SAP User Manual for Preventive Maintenance

Indian Ports Association (IPA) Implementation of Port EBS Project

Enterprise Business System

Business Process Manual for Preventive Maintenance

Submitted by:

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SAP User Manual for Preventive 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
19.07.2020	1.0	Initial Draft	Sabariayyappan Balasubramaniyan, Mona Pal

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SAP User Manual for Preventive Maintenance

Reviewed and Approved By			
Name	Title	Date	Approved

SAP User Manual for Preventive Maintenance

Introduction:

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

Summary:

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

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

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Creation of Maintenance Plan

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

Enter Transaction code IP42 in command bar (or) Follow the below navigation path
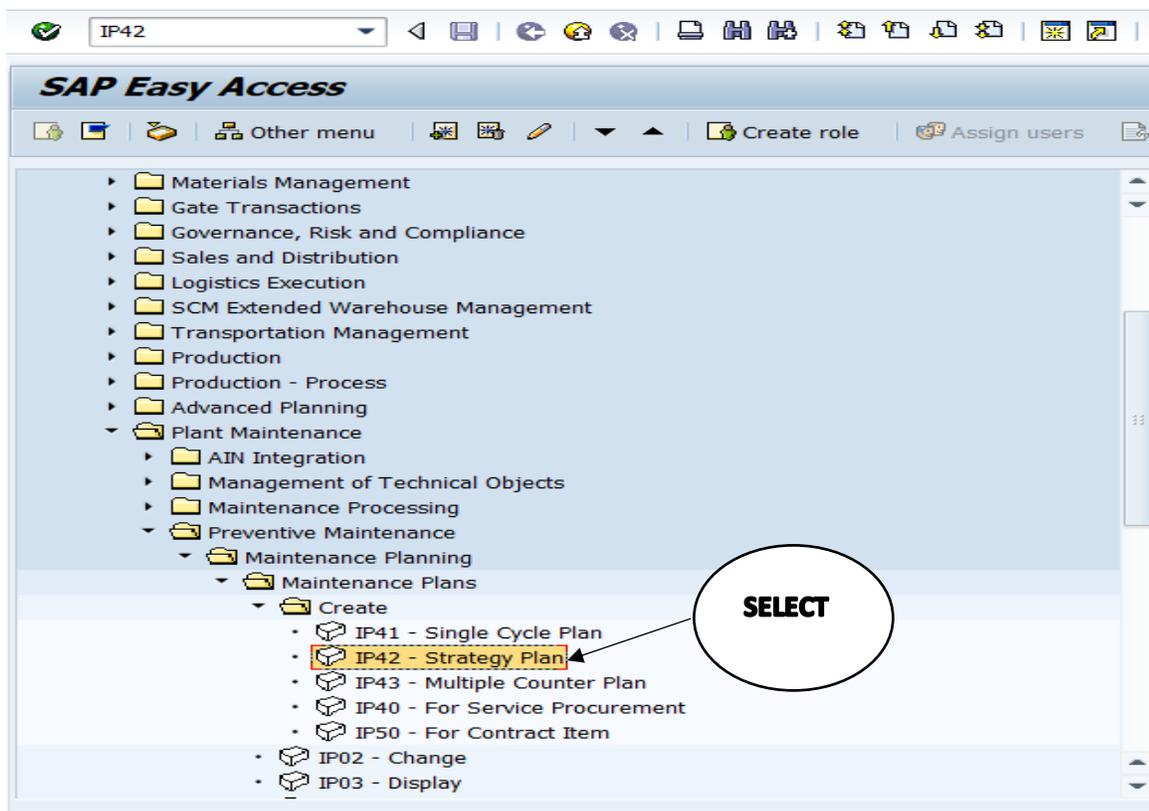
Double click on "IP42" the system will open the below screen
In the next screen, enter the required details as below

Under Initial Screen:

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

Enter Description of Maintenance Plan Functional Location & Task List for proceed further. Show below.

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

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

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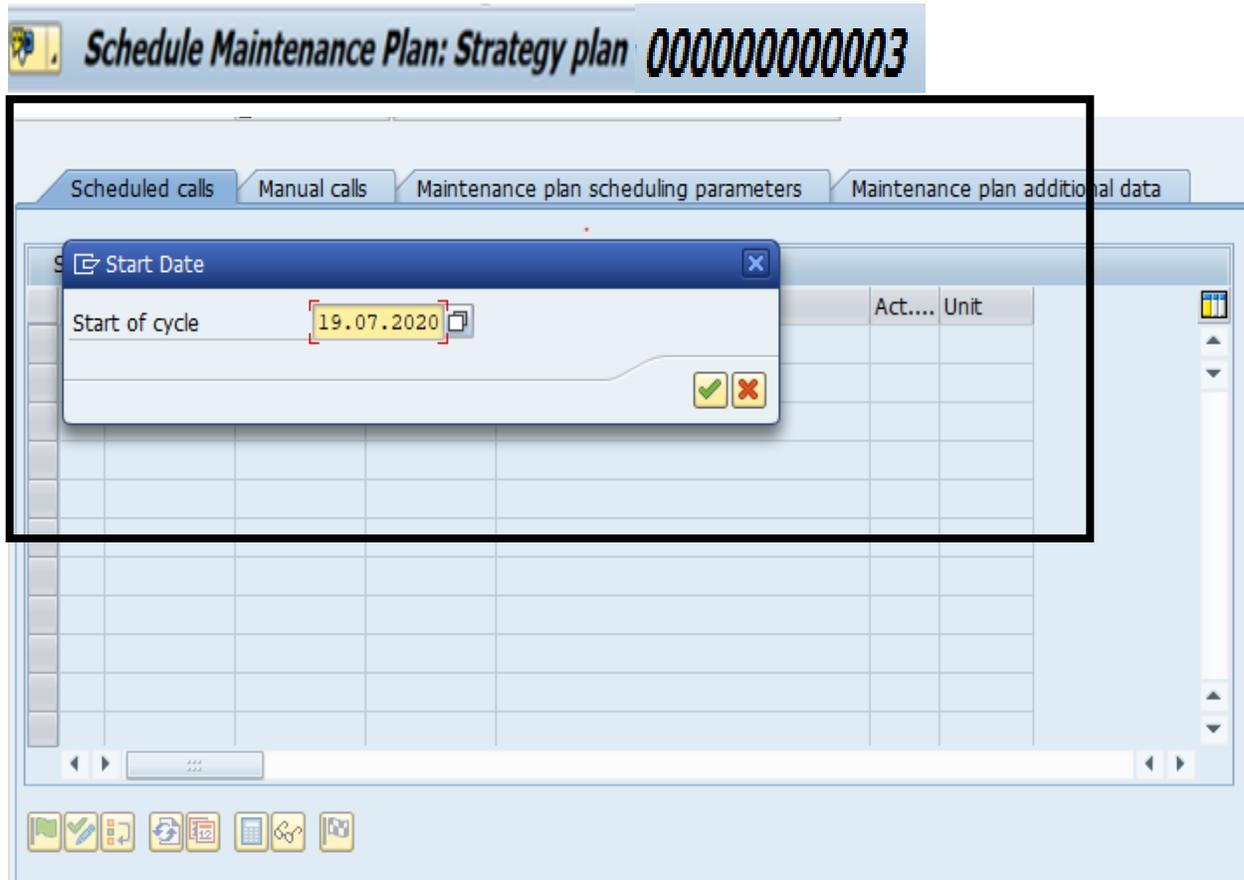
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Scheduling of Maintenance Plan

To plan/schedule the Maintenace Plan click the Menu on the same screen or enter transaction Code IP10
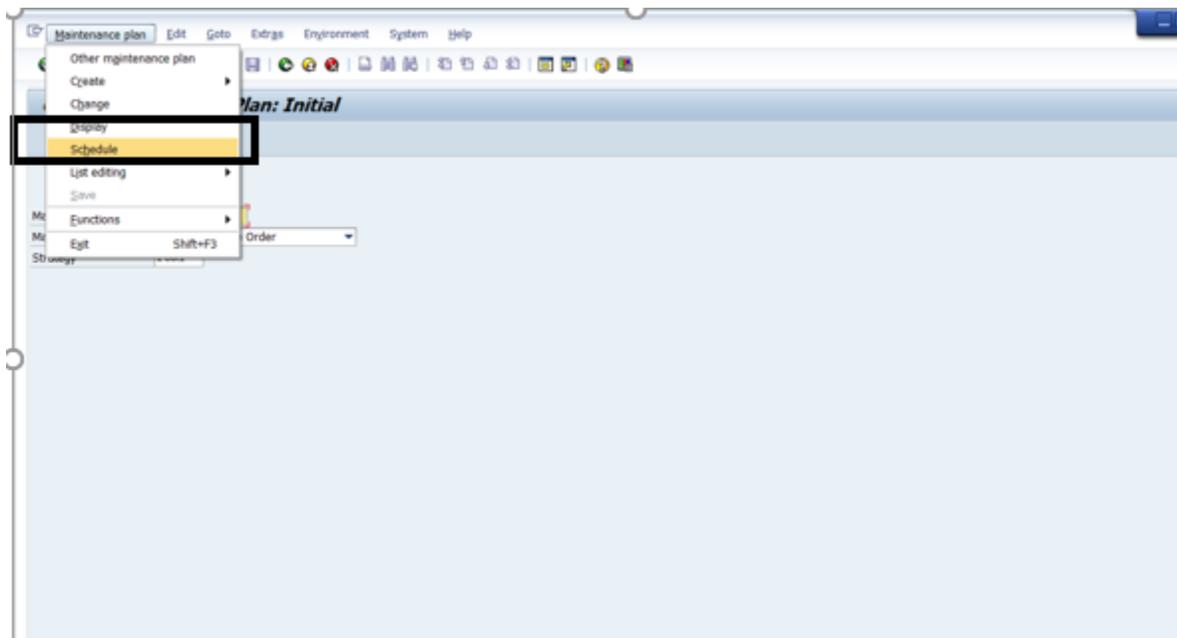
This will show the screen below and press **"Start"** button.

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

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

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

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It will generate the schedule as below and then press Back ⊙ . Button

on "**Back** " . button again for exit

Deadline Monitoring for Maintenance Plans (Batch Input IP10)

Maintenance Plan Date Monitoring

Maintenance Plan	Maintenance Strategy	MaintPlan Text
1	B	Preventive Maint for Eq
2	B	Preventive Maint for Eq
3	B	Preventive Maint for Eq

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

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

S..	Maintenance Item	MntPlan	Strat.	Maintenance item description	Call Number	Start date	Order
	143	3	B	Preventive Maint for Eq	1	01.09.2020	1000071
	143	3	B	Preventive Maint for Eq	2	24.09.2020	1000100
	143	3	B	Preventive Maint for Eq	3	24.12.2020	1000106
	143	3	B	Preventive Maint for Eq	4	24.03.2021	1000107
	143	3	B	Preventive Maint for Eq	5	24.06.2021	1000108
	143	3	B	Preventive Maint for Eq	6	24.09.2021	
	143	3	B	Preventive Maint for Eq	7	24.12.2021	
	143	3	B	Preventive Maint for Eq	8	24.03.2022	
	143	3	B	Preventive Maint for Eq	9	24.06.2022	
	143	3	B	Preventive Maint for Eq	10	24.09.2022	
	143	3	B	Preventive Maint for Eq	11	24.12.2022	
	143	3	B	Preventive Maint for Eq	12	24.03.2023	
	143	3	B	Preventive Maint for Eq	13	24.06.2023	
	143	3	B	Preventive Maint for Eq	14	24.09.2023	
	143	3	B	Preventive Maint for Eq	15	24.12.2023	
	143	3	B	Preventive Maint for Eq	16	24.03.2024	
	143	3	B	Preventive Maint for Eq	17	24.06.2024	
	143	3	B	Preventive Maint for Eq	18	24.09.2024	
	143	3	B	Preventive Maint for Eq	19	24.12.2024	
	143	3	B	Preventive Maint for Eq	20	24.03.2025	
	143	3	B	Preventive Maint for Eq	21	24.06.2025	
	143	3	B	Preventive Maint for Eq	22	24.09.2025	
	143	3	B	Preventive Maint for Eq	23	24.12.2025	
	143	3	B	Preventive Maint for Eq	24	24.03.2026	
	143	3	B	Preventive Maint for Eq	25	24.06.2026	
	143	3	B	Preventive Maint for Eq	26	24.09.2026	
	143	3	B	Preventive Maint for Eq	27	24.12.2026	

Schedule generated for one year from the date of trigger.

External Service Creation in Maintenance Order

Open Order in IW32 and start execution of operation on given dates, as per operation you can go for tendering activity, internal execution.
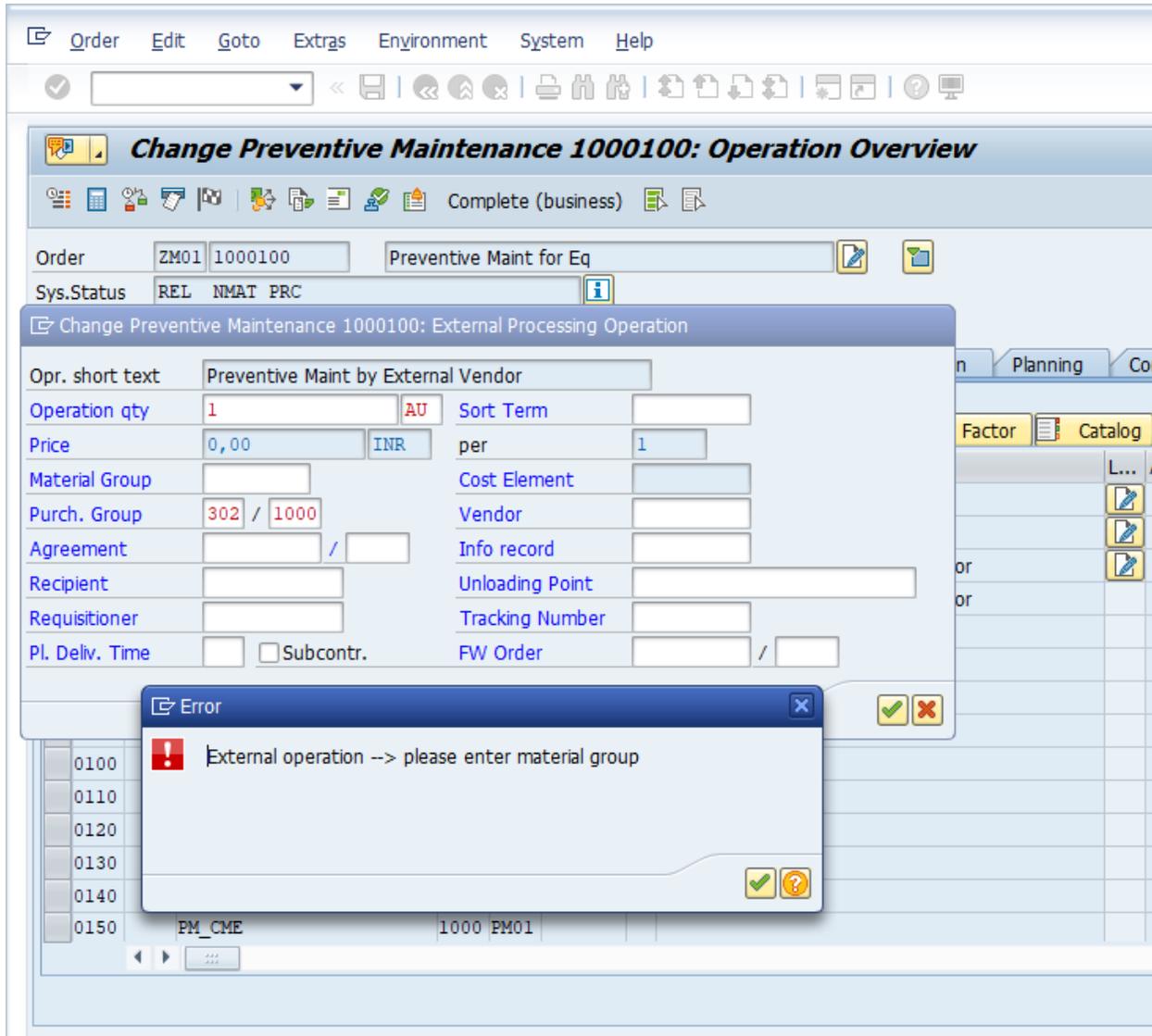
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For preventive Maintenance by External Vendor, change the control key from PM01 to PM03 because of Tendering activity.

And Press, **"Enter"**

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

Below message will appear for not maintaining external operation.

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You need to maintain Service Operations.

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

Click on Header Data & Save it.

Order saved with number 1000100

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

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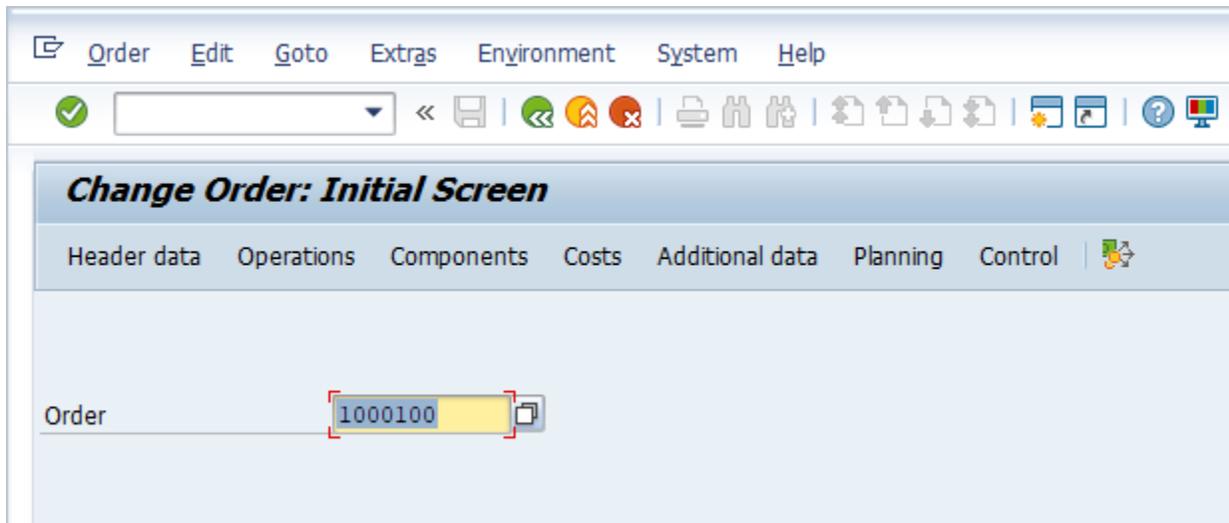
Release the Order by Clicking [icon] this Icon

After Release save the Order again using save icon [icon]. The system will show the following message

Order saved with number 1000100

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

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Go to Operation Tab and Select the Operation and Actual Data

Purchase Requisition Created under this No 2001000961

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

Purchase Requisition Creation MM Script

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

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

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

Purchase Requisition Approval

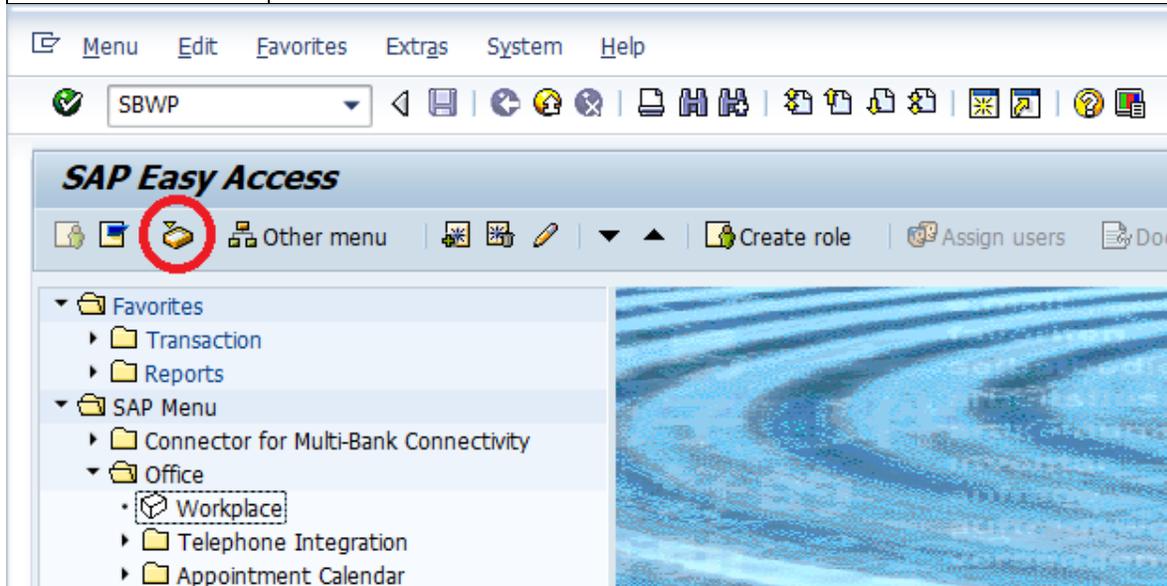Login as **Approver 1** (Assistant Engineer) in SAP System.

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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

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

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

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

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

Purchase Requisition will be approved with level 1.

Purchase Requisition Approval Request notification is forwarded to Approver 2

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

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Click on " [icon] " **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 2002000961**" message will appear.

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

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

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

```
 Decision   Edit   Goto   System   Help

 ⊘  [          ] ▼   «  🖫  🔇 🔇 🔀  🖨 📇 📇  🛍 🛍 🛍 🛍  🗗 🗗  ❷ 📺

 Decision Step in Workflow

 🗟 Workflow    📑 Create    📑 Import

 Please approve the Purchase Requisition 2001000961


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


 Description                                              Objects and attachments
 Select one of the available decision options. This completes the processing of   No attachments or objects exist
 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.
```
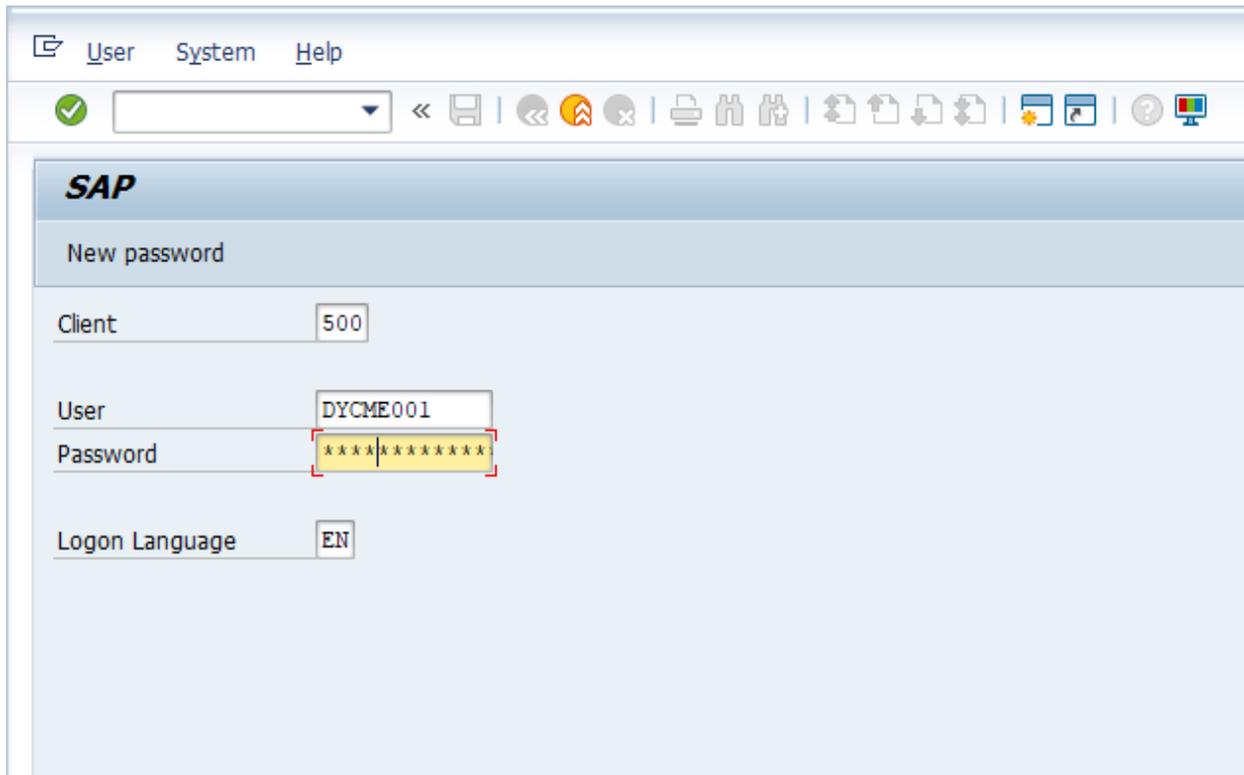
Purchase Requisition will be approved with level 2.

Purchase Requisition Approval Request notification is forwarded to Approver 3.

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

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

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

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

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

```
Decision   Edit   Goto   System   Help

Decision Step in Workflow

Workflow   Create   Import

Please approve the Purchase Requisition 2001000961

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

Description                                              Objects and attachments
Select one of the available decision options. This completes the processing of    No attachments or objects exist
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.
```

Purchase Requisition will be approved with level 3.

Purchase Requisition Approval Request notification is forwarded to Approver 4.

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

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Click on " " **SAP Business Workspace** Button.

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

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

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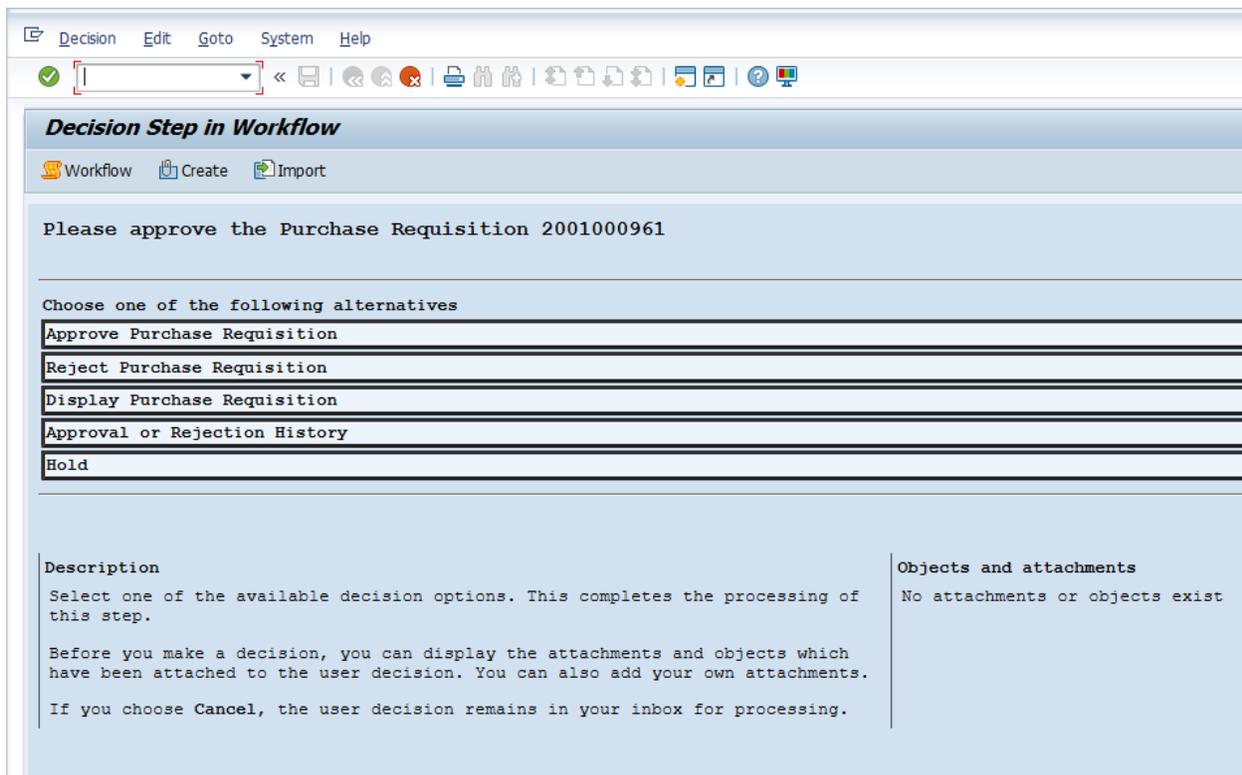Expand "**Inbox**" button, under workflow "**Approve Purchase requisition 2002000961**" message will appear.

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

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

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

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

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

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SRM Tendering Activity Script

Portal Logon

EBS Portal & SSO to SRM Portal

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

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

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

Click on "Submit" button.

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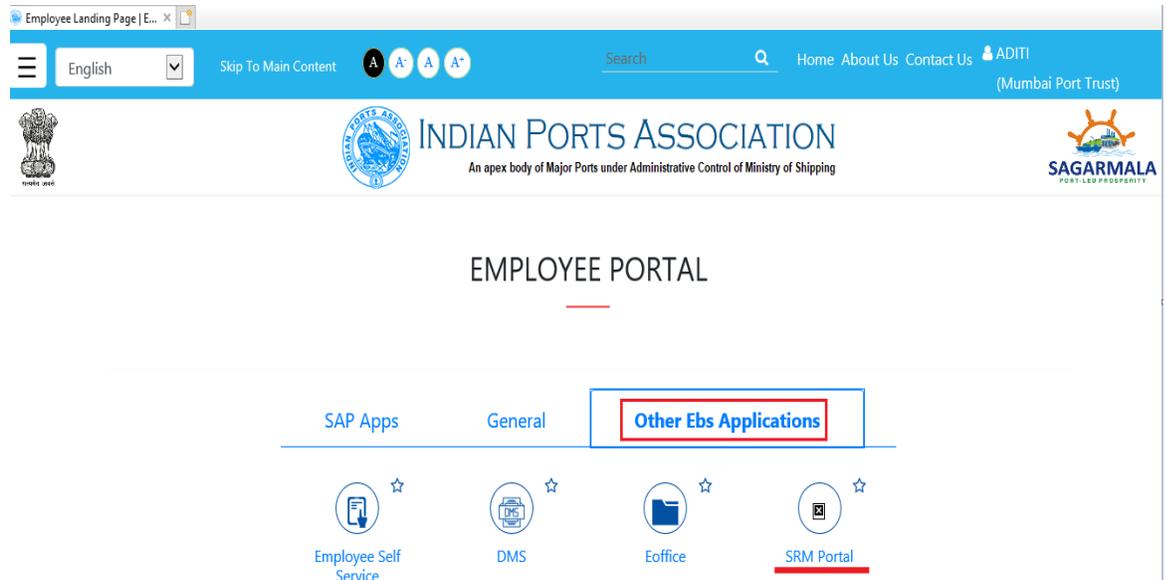A new window will be displayed and it will prompt to enter the OTP. OTP will be sent to your registered mobile.

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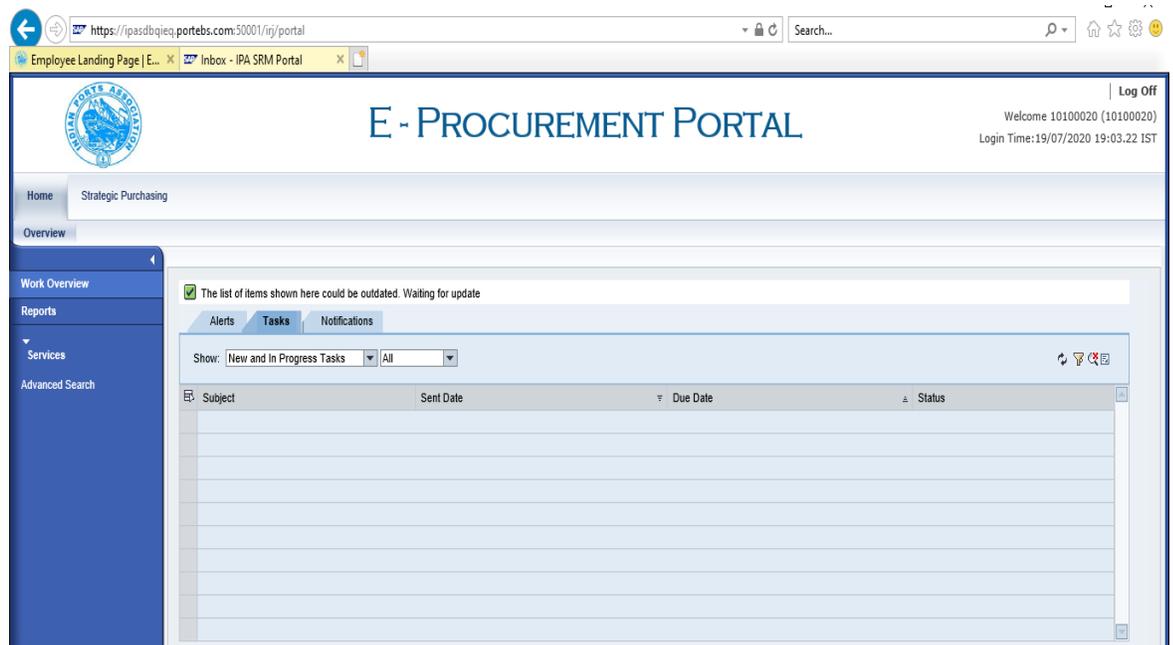
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Once system verifies the OTP a new window will be displayed. Select "Other EBS Application" tab and click on "SRM Portal" link. Please see screenshot below.

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

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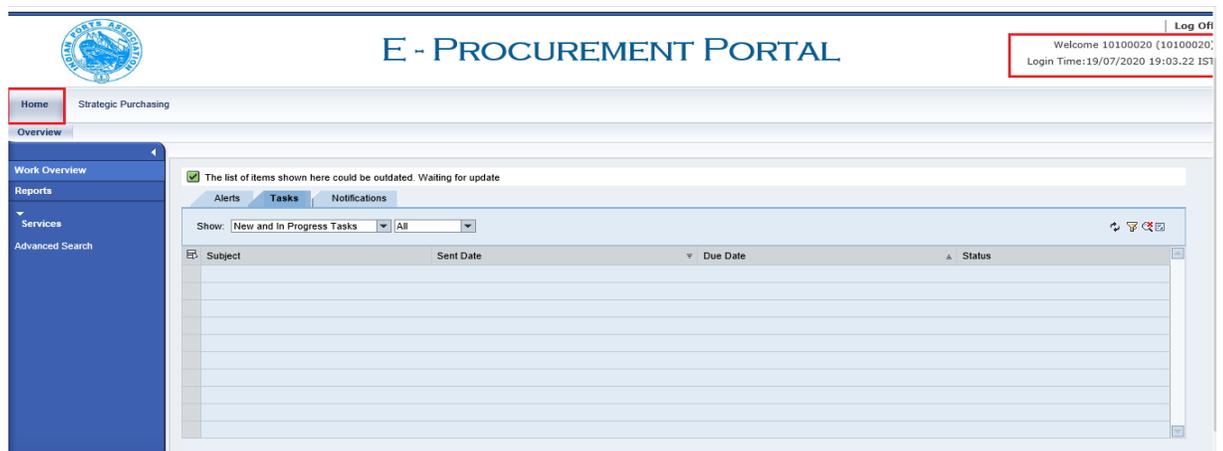
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Strategic Purchasing

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

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

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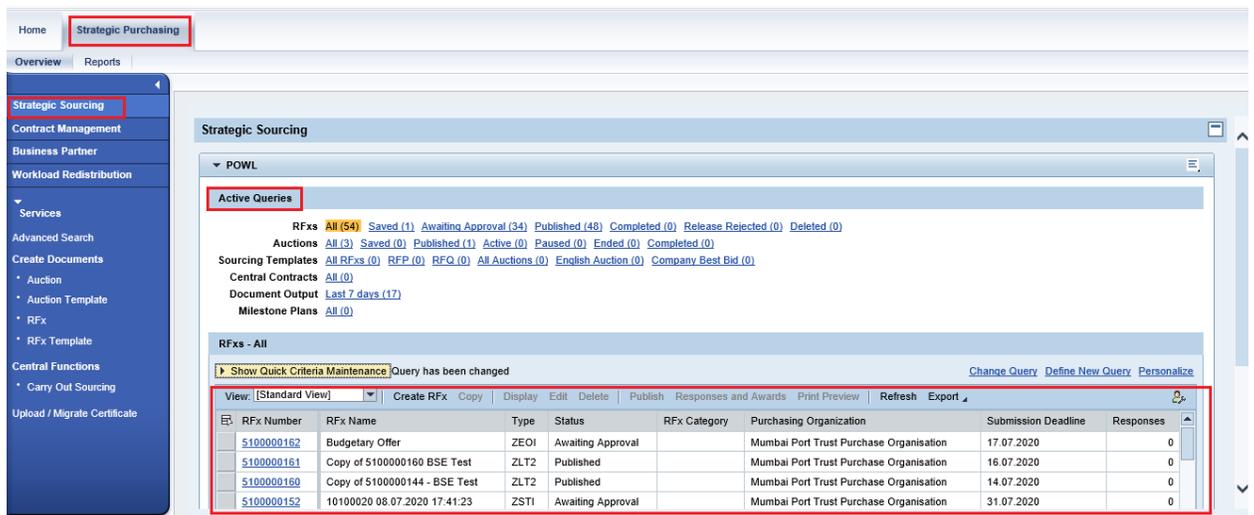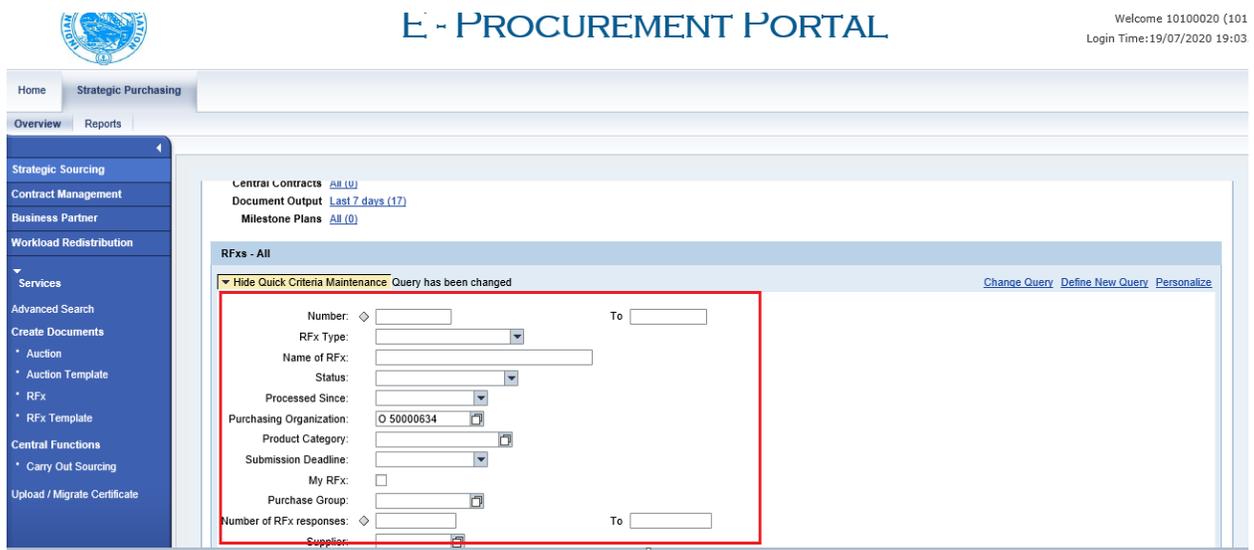
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Carry Out Sourcing

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

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

Steps would be as **Strategic Purchasing** → **Strategic Sourcing** → **Central Functions** → **Carry Out Sourcing**.
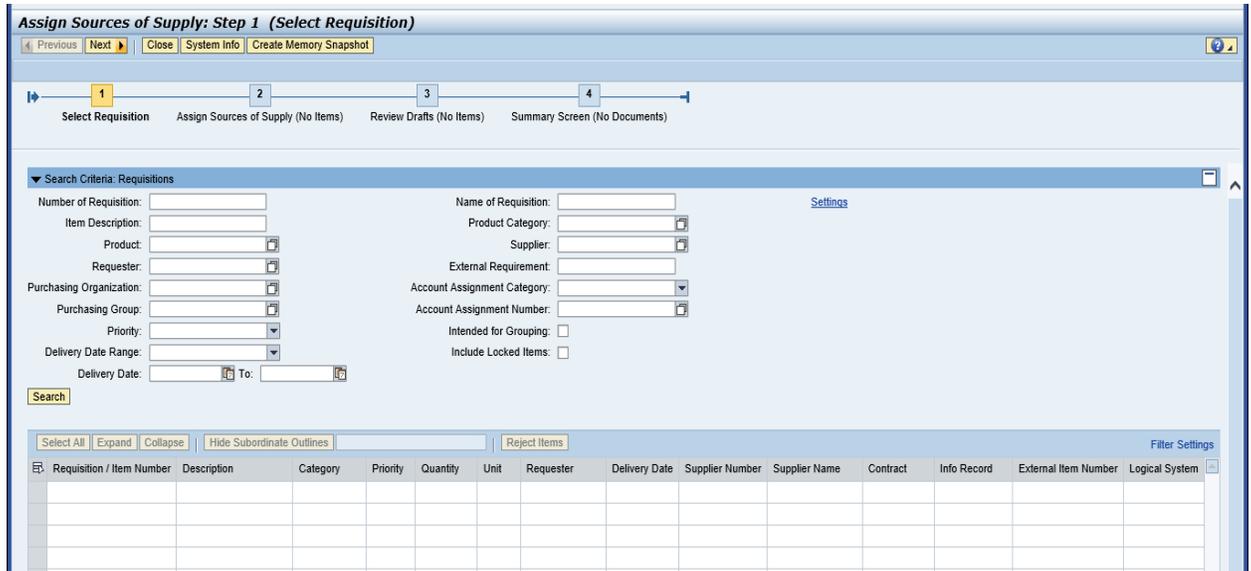
Please see the screenshot below.

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

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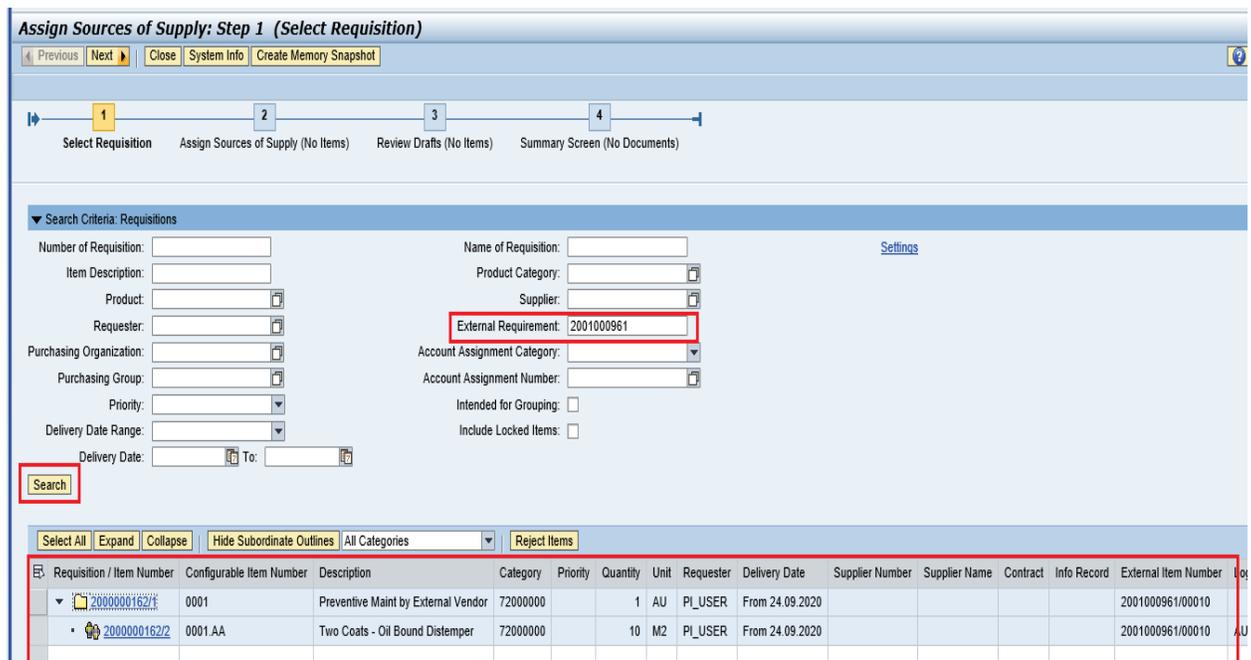
Click on "**Select All**" button and click on "**Next**" button.

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

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

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

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

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

Once the tender type is selected, click on the "**Edit Selected Drafts**" button as shown below.
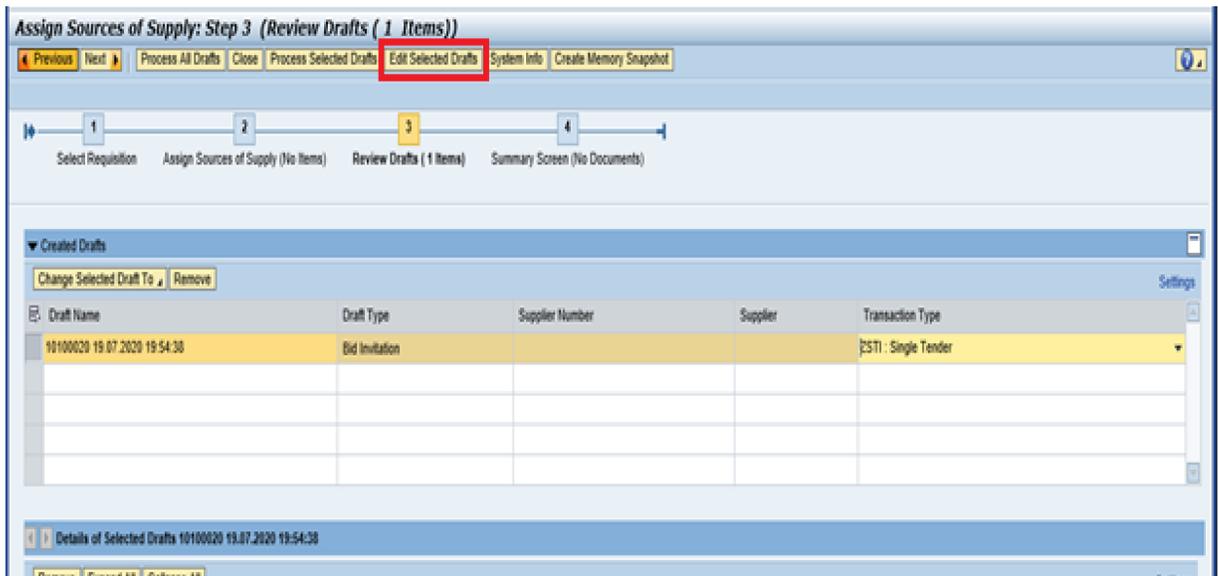
A new window will get opened with all the details required for RFx creation.

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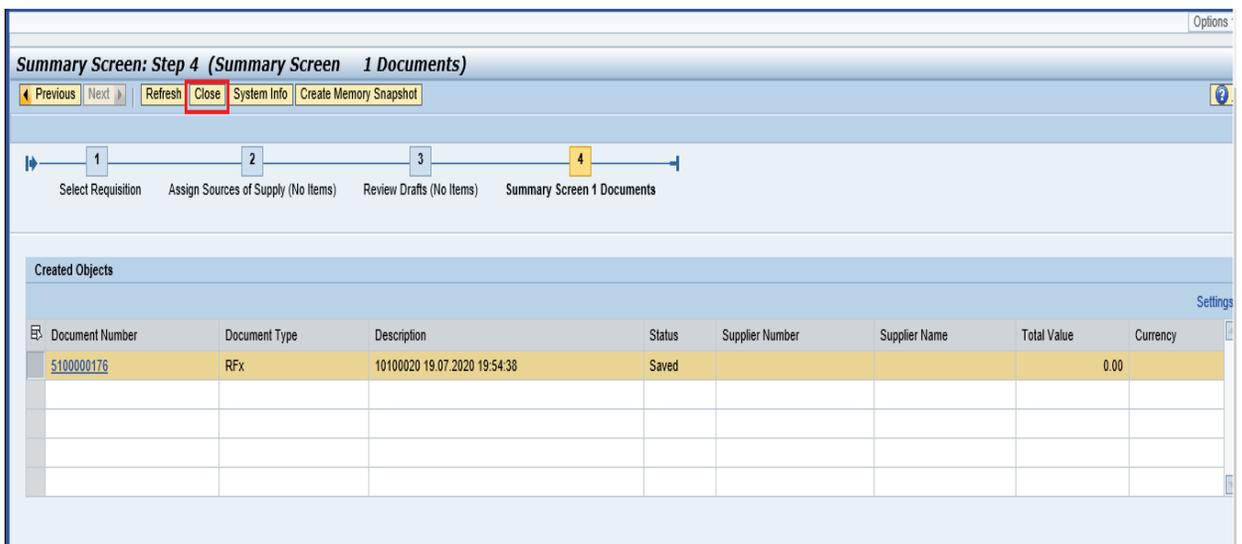
RFX Creation - Edit RFx

RFx Parameters

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

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

Please see the screen shot below.

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

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

Purchasing Organization	System defaulted	Non-Editable
Purchasing Group	System Defaulted	Non-Editable
Dates		
RFx Start Date	Date from which the Tender process will start after it is approved and published	Editable
RFx Submission Date	Date by which the Bidder should submit the response	Editable
Price Rfx Opening Date	RFx Price Opening Date	Editable
Technical RFx Response Opening Date	RFx Technical Opening Date	Editable
Valid From / To	Binding period of the tender	Editable
Event Parameters		
Currency	System Defaulted as INR. Not to be changed	Editable
Target Value	System defaulted based on the estimates in the Purchase requisition. Not to be modified.	Editable
Detailed Price Information	System defaulted. Not to be changed	Editable
Follow-on Document	Defaulted by system. The document to be created i.e. either a Purchase Order or Contract against the L1 bidder response. Not to be changed.	Editable
Bidder can change RFx Response	Will be checked by default. This allows the bidder to change the submitted responses until the RFx submission deadline date is not reached. If unchecked, response once submitted cannot be modified by the Bidder. Not to be changed.	Editable
Allow multiple RFx Response for each company	Will be checked by default. This allows the bidder to change the submitted responses multiple times, until the submission deadline date is not reached. If unchecked, Bidder cannot modify & re-submit the responses. Not to be changed.	Editable

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

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

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

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Bidders Tab

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

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

New confirmation window will be displayed and system will prompt for confirmation. Click on "Ok" button.
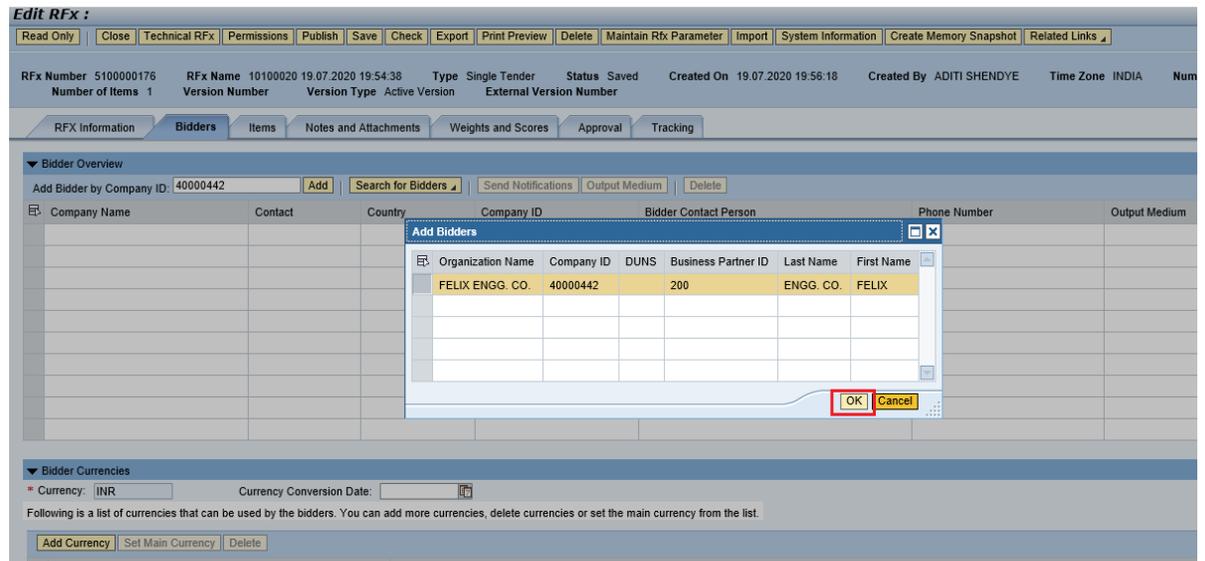
Bidder id will get added as shown in screen shot below.
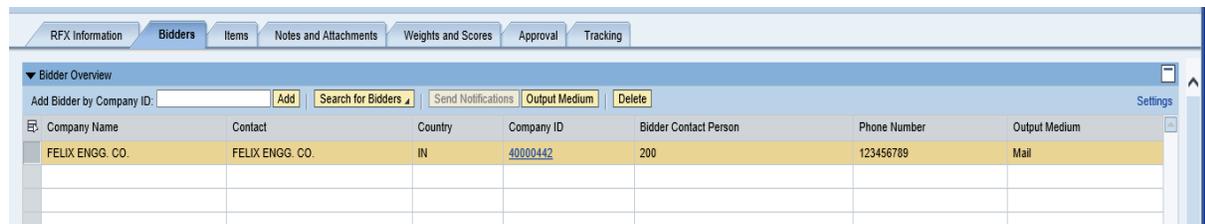
Maintain RFx Parameters

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

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

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

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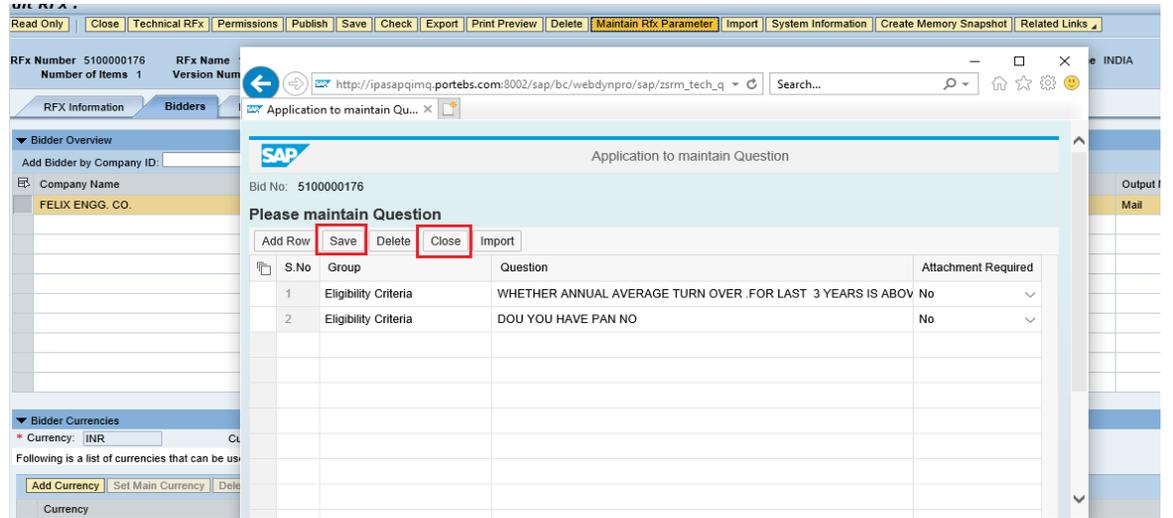
Maintain Tender Committee

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

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

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

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

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

Please refer below table for the roles and its functionality.

Permission Tab (Tender Committee)		
Role Name	**Role Description**	**Field Status**

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

Item Tab

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

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

Approval Tab

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

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C-Folder Attachment

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

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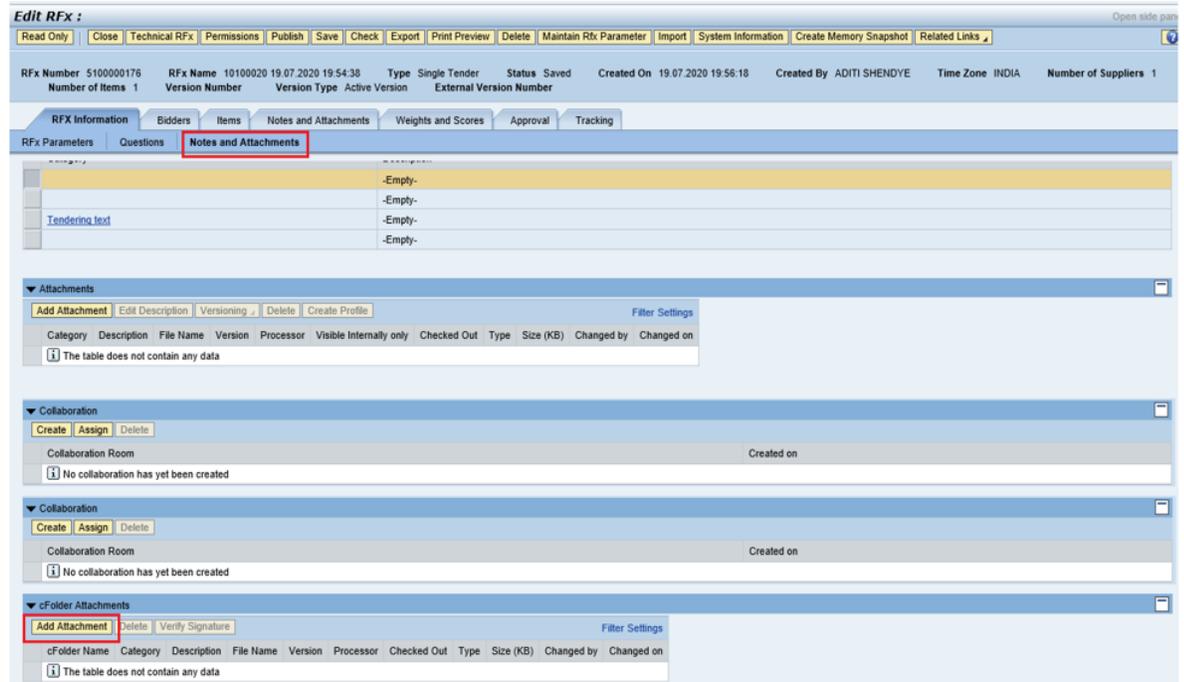
C-Folder		
Folder	**Folder Description**	**Used By**
External Area	Contains documents that are to be shared with the RFx respondents. NIT document has to be uploaded in the this area.	Buyer/Tender Creator
Collaboration	Used by RFx respondents and evaluators to exchange information, for example, the RFx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

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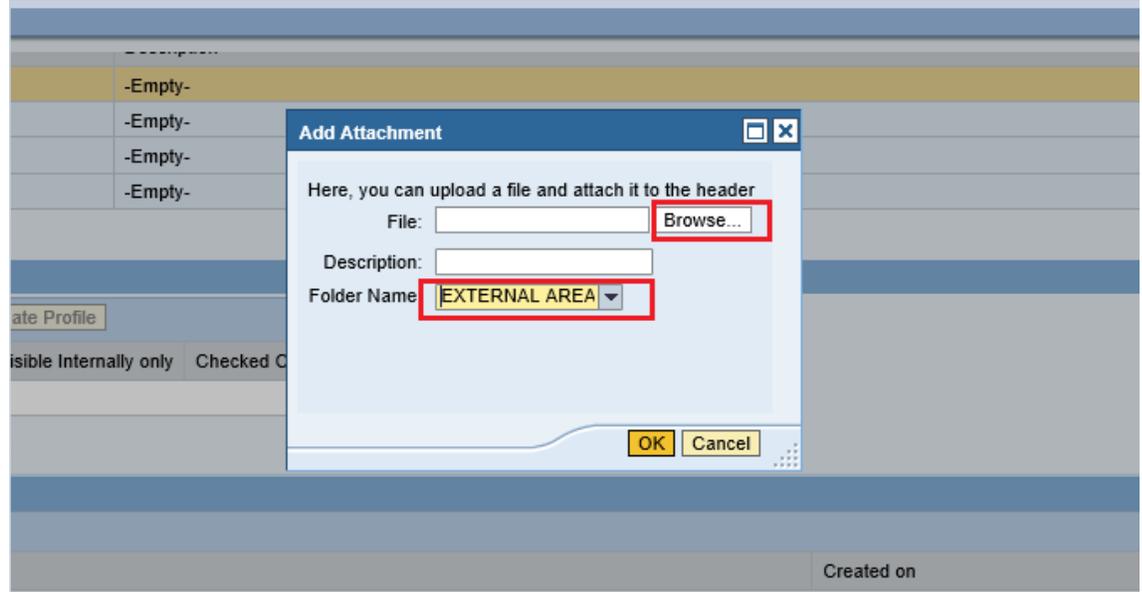
Please see the screenshot below.

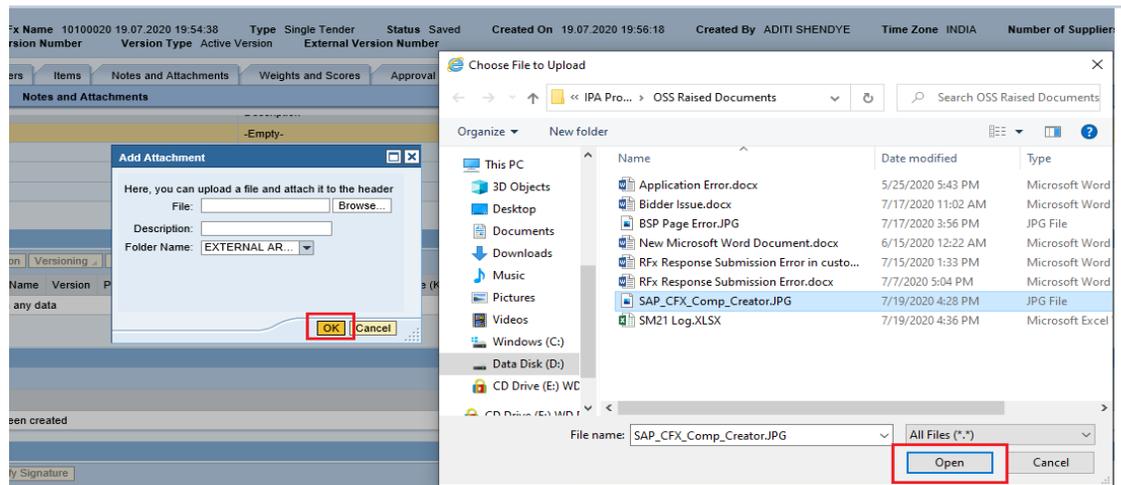# SAP User Manual for Preventive Maintenance

A new window will be displayed and system prompts to select the folder in which the document has to be uploaded. Select "External Area" and then click on "Browse" button as shown in the screenshot below.
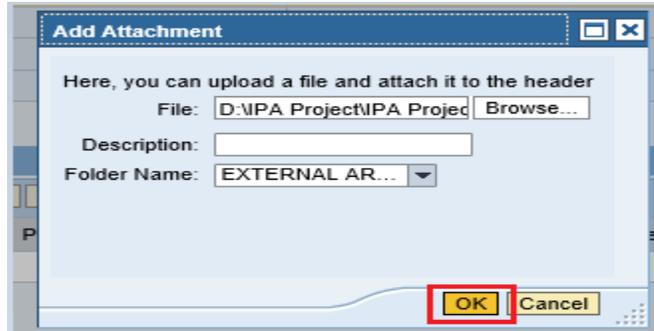
Copyright © 2018 Tech Mahindra. All rights reserved.

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

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

System prompts for digitally signing the uploaded document. A window will be prompted and then click on "Ok" button as shown in screenshot below.
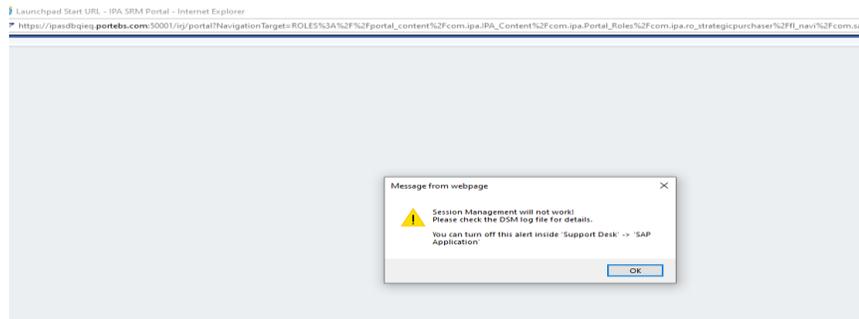
Another window will be prompted, where the buyer needs to select the correct digital signature and then click on "Sign" button.
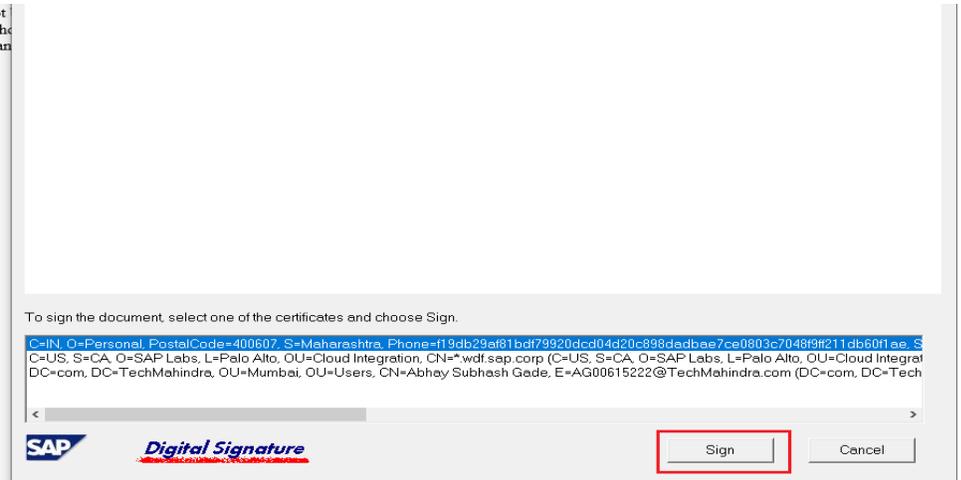
Enter the password in the window prompted and then click on "Ok" button.
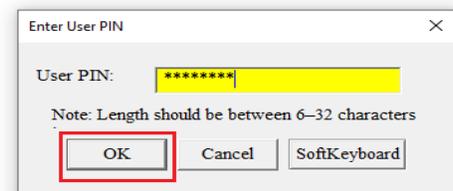
Once the password is successfully verified, system will display a confirmation window. Click on "Ok" button as shown below.

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

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

Tracking Tab

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

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

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

Publish RFx with Digital Signature

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

"RFx is complete and contains no errors"
Please ensure that you have inserted the digital signature token in your PC/Laptop USB.Click on "Publish" button as shown in screenshot below.

Once you click on this button as pop-up window will be displayed as below. Click on "Ok" button.
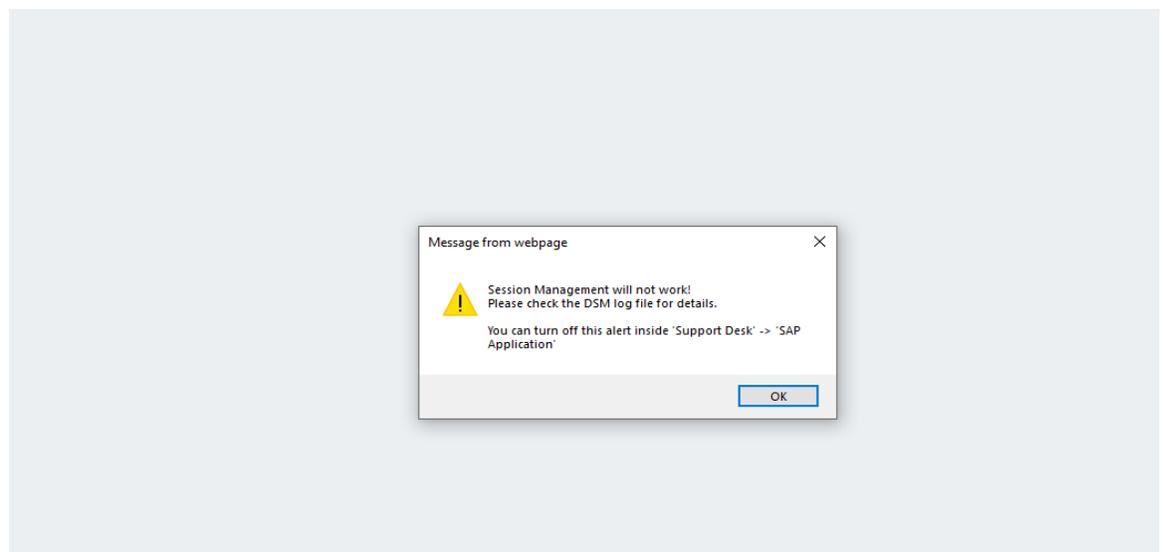
A new window will be displayed prompting the select the digital signature. Select the signature and click on "Sign" button as shown in screenshot below.
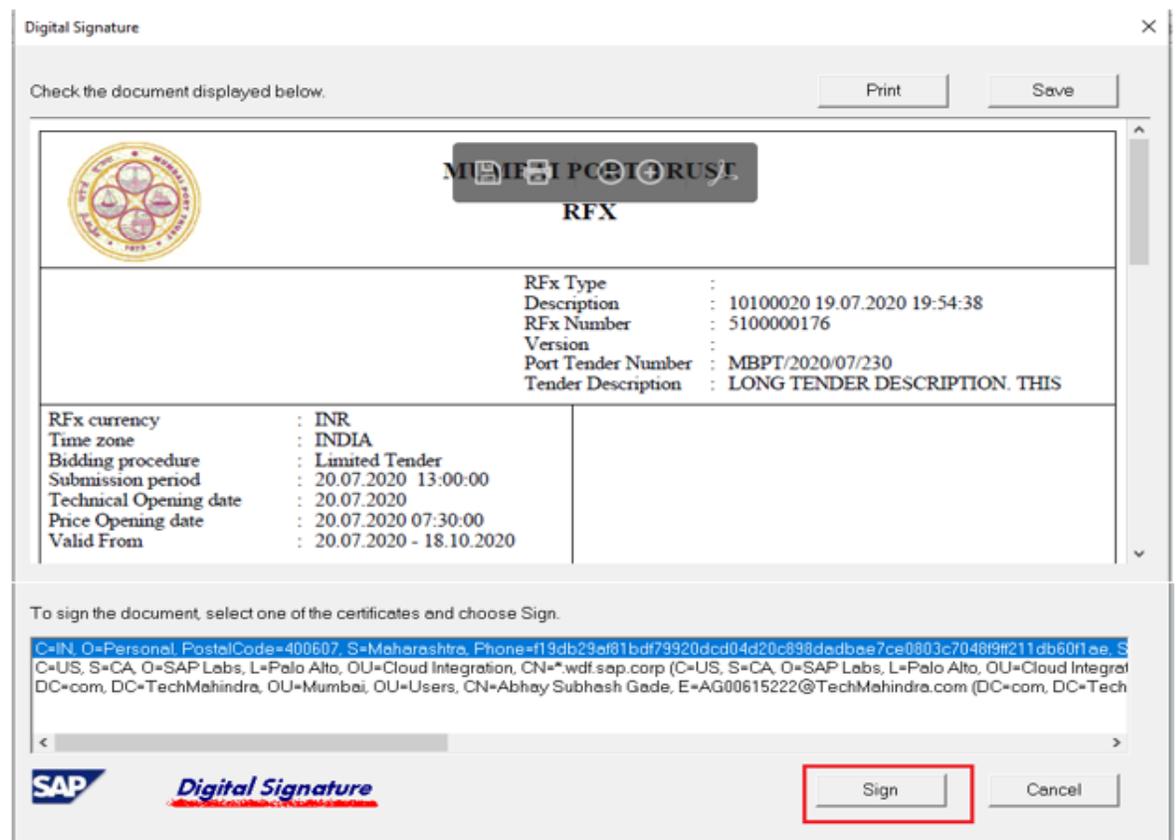
System further prompts to enter the password. Input the password and click on "Ok" button as highlighted in below screenshot.
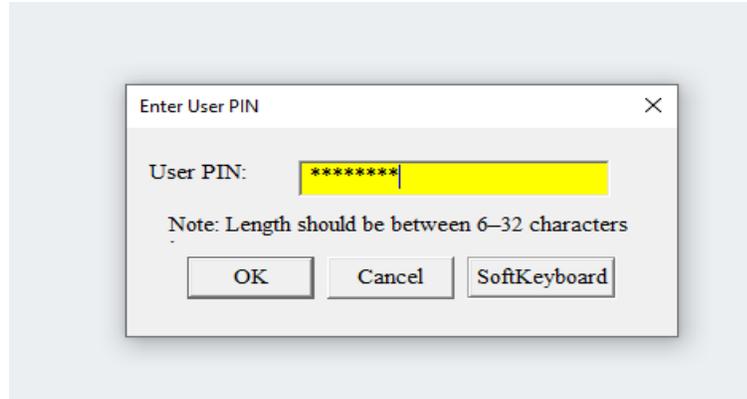
Again system will prompt a new pop-up window with the message that the RFx has been digitally signed by the user. See the screenshot below.

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

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

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

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

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

SAP User Manual for Preventive Maintenance

Approving the RFx

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

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

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

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

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

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

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

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

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Documents approved will disappear from the "Tasks" tab.

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

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

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

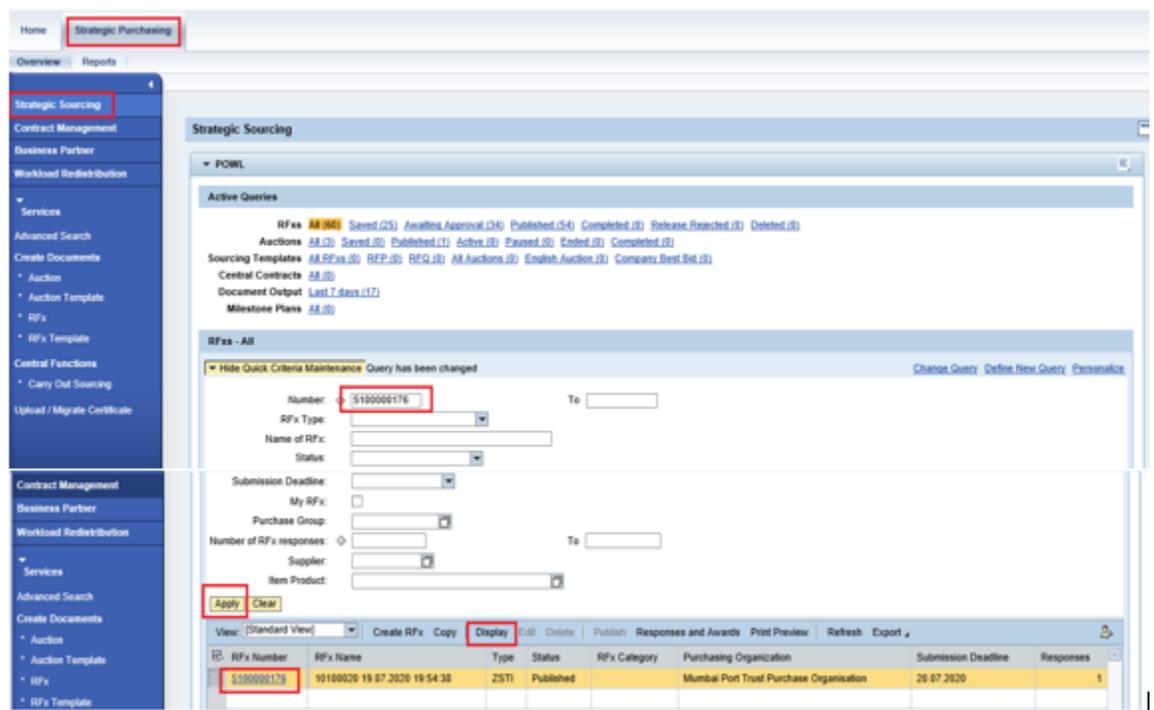# SAP User Manual for Preventive Maintenance

Technical RFx Response Activity

Initiate Technical RFx Response Opening

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

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

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

Please see the screenshot below.

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

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

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

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

Technical Comparative Statement

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

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

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

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

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

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

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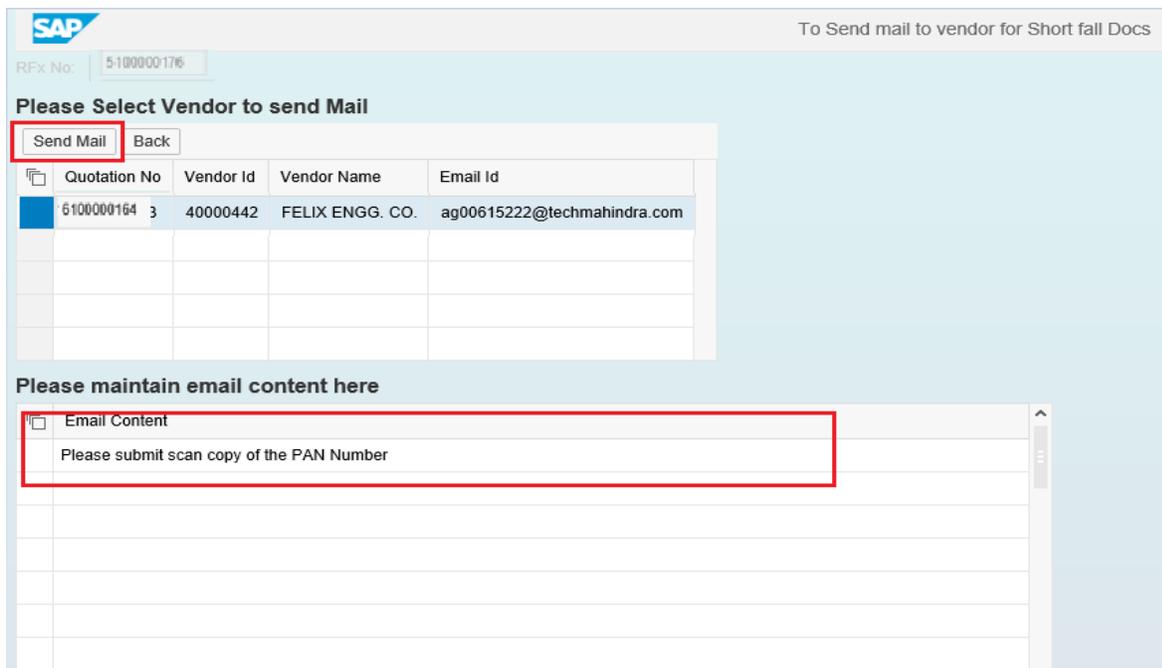
Mail will get triggered and system will display the success message as shown in screenshot below.

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

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

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

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

Buyer's Overall Comments: scrutiny and review committee

Scrutiny's Team Comment

	User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
	10100011	SIDDHASANJAY APHALE			00:00:00	
	10100012	PERAMPATTANALIL GOPI			00:00:00	

Observation/Recommendation committee's Comments

	User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
	10100013	ARVIND APANDKAR			00:00:00	
	10100024	MRINALINI KELKAR			00:00:00	

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

SAP User Manual for Preventive Maintenance

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

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

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

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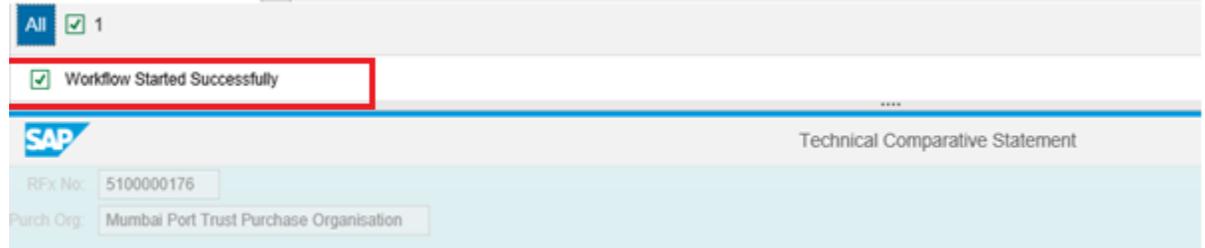
Now Buyer needs to click on "Forward" button as shown below.

System will display message as shown in below screenshot.
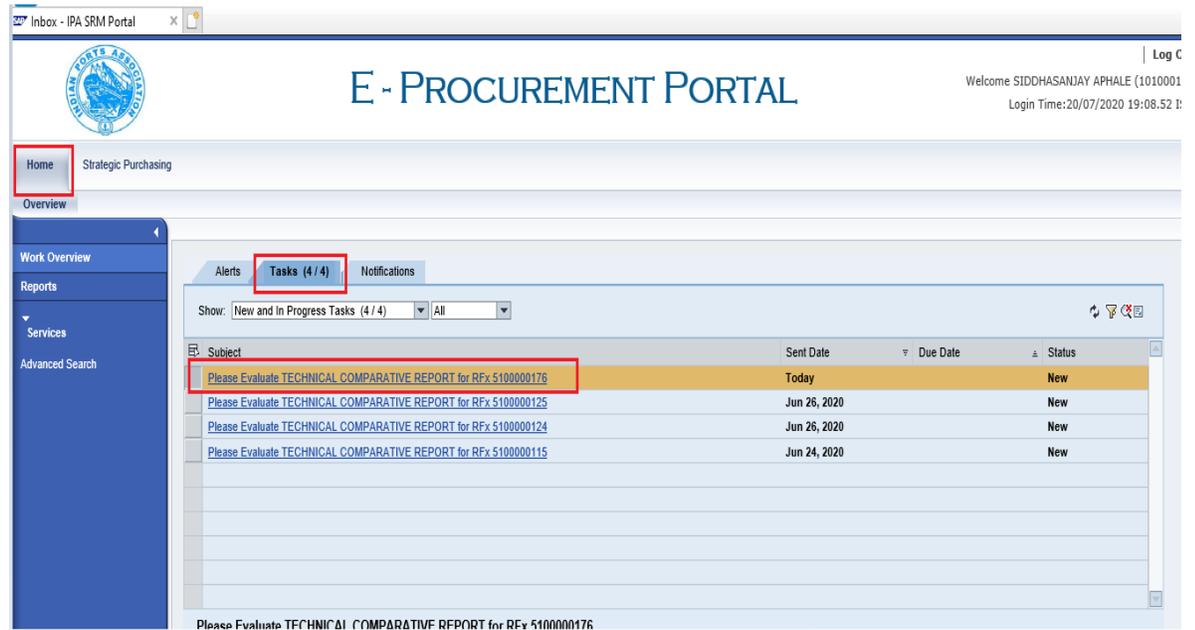
SAP User Manual for Preventive Maintenance

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

Approving TCR

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

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

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

A new window will get displayed as shown below.

SAP User Manual for Preventive Maintenance

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

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

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

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

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

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

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

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

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

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

Buyer's Comments

Buyer's Overall Comments:	All documents are ok. Forwarding to scrutiny and review committee

Scrutiny's Team Comment

User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100012	PERAMPATTANALIL GOPI	APPROVED	20.07.2020	19:14:55	Approved by 10100012 Scrutiny team member
10100011	SIDDHASANJAY APHALE	APPROVED	20.07.2020	19:11:10	Comments from 10100011 Scrutiny team member. This is a fee text box.

Observation/Recommendation committee's Comments

User ID	Full Name	Status	Comment's Date	Comment's Time	Comments
10100024	MRINALINI KELKAR	APPROVED	20.07.2020	19:30:21	Approved...
10100013	ARVIND APANDKAR	APPROVED	20.07.2020	19:29:14	Approved...

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

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

SAP User Manual for Preventive Maintenance

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

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

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

Price RFx Response Activity

Initiate Price RFx Response Opening

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

SAP User Manual for Preventive Maintenance

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

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

Please see the screenshot below.

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

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

Accepting No Limits | **Alternative Thinking** | **Driving Positive Change**

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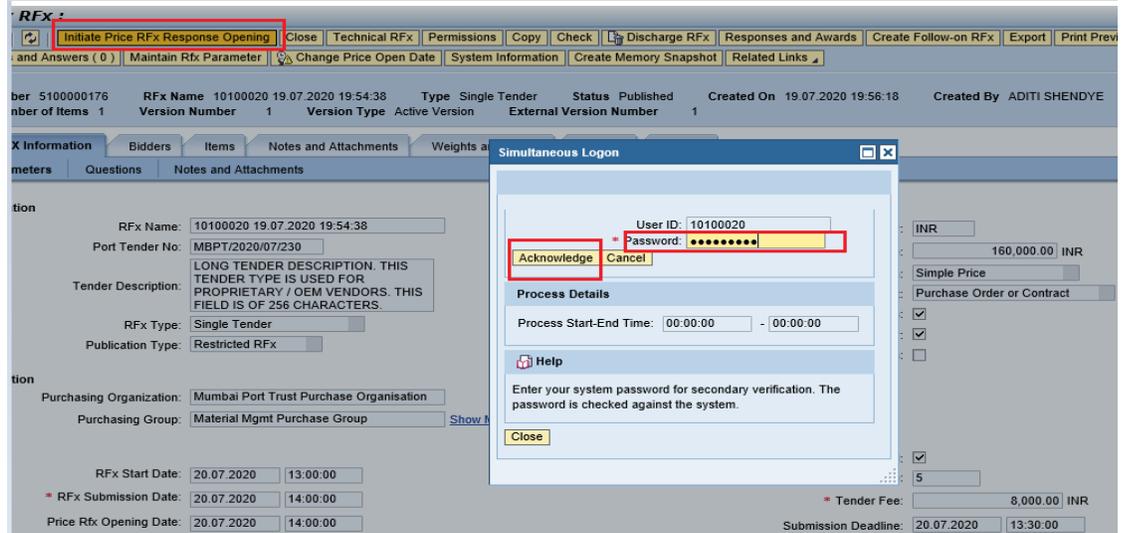
Below screen will get displayed and it will display the list of user's responsible for Opening the price RFx response. Click on "Close" button to close this window.
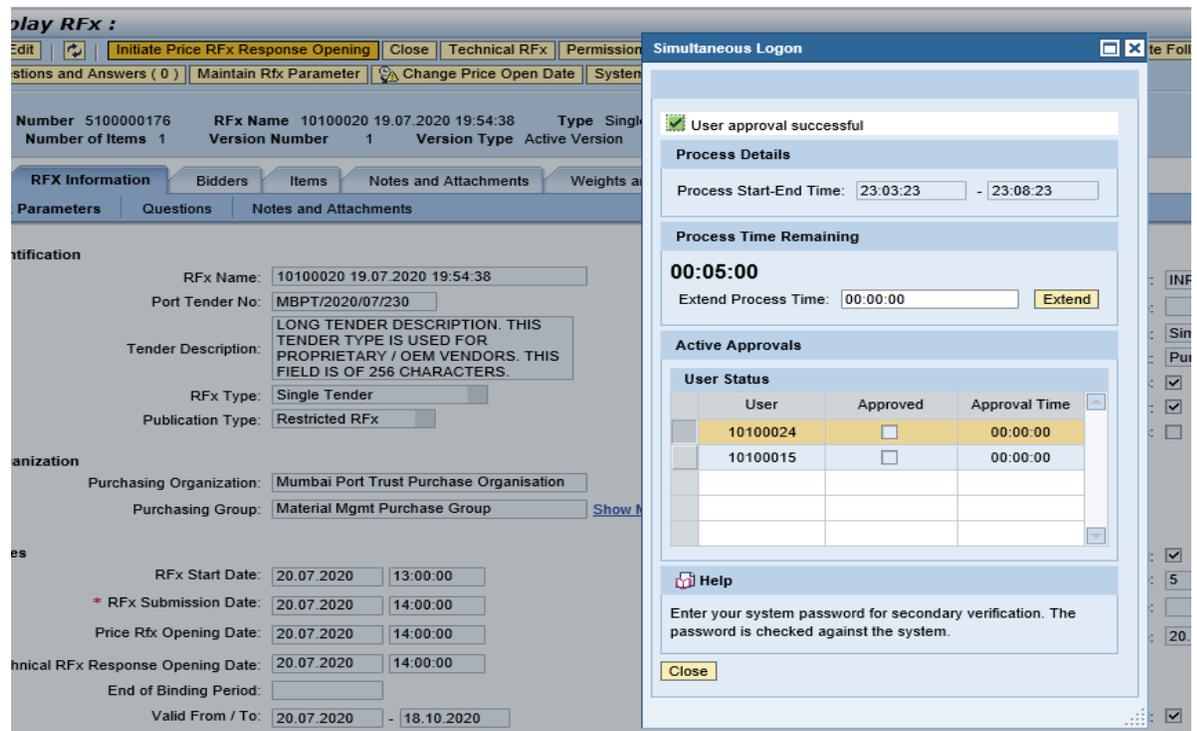
SAP User Manual for Preventive Maintenance

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

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

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

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

Please see the screenshot below.
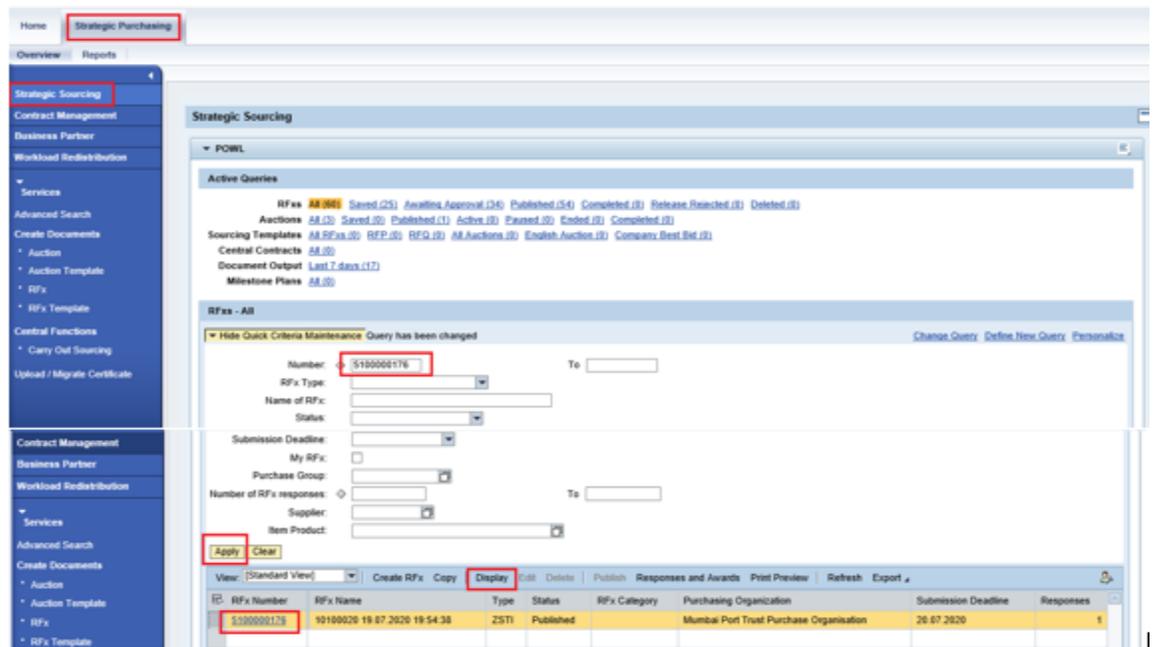
RFx will be visible in another window and it will be in display mode.

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

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

Accepting No Limits   Alternative Thinking   Driving Positive Change
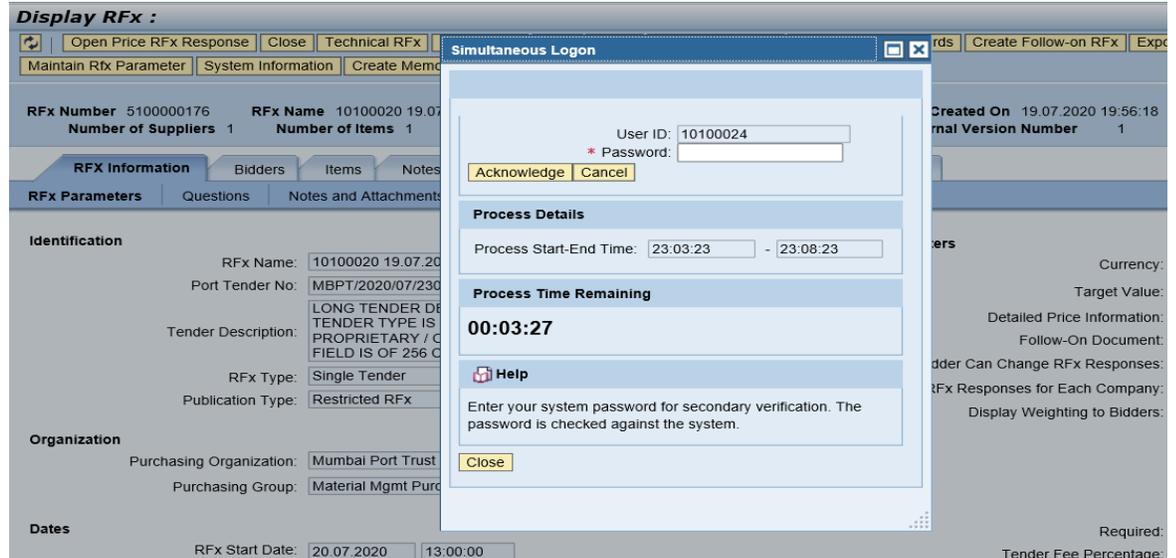
Provide the password and click on "Acknowledge" button. Below message will be displayed and then click on "Close" button to close this window.
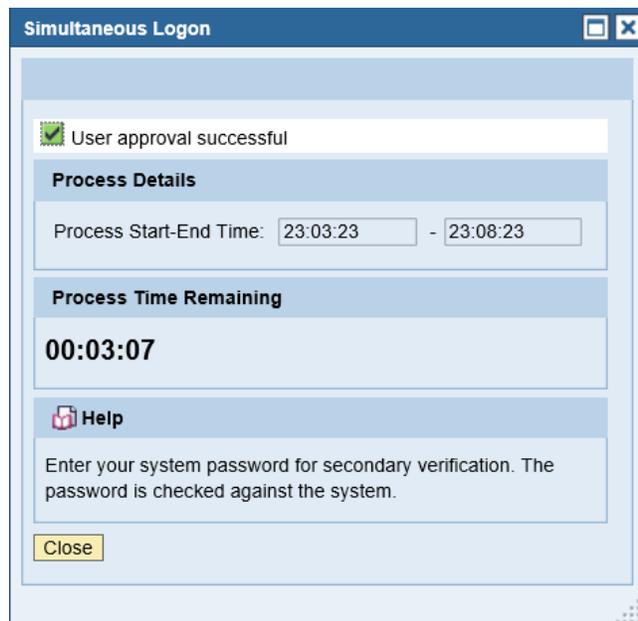
SAP User Manual for Preventive Maintenance

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

Price Comparative Statement

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

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

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

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

SAP User Manual for Preventive Maintenance

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

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

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

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

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

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

System will display message as shown in below screenshot.
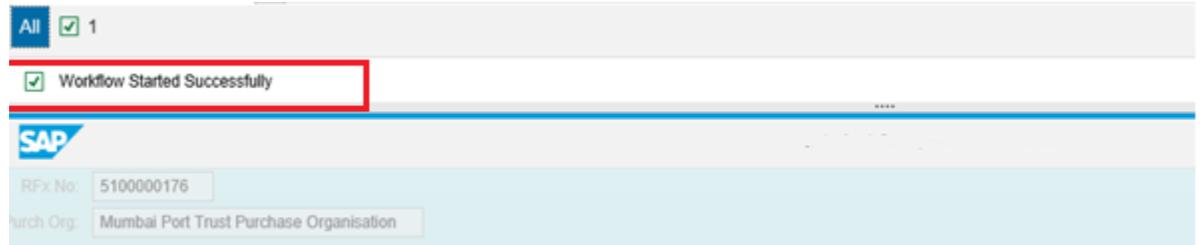
Approving PCR

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

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

Click on the work item displayed in the tasks list as shown below.
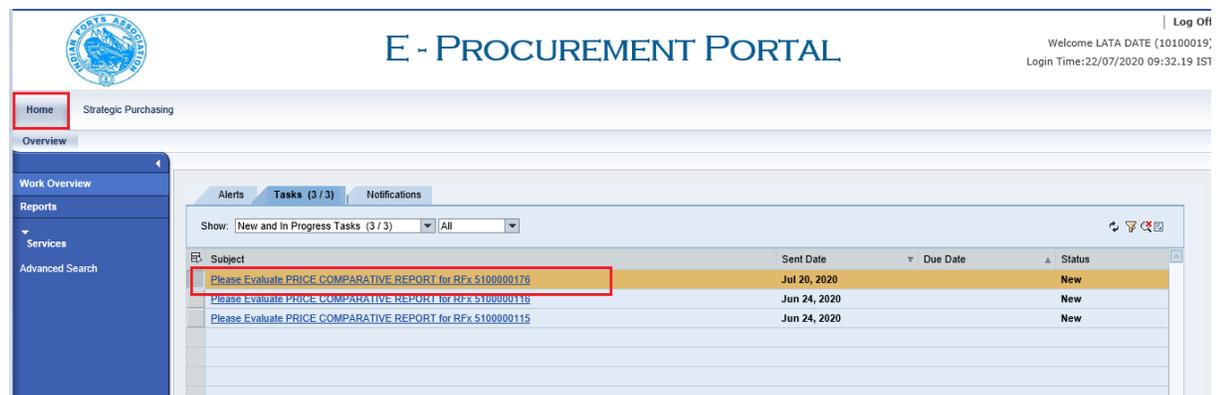
A new window will get displayed as shown below.

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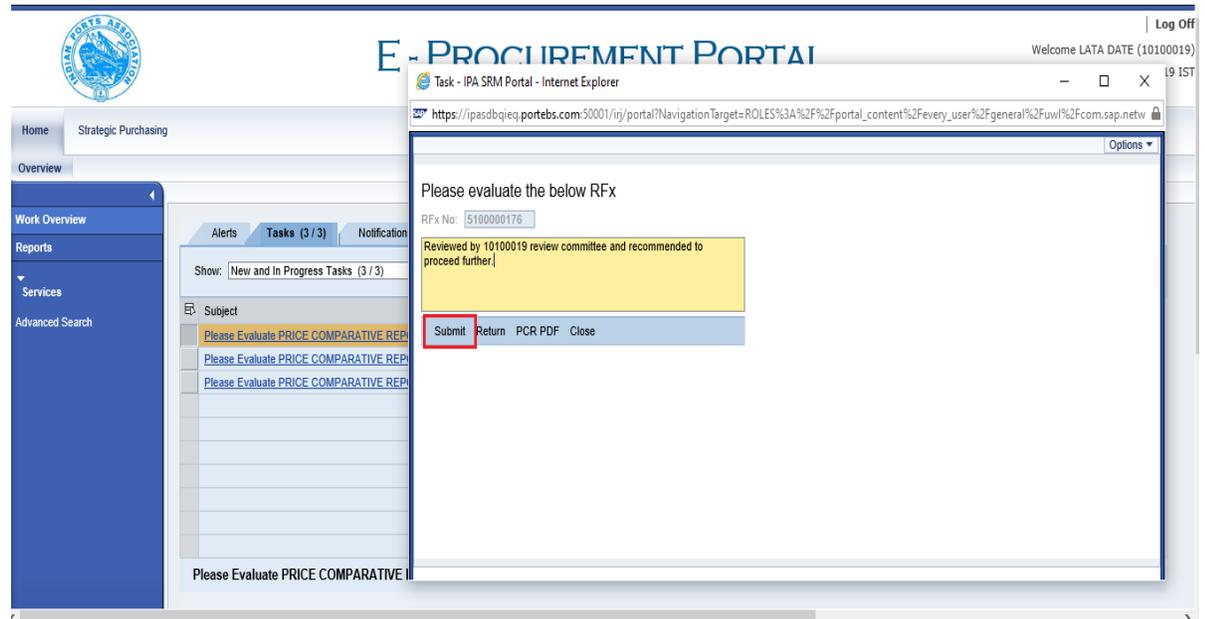
If there are some clarifications required from Buyer, then the scrutiny member needs to click on "Return" button. The workflow will be re-triggered back to Buyer and Buyer is required to provide satisfactory justification and then again trigger the workflow.

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

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

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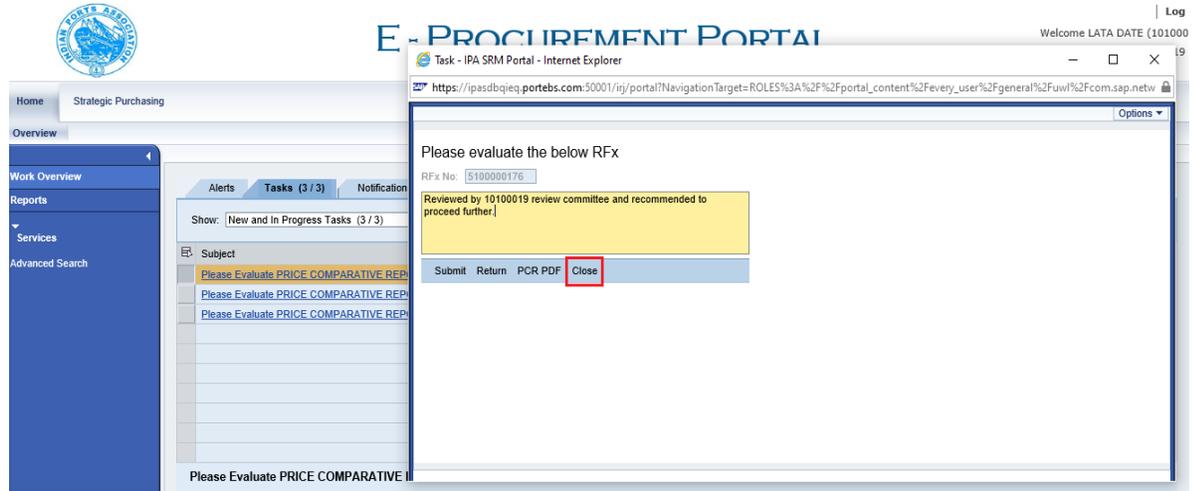
Once the comments are submitted or the work-item is returned message "Data updated successfully" will be displayed. Please see the screenshot below.
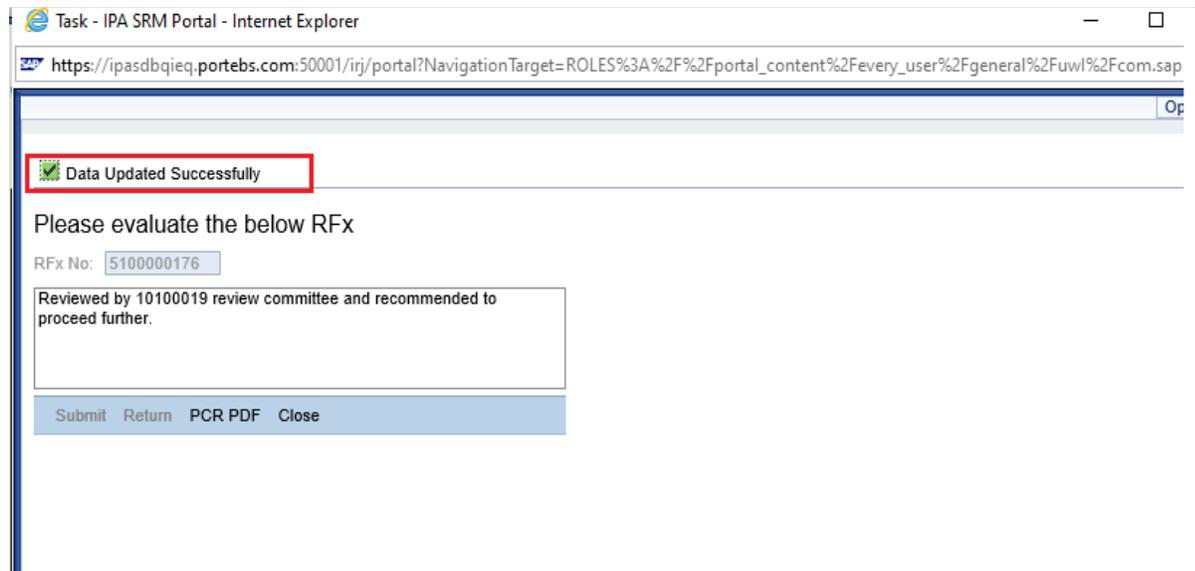
Based on the number of user's selected for performing review committee activities the workflow will get triggered to the subsequent user's.

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

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

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

Initiation for awarding is explained in the next section.

Award Response

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

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

Under the POWL screen, user can search for the particular RFx or select the particular RFx from the dashboard and click on "Display" button. The other way, is to click on the RFx number link to display the RFx.
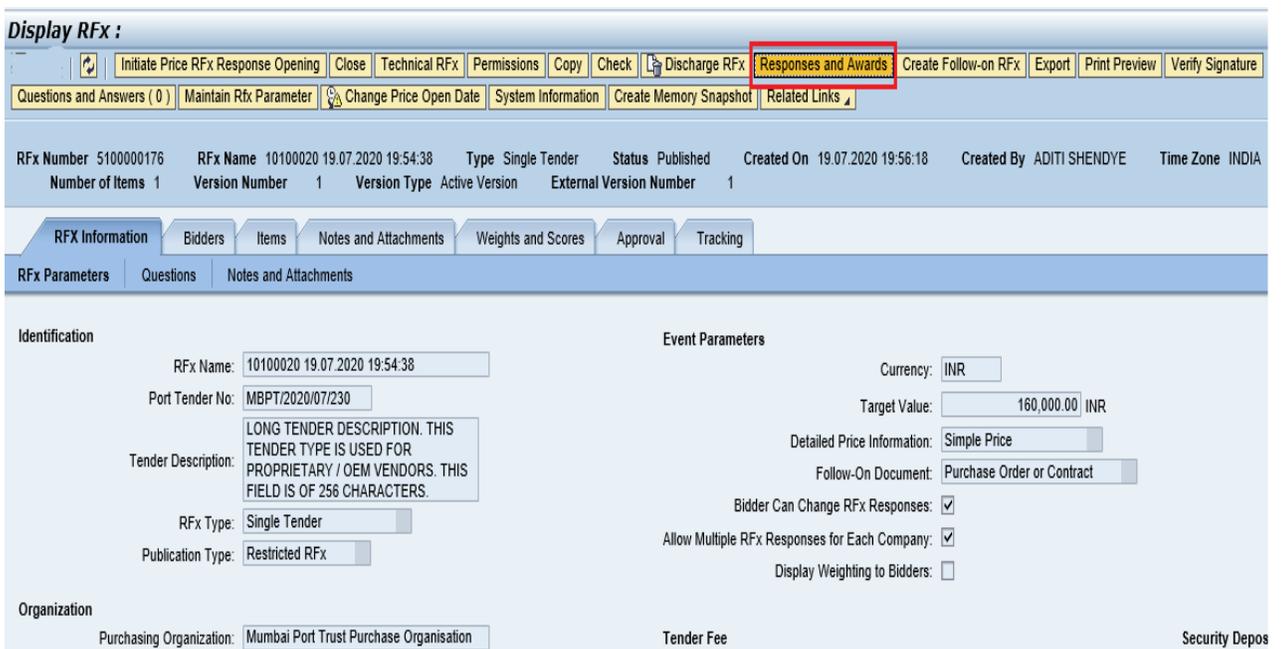
RFx will be displayed in another screen. Click on the "Response and Awards" button as shown below.

A new screen will be displayed as shown below. Go to the "Response Comparison tab and click on "Compare All Responses" button.
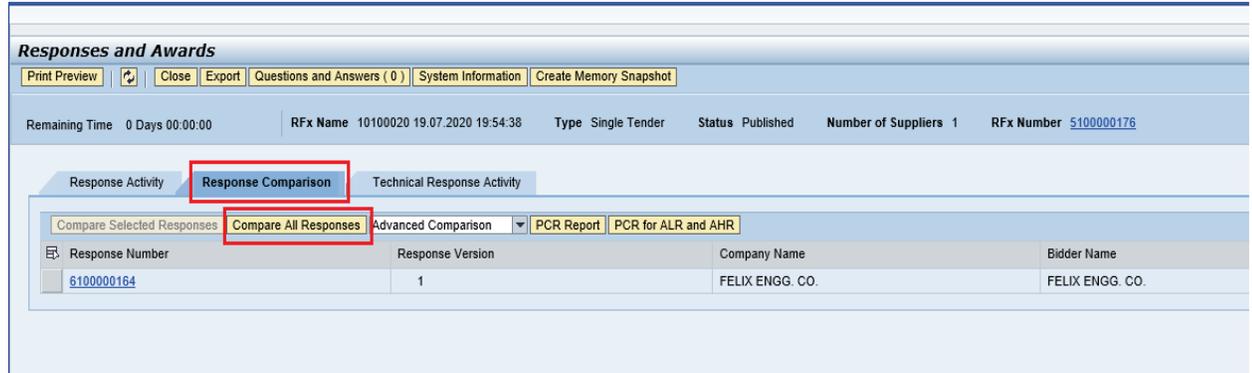
A new screen will be displayed as shown below. Click on "Edit" button to proceed further to award the RFx response.

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

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

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

RFx Response Approval

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

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

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

Create Purchase Order

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

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

Under the POWL screen, user can search for the particular RFx or select the particular RFx from the dashboard and click on "Display" button. The other way, is to click on the RFx number link to display the RFx.
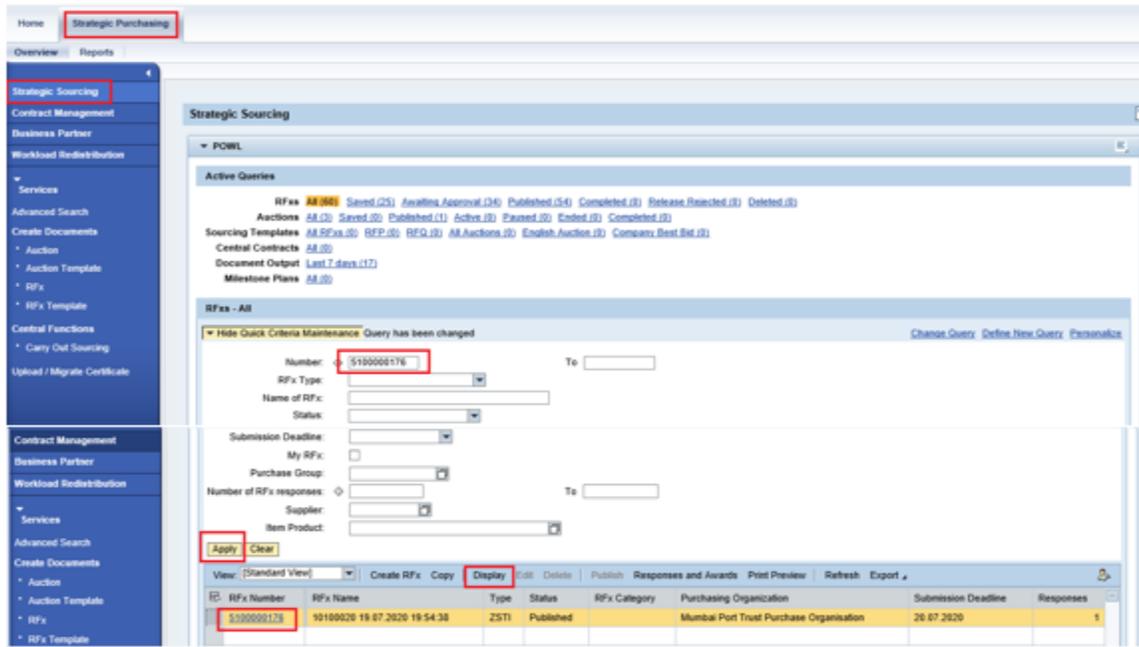
RFx will be displayed in another screen. Click on the "Response and Awards" button as shown below.

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

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

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

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

SAP User Manual for Preventive Maintenance
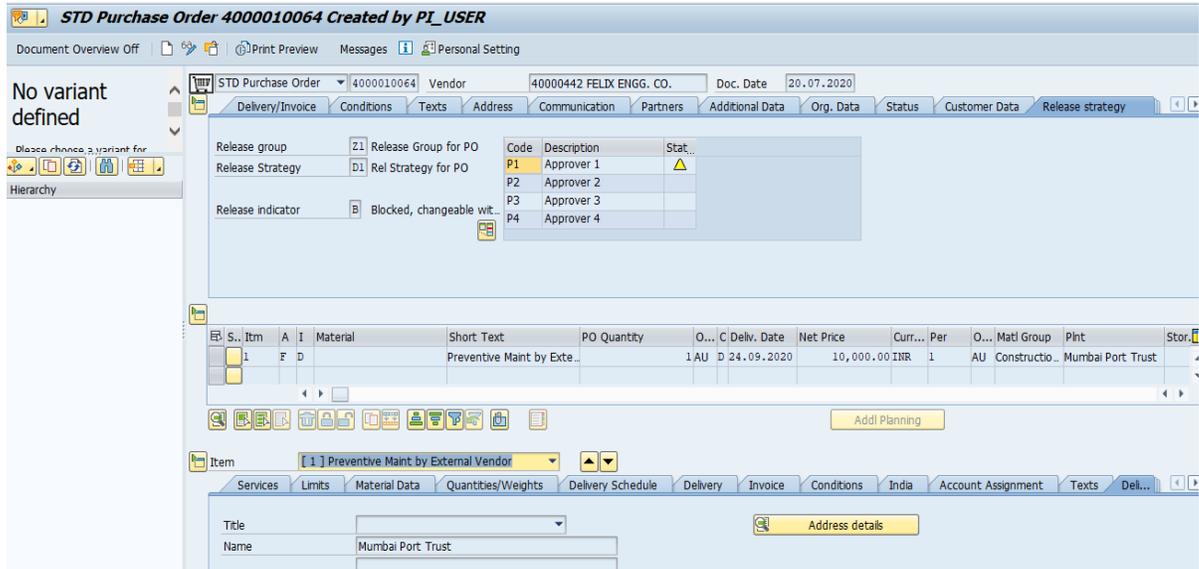
PO will be created and replicated to backend system.

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

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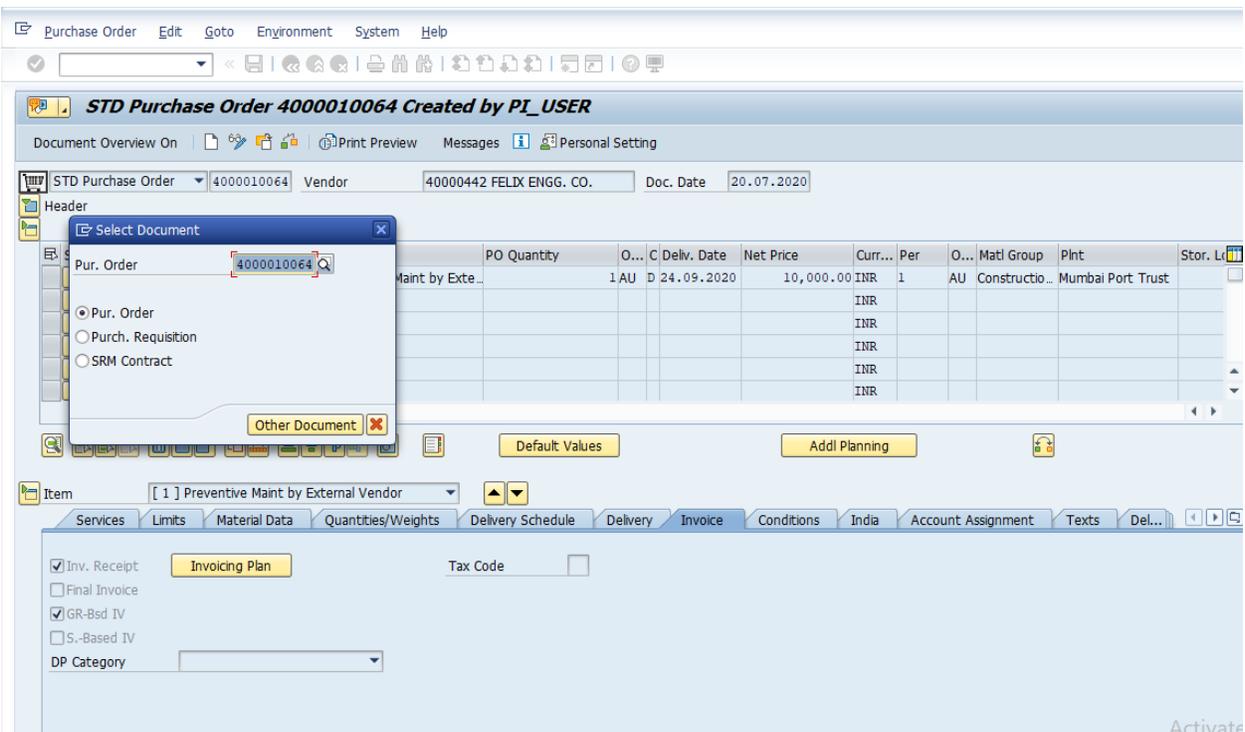
Create/ Change Purchase Order

Select other Purchase order and enter the PO Number "4000010064"
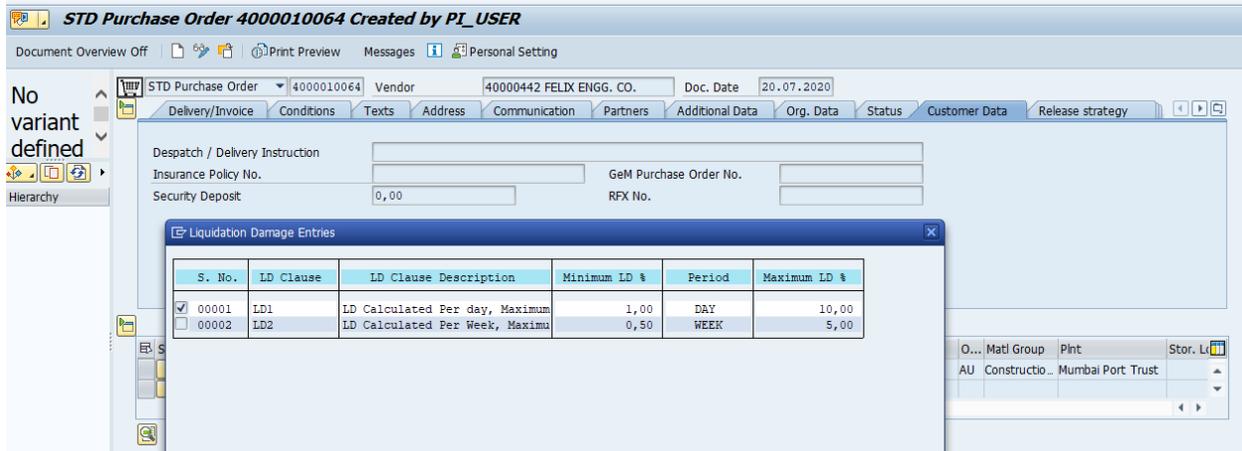
SAP User Manual for Preventive Maintenance

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

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

Click on " 💾 " Save Button. System will Create Purchase Order document & displays " ✅ Service Purchase Ord created under the number 4000010064" Message.

Release of Purchase Order-Approval Process

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

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**

SAP User Manual for Preventive 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 Preventive Maintenance

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

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

Click on " ![back icon] " **Back** Button. System will open Decision step in workflow screen.

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

Purchase Order will be approved with level 1.

Purchase Order Approval Request notification is forwarded to Approver 2

SAP User Manual for Preventive 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

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

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

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

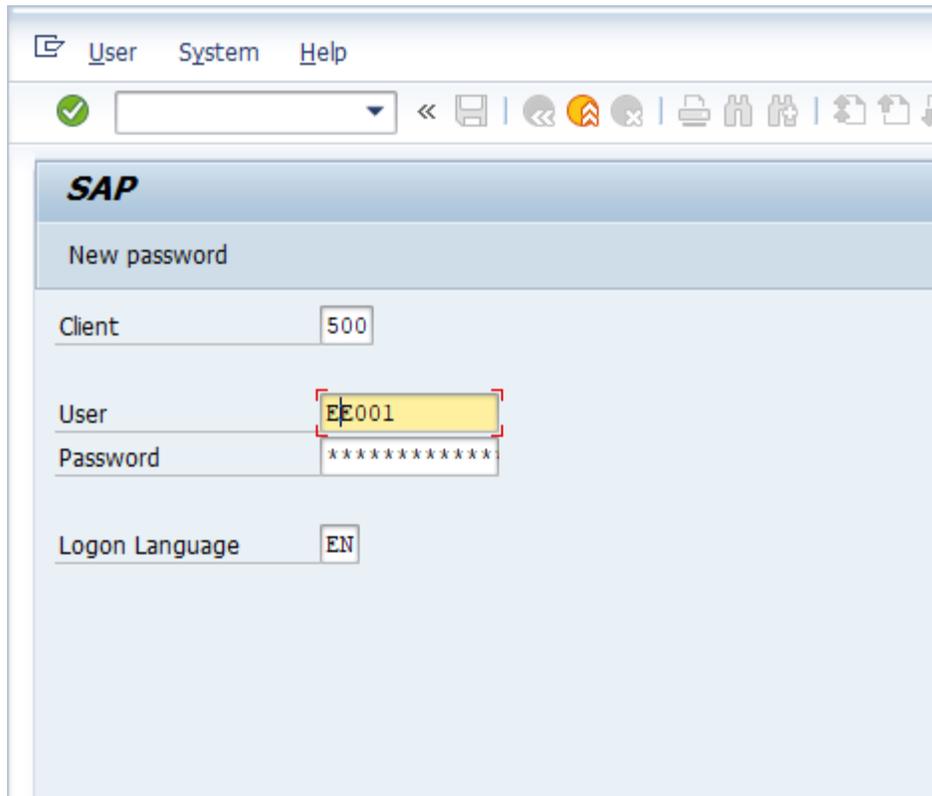Click on "**Approve**" Button to approve the Purchase Order

Purchase Order will be approved with level 2.

Purchase Order Approval Request notification is forwarded to Approver 3.

SAP User Manual for Preventive Maintenance

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

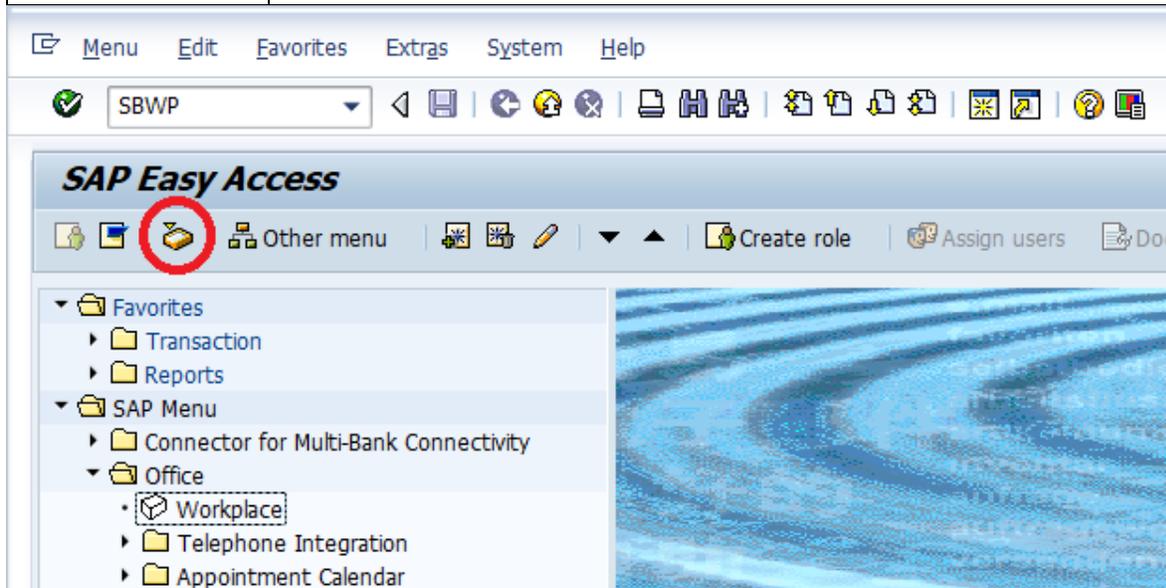## SAP User Manual for Preventive Maintenance

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 Order 4000010064**" message will appear.

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

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

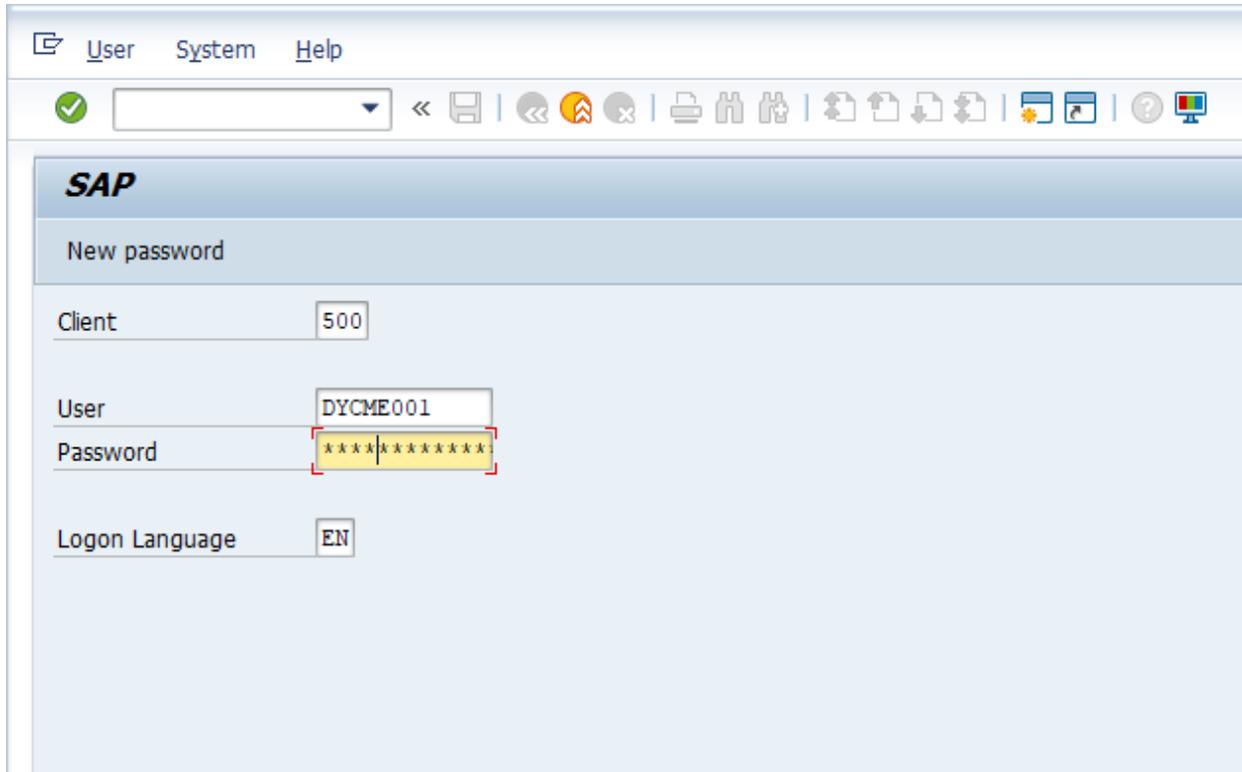Click on "**Approve**" Button to approve the Purchase Order.

Purchase Order will be approved with level 3.

Purchase Order Approval Request notification is forwarded to Approver 4.

SAP User Manual for Preventive Maintenance

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

Click on " ![icon] " **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 Preventive Maintenance

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

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

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

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

Purchase Order 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 Preventive Maintenance

Display of Purchase Order

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

Create/ Change Measurement Sheet

Enter Transaction code ZMS01 in command Bar
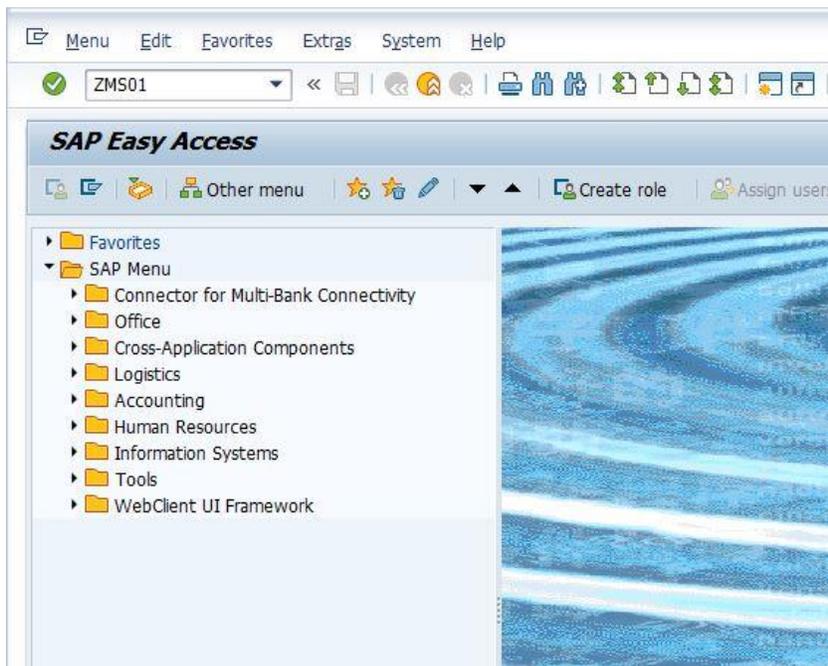
In Create Measurement Sheet Screen, provide below details;

Service Order: 4000010064

Company Code: 1000

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

SAP User Manual for Preventive Maintenance

Click on " Input Measurements " Input measurement Button. System will open Backup sheet screen

In Back up screen, record the service activity details.

Click on " Save & Exit " Button

SAP User Manual for Preventive Maintenance
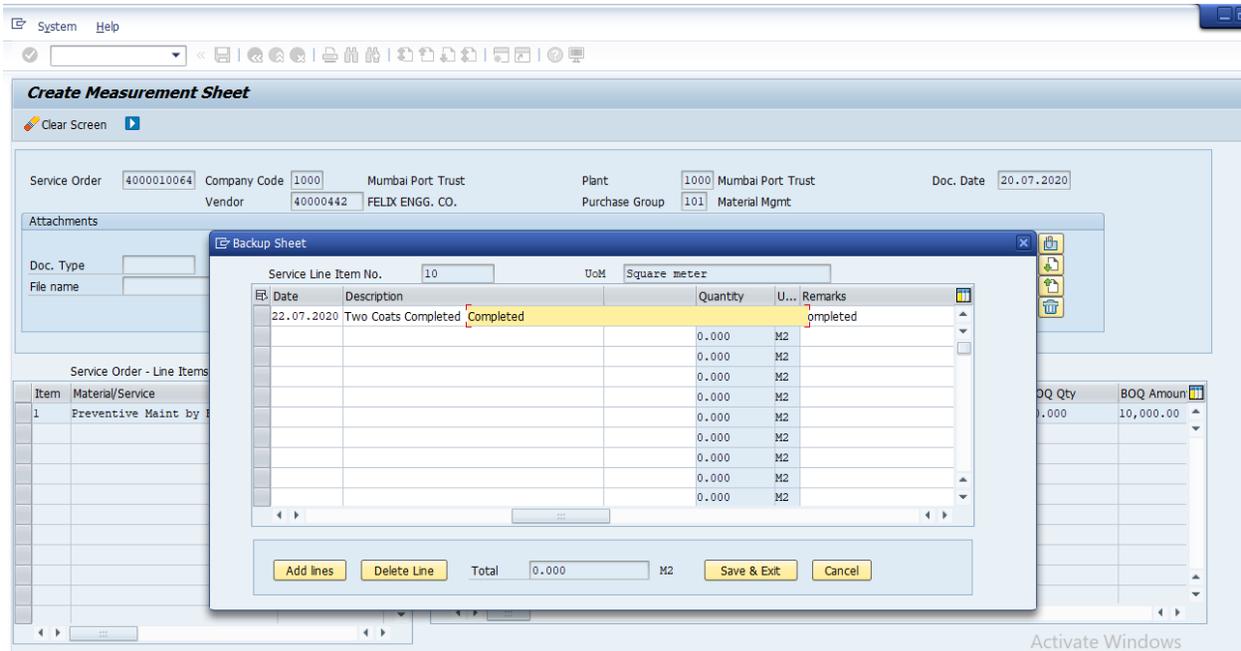
System will Update the data recorded against the service line item. Current JMS Quantity will be updated in Measurement sheet.

Click on " 💾 " icon

System will Create Measurement sheet & displays "☑ JMS: 1100000010 Successfully created. :" Message.

Change Measurement Sheet:

Enter Transaction Code ZMS02 in the Command Bar.
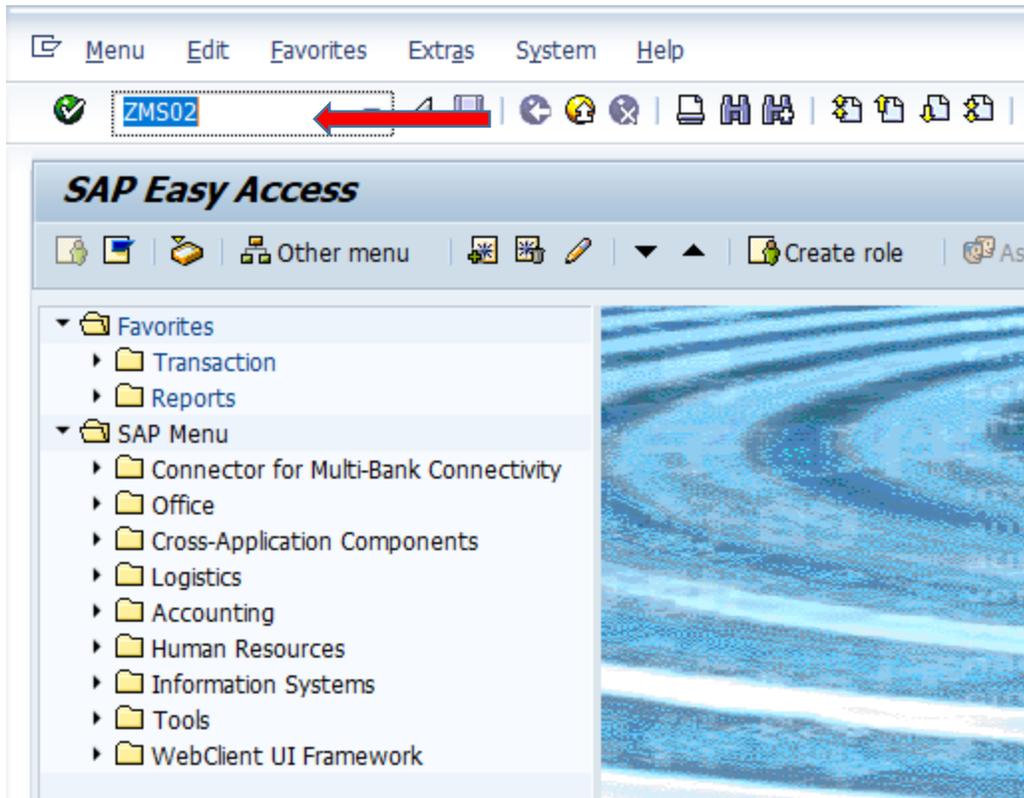
SAP User Manual for Preventive Maintenance

Enter following data.

Company Code: 1000

JMS No:1100000010.

And Press "Enter"

Click on " " Workflow will be initiated

Approve JMS Sheet

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

Click on " " SAP Business Workspace Button.

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

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

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

SAP User Manual for Preventive Maintenance

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

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

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

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

Measurement Sheet will be approved with level 1.

Measurement Sheet Approval Request notification is forwarded to Approver 2.

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

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SAP User Manual for Preventive Maintenance

Click on " ![icon] " 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 JMS 1100000010 "message will appear

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

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

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

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

Measurement Sheet will be approved with level 2.

Measurement Sheet Approval Request notification is forwarded to Approver 3.

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

SAP User Manual for Preventive 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

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SAP User Manual for Preventive Maintenance

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

SAP User Manual for Preventive Maintenance

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

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

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

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

Measurement Sheet will be approved with level 3.

Measurement Sheet Approval Request notification is forwarded to Approver 4.

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

SAP User Manual for Preventive Maintenance

Click on " ![icon] " **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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Expand "Inbox" button, under workflow "Please Approve JMS 1100000010 "message will appear

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

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

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

SAP User Manual for Preventive Maintenance

Click on "Approve" Button to approve the Measurement Sheet.
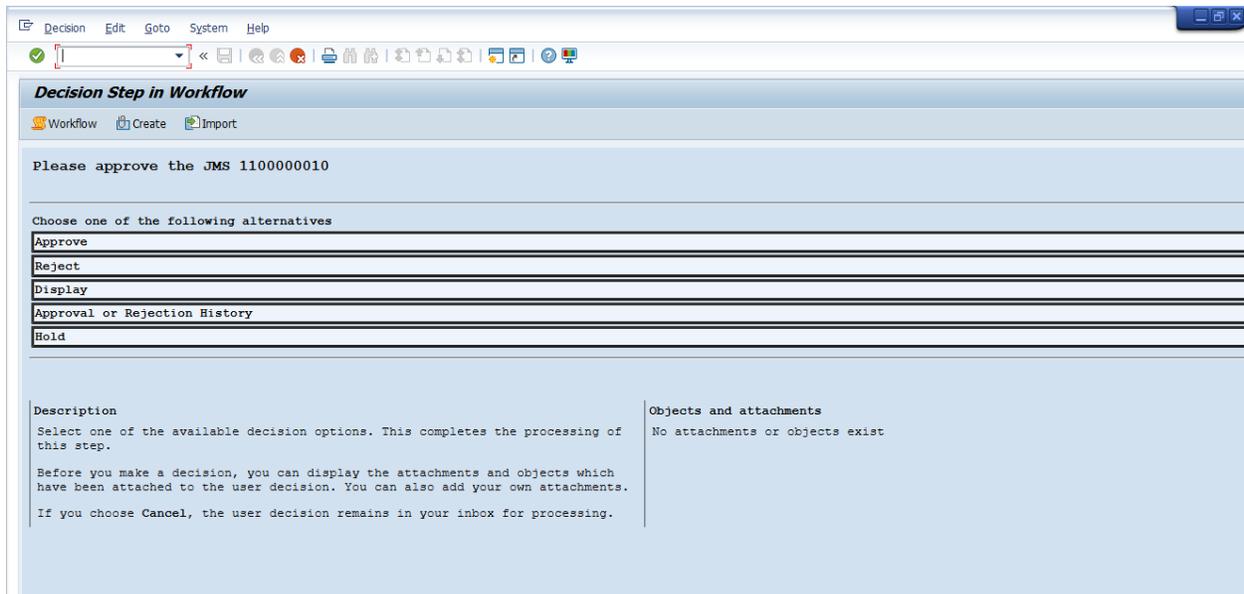
JMS will be approved with level 4.

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

Create/ Change Abstract:

Enter Transaction code ZAS01 in Command bar and press Enter

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In Create Abstract Screen, provide below details,

Company Code: 1000

Service PO: 4000010064

Press Enter.

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

Select the JMS Line Item and Click on " [Process Selection] " Process Selection Button.

Accepting No Limits   Alternative Thinking   Driving Positive Change

System will Create Abstract Document.
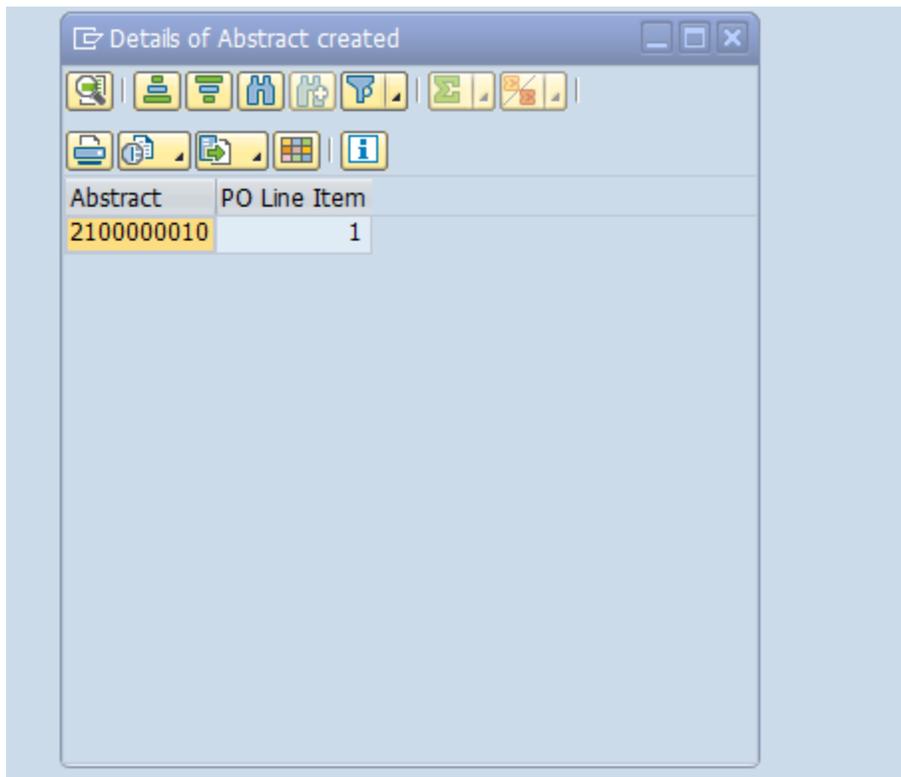
Invoice Verification:

Enter Transaction code MIR7 in command Bar
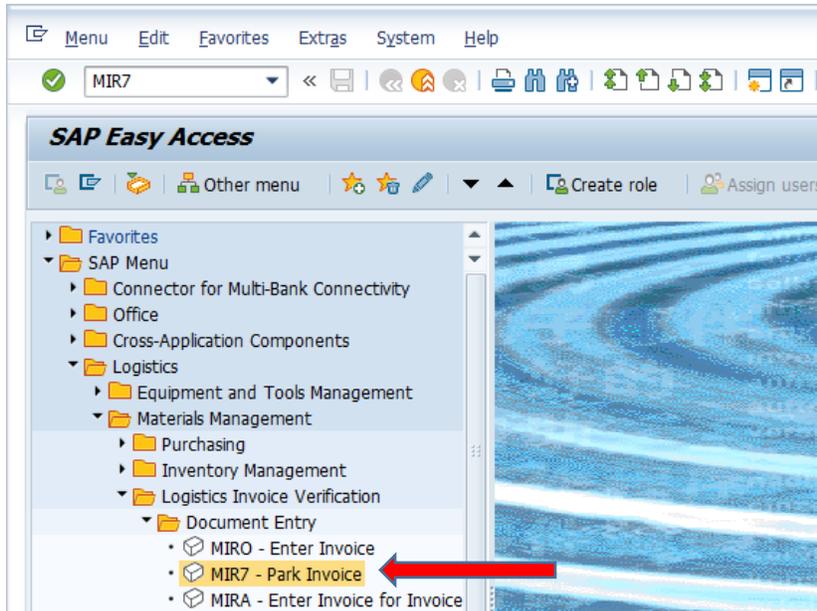
Enter Company Code: 1000 and click " ✅ " Continue icon.

In Park Incoming Invoice Screen, provide below details;

Invoice Date: 22.07.2020

Purchase order: 4000010064 & Press Enter.

SAP User Manual for Preventive Maintenance

System will copy details with reference to PO & Display. Select the Tax Code V1 & Select Calculate Tax Checkbox. Provide Base line date: 22.07.2020 in Payment Tab

SAP User Manual for Preventive Maintenance

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

Provide Amount including Tax Amount. Amount: 500.
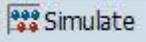
Click on " ![Simulate] " Simulate Button.

SAP User Manual for Preventive Maintenance

System will display FI Documents posting details.

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

System will park the invoice and displays " Invoice document 6010000017 has been saved as complete " message
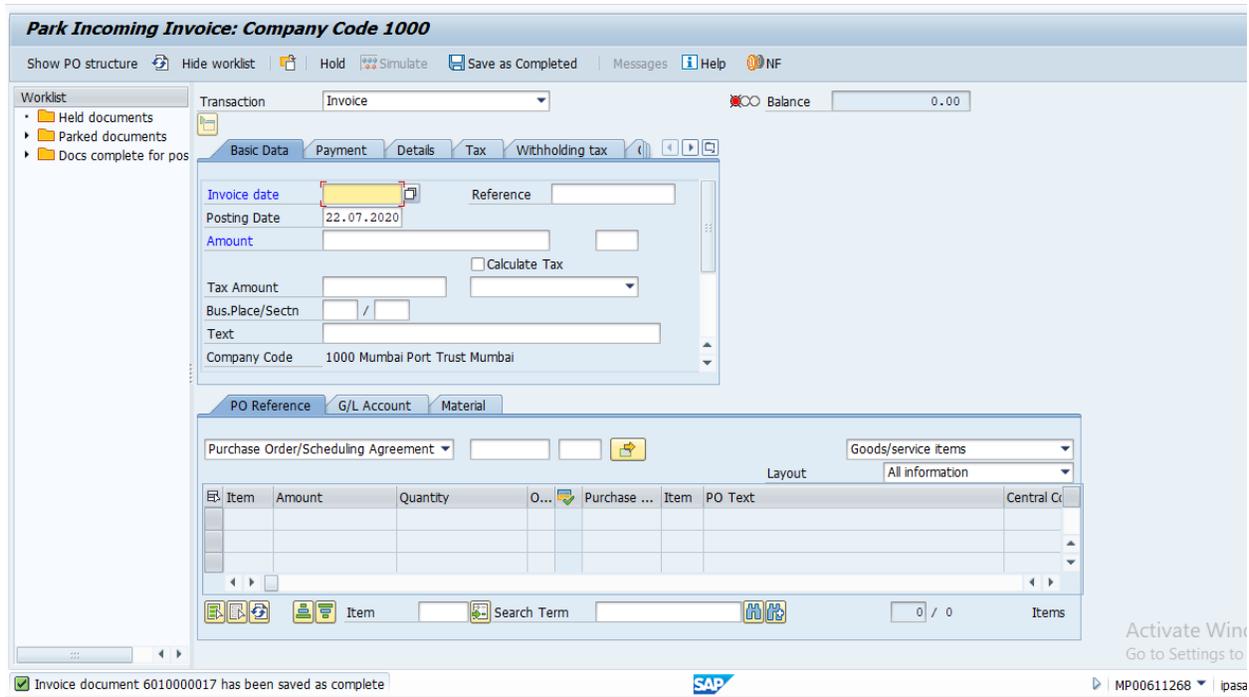
FI Process 1 - Vendor Outgoing Payment: Transaction Code **F-53**

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

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

SAP User Manual for Preventive Maintenance

➢ Vendor Account Number.: 40000442

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

SAP User Manual for Preventive Maintenance

Post Outgoing Payments Enter selection criteria

Other selection   Other account   Process Open Items

Parameters entered

Company Code	1000
Account	40000442
Account Type	K
Special G/L Ind.	☑ Standard OIs

Document Number

From	To	String	Initial Value
2600000032		☐	☐
		☐	☐

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

Post Outgoing Payments Process open items

Distribute Difference   Charge Off Difference   Editing Options   Ø Cash Disc. Due

| Standard | Partial Pmt | Res.Items | WH Tax |

Account items 40000442 FELIX ENGG. CO.

Document N...	D..	Document D...	P...	Busi...	Day...	INR Gross	CashDiscount	CDPer.
2600000032	RE	22.07.2020	31		5	10,350.00-		

Amount   Gross<>Net   Currency   Items   Items   Disc.   Disc.

Processing Status

Number of Items	1		Amount Entered	1.00-
Display from Item	1		Assigned	10,350.00-
Reason Code			Difference Postings	
Display in clearing currency			Not Assigned	10,349.00

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

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 Preventive Maintenance

Document   Edit   Goto   Extras   Settings   Environment   System   Help

Post Outgoing Payments Display Overview

Display Currency   Taxes   Reset

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

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	50	0023110002	SBI - Rev - Outgoin		10,350.00-	
002	25	0040000442	FELIX ENGG. CO.		10,350.00	

D 10,350.00   C 10,350.00   0.00   *   2 Line Items

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

✅ Document 2300000027 was posted in company code 1000

Accepting No Limits   Alternative Thinking   Driving Positive Change

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

Display Document: Data Entry View

Display Currency   General Ledger View

Data Entry View

Document Number	2300000027	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	☐	Ledger Group	

CoCd	Item	Key	S...	Account	Description	Amount	Curr.	Tx	Cost Center
1000	1	50		23110002	SBI - Rev - Outgoing	10,350.00-	INR		
	2	25		40000442	FELIX ENGG. CO.	10,350.00	INR		

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

Document Overview - Display

Choose   Save   Tax data

```
Doc.Type : KZ ( Vendor Payment ) Normal document
Doc. Number    2300000027    Company Code    1000    Fiscal Year    2020
Doc. Date    27.07.2020    Posting Date    27.07.2020    Period    04
Calculate Tax    ☐
Doc. Currency    INR
Doc. Hdr Text    Preventive Maint
```

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	50	23110002	SBI – Rev – Outgoing	20200727		10,350.00-
2	25	40000442	FELIX ENGG. CO.			10,350.00

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

Accepting No Limits   Alternative Thinking   Driving Positive Change

Print Form for Payment Document

Print Form for Payment Document

Document Number	2300000027	
Company Code	1000	Mumbai Port Trust
Fiscal Year	2020	

Payment method and form specifications

Payment Method	C
Check Lot Number	1
Alternative Form	
Padding Character	

Output control

Printer for Forms	ZLP01	☑ Print Immediately
Payt Advice Printer		☐ Recipient's Language
		☐ Currency in ISO code
		☑ Test Printout
		☐ Do Not Void Any Checks

Step 10. Click on check and print preview

SAP User Manual for Preventive Maintenance

Print Preview of ZLP01 Page 00001 of 00001

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 Preventive Maintenance

Text file to bank - Vendor Payment

Company code	1000	
Current Date	27.07.2020	to

⦿ Print layout

Print:

Output Device	ZLP01
Page selection	

Spool Request

Name	SMART	MZ00596723
Title		
Authorization		

Spool Control

☐ Print Now	
☐ Delete After Output	
☐ New Spool Request	
☐ Close Spool Request	
Spool Retention	8 Day(s)
Storage Mode	1 Print only

Number of Copies

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

Cover Page Settings

SAP cover page	Do not print
Recipient	
Department	

Print preview | Print | ✖

Bank file created successfully:

Print Preview of ZLP01 Page 00001 of 00001

Archive   Print and Archive   🔍 🔍

MUMBAI PORT TRUST

Finance Department

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

To,
The Branch Manager,
IDBI Bank Limited,

Sir,

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

Row#	Party	Account No	IFSC	Amount	Remarks
1	ALEX CHEMICAL & INDUSTRIES	307651100000204	IBKL0000307	2,587.00	2300000024
2	MAHARASHTRA BAMBOO BHANDAR			25,200.00	2300000025
3	FELIX ENGG. CO.	7234896734	SBIN0000290	58,995.00	2300000026
4	FELIX ENGG. CO.	7234896734	SBIN0000290	10,350.00	2300000027
	Total Amount:			97,132.00	

Invoice will be parked for approval and same will be updated in the Purchase Order History.

Enter Transaction Code ME22N in command bar (or) Follow the below navigation path.

Transaction Code	ME22N
Menu Path	Easy Access → SAP Menu → Office → Workplace

Accepting No Limits   Alternative Thinking   Driving Positive Change
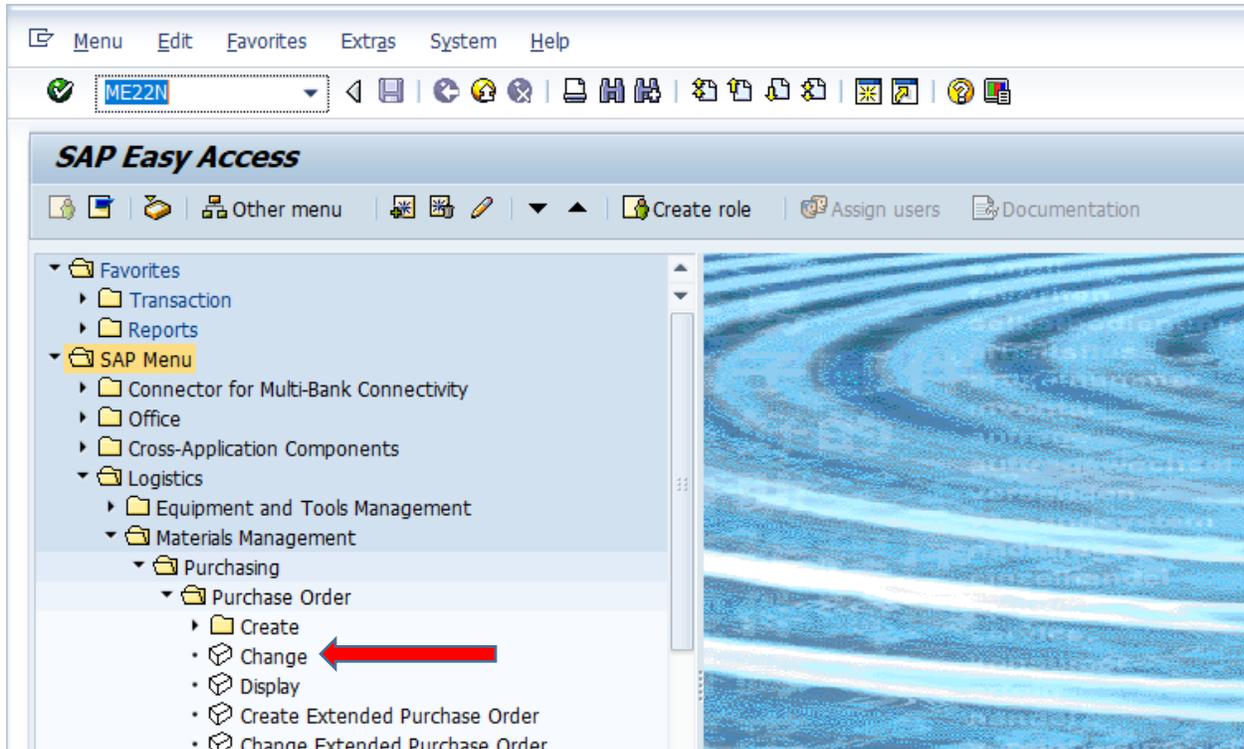
Click on Other document and Enter Pur. Order: 4202000040.

Click on Other Document Button.

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SAP User Manual for Preventive 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
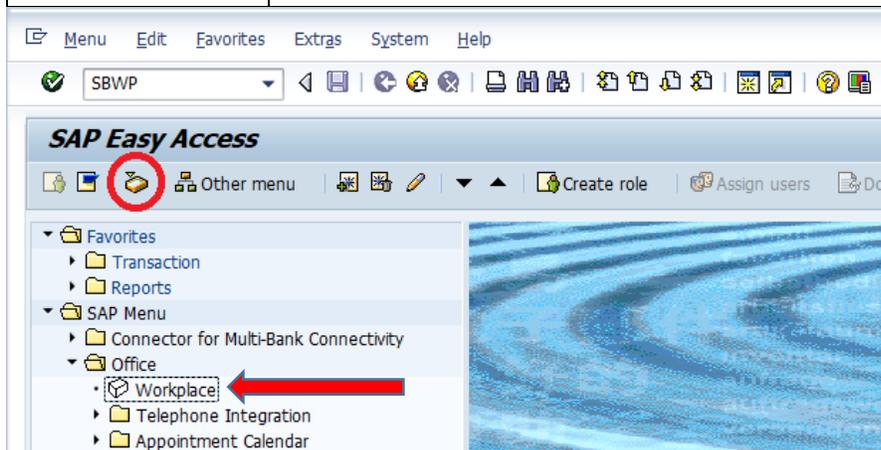
Expand "Inbox" button, under workflow "Complete parked invoice 6010000018 2020"message will appear.

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

SAP User Manual for Preventive Maintenance

It will open the Decision Step in Workflow Screen.

Click on Approve Button.

Invoice Document will be approved and Posted for Vendor Payment.

Go to Transaction Me23N

And Other Purchase Order enter the PO Number"4000010064"

And Select Purchase Order history in Item header

"Invoice Receipt" Updated in Purchase Order History
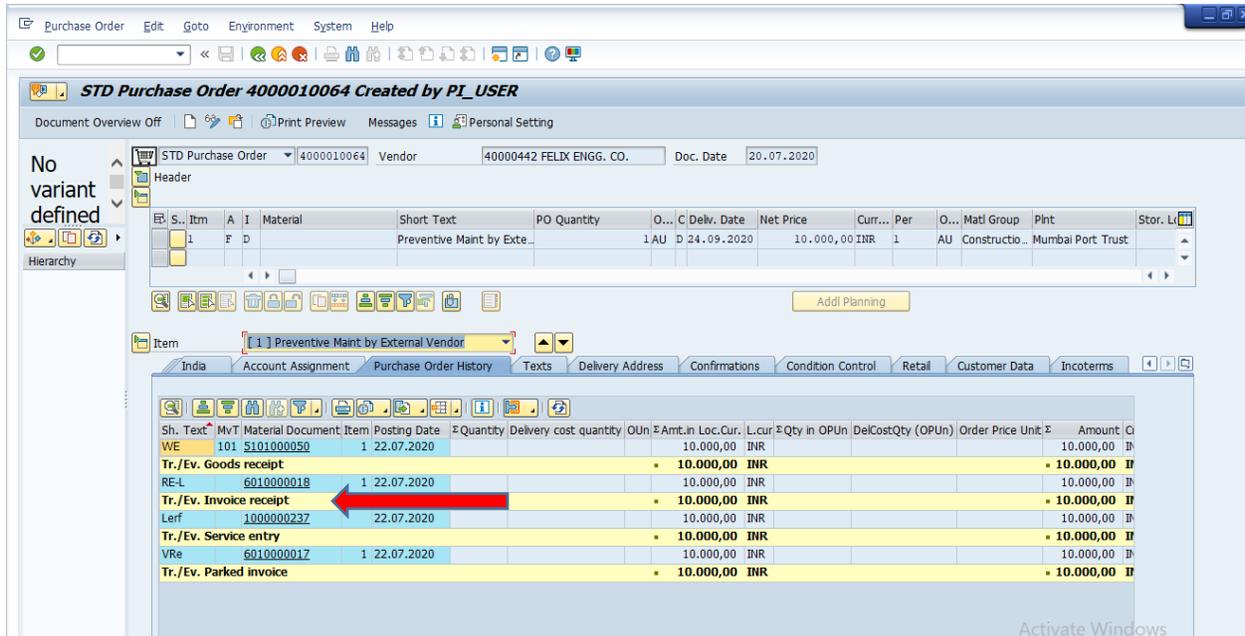
FI Process-Vendor Outgoing Payment

Enter Transaction Code **F-53**

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

- ➢ Enter Document Date: 23-07-2020
- ➢ Bank Account Details (Rev Outgoing A/c): 23110002
- ➢ Vendor Account Number.: 40000442

Document Date or Entry Date

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

Post Outgoing Payments Enter selection criteria

Other selection   Other account   Process Open Items

Parameters entered

Company Code	1000
Account	40000442
Account Type	K
Special G/L Ind.	☑ Standard OIs

Document Number

From	To	String	Initial Value
2600000032		☐	☐

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

SAP User Manual for Preventive Maintenance

Post Outgoing Payments Process open items

👤 📝   Distribute Difference   Charge Off Difference   🖉 Editing Options   Ø Cash Disc. Due

| Standard | Partial Pmt | Res.Items | WH Tax |

Account items 40000442 FELIX ENGG. CO.

Document ...	D..	Document ...	P..	Bus...	Da...	INR Gross	CashDiscount	CDPer.
2600000032	RE	22.07.2020	31		1	10,350.00-		

🔳 📥   📑 📥   🖨 📥   📇📇 Amount   📇 Gross<>...   📇 Currency   📊 Items   📊 Items   📊 Disc.   📊 Disc.

Processing Status

Number of Items	1	Amount Entered	1.00-
Display from Item	1	Assigned	10,350.00-
Reason Code		Difference Postings	
Display in clearing currency		Not Assigned	10,349.00

SAP

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**

Post Outgoing Payments Correct G/L account item

Choose open items   Process Open Items   More data   Account Model

Payment Amount entered

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

Item 1 / Credit entry / 50

Amount	15,970.50	INR
	Calculate Tax	☐
Business place		
Profit Ctrs	1005	

More

Value date	23.07.2020
Assignment	
Text	P2P Process

Long Texts

Next Line Item

PstKy		Account		SGL Ind		New Co.Code	

SAP

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

SAP User Manual for Preventive Maintenance

The Vendor Payment document- 2300000022 is Posted successfully

Document 2300000022 was posted in company code 1000   SAP   » | AN00685606 ˅ | ipasapqihq | OVR |

Go to **Transaction FB03 or Document Tab - Display** → To Display the Payment document Posted

Display Document: Data Entry View

Display Currency   General Ledger View

Data Entry View

Document Number	2300000022	Company Code	1000	Fiscal Year	2020
Document Date	23.07.2020	Posting Date	23.07.2020	Period	4
Reference		Cross-Comp.No.			
Currency	INR	Texts Exist	☐	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Profit Center
1000	1	50		23110002	SBI - Rev - Outgoing	15,970.50-	INR			1005
	2	25		40000899	CONA INDUSTRIES	15,970.50	INR			

Go to **Document** Tab – Select **Print Preview** for Document Overview

Document Overview - Display

Choose   Save   i Tax data   i

```
Doc.Type : KZ ( Vendor Payment ) Normal document
Doc. Number    2300000022    Company Code    1000      Fiscal Year   2020
Doc. Date      23.07.2020     Posting Date    23.07.2020  Period        04
Calculate Tax  ☐
Doc. Currency  INR
Doc. Hdr Text  P2P Outgoing Payment
```

Itm	PK	Account	Account Short Text	Assignment	Tx	Amount
1	50	23110002	SBI – Rev – Outgoing	20200723		15,970.50–
2	25	40000899	CONA INDUSTRIES			15,970.50

Cheque Print

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

Print Form for Payment Document

Document Number	2300000022	
Company Code	1000	Mumbai Port Trust
Fiscal Year	2020	

Payment method and form specifications

Payment Method	C
Check Lot Number	1
Alternative Form	
Padding Character	

Output control

Printer for Forms	ZLP01	☐ Print Immediately
Payt Advice Printer		☐ Recipient's Language
		☐ Currency in ISO code
		☑ Test Printout
		☐ Do Not Void Any Checks

Cheque Printed Successfully

SAP

Print:

Output Device	ZLP01	Local Printer
Page selection		

Spool Request

Name	SMART	AN00685606
Title		
Authorization		

Spool Control

☐ Print Now
☐ Delete After Output
☑ New Spool Request
☑ Close Spool Request

Spool Retention	8 Day(s)
Storage Mode	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** ✖

Print Preview of ZLP01 Page 00001 of 00001

Archive   Print and Archive

A/C Payee   2 3 0 7 2 0 2 0

CONA INDUSTRIES

Fifteen thousand nine hundred seventy and fifty paise only

15,970.50

Accepting No Limits   Alternative Thinking   Driving Positive Change

Payment File

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

Bank file created successfully:

Technical Completion of Order

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

And Click Complete Technically icon as shown
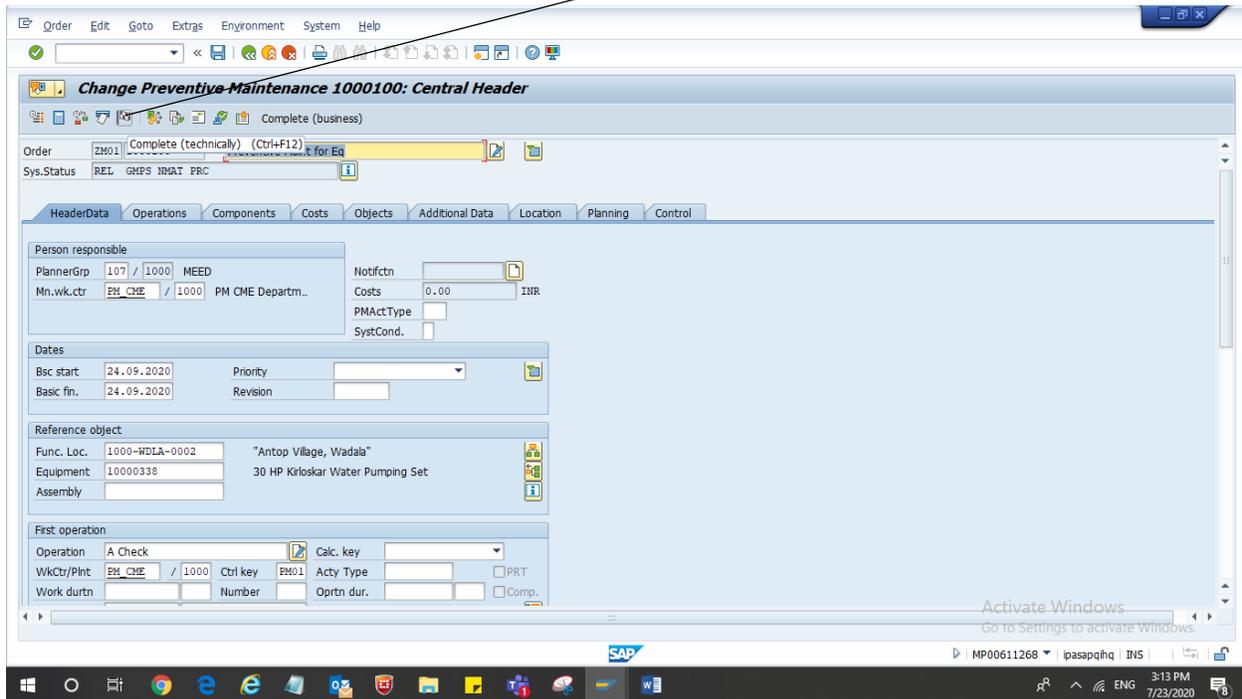
SAP User Manual for Preventive Maintenance

Enter the Technical Closure date and time for the Order

Order Saved as Technically Completed and updated in status TECO

Settlement of Order

Enter T code KO88 for Settlement to Cost Center

Enter the Controlling Area 1000

Set Controlling Area

Controlling Area 1000

ameters

tlement Period ☑   Posting period
al Year ☑   Asset Value Date
lger Group
cessing Type ☑

cessing Options

Background Processing
Test Run
Detail List   Layouts
Check Trans. Data

Accepting No Limits   Alternative Thinking   Driving Positive Change

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

Actual Settlement: Order Basic list

Selection

Selection Parameters	Value	Name
Order	1000100	Preventive Maint for Eq
Period	004	
Posting Period	004	
Fiscal Year	2020	
Processing Type	1	Automatic
Posting Date	31.07.2020	
Controlling Area	1000	MBPT Controlling Area
Currency	INR	Indian Rupee

Processing Options

Selection Parameters	Value
Execution Type	Settlement Executed
Processing Mode	Test run

Processing completed with no errors

Statistics

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

Click on highlighted option called Detail List.

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 1000100	Preventive Maint for Eq	CTR 10050401	10,000.00	
			▪ 10,000.00	

Order settled to Cost Center

Accepting No Limits   Alternative Thinking   Driving Positive Change

Closure of Order

Enter Transaction IW32

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

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SAP User Manual for Preventive Maintenance

Change Preventive Maintenance 1000100: Central Header

Complete (business)

Order	ZM01 00100 Preventive Maint for Eq
Sys.Status	TECO GMPS JBFI NMAT PRC SETC

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

Person responsible

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

Dates

Bsc start	24.09.2020	Priority	
Basic fin.	24.09.2020	Revision	

Reference object

Func. Loc.	1000-WDLA-0002	"Antop Village, Wadala"
Equipment	10000338	30 HP Kirloskar Water Pumping Set
Assembly		

First operation

Operation	A Check	Calc. key

Accepting No Limits   **Alternative Thinking**   **Driving Positive Change**

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

Order Closed for further posting.