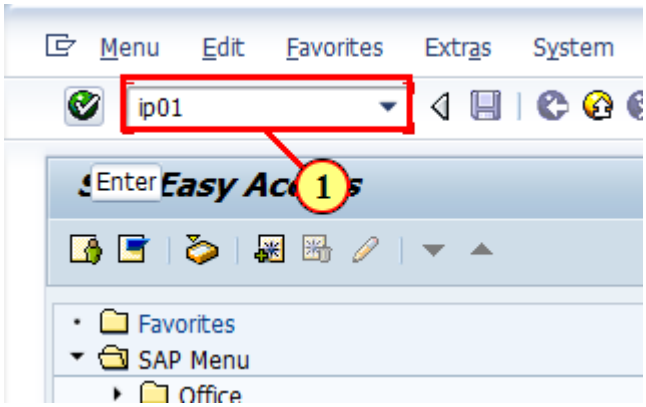
1.1. Preventive Maintenance with Schedule-External

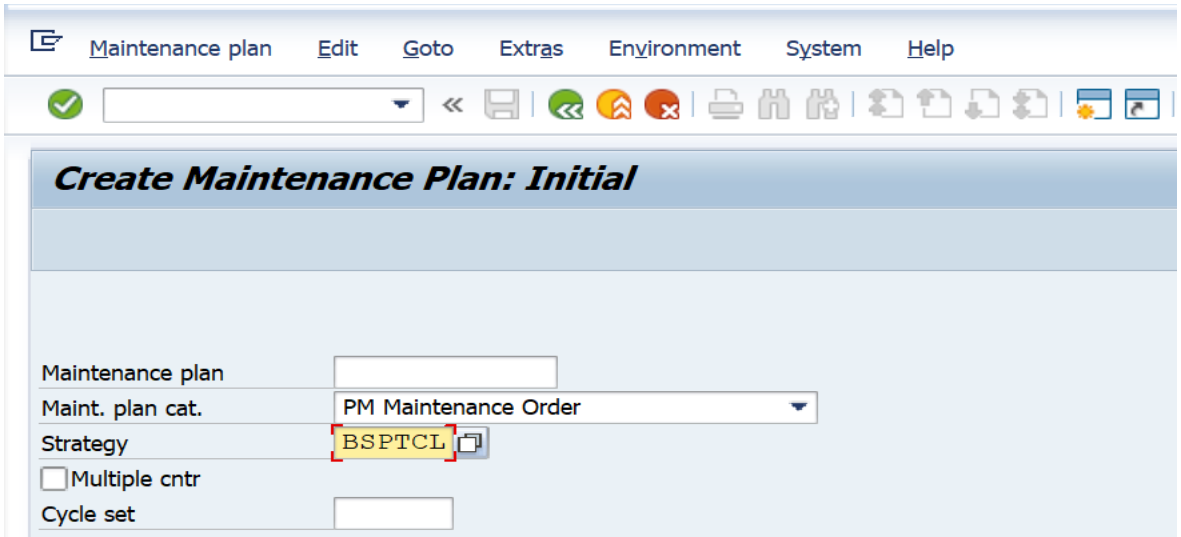
1.1.1. Create Maintenance Plan

SAP Menu	**Logistics→ *Plant Maintenance*→Preventive maintenance →*Maintenance Planning* →*Maintenance Plan* →*Create***
Transaction code	**IP01**



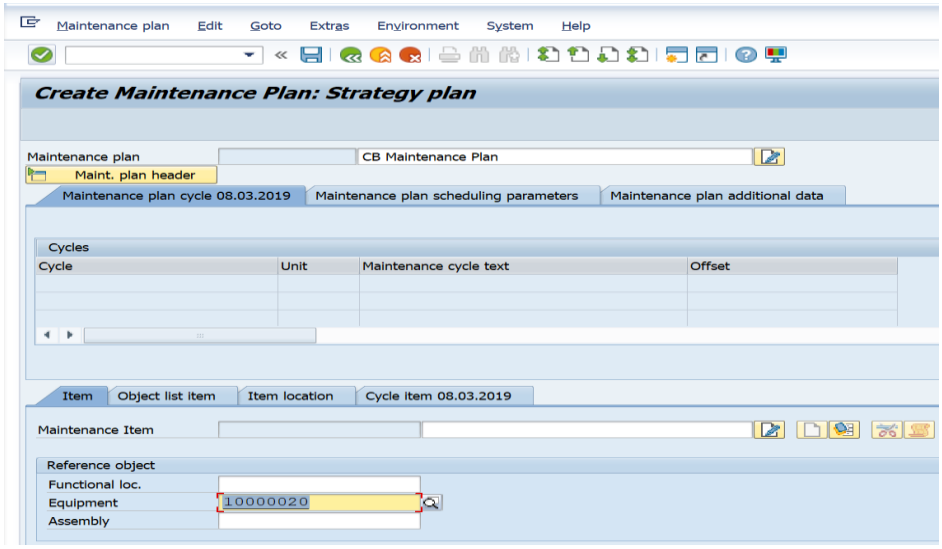
Step	Action
(1)	Enter the IP01 to create the Maintenance Plan.

1.1.2. Create Maintenance Plan: Initial



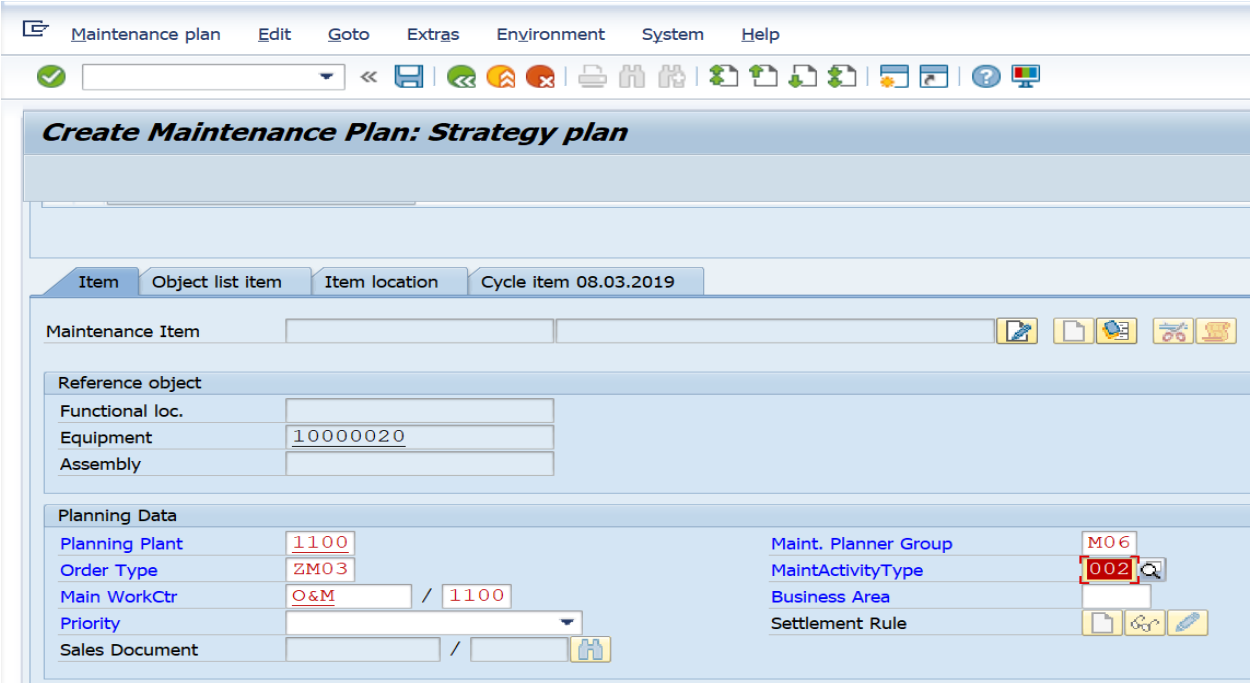
Step	Action
(1)	Enter the Maintenance Plan category(i.e. Maintenance order).
(2)	Enter the Strategy-BSPTCL for the maintenance Plan.

1.1.3. Create Maintenance Plan: Strategy plan



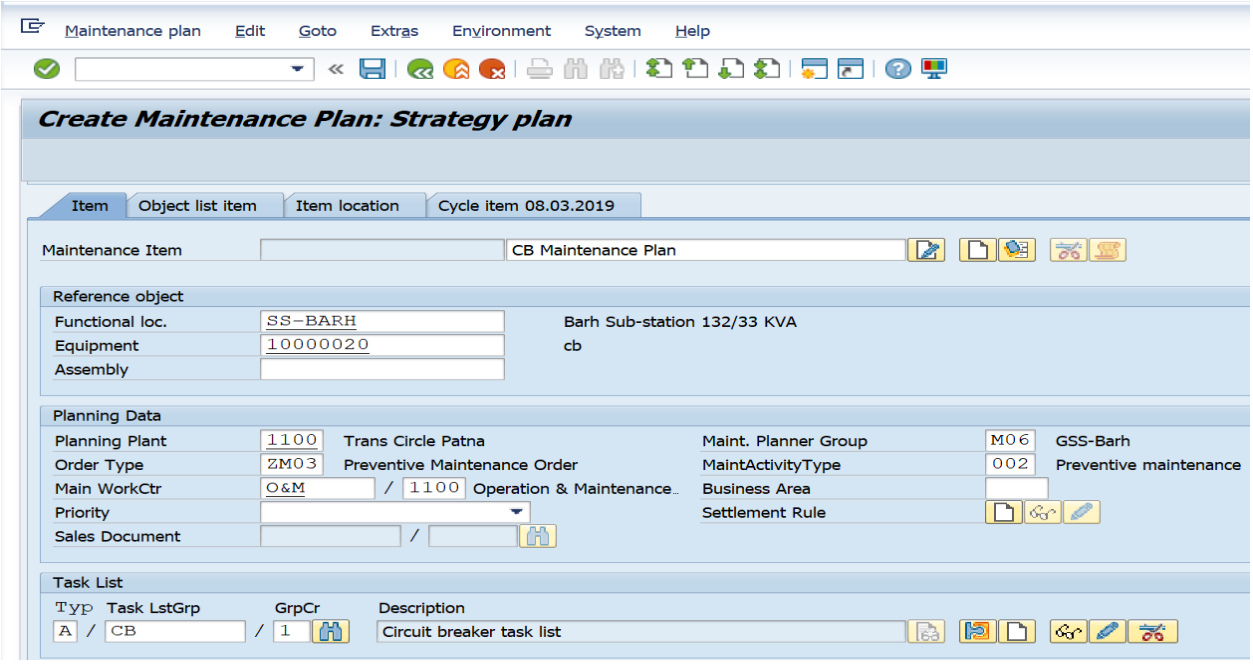
Step	Action
(1)	Enter the Maintenance Plan short description.
(2)	Using dropdown option find the equipment and fill the field with required equipment.

1.1.4. Create Maintenance Plan: Strategy plan



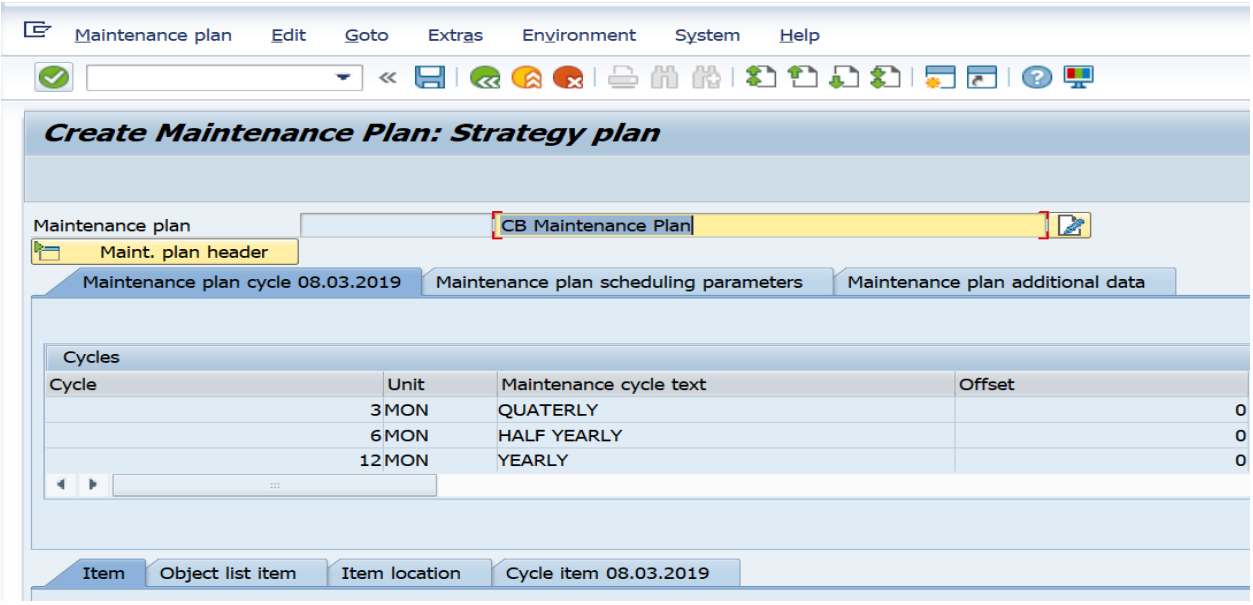
Step	Action
(1)	Enter the order typeZM03& Activity type 002 for the Maintenance Plan.
(2)	Click .

1.1.5. Create Maintenance Plan: Strategy plan



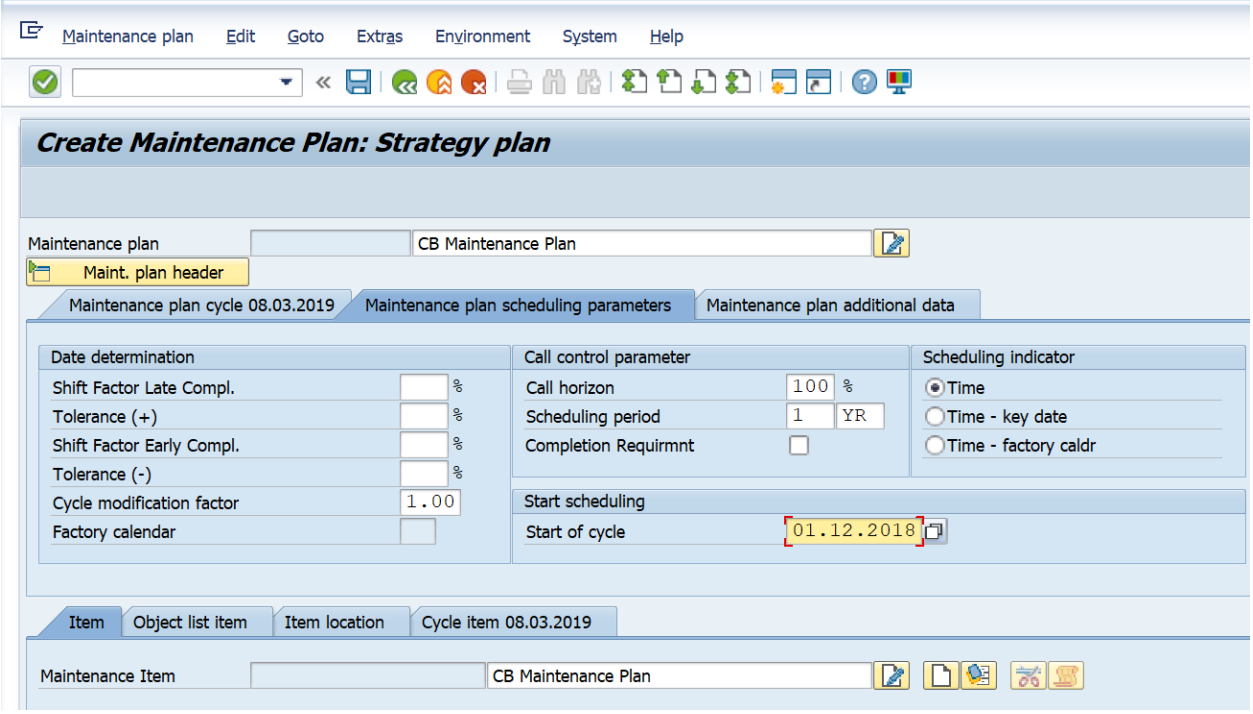
Step	Action
(1)	Assign General task list.

1.1.6. Create Maintenance Plan: Strategy plan



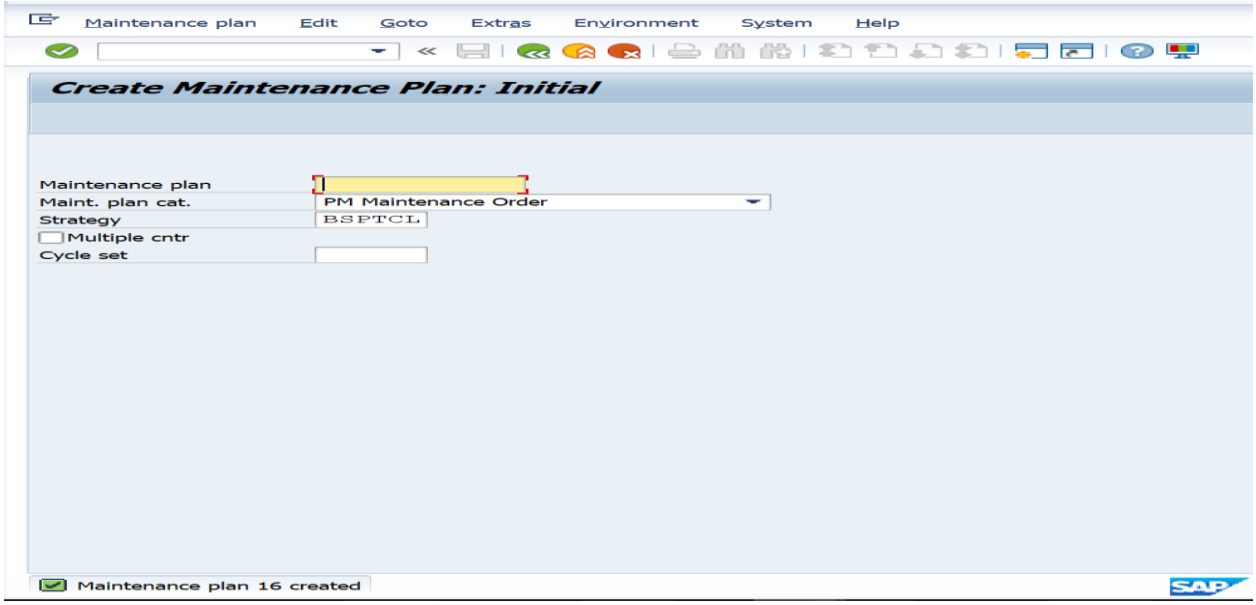
Step	Action
(1)	These cycles are triggered from task lists.

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.

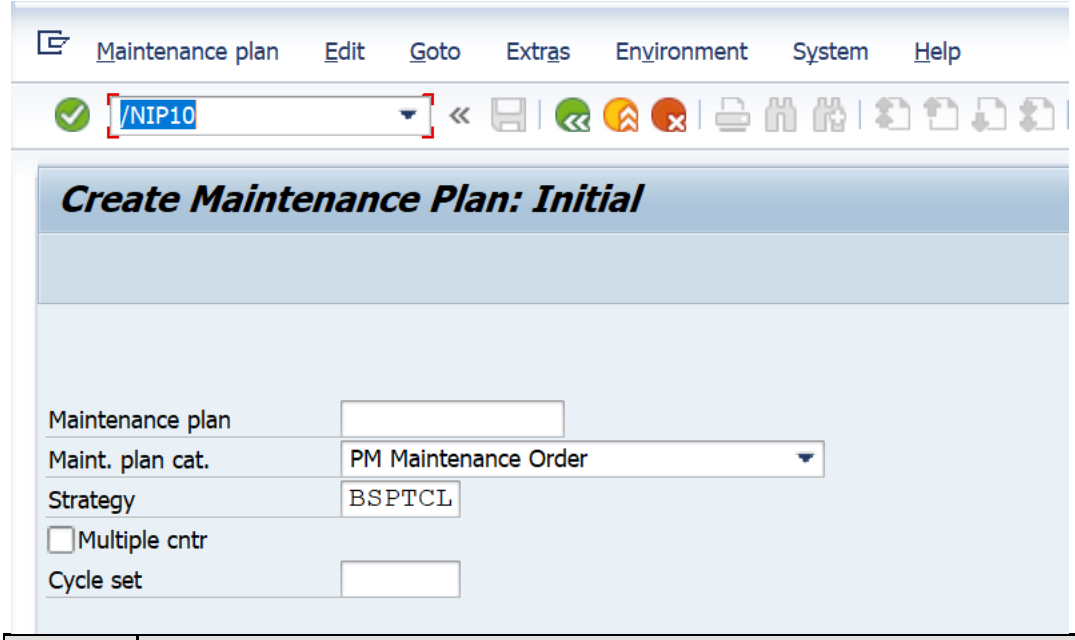
1.1.8. Create Maintenance Plan: Initial



Step	Action
(1)	Maintenance plan 16 created .

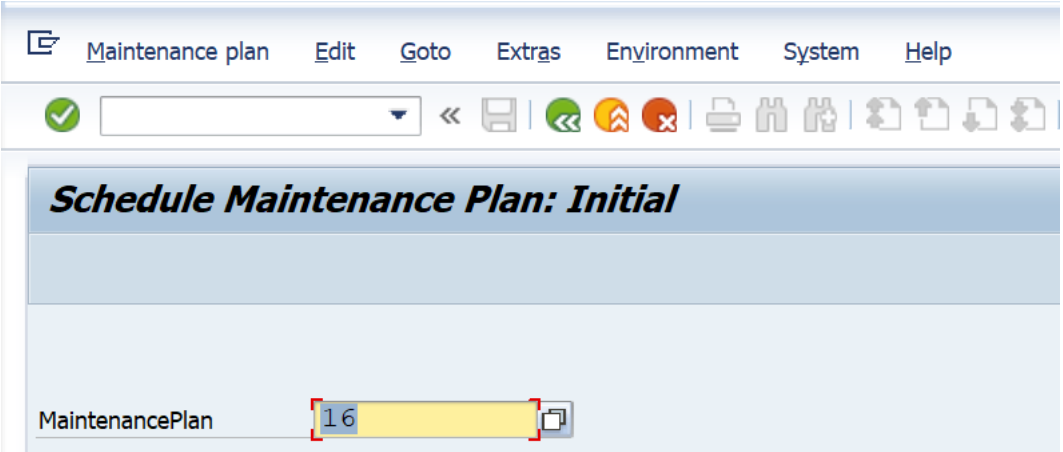
1.1.9. Schedule Maintenance Plan

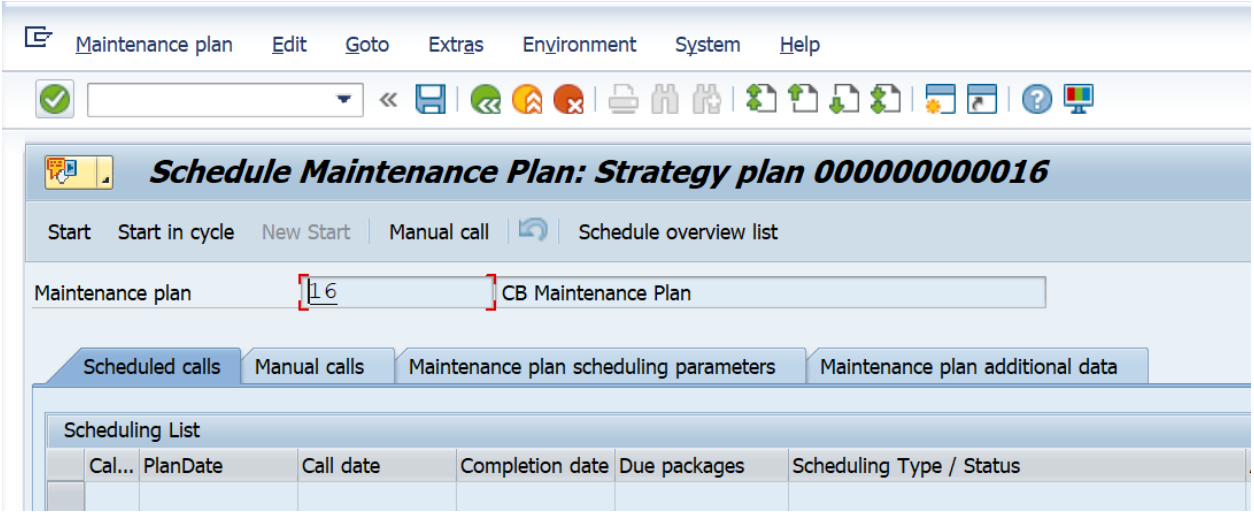
SAP Menu	***Logistics*** → ***Plant Maintenance*** → **Preventive maintenance** → **Maintenance Planning** → **Scheduling for maintenance Plan** → **Schedule**
Transaction code	**IP10**



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

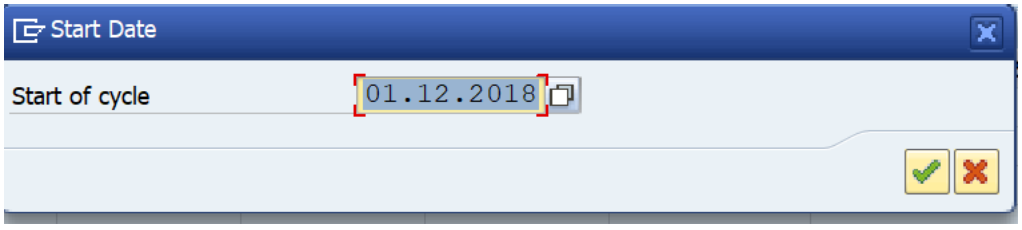
1.1.10. Schedule Maintenance Plan: Strategy plan 00000000016





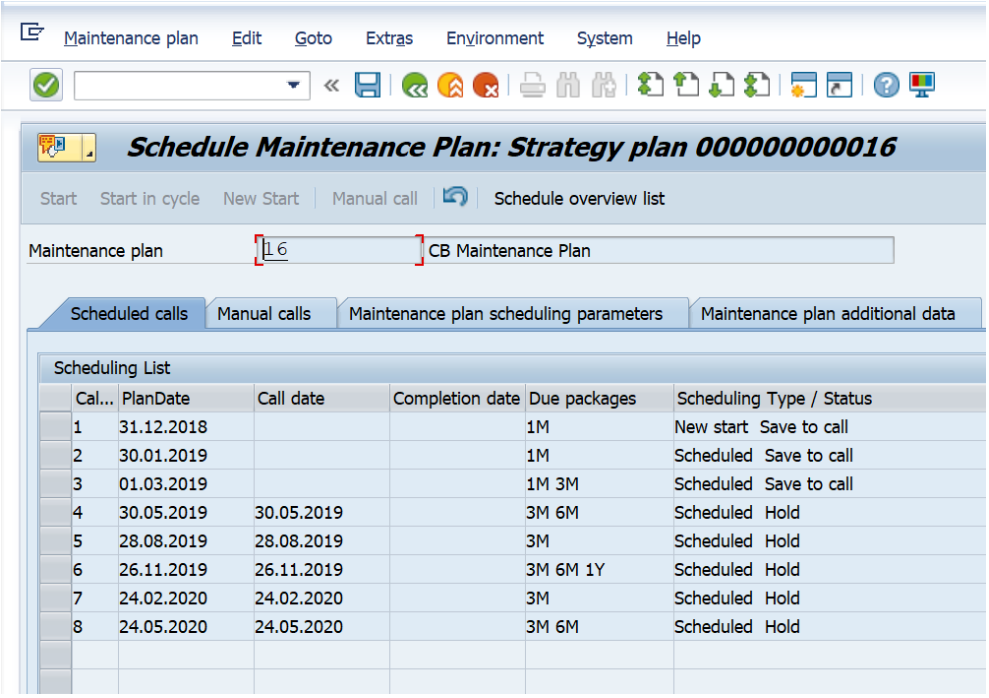
Step	Action
(1)	Click Start Start .

1.1.11. Start Date



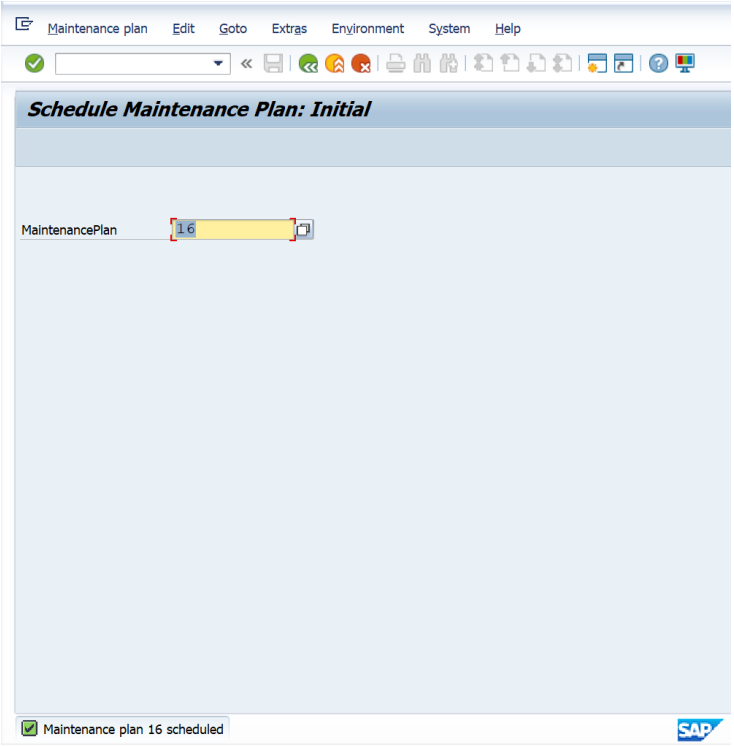
Step	Action
(1)	Enter the Start of cycle date. It is the reference date to start the scheduling.
(2)	Click Continue ✔.

1.1.12. Schedule Maintenance Plan: Strategy plan 16



Step	Action
(1)	Save the Schedule.

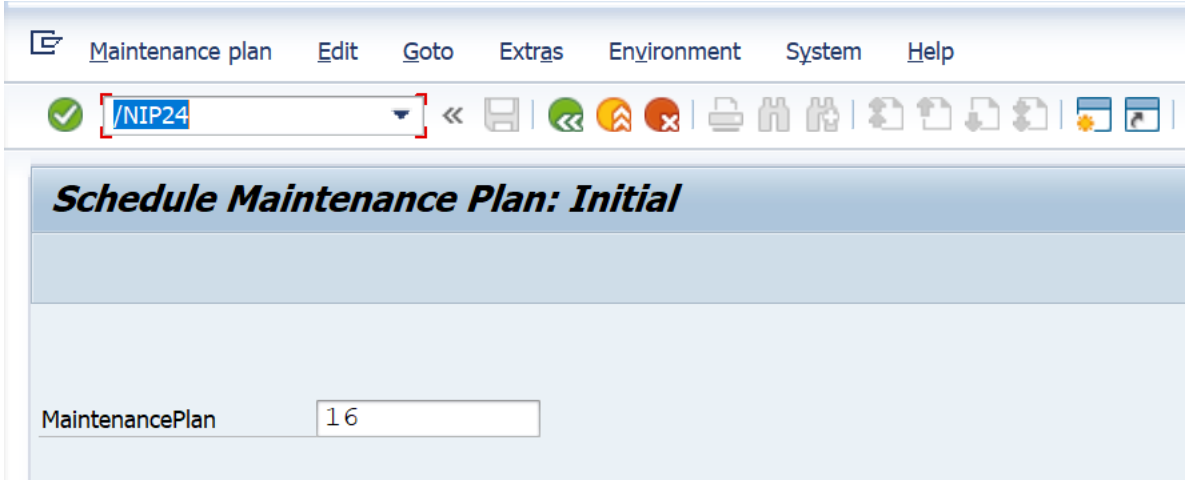
1.1.13. Schedule Maintenance Plan: Initial



Step	Action
(1)	Maintenance plan 16 scheduled

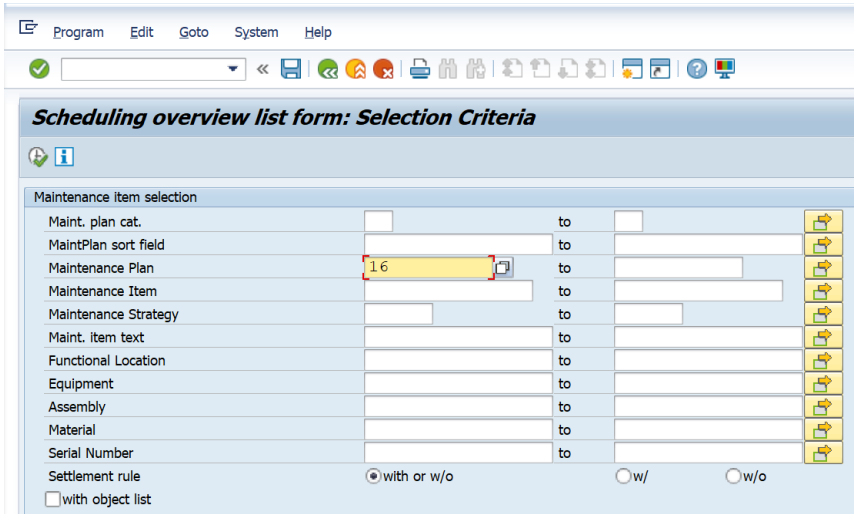
1.1.14. Scheduling overview list

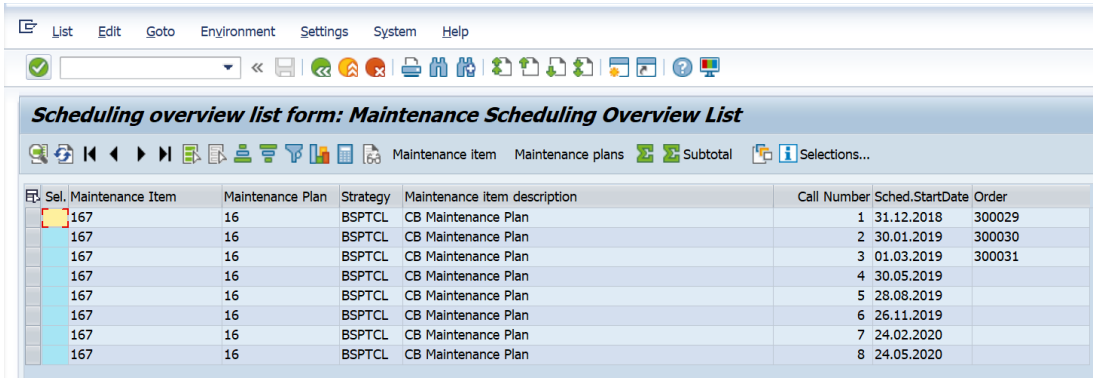
SAP Menu	***Logistics*** → ***Plant Maintenance*** → **Preventive maintenance** → **Maintenance Planning** → **Scheduling for Maintenance Plans** → **Scheduling Overview** → **list Display**
Transaction code	**IP24**



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

1.1.15. Scheduling overview list form: Maintenance Scheduling Overview List



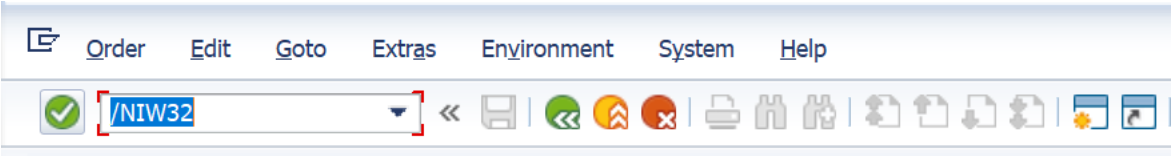


Sel.	Maintenance Item	Maintenance Plan	Strategy	Maintenance item description	Call Number	Sched.StartDate	Order
	167	16	BSPTCL	CB Maintenance Plan	1	31.12.2018	300029
	167	16	BSPTCL	CB Maintenance Plan	2	30.01.2019	300030
	167	16	BSPTCL	CB Maintenance Plan	3	01.03.2019	300031
	167	16	BSPTCL	CB Maintenance Plan	4	30.05.2019	
	167	16	BSPTCL	CB Maintenance Plan	5	28.08.2019	
	167	16	BSPTCL	CB Maintenance Plan	6	26.11.2019	
	167	16	BSPTCL	CB Maintenance Plan	7	24.02.2020	
	167	16	BSPTCL	CB Maintenance Plan	8	24.05.2020	

Step	Action
(1)	Maintenance Order number was generated

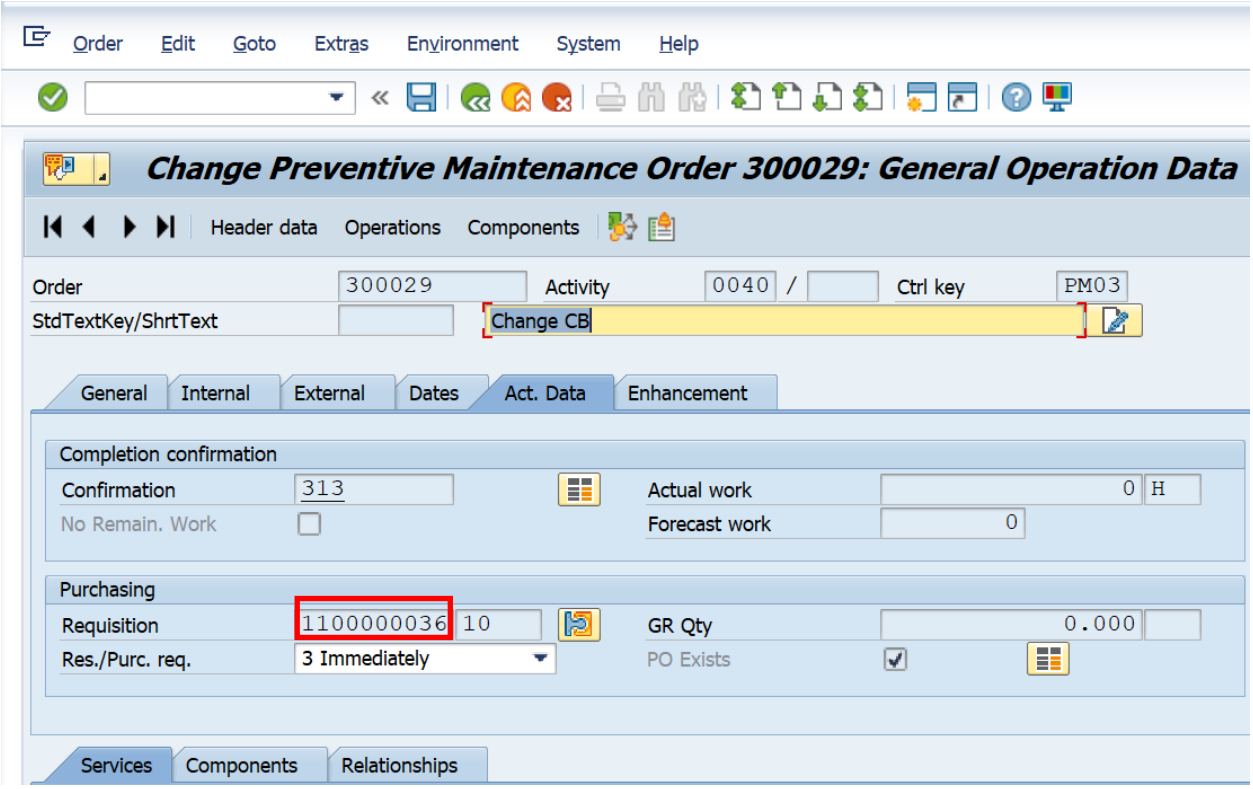
1.1.16. DisplayPreventive Maintenance order 300029: Central Header

SAP Menu	*Logistics→ Plant Maintenance Maintenance processing Order →Change →*
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

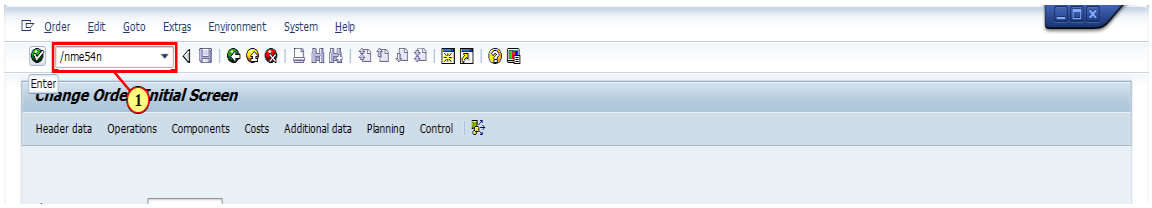


Step	Action
(1)	Go to Order- Operation-External-Act Data Copy purchase requisition number generated in maintenance order.

1.1.18. Release Purchase Requisition

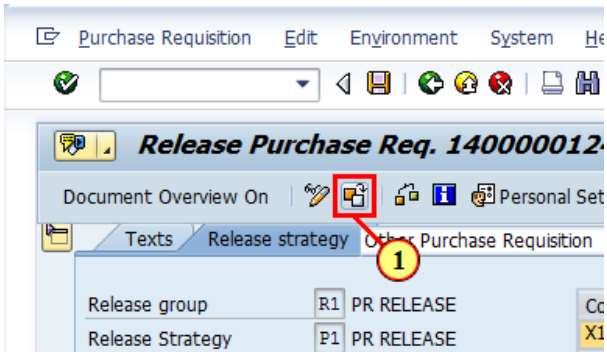
Note: In Maintenace order when control key was changed to PM03, Automatically PR will be generated in maintenance order.To release the PR follow the steps

SAP Menu	*Logistics→ Material Master→ Purchasing → Purchase Requisition → Release → Individual Release*
Transaction code	**ME54N**



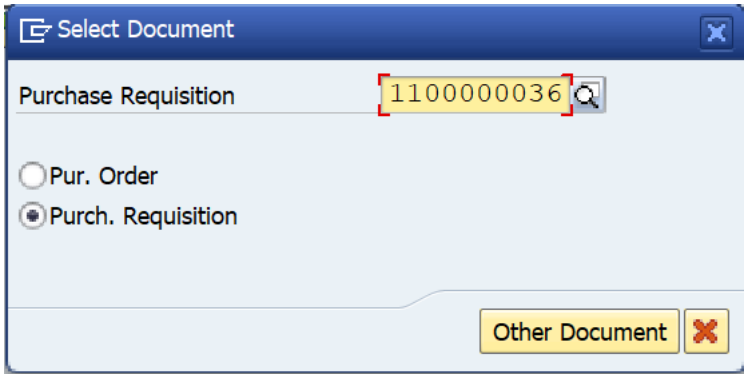
Step	Action
(1)	when we enter PM03 control key in order, Purchase requisition will be generated automatically with reference to maintenance order. So, now we need to release the Purchase requisition using ME54N(T CODE) and press enter.

1.1.19. Release Purchase Req.



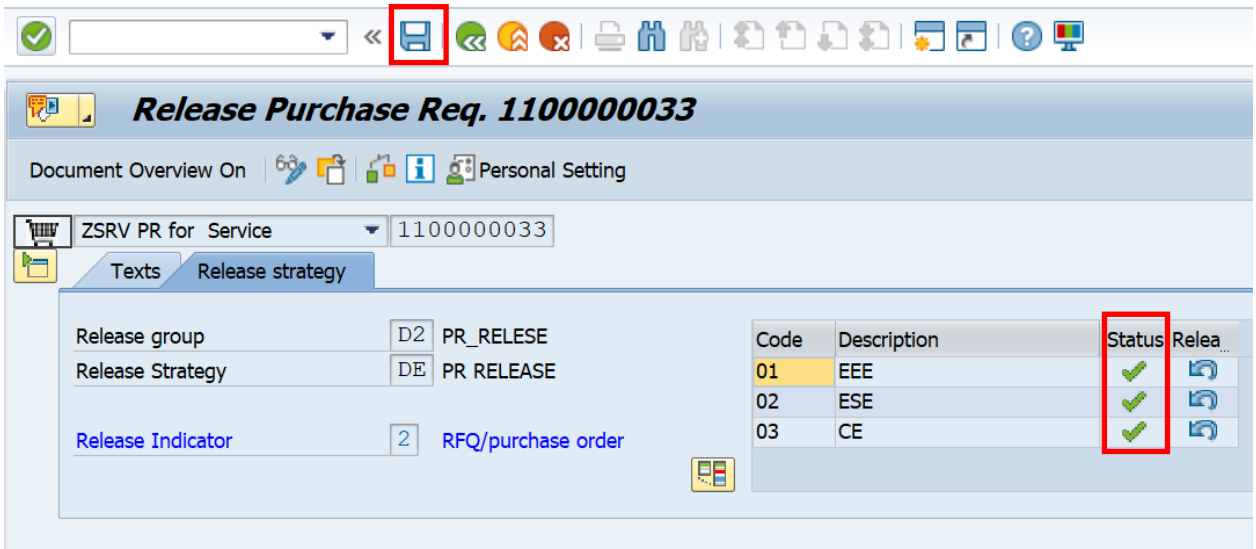
Step	Action
(1)	Click Other Purchase Requisition.

1.1.20. 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.

1.1.21. Release Purchase Req.

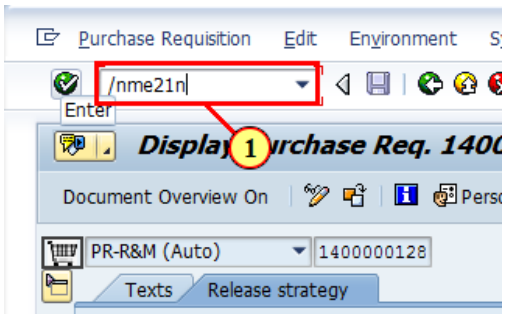


Step	Action
(1)	Now the PR was released depend upon approval authority.
(2)	Click .

Create Service purchase order with reference purchase requisition

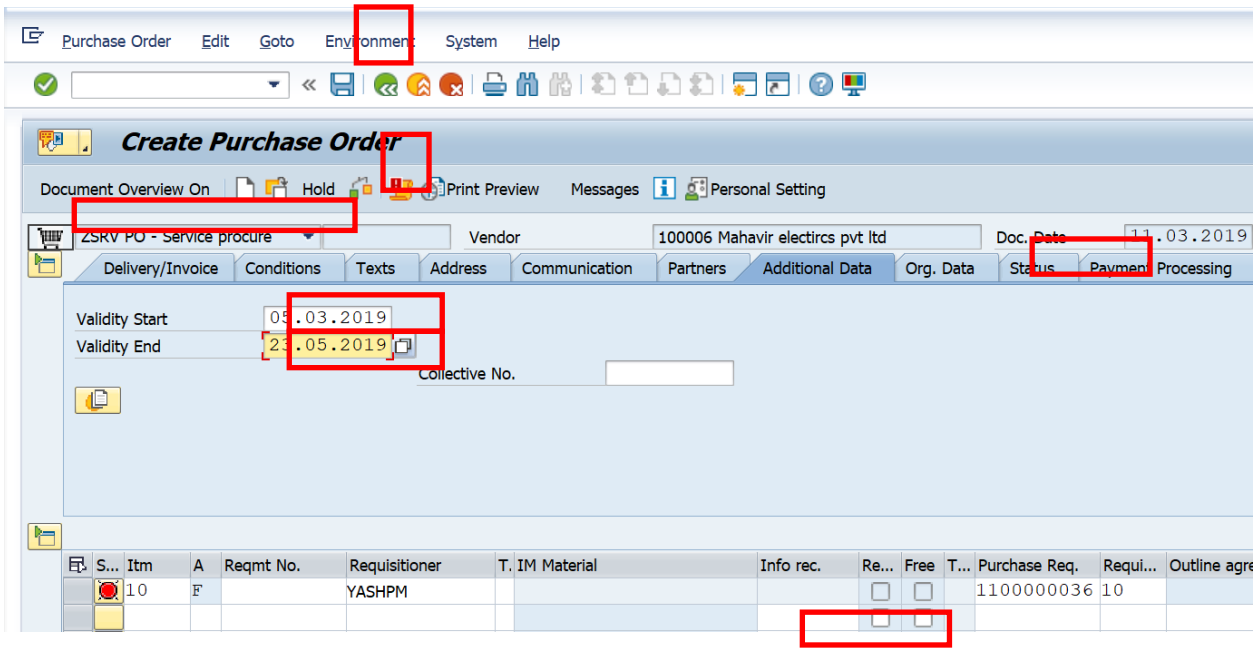
1.1.22. Create Purchase Order

SAP Menu	*Logistics → Material Master → Purchasing → Purchase Order → Create*
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.

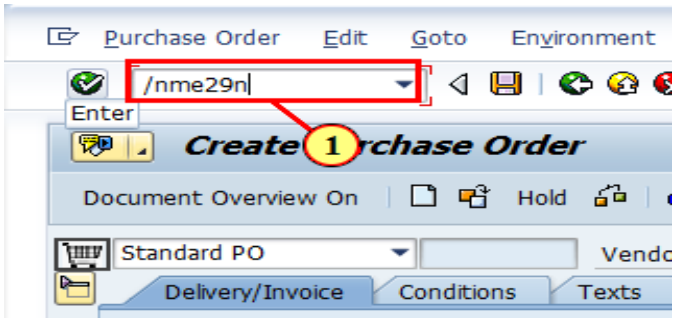
1.1.23. Create Purchase Order



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.

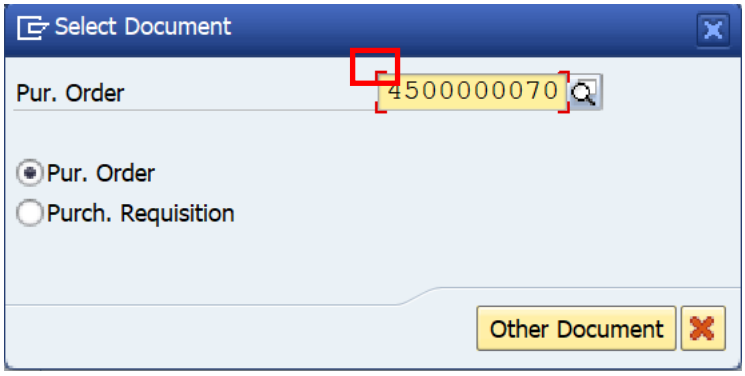
1.1.24. Release Purchase Orders

SAP Menu	*Logistics →Material Master Purchasing Purchase Order → Release → Individual release*
Transaction code	**ME29N**



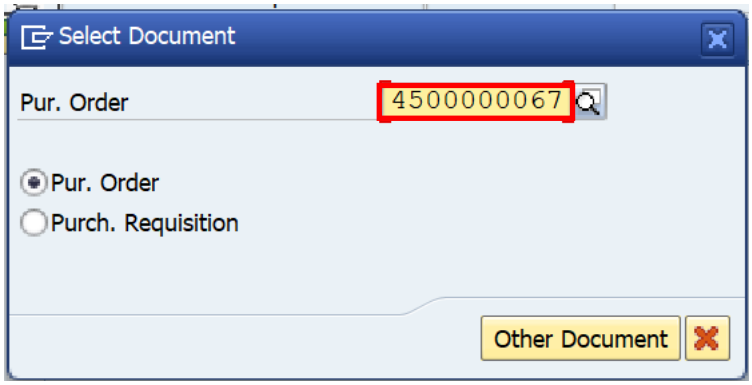
Step	Action
(1)	After creation of PO.Now need to release the PO. So enter ME29N (T code) to release the PO.

1.1.25. Release PO-Service proc



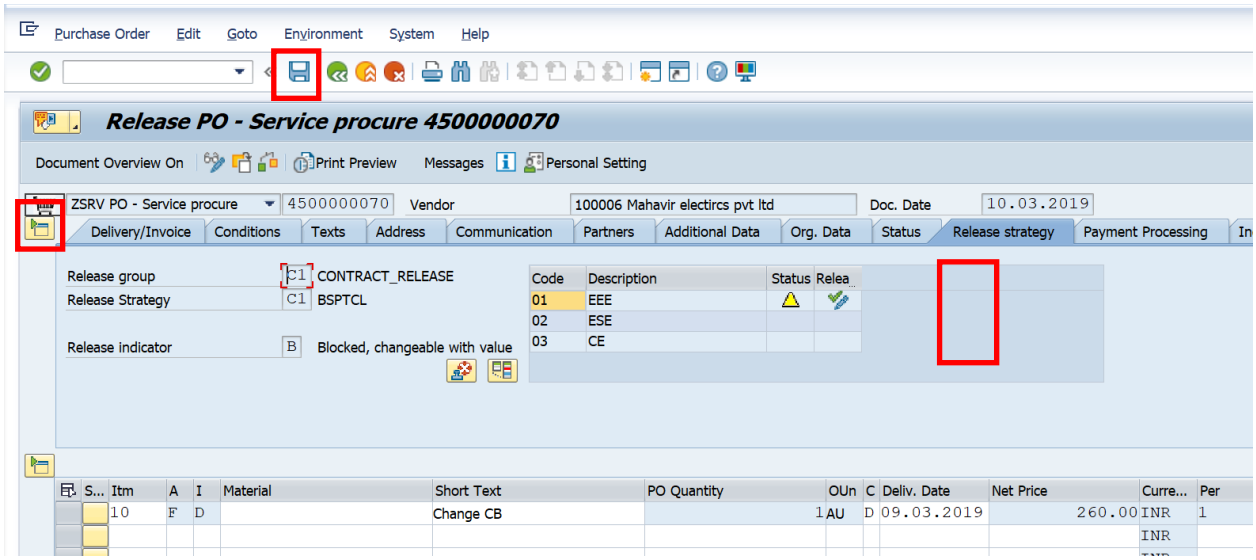
Step	Action
(1)	Click Other Purchase Order to select the required PO number.

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.)

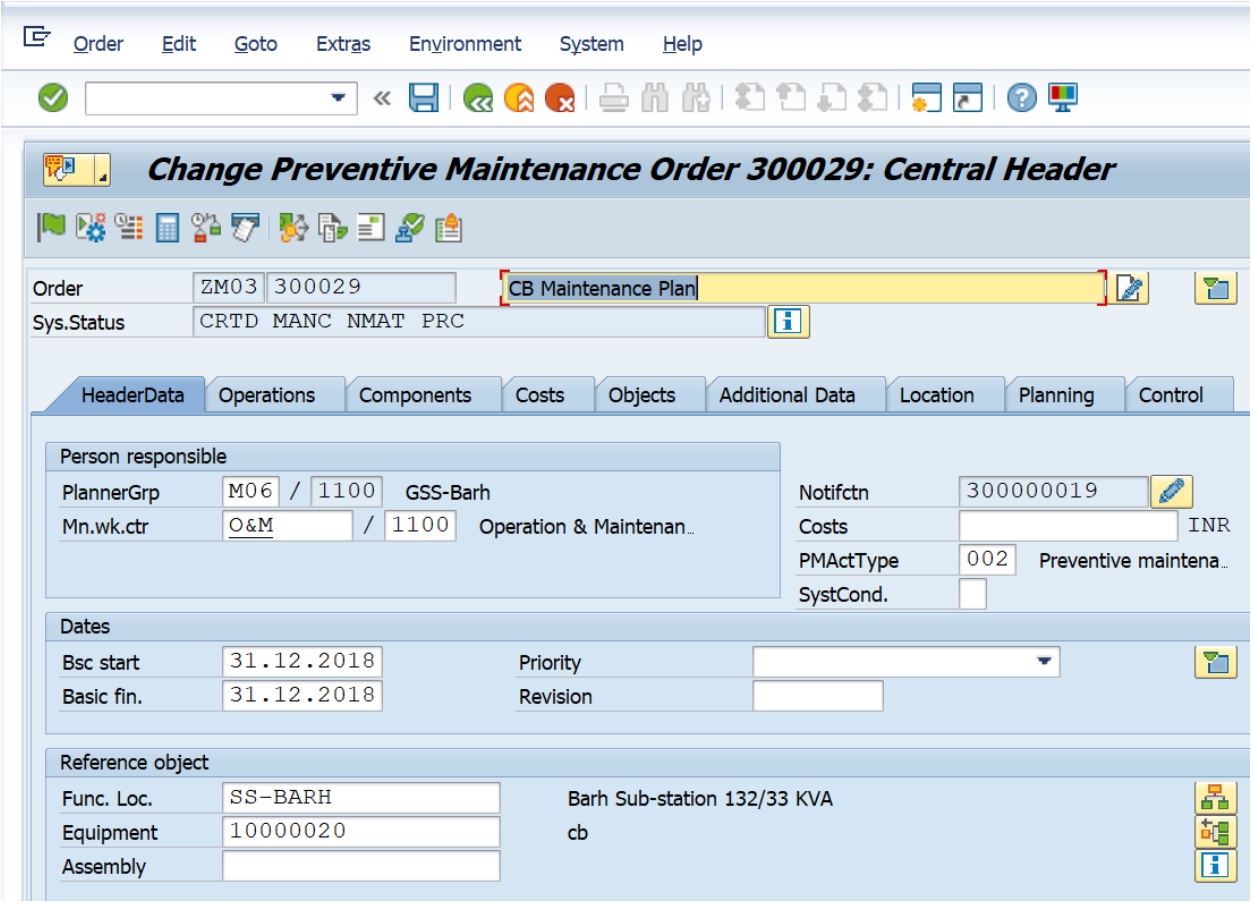
1.1.27. Release PO-Service proc



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

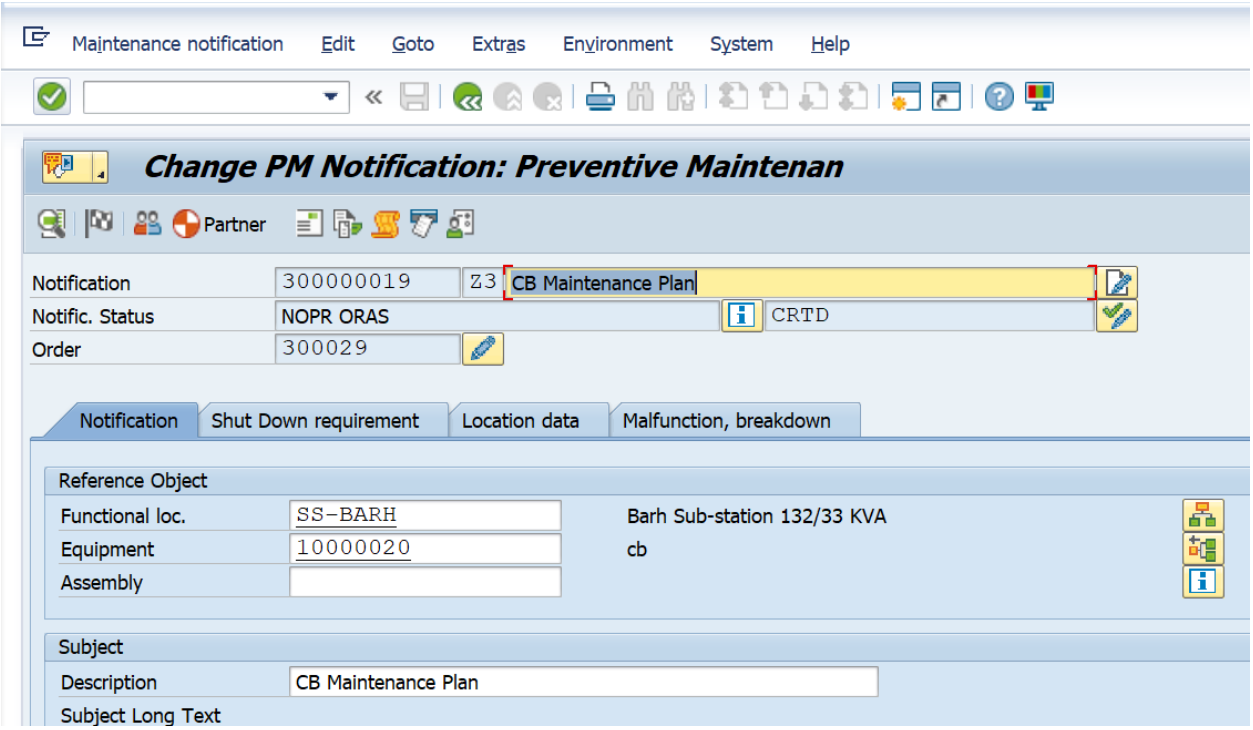
<u>Note</u>:Create Notification for Preventive Maintenance approval process

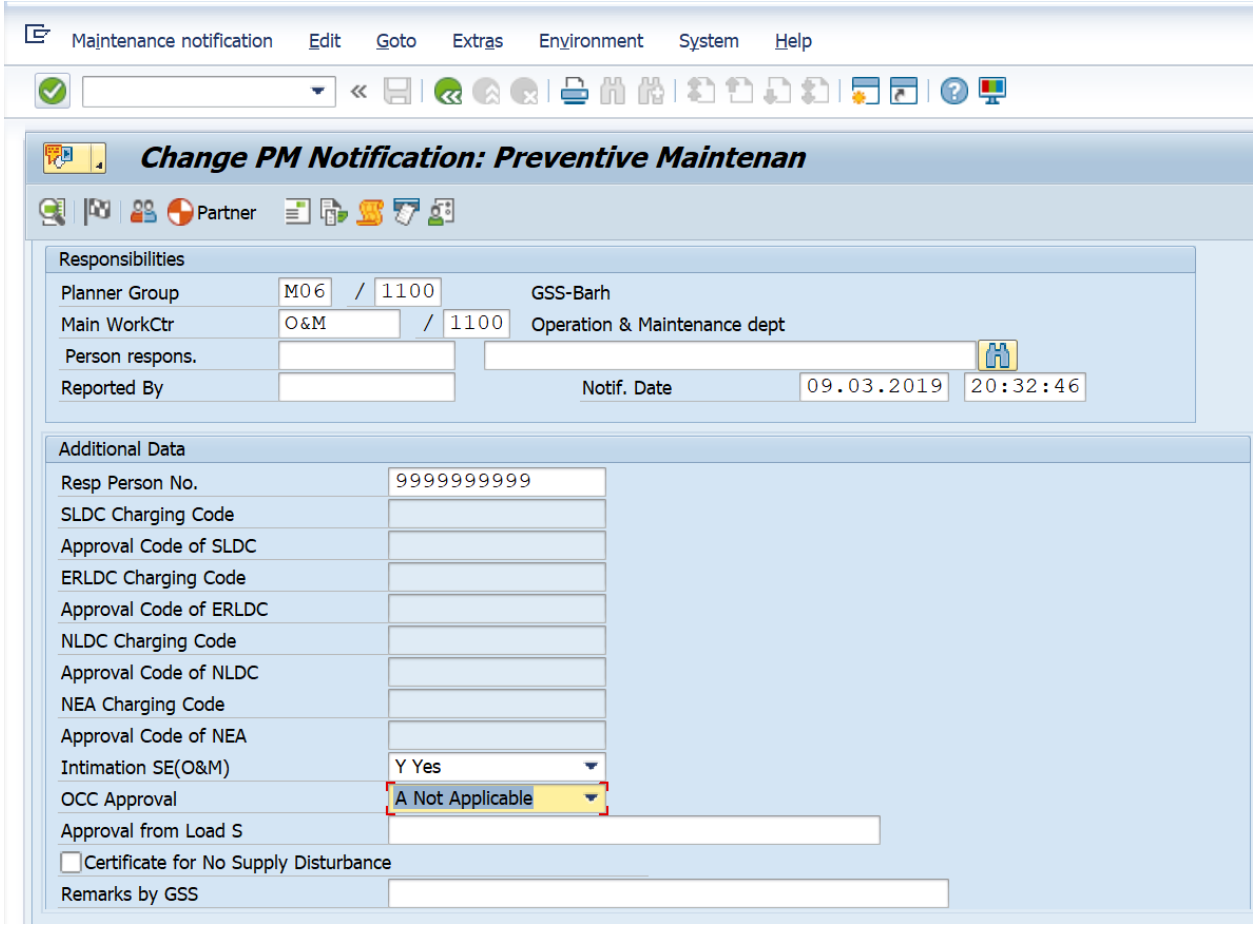
1.1.28. Change Preventive Maintenance order 300029: Central Header



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

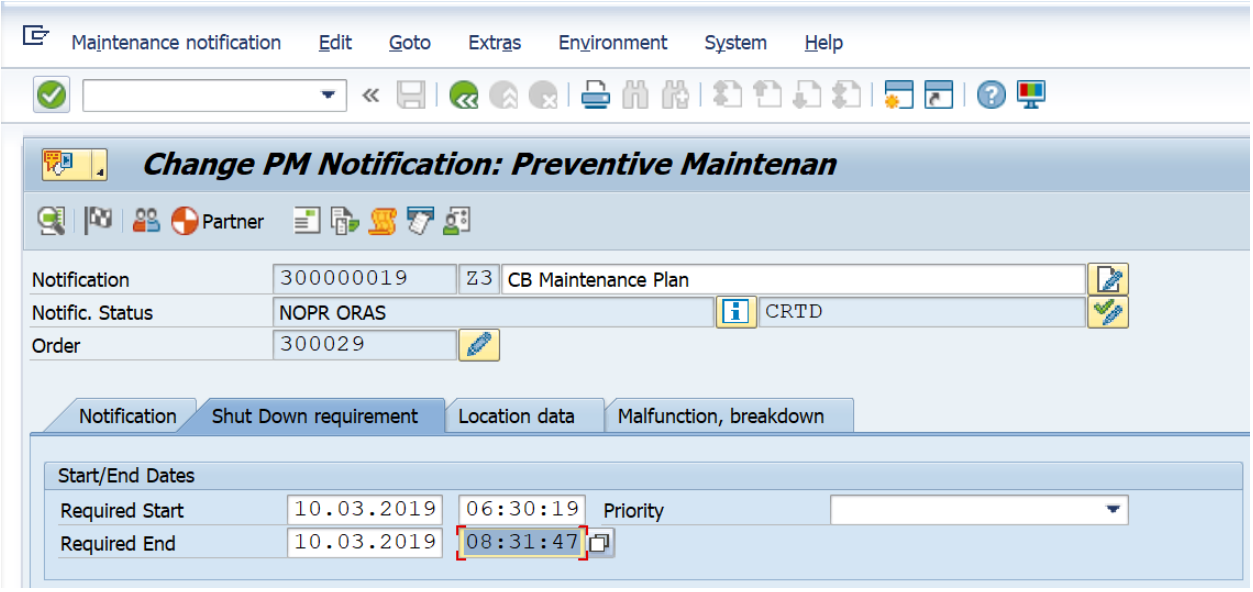
1.1.29. Change Notification





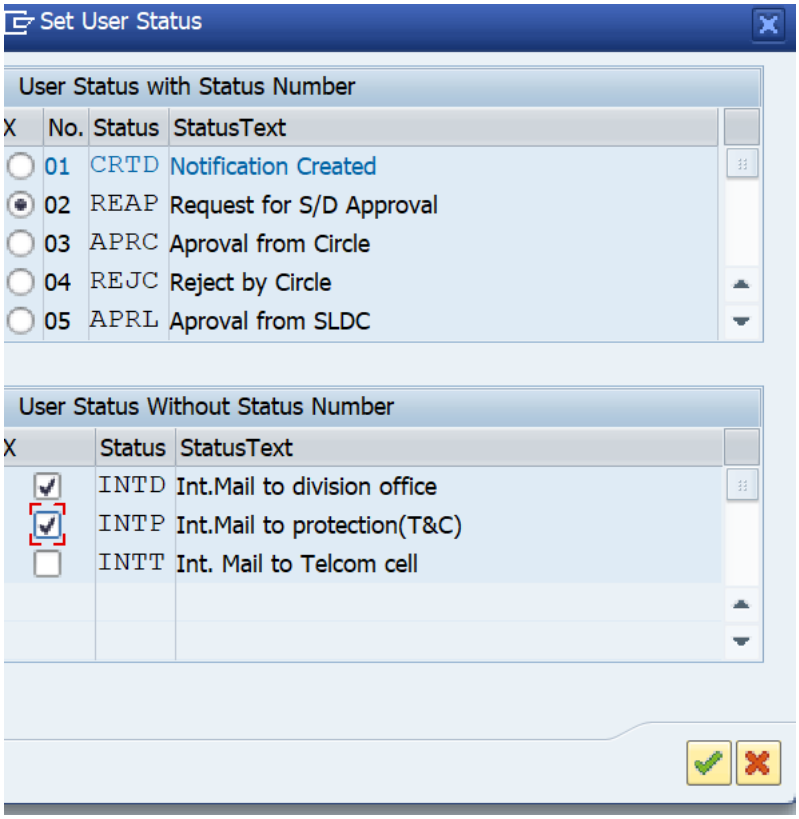
Step	Action
(1)	Check Notification Description, Equipment and FL Number.
(2)	Enter person Responsible,Responsible person No., and intimation SE(O&M)

1.1.30. Change PM Notification: Preventive Notification



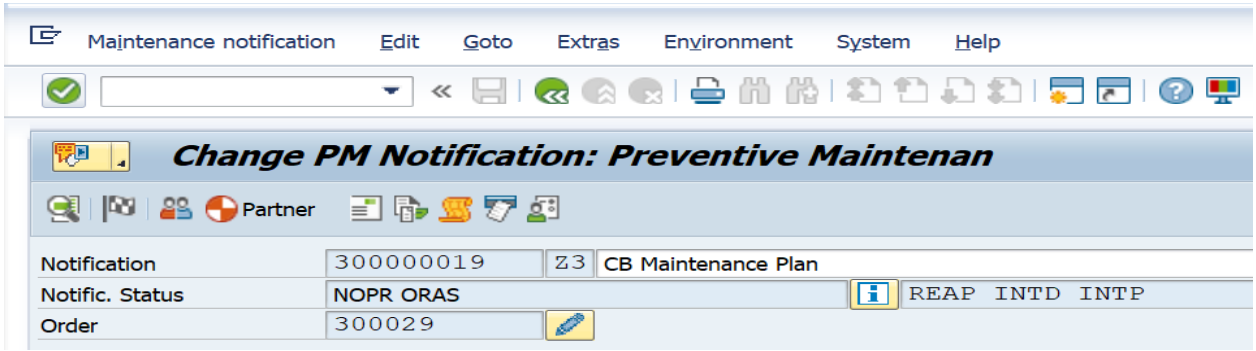
Step	Action
(1)	In Notification tab all details will be triggered from order.
(2)	Click on Shutdown Requirement Tab.
(3)	Enter the Plan Shutdown Required start date and time.
(4)	Enter the Plan shutdown Required end date and time.
(5)	Click on the status and select the Request for approval-shutdown status.

1.1.31. Set User Status



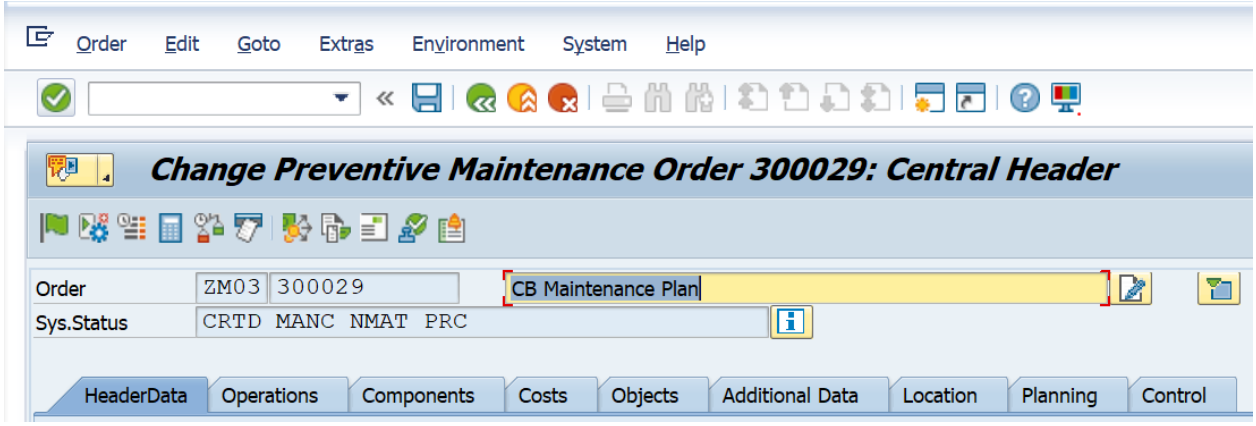
Select REAP Status for shutdown approval and also select intimation status if required.

1.1.32. Create PM Notification: Shutdown Notification



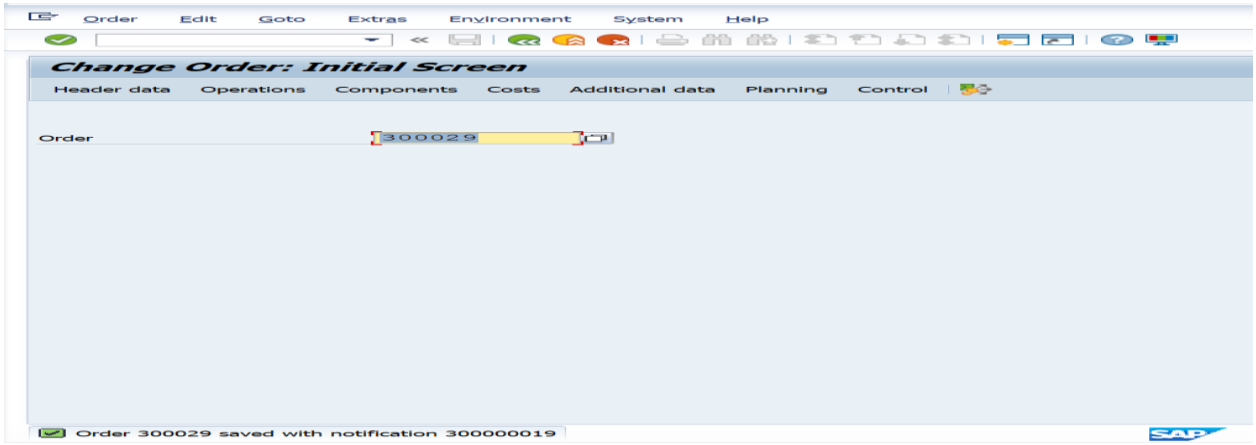
Step	Action
(1)	Click .

1.1.33. Change Preventive Maintenance order 300029: Central Header



Step	Action
(1)	Release &save the Order.

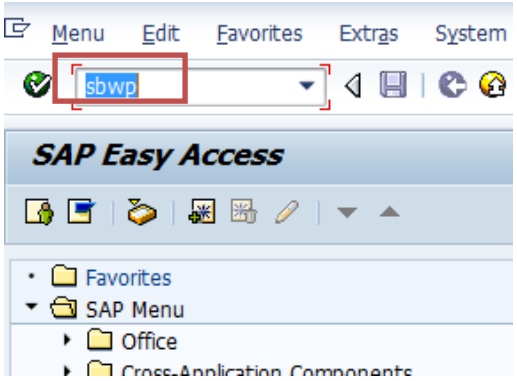
1.1.34. Change Order: Initial Screen

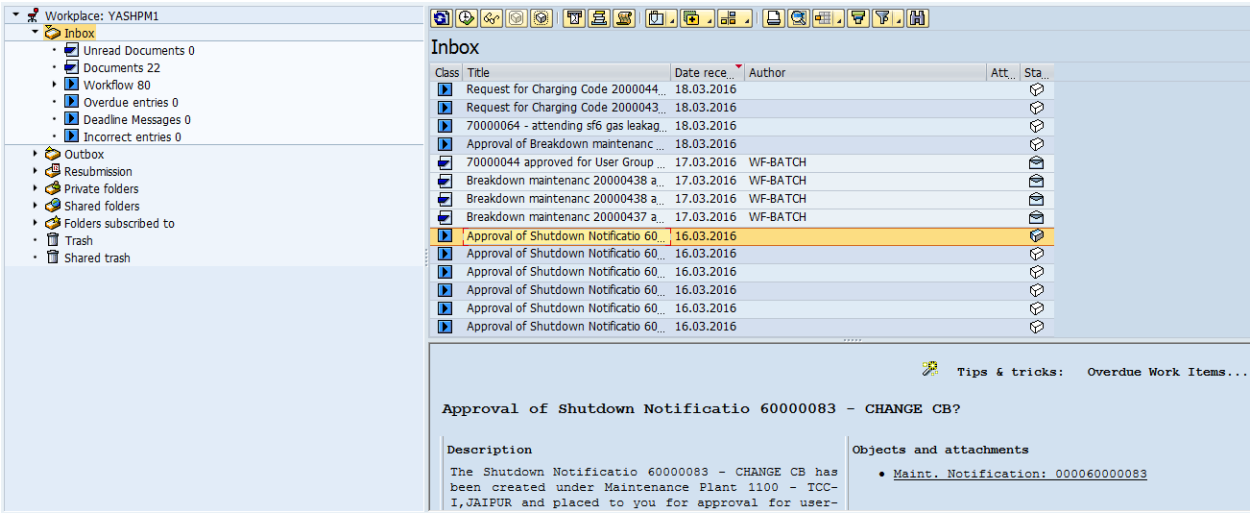


Step	Action
(1)	Order 300026 saved with notification 300000016

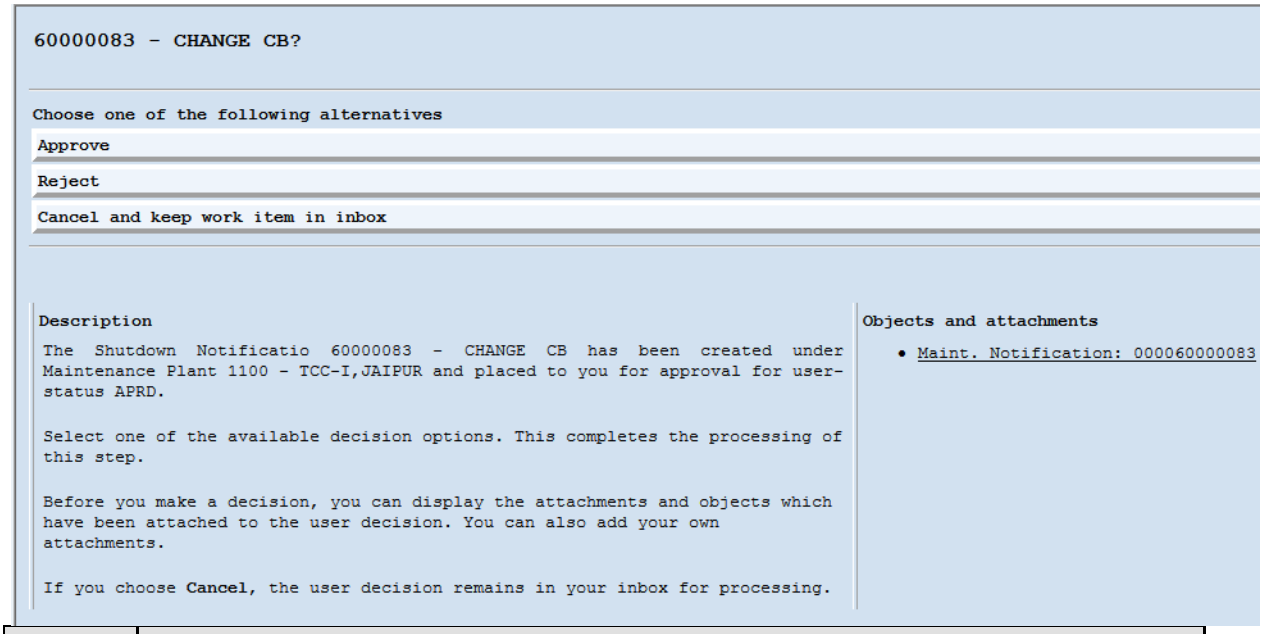
Sample Workflow

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



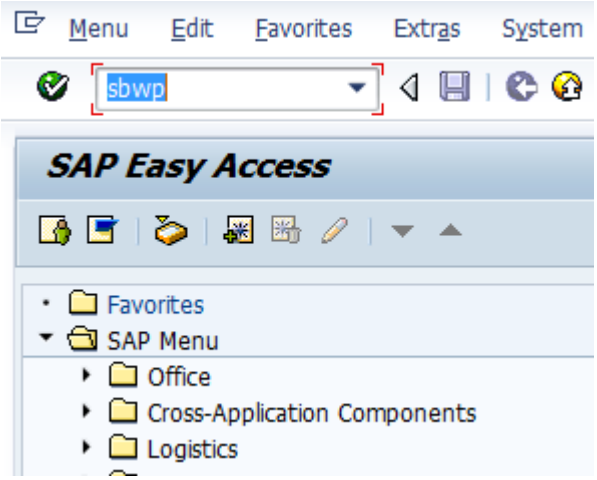


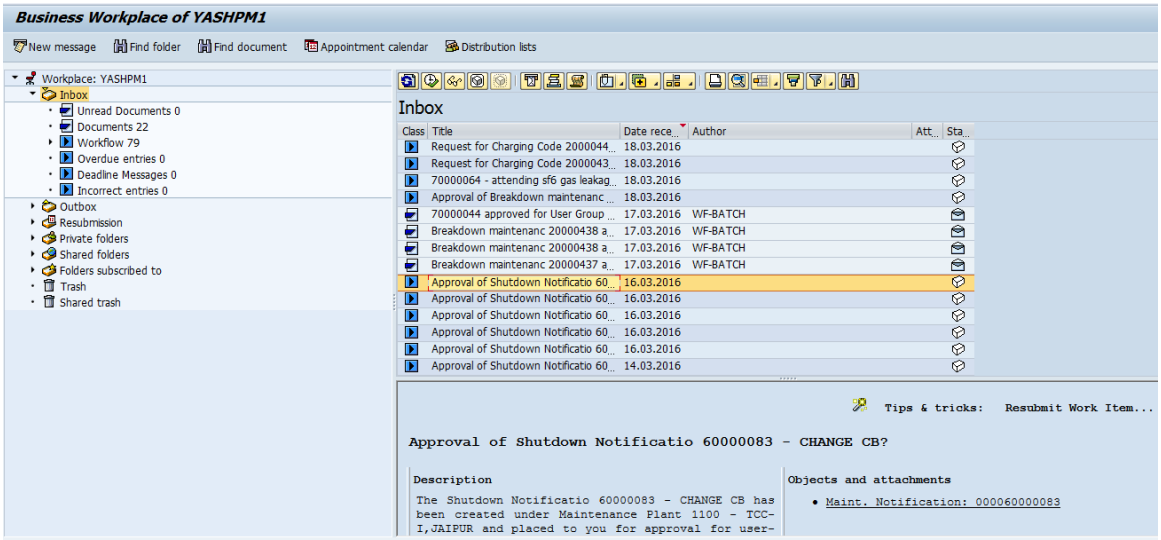
Step	Action
(1)	Enter the T-code- sbwp & click on icon



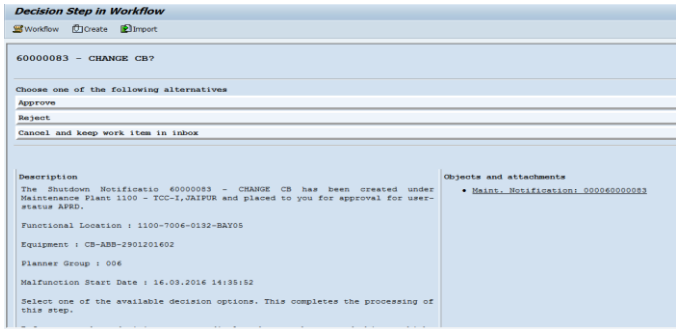
Step	Action
(1)	**Double Click on Approve tab .**

Following steps are done by SLDC cell- Approval or reject





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

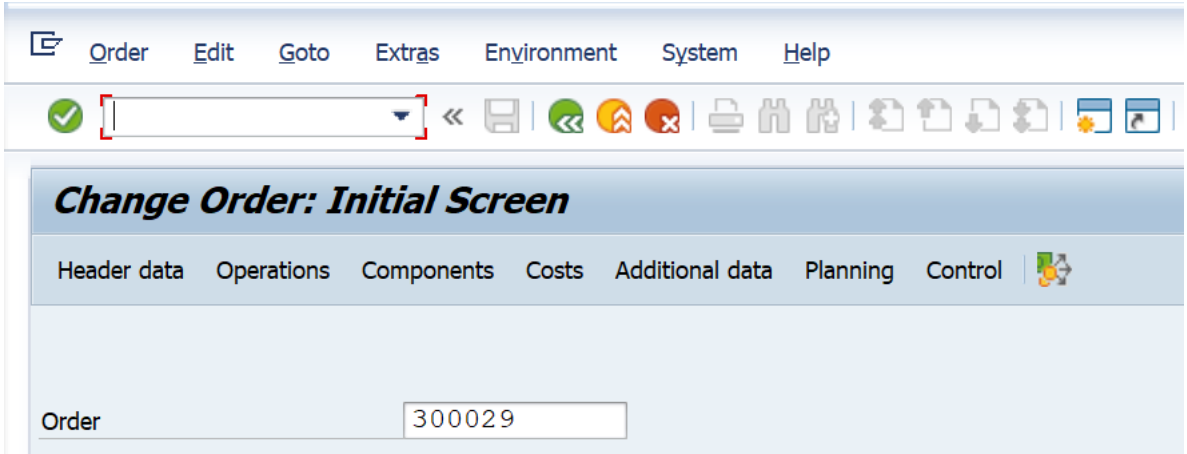


Step	Action
(1)	Double click on Approve

GSS user will do PM activity

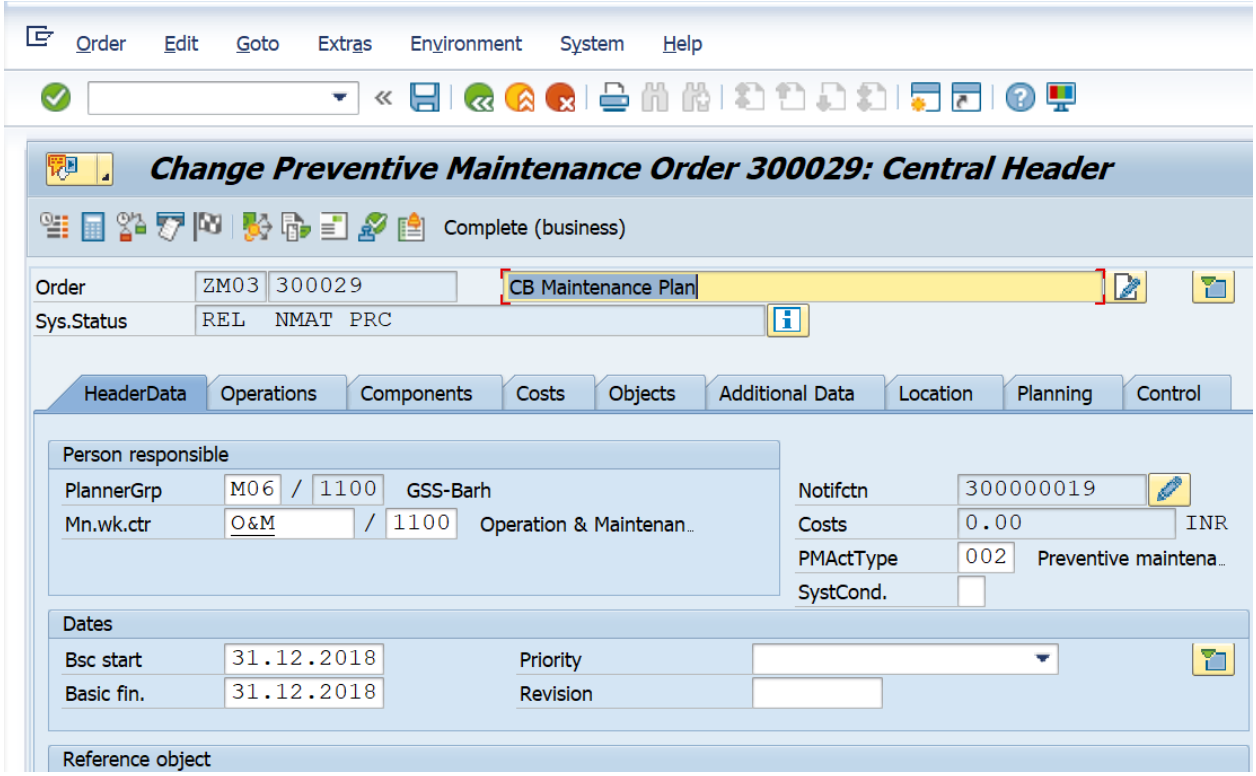
1.1.35. Change PM Order.

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



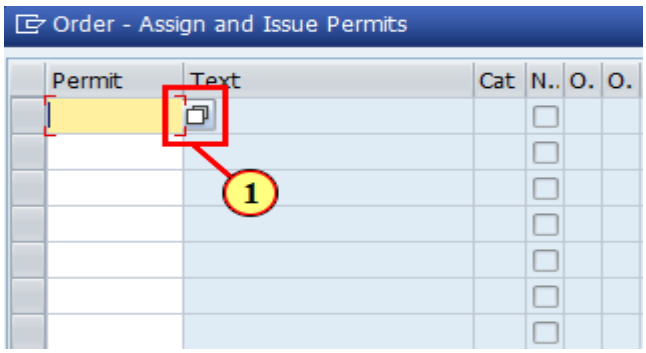
Step	Action
(1)	**After getting approval mail from SLDC. Enter /NIW32(change order) to assign the permit and components.**

1.1.36. Change Shut down Maintenance order 300029: Central Header



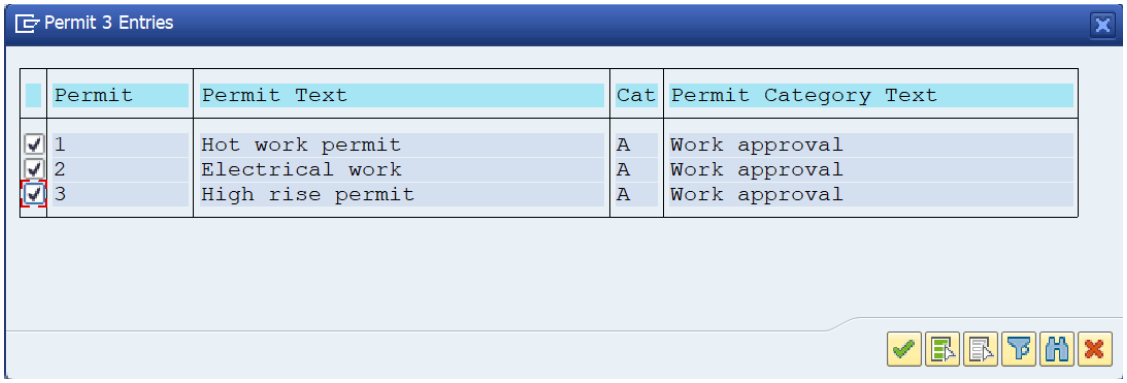
Step	Action
(1)	Click on Permit Issue Tab

1.1.37. Order - Assign and Issue Permits



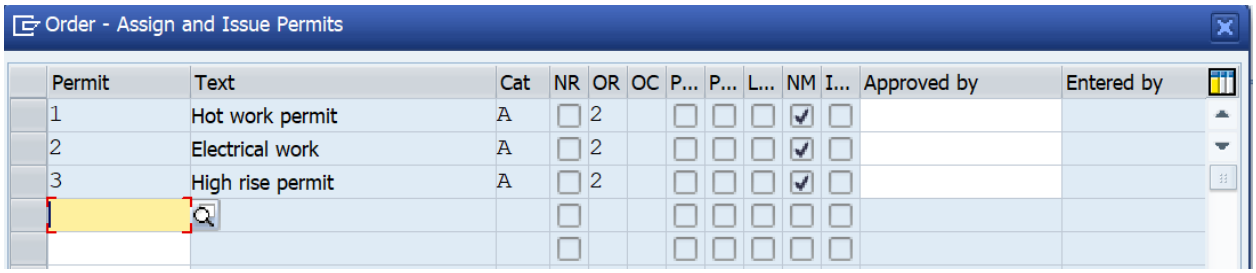
Step	Action
(1)	Select dropdown button select the work Permit option.

1.1.38. Permit Entry



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

1.1.39. Order - Assign and Issue Permits

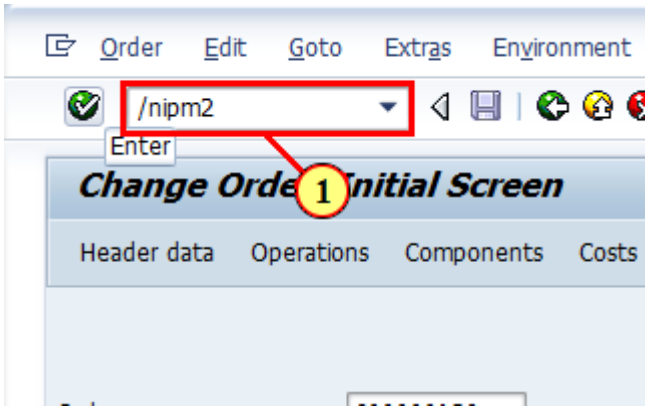


Step	Action
(1)	Click Continue ✔.

PTW Issuing process

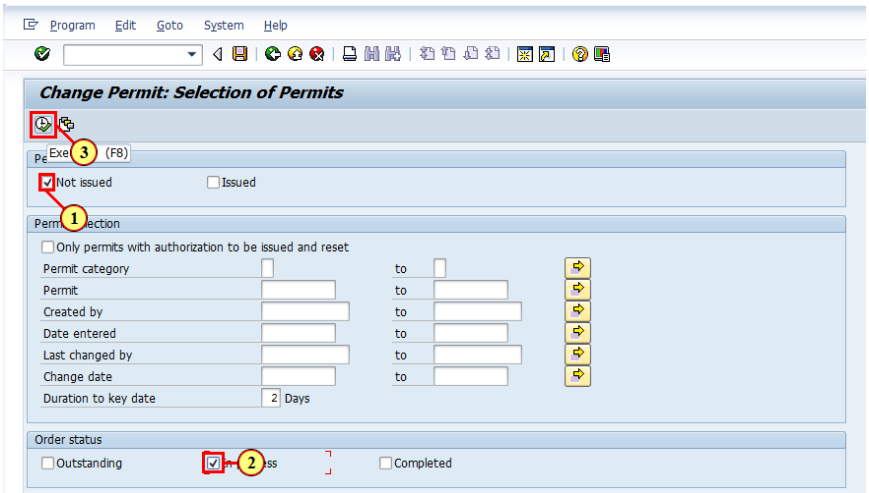
1.1.40. Issue Permit

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



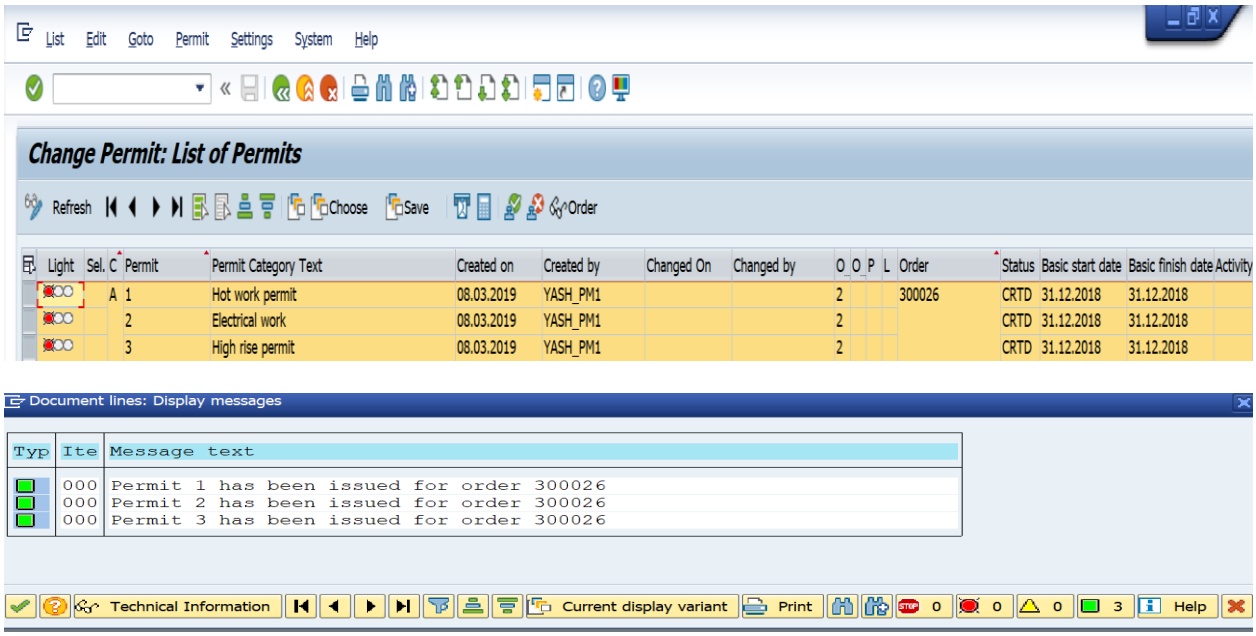
Step	Action
(1)	**Enter the /NIPM2 to issue the Permit.**

1.1.41. Change Permit: Selection of Permits



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



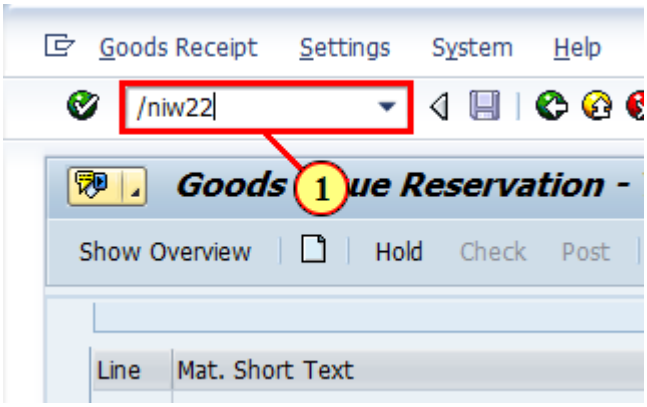
Step	Action
(1)	Select the permit.
(2)	Issue the permit.

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

Note: Request the SLDC for Charging code.

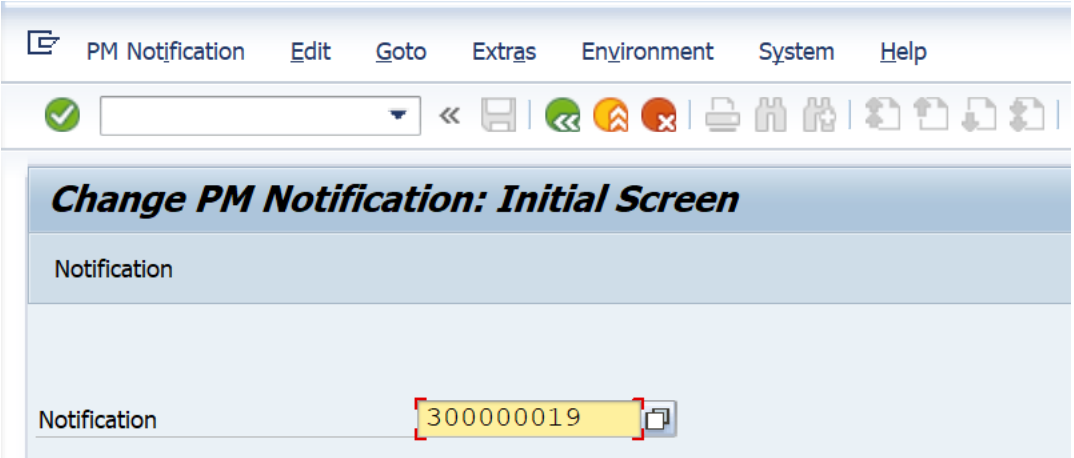
1.1.43. Goto Change Notification

SAP Menu	*Logistics* → *Plant maintenance* → Maintenance Processing → Notification → Change →
Transaction code	IW22



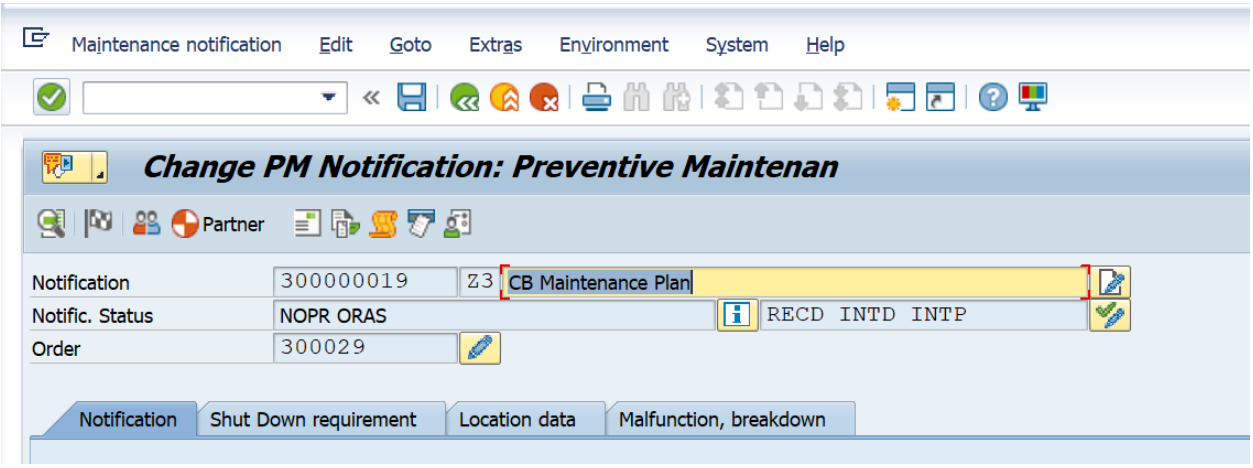
Step	Action
(1)	Enter /NIW22(T code) and press enter.

1.1.44. Change PM Notification: Initial Screen



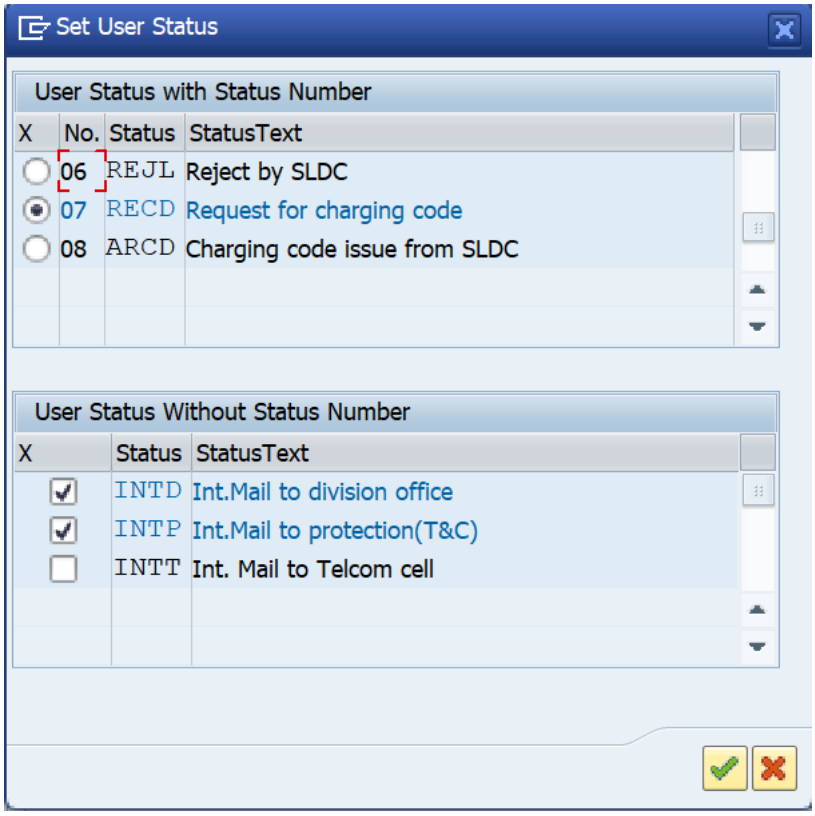
Step	Action
(1)	Notification number.

1.1.45. Change PM Notification: Preventive Maintenance

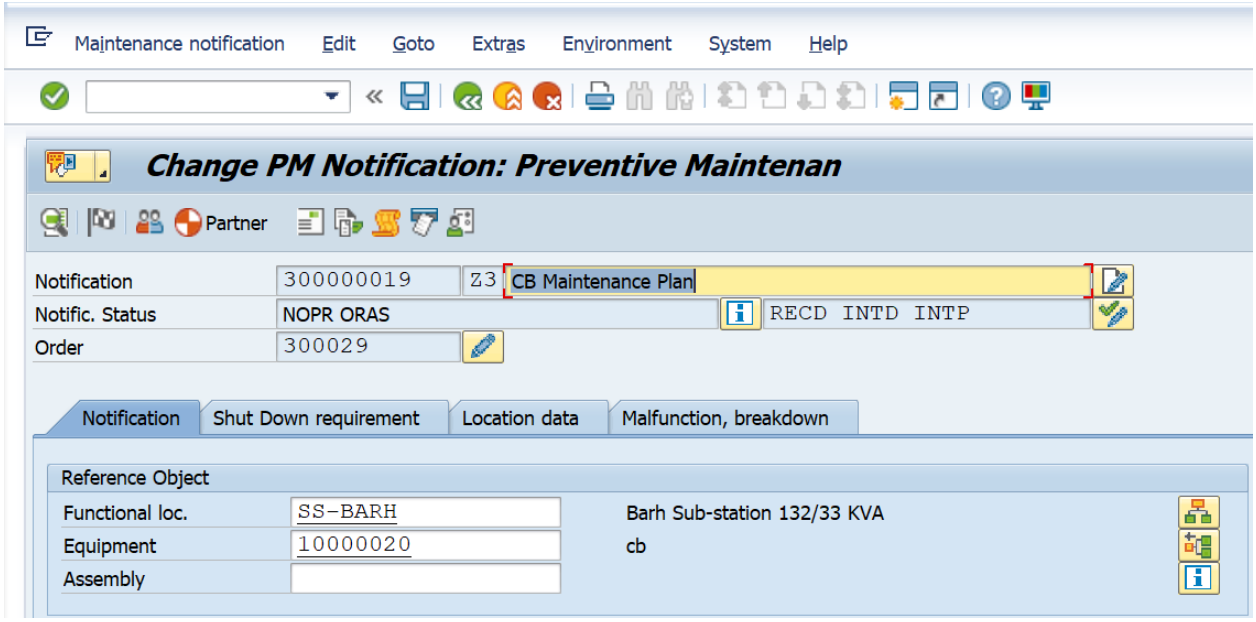


Step	Action
(1)	Click on user Status and Request SLDC for charging Code.

1.1.46. Set User Status



1.1.47. Change PM Notification: PreventiveNotification



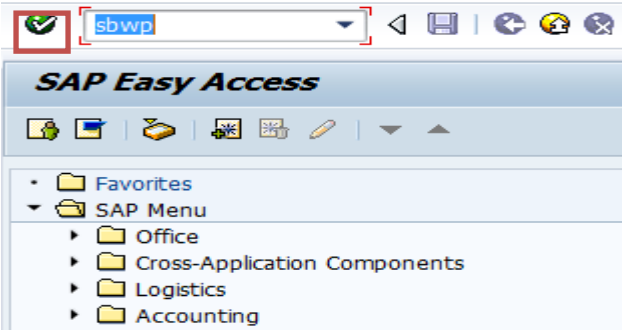
Step	Action
(1)	Save the Notification.

Sample Charging code issuing process

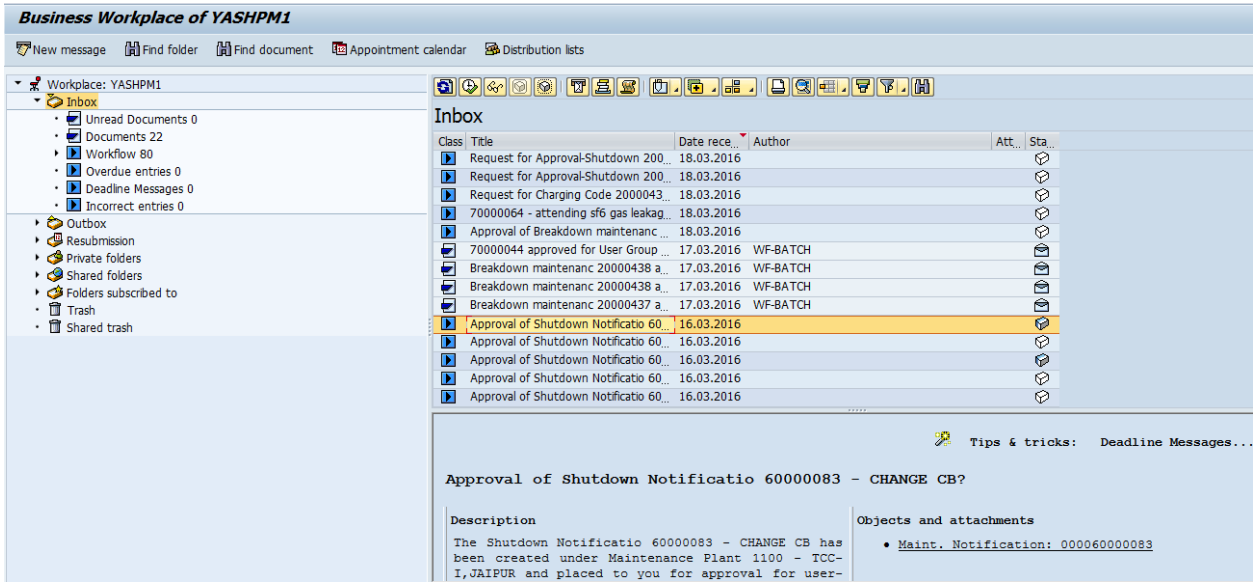
- **Note- Request for charging code mail will be trigger to SLDC cell**

<u>SLDC cell Provide the Charging code</u>

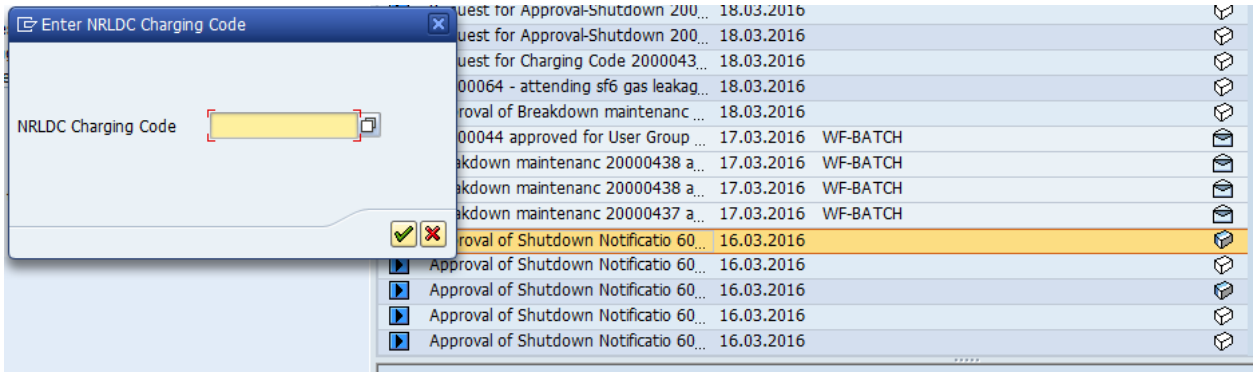
1.1.48. Charging code Issuing process

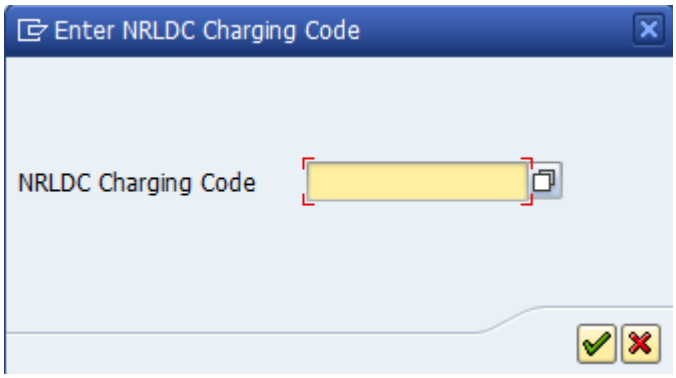


Step	Action
(1)	Click .



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





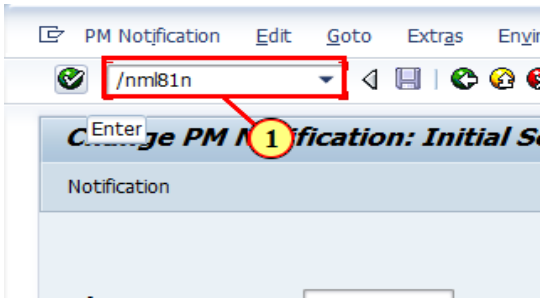
Step	Action
(1)	Enter if NRLDC code available or Click .

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.

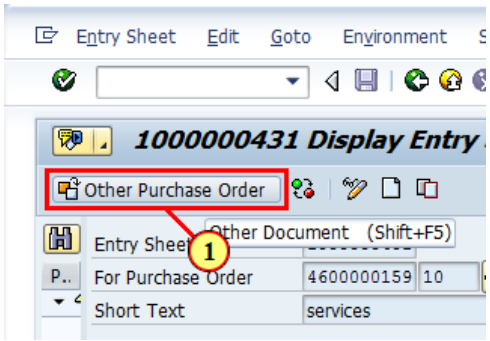
SAP Menu	*Logistics → Material Master →Service entry sheet Maintain*
Transaction code	**ML81N**



Step	Action

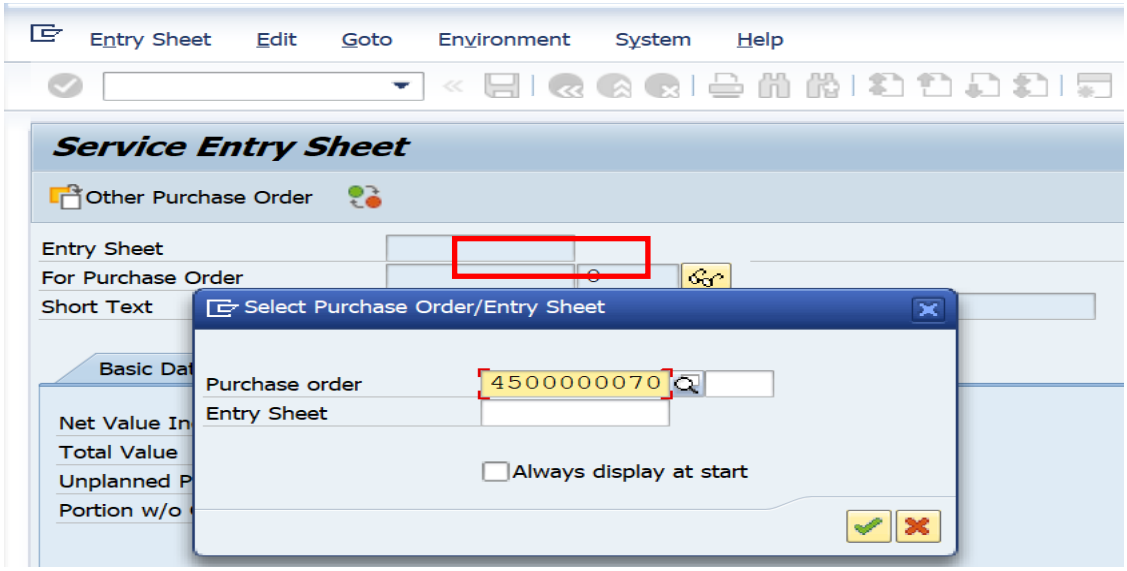
Step	Action
(1)	**Enter/NML81N to create service entry sheet.** **Service entry sheet is used to enter the services that are performed by service engineer with reference to PO.**

1.1.50. Create Service Entry Sheet



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

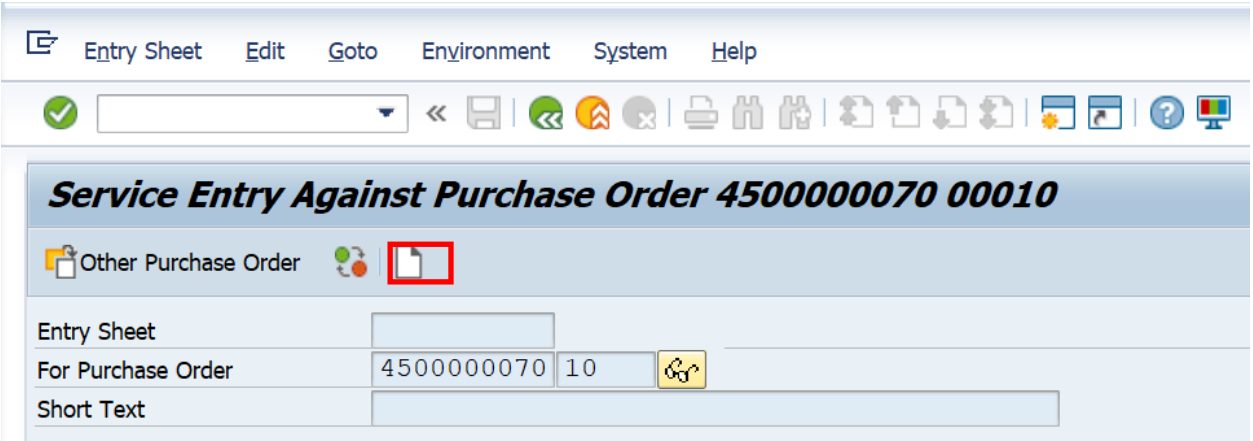
1.1.51. Select Purchase Order/Entry Sheet



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

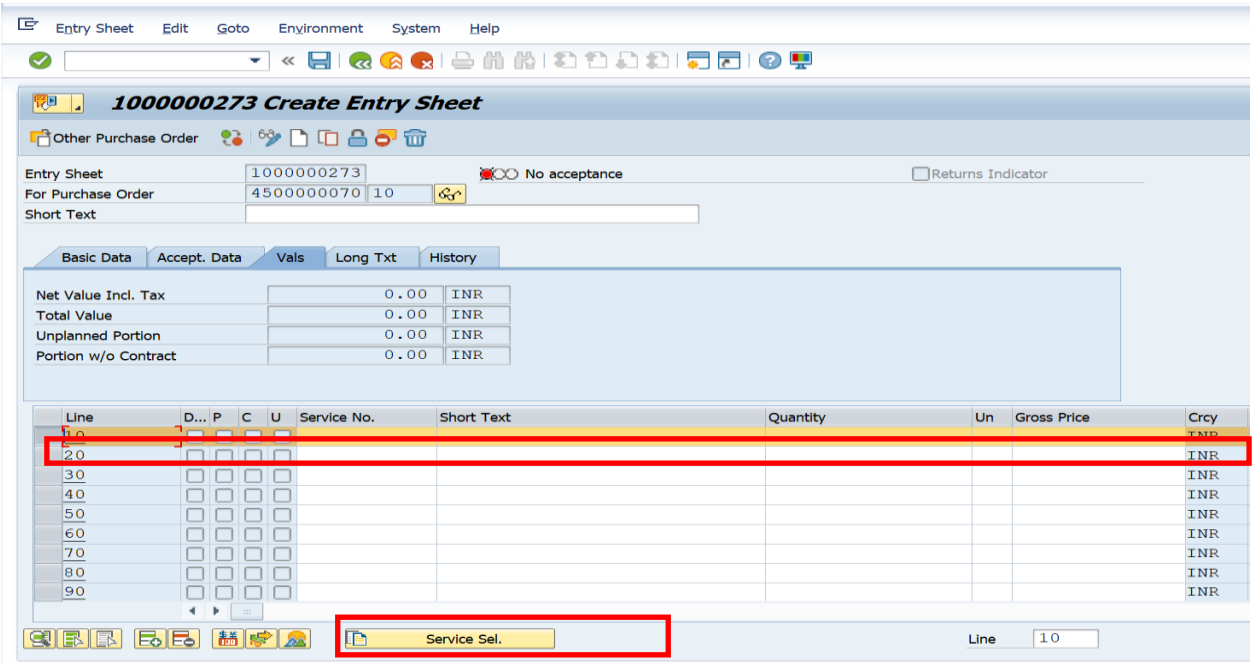
Step	Action
(2)	Click Continue .

1.1.52. Service Entry Against Purchase Order



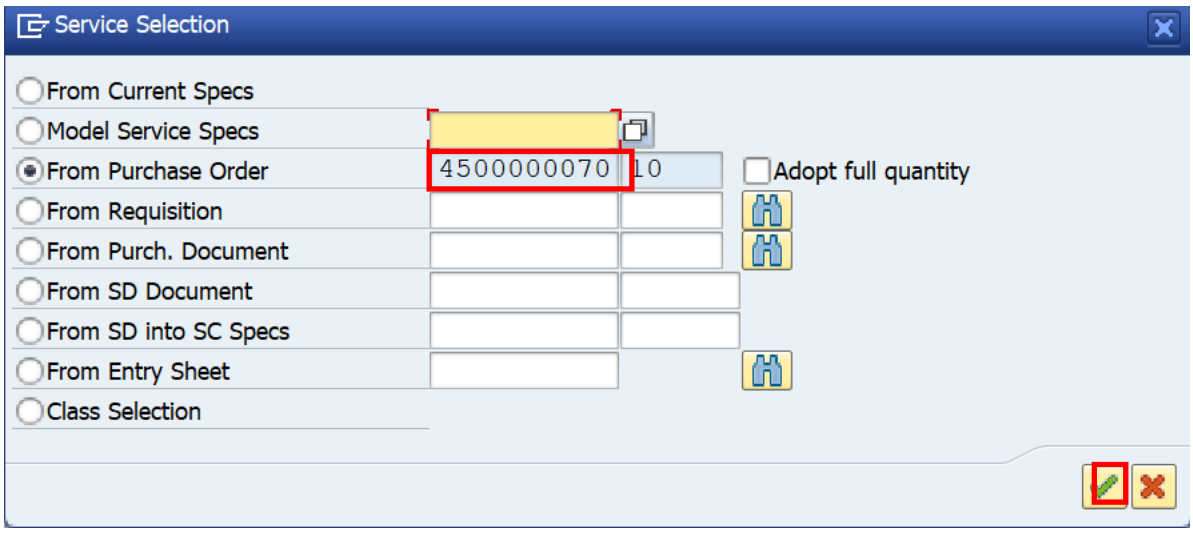
Step	Action
(1)	Click Create Entry Sheet .

1.1.53. Create Entry Sheet



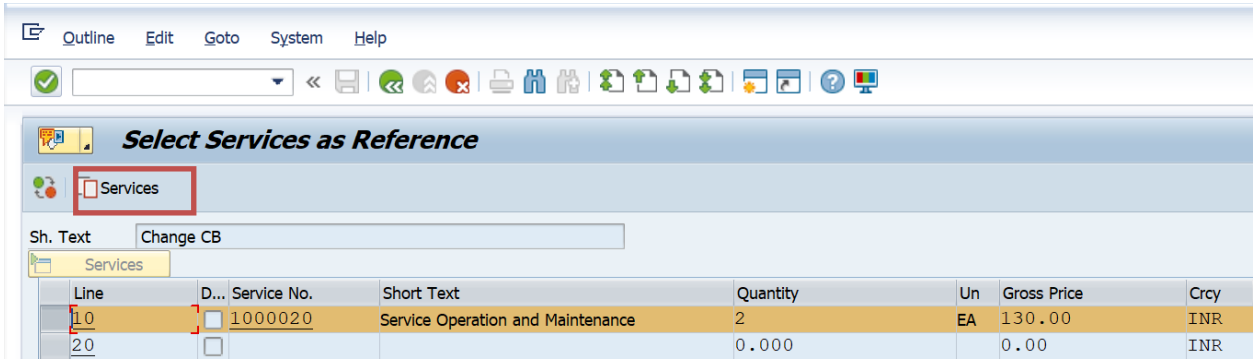
Step	Action
(1)	Select the line and the select the service sel. button.
(2)	click on the service sel. separate screen appears in that select the adopt details option with reference to PO.

1.1.54. Create Entry Sheet



Step	Action
(1)	Click icon

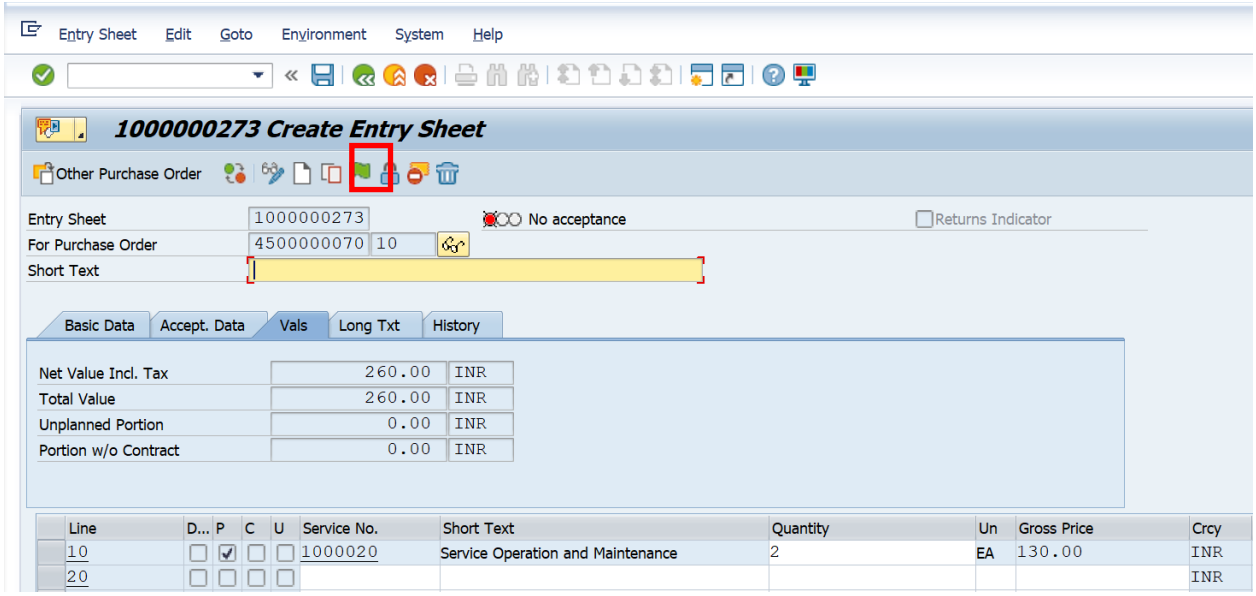
1.1.55. Select Service Details

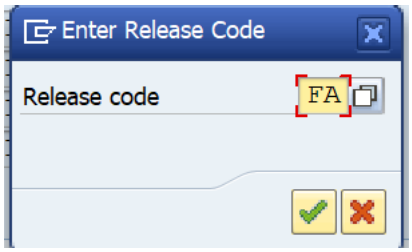


Step	Action

Step	Action
(1)	Select service & Click Services

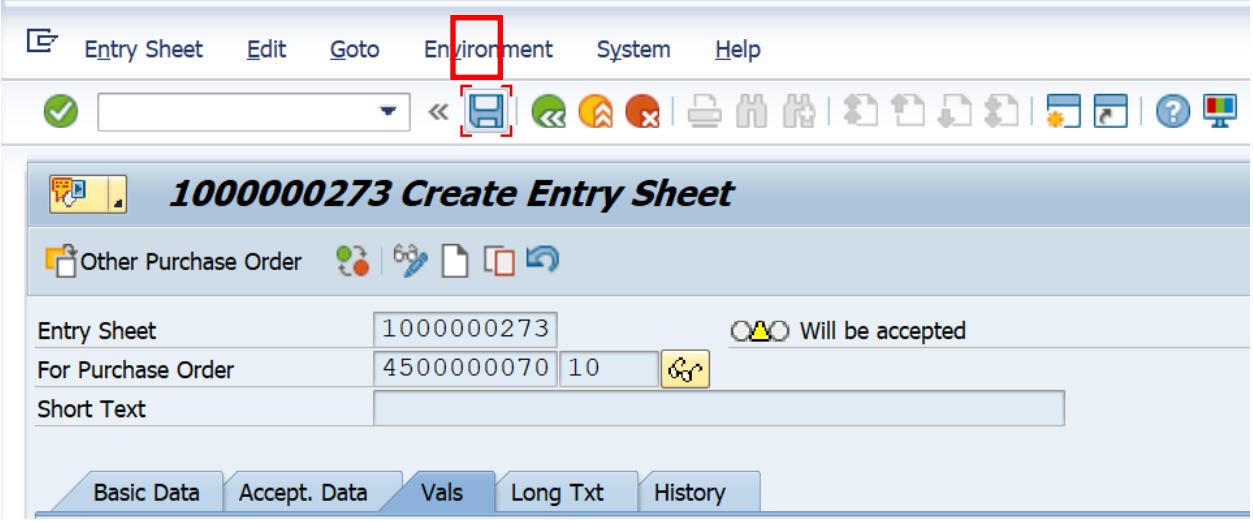
1.1.56. Create Entry Sheet





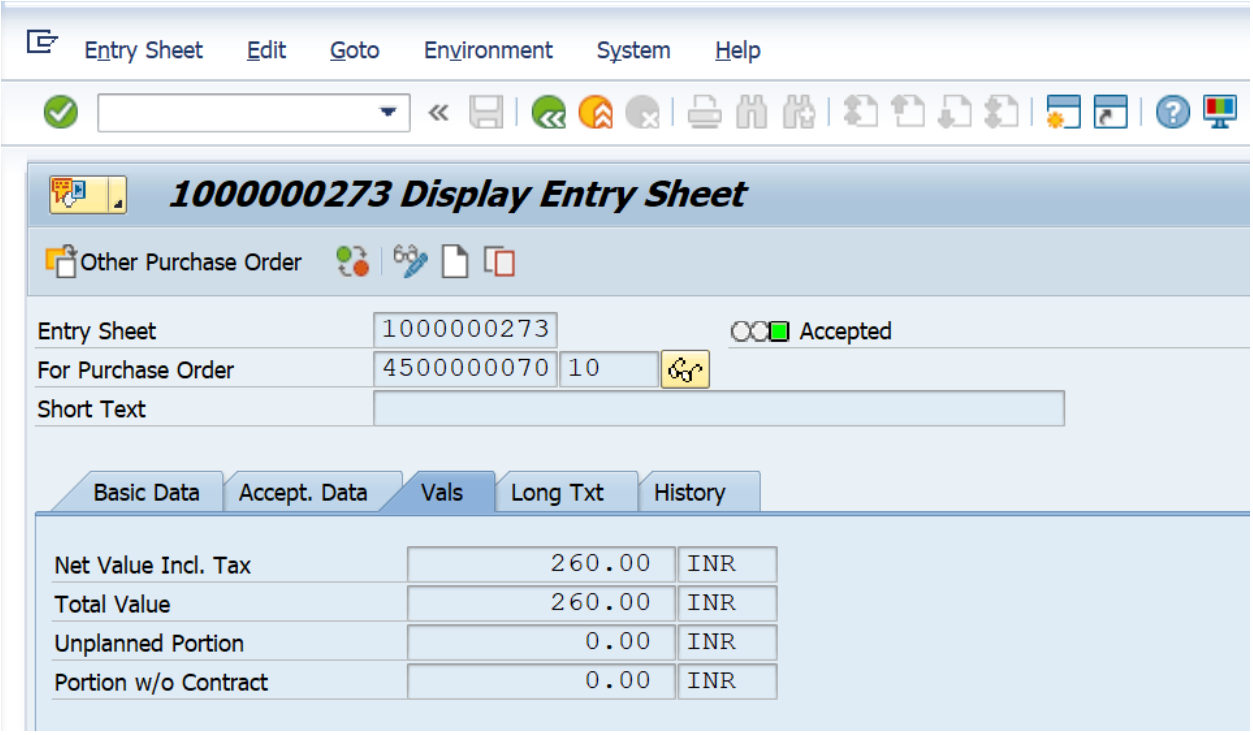
Step	Action
(1)	Click Release , select release codes FA sequentially.

1.1.57. Create Entry Sheet



Step	Action
(1)	Click .

1.1.58. Display Entry Sheet



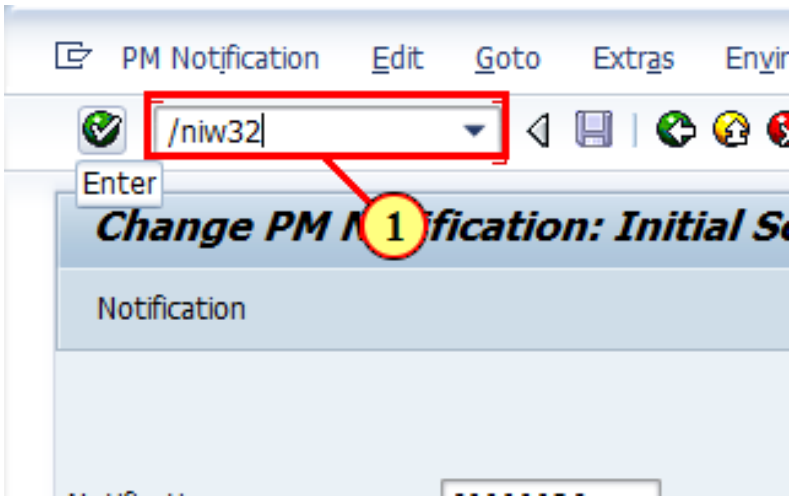
Step	Action
(1)	Document Accepted

GSS USER will do the following steps

1.1.59. Complete the Shutdown MaintenanceOrder

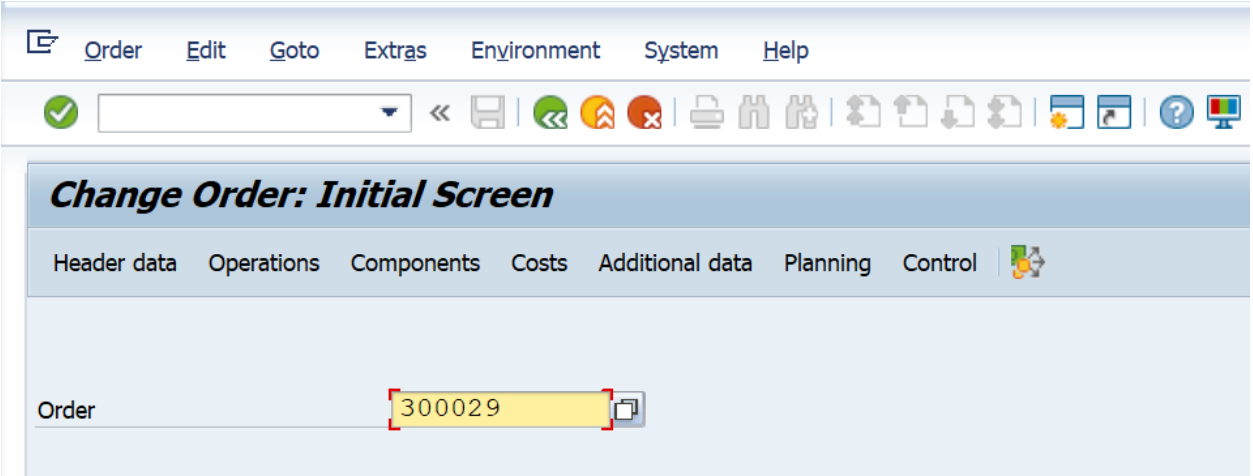
Note:Complete(Technically) means closing the Shutdown Maintenance order from Technical side.

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



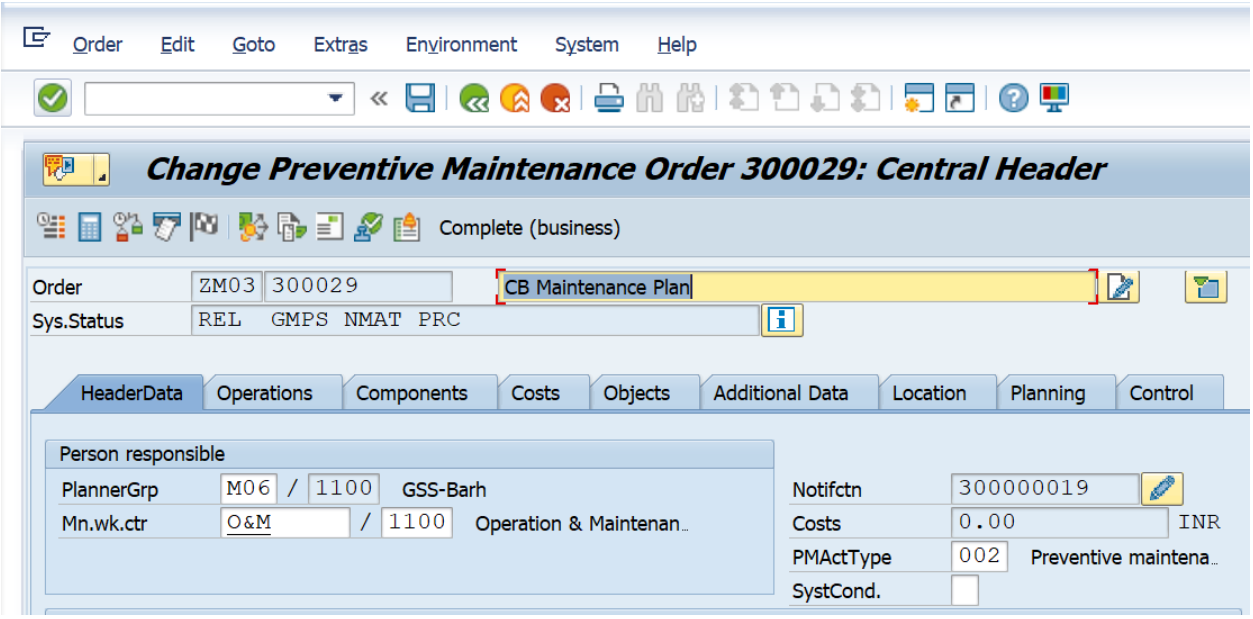
Step	Action
(1)	After getting charging code from SLDC, go to order for completing order Technically.

1.1.60. Change Order: Initial Screen



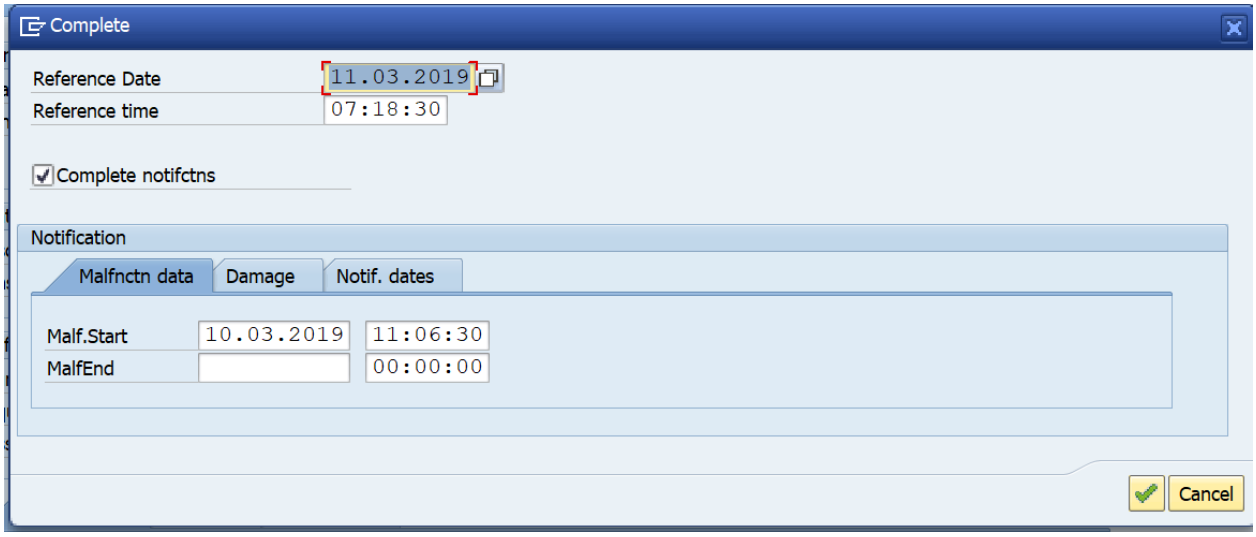
Step	Action
(1)	Using dropdown button find the order number.

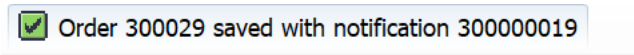
1.1.61. Change Preventive Maintenance order300029: Central Header



Step	Action
(1)	Click Complete (technically) .

1.1.62. Complete





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