



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

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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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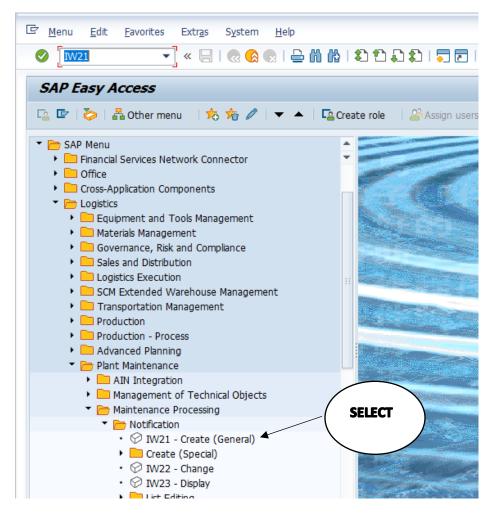




Creation of General Maintenance Notification:

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
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Maintenance Data			
FunctLocDescrip.		to	
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Construction Type		to	
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AuthorizGroup		to	
Business Area		to	
Main Work Center		to	
Reference location		to	
FunctLocCategory		to	
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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
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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	
Hot key 🔀		Hot key 🔀

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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				
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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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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.

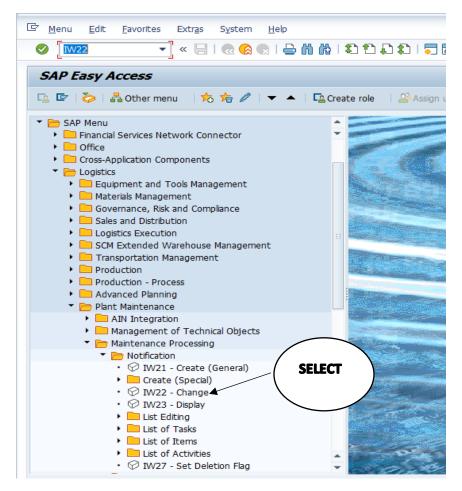
Notification 10000056 saved

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	 Image: A set of the set of the	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	
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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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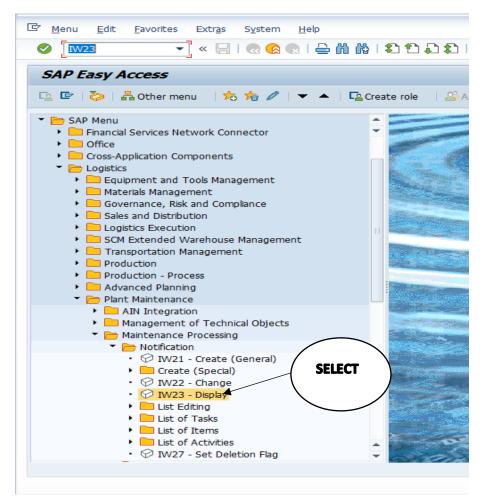




Display of Notification

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			
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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	
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	0000056 M3 Vest Vospital Building	
Notification		
Reference Object		
Functional loc.	1000-WDLA-HOSP-MB MBPT hospital	
Equipment	LOOO-WDLA-HOSP-MB MBPT hospital	
Assembly	i	
Responsibilities		
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Main Wo 🔄 Create O	Drder	×
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Person r		
Reporter Order Type		
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Subject Business Are		
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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		
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Reporter Order Ty	/pe ZM04	
Subject Planning	Plant 1000	
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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	
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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	
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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	i /	/			
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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					
		/	∇							
	< IM (* 10 / 10 / 10 / 10 / 10 / 10 / 10 / 10]								
	Material description	Language	Material	Pint						
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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 👔 🔠			
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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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💌 🔎 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	i									
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	×	×								
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							
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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
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Additional data field updated from asset master data

📃 Create G	eneral Maintenance : Header Detail Data
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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								
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Company Code	1000 Mumb	ai Port Trust	Mumbai					
Asset		/						
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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"

				/	
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Order ZM04 \$0000000001 Pesticiding outside H Sys.Status CRID MANC	ospital Building				
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0040					
0050					
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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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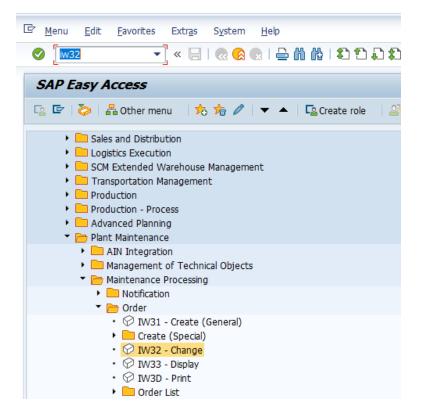
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Releasing of Order

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
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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
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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
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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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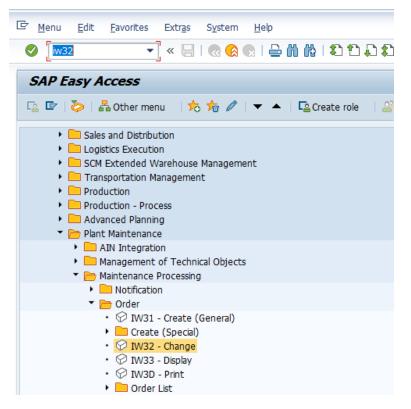




Order 1000112 saved with notification 10000056

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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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
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Material 1000000		SINFECTANT, PO	WDER, CARBOLIC.		
Item 0010 It	em Category N				2
General Data Purcha	sing Data				
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Batch	Sort	t String			
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Reservation 166	1 Nov	vement type	261		
Quantities					
Requirement Qty 100	Unit	t of Measure	KG Fixed	d qty.	
Committed Qty 0					
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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

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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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Enter the Purchase requisition No 2001000966

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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"

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Click on " ¹ " **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	*****
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Click on " SAP Business Workspace Button.

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



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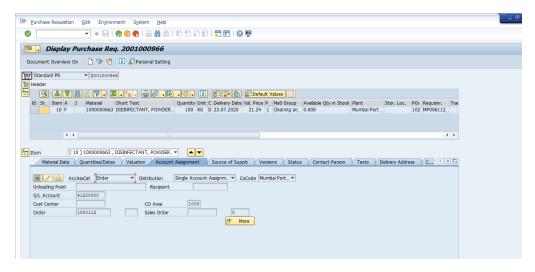


Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000966" message will appear.

Contract of the second se	Inbox
 Documents 48 	Class Title Date recel Author Atta_Stat
 Workflow 31 	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
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Gesultmesson Generation	Parked Invoice 6010000022, Year 2020 e Posted. 23.07.2020 SAP_WFRT
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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.

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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.

 Unread Documents 4 	Inbox			
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Overdue entries 0	📲 Update was canceled 24.07.2020 MP00611268			
Deadline Messages 0 Deadline with Errors 0	Update was canceled 24.07.2020 MP06511268 II Update was canceled 24.07.2020 MP06511268 II Update was canceled 24.07.2020 MP06511268 II Update was canceled 24.07.2020 MP06511268 III Parked Invoice 601000022, Year 2020 & Posted. 23.07.2020 SAP_WFRT III			
	🕘 Update was canceled 24.07.2020 MP00611268			
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	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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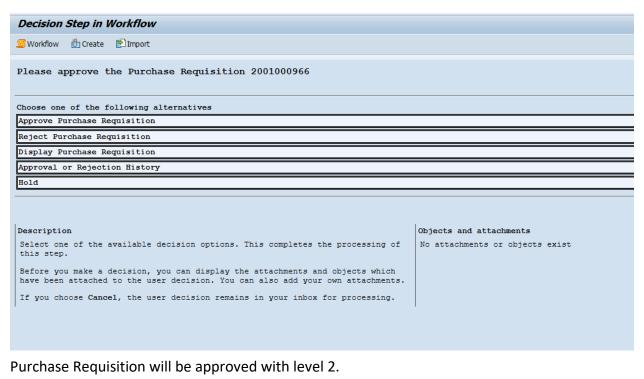




Click on " 🧟 " **Back** Button. System will open Decision step in workflow screen.

Purchase Requi	Edit Engronment System Help	l
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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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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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5 E 📀 Ho	Other menu 🛛 😹 😹 🥒 🛛 🗢 🔺 🔀 Create role 🚽 🚳 Assign users 🛛 🗟 Doc		
▼ 🔁 Favorites			
 Transaction Reports 			
▼ 🔂 SAP Menu			
 ▶ □ Connector fo ▼ □ Office 	or Multi-Bank Connectivity		
Workplace Generation			
Appointm			
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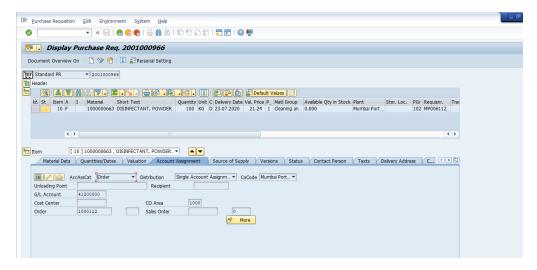


Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000966" message will appear.

 Unread Documents 4 	Inbox			
 Documents 48 	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			-
 ▶ □ Reports ▼ □ SAP Menu 			
	Iulti-Bank Connectivity		
• Workplace		A DESCRIPTION OF THE OWNER OF THE	and and a second
 Telephone I Appointmen 	-	- Charles - Char	le le le

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

Contract of the second se	Inbox	
 Documents 48 	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	
 Deadine Messages 0 		
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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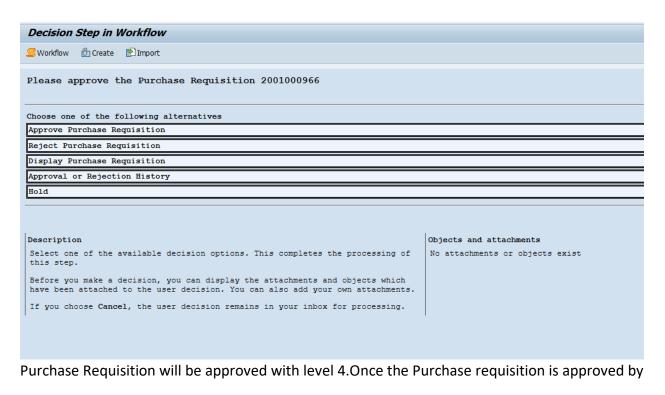




Click on " 🧟 " **Back** Button. System will open Decision step in workflow screen.

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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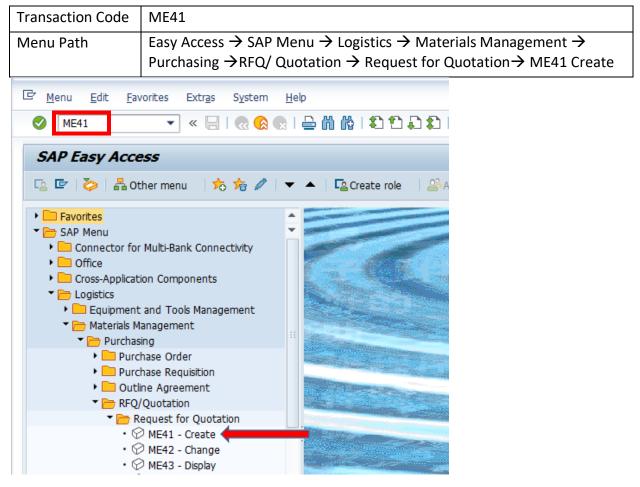




all 4 level approvers, a notification is triggered to Purchase Requisition Initiator and all preceding approvers.

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	



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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 address 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>&</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 " ^{Solo}" **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
 Image: A state of the state of	
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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Accepti	and the second second	NT- T		a starter and
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					SLoc 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: 26														
P	Maintain Quota	tion : Item Overvi	iew													
6 6	r 🗅 📅 😂 🗉 🤐	🖴 🛿 🤮 👪 🔰 🛼	₽													
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
 Office Cross-Applicati Logistics 	Multi-Bank Connectivity on Components and Tools Management
 Equipment Materials Ma Purchasi 	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 2001000963 & Press " 🅍 " E	Execute
Button.	

Price Comparison List				
€ 5				
Purchasing Organization	1000			
Quotation		to		
Collective RFQ	2001000966	to	<u> </u>	
Supplier		to		
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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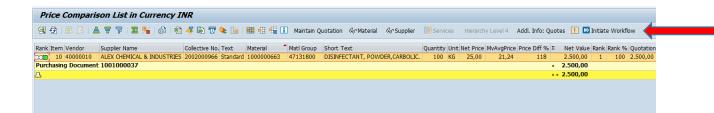




Quotation Approval

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	****
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	
 ▶ □ Connector for ▼ □ Office 	Multi-Bank Connectivity
Workplace Workplace Telephone Appointmer	

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

🔻 🧽 Inbox						
 Inread Documents 2 	Workflow 2					
 Documents 2 	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						
 Private folders 						
Shared folders						
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• 📅 Trash						
• 🔟 Shared trash						

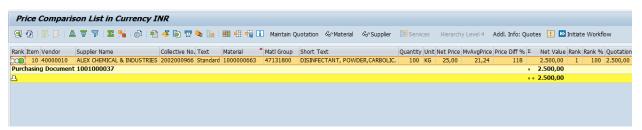
		Page 60 of 140
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Double Click on the "**Please Approve the Quotation 1001000037**" message. It will open the Quotation comparison list in Display mode.

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
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SAP Easy Access	
🚯 🖻 汝 晶 Other menu 🛛 😹 💩 🥒 🖓	🔻 🔺 🚺 Create role 🕼 Assign users 🛛 🗟 Doo
✓ ☐ Favorites	
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▼ 🗇 SAP Menu	Constant of the August States and
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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						
 Unread Documents 2 	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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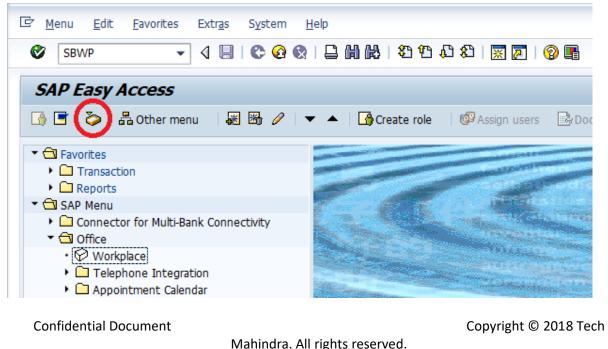
Login as Approver 3 (Dy CME) in SAP System.

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						
 Unread Documents 2 	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 % Σ	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.

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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						
 Unread Documents 2 	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				
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SAP Easy Acc	ress					
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Page **70** of **140**





Selection of Purchase Request from List

Purchasing Documents	5			
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General selections				
Max. no. of hits	5000			
Program selections				
Material Number		to		
Selection Parameters		to		
Plant		to		
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			
Company Code		to		
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							
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Purch.Doc.	Company Code 1000 Mumbai Port Trust							
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• 🔸 1001000034 • 🔸 1001000035								
· 🔶 1001000036								
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		-						
	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) r ð	Hold 🆆	1 🙂 d	Print Preview M	essages	Personal	Setting									
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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							
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• 🔶 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												
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👼 🖌 Create Pur	cha	se Order										
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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	Retail ()
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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.

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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	$u \rightarrow Office \rightarrow Workplace$					
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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	
 Dverdue entries 0 	Purchase Order 4601000000 is approved. 23.07.2020 SAP_WFRT	
 Deadline Messages 0 	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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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

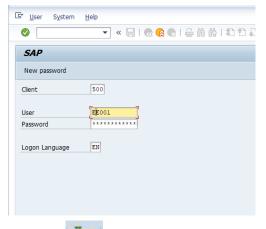
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Login as Approver 2 (Executive Engineer) in SAP System.



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	
 Documents 28 	Class Title Date recei [*] Author Atta Stat	
Workflow 55	Please approve the Purchase Order 4601000001 25.07.2020	
 D Overdue entries 0 	Purchase Order 4601000000 is approved. 23.07.2020 SAP_WFRT	
 Deadline Messages 0 	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	
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	
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 Favorites Transaction Reports SAP Menu 	or Multi-Bank Connectivity	
 Favorites Transaction Reports SAP Menu 		
 Favorites Transaction Reports SAP Menu Connector for 	or Multi-Bank Connectivity	
 Favorites Transaction Reports SAP Menu Connector for Office 	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	
 Dverdue entries 0 	Purchase Order 4601000000 is approved. 23.07.2020 SAP_WFRT	
 Deadline Messages 0 	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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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 A	Login as Approver 4 (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.

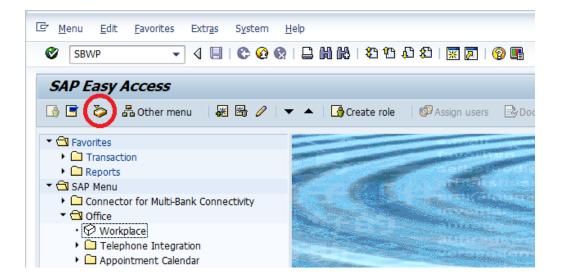
Transaction Code	SBWP
Menu Path	Easy Access \rightarrow SAP Menu \rightarrow Office \rightarrow Workplace

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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	
 Deadline Messages 0 	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	
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
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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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 Inread Documents 14 	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	
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 Office Cross-Application Logistics Equipment ai Materials Mar Purchasing Purchasing	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			* •
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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: 999999999
Click on " Save icon. Inbound Delivery Create: Header Details Control of the second	Driver's Licence	No: KA009137yhr6647
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	 _	
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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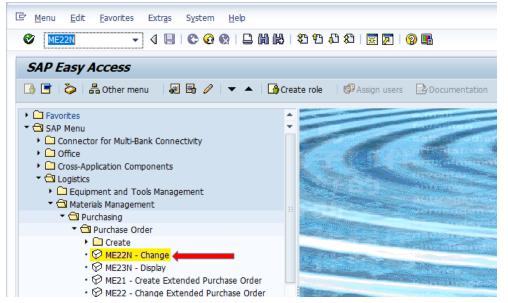
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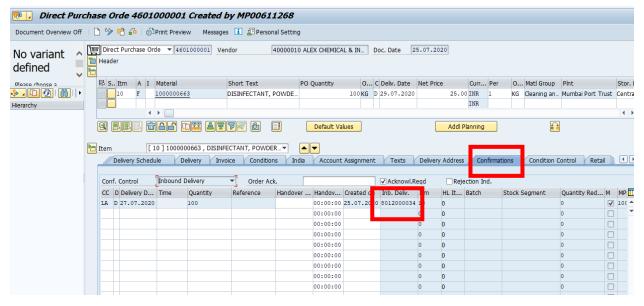


The created Inbound delivery will get update the Purchase Order Under Confirmation Tab.



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.

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🎸 ZGI01 🧹 🗸	📲 😵 🕱 🛒 🗘 🗘 🖓 ا
SAP Easy Access SAP R/3	
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 Favorites SAP Menu Connector for Multi-Bank Connectivity Office Cross-Application Components Organization SCM Extended Warehouse Management SCM Extended Warehouse Management Logistics Equipment and Tools Management Materials Management Gate Transactions SCB 2GI01 - Gate Entry SCP01 - Gate Pass Governance, Risk and Compliance 	

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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		•	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	ve 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		
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 🔻 🍕 🌆 🚛	A 🕞		🖥 🕴 🖉 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.

1	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	
🤣 🔁 🖪 🖪 🚢 🧮 🖓 🕄 📙 🐙	🍋 🕜 i 🖽		🖉 Usage Decision	🖉 Results	Create Defect
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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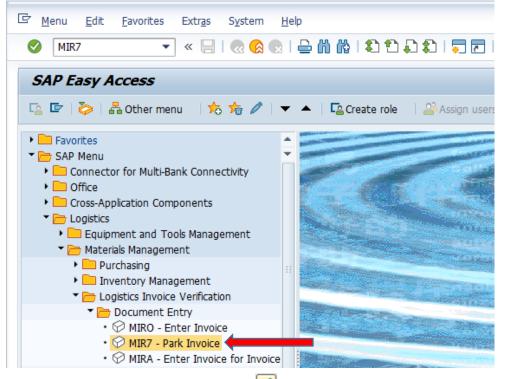
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Invoice Verification:

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	C	Hold 🗱 Simulate 🛛 🖲 Messages 🔳 Help 0 NF	
 bisplay - PO structure ALEX CHEMICAL & INDUSTRIES 6 4601000001 7 10 DISINFECTANT, POW 8 Delivery note 		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	v
		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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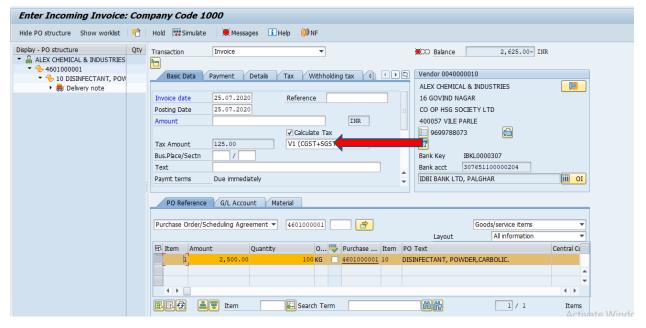
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System will copy details with reference to PO & Display.

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				
 ◆ 40100001 ◆ 60 IDSINECTANT, POV ◆ ∰ Delivery note 		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		
 ALEX CHEMICAL & INDUSTRIES 4601000001 	s								
 4601000001 46010000001 46010000001 4601000001	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		*	IDBI BANK LTE	, PALGHAR	III OI	
		PO Reference	G/L Account Mat	erial					
		Durations Order/Cat	eduling Agreement 🔻	4601000001	7		Goods/service items	*	
		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	
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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 Held documents Parked documents Docs complete for pos 	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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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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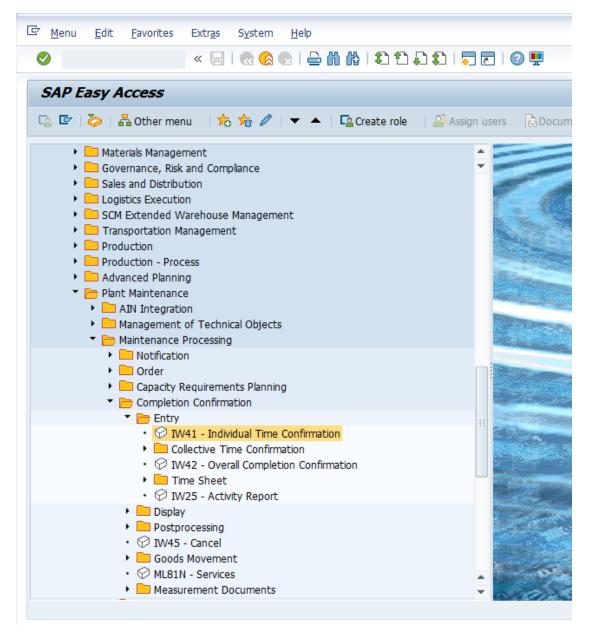
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PM Order Confirmation

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
```

^[] 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
 Materials Management Governance, Risk and Compliance Sales and Distribution Logistics Execution SCM Extended Warehouse Management Transportation Management Production Production - Process Advanced Planning Plant Maintenance
 AIN Integration Management of Technical Objects Maintenance Processing
Notification Drder
 IW31 - Create (General) Create (Special) IW32 - Change IW33 - Display IW3D - Print Order List

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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]]			

Status Updated as CNF-Confirmed

⁷ <u>O</u> rder <u>E</u> dit <u>G</u> oto Extr <u>a</u> s Erveronment System <u>H</u> elp
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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
	*
	*
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
I4 → →	
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	-)		GI for cost o
My Documents					
 Purchase Orders 4000030001 4000030000 		General 🚑 Cust. Header	r Flds		
 Orders 		Document Date 24.07.2020	Material Slip		
• 1000109		Posting Date 24.07.2020	Doc.Header Text		
• 1000060			Docificadel Text		
• 1000045		🖕 🖌 Individual Slip 🔹			
 Reservations 157 			1.1		
• 103		Line Mat. Short Text	V OK	Qty in UnE E.	SLoc Stock Segme
 Material Documents 					
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Enter the Storage Location "1001-Central Store"

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 1000060 1000045 			
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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							
 4000030000 Orders 1000109 1000060 1000045 Reservations 	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							
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 Held Data Blank 	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.

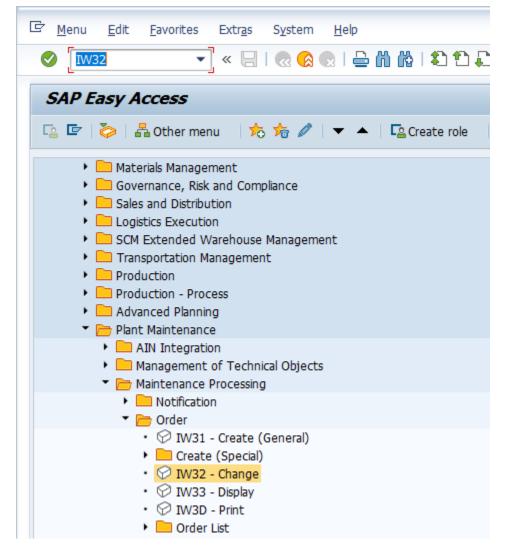
		Page 117 of 140
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Withdrawn Quantity is updated in Order

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	\$
	1						
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								
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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
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Withdrawal Quantity updated in Order "1000112"

🖲 Chang	e General Mainten	nance 1000112: Component Detail General Data
I4 4 → H		
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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/		Page 120 of 140





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		 None 			
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				
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Account	40	000010			
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/	/		-								
Standard	Partial Pmt	Res	.Items	W	l Tax						
Account item	s 40000010 ALI										
								CashDiscount		CDDate	
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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
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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
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			& 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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CoCd Item Key S Ac	count Description			Amount Curr. To	Cost Cente
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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	
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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
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Title			
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Close Spool Request		Cover Page Settings	
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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:					×
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Bank file created successfully:

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To,					
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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

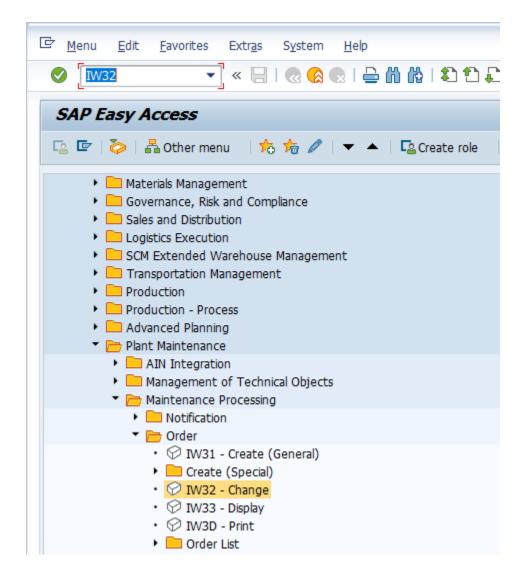
Technical Completion of Order Go to Transaction Code IW32 and enter the general Maintenance order No

Enter T code IW32

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Enter Order No"1000112" and Press "Enter"

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	Order: In					
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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
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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	
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Basic fin. 24.07.2020 Revision	
Reference object	
Func. Loc. 1000-WDLA-HOSP-MB MBPT hospital	
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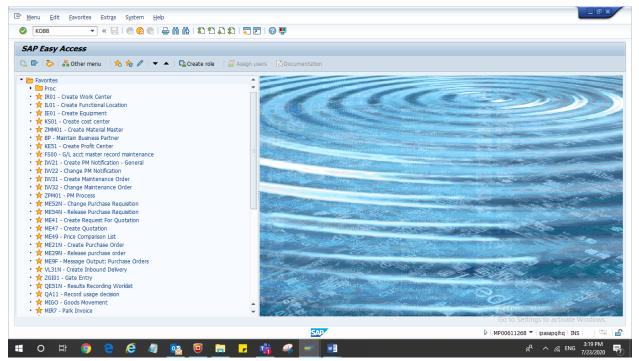
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Settlement of Order

Enter T code KO88 for Settlement to Cost Center



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Enter the Controlling Area 1000

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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			
				4,495.00			
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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