



1.1. Preventive Maintenance with Schedule-External

1.1.1. Create Maintenance Plan

SAP Menu	Logistics> Plant Mainte	enanc e P reventive mai	ntenance
	Maintenance Planning	M aintenance Plan	<i>Cr</i> eate
Transaction code	IP01		



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

1.1.2. Create Maintenance Plan: Initial

<u>Maintenance plan</u>	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ironment	Sys	tem	<u>H</u> elp	
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Project – SUGAM(BSPTCL) Preventive MaintenanceProcess

Preventive MaintenanceProcess (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

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Item Object list item	Item loc	ition Cycle iter	n 08.03.2019			
Maintenance Item						3
						00
Reference object						
Functional loc.						
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Equipment	10000020	1 0	<u>a</u>			

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





1.1.4. Create Maintenance Plan: Strategy plan

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Functional loc. Equipment Assembly Planning Data Planning Plant Order Type Main WorkCtr Priority	10000020 1100 ZM03 06M / 1100 Settle	M06 M06 Control of the second s

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





1.1.5. Create Maintenance Plan: Strategy plan

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Create Maintena	nce Plan: Strategy plan
Item Object list item	Item location Cycle item 08.03.2019
Maintenance Item	CB Maintenance Plan
Reference object	
Functional loc. Equipment Assembly	SS-BARH Barh Sub-station 132/33 KVA 10000020 cb
Planning Data	
Planning Plant Order Type Main WorkCtr Priority Sales Document	1100 Trans Circle Patna Maint. Planner Group M06 GSS-Barh ZM03 Preventive Maintenance Order MaintActivityType 002 Preventive maintenance 06M / 1100 Operation & Maintenance Business Area Settlement Rule Settlement Rule
Task List Typ Task LstGrp A	GrpCr Description / 1 [f] Circuit breaker task list

Step	Action
(1)	Assign General task list.

1.1.6. Create Maintenance Plan: Strategy plan

Maintenance plan	<u>E</u> dit <u>G</u> oto	Extr <u>a</u> s En <u>v</u> ironment S	ystem <u>H</u> elp	
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Step	Action
(1)	These cycles are triggered from task lists.

1.1.7. Create Maintenance Plan: Strategy plan

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Shift Factor Early Compl.	8	Completion Requirmnt		○Time - factory caldr
Folerance (-)	8			
Cycle modification factor	1.00	Start scheduling		
Factory calendar		Start of cycle	01.12.201	8]0
Item Object list item Item	location Cycle item	08.03.2019		

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 MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



1.1.8. Create Maintenance Plan: Initial

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Maintenance plan	03
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strategy	BSPTCL
Multiple cntr	
Cycle set	

Step	Action
(1)	Maintenance plan 16 created

1.1.9. Schedule Maintenance Plan

SAP Menu	Logistics \rightarrow Plant Maintenance \rightarrow reventive maintenance \rightarrow Maintenance Planning \rightarrow Scheduling for maintenance Plan \rightarrow Schedule
Transaction code	IP10



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Maintena	ance plan	
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Strategy	,	BSPTCL
Multip	ole cntr	
Cycle se		
Step	Action	
(1)	Enter the /N Maintenand	IIP10(T code) used to scheduling maintenance for the e Plan.





1.1.10. Schedule Maintenance Plan: Strategy plan 0000000016

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Step	Action
(1)	Click Start Start.

1.1.11. Start Date

🔄 Start Date		×
Start of cycle	01.12.2018	
		× ×







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

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	2	30.01.2019					1M	Scheduled Save to call
	3	01.03.2019					1M 3M	Scheduled Save to call
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	5	28.08.2019	2	28.08.201	9		ЗM	Scheduled Hold
	6	26.11.2019	2	26.11.201	9		3M 6M 1Y	Scheduled Hold
	7	24.02.2020	2	24.02.202	0		ЗM	Scheduled Hold
	8	24.05.2020	2	24.05.202	0		3M 6M	Scheduled Hold

Step	Action
(1)	Save the Schedule.





1.1.13. Schedule Maintenance Plan: Initial

<u>Maintenance</u> plan	<u>E</u> dit <u>G</u> ot	o Extr <u>a</u> s	En <u>v</u> ironment	System <u>H</u>	elp		
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Schedule Mai	ntenance	e Plan: I	nitial				
1aintenancePlan	16	Ø					
Maintenance plan 1	5 scheduled						SAP

Step	Action
(1)	Maintenance plan 16 scheduled

1.1.14. Scheduling overview list

	<i>Logistics Plant Maintenance</i> P reventive maintenance				
SAP Menu	\rightarrow Maintenance Planning \rightarrow Scheduling for Maintenance				
	$Plans \rightarrow Scheduling Overview \rightarrow list Display$				
Transaction code	IP24				



		Project – SUGAM(BSPTCL) Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance	ASH hnologies
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Maintena	ancePlan	16	
Step	Action		
(1)	Enter the /N	NIP24 to see the scheduling overview list.	





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



1.1.15. Scheduling overview list form: Maintenance Scheduling Overview List

Scheduling overview list form: Selection Criteria Viiiteria Maintenance item selection Maintenance item selectitem selection		▼ « 📙	🗟 🚫 💽	3 🖶 ñ ñ	8 D C	101) 📮 🔽 🕼				
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Step	Action
(1)	Maintenance Order number was generated

1.1.16. DisplayPreventive Maintenance order 300029: Central Header

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





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

도 <u>O</u> rder <u>E</u> dit <u>G</u> oto	Extr <u>a</u> s En <u>v</u> ironment S <u>y</u> s	em <u>H</u> elp		
Ø	😒 😒 🌚 📙 » 🔻	- n n tr) 🗊 📮 🛙 🕼) 🖳
🔃 Change	Preventive Maintenal	nce Order 30002	9: General C	peration Data
Header	data Operations Components	🔀 😫		
Order	300029 Activ	ty 0040 /	Ctrl key	PM03
StdTextKey/ShrtText	Change CB			
General Internal	External Dates Act. Data	Enhancement		
Confirmation	313	Actual work		0 H
No Remain. Work		Forecast work	0	
Purchasing				
Requisition	110000036 10 [GR Qty		0.000
Res./Purc. req.	3 Immediately	PO Exists	\checkmark	
Services Componer	ts Relationships			

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







1.1.18. 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

📴 Order Edit Goto Extras Environment System <u>H</u> elp	
🖉 /nme54n 🔹 🗸 🔲 🕻 🗞 😫 🗋 🎽 🖓 😫 🏛 🎝 🎝 🎝 🗐 🖉 📓	
Change Orde 1 nitial 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.

1.1.19. Release Purchase Req.

¢	Purchase Requisition	<u>E</u> dit	En <u>v</u> ironment	System <u>H</u> e
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1	Release P	urcha	ase Req. 14	0000012
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	Release group	R	1 PR RELEASE	Co
	Release Strategy	P	1 PR RELEASE	X1

Step	Action
(1)	Click Other Purchase Requisition 🗳.





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



1.1.20. Select Document

🕞 Select Document	X
Purchase Requisition	[110000036]Q
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.

 Image: Image: Ima	2						
📃 Release Purch	Release Purchase Req. 1100000033						
Document Overview On 6 🖓 📑	<u>í i</u>	Personal Setting					
ZSRV PR for Service Texts Release strategy	▼ 110	0000033					
Release group	D2	PR_RELESE	Code	Description	Status	Relea	
Release Strategy	DE	PR RELEASE	01 02	EEE ESE	× .	2	
Release Indicator	2	RFQ/purchase order	03	CE	Ý	ß	

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







Create Service purchase order with reference purchase requisition

1.1.22. Create Purchase Order

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

Purchase Requisition	<u>E</u> dit En <u>v</u> ironment S
/nme21n Enter	- < □ & @ €
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Document Overview On	🛛 🦅 🖻 📘 🔂 Perso
PR-R&M (Auto)	1400000128 strategy

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

œ e	ourchas	e Order	<u>E</u> di	t <u>G</u> oto	En <u>v</u> ironmen:	System	<u>H</u> elp								
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17		Creat	te F	urchase	Order	1									
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Preventive MaintenanceProcess (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	Logistics →Material Master Pu→chasing →Release → Individual release	Purchase Order
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.





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



1.1.25. Release PO-Service proc

🔄 Select Document	
Pur. Order	450000070 Q
 Pur. Order Purch. Requisition 	
	Other Document 🔀

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

1.1.26. Select Document

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





1.1.27. Release PO-Service proc

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

<u>Note</u>:Create Notification for Preventive Maintenance approval process







1.1.28. Change Preventive Maintenance order 300029: Central Header

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A	ssembly													L

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





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



1.1.29. Change Notification

Maintenance notificat	ion <u>E</u> dit <u>G</u> oto Extr <u>a</u> s	En <u>v</u> ironment System <u>H</u> elp	
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🥰 🔯 🔐 🕒 Partne	r 📑 🔂 🚾 🌄 🚰		
Notification	300000019 Z3 CB M	aintenance Plan	
Notific. Status	NOPR ORAS	CRTD 🌱	
Order	300029		
Notification Shut	Down requirement Location da	Malfunction, breakdown	
Functional loc.	SS-BARH	Barh Sub-station 132/33 KVA	
Equipment	1000020	cb	
Assembly			1
Subject			
Description	CB Maintenance Plan		
Subject Long Text			



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lesp Person No.		999999999	9			
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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

E Maintenance notification	n <u>E</u> dit <u>G</u> oto Extr <u>a</u> s En <u>v</u> ironment S <u>y</u> stem <u>H</u> elp
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🖲 Change I	PM Notification: Preventive Maintenan
🥰 🏁 🖀 🕤 Partner	
Notification	30000019 Z3 CB Maintenance Plan
Notific. Status	NOPR ORAS
Order	300029
Notification Shut D	Down requirement Location data Malfunction, breakdown
Start/End Dates	
Required Start	10.03.2019 06:30:19 Priority
Required End	

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.





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



1.1.31. Set User Status

ġ	Set l	Jser Sta	tus							
Us	User Status with Status Number									
X	No.	Status	StatusText							
\bigcirc	01	CRTD	Notification Created							
۲	02	REAP	Request for S/D Approval							
$^{\circ}$	03	APRC	Aproval from Circle							
Ο	04	REJC	Reject by Circle							
\bigcirc	05	APRL	Aproval from SLDC							
Us	ser S	tatus W	ithout Status Number							
X		Status	StatusText							
6	v	INTD	Int.Mail to division office							
6	√	INTP	Int.Mail to protection(T&C)							
- 0		INTT	Int. Mail to Telcom cell							
			A							
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Select REAP Status for shutdown approval and also select intimation status if required.

1.1.32. Create PM Notification: Shutdown Notification

C Maintenance notification	n <u>E</u> dit <u>G</u> oto	Extr <u>a</u> s	En⊻ironment	System	<u>H</u> elp	
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Notification	30000019	Z3 CB I	Maintenance Plan			
Notific. Status	NOPR ORAS			I RI	CAP INTD	INTP
Order	300029					

Step	Action
(1)	Click 🚱.





1.1.33. Change Preventive Maintenance order 300029: Central Header

Step	Action
(1)	Release &save the Order.

1.1.34. Change Order: Initial Screen

		- ~			100 100 1 #**	111	st i 💶 i	
								-
Change	Order: 1	nitiai Sc	reen					
Header data	Operations	Component	s Costs	Additional dat	a Planning	Control	5 9	
Order		3000:	29					
Order 3000	029 saved with	notification 3	300000019	Ð				50

Step	Action
(1)	Order 300026 saved with notification 300000016







Sample Workflow

<u>Circle office will do following transaction -approval or reject Preventive</u> <u>shutdown</u>

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Deadline Messages 0 Incorrect entries 0	70000064 - attending sf6 gas leakag 18.03.2016	Ô
Outbox	Approval of Breakdown maintenanc 18.03.2016 70000044 approved for User Group 17.03.2016 WF-BATCH	
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	Approval of Shutdown Notificatio 60, 16.03.2016	
		🏸 Tips & tricks: Overdue Work Items
	Approval of Shutdown Notificatio 60000083	- CHANGE CB?
	Description	Objects and attachments
	The Shutdown Notificatio 60000083 - CHANGE CB has been created under Maintenance Plant 1100 - TCC- I,JAIFUR and placed to you for approval for user-	<u>Maint. Notification: 000060000083</u>

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





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



60000083	- CHANGE CB?	
Choose one	of the following alternatives	
Approve		
Reject		
Cancel and	l keep work item in inbox	
Descriptio	on down Notificatio 60000083 - CHINCE CE has been greated under	Objects and attachments
Maintenan status AP	down Notificatio souccess - change to has been created under ce Plant 1100 - TCC-I, JAIPUR and placed to you for approval for user- RD.	• Maint. Notification: 000060000033
Select on this step	e of the available decision options. This completes the processing of \cdot	
Before yo have been attachmen	u make a decision, you can display the attachments and objects which attached to the user decision. You can also add your own ts.	
If you ch	oose Cancel , the user decision remains in your inbox for processing.	
Step	Action	
(1)	Double Click on Approve tab .	





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance

Project – SUGAM(BSPTCL)



Following steps are done by SLDC cell-Approval or reject



Business Workplace of YASHPM1	
🐯 New message 🛛 Find folder 🖓 Find document	🖻 Appointment calendar 🛛 😼 Distribution lists
Vorkplace: YASHPM1	OCON TEED.C.E. LC.E.V.B.
Inread Documents 0 Inread Documents 2 Inread Documents 22 Inread Documents 22 Inread Documents 2 Inread Documents 0 Inread Documents 0 Inread Documents 0 Inread Document Documents 0 Inread Document Documents 0 Inread Document Documents 0 Inread Document Documents 0 Inread Documents 0 Inread Documents 0 Inread Documents 0	INDOX Class TTie Date rec. Author Att., Sta., Class TTie Date rec. Author Att., Sta., Request for Charging Code 2000044. 18.03.2016 O 7 0000064 - attending seg aleakag. 18.03.2016 O 7 0000064 - attending seg aleakag. 18.03.2016 O 7 0000064 - attending seg aleakag. 18.03.2016 O 7 0000064 - approved for User Group. 17.03.2016 O 9 70000044 approved for User Group. 17.03.2016 O Image: State Seg aleakag. 17.03.2016 O Image: Seg aleakag. 17.03.2016 Image: Seg aleakag. Seg aleakag. Image: Seg aleakag. 17.03.2016 Image: Seg aleakag. Seg aleakag. Image: Seg aleakag. 17.03.2016 Image: Seg aleakag. Seg aleakag. Image: Seg aleakag. 15.03.2016 Image: Seg aleakag. Seg aleakag.
	Approval of Shutdown Notficatio 60 16.03.2016 Image: Control Contrective Control Control Control Control Cont
	Approval of Shutdown Notificatio 60000083 - CHANGE CB? Description Objects and attachments The Shutdown Notificatio 60000083 - CHANGE CB has been created under Maintenance Flant 1100 - TCC-I, JAJEFW and placed to you for user-I • Maint. Notification: 000060000083

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





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



Workflow DCreate Dimport	
0000083 - CHANGE CR2	
hoose one of the following alternatives	
Approve	
leject	
Cancel and keep work item in inbox	
Newription The Shutdown Notificatio 42000083 - CEANGE CB has been created under Maintennoe Plant 1100 - TCC-1,JAIPUR and placed to you for approval for user- astus AFRD. Functional Location : 1100-7006-0132-BAYOS	Objects and attachments • Maint. Notification: 00006000008
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.	

Step	Action
(1)	Double click on Approve







GSS user will do PM activity

1.1.35. Change PM Order.

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

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Header data	a Ope	rations	Components	Costs	Additiona	l data	Planning	Control	₩
Order			30002	9					
Sten Ac	tion								

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





1.1.36. Change Shut down Maintenance order 300029: Central Header

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der	ZM03 300029	CB Main	tenance Plan						1
s.Status	REL NMAT PRC				I				
HeaderData	Operations Com	oonents Costs	Objects	Additio	nal Data	Locatio	n Plan	ning Cor	ntrol
Person respons	sible								
PlannerGrp	M06 / 1100	GSS-Barh			Notifctn		300000	019 🚺	Ø
Mn.wk.ctr	<u>0&M</u> / 1	100 Operation 8	Maintenan		Costs		0.00		IN
					PMActTyp	e	002 Pr	eventive ma	intena
					SystCond.				
Dates									
Dates	31.12.2018	Priority					-		1
Bsc start									

Step	Action
(1)	Click on Permit Issue Tab

1.1.37. Order - Assign and Issue Permits

🔄 Order - Assign and Issue Permits									
Permit	1 I	Cat	N O. 	0.					

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





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



1.1.38. Permit Entry

g	Permit 3 Entries				×
	Permit	Permit Text	Cat	Permit Category Text	
VVV	1 2 3	Hot work permit Electrical work High rise permit	A A A	Work approval Work approval Work approval	
					J
					×

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

1.1.39. Order - Assign and Issue Permits

¢	Order - Assign	and Issue Permits												×
	Permit	Text	Cat	NR	OR	oc	P	P	L	NM	I	Approved by	Entered by	11
	1	Hot work permit	A		2					\checkmark				
	2	Electrical work	A		2					\checkmark				-
	3	High rise permit	A		2					\checkmark				±.
	Γ	<u>a</u>												

Step	Action
(1)	Click Continue 🗹.







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.





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1.1.41. Change Permit: Selection of Permits

<u>Program</u> <u>E</u> dit <u>G</u> oto	System Help
Ø] 4 🖳 🛇 😧 📮 베 🗠 21 12 42 🕱 🕅 20 12
Change Permit: Se	lection of Permits
⊕ ©	
PeExe 3 (F8)	
Vot issued	Issued
Only permits with authori	tion to be included and recet
Bormit cotogony	
Permit	
Created by	
Date entered	
Last changed by	
Change date	
Duration to key date	
Duración to key date	2 Days
Order status	
Outstanding	

Step	Action
(1)	In Permit status tab select the Not issued checkbox.
(2)	In order status tab select the In process checkbox.
(3)	Execute.

1.1.42. Change Permit: List of Permits

G	년 List Edit Goto Permit Settings System Help														
	Change Permit: List of Permits														
6	🤌 R	efresh	K < →)	🕏 🖡 🚢 🔻 🏠 🖞	Choose 🛅 S	ave	2	🔊 လှုံOrder							
E	3 Lig	ght Se	el. C Permit	Permit Category Text	t		Created on	Created by	Changed On	Changed by	0 0 P L	Order	Status	Basic start date	Basic finish date Activity
		x	A 1	Hot work permit			08.03.2019	YASH_PM1			2	300026	CRTD	31.12.2018	31.12.2018
		00	2	Electrical work			08.03.2019	YASH_PM1			2		CRTD	31.12.2018	31.12.2018
		00	3	High rise permit			08.03.2019	YASH_PM1			2		CRTD	31.12.2018	31.12.2018
¢	Doc	umen	t lines: Disj	play messages									1		×
T	/P	Ite	Messac	ge text											
]]]	000 000 000	Permit Permit Permit	: 1 has been : 2 has been : 3 has been	issued issued issued	for for for	order order order	300026 300026 300026							
 Image: A start of the start of]	<u>)</u> &	• Technical	Information		7	<u>a</u> 📮	Current	display variant	Print	M (A)	100 0	o 2	0 🔲 3	🚺 Help 🗶







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

<u>Note</u>: After issuing Permit to Shudown maintenance order, then go to MIGO to Issue the goods.

<u>Note</u>: Request the SLDC for Charging code.

1.1.43. Goto Change Notification

SAP Menu	Logistics → Notification →	Processing
Transaction code	IW22	



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





1.1.44. Change PM Notification: Initial Screen



Step	Action
(1)	Notification number.

1.1.45. Change PM Notification: Preventive Maintenance

. la <u>i</u> ntentariee riotine	ation <u>E</u> dit <u>G</u> oto	Extr <u>a</u> s En <u>v</u> ironment	System <u>H</u> elp	
	▼ « 📙	31 H 🖨 I 😒 😒 🔊 I	1 2 2 2 2 2 5	😨 🖳
🕫 . Change PM Notification: Preventive Maintenan				
🥶 🍽 🔐 🕤 Part	ner 📑 🕞 <u>5</u> 7	<u>a</u>		
Notification	30000019	Z3 CB Maintenance Plan		
Notific. Status	NOPR ORAS		RECD INTD INTP	40

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





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



1.1.46. Set User Status



1.1.47. Change PM Notification: PreventiveNotification

Maintenance notificatio	n <u>E</u> dit <u>G</u> oto Extr <u>a</u> s	En <u>v</u> ironment System <u>H</u> elp		
Ø		2 🚔 🖞 👘 🕄 🎝 🎝 🎝 💭 🔽 😢 🖳		
Change PM Notification: Preventive Maintenan				
🥞 🕅 🔐 号 Partner	2 🖓 💯 🖓			
Notification	300000019 Z3 CB	Maintenance Plan		
Notific. Status	NOPR ORAS	🚺 RECD INTD INTP		
Order	300029			
Notification Shut D	own requirement Location	data Malfunction, breakdown		
Reference Object				
Functional loc.	SS-BARH	Barh Sub-station 132/33 KVA	<u>6</u>	
Equipment	1000020	cb	i	
Assembly			1	





Preventive MaintenanceProcess (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 🕙.

Business Workplace of YASHPM1	
🌄 New message 🌐 Find folder 🌐 Find docum	🖻 Appointment calendar 🛛 🥵 Distribution lists
Workplace: YASHPM1 You Inbox Solution	index and the set of t
	Class Title Date rece* Author Att Sta Request for Approval-Shutdown 200 18.03.2016 Image: Shutdown 200 Image: Shutdo
• 聞 Shared trash	Approval of Shutdown Notificatio 60 16.03.2016 Approval of Shutdown Notificatio 60 16.03.2016 Approval of Shutdown Notificatio 60 16.03.2016 Approval of Shutdown Notificatio 60 16.03.2016 Approval of Shutdown Notificatio 60 16.03.2016
	Prips & tricks: Deadline Messages. Approval of Shutdown Notificatio 60000083 - CHANGE CB? Description Objects and attachments The Shutdown Notificatio 60000083 - CHANGE CB has been created under Maintenance Plant 1100 - TCC- I,JAIPUR and placed to you for approval for user- • Maint. Notification: 000060000083





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



0000083 - CHANGE CB	
hoose one of the following alternatives	
pprove	
leject	
ancel and keep work item in inbox	
Vescription 0 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. 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 ontions. This completes the processing of	Objects and attachments • <u>Maint. Notification: 000060000083</u>
select one of the available decision options. This completes the processing of this step.	

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

🖙 Enter NRLDC Charging Code 🛛 🗙		uest for Approval-Shutdown 200 18.03.2016	\heartsuit
		uest for Approval-Shutdown 200 18.03.2016	Ø
		uest for Charging Code 2000043 18.03.2016	Ø
		00064 - attending sf6 gas leakag 18.03.2016	Ø
NIN DC Charries Cada	a	roval of Breakdown maintenanc 18.03.2016	Ø
	P	00044 approved for User Group 17.03.2016 WF-BATCH	
		kdown maintenanc 20000438 a 17.03.2016 WF-BATCH	
		kdown maintenanc 20000438 a 17.03.2016 WF-BATCH	
		kdown maintenanc 20000437 a 17.03.2016 WF-BATCH	
	🖌 🗙	roval of Shutdown Notificatio 60 16.03.2016	6
	App	proval of Shutdown Notificatio 60 16.03.2016	Ø
	🕨 Арј	proval of Shutdown Notificatio 60 16.03.2016	6
	App	proval of Shutdown Notificatio 60 16.03.2016	Ø
🕨 Арр		proval of Shutdown Notificatio 60 16.03.2016	\heartsuit





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



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.

<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.

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

🔄 PM N	otification	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ir
🕑 🚺	nml81n		- ⊲	🗏 I 😋	<u>6</u>
CEnte	je PM		icatio	n: Initi	ial S
Notifica	ation				
_		r			
Step	Action				
Step					





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



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 Click Other Purchase Order

1.1.51. Select Purchase Order/Entry Sheet

E Entry She	et <u>E</u> dit	Goto	En <u>v</u> ironment	System	<u>H</u> elp		
		-	« 🗄 🕷		∋ n r	121	₽ \$ 1 ₹
Service	Entry S	Sheet					
Cther Purc	hase Order	2					
Entry Sheet							
For Purchase C	Order			<mark></mark>	2		
Short Text	🔄 Select I	Purchase C	Order/Entry Shee	et		×	
Basic Dat	Purchase o	rder t	450000	<u>0070</u>]व।			
Net Value In	Life Shee	•					
Total Value				dicplay at c	hart		
Unplanned P			Aiways	uispiay at si			
Portion w/o						~ ×	

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

E Entry Sheet	<u>E</u> dit	<u>G</u> oto	En <u>v</u> ironment	System	<u>H</u> elp			
Ø		•	« 님 🜏		e n k	1995	ti I 💭 🗷	0 🖳
Service En	try A	gains	t Purchas	e Orde	er 4500	000070 00	0010	
Other Purchase	e Order	8	1					
Entry Sheet								
Entry Sheet For Purchase Order	r	45	00000070	10 😪	<u> </u>			

Step	Action
(1)	Click Create Entry Sheet 🛄.

1.1.53. Create Entry Sheet

E Entry Sheet Edit G	oto En <u>v</u> ironi	ment System	n <u>H</u> elp					
	• « 📙	🛛 🐼 🔛	i 🔒 🕅 🏠 i 🛍	1 🗅 💭 🎝 🗐 🔽 🗖 🛛	19 🖷			
1000002	73 Create	e Entry Sh	heet					
Cher Purchase Order	🔁 💖 🗋 🕻	🗅 🔒 🍣 💼						
Entry Sheet	10000002	273	💓 🔿 No acce	eptance		Returns Inc	dicator	
For Purchase Order	4500000	070 10	65°					
Short Text								
/- · · · / · · · ·		V.						
Basic Data Accept. Da	ita Vals	Long Txt H	listory					
Net Value Incl. Tax		0.00	INR					
Total Value		0.00						
		0.00	INR					
Unplanned Portion		0.00	INR					
Unplanned Portion Portion w/o Contract		0.00	INR INR INR					
Unplanned Portion Portion w/o Contract		0.00	INR INR INR					
Unplanned Portion Portion w/o Contract	C U Servi	0.00 0.00 0.00	INR INR INR		Quantity	Un	Gross Price	Crev
Unplanned Portion Portion w/o Contract	C U Servi	0.00 0.00 0.00	INR INR INR Short Text		Quantity	Un	Gross Price	
Unplanned Portion Portion w/o Contract	C U Servi	0.00 0.00 0.00	INR INR INR Short Text		Quantity	Un	Gross Price	Crcy INP INR
Unplanned Portion Portion w/o Contract	C U Servi	0.00 0.00 0.00	INR INR INR Short Text		Quantity	Un	Gross Price	Crcy INP INR INR
Unplanned Portion Portion w/o Contract	C U Servi	0.00 0.00 0.00	INR INR INR		Quantity	Un	Gross Price	Crcy INP INR INR INR
Line D P 20 30 40	C U Servi	0.00 0.00 0.00	INR INR Short Text		Quantity	Un	Gross Price	Crcy IND INR INR INR INR INR
Line D., P 20 30 40 50 60 70	C U Servi	0.00 0.00 ice No.	INR INR Short Text		Quantity	Un	Gross Price	Crcy INR INR INR INR INR INR INR
Unplanned Portion Portion w/o Contract	C U Servi	0.00 0.00	INR INR Short Text		Quantity	Un	Gross Price	Crcy INR INR INR INR INR INR INR
Line D P 100 100 100 100 100 100 100 100 100 100		0.00 0.00	INR INR Short Text		Quantity	Un	Gross Price	Crcy INR INR INR INR INR INR INR INR
Line D P 100 20 100 20 30 100 30 100 100 40 100 100 50 100 100 60 100 100 90 100 100	C U Servi	0.00 0.00 0.00	INR INR Short Text		Quantity	Un	Gross Price	Crcy TNP INR INR INR INR INR INR INR INR
Unplanned Portion Portion w/o Contract		0.00 0.00 0.00	INR INR Short Text		Quantity	Un	Gross Price	Crcy TNR INR INR INR INR INR INR INR INR





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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

			×
OFrom Current Specs			
OModel Service Specs			
From Purchase Order	4500000070 10	Adopt full quantity	
OFrom Requisition		M	
OFrom Purch. Document		(A)	
OFrom SD Document			
○From SD into SC Specs			
OFrom Entry Sheet		(M)	
OClass Selection			
			×

Step	Action
(1)	Click Click Click

1.1.55. Select Service Details

_						
🔄 Outline	<u>E</u> dit <u>G</u> oto S <u>y</u> stem	Help				
	• « [] 🗟 🕼 😓 🖨 🛗 🕄 🏝	🖡 🕄 🔽 🛛 🖓 🖳			
	Select Services as	Reference				
🔁 🗍 🔲 Serv	vices					
Sh. Text	Change CB					
E Servic	es					
Line	D Service No.	Short Text	Quantity	Un	Gross Price	Crcy
10	<u> </u>	Service Operation and Maintenance	2	EA	130.00	INR
20			0.000		0.00	INR
Step	Action					





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



Step	Action		
(1)	Select service & Click	C Services	

1.1.56. Create Entry Sheet

	En <u>v</u> ironment System					
> •	🗩 💫 🔊 🔚 » [i 🗄 🖞 👘 🗊 🎝 🎝 🎝 💭 🗖 🗖	🕜 🖳			
100000273	Create Entry Si	heet				
🗂 Other Purchase Order 🛛 🍋 🖗	» 🗅 🗖 🍋 🗗 🧉	<u>m</u>				
try Sheet	000000273	CO No acceptance	ſ	Returns In	dicator	
r Purchase Order 4	500000070 10	&		_		
ort Text	я	1				
<u>e</u>						
Basic Data Accept. Data	Vals Long Txt	listory				
let Value Incl. Tax	260.00	INR				
otal Value	260.00	INR				
Inplanned Portion	0.00	INR				
Portion w/o Contract	0.00	INR				
Line D P C	U Service No.	Short Text	Quantity	Un	Gross Price	Ci
Line D P C	U Service No. 1000020	Short Text Service Operation and Maintenance	Quantity 2	Un EA	Gross Price	Cr



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



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.1.57. Create E	ntry Sheet	
도 Entry Sheet Edit	<u>G</u> oto En <u>/</u> ironment S <u>y</u> stem <u>H</u> elp	
		🗈 🇊 🔽 🖂 😰 💻
P 1000000	273 Create Entry Sheet	
Other Purchase Order	2 🖓 🗋 🗊 🖾	
Entry Sheet	100000273 OAO Will be accept	pted
For Purchase Order	450000070 10	
Short Text		
Basic Data Accept.	Data Vals Long Txt History	
Step Action		
(1) Click .		

1.1.58. Display Entry Sheet

Entry Sheet Edit	Goto Environment System Help
P 100000	273 Display Entry Sheet
Cher Purchase Order	😢 🖗 🗋 🛅
Entry Sheet	100000273 OC Accepted
or Purchase Order	450000070 10 63
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





Preventive MaintenanceProcess (Schedule) External End User Manual - Plant Maintenance



Step	Action
(1)	Document Accepted

GSS USER will do the following steps

1.1.59. Complete the Shutdown MaintenanceOrder

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

SAP Menu	$\begin{array}{c} \text{Logistics} \rightarrow \\ \text{Order} \end{array} \rightarrow \end{array}$	Plant Maintenance processing Change
Transaction code	IW32	

PM Notification	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ir
/niw32		• 4	🔲 i 😋	<u>@</u>
Enter Change PM	111	icatio	n: Initi	ial Se
Notification				
	ſ			

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





1.1.60. Change Order: Initial Screen

¢	<u>O</u> rder	<u>E</u> dit	<u>G</u> oto	Extr <u>a</u> s	En <u>v</u> ironme	ent S <u>y</u> stem	<u>H</u> elp			
6	>			• «		🔒 😞 🔕	n († 12)	1001	🗅 🜄 💽 🕜	!!
Change Order: Initial Sc					creen					
I	Header data	Оре	erations	Componen	ts Costs	Additional dat	ta Planning	Control	₩	
0	rder			3000	29	đ				

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

1.1.61. Change Preventive Maintenance order300029: Central Header

<u>Order E</u> dit	<u>G</u> oto Ex	tr <u>a</u> s En <u>v</u> ironm	ent Syster	n <u>H</u> elp					
	•		🔇 💽) (M (M)	995	1	2	2 🖳	
Change Preventive Maintenance Order 300029: Central Header									
≌ 📊 🍄 🐬 🔯 💺 📑 🌌 📋 Complete (business)									
Drder	ZM03 30002	29	CB Maintena	ance Plan				1	2 1
Sys.Status REL GMPS NMAT PRC									
HeaderData	Operations	Components	Costs (Objects A	dditional Da	a Loca	tion	Planning	Control
	la la								
PlannerGrp M06 / 1100 GSS-Barn						Notifeth 30			
Man sule atta							0.00		
Mn.wk.ctr	0411				DMA	tType	002	Drovontiv	o maintena
Mn.wk.ctr					PMA	tType	002	Preventiv	e maintena

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





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1.1.62. Complete

匠 Complete	×
Reference Date11.03.2019Reference time07:18:30	
Complete notifctns	
Notification Malfnctn data Damage Notif. dates	
Malf.Start 10.03.2019 11:06:30 MalfEnd 00:00:00	
	Cancel

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.

