



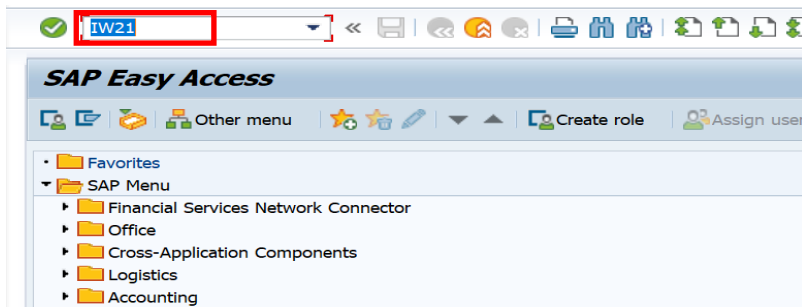
**Project – SUGAM(BSPTCL)
Corrective Maintenance Process
(External Services)
End User Manual - Plant Maintenance**



1.1 Correctivemaintenance(External service)

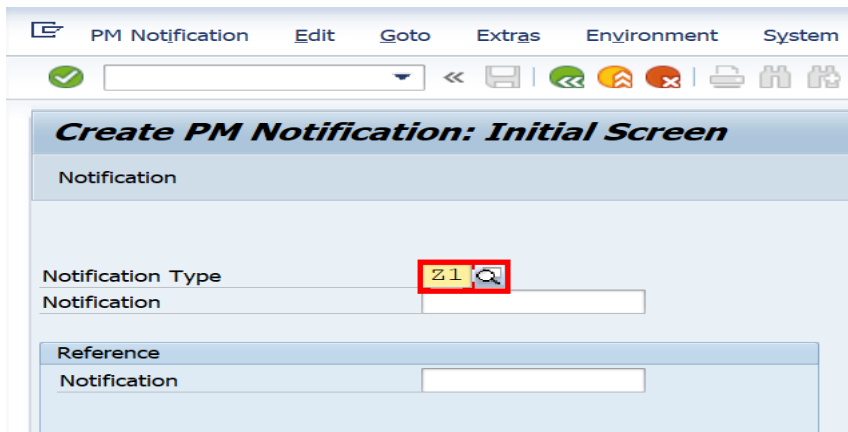
1.3.1. Create PM Notification.

SAP Menu	<i>Logistics</i> → <i>Plant Maintenance</i> → <i>Maintenance Processing</i> → <i>Notification Create</i>
Transaction code	IW21



Step	Action
(1)	Enter T-code- IW21 and press Enter for creating Notification.

1.3.2. Create PM Notification: Initial Screen



Step	Action
(1)	Select the Z1 notification type.



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1.3.3. Create PM Notification: Correctivemaintenance

Create PM Notification: Corrective Notificat

Notification: %00000000001 | Z1 | **Corrective maintenance of transformer**

Notific. Status: OSNO | CRFD

Order: []

Notification | Shut Down requirement | **Corrective actions** | Causes | Corrective Data

Reference Object

Functional loc. []

Equipment: **10000013**

Assembly []

Subject

Description: **Corrective maintenance of transformer**

Subject Long Text []

Step	Action
(1)	Enter the short description for Corrective.
(2)	Enter the Equipment number and scroll down.

1.3.4. Create PM Notification: Correctivemaintenance

Create PM Notification: Corrective Notificat

Person respons.: **01000089**

Reported By: **YASH_PM1** | Notif. Date: 11.03.2019 11:05:04

Item

Object Part [] []

Damage [] []

Text []

Cause [] []

Cause Text []

Entry 1 frm

Additional Data

Resp Person No.: **9999999999**

SLDC Charging Code []

Approval Code of SLDC []

ERLDC Charging Code []

Approval Code of ERLDC []

NLDC Charging Code []

Approval Code of NLDC []

NEA Charging Code []

Approval Code of NEA []

Intimation SE(O&M) [Y Yes]

OCC Approval [A Not Applicable]



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Step	Action
(1)	Enter the Responsible person phone number.
(2)	Enter the person responsible for the GSS
(3)	Enter the user details who reported the Corrective.

1.3.5. Create PM Notification: Correctivemaintenance

Step	Action
(1)	Click on the Shut Down Requirement data tab.
(2)	Select the Corrective checkbox.
(3)	Enter the Required shutdown start date and time.
(4)	Enter the Required shutdown end Date and time.
(5)	Set user Status as Request for approval- shutdown and put intimation mail to Circle office and Protection wing.



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1.3.6. Set User Status

Step	Action
(1)	Select user Status as Request for approval- shutdown and put intimation mail to Circle office and Protection wing and press Enter

1.3.7. Create PM Notification: Correctivemaintenance

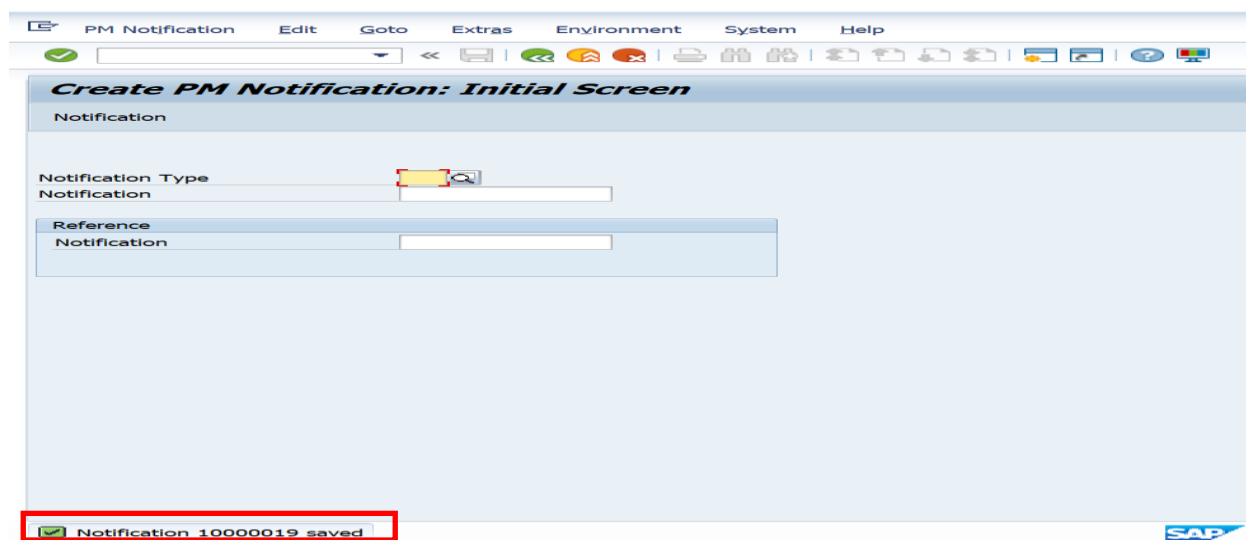


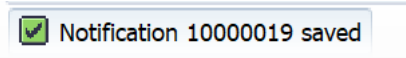
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Step	Action
(1)	Save the Notification .Mail will be trigger to SLDCcell, Circle office & protection wing.

1.3.8. Create PM Notification: Initial Screen



Step	Action
(1)	

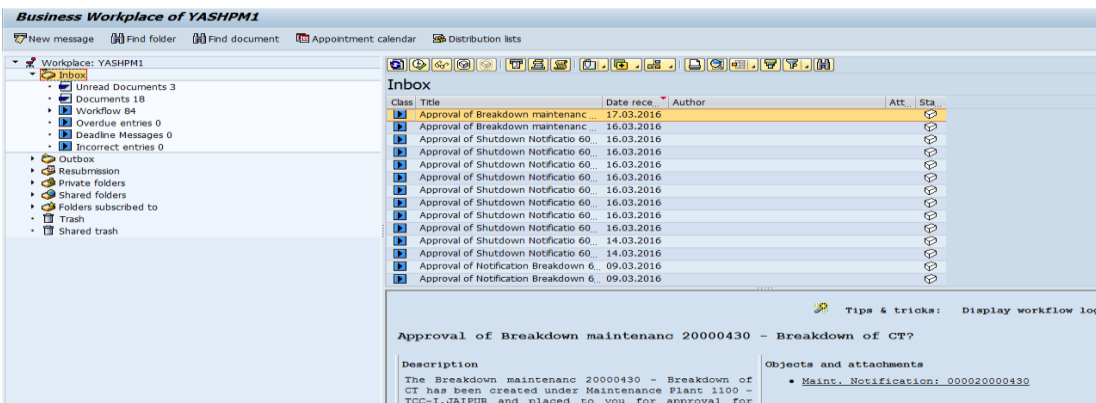
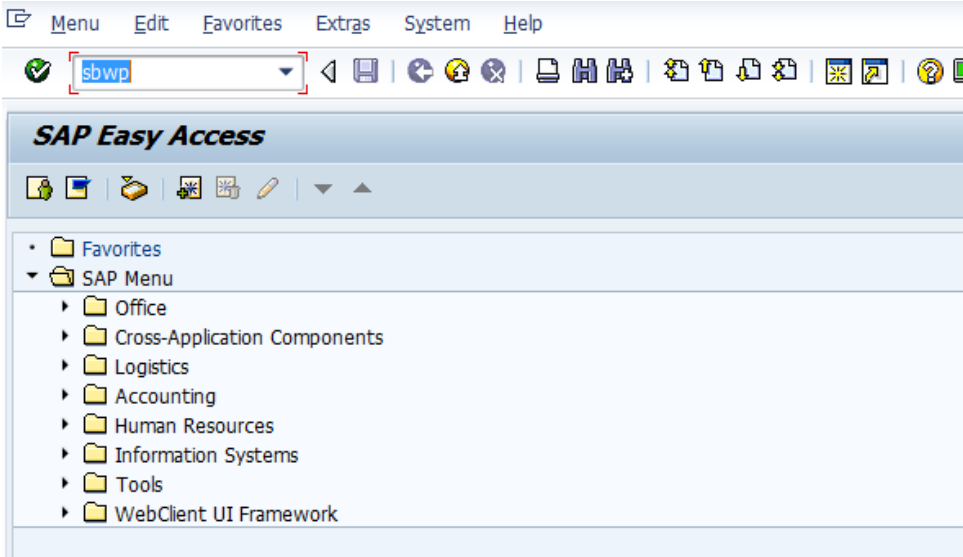


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**Sample Workflow
SLDC Approval process**

1.3.9. SAP workflow mail will be trigger to LD



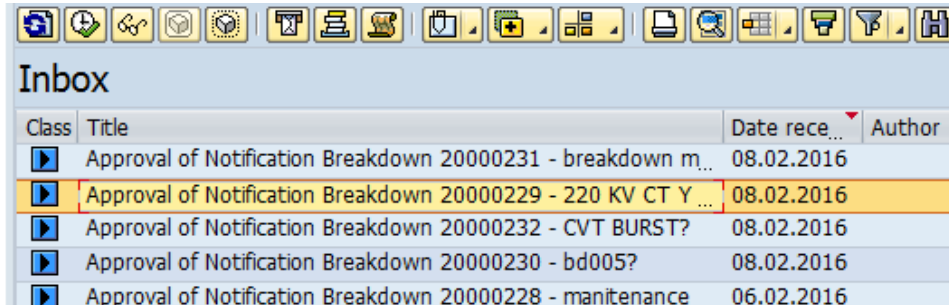
Step	Action
(1)	Enter SBWP T-code & press  icon




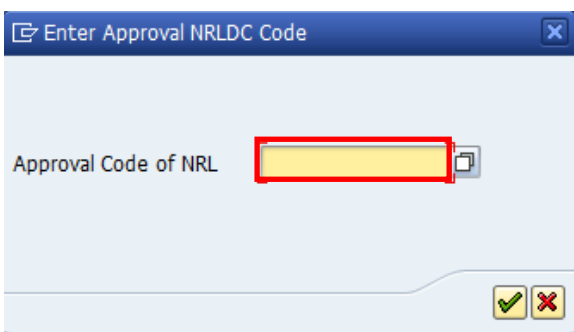
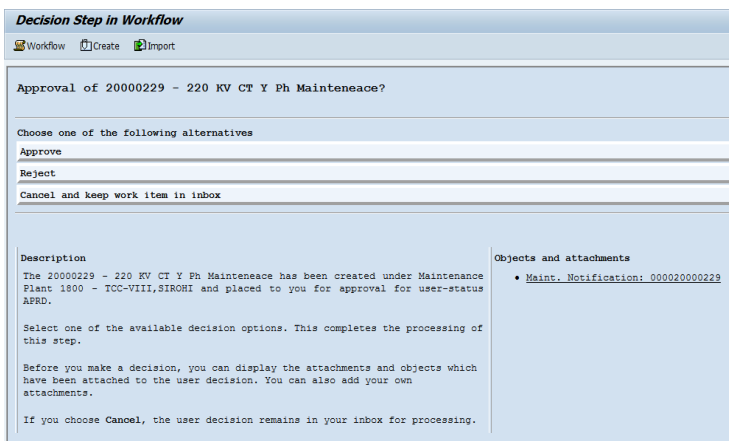
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1.3.10. Select PM Notification



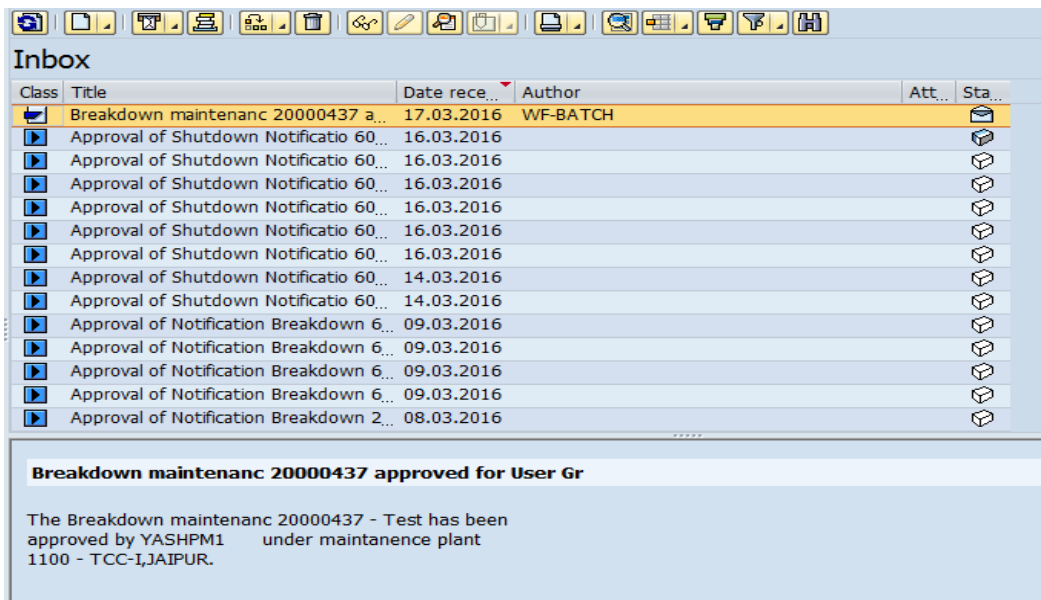
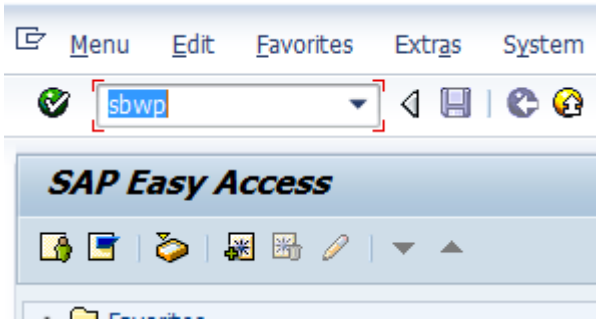
Step	Action
(1)	Double Click  Approval of Notification Breakdown 20000229 - 220 KV CT Y ...



Step	Action
(1)	Click <u>Approve</u> ,If NRLDC code is required enter the code.



Approval mail will be trigger to GSS User id



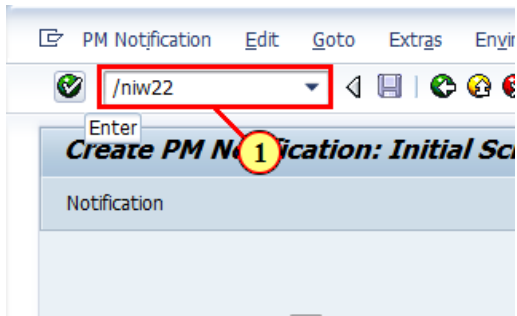
Note: After getting approval from LD, create Corrective maintenance order through Corrective Notification.

1.3.11. Change PM Notification: Initial Screen

SAP Menu	<i>Logistics</i> → <i>Plant Maintenance</i> → Maintenance <i>Processing</i> → <i>Notification Change</i> →
Transaction code	IW22

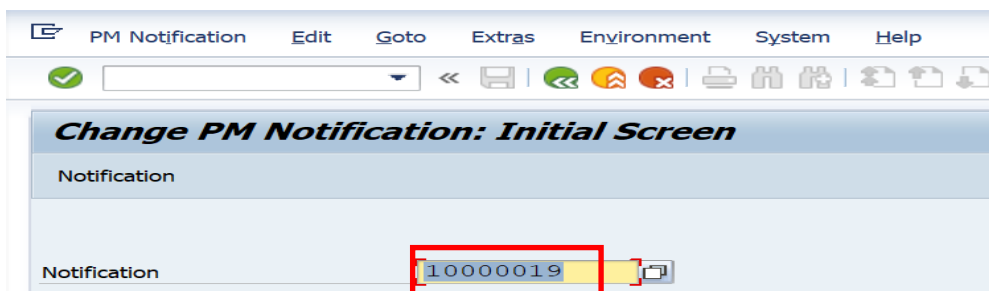


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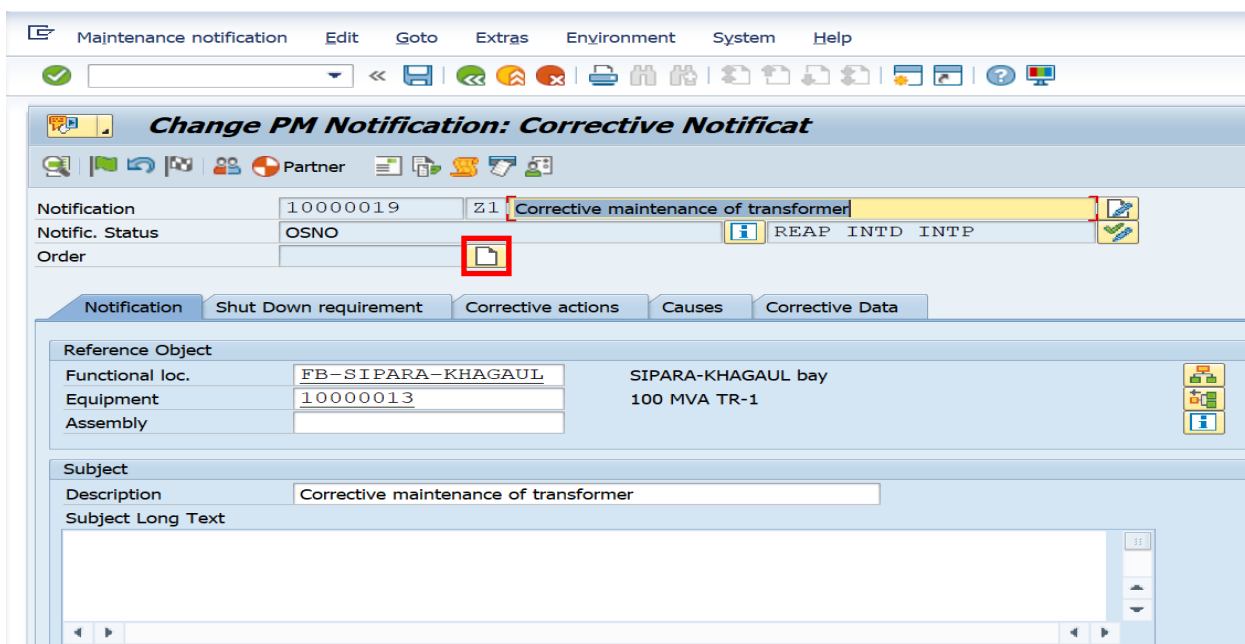


Step	Action
(1)	Enter IW22(T code)and press enter.

1.3.12. Change PM Notification: Initial Screen



1.3.13. Change PM Notification: Correctivemaintenance





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Step	Action
(1)	Click on order icon to create Correctivemaintenance order

1.3.14. Create Order

Step	Action
(1)	Click Continue

1.3.15. Object Information

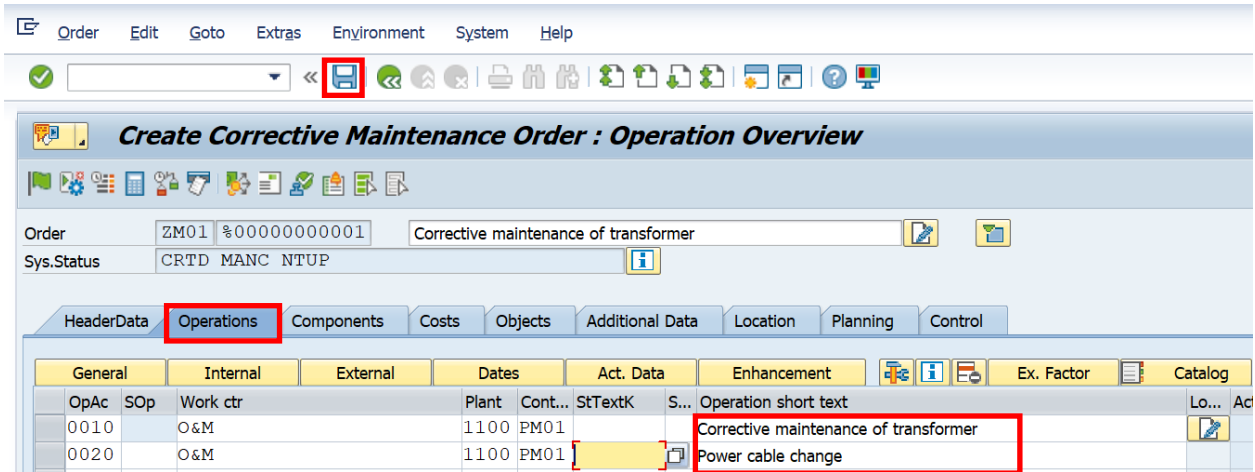
Select.indic.since	03/2018	Select.notif.since	11.03.2018
BrkdnReptd	0	ProcssDays	0
NotifCreat	2	CompNotif	1
OrdsCrted	1	Compl.ords	1

Description	Date	Completion	P
Corrective maintenance of transformer	11.03.2019		2
Corrective maintenance of transformer	11.03.2019	11.03.2019	2

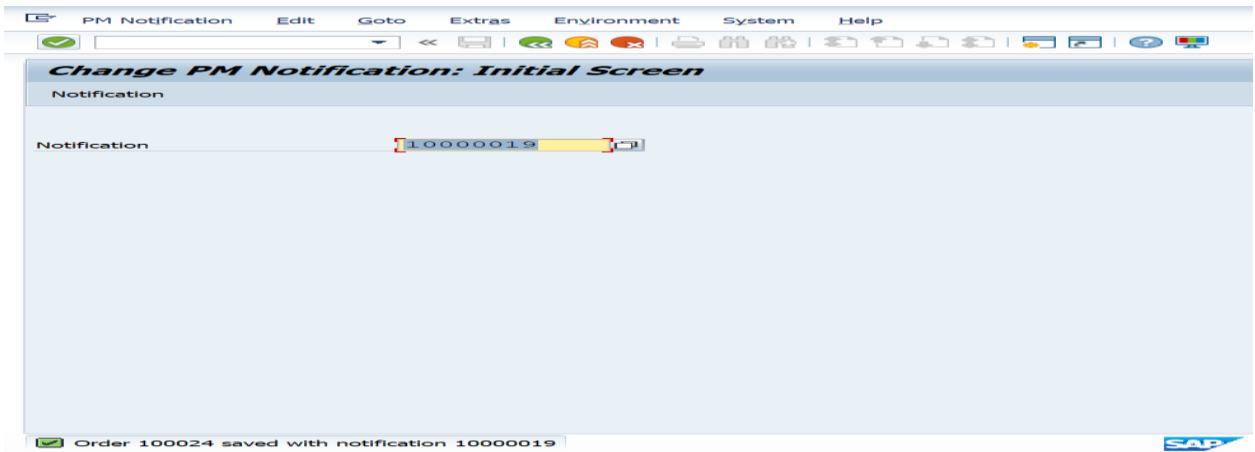
Step	Action
(1)	Click Continue



1.3.16. Create Corrective Maintenance order : Operation Overview



Step	Action
(1)	Select the operation Tab.
(2)	Enter the task to be performed.
(3)	Save the order.

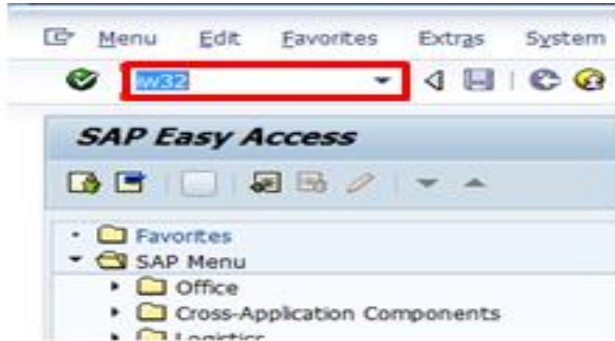


1.3.17. Change the Corrective Maintenance Order

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

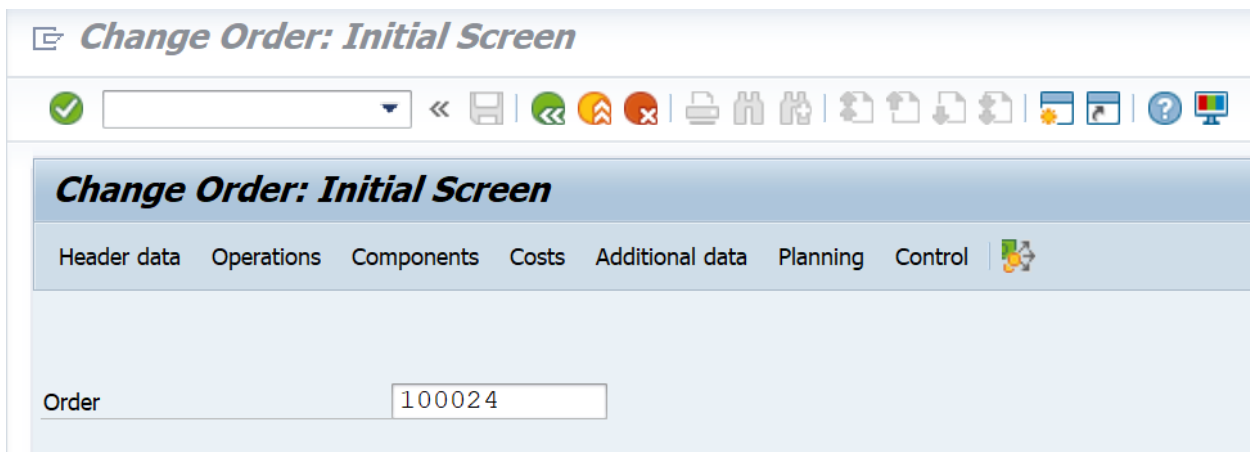


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Step	Action
(1)	Enter IW32 and press enter

1.3.18. Change Order: Initial Screen



Step	Action
(1)	Enter Order number and press enter



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Note: If Corrective cannot be resolved by the internal manpower. Procure external services, for that change control key from PM01 to PM03 in Maintenance order.

1.3.19. Change Corrective Maintenance order 100024: Operation Overview

General	Internal	External	Dates	Act. Data	Enhancement		
OpAc	SOP	Work ctr	Plant	Cont...	StTextK	S...	Operation short text
0010		O&M	1100	PM01			Corrective maintenance of transformer
0020		O&M	1100	PM03			Power cable change

Step	Action
(1)	Click on the Operations tab.
(2)	To Perform external services change the control key PM01 to PM03.

1.3.20. Change Corrective Maintenance order : External Processing Operation

Opr. short text: CT PROBLEM

Operation qty: 1 AU Sort Term: []

Price: 0.00 INR per: 1

Material Group: SER-ONM Cost Element: []

Purch. Group: 001 / 1000 Vendor: []

Agreement: [] / [] Info record: []

Recipient: [] Unloading Point: []

Requisitioner: [] Tracking Number: []

Pl. Deliv. Time: [] Subcontr. FW Order: [] / []



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Step	Action
(1)	Enter the unit of Measure.
(2)	Enter the Purchasing group and Purchasing Organization details.
(3)	Enter the Material group.
(4)	Selecting the drop down option find vendor number
(5)	Click on ok button.

1.3.21. Change Corrective Maintenance order: Operation Overview

Order: ZM01 100024 Corrective maintenance of transformer
 Sys.Status: CRTD MANC NMAT NTUP PRC

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

General	Internal	External	Dates	Act. Data	Enhancement	Ex. Factor
OpAc	SOp	Work ctr	Plant	Cont...	StTextK	S...
0010		O&M	1100	PM01		Corrective maintenance of transformer
0020		O&M	1100	PM03		Power cable change
0030		O&M	1100	PM01		

Step	Action
(1)	Select the first operation
(2)	Click External tab to enter required external services for the operation.



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1.3.22. Change Corrective Maintenance order : External Processing Operation

Line	D.	Service No.	Short-Text	Quantity	Un	Gross Price	Crvy	Overf. Tol	U. Cost Element	Ser.	Ed
10		1000020		1		10000	INR		760129		
20							INR				
30							INR				

Step	Action
(1)	Maintain Service Details like Requisitionerservice no, quantity, price, cost element etc.,

1.3.23. Change Corrective Maintenance order : External Processing Operation

Step	Action
(1)	Click on header data.



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1.3.24. Change Corrective Maintenance order : Central Header

Step	Action
(1)	Release the Maintenance Order.
(2)	Save the MaintenanceOrder.

1.3.25. Go to order (IW32) to see the Purchase requisition number

Step	Action
(1)	Go to Order- Operation-External-Act Data Copy purchase requisition number generated in maintenance order.



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1.3.26. Release Purchase Requisition

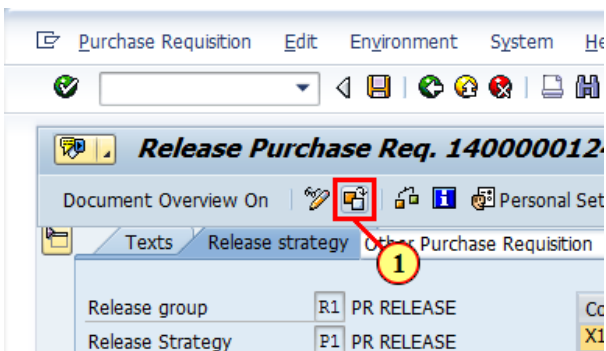
Note: In Maintenance order when control key was changed to PM03, Automatically PR will be generated in maintenance order. To release the PR follow the steps

SAP Menu	<i>Logistics → Material Master → Purchasing → Purchase Requisition → Release → Individual Release</i>
Transaction code	ME54N



Step	Action
(1)	when we enter PM03 control key in order, Purchase requisition will be generated automatically with reference to maintenance order. So, now we need to release the Purchase requisition using ME54N(T CODE) and press enter.

1.3.27. Release Purchase Req.



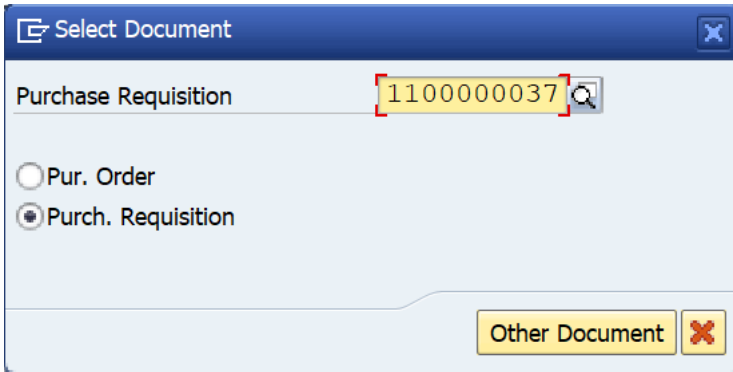
Step	Action
(1)	Click Other Purchase Requisition  .



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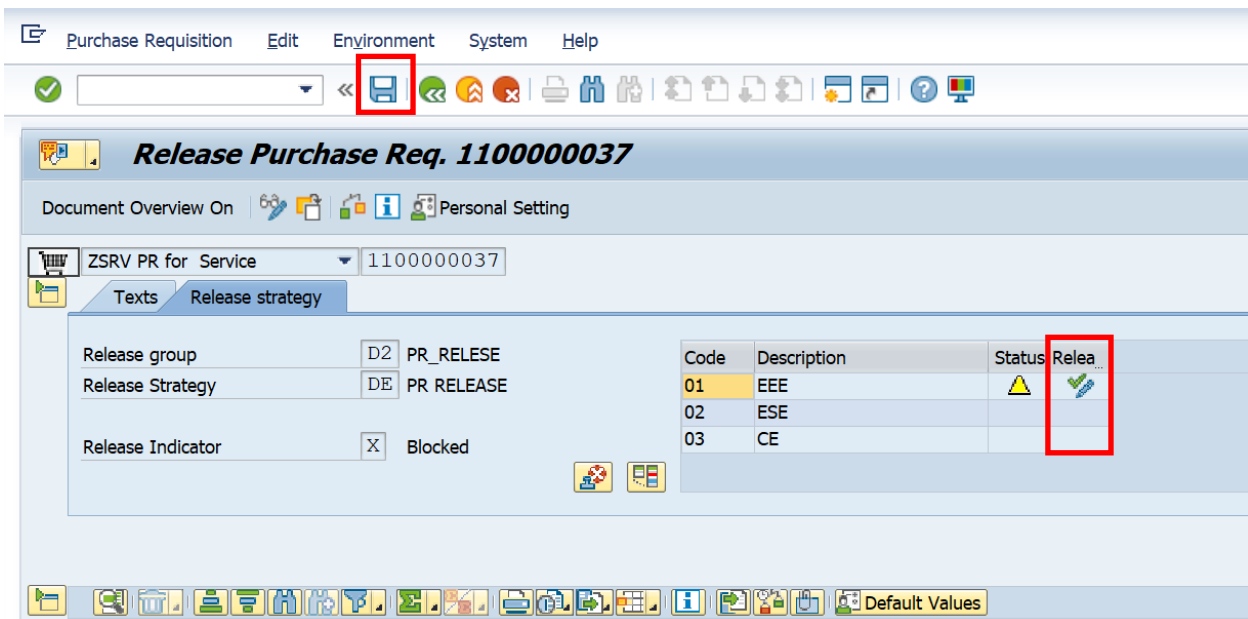



1.3.28. Select Document



Step	Action
(1)	Using dropdown option find the Purchase Requisition number using Maintenance order number or with tracking details of user.
	Press Enter.

1.3.29. Release Purchase Req.



Step	Action
(1)	Now the PR was released depend upon approval authority.
(2)	Click  .



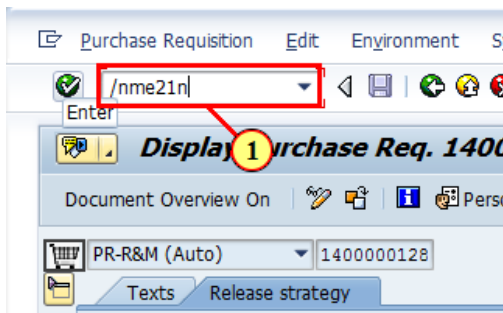
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Create Service purchase order with reference purchase requisition

1.3.30. Create Purchase Order

SAP Menu	<i>Logistics → Material Master → Purchasing → Purchase Order → Create</i>
Transaction code	ME21N



Step	Action
(1)	After releasing the PR, Now we need to create the Purchase order with reference to PR number. Enter the ME21N (T code) to create PO.



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1.3.31. Create Purchase Order

Step	Action
(1)	Enter the PO- Service Proc document type.
(2)	In Org. data enter the Purchasing details.
(3)	Enter the Vendor details.
(4)	Enter the PR number.
(5)	Enter the validity start and end date.
(6)	In delivery invoice tab enter the pay terms and Tax code details.
(7)	After filling details click on check to find any errors in PO.
(8)	Then save the PO.

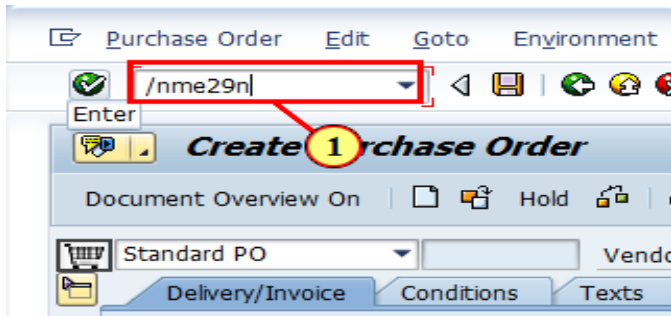


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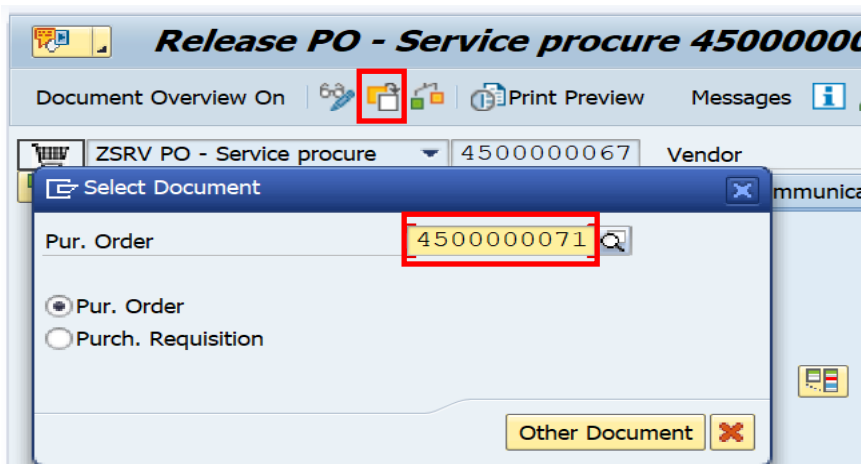
1.3.32. Release Purchase Orders


SAP Menu	<i>Logistics → Material Master Purchasing → Purchase Order → Release → Individual release</i>
Transaction code	ME29N



Step	Action
(1)	After creation of PO. Now need to release the PO. So enter ME29N(T code) to release the PO.

1.3.33. Release PO-Service proc



Step	Action
(1)	Click Other Purchase Order  to select the required PO number.



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1.3.34. Select Document

Step	Action
(1)	Using drop down option select the required PO number by using several options(i.e. by order number or tracking details.)

1.3.35. Release PO-Service proc

Step	Action
(1)	Release the PO depend upon approval authority.
(2)	After releasing the PO then save it.

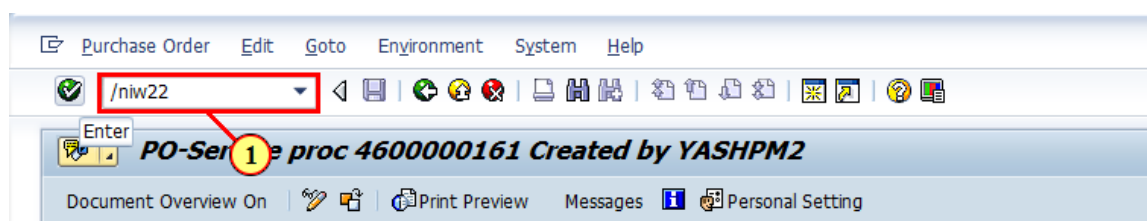


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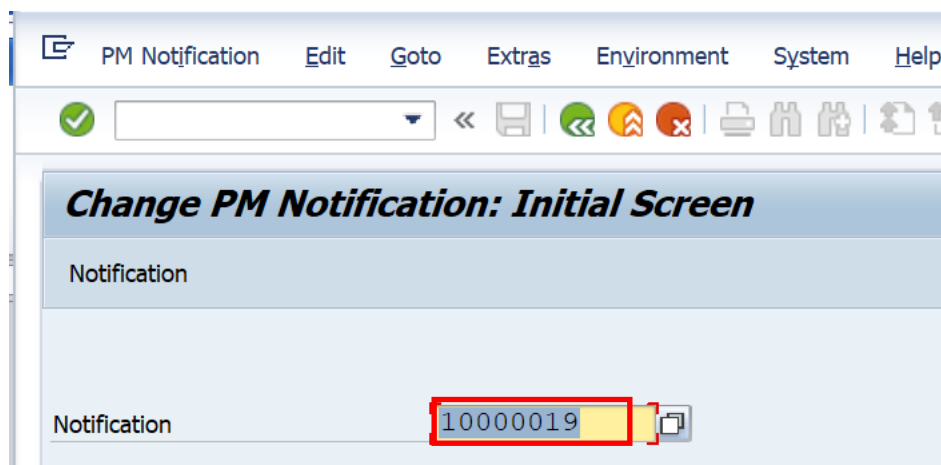
1.3.36. Change PM Notification

SAP Menu	<i>Logistics</i> → <i>Plant Maintenance</i> → <i>Maintenance Processing</i> → <i>Notification Change</i> →
Transaction code	IW22



Step	Action
(1)	Enter the /NIW22(T code) and press enter.

1.3.37. Change PM Notification: Initial Screen



Step	Action
(1)	Enter the Corrective notification number and press Enter.



1.3.38. Change PM Notification: Correctivemaintenance

Step	Action
(1)	click on the Malfunction data tab.
(2)	Enter the Actual Corrective Start and end(Date and time).
(3)	Click on the user status and select the Intimation mail to SLDC check box .and it is used for intimating SLDC cell regarding actual Corrective maintenance start and end(date and time).
(4)	Save the Notification.



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After execution of maintenance work by External service GSS user will request for charging code :

1.3.39. Set User Status

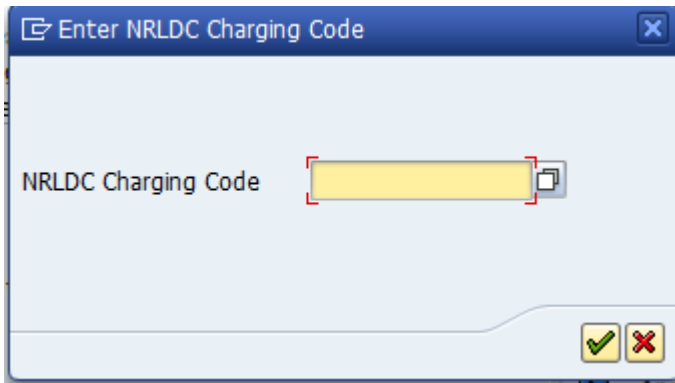
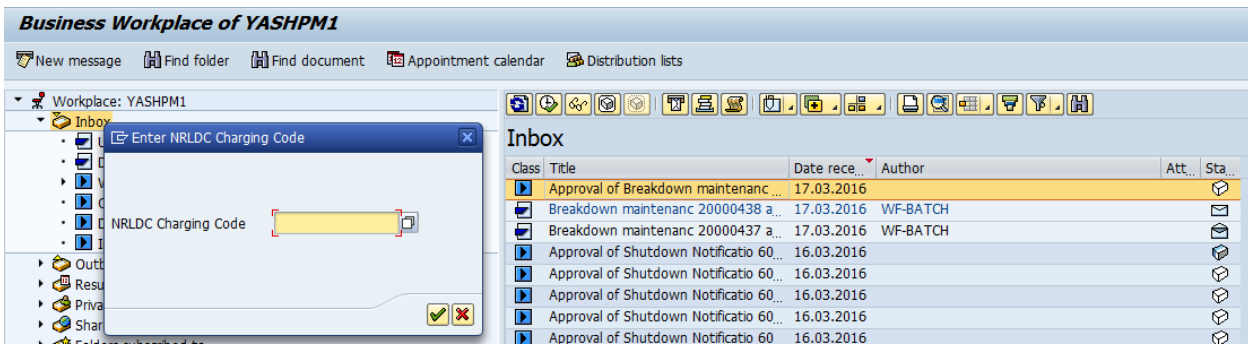
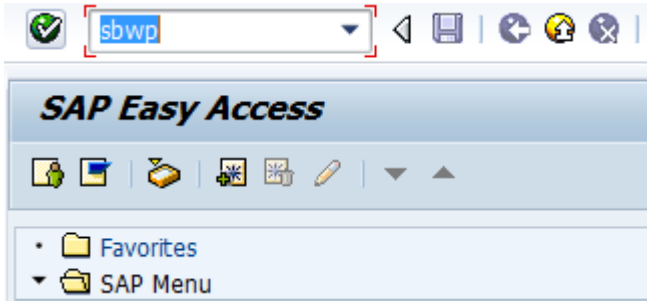
Step	Action
(1)	Select the RECD status.



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1.3.40. Workflow will be trigger to SLDC cell



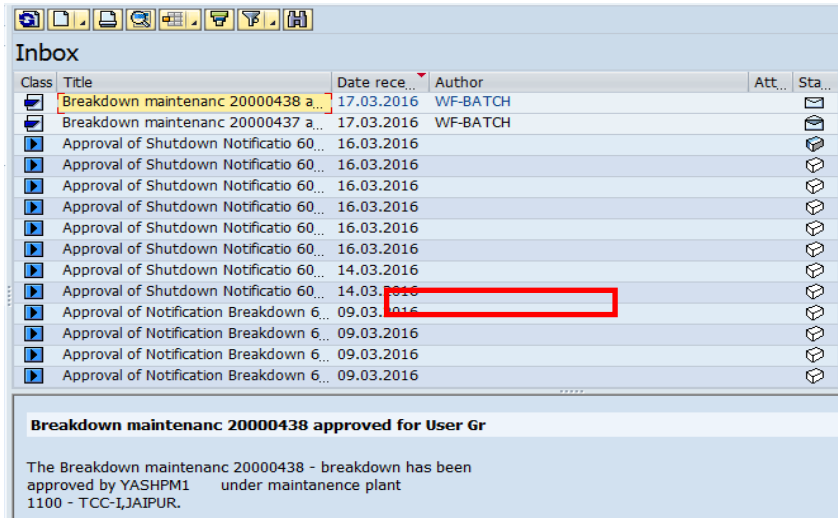
Step	Action
(1)	Enter if NRLDC charging code in field or click on



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Charging code issue by LD mail will be trigger to GSS user id



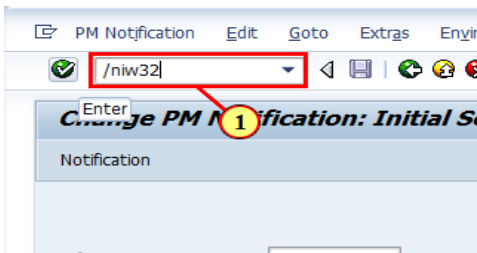
GSS user will do following steps

Note: Complete(Technically) means closing the CorrectiveMaintenance order from Technical side.

1.3.41. CompleteCorrective Maintenance order

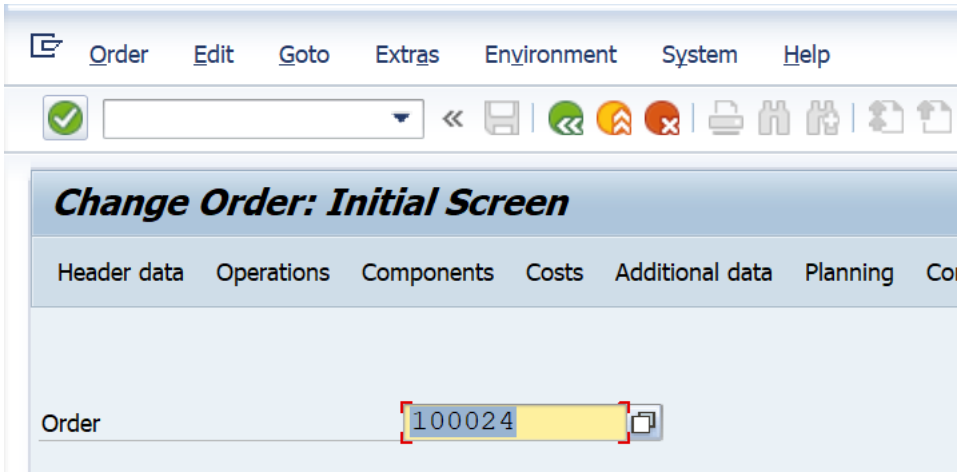
SAP Menu	<i>Logistics</i> → <i>Plant Maintenance</i> → <i>Maintenance Processing</i> → <i>OrderChange</i>
Transaction code	IW32

Note: If the material-equipment is issued from ACO or Projects settlement will be done by finance department. Gss user will click on order user status as “INTF” intimation mail to respective AO.



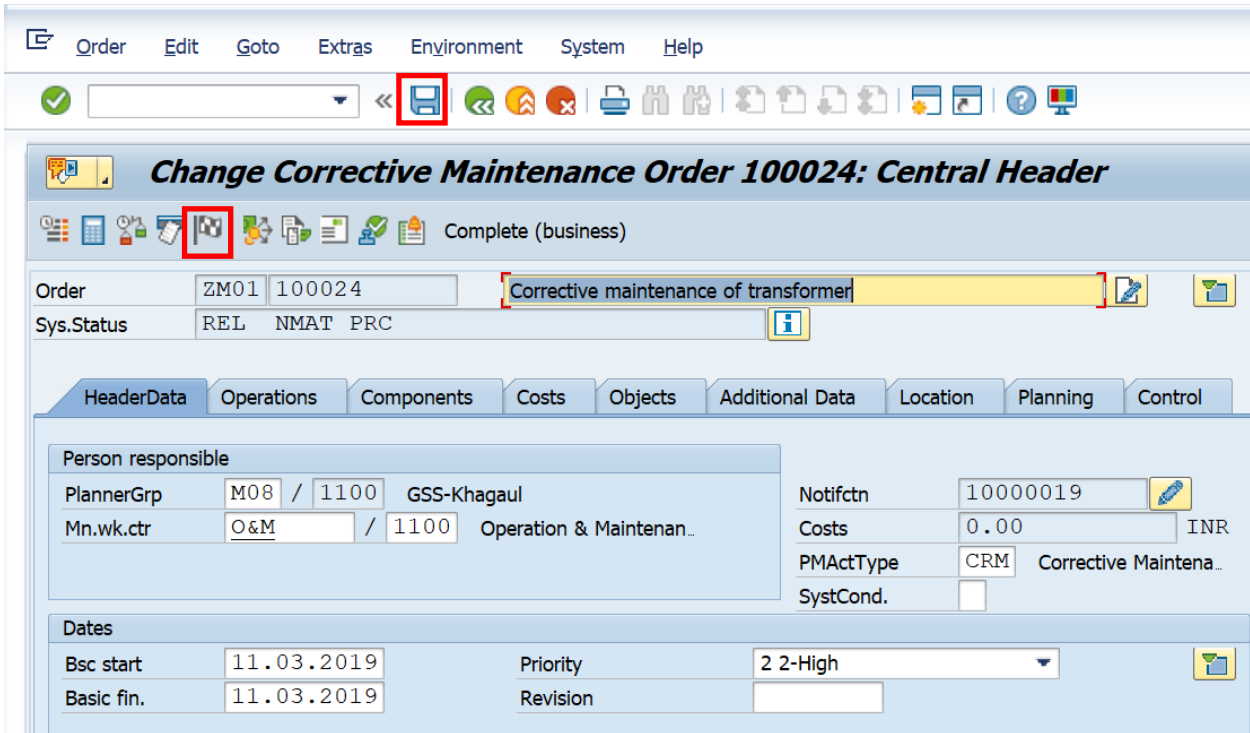


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Step	Action
(1)	After getting charging code from LD. Enter IW32(T code) to do TECO.

1.3.42. ChangeCorrective Maintenance order : Central Header





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Step	Action
(1)	Click Complete (technically)

1.3.43. Complete

Step	Action
(1)	Enter the Malfunction End date and time.
(2)	Enter the reference time for completion of Order.
(3)	Click Continue

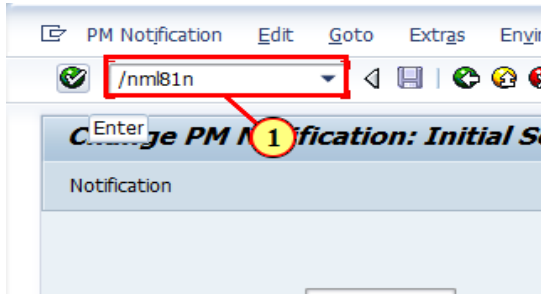
1.3.44. Create service entry sheet.

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.

SAP Menu	<i>Logistics → Material Master → Service entry sheet Maintain</i>
Transaction code	ML81N

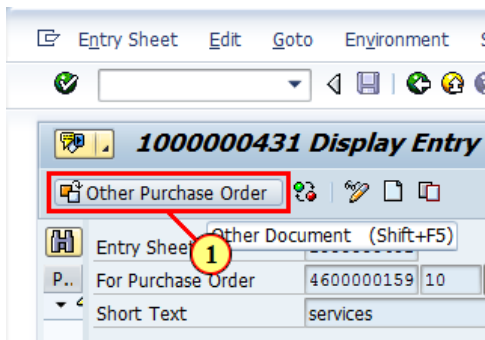



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Step	Action
(1)	Enter/NML81N to create service entry sheet. Service entry sheet is used to enter the services that are performed by service engineer with reference to PO.

1.3.45. Create Service Entry Sheet



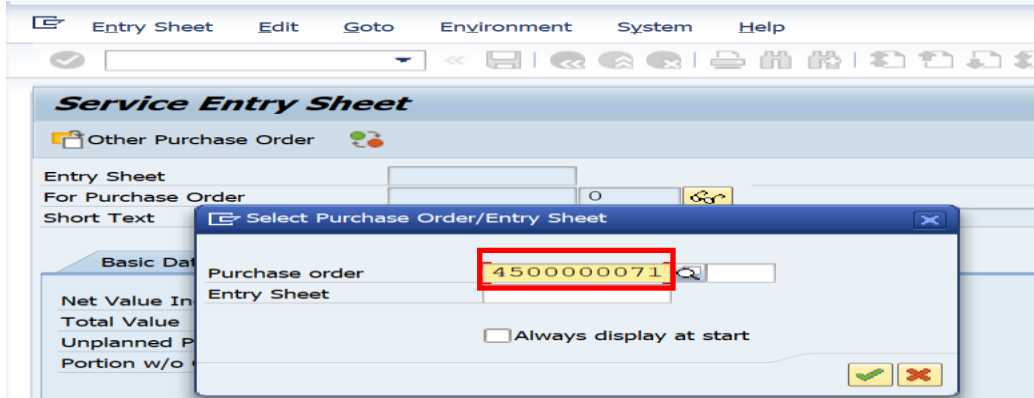
Step	Action
(1)	Click Other Purchase Order  Other Purchase Order .



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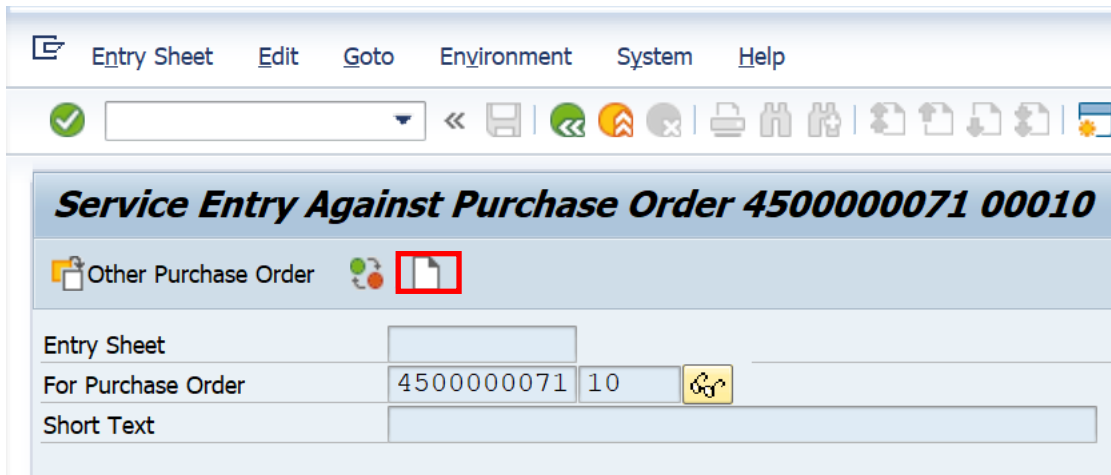


1.3.46. Select Purchase Order/Entry Sheet



Step	Action
(1)	Select the dropdown option and find the PO Number and press enter.
(2)	Click Continue

1.3.47. Service Entry Against Purchase Order



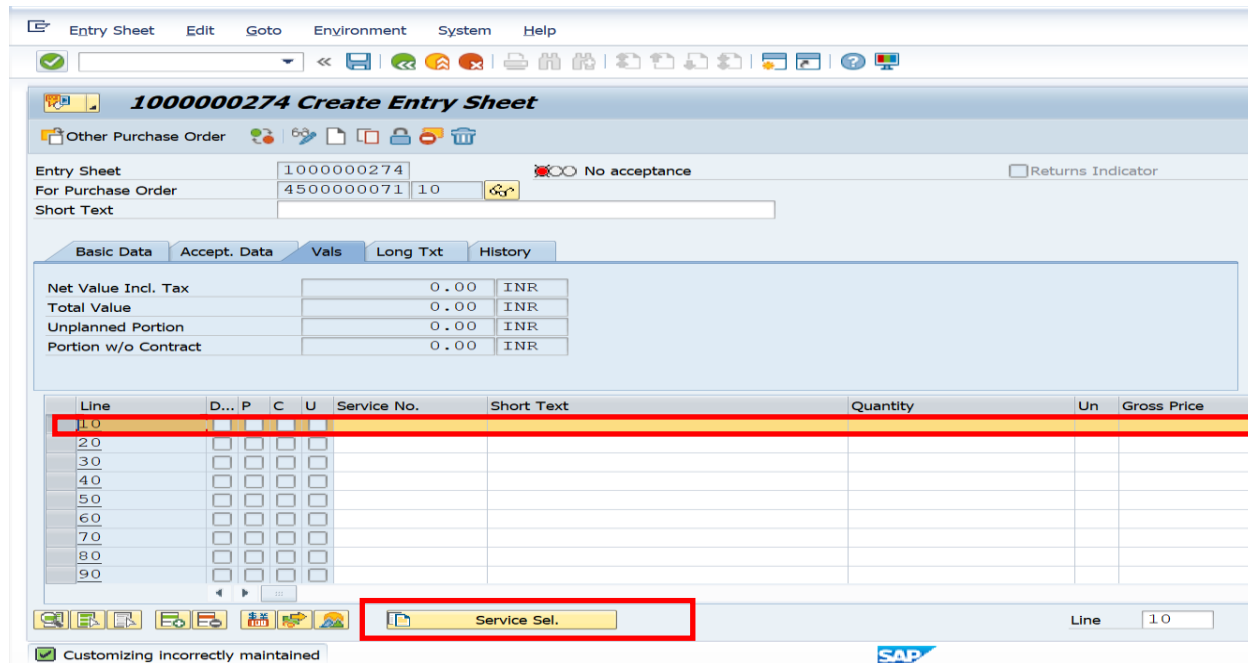
Step	Action
(1)	Click Create Entry Sheet



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1.3.48. Create Entry Sheet



Step	Action
(1)	Select the line and the select the service sel. button.
(2)	click on the service sel. separate screen appears in that select the adopt details option with reference to PO.



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1.3.49. Create Entry Sheet

Service Selection

From Current Specs
 Model Service Specs
 From Purchase Order 4500000071 10 Adopt full quantity
 From Requisition
 From Purch. Document
 From SD Document
 From SD into SC Specs
 From Entry Sheet
 Class Selection

Step	Action
(1)	Click icon

1.3.50. Select Service Details

Select Services as Reference

Services

Sh. Text: CT PROBLEM

Line	D...	Service No.	Short Text	Quantity	Un	Gross Price
10	<input checked="" type="checkbox"/>	1000020	Service Operation and Maintenance	1	EA	130.00
20	<input type="checkbox"/>			0.000		0.00

Step	Action
(1)	Select service & Click





**Project – SUGAM(BSPTCL)
Corrective Maintenance Process
(External Services)
End User Manual - Plant Maintenance**



1.3.51. Create Entry Sheet

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	1	EA	130.00

Step	Action
(1)	Click Release  , select release codes FA sequentially.
(2)	Enter Release code
(3)	Click  .



**Project – SUGAM(BSPTCL)
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1.3.52. Display Entry Sheet

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	1	EA	130.00

Step	Action
(1)	Service entry sheet saved

1.3.53. Close the Corrective Maintenance order

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



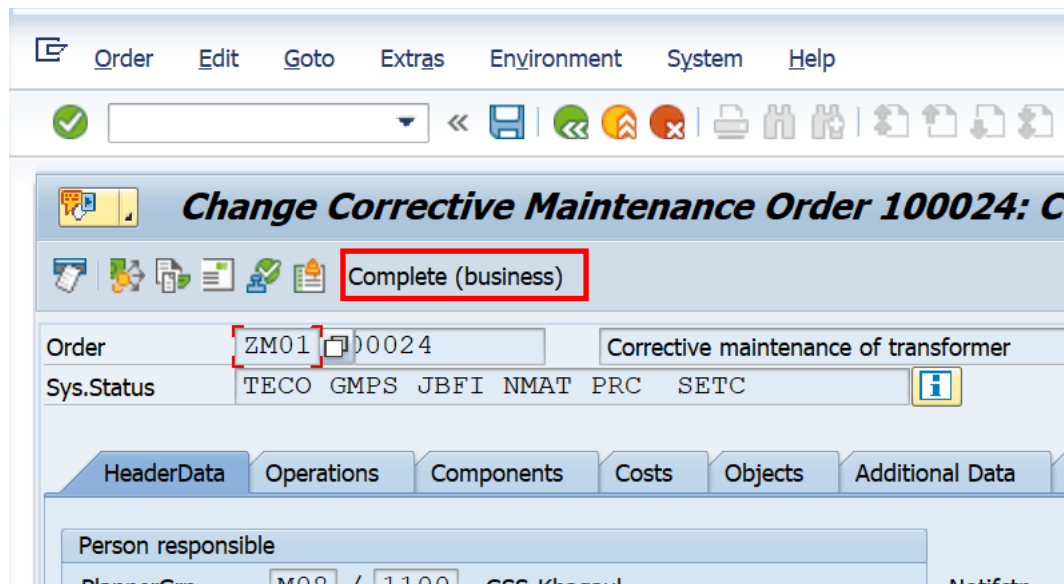


**Project – SUGAM(BSPTCL)
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Step	Action
(1)	After settlement completed, then go to order for complete business

1.3.54. CloseCorrectiveMaintenance order : Central Header



Step	Action
(1)	Click Complete (business) <input type="button" value="Complete (business)"/>