



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

**Enterprise Business System** 

# **Business Process Manual for Preventive Maintenance**

Submitted by:



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

#### **Document History:**

| Authors & Participants |      |
|------------------------|------|
| Role                   | Name |
|                        |      |
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| Reviewed and Approved By |       |      |          |
|--------------------------|-------|------|----------|
| Name                     | Title | Date | Approved |
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### Introduction:

The purpose of the document is to give awareness of the complete cycle of how the Preventive Maintenance Process Handled in S4H (SAP) to the respective users.

#### Summary:

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

Its starts right from Maintenance Order, material PR, Service PR up to maintenance order closure.

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## Creation of Maintenance Plan

The below transaction code which we can use for creation of Maintenance Plan for Preventive Maintenance Activity, this will be one time activity for coming years for functional location/equipment/Asset for planned Maintenance.

Enter Transaction code IP42 in command bar (or) Follow the below navigation path



Double click on "IP42" the system will open the below screen In the next screen, enter the required details as below

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

Maintenance Plan Category (PM Maintenance Order) & Strategy (B or any other from F4) for select from dropdown menu and **press enter key** to proceed

| ☞ <u>M</u> aintenance plar | n <u>E</u> dit <u>G</u> oto Extr <u>a</u> s En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp |
|----------------------------|---|
| Ø                          | 🔻 😪 I 🗟 😪 I 🖨 🖞 🖏 🗅 🎝 🎝 I 🧮 🔽 I 🚱 🖳   |
| Create Main                | tenance Plan: Initial   |
|                            |   |
|                            |   |
| Maintenance plan           |   |
| Maint. plan cat.           | Maintenance Order   |
| Strategy                   | в   |
|                            |   |
|                            |   |
|                            |   |
|                            |   |
|                            |   |
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Enter Description of Maintenance Plan Functional Location & Task List for proceed further. Show below.

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|---|------------------------|---|----------------------------|-----------------------------|----------------|--|--|
| Create Maintenance Plan: Strategy plan                                    |                        |   |                            |                             |                |  |  |
|   |                        |   |                            |                             |                |  |  |
| laintenance plan  |                        | Preventive Maint for Eq   |                            |                             |                |  |  |
|   |                        |   | ·                          |                             |                |  |  |
| Maint. plan hea   |                        |   |                            |                             |                |  |  |
| Maint. plan hea<br>Maintenance plan cycle :                               | 19.07.20               | 020 Maintenance plan schedulir  | ng parameters Ma           | intenance plan ad           | lditional data |  |  |
| Maint. plan hea<br>Maintenance plan cycle :                               | 19.07.2                | 020 Maintenance plan schedulir  | ng parameters Ma           | intenance plan ad           | lditional data |  |  |
| Maint. plan hea<br>Maintenance plan cycle :<br>Cycles                     | 19.07.2                | 020 Maintenance plan schedulir  | ng parameters Ma           | intenance plan ad           | lditional data |  |  |
| Maint. plan hea<br>Maintenance plan cycle :<br>Cycles<br>Cycle            | 19.07.2                | 020 Maintenance plan schedulir<br>Maintenance cycle text                        | ng parameters Ma           | intenance plan ad           | Iditional data |  |  |
| Maint. plan hea<br>Maintenance plan cycle :<br>Cycles<br>Cycle<br>3       | 19.07.2<br>Unit<br>MON | 020 Maintenance plan schedulir<br>Maintenance cycle text<br>3-monthly           | ng parameters Ma<br>Offset | intenance plan ad           | Iditional data |  |  |
| Maint. plan hea<br>Maintenance plan cycle :<br>Cycles<br>Cycle<br>3<br>12 | Unit<br>MON<br>MON     | 020 Maintenance plan schedulir<br>Maintenance cycle text<br>3-monthly<br>Yearly | ng parameters Ma           | intenance plan ad<br>0<br>0 | Iditional data |  |  |
| Maint. plan hea<br>Maintenance plan cycle :<br>Cycles<br>Cycle<br>3<br>12 | Unit<br>MON<br>MON     | 020 Maintenance plan schedulir<br>Maintenance cycle text<br>3-monthly<br>Yearly | ng parameters Ma           | intenance plan ad<br>0<br>0 | Iditional data |  |  |

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| aintenance Item  | Preventive Maint for Eq                              |
|------------------|--|
| Reference object |  |
| Functional loc.  | 1000-WDLA-0002 "Antop Village, Wadala"               |
| Equipment        | 10000338 30 HP Kirloskar Water Pumping Set           |
| Assembly         |  |
|                  |  |
| Planning Data    |  |
| Planning Plant   | 1000 Mumbai Port Trust Maint. Planner Group 107 MEED |
| Order Type       | ZM01 Preventive Maintenance MaintActivityType        |
| Main WorkCtr     | PM_CME / 1000 PM CME Departme Business Area          |
| Priority         | Settlement Rule                                      |
| Sales Document   |  |
|                  |  |
| Task List        |  |
| Tup Task LetGrp  | CrpCr Description                                    |
|                  |  |

Press Enter this will fill the information related to F4 Values.

| Maint. plan hea         Maintenance plan cycle 19.07.2020         Maintenance plan scheduling parameters         Maintenance plan cycle 19.07.2020 |      |                        |        |     |   |  |
|--|------|------------------------|--------|-----|---|--|
| Cycles   |      |                        |        |     |   |  |
| Cycle  | Unit | Maintenance cycle text | Offset |     |   |  |
| 3  | MON  | 3-monthly              | (      | 0   |   |  |
| 12   | MON  | Yearly                 | (      | 0   |   |  |
|  |      |                        |        |     | - |  |
|  |      |                        |        | 4 1 |   |  |
|  |      |                        |        |     |   |  |

go to next tab at header level to fill the details of Call Horizon, Scheduling Period and Start date of Maintenace Plan

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| Maintenance plan       Preventive Maint for Eq         Maint. plan hea       Maintenance plan cycle 19.07.2020       Maintenance plan scheduling parameters       Maintenance plan additional data         Date determination       Call control parameter       Seneduling indicator         Shift Factor Late Compl.       100 %       Call horizon       80 %         Tolerance (+)       %       Scheduling period       10 YR       Time - key date         Shift Factor Early Compl.       100 %       Completion Requirmnt       Time - factory caldr         Start scheduling       Start scheduling       Start of cycle       19, 07, 2020       19, 07, 2020                   | Create Maintenance Plan: Strategy plan |            |                             |            |                                  |  |
|---|--|------------|-----------------------------|------------|----------------------------------|--|
| Maintenance plan       Preventive Maint for Eq         Maint. plan hea       Maintenance plan cycle 19.07.2020       Maintenance plan scheduling parameters       Maintenance plan additional data         Date determination       Call control parameter       Scheduling indicator         Shift Factor Late Compl.       100 %       Call horizon       80 %         Tolerance (+)       %       Scheduling period       10 YR       Time - key date         Shift Factor Early Compl.       100 %       Completion Requirmnt       Time - factory caldr         Tolerance (-)       %       Start scheduling       Start scheduling         Start of cycle       19.07.2020       10 |  |            |                             |            |                                  |  |
| Maintenance plan cycle 19.07.2020       Maintenance plan scheduling parameters       Maintenance plan additional data         Date determination       Call control parameter       Scheduling indicator         Shift Factor Late Compl.       100 %       Call horizon       80 %         Tolerance (+)       %       Scheduling period       10 YR       Time         Shift Factor Early Compl.       100 %       Completion Requirmnt       Time - key date         Cycle modification factor       1,00       Start scheduling       Start scheduling         Start of cycle       19,07,2020       10   | Maintenance plan                       | Preventi   | ve Maint for Eq             |            |                                  |  |
| Date determination       Call control parameter       Scheduling indicator         Shift Factor Late Compl.       100 %       Call horizon       80 %       Time         Tolerance (+)       %       Scheduling period       10 YR       Time - key date         Shift Factor Early Compl.       100 %       Completion Requirmnt       Time - factory caldr         Tolerance (-)       %       Start scheduling       Start scheduling         Eactory calendar       01       Start of cycle       19, 07, 2020 T  | Maintenance plan cycle 19.07.          | 2020 / Mai | intenance plan scheduling p | parameters | Maintenance plan additional data |  |
| Shift Factor Late Compl.       100 %         Tolerance (+)       %         Shift Factor Early Compl.       100 %         Tolerance (-)       %         Cycle modification factor       1,00         Factory calendar       01   | Date determination                     |            | Call control parameter      |            | Scheduling indicator             |  |
| Tolerance (+)       \$         Shift Factor Early Compl.       100 \$         Tolerance (-)       Completion Requirmnt         Cycle modification factor       1,00         Eactory calendar       Start scheduling         Start of cycle       19.07.2020 T   | Shift Factor Late Compl.               | 100 %      | Call horizon                | 80 %       | C Time                           |  |
| Shift Factor Early Compl.       100 %         Tolerance (-)       %         Cycle modification factor       1,00         Factory calendar       01         Start scheduling       Start of cycle  | Tolerance (+)                          | ક          | Scheduling period           | 10 YR      | • Time - key date                |  |
| Tolerance (-)       Start scheduling         Cycle modification factor       1,00         Factory calendar       Start of cycle         Start of cycle       19.07.2020   | Shift Factor Early Compl.              | 100 %      | Completion Requirmnt        |            | C Time - factory caldr           |  |
| Cycle modification factor     1,00       Factory calendar     01       Start of cycle     19,07,2020  | Tolerance (-)                          | 8          |                             |            |                                  |  |
| Factory calendar 01 Start of cycle 19.07.2020   | Cycle modification factor              | 1,00       | Start scheduling            |            |                                  |  |
|   | Factory calendar                       | 01         | Start of cycle              | 19.07.202  |                                  |  |
|   |  |            |                             |            |                                  |  |

After that click on save button, on the bottom you will get the msg after save with Maintenance Plan Numbe.



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## Scheduling of Maintenance Plan

To plan/schedule the Maintenace Plan click the Menu on the same screen or enter transaction Code IP10

| - |    | _     |                           |                                |
|---|----|-------|---------------------------|--------------------------------|
| T | C  | M     | aintenance plan Edit Goto | Dargis Environment System Help |
| ľ |    | 6     | Other mgintenance plan    | 9 0 0 0 1 M M T T A A 9 0 0 M  |
| h | _  |       | Create +                  |                                |
| L |    |       | Change                    | lan: Initial                   |
| ľ |    |       | Disbush                   |                                |
| L |    |       | Schedule                  |                                |
| Т |    |       | List editing +            |                                |
| 1 |    |       | Sana                      |                                |
|   | M  | ۲     | Eunctions +               |                                |
|   | M  | 1     | Egit Shift+F3             | Order •                        |
| L | 51 | 0.000 | AL                        |                                |
|   |    |       |                           |                                |
|   |    |       |                           |                                |
|   |    |       |                           |                                |
| Ċ |    |       |                           |                                |
| Τ |    |       |                           |                                |
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| I |    |       |                           |                                |
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| I |    |       |                           |                                |
| I |    |       |                           |                                |
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|   |    |       |                           |                                |
|   |    |       |                           |                                |
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This will show the screen below and press "Start" button.

| Scheduled calls | Manual calls Maintena | ance plan scheduling parameter | rs Maintenance | e plan additional data |
|-----------------|-----------------------|--------------------------------|----------------|------------------------|
| 🔄 Start Date    | F                     | ×                              | Act Un         | it                     |
| Start of cycle  | 19.07.2020            |                                | neem on        |                        |
| _               |                       |                                |                |                        |
|                 |                       |                                |                |                        |
|                 |                       |                                |                |                        |
|                 |                       |                                |                |                        |
|                 |                       |                                |                |                        |

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Press **"Enter"** it will show the calls can be generated based on start date and task list packages. Save the same and see the list of generated orders.

You can do scheduling with IP30 also where you can schedule more than one Maintenance Plan

You need to provide Maintenance Plan Numbers, Maint. Plan Category, Strategy & Duration & Execute.

| Deadline Monitoring                  | for Maintenance F | Plans (Batch Input IP10) |
|--------------------------------------|-------------------|--------------------------|
| <b>√ □</b>                           |                   |                          |
| Deadline monitoring for maintenan    | ce plans          |                          |
| Maintenance Plan                     | 1                 | to 3                     |
| Maint. plan cat.                     | PM                | to 📄                     |
| MaintPlan sort field                 |                   | to 🖻                     |
| Maintenance Strategy                 | В                 | to                       |
| Interval for Call Objects            | 365 DAY           |                          |
| Rescheduling incl.                   |                   |                          |
| $\checkmark$ Immediate start for all |                   |                          |
| Log Control                          |                   |                          |
| Application Log                      |                   |                          |
| ○Log (Batch Input)                   |                   |                          |
| Mode: Call transaction / BDC sessio  | n                 |                          |
| <ul> <li>Call transaction</li> </ul> |                   |                          |
| Call mode                            | N                 |                          |
| OBDC session                         |                   |                          |
| Group name                           | IP1020200719      |                          |
| User ID                              | SB00621355        |                          |

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It will generate the schedule as below and then press Back

Button

| ē l                                      | og <u>E</u> dit <u>G</u> oto S <u>y</u> stem <u>H</u> elp         |          |  |  |  |  |  |
|--|---|----------|--|--|--|--|--|
| Ø  | [] « 🖯 I 🕲 🚷 😒 I 🗁 🖞 🖄 🎝 🎝 I 🏹 🔁 I 🥹 🖳                            |          |  |  |  |  |  |
| Di                                       | isplay logs   |          |  |  |  |  |  |
| 9  | 🕜 🛷 Technical Information 🚺                                       |          |  |  |  |  |  |
|  |   | D        |  |  |  |  |  |
| Dat                                      | e/Time/User Nu External ID Object text Subobject Text Transac     | Program  |  |  |  |  |  |
| 1 1                                      | 19.07.2020 21:35:44 SB00621: 25 IP1020200719 Application Log IP30 | RISTRA20 |  |  |  |  |  |
|  |   |          |  |  |  |  |  |
| 4  |   |          |  |  |  |  |  |
|  |   |          |  |  |  |  |  |
| 00                                       |   |          |  |  |  |  |  |
| Ту                                       | Message Text  | LTxt     |  |  |  |  |  |
|  | Costs were determined: See cost overview                          | <u></u>  |  |  |  |  |  |
|  | Order %0000000001 will be released after update                   | _        |  |  |  |  |  |
| Costs were determined: See cost overview |   |          |  |  |  |  |  |
|  | Order %0000000002 will be released after update                   | _        |  |  |  |  |  |
|  | Costs were determined: See Cost overview                          | <u> </u> |  |  |  |  |  |
|  | Order %0000000003 Will be released after update                   |          |  |  |  |  |  |
|  | Order saved with number 1000102                                   |          |  |  |  |  |  |
|  | Order saved with number 1000103                                   |          |  |  |  |  |  |
|  | Order saved with humber 1000104<br>Maintenance plan 1 scheduled   |          |  |  |  |  |  |
|  | Maintenance plan 1 scheudieu                                      |          |  |  |  |  |  |
|  | Costs were determined: See cost overview                          |          |  |  |  |  |  |
|  | Cost Determination Error Brow, Maintenance Dian 2                 |          |  |  |  |  |  |
|  | Cost Determination Error Prev. Maintenance Plan 2                 |          |  |  |  |  |  |
|  | Order saved with number 1000105                                   |          |  |  |  |  |  |
|  | Costs were determined. See cost overview                          | 0        |  |  |  |  |  |
|  |   | <b>U</b> |  |  |  |  |  |
|  | Costs were determined: See cost overview                          | 0        |  |  |  |  |  |
|  | Order %0000000002 will be released after update                   | <b>U</b> |  |  |  |  |  |
|  | Costs were determined: See cost overview                          | 0        |  |  |  |  |  |
|  |   | 9        |  |  |  |  |  |

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| on "Back " 🥸   | button again for e   | exit                    |   |  |  |  |  |  |
|--|----------------------|-------------------------|---|--|--|--|--|--|
| Deadline Monitoring for Maintenance Plans (Batch Input IP10) |                      |                         |   |  |  |  |  |  |
| 9 1 2 7 7  | 7   🗗   🖄 색 🕒        | 🔞   🎟 🖽 🖼   🗓           | l |  |  |  |  |  |
| Maintena   | nce Plan Dat         | e Monitoring            |   |  |  |  |  |  |
| Maintenance Plan   | Maintenance Strategy | MaintPlan Text          |   |  |  |  |  |  |
| 1 🗗  | В                    | Preventive Maint for Eq |   |  |  |  |  |  |
| 2  | В                    | Preventive Maint for Eq |   |  |  |  |  |  |
| 3  | В                    | Preventive Maint for Eq |   |  |  |  |  |  |
|  |                      |                         |   |  |  |  |  |  |
|  |                      |                         |   |  |  |  |  |  |
|  |                      |                         |   |  |  |  |  |  |

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To see the list of all generated Orders you need to run the Transaction IP24, with Functional Location/Equipment/Maintenance Plant/Maintenance Plan Numbers and "Execute"

| 년 Program Edit Goto System                        | <u>H</u> elp   |     |               |         |   |  |  |  |
|---|----------------|-----|---------------|---------|---|--|--|--|
| 🖉 🔍 👻 🤤   | 🛗 l 😒 🚷 🜑      | 1 K | ) D D D I 🗐 🗖 | 🕜 🖳     | 1 |  |  |  |
| Scheduling overview list form: Selection Criteria |                |     |               |         |   |  |  |  |
| l 🖓   |                |     |               |         |   |  |  |  |
| Maintenance item selection                        |                |     |               |         |   |  |  |  |
| Maint. plan cat.                                  | pm             | to  |               | <b></b> |   |  |  |  |
| MaintPlan sort field                              |                | to  |               |         |   |  |  |  |
| Maintenance Plan                                  |                | to  |               | <b></b> |   |  |  |  |
| Maintenance Item                                  |                | to  |               | <b></b> |   |  |  |  |
| Maintenance Strategy                              |                | to  |               | <b></b> |   |  |  |  |
| Maint. item text                                  |                | to  |               |         |   |  |  |  |
| Functional Location                               | 1000-WDLA-0002 | to  |               |         |   |  |  |  |
| Equipment   | 10000338       | Q   |               |         |   |  |  |  |
| Assembly  |                | to  |               |         |   |  |  |  |
| Material  |                | to  |               |         |   |  |  |  |
| Serial Number                                     |                | to  |               |         |   |  |  |  |
| Settlement rule                                   | ● with or w/o  |     | ○w/ ○w/o      |         |   |  |  |  |
| with object list                                  |                |     |               |         |   |  |  |  |
| Maintenance dates                                 |                |     |               |         |   |  |  |  |
| Order   |                | to  |               | <b></b> |   |  |  |  |
| Notification                                      |                | to  |               | <b></b> |   |  |  |  |
| Entry Sheet                                       |                | to  |               | <b></b> |   |  |  |  |
| Scheduled start date                              |                | to  |               | <b></b> |   |  |  |  |
|   |                |     |               |         |   |  |  |  |

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This will show the list of all generated and yet to generate the Maintenance Order.

| ট List Edit Goto E   | n <u>v</u> ironment <u>S</u> e | ettings | S <u>y</u> stem <u>H</u> elp     |             |            |         |  |  |
|--|--------------------------------|---------|----------------------------------|-------------|------------|---------|--|--|
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|  |                                |         |                                  |             |            |         |  |  |
| Scheduling overv   | iew list for                   | m: Ma   | intenance Scheduling Overview Li | ist         |            |         |  |  |
| ) 🕄 🤣 🗊 🖟 🚢 📅 🍞 🍱 🖩 🗞 Maintenance item 🛛 Maintenance plans 🧐 |                                |         |                                  |             |            |         |  |  |
|  |                                |         |                                  |             |            |         |  |  |
| S. Maintenance Item  | MntPlan                        | Strat.  | Maintenance item description     | Call Number | Start date | Order   |  |  |
| 143  | 3                              | в       | Preventive Maint for Eq          | 1           | 01.09.2020 | 10000/1 |  |  |
| 143  | 3                              | в       | Preventive Maint for Eq          | 2           | 24.09.2020 | 1000100 |  |  |
| 143  | 3                              | в       | Preventive Maint for Eq          | 3           | 24.12.2020 | 1000106 |  |  |
| 143  | 3                              | в       | Preventive Maint for Eq          | 4           | 24.03.2021 | 1000107 |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 5           | 24.06.2021 | 1000108 |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 6           | 24.09.2021 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 7           | 24.12.2021 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 8           | 24.03.2022 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 9           | 24.06.2022 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 10          | 24.09.2022 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 11          | 24.12.2022 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 12          | 24.03.2023 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 13          | 24.06.2023 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 14          | 24.09.2023 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 15          | 24.12.2023 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 16          | 24.03.2024 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 17          | 24.06.2024 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 18          | 24.09.2024 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 19          | 24.12.2024 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 20          | 24.03.2025 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 21          | 24.06.2025 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 22          | 24.09.2025 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 23          | 24.12.2025 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 24          | 24.03.2026 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 25          | 24.06.2026 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Eq          | 26          | 24.09.2026 |         |  |  |
| 143  | 3                              | В       | Preventive Maint for Fo          | 27          | 24.12.2026 |         |  |  |

Schedule generated for one year from the date of trigger.

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## External Service Creation in Maintenance Order

Open Order in IW32 and start execution of operation on given dates, as per operation you can go for tendering activity, internal execution.

| 도 <u>O</u> rder <u>E</u> d               | lit <u>G</u> oto Extr <u>a</u> s En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp              |
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| 💌 🖌 Cha                                  | ange Preventive Maintenance 1000100: Central Header   |
| 91 🛯 🖀 🖗                                 | 🐬 闷   💺 🔂 🖅 😰 Complete (business)   |
| Order Z<br>Sys.Status R                  | M01 1000100 Preventive Maint for Eq   |
| HeaderDat                                | a Operations Components Costs Objects Additional Data Location Planning Control                 |
| Person responses PlannerGrp<br>Mn.wk.ctr | 107 / 1000     MEED       PM_CME / 1000     PM CME Departm       PMActType       SystCond       |
| Dates                                    | Jiscondi  |
| Bsc start                                | 24.09.2020 Priority T   |
| Basic fin.                               | 24.09.2020 Revision   |
| Reference ob                             | iect  |
| Func. Loc.<br>Equipment<br>Assembly      | 1000-WDLA-0002     "Antop Village, Wadala"       10000338     30 HP Kirloskar Water Pumping Set |
| First operation                          | n   |
| Operation                                | A Check Calc. key   |
| WkCtr/Plnt                               | PM_CME / 1000 Ctrl key PM01 Acty Type PRT   |
| Work durtn                               | Number Oprtn dur. Comp.   |
| < >                                      |   |







For preventive Maintenance by External Vendor, change the control key from PM01 to PM03 because of Tendering activity.

|            |  | • 🗧  | 🚾 😒 🔛   |   | 19   AL 12 AJ AJ    |                        |         |                       |                  |   |                  |              |                  |
|------------|--|--|---|---|---------------------|------------------------|---------|-----------------------|------------------|---|------------------|--------------|------------------|
| <b>7</b> 0 | Ch   | ange Preventive M  | aintena   | ance 10                                       | 00100: Operat       | tion Overview          |         |                       |                  |   |                  |              |                  |
| 0:         | 🔲 🍄 I  | 🐬 闷 😣 🔂 🖉 🛛  | 😫 Comple  | ete (busine                                   | s) 🖪 🖪              |                        |         |                       |                  |   |                  |              |                  |
| Orde       | r [2   | ZM01 1000100 Pr  | eventive Ma   | aint for Eq                                   |                     |                        |         |                       |                  |   |                  |              |                  |
| Sys.S      | tatus I  | REL NMAT PRC   |   | 3   | ]                   |                        |         |                       |                  |   |                  |              |                  |
|            |  |  |   |   |                     |                        |         |                       |                  |   |                  |              |                  |
|            | HeaderDa   | ata Operations Comp  | onents  | Costs   | Objects Additiona   | al Data Location Plann | ing Cor | ntrol                 |                  |   |                  |              |                  |
|            |  |  |   |   |                     |                        |         |                       |                  |   |                  |              |                  |
| G          | eneral   | Internal External  | Dates   | Act. D  | ita Enhancement     | Ex. Factor             | Catalog |                       |                  |   | Create Fe        | ollOn Ord.   |                  |
| <b>B</b> ( | Op SOp   | Work Ctr   | Plant Co  | o StText                                      | K S Operation short | text                   | L /     | Actual work           | Work Un          | N | Dur. Un          | C.Key        | Act              |
|            | 010  | PM_CME   | 1000 PM   | 101   | A Check             |                        |         | 0,000                 |                  |   |                  |              | -                |
|            | 040  | PM_CME   | 10 0 P  | 403   | Preventive Maint    | t by External Vendor   |         | 0,000                 | 0 H              |   | н                | Calculate du | •                |
|            | 050  | PM CME   | 10  |   |                     | . by Excernal Vendor   |         | 0                     | н                |   | H H              |              | •                |
|            | 060  | PM CME   | 1000 PM   | 401   | <u>Ľ</u>            |                        |         | 0                     | н                |   | н                |              | •                |
|            |  | PM_CME   | 1000 PM   | 401   |                     |                        | _       | 0                     | н                |   | н                |              | •                |
|            | 070  |  |   | 401   |                     |                        |         | 0                     | н                |   | н                |              | •                |
|            | 070  | PM_CME   | 1000 PM   |   |                     |                        |         |                       |                  |   |                  |              | -                |
|            | 1070<br>1080<br>1090   | PM_CME<br>PM_CME   | 1000 PM   | 401   |                     |                        |         | 0                     | н                |   | н                |              |                  |
|            | 1070<br>1080<br>1090<br>1100                                 | PM_CME<br>PM_CME<br>PM_CME   | 1000 PM<br>1000 PM<br>1000 PM   | 401<br>401                                    |                     |                        |         | 0                     | н                |   | Н                |              | -                |
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|            | 0070<br>0080<br>0090<br>0100<br>0110<br>0120                 | PM_CME<br>PM_CME<br>PM_CME<br>PM_CME<br>PM_CME<br>PM_CME           | 1000 PM<br>1000 PM<br>1000 PM<br>1000 PM<br>1000 PM                       | 401<br>401<br>401<br>401                      |                     |                        |         | 0<br>0<br>0           | H<br>H<br>H      |   | H<br>H<br>H      |              | •<br>•           |
|            | 0070<br>0080<br>0090<br>0100<br>0110<br>0120<br>0130         | PM_CME<br>PM_CME<br>PM_CME<br>PM_CME<br>PM_CME<br>PM_CME<br>PM_CME | 1000 PM<br>1000 PM<br>1000 PM<br>1000 PM<br>1000 PM<br>1000 PM            | 401<br>401<br>401<br>401<br>401               |                     |                        |         | 0<br>0<br>0<br>0      | H<br>H<br>H      |   | H<br>H<br>H      |              | •<br>•<br>•      |
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Accepting No Limits Alternative Thinking





| 🔄 Order Edit Goto Extras Environment System   | Help                              |  |  |  |  |  |
|---|-----------------------------------|--|--|--|--|--|
|   | 812221721 <b>2</b>                |  |  |  |  |  |
| Change Preventive Maintenance 10         Image: Image Preventive Maintenance 10         Image Preventive Maintenance 1   | <b>00100: Operation Overview</b>  |  |  |  |  |  |
| Order       ZM01       1000100       Preventive Maint for Eq         Sys.Status       REL       NMAT       PRC       1         Er       Change       Preventive       Maintenance       1000100:       External Processing  | Dperation                         |  |  |  |  |  |
| Opr. short text       Preventive Maint by External Vendor         Operation qty       1       AU       Sort Term         Price       0,00       INR       per         Material Group       Cost Element       Purch. Group       302 / 1000       Vendor         Agreement       /       Info record       Info record         Recipient       Unloading Point       Tracking Number         Pl. Deliv. Time       Subcontr.       FW Order   | n Planning Cor   1 Factor Catalog |  |  |  |  |  |
| External operation> please enter material group         Image: Constraint of the second of th |                                   |  |  |  |  |  |

And Press, "Enter"

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Enter details of Material Group, Purchasing Group & Plant, press Enter, and fill the same details for next operation.

| 🖻 Change        | Preventive Mainte          | enance     | e 10(    | 0100     | : Ope   | ratior | o Overa | view                  |
|-----------------|----------------------------|------------|----------|----------|---------|--------|---------|-----------------------|
|                 |                            | -          |          |          | 1.67.6  |        |         |                       |
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| 91 🖬 🖀 🏹        | 7 🕅   🔛 🔂 🖉 🛛              | Com        | olete (b | usiness) | BB      |        |         |                       |
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| Sys.Status RI   | EL MANC NMAT NTUP PRC      |            |          | i        |         |        |         |                       |
| 🔄 Change Preve  | entive Maintenance 1000100 | ): Extern  | al Proce | ssing Op | eration |        |         | ×                     |
| Opr. short text | Preventive Maint by Exte   | ernal Ver  | ndor     |          |         |        |         |                       |
| Operation qty   | 1 A                        | U Sor      | t Term   |          |         |        |         |                       |
| Price           | 0,00 INR                   | per        |          |          | 1       |        |         |                       |
| Material Group  | 72000000                   | Cos        | t Eleme  | nt       |         |        |         |                       |
| Purch. Group    | 101 🔍 1000                 | Ver        | idor     |          |         |        |         |                       |
| Agreement       | /                          | Info       | ) record |          |         |        |         |                       |
| Recipient       |                            | Unk        | oading F | oint     |         |        |         |                       |
| Requisitioner   |                            | Tra        | cking Ni | umber    |         |        |         |                       |
| Pl. Deliv. Time | Subcontr.                  | FW         | Order    |          |         | 1      |         |                       |
|                 |                            |            |          |          |         |        |         | <ul> <li>×</li> </ul> |
|                 | _                          |            |          |          |         |        |         |                       |
| 0110            | PM_CME                     | 1000       | PM01     |          |         |        |         |                       |
| 0120            | PM CME                     | 1000       | PM01     |          |         |        |         |                       |

Below message will appear for not maintaining external operation.







You need to maintain Service Operations.

Select the operation, click on External, and maintain the data, same need to be done for the further activities, which are planned for tendering.

| ¢    | <u>O</u> rder <u>E</u> c | dit <u>G</u> oto Extr <u>a</u> s En <u>v</u> i | ronment     | System <u>H</u> | elp  |                                      |        |             |      |     |
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|      | Ch                       | ange Preventive M                              | aintena     | nce 1000        | 21   | 00: Operation Overview               |        |             |      |     |
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| Ord  | er Z                     | M01 1000100 Pre                                | ventive Mai | nt for Eq       |      |                                      |        |             |      |     |
| Sys. | Status R                 | EL NMAT PRC                                    |             | i               |      |                                      |        |             |      |     |
|      |                          |  |             |                 |      |                                      |        |             |      |     |
|      | HeaderDat                | ta Operations Comp                             | onents      | Costs Ob        | ojec | ts Additional Data Location Planning | C      | ontrol      |      |     |
|      | General                  | Internal External                              | Dates       | Act. Data       |      | Enhancement                          | atalog | ]           |      |     |
| 垦    | Op SOp                   | Work Ctr                                       | Plant Co    | StTextK         | s    | Operation short text                 | L      | Actual work | Work | Un  |
|      | 0010                     | PM_CME   | 1000 PM     | 01              |      | A Check                              |        | 0,000       |      |     |
|      | 0020                     | PM_CME   | 1000 PM     | 01              |      | B Check                              |        | 0,000       |      |     |
|      | 0040                     | PM_CME   | 1000 PM     | 03              |      | Preventive Maint by External Vendor  |        | 0           |      | 0 H |
|      | 0050                     | PM_CME   | 1000 PM     | 01              |      |                                      |        | 0           |      | Н   |
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| Discrete Change Preventive Maintenance 10001   | 00: External P | rocessi | ng Operati  | on   |             |             |          |
| I ← ► ► I I 1 Header data Operations Components  | 😼 😫            |         |             |      |             |             |          |
| Order 1000100 Activity 0040 /  | Ctrl key PMO:  | 3       |             |      |             |             |          |
| StdTextKey/ShrtText Preventive Maint by External Ver   | ndor           |         |             |      |             |             |          |
| General Internal External Dates Act. Data Dr   | y Dock         |         |             |      |             |             |          |
| Operation gty 1 AU Sort Term   |                |         |             |      |             |             |          |
| Price 160.000,00 INR per   | 1              |         |             |      |             |             |          |
| Material Group 72000000 Cost Element   |                |         |             |      |             |             |          |
| Purch. Group 101 / 1000 Vendor   |                |         |             |      |             |             |          |
| Agreement / Info record  |                |         |             |      |             |             |          |
| Recipient Unloading Point  |                |         |             |      |             |             |          |
| Requisitioner MP00611268 Tracking Number   |                |         |             |      |             |             |          |
| Pl. Deliv. Time Subcontr. FW Order   | 1              |         |             |      |             |             |          |
|  |                |         |             |      |             |             |          |
| Services Components Relationships  |                |         |             |      |             |             |          |
|  |                |         |             |      |             |             |          |
| E Line D. Service No. Short Text   | Quantity       | Un      | Gross Price | Crcy | Overf. Tol. | U Cost Elem | S 🛄      |
| 10 8300000085 Two Coats - Oil Bound Distemper  | r 10           | M2      | 16.000,00   | INR  |             | 41300012    |          |
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| 🛛 🕄 🖪 🗄 🔊 🗈 Service Sel. 📑 Cata  | log            |         | Line 10     |      |             |             |          |

Click on Header Data & Save it.

Order saved with number 1000100

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Open the order again using TCODE IW32 and enter the Order No 1000100

| [ | ¢   | <u>O</u> rder | <u>E</u> dit | <u>G</u> oto | Extr <u>a</u> s | En <u>v</u> iron | ment  | S <u>v</u> stem | <u>H</u> elp |           |    |         |   |   |
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|   | Ord | er            |              | 10           | 00100           | ٥                |       |                 |              |           |    |         |   |   |
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| Release the Order by Clicking 📫 this Icon  |
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| Plance Preventive Maintenance 1000100: Central Header  |
| 🞬 🔲 🚰 🏹 闷   📴 📰 🧟 🖆 Complete (business)  |
| Order ZM01 1000100 Preventive Maint for Eq   |
| Sys.Status REL NMAT PRC  |
| HeaderData Operations Components Costs Objects Additional Data Location Planning Control           |
| Person responsible   |
| PlannerGrp 107 / 1000 MEED Notifctn  |
| Mn.wk.ctr PM_CME / 1000 PM CME Departm Costs 0,00 INR  |
| PMActType SystCond   |
| Dates  |
| Bsc start 24.09.2020 Priority  |
| Basic fin. 24.09.2020 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/Pint PM_CME / 1000 Ctrl key PM01 Acty Type   |

 After Release save the Order again using save icon
 Image: Confidential Document
 The system will show the following message

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Open the order again using TCODE IW32 and enter the Order No 1000100 and Press Enter

|   | ¢   | <u>O</u> rder | <u>E</u> dit | <u>G</u> oto | Extr <u>a</u> s | En <u>v</u> iror | nment | System    | <u>H</u> elp |          |         |         |
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Go to Operation Tab and Select the Operation and Actual Data

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**Driving Positive Change** 





Purchase Requisition Created under this No 2001000961

| ☐ Order Edit Go  | oto Extr <u>a</u> s         | En <u>v</u> ironment S <u>v</u> stem <u>H</u> elp |                  |     |             |      |                           |
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| 💌 🛛 Change   | Preventiv                   | e Maintenance 1000100.                            | : General Operat | ioı | n Data      |      |                           |
| II I I I I   | Header dat                  | ta Operations Components 🛛 😽                      | ) 🖻              |     |             |      |                           |
| Order<br>StdTextKey/ShrtText   | 1000100                     | Activity 0040 / C                                 | Ctrl key PM03    |     |             |      |                           |
| General Interr   | nal Externa                 | I Dates Act. Data Dry Do                          | ock              |     |             |      |                           |
| Completion confirmat<br>Confirmation<br>No Remain. Work<br>Requisition | tion<br>621<br>2001000961 1 | Actual work Forecast work                         | 0 H              |     |             |      |                           |
| Services Com   | numediacely                 | O Exists  |                  |     |             |      |                           |
|  |                             |   |                  |     |             |      |                           |
| E Line D.  | Service No.                 | Short Text  | Quantity         | Un  | Gross Price | Crcy | Overf. Tol. U Cost Elem S |
|  | 830000085                   | Two Coats - Oil Bound Distemper                   | 10               | 42  | 16.000,00   | INR  | 41300012                  |
| 30   |                             |   |                  |     |             | INR  |                           |
| 40   |                             |   |                  |     |             | INR  |                           |
| 4  | •                           |   |                  |     |             |      | 4 1                       |

PR is generated, now this need to be saved with tendering or Non Tendering.

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## Purchase Requisition Creation MM Script

Go to Transaction Code ME52N and click on button to open the PR, which is generated from maintenance order.

Enter the PR Number and press "Enter" for update for Tendering activity.

| Purchase Requisition | <u>E</u> dit En <u>v</u> ironment Syste | m <u>H</u> elp            |                |               |              |                    |              |                |                        |              |      |
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| Ø                    |   | ⊖ n k i ti t              | 10001          |               |              |                    |              |                |                        |              |      |
| 📃 Change P           | urchase Req. 200100                     | 00961                     |                |               |              |                    |              |                |                        |              |      |
| Document Overview Of | f   🗅 🦘 📌   🖆 🖬 🖉                       | Personal Setting          |                |               |              |                    |              |                |                        |              |      |
|                      | Standard PR  2001                       | 1000961                   |                |               |              |                    |              |                |                        |              |      |
| Purchase Requisition | 2001000961Q                             | M († <b>7</b> .) <b>2</b> |                |               | <b>b</b> _ ( | <b></b>   <b>.</b> | 226          | Default Va     | alues                  |              |      |
|                      | ria                                     | I Short Text              |                | Quantity      | Unit (       | Delivery Date      | Val. Price P | Matl Group     | Available Qty in Stock | Plant        | Sto  |
| OPur Order           |   | Preventive N              | laint by Exter | 1             | AU [         | 24.09.2020         | 160.00 1     | Constructio    | 0.000                  | Mumbai Port  |      |
| Purch Requisition    |   |                           |                |               |              |                    | 0            |                |                        |              |      |
| O SPM Contract       |   |                           |                |               |              |                    | 0            |                |                        |              |      |
| O SKM CONCIACE       |   |                           |                |               |              |                    | 0            |                |                        |              |      |
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| <b>•</b> I           | tem [ 10 ] Prevent                      | ive Maint by Externa      | l Vendor       | <b>–</b>      | •            |                    |              |                |                        |              |      |
| -                    | Account Assignment                      | Source of Supply          | Versions       | Status        | Con          | tact Person        | Texts        | Delivery Addre | ss / Customer Data     | External Sou | urce |
|                      |   |                           |                |               |              |                    |              |                |                        |              |      |
|                      | Select Custom Field List                |                           |                |               |              |                    |              |                |                        |              |      |
|                      | <ul> <li>Data Fields</li> </ul>         | O Email List              |                | Terms 8       | k Condi      | tions              |              |                |                        |              |      |
|                      | Mode of Purchase                        | Tender                    | •              | Purchase ty   | pes          |                    |              |                | <b>•</b>               |              |      |
|                      | Available Qty in Plant                  |                           | 0.000          | Sample        |              |                    | •            |                |                        |              |      |
|                      | Last Year Consumption                   |                           | 0,000          | Life Certific | ate          |                    | •            |                |                        |              |      |
|                      | Avg Annual Req Qty                      |                           | 0,000          | Stock Certi   | ficate       |                    | •            |                |                        |              |      |
|                      | Escalation %                            |                           |                | Original Val  | uation       | 1                  | 60.000,00    |                |                        | -            |      |
|                      |   |                           |                |               |              |                    |              |                |                        |              | A    |

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Go to customer data Tab, and fill the detail for Tender or Non Tender

| ☐ Purchase Requi | isition <u>E</u> dit                         | Enviro  | onment  | S <u>v</u> stem <u>H</u> | <u>+</u> elp                     |                                       |  |                                 |                                 |                      |  |                                 |                      |           |
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| defined          | E St   | Item /  | A I<br>F D  | Material                 | Short Text<br>Preventive M       | laint by Exter                        | Quantity<br>1  | Unit                            | C Delivery Date<br>D 24.09.2020 | Val. Price<br>160.00 | P Matl Group<br>1 Constructio<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0<br>0 | Available Qty in Stock<br>0.000 | Plant<br>Mumbai Port | Stor. Lo  |
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|                  | Item   | count A   | [ 10 ]<br>ssignmer  | Preventive Ma            | int by Externa<br>e of Supply    | l Vendor<br>Versions                  | Status   | Cor                             | ntact Person                    | Texts                | Delivery Addre   | ss Customer Data                | External So          | urce of S |
|                  | Select<br>Mode<br>Availal<br>Last Y<br>Avg A | Custom<br>Data Fie<br>of Purcl<br>ble Qty<br>'ear Con<br>Annual F<br>tion % | n Field Lis<br>elds<br>hase<br>in Plant<br>isumption<br>Req Qty | n T                      | <del>C Emul Lise</del><br>Tender | • • • • • • • • • • • • • • • • • • • | Purchase ty<br>Sample<br>ife Certific<br>Stock Certi<br>Driginal Val | /pes<br>ate<br>ficate<br>uation |                                 | •<br>•<br>•          |  | •                               |                      |           |
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## **Purchase Requisition Approval**

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

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| SAP                            |                 |
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**Driving Positive Change** 





Click on " SAP Business Workspace Button.

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



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**Driving Positive Change** 





Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000961" message will appear.

| 💎 New message 🛛 Find folder 🔐 Find document | 📴 Appointment calendar 🛛 🕵 Distribution lists                                      |   |
|---|--|---|
| <ul> <li>Korkplace: MP00611268</li> </ul>   |  | - <b>1</b>  |
| 🕶 🧽 Inbox                                   | Workflow 26  |   |
| <ul> <li>Unread Documents 0</li> </ul>      | WORKHOW 20   |   |
| <ul> <li>Documents 12</li> </ul>            | Ex Title   | Status Work Item ID Creation Da., Creation P At., Co., W., Dynamic column |
| Workflow 26                                 | Please approve the Purchase Requisition 2001000961                                 | 415262 19.07.2020 15:10:39 5  |
| Deadline Messages 0                         | Please approve the Purchase Requisition 2001000961                                 | 415261 19.07.2020 15:10:16 5  |
| Entries with Errors 0                       | Please approve the Purchase Requisition 2001000959                                 | O 415260 19.07.2020 15:10:03 5  |
| Outbox                                      | Please approve the Purchase Requisition 2001000959                                 | 414485 19.07.2020 15:07:07 5  |
| Resubmission                                | Please approve the Purchase Requisition 2001000959                                 | 414484 19.07.2020 15:06:38 5  |
| Private folders                             | Please approve the Purchase Requisition 2001000959                                 | O 415259 19.07.2020 15:05:51 5  |
| 🕨 🤣 Shared folders                          | Please approve the Purchase Requisition 2001000959                                 | O 415258 19.07.2020 15:05:51 5  |
| Subscribed Folders                          | Please approve the Purchase Requisition 2001000958                                 | 415228 17.07.2020 10:00:27 5  |
| • 📅 Trash                                   | Please approve the Purchase Requisition 2001000959                                 | 415227 17.07.2020 09:59:48 5  |
| <ul> <li>m Shared trash</li> </ul>          | Please approve the Purchase Requisition 2001000959                                 | 4143/0 17.07.2020 09:58:25 5  |
|   | Please approve the Purchase Requisition 2001000958                                 | 414369 17.07.2020 09:57:56 5  |
|   | Please approve the Purchase Requisition 2001000932                                 |   |
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|   |  | 25 Hips & tricks: Set work item to done                                   |
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Double Click on the "**Please Approve Purchase requisition 2002000961**" message. It will open the Purchase requisition document in Display mode.

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

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

| ☞ <u>D</u> ecision <u>E</u> dit <u>G</u> oto System <u>H</u> elp   |  |
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| Decision Step in Workflow  |  |
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| Choose one of the following alternatives   |  |
| Approve Purchase Requisition   |  |
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| Description<br>Select one of the available decision options. This completes the processing of<br>this step.<br>Before you make a decision, you can display the attachments and objects which<br>have been attached to the user decision. You can also add your own attachments.  | Objects and attachments<br>No attachments or objects exist |
| Description<br>Select one of the available decision options. This completes the processing of<br>this step.<br>Before you make a decision, you can display the attachments and objects which<br>have been attached to the user decision. You can also add your own attachments.<br>If you choose Cancel, the user decision remains in your inbox for processing. | Objects and attachments<br>No attachments or objects exist |

Purchase Requisition will be approved with level 1.

Purchase Requisition Approval Request notification is forwarded to Approver 2

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

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Click on " SAP Business Workspace Button.

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

| Transaction Code                     | SBWP  |  |
|--------------------------------------|---|--|
| Menu Path                            | Easy Access → SAP Menu                            | $i \rightarrow Office \rightarrow Workplace$   |
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Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000961" message will appear.

| 💎 New message 🛛 🛗 Find folder 🛗 Find document 📴 Appointment o  | alendar 🛛 📓 Distribution lists  |  |
|--|---|--|
| <ul> <li>R Workplace: MP00611268</li> <li>Model and a second sec</li></ul> | Т«©© \\ <b>:</b> :.:.:  | 3  |
| Unread Documents 0   | Workflow 26   |  |
| <ul> <li>Documents 12</li> </ul>   | Ex Title Sta  | tus Work Item ID Creation Da Creation P At Co W Dynamic column |
| Workflow 26  | Please approve the Purchase Requisition 2001000961  | 415262 19.07.2020 15:10:39 5                                   |
| Overdue entries 0  | Please approve the Purchase Requisition 2001000961  | 415261 19.07.2020 15:10:16 5                                   |
| Deadline Messages 0  | Please approve the Purchase Requisition 2001000959  | 415260 19.07.2020 15:10:03 5                                   |
| Outbox   | Verse approve the Purchase Requisition 2001000959   | 414485 19.07.2020 15:07:07 5                                   |
|  | Verse approve the Purchase Requisition 2001000959   | 414484 19.07.2020 15:06:38 5                                   |
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| Shared folders   | Velase approve the Purchase Requisition 2001000959  | 415258 19.07.2020 15:05:51 5                                   |
| Subscribed Folders   | Please approve the Purchase Requisition 2001000958  | 415228 17.07.2020 10:00:27 5                                   |
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|  | Please approve the Purchase Requisition 2001000958  | 414369 17.07.2020 09:57:56 5                                   |
|  | Please approve the Purchase Requisition 2001000932  | 412260 03.07.2020 16:48:52 5                                   |
|  | Please approve the Purchase Requisition 2001000932  | 412259 03.07.2020 16:48:04 5                                   |
|  |   | <ul> <li>₹ ▶</li> </ul>  |
|  |   | Tips & tricks: Set work item to 'done'                         |
|  | Please approve the Purchase Requisition 20  | 01000961   |
|  | Description   | Objects and attachments  |
|  | Select one of the available decision options. This completes the processing of this step. | No attachments or objects exist                                |
|  | Before you make a decision, you can display the   | Activate Windows   |

Double Click on the "**Please Approve Purchase requisition 2002000961**" message. System will open the Purchase requisition document in Display mode.

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

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

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| Decision Step in Workflow  |                                 |
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| Please approve the Purchase Requisition 2001000961   |                                 |
| Choose one of the following alternatives   |                                 |
| Approve Purchase Requisition   |                                 |
| Reject Purchase Requisition  |                                 |
| Display Purchase Requisition   |                                 |
| Approval or Rejection History  |                                 |
| Hold   |                                 |
|  |                                 |
| Description  | Objects and attachments         |
| Select one of the available decision options. This completes the processing of this step.  | No attachments or objects exist |
| Before you make a decision, you can display the attachments and objects which<br>have been attached to the user decision. You can also add your own attachments. |                                 |
| If you choose <b>Cancel</b> , the user decision remains in your inbox for processing.  |                                 |

Purchase Requisition will be approved with level 2.

Purchase Requisition Approval Request notification is forwarded to Approver 3.

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

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| SAP                            |                                 |
| New password                   |                                 |
| Client                         | 500                             |
| User<br>Password               | DYCME001                        |
| Logon Language                 | EN                              |
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Click on " SAP Business Workspace Button.

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

| Transaction Code                       | SBWP                                     |  |
|--|--|--|
| Menu Path                              | Easy Access $\rightarrow$ SAP N          | Aenu $\rightarrow$ Office $\rightarrow$ Workplace  |
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| SAP Easy Acc                           | cess                                     |  |
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| Favorites                              |  |  |
| 🕨 🎦 Transaction                        |  | A DECEMBER OF A  |
| Reports                                |  |  |
| 🔻 🔂 SAP Menu                           |  |  |
| Connector for                          | or Multi-Bank Connectivity               | A CONTRACTOR OF  |
| 🔻 🔂 Office                             |  | and the second   |
| • Workplace                            | 3  | TO ALL THE REAL PROPERTY OF  |
| Telephon                               | e Integration                            | A CONTRACTOR OF  |
| Appointm                               | ent Calendar                             | State of the state |

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Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000961" message will appear.

| 7 New message 🛛 Find folder 🛗 Find document 🕫 Appoint        | nent calendar 🛛 📓 Distribution lists  |   |
|--|---|---|
| <ul> <li>Korkplace: MP00611268</li> </ul>                    | 🔁 🖗 🚱 💿 👿 🚊 💆 . 🌆 . 🚛 . 🖴 M   | <b>.</b>  |
| <ul> <li>Onbox</li> <li>Unread Documents 0</li> </ul>        | Workflow 26   |   |
| Documents 12   | Ex., Title  | Status Work Item ID Creation Da., Creation P At., Co., W., Dynamic column |
| Workflow 26  | Please approve the Purchase Requisition 2001000961                                      | 415262 19.07.2020 15:10:39 5  |
| <ul> <li>Dverdue entries 0</li> </ul>                        | Please approve the Purchase Requisition 2001000961                                      | 415261 19.07.2020 15:10:16 5  |
| Deadline Messages 0  | V Please approve the Purchase Requisition 2001000959                                    | 415260 19.07.2020 15:10:03 5  |
| Entries with Errors 0  | 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  |
| <ul> <li>Ce Resubmission</li> <li>Ce Resubmission</li> </ul> | Please approve the Purchase Requisition 2001000959                                      | 415259 19.07.2020 15:05:51 5  |
| Charad falders   | Please approve the Purchase Requisition 2001000959                                      | 415258 19.07.2020 15:05:51 5  |
| Gibscribed Folders   | Version 2001000958 Please approve the Purchase Requisition 2001000958                   | 415228 17.07.2020 10:00:27 5  |
| • Trash  | Please approve the Purchase Requisition 2001000959                                      | 415227 17.07.2020 09:59:48 5  |
| • The Shared trash   | Please approve the Purchase Requisition 2001000959                                      | 414370 17.07.2020 09:58:25 5  |
|  | Please approve the Purchase Requisition 2001000958                                      | 414369 17.07.2020 09:57:56 5  |
|  | Please approve the Purchase Requisition 2001000932                                      | 412260 03.07.2020 16:48:52 5  |
|  | Please approve the Purchase Requisition 2001000932                                      | 412259 03.07.2020 16:48:04 5  |
|  |   | 4 F   |
|  |   | 🦉 Tips & tricks: Set work item to 'done'                                  |
|  | Please approve the Purchase Requisition   | n 2001000961  |
|  | Description   | Objects and attachments   |
|  | Select one of the available decision options.<br>completes the processing of this step. | This No attachments or objects exist                                      |
|  | Before you make a decision, you can display th  | Activate Windows  |

Double Click on the "**Please Approve Purchase requisition 2002000961**" message. System will open the Purchase requisition document in Display mode.

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

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

| <u>Decision Edic Octo Steren Helb</u>   |  |
|---|--|
| 🖉 🚺 🚽 🖓 କାର୍ଥ୍ୟରେ 😒 🚔 🖞 👘 🖏 ଅଧିକରେ 🗐 🔽 😵 🖳  |  |
| Decision Step in Workflow   |  |
| SWorkflow 🖞 Create 😰 Import   |  |
| Please approve the Purchase Requisition 2001000961  |  |
| Choose one of the following alternatives  |  |
| Approve Purchase Requisition  |  |
| Reject Purchase Requisition   |  |
| Display Purchase Requisition  |  |
|   |  |
| Approval or Rejection History   |  |
| Approval or Rejection History<br>Hold   |  |
| Approval or Rejection History<br>Hold   |  |
| Approval or Rejection History<br>Hold   |  |
| Approval or Rejection History<br>Hold<br>Description  | Objects and attachments                                    |
| Approval or Rejection History<br>Hold<br>Description<br>Select one of the available decision options. This completes the processing of<br>this step.  | Objects and attachments<br>No attachments or objects exist |
| Approval or Rejection History<br>Hold<br>Description<br>Select one of the available decision options. This completes the processing of<br>this step.<br>Before you make a decision, you can display the attachments and objects which<br>have been attached to the user decision. You can also add your own attachments.  | Objects and attachments<br>No attachments or objects exist |
| Approval or Rejection History<br>Hold<br>Description<br>Select one of the available decision options. This completes the processing of<br>this step.<br>Before you make a decision, you can display the attachments and objects which<br>have been attached to the user decision. You can also add your own attachments.<br>If you choose Cancel, the user decision remains in your inbox for processing. | Objects and attachments<br>No attachments or objects exist |

Purchase Requisition will be approved with level 3.

Purchase Requisition Approval Request notification is forwarded to Approver 4.

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Login as Approver 4 (CME) in SAP System.

| [ | 로 <u>U</u> ser S <u>y</u> stem | n <u>H</u> elp                        |
|---|--------------------------------|---------------------------------------|
|   | Ø                              | 💌 🔍 🔄 I 🗶 🚱 I 🖨 🕅 🏠 I 🎝 🖨 I 💭 🔽 I 🥝 💻 |
|   | SAP                            |                                       |
|   | New password                   |                                       |
|   | Client                         | 500                                   |
|   | User<br>Password               | CME001                                |
|   | Logon Language                 | EN                                    |
|   |                                |                                       |
|   |                                |                                       |
|   |                                |                                       |
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Click on " SAP Business Workspace Button.

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

| Transaction Code SBWP  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
| Menu Path Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace  |   |  |  |  |  |  |
| ☞ <u>M</u> enu <u>E</u> dit <u>F</u> avorites Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp |   |  |  |  |  |  |
| 😵 SBWP 🗸 🕘 I 😋 🚱 🚱 I 🖨 🖬 🚱 🖏 🖏 🖏 💭 💭 😨 I 🚱 🖫   |   |  |  |  |  |  |
| SAP Easy Access  |   |  |  |  |  |  |
| 🕼 🖻 汝 🖧 Other menu 🛛 😹 🖓 🦯 🔻 🔺 🕼 Create role 🗏 🚳 Assign users 🕞 Doc                        |   |  |  |  |  |  |
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| Transaction  |   |  |  |  |  |  |
| Reports  |   |  |  |  |  |  |
| SAP Menu   |   |  |  |  |  |  |
| <ul> <li>▶ □ Connector for N</li> <li>▼ □ Office</li> </ul>                                | Iulti-Bank Connectivity   |  |  |  |  |  |
| <ul> <li>Workplace</li> </ul>  | and the second  |  |  |  |  |  |
| 🕨 🗀 Telephone I  | ntegration  |  |  |  |  |  |
| Appointment  | calendar Calendar   |  |  |  |  |  |

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Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000961" message will appear.

| 7 New message  🖞 Find folder  🎁 Find document 🗧 Appointment calendar 🛛 📓 Distribution lists  |  |   |  |  |  |
|--|--|---|--|--|--|
| <ul> <li>Workplace: MP00611268</li> </ul>  | 20000 TES <b>(</b> )   |   |  |  |  |
| <ul> <li>On the second sec</li></ul> | Workflow 26  |   |  |  |  |
| <ul> <li>Documents 12</li> </ul>   | Ex Title   | Status Work Item ID Creation Da Creation P At Co W Dynamic column |  |  |  |
| Workflow 26  | Please approve the Purchase Requisition 2001000961                                     | 415262 19.07.2020 15:10:39 5                                      |  |  |  |
| Overdue entries 0  | Please approve the Purchase Requisition 2001000961                                     | 415261 19.07.2020 15:10:16 5                                      |  |  |  |
| Deadline Messages 0  | Please approve the Purchase Requisition 2001000959                                     | 415260 19.07.2020 15:10:03 5                                      |  |  |  |
| Entries with Errors 0  | Please approve the Purchase Requisition 2001000959                                     | 414485 19.07.2020 15:07:07 5                                      |  |  |  |
| • 📿 Outbox   | Please approve the Purchase Requisition 2001000959                                     | 414484 19.07.2020 15:06:38 5                                      |  |  |  |
| <ul> <li>Certa Resubmission</li> <li>Certa Resubmission</li> </ul>   | Please approve the Purchase Requisition 2001000959                                     | 415259 19.07.2020 15:05:51 5                                      |  |  |  |
| Charad falders   | Please approve the Purchase Requisition 2001000959                                     | 415258 19.07.2020 15:05:51 5                                      |  |  |  |
| Subscribed Folders   | Please approve the Purchase Requisition 2001000958                                     | 415228 17.07.2020 10:00:27 5                                      |  |  |  |
| • Trash  | Please approve the Purchase Requisition 2001000959                                     | 415227 17.07.2020 09:59:48 5                                      |  |  |  |
| • The shared trash   | Please approve the Purchase Requisition 2001000959                                     | 414370 17.07.2020 09:58:25 5                                      |  |  |  |
|  | Please approve the Purchase Requisition 2001000958                                     | 414369 17.07.2020 09:57:56 5                                      |  |  |  |
|  | Please approve the Purchase Requisition 2001000932                                     | 412260 03.07.2020 16:48:52 5                                      |  |  |  |
|  | Please approve the Purchase Requisition 2001000932                                     | 412259 03.07.2020 16:48:04 5                                      |  |  |  |
|  |  | 4 1   |  |  |  |
|  |  | 🤲 Tips & tricks: Set work item to 'done'                          |  |  |  |
|  | Please approve the Purchase Requisition  | 2001000961  |  |  |  |
|  | Description  | Objects and attachments   |  |  |  |
|  | Select one of the available decision options. I completes the processing of this step. | This No attachments or objects exist                              |  |  |  |
|  | Before you make a decision, you can display the  | Activate Windows  |  |  |  |

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Double Click on the "**Please Approve Purchase requisition 2002000961**" message. System will open the Purchase requisition document in Display mode.

Click on " **Back** Button. System will open Decision step in workflow screen. Click on "**Approve Purchase Requisition**" Button to approve the Purchase Requisition.

| 译 <u>D</u> ecision <u>E</u> dit <u>G</u> oto System <u>H</u> elp  |                                 |  |  |  |  |  |
|---|---------------------------------|--|--|--|--|--|
| 🛛 🖉 🚺 🔽 🕄 🖓 🚱 😒 😒 🖓 👘 👘 🖓 🕄 🖓 💭 🔄   |                                 |  |  |  |  |  |
| Decision Step in Workflow   |                                 |  |  |  |  |  |
| 😅 Workflow 🖞 Create 😰 Import  |                                 |  |  |  |  |  |
| Please approve the Purchase Requisition 2001000961  |                                 |  |  |  |  |  |
| Choose one of the following alternatives  |                                 |  |  |  |  |  |
| Approve Purchase Requisition  |                                 |  |  |  |  |  |
| Reject Purchase Requisition   |                                 |  |  |  |  |  |
| Display Purchase Requisition  |                                 |  |  |  |  |  |
| Approval or Rejection History   |                                 |  |  |  |  |  |
| Hold  | Hold                            |  |  |  |  |  |
|   |                                 |  |  |  |  |  |
| Description   | Objects and attachments         |  |  |  |  |  |
| Select one of the available decision options. This completes the processing of this step.   | No attachments or objects exist |  |  |  |  |  |
| Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. |                                 |  |  |  |  |  |
|   |                                 |  |  |  |  |  |
| If you choose <b>Cancel</b> , the user decision remains in your inbox for processing.   |                                 |  |  |  |  |  |

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.

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Enter T Code ME53N to display the Purchase Requisition system shows that PR is approved by all levels

| 면 purchase Requisition Edit Environment System Help   |
|---|
| 🖉 🔽 🗸 🖉 I 😓 🛗 🛱 I 🏝 🛱 I 🛱 🛱 💭 🖬 🖓 💭 💭   |
| Display Purchase Req. 2001000961  |
| Document Overview Off 🗏 🗅 🍄 📸 🗈 🖅 Personal Setting  |
| No Variant Release strategy   |
| Variatity       Release group       P1 Release Group for PR       Code Description       Stat         Network       Release Strategy       A1 Rel Strategy for PR       A1       Level 1       A2         Hierarchy       Release Indicator       2       RFQ/purchase order       A1       Level 3   |
| Image: Second |
|   |
| Item     [[10] Preventive Maint by External Vendor       Services     Limits       Material Data     Quantities/Dates       Valuation     Account Assignment       Source of Supply     Versions       Status     Contact Person       Texts     Image: Services  |
| Created by       MP00611268       Changed On       19.07.2020         Crea. ind.       Production order       Image: Changed On       Image: Changed On         Requisitioner       MP00611268       Tracking Number       Activate Windows         Purch. Group       101       Material Mgmt       Telephone       Go to Settings to activate   |

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### SRM Tendering Activity Script

### **Portal Logon**

### EBS Portal & SSO to SRM Portal

Access the URL URL https://10.9.7.22:8001/ebs-portal/ in IE browser. Below screen will be displayed.



Under "Port Users" tab provide your user-id and password.

Input the captcha as mentioned and then check the "Terms and Conditions" statement.

Click on "Submit" button.

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A new window will be displayed and it will prompt to enter the OTP. OTP will be sent to your registered mobile.

Input the OTP and click on "Verify OTP" button. Please see screenshot below.



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Once system verifies the OTP a new window will be displayed. Select "Other EBS Application" tab and click on "SRM Portal" link. Please see screenshot below.

| 🛞 Employee Landing P | age   E 🗙 📑 |                      |                    |   |             |             |                    |   |
|----------------------|-------------|----------------------|--------------------|---|-------------|-------------|--------------------|---|
| <b>∃</b> English     |             | Skip To Main Content |                    | A A*  | Search      | Q           | Home About Us      | Contact Us 🛔 ADITI<br>(Mumbai Port Trust) |
| Reality core         |             |                      |                    | INDIAN POF<br>An apex body of Major P   | RTS ASSOC   | of Ministry | ION<br>of Shipping | SAGARMALA<br>PORT LED PROPERTY            |
| EMPLOYEE PORTAL      |             |                      |                    |   |             |             |                    |   |
|                      |             | SA                   | P Apps             | General   | Other Ebs A | pplicat     | ions               |   |
|                      |             | (                    | ₽                  | 1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1 | *           |             | ₩                  |   |
|                      |             | Emple<br>Se          | oyee Self<br>rvice | DMS   | Eoffice     | -           | SRM Portal         |   |

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A new window will be opened wherein you will be redirected to the SRM portal through SSO. The screen will be displayed as shown below.

| + The second sec | .portebs.com:50001/irj/portal   |   | - 🖻 C        | Search   | ନ - ଜି ଝି <sup>ଓ</sup>   |
|--|---|---|--------------|----------|--|
| Employee Landing Page   E >  | Inbox - IPA SRM Portal  | E - Procur  | EMENT PORTAI |          | Log Off<br>Welcome 10100020 (10100020)<br>Login Time:19/07/2020 19:03.22 IST |
| Home Strategic Purchasing<br>Overview  |   |   |              |          |  |
| Work Overview Reports Services   | The list of items shown here<br>Alerts Tasks<br>Show: New and In Progress | could be outdated. Waiting for update<br>Notifications<br>Tasks <b>v</b> All <b>v</b> |              |          | ¢ 77 (42)  |
| Advanced Search  | E Subject   | Sent Date   | ▼ Due Date   | ≟ Status |  |

The screen contains the information of User id / Name and logon time at the right corner. The "Home" tab will be displayed on the left corner of the screen.

|                         |                      |                   | E - Procur                                       | EMENT PORTAL       | Welcom<br>Login Time:19 | Log Off<br>e 10100020 (10100020)<br>9/07/2020 19:03.22 IST |
|-------------------------|----------------------|-------------------|--|--------------------|-------------------------|--|
| Home                    | Strategic Purchasing |                   |  |                    |                         |  |
| Overview                |                      |                   |  |                    |                         |  |
| Work Overvie<br>Reports | ۹<br>iew             | The list of items | shown here could be outdated. Waiting for update |                    |                         |  |
| Services                |                      | Show: New and I   | n Progress Tasks 💌 All 💌                         |                    |                         | \$ 7 C I   |
| Advanced Se             | -arch                | E Subject         | Sent Date  | ✓ Due Date         | ▲ Status                |  |
| Confidential I          | Docume               | nt                | Mahindra. All rights re                          | Copyrig<br>served. | ght © 2018 Tech         |  |
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|                         |                      |                   |  |                    | Page 52 of 21           | .4   |





# **Strategic Purchasing**

Select "Strategic Purchasing" tab then click on "Strategic Sourcing" link. At the right side panel, user will be able to see the list of RFx's with various status.

This is basically a dashboard where the user can view and act upon the tender's created using their userid's.

There are different search criteria's provided by system to search the Tender's created.

|  | E - PROCUREMENT PORTAL  | Welcome 10100020 (101<br>Login Time:19/07/2020 19:03 |
|--|---|--|
| Home Strategic Purchasing  |   |  |
| Overview Reports   |   |  |
|  |   |  |
| Strategic Sourcing   |   |  |
| Contract Management  | Lentral Contracts All (U) Desument Output Log(2 days (12))  |  |
| Business Partner   | Milestone Plans All (0)   |  |
| Workload Redistribution  | RFxs - All  |  |
| -<br>Services  | ▼ Hide Quick Criteria Maintenance Query has been changed  | Change Query Define New Query Personalize            |
| Advanced Search  |   |  |
| Create Documents   | Number:   |  |
| Auction  | Name of DEv:  |  |
| Auction Template   | Status:   |  |
| • RFx  | Processed Since:  |  |
| RFx Template   | Purchasing Organization: O 50000634   |  |
| Central Functions  | Product Category:   |  |
| Carry Out Sourcing   | Submission Deadline:  |  |
| Upload / Migrate Certificate   | My RFX:   |  |
|  | Number of RFx responses:  |  |
|  | Supplior.   |  |
| Home Strategic Purchasing<br>Overview Reports<br>Strategic Sourcing Contract Management<br>Business Partner<br>Workload Redistribution<br>*<br>Services<br>Advanced Search<br>Create Documents |   | E,   |
| Create Documents   | Sourcing Templates All RExs (0) RFP (0) RFQ (0) All Auctions (0) English Auction (0) Company Best Bid (0) Central Contracts All (0) |  |
| Auction Template   | Document Output Last 7 days (17)  |  |
| • RFx  | Milestone Plans All (0)   |  |
| RFx Template   | RFxs - All  |  |
| Central Functions  | Show Quick Criteria Maintenance Query has been changed  | Change Query Define New Query Personalize            |
| Carry Out Sourcing   | View: [Standard View] V Create RFx Copy Display Edit Delete Publish Responses and Awards Print Preview Defresh Evond                | <u>,</u>   |
| Upload / Migrate Certificate   | Rex Number REx Name Type Status REx Calegory Purchasing Organization  | Submission Deadline Responses                        |
|  | 5100000162 Budgetary Offer ZEOI Awaiting Approval Mumbai Port Trust Purchase Ornanisation   | 17.07.2020 0   |
|  | S100000161         Copy of 5100000160 BSE Test         ZLT2         Published         Mumbal Pol Trust Purchase Organisation        | 16.07.2020 0   |
|  | 5100000160 Copy of 5100000144 - BSE Test ZLT2 Published Mumbai Port Trust Purchase Organisation                                     | 14.07.2020 0   |
|  | 5100000152 10100020 08.07.2020 17:41:23 ZSTI Awaiting Approval Mumbai Port Trust Purchase Organisation                              | 31.07.2020 0   |

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# **Carry Out Sourcing**

To see the list of purchase requisition's replicated from the backend HANA system & create tender's against them, user need to go to Carry Out sourcing option. Follow below steps.

Select "Strategic Purchasing" tab then click on "Strategic Sourcing" link. Under "Central Function" click on "Carry Out Sourcing" link.

Steps would be as Strategic Purchasing  $\rightarrow$  Strategic Sourcing  $\rightarrow$  Central Functions  $\rightarrow$  Carry Out Sourcing.

Please see the screenshot below.

|   | E - PROCUREMENT PORTAL   | welcome 10100020 (10100<br>Login Time:19/07/2020 19:03.2 |
|---|--|--|
| Home Strategic Purchasing                 |  |  |
| Strategic Sourcing                        |  |  |
| Contract Management                       | Strategic Sourcing   |  |
| Workload Redistribution                   | POWL     Active Outside  | E,   |
| Services<br>Advanced Search               | RFxs All (54) Saved (1) Awailing Approval (34) Published (48) Completed (0) Release Rejected (0) Deleted (0) Auctions All (3) Saved (0) Published (1) Active (0) Paused (0) Ended (0) Completed (0)  |  |
| Create Documents  • Auction               | Sourcing Templates All RExs (0) RFP (0) RFP (0) All Auctions (0) Enalish Auction (0) Company Best Bid (0)<br>Central Contracts All (0)<br>Document Output Last 2 days (17)   |  |
| Auction Template     RFx     PFx Template | Milestone Plans All(0)   |  |
| Central Functions                         | KrXs - All<br>▼ Hide Quick Criteria Maintenance Query has been changed   | Change Query Define New Query Personalize                |
| Upload / Migrate Certificate              | Number:     Image: Constraint of the second se |  |

A new window will get displayed as shown below. This is the first step of searching the Purchase requisitions. There are various search criteria's provided through which you can search the purchase requisitions.

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| Assign Sources of Supply: Step 1 (Select R           | equisition)                 |                    |                               |                        |             |                      |                 |
|--|-----------------------------|--------------------|-------------------------------|------------------------|-------------|----------------------|-----------------|
| Previous Next Close System Info Create Memory S      | apshot                      |                    |                               |                        |             |                      | <b>2</b>        |
|  |                             |                    |                               |                        |             |                      |                 |
| Accient Sources of Supply (Ma Hore                   | a) Daviaw Draffa (Na Itama) | Summany Sereen (No |                               |                        |             |                      |                 |
| Sciece requisition Assign Sources of Supply (no nen  | a) Neview Draits (No items) | Summary Screen (No | Documenta                     |                        |             |                      |                 |
|  |                             |                    |                               |                        |             |                      |                 |
| <ul> <li>Search Criteria: Requisitions</li> </ul>    |                             |                    |                               |                        |             |                      |                 |
| Number of Requisition:                               | Name of Re                  | equisition:        |                               | Settings               |             |                      |                 |
| Item Description:                                    | Product                     | Category:          | ē                             |                        |             |                      |                 |
| Product:   |                             | Supplier:          | đ                             |                        |             |                      |                 |
| Requester:   | External Req                | uirement:          |                               |                        |             |                      |                 |
| Purchasing Organization:                             | Account Assignment          | Category:          | •                             |                        |             |                      |                 |
| Purchasing Group:                                    | Account Assignment          | Number:            | đ                             |                        |             |                      |                 |
| Priority:  | Intended for                | Grouping:          |                               |                        |             |                      |                 |
| Delivery Date Range:                                 | Include Lock                | ed Items:          |                               |                        |             |                      |                 |
| Delivery Date: To:                                   |                             |                    |                               |                        |             |                      |                 |
| Search   |                             |                    |                               |                        |             |                      |                 |
|  |                             |                    |                               |                        |             |                      |                 |
| Select All Expand Collapse Hide Subordinate Outlines |                             | Reject Items       |                               |                        |             |                      | Filter Settings |
| Requisition / Item Number Description Catego         | y Priority Quantity Unit    | Requester          | Delivery Date Supplier Number | Supplier Name Contract | Info Record | External Item Number | Logical System  |
|  |                             |                    |                               |                        |             |                      |                 |
|  |                             |                    |                               |                        |             |                      |                 |
|  |                             |                    |                               |                        |             |                      |                 |
|  |                             |                    |                               |                        |             |                      |                 |
|  |                             |                    |                               |                        |             |                      |                 |

If you know the PR number, then enter SAP Purchase Requisition in "**External Requisition**" field and click on "**Search**" button. Purchase Requisition Line items shows below

| ssign Sources of Supply: Step 1 (Select Requisition)                |                     |                 |           |        |           |                 |                 |               |          |             |                      |
|---|---------------------|-----------------|-----------|--------|-----------|-----------------|-----------------|---------------|----------|-------------|----------------------|
| Assign Sources of Supply (No Items)     Review Drafts (No I         | tems) Summ          | 4<br>ary Screen | (No Docun | nents) | -1        |                 |                 |               |          |             |                      |
| ▼ Search Criteria: Requisitions                                     |                     |                 |           |        |           |                 |                 |               |          |             |                      |
| Number of Requisition:  | Name of Requisition | on:             |           |        |           |                 | Settings        |               |          |             |                      |
| Item Description:   | Product Catego      | ry:             |           |        | đ         |                 |                 |               |          |             |                      |
| Product:  | Suppli              | er:             |           |        | đ         |                 |                 |               |          |             |                      |
| Requester:  | ternal Requireme    | nt: 200100      | D0961     |        |           |                 |                 |               |          |             |                      |
| Purchasing Organization:  | ssignment Catego    | ry:             |           |        | -         |                 |                 |               |          |             |                      |
| Purchasing Group: D Account A                                       | ssignment Numb      | er:             |           |        | đ         |                 |                 |               |          |             |                      |
| Priority: In  | ended for Groupir   | ng: 🗌           |           |        |           |                 |                 |               |          |             |                      |
| Delivery Date Range:  | clude Locked Iten   | ns: 🗌           |           |        |           |                 |                 |               |          |             |                      |
| Delivery Date: To: C  |                     |                 |           |        |           |                 |                 |               |          |             |                      |
| Select All Expand Collapse Hide Subordinate Outlines All Categories | ▼   Reject          | Items           |           |        |           |                 |                 |               |          |             |                      |
| B Requisition / Item Number Configurable Item Number Description    | Category            | Priority        | Quantity  | Unit   | Requester | Delivery Date   | Supplier Number | Supplier Name | Contract | Info Record | External Item Number |
| ▼ 2000000162/1 0001 Preventive Maint by External Ve                 | ndor 7200000        |                 | 1         | AU     | PI_USER   | From 24.09.2020 |                 |               |          |             | 2001000961/00010     |
| • 1000000162/2 0001.AA Two Coats - Oil Bound Distempt               | er 72000000         |                 | 10        | M2     | PI_USER   | From 24.09.2020 |                 |               |          |             | 2001000961/00010     |
|   |                     |                 |           |        |           |                 |                 |               |          |             |                      |

Click on "Select All" button and click on "Next" button.

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| Assign Sources of S                             | upply: Step 1 (Sele<br>se System Info Create Men | ect Requisition)                    |               |           |                  |        |           |                 |                 |               |          |             |                    | 0     |
|---|--|-------------------------------------|---------------|-----------|------------------|--------|-----------|-----------------|-----------------|---------------|----------|-------------|--------------------|-------|
| i 1<br>Select Requisition                       | 2<br>Assign Sources of Supply (N                 | Io Items) Review Drafts (No Items)  | Summ          | ary Scree | 4<br>en (No Doci | uments |           |                 |                 |               |          |             |                    |       |
| <ul> <li>Search Criteria: Requisitio</li> </ul> | ns   |                                     |               |           |                  |        |           |                 |                 |               |          |             |                    |       |
| Number of Requisition:                          |  | Name                                | of Requisitio | on:       |                  |        |           |                 | Settings        | 2             |          |             |                    |       |
| Item Description:                               |  | Proc                                | duct Catego   | ry:       |                  |        | ð         |                 |                 |               |          |             |                    |       |
| Product:  | đ  |                                     | Suppli        | er:       |                  |        | ð         |                 |                 |               |          |             |                    |       |
| Requester:                                      | 0  | External                            | Requireme     | nt: 2001  | 000961           |        |           |                 |                 |               |          |             |                    |       |
| Purchasing Organization:                        | 0  | Account Assignm                     | nent Catego   | ry:       |                  |        | -         |                 |                 |               |          |             |                    |       |
| Purchasing Group:                               | Ð  | Account Assign                      | ment Numb     | er:       |                  |        | đ         |                 |                 |               |          |             |                    |       |
| Priority:                                       | •  | Intended                            | for Groupin   | ng: 🗌     |                  |        |           |                 |                 |               |          |             |                    |       |
| Delivery Date Range:                            | •  | Include                             | Locked Item   | 1S: 🗌     |                  |        |           |                 |                 |               |          |             |                    |       |
| Delivery Date:                                  | To:  | <b>1</b> 7                          |               |           |                  |        |           |                 |                 |               |          |             |                    |       |
| Search  |  |                                     |               |           |                  |        |           |                 |                 |               |          |             |                    |       |
|   |  |                                     |               |           |                  |        |           |                 |                 |               |          |             |                    |       |
| Select All Expand Colla                         | apse   Hide Subordinate Ou                       | tlines All Categories               | Reject        | Items     |                  |        |           |                 |                 |               |          |             |                    |       |
| Requisition / Item Number                       | er Configurable Item Number                      | Description                         | Category      | Priority  | Quantity         | Unit   | Requester | Delivery Date   | Supplier Number | Supplier Name | Contract | Info Record | External Item Numi | er Lo |
| • 2000000162/1                                  | 0001   | Preventive Maint by External Vendor | 72000000      |           | 1                | AU     | PI_USER   | From 24.09.2020 |                 |               |          |             | 2001000961/00010   |       |
|   |  |                                     |               |           |                  |        |           |                 |                 |               |          |             |                    | -     |

Once you click on "**Next**" button, system will direct to next step#2 of selecting the Draft document to be created.

Once again click on "Select All" button to ensure all the PR's and line items are properly selected.

Then click on the "Create Draft" button and select "RFx" from the drop down list as shown in below screenshot.

| https://ipasdbgieq.portebs.com.50001/iij/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.ipa.IPA_Content%2Fcom.ipa.Portal_Roles%2Fcom.ipa.ro_strategicpurchaser%2Ffl_strategic_purch%2Ffl_overviev%2Fcom.spp.pct.srm.core. |   |                                 |                               |                                |                     |  |  |  |  |  |  |
|---|---|---------------------------------|-------------------------------|--------------------------------|---------------------|--|--|--|--|--|--|
| Options   |   |                                 |                               |                                |                     |  |  |  |  |  |  |
| Assign Sources of Supply: Step 2 (Assign Sources of Supply ( 1 Items))  |   |                                 |                               |                                |                     |  |  |  |  |  |  |
| Previous Next      Save Close System Info Create Memory Snapshot  |   |                                 |                               |                                |                     |  |  |  |  |  |  |
|   |   |                                 |                               |                                |                     |  |  |  |  |  |  |
| l∳12  | 3 4                                       |                                 |                               |                                |                     |  |  |  |  |  |  |
| Select Requisition Assign Sources of Supply (1 Items) Review I  | Drafts (No Items) Summary Screen (No Do   | cuments)                        |                               |                                |                     |  |  |  |  |  |  |
|   |   |                                 |                               |                                |                     |  |  |  |  |  |  |
| Select All Expand All Collapse All Change Refresh Propose Sources   | s of Supply Create Draft 🖌 Replace Item w | ith Catalog Item 🖌 Undo Replac  | cement Submit to Grouping     | Remove Assign to My Purchasing | Group               |  |  |  |  |  |  |
| B Requisition / Item Number External Item Number Configurable Item Numbe  | r Descript RFx Varian                     | t Category Description Priority | y Quantity Unit Delivery Date | Supplier Number Supplier Name  | Contract Contract I |  |  |  |  |  |  |
| C 2000000162/1 2001000961 0001  | Preventive Maint by External Vendor       | Construction Service            | 1 AU From 24.09.2             | 020                            |                     |  |  |  |  |  |  |
|   |   |                                 |                               |                                |                     |  |  |  |  |  |  |
|   |   |                                 |                               |                                |                     |  |  |  |  |  |  |
|   |   |                                 |                               |                                |                     |  |  |  |  |  |  |
|   |   |                                 |                               |                                |                     |  |  |  |  |  |  |
|   |   |                                 |                               |                                |                     |  |  |  |  |  |  |
|   |   |                                 |                               |                                |                     |  |  |  |  |  |  |

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Once you click on "Next" button, system will direct to next step#3 of selecting the Transaction Type for the tender to be created.

From the drop down list select "ZSTI – Single Tender" option.

| Ø | Carry Out Sourcing - IPA SRM Portal - I | nternet Explorer             |                                 |                 |                |               |          |                  |  | -              | - 0           | )    |
|---|---|------------------------------|---------------------------------|-----------------|----------------|---------------|----------|------------------|--|----------------|---------------|------|
| W | https://ipasdbqieq.portebs.com:50001/   | irj/portal?NavigationTarget= | ROLES%3A%2F%2Fportal_content    | t%2Fcom.ipa.IPA | A_Content%2Fc  | om.ipa.Portal | L_Roles? | %2Fcom.ipa.ro_st | rategicpurchaser%2Ffl_strategic_purch%2Ffl_c               | verview%2Fcom. | sap.pct.srm.c | ore  |
|   |   |                              |                                 |                 |                |               |          |                  |  |                | Opti          | ions |
| A | ssian Sources of Supply:                | Step 3 (Review Dra           | afts (1 Items))                 |                 |                |               |          |                  |  |                |               |      |
|   | Previous Next Process All Dra           | fts Close Process Selecte    | d Drafts Edit Selected Drafts S | stem Info Crea  | ate Memory Sna | pshot         |          |                  |  |                | ]             | 2    |
| F |   |                              |                                 |                 |                |               |          |                  |  |                |               |      |
| Г | <b> </b>                                | 2                            | 3                               | 4               | <u> </u>       | -             |          |                  |  |                |               |      |
| L | Select Requisition Assign So            | urces of Supply (No Items)   | Review Drafts ( 1 Items) S      | ummary Screen ( | No Documents)  |               |          |                  |  |                |               |      |
|   |   |                              |                                 |                 |                |               |          |                  |  |                |               |      |
| L | - Original Dealer                       |                              |                                 |                 |                |               |          |                  |  |                |               | F    |
| L | ▼ Created Drafts                        | 7                            |                                 |                 |                |               |          |                  |  |                |               | L    |
|   | Change Selected Draft To 🖌 Remove       | •                            |                                 |                 |                |               |          |                  |  |                | Sett          | ings |
| L | B Draft Name                            |                              | Draft Type                      | Supplier Nur    | nber           |               |          | Supplier         | Transaction Type   |                |               | 2    |
| L | 10100020 19.07.2020 19:54:38            |                              | Bid Invitation                  |                 |                |               |          |                  |  |                |               | •    |
| L |   |                              |                                 |                 |                |               |          |                  | ZATA Add One Tender 4 Env                                  |                |               |      |
| L |   |                              |                                 |                 |                |               |          |                  | ZAT1 : Adv/Opn Tender 1 Env<br>ZAT2 : Adv/Opn Tender 2 Env |                |               |      |
| L |   |                              |                                 |                 |                |               |          |                  | ZEOI : EOI/Budgetary offer                                 |                |               |      |
|   |   |                              |                                 |                 |                |               |          |                  | ZLT1 : Limited Tender 1 Env                                |                |               |      |
|   |   |                              |                                 |                 |                |               |          |                  | ZLT2 : Limited Tender 2 Env                                |                |               |      |
| L | ▲ Details of Selected Drafts 10100      | 020 19.07.2020 19:54:38      |                                 |                 |                |               |          |                  | ZSTI : Single Tender                                       |                |               |      |
|   | Remove Expand All Collapse All          |                              |                                 |                 |                |               |          |                  |  |                | Setti         | ngs  |
|   | B Requisition / Item Number             | Configurable Item Number     | Description                     |                 | Category       | Quantity      | Unit     | Info Record      | Net Price  | Gross Price    | Currency      |      |
|   | ▼ ☐ 200000162 / 1                       | 0001                         | Preventive Maint by External    | Vendor          | 72000000       | 1             | AU       |                  |  | 0.00           | INR           |      |

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Once the tender type is selected, click on the "Edit Selected Drafts" button as shown below.

| Assign Sources of Supply: Step 3 (Review D                    | )rafts (1 Items))                  | na laka - Annah Harana Panashal |          |                      |          |
|---|------------------------------------|---------------------------------|----------|----------------------|----------|
| Previous Net:      Process vs unans _ Unose _ Process pers    | ded Drans Edit Selecieo Drans Syst | em into Create Memory snapsnot  |          |                      |          |
| 10 2<br>Select Requisition Assign Sources of Supply (No Rems) | 3<br>Review Drafta (1 Itema) Sum   | mary Screen (No Documents)      |          |                      |          |
| ▼ Created Drafts  |                                    |                                 |          |                      |          |
| Change Selected Draft To J Remove                             |                                    |                                 |          |                      | Settings |
| B Draft Name  | Draft Type                         | Supplier Number                 | Supplier | Transaction Type     |          |
| 10100020 19.07.2020 19:54:38                                  | Bid Invitation                     |                                 |          | 2STI : Single Tender |          |
|   |                                    |                                 |          |                      |          |
|   |                                    |                                 |          |                      |          |
|   |                                    |                                 |          |                      |          |
|   |                                    |                                 |          |                      | Y        |
| () Details of Selected Drafts 1010020 19.07.2020 19:54:38     |                                    |                                 |          |                      |          |

A new window will get opened with all the details required for RFx creation.

Details are explained in next section#4 – **RFx Creation**. Simultaneously system will automatically move to next step#4. Click on the "Close" button to close this screen.

|                          |                                     |                                  |                    |                 |               |             | Option   |
|--------------------------|-------------------------------------|----------------------------------|--------------------|-----------------|---------------|-------------|----------|
| Summary Screen: St       | tep 4 (Summary Screen               | 1 Documents)                     |                    |                 |               |             |          |
| ✓ Previous Next →   Refr | resh Close System Info Create Mer   | nory Snapshot                    |                    |                 |               |             | <b>I</b> |
|                          |                                     |                                  |                    |                 |               |             |          |
| <b>þ</b> 1               | 2                                   | 3                                | 4                  |                 |               |             |          |
| Select Requisition       | Assign Sources of Supply (No Items) | Review Drafts (No Items) Summary | Screen 1 Documents |                 |               |             |          |
|                          |                                     |                                  |                    |                 |               |             |          |
| Created Objects          |                                     |                                  |                    |                 |               |             |          |
|                          |                                     |                                  |                    |                 |               |             | Settir   |
| B Document Number        | Document Type                       | Description                      | Status             | Supplier Number | Supplier Name | Total Value | Currency |
| <u>5100000176</u>        | RFx                                 | 10100020 19.07.2020 19:54:38     | Saved              |                 |               | 0.00        |          |
|                          |                                     |                                  |                    |                 |               |             |          |
|                          |                                     |                                  |                    |                 |               |             |          |
|                          |                                     |                                  |                    |                 |               |             |          |
|                          |                                     |                                  |                    |                 |               |             |          |
|                          |                                     |                                  |                    |                 |               |             |          |

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### **RFX Creation - Edit RFx**

### **RFx Parameters**

The RFx screen will be in Edited mode. The RFx number will get generated automatically and it is an incremental unique number generated by system. The panel at the top displays the RFx number, RFx Name (40 characters), type of RFx and created by & creation date and time information. Please see the screenshot below.

| Edit RFx :  | Open side panel       |
|---|-----------------------|
| Read Only Close Technical RFx Permissions Publish Save Check Export Print Preview Delete Maintain Rtx Parameter Import System Information Create Memory Snapshot Related Links  | 0.                    |
| RFx Number         5100000176         RFx Name         10100020         19.07.2020         19.54.38         Type         Single Tender         Status         Saved         Created On         19.07.2020         19.56.18         Created By         ADITI SHENDYE         Time Zone         INDIA | Number of Suppliers 0 |

The RFx name is defaulted by system in the format of "User Id, Date, Time". The RFx Name can be modified if required by the Tender Creator with some meaningful short description of the tender.

Please see the screen shot below.

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|   |   |   |   | Options •                      |
|---|---|---|---|--------------------------------|
| Edit RFx :  |   |   |   | Open side panel                |
| Read Only Close Technical RFx Perm                                | missions Publish Save Check Export Print Preview  | Delete   Maintain Rfx Parameter   Import   System Informati | on Create Memory Snapshot Related Links | 0.                             |
| RFx Number 5100000176 RFx Name 1<br>Number of Items 1 Version Num | 10100020 19.07.2020 19:54:38 Type Single Tender<br>nber Version Type Active Version External Vers | Status Saved Created On 19.07.2020 19:56:18<br>ion Number   | Created By ADITI SHENDYE Time Zone IN   | DIA Number of Suppliers 0      |
| RFX Information Bidders Ite                                       | tems Notes and Attachments Weights and Scores   | Approval Tracking   |   |                                |
| RFx Parameters Questions Notes a                                  | and Attachments   |   |   |                                |
| lder#Ersfor   |   |   |   |                                |
| Identification  | 100020 19 07 2020 19:54:38  | Event Parameters  | up a                                    | ^                              |
| Port Tender No:   | 100020 13:01:2020 13:34:30  | Currency:   |   |                                |
| FUIL ICHUCHINU.   |   | Target Value:   | 160,000.00 INR                          |                                |
| Tender Description:   |   | Detailed Price Information:                                 | Simple Price                            |                                |
| Tondor Dodonpasti.  |   | Follow-On Document:   | Purchase Order or Contract              |                                |
| RFx Type: Sing  | ngle Tender   | Bidder Can Change RFx Responses:                            | ✓                                       | AMC Indi                       |
| Publication Type: Res   | stricted RFx  | Allow Multiple RFx Responses for Each Company:              |   | c                              |
|   |   | Display Weighting to Bidders:                               |   |                                |
| Organization  |   |   |   |                                |
| Purchasing Organization: Mun                                      | mbai Port Trust Purchase Organisation   | Tender Fee  |   | Security Deposit               |
| Purchasing Group: Mate  | terial Mgmt Purchase Group Show Members   |   |   | * Security Deposit Required.   |
|   |   |   |   | * Security Deposit Percentage: |
| Dates   |   | Required:   |   |                                |
| REX Statt Date.   |   |   |   |                                |
| * RFx Submission Date:  | 00:00:00  | Earnest Money Deposit                                       |   |                                |
| Price Rfx Opening Date:   | 00:00:00  | Required:   |   |                                |
| Technical RFx Response Opening Date:                              | 00:00:00  |   |   |                                |
| End of Binding Period:  | <b>6</b>  | * Reason for EMD Exclusion:                                 |   |                                |
| Valid From / To:  | F   | Scenario Award/Contract                                     |   |                                |
|   |   | 0001  |   | Ŷ                              |
| 1   |   | Pre-bid Meetina   |   |                                |
|   |   |   |   | /                              |

There are various fields provided on the RFx screen as below. Details description of the fields available for maintaining the data is given in table below.

| RFx Informat          | RFx Information $\rightarrow$ RFx Parameters  |              |  |  |
|-----------------------|---|--------------|--|--|
| Identification        | n   |              |  |  |
| Field                 | Description   | Field Status |  |  |
| Port Tender<br>No     | Enter the internal port tender number followed by the respective Port.                | Editable     |  |  |
| Tender<br>Description | This is 256 character in length. Used for entering the long description of the Tender | Editable     |  |  |
| RFx Type              | Type of Tender  | Non-Editable |  |  |
| Publication<br>Type   | System Defaulted – Restricted RFx   | Editable     |  |  |
| Organization          |   |              |  |  |

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| Purchasing   | System defaulted   | Non-Editable |
|--------------|--|--------------|
| Organization |  |              |
| Purchasing   | System Defaulted   | Non-Editable |
| Datas        |  |              |
| Dates        |  |              |
| RFx Start    | Date from which the Tender process will start after it is    | Editable     |
| Date         | approved and published                                       |              |
| RFx          | Date by which the Bidder should submit the response          | Editable     |
| Submission   |  |              |
| Date         |  |              |
| Price Rfx    | RFx Price Opening Date                                       | Editable     |
| Opening      |  |              |
| Date         |  |              |
| Technical    | RFx Technical Opening Date                                   | Editable     |
| RFx          |  |              |
| Response     |  |              |
| Opening      |  |              |
| Date         |  |              |
| Valid From / | Binding period of the tender                                 | Editable     |
|              |  |              |
| Event Param  | leters   |              |
| Currency     | System Defaulted as INR. Not to be changed                   | Editable     |
| Target Value | System defaulted based on the estimates in the Purchase      | Editable     |
|              | requisition. Not to be modified.                             |              |
| Detailed     | System defaulted. Not to be changed                          | Editable     |
| Price        |  |              |
| Information  |  |              |
| Follow-on    | Defaulted by system. The document to be created i.e. either  | Editable     |
| Document     | a Purchase Order or Contract against the L1 bidder response. |              |
|              | Not to be changed.   |              |
| Bidder can   | Will be checked by default. This allows the bidder to change | Editable     |
| change RFx   | the submitted responses until the RFx submission deadline    |              |
| Response     | date is not reached. If unchecked, response once submitted   |              |
|              | cannot be modified by the Bidder. Not to be changed.         | - 10 I I     |
| Allow        | will be checked by default. This allows the bidder to change | Editable     |
| multiple RFx | the submitted responses multiple times, until the submission |              |
| Kesponse     | deadline date is not reached. If unchecked, Bidder cannot    |              |
| for each     | modify & re-submit the responses. Not to be changed.         |              |
| Desumerat    |  | Tash         |
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| AMC                             | Is applicable for the AMC tenders. If checked TCR with $A = R - A = R + A = R$ | Editable |
|---------------------------------|--|----------|
| OSBC                            | Currently not available  | Editable |
| Tender Fee                      |  |          |
| Tender Fee<br>Reguired          | Check this field if tender fee needs to be collected from the Bidder   | Editable |
| Tender Fee<br>Percentage        | Enter the percentage of amount to be collected from the Bidder. System automatically calculates the tender fee and displays in the Tender Fee field  | Editable |
| Tender Fee                      | Buyer can input the amount here instead of entering the %  | Editable |
| Submission<br>Deadline          | Tender Fee is required to be submitted before this Date and<br>Time by the Bidder without which the Bidder will not be able<br>to create & submit the responses  | Editable |
| Earnest Mon                     | iey Deposit  |          |
| Required                        | Check this field if EMD fee needs to be collected from the Bidder  | Editable |
| EMD<br>Percentage               | Enter the percentage of amount to be collected from the Bidder. System automatically calculates the EMD fee and displays in the EMD Fee field  | Editable |
| Amount                          | Buyer can input the amount here instead of entering the EMD %  | Editable |
| Submission<br>Deadline          | EMD Fee is required to be submitted before this Date and<br>Time by the Bidder without which the Bidder will not be able<br>to create & submit the responses   | Editable |
| Pre-Bid Mee                     | ting   |          |
| Pre-Bide<br>Meeting<br>Required | Check this box if pre-bid meeting needs to be conducted with the Bidders.  | Editable |
| Pre-Bid Start<br>Date & Time    | Provide the start date & time for the pre-bid meeting to be started  | Editable |
| Pre-Bid End<br>Date & Time      | Provide the end date & time for the pre-bid meeting discussion   | Editable |
| Pre-Bid<br>Location             | Location of the meeting that was held.   | Editable |
| Pre-Bid<br>Remarks              | Mention the concluded points in the column. This is 256 characters in length.  | Editable |

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Enter all the applicable details required for the tender to be published.

| dit RFx :<br>Read Only Close Technical RFx | Parmasions   Publish   Save   Check   E   | of   Prof Preview   Delete   Maintain Rb Parameter   Import   System information   Create Memory Snapshot | Related Links                         |
|--|---|---|---------------------------------------|
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|  |   | Pre-bid Meeting Required  |                                       |
|  |   | Pre-Bid Start Date 19.07 2020 11 22 00:00   | 1                                     |
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Click on the "Check" button. Any errors will be displayed in red color as highlighted below.

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| Edit RFx :                                |  |                             |                          |                            |                            |                   | Open side panel       |
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| Read Only Close Technical RFx             | Permissions Publish Save Check Ex                        | port Print Preview Delete M | 1aintain Rfx Parameter   | Import System Information  | n Create Memory Snapshot   | Related Links 🖌   | (Q).                  |
| Please add atleast one Bidder to RFx      |  |                             |                          |                            |                            |                   |                       |
| Please maintain Rfx Parameter !!!         |  |                             |                          |                            |                            |                   |                       |
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| RFX Information Bidders                   | Items Notes and Attachments W                            | eights and Scores Approval  | Tracking                 |                            |                            |                   |                       |
| RFx Parameters Questions No               | otes and Attachments                                     |                             |                          |                            |                            |                   |                       |
|   |  |                             |                          |                            |                            |                   |                       |
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| RFx Name:                                 | 10100020 19.07.2020 19:54:38                             | ]                           |                          | Currency:                  | INR 🗇                      |                   |                       |
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|   | LONG TENDER DESCRIPTION. THIS<br>TENDER TYPE IS USED FOR |                             | C                        | etailed Price Information: | Simple Price 💌             |                   |                       |
| Tender Description:                       | PROPRIETARY / OEM VENDORS. THIS                          |                             |                          | Follow-On Document:        | Purchase Order or Contract | •                 |                       |
| 05. 7                                     | FIELD IS OF 256 CHARACTERS.                              |                             | Bidder Can               | Change RFx Responses:      | ✓                          |                   | AMC Indicator:        |
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| Publication Type.                         | Resulted Hix   |                             | Disp                     | lay Weighting to Bidders:  |                            |                   |                       |
| Organization                              |  |                             |                          |                            |                            |                   |                       |
| Purchasing Organization:                  | Mumbai Port Trust Purchase Organisation                  | ] .                         | Tender Fee               |                            |                            | Security Deposit  |                       |
| Purchasing Group:                         | Material Mgmt Purchase Group                             | Show Members                |                          |                            |                            | * Security Dep    | osit Required: 🗸      |
|   |  |                             |                          |                            |                            | * Security Deposi | t Percentage: 10      |
| Dates                                     |  |                             |                          | Required:                  | ~                          |                   |                       |

### **Bidders Tab**

Under the "Bidders" tab, Buyer would be able to add the bidder id. Buyer can either provide the Bidder id directly and then click on "Add" button.

Buyer also can click on "Search for Bidder" button to search the Bidders to be invited for the tendering activity.

| Bidder Overview                          |                             |                         |                                     |                             |              |               |
|--|-----------------------------|-------------------------|-------------------------------------|-----------------------------|--------------|---------------|
| Add Bidder by Company ID 400044          | Add                         | Search for Bidders      | Send Notifications Output M         | ledium   Delete             |              | Se            |
| 3 Company Name                           | Contact                     | Country                 | Company ID                          | Bidder Contact Person       | Phone Number | Output Medium |
|  |                             |                         |                                     |                             |              |               |
|  |                             |                         |                                     |                             |              |               |
|  |                             |                         |                                     |                             |              |               |
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| Didder Guitericies                       | Currency Conversion F       | ata:                    | -                                   |                             |              |               |
| llowing is a list of currencies that ca  | n he used by the hidders. V | pare.                   | jae dalata curranciae or eat the r  | nain currency from the liet |              |               |
| silowing is a list of currencies that ca |                             | sa can add more current | ics, delete currencies or set the r | nam contency norm and nat.  |              |               |
| Add Currency Set Main Currency           | Delete                      |                         |                                     |                             |              | Setti         |
| Currency                                 |                             | Description             |                                     |                             |              |               |
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New confirmation window will be displayed and system will prompt for confirmation. Click on "Ok" button.

| Edit RFx :   |  |                             |  |                            |            |                        |               |                      |                        |               |
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| RFx Number 5100000176 RFx N<br>Number of Items 1 Version | ame 10100020 19.07.202<br>n Number Version | 0 19:54:38<br>Type Active \ | Type Single Tender<br>Version External V | Status Sa<br>ersion Number | aved       | Created On 19.07.2     | 020 19:56:18  | Created By ADITI     | SHENDYE Time Zo        | ne INDIA Num  |
| RFX Information Bidders                                  | Items Notes an                             | d Attachments               | Weights and Score                        | es Approva                 | al Tr      | acking                 |               |                      |                        |               |
| ▼ Bidder Overview  |  |                             |  |                            |            |                        |               |                      |                        |               |
| Add Bidder by Company ID: 4000044                        | 2 Add                                      | Search for Bi               | dders 🖌   Send Notific                   | ations Output              | t Medium   | Delete                 |               |                      |                        |               |
| E Company Name   | Contact                                    | Country                     | Company ID                               | 1                          | Bide       | der Contact Person     |               | Phone Nu             | mber                   | Output Medium |
|  |  | A                           | dd Bidders                               |                            |            |                        |               |                      |                        |               |
|  |  |                             | Organization Name                        | Company ID                 | DUNS       | Business Partner ID    | Last Name     | First Name           |                        |               |
|  |  |                             | FELIX ENGG. CO.                          | 40000442                   |            | 200                    | ENGG. CO.     | FELIX                |                        |               |
|  |  | -                           |  |                            |            |                        |               |                      |                        |               |
|  |  | _                           |  |                            |            |                        |               |                      |                        |               |
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| Bidder Currencies  |  |                             |  |                            |            |                        |               |                      |                        |               |
| * Currency: INR  | Currency Conversion E                      | ate:                        |  |                            |            |                        |               |                      |                        |               |
| Following is a list of currencies that can               | be used by the bidders. Yo                 | ou can add mo               | re currencies, delete cur                | rencies or set th          | e main cu  | urrency from the list. |               |                      |                        |               |
| Add Currency Set Main Currency                           | Delete                                     |                             |  |                            |            |                        |               |                      |                        |               |

Bidder id will get added as shown in screen shot below.

| RFX Information Bidders   | Items Notes and Attachment | s Weights and Score     | es Approval Tr        | racking               |              |               |          |
|---------------------------|----------------------------|-------------------------|-----------------------|-----------------------|--------------|---------------|----------|
| ▼ Bidder Overview         |                            |                         |                       |                       |              |               |          |
| Add Bidder by Company ID: | Add Search for E           | Bidders 🖌   Send Notifi | cations Output Medium | Delete                |              |               | Settings |
| B Company Name            | Contact                    | Country                 | Company ID            | Bidder Contact Person | Phone Number | Output Medium |          |
| FELIX ENGG. CO.           | FELIX ENGG. CO.            | IN                      | <u>40000442</u>       | 200                   | 123456789    | Mail          |          |
|                           |                            |                         |                       |                       |              |               |          |
|                           |                            |                         |                       |                       |              |               |          |
|                           |                            |                         |                       |                       |              |               |          |

### Maintain RFx Parameters

It's mandatory to maintain RFx parameters for any of the tender type.

Click on the button "Maintain RFx Paramter" as shown below.

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| Display RFx:  | _   |                                   | _                                 |                           |                              |
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| Edit   🗘   Close Technical RFx C                                | Copy Check Export Print Preview                                       | Maintain Rfx Paramet              | er System Information Cr          | eate Memory Snapshot Rela | ted Links 🖌                  |
| 🕒 Please maintain Rfx Parameter !!!                             |   |                                   |                                   |                           |                              |
| RFx Number 5100000176 RFx Name<br>Number of Items 1 Version Num | 10100020 19.07.2020 19:54:38 Type<br>Iber Version Type Active Version | e Single Tender<br>External Versi | Status Saved Creater<br>on Number | d On 19.07.2020 19:56:18  | Created By ADITI SHENDYE Til |
| RFX Information Bidders   | Items Notes and Attachments V   | Veights and Scores                | Approval Tracking                 |                           |                              |
| - Bidder Overview   |   |                                   |                                   |                           |                              |
| Add Bidder by Company ID:                                       | Add Search for Bidders  | Send Notificatio                  | ns Output Medium De               | ete                       |                              |
| E Company Name  | Contact   | Country                           | Company ID                        | Bidder Contact Person     | Phone Number                 |
| FELIX ENGG_CO   | FELIX ENGG CO   | IN                                | 40000442                          | 200                       | 123456789                    |

A new screen will be displayed. User can either add his own questionnaires or it can be selected from the available repository. Click on "Import" button to select questions from available repository. A new window will get displayed. Select multiple questions and then click on "Transfer" button.

| <             |                    | * http://ipasapqimq.p       | portebs.com:800 | 2/sap/bc | /webdynp            | ro/sap/zsrn | n_tech_q 🔻 🖒             | Sear    | rch         | s /ozrcom.ip | ۹.۰۰_strate<br>۹.۰۰_ | ] ີດ ແ    | 5 63    | × -           |        |                      |          |
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| Z Aj          | pplicatio          | n to maintain Qu ×          | 1               | ¢        |                     | http://ipa  | sapqimq. <b>porteb</b> : | s.com:8 | 8002/sap/bc | /webdynpr    | o/sap/zsrm           | _tech_q 、 | - ¢     | Search        |        | <br>م                | 口<br>☆ 戀 |
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Click on "Save" and then click on "Close" button to close the window. Please see screenshot below.

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| Read Only Close Technical RFx Perm   | nissions                          | Publi     | sh Save    | Check                  | Export             | Print Preview           | Delete   | Maintain Rfx Parameter | Import       | System Information | Create M | emory Snapshot  | Related    | Links , | 4      |
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| ▼ Bidder Overview  |                                   |           |            |                        |                    |                         |          |                        |              |                    |          |                 |            | $\sim$  |        |
| Add Bidder by Company ID:  |                                   |           |            |                        |                    |                         |          | Application to mainta  | ain Ques     | stion              |          |                 |            |         |        |
| E Company Name   | Bid N                             | o: 510    | 0000176    |                        |                    |                         |          |                        |              |                    |          |                 |            |         | Output |
| FELIX ENGG. CO.  | ing. co. Please maintain Question |           |            |                        |                    |                         |          |                        |              |                    | Mail     |                 |            |         |        |
|  | Ad                                | d Row     | Save       | Delete                 | Close              | Import                  |          |                        |              |                    |          |                 |            |         |        |
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|  |                                   | 2         | Eligibilit | y Criteria             |                    | DOU YO                  | DU HAVE  | PAN NO                 |              |                    | N        | lo              | $\sim$     |         |        |
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|  |                                   |           |            |                        |                    |                         |          |                        |              |                    |          |                 |            |         |        |
| <ul> <li>Bidder Currencies</li> </ul>  |                                   |           |            |                        |                    |                         |          |                        |              |                    |          |                 |            |         |        |
| * Currency: INR CL   |                                   |           |            |                        |                    |                         |          |                        |              |                    |          |                 |            |         |        |
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| Currency   |                                   |           |            |                        |                    |                         |          |                        |              |                    |          |                 | - 1        | ~       |        |

### Maintain Tender Committee

In this section we will see how the tender committee is maintained and will be responsible for performing the technical and commercial scrutiny and evaluation activities.

We have different roles defined in system that decides the activity to be performed by the individual user's.

Click on "Permission" button and add user-ids under the Tech Scrutiny, Price Opener, Tech Evaluator, Price Scrutiny and Price Evaluator roles

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|                                 |                 |                  |                    |                 |                |                      |                 |                 |                   |                 | Options               |
|---------------------------------|-----------------|------------------|--------------------|-----------------|----------------|----------------------|-----------------|-----------------|-------------------|-----------------|-----------------------|
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| RFx Number 5100000176 RFx Na    | me 10100020     | 19.07.2020 19:54 | 38 Type Sin        | gle Tender      | Status Saved   | Created On 19.       | 07.2020 19:56:1 | 8 Created B     | y ADITI SHENDYE   | Time Zone INDIA | Number of Suppliers 1 |
| Number of items 1 Version       | Number          | version type     | Active Version     | External versio | on Number      |                      |                 |                 |                   |                 |                       |
| RFX Information Bidders         | Items           | Permissions      |                    |                 |                |                      |                 |                 |                   | X               |                       |
| RFx Parameters Questions N      | otes and Attack | Damai            | !                  |                 |                |                      |                 |                 |                   |                 |                       |
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| Identification                  | 40400000 40     | RFx Name 1       | 0100020 19.07.2020 | 0 19:54:38 RFx  | No. 510000017  | 6                    |                 |                 |                   |                 |                       |
| RFX Name:                       | 1010002019      | Save Clos        | e Window           |                 |                |                      |                 |                 |                   |                 |                       |
| Port Tender No.                 | LONG TEND       | User Permissi    | ion Assianment     |                 |                |                      |                 |                 |                   | -               |                       |
| Tender Description:             | TENDER TY       | Add Delete       | ]                  |                 |                |                      |                 |                 |                   | -               |                       |
|                                 | FIELD IS OF     | llear            | Technical Onener   | Tech Societion  | Price Onener   | Technical Evaluator  | Drice Serution  | Drice Evaluator | Rid Floor Admin   |                 |                       |
| RFx Type:                       | Single Tende    | 10100020         |                    |                 |                |                      |                 |                 |                   |                 |                       |
| Publication Type:               | Restricted RF   | 10100020         |                    |                 |                |                      |                 |                 | •                 |                 | usbo.                 |
| Organization                    |                 |                  |                    |                 |                |                      |                 |                 |                   |                 |                       |
| Purchasing Organization:        | Mumbai Port     |                  |                    |                 |                |                      |                 |                 |                   | Security Dep    | osit                  |
| Purchasing Group:               | Material Mon    |                  |                    |                 |                |                      |                 |                 |                   | * Security I    | Deposit Required: 🔽   |
|                                 |                 | User Details     |                    |                 |                |                      |                 |                 |                   | * Security De   | posit Percentage: 10  |
| Dates                           |                 | Heer Neme        |                    |                 | Organization   |                      | C               |                 |                   |                 |                       |
| RFx Start Date:                 | 20.07.2020      | Building         |                    |                 | Room           |                      | Tele            | phone           |                   |                 |                       |
| * RFx Submission Date:          | 20.07.2020      |                  |                    |                 |                |                      |                 |                 |                   |                 |                       |
| Price Rfx Opening Date:         | 20.07.2020      |                  | _                  |                 |                |                      |                 |                 |                   |                 |                       |

Once you click on "Add" button, Buyer needs to provide the user id and the then click on the "Search" button. System will display the user details. Select the row and then click on "Transfer" button. Please see screenshot below.

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| ser Permissi   | on Assignment                    |                    |                      |                       |             |               |                        |                 |    |
|--|----------------------------------|--------------------|----------------------|-----------------------|-------------|---------------|------------------------|-----------------|----|
| Add Delete   |                                  |                    |                      |                       |             |               |                        |                 |    |
| User   | Technical Opener                 | Tech Scrutiny      | Price Opener         | r Technical           | Evaluator P | rice Scrutiny | Price Evaluator        | Bid Floor Admir | n. |
| 10100020   |                                  | 2                  |                      |                       | 1           | 1             |                        | ٠               |    |
|  | _                                |                    |                      |                       |             | -             |                        |                 |    |
|  |                                  |                    |                      |                       |             |               |                        |                 |    |
|  |                                  |                    |                      |                       |             |               |                        |                 |    |
|  |                                  |                    |                      |                       |             |               |                        |                 |    |
| ser Details  |                                  |                    |                      |                       |             |               |                        |                 |    |
|  |                                  |                    |                      |                       |             |               |                        |                 |    |
| User Name  |                                  |                    | Organization         |                       |             | Cor           | npany                  |                 |    |
| dd User<br>er Name 10<br>st Name   | 100011                           |                    | Organization<br>Room |                       |             | Cor<br>Tele   | npany                  |                 |    |
| dd User<br>er Name<br>10<br>rst Name<br>earch<br>user Details  | 100011                           |                    | Organization<br>Room |                       |             | Cor<br>Tele   | npany                  |                 |    |
| User Name<br>Building<br>dd User<br>er Name<br>Int Name<br>earch<br>USER Details<br>First Nam        | 100011                           | Name               | Organization<br>Room | Person ID             | Employee    | Cor<br>Tele   | Department             | Position Name   |    |
| User Name<br>Building<br>dd User<br>ser Name<br>Trst Name<br>search<br>User Details<br>First Nam     | 100011<br>ie Last I<br>SIDDHASAN | Name<br>JAY APHALE | User ID<br>10100011  | Person ID<br>00000000 | Employee    | Cor<br>Tele   | Department<br>00000000 | Position Name   |    |
| User Name<br>Building<br>dd User<br>eer Name<br>ist Name<br>ist Name<br>user Details<br>First Nam    | 100011<br>ie Last I<br>SIDDHASAN | Name<br>JAY APHALE | User ID<br>10100011  | Person ID<br>0000000  | Employee    | Cor<br>Tele   | Department<br>00000000 | Position Name   |    |
| User Name<br>Building<br>dd User<br>er Name<br>10<br>rst Name<br>iearch<br>User Details<br>First Nam | 100011<br>e Last I<br>SIDDHASAN  | Name<br>JAY APHALE | User ID<br>10100011  | Person ID<br>00000000 | Employee    | Cor<br>Tele   | Department 0000000     | Position Name   |    |
| User Name<br>Building<br>dd User<br>er Name<br>iarch<br>User Details<br>First Nam                    | 100011<br>ie Last I<br>SIDDHASAN | Name<br>JAY APHALE | User ID<br>10100011  | Person ID<br>00000000 | Employee    | Cor<br>Tele   | Department<br>00000000 | Position Name   |    |
| User Name<br>Building<br>dd User<br>er Name<br>int Name<br>earch<br>User Details<br>First Nam        | 100011<br>Ie Last I<br>SIDDHASAN | Name<br>JAY APHALE | User ID<br>10100011  | Person ID<br>0000000  | Employee    | Cor<br>Tele   | Department 00000000    | Position Name   |    |
| User Name<br>Building<br>dd User<br>er Name<br>ist Name<br>earch<br>User Details<br>First Nam        | 100011<br>Ie Last I<br>SIDDHASAN | Name<br>JAY APHALE | User ID<br>10100011  | Person ID<br>00000000 | Employee    | Cor<br>Tele   | Department 00000000    | Position Name   |    |

Similarly, Buyer can add multiple users in the Permission tab and assign appropriate roles for performing the activities in SRM. After adding the user's & assigning respective roles the permission tab details will look like below.

Please refer below table for the roles and its functionality.

|              | Permission | Tab (Tender Committee) |                  |              |
|--------------|------------|------------------------|------------------|--------------|
|              | Role Name  | Role Description       |                  | Field Status |
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| Bid Floor | This role is assigned by default to the user creating the       | Editable     |
|-----------|---|--------------|
| Admin     | Tender I.e. the Buyer. Its recommended not to change            |              |
| Technical | User assigned under this role is responsible for opening the    | Non-Editable |
| Opener    | technical responses received. In Single Tender process,         |              |
|           | system will default this role to the Buyer creating the tender. |              |
| Tech      | User's responsible for performing the technical scrutiny        | Editable     |
| Scrutiny  |   |              |
| Technical | User's responsible for performing the evaluation or reviews     | Editable     |
| Evaluator | on the details submitted by the scrutiny team                   |              |
| Price     | User's responsible for performing the Price opening of the      | Editable     |
| Opener    | tender's once it is initiated by the Bid Floor Admin            |              |
| Price     | User's responsible for performing the price scrutiny            | Editable     |
| Scrutiny  |   |              |
| Price     | User's responsible for performing the evaluation or reviews     | Editable     |
| Evaluator | on the details submitted by the scrutiny team                   |              |

| Permissions                      |                           |               |                      |                     |                |   |                  |   |  |  |  |  |
|----------------------------------|---------------------------|---------------|----------------------|---------------------|----------------|---|------------------|---|--|--|--|--|
| RFx Name 10100020                | 19.07.2020 19:54:38 RFx N | p. 5100000176 |                      |                     |                |   |                  |   |  |  |  |  |
| Save Close Window                | Save Close Window         |               |                      |                     |                |   |                  |   |  |  |  |  |
| Permissions updated successfully |                           |               |                      |                     |                |   |                  |   |  |  |  |  |
| User Permission Assignment       |                           |               |                      |                     |                |   |                  |   |  |  |  |  |
| Add Delete                       |                           |               |                      |                     |                |   |                  |   |  |  |  |  |
| User                             | Technical Opener          | Tech Scrutiny | Price Opener         | Technical Evaluator | Price Scrutiny | Price Evaluator   | Bid Floor Admin. |   |  |  |  |  |
| 10100020                         |                           |               |                      |                     |                |   | Ô                |   |  |  |  |  |
| 10100011                         |                           | <b>v</b>      |                      |                     |                |   | 0                |   |  |  |  |  |
| 10100012                         |                           | ×             |                      |                     |                |   | 0                |   |  |  |  |  |
| 10100013                         |                           |               |                      | ✓                   |                |   | 0                |   |  |  |  |  |
| 10100024                         |                           |               | <b>v</b>             | <b>v</b>            |                | $\checkmark$  | 0                | - |  |  |  |  |
| 10100015                         |                           |               | <b>v</b>             |                     |                |   | 0                |   |  |  |  |  |
| 10100019                         |                           |               |                      |                     | <b>v</b>       |   | 0                |   |  |  |  |  |
| 10100017                         |                           |               |                      |                     |                | <ul> <li>Image: A start of the start of</li></ul> | 0                | • |  |  |  |  |
| User Details                     |                           |               |                      |                     |                |   |                  |   |  |  |  |  |
| User Name<br>Building            |                           |               | Organization<br>Room |                     |                | Company<br>Telephone  |                  |   |  |  |  |  |

## Item Tab

Click on he "Items" tab of the RFx document. This tab contains all the BOQ items mentioned in the purchase requisition. All the items will be replicated from the purchase requisition automatically.

To see the details of the item's click on the "Details" button. System will display all the details pertaining to the material / services as shown in the screenshot below.

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| RI | Fx Number 5100<br>Number of It  | 0000176 R<br>ems 1 Ve | Fx Name 10100<br>ersion Number | 0020 19.07.2020 19:54:38 Type<br>1 Version Type Active Ver | Singl  | e Tender Status Published<br>External Version Number | Creat          | ed On 19.07.2020 1 | 9:56:18  | Created E | By ADITIS | HENDYE     | Tim | e Zone   | INDIA N        | umber c   |
|----|---|-----------------------|--------------------------------|--|--------|--|----------------|--------------------|----------|-----------|-----------|------------|-----|----------|----------------|-----------|
|    | RFX Informa   | tion Bidde            | rs Items                       | Notes and Attachments W                                    | eights | and Scores Approval Tra                              | king           |                    |          |           |           |            |     |          |                |           |
|    | ▼ Item Overview   |                       |                                |  |        |  |                |                    |          |           |           |            |     |          |                |           |
| Ŀ  | RFx Response Required for All Items     Bidder Can Add New Items     Allow RFx Response Modification     Bidder Can Change Quantities |                       |                                |  |        |  |                |                    |          |           |           |            |     |          |                |           |
|    | Details Add Li  | ine 🛛 Add Sub         | oline ⊿ 🔂 🕓 C                  | Cut Copy Paste / Delete                                    |        |  |                |                    |          |           |           |            | Ex  | pand All | Collapse All F | ilter Set |
| E  | Line Number   | Item Type             | Product ID                     | Description  | Lot    | Allow RFx Response Modification                      | Variant        | Product Category   | Quantity | Unit      | Currency  | Delivery D | ate | Notes    | Attachments    | Interna   |
|    | ▼ □□  | Outline               |                                | Preventive Maint by External Vendor                        |        |  |                | 72000000           |          | 1 AU      | INR       | 24.09.202  | )   | <u>0</u> | <u>0</u>       | 1         |
|    | • 🏠 🗉   | Service               | 830000085                      | Two Coats - Oil Bound Distemper                            |        |  | <b>±</b>       | 72000000           |          | 10 M2     | INR       | 24.09.202  | )   | <u>0</u> | <u>0</u>       | 2         |
|    | Two Coats - Oil Bound Distemper   |                       |                                |  |        |  |                |                    |          |           |           |            |     |          |                |           |
|    | Item Data   | Question              | s Notes a                      | nd Attachments   |        |  |                |                    |          |           |           |            |     |          |                |           |
|    | Identification  |                       |                                |  |        | Currency Values and Pricin                           |                |                    |          |           |           |            |     |          |                |           |
|    | lacitation  | Control K             | ey: Service func               | tional   |        | Currency, values and rinch                           | 9<br>: INR     |                    |          |           |           |            |     |          |                |           |
|    |   | Item Ty               | pe: Service                    |  |        | Quantity/Unit  |                | 10 M2              | 2        |           |           |            |     |          |                |           |
|    |   | Product               | ID: 83000008                   | 5  |        |  |                |                    |          |           |           |            |     |          |                |           |
|    |   | Descripti             | on: Two Coats                  | Oil Bound Distemper  |        | Service and Delivery                                 | <b>F</b> arana | 24.00.0000         |          |           |           |            |     |          |                |           |
|    |   | Product Catego        | ory: 72000000                  | Construction Service                                       |        | Delivery Date  | From           | 24.09.2020         |          |           |           |            |     |          |                |           |
|    |   | L                     | .ot:                           |  |        |  |                |                    |          |           |           |            |     |          |                |           |
|    | Allow RFx Resp  | onse Modificati       | on:                            |  |        |  |                |                    |          |           |           |            |     |          |                |           |
|    | Further Proper  | ties                  |                                | at all and a   |        |  |                |                    |          |           |           |            |     |          |                |           |
|    |   | Varia                 | ant: Alternative n             | ot allowed   |        |  |                |                    |          |           |           |            |     |          |                |           |
|    |   |                       |                                |  |        |  |                |                    |          |           |           |            |     |          |                |           |

# Approval Tab

Under this tab, Buyer will be able to see the Approver's determined by the system. Depending on the value and type of the Tender the levels of approvals may vary.

| Display RFx:  |   |   |                                  |                     |                 | Open side par |  |  |  |  |  |  |  |
|---|---|---|----------------------------------|---------------------|-----------------|---------------|--|--|--|--|--|--|--|
| Edit   🗘   Close Technic  | ical RFx Copy Check Export  | Print Preview Maintain Rfx Parameter Syst | em Information Create Memory Sna | pshot Related Links |                 |               |  |  |  |  |  |  |  |
| RFx Number 5100000176 R<br>Number of Items 1 Ve   | RFx Number 5100000176 RFx Name 10100020 19 07 2020 19 54:38 Type Single Tender Status Saved Created On 19 07 2020 19 56:18 Created By ADITI SHENDYE Time Zone INDIA Number of Suppliers 1<br>Number of Items 1 Version Number Version Type Active Version External Version Number |   |                                  |                     |                 |               |  |  |  |  |  |  |  |
| RFX Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking  |   |   |                                  |                     |                 |               |  |  |  |  |  |  |  |
| Current Status: Initial<br>Current Process Step:<br>Currently Processed By:<br>Approval Process Data: Downloa<br>Follow Up: Work<br>Header Item | a <u>d as XML</u><br>Item to Requester at Process End   | Header Approval Note                      |                                  |                     |                 |               |  |  |  |  |  |  |  |
| Header Approval Status  |   |   |                                  |                     |                 |               |  |  |  |  |  |  |  |
| Add Approver ∡ Remove A   | pprover   |   |                                  |                     |                 | Settings      |  |  |  |  |  |  |  |
| Sequence Proc   | cess Step   | Status                                    | Processor                        | Received On         | Processed On Fo | warded By     |  |  |  |  |  |  |  |
| • 001 SRM   | I RFx Completion  | Open (No Decision Made)                   | MANDAR PARKAR                    |                     |                 |               |  |  |  |  |  |  |  |
| • 002 SRM   | I RFx Completion  | Open (No Decision Made)                   | RAMESH SUBRAMANIAN               |                     |                 |               |  |  |  |  |  |  |  |
| • 003 SRM   | I RFx Completion  | Open (No Decision Made)                   | GANGADHAR YEDDY                  |                     |                 |               |  |  |  |  |  |  |  |
|   |   |   |                                  |                     |                 |               |  |  |  |  |  |  |  |
|   |   |   |                                  |                     |                 |               |  |  |  |  |  |  |  |
|   |   |   |                                  |                     |                 |               |  |  |  |  |  |  |  |
| Reviewer(s) for the Documer   | nt  |   |                                  |                     |                 |               |  |  |  |  |  |  |  |

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# **C-Folder Attachment**

Before publishing the tender's there are many supporting documents to be uploaded. Such as NIT document, Technical Specifications, Drawings etc. These documents are useful for the Bidder to understand the requirements and submit the technical and commercial responses accordingly.

Please refer below table detailing about the standard folder's available for uploading the documents and their purpose.

| C-Folder      |   |                |  |  |
|---------------|---|----------------|--|--|
| Folder        | Folder Description  | Used By        |  |  |
| External Area | Contains documents that are to be shared with the RFx       | Buyer/Tender   |  |  |
|               | respondents.  | Creator        |  |  |
|               | NIT document has to be uploaded in the this area.           |                |  |  |
| Collaboration | Used by RFx respondents and evaluators to exchange          | Buyer / Bidder |  |  |
|               | information, for example, the RFx respondents can ask       |                |  |  |
|               | questions that are answered by the evaluators.              |                |  |  |
| Internal Area | Contains documents that are only to be viewed by users      | Port Users     |  |  |
|               | from the purchasing organization.                           |                |  |  |
| Evaluation    | Contains evaluator comments                                 | Evaluators     |  |  |
| Technical Bid | When the RFx respondent creates an RFx response, a folder   | Bidder         |  |  |
|               | is created under Technical_Bids in which the RFx respondent |                |  |  |
|               | can store technical RFx response documents.                 |                |  |  |

To upload the documents in C-folder and digitally sign the uploaded documents, click on the "Notes and Attachment" tab located under "RFx Parameter" option. Scroll down and click on "Add Attachment" button

Please see the screenshot below.

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| Edit RFx :   |   |  |                 | Open side par         |
|--|---|--|-----------------|-----------------------|
| Read Only Close Technical RFx Permissions Publish Save Chec  | Export Print Preview Delete Maintain Rfx Parameter Imp                            | port System Information Create Memory Snapshot | Related Links 🖌 |                       |
| RFx Number         5100000176         RFx Name         10100020         19.07.2020         19:54:38           Number of Items         1         Version Number         Version Type         Active | Type Single Tender Status Saved Created On 19.<br>/ersion External Version Number | 07.2020 19:56:18 Created By ADITI SHENDYE      | Time Zone INDIA | Number of Suppliers 1 |
| RFX Information Bidders Items Notes and Attachments  | Weights and Scores Approval Tracking  |  |                 |                       |
| RFx Parameters Questions Notes and Attachments   |   |  |                 |                       |
|  |   |  |                 |                       |
|  | -Empty-   |  |                 |                       |
|  | -Empty-   |  |                 |                       |
| Tendering text   | -Empty-   |  |                 |                       |
|  | -Empty-   |  |                 |                       |
|  |   |  |                 |                       |
| ▼ Attachments  |   |  |                 |                       |
| Add Attachment Edit Description Versioning Delete Create Profile   | Filter Set  | ttings   |                 |                       |
| Category Description File Name Version Processor Visible Interna   | Ily only Checked Out Type Size (KB) Changed by Change                             | ed on  |                 |                       |
| i The table does not contain any data  |   |  |                 |                       |
|  |   |  |                 |                       |
|  |   |  |                 |                       |
| ▼ Collaboration  |   |  |                 |                       |
| Create Assign Delete   |   |  |                 |                       |
| Collaboration Room   |   | Created on                                     |                 |                       |
| i No collaboration has yet been created  |   |  |                 |                       |
| ▼ Collaboration  |   |  |                 | -                     |
| Create Assign Delete   |   |  |                 |                       |
| Collaboration Room   |   | Created on                                     |                 |                       |
| i No collaboration has yet been created  |   |  |                 |                       |
|  |   |  |                 |                       |
|  |   |  |                 | -                     |
| Add Attachment Delete Verify Signature   | Filter Settings   |  |                 |                       |
| cFolder Name Category Description File Name Version Processo   | Checked Out Type Size (KB) Changed by Changed on                                  |  |                 |                       |
| i The table does not contain any data  |   |  |                 |                       |

A new window will be displayed and system prompts to select the folder in which the document has to be uploaded. Select "External Area" and then click on "Browse" button as shown in the screenshot below.

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|                | -Empty-             |   |
|----------------|---------------------|---|
|                | -Empty-             | Add Attachment  |
|                | -Empty-             |   |
|                | -Empty-             | Here, you can upload a file and attach it to the header |
|                |                     | File: Browse  |
|                | _                   | Description:  |
|                |                     | Folder Name EXTERNAL AREA                               |
| ate Profile    |                     |   |
| isible Interna | ally only Checked C |   |
|                |                     |   |
|                |                     | OK Cancel .:  |
| _              |                     |   |
|                |                     |   |
|                |                     |   |
|                |                     | Created on  |

Select the document from the respective folder on your PC/Laptop and then click on the "Open" button.

| -<br>x Name 10100020 19:07.2020 19:54:38 Type Single Tender Status Sa<br>rsion Number Version Type Active Version External Version Number | d Created On 19.07.2020 19:56:18 Created By A  | DITI SHENDYE Time Zone INDIA Number of Supplier  |
|---|--|--|
| ers Items Notes and Attachments Weights and Scores Approval Notes and Attachments   | Ghoose File to Upload  | s v ♂ Search OSS Raised Documents  |
| -Empty-   | Organize  New folder  This PC Annication Fror dock Application   | Date modified Type   |
| n Version P<br>any data   | Destop     Decuments     Downloads     Music     Pirtures     Videos     Videos     C:)     Data Disk (D:)     C D Drive (E:) WD | 7/17/2020 11:02 AM         Microsoft Word           7/17/2020 3:56 PM         JPG File           stument.docx         7/15/2020 12:22 AM         Microsoft Word           n Error in custo         7/15/2020 13:3 PM         Microsoft Word           n Error.docx         7/7/2020 5:04 PM         Microsoft Word           pFG         7/19/2020 5:04 PM         Microsoft Word           pFG         7/19/2020 4:28 PM         JPG File           7/19/2020 4:36 PM         Microsoft Excel |
| een created   | File name: SAP_CFX_Comp_CreatorJ   | PG  All Files (*.*)  Open Cancel   |

Once the file is uploaded the screen will be displayed as below. Click on "Ok" button to proceed further.

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|         | Add Attachment  |
|---------|---|
| )[<br>P | Here, you can upload a file and attach it to the header<br>File: D:\IPA Project\IPA Project<br>Browse<br>Description:<br>Folder Name: EXTERNAL AR |
|         | OK Cancel   |

System prompts for digitally signing the uploaded document. A window will be prompted and then click on "Ok" button as shown in screenshot below.

| Launchpad Start URL - IPA SRM Portal - Internet Explorer                            |            |   |       |   |
|---|------------|---|-------|---|
| https://ipasdbqieq.portebs.com:50001/irj/portal?NavigationTarget=ROLES%3A%2F%2Fport | al_content | %2Fcom.ipa.IPA_Content%2Fcom.ipa.Portal_Roles%2Fc                               | om.ip | a.ro_strategicpurchaser%2Ffl_navi%2Fcom.sap |
|   |            |   |       |   |
|   |            |   |       |   |
|   |            |   |       |   |
|   |            |   |       |   |
|   |            |   |       |   |
|   |            |   |       |   |
|   |            |   |       |   |
|   |            |   |       |   |
|   |            |   | _     |   |
|   | Message    | from webpage  | ×     |   |
|   |            |   | - 1   |   |
|   |            | Session Management will not work!<br>Please check the DSM log file for details. | - 1   |   |
|   |            | You can turn off this alert inside 'Support Desk' -> 'SAP                       | - 1   |   |
|   |            | Application   | - 1   |   |
|   |            | OK  |       |   |
| l l   |            | - OK  | -     |   |
|   |            |   |       |   |
|   |            |   |       |   |

Another window will be prompted, where the buyer needs to select the correct digital signature and then click on "Sign" button.

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| SAP Use | r Manual for | Preventive | Maintenance |
|---------|--------------|------------|-------------|
|---------|--------------|------------|-------------|

| <ul> <li>The signed document cannot</li> <li>Unable to determine the auth</li> <li>The document's signature can</li> </ul> |  |   |  |   |   |  |
|--|--|---|--|---|---|--|
|  | To sign the docur<br>C=US, S=CA, O=<br>DC=com, DC=Te | ment, select one of the certificate<br>al, PostalCode=400607, S=Mahe<br>SAP Labs, L=Palo Alto, OU=Clo<br>echMahindra, OU=Mumbai, OU=<br>Digital Signature | s and choose Sign.<br>washtra, Phone=119db29al61bdl799<br>ud Integration, CN=*wdf sap.corp (C<br>Users, CN=Abhay Subhash Gade, E | 20dcd04d20c89<br>=US, S=CA, O=<br>E=AG00615222( | 8dedbae7ce0803c7048<br>SAP Labs, L=Palo Alto,<br>@TechMahindra.com (C<br> | 99#211db60f1ee, S<br>OU=Cloud Integrat<br>OC=com, DC=Tech<br>><br>Cancel |

Enter the password in the window prompted and then click on "Ok" button.

#### **Digital Signature**

Use the document's digital signature with your personal key to ensure the following properties.

- The signed document cannot be changed later (integrity).
  Unable to determine the author of the signature (authenticity).
  The document's signature cannot be disputed later (binding).

| Enter User PIN                                | ×  |
|---|----|
| User PIN: ******                              |    |
| Note: Length should be between 6-32 character | rs |
| OK Cancel SoftKeyboard                        |    |

Once the password is successfully verified, system will display a confirmation window. Click on "Ok" button as shown below.

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Similarly, Buyer can add multiple documents following the same steps. The size of the individual file should not exceed 5 mb. Buyer can upload multiple documents in the External Area folder and Collaboration folder as shown below.

All the uploaded documents needs to be digitally signed by the Buyer.

| Number 51000017     | 6 DEv Name 101        | 00020 10 07 2020 10-54-38       | Tune Single Tender Statue Squad | Creat      | ad On 10.0   | 7 2020 10-56-1 | 8 Cras   | ated By ADITIS | HENDVE Time      | Zone INF   |
|---------------------|-----------------------|---------------------------------|---------------------------------|------------|--------------|----------------|----------|----------------|------------------|------------|
| Number of Items 1   | Version Number        | r Version Type Active Ve        | rsion External Version Number   | Clean      | eu Oli 15.0  | 1.2020 15.50.1 | 0 0164   | ateu by Abina  | SHENDTE TIME     | ZONE INDI. |
| RFX Information     | Bidders Items         | Notes and Attachments           | Weights and Scores Approval     | Tracking   |              |                |          |                |                  |            |
| Parameters Que      | stions Notes and      | Attachments                     | Trogina and Scorea Approva      | Tracking   |              |                |          |                |                  |            |
|                     | Salons Notes and      | Attachinenta                    |                                 |            |              |                |          |                |                  |            |
| Clear               |                       |                                 |                                 |            |              |                |          |                |                  |            |
| Category            |                       | [                               | Description                     |            |              |                |          |                |                  |            |
|                     |                       | -                               | Empty-                          |            |              |                |          |                |                  |            |
|                     |                       | -                               | Empty-                          |            |              |                |          |                |                  |            |
| Tendering text      |                       | -                               | Empty-                          |            |              |                |          |                |                  |            |
|                     |                       | -                               | Empty-                          |            |              |                |          |                |                  |            |
|                     |                       |                                 |                                 |            |              |                |          |                |                  |            |
| Attachmente         |                       |                                 |                                 |            |              |                |          |                |                  |            |
| Allachments         |                       |                                 |                                 |            |              |                |          |                |                  |            |
| Add Attachment      | Description Versionin | ig / Delete Create Profile      |                                 |            | Filter Setti | ngs            |          |                |                  |            |
| Category Descripti  | ion File Name Versi   | on Processor Visible Internally | only Checked Out Type Size (KB) | Changed by | y Changed    | i on           |          |                |                  |            |
| i The table does n  | ot contain any data   |                                 |                                 |            |              |                |          |                |                  |            |
|                     |                       |                                 |                                 |            |              |                |          |                |                  |            |
|                     |                       |                                 |                                 |            |              |                |          |                |                  |            |
| Collaboration       |                       |                                 |                                 |            |              |                |          |                |                  |            |
| cEolder Attachments |                       |                                 |                                 |            |              |                |          |                |                  |            |
| Add Attachment Dek  | ata Varifu Signatura  |                                 |                                 |            |              |                |          |                | Eller Orliner    |            |
|                     | verily Signature      |                                 |                                 |            |              |                |          |                | ritter Settings  |            |
| cFolder Name        | Category              | Description                     | File Name                       | Version    | Processor    | Checked Out    | Type Siz | ze (KB) Chang  | ed by Changed on |            |
|                     |                       |                                 |                                 |            |              |                |          |                |                  |            |
| EXTERNAL AREA       | Standard Attachment   | SAP CFX Comp Creator            | SAP_CFX_Comp_Creator.JPG.sig    | 1          |              |                | sig 49   | ) 101000       | 20.07.2020       |            |

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## **Tracking Tab**

Under this tab, Buyer can check all the history related to this RFx i.e. the Backend purchase requisition, Shopping Cart that got created against this backend document and the RFx that has been created.

Any changes to the RFx can be seen here in this tab under the "Version Overview" option.

All the updates can be checked under this tab. Please see screenshot below.

| RFx Number 5100000176 RF<br>Number of Suppliers 1  | x Name 10100020 19.07.2020 19:54:38 Ty<br>Number of Items 1 Version Number | ype Single Tender Status /<br>Version Type Active Version | Awaiting Approval Created On 19.07.<br>External Version Number | 2020 19:56:18 Created By | ADITI SHENDYE                             | Time Zone INDIA                            |                 |
|--|--|---|--|--------------------------|---|--|-----------------|
| RFX Information Bidders                            | s Items Notes and Attachments W  | /eights and Scores Approval                               | Tracking   |                          |   |  |                 |
| ▼ History  |  |   |  |                          |   |  | Ξ               |
| View: Indian Rupee                                 |  |   |  |                          |   |  | Filter Settings |
| Document   | Name   | Document Number   | Back-End Document Number                                       | Status                   |   | Date                                       |                 |
| External Requirement                               | PI_USER 19.07.2020 15:10   | 200000162   | 2001000961   | Approved                 |   | 19.07.2020                                 |                 |
| RFx  | 10100020 19.07.2020 19:54:38   | <u>5100000176</u>   |  | Awaiting Approva         |   | 19.07.2020                                 |                 |
| - Clature  |  |   |  |                          |   |  | F               |
| ▼ Status   |  |   |  |                          |   |  |                 |
| Awaiting Approval > Created > Co                   | omplete > RFx Ready  |   |  |                          |   |  |                 |
| ▼ Version Overview                                 |  |   |  |                          |   |  | Ē               |
| Detail Compare                                     |  |   |  |                          |   |  |                 |
| B Version  | Document/Version Type  | Created On  | Changed On   | Document Name            |   | External Version Number                    |                 |
|  | Active Document  | 19.07.2020 19:56:18                                       | 20.07.2020 12:13:02  | 10100020 19.07           | .2020 19:54:38                            |  |                 |
|  |  |   |  |                          |   |  |                 |
| <ul> <li>Change Documents</li> </ul>               |  |   |  |                          |   |  |                 |
|  |  |   |  |                          |   |  |                 |
| Changed Since                                      | Changed From/To  |   | Search   | Exp                      | and All Collapse All                      | Hide Query Filter                          | <u>Settings</u> |
| Changed Since     Header/Item Attribute            | Changed From/To Old Value  | New Value   | Search<br>Changed By   | Exp<br>Changed On        | and All <u>Collapse All</u><br>Changed At | <u>Hide Query</u> <u>Filter</u><br>Version | Settings        |
| Changed Since     Header/Item Attribute     Header | Changed From/To Old Value  | New Value   | Search<br>Changed By   | Exp<br>Changed On        | and All <u>Collapse All</u><br>Changed At | Hide Query Filter<br>Version               | Settings        |
| Changed Since Header/Item Attribute Header         | Changed From/To<br>Old Value   | New Value   | Search<br>Changed By   | Exp<br>Changed On        | and All <u>Collapse All</u><br>Changed At | Hide Query Filter<br>Version               | Settings        |
| Changed Since     Header/Item Attribute     Header | Old Value  | New Value   | Search<br>Changed By   | Exp<br>Changed On        | and All <u>Collapse All</u><br>Changed At | Hide Query Filter<br>Version               | Settings        |

#### Publish RFx with Digital Signature

Once all the details are entered in the RFx click on the "Check" button. If there is any mandatory information left out to be filled, system will display an error message in red color. Else system will display message as below in green color.

"RFx is complete and contains no errors"

Please ensure that you have inserted the digital signature token in your PC/Laptop USB.Click on "Publish" button as shown in screenshot below.

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| Edit RFx :   |   |                         |   | Open side panel                             |
|--|---|-------------------------|---|---|
| Read Only Close Technical RFx Permissions Publish Save Check Export Print Preview Delete   | Maintain Rfx Parameter Import System Information                                | Create Memory Snapshot  | Related Links                                   | 2.  |
| RFx is complete and contains no errors   |   |                         |   |   |
| RFx Number 5100000176 RFx Name 10100020 19 07 2020 19 54 38 Type Single Tender Status<br>Number of Items 1 Version Number Version Type Active Version External Version Num | Saved Created On 19.07.2020 19:56:18 C<br>ber                                   | reated By ADITI SHENDYE | Time Zone INDIA                                 | Number of Suppliers 1                       |
| RFX Information Bidders Items Notes and Attachments Weights and Scores Appro   | val Tracking  |                         |   |   |
| RFx Parameters Questions Notes and Attachments   |   |                         |   |   |
| RFx Type: Single Tender<br>Publication Type: Restricted RFx 💌  | Allow Multiple RFx Responses for Each Company:<br>Display Weighting to Bidders: | 2                       |   | QSBC:                                       |
| Organization Purchasing Organization: Mumbai Port Trust Purchase Organisation Purchasing Group: Material Mgmt Purchase Group Show Members                                  | Tender Fee  |                         | Security Depo<br>* Security D<br>* Security Dep | osit<br>Required: ☑<br>Nosit Percentage: 10 |
| Dates  | Required:   | •                       |   |   |
| RFx Start Date: 20.07.2020 🔯 11:50:00  | Tender Fee Percentage: 5  |                         |   |   |
| * RFx Submission Date: 20.07.2020 🔯 13:00:00   | * Tender Fee:   | 8,000.00 INR            |   |   |
| Price Rfx Opening Date: 20.07.2020 0 13:00:00  | Submission Deadline: 2  | 0.07.2020 🗗 12:30:00    |   |   |
| Technical RFx Response Opening Date: 20.07.2020 (5) 13.00.00<br>End of Binding Period:   | Earnest Money Deposit   |                         |   |   |
| Valid From / To: 20.07.2020 🛐 - 18.10.2020 🛐   | Required:   | •                       |   |   |
|  | EMD Percentage: 8   |                         |   |   |
|  | * Amount:   | 12,800.00 INR           |   |   |
|  | Submission Deadline: 2  | 0.07.2020 🛐 12:30:00    |   |   |
|  | Scenario Award/Contract   |                         |   |   |
|  | Pre-bid Meeting   |                         |   |   |

Once you click on this button as pop-up window will be displayed as below. Click on "Ok" button.

|                       | Message from webpage X<br>Session Management will not work!<br>Please check the DSM log file for details.<br>Vou can turn off this alert inside 'Support Desk' -> 'SAP<br>Application'<br>OK |
|-----------------------|--|
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A new window will be displayed prompting the select the digital signature. Select the signature and click on "Sign" button as shown in screenshot below.

| Digital Signature  |   |   |  | ×       |
|--|---|---|--|---------|
| Check the document displayed below.  |   | Print   | Save   |         |
|  | F∰I PC@I⊕RUȘI.<br>RFX   |   |  | Î       |
|  | RFx Type       :         Description       :         RFx Number       :         Version       :         Port Tender Number       :         MBPT/20       Tender Description | 19.07.2020 19:54:3<br>76<br>20/07/230<br>ENDER DESCRIPTI            | 8<br>ON. THIS  |         |
| RFx currency       : INR         Time zone       : INDIA         Bidding procedure       : Limited Tender         Submission period       : 20.07.2020       13:00:00         Technical Opening date       : 20.07.2020       07:30:00         Price Opening date       : 20.07.2020       07:30:00         Valid From       : 20.07.2020 - 18:10.2020 |   |   |  | ~       |
| To sign the document, select one of the certificates and choose<br>C=IN, 0=Personal, PostalCode=400607, S=Maharashtra, Phor<br>C=US, S=CA, 0=SAP Labs, L=Palo Alto, OU=Cloud Integration<br>DC=com, DC=TechMahindra, OU=Mumbai, OU=Users, CN=Al<br><   | ə Sign.<br>ne=113db23ə/81bd/79920dcd04d20c891<br>. CN+*wdf.sap.comp (C=US, S=CA, O=5<br>bhay Subhash Gade, E=AG00615222@  | 8dadbae7ce0803c704<br>SAP Labs, L=Palo Alto<br>))TechMahindra.com ( | 181911211 db6011 ce, 3<br>, OU=Cloud Integra<br>DC=com, DC=Tecl<br>> | sd<br>h |
| SAP Digital Signature  |   | Sign  | Cancel   |         |

System further prompts to enter the password. Input the password and click on "Ok" button as highlighted in below screenshot.

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| Enter User PIN |                              | ×      |
|----------------|------------------------------|--------|
| User PIN:      | ******                       |        |
| Note: Length   | should be between 6–32 chara | acters |
| OK             | Cancel SoftKeybo             | ard    |

Again system will prompt a new pop-up window with the message that the RFx has been digitally signed by the user. See the screenshot below.

https://ipasapqimq.portebs.com.4302/sap(bD11biZjPTUwMCZwPTM0MjE0InY9Ny41MCZpPTE=)/bc/bsp/sapsrm/call\_sig\_ctrl/signature.htm?onInputProcessing=SIGNATURE&sap-params=c3NmX3Nlc3NfaWi



System displays message as "RFx xxxxx xxxx xxxx has been published".

Please note that by clicking on Publish button, this RFx will not be available for the Bidder to create response.

Based on the approvers maintained, system will follow the approval process. Once the RFx is approved at all the levels then only it will be available to Bidder to submit his responses.

As seen in the screenshot below the status of RFx is "Awaiting Approval"

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| Display RFx :  |  |   |
|--|--|---|
| Edit   🗘   Close Technical RF  | x Show my Tasks Copy Check   | Discharge RFx Export Print Preview Maintain Rfx Parameter System Information Create Memory Snapshot Related   |
| RFx 10100020 19.07.2020 19:54:38- 51<br>RFx is complete and contains no errors | 00000176 has been published  |   |
| RFx Number 5100000176 RFx Na<br>Number of Suppliers 1 Num                      | me 10100020 19.07.2020 19:54:38<br>nber of Items 1 Version Numbe   | Type Single Tender Status Awaiting Approval Created On 19.07.2020 19:56:18 Created By ADITI SHENDY<br>ber Version Type Active version External version Number |
| RFX Information Bidders  | Items Notes and Attachments  | s Weights and Scores Approval Tracking  |
| RFx Parameters Questions No  | otes and Attachments   |   |
| Identification   |  | Event Parameters  |
| RFx Name:  | 10100020 19.07.2020 19:54:38   | Currency: INR   |
| Port Tender No:  | MBPT/2020/07/230   | Target Value: 160,000.00 INR  |
| Tender Description:  | LONG TENDER DESCRIPTION. THI<br>TENDER TYPE IS USED FOR<br>PROPRIETARY / OEM VENDORS. T<br>FIELD IS OF 256 CHARACTERS. | IIS Detailed Price Information: Simple Price THIS Follow-On Document: Purchase Order or Contract  |
| RFx Type:  | Single Tender  | Bidder Can Change RFX Responses:  |
| Publication Type:  | Restricted RFx   | Allow Multiple RFX Responses for Each Company.  |
| Organization   |  | Display Weighting to Bidders:   |
| Purchasing Organization:   | Mumbai Port Trust Purchase Organis   | isation Tender Fee  |
| Purchasing Group:  | Material Mgmt Purchase Group   | Show Members  |
| Deter  |  | _   |
| Dates  | 20.07.2020 42:00:00  | Required: 🗹   |
| RFX Statt Date.  | 20.07.2020 13:00:00  | Tender Fee Percentage: 5  |
| * RFx Submission Date:   | 20.07.2020 14:00:00  | * Tender Fee: 8,000.00 INR  |

System will trigger email to the approvers as shown in screenshot below.

| Kindly Approve RFx 5100000                      |                                |                         |
|---|--------------------------------|-------------------------|
| Created E A.                                    |                                |                         |
|   |                                |                         |
| Hi RamanaMoorthy                                |                                |                         |
| Kindly Approve RFx 5100000                      |                                |                         |
| RFx details are mentioned below:                |                                |                         |
| RFx Number : 5100000                            |                                |                         |
| RFx Date/Time : 20200708 193000                 |                                |                         |
| RFx Description : 🔤                             |                                |                         |
| Regards,<br>Workflow System                     |                                |                         |
| *** This is a system triggered e-mail from Indi | an Port Authority ***          |                         |
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## Approving the RFx

Please follow the step mentioned under Section 1.1 EBS Portal for logging to EBS portal. Once the approver is redirected to the SRM portal through SSO, below SR screen will be displayed.

Select "Home" tab and the click on "Work Overview" link. Go to the "Tasks" tab. Here all the documents which are pending for approval will be visible.

Select the appropriate document and click on the link as shown in screenshot below.



A new window will be opened. The RFx details will be visible in display mode. Approver will not be able to modify or change the tender created by the Buyer.

Click on "Approve" button to approve the RFx. In this case the RFx will be approved and will move to the next stage of approver.

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Click on "Reject" button to reject the RFx. If the RFx is rejected, approver needs to input the reason for rejection. This document will go back to the tender creator i.e the Buyer.

Buyer needs to take appropriate action and re-trigger the workflow again.

| Approve RFx :                  |  |  |                                |
|--------------------------------|--|--|--------------------------------|
| Approve Reject   Close Inquire | Save Export Print Preview Delete Sys                     | stem Information Create Memory Snapshot Related Links 🖌            |                                |
|                                |  |  |                                |
| RFx Number 5100000176 RFx Na   | me 10100020 19.07.2020 19:54:38 Typ                      | be Single Tender Status Awaiting Approval Created On 19.07.2020 19 | 56:18 Created By ADITI SHENDYI |
| Number of Suppliers 1 Num      | nder of items 1 version number                           | Version Type Acuve Version External Version Number                 |                                |
| RFX Information Bidders        | Items Notes and Attachments W                            | /eights and Scores Approval Tracking                               |                                |
| RFx Parameters Questions N     | otes and Attachments                                     |  |                                |
|                                |  |  |                                |
| Identification                 | · · · · · · · · · · · · · · · · · · ·                    | Event Parameters   |                                |
| RFx Name:                      | 10100020 19.07.2020 19:54:38                             | Currency:  | INR                            |
| Port Tender No:                | MBPT/2020/07/230   | Target Value:  | 160,000.00 INR                 |
|                                | LONG TENDER DESCRIPTION. THIS<br>TENDER TYPE IS USED FOR | Detailed Price Information:  | Simple Price                   |
| Tender Description:            | PROPRIETARY / OEM VENDORS. THIS                          | Follow-On Document:  | Purchase Order or Contract     |
|                                | FIELD IS OF 256 CHARACTERS.                              | Bidder Can Change RFx Responses:                                   | <b>v</b>                       |
| RFx Type:                      | Single Tender  | Allow Multiple RFx Responses for Each Company:                     | V                              |
| Publication Type:              | Restricted RFx   | Display Weighting to Bidders:                                      |                                |
| Organization                   |  |  |                                |
| Purchasing Organization:       | Mumbai Port Trust Purchase Organisation                  | Tender Fee   |                                |
| Purchasing Group:              | Material Momt Purchase Group                             | Show Members   |                                |
| , and any croup.               |  |  |                                |
| Dates                          |  | Required:  | V                              |
| RFx Start Date:                | 20.07.2020 13:00:00                                      | Tender Fee Percentage:   | 5                              |
| * RFx Submission Date:         | 20.07.2020 14:00:00                                      | * Tender Fee:  | 8,000.00 INR                   |
| Price Rfx Opening Date:        | 20.07.2020 14:00:00                                      | Submission Deadline:   | 20.07.2020 13:30:00            |
|                                |  | Submission Deduine.  |                                |
|                                |  |  |                                |

Once the RFx is approved message "Publication of RFx (Number 51xxxxxxx) was approved, as shown in the screenshot below.

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| Display RFx:  |   |   |   |                                  |               |                        |      |
|---|---|---|---|----------------------------------|---------------|------------------------|------|
| Close Technical RFx Show my                               | Tasks Copy Check 🔓 Discharge RFx                                      | Export Print Preview                        | Maintain Rfx Parameter                          | System Information C             | reate Memory  | Snapshot Related Links | S 🖌  |
| Publication of RFx (Number 5100000176                     | ) was approved  |   |   |                                  |               |                        |      |
| RFx Number 5100000176 RFx Na<br>Number of Suppliers 1 Nun | me 10100020 19:07.2020 19:54:38 Typ<br>nber of Items 1 Version Number | e Single Tender St<br>Version Type Active V | atus Awaiting Approval<br>′ersion External Vers | Created On 19.07.2<br>ion Number | 020 19:56:18  | Created By ADITI S     | SHEN |
| RFX Information Bidders                                   | Items Notes and Attachments W   | Veights and Scores A                        | pproval Tracking                                |                                  |               |                        |      |
| RFx Parameters Questions No                               | otes and Attachments  |   |   |                                  |               |                        |      |
| Identification  |   |   | Event Parameters                                |                                  |               |                        |      |
| RFx Name:   | 10100020 19.07.2020 19:54:38  |   |   | Curr                             | rency: INR    |                        |      |
| Port Tender No:   | MBPT/2020/07/230  |   |   | Target \                         | Value:        | 160,000.00 INR         |      |
|   | LONG TENDER DESCRIPTION. THIS   |   |   | Detailed Price Inform            | ation: Simple | Price                  |      |
| Tender Description:                                       | PROPRIETARY / OEM VENDORS. THIS                                       |   |   | Follow-On Docu                   | ment: Purcha  | se Order or Contract   |      |
|   | FIELD IS OF 256 CHARACTERS.   |   | Bidde   | Can Change RFx Respo             | onses: 🗸      |                        | _    |
| RFx Type:   | Single Tender   |   | Allow Multiple RFx                              | Responses for Each Com           | ipany: 🗸      |                        |      |
| Publication Type:   | Restricted RFx  |   |   | Display Weighting to Bio         | dders:        |                        |      |
| Organization  |   |   |   |                                  |               |                        |      |

Documents approved will disappear from the "Tasks" tab.

Similarly, the remaining approvers can follow the above mentioned steps and approve the RFx.

RFx once approved at all the stages, the status will change to "Published" from "Awaiting Approval"

A mail will be triggered to the Supplier about the publication of the RFx. See the screenshot below.

| RFx is available for RFx Response submission                         |
|--|
| Created  R.SUGANTHESWARI PRIYATHARISINI                              |
|  |
| Hi FELIX ENGG. CO. ,   |
| RFx has been published and available for RFx Response submission.    |
| RFx details are mentioned below:                                     |
| RFx Number :   |
| RFx Date/Time: 00000000 000000                                       |
| RFx Description :  |
| Regards,<br>Workflow System  |
| *** This is a system triggered e-mail from Indian Port Authority *** |
|  |

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#### Technical RFx Response Activity

#### Initiate Technical RFx Response Opening

Buyer needs to login first to the EBS portal. Please refer to section number 1.1 for login to EBS portal & SSO to SRM portal & follow the steps.

Click on "Strategic Purchasing" tab and then click on "Strategic Sourcing" link. At the right side panel in the Search criteria screen provide the RFx number and then click on "Apply" button.

This particular RFx will be displayed, select the RFx and click on "Display" button. Simultaneously you can also click on the RFx number to open the RFx.

Please see the screenshot below.

| Home Strategic Purchasing    | a  |                       |
|------------------------------|--|-----------------------|
| Overview Reports             |  |                       |
|                              |  |                       |
| Strategic Sourcing           |  |                       |
| Contract Management          | Strategic Sourcing   | 1                     |
| Business Partner             |  |                       |
| Workload Redistribution      | * POWL   | а,                    |
| *<br>Services                | Active Queries   |                       |
| Advanced Search              | RFes Millel Saved (25) Availing Approval (24) Published (34) Completed (3) Release Rejected (3) Deleted (3)  |                       |
| Create Documents             | Automa ALESS SAMESS HEREIN AND AND AND AND AND AND AND AND AND AN  |                       |
| * Auction                    | Central Contracts ALIO   |                       |
| * Auction Template           | Document Output (and 7 daws (17)   |                       |
| * RFx                        | Milestore Plans AK.00  |                       |
| * RFx Template               | Rf11 - All   |                       |
| Central Functions            | Hele Guide Criteria Maintenance Guerry has been channel     Channe Guerry Defin  | New Query Personalize |
| * Carry Out Sourcing         |  |                       |
| Upload / Migrate Certificate | Number 0 510000176 To  |                       |
|                              | New Office   |                       |
|                              | Nate of M7.  |                       |
|                              |  |                       |
| Contract Management          | No. 6Fr  |                       |
| Business Partner             | Purchase Group   |                       |
| Workload Redistribution      | Number of RFx responses: 0 To  |                       |
| •                            | Suppler:   |                       |
| Services                     | Bem Product:   |                       |
| Advanced Search              | Apply Char   |                       |
| Create Documents             | View [Standard Verd ] Distant DFr. Conv. Therein: Tell Delate   Delate Descence and Joseph Delates   Delates Proved -  | 9.                    |
| * Auction                    | The same of the sa | -                     |
| * Auction Template           | To HY A Number FY X Name Type Status HY X Category Purchasing Organization Submission Deadline   | Responses             |
| * RFx                        | 12200002128 Trationize Te 67 2020 Te 54 28 2511 Published Multiple Port Trust Purchase Organisation 20.67 2020   | ,                     |
| * RFx Template               |  |                       |

RFx will be visible in another window and it will be in display mode. Click on the "Initiate Technical RFx Response Opening" button. This button will be active once the Technical RFx Response Opening Date & time is reached.

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| Display RFx :                         |   |  |                                       |
|---------------------------------------|---|--|---------------------------------------|
| Close Technical RF:                   | x Permissions Initiate Technical RFx Res                      | ponse Opening 🛛 Open Technical RFx Response 🗌 Copy 🛛 Check 🛛 🔓 Discharge R | Fx Responses and Awards Create Follow |
| Verify Signature Questions and Answer | s ( 0 ) Maintain Rfx Parameter System In                      | formation Create Memory Snapshot Related Links                             |                                       |
|                                       |   | ,,   |                                       |
| RFx Number 5100000176 RFx Na          | me 10100020 19.07.2020 19:54:38 Ty                            | pe Single Tender Status Published Created On 19.07.2020 19:56:18           | Created By ADITI SHENDYE Tim          |
| Number of Items 1 Version             | Number 1 Version Type Active                                  | Version External Version Number 1  |                                       |
|                                       |   |  |                                       |
| RFX Information Bidders               | Items Notes and Attachments                                   | Weights and Scores Approval Tracking                                       |                                       |
| RFx Parameters Questions No           | otes and Attachments  |  |                                       |
|                                       |   |  |                                       |
| Identification                        |   | Event Parameters   |                                       |
| RFx Name:                             | 10100020 19.07.2020 19:54:38                                  | Currency:  | INR                                   |
| Port Tender No:                       | MBPT/2020/07/230  | Tarret Value:  | 160 000 00 INP                        |
|                                       | LONG TENDER DESCRIPTION. THIS                                 | i alget value.   | 100,000,000 1111                      |
| Tender Description:                   | TENDER TYPE IS USED FOR                                       | Detailed Price Information:  | Simple Price                          |
| i chiaci Decempileni                  | PROPRIETARY / OEM VENDORS. THIS<br>FIELD IS OF 256 CHARACTERS | Follow-On Document:  | Purchase Order or Contract            |
| DEv Type:                             | Single Tender   | Bidder Can Change RFx Responses:   |                                       |
| Rix Type.                             | Destricted DEv  | Allow Multiple RFx Responses for Each Company:                             | $\checkmark$                          |
| Publication Type.                     | Resincieu RFX   | Display Weighting to Bidders:  |                                       |
| Organization                          |   |  |                                       |
| Purchasing Organization:              | Mumbai Port Trust Purchase Organisation                       | Tender Fee   |                                       |
| Burshasing Crown                      | Material Momt Burchase Group                                  | Chau Mamham  |                                       |
| Purchasing Group.                     | material myrit Purchase Group                                 | Show Members   |                                       |
| Dates                                 |   |  |                                       |
| Dates<br>DEv Start Date:              | 20.07.2020 13:00:00   | Required:  |                                       |
| REX Statt Date.                       | 20.07.2020 13.00.00   | Tender Fee Percentage:   | 5                                     |
| * RFx Submission Date:                | 20.07.2020 14:00:00   | * Tender Fee:  | 8,000.00 INR                          |
| Price Rfx Opening Date:               | 20.07.2020 14:00:00   | Submission Deadline:   | 20.07.2020 13:30:00                   |

A new window will get opened. Here the Buyer needs to provide the password to proceed further. Click on "Acknowledge" button. System will start the technical opening process.

| ; ai       | Simultaneous Logon  | ×    |
|------------|---|------|
|            |   |      |
|            | User ID: 10100020   | : 11 |
|            | Acknowledge Cancel  |      |
|            | Process Details   | : P  |
|            | Process Start-End Time: 00:00:00 - 00:00:00   |      |
|            | 🔂 Help  |      |
|            | Enter your system password for secondary verification. The<br>password is checked against the system. |      |
| <u>N N</u> | Close   |      |
|            |   | : 🗠  |
|            |   | : 5  |
|            | * Tender F  | Fee: |

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Below screen will be displayed. Click on "Close" button to close this window.

| Simultaneous Logon   |             |               |  |  |  |  |  |
|--|-------------|---------------|--|--|--|--|--|
|  |             |               |  |  |  |  |  |
| 10005  |             |               |  |  |  |  |  |
| W User approval succes   | ssful       |               |  |  |  |  |  |
| Process Details  |             |               |  |  |  |  |  |
| Process Start-End Time   | e: 15:45:06 | - 15:50:06    |  |  |  |  |  |
| Process Time Remain  | ning        |               |  |  |  |  |  |
| 00:05:00   |             |               |  |  |  |  |  |
| Extend Process Time:   | 00:00:00    | Extend        |  |  |  |  |  |
| Active Approvals   |             |               |  |  |  |  |  |
| User Status  |             |               |  |  |  |  |  |
| User   | Approved    | Approval Time |  |  |  |  |  |
| 10100020   |             | 00:00:00      |  |  |  |  |  |
|  |             |               |  |  |  |  |  |
|  |             |               |  |  |  |  |  |
|  |             |               |  |  |  |  |  |
|  |             |               |  |  |  |  |  |
| 🚮 Help   |             |               |  |  |  |  |  |
| Enter your system password for secondary verification. The password is checked against the system. |             |               |  |  |  |  |  |
| Close  |             |               |  |  |  |  |  |

Since this is a Single tender i.e. proprietary / OEM tender, system will automatically perform the opening of the technical rfx response. Buyer needs to proceed to perform the TCR report related activities as explained in next section.

#### **Technical Comparative Statement**

Now we need to perform the TCR activity as this is a common process to be performed for all tender types.

There is always as possibility that the tender committee members may be required to change due to nonavailability or transfer etc. In such scenarios, Buyer can always modify the user's in the Permission Tab. New users can be added or for the existing user's the roles can be modified.

To access the TCR report, click on "Response and Awards" button as mentioned in the below screenshot.

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| Display RFx :                        |  |  |   |
|--------------------------------------|--|--|---|
| Initiate Price RFx Res               | ponse Opening Close Technical RFx Per    | missions   Copy   Check   🕒 Discharge RFx   Responses and Awards   Creat | e Follow-on RFx Export Print Preview Verify Signature |
| Questions and Answers (0) Maintain R | Rfx Parameter 🛛 🚱 Change Price Open Date | System Information Create Memory Snapshot Related Links                  |   |
|                                      |  | ,,   |   |
| RFx Number 5100000176 RFx Na         | me 10100020 19.07.2020 19:54:38 Type     | Single Tender Status Published Created On 19.07.2020 19:56:18            | Created By ADITI SHENDYE Time Zone INDI/              |
| Number of Items 1 Version            | Number 1 Version Type Active Ve          | rsion External Version Number 1  |   |
|                                      |  |  |   |
| RFX Information Bidders              | Items Notes and Attachments We           | eights and Scores Approval Tracking                                      |   |
| RFx Parameters Questions No          | otes and Attachments                     |  |   |
|                                      |  |  |   |
| Identification                       |  | Event Parameters   |   |
| RFx Name:                            | 10100020 19.07.2020 19:54:38             | Currency:  | INR   |
| Port Tender No:                      | MBPT/2020/07/230                         | Taroet Value:  | 160,000.00 INR  |
|                                      | LONG TENDER DESCRIPTION. THIS            | Detailed Price Information   | Simple Drice  |
| Tender Description:                  | TENDER TYPE IS USED FOR                  | Detailed File information.   |   |
|                                      | FIELD IS OF 256 CHARACTERS               | Follow-On Document:  | Purchase Order or Contract                            |
| DEv Turo:                            | Single Tender                            | Bidder Can Change RFx Responses:   | . 🗸   |
| нгх туре.                            |  | Allow Multiple RFx Responses for Each Company:                           |   |
| Publication Type:                    | Restricted RFX                           | Display Weighting to Bidders:  |   |
|                                      |  | -,-,-,-,-,-,-  | hand  |
| Organization                         |  |  |   |
| Purchasing Organization:             | Mumbai Port Trust Purchase Organisation  | Tender Fee   | Security Dep  |

A new window will get opened. Select the "Technical Response Activity" tab and click on the "TCR Report" button.

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|                              |                                  |   |                        |                                     | Oh           |
|------------------------------|----------------------------------|---|------------------------|-------------------------------------|--------------|
| sponses and Award            | ls                               |   |                        |                                     | Open side    |
| rint Preview   🗘   Close     | Export Questions and Answers (0) | System Information Create Memory Snapshot | ]                      |                                     |              |
| emaining Time 0 Days 00:00:0 | 00 <b>RFx Name</b> 10100020 19   | 9.07.2020 19:54:38 Type Single Tender     | Status Published Numbe | er of Suppliers 1 RFx Number 510000 | <u>00176</u> |
| Response Activity            | Technical Response Activity      |   |                        |                                     |              |
| Technical RFx Responses a    | and Awards                       |   |                        |                                     |              |
| TCR Report Accept Rej        | ject Refresh                     |   |                        |                                     | Settir       |
| RFx Response                 | RFx Response Status              | Company Name                              | Bidder Name            | RFx Response Version                | Last Changed |
| 610000164                    | Bid submitted                    | FELIX ENGG. CO.                           | FELIX ENGG. CO.        | 1                                   | 20.07.2020   |
|                              |                                  |   |                        |                                     |              |
|                              |                                  |   |                        |                                     |              |
|                              |                                  |   |                        |                                     |              |
|                              |                                  |   |                        |                                     |              |
|                              |                                  |   |                        |                                     |              |
|                              |                                  |   |                        |                                     |              |
|                              |                                  |   |                        |                                     |              |
|                              |                                  |   |                        |                                     |              |
|                              |                                  |   |                        |                                     |              |

A new window will be displayed. Here in this screen, the details provided by the Bidder's against the question maintained by the Buyer will be displayed. Buyer needs to provide his findings under the "Buyer comments for 61xxxxxxx" for all the line items.

| 27 ( | echnical  | Lomparative Stat     | × L                            |  |                              |        |  |  |  |  |
|------|---|----------------------|--------------------------------|--|------------------------------|--------|--|--|--|--|
| S    | SAP Technical Comparative Statement   |                      |                                |  |                              |        |  |  |  |  |
|      |   | 5100000176           |                                |  |                              |        |  |  |  |  |
|      |   | Mumbai Port Trust F  | Purchase Organisation          |  |                              |        |  |  |  |  |
| Тес  | hnical  | Comparative          | Statement                      |  |                              |        |  |  |  |  |
|      | S.No.   | Group                | Question                       | Buyer Comments for 6100000164            | 40000442 & / 6100000164      |        |  |  |  |  |
|      | 1   | Eligibility Criteria | WHETHER ANNUAL AVERAGE TURN OV | Okchecked all the documents and found ok | YES SIMILAR WORK DONE BEFORE |        |  |  |  |  |
| Γ    | 2   | Eligibility Criteria | DOU YOU HAVE PAN NO            | Checked PAN no                           | YES                          |        |  |  |  |  |
|      |   |                      |                                |  |                              |        |  |  |  |  |
|      |   |                      |                                |  |                              |        |  |  |  |  |
| List | t Of At   | tachments            | Email L                        | .ous for Shortfall Docs                  |                              |        |  |  |  |  |
|      | Confidential Document Copyright © 2018 Tech<br>Mahindra. All rights reserved. |                      |                                |  |                              |        |  |  |  |  |
|      | А   | ccepting N           | lo Limits Alter                | mative Thinking                          | Driving Positive (           | Change |  |  |  |  |





For any shortfall documents, Buyer needs to intimate the Bidder to submit the same. To perform this step, click on "Short Fall Docs" button as shown in screenshot below.

| Save | Short Fall Docs | Maintain Workflow Sequence Forward PDF Close |
|------|-----------------|--|

A new window will get displayed as shown below. Here buyer need to provide the mail content and then select the respective response and then click on "Send Mail".

| S    | AP.          |                  |                 |                             | To Send mail to ver | ndor for Sl |
|------|--------------|------------------|-----------------|-----------------------------|---------------------|-------------|
|      | No: 5-100000 | 17(6             |                 |                             |                     |             |
| Plea | ase Select   | Vendor to        | send Mail       |                             |                     |             |
| Se   | nd Mail Bad  | :k               |                 |                             |                     |             |
| ē    | Quotation No | Vendor Id        | Vendor Name     | Email Id                    |                     |             |
|      | 6100000164 3 | 40000442         | FELIX ENGG. CO. | ag00615222@techmahindra.com |                     |             |
|      |              |                  |                 |                             |                     |             |
|      |              |                  |                 |                             |                     |             |
|      |              |                  |                 |                             |                     |             |
|      |              |                  |                 |                             |                     |             |
| Plea | ase mainta   | in email co      | ontent here     |                             | <br>                |             |
|      | Email Conter | nt               |                 |                             |                     | î           |
|      | Please submi | t scan copy of t | the PAN Number  |                             |                     |             |
| _    |              |                  |                 |                             |                     |             |
|      |              |                  |                 |                             |                     |             |
|      |              |                  |                 |                             |                     |             |
|      |              |                  |                 |                             |                     |             |
|      |              |                  |                 |                             |                     |             |
|      |              |                  |                 |                             |                     |             |

Mail will get triggered and system will display the success message as shown in screenshot below.

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| All 🗹 1                                      |  |
|--|--|
| ✓ Mail send Successfully to Selected Vendors |  |
| SAP  | To Send mail to vendor for Short fall Docs |

Once Buyer has performed his preliminary scrutiny and received all the shortfall documents, it is mandatory to maintain the overall comments and forward it to the scrutiny and review committee team.

It has to be noted that, the user's having the Tech Scrutiny role (assigned in Permission tab) assigned will be displayed under the "Scrutiny's Team Comment" section.

Likewise, user's having the Technical Evaluator role (assigned in the Permission tab) will be displayed under the "Observation/Recommendation committee' section.

If a new user/s are added or any modifications done in the role assignment the same details will get replicated in the TCR screen.

| Buy | er's Overall C            | comments: | scrutiny and  | review cor | mmitte | e         |      |              |          |              |          |
|-----|---------------------------|-----------|---------------|------------|--------|-----------|------|--------------|----------|--------------|----------|
| Scr | Scrutiny's Team Comment   |           |               |            |        |           |      |              |          |              |          |
|     | User ID                   |           | Full Name     |            |        | Status    | Com  | ment's Date  | Con      | nment's Time | Comments |
|     | 10100011                  |           | SIDDHASANJ    | АҮ АРНА    | LE     |           |      |              | 00:00:00 |              |          |
|     | 10100012                  |           | PERAMPATT     | ANALIL G   | OPI    |           |      |              | 00:00:00 |              |          |
|     |                           |           |               |            |        |           |      |              |          |              |          |
| Obs | ervation/                 | Recom     | mendation     | comm       | ittee  | 's Con    | nmer | nts          |          |              |          |
|     | User ID                   | Full Nam  | ne            | Status     | Corr   | nment's D | ate  | Comment's Ti | ime      | Comments     |          |
|     | 10100013                  | ARVINE    | ) APANDKAR    |            |        |           |      | 00:00:00     |          |              |          |
|     | 10100024 MRINALINI KELKAI |           |               |            |        |           |      | 00:00:00     |          |              |          |
|     |                           |           |               |            |        |           |      |              |          |              |          |
|     |                           |           |               |            |        |           |      |              |          |              |          |
| Sav | e Short Fa                | all Docs  | Maintain Work | flow Sequ  | ience  | Forwa     | ard  | PDF Close    |          |              |          |

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Buyer need to maintain the overall comment's and then click on "Save" button. It is mandatory for Buyer to provide his overall comments.

The list of user's displayed here are not in proper sequence since system picks the user's from the permission tab. For this reason, Buyer needs to maintain the sequence for how the workflow should get triggered. Here Buyer can decide the sequence in which the TCR report should flow.

A new window will be opened consisting the list of user's based on their role assignment will be displayed as shown in screenshot below.

| S   | Maintain Sequence for Scrutiny and Committee me |                     |               |           |     |        |    |  |  |
|---|---|---------------------|---------------|-----------|-----|--------|----|--|--|
| Maintain Sequence for Scrutiny Workflow members |   |                     |               |           |     |        |    |  |  |
|   | User Name                                       | Full Name           |               | User Type |     | Sequen | се |  |  |
|   | 10100011  | SIDDHASANJAY APHA   | LE            | А         |     |        | 1  |  |  |
|   | 10100012  | PERAMPATTANALIL G   | OPI           | A         |     | 2      |    |  |  |
|   |   |                     |               |           |     |        |    |  |  |
|   |   |                     |               |           |     |        |    |  |  |
|   |   |                     |               |           |     |        |    |  |  |
| Mai   | ntain Sequ                                      | ence for Committe   | e V           | /orkflo   | w m | embe   | rs |  |  |
|   | User Name                                       | Full Name           | User Type Sec |           |     | uence  |    |  |  |
|   | 10100013  | ARVIND APANDKAR     |               | С         |     | 1      |    |  |  |
|   | 10100024  | MRINALINI KELKAR    | С             |           |     | 2      |    |  |  |
|   |   |                     |               |           |     |        |    |  |  |
|   |   |                     |               |           |     |        |    |  |  |
|   |   |                     |               |           |     |        |    |  |  |
| Sav   | /e Sequence                                     | Back To Main Screen |               |           |     |        |    |  |  |

Provide the sequences and then click on "Save Sequence" button. Then click on "Back to Main Screen" button. The window will get closed and user will be re-directed to the main TCR report screen.

Now Buyer needs to click on "Forward" button as shown below.

| 0    | Oheed Fall David | Maintain Washfam, Osennasa | h | English | DDE |       |  |
|------|------------------|----------------------------|---|---------|-----|-------|--|
| Save | Short Fall Docs  | Maintain worknow Sequence  |   | Forward | PDF | Close |  |
|      |                  |                            |   |         |     |       |  |

System will display message as shown in below screenshot.

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Email notification will be triggered to the respective users to approve the TCR report.

#### **Approving TCR**

Follow the process of logging to EBS portal as detailed in section 1.1

Once the user is redirected to the SRM portal through SSO, below screen will be displayed. Here the TCR report approver needs to navigate to "Home" tab and then click on "Tasks" tab. Under "Tasks" system will display

Click on the work item displayed in the tasks list as shown below.

| AS ASSO               |   |                   | Lo                            |
|-----------------------|---|-------------------|-------------------------------|
|                       | E - FROCUREMENT   | FORTAL            | Login Time:20/07/2020 19:08.5 |
| Home Strategic Purcha | ssing   |                   |                               |
| Overview              |   |                   |                               |
| Work Overview         | Alarts Tasks (4 / 4) Notifications                              |                   |                               |
| Reports               | Show: New and in Progress Tasks (4/4)                           |                   | \$ 7 C                        |
| Advanced Search       | Subject   | Sent Date = Due I | Date ≟ Status                 |
|                       | Please Evaluate TECHNICAL COMPARATIVE REPORT for RFx 5100000176 | Today             | New                           |
|                       | Please Evaluate TECHNICAL COMPARATIVE REPORT for RFx 5100000125 | Jun 26, 2020      | New                           |
|                       | Please Evaluate TECHNICAL COMPARATIVE REPORT for RFx 5100000124 | Jun 26, 2020      | New                           |
|                       | Please Evaluate TECHNICAL COMPARATIVE REPORT for RFx 5100000115 | Jun 24, 2020      | New                           |
|                       |   |                   |                               |
|                       |   |                   |                               |
|                       |   |                   |                               |
|                       |   |                   |                               |
|                       |   |                   |                               |
|                       | Please Evaluate TECHNICAL COMPARATIVE REPORT for REV 5100000176 |                   |                               |

A new window will get displayed as shown below.

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Scrutiny member can input his comments and either click on "Submit" button to provide his acceptance.

If there are some clarifications required from Buyer, then the scrutiny member needs to click on "Return" button. The workflow will be re-triggered back to Buyer and Buyer is required to provide satisfactory justification and then again trigger the workflow.

Scrutiny team also can view the comments provided by the previous members by clicking on the "TCR pdf" button. System will display the report in pdf format.

Click on the "Close" button to close this screen.

| <i>ể</i> Task - IPA SRM Portal - Internet Explorer - [InPrivate]  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| InPrivate 2017 https://ipasdbqieq.portebs.com:50001/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_conter |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
| Please evaluate the below RFx   |  |  |  |  |  |  |  |
| RFx No: <u>\$100000176</u><br>Comments from 10100011 Scrutiny team member. This is a fee text box           |  |  |  |  |  |  |  |
| Submit Return TCR PDF Close   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |

Once the comments are submitted or the work-item is returned message "Data updated successfully" will be displayed. Please see the screenshot below.

| ease    | evalua     | te the be   | low RFx                                   |
|---------|------------|-------------|---|
| x No:   | 51000001   | 76          |   |
| omments | s from 101 | 100011 Scru | tiny team member. This is a fee text box. |
|         |            |             |   |
|         |            |             |   |

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Based on the number of user's selected for performing scrutiny activities the workflow will get triggered to the subsequent user's.

Similar steps need to be repeated by the scrutiny members to login to EBS portal and submit their recommendation's.

Once all the scrutiny members have completed their activities, the workflow will get triggered to the Review Committee members based on the sequence maintained by the Buyer.

Review committee members need to follow the steps as mentioned above from point#5.3.1 to point#5.3.5

Once all the activities are performed and all the details captured, below screenshot will be displayed.

| Buy | /er's Com   | ments    |                              |                                     |                 |                 |                |  |
|-----|-------------|----------|------------------------------|-------------------------------------|-----------------|-----------------|----------------|--|
|     |             |          | All document<br>scrutiny and | ts are ok. Forwa<br>review committe | irding to<br>ee |                 |                |  |
| Scr | utiny's Te  | am Co    | mment                        |                                     |                 |                 |                |  |
|     | User ID     |          | Full Name                    |                                     | Status          | Comment's Date  | Comment's Time | Comments   |
|     | 10100012    |          | PERAMPATT                    | ANALIL GOPI                         | APPROVED        | 20.07.2020      | 19:14:55       | Approved by 10100012 Scrutiny team member                            |
|     | 10100011    |          | SIDDHASANJ                   | AY APHALE                           | APPROVED        | 20.07.2020      | 19:11:10       | Comments from 10100011 Scrutiny team member. This is a fee text box. |
| Obs | servation/  | Recom    | mendation                    | committee                           | e's Comme       | nts             |                |  |
|     | User ID     | Full Nam | ne                           | Status                              | Comment's D     | ate Comment's T | me Comments    |  |
|     | 10100024    | MRINAI   | LINI KELKAR                  | APPROVED                            | 20.07.2020      | 19:30:21        | Approved       |  |
|     | 10100013    | ARVINE   | ) APANDKAR                   | APPROVED                            | 20.07.2020      | 19:29:14        | Approved       |  |
| Sal | re Short E: | all Docs | Maintain Work                | flow Sequence                       | Forward         | PDF Close       |                |  |

Accept/Reject buttons will get activated once the technical comparative statement/report activities are completed. Click on "Accept" button as shown below.

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| R | esponses and Award            | s                                |                                  |                            |                             |
|---|-------------------------------|----------------------------------|----------------------------------|----------------------------|-----------------------------|
|   | Print Preview                 | Export Questions and Answers (0) | System Information Create Memory | Snapshot                   |                             |
| F | Remaining Time 0 Days 00:00:0 | 0 RFx Name 10100020              | 19.07.2020 19:54:38 Type Sing    | le Tender Status Published | Number of Suppliers 1 RFx I |
|   | Response Activity             | Technical Response Activity      |                                  |                            |                             |
|   | Technical RFx Responses a     | and Awards                       |                                  |                            |                             |
|   | TCR Report Accept Reje        | ect Refresh                      |                                  |                            |                             |
|   | RFx Response                  | RFx Response Status              | Company Name                     | Bidder Name                | RFx Response V              |
|   | 610000164                     | Bid submitted                    | FELIX ENGG. CO.                  | FELIX ENGG. CO             | . 1                         |
|   |                               |                                  |                                  |                            |                             |
|   |                               |                                  |                                  |                            |                             |
|   |                               |                                  |                                  |                            |                             |
|   |                               |                                  |                                  |                            |                             |
|   |                               |                                  |                                  |                            |                             |
|   |                               |                                  |                                  |                            |                             |
| _ |                               |                                  |                                  |                            |                             |

Once the response is technically accepted, status will get changed from Bid Submitted to Tech Bid Accepted. Please see the screenshot below.

Since this is a single tender i.e proprietary / OEM type of bid, Buyer need not click on Reject button.

| <u> </u>  |  |                                 |                                |                        |                            |  |  |  |  |
|---|--|---------------------------------|--------------------------------|------------------------|----------------------------|--|--|--|--|
|   |  |                                 |                                |                        |                            |  |  |  |  |
| Response Activity / Technical Response Activity |  |                                 |                                |                        |                            |  |  |  |  |
| Tanhninal DEx Desnonance and Awards             |  |                                 |                                |                        |                            |  |  |  |  |
|   |  |                                 |                                |                        |                            |  |  |  |  |
| Tore Report Recept Reject 14                    | circan                                   |                                 |                                |                        | Setun                      |  |  |  |  |
| RFx Response                                    | RFx Response Status                      | Company Name                    | Bidder Name                    | RFx Response Version   | Last Changed               |  |  |  |  |
| 6100000164                                      | Tech Bid Accepted                        | FELIX ENGG. CO.                 | FELIX ENGG. CO.                | 1                      | 20.07.2020                 |  |  |  |  |
|   |  |                                 |                                |                        |                            |  |  |  |  |
|   |  |                                 |                                |                        |                            |  |  |  |  |
|   |  |                                 |                                |                        |                            |  |  |  |  |
| RFx Response<br>6100000164                      | RFx Response Status<br>Tech Bid Accepted | Company Name<br>FELIX ENGG. CO. | Bidder Name<br>FELIX ENGG. CO. | RFx Response Version 1 | Last Changed<br>20.07.2020 |  |  |  |  |

Once all the above technical activities are completed, system will automatically enable a button for initiating the price opening activity. The same is explained in the subsequent section.

#### Price RFx Response Activity

#### **Initiate Price RFx Response Opening**

Buyer needs to login first to the EBS portal. Please refer to section number 1.1 for login to EBS portal & SSO to SRM portal & follow the steps.

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Click on "Strategic Purchasing" tab and then click on "Strategic Sourcing" link. At the right side panel in the Search criteria screen provide the RFx number and then click on "Apply" button.

This particular RFx will be displayed, select the RFx and click on "Display" button. Simultaneously you can also click on the RFx number to open the RFx.

Please see the screenshot below.

| Home Strategic Purchasing             | ]  |     |
|---------------------------------------|--|-----|
| Overview Reports                      |  |     |
| · · · · · · · · · · · · · · · · · · · |  |     |
| Strategic Sourcing                    |  |     |
| Contract Management                   | Strategic Sourcing   | E   |
| Business Partner                      |  |     |
| Workload Redistribution               | * POWL   | 5   |
| ·                                     | Active Queries   |     |
| Services                              | RFxx 48(96) Seved (25) Availing Approval (26) Published (34) Completed (3) Release Reincled (3) Deleted (3)                              |     |
| Advanced Search                       | Auctions AL(3) Saved.30 Published.(1) Active.30 Paused.00 Ended.00 Completed.00  |     |
| Create Documents                      | Sourcing Templates ALEPtax (2) REP.(2) REP.(3) REP.(3) ALActions.(3) English.Auction.(3) Company.Dest.Bit(13)<br>Control Control III (2) |     |
| · Auction                             | Bocument Output (and fairs (17)  |     |
| 1 DEx                                 | Milestone Plans AL (2)   |     |
| BPy Template                          | 25m 48   | _   |
| Control Descriptions                  | 17 28 - Ani  |     |
| Contra Penciona                       | Hide Guidt Otteria Maintenance Guery has been changed     Change Query has been changed     Change Query has been changed                | 628 |
| Indexed (Difference Confidences       | Number: 5100000179 To  |     |
| Operator response Commune             | RFxType:   |     |
|                                       | Name of RFx.   |     |
|                                       | Status w   |     |
| Contract Management                   | Submission Deadline:   |     |
| Business Partner                      | My MPX   |     |
| Workload Redistribution               | Puttase unop   |     |
| -                                     | Suppler D  |     |
| Services                              | hen Foduct   |     |
| Advanced Search                       | Apply Clear  |     |
| Create Documents                      |  |     |
| * Auction                             | View president even Course HVX Copy Unipay Loss Dense Public Reference Avaids Pret Preview Reference Export 2                            | P   |
| * Auction Template                    | TC RFx Number RFx Name Type Status RFx Category Purchasing Organization Submission Deadline Responses                                    |     |
| * RPx                                 | 520000125 90100020 19 87 2020 19 54-36 2511 Published Mumbai Port Trust Purchase Organisation 26 87 2020 1                               |     |
| * RFx Template                        |  |     |

RFx will be visible in another window and it will be in display mode. Click on the "Initiate Price RFx Response Opening" button. This button will be active, once the Price RFx Response Opening Date & time is reached and the technical response activities are completed.

A new window will get popped-up. Provide the password and click on "Acknowledge" button.

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| RFx:  |   |  |  |
|---|---|--|--|
| Initiate Price RFx Res  | ponse Opening Close Technical RFx Permission  | s Copy Check 🕞 Discharge RFx Responses and Awards Create   | e Follow-on RFx Export Print Prev  |
| and Answers (0) Maintain F  | Rfx Parameter   🚱 Change Price Open Date   System   | n Information Create Memory Snapshot Related Links   |  |
| ber 5100000176 RFx Na<br>nber of Items 1 Version  | me 10100020 19.07.2020 19:54:38 Type Single<br>Number 1 Version Type Active Version   | e Tender Status Published Created On 19.07.2020 19:56:18<br>External Version Number 1  | Created By ADITI SHENDYE   |
| X Information Bidders   | Items Notes and Attachments Weights a   | Simultaneous Logon   |  |
| meters Questions No   | otes and Attachments  |  |  |
| tion<br>RFx Name:<br>Port Tender No:<br>Tender Description:<br>RFx Type:<br>Publication Type:<br>tion | 10100020 19.07.2020 19:54:38<br>MBPT/2020/07/230<br>LONG TENDER DESCRIPTION. THIS<br>TENDER TYPE IS USED FOR<br>PROPRIETARY / OEM VENDORS. THIS<br>FIELD IS OF 256 CHARACTERS.<br>Single Tender<br>Restricted RFx | User ID: 10100020  Acknowledge Cancel  Process Details  Process Start-End Time: 00:00:00 - 00:00:00  Help Enter your system password for secondary verification. The | INR<br>160,000 00 INR<br>Simple Price<br>Purchase Order or Contract<br>V |
| Purchasing Organization:  | Mumbai Port Trust Purchase Organisation   | password is checked against the system.  |  |
| Purchasing Group:   | Material Mgmt Purchase Group Show N   | Close  |  |
| RFx Start Date:   | 20.07.2020 13:00:00   |  | 5  |
| * RFx Submission Date:  | 20.07.2020 14:00:00   | * Tender Fee:  | 8,000.00 INR   |
| Price Rfx Opening Date:   | 20.07.2020 14:00:00   | Submission Deadline:   | 20.07.2020 13:30:00  |

Below screen will get displayed and it will display the list of user's responsible for Opening the price RFx response. Click on "Close" button to close this window.

| dit   🗘   Initiate Price RFx Res                      | ponse Opening Clo             | se Technical RFx                     | Permission               | Simul | taneous Logo <u>n</u> |                   |                            |     | ×te | Fol  |
|---|-------------------------------|--------------------------------------|--------------------------|-------|-----------------------|-------------------|----------------------------|-----|-----|------|
| stions and Answers (0) Maintain F                     | Rfx Parameter 🛛 🚱 C           | hange Price Open Da                  | ate Systen               |       |                       |                   |                            |     |     |      |
| Number 5100000176 RFx Na<br>Number of Items 1 Version | me 10100020 19.07<br>Number 1 | .2020 19:54:38<br>Version Type Activ | Type Single<br>e Version |       | User approval succ    | essful            |                            |     | 1   |      |
|   |                               |                                      |                          | Pr    | ocess Details         |                   |                            |     |     |      |
| RFX Information Bidders                               | Items Notes                   | and Attachments                      | Weights a                | Pr    | ocess Start-End Tin   | ne: 23:03:23      | - 23:08:23                 |     |     |      |
| Parameters Questions No                               | otes and Attachments          |                                      |                          |       |                       |                   |                            |     |     |      |
|   |                               |                                      |                          | Pr    | ocess Time Remai      | ning              |                            |     |     |      |
| Uncation<br>DEx Name:                                 | 10100020 19 07 20             | 20 19:54:38                          |                          | 00    | :05:00                |                   |                            |     |     | INIT |
| Port Tender No:                                       | MBPT/2020/07/230              |                                      |                          | E     | tend Process Time     | : 00:00:00        | Exten                      | 1 I |     |      |
|   | LONG TENDER DE                | SCRIPTION. THIS                      |                          |       | 4' <b>41</b> -        |                   |                            |     |     | Sin  |
| Tender Description:                                   | PROPRIETARY / C               | EM VENDORS. THIS                     | ;                        | AC    | tive Approvais        |                   |                            |     | :   | Pu   |
| DEx Tupo:   | FIELD IS OF 256 C             | HARACTERS.                           |                          | U     | ser Status            |                   |                            |     | 1   |      |
| Publication Type:                                     | Restricted RFx                |                                      |                          |       | User                  | Approved          | Approval Time              |     | :   |      |
| r abhadaidh rypa.                                     |                               |                                      |                          |       | 10100024              |                   | 00:00:00                   |     | 4   |      |
| anization   |                               |                                      |                          |       | 10100015              |                   | 00:00:00                   |     |     |      |
| Purchasing Organization:                              | Mumbai Port Trust             | Purchase Organisatio                 | n                        |       |                       |                   |                            |     |     |      |
| Purchasing Group:                                     | Material Mgmt Purc            | hase Group                           | Show N                   |       |                       |                   |                            |     |     |      |
|   |                               |                                      |                          |       |                       |                   |                            | -   |     |      |
| RFx Start Date:                                       | 20.07.2020 13                 | :00:00                               |                          | ស្រ   | Help                  |                   |                            |     | 1   | 5    |
| * RFx Submission Date:                                | 20.07.2020 14                 | :00:00                               |                          | Ent   | or your evelop page   | word for eccord:  | any verification. The      |     |     |      |
| Price Rfx Opening Date:                               | 20.07.2020 14                 | :00:00                               |                          | pas   | sword is checked a    | gainst the system | ary vernication. The<br>I. |     | 4   | 20   |
| inical RFx Response Opening Date:                     | 20.07.2020 14                 | :00:00                               |                          | Clos  | se                    |                   |                            |     |     |      |
| End of Binding Period:                                |                               |                                      |                          |       |                       |                   |                            |     | 1   |      |
| Valid From / To:                                      | 20.07.2020 - 1                | 8.10.2020                            |                          |       |                       |                   |                            |     |     | ~    |

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Email notification will be triggered to the user's for performing the price RFx response activity.

User need to follow the steps mentioned in Section#1.1 to login to EBS portal & SSO to SRM portal.

Click on "Strategic Purchasing" tab and then click on "Strategic Sourcing" link. At the right side panel in the Search criteria screen provide the RFx number and then click on "Apply" button.

This particular RFx will be displayed, select the RFx and click on "Display" button. Simultaneously you can also click on the RFx number to open the RFx.

Please see the screenshot below.

| Therefore Therefore The                           | 3   |                               |
|---|---|-------------------------------|
| Denning Crowning                                  | 1   |                               |
| werview Reports                                   |   |                               |
|   |   |                               |
| trategic Sourcing                                 |   |                               |
| ontract Management                                | Strategic Sourcing  |                               |
| usiness Partner                                   | - 10 M  |                               |
| onkload Redistribution                            |   |                               |
|   | Active Queries  |                               |
| ATTROOM   | RFss 34 (HD) Several (25) Annaliting Approval (26) Published (54) Completed (3) Release Reincled (3) Deleted (3)    |                               |
| Vanced Search                                     | Auctions Al.(3) Saved.00 Eublished.(1) Active.10 Easted.00 Ended.00 Ended.00  |                               |
| reate Documents                                   | Sourcing Templates ALEPLAS HEPLAS HEPLAS HEPLAS ALAboration English Auction (2) Company Dest. Biol. (2)             |                               |
| Auction Template                                  | Document Output (ant / dawn (17)  |                               |
| RFx   | Milestone Plans ALO   |                               |
| RFx Template                                      | RFxx - A8   |                               |
| entral Functions                                  | T title Out Other Human and Other has been deered   | Carline New Course, Remonstra |
| Carry Out Sourcing                                |   | CONTRACTOR CONTRACT           |
| aload / Migrate Certificate                       | Number: 0 (\$190000176 To   |                               |
|   | RFx Type:   |                               |
|   | Name of RFx   |                               |
|   |   |                               |
| ontract Management                                | My FFx  |                               |
| usiness Partner                                   | Purchase Group:   |                               |
| Forkload Redistribution                           | Number of RFx responses: 0  |                               |
|   | Suppler:  |                               |
|   | Ben Product:  |                               |
| dvanced Search                                    | Appy Char   |                               |
| man Locaments                                     | View (Standard View) Create RFx Copy Display Lift Debts Publish Responses and Awards Print Preview Refresh Export , | 8                             |
| Autor   | E RFx Number RFx Name Too Status RFx Category Purchasing Organization Submission Deu                                | adine Responses               |
| Auction Template                                  |   |                               |
| <ul> <li>Auction Template</li> <li>BEy</li> </ul> | 5100000175 10100020 19 57 2020 19 54 38 ZSTI Published Mumbai Port Trust Purchase Organisation 20 57 2020           | 1                             |

RFx will be visible in another window and it will be in display mode.

Click on the "Open Price RFx Response Opening" button. This button will be active, once Buyer has initiated the price opening process.

A new window will get popped-up. Provide the password and click on "Acknowledge" button.

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| Display RFx :   |   |
|---|---|
| Open Price RFx Response Close Technical RFx Simultaneous Logon Maintain Rfx Parameter System Information Create Memo                                | rds Create Follow-on RFx Exp                                  |
| RFx Number 5100000176         RFx Name 10100020 19.07           Number of Suppliers 1         Number of Items 1           User ID:         10100024 | Created On 19.07.2020 19:56:18<br>rnal Version Number 1       |
| RFX Information         Bidders         Items         Notes           RFx Parameters         Questions         Notes and Attachments                |   |
| Process Details   |   |
| Identification         Process Start-End Time:         23:03:23         -         23:08:23  | Currency  |
| Port Tender No: MBPT/2020/07/230 Process Time Remaining   | Target Value  |
| LONG TENDER DE<br>TENDER TYPE IS<br>PROPRIETARY / C<br>FIELD IS OF 256 C  | Detailed Price Information<br>Follow-On Document              |
| RFx Type: Single Tender   | dder Can Change RFx Responses                                 |
| Publication Type:         Restricted RFx         Enter your system password for secondary verification. The password is checked against the system. | Ex Responses for Each Company<br>Display Weighting to Bidders |
| Purchasing Organization: Mumbal Port Trust Close  |   |
| Purchasing Group: Material Mgmt Purc  |   |
| Dates<br>RFx Start Date: 20.07.2020 13:00:00  | Required  |

Provide the password and click on "Acknowledge" button. Below message will be displayed and then click on "Close" button to close this window.

| Simultaneous Logon  |                                  |                |     |
|---|----------------------------------|----------------|-----|
|   |                                  |                |     |
| User approval successful                                    |                                  |                |     |
| Process Details   |                                  |                | - 1 |
| Process Start-End Time: 23                                  | 3:03:23 -                        | 23:08:23       |     |
| Process Time Remaining                                      |                                  |                |     |
| 00:03:07  |                                  |                |     |
| 🔂 Help  |                                  |                |     |
| Enter your system password f<br>password is checked against | for secondary ver<br>the system. | ification. The |     |
| Close   |                                  |                |     |
|   |                                  |                | .:: |

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Similarly, other users can perform their activity of acknowledging the price RFx response opening. The above process is through Simultaneous logon i.e. multiple users can login and perform the activity simultaneously.

#### **Price Comparative Statement**

Now we need to perform the PCR activity as this is a common process to be performed for all tender types.

There is always as possibility that the tender committee members may be required to change due to nonavailability or transfer etc. In such scenarios, Buyer can always modify the user's in the Permission Tab. New users can be added or for the existing user's the roles can be modified.

To access the PCR report, click on "Response and Awards" button as mentioned in the below screenshot.

| Display RFx :   |   |  |                                      |                    |
|---|---|--|--------------------------------------|--------------------|
| Initiate Price RFx Res                                    | ponse Opening Close Technical RFx Per                                   | missions Copy Check 🕒 Discharge RFx Responses and Awards Create                                    | e Follow-on RFx Export Print Preview | v Verify Signature |
| Questions and Answers ( 0 ) Maintain F                    | lfx Parameter 🖗 Change Price Open Date                                  | System Information Create Memory Snapshot Related Links 🖌  |                                      |                    |
| RFx Number 5100000176 RFx Na<br>Number of Items 1 Version | me 10100020 19.07.2020 19:54:38 Type<br>Number 1 Version Type Active Ve | e Single Tender Status Published Created On 19.07.2020 19:56:18<br>rsion External Version Number 1 | Created By ADITI SHENDYE             | Time Zone INDIA    |
| RFX Information Bidders                                   | Items Notes and Attachments We  | eights and Scores Approval Tracking  |                                      |                    |
| RFx Parameters Questions No                               | ites and Attachments  |  |                                      |                    |
| Identification  |   | Event Parameters   |                                      |                    |
| RFx Name:   | 10100020 19.07.2020 19:54:38  | Currency:  | INR                                  |                    |
| Port Tender No:   | MBPT/2020/07/230  | Target Value:  | 160,000.00 INR                       |                    |
|   | LONG TENDER DESCRIPTION. THIS   | Detailed Price Information:  | Simple Price                         |                    |
| Tender Description:                                       | PROPRIETARY / OEM VENDORS. THIS   | Follow-On Document:  | Purchase Order or Contract           |                    |
|   | FIELD IS OF 256 CHARACTERS.   | Bidder Can Change RFx Responses:   | <b>v</b>                             |                    |
| RFx Type:   | Single Tender   | Allow Multiple RFx Responses for Each Company:   | V                                    |                    |
| Publication Type:   | Restricted RFx  | Display Weighting to Bidders:  |                                      |                    |
| Organization  |   |  |                                      |                    |
| -<br>Purchasing Organization:                             | Mumbai Port Trust Purchase Organisation                                 | Tender Fee   |                                      | Security Depos     |

A new window will get opened. Select the "Response Comparison" tab and click on the "PCR Report" button. Please see screenshot below.

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| Responses and Awards   |                           |                          |                  |                       |         |
|--|---------------------------|--------------------------|------------------|-----------------------|---------|
| Drink Derwinnen   A   Olean   Evental Oversteen and Assure ( |                           | Counts Marriage Counshat |                  |                       |         |
| Print Preview Close Export Questions and Answers (           | 0) System information     | Create Memory Snapshot   |                  |                       |         |
|  |                           |                          |                  |                       |         |
| Remaining Time 0 Days 00:00:00 RFx Name 10100                | 0020 19 07 2020 19:54:38  | Type Single Tender       | Status Published | Number of Suppliers 1 | RFx Num |
| Remaining time of Days 00.00.00                              | 1020 10.01.2020 10.01.00  | Type ongle render        |                  | number of cappilore 1 | I A Hum |
|  |                           |                          |                  |                       |         |
|  |                           |                          |                  |                       |         |
| Response Activity Response Comparison Te                     | chnical Response Activity |                          |                  |                       |         |
|  |                           |                          |                  |                       |         |
| Compare Selected Responses Compare All Responses Ad          | vanced Comparison         | PCR Report PCR for ALR a | nd AHR           |                       |         |
|  |                           |                          |                  |                       |         |
| Response Number  | Response Version          |                          | Company Name     |                       |         |
| C1000001C1   |                           |                          |                  |                       |         |
| 010000104  | -                         |                          | FELIX ENGG. CO.  |                       |         |
|  |                           |                          |                  |                       |         |
|  |                           |                          |                  |                       |         |
|  |                           |                          |                  |                       |         |
|  |                           |                          |                  |                       |         |
|  |                           |                          |                  |                       |         |

A new window will be displayed as shown below. Buyer needs to maintain his comments in the "Overall Comments" column and then click on "Save" button.

| SAP     | •     |                          |                                  |           | Pric       | e Comparative S             | tatement                       |                              |                                    |
|---------|-------|--------------------------|----------------------------------|-----------|------------|-----------------------------|--------------------------------|------------------------------|------------------------------------|
| Rf      |       | 5100000176<br>Mumbai Por | t Trust Purchase Organi          | sation    |            |                             |                                |                              |                                    |
| rice (  | Com   | parative St              | tatement                         |           |            |                             |                                |                              |                                    |
| S.I     | No.   | Description of           | the work                         | Unit      | Qty        | Trust Estimate<br>Rate/Unit | Trust Estimate<br>Amount in Rs | FELIX ENGG.<br>CO. Rate/Unit | FELIX ENGG.<br>CO. Amount in<br>Rs |
| 1       |       | Preventive Ma            | int by External Vendor           | AU        | 1.000      | 0.00                        | 0.00                           | 0.00                         | 0.00                               |
| 2       |       | Two Coats - O            | il Bound Distemper               | M2        | 10.000     | 16000.00                    | 160000.00                      | 1000.00                      | 10000.00                           |
|         |       | Ranking For It           | em                               |           |            |                             |                                |                              | Rank 1                             |
|         |       |                          |                                  |           |            |                             |                                |                              |                                    |
|         |       | Differ from Est          | timate Cost(in %)                |           |            |                             |                                |                              | 93.75-                             |
|         |       | BASIC COST               |                                  |           |            |                             |                                |                              |                                    |
|         |       | TOTAL                    |                                  |           |            |                             |                                |                              | 10000.00                           |
|         |       | ORDER OF M               | IERIT                            |           |            |                             |                                |                              | Rank 1                             |
| luver'  | 's C  | omments                  |                                  |           |            |                             |                                |                              |                                    |
| Buyer's | Overa | all Comments:            | Forwarding to Price so committee | crutiny a | and review |                             |                                |                              |                                    |

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The price comparative report also contains the list of user's responsible for performing the Scrutiny and review committee activities.

These users are determined based on those maintained in Permission tab.

|                             | Full Name    | Status | Comm                  | ent's Date | Comm     | ent's Time C | Comme | nts      |  |  |  |  |
|-----------------------------|--------------|--------|-----------------------|------------|----------|--------------|-------|----------|--|--|--|--|
| 100019                      | LATA DATE    |        |                       |            | 00:00:0  | 00           |       |          |  |  |  |  |
|                             |              |        |                       |            |          |              |       |          |  |  |  |  |
| n <b>ittee C</b><br>Iser ID | omments /    | Remai  | r <b>ks</b><br>Status | Commen     | t's Date | Comment's T  | Time  | Comments |  |  |  |  |
| 0100024                     | MRINALINI KI | ELKAR  |                       |            |          | 00:00:00     |       |          |  |  |  |  |
|                             |              | MANI   |                       |            |          | 00:00:00     |       |          |  |  |  |  |

Once the overall comments are saved, Buyer needs to click on "Maintain Workflow Sequence" button.

| User ID                         | Full Name                      | Status                 | Comme                 | ent's Date | Comme   | ent's Time C                        | Comme | nts      |  |  |  |
|---------------------------------|--------------------------------|------------------------|-----------------------|------------|---------|-------------------------------------|-------|----------|--|--|--|
| 10100019                        | LATA DATE                      |                        |                       |            | 00:00:0 | 00                                  |       |          |  |  |  |
|                                 |                                |                        |                       |            |         |                                     |       |          |  |  |  |
|                                 |                                |                        |                       |            |         |                                     |       |          |  |  |  |
| nmittee C                       | omments /                      | Remar                  | ks                    |            |         |                                     |       |          |  |  |  |
| mmittee C<br>User ID            | <b>Comments /</b><br>Full Name | Remar                  | ' <b>ks</b><br>Status | Comment    | 's Date | Comment's T                         | Time  | Comments |  |  |  |
| User ID<br>10100024             | Full Name                      | <b>Remar</b>           | Status                | Comment    | 's Date | Comment's 1<br>00:00:00             | Time  | Comments |  |  |  |
| User ID<br>10100024<br>10100017 | Full Name<br>MRINALINI KI      | Remar<br>ELKAR<br>WANI | Status                | Comment    | 's Date | Comment's 1<br>00:00:00<br>00:00:00 | Time  | Comments |  |  |  |

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A new window will get opened. Provide the sequences and then click on "Save Sequence" button. Then click on "Back to Main Screen" button. The window will get closed and user will be re-directed to the main PCR report screen.

| All 🗹 1                         |                   |       |         |      |          |       |
|---------------------------------|-------------------|-------|---------|------|----------|-------|
| <ul> <li>Data Update</li> </ul> | ed Successfully   |       |         |      |          |       |
| SAP                             |                   |       |         |      |          |       |
| /laintain Sequ                  | ence for Scru     | tiny  | Workf   | low  | Membe    | ers   |
| User Name                       | Full Name         | User  | Туре    | Sec  | quence   |       |
| 10100019                        | LATA DATE         | А     |         |      | 1        |       |
|                                 |                   |       |         |      |          |       |
|                                 |                   |       |         |      |          |       |
|                                 |                   |       |         |      |          |       |
|                                 |                   |       |         |      |          |       |
| laintain Sequ                   | ence for Com      | mitte | ee Wor  | kflo | ow Men   | nbers |
| User Name                       | Full Name         |       | User Ty | pe   | Sequence | e :   |
| 10100024                        | MRINALINI KELK    | (AR   | С       |      |          | 1     |
| 10100017                        | MUKESH NAWA       | NI    | С       |      |          | 2     |
|                                 |                   |       |         |      |          |       |
|                                 |                   |       |         |      |          |       |
|                                 |                   | _     |         |      |          |       |
| Save Sequence                   | Back To Main Scre | een   |         |      |          |       |
|                                 |                   |       |         |      |          |       |

Now Buyer needs to click on "Forward" button as shown below to trigger the workflow.

| Save | 1200 | Maintain Workflow Sequence | Forward | PDF | Close |
|------|------|----------------------------|---------|-----|-------|
|      |      |                            |         |     |       |

System will display message as shown in below screenshot.

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| All 🗹 1                                  |                            |      |
|--|----------------------------|------|
| <ul> <li>Workflow Started Sur</li> </ul> | ccessfully                 | **** |
| SAP                                      |                            |      |
| RFx No: 5100000176                       |                            |      |
| Purch Org: Mumbai Port T                 | rust Purchase Organisation |      |

# **Approving PCR**

Follow the process of logging to EBS portal as detailed in section 1.1

Once the user is redirected to the SRM portal through SSO, below screen will be displayed. Here the PCR report approver needs to navigate to "Home" tab and then click on "Tasks" tab. Under "Tasks" system will display

Click on the work item displayed in the tasks list as shown below.

|  | E - PROCUREMENT   | r Portal  |            | Welcome LATA D<br>Login Time:22/07/20 | Log C<br>ATE (1010001<br>20 09:32.19 I |
|--|---|---|------------|---------------------------------------|--|
| Home Strategic Purchasing<br>Overview<br>Work Overview<br>Reports<br>Services<br>Advanced Search | Alerts       Tasks (3/3)       Notifications         Show:       New and in Progress Tasks (3/3)       All         EV       Subject       Image: Subject         EV       Diesse Evaluate PRICE COMPARATIVE REPORT for RFx 5100000178       Please Evaluate PRICE COMPARATIVE REPORT for RFx 5100000115         Please Evaluate PRICE COMPARATIVE REPORT for RFx 5100000115       Please Evaluate PRICE COMPARATIVE REPORT for RFx 5100000115 | Sent Date<br>Jul 20, 2020<br>Jun 24, 2020<br>Jun 24, 2020 | ▼ Due Date | © ¶<br>▲ Status<br>New<br>New<br>New  |  |

A new window will get displayed as shown below.

Scrutiny member can input his comments and either click on "Submit" button to provide his acceptance.

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| Home Strategic Purchasing   | Log Of     PROCLIREMENT PORTAL     Welcome LATA DATE (10100019     Task - IPA SRM Potal - Internet Explorer     / 9 ISI     Thtps://ipasdbqieq.portebs.com.50001/irj/potal?NavigationTarget=R0LES%3A%2F%2Fportal_content%2Fevery_user%2Fgeneral%2Fund%2Fcom.sap.netw |
|---|--|
| Overview     Alerts     Tasks (3 / 3)       Work Overview     Alerts     Tasks (3 / 3)       Reports     Show: New and In Progress Tasks (3 / 3)       Services     Advanced Search       Please Evaluate PRICE COMPARATIVE REP       Please Evaluate PRICE COMPARATIVE REP       Please Evaluate PRICE COMPARATIVE REP | Options *         Please evaluate the below RFx         RFx No. 510000176         Reviewed by 10100019 review committee and recommended to proceed further.         Submit Return PCR PDF Close  |

If there are some clarifications required from Buyer, then the scrutiny member needs to click on "Return" button. The workflow will be re-triggered back to Buyer and Buyer is required to provide satisfactory justification and then again trigger the workflow.

Scrutiny team also can view the comments provided by the previous members by clicking on the "PCR pdf" button. System will display the report in pdf format.

Click on the "Close" button to close this screen.

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|  | E  |   | 0 |
|--|--|---|---|
| Home Strategic Purchasing<br>Overview<br>Work Overview<br>Reports<br>Services<br>Advanced Search | Alerts Tasks (3/3) Notificatio<br>Show: New and In Progress Tasks (3/3)<br>El Subject<br>Please Evaluate PRICE COMPARATIVE REI<br>Please Evaluate PRICE COMPARATIVE REI<br>Please Evaluate PRICE COMPARATIVE REI | Task - IPA SMN Portal - Internet Explorer |   |
|  | Please Evaluate PRICE COMPARATIVE  |   |   |

Once the comments are submitted or the work-item is returned message "Data updated successfully" will be displayed. Please see the screenshot below.

| • | 🤗 Task - IPA SRM Portal - Internet Explorer –   | · 🗆       |
|---|---|-----------|
|   | https://ipasdbqieq.portebs.com:50001/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fevery_user%2Fgeneral%2Fuwl% | 2Fcom.sap |
|   |   | 0         |
|   | Z Data Updated Successfully   |           |
|   | Please evaluate the below RFx   |           |
|   | RFx No: 5100000176  |           |
|   | Reviewed by 10100019 review committee and recommended to<br>proceed further.  |           |
|   |   |           |
|   |   |           |
|   | Submit Return PCR PDF Close   |           |
|   |   |           |
|   |   |           |
|   |   |           |

Based on the number of user's selected for performing review committee activities the workflow will get triggered to the subsequent user's.

Similar steps need to be repeated by the other review committee members to login to EBS portal and submit their recommendation's.

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Once all the review committee members have completed their activities, the PCR process will be completed.

Based on the comments received from the review committee, Buyer i.e. the tender creator has to perform the further activities of initiating the awarding for the L1 bidder.

Initiation for awarding is explained in the next section.

|   |                      |                                   |   |  |                    |   | 1                                | Price Comp                                | arative                  | Statement   |                              |                                    |
|---|----------------------|-----------------------------------|---|--|--------------------|---|----------------------------------|---|--------------------------|---|------------------------------|------------------------------------|
|   | 51                   | 00000176                          |   |  |                    |   |                                  |   |                          |   |                              |                                    |
|   | M                    | umbai Port T                      | ust Purch   | ise Organ  | nisation           |   |                                  |   |                          |   |                              |                                    |
| ce Com  | npara                | ative Sta                         | ement   |  |                    |   |                                  |   |                          |   |                              |                                    |
| S.No.   | Des                  | cription of the                   | work  |  | Unit               | Qty   |                                  | Trust Estir<br>Rate/Unit                  | mate                     | Trust Estimate<br>Amount in Rs  | FELIX ENGG.<br>CO. Rate/Unit | FELIX ENGG.<br>CO. Amount in<br>Rs |
| 1   | Prev                 | ventive Maint                     | by Extern   | al Vendor  | AU                 |   | 1.000                            |   | 0.00                     | 0.00  | 0.00                         | 0.00                               |
| 2   | Two                  | Coats - Oil I                     | ound Dist   | emper  | M2                 |   | 10.000                           | 160                                       | 00.00                    | 160000.00   | 1000.00                      | 10000.00                           |
|   | Ran                  | king For Item                     |   |  |                    |   |                                  |   |                          |   |                              | Rank 1                             |
|   | Diffe                | er from Estim                     | ate Cost(in   | (%)  |                    |   |                                  |   |                          |   |                              | 93.75-                             |
|   | BAS                  | IC COST                           |   |  |                    |   |                                  |   |                          |   |                              |                                    |
|   | тот                  | TAL                               |   |  |                    |   |                                  |   |                          |   |                              | 10000.00                           |
|   | ORD                  | DER OF MER                        | υт  |  |                    |   |                                  |   |                          |   |                              | Rank 1                             |
| iyer's C  | Comr                 | ments                             | onværding<br>ommittee   | to Price :<br>asdfaedf   | scrutiny           | and revie   | w                                |   |                          |   |                              |                                    |
| rutiny 1  | Comr                 | n Comme                           | orwarding<br>ommittee   | to Price s<br>asdlaadf   | scrutiny           | and revie   | w.                               |   |                          |   |                              |                                    |
| rutiny T  | Comr                 | n Comme                           | orwarding<br>ommittee<br>nts / Re<br>Status                     | to Price s<br>asdfaodf   | scrutiny<br>Commen | and revie   | Comm                             | ent's Time                                | Comm                     | ents  |                              |                                    |
| rutiny 1<br>101000  | Team                 | n Comme<br>Full Name              | orwarding<br>ommittee<br>nts / Re<br>Status<br>APPRd            | to Price s<br>addlaadf<br>emarks<br>OVED 2   | Commer<br>22.07.20 | and revie   | Comm<br>09:38:2                  | ent's Time                                | Comm<br>Review<br>procee | ents<br>red by 10100019 ren<br>d furtber.                                 | sew committee and            | f recommended to                   |
| rutiny 1<br>User ID<br>101000                                 | Team                 | n Comme<br>Full Name<br>LATA DATE | onwarding<br>ommittee<br>nts / Re<br>Status<br>APPR(            | to Price s<br>asofteedf<br>emarks  | Commen             | and revie   | Comm<br>09:38                    | ent's Time<br>21                          | Comm<br>Review<br>procee | ents<br>red by 10100019 rer<br>d further.                                 | ww.committee.and             | f recommended to                   |
| rutiny 1<br>User ID<br>101000                                 | Team<br>Dity<br>e Co | n Comme<br>Full Name<br>LATA DATE | onwarding<br>ommittee<br>nts / Re<br>Status<br>APPR(            | to Price s<br>accleded<br>emarks<br>(<br>OVED 2<br>rks<br>Status   | Commer<br>22.07.20 | and revie   | Comm<br>09:38:2                  | ent's Time<br>21                          | Comm<br>Review<br>procee | ents<br>red by 10100019 red<br>d further.                                 | Yew committee and            | I recommended to                   |
| rutiny 1<br>User ID<br>101000<br>mmitter<br>User ID<br>101000 | Team                 | n Comme<br>Full Name<br>LATA DATE | onwarding<br>ommittee<br>nts / Re<br>Status<br>APPRd<br>/ Remai | to Price s<br>action of<br>emarks<br>(<br>OVED 2<br>CVED 2 | Commer<br>22.07.20 | and revie<br>nt's Date<br>120<br>Commer<br>22.07.20 | Comm<br>09:38:<br>t's Date<br>20 | ent's Time<br>21<br>Comment's<br>09:47:31 | Comm<br>Review<br>procee | ents<br>ved by 10100019 red<br>d further.<br>Comments<br>Reviewed and rec | New committee and            | I recommended to                   |

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# **Award Response**

Buyer i.e. tender creator once receives review comments and recommendations from the committed the next step is to initiate for awarding the L1 bidder.

To do this activity, Buyer needs to login to the EBS portal by following the steps mentioned in section 1.1

Under the POWL screen, user can search for the particular RFx or select the particular RFx from the dashboard and click on "Display" button. The other way, is to click on the RFx number link to display the RFx.

RFx will be displayed in another screen. Click on the "Response and Awards" button as shown below.

| Display RFx :   | ponse Opening   Close   Technical RFx   F                          | Permissions Copy Check C Deckarge RFx Responses and Awards Creat                                       | e Follow-on RFx   Export   Print Preview   Ver | rify Signature |
|---|--|--|--|----------------|
| Questions and Answers ( 0 ) Maintain F                    | Rfx Parameter   🚱 Change Price Open Date                           | System Information Create Memory Snapshot Related Links _  |  |                |
| RFx Number 5100000176 RFx Na<br>Number of Items 1 Version | me 10100020 19.07.2020 19:54:38 Ty<br>Number 1 Version Type Active | rpe Single Tender Status Published Created On 19.07.2020 19:56:18<br>Version External Version Number 1 | Created By ADITI SHENDYE Time                  | Zone INDIA     |
| RFX Information Bidders                                   | Items Notes and Attachments  | Weights and Scores Approval Tracking   |  |                |
| RFx Parameters Questions N                                | otes and Attachments   |  |  |                |
| Identification  |  | Event Parameters   |  |                |
| RFx Name:   | 10100020 19.07.2020 19:54:38                                       | Currency:  | INR  |                |
| Port Tender No:   | MBPT/2020/07/230   | Target Value:  | 160,000.00 INR                                 |                |
|   | LONG TENDER DESCRIPTION. THIS<br>TENDER TYPE IS USED FOR           | Detailed Price Information:  | Simple Price                                   |                |
| Tender Description:                                       | PROPRIETARY / OEM VENDORS. THIS                                    | Follow-On Document:  | Purchase Order or Contract                     |                |
| DEx Tune:   | Single Tender  | Bidder Can Change RFx Responses:   | $\checkmark$                                   |                |
| Rix Type.<br>Dublication Type:                            | Restricted REv   | Allow Multiple RFx Responses for Each Company:   | V  |                |
| Publication Type.   |  | Display Weighting to Bidders:  |  |                |
| Organization  |  |  |  |                |
| Purchasing Organization:                                  | Mumbai Port Trust Purchase Organisation                            | Tender Fee   | S  | Security Depos |

A new screen will be displayed as shown below. Go to the "Response Comparison tab and click on "Compare All Responses" button.

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| Responses and Awards                                | Decenerce and Awards                           |  |                          |  |  |  |  |
|---|--|--|--------------------------|--|--|--|--|
| Responses and Awards                                |  |  |                          |  |  |  |  |
| Print Preview Close Export Questions and Answers (  | 0) System Information Create Memory Snapshot   |  |                          |  |  |  |  |
| Remaining Time 0 Days 00:00:00 RFx Name 10100       | 0020 19.07.2020 19:54:38 Type Single Tender St | atus Published Number of Suppliers 1 RFx N | lumber <u>5100000176</u> |  |  |  |  |
| Response Activity Response Comparison Te            | chnical Response Activity                      |  |                          |  |  |  |  |
|   |  |  |                          |  |  |  |  |
| Compare Selected Responses Compare All Responses Ad | vanced Comparison                              | AHR  |                          |  |  |  |  |
| Response Number                                     | Response Version                               | Company Name                               | Bidder Name              |  |  |  |  |
| <u>6100000164</u>                                   | 1  | FELIX ENGG. CO.                            | FELIX ENGG. CO.          |  |  |  |  |
|   |  |  |                          |  |  |  |  |
|   |  |  |                          |  |  |  |  |
|   |  |  |                          |  |  |  |  |
|   |  |  |                          |  |  |  |  |

A new screen will be displayed as shown below. Click on "Edit" button to proceed further to award the RFx response.

| t Print Preview            | Close Expo               | Questions and Answers ( 0 ) System Information Create Memory Snapshot |
|----------------------------|--------------------------|---|
| ning Time 0 Days           | 00:00:00 RF              | x Name 10100020 19.07.2020 19:54:38 Type Single Tender Status Pu      |
| Response Activity          | Response Compa           | ison Technical Response Activity                                      |
| Response Adamy             | Response compa           |   |
| play Bidders Com           | parison Date: 20.07.2020 | Back to Response Comparison Main View Generate PDF Downlo             |
|                            |                          | Expand All Collapse All   |
| Header/Item No.            | Item/Attributes          | FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted                         |
| <ul> <li>Header</li> </ul> | Description              | 10100020 19.07.2020 19:54:38  |
|                            | RFX Response Numbe       | 610000164   |
|                            | Overall Bidder Rank      | 1   |
|                            | Bidder Name              | FELIX ENGG. CO.   |
|                            | Bidder Number            | 40000442  |
|                            | Submission date and ti   | ne 20.07.2020 19:32:17  |
|                            | Currency                 | INR   |
|                            | Total Value              | 10,000.00   |
|                            | Accept                   |   |
| Item:                      | Short Text               | Preventive Maint by External Vendor                                   |
| 🕨 🚔 Item:                  | Short Text               | Two Coats - Oil Bound Distemper                                       |
| A second and the second    | alue                     | 0.00  |

After user Edit's, Accept field check box will be enabled. Check the box and then click on "Award" button as shown below.

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| Responses and A       | Responses and Awards        |  |                       |  |  |  |
|-----------------------|-----------------------------|--|-----------------------|--|--|--|
| Print Preview Close   | Display Award Export Qu     | estions and Answers (0) System Information Cre | ate Memory Snapshot   |  |  |  |
| Remaining Time 0 Days | 00:00:00 RFx Nam            | ne 10100020 19.07.2020 19:54:38 Type Single    | Tender Status Publis  |  |  |  |
| Response Activity     | Response Comparison         | Technical Response Activity                    |                       |  |  |  |
| Display Bidders Com   | parison Date: 20.07.2020    | Back to Response Comparison Main View          | Generate PDF Download |  |  |  |
|                       |                             | Expand All Collapse All                        |                       |  |  |  |
| Header/Item No.       | Item/Attributes             | FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted  |                       |  |  |  |
| Header                | Description                 | 10100020 19.07.2020 19:54:38                   |                       |  |  |  |
| Titem:                | Short Text                  | Preventive Maint by External Vendor            |                       |  |  |  |
|                       | Delivery date               | 24.09.20                                       |                       |  |  |  |
|                       | Item-Level Rank             | 1  |                       |  |  |  |
|                       | Unit                        | LE   |                       |  |  |  |
|                       | Net value                   | 10,000.00                                      |                       |  |  |  |
|                       | Quantity                    | 1  |                       |  |  |  |
|                       | Lot-Level Rank              | 1  |                       |  |  |  |
|                       | Product Cat.                | 72000000                                       |                       |  |  |  |
|                       | Currency                    | INR  |                       |  |  |  |
|                       | Deviation From RFx Response | 0.000 %  |                       |  |  |  |
|                       | Accept                      |  |                       |  |  |  |
| 👻 🗢 🔁 Item:           | Short Text                  | Two Coats - Oil Bound Distemper                |                       |  |  |  |
|                       | Delivery date               | 24.09.20                                       |                       |  |  |  |
|                       | Item-Level Rank             | 1  |                       |  |  |  |

The response will be accepted in the system and it will follow an approval process. Below message will be displayed once the RFx response is awarded in system.

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| Responses and Awards                  |                          |                            |                   |                             |
|---------------------------------------|--------------------------|----------------------------|-------------------|-----------------------------|
| Print Preview                         | Questions and Answers    | (0) System Information     | Create Memory Sna | apshot                      |
| 📕 RFx response 6100000164 (10100020 1 | 9.07.2020 19:54:38) acce | pted                       |                   |                             |
| Remaining Time 0 Days 00:00:00        | RFx Name 1010            | 0020 19.07.2020 19:54:38   | Type Single Te    | nder Status Published       |
| Response Activity Respon              | se Comparison To         | echnical Response Activity |                   |                             |
|                                       |                          |                            |                   |                             |
| Display Bidders Comparison Date:      | 20.07.2020               | Back to Response Compa     | rison Main View G | enerate PDF Download Respon |
|                                       |                          | Expand All Coll            | apse All          |                             |
| Header/Item No. Item/Attributes       | FELIX ENGG. CO. : FE     | LIX ENGG. CO. : Awaiting A | Approval          |                             |
| Header Description                    | 10100020 19.07.2020 1    | 19:54:38                   |                   |                             |
| Item: Short Text                      | Preventive Maint by Ex   | ternal Vendor              |                   |                             |
| Item: Short Text                      | Two Coats - Oil Bound    | Distemper                  |                   |                             |
| Total Accepted Items Value:           | 10,000.00                |                            |                   |                             |
| Best Bid Value:                       | 10,000.00                |                            |                   |                             |

Buyer can check the approvers under the "Approval" tab as shown in screenshot below.

| Display RFx R       | ienlav DEv Desnonse           |                                      |                          |  |                 |                 |               |
|---------------------|-------------------------------|--------------------------------------|--------------------------|--|-----------------|-----------------|---------------|
| Show My Tasks       | Print Preview   🙆   Close     | Technical RFx Response Export LO     | A System Information Cr  | eate Memory Snapshot                           |                 |                 |               |
|                     |                               |                                      |                          |  |                 |                 |               |
| RFx Response Num    | nber 6100000164 RFx Name      | 10100020 19.07.2020 19:54:38         | Status Awaiting Approval | Supplier Name FELIX ENGG. CO. To               | otal Value      | 10,000.00 INR R | Fx Number 51  |
| Rfx Informatio      | n Items Notes and Attac       | hments Approval Tracking             |                          |  |                 |                 |               |
|                     |                               |                                      |                          |  |                 |                 |               |
| Current Sta         | atus: Active                  |                                      | Header Approval Note     |  |                 |                 |               |
| Current Process S   | tep: SRM RFx Response/Bid App | roval                                |                          |  |                 |                 |               |
| Currently Processed | By: MANDAR PARKAR             |                                      |                          |  |                 |                 |               |
| Approval Process D  | lata: Download as XML         |                                      |                          |  |                 |                 |               |
| Follow              | Up: Work Item to Requester at | Process End                          |                          |  |                 |                 |               |
| Header              | Item                          |                                      |                          |  |                 |                 |               |
|                     |                               |                                      |                          |  |                 |                 |               |
| Header Approv       | al Status                     |                                      |                          |  |                 |                 |               |
| Add Approver        | Remove Approver               |                                      |                          |  |                 |                 | _             |
| Sequence            | Process Step                  | Level Status                         | Status                   | Processor Determination                        |                 | Processor       | Received On   |
| • 001               | SRM RFx Response/Bid Approval | Active (Assigned Process is Running) | Open (No Decision Made)  | Get Manager of P. Group (Header) for Appr. for | or RFx Response | MANDAR PARKAR   | 20 07.2020 19 |
|                     |                               |                                      |                          |  |                 |                 |               |
|                     |                               |                                      |                          |  |                 |                 |               |
|                     |                               |                                      |                          |  |                 |                 |               |
|                     |                               |                                      |                          |  |                 |                 |               |

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# **RFx Response Approval**

Approver needs to login to EBS portal and follow steps mentioned in section 1.1

RFx Response Approver need to navigate to "Home" tab and then select the "Tasks" tab. The work item will be visible as shown below.

|                           | E - PROCUREMENT P   | ORTAL        | Log i<br>Welcome MANDAR PARKAR (101000:<br>Login Time:20/07/2020 19:59.29 i |
|---------------------------|---|--------------|---|
| Home Strategic Purchasing |   |              |   |
| Overview                  |   |              |   |
|                           |   |              |   |
| Work Overview             | Alarta Taske (40 / 40) Notifications                                |              |   |
| Reports                   | Aleris Tasks (10710) Nouncauons                                     |              |   |
| -                         | Show: New and In Progress Tasks (10 / 10) V All                     |              | 4 F 🤻 🗉   |
| Services                  |   | Saat Data    | Due Data  |
| Advanced Search           | Anzava DEv Despanse 10100020 10 07 2020 10-54/28 Number 6100000154  | Selli Dale + |   |
|                           |   | -Jul 2, 2020 | New   |
|                           | Approve RFx Number 5100000123                                       | Jun 26, 2020 | New   |
|                           | Approve RFx Number 510000098  | Jun 21, 2020 | New   |
|                           | Approve RFx Number 5100000097                                       | Jun 21, 2020 | New   |
|                           | Approve RFx Number 5100000108                                       | Jun 21, 2020 | New   |
|                           | Approve RFx Number 5100000107                                       | Jun 21, 2020 | New   |
|                           | Approve RFx Number 5100000104                                       | Jun 21, 2020 | New   |
|                           | Approve RFx Number 5100000100                                       | Jun 21, 2020 | New   |
|                           | Approve RFx Response 10100021 16.06.2020 22:55:11 Number 6100000064 | Jun 17, 2020 | New   |

Click on the "Approve RFX Response 61xxxxxx" link. A new screen will get displayed. Click on "Approve" button. Once approved, Buyer i.e. tender creator will be able to create Purchase Order or Contract against this L1 response.

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| pprove RFx Response:                      |                                       |                          |                               |                    |                                 |
|---|---------------------------------------|--------------------------|-------------------------------|--------------------|---------------------------------|
| Approve Reject   Print Preview   C        | lose Save LOA System Information Cre  | ate Memory Snapshot      |                               |                    |                                 |
|   |                                       |                          |                               |                    |                                 |
| RFx Response Number 6100000164            | RFx Name 10100020 19.07.2020 19:54:38 | Status Awaiting Approval | Supplier Name FELIX ENGG. CO. | Total Value        | 10,000.00 INR RFx Number 510000 |
| Rfx Information Items N                   | otes and Attachments Approval Track   | ting                     |                               |                    |                                 |
| General Data Notes and Attachments        | Questions Messages                    |                          |                               |                    |                                 |
|   |                                       |                          |                               |                    |                                 |
| Basic Data  Bidder Contact Information    |                                       |                          | PEx Desponse Inform           | nation             |                                 |
| Supplier Name: FELIX ENGG_CO              |                                       |                          | Last Changed On: 20           | 0.07.2020 19:57:42 | INDIA                           |
| Contact Person Name: FELIX ENGG. CO       |                                       |                          | Last Changed By: A            | DITI SHENDYE       |                                 |
| E-Mail: aq00615222@tec                    | hmahindra.com                         |                          | Creation Date: 20             | 0.07.2020 13:44:49 | INDIA                           |
| Fax:                                      |                                       |                          | Created By: M                 | r. FELIX ENGG. C   | D.                              |
| Phone: 123456789                          |                                       |                          |                               |                    |                                 |
| Event Parameters                          |                                       |                          | Ser                           | vice and Delivery  |                                 |
| Process Type:                             | QUOT                                  |                          |                               | Incoterm:          |                                 |
| Currency:                                 | Indian Rupee                          |                          |                               |                    |                                 |
| Detailed Price Information:               | Simple Price                          |                          | Stat                          | us and Statistics  |                                 |
| Follow-On Document:                       | Purchase Order or Contract            |                          |                               | Created On:        | 20.07.2020 13:44:49 INDIA       |
| Target Value of RFx in Original Currency: | 160,000.00 INR                        |                          |                               | Created By:        | Mr. FELIX ENGG. CO.             |
| Target Value of RFx in Selected Currency: | 160,000.00 INR                        |                          | La                            | st Processed On:   | 20.07.2020 19:57:42 INDIA       |
| Net Value of Header Items:                | 10,000.00 INR                         |                          | La                            | st Processed By:   | ADITI SHENDYE                   |
| Terms of Payment:                         |                                       |                          |                               |                    |                                 |
|   |                                       |                          |                               | Port Tender No:    | MBPT/2020/07/230                |
| Organization                              |                                       |                          |                               |                    | LONG TENDER DESCRIPTION. THIS   |

# **Create Purchase Order**

This is a final step wherein Buyer will be converting the response for the L1 bidder to either Purchase order / Service Order or Contract.

To perform this activity, Buyer needs to login to the EBS portal by following the steps mentioned in section

Under the POWL screen, user can search for the particular RFx or select the particular RFx from the dashboard and click on "Display" button. The other way, is to click on the RFx number link to display the RFx.

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| Home Strategic Purchasing    |  |          |
|------------------------------|--|----------|
| Overview Reports             |  |          |
|                              |  |          |
| Strategic Sourcing           |  |          |
| Contract Management          | Strategic Sourcing   | 1        |
| Business Partner             |  |          |
| Workload Redistribution      | * POWL   | Е,       |
| •                            | Active Queries   |          |
| Advanced Search              | RFvv MINE: Saved 251 Availan Approv1.04 Published 351 Considered 30 Release Related 30 Deleted 30 Actions 44 (0) Saved 30 Published (1) Active 30 Panael 30 Ended 30 Consider 30   |          |
| Create Documents             | Sourcing Templates ALEP x (0) BEQ.(0) BEQ.(0) ALActions (0) English Audion (0) Company Best Bit (0)  |          |
| * Auction                    | Central Contracts ALIO   |          |
| * Auction Template           | Document Output Last 7 days (12)<br>Milanda Pilana (13)  |          |
| * RFx                        |  |          |
| * RFx Template               | RFxx - All   |          |
| Central Functions            | Hide Quick Criteria Maintenance Query has been changed     Change Query has been changed     Change Query Define New Query Perm  | analize. |
| * Carry Out Sourcing         |  |          |
| Upload / Migrate Certificate | Number 0 510000176 To  |          |
|                              | HPX TSpx   |          |
|                              | Name of PZ.  |          |
|                              |  | - 11     |
| Contract Management          | No Con   |          |
| Business Partser             | Parchase Group   |          |
| Workload Redistribution      | Number of RFx responses: 0 To  |          |
| ·                            | Suppler:   |          |
| Services                     | Ben Product.   |          |
| Advanced Search              | Agply Clear  |          |
| Create Documents             | Land Mandall Veril 21 Count Die Ann Destin and Destin Destin Destin Destin Destination of Annual Destination of Second   |          |
| * Auction                    | THE THE PARTY OF T | 4        |
| * Auction Template           | 17: HFX Number NFX Name Type Status NFX Category Purchasing Organization Submission Deadline Responses   |          |
| * RFx                        | 5230002125 10100020 19 67 2020 19 54 36 2511 Published Mumbai Port Trust Purchase Organisation 26 67 2820  | 1        |
| * RFx Template               |  |          |

RFx will be displayed in another screen. Click on the "Response and Awards" button as shown below.

| Display RFx :                        |  |  |                             |                              |                                |
|--------------------------------------|--|--|-----------------------------|------------------------------|--------------------------------|
| Initiate Price RFx Resp              | oonse Opening   Close   Technical RFx   Pe | rmissions Copy Check C Discharge RFx     | Responses and Awards C      | reate Follow-on RFx Export   | Print Preview Verify Signature |
| Questions and Answers (0) Maintain R | fx Parameter SA Change Price Open Date     | System Information Create Memory Snapsho | t Related Links             |                              | tony egnator                   |
|                                      |  | Create memory chapter                    |                             |                              |                                |
| RFx Number 5100000176 RFx Nar        | ne 10100020 19.07.2020 19:54:38 Typ        | e Single Tender Status Published (       | Created On 19.07.2020 19:56 | :18 Created By ADITI S       | HENDYE Time Zone INDIA         |
| Number of Items 1 Version            | Number 1 Version Type Active V             | ersion External Version Number 1         |                             |                              |                                |
| RFX Information Bidders              | Items Notes and Attachments W              | /eights and Scores Approval Tracking     |                             |                              |                                |
| RFx Parameters Questions No          | tes and Attachments                        |  | 1                           |                              |                                |
|                                      |  |  |                             |                              |                                |
| Identification                       |  | Event Paramet                            | ers                         |                              |                                |
| RFx Name:                            | 10100020 19.07.2020 19:54:38               |  | Curre                       | ncy: INR                     |                                |
| Port Tender No:                      | MBPT/2020/07/230                           |  | Target Va                   | lue: 160,000.00              | INR                            |
|                                      | LONG TENDER DESCRIPTION. THIS              |  | Detailed Price Informat     | tion: Simple Price           |                                |
| Tender Description:                  | PROPRIETARY / OEM VENDORS. THIS            |  | Follow-On Docum             | ent: Purchase Order or Contr | act                            |
|                                      | FIELD IS OF 256 CHARACTERS.                | Bi                                       | dder Can Change RFx Respon  | ses: 🗸                       |                                |
| RFx Type:                            | Single Tender                              | Allow Multiple R                         | Fx Responses for Each Compa | any: 🗸                       |                                |
| Publication Type:                    | Restricted RFx                             |  | Display Weighting to Bidd   | lers:                        |                                |
| Organization                         |  |  |                             | _                            |                                |
| Purchasing Organization:             | Mumbai Port Trust Purchase Organisation    | Tender Fee                               |                             |                              | Security Depos                 |
|                                      |  | 2  |                             |                              |                                |
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| ccepting No Limits                   | Alterna                                    | tive Thinking                            | Driving P                   | ositive Chang                | e                              |





A new screen will be displayed as shown below. Go to the "Response Comparison tab and click on "RFx Response number" link.

| Responses and Awards                                     |  |  |                          |
|--|--|--|--------------------------|
| Print Preview   🗘   Close Export Questions and Answers ( | 0) System Information Create Memory Snapshot   |  |                          |
| Remaining Time 0 Days 00:00:00 RFx Name 10100            | 020 19.07.2020 19:54:38 Type Single Tender Sta | utus Published Number of Suppliers 1 RFx N | lumber <u>5100000176</u> |
| Response Activity Response Comparison Ter                | chnical Response Activity                      |  |                          |
| Compare Selected Responses Compare All Responses         | vanced Comparison                              | AHR  |                          |
| Response Number  | Response Version                               | Company Name                               | Bidder Name              |
| <u>6100000164</u>  | 1  | FELIX ENGG. CO.                            | FELIX ENGG. CO.          |
|  |  |  |                          |
|  |  |  |                          |

RFx response will get displayed in another screen as shown below.

| Disnlav DEv Desnonser                     |  |  |                        |                        |                         |
|---|--|--|------------------------|------------------------|-------------------------|
| Print Preview   🕼   Close Technical       | RFx Response Export Create Purchase Order Simula | te and Create Purchase Order Create Contract Pub | blish To Catalog LOA   | System Information     | Create Memory Snapshot  |
| DEx Desponse Number, 6100000164           | DEv Name 10100020 10 07 2020 10:54:29 Status     | Accepted Supplier Name EELIX ENCO. CO            | Total Value 1          | 10.000.00 IND DE*      | Number 5100000176       |
| Krx Response Number 6100000164            | RFX Name 10100020 19.07.2020 19.34.36 Status     | Accepted Supplier Name FELIX ENGG. CO.           | Total value 1          | 10,000.00 INK RFX      | Number <u>510000176</u> |
| Rfx Information Items N                   | otes and Attachments Approval Tracking           |  |                        |                        |                         |
| General Data Notes and Attachments        | Questions Messages                               |  |                        |                        |                         |
| T Pasia Data                              |  |  |                        |                        |                         |
| Dasic Data                                |  | DEx Dooponoo Inform                              | mation                 |                        |                         |
| Supplier Name: EELIX ENGO CO              |  | Last Changed Op: 2                               | 0 07 2020 20:03:15 INF |                        |                         |
| Contact Person Name: FELIX ENGG CO        | •  | Last Changed By: M                               | IANDAR PARKAR          |                        |                         |
| F-Mail: an00615222@tec                    | hmahindra.com                                    | Creation Date: 2                                 | 0.07.2020 13:44:49 INF | DIA                    |                         |
| Fax                                       |  | Created By: M                                    | Ir. FELIX ENGG. CO.    |                        |                         |
| Phone: 123456789                          |  |  |                        |                        |                         |
| 123430/03                                 |  |  |                        |                        |                         |
| Event Parameters                          |  | Servi  | ice and Delivery       |                        |                         |
| Process Type:                             | QUOT   |  | Incoterm:              |                        |                         |
| Currency:                                 | Indian Rupee                                     |  |                        |                        |                         |
| Detailed Price Information:               | Simple Price                                     | Statu  | us and Statistics      |                        |                         |
| Follow-On Document:                       | Purchase Order or Contract                       |  | Created On: 20.0       | 07.2020 13:44:49 INDIA |                         |
| Target Value of RFx in Original Currency: | 160,000.00 INR                                   |  | Created By: Mr.        | FELIX ENGG. CO.        |                         |
| Target Value of RFx in Selected Currency: | 160,000.00 INR                                   | Las  | t Processed On: 20.0   | 07.2020 20:03:15 INDIA |                         |
| Net Value of Header Items:                | 10,000.00 INR                                    | Las  | st Processed By: MA    | NDAR PARKAR            |                         |
| Terms of Payment:                         |  |  | Dest Tessies Max. MDD  | 100001071000           |                         |
|   |  |  | Port render No: MBF    | 1/2020/07/230          |                         |
| Organization                              |  |  | TEN                    | IDER TYPE IS USED FO   | R R                     |
| Responsible Purchasing Organization:      | 0 50000634 Mumpai Port Trust Purchase Organisa   | tion Ten   | nder Description: PRC  | PRIETARY / OEM VEN     | OORS. THIS              |
| Responsible Purchasing Group:             | O 50000767 Material Mgmt Purchase Group          |  | FIEL                   | LD 15 OF 230 UTARAUT   | ERO.                    |
| Pre-Rid Location                          | ONJ INF WEREX SESSION                            | Р  | Pre-Bid End Date: 19.0 | 7.2020                 |                         |
| i io-bid Eddation.                        |  |  |                        |                        |                         |

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Click on "Create Purchase Order" button as shown in screenshot below.

| Display RFx I      | Response:                       |             |                       | _        |               |                    |                      |               |                    |                     |                     |          |
|--------------------|---------------------------------|-------------|-----------------------|----------|---------------|--------------------|----------------------|---------------|--------------------|---------------------|---------------------|----------|
| Print Preview      | Close Technical RFx Respo       | onse Export | Create Purchase Orde  | r Simula | e and Create  | Purchase Order     | Create Contract      | Publish To Ca | atalog Undo Accept | LOA System Inform   | ation Create Memory | Snapshot |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| RFx Response Nu    | mber 6100000164 RFx Nam         | e 10100020  | 19.07.2020 19:54:38   | Status A | ccepted       | Supplier Name      | FELIX ENGG. CO       | D. Total V    | alue 10.000.00     | INR RFx Number      | 5100000176          |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| Rfx Informat       | on Items Notes and Atta         | chments     | Approval Track        | ng       |               |                    |                      |               |                    |                     |                     |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| Current S          | atus: Finished                  |             |                       | Header   | Approval Note | •                  |                      |               |                    |                     |                     |          |
| Current Process    | Step                            |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| Currently Processe | d By:                           |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| Assessed Dessage   | o by.                           |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| Approval Process   | Data: Download as XML           |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| F0110)             | v Up: vvork item to Requester a | Process End | I                     |          |               |                    |                      |               |                    |                     |                     |          |
| Header             | Item                            |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| Header Appro       | val Status                      |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| Add Approver       | Remove Approver                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
| Sequence           | Process Step                    | Level Statu | S                     | Status   | Processor I   | Determination      |                      |               | Processor          | Received On         | Processed On        | Forwarde |
| • 001              | SRM RFx Response/Bid Approval   | Completed   | (Level was Processed) | Approved | Get Manage    | er of P. Group (He | eader) for Appr. for | RFx Response  | MANDAR PARKAR      | 20.07.2020 19:57:44 | 20.07.2020 20:01:24 |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |
|                    |                                 |             |                       |          |               |                    |                      |               |                    |                     |                     |          |

A new window will be popped-up, Select the transaction type and then click on "Create Purchase Order" button.

| Response Nu     | mber 6100000164 RFx Name          | 10100020 19.07.2020 19:54:38    | Status   | Acce | pted Supplier I        | Name FELIX ENGG.   | co.     | Total Va | lue 10,000.00 | INR RFx Num      |
|-----------------|-----------------------------------|---------------------------------|----------|------|------------------------|--------------------|---------|----------|---------------|------------------|
| Rfx Informati   | ion Items Notes and Attac         | hments Approval Track           | king     |      |                        |                    |         |          |               |                  |
| 0               |                                   |                                 |          |      |                        |                    |         |          |               |                  |
| urrent Process  | Step:                             |                                 | Header   | Cre  | ate Purchase Order     |                    | <u></u> | <        |               |                  |
| rently Processe | d By:                             |                                 |          | Sele | ect from the following | transaction types: |         |          |               |                  |
| proval Process  | Data: Download as XML             |                                 |          |      | Transaction Type       | Description        |         |          |               |                  |
| Follow          | w Up: 🔲 Work Item to Requester at | Process End                     |          |      | ZZNB                   | STD Purchase Orde  | r       |          |               |                  |
| Header          | Item                              |                                 |          |      |                        |                    |         |          |               |                  |
|                 |                                   |                                 |          |      |                        |                    |         |          |               |                  |
| Header Appro    | val Status                        |                                 |          |      |                        |                    |         |          |               |                  |
| Add Approver    | Remove Approver                   |                                 |          |      |                        |                    |         |          |               |                  |
|                 | Process Step                      | Level Status                    | Status   | Cn   | eate Purchase Order    | Cancel             |         |          | Processor     | Received On      |
| Sequence        |                                   |                                 |          |      |                        |                    |         | snonse   | MANDAR PARKAR | 20.07.2020 19:57 |
| Sequence 001    | SRM RFx Response/Bid Approval     | Completed (Level was Processed) | Approved |      |                        |                    |         | oponioo  |               |                  |
| Sequence 001    | SRM RFx Response/Bid Approval     | Completed (Level was Processed) | Approved |      |                        |                    |         | oponido  |               |                  |
| Sequence 001    | SRM RFx Response/Bid Approval     | Completed (Level was Processed) | Approved |      |                        |                    |         | sponoo   |               |                  |
| Sequence 001    | SRM RFx Response/Bid Approval     | Completed (Level was Processed) | Approved |      |                        |                    |         |          |               |                  |

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|                     | 0.00                 |                         |
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PO will be created and replicated to backend system.

System will display message as "PO 4xxxxxxx" is in the process of transfer to back-end system" as shown in screenshot below

| Display RFx Response:   |
|---|
| Print Preview   🗘   Close   Technical RFx Response   Export   Create Purchase Order   Simulate and Create Purchase Order   Create Contract   Publish To Catal |
| PO 4000010064 is in the process of transfer to back-end system  |
| RFx Response Number 6100000164 RFx Name 10100020 19.07.2020 19:54:38 Status Accepted Supplier Name FELIX ENGG. CO. Total Value                                |
| Rfx Information Items Notes and Attachments Approval Tracking   |
|   |
| Current Status: Finished Header Approval Note   |
| Current Process Step:   |
| Currently Processed By:   |
| Approval Process Data: Download as XML  |
| Follow Up: 🔲 Work Item to Requester at Process End  |
| Header Item   |
|   |
| Header Approval Status  |
| Add Approver  |

Please see the screenshot below of the PO that has got replicated to backend Hana system. This PO will be available for further processing.

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| 🖲 STD Purchase O            | der 4000010064 Created   | by PI_USER   |   |   |
|-----------------------------|--|--|---|---|
| Document Overview Off       | 🕫 🗌 💮 Print Preview 🛛 Messages   | 🚺 🔊 Personal Setting   |   |   |
| No variant defined          | STD Purchase Order         4000010           Delivery/Invoice         Conditions                               | Vendor 40000442 FELIX E<br>Texts Address Communication   | NGG. CO. Doc. Date 20.07.2020<br>Partners Additional Data Org. Data | Status Customer Data Release strategy       |
| Plasee chonce a yoriant for | Release group     [21] Rele       Release Strategy     [D1] Rel Strategy       Release indicator     [B] Block | ase Group for PO<br>trategy for PO<br>trategy for PO<br>read, changeable witt.<br>P1<br>P2<br>Approver 1<br>P2<br>Approver 2<br>P3<br>Approver 3<br>P4<br>Approver 4 | Stat  |   |
|                             |  |  |   |   |
|                             | B S Itm A I Material   | Short Text PO Quar   | tity O C Deliv. Date Net Price                                      | Curr Per O Matl Group Pint Stor.            |
|                             |  | Preventive Maint by Exte   | TAU D 24.09.2020 10,000   | 0.00 INR I AU Constructio Mumbai Port Trust |
|                             |  |  |   | 4 F   |
|                             |  | i atys 🗅 🗉   | Ad  | Idl Planning                                |
|                             | Item [ 1 ] Preventive M  | aint by External Vendor  | nedule Delivery Invoice Conditions                                  | India Account Assignment Texts Deli         |
|                             | Title Mumba  | ▼<br>Port Trust  | C Address det   | tais  |

**Create/ Change Purchase Order** Select other Purchase order and enter the PO Number "4000010064"

| 년 Purchase Order Edit Goto Environment System  | m <u>H</u> elp   |                  |                      |           |             |                   |          |  |
|--|--|------------------|----------------------|-----------|-------------|-------------------|----------|--|
|  |  |                  |                      |           |             |                   |          |  |
| STD Purchase Order 4000010064         Document Overview On         Document Overview On  | A Created by PI_USER       view     Messages       Image:  | nal Setting      |                      |           |             |                   |          |  |
| TT Purchase Order Vendor Vendor  | 40000442 FELIX ENGG. CO.   | Doc. Date 2      | 20.07.2020           |           |             |                   |          |  |
| Cr Select Document   | PO Quantity  | O C Deliv. Date  | Net Price Curr       | . Per O   | Matl Group  | PInt              | Stor. La |  |
|  | Maint by Exte  | 1AU D 24.09.2020 | 10,000.00 INR<br>INR | 1 AU      | Constructio | Mumbai Port Trust |          |  |
| OPurch. Requisition  |  |                  | INR                  |           |             |                   |          |  |
|  |  |                  | INR                  |           |             |                   |          |  |
| Ĩ  |  |                  | INR                  |           |             |                   | -        |  |
|  | Other Document     Image: Control of the |                  |                      |           |             |                   |          |  |
| Item         [ 1 ] Preventive Maint by External Vend           Services         Limits         Material Data         Quantities/ | or   | Delivery Invoice | Conditions India     | Account A | ssignment   | Texts Del         |          |  |
| ✓ Inv. Receipt Invoicing Plan  | Tax Code   |                  |                      |           |             |                   |          |  |
| Final Invoice  |  |                  |                      |           |             |                   |          |  |
| GR-Bsd IV  |  |                  |                      |           |             |                   |          |  |
| DP Category  |  |                  |                      |           |             |                   |          |  |
|  |  |                  |                      |           |             | ,                 | Activate |  |
|  |  |                  |                      |           |             |                   |          |  |







Select Invoice tab and select Tax Code "V1" and in header Level Choose appropriate in Customer Data LD Clause and Save the Purchase Order for Approval Process.

| Purchase Order Edit Goto Environment System  | n <u>H</u> elp                     |                            |            |                                 |               |
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| 🔮 🗌 😒 😒 🖌 💌  | 0   5   5   5   5   5   6          |                            |            |                                 |               |
| 📃 STD Purchase Order 4000010064  | Created by PI_USER                 |                            |            |                                 |               |
| Document Overview On 🗏 🗋 🦃 🚰 🏭 🔞 Print Pres  | riew Messages ፤ 🖆 Personal Sett    | ting                       |            |                                 |               |
| IIII STD Purchase Order 		 4000010064 Vendor   | 40000442 FELIX ENGG. CO.           | Doc. Date 20.07.2020       |            |                                 |               |
| B S Itm A I Material Short Text  | PO Quantity O                      | C Deliv. Date Net Price Cu | rr Per O   | Matl Group Plnt                 | Stor. L       |
| 1 F D Preventive   | Maint by Exte 1 AU                 | D 24.09.2020 10,000.00 IN  | R 1 AL     | J Constructio Mumbai Port Trust |               |
|  |                                    | IN                         | R          |                                 |               |
|  |                                    | IN                         | R          |                                 |               |
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| g fer 🍽 af 🖬 af yf 🖞   | Default Values                     | Addl Plann                 | ing        | <b></b>                         |               |
| Item         [ 1 ] Preventive Maint by External Vend           Services         Limits         Material Data         Quantities/ | Neights Delivery Schedule Delivery | ery Invoice Conditions Ind | ia Account | Assignment Texts Del            |               |
| ✓ Inv. Receipt Invoicing Plan  | Tax Code 🛛 🔽                       |                            |            |                                 |               |
| Final Invoice  |                                    |                            |            |                                 |               |
| GR-Bsd IV  |                                    |                            |            |                                 |               |
| SBased IV  |                                    |                            |            |                                 |               |
| DP Category  |                                    |                            |            |                                 |               |
|  |                                    |                            |            |                                 | Activate W    |
|  |                                    |                            |            |                                 | Go to Setting |
|  |                                    | SAP                        |            | ► MI                            | 00611268 🔻    |

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| 🖲 . STI                  | STD Purchase Order 4000010064 Created by PI_USER |        |                   |   |   |                                    |                                    |   |                             |                           |           |                             |                               |          |
|--------------------------|--|--------|-------------------|---|---|------------------------------------|------------------------------------|---|-----------------------------|---------------------------|-----------|-----------------------------|-------------------------------|----------|
| Document Ov              | rervie   | w Of   | f                 | 🗅 🤣 🖆 I   | DPrint Preview                                | Messages 🚺                         | Personal Setting                   | 9   |                             |                           |           |                             |                               |          |
| No<br>variant<br>defined | •  | 1      | STD<br>Des<br>Ins | Purchase Ord<br>Delivery/Invoic<br>spatch / Delive<br>urance Policy N | er 4000010<br>e Conditions<br>ery Instruction | 064 Vendor<br>Texts Add            | 40000442 FE<br>ress Communica      | ELIX ENGG. CO.<br>Ition Partners<br>GeM Purch | Doc. Date<br>Additional Dat | 20.07.2020<br>a Org. Data | Status Cu | stomer Data                 | Release strategy              | < > C,   |
| Hierarchy                |  |        | Sec               | curity Deposit  |   | 0,00                               |                                    | RFX No.                                       |                             |                           |           |                             |                               |          |
|                          |  |        |                   | 🔄 Liquidation   | Damage Entries                                |                                    |                                    |   |                             |                           | ×         |                             |                               |          |
|                          |  |        |                   | S. No.  | LD Clause                                     | LD Clause I                        | escription                         | Minimum LD %                                  | Period                      | Maximum LD %              | -         |                             |                               |          |
|                          |  | L<br>P |                   | <ul> <li>✓ 00001</li> <li>□ 00002</li> </ul>                          | LD1<br>LD2                                    | LD Calculated H<br>LD Calculated H | er day, Maximum<br>er Week, Maximu | 1,00<br>0,50                                  | DAY<br>WEEK                 | 10,00<br>5,00             |           |                             |                               |          |
|                          |  | Ē      | ₽ s               |   | 1   |                                    |                                    |   |                             |                           | ī         | O Matl Grou<br>AU Construct | p Pint<br>o Mumbai Port Trust | Stor. Le |

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

Click on " 📙 " Save Button. System will Create Purchase Order document & displays "

Service Purchase Ord created under the number 4000010064" Message.

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#### **Release of Purchase Order-Approval Process**

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

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| SAP                            |                  |
| New password                   |                  |
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| User                           | AE001            |
| Password                       | *****            |
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Click on " SAP Business Workspace Button.

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

| Transaction Code | SBWP  |  |
|------------------|---|--|
| Menu Path        | Easy Access $ ightarrow$ SAP Menu                 | $\rightarrow$ Office $\rightarrow$ Workplace   |
| 🔄 Menu Edit E    | avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> | lelp   |
| SBWP             |   | 🖵 🛗 🛱   27 17 47 48   🔀 💆   🔕 📲  |
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| ▼ 	☐ Favorites   |   | And the second   |
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| 🕨 🌔 Connector f  | or Multi-Bank Connectivity                        | A CONTRACTOR OF  |
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**Driving Positive Change** 





Expand "Inbox" button, under workflow "Approve Purchase Order 4000010064" message will appear.

| 🛫 🛃 Workplace: MP00611268                                    | 0040 011 01. 0. 1. 4. C  |          |  |                  |             |                |
|--|--|----------|--|------------------|-------------|----------------|
| • Dibbox   | Workflow 27  |          |  |                  |             |                |
| <ul> <li>Onread Documents 0</li> <li>Bocuments 13</li> </ul> | WORNOW 27  | -        |  | 12000000020      |             |                |
| D Workflow 27  | Ex. Trie   | Status   | Work Item ID Creation Da                                     | Creation P       | At. Co. W   | Dynamic column |
| Grouned according to content                                 | Please approve the Purchase Order 4000010064   |          | 415455 22.07.2020  | 11:45:37 5       |             |                |
| Grouped according to content type                            | Please approve the Purchase Regustion 2001000963   | 0        | 415320 20.07.2020  | 02:34:56 5       |             |                |
| Grouped according to sort key                                | Please approve the Purchase Regulation 2001000963  | 0        | 414579 20.07.2020  | 02:33:46 5       |             |                |
| Grouped according to task                                    | Please approve the Purchase Regustion 2001000962   | Q        | 414487 19.07.2020  | 15:13:42 5       |             |                |
| Overdue entries 0  | Please approve the Purchase Requisition 2001000962   | Q        | 414486 19.07.2020  | 15:13:02 5       |             |                |
| Deadline Messages 0  | Please approve the Purchase Regulation 2001000961  | 8        | 415262 19.07.2020  | 15:10:39 5       |             | C              |
| Entries with Errors 0  | Please approve the Purchase Requestion 2001000961  | 0        | 415261 19.07.2020  | 15:10:16 5       |             |                |
| Outbox   | Please approve the Purchase Requisition 2001000959   | Ø        | 415260 19.07.2020  | 15:10:03 5       |             |                |
| Resubmission   | Please approve the Purchase Regulation 2001000959  | Ø        | 414485 19.07.2020  | 15:07:07 5       |             |                |
| <ul> <li>Private folders</li> </ul>                          | Please approve the Purchase Requisition 2001000959   | 0        | 414484 19.07.2020  | 15:06:38 5       |             |                |
| • 😔 Shared folders   | Please approve the Purchase Requisition 2001000959   | Ø        | 415258 19.07.2020  | 15:05:51 5       |             |                |
| <ul> <li>Control Subscribed Folders</li> </ul>               | Please approve the Purchase Reguisition 2001000959   | Ø        | 415259 19.07.2020  | 15:05:51 5       |             |                |
| • 🗊 Trash  | Please approve the Purchase Regulation 2001000958  | e        | 415228 17.07.2020  | 10:00:27 5       |             |                |
| • 📅 Shared trash   | <pre>x &gt;</pre>  |          |  |                  |             | 4 4            |
|  | Please approve the Purchase Order 400<br>Description<br>Select one of the available decision options<br>completes the processing of this step. | 00010064 | P Tips 6 tr<br>bjects and attachmen<br>No stischments or obj | ts<br>Activate ) | olay Other  | r Columns      |
|  | Defore you make a decision, you can display  | the      |  | Westmane y       | ALT HOLD MY |                |

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Double Click on the "**Please Approve Purchase Order 4000010064**" message. It will open the Purchase requisition document in Display mode.

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

| Ċ | <u>D</u> ecision <u>E</u> dit <u>G</u> oto System <u>H</u>  | lelp   |                                 |
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| C | 🦻 🖉 🖉   | n 👷 🖓   🚽 🖞 👘 🖞 🎝 🗘 🖓 👘 🚽 😒 🔊  |                                 |
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| - | Decision Step in Worknow                                    |  |                                 |
| 2 | 🖉 Workflow 🖞 Create   🖻 Import                              |  |                                 |
| I | Please approve the Purcha                                   | ase Order 4000010064   |                                 |
| c | Choose one of the following al                              | lternatives  |                                 |
| E | Approve   |  |                                 |
| 1 | Reject  |  |                                 |
| Ē | Display   |  |                                 |
| Ī | Approval or Rejection History                               |  |                                 |
| Ī | Hold  |  |                                 |
| _ |   |  |                                 |
|   |   |  |                                 |
| I | Description   |  | Objects and attachments         |
|   | Select one of the available d this step.                    | Accision options. This completes the processing of   | No attachments or objects exist |
|   | Before you make a decision, y have been attached to the use | you can display the attachments and objects which<br>rr decision. You can also add your own attachments. |                                 |
|   | If you choose Cancel, the use                               | er decision remains in your inbox for processing.  |                                 |
|   |   |  |                                 |
|   |   |  |                                 |
|   |   |  |                                 |
|   |   |  |                                 |
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Click on "Approve" Button to approve the Purchase Order.

Purchase Order will be approved with level 1.

Purchase Order Approval Request notification is forwarded to Approver 2

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

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Click on " SAP Business Workspace Button.

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

| Transaction Code                     | SBWP  |   |
|--------------------------------------|---|---|
| Menu Path                            | Easy Access $\rightarrow$ SAP Menu                | $\rightarrow$ Office $\rightarrow$ Workplace  |
| 🖙 <u>M</u> enu <u>E</u> dit <u>F</u> | avorites Extr <u>a</u> s S <u>y</u> stem <u>H</u> | elp   |
| SBWP                                 | - 4 🗏   😋 🚱 🗞                                     | 🖵 🛗 🔛 🕄 🎝 🗘 🎝 📕 📝 🖗 📑   |
| SAP Easy Ac                          | cess  |   |
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| ▼                                    |   | and the second  |
| Transaction                          |   |   |
| Reports                              |   |   |
| 🔻 🔂 SAP Menu                         |   |   |
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| 🔻 🔂 Office                           |   | A CONTRACTOR OF   |
| • 💬 Workplac                         | e   | A CONTRACT OF A |
| 🕨 🗀 Telephor                         | ne Integration                                    | And the second se   |
| 🕨 🗀 Appointn                         | nent Calendar                                     | All and a second s  |

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Expand "Inbox" button, under workflow "Approve Purchase Order 4000010064" message will appear.

Double Click on the "**Please Approve Purchase Order 4000010064**" message. System will open the Purchase Order document in Display mode.

| Workplace: MP00611268                                 | 2000 TII 1  | 1  | () . <b>T</b> ( <b>T</b> . <b>M</b> )                         |   |               |                 |
|---|---|--|---|---|---------------|-----------------|
| <ul> <li>Intervent Procuments 0</li> </ul>            | Workflow 27   |  |   |   |               |                 |
| Documents 12  | Ex Title  | Status   | Work Item ID Creation Da                                      | Creation                                | P At Co       | W Dynamic colum |
| <ul> <li>Workflow 27</li> </ul>                       | Please approve the Purchase Order 4000010064  | 0  | 415455 22.07.2020   | 11:45:37                                | 5             |                 |
| Grouped according to content                          | Q Please approve the Purchase Regustion 2001000963  | 0  | 415320 20.07.2020   | 02:34:58                                | 5             |                 |
| <ul> <li>Grouped according to content type</li> </ul> | Q Please approve the Purchase Regulation 2001000963   | Ø  | 414579 20.07.2020   | 02:33:46                                | 5             |                 |
| <ul> <li>Grouped according to sort key</li> </ul>     | Please approve the Purchase Regustion 2001000962  | 0  | 414487 19.07.2020   | 15:13:42                                | 5             |                 |
| Grouped according to task                             | Q Please approve the Purchase Reguistion 2001000962   | ia.  | 414486 19.07.2020   | 15:13:02                                | 5             |                 |
| Overdue entries 0                                     | Q Please approve the Purchase Regulation 2001000961   | 69   | 415262 19.07.2020   | 15:10:39                                | 5             | 1               |
| Deadine Messages 0                                    | Qu Please approve the Purchase Regustion 2001000961   | ia.  | 415261 19.07.2020   | 15:10:16                                | 5             |                 |
| Entries with Errors 0                                 | Q Please approve the Purchase Regulation 2001000959   | 12   | 415260 19.07.2020   | 15:10:03                                | 5             |                 |
|   | Q Please approve the Purchase Redustion 2001000959  | ia.  | 414485 19.07.2020   | 15:07:07                                | 5             |                 |
| Resubmission  | Q. Please approve the Purchase Requisition 2001000059   | 6  | 414484 19.07.2020   | 15:06:38                                | 5             |                 |
| O Charact folders                                     | Q Please approve the Purchase Requisition 2001000959  | in the second se | 415258 19.07.2020   | 15:05:51                                | 5             |                 |
| Constant Section                                      | Q Please approve the Purchase Requisition 2001.000959   | n.   | 415259 19.07.2020   | 15-05-51                                | 5             |                 |
| · G Trub  | Q Please approve the Purchase Requestion 2001000958   | ia.  | 415228 17.07.2020   | 10:00:27                                | 5             |                 |
| A Charact trach                                       |   | ~  |   | a construction                          |               |                 |
|   |   | - 14   |   |   |               | 1215            |
|   | Please approve the Purchase Order 4000<br>Description<br>Select one of the available decision options.<br>completes the processing of this step.<br>Before you make a decision, you can display t | 010064<br>This   | P Tips 6 tr<br>Objects and attachmen<br>No strachments or obj | icks: Di<br>ts<br>ects exis<br>Activate | aplay Ot<br>t | her Columns     |

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

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

| 년 Decision Edit Goto System Help  |                                 |
|---|---------------------------------|
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| Decision Step in Workflow   |                                 |
| SWorkflow 他 Create le Import  |                                 |
| Please approve the Purchase Order 4000010064  |                                 |
| Choose one of the following alternatives  |                                 |
| Approve   |                                 |
| Reject  |                                 |
| Display   |                                 |
| Approval or Rejection History   |                                 |
| 8010  |                                 |
|   |                                 |
| Description   | Objects and attachments         |
| Select one of the available decision options. This completes the processing of this step.   | No attachments or objects exist |
| Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. |                                 |
| If you choose Cancel, the user decision remains in your inbox for processing.   |                                 |
|   |                                 |
|   |                                 |
|   |                                 |
|   |                                 |

Purchase Order will be approved with level 2.

Purchase Order Approval Request notification is forwarded to Approver 3.

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

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| Ø                              | 💌 🔍 🔄 🐼 😪 🛯 🖨 🖍 👘 🔹 🗘 🎝 💭 🔽 🖉 🖳 |
| SAP                            |                                 |
| New password                   |                                 |
| Client                         | 500                             |
| User<br>Password               | DYCME001                        |
| Logon Language                 | EN                              |
|                                |                                 |
|                                |                                 |
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# Click on " SAP Business Workspace Button.

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



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Expand "Inbox" button, under workflow "Approve Purchase Order 4000010064" message will appear.

Double Click on the "**Please Approve Purchase Order 4000010064**" message. System will open the Purchase Order document in Display mode.

| Vorkplace: MP00611268  |  | 44     |   |                |               |       |                |
|--|--|--------|---|----------------|---------------|-------|----------------|
| • O Inbox  | Workflow 27  |        |   |                |               |       |                |
| Onread Documents 0   | WOINIOW 27   |        |   |                |               |       |                |
| • Wooffow 27   | Ex_Title   | Status | Work Item ID Creation Da.                                     | Creation       | P At_         | C0. W | Dynamic column |
| I Grouned according to content   | Please approve the Purchase Order 4000010064   | S.     | 415455 22.07.2020   | 11:45:37       | 5             |       |                |
| Grouped according to content type  | Please approve the Purchase Regulation 2001000963  | 0      | 415320 20,07,2020   | 02:34:56       | D             |       |                |
| <ul> <li>Grouped according to sort key</li> </ul>  | Please approve the Purchase Regulation 2001000963  | 2      | 414579 20.07.2020   | 02:33:46       | 2             |       |                |
| Grouped according to task  | Please approve the Purchase Reguistion 2001000962  | 2      | 414487 19:07:2020   | 15:13:42       | .5            |       |                |
| Overdue entries 0  | Please approve the Purchase Reguistion 2001000962  | 0      | 414486 19.07.2020   | 15:13:02       | 5             |       | 1              |
| Deadline Messages 0  | Please approve the Purchase Requisition 2001000961   | 8      | 415262 19.07.2020   | 15:10:39       | 5             |       | C              |
| <ul> <li>Entries with Errors 0</li> </ul>  | Please approve the Purchase Requisition 2001000961   | 0      | 415261 19.07.2020   | 15:10:16       | 5             |       | -              |
| • 🧽 Outbox   | Q Please approve the Purchase Requisition 2001000959   | 0      | 415260 19.07.2020   | 15:10:03       | 5             |       |                |
| <ul> <li>Resubmission</li> </ul>   | Please approve the Purchase Regulation 2001000959  | 0      | 414485 19.07.2020   | 15:07:07       | 5             |       |                |
| <ul> <li>A private folders</li> </ul>  | Please approve the Purchase Requisition 2001000959   | 0      | 414484 19.07.2020   | 15:06:38       | 5             |       |                |
| • 😔 Shared folders   | Please approve the Purchase Requisition 2001000959   | Ø      | 415258 19.07.2020   | 15:05:51       | 5             |       |                |
| <ul> <li>Control Control C</li></ul> | Please approve the Purchase Requisition 2001000959   | 0      | 415259 19.07.2020   | 15:05:51       | 5             |       |                |
| • 👕 Trash  | Please approve the Purchase Regulation 2001000958  | 0      | 415228 17.07.2020   | 10:00:27       | 5             |       | source.        |
| <ul> <li>To Shared trash</li> </ul>  | ( )  |        |   |                |               |       | 4 1            |
|  | Please approve the Purchase Order 400001<br>Description<br>Select one of the available decision options. To<br>completes the processing of this step.<br>Before you make a decision, you can display the | 0064   | P Tips 6 tr<br>Dbjects and attachmen<br>No attachments or obj | ts<br>ects exi | isplay<br>.st | Other | Columns        |

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

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

| 🖻 Decision Edit Goto System Help   |  |  |  |  |  |
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| Decision Step in Workflow  |  |  |  |  |  |
| SWorkflow DCreate Dimport  |  |  |  |  |  |
| Please approve the Purchase Order 4000010064   |  |  |  |  |  |
| Choose one of the following alternatives   |  |  |  |  |  |
| Approve  |  |  |  |  |  |
| Reject   |  |  |  |  |  |
| Display  |  |  |  |  |  |
| Annen 1 en Deinstine Hintore   |  |  |  |  |  |
| Approval or Rejection History  |  |  |  |  |  |
| Approval or Rejection History<br>Hold  |  |  |  |  |  |
| Approval or Rejection History<br>Hold  |  |  |  |  |  |
| Approval or Rejection History Hold Description   | Objects and attachments                                    |  |  |  |  |
| Approval or Rejection History<br>Hold<br>Description<br>Select one of the available decision options. This completes the processing of<br>this step.   | Objects and attachments<br>No attachments or objects exist |  |  |  |  |
| 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.   | Objects and attachments<br>No attachments or objects exist |  |  |  |  |
| 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<br>No attachments or objects exist |  |  |  |  |
| 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<br>No attachments or objects exist |  |  |  |  |
| 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<br>No attachments or objects exist |  |  |  |  |
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Purchase Order will be approved with level 3.

Purchase Order Approval Request notification is forwarded to Approver 4.

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Login as Approver 4 (CME) in SAP System.

| 🔄 <u>U</u> ser S <u>y</u> stem | <u>H</u> elp                          |
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| SAP                            |                                       |
| New password                   |                                       |
| Client                         | 500                                   |
| User<br>Password               | CME001                                |
| Logon Language                 | EN                                    |
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Click on " SAP Business Workspace Button.

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

| Transaction Code  | SBWP  |  |  |  |
|---|---|--|--|--|
| Menu Path   | Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace   |  |  |  |
| 🔄 Menu Edit Favo  | rites Extr <u>a</u> s S <u>y</u> stem <u>H</u> elp  |  |  |  |
| SBWP  | 🗸 🕘   😋 🥸   📮 🏙 比 😂 🍄 🎝   🛒 🔊 🖷   |  |  |  |
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| 🔻 🗂 Favorites   | and the second se |  |  |  |
| Transaction   |   |  |  |  |
| Reports   |   |  |  |  |
| SAP Menu  |   |  |  |  |
| <ul> <li>▶ □ Connector for N</li> <li>▼ □ Office</li> </ul> | Iulti-Bank Connectivity   |  |  |  |
| <ul> <li>Workplace</li> </ul>                               | and the second  |  |  |  |
| 🕨 🗀 Telephone I   | ntegration  |  |  |  |
| Appointment   | calendar Calendar   |  |  |  |

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Expand "Inbox" button, under workflow "Approve Purchase Order 4000010064" message will appear.

| Vorkplace: MP00611268                                   | 40400 TIS 6  | 1       | T. T T. M   |   |                            |
|---|--|---------|---|---|----------------------------|
| • O Inbox   | Workflow 27  |         |   |   |                            |
| Onesd Documents 0                                       |  |         | Marie Barry ID, Caratana Da                                 |   | The last the second second |
| Workflow 27   | De Bases societies the Burchara Order 4000010364   | Status  | ALEASE 22.07 2020   | Linescon P AS                                     | co, w Dynamic courts       |
| Grouped according to content                            | O Blass sprove the Purchase Percenters 200100063   | à       | 415320 20.07.2020   | 02-34-58 5  |                            |
| Grouped according to content type                       | Or Blassa approve the Purchase Requisition 2001000063  | 0       | 414570 30.07 3030   | 02-37-30 5  |                            |
| Grouped according to sort key                           | O a Blasse sectors the Surchase Resultion 200100065  | ä       | 414497 10 07 2020   | 15:13:43 5  |                            |
| I Grouped according to task                             | Blazza approve the Purchase Requestor 2001000062   | ä       | 414496 10 07 2020   | 16-12-02 5  |                            |
| <ul> <li>Dverdue entries 0</li> </ul>                   | C. Blazza approve the Purchase Requisition 2001000061  | 0       | 415363 10 07 2020   | 15:10:20 5  | -                          |
| Deadline Messages 0                                     | Ou Diama sources the Durchase Requestor 2001000001   | ő       | 415262 19:07:2020   | 15-10-16 5  | Ç                          |
| <ul> <li>Entries with Errors 0</li> </ul>               | D. Blass approve the Purchase Requestor 2001000050   | 0       | 415360 10.07 3030   | 15:10:03 5  |                            |
| • 🧿 Outbox  | 0. Blace approve the Purchase Requestor 200100050  | 6       | 414485 10.07 2020   | 15-07-07 5  |                            |
| <ul> <li>Resubmission</li> </ul>                        | O Blassa sporter the Purchase Requisition 3001000050   | ě.      | 414494 10 07 2020   | 10-06-30 5  |                            |
| Private folders   | Please approve the Purchase Resultion 2001000059   | à       | 415358 10.07 2020   | 10-00-01 0  |                            |
| GY Shared folders                                       | Please approve the Purchase Requisitors 2001000559   | a la    | 415350 10.07 2020   | 15-06-61 6  |                            |
| <ul> <li>Subscribed Policiers</li> <li>Study</li> </ul> | De Diase approve the Purchase Republical 2001000050  | 0       | 415228 17 07 2020   | 10:00:27 5  |                            |
| · · · · · · · · · · · · · · · · · · ·                   | V rease approve the Fullhase Regulation 2001000506   | ÷.      | 713260 1710116060   | 10,00,07 0  |                            |
| • E snared dash   |  | 7.00    |   |   |                            |
|   | Please approve the Purchase Order 400<br>Description<br>Select one of the available decision options<br>completes the processing of this step. | 0010064 | Tips 6 tr<br>Dijects and attachmen<br>No sttachments or obj | icks: Display<br>ts<br>ects exist<br>Activate Win | y Other Columns            |
|   | Before you make a decision, you can display  | the     |   | wettyate with                                     | NUMBER OF                  |

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Double Click on the "**Please Approve Purchase Order 4000010064**" message. System will open the Purchase Order document in Display mode.

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

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

| 0 | ☞ Decision Edit Goto System Help   |                                 |  |  |  |  |  |
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|   | Decision Step in Workflow  |                                 |  |  |  |  |  |
|   | 🔓 Workflow 🖞 Create 😢 Import   | B Workflow 🖞 Create 🕑 Import    |  |  |  |  |  |
|   | Please approve the Purchase Order 4000010064   |                                 |  |  |  |  |  |
|   | Choose one of the following alternatives   |                                 |  |  |  |  |  |
|   | Approve  |                                 |  |  |  |  |  |
|   | Reject   |                                 |  |  |  |  |  |
|   | Display  | Display                         |  |  |  |  |  |
|   | Approval or Rejection History  |                                 |  |  |  |  |  |
|   | Bold   |                                 |  |  |  |  |  |
|   |  |                                 |  |  |  |  |  |
|   | Description  | Objects and attachments         |  |  |  |  |  |
|   | Select one of the available decision options. This completes the processing of this step.  | No attachments or objects exist |  |  |  |  |  |
|   | Before you make a decision, you can display the attachments and objects which<br>have been attached to the user decision. You can also add your own attachments. |                                 |  |  |  |  |  |
|   | If you choose Cancel, the user decision remains in your inbox for processing.  |                                 |  |  |  |  |  |
|   |  |                                 |  |  |  |  |  |
|   |  |                                 |  |  |  |  |  |
|   |  |                                 |  |  |  |  |  |

Purchase Order will be approved with level 4.

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

| 면 Workplace Edit Goto Eolder Environment Settings System       | n <u>H</u> elp                         |                  |              |         |  |  |  |  |  |  |  |
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| • Documents 17   | Me Ty Title                            | At Author        | Date recei   |         |  |  |  |  |  |  |  |
| <ul> <li>Workflow 26</li> </ul>                                | Purchase Order 4000010064 is approved  | . SAP WFRT       | 22.07.2020 1 |         |  |  |  |  |  |  |  |
| <ul> <li>Grouped according to content</li> </ul>               | Purchase Order 4000010064 is approved  | . SAP_WFRT       | 22.07.2020 1 |         |  |  |  |  |  |  |  |
| Grouped according to content type                              | Purchase Order 4000010064 is approved  | . SAP_WFRT       | 22.07.2020 1 |         |  |  |  |  |  |  |  |
| Grouped according to sort key                                  | Purchase Order 4000010064 is approved  | . SAP_WFRT       | 22.07.2020 1 |         |  |  |  |  |  |  |  |
| Overdue entries 0  | Purchase Order 4000010064 is approved  | . SAP_WFRT       | 22.07.2020 1 |         |  |  |  |  |  |  |  |
| Deadline Messages 0  |  |                  |              |         |  |  |  |  |  |  |  |
| Entries with Errors 0  |  |                  |              |         |  |  |  |  |  |  |  |
| • 💝 Outbox   |  |                  |              |         |  |  |  |  |  |  |  |
| 🕨 🧔 Resubmission   |  |                  |              |         |  |  |  |  |  |  |  |
| 🕨 🥩 Private folders  |  |                  |              |         |  |  |  |  |  |  |  |
| <ul> <li>Shared folders</li> </ul>                             |  |                  |              |         |  |  |  |  |  |  |  |
| • Subscribed Folders   |  |                  |              |         |  |  |  |  |  |  |  |
| • 🔟 Trash  |  |                  |              |         |  |  |  |  |  |  |  |
| • The shared trash   |  |                  |              |         |  |  |  |  |  |  |  |
|  | Purchase Order 4000010064 is approved  |                  |              |         |  |  |  |  |  |  |  |
|  | Hello Sir/Madam,                       |                  |              |         |  |  |  |  |  |  |  |
|  | Burchase Order 4000010064 is approved  |                  |              |         |  |  |  |  |  |  |  |
|  | Furchase order 4000010004 is approved. |                  |              |         |  |  |  |  |  |  |  |
|  | Approved by: MP00611268 MP00611268     |                  |              |         |  |  |  |  |  |  |  |
|  | Regards                                |                  | Activate     | Windows |  |  |  |  |  |  |  |
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#### **Display of Purchase Order**

Enter T code ME23N and Enter the other Purchase order No 4000010064 and select Release Strategy System shows that purchase order released all four levels.

| ĿŻ | Purchase Or  | der <u>E</u> o | lit <u>G</u> oto En <u>v</u> ironme | nt S <u>v</u> stem <u>H</u> elp     |                                      |                |                               |                     |   |          |         |                           |                           |         |          |
|----|--|----------------|-------------------------------------|-------------------------------------|--------------------------------------|----------------|-------------------------------|---------------------|---|----------|---------|---------------------------|---------------------------|---------|----------|
| C  |  |                | 🔹 🖉   🛃 🖉                           | s 💽 I 🖨 🛗 🚯 I 4                     | 5 15 45 45 I 👼 🗖                     |                | <b>!!</b>                     |                     |   |          |         |                           |                           |         |          |
| F  | Rel  | ease S         | STD Purchase Or                     | der 400001000                       | ;4                                   |                |                               |                     |   |          |         |                           |                           |         |          |
|    | Document Ov  | erview O       | n   🕸 🗗 🏭 🔞 P                       | rint Preview Messad                 | es 🚺 💐 Personal Se                   | ttina          |                               |                     |   |          |         |                           |                           |         |          |
| -  | CTD Durch  | aco Ordo       |                                     | - d                                 |                                      |                | Dec. Dete.                    | 07 2020             |   |          |         |                           |                           |         |          |
|    | Deliver  | v/Invoice      | Conditions Texts                    | s Address Con                       | munication Partner                   | s              | Additional Data               | Org. Data           | Status  | Cust     | omer    | Data Rel                  | ease strategy             | ∢ ▶     |          |
|    |  |                | _                                   |                                     |                                      |                |                               |                     |   |          |         |                           |                           |         |          |
|    | Release gro  | oup            | Z1 Release Group                    | for PO Code De                      | scription St                         | at <u>.</u> Re | le <u></u>                    |                     |   |          |         |                           |                           |         |          |
|    | Kelease Str  | ategy          | DI Rei Strategy fo                  | P2 Ap                               | prover 2                             | / 1            | 2                             |                     |   |          |         |                           |                           |         |          |
|    | Release ind  | licator        | G Released                          | P3 Ap                               | prover 3                             |                | 3                             |                     |   |          |         |                           |                           |         |          |
|    |  |                |                                     |                                     |                                      |                | <i>,</i>                      |                     |   |          |         |                           |                           |         |          |
|    |  |                |                                     |                                     |                                      |                |                               |                     |   |          |         |                           |                           |         |          |
|    |  |                |                                     |                                     |                                      |                |                               |                     |   |          |         |                           |                           |         |          |
|    |  |                |                                     |                                     |                                      |                |                               |                     |   |          |         |                           |                           |         |          |
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|    | B S Itm  | A I<br>F D     | Material                            | Short Text<br>Preventive Maint by E | PO Quantity                          | 0<br>1 AU      | C Deliv. Date                 | Net Price<br>10,000 | Curr  | Per<br>1 | 0<br>AU | Matl Group<br>Constructio | Plnt<br>Mumbai Port Trust | Stor. L |          |
|    | E S Itm  | A I<br>F D     | Material                            | Short Text<br>Preventive Maint by E | PO Quantity<br>tte                   | 0<br>1 AU      | C Deliv. Date<br>D 24.09.2020 | Net Price<br>10,000 | Curr<br>.00 INR<br>INR  | Per<br>1 | 0<br>AU | Matl Group<br>Constructio | Plnt<br>Mumbai Port Trust | Stor. L |          |
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|    | E S Itm  | A I<br>F D     | Material                            | Short Text<br>Preventive Maint by E | PO Quantity<br>tte<br>Default Values | 0<br>1 AU      | C Delv. Date<br>D 24.09.2020  | Net Price<br>10,000 | Curr<br>.00 INR<br>INR<br>INR<br>INR<br>INR<br>INR<br>dl Planning | Per      | 0<br>AU | Matl Group<br>Constructio | Pint<br>Mumbai Port Trust | Stor. L |          |
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#### **Create/ Change Measurement Sheet**

Enter Transaction code ZMS01 in command Bar



In Create Measurement Sheet Screen, provide below details;

Service Order: 4000010064

Company Code: 1000

System will display Service line item details from service purchase order.

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Input Measurements " Input measurement Button. System will open Backup sheet Click on u screen 🖙 System <u>H</u>elp 👻 🖉 🛯 🕲 🕲 🖙 🖞 👘 👘 🛍 🖆 💭 🏝 💭 🔽 🛛 🚱 里 0 Create Measurement Sheet 🞸 Clear Screen 📘 Service Orde 4000010064 Company Code 1000 Mumbai Port Trust 1000 Mumbai Port Trust Doc. Date 20.07.2020 Plant Purchase Group 101 Material Mgmt FELTX ENGG CO Attachments DATE TYPE OBJECT ID GUI ID Doc. Type ٥ File name 4 Þ Services for Item 1 Preventive Maint by External Vendor -Service Order - Line Items Item Material/Service Quantity U Line Service No Description Text Input Measurements BOQ Qty BOQ Amoun Preventive Maint by External ... 1.000 A A 10 830000085 Two Coats - Oil Bound Distemper 📝 Input Measurements 10.000 10,000.00 \* 4 🕨 📖 4 Þ 4 Þ 4 1

In Back up screen, record the service activity details.

Click on " Save & Exit " Button

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|-----------------|--------------|-------------------|------------------|-------|-----------------------|--------------------------|--------------------------|-----------|----------------|-----------|-------------------------------|----------------------------------|---------------------|-----------|------------|-----------|-----|
| reat            | te Mea       | surement          | Shee             | t     |                       |                          |                          |           |                |           |                               |                                  |                     |           |            |           |     |
| Clear           | Screen       |                   |                  |       |                       |                          |                          |           |                |           |                               |                                  |                     |           |            |           |     |
| ervice          | Order        | 4000010064        | Compar<br>Vendor | ny Co | de 1000<br>400004     | Mumba                    | i Port Trust<br>NGG. CO. |           | Plant<br>Purch | ase Group | 1000 Mumba<br>101 Materia     | ii Port Tru<br>Il Mgmt           | ust                 | Doc. Date | 20.07.2020 |           |     |
| tachn<br>oc. Ty | nents<br>/pe |                   | € Ba             | ackup | Sheet<br>Service Line | Item No.                 | 10                       | 7         | UoM            | Square    | meter                         |                                  |                     |           |            |           |     |
| e nam           | ne           |                   |                  | ₽.    | Date<br>22.07.202     | Description<br>Two Coats | Completed Cor            | mpleted   |                |           | Quantity                      | U                                | Remarks<br>ompleted | <b></b>   |            |           |     |
|                 | Service (    | )rder - Line Item | s                |       |                       |                          |                          |           |                |           | 0.000                         | M2<br>M2                         |                     |           |            |           |     |
| tem             | Material     | Service           |                  | -     |                       |                          |                          |           |                |           | 0.000                         | M2<br>M2                         |                     |           | DQ Qty     | BOQ Amoun | r 🛄 |
|                 | Prevent      | ive Maint by      | F                |       |                       |                          |                          |           |                |           | 0.000 0.000 0.000 0.000 0.000 | M2<br>M2<br>M2<br>M2<br>M2<br>M2 |                     | A         | ).000      | 10,000.00 | 4   |
|                 |              |                   | -                |       | Add lines             | Delete                   | e Line To                | tal 0.000 |                | M2        | Save 8                        | k Exit                           | Cancel              | 4 1       |            |           |     |

System will Update the data recorded against the service line item. Current JMS Quantity will be updated in Measurement sheet.

Click on " 🔚 " icon

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| System               | n <u>H</u> elp                                    |                           |                         |                         |                     |                         |                                |         |                      |                         |           |
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| Displa               | ay Measurement Sheet                              |                           |                         |                         |                     |                         |                                |         |                      |                         |           |
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| Service (<br>JMS No. | Order 4000010064 Company Com<br>1100000010 Vendor | de 1000 Mu<br>40000442 FE | umbai Port<br>LIX ENGG. | Trust<br>CO.            | Plant<br>Purchase ( | 1000 Mu<br>Group 101 Ma | mbai Port Trust<br>terial Mgmt |         | Doc. Date 20.        | 07.2020                 |           |
| lttachni             | ents  |                           |                         | OBJECT I                | D GUI ID            |                         |                                | DATE    | TYPE                 |                         |           |
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System will Create Measurement sheet & displays " Message. :" Message.

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#### **Change Measurement Sheet:**

Enter Transaction Code ZMS02 in the Command Bar.

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| <ul> <li>Favorites</li> <li>Transaction</li> <li>Reports</li> <li>SAP Menu</li> <li>Connector for Multi-Bank Connectivity</li> <li>Office</li> <li>Cross-Application Components</li> <li>Logistics</li> <li>Accounting</li> <li>Human Resources</li> </ul> |  |
| <ul> <li>Information Systems</li> <li>Tools</li> <li>WebClient UI Framework</li> </ul>   |  |

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Enter following data. Company Code: 1000

JMS No:110000010.

And Press "Enter"

Click on " 🎤 " Workflow will be initiated

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## Approve JMS Sheet

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

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| New password       |
| Client 500         |
| User AE001         |
| Password *****     |
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Click on " SAP Business Workspace Button.

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



Expand "Inbox" button, under workflow "Please Approve JMS 1100000010 "message will appear

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| <ul> <li>Deadline Messages 0</li> </ul>  | Please approve the Purchase Requisition 2001000963                                     | Ö            | 415320 20.07.2020          | 02:34:58 5         |                 |
| Entries with Errors 0  | Please approve the Purchase Requisition 2001000963                                     | Ø            | 414579 20.07.2020          | 02:33:46 5         |                 |
| • Outbox   | Please approve the Purchase Requisition 2001000962                                     | Ø            | 414487 19.07.2020          | 15:13:42 5         |                 |
| <ul> <li>Contraction</li> <li>Contract</li></ul> | Please approve the Purchase Requisition 2001000962                                     | Ø            | 414486 19.07.2020          | 15:13:02 5         |                 |
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| <ul> <li>Subscribed Folders</li> </ul>   | Please approve the Purchase Requisition 2001000961                                     | Ø            | 415261 19.07.2020          | 15:10:16 5         |                 |
| • Trash  | Please approve the Purchase Requisition 2001000959                                     | $\bigcirc$   | 415260 19.07.2020          | 15:10:03 5         |                 |
| • The shared trash   | Please approve the Purchase Requisition 2001000959                                     | $\bigcirc$   | 414485 19.07.2020          | 15:07:07 5         |                 |
|  | Please approve the Purchase Requisition 2001000959                                     | Ø            | 414484 19.07.2020          | 15:06:38 5         |                 |
|  | Please approve the Purchase Requisition 2001000959                                     | $\heartsuit$ | 415258 19.07.2020          | 15:05:51 5         |                 |
|  | Please approve the Purchase Requisition 2001000959                                     | Ø            | 415259 19.07.2020          | 15:05:51 5         |                 |
|  |  |              |                            |                    | 4               |
|  | Please approve the JMS 1100000010  | <b>%</b> ті  | ∽<br>ps & tricks: Group Wo | ork Items Accordin | ng to Tasks     |
|  | Description  | C            | Objects and attachment     | S                  |                 |
|  | Select one of the available decision options. I completes the processing of this step. | This 1       | No attachments or obje     | ects exist         |                 |
|  | Before you make a decision, you can display the  | e            |                            | Activate Windo     |                 |
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System will open the JMS document for line item wise approval. Select the line item & Click on " Post " button.

| JSM Workflow   |                                      |  |
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Click on " Z" icon to confirm the selected line items.

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| i    | Selected entries will be considered for approval process |          |
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Click on "Approve" Button to approve the Measurement Sheet.

Measurement Sheet will be approved with level 1.

Measurement Sheet Approval Request notification is forwarded to Approver 2.

|--|--|



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## **SAP User Manual for Preventive Maintenance**

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

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| SAP         New password         Client       500         User       EE001         Password       ************************************ | Ø                              | 🔹 🔍 🔛 🛛 🐼 🚱 🖓 🖓 🖄 🏠       |
| New password         Client       500         User       EE001         Password       ************************************             | SAP                            |                           |
| Client     500       User     EE001       Password     ************************************  | New password                   |                           |
| User EE001<br>Password ************************************  | Client                         | 500                       |
| Password ************************************  | User                           | EE001                     |
| Logon Language EN  | Password                       | * * * * * * * * * * * * * |
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Click on " SAP Business Workspace Button.

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

| Transaction Code                      | SBWP   |   |  |  |
|---------------------------------------|--|---|--|--|
| Menu Path                             | Easy Access $ ightarrow$ SAP Menu  | $\mu \rightarrow \text{Office} \rightarrow \text{Workplace}$  |  |  |
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| SAP Easy Ac                           | cess   |   |  |  |
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| 🕨 🗀 Telephor                          | ne Integration   |   |  |  |
| Appointment Calendar                  |  | Constant of the owner owner owner   |  |  |







Expand "Inbox" button, under workflow "Please Approve JMS 1100000010 "message will appear

| 로 Workplace Edit <u>G</u> oto <u>F</u> older En <u>v</u> ironment <u>S</u> ettings System | n <u>H</u> elp   |              |                          |                     |              |
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| Overdue entries 0   | Please approve the Purchase Order 4000010064   | Ø            | 414818 22.07.2020        | 11:52:04 5          |              |
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| • The Trash   | Please approve the Purchase Requisition 2001000959                                     | $\heartsuit$ | 415260 19.07.2020        | 15:10:03 5          |              |
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|   | V Please approve the Purchase Requisition 2001000959                                   | $\heartsuit$ | 414484 19.07.2020        | 15:06:38 5          |              |
|   | Please approve the Purchase Requisition 2001000959                                     | $\bigcirc$   | 415258 19.07.2020        | 15:05:51 5          |              |
|   | Please approve the Purchase Requisition 2001000959                                     | $\oslash$    | 415259 19.07.2020        | 15:05:51 5          |              |
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|   | Please approve the JMS 1100000010  |              |                          |                     |              |
|   | Description  | 0            | bjects and attachment    | ts                  |              |
|   | Select one of the available decision options. T completes the processing of this step. | This 1       | No attachments or obj    | ects exist          |              |
|   | Before you make a decision, you can display the  |              |                          | Activate Window     |              |
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System will open the JMS document for line item wise approval. Select the line item & Click on " Post " button.



Click on " $\checkmark$ " icon to confirm the selected line items.

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Click on "Approve" Button to approve the Measurement Sheet.

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| Decision Step in Workflow   |                                 |
| SWorkflow 🖞 Create 🕑 Import   |                                 |
| Please approve the JMS 1100000010   |                                 |
| Choose one of the following alternatives  |                                 |
| Approve   |                                 |
| Reject  |                                 |
| Display   |                                 |
| Approval or Rejection History   |                                 |
| Hold  |                                 |
|   |                                 |
| Description   | Objects and attachments         |
| Select one of the available decision options. This completes the processing of this step.   | No attachments or objects exist |
| Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. |                                 |
| If you choose <b>Cancel</b> , the user decision remains in your inbox for processing.   |                                 |
|   |                                 |
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Measurement Sheet will be approved with level 2.

Measurement Sheet Approval Request notification is forwarded to Approver 3.

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

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| SAP                            |                                 |
| New password                   |                                 |
| Client                         | 500                             |
| User<br>Password               | DYCME001                        |
| Logon Language                 | EN                              |
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Click on " SAP Business Workspace Button.

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

| Transaction Code  | saction Code SBWP                        |  |
|---|--|--|
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Expand "Inbox" button, under workflow "Please Approve JMS 1100000010 "message will appear

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|---|--|-------------|--|---|--------------------------------|
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| Business Workplace of MP00611268  |  |             |  |   |                                |
| 7 New message 🛛 🛗 Find folder 🖓 Find document 🕫 Appointment ca  | lendar 🛛 🔯 Distribution lists  |             |  |   |                                |
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|   | Workflow 28  |             |  |   |                                |
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| Workflow 28   | Please approve the IMS 1100000010  | Ø           | 415456 22.07.2020  | 12:23:46 5  | Dynamic cold                   |
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| • Outbox  | Please approve the Purchase Requisition 2001000962   | Ø           | 414487 19.07.2020  | 15:13:42 5  |                                |
| Que Resubmission  | Please approve the Purchase Requisition 2001000962   | Ø           | 414486 19.07.2020  | 15:13:02 5  |                                |
| Change | Please approve the Purchase Requisition 2001000961   | Ø           | 415262 19.07.2020  | 15:10:39 5  |                                |
| Shared rolders  | Please approve the Purchase Requisition 2001000961   | Ø           | 415261 19.07.2020  | 15:10:16 5  |                                |
| • 🐨 Trach   | Please approve the Purchase Requisition 2001000959   | Ø           | 415260 19.07.2020  | 15:10:03 5  |                                |
| • m Shared trash  | Please approve the Purchase Requisition 2001000959   | Ø           | 414485 19.07.2020  | 15:07:07 5  |                                |
|   | Please approve the Purchase Requisition 2001000959   | Ø           | 414484 19.07.2020  | 15:06:38 5  |                                |
|   | Please approve the Purchase Requisition 2001000959   | Ø           | 415258 19.07.2020  | 15:05:51 5  |                                |
|   | Please approve the Purchase Requisition 2001000959   | $\oslash$   | 415259 19.07.2020  | 15:05:51 5  |                                |
|   |  |             |  |   | 4                              |
|   | Please approve the JMS 1100000010<br>Description<br>Select one of the available decision options. I<br>completes the processing of this step.<br>Before you make a decision, you can display the | Tip<br>This | ps & tricks: Group W<br>bjects and attachment<br>No attachments or obj | ork Items According<br>ts<br>ects exist<br>Activate Window<br>Go to Settings to activ | to Tasks<br>/S<br>ate Windows. |

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System will open the JMS document for line item wise approval. Select the line item & Click on " Post " button.



Click on " Z" icon to confirm the selected line items.

| 🔄 In | formation   |   | ×          |
|------|---|---|------------|
| i    | Selected entries will be considered for approval<br>process |   |            |
|      |   | _ | <b>V</b> ? |

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Click on "Approve" Button to approve the Measurement Sheet.

| 🔄 Decision Edit Goto System                            | I <u>H</u> elp  |                                 |
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| Decision Step in Workfl                                | ow  |                                 |
| 💯 Workflow 🖞 Create 💽 Impo                             | rt  |                                 |
| Please approve the JM                                  | 3 1100000010  |                                 |
| Choose one of the followin                             | g alternatives  |                                 |
| Approve  |   |                                 |
| Reject   |   |                                 |
| Display  |   |                                 |
| Approval or Rejection His                              | tory  |                                 |
| Hold   |   |                                 |
|  |   |                                 |
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| Description  |   | Objects and attachments         |
| Select one of the availab<br>this step.                | le decision options. This completes the processing of   | No attachments or objects exist |
| Before you make a decisio<br>have been attached to the | n, you can display the attachments and objects which<br>user decision. You can also add your own attachments. |                                 |
| If you choose Cancel, the                              | user decision remains in your inbox for processing.   |                                 |
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Measurement Sheet will be approved with level 3.

Measurement Sheet Approval Request notification is forwarded to Approver 4.

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| SAP                            |  |
| New password                   |  |
| Client                         | 500  |
| User<br>Password               | CME001   |
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|                                |  |
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Login as Approver 4 (CME) in SAP System.

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Click on " SAP Business Workspace Button.

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

| Transaction Code   | SBWP  |  |  |  |  |
|--|---|--|--|--|--|
| Menu Path  | Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace   |  |  |  |  |
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| Transaction  |   |  |  |  |  |
| Reports  |   |  |  |  |  |
| SAP Menu   |   |  |  |  |  |
| <ul> <li>▶ □ Connector for N</li> <li>▼ □ Office</li> </ul>                                | Iulti-Bank Connectivity   |  |  |  |  |
| <ul> <li>Workplace</li> </ul>  | and the second  |  |  |  |  |
| 🕨 🗀 Telephone I  | ntegration  |  |  |  |  |
| Appointment  | calendar Calendar   |  |  |  |  |

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Expand "Inbox" button, under workflow "Please Approve JMS 1100000010 "message will appear

| 로 Wo <u>r</u> kplace <u>E</u> dit <u>G</u> oto <u>F</u> older En <u>v</u> ironment <u>S</u> ettings System   | n <u>H</u> elp   |   |          |
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| Business Workplace of MP00611268   |  |   |          |
| 🖓 New message 🛗 Find folder 🛗 Find document 🕫 Appointment o  | alendar 🛛 🖾 Distribution lists   |   |          |
| 👻 🧩 Workplace: MP00611268  |  | . C   |          |
|  | Workflow 28  |   |          |
| • 🛃 Documents 17   | Ex Title   | Status Work Item ID Creation Da Creation P At Co W Dyna   | mic colu |
| Workflow 28  | Please approve the JMS 1100000010  | 415456 22.07.2020 12:23:46 5  |          |
| Overdue entries 0  | Please approve the Purchase Order 4000010064   | 414818 22.07.2020 11:52:04 5  |          |
| Deadline Messages 0  | Please approve the Purchase Requisition 2001000963   | 415320 20.07.2020 02:34:58 5  |          |
| Entries with Errors 0  | Please approve the Purchase Requisition 2001000963   | 414579 20.07.2020 02:33:46 5  |          |
| • Outbox   | Please approve the Purchase Requisition 2001000962   | 414487 19.07.2020 15:13:42 5  |          |
| <ul> <li>Ceresultaria</li> <li>Ceres</li></ul> | Please approve the Purchase Requisition 2001000962   | 414486 19.07.2020 15:13:02 5  |          |
| Change folders   | Please approve the Purchase Requisition 2001000961   | 415262 19.07.2020 15:10:39 5  |          |
| Cybershed Felders  | Please approve the Purchase Requisition 2001000961   | 415261 19.07.2020 15:10:16 5  |          |
| • 😓 Subscibed Folders  | Please approve the Purchase Requisition 2001000959   | 415260 19.07.2020 15:10:03 5  |          |
| • The Shared track   | 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   | 415258 19.07.2020 15:05:51 5  |          |
|  | Please approve the Purchase Requisition 2001000959   | 415259 19.07.2020 15:05:51 5  |          |
|  |  | Ÿ   | 4        |
|  | Please approve the JMS 1100000010<br>Description<br>Select one of the available decision options. The<br>completes the processing of this step.<br>Before you make a decision, you can display the | P Tips & tricks: Group Work Items According to Te<br>Objects and attachments<br>No attachments or objects exist<br>Activate Windows | isks     |
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System will open the JMS document for line item wise approval. Select the line item & Click on " Post " button.

| 로 List Edit Settings System Help   |                         |                             |
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| JSM Workflow   |                         |                             |
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| 🗟 Select line Level2 Level2 Level2 Level4 JMS Number Company Code Service order Item No Vendor Vendor anne Doc.Date Plant Service/Material | Quantity UoM Service No | Service item No Description |
| 110000010 1000 400001064 1 40000442 FELIX ENGG. CO. 20.07.2020 1000 Preventive Maint by External Vendor                                    | 1.000 AU 830000085      | 10 Two Coats -              |
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| Click on " 🗹" icon to confirm the selected line items.   |                         |                             |
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|---|---|----------|
| i | Selected entries will be considered for approval<br>process |          |
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#### Click on "Approve" Button to approve the Measurement Sheet.

| [ | ? Decision Edit Goto System Help  |                                 |
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|   | Decision Step in Workflow   |                                 |
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|   | Please approve the JMS 1100000010   |                                 |
|   | Choose one of the following alternatives  |                                 |
|   | Approve   |                                 |
|   | Reject  |                                 |
|   | Display   |                                 |
|   | Approval or Rejection History   |                                 |
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|   | Select one of the available decision options. This completes the processing of this step.   | No attachments or objects exist |
|   | Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. |                                 |
|   | If you choose <b>Cancel</b> , the user decision remains in your inbox for processing.   |                                 |

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JMS will be approved with level 4.

Once the JMS is approved by all 4 level approvers, a notification is triggered to initiator stating "JMS 110000010 is approved"

| 译 Wo <u>r</u> kplace <u>E</u> dit <u>G</u> oto <u>F</u> older En <u>v</u> ironment <u>S</u> ettings Syster | n <u>H</u> elp                   |                        |                     |                                  |
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| Business Workplace of MP00611268   |                                  |                        |                     |                                  |
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| • 📌 Workplace: MP00611268  | ð 🗋 🔽 📰 🔒                        | · / # 6 .   <b>6 .</b> | g                   |                                  |
|  | Unread Documents 9               |                        |                     |                                  |
| Documents 22   | Me Ty Title                      | At Author              | Date recei Co Re Re | ecip                             |
| Vorkflow 27  | 🖂 👸 JMS 1100000010 is approved.  | SAP_WFRT               | 22.07.2020          | 1                                |
| Grouped according to content   | 🖂 🔓 JMS 1100000010 is approved.  | SAP_WFRT               | 22.07.2020          | 1                                |
| Grouped according to content type  | 🖂 🗟 JMS 1100000010 is approved.  | SAP_WFRT               | 22.07.2020          | 1                                |
| Grouped according to sort key  | 🖂 🕞 JMS 1100000010 is approved.  | SAP_WFRT               | 22.07.2020          | 1                                |
| Overdue entries 0  | 🔀 🗟 JMS 1100000010 is approved.  | SAP_WFRT               | 22.07.2020          | 1                                |
| Deadline Messages 0  | 🛛 🔀 Purchase Order 4000010064 is | SAP_WFRT               | 22.07.2020          | 1                                |
| Entries with Errors 0  | Purchase Order 4000010064 is     |                        | 22.07.2020          | 1                                |
| ۰ 💝 Outbox   | Purchase Order 4000010064 is     |                        | 22.07.2020          | 1                                |
| 🕨 🧔 Resubmission   | Purchase Order 4000010064 is     | SAP_WFRT               | 22.07.2020          | 1                                |
| <ul> <li>Private folders</li> </ul>  |                                  |                        |                     |                                  |
| <ul> <li>Shared folders</li> </ul>   |                                  |                        |                     |                                  |
| <ul> <li>Subscribed Folders</li> </ul>   |                                  |                        |                     |                                  |
| • 🔟 Trash  |                                  |                        |                     |                                  |
| <ul> <li>"U" Shared trash</li> </ul>   |                                  |                        |                     |                                  |
|  | JMS 1100000010 is approved.      |                        |                     |                                  |
|  |                                  |                        |                     |                                  |
|  | Hello Sir/Madam,                 |                        |                     |                                  |
|  | JMS 1100000010 is approved.      |                        |                     |                                  |
|  |                                  |                        |                     |                                  |
|  | Approved by: MP00611268 MP00611  | 268                    |                     |                                  |
|  | Regards.                         |                        |                     | Activate Windows                 |
|  |                                  |                        |                     | Go to Settings to activate Windo |

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#### Create/ Change Abstract:

Enter Transaction code ZAS01 in Command bar and press Enter



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In Create Abstract Screen, provide below details, Company Code: 1000 Service PO: 4000010064

| i <u>H</u> eip  |                          |                               |               |                |            |  |
|-----------------|--------------------------|-------------------------------|---------------|----------------|------------|--|
| •               |                          | :   🎝 🖞 🖨   😞 🔕 !             | 1111 <b>-</b> | 0 🖬            |            |  |
| a Alexandre     | -                        |                               |               |                |            |  |
| e Adstract      |                          |                               |               |                |            |  |
| Screen          |                          |                               |               |                |            |  |
|                 |                          |                               |               |                |            |  |
| ice Order 40000 | 10064 Cor<br>Plar<br>Ver | mpany Code 1000<br>nt<br>ndor | ]             |                | Doc. Date  |  |
| Select JMS No   | Created On               | Created By                    | Changed On    | Changed By     | Approved 1 |  |
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|                 |                          |                               |               |                | <b></b>    |  |
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|                 |                          |                               |               | Process Select |            |  |

Press Enter.

System will fetch the details of JMS recorded against Service order and display in Create Abstract screen.

| Select the JMS Line Item and Click on " 🚺 🧗 | Process Selection | " Process Selection Button. |
|---|-------------------|-----------------------------|
|---|-------------------|-----------------------------|

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| Crea   | te Al    | bstract        |                    |   |                                   |              |                             |            |
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| Se     | rvice Or | rder [40000]   | L0064<br>Pla<br>Ve | mpany Code 1000 Mi<br>nt 1000<br>ndor 40000442 FE | umbai Port Trust<br>LIX ENGG. CO. |              | Doc. Date<br>Purchase Group | 20.07.2020 |
| ist of | Approv   | ed and open JN | 1S                 |   |                                   |              |                             |            |
| _      | Select   | JMS No         | Created On         | Created By  | Changed On                        | Changed By   | Approved 🛄                  |            |
| _      |          | 1100000010     | 22.07.2020         | MP00611268  |                                   |              | 22.07.20                    |            |
| _      |          |                |                    |   |                                   |              |                             |            |
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| 년 System Help                                    |                                |  |                                      |
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| B JMS Doc No PO Line Item Material Description   | PO Quantity PO_UoM Select Line | Number Service Number Service Text         | Actual Quantity Quantity Service UoM |
| 1100000010 1 Preventive Maint by External Vendor | 1.000 AU 🗸                     | 10 830000085 Two Coats - Oil Bound Distemp | er 10.000 10.000 M2                  |

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System will Create Abstract Document.

| 🔄 Details of | Abstract created |   |
|--------------|------------------|---|
|              | ▘▓▐▓▝▋▖▏▓▁▓▁     | ] |
|              |                  |   |
| Abstract     | PO Line Item     |   |
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#### Invoice Verification:

Enter Transaction code MIR7 in command Bar

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Enter Company Code: 1000 and click " 🗹 " Continue icon.



In Park Incoming Invoice Screen, provide below details;

Invoice Date: 22.07.2020

Purchase order: 4000010064 & Press Enter.

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| Park Incoming Invoice: Company Code 1000   |                                     |
| Show PO structure 🗿 Hide worklist   💾   Hold 🗱 Simulate 🛛 🔲 Save as Completed   🖲 Messages     | E Help 🕼 NF                         |
| Worklist Transaction Invoice   | Balance 10,000.00- INR              |
| Docs complete for pos     Basic Data     Payment     Details     Tax     Withholding tax     C | Vendor 0040000442                   |
| Teurie data 22.07.0000 Defenses  | FELIX ENGG. CO.                     |
| Invoice date 22.07.2020 Reference  | 3 MOTISHAH CROSS LANE               |
| Amount TNR   |                                     |
| Calculate Tax  | 2865273                             |
| Tax Amount   |                                     |
| Bus.Place/Sectn /  | Bank Key SBIN0000290                |
| Text   | Bank acct 7234896734                |
| Paymt terms Due immediately  | STATE BANK OF INDIA, WORLI NORTH    |
| PO Reference G/L Account Material  |                                     |
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System will copy details with reference to PO & Display. Select the Tax Code V1 & Select Calculate Tax Checkbox. Provide Base line date: 22.07.2020 in Payment Tab

| I Invoice Document Edit Goto System Help  |  |
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| Park Incoming Invoice: Company Code 1000  |  |
| Show PO structure 🕢 Hide workist 🛛 📸 Hold 🎬 Simulate 🗧 Save as Completed 📄 💆 Messages 🚺 Help 🔞 NF   |  |
| Worklist     Transaction     Invoice     Invoice       • Held documents     •     •     •   |  |
| Docs complete for pos     Basic Data     Payment     Details     Tax     Withholding tax     (     C     Vendor 0040000442     Vendor 0040000442  |  |
| Invoice date     22.07.2020     Reference     Image: Constraint of the second of th |  |
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| is) rem Amount Quantry O., a profina e. , item PO lext Central Ci<br>b 10.000.00 4000010664 1 Preventse Maint hy External Vendor  |  |
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|---------------------|----------------------|------------------------|--|--|--|--|--|





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

Provide Amount including Tax Amount. Amount: 500. Click on " Simulate " Simulate Button. Invoice Document Edit Goto System Help 🔽 🔍 🔚 I 🗶 🚱 I 😓 🖞 🏠 I 🏝 🔁 I 💭 📰 I 😨 🖳 🖉 🖳 Park Incoming Invoice: Company Code 1100 🙀 💭 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 🖓 Show PO structure Show worklist -0.00 INR Transaction 1 Invoice CC Balance Vendor 0000400121 Payment Details Tax Withholding tax () 💽 🗔 Basic Data 2 Company Invoice date 04.03.2020 Reference PO 4202000040 BALLARPUR INDUSTRIES LTD 04.03.2020 Posting Date D), MACM 10B, O.C. GANGULY SARANI (LEE RO Amount 42.00 INR 700020 KOLKATA G ✓ Calculate Tax 033-2282-6271 T 2.00 V1 V1 (CGST+SGST 5% ... -Tax Amount Bus.Place/Sectn 1 iii OI Text REFERENCE TO PO 4202000040 -Paymt terms Due immediately Ŧ PO Reference G/L Account Material 1 Purchase Order/Scheduling Agreem... 🔻 4202000040 2 1 Goods/service items 7\_6310 All information Ŧ Layout Amount Quantity O... 🔜 Purchase ... Item PO Text Central Co Item 40.00 4202000040 10 Preventive Maintenance Tug Singaravelar 4 🕨 🗌 €. Þ 된 Search Term 66 66 1 / 1 BBØ 📇 🗧 Item Items

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#### System will display FI Documents posting details.

| Clic | k on       | " 🔲             | Save as Con                      | npleted " Sa      | i ve  | e as Co       | mp   | ble      | te Butto           | on.      |        |     |                                       |
|------|------------|-----------------|----------------------------------|-------------------|-------|---------------|------|----------|--------------------|----------|--------|-----|---------------------------------------|
| ¢    | Invoice Do | cument <u>E</u> | dit <u>G</u> oto S <u>v</u> stem | <u>H</u> elp      |       |               |      |          |                    |          |        |     |                                       |
| Ø    |            |                 | • • • • • • •                    |                   | 6.    |               |      |          |                    |          |        |     |                                       |
| P    | ark Inc    | omina I         | nvoice: Compan                   | v Code 1000       |       |               |      |          |                    |          |        |     |                                       |
| -    |            | untur D         |                                  |                   | ]     | Comulato      | . 1  |          |                    | 00 ur    |        |     |                                       |
| SI   | 10W PO str | ucture 😏        |                                  | Hold 🙀 Simulate 🤘 | Sav   | e as Complete | ]    | Messa    | ages <b>1 Heip</b> | UU NF    |        |     |                                       |
| 2    | Simulate D | ocument in I    | NR (Document currency)           |                   |       |               | 1    |          |                    |          |        |     | × 0.00 INR                            |
| Pos  | ition /    | A G/L           | Act/Mat/Ast/Vndr                 | Amount            | Cu    | Purchasing    | Item | T. 1     | Jurisd. Code       | Tax date | Bu     | Co  |                                       |
|      | 1 1        | 18110001        | FELIX ENGG. CO. / 40             | 10,350.00-        | - INR | 4000010064    |      | **       |                    |          |        | -   |                                       |
|      | 23         | 23500000        | CGST- Input Credit               | 250.00            | INR   | 4000010004    | 1    | V1<br>V1 |                    |          |        |     |                                       |
|      | 4 9        | 23500001        | SGST- Input Credit               | 250.00            | INR   |               |      | V1       |                    |          |        |     | YCULLA                                |
| 120  | 0000000    | 18150019        | TDS Payable - Sec 19.            |                   | INR   |               |      |          |                    |          |        |     |                                       |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     |                                       |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     |                                       |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     |                                       |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     |                                       |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     | NORTH III OI                          |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     |                                       |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     |                                       |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     | e items 💌                             |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     | rmation 👻                             |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     | Central Co                            |
|      |            |                 |                                  |                   |       |               |      |          |                    |          | _      | -   |                                       |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        | -   | <b>A</b>                              |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        | -   | · · · · · · · · · · · · · · · · · · · |
| •    | ۰<br>۱     |                 |                                  |                   |       |               |      |          |                    |          | 4      | )   |                                       |
|      |            |                 |                                  |                   |       |               |      |          |                    |          |        |     | Activate Windows                      |
| Deb  | oit 10,50  | 0.00            | Credit 10,500                    | .00 Bal.          | 0.0   | 0             |      |          |                    |          |        |     | Go to Settings to activate Win        |
| -    |            |                 |                                  |                   |       | Back          |      | ave P:   | arked Document     | Save as  | Comple | ted | M000611268 V ippenaite TNC            |
|      |            |                 |                                  |                   |       | - July        |      |          |                    |          |        |     |                                       |







System will park the invoice and displays "Invoice document 6010000017 has been saved as complete" " message

| Park Incoming Inv   | oice: Company Code 1000  |  |
|---|--|--|
| Show PO structure 🔮 Hi  | de worklist   🟫   Hold 📅 Simulate 🛛 层 Save as Completed   Messages 🔢 Help  NF              |  |
| Worklist  Held documents  Parked documents  Docs complete for pos | Transaction Invoice   Basic Data Payment Details Tax Withholding tax () () ()              |  |
|   | Invoice date Reference Amount Reference  |  |
|   | Calculate Tax Tax Amount Bus.Place/Sectn / Text Company Code 1000 Mumbai Port Trust Mumbai |  |
|   | PO Reference G/L Account Material  |  |
|   | Purchase Order/Scheduling Agreement  | <b>•</b>                                 |
|   | E Item Amount Quantity O V Purchase Item PO Text Co  |  |
|   | EFD Ltem ESearch Term  | Items Activate Wind<br>Go to Settings to |
| Invoice document 6010000  | 017 has been saved as complete   | MP00611268 Vipasa                        |

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

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

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

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Vendor Account Number.: 40000442

| Deat Outrain        | a Deumeenter     | Handar        | <b>)</b> |                     | Docume | ent Date or Entry I | Date    |
|---------------------|------------------|---------------|----------|---------------------|--------|---------------------|---------|
| Process Open Items  | g Payments:      | neader L      | Jata     |                     |        |                     |         |
| Document Date       | 27.07.2020       | Туре          | KZ       | Company Code        | 1000   |                     |         |
| Posting Date        | 27.07.2020       | Period        | 4        | Currency/Rate       | INR    |                     | -       |
| Document Number     |                  |               |          | Translation dte     |        | Outgoing Bank       | Account |
| Reference           |                  |               |          | Cross-CC Number     |        | details             |         |
| Doc.Header Text     | Preventive Maint |               |          | Tradin              |        |                     | -       |
| Clearing Text       | Preventive Maint |               |          |                     |        |                     |         |
| Bank data           |                  |               |          |                     |        |                     |         |
| Account             | 23110002         |               |          | Business Area       |        |                     |         |
| Amount              | 1                |               |          |                     |        | Vendor Accoun       | t Numbe |
| Amt.in loc.cur.     |                  |               |          |                     |        |                     |         |
| Bank Charges        |                  |               |          | LC Bank of          |        |                     |         |
| Value date          | 27.07.2020       |               |          | Profit Center       |        |                     |         |
| Text                | Preventive Maint |               |          | Assignment          |        |                     |         |
|                     |                  |               |          |                     |        |                     |         |
| Open item selection |                  |               |          | Additional selectio | ns     |                     | ]       |
| Account             | 40000442         |               |          | ONone               |        |                     |         |
| Account Type        | K                | Other Account | 5        | OAmount             |        |                     |         |
| Special G/L Ind     |                  | Standard OIs  |          | Ocument N           | umber  | Г                   |         |
| Payt Advice No.     |                  |               |          | OPosting Date       |        | L                   |         |
| Distribute by Age   |                  |               |          |                     | a      |                     |         |
| Automatic Search    |                  |               |          | Others              |        |                     |         |

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

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| Other selection Other | account Process Open Items |              |        |              |
|-----------------------|----------------------------|--------------|--------|--------------|
|                       |                            |              |        |              |
| Parameters entered    |                            |              |        |              |
| Company Code          | 1000                       |              |        |              |
| Account               | 40000442                   |              |        |              |
| Account Type          | K                          |              |        |              |
| Special G/L Ind.      |                            | Standard OIs |        |              |
|                       |                            |              |        |              |
|                       |                            |              |        |              |
| Document Number       |                            |              |        |              |
| From                  | То                         |              | String | Initial Valu |
| 260000032             |                            |              |        |              |
|                       |                            |              |        |              |

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

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## SAP User Manual for Preventive Maintenance

| 👌 📝 Distribu   | te D  | ifference Cha  | rge (  | Off Diff | erence | 🖉 Editing Options | 💋 Cash Disc. Due       |              |               |            |
|----------------|-------|----------------|--------|----------|--------|-------------------|------------------------|--------------|---------------|------------|
| Standard       | VD    | artial Prot    | Doc    | Itoma    |        | L Tax             |                        |              |               |            |
| Standard       | P     |                | kes.   | items    | [ VVF  | 1 I dX            |                        |              |               |            |
| Account items  | s 40( | 000442 FELIX E | NGG    | i. CO.   |        |                   |                        |              |               |            |
| ocument N      | D     | Document D     | P      | Busi     | Day    | INR Gross         |                        | CashDiscount | t             | CDPer.     |
| 60000032       | RE    | 22.07.2020     | 31     |          | 5      |                   | 10,350.00-             | _            |               | <u>(</u>   |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
|                |       |                |        |          |        |                   |                        |              |               |            |
| •              | - 555 |                |        |          |        |                   |                        |              |               |            |
|                |       |                | -<br>M |          |        |                   | Commence in the second | The second   |               |            |
|                |       |                | لىار   | Amou     |        | Gross<>Net        |                        | ruems        | B DISC. DISC. |            |
| Processing Sta | tus   |                |        |          |        |                   |                        |              |               |            |
| Number of Ite  | ems   | 1              |        |          |        |                   | Amount Entered         |              |               | 1.00-      |
| Display from I | tem   | 1              |        |          |        |                   | Assigned               |              | 1             | 10,350.00- |
| Reason Code    |       |                |        |          |        |                   | Difference Posting     | s            |               |            |
| Dialest in the |       | currence (     |        |          |        |                   | Not Assigned           |              |               | 0 249 00   |

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

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|                        |                                |                        |            | Payment Amount ente |
|------------------------|--------------------------------|------------------------|------------|---------------------|
| •                      |                                |                        |            | / / /               |
| Post Outgo             | ing Payments Correc            | t G/L account it       | tem        |                     |
| <u>&amp;</u> 🚡 🖡 🛅 Cho | oose open items Process Open I | tems 🛛 📄 More data     | A Model    |                     |
| G/L Account            | 23110002 SBI Revenue           | e Account - 10 0085430 | - Outgoing |                     |
| Company Code           | 1000 Mumbai Port Trust         |                        |            |                     |
|                        |                                |                        |            |                     |
| Item 1 / Credit entr   | y / 50                         |                        |            |                     |
| Amount                 | 10,350.00                      | INR                    |            |                     |
|                        | -                              | Calculate Tax          |            |                     |
| Business place         |                                |                        |            |                     |
| Profit Ctrs            |                                |                        |            |                     |
|                        |                                |                        |            |                     |
|                        |                                |                        |            | 😁 More              |
| Value date             | 27.07.2020                     |                        |            |                     |
|                        |                                |                        |            |                     |
| Assignment             |                                |                        |            |                     |

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

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| Post Outgoin         | g Payments Display Over     | rview  |                 |            |
|----------------------|-----------------------------|--------|-----------------|------------|
| 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 1 | Translation dte | 27.07.2020 |
| Reference            |                             | (      | Cross-CC Number |            |
| Doc.Header Text      | Preventive Maint            | ٦      | Trading part.BA |            |
| Items in document cu | rency                       |        |                 |            |
| PK BusA A            | cct                         | :      | INR Amount      | Tax amnt   |
| 001 50 0             | 023110002 SBI - Rev - Outgo | in     | 10,350.00-      |            |
|                      |                             |        |                 |            |
|                      |                             |        |                 |            |

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

Document 2300000027 was posted in company code 1000

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

| P J Display Document: Data Entry View              |                             |                     |            |                |                |
|--|-----------------------------|---------------------|------------|----------------|----------------|
| 🦻 🖷 🥰 🛎 🏜 Display Currency 🛛 🗏 General Ledger View |                             |                     |            |                |                |
| Data Entry View                                    |                             |                     |            |                |                |
| Document Number                                    | 230000002                   | 27 Company Code     | 1000       | Fiscal Year    | 2020           |
| Document Date                                      | 27.07.202                   | 0 Posting Date      | 27.07.2020 | Period         | 4              |
| Reference  |                             | Cross-Comp.No.      |            |                |                |
| Currency   | INR                         | Texts Exist         |            | Ledger Group   |                |
|  |                             |                     |            |                |                |
| g lt t m m t                                       | 7 . I <b>E</b> . <u>1</u> 6 |                     |            |                |                |
| CoCd Item Key S Ac                                 | count D                     | escription          |            | Amount Curr.   | Tx Cost Center |
| 1000 1 50 23                                       | 110002 SI                   | BI - Rev - Outgoing |            | 10,350.00- INR |                |
| 2 25 40  | 000442 FI                   | ELIX ENGG. CO.      |            | 10,350.00 INR  |                |

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

| 💌 🗔 Document Overview - Display   |              |  |  |   |  |
|---|--------------|--|--|---|--|
| 🥞 🥒 🖌 🖌 🕨 🚊 🐺 😂 🍞 🗕 😘 🖺 Choose 👘 Save 📅 🗟 📫 🗐 🗓 Tax data 🚺 💍  |              |  |  |   |  |
|   |              |  |  |   |  |
| Doc.Type : KZ ( Vendor Payment ) Norr   | nal document |  |  |   |  |
| Doc. Type : K2 (Vendor Payment ) Normal document         Doc. Number       2300000027       Company Code       1000       Fiscal Year       2020         Doc. Date       27.07.2020       Posting Date       27.07.2020       Period       04         Calculate Tax |              |  |  |   |  |
| Itm PK Account Account Short Text Assignment Tx Amount  |              |  |  |   |  |
| 1         50         23110002         SBI - Rev - Outgoing         20200727         10,350.00-           2         25         40000442         FELIX ENGG. CO.         10,350.00  |              |  |  |   |  |
|   |              |  |  | 1 |  |

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

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| <b>Ø</b>               | 🔻 🔚   🛃 💊        | N M M I T T A A I \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ |  |
|------------------------|------------------|---|--|
| Print Form for         | Payment Docu     | ment  |  |
|                        |                  |   |  |
| Document Number        | 230000027        |   |  |
| Company Code           | 1000 Mumb        | ai Port Trust                                       |  |
| Fiscal Year            | 2020             |   |  |
|                        |                  |   |  |
| Payment method and for | m specifications |   |  |
| Payment Method         | C                |   |  |
| Check Lot Number       | 1                |   |  |
| Alternative Form       |                  |   |  |
| Padding Character      |                  |   |  |
|                        |                  |   |  |
| Output control         |                  |   |  |
| Printer for Forms      | ZLP01            | ✓ Print Immediately                                 |  |
| Payt Advice Printer    |                  | Recipient's Language                                |  |
|                        |                  | Currency in ISO code                                |  |
|                        |                  | ✓ Test Printout                                     |  |
|                        |                  |   |  |

Step 10. Click on check and print preview

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| 🖙 Print:            |            |            |                       | X                         |
|---------------------|------------|------------|-----------------------|---------------------------|
| Output Device       | ZLP01      |            | þ                     |                           |
| Page selection      |            |            |                       |                           |
|                     |            |            |                       |                           |
| Spool Request       |            |            |                       |                           |
| Name                | SMART      | MZ00596723 |                       |                           |
| Title               |            |            |                       |                           |
| Authorization       |            |            |                       |                           |
|                     |            |            |                       |                           |
| Spool Control       |            |            | Number of Copies      |                           |
| Print Now           |            |            | Number                | 1                         |
| Delete After Output |            |            | Group (1-1-1,2-2-2,3- | -3-3,)                    |
| ✓ New Spool Request |            |            |                       |                           |
| Close Spool Request |            |            | Cover Page Settings   |                           |
| Spool Retention     | 8 Day(s)   |            | SAP cover page        | Do not print              |
| Storage Mode        | 1 Print on | y 🔻        | Recipient             |                           |
|                     |            |            | Department            |                           |
|                     |            |            |                       |                           |
|                     |            |            |                       | 📴 Print preview 🖨 Print 🕷 |

| Print Preview of ZLP01 Page 00001 of 00001 |                 |
|--|-----------------|
| Archive 🔌 Print and Archive 🔍 🤤            |                 |
| A/C Payee                                  | 2 7 0 7 2 0 2 0 |
| FELIX ENGG. CO.                            |                 |
| Ten thousand three hundred fifty only      |                 |
|  | 10,350.00       |
|  |                 |

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

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| Text file to bank - Vendor Pay | /ment      |    |  |
|--------------------------------|------------|----|--|
| •                              |            |    |  |
| 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       |       |          |            |          | Number of Copies      |              |                |
| Print Now           |       |          |            |          | Number                | 1            |                |
| Delete After Output |       |          |            |          | Group (1-1-1,2-2-2,3- | 3-3,)        |                |
| New Spool Request   |       |          |            |          |                       |              |                |
| Close Spool Request |       |          |            |          | Cover Page Settings   |              |                |
| Spool Retention     | 8     | Day(s)   |            |          | SAP cover page        | Do not print | •              |
| Storage Mode        | 1     | Print on | у 🔹        | <b>'</b> | Recipient             |              |                |
|                     |       |          |            |          | Department            |              |                |
|                     |       |          |            |          |                       |              |                |
|                     |       |          |            |          |                       | Print prev   | view 😑 Print 🗶 |

## Bank file created successfully:

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| ive   | Print and Archive   | 0, 0,   |                           |   |   |
|---|---|---|---------------------------|---|---|
|   |   |   |                           |   | a   |
|   |   | MUMBAI POR  | T TRUST                   |   | 100   |
|   |   | Finance Depa  | artment                   |   |   |
| Mumb<br>Port H<br>40000<br>INDIA                    | oai Port Trust<br>House,S.V.Marg,Ballard Estate<br>01 MUMBAI  | 3   |                           |   |   |
| To,   |   |   |                           |   |   |
| The B<br>IDBI E                                     | Branch Manager,<br>Bank Limited,  |   |                           |   |   |
| The B<br>IDBI E<br>Sir,                             | iranch Manager,<br>3ank Limited,  |   |                           |   |   |
| The B<br>IDBI E<br>Sir,<br>You ar                   | rranch Manager,<br>Bank Limited,<br>e requested to make paymen  | t through A/c No: 1099  | 96685430 for the invoices | s listed below.   | Remarks   |
| The B<br>IDBI E<br>Sir,<br>You ar<br>Row#           | rranch Manager,<br>3ank Limited,<br>e requested to make paymen<br># Party<br>ALEX CHEMICAL &<br>INDUSTRIES  | t through A/c No: 1099<br>Account No<br>307651100000204               | IFSC                      | s listed below.<br>Amount<br>2,587.00                           | Remarks<br>230000024                              |
| The B<br>IDBI E<br>Sir,<br>You ar<br>Row#<br>1<br>2 | ranch Manager,<br>Bank Limited,<br>e requested to make paymen<br># Party<br>ALEX CHEMICAL &<br>INDUSTRIES<br>MAHARASHTRA BAMBOO<br>BHANDAR                    | t through A/c No: 1099<br>Account No<br>307651100000204               | IFSC                      | a listed below.<br>Amount<br>2,587.00<br>25,200.00              | Remarks<br>2300000024<br>2300000025               |
| The E<br>IDBI E<br>Sir,<br>You ar<br>1<br>2<br>3    | ranch Manager,<br>3ank Limited,<br>e requested to make paymen<br># Party<br>ALEX CHEMICAL &<br>INDUSTRIES<br>MAHARASHTRA BAMBOO<br>BHANDAR<br>FELIX ENGG. CO. | t through A/c No: 1099<br>Account No<br>307651100000204<br>7234896734 | 06685430 for the invoices | a listed below.<br>Amount<br>2,587.00<br>25,200.00<br>58,995.00 | Remarks<br>2300000024<br>2300000025<br>2300000026 |

Invoice will be parked for approval and same will be updated in the Purchase Order History. Enter Transaction Code ME22N in command bar (or) Follow the below navigation path.

| Transaction Code | ME22N   |
|------------------|---|
| Menu Path        | Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace |

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Click on Other document and Enter Pur. Order: 4202000040.

Click on Other Document Button.

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| Purchase Order E   | dit <u>G</u> oto En <u>v</u> ironm  | ient S <u>v</u> stem <u>H</u> elp       |                                 |          |  |   |          |            |                  |  |          |
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## Parked Invoice Approval:

Login as Approver in SAP System.

Click on " SAP Business Workspace Button.

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



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Expand "Inbox" button, under workflow "Complete parked invoice 6010000018 2020" message will appear.

Double Click on the "Complete parked invoice 6010000018 2020 "message.

| Workplace Edit Goto Folder Environment Settings System   | rm <u>H</u> elp  |              |                          |                        |                 |
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| Vorkflow 28  | Please approve the Parked Invoice 6010000018, Year 2020                              | Ø            | 415475 22.07.2020        | 13:08:05 5             |                 |
| <ul> <li>Grouped according to content</li> </ul>   | V Please approve the Purchase Order 4000010064                                       | Ŷ            | 414818 22.07.2020        | 11:52:04 5             |                 |
| Grouped according to content type  | Please approve the Purchase Requisition 2001000963                                   | Ø            | 415320 20.07.2020        | 02:34:58 5             |                 |
| Grouped according to sort key  | Please approve the Purchase Requisition 2001000963                                   | $\heartsuit$ | 414579 20.07.2020        | 02:33:46 5             |                 |
| Grouped according to task  | Please approve the Purchase Requisition 2001000962                                   | $\heartsuit$ | 414487 19.07.2020        | 15:13:42 5             |                 |
| Deadline Mersage 0   | V Please approve the Purchase Requisition 2001000962                                 | $\heartsuit$ | 414486 19.07.2020        | 15:13:02 5             |                 |
| Deduine messages 0   | Version 2001000961   | $\heartsuit$ | 415262 19.07.2020        | 15:10:39 5             |                 |
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| Private folders  | Version 2001000959 Please approve the Purchase Requisition 2001000959                | Ø            | 414485 19.07.2020        | 15:07:07 5             |                 |
| Shared folders   | Version 2001000959 Please approve the Purchase Requisition 2001000959                | Ø            | 414484 19.07.2020        | 15:06:38 5             |                 |
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|  |  |              | 况 Tips &                 | tricks: Resubmit       | t Work Item     |
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|  | Please approve the Parked Invoice 60100  | 000018,      | Year 2020                |                        |                 |
|  |  |              |                          |                        |                 |
|  | Description  | 0            | bjects and attachment    | s                      |                 |
|  | Select one of the available decision options. completes the processing of this step. | This N       | o attachments or obje    | ects exist             |                 |
|  | Before you make a decision, you can display th                                       | he           |                          | Activate Windo         |                 |
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## It will open the Decision Step in Workflow Screen.

## Click on Approve Button.

| 로 Decision Edit Goto System Help  |                                    |
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| Decision Step in Workflow   |                                    |
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| Please approve the Parked Invoice 6010000018, Year 2020   |                                    |
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| Approve   |                                    |
| Reject  |                                    |
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| Approval or Rejection History   |                                    |
| Hold  |                                    |
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| this step.  | No accacimientos of objectos exist |
| Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. |                                    |
| If you choose Cancel, the user decision remains in your inbox for processing.   |                                    |
|   |                                    |

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#### Invoice Document will be approved and Posted for Vendor Payment.

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| Grouped according to content   | Parked Invoice 6010000018, Year 2020 is Posted. SAP_WFRT   | 22.07.2020 1             |
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| <ul> <li>Dverdue entries 0</li> </ul>  | Ims 1100000010 is approved.     SAP_WFR1   | 22.07.2020 1             |
| <ul> <li>Deadline Messages 0</li> </ul>  | SAP_WFR1   | 22.07.2020 1             |
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| • 🔟 Trash  |  |                          |
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|  | Parked Invoice 601000018. Year 2020 is Posted.   |                          |
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|  | Hello Sir/Madam,   |                          |
|  | Parked Invoice 6010000018, Year 2020 is Posted Successfully.   |                          |
|  | Regards,   |                          |

Go to Transaction Me23N

And Other Purchase Order enter the PO Number"4000010064"

And Select Purchase Order history in Item header

"Invoice Receipt" Updated in Purchase Order History

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| Purchase Order    | <u>E</u> dit <u>G</u> oto En <u>v</u> ironment Sy   | stem <u>H</u> elp   |  |   |                                    |          |                |  |          |
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| <b>P</b>          | Item         I Preventiv           Inda         Account Assign           Sh. Text         MVT Material Docum           WE         101 51010005           Tr./Ev. Goods receipt         RE-L           Str./Ev. Function receipt         1000000123           Tr./Ev. Service entry         VRe           VRe         501000012           Tr./Ev. Parked invoice         1010000012  | e Mant by External Ven<br>ment Purchase Order<br>ent Rem Posting Date<br>1 22.07.2020<br>1 22.07.2020<br>1 22.07.2020       | dor Texts Delver<br>er History Texts Delver<br>I I I I I I I I I I I I I I I I I I I         | y Address Confirmations<br>y OUn 2 Amt.in Loc.Cur. L.c.<br>10.000,00 INR<br>10.000,00 INR<br>10.000,00 INR<br>10.000,00 INR<br>10.000,00 INR<br>10.000,00 INR<br>10.000,00 INR<br>10.000,00 INR   | Addi Planning                      | Retail ( | Customer Data  | Incoterms           10.000,00         II           10.000,00         II | <>       |

## 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

Accepting No Limits
 Accepting No Limits





| Process Open Items  |                         | Outgoing Bank Account                |
|---------------------|-------------------------|--------------------------------------|
| Document Date       | 23.07.2020 Type KZ      | Company Code details                 |
| Posting Date        | 23.07.2020 Period 4     | Currency/Rate                        |
| Document Number     |                         | Translation du Vendor Account Number |
| Reference           |                         | Croe Number                          |
| Doc.Header Text     | Payment for Maint Order | Trading part.BA                      |
| Clearing Text       |                         |                                      |
| Bank data           |                         |                                      |
| Account             | 23110002                | Business Are                         |
| Amount              | 1                       |                                      |
| Amt.in loc.cur.     |                         |                                      |
| Bank Charges        |                         | Bank Charges                         |
| Value date          | 23.07.2020              | Profit Center                        |
| Text                |                         | Assignment                           |
|                     |                         |                                      |
| Open item selection |                         | Additional selections                |
| Account             | 40000442                | ONone                                |
| Account Type        | K Other Accounts        | Amount                               |
| Special G/L Ind     | Standard OIs            | Document Number                      |
| Payt Advice No.     |                         | OPosting Date                        |
| Distribute by Age   |                         | ODunning Area                        |
| Automatic Search    |                         | Others                               |

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

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| Post Outgoing Payments Enter selection criteria |               |                    |         |               |  |  |  |
|---|---------------|--------------------|---------|---------------|--|--|--|
| Other selection                                 | Other account | Process Open Items |         |               |  |  |  |
|   |               |                    |         |               |  |  |  |
| Parameters enter                                | ed            |                    |         |               |  |  |  |
| Company Code                                    | 1000          |                    |         |               |  |  |  |
| Account   | 40000         | 0442               |         |               |  |  |  |
| Account Type                                    | K             |                    |         |               |  |  |  |
| Special G/L Ind.                                |               | 🖌 Stand            | ard OIs |               |  |  |  |
|   |               |                    |         |               |  |  |  |
|   |               |                    |         |               |  |  |  |
| Document Numbe                                  | r             |                    |         |               |  |  |  |
| From  |               | То                 | String  | Initial Value |  |  |  |
| 260000032                                       |               |                    |         |               |  |  |  |

Enter the Payment Amount to Post the Payment for the Invoice document

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| Post Ou        | Post Outgoing Payments Process open items |              |      |        |          |                         |                   |            |                   |            |
|----------------|---|--------------|------|--------|----------|-------------------------|-------------------|------------|-------------------|------------|
| istr           | ibut                                      | e Difference | Cha  | arge O | ff Diffe | rence 🖉 Editing Options | Ø Cash Disc.      | Due        |                   |            |
| Standard       | F   | Partial Pmt  | Re   | s.Item | s V      | VH Tax                  |                   |            |                   |            |
| Account iter   | ns 4                                      | 0000442 FELD | ( EN | GG. CO | ).       |                         |                   |            |                   |            |
| Document       | D   | Document     | P    | Bus    | Da       | INR Gross               |                   | CashDiscou | nt                | CDPer.     |
| 260000032      | RE  | 22.07.2020   | 31   |        | 1        |                         | 10,350.00-        |            |                   | <u> </u>   |
|                |   |              |      |        |          |                         |                   |            |                   |            |
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|                | B   |              |      | Amo    | unt 🔠    | Gross<> 👬 Curren        | cy 🏄 Items        | Item:      | s 🔀 Disc. 🎽 Disc. |            |
|                |   |              |      |        |          |                         |                   |            |                   |            |
| Processing S   | tatu                                      | 5            |      |        |          |                         |                   |            |                   |            |
| Number of It   | ems                                       | 1            |      |        |          |                         | Amount Entered    |            |                   | 1.00-      |
| Display from   | Iten                                      | n 1          | _    |        |          |                         | Assigned          |            | 1                 | .0,350.00- |
| Reason Code    | 9   |              |      |        | _        |                         | Difference Postin | gs         |                   |            |
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| Post Outg                     | oing Payments C                           | orrect G/L account it                 | em          |               |                        |
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| 🔺 🕄 🕒                         | Choose open ite                           | ems Process Open Items                | 者 More data | Account Model | Payment Amount entered |
| G/L Account<br>Company Code   | 23110002 SBI Revo<br>1000 Mumbai Port Tri | enue Account - 10996685430 - (<br>ust | Outgoing    |               |                        |
| Item 1 / Credit e             | ntry / 50                                 |                                       |             |               |                        |
| Amount                        | 15,970.50                                 | INR                                   |             |               |                        |
| Business place<br>Profit Ctrs | 1005                                      | Calculate Tax                         |             |               |                        |
|                               |   |                                       |             | More          |                        |
| Value date                    | 23.07.2020                                |                                       |             |               |                        |
| Text                          | P2P Process                               |                                       | D Long      | Texts         |                        |
| Next Line Item                |   |                                       |             |               |                        |
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| Other line item    |                  |             |        |                 |               |          |        |    |
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The Vendor Payment document- 2300000022 is Posted successfully

| Document 2300000022 was posted in company code 1000 | SAP | »   AN00685606 💙   ipasapqihq   OVR   🛛   🖈 📔 🦼 |
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## **Cheque Print**

Go to **Transaction FBZ5** → Go to Transaction **FBZ5** for Printing the Cheque

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| Print Form for      | Payment Docu        | ment      |                  |       |            |
|                     |                     |           |                  |       |            |
| Document Number     | 2300000022          |           |                  |       |            |
| Company Code        | 1000 Mumbai Po      | ort Trust |                  |       |            |
| Fiscal Year         | 2020                |           |                  |       |            |
|                     |                     |           |                  |       |            |
| Payment method and  | form specifications |           |                  |       |            |
| Payment Method      | С                   |           |                  |       |            |
| Check Lot Number    | 1                   |           |                  |       |            |
| Alternative Form    |                     |           |                  |       |            |
| Padding Character   |                     |           |                  |       |            |
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## 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

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|---|-----------|
| Text file to bank - Vendor Payment              |           |
| $\bigcirc$                                      |           |
| Company code 1000<br>Current Date 23.07.2020 to |           |
| • Print layout                                  |           |

Bank file created successfully:

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| Mumbai Port Trust<br>Port House,S.V.Marg,Bal<br>400001 MUMBAI<br>INDIA | lard Estate                 |                            |                 |         |   |
| To,<br>The Branch Manager,<br>IDBI Bank Limited,                       |                             |                            |                 |         |   |
| Sir,   |                             |                            |                 |         |   |
| You are requested to mak   | e payment through A/c No: 1 | 0996685430 for the invoice | s listed below. |         |   |
|  |                             |                            |                 |         |   |
| Row#Party  | Account No                  | IFSC                       | Amount          | Remarks |   |

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## Technical Completion of Order

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

| Change C    | Order: Ini | tial Screen | 1     |                 |      |
|-------------|------------|-------------|-------|-----------------|------|
| Header data | Operations | Components  | Costs | Additional data | Plan |
|             |            |             |       |                 |      |
| Order       | 100        | 00100       |       |                 |      |
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| HeaderData       Operatons       Components       Costs       Objects       Additional Data       Location       Planning       Control         Person responsible       Notificth       0.00       Natificity       Notificth       0.00       Natificity         Mn.wk.ctr       H_CHP       1000       PMIC MEED       Notificth       0.00       Natificity         Bases       Bases fin.       24.09.2020       Priority       Natificity       Natificity         Bases fin.       24.09.2020       Priority       Natificity       Natificity       Natificity         Reference object       Incode       10000-MDLA-0002       "Antop Vilage, Wadala"       Incode       Natificity         Equipment       Natificity       Natificity       Natificity       Natificity       Natificity         First operation       Operation       Acheck       Incode       Natificity       Natificity         Viktort/Plint       Number       Optin dur.       Operation       Activate Windows       Corto settings to activate Windows       Corto settings to activate Windows         Corto settings to activate       Viktory       Natificity       Natificity       Plasaphing 185       Plasaphing 185  | Order ZM01 Complete (technically) (Ctrl+F12) t for Eq   |                     | ÷   |
| Person responsible         PlanerGip 107 / 1000 MEED         NextKettr Pic res         NextKettr Pic res         PointerGip 107 / 1000 PM CME Departm.         PHALETYPE         Reference object         First operation         Operation         Activate Windows         VWork durtn         Number       Optin dur.         Optin dur.         Corto Settings to activate Windows         Corto Settings to activate Windows   | HeaderData Operations Components Costs Objects Additional Data Locati   | on Planning Control |   |
| PlanerGip 107 / 1000 MEED Notificts 0.00 IBR<br>MA.wk.ctr PH_OHE / 1000 PM CME Departm. Costs 0.00 IBR<br>PMActType SystCond.<br>Basic fin. 24.09.2020 Priority IBB<br>Basic fin. 24.09.2020 Revision<br>Revision<br>Equipment: 1000338<br>30 HP Krioskar Water Pumping Set<br>Equipment: 1000338<br>30 HP Krioskar Water Pumping Set<br>I<br>Fist operation<br>Optin dur. Comp.<br>Activate Windows<br>Corto Settings to activate Windows.<br>Corto Settings to activate Windows.  | Person responsible  |                     |   |
| Dates         Bsc start       24.09.2020         Priority       Image: Start         Basic fin.       24.09.2020         Reference object       Finst. Loc.         Func. Loc.       1000-WDLA-0002         So the Krioskar Wadala"       Image: Start Star   | PlannerGrp         107 / 1000         MEED         Notifctn           Mn.wk.ctr         PM_CHE         / 1000         PM CME Departm.         Costs         0.00         INR           PMACTType         SystCond.  |                     |   |
| Bes start 24.09.2020 Priority<br>Basic fin. 24.09.2020 Revision<br>Reference object<br>Func. Loc. 1000-WDLA-0002 *Antop Vilage, Wadala*<br>Equipment 1000038<br>30 HP Krioskar Water Pumping Set<br>Second A Check<br>WickCt/Pint PM_CHE / 1000 Ctrl key PH01 Acty Type<br>PRT<br>Work durth Optin dur. Comp.<br>Activate Windows<br>Comp.<br>MM20611268 * pasapahg INS   | Dates   |                     |   |
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Enter the Technical Closure date and time for the Order

| 며 Qrder Edit Goto Extr <u>a</u> s Environment System Help  |
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| 👦 📜 Change Preventive Maintenance 1000100: Central Header  |
| ≌ 🗐 🍄 🌄 闷   🗞 🔂 🖹 🧟 templete (business)  |
| Order     ZM01     1000100     Preventive Maint for Eq       Sys.Status     REL     GMPS     NMAT     PRC      |
| HeaderData Operations Components Costs Objects Additional Data Location Planning Control                       |
| Pe Reference Date   Pi Reference time   15:14:38     Ø     Complete notifictins     Dz   Bs     Ø     Cancel   |
| Reference object   |
| Func. Loc. 1000-WDLA-0002 "Antop Vilage, Wadala"   |
| Assembly   |
| First operation  |
| Operation     A Check     Calc. key       WkCtr/Plnt     PM_CME     / 1000     Ctrl key     PM01     Acty Type |

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| Order Z<br>Sys.Status T                 | M01 Prever   | tive Maint for Eq               |               |                  |                  |  |
| HeaderDa                                | a Operations Compone   | nts Costs Obj                   | ects Addition | al Data Location | Planning Control |  |
| Person respo<br>PlannerGrp<br>Mn.wk.ctr | Ion         MEED           Image: I | Departm Cos<br>PM/              | ifctn         | INR              |                  |  |
| Dates                                   |  |                                 |               |                  |                  |  |
| Bsc start                               | 24.09.2020 Priorit   | y 🗌                             |               |                  |                  |  |
| Basic fin.                              | 24.09.2020 Revisi  | on                              |               |                  |                  |  |
| Reference of                            | ject   |                                 |               |                  |                  |  |
| Func. Loc.                              | 1000-WDLA-0002 ",  | Antop Village, Wadala"          |               |                  |                  |  |
| Equipment                               | 10000338 3   | 0 HP Kirloskar Water P          | umping Set    |                  |                  |  |
| Assembly                                |  |                                 |               | L                |                  |  |
| First operatio                          | ı  |                                 |               |                  |                  |  |
| Operation                               | A Check  | Calc. key                       |               | <b>•</b>         |                  |  |
| WkCtr/Plnt                              | PM_CME / 1000 Ctrl key   | PM01 Acty Type                  |               |                  |                  |  |
| Work durtn                              | 0.0 Number   | 0 Oprtn dur.                    | 0.0           | Comp.            |                  |  |
| < >                                     |  |                                 |               |                  | 444<br>444       |  |

Order Saved as Technically Completed and updated in status TECO

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## Settlement of Order

#### Enter T code KO88 for Settlement to Cost Center



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## Enter the Controlling Area 1000

|  | 🔄 Set Controlling Area | X                |  |
|--|------------------------|------------------|--|
|  | Controlling Area       |                  |  |
|  |                        |                  |  |
|  |                        |                  |  |
| ameters  |                        |                  |  |
| tlement Period   |                        | Posting period   |  |
| al Year  |                        | Asset Value Date |  |
| lger Group   |                        | 1                |  |
| cessing Type   | <b>₩</b>               | ]                |  |
|  |                        |                  |  |
| cessing Ontions  |                        |                  |  |
| cessing Options  |                        |                  |  |
| cessing Options<br>Background Processing   |                        |                  |  |
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Enter Settlement Period 04 and Fiscal Year 2020 and remove test run Tick box, Click on Execute Button.

| Actual Settleme    | ent: Order    |                  |
|--------------------|---------------|------------------|
| 🕒 Settlement Rule  |               |                  |
|                    |               |                  |
| Controlling Area   | 1000          |                  |
| Order              | 1000100       |                  |
|                    |               |                  |
| Parameters         |               |                  |
| Settlement Period  | 4             | Posting period   |
| Fiscal Year        | 2020          | Asset Value Date |
| Processing Type    | 1 Automatic 🔹 |                  |
|                    |               |                  |
| Processing Options |               |                  |
| 🖌 Test Run         |               |                  |
| Check Trans. Data  |               |                  |

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| Actual Settlement: Order Basic list |                     |                         |  |  |
|-------------------------------------|---------------------|-------------------------|--|--|
|                                     |                     |                         |  |  |
| Selection                           |                     |                         |  |  |
| Selection Parameters                | Value               | Name                    |  |  |
| Order                               | 1000100             | Preventive Maint for Eq |  |  |
| 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                     | Tect run            |                         |  |  |
| Processing completed with no errors |                     |                         |  |  |
| Chatiatian                          |                     |                         |  |  |
| Statistics                          |                     |                         |  |  |
| Processing Category                 | Σ Number            |                         |  |  |
| Settlement Executed                 | 1                   |                         |  |  |
| No Change                           |                     |                         |  |  |
| Not Relevant                        |                     |                         |  |  |
| Inappropriate Status                |                     |                         |  |  |
| Error                               |                     |                         |  |  |

Click on highlighted option called Detail List.

| Actual Settlement: Order Detail list |                |            |         |     |      |            |          |          |          |
|--------------------------------------|----------------|------------|---------|-----|------|------------|----------|----------|----------|
| Basic list 📓 🗟 🕄 Sender 🤇            | 🕄 Receiver 🛛 📳 | Settlement | rule 📘  | 1 4 | ₩ 22 | <b>7</b> 2 | <b>%</b> | 🔁 Save   | 🔁 Select |
| Detail list - Settled v              | alues          |            |         |     |      |            |          |          |          |
| Senders                              | Receiver 2     | ValCOArCur | Inform. |     |      |            |          |          |          |
| ORD 1000100 Preventive Maint for Eq  | CTR 10050401   | 10,000.00  |         |     |      |            |          |          |          |
|                                      |                | 10,000.00  |         |     |      |            |          |          |          |
| Drder settled to Cost Center         |                |            |         |     |      |            |          |          |          |
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## **Closure of Order**

Enter Transaction IW32

| Change      | Order: 1   | Initial Sci | reen  |                 |          |             |
|-------------|------------|-------------|-------|-----------------|----------|-------------|
| Header data | Operations | Components  | Costs | Additional data | Planning | Control 🛛 😽 |
|             |            |             |       |                 |          |             |
| Order       | [          | 1000100     | þ     |                 |          |             |

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

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| 🕦 . Change Preventive Maintenance 1000100: Central Header   |  |  |  |  |
|---|--|--|--|--|
| ▽   読 記 Z L Complete (business)   |  |  |  |  |
| Order     ZM01 00100     Preventive Maint for Eq       Sys.Status     TEC0 GMPS JBFI NMAT 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 Department         Mn.wk.ctr       PM CME / 1000 PM CME Department         SystCond. |  |  |  |  |
| Dates   |  |  |  |  |
| Bsc start     24.09.2020     Priority       Basic fin.     24.09.2020     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   |  |  |  |  |

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| Change Preventive Maintenance 1000100: Central Header                                      |                                  |          |  |  |  |
|--|----------------------------------|----------|--|--|--|
| v 🗎 隆 🗐 😽 🕅  | mplete (business)                |          |  |  |  |
| Order ZM01 1000100<br>Sys.Status TECO GMPS JBB   | Preventive Maint for Eq          |          |  |  |  |
| HeaderData Operations Components Costs Objects Additional Data Location Planning Control   |                                  |          |  |  |  |
| Person responsible   | C Complete order                 | ×        |  |  |  |
| PlannerGrp         107         /         1000           Mn.wk.ctr         PM_CME         / | Completion pessible with warning | Complete |  |  |  |
|  | completion possible with warning | Log      |  |  |  |
| Dates  |                                  | Cancel   |  |  |  |
| Bsc start 24.09.2020   |                                  |          |  |  |  |

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

| 🦻 . C      | hange Preventive Maintenance 1000100: Central | Header |
|------------|---|--------|
| 🐬   👯 🗗    | , E 🖉 🗎                                       |        |
| Order      | ZM01 00100 Preventive Maint for Eq            | 1      |
| Sys.Status | CLSD GMPS JBFI NMAT PRC SETC                  |        |

Order Closed for further posting.

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