	Please approve the Purchase Order 4601000001 25.07.2020	
<ul> <li>Dverdue entries 0</li> </ul>	Purchase Order 4601000000 is approved. 23.07.2020 SAP_WFRT	
<ul> <li>Deadline Messages 0</li> </ul>	Parked Invoice 6010000021, Year 2020 is Posted. 23.07.2020 SAP_WFRT	
Entries with Errors 0	JMS 1100000013 is approved. 23.07.2020 SAP_WFRT	
Outbox	JMS 1100000011 is approved. 22.07.2020 SAP_WFRT	
C Resubmission	Purchase Order 4000010070 is approved. 22.07.2020 SAP_WFRT	
Shared folders	Purchase Order 4000010070 is Rejected 22.07.2020 SAP_WFRT	
Construction of the second secon	Parked Invoice 6010000016, Year 2020 is Posted. 22.07.2020 SAP_WFRT	
Trash	JMS 1100000009 is approved. 22.07.2020 SAP_WFRT	
The shared trash	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Purchase Order 4000010067 is approved. 21.07.2020 SAP_WFRT	
	Please approve the Purchase Order 4601000001	low lo
	Description Objects and attachments	
	Select one of the available decision options. This No attachments or objects exist completes the processing of this step.	
	Before you make a decision, you can display the Activate Windows	
	Go to Settings to activate	

Double Click on the "**Please Approve Purchase Order** 4601000001" message. It will open the Purchase order document in Display mode.

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

Direct Purchase Orde 46010000	001 Created by MP00611268
Document Overview On 🛛 🗋 🎲 🖆 🗇 Print Previe	ew Messages 🔢 🔄 Personal Setting
S. Item A I Material Short Text	40000010 ALEX CHEMICAL & IN Doc. Date       25.07.2020         Image: Comparison of the state of the st
	T, POWDER, CARB 100 KG D 29.07.2020 25.00 INR 1 KG Cleaning and Mumbai Port Central Store
Item [ 10 ] 100000663 , DISINFECTANT, Material Data Quantities/Weights Delivery S	
	bution Single Account Assignm_  CoCode Mumbai Port  Recipient
	D Area 1000 les Order 0 0 More

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		Page <b>77</b> of <b>140</b>





Choose one of the following alternatives							
Objects and attachments							
No attachments or objects exist							

Click on "Approve Purchase Order" Button to approve the Purchase Order.

Purchase Order will be approved with level 1.

Purchase Order Approval Request notification is forwarded to Approver 2

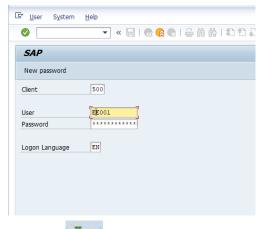
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#### Login as Approver 2 (Executive Engineer) in SAP System.



## Click on " SAP Business Workspace Button.

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



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Expand "Inbox" button, under workflow "Approve Purchase Order 4601000001" message will appear.

workpiace: Asst Engg	OVVVVV IIII IIIIIIIIIIIIIIIIIIIIIIIIIII	
Unread Documents 13	Inbox	
<ul> <li>Documents 28</li> </ul>	Class Title Date recei <sup>*</sup> Author Atta Stat	
Workflow 55	Please approve the Purchase Order 4601000001 25.07.2020	
<ul> <li>D Overdue entries 0</li> </ul>	Purchase Order 4601000000 is approved. 23.07.2020 SAP_WFRT	
<ul> <li>Deadline Messages 0</li> </ul>	Parked Invoice 6010000021, Year 2020 is Posted. 23.07.2020 SAP_WFRT	
<ul> <li>Entries with Errors 0</li> </ul>	JMS 1100000013 is approved. 23.07.2020 SAP_WFRT	
• Outbox	JMS 1100000011 is approved. 22.07.2020 SAP_WFRT	
Resubmission	Purchase Order 4000010070 is approved. 22.07.2020 SAP_WFRT	
Private folders Shared folders	Purchase Order 4000010070 is Rejected 22.07.2020 SAP_WFRT	
Shared Tolders Subscribed Folders	Parked Invoice 6010000016, Year 2020 is Posted. 22.07.2020 SAP_WFRT	
Trash	JMS 110000009 is approved. 22.07.2020 SAP_WFRT	
Shared trash	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Purchase Order 4000010067 is approved. 21.07.2020 SAP_WFRT 📄	
	🧏 Tips & tricks: Display workfl	ow 1
	Please approve the Purchase Order 4601000001	
	Description Objects and attachments	
	Select one of the available decision options. This completes the processing of this step.	
	Before you make a decision, you can display the Activate Windows	
	Go to Settings to activate	

Double Click on the "**Please Approve Purchase Order** 4601000001" message. It will open the Purchase order document in Display mode.

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

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Direct Purchase Orde 4601000001 Created by MP00611268
Document Overview On 🗏 🗅 🦘 📫 👘 Print Preview 🛛 Messages 🚹 🛃 Personal Setting
Image: Second state       Vendor       40000010 ALEX CHEMICAL & IN Doc. Date       25.07.2020         Image: Header       Image: Second state       Image: Second state       Image: Second state       Image: Second state         Image: Second state       Image: Second state       Image: Second state       Image: Second state       Image: Second state       Image: Second state         Image: Second state       Image: Second state       Image: Second state       Image: Second state       Image: Second state       Image: Second state         Image: Second state<
Item       [10] 1000000663, DISINFECTANT, POWDER         Material Data       Quantities/Weights       Delwery         Material Data       Quantities/Weights       Delwery         Scale       Distribution       Single Account         Material Data       Quantities/Weights       Delwery         Scale       Distribution       Single Account         Cost Center       OO       Area         Order       1000112       Sales Order         More       More
Choose one of the following alternatives
Approve
Reject
Display
Approval or Rejection History
Hold
Description Select one of the available decision options. This completes the processing of this step. Sefore you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. If you choose Cancel, the user decision remains in your inbox for processing.

Purchase Order will be approved with level 2.

Purchase Order Approval Request notification is forwarded to Approver 3.

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

🔄 User System	Help
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SAP	
New password	
Client	500
User Password	
Logon Language	EN



Click on " SAP Business Workspace Button.

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

Transaction Code	SBWP	
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace	
匠 <u>M</u> enu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp		
SBWP	▾ ◁ 🔲   ᢗ 🎯 🔍   🖵 🛗 🖧   🎝 🎝 🎝   🛒 🖉 📲	
SAP Easy Access		
	other menu 🛛 😹 🔀 🥖 🛛 🔻 🔺 🔀 Create role 👘 🕼 Assign users 📑 Doc	
G I Gavorites	Other menu   😹 🔀 🖉   🔻 🔺   🕞 Create role   🞯 Assign users 🕞 Doc	
	Other menu   😹 🔀 🖉   🔻 🔺 🕞 Create role   🞯 Assign users 🕞 Doc	
	Dther menu   🔣 🔀 🖉   🔻 🔺 🕞 Create role   🚱 Assign users 🕞 Doc	
Favorites     Transaction	Dther menu   🔣 🖄 🖉   🔻 🔺 🕼 Create role   🕲 Assign users 🕞 Doc	
<ul> <li>Favorites</li> <li>Transaction</li> <li>Reports</li> <li>SAP Menu</li> </ul>	or Multi-Bank Connectivity	
<ul> <li>Favorites</li> <li>Transaction</li> <li>Reports</li> <li>SAP Menu</li> </ul>		
<ul> <li>Favorites</li> <li>Transaction</li> <li>Reports</li> <li>SAP Menu</li> <li>Connector for</li> </ul>	or Multi-Bank Connectivity	
<ul> <li>Favorites</li> <li>Transaction</li> <li>Reports</li> <li>SAP Menu</li> <li>Connector for</li> <li>Office</li> </ul>	or Multi-Bank Connectivity	

Expand "Inbox" button, under workflow "Approve Purchase Order 4601000000" message will appear.







Expand "Inbox" button, under workflow "Approve Purchase Order 4601000001" message will appear.

🛪 Workplace: Asst Engg	to the second the second to the second terms of terms o	
Unread Documents 13	Inbox	
• 🚽 Documents 28	Class Title Date recei Author Atta Stat	
Workflow 55	Please approve the Purchase Order 4601000001 25.07.2020	
<ul> <li>Dverdue entries 0</li> </ul>	Purchase Order 4601000000 is approved. 23.07.2020 SAP_WFRT	
<ul> <li>Deadline Messages 0</li> </ul>	Parked Invoice 6010000021, Year 2020 is Posted. 23.07.2020 SAP_WFRT	
Entries with Errors 0	JMS 1100000013 is approved. 23.07.2020 SAP_WFRT	
• 📚 Outbox	JMS 1100000011 is approved. 22.07.2020 SAP_WFRT	
C Resubmission	Purchase Order 4000010070 is approved. 22.07.2020 SAP_WFRT	
Shared folders	Purchase Order 4000010070 is Rejected 22.07.2020 SAP_WFRT	
Shared Tolders	Parked Invoice 6010000016, Year 2020 is Posted. 22.07.2020 SAP_WFRT	
Trash	JMS 1100000009 is approved. 22.07.2020 SAP_WFRT	
The shared trash	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Please approve the Purchase Requisition 2001000964 22.07.2020	
	Purchase Order 4000010067 is approved. 21.07.2020 SAP_WFRT	
	Please approve the Purchase Order 4601000001	low lo
	Description Objects and attachments	
	Select one of the available decision options. This No attachments or objects exist completes the processing of this step.	
	Before you make a decision, you can display the Activate Windows	
	Go to Settings to activate	

Double Click on the "**Please Approve Purchase Order** 4601000001" message. It will open the Purchase order document in Display mode.

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

Direct Purchase Orde 46010000	001 Created by MP00611268
Document Overview On 🛛 🗋 🎲 🖆 🗇 Print Previe	ew Messages 🔢 🔄 Personal Setting
S. Item A I Material Short Text	40000010 ALEX CHEMICAL & IN Doc. Date       25.07.2020         Image: Comparison of the state of the st
	T, POWDER, CARB 100 KG D 29.07.2020 25.00 INR 1 KG Cleaning and Mumbai Port Central Store
Item [ 10 ] 100000663 , DISINFECTANT, Material Data Quantities/Weights Delivery S	
	bution Single Account Assignm_  CoCode Mumbai Port  Recipient
	D Area 1000 les Order 0 0 More

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		Page <b>83</b> of <b>140</b>





Choose one of the following alternatives			
Approve			
Reject			
Display			
Approval or Rejection History			
Bold			
Description	Objects and attachments		
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist		
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.			
If you choose Cancel, the user decision remains in your inbox for processing.			

Purchase Order will be approved with level 3.

Purchase Order Approval Request notification is forwarded to Approver 4

Login as <b>A</b>	Login as <b>Approver 4</b> (CME) in SAP System.		
ট <u>U</u> ser S <u>y</u> stem	Help		
Ø	🔻 🖯   😪 😪   🖨 🖞 👘 🖆 🎝 🎝   🌄 💽   Ø 🖳		
SAP			
New password			
Client	500		
User	CME001		
Password	**************************************		
Logon Language	EN		

Click on " 🦉 " SAP Business Workspace Button.

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

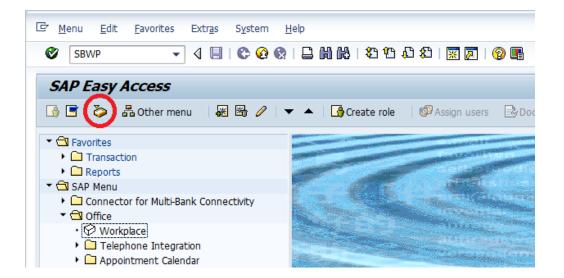
Transaction Code	SBWP
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace

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Expand "Inbox" button, under workflow "Approve Purchase Order 4601000001" message will appear.

Workplace: Asst Engg		
• Those Unread Documents 13	Inbox	
• Documents 28	Class Title Date recei Author	Atta Stat
Workflow 55	Please approve the Purchase Order 4601000001     25.07.2020	
Overdue entries 0	Purchase Order 4601000000 is approved. 23.07.2020 SAP_WFRT	
<ul> <li>Deadline Messages 0</li> </ul>	Parked Invoice 6010000021, Year 2020 is Posted. 23.07.2020 SAP WFRT	
<ul> <li>Entries with Errors 0</li> </ul>	JMS 1100000013 is approved. 23.07.2020 SAP_WFRT	
2 Outbox	JMS 1100000011 is approved. 22.07.2020 SAP WFRT	
Resubmission	Purchase Order 4000010070 is approved. 22.07.2020 SAP_WFRT	
Private folders	Purchase Order 4000010070 is Rejected 22.07.2020 SAP WFRT	
Shared folders	Parked Invoice 6010000016, Year 2020 is Posted. 22.07.2020 SAP_WFRT	A
Zudscrided Folders	JMS 1100000009 is approved. 22.07.2020 SAP_WFRT	
Shared trash	Please approve the Purchase Requisition 2001000964 22.07.2020	Ø
	Please approve the Purchase Requisition 2001000964 22.07.2020	Ø
	Please approve the Purchase Requisition 2001000964 22.07.2020	Ŷ
	Please approve the Purchase Requisition 2001000964 22.07.2020	Ø
	Purchase Order 4000010067 is approved. 21.07.2020 SAP_WFRT	Å
	🦉 Tips & tric	cks: Display workflow
	Please approve the Purchase Order 4601000001	
	Description Objects and attachments	
	Select one of the available decision options. This completes the processing of this step.	ts exist
	Before you make a decision, you can display the	ctivate Windows

Double Click on the "**Please Approve Purchase Order** 4601000001" message. It will open the Purchase order document in Display mode.

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

Direct Purchase Orde 4601000001 Created by MP00611268
Document Overview On 🗏 🗅 🌮 🖆 🖞 Oprint Preview 🛛 Messages 🚺 🛃 Personal Setting
Direct Purchase Orde         Vendor         40000010 ALEX CHEMICAL & IN_         Doc. Date         25.07.2020           Header         Image: Imag
Item       A       I       Material       Short Text       Quantity       OUn       C Delivery Date       Net Price       Crcy       Per       OPU       Material Group       Plant       Stor. Location       Batch         10       F       1000000663       DISINFECTANT, POWDER, CARB       100       KG       D       9.07.2020       25.00       INR       1       KG       Cleaning and       Mumbai Port       Central Store
Item       [10] 1000000663, DISINFECTANT, POWDER.         Material Data       Quantities/Weights         Delivery Schedule       Delivery         Invoice       Conditions         Inda       Account Assignment         Texts       Delivery Address         Confir       Invoice
AccAssCat       Drder       Distribution       Single Account Assignm.       CoCode       Mumbal Port.       Image: CoCode         Unloading Point       Recipient       Recipient       Image: CoCode       Image: CoCod
Choose one of the following alternatives Approve
Reject
Display Approval or Rejection History
Bold
Description Objects and attachments
Select one of the available decision options. This completes the processing of this step. No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.
If you choose Cancel, the user decision remains in your inbox for processing.

Purchase Requisition will be approved with level 4. Once the Purchase Order is approved by all 4 level approvers, a notification is triggered to Purchase Order Initiator and all preceding approvers.

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<ul> <li>Inread Documents 14</li> </ul>	Unread Documents 14			
• 🚽 Documents 27	Me., Ty., Title	At Author	Date recei Co Re F	lecip
Workflow 0	🖂 🗟 Purchase Order 4601000001 is appr	oved. SAP_WFRT	25.07.2020	1
Overdue entries 0	🖂 🗟 Purchase Order 4000010063 is appr		19.07.2020	1
Deadline Messages 0     Entries with Errors 0	🖂 🗟 Purchase Requisition 2001000960 is	Approved SAP_WFRT	19.07.2020	1
> Outbox	🖂 🕞 Purchase Requisition 2001000938 is	Approved SAP_WFRT	19.07.2020	1
Besubmission	Purchase Requisition 2301000001 is		17.07.2020	1
Private folders	Purchase Requisition 2601000001 is		16.07.2020	1
Shared folders	🖂 🗟 Purchase Requisition 2401000000 is	Approved SAP_WFRT	16.07.2020	1
Subscribed Folders	🖂 🗟 Purchase Requisition 2601000000 is	Approved SAP_WFRT	16.07.2020	1
Trash	🖂 🗟 SCRP order is posted - Success	SAP_WFRT	16.07.2020	1
Thared trash	🖂 🗟 Purchase Requisition 2001000957 is		16.07.2020	1
	🛛 🔀 Purchase Requisition 2301000000 is		16.07.2020	1
	Purchase Requisition 2001000951 is	Approved SAP_WFRT	16.07.2020	1
	Purchase Requisition 2001000951 is	Approved SAP_WFRT	15.07.2020	1
	Purchase Requisition 2001000076 is	Approved SAP_WFRT	24.06.2020	1
	Purchase Order 4601000001 is appro			
	Hello Sir/Madam,			
	Purchase Order 4601000001 is approved.			
	Approved by: 10100048 Finance HOD			
	Regards,			ctivate Windows

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## **Create Inbound Delivery**

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

Transaction Code VL31N		
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Logistics $\rightarrow$ Materials Manager Purchasing $\rightarrow$ Purchase Order $\rightarrow$ Inbound Delivery $\rightarrow$ VL3	
🖙 Menu Edit Eavo	rites Extr <u>a</u> s System <u>H</u> elp	
VL31N	- 4 🗏   C Q 🕲   🖵 🕅 🔀   23 13 43 1 💹 💹   🚱 🖫	
SAP Easy Acce	55	
📑 🔁 🖧 Othe	er menu 🔄 🐻 🖉 🛛 🔻 🔺 🛛 🔂 Create role 🔰 💯 Assign users 🛛 🔂 Docu	ment
<ul> <li>Office</li> <li>Cross-Application</li> <li>Logistics</li> <li>Equipment ai</li> <li>Materials Mar</li> <li>Purchasing</li> <li>Purchasing</li></ul>	Ind Tools Management hagement g ase Order vate 22N - Change 23N - Display 21 - Create Extended Purchase Order 22 - Change Extended Purchase Order 23 - Display Extended Purchase Order MASSPO - Mass Maintenance easse : Displays	

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Enter Following information

Vendor: 40000013

Purchase Order: 4601000000

Click "Enter"

Create Inbound	l Delivery	
Nurchase Orders		
Vendor Purchase order	40000010 4601000001	
Delivery		
Delivery Date External ID	25.07.2020 00:00	
Means of Trans.		

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System will fetch the details from Purchase order and copy in Inbound Delivery Create: Overview Screen

Enter following information

Delivery Date: 23.07.2020

#### Delivery Quantity: 100

Inbound Delivery Create: Overview										
🦘 🖆 🔐   🔂 🧟 😃   ≽ 🕎   Post Goods	Receipt									
Inbound delv.            ¢         1         Document Date           Vendor         40000010         ALEX CHEMICAL	25.07.2020 & INDUSTRIES / 16 GOVIND NAGAR /	4000	57 VILE	PARLE						
Item Overview Shipment Unload Stock place	ment Status Overview Good	s Move	ement (	Data						_
Actual GR date 00:00 No.	l Weight									
All Items										_
Item Material	Delivery Quantity	_		Item Description	Β.		_	/ Batch	Suppl	
10 100000663	100	KG		DISINFECTANT, POWDER,CARBOLIC.		ZELN	I			*   •
	Q					Į				
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🔍 🖪 🖪 🛃 🖳 🛛 Batch Split	ain items 🛛 🕷 🛛 All items		<u>р</u> в	latch creation 🖁 🖁 SC Components						
									Activa	ate Windo

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Gate No: 5 Vehicle No: TN1AB0011 Driver's Name: Rajesh Driver's Mobile No: 9999999999 Driver's Licence No: KA009137yhr6647 LR No: 00987853628161818 Click on "	Click on " 🐣 " H	leader Details Button, Click on "Gate Entry" and enter following information.
Driver's Name: Rajesh Driver's Mobile No: 99999999999 Driver's Licence No: KA009137yhr6647 LR No: 00987853628161818 Click on " Save icon. Inbound Delivery Create: Header Details Processing International Trade Shipment Unload Stock placement Administration Partner Texts Dates Parcel Tracking Gate Entry Process Type Hit Gate Ho S Process Type Hit Gate No S Process Type Hit C C C C C C C C C C C C C C C C C C C	Gate No: 5	
Driver's Mobile No: 99999999999999999999999999999999999	Vehicle No: TN1	AB0011
Driver's Licence No: KA009137yhr6647 LR No: 00987853628161818 Click on " G " Save icon. Inbound Delivery Create: Header Details Centre of the second second Inbound Delivery Create: Header Details Centre of the second second Inbound Delivery Create: Header Details Centre of the second second Centre of the second second Centre of the second second Centre of the second second International Trade Shipment Unload Stock placement Administration Partner Texts Dates Parcel Tracking Gate Entry Details Process Type IB Material Type VIC Gate No S Vehicle No TR11AB0111 Driver's Name Rajeah Driver's Moble No. 999999999	Driver's Name: R	Rajesh
LR No: 00987853628161818 Click on " Save icon.	Driver's Mobile	No: <b>999999999</b>
Click on " Save icon. Inbound Delivery Create: Header Details Control of the second	Driver's Licence	No: <b>KA009137yhr6647</b>
Click on " Save icon. Inbound Delivery Create: Header Details Control of the second second Processing International Trade Shipment Unload Stock placement Administration Partner Texts Dates Parcel Tracking Gate Entry Details Process Type IB Material Type VIC Gate No 5 Vehicle No TNLAB0011 Driver's Name Rajesh Driver's Name Rajesh Driver's Name Rajesh Driver's Name Rajesh	LR No: 0098785	3628161818
Image: Second state of the second s	<b></b> _	
Vendor 40000010 ALEX CHEMICAL & INDUSTRIES / 16 GOVIND NAGAR / 400057 VILE PARLE Processing International Trade Shipment Unload Stock placement Administration Partner Texts Dates Parcel Tracking Gate Entry Details Process Type IB Material Type WIC Gate No 5 Vehicle No TNLAB0011 Driver's Name Rajesh Driver's Mobile No. 9999999999 Driver's Licence No KA009137yhr6647	Inbound Delivery	Create: Header Details
Processing       International Trade       Shipment       Unload       Stock placement       Administration       Partner       Texts       Dates       Parcel Tracking       Gate Entry         Details	🦘 🖆 📅 l 🕞 🔊 🖴 🖁	🖫   🏕 墜 🚟   Post Goods Receipt
Details         Process Type         IB         Material Type         WIC         Gate No         5         Vehicle No         TNIAB0011         Driver's Name         Rajesh         Driver's Mobile No.         999999999         Driver's Licence No         KA009137yhr6647	Vendor 400000	ALEX CHEMICAL & INDUSTRIES / 16 GOVIND NAGAR / 400057 VILE PARLE
Details         Process Type         IB         Material Type         WIC         Gate No         5         Vehicle No         TNIAB0011         Driver's Name         Rajesh         Driver's Mobile No.         999999999         Driver's Licence No         KA009137yhr6647		nal Trade V Shinment V Unkad V Stock placement V Administration V Dartner V Texts V Dates V Darcel Tracking V Gate Entry
Process Type       IB         Material Type       WIC         Gate No       5         Vehicle No       TN1AB0011         Driver's Name       Rajesh         Driver's Mobile No.       9999999999         Driver's Licence No       FA009137yhr6647	- Hoceasing Incentation	na nade Simplifient Should Stock paternente nammsbraden Pateren Pokes Paters Pater Hokang Sate Endy
Material Type     WIC       Gate No     5       Vehicle No     TNIAB0011       Driver's Name     Rajesh       Driver's Mobile No.     999999999       Driver's Licence No     KA009137yhr6647	Details	
Material Type       WIC         Gate No       5         Vehicle No       TN1AB0011         Driver's Name       Rajesh         Driver's Mobile No.       999999999         Driver's Licence No       KA009137yhr6647	Process Type	IB
Vehicle No TNIAB0011 Driver's Name Rajesh Driver's Mobile No. 999999999 Driver's Licence No KA009137yhr6647	Material Type	WIC
Vehicle No     TN1AB0011       Driver's Name     Rajesh       Driver's Mobile No.     9999999999       Driver's Licence No     KA009137yhr6647	Gate No	5
Driver's Name Rajesh Driver's Mobile No. 9999999999 Driver's Licence No KA009137yhr6647		TNIABOO1
Driver's Mobile No.         9999999999           Driver's Licence No         KA009137yhr6647		
Driver's Licence No KA009137yhr6647		
System will create the Inbound Delivery and show the inbound delivery number at the bottom of the screen "Inbound Delivery 8012000034 has been saved"		

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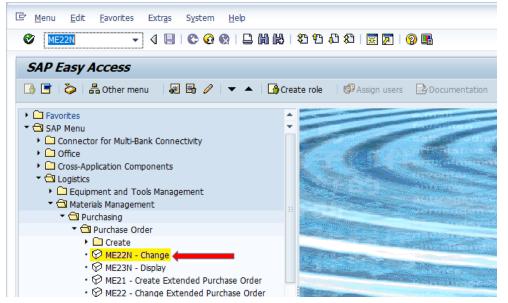
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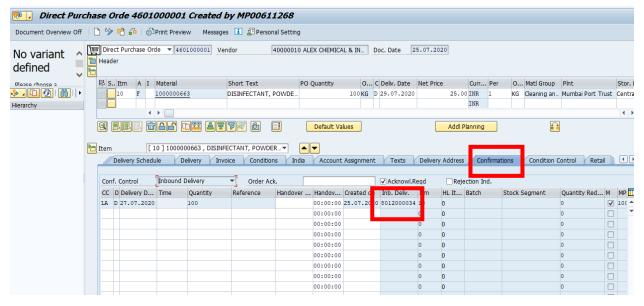


The created Inbound delivery will get update the Purchase Order Under Confirmation Tab.



Verify the Updated Inbound Delivery information in the Purchase Order under the "Confirmation" tab.

#### Click the " 🍄 " Exit icon to exit the transaction.



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## Create Gate Entry:

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

☞ <u>M</u> enu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp	
🎸 ZGI01 🧹 🗸	📲 😵   🕱 🛒 🗘 🗘 🖓 ا
SAP Easy Access SAP R/3	
🌆 📑 🛛 🏷 🛛 📇 Other menu 🛛 🐺 👪 🦉 🛛 🔻 🔺	🕼 Create role 📄 🕼 Assign users 🛛 🗟 Documenta
<ul> <li>Favorites</li> <li>SAP Menu</li> <li>Connector for Multi-Bank Connectivity</li> <li>Office</li> <li>Cross-Application Components</li> <li>Organization</li> <li>SCM Extended Warehouse Management</li> <li>SCM Extended Warehouse Management</li> <li>Logistics</li> <li>Equipment and Tools Management</li> <li>Materials Management</li> <li>Gate Transactions</li> <li>SCB 2GI01 - Gate Entry</li> <li>SCP01 - Gate Pass</li> <li>Governance, Risk and Compliance</li> </ul>	

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Enter the following information.

#### Plant: **1000**

#### Process Type: IB Inbound Delivery

Inbound Delivery No: and Hit "Enter".

reate	Gate Entry								
ate	INWAF	D		Vendor					
ant	1000			Gate No.					
				Vehicle No.					
ocess Ty		Inbound delivery		Driver's Name	M				
	aterial Type Material With Code		<b>•</b>	Driver's Mobile No.					
nbound E	Delivery 80120	00034		Driver's Licence No					
				LR No.					
					N			T	
5.No. N	Material Code		Material description	Qu	uantity	U	Storage Location	Sto Loc Description	
.No. M	Material Code		Material description	Qu	uantity	U	Storage Location	Sto Loc Description	-
.No. M	Material Code		Material description	Qu	uantity	U	Storage Location	Sto Loc Description	
.No. M	Material Code		Material description	Qu	uantity	U	Storage Location	Sto Loc Description	-
.No. M	Material Code		Material description	Qu	uantity	U	Storage Location	Sto Loc Description	-
.No. N	Material Code		Material description	Qu	uantity	U	Storage Location	Sto Loc Description	-
i.No. N	Material Code		Material description	Q	uantity	U	Storage Location	Sto Loc Description	-
i.No. N	Material Code		Material description	Q	uantity	U	Storage Location	Sto Loc Description	-
.No. N	Material Code		Material description	Q.	uantity	U	Storage Location	Sto Loc Description	-
.No. 1	Material Code		Material description	Q	uantity		Storage Location	Sto Loc Description	•
5.No. N	Material Code		Material description	Q	uantity		Storage Location	Sto Loc Description	-

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System will update the required information from Inbound delivery.

Enter Quantity: 1

erify the	updated informa	tion and Click "	🖯 " Sa	<b>ve</b> ico	on.				
Create Gate I	Entry								
۶	· · · · · · · · · · · · · · · · · · ·								
Gate Plant Process Type Material Type Inbound Delivery	INWARD 1000 Mumbai Port Trust Inbound delivery Material With Code 8012000034	• •	Vendor Gate No. Vehicle No. Driver's Name Driver's Mobile Driver's Licence LR No.		40000010 5 TN1AB0011 RAJESH 999999999 KA009137Y 009878536	9 (HR66)		& INDUSTRIES	
S.No. Material Co	ode	Material description		Quantity		U Si	torage Location	Sto Loc Description	
10 1000006	63	DISINFECTANT, POWDER, CA	RBOLIC.	100.000	ŀ	(G 10	001	Central Store	-
									_

System will post the Good Receipt for movement type "**103**" (Which is Goods will post as GR Blocked Stock – only Material Document (Stock update) will generate and no Accounting Document (Financial Entry will not happen)

Cli	ick " 🗹 " Icon.	
	C Information	×
	Goods Receipt Completed Sucessfully with document No.: 5101000059	3

System will create a Gate Entry Document and will show the result in the Bottom of the screen as " Gate Entry : 410000046 Created "

System will generate a Quality Inspection lot for Quality Inspection Process.

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## **Quality Inspection**

Enter Transaction Code **QA32** in command bar (or) Follow the below navigation path.

Transaction Code	QA32
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Logistics $\rightarrow$ Quality Management $\rightarrow$ Quality Inspection $\rightarrow$ Inspection $\rightarrow$ QA32 - Change Data
	avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
Ø QA32	💌 🔍 🗔 I 🕲 🚱 😂 🛍 🛗 I 🎝 💭 💭 I 🔄
SAP Easy Acc	ess
🔁 🖻 👌 🖁	Other menu 🛛 📩 🏂 🥒 🛛 🖛 🔺 🖪 🖓 Create role 👘 🤐 Ass
• 🖻 • [ • 0	I Planning Itenance Service anagement / Planning / Inspection

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In Inspection Lot selection screen, provide following details, Lot Created From 18.07.2020 - To date: **25.07.2020** Select Radio Button **Select all inspection Lots**.

🖆 🔳 🚺 My Default				
spection Lot Selection				
Selection Profile	<u>्</u> र			
Lot Created On	18.07.2020	to 25.07.2020	] 🔁	
Start of Inspection		to	] 🔁	
End of Inspection		to	] 🔁	
Plant	1000	to	<b></b>	
Insp. Lot Origin		to	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
Material		to		
Batch		to	] 🔁	
Vendor		to		
Manufacturer		to		
Customer		to		
Materials by Class				
Maximum No. of Hits	100			
ist Settings				
Select All Inspection Lots				
O Select Only Inspection Lots With	out a Usage Decision			
O Select Only Inspection Lots with	a Usage Decision			
Layout	1STANDARD			
Ref. Field Monitor	Degree of Proc. fo	r Insp. Lot		

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# Click on" Execute Button. System will display all inspection lot created on 23.07.2020 date.

Select the Inspection Lot: **1000000306** to Enter the results.

Change Data for Inspection Lot: Worklist for Inspection Lots

)  🖪 🖪 🚢 ቹ 🔻 🍕   🌆 🚛	<b>A</b> 🕞		🖥 🕴 🖉 Usag	e Decision	🖉 Results	Create Defect	🖉 Change Defect 🛛 🖌
nit A Insp. Lot Material	Plant	Lot Qty BU	n LT ST	Start Date	End Date	System Status	
<u>0</u> <u>100000</u> <u>100000663</u>	1000	100 KG	0 1	25.07.2020	25.07.2020	REL CALC SPRQ	

Select Inspection Lot and select" Results " button for recording results

Enter Inspected quantity 1. Select Result as Accept.

<b>1</b>	Record Result	s: Chara	octeristic Ov	erview						
🖉 🗋 De	efects 🛛 🔂 Inspectio	on Method	🖉 Control Chart	归 Histogram	🖉 Run Values (Run (	Chart) 🛛 🛨 Results Hi	istory & Valuation	Parameters 🔰	Inspection Point	ts
Material insp. Lot Activity	1000000663 DISINFECTANT, P 10000000350			Plant	1000					
Order Gener	1000112 ral Summarized	Indicators		Force	rther Details					
	S Short Text for 1 Quality Inspect		ifications ty Inspection Re		ted Si Result	Original Va V De	fect Attribute In	sp. Descriptn	L C	Ch
		i <u>on</u> Qualit	су пізресцоп ке	100	Accept					<u>∎</u>

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Change Data for Inspection L	ot: Work	list for II	nspection Lot	5	
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Monit A Insp. Lot Material			ST. Start Date	End Date	System Status
₩00 / <u>100000</u> <u>100000663</u>	1000	100 KG	0 1 25.07.2020	25.07.2020	REL CALC SPRQ
Results were saved for operation 0010					SAP
Click on " 🔚 " Save Button. System	will recor	d the resu	Its for selected	Inspection	Lot.

		D 00 . ( 1 / /
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## Click on " 2 Usage Decision "Usage Decision button

Reco	rd Usage Deci:	sion: Characte	ristic Overvie	ew .						
🔲 🏴 Defects	ể Inspection Lot	Results History	Defective Quantity	Complete Inspection	Administrative	e Data 🛛 🖉 C	hange H	History	/	
Inspection Lot Material	1000000350			60 60 60						
System Status End Date Defects C	DISINFECTANT, POWDER, CARBOLIC. system Status INSP RREC SPRQ UserStatus I ind Date 25.07.2020 You have not completed all characteristics									
Chars Releva	nt for Usage Decision	Characteristics	1 / 0							
C V L DS	Weighting Defect	. Specifications	Result	Short Text for Charact	No Shar	S Valuation	Ac	Ch	Insp. Quantity	S Da
	Major 🔻 🔹	Quality Inspection Re	esult 📃 4 Acc	Quality Inspection	0	2 No va	• 0010	10	100.000	KG
4	▶									4
Usage Decision						1				
UD Code Quality Score FollowUpActn	A Q 01 100 MANUAL	ACCEPT From usage decis	sion code							

✓ Usage decision for lot 1000 01000000350 is saved

System will open Record Usage Decision: Characteristic Overview Screen

In Characteristics Tab, Select UD Code as **Accept** from Usage Decision for Inspection Lot List.

System will display " Usage decision for lot 1000 01000000350 is saved " Message.

The Status of Selected Inspection Lot Changes to "UD ICCO SPCO ST"

Change Data for Inspection Lot: Worklist for Inspection Lots								
🌶 🔁   🗟 🖪 🚢 🧮 🔽 🕄 📗 🚚	🍬 🔂 i 🎟 🗗	🗄 📲 🗌 🖉 Usage Decision	🖉 Results 📄 Create Defe	ect 🖉 (				
B Monit. A Insp. Lot Material	Plant Lot Qty	BUn LT ST Start Date	Ep Date System Status					
100000. 100000663		KG 0 1 25.07.2020		.0 🧷				

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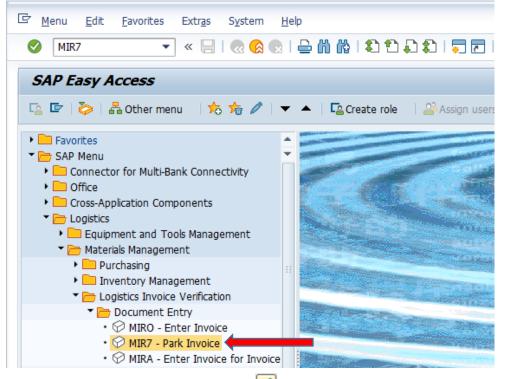
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#### Invoice Verification:

Enter Transaction code MIR7 in command Bar



Enter Company Code: 1000 and click "



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In Park Incoming Invoice Screen, provide below details;

#### Invoice Date: 25.07.2020

Purchase order: 4601000001 & Press Enter

Enter Incoming Invoice.	: Con	npany Code 1000	
Hide PO structure Show worklist	<b>C</b>	Hold 🗱 Simulate 🛛 🖲 Messages 🔳 Help 0 NF	
<ul> <li>bisplay - PO structure</li> <li>ALEX CHEMICAL &amp; INDUSTRIES</li> <li>6 4601000001</li> <li>7 10 DISINFECTANT, POW</li> <li>8 Delivery note</li> </ul>		Transaction Invoice   Transaction Invoice   Baiance 2,500.00-IN  Control of the second	R
• 🜉 Delivery note		Invoice date     25.07.2020       Posting Date     25.07.2020       Amount     INR       Calculate Tax       Tax Amount       Bus.Place/Sectn       /       Paymt terms       Due immediately	
		PO Reference     G/L Account     Material       Purchase Order/Scheduling Agreement     4601000001     Goods/service items       Layout     All information	<b>v</b>
		E:         Item         Amount         Quantity         O         Purchase         Item         PO Text           1         2,500.00         100 KG         4601000001         10         DISINFECTANT, POWDER, CARBOLIC.	Central Co
		ELP item Search Term	Items Activat

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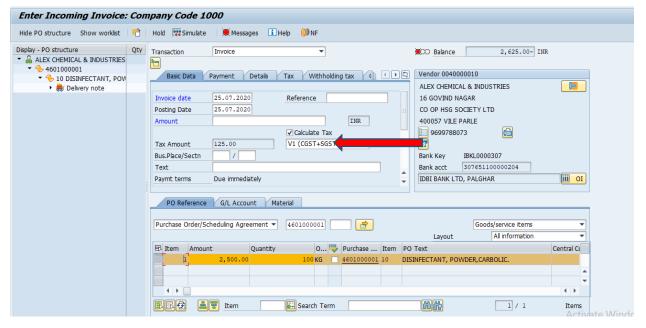
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System will copy details with reference to PO & Display.

#### Select the Tax Code: V1



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Provide Base line date: **25.07.2020** in Payment Tab.

Enter Incoming Invoice: Company Code 1000							
Hide PO structure Show worklist	đ	Hold 🎬 Simulate 🛛 🖲 Messages 🚺 Help 🕦 NF					
Display - PO structure  Comparison - PO structure  ALEX CHEMICAL & INDUSTRIES  Comparison - Comp	Qty	Transaction Invoice   Constant and the second secon	R				
<ul> <li>◆ 40100001</li> <li>◆ 60 IDSINECTANT, POV</li> <li>◆ ∰ Delivery note</li> </ul>		Base Data       Payment       Detais       Tax       Withholding tax       (( * ) C)         BaselneDt       25.07.2020       Pyt Terms       0001       Days       (( * ) C)         Due on       25.07.2020       Pyt Terms       Days       (( * ) C)         Payment       Image: Construction of the second					
		PD Reference     G/L Account     Material       Purchase Order/Scheduling Agreement     4601000001     Image: Constraint of the second se	V Central C(				
		ER Search Term	Items Activate Window				

Click on **"Calculate Tax Check Box"**, Tax Amount will be calculated as per selected Tax Code and displayed.

Provide Amount including Tax Amount. Amount:2625.

laster DO starstern	l 🗗	Hold 🐯 Simulate	Messages 🚺 Help	0 NF				4	
isplay - PO structure	Qty	Transaction	Invoice			CO Balance	0.00 II		
<ul> <li>ALEX CHEMICAL &amp; INDUSTRIES</li> <li>4601000001</li> </ul>	s								
<ul> <li>4601000001</li> <li>46010000001</li> <li>46010000001</li> <li>4601000001</li></ul>	w	Basic Data	ayment Details	Tax Withholding tax		Vendor 00400	00010		
🕨 🌲 Delivery note							L & INDUSTRIES		
		Invoice date Posting Date	25.07.2020	Reference		16 GOVIND NA CO OP HSG SC			
		Amount	2,625.00		11	0057 VILE F			
				✓ Calculate Tax		96997880	73 🛅		
		Tax Amount	125.00	V1 (CGST+SGST 5% In 🔻		1			
		Bus.Place/Sectn	1		_	Bank Key	IBKL0000307		
		Text	Design of the later		-		307651100000204		
		Paymt terms	Due immediately		<b>*</b>	IDBI BANK LTE	, PALGHAR	III OI	
		PO Reference	G/L Account Mat	erial					
		Durations Order/Cat	eduling Agreement 🔻	4601000001	7		Goods/service items	<b>*</b>	
		Purchase Order/Scr	eduling Agreement •	4601000001		Layout	All information		
		B Item Amount	Quantity	O 🔜 Purchase	Item PC	) Text		Central Co	
		μ	2,500.00	100 KG 🗌 4601000		SINFECTANT, POV	VDER,CARBOLIC.		
		4 2 1						4 1	
			Item	Search Term		MA	1 / 1	Items	
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lick on " 🗱 Sin	nulat	" Simu	<b>late</b> Butto	on.					
lick on " <sup>Jää Sin</sup> ystem will disp		" Simi							
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osition	A G/L	Act/Mat/Ast/Vndr	Amount	Cu	Purc			Code	Tax date	Bu C	0:		
	1 K 18110001	ALEX CHEMICAL & IND.	2,587.00-	INR			**				-	-	
	2 S 18160008	GR/IR Clearing	2,500.00	INR	4601000001	10	V1				-		
	3 S 23500000	CGST- Input Credit	62.50	INR			V1						
	4 S 23500001	SGST- Input Credit	62.50	INR			V1						
12000000	00 S 18150019	TDS Payable - Sec 19	38.00-	INR									
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Park Incoming Inv	voice: Company Code 1000	
Show PO structure   🕖 Hi	Hide worklist   📸   Hold 🎬 Simulate 🛛 🔲 Save as Completed   Messages 🚺 Help  🕅 NF	
Worklist <ul> <li>Held documents</li> <li>Parked documents</li> <li>Docs complete for pos</li> </ul>	Transaction Invoice   Basic Data Payment   Details Tax   Withholding tax Image: Calculate Tax   Posting Date 25.07.2020   Amount Image: Calculate Tax   Tax Amount Image: Calculate Tax   Bus.Place/Sectn /	
	Company Code 1000 Mumbai Port Trust Mumbai	
	Purchase Order/Scheduling Agreement 🔻	
	Layout All information	
	Item Amount       Quantity       O       Purchase       Item PO Text       C         Item       Item       Item       Item       Item       C         Item       Item       Item       Item       Item       Item	Central
Invoice document 6010000	10027 has been saved as complete	

System will park the invoice and displays "Invoice document 6010000027 has been saved as complete "message.

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#### Parked Invoice Approval:

Login as Approver in SAP System.

Click on **"** SAP Business Workspace Button.

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

Transaction Code	SBWP
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace
☑ Menu Edit Eavorites	Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
SBWP .	- 4 🔲   😋 🚱   📮 🛗 🛗   🎝 竹 凸 約   🛒 🛜   🖗 🖷
SAP Easy Access	
🚯 🖃 📀 🖧 Other m	enu   😹 🔀 🥒   🔻 🔺   🚺 Create role   🚳 Assign users 📑 Doo
Transaction	
Reports	
▼	
Connector for Multi-	Bank Connectivity
▼ 🗇 Office	
• 🕑 Workplace 🗲	and the second se
🕨 🗀 Telephone Integ	ration
Appointment Cal	endar

Expand "Inbox" button, under workflow "Complete **parked invoice 6010000027 2020**" message will appear.

Double Click on the "Complete parked invoice 6010000027 2020" message.

Business Workplace of DY HOD							
7 New message 🍈 Find folder 🍈 Find document 🐻 Appointment calendar 👔 Distribution lists							
* Workplace: DY HOD     * binbox     * Junread Documents 17     * Unread Documents 17     * Grouped according to content     * Grouped according to content type     * Grouped according to sort key     * Grouped according to task     * Overdue entries 0     * Overdu	Control Contro Control Control Control Control Control Control Control Control Co						
• 1 Trash • 1 Shared trash	4   Þ 🚍						
	🎢 Tips & tricks: Display Other Columns.						
	Please approve the Parked Invoice 6010000027, Year 2020						

It will open the Decision Step in Workflow Screen.

Click on "Approve" Button.

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	0	
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Decision Step in Workflow	
🖉 Workflow 🖞 Create 🐑 Import	
Please approve the Parked Invoice 6010000027, Year 2020	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
-	bjects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Invoice Document will be approved and Posted for Vendor Payment.

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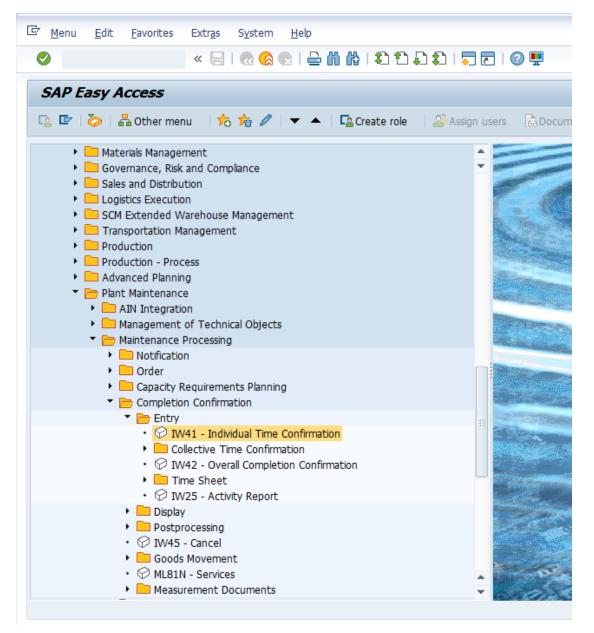
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#### **PM Order Confirmation**

Go to Transaction IW41 or in Command Bar IW41



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Accept		1000
Accent	ine No	
2100000		

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Enter Order No 1000112 and press "ENTER"

G Confi <u>r</u> mation <u>E</u> dit <u>G</u> oto En <u>v</u> ironment	System <u>H</u> elp
🔊 🔊   🗐 » 💌	2   🗄 🕅 🖗   🎝 🗅 🎝 🎝   🌄 🗖   🖉 🖳
Enter PM Order Confirmation: In	itial Screen
III Parameters	
Confirmation No. of Operation	
Confirmation	
Order	Long-term order for
Order 1000112	Functional loc.
Activity Suboperation	Equipment
Individual Capacity	
Capacity cat.	
Split number	
	I

Enter the work start and finish date and time in the actual data screen

Enter PM Order Confirmation: A	ctual Data		
🔊 Goods Movements Notification Object Li	ist Measurement Documents 🔍 Cr	eate Follow-On Order	
Order 1000112 Pesticiding of Oper./Act. 0010 Pesticiding outside Hos	utside Hospital Building		
System Status REL	pical ballanty		
Confirmation Data			
Confirmation 642			
Work Center CVL SD1 0 0 Civil South 2	7000		
Personnel no.	Wage type		
Actual Work 3 H Activity Ty		25.07.2020	
	lo Remain. Work AcctIndicator	23.07.2020	
	Remaining Work		
	Actual Duration		
	Forecast End	2:00	
Reason			
Confirm. text	Long Text Exists		
commune cexe	Long Text Exists		
Total Confirmation Data			
Cum.Actual Work 0 H A	ActDuratn 0 H		
	Planned Dur. 3.0 H		
	Actual End 00:00:	:00	
After Entering Details Press the	y savo icon 🛄 to Savo t	he confirmation dat	ails against order
Aller Lintering Details Fless the			ans against order
		6	
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System will show the below message

Number of confirmations saved for order 1000112: 1

```
Go to IW32 and open Order No 1000112
```

<sup>[]</sup> Menu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp
🕑 [11132 🔹 🚽 < 🖂 I 🗟 🚱 I 🖨 🛗 🟠 🗅 🖡
SAP Easy Access
😰 🔄 🏷 🕹 Other menu 🛛 📩 🎋 🖉 🛛 🖛 🔺 🖾 Create role
<ul> <li>Materials Management</li> <li>Governance, Risk and Compliance</li> <li>Sales and Distribution</li> <li>Logistics Execution</li> <li>SCM Extended Warehouse Management</li> <li>Transportation Management</li> <li>Production</li> <li>Production - Process</li> <li>Advanced Planning</li> <li>Plant Maintenance</li> </ul>
<ul> <li>AIN Integration</li> <li>Management of Technical Objects</li> <li>Maintenance Processing</li> </ul>
Notification     Drder
<ul> <li>IW31 - Create (General)</li> <li>Create (Special)</li> <li>IW32 - Change</li> <li>IW33 - Display</li> <li>IW3D - Print</li> <li>Order List</li> </ul>

	, i i i i i i i i i i i i i i i i i i i	Page <b>111</b> of <b>140</b>
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Enter the Order No "1000112" and Press "Enter"

Change Order: Initial Screen					
Header data	Operations	Components	Costs	Additional data	
Drder	[100	00112 <b>]</b> ]			

#### Status Updated as CNF-Confirmed

<sup>7</sup> <u>O</u> rder <u>E</u> dit <u>G</u> oto Extr <u>a</u> s Erveronment System <u>H</u> elp
ଡ 🔄 🔽 🐨 🖉 । 🗟 😒 । 🚔 🛍 🏰 । ସି ସି ଲି ଲି । 🗐 🗖 🖉 🖳
P Change General Maintenance 1000112: Central Header
🛄 🚰 Խ   🗞 🕞 🔎 🖉 📋 Complete (business)
order ZM04 1000112 Pesticiding outside Hospital Building 2 2
HeaderData Operations Components Costs Objects Additional Data Location Planning Cor
Person responsible
PlannerGrp         103 / 1000         Civil         Notifctn         10000056         %           Mn.wk.ctr         CVL_SD1 / 1000         Civil South Zone         Ocsts         0.00         INR           PMActType         SystCond.
Dates
Bsc start 24.07.2020 Priority
Basic fin. 24.07.2020 Revision
Reference object
Func. Loc. 1000-WDLA-HOSP-MB MBPT hospital
Func. Loc.     1000-WDLA-HOSP-MB     MBPT hospital       Equipment     Image: Comparison of the second secon
Assembly
First operation
Operation Pesticiding outside Hospital Building 📝 Calc. key Calculate duration 🔻
WkCtr/Plnt CVL_SD1 / 1000 Ctrl key PM01 Acty Type PRT
Work durtn 3 H Number 1 Oprtn dur. 3 H Comp.

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Change Status i		
	Order Type ZM04 Itside Hospital Building	Planning Plant 1000
Status Business process		Status Number
X St Text ✓ REL Released ✓ CNF Confirmed ✓ R4PS Goods movement po ✓ MACH Material committed ✓ PRC Pre-costed		a a a a a a a a a a a a a a a a a a a
	*	A
Active Status     Ochange Docs	Status Profile	ja

#### Actual Cost also Displayed under Cost Tab in Order

👦 📙 Change General Maintenance 1000112: Cost Overview	
🔄 🚰 📅 🏁   👫 🕞 🖹 🥙 🗎 Complete (business)	
Irder ZM04 1000112 Pesticiding outside Hospital Building IV. Status REL CNF GMPS MACH PRC	
HeaderData Operations Components Costs Objects Additional Data Location Planning Control	
Estmated costs 0.00 BNR OValun Object Curr. IBR OValun CoAreaCurr. IBR Overview Costs Ouantties Key faures	
Group/Ds Est. costs Plan costs Act. costs C.	- -
Costs 0.00 4,119.00 4,495.00 INR	
• D 0.00 4,119.00 4,495.00 NR	12
	*
	<b>*</b>
E Category	

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Withdrawn Quantity is updated in Order

Go to Components Tab and click on General Data

P Change General Maintenance 10	P. Change General Maintenance 1000112: Component Overview									
📲 🔲 🍄 🏷 🍽   💺 🕞 📰 🥙 🖄 Complete (bur	sfness)									
Order ZM04 1000112 Pesticiang outside Hospital Building D To Sys.Status REL GMPS MACH PRC I HeaderData Operations Components Costs Objects Additional Data Location Planning Control										
HeaderData Operations Components Costs	Objects Additional Data Locat	1011	Planning Contro							
Gen. Data Purch. 🖃 🎬 🖬 🖶 🚸 List 🚸 (	Graph 🚸 Assy 📑 🛗 Rep	I. [	Catalog 🔒 🔠							
Ite Component	Description	L	Regmt Qty	UM	IC S	. SLoc	Pint	Op	Batch	Proc. Category
0010 100000663	DISINFECTANT, POWDER, CARBOLIC.		100	KG	N		1000	0010		PReg for Order
0020 1000000980	GLOVE, COTTON / POLYSTER		50	РАА	L		1000	0010		Reservation for Order
0030	a	_								
0040										
0050										
0060						-				
0070						-	-	-		
0080										

Withdrawal Quantity is "100" as per order Requirement it is issued.

📃 Change General Mainte	enance 1000112: Component Detail General Data
<b>I4 → →</b>	
Order 1000112 Material 1000000663 tem [0010] Item Category General Data Purchasing Data	Activity 0010 DISINFECTANT, POWDER, CARBOLIC.
Component           Plant         1000           Batch	Stor. Loc. Sort String
Quantities       Requirement Qty     100       Committed Qty     0       Withdrawal Qty     100	Unit of Measure KG Fixed qty.
General Indicators Backflushing Wvt Allowed	Res./Purc. req. Immediat y v vant to Co v Mat. Prov. Ind. v
Stock Assignment Creditor	
	CAD







#### Goods Issue against Reservation

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

Transaction Code	MIGO
Menu Path	Easy Access → SAP Menu →Logistics → Material Management → Inventory Management → Goods Movement → MIGO -Goods Movement

Select "Goods Issue" in transaction with reference to "Reservation"

#### Enter Reservation No:157

#### Press Enter.

📃 Goods Is	ssue	e Reservation - MP006112	268		
Hide Overview	) H	lold Check Post   🚺 Help		,	
۲	Goo	ods Issue   Reservation	- <b>)</b>		GI for cost o
My Documents					
<ul> <li>Purchase Orders</li> <li>4000030001</li> <li>4000030000</li> </ul>		General 🚑 Cust. Header	r Flds		
<ul> <li>Orders</li> </ul>		Document Date 24.07.2020	Material Slip		
• 1000109		Posting Date 24.07.2020	Doc.Header Text		
• 1000060			Docificadel Text		
• 1000045		🖕 🖌 Individual Slip 🔹			
<ul> <li>Reservations</li> <li>157</li> </ul>			1.1		
• 103		Line Mat. Short Text	V OK	Qty in UnE E.	SLoc Stock Segme
<ul> <li>Material Documents</li> </ul>					
<ul> <li>5001000051</li> </ul>					
• 5002000026					
<ul> <li>5101000019</li> <li>5101000018</li> </ul>		< > <			
<ul> <li>5101000010</li> </ul>	1		🟠 📅 Delete 🗋	Contents 233	
<ul> <li>5001000004</li> </ul>			🔂 📅 Delete 🖸	Contents Rala	EO
<ul> <li>5001000002</li> </ul>			_		
<ul> <li>5001000001</li> <li>5001000000</li> </ul>		Material Quantity Where			
• 5000000091					
<ul> <li>Held Data</li> </ul>					
Blank					

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🖲 Goods Is	ssu	e Res	servation	- MP006	11268							
Hide Overview	]	lold	Check Post	i Help								
<b>V</b>	Go	ods Issu	ie 🔺	Reservation	- [16	ة <mark>ما</mark> [	_ <b>₽</b> ₩ [	II		GR from blocked s	tck 105	
My Documents  Purchase Orders  4000030001	1	G	ieneral 🖉 🚑	2 Cust. He	ader Flds							
4000030000     Orders     1000109     1000060			ment Date ng Date	25.07.2020 25.07.2020	Mater Doc.H	ial Slip Ieader Text						
<ul> <li>1000045</li> <li>Reservations</li> </ul>		-		ii oiip 🔹								
<ul> <li>166</li> <li>157</li> <li>103</li> </ul>		Line	Mat. Short T	ext		V OK	Qty in UnE	E	SLoc	Stock Segment	Batch	Valuation
<ul> <li>Material Documents</li> <li>5001000055</li> <li>5001000054</li> <li>5001000053</li> </ul>			< >									
<ul> <li>5001000052</li> <li>5001000051</li> <li>5002000026</li> <li>5101000019</li> </ul>		e e		antity Whe		Delete	Contents		E			
<ul> <li>5101000018</li> <li>5101000010</li> <li>5001000004</li> <li>Held Data</li> </ul>												
• Blank												

Enter the Storage Location "1001-Central Store"

Goods Is	sue Reservation - MP00611268		
Hide Overview	Hold Check Post i Help		
My Documents	Document Date         25.07.2020         Material Slip           Posting Date         25.07.2020         Doc.Header Text		
	Individual Slp		
<ul> <li>Orders</li> </ul>	Line St Mat. Short Text	V OK Qty in UnE	E SLoc
· 1000109	1 CCB GLOVE, COTTON / POLYSTER	50	PAA Central Store
<ul> <li>1000060</li> <li>1000045</li> </ul>			
<ul> <li>Reservations</li> </ul>			
· 166	4 Þ		
· 157			
• 103		Contents 🛛 🖓 🖓 🧊	E
<ul> <li>Material Documents</li> <li>5001000055</li> </ul>			
• 5001000054	Material Quantity Where Reservation Parts	ner Account Assignment	Cust. Item Fl
<ul> <li>5001000053</li> </ul>			
<ul> <li>5001000052</li> </ul>	Movement type 261 - GI for order	Stock type	Unrestricted-U
<ul> <li>5001000051</li> </ul>		SLOCK LYPE	onresenceed of
• 5002000026			
<ul> <li>5101000019</li> <li>5101000018</li> </ul>	Plant Mumbai Port Trust	1000 🔊	
• 5101000010	Storage location Central Store	1001	
• 5001000004	Goods recipient		
<ul> <li>Held Data</li> </ul>	Unloading Point		
<ul> <li>Blank</li> </ul>			
			1
	Text		
	Line 1		
Document is O.K.		SAP	

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👦 📙 Goods Issue Reservation - MP00611268								
Hide Overview	Hold Check Post i Help							
Wy Documents       • Purchase Orders       • 4000030001	Document Date     25.07.2020     Material Slip       Posting Date     25.07.2020     Doc.Header Text       Individual Slip     Image: Constraint of the state o							
<ul> <li>4000030000</li> <li>Orders</li> <li>1000109</li> <li>1000060</li> <li>1000045</li> <li>Reservations</li> </ul>	Line       Mat. Short Text       V       OK       Qty in UnE       E       SLoc       Order       Ac       Co       Stock Segment         1       GLOVE, COTTON / POLYSTER       Image: Control of the store       50       PAA       Central Store       1000112       0010       1000							
<ul> <li>166</li> <li>157</li> <li>103</li> <li>Material Documents</li> <li>5001000055</li> <li>5001000054</li> <li>5001000053</li> </ul>	Material     Quantity     Where     Reservation     Partner     Account Assignment     Cust. Item Flds							
<ul> <li>5001000052</li> <li>5001000051</li> <li>5002000026</li> <li>5101000019</li> <li>5101000018</li> <li>5101000010</li> <li>5001000004</li> </ul>	Movement type     261     - GI for order     Stock type     Unrestricted-Use       Plant     Mumbai Port Trust     1000     Image: Storage location     Central Store       Storage location     Central Store     1001							
<ul> <li>Held Data</li> <li>Blank</li> </ul>	Unloading Point Text							
	Line 1							

System will fetch data with reference to material document & displays in transaction.

Select " Item OK " Checkbox. Click on " Check " Button. System will check for errors in the document. If no error found it display " Ocument is O.K. " message.

Click on" Post " Button. system will create material document and display

Material document 5001000058 posted

message.

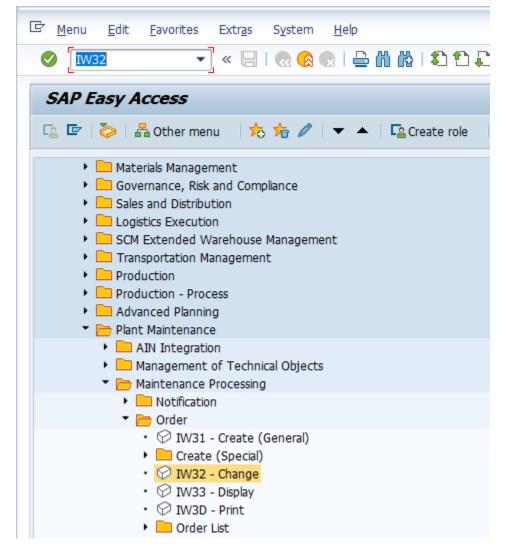
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Withdrawn Quantity is updated in Order

Enter T code IW32



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Enter Order No"1000112" and Press "Enter"

Change C	Drder: Ini	tial Screen	1				
Header data	Operations	Components	Costs	Additional data	Planning	Control	\$
	<b>1</b>						
Order	100	00112					

Go to Components Tab and click on General Data

P Change General Maintenance 10	000112: Component Overv	view								
🞬 📄 🍄 🏷 闷   💺 🧊 🖹 🌌 Complete (b	usiness)									
Order ZM04 1000112 Pesticiding outside		1								
Sys.Status REL GMPS MACM PRC	i									
HeaderData Operations Components Cost	objects Additional Data	ocation	Planning Co	ntrol						
Gen. Data Purch. 📰 🎬 🖬 🖶 🚸 List 🚸	Graph 🏟 Assy	Repl.	Catalog 🔒 🔐							
🕫 Ite Component	Description	L	Regmt Qty	UN	IC	S SLoc	PInt	Op	Batch	Proc. Category
0010 100000663	DISINFECTANT, POWDER, CARBOLIC.		1	.00 KG	N		1000	0010		PReq for Order
0020 100000980	GLOVE, COTTON / POLYSTER			50 PA	A L		1000	0010		Reservation for Orde
0030	a									
0040										
0050										
0060										
0070										
0080										
0090										
0100					1					
0110										

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Withdrawal Quantity updated in Order "1000112"

🖲 Chang	e General Mainten	nance 1000112: Component Detail General Data
<b>I4 4 → H</b>		
Material	1000112 1000000980 0020 Item Category L	Activity 0010 GLOVE, COTTON / POLYSTER
Component Plant Batch Goods Recipient Regmt Date Reservation	1000 23.07.2020 21:00:00 166 2	Stor. Loc. Sort String Unloading Point
Quantities Requirement Qty Committed Qty Withdrawal Qty	50 50 50	Unit of Measure PAA Fixed qty.
General Indicators Backflushing Bulk Material Mvt Allowed		Res./Purc. req.       Immediately         CostingRelevncy       100% Relevant to Co ▼         Mat. Prov. Ind.       ▼
Stock Assignment		

#### FI Process 1 - Vendor Outgoing Payment: Transaction Code F-53

**Step 1.** In the below selection screen enter the following fields to process the payment for the Vendor

- Enter Document Date: 27-07-2020
- > Bank Account Details (Rev Outgoing A/c): 23110002
- Vendor Account Number.: 40000010

		Document Date or Entry Date
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Process Open Items							
Document Date	27.07.2020	Туре	KZ	Company Code	1000		
Posting Date	27.07.2020	Period	4	Currency/Rate	INR		
Document Number				Translation dte			1
Reference				Cross-CC Number		Outgoing Bar	
Doc.Header Text	General Maint			Trading part.BA		deta	ils
Clearing Text	General Maint						
Bank data							
Account	23110002			Business Area			
Amount	1						
Amt.in loc.cur.						Vendor Acco	unt Numl
Bank Charges				LC Bank Charges			
Value date	27.07.2020			Profit Center			
Text				soment			
Open item selection				Additional selections			
Account	40000010	D		<ul> <li>None</li> </ul>			
Account Type	K	Other Accou	ints	Amount			
Special G/L Ind		Standard O	s	ODocument Num	ber		
Payt Advice No.				OPosting Date			
Distribute by Age				ODunning Area			
Automatic Search				Others			

Step 2. Enter the Document Number and Click on Process Open Items to process the payment

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other selection	Other account	Process Open Items			
_					
Parameters enter	ed				
Company Code	10	00			
Account	40	000010			
Account Type	K				
Special G/L Ind.			Standard OIs		
Document Numb	er				
		То		String	Initial Va
From		10			
		10			
From 2600000037					

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/	/		-								
Standard	Partial Pmt	Res	.Items	W	l Tax						
Account item	s 40000010 ALI										
								CashDiscount		CDDate	
	D Document RE 25.07.2		_	Day 2	INR Gross		2,587.00-	CashDiscount	L	CDPer.	
	1.2 20.07.2	020 01		2			2,007.00	L		<u> </u>	
	:::										
		A A	🖞 Amou	nt 🐉	Gross<>Net	K Currend	V / Items	7 Items	s 🧪 Disc. 🎽 Disc.		
			- Annou		j oross w nee	ing current				_	
Processing Sta	tus										
Number of Ite	ems	1					Amount Entered			1.00-	
Display from I	item	1					Assigned			2,587.00-	
Reason Code							Difference Posting	s			
Disales in deal	ring currency						Not Assigned			2,586.00	

**Step 4.** Click on Document overview Enter the Payment Amount to Post the Payment for the Invoice document

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#### **SAP User Manual for General Maintenance**

Document Edit	<u>G</u> oto Extr <u>a</u> s <u>S</u> ettings En <u>v</u> ironment System <u>H</u> elp ▼ « 🕞   🔞 🚱 😪   🗁 👘 👘   🏝 🏝 🏝   🜄 💽   📀 🖳 Payment Amount enter
Post Outgoi	ing Payments Correct G/L account item
윮 🞝 🚺 🚺 Cho	ose open items Process Open Items 🍦 More data Accorradel
G/L Account	23110002 SBI Revenue Account - 10996 r30 - Outgoing
Company Code	1000 Mumbai Port Trust
Item 1 / Credit entry	// 50
Amount	2,587.00 INR
	Calculate Tax
Business place	
Profit Ctrs	
	🖻 More
Value date	27.07.2020
Assignment	
Text	General Maint

▲ Step 5. Click on Document Tab→ Simulate: To Simulate the entered details for validation and Click on Post to post the document

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🕄 諧 Display Curren	cy 🚺 Taxes 🖡	🗊 Reset			
Document Date	27.07.2020	Туре	KZ	Company Code	1000
Posting Date	27.07.2020	Period	4	Currency	INR
Document Number	INTERNAL	Fiscal Year	2020	Translation dte	27.07.2020
Reference				Cross-CC Number	
Doc.Header Text	General Maint			Trading part.BA	
Items in document cu	urrency				
	0023110002 SB 0040000010 AL		-	2,587.00-	
			& IND	2,587.00	

→ Step 6. Click on save The Vendor Payment document- 2300000023 is Posted successfully

Document 2300000024 was posted in company code 1000

Step 7. Go to Transaction FB03 or Document Tab - Display → To Display the Payment document Posted

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💌 🔎 Display	Document: Da	ta Entry View			
🦻 📬 💽 🛎 🏭 Disp	ay Currency 🛛 🗏 General	Ledger View			
Data Entry View					
Document Number	2300000024	Company Code	1000	Fiscal Year	2020
Document Date	27.07.2020	Posting Date	27.07.2020	Period	4
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist		Ledger Group	
	7. <b>2.</b> %. 20				
CoCd Item Key S Ac	count Description			Amount Curr. To	Cost Cente
1000 1 50 23	110002 SBI - Rev -	Outaoina		2,587.00- INR	

Step 8. Go to Document Tab – Select Print Preview for Document Overview

Doc. Number     230000024     Company Code     1000     Fiscal Year     2       Doc. Date     27.07.2020     Posting Date     27.07.2020     Period     0       Calculate Tax	
Doc.     Number     230000024     Company Code     1000     Fiscal Year     2       Doc.     Date     27.07.2020     Posting Date     27.07.2020     Period     0       Calculate Tax	
Doc. Date 27.07.2020 Posting Date 27.07.2020 Period 0 Calculate Tax Doc. Currency INR Doc. Hdr Text General Maint Itm PK Account Account Short Text Assignment Tx Amount	
Calculate Tax Doc. Currency INR Doc. Hdr Text General Maint	2020
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1 50 23110002 SBI - Rev - Outgoing 20200727 2,587.00-	
2 25 40000010 ALEX CHEMICAL & INDU 2,587.00	-

Step 9: Transaction FBZ5 → Go to Transaction FBZ5 for Printing the Check

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Print Form for I	Payment Documen	t
Document Number	230000024	
Company Code	1000	
Fiscal Year	2020	
Payment method and form	n specifications	
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Check Lot Number	1	
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🖙 Print:			×
Output Device	ZLP01		
Page selection			
Spool Request			
Name	SMART MZ00596723		
Title			
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Spool Control		Number of Copies	
Print Now		Number	1
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Print Preview of ZLP01 Page 00001 of 00001	
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A/C Payee	27072020
ALEX CHEMICAL & INDUSTRIES	
Two thousand five hundred eighty seven only	
	2,587.00

**Step 11. Transaction ZFI04** → Go to Transaction **ZFI04** – Enter **Company code**, **Current Date** and **Print** to create the Bank file for Vendor payment

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Text file to bank - Vendor Pa	yment		
•			
Company code	1000		
Current Date	27.07.2020	to	
• Print layout			

🖙 Print:					×
Output Device	ZLP01		<b>D</b>		
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Bank file created successfully:

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		Finance Depa	artment		1 1073 1
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To,					
	ranch Manager,				
IDBI B	Bank Limited,				
Sir,					
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Row#	Party	Account No	IFSC		Remarks
1	ALEX CHEMICAL & INDUSTRIES	307651100000204	IBKL0000307	2,587.00	2300000024

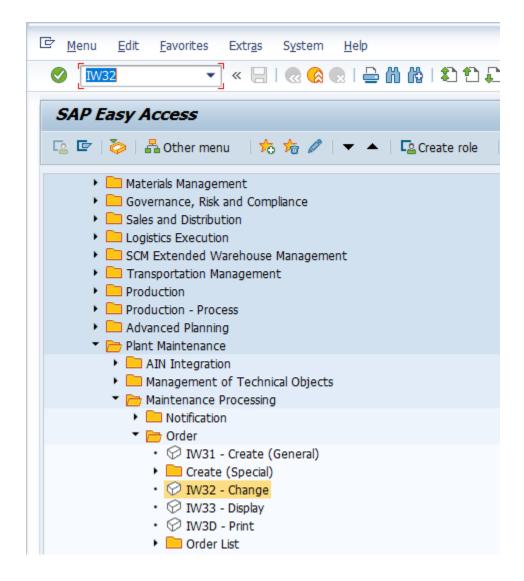
**Technical Completion of Order** Go to Transaction Code IW32 and enter the general Maintenance order No

Enter T code IW32

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Enter Order No"1000112" and Press "Enter"

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	Order: In					
leader data	Operations	Components	Costs			
der	[10	00112				
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Corder ZM     Sys.Status RE     HeaderData     Person respon     PlannerGrp     Mn.wk.ctr     Dates     Bsc start     Basic fin.     Reference obj     Func. Loc.     Equipment     Assembly     First operation	Image: Constraint of the second sec	Complete (busin Pesticiding outside M PRC Components Components Civil South Zone Priority Revision 1B MBPT hospital Hospital Building	Hospital Build	ts Additional Da tn 10000056 0.00 Type ond	Locati	ion Planning (
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#### Enter the Technical Closure date and time for the Order

🕅 🎝 Change General Maintenance 1000112: Central Header
🔲 🚰 💎 🍽   💺 🔂 🖆 Complete (business)
Order     ZM04     1000112     Pesticiding outside Hospital Building     Image: Constraint of the second secon
HeaderData Operations Components Costs Objects Additional Data Location Planning Control  Pe Pi Reference date 26.07.2020 Reference time 00:42:26 V Complete notifctns
Ba Notification Ba Malfnctn data Damage Notif. dates
Malfnctn data     Damage     Notif. dates       Re     Malf.Start     25.07.2020     21:11:17       Breakdown       MalfEnd     26.07.2020     00:00:00       Breakdown dur.     0.00
WkCtr/Pint CVL_SD1 / 1000 Ctrl key PM01 Acty Type
Work durtn 3 H Number 1 Oprtn dur. 3 H 🗸 Comp.

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Order Saved as Technically Completed and updated in status TECO

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Change General Maintenance 1000112: Central Header	
Change General Maintenance 1000112. Central Neader	
7   💱 🕞 🗾 🖋 🗎 Complete (business)	
rder ZM04 🗇 00112 Pesticiding outside Hospital Building 🔪	
/s.Status TECO CNF GMPS JBFI MACM PRC SETC	
HeaderData Operations Components Costs Objects Additional Data Location Planning Contro	N.
Headerbaca Operations components costs objects Additional baca Eocation Planning control	n
Person responsible	
PlannerGrp 103 / 1000 Civil Notifctn 10000056	
Mn.wk.ctr CVL SD1 / 1000 Civil South Zone Costs 0.00 INR	
PMActType	
SystCond.	
Dates	
Bsc start 24.07.2020 Priority	
Basic fin. 24.07.2020 Revision	
Reference object	
Func. Loc. 1000-WDLA-HOSP-MB MBPT hospital	
Func. Loc.     1000-WDLA-HOSP-MB     MBPT hospital       Equipment     Image: Comparison of the second secon	
Assembly	
First operation	
Operation Pesticiding outside Hospital Building Calc. key Calculate duration 🔻	
WkCtr/Plnt CVL_SD1 / 1000 Ctrl key PM01 Acty Type PRT	
Work durtn 3 H Number 1 Oprtn dur. 3 H 🗸 Comp.	
Notification is completed -> can only be displayed	

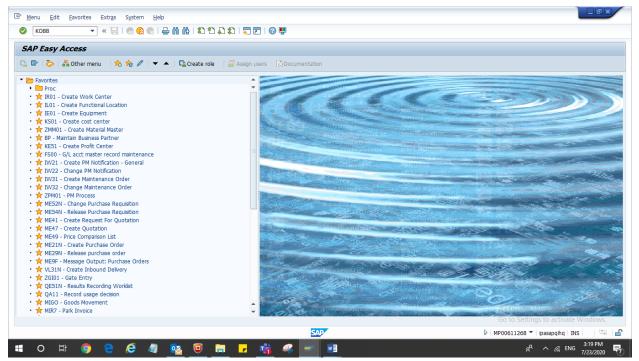
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# Settlement of Order

Enter T code KO88 for Settlement to Cost Center



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Enter the Controlling Area 1000

	Er Sat Captrollip - Arra	×	
	Controlling Area		
ameters			
		Posting period	
		Asset Value Date	
lger Group cessing Type	¥ •	]	
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Enter Settlement Period 04 and Fiscal Year 2020 and remove test run Tick box, Click on Execute Button.

Actual Settlem	ent: Order		
🐼 Settlement Rule			
Controlling Area	1000		
Order	1000112		
Parameters			
Settlement Period	4	Posting period	
Fiscal Year	2020	Asset Value Date	
Processing Type	Automatic 🔹		
Processing Options			
✓ Test Run			
Check Trans. Data			

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Click on called Detail List.

	ler Basic list			
Selection				
Selection Parameters	Value	Name		
Order	1000112	Pesticiding outside Hospital Building		
Period	004			
Posting Period	004			
Fiscal Year	2020			
Processing Type	1	Automatic		
Posting Date	31.07.2020			
Controlling Area	1000	MBPT Controlling Area		
Currency	INR	Indian Rupee		
Value Date	31.07.2020			
Processing Options				
Selection Parameters	Value			
Execution Type	Settlement Execut	Settlement Executed		
Processing Mode	Test run			
Processing completed with no erro	rs			
Statistics				
Processing Category	Σ Number			
Settlement Executed	1			
No Change				
Not Relevant				
Inappropriate Status				

Actual	Settlement: O	rder Detail	list				
Basic list	🔓   🕄 🕄 Sender	Receiver	🔡 Settleme	nt rule 🔳	4 7 X	🛛 🏂   🔁 🖆 Save	r Select
Detail	list - Settled	values					
Senders	Short text: Sender	-	Receiver	Σ ValCOArCur	Inform.		
ORD 10001	12 Pesticiding outside			4,495.00			
				<b>4,495.00</b>			
Order se	ettled to Cost Cer	nter					







# Closure of Order

Enter Transaction IW32

🕅 🛛 Change General Maintenance 1000112: Central Header						
👦   😽 🔂 i	🗄 🖉 🗎 Complete (bu	siness)				
Order     ZM04 00112     Pesticiding outside Hospital Building       Sys.Status     TECO CNF GMPS JBFI PRC SETC						
HeaderData	Operations Compo	nents Costs Obj	ects Additional Da	ata Locatio	on Planning	Control
Person respons PlannerGrp Mn.wk.ctr Dates Bsc start	103 / 1000 Civil	vil South Zone Priority	Hourean	0000056	INR	
Basic fin.	24.07.2020	Revision		•		
Reference obje	ect					
Func. Loc. Equipment Assembly	1000-WDLA-HOSP-MB	MBPT hospital				

Click on complete, Status will be updated CLSD after execute it. Order will Closed for further posting.

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