



1.1 Breakdownmaintenance(External service)

<u>Note:</u> When any breakdown occurs in GSS, Internal manpower tries to resolve the problem. If it is not resolved, Procure the external service (i.e.OEM Service engineer) to resolve the problem.

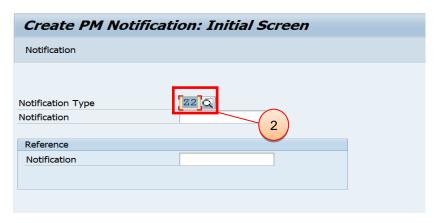
1.3.1. Create PM Notification.

SAP Menu	Logistics-> Maintenance D rocessingNotifi a at	Pl ant ion Create	Maintenance
Transaction code	IW21		

⊘ [
SAP Easy Access
😰 🔄 🏷 🛃 Other menu 🛛 🏂 🏂 🥒 🗢 🔺 🖓 🖓 🗠 🗠 🔹 🖓 Assign user
• Tavorites
AP Menu
Financial Services Network Connector Office
Cross-Application Components
Logistics
🕨 🦲 Accounting

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 Z2 notification type.

1.3.3. Create PM Notification: Breakdown maintenance

Create PM	Notification: Bre	akdown	Mainte	enanc		
9	🖴 🅤 Partner 🛛 📰 🏷	<u>6</u> °				
Notification Notific. Status Order	80000000000 OSNO		OBLEM	CRTD	2 9	
Notification	Shut Down requirement	Activities	Causes	Malfunction, breakdown		
Reference Object Functional loc. Equipment Assembly	t 10000079					
Subject Description Subject Long Te	ext					
1					33	

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

1.3.4. Create PM Notification: Breakdown maintenance

Create PM Notif	ication: Breako	down Maintenanc		
9 🍋 🔊 🕅 🔐 🕒	Partner 📑 🌄 🚰			
Responsibilities				
Planner Group				
Main WorkCtr	/			
Person respons.	05000000			X)
Reported By	YASH PM1	Notif. Date	05.03.2019 1	5:31:02
Item				
Object Part				
Damage				
Text				
Cause				
Cause Text				
			Entry	1 frm 0
Additional Data				
Resp Person No.	999999	9999		
SLDC Charging Code				
Approval Code of SLDC				







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 breakdown.

1.3.5. Create PM Notification: Breakdown maintenance

Create PM Notification: Breakdown Maintenanc							
🤮 🛤 🕥 🕅 🔐 🌖	Partner 📰 💎 🚑						
Notification	8000000001 Z2 CT PROBLEM						
Notific. Status	OSNO						
Order							
Notification Shut D	Down requirement Activities Causes Malfunction, breakdown						
Start/End Dates							
Required Start	05.03.2019 17:31:02 Priority						
Required End	05.03.2019 18:00:00 Breakdown						

•	Create PM	Noti	ficatio	n: Bre	eakdow	n Main	ten	anc						
9	3 🛤 🖏 🕅	29 🌖	Partner	27,	<u>_</u>									
N	otification otific. Status rder		୫୦୦୦୦୦ OSNO	000001	1 22 <mark>ст р</mark>	ROBLEM			REAP	INTD	INTP	INTC	I	2
	Notification	Shut D	own requir	ement	Activities	Causes		1alfuncti	on, brea	akdown				
ſ	Start Date													
	Malfunction Sta	rt			05.0	3.2019								
	Malfunction Sta	rt (Time)	1		15:3	1:02								
1	End Date													
	Malfunction End	±												
	Malfunction End	d (Time)			00:0	0:00								
	Breakdown													
	🖌 Breakdown		-	Breakdow	n Duration					Н				

Step	Action
(1)	Click on the Shut Down Requirement data tab.
(2)	Select the Breakdown checkbox.
(3)	Enter the Required shutdown start date and time.
(4)	Enter the Required shutdown end Date and time.







Step	Action
(5)	Enter breakdown requited start date and time and check breakdown indicator is selected or not, If not select breakdown indicator tab.
(5)	Set user Status as Request for approval- shutdown and put intimation mail to Circle office and Protection wing.

1.3.6. Set User Status

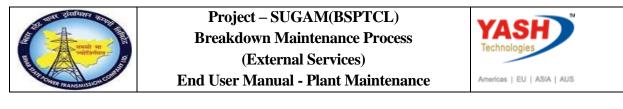
🕞 Set User Status				
Us	er S	tatus wi	th Status Number	
×	No.	Status	StatusText	
\bigcirc	01	CRTD	Notification Created	3.3
۲	02	REAP	Request for S/D Approval	
\bigcirc	03	APRL	Aproval from SLDC	
\bigcirc	04	REJL	Reject by SLDC	-
\bigcirc	05	RECD	Request for charging code	-
Us X	er S		ithout Status Number StatusText	
	~		Int.Mail to division office	
	~	INTP	Int.Mail to protection(T&C)	
- E	~ 1	INTC	Int.Mail to circle office	
- 6		INTT	Int. Mail to Telcom cell	-
_	_			-
				~ ×

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: Breakdown maintenance

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Create PM Notification: Breakdown Maintenanc				
9 🕅 🔊 🕅 🔐	🍃 Partner 🛛 📑 🌄	_		
Notification	8000000000	L Z2 CT PR	OBLEM	
Notific. Status	OSNO			REAP
Order				
Notification Shut	Down requirement	Activities	Causes	Malfunction, brea
Start Date				
Malfunction Start		05.03	3.2019	
		15:31		





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

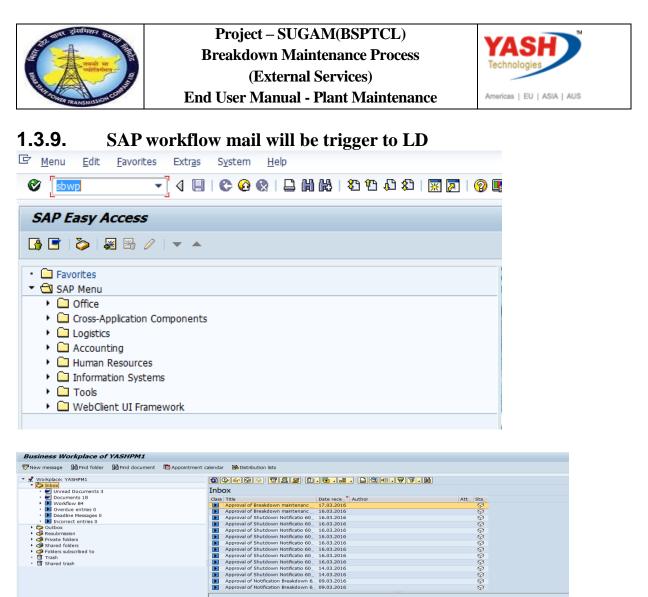
1.3.8. Create PM Notification: Initial Screen

Create PM Notificati	on: Initial Screen
Notification	
Notification Type	
Notification	
Reference	
Notification	
Notification 200000042 saved	

Step	Action
(1)	Notification 20000042 saved

SLDC Approval process





 Tips & tricks: Display workflow Breakdown of CT?
- Breakdown of CT?
Objects and attachments
- mainer weekledelen eresterer

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







1.3.10. Select PM Notification

0	30~~00 TES D.T.B.B.P.F.H				
Inbo	x				
Class	Title	Date rece Author			
	Approval of Notification Breakdown 20000231 - breakdown m	08.02.2016			
	Approval of Notification Breakdown 20000229 - 220 KV CT Y	08.02.2016			
	Approval of Notification Breakdown 20000232 - CVT BURST?	08.02.2016			
	Approval of Notification Breakdown 20000230 - bd005?	08.02.2016			
	Approval of Notification Breakdown 20000228 - manitenance	06.02.2016			

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

Decision Step in Workflow	
留Workflow ①Create 图Import	
Approval of 20000229 - 220 KV CT Y Ph Mainteneace?	
Choose one of the following alternatives	
Approve	
Reject	
Cancel and keep work item in inbox	
Description	Objects and attachments
The 20000229 - 220 KV CT Y Ph Mainteneace has been created under Maintenance Plant 1800 - TCC-VIII,SIROHI and placed to you for approval for user-status APRD.	• Maint. Notification: 000020000229
Select one of the available decision options. This completes the processing of this step.	
Before you make a decision, you can display the attachments and objects which have been attached to the user decision. You can also add your own attachments.	
If you choose Cancel, the user decision remains in your inbox for processing.	
🔄 Enter Approval NRLDC Code	X
Approval Code of NRL	
	✓ ×

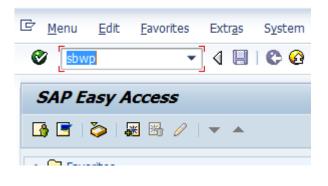
Step	Action	
(1)	Click Approve	,If NRLDC code is required enter the code.







Approval mail will be trigger to GSS User id



3) D. T.E. . 1 «/20, D. S.E. . . .

Class	Title	Date rece	Author	Att	Sta
	Breakdown maintenanc 20000437 a	17.03.2016	WF-BATCH		
	Approval of Shutdown Notificatio 60	16.03.2016			9
	Approval of Shutdown Notificatio 60	16.03.2016			\heartsuit
	Approval of Shutdown Notificatio 60	16.03.2016			\heartsuit
	Approval of Shutdown Notificatio 60	16.03.2016			\heartsuit
	Approval of Shutdown Notificatio 60	16.03.2016			\heartsuit
	Approval of Shutdown Notificatio 60	16.03.2016			\heartsuit
	Approval of Shutdown Notificatio 60	14.03.2016			\heartsuit
	Approval of Shutdown Notificatio 60	14.03.2016			\heartsuit
	Approval of Notification Breakdown 6	09.03.2016			\heartsuit
	Approval of Notification Breakdown 6	09.03.2016			\heartsuit
	Approval of Notification Breakdown 6	09.03.2016			\heartsuit
	Approval of Notification Breakdown 6	09.03.2016			\heartsuit
	Approval of Notification Breakdown 2	08.03.2016			Ø

The Breakdown maintenanc 20000437 - Test has been approved by YASHPM1 under maintanence plant 1100 - TCC-I,JAIPUR.

<u>Note</u>: After getting approval from LD, create Breakdown maintenance order through Breakdown Notification.

1.3.11. Change PM Notification: Initial Screen

SAP Menu	Logistics > Plant Maintenance MaintenanceProcessing Notification Change >
Transaction code	IW22



	Project – SUGAM(BSPTCL) Breakdown Maintenance Process (External Services) End User Manual - Plant Maintenance	Americas EU ASIA AUS
/niw22	dit <u>Goto Extras Envir</u> Image: Contract of the second s	
Step Action (1) Enter IV	V22(T code)and press enter.	

1.3.12. Change PM Notification: Initial Screen

Change PM Notifi	ication: Initial Screen
Notification	
Notification	20000042

1.3.13. Change PM Notification: Breakdown maintenance

l 🕅 🖙 🕅 🔐 😜	Partner 📑 🕞 🚾 🌄 🗿]				
	200000042 Z2 CT OSNO	PROBLEM				
Notification Shut Do	own requirement Activities	Causes Malfunction, breakdown				
Reference Object						
Functional loc.	SS-FATUH-220KV-BA	220KV Fatuha-Gaurichak				
Equipment	10000079	1 Phase Current transformer 2				
Assembly						
Subject						
Description	CT PROBLEM					
Subject Long Text						

Step	Action
(1)	Click on order icon to create breakdown maintenance order







1.3.14. Create Order

Planning Plant 1100 Business Area	×
Planning Plant 1100 Business Area	
Planning Plant 1100 Business Area	
Main Work Center O&M / 1100 Operation & Maintenance dept	
	🗸 🗙

Step	Action
(1)	Click Continue

1.3.15. Object Information

🔁 Object Info	ormation											×
Reference			Obj.disp	olay		Environ	ment					
► 660	R		Ser 1			P	Doc	12	Sched.		Mnt	
Select.indic.si	ince 03/20)18 S	elect.notif	.since	05.03	.2018						
BrkdnReptd	1		70	b 1.	Proc	ssDays	0				IS	
NotifCreat	1				Com	pNotif	0				Notif	
OrdsCrtd	0				Com	pl.ords	0				Order	
Description							Da	te	C	omplet	tion	P
CT PROBLE	м						0	5.03	.2019			
			aintenance	e items		nk from/t		object	Ren	laceme	nt Equipn	hent
						int in Shirly C		00,000			quipi	

Step	Action
(1)	Click Continue 🗹.







1.3.16. Create Breakdown Maintenance order : Operation Overview

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P .	Crea	ate Break	down Maii	nten	ance	e ord	er : Ope	era	ation Overview			
🍋 🔀 🗎												
Order	ZM02 %0000000001 CT PROBLEM											
Sys.Status	C	RTD MANC N	ITUP				i					
HeaderD	ata	Operations	Components	Costs	Oł	ojects	Additional	Data	ata Location Planning Control			
Genera		Internal External			Dates			1	Enhancement 💦 🚺 🔁 Ex. Factor			
OpAc	OpAc SOp Work ctr					Cont	StTextK	S	Operation short text			
0010	0&M				1100	PM01		CT PROBLEM				
0020 O&M 1100				PM01			CT Replacement Job					
0030 O&M 1100 PM01						PM01						
Step	A	ction]		
(1)	Se	lect the op	peration [Гab.								
(2)	Er	nter the ta	isk to be p	perfo	orme	ed.						

Change PM N	otification: Initial Scree	77
Notification		
otification		

1.3.17. Change the Breakdown Maintenance Order

SAP Menu	LogisticsPlantMaintenanceprocessingOrder \rightarrow Change
Transaction code	IW32



(3)

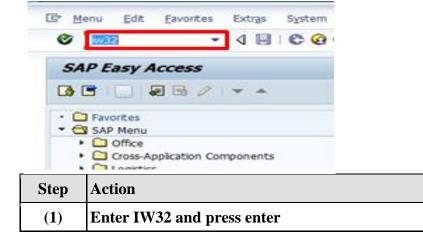
Save the order.



Project – SUGAM(BSPTCL) Breakdown Maintenance Process (External Services)



End User Manual - Plant Maintenance



1.3.18. Change Order: Initial Screen

도 <u>O</u> rder <u>I</u>	<u>E</u> dit <u>G</u> oto	Extr <u>a</u> s E	n <u>v</u> ironmer	nt System	<u>H</u> elp
		▼ « [🔉 😪 I 🗁 🕷	1 (Å I 1) (
Change	Order: I	nitial Sci	reen		
Header data	Operations	Components	Costs	Additional data	Planning
Order		20002	1	<mark>-</mark> 2	

Step	Action
(1)	Enter Order number and press enter







<u>Note</u>: If breakdown cannot resolved by the internal manpower. Procure external services, for that change control key from PM01 to PM03 in Maintenance order.

1.3.19. Change Breakdown Maintenance order 200000302: Operation Overview

		•	- « 📙 🧔		21 🖴	ñk) 🕄 🛍		🕄 🥃 🖂	🕜 🖳
P	Chai	nge Brea	kdown Ma	ainte	enanc	e ord	der 200	02.	1: Operati	ion Overv
🍋 🎇 🖼	2	- 🏹 😽 🔂	- 📰 🛷 📄 🛢							
Order	Z	M02 20002	1	CT P	ROBLEM					
Sys.Status	С	RTD MANC	NMAT PRC				i			
HeaderD	Data	Operations	Components	Cost	s Ob	ojects	Additional	Data	Location	Planning
Genera	l I	Internal	External		Dates	s	Act. Data	a	Enhanceme	nt 📑 🔂
OpAc	SOp	Work ctr			Plant	Cont	StTextK	S	Operation short	text
0010		O&M			1100	PM03	ð		CT PROBLEM	
0020		0&M			1100	PM01			CT Replacement	Job
0030		O&M			1100	PM01				

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

1.3.20. Change Breakdown Maintenance order : External Processing Operation

🕞 Change Breakdov	vn Maintenance order 200021: External F	Processing Operati	2
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	
			× ×







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 Breakdown Maintenance order: Operation Overview

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🔁 🛛 Ch	ange Brea	kdown Mainte	enance or	der 200021	: Operation C	Overview	
🍋 👪 🔛	2ª 💎 🐕 🕏	, 🗄 🖉 🖻 🖪 🖪					
Order Sys.Status	ZM02 20002 CRTD MANC	1 CT I NMAT NTUP PRC	PROBLEM	I			
, HeaderData	Operations	Components Cos	sts Objects	Additional Data	Location Plann	ing Control	1
General	Internal	External	Dates	Act. Data	Enhancement		Ex. Factor
OpAc SOp	Work ctr		Plant Cont	. StTextK S	Operation short text		
0010	O&M		1100 PM03		T PROBLEM		
0020	0&M		1100 PM01		CT Replacement Job		
0030	O&M		1100 PM01				

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







1.3.22. Change Breakdown Maintenance order : External Processing Operation

P. Change	e Breakdown	Maintena	nce order 20	0021: Externa	l Processing O	perati			
I	der data Operations	Components	🏷 💼						
Order	200021	Activit	y 0010	/ Ctrl key	PM03				
StdTextKey/ShrtText		CT PROBLE	1						
General Interna	I External Date	es Act. Data	Enhancement						
Operation qty	1	AU	Sort Term		1				
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	Subcon	itr.	FW Order		1				
Services Compo	nents Relationship	os							
Line	D Service No.	Short Text		Quantity	Un	Gross Price	Crcv	Overf. Tol.	U Cost Element S
10	1000020	CT Reparing		1	AU	10000	INR		760129
20							INR		

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

1.3.23. Change Breakdown Maintenance order : External Processing Operation

🔁 🚶 Change Bre	eakdown Maintenance order 200021: E
Header data	Operations Components 🔀 😫
Order	200021 Activity 0010 /
StdTextKey/ShrtText	CT PROBLEM

Step	Action
(1)	Click on header data.







1.3.24. Change Breakdown Maintenance order : Central Header

 Image: A start of the start of	•			
🦻 🛛 C	hange Breakdown Maintenance order 200021:			
💌 🔛 🔛] 🍄 💎 💺 🕞 🧟 📋			
Order	ZM02 200021 CT PROBLEM			
Sys.Status	CRTD MANC NMAT NTUP PRC			
HeaderDat	a Operations Components Costs Objects Additional Data			

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







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

🖲 📜 Change Breakdown Maintenance order 200021: General Operation Data					
Header of Header	data Operations Components	s 🛃 🗎			
Order StdTextKey/ShrtText General Internal Exte	200021 Activity CT PROBLEM ernal Dates Act. Data	0010 / C	tri key PM03		
Completion confirmation 26 Confirmation 26 No Remain. Work		Actual work Forecast work	0 H		
	L00000033 10 🔀	GR Qty	0.000		
Services Components	Relationships				
Line D Serv			Quantity 1		Gross Price

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

1.3.26. Release Purchase Requisition

<u>Note:</u> In Maintenace 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	Logistics \rightarrow Material Master \rightarrow Purchasing \rightarrow Purchase Requisition \rightarrow Release \rightarrow Individual Release
Transaction code	ME54N

Er Order Edit Goto Extras Environment System Help
🎯 /nme54n 🔹 🗸 💷 🗞 🚱 🔍 🖵 🖬 🖓 🖄 12 🖧 12 🗑 😨
Enter criange Ordenitial Screen
Header data Operations Components Costs Additional data Planning Control 🕏

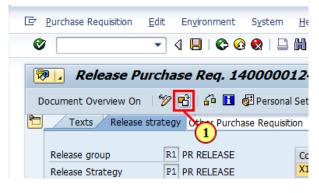






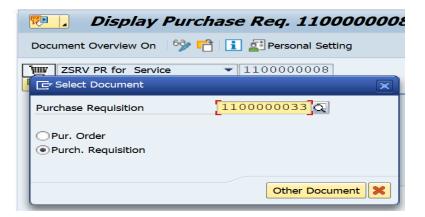
Step	Action
(1)	when we enter PM03 control key in order, Purchase requisition will be generated automatically with reference to maintenance order. So, now we need to release the Purchase requisition using ME54N(T CODE) and press enter.

1.3.27. Release Purchase Req.



Step	Action
(1)	Click Other Purchase Requisition 🖻.

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.

	: 💾 🚭 🔕 😒 🕒 🛗		D D I 💭 🔽 I 🤅		
🖲 🛛 Release Purchas	se Req. 110000003.	3			
Document Overview On 🛛 🥎 📸 🧯	🧧 🚺 🖆 Personal Setting				
ZSRV PR for Service Texts Release strategy	110000033				
Release group	D2 PR_RELESE	Code	Description	Status	Relea
Release Strategy	DE PR RELEASE	01	EEE	 Image: A second s	2
Deleges Indicator	2 RFO/purchase order	02 03	ESE	<u> </u>	2
Release Indicator	2 RFQ/purchase order			Ť	

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

Create Service purchase order with reference purchase requisition

1.3.30. Create Purchase Order

SAP Menu	Logistics \Rightarrow Material Master \Rightarrow Purchasing \Rightarrow Purchase Order \Rightarrow Create
Transaction code	ME21N

⊡ Pu	rchase Requisition	<u>E</u> dit	En <u>v</u> ironm	ent	S
☑ Enter	/nme21n	•	4 🗏 I 🤇	۵ 🕄	ę
Ente	Display 1	ircha	ase Rea.	140	00
Doc	ument Overview On				
	R-R&M (Auto) Texts Release		400000128 ay]	
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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.

1.3.31. Create Purchase Order

0	🖉 💽 💌 🖳 🔍 🚱 🖨 🛗 📸 🛍 🖆 🎝 🏹 🔽 i 😨 🖳																
7	Create Purchase Order																
Do	Document Overview On 🛛 📄 📑 Hold 🚰 🖳 🗊 Print Preview Messages 🚺 🖆 Personal Setting																
運	Territory ZSRV PO - Service procure Vendor 100006 Mahavir electircs pvt ltd Doc. Date																
		De	livery/Ir	nvoice		Conditions	Texts	Addres	s C	ommuni	catio	n	Part	ners Addition	al Data	Org. Data	Status
	Validity Start Validity End Collective No.																
		c	Thurs	•	-	The Matavial			Info re		D -	Free	-	Durshaas Dag	Degui	Outline error	Contra
	<u>цр</u>	S		A F	1.	IM Material			into re	sc.	Re	rree	1	Purchase Req. 1100000033		Outline agree	Contr
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	9				ĩ				7		6			D	efault Va	ues	

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.



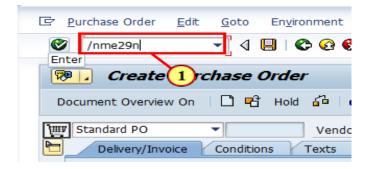




Step	Action
(7)	After filling details click on check to find any errors in PO.
(8)	Then save the PO.

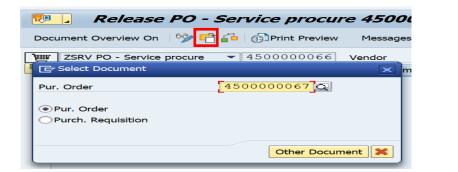
1.3.32. Release Purchase Orders

SAP Menu	Logistics →Material Master P u> chasing →Release → Individual release	P ur chase Order
Transaction code	ME29N	



Step	Action
	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.







1.3.34. Select Document

E Select Document	2	۲)
Pur. Order	450000067 Q	
Pur. Order Purch. Requisition		
	Other Document	

Step	Action
	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

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17	Release PO - Service procure 4500000067											
Doc	Document Overview On 🥸 🖆 👘 Print Preview 🛛 Messages 🚺 🚰 Personal Setting											
匾	Image: Strain											
	Delivery/Invoice	Conditions	Texts	Address	Communic	ation	Partners	Additional Data	Org	. Data	Status	Release strategy
	Release group	5		ACT_RELEAS	-		.		.	D		
						Code	Description	1	Status Relea			
	Release Strategy		C1 BSPTCL		01	EEE ESE		Δ	4			
		_	_			02 03	CE					
	Release indicator]	B Blocked	, changeable		03	CE					

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







1.3.36. Change PM Notification

SAP Menu	Logistics > Plant Maintenance MointenanceProcessing Notification Change >	\rightarrow
Transaction code	IW22	

Purchase Order		_	-	-] (] () () 💥 👔	ī 🖗 🖪	
Enter PO-Sei								
Document Overview	w On	🦻 🖻	Print Previe	w Mes	sages 🚺	📴 Personal Settir	Ig	

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

1.3.37. Change PM Notification: Initial Screen

Ø	💌 « 🔚 I 🗟 🚷 🕞 I 🖨 🕅 👘 I
Change PM N	otification: Initial Screen
Notification	
Notification	20000042 <mark>[</mark>]

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







1.3.38. Change PM Notification: Breakdown maintenance

Ø		🗟 🚫 🜑) 🗕 (i	1 ili 1	111	🗾 🗾 (2 🖶
🕅 Change l	PM Notificati	ion: Br	eakdo	vn Mai	ntenanc		
🥞 🔯 🔐 🌖 Partner	2 🕞 🖉 🕯	[]					
Notification	20000042	Z2 CT P	ROBLEM				10
Notific. Status	NOPR ORAS			i	REAP IN	TD INTP	INTC I 🜱
Order	200021						
	1						
Notification Shut De	own requirement	Activities	Causes	Malfund	tion, breakdo	wn	
Start Date							
Malfunction Start		05.0	3.2019				
Malfunction Start (Time)	1		1:02				
	·	12010	1.02				
End Date				_			
Malfunction End							
Malfunction End (Time)		00:0	0:00				
Breakdown							
✓ Breakdown	Breakdowr	Duration				Н	
Change	e PM Notifi		Bra	kdau		*~~~~	
			. Died	INGOV	11 1-14/11	Lenanc	
Notification	200000042			BLEM			
Notific. Status	NOPR ORAS					APRL IN	TD INTP
Order	200021						
Notification Shut	t Down requiremer	nt Act	ivities	Causes	Malfunctio	on, breakdo	wn
Start Date							
Malfunction Start Malfunction Start (Tir				05.03.2019			
			-0.01				
End Date Malfunction End			05.03	.2019			
Malfunction End (Tim	ie)		18:57				
Breakdown						_	
Breakdown	Break	kdown Du	ration		3.43		H

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



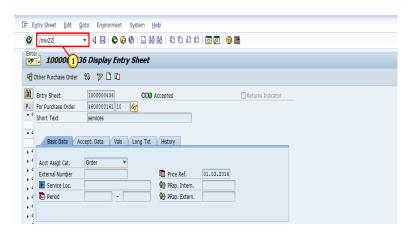




After execution of maintenance work by External service GSS user will request for charging code :

1.3.39. Change PM Notification.

SAP Menu	Logistics -> Plant Maintenance Maintenance Processing Notification Change
Transaction code	IW22



Step	Action
(1)	Now enter the /NIW22 and press enter.

1.3.40. Change PM Notification: Initial Screen

Change PM Not	tification: Initial Screen
Notification	
Notification	20000042







1.3.41. Change PM Notification: Breakdown maintenance

Ø	🗾 🔹 🔚 🔹	2 🔤 🖞 👘 🔹 🗘 💭 💭 🔽 🖓 🖳						
Change PM Notification: Breakdown Maintenanc								
🥞 🄯 😩 🌎 Partner	2 🖓 🙎 🖓							
Notification Notific. Status	NOPR ORAS	PROBLEM						
Order	200021							
	own requirement Activities	Causes Malfunction, breakdown						
Reference Object Functional loc. SS-FATUH-220KV-BA Equipment 10000079		220KV Fatuha-Gaurichak 1 Phase Current transformer 2						
Assembly			Ī					
Subject Description	CT PROBLEM							

Step	Action
(1)	Click on user status and requesting the LD for charging code. LD
(2)	Click .







1.3.42. Set User Status

ē	Er Set User Status							
U	ser S	tatus wi	ith Status Number					
x	No.	Status	StatusText					
0	01	CRTD	Notification Created					
\circ	02	REAP	Request for S/D Approval					
۲	03	APRL	Aproval from SLDC					
0	04	REJL	Reject by SLDC					
\bigcirc	05	RECD	Request for charging code					
U: X	ser S		ithout Status Number StatusText					
	v		Int.Mail to division office					
	v	INTP	Int.Mail to protection(T&C)					
- 6	√	INTC	Int.Mail to circle office					
- 6	✓	INTT	Int. Mail to Telcom cell					
			· · · · · · · · · · · · · · · · · · ·					
				<				

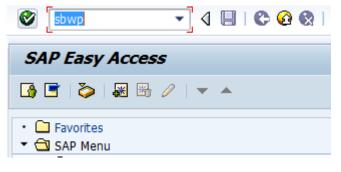
Step	Action
(1)	Select the RECD status.







1.3.43. Workflow will be trigger to LD cell



🖓 New message	日 Find folder	🛗 Find document	Appointment o	alendar	🗃 Distribution lists		
📌 Workplace: Y	ASHPM1			S C	~ © © TEE 0	. () () () () () () () () () () () () ()	
🔹 🦢 Inboy	Enter NRLDC Char	aina Code	X	Inbo			
· 🚽 🕻		<u>, , , , , , , , , , , , , , , , , , , </u>		Class		Date rece Author	Att Sta
N					Approval of Breakdown maintenanc		P
• 💽 🤇		F			Breakdown maintenanc 20000438 a		
	DC Charging Code				Breakdown maintenanc 20000437 a	17.03.2016 WF-BATCH	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
• 💽 I • 🏷 Outt			-		Approval of Shutdown Notificatio 60	16.03.2016	6
 Cutt Resu 					Approval of Shutdown Notificatio 60	16.03.2016	Ø
 Priva 				▶ <i>I</i>	Approval of Shutdown Notificatio 60	16.03.2016	Ø
 Shar 			✓ ×		Approval of Shutdown Notificatio 60 Approval of Shutdown Notificatio 60		Ø Ø
IRLDC Cha	arging Cod	e []:	P		
					✓ ×		

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







Charging code will be automatic generated in Notification

	▼ ≪		😪 😪	₽ (3 f3 f) 🐑 I 💭 💌
🖲 📕 Change P	M Notifi	ication	: Brea	akdo	wn Ma	ainten	anc
🔋 🏁 🔐 🗲 Partner	i 🕞 😨	77 🚑					
Item							
Object Part							
Damage							
Text							
Cause							
Cause Text							
							Entry
Additional Data							
Resp Person No.		999999	9999				
SLDC Charging Code		0002/03/	2019				
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 Ap	plicable	-			
Approval from Load S							
Certificate for No Supp	ly Disturbanc	e					
Remarks by GSS							

Step	Action
(1)	Automatic Charging code generated 0002/03/2019







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

Class	Title Da	ate rece 👗 A	uthor	Att S
	Breakdown maintenanc 20000438 a 17	7.03.2016 V	VF-BATCH	
-	Breakdown maintenanc 20000437 a 17	7.03.2016 W	/F-BATCH	ſ
	Approval of Shutdown Notificatio 60 16	5.03.2016		
	Approval of Shutdown Notificatio 60 16	5.03.2016		
	Approval of Shutdown Notificatio 60 16	5.03.2016		
	Approval of Shutdown Notificatio 60 16	5.03.2016		I
	Approval of Shutdown Notificatio 60 16	5.03.2016		
	Approval of Shutdown Notificatio 60 16	5.03.2016		
	Approval of Shutdown Notificatio 60 14	1.03.2016		I
	Approval of Shutdown Notificatio 60 14	1.03.2016		1
	Approval of Notification Breakdown 6 09	9.03.2016		
	Approval of Notification Breakdown 6 09	9.03.2016		1
	Approval of Notification Breakdown 6 09	9.03.2016		
	Approval of Notification Breakdown 6 09	9.03.2016		I
Bre	akdown maintenanc 20000438 appr	oved for Us	er Gr	

GSS user will do following steps

<u>Note</u>:Complete(Technically) means closing the Breakdown Maintenance order from Technical side.

1.3.44. CompleteBreakdown Maintenance order

~ · = = =	Logistics->	Plant	Maintena n≿	Maintenance			
SAP Menu	Processing Order Change >						
Transaction code	IW32						

<u>Note</u>: 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.

🔄 PI	M Notjfication	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ir
0	/niw32		- ⊲		🙆 🃢
C.	je PM	1	icatio	on: Init	ial S
Not	ification				
		1			

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







1.3.45. Change Breakdown Maintenance order : Central Header

 Image: A start of the start of	•] « 日 🗠		₽ ñ K		5 A C		🕜 🖳	
🔁 📔 Change Breakdown Maintenance order 200021: Central Header									
🞬 🗐 🍄 🏹 🔯 💺 🕞 📰 🥙 🖄 Complete (business)									
Sys.Status F	Sys.Status REL NMAT PRC								
HeaderData	Operations	Components	Costs	Objects	Additio	nal Data	Location	Planning	Control
Person responsib PlannerGrp	M02 / 11	00 GSS- Fatu	ha			Notifctn	2	00000042	
Mn.wk.ctr	O&M			Maintenan		Costs	0	D Breakdo	INR
						SystCond	-		~~~
Dates									
Bsc start	05.03.20	19	Priority					-	1
Basic fin.	05.03.20	19	Revision	1					
Reference object									
Func. Loc.	SS-FATUH	-220KV-BA	22	0KV Fatuha-0	Gaurichal	k			4
Equipment	10000079		11	Phase Curren	t transfo	rmer 2			
Assembly]						I

Step	Action
(1)	Click Complete (technically) 🎦.

1.3.46. Complete

E Complete				×
Reference date	05.03.2019			
Reference time	19:40:23			
Complete notifctn	5			
Notification				
Malfnctn data	Damage Notif. dates			
Malf.Start	05.03.2019 15:31:02	✓ Breakdown		
MalfEnd	05.03.2019 18:57:02	Breakdown dur.	3.43	H
				Usage list 🗶







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

1.3.47. Create service entry sheet.

<u>Note:</u> 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	Logistics → Material Master Maintain	→Service entry sheet
Transaction code	ML81N	

🔄 PM Notificatio	on <u>E</u> dit	<u>G</u> o	to	Extr <u>a</u> s	s En <u>v</u> ir
🕙 /nml81n		-	⊲		ଚ 🙆 🃢
C Enter Je P	M N 1	ficat	tio	n: In	itial S
Notification					

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.

1.3.48. Create Service Entry Sheet

Cr e	<u>n</u> try Sheet	<u>E</u> dit	<u>G</u> oto	En <u>v</u> ironment	S
Ø			•	a 🗉 i 🗞 🤅	
P	1000	00004	431 D	isplay Ent	r y
R	Other Purcha	ise Orde	r] 🕄	🦅 🗋 🛍	
H	Entry Shee	1 ther	Docume	ent (Shift+F5)	
Ρ	For Purchas	e Order	46	00000159 10	-
	Short Text		se	rvices	







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

1.3.49. Select Purchase Order/Entry Sheet

Service	Entry Sheet
Cher Purc	ase Order 🛛 💱
Entry Sheet	
For Purchase C	Drder 0 660
Short Text	E Select Purchase Order/Entry Sheet
Basic Dat	Purchase order 450000067
	Always display at start

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

1.3.50. Service Entry Against Purchase Order

Service Entry Aga	Service Entry Against Purchase Order 4500000067 00010				
Cher Purchase Order					
Entry Sheet					
For Purchase Order	450000067 10	Sec.			
Short Text					
Basic Data Accept. Data	a Vals Long Txt	History			
xel po ak					
			Li 1, Co 1	Ln 1 - Ln 1 c	
Line D P	C U Service No.	Short Text		Quantity	
10				0.000	
20				0.000	







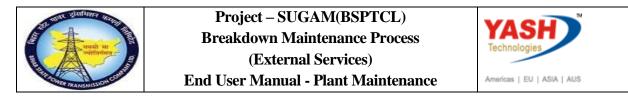
Step	Action
(1)	Click Create Entry Sheet 🛄.

1.3.51. Create Entry Sheet

	-					9 1 1 1		🕜 🟪
P 1000	0000269 C	reate l	Entry	Sheet				
Cother Purchase 0	Order 🛛 🔁 🖓		9 7 T	Ì				
Entry Sheet		000026			🗢 No ac	ceptance		
For Purchase Order Short Text	450	000006	/ 10	Sec.				
Basic Data A	Accept. Data	/als Lo	ng Txt	History				
						Li 1, Co 1	Lr	1 - Ln 1 of
Line	DP C U	Service	No.	Short Tex	kt.	Li 1, Co 1	Lr	0 1 - Ln 1 of Ouantity
10 20		Service	No.	Short Tex	xt	Li 1, Co 1	L	
10		Service	No.	Short Tex	×t	Li 1, Co 1	Lr	
10 20 30 40 50		Service	No.	Short Tex	kt.	Li 1, Co 1	Ŀ	
10 20 30 40		Service	No.	Short Tex	xt	Li 1, Co 1	L	
10 20 30 40 50 60 70 80		Service	No.	Short Tex	xt	Li 1, Co 1	L	
10 20 30 40 50 60 70		Service	No.	Short Tex	xt	Li 1, Co 1		

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.





1.3.52. Create Entry Sheet

Model Service Specs From Purchase Order From Requisition From Purch. Document	000067 10	Adopt full quantity	
OFrom Requisition	000067 10		
-			
OFrom Purch. Document			
OFrom SD Document			
OFrom SD into SC Specs			
OFrom Entry Sheet		(M)	
OClass Selection			

Step	Action
(1)	Click Click Click

1.3.53. Select Service Details

🤊 📜 Select Services as Reference					
Services					
	PROBLEM				
Services	D Service No.	Short Text	Quantity	Un	Gross Price
10 20	1000020	Service Operation and Maintenance	1	EA	130.00
2.0			0.000		0.00

Step	Action
(1)	Select service & Click







1.3.54. Create Entry Sheet

	🔽 🔍 🔚 🔍 🚫 🕞 🛗 🎁 🎁 🎝 🎝 🏹
P 100000	269 Create Entry Sheet
Cher Purchase Order	🎨 🦻 🗅 🗖 📕 🖨 🥃 📅
Entry Sheet	100000269 💓 No acceptance
For Purchase Order	450000067 10
Short Text	

Step	Action
(1)	Click Release 🎤, select release codes FA sequentially.

1.3.55. Create Entry Sheet

Click 😐.

Ø	💌 « 🔚 😪 😪 😪 🗁 🝈 🎼 🕈 🗅 💭 🏹 🜄			
P 1000002	269 Create Entry Sheet			
Cher Purchase Order	🕄 i 🍄 🗋 🛅 🖾			
Entry Sheet	100000269 Old Will be accepted			
For Purchase Order	450000067 10 &			
Short Text				
Basic Data Accept. Data Vals Long Txt History				
~				
Step Action				



(1)





1.3.56. Display Entry Sheet

1	_	00436 Display	-		
	ther Purchase C	Order 😢 🕅 🎾 🗋	40		
	Entry Sheet	10000043		Accepted	
	For Purchase Or	der 460000016	1 10 🚱		
+ 6	Short Text	services			
- 4					
	Basic Data	Accept. Data	Vals Long Txt	History	
• 4					
	Acct Assgt Cat	. Order	-		
12	External Numb	er		Price Ref.	01
.2	Service Lo	с.		🎲 PRsp. Intern.	
. 4	🔤 Period		-	🐏 PRsp. Extern.	
4 م					
14					
1	Line	D. U Service No.	Short Text	Quantity	U
1 4	10	10000010	Electrical Service	1	E
. 4	20			0.000	
۰ ۲	30			0.000	
٠ ٢	40			0.000	
	50			0.000	
	60			0.000	
	70			0.000	
	80			0.000	
		▲ ▶ :::::			
	70			0.000	

Step	Action
(1)	Service entry sheet saved, acceptance document 5000000654 posted

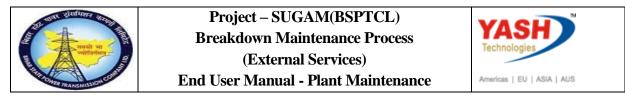
1.3.57. Actual Settlement: Order

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

	Logistics > Plant Maintenance Maintenance processing
SAP Menu	Completion > Individual Processing Settle
Transaction code	K088







Step	Action
()	After order was technically completed, now settle the order (Enter KO88 for order settlement).

1.3.58. Actual Settlement: Order

🖙 Settlement Edit	<u>G</u> oto Extr <u>a</u> s En <u>v</u> ironment S	ystem <u>H</u> elp		
Ø	▾ ◁ 🖽 । ✿ 🙆 😫 🗎	1 K 2 D A A <mark>9</mark>	i 🛛 i 🕲 🖪	
Actual Settleme	ent: Order			
Settlement Rule				
5 (F8)				
Controlling Area	1000			
Order	200000302			
Parameters				
Settlement period		Posting period 1	1	
Fiscal Year	2015	Asset Value Date	$\overline{\mathbf{x}}$	
Processing type	Automatic		(2)	
Processing Options				
✓ Test Run				
Check trans. data	4			

Step	Action	
(1)	Enter the settlement Period.	
(2)	Enter the Posting Period.	
(3)	Enter the fiscal year	
(4)	Run the settlement in Test run and check the settlement.	
(5)	Execute the settlement.	

1.3.59. Actual Settlement: Order

Actual Settlem	ent: Order		
Settlement Rule			
Evente (F8)			
Controlling Area	1000		
Order	200000300		
Parameters			
Settlement period	11	Posting period	11
Fiscal Year	2016	Asset Value Date	
Processing type	Automatic	-	
Processing Options			

Step Ac

Action







Step	Action
(1)	After completing test run check the details if Details are correct the Unselect the test run.
(2)	Execute the settlement.

1.3.60. Close the Breakdown Maintenance order

SAP Menu	Logistics \rightarrow Plant Maintenance Maintenance processing \rightarrow Order \rightarrow Change
Transaction code	IW32

🔄 List Edit (<u>i</u> oto <u>S</u> etti	ings	Extr <u>a</u> s	Envi
/niw32	•	٩	🗏 I 😋	<u>@</u>
Accurate Sector	1 nt:	Ora	ler Bas	ic lis
Selection				
Selection Parameter	ers			

Step	Action
(1)	After settlement completed, then go to order for complete business

1.3.61. Close Breakdown Maintenance order : Central Header

ge Brea		wn						
-			Mai	inte	ena	nce	? OI	de
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2 🗖 000030	02	b		mple	te (t	ousin	ess)	(C
GMPS NMA	AT PRC	SE	TC					
	4		D GMPS NMAT PRC SE					

Step	Action			
(1)	Click Complete (business)	Complete (business)		

