



**Project – SUGAM(BSPTCL)  
Calibration Order (External service)  
End User Manual - Plant Maintenance**

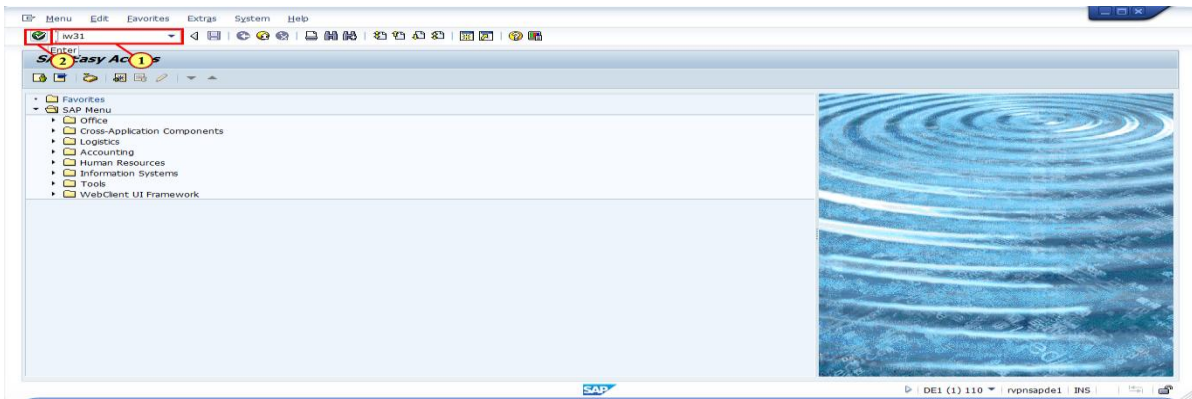


## 1.1. Calibration order(external service)

**Note: Calibration order is raised to procure external services for testing equipment**

### 1.1.1. Create Order: Initial Screen

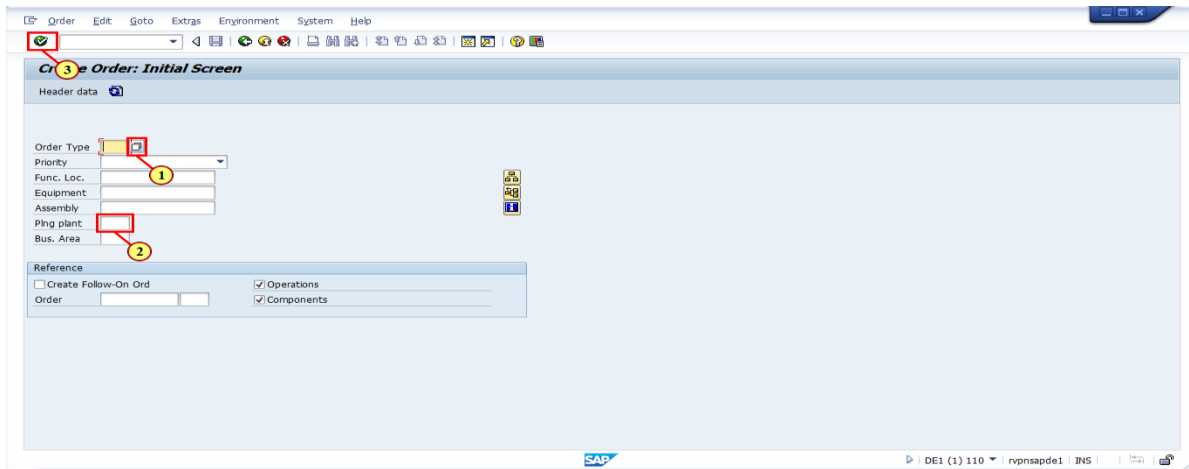
<b>SAP Menu</b>	<b>Logistics → Plant Maintenance Maintenance Processing Order Create →</b>
<b>Transaction code</b>	<b>IW31</b>



Step	Action
(1)	Enter IW31 in Transaction Box
(2)	Click Enter



## 1.1.2. Create Order: Initial Screen



Step	Action
(1)	Clicking Input Help Order Type opens a dropdown list, Select PM05 by double clicking
(2)	Planning Plant: Clicking Input Help opens a dropdown list with valid values. Select required Plant
(3)	Click Enter

## 1.1.3. Create Calibration order : Central Header

Step	Action
(1)	Enter the description of Task to be perform.



### 1.1.4. Create Calibration order : Central Header


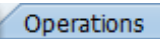
Order: ZM05 %00000000001 | Calibration of test equipment

Sys.Status: CRTD MANC NTUP

Person responsible: PlannerGrp / 1100, Mn.wk.ctr: O&M /

Dates: Bsc start: 07.03.2019, Basic fin.: 07.03.2019

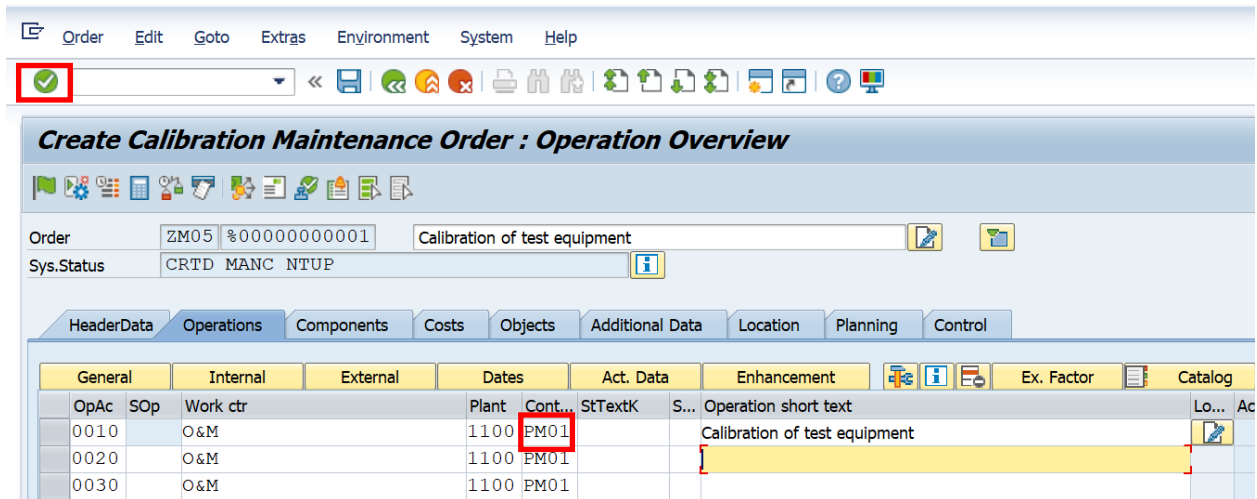
Reference object: Equipment: 10000016


Step	Action
(1)	Enter the description of Task to be perform.
(2)	Clicking Input Help Equipment opens a dropdown list with valid values. Select w.r.t category and plant
(3)	Enter the Workcenter in the field.
(4)	Click Enter  .
(5)	Clicking the Operations  tab selects it.



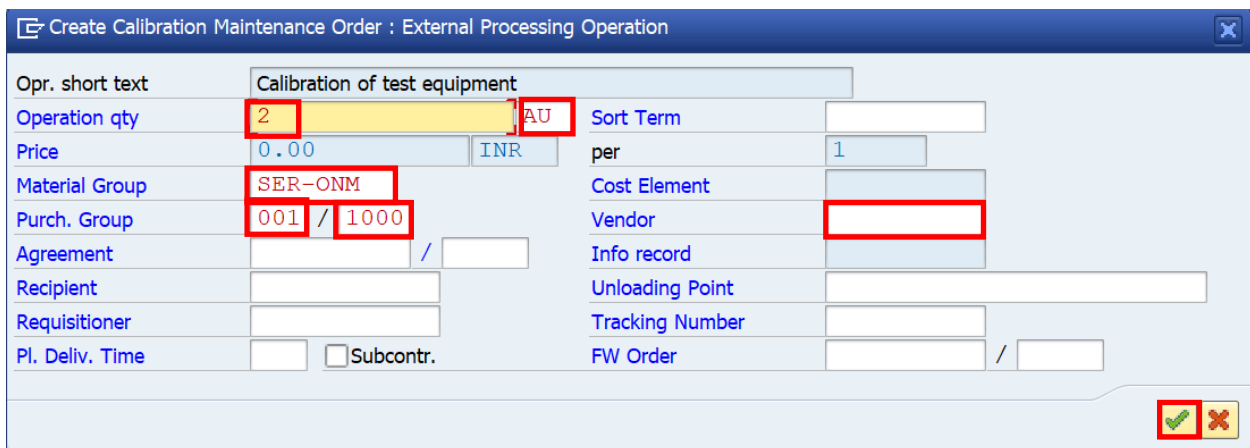
### 1.1.5. Create Calibration order : Operation Overview


**Note:** To process external service, control key PM03 should be selected



Step	Action
(1)	Clicking Input Help Control key opens a dropdown list with valid values. select PM03 by double clicking
(2)	Click Enter  .

### 1.1.6. Create Calibration order : External Processing Operation



Step	Action
(1)	Clicking Input Help Operation qty  opens a dropdown list with valid values. Select AU by double clicking



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Step	Action
(2)	Clicking Input Help Purch. group and purchase organization opens a dropdown list with valid values.
(3)	Input / select required material group from drop down, eg: PS-SERVICE
(4)	Select required vendor from drop down.
(5)	Click Continue . You can also press Enter.

### 1.1.7. Create Calibration order : Operation Overview

General	Internal	External	Dates	Act. Data	Enhancement
OpAc	SOP	Work ctr	Plant	Cont...	StTextK
0010		O&M	1100	PM03	Calibration of test equipment
0020		O&M	1100	PM01	

Step	Action
(1)	Select the task and Click External .

### 1.1.8. Create Calibration order : External Processing Operation

Order: %0000000001 Activity: 0010 / Ctrl key: PM03  
StdTextKey/ShrtText: Calibration of test equipment

General	Internal	External	Dates	Act. Data	Enhancement
Operation qty	1	Sort Term			
Price	0.00	per			
Material Group	SER-ONM	Cost Element			
Purch. Group	001 / 1000	Vendor		100006	
Agreement		Info record			
Recipient		Unloading Point			
Requisitioner		Tracking Number			
Pl. Deliv. Time		FW Order			

Line	D...	Service No.	Short Text	Quantity	Un	Gross Price	Crcv	Overf. Tol.	Uj Cost Element	Ser...	Ed
10		1000020		2	au	10000	INR		1760129		
20							INR				
30							INR				
40							TNR				



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Step	Action
(1)	Maintain Service Details like service no, quantity, price, cost element etc.
(2)	Click Header data <b>Header data</b> .

### 1.1.9. Create Calibration order : Central Header

Step	Action
(1)	Click Release

### 1.1.10. Release order

Step	Action
(1)	Click Yes



### 1.1.11. Create Calibration order : Central Header

Step	Action
(1)	Click Save

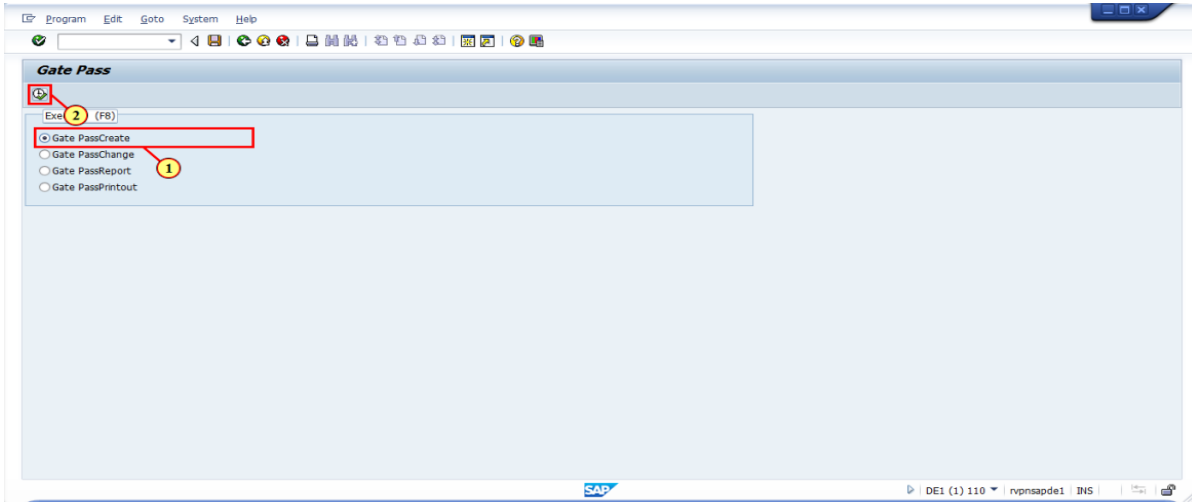
### 1.1.12. Gate Pass

**Note:** Gate Pass is used to send material from GSS to vendor.

Step	Action
(1)	/nzmmgp01 is now entered in the Transaction box to create gate pass
(2)	Click Enter

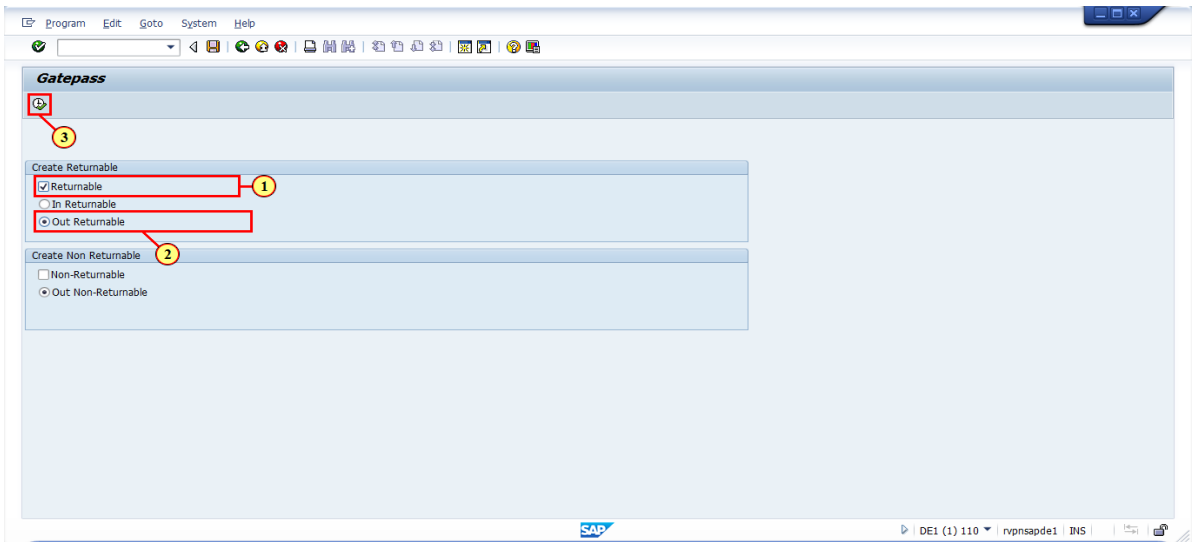


### 1.1.13. Gate Pass



Step	Action
(1)	Click Gate PassCreate <input checked="" type="radio"/> Gate PassCreate .
(2)	Click Execute

### 1.1.14. Gatepass



Step	Action
(1)	Click Returnable <input checked="" type="radio"/> Returnable .



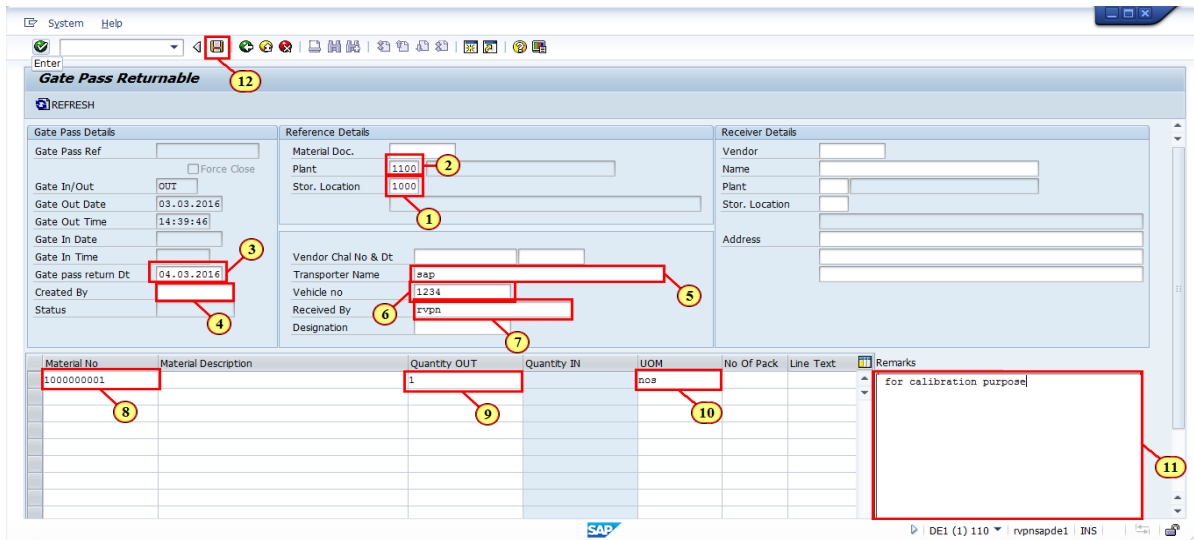


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Step	Action
(2)	Click Out Returnable <input checked="" type="radio"/> Out Returnable
(3)	Click Execute

### 1.1.15. Gate Pass Returnable



Step	Action
(1)	Select respective plant
(2)	Select respective storage location
(3)	Fill The Gate pass No & Dt field .
(4)	The Created By field is filled out.
(5)	The Transporter Name field is filled out.
(6)	The Vehicle no field is filled out.
(7)	The Received By field is filled out.
(8)	Clicking Input Help Material No., opens a dropdown list with valid values. Select required material by double clicking
(9)	Fill the quantity
(10)	The UOM field will be automatically filled out.
(11)	Remarks field is filled out with equipment code.
(12)	Press Enter, Click Save



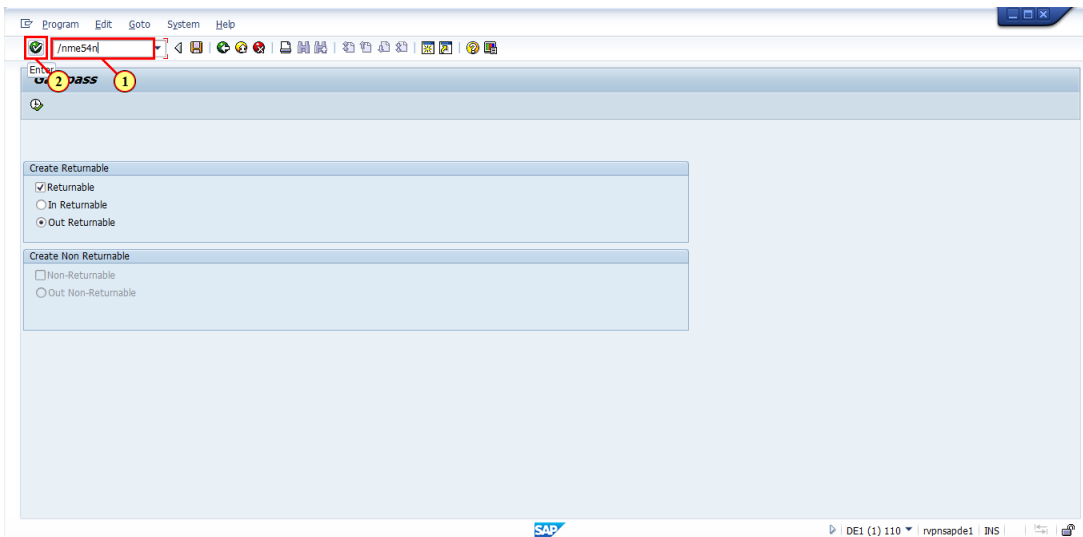
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### 1.1.16. Release Purchase Req

**Note:** In Calibration order when control key was changed to PM03, Automatically Service Purchase Requisition will be generated in maintenance order. To release the PR follow the steps by authorized persons.

<b>SAP Menu</b>	<b>Logistics → Materials Management Purchasing → Purchase Requisition Release → Individual Release</b>
<b>Transaction code</b>	<b>ME54N</b>



Step	Action
(1)	/nme54n is now entered in the Transaction box.
(2)	Click Enter  .



### 1.1.17. Release Purchase Req.

Step	Action
(1)	Click Other Purchase Requisition  . provide purchase requisition



### 1.1.18. Release Purchase Req.

**Release Purchase Req. 1100000035**

Document Overview On Personal Setting

ZSRV PR for Service 1100000035

Texts Release strategy

Release group	D2	PR_RELEASE	Code	Description	Status	Relea...
Release Strategy	DE	PR RELEASE	01	EEE	⚠	
Release Indicator	X	Blocked	02	ESE		
			03	CE		

Stat Item A I Material Short Text Quantity Unit C Delivery Date Material Group Plant  
10 F D Calibration of test equipment 1 AU D 07.03.2019 Service Oper a Trans Circle Pat

Purchase Requisition Edit Environment System Help

**Release Purchase Req. 1100000035**

Document Overview On Personal Setting

ZSRV PR for Service 1100000035

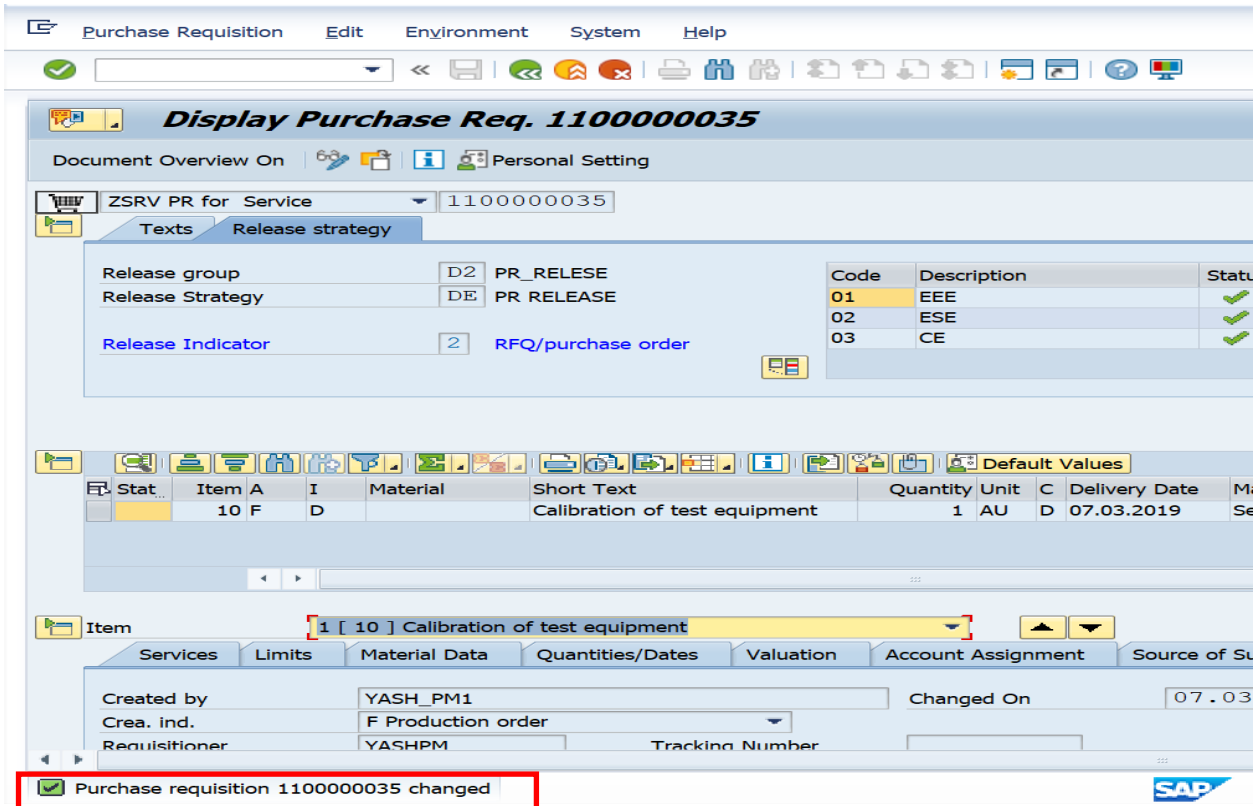
Texts Release strategy

Release group	D2	PR_RELEASE	Code	Description	Status	Relea
Release Strategy	DE	PR RELEASE	01	EEE		
Release Indicator	2	RFQ/purchase order	02	ESE		
			03	CE		

Step	Action
(1)	Click Release options . for EEE,ESE,CE Codes
(2)	Click Save .You can also press Ctrl+S.



### 1.1.19. Display Purchase Req.



Step	Action
(1)	Click Purchase requisition changed

### Create Service purchase order with reference purchase requisition

### 1.1.20. Create Purchase Order

SAP Menu	Logistics → Materials Management → Purchasing Purchase Order → Create
Transaction code	ME21N



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**Note:**After releasing the PR, Now we need to create the Service Purchase Order with reference to PR number

Code	Description	Status
01	EEE	✓
02	ESE	✓
03	CE	✓

Stat.	Item A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Mate
	10 F	D		Calibration of test equipment	1	AU	D	07.03.2019	Servi

Step	Action
(1)	/nme21n is now entered in the Transaction box.
(2)	Click Enter

### 1.1.21. Create Purchase Order

Field	Value
Purch. Org.	1000
Purch. Group	001 AEE,Patna
Company Code	1000 BSPTCL

Purchase Req.	Requi...	Outline agree...	Contr....	RFQ
1100000035				

Step	Action
(1)	Clicking the entry PO-Service proc selects it.

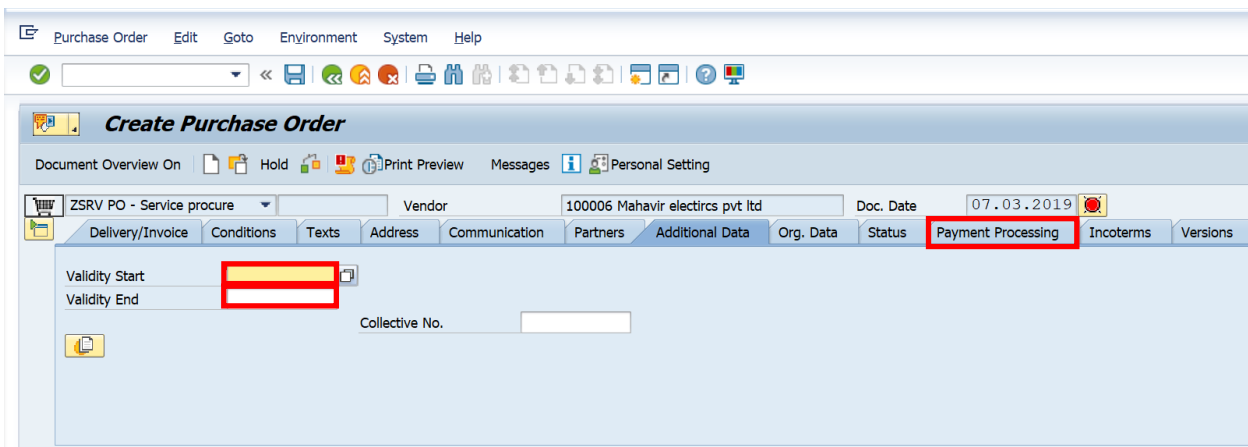


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Step	Action
(2)	Clicking Input Help Purch. Org. opens a dropdown list with valid values, select required purchase organization
(3)	Clicking Input Help Purch. Group opens a dropdown list with valid values, select required purch. Group
(4)	Clicking Input Help Company Code opens a dropdown list with valid values. select from list
(5)	Clicking Input Help Purchase Req. opens a dropdown list with valid values.w.r.t order and press enter
(6)	Click Additional data tab

### 1.1.22. Create Purchase Order




Step	Action
(1)	Fill the Validity Start field
(2)	Fill the Validity End field
(3)	Clicking the Payment Processing <b>Payment Processing</b> tab selects it.



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### 1.1.23. Create Purchase Order

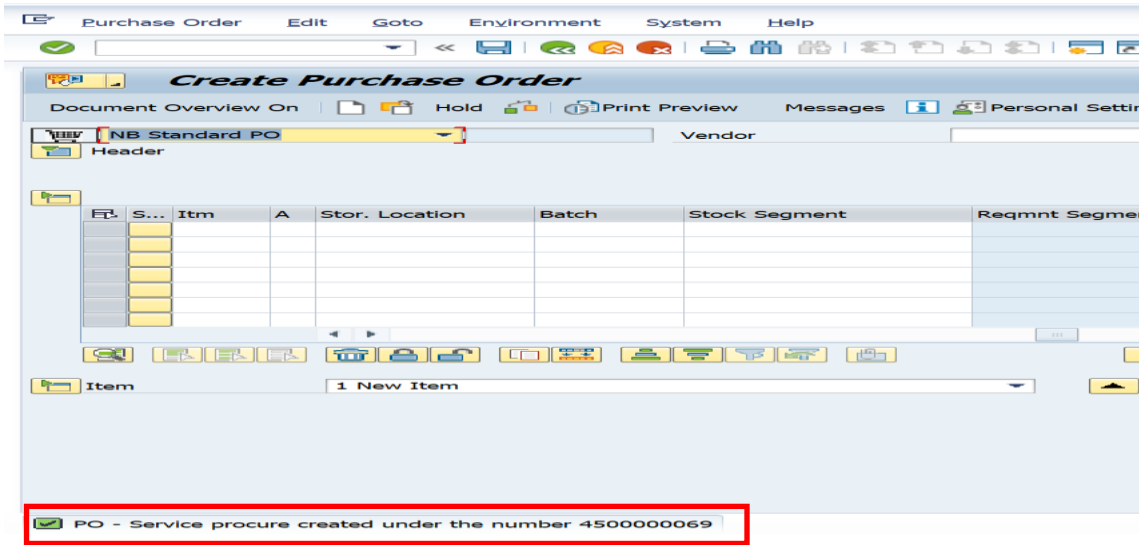
Step	Action
(1)	Clicking Input Help Payment Terms opens a dropdown list with valid values. Select required option
(2)	Click Expand Item Details Ctrl+F4 


### 1.1.24. Create Purchase Order





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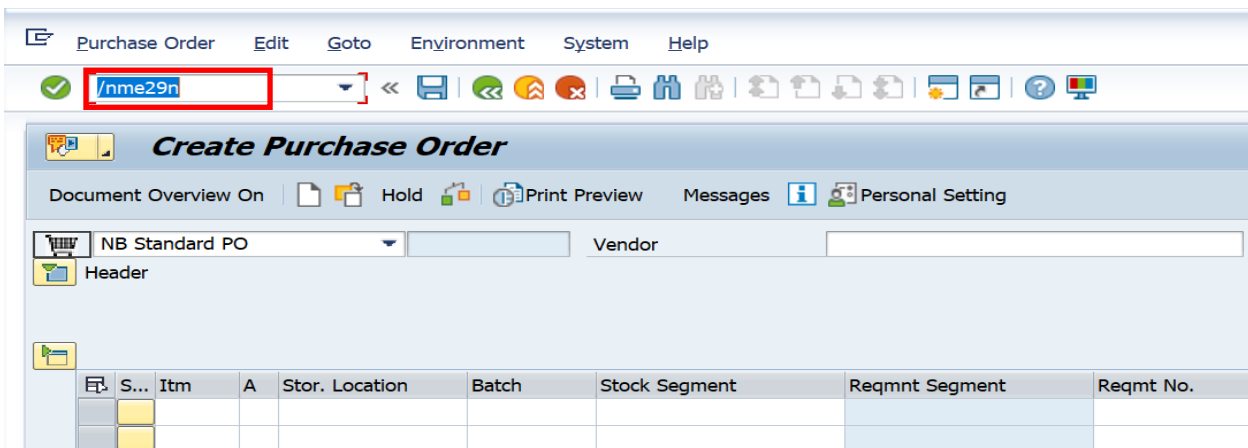


Step	Action
(1)	Clicking Input Help Tax code opens a dropdown list with valid values, Select required tax code
(2)	Click Save  . You can also press Ctrl+S.

### 1.1.25. Release PO-Service proc

**Note:** After creation of PO. Now need to release the PO by authorized person.

SAP Menu	Logistics → Material Master → Purchasing → Purchase Order Release → Individual release
Transaction code	ME29N





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Step	Action
(1)	/nme29n is now entered in the Transaction box.
(2)	Click Enter

### 1.1.26. Release PO-Service proc 4500000069

Code	Description	Status	Relea
01	EEE	✓	
02	ESE	✓	
03	CE	✓	

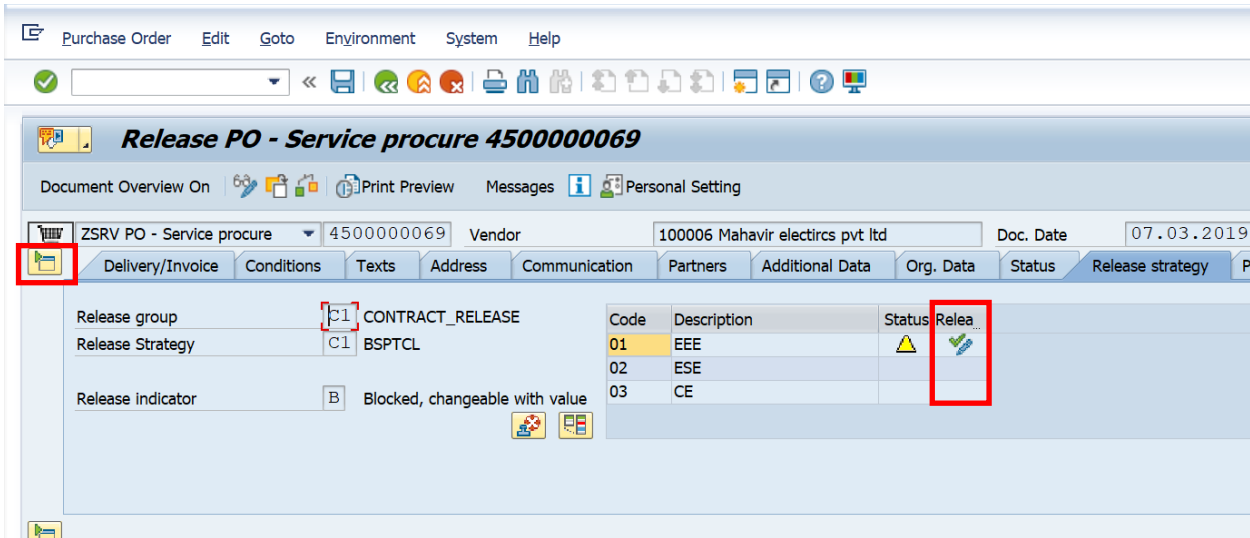
Step	Action
(1)	Click Other Purchase Ordersselect purchase order w.r.t order and press enter
(2)	Click Expand Header Ctrl+F2



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### 1.1.27. Release PO-Service proc



Step	Action
(2)	Click Release options  .
(1)	Click Save  . You can also press Ctrl+S.

### 1.1.28. Create Entry Sheet

**Note:** Service entry sheet is used to enter the services done by external source. It is used as reference document by accounting wing to clear the payment to vendor.

**Service entry sheet is equivalent to Measurement book.**

SAP Menu	Logistics → Material Master → Service entry sheet Maintain
Transaction code	ML81N



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**Purchase Order** Edit Goto Environment System Help

/nml81n

**PO - Service procure 450000069 Created by YASH\_PM1**

Document Overview On Print Preview Messages Personal Setting


ZSRV PO - Service procure 450000069 Vendor 100006 Mahavir electricrs pvt ltd

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org. Data

Release group C1 CONTRACT\_RELEASE  
Release Strategy C1 BSPTCL  
Release indicator R Released, no changes

Code	Description	Status
01	EEE	✓
02	ESE	✓
03	CE	✓

S...	Itm	A	I	Material	Short Text	PO Quantity	OU
	10	F	D		Calibration of test equipment		1 AU

Step	Action
(1)	/nml81n is now entered in the Transaction box.
(2)	Click Enter  .

### 1.1.29. CreateEntry Sheet

**Entry Sheet** Edit Goto Environment System Help

Service Entry Sheet

**Other Purchase Order**

Entry Sheet  
For Purchase Order 0  
Short Text

Basic Data Accept. Data Vals Long Txt History

Net Value Incl. Tax		
Total Value		
Unplanned Portion		
Portion w/o Contract		

Line	D...	P	C	U	Service No.	Short Text	Qua
10							0 . C



Select Purchase Order/Entry Sheet

Purchase order

Entry Sheet

Always display at start

Step	Action
(1)	Click <b>Other Purchase Order</b> . select purchase order w.r.t order

### 1.1.30. Service Entry Against Purchase Order 00010

Entry Sheet Edit Goto Environment System Help

**Service Entry Against Purchase Order 4500000069 00010**

Other Purchase Order

Entry Sheet

For Purchase Order

Short Text

Basic Data Accept. Data **Vals** Long Txt History

Net Value Incl. Tax	<input type="text"/>	<input type="text"/>
Total Value	<input type="text"/>	<input type="text"/>
Unplanned Portion	<input type="text"/>	<input type="text"/>
Portion w/o Contract	<input type="text"/>	<input type="text"/>

Step	Action
(1)	Click <b>Create Entry Sheet</b> . You can also press Shift+F1.



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### 1.1.31. Create Entry Sheet

Entry Sheet   Edit   Goto   Environment   System   Help

1000000272 Create Entry Sheet

Other Purchase Order

Entry Sheet: 1000000272   No acceptance

For Purchase Order: 4500000069 10

Short Text: Service for calibration

Basic Data   Accept. Data   Vals   Long Txt   History

Net Value Incl. Tax	0.00	INR
Total Value	0.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR

Line	D...	P	C	U	Service No.	Short Text	Quantity
10							
20							
30							
40							
50							
60							
70							
80							
90							

Service Sel.

Service Selection

From Current Specs

Model Service Specs

From Purchase Order   4500000069 10    Adopt full quantity

From Requisition

From Purch. Document

From SD Document

From SD into SC Specs

From Entry Sheet

Class Selection

✓   ✗




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Outline Edit Goto System Help

Select Services as Reference






 Services

Sh. Text Calibration of test equipment


Line	D...	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Ser...	Edit...	SSC Item
10		1000020	Service Operation and Maintenance	2	EA	130.00	INR		0	
20				0.000		0.00	INR		0	

Entry Sheet Edit Goto Environment System Help

100000272 Create Entry Sheet

Other Purchase Order     

Entry Sheet 100000272  No acceptance  Returns Indicator


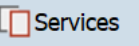

For Purchase Order 450000069 10 

Short Text Service for calibration

Basic Data Accept. Data Vals Long Txt History

Net Value Incl. Tax	306.80	INR
Total Value	260.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR


Line	D...	P	C	U	Service No.	Short Text	Quantity	Un	Gross Price
10		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000020	Service Operation and Maintenance	2	EA	130.00
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Step	Action
(1)	Short text field is filled out
(2)	Click on select Services.
(3)	Click on 
(4)	Select service line item then Click on adopt Services 
(4)	Click Release  .

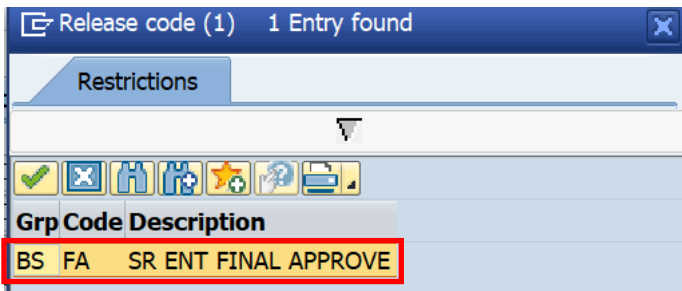


### 1.1.32. Enter Release Code



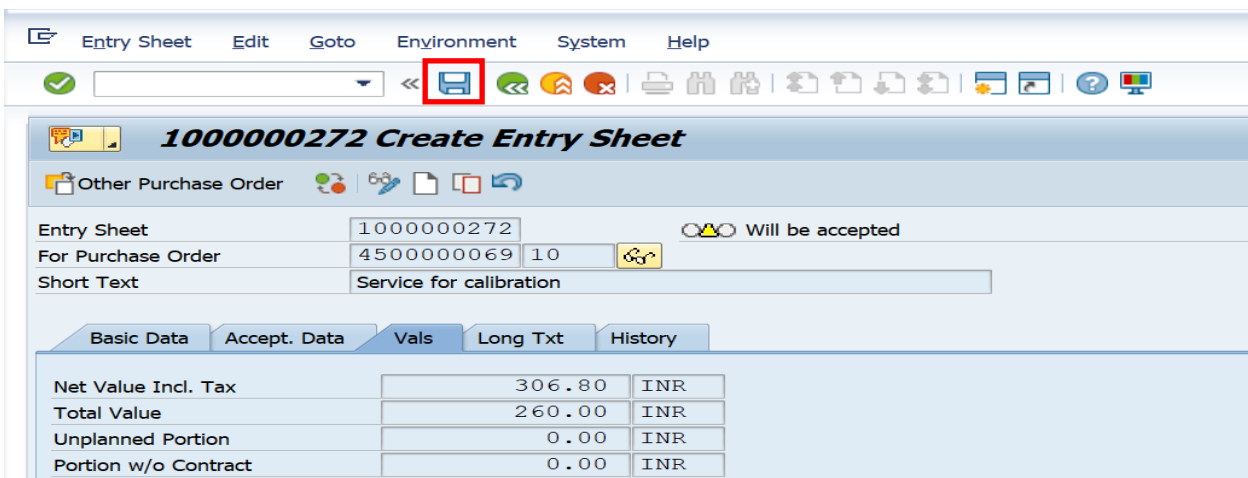
Step	Action
(1)	Clicking Input Help Release code  opens a dropdown list with valid values.

### 1.1.33. Release code (1) 3 Entries found



Step	Action
(1)	Select release codes FA

### 1.1.34. Create Entry Sheet







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Step	Action
(1)	Click Save . You can also press Ctrl+S.

### 1.1.35. Display Entry Sheet

Entry Sheet   Edit   Goto   Environment   System   Help

100000272 Display Entry Sheet

Other Purchase Order

Entry Sheet: 100000272 ○○ Accepted

For Purchase Order: 4500000069 10

Short Text: Service for calibration

Basic Data   Accept. Data   Vals   Long Txt   History

Net Value Incl. Tax	306.80	INR
Total Value	260.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR

Line	D...	P	C	U	Service No.	Short Text	Quantity
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000020	Service Operation and Maintenance	2
20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0.000

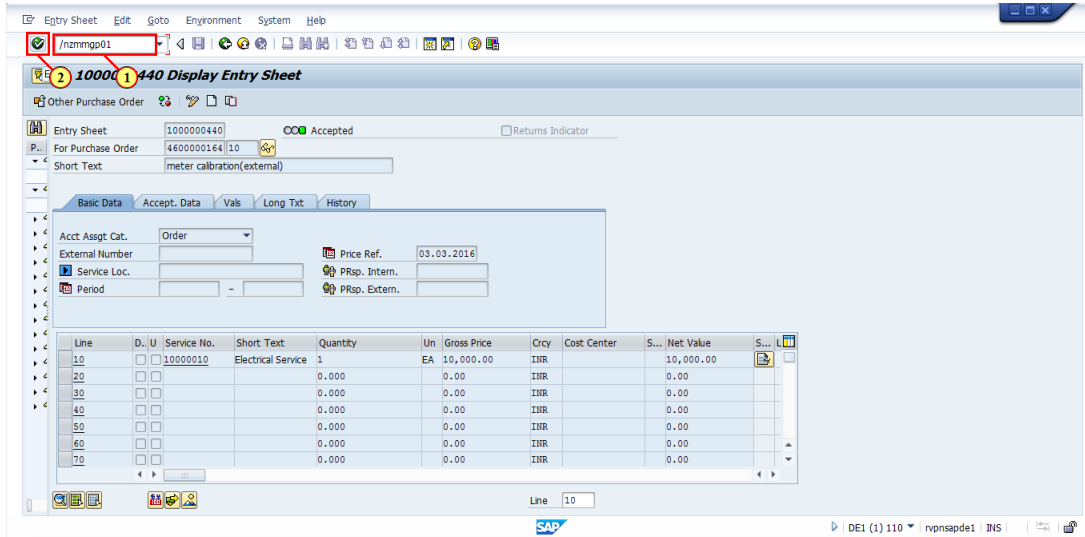



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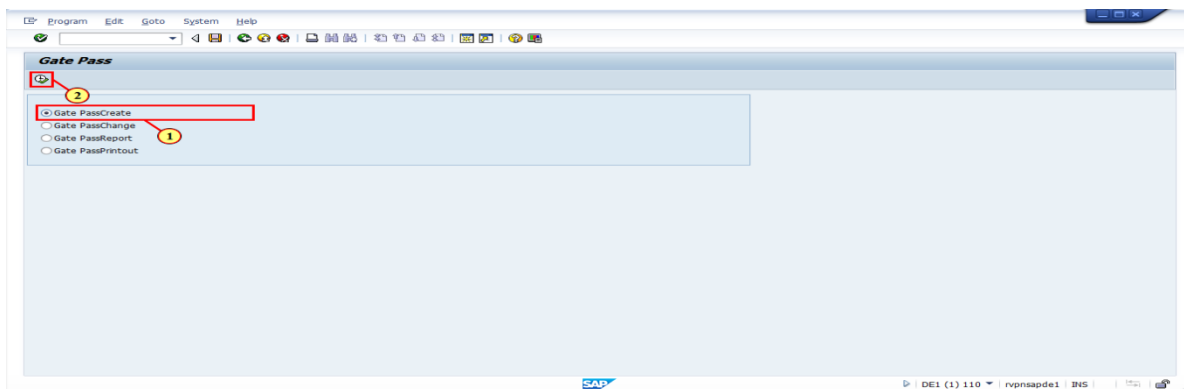
### 1.1.36. Gate Pass

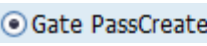

**Note:**After receiving the tested equipment-material from vendor, GSS user will update in Gate pass receiving quantity.



Step	Action
(1)	/nzmmgp01 is now entered in the Transaction box.
(2)	Click Enter  .

### 1.1.37. Gate Pass



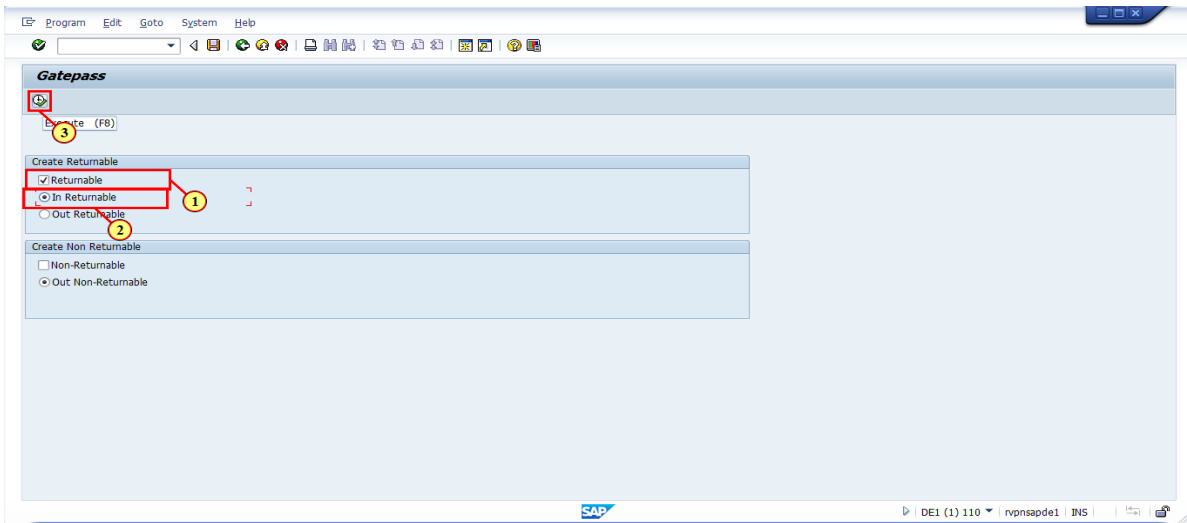
Step	Action
(1)	Click Gate PassCreate  .
(2)	Click Execute  .You can also press F8.




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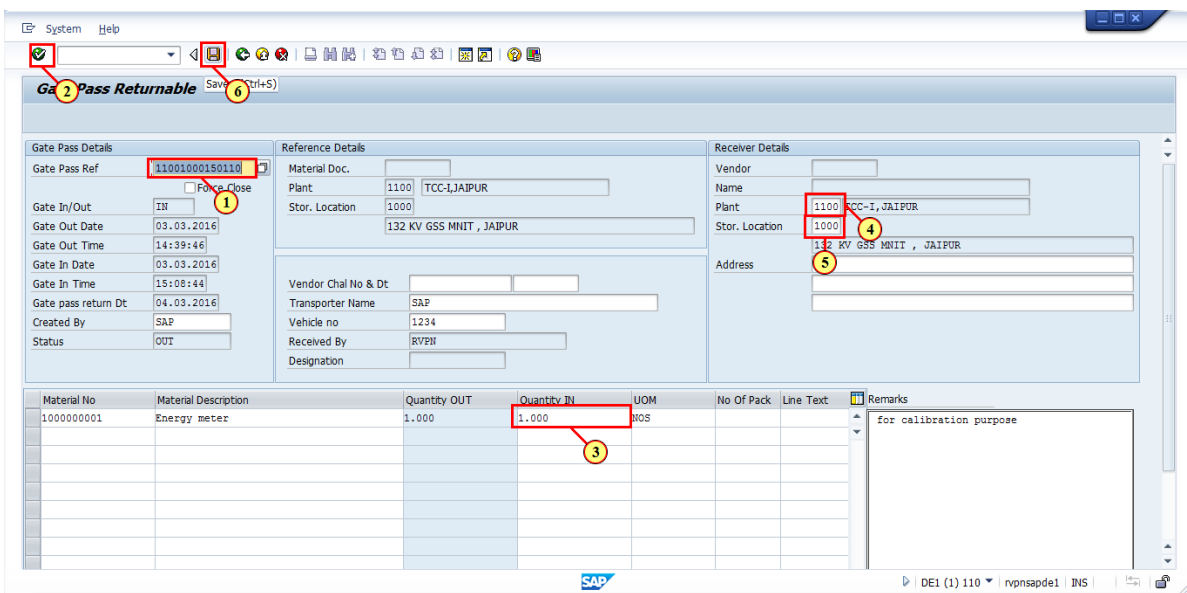


### 1.1.38. Gatepass



Step	Action
(1)	Select Returnable
(2)	Select In Returnable
(3)	Click Execute  . You can also press F8.


### 1.1.39. Gate Pass Returnable



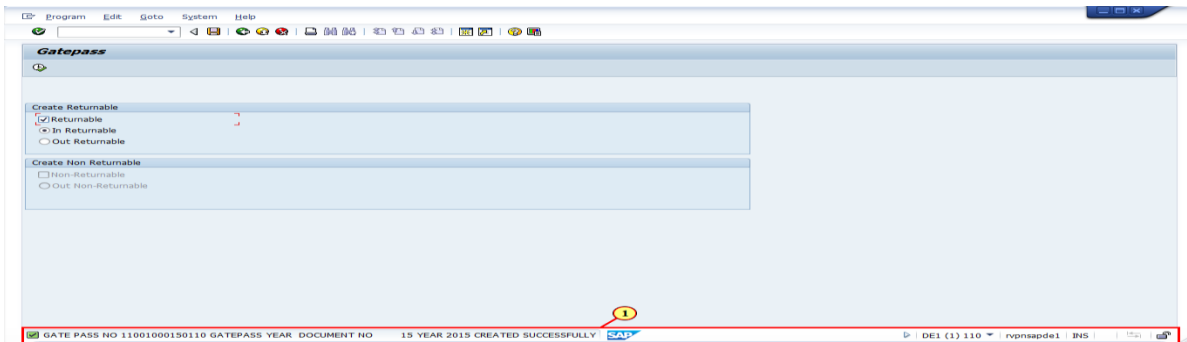


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Step	Action
(1)	Provide Gate Pass number ref w.r.t plant.
(2)	Click enter
(3)	Enter the receiving Quantity
(4)	Provide Plant
(5)	Provide Storage location
(6)	Click Save  .

### 1.1.40. Gatepass

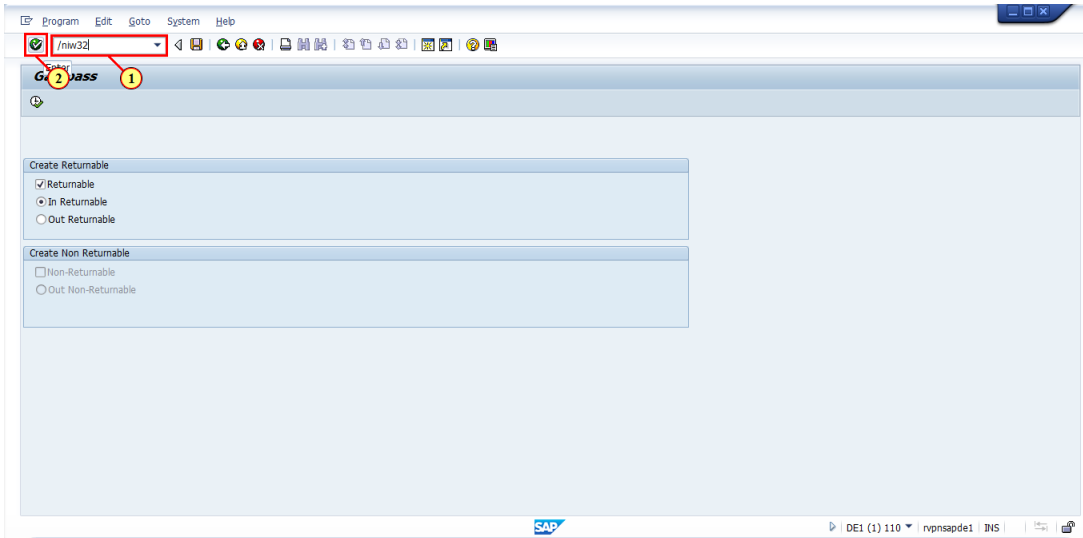



### 1.1.41. Complete Calibration Order

SAP Menu	Logistics → Plant Maintenance → Maintenance processing → Order → Change
Transaction code	IW32

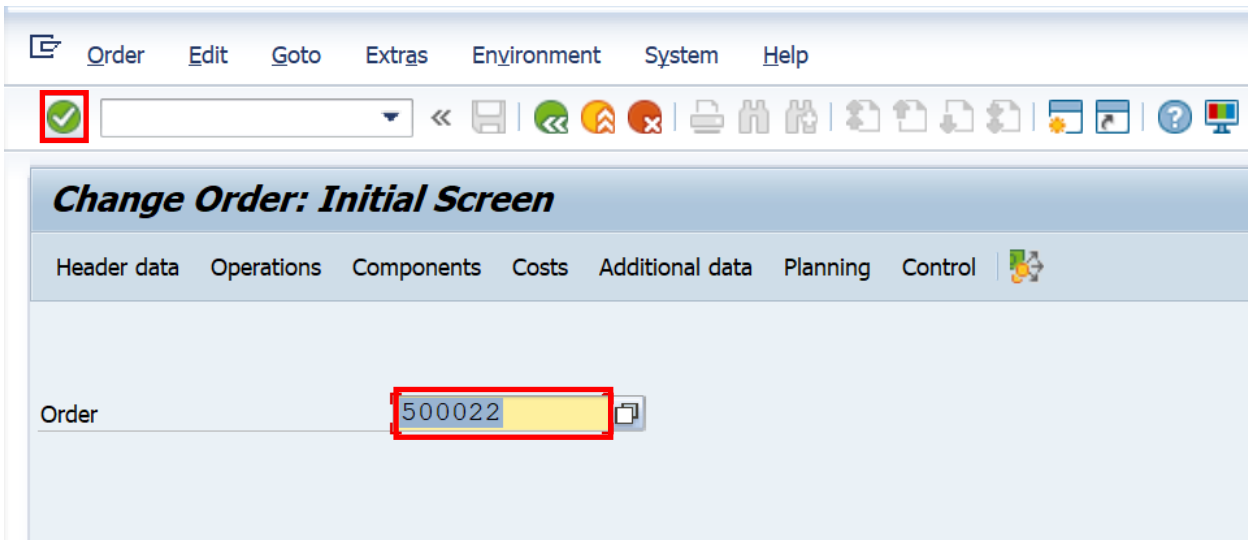



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Step	Action
(1)	Enter IW32.
(2)	Click Enter  .

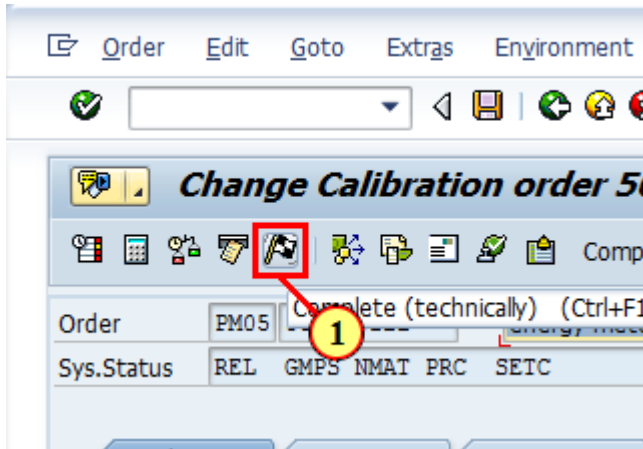
### 1.1.42. Change Order: Initial Screen



Step	Action
(1)	Enter Order no.
(2)	Click Enter  .

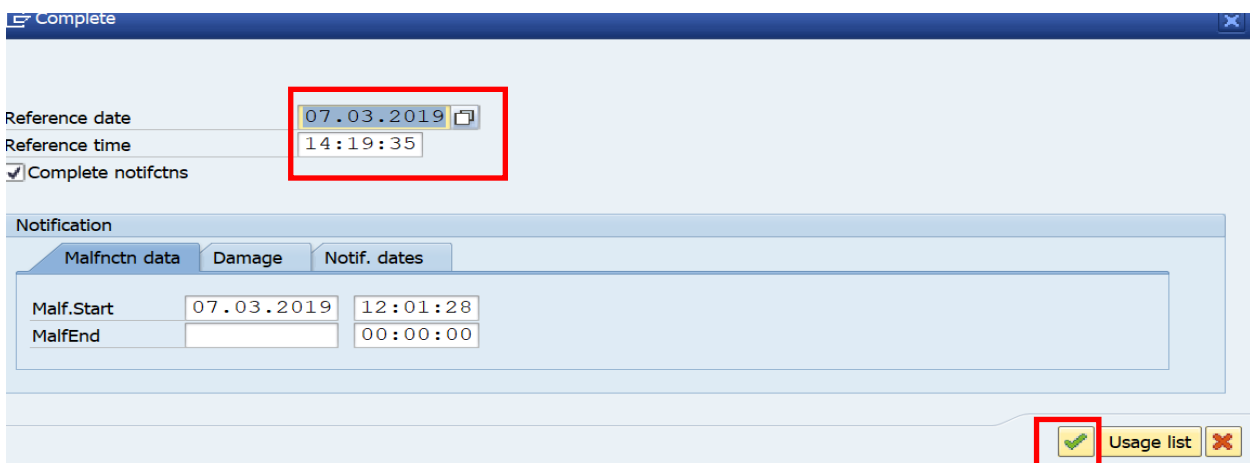


### 1.1.43. Change Calibration order 500000122: Central Header



Step	Action
(1)	Click Complete . You can also press Ctrl+F12.

### 1.1.44. Complete



Step	Action
(1)	Click Continue . You can also press Enter.



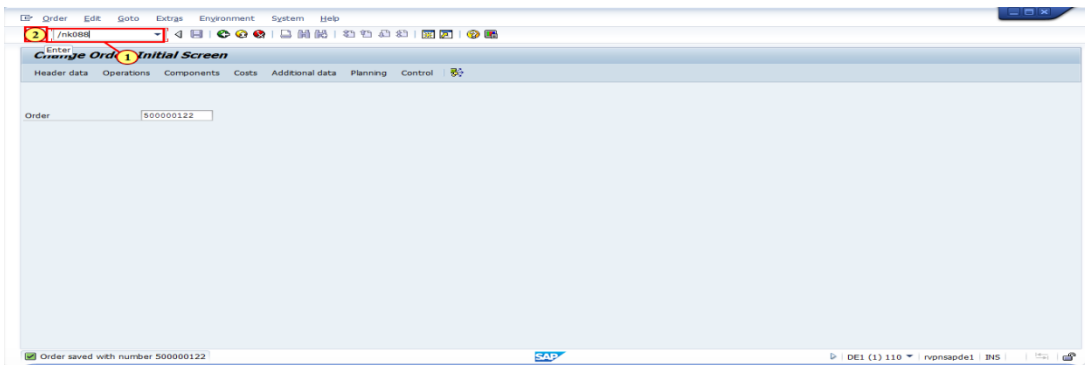
Project – SUGAM(BSPTCL)  
Calibration Order (External service)  
End User Manual - Plant Maintenance




### 1.1.45. Actual Settlement: Order

**Note:** Settlement is used to settle the cost from maintenance Order to Respective GSS Cost center

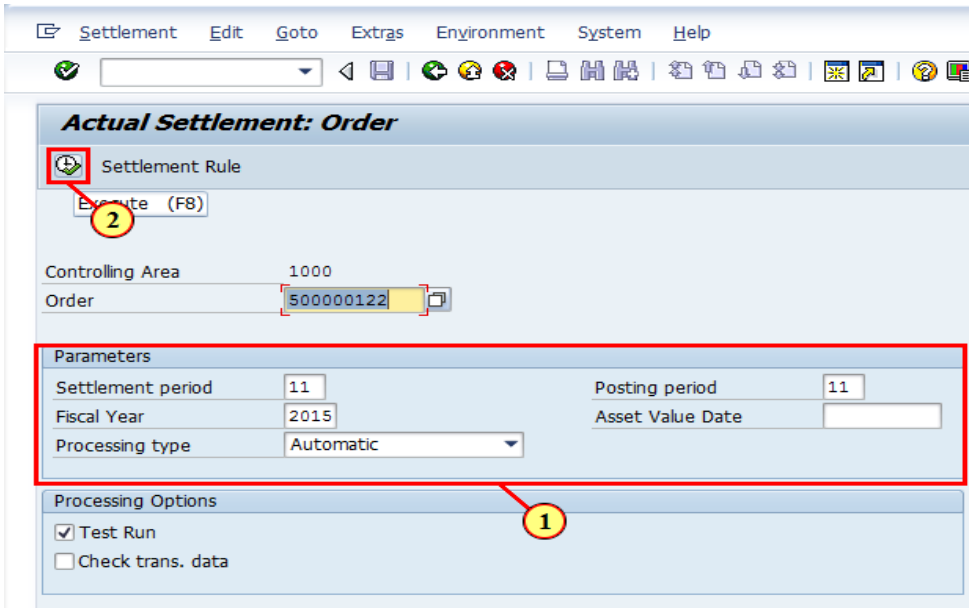
<b>SAP Menu</b>	<b>Logistics → Plant Maintenance → Maintenance processing Completion → Individual Processing → Settle</b>
<b>Transaction code</b>	<b>KO88</b>




Step	Action
(1)	Enter /nKO88
(2)	Click Enter  .

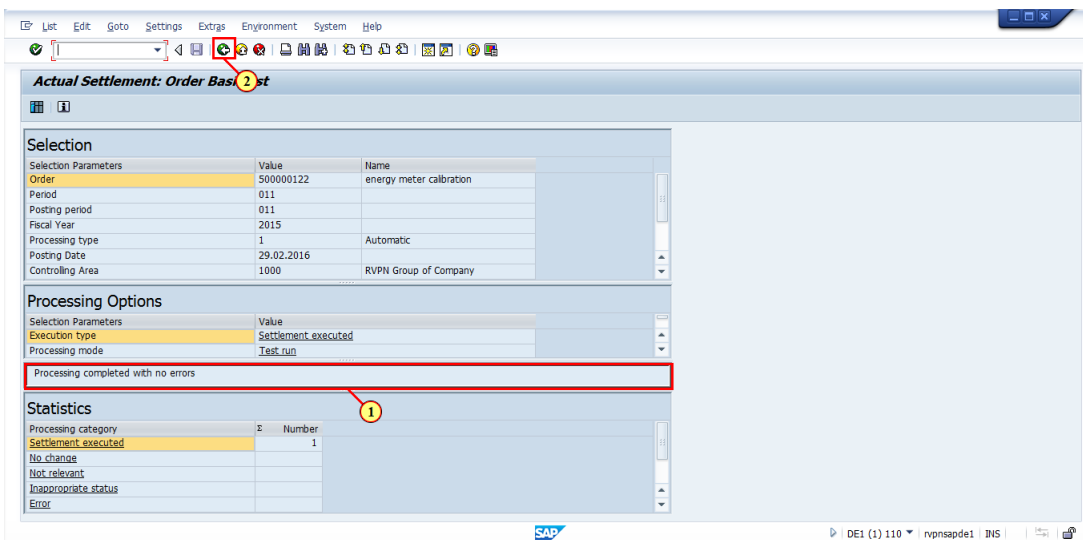


### 1.1.46. Actual Settlement: Order



Step	Action
(1)	Enter Settlement period, Posting period and Fiscal year
(2)	Click Execute  .

### 1.1.47. Actual Settlement: Order Basic list





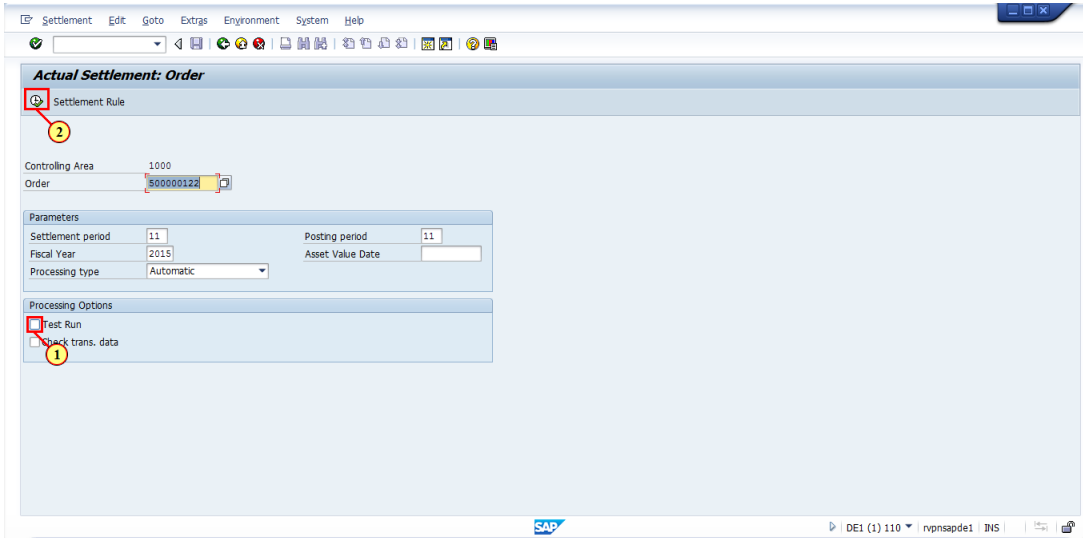


**Project – SUGAM(BSPTCL)  
Calibration Order (External service)  
End User Manual - Plant Maintenance**



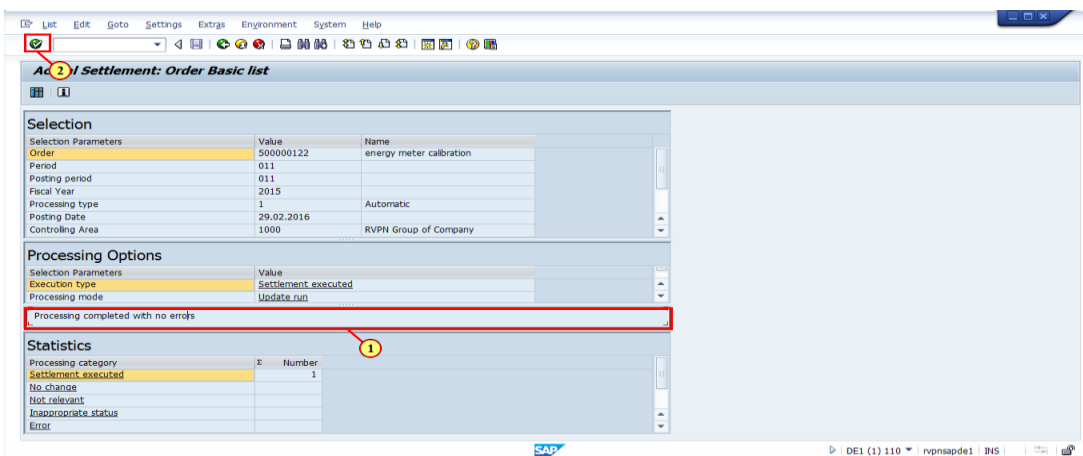
Step	Action
(1)	The field is filled out.
(2)	Click BACK

### 1.1.48. Actual Settlement: Order



Step	Action
(1)	Test Run check box is cleared.
(2)	Click Execute

### 1.1.49. Actual Settlement: Order Basic list





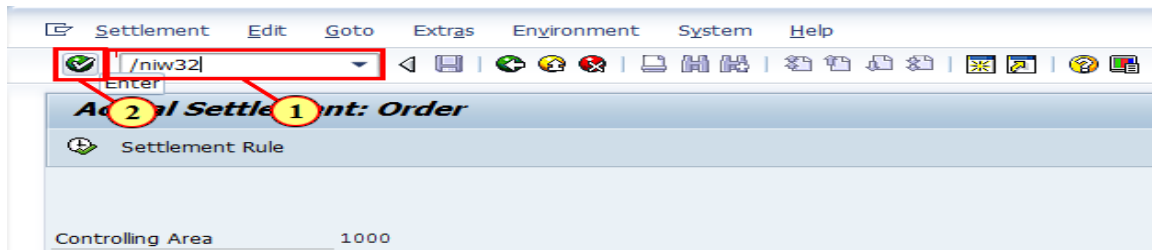
**Project – SUGAM(BSPTCL)  
Calibration Order (External service)  
End User Manual - Plant Maintenance**




Step	Action
(1)	Processing completed with no errors.
(2)	Click Execute

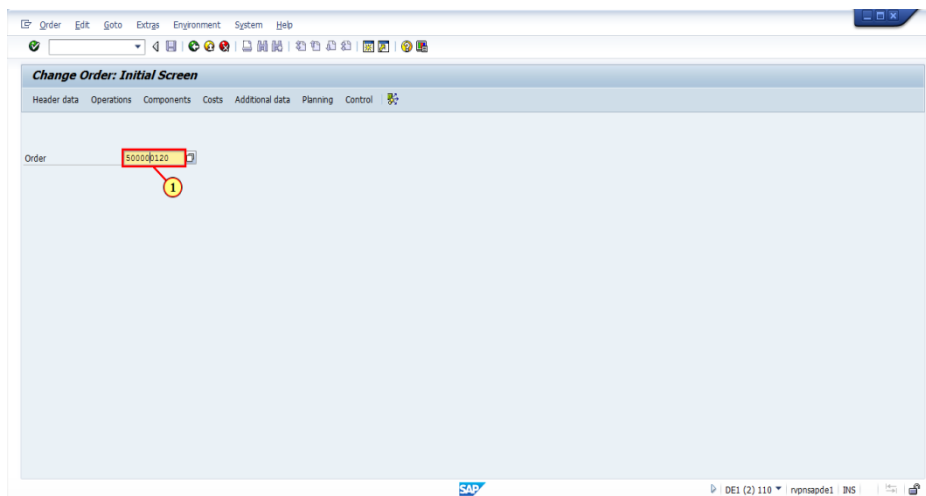
### 1.1.50. Close the Calibration Order.

<b>SAP Menu</b>	Logistics → Plant Maintenance → Maintenance processing → Order → Change
<b>Transaction code</b>	IW32



Step	Action
(1)	Enter IW32
(2)	Click Enter  .

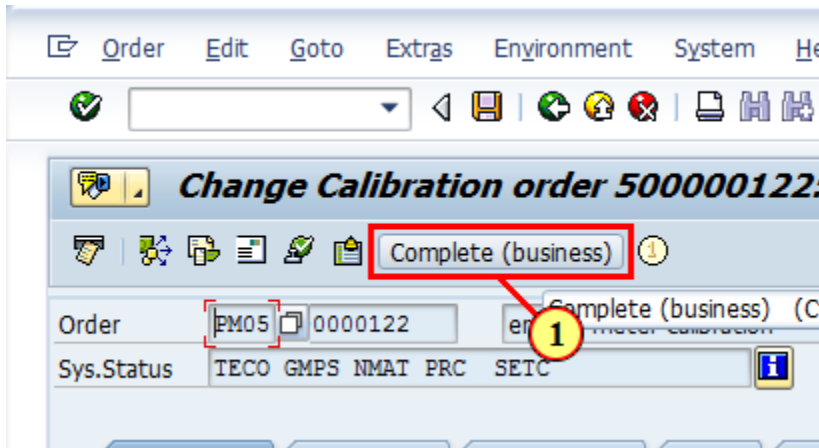
### 1.1.51. Change Order: Initial Screen





Step	Action
(1)	Enter Order number and press Enter.

### 1.1.52. Change Calibration order 500000122: Central Header



Step	Action
(1)	Click Complete (business) <b>Complete (business)</b> . You can also press Ctrl+Shift+F12.