



SAP User Manual for General Maintenance

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

Business Process Manual for General Maintenance

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SAP User Manual for General Maintenance

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

Document History:

Authors & Participants	
Role	Name

Revision History			
Date	Document Version	Document Revision Description	Author
24.07.2020	1.0	Initial Draft	Sabariayyappan Balasubramaniyan, Mona Pal



SAP User Manual for General Maintenance

Reviewed and Approved By			
Name	Title	Date	Approved

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

Its starts right from notification, maintenance order with internal manpower, material PR up to maintenance order closure.



SAP User Manual for General Maintenance

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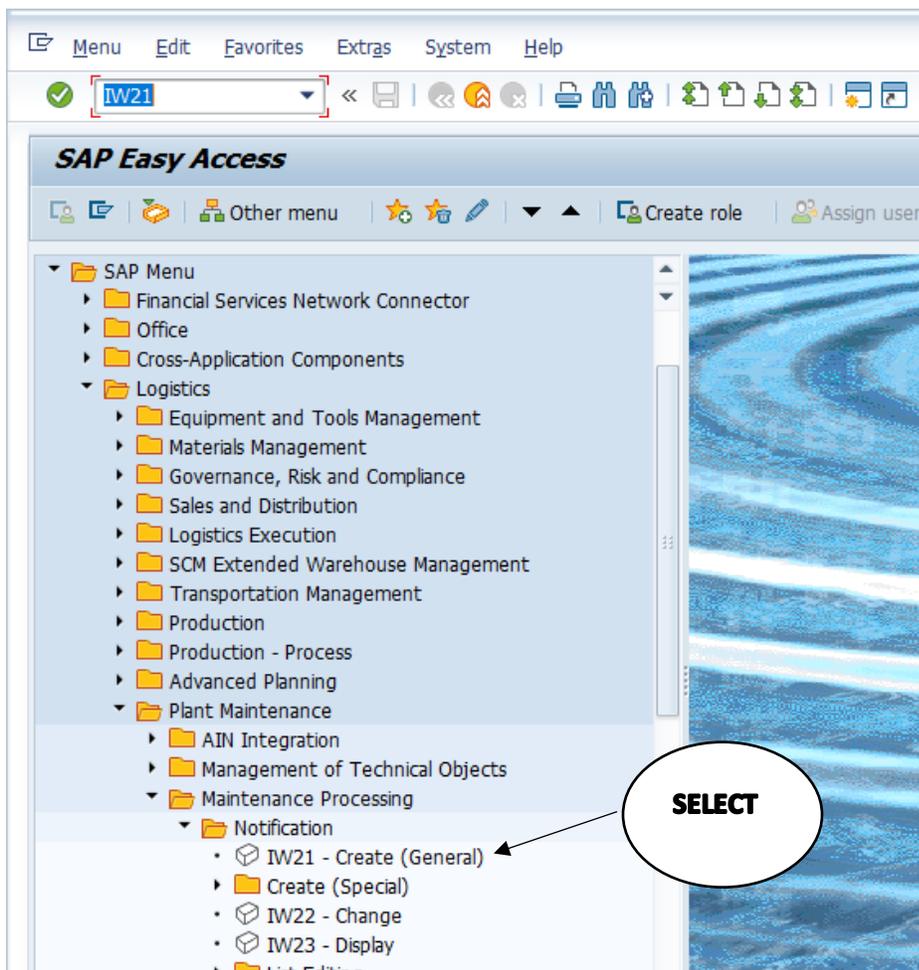
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Creation of General Maintenance Notification:

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

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

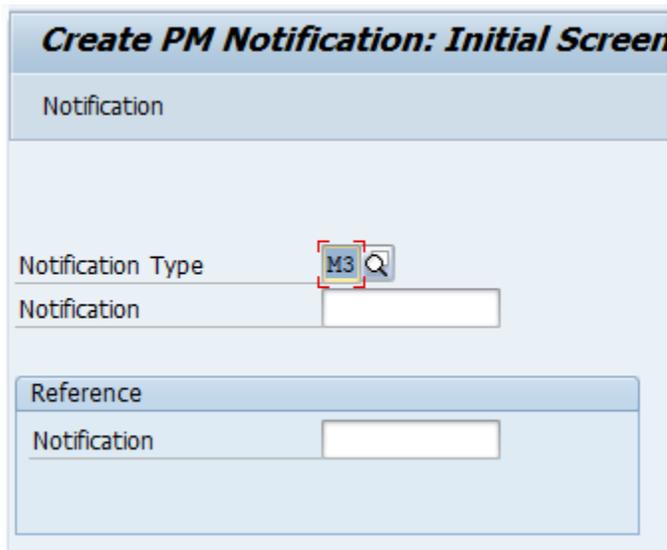
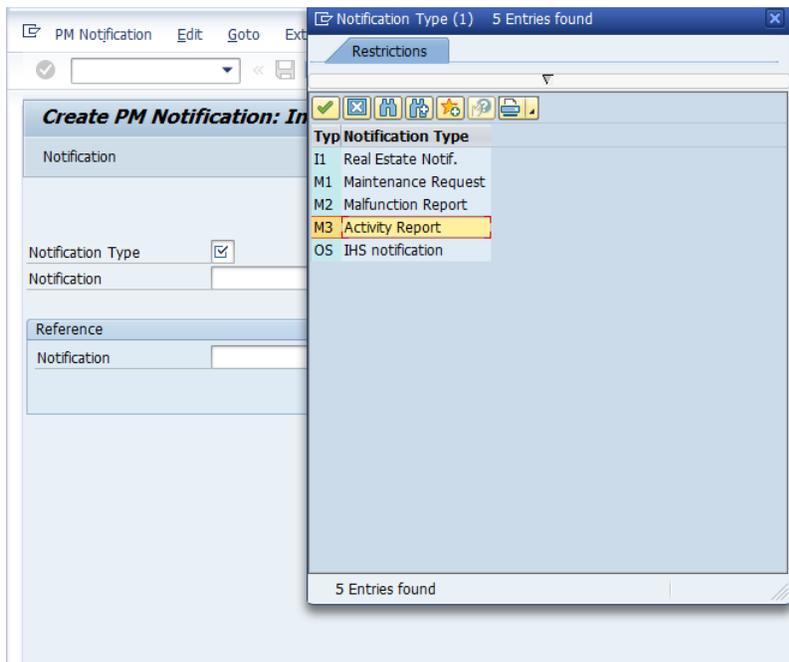


Double click on “IW21” the system will open the below screen
In the next screen, enter the required details as below

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Under Initial Screen:

Notification type: Enter manually M3 (Activity Report) or press help near to box or press (fn +f4) for select from dropdown menu and **press enter key** to proceed





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Under Header Level

Description of the General Maintenance

Create PM Notification: Activity Report

Notification: 000000000001 M3 Pesticiding outside Hospital Building

Notific. Status: OSNO

Order:

Notification

Reference Object

Functional loc. []

Equipment []

Assembly []

Responsibilities

Planner Group [] / []

Main WorkCtr [] / []

Department resp [] []

Person respons. [] []

Reported By []

Notif. Date: 24.07.2020 18:59:45

Subject

Under line item level

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

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The screenshot shows the SAP Notification form. The 'Reference Object' section includes fields for 'Functional loc.', 'Equipment', and 'Assembly'. The 'Responsibilities' section includes 'Planner Group', 'Main WorkCtr', 'Department resp', 'Person respons.', and 'Reported By'. The 'Subject' section includes a 'Description' field. A date and time stamp 'Notf. Date 24.07.2020 18:59:45' is visible. A callout bubble points to the 'Equipment' field.

Enter Manually

Selection of Equipment/Asset from various searching parameters use (fn+f4) or use icon

The screenshot shows the 'Display Functional Location: Functional Location Selection' dialog. It has three main sections: 'FuncLocSelection', 'Classification', and 'Maintenance Data'. 'FuncLocSelection' includes 'Functional Location', 'Partner', and 'Selection Profile' fields. 'Classification' includes 'Class Type' and 'Class' fields. 'Maintenance Data' is a table with various selection criteria and search icons.

Field	Value	to	Value	Icon
FuncLocDescrip.		to		
Planning Plant	1000	to		
Maint. Planner Group		to		
Construction Type		to		
Catalog Profile		to		
AuthorizGroup		to		
Business Area		to		
Main Work Center		to		
Reference location		to		
FuncLocCategory		to		
Permit		to		

Selection of Asset in the List



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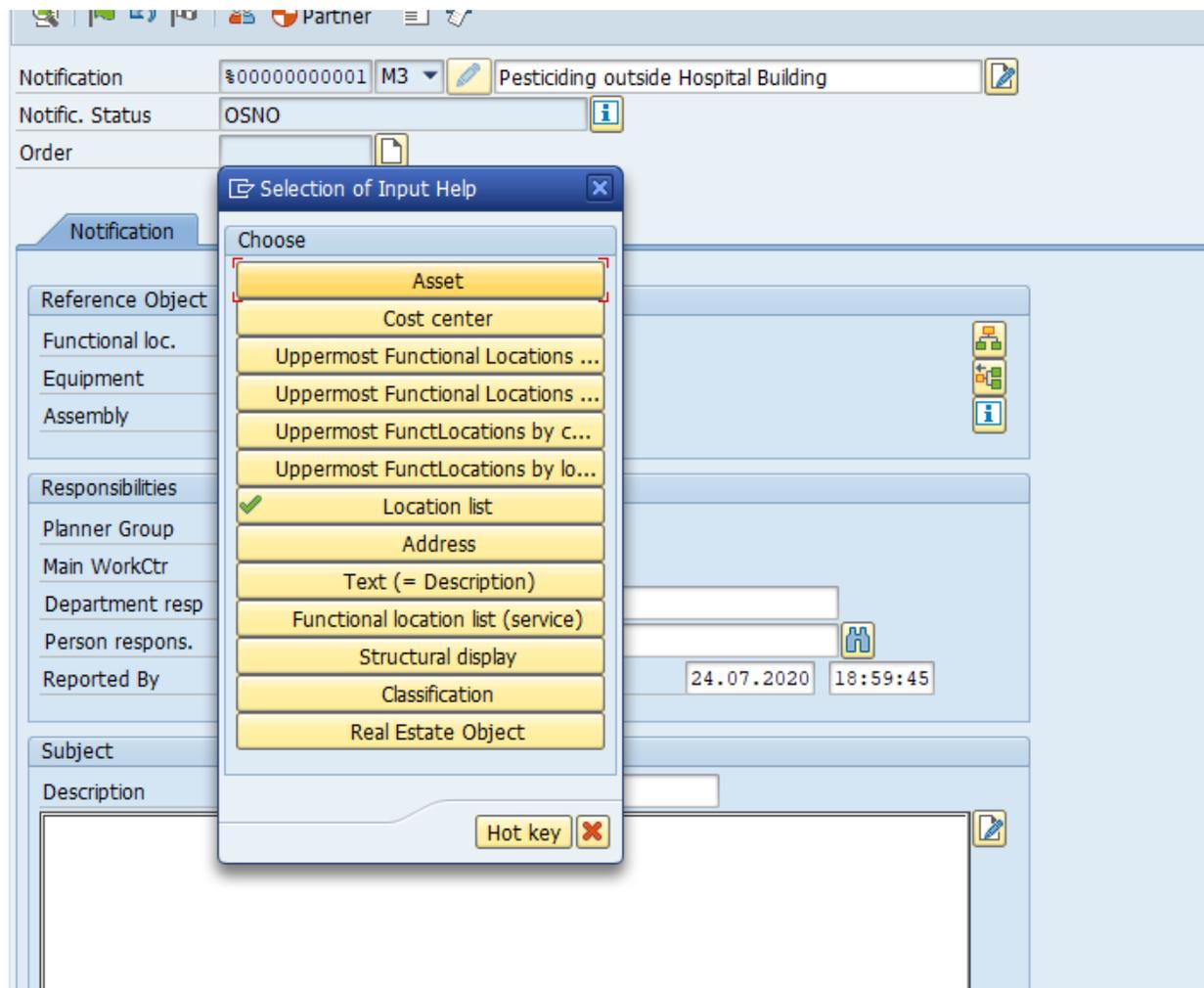
Display Functional Location: Functional Location List



S...	Functional Location	Description of functional location	PIPI
	1000-JWDT-1022	PIER APPROACH SUB-STATION	1000
	1000-JWDT-1023	TANK FARM SUB-STATION	1000
	1000-JWDT-1024	CATHODIC PROTECTION SUB-STATION	1000
	1000-JWDT-1025	TANK FARM	1000
	1000-JWDT-1026	J4 PIER HEAD	1000
	1000-JWDT-1027	MARATHA MANDIR	1000
	1000-JWDT-1028	DMJD OFFICE	1000
	1000-JWDT-1029	NEW VTMS TOWER	1000
	1000-JWDT-1030	TELEPHONE EXCHANGE	1000
	1000-JWDT-1031	OLD VTMS TOWER	1000
	1000-JWDT-1032	OPL REST ROOM	1000
	1000-JWDT-1033	JD	1000
	1000-JWDT-1034	IN-BETWEEN J1-J2	1000
	1000-JWDT-1035	IN-BETWEEN J2-J3	1000
	1000-SAWR	Sewree	1000
	1000-WDLA	Wadala	1000
	1000-WDLA-0001	"Reynolds Road, Wadala"	1000
	1000-WDLA-0001-0001	"Sanjivani,Reynolds Road, Wadala"	1000
	1000-WDLA-0001-0002	"Parikrama I & II,Reynolds Road, Wadala"	1000
	1000-WDLA-0002	"Antop Village, Wadala"	1000
	1000-WDLA-0003	Old Anotp Village	1000
	1000-WDLA-0004	"BPT Hospital, Wadala"	1000
	1000-WDLA-0005	"Kayakalpa,Wadala"	1000
	1000-WDLA-HOSP-MBPT	MBPT hospital	1000
	1000-WDLA-HOSP-MBPT-0001	"Shushrut,MbPT Hospital, Wadala"	1000
	1000-WDLA-HOSP-MBPT-0002	"Dhanvantari & Charak,MbPT Hospital"	1000



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

Create PM Notification: Activity Report

Notification: %0000000001 M3 Pesticiding outside Hospital Building

Notific. Status: OSNO

Order: []

Notification

Reference Object

Functional loc.: 1000-WDLA-HOSP-MB... MBPT hospital

Equipment: []

Assembly: []

Responsibilities

Planner Group: 103 / 1000 Civil

Main WorkCtr: CVL_SD1 / 1000 Civil South Zone

Department res: []

Person respons: []

Reported By: []

Notif. Date: 24.07.2020 18:59:45

Subject

Description: Pesticiding outside Hospital Building

Asset details will also updated automatically with respect to equipment, which includes Planner Group and Maintenance work Center



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Responsibilities

Planner Group	103 / 1000	Civil
Main WorkC	CVL_SD1 / 1000	Civil South Zone
Department resp		
Person resp.		
Reported By		Notif. Date
		24.07.2020 18:59:45

Subject

Select activity (corrective action) under activity tab

Create PM Notification: Activity Report

Responsibilities

Planner Group	103 / 1000	Civil
Main Work		
Department		
Person r		
Reporte		59:45

Subject

Descript

Pesti

Activities

Item	Start Date	Time	End Date	Time	Ac...
		00:0...		00:0...	0
		00:0...		00:0...	0
		00:0...		00:0...	0
		00:0...		00:0...	0

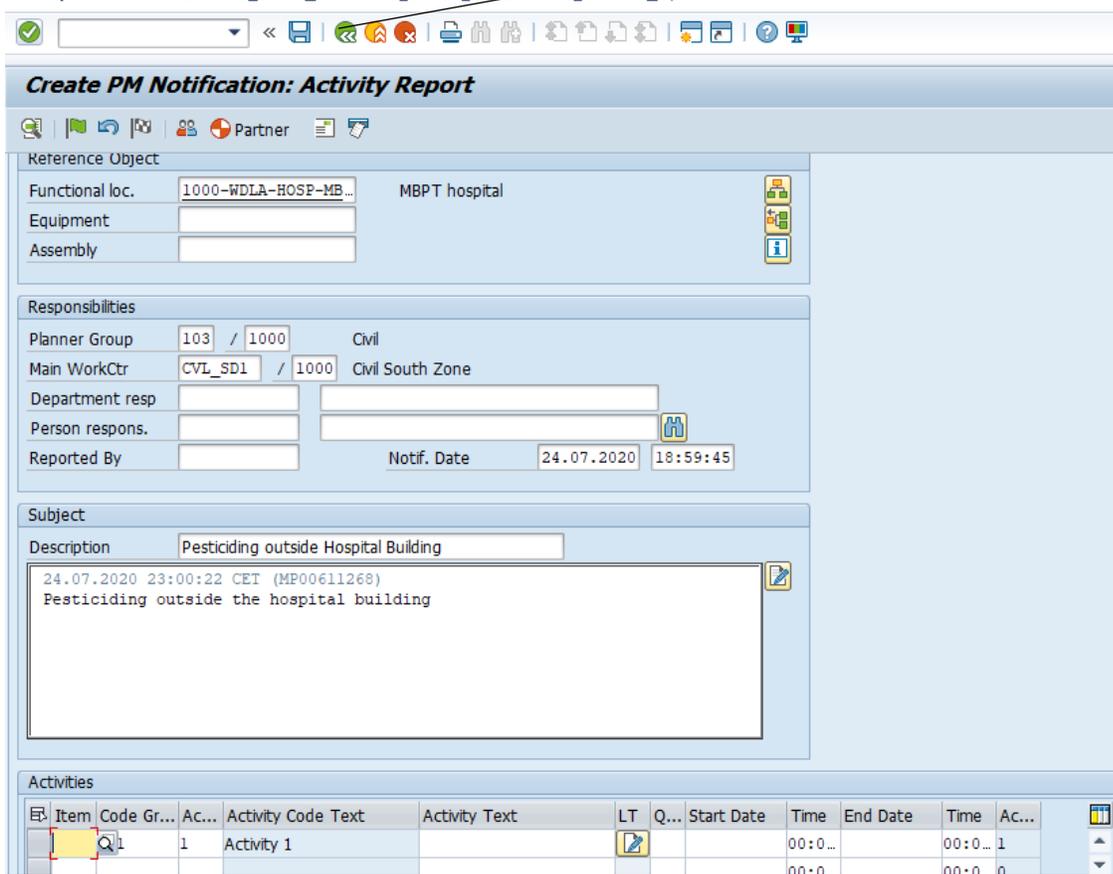
Catalog Selection

- Activity PM Activities (PM)
 - PM1 Maintenance Activities
 - 1 Activity 1
 - 2 Activity 2
 - TRF001 Transformer Activities



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

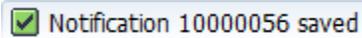


The screenshot shows the SAP 'Create PM Notification: Activity Report' form. The form is divided into several sections:

- Reference Object:** Functional loc. (1000-WDLA-HOSP-MB...), MBPT hospital, Equipment, and Assembly.
- Responsibilities:** Planner Group (103 / 1000), Civil, Main WorkCtr (CVL_SD1 / 1000), Civil South Zone, Department resp., Person respons., Reported By, and Notif. Date (24.07.2020 18:59:45).
- Subject:** Description (Pesticiding outside Hospital Building) and a text area containing: 24.07.2020 23:00:22 CET (MP00611268) Pesticiding outside the hospital building.
- Activities:** A table with columns: Item, Code Gr..., Ac..., Activity Code Text, Activity Text, LT, Q..., Start Date, Time, End Date, Time, Ac... The table contains one row: Item Q1, Ac... 1, Activity Code Text Activity 1, Activity Text, LT, Q..., Start Date, Time 00:0..., End Date, Time 00:0..., Ac... 1.

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

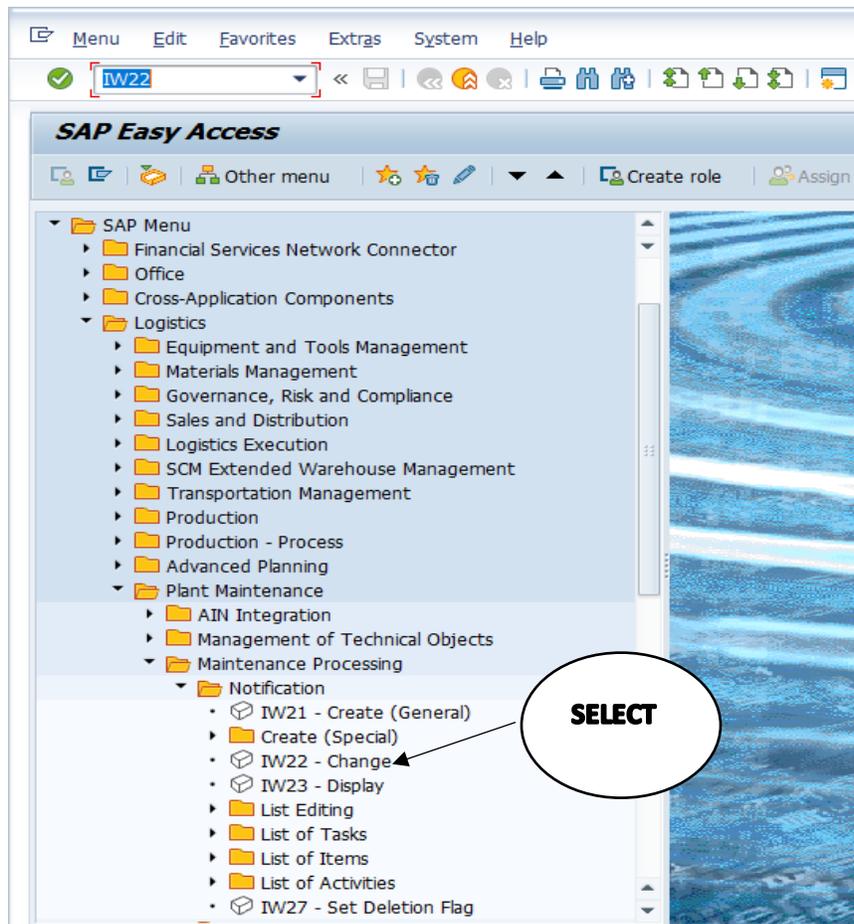
 Notification 10000056 saved

Processing of Notification

Change status of Notification i.e Outstanding notification(OSNO) to Notification in process (NOPR)

The below transaction code which we can use for put in process of manual notification for functional location/equipment/Asset

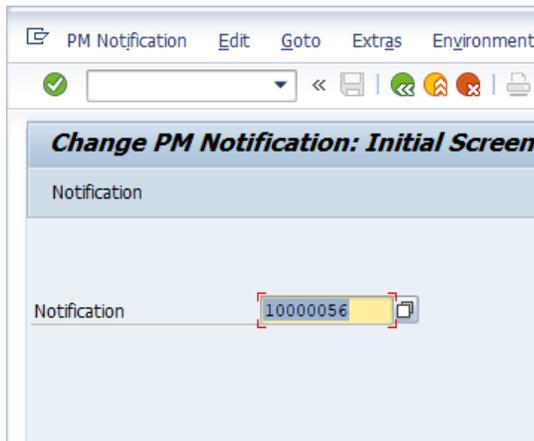
Enter Transaction code IW22 in command bar (or) Follow the below navigation path



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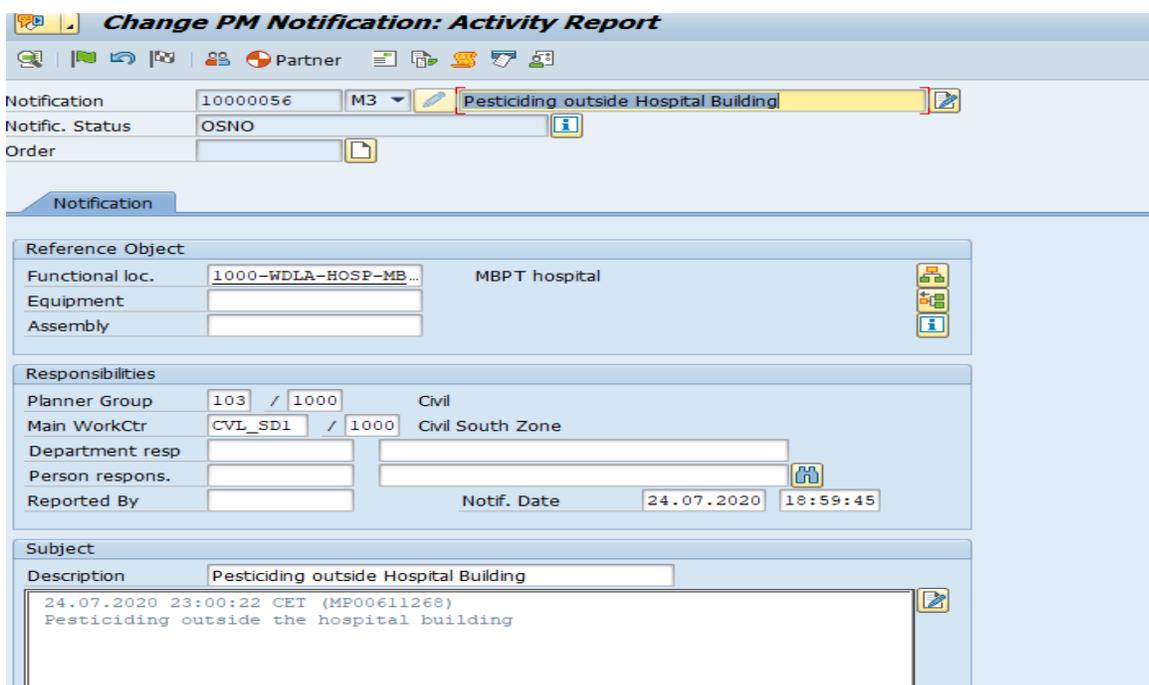
Double click on “IW22” the system will open the below screen

In the next screen, enter the required notification number and press “ENTER”



The screenshot shows the SAP 'Change PM Notification: Initial Screen'. At the top, there is a menu bar with 'PM Notification', 'Edit', 'Goto', 'Extras', and 'Environment'. Below the menu is a toolbar with a green checkmark, a dropdown arrow, and several icons. The main area has a title bar 'Change PM Notification: Initial Screen' and a 'Notification' label. A text input field contains the number '10000056' and is highlighted with a yellow border.

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



The screenshot shows the SAP 'Change PM Notification: Activity Report' screen. The title bar is 'Change PM Notification: Activity Report'. The top toolbar includes a search icon, a green flag icon, a refresh icon, a printer icon, and a 'Partner' button. The main area displays notification details: 'Notification' (10000056), 'M3' (dropdown), and 'Pesticiding outside Hospital Building' (highlighted in yellow). Below this are fields for 'Notific. Status' (OSNO) and 'Order'. A 'Notification' tab is active, showing 'Reference Object' (Functional loc.: 1000-WDLA-HOSP-MB..., MBPT hospital), 'Responsibilities' (Planner Group: 103 / 1000, Civil; Main WorkCtr: CVL_SD1 / 1000, Civil South Zone), and 'Subject' (Description: Pesticiding outside Hospital Building). A log entry shows '24.07.2020 23:00:22 CET (MP00611268) Pesticiding outside the hospital building'.



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Checking the notification status

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

The screenshot displays the SAP 'Change PM Notification: Activity Report' interface. At the top, the title bar reads 'Change PM Notification: Activity Report'. Below it, a toolbar contains icons for search, print, and other functions. The main data area shows the following fields:

Notification	10000056	M3	Pesticiding outside Hospital Building
Notific. Status	NOPR		
Order			

The 'Notific. Status' field is highlighted with a black box. Below this, the 'Notification' tab is active, showing details for the notification:

Reference Object

Functional loc.	1000-WDLA-HOSP-MB...	MBPT hospital
Equipment		
Assembly		

Responsibilities

Planner Group	103 / 1000	Civil
Main WorkCtr	CVL_SD1 / 1000	Civil South Zone
Department resp.		
Person respons.		
Reported By		Notif. Date 24.07.2020 18:59:45

Subject

Description	Pesticiding outside Hospital Building
-------------	---------------------------------------

Activity Log:

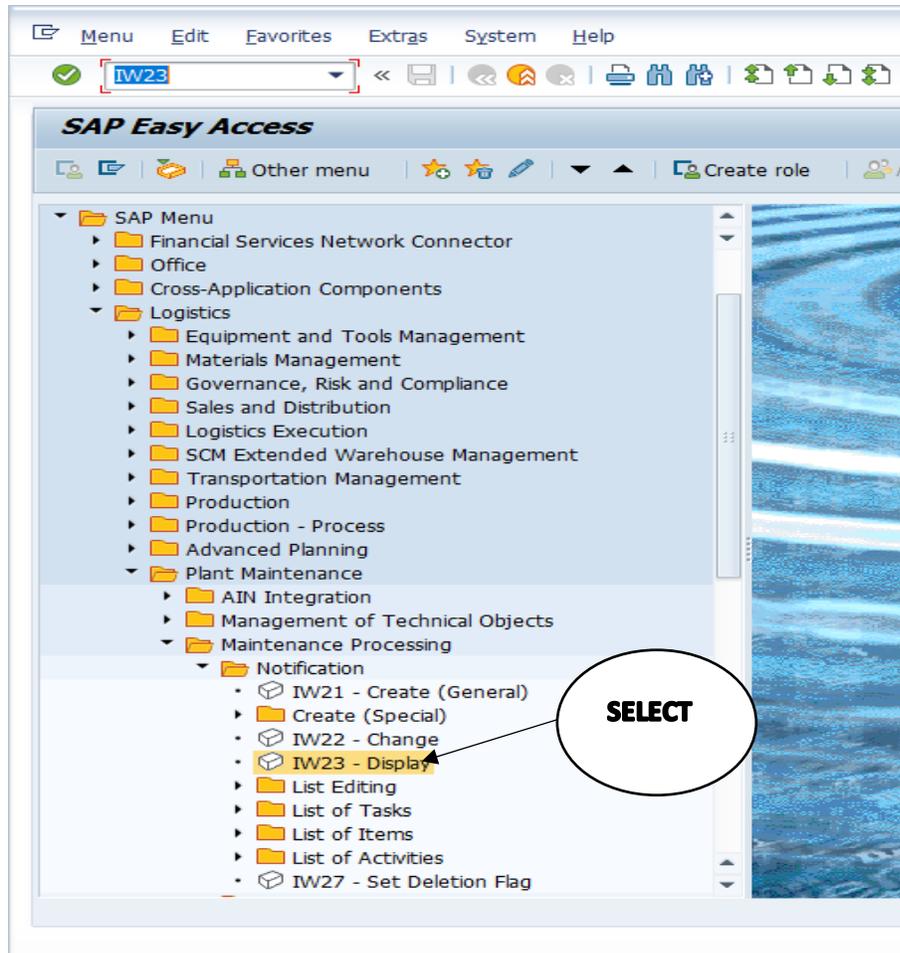
24.07.2020 23:00:22 CET (MP00611268)
Pesticiding outside the hospital building

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Display of Notification

The below transaction code which we can use for displaying the created notification for functional location/equipment/Asset

Enter Transaction code IW23 in command bar (or) Follow the below navigation path





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Double click on “IW23” the system will open the below screen
In the next screen, enter the required notification number and press “ENTER”

Display PM Notification: Initial

Notification

Notification

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

Display PM Notification: Activity Report

Notification M3

Notific. Status

Notification

Reference Object

Functional loc. MBPT hospital

Equipment

Assembly

Responsibilities

Planner Group / Civil

Main WorkCtr / Civil South Zone

Department resp.

Person respons.

Reported By Notif. Date

Subject

Description

Pesticiding outside the hospital building



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Notification Status

Display Status

i

Notification: 10000056 Notification Type: M3
Description: Pesticiding outside Hospital Building
Notific. Status: NOPR

Status Business processes

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

Status with Status Number			
X	Status	Text	No.

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Creation of General Maintenance order

Notification screen itself option for creating order please ref page no. 7

Once clicked Create Option system will ask Order Type - enter the order type ZM04(General Maintenance Order)

The screenshot shows the SAP 'Change PM Notification: Activity Report' interface. The main window has a title bar with a search icon and a 'Partner' button. Below the title bar, there are input fields for 'Notification' (10000056), 'M3' (dropdown), 'Pest' (text), and 'Hospital Building' (text). Below these are 'Notific. Status' (NOPR) and 'Order' (empty) fields. A callout bubble labeled 'SELECT' points to the 'Order' field. Below the main window, there is a 'Notification' section with 'Reference Object' (Functional loc. 1000-WDLA-HOSP-MB..., MBPT hospital), 'Equipment', and 'Assembly' fields. Below that is a 'Responsibilities' section with 'Planner Group' (103 / 1000, Civil) and 'Main Work Center' (CVL_SD1 / 1000, Civil South Zone). A 'Create Order' dialog box is open in the foreground, with 'Order Type' highlighted by a red box. The dialog box has a title bar with a close button and a checkmark button. The background window has a 'Subject' field with '24.07' and 'Pesti' visible.

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Alternative Thinking

Driving Positive Change



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Select ZM04 for General Maintenance Order and Press “ENTER”

The screenshot shows the SAP 'Change PM Notification: Activity Report' interface. The notification details are as follows:

Notification	10000056	M3	Pesticiding outside Hospital Building
Notific. Status	NOPR		
Order			

The 'Reference Object' section shows:

Functional loc.	1000-WDLA-HOSP-MB...	MBPT hospital
Equipment		
Assembly		

The 'Responsibilities' section shows:

Planner Group	103 / 1000	Civil
---------------	------------	-------

The 'Create Order' dialog box is open, showing the following fields:

Order Type	ZM04	
Planning Plant	1000	
Business Area		
Main Work Center	CVL_SD1 / 1000	Civil South Zone



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

Create General Maintenance : Central Header

Order: ZM04 000000000001 Pesticiding outside Hospital Building

Sys.Status: CRID MANC NTUP

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

Person responsible

PlannerGrp: 103 / 1000 Civil
Mn.wk.ctr: CVL_SD1 / 1000 Civil South Zone
Notifctn: 10000056
Costs: INR
PMActType:
SystCond:
Dates
Bsc start: 24.07.2020 Priority:
Basic fin.: 24.07.2020 Revision:
Reference object
Func. Loc.: 1000-WDLA-HOSP-MB... MBPT hospital
Equipment:
Assembly:
First operation
Operation: Pesticiding outside Hospital Building Calc. key: Calculate duration
WkCtr/Plnt: CVL_SD1 / 1000 Ctrl key: PM01 Acty Type:
Work durtn: H Number: Oprtn dur.: H Comp.:

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

HeaderData												
Operations												
Components												
Costs												
Objects												
Additional Data												
Location												
Planning												
Control												
General	Internal	External	Dates	Act. Data	Enhancement	Ex. Factor	Catalog					
Op...	SOp	Work Ctr	Plant	Co...	StTextK	S...	Operation short text	L...	Actual wor			
0010		CVL_SD1	1000	PM01			Pesticiding outside Hospital Building					
0020		CVL_SD1	1000	PM01								
0030		CVL_SD1	1000	PM01								

Enter the Internal Manpower Operation PM01 and Enter the Operation Details and Work Duration

Create General Maintenance : Operation Overview

Order: ZM04 | 100000000001 | Pesticiding outside Hospital Building
 Sys.Status: CRTD MANC NTUP

HeaderData															
Operations															
Components															
Costs															
Objects															
Additional Data															
Location															
Planning															
Control															
General	Internal	External	Dates	Act. Data	Enhancement	Ex. Factor	Catalog					Create Follow-On Ord.			
Op...	SOp	Work Ctr	Plant	Co...	StTextK	S...	Operation short text	L...	Actual work	Work	Un	N...	Dur.	Un	C.Key
0010		CVL_SD1	1000	PM01			Pesticiding outside Hospital Building			0	BH	1	3H		Calculate du...

Reservation of material (stock) and Purchase requisition for Material (non stock) will be created after releasing the order. Once enter the non-stock material system will ask to enter the purchase Group for the material. Selection of Material.

Create General Maintenance : Component Overview

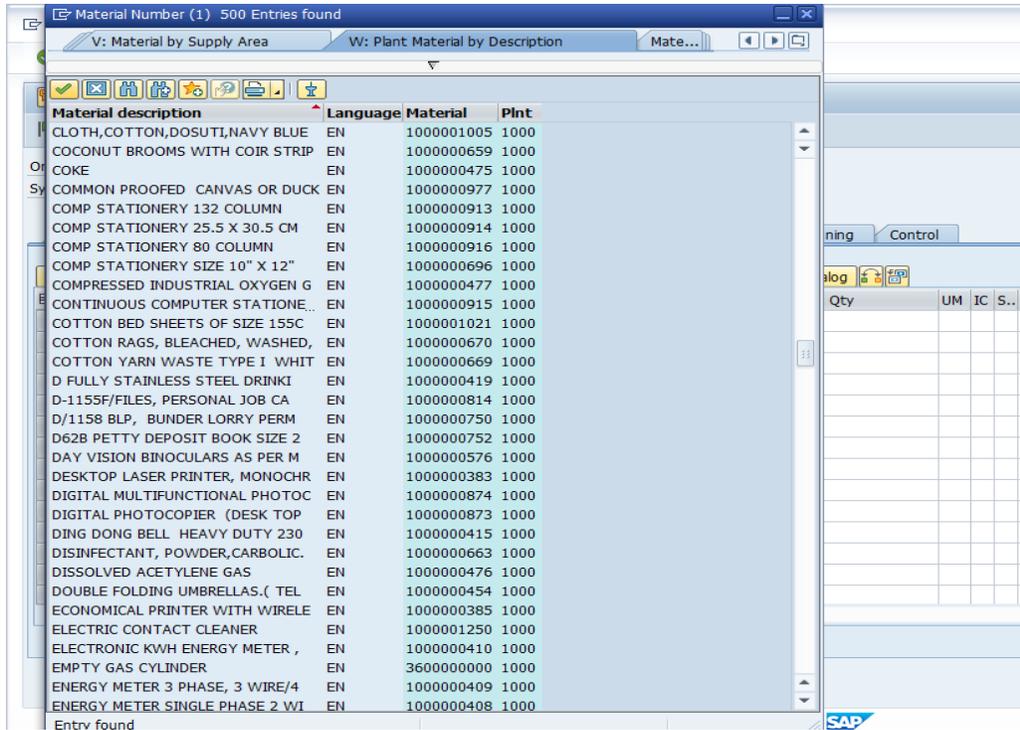
Order: ZM04 | 100000000001 | Pesticiding outside Hospital Building
 Sys.Status: CRTD MANC NTUP

HeaderData											
Operations											
Components											
Costs											
Objects											
Additional Data											
Location											
Planning											
Control											
V: Material by Supply Area											
W: Plant Material by Description											
Material...											
Material description											
Language Key	EN										
Material											
Plant	1000										
Maximum No. of Hits	500										
Material Number (1)	Qty	UM	IC	S...	SLoc	Plant	Op...	Batch			

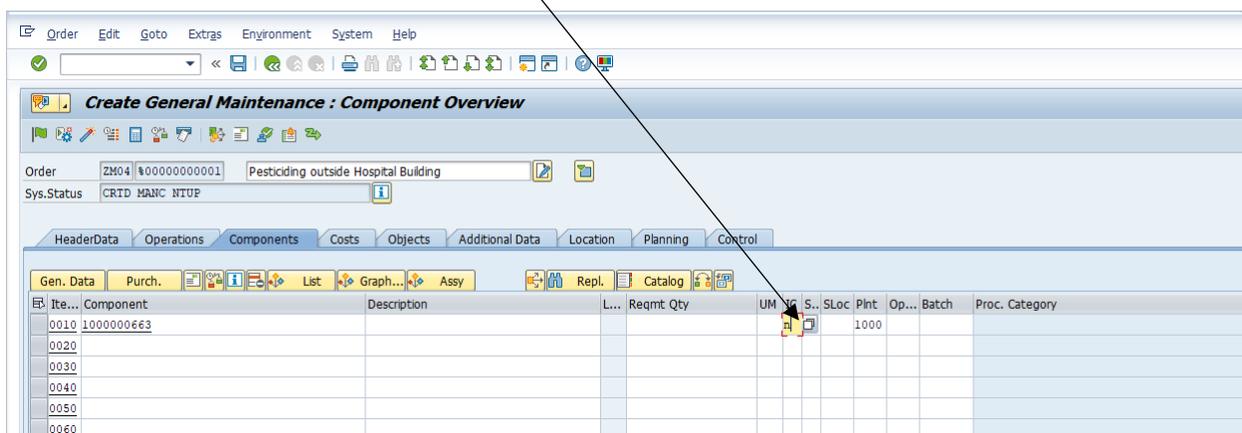


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Select the Material from List



After Selection of Material press "Enter" Material description and UOM details Updated in component fields and Select Category "N" for Non stock material



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Press Enter to fill Purchasing Details like Purchasing Group

The screenshot displays the SAP 'Create General Maintenance : Component Overview' interface. The main window shows fields for Order (ZM04), Sys.Status (CRTD MANC NTUP), and Component (Pesticiding outside Hospital Building). A 'Component Detail Purchasing data' pop-up window is open, showing fields for Requirement Qty, Price (21.24), Material Group (4713200), and Purch. Group (1000). An error message dialog box is displayed in the foreground, stating 'Please enter purchasing group'. The background shows a table with columns for Reqmt Qty, UM, IC, S., SLoc, Plnt, Op..., Batch, and Proc.



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Purchasing Group (102-M&EE) selected from search Option and Enter Required Quantity

Order: ZM04 \$00000000001 Pesticiding outside Hospital Building
Sys.Status: CRTD MANC

Create General Maintenance : Component Detail Purchasing data

Requirement Qty: [] KG Sort String: []
Price: 21.24 INR per 1 KG
Material Group: 47131800 G/L Account: 41200000
Purch. Group: 102-M&EE Vendor: []
Agreement: [] / [] Info record: []
Goods Recipient: [] Unloading Point: []
Requisitioner: [] Tracking Number: []
Pl. Deliv. Time: [] GR proc. time: []
Supp. Mat. No.: []

Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch
50	PAA	L			1000	0010	

Additional data field updated from asset master data

Order: ZM04 \$00000000001 Pesticiding outside Hospital Building
Sys.Status: CRTD MANC

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

Organization

Company Code: 1000 Mumbai Port Trust
Business Area: []
Controlling Area: 1000 MBPT Controlling Area
Responsible CCtr: 10050401 Material Mgt Div-Gen
Profit Center: 1005 Management and Secre
Object Class: Overhead
Processing group: []
WBS Element: []
Project Definition: []
Subnetwrk of/Oprtn.: [] / []
Ref. Element PM/PS: []

Component Maintenance Cockpit Control

Order Code: [] Priority: 0 Prio.Manually Chgd: []



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Location Details updated from Asset Master Data

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Location data

MaintPlant 1000 Mumbai Port Trust

Location

Room

Plant Section

Work Center

ABC Indicator C Non Critical

Sort Field

Account assignment

Company Code 1000 Mumbai Port Trust Mumbai

Asset /

Business Area

Cost Center 10050401 Material Mgt Div-Gen CO Area 1000

WBS Element

SettlementOrder

Selection of Stock Material from List and Enter Quantity and select category "L"

Order ZM04 \$00000000001 Pesticiding outside Hospital Building

sys.Status CRTD MANC

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Gen. Data Purch. List Graph... Assy Repl. Catalog

It...	Component	Description	L...	Reqmt Qty	UM	IC	S...	SLoc	Plnt	Op...	Batch	Proc. Category
0010	1000000663	DISINFECTANT, POWDER,CARBOLIC.		100	KG	N		1000	0010			PReq for Order
0020	1000000980			50		L		1000				
0030												
0040												
0050												
0060												
0070												

After Entering all details press save Icon to Save the order. After saving system will show the below message

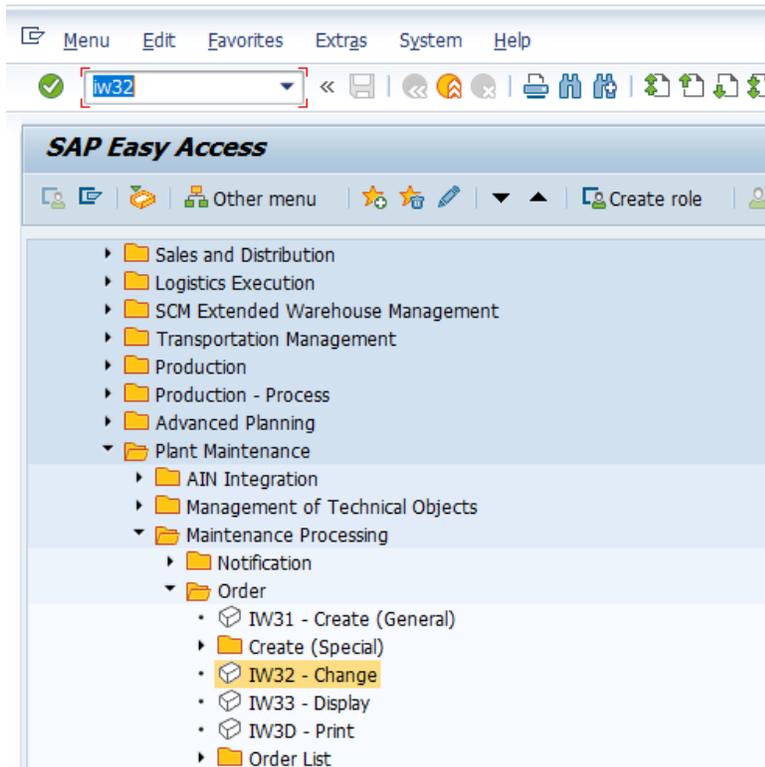
Order 1000112 saved with notification 10000056



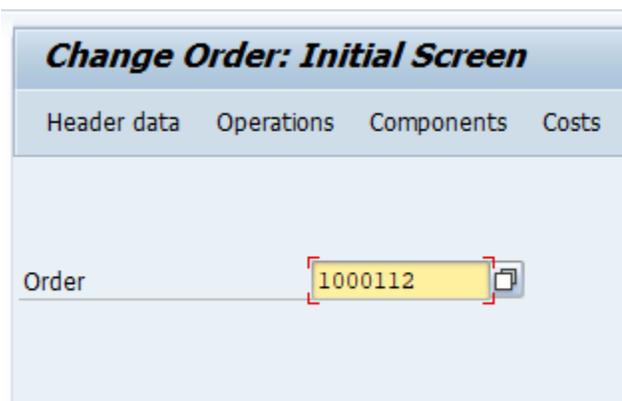
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Releasing of Order

Enter Transaction Code IW32 in Command Bar and press “Enter”



Enter the Order number and press “Enter”



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Click the Release Icon to Release the order

Create General Maintenance : Central Header

Order ZM04 100000000001 Pesticiding outside Hospital Building

Sys.Status CRID MANC NTUP

HeaderData Operations Components Costs Objects Additional Data Location Planning

Person responsible

PlannerGrp 103 / 1000 Civil Notifctn 10000056

Mn.wk.ctr CVL_SD1 / 1000 Civil South Zone Costs INR

PMActType

SystCond.

Dates

Status Changed to Release(REL) in Sys Status bar

Change General Maintenance 1000112: Central Header

Order ZM04 1000112 Pesticiding outside Hospital Building

Sys.Status REL MACM PRC

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Person responsible

PlannerGrp 103 / 1000 Civil Notifctn 10000056

Mn.wk.ctr CVL_SD1 / 1000 Civil South Zone Costs 0.00 INR

PMActType

SystCond.

Dates

Bsc start 24.07.2020 Priority

Basic fin. 24.07.2020 Revision

Reference object

Func. Loc. 1000-WDLA-HOSP-MB... MBPT hospital

Equipment

Assembly

First operation

Operation Pesticiding outside Hospital Building Calc. key Calculate duration

WkCtr/Plnt CVL_SD1 / 1000 Ctrl key PM01 Acty Type PRT

Work durtn 3 H Number 1 Oprtn dur. 3 H Comp.

After Entering all details press save Icon  to Save the order. After saving system will show the below message

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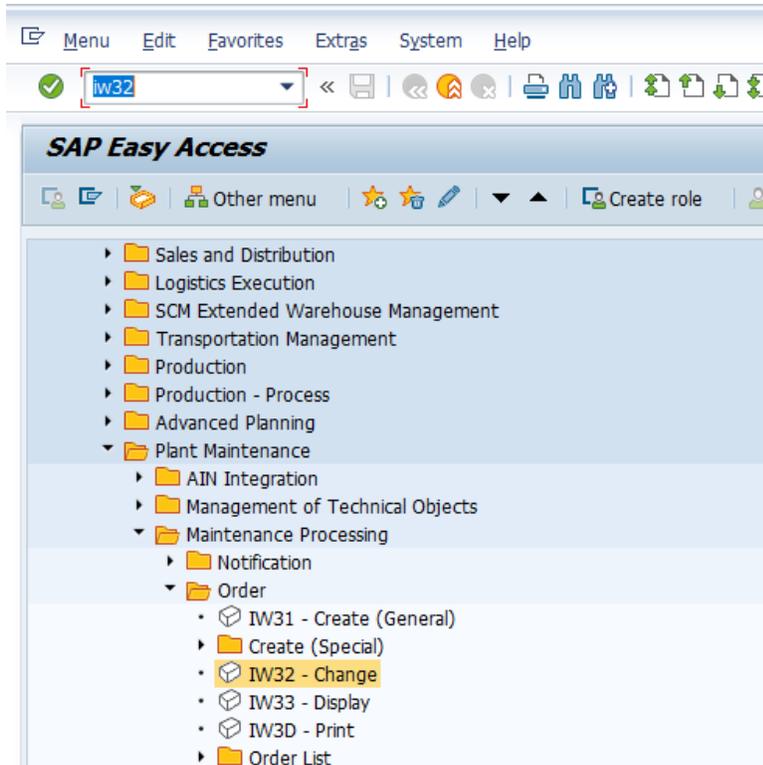


SAP User Manual for General Maintenance

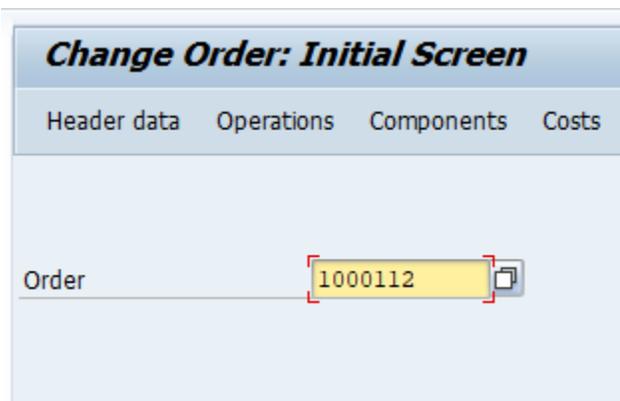
✓ Order 1000112 saved with notification 10000056

Purchase Requisition and Reservation Details updated after Releasing of Order

Enter Transaction Code IW32 in Command Bar and press “Enter”



Enter the Order number and press “Enter”



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Accepting No Limits

Alternative Thinking

Driving Positive Change



SAP User Manual for General Maintenance

Go to Components Tab and Select the Stock material and select the General Data

The screenshot displays the SAP 'Change General Maintenance 1000112: Central Header' interface. The 'Components' tab is selected, showing a table of materials. Two arrows from the text above point to the 'Components' tab and the 'Gen. Data' column of the table.

Ite...	Component	Description	L...	Reqmt Qty	UM	IC	S...	SLoc	Plnt	Op...	Batch	Proc. Category
0010	1000000663	DISINFECTANT, POWDER, CARBOLIC.			100	KG	N		1000	0010		PREq for Order
0020	1000000980	GLOVE, COTTON / POLYSTER			50	PAA	L		1000	0010		Reservation for Order



SAP User Manual for General Maintenance

Reservation Created for stock item

Change General Maintenance 1000112: Component Detail General Data

Order: 1000112 Activity: 0010
 Material: 1000000663 DISINFECTANT, POWDER,CARBOLIC.
 Item: 0010 Item Category: N

General Data Purchasing Data

Component

Plant: 1000 Stor. Loc.:
 Batch:
 Reqmt Date: 23.07.2020 21:00:00 Offset:
 Reservation: 166 1 Movement type: 261

Quantities

Requirement Qty: 100 Unit of Measure: KG Fixed qty.
 Committed Qty: 0
 Withdrawal Qty: 0 Final issue

General Indicators

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

Stock Assignment

Creditor:

Select Non Stock Material and select Purchasing Data

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Gen. Data Purch. Repl. Catalog

Item	Component	Description	UM	IC	S	SLoc	Plnt	Op...	Batch	Proc. Category
0010	1000000663	DISINFECTANT, POWDER,CARBOLIC.	100	KG	N		1000	0010		PReq for Order



SAP User Manual for General Maintenance

Purchase Requisition Created for Non-stock Item

Change General Maintenance 1000112: Component Detail Purchasing Data

Order: 1000112 Activity: 0010
Material: 1000000663 DISINFECTANT, POWDER, CARBOLIC.
Item: 0010 Item Category: N

General Data **Purchasing Data**

Requirement Qty	100	KG	Sort String	
Price	21.24	INR	per	1 KG
Material Group	47131800		G/L Account	41200000
Purch. Group	102 / 1000		Vendor	
Agreement			Info record	
Goods Recipient			Unloading Point	
Requisitioner			Tracking Number	
Pl. Deliv. Time			GR proc. time	
Supp. Mat. No.				

Actual Data

Purchase Req.	2001000966 / 10	Received	0
---------------	-----------------	----------	---

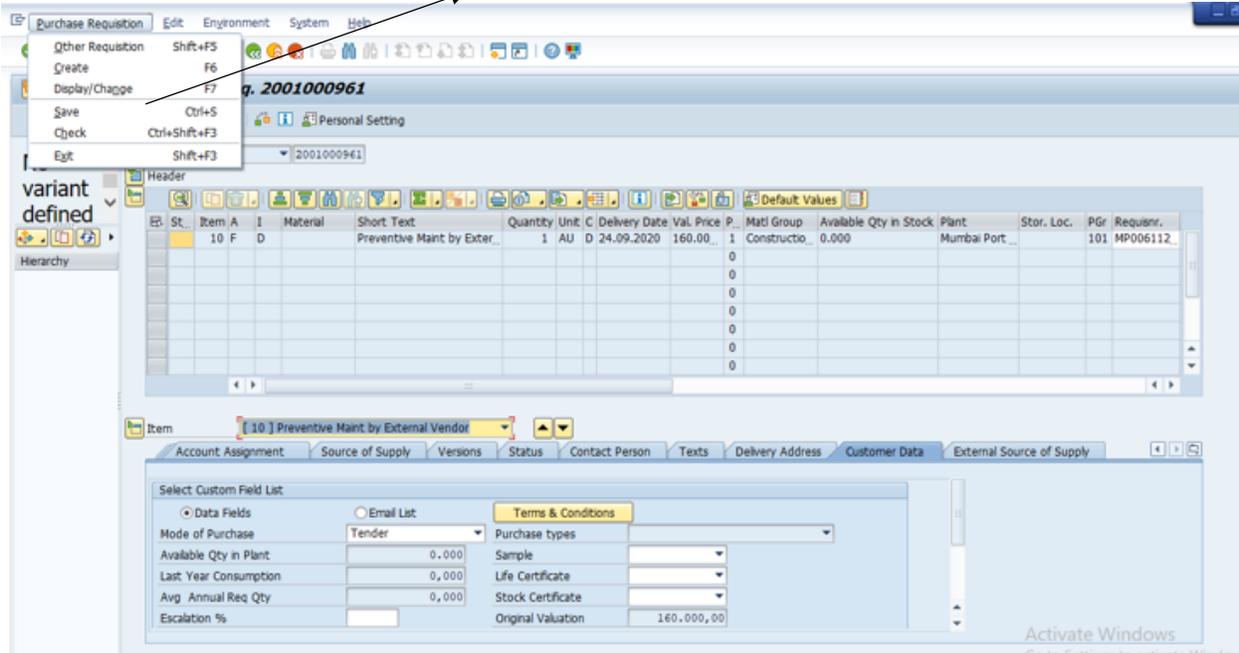
PO Exists

Create/Change of Purchase Requisition

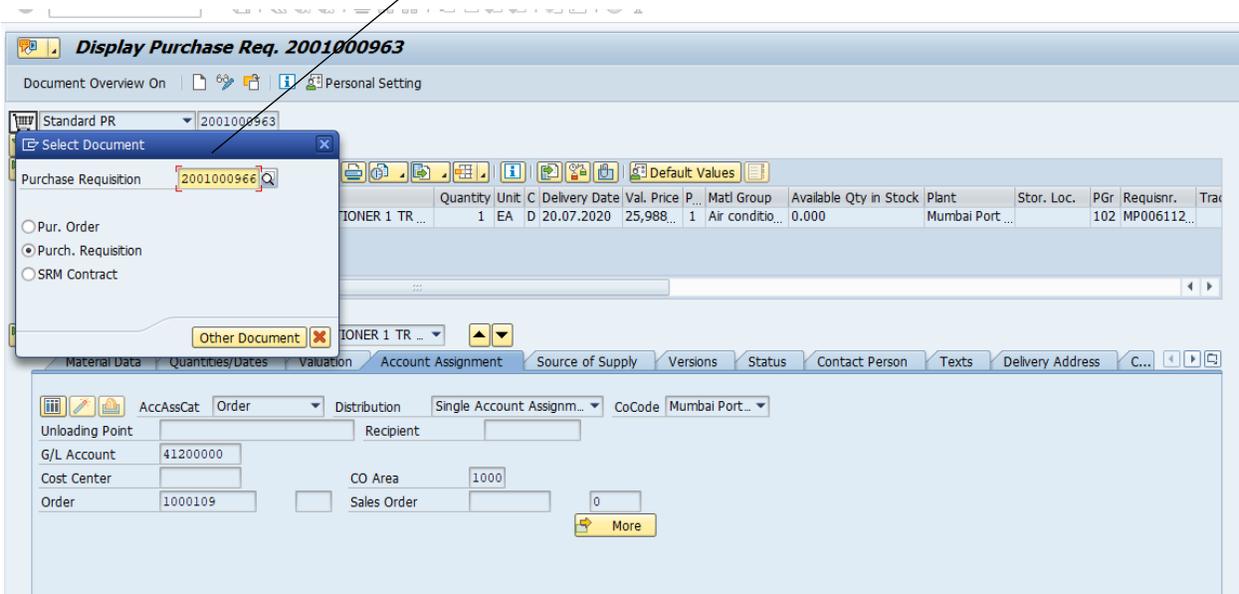


SAP User Manual for General Maintenance

Go to T Code ME52N and follow the below menu Path Or Click



Enter the Purchase requisition No 2001000966



SAP User Manual for General Maintenance

Once PR Displayed Click Change icon and select Customer Tab and select the purchase Details as Mode of purchase “Direct Purchase” and type “With Quotation”

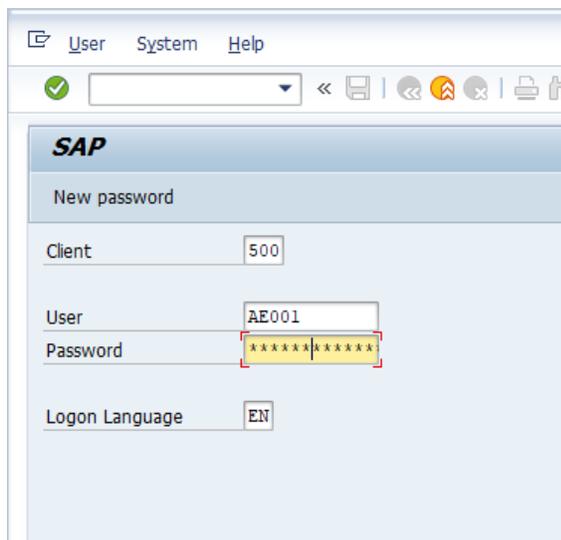
The screenshot shows the SAP 'Change Purchase Req. 2001000966' interface. The 'Customer Data' tab is active, displaying a 'Select Custom Field List' dialog. In this dialog, the 'Mode of Purchase' is set to 'Direct Purchase' and the 'Purchase types' are set to 'WITH QUOTATION'. A black box highlights these two fields. The background shows a table with columns for Item A, Material, Short Text, Quantity, Unit, Delivery Date, Val. Price, and Plant. The first row shows Item A '10 F', Material '1000000663', Short Text 'DISINFECTANT, POWDER...', Quantity '100', Unit 'KG', Delivery Date '23.07.2020', Val. Price '21.24', and Plant 'Mumbai Port...'. The 'Item' field at the top shows '[10] 1000000663 , DISINFECTANT, POWDER...'. The 'Check' and 'Save' buttons are visible in the top right corner of the dialog.

Click on “” **Check** Button. System will check for errors in document. If no errors found, system will show “ No messages issued during check ” Message.

Click on “” **Save** Button. System will change Purchase requisition document & displays “ Purchase requisition 2001000966 changed ” message.

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

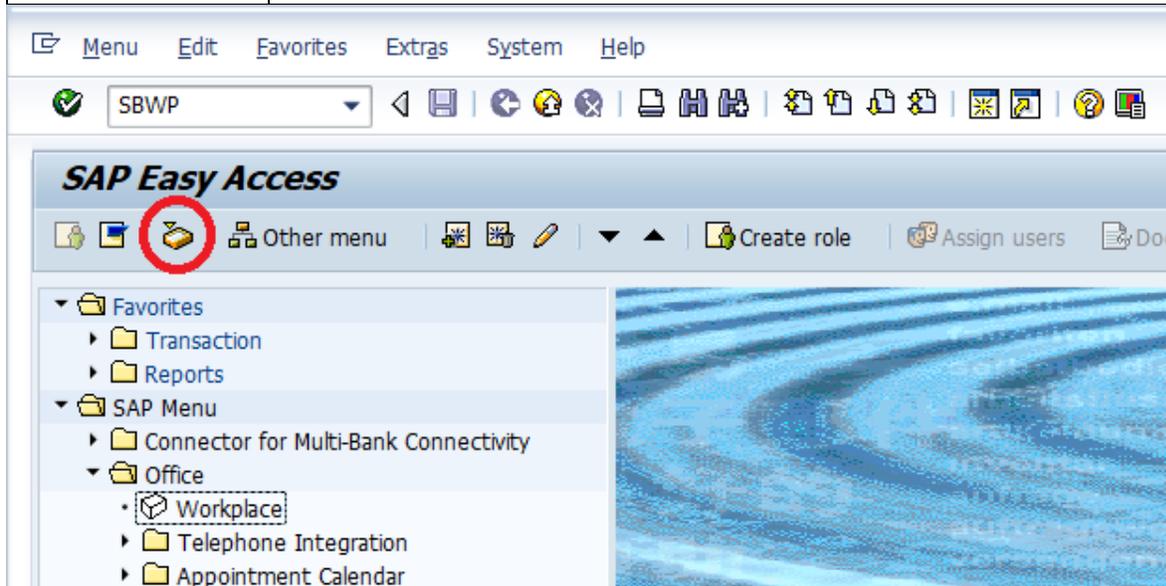
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Click on “” **SAP Business Workspace** Button.

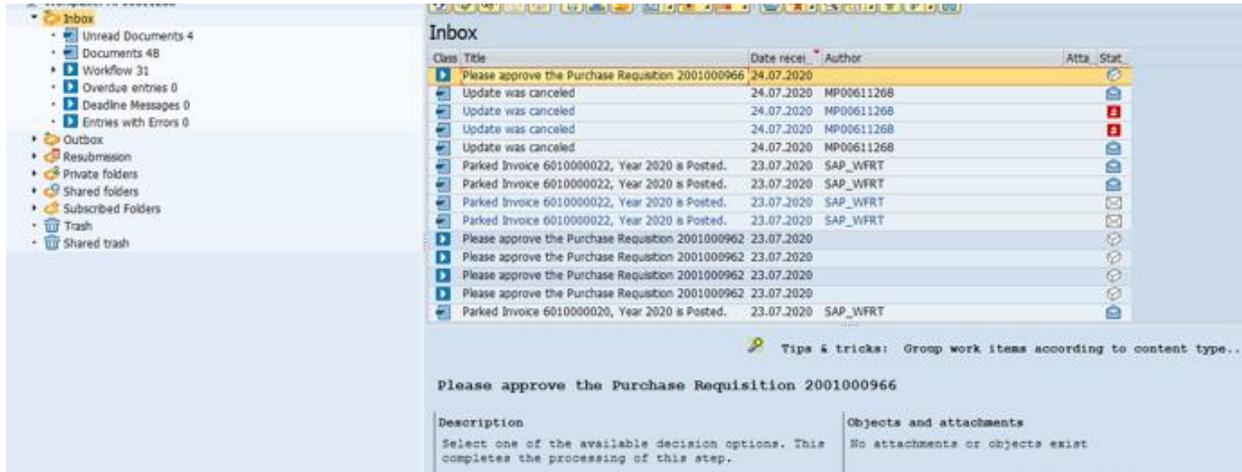
Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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



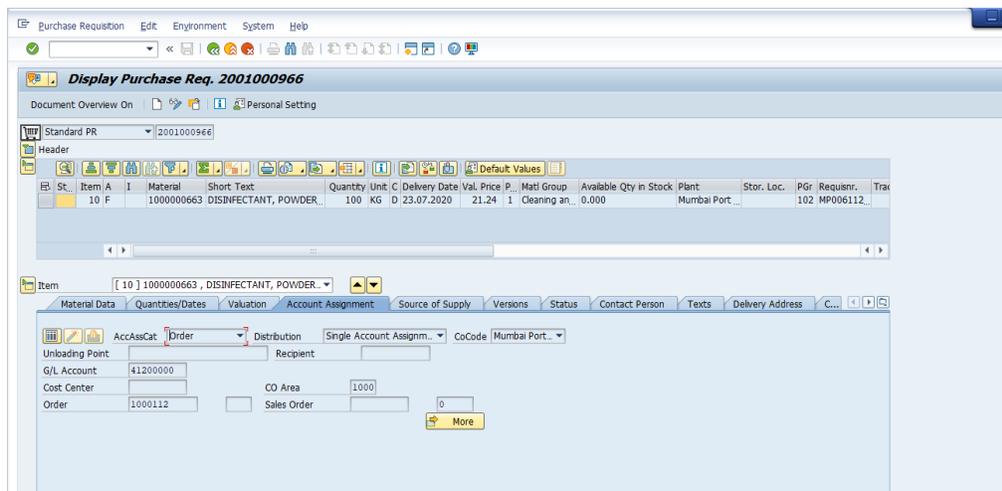
SAP User Manual for General Maintenance

Expand “Inbox” button, under workflow “**Approve Purchase requisition 2002000966**” message will appear.



Double Click on the “**Please Approve Purchase requisition 2002000966**” message. It will open the Purchase requisition document in Display mode.

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



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



SAP User Manual for General Maintenance

Decision Step in Workflow

Workflow Create Import

Please approve the Purchase Requisition 2001000966

Choose one of the following alternatives

Approve Purchase Requisition
Reject Purchase Requisition
Display Purchase Requisition
Approval or Rejection History
Hold

Description

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

Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.

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

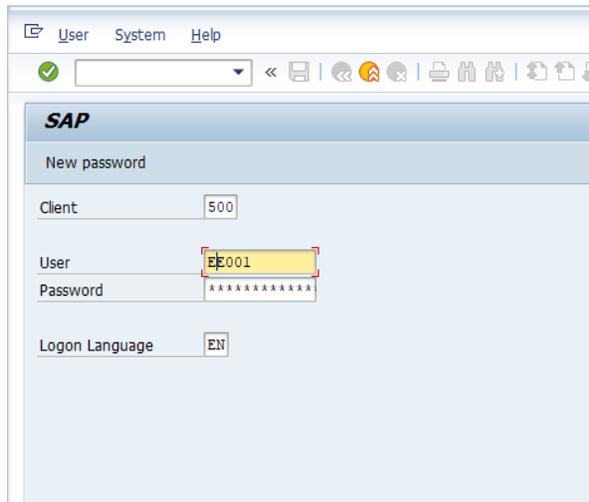
Objects and attachments

No attachments or objects exist

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.



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

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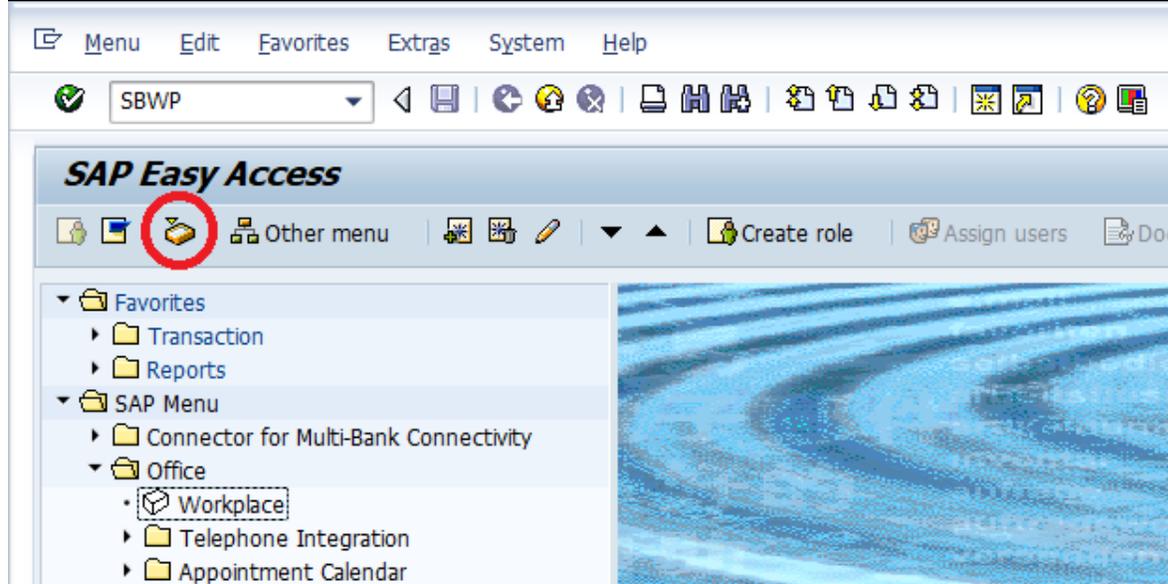
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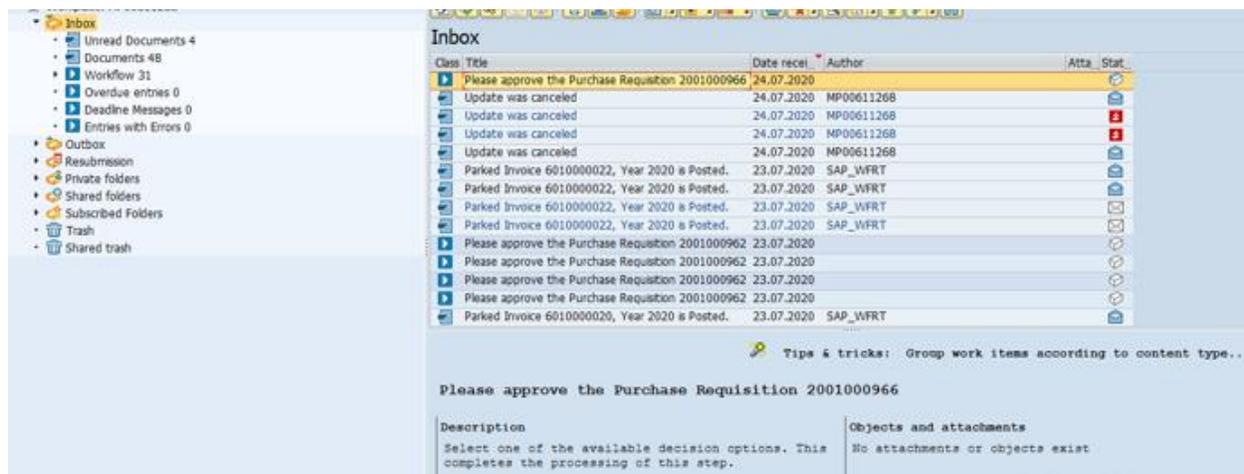
SAP User Manual for General Maintenance

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

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



Expand “Inbox” button, under workflow “**Approve Purchase requisition 2002000966**” message will appear.

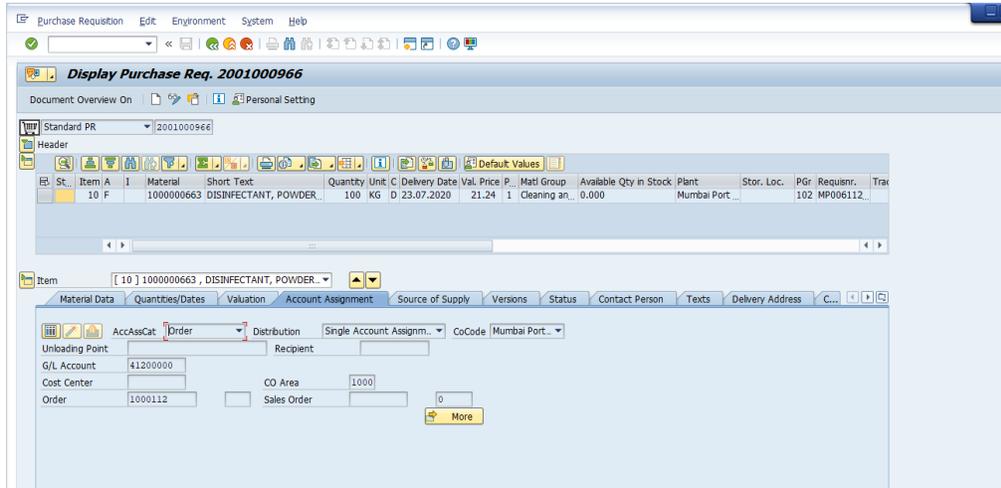


Double Click on the “**Please Approve Purchase requisition 2002000966**” message. It will open the Purchase requisition document in Display mode.



SAP User Manual for General Maintenance

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



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

Decision Step in Workflow

Workflow Create Import

Please approve the Purchase Requisition 2001000966

Choose one of the following alternatives

- Approve Purchase Requisition**
- Reject Purchase Requisition
- Display Purchase Requisition
- Approval or Rejection History
- Hold

<p>Description</p> <p>Select one of the available decision options. This completes the processing of this step.</p> <p>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.</p> <p>If you choose Cancel, the user decision remains in your inbox for processing.</p>	<p>Objects and attachments</p> <p>No attachments or objects exist</p>
--	--

Purchase Requisition will be approved with level 2.

Purchase Requisition Approval Request notification is forwarded to Approver 3.

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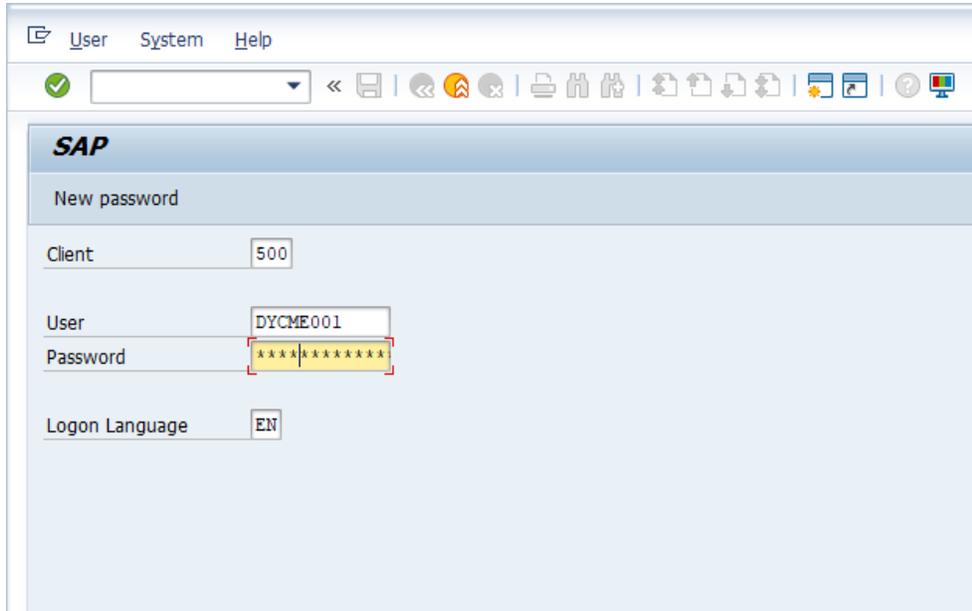
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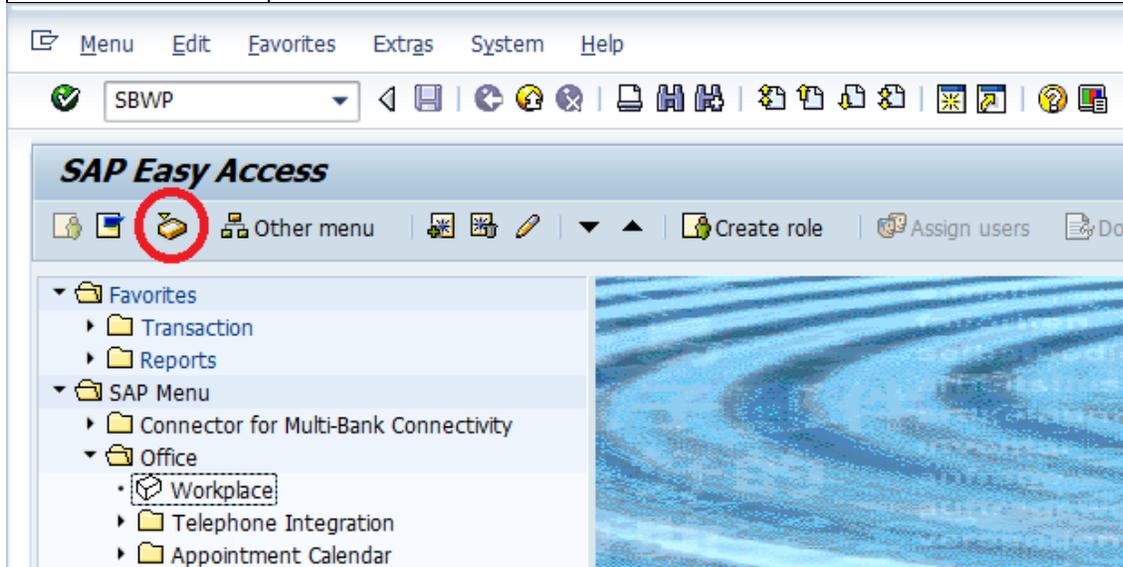
Login as **Approver 3** (Dy CME) in SAP System.



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

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

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



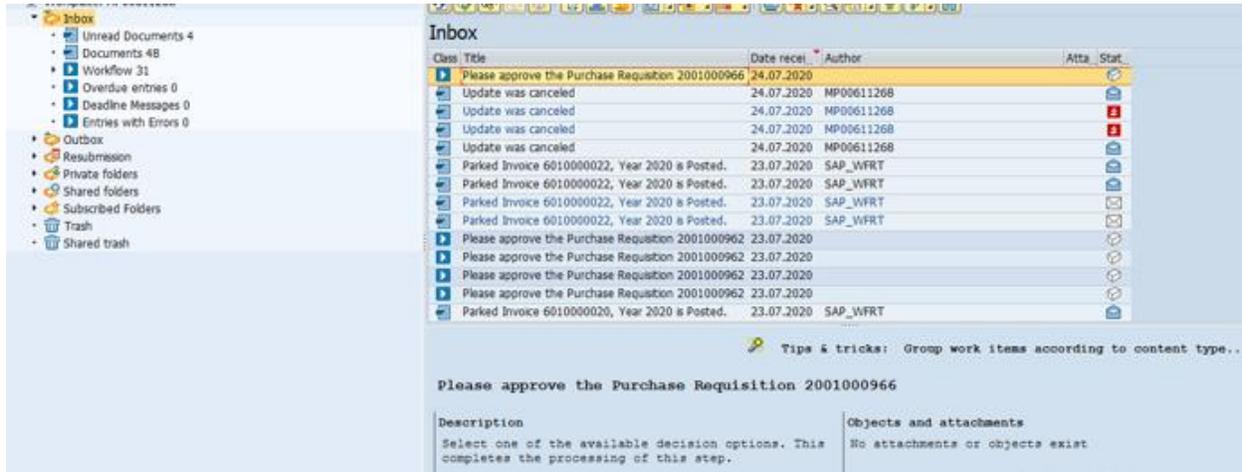
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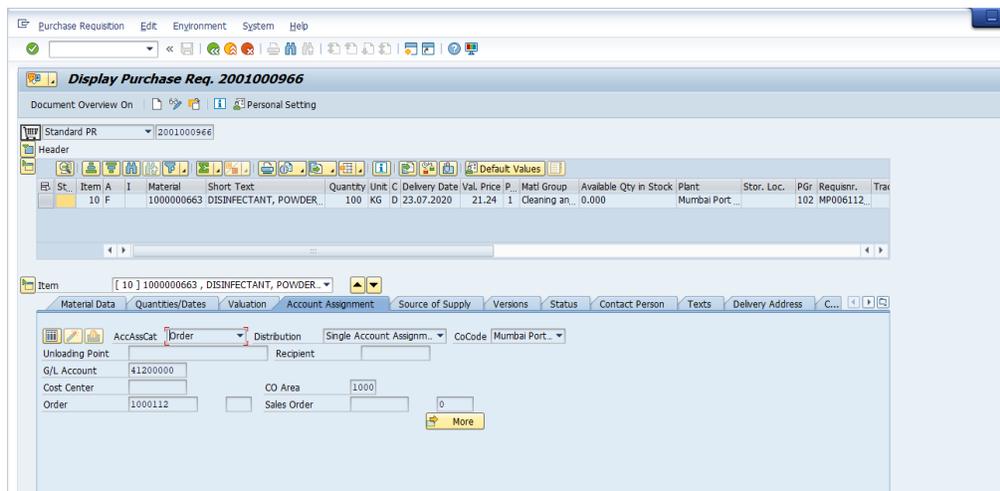
SAP User Manual for General Maintenance

Expand “Inbox” button, under workflow “**Approve Purchase requisition 2002000966**” message will appear.



Double Click on the “**Please Approve Purchase requisition 2002000966**” message. It will open the Purchase requisition document in Display mode.

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





SAP User Manual for General Maintenance

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

Decision Step in Workflow

Workflow Create Import

Please approve the Purchase Requisition 2001000966

Choose one of the following alternatives

Approve Purchase Requisition
Reject Purchase Requisition
Display Purchase Requisition
Approval or Rejection History
Hold

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

Objects and attachments
No attachments or objects exist

Purchase Requisition will be approved with level 3.

Purchase Requisition Approval Request notification is forwarded to Approver 4.

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

User System Help

SAP

New password

Client

User

Password

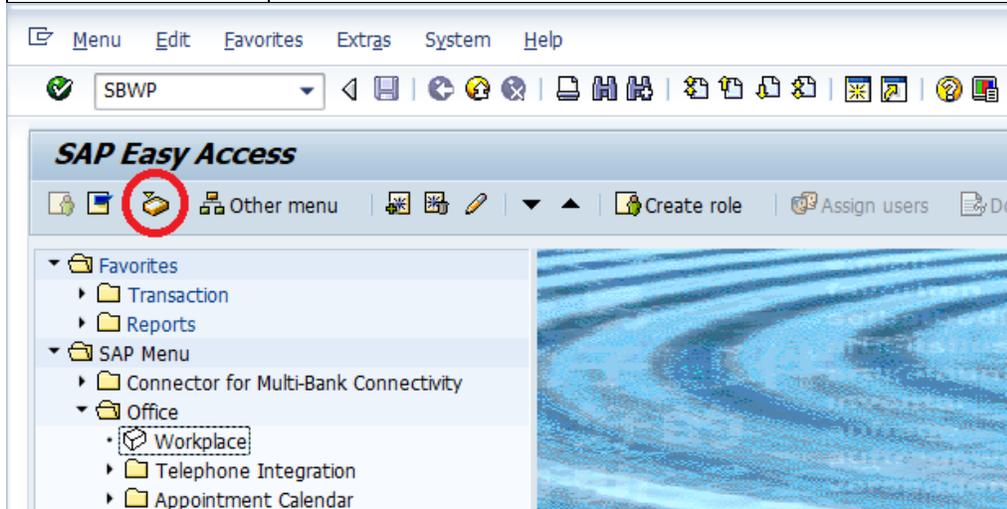
Logon Language

SAP User Manual for General Maintenance

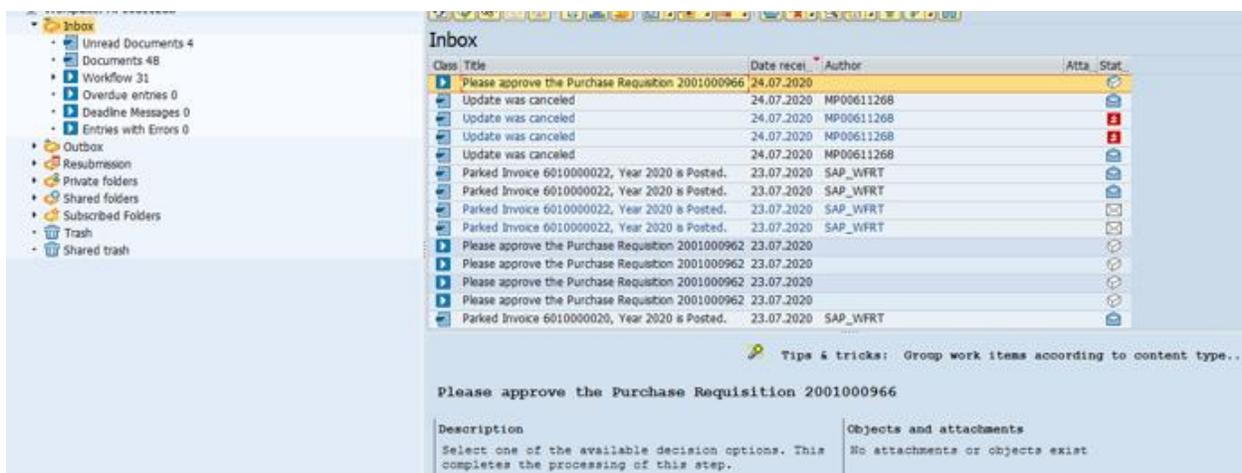
Click on “” **SAP Business Workspace** Button.

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

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



Expand “**Inbox**” button, under workflow “**Approve Purchase requisition 2002000966**” message will appear.



Double Click on the “**Please Approve Purchase requisition 2002000966**” message. It will open the Purchase requisition document in Display mode.

Confidential Document

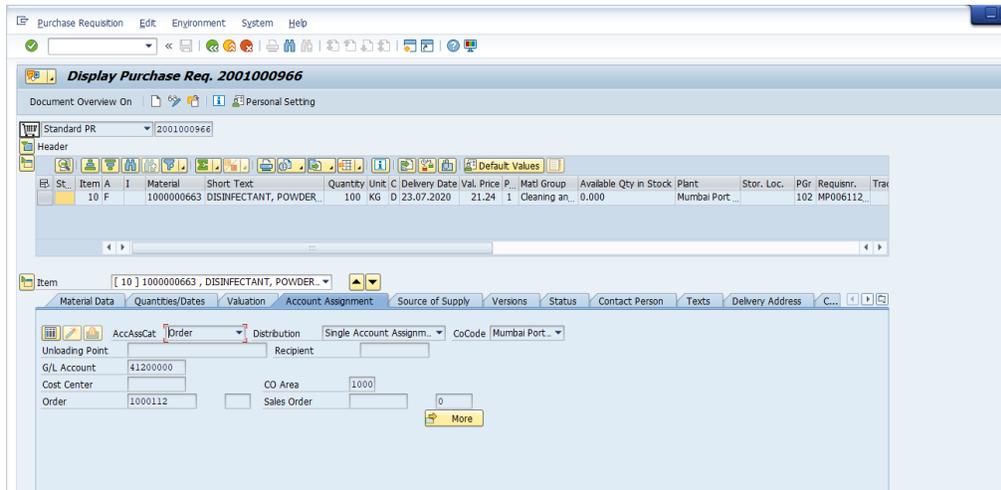
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Click on “  ” **Back Button**. System will open Decision step in workflow screen.



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

Decision Step in Workflow

Workflow Create Import

Please approve the Purchase Requisition 2001000966

Choose one of the following alternatives

- Approve Purchase Requisition**
- Reject Purchase Requisition
- Display Purchase Requisition
- Approval or Rejection History
- Hold

<p>Description</p> <p>Select one of the available decision options. This completes the processing of this step.</p> <p>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.</p> <p>If you choose Cancel, the user decision remains in your inbox for processing.</p>	<p>Objects and attachments</p> <p>No attachments or objects exist</p>
--	--

Purchase Requisition will be approved with level 4. Once the Purchase requisition is approved by

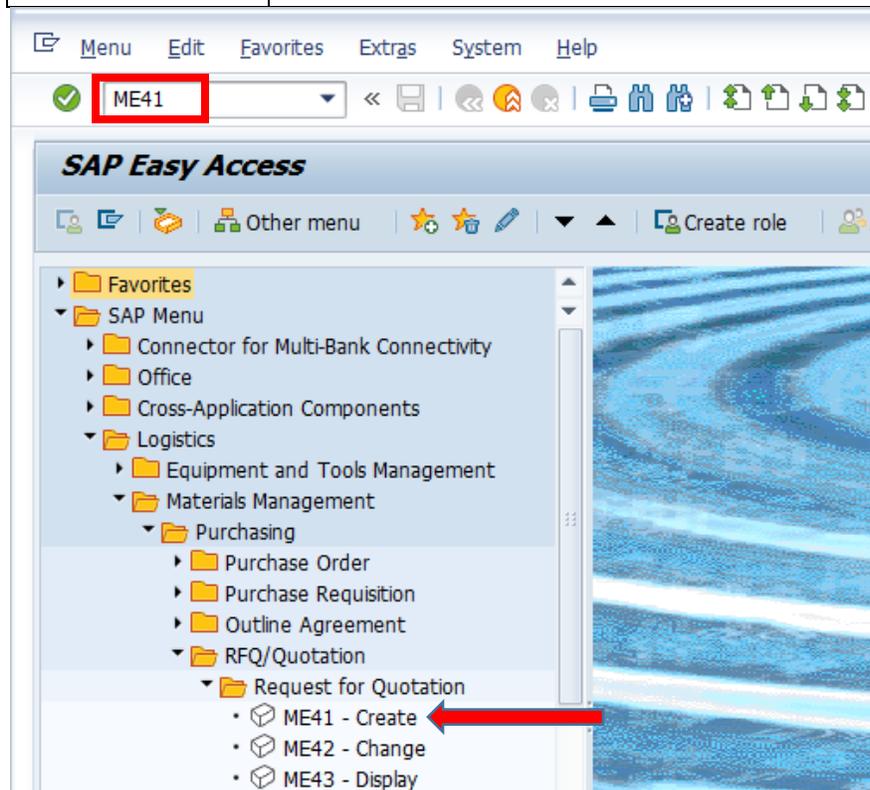
SAP User Manual for General Maintenance

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

Create/ Change Request for Quotation:

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

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





SAP User Manual for General Maintenance

In Create RFQ Initial Screen Provide following details,

- RFQ Type: **ZZAN**
- RFQ Date: **24.07.2020**
- Quotation Deadline: **26.07.2020**
- Purchasing Org: **1000**
- Purchasing Group: **101**

Create RFQ : Initial Screen

Reference to PReq Reference to Outline Agreement

RFQ Type	ZZAN
Language Key	EN
RFQ Date	24.07.2020
Quotation Deadline	26.07.2020
RFQ	

Organizational Data

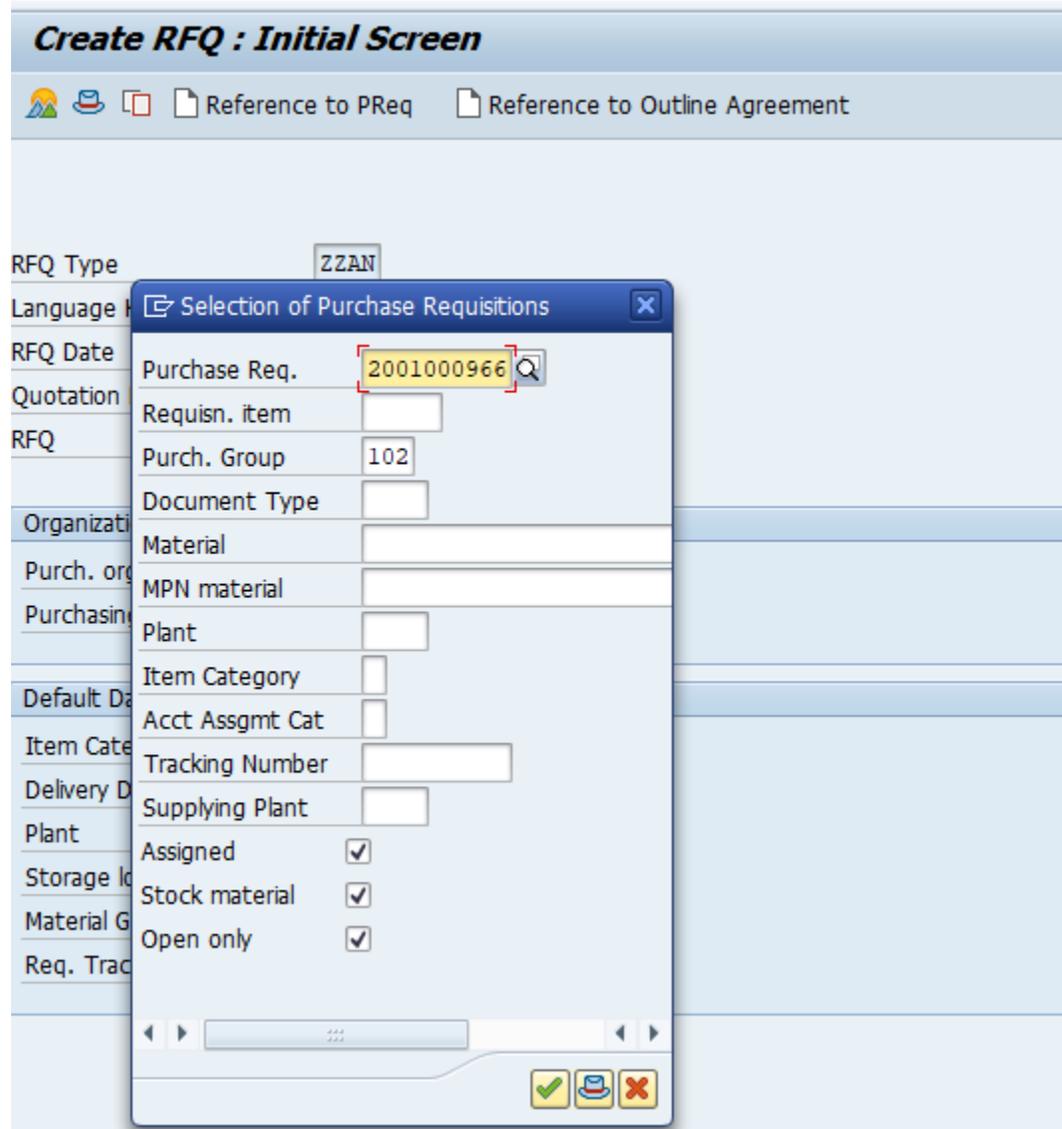
Purch. organization	1000
Purchasing Group	102

Default Data for Items

Item Category	
Delivery Date	T
Plant	
Storage location	
Material Group	
Req. Tracking Number	

SAP User Manual for General Maintenance

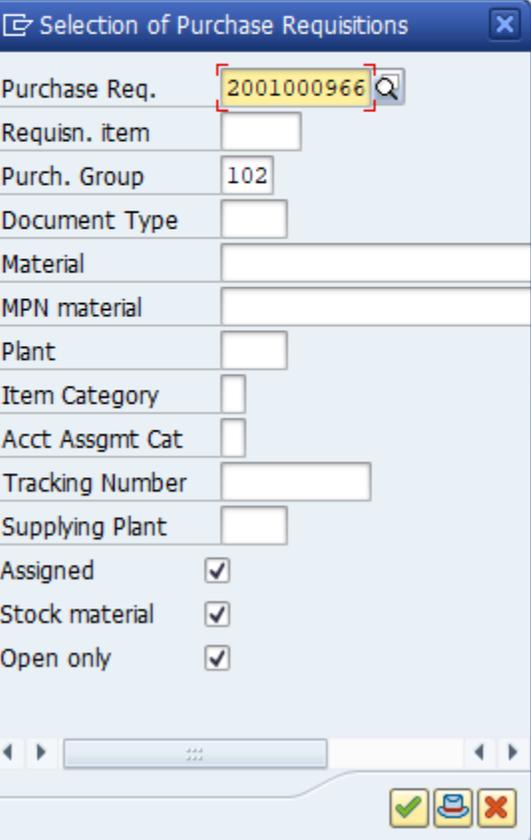
Click on “ Reference to PReq” Button & Provide reference Purchase requisition number **2002000966**.



Create RFQ : Initial Screen

 Reference to PReq  Reference to Outline Agreement

RFQ Type: ZZAN

Language: 

RFQ Date:

Quotation:

RFQ:

Organizati:

Purch. org:

Purchasing:

Default Da:

Item Cate:

Delivery D:

Plant:

Storage lo:

Material G:

Req. Trac:

Purchase Req.: 2001000966

Requisn. item:

Purch. Group: 102

Document Type:

Material:

MPN material:

Plant:

Item Category:

Acct Assgmt Cat:

Tracking Number:

Supplying Plant:

Assigned:

Stock material:

Open only:

Click on “” Continue Button.



SAP User Manual for General Maintenance

Enter Coll. No. **2002000966** & hit **Enter**

RFQ Edit Header Item Environment System Help

RFQ: [] Company Code: 1000 Purchasing Group: 102
 RFQ Type: ZZAN Purch. Organization: 1000
 Vendor: []

Create RFQ : Header Data

Administrative Fields

RFQ Date: 24.07.2020 Item Interval: 10 Coll. No.: 2002000966
 Language: EN Subitem Interv.: 1 QuotDdln: 26.07.2020
 Validity Start: [] Validity End: [] Apply By: []
 Warranty: [] Bindg Per.: []

Terms of Delivery and Payment

Targ. Val.: []

Reference Data

Your Reference: [] Salesperson: []
 Our Reference: [] Telephone: []

Terms & Conditions

Select the line Item click on “ **Adopt + Details** ” Button.

Create RFQ : Selection List: Purchase Requisitions

Adopt + Details [] [] [] []

Plnt	SLoc	I	A	Cl	Qty	Un	C	Delv. Date	Rel. Date	Fixed S.	S	Batch	Stock Segment
1000	1001	Q	F			100,000 KG	D	23.07.2020	24.07.2020		N		



SAP User Manual for General Maintenance

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

Create RFQ : Item 00010

▶

Item	<input type="text" value="10"/>	ItCat.	<input type="text"/>	Plant	<input type="text" value="1000"/>
Material	<input type="text" value="1000000663"/>			Stor. Loc.	<input type="text" value="1001"/>
Short Text	<input type="text" value="DISINFECTANT, POWDER,CARBOLIC."/>				
Mat. Grp	<input type="text" value="47131800"/>				

Quantity and Date

RFQ Quantity	<input type="text" value="100"/>	<input type="text" value="KG"/>	QuotDdln	<input type="text" value="26.07.2020"/>
Delivery Date	<input type="text" value="D 28.07.2020"/> ←			

Deadline Monitoring

1st Rem./Exped.	<input type="text"/>	TrackingNo	<input type="text"/>
2nd Rem./Exped.	<input type="text"/>	S. Mat.	<input type="text"/>
3rd Rem./Exped.	<input type="text"/>		
No. Exped.	<input type="text" value="0"/>		

Quotation /

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



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RFQ Company Code Purchasing Group
RFQ Type Purch. Organization
Vendor

Administrative Fields

Enter vendor number **4000012**

RFQ Company Code Purch. Group
RFQ Date RFQ Type Purchasing Org.
Vendor

Name
Title
Name

Search Terms
Search term 1/2

Street Address
Street/House number
Postal Code/City
Country Region

PO Box Address
PO Box
Postal code
Company Postal Code

Communication
Language Other communication...



SAP User Manual for General Maintenance

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

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

Create RFQ : Supplier Address

RFQ Company Code Purch. Group
RFQ Date RFQ Type Purchasing Org.
Vendor

Name

Title

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country India Region Maharashtra

Time zone

PO Box Address

PO Box

Postal code

Company Postal Code

Communication

Language

SAP User Manual for General Maintenance

Click on “  ” **Save** Button. System will create RFQ document & information message
 “ **Req for Quotation created under the number** 1001000035” is displayed.

Same Procedure for Creation of Two More quotations

 **Req for Quotation created under the number** 1001000036 & 1001000037 for Vendors 40000013 & 40000010 is Displayed.

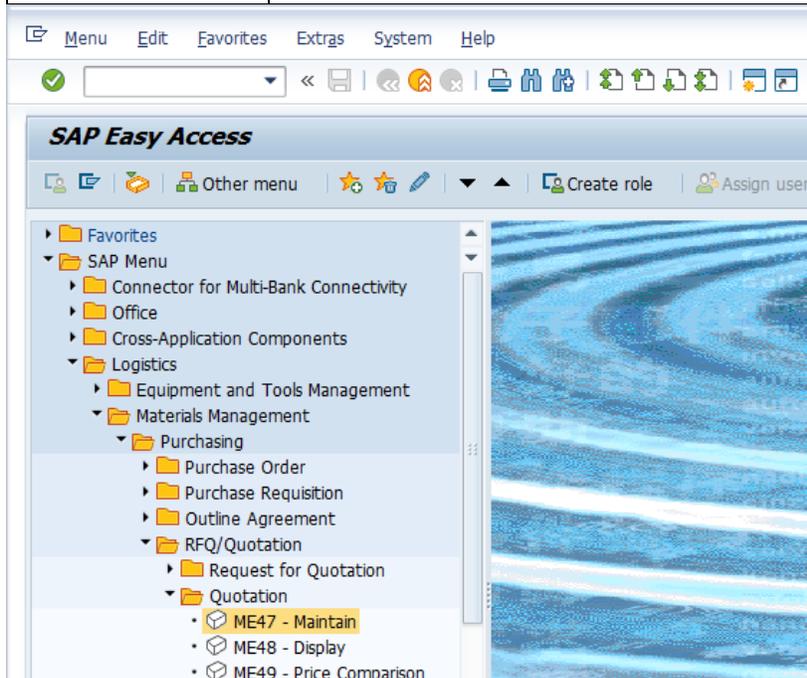
Click on “  ” **Exit** button.

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

Maintain Quotation

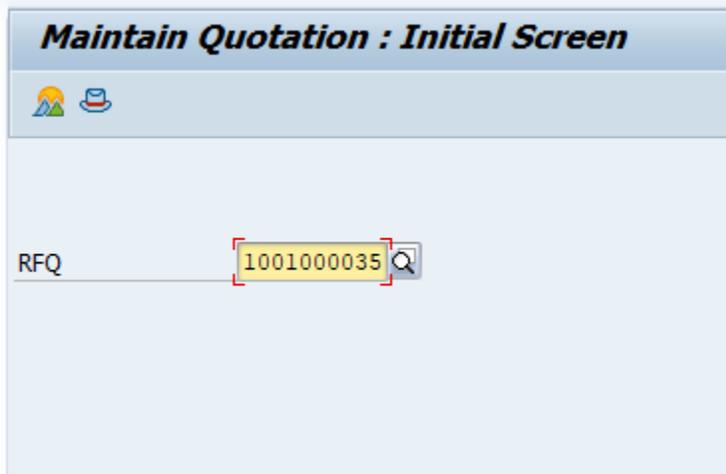
Enter Transaction Code ME47 in command bar (or) Follow the below navigation path.

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



SAP User Manual for General Maintenance

On Maintain Quotation Initial Screen, Provide RFQ no. 1001000035 & press **Enter**.

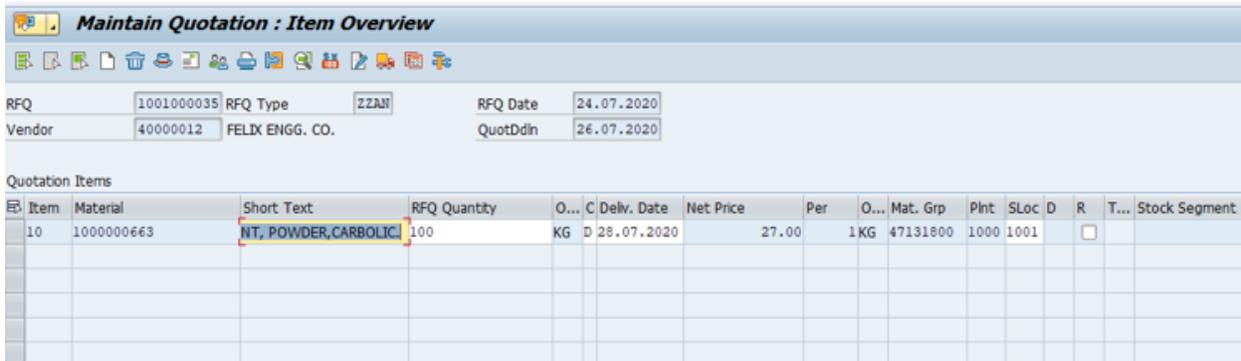


Maintain Quotation : Initial Screen

RFQ

System will open the Quotation document.

Maintain the Net Price: **27** Click on “  ” **Save** Button.



Maintain Quotation : Item Overview

RFQ: 1001000035 RFQ Type: ZZAN RFQ Date: 24.07.2020
Vendor: 40000012 FELIX ENGG. CO. QuotDtin: 26.07.2020

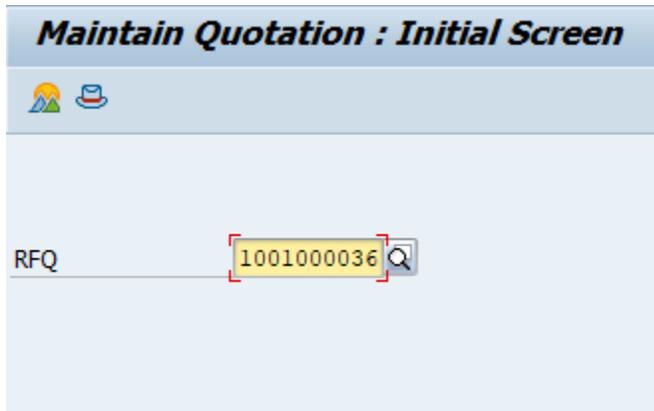
Item	Material	Short Text	RFQ Quantity	O...	C Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	R	T...	Stock Segment
10	1000000663	NT, POWDER,CARBOLIC	100	KG	D 28.07.2020	27.00	1	KG	47131800	1000	1001		<input type="checkbox"/>		

Quotation for RFQ 1001000035 will be maintained.

System will display “  **Quotation for Req for Quotation** 1001000035 Maintained ” message.

SAP User Manual for General Maintenance

On Maintain Quotation Initial Screen, Provide RFQ no. 1001000036 & press **Enter**.

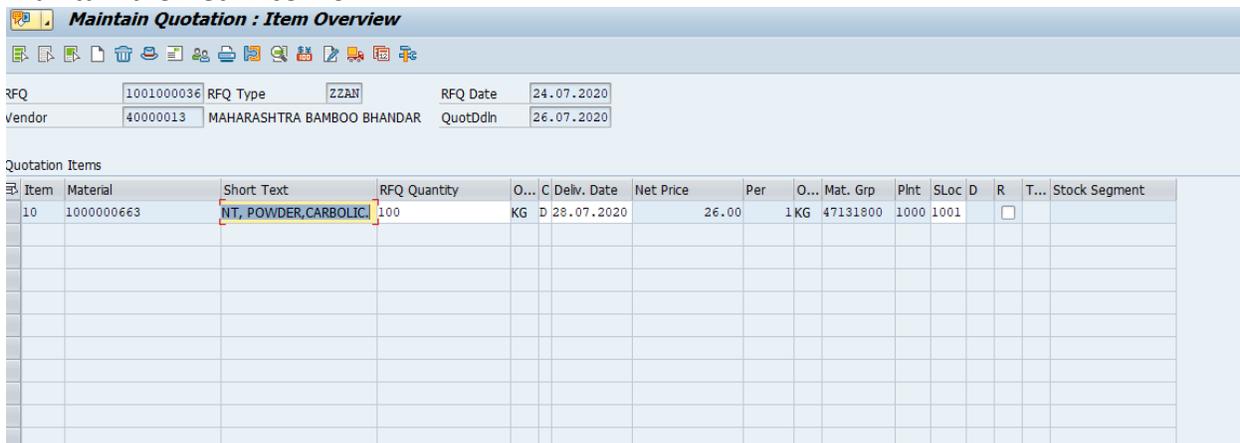


Maintain Quotation : Initial Screen

RFQ

System will open the Quotation document.

Maintain the Net Price: **26**



Maintain Quotation : Item Overview

RFQ: 1001000036 RFQ Type: ZZAN RFQ Date: 24.07.2020
Vendor: 40000013 MAHARASHTRA BAMBOO BHANDAR QuotDdn: 26.07.2020

Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	PInt	SLoc	D	R	T...	Stock Segment
10	1000000663	NT, POWDER,CARBOLIC	100	KG	D	28.07.2020	26.00		1	KG	47131800	1000	1001		<input type="checkbox"/>	

Click on “  ” **Save** Button. Quotation for RFQ 1001000036 will be maintained.

System will display “  **Quotation for Req for Quotation** 1001000036 Maintained ” message.

SAP User Manual for General Maintenance

On Maintain Quotation Initial Screen, Provide RFQ no. 1001000037 & press **Enter**.

The screenshot shows the 'Maintain Quotation : Initial Screen' in SAP. At the top, there is a title bar with the text 'Maintain Quotation : Initial Screen' and two small icons. Below the title bar, there is a large text input field labeled 'RFQ' containing the value '1001000037'. A magnifying glass icon is visible to the right of the input field, indicating a search function.

System will open the Quotation document.

Maintain the Net Price: **25**

The screenshot shows the 'Maintain Quotation : Item Overview' screen. At the top, there is a title bar with the text 'Maintain Quotation : Item Overview' and several icons. Below the title bar, there is a table with the following data:

RFQ	RFQ Type	RFQ Date
1001000037	ZZAN	24.07.2020

Vendor	QuotDdn
40000010	26.07.2020

Quotation Items																
Item	Material	Short Text	RFQ Quantity	O...	C	Deliv. Date	Net Price	Per	O...	Mat. Grp	Plnt	SLoc	D	R	T...	Stock Segment
10	1000000663	NT, POWDER,CARBOLIC	100	KG	D	28.07.2020	25.00	1	KG	47131800	1000	1001		<input type="checkbox"/>		

Click on “  ” **Save** Button. Quotation for RFQ 1001000037 will be maintained.

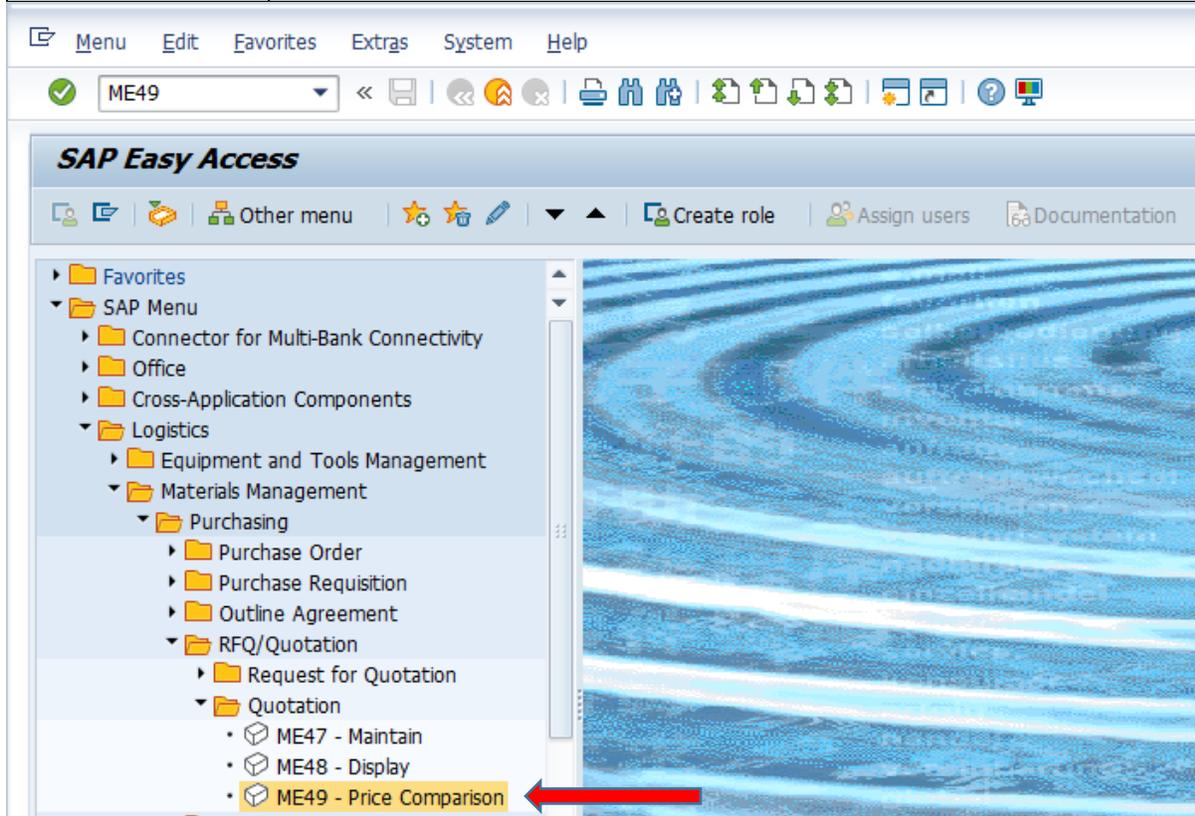
System will display “  **Quotation for Req for Quotation** 1001000037 Maintained ” message.

SAP User Manual for General Maintenance

Price Comparison for RFQ

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

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





SAP User Manual for General Maintenance

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

Price Comparison List

Purchasing Organization: 1000

Quotation: [] to []

Collective RFQ: 2001000966 to []

Supplier: [] to []

Material: [] to []

Comparison Values

Reference Quotation: []

Mean Value Quotation

Minimum Value Quotation

Percentage Basis: []

Max. No. Quotations per Page: 12

Price Calculations

Include Discounts

Include Delivery Costs

Determine Effective Price

System will Display price comparison List.

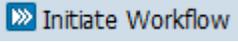
Price Comparison List in Currency INR

Maintain Quotation | Material | Supplier | Services | Hierarchy Level 4 | Addl. Info: Quotes | Initiate Workflow

Rank	Item	Vendor	Supplier Name	Collective No. Text	Material	Matl Group	Short Text	Quantity	Unit	Net Price	MvAvgPrice	Price Diff %	Σ	Net Value	Rank	Rank %	Quota
10	40000010	ALEX CHEMICAL & INDUSTRIES	2002000966	Standard	1000000663	47131800	DISINFECTANT, POWDER,CARBOLIC.	100	KG	25,00	21,24	118		2.500,00	1	96	2.500,
Purchasing Document 1001000037														2.500,00			
10	40000013	MAHARASHTRA BAMBOO BHANDAR	2002000966	Standard	1000000663	47131800	DISINFECTANT, POWDER,CARBOLIC.	100	KG	26,00	21,24	122		2.600,00	2	100	2.600,
Purchasing Document 1001000036														2.600,00			
10	40000012	FELIX ENGG. CO.	2002000966	Standard	1000000663	47131800	DISINFECTANT, POWDER,CARBOLIC.	100	KG	27,00	21,24	127		2.700,00	3	104	2.700,
Purchasing Document 1001000035														2.700,00			
														7.800,00			

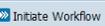
SAP User Manual for General Maintenance

Quotation Approval

Select the Level one vendor's Purchasing Document and click on “  ”

System will display “  ” message.

Price Comparison List in Currency INR

Maintain Quotation Material Supplier Services Hierarchy Level 4 Addl. Info: Quotes  

Rank	Item	Vendor	Supplier Name	Collective No. Text	Material	Matl Group	Short Text	Quantity	Unit	Net Price	MvAvgPrice	Price Diff %	Net Value	Rank	Rank %	Quotation
10	40000010	ALEX CHEMICAL & INDUSTRIES	2002000966	Standard	1000000663	47131800	DISINFECTANT, POWDER,CARBOLIC.	100	KG	25,00	21,24	118	2.500,00	1	100	2.500,00
Purchasing Document 1001000037																• 2.500,00
																•• 2.500,00

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

User System Help



SAP

New password

Client

User 

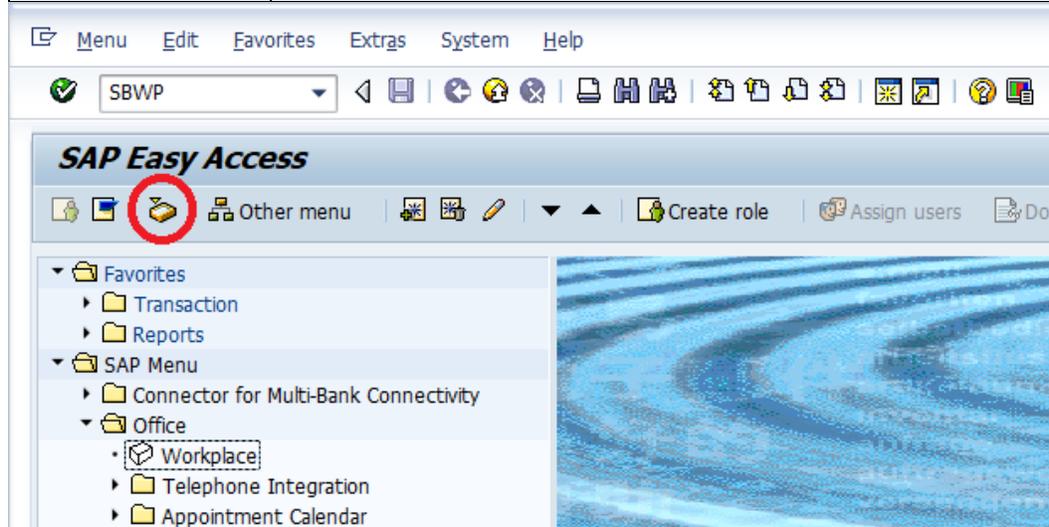
Password

Logon Language

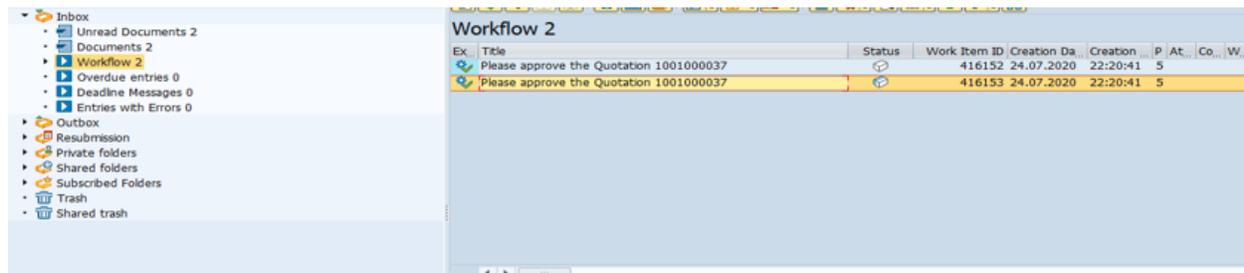
SAP User Manual for General Maintenance

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

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



Expand “**Inbox**” button, under workflow “**Please Approve the Quotation 1001000037**” message will appear.





SAP User Manual for General Maintenance

Double Click on the “Please Approve the Quotation 1001000037” message. It will open the Quotation comparison list in Display mode.

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

Price Comparison List in Currency INR

Rank	Item	Vendor	Supplier Name	Collective No. Text	Material	Matl Group	Short Text	Quantity	Unit	Net Price	MvAvgPrice	Price Diff %	Net Value	Rank	Rank %	Quotation
10	40000010	ALEX CHEMICAL & INDUSTRIES	2002000966	Standard	1000000663	47131800	DISINFECTANT, POWDER,CARBOLIC.	100	KG	25,00	21,24	118	2.500,00	1	100	2.500,00
Purchasing Document 1001000037													2.500,00			
													** 2.500,00			

Click on “Approve” Button to approve the Quotation.

Please approve the Quotation 1001000037

Choose one of the following alternatives

Approve
Reject
Display
Approval or Rejection History
Hold

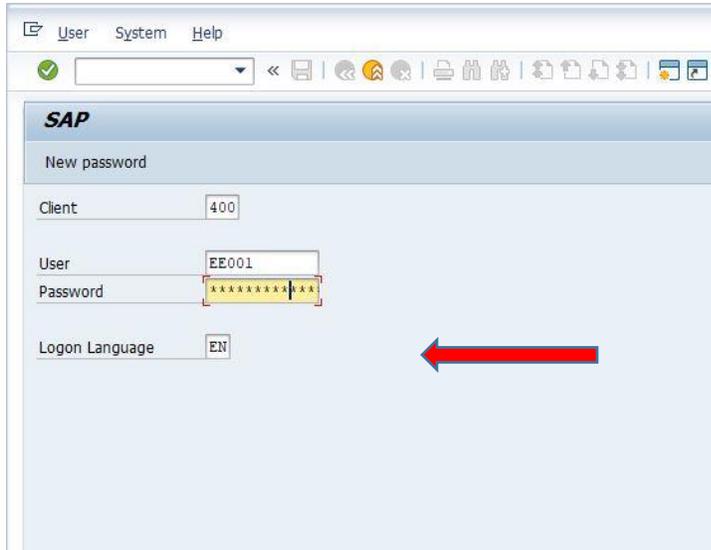
<p>Description</p> <p>Select one of the available decision options. This completes the processing of this step.</p> <p>Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.</p> <p>If you choose Cancel, the user decision remains in your inbox for processing.</p>	<p>Objects and attachments</p> <p>No attachments or objects exist</p>
--	--

Quotation will be approved with level 1.

Quotation Approval Request notification is forwarded to Approver 2.

SAP User Manual for General Maintenance

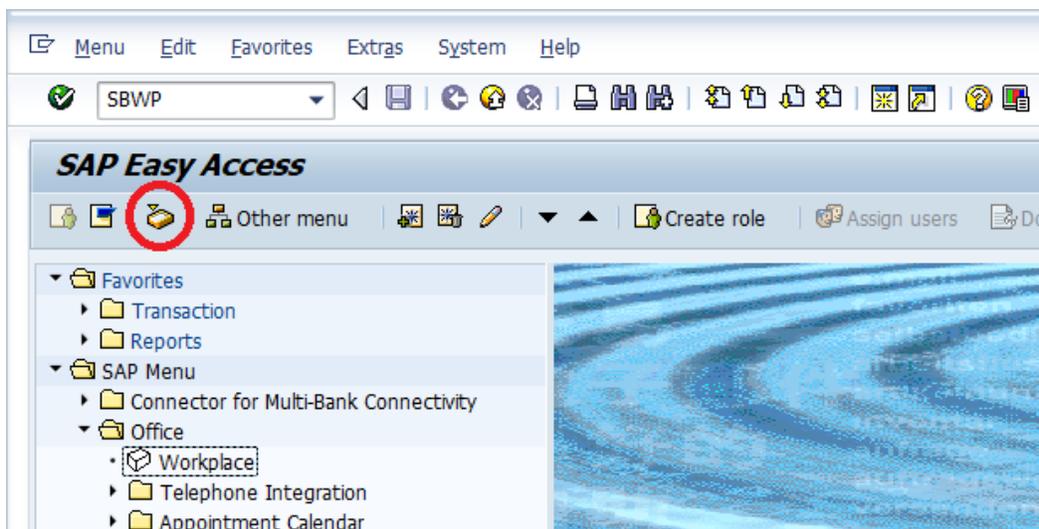
Login as **Approver 2** (Executive Engineer) in SAP System.



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

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

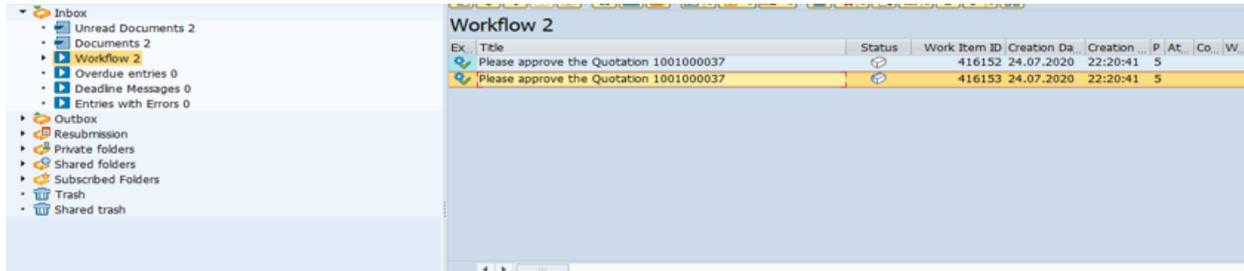
Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace





SAP User Manual for General Maintenance

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



Double Click on the "Please Approve the Quotation 1001000037" message. It will open the Quotation comparison list in Display mode.

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

Price Comparison List in Currency INR

Rank	Item	Vendor	Supplier Name	Collective No. Text	Material	Matl Group	Short Text	Quantity	Unit	Net Price	MvAvgPrice	Price Diff %	Net Value	Rank	Rank %	Quotation
10	40000010	ALEX CHEMICAL & INDUSTRIES	2002000966	Standard	1000000663	47131800	DISINFECTANT, POWDER,CARBOLIC.	100	KG	25,00	21,24	118	2.500,00	1	100	2.500,00
Purchasing Document 1001000037													2.500,00			
													2.500,00			

Click on "Approve" Button to approve the Quotation.

Please approve the Quotation 1001000037

Choose one of the following alternatives

Approve

Reject

Display

Approval or Rejection History

Hold

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

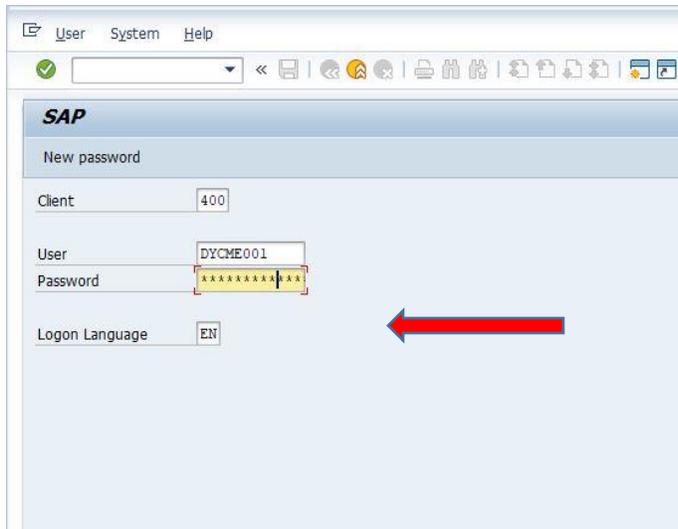
Objects and attachments
No attachments or objects exist

Quotation will be approved with level 2.

Quotation Approval Request notification is forwarded to Approver 3.

SAP User Manual for General Maintenance

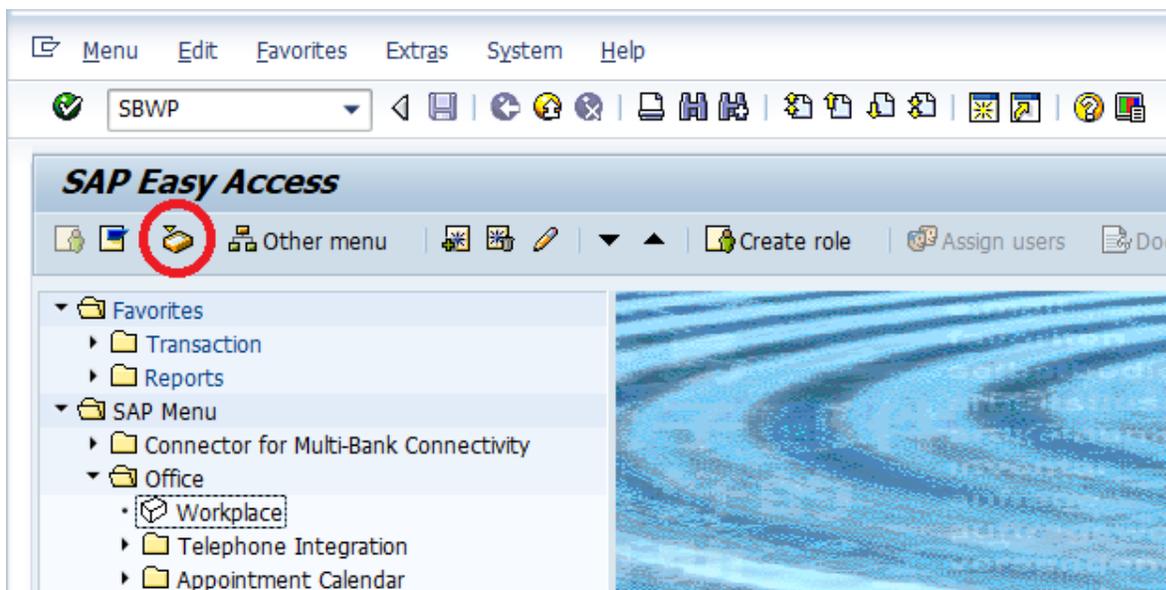
Login as **Approver 3** (Dy CME) in SAP System.



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

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

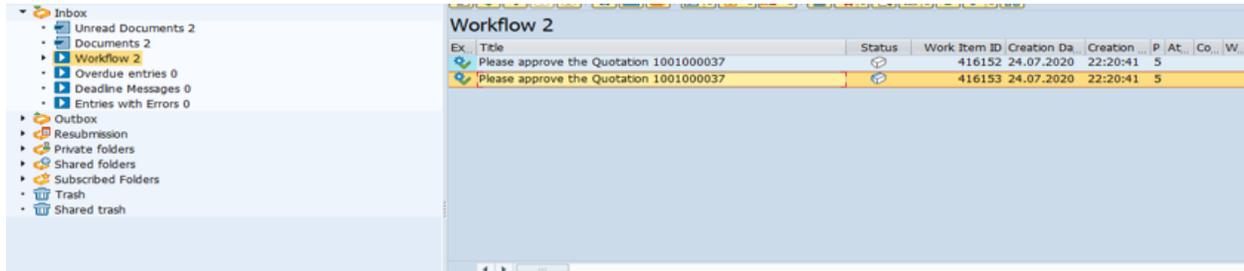
Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace





SAP User Manual for General Maintenance

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



Double Click on the “Please Approve the Quotation 1001000037” message. It will open the Quotation comparison list in Display mode.

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

Price Comparison List in Currency INR

Maintain Quotation | Material | Supplier | Services | Hierarchy Level 4 | Addl. Info: Quotes | Initiate Workflow

Rank	Item	Vendor	Supplier Name	Collective No. Text	Material	Mati Group	Short Text	Quantity	Unit	Net Price	MvAvgPrice	Price Diff %	Net Value	Rank	Rank %	Quotation
10	40000010	ALEX CHEMICAL & INDUSTRIES	2002000966	Standard	1000000663	47131800	DISINFECTANT, POWDER,CARBOLIC.	100	KG	25,00	21,24	118	2.500,00	1	100	2.500,00
Purchasing Document 1001000037													2.500,00			
													2.500,00			

Click on “Approve” Button to approve the Quotation.

Please approve the Quotation 1001000037

Choose one of the following alternatives

Approve

Reject

Display

Approval or Rejection History

Hold

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

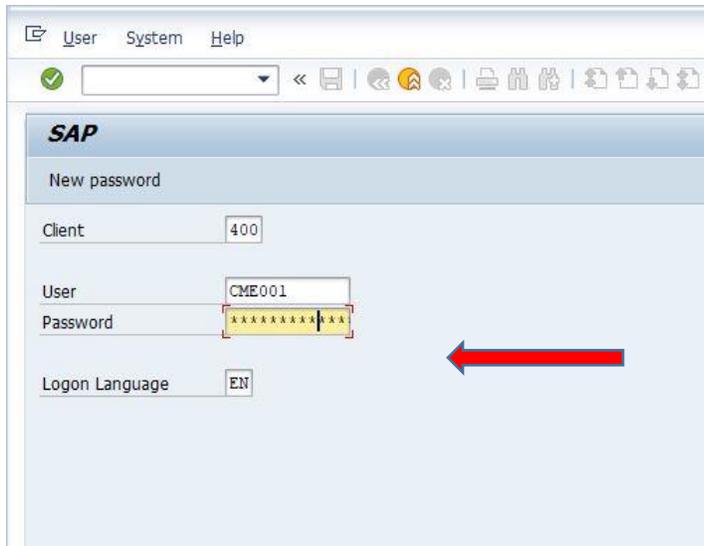
Objects and attachments
No attachments or objects exist

Quotation will be approved with level 3.

Quotation Approval Request notification is forwarded to Approver 4.

SAP User Manual for General Maintenance

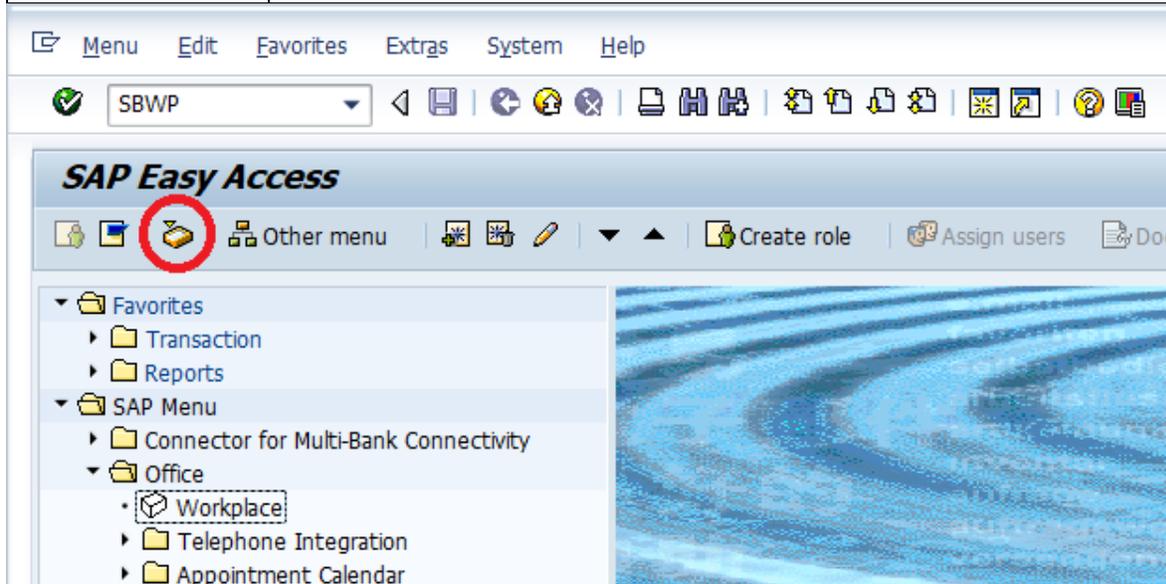
Login as **Approver 4 (CME)** in SAP System



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

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

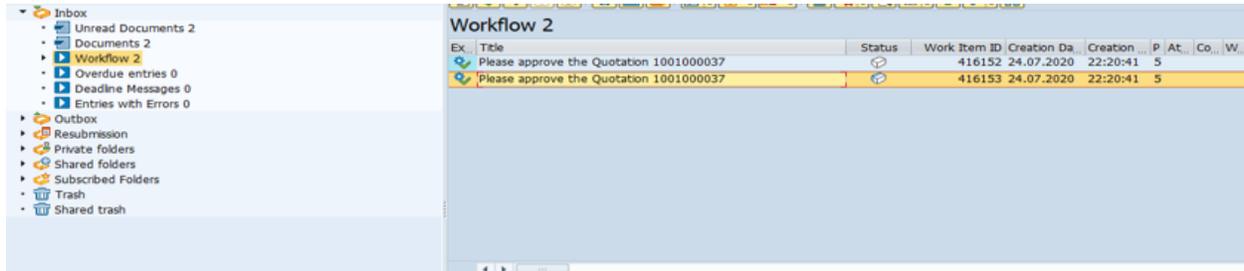
Transaction Code	SBWP
Menu Path	Easy Access → SAP Menu → Office → Workplace





SAP User Manual for General Maintenance

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



Double Click on the “Please Approve the Quotation 1001000037” message. It will open the Quotation comparison list in Display mode.

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

Price Comparison List in Currency INR

Maintain Quotation Material Supplier Services Hierarchy Level 4 Addl. Info: Quotes Initiate Workflow

Rank	Item	Vendor	Supplier Name	Collective No., Text	Material	Matl Group	Short Text	Quantity	Unit	Net Price	MvAvgPrice	Price Diff %	Net Value	Rank	Rank %	Quotation
10	40000010	ALEX CHEMICAL & INDUSTRIES	2002000966	Standard	1000000663	47131800	DISINFECTANT, POWDER,CARBOLIC.	100	KG	25,00	21,24	118	2,500,00	1	100	2,500,00
Purchasing Document 1001000037													2,500,00			
													2,500,00			

Click on “Approve” Button to approve the Quotation.

Please approve the Quotation 1001000037

Choose one of the following alternatives

Approve

Reject

Display

Approval or Rejection History

Hold

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

Objects and attachments
No attachments or objects exist

Quotation will be approved with level 4.



SAP User Manual for General Maintenance

Once the Quotation is approved by all 4 level approvers, a notification is triggered to initiator & Preceding Approvers stating “**Quotation 1001000037 is Approved**”

Display Document: Quotation 1001000037 is Approved

Reply... Reply with Reference... New message

Doc. contents Attributes Recipient list

Quotation 1001000037 is Approved

Created SAP_WFRT

Hello Sir,

Quotation 1001000037 is Approved

Approved by: SB00621355 SB00621355

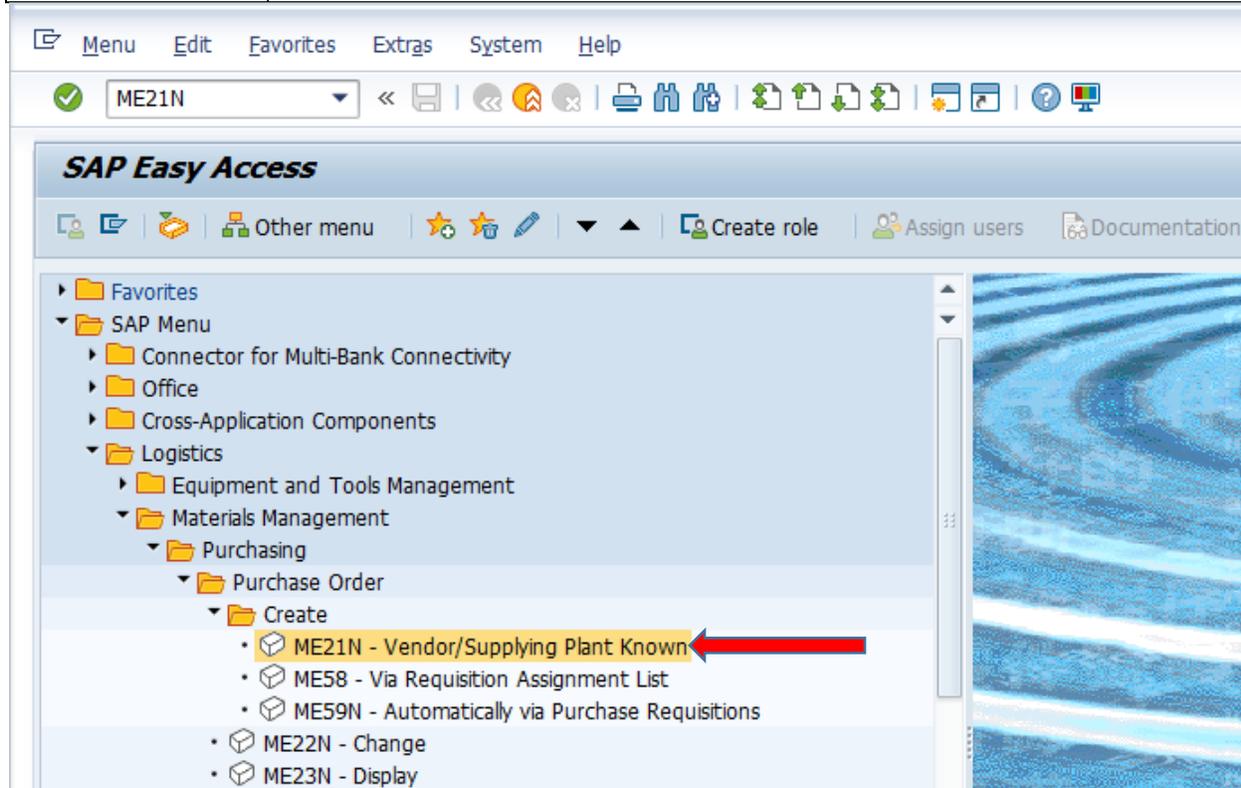
Regards,
SB00621355
SB00621355

SAP User Manual for General Maintenance

Create/ Change Purchase Order

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

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





SAP User Manual for General Maintenance

Click on “ Document Overview On ” button.

S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curr...	Per	O... M



SAP User Manual for General Maintenance

Selection of Purchase Request from List

Purchasing Documents

General selections

Max. no. of hits

Program selections

Material Number	<input type="text"/>	to	<input type="text"/>	
Selection Parameters	<input type="text"/>	to	<input type="text"/>	
Plant	<input type="text"/>	to	<input type="text"/>	
Material Short Text	<input type="text"/>	to	<input type="text"/>	
Supplying Plant	<input type="text"/>	to	<input type="text"/>	
Storage Location	<input type="text"/>	to	<input type="text"/>	
Material Group	<input type="text"/>	to	<input type="text"/>	
Purchasing Organization	<input type="text"/>	to	<input type="text"/>	
Purchasing Group	<input type="text" value="102"/>	to	<input type="text"/>	
Purchasing Document	<input type="text"/>	to	<input type="text"/>	
Name of Person Responsible	<input type="text"/>	to	<input type="text"/>	
Document Type	<input type="text"/>	to	<input type="text"/>	
Document Category	<input type="text" value="A"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	



SAP User Manual for General Maintenance

System Fetches the RFQ related to Purchasing Group and select RFQ no and Click Adopt

Create Purchase Order

Document Overview Off | Hold | Print Preview | Messages | Personal Setting

Document Overview: Direct Purchase Order | Vendor: 40000010 ALEX CHEMICAL & IN... | Doc. Date: 25.07.2020

Purch. Org.: 1000 Mumbai Port Trust
 Purch. Group: 102 Mechanical & Ele
 Company Code: 1000 Mumbai Port Trust

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor...
10	F			1000000663	DISINFECTANT, POWDE...	100 KG	D	28.07.2020	25,00 INR	INR	1	KG	Cleaning an...	Mumbai Port Trust	Cent...

Item: [10] 1000000663, DISINFECTANT, POWDER...

S...	C	Delivery D...	Sched. Qty	Time	Stat. Del. ...	GR qty	Purchase ...	Req...	N...	Open Quantity	Sc...	P...
10	D	28.07.2020	100		28.07.2020		2001000966	10			1001	

Select the purchase order type Direct Purchase order

Create Purchase Order

Document Overview Off | Hold | Print Preview | Messages | Personal Setting

Document Overview: Direct Purchase Order | Vendor: 40000010 ALEX CHEMICAL & IN... | Doc. Date: 25.07.2020

Purch. Org.: 1000 Mumbai Port Trust
 Purch. Group: 102 Mechanical & Ele
 Company Code: 1000 Mumbai Port Trust

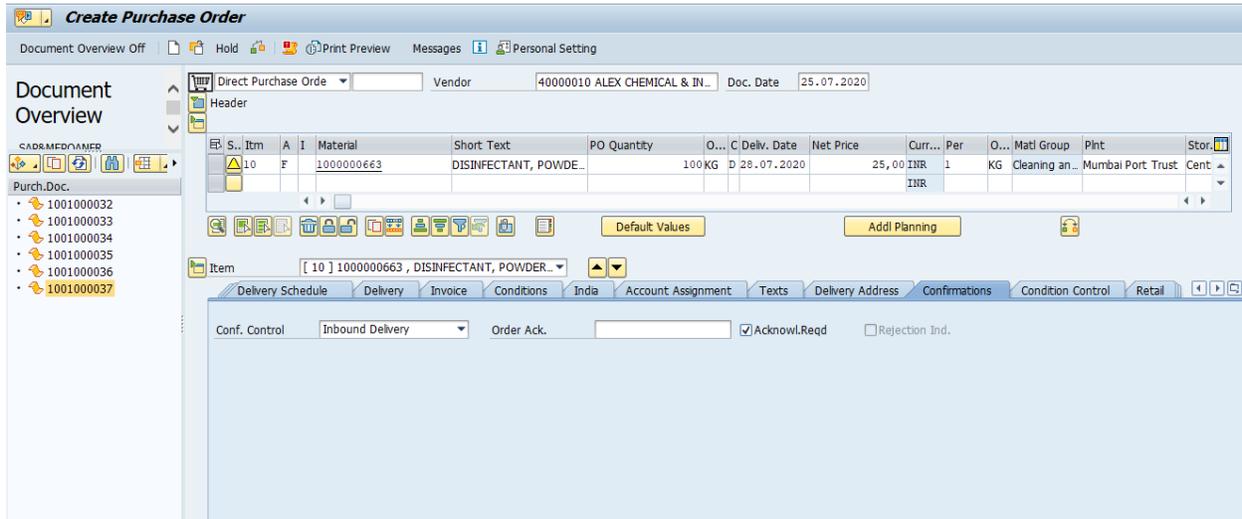
S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor...
10	F			1000000663	DISINFECTANT, POWDE...	100 KG	D	28.07.2020	25,00 INR	INR	1	KG	Cleaning an...	Mumbai Port Trust	Cent...

Item: [10] 1000000663, DISINFECTANT, POWDER...

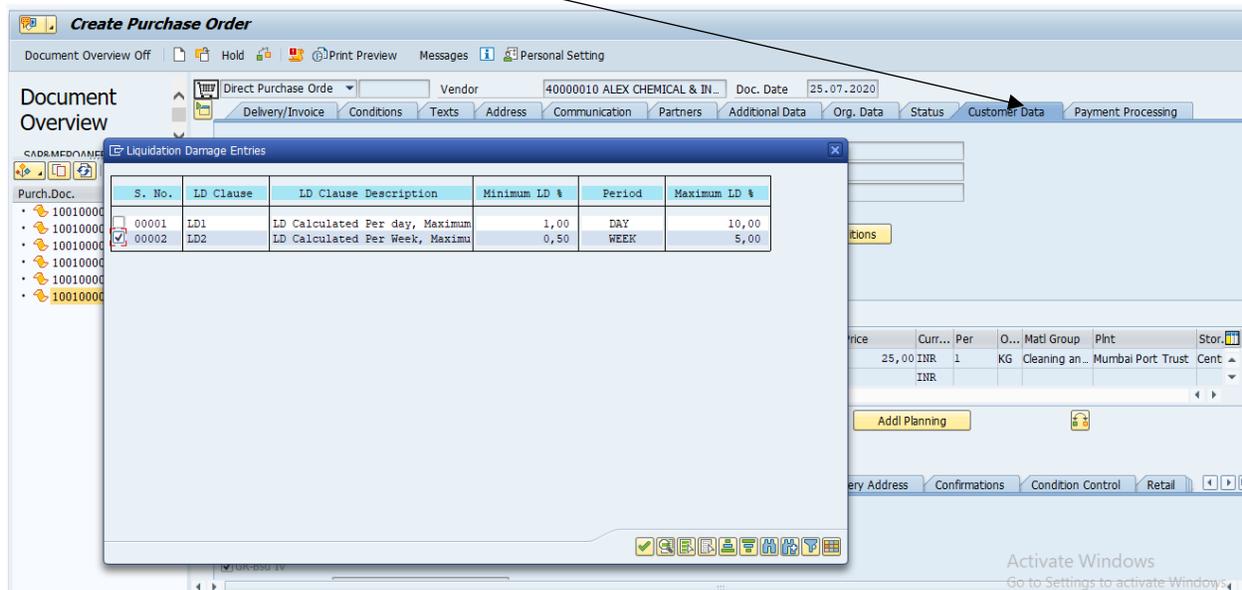
S...	C	Delivery D...	Sched. Qty	Time	Stat. Del. ...	GR qty	Purchase ...	Req...	N...	Open Quantity	Sc...	P...
10	D	28.07.2020	100		28.07.2020		2001000966	10			1001	

SAP User Manual for General Maintenance

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



Select the LD Clause from Customer Data





SAP User Manual for General Maintenance

Tax Details Entered in Invoice Tab Tax Code" V1"

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Invoice' tab is active, and the 'Tax Code' field is set to 'V1'. The 'Item' field is '[10] 1000000663 , DISINFECTANT, POWDER...'. The 'Tax Code' field is highlighted with a yellow box, and an arrow points to it from the text above. The 'Tax Code' field is located in the 'Tax Code' section of the 'Invoice' tab. The 'Tax Code' field is set to 'V1'. The 'Tax Code' field is highlighted with a yellow box, and an arrow points to it from the text above.

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Invoice' tab is active, and the 'Tax Code' field is set to 'V1'. The 'Item' field is 'New Item'. The 'Tax Code' field is highlighted with a yellow box, and an arrow points to it from the text above. The 'Tax Code' field is located in the 'Tax Code' section of the 'Invoice' tab. The 'Tax Code' field is set to 'V1'. The 'Tax Code' field is highlighted with a yellow box, and an arrow points to it from the text above.



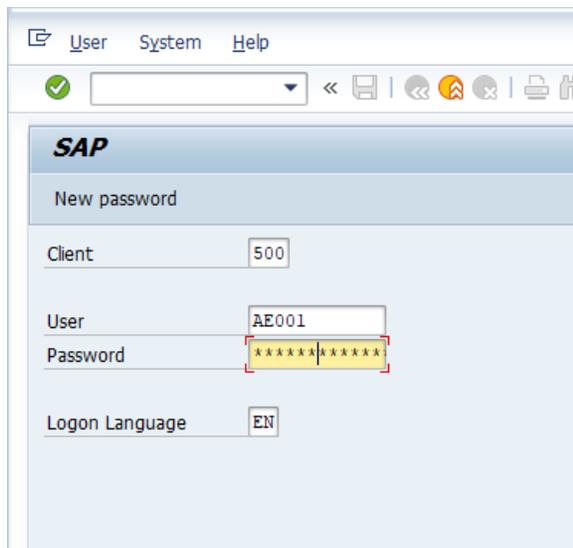
SAP User Manual for General Maintenance

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

Click on “” Save Button. System will Create Purchase Order document & displays “ Direct Purchase Orde created under the number 4601000001” Message.

Releasing of Purchase Order

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



The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with a green checkmark icon, a dropdown menu, and several navigation icons. The main area is titled 'SAP' and contains a 'New password' section. Below this, there are four input fields: 'Client' with the value '500', 'User' with the value 'AE001', 'Password' with a masked password '*****', and 'Logon Language' with the value 'EN'.

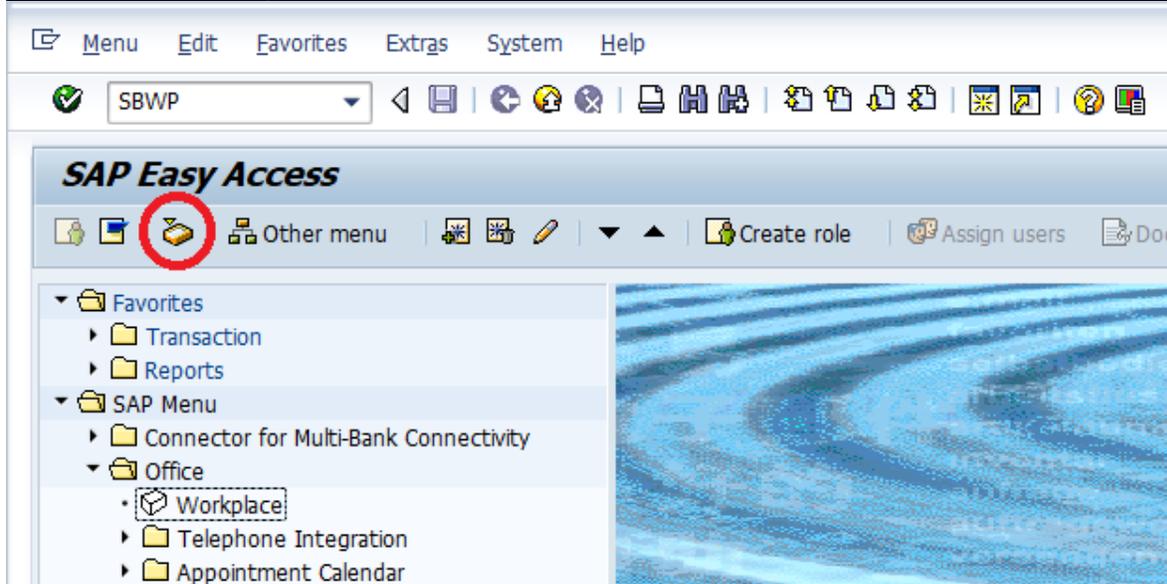


SAP User Manual for General Maintenance

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

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

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





SAP User Manual for General Maintenance

Expand “Inbox” button, under workflow “Approve Purchase Order 4601000001” message will appear.

Inbox

Class	Title	Date recei...	Author	Atta	Stat
	Please approve the Purchase Order 4601000001	25.07.2020			
	Purchase Order 4601000000 is approved.	23.07.2020	SAP_WFRT		
	Parked Invoice 6010000021, Year 2020 is Posted.	23.07.2020	SAP_WFRT		
	JMS 1100000013 is approved.	23.07.2020	SAP_WFRT		
	JMS 1100000011 is approved.	22.07.2020	SAP_WFRT		
	Purchase Order 4000010070 is approved.	22.07.2020	SAP_WFRT		
	Purchase Order 4000010070 is Rejected	22.07.2020	SAP_WFRT		
	Parked Invoice 6010000016, Year 2020 is Posted.	22.07.2020	SAP_WFRT		
	JMS 1100000009 is approved.	22.07.2020	SAP_WFRT		
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Purchase Order 4000010067 is approved.	21.07.2020	SAP_WFRT		

Please approve the Purchase Order 4601000001

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

Objects and attachments
No attachments or objects exist

Activate Windows
Go to Settings to activate Windows.

Double Click on the “Please Approve Purchase Order 4601000001” message. It will open the Purchase order document in Display mode.

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

Direct Purchase Order 4601000001 Created by MP00611268

Document Overview On | Print Preview | Messages | Personal Setting

Direct Purchase Order | 4601000001 | Vendor | 40000010 ALEX CHEMICAL & IN... | Doc. Date | 25.07.2020

S...	Item A I	Material	Short Text	Quantity	OUn C	Delivery Date	Net Price	Crcy	Per	OPU	Material Group	Plant	Stor. Location	Batch
	10 F	1000000663	DISINFECTANT, POWDER,CARB...	100	KG	D 29.07.2020	25.00	INR	1	KG	Cleaning and...	Mumbai Port ...	Central Store	

Item: [10] 1000000663 , DISINFECTANT, POWDER...

Tabs: Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Account Assignment | Texts | Delivery Address | Confr...

Unloading Point: [] | Recipient: []

G/L Account: 41200000

Cost Center: [] | CO Area: 1000

Order: 1000112 | Sales Order: [] | 0 | 0

More



SAP User Manual for General Maintenance

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. 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.	No attachments or objects exist

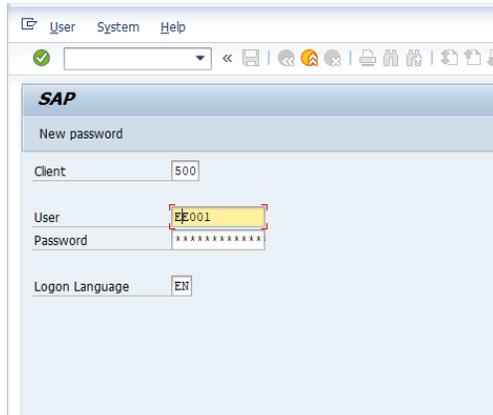
Click on “**Approve Purchase Order**” Button to approve the Purchase Order.

Purchase Order will be approved with level 1.

Purchase Order Approval Request notification is forwarded to Approver 2

SAP User Manual for General Maintenance

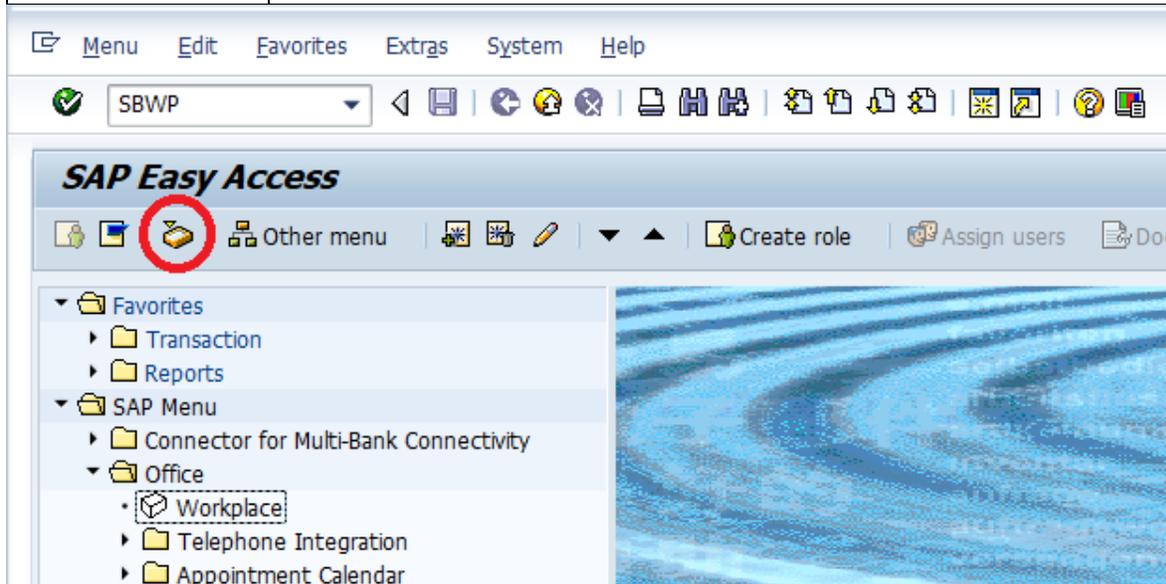
Login as **Approver 2** (Executive Engineer) in SAP System.



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

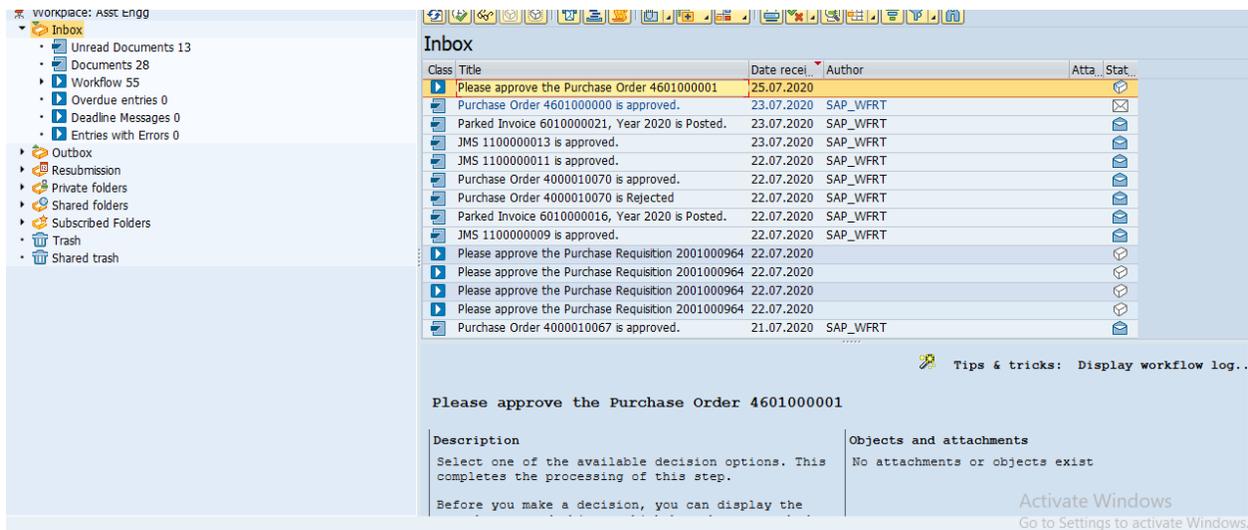
Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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



SAP User Manual for General Maintenance

Expand “**Inbox**” button, under workflow “**Approve Purchase Order 4601000001**” message will appear.



Class	Title	Date received	Author	Attachments	Status
	Please approve the Purchase Order 4601000001	25.07.2020			
	Purchase Order 4601000000 is approved.	23.07.2020	SAP_WFRT		
	Parked Invoice 6010000021, Year 2020 is Posted.	23.07.2020	SAP_WFRT		
	JMS 1100000013 is approved.	23.07.2020	SAP_WFRT		
	JMS 1100000011 is approved.	22.07.2020	SAP_WFRT		
	Purchase Order 4000010070 is approved.	22.07.2020	SAP_WFRT		
	Purchase Order 4000010070 is Rejected	22.07.2020	SAP_WFRT		
	Parked Invoice 6010000016, Year 2020 is Posted.	22.07.2020	SAP_WFRT		
	JMS 1100000009 is approved.	22.07.2020	SAP_WFRT		
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Purchase Order 4000010067 is approved.	21.07.2020	SAP_WFRT		

Please approve the Purchase Order 4601000001

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

Activate Windows
Go to Settings to activate Windows.

Double Click on the “**Please Approve Purchase Order 4601000001**” message. It will open the Purchase order document in Display mode.

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



SAP User Manual for General Maintenance

Direct Purchase Order 4601000001 Created by MP00611268

Document Overview On

Direct Purchase Order 4601000001 Vendor 40000010 ALEX CHEMICAL & IN... Doc. Date 25.07.2020

Header

S...	Item A I	Material	Short Text	Quantity	OU	C	Delivery Date	Net Price	Crcy	Per	OPU	Material Group	Plant	Stor. Location	Batch
	10 F	1000000663	DISINFECTANT, POWDER,CARB...	100	KG	D	29.07.2020	25.00	INR	1	KG	Cleaning and...	Mumbai Port...	Central Store	

Item [10] 1000000663 , DISINFECTANT, POWDER...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address Confr...

AccAssCat Order Distribution Single Account Assign... CoCode Mumbai Port...

Unloading Point Recipient

G/L Account 41200000

Cost Center CO Area 1000

Order 1000112 Sales Order 0 0

More

Choose one of the following alternatives

- Approve
- Reject
- Display
- Approval or Rejection History
- Hold

Description

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

Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.

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

Objects and attachments

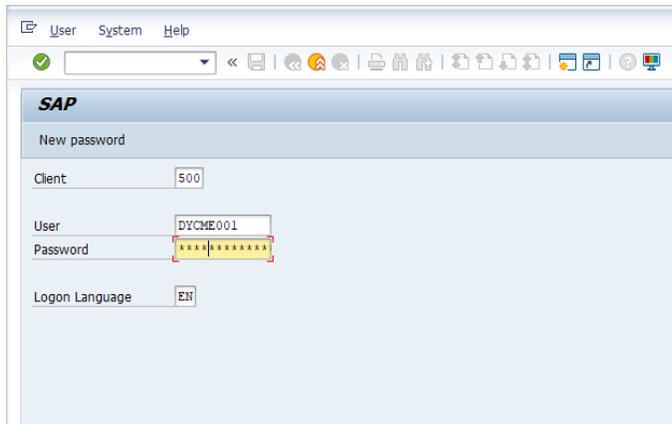
No attachments or objects exist

Purchase Order will be approved with level 2.

Purchase Order Approval Request notification is forwarded to Approver 3.

SAP User Manual for General Maintenance

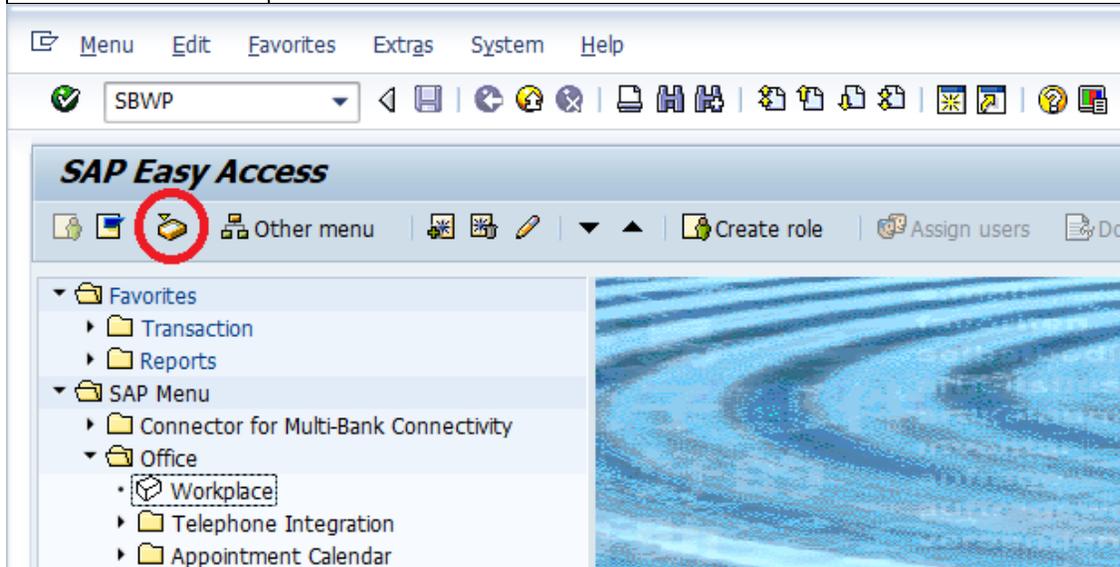
Login as **Approver 3** (Dy CME) in SAP System.



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

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

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



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



SAP User Manual for General Maintenance

Expand “Inbox” button, under workflow “Approve Purchase Order 4601000001” message will appear.

The screenshot shows the SAP Inbox interface. On the left is a navigation pane with folders like 'Unread Documents 13', 'Documents 28', 'Workflow 55', etc. The main area displays a table of messages:

Class	Title	Date recei...	Author	Atta	Stat
	Please approve the Purchase Order 4601000001	25.07.2020			
	Purchase Order 4601000000 is approved.	23.07.2020	SAP_WFRT		
	Parked Invoice 6010000021, Year 2020 is Posted.	23.07.2020	SAP_WFRT		
	JMS 1100000013 is approved.	23.07.2020	SAP_WFRT		
	JMS 1100000011 is approved.	22.07.2020	SAP_WFRT		
	Purchase Order 4000010070 is approved.	22.07.2020	SAP_WFRT		
	Purchase Order 4000010070 is Rejected	22.07.2020	SAP_WFRT		
	Parked Invoice 6010000016, Year 2020 is Posted.	22.07.2020	SAP_WFRT		
	JMS 1100000009 is approved.	22.07.2020	SAP_WFRT		
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Please approve the Purchase Requisition 2001000964	22.07.2020			
	Purchase Order 4000010067 is approved.	21.07.2020	SAP_WFRT		

Below the table, there is a section for the selected message: "Please approve the Purchase Order 4601000001". It includes a description: "Select one of the available decision options. This completes the processing of this step." and a note: "Before you make a decision, you can display the...".

Double Click on the “Please Approve Purchase Order 4601000001” message. It will open the Purchase order document in Display mode.

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

The screenshot shows the SAP Purchase Order document in display mode. The title bar reads "Direct Purchase Order 4601000001 Created by MP00611268". The document header shows: "Direct Purchase Order 4601000001 Vendor 40000010 ALEX CHEMICAL & IN... Doc. Date 25.07.2020".

The main table contains the following data:

S...	Item A I	Material	Short Text	Quantity	OUn C	Delivery Date	Net Price	Crcy	Per	OPU	Material Group	Plant	Stor. Location	Batch
	10 F	1000000663	DISINFECTANT, POWDER,CARB...	100	KG D	29.07.2020	25.00	INR	1	KG	Cleaning and...	Mumbai Port ...	Central Store	

Below the table, there are tabs for "Material Data", "Quantities/Weights", "Delivery Schedule", "Delivery", "Invoice", "Conditions", "India", "Account Assignment", "Texts", "Delivery Address", and "Confr...". The "Material Data" tab is active, showing fields for "AccAssCat" (Order), "Distribution" (Single Account Assgn...), "CoCode" (Mumbai Port...), "Unloading Point", "G/L Account" (41200000), "Cost Center", "CO Area" (1000), "Order" (1000112), and "Sales Order" (0).

SAP User Manual for General Maintenance

Choose one of the following alternatives	
Approve	
Reject	
Display	
Approval or Rejection History	
Hold	

<p>Description</p> <p>Select one of the available decision options. This completes the processing of this step.</p> <p>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.</p> <p>If you choose Cancel, the user decision remains in your inbox for processing.</p>	<p>Objects and attachments</p> <p>No attachments or objects exist</p>
--	--

Purchase Order will be approved with level 3.

Purchase Order Approval Request notification is forwarded to Approver 4

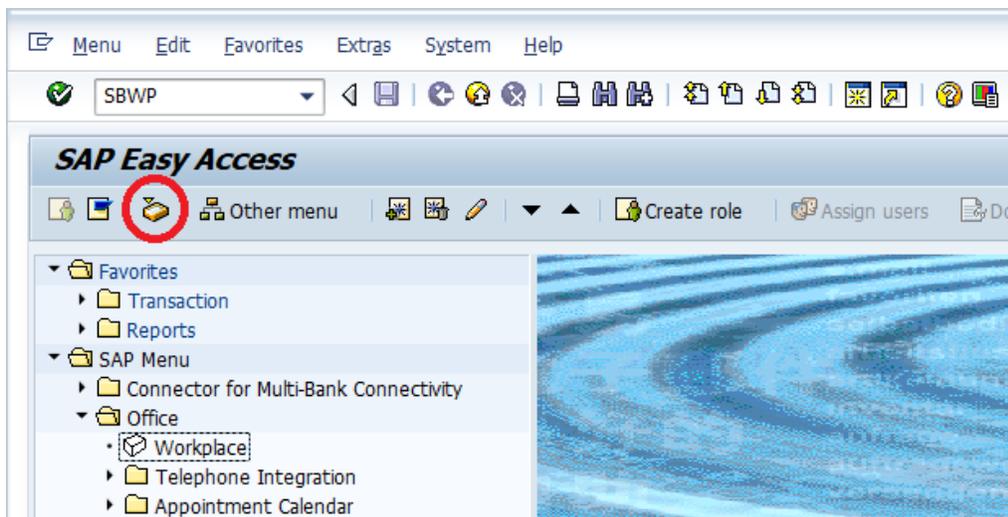
Login as **Approver 4 (CME)** in SAP System.

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

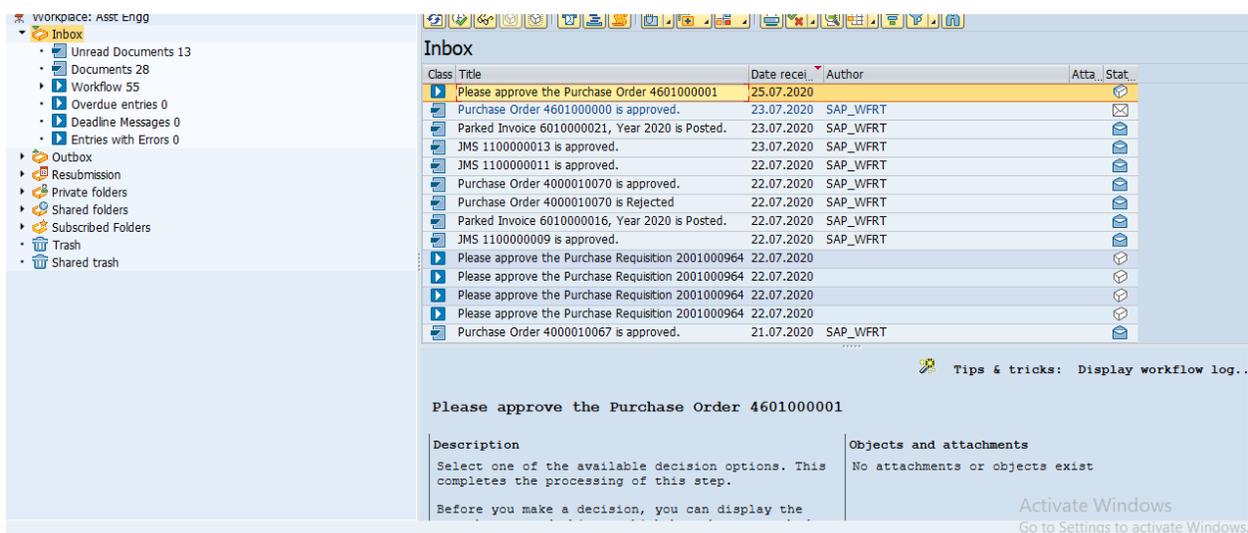
Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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

SAP User Manual for General Maintenance



Expand “Inbox” button, under workflow “**Approve Purchase Order 4601000001**” message will appear.



Double Click on the “**Please Approve Purchase Order 4601000001**” message. It will open the Purchase order document in Display mode.

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SAP User Manual for General Maintenance

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

Direct Purchase Order 4601000001 Created by MP00611268

Document Overview On Print Preview Messages Personal Setting

Direct Purchase Order 4601000001 Vendor 40000010 ALEX CHEMICAL & IN... Doc. Date 25.07.2020

Header

S...	Item A I	Material	Short Text	Quantity	OUn C	Delivery Date	Net Price	Crcy	Per	OPU	Material Group	Plant	Stor. Location	Batch
	10 F	1000000663	DISINFECTANT, POWDER,CARB...	100	KG D	29.07.2020	25.00	INR	1	KG	Cleaning and...	Mumbai Port ...	Central Store	

Item [10] 1000000663 , DISINFECTANT, POWDER...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Texts Delivery Address Confr...

AccAssCat: Order Distribution: Single Account Assignm... CoCode: Mumbai Port...

Unloading Point Recipient

G/L Account 41200000

Cost Center CO Area 1000

Order 1000112 Sales Order 0 0

Choose one of the following alternatives

Approve
Reject
Display
Approval or Rejection History
Hold

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

Objects and attachments
No attachments or objects exist

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



SAP User Manual for General Maintenance

Inbox

- Unread Documents 14
- Documents 27
- Workflow 0
- Overdue entries 0
- Deadline Messages 0
- Entries with Errors 0
- Outbox
- Resubmission
- Private folders
- Shared folders
- Subscribed Folders
- Trash
- Shared trash

Unread Documents 14

Me...	Ty...	Title	At...	Author	Date recei...	Co...	Re...	Recip...
✉	PA	Purchase Order 4601000001 is approved.		SAP_WFRT	25.07.2020			1
✉	PA	Purchase Order 4000010063 is approved.		SAP_WFRT	19.07.2020			1
✉	PA	Purchase Requisition 2001000960 is Approved		SAP_WFRT	19.07.2020			1
✉	PA	Purchase Requisition 2001000938 is Approved		SAP_WFRT	19.07.2020			1
✉	PA	Purchase Requisition 2301000001 is Approved		SAP_WFRT	17.07.2020			1
✉	PA	Purchase Requisition 2601000001 is Approved		SAP_WFRT	16.07.2020			1
✉	PA	Purchase Requisition 2401000000 is Approved		SAP_WFRT	16.07.2020			1
✉	PA	Purchase Requisition 2601000000 is Approved		SAP_WFRT	16.07.2020			1
✉	PA	SCRP order is posted - Success		SAP_WFRT	16.07.2020			1
✉	PA	Purchase Requisition 2001000957 is Approved		SAP_WFRT	16.07.2020			1
✉	PA	Purchase Requisition 2301000000 is Approved		SAP_WFRT	16.07.2020			1
✉	PA	Purchase Requisition 2001000951 is Approved		SAP_WFRT	16.07.2020			1
✉	PA	Purchase Requisition 2001000951 is Approved		SAP_WFRT	15.07.2020			1
✉	PA	Purchase Requisition 2001000076 is Approved		SAP_WFRT	24.06.2020			1

Purchase Order 4601000001 is approved.

Hello Sir/Madam,

Purchase Order 4601000001 is approved.

Approved by: 10100048 Finance HOD

Regards,

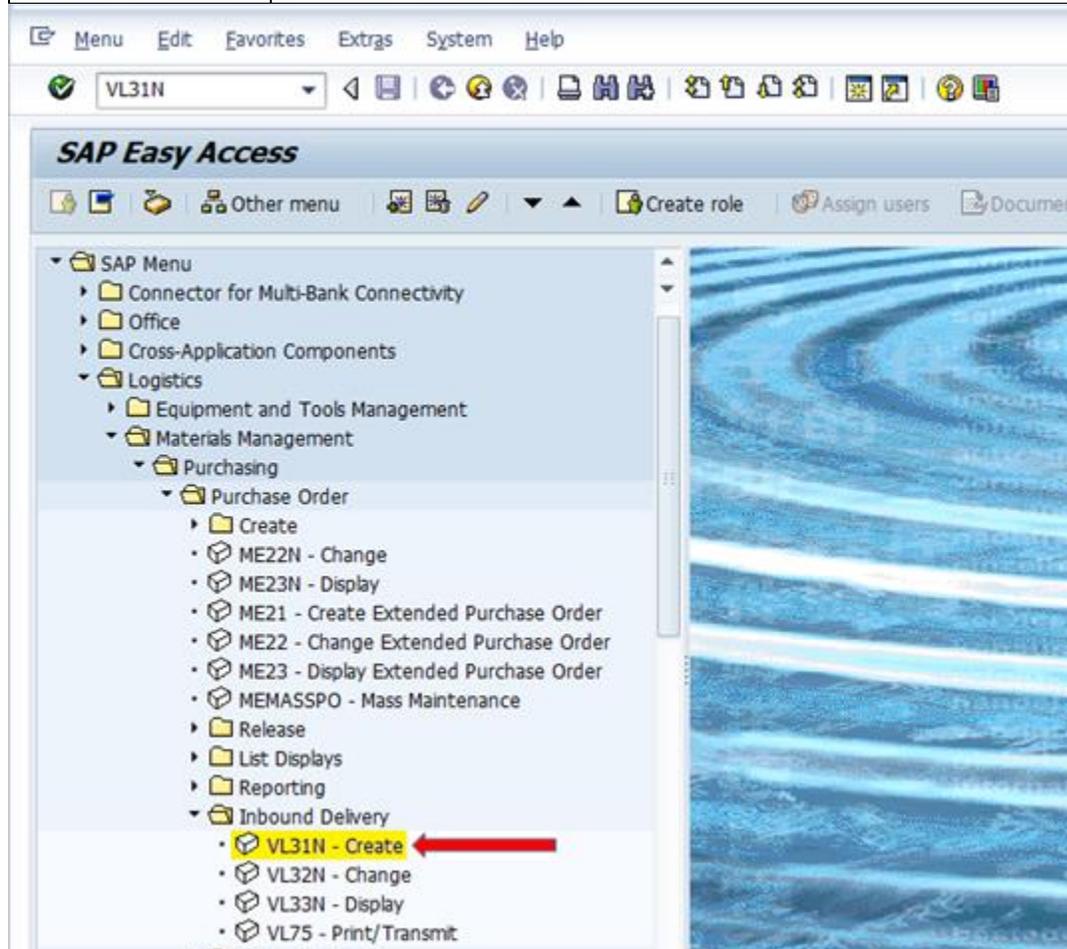
Activate Windows
Go to Settings to activate Windows.

SAP User Manual for General Maintenance

Create Inbound Delivery

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

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





SAP User Manual for General Maintenance

Enter Following information

Vendor: **40000013**

Purchase Order: **4601000000**

Click "Enter"

Create Inbound Delivery

Purchase Orders

Vendor: 40000010

Purchase order: 4601000001

Delivery

Delivery Date: 25.07.2020 00:00

External ID: [Empty]

Means of Trans.: [Empty]



SAP User Manual for General Maintenance

System will fetch the details from Purchase order and copy in Inbound Delivery Create: Overview Screen

Enter following information

Delivery Date: **23.07.2020**

Delivery Quantity: **100**

Inbound Delivery Create: Overview

Post: Goods Receipt

Inbound delv. 1 Document Date 25.07.2020
Vendor 40000010 ALEX CHEMICAL & INDUSTRIES / 16 GOVIND NAGAR / 400057 VILE PARLE

Item Overview | Shipment | Unload | Stock placement | Status Overview | Goods Movement Data

Delivery Date 27.07.2020 00:00 Total Weight
Actual GR date 00:00 No. of Packages

Item	Material	Delivery Quantity	SU	Det...	Item Description	B.	ItCa	P	V	Batch	Suppl
10	1000000663	100	KG		DISINFECTANT, POWDER, CARBOLIC.		ZELN				

Batch Split | Main items | All items | Batch creation | SC Components

Activate Window



SAP User Manual for General Maintenance

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

Gate No: 5

Vehicle No: **TN1AB0011**

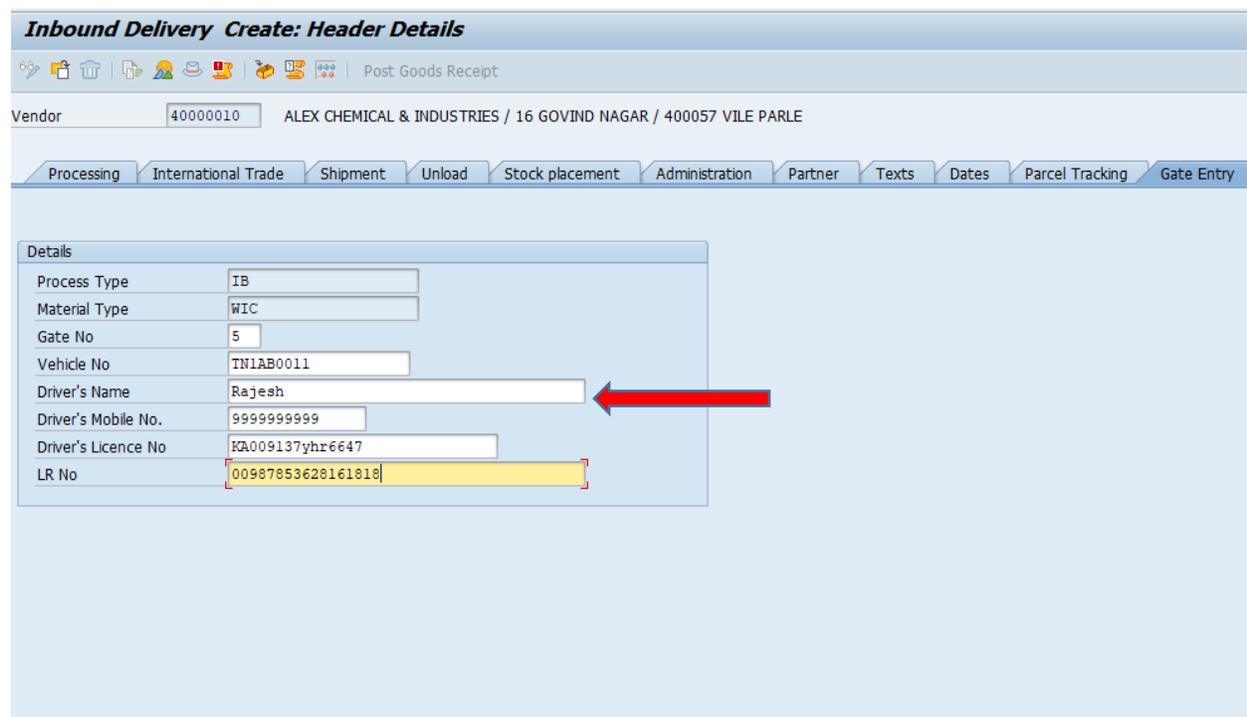
Driver's Name: **Rajesh**

Driver's Mobile No: **9999999999**

Driver's Licence No: **KA009137yhr6647**

LR No: **00987853628161818**

Click on “” **Save** icon.



Inbound Delivery Create: Header Details

Post Goods Receipt

Vendor: 40000010 ALEX CHEMICAL & INDUSTRIES / 16 GOVIND NAGAR / 400057 VILE PARLE

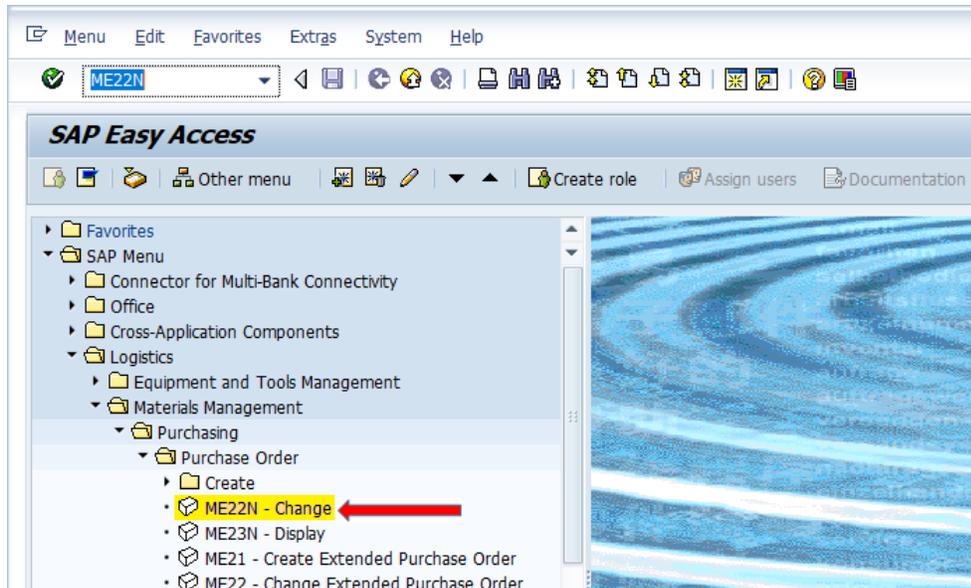
Processing International Trade Shipment Unload Stock placement Administration Partner Texts Dates Parcel Tracking **Gate Entry**

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

System will create the Inbound Delivery and show the inbound delivery number at the bottom of the screen “ Inbound Delivery 8012000034 has been saved”

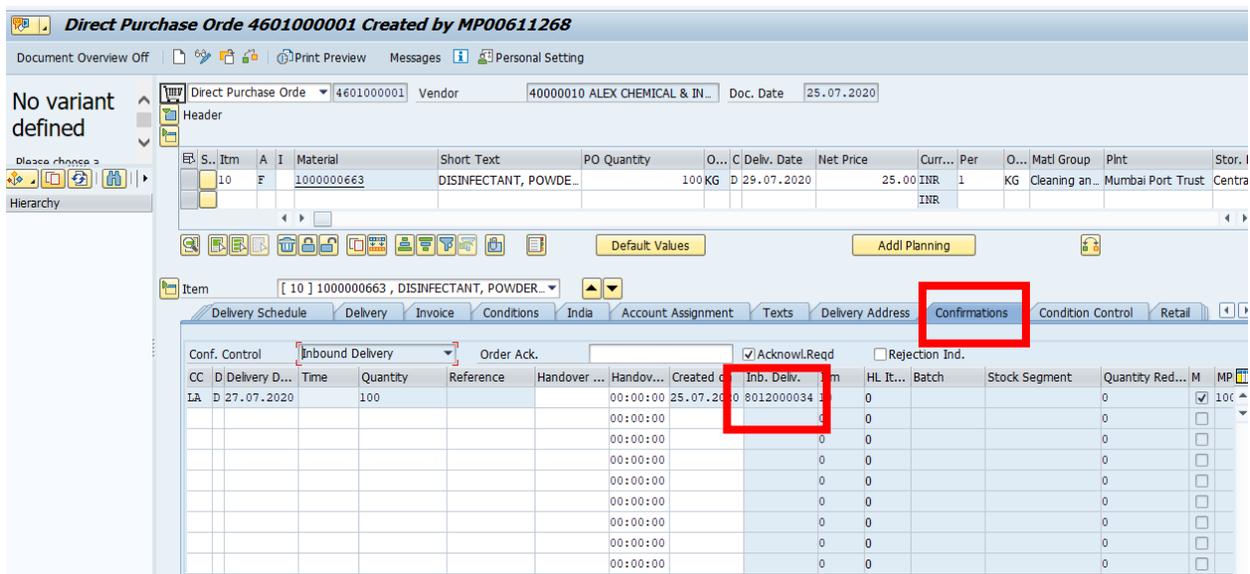
SAP User Manual for General Maintenance

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



Verify the Updated Inbound Delivery information in the Purchase Order under the “Confirmation” tab.

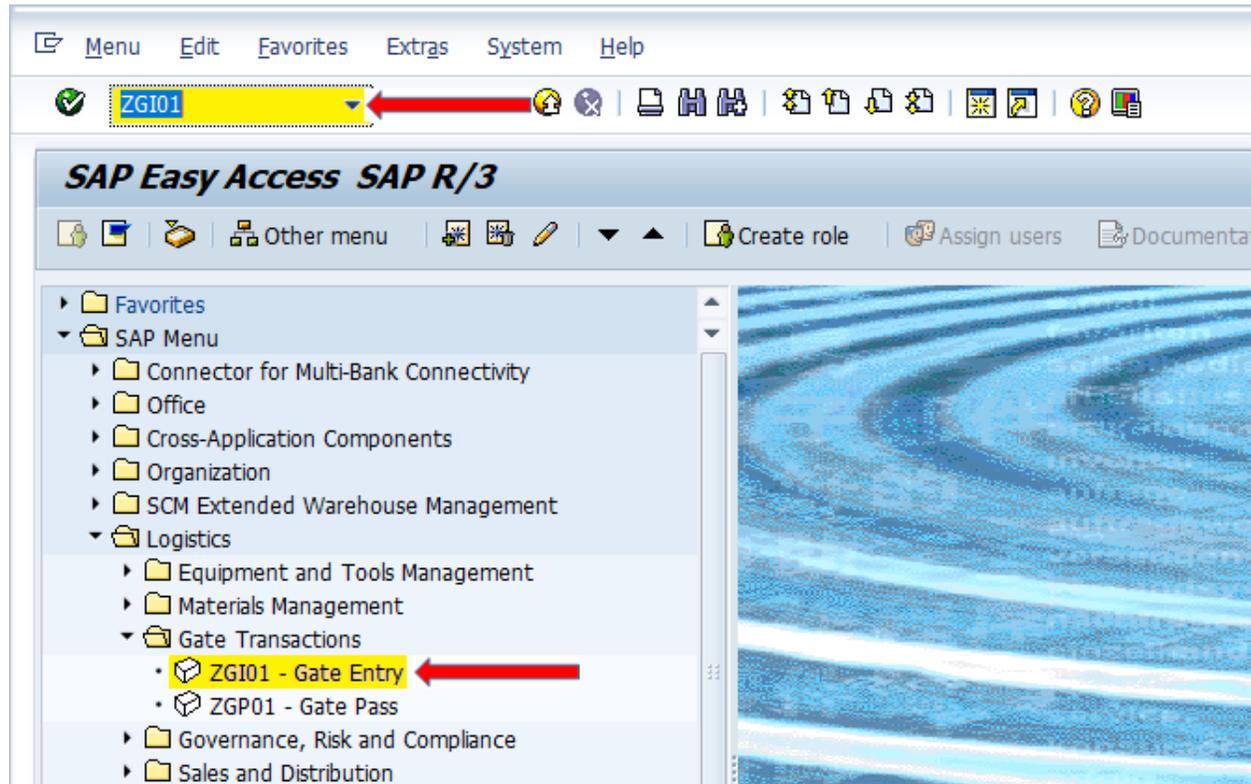
Click the “” **Exit** icon to exit the transaction.



SAP User Manual for General Maintenance

Create Gate Entry:

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



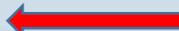
SAP User Manual for General Maintenance

System will update the required information from Inbound delivery.

Enter Quantity: **1**

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

Create Gate Entry

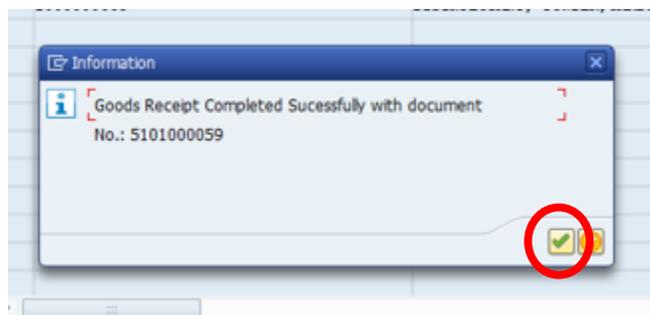
 

Gate	INWARD	Vendor	40000010	ALEX CHEMICAL & INDUSTRIES
Plant	1000 Mumbai Port Trust	Gate No.	5	
Process Type	Inbound delivery	Vehicle No.	TN1AB0011	
Material Type	Material With Code	Driver's Name	RAJESH	
Inbound Delivery	8012000034	Driver's Mobile No.	9999999999	
		Driver's Licence No.	KA009137YHR6647	
		LR No.	00987853628161818	

S.No.	Material Code	Material description	Quantity	U...	Storage Location	Sto Loc Description
10	1000000663	DISINFECTANT, POWDER, CARBOLIC.	100.000	KG	1001	Central Store

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

Click “  “ Icon.



System will create a Gate Entry Document and will show the result in the Bottom of the screen as “  Gate Entry : 4100000046 Created “ .

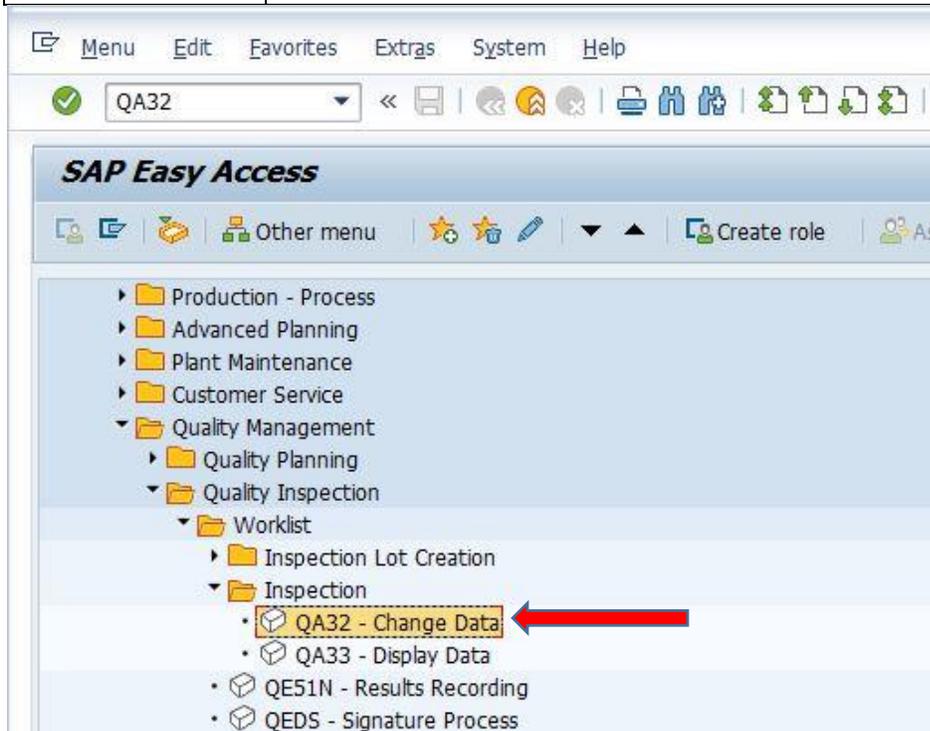
System will generate a Quality Inspection lot for Quality Inspection Process.

SAP User Manual for General Maintenance

Quality Inspection

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

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





SAP User Manual for General Maintenance

In Inspection Lot selection screen, provide following details,

Lot Created From 18.07.2020 - To date: **25.07.2020**

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

Inspection Lot Selection

My Default

Inspection Lot Selection

Selection Profile				
Lot Created On	18.07.2020	to	25.07.2020	
Start of Inspection		to		
End of Inspection		to		
Plant	1000	to		
Insp. Lot Origin		to		
Material		to		
Batch		to		
Vendor		to		
Manufacturer		to		
Customer		to		
Materials by Class				
Maximum No. of Hits	100			

List Settings

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

Layout: I STANDARD

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



SAP User Manual for General Maintenance

Click on "  " **Execute** Button. System will display all inspection lot created on 23.07.2020 date. Select the Inspection Lot: **1000000306** to Enter the results.

Change Data for Inspection Lot: Worklist for Inspection Lots

Usage Decision Results Create Defect Change Defect

Monit...	A	Insp. Lot	Material	Plant	Lot Qty	BUn	LT...	ST...	Start Date	End Date	System Status
		100000	1000000663	1000	100	KG	0	1	25.07.2020	25.07.2020	REL CALC SPRQ

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

Record Results: Characteristic Overview

Defects Inspection Method Control Chart Histogram Run Values (Run Chart) Results History Valuation Parameters Inspection Points

Material: 1000000663
DISINFECTANT, POWDER, CARBOLIC.
Insp. Lot: 1000000350
Activity: 0010 Quality Inspection Plant: 1000
Order: 1000112

General Summarized Indicators

Force Further Details

A...	R...	S...	Short Text for Char...	Specifications	Inspect	Inspected	Si...	Result	Original Va...	V...	Defect ...	Attribute	Insp. Descriptn	L...	C...	Ch...
<input type="checkbox"/>	<input type="checkbox"/>	1	Quality Inspection	Quality Inspection Re...	100			Accept								10



SAP User Manual for General Maintenance

Change Data for Inspection Lot: Worklist for Inspection Lots

Usage Decision Results Create Defect

Monit...	A	Insp. Lot	Material	Plant	Lot Qty	BUn	LT...	ST...	Start Date	End Date	System Status
	<input checked="" type="checkbox"/>	100000...	1000000663	1000	100	KG	0	1	25.07.2020	25.07.2020	REL CALC SPRQ

Results were saved for operation 0010

Click on "  " **Save** Button. System will record the results for selected Inspection Lot.



SAP User Manual for General Maintenance

Click on "  Usage Decision "Usage Decision button

Record Usage Decision: Characteristic Overview

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

Inspection Lot: 10000000350
 Material: 1000000663
 DISINFECTANT, POWDER,CARBOLIC.
 System Status: INSP RREC SPRQ UserStatus:
 End Date: 25.07.2020 You have not completed all characteristics

Defects Characteristics Inspection Lot Stock

Chars Relevant for Usage Decision Characteristics 1 / 0

C...	V...	L...	DS	Weighting	Defect ...	Specifications	Result	Short Text for Charact...	No...	Shar...	S...	Valuation	Ac...	Ch...	Insp. Quantity	S... Da
			Major...			Quality Inspection Result...	4 Acc...	Quality Inspection	0		2	No va...	0010	10	100.000	KG

Usage Decision

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

Usage decision for lot 1000 010000000350 is saved

System will open Record Usage Decision: Characteristic Overview Screen

In Characteristics Tab, Select UD Code as **Accept** from Usage Decision for Inspection Lot List.

System will display " Usage decision for lot 1000 010000000350 is saved " Message.

The Status of Selected Inspection Lot Changes to "UD ICCO SPCO ST"

Change Data for Inspection Lot: Worklist for Inspection Lots

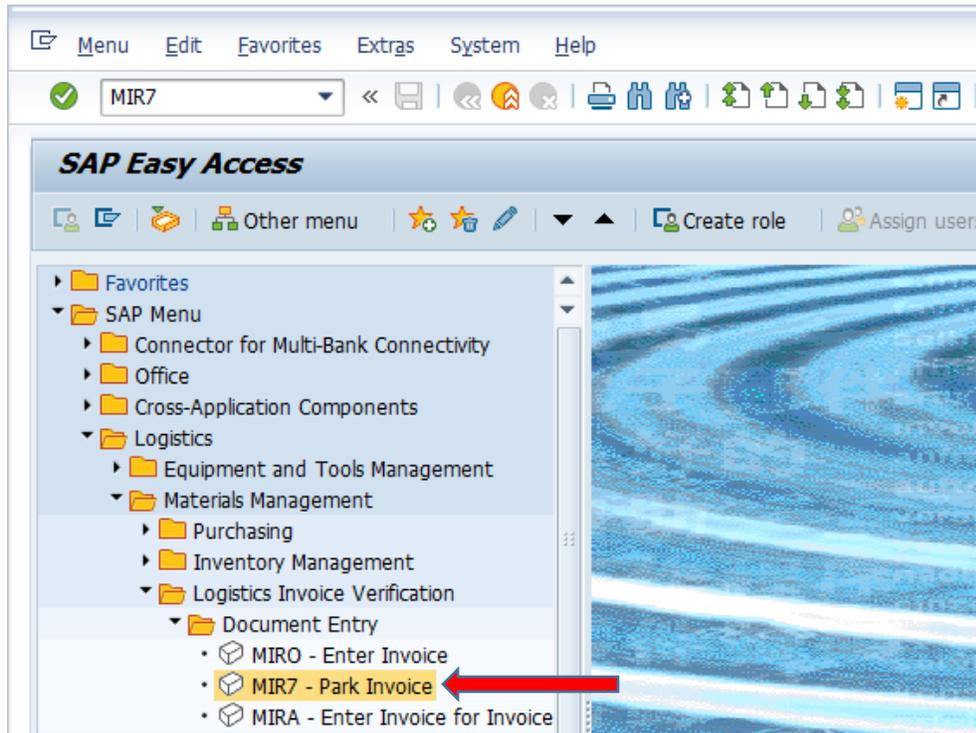
Usage Decision Results Create Defect

Monit...	A	Insp. Lot	Material	Plant	Lot Qty	BUn	LT...	ST...	Start Date	End Date	System Status
		100000..	1000000663	1000	100	KG	0	1	25.07.2020	25.07.2020	UD ICCO SPCO ...

SAP User Manual for General Maintenance

Invoice Verification:

Enter Transaction code **MIR7** in command Bar



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





SAP User Manual for General Maintenance

In Park Incoming Invoice Screen, provide below details;

Invoice Date: **25.07.2020**

Purchase order: **4601000001** & Press **Enter**

Enter Incoming Invoice: Company Code 1000

Hide PO structure Show worklist Hold Simulate Messages Help NF

Display - PO structure Qty Transaction Invoice Balance 2,500.00- INR

ALEX CHEMICAL & INDUSTRIES
4601000001
10 DISINFECTANT, POW
Delivery note

Vendor 0040000010
ALEX CHEMICAL & INDUSTRIES
16 GOVIND NAGAR
CO OP HSG SOCIETY LTD
400057 VILE PARLE
9699788073
Bank Key IBKL0000307
Bank acct 307651100000204
IDBI BANK LTD, PALGHAR

Basic Data Payment Details Tax Withholding tax

Invoice date 25.07.2020
Posting Date 25.07.2020
Amount INR
Tax Amount Calculate Tax
Bus.Place/Sectn /
Text
Paymt terms Due immediately

PO Reference G/L Account Material

Purchase Order/Scheduling Agreement 4601000001 Goods/service items
Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Central Co
	2,500.00	100 KG		4601000001	10	DISINFECTANT, POWDER,CARBOLIC.	

Item Search Term 1 / 1 Items

Activate Win



SAP User Manual for General Maintenance

System will copy details with reference to PO & Display.

Select the Tax Code: **V1**

Enter Incoming Invoice: Company Code 1000

Hide PO structure Show worklist Hold Simulate Messages Help NF

Display - PO structure Qty Transaction Invoice Balance 2,625.00- INR

Basic Data Payment Details Tax Withholding tax

Invoice date 25.07.2020 Reference
Posting Date 25.07.2020
Amount INR
Tax Amount 125.00 Calculate Tax
Bus.Place/Sectn /
Text
Paymt terms Due immediately

Vendor 0040000010
ALEX CHEMICAL & INDUSTRIES
16 GOVIND NAGAR
CO OP HSG SOCIETY LTD
400057 VILE PARLE
9699788073
Bank Key IBKL0000307
Bank acct 307651100000204
IDBI BANK LTD, PALGHAR

PO Reference G/L Account Material

Purchase Order/Scheduling Agreement 4601000001 Goods/service items
Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Central Co
	2,500.00	100 KG		4601000001	10	DISINFECTANT, POWDER, CARBOLIC.	

1 / 1 Items

SAP User Manual for General Maintenance

Provide Base line date: **25.07.2020** in Payment Tab.

Enter Incoming Invoice: Company Code 1000

Transaction: Invoice | Balance: 2,625.00- INR

Payment Tab:

- BaselineDt: 25.07.2020
- Due on: 25.07.2020
- Pyt Terms: 0001
- CD: INR
- Amount: 2,625.00 INR

Vendor 0040000010:

- ALEX CHEMICAL & INDUSTRIES
- 16 GOVIND NAGAR
- CO OP HSG SOCIETY LTD
- 400057 VILE PARLE
- 9699788073
- Bank Key: IBKL0000307
- Bank acct: 307651100000204
- IDBI BANK LTD, PALGHAR

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Central Ci
	2,500.00	100 KG		4601000001	10	DISINFECTANT, POWDER,CARBOLIC.	

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

Provide Amount including Tax Amount. Amount:2625.

Enter Incoming Invoice: Company Code 1000

Transaction: Invoice | Balance: 0.00 INR

Tax Tab:

- Invoice date: 25.07.2020
- Posting Date: 25.07.2020
- Amount: 2,625.00
- Calculate Tax
- Tax Amount: 125.00
- Reference: V1 (CGST+SGST 5% In...)

Vendor 0040000010:

- ALEX CHEMICAL & INDUSTRIES
- 16 GOVIND NAGAR
- CO OP HSG SOCIETY LTD
- 400057 VILE PARLE
- 9699788073
- Bank Key: IBKL0000307
- Bank acct: 307651100000204
- IDBI BANK LTD, PALGHAR

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text	Central Ci
	2,500.00	100 KG		4601000001	10	DISINFECTANT, POWDER,CARBOLIC.	

Click on **“Simulate”** **“ Simulate Button.**

System will display FI Documents posting details.

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

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SAP User Manual for General Maintenance

Park Incoming Invoice: Company Code 1000

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

Simulate Document in INR (Document currency)

Position	A G/L	Act/Mat/Ast/Vndr	Amount	Cu...	Pure	Code	Tax date	Bu...	Co...
1K	18110001	ALEX CHEMICAL & IND..	2,587.00	INR		**			
2S	18160008	GR/IR Clearing	2,500.00	INR	4601000001	10	V1		
3S	23500000	CGST- Input Credit	62.50	INR			V1		
4S	23500001	SGST- Input Credit	62.50	INR			V1		
1200000000S	18150019	TDS Payable - Sec 19...	38.00	INR					

Debit 2,625.00 Credit 2,625.00 Bal. 0.00

Back | **Save Parked Document** | Save as Completed



SAP User Manual for General Maintenance

Park Incoming Invoice: Company Code 1000

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

Transaction: Invoice | Balance: 0.00

Worklist: Held documents, Parked documents, Docs complete for pos

Basic Data | Payment | Details | Tax | Withholding tax

Invoice date: [] | Reference: []

Posting Date: 25.07.2020

Amount: [] | 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: [] | Goods/service items: []

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

Item: [] | Search Term: [] | 0 / 0

✓ Invoice document 6010000027 has been saved as complete

System will park the invoice and displays “” message.

SAP User Manual for General Maintenance

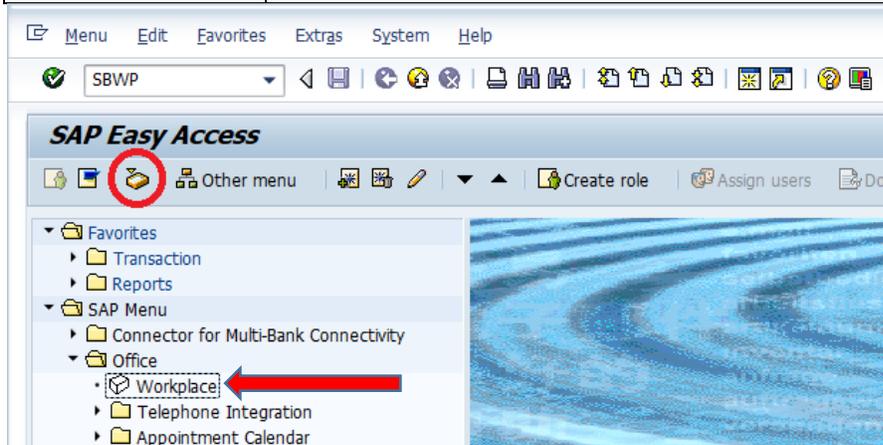
Parked Invoice Approval:

Login as Approver in SAP System.

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

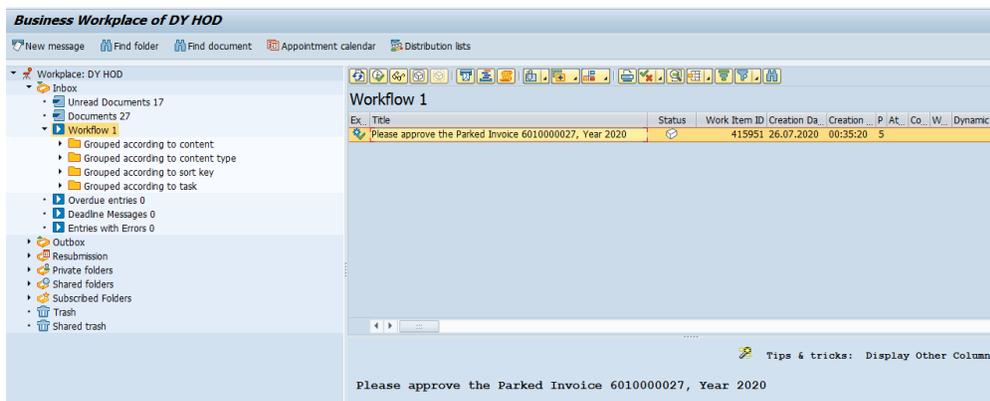
Enter Transaction Code **SBWP** in command bar (or) Follow the below navigation path.

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



Expand “Inbox” button, under workflow “Complete parked invoice 601000027 2020” message will appear.

Double Click on the “Complete parked invoice 601000027 2020” message.



It will open the Decision Step in Workflow Screen.

Click on "**Approve**" Button.

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SAP User Manual for General Maintenance

Decision Step in Workflow

Workflow Create Import

Please approve the Parked Invoice 601000027, Year 2020

Choose one of the following alternatives

Approve
Reject
Display
Approval or Rejection History
Hold

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

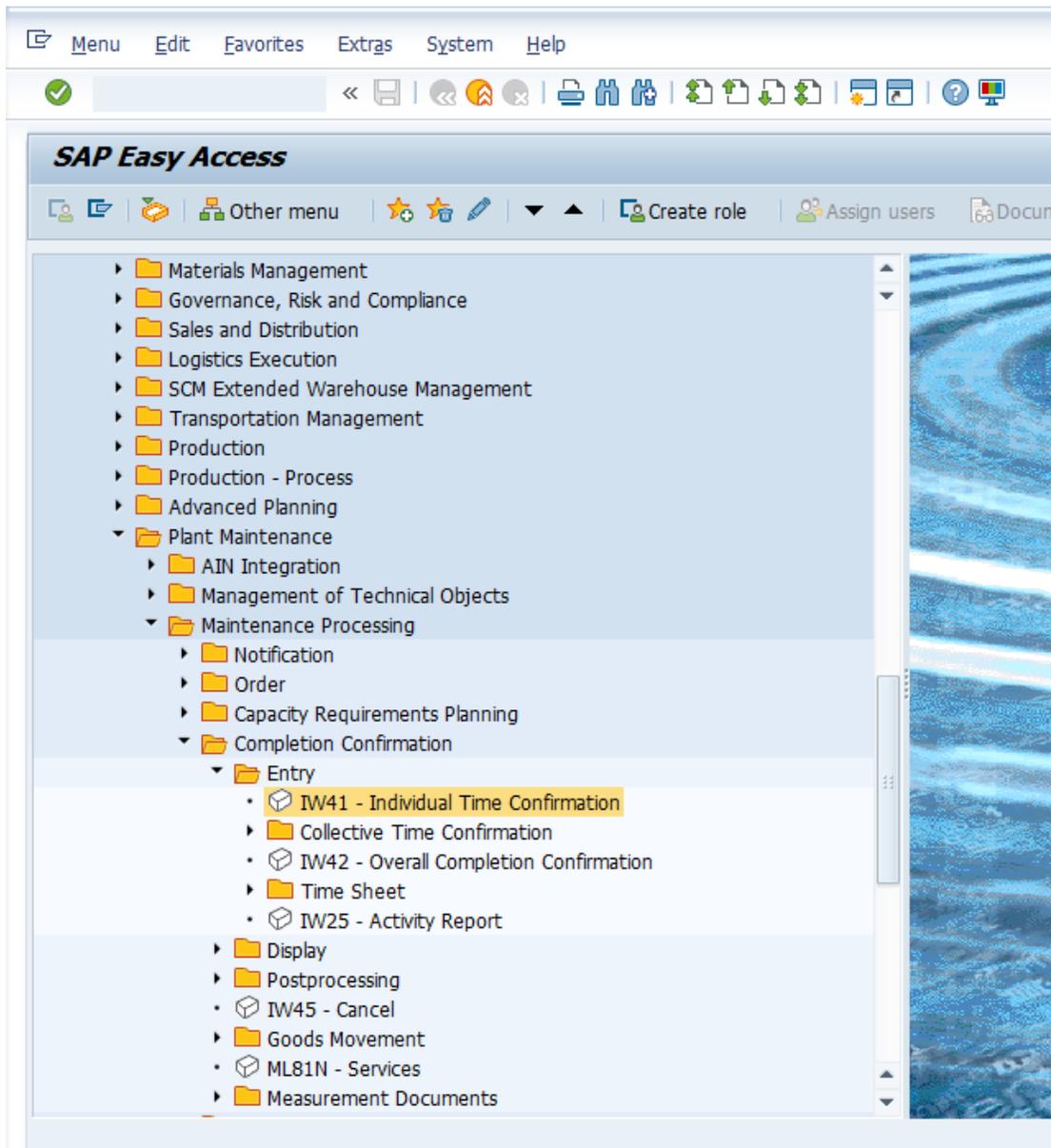
Objects and attachments
No attachments or objects exist

Invoice Document will be approved and Posted for Vendor Payment.

SAP User Manual for General Maintenance

PM Order Confirmation

Go to Transaction IW41 or in Command Bar IW41





SAP User Manual for General Maintenance

Enter Order No 1000112 and press “ENTER”

The screenshot shows the 'Enter PM Order Confirmation: Initial Screen' in SAP. The 'Order' field is highlighted with a yellow box and contains the value '1000112'. Other fields include 'Confirmation No. of Operation', 'Long-term order for' (with 'Functional loc.' and 'Equipment' sub-fields), and 'Individual Capacity' (with 'Capacity cat.' and 'Split number' sub-fields). The menu bar includes 'Confirmation', 'Edit', 'Goto', 'Environment', 'System', and 'Help'.

Enter the work start and finish date and time in the actual data screen

The screenshot shows the 'Enter PM Order Confirmation: Actual Data' screen. The 'Order' field contains '1000112' and the description is 'Pesticiding outside Hospital Building'. The 'Oper./Act.' field contains '0010'. The 'Confirmation Data' section is expanded, showing 'Confirmation' as '642' and 'Work Center' as 'CVL_SD1'. The 'Actual Work' field contains '3'. The 'Work Start' field is set to '24.07.2020 10:00:00' and 'Work Finish' is '24.07.2020 13:00:00'. The 'Posting Date' is '25.07.2020'. There are checkboxes for 'Final Confirmtn', 'Clear Open Res.', 'No Remain. Work', and 'Remaining Work'. The 'Total Confirmation Data' section at the bottom shows 'Cum.Actual Work' as '0', 'Forecast work' as '3', and 'Actual Start' as '00:00:00'.

After Entering Details Press the save icon  to Save the confirmation details against order

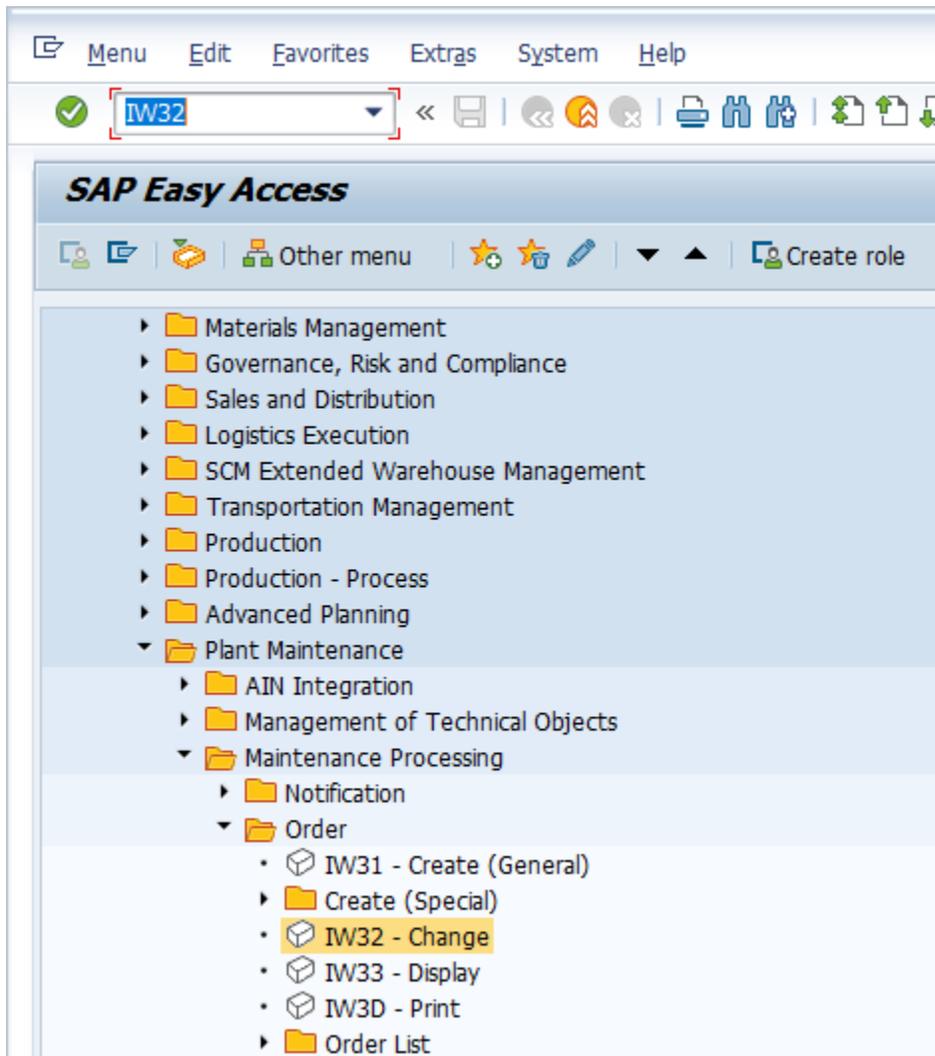


SAP User Manual for General Maintenance

System will show the below message

✓ Number of confirmations saved for order 1000112: 1

Go to IW32 and open Order No 1000112





SAP User Manual for General Maintenance

Enter the Order No "1000112" and Press "Enter"

Change Order: Initial Screen

Header data Operations Components Costs Additional data

Order

Status Updated as CNF-Confirmed

Order Edit Goto Extras Environment System Help

Change General Maintenance 1000112: Central Header

Complete (business)

Order ZM04 1000112 Pesticiding outside Hospital Building

Sys.Status REL CNF GMPS MACH PRC

HeaderData Operations Components Costs Objects Additional Data Location Planning Contr

Person responsible

PlannerGrp 103 / 1000 Civil Notifctn 10000056

Mn.wk.ctr CVL_SD1 / 1000 Civil South Zone Costs 0.00 INR

PMActType

SystCond.

Dates

Bsc start 24.07.2020 Priority

Basic fin. 24.07.2020 Revision

Reference object

Func. Loc. 1000-WDLA-HOSP-MB... MBPT hospital

Equipment

Assembly

First operation

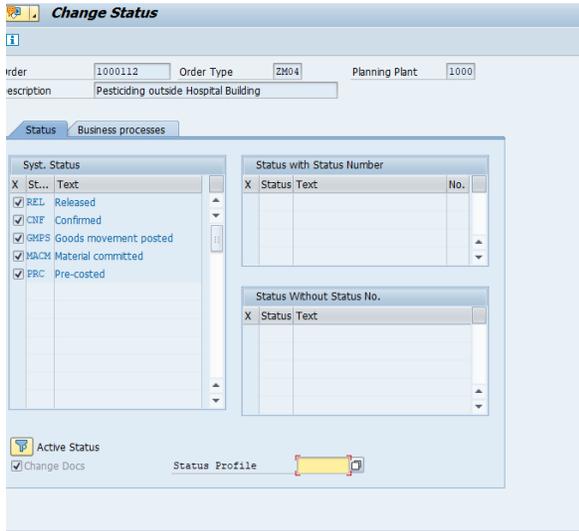
Operation Pesticiding outside Hospital Building Calc. key Calculate duration

WkCtr/Plnt CVL_SD1 / 1000 Ctrl key PM01 Acty Type PRT

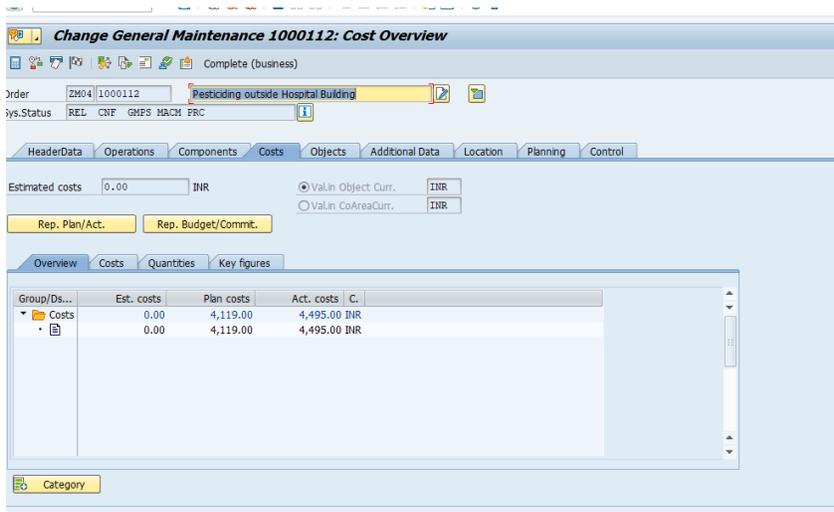
Work durtn 3 Number 1 Oprtn dur. 3 Comp.



SAP User Manual for General Maintenance



Actual Cost also Displayed under Cost Tab in Order





SAP User Manual for General Maintenance

Withdrawn Quantity is updated in Order

Go to Components Tab and click on General Data

Change General Maintenance 1000112: Component Overview

Order: ZM04 1000112 Pesticiding outside Hospital Building

Sys.Status: REL GMP5 MACM PRC

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

Gen. Data	Purch.	List	Graph...	Assy	Repl.	Catalog						
Item	Component	Description	L...	Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch	Proc. Category
0010	1000000663	DISINFECTANT, POWDER,CARBOLIC.		100	KG	N		1000	0010			PReq for Order
0020	1000000980	GLOVE, COTTON / POLYSTER		50	PAA	L		1000	0010			Reservation for Order
0030												
0040												
0050												
0060												
0070												
0080												

Withdrawal Quantity is "100" as per order Requirement it is issued.

Change General Maintenance 1000112: Component Detail General Data

Order: 1000112 Activity: 0010

Material: 1000000663 DISINFECTANT, POWDER,CARBOLIC.

Item: 0010 Item Category: N

General Data | Purchasing Data

Component

Plant: 1000 Stor. Loc.: Sort String: Reqmt Date: 23.07.2020 21:00:00 Offset: Reservation: 166 1 Movement type: 261

Quantities

Requirement Qty: 100 Unit of Measure: KG Fixed qty.

Committed Qty: 0

Withdrawal Qty: 100 Final issue

General Indicators

Backflushing Res./Purc. req.: Immediately Mvt Allowed Mat. Prov. Ind.:

Stock Assignment

Creditor:

SAP User Manual for General Maintenance

Goods Issue against Reservation

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

Transaction Code	MIGO
Menu Path	Easy Access → SAP Menu → Logistics → Material Management → Inventory Management → Goods Movement → MIGO -Goods Movement

Select “**Goods Issue**” in transaction with reference to “**Reservation**”

Enter Reservation No:157

Press **Enter**.

Goods Issue Reservation - MP00611268

Hide Overview | Hold | Check | Post | Help

Goods Issue | Reservation | [] | [] | [] | [] | [] | [] | GI for cost o

My Documents

- Purchase Orders
 - 4000030001
 - 4000030000
- Orders
 - 1000109
 - 1000060
 - 1000045
- Reservations
 - 157
 - 103
- Material Documents
 - 5001000051
 - 5002000026
 - 5101000019
 - 5101000018
 - 5101000010
 - 5001000004
 - 5001000002
 - 5001000001
 - 5001000000
 - 5000000091
- Held Data
 - Blank

General | Cust. Header Fids

Document Date 24.07.2020 | Material Slip []

Posting Date 24.07.2020 | Doc.Header Text []

Individual Slip

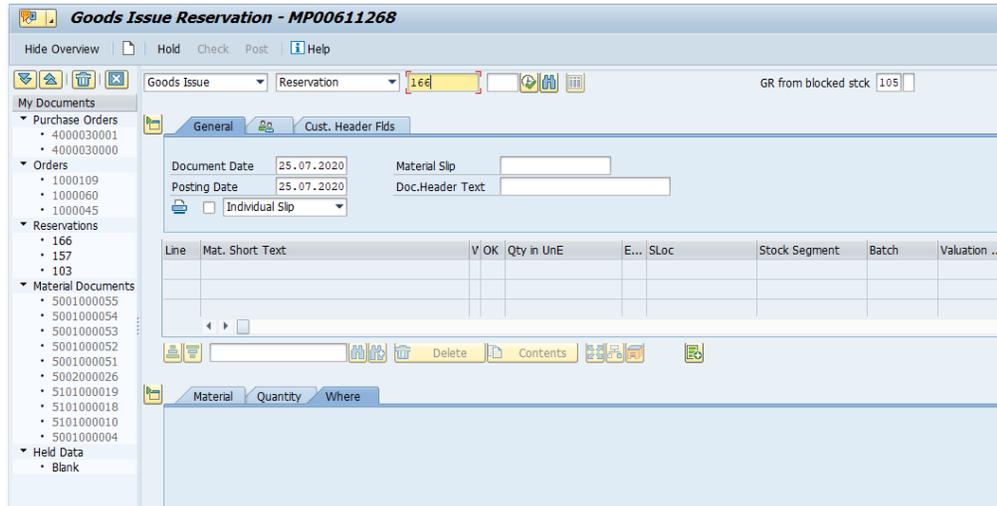
Line	Mat. Short Text	V OK	Qty in UnE	E...	SLoc	Stock Segme

Delete | Contents

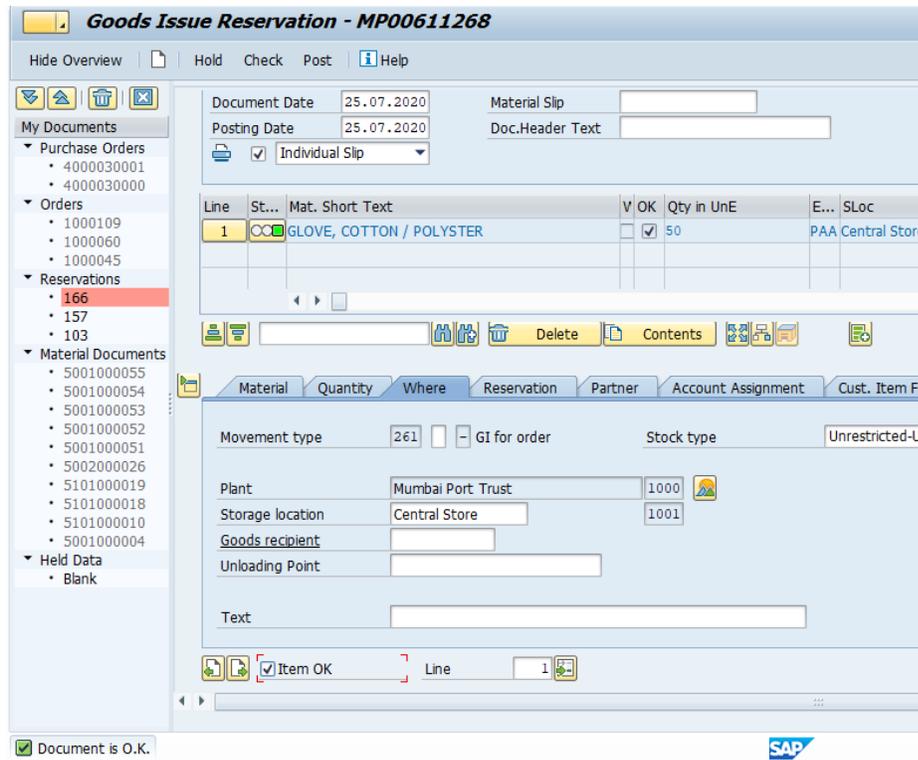
Material | Quantity | Where



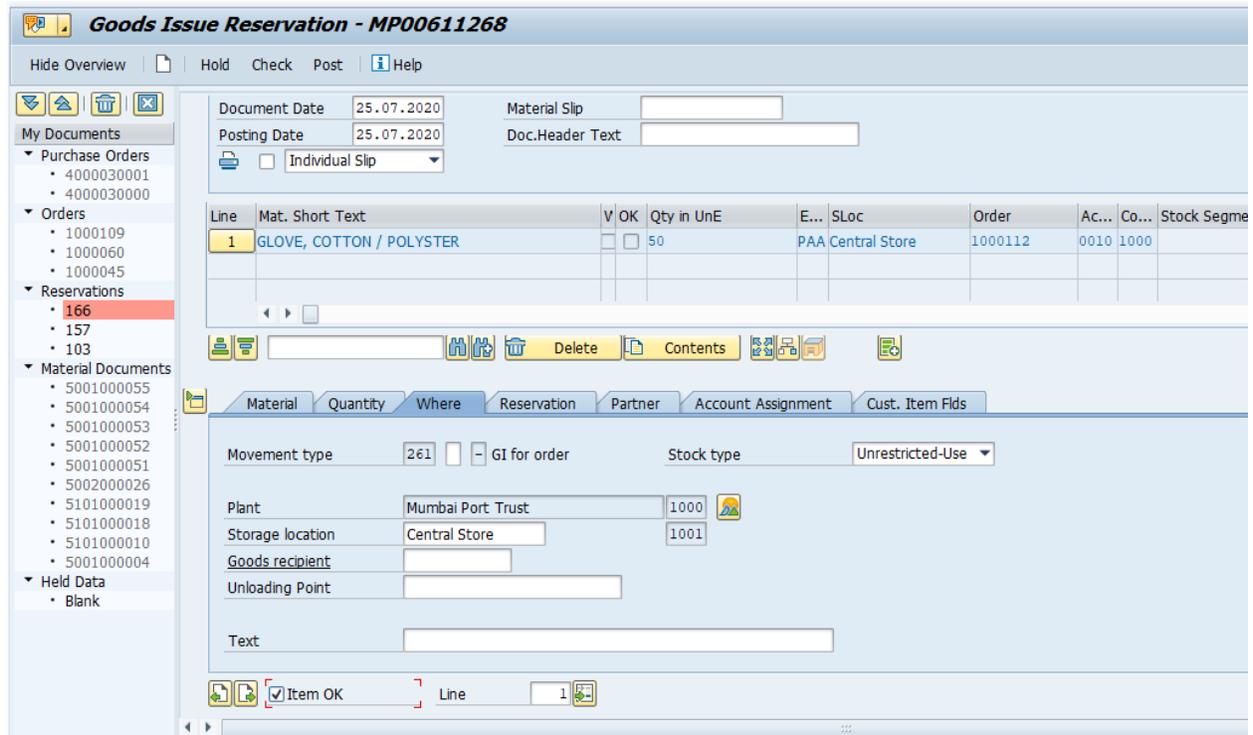
SAP User Manual for General Maintenance



Enter the Storage Location "1001-Central Store"



SAP User Manual for General Maintenance



The screenshot shows the SAP 'Goods Issue Reservation' transaction for document MP00611268. The document date and posting date are both 25.07.2020. The material is 'GLOVE, COTTON / POLYSTER' with a quantity of 50 units. The reservation is for plant 'Mumbai Port Trust' and storage location 'Central Store'. The movement type is '261 - GI for order' and the stock type is 'Unrestricted-Use'. The 'Item OK' checkbox is checked, and the 'Check' button is highlighted.

Line	Mat. Short Text	V	OK	Qty in UnE	E...	SLoc	Order	Ac...	Co...	Stock Segme
1	GLOVE, COTTON / POLYSTER		<input type="checkbox"/>	50		PAA Central Store	1000112	0010	1000	

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

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

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

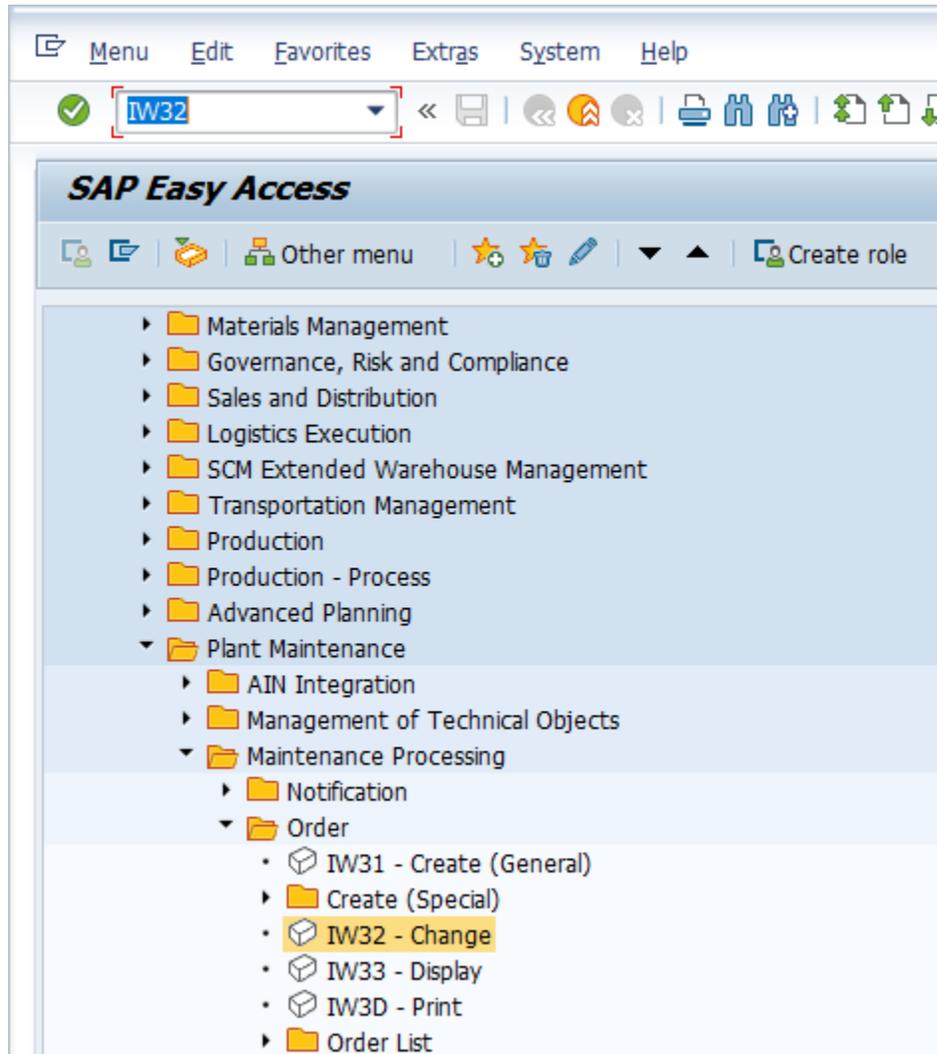
Material document 5001000058 posted message.



SAP User Manual for General Maintenance

Withdrawn Quantity is updated in Order

Enter T code IW32





SAP User Manual for General Maintenance

Enter Order No "1000112" and Press "Enter"

Change Order: Initial Screen

Header data Operations Components Costs Additional data Planning Control

Order: 1000112

Go to Components Tab and click on General Data

Change General Maintenance 1000112: Component Overview

Order: ZM04 1000112 Pesticiding outside Hospital Building

Sys.Status: REL GMPS MRCM PRC

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

Gen. Data	Purch.	List	Graph...	Assy	Repl.	Catalog	Ite...	Component	Description	L...	Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch	Proc. Category
							0010	1000000663	DISINFECTANT, POWDER,CARBOLIC.		100	KG	N		1000	0010			PReq for Order
							0020	1000000980	GLOVE, COTTON / POLYSTER		50	PAA	L		1000	0010			Reservation for Order
							0030												
							0040												
							0050												
							0060												
							0070												
							0080												
							0090												
							0100												
							0110												



SAP User Manual for General Maintenance

Withdrawal Quantity updated in Order “1000112”

Change General Maintenance 1000112: Component Detail General Data

Order: 1000112 Activity: 0010
Material: 1000000980 GLOVE, COTTON / POLYSTER
Item: 0020 Item Category: L

General Data

Component

Plant	1000	Stor. Loc.	
Batch		Sort String	
Goods Recipient		Unloading Point	
Reqmt Date	23.07.2020 21:00:00	Offset	
Reservation	166 2	Movement type	261

Quantities

Requirement Qty	50	Unit of Measure	PAA	<input type="checkbox"/> Fixed qty.
Committed Qty	50			
Withdrawal Qty	50	<input checked="" type="checkbox"/> Final issue		

General Indicators

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

Stock Assignment

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

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

- Enter Document Date: 27-07-2020
- Bank Account Details (Rev Outgoing A/c): 23110002
- Vendor Account Number.: 40000010

Confidential Document

Document Date or Entry Date

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Accepting No Limits

Alternative Thinking

Driving Positive Change



SAP User Manual for General Maintenance

Post Outgoing Payments: Header Data

Process Open Items

Document Date	27.07.2020	Type	KZ	Company Code	1000
Posting Date	27.07.2020	Period	4	Currency/Rate	INR
Document Number		Translation dte			
Reference		Cross-CC Number			
Doc.Header Text	General Maint	Trading part.BA			
Clearing Text	General Maint				

Bank data

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

Open item selection

Account	40000010	<input type="checkbox"/>
Account Type	K	<input type="checkbox"/> Other Accounts
Special G/L Ind		<input checked="" type="checkbox"/> Standard OIs
Payt Advice No.		
<input type="checkbox"/> Distribute by Age		
<input type="checkbox"/> Automatic Search		

Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Others

Outgoing Bank Account details

Vendor Account Number

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



SAP User Manual for General Maintenance

Post Outgoing Payments Enter selection criteria

Other selection Other account **Process Open Items**

Parameters entered

Company Code 1000
Account 40000010
Account Type K
Special G/L Ind. Standard OIs

Document Number

From	To	String	Initial Value
2600000037	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



SAP User Manual for General Maintenance

Post Outgoing Payments Process open items

Distribute Difference Charge Off Difference Editing Options Cash Disc. Due

Standard Partial Pmt Res.Items WH Tax

Account items 40000010 ALEX CHEMICAL & INDUSTRIES

Document N...	D...	Document D...	P...	Busi...	Day...	INR Gross	CashDiscount	CDPer.
2600000037	RE	25.07.2020	31		2		2,587.00-	

Processing Status

Number of Items	1	Amount Entered	1.00-
Display from Item	1	Assigned	2,587.00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	2,586.00

1 items were selected

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



SAP User Manual for General Maintenance

Document Edit Goto Extras Settings Environment System Help

Post Outgoing Payments Correct G/L account item

Choose open items Process Open Items More data Account model

G/L Account 23110002 SBI Revenue Account - 1099600000 - Outgoing
Company Code 1000 Mumbai Port Trust

Item 1 / Credit entry / 50

Amount 2,587.00 INR
Calculate Tax

Business place
Profit Ctrs

Value date 27.07.2020
Assignment
Text General Maint

More Long Texts

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



SAP User Manual for General Maintenance

Post Outgoing Payments Display Overview

Display Currency Taxes Reset

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

Items in document currency

PK	BusA	Acct	INR	Amount	Tax amnt
001	50	0023110002	SBI - Rev - Outgain	2,587.00-	
002	25	0040000010	ALEX CHEMICAL & IND	2,587.00	

D 2,587.00 C 2,587.00 0.00 * 2 Line Items

Step 6. Click on save The Vendor Payment document- 230000023 is Posted successfully

Document 230000024 was posted in company code 1000

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



SAP User Manual for General Maintenance

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Display Currency General Ledger View

Data Entry View

Document Number	2300000024	Company Code	1000	Fiscal Year	2020
Document Date	27.07.2020	Posting Date	27.07.2020	Period	4
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	

CoCd	Item	Key S...	Account	Description	Amount	Curr.	Tx	Cost Center
1000	1	50	23110002	SBI - Rev - Outgoing	2,587.00-	INR		
	2	25	40000010	ALEX CHEMICAL & INDUSTRI...	2,587.00	INR		

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

Document Overview - Display

Doc.Type : KZ (Vendor Payment) Normal document

Doc. Number	2300000024	Company Code	1000	Fiscal Year	2020
Doc. Date	27.07.2020	Posting Date	27.07.2020	Period	04
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	INR				
Doc. Hdr Text	General Maint				

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	50	23110002	SBI - Rev - Outgoing	20200727		2,587.00-
2	25	40000010	ALEX CHEMICAL & INDU			2,587.00

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



SAP User Manual for General Maintenance

Check Edit Goto Extras Environment System Help

Print Form for Payment Document

Document Number	2300000024
Company Code	1000
Fiscal Year	2020

Payment method and form specifications

Payment Method	C
Check Lot Number	1
Alternative Form	
Padding Character	

Output control

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

Step 10. Click on check and print preview



SAP User Manual for General Maintenance

Print: [X]

Output Device: ZLP01

Page selection: []

Spool Request

Name: SMART MZ00596723

Title: []

Authorization: []

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: 1 Print only

Number of Copies

Number: 1

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

Cover Page Settings

SAP cover page: Do not print

Recipient: []

Department: []

Print preview Print [X]

Print Preview of ZLP01 Page 00001 of 00001

Archive Print and Archive [] []

A/C Payee	2 7 0 7 2 0 2 0
ALEX CHEMICAL & INDUSTRIES	
Two thousand five hundred eighty seven only	
	2,587.00

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



SAP User Manual for General Maintenance

Text file to bank - Vendor Payment

Company code

Current Date to

Print layout

Print:

Output Device

Page selection

Spool Request

Name

Title

Authorization

Spool Control

Print Now

Delete After Output

New Spool Request

Close Spool Request

Spool Retention Day(s)

Storage Mode

Number of Copies

Number

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

Cover Page Settings

SAP cover page

Recipient

Department

Print preview Print

Bank file created successfully:



SAP User Manual for General Maintenance

Print Preview of ZLP01 Page 00001 of 00001

Archive Print and Archive

MUMBAI PORT TRUST

Finance Department



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

To,
The Branch Manager,
IDBI Bank Limited,

Sir,

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

Row#	Party	Account No	IFSC	Amount	Remarks
1	ALEX CHEMICAL & INDUSTRIES	307651100000204	IBKL0000307	2,587.00	2300000024
Total Amount:				2,587.00	

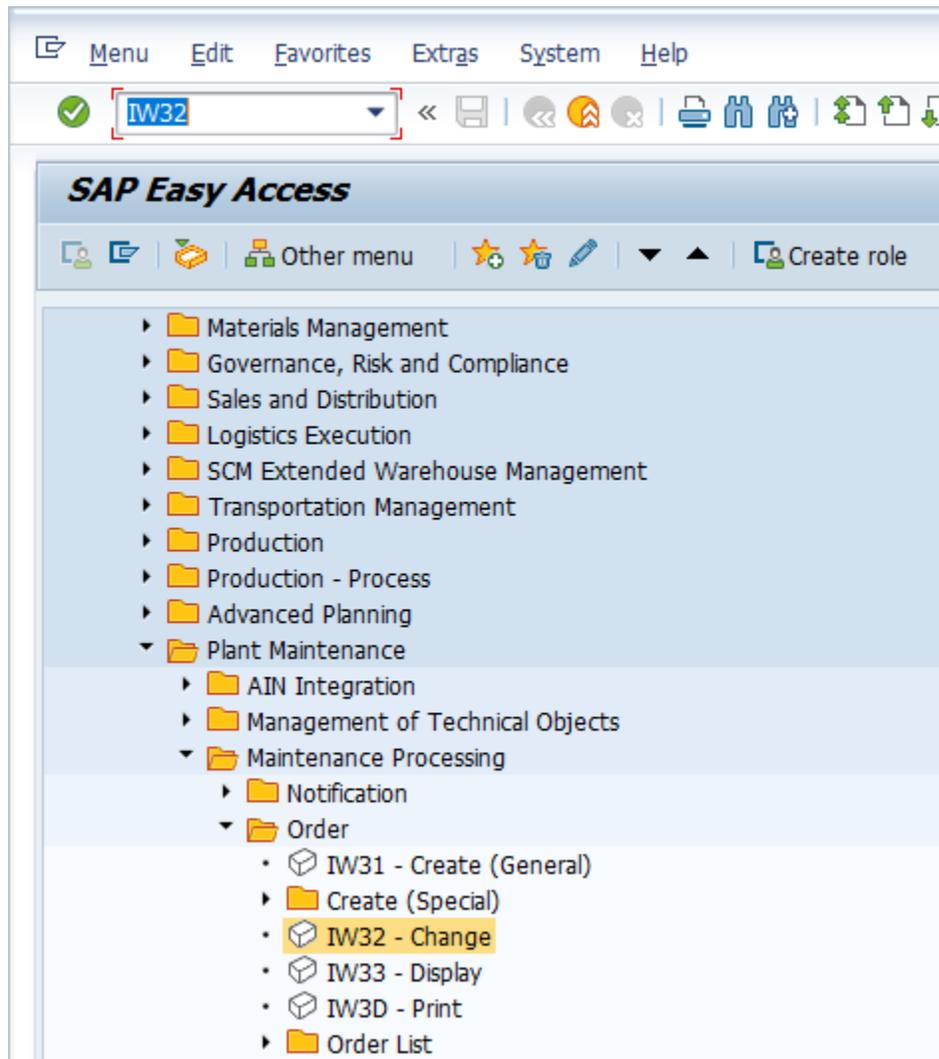
Technical Completion of Order

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

Enter T code IW32

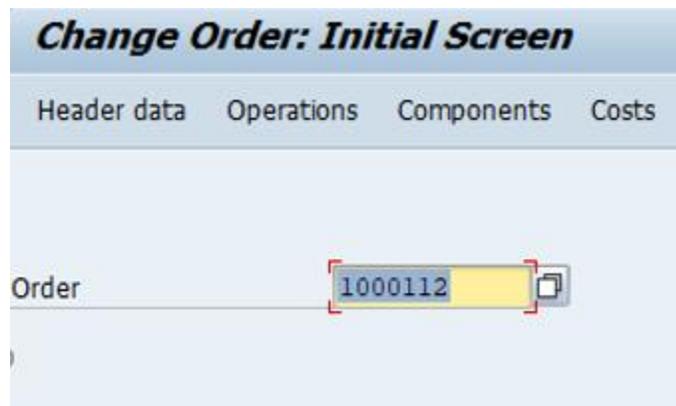


SAP User Manual for General Maintenance

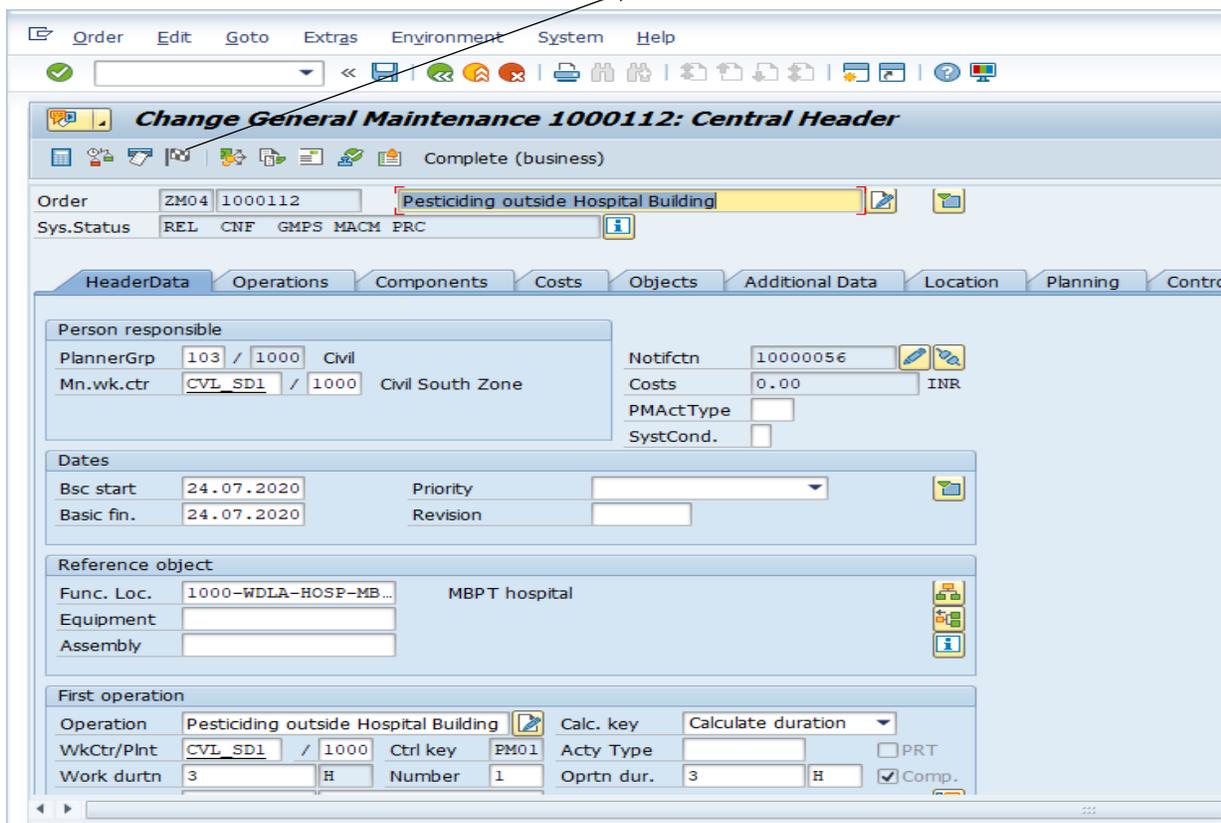


Enter Order No"1000112" and Press "Enter"

SAP User Manual for General Maintenance



And Click Complete Technically icon as shown





SAP User Manual for General Maintenance

Enter the Technical Closure date and time for the Order

Change General Maintenance 1000112: Central Header

Complete (business)

Order: ZM04 1000112 Pesticiding outside Hospital Building

Sys.Status: REL CNF GMPS JBFI MANC PRC SETC

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Complete

Reference date: 26.07.2020

Reference time: 00:42:26

Complete notifictns

Notification

Malfnctn data Damage Notif. dates

Malfnctn data	Malfnctn data	Malfnctn data	Malfnctn data	Malfnctn data
Malfnctn Start	25.07.2020	21:11:17	<input type="checkbox"/> Breakdown	
Malfnctn End	26.07.2020	00:00:00	Breakdown dur.	0.00 H

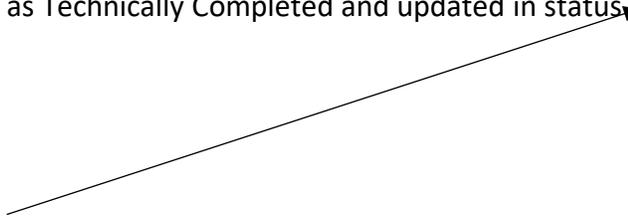
Operation: Pesticiding outside Hospital Building Calc. key Calculate duration

WkCtr/Plnt	CVL_SD1 / 1000	Ctrl key	PM01	Acty Type		<input type="checkbox"/> PRT
Work durtn	3 H	Number	1	Oprtn dur.	3 H	<input checked="" type="checkbox"/> Comp.



SAP User Manual for General Maintenance

Order Saved as Technically Completed and updated in status TECO





SAP User Manual for General Maintenance

Change General Maintenance 1000112: Central Header

Complete (business)

Order: ZM04 / 00112 Pesticiding outside Hospital Building

Obj.Status: TECO CNF GMP5 JBFI MACM PRC SETC

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

Person responsible

PlannerGrp: 103 / 1000 Civil
Mn.wk.ctr: CVL_SD1 / 1000 Civil South Zone

Notifctn: 10000056
Costs: 0.00 INR
PMActType:
SystCond.:

Dates

Bsc start: 24.07.2020 Priority:
Basic fin.: 24.07.2020 Revision:

Reference object

Func. Loc.: 1000-WDLA-HOSP-MB... MBPT hospital
Equipment:
Assembly:

First operation

Operation: Pesticiding outside Hospital Building Calc. key: Calculate duration
WkCtr/Plnt: CVL_SD1 / 1000 Ctrl key: PM01 Acty Type: PRT
Work durtn: 3 H Number: 1 Oprtn dur.: 3 H Comp.

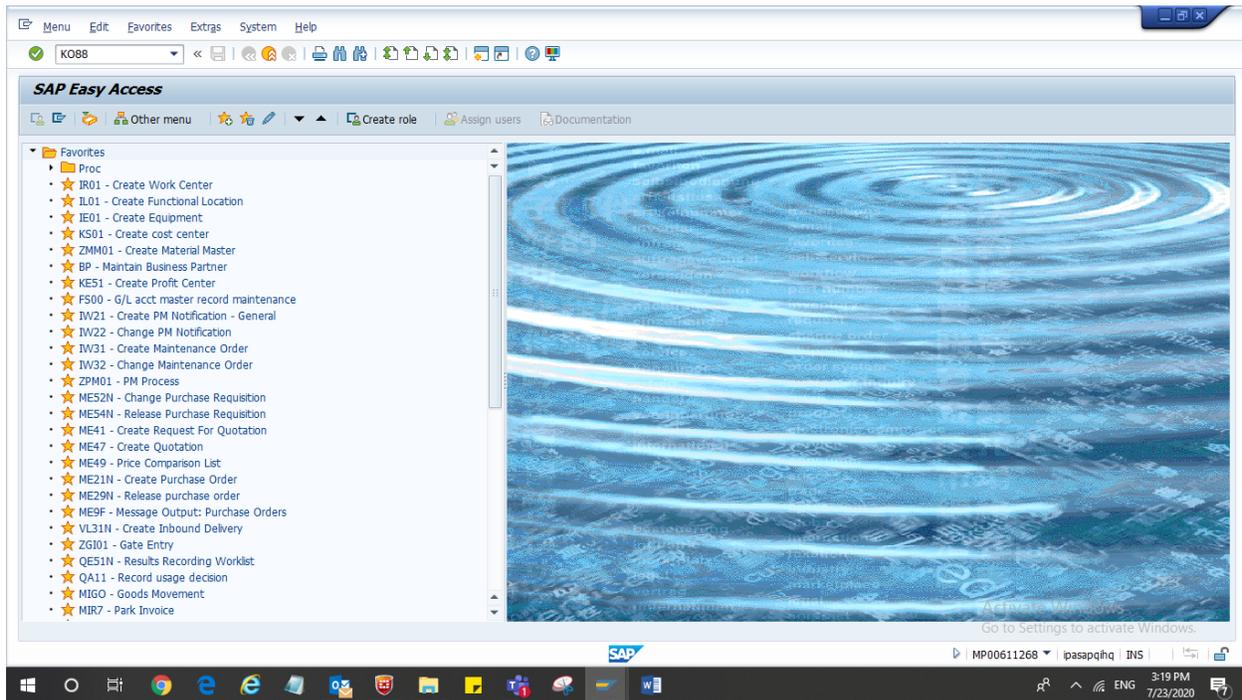
Notification is completed -> can only be displayed



SAP User Manual for General Maintenance

Settlement of Order

Enter T code KO88 for Settlement to Cost Center





SAP User Manual for General Maintenance

Enter the Controlling Area 1000

The screenshot shows a SAP 'Set Controlling Area' dialog box. The 'Controlling Area' field is highlighted with a red box and contains the value '1000'. Below the dialog box, there are several input fields and checkboxes:

- Parameters section:
 - tlement Period:
 - al Year:
 - lger Group:
 - cessing Type: [dropdown arrow]
 - Posting period:
 - Asset Value Date:
- Processing Options section:
 - Background Processing:
 - Test Run:
 - Detail List: [Layouts button]
 - Check Trans. Data:



SAP User Manual for General Maintenance

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

Actual Settlement: Order

Settlement Rule

Controlling Area 1000
Order 1000112

Parameters

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

Processing Options

Test Run
 Check Trans. Data



SAP User Manual for General Maintenance

Click on called Detail List.

Actual Settlement: Order Basic list

Selection

Selection Parameters	Value	Name
Order	1000112	Pesticiding outside Hospital Building
Period	004	
Posting Period	004	
Fiscal Year	2020	
Processing Type	1	Automatic
Posting Date	31.07.2020	
Controlling Area	1000	MBPT Controlling Area
Currency	INR	Indian Rupee
Value Date	31.07.2020	

Processing Options

Selection Parameters	Value
Execution Type	Settlement Executed
Processing Mode	Test run

Processing completed with no errors

Statistics

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

Actual Settlement: Order Detail list

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

Detail list - Settled values

Senders	Short text: Sender	Receiver	Σ ValCOArCur	Inform.
ORD 1000112	Pesticiding outside Hospital Building	CTR 10050401	4,495.00	
			4,495.00	

Order settled to Cost Center

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Accepting No Limits

Alternative Thinking

Driving Positive Change



SAP User Manual for General Maintenance

Closure of Order

Enter Transaction IW32

The screenshot displays the SAP IW32 transaction interface for 'Change General Maintenance 1000112: Central Header'. The status is 'Complete (business)'. The order number is 1000112, and the description is 'Pesticiding outside Hospital Building'. The system status is 'TECO CNF GMPS JBFI PRC SETC'. The 'Person responsible' section shows 'PlannerGrp 103 / 1000 Civil' and 'Mn.wk.ctr CVL SD1 / 1000 Civil South Zone'. The 'Dates' section shows 'Bsc start 24.07.2020' and 'Basic fin. 24.07.2020'. The 'Reference object' section shows 'Func. Loc. 1000-WDLA-HOSP-MB...' and 'MBPT hospital'. The 'Costs' field is set to 0.00 INR. The 'SystCond.' field is empty. The 'PMActType' field is also empty. The 'Priority' and 'Revision' fields are empty. The 'Equipment' and 'Assembly' fields are empty.

Click on complete, Status will be updated CLSD after execute it. Order will Closed for further posting.