



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

**Enterprise Business System** 

# Business Process Manual for P2P Stock Material and Service Procurement with Open Tender – Single Envelope

Submitted by:



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This document is a desk reference tailored to the Procurement and Inventory Management Specialists. It is intended to provide information that will be helpful to support the Demand Creation, Material Procurement (Tendering), Inventory, Service Consumption & Invoice Receipt processes.

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**Document History:** 

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Revision History			
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Name	Title	Date	Approved





# SAP User Manual for E2E Material and Service Procurement Introduction:

The purpose of the document is to give awareness of the complete cycle of how the Material Procurement (Stock) & Service Procurement Process handled in S4H (SAP) and SRM to the respective users.

## Summary:

In this chapter, we are going to learn about how Material Procurement (Stock) and Service Procurement transactions will be handled in SAP system.

Its starts right from creation of MRP Run, Purchase Requisition, Tendering Process, Procurement Proposal, Quality Inspection, Goods Receipt, Measurement Sheet & Invoice Receipt.

- The Limited Tender (Single Envelope) is coming under (6.3 Single Tender) in SAP MM/SRM/QM SRS Document.
- The Material Procurement (Stock) is coming under 6.15 (Domestic Procurement) in SAP MM/SRM/QM SRS Document.
- The Service Procurement is coming under 6.17 (Service Procurement) in SAP MM/SRM/QM SRS Document.





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15.	5. Parked Invoice Approval:	
16.	6. FI Process 1 - Vendor Outgoing Payment: Transaction Code F-53	





SAP User Manual for E2E Material and Service Procurement 1. Abbreviation

Abbreviation	Description	
PR/ PReq	Purchase Requisition	
RFQ	Request for Quotation	
PO	Purchase Order	
MS	Measurement Sheet	
JMS	Joint Measurement Sheet	
MM	Materials Management	
	Release for Approval	
   	Selection variant	
	Service Button	
2	Exit Button	
<b>_</b>	Supplier Address	
	Continue button	
	SAP Business Workplace	
60	Check	
	Save	
<u></u>	Overview	
<b>[</b> ]	Сору	
•	Back / Previous Menu	
8	Header	
۰ 😒	Details	
•	Execute	
ri -	Other Document	





## 2. Material Requirements Planning (MRP).

#### Step 1

• Enter Transaction Code **MD02** in command bar (or) Follow the below navigation path.

Transaction Code	MD02
Menu Path	Easy Access → SAP Menu →Logistics → Production → MRP → Planning → MD02 - Multilevel Single - Item Planning
Role	PURASST1

≡		
SAP		
MD02 V SAP menu SAP Business Workplace	Other menu	
> ⊡ Favorites ✓ ☑ SAP Menu		
Connector for Multi-Bank Connectivity     Office	EC	
Cross-Application Components      G Logistics		
C Equipment and Tools Management     Materials Management		
> 🗅 Governance, Risk and Compliance	Contraction of the local division of the loc	
<ul> <li>Sales and Distribution</li> <li>C Logistics Execution</li> </ul>		
> _ SCM Extended Warehouse Management       Image: Comparison of the second secon		
Production     Master Data		
SOP     Production Planning		
<ul> <li>✓ ☑ MRP</li> <li>✓ ☑ Planning</li> </ul>		
> D Total Planning MD02 - Multilevel Single-Item Planning	-	
MD03 - Single-Level Single-Item Planning	1 Sec. 1. 3	





#### Step 2:

- In Single Item, Multi-Level screen provide below details
  - Material: **100000590**
  - o Plant: **1000**
  - Enter MRP Control Parameters & Press Enter.

=		
< SAP		Single-Item, Multi-Level
✓ More	~	
MRP Are	al: 1000000590	1. Enter Material 2. Enter Plant
Scope of Planning		3. Enter MRP Control
	Product group	Parameters
		7
MRP Control Parameters		
*Processing Ke	y: NETCH	Net Change in Total Horizon
*Create Purchase Red	ą.: <b>1</b>	Purchase requisitions in opening period
* SA Deliv. Sched. Line	s: 3	Schedule lines
*Create MRP Lis	st: 1	MRP list
*Planning mod	e: 1	Adapt planning data (normal mode)
*Schedulin	g: 1	Determination of Basic Dates for Planned

#### Step 3:

- System will show a warning message; 
   <u>A Please check input parameters</u>
- Press Enter.
- System will run MRP and Purchase Requisition will be created automatically.





# SAP User Manual for E2E Material and Service Procurement 3. MRP List:

#### Step 1:

Enter Transaction Code **MD05** in command bar (or) Follow the below navigation path.

Transaction Code	MD05
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Logistics $\rightarrow$ Material Management $\rightarrow$ Material Requirement Planning (MRP) $\rightarrow$ MRP $\rightarrow$ Evaluations $\rightarrow$ MD05- MRP List – Material
Role	PURASST1

≡	
SAP	
MD05	Other menu
> □ Favorites ✓ ☑ SAP Menu	
Connector for Multi-Bank Connectivity	-
Cross-Application Components	
✓ ☐ Logistics	
> C Equipment and Tools Management	
✓ ☑ Materials Management	-
> 🗅 Purchasing	
> 🗅 Inventory Management	1000
> 🗅 Logistics Invoice Verification	_
Physical Inventory	
> 🗅 Valuation	
√  ☐ Material Requirements Planning (MRP)	
> D Materials Forecast	
	2000
> 🗅 Planning	
> 🗅 Planned Order	Andrew Contraction
✓  ☐ Evaluations	
🔕 MD05 - MRP List - Material	
MD06 - MRP List - Coll. Displ.	X Star
langle MDLD - Print of MRP List	





#### Step 2:

- In MRP List Initial Screen Provide Below Details;
  - Material: **100000590**
  - Plant: **1000**
  - Click on "**Continue**" Button.

≡		> MD05 🕨 🔓 📋 🗖 🗙
< SAP	MRP List. Initia	al Screen
✓ More ✓		Exit
Individual access Collective access	1. Enter Material 2. enter Plant	
*Material: 1000000590 Description: OIL BOUND Difference	TPER / ACRYLIC	
MRP Area: 1000	Mumbai Port Trust MRP Area	
Plant: 1000	Mumbai Port Trust	
With filter.		
		3. Click on Continue Activate Windows
		Go to PC settings to activate with Continue





#### Step 3:

- System will display MRP List and Purchase Requisition created is displayed.
- Purchase Requisition **2001000950** Created.
- Press Exit Button.

≡		
< SAP	MRP	List as of 21.07.2020, 19:00 hrs
~	Show Overview Tree Filter On Send Mail to MRP Cont	roller On More 🗸
1 Material:	100000590	
Description:	OIL BOUND DISTEMPER / ACRYLIC	
MRP Area:	1000 Mumbai Port Trust MRP Area	Ex. manu
Plant:	1000 MRP type: VB Material ty	/pe: ZGEN Unit: KG
Σ 6∂ 🖉 🛤 😽	🚖 🖻 Date 🛛 🛗 GR 👘 SI On 👘 Ö	Vendor Cust.
A Date MRF	Pel MRP element data Purchase Requisition	on Available Qty
Q 21.07.2020 Stor	ck 2001000950 create	ed J
(19.07.2020 Purf	Rqs 2301000000/00010 *	1,010
Q 19.07.2020 Purf	Rqs 2301000001/00010 * 07	1,010
21.07.2020 Purf	Rqs 2001000964/00010 01	280
21.07.2020 MtlF	Res 7010000041/0001	100-
21.07.2020 MtlF	Res 7010000042/0001	2,000-





## SAP User Manual for E2E Material and Service Procurement 4. Change Purchase Requisition:

The Purchase Requisition will be created automatically by SAP System through MRP Process. **Step 1**:

#### Enter Transaction Code **ME52N** in command bar (or) Follow the below navigation path.

Transaction Code	ME52N
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Logistics $\rightarrow$ Materials Management $\rightarrow$ Purchasing $\rightarrow$ Purchase Requisition $\rightarrow$ ME52N Change
Role	Purchase Assistant

≡	
SAP	
ME52N V SAP menu SAP Busi	iness Workplace Oth
<ul> <li>&gt; □ Reports</li> <li>✓ □ SAP Menu</li> </ul>	
> 🗅 Connector for Multi-Bank Connectivity	C. AL
> 🗅 Office	
Cross-Application Components	
	Statements .
Equipment and Tools Management	and the second second second
	And a state of the second
∨ □ Purchasing	State of Lot of
> 🗀 Purchase Order	
A ME51N - Create	and the second
🔕 ME52N - Change	- IN COLUMN STREET, SALES
🔕 ME53N - Display	S. Car
MEMASSRQ - Mass Maintenance	





#### Step 2:

- Double click on "ME52N" the system will open the below screen.
- Click on Purchase Requisition & select Other Requisition

3.	< 5	₽	,					Char	ige	Purchase Re	q. 200100	093	В
	~		ocument Over	view On	Create	Display/Cha	ange C	)ther F	Purc	hase Requisiti	on Chec	k	Help Per
										Other	Purchase R	equi	sition (Shift
30 6		à	) <del>-</del> q q	: 7 -	ΣΥ	<u>1/1</u> ~	<del>.</del>	/ 🛓	.~	.₩~ [		6	Ø   30
∃ Q   @ _ Sta_	Item A	Ē	) 🗐 🔍 🔍	Short Ter		1/1 V				Delivery Date			Material Gro
		I D			xt	₩	Quantity		с			Per	
Sta	Item A	1		Short Te	xt	5× ×	Quantity	Unit	с	Delivery Date	Valn Price	Per	Material Gro
Sta	Item A	1		Short Te	xt		Quantity	Unit	с	Delivery Date	Valn Price	Per 1	Material Gro

Step 3:

- Enter the Purchase requisition number 2001000964
- Click on "Other Document" Button.

≡									
R				C	change	e Purchase Re	eq. 200100	0960	)
	✓ Document Overvie	ew On Create	Display/Ch	ange Oth	ner Pur	rchase Requisiti	ion Chec	k	Help Pe
	ZZNB Standard PR	960 1. En Num	ter Purch ber	ase Requi	sitio	n			
Ľ				健 ₽	\ <u>\</u>	∕ ₿ ∨   [	i   <u>↑</u>	6	0
	Purchase Requisition: 20010009	64		Quantity U	Init C	Delivery Date	Valn Price	Per	Material Gi
			AST	200 L	D	30.07.2020	123.31	1	Acrylic pair
			( A.,	150 K	G D	30.07.2020	43.75	1	Water base
	O Pur. Order			1 A	U D	18.09.2020	156,400	1	Constructic
	Purch. Requisition			1 A	U D	18.09.2020	794,430	1	Constructic
Ž	SRM Contract		n	C) PA 🗸	^	V Address	Custome	er Da	ata Ext
	Oth	er Document Ca	ancel				Castoline		
	Ext.Sourcing Status: 2 Send to	external sourcing:	accepted				~		





#### Step 4:

- System will open the Purchase requisition in change mode.
- In Customer Data tab, Select **Mode of Purchase: Tender** from drop down list.
- Click on "Check" Button
- Click on "Save" Button

≡	> ME53N	▶ 읍   _	. 🗗 🗙
Change Purchase Req. 2001000964			
Document Overview On Create Display/Change Other Purchase Requisition Check Help Personal Setting More V		٩	Exit
Image: ZZNB Standard PR       2001000964       Source Determination       2. Click on Check Button         Image: Image			
Sta., Item A I Material Short Text Quantity Unit C Delivery Date Vain Price Per Material Group Available Qty in Stock	Plant	Stor. Loc.	Р
10 100000590 OIL BOUND DISTEMPER / A., 280 KG D 30.07.2020 43.75 1 Water based 0.000	Mumbai Port T	MZCMEMM	1(
20 K D Earthwork 1 AU D 30.07.2020 3,910.00 1 Construction 0.000	Mumbai Port T		1(
			- 1
1. Select Mode of Purchase – "Tender" Select Custom Field List			000
Data Fields     O Ernail List     Terms & Conditions     3. C	lick on	)	
Mode of Purchase: Trender Purchase types:	e Button		112
Available Qty in Plant 0.000 Sample:	e bullon	J	
	tivate Wind	5	
V No messages issued during check	to PC settings to ac	Save	vs. Cancel





# SAP User Manual for E2E Material and Service Procurement 5. Release Purchase requisition.

#### Step 1:

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

=	
SAP	
→ New password More → En	ter Approver User ID
Client: 500 an	d Password
*User: 10100050	
*Password:	
Logon Language: EN	

#### Step 2:

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

Transaction Code	SBWP				
Menu Path	Easy Access	→ SAP Menu →Office $\cdot$	→ Workplace	e	
Role	Approver				
≡	•				
SAP				SAP Easy A	ccess
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
✓ ⊡ Favorites				Constant of the owner owner owner owner owner owner owner o	
> 🗅 T Codes					and the
> 🗅 Reports			1.1		
V 🗇 SAP Menu			the Manual	Sector Sector	
Connector for	Multi-Bank Connect	tivity		- Although	CONTRACTOR OF
					and Second Second
🔕 SBWP - W	orkplace		Contraction of the International	Contraction of the local division of the loc	and the second second
> 🗅 Telephone	Integration		Concession of the local division of the loca	All of the second s	- 45A6-
> 🗅 Appointme	nt Calendar		a states	UPD. Allowing the second	





#### Step 3:

- Expand "Inbox" button, under workflow "Approve Purchase requisition 2001000964" message will appear.
- Double Click on "Approve Purchase Requisition 2001000964"

< SAP	Business Workplace of Ashish Mogrekar
New message Find folder	Find document         Appointment calendar         Distribution lists         More            Double Click on "Approve Purchase
🗸 🔄 Workplace: Ashish Mogrekar	Workflow Requisition 2001000964"
└ Unread Documents 328	
Documents 363	Exe Title
🖂 🗈 Workflow 55	Display Document
Constant Content Co	✓ Please approve the Purchase Requisition 2001000964
Constant of the provided according to content type	
C Grouped according to sort key	
Couped according to task	
Dverdue entries 0	Please approve the Purchase Requisition 2001000964
🕩 Deadline Messages 0	
Entries with Errors 0	Description

#### Step 4:

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

≡				
	C	)isplay Purchase Req.	. 2001000964	
Documer Click on ba     ZZNB Standard PR     Header		er Purchase Requisitior	n Help Per	sonal Setting More
$\textcircled{\begin{tabular}{c} \hline \hline$	<   @ € < ⊥ < € <	) (i ( <u>1</u> (? (	🖉 🏼 🖉 Default	: Values
Sta., Item A I Material Short Tex	t Quantity U	nit C Delivery Date	√aln Price Per M	aterial Group Available
10 100000590 OIL BOUN	ND DISTEMPER / A 280 K	G D 30.07.2020	43.75 1 W	ater based 0.000
20 K D Earthwork	< 1 A	U D 30.07.2020	3,910.00 1 Co	onstruction 0.000
는 Item: 1 [ 10 ] 1000000590 , OIL BOU	ND DISTEMPER / ACRYLIC	^ <b>v</b>		
<ul> <li>Source of Supply Versions Status</li> </ul>	Contact Person Texts	Delivery Address	Customer Data	a External Source
Ext.Sourcing Status: 2 Send to external s	ourcing: accepted	~	1	





#### Step 5:

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

SAP	Decision Step in Workflow
$\sim$ Workflow Create Import More $\sim$	
Please approve the Purchase Requisition 2001000964         Click on "Approve         Choose one of the following alternatives	
Approve Purchase Requisition Reject Purchase Requisition	
Display Purchase Requisition	
Approval or Rejection History	
Hold	
Description	Objects and attachm

Step 6:

- Purchase Requisition will be approved with level 1.
- Purchase Requisition Approval Request notification is forwarded to Approver 2.

#### Step 7:

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

≡	
SAP	SAP
$\sim$ New password More $\sim$	
Client: 500 Enter Approver User ID and Password	
*User: 10100051 *Password: ************************************	
Logon Language: EN	





#### Step 8:

- 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 $\rightarrow$ Office $\rightarrow$	Workplace	2	
Role	Approver				
≡					
SAP				SAP Easy A	ccess
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
√ □ Favorites					
> 🗅 T Codes			1		
∨ 🖞 SAP Menu				Sec. Sec.	and the second
> 🗅 Connector for	r Multi-Bank Connect	ivity			Contraction of the second
√ t Office			Line of the second		Contraction of the second
🔕 SBWP - W	orkplace		Starting .	The second s	and the second
> 🗅 Telephone	Integration			The second second	and the second second
> 🗅 Appointme	nt Calendar		1000	AND ADDRESS TO DESCRIPTION	

#### Step 9:

- Expand "Inbox" button, under workflow "Approve Purchase requisition 2001000964" message will appear.
- Double Click on "Approve Purchase Requisition 2001000964"

< SAP	Business Workplace of Ashish Mogrekar
New message Find folde	er Find document Appointment calendar Distribution lists More $\sim$
<ul> <li>Workplace: Ashish Mogrekar</li> <li>Inbox</li> <li>Unread Documents 328</li> <li>Documents 363</li> <li>Workflow 55</li> <li>Grouped according to content</li> <li>Grouped according to content type</li> </ul>	Workflow       Double Click on "Approve Purchase         C       C         Requisition 2001000964"         Exe       Title         Obsplay Document         Please approve the Purchase Requisition 2001000964
<ul> <li>Crouped according to content type</li> <li>Grouped according to sort key</li> <li>Grouped according to task</li> <li>Overdue entries 0</li> <li>Deadline Messages 0</li> <li>Entries with Errors 0</li> </ul>	Please approve the Purchase Requisition 2001000964





#### Step 10:

- System will open the Purchase requisition document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

=	Click on back but	ton		
		Display Purchase Re	eq. 2001000964	
→ Docume	ent Overview On Create Display/Cf	nange Other Purchase Requisiti	ion Help Personal Setting More $\!$	
ZZNB Standard PR V	2001000964			
🗄 Header				
		<u> </u>	🖉 🛛 🖉 Default Values	
Sta Item A I Mater	A I Material Short Text Quantity Unit C Delivery Date Valn Price Per Material Group Availab			
10 10000	1000000590 OIL BOUND DISTEMPER / A., 280 KG D 30.07.2020 43.75 1 Water based 0.00		43.75 1 Water based 0.000	
20 K D	20         K         D         Earthwork         1         AU         D         30.07.2020         3,910.00         1         Construction         0.000			
(10) 100	10000590 , OIL BOUND DISTEMPER / AC	RYLIC V		
<ul> <li>Source of Supply Version</li> </ul>	ons Status Contact Person	Texts Delivery Address	Customer Data External Source of	
Ext.Sourcing Status:	2 Send to external sourcing: accepted		~	





#### Step 11:

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

SAP	Decision Step in Workflow
$\sim$ Workflow Create Import More $\sim$	
Please approve the Purchase Requisition Click on "Approve Purchase Requisition"	
Approve Purchase Requisition	
Reject Purchase Requisition	
Display Purchase Requisition	
Approval or Rejection History	
Hold	
Description	Objects and attachm

#### Step 12:

- Purchase Requisition will be approved with level 2.
- Purchase Requisition Approval Request notification is forwarded to Approver 3.

#### Step 13:

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

≡	
SAP	SAP
$\sim$ New password More $\sim$	
Client: 500 *User: 10100049 *Password: ************************************	Enter Approver User ID and Password





#### Step 14:

- 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 $\rightarrow$ Office $-$	→ Workplace	è	
Role	Approver				
≡					
SAP				SAP Easy Ac	ccess
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
✓ <sup>™</sup> Favorites					
> 🗅 T Codes			-		-
> 🗅 Reports					- Angel
V 🖞 SAP Menu			Sec. Street		
> 🗅 Connector for	r Multi-Bank Connect	ivity		and the second second	CTRACK CO
√ √ Office			Constanting of the		ANS COMPANY
🔕 SBWP - W	orkplace		Constanting Stationers		and the second
> 🗅 Telephone	Integration		Contraction of the local division of the loc		active and the
> 🗅 Appointme	nt Calendar		A second	Photos and a second second	

#### Step 15:

- Expand "Inbox" button, under workflow "Approve Purchase requisition 2001000964" message will appear.
- Double Click on "Approve Purchase Requisition 2001000964"

< SAP	Business Workplace of Ashish Mogrekar
✓ New message Find folder	Find document Appointment calendar Distribution lists More $\sim$
<ul> <li>Workplace: Ashish Mogrekar</li> <li>Morkplace: Ashish Mogrekar</li> <li>Unread Documents 328</li> <li>Documents 363</li> <li>Workflow 55</li> <li>Grouped according to content</li> </ul>	Double Click on "Approve Purchase Requisition 2001000964" CCGC IIII IIII Exe. Title Olisplay Document OPlease approve the Purchase Requisition 2001000964
<ul> <li>C Grouped according to content type</li> <li>C Grouped according to sort key</li> </ul>	
<ul> <li>Crouped according to task</li> </ul>	
<ul> <li>Overdue entries 0</li> <li>Deadline Messages 0</li> </ul>	Please approve the Purchase Requisition 2001000964
Entries with Errors 0	Description





#### Step 16:

- System will open the Purchase requisition document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

		Display P	Purchase Req. 2	001000964	4	
C Document Ove	lick on back button	Other Purch	ase Requisition	Help P	ersonal Setting	More 🗸
ZZNB Standard PR   2001000964     Header	4					
	$\mathbb{E}_{\mathbb{E}} \lor \mid \textcircled{red} \mathbb{E} \lor \checkmark \lor ($	₩ ~   [i]	1	2 Defa	ult Values 🗐	
Sta Item A I Material Sho	Material Short Text Quantity Unit C Delivery Date Valn Price Per Material Group Available				Available Q1	
10 100000590 OIL	0000590 OIL BOUND DISTEMPER / A., 280 KG D 30.07.2020 43.75 1 Water base		Water based	0.000		
20 K D Earl	D Earthwork 1 AU D 30.07.2020 3,910.00 1 Construction 0.000		0.000			
	L BOUND DISTEMPER / ACRYLIC	~				
<ul> <li>Source of Supply Versions Statute</li> </ul>	us Contact Person Texts	s Delivery	Address C	ustomer Da	ata Externa	I Source of
Ext.Sourcing Status: 2 Send to exte	ernal sourcing: accepted		~			

#### Step 17:

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

≡	
SAP	Decision Step in Workflow
$\sim$ Workflow Create Import More $\sim$	
Please approve the Purchase Requisition 2001000964	
Choose one of the following alternatives Click on "Approve	
Approve Purchase Requisition Purchase Requisition"	
Reject Purchase Requisition	
Display Purchase Requisition	
Approval or Rejection History	
Hold	
Description	Objects and attachm





#### Step 18:

- Purchase Requisition will be approved with level 3.
- Purchase Requisition Approval Request notification is forwarded to Approver 4.

#### Step 19:

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

≡
SAP
$\sim$ New password More $\sim$
Client: 500 Enter Approver User ID and Password
*User: 10100048 *Password: *****
Logon Language: EN





#### Step 20:

- 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 $\rightarrow$ S	SAP Menu $\rightarrow$ Office $\rightarrow$ W	orkplace		
Role	Approver				
≡					
SAP				SAP Easy A	ccess
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
✓ ☐ Favorites > ☐ T Codes			5		
> 🗅 Reports					
V 🗇 SAP Menu				and the second second	-
	or Multi-Bank Connec	tivity			Pression in the
> C Office					
> 🗅 Appointm	_			And the second se	

#### Step 21:

- Expand "Inbox" button, under workflow "Approve Purchase requisition 2001000964" message will appear.
- Double Click on "Approve Purchase Requisition 2001000964"

< SAP	Business Workplace of Ashish Mogrekar
✓ New message Find folder	Find document Appointment calendar Distribution lists More $\sim$
<ul> <li>Workplace: Ashish Mogrekar</li> <li>Inbox</li> <li>Unread Documents 328</li> <li>Documents 363</li> <li>Workflow 55</li> <li>Grouped according to content</li> <li>Grouped according to content type</li> </ul>	Work       Double Click on "Approve Purchase Requisition 2001000964"         Exe       Title         Image: State of the s
Grouped according to sort key     Grouped according to task	
Overdue entries 0     Deadline Messages 0     Entries with Errors 0	Please approve the Purchase Requisition 2001000964





#### Step 22:

- System will open the Purchase requisition document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

≡	Click on back	hutton	)		
		button	ay Purchase Re	q. 2001000964	
Document Overview C	On Create Display/Cha	ange Other F	Purchase Requisitio	on Help Persi	onal Setting $$ More $\sim$
ZZNB Standard PR 2001000964	4				
		~ \$	i 🚹 😰	🖉 🖉 Default 🗸	/alues
Sta Item A I Material Sho	ort Text	Quantity Unit	C Delivery Date	Valn Price Per Ma	terial Group Available Q1
10 100000590 OIL	BOUND DISTEMPER / A	280 KG	D 30.07.2020	43.75 1 Wa	ter based 0.000
D 20 K D Eart	thwork	1 AU	D 30.07.2020	3,910.00 1 Cor	nstruction 0.000
			-		
注 Item: 1 [ 10 ] 1000000590 , OIL	L BOUND DISTEMPER / ACR	YLIC V	<b>^ ~</b>		
<ul> <li>Source of Supply Versions Statu</li> </ul>	us Contact Person	Texts Del	livery Address	Customer Data	External Source of
Ext.Sourcing Status: 2 Send to exte	ernal sourcing: accepted			~	

#### Step 23:

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

=	
SAP	Decision Step in Workflow
Vorkflow Create Import Mc	pre 🗸
Please approve the Purchase Requisition 2001000964	Click on "Approve Purchase Requisition"
Choose one of the following alternatives	
Approve Purchase Requisition Reject Purchase Requisition	
Display Purchase Requisition	
Approval or Rejection History	
Hold	
Description	Objects and attachr





#### Step 24:

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

≡	
< SAP	Business Workplace of
✓ New message Fill	ind folder Find document Appointment calendar
∨ 🗃 Workplace: Ashish Mogrekar	Unread Documents 328
✓  ↓ Inbox  Inbox	
Documents 363	Me Type Title
> 📡 Workflow 55	🖂 🕼 Purchase Requisition 2001000964 is Approve
Overdue entries 0	
📡 Deadline Messages 0	Purchase Requisition 2001000964 is Approved
Entries with Errors 0	Halla Cir
> 🔔 Outbox	Hello Sir,
> 📇 Resubmission	Purchase Requisition 2001000964 is Approved
> 📥 Private folders	Approved by: MM00596824 Ashish Mogrekar
> 😩 Shared folders	
> 🛓 Subscribed Folders	Regards, MM00596824
🗑 Trash	Ashish Mogrekar
🗑 Shared trash	





## 6. Portal Logon

## 6.1. EBS Portal & SSO to SRM Portal

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



- 6.1.2 Under "Port Users" tab provide your user-id and password.
- 6.1.3 Input the captcha as mentioned and then check the "Terms and Conditions" statement.
- 6.1.4 Click on "Submit" button.







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- 6.1.5 A new window will be displayed and it will prompt to enter the OTP. OTP will be sent to your registered mobile.
- 6.1.6 Input the OTP and click on "Verify OTP" button. Please see screenshot below.
- 6.1.7 A new window will be displayed and it will prompt to enter the OTP. OTP will be sent to your registered mobile.
- 6.1.8 Input the OTP and click on "Verify OTP" button. Please see screenshot below.



6.1.9 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 PORTAL

Move boxes to your prefered positions and click save button.







6.1.10 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.

<del>(</del> )		portebs.com:50001/irj/portal		- ≞ ♂ Sear	ch	<u>م</u> ي الم
Employe	te Landing Page   E >	Imbox - IPA SRM Portal	E - Procur	EMENT PORTAL		Log Off Welcome 10100020 (10100020) Login Time:19/07/2020 19:03.22 IST
Home Overview	Strategic Purchasing					
Work Over Reports	view		could be outdated. Waiting for update Notifications Tasks			¢ 7 (42
Advanced S	Search	Subject	Sent Date	≂ Due Date	≟ Status	■
						Y

6.1.11 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 - PROCUREMENT	r Portal		L Welcome LATA DATE (101 Login Time:22/07/2020 14:20	
Services Advanced Search	Alerts       Tasks (2/2)       Notifications         Show:       New and in Progress Tasks (2/2)       All         Subject       Image: Solution PRICE COMPARATIVE REPORT for RFx 5100000116         Please Evaluate PRICE COMPARATIVE REPORT for RFx 5100000115         Please Evaluate PRICE COMPARATIVE REPORT for RFx 5100000115	Sent Date Jun 24, 2020 Jun 24, 2020	v Due Date	¢ ভ হেঁছে ▲ Status New New	





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## 7. Strategic Purchasing

7.1 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 user-id's.

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

Home	Strategic Purchasing	1	
Overview	Reports		
	•		
Strategic So	urcing		
Contract Ma	nagement	Central Contracts All (U)	
	-	Document Output Last 7 days (17)	
Business Pa	rtner	Milestone Plans All (0)	
Workload Re	distribution	RFxs - All	
-			
Services		Hide Quick Criteria Maintenance Query has been changed	Change Query Define New Query Personalize
Advanced Se	arch		
Create Docu	ments	Number: $\diamond$ To To	
	monta	RFx Type:	
Auction		Name of RFx:	
<ul> <li>Auction Te</li> </ul>	emplate	Status:	
* RFx		Processed Since:	
<ul> <li>RFx Temp</li> </ul>	olate	Purchasing Organization: O 50000634	
Central Fund	tions	Product Category:	
Carry Out		Submission Deadline:	
Carry Out	Sourcing	My RFx:	
Upload / Migr	rate Certificate	Purchase Group:	
		Number of RFx responses:  To	
		Supplier 7	

Overview Reports Strategic Sourcing Contract Management Business Partner	Strategic Sourcing							
Contract Management								
Contract Management								
Business Partner	- 2011							=
Workload Redistribution	◆ POWL							Ξ,
-	Active Queries							
Services	RExs	All (54) Saved (1) Awaiting Approval	I (34) Pi	ublished (48) Complete	d (0) Release Rei	ected (0) Deleted (0)		
Advanced Search		All (3) Saved (0) Published (1) Activ						
Create Documents	Sourcing Templates	All RFxs (0) RFP (0) RFQ (0) All Au	ictions (0	) English Auction (0)	Company Best Bid	<u>(0)</u>		
Auction	Central Contracts	<u>All (0)</u>						
Auction Template	Document Output							
• RFx	Milestone Plans	All (0)						
* RFx Template	RFxs - All							
Central Functions	Show Quick Criter	ia Maintenance Query has been change	d			C	hange Query Define New	Query Personalize
Carry Out Sourcing	View: [Standard View]	ew] Create RFx Copy	Display	Edit Delete Publi	sh Responses an	d Awards Print Preview Refresh Export		24
Upload / Migrate Certificate	RFx Number	RFx Name	Туре	Status	RFx Category	Purchasing Organization	Submission Deadline	Responses
	5100000162	Budgetary Offer	ZEOI	Awaiting Approval		Mumbai Port Trust Purchase Organisation	17.07.2020	0
	5100000161	Copy of 5100000160 BSE Test	ZLT2	Published		Mumbai Port 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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## 8. Carry Out Sourcing

- 8.1 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.
- 8.2 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.

Home Strategic Purchasing	
Overview Reports	
Strategic Sourcing	
Contract Management Strategic Sourcing	Ξ,
Business Partner	E
Workload Redistribution	-
Services Active Queries	
Advanced Search RFxx All(54) Saved (1) Awailing Approval (34) Published (45) Competitioned (30) Event (40) Eve	
Advanceo Search Auctions All (3) Saved (0) Published (1) Active (0) Paused (0) Ended (0) Completed (0) Create Documents Sourcing Templates All RFxs (0) RFP (0) RFQ (0) All Auctions (0) English Auction (0) Company Best Bid (0)	
Auction     Central Contracts All (0)	
Auction Template     Document Output Last 7 days (17)     Milestone Plans All (0)	
RFx     milesione riais Alloy	
* RFXTemplate RFxs - All	
Central Functions Terrate Change Ouery has been changed Change Ouery Define New Query Pers	onalize
Carry Out Sourcing	
Upload / Migrate Certificate RFx Type:	

8.3 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.

Assign Sources of Supply: Step 1 (Select Reg	uisition)				
Previous Next     Close System Info     Create Memory Snap	shot				21
l∳2	3 4	<b>-</b> -			
Select Requisition Assign Sources of Supply (No Items)	Review Drafts (No Items) Summary Screen (	No Documents)			
▼ Search Criteria: Requisitions					
Number of Requisition:	Name of Requisition:	Setting	<u>s</u>		
Item Description:	Product Category:	D			
Product:	Supplier:	Ø			
Requester:	External Requirement:				
Purchasing Organization:	Account Assignment Category:	<b>v</b>			
Purchasing Group:	Account Assignment Number:	<b>D</b>			
Priority:	Intended for Grouping:				
Delivery Date Range:	Include Locked Items:				
Delivery Date: To:					
Search					
Select All Expand Collapse Hide Subordinate Outlines	Reject Items				Filter Settings
Requisition / Item Number Description Category	Priority Quantity Unit Requester	Delivery Date Supplier Number Supplier Name	Contract Info Record	External Item Number	Logical System





8.4 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

Assign Sources of S	upply: Step 1 (Select R	equisition)			
A Previous Next D	se System Info Create Memory Sr	apshot			
<b>þ</b> 1	2	3	4		
Select Requisition	Assign Sources of Supply (No Item:	s) Review Drafts (No Items) Summary	Screen (No Docume	ents)	
▼ Search Criteria: Requisitio	ins				
Number of Requisition:		Name of Requisition:			1
Item Description:		Product Category:		ð	
Product	٦	Supplier:		ð	
Requester:	0	External Requirement:	2001000964		
Purchasing Organization:	Ø	Account Assignment Category:		*	
Purchasing Group:	0	Account Assignment Number:		ð	
Priority:		Intended for Grouping:			
Delivery Date Range:		Include Locked Items:			
Delivery Date:	To:				
Search					

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

Assign Sources of S	upply: Step 1 se System Info Cre														0
Select Requisition	Assign Sources of S		Review Drafts (No Items)	Summa		4 n (No Docu	ments)								
1															
▼ Search Criteria: Requisitio	ns	1						1							
Number of Requisition:				of Requisition fuct Category				140		Settings					
Product			FIG	Supplier			_								
Requester.		140	External	Requirement	and the second second	00964		L-0							
Purchasing Organization:			Account Assignm				_								
Purchasing Group:			Account Assign	ment Number	2			0							
Priority:			Intended	for Grouping											
Delivery Date Range:			Include	Locked Items											
Delivery Date:	To:	10													
Search															
Select All Expand Col	apse   Hide Subord	linate Outlines All	Categories 💌	Reject It	ms										
E Requisition / Item Numb	er Configurable Item	Number Descript	ion	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract	Info Record	External Item Number	L
• 🛃 2000000166/1	0001	OIL BOL	IND DISTEMPER / ACRYLIC	31211502		280	KG	PI_USER	21.07.2020					2001000964/00010	
> C1 2000000166/2	0002	Farthurn	1	72000000		1	AU		From 21 07 2020					2001000964/00020	





8.6 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.

s	1 elect Requisition A	2 Assign Sources of Supp	oly ( 2 Items) Review Dr	3 afts (No Items) Summa	4 ary Screen (M		ents)							
Selec	All Expand All Col	lapse All Change Re	fresh   Propose Sources	of Suppl Create Draft	Replace	Hem with	Catalog Item 🖌 Undo I	Replacem	ent   S	ubmit t	o Grouping   Rer	nove   Assign to	My Purchasing G	roup
	uisition / Item Number		Configurable Item Number	Descriptio RFx	1		Category Description					Supplier Number		
•	200000166/1	2001000964	0001	OIL BOUND DISTEMPER	/ CRYLIC		Water based paints		280	KG	21.07.2020			
۲	200000166/2	2001000964	0002	Earthwork			Construction Service		1	AU	From 21.07.2020			
										_				

8.7 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 "ZLT1– Advt/Open Tender 1 Env" option.

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

Previous Next Process All	Drafts Close Process Select	ted Drafts Edit Selected Drafts	System Info Creat	e Memory Snaps	shot						
1	2	3	4		-						
Select Requisition Assign	a Sources of Supply (No Items)	Review Drafts ( 2 Items)	Summary Screen (N	lo Documents)							
Created Drafts											
Change Selected Draft To 🖌 Rer	nove										Se
Draft Name		Draft Type	Supplier Num	ber		Su	pplier	Transaction Typ	e		
10100019 22.07.2020 11:11:30		Bid Invitation						ZAT1 : Adv/Opn	Tender 1 Env		
Details of Selected Drafts 10	100019 22.07.2020 11:11:30										
Remove Expand All Collapse	All										Set
Requisition / Item Number	Configurable Item Number	Description		Category	Quantity	Unit	Info Record	Net Price		Gross Price	Currency
• 🙀 <u>2000000166 / 1</u>	0001	OIL BOUND DISTEMPER	/ ACRYLIC	31211502	280	KG		43.75 p	er 1 KG	43.75	INR
▼ <u>2000000166/2</u>	0002	Earthwork		72000000	1	AU				0.00	INR
<ul> <li> <u>100 200000166 / 3         </u> </li> </ul>	0002.AA	Earthwork upto 1.5 Mtrs. d		72000000		M3		391.00	per 1 M3	391.00	





8.9 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.

Assign Sources of Supply: Si	tep 3 (Review Drafts (	3 Items))	
Previous Next     Process All Drafts	Close Process Selected Drafts	Edit Selected Drafts System Inf	o Create Memory Snapshot
I)1	2	3	4
Select Requisition Assign Sour	ces of Supply (No Items) Review	w Drafts ( 3 Items) Summary	Screen (No Documents)





## 9. RFX Creation - Edit RFx

#### 9.1. RFx Parameters

9.1.1 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.

RFx Number 5100000184 RFx Name P2P Open Tender	Type Limited Tender 1 Env	tatus Published	Created On 22.07.2020 11:13:03	Created By 10100019	Time Zone INDIA
Number of Items 2 Version Number 1 Ver	ion Type Active Version Ext	ternal Version Number	1		

9.1.2 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.

Number of Items 2 Version	Number Version Type Active Version	n External Version Number			
RFX Information Bidders	Items Notes and Attachments V	Veights and Scores Approval	Tracking		
	otes and Attachments		,		
Identification		Ev	ent Parameters		
RFx Name:	10100019 22.07.2020 11:11:30		Currency:	INR 🗇	
Port Tender No:			Target Value:	16,160.00 INR	
			Detailed Price Information:	Simple Price	
Tender Description:			Follow-On Document:	Purchase Order or Contract	
			Bidder Can Change RFx Responses:		AMC Indi
	Adv/Opn Tender 1 Env	All	w Multiple RFx Responses for Each Company:		c
Publication Type:	Public RFx 💌		Display Weighting to Bidders:		Percentage Bir
Organization					
	Mumbai Port Trust Purchase Organisation	Та	nder Fee		Security Deposit
	Civil Department Purchase Group				* Security Deposit Required:
Purchasing Group:	Civil Department Purchase Group	Show Members			* Security Deposit Percentage:
Dates			Required		· · · · ·
RFx Start Date:	00:00:00		Required		
* RFx Submission Date:	00:00:00	Ea	rnest Money Deposit		
Price Rfx Opening Date:	00:00:00		Required		
Technical RFx Response Opening Date:	00:00:00				
End of Binding Period:	6		* Reason for EMD Exclusion:		1
Valid From / To:		Sc	enario Award/Contract		Ĩ.

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





Purchasing	System defaulted	Non-Editable
Organization		
Purchasing	System Defaulted	Non-Editable
Group		
Dates		
RFx Start	Date from which the Tender process will start after it is	Editable
Date	approved and published	- I'' I I
RFx	Date by which the Bidder should submit the response	Editable
Submission		
Date Price Rfx	RFx Price Opening Date	Editable
Opening	Krx Flice Opening Date	Eultable
Date		
Technical	RFx Technical Opening Date	Editable
RFx		
Response		
Opening		
Date		
Valid From /	Binding period of the tender	Editable
То		
Event Param	eters	
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	Eultable
Document	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.	
Allow	Will be checked by default. This allows the bidder to change	Editable
multiple RFx	the submitted responses multiple times, until the	
Response	submission deadline date is not reached. If unchecked,	
for each	Bidder cannot modify & re-submit the responses. Not to be	
company	changed.	
AMC	Is applicable for the AMC tenders. If checked TCR with	Editable
Indicator	ALR/AVR will be generated	
QSBC	Currently not available	Editable




Tender Fee		
Tender Fee Required	Check this field if tender fee needs to be collected from the Bidder	Editable
Tender Fee 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 Deadline	Tender Fee is required to be submitted before this Date and Time by the Bidder without which the Bidder will not be able to create & submit the responses	Editable
Earnest Mon	ey Deposit	
Required	Check this field if EMD fee needs to be collected from the Bidder	Editable
EMD 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 Deadline	EMD Fee is required to be submitted before this Date and Time by the Bidder without which the Bidder will not be able to create & submit the responses	Editable
Pre-Bid Mee	ting	
Pre-Bide Meeting Required	Check this box if pre-bid meeting needs to be conducted with the Bidders.	Editable
Pre-Bid Start Date & Time	Provide the start date & time for the pre-bid meeting to be started	Editable
Pre-Bid End Date & Time	Provide the end date & time for the pre-bid meeting discussion	Editable
Pre-Bid Location	Location of the meeting that was held.	Editable
Pre-Bid Remarks	Mention the concluded points in the column. This is 256 characters in length.	Editable





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

	me P2P Open Tender Type Adv/Opn Number 1 Version Type Active V		Created By 10100019 Time Z	one INDIA Number of Suppliers 3
RFX Information Bidders	Items Notes and Attachments V	Veights and Scores Approval Tracking		
RFx Parameters Questions No	otes and Attachments			
Identification		Event Parameters		
RFx Name:	P2P Open Tender	Currency:	INR	
Port Tender No:	MBPT/CE/2020/249	Target Value:	16,160.00 INR	
	P2P OPEN TENDER - SINGLE ENVELOPE	Detailed Price Information:	Simple Price	
Tender Description:	ENVELOPE	Follow-On Document:	Purchase Order or Contract	
		Bidder Can Change RFx Responses:	<b>v</b>	AMC Indicator:
	Adv/Opn Tender 1 Env	Allow Multiple RFx Responses for Each Company:	<b>v</b>	QSBC:
Publication Type:	Public RFx	Display Weighting to Bidders:		Percentage Bidding:
Organization				
•	Mumbai Port Trust Purchase Organisation	Tender Fee		Security Deposit
Purchasing Group:	Civil Department Purchase Group	Show Members		* Security Deposit Required: 🔽
· · · · · · · · · · · · · · · · · · ·				* Security Deposit Percentage: 10
Dates		Required:	<b>v</b>	
RFx Start Date:	22.07.2020 11:55:00	Tender Fee Percentage:	2	
* RFx Submission Date:	22.07.2020 12:20:00	* Tender Fee:	323.20 INR	
Price Rfx Opening Date:	22.07.2020 12:30:00	Submission Deadline:	22.07.2020 12:20:00	
Technical RFx Response Opening Date:	22.07.2020 12:30:00			
End of Binding Period:		Earnest Money Deposit		
Valid From / To:		Required:	~	
			-	

## 9.2. Maintain RFx Parameters

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

9.2.1 Click on the button "Maintain RFx Parameter" as shown below.

Edit RFx :							
Read Only Close Technical RFx Permissions	Publish S	ave Check	Export	Print Preview	Delete	Maintain Rfx Parameter	Import S

9.2.2 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.

S	AP		Application to maintain Question	
Bid N	lo: 510	0000174		
Plea	ase ma	aintain Question		
Ad	d Row	Save Delete Close Im	nport	
Ē	S.No	Group	Question	Attachment Required
	1			No $\checkmark$
	2			No $\sim$
	3			No $\checkmark$





S	Please select data to be imported		
Ва	ck Transfer		
Ē	Question	Group	Attachment
	DO YOU HAVE PREVIOUS WORK EXPERIENCE. UPLOAD DOCUMENTS.	Eligibility Criteria	No
	DOU YOU HAVE PAN NO	Eligibility Criteria	No
	DOU YOU HAVE TAN NO.	Eligibility Criteria	No
	IN LAST 7 YEARS, EXPERIENCE OF 3 COMPLETED PURCHASE ORDERS OF MINIMUM 4 LAKHS ATTACHED?	Eligibility Criteria	No
	WHETHER ANNUAL AVERAGE TURN OVER .FOR LAST 3 YEARS IS ABOVE RS.10/15/50* LAKHS	Eligibility Criteria	No
	WHETHER BIS LICENSE HOLDER	Eligibility Criteria	No
	WHETHER DOCUMENTS FOR START UP ATTACHED?	Eligibility Criteria	Yes
	WHETHER DOWN LOADING CHARGES OF RS.105/- PAID	Eligibility Criteria	No

Click on "Save" and then click on "Close" button to close the window. Please see screenshot below.

Al	<b>v</b> 1			
-	] Data S	tore successfully		
S	NP (		Application to maintain Question	
Bid N	lo: 51000	000184		
lea	ase ma	intain Question		
Ad	d Row	Save Delete Close Import		
Ē	S.No	Group	Question	Attachment Required
	1	Eligibility Criteria	DO YOU HAVE PREVIOUS WORK EXPERIENCE. UPLOAD DOCUMENTS.	No $\checkmark$
	2	Eligibility Criteria	IN LAST 7 YEARS, EXPERIENCE OF 3 COMPLETED PURCHASE ORDERS OF MINIMUM	No $\checkmark$

#### 9.3. 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.

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





Display RFx :	ose Technica	DEv Dermisei	ione Conv C	hack Diec	harge RFx Respon	abase and Awards	Create Follow	on DEx	Export D
				Direck L Disc	narge Ri x Respon	ises and Awards	Ofeate I billor	-VIT KI A	CAPOIL 1
Create Memory Snap	shot Related I	inks 🖌							
RFx Number 51000	00184 RF2	Name P2P Op	oen Tender	Type Adv/Opr	Tender 1 Env	Status Publishe	d Create	d On 22.0	7.2020 11:1
RFx Number 51000 Number of Iten		Name P2P Op ion Number				Status Publishe		d On 22.0	7.2020 11:1
		1000		Type Adv/Opr on Type Active		10.776.00 CT 72.776 CD		d On 22.0	07.2020 11:1
Number of Iten	ns 2 Vers	ion Number	1 Versio	on Type Active	Version Extern	nal Version Numb	per 1	d On 22.0	07.2020 11:1
	ns 2 Vers	ion Number		on Type Active		nal Version Numb		d On 22.0	07.2020 11:1

RFX Information Bidders	Items	Permissions									
RFx Parameters Questions	Notes and Attach	Permis	ssions								
Identification RFx Name	10100020 19		0100020 19.07.2020	19:54:38 RFx	No. 510000017	6					
Port Tender No		Save Clos									
Tender Description	PROPRIETA	Add Delete	ion Assignment								
DEv Type	FIELD IS OF Single Tende	User				Technical Evaluator	•		Bid Floor Admin.		AMC Indicator:
Publication Type		10100020							۲		QSBC:
Organization											
Purchasing Organization											Security Deposit
Purchasing Group	Material Mgr									-	* Security Deposit Required: * Security Deposit Percentage: 10
Dates		User Details									Security Deposit Percentage. 10
RFx Start Date	20.07.2020	User Name Building		_	Organization Room		_	npany			
* RFx Submission Date	20.07.2020	bunung						pilone			
Price Rfx Opening Date	20.07.2020		_								

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





P	ermissions										×
	Save Clos	e Window									~
	User Permissi	on Assignment									
	Add Delete	]									
	User	Technical Opener	Tech Scrutiny	Price Opener	Technical	Evaluator	Price Scrutiny	Price Evaluator	Bid Floor Admin	. 🖻	
	10100020					]			۲		
	_									-	
										-1	
	User Details									Y	
	User Name Building			Organization Room				mpany			
	Dunung			Room			100	phone			
	Add User										
	_										
	Jser Name: 10 First Name:	100011	-								
	Loot Name										
L	Search User Details										
	First Nam	e Last f	Name	User ID	Person ID	Employe	e ID E-Mail	Department	Position Name	-	
		SIDDHASAN		10100011	00000000	2		00000000			
										-	~
1	Transfer Ca	ncel								-	Ť
1	<									>	
											.::!

9.3.3 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 T	Permission Tab (Tender Committee)									
Role Name	Role Description	Field Status								
Bid Floor Admin	This role is assigned by default to the user creating the Tender i.e. the Buyer. Its recommended not to change	Editable								
Technical Opener	User assigned under this role is responsible for opening the technical responses received. In Open Tender Two Bid system process, system will default this role to the Buyer creating the tender.	Editable								
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									8	
Display RFx :	Permis	Permissions								^	
Edit Close Technical RFx Permission     Maintain Rfx Parameter System Information Create	REA Maille P	2P Open Tender Rf	<b>x No. 510000</b>	)184						re	eview Que
Save Close Window								F			
RFx Number 5100000184 RFx Name P2P Ope	Permissions	updated successful	ly .							ne	e INDIA
Number of Items 2 Version Number	User Permissi	on Assignment									
RFX Information Bidders Items	Add Delete	]									
RFx Parameters Questions Notes and Attac	User	Technical Opener	Tech Scrutiny	Price Opener	Technical Evaluator	Price Scrutiny	Price Evaluator	Bid Floor Admin.			
	10100016			¥				0			
Identification	10100024			•				0			
RFx Name: P2P Open T	10100025			<b>v</b>				0			
Port Tender No: MBPT/CE/20	10100017						$\checkmark$	0			
P2P OPEN 1 ENVELOPE							<b>&gt;</b>	0	-		
Tender Description:	User Details	User Details									
RFx Type: Adv/Opn Ter	User Name			Organization		Con	npany				
Publication Type: Public RFx	Building			Room		Telej	phone				

### 9.4. Item Tab

- 9.4.1 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.
- 9.4.2 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.

_	_	Required for A		Bidder Can Add New Items Allow Cut Copy Paste Delete	RFx	Response Modification 🗌 Bidde	r Can Ch	ange Quantities				E	coand A	II Collapse All F	ilter Settings Hide Out
			Product ID	Description	Lot	Allow RFx Response Modification	Variant	Product Category	Quantity	Unit	Currency	Delivery Date			Internal Item Number
•	<b>6</b>	Material	100000590	OIL BOUND DISTEMPER / ACRYLIC				31211502	280	KG	INR		<u>0</u>	Q	1
•		Outline		Earthwork	✓			72000000	1	AU	INR		<u>0</u>	<u>0</u>	2
	- 🏤 🗆	Service	830000009	Earthwork upto 1.5 Mtrs. depth in bulk			1	72000000	10	М3	INR		<u>0</u>	<u>0</u>	3
•	Item : OIL	BOUND DIST	EMPER / ACR	YLIC		' 									
_	tem Data	Questions		and Attachments											





### SAP User Manual for E2E Material and Service Procurement

#### 9.5. Approval Tab

9.5.3 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.

Number of Items 1	Version Number Version Ty	rpe Active Version External Version Num	ber				
RFX Information	Bidders Items Notes and Attac	chments Weights and Scores Appre	Tracking				
Current Status:	Initial	Header Approval Note	•				
Current Process Step:							
Currently Processed By:							
Approval Process Data:							
Follow Up:	Work Item to Requester at Process End						
Header Item							
Header Approval Sta							
Add Approver 🖉 Re	move Approver						Settings
Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By	
• 001	SRM RFx Completion	Open (No Decision Made)	MANDAR PARKAR				
• 002	SRM RFx Completion	Open (No Decision Made)	RAMESH SUBRAMANIAN				
• 003	SRM RFx Completion	Open (No Decision Made)	GANGADHAR YEDDY				
							-
Reviewer(s) for the D	locument						

## 9.6. C-Folder Attachment

- 9.6.1 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
- 9.6.2 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	Bidder
	folder is created under Technical_Bids in which the RFx	
	respondent can store technical RFx response documents.	





9.6.3 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.

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
RFx Parameters Questions Notes and Attachments	
	-Empty-
	-Empty-
Tendering text	-Empty-
	-Empty-
▼ Attachments	
Add Attachment Edit Description Versioning (Delete Create Profile	
Category Description File Name Version Processor Visible Intern	ally only Checked Out Type Size (KB) Changed by Changed on
i The table does not contain any data	
▼ Collaboration	
Create Assign Delete	
Collaboration Room	Created on
No collaboration has yet been created	
▼ Collaboration	
Create Assign Delete	
Collaboration Room	and the second se
	Created on
i No collaboration has yet been created	
▼ cFolder Attachments	
Add Attachment Delete Verify Signature	Filter Settings
cFolder Name Category Description File Name Version Process	or Checked Out Type Size (KB) Changed by Changed on

9.6.4 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.

	-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





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

<sup>-</sup> x Name 10100020 19.07.2020 19:54:38 Type Single Tender Status Sa rsion Number Version Type Active Version External Version Number	ved Created Or	19.07.2	2020 19:56:18	Created By ADITI SHENDYE	Time Zone INDIA	Number of Supplier:
ers Items Notes and Attachments Weights and Scores Approval	🥭 Choose File to	Jpload				×
Notes and Attachments	$\leftarrow \  \  \rightarrow \  \   \checkmark \  \   \uparrow \left[$	< IPA	A Pro → OSS R	aised Documents 🗸 🗸	5 ,O Search O	SS Raised Documents
-Empty-	Organize 👻	New fold	ler			:: - ::
Add Attachment	💻 This PC	^	Name	^	Date modified	Туре
Here, you can upload a file and attach it to the header File: Browse Description: Folder Name: EXTERNAL AR Name Version P any data	<ul> <li>3D Objects</li> <li>Desktop</li> <li>Document</li> <li>Download</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> <li>Windows (</li> <li>Data Disk (</li> <li>CD Drive ()</li> </ul>	s C:) D:)	Bidder Is: BSP Page Mew Mic RFx Resp RFx Resp	: Error.JPG rosoft Word Document.docx onse Submission Error in custo onse Submission Error.docx _Comp_Creator.JPG	5/25/2020 5:43 PM 7/17/2020 11:02 AM 7/17/2020 3:56 PM 6/15/2020 1:22 AM 7/15/2020 1:33 PM 7/7/2020 5:04 PM 7/19/2020 4:28 PM 7/19/2020 4:36 PM	JPG File
een created	🕰 CD Drive (Ei					>
y Signature		File n	iame: SAP_CFX_	Comp_Creator.JPG	<ul> <li>All Files (*.*)</li> <li>Open</li> </ul>	Cancel .:i

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

	Add Attachment
	Here, you can upload a file and attach it to the header
	File: D:\IPA Project\IPA Project Browse
	Description:
16	Folder Name: EXTERNAL AR 💌
-	
Р	8
	OK Cancel

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



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





<ul> <li>The signed document cannot</li> <li>Unable to determine the author</li> <li>The document's signature can</li> </ul>						
	C=IN, O=Pers C=US, S=CA	sonal, PostalCode=400607, , O=SAP Labs, L=Palo Alto,	. OU=Cloud Integration, CN=* bai, OU=Users, CN=Abhay S	db29at81.bdf74920dcd04d20c8 *wdf.sap.corp.(C-US, S-CA, O Subhash Gade, E+AG00615222	=SAP Labs, L=Palo Alto, (	OU=Cloud Integrat

9.6.9 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 sh	ould be between 6–32 characters
ОК	Cancel SoftKeyboard

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







9.6.11 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 need to be digitally signed by the Buyer.

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															
Fx Parameters Que	estions Notes and	Attachments																	
Clear																			
Category		1	Description																
			Empty-																
			Empty-																
Tendering text		-	Empty-																
			Empty-																
Attachments																			
	Description Versionin	g / Delete Create Profile			Filter Setti						-								
						-													
		on Processor Visible Internally	y only Checked Out Type Size (KB)	Changed k	y Changed	on													
i The table does no	ot contain any data																		
Callabaratian											Collaboration								
Collaboration																			
Collaboration     Collaboration     CFolder Attachments																			
	te Verify Signature									Filter Settings									
<ul> <li>cFolder Attachments</li> <li>Add Attachment Deleter</li> </ul>	ete Verify Signature Category	Description	File Name	Version	Processor	Checked Out	Туре	Size (KB)		_									
CFolder Attachments     Add Attachment     Dele     CFolder Name	Category	Description SAP CFX Comp Creator	File Name SAP_CFX_Comp_Creator.JPG.sig	Version 1	Processor	Checked Out		Size (KB) 49		_									

## 9.7. Tracking Tab

14.7.1 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 5100000184 RFx Nan Number of Items 2 Version I	ne P2P Open Tender Type Adv/Opn Number 1 Version Type Active V			eated By 10100019	Time Zone INDIA	Number of Suppliers 3		
RFX Information Bidders	RFX Information Bidders Items Notes and Attachments Weights and Scores Approval							
▼ History								
View: Indian Rupee						Filter Settin		
Document	Name	Document Number	Back-End Document Number	Status	C	Date		
External Requirement	PI_USER 21.07.2020 19:27	200000166	2001000964	Approved	21	1.07.2020		
RFx	P2P Open Tender	<u>5100000184</u>		Published	22	2.07.2020		





#### 9.8. Publish RFx with Digital Signature

19.8.1 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"

19.8.2 Please ensure that you have inserted the digital signature token in your PC/Laptop USB.

19.8.3	Click on	"Publish"	button	as shown	in	screenshot below
--------	----------	-----------	--------	----------	----	------------------

RFX Information Bidders	Items Notes and Attachments V	Veights and Scores Approval Tracking	
RFx Parameters Questions N	otes and Attachments		
Identification		Event Parameters	
	P2P Open Tender	Currency:	INR
Port Tender No:	MBPT/CE/2020/249	Target Value:	16,160.00 INR
	P2P OPEN TENDER - SINGLE ENVELOPE	Detailed Price Information:	Simple Price
Tender Description:		Follow-On Document:	Purchase Order or Contract
DEv Tuner	Adv/Opn Tender 1 Env	Bidder Can Change RFx Responses:	AMC Indicator:
Publication Type:		Allow Multiple RFx Responses for Each Company:	QSBC:
Publication Type.		Display Weighting to Bidders:	Percentage Bidding:
Organization			
Purchasing Organization:	Mumbai Port Trust Purchase Organisation	Tender Fee	Security Deposit
Purchasing Group:	Civil Department Purchase Group	Show Members	* Security Deposit Required: 🔽
			* Security Deposit Percentage: 10
Dates		Required:	
RFx Start Date:		Tender Fee Percentage:	
* RFx Submission Date:	22.07.2020 12:20:00	* Tender Fee:	323.20 INR
Price Rfx Opening Date:	22.07.2020 12:30:00	Submission Deadline:	22.07.2020 12:20:00
Technical RFx Response Opening Date:	22.07.2020 12:30:00		
End of Binding Period:		Earnest Money Deposit	
Valid From / To:	-	Required:	
		EMD Percentage:	5

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

Message from webpage	<
Session Management will not work! Please check the DSM log file for details. You can turn off this alert inside 'Support Desk' -> 'SAP Application'	
ОК	

19.8.5 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.





Technical Opening date Price Opening date Valid From	: 20.07.2020 13.00.00 : 20.07.2020 07:30:00 : 20.07.2020 - 18.10.2020		•
C-IN, O-Personal, PostalCode C-US, S-CA, O-SAP Labs, L-	Palo Alto, OU=Cloud Integration, CN=*.wdf.s	18115df79920dcd04d20c698dadbae7ce0803d ap.corp (C=US, S=CA, O=SAP Labs, L=Palo sh Gade, E=AG00615222@TechMahindra.co	Alto, OU=Cloud Integrat
<			>
SAP Digital	Signature	Sign	Cancel

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

Enter User PIN		>
User PIN:	*****	
Note: Length	should be between 6–32 cha	racters
OK	Cancel SoftKeyb	oard

19.8.7 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.

			. 4202 /	LUNACZUDTMOMEDUL/VONE	A1NACZ DTE )/h a/h an /ann an	en / en II eine et al / eine et an et let en 7 e el a	putProcessing=SIGNATURE&sap-params=c3NmX3NIc3Nfa
1111	JS://	ipasapqimq.portebs.com	1:4502/Sap(DD HDIZ P I (	JWIVICZWP HVIUIVIJEUJN 1914	V4 HVICZPP IE= )/ DC/ DSP/ Sapsr	n/call sig_ctrl/signature.ntm:onir	iputProcessing=siginATUREccsap-params=csinmAsinicsinia

Message	from webpage	×
	Document signed: signer details (CN=Abhay Subhash Gade, SN=204958cfac7f8ade8fec2bf3cfa371247d5e0abe7f2c141163b 647b0156734f7, telephoneNumber=f19db29af81bdf79920dcd04d20c898dadba e7ce0803c7048f9ff211db60f1ae, SP=Maharashtra, postalCode=400607, O=Personal, C=IN)	
	ОК	ונ

19.8.8 System displays message as "RFx xxxxx 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"

Display RFx:							
Edit   🗘   Close Technical RF:	K Show my Tasks Copy Check 📑 D	ischarge RFx Export	Print Preview	Maintain Rfx Parameter	System Inform		
RFx Number         5100000184         RFx Name         P2P Open Tender         Type         Adv/Opn Tender 1 Env         Status         Awaiting Approval         Created On         22.07.2020         11:'           Number of Items         2         Version Number         Version Type         Active Version         External Version Number							
RFX Information Bidders	Items Notes and Attachments	Weights and Scores	Approval	Tracking			
RFx Parameters Questions Notes and Attachments							
Identification Event Parameters							
RFx Name:	P2P Open Tender				Current		
Port Tender No:	MBPT/CE/2020/249				Target Valu		
Tender Description Tender Stroker Stro					d Price Informatio		
RFx Type:	Adv/Opn Tender 1 Env			Bidder Can Chang	e RFx Response		
Publication Type:			Allow	Multiple RFx Responses	for Each Compan		

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

Kindly Approve RFx 5100000
Created E A. JERRON TO-DAD
Hi RamanaMoorthy
Kindly Approve RFx 5100000
RFx details are mentioned below:
RFx Number : 5100000
RFx Date/Time : 20200708 193000
RFx Description : 🔤
Regards, Workflow System
*** This is a system triggered e-mail from Indian Port Authority ***

## 9.9. Approving the RFx





- 24.9.1 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
- 24.9.2 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.
- 24.9.3 Select the appropriate document and click on the link as shown in screenshot below.

	E - PROCUREMENT PORT	AL		Log Off lcome MANDAR PARKAR (10100010) .ogin Time:22/07/2020 11:23.30 IST
Home Strategic Purchasing Overview				
4 Work Overview Reports	Alerts Tasks (10 / 10) Notifications			
Services Advanced Search	Show: [New and In Progress Tasks (10 / 10) V [All V E: Subject Approve RFx Number 5100000184	Sent Date Today	v Due Date	♦ ¥ Katus

24.9.4 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.

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 Reject Clos	e Inquire Save I	Export Print Preview	Delete System Inform	ation Create Memory Snapshot	Related Links
RFx Number 5100000184 Number of Items 2	RFx Name P2F Version Number		e Adv/Opn Tender 1 En Active Version Exte	w Status Awaiting Approve rnal Version Number	al Created O

24.9.5 Once the RFx is approved message "Publication of RFx (Number 51xxxxxxx) was approved.



- 24.9.6 Documents approved will disappear from the "Tasks" tab.
- 24.9.7 Similarly, the remaining approvers can follow the above mentioned steps and approve the RFx.
- 24.9.8 RFx once approved at all the stages, the status will change to "Published" from "Awaiting Approval"
- 24.9.9 A mail will be triggered to the Supplier about the publication of the RFx. See the screenshot below.







#### 10. Technical RFx Response Activity

10.1. Initiate Technical RFx Response Opening

30.1.1 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.

	E -	Procu	REMENT PO	RTAL	Welcome LATA DATE ( Login Time:22/07/2020 20
Home Strategic Purchasing					
Overview Reports					
Image: A state of the state					
Strategic Sourcing					
Contract Management	Number: = 5100000184		То		
Business Partner	RFx Type:	•			
Workload Redistribution	Name of RFx: Status:	•			
-	Processed Since:				
Services	Purchasing Organization:	٥			
Advanced Search	Product Category:	D			
Create Documents	Submission Deadline:	-			
Auction	My RFx:				
Auction Template	Purchase Group:	D			
• RFx	Number of RFx responses: ♦	_	То		
RFx Template	Supplier	2			
Central Functions	Item Product:		đ		
Carry Out Sourcing	Apply Clear				
Upload / Migrate Certificate	View: [Standard View] Create RFx	Copy Display Edit	Delete Publish Responses and Awards	Print Preview   Refresh Export	2,-
	RFx Number RFx Name	Type Status	RFx Category Purchasing Organizati	on Submissi	ion Deadline Responses
	5100000184 P2P Open Tender	ZAT1 Published	Mumbai Port Trust Pu	chase Organisation 22.07.202	20 3

Please see the screenshot below.

30.1.2 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.

Display RFx :	
Edit Close Technical RFx Permissions Initiate Technical RFx Resp	onse Opening   Open Technical RFx Response   Copy   Check   🔓 Dischar
Questions and Answers (0) Maintain Rfx Parameter System Information Create	Memory Snapshot Related Links 🖌
RFx Number         5100000184         RFx Name         P2P Open Tender         Type         Adv/Opn T           Number of Items         2         Version Number         1         Version Type         Active Version	
RFX Information Bidders Items Notes and Attachments W	eights and Scores Approval Tracking
RFx Parameters Questions Notes and Attachments	
Identification	Event Parameters
RFx Name: P2P Open Tender	Currer
Port Tender No: MBPT/CE/2020/249	Target Va





30.1.3 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.

nd Attachments Weights a Simultaneous Logon	
Des sesse Details	R nple I
urchase Organisation     password is checked against the system.       chase Group     Show h       Close	
0:00 * Tender Fee:	

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





imultaneous Logon		
📕 User approval succe	essful	
Process Details		
Process Start-End Tim	ne: 15:45:06	- 15:50:06
Process Time Remain	ning	
00:05:00		
Extend Process Time:	00:00:00	Extend
Active Approvals		
User	Approved	Approval Time
10100020		00:00:00
🔂 Help		
Enter your system pass password is checked ag		
Close		

#### 10.2. Open Technical RFx Response

30.1.5 Technical Opener 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.



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

Display RFx :				
Close Technical RFx Permissions	Open Technical RFx Response	Copy Check	Discharge RFx	Responses and A
System Information Create Memory Snapsh	ot Related Links 🖌	•		

30.1.7 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.

/ersion Type Active Vers		2020 17:43:48 Cro
nd Attachments Wei	ghts a Simultaneous Logon	
WITH OPEN	User ID: 10100019 * Password: ••••••• Acknowledge Cancel Process Details Process Start-End Time: 00:00:00 - 0	00:00:00
	🖓 Help	

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





_			
heck	Discharge RFx Responses and Awards Create Follow-on RFx	E	Export Print Preview
2 Env	Status         Published         Created On         19.07.2020         17:43:48           External Version Number         1	Cre	ated By 10100019
hts a	Simultaneous Logon 📃 🎽	3	
	Ser approval successful		
	Process Details	:	INR
	Process Start-End Time: 22:50:13 - 22:55:13	с с	1,343,71 Simple Price
	Process Time Remaining	:	Purchase Order or (
	00:02:29	10 I.	
	🔂 Help	¢	
<u>iow N</u>	Enter your system password for secondary verification. The password is checked against the system.		
	Close	:	<b>v</b>
		:	2
	* Tender Fe	ee:	26,8
	Submission Deadlin	ne:	19.07.2020 19
	Earnest Money Deposit		
	Require	ed:	¥

### 10.3. Technical Comparative Statement

30.3.1 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 non-availability 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.

Display RFx :	
Close Technical RFx Permissions Copy Check 🔓 Discharge RFx Resp	onses and Awards Export Print Preview Questions and Answers (0) Maintai
Create Memory Snapshot Related Links	
RFx Number 5100000184 RFx Name P2P Open Tender Type Adv/Opn Ten Number of Items 2 Version Number 1 Version Type Active Versi	
RFX Information Bidders Items Notes and Attachments Weig	hts and Scores Approval Tracking
RFx Parameters Questions Notes and Attachments	
Identification	Event Parameters





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

Responses and Awards				
Print Preview   🗘   Close Ex	port Questions and Answers ( 0 ) System Inf	ormation Create Memory Snapshot		
Remaining Time 0 Days 00:00:00	RFx Name P2P Open Tender	Type Adv/Opn Tender 1 Env	Status Published Number of Suppliers 3	RFx Number 51000001
	rrogate Bidding			
Technical RFx Responses and				
TCR Report Accept Reject	Refresh			
RFx Response	RFx Response Status	Company Name	Bidder Name	RFx Response Version
610000180	Bid submitted	CONA INDUSTRIES	CONA INDUSTRIES	1
6100000183	Bid submitted	FELIX ENGG. CO.	FELIX ENGG. CO.	1
610000184	Bid submitted	M/S. A. A. TRADERS,	A. A. TRADERS,	1

30.3.3 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.

S/	<b>P</b>				Technical Compara	tive Statemen	t		
	Org:		Purchase Organisation						
fech	nnical	Comparative	Statement						
	S.No.	Group	Question	40000899 & / 6100000180	Buyer Comments for 6100000180	40000442 & / 6100000183	Buyer Comments for 6100000183	40000444 & / 6100000184	Buyer Comments for 610000018
	1	Eligibility Criteria	DO YOU HAVE PREVIOUS WORK EXPERI	YES		YES		YES	
	2	Eligibility Criteria	IN LAST 7 YEARS, EXPERIENCE OF 3 CO	YES		YES		YES	
ist	Of Att	achments	Email L	ogs for Sho	ortfall Docs				

30.3.4 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						
	Save	Short Fall Docs	Maintain Workflow Sequence	Forward	PDF	Close

30.3.5 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".





ease Select V		send Mail				
Send Mail Back						
Quotation No	Vendor Id	Vendor Name	Email Id			
6100000164 3	40000442	FELIX ENGG. CO.	ag00615222@techmahindra.com			
		ontent here		_	^	
Email Content				1	^	
_		the PAN Number		]	^ 	
Email Content				]		
Email Content				]		
Email Content				]	^	
Email Content				]		
Email Content				]		

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

All	✓ 1	
-	Mail send Successfully to Selected Vendors	
S٨	₽	To Send mail to vendor for Short fall Docs

30.3.7 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.





yer's Overall C	Comments:		EVALUATION				
rutiny's Te	eam Comment						
User ID	Full Name	1	Status Commer	t's Date Com	ment's Time	Comments	
10100011	SIDDHASANJAY AF	HALE		00:00	:00		
10100027	HEMANT SHIVKAR			00:00	:00		
servation	/Recommendation com	mittee	's Comments				
User ID	Full Name	Status	Comment's Date	Comment's T	ime Comr	nents	
10100012	PERAMPATTANALIL GOPI			00:00:00			
10100013	ARVIND APANDKAR			00:00:00			

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

- 30.3.8 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.
- 30.3.9 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.







Maintain Sequence for Scrutiny and Committee me...

# Maintain Sequence for Scrutiny Workflow members

User Name	Full Name	User Type	Sequence
10100011	SIDDHASANJAY APHALE	A	1
10100027	HEMANT SHIVKAR	А	2

## Maintain Sequence for Committee Workflow members

User Name	Full Name	User Type	Sequence
10100012	PERAMPATTANALIL GOPI	с	1
10100013	ARVIND APANDKAR	с	2

- 30.3.10 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.
- 30.3.11 Now Buyer needs to click on "Forward" button as shown below.

Save	Short Fall Docs	Maintain Workflow Sequence	Forward	PDF	Close

System will display message as shown in below screenshot.



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

## 10.4. Approving TCR

- 30.4.1 Follow the process of logging to EBS portal as detailed in section 1.1
- 30.4.2 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.

	E - PROCUREMENT PORTAL	Welcome SIDDHASANJAY APHALE (101000 Login Time:22/07/2020 12:41.57	011)
Home Strategic Purchasing			
OTOTOT			
4 Work Overview	Alerts Tasks (4 / 4) Notifications		
Reports	Auens lasks (474) Notifications		
- Services	Show. New and in Progress Tasks (4 / 4) V All V	4 7 後回	
Advanced Search	R Subject Sent Date	▼ Due Date	
	Please Evaluate TECHNICAL COMPARATIVE REPORT for RFx 5100000184 Today	New	

30.4.3 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.

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.

# Please evaluate the below RFx

RFx No:	510000184			
evaluate	d			
Subm	it Return TCR	PDF Close	]	

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

M Data Updated Successfully	
Please evaluate the below RFx	
RFx No: 5100000184	
evaluated	
Submit Return TCR PDF Close	

- 30.4.5 Based on the number of user's selected for performing scrutiny activities the workflow will get triggered to the subsequent user's.
- 30.4.6 Similar steps need to be repeated by the scrutiny members to login to EBS portal and submit their recommendation's.
- 30.4.7 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.
- 30.4.8 Review committee members need to follow the steps as mentioned above from point#5.3.1 to point#5.3.5





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

User ID	Full Name	Statu	s Co	Comment's Date	Comment's Ti	ime Comments
10100027	HEMANT SHIVKAR	APPI	ROVED 19	9.07.2020	19:34:04	evaluated
10100011	SIDDHASANJAY AF	PHALE APPI	ROVED 19	9.07.2020	19:32:03	Evaluate by 10100010
servation/ User ID	Recommendation com	status	comments		ment's Time C	Somments
			Comment	it's Date Comm		Comments valuated
User ID	Full Name	Status	Comment <sup>4</sup> 19.07.202	t's Date Comm 20 19:36	i:49 e	
User ID 10100013	Full Name ARVIND APANDKAR	Status APPROVED	Comment <sup>4</sup> 19.07.202	t's Date Comm 20 19:36	i:49 e	valuated

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

esponses and Award	ls			
Print Preview   🗘   Close	Export Questions and Answers (0) System Inf	formation Create Memory Snapshot		
Remaining Time 0 Days 00:00:	00 RFx Name P2P Open Tender	Type Adv/Opn Tender 1 Env	Status Published Number of Supplier	ns 3
Response Activity	Surrogate Bidding Technical Response Ac	tivity		
Technical RFx Responses	and Awards			
TCR Report Accept Re	ject Refresh			
RFx Response	RFx Response Status	Company Name	Bidder Name	
6100000180	Bid submitted	CONA INDUSTRIES	CONA INDUSTRIES	
6100000183	Bid submitted	FELIX ENGG. CO.	FELIX ENGG. CO.	
6100000184	Bid submitted	M/S. A. A. TRADERS,	A. A. TRADERS,	

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





esponses and Awards			-	
Print Preview   🗘   Close E	cport Questions and Answers ( 0 ) System In	formation Create Memory Snapshot		
Remaining Time 0 Days 00:00:00	RFx Name P2P Open Tender	Type Adv/Opn Tender 1 Env	Status Published Number of Supp	liers 3 RFx Number 5100000184
Response Activity S	urrogate Bidding Technical Response Ad	tivity		
Technical RFx Responses and	d Awards			
TCR Report Accept Reject	Refresh			
RFx Response	RFx Response Status	Company Name	Bidder Name	RFx Response Version
6100000180	Tech Bid Accepted	CONA INDUSTRIES	CONA INDUSTRIES	1
6100000183	Tech Bid Accepted	FELIX ENGG. CO.	FELIX ENGG. CO.	1
6100000184	Tech Bid Rejected	M/S & & TRADERS	A A TRADERS	1

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.

## 11. Price RFx Response Activity

#### 11.1. Initiate Price RFx Response Opening

31.1.1 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.

Voreview Reports     Overview Reports     Strategic Sourcing     Contract Management   Business Partner     Workload Redistribution     Frx Type:    Verviews   Advanced Search    Create Documents     Auction   Myr Frx:    Purchasing Organization: <td< th=""><th></th><th>E - PROCUREM</th><th>ENT PORTAL</th><th>Welcome LATA DATE ( Login Time:22/07/2020 20</th></td<>		E - PROCUREM	ENT PORTAL	Welcome LATA DATE ( Login Time:22/07/2020 20
Image: Sourcing         Contract Management         Business Partner         Workload Redistribution         * services         Advanced Search         Create Documents         * Auction Template         * RFX         * RFX         * RFX         * RFX         * Creat Documents         * Auction Template         * Creat I Functions         * Carry Out Sourcing	Home Strategic Purchasing	7		
Contract Management       Number:	Overview Reports			
Contract Management       Number:				
Control manufacturation     RFx Type:     Image: Control manufacturation       Business Partner     Name of RFx:       WorkMoad Redistribution     Status:       Services     Processed Since:       Advanced Search     Product Category:       Create Documents     Submission Deadline:       Auxion Template     My RFx:       · Auxion Template     Submission Deadline:       · RFx     Number of RFx responses: · To       · RFx Template     Supplier:       · Carry Out Sourcing     Yesting Product Supplier:	Strategic Sourcing			
Business Partner     Name of RFx:       Workda Redistribution     Status:       * Services     Processed Since:       * Processed Since:     *       Purchasing Organization:     *       Advanced Search     Product Category:       Create Documents     Submission Deadline:       * Auction     My RFx:       * Auction Template     Purchasis Group:       * RFx     Number of RFx response: *       * RFx     Number of RFx response: *       * Central Functions     Item Product:       * Carry Out Sourcing     *	Contract Management	Number: E 5100000184 To		
Workload Redistribution     Status:       *services     Processed Since:       Advanced Search     Purchasing Organization:       Create Documents     Submission Deadline:       * Auction     My RFx:       * Auction Template     Purchase Group:       * RFX     Number of RFx responses: O       * RFX Template     Supplier:       Central Functions     Elem Product:       * Carry Out Sourcing     Status!	Business Partner			
Services     Processed Since:       Advanced Search     Purchasing Organization:       Advanced Search     Product Category:       Create Documents     Submission Deadline:       Auction     My RFx:       Auction Template     Purchase Group:       * RFx     Number of RFx responses:        * RFX     Supplier:       Central Functions     Supplier:       * Carry Out Sourcing     Yes the DEter Corry	Workload Redistribution			
Services     Purchasing Organization:       Advanced Search     Product Category:       Create Documents     Submission Deadline:       * Auction     My RFx:       * Auction Template     Purchase Group:       * RFX     Number of RFx responses:        * RFX     Number of RFx responses:        * RFX Template     Supplier:       Central Functions     .       * Carry Out Sourcing     Your Standard View!				
Advanced Search     Product Category:       Create Documents     Submission Deadline:       * Auction     My RFx:       * Auction Traplate     Purchase Group:       * RFx     Number of RFx responses:        * RFx Template     Supplier:       Central Functions     Apply Clear       * Carry Out Sourcing     Yester Dein Deine De	Services			
Create Documents     Submission Deadline:       * Auction     My RFx:       * Auction Template     Purchase Group:       * RFx     Number of RFx responses:        * RFx     Supplier:       * Central Functions     Immer Product:       * Carry Out Sourcing     Yow:	Advanced Search			
Auction Template     Purchase Group:     Purchase Group:     Purchase Group:     Purchase Group:     Purchase Group:     Control Fix responses:     Contresponses:     Contrespons	Create Documents			
Auction Template     Purchase Group:	Auction	My RFx:		
RFX Template     Supplier:     Central Functions     Carry Out Sourcing     View:     Standard View:     Corry Durate Eric Delate		Purchase Group:		
Central Functions Central Functions Carry Out Sourcing Very Standard Very Very Standard Very Very Standard Very	• RFx	Number of RFx responses: ♦ To		
Central Functions  Carry Out Sourcing  Yeary Standard View  Provide Data Data Data Data Data Data Data Dat	RFx Template	Supplier:		
Carry Out Sourcing	Central Functions	Item Product:		
View [Standard View] View Director Director Director Director Director Detector Director Director Second		Apply Clear		
Upload / Migrate Certificate		View: [Standard View]  Create RFx Copy Display Edit Delete Publis	h Responses and Awards Print Preview Refresh Exp	ort a Re
E RFx Number RFx Name Type Status RFx Category Purchasing Organization Submission Deadline Responses	Upload / Migrate Certificate			
Storogonal P2P Open Tender 2AT1 Published Mumbai POT Trust Purchase Organisation 2207/2020 3				

Please see the screenshot below.

31.1.2 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.

Display RFx :						
hatineessed [ haid ] hereaster and hereaster	and the second s	chnical RFx Permissions		ge RFx Responses and A	wards Create Folio	w-on RFx Export
Maintain Rfx Parameter	ce Open Date System Info	rmation Create Memory Sn	apshot Related Links			
		Type Adv/Opn Tender 1 En n Type Active Version	v Status Published External Version Number	Created On 22.07.2020 1	11:13:03 Crea	ted By 10100019
RFX Information Bidders	Items Notes and Atta	achments Weights and S	Scores Approval T	racking		
RFx Parameters Questions N	otes and Attachments					
Identification			Event P	arameters		
RFx Name:	P2P Open Tender				Currency: INR	
Port Tender No:	MBPT/CE/2020/249				Target Value:	16,160.00
	P2P OPEN TENDER - SING	GLE		D 10 1 10 1	Cim	ala Deira

L	User ID: 10100019  * Password:
L	Acknowledge Cancel
L	Process Details
L	Process Start-End Time: 00:00:00 - 00:00:00
L	🔂 Help
L	Enter your system password for secondary verification. The password is checked against the system.

- 31.1.3 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.
- 31.1.4 Email notification will be triggered to the user's for performing the price RFx response activity.





31.1.5 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.

		E-I	Pr	OCU	IREME		RTAL			Welcome LAT, Login Time:22/07,	
Home Strategic Purchasing											
Overview Reports											
1											
Strategic Sourcing											
Contract Management		er: 🔳 5100000184			То						
Business Partner	RFx Typ			-	_						
Workload Redistribution	Name of RF State			-							
	Processed Since		-	•							
Services	Purchasing Organizatio		D								
Advanced Search	Product Catego			7							
Create Documents	Submission Deadlin	10:	-	20							
* Auction	My Rf	Fx:									
Auction Template	Purchase Grou	ib:	ð								
• RFx	Number of RFx response	es: 🔷			То						
RFx Template	Suppli		7								
Central Functions	Item Produ	ict:			D						
Carry Out Sourcing	Apply Clear										
Upload / Migrate Certificate	View: [Standard View]	Create RFx	Сору	Display Edit	Delete Publish	Responses and Awards	Print Preview	Refresh Exp	iort 🖌		2,.
	RFx Number	RFx Name	Туре	Status	RFx Category	Purchasing Organizati	on		Submission Deadline	Responses	
	510000184	P2P Open Tender	ZAT1	Published		Mumbai Port Trust Pu	rchase Organisat	ion	22.07.2020		3

Please see the screenshot below.

31.1.6 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.





Display RFx :
Open Price RFx Response Close Technical RFx Permissions Copy Check 🕒 Discharge RFx Responses and Awards
System Information Create Memory Snapshot Related Links
RFx Number         5100000184         RFx Name         P2P Open Tender         Type         Adv/Opn Tender 1         External Version Number         Created           Number of Items         2         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         Notes and Attachments         Weights and Scores         Approval         Tracking
Identification Event Parameters
RFx Name: P2P Open Tender
Port Tender No: MBPT/CE/2020/249

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

der 2 Env ersion	Status Published Created On 19.07.2020.17:43:48 Simultaneous Logon
/eights a	
]	User ID: 10100015 * Password: •••••• Acknowledge Cancel
	Process Details Process Start-End Time: 23:09:33 - 23:14:33
	Process Time Remaining
	00:03:27
1	🔂 Help
Show N	Enter your system password for secondary verification. The password is checked against the system.
	Close

31.1.8 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.





#### 11.2. Price Comparative Statement

31.2.1 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 non-availability 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 :



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

Responses and Awards           Print Preview <ul> <li>Close</li> <li>Export</li> <li>Questions and Answers (</li> </ul>	0) ] System Information Create Memory Snapshot		
Remaining Time 0 Days 00:00:00 RFx Name P25	P Open Tender Type Adv/Opn Tender 1 Env St	atus Published Number of Suppliers 3	RFx Number 5100000184
Response Activity Response Comparison Sur	rogate Bidding Technical Response Activity		
Compare Selected Responses Compare All Responses Adv	vanced Comparison	IAHR	
Response Number	Response Version	Company Name	Bidder Name
6100000180	ť	CONA INDUSTRIES	CONA INDUSTRIES
6100000183	1	FELIX ENGG. CO.	FELIX ENGG. CO.

31.2.3 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.





S.No.       Description of the work       Unit       Oty       Trust Estimate Rate/Unit       Trust Estimate Mount in Rs       CONA INDUSTRIES Rate/Unit       CONA INDUSTRIES Rate/Unit       ELIX ENGG. CO. Rate/Unit       FELIX ENGG. CO. Amount in Rs         1       OIL BOUND DISTEMPER / ACRYLIC       KG       280.000       43.75       12250.00       49.00       13720.00       52.00       14560.00         2       Ranking For Item       I       Image: Control Information Informatio Informatio Informatio Information Informatio Information Informa	SAP					Price Co	mparative Staten	nent				
Interpretative Statement         S.No.       Description of the work       Unit       Oty       Trust Estimate Rate/Unit       CONA INDUSTRIES Rate/Unit       CONA INDUSTRIES ROUTINES       FELIX ENGG. CO. Amount in Rs         1       OIL BOUND DISTEMPER / ACRYLIC       KG       280.000       43.75       12250.00       49.00       13720.00       52.00       14560.00         2       Earthwork       AU       1.000       0.0			5100000184									
S.No.       Description of the work       Unit       Oty       Inst Estimate Rate/Unit       INDUSTRIEs Amount in Rs       INDUSTRIES Rate/Unit       INDUSTRIES Amount in Rs       FLIX ENGG. CO. Rate/Unit       CO. Amount in Rs         1       OIL BOUND DISTEMPER / ACRYLIC       KG       280.000       43.75       12250.00       49.00       13720.00       52.00       14560.00         2       Ranking For Item       ··       ··       ··       ··       ··       ··       ··       ··       Rank 2         3       Earthwork upto 1.5 Mtrs. depth in bulk       M3       10.000       3910.00       149.00       1490.00       950.00       950.00         4       Ranking For Item       ··       ··       ··       ··       ··       Rank       ·· <td></td> <td></td> <td>Mumbai Port Trust Purchase Organis</td> <td>ation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>			Mumbai Port Trust Purchase Organis	ation								
S.No.       Description of the work       Unit       Qty       Inst Estimate Rate/Unit       INDUSTRIES Amount in RS       INDUSTRIES Rate/Unit       INDUSTRIES Amount in RS       FELX ENGG. CO. Rate/Unit       CO. Amount in RS         1       OIL BOUND DISTEMPER / ACRYLIC       KG       280.000       43.75       12250.00       49.00       13720.00       52.00       14560.00         2       Ranking For Item       ·       ·       ·       ·       ·       Rank 2       Rank 1       ·       Rank 2         3       Earthwork upto 1.5 Mtrs. depth in bulk       M3       10.000       391.00       3910.00       149.00       950.00       950.00         4       Ranking For Item       ·       ·       ·       ·       Rank       1       ·       Rank 1       ·       0.00 <td>rice C</td> <td>omp</td> <td>parative Statement</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	rice C	omp	parative Statement									
Ranking For Item         Image: Second S	S.N	o.	Description of the work	Unit	Qty			INDUSTRIES	INDUSTRIES		CO. Amount in	î
2       Earthwork       AU       1.000       0.00	1		OIL BOUND DISTEMPER / ACRYLIC	KG	280.000	43.75	12250.00	49.00	13720.00	52.00	14560.00	
3         Earthwork upto 1.5 Mtrs. depth in bulk         M3         10.000         391.00         3910.00         1490.00         950.00         950.00           Ranking For Item         Image: Construction of the stimate Cost(in %)         Image: Construction of the s			Ranking For Item						Rank 1		Rank 2	
Ranking For Item     Rank 1       Differ from Estimate Cost(in %)     Rank 1       BASIC COST     Image: Cost 1	2		Earthwork	AU	1.000	0.00	0.00	0.00	0.00	0.00	0.00	
Differ from Estimate Cost(in %)     5.88-     4.02-       BASIC COST     5.88-     4.02-	3		Earthwork upto 1.5 Mtrs. depth in bulk	МЗ	10.000	391.00	3910.00	149.00	1490.00	95.00	950.00	
			Ranking For Item						Rank 2		Rank 1	
BASIC COST												
			Differ from Estimate Cost(in %)						5.88-		4.02-	
Buver's Comments			BASIC COST									~
	luver's	Co	omments									
	ayor 5	, 00										
	Buyer's O	veral	Il Comments:									

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

Buy	er's Overall C	ok, send to	o committe	e						
Scr	utiny Tea	m Comments / R	emarks							
	User ID	Full Name	Status	Commer	nt's Date	Commen	it's Time	Commer	nts	
	10100019	LATA DATE								
Γ	10100027	HEMANT SHIVKAR					00:00:00			
Cor	nmittee C	omments / Rema	arks							
	User ID	D Full Name		Status	tus Comment's Date		Comment's Time		Comments	
	10100017	MUKESH NAWANI					00:00:00			
	10100018	0018 ABDUL QAIYUM CHOUGULE					00:00:00			
Sav	e Maintair	Workflow Sequence	Forward	PDF	Close					

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





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

Buyer'			o o manaitto	-					
Buyer	- 0	ok, send to	committe	e					
	s Overall C	omments:							
Scrut	tiny Tear	m Comments / Re	emarks						
l	Jser ID	Full Name	Status	Commer	it's Date	Commen	t's Time	Commen	ents
1	10100019	LATA DATE				00:00:00			
1	10100027	HEMANT SHIVKAR				00:00:00			
:om	mittee C	omments / Rema	rks						
l	User ID	Full Name		Status	Comme	nt's Date	Comme	nťs Time	e Comments
1	10100017	MUKESH NAWANI					00:00:00	)	
1	10100018	ABDUL QAIYUM CHO	DUGULE				00:00:00	)	
Save	Maintain	Workflow Sequence	Forward	PDF	Close				

31.2.6 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.




S	AP .					
laiı	ntain Sequ	ence for Scrutin	y Workfl	ow Men	nbers	
	User Name	Full Name	User Type	Seque	nce	
	10100019	LATA DATE	А		1	
	10100027	HEMANT SHIVKAR	A		2	
/laiı	ntain Sequ	ence for Commi	ttee Wor	kflow M	lembe	rs
	User Name	Full Name		User Type	Seq	uence
	10100017	MUKESH NAWANI		с		1
	10100018	ABDUL QAIYUM CH	OUGULE	с		2

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

Save	Maintain Workflow Sequence	Forward	PDF	Close	

System will display message as shown in below screenshot.

All 🗹 1	
Workflow Started Successfully	
SAP	

# 11.3. Approving PCR

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





31.3.2 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 PO	ORTAL		Welcome LATA DATE Login Time:19/07/2020	
Home Strategic Purchasin	2				
Overview					
Work Overview Reports	Alerts Tasks (3/3) Notifications				
Services	Show: New and In Progress Tasks (3/3)			\$ \$ d	
Advanced Search	Sobject  Please Evaluate PRICE COMPARATIVE REPORT for RFx 5100000174	Sent Date Today	T Due Date	. Status New	
	Please Evaluate PRICE COMPARATIVE REPORT for RFx 5100000115 Please Evaluate PRICE COMPARATIVE REPORT for RFx 5100000115	Jun 24, 2020 Jun 24, 2020		New	

31.3.3 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.

🖌 Data	a Updated Successfully
Please	e evaluate the below RFx
	F100000171

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.

- 31.3.4 Once the comments are submitted or the work-item is returned message "Data updated successfully" will be displayed. Please see the screenshot below.
- 31.3.5 Based on the number of user's selected for performing review committee activities the workflow will get triggered to the subsequent user's.





- 31.3.6 Similar steps need to be repeated by the other review committee members to login to EBS portal and submit their recommendation's.
- 31.3.7 Once all the review committee members have completed their activities, the PCR process will be completed.
- 31.3.8 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.
- 31.3.9 Initiation for awarding is explained in the next section.

Price Comparative Statement										
		5100000184								
		Mumbai Port Trust Purchase Organis	ation							
ric	e Com	parative Statement								
	S.No.	Description of the work	Unit	Qty	Trust Estimate Rate/Unit	Trust Estimate Amount in Rs	CONA INDUSTRIES Rate/Unit	CONA INDUSTRIES Amount in Rs	FELIX ENGG. CO. Rate/Unit	FELIX ENGG. CO. Amount in Rs
	1	OIL BOUND DISTEMPER / ACRYLIC	KG	280.000	43.75	12250.00	49.00	13720.00	52.00	14560.00
		Ranking For Item						Rank 1		Rank 2
	2	Earthwork	AU	1.000	0.00	0.00	0.00	0.00	0.00	0.00
	3	Earthwork upto 1.5 Mtrs. depth in bulk	МЗ	10.000	391.00	3910.00	149.00	1490.00	95.00	950.00
		Ranking For Item						Rank 2		Rank 1
		Differ from Estimate Cost(in %)						5.88-		4.02-
		BASIC COST								

## 12. Award Response

- 12.1 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.
- 12.2 To do this activity, Buyer needs to login to the EBS portal by following the steps mentioned in section 1.1
- 12.3 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.
- 12.4 RFx will be displayed in another screen. Click on the "Response and Awards" button as shown below.

	Tech Mahindra
υισμιαγ Κι Χ τ	E Material and Service Procurement          Copy       Check       Check </th
RFx Number         5100000184         RFx Name         P2P Open           Number of Items         2         Version Number         1	ender Type Adv/Opn Tender 1 Env Status Published Created On 22.07.2020 11:13:03 Created By 10100019 Version Type Active Version External Version Number 1
RFX Information Bidders Items N	tes and Attachments Weights and Scores Approval Tracking
RFx Parameters Questions Notes and Attachm	ents
Identification RFx Name: P2P Open Ten	

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

rint Preview   🔁   Close Export Questions and Answers (0) System Information Create Memory Snapshot						
maining Time 0 Days 00:00:00	RFx Name P2P Open Tender	Type Adv/Opn Tender 1 Env	Status Published	Number of Suppliers 3	RFx Number 5100000184	
Response Activity Response Comparison Surrogate Bidding Technical Response Activity						
Compare Selected Responses Compare All	Responses Advanced Compariso	n VCR Report				
Response Number	Response Versio	n	Company Name		Bidder Name	
	1		CONA INDUSTR	IES	CONA INDUSTRIES	
<u>6100000180</u>						

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

Cesponses and A	Sponses and Awards     Close Export Questions and Answers (0) System Information Create Memory Snapshot							
Remaining Time 0 Days 00:00:00 RFx Name P2P Open Tender Type Adv/Opn Tender 1 Env Status Published Number of Suppliers 3								
Response Activity	Response Comparison	Surrogate Bidding Technical Response Activ	ity					
Display Bidders Con	parison Date: 22.07.2020	Back to Response Comparison Main View Ge	nerate PDF Download Response Comparison					
			Expand All Collapse All					
Header/Item No.	Item/Attributes	CONA INDUSTRIES : CONA INDUSTRIES : Submitted	FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted					
- Header	Description	P2P Open Tender	P2P Open Tender					
	RFX Response Number	6100000180	6100000183					
	Overall Bidder Rank	1	2					
	Bidder Name	CONA INDUSTRIES	FELIX ENGG. CO.					
	Bidder Number	40000899	40000442					
	Submission date and time	22.07.2020 12:47:42	22.07.2020 12:47:46					
	Currency	INR	INR					
	Total Value	15,210.00	15,510.00					

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





## SAP User Manual for E2E Material and Service Procurement

int Preview Close	Display Award Export Qu	estions and Answers ( 0 ) System Information Create	Memory Snapshot
maining Time 0 Days	00:00:00 RFx N	ame P2P Open Tender Type Adv/Opn Tender 1 E	Env Status Published Number of Supplie
Response Activity	Response Comparison	Surrogate Bidding Technical Response Activ	vity
Display Bidders Con	parison Date: 22.07.2020	Back to Response Comparison Main View Ge	enerate PDF Download Response Comparison
			Expand All Collapse All
Header/Item No.	Item/Attributes	CONA INDUSTRIES : CONA INDUSTRIES : Submitted	FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted
Header	Description	P2P Open Tender	P2P Open Tender
Titem:	Short Text	OIL BOUND DISTEMPER / ACRYLIC	OIL BOUND DISTEMPER / ACRYLIC
	Item-Level Rank	1	2
	Unit	KG	KG
	Net value	13,720.00	14,560.00
	Net Price	<u>49.00</u>	52.00
	Quantity	280	280
	Product Cat.	31211502	31211502
	Currency	INR	INR
	Deviation From RFx Response	0.000 %	6.122 %
	Accept		
▼ Item:	Short Text	Earthwork	Earthwork
Channel and Channe	Item-Level Rank	2	

12.8 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.

Edit Print Preview	/ Clos	se Export Questions and Answers ( 0 ) System Information Create Memory Snapshot
RFx response 61000001	80 (P2P Open Te	Fender) accepted
Remaining Time 0 Days	00:00:00	RFx Name P2P Open Tender Type Adv/Opn Tender 1 Env Status Published Number of Supplie
Response Activity	Respons	se Comparison Surrogate Bidding Technical Response Activity
Display Bidders Com	naricon Data: 2	22.07.2020 Back to Response Comparison Main View Generate PDF Download Response Comparison
Display bloders Con		Z2.07.2020 Generate PDF Download Response Companison Main View
Display bldders Con		Expand All Collapse All
Header/Item No.	Item/Attributes	Expand All Collapse All
		Expand All Collapse All
Header/Item No.	Item/Attributes	Expand All Collapse All CONA INDUSTRIES : CONA INDUSTRIES : Awaiting Approval FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted
Header/Item No.	Item/Attributes	Expand All Collapse All           CONA INDUSTRIES : CONA INDUSTRIES : Awaiting Approval         FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted           P2P Open Tender         P2P Open Tender
Header/Item No. Header Header	Item/Attributes Description Short Text	Expand All Collapse All         CONA INDUSTRIES : CONA INDUSTRIES : Awaiting Approval         FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted         P2P Open Tender       P2P Open Tender         OIL BOUND DISTEMPER / ACRYLIC       OIL BOUND DISTEMPER / ACRYLIC
Header/Item No. Header Header Header Header Heam: Heam:	Item/Attributes Description Short Text Short Text Short Text	Expand All Collapse All         Expand All Collapse All         CONA INDUSTRIES : CONA INDUSTRIES : Awaiting Approval       FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted         P2P Open Tender       P2P Open Tender         OIL BOUND DISTEMPER / ACRYLIC       OIL BOUND DISTEMPER / ACRYLIC         Earthwork       Earthwork

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



# 13. RFx Response Approval

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

13.2 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 - PROCUREMEN	T PORTAL	Log Ol Welcome MANDAR PARKAR (10100010 Login Time:22/07/2020 13:03.24 IS
Home Strategic Purchasing			
Overview			
•			
Work Overview Alerts Tasks (1	0 / 10) Notifications		
Reports Tasks (1	(710) Nouncations		
Show: New and In Progr	ess Tasks (10 / 10) 💌 All 💌		🗘 🧏 (美国
Services		Sent Date	▼ Due Date _ Status
Advanced Search	P2P Open Tender Number 6100000180	Today	New

13.3 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.

Approve RF: Approve Reject	and the second	t Preview	Close Save LO	A System Inform	ation Create Memory Sr	apshot
RFx Response N	umber (	5100000180	RFx Name P2P	Open Tender	Status Awaiting Approv	al Supplier Name CC
Rfx Inform	ation	Items	Notes and Attachme	ents Approval	Tracking	
General Data	Notes	and Attachm	ents Questions	Messages		





Display RFx Response:	
Show My Tasks   Print Preview   🗘   Close Technical RFx Response Export LOA System Information Cr	eate Memory Snapshot
Action performed successfully	
RFx Response Number 6100000180 RFx Name P2P Open Tender Status Awaiting Approval Supplier	Name CONA INDUSTRIE
Rfx Information Items Notes and Attachments Approval Tracking	
General Data Notes and Attachments Questions Messages	
▼ Basic Data	
▼ Dasic Data	
Bidder Contact Information	RFx Re:
Supplier Name: CONA INDUSTRIES	Last Cha
Contact Person Name: CONA INDUSTRIES	Last Ch

# 14. Create Purchase Order

- 14.1 This is a final step wherein Buyer will be converting the response for the L1 bidder to either Purchase order / Service Order or Contract.
- 14.2 To perform this activity, Buyer needs to login to the EBS portal by following the steps mentioned in section 1.1
- 14.3 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.

		E - Proc	UREMENT PC	RTAL	Lo	Welcome LATA DA gin Time:22/07/202(
Home Strategic Purchasing						
Overview Reports						
1						
Strategic Sourcing						
Contract Management	Number: = 510	00000184	То			
Business Partner	RFx Type:	•				
Workload Redistribution	Name of RFx:					
	Status:	•				
▼ Services	Processed Since:	•				
Advanced Search	Purchasing Organization: Product Category:	0				
Create Documents	Submission Deadline:					
	My RFx:	v				
Auction     Auction Template	Purchase Group:	0				
	Number of RFx responses: ♦		То			
• RFx	Supplier:	6	10			
RFx Template	Item Product:		17			
Central Functions						
Carry Out Sourcing	Apply Clear					
Upload / Migrate Certificate	View: [Standard View]	Create RFx Copy Display	Edit Delete Publish Responses and Award	Is Print Preview Refresh Expo	ort ⊿	2,,
	RFx Number RFx Name	Type Status	RFx Category Purchasing Organiz	ation	Submission Deadline	Responses
	5100000184 P2P Open	Tender ZAT1 Publish	ned Mumbai Port Trust	Purchase Organisation	22.07.2020	3

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



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

<u> </u>	onses and Awards Preview   🗘   Close E		(0) System Informatio	Create Memory S	napshot		
Remai	ining Time 0 Days 00:00:00	RFx Name P2	P Open Tender Ty	pe Adv/Opn Tender	1 Env Status	Published	Num
ſ	Response Activity	Response Comparison Su	rrogate Bidding	echnical Response A	ctivity		
		If . Daturn Deenonee II Contra	et Maee Lindate				
	Response Number	Response Status	ct Mass Update Company Name	1	Bidder Name		Intent
					Bidder Name CONA INDUSTRIE	S	Intent
	Response Number	Response Status	Company Name	S (		S	

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

isplay RFx Response:			
Print Preview	RFx Response Export Create Purchase Order Simulate	and Create Purchase Order Create Contract Publish To Catalog LOA System Inform	ation Create Memory Snapshot
RFx Response Number 6100000180	RFx Name P2P Open Tender Status Accepted	Supplier Name CONA INDUSTRIES Total Value 15,210.00 INR RFx Nur	nber <u>5100000184</u>
Rfx Information Items No	otes and Attachments Approval Tracking		
General Data Notes and Attachments	Questions Messages		
	addition moorages		
▼ Basic Data			
Bidder Contact Information		RFx Response Information	
Supplier Name: CONA INDUSTRIE	ES	Last Changed On: 22.07.2020 13:05:22 INDIA	
Contact Person Name: CONA INDUSTRIE	ES	Last Changed By: MANDAR PARKAR	
E-Mail: ag00615222@tecl	nmahindra.com	Creation Date: 22.07.2020 11:55:50 INDIA	
Fax:		Created By: Mr. CONA INDUSTRIES	
Phone: 2342323443			
Event Parameters		Service and Delivery	
Process Type:	QUOT	Incoterm:	
Currency:	Indian Rupee		
Detailed Price Information:	Simple Price	Status and Statistics	
Follow-On Document:	Purchase Order or Contract	Created On: 22.07.2020 11:	55:50 INDIA
Target Value of RFx in Original Currency:	16,160.00 INR	Created By: Mr. CONA IND	USTRIES
Target Value of RFx in Selected Currency:	16,160.00 INR	Last Processed On: 22.07.2020 13:	05:22 INDIA
Net Value of Header Items:	15,210.00 INR	Last Processed By: MANDAR PAR	KAR
Terms of Payment:			
ronno orr ajmoni.		Port Tender No: MBPT/CE/2020	/249
Organization			IDER - SINGLE
Responsible Purchasing Organization:	O 50000634 Mumbai Port Trust Purchase Organisati	n Tender Description:	
Responsible Purchasing Group:	O 50000769 Civil Department Purchase Group	rondo boonpilon.	





14.7

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

Display RFx Response:								
Print Preview Close Technical	RFx Response Export 0	Create Purchase Order	Simulate and Create Purcl	hase Order Create	Contract Pu	blish To Catalog LOA	System Information	Create Memory Snapshot
RFx Response Number 6100000180	RFx Name P2P Open Ter	nder Status Accep	oted Supplier Name	CONA INDUSTRIES	i Total Va	alue 15,210.00 l	NR RFx Number	5100000184
Rfx Information Items N	otes and Attachments	Approval Tracking						
General Data Notes and Attachments	Questions Messa	ges						
▼ Basic Data								
Bidder Contact Information					Fx Response			
Supplier Name: CONA INDUSTRI	ES				-	n: 22.07.2020 13:05:2		
Contact Person Name: CONA INDUSTRI	ES			L	ast Changed B	y: MANDAR PARKAR	2	
E-Mail: ag00615222@tecl	hmahindra.com				Creation Dat	e: 22.07.2020 11:55:5	0 INDIA	
Fax:					Created B	y: Mr. CONA INDUST	RIES	
Phone: 2342323443								
Event Parameters						Service and Deliver	,	
Process Type:	QUOT					Incoterm		
Currency:	Indian Rupee					incolerm.		
Detailed Price Information:	Simple Price							
	Purchase Order or Contrac	-				Status and Statistic		NDIA
Follow-On Document:						Created On:		
Target Value of RFx in Original Currency:	16,160.00					Created By:		
Target Value of RFx in Selected Currency:	16,160.00	INR				Last Processed On:		INDIA
Net Value of Header Items:	15,210.00	INR				Last Processed By:	MANDAR PARKAR	
Terms of Payment:								_
						Port Tender No:		
Organization							P2P OPEN TENDER · ENVELOPE	SINGLE
Responsible Purchasing Organization:	O 50000634 Mumb	ai Port Trust Purchase (	Organisation			Tender Description:	LITTLEOPL	
Responsible Purchasing Group:	O 50000769 Civil D	epartment Purchase Gr	oup					

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

Display RFx Response:								
Print Preview Close Technical F	RFx Response Export	Create Purchase Order	Simulate and Create I	Purchase Order	Create Contract Pu	blish To Catalog LOA	System Information	Create Me
RFx Response Number 6100000154	RFx Name Capital Proje	ct Status Accepted	Supplier Name	FELIX ENGG. C	CO. Total Value	109,415.00 INR	RFx Number 510	<u>0000174</u>
Rfx Information Items Not	tes and Attachments	Approval Tracking						
General Data Notes and Attachments	Questions Mess	sages						
▼ Basic Data								
Bidder Contact Information					RFx Response	Information		
Supplier Name: FELIX ENGG. CO.					Last Changed O	n: 19.07.2020 20:07:51	INDIA	
Contact Person Name: FELIX ENGG. CO.					Last Changed B	y: MANDAR PARKAR		
E-Mail: ag00615222@techr	mahindra.com				Creation Date	e: 19.07.2020 18:41:52	INDIA	
Fax:					Created B	y: Mr. FELIX ENGG. C	0.	
Phone: 123456789								
120400700								
Event Parameters						Service and Delivery		
Process Type:	QUOT					Incoterm:		
Currency:	Indian Rupee							
Detailed Price Information:	Simple Price					Status and Statistics		
Follow On Document:	Purchase Order or Contr	act					19 07 2020 18-41-52	ΙΝΠΙΔ



14.9 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

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

			🤣 🔁   🔞 Prin			es 🚺 🚑 Perso											
STD Purch			00010070 Vend			899 CONA INDU		'Æ		2.07.2020							
/// Texts		Address	Communication	Partne	rs Addi	tional Data 🛛 🖓 O	org. Data 🏼 🍟	St	tatus Cust	omer Data 🗡 I	Release st	rategy	Pa	ayment Proce	ssing Incot		
			P= ,														
Release gr			Release Group fo			scription	Stat										
Release St	rategy	D1	Rel Strategy for	РО		prover 1 prover 2											
						prover 2 prover 3											
Release ind	dicator	G	Released			prover 4	ž										
					FT 04	piovei +											
				-													
				<b>1</b>													
														1			
S Itm	A I			hort Text	[	PO Quantity		_		Net Price	Curr	-	_		Pint	Stor. Lo	
1	A I K D		E	hort Text	-		1 AU	J D	30.07.2020	1,490	.00 INR	1	AU	Constructio	Mumbai Port Trust		
S Itm			E	hort Text	DISTEMPE		1 AU	J D		1,490	.00 INR	-	AU	Constructio			
1			E	hort Text	-		1 AU	J D	30.07.2020	1,490	.00 INR	1	AU	Constructio	Mumbai Port Trust		
1			E	hort Text	-		1 AU	J D	30.07.2020	1,490	.00 INR	1	AU	Constructio	Mumbai Port Trust		
1			E	hort Text	-		1 AU	J D	30.07.2020	1,490	.00 INR	1	AU	Constructio	Mumbai Port Trust		
1			E	hort Text	-		1 AU	J D	30.07.2020	1,490	.00 INR	1	AU	Constructio	Mumbai Port Trust		
1			E	hort Text	-		1 AU	J D	30.07.2020	1,490	.00 INR	1	AU	Constructio	Mumbai Port Trust		





# SAP User Manual for E2E Material and Service Procurement 15. Change Purchase Order/ Work Order:

#### Step 1:

• Enter Transaction code **ME22N** in command Bar and Press Enter or follow the below navigation menu path.

Transaction Code	ME22N				
Menu Path	-	6AP Menu →Logist urchase Order → (		-	
≡					
SAP				SAP Easy A	ccess
ME22N	SAP menu SA	P Business Workplace	Other menu	Add to Favorites	Delete Favorites
V 🗇 SAP Menu			and the second second second		
> 🗅 Connector for	Multi-Bank Connectivity			Constitution of the	
> 🗅 Office		P.C. Carl		a line have	
> 🗅 Cross-Applicat	ion Components		1994 Sec.		and a second
∨      ⊡ Logistics			- And	TT OF STREET, STRE	The second second
> 🗅 Equipment a	and Tools Management	State State			
✓	anagement	State of the International State of the Internat		Barris and a state of the second	Concerning Income Concerning
✓	ng			State State	
✓  ☐ Purcha	ase Order	Contraction of the local division of the	And the second s		No of the course of the
L	ate 22N - Change 23N - Display			and an and an an	





## Step 2:

\_

• Click on "Other Document "button.

		~	Document Ove	rview On Creat	e Display/Change	Other Pur	chase C	order Check	Print Preview	Messages	Help	More ~
						-	0	ther Purchase On	der (Shift+F5)			
ZZNB	STD Pure	hase C	Drder v 45020	000027	Vendor: 400	00037 JAG	ADEESH	HENTERPRISES	Doc	Date: 06.07.	2020	
Header												
3	-									11000		
		0 I		a a 7~	Σ ♥ % ♥   <b>€</b>		<u>+</u> ~	₿~  []	Ø 🗉 🔢	3		
3	ttem /		i 🔺 💌 🛛	এ ি প্রু Short Text	Σ → ½ →   €			B V	Net Price C		r OPU	Material Gr
Q		AIM		Short Text	SODIUM 500MG TAB	Quantity	OUn C	A second	and the second s	rcy Pe		
3 	Item	AIM	laterial	Short Text		Quantity	OUn C	Delivery Date	Net Price C	rcy Per	EA	
Q (	Item	AIM	laterial	Short Text		Quantity	OUn C	Delivery Date	Net Price C	rcy Per IR 1 IR 0	EA	Material Gr Medical fac

#### Step 3:

- Enter Purchase Order Number: 40000100070
- Click on **Other Document** Button.

=					
R, ≺ SAP	STD P	urchase O	rder 4	000010067 Cre	eated by PI_USER
Document Overview On Create Dis	play/Change	Other Pur	chase	Order Check	Print Preview Messa
ZZNB STD Purchase Order       400001       Enter Purchase         E       Select Document       Click on Othe					Doc. Date: 21
			-		
Pur. Order: 4000010070				C Delivery Date	
				0 18.09.2020	153,272.00 INR
Pur. Order				0 18.09.2020	778,541.40 INR
		1	AU I	0 18.09.2020	10,192.00 INR
<ul> <li>Purch. Requisition</li> </ul>	RCC	1	AU I	0 18.09.2020	5,703,894.00 INR
SRM Contract	_ASTIC) PA	200	L I	30.07.2020	120.84 INR
	₹/ACRYLIC	150	KG I	30.07.2020	42.87 INR
					0.00 INR
					0.00 INR
Other Desument - Orecel					0.00 INR
Other Document Cancel					0.00 INR
					0.00 INR





## Step 4:

• Once Purchase Order opened in the system Click on the "Header" icon

₽ ∨	< SAP	STD P	urchase O	rder 4	4000010070 Crea	ated by PI_US	SER		>	500 💽 🔒	_ 7
ZZNB ST	J	k on Header icon	9 CON		Order Print Pr		ages Help c. Date: 22.0		5	ore 🗸	Q Exit
			• •	<u>↓</u> ∨	.₩~   1		8				
St	Item A I Material	Short Text	Quantity	OUn	C Delivery Date	Net Price	Crcy I	er OF	PU Material Group	Plant	Stor. Locat
	1 K D	Earthwork	1	AU	D 30.07.2020	1,490.00	INR	1 AU	Construction S	Mumbai Port T	
	11 100000590	OIL BOUND DISTEMPER / ACRYLIC	280	KG	D 01.08.2020	49.00	INR	1 KG	Water based p	Mumbai Port T	MZCMEMM
]	Item: 1 [ 1 ] Earthwork		~	· •	]						

#### Step 5:

• Open "LD Clauses" Master List under "Customer Data" Tab

1. Open LD Clauses	Isolay/Change Other Purchase Order Check Print Preview Messages Help More ~ pr. 40000899 CONA INDUSTRIES Doc. Date: 22.07.2020	Q 1
Delivery/Inve Master Data Despatch / Delivery Instruct Inst. Policy No.:	Additional Data Org. Data Status Customer Data GeM Purchase Ord RFX No.	





## Step 6:

• Select the Liquidity Damage Clause and Click on Continue Button.







#### Step 7:







#### Step 8:

• Under Confirmation Tab select the Inbound Delivery and select Acknowledge Required Check Box and Save the Purchase Order.

≡					> 500 🕨 🔓 📋 🗁 🗙
3	< SAP	STD P	urchase Order 4000010070 Crea	ated by PI_USER	
	V Document Overvi	iew On Create Display/Change	Other Purchase Order Check	Print Preview Mes	isages Help More ->
ZZNB	STD Purchase Order V 4000010	0070 Vendor: 400	00899 CONA INDUSTRIES	Doc. Date:	22.07.2020
			• ⊠ ✓ ⊥ ✓ അ ∨   ⊡	Ø B [1	Select the Confirmation Tab
🗌 St_	Item A I Material	Short Text	Quantity OUn C Delivery Date	Net Price	
	1 K D	Earthwork	1 AU D 30.07.2020	1,490.00 INR	on S_ Mumbai Port T
	11 100000590	OIL BOUND DISTEMPER / ACRYLIC	280 KG D 30.07.2020	49.00 INR 0.00 INR 0.00 INR	ed pMumbai Port T MZCMEN
Contraction Contraction			Account Assignment Texts	Delivery Address	Confirmations Condition Control Ret > ***
	Conf. Control: 0004 Inbound D	elivery V	der Ack.:	Acknowl.Re	3. Save Purchase Order
		•	und Delivery and wledgement		
					Save

#### Step 9:

• Click on Check Button. System will check for errors in document. If no errors found,

system will show " No messages issued during check " Message.









# 16. Release Purchase Order:

## Step 1:

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

≡
SAP
$\sim$ New password More $\sim$
Client: 500 Enter Approver User ID and Password
*User: <b>10100050</b> *Password: [************************************
Logon Language: EN

#### Step 2:

- 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			
≡				
SAP		SAP Eas	sy Access	
SBWP	SAP menu SAP Busines	s Workplace Other menu Add to Favorite	es Dele	
<ul> <li>✓ ☐ Favorites</li> <li>&gt; ☐ T Codes</li> <li>&gt; ☐ Reports</li> <li>✓ ☐ SAP Menu</li> <li>&gt; ☐ Connector for</li> <li>✓ ☐ Office</li> <li>③ SBWP - We</li> <li>&gt; ☐ Telephone</li> </ul>				
> 🗅 Appointme	nt Calendar	and the second se	And a second	





#### Step 3:

• Expand "Inbox" button, under workflow "Please Approve Purchase Order 4000010070" message will appear.

≡			>	
SAP         Business Workplace of Asst Engg				
New message         Find folder         Find document         Appoint           Double Click on "Approve Purchase         Double Click on "Approve Purchase				
V RR Workplace: Asst Engg	Workflow 55 Order 4000010070"			
✓ ≟ Inbox ↑ Unread Documents 17		2, 閱 ∨ ☴ ♡ ∨ Q		
C Documents 22	Exe_ Title Status	Work Item ID Creation Date	Creation T	
Workflow 55	Please approve the Purchase Order 4000010070	414857 22.07.2020	19:53:21	
C Grouped according to cor	Please approve the Purchase Requisition 2001000964	414793 22 07 2020	11:27:30	
> C Grouped according to cor				
> 🗅 Grouped according to sor			😕 Tips 8	
> 🗅 Grouped according to tas	Please approve the Purchase Order 4000010070			
Overdue entries 0				
Deadline Messages 0	Description Obj	ects and attachments		
Contrine with Eccore 0	Output and a fille south the state of the This constate the second state fills also have			

## Step 4:

- System will open the Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

≡				
	STE	) Purchase Order 400	00010070 Creat	ted by PI_USER
Doc Click on back button	y/Change	e Other Purchase O	rder Print Prev	view Messages
ZZNB STD Purchase Order V 4000010070	endor:	40000899 CONA INDUS	TRIES	Doc. Date:
Delivery/Invoice Conditions Texts Address Co	ommunio	ation Partners	Additional Da	ita Org. Data
Release group: 21 Release Group for PO	Code	Description	Status	
Release Strategy: D1 Rel Strategy for PO	P1	Approver 1	<b>A</b>	
	P2	Approver 2		
Delegas indicator: D. Blacked, shapgeable with value	P3	Approver 3		
Release indicator: B Blocked, changeable with value	P4	Approver 4		
6 dig				





## Step 5:

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

≡	
SAP	Decision Step in Workflow
$\sim$ Workflow Create Import More $\sim$	
Please approve the Purchase Order 400001007 Click on "App Purchase Order	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	

#### Step 6:

- Purchase Order will be approved with level 1.
- Purchase Order Approval Request notification is forwarded to Approver 2.

#### Step 7:

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

≡	
SAP	SAP
$\sim$ New password More $\sim$	
Client: 500	
*User: 10100051 *Password: *****	
Logon Language: EN	





#### Step 8:

- 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		
≡					
SAP				SAP Easy A	ccess
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
<ul> <li>     Favorites     T Codes     Favorites     Codes     Co</li></ul>					
V 🗇 SAP Menu	r Multi-Bank Connectiv	vity			
C Office      SBWP - W      C Telephone      C Appointme	Integration				

#### Step 9:

• Expand "Inbox" button, under workflow "Please Approve Purchase Order 40000100070" message will appear.

=		
< SAP	Business Workplace of B	EX Engg
→ New m		aution lists More V
	Double Click on "Approve	e Purchase
V 🔄 Workplace: EX Engg	order 4000010070"	
✓ ≟ Inbox ☐ Unread Documents 21		
Documents 21	ExeTitle	Status Work Item ID Creation
> Workflow 1	Please approve the Purchase Order 4000010070	415524 22.07.20
Overdue entries 0		
Deadline Messages 0		
Entries with Errors 0		
> 🚖 Outbox	Please approve the Purchase Order 4000010070	
> 📇 Resubmission	Description	Objects and attachments
> 🚑 Private folders		





#### Step 10:

- System will open the Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

		ck on back bu	lion	irchase Order 400	0010070 Created t	by PI_USER	
Docume	ent Overview On	Create Display	//Change	Other Purchase Or	rder Print Preview	Messages	Help
ZZNB STD Purchase Order 🗸	4000010070	Ve	endor:	0000899 CONA INDUS	TRIES	Doc. Date:	22.07
Delivery/Invoice Conditi	ons Texts	Address Co	mmunic	ation Partners	Additional Data	Org. Data	Statu
Delease group	21 Delease C	roup for PO	and the second	-			
Release group:	21 Release G	roup for PO	Code	Description	Status		
Release group: Release Strategy:			Code P1	Description Approver 1	Status ③		
				and the second			
Release Strategy:	D1 Rel Strateg	ly for PO	P1	Approver 1			
	D1 Rel Strateg		P1 P2	Approver 1 Approver 2			

#### Step 11:

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

≡		
SAP		Decision Step in Workflow
Workflow Create	Import More $\checkmark$	
Please approve the Purchase Order 40000	10070	
Choose one of the following alternatives	Click on "Approve	
Approve	Purchase Order"	
Reject		
Display		
Approval or Rejection History		

#### Step 12:

- Purchase Order will be approved with level 2.
- Purchase Order Approval Request notification is forwarded to Approver 3.





## Step 13:

• Login as Approver 3 (Dy HOD) in SAP System.

=	
SAP	SAP
$\sim$ New password More $\sim$	
Client: 500	
*User: 10100049 *Password:	
Logon Language: EN	

#### Step 14:

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

CDIA/D					
SBWP					
PathEasy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace					
			SAP Easy A	\ccess	
✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele	
		Z	K		
r Multi-Bank Connecti	ivity			Contraction of the second	
orkplace Integration					
	SAP menu	SAP menu SAP Business Workplace	SAP menu SAP Business Workplace Other menu	SAP menu SAP Business Workplace Other menu Add to Favorites  Multi-Bank Connectivity  orkplace Integration	





#### Step 15:

• Expand "Inbox" button, under workflow "Please Approve Purchase Order 4000010070" message will appear.

≡		
< SAP	Business W	/orkplace of DY HOD
New r		Click on "Approve Purchase ion 4000010070"
✓      ✓      ✓ Inbox     ☐ Unread Documents 15     ☐ Documents 21     ✓      ✓ Workflow 1	C     C     C     C       Exe.     Title       Image: Comparison of the purchase Order 4000010070	■ Status Work Item ID Creation Dat ③ 414860 22.07.2020
<ul> <li>Overdue entries 0</li> <li>Deadline Messages 0</li> </ul>		 😕 Tips &
► Entries with Errors 0 > ∴ Outbox	Please approve the Purchase Order 4000010070	
Resubmission     A Private folders	Description	Objects and attachments

#### Step 16:

- System will open the Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

sida 🕜 <del>Ser -</del>		Click on	back k	outton rder 400	00010070 Created by	PI_USER
└── Docum	ent Overview On	Create Display	//Change	e Other Purchase O	rder Print Preview	Messages
ZZNB STD Purchase Order V	4000010070	Ve	endor:	40000899 CONA INDUS	TRIES	Doc. Date
Delivery/Invoice Condit	ions Texts	Address Co	mmunic	ation Partners	Additional Data	Org. Data
Delease group	k1 Release G	roup for PO	0.1		2111	
			Code	Description	Status	
Release Strategy:	D1 Rel Strateg	y for PO	P1	Approver 1	$\odot$	
			P2	Approver 2	$\odot$	
	-		P3	Approver 3		
	B Blocked, ch	angeable with value	P4	Approver 4		
Release indicator:		9	E4	rippiorei 4		





#### Step 17:

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

≡	
SAP Decision Ste	ep in Workflow
↓ Workflow Create Import More ∨	
Please approve the Purchase Order 400001 Click on "Approve Purchase Requisition"	
Reject Display Approval or Rejection History	
Hold	
Description	Objects and attachments

Step 18:

- Purchase Order will be approved with level 3.
- Purchase Order Approval Request notification is forwarded to Approver 4.

#### Step 19:

• Login as **Approver 4** (HOD) in SAP System.

≡
SAP
✓ New password More ✓
Client: 500 Enter Approver User ID and Password
* User: 10100048 * Password: ************************************
Logon Language: EN





#### Step 20:

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

Transaction Code	SBWP				
Menu PathEasy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace					
≡					
SAP				SAP Easy A	Access
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
✓ <sup>™</sup> Favorites				and the second	
> 🗅 T Codes			-		and the second second
> 🗅 Reports			Con it	Contest.	
V 🗂 SAP Menu			the Street		
> 🗅 Connector for	r Multi-Bank Connect	ivity			A CONTRACTOR
√ √ Office					and the second second
🔕 SBWP - W	orkplace		Service Seales		State State
> 🗅 Telephone	Integration		and the second se	PR - Contraction of the second	and the second second
> 🗅 Appointme	nt Calendar		a second se	AND ADDRESS TO ADDRESS OF	

## Step 21:

• Expand "Inbox" button, under workflow "Please Approve Purchase Order 4000010070" message will appear.

=			
< SAP	Business Workplac	ce of HOD	
✓ New m	essage Find folder Find docum Double Click on "Ap	prove Purchase	
V 🛃 Workplace: HOD	Workflow 1 Order 4000010070"		
Unread Documents 14		/ 🖶 Q 🗸 Q	₿~) (=) (7 ~
Documents 20	ExeTitle	Status	Work Item ID Crea
> Workflow 1	Please approve the Purchase Order 4000010070	0	414870 22.0
Overdue entries 0			
Deadline Messages 0			
Entries with Errors 0			
> 🚠 Outbox	Please approve the Purchase Order 4000010070		
> 🛃 Resubmission	riease approve the runchase Order 4000010070		
> A Private folders	Description	Objects	and attachmente





#### Step 22:

- System will open the Purchase order document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

= R~	( SAP			lick on ba	ck b	utton		use Order 400	00010070 Cr	reated b	y PI_USER	
	✓ Docum	ent O	verview On	Create D	Display	/Change	e Othe	er Purchase O	rder Print I	Preview	Messages	Help
ZZ	NB STD Purchase Order 🗸 🗸	400	0010070		Ve	ndor:	40000899	9 CONA INDUS	TRIES		Doc. Date:	22.0
2	Delivery/Invoice Conditi	ons	Texts	Address	Co	mmunic	ation	Partners	Additional	Data	Org. Data	Stat
	Release group:	<u>k</u> 1	Release Gro	oup for PO		Code	Descrip	otion	Status			
	Release Strategy	D1	Rel Strategy	y for PO		P1	Approv	er 1	$\odot$			
						P2	Approv		$\odot$			
	Release indicator.	В	Blocked, ch	angeable with	value	P3 P4	Approv Approv		<ul> <li>Image: A transmission of the second se</li></ul>			

## Step 23:

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

≡	
SAP	Decision Step in Workflow
│	
Please approve the Purchase Order 4000010070 Click on "Approve Purchase Order"	
Reject Display	
Approval or Rejection History Hold	





#### Step 24:

- Purchase Order will be approved with level 4.
- Once the Purchase Order is approved by all 4 level approvers, a notification is triggered to initiator& Preceding Approvers stating "Purchase Order 4000010070 is approved".

=				
< SAP	Busi	ness Workplace of Sridhar	Thangavel	
New mes	sage Find folder Find document Appo	intment calendar Distributio	on lists More $\sim$	
V See Workolace: Sridhar Thangavel	Unread Documents 425	]   68 / B. Ø~	⊕~   Q	
Documents 662	Me Type Title	Atta_ Author	Date receiv Copy	Res Recipi
> S Workflow 231	Purchase Order 4000010070 is ap	SAP_WFRT	22.07.2020	1
Overdue entries 0	🖂 🕼 Purchase Order 4000010070 is Re	SAP_WFRT	22.07.2020	1
Deadline Messages 0				
Entries with Errors 0	Purchase Order 4000010070 is approved.			
> 📩 Outbox	Hello Sir/Madam,			
> 🛃 Resubmission	Purchase Order 4000010070 is approved.			
> 🌲 Private folders				
> 🔮 Shared folders	Approved by: 10100048 HOD			
> 📩 Subscribed Folders	and the second			
Trash	Regards, 10100048			
Shared trash	HOD			





## SAP User Manual for E2E Material and Service Procurement 17. Print Purchase Order

#### Step 1:

• Enter Transaction Code **ME9F** in command bar (or) Follow the below navigation path.

Transaction Code	Me9F
Menu Path	Easy Access → SAP Menu →Logistics→Materials Management → Purchasing → Purchase Order → Messages → ME9F – Print/ Transmit

SAP	SAP Easy Access
ME9F	ace Other menu Add to Favorites Delete Favorites Change Favorites More
> 🗅 Equipment and Tools Management	
V 🗇 Materials Management	
V 🗇 Purchasing	
✓  ☐ Purchase Order	A CONTRACTOR OF A CONTRACTOR O
> 🗅 Create	And a state of the second s
ME22N - Change	
ME23N - Display	and the second se
ME21 - Create Extended Purchase Order	
ME22 - Change Extended Purchase Orde	The second se
ME23 - Display Extended Purchase Order	
MEMASSPO - Mass Maintenance	And a second
> 🗅 Release	
> 🗅 List Displays	
> 🗅 Reporting	
> 🗅 Inbound Delivery	
> C Follow-On Functions	
✓  ☐ Messages	and the state of the state of the state
ME9F - Print/Transmit	The second se
ME91F - Urging/Reminders	and the second se
A ME92F - Monitor Order Acknowledgem	





## Step 2:

• Enter Purchase Order Number, Processing Status – 1 and hit Execute Button

≡				> 5	× 🗗 🗌 🔒 🔍 🕫
< SAP		Message Output			
Save as	s Variant More $\vee$				Exit
Purchasing Document Data			1.	Enter Purchase	
Docu	ment Number: 4000010070	A		Order Number	J
	Supplier:	to:	ī		_
Purchasing	Organization:	to:			
Purcl	hasing Group:	to:			
Do	ocument Type:	to:			
Do Message Data	2. Processi	ing Status - 1	Ē		
	Application		3.	Click on Execute	Button
Μ	lessage Ty	to:			
Transmissi	on Time-Spot:				
Proc	essing Status: 1 주				$\mathbf{X}$
(	Creation Date:				
	Time Created: 00.00.00				N
					Execute

#### Step 3:

• Select the Purchase Order and click on Display Message

✓       SAP       Message Output         ✓       ▲       ▼       …       Display Message       Message Details       Trial Printout       More ∨       Q       @       Exit         Purch. Doc       Pr Vendor       Name 1       PGr       Doc. Date       Msg.type       L Partner       R Created On       Created at       Time       N       User Name       Output Device       Name         ✓       4000010070       >       400000899       CONA INDUSTRIES       105       22.07.2020       NEU       EN       40000899       LF       22.07.2020       13:05:18       4       SAP_WFRT       ZLP01       Name	≡			> 500 🕨 🔓 📜 🗖	
Purch.DocPr Vendor Name 1 PGr Doc. Date Msg.type L Partner R Created On Created at Time N User Name Output Device Name	< SAP	Message Output			
	✓ ▲ ▼ ½ 號 ▼ 10	Output Message Display Message Details	ls Trial Printout More ∽	Q, 🖶 E)	Exit
4000010070 0 40000899 CONA INDUSTRIES 105 22.07.2020 NEU EN 40000899 LF 22.07.2020 13:05:18 4 SAP_WFRT ZLP01		• • • • • • • • • • • • • • • • • • • •			ame
	4000010070 2 40000899 CONA INDUSTRIES	105 22.07.2020 NEU EN 40000899 LF 22.	.07.2020 13:05:18 4 SAP_WFRT	ZLP01	





## Step 4:

• Click on Print Preview Button

≡						
Ξ			Print:			×
_	*Output Device: ZLP0	1	D Local Printer			
	Page selection:					n
						3
Spool	Request					_
	Name: SMAR	Г ZLP1 ST00598602				
	Title:					
	Authorization:					
Spool	Control		Number of Copies			
P	rint Now		Number:	1		
D	elete After Output		Group (1-1-1,2-2-2,3	3-3-3,)		
□ N	ew Spool Request					
C	lose Spool Request		Cover Page Settings			_
	Spool Retention	8 Day(s)	SAP cover page:	Do not print	~	
	*Storage Mode	1 Print only	Recipient:			
			Department:			
						- 1
				Print preview	ਰ Print	Cancel
1						





## Step 5:

• System will Display the PDF of Purchase Order.





# SAP User Manual for E2E Material and Service Procurement 18. Create Inbound Delivery/ Order Acknowledgement:

#### Step 1:

• Enter Web URL of EBS Portal "https://10.9.7.22:8001/ebs-portal/en"



#### Step 2:

Enter User ID, Password, Captcha, Acknowledgement and Press SUBMIT Button.







Step 3:



#### Step 4:

• Click on the SRM Portal







#### Step 5:

• System will open the **Bidder Info** Tab.

Supplier Landing Page   El	3S Port: X 💇 Reports - IPA SRM Portal X +
← → C ③ Not se	cure   ipasdbqieq.portebs.com:50000/irj/portal
	E - PROCUREMENT PORTAL
Home RFx and Auctions	Bidder Info
Overview Personalization	Personalization
Reports	No content available for this navigation node

#### Step 6:

• System will display the Bidder info, where all activities performed by Vendor/ Supplier/ Contractor.

- a ×
∾ ★ Q Q # 🖯 E
Log Off Welcome 4000899 (4000899) Login Time:21/07/2020 15:17.26 IST





#### Step 7:

• Enter Purchase Order Number:

Supplier Landing Page   EBS Port: X Z Create Inbound Delivery - IPA SR: X +
← → C A Not secure   ipasdbqieq.portebs.com:50000/irj/portal
<pre>E - Procurement Points Bidder Into</pre>

#### Step 8:

• Verify Line Item and click on **Header Details** Button

Supplier Landing Page   El	85 Port: X 🐷 Create Inbound Delivery - IPA SR: X 🕂	
$\leftrightarrow$ $\rightarrow$ C $\blacktriangle$ Not se	cure   ipasdbqieq.portebs.com:50000/irj/portal	প ★ 📿 🛛 🕯
	E - PROCUREMENT PORTAL	Welcome 400 Login Time:22/07/
Home RFx and Auctions	Bidder Info	
Measurement Sheet Inbound	1 Delivery Invoice Hindrance Register	
Create Inbound Delivery	Save Back Exit Cancel Help Other Inbound Delivery Header Details Pack Incompleteness	
Change Inbound Delivery	Inbound deliv. S 1 Document Date 22.07.2020	
Display Inbound Delivery	Vendor 40000899 CONA INDUSTRIES / 20-21 20-21 NIRAJ INDUSTRIAL ESTATE, / 400093 MUMBAI	
	Item Overview Shipment Unload Stock placement Status Overview Goods Movement Data	
	Delivery Date 22.07.2020 00:00 Total Weight	
	Actual GR date 00100 No. of Packages	
	All Items	
	Item Material Delivery Quantity SU Detail Item Description	B ItCa P W. B
	11 1000000590 280 KG OIL BOUND DISTEMPER / ACRYLIC	ZELN
	C Batch Spit - F Main items F All items - Batch creation SC Component	3





## Step 9:

## Select the Gate Entry Tab and Enter the Entry Details

Supplier Landing Page   EBS Po	rti 🗴 🐷 Create Inbound Delivery - IPA SR 🗴 🕂		-	c	a ×
← → C ▲ Not secure	🕴 ipasdbgieq.portebs.com:50000/iri/portal 🖉 🛧	Q	0 *	≡ı	Θ:
	E - PROCUREMENT PORTAL dder Info 3. Click on Save Button Huder Info Huder	gin Time; Gate Er	22/07/20		Log Off (0000899) 16.49 IST
		ASQ (5	0)	ipasa	pqihq

#### Step 10

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






### Step 11:

• Open Display Purchase Order Transaction.

≡				
SAP			SAP Easy A	CCESS
ME23N V SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Delete Favorites
> 🗅 Office				
Cross-Application Components		- Hilling Co	estine as a	and the second
			and the second second	Superior States
Equipment and Tools Management			And a second	and the second se
~      Materials Management		- This surger	the second second states of the	
		-		
	Reilling mittage		Construction of the second second	The second second
> 🗅 Create				
ME22N - Change	CONTRACTOR OF THE OWNER.			Contra Conta Conta
🚯 ME23N - Display			and the second	
ME21 - Create Extended		10 00 00 00 00 00 00 00 00 00 00 00 00 0	A Charles of the Science of	
ME22 - Change Extende	and the second s	- La Carta de Carta d	At South and Statement	
ME23 - Display Extended				an in and an interior

#### Step 12:

• Inbound delivery details updated in the Purchase Order Under Confirmation Tab.

$\sim$		< 5	AP				STD	Purchase 0	Order 40	000100	070 Create	ed by PLU	SER							
			-				010	T di citato e	0100110		ore orean		0211							
			~ D	ocument Ov	erview On	Create	Display/Change	Other Pu	urchase C	Order	Print Prev	iew Mess	sages	Help	Personal	Setting	More $\sim$		Q	Ð
ZZN	B ST	D Purcha	se Orde	er 🗸 4000	010070		Vendor: 4	0000899 CO	NA INDU	STRIES		Do	oc. Date:	22.07.	2020					
Head	er																			
Q		<u> </u>	-	a 🔻	<u>u</u> <u>a</u> <u>b</u>			₽ X×	<u>+</u> ~				86							
S	t	Item A	Mate	rial	Short T	ext		Quantity	y OUn C	C Delive	ry Date	Net Price	Crcy	Pe	OPU M	aterial Grou	p Plant		Stor. L	.008
		1 K I			Earthwe	a set o				30.07.	2020	1.490.00	IND	1	ALL C	onstruction §	S Mumbai	i Port T		
		11		000590			MPER / ACRYLIC		0 KG D			49.00				ater based			MZCM	EM
		Item Cor	1000	1 ] 10000005 s India	OIL BO	UND DISTEN	IPER / ACRYLIC nt Texts	280 Delivery A	okg d	01.08.		49.00	INR dition Co	1 ntrol	KG W	fater based p Custom	er Data			
< Inv		Item Conf. Co	1000	1 ] 10000005 s India D004 Inboun	OIL BO 90 , OIL BO Account d Delivery	UND DISTEN Assignmen	IPER / ACRYLIC nt Texts	280 Delivery A Order Ack.:	o KG D ∧ ✓ \ddress	0 01.08. <u>Co</u>	2020 nfirmation	49.00 s Cond	INR dition Co	ntrol	KG W	Custom	er Data	I Port T.,	rms	
< Inv	DD	11 Item Conf. Co Delivery D	1000	1 ] 10000005 5 India 0004 Inboun Time	OIL BO 90 , OIL BO Account d Delivery Quantity	UND DISTEN Assignmen	IPER / ACRYLIC nt Texts	280 Delivery A	No KG D Nddress	0 01.08.	2020 nfirmation	49.00 s Cond n nb. D	INR dition Co Acknowl F Deliv.	ntrol leqd itm	KG W	fater based p Custom	er Data	Port T	rms	
< Inv	DD	Item Conf. Cc	1000	1 ] 10000005 5 India 0004 Inboun Time	OIL BO 90 , OIL BO Account d Delivery	UND DISTEN Assignmen	IPER / ACRYLIC nt Texts	280 Delivery A Order Ack.:	No KG D Nddress	0 01.08.	2020 nfirmation	49.00 s Cond n nb. D	INR dition Co	ntrol	KG W	Custom	er Data	I Port T.,	rms	

-





# SAP User Manual for E2E Material and Service Procurement 19. Create Gate Entry:

### Step 1:

• Enter Transaction Code ZGI01 in command bar.

≡				
SAP			SAP Easy Acces	s SAP R/3
ZGI01 V SAP menu SAP Bus	iness Workplace	Other menu	Add to Favorites	Delete Favorites
✓ ☐ Favorites				
> 🗅 Transaction		Salt	a freedinge and	and the second second
> 🗅 Reports	Carl Co		The Print of Street	and the second se
√  ☐ SAP Menu	States and			
> 🗅 Connector for Multi-Bank Connectivity		1	The second second second	
> 🗅 Office		-	and the count of the second	
> 🗅 Cross-Application Components	and the second	inter and in the second se	and the second	Contraction of the second line
> 🗅 Organization	Contraction of the second second			
> 🗅 SCM Extended Warehouse Management	and the second second	A Contractor of the local division of the lo		and a section of the second
✓ ⊡ Logistics		- and a second second		
Equipment and Tools Management	The second second			Sines
> 🗅 Materials Management	a state a		All and All and a set	
	Sugn Contraction and		Calman and the second	Cardo Solo
I ZGI01 - Gate Entry	Sec.		n and the state	
ZGP01 - Gate Pass		- and the second	and the second	
CGP05 - Gate Entry/ Gate Pass Report			and the state	





#### Step 2:

- Enter the following information.
  - o Plant: **1100**
  - Process Type: IB Inbound Delivery
  - Inbound Delivery No: 8020000190 and Hit "Enter".
- System will update the required information from Inbound delivery.
- Verify all details and Press Save.

=							> 500 🖹 🔓	_ 🗗 ×
S	AP		Create G	late Entre			_	
Gate	~ c	lear all data More ~		and	er Plant, Process I Inbound Deliver mber			Exit
	*Plant	1000 Mumbai Port Trust			MH01A40011	X		
	* Process Type:	IB Inbound delivery	· · /	*Driver's Name.	R K KUMAR			
	* Material Type:	WIC Material With Code	~	*Driver's Mobile No.:	98765431210			
Inbound D	Nelivery	8012000030		*Driver's Licence No.:	MH01AB009765426			
				*LR No	XXXXXXXX0ITHETB098766			
S.No.	Material Code		Material description		Quantity	UoM	Storage Location	Sto @
0 11	100000590		OIL BOUND DISTEMPER /	ACRYLIC	280.000	KG	6626	MZC_
0			1. Click on	Save Button				

#### Step 3:

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







u

### SAP User Manual for E2E Material and Service Procurement

### Step 4:

• System will create a Gate Entry Document and will show the result in the Bottom of the

Gate Entry : 4100000043 Created

screen as "

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





# 20. Quality Inspection

### Step 1:

• Enter Transaction Code **QE51N** in command bar (or) Follow the below navigation path.

Transaction Code	QE51N
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Logistics $\rightarrow$ Quality Management $\rightarrow$ Quality Inspection $\rightarrow$ Inspection Result $\rightarrow$ QE51N – Result Recording

SAP	SAP Easy Access
SAP menu	SAP Business Workplace Other menu Add to Favorites Delete Favorites Change Favorites Mo
> 🗅 Production	
>  Production - Process	
> 🗅 Advanced Planning	
> 🗅 Plant Maintenance	
Customer Service	Average Average Average
Quality Management	
> 🗅 Quality Planning	
✓  ☐ Quality Inspection	
> 🗅 Worklist	The second se
> 🗀 Inspection Lot	
Y to Inspection Result	
QE51N - Results Record	
QE72 - For All Inspectio	
QE71 - For Inspection P	and a second sec
QE73 - For Master Inspe	
> 🗁 For Operation	
> C For Inspection Point	and the second s
> C For Material Sample	and the sound of the
Contraction Comple	





### Step 2:

- In Inspection Lot selection screen, provide following details,
  - Lot Created From To date: 22.07.2020
  - Select Radio Button Select all inspection Lots.
  - Click on the Execute Button.

≡					> 500 🕨 🔓	_ 🗗 ×
< SAP		Results Recording We	orklist			
	Save User Settings Selection Options	Get Variant Dynamic Selections	Delete Selection Criterion	My Default	More $\sim$	Exit
	Inspection Lot Selection					
Inspector Insp. start ti	♦ Material ♦ Sample ♦ Equip	oment/Functional Location 🔷 Ins	spection Lot Number			_
	2. Enter from and to Date	riai:	to:		Click on Execute Button	
	Selection Pr Lot Created Start of Inspec	d On: 22.07.2020	to: 22.07.2020			
				0		Execute

#### Step 3:

• Select the Inspection Lot: **1000000303** to Enter the results.

=		> 500 🖻 🔓 📜 🗗
R < <b>SAP</b>	Record Results: Characteristic Overview	
✓ User Settings	Defects Inspection Method Control Chart Histogram Run Values (Run Chart) Results History More $\sim$	Exit
Inspector insp. start time 00 00.0000 00:0         ♡ Char. Filter         ✓ < 1000000303 - 1000000590 - 4000085         ✓ < 1000000303 - 1000000590 - 4000085         ✓ < 1000000303 - 1000000590 - 4000085         ✓ < 1000000300 - 1000000590 - 4000085         ✓ < 0010 Quality Inspection Work Center         < < 0010 Quality Testing with Certing	Material: 1000000590 68 C OIL BOUND DISTEMPER / ACRYLIC Insp. Lot: 1000000030 1 Activity: 0010 Quality Inspection Plant: 1000 General Summarized Indicators	
	Q       III       Image: Second secon	Original Value Val Defect @





#### Step 4:

• Enter Inspection Quantity - 280 and Result - Accepted.



#### Step 5:

• System will save the Inspected Quantity, Result and show following message "







#### Step 6:

• Enter Transaction Code **QA11** in command bar (or) Follow the below navigation path.







### Step 7:

- System will open Record Usage Decision Initial Screen
- Enter Inspection Lot: 1000000303

≡		> 500 🖻 🔓 📜 🗃 🗙
<	Record Usage Decision: Initial Screen	
	$\checkmark$ Usage Decisions Open Lot Quantities Lots Without UD Inspection Lots Without Completion More $\checkmark$	$\mathbf{Q}_{\mathbf{k}}$ Extended inspection lot selection
	2. Enter Inspection Lot Number	
	1. Click on Continue Button	
		Continue





### Step 8:

- System will open, Record Usage Decision: Characteristic Overview Screen.
- Click on the F4 (Search Help) from UD Code.

≡				
RV < SAP	Record Usag	e Decision: Characteristic Ove	rview	
Calculate Q-Score Defects Inspection Lot	Results History	Defective Quantity Complet	e Inspection	Administrative
System Status: INSP RREC SPRQ U	serStatus:			
End Date: 22.07.2020 You have not completed all character	eristics			
Defects Characteristics Inspection Lot Stock				
Chars Relevant for Usage Decision Characteristic	s: 1 /	0		
Ch Val LT DS Weighting Defect Class Specifications	Result	Short Text for Characteristic	Non Share	S Valuatio
Q 02 Maj_ v V Quality Inspection Result - Mb	o 📑 4 Accept	Quality Testing with Certificate	0	2 No va
Press F4 of the UD	Code Filed.			
Usage Decision				
		C2		
UD Code: [ Q ]				
Quality Score: 0 From usage decision co	de			





### Step 9:

- System will Open "Usage Decision for Inspection Lot" pop up screen.
- Select the decision "Accept"
- Click on "Choose" Button.

≡					
3	<ul> <li></li> </ul>	S/	Record Usage Decision: Characteristic	: Overv	view
	=		Usage Decision for Inspection Lot ×	mplete	Insp
		L	Usage Decisions 01 Goods receipt (Ware 2. Select Decision as Accept	]	
		⊘ A	Accept		
		⊘ A0	Acceptance (automatic stock posting)		
		<ul> <li>✓ A1</li> <li>✓ A2</li> </ul>	Other batch	i	
			Other acceptance decision (see UD text)		
De	>	⊗ R	Rejected		
		⊗ R11	Return delivery of defective quantity		
	>	-	Return def. qty. with mail		
	>	-	Return the total lot quantity		
C	>	× R121	Return the lot quantity with mail	tic I	Non
	>	🛞 R2	Rework the rejected quantity f	ficate	0
	>	🛞 R21	Rework the rej. qty. with mail		
	>	🛞 R 3	Scrapping of rejected quantity		
	>	🛞 R31	Scrap the rej. qty. with mail		
		🛞 R4	Start 100% inspection		
		🛞 RQ	Rejection with Q-activity		
	>	🛞 RX	Other rej. deci:     1. Click on Choose Button		
				_	
			⊘ Choose 😽 📚 🛞		





### Step 10:

- System will take back to Record Usage Decision Characteristic Overview Page.
- Usage Decision Code update.
- Select the Inspection Lot Stock Tab.

≡		
Record Usage Decision: Characteristic Ove	rview	
Calculate Q-Score Defects Inspection Lot Results History Defective Quantity Complete	te Inspection	Ac
System Status: INSP RREC SPRQ 1. Open Inspection Lot Stock Tab	]	
End Date: 22.07.2020 You have not completed allow	_	
Defects Characteristics Inspection Lot Stock		
Chars Relevant for Usage Decision Characteristics: 1 / 0		
Ch Val LT DS Weighting Defect Class Specifications Result Short Text for Characteristic	Non Share	
Q     02 Maj ∨     ∨ Quality Inspection Result - Mb ■ 4 Accept     Quality Testing with Certificate	0	
Usage Decision		
2. Usage Decision Updated		
UD Code: 🛛 🗟 01 ACCEPT		
Quality Score: 100 From usage decision code		





### Step11:

- System will open Record Usage Decision Stock Page.
- Enter the Stock in the **GR Blocked Stock** and Press Enter.

=	
RV K SAP	Record Usage Decision: Stock
∽ Sto	ck Posting Log Material Documents Stock Inspection Lot Q-Info Record Change History More $\sim$
Inspection Lot: 1000000 Material: 1000000 OIL BOU	
System Status: UD IC	CO SPRQ UserStatus:
End Date: 22.07.2	□20
Defects Characteristics	Inspection Lot Stock
Insp. Lot G	ty: 280: KG Insp. Stock:
Sample Si	ze: 280: KG GR Blocked Stck: 🗸
	Doc
Quantity posted	To be posted
Tota	: 0 280 StLoc Proposal
To Unrestricted Use	0 I Document
To Sample Consumptr	c 0
GR Blocked Stock	
Return Posting	





### Step12:

- Stock will be updated into GR Blocked Stock.
- Click on Save Button.

Ξ	> 500 🖻 🔓 📋 🗗 🗙
Record Usage Decision: Stock	
✓ Stock Posting Log Material Documents Stock Inspection Lot Q-Info Record Change History More ∨	
Inspection Lot: 1000000303 68	
Materiai: 1000000590 60	
OIL BOUND DISTEMPER / ACRYLIC	
System Status: UD ICCO SPRQ UserStatus:	
End Date: 22.07.2020	
Defects Characteristics Inspection Lot Stock	
Insp. Lot Qty: 280: KG Insp. Stock:	
Stock Updated as GR Blocked Stock	
Quantity posted To be posted	
	-
Total: 0 0 StLoc Proposal	
To Unrestricted Use: 0	
To Sample Consumption 0	
GR Blocked Stock: 0 280	
Return Posting: U	
	Save Cancel

### Step13:

• Upload soft copy of Quality Inspection Result in the Store Business Document

≡				
	< <b>SAP</b>			Record Usage Decision: Stock
	<u>C</u> reate	>	Create Attachment	ck Inspection Lot Q-Info Record Change History
	Attachment list		Create note	
	Private note		Create external document (URL)	69
	Send	>	Store business document	68 🖬
	<u>R</u> elationships		Enter Bar Code	
	Workflow	>	SPRQ	UserStatus:
	My Objects	>	□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	
Def	Help for object services	_	pection Lot Stock	
	Insp. Lot 0	Qty:	280: KG	Insp. Stock:
	Sample S	ize:	280: KG	GR Blocked Stck: 👽
				. Doc





### Step 14:

\_

• Select the Document Type and press Enter.

=			
	≡ /	×	
	Scenario: Assign then Store	Drag & Drop: Drag your	
	Stelland. Assign chen score	Blag & Blop. Blag your	
Inspe		$\downarrow$ files into the empty field	$\downarrow$
	Document Type	Write some Text here	
Syste	🔁 Excel Attachment		
0,010	🕼 JPG Attachment		
	DF Attachment		
Defects	PPT Attachment		
	TEXT Attachment		
	TIFF Attachment		
	w Word Doc Attachment		
Quantity pos			
Quantity po:			

### Step 15:

=								
RV	=		A	rchive from Fronte	end			
			Storing Files in Documen	ts	×			
	Look in:	SAP GUI	~	G 🎓 📂 📪		p: Drag your	-	
Inspe	1	Name		Date modified		empty field	$\downarrow$	
	Quick access	202006090	85239.538_X.PDF	6/9/2020 2:09 PM 6/8/2020 9:40 PM	Adobe Ad			
	UUICK access	ALTMP_ASI		7/15/2020 3:57 PM	Adobe Ad			
		ALTMP_AS		7/15/2020 4:06 PM	Adobe Ad			
Syste	Desktop	ALTMP_ASI		7/18/2020 11:41 AM 7/20/2020 6:42 PM	Adobe Ad		$\overline{}$	
		ALTMP_AS		2/20/2020 5:32 PM	Adobe Ad	Select The		
Defects	Libraries	ALTMP_AS		2/24/2020 4:43 PM	Adobe Ad	Document and		
Delects		ALTMP_ASI		2/24/2020 4:49 PM 2/26/2020 10:58 AM	Adobe Ad		_	
	This PC	ALTMP_AS	D_12.PDF	2/27/2020 6:26 PM	Adobe Ad	click on Open		
		ALTMP_ASI		2/27/2020 6:36 PM	Adobe Ad	7 /	_	
	1	Prinformat	ion_20200623054041.842_X.PDF	6/23/2020 10:57 AM	Adobe Ad			
	Network							
Quantity pos		File name:	_20200609085239.538_X.PDF	~	Open			
		Files of type:	All Files (".")		Cancer			
			Increase Area					
To								

• Select the Document from Desktop and click on Open





### Step 16:

• Provide Document Description or Tile and click on Continue Button.

> 500 🕞 🔓 📃 🗃 🗙
& Drop: Drag your the empty field ↓
here
ription ×
Click on Continue Button
Continue Cancel
xt

#### Step 17:

• Document will be uploaded into DMS and click on Continue Button

≡		
₽, ✓	≡ Arc	chive from Frontend X
Inspe	Scenario: Assign then Store	Drag & Drop: Drag your
	Document Type	File Storage System:
Syste		C:\Users\st00598602\Documents\SAP\SAP GUI\_2020060 Number of Files: 1
Defects	JPG Attachment     PDF Attachment     PPT Attachment	
	TEXT Attachment  Tright Tip Attachment  Word Doc Attachment	
Quantity pos		
To		Click on Continue Button
То		
		Continue Undo Cancel





### Step 18:

• Click on Save Button

≡				> 500 🖻 🔓 📜 🗃 🗙
RV <	SAP	Record	Usage Decision: Stock	
	Stock Posting Log Material	Documents Stock Inspection Lot	Q-Info Record Change History	More $\sim$
	1000000303 1000000590 OIL BOUND DISTEMPER / ACRYLIC		60 (m	
-	UD ICCO SPRQ 22.07.2020	UserStatus:		
Defects Character	ristics Inspection Lot Stock			
		80: KG 80: KG	Insp. Stock:	
Quantity posted		To be posted	- Doc	Click on Continue Button
To Sample C GR Bloc	Totai: 0 nicted Use: 0 consumptr: 0 ked Stock: 0 m Posting: 0	0	StLoc Proposal \$     \$	
				Save ancel

,,

System will save the result and will show following message "

✓ Usage decision for lot 1000 01000000303 is saved





# 21. Goods Acceptance

### Step 1:

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

Transaction Code	MIGO
Menu Path	Easy Access → SAP Menu →Logistics → Materials Management → Inventory Management → Goods Movement → MIGO – Goods Movement







#### Step 2:

- Select A05 Release GR Blocked Stock
- Reference Document as R02 Material Document
- Material Document Number: 5101000051
- Click on Execute Icon.

≡	
	Release GR Blocked Stock Material Document - Sridhar Thangavel
Show Overview More V	
A05 Release GR Blocke_ > R02 Material Document >	5101000051 C <
General & Cust. Header Flds	
Document Date: 23.07.2020	Delivery Click on Execute Icon
Posting Date: 23.07.2020	Bill of Lading: HeaderText:
Line Mat. Short Text	W OK Qty in UnE EUn SLoc Stock Segment

#### Step 3:

- System will display the Document, select Item Detail
- Verify Quantity under **Quantity Tab.**

≡	
rs → ≺ sap	Release GR Blocked Stock Material Document 5101000051 - Sridhar Thanga
Show Overv	riew More ~
	Q     Q <sup>+</sup> Image: Delete     <
Aterial Quantity Where	Purchase Order Data Partner Account Assignment Cust Item Elds
	Verify the Quantity
Qty in Unit of Entry: 2	80 KG
Qty in SKU: 2	80 KG
Qty in Delivery Note:	
Quantity Ordered: 2	80 KG Status GR Doc.: 1 InspLot
	No. Containers:





#### Step 4:

- Under Where Tab, Verify the Delivery Location Details (Plant and Storage Location).
- Change stock Type from Quality Inspection Lot to Unrestricted Stock
- Click on Post Button

=			> 500 🗈 🔓 📃 🗗 🗙
<b>≣</b> < <b>SAP</b>	Release GR Blocked Stoci	Mate 2. Change Sto	ock to
Show Overview Mor	e 🗸	Unrestricte	ed Find Exit
Material Quantity Where Purchas	se Order Data Partner Account A	ssignment Cust. Item Flo	
Movement type: 105	+ GR from blocked stck	Stock type Unrestricted-Us	e v
Plant: Mumbai Por	t Trust 1000		
Storage location: MZCMEMME	0IVB8 6626		
Goods recipient. Sridhar			1. Lick on Post Button.
Unloading Point:			
Text			
text.			
C C Item OK	Line: 1 -I		
			Post (ancel Restart Hold Check

System will Post the Document and show the Document number as "







### Step 5:

- Select Display and Enter the Posted Material Document Number: 5101000052
- Click on Execute icon.

≡						
	< SAP	C	Display Material Docume	ent - Sridhar Thangavel		
	Show Overview More	~				
A04 Display	<ul> <li>R02 Material Document</li> <li>گ Doc. info Cust. Heade</li> </ul>		20 🤅 🔪 💷			
	Document Date: Posting Date:	Delivery Note: Bill of Lading:		HeaderText:		
Line	Mat. Short Text	W Qty in	UNE EUN	SLoc	Stock Segment	Bate

### Step 6:

• Select the FI Documents

=									
R	$\sim$	< SAP	D	)isplay M	aterial Document	t 510	1000052 - Sridhar Than	gavel	
[		$\sim$ Show Overview More $\sim$							
A04	4 Display	R02 Material Document     الالالالالالالالالالالالالالالالالالال	1	2020	) @q :=				
		Entered By: Sridhar Thangavel Created On: 23.07.2020 00:04:33 Transaction Code: Goods Movement			MIGO_GR		FI Do	cuments	
	Line	Mat. Short Text	w	Qty in U	nE	EUn	SLoc	Profit Center	Stock Segment
	1	OIL BOUND DISTEMPER / ACRYLIC		280		KG	MZCMEMMDIVBB	1005	





### Step 7:

• Select the Accounting Document and click on the Continue icon

≡					
	< SAP	Dis	play Material Documen	t 510 <sup>-</sup>	10
	$\sim$ Show Overview More $\sim$				
=	List of Documents in Accounting	×	2020 🕞 🔍 📰		
Documents	in Accounting				
Document	Object type text				
3500000041	Accounting document				
A000016T00	) Material ledger				
			MIGO_GR		
	Click on Continue icon		ty in UnE	EUn	S
			80	KG	M
				no	
	$\bigvee$				
	ଦ୍ୱ ପ୍ Separate Original document 🖶	$\otimes$			
ĺ≞ Ţ	Q q <sup>+</sup>				





### Step 8:

• System will display the Accounting document for the GR Acceptance Document.

=		> 500 🖻 🔓 📃 🗗 🗙
SAP	Display Document: Data Entry View	
✓ Change Display/Change Mode	Display Another Document Select Individual Object Display Docu	iment Header Display Currency More ~ (Exit)
Data Entry View		1
Document Number: B500000041 Co	mpany Code: 1000 Fiscal Year: 2020	
Document Date: 22.07.2020	Posting Date: 23.07.2020 Period: 4	
Reference: Cro	is-Comp.No.:	
Currency: INR	Texts Exist: Ledger Group:	Click on Exit
		Button
Co Item K S Account Description	Amount Curr. Tx Cost Center Profit Co	enter
1000 1 89 23300000 Stores - Consumables	13,720.00 INR 1005	
2 96 18160008 GR/IR Clearing	13,720.00- INR 1005	





## SAP User Manual for E2E Material and Service Procurement 11. Create Measurement Sheet:

#### Step 1:

#### • Go to EBS Portal and Provide Log in Details

🕑   EBS Portal × +				- 0 ×
← → C ▲ Not secure   10.9.7.22:8001/ebs	-portal/en			* @ @ * 0 :
English Skip To Main O	iontent A A A	Search	About Us Cont	act Us
Will be a set of the s		PORTS ASSO of Major Ports under Administrative Contr		SAGARMALA
	_		Aut.	
Login Port Users Pensioners	Provide Log-In D	etails		Not Registered yet ?
40000442				REGISTER AS A CUSTOMER
RHyZf RHyZf 🛇				REGISTER AS A SUPPLIER
I / We Acknowledge and accept the Terms And Conditions				<ul><li>Resubmit Customer Registration</li><li>Supplier Registration Status</li></ul>
SUBMIT				🔦 Open Tenders

#### Step 2:

• Enter One Time Password (OTP) received on registered Mobile number







Step 3:

• Click on Supplier Portal

Supplier Landing Page   EBS Porta × +				- 0 >
← → C ▲ Not secure   10.9.7.22:8001/	/ebs-portal/en/suppliers?status=1			x Q 0 * O
English Skip To Ma	in Content A A A A	Search	Q Home Contact Us About U	s AGANDHI BROTHERS (Chennai Port Trust)
	5 St. 19 5	AN PORTS ASSOCI apex body of Major Ports under Administrative Control of		SAGARMALA PORT-LED PROSPERITY
	:	SUPPLIER PORTAL		
		SRM Portal		
Quick Links		Conta	act Us	
Web Mail Access	Disclaimer	Terms And Conditions	W (5)	
Web Mail Access	Disclaimer	Terms And Conditions	20	
Step 4:			%a	
Step 4:		ocurement Portal	گھ ا	
Step 4: • System will red Supplier Landing Page   EBS Port. X Z Reports	irect you to E- Pr		20 20	- 6 X
Step 4: • System will red	irect you to E- Pr		<b>2</b> 回	★ Q Q ★ O E
Step 4: • System will red Supplier Landing Page   EBS Port. X Z Reports	irect you to E- Pr			
Step 4: • System will red Supplier Landing Page   EBS Port. X Z Reports	irect you to E- Pr	ocurement Portal		★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Suppler Landing Page   EBS Port × ← → C ① Not secure   ipasdbqieq.port	irect you to E- Pr	ocurement Portal		★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port: X 27 Reports ← → C ① Not secure i pasdbqieq.port Home REx and Auctions Bidder Info Overview Personalization	irect you to E- Pr	ocurement Portal		★ Q Q ★ B : Log Off Welcome 40000444 (4000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port × 27 Reports ← → C ① Not secure   ipasdbqieq.port Home RFx and Auctions Bidder Info Overview Personalization	irect you to E- Pr - IPA SRM Portal × + rebs.com:50000/irj/portal E ~ PRC	ocurement Portal	ΓAL	★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port × 27 Reports ← → C ① Not secure   ipasdbqieq.port Home RFx and Auctions Bidder Info Overview Personalization	irect you to E- Pr - IPA SRM Portal × + rebs.com:50000/irj/portal E ~ PRC	ocurement Portal		★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port × 27 Reports ← → C ① Not secure   ipasdbqieq.port Home RFx and Auctions Bidder Info Overview Personalization	irect you to E- Pr - IPA SRM Portal × + rebs.com:50000/irj/portal E ~ PRC	ocurement Portal	ΓAL vill redirect you to	★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port × 27 Reports ← → C ① Not secure   ipasdbqieq.port Home RFx and Auctions Bidder Info Overview Personalization	irect you to E- Pr - IPA SRM Portal × + rebs.com:50000/irj/portal E ~ PRC	ocurement Portal	ΓAL vill redirect you to	★ Q Q ★ B : Log Off Welcome 40000444 (40000442)





### Step 5:

- Click on Bidder Info
- Click on Measurement Sheet
- Click on Create & Provide Below Details
  - Service Order: **4000010070**
  - Company Code: 1000
  - o Press Enter

Supplier Landing Page   EBS Port: 🗙 😅 Cr	reate - IPA SRM Portal × +	- 0 ×
← → C ▲ Not secure   ipasdbqieq	a,portebs.com:50000/irj/portal	★ ♀ ♀ ≢ ⊖ ⋮
Home RFx and Auctions Bidder Info Measurement Sheet Inbound Delivery Invoice		Log Off Welcome 40000899 (40000899) Login Time:23/07/2020 00:07.00 IST
Create     Save Exit C	Cancel Help Clear Screen Approv	
Chang     Display     Service Orde	Vendor Purchase Group	Doc. Date
Attachment	ts OBJECT ID GUI ID	
Doc. Type		
1. Open Measurer	ment	
Sheet	Services for Item  Otrantity UpM  FRI Line Service No	Description

Step 4:

- System will fetch and display Service Order details
- Click on **input measurement button** to record completed work details for activity line item 10

Supplier Landing Page   EBS Port: X Z Create - IPA SRM Portal	× +				-	0	×
← → C ▲ Not secure   ipasdbgieg.portebs.com:5000	0/irj/portal		*	0.0	*	≕ e	):
	E - Procuremen	NT PORTAL	Logi	Welcome n Time:23;		9 (4000	
Home RFx and Auctions Bidder Info							
Measurement Sheet Inbound Delivery Invoice Hindrance Register							
Save Exit Cancel Help Clear Screen Approval Status Service Order 4000010070 Company Code 1000 Vendor 40000899 Attachments Doc. Type	Mumbal Port Trust Plant CONA INDUSTRIES Purchase Group	1000 Mumbal Port Trust 105 Civil OBJECT ID GUI ID	Dec. Date 22.07.2020	DATE	TYI	0	•
File name						5	
Service Order - Line Items MaterialService L Earthwork I Click OI OIL BOUND DISTEMPER / ACRVL2	on Input Measurement	Preciption Te	t mpormessor			ity 🎛	





### Step 5:

- Provide the completed work details.
- click on Save & Exit Button

		E-	Pro	CURE	EMEN	т Ро	RTAL			Welcome 4000	Log O 0899 (40000899
								$\int 1$	Enter co	omplet	ed wo
RFx and Auctions Bidder Info	1										
ement Sheet Inbound Delivery In	voice Hindrance Reg	ister							details		
Save Exit Cancel Help Clear	Screen Approval Statu	5									
	Backup Sheet								×		-
Service Order 4000010070 (	Service Line		10		UoM Cubic m			-	520		
Attachments	Date	Description	LENGTH	BREATH	HEIGHT	Quantity	UoM Remarks				
Attachments	22.07.2		1.000	1.000	\$.000	5.000	M3 M3		_	DATE TY	
	23.07.2		1.000	1.000	1.000	1.000	W3			DATE IT	
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rie name						0.000	N 3			Þ	2
						0.000	W3				
Service Order - Line Items						0.000	мз				
Item Material/Service						0.000	ма		bty Bi	OQ Am Cumulativ	ve Qty 🖽
1 Earthwork	2	Click	n Save	e & Exit		0.000	ма		-0 1	,490.00 0.000	A
11 OIL BOUND DISTEMPER			511 50 44			0.000	мз				
				~	$\sim$	0.000	мз				
						-	_				

### Step 6:

#### • Click on Save Button

Supplier Landing Page   EBS Porti X 🖉 Create - IPA SRM Portal X +				-	σ	$\times$
← → C A Not secure   ipasdbgieg.portebs.com:50000/irj/portal	*	Q	٥	*	≕ e	) :
Click on Save PROCUREMENT PORTAL	Lo	Welco ogin Time			9 (4000	
Measurement Sheet Industria Invoice Hindrance Register						
Save E & Cancel Heip     Clear Screen     Approval Status       Service Order     4000010070     Company Code     1000     Mumbal Port Trust     Doc. Date     22.0       Attachments     OBJECT ID     GUI ID     GUI ID     GUI ID     GUI ID	07.2020	DATE		TYI	0000	•
Service Order - Line Items Services for Item 1 Earthwork 💌					-	
litem Material/Service Quantity UoM III ription Text Input Measur BOQ Dty BOQ Arm Cu	Cu C	urrent JM:	S Qty	Curren	t J 🌐	
1 Earthwork upt. [2] input Measur. 10.000 1,490.00 0.0.	0.00 1	0.000		1,490	o. ( 🖻	
11 OIL BOUND DISTEMPER / ACKVLIC 280.000 KG					V	•
	•	ASQ (	500) M		<b>)</b>  pasapqil	





#### Step 9:

• System will create a JMS document and display "JMS 1100000011 Successfully created" message.



### Step 10:

- Click on Bidder Info
- Click on Measurement Sheet
- Click on Change & Provide Below Details
  - JMS No: **1100000011**
  - Company Code: 1000
  - o Press Enter

Supplier Landing Page   EBS Port: X 🐷 Change - IPA SRM Portal X +		- 0
← → C ▲ Not secure   ipasdbgieq.portebs.com:50000/irj/portal		★ ♀ ♀ ≉ ₽ Ө
E - Procurem	IENT PORTAL	Log C Welcome 40000899 (4000089 Login Time:23/07/2020 00:07.00 I
Home RFx and Auctions Bidder Info	2. Enter Service Order	
Measurement Sheet Inbound Delivery Invoice Hindrance Register	and Company Code	
. Create Save Exit Cancel Help Clear Screen Approval Status Display/Change Releas		
Change     Din Vy     Mit No     Transition     Company Code     B000     Usedor     Usedor	Plant Purchase Group	Doc. Date
Doc. Type	OBJECT ID GUI ID	
1. Open Measurement		Þ
Sheet in Change Quantity UoM	Services for Item	Description





### Step 11:

- System will open JMS document in Change mode
- Click on Release M Sheet for Approval Button

Supplier Landing Page   EBS	Port: X 🖅 Change - IPA SRM Portal X +
← → C ▲ Not sec	ure   ipasdbqieq.portebs.com:50000/irj/portal
	E - PROCUREMENT PORTAL
Home RFx and Auctions	Bidder Info
Measurement Sheet Inbound I	Delivery Invoice Hindrance Register
Create	Save Exit Cancel Help Clear Screen Approval Status Display/Change Release MSheet for Approval
Change	
• Display	Service Order         4000010070         Company Code         1000         Mumbai Port Trust         1000         Mumbai Port Trust           JMS No.         1100000011         Vendor         40000899         CONA INDUSTRIES         Group         105         Civil
	Attachments
	Doc. Type
	File name Click on Release M Sheet
	Service Order - Line Items Services for Item for Approval
	Item Material/Service Quantity UoM

#### Step 12:

• Workflow will be triggered for measurement sheet approval and system will show the

,,

Workflow Released for Approval

Message "





# 12. Release Measurement Sheet:

### Step 1:

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

≡
SAP
$\sim$ New password More $\sim$
Client: 500 *User: 10100050 *Password: ***********
Logon Language: EN

#### Step 2:

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

Transaction Code	SBWP			
Menu Path	Easy Access	→ SAP Menu → Office	e $\rightarrow$ Workp	lace
Role	Approver			
≡				
SAP				SAP Easy Access
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites Dele
✓ <sup>™</sup> Favorites				
> 🗅 T Codes				Ser All
> 🗅 Reports			The set	Call No.
V 🗇 SAP Menu			Sec. Stan	A STREET, STRE
> 🗅 Connector for	Multi-Bank Connect	livity		The second secon
√ √ Office			Contraction of the local division of the loc	
🔕 SBWP - Wo	rkplace		San Skill Bar	Contraction of the second s
> 🗅 Telephone I	ntegration		State of the surgery of the	PE - Contraction - State
> 🗅 Appointmen	t Calendar			A CONTRACTOR OF THE OWNER





### Step 3:

- Expand "Inbox" button, under workflow "Please approve JMS 1100000011" message will appear.
- Double Click on "Please approve JMS 1100000011"

≡		>
< SAP	E	Business Workplace of Asst Engg
✓ New mes	sage Find folder Find document Appoi	Double Click on "Please approve JMS
V KR Workplace: Asst Engg	W-10-55	1100000011"
	Workflow 55	
C Unread Documents 19	0 0 0 0 0 0 2 0	
Documents 24	Exe Title	Status Work Item ID Creation Date Creation T
Workflow 55	Please approve the JMS 1100000011	414883 23.07.2020 00:12:29
Overque entries 0		÷
Deadline Messages 0		😕 Tips
Entries with Errors 0		• · · · ·
> 📩 Outbox	Please approve the JMS 1100000011	
> 🛃 Resubmission	Description	Objects and attachments
	, Description	Objects and attachments

### Step 4:

- System will open JMS workflow screen
- Select the line items which are to be considered for approval

	~	Q	A .	<b>a</b> $\Delta$	Σ	¥:		睠	暍	Select a	II lines	De-select	t all lines	Post	More ~				Q	Q*	8
ect line Le	evel1 Level	2 Level3	Level4	JMS Numb	er Com	any Cod	e Service	orderit	em No	Vendor	Vendo	or name	Doc.Dat	te Plan	e/Mi	aterial Qua	antity Uol	A Service No	Servi	ce item	No De
~				1000000	11 1000		400001	0070	1	4000089	9 CONA	INDUSTRIE	ES 22.07.20	020 1000	Ean	1	000 AU	830000000	9		10 Ear
-				1000000	11 1000		400001	0070	1	4000089	9 CONA	INDUSTRIE	ES 22.07.20	020 1000	Earthw	1	000 AU	830000000	9		10 Ear
~				1000000	11 1000		400001	0070	1	4000089	9 CONA	INDUSTRIE	ES 22.07.20	020 1000	Earthwork	\	AU	830000000	9		10 Ear
1				e JMS						. 1	A.	INDUSTRIE	ES 22.07.20	020 1000	Earthwork			830000000	9		10 Ear





### Step 5:

- System will display information message.
- Click on "Continue" Button.

	2	AP												JSM Wo	orktiow				
Ľ			~	Q	≞	Ŧ	$\nabla$	Σ	Σ⁄Σ		#	略	暍	Select all	lines	De-select a	l lines Po	ist	More
	Select lin	e Level1	Level2	Level3	Level4	JMS	Number	Com	pany C	ode S	Service	order	Item No	Vendor	Vendo	r name	Doc.Date	Plant	t Se
	~					1100	000011	1000		4	000010	0070	1	40000899	CONA	INDUSTRIES	22.07.2020	1000	Ea
	$\checkmark$					1100	000011	1000		4	000010	0070	1	40000899	CONA	INDUSTRIES	22.07.2020	1000	Ea
	$\checkmark$					1100	000011	1000		4	000010	0070	1	40000899	CONA	INDUSTRIES	22.07.2020	1000	Ea
	~					1100	000011	1000		4	000010	0070	1	40000899	CONA	INDUSTRIES	22.07.2020	1000	Ea
		Ĩ	011	elected	entries	will b	e consid	ered f	or app	roval					CI	ick on Co	ntinue		
														Continu	e Hel	ID.			

### Step 6:

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

≡	
SAP	Decision Step in Workflow
└ ─ Workflow Create Import More ∽	
Please approve the JM Click on "Approve"	
Approve Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments





### Step 7:

- Measurement Sheet will be approved with level 1.
- Measurement Sheet Approval Request notification is forwarded to Approver 2

#### Step 8:

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

≡	
SAP	SAP
✓ New password More ✓	
Client: 500	lser
*User: 10100051 *Password:	
Logon Language: EN	

#### Step 9:

- 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	e $\rightarrow$ Workp	lace	
Role	Approver				
≡					
SAP				SAP Easy A	Access
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
✓ <sup>™</sup> Favorites					
> 🗅 T Codes > 🕒 Reports				Ca	
<ul> <li>✓ ☑ SAP Menu</li> <li>&gt; ☑ Connector for</li> </ul>	Multi-Bank Connect	tivity			
✓ ← Office Ø SBWP - Wo					
C Telephone I     C Appointmen					





#### Step 10:

- Expand "Inbox" button, under workflow "Please approve JMS 1100000011" message will appear.
- Double Click on "Please approve JMS 1100000011"

≡		
< SAP	Business Workplace	of EX Engg
✓ New m		stribution lists More ~
V 📾 Workplace: EX Engg	Workflow 1 1100000011"	on "Please approve JMS
✓ ≟ Inbox ① Unread Documents 22		$ \exists \ \land \lor \ \Diamond \ \boxtimes \lor = \forall \lor \lor $
Documents 22	Exe Title	Status Work Item ID Crea
> Workflow 1	Please approve the JMS 1100000011	414886 23.0
Overdue entries 0		
Deadline Messages 0		
Entries with Errors 0		🏸 Tips
> 📩 Outbox		
> 🗏 Resubmission	Please approve the JMS 1100000011	
> A Private folders	Description	Objects and attachments

#### Step 11:

- System will open JMS workflow screen
- Select the line items which are to be considered for approval

1			> 500 🖻 🔓 📋 🗇 🤅
SAP		JSM Workflow	
~ Q ≞ ₹	∇ Σ ½ 🕈 🕮 🛤 🛤	Select all lines De-select all lines Post	More ∨ Q. q <sup>+</sup> @
Select line Level1 Level2 Level3 Level	4 JMS Number Company Code Service order	tem No Vendor Vendor name Doc.Date	Plant e/Material Quantity UoM Service No Service item N
✓ 10100050	1100000011 1000 4000010070	1 40000899 CONA INDUSTRIES 22.07.2020	1000 Ea 1.000 AU 830000009 1
V 19950	1100000011 1000 4000010070	1 40000899 CONA INDUSTRIES 22.07.2020	1000 Earth 1.000 AU 8300000009 1
	1100000011 1000 1000010070	1 40000899 CONA INDUSTRIES 22.07.2020	1000 Earthur
1. Select the JMS	Line item for approval	0000899 CONA INDUSTRIES 22.07.2020	<sup>101</sup> 2. Click on POST Button





### Step 12:

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

≡	
SAP	Decision Step in Workflow
✓ Workflow Create Import More ✓	
Please approve the JMS 1100000011 Click on "Approve"	
Choose one of the following alternatives Approve	
Reject	
Display	
Approval or Rejection History	
Hold	

#### Step 13:

- Measurement Sheet will be approved with level 2.
- Measurement Sheet Approval Request notification is forwarded to Approver 3

#### Step 14:

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

≡	
SAP	SAP
$\sim$ New password More $\sim$	
Client: 500 Enter Approver User ID and Password *User: 10100049	d
*Password:	





#### Step 15:

- 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					
Role	Approver					
≡						
SAP					SAP Easy A	ccess
SBWP	~	SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
✓ <sup>1</sup> √ Favorites						-
> 🗅 T Codes	and the second second	and the second s	1000			
> 🗅 Reports	Con it					
V 🗇 SAP Menu	Sec. Share	a second				
> 🗅 Connector for		COLUMN STATE	Contraction of			
						and a state
SBWP - Workplace				Standard Skallinger	and a second	and the second second
> 🕒 Telephon	ration	States of the second of the		Sept.		
> 🗅 Appointme	endar		Post of the Party			

#### Step 16:

- Expand "Inbox" button, under workflow "Please approve JMS 1100000011" message will appear.
- Double Click on "Please approve JMS 1100000011"

≡						
< SAP	Business Workplace of DY HOD					
$\sim$ New message Find folder Find document Appointment calendar Distribution lists More $\sim$						
<ul> <li>Workplace: DY HOD</li> <li>Inbox</li> <li>Unread Documents 16</li> <li>Documents 22</li> <li>Workflow 1</li> <li>Overdue entries 0</li> <li>Deadline Messages 0</li> <li>Entries with Errors 0</li> </ul>	Workflow 1	ouble Click on "Please approve JMS 100000011" Status Work Item ID Creation Date Cr 3 414889 23.07.2020 00				
> 🚖 Outbox	Please approve the JMS 1100000011					
> 📥 Private folders	Description	Objects and attachments				




#### Step 17:

- System will open JMS workflow screen
- Select the line items which are to be considered for approval

		,		_				-			_	. onl	Workflow								
	/				W S	ν Σ	ī,	i 🖪	#	睗	疁	Select	all lines	De-select all lines	Post	More 🗸			Q	Q*	0
Selec	L	Level1	Level2	Level3	Level4	JMS Nun	ıber	Company	/ Code	Service	e order l	tem No	Vendor	Vendor name	Doc.Date		Service/Materia	al Quantity UoM	Service No	Ser	vice ite
	1	10100050	10100051			1100000	011	1000		400001	0070	1	40000899	CONA INDUSTRIES	3 22.07 202	0	www.	1.000 AU	830000000	9	
1	6	10100050	10100051			1100000	011	1000		400001	0070	1	40000899	CONA INDUSTRIES	3 22.07.202	0 10		1.000 AU	830000000	9	
I B	1	10100050				1100000	011	1000		400001	10070	1	40000899	CONA INDUSTRIES	3 22.07.202	0 1000		1 000 AU	830000000	0	-
-		10100050				1100000	011	1000		400001	10070	1	40000899	CONA INDUSTRIES	5 22.07.2	2		POST B			ן

#### Step 18:

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

≡	>
SAP	Decision Step in Workflow
✓ Workflow Create Import More ✓	
Please approve the JMS 1100000011	
Choose one of the following alternative Click on "Approve"	
Approval or Rejection History Hold	

Step 19:

- Measurement Sheet will be approved with level 3.
- Measurement Sheet Approval Request notification is forwarded to Approver 4





### Step 20:

• Login as **Approver 4** (HOD) in SAP System.

≡
SAP
✓         New password         More ∨           Enter Approver User ID and Password
Client: 500
*User: 10100048 *Password: [************************************
Logon Language: EN

### Step 21:

- 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 $\rightarrow$ Office $\rightarrow$	Workplace						
Role	Approver								
≡	•								
SAP				SAP Easy A	ccess				
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele				
<ul> <li>「」 Favorites</li> </ul>									
> 🗅 T Codes			0		Constanting of the				
> 🗅 Reports			1000		- Aleren				
V 🗇 SAP Menu			Sec. Stan						
> 🗅 Connector for	or Multi-Bank Conne	ctivity			CONTRACTOR OF				
					- Contraction				
🔕 SBWP - V	Vorkplace		A State	Contraction of the local data					
> 🕒 Telephon	e Integration		Banda Contractor	-	Sept.				
> 🗅 Appointme	ent Calendar		A second	IP-C. AND					





### Step 22:

- Expand "Inbox" button, under workflow "Please approve JMS 1100000011" message will appear.
- Double Click on "Please approve JMS 1100000011"

≡			
< SAP		Business Workplace of HOD	
New New	message Find folder Find documen	Double Click on "Please appro 1100000011"	ve JMS
V 😸 Workplace: HOD	Workflow 1		
✓ ≟ Inbox ☐ Unread Documents 15			<b>₿~ = 7~ q</b>
Documents 21	Exe Title	Status	Work Item ID Creation Date
> Workflow 1	Please approve the JMS 1100000011	¢.	414892 23.07.2020
Overdue entries 0			
Deadline Messages 0			
Entries with Errors 0			
> 🔔 Outbox			
> 📇 Resubmission	Please approve the JMS 1100000011		
> Å Private folders	la est		

#### Step 23:

- System will open JMS workflow screen
- Select the line items which are to be considered for approval

/	/		A V	Y	Σ 1/1	B.	曲略點	Select all	lines De	-select all lines	ost More ~			q	q* (
Sele	cevel1	Level2	Level3	Level4	JMS Number	Compa	ny Code Service or	der Item No	Vendor	Vendor name	Doc Date	cvice/Material Q	uantity Uol	M Service I	lo Se
V	10100050	10100051			1100000011	1000	40000100	70 1	40000899	CONA INDUSTRIES	22.07.2020 10		1.000 AU	8300000	009
-	10100050	10100051	10100049		1100000011	1000	40000100	70 1	40000899	CONA INDUSTRIES	22.07				
2	10100050		10100049		1100000011	1000	40000100	70 1	40000899	CONA INDUSTRIES	22.07 1.	Click on I	POST	Butto	on.
~	10100050				1100000011	1000	40000100	70 1	40000899	CONA INDUSTRIES	22.07				





### Step 24:

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

≡
SAP Decision Step in Workfl
│
Please approve the JMS 1100000011
Choose one of the following Click on "Approve"
Approve
Reject
Display
Approval or Rejection History
Hold

#### Step 25:

- Measurement Sheet will be approved with level 4.
- Once the Measurement Sheet is approved by all 4 level approvers, a notification is triggered to Measurement Sheet Initiator and all preceding approvers

< SAP	E	Business Workplace of Ass	t Engg	
✓ New mes	sage Find folder Find document Appoi	ntment calendar Distributi	ion lists More $\vee$	
BR Workplace: Asst Engo	Unread Documents 20			
V 📥 Inbox		60 / B / V		
Documents 20	Me Type Title	Atta_Author	Date receiv Copy F	es Recipi
V Norkflow 54	🖂 🕼 JMS 1100000011 is approved.	SAP_WFRT	22.07.2020	1
Construction of the second	Burchase Order 4000010070 is ap	SAP WFRT	22.07.2020	1
> 🗅 Grouped according to co	JMS 1100000011 is approved.			
> 🗅 Grouped according to so				
> 🗅 Grouped according to tas	Hello Sir/Madam,			
Overdue entries 0	JMS 1100000011 is approved.			
Deadline Messages 0				
Entries with Errors 0	Approved by: 10100048 HOD			
> 🗄 Outbox	Regards,			
> 📇 Resubmission	10100048 HOD			
> 🐣 Private folders	100			





### 13. Create Abstract

### Step 1:

• Enter Transaction Code **ZAS01** in command bar (or) Follow the below navigation path.

Transaction Code	ZAS01
Menu Path	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Logistics $\rightarrow$ Material Management $\rightarrow$
	Abstract → ZAS01 Create Abstract

SAP	SAP Easy Access SAP R/3
ZAS01	Other menu Add to Favorites Delete Favorite
> 🗅 SCM Extended Warehouse Management	
✓ ☐ Logistics	
> 🗅 Equipment and Tools Management	
✓ ☐ Materials Management	
> 🗅 IPA General Setting	Thus have been a first
> 🗅 Purchasing	
> 🗅 Inventory Management	
> 🗅 Logistics Invoice Verification	the second s
> 🗅 Physical Inventory	- THE AND A CONTRACT OF A CONT
> 🗅 Valuation	
> C Material Requirements Planning (MRP)	
> C Returnable packaging logistics	A CARDING THE REAL PROPERTY OF
> 🗅 Service Entry Sheet	
> 🗅 Measurement Sheet	
✓  ☐ Abstract	a the second second
ZAS01 - Create Abstract	
Ø ZAS02 - Change Abstract	ALL G
② ZAS03 - Display Abstract	





### Step 2:

- In Create Abstract screen, provide following details,
  - Service Order: **4000010070**
  - Company Code: **1000**

≡							> 500 [	≥ <u>6</u>   _	. 🗗 ×		
< <b>SA</b>	<b>7</b>		Create	Abstract							
	✓ Clear Screen	More $\checkmark$							Exit		
Ser	Enter Service Order & Company Code Bervice Order: 4000010070 Company Code: 1000										
	d and open JMS	v	Aendor:								
Selec	t JMS No Creat	ited On Ci	reated By	Changed On	Changed By	App	proved On	Approve	9		

#### Step 3:

- System Will display JMS Recorded against Service Order.
- Select the JMS no & Click on Process Selection

=				> 500 🖻 🔓 📋 🗖 🗙
< SAP	Create	Abstract		
✓ Clear Screen More ✓				Exit
Service Order: 4000010070 Comp Plant Select JMS N List of Approved and open JM Setect JM Setect 100000011 23.07.2020	Any Code: 1000 Mumbai Port Trust		Changed By	Doc. Date:         22.07.2020           Purchase Group         105           Approved On         Approve           23.07.2020         US10100
				Click on "Process Selection" Button
2 <b>1</b>			Process S	election





### Step 4:

- Select JMS Activities to be considered for creating Abstract
- Click on "Save" Button.

≡	> 500 🕨 🔓	) _ <i>8</i> ×
< SAP	Create Abstract	
✓ More	~	Exit
	$\neg \bullet   \bullet \bullet \bullet   \bullet   \bullet   \bullet   \bullet   \bullet   \bullet   \bullet $	
	erial Description PO Quantity PO_UoM Select Line Number Service Number Service Text Actual Quantity Quantity Service UoM	
2 1100000011 1 Earth	hwork 1.000 AU J 10 8300000009 Earthwork upto 1.5 Mtrs. depth in bulk 10.000 10.000 M3	
Sele	ct JMS Activities	
	Click on "Save"	
	Button	
		Save Cancel

#### Step 5:

- System will create abstract. & Display details of abstract Created
- System will create a service entry sheet and same is updated in Purchase order.

=					1
₹~ <	SAP		Create A	bstract	
	→ More →				
	× @ @ ~ 5   [	) 🕀 🖸 🛋 🐺 🔍 🗟	<b>γ</b> ~ Σ~	% ∨   <b>@ @ ∨ ⊥ ∨ @</b>	1
JMS Doc No PO	Line Item Material Description	PO Quantity PO_UoM Select Line Nu	umber Service Number	er Service Text	Actual Quantity Quantity Se
✓ 1100000011	1 Earthwork	1.000 AU 🗸	10 830000009	Earthwork upto 1.5 Mtrs. depth in bulk	k 10.000 10.000 M
	0 2 <u>1</u>	Details of Abstract created	_ 🗆 ×		
	2100000011	11		Abstract 2100000011	Created





### Step 6:

• To check the updated purchase order history; Enter Transaction Code ME23N

≡				
SAP		SAP Easy A	ccess	
ME23N	kplace Other menu	Add to Favorites	Delete Favorites	Change Favori
> 🗅 Connector for Multi-Bank Connectivity				
> 🗅 Office		Self-	and the second	and the second s
Cross-Application Components	Carl Carlo	ALL REAL REAL REAL REAL REAL REAL REAL R	and the second second	last and the second
✓      ☐ Logistics	A CONTRACTOR OF		(inclusion)	Mobile and Construction of the
Equipment and Tools Management		White be being the	and the second process of the second	(Line)
				Tel Al d'Al tel chego dese
	Contraction of the second		And the second second	(hereaster fall and
✓  ☐ Purchase Order		The second second		A second second second second
> 🗅 Create	Contraction of the local division of the loc	and the second second second second	Carlon Contract	at the state of the second
ME22N - Change	And the second se	Reserves	and the second	and the second se
li ME23N - Display	C. Martine	and the second sec	Sales Since and	and the second second
ME21 - Create Extended Purchase Order		ALL DE LE	States	Summer and the second
A NEOD Observe Extended Dumbers Orde		And a state of the second state of the	and states the second	and the second

### Step 7:

- System will display Purchase order
- In **Purchase order history** tab; Service Entry sheet **1000000238** is updated.

< SAP	STD Purchase Order 4000010070 Created by PI_USER	
Document Overview On	Create Display/Change Other Purchase Order Print Preview Messages Help Personal Setting More	~ Q, E
ZZNB STD Purchase Order V 4000010070	Vendor: 40000899 CONA INDUSTRIES Doc. Date: 22.07.2020	
leader		
tem Overview		
Item: 1[1]Earthwork		
		Delivery Addr 义 .
	Delivery Invoice Conditions India Account Assignment Purchase Order History Texts	Delivery Addr >
Quantities/Weights Delivery Schedule	Delivery Invoice Conditions India Account Assignment Purchase Order History Texts	Delivery Addr >
Quantities/Weights Delivery Schedule	Delivery Invoice Conditions India Account Assignment Purchase Order History Texts	
Quantities/Weights Delivery Schedule	Delivery Invoice Conditions India Account Assignment Purchase Order History Texts	Delivery Addr >
Quantities/Weights     Delivery Schedule       Q     ▲       Y     ⊕       Sh. Te <sup>-</sup> M. Material Document, Item Posting Date       WE     1_5101000053       1     23.07.2020	Delivery       Invoice       Conditions       India       Account Assignment       Purchase Order History       Texts         L       IE	
Quantities/Weights     Delivery Schedule       Q     A     Q       Q     Q     Q       Sh. Te_M_Material Document     Item Posting Date	Delivery       Invoice       Conditions       India       Account Assignment       Purchase Order History       Texts         ▲<	nount Crcy Reference
Quantities/Weights     Delivery Schedule       Q     ▲       ♥     Q       ♥     Q       ♥     Q       ♥     B       ♥     C       ♥     C       ♥     C       ♥     B       ♥     C       ♥     C       ♥     C       ♥     C       ♥     C       0	Delivery Invoice Conditions India Account Assignment Purchase Order History Texts L → R → III W → C = "Quanti_ Delivery cost quantity OUn #Amt in Loc.C, L.cur #Qty in OP, DelCostQty (OPU, Order Price Unit # Am 1,490.00 INR - 1,490.00 IN	nount Crcy Reference 00.00 INR





### SAP User Manual for E2E Material and Service Procurement 14. Invoice Verification:

#### Step 1:

#### • Go to EBS Portal and Provide Log in Details

I EBS Portal × +				- Ø ×
← → C ▲ Not secure   10.9.7.22:8001/ebs-	portal/en			* @ @ * 0 :
English Skip To Main Co	ontent A A A	Search	About Us Contact	Us
		PORTS ASSOC of Major Ports under Administrative Contro		SAGARMALA
			Mit.	
Login Port Users Pensioners	Provide Log-In D	etails	*	Not Registered yet ?
40000442				REGISTER AS A CUSTOMER
RHyZf RHyZf S		ALC REAL PROPERTY AND A REAL PROPERTY A		REGISTER AS A SUPPLIER
I / We Acknowledge and accept the Terms And Conditions				<ul><li>Resubmit Customer Registration</li><li>Supplier Registration Status</li></ul>
SUBMIT				🔦 Open Tenders

#### Step 2:

• Enter One Time Password (OTP) received on registered Mobile number







Step 3:

• Click on Supplier Portal

Supplier Landing Page   EBS Porta × +				- 0 >
← → C ▲ Not secure   10.9.7.22:8001/	/ebs-portal/en/suppliers?status=1			x Q 0 * O
English Skip To Ma	in Content A A A A	Search	Q Home Contact Us About U	s AGANDHI BROTHERS (Chennai Port Trust)
	5 St. 19 5	AN PORTS ASSOCI apex body of Major Ports under Administrative Control of		SAGARMALA PORT-LED PROSPERITY
	:	SUPPLIER PORTAL		
		SRM Portal		
Quick Links		Conta	act Us	
Web Mail Access	Disclaimer	Terms And Conditions	W (5)	
Web Mail Access	Disclaimer	Terms And Conditions	20	
Step 4:			%a	
Step 4:		ocurement Portal	گھ ا	
Step 4: • System will red Supplier Landing Page   EBS Port. X Z Reports	irect you to E- Pr		20 20	- 6 X
Step 4: • System will red	irect you to E- Pr		<b>2</b> 回	★ Q Q ★ O E
Step 4: • System will red Supplier Landing Page   EBS Port. X Z Reports	irect you to E- Pr			
Step 4: • System will red Supplier Landing Page   EBS Port. X Z Reports	irect you to E- Pr	ocurement Portal		★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Suppler Landing Page   EBS Port × ← → C ① Not secure   ipasdbqieq.port	irect you to E- Pr	ocurement Portal		★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port: X 27 Reports ← → C ① Not secure i pasdbqieq.port Home REx and Auctions Bidder Info Overview Personalization	irect you to E- Pr	ocurement Portal		★ Q Q ★ B : Log Off Welcome 40000444 (4000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port × 27 Reports ← → C ① Not secure   ipasdbqieq.port Home RFx and Auctions Bidder Info Overview Personalization	irect you to E- Pr - IPA SRM Portal × + rebs.com:50000/irj/portal E ~ PRC	ocurement Portal	ΓAL	★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port × 27 Reports ← → C ① Not secure   ipasdbqieq.port Home RFx and Auctions Bidder Info Overview Personalization	irect you to E- Pr - IPA SRM Portal × + rebs.com:50000/irj/portal E ~ PRC	ocurement Portal		★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port × 27 Reports ← → C ① Not secure   ipasdbqieq.port Home RFx and Auctions Bidder Info Overview Personalization	irect you to E- Pr - IPA SRM Portal × + rebs.com:50000/irj/portal E ~ PRC	ocurement Portal	ΓAL vill redirect you to	★ Q Q ★ B : Log Off Welcome 40000444 (40000442)
Step 4: ● System will red ● Supplier Landing Page   EBS Port × 27 Reports ← → C ① Not secure   ipasdbqieq.port Home RFx and Auctions Bidder Info Overview Personalization	irect you to E- Pr - IPA SRM Portal × + rebs.com:50000/irj/portal E ~ PRC	ocurement Portal	ΓAL vill redirect you to	★ Q Q ★ B : Log Off Welcome 40000444 (40000442)





### Step 5:

- Click on Bidder Info
- Click on Invoice
- In **Park Invoice**; Provide Below Details
  - Invoice Date: 23.07.2020
  - Reference: Vendor-INV-323
  - Enter Purchase Order: 4000010070 & Hit Enter.
  - System will display Purchase order details for invoicing.
  - Select Calculate Tax check box, to calculate tax amount

0	Supplier Landing Page   EBS Port: 🗙 🔤 Park Invoice - IPA SRJ	M Portal × +		- o ×
÷	C A Not secure   ipasdbqieq.pon	Enter Invoice Date Invoice Number	e, Vendor	★ Q Q ★ =/ Q : Log Off Welcome 40000599 (4000059) Login Time:23/07/2020 00:07.00 IST
Ho	me RFx and Auclions Bidder Info surement Sheet Inbound Delivery Invoice Hindrance Regis	7		
	Invoice date 23.07.2020 Postine Date 23.07.2020 Amount Calculate Tax Tax Amount 760.50 Bus Pisce/Sectn // Paymt terms Paymt terms Due immediately Baseline Date 23.07.2020 Company, Cold 1000 Membal Dott Taxt Mumbal	ROO Balance Rholding tax Contacts Note VENOR-323 INR	weet         Hold         Simulate         Save as Completed         Mess           15,970.50-jr.q.         Vendor 0040000899         CONA INDUSTRIES         20-21.20-21.NIR.AJ INDUST           20-21.20-21.NIR.AJ INDUST         HODA         20.871.698         Implementation           Vendor 0040000000000000000000000000000000000	
	PO Reference         Git Account         Material           Purchase Order/Scheduling Agreement         # 4000010070           Item Amount         Quantity         Or           1         1,490.00         2           2         13,720.00         280 KG	4000010070 1 Earthwork	All information	2. Enter Purchase Order & Press Enter
			SAP/	ASQ (500)





### Step 6:

- Enter amount: **15970.00**
- Click on **"Simulate"** Button

Supplier Landing Page   EBS Po	x 🖅 Park Invoice - IPA SRM Portal x + - O	×
← → C ▲ Not security		<b>;</b> <b>9 Off</b> (899) 0 IST
	Ider Info ry Invoice Hindrance Register	
Save Parked Document) Bi Transaction Invoi Basic Data Pay Invoice date 23.0	ent Details Tax Withholding tax Contacts Note Vendor 0040000899	•
Posting Date 23.0 Amount 15.9 Tax Amount 760. Bus Place/Sectn Text		
Paymt terms Due in Baseline Date 23.07 Company Code 1000.1	mbai Pod Trust Mumbai Account Material	
Item Amount	Guantity         Or         Purchase o Item         PO Text         Central Con Central Con Tax Code         No A         Acct Assgt           N0.00         4000010070         1         Earthwork         V1 (CGST+SQST 5% *K         K         P	•

#### Step 7:

- System will display FI Documents posting details
- Click on "Save As Completed" Button.

		c secure   Tipas	ondied boi	tebs.com:50000	/irj/portai							×	6	0	*
suement Shed bound Delivery work indrance Register          Save Parked Document       Basic Data       Sindle Document in INR (Document currency)         Transaction       Invoice       Image: Sindle Document in INR (Document currency)         Basic Data       Payment       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Image: Sindle Document in INR (Document currency)         Image: Sindle Document in INR (Document currency)       Ima					E - Pro	CUREM	E	NT F	0	RTAL		Log			
Save Parked Document       Back       Example       Simulate Document in INR (Document currency)       Image: Currency         Transaction       Invoice       Position       A. GL       ActMati/AstVindr       Amount       Signature       Vis         Basic Data       Payment       Invoice date       21.07.2020       ActMati/AstVindr       Amount       Vis       Vis       Vis         Position       A. GL       ActMati/AstVindr       Amount       Signature       Vis       Vis       Vis       Vis         Position       A. GL       ActMati/AstVindr       Amount       Signature       Vis       Vis       Vis       Vis         Position       25.07.2020       Active Signature       Signature       Vis       Vis       Vis       Vis         Amount       15.970.50       Inveloce       23.07.2020       Vis       Signature       Vis				odrance Degister											
Position A. GAL AddMat/AstVindr Amount Curr Purchasing Item T., Jurisd. Code Tax date Bus. T Basic Data Payment Invoice date 23.07.2020 Posting Date 23.07.2020 Amount 23.970.50 Tax Amount 760.50 Bus Place/Secton Text Payment terms Due immediate Basic Data 23.07.2020 Amount 760.50 Bus Place/Secton Text BustCon Amount A				-	cument currency)				_			~			
Image: Data         Payment         I & K         1 & K			_			Amount	Curr.	Purchasing	Item	T., Jurisd, Code	Tax date	 <u> </u>			
Imported date         23.07.2020         23.5         183.60005         GR/IR Citearing         13.720.00         1 x8         4000010070         11         1 x1           Posting Date         23.07.2020         23.07.2020         CGST- Input Credit         380.25         1 NR         V1           Amount         15.970.50         1         V1         1 x1         1 x1         1 x1           Tax Amount         760.50         1         V1         1 x1         1 x1         1 x1           Buse Place/Sectin         1         1 x1.47020         Click on "Save As Completed"         1 x1           Paymit terms         Due immediate         23.07.2020         Click on "Save As Completed"         1 x1           Pointerse Order/Scheduling Agreeme         1 1,490.00         1 1,490.00         1 1,490.00         1 1,490.00					CONA INDUSTRIES /	15,970.50-									
All S 23500000 CGST- Input Credit 380.25 TAR V1 Amount 15,970.50 Tax Amount 760.50 Bus Place/Sector Text Paymet terms Due immediate Baseline Date 23.07.2020 OUL Accor Purchase Order/Scheduling Agreeme Item Amount 1 1,490.00	Basic Data	Payment		2 S 18160008	GR/IR Clearing	1,490.00	INR	4000010070	1	V1					
Amount 15,970.50 Amount 15,970.50 Tax Amount 160.50 Bus Place/Sectin 1/ Paymitterms Due immediate Baseline Date 23.07.2020 Click on "Save As Completed" Button Purchase Order/Scheduling Agreeme Item Amount 1 1,450.00	Invoice date	23.07.2020		3 S 18160008	GR/IR Clearing	13,720.00	INR	4000010070	11	V1					
Tax Amount Tax Am	Posting Date	23.07.2020				380.25	INR			V1					
Bus Place/Sectin Text Paymitterms Due immediate Baseline Date 23.07.2020 Click on "Save As Completed" Button Purchase Order/Scheduling Agreeme Item Amount 1 1,490.00	Amount	15,970.50		5 \$ 23500001	SGST- Input Credit	380.25	INR			V1					
Bus Place/Sectin Text Paymitterms Due immediate Baseline Date 23.07.2020 Click on "Save As Completed" Button Purchase Order/Scheduling Agreeme Item Amount 1 1,490.00	Tay Amount	760,50													
Paymittems Due immediate Baseline Date 23.07-2020 Compare: Code 1000 Mumbus E Purchase Order/Scheduling Agreeme Item Amount 1 1,490.00															
Baseline Date 23.07.2020 Company Dode 23.07.2020 PO Reference Git Acco Purchase Order/Scheduling Agreeme Item Amount 1 1,490.00	Text			( )	lick on "Sa	in Ac Comr	Jot	od"							
Purchase Order/Scheduling Agreeme Item Amount Item Amount Item 1,490.00	Paymt terms	Due immediate				ve As Comp	ле	eu							
Porchase Order/Scheduling Agreeme Item Amount Item Amount Item Amount K					Button										
Purchase Order/Scheduling Agreeme Item Amount 1 1,490.00									)						
Item Amount         No A Acct As           1         1,490.00	Purchase Order/Sc	heduling Agreeme													
1 1,490.00	r architer orderinge	a second regression													
	litem Amou	nt										No	A	Acct As	sgt
2 13.720.00	1	1,490.00											к [		
Save as Completed Back Back Save Parked Document		43, 330, 60							<b>.</b>	<u> </u>		-			





Step 8:

• System will Park the Invoice document and will display the message

Invoice document 6010000019 has been saved as complete





# 15. Parked Invoice Approval:

### Step 1:

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

≡
SAP
✓ New password More ✓
Client: 500 Enter Approver User ID and Password
*User: 10100050 *Password: *****
Logon Language: EN

#### Step 2:

- 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	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace				
Role	Approver					
≡						
SAP				SAP Easy A	lccess	
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele	
<ul> <li>✓ <sup>1</sup> Favorites</li> <li>&gt; <sup>1</sup> T Codes</li> <li>&gt; <sup>1</sup> Reports</li> <li>✓ <sup>1</sup> SAP Menu</li> <li>&gt; <sup>1</sup> Connector for</li> <li>✓ <sup>1</sup> Office</li> <li>SBWP - Wo</li> <li>&gt; <sup>1</sup> Telephone</li> <li>&gt; <sup>1</sup> Appointment</li> </ul>	orkplace	ivity				





### Step 3:

• Expand "Inbox" button, under workflow "Please approve Parked Invoice 6010000019" message will appear.

≡				
< SAP	Business Workplace of A	sst Engg		
✓ New mes		e Click on "Ple	ease approve	
V 🔠 Workplace: Asst Engg	Workflow 55 Parked	Invoice 6010	000019"	
✓ Linbox ✓ Unread Documents 20			₩ ~ (\= \7 ~ Q	_
Documents 25	ExeTitle	Status	Work Item ID Creation Date	Crea
> 🗈 Workflow 55	Please approve the Parked Invoice 6010000019, Year 2020	0	414903 23.07.2020	00:2
Overdue entries 0				
Deadline Messages 0				
Entries with Errors 0				
> 📩 Outbox	Please approve the Parked Invoice 6010000019, Year 2020			
> Desubmission				

#### Step 4:

• Click on "Approve" Button to approve the Parked Invoice.

≡	
SAP	Decision Step in Workflow
└──── Workflow Create Import More ∨	
Please approve the Parked Invoice 6010000010 Vers 0000 Click on "Approve"	
Approve Reject Display	
Approval or Rejection History Hold	

#### Step 5:

- Parked Invoice will be approved with level 1.
- Parked Invoice Approval Request notification is forwarded to Approver 2.





### Step 6:

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

≡	
SAP	SAP
✓ New password More ✓	
Client: 500 Enter Approver User ID and Password	
*User: 10100051 *Password: ***********	
Logon Language: EN	

#### Step 7:

- 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

Role

Approver

≡				
SAP			SAP Easy A	ccess
SBWP V SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
				_
> 🗅 T Codes				
> 🗅 Reports		Carl.		- Charles
		the States	a statement	
> 🗅 Connector for Multi-Bank Connect	ivity			C. Of uses in
				- Scorecos
SBWP - Workplace		Section Section	A Statement	And Summer of
> C Telephone Integration		State of the American State	and the second second	Sept.
> 🗅 Appointment Calendar		a second	Contraction in the local	





### Step 8:

• Expand "Inbox" button, under workflow "Please approve Parked Invoice 6010000019" message will appear.

=					
< SAP		Business Workpla	ace of DY HOD		
✓ New me	essage Find folder Find document	Appointment	ick on " <b>Plea</b>	ase approve	
V 🔛 Workplace: DY HOD	Workflow 1	Parked In	voice 6010	000019"	
Linbox     Unread Documents 17			•		
Documents 23	Exe Title		Statu	s Work Item ID Creation Da	te Cre
Workflow 1	Please approve the Parked Invoice 6	010000019, Year 2020	Ø	414907 23.07.2020	00:3
> _ Grouped according to c					
> C Grouped according to c					
> C Grouped according to s					8
> C Grouped according to t	Please approve the Parked Invoice	601000010 Vear 20	20		
Overdue entries 0	Flease approve the Farket involce	5 00 100000 19, 1ear 20.	20		
Deadline Messages 0	Description			Objects and attachments	
Entries with Errors 0	Select one of the available decision options	. This completes the proces	sing of this step.	No attachments or objects exist	
> 📩 Outbox	Before you make a decision, you can displa	ay the attachments and obje	cts which have		

### Step 9:

• Click on "**Approve**" Button to approve the Parked Invoice.

≡	
SAP	Decision Step in Workflow
└──── Workflow Create Import More ∨	
Please approve the Parked Invoice 6010000019, Year 2020 Click on "Approve" Approve Reject	
Display	
Approval or Rejection History	
Hold	

#### Step 12:

- Parked Invoice will be approved with level 2.
- Parked Invoice Approval Request notification is forwarded to Approver 3.





### Step 13:

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

$\equiv$
SAP
$\sim$ New password More $\sim$
Client: 500 Enter Approver User ID and Password
*User: 10100048 *Password: ************************************
Logon Language: EN

### Step 14:

- 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 Acces	is → S/	AP Menu →Office → We	orkplace	
Role	Approver				
≡	1				
SAP	•				SAP Easy Acces
SBWP	✓ SAP	menu	SAP Business Workplace	Other menu	Add to Favorites Dele
✓ <sup>™</sup> Favorites					
> 🗅 T Codes					
> 🗅 Reports				-	
✓   SAP Menu	fan Multi Dank (				ACC
> Connector	for Multi-Bank C	connect	wity		
✓ <sup>1</sup> Office	Warkplano			and the second	and the second se
SBWP -				APRIL N.	A CONTRACTOR OF A CONTRACTOR O
> 🗅 Telephor	_				International Action of the second
> 🗅 Appointn	ient Calendar				Station Barrison





### Step 21:

• Expand "Inbox" button, under workflow "Please approve Parked Invoice 6010000019" message will appear.

≡				
< SAP	Business Workpl	lace of HOD		
New m		lick on "Please		
✓ ≟ Inbox				
Documents 22	Exe Title	Status	Work Item ID Creation Date	Creatio
> Workflow 1	Please approve the Parked Invoice 6010000019, Year 2020	٥	414909 23.07.2020	00:35:0
Overdue entries 0				
Deadline Messages 0				
Entries with Errors 0				
> 📩 Outbox				
> 🗏 Resubmission				
> 🏯 Private folders				

### Step 22:

• Click on "Approve" Button to approve the Parked Invoice.

≡	
SAP	Decision Step in Workflow
└── Workflow Create Import More ∨	
Please approve the Parked Invoice 6010000019, Year 2020 Choose one of the following alternation Click on "Approve	
Reject Display	
Approval or Rejection History	
Hold	





### Step 24:

- Parked Invoice will be approved with level 3.
- Once the Parked Invoice is approved by all 4 level approvers, a notification is triggered to Parked Invoice Initiator and all preceding approvers.

=			
< SAP		Business Workplace of HO	D
New me	essage Find folder Find document App	pointment calendar Distribution	lists More ~
V 🛃 Workplace: HOD	Unread Documents 14		<ul><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li></ul>
Documents 29	Me_ Type Title	AttaAuthor	Date receiv Copy Res
V Vorkflow 0	🖂 🕼 Parked Invoice 6010000019, Year	SAP_WFRT	22.07.2020
> 🗅 Grouped according to a	🖂 🕼 Purchase Order 4000010063 is ap	SAP_WFRT	19.07.2020
> C Grouped according to c	D. I. I		
> C Grouped according to s	Parked Invoice 6010000019, Year 2020 is Poste	ed.	
> 🗅 Grouped according to t	Hello Sir/Madam,		
Dverdue entries 0	Parked Invoice 6010000019, Year 2020 is Posted	Successfully	
Deadline Messages 0		ouccessiony.	
Entries with Errors 0	Regards,		
> 🚉 Outbox			
> 📇 Resubmission			
> 2 Drivate folders			





# SAP User Manual for E2E Material and Service Procurement 16. 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: 23-07-2020
- Bank Account Details (Rev Outgoing A/c): 23110002
- Vendor Account Number.: 40000899

Posting Date 23.07.2020   Period Currency/Rate   Document Number Translation dte   Cross-CC Number details   Doc.Header Text P2P Outgoing Payment   Dec.Header Text P2P Outgoing Payment   Cross-CC Number Translation dte   Doc.Header Text P2P Outgoing Payment   Dec.Header Text P2P Outgoing Payment   Cross-CC Number Tradiperion and the constraint of the constrai				l	Document Date or Entry Date
Process Open Items         Document Date       23.07.2020       Type       KZ       Company Code       1000       Outgoing Bank Active details         Document Number       Translation dte       Translation dte       Outgoing Pank Active details         Document Number       Translation dte       Cross-CC Number       Outgoing Pank Active details         Document Number       Tradipe       Cross-CC Number       Outgoing Pank Active details         Document Number       Tradipe       Cross-CC Number       Outgoing Pank Active details         Document Number       Tradipe       Cross-CC Number       Outgoing Pank Active details         Document Number       Tradipe       Cross-CC Number       Number         Count       23110002       Business Area       Vendor Account Number         Amount	<ul> <li>Image: A start of the start of</li></ul>	~	« 🔚 🔞 🤇	8 8 H H 8 10	े 🗔 🖸 😵
Document Date 23.07.2020 Type KZ Company Code 1000 Outgoing Bank Ac details   Document Number Translation dte Translation dte details   Document Number Translation dte Cross-CC Number details   Document Pate P2P Outgoing Payment Tradiparters Details   Document Zallo002 Business Area Vendor Account   Amount Amount Number   Amt.in loc.cur. Ease Profit Center   Bank Charges LC Bank Charges Profit Center   Value date Profit Center Additional selections   Account 40000899 Additional selections   Account Type K Other Accounts   Special G/L Ind V Standard OIs Posting Date	Post Outgo	ing Paym	ents: Heade	er Data	
Posting Date 23.07.2020 Period Currency/Rate INR Outgoing Bank Accord   Document Number Translation dte Cross-CC Number details   Post-Header Text P2P Outgoing Payment TradiperientsA   Clearing Text Bank data   Bank data Vendor Accord   Account 23110002   Amount Business Area   Amount LC Bank Charges   Value date Profit Center   Text Assistment   Open item selection Account 1900 Additional selections Account 1900 Posting Date	Process Open If	tems			
Posting Date 23.07.2020 Period Currency/Rate INR Outgoing Bank Accord   Document Number Translation dte Translation dte details   Reference Cross-CC Number Coss-CC Number Document Number   Doc.Header Text P2P Outgoing Payment Tradiperiments Tradiperiments   Bank data Currency/Rate INR Outgoing Bank Accord   Account 23110002 Business Area Vendor Accord   Amount Amount Int.in loc.cur. Int.in loc.cur. Int.in loc.cur.   Bank Charges LC Bank Charges Number   Value date Profit Center Assimment   Open item selection Additional selections   Account 40000899   Account Type K Other Accounts   Special G/L Ind Standard OIs Posting Date	Document Date	23.07.2020	Туре	KZ Company Code 1000	
Document Number Translation dte   Reference Cross-CC Number   Doc.Header Text P2P Outgoing Payment   Tradiper Tradiper   Doc.Header Text P2P Outgoing Payment   Tradiper Tradiper   Clearing Text Business Area   Bank data Vendor Account   Amount Amount   Amt.in loc.cur. LC Bank Charges   Value date Profit Center   Text Assie ment     Open Item selection Additional selections   Account 40000899   Account Type K   Other Accounts Other Accounts   Special G/L Ind Istandard OIs   Payt Advice No. Posting Date	Posting Date	23.07.2020		Currency/Rate INR	
Doc.Header Text P2P Outgoing Payment Tradiporters   Bank data Vendor Account   Account 23110002   Amount Amount   Amt.in loc.cur. Bank Charges   Bank Charges LC Bank Charges   Value date Profit Center   Text Assiminant   Open Item selection Additional selections   Account 40000899   Account Type K   Other Accounts Other Accounts   Special G/L Ind Standard OIs   Payt Advice No. Posting Date	Document Number			Translation dte	details
Clearing Text   Bank data   Account   23110002   Business Area   Amount   Amt.in loc.cur.   Bank Charges   Value date   Profit Center   Text   Assimment     Open item selection   Account   40000899   Account   40000899   Account   40000899   Account   40000899   Account   9perial G/L Ind   Payt Advice No.     Value   Open item selection     Additional selections   Open item selection     Account Type   K   Other Accounts   Special G/L Ind   Payt Advice No.     Posting Date	Reference			Cross-CC Number	
Account 23110002   Amount   Amount   Amt.in loc.cur.   Bank Charges   UC Bank Charges   Value date   Profit Center   Text   Additional selections   Account   40000899   Account   40000899   Account   40000899   Account   Account   Yalue date   Payt Advice No.   Vendor Account Number Vendor Account Number Vendor Account Number Value date Profit Center Additional selections Open item selection Additional selections Open item selection Open item	Doc.Header Text	P2P Outgoin	ig Payment	TradineBA	
Account 23110002   Amount   Amount   Amt.in loc.cur.   Bank Charges   UC Bank Charges   Value date   Profit Center   Text   Additional selections   Account   40000899   Account   40000899   Account   40000899   Account   Account   Yalue date   Payt Advice No.   Vendor Account Number Vendor Account Number Vendor Account Number Value date Profit Center Additional selections Open item selection Additional selections Open item selection Open item	Clearing Text				
Account 23110002   Amount   Amt.in loc.cur.   Bank Charges   Value date   Profit Center   Text   Assimment     Open item selection   Account   40000899   Account   40000899   Account Type   K   Other Accounts   Special G/L Ind   Payt Advice No.     Business Area     Number     Number	Bank data				
Amount   Amt.in loc.cur.   Bank Charges   Value date   Profit Center   Text   Assimment     Open item selection   Account   40000899   Account Type   K   Other Accounts   Special G/L Ind   Payt Advice No.     Amount   Open item selection     Additional selections     Open item selection     Account 40000899   Account Type   K   Other Accounts   Special G/L Ind   Payt Advice No.     Posting Date	Account	23110002		Business Area	
Bank Charges       LC Bank Charges         Value date       Profit Center         Text       Assimate         Open item selection       Additional selections         Account       40000899         Account Type       K         Other Accounts       Amount         Special G/L Ind       ✓ Standard OIs         Payt Advice No.       Posting Date	Amount				Number
Value date Profit Center   Text Assimment     Open item selection Additional selections   Account 40000899   Account Type K   Other Accounts Amount   Special G/L Ind Standard OIs   Payt Advice No. Posting Date	Amt.in loc.cur.				
Text     Assimation       Open item selection     Additional selections       Account     40000899       Account Type     K       Other Accounts     Amount       Special G/L Ind     Standard OIs       Payt Advice No.     Observe	Bank Charges			LC Bank Charges	
Open item selection     Additional selections       Account     40000899       Account Type     K       Other Accounts     Amount       Special G/L Ind     Standard OIs       Payt Advice No.     Observe	Value date			Profit Center	
Account       40000899         Account Type       K         Other Accounts       O Amount         Special G/L Ind       ✓ Standard OIs         Payt Advice No.       O Document Number         Oposting Date	Text			Assie	
Account       40000899         Account Type       K         Other Accounts       O Amount         Special G/L Ind       ✓ Standard OIs         Payt Advice No.       O Document Number         Oposting Date					
Account Type     K     Other Accounts     Amount       Special G/L Ind     Standard OIs     Ocument Number       Payt Advice No.     Posting Date	Open item selectio	n		Additional selections	
Special G/L Ind     ✓ Standard OIs     ● Document Number       Payt Advice No.     ● Posting Date	Account	40000899		○ None	
Payt Advice No. OPosting Date	Account Type	K	Other Account	its O Amount	
	Special G/L Ind		✓ Standard OIs	<ul> <li>Document Number</li> </ul>	
	Payt Advice No.			Posting Date	
Distribute by Age	Distribute by Ag	e		O Dunning Area	
Automatic Search Others	Automatic Searc	ch		○ Others	
Invoice Summary	Invoice Summar	у			
					SAP





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

	~ « 📙	🔇 🔕 😁 H			💭 न्न 🛛 🛠
Post Outgoing	g Payments Er	nter selection crit	eria		
Other selection	Other account	Process Open Items			
Parameters entered					
Company Code	1000				
Account	40000899				
Account Type	K				
Special G/L Ind.		✓ Standard OIs			
Document Number					
From	То		String	Initial Va	lue
260000033					

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

<ul> <li></li></ul>	🕴 🖶 🖬 🐘 ብር ይሮ	<b>] 🔞 🔅</b>	
Post Outgoing Payments Process	open items		
🔺 🖹 Distribute Difference Charge Off Diff	erence 💉 Editing Options 🖉 Cash Disc. D	ue	
Standard Partial Pmt Res.Items WH	Tax		
Account items 40000899 CONA INDUSTRIES			
	Gross CashDiscount	CDPer.	
2600000033 RE 23.07.2020 31 0	15,970.50-	1	^
	E.		<b>*</b>
			^
			~
< >			< >
🔍 🗊 🗊 🚊 🛨 🖬 🖬 Am 👬 Gross<	< 🛗 Currency 🏂 Items 🏂 Items 🏓	Disc. 🏂 Disc.	
Processing Status			
Number of Items 1	Amount Entered	1.00-	
Display from Item 1	Assigned	15,970.50-	
Reason Code	Difference Postings	15 050 50	
Display in clearing currency	Not Assigned	15,969.50	
1 items were selected		SAP	>>   AN00685606 ~





🔺 🐔 📑	Choose open i	tems Process Open Items	📩 More data	Account Model	Payment Amount entered
G/L Account Company Code	23110002 SBI Re 1000 Mumbai Port	evenue Account - 10996685430 - Trust	Outgoing		
Item 1 / Credit e	entry / 50				
Amount	15,970.50	INR			
Business place Profit Ctrs	1005	Calculate Tax			
Value date	23.07.2020		1	More	
Assignment					
Text	P2P Process		🗗 Long	Texts	
Next Line Item					
		CCI Ind	New Co. Code		
PstKy Ac	count	SGL Ind	New Co.Code		
					SAP





**Step 4.** Click on **Document** Tab→ **Simulate:** To Simulate the entered details for validation and Click on **Post** to post the document

<b>Ø</b>	~	« 📙 🔞 🤇	00		11	ឯឯ 🗔 🛛	. 📀 🗱
Post Outgo	ing Payme	ents Displa	y Ovel	rview			
🕄 計 Display (	Currency i	Taxes 🔊 I	Reset				
Document Date	23.07.2020	Туре	KZ	Company Code	1000		
Posting Date	23.07.2020	Period	4	Currency	INR		
Document Number	INTERNAL	Fiscal Year	2020	Translation dte	23.0	7.2020	
Reference				Cross-CC Number			
Doc.Header Text	P2P Outgoing	Payment		Trading part.BA			
Items in document	currency						
PK BusA Ac	ct			INR Amount		Tax amnt	
001 50 00	23110002 SB	[ - Rev - Out	goin	15,970.50-			
002 25 00	40000899 COM	NA INDUSTRIES		15,970.50			
D 15,970.50	C 15,9	970.50	0.0	n	* 2	Line Items	
				Č.		Line reems	
Other line item							
PstKy	unt	SG	L Ind	ТТуре	New Co	o Code	
	unc	50		11790	new ci		
							SAP

#### Step 5. The Vendor Payment document- 2300000022 is Posted successfully

Ocument 2300000022 was posted in company code 1000	SAP	»   AN00685606 🗡   ipasapqihq   OVR   🛛 🛛 📄 🔟





Step 6. Go to Transaction FB03 or Document Tab - Display → To Display the Payment document Posted

<ul> <li>Image: A state of the state of</li></ul>	<b>~ «</b>	<b>@ (2) (2)</b>					มีมี (	3 🌣
🖥 🖌 Displa	y Document:	Data Entry V	liew					
🦻 🖻 🕄 🗸	Display Curr	ency 📲 Genera	l Ledger View					
Data Entry View								
Document Number	2300000022	Company Code	1000	Fiscal Ye	ar		2020	
Document Date	23.07.2020	Posting Date	23.07.2020	Period			4	
Reference		Cross-Comp.No.						
Currency	INR	Texts Exist		Ledger (	Group			
			a					
			ð - 👯 - I 🚺		-	_		
Co Itm PK S Acc				Amount		Тх	Cost Center	
		- Outgoing		5,970.50-				1005
2 25 400	CONA INI	DUSTRIES	1:	5,970.50	INR			

Step 7. Go to Document Tab – Select Print Preview for Document Overview

1 🗈
i 🗈





Step 8: Transaction FBZ5 → Go to Transaction FBZ5 for Printing the Check

<b>I</b>	🔍 🖑 🕼 🔕 😂 🖶 🖬 🛝 🎝 ଅଧର 🎵 🌄 🍪 🐄
Print Form for	r Payment Document
Document Number	230000022
Company Code	1000 Mumbai Port Trust
Fiscal Year	2020
Payment method and	
Payment Method	C
Check Lot Number	
Alternative Form	
Padding Character	
Output control	
Printer for Forms	ZLP01 Print Immediately
Payt Advice Printer	Recipient's Language
	Currency in ISO code
	✓ Test Printout
	Do Not Void Any Checks





Step 9. Check Printed Successfully

SAP			
😔 🗈 🛅	1 i		
🕞 Print:			×
Output Device	ZLP01		Local Printer
Page selection			
Spool Request			
Name	SMART ANOO	685606	
Title		,03000	
Authorization			
Spool Control			Number of Copies
Print Now			Number 1
Delete After Ou			Group (1-1-1,2-2-2,3-3-3,)
New Spool Requ			Cover Dage Cattings
Close Spool Requ			Cover Page Settings
Spool Retention Storage Mode	8 Day(s) Print only	~	SAP cover page Do not print v Recipient
Storage Mode	Phile Only		Department
			beparentene
			🔁 Print preview 블 Print 🗙
0	× // 📃 🗖 🔿	o =	ዘሎ ഇഇይይ ፵፬ 0%
	F ZLP01 Page 0000		
		1 01 000	501
Archive Print	and Archive 🕀 🔾		
		A/C Pa	2 3 0 7 2 0 2 0
CONA	INDUSTRIES		
		hundred (	seventy and fifty paise only
F		nunueu s	
			15,970.50





**Step 10. Transaction ZFI04** → Go to Transaction **ZFI04** – Enter **Company code**, **Current Date** and **Print** to create the Bank file for Vendor payment

<ul> <li>« 🖁 </li> </ul>	88 🖶		T 🛛 🕉
Text file to bank - Vendor Payı	ment		
G			
Company code 1000 Current Date 23.07	] 7.2020]日	to	2

#### Bank file created successfully:

hive	Print and Archive	$\oplus$ $\Theta$				1
					Contraction of the second	
		MUMBAI PO	ORT TRUST			
		Finance D	epartment		101 101	
Port H 40000 INDIA To, The Bi IDBI B Sir,	ai Port Trust louse,S.V.Marg,Ballard Es 1 MUMBAI ranch Manager, ank Limited, e requested to make payr		0996685430 for the invol	ices listed below.		
Row#	Party	Account No	IFSC	Amount	Remarks	
1	CONAINDUSTRIES				230000022	
				1		





# SAP User Manual for E2E Material and Service Procurement 17. Create Liquidity Damage

### Step 1:

• Enter Transaction Code **ZLD01** in command bar (or) Follow the below navigation path.

≡	
SAP	SAP Easy Access SAP R/3
ZLD01 V SAP menu SAP Busin	ness Workplace Other menu Add to Favorites Delete Fav
> 🗅 Organization	
> 🗅 SCM Extended Warehouse Management	and a find the state
✓  ☐ Logistics	
> D Equipment and Tools Management	A CONTRACT OF
> 🗅 IPA General Setting	
> 🗅 Purchasing	A CONTRACTOR OF
> 🗅 Inventory Management	Contraction of the Contraction o
> 🗅 Logistics Invoice Verification	A DESCRIPTION OF THE OWNER OWNER OF THE OWNER OWNER OF THE OWNER
> 🗅 Physical Inventory	
> 🗅 Valuation	
> C Material Requirements Planning (MF	
> 🗅 Returnable packaging logistics	
> 🗅 Service Entry Sheet	See Subscrautered Street
> 🗅 Measurement Sheet	North Designed Strategy and States
> 🗅 Abstract	Contraction of the second s
V TI Liquidity Damage	and the second constants
🔕 ZLD01 - Create Liquidity Damage	
I ZLD02 - Change Liquidity Damag	
ZLD03 - Display Liquidity Damage     A     Sector Content of Content	Contraction of the second second





### Step 2:

- Enter following information
  - Service Order: 4999910070
  - Profit Center: 1005
- Click on Enter.

≡						>	500
< SAP		LD	Clause				
✓ Clear More	~						
Header							
Service Order: 4000010070	Company Code:				Status:		
LD Number:	Vendor:				Doc.No:		
Document Date:	Posting Date:				Year: 0		
Profit Center: 1005	Q						
Open Quantity OP Q	Quantity						
Item							
Line It Material	Description		Open Qty	UoM	Total Value		LD Cla

### Step 3:

• Select the LD Type from Drop down

≡								>	500
< SAP		L	D Clause						
$\checkmark$ Clear More $\checkmark$									
Header									
Service Order: 4000010070 Company Code	1000 Mu	umbai Port	Trust				Status:		
LD Number: Vendo	00400089	9 CC	NA INDUSTI	RIES			Doc.No:		
Document Date: 22.07.2020 Posting Date							Year: 0		
Profit Center: 1005									
Open Quantity   PO Quantity									
ltem									
Line It Material Description	Open Qty	UoM	Total Value	LD Clause No	Period	UoM	LD Amount	Curren	cy F
11         00000001000000590         OIL BOUND DISTEMPER / ACRYLI	280.000	KG	13,720.00			DAY	0.00	INR	
				LD1 4000010070					





### Step 4:

• Enter the number of Day/ Week as per LD clause

≡									>
< SAP			L	D Clause					
✓ Clear Mo	ore ~								
Header									
Service Order: 4000010070	Company Code:	1000 Mumb	ai Port	t Trust				Status:	
LD Number:	Vendor:	0040000899	СС	NA INDUSTRIE	S			Doc.No:	
Document Date: 22.07.2020	Posting Date:							Year: 0	
Profit Center: 1005									
Open Quantity OPO	Quantity								
Item									
		Onen Oti	UoM	Total Value	LD Clause No	Period	UoM		Current
	escription						-	LD Amount	
11 0000000100000590 01	IL BOUND DISTEMPER / ACRYLIC	280.000	KG	13,720.00	LD1 4000010 🗸	10	Day	0.00	INR

#### Step 5:

• Press Enter, System will calculate the LD as per the LD master and period.

=							> 500	▶ 🔒 🔜	∃ ×
< SAP			LD Clause						
✓ Clear More	~								Exit
Header									
Service Order: 4000010070	Company Code:	1000 Mumbai	Port Trust			Status:			
LD Number:	Vendor:	0040000899	CONA INDUSTRIE	ES		Doc.No:			
Document Date: 22.07.2020	Posting Date:					Year: 0			
Profit Center: 1005									
Open Quantity OPO Qu	uantity								
Item							1		
			M Total Value	LD Clause No	Period Ud		Currency	Reason for LD	
11 0000000100000590 OIL	BOUND DISTEMPER / ACRYLIC	280.000 KG	13,720.00	LD1 4000010 ~	10 Da	y 1,372.00	<u>ENR</u>		-
							_		
								Save	Cancel





### Step 6:

• Click on Save button, system will create LD Number for Service Order/ Purchase Order and will send the Send the LD for approval process.

E Log message	×	
[LD Number 3100000000 is created for PO 4000010070] and sent for approval		
		⊃e 1(
c	ontinue	





# 18. Liquidity Damage Approval:

### Step 1:

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

≡
SAP
New password     More        Enter Approver User ID and Password
*User: 10100050 *Password: ******
Logon Language: EN

#### Step 2:

- 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	asy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace				
Role	Approver					
≡						
SAP				SAP Easy A	lccess	
SBWP	✓ SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele	
✓ ☐ Favorites						
> 🗅 T Codes			1	6.24		
V 🕁 SAP Menu				and the second		
> 🗅 Connector for	Multi-Bank Connect	ivity			Provide and	
SBWP - Wo	rkplace		- A Contesting	and the second se		
> 🗅 Telephone I	ntegration				Lagar C	
> 🗅 Appointmen	t Calendar		A	A COLORED TO BERT		





### Step 3:

• Expand "Inbox" button, under workflow "Please approve the LDC 3100000000" message will appear.

≡				
< SAP	Busin	ess Workplace of Asst Engg		
✓ New mes	sage Find folder Find document Appointme	nt calendar Distribution lists More 🗸		
✓  Workplace: Asst Engg     ✓      ▲ Inbox     ① Unread Documents 21	Workflow 70	Double Click on "Pleas the LDC 3100000000	"	
Documents 48	Exe Title           Image: Second state         Please approve the LDC 310000000	\$		ation 57:06
Overdue entries 0  Deadline Messages 0	c	****		28 т
Entries with Errors 0    Outbox   Resubmission	Please approve the LDC 3100000000			
Resubmission	: Description	Objects an	nd attachments	

### Step 4:

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

=			>	500 🕨 🔓 📃 🗗 🗙
< SAP	LD Clause	2		
$\sim$ Clear More $\sim$				Exit
Header		Click on back butt	on	
Service Order: #000010070	Company Code: 1000 Mumbai Port Trus		tus: Initiated for LI	D Approval
LD Number: 310000000	Vendor: 0040000899 CONA INDUS	TRES	Doc.No:	
Document Date: 22.07.2020	Posting Date:		Year: 0	
Profit Center: 1005				
Open Quantity   PO Quantity				
Item				
Line It Material Descr	ription	Open Qty UoM	Total Value	LD Clause No Period
11 0000000100000590 OIL B	BOUND DISTEMPER / ACRYLIC	280.000 KG	13,720.00	LD1 4000010 $\vee$ 10





### Step 5:

• Click on "**Approve**" Button to approve the LD Document.

≡	
SAP	Decision Step in Workflow
$\sim$ Workflow Create Import More $\sim$	
Please approve the LDC 3100000000 Click on "Approve"	
Reject Display Approval or Rejection History	
Hold	
Description	Objects and attachments

#### Step 6:

- LD document will be approved with level 1.
- LD document Approval Request notification is forwarded to Approver 2.

### Step 7:

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

≡	
SAP	SAP
$\sim$ New password More $\sim$	
Client: 500 Enter Approver User ID and Password	
*User: 10100051 *Password: *****	
Logon Language: EN	





#### Step 8:

- 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 A	ccess $\rightarrow$ SA	AP Menu →Office → We	orkplace		
Role	Approv	ver				
≡						
SAP	,				SAP Easy A	ccess
SBWP	$\sim$	SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
✓ ☐ Favorites						
> 🗅 T Codes				and the second s		and the
> 🗅 Reports				6.4		- water
V 🖞 SAP Menu				Sec. Margar		
> 🗅 Connector f	for Multi-Ba	ank Connecti	vity			1-195
√ √ Office		-		Constanting of the second		A CONTRACTOR
🔕 SBWP - V	Workplace			a second second	Contraction of the local division of the loc	State of the
> 🗅 Telephor	ne Integrati	ion		Section 2.1		Seguer .
> 🗅 Appointm	ent Calen	dar		A STOCK	Providence - Providence	

### Step 9:

• Expand "Inbox" button, under workflow "Please approve the LDC 3100000000" message will appear.

≡		
< SAP	Business Workplace of E	X Engg
✓ New me	Essage Find folder Find document Double Click on "Pl the LDC 3100000	• •
V 🔄 Workplace: EX Engg	Workflow 3	
V ≚ Inbox		
Documents 44	Exe Title	Status Work Item ID Cre
> 💽 Workflow 3	✓ Please approve the LDC 3100000000	416842 06.0
Overdue entries 0	Please approve the Parked Invoice 2000000005 Year 2020	a 419591.06 0
Deadline Messages 0		*****
Entries with Errors 0		
> 🔶 Outbox	Please approve the LDC 3100000000	
> 🚊 Resubmission		
> 📥 Private folders	Description	Objects and attachments





#### Step 10:

- System will open the LD document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

=			$\rightarrow$	500 🖻 🔓 📜 🗗 🗙
< SAP		LD Clause		
✓ Clear More	$\checkmark$	Click on back button		Exit
Header				
Service Order: #000010070	Company Code: 1000 Mur	nbai Port Trust	Status: Initiated for LI	D Approval
LD Number: 310000000	Vendor: 0040000899	CONA INDUSTRIES	Doc.No:	
Document Date: 22.07.2020	Posting Date:		Year: 0	
Profit Center: 1005				
Open Quantity OPO Qu	uantity			
Item				
Line It Material	Description	Open Qty UoM	Total Value	LD Clause No Period
11 0000000100000590	OIL BOUND DISTEMPER / ACRYLIC	280.000 KG	13,720.00	LD1 4000010 ~ 10

#### Step 11:

• Click on "Approve" Button to approve the LD document.

≡	
SAP	Decision Step in Workflow
Workflow Create In	mport More $\checkmark$
Please approve the LDC 310000000	Click on "Approve"
Display Approval or Rejection History	
Hold	
Description	Objects and attachments

Step 12:

- LD document will be approved with level 2.
- LD document Approval Request notification is forwarded to Approver 3.





### Step 13:

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

≡	
SAP	SAP
$\sim$ New password More $\sim$	
Client: 500 Enter Approver	User ID and Password
*User: 10100049 *Password: ***********	
Logon Language: EN	

### Step 14:

- 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
Role	Approver







### Step 15:

• Expand "Inbox" button, under workflow "Please approve the LDC 3100000000" message will appear.

≡				
< SAP	Business Workplace of DY HOD			
✓ New message F	ind folder Find document Appointment calendar Distribution lists	More $\checkmark$		
✓  Workplace: DY HOD ✓  Inbox Unread Documents 29	Workflow 1 C C C C C C C C C C C C C C C C C C C		ove	
Documents 44	Exe Title	Status	Work Item ID Creation [	
V 🕞 Workflow 1	Please approve the LDC 310000000	٩	416845 06.08.202	
C Grouped according to content				
> 🗅 Grouped according to content type				
> C Grouped according to sort key				
>  Grouped according to task Please approve the LDC 3100000000				
Overdue entries 0				
· · · · · ·	1 December -	01-1	1 - 44 h	

Step 16:

- System will open the LD document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

≡			>	500 🕨 🔓 📃 🗇 🗙
< SAP	LD Clau	se		
✓ Clear More	V			Exit
Header				
Service Order: #000010070	Company Code: 1000 Mumbai Port Trust		Status: d for LI	D Approval
LD Number: 310000000	Vendor: 0040000899 CONA IND	JSTRIES		
Document Date: 22.07.2020	Posting Date:		Year: 0	
Profit Center: 1005			$\sim$	
Open Quantity PO Quantity Click on back button				
Item				
Line It Material	Description	Open Qty UoM	Total Value	LD Clause No Period
11 0000000100000590	OIL BOUND DISTEMPER / ACRYLIC	280.000 KG	13,720.00	LD1 4000010 ~ 10





### Step 17:

• Click on "Approve" Button to approve the LD document.

#### Step 18:

- LD document will be approved with level 3.
- LD document Approval Request notification is forwarded to Approver 4.

#### Step 19:

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

≡
SAP
$\sim$ New password More $\sim$
Client: 500 Enter Approver User ID and Password
*User: 10100048 *Password: ************************************
Logon Language: EN





### Step 20:

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

Transaction Code	SBWF	)				
Menu Path	Easy	Easy Access $\rightarrow$ SAP Menu $\rightarrow$ Office $\rightarrow$ Workplace				
Role	Appro	over				
≡						
SAP					SAP Easy A	ccess
SBWP	~	SAP menu	SAP Business Workplace	Other menu	Add to Favorites	Dele
✓ ☐ Favorites > ☐ T Codes						
> 🗅 Reports				-	- E.	
~				a and		
> 🗅 Connector f	or Multi-	Bank Connect	ivity			North Color
√ √ Office						- Accession
SBWP - \	·····			Contraction of the second	A REAL PROPERTY OF A REAL PROPERTY OF	2.444
> C Telephor > C Appointm	-				Real Property in the second	

#### Step 21:

• Expand "Inbox" button, under workflow "Please approve the LDC 310000000" message will appear.

≡			
< SAP	Bu	siness Workplace of Finance HOD	
✓ New m		ble Click on "Please approve LDC 3100000000"	
✓ Kail Workplace: Finance HOD ✓ Kail Inbox	Workflow 1		
Unread Documents 23			
Documents 43	Exe Title	Status Work Iten	n ID C
> Workflow 1	Please approve the LDC 310000000	416	848 06
Overdue entries 0			
Deadline Messages 0			
Entries with Errors 0			
> 🔔 Outbox	Please approve the LDC 310000000		
> 📇 Resubmission	Please approve the LDC 310000000		
> 🛓 Private folders	Description	Objects and attach	iments





#### Step 22:

- System will open the LD document in Display mode.
- Click on **Back** Button. System will open Decision step in workflow screen.

=			>	500 🖻 🔓 🔔 🗖 🗙
< SAP	LD Clau	ise		
Clear More	~			Exit
Header				
Service Order: #000010070	Company Code: 1000 Mumbai Port Trust		Status: Initiated	Approval
LD Number: 310000000	Vendor: 0040000899 CONA IND	USTRIES	Doc.No	
Document Date: 22.07.2020	Posting Date:			
Profit Center: 1005				
Open Quantity PO C	luantity	Click on back	button	
Item				
Line It Material	Description	Open Qty UoM	Total Value	LD Clause No Period
11 0000000100000590	OIL BOUND DISTEMPER / ACRYLIC	280.000 KG	13,720.00	LD1 4000010 ~ 10

### Step 23:

• Click on "Approve" Button to approve the LD Document.

≡	
SAP	Decision Step in Workflow
$\sim$ Workflow Create Import More $\sim$	
Please approve the LDC 310000000	
Choose one of the following alternatives Click on "Approve"	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	





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