

User Manual Process Name: Gate pass Process Number: 19



DOCUMENT DETAILS								
PROJECT NAME	MODULE:	Business Scenario:						
SUGAM	MATERIAL MANAGEMENT	Gate pass						
MODULE LEAD — BSPTCL	MODULE LEAD – YASH	PROCESS OWNER -						
Sri Aftab Alam	Sri.Ashok Kumar Jhanwar	Sri Amar Kumar Mishra						
UNSER MANUAL NUMBER	PROCESS NAME							
19	GATE PASS							

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Workshop Participants					

Revision History								
Date Document		Document Revision	Author	Reviewer				
	Version	Description						
	V0	Draft for review	Madan Magar	Ashok Kumar Jhanwar				

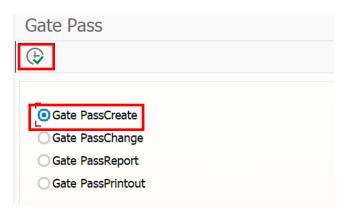


User Manual
Process Name: Gate pass
Process Number: 19



SAP T-code	ZMMGP01
Process	Gate pass creation

Create Gate pass and Execute



Select Non Returnable checkbox and execute

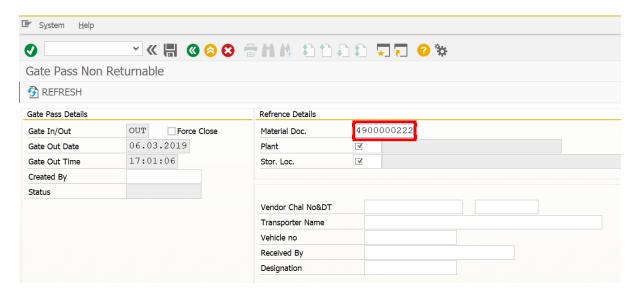




User Manual
Process Name:Gate pass
Process Number: 19

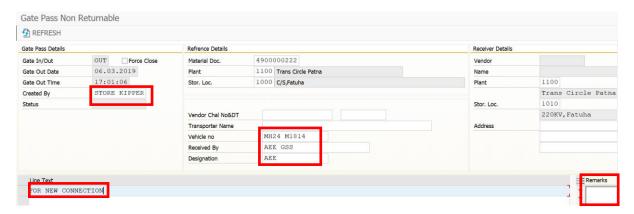


Enter Material document Number(SIV)



Enter Created by, Vehicle no, Received by, Designation

Enter item level remark or Header level remark if any.



Following Gate pass created

GATE PASS NO 11001000180031 YEAR 2018 CREATED SUCCESSFULLY

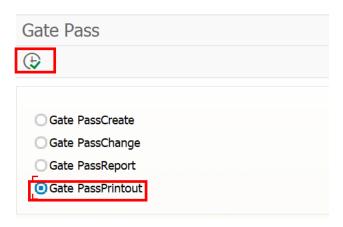


User Manual
Process Name: Gate pass
Process Number: 19



SAP T-code	ZMMGP01	
Process	Gate pass Print	

Select radio button Gate pass print and click on execute



Enter gate pass number and Execute



Following print came

Print Preview, Document 1 of 1



Bihar State Power Transmission Company Limited

Corporate Identity Number (CIN): U40102BR2012SGC018889
GST Registration No.: 10AAFCB2393H1Z1
Head. Office: 4th Floor, Vidyut Bhavan, Bailey Road, Patna - 800021.
Trans Circle Patna(1100)
C/S,Fatuha(1000)

Material Gate Pass

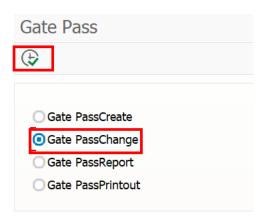


User Manual
Process Name: Gate pass
Process Number: 19



SAP T-code	ZMMGP01	Ī
Process	Gate pass change	ĺ

Select radio button Gate pass change



Enter Gate pass number which we want to change

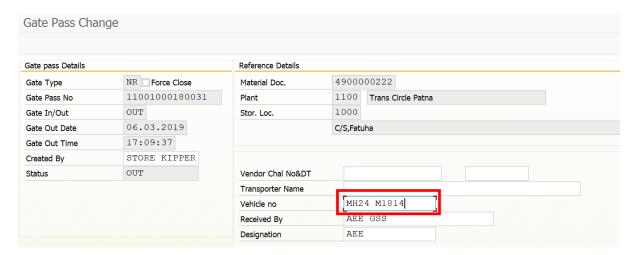




User Manual
Process Name: Gate pass
Process Number: 19



We can change header date



Save the document after save the document

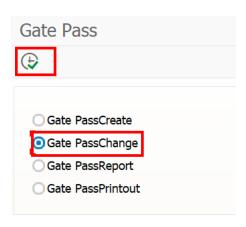


User Manual
Process Name: Gate pass
Process Number: 19

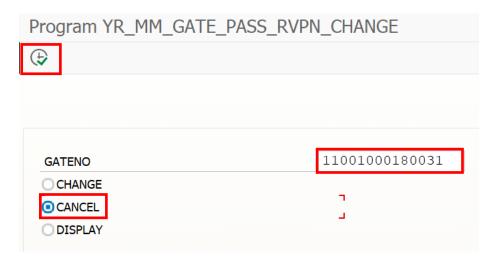


SAP T-code	ZMMGP01	
Process	Gate pass Cancel	

Select radio button Gate pass change



Enter gate pass number which we want to Cancel, select Cancel radio button and Execute

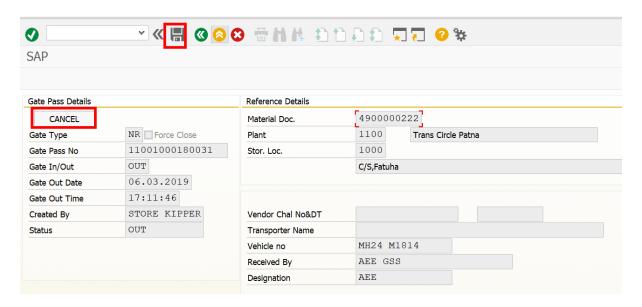




User Manual
Process Name: Gate pass
Process Number: 19



Click on Cancel button and Save document



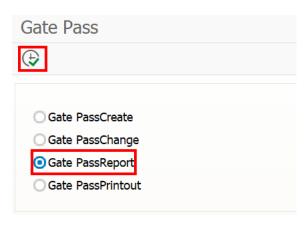


User Manual
Process Name: Gate pass
Process Number: 19

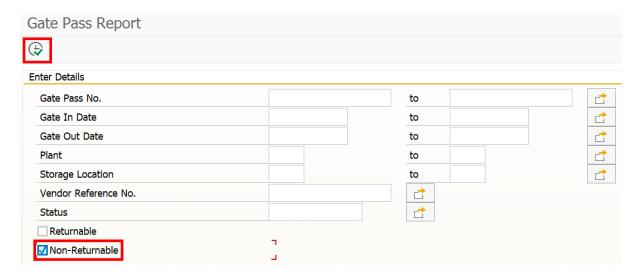


SAP T-code	ZMMGP01
Process	Gate pass report

Select Gate pass report checkbox and click on execute



If we want to display Nonreturnable gate pass then click on nonreturnable check box and Click Execute





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Ga	Gate Pass Report									
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S.No	Gate Pass No.	GP Type	Created By	Material No	Description	Out Date	Out Time	Out Qty	UOM Statu	IS
1	11001000180001	NR		100000006	Power cable 2C x 6 Sq MM	21.02.2019	13:56:06	5.000	KM OUT	
2	11001000180003	NR	AEN	100000006	Power cable 2C x 6 Sq MM	21.02.2019	15:26:21	1.000	KM OUT	
5	11001000180004	NR	STORE KISHAN	100000006	Power cable 2C x 6 Sq MM	26.02.2019	11:17:17	4.000	KM OUT	
3	11001000180007	NR		1000000041	power cable 2C - Test	23.02.2019	14:05:31	2.000	KM OUT	
4		NR		1100000002	Circuit Breaker	23.02.2019	14:05:31	1.000	NO OUT	
6	11001000180010	NR		1000000026	power cable 2C	26.02.2019	14:40:27	1.000	KM OUT	