



SAP User Manual for Breakdown Maintenance

**Indian Ports Association (IPA)
Implementation of Port EBS Project
Enterprise Business System**

**Business Process Manual for
Breakdown Maintenance**

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SAP User Manual for Breakdown Maintenance

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

Revision History			
Date	Document Version	Document Revision Description	Author
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SAP User Manual for Breakdown Maintenance

Reviewed and Approved By			
Name	Title	Date	Approved

In this chapter we are going to learn about how breakdown Maintenance transactions will be handled in SAP system. Equipment/Asset breakdown 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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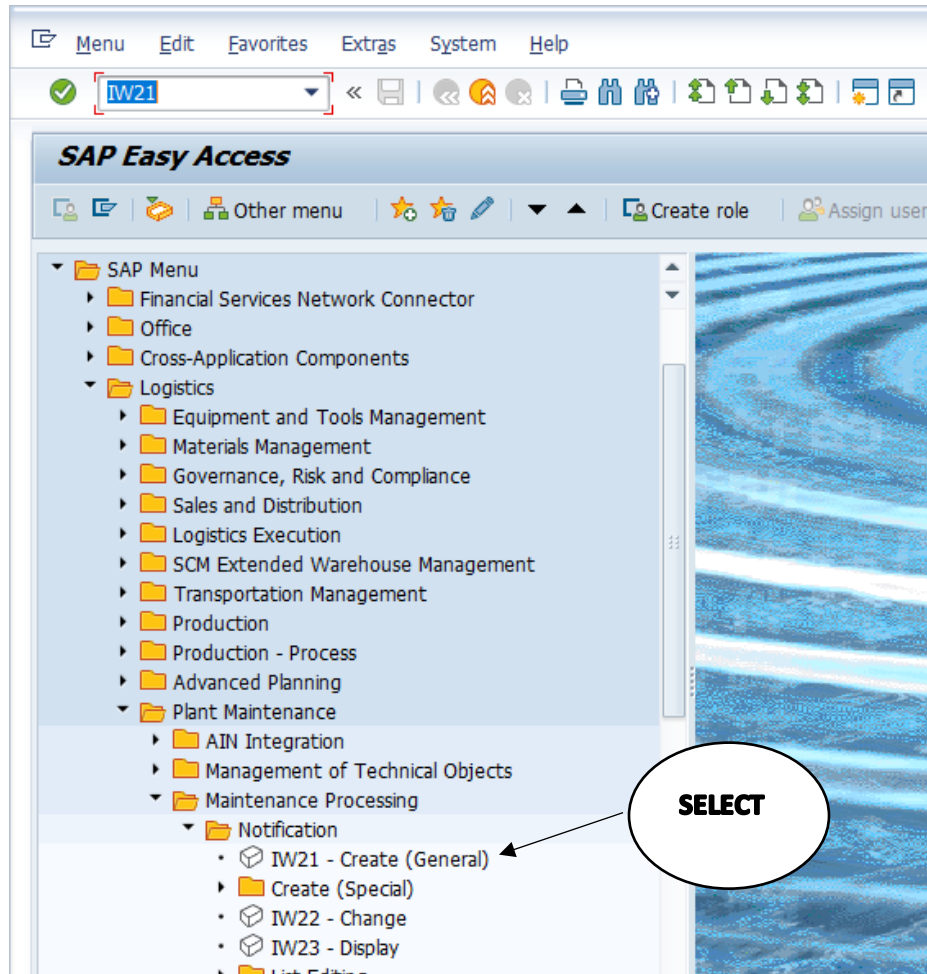
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Creation of Breakdown Maintenance Notification:

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

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

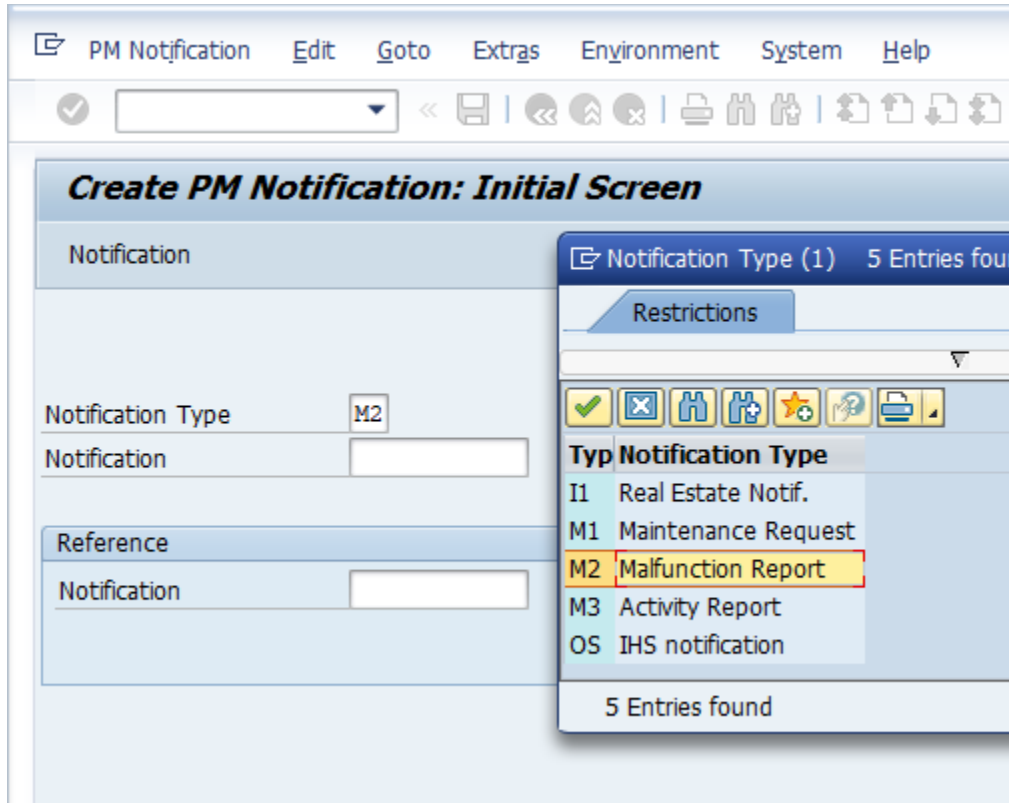


Double click on “IW21” the system will open the below screen
In the next screen, enter the required details as below

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Under Initial Screen:


Notification type: Enter manually M2 (Malfunction Report) or press help near to box or press (fn +f4) for select from dropdown menu and **press enter key** to proceed



The screenshot shows the SAP PM Notification Initial Screen. The title bar reads "Create PM Notification: Initial Screen". The main area contains several input fields: "Notification Type" with the value "M2", "Notification", and "Reference" with a "Notification" sub-field. A dropdown menu is open over the "Notification Type" field, showing a list of notification types: "I1 Real Estate Notif.", "M1 Maintenance Request", "M2 Malfunction Report" (highlighted), "M3 Activity Report", and "OS IHS notification". The menu also indicates "5 Entries found".

Under Header Level

Description of the breakdown-Engine Malfunction

Detailed text about the breakdown if needed by clicking this icon 



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Under line item level

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

Maintenance notification Edit Goto Extras Environment System Help

Create PM Notification: Malfunction Report

Notification: 100000000001 M2 Air Conditioner Maintenance

Notific. Status: OSNO

Order: []

Notification Location data Items

Reference Object

Functional loc.	1000-JWDI-1027	MARATHA MANDIR
Equipment	10000572	ACSPIT1
Assembly		

Subject

Description: Air Conditioner Maintenance


Subject Long Text: []

Responsibilities

Planner Group	107 / 1000	MEED
Main WorkCtr	PM_CME / 1000	PM CME Department
Department resp.		
Person respons.		



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Selection of equipment from various searching parameters use (fn+f4) or use icon 

Equipment selection			
Equipment	<input type="text"/>	<input type="button" value="Q"/>	<input type="button" value="🔍"/>
Object Description	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Material	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Serial Number	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Period	Frm <input type="text" value="20.07.2020"/>	to	<input type="text" value="20.07.2020"/>
Partner	<input type="text"/>		
Selection Profile	<input type="text"/>		<input type="button" value="Address"/> ✖
Classification			
Class Type	<input type="text"/>	<input type="checkbox"/>	Include Subordinate Classes
Class	<input type="text"/>		<input type="button" value="Valuation"/> ✖
General data			
Object Type	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Equipment category	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
AuthorizGroup	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Inventory number	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Size/dimension	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Weight of object	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Unit of weight	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Vendor	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>
Acquisition date	<input type="text"/>	to	<input type="text"/> <input type="button" value="🔍"/>



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Create PM Notification: Malfunction Report

Notification: 00000000001 M2 Air Conditioner Maintenance

Notific. Status: OSNO

Order:

Selection of Input Help

- Choose
- Address selection (service)
- Equipment by asset number
- Equipment by cost center
- Equipment by customer (operat...)
- Equipment by technical ID number
- Equipment by short text
- Equipment by PRT group
- Equipment by equipment list
- ✓ Equipment by serial number list
- Equipment by equipment list (se...)
- Equipment by functional location...
- Equipment by equipment struct...
- Classification
- Equipment by Fleet Identificatio...
- Choice of Equipment Using BOMs
- Serial Numbers / UII for Material

Hot key ✕



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Notification Date and Time and also Malfunction Start Date and Time can be entered here.

Change PM Notification: Malfunction Report

Partner

Reference Object

Functional loc.	1000-JWDI-1027	MARATHA MANDIR
Equipment	10000572	ACSPLIT1
Assembly		

Subject

Description: Air Conditioner Maintenance

Subject Long Text

Responsibilities

Planner Group	107	1000	MEED
Main WorkCtr	PM_CME	/ 1000	PM CME Department
Department resp			
Person respons			

Reported By

Notif. Date: 20.07.2020 02:21:18

Malfunction Data

Malfunct. Start	20.07.2020	02:21:18	<input checked="" type="checkbox"/> Breakdown
Malfunct. End		00:00:00	Breakdown Dur. <input type="text"/> H



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Create PM Notification: Malfunction Report

Partner

Reference Object

Functional loc.	1000-JWDI-1027	MARATHA MANDIR
Equipment	10000572	ACSPLIT1
Assembly		

Subject

Description: Air Conditioner Maintenance

Subject Long Text

Responsibilities

Planner Group	107 / 1000	MEED
Main WorkCtr	PM_CME / 1000	PM CME Department
Department resp.		
Person respons.		
Reported By		Notif. Date: 20.07.2020 02:21:18

Malfunction Data

Malfunct. Start	20.07.2020 02:21:18	<input checked="" type="checkbox"/> Breakdown
Malfunct. End		Breakdown Dur. H

Click check box for breakdown equipment and press "Enter"



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Equipment details will also updated automatically with respect to equipment which includes Asset details, cost center, company code, maintenance plant and ABC indicator.

The screenshot shows the SAP 'Create PM Notification: Malfunction Report' interface. At the top, the title bar reads 'Create PM Notification: Malfunction Report'. Below this is a toolbar with icons for search, refresh, undo, redo, and a 'Partner' button. The main form contains the following fields:

- Notification: 00000000001 M2 (with a dropdown arrow) and 'Air Conditioner Maintenance' (highlighted in yellow).
- Notific. Status: OSNO (with an information icon).
- Order: (with a document icon).

Below these fields are three tabs: 'Notification', 'Location data', and 'Items'. The 'Location data' tab is active and contains the following fields:

- MaintPlant: 1000 (Mumbai Port Trust)
- Location: (empty)
- Room: (empty)
- Plant Section: (empty)
- Work Center: (empty)
- ABC Indicator: A (Critical)
- Sort Field: (empty)

The 'Account assignment' tab is also active and contains the following fields:

- Company Code: 1000 (Mumbai Port Trust) Mumbai
- Asset: (empty) / (empty)
- Business Area: (empty)
- Cost Center: 10050401 (Material Mgt Div-Gen) CO Area: 1000
- WBS Element: (empty) SettlementOrder: (empty)



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Press “Enter” to proceed. Functional location, Planner group and Main work center with respect to asset/equipment automatically updated in the field

Reference Object	
Functional loc.	1000-JWDI-1027 MARATHA MANDIR
Equipment	10000572 ACSPLIT1
Assembly	

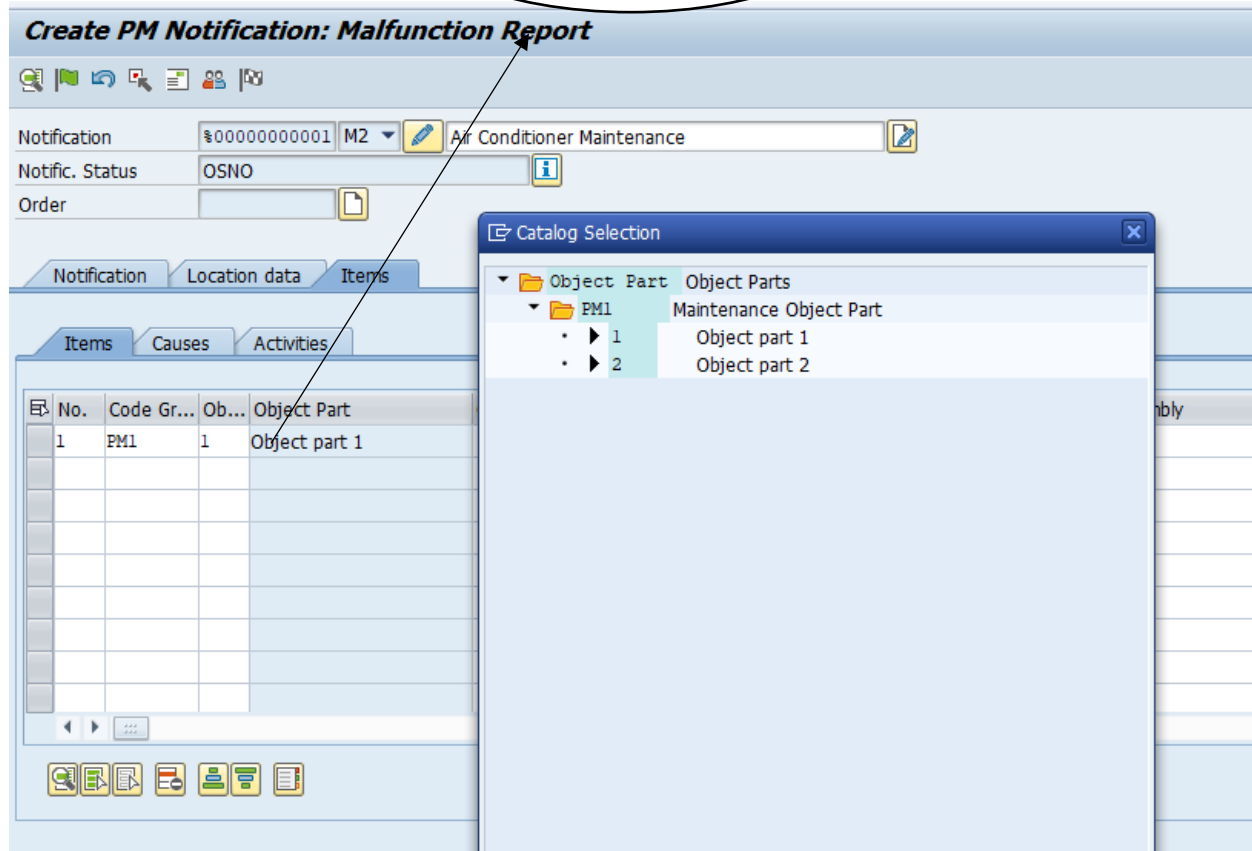
Subject	
Description	Air Conditioner Maintenance
Subject Long Text	

Responsibilities	
Planner Group	107 / 1000 MEED
Main WorkCtr	PM_CME / 1000 PM CME Department
Department resp.	
Person respons.	
Reported By	Notif. Date 20.07.2020 02:21:18

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Equipment breakdown catalog details like object, damage, cause and activity to be selected under items tab

Select details about object parts in equipment (fn+f4)



Create PM Notification: Malfunction Report

Notification: 00000000001 M2 Air Conditioner Maintenance
Notific. Status: OSNO

Order: []

Notification Location data Items

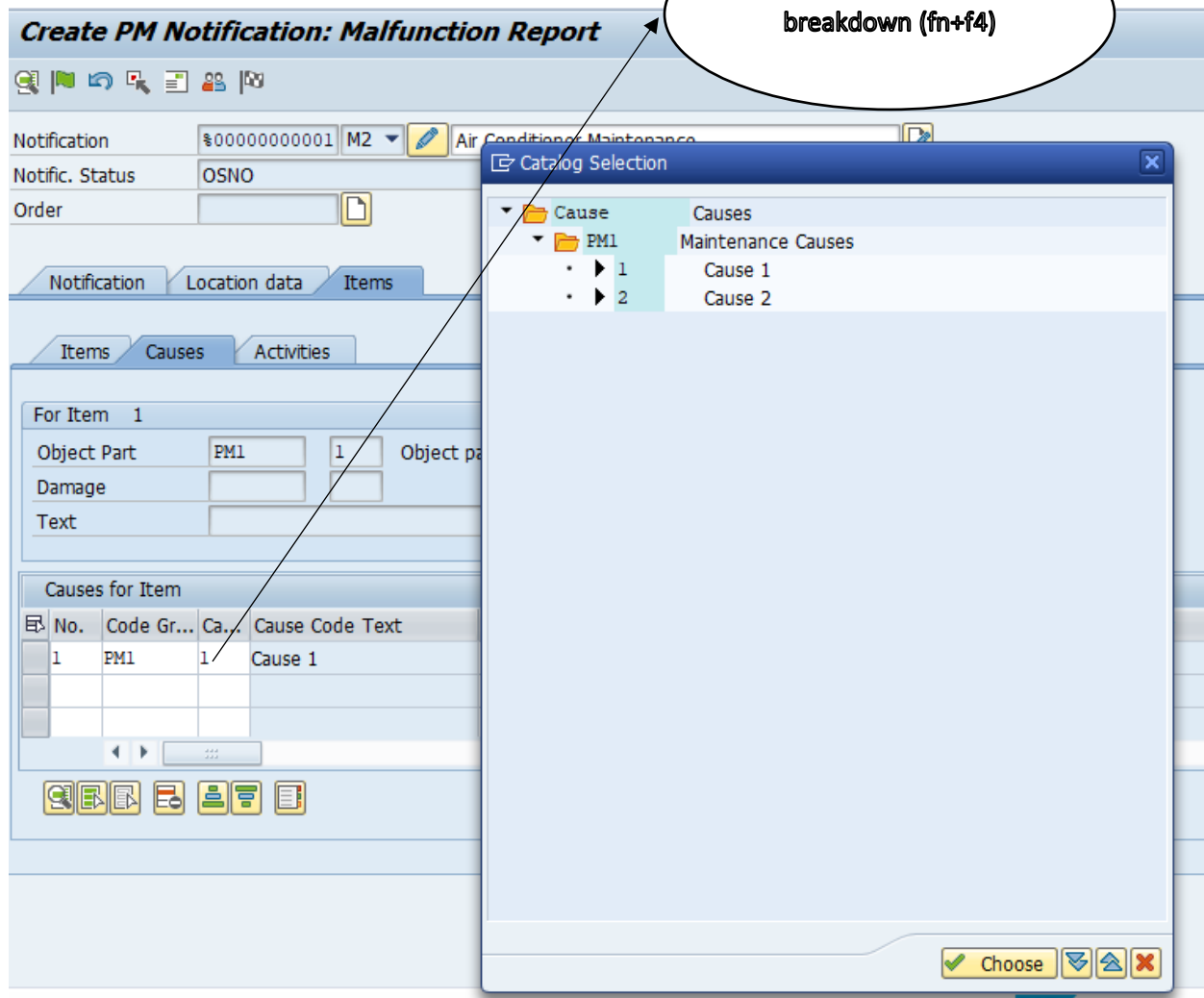
Items Causes Activities

No.	Code Gr...	Ob...	Object Part
1	PM1	1	Object part 1

Object Part Object Parts
PM1 Maintenance Object Part
1 Object part 1
2 Object part 2

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Select Cause for the breakdown



Create PM Notification: Malfunction Report

Notification: 00000000001 M2 Air Condition Maintenance

Notific. Status: OSNO

Order: []

Notification Location data Items

Items Causes Activities

For Item 1

Object Part: PM1 1 Object part

Damage: []

Text: []

Causes for Item

No.	Code Gr...	Ca...	Cause Code Text
1	PM1	1	Cause 1

Catalog Selection

- Cause Causes
- PM1 Maintenance Causes
 - 1 Cause 1
 - 2 Cause 2

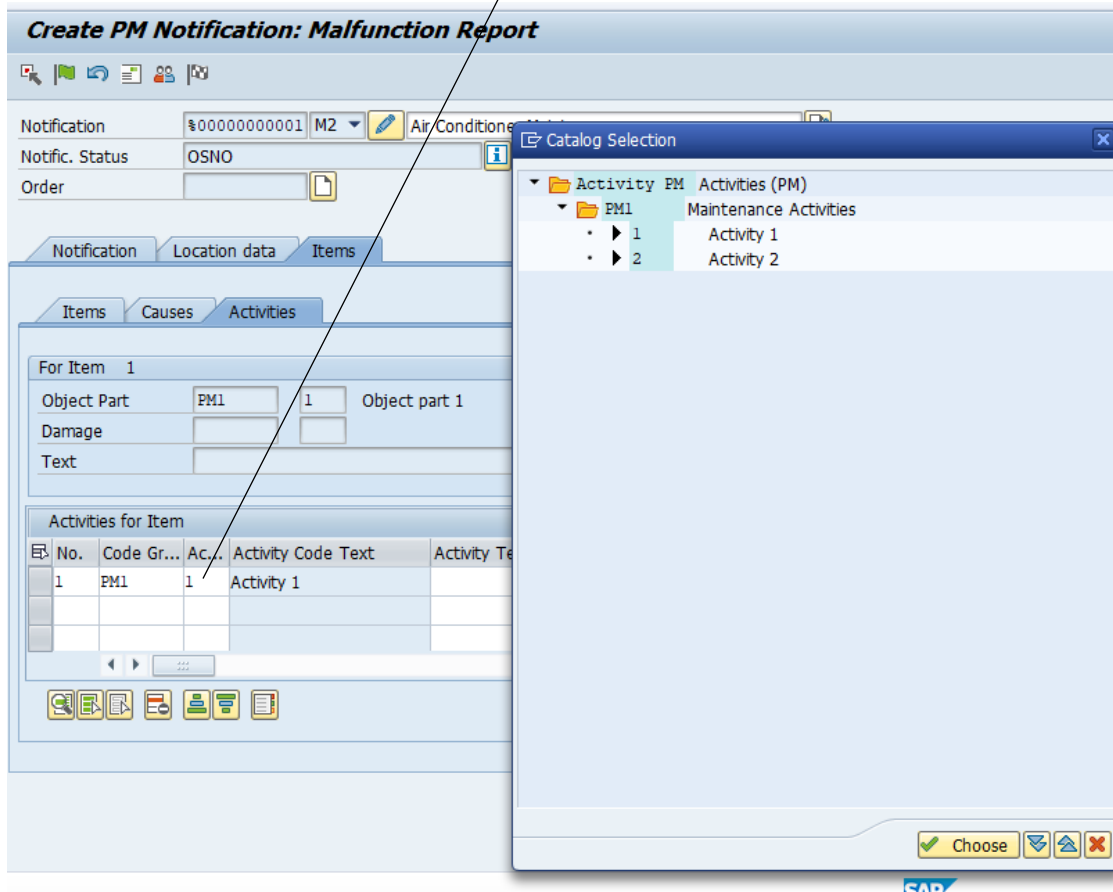
Choose [] [] []

Select Cause for breakdown (fn+f4)

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Select activity (corrective action) to rectify the breakdown under activity tab

Select activity to rectify
breakdown (fn+f4)




The screenshot displays the SAP 'Create PM Notification: Malfunction Report' interface. The 'Activities' tab is active, showing a table of activities for the selected item. A 'Catalog Selection' dialog box is open, showing a tree view of activity categories. The 'PM1' folder is expanded, showing 'Maintenance Activities' with sub-items 'Activity 1' and 'Activity 2'. The 'Choose' button is highlighted in the dialog box.

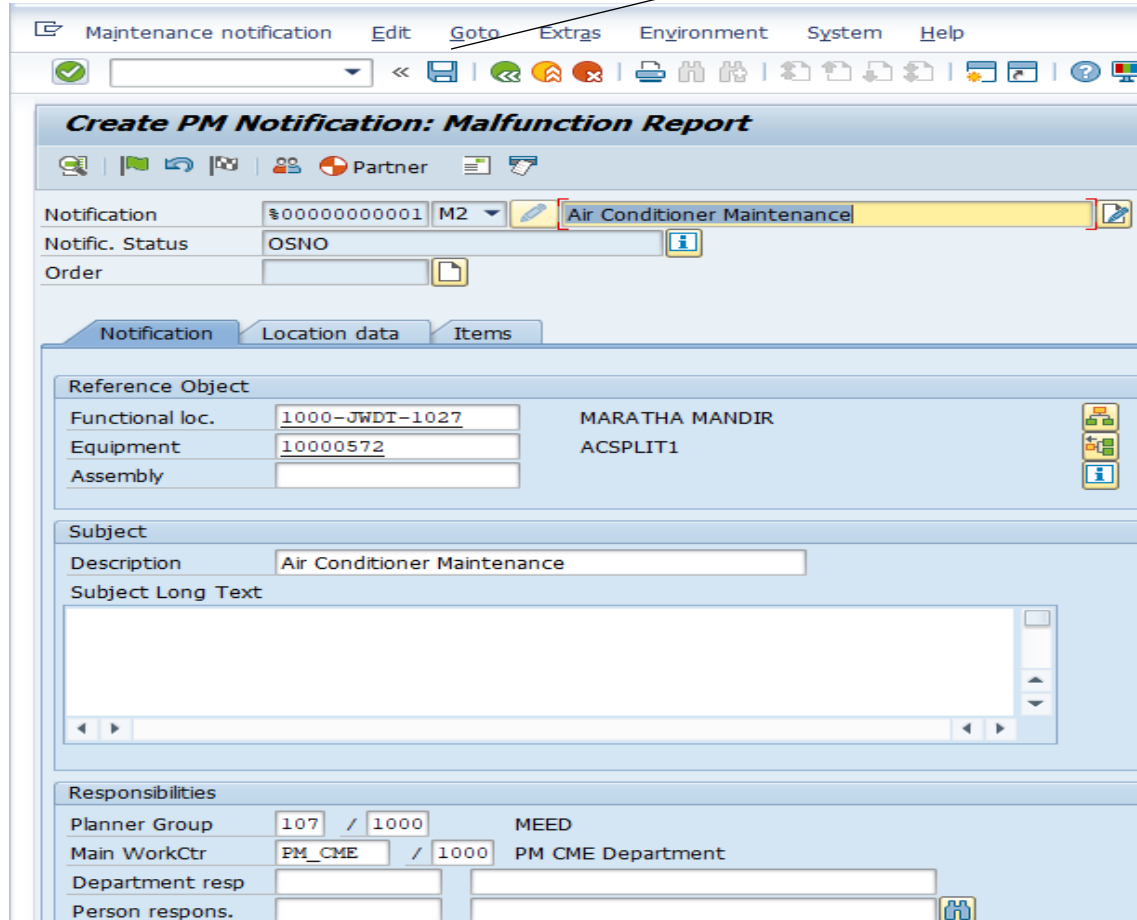
No.	Code	Gr...	Ac...	Activity Code	Text	Activity Te
1	PM1		1	Activity 1		

Activity PM	Activities (PM)
PM1	Maintenance Activities
1	Activity 1
2	Activity 2



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Check and verify the line items and save the notification. Click “Save “  to save the notification.



Maintenance notification Edit Goto Extras Environment System Help

Notification: 00000000001 M2 Air Conditioner Maintenance

Notific. Status: OSNO

Order:

Notification Location data Items

Reference Object

Functional loc.	1000-JWDI-1027	MARATHA MANDIR
Equipment	10000572	ACSPLIT1
Assembly		

Subject

Description: Air Conditioner Maintenance

Subject Long Text:

Responsibilities

Planner Group	107 / 1000	MEED
Main WorkCtr	PM_CME / 1000	PM CME Department
Department resp.		
Person respons.		



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



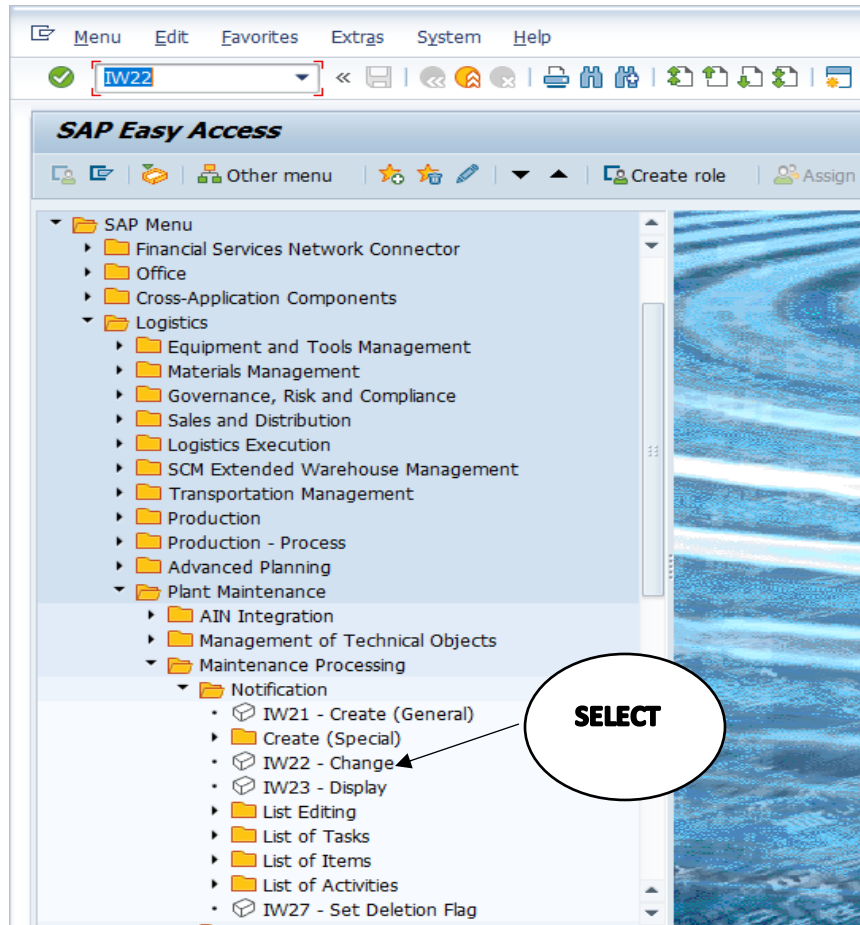
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Processing of Notification

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 breakdown 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”


Change PM Notification: Initial Screen

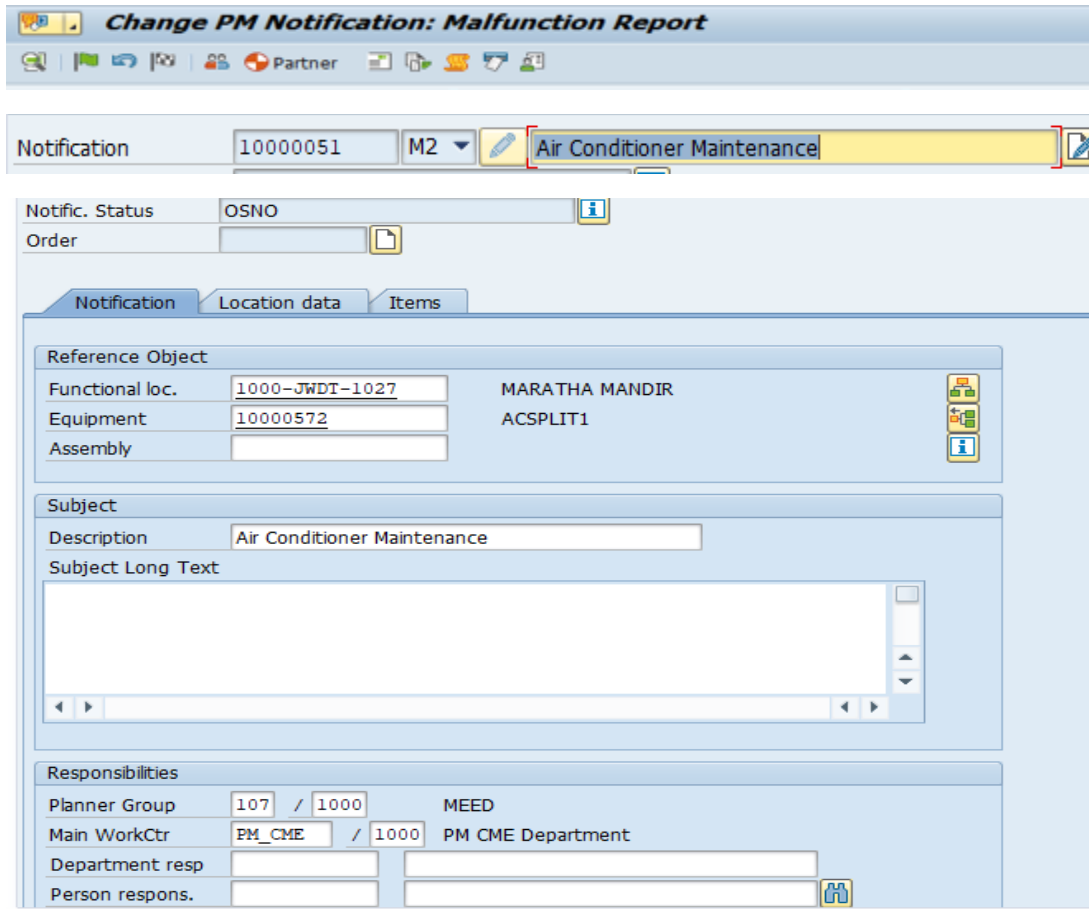
Notification

Notification



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



The screenshot shows the SAP 'Change PM Notification: Malfunction Report' interface. At the top, there is a title bar with the text 'Change PM Notification: Malfunction Report' and a toolbar with various icons. Below the title bar, the 'Notification' field contains '10000051', the 'M2' dropdown is selected, and the 'Air Conditioner Maintenance' text is highlighted in yellow. The 'Notific. Status' is 'OSNO' and the 'Order' field is empty. The main content area has three tabs: 'Notification', 'Location data', and 'Items'. Under the 'Notification' tab, there are sections for 'Reference Object', 'Subject', and 'Responsibilities'. The 'Reference Object' section includes 'Functional loc.' (1000-JWDI-1027), 'Equipment' (10000572), and 'Assembly'. The 'Subject' section includes 'Description' (Air Conditioner Maintenance) and a 'Subject Long Text' area. The 'Responsibilities' section includes 'Planner Group' (107 / 1000), 'Main WorkCtr' (PM_CME / 1000), and 'Department resp'. The 'Planner Group' is 'MEED' and the 'Main WorkCtr' is 'PM CME Department'.



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Checking the notification status

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

The screenshot shows the SAP 'Change Status' dialog box. At the top, the title is 'Change Status'. Below the title bar, there is an information icon. The main area contains several input fields: 'Notification' with the value '10000051', 'Notification Type' with the value 'M2', and 'Description' with the value 'Air Conditioner Maintenance'. Below these fields, a 'Notific. Status' field is highlighted with a black border and contains the value 'NOPR'. The dialog is divided into two tabs: 'Status' and 'Business processes'. The 'Status' tab is active and contains three tables:

Syst. Status	
X	St... Text
<input checked="" type="checkbox"/>	NOPR Notification in process

Status with Status Number			
X	Status	Text	No.

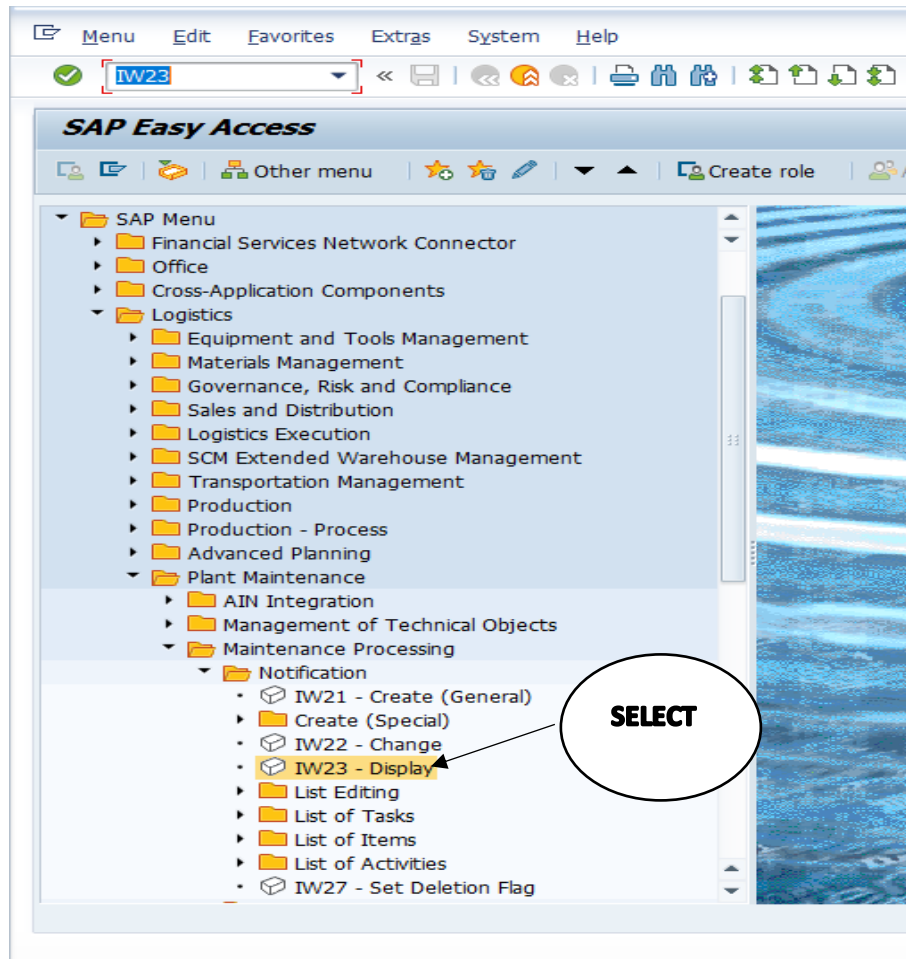
Status Without Status No.		
X	Status	Text

At the bottom of the dialog, there is an 'Active Status' section with a checked 'Change Docs' checkbox and a 'Status Profile' field with a dropdown arrow.

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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"

The screenshot shows the SAP PM Notification: Initial Screen. The title bar includes 'PM Notification', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main content area has a header 'Display PM Notification: Initial Screen' and a section labeled 'Notification'. A text input field contains the number '10000051' and is highlighted with a red box.



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

The screenshot displays the SAP PM Notification: Malfunction Report interface. At the top, the title bar reads "Display PM Notification: Malfunction Report". Below this, there is a navigation bar with icons for home, user, list, print, and help. The main data entry area shows "Notification" with the value "10000051", a dropdown menu set to "M2", and the description "Air Conditioner Maintenance".

The notification details are shown in a structured layout:

- Notific. Status:** NOPR
- Reference Object:**
 - Functional loc.: 1000-JWDI-1027 (MARATHA MANDIR)
 - Equipment: 10000572 (ACSPLIT1)
 - Assembly: (empty)
- Subject:**
 - Description: Air Conditioner Maintenance
 - Subject Long Text: (empty)
- Responsibilities:**
 - Planner Group: 107 / 1000 (MEED)
 - Main WorkCtr: PM_CME / 1000 (PM CME Department)
 - Department resp: (empty)
 - Person respons.: (empty)
 - Reported By: (empty)
 - Notif. Date: 20.07.2020 02:21:18
- Malfunction Data:**
 - Malfunct. Start: 20.07.2020 02:21:18 (Breakdown checked)
 - Malfunct. End: (empty) 00:00:00 (Breakdown Dur.: 0,00 H)



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Creation of Breakdown 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 ZM02(Breakdown Order)

The screenshot displays the SAP SAP GUI interface for creating a Breakdown Maintenance order. The main window is titled "Change PM Notification: Malfunction Report". A "Create Order" dialog box is open, showing the following fields:

- Order Type: zm02
- Planning Plant: 1000
- Business Area: (empty)
- Main Work Center: PM_CME / 1000 PM CME Department

The background screen shows the following fields:

- Notification: (empty)
- Notific. Status: (empty)
- Order: (empty)
- Reference Object: (empty)
- Functional loc.: (empty)
- Equipment: (empty)
- Assembly: (empty)
- Subject: Description: Air Conditioner Maintenance
- Subject Long Text: (empty)
- Responsibilities: Planner Group: 107 / 1000 MEED; Main WorkCtr: PM_CME / 1000 PM CME Department; Department resp: (empty)



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

The screenshot shows the SAP 'Create Breakdown Maintenance : Central Header' form. The top menu includes 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main form area contains the following fields:

Order	ZM02	000000000001	Air Conditioner Maintenance
Sys.Status	CRID MANC NTUP		

The form is divided into several tabs: 'HeaderData', 'Operations', 'Components', 'Costs', 'Objects', 'Additional Data', 'Location', and 'Planning'. The 'HeaderData' tab is active, showing the following data:

Person responsible	PlannerGrp	107 / 1000	MEED	Notifctn	10000051
	Mn.wk.ctr	PM_CME / 1000	PM CME Departm...	Costs	0,00 INR
				PMActType	
				SystCond.	

The 'Dates' section contains:

Bsc start	20.07.2020	Priority	
Basic fin.	20.07.2020	Revision	

The 'Reference object' section contains:

Func. Loc.	1000-JWDI-1027	MARATHA MANDIR
Equipment	10000572	ACSPLIT1
Assembly		

The 'Malfnctn data' section contains:

Malf.Start	20.07.2020	02:21:18	<input checked="" type="checkbox"/> Breakdown
MalfEnd		00:00:00	Breakdown dur. H



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Operation Details Copied from the Notification (Control key PM01-internal operations, PM03-external Operations AMC or Hire service), and Components Tab enter the spare details and select the Stock (L) and Non Stock(N) Category.

HeaderData															
Operations															
Components															
Costs															
Objects															
Additional Data															
Location															
Planning															
Control															
General	Internal	External	Dates	Act. Data	Enhancement	Ex. Factor	Catalog	Create Follow-On Ord.							
Op...	SOP	Work Ctr	Plant	Co...	StTextK	S...	Operation short text	L...	Actual work	Work	Un	N...	Dur.	Un	C.Key
0010		FM_CME	1000	PM01			Air Conditioner Maintenance		0		3H	1		3H	Calculate du...
0020		FM_CME	1000	PM01					0		H			H	
0030		FM_CME	1000	PM01					0		H			H	
0040		FM_CME	1000	PM01					0		H			H	

HeaderData													
Operations													
Components													
Costs													
Objects													
Additional Data													
Location													
Planning													
Control													
Gen. Data	Purch.	List	Graph...	Assy	Repl.	Catalog							
Ite...	Component	Description	L...	Reqmt Qty	UM	IC	S...	SLoc	Pint	Op...	Batch	Proc.	Category
0020	1000000427	AIR CONDITIONER 1 TR CAPACITY,		1	EA	N		1000	0010				PReq for Order
0030	1000000477	COMPRESSED INDUSTRIAL OXYGEN G		3	M3	L		1000	0010				Reservation for Order

HeaderData		Operations		Components		Costs		Objects		Additional Data		Location	
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													
Subnetwork of/Oprtn.													
Ref. Element PM/PS													
Component Maintenance Cockpit Control													
Order Code		Priority	0	Prio.Manually Chgd									



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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

Order: ZM02 1000109 Air Conditioner Maintenance
Sys.Status: REL MACM PRC


Change Breakdown Maintenance 1000109: Component Detail Purchasing Data

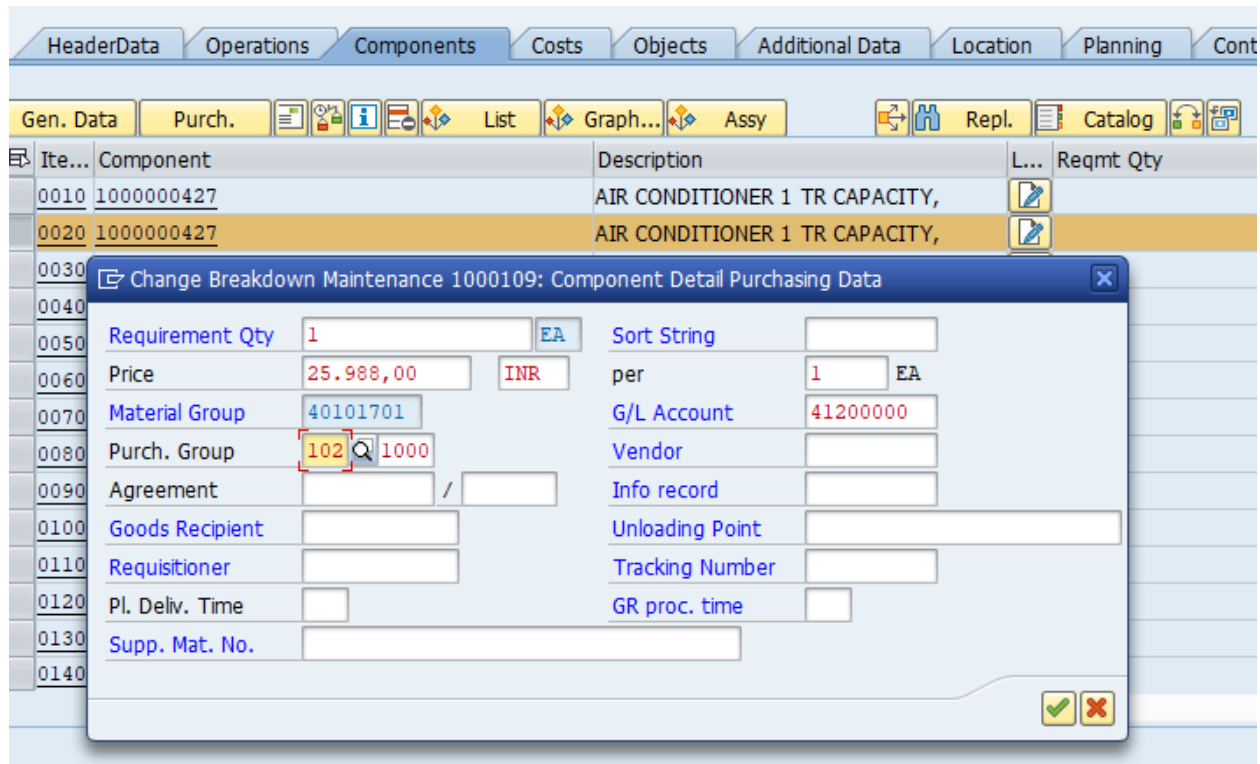
Requirement Qty	1	EA	Sort String	
Price	25,988.00	INR	per	1 EA
Material Group	40101701		G/L Account	41200000
Purch. Group	/ 1000		Vendor	
Agreement	/		Info record	
Goods Recipient			Unloading Point	
Requisitioner			Tracking Number	
Pl. Deliv. Time			GR proc. time	
Supp. Mat. No.				

Error: Please enter purchasing group


3	M3	L	1000	0010	RESERVATION FOR ORDER
1	N		1000		

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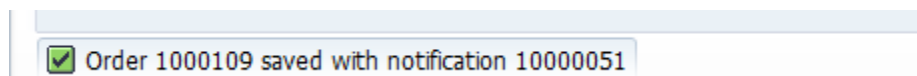
Enter the Purchase Group 102 and Click  or Press Enter



The screenshot shows the SAP Breakdown Maintenance dialog box for component 1000109. The 'Purch. Group' field is highlighted with a red box and contains the value '102'. The 'Requirement Qty' is set to '1'. The 'Price' is '25.988,00' with the currency 'INR'. The 'Material Group' is '40101701' and the 'G/L Account' is '41200000'. The dialog box has a title bar that reads 'Change Breakdown Maintenance 1000109: Component Detail Purchasing Data' and includes 'Save' and 'Cancel' buttons at the bottom right.

Saving the Maintenance Order Click “**Save**”  icon

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



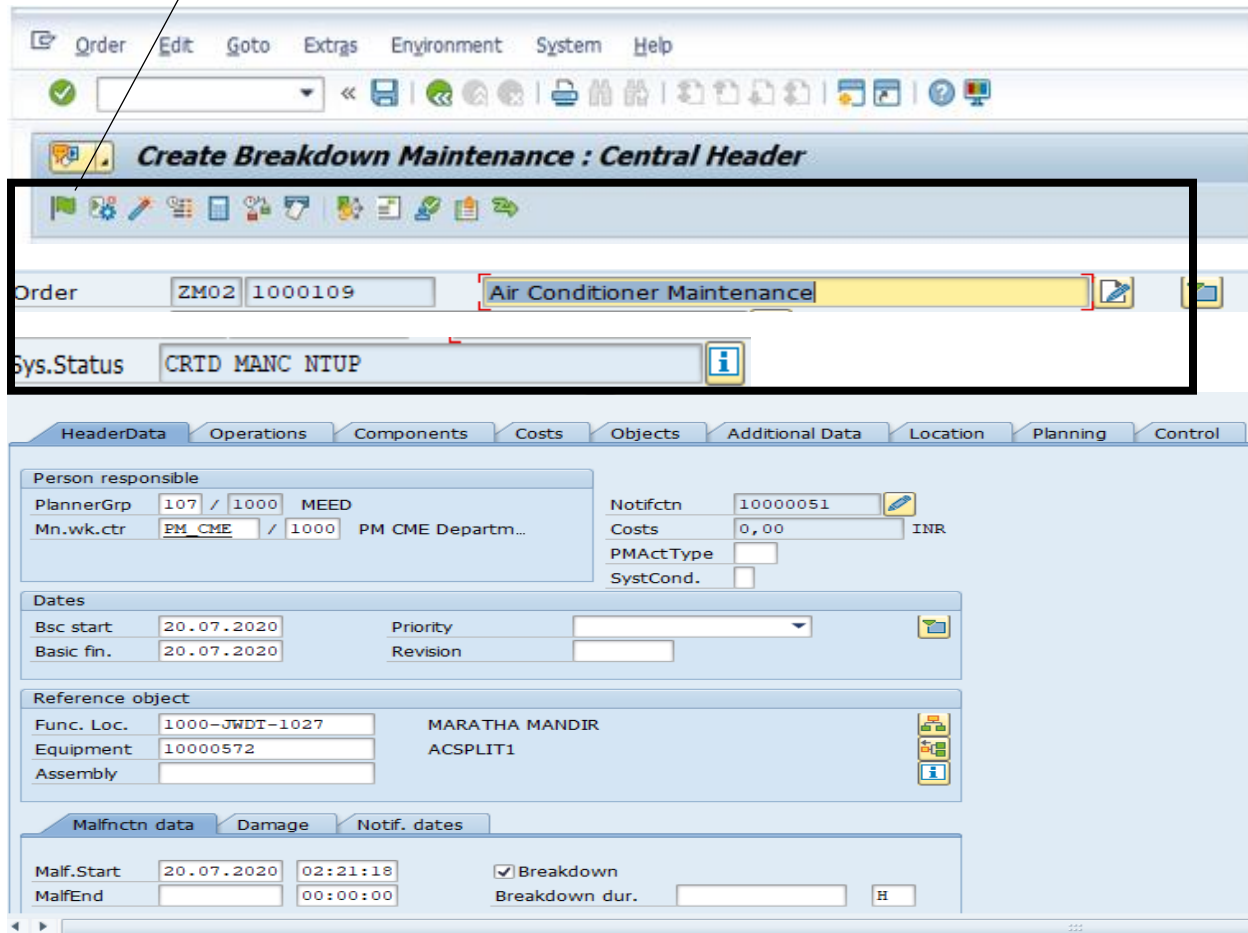
The screenshot shows a message box with a green checkmark icon and the text: "Order 1000109 saved with notification 10000051".

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Releasing the order

The below transaction code which we can use for releasing of manual breakdown maintenance order for functional location/equipment/Asset

Enter Transaction code IW32 in command bar and Enter the Order No Once Order is opened click the release Icon



The screenshot displays the SAP IW32 transaction interface. At the top, the menu bar includes 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title bar reads 'Create Breakdown Maintenance : Central Header'. A toolbar below the title bar contains several icons, including a release icon (a green arrow pointing right) which is highlighted by a red box and an arrow from the text above. The 'Order' field contains 'ZM02 1000109' and the description 'Air Conditioner Maintenance' is highlighted in yellow. The 'Sys.Status' field shows 'CRTD MANC NTUP'. The 'Person responsible' section includes 'PlannerGrp 107 / 1000 MEED' and 'Mn.wk.ctr PM_CME / 1000 PM CME Departm...'. The 'Dates' section shows 'Bsc start 20.07.2020' and 'Basic fin. 20.07.2020'. The 'Reference object' section shows 'Func. Loc. 1000-JWDI-1027 MARATHA MANDIR', 'Equipment 10000572 ACSPLIT1', and 'Assembly'. The 'Malfnctn data' section shows 'Malf.Start 20.07.2020 02:21:18' and 'MalfEnd' with a 'Breakdown' checkbox checked.



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Order Status Changed to Release once order released save the order using save Icon

Order ZM07 1000109 Air Conditioner Maintenance

Sys.Status REL MACM PRC

Person responsible
PlannerGrp 107 / 1000 MEED
Mn.wk.ctr PM_CME / 1000 PM CME Departm...

Notifctn 10000051
Costs 0,00 INR
PMActType
SystCond.

Dates
Bsc start 20.07.2020 Priority
Basic fin. 20.07.2020 Revision

Reference object
Func. Loc. 1000-JWDI-1027 MARATHA MANDIR
Equipment 10000572 ACSPLIT1
Assembly

Malfnctn data Damage Notif. dates
Malf.Start 20.07.2020 02:21:18 Breakdown
MalfEnd 00:00:00 Breakdown dur. H

Order Saved with the Notification system shows below message

Order 1000109 saved with notification 10000051



SAP User Manual for Breakdown Maintenance

Checking for Reservation for stock Item and PR Creation for Non stock Item

Go to Transaction Code IW32 and enter the Order No 1000109 and once order opened go to components Tab and Select the Non stock Item and Click Purchasing Data

It...	Component	Description	L...	Reqmt Qty	UM	IC	S.	SLoc	Plnt	Op...	Batch	Proc. Category	Re...	Re
0020	1000000427	AIR CONDITIONER 1 TR. CAPACITY,		1	EA	N			1000	0010		PReq for Order	0000	
0030	1000000477	COMPRESSED INDUSTRIAL OXYGEN G		3	M3	L			1000	0010		Reservation for Order	0000	
0040														
0050														



SAP User Manual for Breakdown Maintenance

In Purchasing Data Page Purchase Request for Non Stock item Created with Number

Change Breakdown Maintenance 1000109: Component Detail Purchasing Data

Order: 1000109 Activity: 0010
Material: 1000000427 AIR CONDITIONER 1 TR CAPACITY,
Item: 0020 Item Category: N

General Data **Purchasing Data**

Requirement Qty	1	EA	Sort String	
Price	25.988,00	INR	per	1 EA
Material Group	40101701		G/L Account	41200000
Purch. Group	102 / 1000		Vendor	
Agreement			Info record	
Goods Recipient			Unloading Point	
Requisitioner	MP00611268		Tracking Number	
Pl. Deliv. Time			GR proc. time	
Supp. Mat. No.				

Actual Data

Purchase Req.	2001000963 / 10	Received	0
---------------	-----------------	----------	---

PO Exists



SAP User Manual for Breakdown Maintenance

Select the Stock item and Click General Data to See the Reservation No

Material availability check if stock item available in store system automatically takes as committed quantity

Ite...	Component	Description	Reqmt Qty	UM	IC	S.Loc	Plnt	Op...	Batch	Proc. Category	Re...	Rec
0020	1000000427	AIR CONDITIONER 1 TR CAPACITY,	1	EA	N		1000	0010		PReq for Order	0000	
0030	1000000477	COMPRESSED INDUSTRIAL OXYGEN G	3	M3	L		1000	0010		Reservation for Order	0000	

Reservation Created for Stock Item and Material availability checked in header so committed quantity also appeared below

Order: 1000109, Activity: 0010, Material: 1000000477, Item: 0030, Item Category: COMPRESSED INDUSTRIAL OXYGEN G

General Data

Component: Plant: 1000, Stor. Loc.: , Batch: , Sort String: , Goods Recipient: , Unloading Point: , Reqmt Date: 20.07.2020 00:00:00, Offset: , Reservation: 157, 3, Movement type: 261

Quantities

Requirement Qty: 3, Unit of Measure: M3, Fixed qty.
Committed Qty: 3
Withdrawal Qty: 0, Final issue

General Indicators

Backflushing Res./Purc. req.: Immediately
Bulk Material Costg/Relevancy: 100% Relevant to Co...
Mvt Allowed Mat. Prov. Ind.:



SAP User Manual for Breakdown Maintenance

Go to T Code IW22 and Check the Notification Status Notification status changed to Order Assigned

The screenshot shows the SAP 'Change Status' (IW22) transaction. The notification number is 10000051, the description is 'Air Conditioner Maintenance', and the notification type is M2. The current status is 'NOPR ORAS'. The 'Status' tab is active, showing a list of system statuses where 'ORAS' (Order assigned) is selected. The 'Status Profile' field is highlighted with a yellow box.

Syst. Status	St...	Text
<input checked="" type="checkbox"/>	NOPR	Notification in process
<input checked="" type="checkbox"/>	ORAS	Order assigned

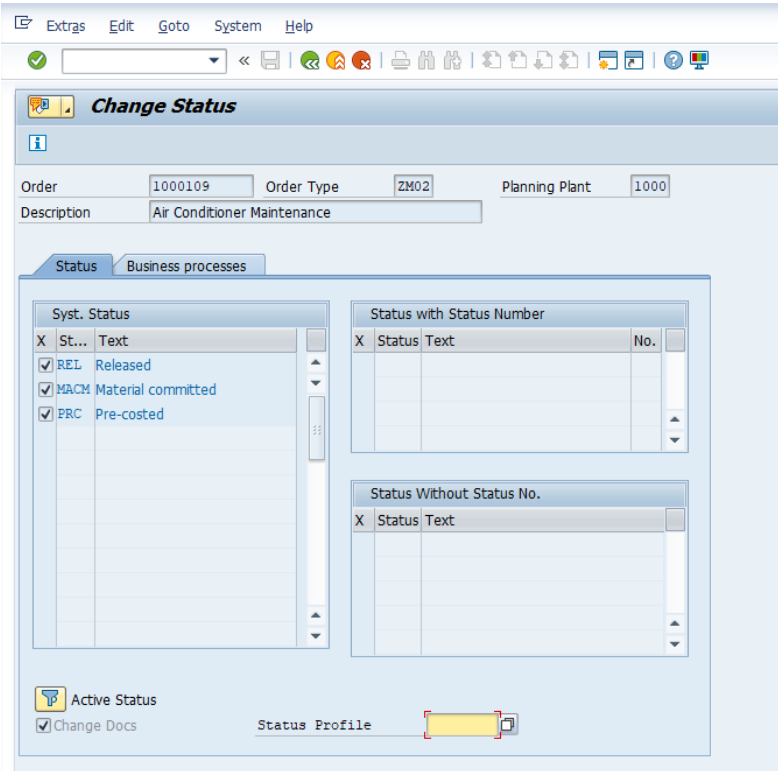
Status with Status Number	Status	Text	No.
<input checked="" type="checkbox"/>			

Status Without Status No.	Status	Text
<input checked="" type="checkbox"/>		



SAP User Manual for Breakdown Maintenance

Same Order screen click the order no for Status changed to Released and Material Committed and Pre Costed





SAP User Manual for Breakdown Maintenance

Planned Costs appeared in Costs tab in order screen

Change Breakdown Maintenance 1000109: Cost Overview

Order: ZM02 1000109 Air Conditioner Maintenance
Status: REL MACM PRC

Complete (business)

HeaderData | Operations | Components | **Costs** | Objects | Additional Data | Location | Planning

Estimated costs: 0,00 INR
Val.in Object Curr. INR
Val.in CoAreaCurr. INR


Rep. Plan/Act. | Rep. Budget/Commit.

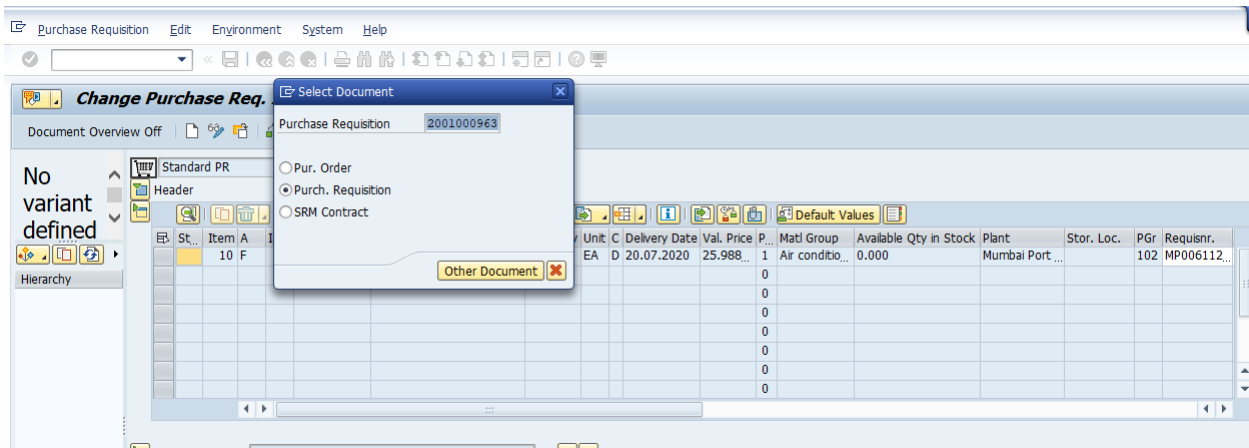
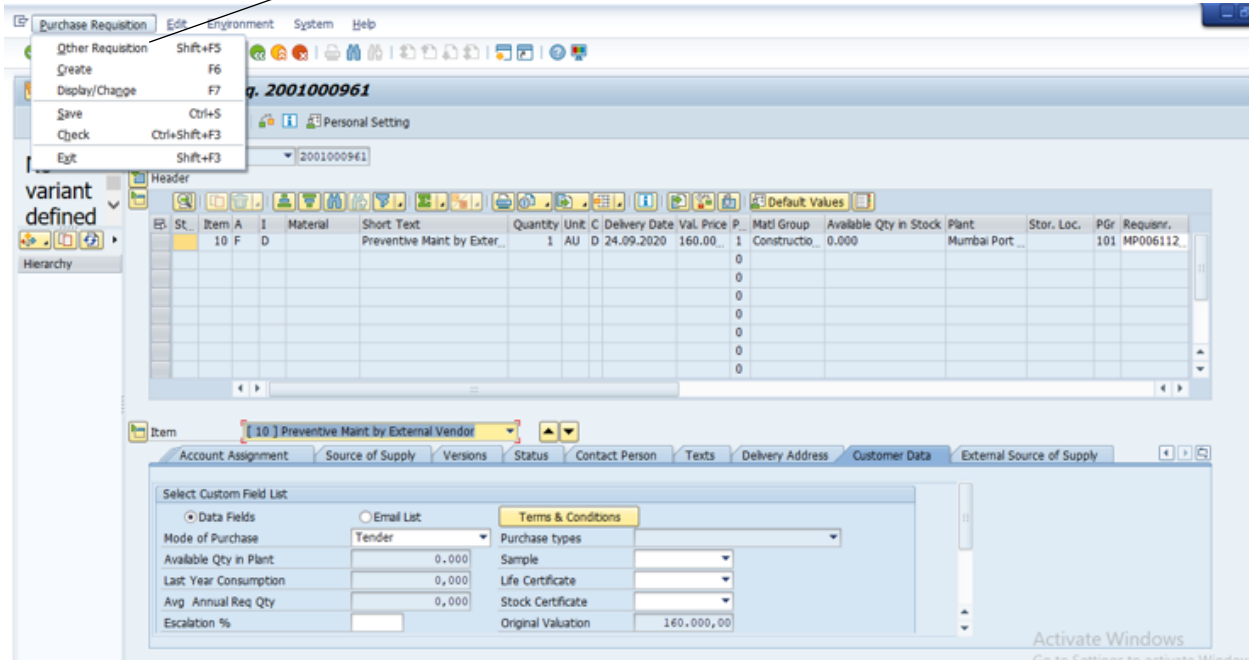
Overview | **Costs** | Quantities | Key figures

Group/Ds...	Est. costs	Plan costs	Act. costs	C.
Costs	0,00	138,06	0,00	INR
•	0,00	138,06	0,00	INR

SAP User Manual for Breakdown Maintenance

Create/Change of Purchase Requisition

Go to T Code ME52N and follow the below menu Path Or Click  and enter the Purchase req No 2001000963



SAP User Manual for Breakdown Maintenance

Once PR Displayed Click Change icon and select Customer Tab and select the purchase Details

The screenshot shows the SAP 'Change Purchase Req. 2001000963' interface. The 'Customer Data' tab is active, displaying a table with purchase details. A red box highlights the 'Mode of Purchase' field, which is set to 'Direct Purchase', and the 'Purchase types' field, which is set to 'WITH QUOTATION'. The table below shows the following data:

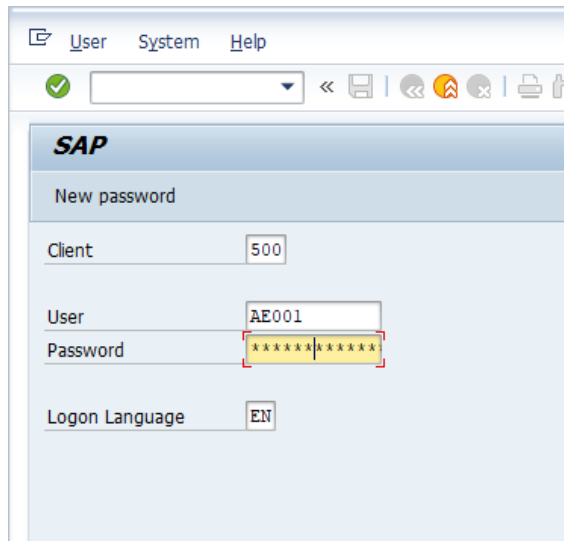
St...	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Val. Price	P...	Matl Group	Available Qty in Stock	Plant
	10	F	1000000427	AIR CONDITIONER 1 TR...	1	EA	D	20.07.2020	25.988..	1	Air conditio...	0.000	Mumbai F

Click on “” **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 2001000963 changed ” message.

SAP User Manual for Breakdown Maintenance

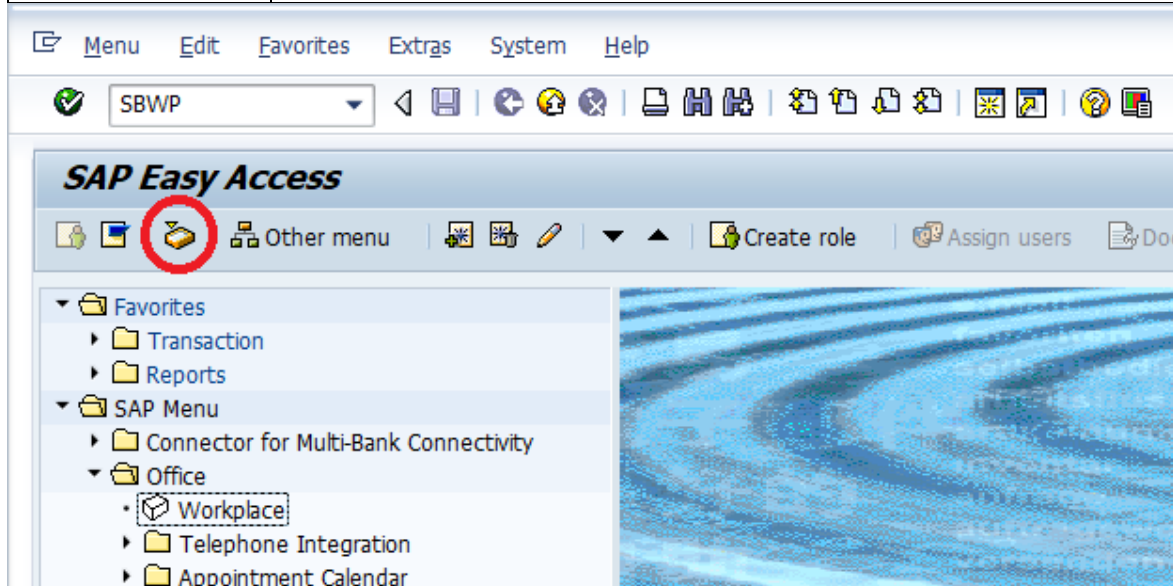
Login as **Approver 1** (Assistant Engineer) in SAP System.



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 → SAP Menu → Office → Workplace





SAP User Manual for Breakdown Maintenance

Expand “Inbox” button, under workflow “Approve Purchase requisition 2002000963” message will appear.


The screenshot shows the SAP inbox interface. On the left, the 'Inbox' folder is expanded, showing a workflow task 'Please approve the Purchase Requisition 2001000963'. The main area displays a list of workflow items with columns for Ex, Title, Status, Work Item ID, Creation Date, and Creation Time. The first item is selected, and its details are shown below the list. The description field contains the text: 'Select one of the available decision options. This completes the processing of this step. Before you make a decision, you can display the'. The objects and attachments field is empty, showing 'No attachments or objects exist'. The interface also includes a 'Tips & tricks' section and an 'Activate Windows' watermark.

Ex	Title	Status	Work Item ID	Creation Date	Creation Time	P	At	Co	W	Dynamic column
	Please approve the Purchase Requisition 2001000963		415320	20.07.2020	02:34:58	5				
	Please approve the Purchase Requisition 2001000963		414579	20.07.2020	02:33:46	5				
	Please approve the Purchase Requisition 2001000962		414487	19.07.2020	15:13:42	5				
	Please approve the Purchase Requisition 2001000962		414486	19.07.2020	15:13:02	5				
	Please approve the Purchase Requisition 2001000961		415262	19.07.2020	15:10:39	5				
	Please approve the Purchase Requisition 2001000961		415261	19.07.2020	15:10:16	5				
	Please approve the Purchase Requisition 2001000959		415260	19.07.2020	15:10:03	5				
	Please approve the Purchase Requisition 2001000959		414485	19.07.2020	15:07:07	5				
	Please approve the Purchase Requisition 2001000959		414484	19.07.2020	15:06:38	5				
	Please approve the Purchase Requisition 2001000959		415259	19.07.2020	15:05:51	5				
	Please approve the Purchase Requisition 2001000959		415258	19.07.2020	15:05:51	5				
	Please approve the Purchase Requisition 2001000958		415228	17.07.2020	10:00:27	5				
	Please approve the Purchase Requisition 2001000959		415227	17.07.2020	09:59:48	5				



SAP User Manual for Breakdown Maintenance

Double Click on the “Please Approve Purchase requisition 2002000963” message. It will open the Purchase requisition document in Display mode.

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

St.	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Val. Price	P.	Matl Group	Available Qty in Stock	Plant	Stor. Loc.	PGr	Requisnr.
	10	F	1000000427	AIR CONDITIONER 1 TR...	1	EA	D	20.07.2020	25.988	1	Air conditio...	0.000	Mumbai Port ...		102	MP006112...



SAP User Manual for Breakdown Maintenance

Click on “**Approve Purchase Requisition**” Button to approve the Purchase Requisition.

The screenshot shows the SAP 'Decision Step in Workflow' interface. At the top, there is a menu bar with 'Decision', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Decision Step in Workflow' and contains the following elements:

- Buttons for 'Workflow', 'Create', and 'Import'.
- A message: 'Please approve the Purchase Requisition 2001000963'.
- A section titled 'Choose one of the following alternatives' containing a list of options:
 - Approve Purchase Requisition
 - Reject Purchase Requisition
 - Display Purchase Requisition
 - Approval or Rejection History
 - Hold
- A 'Description' section with text: 'Select one of the available decision options. This completes the processing of this step. 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.'
- An 'Objects and attachments' section with text: 'No attachments or objects exist'.

Purchase Requisition will be approved with level 1.

Purchase Requisition Approval Request notification is forwarded to Approver 2

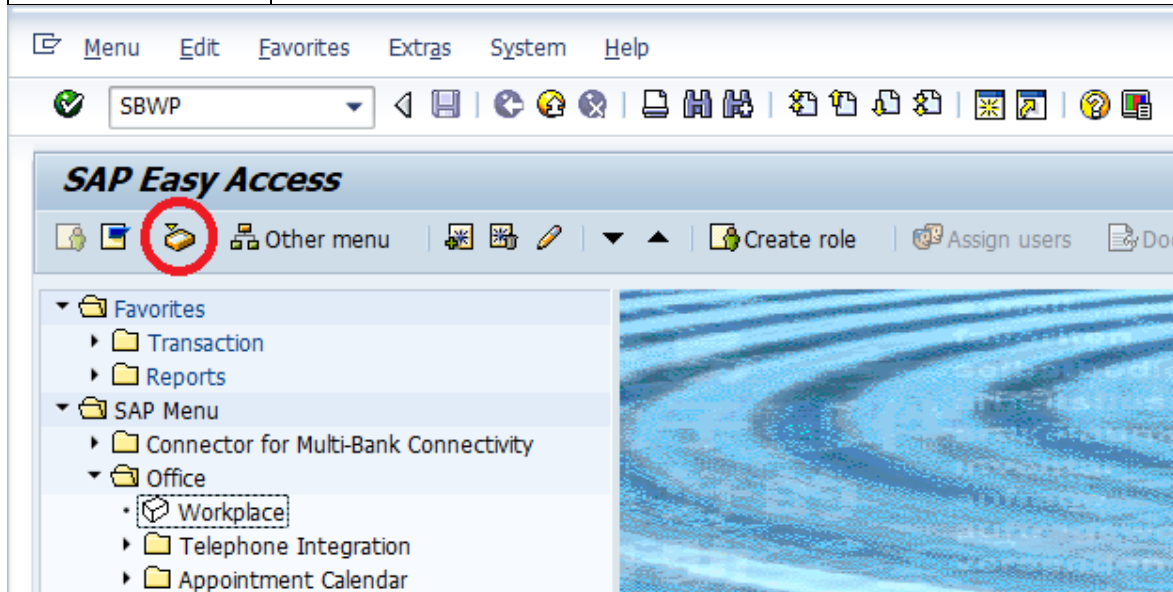
SAP User Manual for Breakdown Maintenance

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.

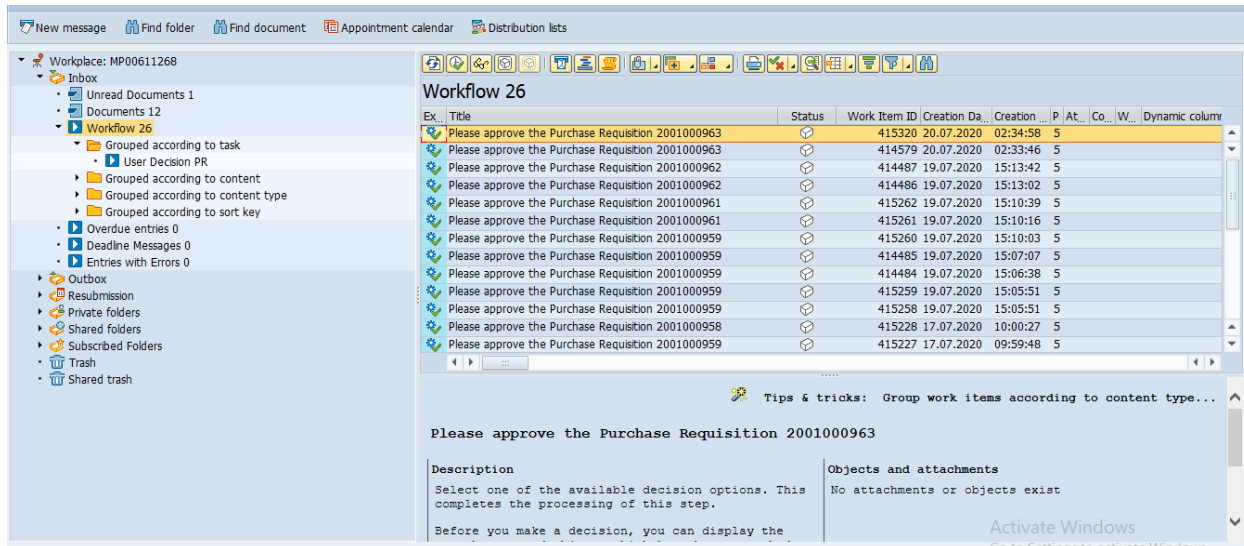
Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace






SAP User Manual for Breakdown Maintenance

Expand “Inbox” button, under workflow “**Approve Purchase requisition 2002000963**” message will appear.



Double Click on the “**Please Approve Purchase requisition 2002000963**” message. System will open the Purchase requisition document in Display mode.

Click on “” **Back** Button. System will open Decision step in workflow screen.



SAP User Manual for Breakdown Maintenance

Click on “Approve Purchase Requisition” Button to approve the Purchase Requisition.

The screenshot shows the SAP 'Decision Step in Workflow' interface. At the top, there is a menu bar with 'Decision', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Decision Step in Workflow' and contains the following elements:

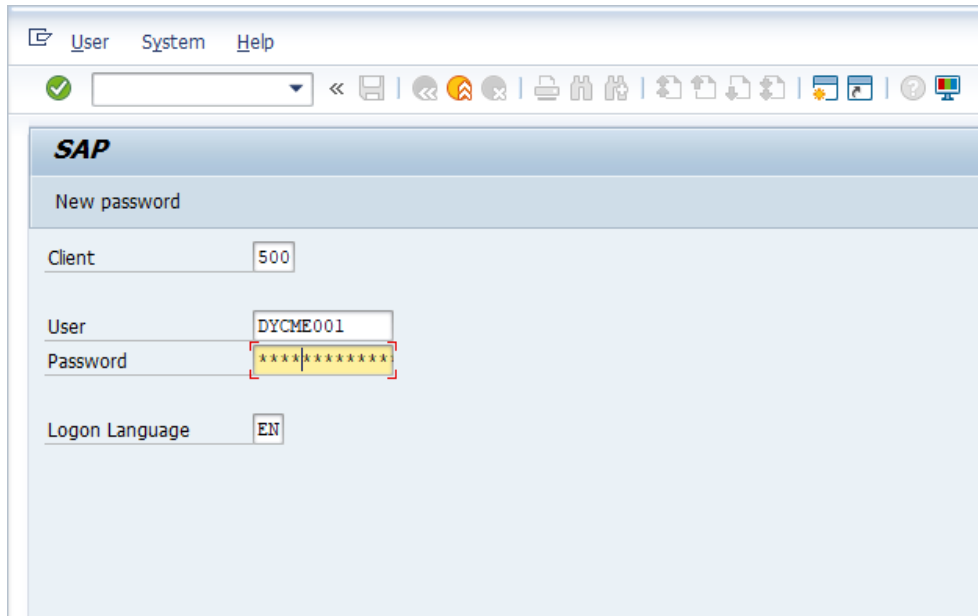
- A prompt: 'Please approve the Purchase Requisition 2001000963'
- A section titled 'Choose one of the following alternatives' containing a list of options:
 - Approve Purchase Requisition
 - Reject Purchase Requisition
 - Display Purchase Requisition
 - Approval or Rejection History
 - Hold
- A 'Description' section with the text: 'Select one of the available decision options. This completes the processing of this step. 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.'
- An 'Objects and attachments' section with the text: 'No attachments or objects exist'

Purchase Requisition will be approved with level 2.

Purchase Requisition Approval Request notification is forwarded to Approver 3.

SAP User Manual for Breakdown Maintenance

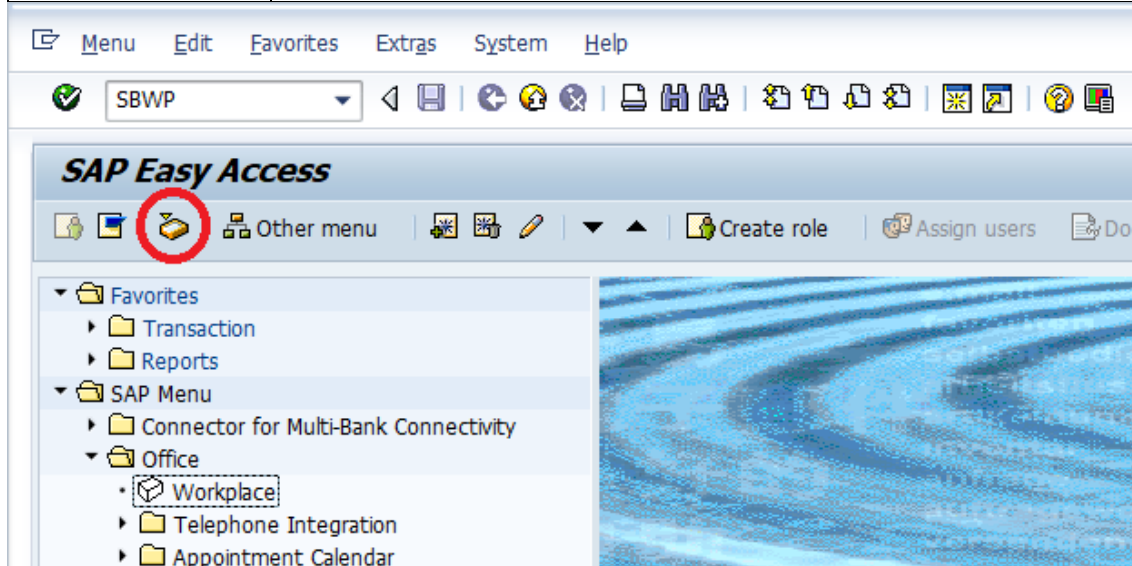
Login as **Approver 3** (Dy CME) in SAP System.



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 → SAP Menu → Office → Workplace





SAP User Manual for Breakdown Maintenance


Expand “Inbox” button, under workflow “Approve Purchase requisition 2002000963” message will appear.

The screenshot shows the SAP inbox interface. On the left is a navigation pane with folders like 'Inbox', 'Unread Documents 1', 'Documents 12', and 'Workflow 26'. The main area displays a table of workflow items. The first item is highlighted in yellow:

Ex.	Title	Status	Work Item ID	Creation Da...	Creation ...	P	At...	Co...	W...	Dynamic colum
415320	Please approve the Purchase Requisition 2001000963	✓	415320	20.07.2020	02:34:58	5				
414579	Please approve the Purchase Requisition 2001000963	✓	414579	20.07.2020	02:33:46	5				
414487	Please approve the Purchase Requisition 2001000962	✓	414487	19.07.2020	15:13:42	5				
414486	Please approve the Purchase Requisition 2001000962	✓	414486	19.07.2020	15:13:02	5				
415262	Please approve the Purchase Requisition 2001000961	✓	415262	19.07.2020	15:10:39	5				
415261	Please approve the Purchase Requisition 2001000961	✓	415261	19.07.2020	15:10:16	5				
415260	Please approve the Purchase Requisition 2001000959	✓	415260	19.07.2020	15:10:03	5				
414485	Please approve the Purchase Requisition 2001000959	✓	414485	19.07.2020	15:07:07	5				
414484	Please approve the Purchase Requisition 2001000959	✓	414484	19.07.2020	15:06:38	5				
415259	Please approve the Purchase Requisition 2001000959	✓	415259	19.07.2020	15:05:51	5				
415258	Please approve the Purchase Requisition 2001000959	✓	415258	19.07.2020	15:05:51	5				
415228	Please approve the Purchase Requisition 2001000958	✓	415228	17.07.2020	10:00:27	5				
415227	Please approve the Purchase Requisition 2001000959	✓	415227	17.07.2020	09:59:48	5				

Below the table, the selected item is displayed in detail. The title is "Please approve the Purchase Requisition 2001000963". The description area contains instructions: "Select one of the available decision options. This completes the processing of this step. Before you make a decision, you can display the...". The objects and attachments section shows "No attachments or objects exist".

Double Click on the “Please Approve Purchase requisition 2002000963” message. System will open the Purchase requisition document in Display mode.

Click on “” Back Button. System will open Decision step in workflow screen.



SAP User Manual for Breakdown Maintenance

Click on “Approve Purchase Requisition” Button to approve the Purchase Requisition.

The screenshot shows the SAP 'Decision Step in Workflow' interface. At the top, there is a menu bar with 'Decision', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Decision Step in Workflow' and contains the following elements:

- Buttons for 'Workflow', 'Create', and 'Import'.
- A message: 'Please approve the Purchase Requisition 2001000963'.
- A section titled 'Choose one of the following alternatives' containing a list of options:
 - Approve Purchase Requisition
 - Reject Purchase Requisition
 - Display Purchase Requisition
 - Approval or Rejection History
 - Hold
- A 'Description' section with the text: 'Select one of the available decision options. This completes the processing of this step. 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.'
- An 'Objects and attachments' section with the text: 'No attachments or objects exist'.

Purchase Requisition will be approved with level 3.

Purchase Requisition Approval Request notification is forwarded to Approver 4.

SAP User Manual for Breakdown Maintenance

Login as **Approver 4** (CME) in SAP System.

SAP

New password

Client

User

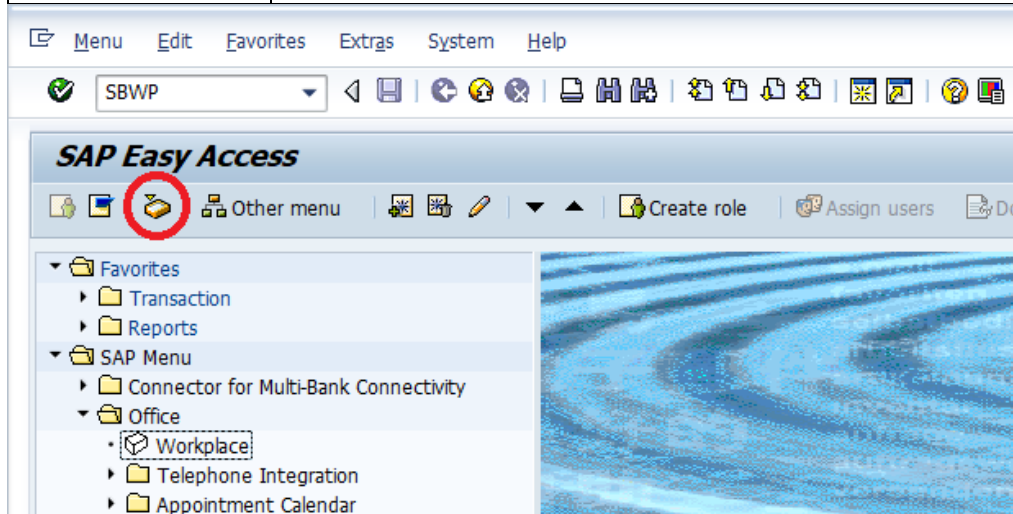
Password

Logon Language

Click on “” **SAP Business Workspace** Button.

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

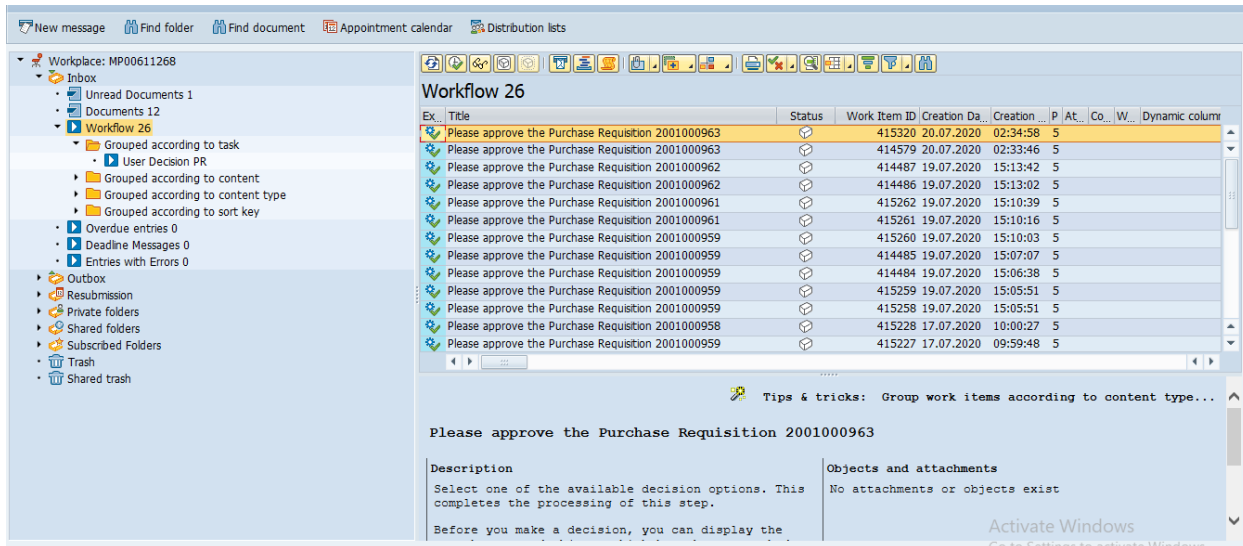
Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace





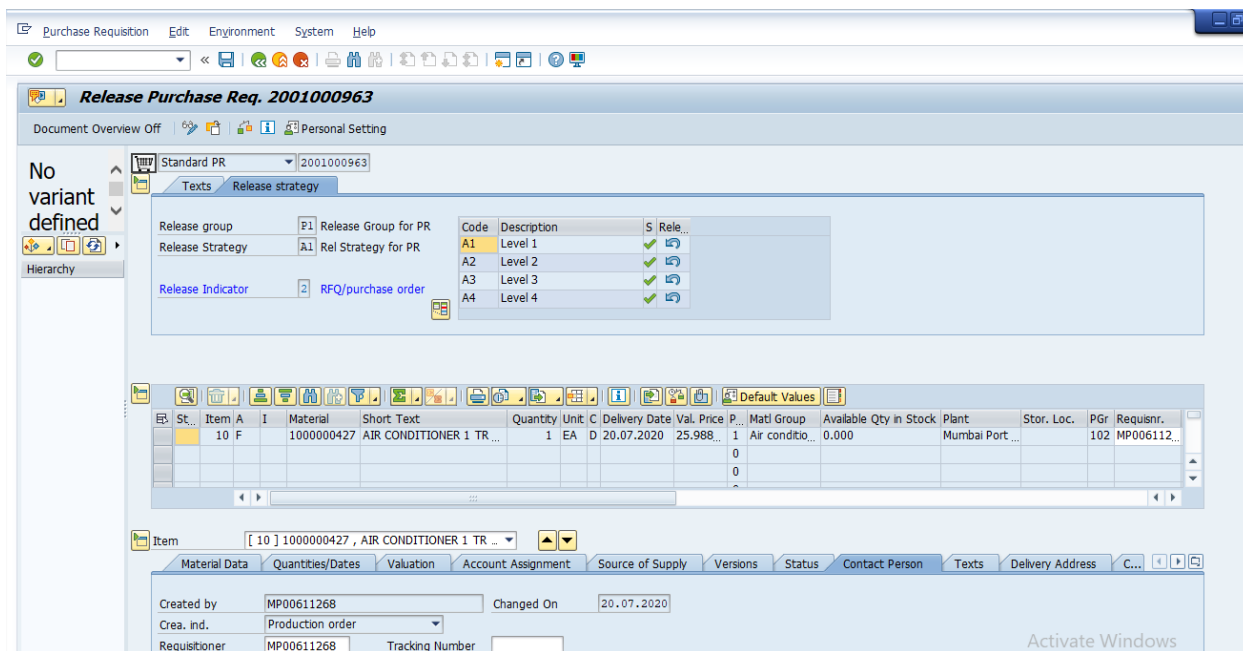
SAP User Manual for Breakdown Maintenance

Expand “Inbox” button, under workflow “Approve Purchase requisition 2002000963” message will appear.



Double Click on the “Please Approve Purchase requisition 2002000963” message. System will open the Purchase requisition document in Display mode.

Click on “” Back Button. System will open Decision step in workflow screen.





SAP User Manual for Breakdown Maintenance

Click on “Approve Purchase Requisition” Button to approve the Purchase Requisition.

The screenshot shows the SAP 'Decision Step in Workflow' interface. At the top, there is a menu bar with 'Decision', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Decision Step in Workflow' and contains the following elements:

- Buttons for 'Workflow', 'Create', and 'Import'.
- A message: 'Please approve the Purchase Requisition 2001000963'.
- A section titled 'Choose one of the following alternatives' containing a list of options:
 - Approve Purchase Requisition
 - Reject Purchase Requisition
 - Display Purchase Requisition
 - Approval or Rejection History
 - Hold
- A 'Description' section with the text: 'Select one of the available decision options. This completes the processing of this step. 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.'
- An 'Objects and attachments' section with the text: 'No attachments or objects exist'.

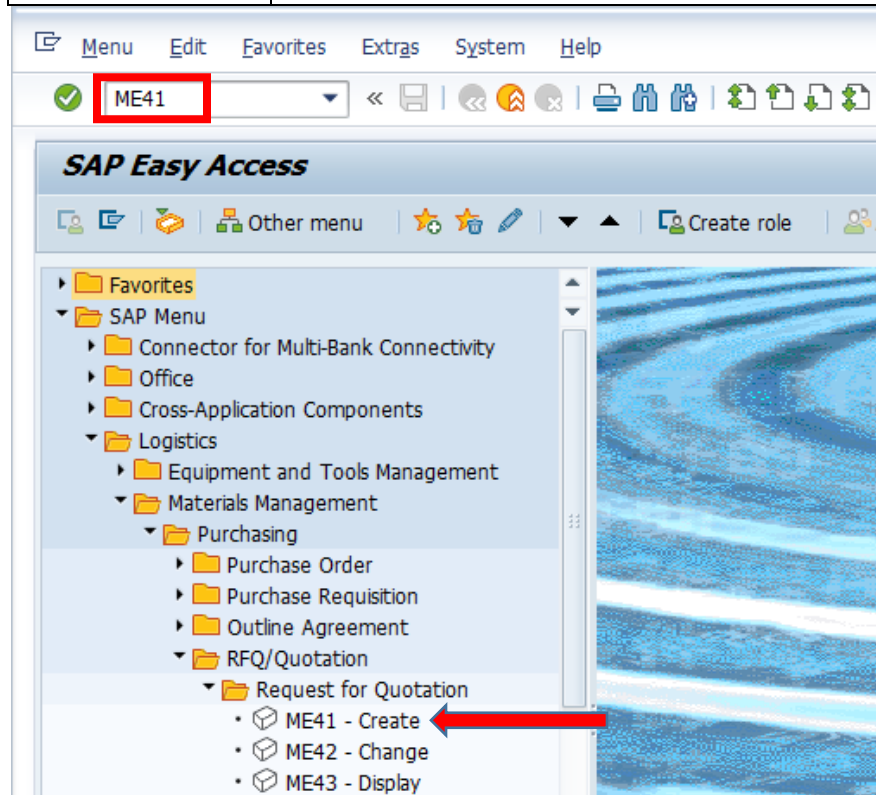
Purchase Requisition will be approved with level 4. Once the Purchase requisition is approved by all 4 level approvers, a notification is triggered to Purchase Requisition Initiator and all preceding approvers.

SAP User Manual for Breakdown Maintenance

Create/ Change Request for Quotation:

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

Transaction Code	ME41
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → RFQ/ Quotation → Request for Quotation → ME41 Create





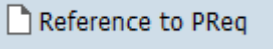
SAP User Manual for Breakdown Maintenance

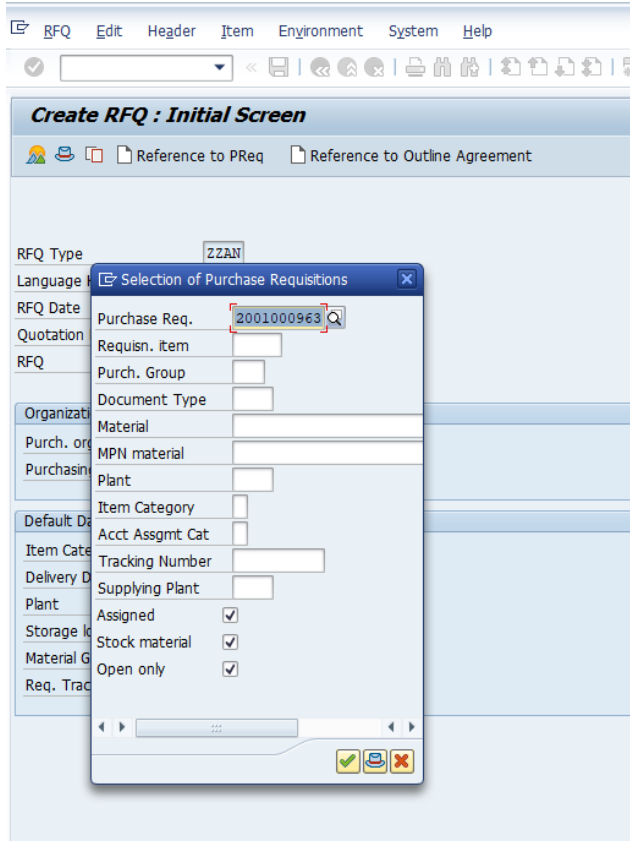
In Create RFQ Initial Screen Provide following details,

- RFQ Type: **ZZAN**
- RFQ Date: **20.07.2020**
- Quotation Deadline: **27.07.2020**
- Purchasing Org: **1000**
- Purchasing Group: **101**

The screenshot shows the SAP 'Create RFQ : Initial Screen' interface. The 'RFQ Type' field is highlighted with a red box and contains the value 'ZZAN'. Other fields include 'Language Key' (EN), 'RFQ Date' (20.07.2020), 'Quotation Deadline' (checked), 'Purch. organization' (1000), and 'Purchasing Group' (101). The 'Default Data for Items' section includes fields for Item Category, Delivery Date, Plant, Storage location, Material Group, and Req. Tracking Number.

SAP User Manual for Breakdown Maintenance

Click on “  ” Button & Provide reference Purchase requisition number **2002000963**.

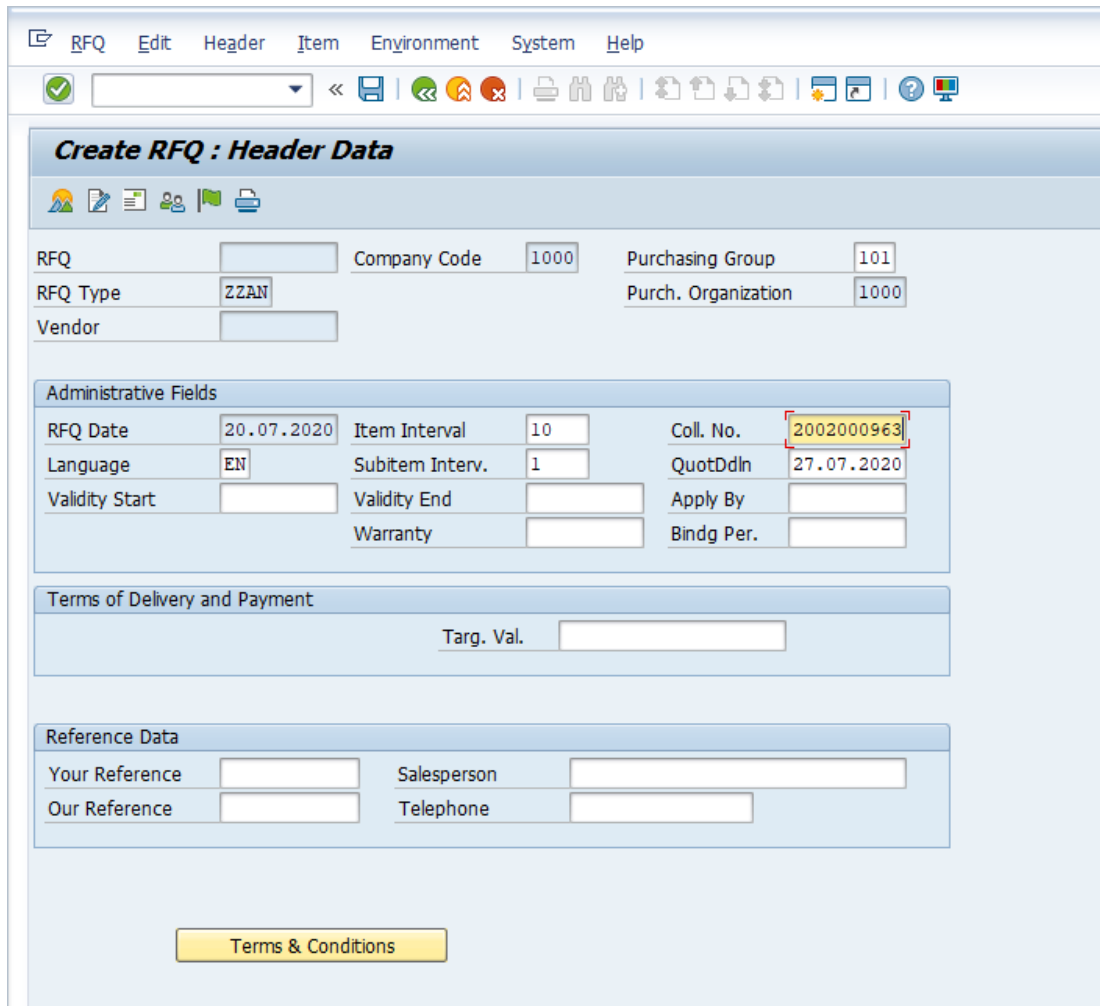




SAP User Manual for Breakdown Maintenance

Click on “” Continue Button.

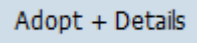
Enter Coll. No. **2002000963** & hit **Enter**



The screenshot shows the SAP 'Create RFQ : Header Data' screen. The interface includes a menu bar (RFQ, Edit, Header, Item, Environment, System, Help) and a toolbar with various icons. The main data entry area is divided into several sections:

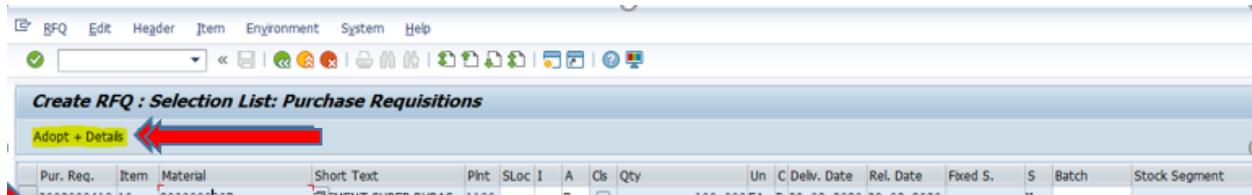
- Header Data:** RFQ (empty), Company Code (1000), Purchasing Group (101), RFQ Type (ZZAN), Purch. Organization (1000), Vendor (empty).
- Administrative Fields:** RFQ Date (20.07.2020), Item Interval (10), Coll. No. (2002000963), Language (EN), Subitem Interv. (1), QuotDdln (27.07.2020), Validity Start (empty), Validity End (empty), Apply By (empty), Warranty (empty), Bindg Per. (empty).
- Terms of Delivery and Payment:** Targ. Val. (empty).
- Reference Data:** Your Reference (empty), Salesperson (empty), Our Reference (empty), Telephone (empty).

A 'Terms & Conditions' button is located at the bottom of the screen.

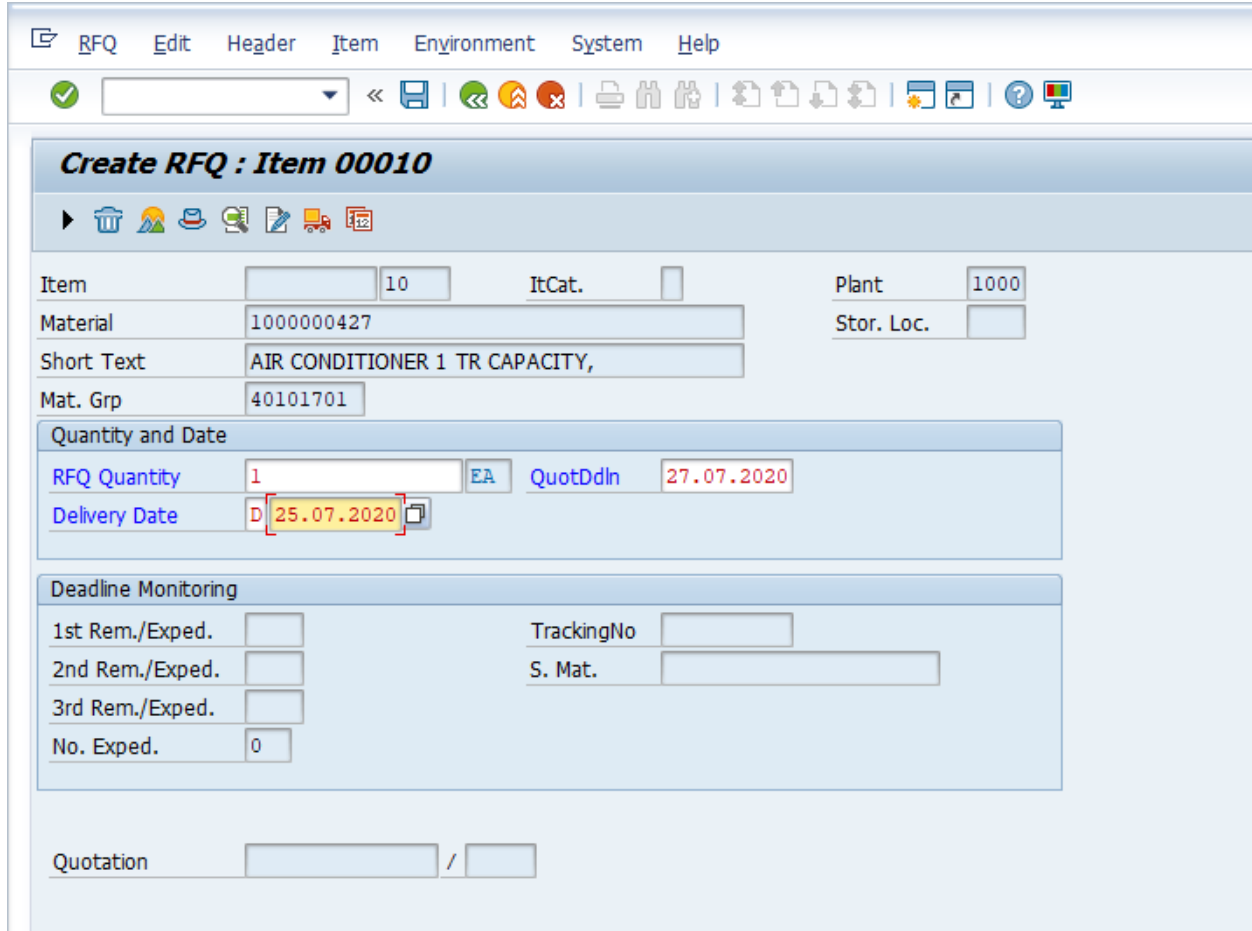
Select the line Item click on “” Button.




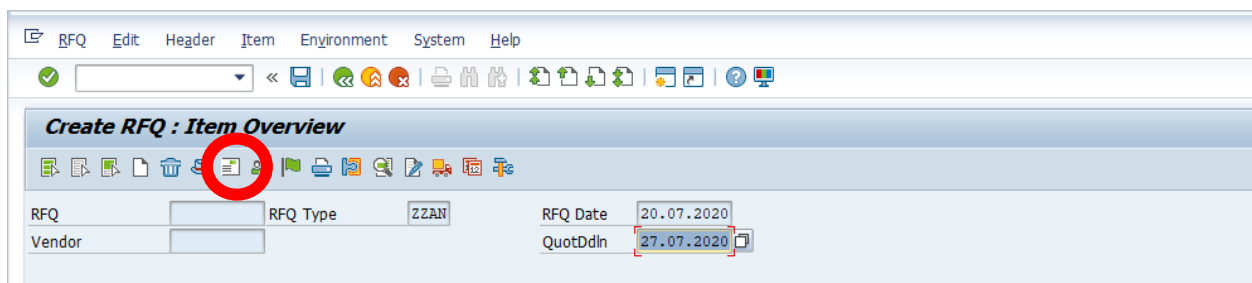
SAP User Manual for Breakdown Maintenance



In create RFQ screen, provide delivery Date & Press Enter.



On Create RFQ: Item Overview Screen, click on “” Supplier address button.





SAP User Manual for Breakdown Maintenance

Enter vendor number **400121**.

The screenshot shows the SAP 'Create RFQ : Supplier Address' form. The Vendor field is highlighted with the value 40000012. The form includes fields for RFQ, RFQ Date, Company Code, RFQ Type, Purch. Group, and Purchasing Org. Below these are sections for Name, Search Terms, Street Address, PO Box Address, and Communication.

RFQ		Company Code	1000	Purch. Group	101
RFQ Date	20.07.2020	RFQ Type	ZZAN	Purchasing Org.	1000
Vendor	40000012				

Name

Title

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country Region

PO Box Address

PO Box

Postal code

Company Postal Code

Communication

Language Other communication...





SAP User Manual for Breakdown Maintenance


After entering Vendor Number “40000012”, Press **Enter**.

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

The screenshot shows the SAP 'Create RFQ : Supplier Address' screen. The Vendor field is populated with '40000012'. The Name field shows 'FELIX ENGG. CO.'. The Street Address field shows 'COZY COTTAGE, 4TH FLOOR, BYCULLA'. The Search Terms field shows 'FELIX ENGG. CO.' and 'F006'. The Country is 'IN' (India) and Region is '27' (Maharashtra). The Language is set to 'English'.

Click on “” **Save** Button. System will create RFQ document & information message “ **Req for Quotation created under the number** 1001000029” is displayed.

Same Procedure for Creation of Two More quotations

 **Req for Quotation created under the number** 1001000030 & 1001000031 is Displayed.

Click on “” **Exit** button.

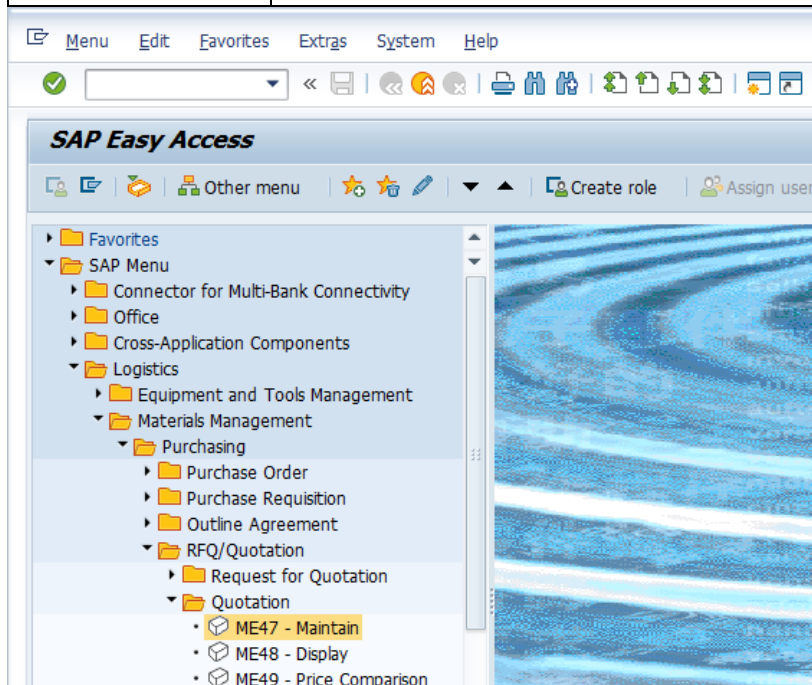
Mail will be sent to Vendor’s mail id mentioned in the Vendor Master.

SAP User Manual for Breakdown Maintenance

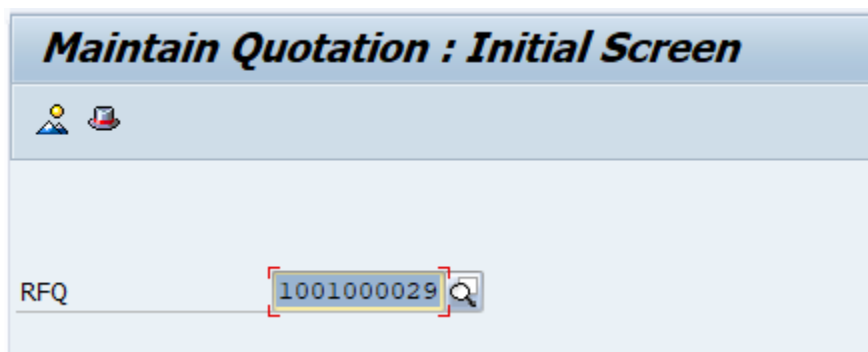
Maintain Quotation

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

Transaction Code	ME47
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → RFQ/ Quotation → Quotation → ME47 Maintain



On Maintain Quotation Initial Screen, Provide RFQ no. 1001000029 & press **Enter**.



System will open the Quotation document.



SAP User Manual for Breakdown Maintenance


Maintain the Net Price: 24090


Maintain Quotation : Item Overview

RFQ: 1001000029 RFQ Type: ZZAN RFQ Date: 20.07.2020
 Vendor: 40000010 ALEX CHEMICAL & INDUSTRIES QuotDln: 20.07.2020

Quotation Items

Item	Material	Short Text	RFQ Quantity	OU	C	Deliv. Date	Net Price	Per	OPU	Mat. Grp	Plnt	SLoc	D	R	T...	Stock Segment
10	1000000427	AIR CONDITIONER 1 TR CA...		EA	D	21.07.2020	24090	1	EA	40101701	1000	1001		<input type="checkbox"/>		

Click on “  ” **Save** Button. Quotation for RFQ 1002000038 will be maintained.

System will display “  **Quotation for Req for Quotation** 1001000029 Maintained ” message.

SAP User Manual for Breakdown Maintenance

On Maintain Quotation Initial Screen, Provide RFQ no. 1001000030 & press **Enter**.

Maintain Quotation : Initial Screen

RFQ


System will open the Quotation document.


Maintain the Net Price: **240004**

Maintain Quotation : Item Overview

RFQ: 1001000030 RFQ Type: ZZAN RFQ Date: 20.07.2020
Vendor: 40000012 FELIX ENGG. CO. QuotDdln: 20.07.2020

Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Net Price	Per	OPU	Mat. Grp	Plnt	SLoc	D	R	T...	Stock Segment
10	1000000427	AIR CONDITIONER 1 TR. CA...	1	EA	D	21.07.2020	24004	1	EA	40101701	1000	1001		<input type="checkbox"/>		

Click on “  ” **Save** Button. Quotation for RFQ 1002000038 will be maintained.

System will display “  **Quotation for Req for Quotation** 1001000030 Maintained ” message.

On Maintain Quotation Initial Screen, Provide RFQ no. 1001000031 & press **Enter**.

Maintain Quotation : Initial Screen


RFQ


System will open the Quotation document.

Maintain the Net Price: **240000**

SAP User Manual for Breakdown Maintenance

Maintain Quotation : Item Overview																
RFQ	1001000031	RFQ Type	ZZAN	RFQ Date	20.07.2020											
Vendor	40000013	MAHARASHTRA BAMBOO BHANDAR		QuotDdln	20.07.2020											
Quotation Items																
Item	Material	Short Text	RFQ Quantity	OUn	C	Deliv. Date	Net Price	Per	OPU	Mat. Grp	Plnt	SLoc	D	R	T...	Stock Segment
10	1000000427	AIR CONDITIONER 1 TR CA...		EA	D	21.07.2020	24000		1EA	40101701	1000	1001				

Click on “  ” **Save** Button. Quotation for RFQ 1002000038 will be maintained.

System will display “  **Quotation for Req for Quotation** 1001000031 Maintained “ message.

Price Comparison for RFQ


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

Transaction Code	ME49
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → RFQ/ Quotation → Quotation → ME49 Price Comparison



The screenshot shows the SAP Easy Access interface. At the top, the transaction code 'ME49' is entered in the command bar. Below it, the 'SAP Easy Access' menu is displayed. The left-hand navigation pane shows a tree structure of menus. The path is: SAP Menu → Logistics → Materials Management → Purchasing → RFQ/Quotation → Quotation → ME49 - Price Comparison. A red arrow points to the 'ME49 - Price Comparison' option.




SAP User Manual for Breakdown Maintenance


In price comparison list screen provide Collective RFQ **2001000963** & Press “  “ Execute Button.


Price Comparison List


 

Purchasing Organization: 1000

Quotation: [] to [] 

Collective RFQ: 2001000963 to [] 

Supplier: [] to [] 

Material: [] to [] 

Comparison Values

Reference Quotation: []

Mean Value Quotation

















Minimum Value Quotation

Percentage Basis: []

Max. No. Quotations per Page: 12

System will Display price comparison List.

List Edit Goto Environment System Help

 [] <<               

Price Comparison List in Currency INR

◀ ◁ ▷ ▶ ✎ Quotation ⚙ Material ⚙ Supplier Additional Info 🔄

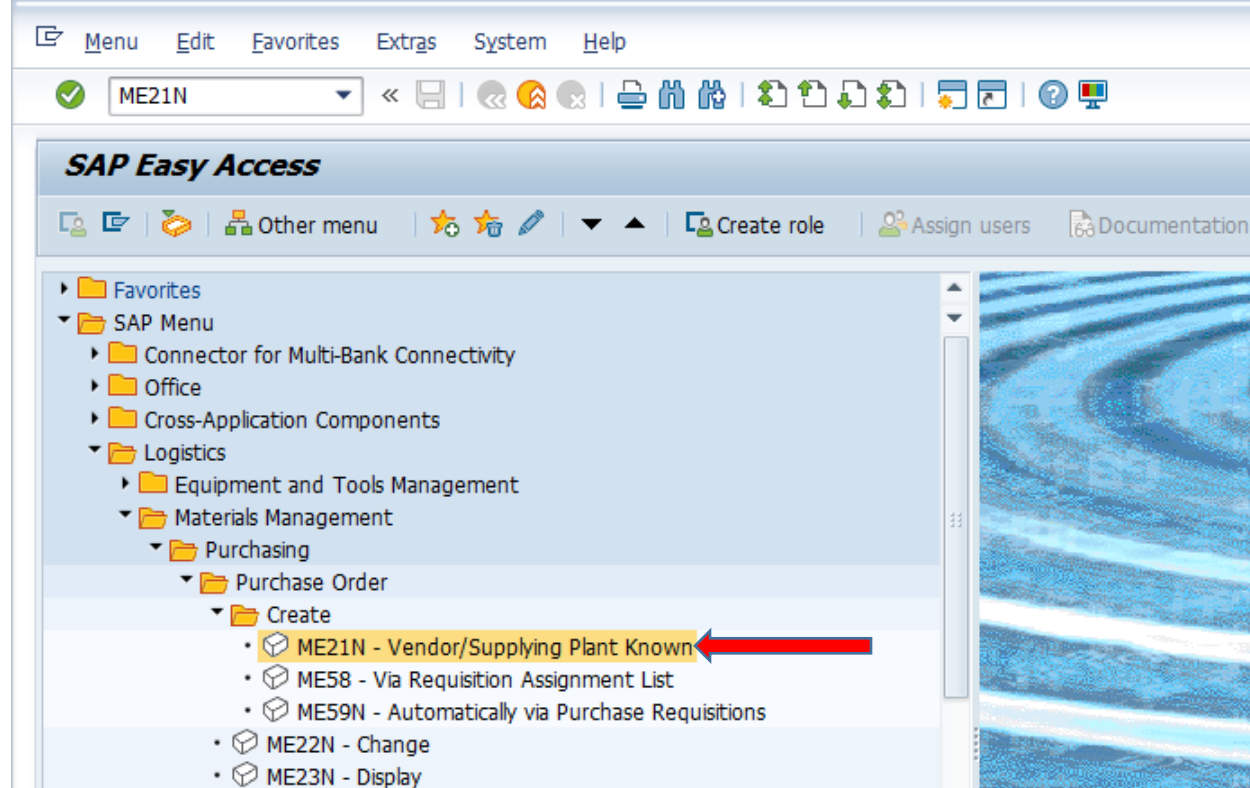
Material	Quot.:	1001000031	1001000030	1001000029
Sh. Text	Bidder:	40000013	40000012	40000010
Qty. in Base Unit	Coll. No. :	2001000963	2001000963	2001000963
1000000427	Val.:	24.000,00	24.004,00	24.090,00
AIR CONDITIONER 1 TR C	Price:	24.000,00	24.004,00	24.090,00
1 EA	Rank:	1 100 %	2 100 %	3 100 %
Total Quot.	Val.:	24.000,00	24.004,00	24.090,00
	Rank:	1 100 %	2 100 %	3 100 %

SAP User Manual for Breakdown Maintenance

Create/ Change Purchase Order

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

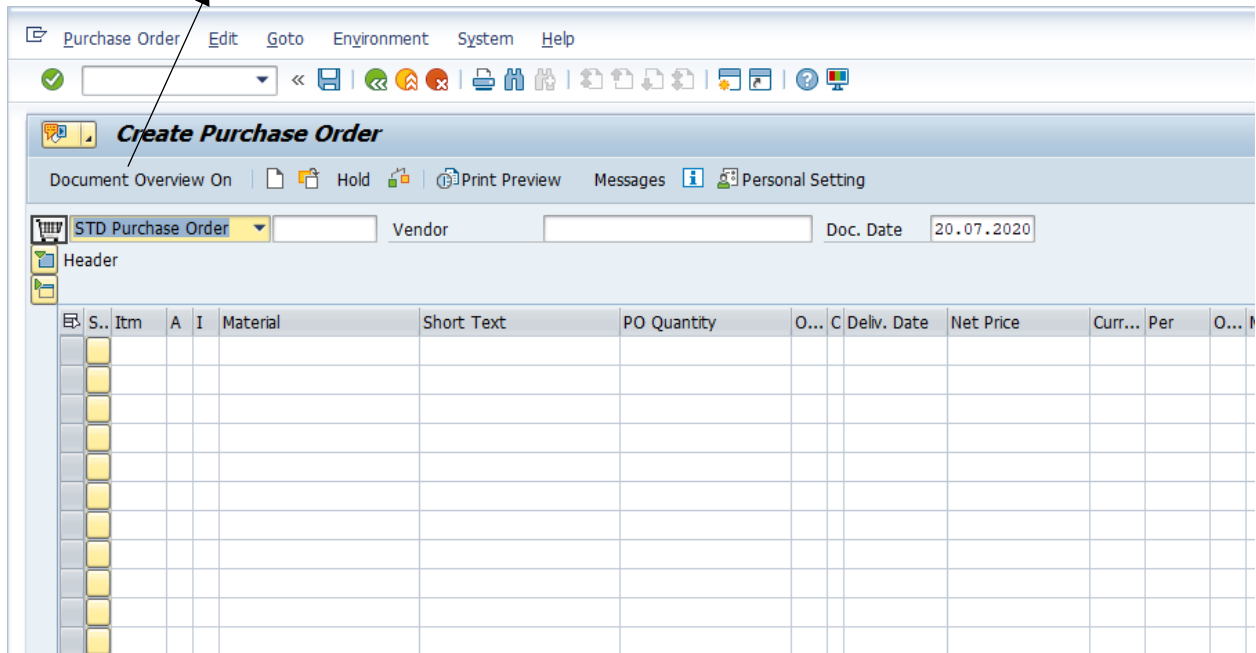
Transaction Code	ME21N
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Create → ME21N – Vendor/ Supplying Plant Known



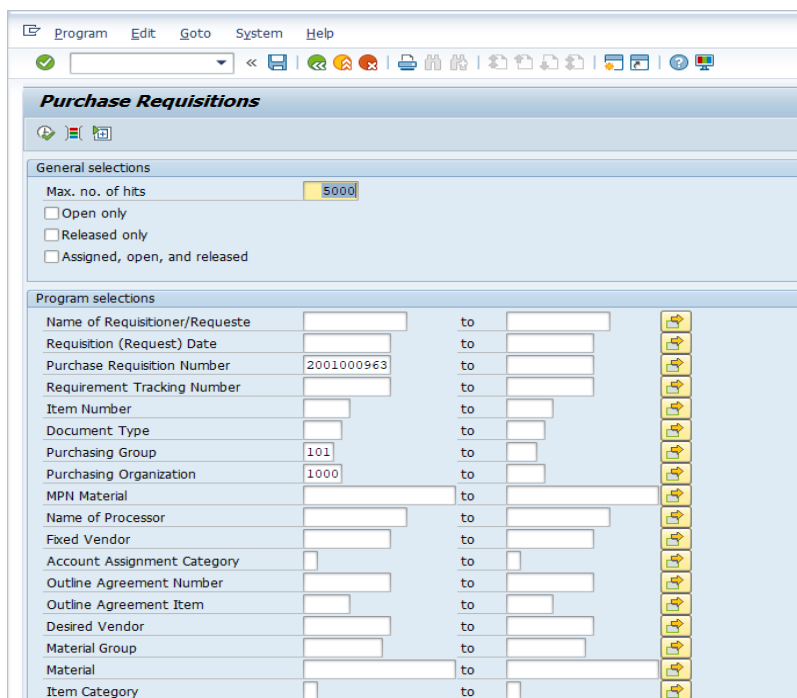


SAP User Manual for Breakdown Maintenance

Click on " Document Overview On " button.




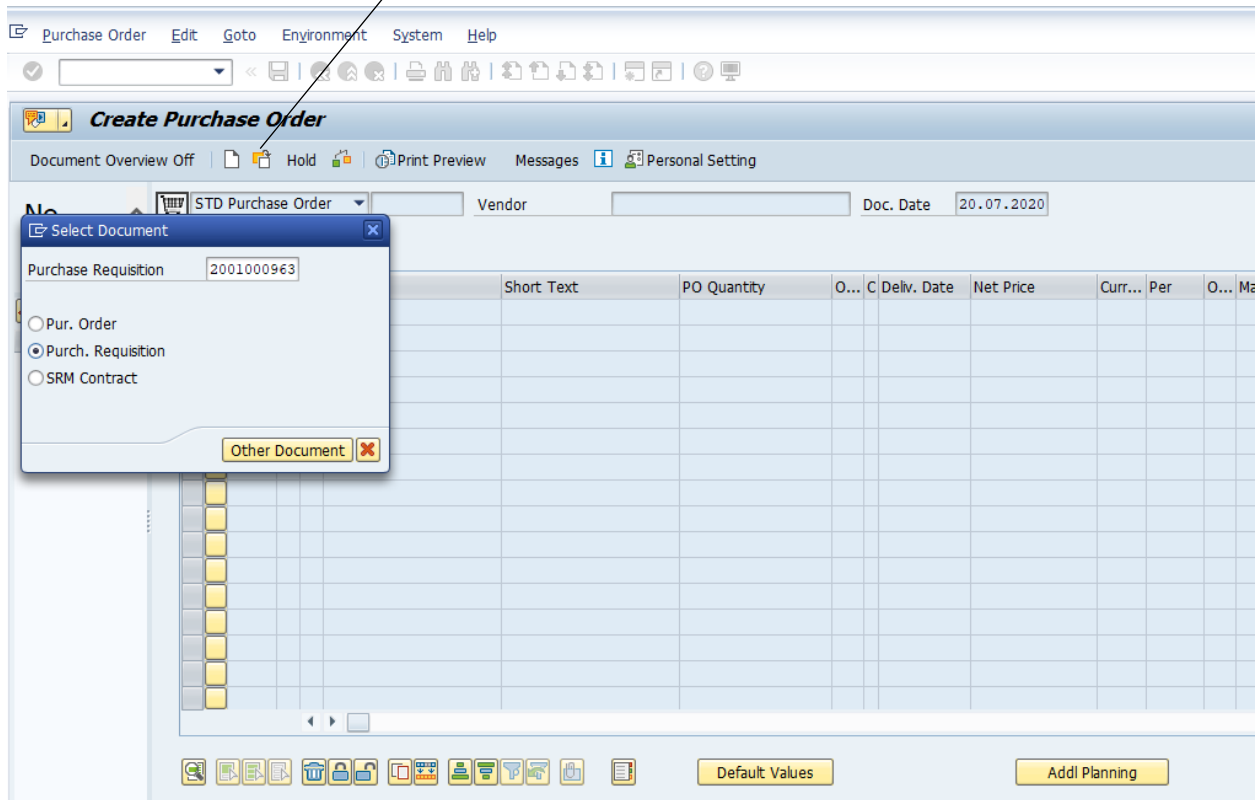
Selection of Purchase Request from List





SAP User Manual for Breakdown Maintenance

Or click other Purchase order icon  and select Purchase req and Enter 2001000963





SAP User Manual for Breakdown Maintenance

And Select Change Icon to enter the inbound Delivery Details in PO & Enter PO Quantity: 1

The screenshot shows the SAP 'Change Purchase Req.' interface for document 2001000963. The 'Release strategy' tab is active, showing a table with release levels A1 through A4, all marked with green checkmarks. Below this, a table lists items with columns for Item, Material, Short Text, Quantity, Unit, Delivery Date, Val. Price, P., Matl Group, Available Qty in Stock, Plant, Stor. Loc., PGR, and Requirn. The first item is 10 F 1000000427 AIR CONDITIONER 1 TR. The bottom section shows item details for '10] 1000000427, AIR CONDITIONER 1 TR' with fields for Created by, Crea. ind., Requisitioner, and Purch. Group.

In Confirmations Tab enter the inbound delivery details and click acknowledge reqd check box

The screenshot shows the SAP 'Direct Purchase Order' interface for document 4601000000. The 'Confirmations' tab is active, showing a table with columns for S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Deliv. Date, Net Price, Curr..., Per, O..., Matl Group, and Plnt. The first item is 10 F 1000000427 AIR CONDITIONER 1 TR with a PO Quantity of 1. Below the table, the 'Conf. Control' is set to 'Inbound Delivery' and the 'Acknowl.Reqd' checkbox is checked.



SAP User Manual for Breakdown Maintenance

STD Purchase Order 4000010064 Created by PI_USER

Document Overview On

STD Purchase Order 4000010064 Vendor 40000442 FELIX ENGG. CO. Doc. Date 20.07.2020

Header

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O... Matl Group	Plnt	Stor. L
				Active Maint by Exte...	1	AU	D 24.09.2020	10,000.00	INR	1	AU Constructio...	Mumbai Port Trust	

Select Document

Pur. Order 4601000000

Pur. Order
 Purch. Requisition
 SRM Contract

Other Document

Default Values Addl Planning

Vendor

Delivery Schedule Delivery Invoice Conditions India Account Assignment Purchase Order...

Quantity Delivery cost quantity OUn: Amt.in Loc.Cur. L.Cur: Qty in OPUn DelCostQty (OPUn) Order Price Unit: Amount: C

Select the LD Clause from Customer Data

Purchase Order Edit Goto Environment System Help

Direct Purchase Order 4601000000 Created by MP0611268

Document Overview On

Direct Purchase Order 4601000000 Vendor 40000013 MAHARASHTRA BAMB... Doc. Date 20.07.2020

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

Despatch / Delivery Instruction

Insurance Policy No. GeM Purchase Order No.

Security Deposit RFX No.

LD Clauses Terms & Conditions

Liquidation Damage Entries

S. No.	LD Clause	LD Clause Description	Minimum LD %	Period	Maximum LD %
<input checked="" type="checkbox"/>	00001	LD Calculated Per day, Maximum	1.00	DAY	10.00
<input type="checkbox"/>	00002	LD Calculated Per Week, Maximum	0.50	WEEK	5.00

O... Matl Group Plnt Stor. L

EA Air condition..Mumbai Port Trust Central



SAP User Manual for Breakdown Maintenance

Click on **Text Tab**, Terms and conditions maintained

The screenshot shows the SAP Direct Purchase Order (PO) interface. The title bar indicates 'Direct Purchase Order 4601000000 Created by MP0611268'. The document overview shows 'Document Overview Off', 'Print Preview', 'Messages', and 'Personal Setting'. The header section displays 'Direct Purchase Order 4601000000 Vendor 40000013 MAHARASHTRA BAMB... Doc. Date 20.07.2020'. A table lists items with columns for S., Itm, A, I, Material, Short Text, PO Quantity, O..., C, Delv. Date, Net Price, Curr..., and Per. The first item is '10 F 1000000427 AIR CONDITIONER 1 TR ...' with a quantity of 1 EA and a net price of 24,000.00 INR. Below the table, the 'Item' section is active, showing '[10] 1000000427, AIR CONDITIONER 1 TR ...'. The 'Texts' tab is selected, displaying 'Item Texts' with a list of text types: 'Info record PO text', 'Material PO text' (checked), 'Delivery text', 'Info record note', 'MRP Cockpit', and 'Terms & Conditions'. The main text area contains 'AIR CONDITIONER 1 TR CAPACITY, 3 STAR RATING, HI-WALL, SPLIT TYPE WITH COPPER CONDENSER'. A note at the bottom states 'Text can be adopted from Mat. Master (Purchase order text)'.



SAP User Manual for Breakdown Maintenance

Tax Details Entered in Invoice Tab

The screenshot displays the SAP Direct Purchase Order (4601000000) interface. The document is titled "Direct Purchase Order 4601000000 Created by MP00611268". The vendor is "40000013 MAHARASHTRA BAMB..." and the document date is "20.07.2020".

The main table shows the following item:

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per
	10	F		1000000427	AIR CONDITIONER 1 TR ...			1 EA	D 21.07.2020	24.000,00	INR	1



The "Invoice" tab is selected, showing the following details:



- Inv. Receipt
- Final Invoice
- GR-Bsd IV
- DP Category: [Dropdown]
- Invoicing Plan: [Button]
- Tax Code: v1 [Dropdown]



SAP User Manual for Breakdown Maintenance

S..	Item	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
	10	F		1000000427	AIR CONDITIONER 1 TR ...	1	EA	D 21.07.2020	24,000.00	INR	1	EA	Air condition	Mumbai Port

Click on “” 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 Create Purchase Order document & displays “ Direct Purchase Orde 4601000000 changed” Message.

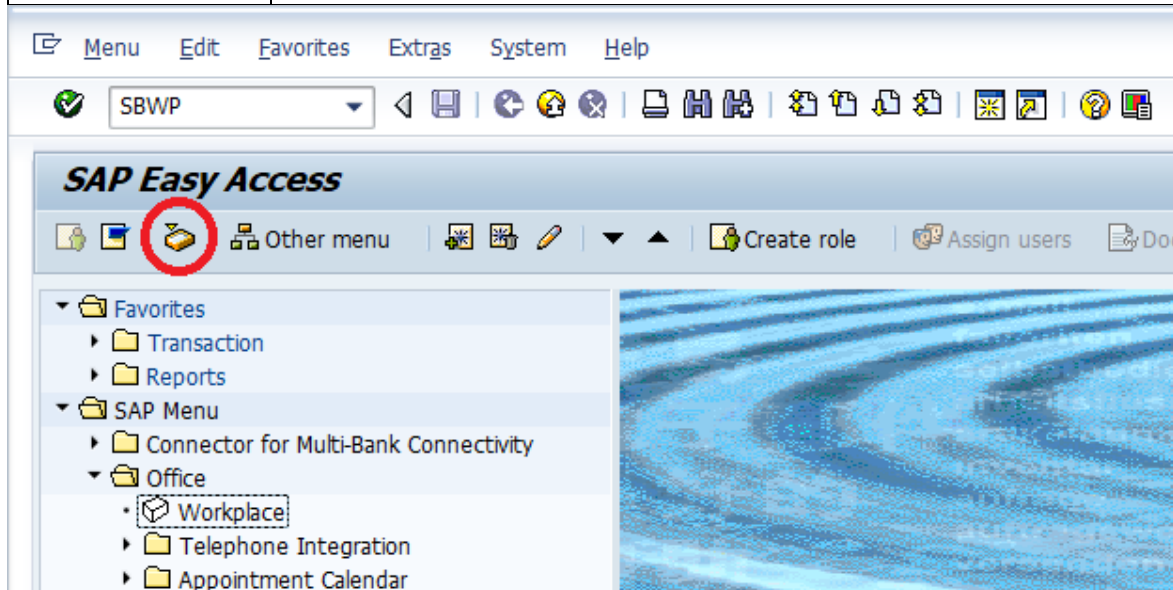
SAP User Manual for Breakdown Maintenance

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

Click on “” **SAP Business Workspace** Button.

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

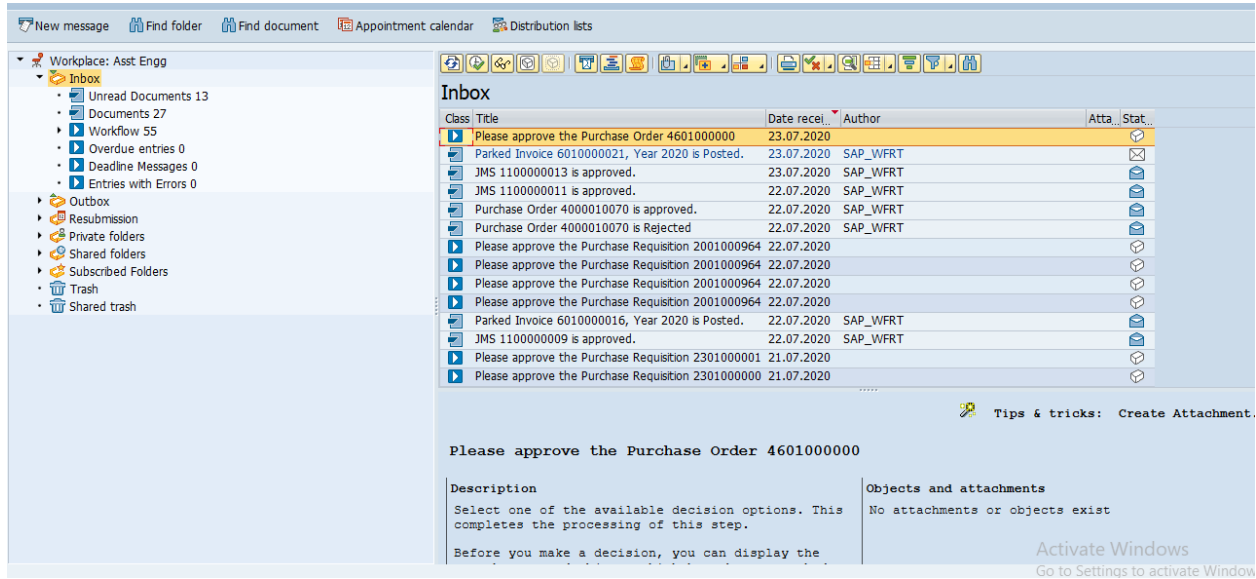
Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace






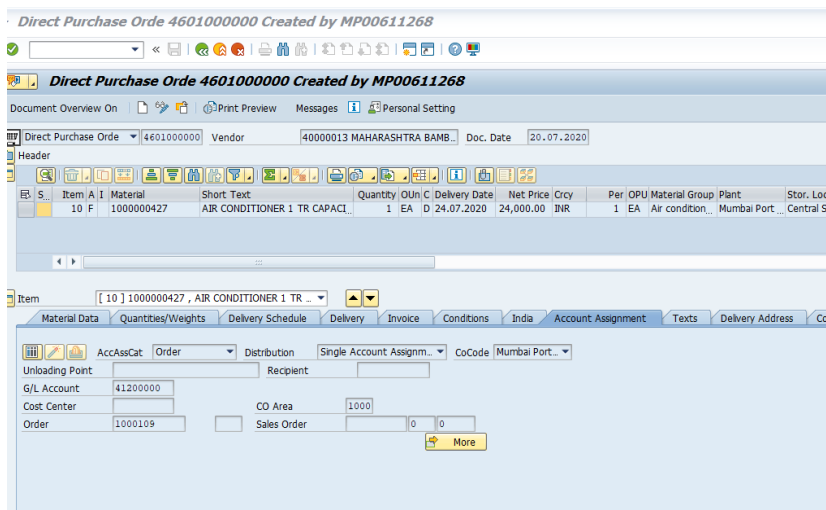
SAP User Manual for Breakdown Maintenance

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



Double Click on the “Please Approve Purchase Order 4601000000” message. It will open the Purchase order document in Display mode.

Click on “” Back Button. System will open Decision step in workflow screen.





SAP User Manual for Breakdown Maintenance

Decision Step in Workflow

Workflow Create Import

Please approve the Purchase Order 4601000000

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.

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.

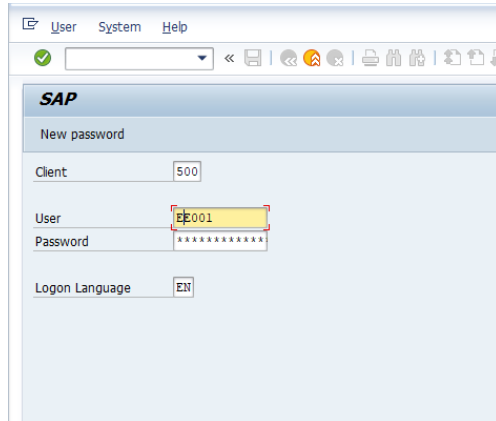
If you choose Cancel, the user decision remains in your inbox for processing.

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

SAP User Manual for Breakdown Maintenance

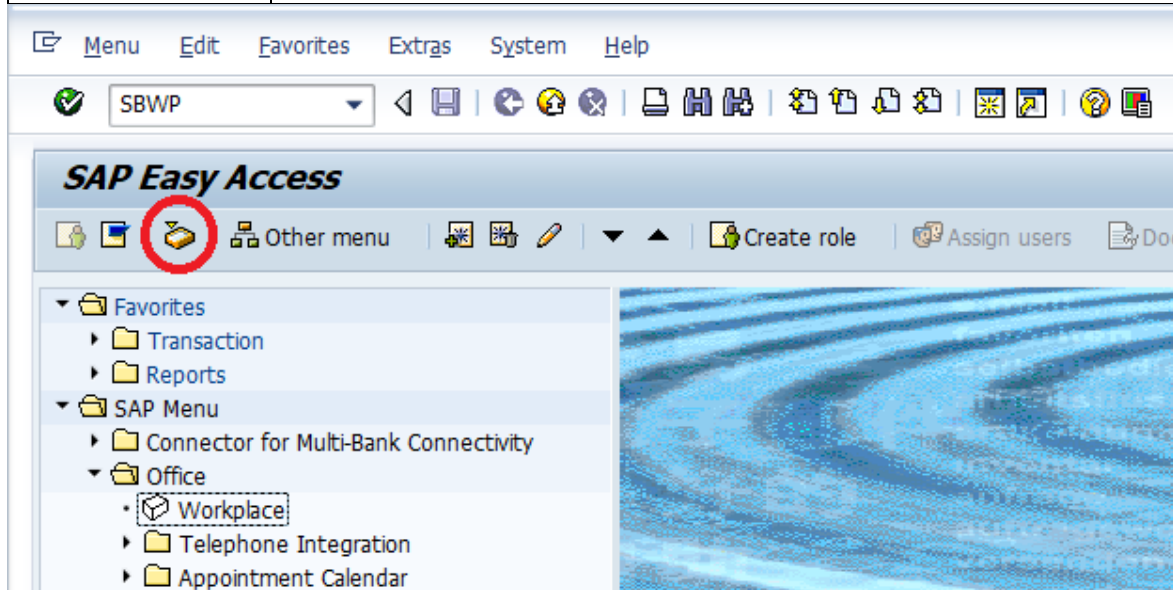
Login as **Approver 2** (Executive Engineer) in SAP System.



Click on “” **SAP Business Workspace** Button.

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

Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace





SAP User Manual for Breakdown Maintenance

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

Double Click on the “Please Approve Purchase Order 4601000000” message. System will open the Purchase Order document in Display mode.

The screenshot shows the SAP inbox interface. On the left is a navigation pane with folders like 'Inbox', 'Outbox', and 'Resubmission'. The main area displays a list of messages. The first message is 'Please approve the Purchase Order 4601000000' with a date of 23.07.2020 and author SAP_WFRT. Below the list, the details of the selected message are shown, including a description: 'Please approve the Purchase Order 4601000000' and a note to 'Select one of the available decision options. This completes the processing of this step.' There is also a section for 'Objects and attachments' which is currently empty.

Click on “” Back Button. System will open Decision step in workflow screen.

The screenshot shows the SAP Purchase Order document display. At the top, it says 'Direct Purchase Order 4601000000 Created by MP00611268'. Below this is a toolbar with various icons. The document overview shows 'Direct Purchase Order' with ID '4601000000', Vendor '40000013 MAHARASHTRA BAMB...', and Doc. Date '20.07.2020'. A table lists the items in the purchase order:

S...	Item A I	Material	Short Text	Quantity	OUn C	Delivery Date	Net Price	Crcy	Per	OPU	Material Group	Plant	Stor. Locat
	10 F	1000000427	AIR CONDITIONER 1 TR CAPACI...	1	EA	D 24.07.2020	24,000.00	INR	1	EA	Air condition...	Mumbai Port...	Central Sto

Below the table, there are tabs for 'Material Data', 'Quantities/Weights', 'Delivery Schedule', 'Delivery', 'Invoice', 'Conditions', 'India', 'Account Assignment', 'Texts', 'Delivery Address', and 'Conf'. The 'Material Data' tab is active, showing fields for 'AccAssCat' (Order), 'Distribution' (Single Account Assignm...), 'CoCode' (Mumbai Port...), 'Unloading Point', 'Recipient', 'G/L Account' (41200000), 'Cost Center', 'CO Area' (1000), 'Order' (1000109), and 'Sales Order'.



SAP User Manual for Breakdown Maintenance

Decision Step in Workflow

Workflow Create Import

Please approve the Purchase Order 4601000000

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.
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.

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 2.
Purchase Order Approval Request notification is forwarded to Approver 3.

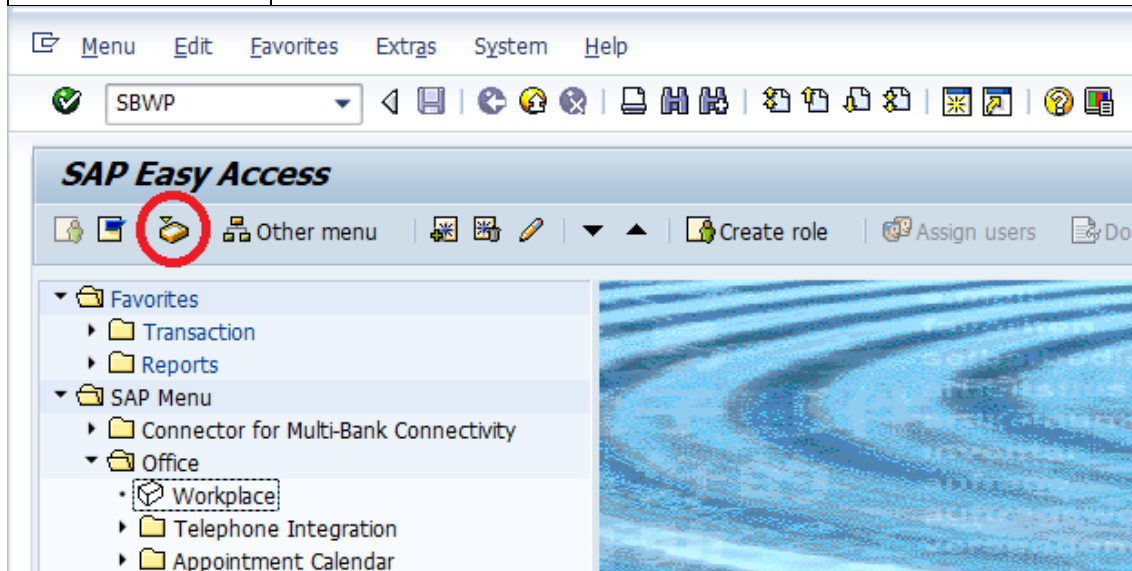
SAP User Manual for Breakdown Maintenance

Login as **Approver 3** (Dy CME) 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 → SAP Menu → Office → Workplace

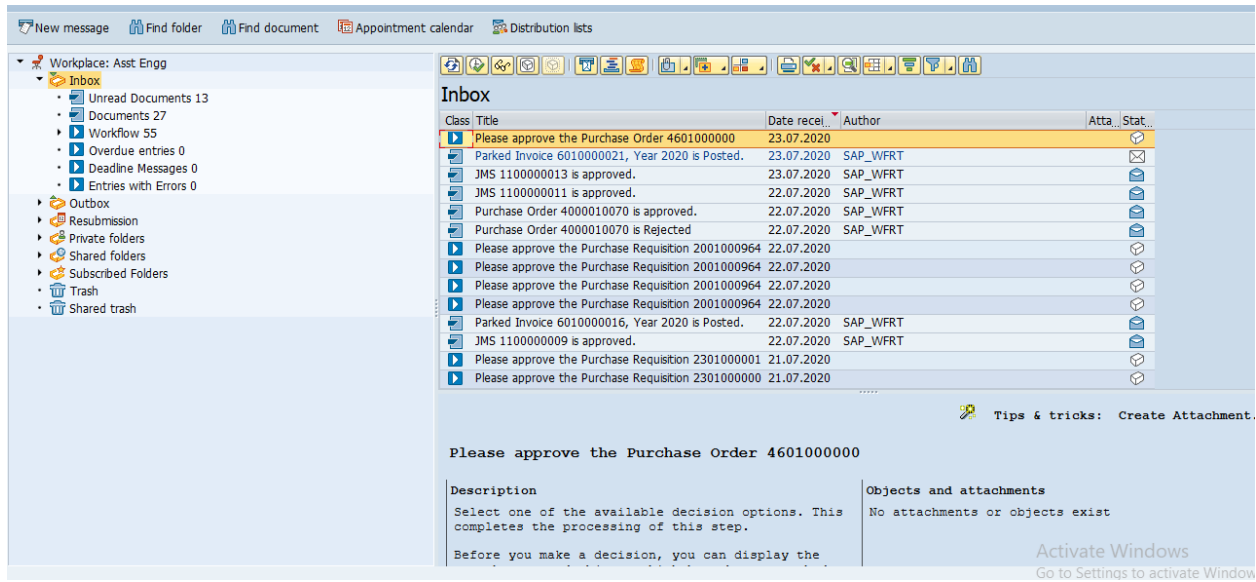


Expand “**Inbox**” button, under workflow “**Approve Purchase Order 4601000000**” message will appear.

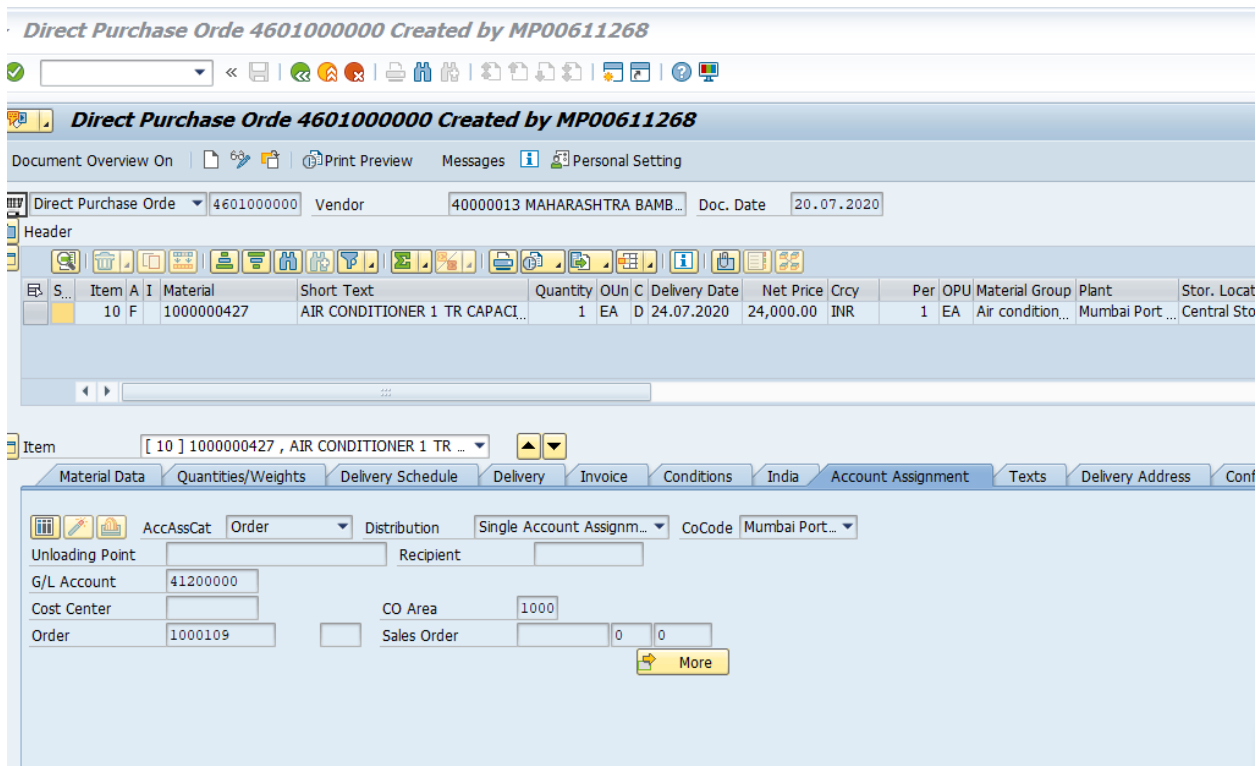


SAP User Manual for Breakdown Maintenance

Double Click on the “Please Approve Purchase Order 4601000000” message. System 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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SAP User Manual for Breakdown Maintenance

Decision Step in Workflow

Workflow Create Import

Please approve the Purchase Order 4601000000

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. 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.	Objects and attachments No attachments or objects exist
---	---

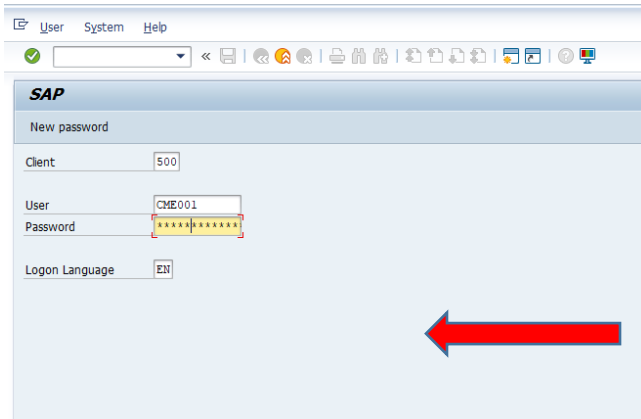
Click on **“Approve Purchase Order”** Button to approve the Purchase Order.

Purchase Order will be approved with level 3.

Purchase Order Approval Request notification is forwarded to Approver 4.

SAP User Manual for Breakdown Maintenance

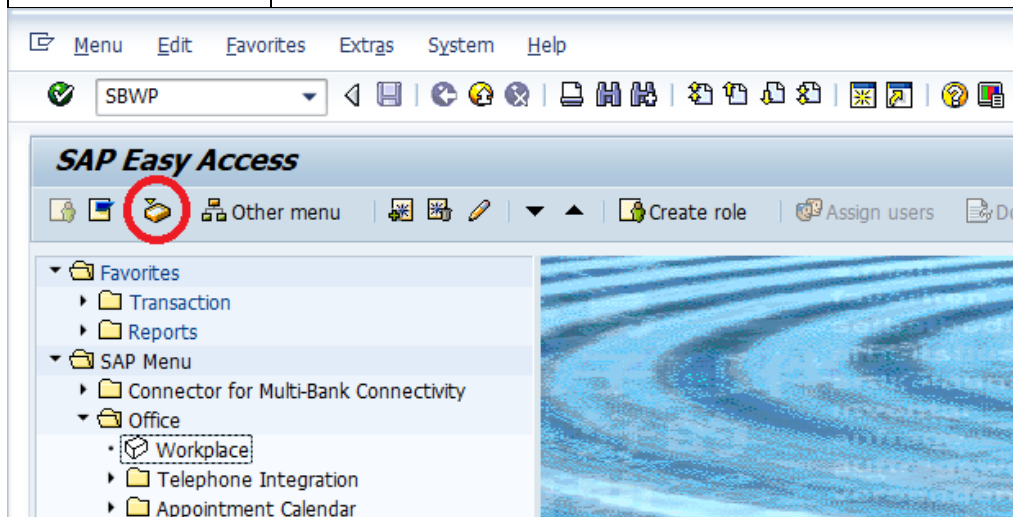
Login as **Approver 4** (CME) in SAP System.



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 → SAP Menu → Office → Workplace





SAP User Manual for Breakdown Maintenance

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

Double Click on the “Please Approve Purchase Order 4601000000” message. System will open the Purchase Order document in Display mode.

The screenshot shows the SAP Inbox interface. On the left, there is a navigation pane with folders like 'Inbox', 'Outbox', and 'Shared folders'. The main area displays a list of messages with columns for Class, Title, Date received, and Author. The message 'Please approve the Purchase Order 4601000000' is selected and highlighted in yellow. Below the list, the content of the selected message is shown, including a description and a section for objects and attachments.

Class	Title	Date recei...	Author	Atta_Stat...
	Please approve the Purchase Order 4601000000	23.07.2020		
	Parked Invoice 6010000021, Year 2020 is Posted.	23.07.2020	SAP_WFRT	
	JMS 1100000013 is approved.	23.07.2020	SAP_WFRT	
	JMS 1100000011 is approved.	22.07.2020	SAP_WFRT	
	Purchase Order 4000010070 is approved.	22.07.2020	SAP_WFRT	
	Purchase Order 4000010070 is Rejected	22.07.2020	SAP_WFRT	
	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		
	Parked Invoice 6010000016, Year 2020 is Posted.	22.07.2020	SAP_WFRT	
	JMS 1100000009 is approved.	22.07.2020	SAP_WFRT	
	Please approve the Purchase Requisition 2301000001	21.07.2020		
	Please approve the Purchase Requisition 2301000000	21.07.2020		

Below the list, the message content is displayed:

Please approve the Purchase Order 4601000000

Description
Select one of the available decision options. This completes the processing of this step.
Before you make a decision, you can display the

Objects and attachments
No attachments or objects exist

Activate Windows
Go to Settings to activate Window

Click on “” Back Button. System will open Decision step in workflow screen.

The screenshot shows the SAP Direct Purchase Order document for 'Direct Purchase Orde 4601000000 Created by MP00611268'. The document is displayed in a detailed view showing the header and item details.

Header

Direct Purchase Orde 4601000000 Vendor 40000013 MAHARASHTRA BAMB... Doc. Date 20.07.2020

S...	Item A I	Material	Short Text	Quantity	OUn C	Delivery Date	Net Price	Crcy	Per	OPU	Material Group	Plant	Stor. Locat
	10 F	1000000427	AIR CONDITIONER 1 TR CAPACI...	1	EA	24.07.2020	24,000.00	INR	1	EA	Air condition...	Mumbai Port...	Central Sto

Item [10] 1000000427, AIR CONDITIONER 1 TR ...

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Account Assignment | Texts | Delivery Address | Cont

Unloading Point: _____ Recipient: _____

G/L Account: 41200000

Cost Center: _____ CO Area: 1000

Order: 1000109 Sales Order: _____ 0 0

More



SAP User Manual for Breakdown Maintenance

Decision Step in Workflow

Workflow Create Import

Please approve the Purchase Order 4601000000

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.

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.

Objects and attachments

No attachments or objects exist

Click on **“Approve Purchase Order”** Button to approve the Purchase Order.

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.

The screenshot shows an SAP inbox interface. On the left is a navigation pane with folders like 'Inbox', 'Outbox', and 'Shared folders'. The main area displays 'Unread Documents 14' as a table:

Me	Ty	Title	At	Author	Date recei.	Co.	Re.	Recip.
		Purchase Order 4601000000 is approved.		SAP_WFRT	23.07.2020			1
		Purchase Order 4000010063 is approved.		SAP_WFRT	19.07.2020			1
		Purchase Requisition 2001000960 is Approved		SAP_WFRT	19.07.2020			1
		Purchase Requisition 2001000938 is Approved		SAP_WFRT	19.07.2020			1
		Purchase Requisition 2301000001 is Approved		SAP_WFRT	17.07.2020			1
		Purchase Requisition 2601000001 is Approved		SAP_WFRT	16.07.2020			1
		Purchase Requisition 2401000000 is Approved		SAP_WFRT	16.07.2020			1
		Purchase Requisition 2601000000 is Approved		SAP_WFRT	16.07.2020			1
		SCRIP order is posted - Success		SAP_WFRT	16.07.2020			1
		Purchase Requisition 2001000957 is Approved		SAP_WFRT	16.07.2020			1
		Purchase Requisition 2301000000 is Approved		SAP_WFRT	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

Below the table, a notification is displayed:

Purchase Order 4601000000 is approved.

Hello Sir/Madam,

Purchase Order 4601000000 is approved.

Approved by: 10100048 Finance HOD

Regards,



SAP User Manual for Breakdown Maintenance

Go to Transaction ME23N and Check the release status system shows that all 4 Levels the PO is approved

Direct Purchase Order 4601000000 Created by MP00611268

Document Overview On | Print Preview | Messages | Personal Setting

Direct Purchase Order 4601000000 Vendor 40000013 MAHARASHTRA BAMB... Doc. Date 20.07.2020

Code	Description	Stat...
P1	Approver 1	✓
P2	Approver 2	✓
P3	Approver 3	✓
P4	Approver 4	✓

S. Itm	A	I	Material	Short Text	PO Quantity	O... C	Delv. Date	Net Price	Curr...	Per	O... Matl Group	Plnt	Stor. L
10	F		1000000427	AIR CONDITIONER 1 TR ...	1 EA	D	24.07.2020	24.000,00 INR		1	EA Air condition...	Mumbai Port Trust	Central

Item [10] 1000000427, AIR CONDITIONER 1 TR ...

Incoterms Version: []
 Incoterms: []
 Incoterms Location 1: []

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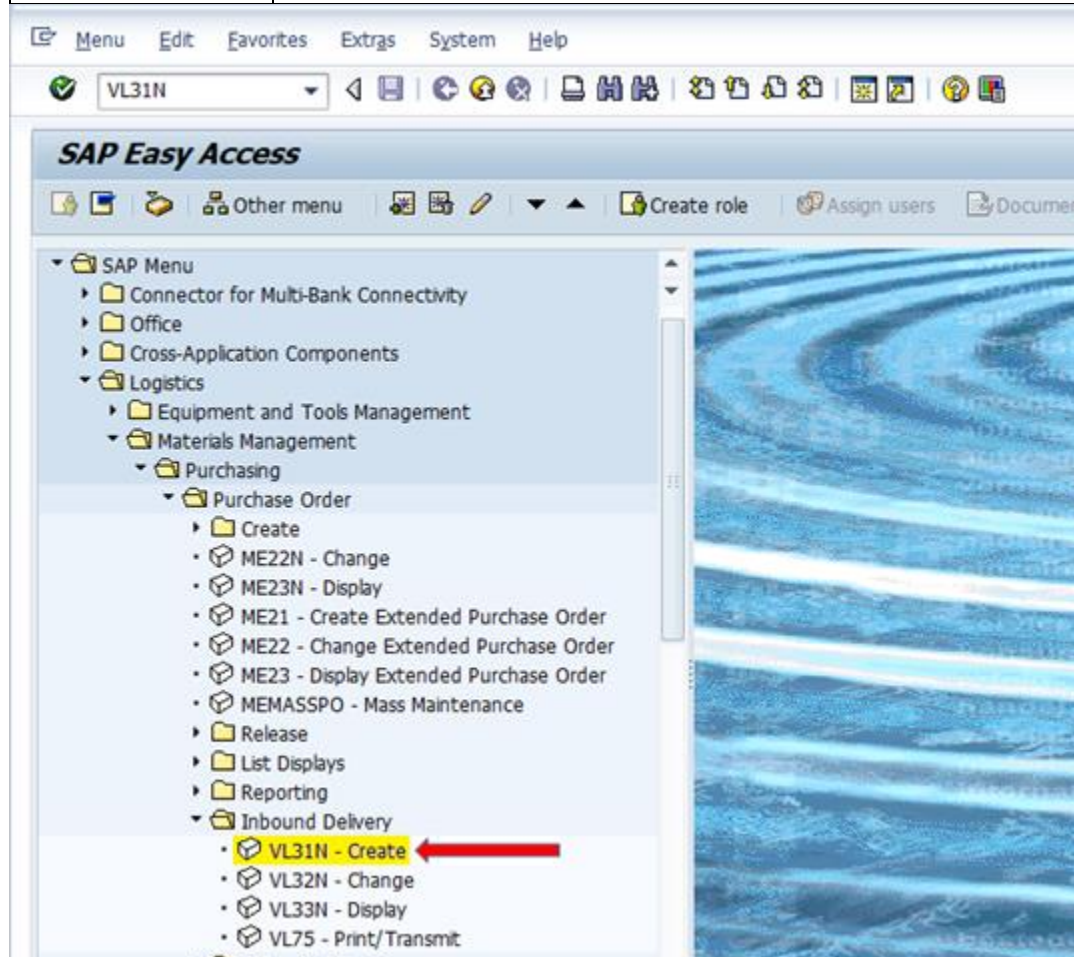
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SAP User Manual for Breakdown Maintenance

Create Inbound Delivery

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

Transaction Code	VL31N
Menu Path	Easy Access → SAP Menu → Logistics → Materials Management → Purchasing → Purchase Order → Inbound Delivery → VL31N Create





SAP User Manual for Breakdown Maintenance

Enter Following information

Vendor: **40000013**

Purchase Order: **4601000000**

Click “Enter”

The screenshot shows the SAP 'Create Inbound Delivery' interface. At the top, there is a menu bar with options: Inbound Delivery, Edit, Goto, Extras, Environment, Subsequent Functions, System, and Help. Below the menu is a toolbar with various icons. The main content area is titled 'Create Inbound Delivery' and includes a 'Purchase Orders' section. In this section, the 'Vendor' field is populated with '40000013' and the 'Purchase order' field is populated with '4601000000'. A red arrow points to the 'Purchase order' field. Below these fields is a 'Delivery' section with the following fields: 'Delivery Date' (23.07.2020 00:00), 'External ID' (empty), and 'Means of Trans.' (empty).



SAP User Manual for Breakdown Maintenance

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: **1**

Inbound delivery: 1 Document Date: 23.07.2020
Vendor: 40000013 MAHARASHTRA BAMBOO BHANDAR / 40,BAMBOO MARKET,R.C.CHURCH COMPOUND, / 400014 Mumb

Delivery Date: 23.07.2020
Actual GR date: 00:00

Item	Material	Delivery Quantity	SU	Det...	Item Description	B.	ItCa	P	V	Batch	Suppl
10	1000000427	1			AIR CONDITIONER 1 TR CAPACITY,		ZELN				

Buttons: Batch Split, Main items, All items, Batch creation, SC Components



SAP User Manual for Breakdown Maintenance

Click on “” **Header Details** Button, Click on “**Gate Entry**” and enter following information.

Gate No: 5

Vehicle No: **TN1AB0011**

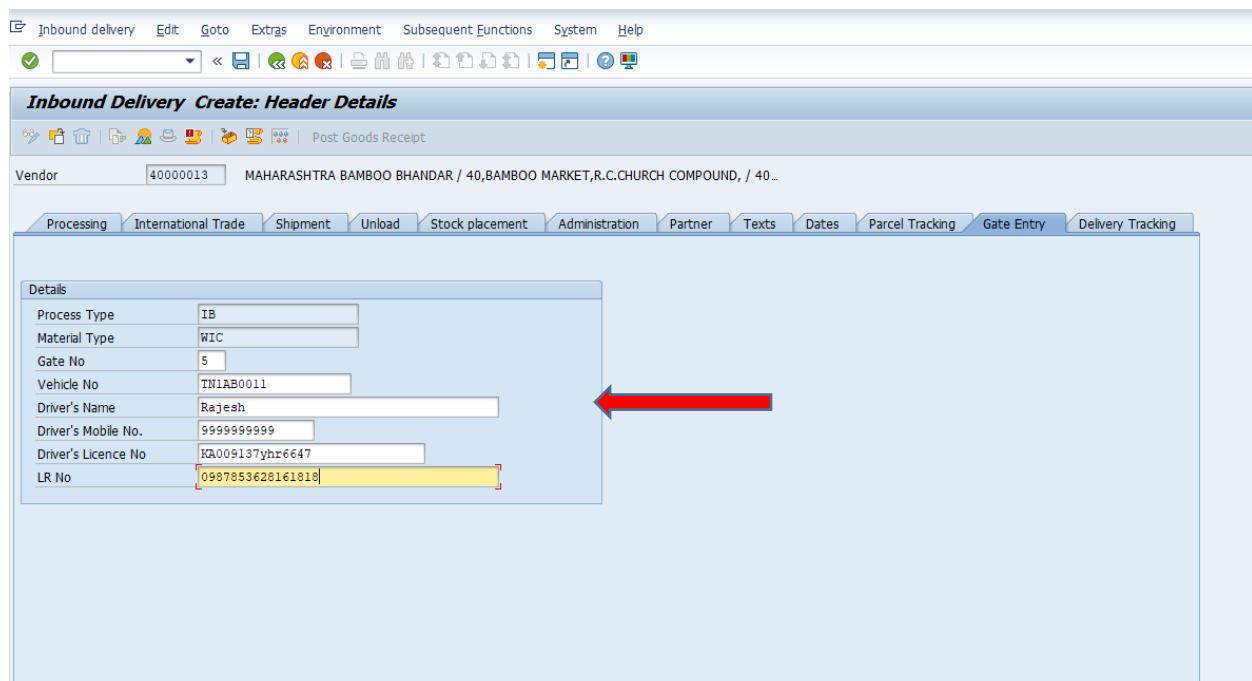
Driver's Name: **Rajesh**

Driver's Mobile No: **9999999999**

Driver's Licence No: **KA009137yhr6647**

LR No: **00987853628161818**

Click on “” **Save** icon.



Inbound delivery Edit Goto Extras Environment Subsequent Functions System Help

Inbound Delivery Create: Header Details

Post Goods Receipt


Vendor 40000013 MAHARASHTRA BAMBOO BHANDAR / 40,BAMBOO MARKET,R.C.CHURCH COMPOUND, / 40...

Processing International Trade Shipment Unload Stock placement Administration Partner Texts Dates Parcel Tracking **Gate Entry** Delivery Tracking

Details

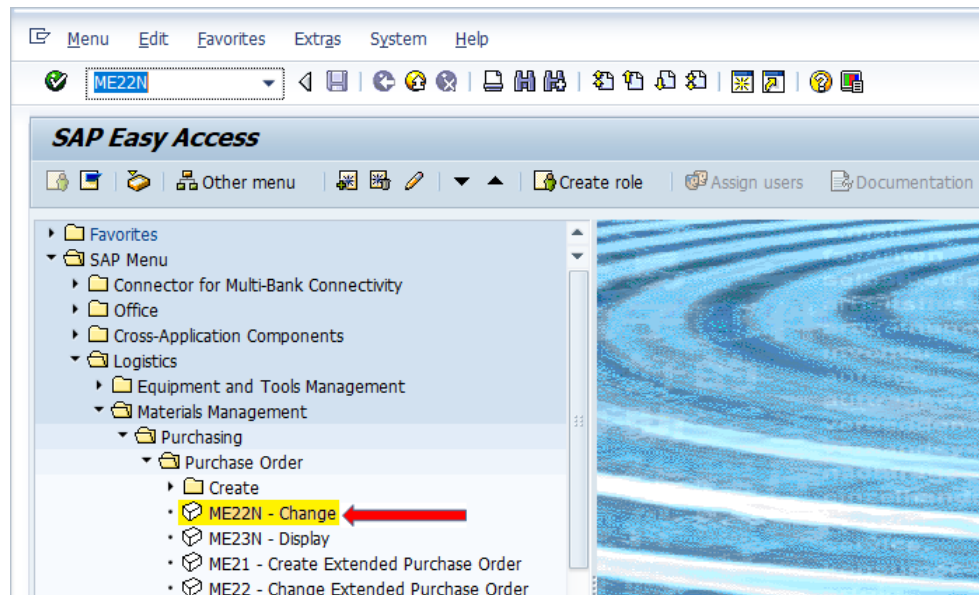
Process Type	IB
Material Type	WIC
Gate No	5
Vehicle No	TN1AB0011
Driver's Name	Rajesh
Driver's Mobile No.	9999999999
Driver's Licence No	KA009137yhr6647
LR No	00987853628161818

System will create the Inbound Delivery and show the inbound delivery number at the bottom

of the screen “ Inbound Delivery 8012000032 has been saved”

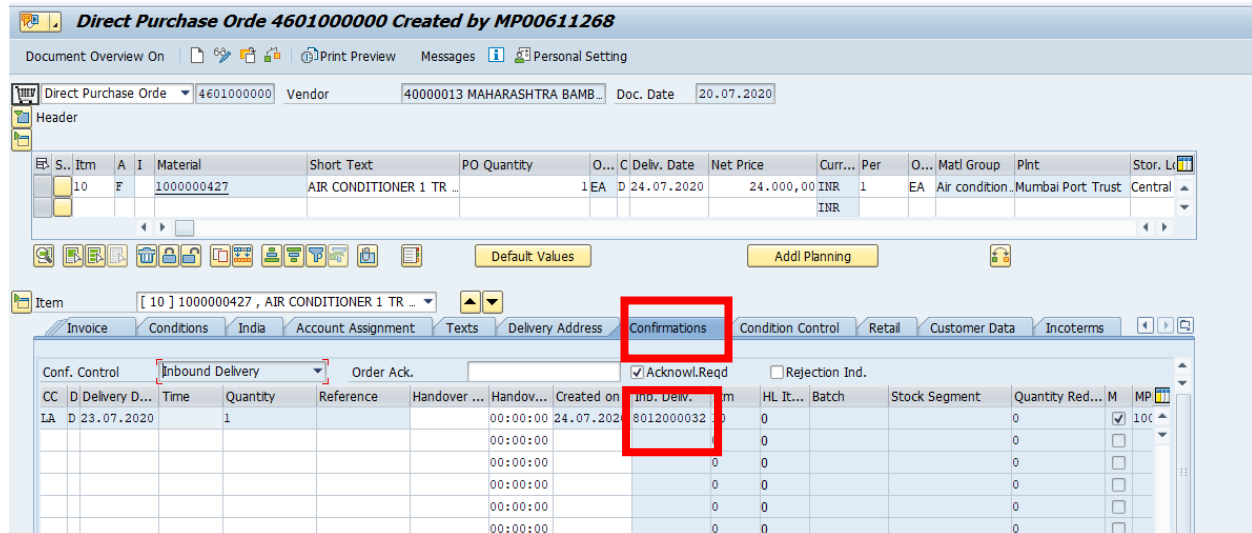
SAP User Manual for Breakdown Maintenance

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.

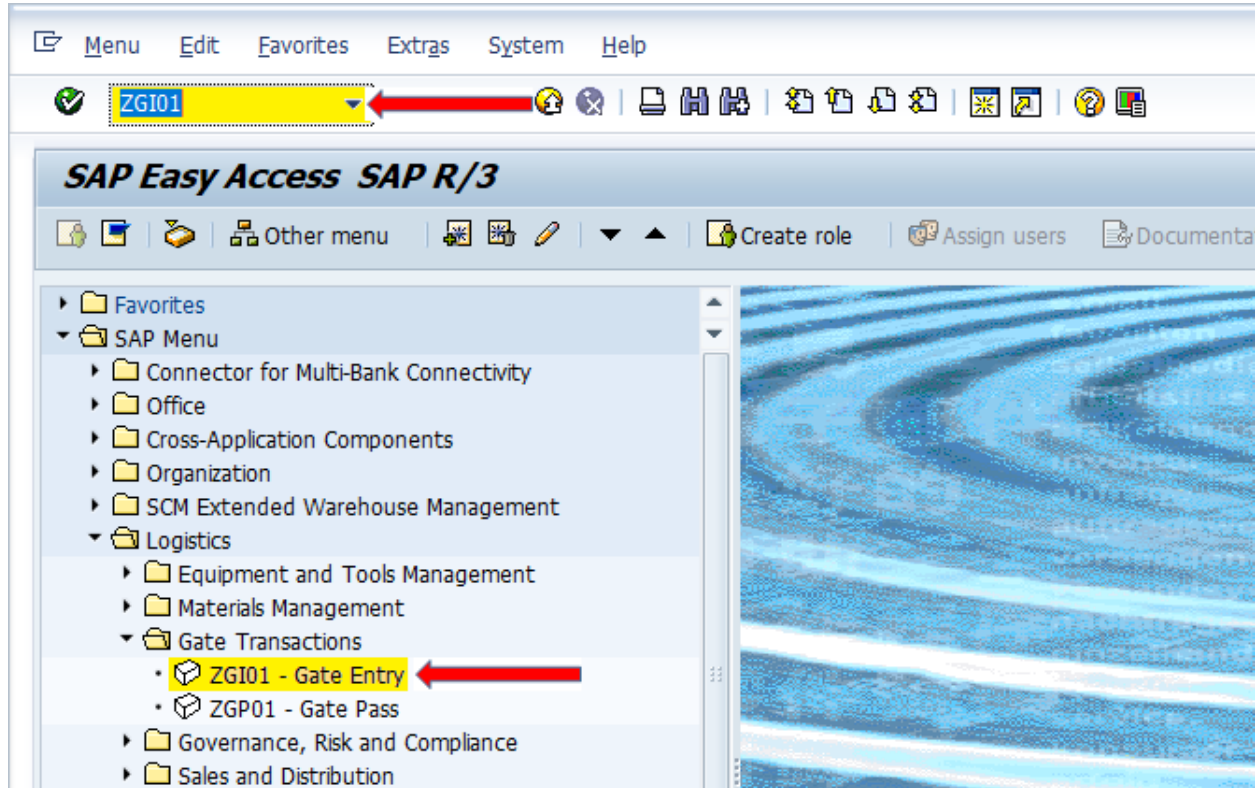




SAP User Manual for Breakdown Maintenance

Create Gate Entry:

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





SAP User Manual for Breakdown Maintenance

Enter the following information.

Plant: **1000**

Process Type: **IB Inbound Delivery**

Inbound Delivery No: and Hit "Enter".

Create Gate Entry

Gate: INWARD
Plant: 1000
Process Type: Inbound delivery
Material Type: Material With Code
Inbound Delivery: 8012000032


Vendor:
Gate No.
Vehicle No.
Driver's Name
Driver's Mobile No.
Driver's Licence No.
LR No.

S.No.	Material Code	Material description	Quantity	U...	Storage Location	Sto Loc Description

SAP User Manual for Breakdown Maintenance

System will update the required information from Inbound delivery.

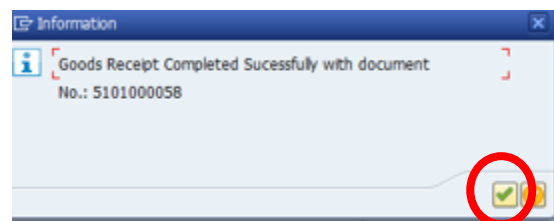
Enter Quantity: **1**


Verify the updated information and Click “  ” **Save** icon.

S.No.	Material Code	Material description	Quantity	U...	Storage Location	Sto Loc Description
10	1000000427	AIR CONDITIONER 1 TR CAPACITY,	1,000	EA	1001	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)

Click “  ” Icon.



System will create a Gate Entry Document and will show the result in the Bottom of the screen as “  Gate Entry : 4100000045 Created ”.

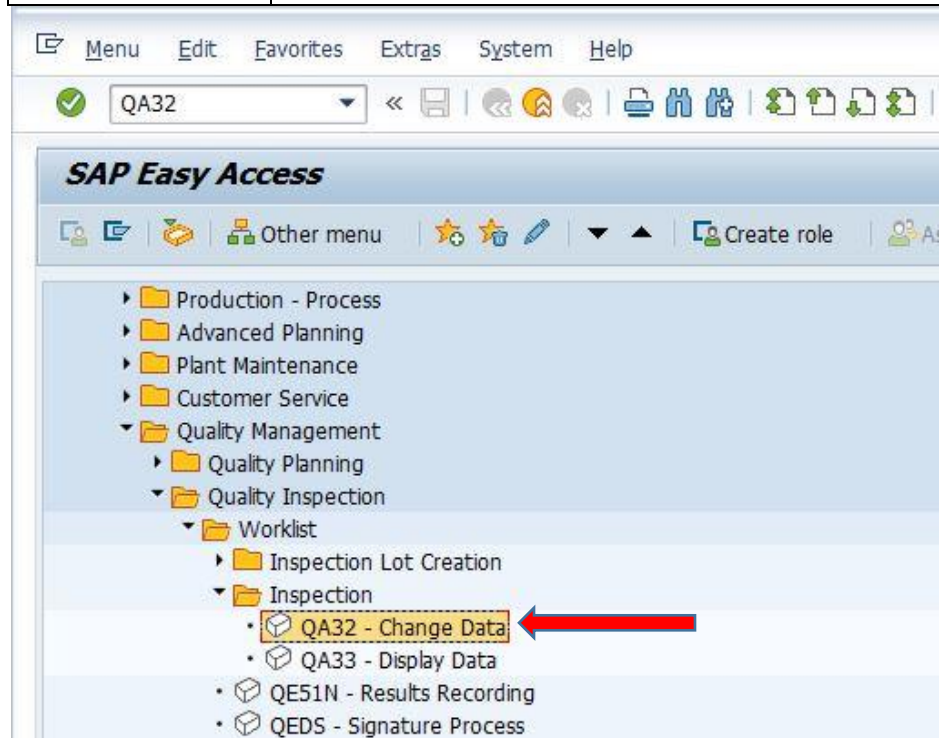
System will generate a Quality Inspection lot for Quality Inspection Process.

SAP User Manual for Breakdown Maintenance

Quality Inspection

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

Transaction Code	QA32
Menu Path	Easy Access → SAP Menu → Logistics → Quality Management → Quality Inspection → Inspection → QA32 - Change Data





SAP User Manual for Breakdown Maintenance

In Inspection Lot selection screen, provide following details,

Lot Created From - To date: **23.07.2020**

Select Radio Button **Select all inspection Lots.**

The screenshot shows the SAP 'Inspection Lot Selection' screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons for navigation and actions. The main area is titled 'Inspection Lot Selection' and contains several input fields and a list of settings.

Field	Value	Operator	Value	Action
Selection Profile				
Lot Created On	16.07.2020	to	23.07.2020	[Icon]
Start of Inspection		to		[Icon]
End of Inspection		to		[Icon]
Plant	1000	to		[Icon]
Insp. Lot Origin		to		[Icon]
Material		to		[Icon]
Batch		to		[Icon]
Vendor		to		[Icon]
Manufacturer		to		[Icon]
Customer		to		[Icon]
Materials by Class				
Maximum No. of Hits	100			


List Settings

- Select All Inspection Lots
- Select Only Inspection Lots Without a Usage Decision
- Select Only Inspection Lots with a Usage Decision

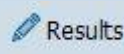
Layout: 1STANDARD

Ref. Field Monitor: Degree of Proc. for Insp. Lot



SAP User Manual for Breakdown Maintenance

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.

Monit.	A	Insp. Lot	Material	Plant	Lot Qty	BUn	LT...	ST...	Start Date	End Date	System Status
		1000000	1000000427	1000	1	EA	0	0	24.07.2020	24.07.2020	CRTD CHCR SPRQ
		1000000	1000000588	1000	200	L	0	1	21.07.2020	21.07.2020	UD ICCO SPCCO
		1000000	1000000588	1000	100	L	0	1	23.07.2020	23.07.2020	UD ICCO SPCCO
		1000000	1000000590	1000	150	KG	0	1	21.07.2020	21.07.2020	INSP RREC SPRQ
		1000000	1000000590	1000	280	KG	0	1	22.07.2020	22.07.2020	UD ICCO SPCCO
		1000000	1000000590	1000	100	KG	0	1	23.07.2020	23.07.2020	UD ICCO SPCCO

Select Inspection Lot and select " Results " button for recording results. Enter Inspected quantity **1**. Select Result as **Accept**.

A...	R...	S...	Short Text for Char...	Specifications	Inspect	Inspected	Si...	Result	Original Va...	V...	Defect ...	Attribute	Insp. Descriptn	L...	C...	Ch...
		1	Quality Inspection	Quality Inspection Re...	1	1		Accept								1

Click on " " **Save** Button. System will record the results for selected Inspection Lot. The System status for inspection lot changes to "INSP RREC SPRQ". Click on " Usage Decision " **Usage Decision** button



SAP User Manual for Breakdown Maintenance

Change Data for Inspection Lot: Worklist for Inspection Lots

Monit.	Insp. Lot	Material	Plant	Lot Qty	BUn	LT	ST	Start Date	End Date	System Status
	1000000	1000000427	1000	1	EA	0	0	24.07.2020	24.07.2020	CRTD CHCR SPRQ
	1000000	1000000588	1000	200	L	0	1	21.07.2020	21.07.2020	UD ICCO SPCO ...
	1000000	1000000588	1000	100	L	0	1	23.07.2020	23.07.2020	UD ICCO SPCO ...
	1000000	1000000590	1000	150	KG	0	1	21.07.2020	21.07.2020	INSP RREC SPRQ
	1000000	1000000590	1000	280	KG	0	1	22.07.2020	22.07.2020	UD ICCO SPCO ...
	1000000	1000000590	1000	100	KG	0	1	23.07.2020	23.07.2020	UD ICCO SPCO ...

Record Usage Decision: Characteristic Overview

Defects Inspection Lot Results History Defective Quantity Complete Inspection Administrative Data Change History

Inspection Lot: 10000000306
 Material: 1000000427
 AIR CONDITIONER 1 TR CAPACITY,
 System Status: INSP RREC SPRQ
 End Date: 24.07.2020

Usage Decision

UD Code: A Q 01 ACCEPT
 Quality Score: 100 From usage decision code
 FollowUpActn: MANUAL

Usage decision for lot 1000 010000000306 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 010000000306 is saved" Message.
The Status of Selected Inspection Lot Changes to "UD ICCO SPCO ST"



SAP User Manual for Breakdown Maintenance

Change Data for Inspection Lot: Worklist for Inspection Lots

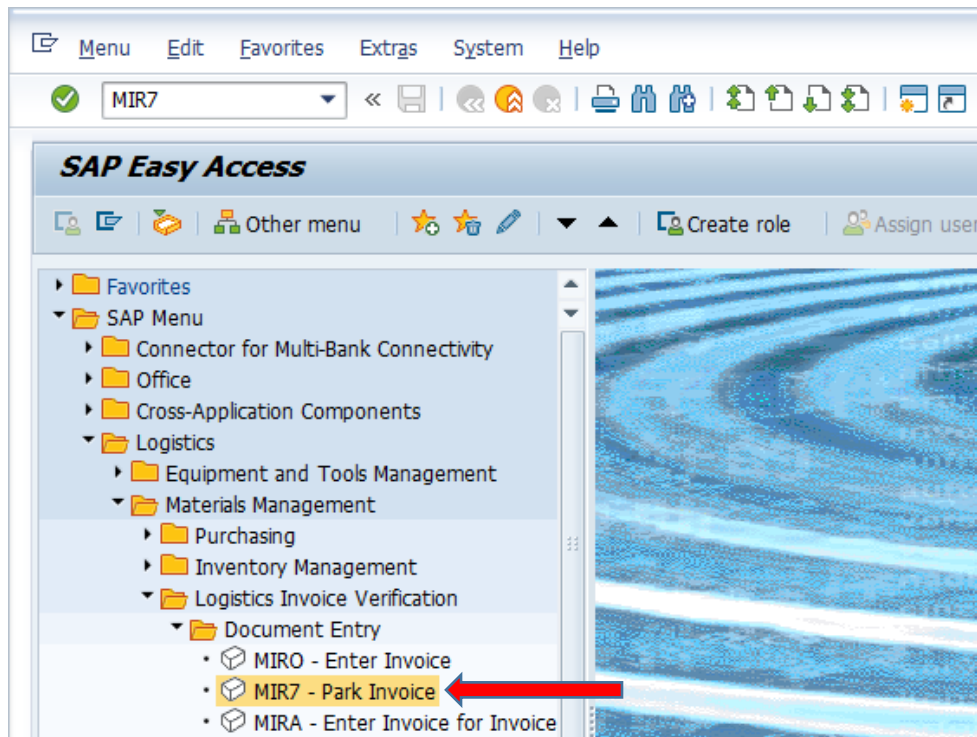
Usage Decision Results Create Defect Change Defect Inspection


Monit...	A	Inspection Lot	Material	Plant	Lot Qty	BUn	LT...	ST...	Start Date	End Date	System Status
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10000000306	1000000427	1000	1	EA	0	1	24.07.2020	24.07.2020	UD ICCO SPCO STUP
<input type="checkbox"/>	<input type="checkbox"/>	10000000301	1000000588	1000	200	L	0	1	21.07.2020	21.07.2020	UD ICCO SPCO STUP
<input type="checkbox"/>	<input type="checkbox"/>	10000000305	1000000588	1000	100	L	0	1	23.07.2020	23.07.2020	UD ICCO SPCO STUP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10000000302	1000000590	1000	150	KG	0	1	21.07.2020	21.07.2020	INSP RREC SPRQ
<input type="checkbox"/>	<input type="checkbox"/>	10000000303	1000000590	1000	280	KG	0	1	22.07.2020	22.07.2020	UD ICCO SPCO STUP
<input type="checkbox"/>	<input type="checkbox"/>	10000000304	1000000590	1000	100	KG	0	1	23.07.2020	23.07.2020	UD ICCO SPCO STUP

SAP User Manual for Breakdown Maintenance

Invoice Verification:

Enter Transaction code **MIR7** in command Bar



Enter Company Code: 1000 and click “” Continue icon.





SAP User Manual for Breakdown Maintenance

In Park Incoming Invoice Screen, provide below details;

Invoice Date: **23.07.2020**

Purchase order: **4601000000** & Press **Enter**

Invoice Document Edit Goto System Help

Park Incoming Invoice: Company Code 1000

Show PO structure Hide worklist Hold Simulate Save as Completed Messages Help NF

Worklist
• Held documents
• Parked documents
• Docs complete for pos

Transaction Invoice Balance 0.00

Basic Data Payment Details Tax Withholding tax

Invoice date 23.07.2020
Posting Date 23.07.2020
Amount
Tax Amount
Bus.Place/Sectn /
Text
Baseline Date

PO Reference G/L Account Material

Purchase Order/Scheduling Agreement 4601000000 Goods/service items
Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Central C...

Item Search Term 0 / 0 Items

Activate Window Go to Settings to acti



SAP User Manual for Breakdown Maintenance

System will copy details with reference to PO & Display.

Select the Tax Code: **V1**

Park Incoming Invoice: Company Code 1000

Transaction: Invoice | Balance: 0.00 INR

Vendor: 0040000013
MAHARASHTRA BAMBOO BHANDAR
40,BAMBOO MARKET,R.C.CHURCH COMPOUND,
400014 Mumbai

Tax Tab:
Invoice date: 23.07.2020 | Reference: |
Posting Date: 23.07.2020 |
Amount: 25,200.00 INR |
Tax Amount: 1,200.00 | Calculate Tax | Tax Code: **V1 (CGST+SGST 5% In...** (indicated by red arrow)
Bus.Place/Sectn: / |
Text: |
Paymt terms: Due immediately

PO Reference / G/L Account / Material:
Purchase Order/Scheduling Agreement: 4601000000 | Goods/service items: |
Layout: All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Central C
1	24,000.00	1 EA	4601000000	10	AIR CONDITIONER 1 TR CAPACITY,		

Provide Base line date: **23.07.2020** in Payment Tab.

Park Incoming Invoice: Company Code 1000

Transaction: Invoice | Balance: 0.00 INR

Vendor: 0040000013
MAHARASHTRA BAMBOO BHANDAR
40,BAMBOO MARKET,R.C.CHURCH COMPOUND,
400014 Mumbai

Payment Tab:
BaselineDt: **23.07.2020** (indicated by red arrow) | Days: |
Due on: 23.07.2020 | Days net: |
CD: | Days net: |
Payt Meth.: | Pmnt block: Free for payment |
Inv. Ref.: | House bank: / |
Part. bank: |

PO Reference / G/L Account / Material:
Purchase Order/Scheduling Agreement: 4601000000 | Goods/service items: |
Layout: All information

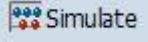
Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Central C
1	24,000.00	1 EA	4601000000	10	AIR CONDITIONER 1 TR CAPACITY,		



SAP User Manual for Breakdown Maintenance

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

Provide Amount including Tax Amount. Amount: **1200**.

Click on “  Simulate “ **Simulate Button**

Park Incoming Invoice: Company Code 1000

Show PO structure Hide worklist Hold Simulate Save as Completed Messages Help NF

Worklist
• Held documents
• Parked documents
• Docs complete for pos

Transaction Invoice Balance 0.00 INR

Vendor 0040000013
MAHARASHTRA BAMBOO BHANDAR
40, BAMBOO MARKET, R.C. CHURCH COMPOUND,
400014 Mumbai

Basic Data Payment Details Tax Withholding tax

Invoice date 23.07.2020 Reference
Posting Date 23.07.2020
Amount 25,200.00
Tax Amount 1,200.00
Bus.Place/Sectn /
Text
Paymt terms Due immediately

Calculate Tax
V1 (CGST+SGST 5% In...)

PO Reference G/L Account Material

Purchase Order/Scheduling Agreement 4601000000 Goods/service items
Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Central C
1	24,000.00		1 EA	4601000000	10	AIR CONDITIONER 1 TR CAPACITY,	

1 / 1 Items

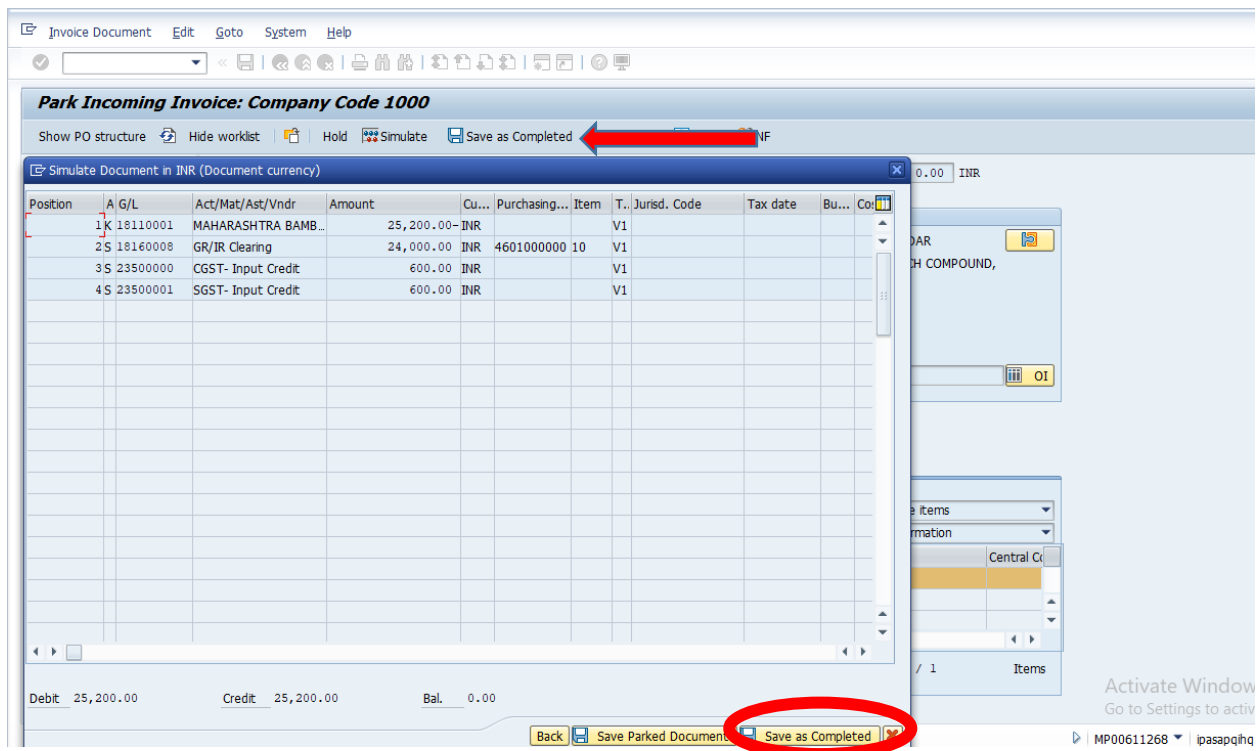
Activate Wind



SAP User Manual for Breakdown Maintenance

System will display FI Documents posting details.

Click on “  Save as Completed “ Save as Complete Button.



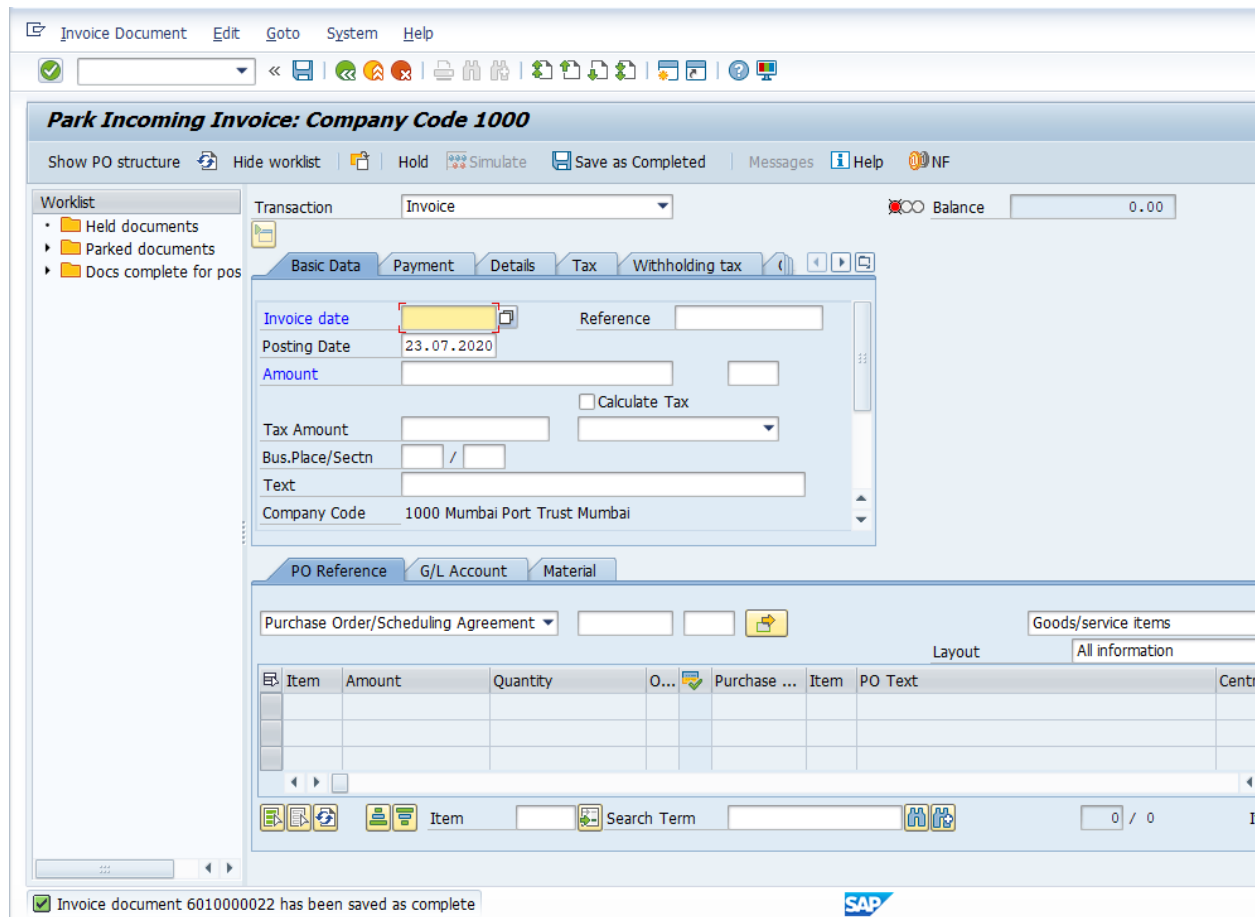
The screenshot shows the SAP 'Simulate Document in INR' window for an invoice. The table below represents the data visible in the window:


Position	A/G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Purchasing...	Item	T.. Jurisd. Code	Tax date	Bu...	Co...
1K	18110001	MAHARASHTRA BAMB...	25,200.00	INR			V1			
2S	18160008	GR/IR Clearing	24,000.00	INR	4601000000	10	V1			
3S	23500000	CGST- Input Credit	600.00	INR			V1			
4S	23500001	SGST- Input Credit	600.00	INR			V1			

At the bottom of the window, the 'Save as Completed' button is circled in red. The status bar shows 'Debit 25,200.00', 'Credit 25,200.00', and 'Bal. 0.00'. The window title is 'Park Incoming Invoice: Company Code 1000'.



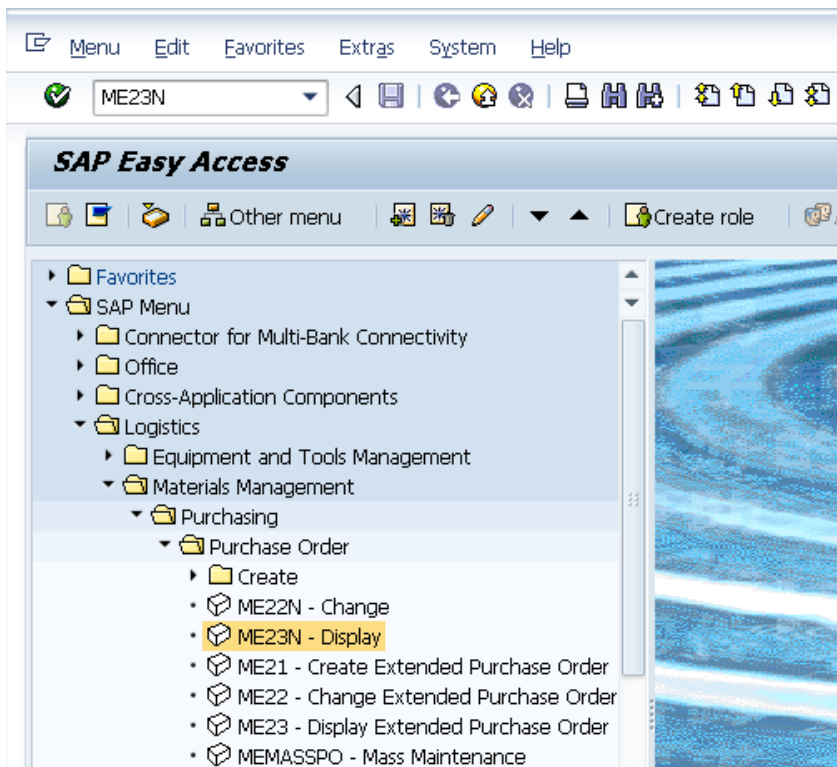
SAP User Manual for Breakdown Maintenance



System will park the invoice and displays “  Invoice document 6010000022 has been saved as complete ” message.

SAP User Manual for Breakdown Maintenance

Go to Transaction ME23N and Check the release status system Check Purchase Order history
System updates as “Parked Invoice”



SAP User Manual for Breakdown Maintenance

Sh. Text	MVT	Material	Document	Item	Posting Date	Q. Quantity	Delivery cost quantity	OUn	Δ	Amt.in Loc.Cur.	L.Cur	Q. Qty in OPUn	DelCostQty (OPUn)	Order Price Unit	Δ	Amount	C
WE	105	5001000048			1 23.07.2020	1	0	EA		24,000.00	INR	1	0	EA		24,000.00	IN
WE	103	5101000058			1 24.07.2020	0	0	EA		0.00	INR	0	0	EA		0.00	IN
Tr./Ev. Goods receipt						1		EA		24,000.00	INR	1		EA		24,000.00	II
VRe		6010000022			1 23.07.2020	1	0	EA		24,000.00	INR	1	0	EA		24,000.00	IN
Tr./Ev. Parked invoice						1		EA		24,000.00	INR	1		EA		24,000.00	II

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 → SAP Menu → Office → Workplace

Confidential Document

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SAP User Manual for Breakdown Maintenance

Expand "Inbox" button, under workflow " **Complete parked invoice 601000022 2020**" message will appear.

Double Click on the "**Complete parked invoice 601000022 2020**" message.

Workplace: MP00611268

Inbox

- Unread Documents 0
- Documents 40
- Workflow 31**
 - Grouped according to content
 - Grouped according to content type
 - Grouped according to sort key
 - Grouped according to task
- Overdue entries 0
- Deadline Messages 0
- Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed folders
- Trash
- Shared trash

Ex.	Title	Status	Work Item ID	Creation Da.	Creation ...	P	At.	Co.	W.	Dynam
	Please approve the Parked Invoice 601000022, Year 2020			23.07.2020	22:17:49	5				
	Please approve the Purchase Requisition 2001000962		415755	23.07.2020	19:42:30	5				
	Please approve the Purchase Requisition 2001000962		415754	23.07.2020	19:41:18	5				
	Please approve the Purchase Requisition 2001000962		415751	23.07.2020	19:40:56	5				
	Please approve the Purchase Requisition 2001000962		415077	23.07.2020	19:34:17	5				
	Please approve the Purchase Order 4000010071		415659	23.07.2020	13:04:49	5				
	Please approve the Purchase Order 4000010064		414818	22.07.2020	11:52:04	5				
	Please approve the Purchase Requisition 2001000963		415320	20.07.2020	02:34:58	5				
	Please approve the Purchase Requisition 2001000963		414579	20.07.2020	02:33:46	5				
	Please approve the Purchase Requisition 2001000961		415262	19.07.2020	15:10:39	5				
	Please approve the Purchase Requisition 2001000961		415261	19.07.2020	15:10:16	5				
	Please approve the Purchase Requisition 2001000959		415260	19.07.2020	15:10:03	5				
	Please approve the Purchase Requisition 2001000959		414485	19.07.2020	15:07:07	5				

Tips & tricks: Group Work Items According to Tas

Please approve the Parked Invoice 601000022, Year 2020

Description
Select one of the available decision options. This completes the processing of this step.
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.

Objects and attachments
No attachments or objects exist

It will open the Decision Step in Workflow Screen.

Click on "**Approve**" Button.

Please approve the Parked Invoice 601000022, Year 2020

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.
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.

Objects and attachments
No attachments or objects exist



SAP User Manual for Breakdown Maintenance

Invoice Document will be approved and Posted for Vendor Payment.

The screenshot shows the SAP 'Documents 44' interface. On the left is a navigation pane with folders like 'Inbox', 'Unread Documents 4', 'Documents 44', and 'Workflow 30'. The main area displays a table of documents:

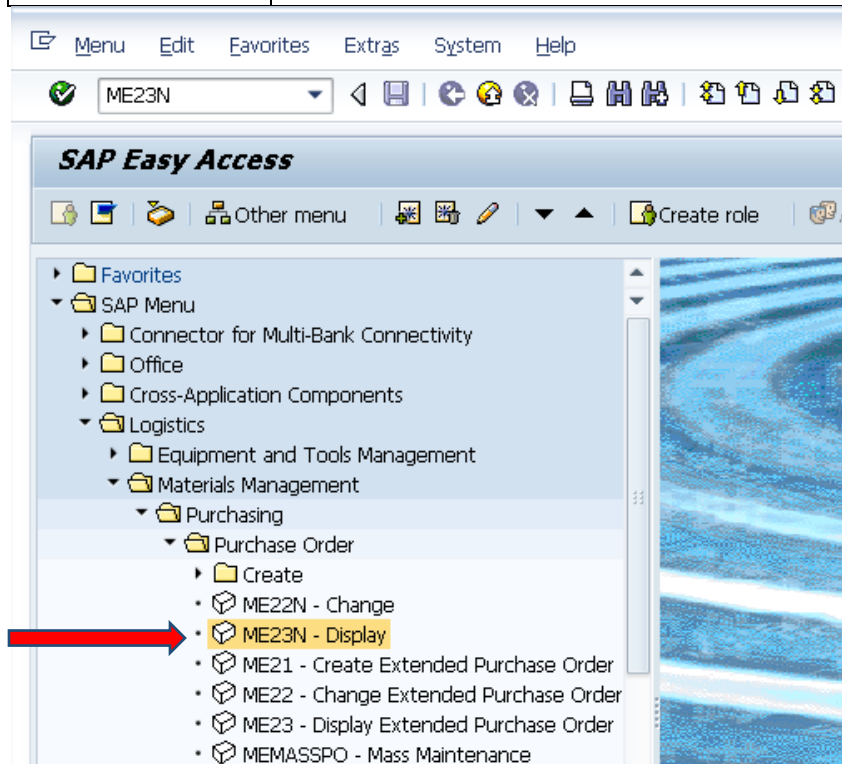
Me...	Ty...	Title	At...	Author	Date recei...	Co...	Re...	Re
[icon]	[icon]	Parked Invoice 6010000022, Year 2020 is Posted.		SAP_WFRT	23.07.2020			
[icon]	[icon]	Parked Invoice 6010000022, Year 2020 is Posted.		SAP_WFRT	23.07.2020			
[icon]	[icon]	Parked Invoice 6010000022, Year 2020 is Posted.		SAP_WFRT	23.07.2020			
[icon]	[icon]	Parked Invoice 6010000022, Year 2020 is Posted.		SAP_WFRT	23.07.2020			
[icon]	[icon]	Parked Invoice 6010000020, Year 2020 is Posted.		SAP_WFRT	23.07.2020			
[icon]	[icon]	Parked Invoice 6010000020, Year 2020 is Posted.		SAP_WFRT	23.07.2020			
[icon]	[icon]	Parked Invoice 6010000020, Year 2020 is Posted.		SAP_WFRT	23.07.2020			
[icon]	[icon]	Parked Invoice 6010000020, Year 2020 is Posted.		SAP_WFRT	23.07.2020			
[icon]	[icon]	JMS 1100000012 is approved.		SAP_WFRT	23.07.2020			
[icon]	[icon]	JMS 1100000012 is approved.		SAP_WFRT	23.07.2020			
[icon]	[icon]	JMS 1100000012 is approved.		SAP_WFRT	23.07.2020			
[icon]	[icon]	JMS 1100000012 is approved.		SAP_WFRT	23.07.2020			
[icon]	[icon]	JMS 1100000012 is approved.		SAP_WFRT	23.07.2020			

Below the table, a preview of the selected document is shown: 'Parked Invoice 6010000022, Year 2020 is Posted.' with the text 'Hello Sir/Madam.'

SAP User Manual for Breakdown Maintenance


Posted document will get updated in the Purchase Order History as Invoice Receipt.
Enter Transaction Code **ME23N** in command bar (or) Follow the below navigation path.


Transaction Code	ME23N
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Purchasing → Purchase Order → Display → ME23N





SAP User Manual for Breakdown Maintenance

Click on "  " **Other document** and Enter Pur. Order: **4502000102**.

Click on "  " Button.

Direct Purchase Order 4601000000 Created by MP00611268

Document Overview On | Print Preview | Messages | Personal Setting

Direct Purchase Order 4601000000 Vendor 40000013 MAHARASHTRA BAMB... Doc. Date 20.07.2020

Select Document

Pur. Order 4601000000

Pur. Order
 Purch. Requisition
 SRM Contract

Other Document

Item Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
CONDITIONER 1 TR...	1	EA	D 24.07.2020	24,000.00	INR	1	EA	Air condition..	Mumbai Por

Add Planning

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

Click on "Purchase Order History" tab.

Posted document will appear as "Invoice Receipt"

Direct Purchase Order 4601000000 Created by MP00611268

Document Overview On | Print Preview | Messages | Personal Setting

Direct Purchase Order 4601000000 Vendor 40000013 MAHARASHTRA BAMB... Doc. Date 20.07.2020

Header

Item	S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. L
	10	F			1000000427	AIR CONDITIONER 1 TR...	1	EA	D 24.07.2020	24,000.00	INR	1	EA	Air condition..	Mumbai Port Trust	Central

Add Planning

Item [10] 1000000427 , AIR CONDITIONER 1 TR...

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

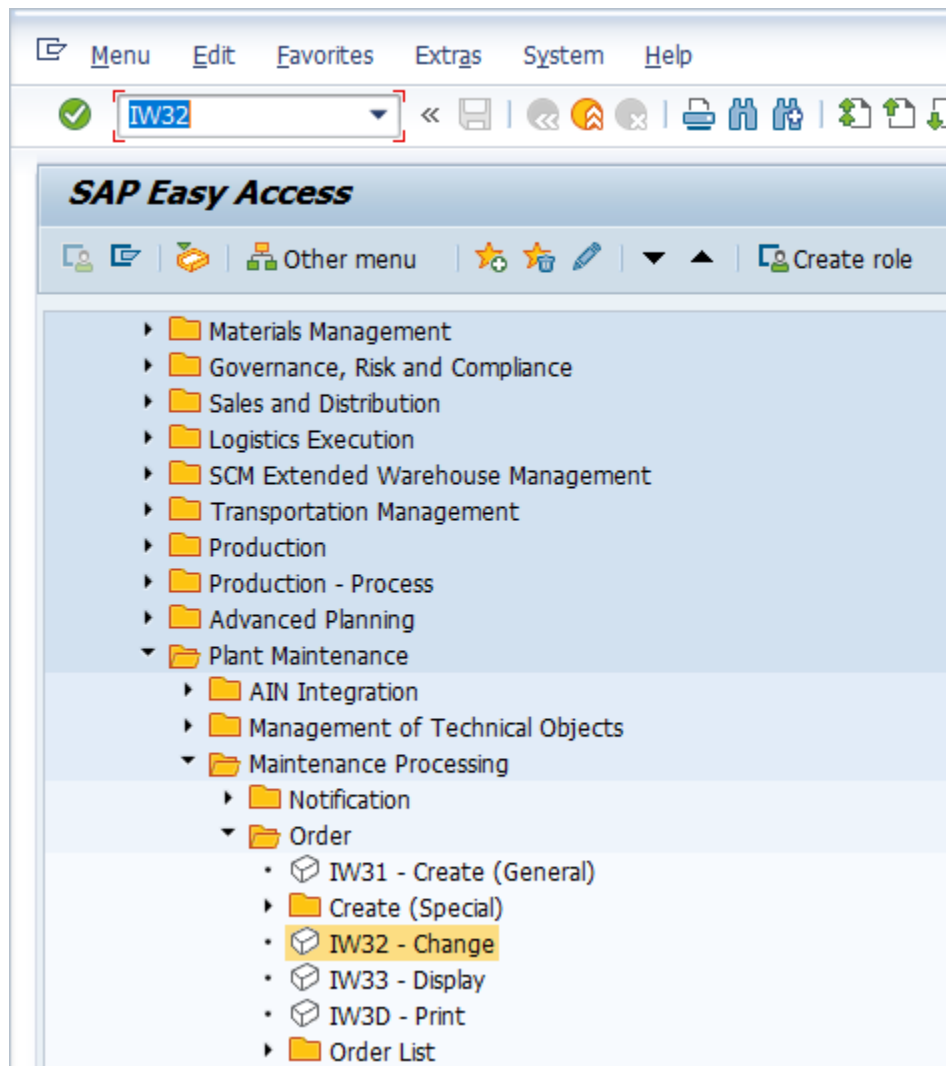
Sh. Text	MVT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OU	Amount in Loc. Cur.	L. cur	Quantity in OPUn	DelCostQty (OPUn)	Order Price Unit	Amount
WE	105	5001000048		1 23.07.2020	1	0	EA	24,000.00	INR	1	0	EA	24,000.00
WE	103	5101000058		1 24.07.2020	0	0	EA	0.00	INR	0	0	EA	0.00
Tr./Ev. Goods receipt					1		EA	24,000.00	INR	1		EA	24,000.00
RE-L		6010000022		1 23.07.2020	1	0	EA	24,000.00	INR	1	0	EA	24,000.00
Tr./Ev. Invoice receipt							EA	24,000.00	INR	1		EA	24,000.00



SAP User Manual for Breakdown Maintenance

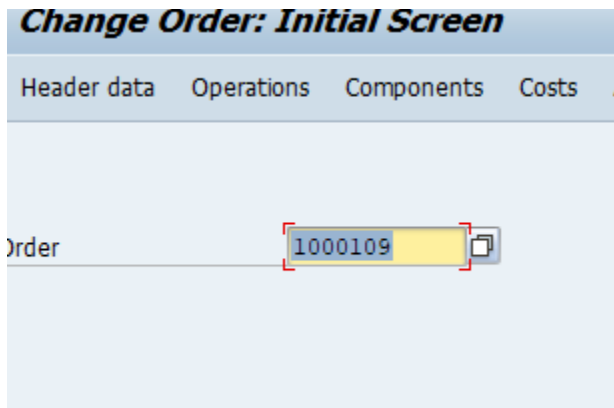
Withdrawn Quantity is updated in Order

Go to IW32 and open Order No 1000109

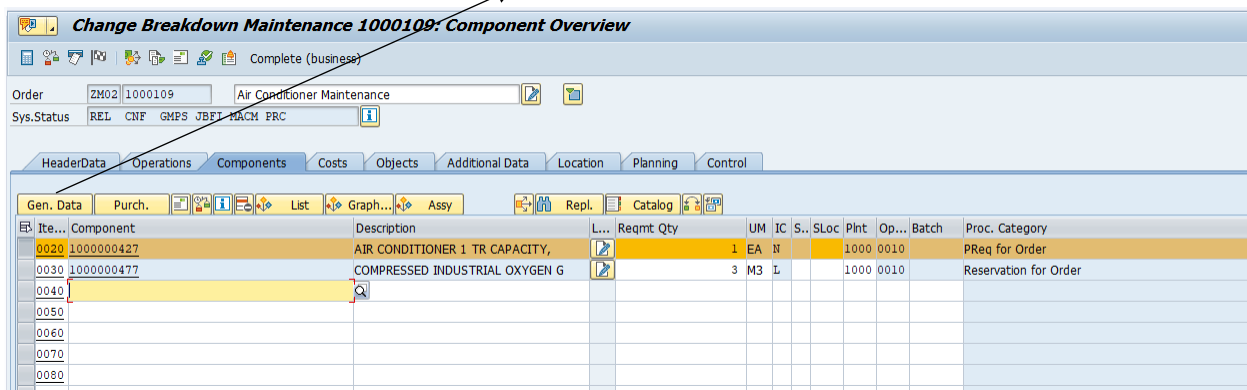




SAP User Manual for Breakdown Maintenance



Go to Components Tab and click on General Data





SAP User Manual for Breakdown Maintenance

Withdrawal Quantity is "1" as per order Requirement it is issued.

Change Breakdown Maintenance 1000109: Component Detail General Data

Order: 1000109 Activity: 0010
Material: 1000000427 AIR CONDITIONER 1 TR CAPACITY,
Item: 0020 Item Category: N

General Data Purchasing Data

Component

Plant	1000	Stor. Loc.	
Batch		Sort String	
Reqmt Date	20.07.2020 00:00:00	Offset	
Reservation	157 2	Movement type	261

Quantities

Requirement Qty	1	Unit of Measure	EA	<input type="checkbox"/> Fixed qty.
Committed Qty	0			
Withdrawal Qty	1	<input checked="" type="checkbox"/> Final issue		

General Indicators

<input type="checkbox"/> Backflushing	Res./Purc. req.	Immediately
<input type="checkbox"/> Bulk Material	CostingRelevncy	100% Relevant to Co...
<input type="checkbox"/> Mvt Allowed	Mat. Prov. Ind.	

Stock Assignment

Creditor:



SAP User Manual for Breakdown Maintenance

Goods Issue

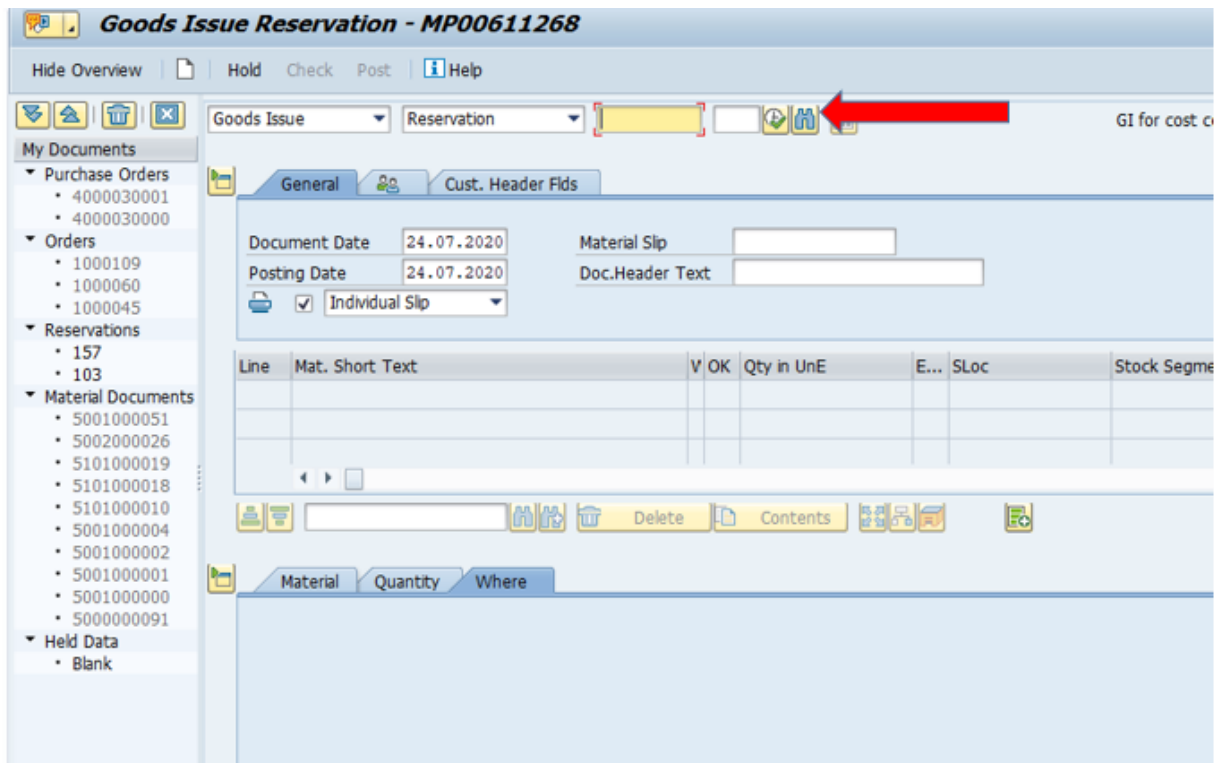
Enter Transaction Code **MIGO** in command bar (or) Follow the below navigation path.

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**.





SAP User Manual for Breakdown Maintenance

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

Select " Item OK" Checkbox.

Goods Issue Reservation - MP00611268

Hide Overview | Hold | Check | Post | Help

Document Date: 24.07.2020 | Material Slp: | Posting Date: 24.07.2020 | Doc.Header Text: | Individual Slip | Status:

Line	St...	Mat. Short Text	V OK	Qty in UnE	E... S...	SLoc	Order	Ac...	Co...	Stock Segment	Batch	Valuat...
2		COMPRESSED INDUSTRIAL OXYGEN G	<input type="checkbox"/>	3	M3		1000109	0010	1000			

Material | Quantity | Where | Reservation | Partner | Account Assignment | Cust. Item Flds

Movement type: 262 | RE for order | Stock type: Unrestricted-Use

Plant: Mumbai Port Trust | 1000 | Storage location: Central Store | 1001

Goods recipient: | Unloading Point: | Text: | Item OK | Line: 1

Activate Windows | Go to Settings to activate Window

Display Material Document 5001000055 - MP00611268

Hide Overview | Hold | Check | Post | Help

A04 Display | R02 Material Docume... | 5001000055 | 2020

General | Doc. info | Cust. Header Flds

Entered By: MP00611268 | FI Documents | Created On: 24.07.2020 | 16:38:44 | Transaction Code: Goods Movement | MIGO_GI

Line	Mat. Short Text	V Qty in UnE	EUn	SLoc	Order	Profit Center	G/L Account	Stock Segment
1	COMPRESSED INDUSTRIAL OXYGEN G	3	M3	Central Store	1000109	1005	41200000	

Material | Quantity | Where | Reservation | Account Assignment | Output | Cust. Item Flds

Material: COMPRESSED INDUSTRIAL OXYGEN G | 1000000477 | Material Group: 12142100



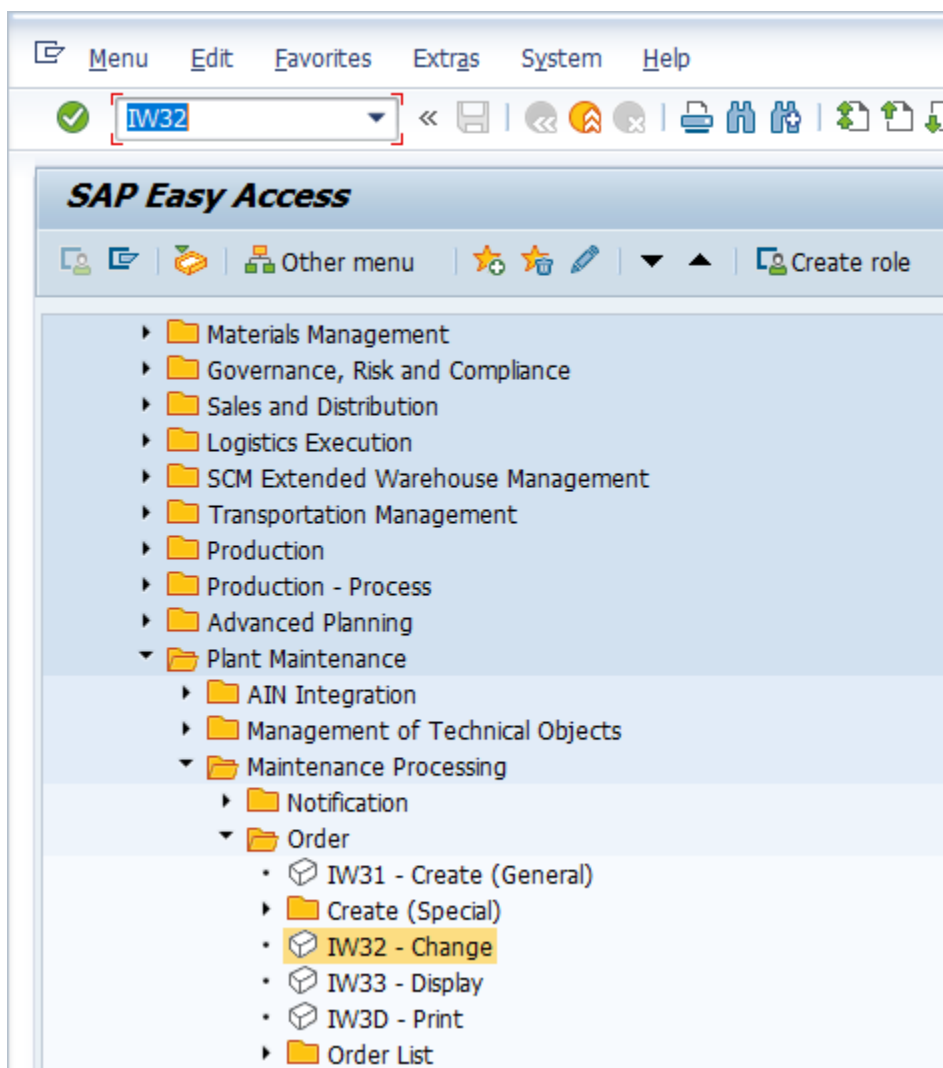
SAP User Manual for Breakdown Maintenance

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

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

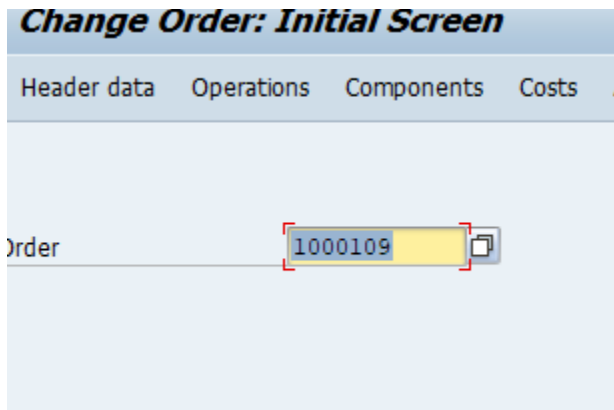
Withdrawn Quantity is updated in Order

Go to IW32 and open Order No 1000109

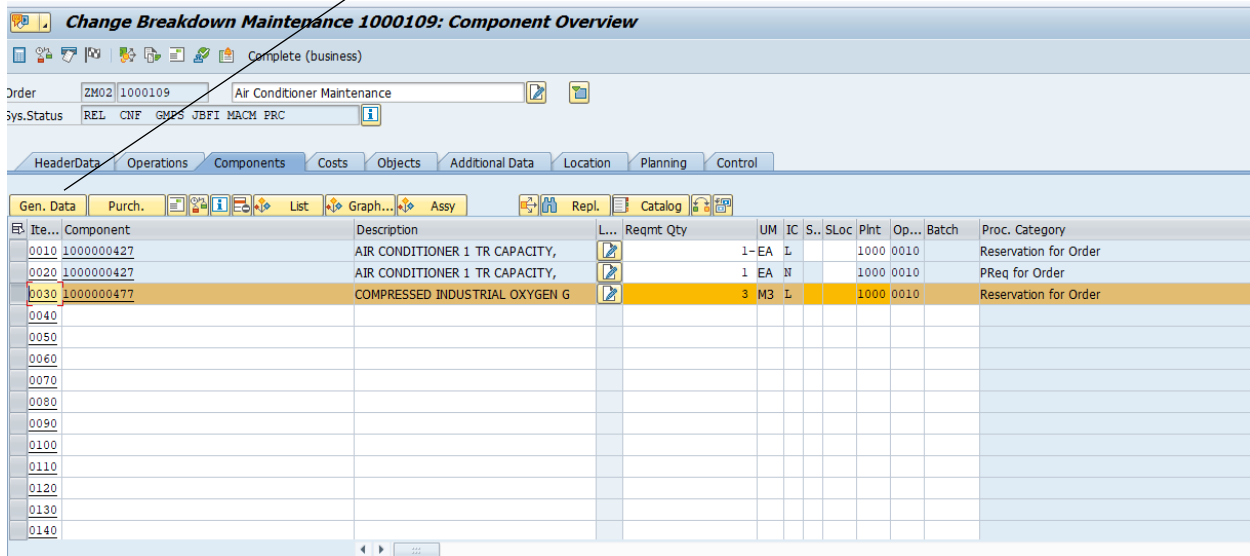




SAP User Manual for Breakdown Maintenance



Go to Components Tab and click on General Data





SAP User Manual for Breakdown Maintenance

Withdrawal Quantity updated in Order "1000109"

Order	1000109	Activity	0010
Material	1000000477	COMPRESSED INDUSTRIAL OXYGEN G	
Item	0030	Item Category	L

General Data

Component			
Plant	1000	Stor. Loc.	
Batch		Sort String	
Goods Recipient		Unloading Point	
Reqmt Date	20.07.2020	00:00:00	Offset
Reservation	157	3	Movement type
			261

Quantities			
Requirement Qty	3	Unit of Measure	M3
Committed Qty	3	<input type="checkbox"/> Fixed qty.	
Withdrawal Qty	3	<input checked="" type="checkbox"/> Final issue	

General Indicators			
<input type="checkbox"/> Backflushing	Res./Purc. req.	Immediately	
<input type="checkbox"/> Bulk Material	CostingRelevncy	100% Relevant to Co...	
<input checked="" type="checkbox"/> Mvt Allowed	Mat. Prov. Ind.		

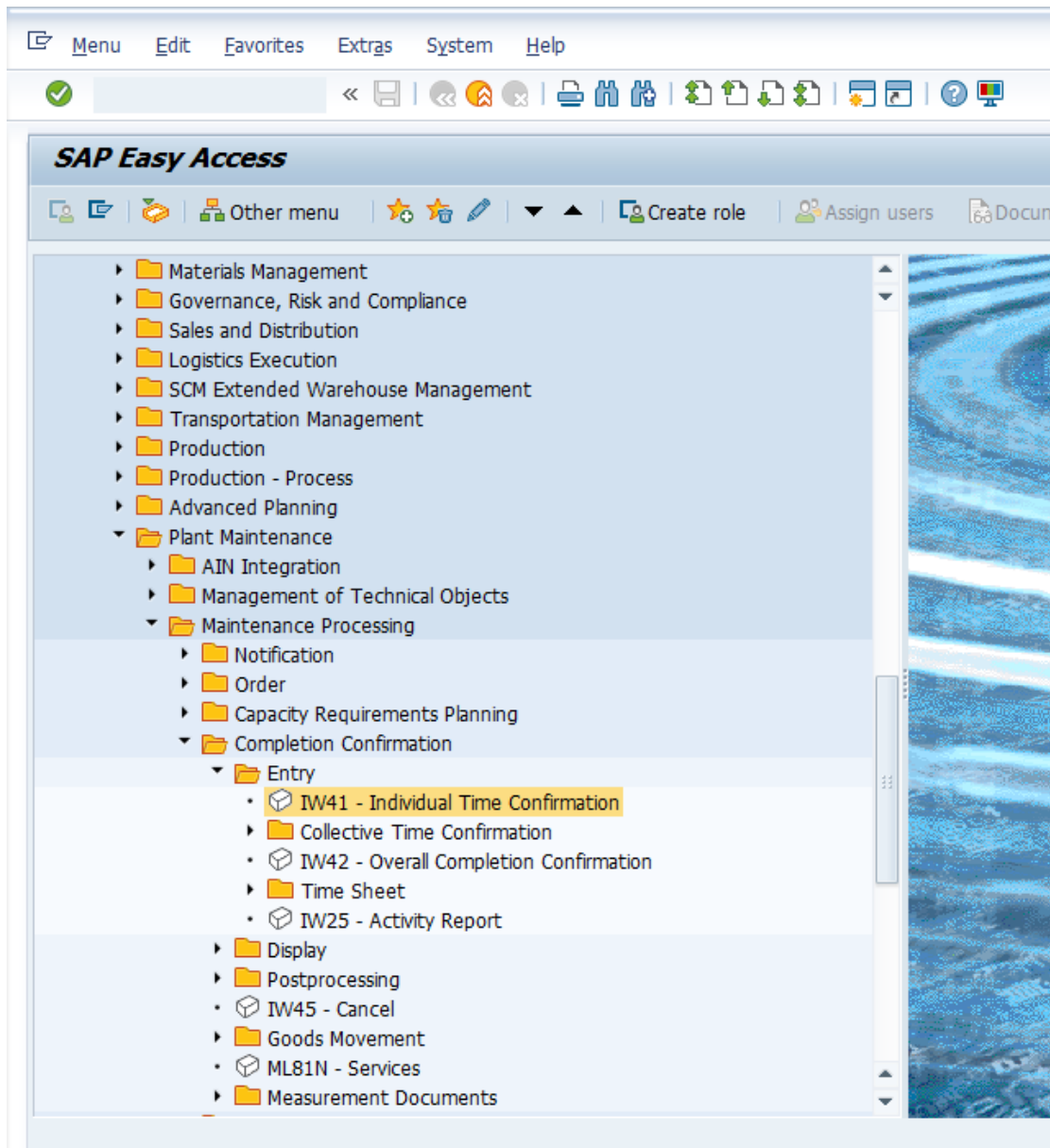
Stock Assignment



SAP User Manual for Breakdown Maintenance

Individual Time Confirmation

Go to Transaction IW41 or in Command Bar IW41





SAP User Manual for Breakdown Maintenance

Enter Order No 1000109 and press “ENTER”

The screenshot shows the 'Enter PM Order Confirmation: Initial Screen' in SAP. It features a menu bar with 'Configuration', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections: 'Confirmation No. of Operation' with a 'Confirmation' field; 'Order' with fields for 'Order' (containing '1000109'), 'Activity', and 'Suboperation'; 'Long-term order for' with fields for 'Functional loc.' and 'Equipment'; and 'Individual Capacity' with fields for 'Capacity cat.' and 'Split number'.

System will show the following Screen and Select the operation to Confirm. “Double Click “ the operation and enter the work start and finish date and time in the actual data screen

The screenshot shows the 'Enter PM Order Confirmation: Operation Overview' screen. At the top, it displays 'Order 1000109 Air Conditioner Maintenance'. Below this is a table titled 'Operations and sub-operations'.

Co	Op.	Su...	Sp	Work Ctr	Plnt	Work	Unit	Operation short text	Execution ...	Execution ...	Forecast ...	Actual work
	0010		<input type="checkbox"/>	PM_CME	1000		3 H	Air Conditioner Maintenance			0	0
	0020		<input type="checkbox"/>	PM_CME	1000		0 H	A Check			0	0



SAP User Manual for Breakdown Maintenance

Enter PM Order Confirmation: Actual Data

Navigation: + next Notification Object List Measurement Documents

Order: 1000109 Air Conditioner Maintenance
Oper./Act.: 0010 Air Conditioner Maintenance
System Status: REL

Confirmation Data

Confirmation	635				
Work Center	PM_CME 00 PM CME Department				
Personnel no.		Wage type			
Actual Work	3 H	Activity Type		Posting Date	24.07.2020
<input checked="" type="checkbox"/> Final Confirmtn	<input checked="" type="checkbox"/> No Remain. Work	AcctIndicator			
<input checked="" type="checkbox"/> Clear Open Res.	Remaining Work		H		
Work Start	20.07.2020 10:00:00	Actual Duration		H	
Work Finish	20.07.2020 13:00:00	Forecast End		24:00:00	
Reason					
Confirm. text		Long Text Exists	<input type="checkbox"/>		

Total Confirmation Data

Cum.Actual Work	0 H	ActDuratn	0 H
Forecast work	3 H	Planned Dur.	3.0 H
Actual Start	00:00:00	Actual End	00:00:00

Save the confirmation by clicking Save Icon

System will show the following message

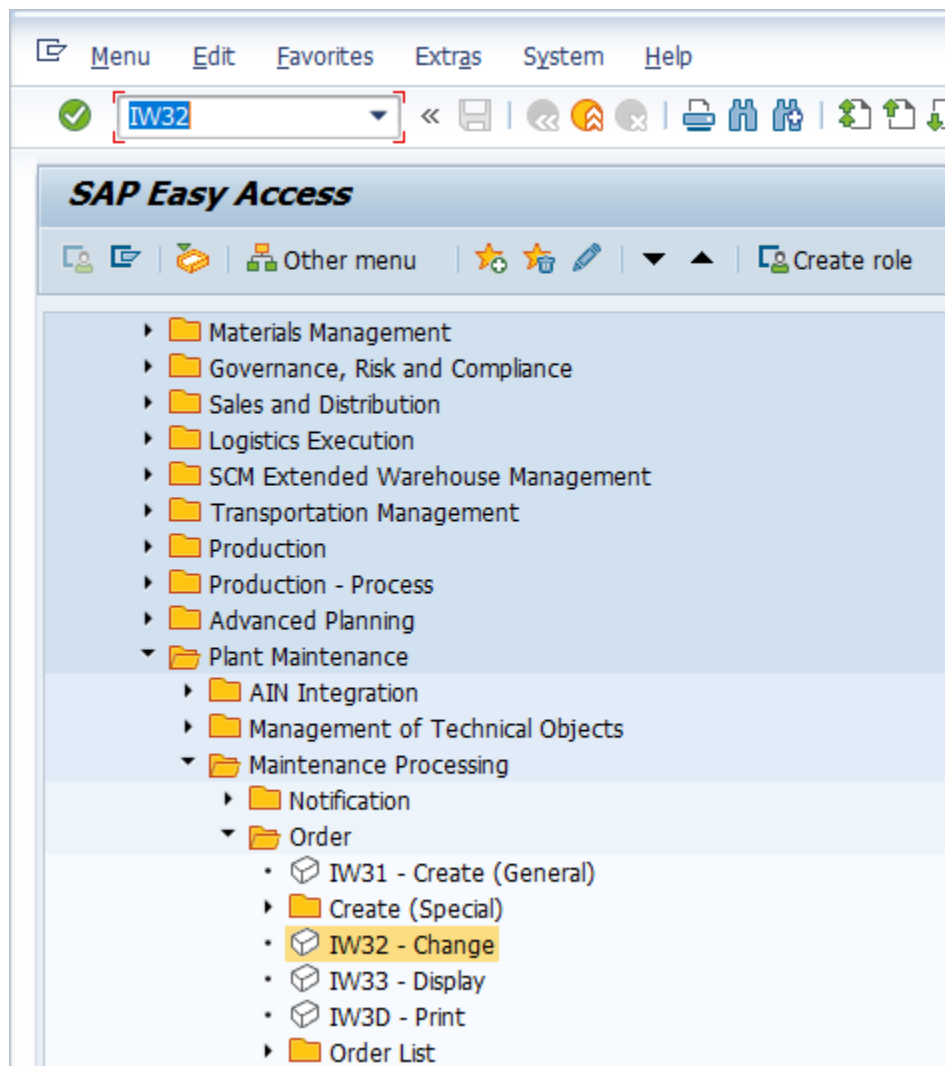
✔ Number of confirmations saved for order 1000109: 1 „



SAP User Manual for Breakdown Maintenance

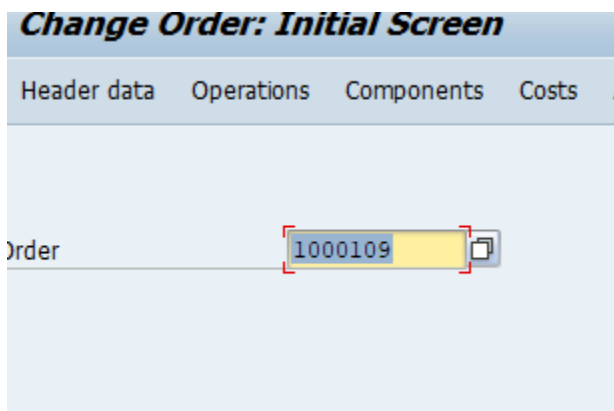
Order Confirmation Status

Go to Transaction IW32 and Enter the Order No"1000109" and Press "Enter"

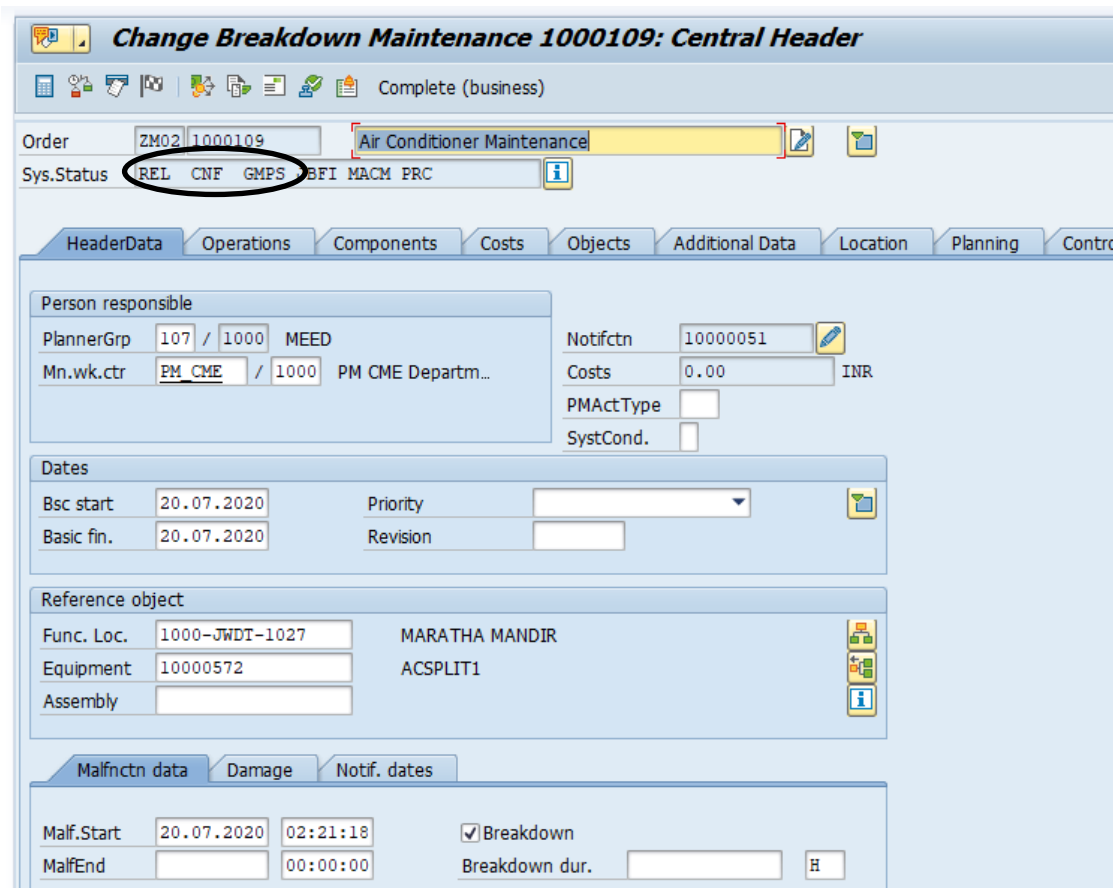




SAP User Manual for Breakdown Maintenance



Status Updated as "CNF"-Confirmed in Order





SAP User Manual for Breakdown Maintenance

Order: 1000109 Order Type: ZM02 Planning Plant: 1000
Description: Air Conditioner Maintenance

Status Business processes

Syst. Status		
X	St...	Text
<input checked="" type="checkbox"/>	REL	Released
<input checked="" type="checkbox"/>	CNF	Confirmed
<input checked="" type="checkbox"/>	GMPS	Goods movement posted
<input checked="" type="checkbox"/>	JBFI	Job Finished
<input checked="" type="checkbox"/>	MACM	Material committed
<input checked="" type="checkbox"/>	PRC	Pre-costed

Status with Status Number			
X	Status	Text	No.

Status Without Status No.		
X	Status	Text

Active Status
 Change Docs Status Profile

FI Process-Vendor Outgoing Payment

Enter Transaction Code **F-53**

In the below selection screen enter the following fields to process the payment for the Vendor



SAP User Manual for Breakdown Maintenance

- Enter Document Date: 27-07-2020
- Bank Account Details (Rev Outgoing A/c): 23110002
- Vendor Account Number.: 40000013

Post Outgoing Payments: Header Data

Process Open Items

Document Date	27.07.2020	Type	KZ	Company Code	
Posting Date	27.07.2020	Period	4	Currency/Rate	
Document Number		Transl. Date		Business-CC Number	
Reference		Trading part.BA			
Doc.Header Text	Breakdown Maint				
Clearing Text	Breakdown Maint				

Bank data

Account	23110002	Business Area	
Amount	1		
Amt.in loc.cur.		Bank Charges	
Bank Charges		Profit Center	
Value date	27.07.2020	Assignment	
Text	Breakdown Maint		

Open item selection	Additional selections
Account	<input type="radio"/> None
Account Type	<input type="radio"/> Amount
Special G/L Ind	<input checked="" type="radio"/> Document Number
Payt Advice No.	<input type="radio"/> Posting Date
<input type="checkbox"/> Distribute by Age	<input type="radio"/> Dunning Area
<input type="checkbox"/> Automatic Search	<input type="checkbox"/> Others
<input type="checkbox"/> Other Accounts	
<input checked="" type="checkbox"/> Standard OIs	

Document Date or Entry Date

Outgoing Bank Account details

Vendor Account Number

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



SAP User Manual for Breakdown Maintenance

Post Outgoing Payments Enter selection criteria

Other selection Other account **Process Open Items**

Parameters entered

Company Code	1000
Account	40000013
Account Type	K
Special G/L Ind.	<input type="checkbox"/> Standard OIs

Document Number

From	To	String	Initial Value
2600000036	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 3. Enter the Payment Amount to Post the Payment for the Invoice document



SAP User Manual for Breakdown Maintenance

Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 40000013 MAHARASHTRA BAMBOO BHANDAR

Document N...	D..	Document D...	P...	Busi...	Day...	INR Gross	CashDiscount	CDPer.
2600000036	RE	23.07.2020	31		4	25,200.00-		

Processing Status

Number of Items	1	Amount Entered	1.00-
Display from Item	1	Assigned	25,200.00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	25,199.00

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



SAP User Manual for Breakdown Maintenance

Post Outgoing Payments Correct G/L account item Payment Amount entered

Choose open items Process Open Items More data Account Model

G/L Account 23110002 SBI Revenue Account - 10996685430 - Outgoing
Company Code 1000 Mumbai Port Trust

Item 1 / Credit entry / 50

Amount 25,200.00 INR
Calculate Tax

Business place
Profit Ctrs

Value date 27.07.2020
Assignment
Text Breakdown Maint

More Long Texts

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



SAP User Manual for Breakdown Maintenance

Document Edit Goto Extras Settings Environment System Help

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

Document Date	27.07.2020	Type	KZ	Company Code	1000
Posting Date	27.07.2020	Period	4	Currency	INR
Document Number	INTERNAL	Fiscal Year	2020	Translation dte	27.07.2020
Reference		Cross-CC Number		Trading part.BA	
Doc.Header Text	Breakdown Maint				

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0023110002	SBI - Rev - Outgoin		25,200.00-	
002	25	0040000013	MAHARASHTRA BAMBOO		25,200.00	

D 25,200.00 C 25,200.00 0.00 * 2 Line Items

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

Document 2300000025 was posted in company code 1000

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



SAP User Manual for Breakdown Maintenance

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	2300000025	Company Code	1000	Fiscal Year	2020
Document Date	27.07.2020	Posting Date	27.07.2020	Period	4
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

CoCd	Item	Key S...	Account	Description	Amount	Curr.	Tx	Cost Center
1000	1	50	23110002	SBI - Rev - Outgoing	25,200.00-	INR		
	2	25	40000013	MAHARASHTRA BAMBOO BH...	25,200.00	INR		

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

Document Overview - Display

Doc.Type : KZ (Vendor Payment) Normal document

Doc. Number	2300000025	Company Code	1000	Fiscal Year	2020
Doc. Date	27.07.2020	Posting Date	27.07.2020	Period	04
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	INR				
Doc. Hdr Text	Breakdown Maint				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	50	23110002	SBI - Rev - Outgoing	20200727		25,200.00-
2	25	40000013	MAHARASHTRA BAMBOO B			25,200.00

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



SAP User Manual for Breakdown Maintenance

Check Edit Goto Extras Environment System Help

Print Form for Payment Document

Document Number	2300000025	
Company Code	1000	Mumbai Port Trust
Fiscal Year	2020	

Payment method and form specifications

Payment Method	C
Check Lot Number	1
Alternative Form	
Padding Character	

Output control

Printer for Forms	ZLP01	<input checked="" type="checkbox"/> Print Immediately
Payt Advice Printer		<input type="checkbox"/> Recipient's Language
		<input type="checkbox"/> Currency in ISO code
		<input checked="" type="checkbox"/> Test Printout
		<input type="checkbox"/> Do Not Void Any Checks

Step 10. Click on check and print preview



SAP User Manual for Breakdown Maintenance

Print: [X]

Output Device: ZLP01

Page selection: []

Spool Request

Name: SMART [] MZ00596723

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: 1 Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

Recipient: []

Department: []

Print preview Print [X]

Print Preview of ZLP01 Page 00001 of 00001

Archive Print and Archive [] []

A/C Payee	2 7 0 7 2 0 2 0
MAHARASHTRA BAMBOO BHANDAR	
Twenty five thousand two hundred only	
	25,200.00

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



SAP User Manual for Breakdown Maintenance

Text file to bank - Vendor Payment

Company code: 1000

Current Date: 27.07.2020 to

Print layout

Print:

Output Device: ZLP01

Page selection:

Spool Request

Name: SMART MZ00596723

Title:

Authorization:

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: 1 Print only

Number of Copies

Number: 1

Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: Do not print

Recipient:

Department:

Print preview Print

Bank file created successfully:



SAP User Manual for Breakdown Maintenance

Print Preview of ZLP01 Page 00001 of 00001

Archive Print and Archive



MUMBAI PORT TRUST

Finance Department



Mumbai Port Trust
Port House, S.V. Marg, Ballard Estate
400001 MUMBAI
INDIA

To,
The Branch Manager,
IDBI Bank Limited,

Sir,

You are requested to make payment through A/c No: 10996685430 for the invoices listed below.

Row#	Party	Account No	IFSC	Amount	Remarks
1	ALEX CHEMICAL & INDUSTRIES	307651100000204	IBKL0000307	2,587.00	2300000024
2	MAHARASHTRA BAMBOO BHANDAR			25,200.00	2300000025
Total Amount:				27,787.00	

Payment File

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

Technical Completion of Order

Go to Transaction Code IW32 and enter the preventive Maintenance order No

Confidential Document

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SAP User Manual for Breakdown Maintenance

Change Order: Initial Screen

Header data Operations Components Costs Additional data Planning Control

Order

And Click Complete Technically icon as shown 

Change Breakdown Maintenance 1000109: Central Header

Complete (business)

Order

Sys.Status

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Person responsible

PlannerGrp	<input type="text" value="107"/> / <input type="text" value="1000"/> MEED	Notifctn	<input type="text" value="10000051"/>
Mn.wk.ctr	<input type="text" value="PM CME"/> / <input type="text" value="1000"/> PM CME Department	Costs	<input type="text" value="0.00"/> INR
		PMActType	<input type="text"/>
		SystCond.	<input type="text"/>

Dates

Bsc start	<input type="text" value="20.07.2020"/>	Priority	<input type="text"/>
Basic fin.	<input type="text" value="20.07.2020"/>	Revision	<input type="text"/>

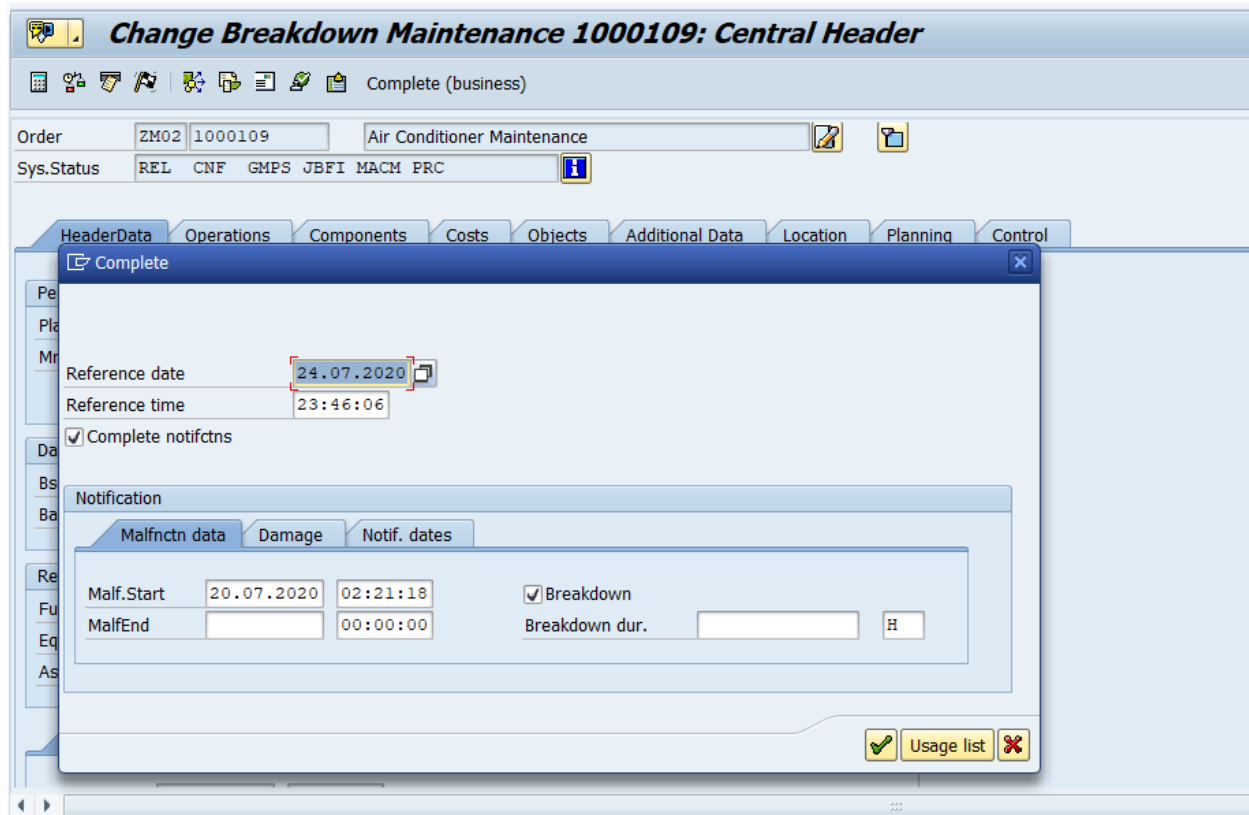
Reference object

Func. Loc.	<input type="text" value="1000-JWDT-1027"/>	MARATHA MANDIR
Equipment	<input type="text" value="10000572"/>	ACSPLIT1
Assembly	<input type="text"/>	

Enter the Technical Closure date and time for the Order



SAP User Manual for Breakdown Maintenance



Order Saved as Technically Completed and updated in status TECO



SAP User Manual for Breakdown Maintenance

Order Edit Goto Extras Environment System Help

Change Preventive Maintenance 1000100: Central Header

Complete (business)

Order ZM01 / 00100 Preventive Maint for Eq

Sys.Status TECO GMPS JBFI NMAI PRC SETC

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Person responsible

PlannerGrp 107 / 1000 MEED

Mn.wk.ctr PM_CME / 1000 PM CME Departm...

Notifctn

Costs 0.00 INR

PMActType

SystCond.

Dates

Bsc start 24.09.2020

Basic fin. 24.09.2020

Priority

Revision

Reference object

Func. Loc. 1000-WDLA-0002 "Antop Village, Wadala"

Equipment 10000338 30 HP Kirloskar Water Pumping Set

Assembly

First operation

Operation A Check

Calc. key

WkCtr/Plnt PM_CME / 1000

Ctrl key PM01

Acty Type

Work durtn 0.0

Number 0

Oprtn dur. 0.0

PRT

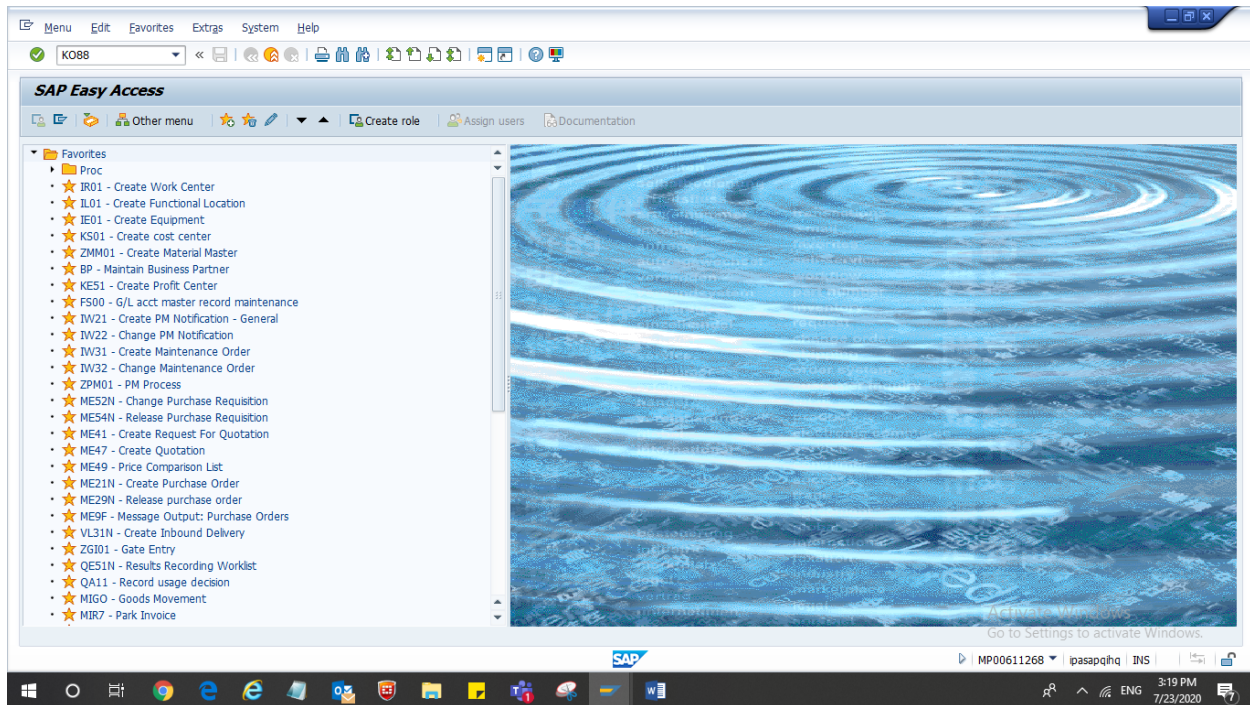
Comp.



SAP User Manual for Breakdown Maintenance

Settlement of Order

Enter T code KO88 for Settlement to Cost Center





SAP User Manual for Breakdown Maintenance

Enter the Controlling Area 1000

The screenshot shows a SAP 'Set Controlling Area' dialog box. The 'Controlling Area' field is highlighted with a red box and contains the value '1000'. Below the dialog box, there are several input fields and checkboxes for configuration. The 'Parameters' section includes 'Element Period' (checked), 'Fiscal Year' (checked), 'Asset Group' (empty), and 'Posting Type' (checked). The 'Posting Options' section includes 'Background Processing' (checked), 'Fast Run' (checked), 'Detail List' (checked), and 'Check Trans. Data' (checked). A 'Layouts' button is visible in the 'Detail List' section.


Field	Value/Status
Controlling Area	1000
Element Period	<input checked="" type="checkbox"/>
Fiscal Year	<input checked="" type="checkbox"/>
Asset Group	
Posting Type	<input checked="" type="checkbox"/>
Posting period	
Asset Value Date	
Background Processing	<input checked="" type="checkbox"/>
Fast Run	<input checked="" type="checkbox"/>
Detail List	<input checked="" type="checkbox"/>
Check Trans. Data	<input checked="" type="checkbox"/>



SAP User Manual for Breakdown Maintenance

Enter Settlement Period 04 and Fiscal Year 2020 and remove test run Tick box, Click on Execute Button.

Actual Settlement: Order

 Settlement Rule

Controlling Area 1000
Order 1000109

Parameters

Settlement Period	4	Posting period	
Fiscal Year	2020	Asset Value Date	
Processing Type	1 Automatic		



Processing Options

Test Run
 Check Trans. Data



SAP User Manual for Breakdown Maintenance

Actual Settlement: Order Basic list

Selection

Selection Parameters	Value	Name
Order	1000109	Air Conditioner Maintenance
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

Processing Options

Selection Parameters	Value
Execution Type	Settlement Executed
Processing Mode	Udate run

Processing completed with no errors

Statistics

Processing Category	Σ	Number
Settlement Executed		1
No Change		
Not Relevant		
Inappropriate Status		
Error		

Click on highlighted option called Detail List.



SAP User Manual for Breakdown Maintenance

Actual Settlement: Order Detail list

Basic list | | | Sender | Receiver | Accounting documents | Settlement rule | | | | | | Save | Select

Detail list - Settled values

Senders	Short text: Sender	Receiver	Σ ValCOArCur	Inform.
ORD 1000109	Air Conditioner Maintenance	CTR 10050401	24,138.06	
			• 24,138.06	

Order settled to Cost Center

Closure of Order

Enter Transaction IW32

Change Order: Initial Screen

Header data | Operations | Components | Costs | Additional data | Planning | Control |

Order:

Press Enter, click on Complete Business or (ctrl+shift+12)



SAP User Manual for Breakdown Maintenance

Change Breakdown Maintenance 1000109: Central Header

Complete (business)

Order: ZM02 00109 Air Conditioner Maintenance

Sys.Status: TECO CNF GMPS JBFI MACM PRC SETC

HeaderData | Operations | Components | Costs | Objects | Additional Data | Location | Planning | Control

Person responsible

PlannerGrp	107 / 1000	MEED	Notifctn	10000051
Mn.wk.ctr	PM CME / 1000	PM CME Department	Costs	0.00 INR
			PMActType	
			SystCond.	

Dates

Bsc start	20.07.2020	Priority	
Basic fin.	20.07.2020	Revision	

Reference object

Func. Loc.	1000-JWDI-1027	MARATHA MANDIR
Equipment	10000572	ACSPLIT1
Assembly		

Click on complete, Status will be updated CLSD after execute it.

Order Closed for further posting.