



Indian Ports Association (IPA) Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for Calibration/Statutory/Survey Maintenance

Submitted by:



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

Document History:

Authors & Participants			
Role	Name		

Revision History				
Date	Document Version	Document Revision Description	Author	
20.07.2020	1.0	Initial Draft	Sabariayyappan Balasubramaniyan, Mona Pal	

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Reviewed and Approved By			
Name	Title	Date	Approved

Introduction:

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

Summary:

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

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

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Creation of Maintenance Plan:

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

Step 1: Enter Transaction code IP41 in command bar (or) Follow the below navigation path Double click on "IP41" the system will open the below screen

In the next screen, enter the required details as below

Under Initial Screen:

Maintenance Plan Category (PM Maintenance Order) press enter key to proceed



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¢	<u>Maintenance plan</u>	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ironment	System	<u>H</u> elp
		•) « 🖯	🗟 🚫	😠 I 🗁 🕅	1 ()	n D
(Create Main	tenance	e Plan:	Initia	1		
Ma	intenance plan				_		
Ма	int. plan cat.	Maintenar	nce Order		-		
		-			-		

Enter Description of Maintenance plan, Cycle Unit, Functional Location & Object list for proceed further. Shown below.

Create Maintenance Plan: Single cycle plan			
Maintenance plan	Cal/Stat/Survey Maint		
🛅 Maint. plan hea			
Maintenance plan cycle M	aintenance plan scheduling parameters	Maintenance plan additional data	
Cycle/Unit Cycle text Offset/Unit Counter			

Enter the Item Details ie Equipment/ Functional Location Details and Maintenance Text and Press Enter

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Maintenance pla	n cycle 🛛 Mainte	nance plan scheduling parame	eters Maintenance plan additional data
ycle/Unit		l yr	
ycle text			
)ffset/Unit			
Counter		Mi	
Item Object	t list item / Item	n location	
laintenance Item		Cal/Stat/Survey Maint	
Reference object			
Functional loc.	1000-COTN-000	2	
Equipment	10000340		

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Item Object	ist item V Item location					
laintenance Item	Cal/Stat/Suprey Maint					
laintenance Item						
Reference object						
Functional loc.	1000-COIN-0002 Kala Chowkey					
Equipment	10000340 5 HP Pumping Set No. 1					
Assembly						
Planning Data						
Planning Plant	1000 Mumbai Port Trust Maint, Planner Group 107 MEED					
Order Type						
Order Type	ZHOS CHalibration/Statutory/Survey Mai MaintActivity Type					
Main WorkCtr	PM_CME / 1000 PM CME Departme Business Area					
Priority	🔻 Settlement Rule 🗋 🚱 🖉					
Sales Document						
Item Obj	ect list item / Item location					
Maintenance Iten						
Location data						
Location	1000 Mumbal Port Trust					
Room						
Plant Section						
Work Center						
ABC Indicator	B Medium					
Sort Field						
Account assignm	ent					
Company Code	1000 Mumbai Port Trust Mumbai					
Asset						
Business Area						
WBS Element	10050401 Material Mgt DM-Gen CO Area 1000					
vibo ciement						

The other details from the equipment copied over the Planning Data and Location Details

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

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Create Maintenance Plan: Single cycle plan						
Maintenance plan	Cal/Stat/S	Survey Maint]		
🔁 Maint. plan hea						
Maintenance plan cycle Main	itenance plai	n scheduling parameters	Maintenanc	e plan additional data		
Date determination		Call control parameter		Scheduing indicator		
Shift Factor Late Compl.	8	Call horizon	80 %	. ● Tim		
Tolerance (+)	8	Scheduling period	10 YR	⊖ Tim - key date		
Shift Factor Early Compl.	8	Completion Requirmnt		○ Tim - factory caldr		
Tolerance (-)	8					
Cycle modification factor	1,00	Start scheduling				
Factory calendar		Start of cycle	01.01.202			
			E			

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

Number. Maintenance plan 11 changed

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Scheduling of Maintenance Plan

After this Step it will behave the same as Preventive maintenace plan Scheduling and Execution.

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









This will show the screen below and press "Start" button.

	Schedu	le Mainte	enance Pl	lan: Single cycle plan ()	000000	00011	
	oeneuu			am omgre cycle plan e			
tart	Start in cycl	e New Star	t Manual	call 🔄 Schedule overview li	st		
ntena	nce plan	h1	Cal/Stat/S	Survey Maint			
Sch	eduled calls	Manual cal	s Mainten	ance plan scheduling parameters	Maintena	nce plan ad	ditional data
- O'CH		- Harroan can		ance plan benedaling parameters	- Hairreona		
Scheo	duling List						
C	PlanDate	Call date	Completio	Scheduling Type / Status	Act	Unit	
1	31.12.2020		03.07.2020	New start Complete	181-	Da	-
2	31.12.2021			Scheduled Called			
3	31.12.2022	19.10.2022		Scheduled Hold			
4	31.12.2023	19.10.2023		Scheduled Hold			
5	30.12.2024	18.10.2024		Scheduled Hold			
6	30.12.2025	18.10.2025		Scheduled Hold			
7	30.12.2026	18.10.2026		Scheduled Hold			
8	30.12.2027	18.10.2027		Scheduled Hold			
9	29.12.2028	17.10.2028		Scheduled Hold			
10	29.12.2029	17.10.2029		Scheduled Hold			
		17 10 2020		Scheduled Hold			

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

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

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

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☞ <u>P</u> rogram <u>E</u> dit <u>G</u> oto S <u>v</u> stem	<u>H</u> elp		
🔮 💽 👻 🤘	i 🖞 🚽 I 😞 😒 🔊	🕅 1 2 2 4 4 1 1 🗐 🗖] 🕜 💻
Deadline Monitoring for M	laintenance Pla	ns (Batch Input ID1	<i>n</i>)
		iis (Batch Input Ir I	0)
Deadline monitoring for maintenance plan	5		
Maintenance Plan	1	to 4	-
Maint. plan cat.	PM	to	-
MaintPlan sort field		to	
Maintenance Strategy		to	
Interval for Call Objects	365 DAY		
V Rescriedung inci.			
Log Control			
Application Log			
OLog (Batch Input)			
Mode: Call transaction / BDC session			
 Call transaction 	_		
Call mode	N		
0000			
Crewn come	701020200720		
Group name	SB00621255		
0561 ID	3800021333		
Save incorrect transactions			
Save errors			
OPC file/frontend			

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SAP User Manual for Calibration/Statutory/Survey Maintenance

It will generate the schedule as below and then press Back $^{igodoldsymbol{arepsilon}}$

Button

♥ [____ ヽ ⊎ । ♥ ♥ ♥ ⊨ ₪ ₪ । ฃ ฃ ฃ Ѡ Ѡ Ѡ | ♥ ฃ

🔞 🗞 Technical Information 📘								
ate/Time/User	Nu	External ID	Object text	Subobject Text	Transacti	Program	Mode	Log number
 07.04.2020 08:03:36 MP00611268 Problem class Other 	32 32	IP1020200407	Application Log fo		IP30	RISTRA20	Dialog proce	0000000000000573719
· A 7 () () () () () () () () () () () () ()		6 . 2 . 1	<u>∰0)≬0 ∆0</u>					
ype Message Text						LTxt		
A start in the cycle was executed for ma	intenand	ce plan 61				(2)		
Costs were determined: See cost overview	ew					<u> </u>		
Order %0000000001 will be released a	fter upd	ate						
Costs were determined: See cost overview	ew					8		
Order %0000000002 will be released a	fter upd	late						
Costs were determined: See cost overview	ew					2		
Order %0000000003 will be released a	fter upd	late						
Costs were determined: See cost overview	ew					2		
Order %0000000004 will be released a	fter upd	late						
Costs were determined: See cost overview	ew					(P)		
Order %0000000005 will be released a	fter upd	late						
Costs were determined: See cost overview	ew					(2)		
Order %0000000006 will be released a	fter upd	late						
Costs were determined: See cost overview	ew					(2)		
Order %0000000007 will be released after update								
Costs were determined: See cost overview						(2)		
Order %000000008 will be released a	fter upd	ate						
Costs were determined: See cost overview	ew					(2)		
Order %0000000009 will be released a	fter und	ate						

Click on "Back " button again for exit.

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

<u>P</u> rogram <u>E</u> dit <u>G</u> oto S <u>y</u>	stem <u>H</u> elp			
	< 📙 👧 🚫 💽 🖴 (ងសុរសភាព	1 🗖 🗖 🖉 💻	
Scheduling overview	list form: Selectio	n Criteria		
⊕ ī				
• _				
Maintenance item selection				
Maint, plan cat.	PM	to		
MaintPlan sort field		to		
Maintenance Plan	11 0	to		
Maintenance Item		to		
Maintenance Strategy		to		
Maint. item text		to	<u>6</u>	
Functional Location		to		
Equipment		to		
Assembly		to		
Material		to		
Serial Number		to		
Settlement rule	with or w/o	⊖w/	○w/o	
with object list				
Maintenance dates				
Order		to		
Notification		to		
Entry Sheet		to		
Scheduled start date		to		
Completion date		to		
Scheduling status		to		
	0 11 1	O 1	0.1	

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

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🔄 List	Edit <u>G</u> oto E	nvironment <u>S</u> e	ettings	System Help			
				·	1		
			3 🐝 🐝		·		
Sche	duling overv	riew list for	m: Ma	intenance Scheduling Overview L	ist		
e i A		7 📭 🖬 🛤	Maintena	nce item Maintenance plans			
		ur 100 100	Haircena				
🗈 S M	laintenance Item	MntPlan	Strat.	Maintenance item description	Call Number	Start date	Order
16	61	11		Cal/Stat/Survey Maint	1	31.12.2020	1000081
16	61	11		Cal/Stat/Survey Maint	2	31.12.2021	1000101
16	61	11		Cal/Stat/Survey Maint	3	31.12.2022	
16	61	11		Cal/Stat/Survey Maint	4	31.12.2023	
16	61	11		Cal/Stat/Survey Maint	5	30.12.2024	
16	61	11		Cal/Stat/Survey Maint	6	30.12.2025	
16	61	11		Cal/Stat/Survey Maint	7	30.12.2026	
16	61	11		Cal/Stat/Survey Maint	8	30.12.2027	
16	61	11		Cal/Stat/Survey Maint	9	29.12.2028	
16	61	11		Cal/Stat/Survey Maint	10	29.12.2029	
16	61	11		Cal/Stat/Survey Maint	11	29.12.2030	

Schedule generated for one year from the date of trigger example 01.01.2020+365 days

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

🔋 . Cl	ange Calibration/Statutory/Survey Maintenance 1000101: Ce	em
9 🛛 🖓	🌄 闷 💺 🕞 🗾 🌌 📋 Complete (business)	
Order	ZM03 1000101 Cal/Stat/Survey Maint 🛛 🖉 🛅	
Sys.Status	REL NMAT PRC	
HeaderD	ata Operations Components Costs Objects Additional Data Location	Y
Person resp	onsible	
PlannerGrp	107 / 1000 MEED Notifctn	
Mn.wk.ctr	PM_CME / 1000 PM CME Departm Costs 0,00 INR	
	PMActType	
	SystCond.	
Dates		
Bsc start	31.12.2021 Priority T	
Basic fin.	31.12.2021 Revision	
Reference of	bject	
Func. Loc.	1000-COTN-0002 Kala Chowkey	
Equipment	10000340 5 HP Pumping Set No. 1	
Assembly	i	
First operati	n	
Operation	Cal/Stat/Survey Maint Calc. key Calculate duration 🔻	
WkCtr/Plnt	PM_CME / 1000 Ctrl key PM01 Acty Type PRT	
Work durtn	H Number Oprtn dur. H Comp.	

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External Service Creation in Maintenance Order

P. Change Calibration/Statutory/Survey Maintenance 1000101: Operation Ove								
9 🖩 🖀 🐬 🍂 😽	😫 🖩 🍄 🌠 🍂 🔂 🖹 🖋 🖆 Complete (business) 🗟 🗟							
Order ZM03 1000101 Cal/Stat/Survey Maint I Cal/Stat/Su								
HeaderData Operations Components Costs Objects Additional Data Location Planning Control								
General Internal	External	Dates	Act. Data	3	Enhancement 🔤 🚹 🔂 Ex. Factor 📑	Catalog		
OpAc SOp Work Ctr		Plant Co	StTextK	s.,	Operation short text	L Act	tual wo	
0010 PM_CME		1000 PM01		(Cal/Stat/Survey Maint			
0030 PM_CME		1000 <mark>РМОЗ</mark>			Cal/Stat/Survey Maint by External Vendor			

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For Cal/stat/survey Maint by External Vendor, change the control key from PM01 to PM03 because of Tendering activity.

🖲 Chan	ge Calibration/Sta	tutory/Survey	/ Maintenance	1000101	: Operation
9 🖬 🖬 🌮	10 🚯 🔂 🗐 🖉 😫	Complete (business)			
Order ZM03 Sys.Status REL	NMAT PRC	t/Survey Maint			
🔄 Change Calibrati	on/Statutory/Survey Mainten	ance 1000101: Exter	nal Proc		
Opr. short text	Cal/Stat/Survey Maint by Ex	ternal Vendor			n Planning
Operation qty	1 AU	Sort Term			
Price	0,00 INR	per	1		Factor E: Ca
Material Group		Cost Element			
Purch. Group	302 / 1000	Vendor			landar
Agreement		Info record			vendor Vendor
Recipient		Unloading Point			/endor
Requisitioner		Tracking Number			Vendor
Pl. Deliv. Time	Subcontr.	FW Order	1		
Er Er	rror		X		
0090	External operation> pleas	e enter material grou	ר ב ק)
0100					
0120					
0130					
0140 PM	1 CME 1	000 PM01	_		
< >					

And Press, "Enter"

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

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📃 Chai	nge Calibration/Sta	tutory/Survey	/ Mainter	nance 1000)101: (
9 🖬 🖬 🍄 💎	Po 🗞 🕞 📰 🖉 🗎	Complete (business)			
Order ZM0	3 1000101 Cal/Sta	at/Survey Maint			
Sys.Status REL	MANC NMAT NTUP PRC	i			
🔄 Change Calibrat	ion/Statutory/Survey Mainten	ance 1000101: Exter	nal Proc		×
Opr. short text	Cal/Stat/Survey Maint by Ex	ternal Vendor			n
Operation qty	1 AU	Sort Term]	
Price	0,00 INR	per	1	4	
Material Group	72000000	Cost Element]	
Purch. Group	101 🔍 1000	Vendor]	
Agreement	/	Info record]	
Recipient		Unloading Point			
Requisitioner		Tracking Number]	,
Pl. Deliv. Time	Subcontr.	FW Order		1	- 1
	_				
0090 P	M_CME 1	L000 PM01			_
0100 P	M_CME :	L000 PM01			
0110 P	M_CME	L000 PM01			
0120 P	M_CME 1	L000 PM01			
0130 P	M_CME 1	1000 PM01			
0140 PI	M_CME	L000 PM01			
4 1	333				

System will generate the below Message

Purchase requisition for service activity / element cannot be generated **Confidential Document** Copyright © 2018 Tech Mahindra. All rights reserved.

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You need to maintain Service Operations.

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

P Change Calibration/Statutory/Survey Maintenance 1000101: External Proc									
H 4 > H	100 Header da	ta Opera	ions Components	💱 🖆					
Order	1000101	Activ	ity 0030 /	Ctrl key PMC)3				
StdTextKey/ShrtT	Text 🛛	Cal/Stat/S	urvey Maint by External	Vendor					
General	Internal Externa	I Dates	Act. Data Dry	Dock					
Operation qty	1	AU	Sort Term						
Price	60.000,00	INR	per 1						
Material Group	72000000		Cost Element						
Purch. Group	101 / 1000		Vendor						
Agreement	1		Info record						
Recipient			Unloading Point						
Requisitioner	MP00611268		Tracking Number						
Pl. Deliv. Time	Subcor	ıtr.	FW Order	/					
Services	Services Components Relationships								
Filipa	D. Convice No.	Chart Tay		Quantity	lle	Cross Drice	Grou	Quarf Tal	U Cost Flom
10	R300000085	Two Costs	- Oil Bound Distemper	2 yuanuty	MD	20.000.00	TNR	oven. rol.	41300012
20		WU COats	- or sound bacemper	-	142	20.000,00	TNR		
30							INR		
40							INR		
									—

Click on Header Data & Save it.

Order saved with number 1000101

Open the order again & go to Operation Tab and Select the Operation and Actual Data.

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Change Order: Initial Screen							
Header data	Operations	Components	Costs	Addit			
Order	[100	00101 j	J				

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

🖗 📙 Change Calibration/Statutory/Survey Maintenance 1000101: General Opera							
H + H 🎘 Header data Operations Components	▶ 🗎						
rder 1000101 Activity 0030 / Ctrl key PM03 tdTextKey/ShrtText Cal/Stat/Survey Maint by External Vendor C							
Completion confirmation Confirmation 622 No Remain. Work Forecast work	ork 0						
Purchasing Requisition 2001000962 10 Image: Constraint of the second sec	0.000						
Services Components Relationships							
Image: Decomposition D. Service No. Short Text 10 830000085 Two Coats - Oil Bound Dister	Quantity mper 3	Un Gross Price M2 20,000.00	Crcy C	Overf. Tol.	U Cost Element 41300012		

Purchase Requisition Creation MM Script

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

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P	Change Pure	chase Req. 2001000962					
Do	cument Overview On 🕴 🗋	🎾 🖻 🔓 🚺 🖗 Personal Setting					
	ZZNB Standard PR Header	Select Document Purchase Requisition 200100096	2				
P	Stat Item A	○Pur. Order	l (🚹 💽	C Delivery Date	ault Values	Material Group
	10 F D	 Purch. Requisition SRM Contract 	1	AU	D 31.12.2021	60,000.00 1 0	Construction S
						0	
t	<pre></pre>	Other I	Document			0	
<u>Р</u> I	tem 1 [10] (Cal/Stat/Survey Maint by External Vendor	▼ ▲ ▼				
ſ	Valuation Account	t Assignment Source of Supply Ver	rsions Status	Contact	Person Texts	Delivery Addres	ss / Customer [
	Select Custom Field List						
	Data Fields	O Email List	Terms & Conditi	ions			
	Mode of Purchase	T Tender 💌	Purchase types	[-

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

🖗 🔎 Change Pur	chase Req.	2001000962								
Document Overview On	🎾 🖻 🔓 🖪	😼 Personal Setting								
[밴패] ZZNB Standard PR [1] Header	E Select Documer	nt on <u>200100096</u>	2							
Stat Item A I 10 F D	●Pur. Order ●Purch. Requisitio	on		Jantity 1	Unit	C Deliver] 📴 Def y Date 2021	Valn Price	Per 1	Material Group Construction S
	⊖ SRM Contract								0	
		Other I	Document 🔀						0	
P Item 1 [10]	Cal/Stat/Survey Mai	int by External Vendor	• • •]						
Valuation Accour	nt Assignment S	ource of Supply Ver	sions Status	C	Contact	Person	Texts	Delivery A	ddre	ss / Customer I
Select Custom Field List										
 Data Fields 	OEr	mail List	Terms & Co	onditio	ns					
Mode of Purchase	T Ten	nder 🗾 👻	Purchase types							-
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Go to customer data Tab, and fill the detail for Tender or Non Tender and Save the Purchase Req using Save Icon.

System will change Purchase requisition document & displays "Purchase Requisition 2001000962 Changed" message.

Purchase Requisition Approval (Workflow)

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

⊡ <u>U</u> ser S <u>y</u> stem	<u>H</u> elp
Ø	🔻 🗧 I 😞 🚫 🔛 I 🖨 11
SAP	
New password	
Client	500
User	AE001
Password	
Logon Language	EN

Click on " SAP Business Workspace Button.

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

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

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Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000962" message will appear.

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3						
Wo	orkflow 29					
Exe	Title	Status	Work Item ID Creation Date	Creation Ti	P Atta	Con\
-	Please approve the Purchase Requisition 2001000962	Ø	415071 23.07.2020	19:27:18	5	<u> </u>
۲	Please approve the Purchase Order 4000010071	Ø	415659 23.07.2020	13:04:49	5	
۰	Please approve the Purchase Order 4000010064	\Diamond	414818 22.07.2020	11:52:04	5	
۲	Please approve the Purchase Requisition 2001000963	P	415320 20.07.2020	02:34:58	5	
۵	Please approve the Purchase Requisition 2001000963	\Diamond	414579 20.07.2020	02:33:46	5	
۰	Please approve the Purchase Requisition 2001000962	P	414487 19.07.2020	15:13:42	5	
۲	Please approve the Purchase Requisition 2001000962	\Diamond	414486 19.07.2020	15:13:02	5	
۵	Please approve the Purchase Requisition 2001000961	\Diamond	415262 19.07.2020	15:10:39	5	
۰	Please approve the Purchase Requisition 2001000961	P	415261 19.07.2020	15:10:16	5	
۵	Please approve the Purchase Requisition 2001000959	\Diamond	415260 19.07.2020	15:10:03	5	
۵	Please approve the Purchase Requisition 2001000959	\Diamond	414485 19.07.2020	15:07:07	5	
۹	Please approve the Purchase Requisition 2001000959	\bigotimes	414484 19.07.2020	15:06:38	5	
						4 1
			🏸 Tips &	tricks:	Send ma	ail
Pl	ease approve the Purchase Requisition	20010009	62			
Description Objects and attachments						
Se	lect one of the available decision options.	This No a	ttachments or objects exis	st		
c	mpletes the processing of this step.		-			
P	fore you wake a desision you can direlaw th	_				
I De	core you make a decision, you can display th					

Double Click on the "**Please Approve Purchase requisition 2002000962**" message. It will open the Purchase requisition document in Display mode.

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

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Decision Step in Workflow	
醫 Workflow ① Create 😰 Import	
Please approve the Purchase Requisition 2001000962	
Choose one of the following alternatives	
Approve Purchase Requisition	
Reject Purchase Requisition	
Display Purchase Requisition	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

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

Purchase Requisition will be approved with level 1.

Purchase Requisition Approval Request notification is forwarded to Approver 2

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

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New password Client 500 User Eleool Password ************************************	SAP	
Client 500 User EE001 Password ********* Logon Language EN	New password	
User EE001 Password ********* Logon Language EN	Client	500
Logon Language EN	User	EE001
Logon Language EN	Password	*****
	Logon Language	EN

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Click on "SAP Business Workspace Button.

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

Transaction Code	SBWP	
Menu Path	Easy Access \rightarrow SAP Menu \rightarrow Office \rightarrow Workplace	
☞ <u>M</u> enu <u>E</u> dit <u>F</u>	avorites Extr <u>a</u> s System <u>H</u> elp - 4 🔲 😋 🚱 🕞 🖨 🛗 🔀 🏝 🎦 🗘 🎝 🛒 🔊 🎯 📑	
SAP Easy Ac	C ESS Other menu 😹 🔀 🥢 🔻 🔺 🏠 Create role 💯 Assign users 📑 Doc	
Connector f Gl Office	or Multi-Bank Connectivity	
Workplac Workplac Telephor Appointn	ne Integration nent Calendar	

Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000962" message will appear.

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SAP User Manual for Calibration/Statutory/Survey Maintenance

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Wo	Workflow 28						
Exe	Title	Status	Work Item ID Creation Da	te Creation Ti	P Atta		
٠	Please approve the Purchase Order 4000010071	Ø	415659 23.07.2020	13:04:49	5		
٠	Please approve the Purchase Order 4000010064	Ø	414818 22.07.2020	11:52:04	5		
- 🕹	Please approve the Purchase Requisition 2001000963	Ç2	415320 20.07.2020	02:34:58	5		
- 🕹	Please approve the Purchase Requisition 2001000963	\heartsuit	414579 20.07.2020	02:33:46	5		
- 🕹	Please approve the Purchase Requisition 2001000962	P	414487 19.07.2020	15:13:42	5		
٠	Please approve the Purchase Requisition 2001000962	Ø	414486 19.07.2020	15:13:02	5		
٠	Please approve the Purchase Requisition 2001000961	\heartsuit	415262 19.07.2020	15:10:39	5		
-	Please approve the Purchase Requisition 2001000961	P	415261 19.07.2020	15:10:16	5		
- 🕹	Please approve the Purchase Requisition 2001000959	\heartsuit	415260 19.07.2020	15:10:03	5		
- 🕹	Please approve the Purchase Requisition 2001000959	\heartsuit	414485 19.07.2020	15:07:07	5		
- 🕹	Please approve the Purchase Requisition 2001000959	\heartsuit	414484 19.07.2020	15:06:38	5		
۵,	Please approve the Purchase Requisition 2001000959	R	415258 19.07.2020	15:05:51	5		

Please approve the Purchase Requisition 2001000962

```
Description
Select one of the available decision options. This
completes the processing of this step.
Before you make a decision, you can display the
attachments and objects which have been attached to
the user decision. You can also add your own
attachments
```

Double Click on the "**Please Approve Purchase requisition 2002000962**" message. System will open the Purchase requisition document in Display mode.

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

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Decision Step in Workflow	
醫 Workflow 🖞 Create 😰 Import	
Please approve the Purchase Requisition 2001000962	
Choose one of the following alternatives	
Approve Purchase Requisition	
Reject Purchase Requisition	
Display Purchase Requisition	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

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

Purchase Requisition will be approved with level 2.

Purchase Requisition Approval Request notification is forwarded to Approver 3.

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

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⊡ <u>U</u> ser System	<u>H</u> elp
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SAP	
New password	
Client	500
User Password	DYCME001
Logon Language	EN

Click on " SAP Business Workspace Button.

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

Transaction Code SBWP

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Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000962" message will appear.

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Workflow 28							
Exe	Title	Status	Work Item ID	Creation Date	Creation Ti	P At	
٩	Please approve the Purchase Requisition 2001000962	Ø	415074	23.07.2020	19:32:41	5	
٠	Please approve the Purchase Order 4000010071	\Diamond	415659	23.07.2020	13:04:49	5	
۹	Please approve the Purchase Order 4000010064	\Diamond	414818	22.07.2020	11:52:04	5	
۲	Please approve the Purchase Requisition 2001000963	P	415320	20.07.2020	02:34:58	5	
۲	Please approve the Purchase Requisition 2001000963	\heartsuit	414579	20.07.2020	02:33:46	5	
۲	Please approve the Purchase Requisition 2001000962	\Diamond	414486	19.07.2020	15:13:02	5	
۲	Please approve the Purchase Requisition 2001000961	\Diamond	415262	19.07.2020	15:10:39	5	
۲	Please approve the Purchase Requisition 2001000961	P	415261	19.07.2020	15:10:16	5	
۹	Please approve the Purchase Requisition 2001000959	\Diamond	415260	19.07.2020	15:10:03	5	
۹	Please approve the Purchase Requisition 2001000959	\Diamond	414485	19.07.2020	15:07:07	5	
۹	Please approve the Purchase Requisition 2001000959	\Diamond	414484	19.07.2020	15:06:38	5	
۵,	Please approve the Purchase Requisition 2001000959		415258	19.07.2020	15:05:51	5	
🏸 Tips & tricks: Deadline M							
Please approve the Purchase Requisition 2001000962							
Des	cription		Objects and atta	chments			
Sel cor	lect one of the available decision options mpletes the processing of this step.	. This	No attachments o	or objects e:	xist		

Before you make a decision, you can display the

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Double Click on the "**Please Approve Purchase requisition 2002000962**" message. System will open the Purchase requisition document in Display mode.

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

Please approve the Purchase Requisition 2001000962			
Choose one of the following alternatives			
Approve Purchase Requisition			
Reject Furchase Requisition			
Display Purchase Requisition			
Approval or Rejection History			
Hold			
Description	Objects and attachments		
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist		
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.			
If you choose Cancel, the user decision remains in your inbox for processing.			

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

Purchase Requisition will be approved with level 3.

Purchase Requisition Approval Request notification is forwarded to Approver 4.

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Login as Approver 4 (CME) in SAP System.

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Click on " SAP Business Workspace Button.

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

Transaction Code	SBWP
Menu Path	Easy Access \rightarrow SAP Menu \rightarrow Office \rightarrow Workplace
🖙 <u>M</u> enu <u>E</u> dit <u>F</u> avo	rites Extr <u>a</u> s S <u>v</u> stem <u>H</u> elp
SBWP	▼ 4 🔲 😋 🚱 📮 🛗 🖓 🎝 10 10 10 10 10 10 10 10 10 10 10 10 10
SAP Easy Acce	<i>\$\$</i>
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▼ ☐ Favorites	
Transaction	
Reports	
🝷 🔂 SAP Menu	
Connector for N	Iulti-Bank Connectivity
• Workplace	
Telephone I	ntegration
Appointment	t Calendar

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Expand "Inbox" button, under workflow "Approve Purchase requisition 2002000962" message will appear.

Exe	Title	Status	Work Item ID	Creation Date	Creation Ti	P Atta
- 🕹	Please approve the Purchase Requisition 2001000962	Ø	415080	23.07.2020	19:36:19	5
٠	Please approve the Purchase Requisition 2001000962	Ø	415077	23.07.2020	19:34:17	5
٠	Please approve the Purchase Order 4000010071	\heartsuit	415659	23.07.2020	13:04:49	5
٠	Please approve the Purchase Order 4000010064	\heartsuit	414818	22.07.2020	11:52:04	5
٠	Please approve the Purchase Requisition 2001000963	P	415320	20.07.2020	02:34:58	5
٠	Please approve the Purchase Requisition 2001000963	\heartsuit	414579	20.07.2020	02:33:46	5
٠	Please approve the Purchase Requisition 2001000961	\heartsuit	415262	19.07.2020	15:10:39	5
٠	Please approve the Purchase Requisition 2001000961	R 🖓	415261	19.07.2020	15:10:16	5
۲	Please approve the Purchase Requisition 2001000959	\heartsuit	415260	19.07.2020	15:10:03	5
٠	Please approve the Purchase Requisition 2001000959	Ø	414485	19.07.2020	15:07:07	5
۲	Please approve the Purchase Requisition 2001000959	\heartsuit	414484	19.07.2020	15:06:38	5
۲	Please approve the Purchase Requisition 2001000959		415258	19.07.2020	15:05:51	5

Please approve the Purchase Requisition 2001000962

Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the	

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Double Click on the "**Please Approve Purchase requisition 2002000962**" message. System will open the Purchase requisition document in Display mode.

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

Please approve the Purchase Requisition 2001000962	
Choose one of the following alternatives	
Approve Purchase Requisition	
Reject Purchase Requisition	
Display Purchase Requisition	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel , the user decision remains in your inbox for processing.	

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

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

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This will go for tendering work will be awarded and need to do Service Consumption

For Service Consumption need to execute MM Script of Service Consumption.

Portal Logon EBS Portal & SSO to SRM Portal

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



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

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

Click on "Submit" button.

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

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



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

🛞 Employe	ee Landing Page E	× 📑							
≣	English	~	Skip To Main Content	A A	A A*		٩	Home About Us Cont	tact Us 🛔 ADITI (Mumbai Port Trust)
entropy of the street					INDIAN POR An apex body of Major Po	TS ASSOC	IAT f Ministry	ION of Shipping	SAGARMALA
EMPLOYEE PORTAL									
			SA	P Apps	General	Other Ebs Ap	plicat	ions	
			(¢		*		A	
			Empl	oyee Self ervice	DMS	Eoffice	-	SRM Portal	

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.







			0.4	C 1	∧ ∧ ∧ ∞ ∅
	eq.portebs.com:50001/irj/porta		• • •	search	v v v v v v
Employee Landing Page E	× 27 Inbox - IPA SRM Portal	×			
		E - Procure	MENT PORTA	L	Log Off Welcome 10100020 (10100020) Login Time:19/07/2020 19:03.22 IST
Home Strategic Purchasing]				
Overview					
(Work Overview					
Deset	The list of items shown I	nere could be outdated. Waiting for update			
керопз	Alerts Tasks	Notifications			
- Services	Show: New and In Progr	ess Tasks 💌 All 💌			0 7 C 🗉
Advanced Search	₿ Subject	Sent Date	≂ Due Date	.≞ Status	
					V

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	E - Procur	EMENT PORTAL	[Log Welcome 10100020 (101000 Login Time:19/07/2020 19:03.22
Home Strategic Purchasing					
Overview					
Work Overview	The list of items shown here could be outd	ated. Waiting for update			
Reports	Alerts Tasks Notifications				
Services	Show: New and In Progress Tasks	All			¢ 77 (K 🛙
Advanced Search	E Subject	Sent Date	▼ Due Date	.▲ Status	

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Strategic Purchasing

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

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

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



Home Strategic Purchasing		
Overview Reports		
Strategic Sourcing		
Contract Management	Strategic Sourcing	
Business Partner		
Workload Redistribution	▼ POWL E,	
Services	Active Queries PEve MICAI Saved (1) Availing Amountal (3) Published (4) Completed (0) Relates Rejected (0) Related (0)	
Advanced Search	Automs and well sates 111 Automatic publicated (1) Active (1) Pausate(1) Telesate Reproduct (2) Deterior (2)	
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)	
• RFx	Milestone Plans All (0)	
RFx Template	RFxs - All	
Central Functions	Charge Output Maintenance Output Maintenance	
Carry Out Sourcing	Taituv Guid cinetia maniferiatie Guery has been cinangeu	
United (Directo Contracto	View: Standard View] 👻 Create RFx Copy Display Edit Delete Publish Responses and Awards Print Preview Refresh Export 2	
Opload / Migrate Certificate	E RFx Number RFx Name Type Status RFx Category Purchasing Organization Submission Deadline Responses	
	5100000162 Budgetary Offer ZEOI Awaiting Approval Mumbai Port Trust Purchase Organisation 17.07.2020 0	
	<u>5100000161</u> Copy of 510000160 BSE Test ZLT2 Published Mumbai Port Trust Purchase Organisation 16.07.2020 0	
	<u>510000160</u> Copy of 510000144 - 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	Ĺ

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Carry Out Sourcing

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

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

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

Please see the screenshot below.

	E - PROCUREMENT PORTAL	welcome 10100020 (10100 Login Time:19/07/2020 19:03.22
Home Strategic Purchasing]	
Overview Reports		
Strategic Sourcing		
Contract Management	Strategic Sourcing	
Business Partner		
Workload Redistribution	* POWL	=,
-	Active Queries	
Services Advanced Search Create Documents • Auction • Auction Template	RFxs All (54) Saved (1) Awarding Approval (34) Published (43) Completed (0) Release Rejected (0) Deleted (0) Auctions All (3) Saved (0) Published (1) Active (0) Paused (0) Ended (0) Completed (0) Sourcing Templates All Kix: (0) RFP. (0) RFQ. (0) All Auctions (0) Endlish Auction (0) Company Best Bid (0) Central Contracts All (0) Document Output Last 7 days (17)	
• RFx	Milestone Plans All (0)	
RFx Template	RFxs - All	
Central Functions Carry Out Sourcing Upload / Migrate Certificate	Hide Quick Criteria Maintenance	Change Query Define New Query Personalize

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

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Assign Sources of Supply: Step 1 (Select Requisition)										
Previous Next Close System Info Create Memory Snapshot	01									
Image: Select Requisition Assign Sources of Supply (No Items) Review Drafts (No Items) Summary Screen (No Documents)										
▼ Search Criteria: Renuisitions										
Number of Requisition. Name of Requisition: Settings										
Item Description: Product Category.										
Product. Suppler:										
Requester: External Requirement:										
Purchasing Organization: Account Assignment Category:										
Purchasing Group: Account Assignment Number:										
Priority: Intended for Grouping:										
Delivery Date Range. Include Locked Items:										
Delivery Date:										
Search										
Select All Expand Collapse Hide Subordinate Outlines Reject Items Filter 5	Settings									
E Requisition / Item Number Description Category Priority Quantity Unit Requester Delivery Date Supplier Number Supplier Name Contract Info Record External Item Number Logical Sys	stem 🖻									

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

													opiono
Assign Sources of Su	pply: Step 1 (Sele	ect Requisition)											
Previous Next Close	System Info Create Men	nory Snapshot											0
Select Requisition	2	3 Beview Drafts (No Items)	Summary	4	o Documen	ts)	1						
onor roquintin	nooigii oodiooo oi ooppij (ii	rener prane (no nome)	ounnury		o boodinoii	,							
▼ Search Criteria: Requisitions													
Number of Requisition:		Name of	Requisition:						Settings				
Item Description:		Produ	ct Category:			Ő	l						
Product:	đ		Supplier:			5							
Requester:	đ	External R	equirement: [20010009	62								
Purchasing Organization:	đ	Account Assignme	nt Category:			•	Γ						
Purchasing Group:	đ	Account Assignme	ent Number:			đ]						
Priority:	•	Intended for	or Grouping: [
Delivery Date Range:	•	Include Lo	cked Items: [
Delivery Date:	To:	F 2											
Search													
Select All Expand Collaps	se Hide Subordinate Ou	tlines All Categories	Reject Items	S									
🗟 Requisition / Item Number	Configurable Item Number	Description	Category	Priority	Quantity	Unit	Requester	Delivery Date	Supplier Number	Supplier Name	Contract	Info Record	External Item Number
	0001	Cal/Stat/Survey Maint by External Vendo	r 7200000		1	AU	PI_USER	From 31.12.2021					2001000962/00010
• 🏠 <u>200000163/2</u>	0001.AA	Two Coats - Oil Bound Distemper	72000000		3	M2	PI_USER	From 31.12.2021					2001000962/00010

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

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Assign Sources of Supply: Step 1 (Select Requisition)										
Previous Next Close System Info Create Memory Snapshot						0				
Image: 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:		Settings							
Item Description: Pro	oduct Category:	Ð								
Product:	Supplier:	ð								
Requester: D Externa	I Requirement: 2001000962									
Purchasing Organization: Account Assign	ment Category:	¥								
Purchasing Group: Account Assign	nment Number:	đ								
Priority: Intende	d for Grouping: 📃									
Delivery Date Range: Include	e Locked Items:									
Delivery Date: To:										
Search										
Select All Expand Collapse Hide Subordinate Outlines All Categories	Reject Items									
Requisition / Item Number Configurable Item Number Description	Category Priority Qu	antity Unit Requester I	Delivery Date Supplier Number	Supplier Name Contract	Info Record External Item	Number				
Cal/Stat/Survey Maint by External Ve	ndor 72000000	1 AU PI_USER I	From 31.12.2021		2001000962/0	00010				
						_				

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

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

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

🦲 Carr	ry Out Sourcing - IPA SRM I	Portal - Internet Explore	r										_	٥	>
💇 http	ps://ipasdbqieq.portebs.com	m:50001/irj/portal?Navi	gationTarget=ROLES%3A%	P%2Fportal_content%2F	com.ipa.IPA_Con	ntent%2Fo	com.ipa.Portal_Roles%	2Fcom.ip	a.ro_strate	gicpur	chaser%2Ffl_strate	gic_purch%2Ffl_ov	erview%2Fcom.s	ap.pct.srm	.core.
														0	otions
Ass	ign Sources of Su	oply: Step 2 (A	ssign Sources of S	Supply (1 Items	5))										
< Pr	revious Next 🕨 Save	Close System Info	Create Memory Snapshot												0
 -	Select Requisition	2 Assign Sources of Supp	oly (1 Items) Review Dr	afts (No Items) Sum	4 mary Screen (No I	Document	s)								
	Colord All	Dense All Observe De	facts Deserve Courses	Curate Deat	Desise Her		alaa Maaa	1	L Cuber		numina Demo	a la designa de bás	Durch and an Orac	-	
	Beguinitian (Itam Number	Evernal Item Number	Configurable Item Number	RFx	Replace iten	Nariant	Category Departmention	Driority	Quantity	It to G	Delivery Date	Supplier Number	Sumplier Name	Contract	Cont
-	Requisition / nem Number	2001000962	0001	Cal/Stat/Survey Maint by	External Vendor	variant	Construction Service	Phoney	Quantity 1	AU	From 31.12.2021	Supplier Number	Supplier Name	Contract	Com

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

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From the drop down list select "ZAT1 – Adv/Open Tender 1 Env" option.

											Opur
Assian Sources of Supply: Step 3 (Review I)rafts (1 Items))										
Previous Next Process All Drafts Close Process Sele	cted Drafts Edit Selected Drafts Syst	em Info Create N	Aemory Snapsh	iot							
	2										
Colord Desvisition Assiss County (Na Name)	J Daview Dasfie (4 literae)	4	Decumenta)	•							
Select Requisition Assign Sources of Supply (No items)	Review Drafts (1 items) Sun	nmary Screen (No	Documents)								
▼ Created Drafts											
Change Selected Draft To 4 Remove											Setti
	Draff Tuno	Supplier Number			C.,	pplior	Transa	ution Tuno			John
40400020 22 07 2020 45-24-04	Did in itype	Supplier Number			30	philoi	I	cuon rype			_
10100020 22:07:2020 13:31:01	DIG INVITATION										
					_		ZAT1:	Adv/Opn Tender	1 Env		
							ZAT2 :	Adv/Opn Tender	2 Env		
					_		ZEOI :	EOI/Budgetary of	fer		
							ZLT1 :	Limited Tender 1	Env		
							ZSTI : S	Single Tender	Env		
Details of Selected Drafts 10100020 22.07.2020 15:31:01								-			
Remove Expand All Collapse All											Settin
Requisition / Item Number Configurable Item Number	Description		Category	Quantity	Unit	Info Record	Net Price			Gross Price	Currency
▼ 1 200000163 / 1 0001	Cal/Stat/Survey Maint by Externa	al Vendor	72000000	1	AU					0.00	INR
• 🏠 200000163 / 2 0001.AA	Two Coats - Oil Bound Distempe	r	72000000	3	M2			20,000.00 per	1 M2	20,000.00	INR

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

-														-
٨	ssian Sources of Sunnly	Sten 3 (Deview D	rafts (1 Itoms))											
A	Bruine Net a	Step 5 (Review Di	ans (1 nems))	em lefe Con etc. b	In such a Canada	-								7
•	Previous Next Process All Dr.	ans Close Process Select	ed Drans Edit Selected Drans Syst	em into Create i	nemory Snapsn	ot							l	1
- þ	•1	2	3	4		4								
	Select Requisition Assign So	ources of Supply (No Items)	Review Drafts (1 Items) Sum	mary Screen (No	Documents)									
•	✓ Created Drafts													
	Change Selected Draft To 🖌 Remov	e											Setti	n
	Draft Name		Draft Type	Supplier Number	r		Su	oplier	Trans	action Type				
	10100020 22 07 2020 15:31:01		Pid Invitation						ZAT1	Adv/Opp Tender	1 Env			l
	10100020 22.07.2020 13.31.01								çanı.	Auwoph relider				
							_							
							_							
	Details of Selected Drafts 10100	020 22.07.2020 15:31:01												
		1												ł
	Remove Expand All Collapse All												Settir	g
	Requisition / Item Number	Configurable Item Number	Description		Category	Quantity	Unit	Info Record	Net Price			Gross Price	Currency	
	▼ 1 200000163 / 1	0001	Cal/Stat/Survey Maint by Externa	al Vendor	72000000	1	AU					0.00	INR	
	• 🙀 200000163 / 2	0001.AA	Two Coats - Oil Bound Distempe	r	72000000	3	M2			20,000.00 per	1 M2	20,000.00	INR	
														1

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

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

Option								
Summary Screen: Step <u>4 (Su</u> mmary Screen 1 Documents)								
Previous Next Refresh Close System Info Create Memory Snapshot								
Select Requisition Assign Sources of Supply (No Items) Review Drafts (No Items) Summary Screen 1 Documents								
Created Objects								
	Setti							
E Document Number Document Type Description Status Supplier Number Supplier Name Total Value	Currency							
510000185 RFx 10100020 22.07.2020 15:31:01 Saved	0.00							

RFX Creation - Edit RFx RFx Parameters

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

	Options 🔻
Edit RFx :	Open side panel
Read Only Close Technical RFx Permissions Publish Save Check Export Print Preview Delete Maintain Rfx Parameter Import System Information Create Memory Snapshot Related Links	0.
RFx Number 5100000185 RFx Name 10100020 22 07 2020 15:31:01 Type Adv/Opn Tender 1 Env Status Saved Created On 22:07:2020 15:38:46 Created By ADITI SHENDYE Time Zone INDIA Number of Suppliers 0 Number of Items 1 Version Number Version Type Active Version External Version Number External Version Number	
RFX Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking	

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

Please see the screen shot below.

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			Opti
Edit DEv :			Onen side r
Read Only Close Technical REx	Permissions Publish Save Check Export	Print Preview Delete Maintain Rfx Parameter Import System Informatio	n Create Memory Spanshot Related Links
RFx Number 5100000185 RFx Na Number of Suppliers 0 Nur	me 10100020 22.07.2020 15:31:01 Type A nber of Items 1 Version Number Ve	dv/Opn Tender 1 Env Status Saved Created On 22.07.2020 15:38: rsion Type Active Version External Version Number	46 Created By ADITI SHENDYE Time Zone INDIA
RFX Information Bidders	Items Notes and Attachments Weigh	ts and Scores Approval Tracking	
RFx Parameters Questions N	otes and Attachments		
Identification		Event Parameters	
RFx Name:	10100020 22.07.2020 15:31:01	Currency:	NR 🖸
Port Tender No:		Target Value:	60,000.00 INR
		Detailed Price Information:	Simple Price
Tender Description:		Follow-On Document:	Purchase Order or Contract
	Adultare Tender 4 Env	Bidder Can Change RFx Responses: [AMC AMC
RFX Type:	Adv/Oph Tender 1 Env	Allow Multiple RFx Responses for Each Company: [2
Publication Type:		Display Weighting to Bidders: [Percentag
Organization			
Purchasing Organization:	Mumbai Port Trust Purchase Organisation	Tender Fee	Security Deposit
Purchasing Group:	Material Mgmt Purchase Group	ow Members	* Security Deposit Required:
			* Security Deposit Percentage:
Dates		Required: []
RFx Start Date:	00:00:00		
* RFx Submission Date:	00:00:00	Earnest Money Deposit	
Price Rfx Opening Date:	00:00:00		-
Technical DEv Despanse Opening Date:		Required:]
Fed of Pipeling Date.	00.00	* Descent for FMD Functional	
End of Binding Period:		* Reason for EMD Exclusion:	
Valid From / To:	- 17	Scenario Award/Contract	
		Pre_bid Meeting	

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					

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Purchasing	System Defaulted	Non-Editable
Group		
Dates		
		- I. I.I.
RFx Start	Date from which the lender process will start after it is	Editable
Date	approved and published	C ditta la la
RFX Submission	Date by which the Bidder should submit the response	Editable
Data		
Date Drico Pfv	PEx Price Opening Date	Editable
Opening		Eultable
Date		
Technical	REx Technical Opening Date	Editable
RFx		Landole
Response		
Opening		
Date		
Valid From /	Binding period of the tender	Editable
То		
Event Param		
Currency	System Defaulted as INR. Not to be changed	Editable
Target Value	System defaulted based on the estimates in the Purchase	Editable
	requisition. Not to be modified.	
Detailed	System defaulted. Not to be changed	Editable
Price		
Information		
Follow-on	Defaulted by system. The document to be created i.e. either	Editable
Document	a Purchase Order or Contract against the L1 bidder response.	
Diddou	Not to be changed.	C ditta la la
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	
	Will be shocked by default. This allows the hidder to shange	Editable
Allow multiple PEx	the submitted responses multiple times until the submission	Euitable
Response	deadline date is not reached. If unchecked Bidder cannot	
for each	modify & re-submit the responses. Not to be changed	
company		
AMC	Is applicable for the AMC tenders. If checked TCR with	Editable
Indicator	ALR/AVR will be generated	
L		1

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QSBC	Currently not available	Editable
Tender Fee	Check this field if tender fee needs to be collected from the	Editable
Required	Bidder	
Tender Fee	Enter the percentage of amount to be collected from the	Editable
Percentage	Bidder. System automatically calculates the tender fee and	
	displays in the Tender Fee field	
Tender Fee	Buyer can input the amount here instead of entering the %	Editable
Submission	Tender Fee is required to be submitted before this Date and	Editable
Deadline	Time by the Bidder without which the Bidder will not be able	
	to create & submit the responses	
Earnest Mon	ney Deposit	
Required	Check this field if EMD fee needs to be collected from the	Editable
	Bidder	
EMD	Enter the percentage of amount to be collected from the	Editable
Percentage	Bidder. System automatically calculates the EMD fee and	
	displays in the EMD Fee field	
Amount	Buyer can input the amount here instead of entering the	Editable
	EMD %	
Submission	EMD Fee is required to be submitted before this Date and	Editable
Deadline	Time by the Bidder without which the Bidder will not be able	
	to create & submit the responses	
Pre-Bid Mee	ting	
Pre-Bide	Check this box if pre-bid meeting needs to be conducted with	Editable
Meeting	the Bidders.	
Required		
Pre-Bid Start	Provide the start date & time for the pre-bid meeting to be	Editable
Date & Time	started	
Pre-Bid End	Provide the end date & time for the pre-bid meeting	Editable
Date & Time	discussion	
Pre-Bid	Location of the meeting that was held.	Editable
Location		
Pre-Bid	Mention the concluded points in the column. This is 256	Editable
Remarks	characters in length.	

We are creating this tender for AMC. So check the "AMC Indicator" field as shown below.

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Number 5100000185 RFx Number of Suppliers 0 M	Name 10100020 22:07:2020 15:31:01 Jumber of Items 1 Version Number	Type Adv/Opn Tender 1 Env Status Saved Created On 22.07.2020 1 Version Type Active Version External Version Number	5:38:46 Created By ADITI SHENDYE	Time Zone INDIA
RFX Information Bidders	Items Notes and Attachments	Weights and Scores Approval Tracking		
Parameters Questions	Notes and Attachments			
cation		Event Parameters		
RFx Name:	10100020 22.07.2020 15:31:01	Currency	INR 🗇	
Port Tender No:	MBPT/2020/07/2201	Target Value:	60,000.00 INB	
Tender Description:	THIS PLACE HOLDER CAN BE USED TO CAPTURE THE LONG DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS	Detailed Price Information: Follow-On Document:	Simple Price	
	THEE ELISTICE EST OF ARACTERS.	Bidder Can Change RFx Responses		AMC Indicator: 🗸

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

				Optio
Edit DEv :				Onen eide n
EUR RFX :	Barmianiana Bubliah Saua Chaek Ev	not Drint Broview Doloto Maintain Div Barameter Impart Sustam Informa	ion Croate Momony Spanshot Delated Links	Open side p
Read Only Close Technical REX	Permissions Publish Save Check EX	port [Philt Pleview] Delete maintain Rix Parameter import System monita	Create Menory Shapshot Related Links	L
RFx Number 5100000185 RFx Na Number of Suppliers 0 Num	me 10100020 22.07.2020 15:31:01 Typ mber of Items 1 Version Number	e Adv/Opn Tender 1 Env Status Saved Created On 22.07.2020 15:3 Version Type Active Version External Version Number	8:46 Created By ADITI SHENDYE Tim	e Zone INDIA
RFX Information Bidders	Items Notes and Attachments W	/eights and Scores Approval Tracking		
RFx Parameters Questions N	otes and Attachments			
11 et e				
Identification	10100020 22 07 2020 15:21:01	Event Parameters		
RFX Name:	10100020 22:07:2020 15:31:01	Currency		
Pon Tender No.		Target Value	60,000.00 INR	
Tandar Description:		Detailed Price Information	Simple Price	
Tender Description.		Follow-On Document	Purchase Order or Contract	
RFx Type:	Adv/Opn Tender 1 Env	Bidder Can Change RFx Responses		AMC
Publication Type:	Public RFx	Allow Multiple RFx Responses for Each Company	v	
	L	Display Weighting to Bidders		Percentage
Organization				
Purchasing Organization:	Mumbai Port Trust Purchase Organisation	Tender Fee		Security Deposit
Purchasing Group:	Material Mgmt Purchase Group	Show Members		 Security Deposit Required.
			_	 Security Deposit Percentage:
Dates	P 00.00.00	Required		
REX Statt Date.	00:00:00			
* REx Submission Date:	00:00:00	Earnest Money Deposit		
Price Rfx Opening Date:	00:00:00	Required		
Technical RFx Response Opening Date:	00:00:00			
End of Binding Period:	6	* Reason for EMD Exclusion		
Valid From / To:	D - D	Scenario Award/Contract		
		Dra bid Meeting		
		Pre-bia Meetina		

Click on the "Check" button. Any errors will be displayed in red color as highlighted below.

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								Options
Edit RFx :								Open side par
Read Only Close Technical RFx	Permissions Publish	Save Check Ex	ort Print Preview Delete	Maintain Rfx Parameter	Import System Informat	ion Create Memory Snapshot	Related Links 🖌	
Enter the submission deadline								
Please Provide Reason for EMD Exclusi	on							
Please maintain Rfx Parameter !!!								
\Lambda No permissions maintained for price ope	ner							
A No nermissions maintained for technical	onener							
RFx Number 5100000185 RFx Na Number of Suppliers 0 Nun	me 10100020 22.07.20 hber of Items 1	120 15:31:01 Tyj /ersion Number	pe Adv/Opn Tender 1 Env Version Type Active Vers	Status Saved Cr ion External Version	eated On 22.07.2020 15:3 Number	8:46 Created By ADITI S	HENDYE Time Z	one INDIA
RFX Information Bidders	Items Notes an	d Attachments V	Veights and Scores Appr	oval Tracking				
RFx Parameters Questions No	otes and Attachments							
Identification			_	Event Parameters				
RFx Name:	10100020 22.07.2020	15:31:01			Currency:	INR 🗇		
Port Tender No:]			Target Value:	60,000.00 INR		
					Detailed Price Information:	Simple Price		
Tender Description:					Follow-On Document:	Purchase Order or Contract	V	
				Bidder Ca	n Change RFx Responses:	\checkmark		AMC In
RFx Type:	Adv/Opn Tender 1 En	/		Allow Multiple RFx Res	ponses for Each Company:	\checkmark		
Publication Type:	Public RFx	J		Di	splay Weighting to Bidders:			Percentage B
Organization								
Purchasing Organization:	Mumbai Port Trust Pu	rchase Organisation		Tender Fee				Security Deposit
Purchasing Group:	Material Mgmt Purcha	se Group	Show Members					* Security Deposit Required:
								* Security Deposit Percentage:

Bidders Tab

For Advertisement / Open tender's, Buyer will not be required to add the Suppliers. It is not mandatory requirement. However, there is a provision to add the Bidder's for such type oftender's as well and Buyer needs to take appropriate decision with regards to this.

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

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

	RFX Information	Bidders	Items Notes an	d Attachments We	ights and Scores Approval	Tracking					
	Bidder Overview										
	Add Bidder by Company ID	4000442	Add	Search for Bidders ₄	Send Notifications Output	1 Notifications Output Medium Delete				Settings	
	B Company Name		Contact	Country	Company ID	Bidder Contact Person		Phone Number	Output Medium		
										-	
	 Bidder Currencies 										
	* Currency: INR	c	Currency Conversion I	Date:	5						
	Following is a list of currencies	s that can be u	sed by the bidders. Y	ou can add more curren	cies, delete currencies or set the	main currency from the list.					
	REX Information Bidder Overview Add Bidder by Company 10 Company Name Bidder course Bidder course		lete							Settings	
	Currency			Description							
	INR			Indian Rupee							
Confidential	Document						Convri	aht 🔿 2018 To	ch		
Connuentiai	Document						Соруп	giit @ 2010 ie	CII		
Image: State of the state											
Accepting	y No Limits		A	lternativ	ve Thinking		Driving Positive Change				
								_			
								Page	55 of 210		





New confirmation window will be displayed and system will prompt for confirmation. Click on "Ok" button.

r											
Edit RFX :											
Read Only Close Technical RFx F	Permissions Publish	Save Che	ck Export Print Previ	ew Delete Ma	iintain R	fx Parameter Import	System Inform	nation Creat	e Memory Snapshot	Related Links	
RFx Number 5100000176 RFx Nam Number of Items 1 Version N	e 10100020 19.07.2020 lumber Version 1	19:54:38 Type Activ	Type Single Tender e Version External '	Status Sa Version Number	ved	Created On 19.07.2	020 19:56:18	Created E	By ADITI SHENDYE	Time Zone	INDIA Num
RFX Information Bidders	Items Notes and	Attachmer	ts Weights and Sco	res Approval	Т	acking					
Bidder Overview											
Add Bidder by Company ID: 40000442	Add	Search for	Bidders 🖌 📔 Send Notif	fications Output	Medium	Delete					
B Company Name	Contact	Country	Company I	D	Bid	der Contact Person			Phone Number		Output Medium
			Add Bidders						×		
			R Organization Name	Company ID	DUNS	Business Partner ID	Last Name	First Name			
			EEUX ENCO CO	40000442		200	ENCO CO	EELIY			
			TELIX ENGO. CO.	40000442		200	EN66. CO.	TELIX			
								OK Cancel			
- Diddee Ourseeler	_	-	_	_		_	_	_	_	_	_
Bidder Currencies			124								
- Currency: INR	Currency Conversion D	ate:	<u>U(2)</u>								
Following is a list of currencies that can be	used by the bidders. Yo	u can add r	nore currencies, delete cu	rrencies or set the	e main ci	urrency from the list.					
Add Currency Set Main Currency	Delete										

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

RFX Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking											
▼ Bidder Overview											
Add Bidder by Company ID:	dd Bidder by Company ID: Add Search for Bidders] Send Notifications Output Medium Delete Settings										
B Company Name	Contact	Country	Company ID	Bidder Contact Person	Phone Number	Output Medium					
FELIX ENGG. CO.	FELIX ENGG. CO.	IN	<u>40000442</u>	200	123456789	Mail					

Maintain RFx Parameters

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

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







										Optio
Edit RFx :										Open side pa
Read Only Close Technical RF:	x Permissions Publish Save Check	Export Print Preview Delete	Maintain Rfx Parameter	Import System	Information	Create Memory	Snapshot	Related Links ,	4	
RFx Number 5100000185 RFx Number of Suppliers 0 N	Name 10100020 22.07.2020 15:31:01 T lumber of Items 1 Version Number	Type Adv/Opn Tender 1 Env Version Type Active Version	Status Saved Cre n External Version	ated On 22.07.20 Number)20 15:38:46	Created By	y aditi she	ENDYE TI	me Zone INDIA	l
RFX Information Bidders	Items Notes and Attachments	Weights and Scores Approv	al Tracking							
RFx Parameters Questions	Notes and Attachments									
entification RFx Name: Port Tender No:	10100020 22.07.2020 15:31:01]	vent Parameters	Cum	ency: INR	0				
Tender Description:	THIS PLACE HOLDER CAN BE USED TO CAPTURE THE LONG DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS.		De	l arget V stailed Price Informa Follow-On Docur	ation: Simpl ment: Purch	e Price ase Order or Co	ntract	•		
RFx Type: Publication Type:	Adv/Opn Tender 1 Env Public RFx	ļ	Bidder Can C Allow Multiple RFx Respo Displ	change RFx Respo nses for Each Comp ay Weighting to Bid	nses: 🗹 pany: 🗹 Iders: 🗌				ſ	AMC Indicator: QSBC: Percentage Bidding:
ganization Purchasing Organization: Purchasing Group:	Mumbai Port Trust Purchase Organisation Material Mgmt Purchase Group	Show Members	ender Fee					Secur * S * Sec	ri ty Deposit iecurity Deposit F curity Deposit Per	Required: 🔽 rcentage: 8
ites RFx Start Date:	22.07.2020			Requ Tender Fee Percen	uired: 🗹 itage: 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.

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Tech Mahindra

SAP User Manual for Calibration/Statutory/Survey Maintenance

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Z A	pplicatio	n to maintain Qu	×						
_	_						~		
S	<u>.</u>							_	
Bid N	lo: 510	0000185			A	http://ipasapqimq.portebs.com:8002/sap/bc/webdy	ynpro/sap/zsrm_tech_q - C Search	₽ - ŵ	公戀
Plea	ase m	aintain Questi	on			ion to maintain Qu 🗙 📑			
Ad	d Row	Save Delete	Close	Import	_				
Ē	S.No	Group		Questi	, Ξ		Please select data to be imported		
	1				Ва	Transfer			
	2				Ē	stion		Group	Attachm
	3					OU HAVE PREVIOUS WORK EXPERIENCE. UPLOAD	DOCUMENTS.	Eligibility Criteria	No
	4					YOU HAVE PAN NO		Eligibility Criteria	No
	5					YOU HAVE TAN NO.		Eligibility Criteria	No
	6					AST 7 YEARS, EXPERIENCE OF 3 COMPLETED PURC	CHASE ORDERS OF MINIMUM 4 LAKHS ATTACHED?	Eligibility Criteria	No
	7					THER ANNUAL AVERAGE TURN OVER .FOR LAST	3 YEARS IS ABOVE RS.10/15/50* LAKHS	Eligibility Criteria	No
	8					THER BIS LICENSE HOLDER		Eligibility Criteria	No
	9					THER DOCUMENTS FOR START UP ATTACHED?		Eligibility Criteria	Yes
	10					THER DOWN LOADING CHARGES OF RS 105/- PAID	1	Eligibility Criteria	No

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

A	pplicatio	🖙 http://ipasapqimq. portebs.co on to maintain Qu 🗙 📑	m:8002/sap/bc/webdynpro/sap/zsrm_tech_q 👻 🖒 Search	 ۍ ش :	 ☆ ∰ [©]
E	AP		Application to maintain Question		^
Bid N	lo: 510 ase ma	0000185 aintain Question			
Ad	d Row S.No	Save Delete Close In Group	Question	Attachment Requir	ed
	1	Eligibility Criteria	DOU YOU HAVE PAN NO	No	~
					~

Data once saved, below system message will be displayed.

All	✓ 1
~	Data Store successfully

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Maintain Tender Committee

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

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

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

Since this is as open tender single envelope bid, we do not require to maintain the technical opener. The "Technical Opener" column is in display mode. System by default will consider the tender creator as an technical opener.

x Number 5100000185 RFx I Number of Suppliers 0 N	Name 10100020 umber of Items	22.07.2020 15:31 1 Version M	i:01 Type Adv Number Vers	//Opn Tender 1 E ion Type Active	Env Status Version I	Saved Created External Version Num	IOn 22.07.2020 Iber) 15:38:46 C	reated By ADITI SH	ENDY	E Time Zone INDIA
RFX Information Bidders	Items	Permissions								×	
x Parameters Questions	Notes and Attack	Permis	ssions								
tification RFx Name: Port Tender No:	10100020 22.07	RFx Name 1 Save Clos	0100020 22.07.2020 e Window	0 15:31:01 RFx I	No. 510000018	5					
Tender Description:	THIS PLACE H TO CAPTURE DESCRIPTION FIELD LENGTH	User Permissi Add Delete	ion Assignment	Tesh Oserfau	Dia Orașe	Technical Fachadas	Drive Overfilm	Die Freister	Did Fires Admin		
RFx Type:	Adv/Opn Tende	10100020		Tech Scrutiny	Price Opener		Price Scrutiny	Price Evaluator	Bid Floor Admin.		
Publication Type:	Public RFx										Per
nization											
Purchasing Organization:	Mumbai Port Tr										Security Deposit * Security Deposit Reg
Purchasing Group:	waterial wgmt i	User Details							Ľ		* Security Deposit Percer
s RFx Start Date:	23.07.2020	User Name Building			Organization Room		Cor	npany			
* RFx Submission Date:	23.07.2020										
Price Rfx Opening Date:	23.07.2020				_					.:::	
nical RFx Response Opening Date: End of Binding Period:	23.07.2020	7 10:00:00			Earnest	Money Deposit					

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

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Permis	sions							
Fx Name 10	100020 22.07.2020) 15:31:01 RFx I	No. 510000018	5				
Save Close	Window							
er Permissio	n Assignment							
dd Delete								
User	Technical Opener	Tech Scrutiny	Price Opener	Technical	Evaluator	Price Scrutiny	Price Evaluator	Bid Floor Admin.
10100020								۲
er Details								
						1 .		
Building			Room			_ Con Teler	npany	
id liser								
		_						
er Name: 101 st Name:	00011	_						
st Name:		_						
earch								
ser Details								
Einst Mana	Last N	Name	User ID	Person ID	Employee	e ID E-Mail	Department	Position Name
First Name	SIDDHASAN	JAY APHALE	10100011	00000000			00000000	
First Name								
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r irst reame								

User will be visible in the Permission tab as shown below.

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nissions							
Permis	sions						
RFx Name 10100020 22.07.2020 15:31:01 RFx No. 5100000185							
Save Clos	e Window						
er Permissi	on Assignment						
dd Delete]						
User	Technical Opener	Tech Scrutiny	Price Opener	Technical Evaluator	Price Scrutiny	Price Evaluator	Bid Floor Admin.
10100020							۲
10100011		>					0

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

Permission Tab (Tender Committee)							
Role Name	Role Description	Field Status					
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 Single Tender process, system will default this role to the Buyer creating the tender.	Non-Editable					
Tech Scrutiny	User's responsible for performing the technical scrutiny	Editable					
Technical Evaluator	User's responsible for performing the evaluation or reviews on the details submitted by the scrutiny team	Editable					
Price Opener	User's responsible for performing the Price opening of the tender's once it is initiated by the Bid Floor Admin	Editable					
Price Scrutiny	User's responsible for performing the price scrutiny	Editable					
Price Evaluator	User's responsible for performing the evaluation or reviews on the details submitted by the scrutiny team	Editable					

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Permission	Permissions							
Save Close Windo	W	NO. 510000185						
Permissions updated	l successfully							
User Permission Assi	ignment							
Add Delete								
User	Technical Opener	Tech Scrutiny	Price Opener	Technical Evaluator	Price Scrutiny	Price Evaluator	Bid Floor Admin.	
10100020							۲	
10100011		v					0	
10100012		v					0	
10100013				\checkmark			0	
10100024			>	V		v	0	
10100016			>				0	
10100019					v		0	
10100017						v	0	
User Details								
User Name Building			Organization Room			Company		

Item Tab

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

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

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Display RFx:		(
🖉 Edit 💋 Close Technical RFx Copy Check Export Print Preview Maintain Rfx Parameter System Information Create Memory Snapshot Related Links 🖌								
RFx Number 510000185 RFx Name 10100020 22.07.2020 15:31:01 Type Adv/Opn Tender 1 Env Status Saved Created On 22.07.2020 15:38:46 Created By Al Number of Suppliers 0 Number of Items 1 Version Number Version Type Active Version External Version Number	IDITI SHENDYE	Time Zone INDIA						
RFX Information Bidders Notes and Attachments Weights and Scores Approval Tracking								
▼ Item Overview								
RFx Response Required for All Items Bidder Can Add New Items Allow RFx Response Modification Bidder Can Change Quantities								
Details Add Line , Add Subline , Add Subline , Cut, Copy Paste , Delete	Expand	All Collapse All Filter Settings H						
E Line Number Item Type Product ID Description Lot Allow RFx Response Modification Variant Product Category Quantity Unit Currency	Delivery Date Note	Attachments Internal Item						
✓ CIE Outline CallStat/Survey Maint by External Vendor	31.12.2021 <u>0</u>	<u>0</u> 1						
• 🏟 Service 8300000085 Two Coats - Oil Bound Distemper 🗌 📄 🚔 72000000 3 M2 INR	31.12.2021 <u>0</u>	<u>0</u> 2						
Item : Two Coats - Oil Bound Distemper								
Item Data Questions Notes and Attachments								
Identification Curron-v Values and Driving								
Control Key: Service functional Currency, renewant riving								
Item Type: Service Quantity/Unit 3 M2								
Product ID: 8300000085								
Description: Two Coats - Oil Bound Distemper Service and Delivery								
Product Category: 72000000 Construction Service Delivery Date: From 31.12.2021								
Lot:								
Allow DEv Decessors Modification								

Approval Tab

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

Please see screenshot below.

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Disp	Display RFx:								
E	🎢 Edit 🍢 Close Technical RFx Copy Check Export Print Preview Maintain Rtx Parameter System Information Create Memory Snapshot Related Links 🖌								
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	RFX Information	Bidders Items Notes and A	Attachments Weig	hts and Scores	ral Tracking				
	Current Status:	Initial		Header Approval Note					
Cu	rrent Process Step:								
Curre	ently Processed By:								
App	oval Process Data:	Download as XML							
	Follow Up:	Work Item to Requester at Process E	End						
	Handra Han								
	Header								
	loador Annroval Sta	tue							
	Add Approver A	emove Approver				1			
	Sequence	Process Step	Status		Processor		Received On	Processed On	Forwarded By
	• 001	SRM RFx Completion	Open (No Decisio	on Made)	MANDAR PARKAR				
	• 002	SRM RFx Completion	Open (No Decisio	on Made)	RAMESH SUBRAMANIAN				
	• 003	SRM RFx Completion	Open (No Decisio	on Made)	MUKESH NAWANI				
						1			

C-Folder Attachment

Before publishing the tender's there are many supporting documents to be uploaded. Such as NIT document, Technical Specifications, Drawings etc. These documents are useful for the Bidder to understand the requirements and submit the technical and commercial responses accordingly. Please refer below table detailing about the standard folder's available for uploading the documents and their purpose.

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

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

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Please see the screenshot below.

Edit DEv :	
Read Only Close Technical RFx Permissions Publish Save Check	Export Print Preview Delete Maintain Rfx Parameter Import System Information Create Memory Snapshot Related Links
RFx Number 5100000185 RFx Name 10100020 22.07.2020 15:31:01	Type Adv/Opn Tender 1 Env Status Saved Created On 22.07.2020 15:38:46 Created By ADITI SHENDYE Time Zone INDIA
Number of Suppliers 0 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	
Here you can add documents, edit internal and supplier notes, and create a collabo	oration room for the RFx
▼ Notes	
Clear	
Category	Description
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	-Empty-
Tendering text	-Empty-
	-Empty-
Attachments	
A Collaboration	
Collaboration	
✓ cFolder Attachments	
Add Attachment Delete Verify Signature	Filter Settings

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

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	-Empty-		
	-Empty-	Add Attachment	
	-Empty-		
	-Empty-	Here, you can upload a file a	nd attach it to the header
		File:	Browse
_		Description:	
		Folder Name EXTERNAL	AREA 👻
ate Profile			
isible Interna	ally only Checked C		
			OK Capael

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

RFx Number 5100000185 RFx Name 101000 Number of Suppliers 0 Number of Item	020 22.07.2020 15:31:01 Type Adv/Opn Tender 1 Env ns 1 Version Number Version Type Active Ver	Status Saved Created On 22.07.2020 15:38:46 Creates sion External Version Number	ed By ADITI SHENDYE Time Zone INDIA
RFX Information Bidders Items	Notes and Attachments Weights and Scores App	proval Tracking	
RFx Parameters Questions Notes and Att	achments	🥖 Choose File to Upload	×
Here you can add documents, edit internal and suppli	ier notes, and create a collaboration room for the RFx	← → ✓ ↑ 📙 « IPA Proj → Documents to Upload	✓ Ů
▼ Notes	Add Attachment		
Clear	Here you can unload a file and attach it to the header	Organize Vew folder	I== ▼ III (2)
Category	File: D:VPA Project/VPA Project Browse	This PC Name	Date modified Type
	Description:	3D Objects	7/23/2020 8:04 AM Microsoft Word
	Folder Name: EXTERNAL AR V	Desktop	7/23/2020 8:04 AM Microsoft Word
Tendering text		Documents Document for External Area.docx	7/23/2020 8:04 AM Microsoft Word
		Downloads	
		h Music	
Attachments	OK Cancel	Pictures	
		Videos	
Collaboration		🛀 Windows (C:)	
y conditionation		Data Disk (D:)	
▼ cFolder Attachments		🔒 CD Drive (E:) WD	
Add Attachment Delete Verify Signature			>
cFolder Name Category Description File N	Name Version Processor Checked Out Type Size (KI	B File name: NIT Document.docx	✓ All Files (*.*) ✓
i The table does not contain any data			Open Cancel

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

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	Add Attachment	
	Here, you can up	load a file and attach it to the header
	File: D	:\IPA Project\IPA Projec Browse
	Description:	
	Folder Name: E	XTERNAL AR 👻
JL		
Р		а
		OK Cancel

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

Launchpad Start URL - IPA SRM Portal - Internet Explorer * https://ipasdbqieq.portebs.com:50001/rij/portalTNavigationTarget=ROLES%3A%2F%2Fpo	rtal_content%2Fcom.ipa.IPA_Content%2Fcom.ipa.Portal_Roles%2Fcom.ipa.ro_strategicpurchaser%2Ffl_navi%2Fcc	m.sar
	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	

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

 The signed document cannot Unable to determine the auth The document's signature can 		
	To sign the document, select one of the certificates and choose C=IN, O=Personal, PostalCode=400607, SaMaharashta, Phor C=US, S=CA, O=SAP Labs, L=Palo Alto, OU=Cloud Integration DC=com, DC=TechMahindra, OU=Mumbai, OU=Users, CN=At	e Sign. I <mark>e=199b29af81bdf79920dcd04d20c898dcdbee7ce0803c7048f8ft211db60f1.ee, S</mark> , CN=*wdf:sap.corp (C=US, S=CA, O=SAP Labs, L=Palo Alto, OU=Cloud Integral shey Subhash Gade, E=AG00615222@TechMahindra.com (DC=com, DC=Tech
	< Digital Signature	Sign Cancel
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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	
OK	Cancel SoftKeyboard	

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

Message	e from webpage	×
	Document signed: signer details (CN= SN=204958cfac7f8ade81ec2bf3cfa371247d5e0ab 647b0156734f7, telephoneNumber=f19db29af81bdf79920dcd040 e7ce0803c7048f9ff211db60f1ae, SP=Maharashtra postalCode=400607, O=Personal, C=IN)	e7f2c141163b d20c898dadba a,
		ОК

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.

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Number of Suppliers Number of Items Version Number RX Information Bidders Items Notes and Attachments Weights and Scores Approval Tracking FX Parameters Ouestions Notes and Attachments Weights and Scores Approval Tracking FX Parameters Ouestions Notes and Attachments Weights and Scores Approval Tracking FX Parameters Ouestions Notes and Attachments Weights and Scores Approval Tracking File Settions Notes and Attachments Weights and Scores Approval Tracking File Settions Description Settions Settions Settions Category Description Settions Settions Settions Settions Attachments Empty- Settions Settions Settions Settions Category Description Empty- Settions Settions Settions Category Description File Settions Settions Settions Settions <th></th>																
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Add Attachment Detel Verify Signature Filter Settings cFolder Name Category Description File Name Version Processor Checked Out Type Size (KS) Changed on EXTERNAL AREA Standard Attachment NIT Document docx sig 1 sig 14 0100020 23.07.2020 INTERNAL AREA Standard Attachment Document for Internal Area Document for Internal Area docx sig 1 sig 14 0100020 23.07.2020 EXTERNAL AREA Standard Attachment Document for External Area docx.sig 1 sig 14 0100020 23.07.2020	▼ cFolder Attachments														F	
cFolder Name Category Description File Name Version Processor Checked Out Type Size (KB) Changed by Changed on EXTERNAL AREA Standard Attachment NIT Document docx sig 1 sig 14 10100020 23.07.2020 INTERNAL AREA Standard Attachment Document for Internal Area Document for Internal Area Document for Internal Area 3 sig 14 10100020 23.07.2020 EXTERNAL AREA Standard Attachment Document for External Area Document for External Area Sig 1 sig 14 10100020 23.07.2020	Add Attachment De	lete Verify Signature									Filter Settings					
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INTERNAL AREA Standard Attachment Document for Internal Area Document for Internal Area docx sig 1 sig 14 1010020 23.07.2020 EXTERNAL AREA Standard Attachment Document for Internal Area Document for Internal Area docx sig 1 sig 14 1010020 23.07.2020		Standard Attachment	NIT Document	NIT Document docy sig	1	110003301		sin	14	10100020	23.07.2020					
EXTERNAL AREA Standard Attachment Document for External Area Document for External Area docx sig 1 sig 14 1010020 23.07.2020		Standard Attachment	Document for Internal Area	Document for Internal Area docy sig	1			sig	14	10100020	23.07.2020					
ENERGIPE FILE Output in the second statement of Laterna Free Oversion o		Standard Attachment	Document for External Area	Document for External Area docx sig	1			sin	14	10100020	23.07.2020					
		oranuaru Attacnillelli	Document for External Area	Evention for External Area.000X.Sig	1			aiy	14	10100020	23.01.2020					

Tracking Tab

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

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

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

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						Options
Display RFx:						Open side pan
Edit 🖉 Close Technical RFx	Copy Check Export Print Preview	Maintain Rfx Parameter System	Information Create Memory Snapshot Related Lin	ks "		C
RFx Number 5100000185 RFx Nam Number of Suppliers 0 Numb	e 10100020 22.07.2020 15:31:01 Typ er of Items 1 Version Number	be Adv/Opn Tender 1 Env Sta Version Type Active Version	atus Saved Created On 22.07.2020 15:38:46 External Version Number	Created By ADITI SHENDYE	Time Zone INDIA	
RFX Information Bidders I	tems Notes and Attachments We	ights and Scores Approval	Tracking			
▼ History						6
View: Indian Rupee						Filter Settings
Document	Name	Document Number	Back-End Document Number	Status	Date	
External Requirement	PI_USER 19.07.2020 15:13	200000163	2001000962	Approved	19.07.2020	
RFx	10100020 22.07.2020 15:31:01	<u>5100000185</u>		Saved	22.07.2020	
▼ Status						-
System Status Held > Created > Complete						
▼ Version Overview						=
Detail Compare						
Version	Document/Version Type	Created On	Changed On	Document Name	External Version Number	
	Active Document	22.07.2020 15:38:46	23.07.2020 08:13:32	10100020 22:07:2020 15:31:01		
▼ Change Documents						-
Changed Since	C Changed From/To		Search	Expand All Collapse /	All <u>Hide Query</u> <u>Filter</u>	<u>Settings</u>

Publish RFx with Digital Signature

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

"RFx is complete and contains no errors"

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

Click on "Publish" button as shown in screenshot below.

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Edit RFx :			Open side panel
Read Only Close Technical RFx	Permissions Publish Save Check E	xport Print Preview Delete Maintain Rfx Parameter Import System Information Create Memory Snapshot Related Li	inks 🖌 👔
M Enter at least one partner of type Bidder	Or Portal Provider		
RFx Number 5100000185 RFx Na Number of Suppliers 0 Num	me 10100020 22.07.2020 15:31:01 Ty nber of Items 1 Version Number	pe Adv/Opn Tender 1 Env Status Saved Created On 22.07.2020 15:38:46 Created By ADITI SHENDYE Version Type Active Version External Version Number	Time Zone INDIA
RFX Information Bidders	Items Notes and Attachments	Weights and Scores Approval Tracking	
RFx Parameters Questions N	otes and Attachments		
Tender Description	TO CAPTURE THE LONG	Uetailed Price Information: Simple Price	
Toneor Description.	DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS.	Follow-On Document: Purchase Order or Contract	
RFx Type:	Adv/Opn Tender 1 Env	Bidder Can Change RFx Responses:	AMC Indicator:
Publication Type:	Public RFx 💌	Allow Multiple RFX Responses for Each Company.	QSBC:
0			
Organization Purchasing Organization	Mumbai Port Trust Purchase Organisation	Tender Fee	Security Denosit
Purchasing Group	Material Momt Purchase Group	Show Members	* Security Deposit Required: 🗸
· · · · · · · · · · · · · · · · · · ·			* Security Deposit Percentage: 8
Dates		Required: 🗹	
RFx Start Date:	23.07.2020 🔯 09:30:00	Tender Fee Percentage: 2	
* RFx Submission Date:	23.07.2020 🛐 11:00:00	* Tender Fee: 1,200.00 INR	
Price Rfx Opening Date:	23.07.2020 🛐 11:00:00	Submission Deadline: 23.07.2020	
Technical RFx Response Opening Date:	23.07.2020 🛐 11:00:00		
End of Binding Period:	6	Earnest Money Deposit	
Valid From / To:	23.07.2020 🛐 - 19.01.2021 🔯	Required: 🔽	
		EMD Decentarie: 5	

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



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.

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Digital Signature					×		
Check the document displayed	I below.		Print	Save			
	MUM	BAI PORT TRUST RFX			î		
		RFx Type : Description : RFx Number : Version : Port Tender Number : MBPT/20 Tender Description Tender Description :	0 22.07.2020 15:31:0 85 920/07/2201 ACE HOLDER CAN	1 I BE USED TO			
RFx currency Time zone Bidding procedure Submission period Technical Opening date Price Opening date Valid From	: INR : INDIA : Public Tender : 23.07.2020 11:00:00 : 23.07.2020 05:30:00 : 23.07.2020 - 19.01.2021				~		
Fo sign the document, select one of the certificates and choose Sign. C=IN, O=Personal, PostalCode=400607, S=Maharashtra, Phone=119db29af81bdf79920dcd04d20c898dadbae7ce0803c7048f9#211db60f1ae. S C=US, S=CA, O=SAP Labs, L=Palo Alto, OU=Cloud Integration, CN=*.wdf.sap.corp (C=US, S=CA, O=SAP Labs, L=Palo Alto, OU=Cloud Integrat DC=com, DC=TechMahindra, OU=Mumbai, OU=Users, CN=Abhay Subhash Gade, E=AG00615222@TechMahindra.com (DC=com, DC=Tech <<							
SAP Digital S	Signature		Sign	Cancel]		

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

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Enter User Plin		
User PIN:	*****	
Note: Length	should be between 6-32 character	s
OK	Cancel SoftKeyboard	

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.

<pre>https://ipasapqimq.portebs.com:4302/sap(bD1lbiZjPTUwMCZwPTM0MjE0JnY9Ny</pre>	41MCZpPTE=)/bc/bsp/sapsrm/call_sig_ctrl/signature.htm?onInputPr	ocessing=SIGNATURE&sap-params=c3NmX3Nlc3Nf
	New Street Street	×
	Message from webpage	
	Document signed: signer details (CN=Abhay Subhas)	n Gade.
	SN=204958cfac7f8ade81ec2bf3cfa371247d5e0abe7f2 647b0156734f7	c141163b
	telephoneNumber=f19db29af81bdf79920dcd04d20cd	898dadba
	postalCode=400607, O=Personal, C=IN)	
		ОК

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.

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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"

				Options 🔻
Display RFx :				Open side panel
Edit Close Technical RF:	x Show my Tasks Copy Check 🕞 Dis	scharge RFx Export Print Preview Maintain Rfx Parameter System Informati	on Create Memory Snapshot Re	lated Links 🖌 👔 👔
RFx 10100020 22.07.2020 15:31:01- 51	00000185 has been published			
RFx Number 5100000185 RFx Na Number of Suppliers 0 Nun	me 10100020 22.07.2020 15:31:01 Typ nber of Items 1 Version Number	De Adv/Opn Tender 1 Env Status Awailing Approval Created On 22.07 Version Type Active Version External Version Number	2020 15:38:46 Created By A	NDITI SHENDYE Time Zone INDIA
RFX Information Bidders	Items Notes and Attachments W	/eights and Scores Approval Tracking		
RFx Parameters Questions No	otes and Attachments			
	TO CAPTURE THE LONG	Detailed Price Information:	Simple Price	
Tender Description:	DESCRIPTION OF THE TENDER. THE	Follow-On Document:	Purchase Order or Contract	· · · · · · · · · · · · · · · · · · ·
RFx Type:	Adv/Oon Tender 1 Env	Bidder Can Change RFx Responses:	V	AMC Indicator: 🗹
Publication Type:	Public RFx	Allow Multiple RFx Responses for Each Company:	V	QSBC:
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		Display Weighting to Bidders:		Percentage Bidding:
Organization	Munchail Dark Tarak Durahasa Oranaia fira			
Purchasing Organization:	Mumbai Port Trust Purchase Organisation	lender Fee		* Security Deposit * Security Deposit Required:
Purchasing Group:	Material Night Purchase Group	Show Members		* Security Deposit Percentage: 8
Dates		Required:	V	
RFx Start Date:	23.07.2020 09:30:00	Tender Fee Percentage:	2	
* RFx Submission Date:	23.07.2020 11:00:00	* Tender Fee:	1,200.00 INR	
Price Rfx Opening Date:	23.07.2020 11:00:00	Submission Deadline:	23.07.2020 10:20:00	
Technical RFx Response Opening Date:	23.07.2020 11:00:00	Formast Manay Danasit		
End of Binding Period:		Lannest money Deposit		
Valid From / To:	23.07.2020 - 19.01.2021	Required:	v	

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

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Kindly Approve RFx 5100000
Created E A. HENDET CALLAR
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 ***

Approving the RFx

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

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

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

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	E - PROCUREMENT	Portal	Log (Welcome MANDAR PARKAR (101000) Login Time:23/07/2020 09:21.09 I
Home Strategic Purchasin Overview Work Overview Reports	Alerts Tasks (10 / 10) Notifications Show: New and In Progress Tasks (10 / 10) V All V		\$ F (2)
Services Advanced Search		Scrit Daic . Duc Daic	.≟ Status
	Approve RFx Number 5100000185	Today	New
	Approve REx Number 5100000131	Jul 2, 2020	New
	Approve RFx Number 5100000123	Jun 26, 2020	New
	Approve RFx Number 5100000098	Jun 21, 2020	New
	Approve RFx Number 5100000097	Jun 21, 2020	New
	Approve RFx Number 5100000108	Jun 21, 2020	New
	Approve RFx Number 5100000107	Jun 21, 2020	New
	Approve RFx Number 5100000104	Jun 21, 2020	New
	Approve RFx Number 5100000100	Jun 21, 2020	New
	Approve RFx Response 10100021 16.06.2020 22:55:11 Number 6100000064	Jun 17, 2020	New
	Approve RFx Number 5100000185		

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.

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			Options
Approve RFx :			Open side pane
Approve Reject Close Inquire	Save Export Print Preview Delete Sy	stem Information Create Memory Snapshot Related Links 🖌	
RFx Number 5100000185 RFx Na Number of Suppliers 0 Nur	me 10100020 22.07.2020 15:31:01 Tyj nber of Items 1 Version Number	pe Adv/Opn Tender 1 Env Status Awailing Approval Created On 22.0 Version Type Active Version External Version Number	7.2020 15:38:46 Created By ADITI SHENDYE Time Zone INDIA
RFX Information Bidders	Items Notes and Attachments V	Veights and Scores Approval Tracking	
RFx Parameters Questions N	otes and Attachments		
Identification			
DEx Name:	10100020 22 07 2020 15:31:01	Event Parameters	ND .
Port Tender No:	MBPT/2020/07/2201	Canency.	INR
Por Telider No.	THIS PLACE HOLDER CAN BE USED	Target Value:	60,000.00 INR
Tandar Description:	TO CAPTURE THE LONG	Detailed Price Information:	Simple Price
Tender Description.	DESCRIPTION OF THE TENDER. THE	Follow-On Document:	Purchase Order or Contract
DEv Type:	Adv/Opp Tender 1 Epv	Bidder Can Change RFx Responses:	AMC Indicator: 🗸
Bublication Type.	Public DEv	Allow Multiple RFx Responses for Each Company:	☑ QSBC: □
Publication Type.	P UDIC IXI X	Display Weighting to Bidders:	Percentage Bidding:
Organization			
Purchasing Organization:	Mumbai Port Trust Purchase Organisation	Tender Fee	Security Deposit
Purchasing Group:	Material Mgmt Purchase Group	Show Members	* Security Deposit Required: 🔽
			* Security Deposit Percentage: 8
Dates		Required:	
RFx Start Date:	23.07.2020 09:30:00	Tender Fee Percentage:	2
* RFx Submission Date:	23.07.2020 11:00:00	* Tender Fee:	1,200.00 INR
Price Rfx Opening Date:	23.07.2020 11:00:00	Submission Deadline:	23.07.2020 10:20:00

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

Display RFx:	Taska Carry Chask D. Disabarra DEv	Conta	Open side pa
a close recinical RFX Show my	Tasks Copy Check Ly Discharge RFX		
J Publication of RFx (Number 510000018)	5) was approved		
RFx Number 5100000185 RFx Na Number of Suppliers 0 Num	me 10100020 22.07.2020 15:31:01 Ty nber of Items 1 Version Number	pe Adv/Opn Tender 1 Env Status Awaiting Approval Created On 22.0 Version Type Active Version External Version Number	7.2020 15:38:46 Created By ADITI SHENDYE Time Zone INDIA
RFX Information Bidders	Items Notes and Attachments V	Veights and Scores Approval Tracking	
RFx Parameters Questions N	otes and Attachments		
Identification		Event Parameters	
RFx Name:	10100020 22.07.2020 15:31:01	Currency:	INR
Port Tender No:	MBPT/2020/07/2201	Target Value:	60,000.00 INR
	THIS PLACE HOLDER CAN BE USED	Detailed Price Information:	Simple Price
Tender Description:	DESCRIPTION OF THE TENDER. THE	Follow-On Document:	Purchase Order or Contract
DE: Toras	HELD LENGTH IS 256 CHARACTERS.	Bidder Can Change RFx Responses:	AMC Indicator: [
REX Type. Publication Type:	Public REx	Allow Multiple RFx Responses for Each Company:	QSBC: [
Tublication Type.		Display Weighting to Bidders:	Percentage Bidding:
Organization		_	
Purchasing Organization:	Mumbai Port Trust Purchase Organisation	Tender Fee	Security Deposit Security Deposit Permired:
Purchasing Group:	Material Mgmt Purchase Group	Show Members	* Security Deposit Percentage: 8
Dates		Required	V
RFx Start Date:	23.07.2020 09:30:00	Tender Fee Percentage:	2
* RFx Submission Date:	23.07.2020 11:00:00	* Tender Fee:	1.200.00 INR
Price Rfx Opening Date:	23.07.2020 11:00:00	Submission Deadline:	23.07.2020 10:20:00
Technical RFx Response Opening Date:	23.07.2020 11:00:00		
End of Binding Period:		Earnest Money Deposit	
Valid From / To:	23.07.2020 - 19.01.2021	Required:	

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Documents approved will disappear from the "Tasks" tab.

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

RFx is available for RFx Response submission
Created E R.SUGANTHESWARI PRIYATHARISINI
Hi FELIX ENGG. CO. ,
RFx has been published and available for RFx Response submission.
RFx details are mentioned below:
RFx Number :
RFx Date/Time : 0000000 000000
RFx Description :
Regards, Workflow System
*** This is a system triggered e-mail from Indian Port Authority ***

Data Masking Bidder Data Masking

Until the RFx submission deadline date and time is arrived, the Bidder data will be masked. Buyer will not be able to know who the Bidders have participated in the advertisement / open tenders.

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RFx Number 5100000185 RFx N Number of Suppliers 3 Nu	ame 10100020 22.07.2020 15:31:01 T mber of Items 1 Version Number	Type Adv/Opn Tender 1 Env Sta 1 Version Type Active Version	atus Published Created On 2 on External Version Number	2.07.2020 15:38:46 1	Created By ADITI SHEND	DYE Time Z	one INDIA
RFX Information Bidders	Items Notes and Attachments	Weights and Scores Approval	Tracking				
RFx Parameters Questions	lotes and Attachments						
Identification		E	vent Parameters				
RFx Name	10100020 22.07.2020 15:31:01			Currency: INR			
Port Tender No	MBPT/2020/07/2201		Та	arget Value:	60,000.00 INR		
Tender Description	THIS PLACE HOLDER CAN BE USED TO CAPTURE THE LONG DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS.		Detailed Price Follow-On	Information: Simple Document: Purchas	Price se Order or Contract		
RFx Type	Adv/Opn Tender 1 Env	_	Bidder Can Change RFx	Responses: 🗸			AMC Indicator:
Publication Type	Public RFx	AI	low Multiple RFx Responses for Eacl Display Weighting	h Company: 🗹 I to Bidders: 📃			QSBC: QSBC:
Organization							
Purchasing Organization	Mumbai Port Trust Purchase Orgai						
Purchasing Group	Material Mgmt Purchase Group	RFX Information Bidders	Items Notes and Attachment	ts Weights and S	Scores Approval Trac	king	
Dates RFx Start Date	23.07.2020 09:30:00	lidder Overview	Add Search for F	Bidders J Send N	lotifications Output Medium	Delete	
* RFx Submission Date	23.07.2020 11:00:00	Company Name	Contact	Country	Company ID	Bidder Contact	Person
Price Rfx Opening Date	23.07.2020 11:00:00	XXXXXXXXXXX	XXXXXXXXXXX	XX	XXXX	XXXX	
Technical RFx Response Opening Date	23.07.2020 11:00:00	XXXXXXXXXX	XXXXXXXXXXXX	XX	XXXX	XXXX	
End of Binding Period		XXXXXXXXXX	XXXXXXXXXXX	XX	XXXX	XXXX	
Valid From / To	23.07.2020 - 19.01.2021			Required: 🗹			

Tender Fee / EMD Fee Data Masking

Similarly, then Tender and EMD fee payment data will also be in masked status until the RFx submission deadline date and time is arrived.

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<i> </i> RFx - IPA SRM Portal - Internet Explore	r		– D
https://ipasdbqieq.portebs.com:50001	/irj/portal?NavigationTarget=ROLES%3A%2	F%2Fportal_content%2Fcom.ipa.IPA_Content%2Fcom.ipa.Portal_Roles%2Fcom	ipa.ro_strategicpurchaser%2Ffl_navi%2Fcom.sap.pct.srm.core.iv_display_rfq&PrevNavT
			Option
Display RFx :			Open side pa
Edit Close Technical RF	x Permissions Copy Check C Discharger	arge RFx Responses and Awards Create Follow-on RFx Export Print Previo	w Verify Signature Questions and Answers (0) Maintain Rfx Parameter
RFx Number 5100000185 RFx Na Number of Suppliers 3 Num	Supplier Evaluation me 10 Tender Fee Payment Details nber of EMD Payment Details Create Bidder	pe Adv/Opn Tender 1 Env Status Published Created On 22.07.2020 1 Version Type Active Version External Version Number 1	53846 Created By ADITI SHENDYE Time Zone INDIA
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:	10100020 22.07.2020 15:31:01	Currency	INR
Port Tender No:	MBPT/2020/07/2201	Target Value	60,000.00 INR
Tender Description:	TO CAPTURE THE LONG	Detailed Price Information	Simple Price
Tender Desemption.	DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS	Follow-On Document	Purchase Order or Contract
RFx Type:	Adv/Opn Tender 1 Env	Bidder Can Change RFx Responses	AMC Indicator:
Publication Type:	Public RFx	Allow Multiple RFx Responses for Each Company	QSBC:
		Display Weighting to Bidders	Percentage Bidding:
Organization		_	
Purchasing Organization:	Mumbai Port Trust Purchase Organisation	Tender Fee	Security Deposit
Purchasing Group:	Material Mgmt Purchase Group	Show Members	* Security Deposit Required:
			 Security Deposit Percentage: 8

Tender Fee Payment Details in masked status

	Tender Fee Payment Details									
RFx Name 10100020 22:07:2020 15:31:01			RF	x No. 5100000	185 Submission	Deadline 23.07.2020 10:20	:00 Time Zone INDIA			
S	Close Window									
1	Fender Fee Payment Detai	ls								
	Edit Details									Sett
	Company Name	Contact	Payment Method	Amount	Currency	Instrument Number	Payment / Waived Date	Payment / Waived Time	Payment Status	
	XXXXX	XXXXX	XXXXX	1,200.00	XXX	XXXXX	XX.XX.XXXX	XX:XX:XX	Waived	
	XXXXX	XXXXX	XXXXX	1,200.00	XXX	XXXXX	XX.XX.XXXX	XX:XX:XX	Paid	
	XXXXX	XXXXX	XXXXX	1,200.00	XXX	XXXXX	XX.XX.XXXX	XX:XX:XX	Paid	

EMD Payment Details in masked status







EMD Payment Details											
RFx Name 10100020 22.07 2020 15:31:01 RFx No. 5100000185						Submission Deadline 23.07.	2020 10:20:00 Time	Zone INDIA			
Save Close Windo	W										
MD Payment Details											
Edit Details											
Edit Details											
Edit Details Company Name	Contact	Payment Method	Amount	Currency	Instrument Number	Payment / Waived Date	EMD Reversal	Reversal Date	Status	1	
Edit Details Company Name XXXXX	Contact XXXXX	Payment Method XXXXX	Amount 3,000.00	Currency XXX	Instrument Number	Payment / Waived Date XX.XX.XXXX	EMD Reversal	Reversal Date	Status Waived]	
Edit Details Company Name XXXXX XXXXX	Contact XXXXXX XXXXXX	Payment Method XXXXX XXXXX	Amount 3,000.00 3,000.00	Currency XXX XXX	Instrument Number XXXXXX XXXXXX	Payment / Waived Date XX:XXXXXXX XX:XXXXXXX	EMD Reversal	Reversal Date	Status Waived Paid]	
Edit Details Company Name XXXXX XXXXX XXXXX XXXXX	Contact XXXXXX XXXXXX XXXXXX XXXXXX	Payment Method XXXXX XXXXX XXXXX XXXXX	Amount 3,000.00 3,000.00 3,000.00	Currency XXX XXX XXX XXX	Instrument Number XXXXXX XXXXXX XXXXXX XXXXXX	Payment / Waived Date XXXXXXXXXX XXXXXXXXXX XXXXXXXXXXXXXX	EMD Reversal	Reversal Date	Status Waived Paid Paid		

Technical RFx Response Activity Initiate Technical RFx Response Opening

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

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

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

Please see the screenshot below.

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Home Strategic Purchasing		
Overview Reports		
Strategic Sourcing		
Contract Management	Strategic Sourcing	F
Business Partner		
Workload Redistribution	* POWL	4
* Senire	Active Queries	
Liferent Caret	RFss MARKE Savet (25) Availies Approxit(24) Evolution (25) Consolited (3) Entered Related (3) Existent (3)	
Consta Decomposita	Actions 44(2) Served.00 Published (1) Active.00 Exaced.00 Exaced.0	
1 Aurtice	Sources immunes discassion throad thread in the second statement of the second	
* Auction Template	Document Output Lant?-daws(12)	
* RFx	Milestone Plans Ad.(3)	
* RFx Template	RFss - All	r I
Central Functions	Hide Oak Others Mathematics Overv has been channel Channe Overv Defen New Overv Personalize	н
* Carry Out Sourcing		
Upload / Migrate Certificate	Number of S10000176 To	
	Name of RFz.	
	Status I	
Contract Management	Submission Deadline:	ΪŤ
Business Partner	My SFx:	
Workload Redistribution	Purchase Group:	
	Number of RFx responses: Ta	
Services	Support D	
Advanced Search		
Create Documents		
* Auction	Veer, Standard Verv Verv Create RFx Copy Display Edit Delete Publish Responses and Avands Point Preview Referate Export , 3-	
* Auction Template	E RFx Number RFx Name Type Status RFx Category Purchasing Organization Submission Deadline Responses	
* RFx	5100000123 10100020 18 57 2020 18 54 38 ZSTI Published Mumbai Port Trust Purchase Organisation 28 57 2020 1	
* RFx Template		I

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

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			opuon
Display RFx :			Open side par
Edit Zi Close Technical RF Verify Signature Questions and Answe	x Permissions Initiate Technical RFx Resp rs (0) Maintain Rfx Parameter System Inf	oonse Opening Open Technical RFx Response Copy Check Lig Discharge f ormation Create Memory Snapshot Related Links _	IFX Responses and Awards Create Follow-on RFX Export Print Preview
RFx Number 5100000185 RFx Na Number of Suppliers 3 Nur	me 10100020 22.07.2020 15:31:01 Typ nber of Items 1 Version Number	e Adv/Opn Tender 1 Env Status Published Created On 22.07.2020 1 1 Version Type Active Version External Version Number 1	5:38:46 Created By ADITI SHENDYE Time Zone INDIA
RFX Information Bidders	Items Notes and Attachments W	/eights and Scores Approval Tracking	
RFx Parameters Questions N	otes and Attachments		
Identification	40400020 22 07 2020 45-24-04	Event Parameters	
REX Name.	MBDT/2020/07/2201	Currency:	
Poir Tender No.	THIS PLACE HOLDER CAN BE LISED	Target Value:	60,000.00 INR
Tender Description:	TO CAPTURE THE LONG	Detailed Price Information:	Simple Price
	FIELD LENGTH IS 256 CHARACTERS.	Follow-On Document:	Purchase Order or Contract
RFx Type:	Adv/Opn Tender 1 Env	Bidder Can Change RFx Responses:	AMC Indicator:
Publication Type:	Public RFx	Allow Multiple RFx Responses for Each Company:	
		Display Weighting to Bidders:	Percentage Bidding:
Organization			
Purchasing Organization:	Mumbal Port Trust Purchase Organisation	Tender Fee	Security Deposit Security Deposit Required:
Purchasing Group:	Material Mgmt Purchase Group	Show Members	* Security Deposit Percentage: 8
Dates		Berningh	
RFx Start Date:	23.07.2020 09:30:00	Tender Fee Dercentaria	2
* RFx Submission Date:	23.07.2020 11:00:00	Tander Eas	4 200 00 IND
Brias Bfr Opening Date:	22.07.2020 44.00.00	- Tender Fee.	1,200.00 INR
Price Rix Opening Date.	23.07.2020 11.00.00	Submission Deadline:	23.07.2020 10:20:00
Technical RFx Response Opening Date:	23.07.2020 11:00:00	Farnest Money Deposit	
End of Binding Period:		Latitiest money bepoard	
Valid From / To:	23.07.2020 - 19.01.2021	Required:	

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.

a	Simultaneous Logon	×
	User ID: 10100020 * Password: •••••• Acknowledge Cancel	: []
	Process Details	: [S
	Process Start-End Time: 00:00:00 - 00:00:00	
	🔓 Help	
	Enter your system password for secondary verification. The password is checked against the system.	
VN	Close	
		: 🗹
	* Tender	Fee:

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

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Simultaneous Logon												
1000												
Ser approval succe	ssful											
Process Details												
Process Start-End Time: 15:45:06 - 15:50:06												
Process Time Remaining												
00:05:00												
Extend Process Time:	00:00:00	Extend]									
Active Approvals												
User Status												
User	Approved	Approval Time										
10100020		00:00:00										
🚮 Help	Help											
Enter your system pass password is checked ag	Enter your system password for secondary verification. The password is checked against the system.											
Close												

Since this is an Open tender single envelope tender, system will automatically perform the opening of the technical rfx response. Buyer needs to proceed to perform the TCR report related activities as explained in next section.

Technical Comparative Statement

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

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

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

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Display RFx :		Open sic	le panel									
🖉 Edit 💋 Initiate Price RFx Res	sponse Opening Close Technical RFx Pe	rmissions Copy Check 🛱 Discharge RFx Responses and Awards Create Follow-on RFx Export Print Preview Verify Signature										
Questions and Answers (0) Maintain I	Rfx Parameter 🚯 Change Price Open Date	System Information Create Memory Snapshot Related Links 🖌	U									
RFx Number 5100000185 RFx Na	ame 10100020 22.07.2020 15:31:01 Typ	e Adv/Opn Tender 1 Env Status Published Created On 22.07.2020 15:38:46 Created By ADITI SHENDYE Time Zone INDIA										
Number of Suppliers 3 Nu	mber of Items 1 Version Number	1 Version Type Active Version External Version Number 1										
RFX Information Bidders	Items Notes and Attachments W	/eights and Scores Approval Tracking										
RFx Parameters Questions N	otes and Attachments											
Identification		Event Parameters	1									
RFx Name:	10100020 22.07.2020 15:31:01	Currency: INR										
Port Tender No:	MBPT/2020/07/2201	Target Value: 60,000.00 INR										
	THIS PLACE HOLDER CAN BE USED	Detailed Price Information: Simple Price										
Tender Description:	DESCRIPTION OF THE TENDER. THE	Follow-On Document: Purchase Order or Contract										
	FIELD LENGTH IS 256 CHARACTERS.	Bidder Can Change RFx Responses: 🗹 AMC Indicato	r. 🔽									
RFx Type:	Adv/Opn Tender 1 Env	Allow Multiple RFx Responses for Each Company:	: 🗆									
Publication Type:	PUDIIC RFX	Display Weighting to Bidders:	: 🗆									
Organization												
Purchasing Organization:	Mumbai Port Trust Purchase Organisation	Tender Fee Security Deposit										
Purchasing Group:	Material Mgmt Purchase Group	Show Members * Security Deposit Required: 🗸										
		* Security Deposit Percentage: 8										
Dates		Required: 🗹										
RFx Start Date:	23.07.2020 09:30:00	Tender Fee Percentage: 2										
* RFx Submission Date:	23.07.2020 11:00:00	* Tender Fee: 1,200.00 INR										
Price Rfx Opening Date:	23.07.2020 11:00:00	Submission Deadline: 23.07.2020 10:20:00										

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

onses and Awar review	Classical Content Cont	System Information Create Memory Snapsho	t			Open s					
ning Time 0 Days 00:00	:00 RFx Name 10100020 22.	.07.2020 15:31:01 Type Adv/Opn Tender	1 Env Status Published	Number of Suppliers 3	RFx Number <u>5100000185</u>						
Response Activity / Surrogate Bidding											
chnical RFx Responses	s and Awards										
CR Report Accept R	s and Awards leject Refresh					s					
CR Report Accept R RFx Response	s and Awards leject Refresh RFx Response Status	Company Name	Bidder Name	RFx Response V	/ersion	S Last Changed					
CR Report Accept R RFx Response 6100000185	s and Awards leject Refresh RFx Response Status Bid submitted	Company Name FELIX ENGG. CO.	Bidder Name FELIX ENGG. CO.	RFx Response \	/ersion	S Last Changed 23.07.2020					
CR Report Accept R RFx Response 6100000185 6100000187	s and Awards leject Refresh RFx Response Status Bid submitted Bid submitted	Company Name FELIX ENGG. CO. MIS. A. A. TRADERS,	Bidder Name FELIX ENGG. CO. A. A. TRADERS,	RFx Response \ 1 1	/ersion	5 Last Changed 23.07.2020 23.07.2020					
CR Report Accept R RFx Response 6100000185 6100000187 6100000188 6100000188 6100000188	s and Awards leject Refresh RFx Response Status Bid submitted Bid submitted Bid submitted Bid submitted	Company Name FELIX ENGG. CO. MIS. A. A. TRADERS, CONA INDUSTRIES	Bidder Name FELIX ENGG. CO. A. A. TRADERS, CONA INDUSTRIES	RFx Response \ 1 1 1	fersion	Last Changed 23 07.2020 23 07.2020 23 07.2020 23 07.2020					
Accept Accept R RFx Response Accept R 610000185 610000187 6100000188	s and Awards leject Refresh RFx Response Status Bid submitted Bid submitted Bid submitted	Company Name FELIX ENGG. CO. MIS. A. A. TRADERS, CONA INDUSTRIES	Bidder Name FELIX ENGG. CO. A. A. TRADERS, CONA INDUSTRIES	RFx Response 1 1 1	/ersion	S Last Changed 23.07.2020 23.07.2020 23.07.2020					

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

Supporting documents uploaded by the Bidders will be visible under the "List of Attachments" section. Confidential Document Copyright © 2018 Tech

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Techr	ical Con	nparative Stat	× 📑										
RFx No: 5100000185													
rch Org. Mumbai Port Trust Purchase Organisation Please Maintain Comments against each RFx Response													
echnical Comparative Statement													
S.No.	Group	0	Question		40000442 & / 6100000185	Buyer Comments for 61	00000185	40000444 8 610000018	k / 7	Buyer Commen	ts for 6100000187	40000899 & / 6100000188	Buyer Comments for 6100000188
1	Eligibility Criteria DOU YOU HAVE PAN NO YES		YES	OKaccepted	YES Ok. PAN verified		YES PAN NO IS AVAIABLE	ok					
2	Eligibi	igibility Criteria WHETHER DOCUMENTS FOR START U		ITS FOR START UP	YES	The document uploaded	1 is ok	YES ATTACHED		The document uploaded is ok		YESS	The document uploaded is ok
st Of A	ttachm	ients			E	Email Logs for Sho	ortfall Docs						
RFx N	ło	RFx Response	e No Vendor Name	Attachment		🕆 RFx Response No	Vendor Name	Comments	Sende	er Sent Date	Sent Time		
5100	000185	6100000185		STARTUP DOCUMEN	IT.DOCX								
5100	5100000185 6100000187 STARTUP DOCUMENT		T.DOCX										
5100	000185	6100000188		STARTUP DOCUMEN	IT.DOCX								
uver's	Comm	ients											

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 Clos

A new window will get displayed as shown below.

In this step, Buyer need to select the relevant RFx response number, write appropriate content under the "Email Content" option. Once done Buyer will click on "Send Mail" button. Mail will get triggered to the respective Bidder.

Bidder will send the required documents offline. Buyer can later on verify the documents and upload the same in C-folder of that particular RFx.

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Teo	hnical Comp	arative Stat.	× 📑	
SΑ	2			
	5100001	85		
eas	se Select V	endor to	send Mail	
Send	d Mail 🛛 Back			
5	Quotation No	Vendor Id	Vendor Name	Email Id
	6100000185	40000442	FELIX ENGG. CO.	ag00615222@techmahindra.com
	6100000187	40000444	M/S. A. A. TRADERS,	ag00615222@techmahindra.com
	6100000188	40000899	CONA INDUSTRIES	ag00615222@techmahindra.com
eas	e maintai	n email co	ontent here	
	Email Content			
F	AN number so	an copy is no	ot properly visible. Please	mail it on abc@test.com

The email log details will also be available for all the short fall documents related communication as shown below.

	x No. 510000185														
	urch Org. Mumbai Port Trust Purchase Organisation														
***Ple	*Please Maintain Comments against each RFx Response														
Tec	echnical Comparative Statement														
	S.No.	Group	Questi	ion		40000442 & / 6100000185	В	uyer Comments for 61	00000185	40000444 & / 6100000187	Buyer Comments for 610	00000187	40000899	& / 6100000188	Buyer Comments for 6100000188
	1	Eligibility Criteria	DOUN	OU HAVE PAN N	10	YES	01	Kaccepted		YES	OkPAN verified		YES PAN	NO IS AVAIABLE	ok
	2	Eligibility Criteria WHETHER DOCUMENTS FOR START UP		TS FOR START UP	YES	The document uploaded is ok		is ok	YES ATTACHED	The document uploaded is ok		YESS		The document uploaded is ok	
List Of Attachments Email Logs for Shortfall Docs												7			
	RFx No	RFx Respo	nse No	Vendor Name	Attachment		6	RFx Response No	Vendor Name	Comments		Sender	Sent Date	Sent Time	
	510000	0185 610000018	5		STARTUP DOCUMEN	T.DOCX		6100000185	FELIX ENGG. C	D. PAN number	scan copy is not properly	10100020	23.07.2020	11:17:04	
	5100000185 6100000187 STARTUP DOCUMENT.DOCX					visible. Please mail it on abc@test.com									
	510000	0185 610000018	8		STARTUP DOCUMEN	T.DOCX									
							_					_			-

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

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

Once Buyer has performed his preliminary scrutiny and received all the shortfall documents, it is mandatory to maintain the overall comments & Save it by clicking on the "Save" button. Please see screenshot below.

er's Overall C utiny's Te	All the det document Felix Engo Forwardin committee	ails verified s also recei j. Co. g to scrutiny members	and shortfall ved and verified v and review	from		
User ID	Full Name		Status	Comment's Date	Comment's Time	Comments
10100011	SIDDHASA	NJAY APH	ALE		00:00:00	
10100012	PERAMPA	TTANALIL (GOPI		00:00:00	
servation/	Recommendatio	on comn Status	Comment's I	nments	ime Comments	
10100013	ARVIND APANDKA	R	Commone	00:00:00		
10100024	MRINALINI KELKAR	2		00:00:00		

Buyer needs to forward the tender to the scrutiny and review committee team further. To do so Buyer first needs to click on "Maintain Workflow Sequence" button as shown below.

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	Full Name		Status	Comment's D	ate Co	omment's Time	Comments
100011	SIDDHASAN	JAY APHA	LE		00:	:00:00	
100012	PERAMPATT	ANALIL G	OPI		00:	:00:00	
vation/	Recommendatior	n comm	ittee's Co	mments			
vation/ ser ID	Recommendation Full Name	comm Status	ittee's Co Comment's	mments Date Commen	t's Time	Comments	
vation/ ser ID 0100013	Recommendation Full Name ARVIND APANDKAR	status	ittee's Co Comment's	mments Date Commen 00:00:00	t's Time	Comments	
vation/ ser ID 0100013 0100024	Recommendation Full Name ARVIND APANDKAR MRINALINI KELKAR	status	ittee's Co Comment's	mments Date Commen 00:00:00 00:00:00	t's Time	Comments	

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.

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

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

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S	Maintain Sequence for Scrutiny and Committee me									
Mai	Maintain Sequence for Scrutiny Workflow members									
	User Name	Full Name		User T	уре	Sequen	ce			
	10100011	SIDDHASANJAY APHA	LE	А			1			
	10100012	PERAMPATTANALIL G	OPI	А			2			
							7			
Mai	ntain Sequ	ence for Committe	e W	/orkflc	w m	nember	rs			
	User Name	Full Name	Use	er Type	Seq	uence				
	10100013	ARVIND APANDKAR	С			1				
	10100024	MRINALINI KELKAR	С			2				
Sav	e Sequence	Back To Main Screen								

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

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



System will display message as shown in below screenshot.

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All 🔽	1	
Vor	rkflow Started Successfully	****
SAP		Technical Comparative Statement
	5100000176	
Purch Org:	Mumbai Port Trust Purchase Organisation	

Once the Buyer has clicked on the "Forward" button the workflow will get triggered as shown in screenshot above. All the buttons below will get deactivated. Only PDF & Close buttons will be active.

Save Short Fall Docs	Maintain Workflow Sequence	Forward PDF	Close
1			

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

Approving TCR

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

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

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

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💯 Inbox - IPA SRM Portal	× 🚺			
	E - PROCUREMEN	NT PORTAL	Welcome SIDDHAS Login Time	Log C ANJAY APHALE (1010001 e:23/07/2020 11:30.41 I!
Home Strategic Purchasin Overview	3			
Work Overview Reports	Aleris Tasks (4/4) Notifications Show: New and In Progress Tasks (4/4) V All V			¢ 7° C 5
Services Advanced Search	E Subject	Sent Date	≂ Due Date ≜ Sta	atus
	Please Evaluate TECHNICAL COMPARATIVE REPORT for RFx 510000125 Please Evaluate TECHNICAL COMPARATIVE REPORT for RFx 510000125 Please Evaluate TECHNICAL COMPARATIVE REPORT for RFx 510000124	Today Jun 26, 2020 Jun 26, 2020	Ne Ne	w
	Please Evaluate TECHNICAL COMPARATIVE REPORT for RFx 5100000115	Jun 24, 2020	Ne	w

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.

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🥔 Task - IPA SRM Portal - Internet Explorer - [InPrivate]
InPrivate w https://ipasdbqieq.portebs.com:50001/irj/portal?NavigationTarget=F
Please evaluate the below RFx RFx No: 5100000185
Comments from 10100011 scrutiny team member This is a free text box
Submit Return TCR PDF Close

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

Z Data Updated Successfully					
Please evaluate the below RFx					
RFx No: 5100000185					
Comments from 10100011 scrutiny team member This is a free text box					
Submit Datum TCD DDE Class					

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

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

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

Review committee members need to follow the steps as mentioned above from point#6.3.1 to point#6.3.5

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

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	documents a Felix Engg. C Forwarding to committee m	llso received an Co. o scrutiny and re embers	d verified from						
s Team Cor	nment								
)	Full Name		Status	Comment's Date	Comment's Time	Comments			
12	PERAMPATT	ANALIL GOPI	APPROVED	23.07.2020	11:39:07	Please proceed ahead. Recommended by s	crutiny team member 10100012		
11	SIDDHASANJ	AY APHALE	APPROVED	23.07.2020	11:36:52	Comments from 10100011 scrutiny team m	ember This is a free text box		
on/Recom	mendation	committee	's Commer	nts					
) Full Nam	e	Status	Comment's D	ate Comment's T	ime Comments				
024 MRINAL	.INI KELKAR	APPROVED	23.07.2020	11:41:59	Reviewed by	auditor and acknowledge			
013 ARVINE	APANDKAR	APPROVED	23.07.2020	11:40:31	Recommend	ed by review committee team member 101000	13		
	Team Cor 12 11 11 11 11 11 11 11 11 11	Commenses Peak Lings A Four Lings I Comment Full Name SIDDHASANJ SIDDHASANJ Full Name Karaana Full Name Karaana Full Name Karaana SIDHASANJ S	Image: Section and Committee Person and room integration of committee members Image: Section and room integration of committee mem	Image: Constraint of the const	Image: Second Second Period Engine Constraints Period Second Period Period Period Second Period P	Fail Ligg CO. PERAMPATANALIL GOPI APPROVED Comment's Date Comment's Comment	Feak Engine Converting for Security and review committee members Teak Engine Converting to Security and review committee members Teak Engine Converting to Security and review committee members Full Name Status Comment's Date Comment's Time Comment's Time Comments Comment's Time Comments Please proceed ahead. Recommended by s SiDDHASANJAY APHALE APPROVED 23 07 2020 11 3e.52 Comments from 10100011 scrutiny team member Converting Team Engine Comment's Date Comment's Time Comments Comment's Time Comment's Ti	$ \begin{array}{c c c c c c } eq:star-star-star-star-star-star-star-star-$	$ \begin{array}{c c c c c c } eq:star-star-star-star-star-star-star-star-$

"Accept/Reject" buttons will get activated once the technical comparative statement/report activities are completed.

Click on "Accept" button as shown below to accept the technically qualify the bids.

Resp	Responses and Awards							
Print	Print Preview 🕼 Close Export Questions and Answers (0) System Information Create Memory Snapshot							
Rema	ining Time 0 Days 00:00:00	RFx Name 10100020 22.07.2020 15	:31:01 Type Adv/Opn Tender 1 Env	Status Published Number of Supplie	ers 3 RFx Nurr			
	Response Activity Surrogate Bidding Technical Response Activity							
Т	echnical RFx Responses and Av	vards						
	TCR Report Accept Reject F	Refresh						
	RFx Response	RFx Response Status	Company Name	Bidder Name	RFx Response Vers			
	6100000185	Bid submitted	FELIX ENGG. CO.	FELIX ENGG. CO.	1			
	6100000187	Bid submitted	M/S. A. A. TRADERS,	A. A. TRADERS,	1			
	6100000188	Bid submitted	CONA INDUSTRIES	CONA INDUSTRIES	1			

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Initial status of RFx response will always be "Bid Submitted". Once the decision is performed. The RFx response status will get changed. The same is explained in the subsequent steps below.

Click on "**Reject**" button to technically disqualify the Bidder response.

Resp	oonses and Awards				
Print	Preview 🗘 Close Expo	rt Questions and Answers (0) System Infor	mation Create Memory Snapshot		
Rema	aining Time 0 Days 00:00:00	RFx Name 10100020 22.07.2020 15	31:01 Type Adv/Opn Tender 1 Env	Status Published Number of Suppli	ers 3 RFx Num
	Response Activity Surro	gate Bidding Technical Response Activ	rity		
т	echnical RFx Responses and A	wards			
	TCR Report Accept Reject	Refresh			
	RFx Response	RFx Response Status	Company Name	Bidder Name	RFx Response Ver
	610000185	Bid submitted	FELIX ENGG. CO.	FELIX ENGG. CO.	1
	6100000187	Bid submitted	M/S. A. A. TRADERS,	A. A. TRADERS,	1
	610000188	Bid submitted	CONA INDUSTRIES	CONA INDUSTRIES	1

New window will be displayed wherein Buyer needs to input the reason for technically rejecting the response. Input the relevant comments. Click on **"Save Comments"** button and the click on **"Close"** button.

hnical RFx Responses	and Awards			
R Report Accept R	eject			
RFx Response	RFx Response Status	Company Name	Bidder Name	
6100000188	Bid submitted	CONA INDUSTR	Please enter Rejection Comments	
6100000185	Tech Bid Accepted	FELIX ENGG. CO	Please Enter Comments	
6100000187	Tech Bid Accepted	M/S. A. A. TRAD		
			required for this activity	
			Save Comments	

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

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Res	ponses and Award	ls					(Open side panel
Prin	t Preview 🗘 Close	Export Questions and Answers (0) Sys	stem Information Create Memory Snapshot					.
Ren	naining Time 0 Days 00:00:0	00 RFx Name 10100020 22.0	7.2020 15:31:01 Type Adv/Opn Tender 1 Env	Status Published	Number of Suppliers 3 RF:	KNumber <u>5100000185</u>		
	Response Activity	Surrogate Bidding Technical Respo	nse Activity					
	Technical RFx Responses	and Awards						
	TCR Report Accept Re	ect Refresh						Settings
	RFx Response	RFx Response Status	Company Name	Bidder Name	RFx Response	e Version	Last Changed	-
	6100000185	Tech Bid Accepted	FELIX ENGG. CO.	FELIX ENGG. CO.	1		23.07.2020	
	6100000187	Tech Bid Accepted	M/S. A. A. TRADERS,	A. A. TRADERS,	1		23.07.2020	
	6100000188	Tech Bid Rejected	CONA INDUSTRIES	CONA INDUSTRIES	1		23.07.2020	

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

Price RFx Response Activity

Initiate Price RFx Response Opening

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

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.

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W Strategic Sourcing - IPA SR		
۲	E - PROCUREMENT PORTAL	Uelcome 10100020 (101 Login Time:23/07/2020 11:43.
Home Strategic Purchasing		
Contract Management Contract Management Database Parlser Workload Redistribution Services Advanced Search Conste Documents Advanced Search Conste Documents Auction RPx RFx Template	From: Active Gueries RFss: MU(1) Saved (25) Analing Accessed (24) Published (12) Consisted (13) Belance Bracked (30) Deleted (30) Auctions: Ad(20) Saved (25) Analing Accessed (24) Published (12) Consisted (13) Belance Bracked (30) Deleted (30) Auctions: Ad(20) B(P) (30)	
Central Functions * Cany Out Sourcing Upload / Migrate Certificate		Chance Guery Define Hew Guery Personalize
Contract Management Business Partner Workload Rediatribution Services Adviaced Search Creete Documents - Auction - Auction - Auction Template - RFX - RFX Template Central Functions - Carry Out Sourcing	Performing Granitation: December 2000000000000000000000000000000000000	s Jubrinsion Deadline Responses

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

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

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Display RFx :			
Edit 🖓 Initiate Price RFx Resp	oonse Opening Close Technical RFx Permiss	ons Copy Check 🕞 Discharge RFx Responses and Awards Create	Follow-on RFx Export Print P
Questions and Answers (0) Maintain R	fx Parameter 🖓 Change Price Open Date Sys	em Information Create Memory Snapshot Related Links	
RFx Number 5100000185 RFx Nam Number of Suppliers 3 Num	me 10100020 22.07.2020 15:31:01 Type Ad her of Items 1 Version Number 1	//Opn Tender 1 Env Status Published Created On 22.07.2020 15 Version Type Active Version External Version Number 1	38:46 Created By ADITI S
RFX Information Bidders	Items Notes and Attachments Weight	a Simultaneous Logon	
RFx Parameters Questions Not	tes and Attachments		
Identification RFx Name: Port Tender No: Tender Description: RFx Type:	10100020 22.07.2020 15:31:01 MBPT/2020/07/2201 THIS PLACE HOLDER CAN BE USED TO CAPTURE THE LONG DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS. Adv/Opn Tender 1 Env	User ID: 10100020 * Password: ••••••• Acknowledge Cancel Process Details Process Start-End Time: 00:00:00 - 00:00:00	INR 60,000.00 INR Simple Price Purchase Order or Contract
Publication Type:	Public RFx	Ci Hala	
Organization Purchasing Organization: Purchasing Group:	Mumbai Port Trust Purchase Organisation Material Mgmt Purchase Group Sho	Enter your system password for secondary verification. The password is checked against the system.	
Dates	22.07.2020		
RFX Start Date.	23.07.2020 09:30:00		2
* REX Submission Date:	23.07.2020 11:00:00	* Tender Fee:	1,200.00 INR

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.

Display RFx :							
🖉 Edit 🖏 🛛 Initiate Price RFx Res	sponse Opening Close Technical RFx Permission	Simultaneous Logon			🗆 🗙 te Follow-o	n RFx Export Print Preview	Verify Signature
Questions and Answers (0) Maintain	Rfx Parameter 🚱 Change Price Open Date System						
RFx Number 5100000185 RFx Na Number of Suppliers 3 Num	ame 10100020 22.07.2020 15:31:01 Type Adv/0 mber of items 1 Version Number 1 V	W User approval suc	cessful		15:38:46	Created By ADITI SHEND	YE Time Zone INDIA
		Process Details					
RFX Information Bidders	Items Notes and Attachments Weights a	Process Start-End T	ime: 15:45:43	- 15:50:43			
RFx Parameters Questions N	lotes and Attachments	Trocos clan-End T	10.10.10	- 10.00.40			
		Process Time Rem	aining				
Identification		00:04:59			<u> </u>		
RFx Name:	10100020 22:07:2020 15:31:01	00.04.03	00.00.00	Entered	: INR		
Port Tender No:	MBP1/2020/07/2201	Extend Process Tim	ie. 00.00.00	Exterio		60,000.00 INR	
Tandar Description:	TO CAPTURE THE LONG	Active Approvals			: Simple	Price	
Tender Desemption.	DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS.	line finter			: Purchas	se Order or Contract	
RFx Type:	Adv/Opn Tender 1 Env	User Status	American	Assessed Time	: 🗹		AMC Ind
Publication Type:	Public RFx	User	Approved	Approval Time	: 🗹		
		10100024		00:00:00			Percentage Bi
Organization	Mumbri Ded Trust Durchase Organization	10100016		00:00:00			0it- Dit
Purchasing Organization:	Material Mart Bushess Graus						* Security Deposit Required:
Purchasing Group:	Material Mgmt Purchase Group Snow r						* Security Deposit Percentage: 8
Dates					. 🗸		
RFx Start Date:	23.07.2020 09:30:00	M Help			2		
* RFx Submission Date:	23.07.2020 11:00:00	Enter your austern pa	annord for accord	nu verification. The		1,200.00 INR	
Price Rfx Opening Date:	23.07.2020 11:00:00	password is checked	against the system		23.07.2	020 10:20:00	
Technical DEv Desponse Opening Date:	23.07.2020 11:00:00						
End of Binding Deriod		Close					
Valid From / To:	22.07.2020						
valuerron / ro.	23.07.2020 - 15.01.2021						

Email notification will be triggered to the user's for performing the price RFx response activity. Confidential Document Copyright © 2018 Tech

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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.

screenshot below.

Home Strategic Purchasing		
Overview Reports	•	
Strategic Sourcing		
Contract Management	Strategic Sourcing	E
Business Partner		
Workload Redistribution	* POWL	5
* Services	Active Queries	
Advanced Search	RF== AE(ME) Street (25) Availing Approval (26) Published (26) Considered (2) Release Resided (3) Deteted (3)	
Create Documents	Automa alugi antesi ai presentesi il activitati presenta di constituti constituti constituti ai Sourcing Templates Aufora (8) EPT (8) EPC (8) Autorita (8) English Autorita (8) Company Bett Bit (8)	
* Auction	Central Contracts AL (0)	
* Auction Template	Document Output Lant Zienn (17)	
* RFx	Moresuper Plans (4.30)	
* RFx Template	Rfas-All	
Central Functions	Hide Guick Otheria Maintenance Query has been charged Charged Charges Define New Query Hide State	safize.
* Carry Out Sourcing		
Upload / Migrate Certificate		
	Name of RFz.	
	Status M	
Contract Management	Submission Deadline:	
Business Partner	My RFx:	
Workload Redistribution	Purchase Group:	
_	Number of RFx responses: To To	
Services	august	
Advanced Search		
Create Documents		
* Auction	View: [Dianolard View] 💌 Create RFx Copy Display Intel Delete Publish Responses and Awards Print Preview Robesh Export,	*
* Auction Template	E RFx Number RFx Name Type Status RFx Category Purchasing Organization Submission Deadline Responses	
* 10%	5100000128 19 87 2020 19 54 38 25TI Published Mumbal Port Trust Purchase Organisation 28 87 2020 15	

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

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

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

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Display RFx : Den Price RFx Response Maintain Rfx Parameter System Information Create Memory Snapshot Related Links RFx Number 5100000185 RFx Number 51000000185 RFx Number 5100000185 RFx Number 51000000185 RFx Number 51000000000000000000000000000000000000	Discharge RFX Responses and Awards Create Follow-on RFX	Export Print Preview Verify Signature Questions and Answers (20, 15:38:46 Created By ADITI SHENDYE Time Zone II
RFX Information Bidders Items Notes and Attachments Weights a		
RFx Parameters Questions Notes and Attachments	Liger ID: 10100024	
Identification RFx Name: 10100020 22.07.2020 15:31:01 Port Tender No: MBDT/2020/07/2201 This PLACE HOLDER CAN BE USED TO CAPTURE THE LONG Tender Description DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS SEG CHARACTERS. RFx Type: AdwOpn Tender 1 Env Publication Type: Public RFx	• Password • • • • • • • • • • • • • • • • • • •	INR GOUDDONN Simple Price Purchase Order or Contract V
Organization Purchasing Organization: Mumbai Port Trust Purchase Organisation Purchasing Group: Material Mgmt Purchase Group Show I Dates	Help Enter your system password for secondary verification. The password is checked against the system.	Security Deposit * Security Depo * Security Deposit :
RFx Start Date: 23.07.2020 09:30:00 * RFx Submission Date: 23.07.2020 11:00:00		: 2 : 1,200.00 INR

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

Simultaneous Logon	
User approval successful	
Process Details	
Process Start-End Time: 23:03:23 - 23:08:23	
Process Time Remaining	
00:03:07	
🔂 Help	
Enter your system password for secondary verification. The password is checked against the system.	
Close	
	:

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

There is a possibility of extending the time for opening RFX price response. In such cases, Buyer can click again on the "**Initiate Price RFx Response Opening**" button and extend the time as shown in screenshot below.

A new window will get opened. Provide the time either in hours / minutes or seconds to extend the process.

Click on "Extend" button. System will extend the timings accordingly.

Display RFx :	
Defition Close Technical RFx Permission Close Technical RFx Permission	Simultaneous Logon
Questions and Answers (0) Maintain Rfx Parameter Change Price Open Date System	
RFx Number 5100000185 RFx Name 10100020 22.07.2020 15:31:01 Type Adv/C Number of Suppliers 3 Number of Items 1 Version Number 1 V	Process Details
RFX Information Bidders Items Notes and Attachments Weights a	Process Start-End Time: 15:45:43 - 15:50:43
RFx Parameters Questions Notes and Attachments	Process Time Remaining
Identification RFx Name: 10100020 22.07.2020 15:31:01 Port Tender No: MBPT/2020/07/2201	00:01:21 Extend Process Time: 00:01;00 Extend
THIS PLACE HOLDER CAN BE USED TO CAPTURE THE LONG	Active Approvals
DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS.	User Status
RFx Type: Adv/Opn Tender 1 Env	User Approved Approval Time
Publication Type: Public RFx	10100016 00:00:00
Organization	
Purchasing Organization: Mumbai Port Trust Purchase Organisation	
Purchasing Group: Material Mgmt Purchase Group Show N	
Dates	
RFx Start Date: 23.07.2020 09:30:00	🕅 Help
* RFx Submission Date: 23.07.2020 11:00:00	Enter your system password for secondary verification. The
Price Rfx Opening Date: 23.07.2020 11:00:00	password is checked against the system.
Technical REx Response Opening Date: 23.07.2020 11:00:00	Close

In the given example the time is extended by 1 minutes. System has calculated the revised time as shown in screenshot below.

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Process Details									
Process Start-End Ti	me: 15:45:43	- 15:50:43							
Process Time Rema	ining								
00-01-21					Р	rocess Time Rema	aining		
Extend Process Time Active Approvals	e: 00:01¦00	Exter	nd	: IN : Sin	0(E	2:01:46 xtend Process Time	e: 00:01:00	Exte	nd
User Status				: Pu	A	ctive Approvals			
User	Approved	Approval Time		: 💌		Jser Status			
10100016		00:00:00				User	Approved	Approval Time	Ŀ
						10100016		00:00:00	
			-						
							1		-

The button "Initiate Price Rfx Response Opening" will get disappeared automatically once all the members has acknowledged for opening the price in system as seen in screenshot below.

Display RFx : Open si
RFx Number 5100000185 RFx Name 10100020 Z2 0/ 2020 15:31:01 Type Adv/Opn Tender 1 Env Status Published Created On Z2 0/ 2020 15:38:46 Created By AUTTSHENDYE Time Zone IND/A

Price Comparative Statement

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

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

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

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Display RFx :			Open s
Close Technical RF	x Permissions Copy Check 🔓 Dischart nformation Create Memory Snapshot Relat	rge RFx Responses and Awards Create Follow-on RFx Export Print Previee	w Verify Signature Questions and Answers (0) Maintain Rfx Parameter
RFx Number 5100000185 RFx Na Number of Suppliers 3 Num	nme 10100020 22.07.2020 15:31:01 Typ nber of Items 1 Version Number	e Adv/Opn Tender 1 Env Status Published Created On 22.07.2020 1 Version Type Active Version External Version Number 1	5:38:46 Created By ADITI SHENDYE Time Zone INDIA
RFX Information Bidders	Items Notes and Attachments W	eights and Scores Approval Tracking	
RFx Parameters Questions N	otes and Attachments		
Identification		Event Parameters	
RFx Name:	10100020 22.07.2020 15:31:01	Currency:	INR
Port Tender No:	MBPT/2020/07/2201	Tarret Value:	50.000 00 IND
Tender Description:	THIS PLACE HOLDER CAN BE USED TO CAPTURE THE LONG DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS.	Detailed Price Information: Follow-On Document:	Simple Price
REx Type:	Adv/Opn Tender 1 Env	Bidder Can Change RFx Responses:	AMC Indicat
Publication Type:	Public REx	Allow Multiple RFx Responses for Each Company:	QSB
Tublication Type.		Display Weighting to Bidders:	Percentage Biddin
Organization			
- Purchasing Organization:	Mumbai Port Trust Purchase Organisation	Tender Fee	Security Deposit
Purchasing Group	Material Mgmt Purchase Group	Show Members	* Security Deposit Required: 🔽
· · · · · · · · · · · · · · · · · · ·			* Security Deposit Percentage: 8
Dates		Required	V
RFx Start Date:	23.07.2020 09:30:00	Tender Fee Percentage:	2
* RFx Submission Date:	23.07.2020 11:00:00	* Tonder Eng	4 200 00 IND
N X Submission Bute.	23.01.2020 11.00.00	 Tender Hee: 	1,200.00 INK

A new window will get opened. Select the "**Response Comparison**" tab and click on the "**PCR Report**" button. Please see screenshot below. The list will consists of only technically qualified bidder responses.

Responses and Awards Print Preview Close Export Questions and Answers (0) System Information Create Memory Snapshot Remaining Time 0 Days 00:00:00 RFx Name 10100020 22:07:2020 15:31:01 Type Adv/Opn Tender 1 Env Status Published Number of Suppliers 3 RFx Number 5100000185 Response Activity Response Comparison Surrogate Bidding Technical Response Activity Compare Selected Responses Compare All Responses Advanced Comparison PCR for ALR and AHR B Response Number Response Version Company Name Bidder Name G 00000185 1 FELIX ENGG. CO. FELIX ENGG. CO. FELIX ENGG. CO. G 100000185 1 Mix5 A.d. TRADERS A.d. TRADERS				
Print Preview Close Export Questions and Answers (0) System Information Create Memory Snapshot Remaining Time 0 Days 00:00:00 RFx Name 10100020 22:07:2020 15:31:01 Type Adv/Opn Tender 1 Env Status Published Number of Suppliers 3 RFx Number 5100000185 Response Activity Response Comparison Surrogate Bidding Technical Response Activity PCR for ALR and AHR E Response Number Response Version Company Name Bidder Name Bidder Name Bidder Name 6 100000185 1 FELIX ENGG. CO. FEL	Responses and Awards			
Remaining Time 0 Days 00:00:00 RFx Name 10100020 22:07:2020 15:31:01 Type Adv/Opn Tender 1 Env Status Published Number of Suppliers 3 RFx Number 5100000185 Response Activity Response Comparison Surrogate Bidding Technical Response Activity E Response Science Comparison PCR for ALR and AHR E E Bidder Name Bidder Name Bidder Name Bidder Name Bidder Name E Response Science Comparison FLIX ENGG. CO. FELIX ENGG. CO	Print Preview 🗘 Close Export Questions and Answers (0) System Information Create Memory Snapshot		
Response Activity Response Comparison Surrogate Bidding Technical Response Activity Compare Selected Responses Compare All Responses Advanced Comparison PCR for ALR and AHR E Response Number Response Version Company Name Bidder Name 6 6100000185 1 FELX ENGG. CO. FELIX ENGG. CO. 6 1 MIS & A TRAPERS A A TRAPERS	Remaining Time 0 Days 00:00:00 RFx Name 10100	020 22.07.2020 15:31:01 Type Adv/Opn Tender 1 Env	Status Published Number of Suppliers 3	RFx Number 5100000185
Compare Selected Responses Compare All Responses Advanced Comparison PCR for ALR and AHR E: Response Number Company Name Bidder Name 6 follow000185 1 FELIX ENGG. CO. 6 follow00187 1 Mix S A TRAPERS	Response Activity Response Comparison Sur	rogate Bidding Technical Response Activity		
Compare Selected Responses Compare All Responses Advanced Comparison PCR for ALR and AHR E Response Number Company Name Bidder Name §100000185 1 FELIX ENGG. CO. FELIX ENGG. CO. §100000187 1 MIS & A TRAPES A A TRAPES				
Response Number Response Version Company Name Bidder Name 610000185 1 FELIX ENGG. CO. FELIX ENGG. CO. 610000187 1 MIS A A TRADERS A A TRADERS	Compare Selected Responses Compare All Responses Ad	vanced Comparison V PCR for ALR and AHR		
610000185 1 FELIX ENGS. CO. FELIX ENGS. CO. 610000187 1 M/S A TRADERS A A TRADERS	B Response Number	Response Version	Company Name	Bidder Name
6100000187 1 M/S A A TRADERS A A TRADERS	<u>6100000185</u>	1	FELIX ENGG. CO.	FELIX ENGG. CO.
	<u>6100000187</u>	1	M/S. A. A. TRADERS,	A. A. TRADERS,

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.





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SAP User Manual for Calibration/Statutory/Survey Maintenance

ce Com	Mumbai Pr	ort must Purchase	Organisation											
	narativ	e Statement												
S.No.	Descripti	ion of the work		Unit	Oty	Tr. Rai	nt Estimate le/Unit	Trust Estimate Amount in Rs	ALR (Abnormality Low Rate above -25%)	AHR (Abnormally High Rate above +25%)	FELIX ENGG. CO. Rate/Unit	FELIX ENGO. CO. Amount in Rs	M/S. A. A. TRADERS, Rate/Unit	MS. A. A. TRADERS, Amount in Rs
1	Cal/Stat/	Survey Maint by E	stemal Vendo	r AU	1.	000	0.00	0.00			0.00	0.00	0.00	0.00
2	Two Coa	ats - Oil Bound Dist	lemper	M2	3	000	20000.00	60000.00			19000.00	57000.00	19500.00	58500.00
	Differ fro	m Estimate Cost(in	n %)									5.00-		2.50-
	BASIC C	COST												
	TOTAL											57000.00		58500.00
	ORDER	OF MERIT										Rank 1		Rank 2
Crutiny User	y Tean r ID 00019	n Commen Full Name LATA DATE	ts / Rem Status	arks Comme	nt's Date	Comm 00:00:	ent's Time 00	Comments						
ommit	ttee Co	omments /	Remark	S	Comman	To Date	Common	to Time Com	nante					
ommit	ttee Co r ID	omments / Full Name	Remark	S itatus	Comment	rs Date	Comment	's Time Comr	nents					
ommit User 1010	ttee Co r ID 00024	omments / Full Name MRINALINI K	Remark S ELKAR	S itatus	Comment	rs Date	Comment 00:00:00	's Time Comr	nents					
ommit Use 1010	ttee Co r ID 00024 00017	MRINALINI K MUKESH NA	Remark S ELKAR WANI	S itatus	Comment	rs Date	Comment 00:00:00 00:00:00	's Time Comr	nents					

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

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

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lser ID	Full Name	Status	Comme	ent's Date	Comme	ent's Time	Comme	nts			
10100019	LATA DATE				00:00:0	00					
mmittaa (ommente /	Domar	·ko								
mmittee C	onninents /	Remai	KS								
User ID	Full Name	Nemai	Status	Comment	t's Date	Comment's	Time	Comments			
User ID 10100024	Full Name MRINALINI K	ELKAR	Status	Comment	t's Date	Comment's	Time	Comments			
User ID 10100024 10100017	Full Name MRINALINI K MUKESH NA	ELKAR	Status	Comment	t's Date	Comment's 1 00:00:00 00:00:00	Time	Comments			

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

User ID	Full Name	Status	Comme	ent's Date	Comme	ent's Time	Commer	ts			
10100019	LATA DATE				00:00:0	00					
nmittee (comments /	Remar	ks								
User ID	Full Name		Status	Comment	's Date	Comment's	Time	Comments			
User ID 10100024	Full Name MRINALINI K	ELKAR	Status	Comment	's Date	Comment's	Time	Comments			
User ID 10100024 10100017	Full Name MRINALINI K MUKESH NA	ELKAR	Status	Comment	's Date	Comment's 1 00:00:00 00:00:00	Time	Comments			

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.

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7				
ain Seau	Jence for Scru	tinv	Workflo	w Membe
ser Name	Full Name	Use	er Type	Sequence
0100019	LATA DATE	А		1
ser Name	Full Name		User Type	Sequence
0100024	MRINALINI KELK	AR	С	2
0100017	MUKESH NAWA	NI	С	1

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.

Z PCR for ALR and AHR	× 📑
All 🗹 1	
✓ Workflow Started Suc	cessfully
SAP	Price Comparative Statement
Rfx No: 5100000185	Price Comparative Statement

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Approving PCR

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

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

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

	E - PROCUREMENT	Portal		Welcome LATA DA Login Time:22/07/202	Log 0 TE (10100019 0 09:32.19 IS
Home Strategic Purchasing Overview Work Overview Reports Services Advanced Search	Alerts Tasks (3/3) Notifications Show: New and in Progress Tasks (3/3) All B Subject Please Evaluate PRICE COMPARATIVE REPORT for REx 5100000175 Please Evaluate PRICE COMPARATIVE REPORT for REx 5100000115	Sent Date Jul 20, 2020 Jun 24, 2020 Jun 24, 2020	▼ Due Date	¢ ⊽ ∡ Status New New New	

A new window will get displayed as shown below.

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

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		0 0





E	Log (2 - PROCLIRFMFNIT PORTAL @ Task - IPA SRM Portal - Internet Explorer − □ × [9]
Home Strategic Purchasing	207 https://ipasdbgieg.portebs.com/50001/iij/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fevery_user%2Fgeneral%2Fuwl%2Fcom.sap.netw
Overview Work Overview Reports Services Advanced Search Please Evaluate PRICE COMPARATIVE REP Please Evaluate PRICE COMPARATIVE REP Please Evaluate PRICE COMPARATIVE REP Please Evaluate PRICE COMPARATIVE REP	Please evaluate the below RFx RFx No: [510000176] Reviewed by 10100019 review committee and recommended to proceed further.] Submit: Return: PCR PDF: Close

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

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

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

E	PROCLIREMENT PORTAL Welcome LATA DATE (10) Welcome LATA DATE (10) Task - IPA SRM Portal - Internet Explorer -
Home Strategic Purchasing Overview Work Overview Reports Services Advanced Search Please Evaluate PRICE COMPARATIVE REP	






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

🥔 Task - IPA SRM Portal - Internet Explorer	- [ב
https://ipasdbqieq.portebs.com:50001/irj/portal?NavigationTarget=F	OLES%3A%2F%2Fportal_content%2Fevery_user%2Fgeneral%2Fuwl%2Fcom.	sap
		O
Data Updated Successfully		
Please evaluate the below RFx		
RFx No: 5100000176		
Reviewed by 10100019 review committee and recommended to proceed further.		
Submit Return PCR PDF Close		

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

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

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

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

Initiation for awarding is explained in the next section.

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	2						P	nice Comparativ	ve Statement		
		5100000176									
		Mumbal Port 1	rust Purchas	e Organ	sisation						
rice	e Com	parative Sta	tement								
	S.No.	Description of th	e work		Unit	Qity		Trust Estimate Rate/Unit	Trust Estimate Amount in Rs	FELIX ENGG. CO. Rate/Unit	FELIX ENGG. CO. Amount in Rs
	1	Preventive Main	t by External	Vendor	AU		1.000	0.00	0.00	0.00	0.00
ł	2	Two Coats - Oil	Bound Dister	nper	M2		10.000	16000.00	160000.00	1000.00	10000.00
		Ranking For Iter	n								Rank 1
		Differ from Estim	ate Cost(in 9	63							93.75-
		BASIC COST									
		TOTAL									10000.00
		ORDER OF ME	RIT								Rank 1
sru	itiny Te	eam Comme	ents / Ren	narks							
cru	itiny Te	eam Comme Ful Name	ents / Ren Status	narks	Commer	nt's Date	Comm	ent's Time Com	ments		
cru	ttiny Te User ID 1010001	Full Name 9 LATA DATI	ents / Ren Status E APPROV	narks (VED 2	Commer 22.07.20	nt's Date 120	Comm 09:38:2	ent's Time Com 21 Revi proce	ments wed by 10100019 re red further.	view committee and	recommended to
om	tiny Te User ID 1010001	eam Comme Ful Name 9 LATA DATI	ents / Ren Status E APPROV	narks (VED 2	Commer 22.07.20	nt's Date 120	Comm 09:38:2	ent's Time Com 21 Revis proci	ments wed by 10100019 re ed further.	view committee and	recommended to
om	itiny Te User ID 1010001 mittee User ID	eam Comme Full Name 9 LATA DATI Comments Full Name	ents / Ren Status E APPRON / Remark	narks (2 /ED 2 (S Status	Commer 22.07.20	nt's Date 120 Comment	Comm 09:38:2	ent's Time Com 21 Revi proce Comment's Time	ments wed by 10100019 re red further.	view committee and	I recommended to
om	ttiny Te User ID 1010001 mittee User ID 1010001	Comments Full Name 9 LATA DATI Comments Full Name 7 MUKESH M	ents / Ren Status E APPROV / Remark	narks (/ED 2 (S Status APPRO	Commer 22.07.20 VED	nt's Date 120 Comment 22.07.202	Comm 09:38:2 Ps Date 20	ent's Time Com 21 Revis proci 22 Comment's Time 09:47:31	ments wed by 10100019 re red further.	view committee and	I recommended to

Award Response

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

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

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

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

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SAP User Manual for Calibration/Statutory/Survey Maintenance

Display RFx : Fedt Close Technical RF Change Price Open Date System In RFx Number 510000185 RFx Na Number of Suppliers 3 Num RFX Information Bidders RFx Parameters Questions Num Identification	x Permissions Copy Check [2] Discha formation Create Memory Snapshot Relat me 10100020 22.07.2020 15.31.01 Typ nber of Items 1 Version Number 1 Items Notes and Attachments W ples and Attachments	rge RFx Responses and Awards) Create Follow-on RFx Export Print Preved Links _ ed Links _ e Adv/Opn Tender 1 Env Status Published Created On 22.07.2021 1 Version Type Active Version External Version Number 1 leights and Scores Approval Tracking Event Barameters	Open : riew Verify Signature Questions and Answers (0) Maintain Rfx Parameter
RFx Name: Port Tender No: Tender Description: RFx Type: Publication Type:	10100020 22.07.2020 15:31:01 MBPT/2020/07/2201 THIS PLACE HOLDER CAN BE USED TO CAPTURE THE LONG DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS. Adv/Opn Tender 1 Env Public RFx	Currenc Target Valu Detailed Price Informatic Follow-On Docume Bidder Can Change RFx Response Allow Multiple RFx Responses for Each Compar Display Weighting to Bidde	y: INR e: 60,000.00 INR m: Simple Price mt: Purchase Order or Contract s: ♥ AMC Indicat y: ♥ QSE rs: Percentage Biddi
Organization Purchasing Organization: Purchasing Group: Dates RFx Start Date: * RFx Submission Date:	Mumbai Port Trust Purchase Organisation Material Mgmt Purchase Group 23.07.2020 09:30:00 23.07.2020 11:00:00	Tender Fee <u>Show Members</u> Require Tender Fee Percentag * Tender Fe	Security Deposit * Security Deposit Required: * Security Deposit Percentage: 8 d: 2 e: 1,200.00 INR

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

Alternative Thinking

Decreases and Awards								
Responses and Awards	Responses and Awards							
	System mornauon Oreate Memory Snapshot							
Remaining Time 0 Days 00:00:00 RFx Name 10100	0020 22.07.2020 15:31:01 Type Adv/Opn Tender 1 Env	Status Published Number of Suppliers 3 RFx Num	ber <u>5100000185</u>					
Response Activity Response Comparison Sur	rogate Bidding Technical Response Activity							
Compare Selected Responses Compare All Responses Ad	vanced Comparison							
Response Number	Response Version	Company Name	Bidder Name					
<u>6100000185</u>	1	FELIX ENGG. CO.	FELIX ENGG. CO.					
<u>6100000187</u>	1	M/S. A. A. TRADERS,	A. A. TRADERS,					
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A new screen will be displayed as shown below. Click on "Edit" button to proceed further to award the RFx response.

Responses	s and Av Print Preview	vards	estions and Answers (0) System Information Cre	ate Memory Snapshot					
Remaining Tim	Remaining Time 0 Days 00:00:00 RFx Name 10100020 22.07.2020 15:31:01 Type Adv/Opn Tender 1 Env Status Published Number of Suppliers 3 RFx Number 5100000185								
Respo	onse Activity	Response Comparison	Surrogate Bidding Technical Response /	Activity					
Display Bid	dders Comp	arison Date: 23.07.2020	Back to Response Comparison Main View	Generate PDF Download Response Comparison					
				Expand All Collapse All					
Heade	er/Item No. I	Item/Attributes	FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted	A. A. TRADERS, : M/S. A. A. TRADERS, : Submitted					
💌 He	eader	Description	10100020 22.07.2020 15:31:01	10100020 22.07.2020 15:31:01					
		RFX Response Number	6100000185	6100000187					
	(Overall Bidder Rank	1	2					
	1	Bidder Name	FELIX ENGG. CO.	A. A. TRADERS,					
	1	Bidder Number	40000442	40000444					
		Submission date and time	23.07.2020 11:45:58	23.07.2020 11:46:01					
	(Currency	INR	INR					
		Total Value	57,000.00	58,500.00					
	1	Deviation From RFx Response	0.000 %	2.632 %					
	1	Accept							
► Ite	em:	Short Text	Cal/Stat/Survey Maint by External Vendor	VStat/Survey Maint by External Vendor Cal/Stat/Survey Maint by External Vendor					
•	Item:	Short Text	Two Coats - Oil Bound Distemper	Two Coats - Oil Bound Distemper					
Total Accept Best Bid	oted Items Val Value:	ue: 57	0.00 ,000.00						

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

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Responses and Awards							
Print Preview Close	se Display Award Export Qu	estions and Answers (0) System Information Cre	ate Memory Snapshot				
Remaining Time 0 Da	ays 00:00:00 RFx Nan	ne 10100020 22.07.2020 15:31:01 Type Adv/O	pn Tender 1 Env Status Published Number				
Response Activ	vity Response Comparison	Surrogate Bidding Technical Response	Activity				
Display Bidders C	omparison Date: 23.07.2020	Back to Response Comparison Main View	Generate PDF Download Response Comparison				
			Expand All Collapse All				
Header/Item N	o. Item/Attributes	FELIX ENGG. CO. : FELIX ENGG. CO. : Submitted	A. A. TRADERS, : M/S. A. A. TRADERS, : Submitted				
► Header	Description	10100020 22.07.2020 15:31:01	10100020 22.07.2020 15:31:01				
Titem:	Short Text	Cal/Stat/Survey Maint by External Vendor	Cal/Stat/Survey Maint by External Vendor				
	Delivery date	31.12.21	31.12.21				
	Item-Level Rank	1	2				
	Unit	LE	LE				
	Net value	57,000.00	58,500.00				
	Quantity	1	1				
	Lot-Level Rank	1	2				
	Product Cat.	7200000	72000000				
Currency		INR	INR				
	Deviation From RFx Response	0.000 %	2.632 %				
	Accept						
▼ ♣ Item:	Short Text	Two Coats - Oil Bound Distemper	Two Coats - Oil Bound Distemper				
	Delivery date	31.12.21	31.12.21				

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.

Re	esponses and A	wards							
	Edit Print Preview	/ 🗘 Clos	e Export Ques	tions and Answers (0)	System Informati	on Create Memo	ory Snapshot]	
F	RFx response 61000001	85 (10100020 22	.07.2020 15:31:01)	accepted					
Re	emaining Time 0 Days	00:00:00	RFx Name	10100020 22.07.2020 1	5:31:01 Type	e Adv/Opn Tende	r 1 Env	Status Published	Number of Supplier
	Response Activity	Respons	e Comparison	Surrogate Bidding	Technical Re	sponse Activity			
	Display Bidders Com	parison Date: 2	3.07.2020	Back to Respons	e Comparison Mai	n View Generat	e PDF Down	nload Response Comp	arison
								Expand All Collapse A	u
	Header/Item No.	Item/Attributes	FELIX ENGG. CO	. : FELIX ENGG. CO. : /	Awaiting Approval	A. A. TRADERS	, : M/S. A. A.	TRADERS, : Submitte	d
	Header	Description	10100020 22.07.3	2020 15:31:01		10100020 22.07	.2020 15:31:0	1	
	Item:	Short Text	Cal/Stat/Survey M	Aaint by External Vendor		Cal/Stat/Survey Maint by External Vendor			
	Item:	Short Text	Two Coats - Oil E	ound Distemper		Two Coats - Oil	Bound Disten	iper	
	Total Assented Items V	alue	E7.00	0.00					
	Best Bid Value:	alue.	57,00	0.00					
	Door Did Valao.		01,00						
nfidenti	ial Document					Copyr	right ©	2018 Tech	
			Mahindra	All rights rese	rved				
			wannua.	All rights rese	ivcu.			and a second second second	
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Buyer can check the approvers under the "Approval" tab as shown in screenshot below.

<i>⊔</i> ізріау к⊦х і	kesponse:							
Show My Tasks	Print Preview Close	Technical RFx Response Export LO.	A System Information Cr	eate Memory Snapshot				2
RFx Response Nu	mber 6100000185 RFx Name	e 10100020 22.07.2020 15:31:01	Status Awaiting Approval	Supplier Name FELIX ENGG. CO.	Fotal Value	57,000.00 INR R	Fx Number <u>510000018</u>	<u>15</u>
Rfx Informat	ion Items Notes and Attac	hments Approval Tracking						
Current S	tatus: Active		Header Approval Note					
Current Process	Step: SRM RFx Response/Bid App	proval						
Currently Processe	ed By: MANDAR PARKAR							
Approval Process	Data: Download as XML							
Follo	w Up: 🔲 Work Item to Requester at	Process End						
Header	Item							
Header Appro	oval Status							
Add Approve	r ⊿ Remove Approver							
Sequence	Process Step	Level Status	Status	Processor Determination		Processor	Received On	Processed On F
• 001	SRM RFx Response/Bid Approval	Active (Assigned Process is Running)	Open (No Decision Made)	Get Manager of P. Group (Header) for Appr.	for RFx Response	MANDAR PARKAR	23.07.2020 13:06:59	

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RFx Response Approval

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

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

💇 Inbox - IPA SRM Portal			
	E - PROCUREMENT	Portal	Log (Welcome MANDAR PARKAR (101000 Login Time:23/07/2020 13:11.19 I
Home Strategic Purchasing			
Overview			
· · · · · · · · · · · · · · · · · · ·			
Work Overview	Alerts Tasks (10 / 10) Notifications		
Reports			
▼ Carvicos	Show: New and In Progress Tasks (10 / 10) V All		¢ 7 C
	₿ Subject	Sent Date ⇒ Due Date	≟ Status
Advanced Search	Approve RFx Response 10100020 22.07.2020 15:31:01 Number 6100000185	Today	New
	Approve RFx Number 5100000131	Jul 2, 2020	New
	Approve RFx Number 5100000123	Jun 26, 2020	New
	Approve RFx Number 5100000098	Jun 21, 2020	New
	Approve RFx Number 5100000097	Jun 21, 2020	New
	Approve RFx Number 5100000108	Jun 21, 2020	New
	Approve RFx Number 5100000107	Jun 21, 2020	New
	Approve RFx Number 5100000104	Jun 21, 2020	New
	Approve RFx Number 5100000100	Jun 21, 2020	New
	Approve RFx Response 10100021 16.06.2020 22:55:11 Number 6100000064	Jun 17, 2020	New
	Approve RFx Response 10100020 22.07.2020 15:31:01 Number 6100000185		

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

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Prove RFx Response: Prove RFx Response: Prove Price Prevenew: Close Save LOA System Information Create Memory Snapshet Fx Response Numbe 61000001855 tame 10100020 19 07 2020 19 54 30 Status Availing Approval Supplier Name FELX ENGG. CO. Total Value 10,000 00 INR RFx Number 5100000173 Rtx Information Items Notes and Attachments Approval Tracking ieneral Data Notes and Attachments Questions Messages
Description Print Pervisive Close Save LOA System Information Created Memory Snapshot Fx Response Numble 6100000185 tame 10,000.00 INR RFx Number 10,000.00 INR Inclassing 10,000.00 INR
Fx Response Numbe 6100000185 tame 10100020 19 07 2020 19 54 38 Status Awating Approval Supplier Name FELIX ENGG. CO. Total Value 10,000.00 INR RFx Number 5100000178 Rfx Information tems Notes and Attachments Approval Tracking ieneral Data Notes and Attachments Questions Messages Fibede Contact Information Supplier Name: FELX ENGG. CO. Last Changed Information Fax: Creation Data: 20.07 2020 19.57.42 INDIA Fax: Creation Data: 20.07 2020 19.57.42 INDIA Fax: Creation Data: 20.07 2020 19.57.42 INDIA Contact Preson Name: FELX ENGG. CO. Creation Data: Contact Preson Name: FELX ENGG. CO. Creation Data: Contact Preson Name: FELX ENGG. CO. Creation Data: EMat: ag00615222@techmathindra.com Creation Data: Fax: Creation Data: 20.07 2020 13.44.49 INDIA Contact Preson Note: Incoherry: Incoherry: Process Type: QUT Creation Data: Contact Preson Note: Single Price Status and Statistics Contact Preson Note: Incoherry: Creation Data: Process Type: QUT Creation Price Creation Price Contact Prices Note: Single Price </th
Fit Response Numbe DUUUUUISS Same 10,000.00 INR RFx Number 5100000178 Rtk Information Items Notes and Attachments Approval Tracking ieneral Data Notes and Attachments Questions Messages Issic Data Bidder Contact Information BFX Response Information Items Suppler Name: FELX ENGG. CO. Last Changed Dy: 20.07.2020 19.57.42 INDIA Contact Preson Name: FELX ENGG. CO. Last Changed Dy: ADITI SHENDYE E-Mait: ag00615222@techmabindra.com Creation Date: 20.07.2020 19.57.42 INDIA Fax: Creation Date: 20.07.2020 13.44.49 INDIA Items Contact Preson Represe Service and Delivery Items Items Fax: Created By: Mr. FELX ENGO.CO. Created Delivery Items Contact Preson Represe Service and Delivery Items Items Items
Rt Information Items Notes and Attachments Approval Tracking ieneral Data Notes and Attachments Questions Messages Bidder Contact Information Bidder Contact Information Suppler Name: FLLX ENGO. CO. Contact Preson Name: FLLX ENGO. CO. Cast ag00615222@techmahindra.com Fax: Creation Date: 20.07.2020 13.54.49 INDIA Fax: Creation Date: Phone: 123456789 Vent Parameters Paces Type: QuOT Curencey: India Ruppe Detailed Price Information: Single Price Status and Statistics Created Dir: Created Dir: Status and Statistics Created On: Status and Statistics Created Dir: 100,000,00 INR
▼ Basic Data Bidder Contact Information RFx Response Information Suppler Name: FELXX ENGG. CO. Contact Person Name: FELXX ENGG. CO. Last Changed On: 20 07 2020 19.57.42 INDIA Contact Person Name: FELXX ENGG. CO. Last Changed On: 20 07 2020 13.54.49 INDIA Contact Person Name: FELXX ENGG. CO. E-Mail: 200615222@techmahindra.com Fax: Created By: Phone: 123456789 Event Parameters Service and Delivery Process Type: QUOT Currency: Indian Rupee Detailed Price Informacio: Sintais Rupee Follow-On Document Purchase Order or Contract Fallew - Document Purchase Order or Contract Target Value of RFx in Original Currency: 160,000.00 INR
Bidder Contact Information RFx Response Information Suppler Name: FLUX ENGG. CO. Last Changed Or: 20.07.2020 19.74.41 NDUA Contact Person Name: FLUX ENGG. CO. Last Changed Dr: 20.07.2020 19.74.41 NDUA Contact Person Name: FLUX ENGG. CO. Last Changed Dr: 20.07.2020 19.74.41 NDUA E-Mail: a00015222@techmahindra.com Coreation 20.07.2020 19.74.41 NDUA Fac: Created Br: Nr. FELX ENGG. CO. Phone: 12.3456789 Incotern: Incotern: Event Parameters Service and Delivery Process Type: QUOT Incotern: Incotern: Currency: India Rupee Incotern: Incotern: Detailed Proice Status Coreated Or: 20.67.2020 13.44.49 INDUA Target Value of RFx in Original Currency: 160,000.00 INR Created Br: Mr. FELX ENGO. CO.
Suppler Name: FELIX ENGG. CO. Last Changed Or: 20.07.2020 19.57.42 INDIA Contact Person Name: FELIX ENGG. CO. Last Changed By: ADITI SHENDYE E-Mail: ag00615222@techmahindra.com Creation Date: 20.07.2020 19.57.42 INDIA Fax: Created By: Mr. FELIX ENGG. CO.
Contact Person Name: FELIX ENGG. CO. Last Changed By: ADITI SHEANOYE E-Mail: ag00615222@techmahindra.com Creation Date: 20.07.2020 13.44.49 INDIA Fax: Creation Date: 20.07.2020 13.44.49 INDIA Fax: Created By: Mr. FELIX ENGG. CO. Phone: 123456789 Service and Delivery Currency: Indian Ruppe Incolerne: Currency: Indian Ruppe Status and Statistics Detailed Price Information: Simple Price Follow-On Document: Purchase Order or Contract Target Value of RFx in Original Currency: 160,000.00 INR
E-Mali: ag00615222@techmahindra.com Creation Date: 20.07.2020 13.44.49 INDUA Fac: Created By: Mr. FELXK ENGG. CO. Phone: 123456789 Cvent Parameters Service and Delivery Currency: Indian Ruppe Detailed Price Information: Simple Price Status and Statistics Follow-On Document Purchase Order or Contract Created By: Mr. FELXK ENGG. CO. Target Value of RFx in Original Currency: 160,000.00 INR Created By: Mr. FELXK ENGG. CO.
Fax: Created By: Mr. FELIX ENGS. CO. Phone: 123456789 Service and Delivery Incotern: Outman: Incotern: Currency: Indian Ruppe Detailed Price Information: Single Price Follow-On Documenti Purchase Order or Contract Careated By: Mr. FELIX ENGS. CO.
Phone: 123456789 Service and Delivery Service and Delivery Process Type: QUOT Incoherm: Inc
Service and Delivery Service and Delivery Process Type QOUT Incohernic Incohernic <tdi< td=""></tdi<>
Process Type: OUOT Incolern: Currency: Indian Rupee Detailed Price Information: Simple Price Follow-On Document: Purchase Order or Contract Target Value of RFx in Original Currency: 160,000.00 INR
Currency: Indian Ruppe Detailed Price Status and Statistics Follow-On Document: Purchase Order or Contract Created On: 20.07.2020 13.44.49 INDIA Target Value of RFx in Original Currency: 160,000.00 INR Created By: Mr. FELIX ENGG. CO.
Detailed Price Status and Statistics Follow-On Document Purchase Order or Contract Created On: 20.07.2020 13.44-49 INDIA Target Value of RFx in Original Currency: 160,000.00 INR Created By: Mr. FELIX ENGO. CO.
Follow-On Document Purchase Order or Contract Created On: 20.07.2020 13:44:49 INDIA Target Value of RFx in Original Currency: 160,000.00 INR Created By: Mr. FELIX ENGO. CO.
Target Value of RFx in Original Currency: 160,000.00 INR Created By: Mr. FELIX ENGO. CO.
arget Value of RFx in Selected Currency: 160,000.00 INIR Last Processed On: 20.07.2020 19:57:42 INDIA
Net Value of Header Items: 10,000.00 INR Last Processed By: ADITI SHENDYE
Terms of Payment
LONG TENDE DESCRIPTION THIS
nganzzion state di tate
isplay RFx Response:
Show My Tasks Print Preview 🤣 Close Technical RFx Response Export LOA System Information Create Memory Snapshot
Action periorities successionly
XFx Response Number 6100000185 RFx Name 10100020 22.07.2020 15:31:01 Status Awaiting Approval Supplier Name FELIX ENGG. CO. Total Value 57,000.00 INR
Rfx Information Items Notes and Attachments Approval Tracking
General Data Notes and Attachments Questions Messages
▼ Basic Data
Bidder Contact Information REX Response Information
Suppler Name: FELX ENGS. CO. Last Changed On: 23.07.2020 13:06:57 INDIA
Contact Person Name: FELIX ENGG. CO. Last Changed By: ADITI SHENDYE
E-Maii: aq00615222@techmahindra.com Creation Date: 23.07.2020 09:51:53 INDIA
Fax: Created By: Mr. FELIX ENGG. CO.
Phone: 123456789

Create Purchase Order

This is a final step wherein Buyer will be converting the response for the L1 bidder to either

Purchase order / Service Order or Contract. To perform this activity, Buyer needs to login to the EBS portal by following the steps mentioned in section 1.1

Under the POWL screen, user can search for the particular RFx or select the particular RFx

from the dashboard and click on "Display" button. The other way, is to click on the RFx number link to display the RFx.

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Home Strategic Purchasing		
Overview Reports		
Strategic Sourcing		
Contract Management	Strategic Sourcing	C
Business Partner		
Workload Redistribution	* POWL	- 5
* Sensions	Active Queries	
A descent from the	RFxx AR(NO) Saved (25) Availing Approval (26) Published (26) Completed (2) Release Rejected (2) Deleted (2)	
Advanced search	Auctions &II(2) Saved.00 Published.(1) Active.00 Exceed.00 Ended.00 Sampleted.00	
Create Documents	Control contents of PERCO HER DE HER DE Antonio DE Englis Ancientes De Content Destantes DE	
Auction Terretate	Document Output Lant 7 days (12)	
1 DD-	Milestone Plans AL(2)	
BEx Template		_
Central Functions	Hide Guidt Criteria Maintenance Guery has been changed Change Guery: Define New Guery: Define	safize.
 Carry Out Sourcing 	Number of STEEDEDETTY	
Upload / Migrate Certificate	F/x Type	
	Name of RFx	
	Status 💌	
Contract Management	Submission Deadline:	
Business Partner	My RFx:	
Westland Extinbitution	Purchase Group:	
	Number of RFx responses:	
Services	Suppler:	
the second from the	Bern Product	
	Apply Clear	_
Create Documents	Apply Clear Veex Standard Vew Create RFx Copy Display Edit Delete Publish Responses and Awards Print Presiew Refresh Export ,	2-
Create Documents * Auction	Apply Clear Veex Standard Verv Create RFx Copy Display Cdt Dislois Publish Responses and Awards Print Preview Refresh Export , IP BFx Number Eff: Klame Tone Status Eff: Category Publish Responses and Awards Print Preview Refresh Export ,	8
Auction Template	Apply Clear Veex Standard Verv • Create RPx Copy Display Cdll Display Edit Display Cdll Display Cdll Display Cdll Display Cdll Display Cdll Display Cdll Display Edit Display	4

RFx will be displayed. Click on the "Response and Awards" button.

Display RFx :					
Initiate Price RFx Resp	onse Opening Close Technical RFx Pe	rmissions Copy Check 🔓 Discharge P	Fx Responses and Awards C	reate Follow-on RFx Export Print Pr	review Verify Signature
Questions and Answers (0) Maintain R	fx Parameter Change Price Open Date	System Information Create Memory Snap	shot Related Links	//	
		_,,			
REX Number 5100000176 REX Nat	me 10100020 19 07 2020 19:54:38 Tvn	e Single Tender Status Published	Created On 19.07 2020 19:56	18 Created By ADITI SHENDVE	Time Zone INDIA
Number of Items 1 Version	Number 1 Version Type Active Ve	ersion External Version Number			
			_		
RFX Information Bidders	Items Notes and Attachments We	eights and Scores Approval Tracki	ng		
RFx Parameters Questions No	ites and Attachments				
Identification		Event Parar	neters		
RFx Name:	10100020 19.07.2020 19:54:38	Event i ala	Curre	nev: INP	
Port Tender No:	MBRT/2020/07/230	1	Cuire		
For Fonder No.			Target Va	alue: 160,000.00 INR	
Tandas Danaintinas	TENDER TYPE IS USED FOR		Detailed Price Information	tion: Simple Price	
Tender Description:	PROPRIETARY / OEM VENDORS. THIS		Follow-On Docum	ent: Purchase Order or Contract	
	FIELD IS OF 256 CHARACTERS.		Bidder Can Change RFx Respon	ses: 🗸	
RFx Type:	Single Lender	Allow Multipl	e RFx Responses for Each Comp	any: 🗹	
Publication Type:	Restricted RFx		Display Weighting to Bidd	lers:	
Organization	Murchail Bard Truck Durahana Organization				
Purchasing Organization:	Mumbal Port Trust Purchase Organisation	lender Fee			Security Depo
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A new screen will be displayed as shown below. Go to the "**Response Comparison**" tab and then click on "**RFx Response number**" link.

Responses and Awards Print Preview Create Follow-on RFx Export Questions and Answers (0) System Information Create Memory Snapshot							
Remaining Time 0 Days 00:00:00 RFx Name 10100020 22:07:2020 15:31:01 Type Adv/Opn Tender 1 Env Status Published Number of Suppliers 3 RFx Number 5100000185							
Response Activity Response Comparison Surrogate Bidding Technical Response Activity							
Details Response On Behalf 4	Return Response Contra	ict Mass Update					
Response Number	Response Status	Company Name	Bidder Name	Intent	Response Version	Last Changed on	Respor
<u>6100000188</u>	Rejected	CONA INDUSTRIES	CONA INDUSTRIES	\diamond	1	23.07.2020	
<u>6100000185</u>	Accepted	FELIX ENGG. CO.	FELIX ENGG. CO.	0	1	23.07.2020	
<u>6100000187</u>	Submitted	M/S. A. A. TRADERS,	A. A. TRADERS,	\diamond	1	23.07.2020	

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

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				Options 🔻
Display RFx Response:				
Print Preview 🗘 Close Technical	RFx Response Export Create Purchase Order Simulate and Creater	te Purchase Order Create Contract Publish To Catalog	Undo Accept LOA System Information	Create Memory Snapshot 👔 👔
RFx Response Number 6100000185	RFx Name 10100020 22.07.2020 15:31:01 Status Accepted	Supplier Name FELIX ENGG. CO. Total Value	57,000.00 INR RFx Number <u>51000</u>	00185
Rfx Information Items N	otes and Attachments Approval Tracking			
General Data Notes and Attachments	Questions Messages			
 Basic Data 				∧
Bidder Contact Information		RFx Response Information		
Supplier Name: FELIX ENGG. CO		Last Changed On: 23.07.2020 13:13:	03 INDIA	
Contact Person Name: FELIX ENGG. CO		Last Changed By: MANDAR PARKA		
E-Mail: aguu615222@teci	imanindra.com	Created By: Mr. FELIX ENGG		
Fax.		Greated by. MILPELIX ENGO.	00.	
Phone. 123456789				
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:	23.07.2020 09:51:53 INDIA	
Target Value of RFx in Original Currency:	60,000.00 INR	Created By:	Mr. FELIX ENGG. CO.]
Target Value of RFx in Selected Currency:	60,000.00 INR	Last Processed On:	23.07.2020 13:13:03 INDIA	
Net Value of Header Items:	57,000.00 INR	Last Processed By:	MANDAR PARKAR]
Terms of Payment:		Dari Taarias Nat	MPDT/2020/07/2204	
		Port Tender No.		
Organization	0.50000024 Mumbri Bert Trust Burchase Organization		TO CAPTURE THE LONG	
Responsible Purchasing Organization:	O 50000054 Mumbai Port Trust Purchase Organisation	Tender Description:	DESCRIPTION OF THE TENDER. THE FIELD LENGTH IS 256 CHARACTERS	
Responsible Purchasing Group:	Material Mgmt Purchase Group		Theo centrino 200 officiente.	
Pre-Bid Location:	MUMBAI PORT - CME DEPARTMENT	Pre-Bid End Date	22.07.2020	~
		Dre Rid End Time	16:00:00	

Click on "Create Purchase Order" button.

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Display RFx Response:							
Print Preview 🔯 Close Technical	RFx Response Export Create Purchase Orde	er Simulate and Create Purchase Order	Create Contract Publi	ish To Catalog	Undo Accept LOA	System Information	Create Memory Snapshot
RFx Response Number 6100000185	RFx Name 10100020 22.07.2020 15:31:01	Status Accepted Supplier Name	FELIX ENGG. CO.	Total Value	57,000.00 INR	RFx Number 510	0000185
Rfx Information Items No	otes and Attachments Approval Trackin	g					
General Data Notes and Attachments	Questions Messages						
 Basic Data 							
Bidder Contact Information			RFx Response Inform	nation			
Supplier Name: FELIX ENGG. CO.			Last Changed On: 23.	.07.2020 13:13:0	3 INDIA		
Contact Person Name: FELIX ENGG. CO.			Last Changed By: MA	ANDAR PARKAR			
E-Mail: ag00615222@tech	hmahindra.com		Creation Date: 23.	.07.2020 09:51:5	3 INDIA		
Fax:			Created By: Mr.	r. FELIX ENGG. C	0.		
Phone: 123456789							
Event Parameters			Servio	ce and Delivery			
Process Type:	QUOT			Incoterm:]
Currency:	Indian Rupee						
Detailed Price Information:	Simple Price		Status	s and Statistics			
Follow-On Document:	Purchase Order or Contract			Created On:	23.07.2020 09:51:53	INDIA	
Target Value of RFx in Original Currency:	60,000.00 INR			Created By:	Mr. FELIX ENGG. C	0.	
Target Value of RFx in Selected Currency:	60,000.00 INR		Last	Processed On:	23.07.2020 13:13:03	INDIA	
Net Value of Header Items:	57,000.00 INR		Last	Processed By:	MANDAR PARKAR		
Terms of Payment:							
			P	Port Tender No:	MBPT/2020/07/2201		

A new window will get popped-up, select the transaction type and then click on "Create Purchas Order" button.

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Display RFx Response:		
Print Preview Close Technical RFx Response Export Create Purchase Order	Simulate and Create Purchase Order Create Contract Publish To Catalog LOA System Information Create Memory Snapshot	
RFx Response Number 6100000185 RFx Name 10100020 22.07.2020 15:31:01 St	atus Accepted Supplier Name FELIX ENGG. CO. Total Value 57,000.00 INR RFx Number 5100000185	
Rix information Items Notes and Attachments Approval Tracking		
General Data Notes and Attachments Questions Messages		
	Create Purchase Order	_
▼ Basic Data		
Bidder Contact Information	Select from the following transaction types: ormation	
Supplier Name: FELIX ENGG. CO.	Transaction Type Description 23.07.2020 13:36:36 INDIA	
Contact Person Name: FELIX ENGG. CO.	ZZNB STD Purchase Order ADITI SHENDYE	
E-Mail: ag00615222@techmahindra.com	23.07.2020 09:51:53 INDIA	
Fax:	Mr. FELIX ENGG. CO.	
Phone: 123456789		
Event Parameters	rvice and Delivery	
Process Type: QUOT	Create Purchase Order Cancel Incoterm:	
Currency: Indian Rupee		
Detailed Price Information: Simple Price	atus and Statistics	
Follow-On Document: Purchase Order or Contract	Created On: 23.07.2020 09:51:53 INDIA	
Target Value of RFx in Original Currency: 60,000.00 INR	Created By: Mr. FELIX ENGG. CO.	
Target Value of RFx in Selected Currency: 60,000.00 INR	ast Processed On: 23.07.2020 13:36:36 INDIA	
Net Value of Header Items: 57,000.00 INR	Last Processed By: ADITI SHENDYE	
Terms of Payment:		
	Port Tender No: MBPT/2020/07/2201	

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

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isplay RFx Response:				
int Preview 🗘 Close Technical	RFx Response Export Create Purchase C	order Simulate and Create Purchase Order	Create Contract Publish To (Catalog LOA System Information Create Memory Snapshot
PO 4000010071 is in the process of transf	er to back-end system			
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Fx Response Number 6100000185	RFx Name 10100020 22.07.2020 15:31:01	Status Accepted Supplier Name	FELIX ENGG. CO. Total	Value 57,000.00 INR RFx Number 5100000185
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Bidder Contact Information			RFx Response Information	20 40-00-00 INDIA
Supplier Name: FELIX ENGG. CO			Last Changed On: 23.07.202	20 13:36:36 INDIA
Contact Person Name: FELIX ENGG. CO			Last Changed By: ADITISH	
E-Mail: ag00615222@tec	hmahindra.com		Greation Date: 23.07.202	20 09:51:53 INDIA
Fax:			Greated By: Mr. FELD	KENGG. CO.
Phone: 123456789				
vent Parameters			Service and	Delivery
Process Type:	QUOT		Ir	ncoterm:
Currency:	Indian Rupee			
Detailed Price Information:	Simple Price		Status and S	Statistics
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arget Value of RFx in Original Currency:	60,000.00 INR		Cre	ated By: Mr. FELIX ENGG. CO.
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Net Value of Header Items:	57,000.00 INR		Last Proces	ssed By: ADITI SHENDYE
Terms of Pavment:				
			Port Ter	nder No: MBPT/2020/07/2201

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

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Create/ Change Purchase Order Select other Purchase order and enter the PO Number "4000010071"

STD Purchase Order 4000010071 Created by PI_USER Document Overview On Image: Communication Pathers Stor Durchase Order 4000010071 Vendor 400000442 FELDX ENGG. CO. Doc. Date 23.07.2020 Image: Communication Pathers Address Communication Pathers Purc. Order Image: Communication Pathers Image: Contract Image: Communication Pathers Image: Contract Image: Communication Pathers Image: Contract Image: Contract Image: C
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Select Invoice tab and select Tax Code "V1" and in header Level Choose appropriate in Customer Data LD Clause and Save the Purchase Order for Approval Process.

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Click On customer Data and Select LD Clause

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Choose from the option for LD Clause and Press "Enter"



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Release of Purchase Order

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

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Click on " SAP Business Workspace Button.

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



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Expand "Inbox" button, under workflow "Approve Purchase Order 4000010071" message will appear.

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Double Click on the "**Please Approve Purchase Order 4000010071**" message. It will open the Purchase requisition document in Display mode.

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

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

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

Purchase Order will be approved with level 1.

Purchase Order Approval Request notification is forwarded to Approver 2

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

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Click on " SAP Business Workspace Button.

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

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Expand "Inbox" button, under workflow "Approve Purchase Order 4000010071" message will appear.

Double Click on the "**Please Approve Purchase Order 4000010071**" message. System will open the Purchase Order document in Display mode.

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

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Click on "Approve" Button to approve the Purchase Order

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Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Purchase Order will be approved with level 2.

Purchase Order Approval Request notification is forwarded to Approver 3.

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

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Expand "Inbox" button, under workflow "Approve Purchase Order 4000010071" message will appear.

Double Click on the "Please Approve Purchase Order 4000010071" message. System will open the Purchase Order document in Display mode.

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

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

Purchase Order will be approved with level 3.

Purchase Order Approval Request notification is forwarded to Approver 4.

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Login as Approver 4 (CME) in SAP System.

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Click on " SAP Business Workspace Button.

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

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Expand "Inbox" button, under workflow "Approve Purchase Order 4000010071" message will appear.

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Double Click on the "**Please Approve Purchase Order 4000010071**" message. System will open the Purchase Order document in Display mode.

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

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

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Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Purchase Order will be approved with level 4.

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

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Display of Purchase Order

Enter T code ME23N and Enter the other Purchase order No 4000010071 and select Release Strategy System shows that purchase order released all four levels.

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Create/ Change Measurement Sheet

Enter Transaction code ZMS01 in command Bar



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In Create Measurement Sheet Screen, provide below details;

Service Order: 4000010071

Company Code: 1000

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

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Click on "	Input Measurements	" Input measurement Button. System will open Backup sheet
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Service Order - Line Items m Material/Service	Quantity	U	Servi	ices for Item 1 Service No	1 Cal/Stat/Survey Maint by External Vendor Description	▼ Text	Input Measurements	BOQ Qty	BOQ Amoun
Service Order - Line Items Material/Service Cal/Stat/Survey Maint 1	Quantity by Exte 1.000	U A' A V	Servi	ces for Item 1 Service No \$300000085	1 Cal/Stat/Survey Maint by External Vendor Description Two Coats - Oil Bound Distemper	Text	Input Measurements Input Measurements	BOQ Qty 3.000	BOQ Amoun 1 57,000.00
Service Order - Line Items Material/Service Cal/Stat/Survey Maint 1	Quantty by Exte_ 1.000	U A A	Servi	ces for Item 3 Service No 830000085	1 Cal/Stat/Survey Maint by External Vendor Description Two Coats - Oil Bound Distemper	Text	Input Measurements Input Measurements	BOQ Qty 3.000	BOQ Amoun 11 57,000.00
Service Order - Line Items m Material/Service Cal/Stat/Survey Maint 1	QuantBy by Exte_ 1.000		Servi	ces for Item 1 Service No 8300000085	1 Cal/Stat/Survey Maint by External Vendor Description Two Coats - Oil Bound Distemper	Text	Input Measurements Input Measurements	BOQ Qty 3.000	BOQ Amoun 11 57,000.00

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By Clicking input Measurement the below input screen will appear

System Sy	n <u>H</u> elp																	
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Create	e Measurement S	heet																
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Service (Order 4000010071 C	ompany endor	Code 1	000	Mumbai 2 FELIX E	Port Trust NGG. CO.		Plant Purch	ase Group	1000 Mumbai P 101 Material M	ort Trust Igmt		Do	c. Date	23.07	.2020		
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Enter the measurement details

	rement Sne	er														
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e Order 40	00010071 Comp	any Code 100	0	Mumbai P	Port Trust		Plant	1000 M	lumbai Port	Trust			Doc. Date 23	.07.2020		
	Vend	or 400	00442	FELIX EN	GG. CO.		Purchase Gro	up 101 M	laterial Mgm	nt						
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In Back up screen, record the service activity details.

Click on " Save & Exit " Button.

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

Click on " 📙 " icon

System will Create Measurement sheet & displays " JMS: 1100000012 Successfully created. :" Message.







Change Measurement Sheet:

Enter Transaction Code ZMS02 in the Command Bar.



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Enter following data. Company Code: 1000 JMS No:1100000012.

And Press "Enter"

Click on " 🎤 " Workflow will be initiated

Change Me	easurement Sheet										
🞸 Clear Screen	D 🤣 🍋										
Service Order JMS No.	4000010071 Company Coo 1100000012 Vendor	de 1000 40000442	Mumbai Po FELIX ENG	rt Trust G. CO.		Plant Purchase Grou	1000 Mumbai p 101 Material	Port Trust Mgmt		Doc. Date	23.07.20
Doc. Type File name				OBJ	ECT ID GUI	ID		DATE	TY	PE	
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1 Cal/Sta	at/Survey Maint by Exte	1.000	A' *	10	830000008	5 Tı	vo Coats - Oil B	ound Distemper		put Measuremen	nts 3.00

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Workflow Relea	sed for Approval					SA	7			l	MP006

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Approve JMS Sheet

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

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

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Click on " SAP Business Workspace Button.

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

Transaction Code SBWP										
Menu Path Easy Access \rightarrow SAP Menu \rightarrow Office \rightarrow Workplace										
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Expand "Inbox" button, under workflow "Please Approve JMS 1100000012 "message will appear

🖌 Workplace: MP00611268												
	Workflow 29											
 Documents 31 	Ex TOP	Status	Work Item ID Creation Da	Creation P At Co 1	N Dynamic co							
 Workflow 29 	Please approve the JMS 1100009012	0	414966 23.07.2020	13:08:31 5								
 D Overdue entries 0 	Q Please approve the Purchase Order 4000010071	Ø.	415659 23.07.2020	13:04:49 5								
Deadline Messages 0	Q Please approve the Purchase Order 4000010064	Ø	414618 22.07.2020	11:52:04 5								
Entries with Errors 0	Q Please approve the Purchase Regulation 2001000963	0	415320 20.07.2020	02:34:58 5								
• Controx	Please approve the Purchase Requisition 2001000963	0	414579 20.07,2020	02:33:46 5								
Kesuomesion	Q Please approve the Purchase Requisition 2001000952	0	414487 19.07.2020	15:13:42 5	-							
• CP Privace roberts	Qy Please approve the Purchase Requisition 2001000962	Ø	414486 19.07.2020	15:13:02 5	Ŷ							
Coherehad Enklare	Qy Please approve the Purchase Requisition 2001000961	Ø	415262 19.07.2020	15:10:39 5								
• Trah	Please approve the Purchase Regulation 2001000961	Ð.	415261 19.07.2020	15:10:16 5								
TIT Shared trash	Please approve the Purchase Regulation 2001000939	Ð.	415260 19.07.2020	15:10:03 5								
	Please approve the Purchase Requisition 2001000959	Ø	414485 19.07.2020	15:07:07 5								
	Please approve the Purchase Requisition 2001000959	0	414484 19.07,2020	15:06:38 5								
	Please approve the Purchase Requisition 2001000959	Ø	415258 19.07.2020	15:05:51 5								
	4. P											
			👂 Tipa é	tricks: Resubmit	Work Item							
	Please approve the JMS 1100000012											
	Description		Objects and attachmen	ta								
	Select one of the svailable decision option completes the processing of this step.	s. This	No attachments or obj	ects exist								
	Before you make a decision, you can display	the	Activate Windows									

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System will open the JMS document for line item wise approval.

Select the line item & Click on " Post " button.

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E :	Select	ine l	Level1	Leve	el2 Le	evel3 (.evel4	JMS Nun 1100000	nber)012	Company 1000	Code	Service o 4000010	order 071	Item No 1	Vendor 40000442	Vendor name FELIX ENGG. CO.	Doc.Date 23.07.2020	Plant 1000	Service/Mate Cal/Stat/Sun

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









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

년 Decision Edit Goto System Help										
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Decision Step in Workflow										
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Please approve the JMS 1100000012										
Choose one of the following alternatives										
Approve										
Reject										
Display										
Approval or Rejection History										
Hold										
Description	Objects and attachments									
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist									
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.									
If you choose Cancel, the user decision remains in your inbox for processing.										

Measurement Sheet will be approved with level 1.

Measurement Sheet Approval Request notification is forwarded to Approver 2.

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

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SAP	
New password	
Client	500
User	EE001
Password	****
Logon Language	EN

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Click on " SAP Business Workspace Button.

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



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Expand "Inbox" button, under workflow "Please Approve JMS 1100000012 "message will appear

Workplace: MP00611268	20400 5112 6.4.4.4	141.14				
One of the original of th	Workflow 29					
 E Documents 31 	Ex TIDe	Status	Work Item ID Creation Da	Creation	P At Co W	Dynamic co
Workflow 29 Overdue entries 0	Please approve the JMS 1100000012	0	414966 23.07.2020	13:08:31	5	
	Q Please approve the Purchase Order 4000010071	Ø	415659 23.07.2020	13:04:49	5	
Deadline Messages 0	Please approve the Purchase Order 4000010064	Ø	414518 22.07.2020	11:52:04	5	
Entries with Errors 0	Please approve the Purchase Requisition 2001000963	0	415320 20.07.2020	02:34:58	5	
• Controx	Please approve the Purchase Regulation 2001000963	0	414579 20.07,2020	02:33:46	5	
Kesuomeson	Please approve the Purchase Requisition 2001000962	0	414487 19.07.2020	15:13:42	5	-
CO Chronid folders	Q. Please approve the Purchase Requisition 2001000962	Ø	414486 19.07.2020	15:13:02	5	4
Subsched Folders	Please approve the Purchase Requisition 2001000961	Ø	415262 19.07.2020	15:10:39	5	
• 🗊 Trash	Please approve the Purchase Regulation 2001000961	Ð.	415261 19.07.2020	15:10:16	5	
TT Shared trash	Please approve the Purchase Requisition 2001000959	Ø	415260 19.07.2020	15:10:03	5	
1000 (1000)	Please approve the Purchase Requisition 2001000959	Ø	414485 19.07.2020	15:07:07	5	
	Please approve the Purchase Regulation 2001000959	0	414484 19.07,2020	15:06:38	5	
	Please approve the Purchase Requisition 2001000959	Q	415258 19.07.2020	15:05:51	5	
	Please approve the JMS 1100000012 Description Select use of the svalable decision option completes the processing of this step.	s. This	P Tips 6 bjects and attachmen to attachments or obj	tricks ta	: Resubmit W	ork Item.

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System will open the JMS document for line item wise approval.

Select the line item & Click on " Post " button.



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







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

년 Decision Edit Goto System Help					
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Choose one of the following alternatives					
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Hold					
Description	Objects and attachments				
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist				
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.					
If you choose Cancel, the user decision remains in your inbox for processing.					

Measurement Sheet will be approved with level 2.

Measurement Sheet Approval Request notification is forwarded to Approver 3.

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

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Click on " SAP Business Workspace Button.

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







Expand "Inbox" button, under workflow "Please Approve JMS 1100000012 "message will appear

Workplace: MP00611268	20400 722 6.4.4.					
	Workflow 29					
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	Please approve the JMS 1100009012	0	414966 23.07.2020	13:08:31	5	
 • D Overdue entries 0 	Q Please approve the Purchase Order 4000010071	Ø.	415659 23.07.2020	13:04:49	5	
Deadline Messages 0	Q Please approve the Purchase Order 4000010064	Ø	414618 22.07.2020	11:52:04	5	
Entries with Errors 0	Please approve the Purchase Regulation 2001000963	0	415320 20.07.2020	02:34:58	5	
• Cutbox	Q Please approve the Purchase Requisition 2001000963	0	414579 20.07.2020	02:33:46	5	
P OF Resubmesion	Please approve the Purchase Requisition 2001000962	0	414487 19.07.2020	15:13:42	5	-
• CP Physics Tolders	Qy Please approve the Purchase Requisition 2001000962	Ø	414486 19.07.2020	15:13:02	5	ç
• Charter Folders	Qy Please approve the Purchase Requisition 2001000961	Ø	415262 19.07.2020	15:10:39	5	
• Trah	Please approve the Purchase Regulation 2001000961	Ð.	415261 19.07.2020	15:10:16	5	
Tr Shared trash	Please approve the Purchase Requisition 2001000959	Ð	415260 19.07.2020	15:10:03	5	
	Please approve the Purchase Regulation 2001000959	Ø	414485 19.07.2020	15:07:07	5	
	Please approve the Purchase Requisition 2001000959	0	414484 19.07,2020	15:06:38	5	
	Please approve the Purchase Requisition 2001000959	Ø	415258 19.07.2020	15:05:51	5	
	4.9					
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	Select one of the available decision option completes the processing of this step.	s. This	No attachments or obj	ects exis	15	
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System will open the JMS document for line item wise approval.

Select the line item & Click on " Post " button.



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

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

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Decision Step in Workflow	
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Please approve the JMS 1100000012	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

Measurement Sheet will be approved with level 3.

Measurement Sheet Approval Request notification is forwarded to Approver 4.

Login as Approver 4 (CME) in SAP System.

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SAP	
New password	
Client	500
User	CME001
Password	
Logon Language	EN

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Click on " SAP Business Workspace Button.

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

Transaction Code	SBWP
Menu Path	Easy Access \rightarrow SAP Menu \rightarrow Office \rightarrow Workplace
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Expand "Inbox" button, under workflow "Please Approve JMS 1100000012 "message will appear

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	Workflow 29				
 Documents 31 	Ex. TOP	Status	Work Item ID Creation Da	Creation P At Co W	Dynamic co
 Workflow 29 	Please approve the JMS 1100009012	0	414966 23.07.2020	13:08:31 5	
Overdue entries 0	Please approve the Purchase Order 4000010071	Ø	415659 23.07.2020	13:04:49 5	
Deadline Messages 0	Please approve the Purchase Order 4000010064	Ø	414818 22.07.2020	11:52:04 5	
Entries with Errors 0	Please approve the Purchase Requisition 2001000963	O	415320 20.07.2020	02:34:58 5	
• Controx	Please approve the Purchase Requisition 2001000963	Ø	414579 20.07,2020	02:33:46 5	
Kestomeson	Q Please approve the Purchase Requisition 2001000962	0	414487 19.07.2020	15:13:42 5	-
• CP Provide Topoers	Q. Please approve the Purchase Requisition 2001000962	Ø	414486 19.07.2020	15:13:02 5	Ŷ
Coherehad Enidare	Qy Please approve the Purchase Requisition 2001000961	Ø	415262 19.07.2020	15:10:39 5	
• Trah	Qy Please approve the Purchase Requisition 2001000961	Ø.	415261 19.07.2020	15:10:16 5	
Shared trash	Qy Please approve the Purchase Requisition 2001000939	Ø	415260 19.07.2020	15:10:03 5	
	Please approve the Purchase Requisition 2001000959	Ø	414485 19.07.2020	15:07:07 5	
	Please approve the Purchase Requisition 2001000959	Ø	414484 19.07,2020	15:06:38 5	
	Please approve the Purchase Requisition 2001000959	Ø	415258 19.07.2020	15:05:51 5	
	1366 CONSTINUE OF STATUS CONSTINUE OF STATUS meths 9 Ex. This Status Workflow 29 138 Pease approve the MS 110000012 14569 23.07.2000 138831 5 138 Pease approve the Purchase Code 40000150071 41569 23.07.2000 138494 5 139 Pease approve the Purchase Code 40000150071 41569 23.07.2000 13249 5 139 Pease approve the Purchase Requisitor 200100983 413532 2.07.2020 12.3246 5 139 Pease approve the Purchase Requisitor 200100983 41451 9.07.2020 15.1342 5 139 Pease approve the Purchase Requisitor 200100983 41525 18.07.2020 15.1342 5 139 Pease approve the Purchase Requisitor 200100983 41525 18.07.2020 15.1342 5 139 Pease approve the Purchase Requisitor 200100983 41525 18.07.2020 15.1342 5 130 Pease approve the Purchase Requisitor 200100995 415465 18.07.2020 15.1618 5 140 Pease approve the Purchase Requisitor 200100995 415465 18.07.2020 15.1618 5 141465 18.07.2020 15.1619 5 Pease approve the Purchase Requisitor 200100959 415465 18.07.2020 15.07.07 5 141465 18.07.2020 15.07.0				
			P Tips 6	tricks: Resubmit W	lork Item
	Please approve the JMS 1100000012				
	Description	1	Objects and attachmen	ta	
	Select one of the available decision option completes the processing of this step.	s. This	No attachments or obj	ects exist	
	Before you make a decision, you can display	the			

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System will open the JMS document for line item wise approval.

Select the line item & Click on " Post " button.



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

🔄 In	formation	×
i	Selected entries will be considered for approval process	
	_	10







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

년 Decision Edit <u>G</u> oto System <u>H</u> elp	
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Decision Step in Workflow	
🚾 Workflow 🖞 Create 😰 Import	
Please approve the JMS 1100000012	
Choose one of the following alternatives	
Approve	
Reject	
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Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	

JMS will be approved with level 4.

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Once the JMS is approved by all 4 level approvers, a notification is triggered to initiator stating "JMS 110000012 is approved"

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• 🧽 Inbox	Uproad Documents 14			r
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Workflow 28	Me Ty Title	At. Author	Date recei Co R	eRecip
Grouped according to content	[] JMS 1100000012 is approved.	SAP_WFRT	23.07.2020	1
Grouped according to content type	MS 1100000012 is approved.	SAP_WERT	23.07.2020	1
Grouped according to sort key	Ka JMS 1100000012 is approved.	SAP_WERT	23.07.2020	1
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 D Overdue entries 0 	Purchase Order 4000010071 is	SAP WERT	23.07.2020	1
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COULDOX COULDOX COULDOX	Purchase Order 4000010071 is	SAP_WFRT	23.07.2020	1
Ce Private folders	MS 110000010 is approved.	SAP_WFRT	22.07.2020	1
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Create/ Change Abstract:

Enter Transaction code ZAS01 in Command bar and press Enter



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In Create Abstract Screen, provide below details, Company Code: 1000 Service PO: 4000010071

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Create Abstract							
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List of Approved and open J	IS	Current of Day	dana dan	dana di Bu		. INTE	
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Create Abstract				
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Service Order 4000	010071 Company Code 1000 Plant 1000 Vendor 40000442	Mumbai Port Trust FELIX ENGG. CO.	Doc. Date 23.07.2020 Purchase Group 101	
List of Approved and open	JMS			
Select JMS No	Created On Created By 23.07.2020 MP00611268	Changed On Changed By	Approved 1	
			· ·	
		Process Sele	ection	

Press Enter.

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

Select the JMS Line Item and Click on " ଢ	Process Selection	" Process Selection Button.
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System will Generate the Abstract Document.

Create Abstra	act
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Invoice Verification:

Enter Transaction code MIR7 in command Bar



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

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In Park Incoming Invoice Screen, provide below details;

Invoice Date: 23.07.2020

Purchase order: 4000010071 & Press Enter.

Park Incoming Invoice: Company Code 1000 Show PO structure Hide worklist Hold Save as Completed Messages I Help INF Worklist Transaction Invoice Invoice 0.00 Held documents Basic Data Payment Details Tax Withholding tax If I Help Docs complete for pos Basic Data Payment Details Tax Withholding tax If I Help Invoice date 23072020 Reference Invoice If I Help If I Help
Show PO structure Hide worklist Hide workli
Worklist Transaction Invoice Invoice 0.00 Held documents Baisc Data Payment Details Tax Withholding tax 0.00 Docs complete for post Baisc Data Payment Details Tax Withholding tax 0.00 Invoice date 23072020 Reference Invoice Invoice Invoice Amount Invoice Invoice Invoice Invoice Invoice Invoice
Calculate Tax Tax Amount Bus.Place/Sectn Text Company Code 1000 Mumbai Port Trust Mumbai
PO Reference G/L Account Material Purchase Order/Scheduling Agreement







System will copy details with reference to PO & Display. Select the Tax Code V1 & Select Calculate Tax Checkbox. Provide Base line date: 23.07.2020 in Payment Tab

ark Incomina Inv	pice: Company Code 1000		
ow PO structure 🗿 Hi	e worklist 💼 Hold 🎬 Simulate 🛛 Save as Completed 💓 Messages 🚯 Help 🐠 NF		
rklist	Transaction Invoice T ROO Balance 59,850.00- INR		
Held documents			
Parked documents	Basic Data Payment Details Tax Withholding tax () () () (C) Vendor 0040000442		
Docs complete for pos	FELIX ENGG. CO.		
	Invoice date 23.07.2020 Reference 3 MOTISHAH CROSS LANE		
	Posting Date 23.07.2020 COZY COTTAGE, 4TH FLOOR, BYCULLA		
	Amount INR 400027 MUMBAI-MUMBAI		
	Calculate Tax		
	Tax Amount 2,850.00 V1 (CGST+SGST 5% In 🔻		
	Bus.Place/Sectn / Bank Key SBIN0000290		
	Text Bank acct 7234896734		
	Paymt terms Due immediately STATE BANK OF INDIA, WORLI NORTH	III OI	
	PO Reference O/L Account Material		
	Purchase Order/Scheduling Agreement 4000010071 Goods/service items	-	
	Layout All information	-	
	🕏 Item Amount Quantity O 😓 Purchase Item PO Text	Central Co	
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Click on **"Calculate Tax Check Box"**, Tax Amount will be calculated as per selected Tax Code and displayed.

Provide Amount including Tax Amount. Amount: 500.

Click on " Simulate " Simulate Button.

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Park Incoming Invoice: Company Code 1000		
Show PO structure 🕑 d 🐺 Simulate 🕞 Save as Completed 🕴 Messages 🚺 Help 💷 NF		
Worklist Transaction Invoice COB Balance COB Balance	0.00 INR	
Parked documents Basic Data Payment Details Tax Withholding tax (Vendor 004000044 Details Tax Withholding tax (Vendor 004000044	442	
Invoice date 23.07.2020 Reference 3 MOTISHAH CROS Posting Date 23.07.2020 INR 3 MOTISHAH CROS Posting Date 23.07.2020 INR 400027 MUMBAL-M Amount 59,850.00 INR 2865273 Tax Amount 2,850.00 V1 (CGST+SGST 5% In. Bank Key Bus.Place/Sectn / Text Bank Key SII Paymt terms Due immediately TATE BANK OF I STATE BANK OF I	DSS LANE 4TH FLOOR, BYCULLA MUMBAI 6 BIN0000290 234896734 INDIA, WORLI NORTH II OI	
Purchase Order/Scheduling Agreement 4000010071	Goods/service items	
E Item Amount Quantity 0 Purchase Item PO Text	Central Co	
1 57,000.00 4000010071 1 CaVStat/Survey Maint by	oy External Vendor	
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		Go to

System will display FI Documents posting details.

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

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						- <u>-</u>			
Park i	Incoming In	nvoice: Company	y Code 1000						
Show PC	O structure 🛛 🔂	Hide worklist 📑	Hold 🚟 Simulate 🏾	Save as Com	oleted	Messages 🚺 Help	0 NF		
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System will park the invoice and displays " Invoice document 6010000020 has been saved as complete " message

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

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

Enter Document Date: 27-07-2020
 Bank Account Details (Rev Outgoing A/c): 23110002
 Vendor Account Number.: 40000442
 Document Date or Entry Date

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Process Open Items							
Document Date	27.07.2020	Туре	KZ	Company Code	1000		
Posting Date	27.07.2020	Period	4	Currency/Rate	INR		
Document Number				Translation dte		Outroing Doub	A
Reference				Cross-CC Number			Account
Doc.Header Text	Calibration Maint			Trading part.BA		details	5
Clearing Text	Calibration Maint						
Bank data							
Account	23110002			Business Area			
Amount	1						-
Amt.in loc.cur.						Vendor Accour	nt Numbe
Bank Charges				LC Bank Charges			
Value date	27.07.2020			Profit Center			
Text	Calibration Maint			logignment			
Open item selection				Additional selections			
Account	40000442			ONone			
Account Type	ĸ	Other Accour	nts	Amount			
Special G/L Ind		Standard OIs		Document Number	r	Г	
Payt Advice No.				OPosting Date		-	
Distribute by Age				ODunning Area			

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

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Other selection Other	er account Pro	cess Open Items			
Parameters entered					
Company Code	1000				
Account	40000	442			
Account Type	K				
Special G/L Ind.			Standard C	Is	
Document Number					
From		то		String	Initial Valu
260000034					

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

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SAP User Manual for Calibration/Statutory/Survey Maintenance

🔉 📝 Distribu	te D	ifference Cha	rge	Off Diff	erence	Sediting Options Sector C	ash Disc. Due			
Standard	P	artial Pmt	Res.	Items	W	H Tax				
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	R	1 7 M	K	Amou	int 🔠	🖥 Gross<>Net 👪 Curre	ncy 🧪 Items	🧪 Items	Disc. 🗪 Disc.	
Processing Sta	tus									
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Display from I	tem	1					Assigned			58,995.00-
Reason Code							Difference Posting	s		

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

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G/L Account	23110002 SBI Revenu	ue Account - 100 085430	- Outgoing	
Company Code	1000 Mumbai Port Trust			
Item 1 / Credit ent	ry / 50			
Amount	58,995.00	INR		
		Calculate Tax		
Business place				
Profit Ctrs				
				📑 More
Value date	27.07.2020			
Assignment				

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

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	/ Taxes	Reset			
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001 50 00 002 25 00	023110002 SBI 040000442 FELI	- Rev - Ou X ENGG. CO	tgoin •	1NK Amount 58,995.00- 58,995.00	TAX ANTU
D_58,995.00	C_58,99	5.00	0.00		* 2 Line Items

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

Document 2300000026 was posted in company code 1000

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

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Display Document: Data Entry View						
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Document Number	230000026	Company Code	1000	Fiscal Year	2020	
Document Date	27.07.2020	Posting Date	27.07.2020	Period	4	
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1000 1 50 23	S110002 SBI - Rev -	Outgoing		58.995.00- INR	TX COSt Cente	
2 25 40	0000442 FELIX ENG	G. CO.		58,995.00 INR		

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

👦 🖬 Document Overview - Display								
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Doc.Type : KZ (Vendor Payment) Norm	al document							
Doc. Number 230000026 Compa	ny Code 1000		Fiscal Year	2020				
Doc. Date 27.07.2020 Posti	ng Date 27.07.202	20	Period	04				
Calculate Tax 🗌								
Doc. Currency INR								
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1 50 23110002 SBI - Rev - Outgoing	20200727		58,995.00-					
2 25 40000442 FELIX ENGG. CO.			58,995.00					

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

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Print Form for	Payment Document	
Document Number	230000026	
Company Code	1000 Mumbai Port Trust	
Fiscal Year	2020	
Payment method and for	n specifications	
Payment Method	C	
Check Lot Number	1	
Alternative Form		
Padding Character		
Output control		
Printer for Forms	ZLP01 Print Immediately	
Payt Advice Printer	Recipient's Language	
	Currency in ISO code	
	✓ Test Printout	

Step 10. Click on check and print preview

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🖙 Print:					×
Output Device	ZLP01			D	
Page selection	L				
Spool Request					
Name	SMART		MZ00596723		
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Authorization					
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Print Now				Number	1
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Close Spool Request				Cover Page Settings	
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Print Preview of ZLP01 Page 00001 of 00001	
Archive 🔌 Print and Archive 🔍 🤤	
A/C Payee	27072020
FELIX ENGG. CO.	
Fifty eight thousand nine hundred ninety five only	
	58,995.00

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

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Text file to bank - Vendor Pay	/ment		
æ			
Company code	1000		
Current Date	27.07.2020	to	
• Print layout			

🖙 Print:							×
Output Device	ZLP01						
Page selection							
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					Department		
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Bank file created successfully:

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	Ν	IUMBAI POR	T TRUST		
Mumb Port F 40000 INDIA To, The B	ai Port Trust House,S.V.Marg,Ballard Estate 11 MUMBAI ranch Manager,				
IDBI E Sir, You are	sank Limited, e requested to make payment	through A/c No: 1099	6685430 for the invoi	ces listed below.	
	I	I	I	Γ	[]
Row#	Party ALEX CHEMICAL & INDUSTRIES	Account No 307651100000204	IFSC IBKL0000307	Amount 2,587.00	Remarks 2300000024
2	MAHARASHTRA BAMBOO BHANDAR			25,200.00	230000025
3	FELIX ENGG. CO.	7234896734	SBIN0000290	58,995.00	230000026
	Tota	Amount:		86,782.00	

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

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

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Click on Other document and Enter Purchase Order: 4202000040.

Click on Other Document Button.

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STD Purchase Order 40	000010071 Created	by PI_USER						
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Parked Invoice Approval:

Login as Approver in SAP System.

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Click on " 칟

" SAP Business Workspace Button.

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

SBWP
Easy Access \rightarrow SAP Menu \rightarrow Office \rightarrow Workplace
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ank Connectivity

Expand "Inbox" button, under workflow "Complete parked invoice 6010000020 2020" message will appear.

Double Click on the "Complete parked invoice 6010000020 2020 "message.

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 Workplace: MP00611268 Drbox Unread Documents 13 	20400 (722 6.4.4.) @ Workflow 29	204421 722 6.4.2.04.3.7.A Workflow 29						
Coursets 16 Workflow 29 Oursets entries 0 Devadine Messages 0	Ex. Title	Status	Work Item ID Creation Da	Creation P At C	W Dynamic colum			
	Please approve the Parked Invoice 6010000020, Year 2020		415677 23.07.2029	13:19:49 5				
	Please approve the Purchase Order 4000010071	0	415659 23.07.2029	13:04:49 5				
	Please approve the Purchase Order 4000010064	0	414818 22.07.2020	11:52:04 5				
Entries with Errors 0	Please approve the Purchase Requisition 2001000963	0	415320 20.07.2020	02:34:58 5				
• Outbax	Please approve the Purchase Regulation 2001000963	0	414579 20.07.2020	02:33:46 5				
• CF Resubmission	Please approve the Purchase Regulation 2001000962	Ø	414487 19.07.2020	15:13:42 5	1			
Private robers	Please approve the Purchase Regulation 2001000962	Ø	414486 19.07.2020	15:13:02 5				
Gritanitad Entrans	Q Please approve the Purchase Requisiton 2001000961	Ø	415262 19.07.2020	15:10:39 5				
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	Q Please approve the Purchase Regulation 2001000959	ö	415258 19.07.2020	15:05:51 5				
					4/4			

It will open the Decision Step in Workflow Screen.

Click on Approve Button.

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년 Decision Edit Goto System Help	
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Decision Step in Workflow	
🖉 Workflow 🖞 Create 😢 Import	
Please approve the Parked Invoice 6010000020, Year 2020	
Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	
Description	Objects and attachments
Select one of the available decision options. This completes the processing of this step.	No attachments or objects exist

Invoice Document will be approved and Posted for Vendor Payment.

Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments. If you choose **Cancel**, the user decision remains in your inbox for processing.

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Workplace: MP00611268		· · · ·
 Index Index 	Unread Documents 16	
• Z Documents 40	Ma Ty Title At Author	Date recei
 Workflow 28 	Re., Hold Invoice 6010000020, Year 2020 is Posted, SAP, WERT	23.07.2020 1
Grouped according to content	Parked Invoice 6010000020, Year 2020 is Posted. SAP WFRT	23.07.2020 1
Grouped according to content type	Parked Invoice 6010000020, Year 2020 is Posted. SAP WFRT	23.07.2020 1
 Grouped according to sort key 	Parked Invoice 6010000020, Year 2020 is Posted. SAP_WFRT	23.07.2020 1
Grouped according to task	M JMS 1100000012 is approved. SAP_WFRT	23.07.2020 1
Overdue entries 0	MS 1100000012 is approved. SAP_WFRT	23.07.2020 1
Deadline Messages 0	M JMS 1100000012 is approved. SAP_WFRT	23.07.2020 1
Outbox	Purchase Order 4000010071 is approved. SAP_WFRT	23.07.2020 1
	Purchase Order 4000010071 is approved. SAP_WFRT	23.07.2020 1
	Purchase Order 4000010071 is approved. SAP_WFRT	23.07.2020 1
Shared folders	Purchase Order 4000010071 is approved. SAP_WFRT	23.07.2020 1
Subscribed Folders	M JMS 1100000010 is approved. SAP_WFRT	22.07.2020 1
• 📅 Trash	Purchase Order 4000010064 is approved. SAP_WFRT	22.07.2020 1
• 📅 Shared trash	Purchase Order 4000010064 is approved. SAP_WFRT	22.07.2020 1
	Parked Invoice 6010000020, Year 2020 is Posted.	
	Hello Sir/Madam,	

Technical Completion of Order

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

Change (Order: Ini	tial Screen				
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Order	100					
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Select the Date and Time of Technically Closure of Order

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Change Calibrat	ion/Statutory/Survey N	faintenance 1000101: Opera	tion Ove								
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Order Saved as Technically Completed and updated in status TECO

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Change Calibration/Statutory/Survey Maintenance 1000101: Central Heade
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Order ZM03 DevIG1 Cal/Stat/Survey Maint Teco GMPS JBFI NMAT PRC SETC I
HeaderData Operations Components Costs Objects Additional Data Location Planning Control
Person responsible PlannerGrp 107 / 1000 MEED Notifctn Mn.wk.ctr FM_CME / 1000 PM CME Departm Costs 0.00 PMActType SystCond. SystCond.
Dates
Basic fin. 31.12.2021 Priority
Reference object
Func. Loc. 1000-COTN-0002 Kala Chowkey Fall Equipment 10000340 5 HP Pumping Set No. 1 Fall Assembly Image: Comparison of the second
First operation
Operation Cal/Stat/Survey Maint Calc. key Calculate duration 💌
WKCtr/Pint PM01 Acty Type UPRT Work durtn Image: Complex comp

Settlement of Order

Enter T code KO88 for Settlement to Cost Center

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Enter the Controlling Area 1000

Actual Settleme	nt: Order		
Settlement Rule			
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Controlling Area	1000		
Order	1000101		
Parameters			
Settlement Period	4	Posting period	
Fiscal Year	2020	Asset Value Date	
Processing Type	1 Automatic 👻		
Processing Options			
Test Run			
Check Trans. Data			

Enter Settlement Period 04 and Fiscal Year 2020 and remove test run Tick box

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Actual Settle	ement: Orde	er Basic list		
68 - 1 2				
Coloction				
Selection				
Selection Parameters	Value	Name		
Order	1000101	Cal/Stat/	Survey Maint	
Period	004			
Posting Period	004			
Fiscal Year	2020			
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Currency	INR	Indian R	upee	
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Selection Parameters			Value	
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Processing completed	with no errors			
Statistics				
Processing Category			Σ Number	
Settlement Executed			1	
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Not Relevant				
Inappropriate Status				
Error				

Click on highlighted option called Detail List.

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Actual Settlement: Order Detail list						
Basic list	👌 🛛 🕄 🧟 Sender	🕄 Receiver	Accounting do	cuments		
Detail list - Settled values						
		Values				
Senders	Short text: Sender	Receiver	Σ ValCOArCur	Inform.		
ORD 1000101	Cal/Stat/Survey Maint	CTR 10050401	57,000.00			
			57,000.00			

Order Settled to the Cost Center

Closure of Order

Enter Transaction IW32

Change Order: Initial Screen						
Header data	Operations	Components	Costs	Additional data	Planning	Control 🛛 😽
Order	[1000101	þ			

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

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

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Order Closed for further posting.