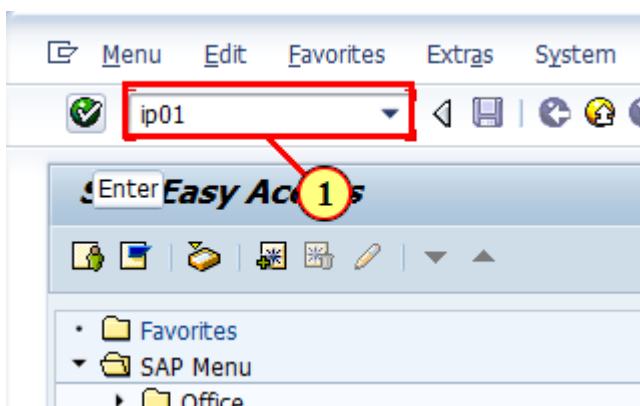




1.1. Preventive Maintenance with Schedule-External

1.1.1. Create Maintenance Plan

SAP Menu	Logistics > Plant Maintenance Preventive maintenance Maintenance Planning Maintenance Plan <i>Create</i>
Transaction code	IP01



Step	Action
(1)	Enter the IP01 to create the Maintenance Plan.

1.1.2. Create Maintenance Plan: Initial



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



Step	Action
(1)	Enter the Maintenance Plan category(i.e. Maintenance order).
(2)	Enter the Strategy-BSPTCL for the maintenance Plan.

1.1.3. Create Maintenance Plan: Strategy plan

Step	Action
(1)	Enter the Maintenance Plan short description.
(2)	Using dropdown option find the equipment and fill the field with required equipment.



Project – SUGAM(BSPTCL)
Preventive MaintenanceProcess
(Schedule) External
End User Manual - Plant Maintenance



1.1.4. Create Maintenance Plan: Strategy plan

Create Maintenance Plan: Strategy plan

Item Object list item Item location Cycle item 08.03.2019

Maintenance Item

Reference object

Functional loc.

Equipment 10000020

Assembly

Planning Data

Planning Plant 1100

Order Type ZM03

Main WorkCtr O&M / 1100

Priority


Sales Document

Maint. Planner Group M06

MaintActivityType 002

Business Area

Settlement Rule

Step	Action
(1)	Enter the order typeZM03& Activity type 002 for the Maintenance Plan.
(2)	Click  .



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.5. Create Maintenance Plan: Strategy plan

Maintenance plan Edit Goto Extras Environment System Help

Create Maintenance Plan: Strategy plan

Item Object list item Item location Cycle item 08.03.2019

Maintenance Item CB Maintenance Plan

Reference object

Functional loc. SS-BARH Barh Sub-station 132/33 KVA
Equipment 10000020 cb
Assembly

Planning Data

Planning Plant 1100 Trans Circle Patna Maint. Planner Group MO6 GSS-Barh
Order Type ZM03 Preventive Maintenance Order MaintActivityType 002 Preventive maintenance
Main WorkCtr O&M / 1100 Operation & Maintenance Business Area
Priority Settlement Rule
Sales Document

Task List

Typ Task LstGrp GrpCr Description
A / CB / 1 Circuit breaker task list

Step	Action
(1)	Assign General task list.

1.1.6. Create Maintenance Plan: Strategy plan

Maintenance plan Edit Goto Extras Environment System Help

Create Maintenance Plan: Strategy plan

Maintenance plan CB Maintenance Plan

Maint. plan header

Maintenance plan cycle 08.03.2019 Maintenance plan scheduling parameters Maintenance plan additional data

Cycles

Cycle	Unit	Maintenance cycle text	Offset
3 MON		QUARTERLY	0
6 MON		HALF YEARLY	0
12 MON		YEARLY	0

Item Object list item Item location Cycle item 08.03.2019



Project – SUGAM(BSPTCL)
Preventive MaintenanceProcess
(Schedule) External
End User Manual - Plant Maintenance



Step	Action
(1)	These cycles are triggered from task lists.

1.1.7. Create Maintenance Plan: Strategy plan

Step	Action
(1)	Click on the Maintenance Plan schedule tab.
(2)	Enter the call horizon. It is used in maintenance schedule for triggering call date.
(3)	Enter the scheduling period.
(4)	In scheduling indicator tab, select any option like time, time-key date, time - factory calendar.
(5)	Then save the maintenance plan.



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.8. Create Maintenance Plan: Initial

Step	Action
(1)	 .

1.1.9. Schedule Maintenance Plan

SAP Menu	<i>Logistics</i> → <i>Plant Maintenance</i> → Preventive maintenance → Maintenance Planning → Scheduling for maintenance Plan → Schedule
Transaction code	IP10



Project – SUGAM(BSPTCL)
Preventive MaintenanceProcess
(Schedule) External
End User Manual - Plant Maintenance



Maintenance plan Edit Goto Extras Environment System Help

✓ /NIP10

Create Maintenance Plan: Initial

Maintenance plan

Maint. plan cat. PM Maintenance Order

Strategy BSPTCL

☐ Multiple cntr


Cycle set

Step	Action
(1)	Enter the /NIP10(T code) used to scheduling maintenance for the Maintenance Plan.



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



Step	Action
(1)	Enter the Start of cycle date. It is the reference date to start the scheduling.
(2)	Click Continue  .

1.1.12. Schedule Maintenance Plan: Strategy plan 16

Cal...	PlanDate	Call date	Completion date	Due packages	Scheduling Type / Status
1	31.12.2018			1M	New start Save to call
2	30.01.2019			1M	Scheduled Save to call
3	01.03.2019			1M 3M	Scheduled Save to call
4	30.05.2019	30.05.2019		3M 6M	Scheduled Hold
5	28.08.2019	28.08.2019		3M	Scheduled Hold
6	26.11.2019	26.11.2019		3M 6M 1Y	Scheduled Hold
7	24.02.2020	24.02.2020		3M	Scheduled Hold
8	24.05.2020	24.05.2020		3M 6M	Scheduled Hold

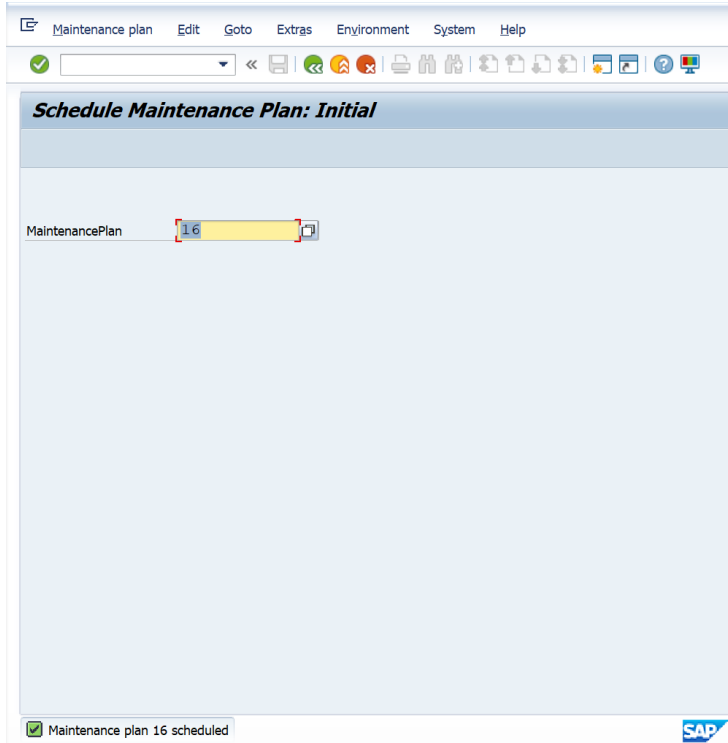
Step	Action
(1)	Save the Schedule.




Project – SUGAM(BSPTCL)
Preventive MaintenanceProcess
(Schedule) External
End User Manual - Plant Maintenance




1.1.13. Schedule Maintenance Plan: Initial



















Step	Action
(1)	 Maintenance plan 16 scheduled

1.1.14. Scheduling overview list

SAP Menu	Logistics→ Plant Maintenance→ Preventive maintenance → Maintenance Planning → Scheduling for Maintenance Plans→ Scheduling Overview→ list Display
Transaction code	IP24

 [Maintenance plan](#) [Edit](#) [Goto](#) [Extras](#) [Environment](#) [System](#) [Help](#)

Schedule Maintenance Plan: Initial

MaintenancePlan

Step	Action
(1)	Enter the /NIP24 to see the scheduling overview list.

Step	Action
(1)	Enter /NIW32 to change the order from display to change. Enter order number and press Enter

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

Order Edit Goto Extras Environment System Help

Change Preventive Maintenance Order 300029: General Operation Data

Header data Operations Components

Order 300029 Activity 0040 / Ctrl key PM03

StdTextKey/ShrtText Change CB

General Internal External Dates Act. Data Enhancement

Completion confirmation

Confirmation 313 Actual work 0 H

No Remain. Work Forecast work 0

Purchasing

Requisition 1100000036 10 GR Qty 0.000

Res./Purc. req. 3 Immediately PO Exists

Services Components Relationships

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



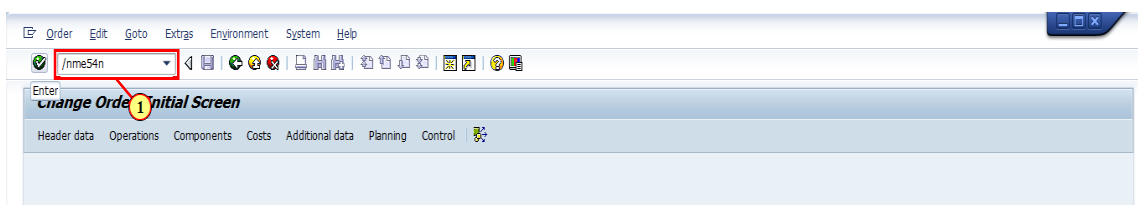
Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.18. Release Purchase Requisition

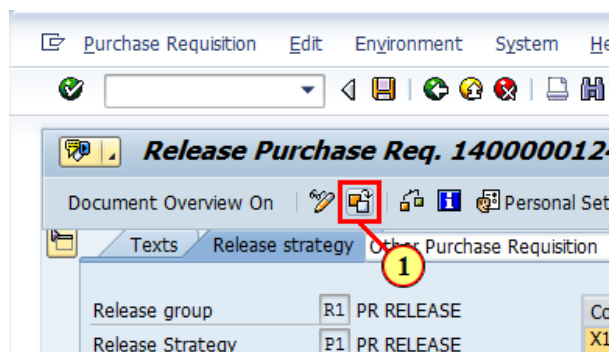
Note: In Maintenance order when control key was changed to PM03, Automatically PR will be generated in maintenance order. To release the PR follow the steps

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.

1.1.19. Release Purchase Req.



Step	Action
(1)	Click Other Purchase Requisition  .



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.20. Select Document

Select Document

Purchase Requisition 1100000036

☐ Pur. Order
☒ Purch. Requisition

Other Document

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

1.1.21. Release Purchase Req.

Release Purchase Req. 1100000033


Document Overview On Personal Setting

ZSRV PR for Service 1100000033

Texts Release strategy

Release group D2 PR_RELEASE
Release Strategy DE PR RELEASE
Release Indicator 2 RFQ/purchase order

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

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



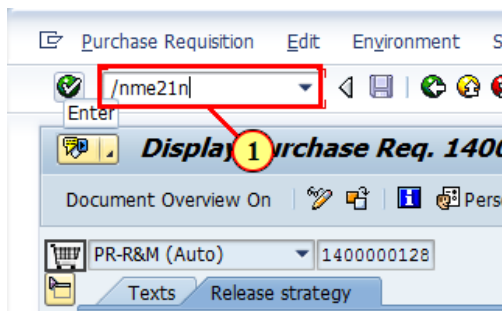
Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



Create Service purchase order with reference purchase requisition

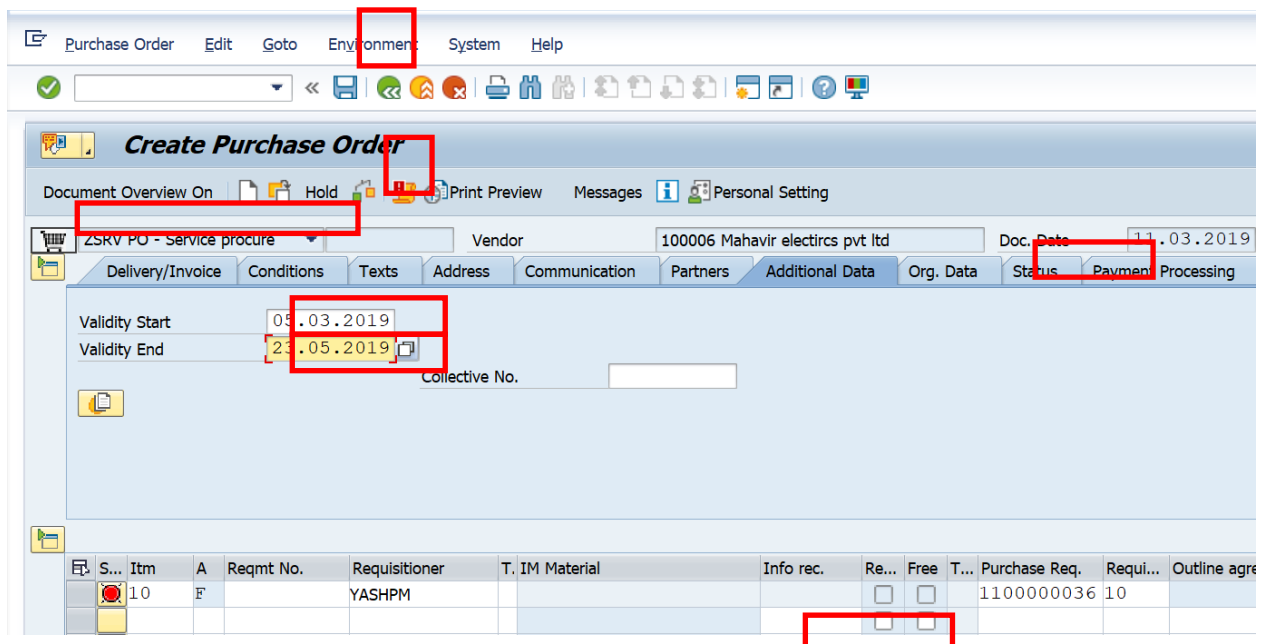
1.1.22. Create Purchase Order

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.

1.1.23. Create Purchase Order





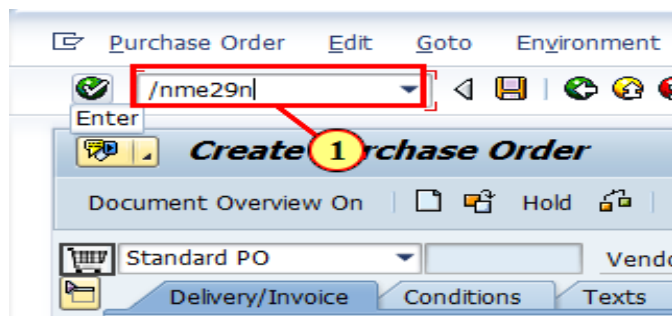
Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



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.

1.1.24. 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.



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.25. Release PO-Service proc

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

1.1.26. 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.)



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.27. Release PO-Service proc

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

S...	Itm	A	I	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per
	10	F	D		Change CB		1 AU	D	09.03.2019	260.00	INR	1
											INR	

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

Note: Create Notification for Preventive Maintenance approval process



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.28. Change Preventive Maintenance order 300029: Central Header

Order Edit Goto Extras Environment System Help

Change Preventive Maintenance Order 300029: Central Header

Order ZM03 300029 CB Maintenance Plan

Sys.Status CRTD MANC NMAT PRC

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Person responsible

PlannerGrp M06 / 1100 GSS-Barh

Mn.wk.ctr O&M / 1100 Operation & Mainten...

Notifctn 300000019

Costs INR

PMActType 002 Preventive maintena..

SystCond.

Dates

Bsc start 31.12.2018 Priority

Basic fin. 31.12.2018 Revision

Reference object

Func. Loc. SS-BARH Barh Sub-station 132/33 KVA

Equipment 10000020 cb

Assembly

Step	Action
(1)	Change notification created with reference to order.



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.29. Change Notification

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Preventive Maintenance

Notification 300000019 Z3 CB Maintenance Plan

Notific. Status NOPR ORAS CRTD

Order 300029

Notification Shut Down requirement Location data Malfunction, breakdown

Reference Object

Functional loc. SS-BARH Barh Sub-station 132/33 KVA

Equipment 10000020 cb

Assembly

Subject

Description CB Maintenance Plan

Subject Long Text



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Preventive Maintenance

Partner

Responsibilities

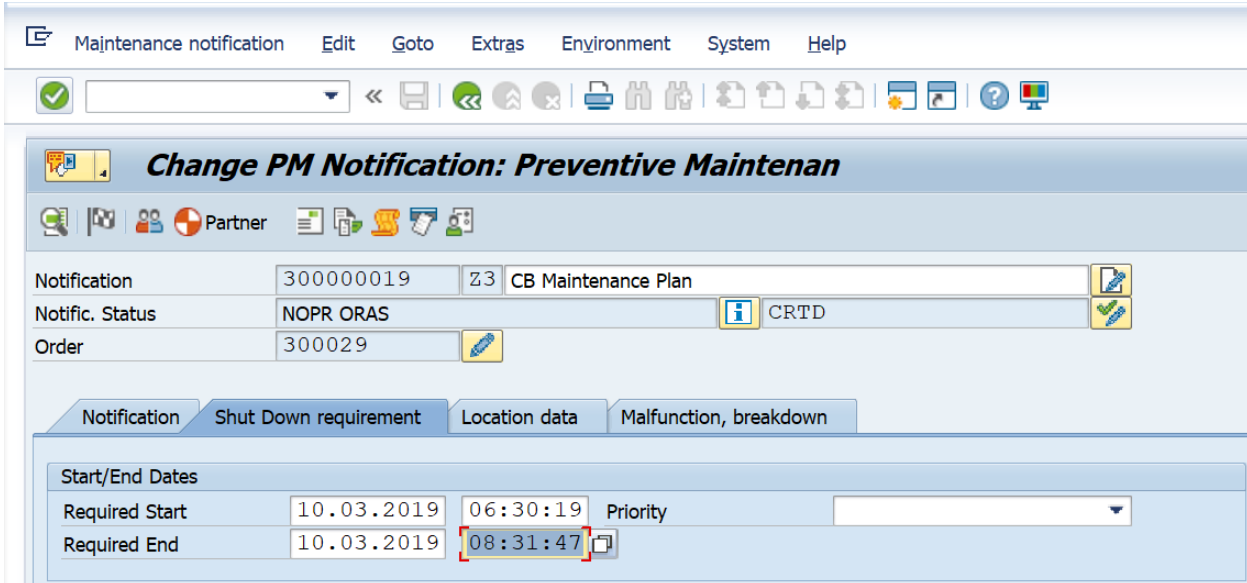
Planner Group M06 / 1100 GSS-Barh
Main WorkCtr O&M / 1100 Operation & Maintenance dept
Person respons.
Reported By Notif. Date 09.03.2019 20:32:46

Additional Data

Resp Person No. 999999999
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
Approval from Load S
☐ Certificate for No Supply Disturbance
Remarks by GSS

Step	Action
(1)	Check Notification Description, Equipment and FL Number.
(2)	Enter person Responsible, Responsible person No., and intimation SE(O&M)

1.1.30. Change PM Notification: Preventive Notification



Step	Action
(1)	In Notification tab all details will be triggered from order.
(2)	Click on Shutdown Requirement Tab.
(3)	Enter the Plan Shutdown Required start date and time.
(4)	Enter the Plan shutdown Required end date and time.
(5)	Click on the status and select the Request for approval-shutdown status.



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.31. Set User Status

X	No.	Status	StatusText
<input type="radio"/>	01	CRTD	Notification Created
<input checked="" type="radio"/>	02	REAP	Request for S/D Approval
<input type="radio"/>	03	APRC	Approval from Circle
<input type="radio"/>	04	REJC	Reject by Circle
<input type="radio"/>	05	APRL	Approval from SLDC

X	Status	StatusText
<input checked="" type="checkbox"/>	INTD	Int.Mail to division office
<input checked="" type="checkbox"/>	INTP	Int.Mail to protection(T&C)
<input type="checkbox"/>	INTT	Int. Mail to Telcom cell

Select REAP Status for shutdown approval and also select intimation status if required.

1.1.32. Create PM Notification: Shutdown Notification

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Preventive Maintenance

Notification: 300000019 Z3 CB Maintenance Plan

Notific. Status: NOPR ORAS REAP INTD INTP

Order: 300029

Step	Action
(1)	Click .



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.33. Change Preventive Maintenance order 300029: Central Header

Step	Action
(1)	Release & save the Order.

1.1.34. Change Order: Initial Screen

Step	Action
(1)	<input checked="" type="checkbox"/> Order 300026 saved with notification 300000016

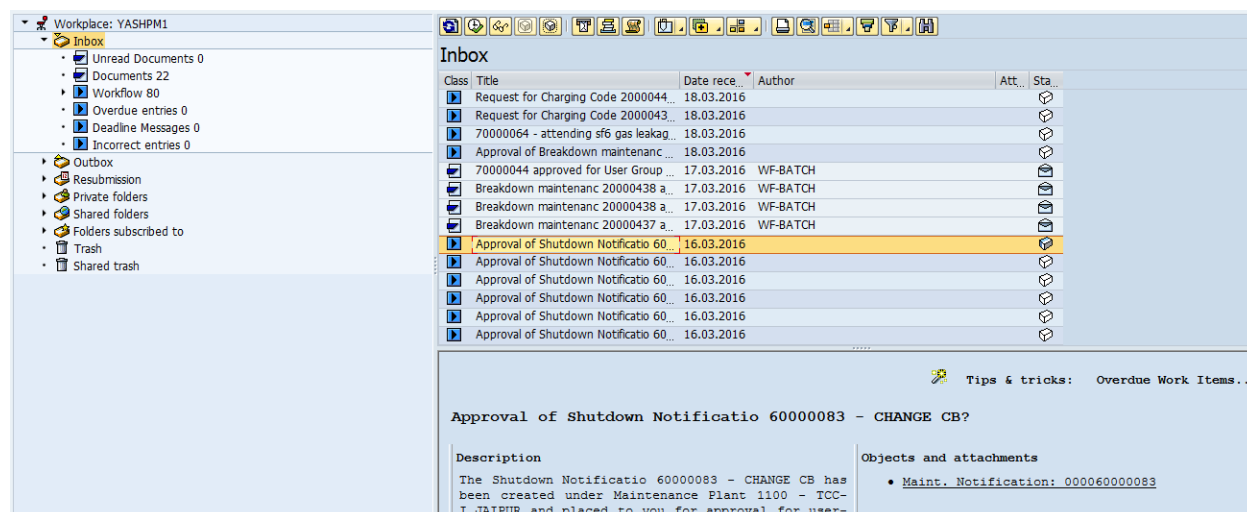
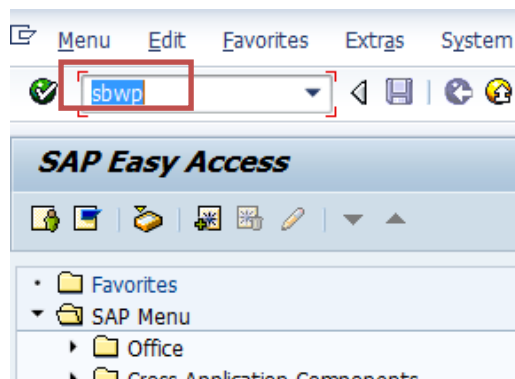


Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



Sample Workflow

Circle office will do following transaction -approval or reject Preventive shutdown



Step	Action
(1)	Enter the T-code- sbwp & click on  icon



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



60000083 - CHANGE CB?

Choose one of the following alternatives

Approve

Reject

Cancel and keep work item in inbox

Description

The Shutdown Notificatio 60000083 - CHANGE CB has been created under Maintenance Plant 1100 - TCC-I,JAIPUR and placed to you for approval for user-status APRD.

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.

Objects and attachments

- Maint. Notification: 000060000083

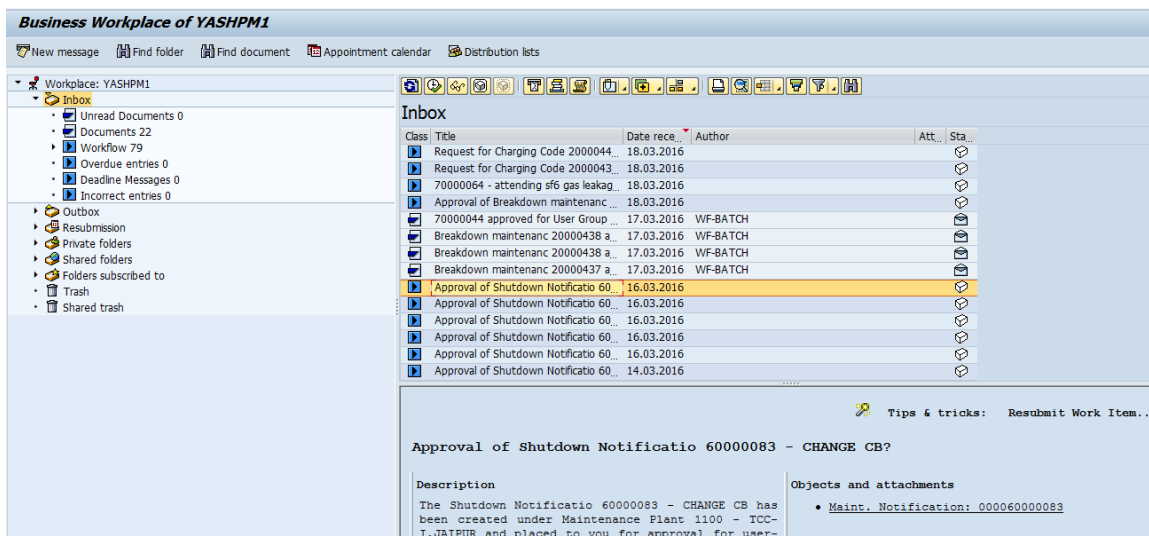
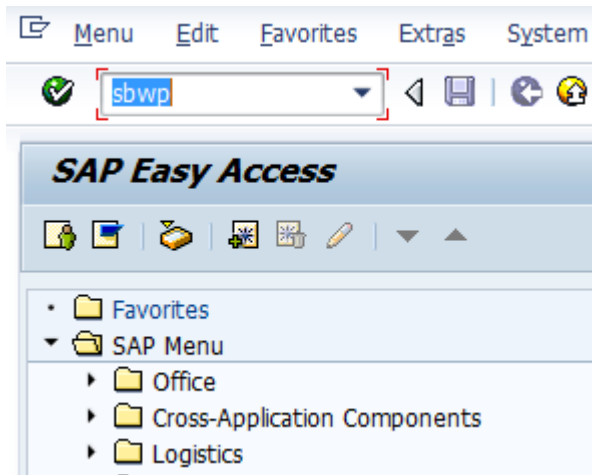
Step	Action
(1)	Double Click on Approve tab .



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



Following steps are done by SLDC cell- Approval or reject



Step	Action
(1)	The field is filled out T-code- sbwp



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



Decision Step in Workflow
Workflow Create Import

60000083 - CHANGE CB?

Choose one of the following alternatives

Approve

Reject

Cancel and keep work item in inbox

Description

The Shutdown Notification 60000083 - CHANGE CB has been created under Maintenance Plant 1100 - TCC-1, JAIPUR and placed to you for approval for user-status APFD.

Functional Location : 1100-7006-0132-BAY05

Equipment : CB-ABB-2901201602

Planner Group : 006

Malfunction Start Date : 16.03.2016 14:35:52

Select one of the available decision options. This completes the processing of this step.

Objects and attachments

- Maint. Notification: 60006000083

Step	Action
(1)	Double click on Approve



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



GSS user will do PM activity

1.1.35. Change PM Order.

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

The screenshot shows the SAP 'Change Order: Initial Screen'. The menu bar includes 'Order', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area has a title bar 'Change Order: Initial Screen' and a tab bar with 'Header data', 'Operations', 'Components', 'Costs', 'Additional data', 'Planning', and 'Control'. The 'Header data' tab is active, and the 'Order' field contains the value '300029'.

Step	Action
(1)	After getting approval mail from SLDC. Enter /NIW32(change order) to assign the permit and components.



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.36. Change Shut down Maintenance order 300029: Central Header

Order ZM03 300029 CB Maintenance Plan

Sys.Status REL NMAT PRC

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Person responsible

PlannerGrp M06 / 1100 GSS-Barh

Mn.wk.ctr O&M / 1100 Operation & Maintenance

Notifctn 300000019

Costs 0.00 INR

PMActType 002 Preventive maintenance

SystCond.

Dates

Bsc start 31.12.2018 Priority

Basic fin. 31.12.2018 Revision

Reference object

Step	Action
(1)	Click on Permit Issue Tab

1.1.37. Order - Assign and Issue Permits

Order - Assign and Issue Permits

Permit	Text	Cat	N.	O.	O.

Step	Action
(1)	Select dropdown button select the work Permit option.



Project – SUGAM(BSPTCL)
Preventive MaintenanceProcess
(Schedule) External
End User Manual - Plant Maintenance




1.1.38. Permit Entry

Permit	Permit Text	Cat	Permit Category Text
<input type="checkbox"/> 1	Hot work permit	A	Work approval
<input checked="" type="checkbox"/> 2	Electrical work	A	Work approval
<input checked="" type="checkbox"/> 3	High rise permit	A	Work approval

Step	Action
(1)	Click ok
(2)	Select the work permit check box.

1.1.39. Order - Assign and Issue Permits

Permit	Text	Cat	NR	OR	OC	P...	P...	L...	NM	I...	Approved by	Entered by
1	Hot work permit	A	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	Electrical work	A	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	High rise permit	A	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Step	Action
(1)	Click Continue  .



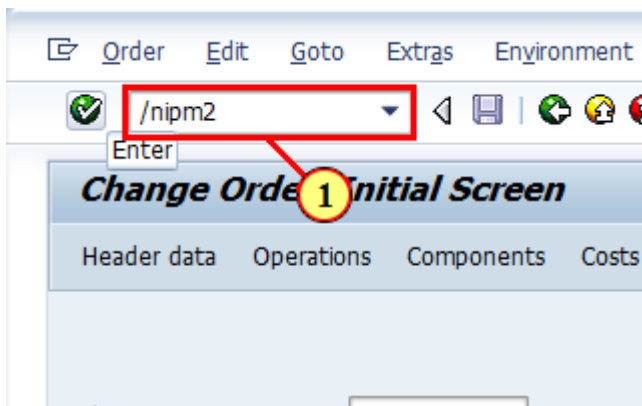
Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



PTW Issuing process

1.1.40. Issue Permit

SAP Menu	Logistics → Plant Maintenance Maintenance processing Order → Permit list → Change
Transaction code	IPM2



Step	Action
(1)	Enter the /NIPM2 to issue the Permit.



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



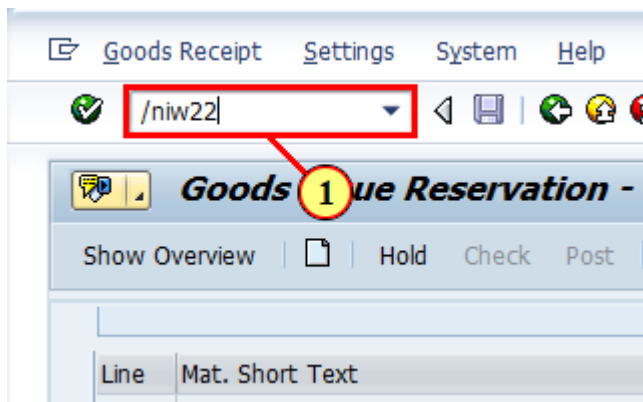
Step	Action
(1)	Select the permit.
(2)	Issue the permit.

Note: After issuing Permit to Shutdown maintenance order, then go to MIGO to Issue the goods.

Note: Request the SLDC for Charging code.

1.1.43. Goto Change Notification

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



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



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.44. Change PM Notification: Initial Screen

Step	Action
(1)	Notification number.

1.1.45. Change PM Notification: Preventive Maintenance

Step	Action
(1)	Click on user Status and Request SLDC for charging Code.



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



1.1.46. Set User Status

Set User Status

User Status with Status Number

X	No.	Status	StatusText
<input type="radio"/>	06	REJL	Reject by SLDC
<input checked="" type="radio"/>	07	RECD	Request for charging code
<input type="radio"/>	08	ARCD	Charging code issue from SLDC

User Status Without Status Number

X	Status	StatusText
<input checked="" type="checkbox"/>	INTD	Int.Mail to division office
<input checked="" type="checkbox"/>	INTP	Int.Mail to protection(T&C)
<input type="checkbox"/>	INTT	Int. Mail to Telcom cell

Buttons: [Green Checkmark] [Red X]

1.1.47. Change PM Notification: PreventiveNotification

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: Preventive Maintenance

Notification: 300000019 Z3 CB Maintenance Plan

Notific. Status: NOPR ORAS RECD INTD INTP

Order: 300029

Notification Shut Down requirement Location data Malfunction, breakdown

Reference Object

Functional loc.	SS-BARH	Barh Sub-station 132/33 KVA
Equipment	10000020	cb
Assembly		



Project – SUGAM(BSPTCL)
Preventive Maintenance Process
(Schedule) External
End User Manual - Plant Maintenance



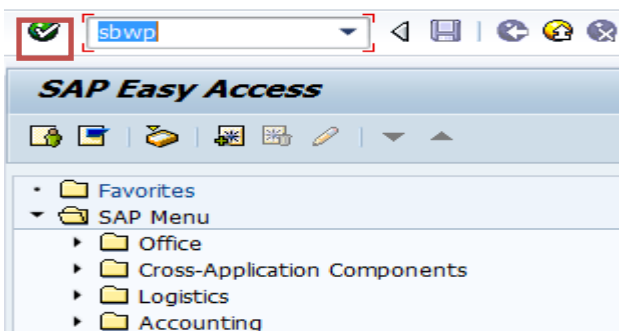
Step	Action
(1)	Save the Notification.


Sample Charging code issuing process

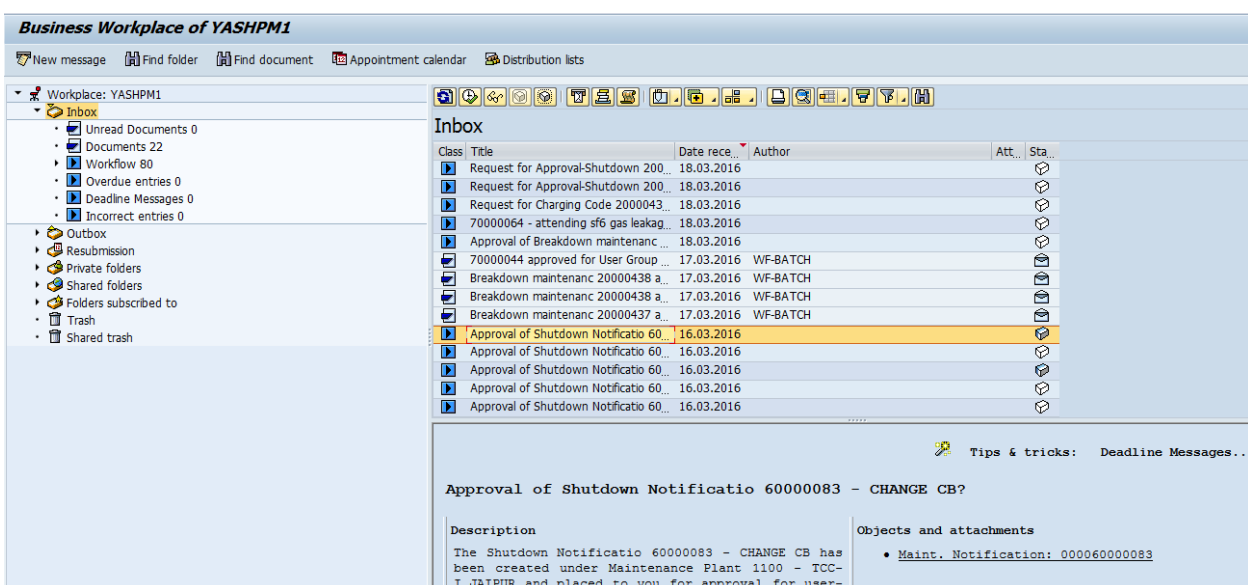
- Note- Request for charging code mail will be trigger to SLDC cell

SLDC cell Provide the Charging code

1.1.48. Charging code Issuing process



Step	Action
(1)	Click  .





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60000083 - CHANGE CB

Choose one of the following alternatives

Approve

Reject

Cancel and keep work item in inbox

Description

The Shutdown Notification 60000083 - CHANGE CB has been created under Maintenance Plant 1100 - TCC-I, JAIPUR and placed to you for approval for user-status APRD.

Planner Group : 006

Functional Location : 1100-7006-0132-BAY05

Equipment : CB-ABB-2901201602

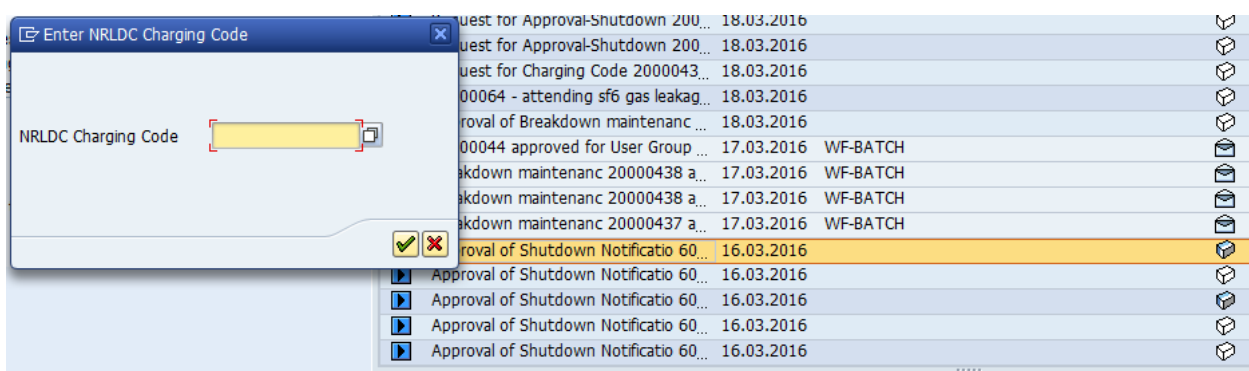
Malfunction Start Date : 16.03.2016 14:35:52

Select one of the available decision options. This completes the processing of this step.

Objects and attachments

- Maint. Notification: 000060000083

Step	Action
(1)	Enter the T-code- sbwp & Double Click on approve tab .





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Step	Action
(1)	Enter if NRLDC code available or Click .

Note- After issuing charging code mail will be trigger to concern GSS.

1.1.49. 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	Logistics → Material Master → Service entry sheet Maintain
Transaction code	ML81N

Step	Action
------	--------

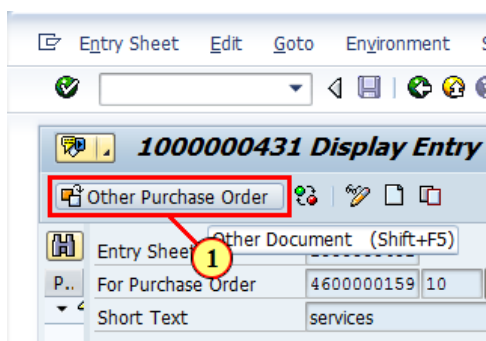



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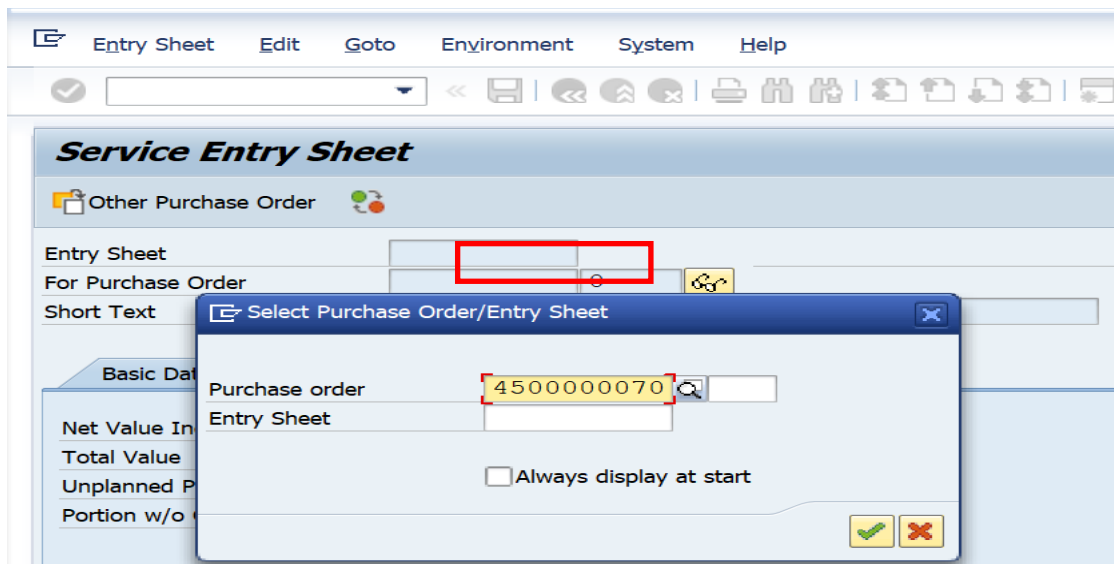
Step	Action
(1)	Enter/NML81N to create service entry sheet. Service entry sheet is used to enter the services that are performed by service engineer with reference to PO.

1.1.50. Create Service Entry Sheet




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

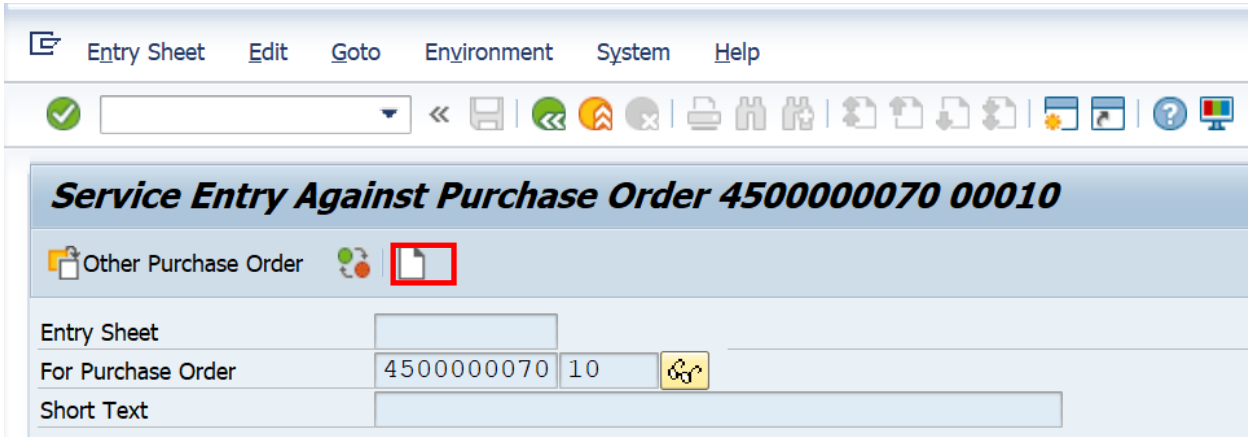
1.1.51. Select Purchase Order/Entry Sheet




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

Step	Action
(2)	Click Continue  .

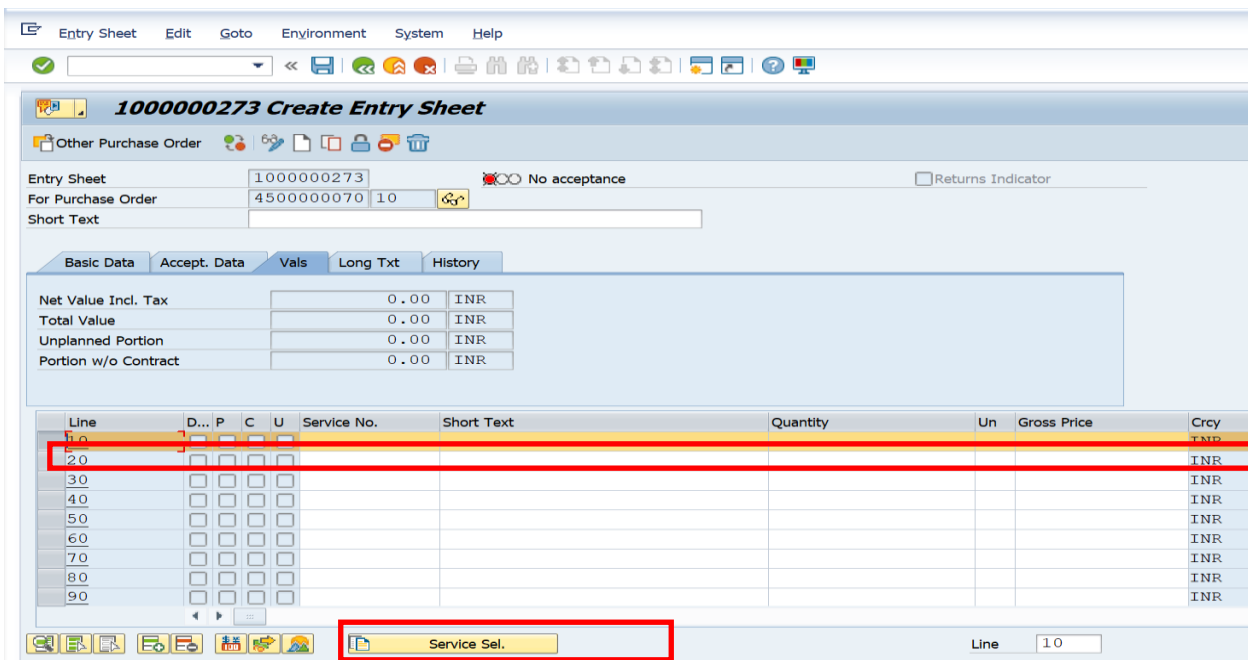
1.1.52. Service Entry Against Purchase Order



The screenshot shows the SAP 'Service Entry Against Purchase Order' screen. The title bar indicates 'Service Entry Against Purchase Order 4500000070 00010'. Below the title bar, there is a section for 'Other Purchase Order' with a red box highlighting the 'Create Entry Sheet' icon. The 'Entry Sheet' section shows 'For Purchase Order' as '4500000070 10' and 'Short Text' as an empty field.

Step	Action
(1)	Click Create Entry Sheet  .

1.1.53. Create Entry Sheet



The screenshot shows the SAP 'Create Entry Sheet' screen. The title bar indicates '1000000273 Create Entry Sheet'. Below the title bar, there is a section for 'Other Purchase Order' with a red box highlighting the 'Create Entry Sheet' icon. The 'Entry Sheet' section shows 'For Purchase Order' as '4500000070 10' and 'Short Text' as an empty field. The 'Basic Data' tab is selected, showing a table with columns 'Line', 'D...', 'P', 'C', 'U', 'Service No.', 'Short Text', 'Quantity', 'Un', 'Gross Price', and 'Crcy'. The table has 10 lines, with line 10 highlighted in red. The 'Service Sel.' button at the bottom is also highlighted with a red box.




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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.

1.1.54. Create Entry Sheet

Step	Action
(1)	Click  icon

1.1.55. Select Service Details

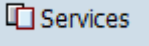
Line	D...	Service No.	Short Text	Quantity	Un	Gross Price	Crcy
1.0		1000020	Service Operation and Maintenance	2	EA	130.00	INR
2.0				0.000		0.00	INR

Step	Action
------	--------





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Step	Action
(1)	Select service & Click 

1.1.56. Create Entry Sheet

Entry Sheet 1000000273  No acceptance ☐ Returns Indicator

For Purchase Order 4500000070 10 

Short Text



Basic Data Accept. Data Vals Long Txt History


Net Value Incl. Tax	260.00	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	Crcy
10		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	1000020	Service Operation and Maintenance	2	EA	130.00	INR
20		<input type="checkbox"/>		<input type="checkbox"/>						INR

Enter Release Code

Release code FA

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




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1.1.57. Create Entry Sheet

Entry Sheet 1000000273 Will be accepted
For Purchase Order 4500000070 10
Short Text

Basic Data Accept. Data Vals Long Txt History

Step	Action
(1)	Click  .

1.1.58. Display Entry Sheet

Entry Sheet 1000000273 Accepted
For Purchase Order 4500000070 10
Short Text

Basic Data Accept. Data Vals Long Txt History

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



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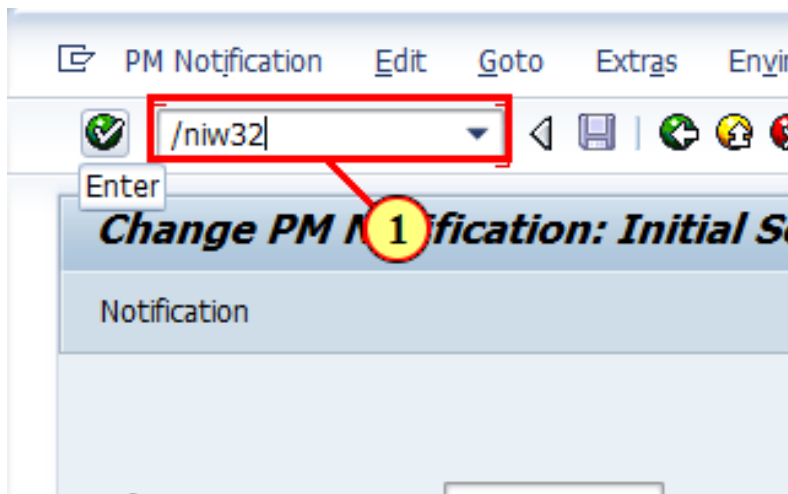
Step	Action
(1)	Document Accepted

GSS USER will do the following steps

1.1.59. Complete the Shutdown Maintenance Order

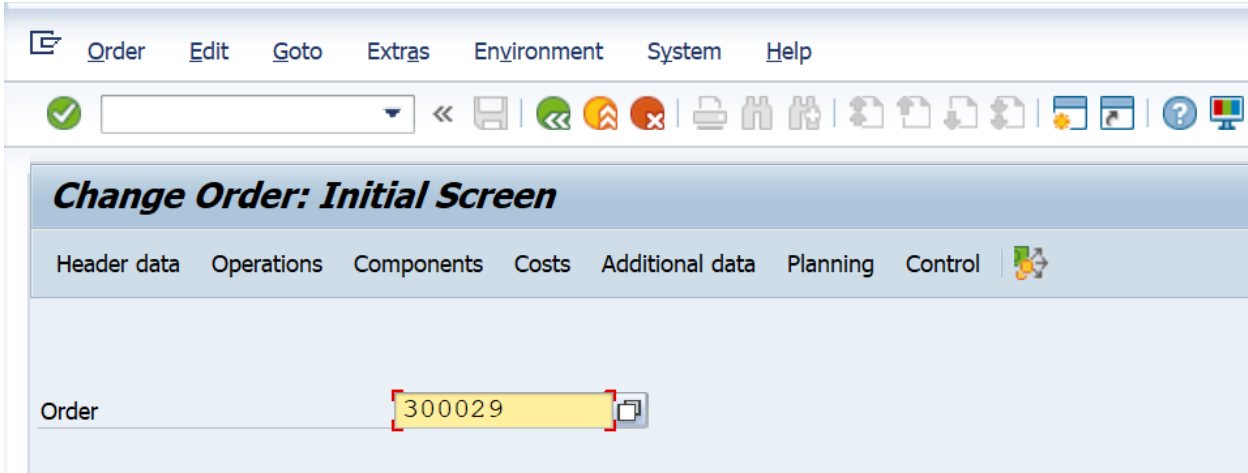
Note: Complete (Technically) means closing the Shutdown Maintenance order from Technical side.

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



Step	Action
(1)	After getting charging code from SLDC, go to order for completing order Technically.

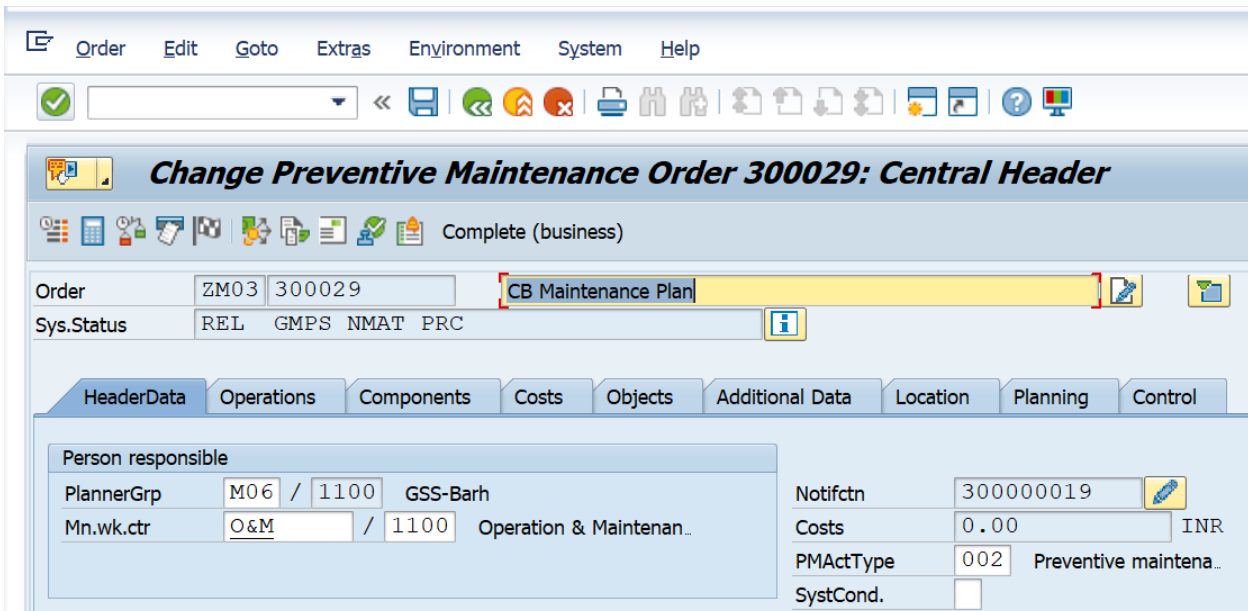
1.1.60. Change Order: Initial Screen




The screenshot shows the SAP 'Change Order: Initial Screen'. The menu bar includes Order, Edit, Goto, Extras, Environment, System, and Help. The toolbar contains various icons for navigation and actions. The main area has a title bar 'Change Order: Initial Screen' and a sub-header with tabs: Header data, Operations, Components, Costs, Additional data, Planning, and Control. The 'Order' field is highlighted with a yellow background and contains the value '300029'.

Step	Action
(1)	Using dropdown button find the order number.

1.1.61. Change Preventive Maintenance order300029: Central Header



The screenshot shows the SAP 'Change Preventive Maintenance Order 300029: Central Header'. The menu bar and toolbar are similar to the previous screen. The main area has a title bar 'Change Preventive Maintenance Order 300029: Central Header' and a sub-header with tabs: HeaderData, Operations, Components, Costs, Objects, Additional Data, Location, Planning, and Control. The 'Order' field is highlighted with a yellow background and contains the value '300029'. The 'Sys.Status' field contains 'REL GMPS NMAT PRC'. The 'Person responsible' section includes fields for PlannerGrp (M06 / 1100), Mn.wk.ctr (O&M / 1100), and GSS-Barh. The 'Notifctn' field contains '300000019'. The 'Costs' field contains '0.00' and 'INR'. The 'PMActType' field contains '002' and 'Preventive maintena...'. The 'SystCond.' field is empty.

Step	Action
(1)	Click Complete (technically)  .



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1.1.62. Complete

☒ Order 300029 saved with notification 300000019

Step	Action
(1)	Enter the malfunction end date and time.
(2)	Enter the Reference time for order completion.
(3)	Click ok.