



# Project – SUGAM

## User Manual

Process Name: Returnable Gate pass  
Process Number: 20



### DOCUMENT DETAILS

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

### AUTHORS & PARTICIPANTS

Role	Name
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### Revision History

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



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SAP T-code	ZMMGP01
Process	Out returnable

Select Radio button Gate pass create and Press Execute

Gate Pass



Gate PassCreate


Gate PassChange

Gate PassReport

Gate PassPrintout

Select Returnable checkbox, Out returnable and press Execute

Gatepass



Returnable

In Returnable

Out Returnable



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Enter Sender Storage location, Receive storage location

Gate Pass Returnable

REFRESH

Gate Pass Details	Reference Details	Details :
Gate Pass Ref	Material Doc.	RECEIVER
<input type="checkbox"/> Force Close	Plant	Vendor
Gate In/Out	1100 Trans Circle Patna	Name
Gate Out Date	1000	Plant
Gate Out Time	C/S, Fatuha	1100 T
Gate In Date		1010
Gate In Time		220KV, 1
Actual return Dt	Vendor Chal No & Dt	Address
10.03.2019	Transporter Name	
Created By	Vehicle no	
Status	Received By	
	AEE GSS	
	Designation	
	AEE	

Material No	Material Description	Quantity OUT	Quantity IN	Balance Qty	UOM	No Of Pack	Line Text
1100000017	circet breaker 33kv	10.000		0.000	NO		FOR NEW CONNECTION

Enter Header remark if any

Remarks

Following gate pass created

✔ GATE PASS NO 11001000180032 YEAR 18 CREATED SUCCESSFULLY



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SAP T-code	ZMMGP01
Process	Gate pass print

Select Gate pass printout check box, Click on Execute

Gate Pass

Execute

Gate PassCreate

Gate PassChange

Gate PassReport

Gate PassPrintout

Enter gate pass number and execute

GatePass Form

Execute

Gate Pass Details

Gate Pass Number



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SAP T-code	ZMMGP01
Process	In Returnable

Select Gate pass create checkbox and Execute

Gate Pass

Gate PassCreate  
 Gate PassChange  
 Gate PassReport  
 Gate PassPrintout

Select In returnable and Execute

Gatepass

Returnable  
 In Returnable  
 Out Returnable



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Enter Gate pass number with refer to which we want to in material

### Gate Pass Returnable

#### Gate Pass Details

Gate Pass Ref	11001000180032
	<input type="checkbox"/> Force Close
Gate In/Out	IN
Gate Out Date	
Gate Out Time	00:00:00
Gate In Date	06.03.2019
Gate In Time	17:45:43
Actual return Dt	06.03.2019
Created By	
Status	

We can add remark at line level as well as Header level if any.

Gate Pass Returnable		
<b>Gate Pass Details</b>	<b>Reference Details</b>	<b>Details :</b>
Gate Pass Ref: 11001000180032	Material Doc.:	SENDER:
<input type="checkbox"/> Force Close	Plant: 1100	Vendor:
Gate In/Out: IN	Stor. Loc.: 1000	Name:
Gate Out Date: 06.03.2019		Plant: 1100 Trans Circ.
Gate Out Time: 17:38:05		Stor. Loc.: 1010
Gate In Date: 06.03.2019		Address: 220KV, Fatuha
Gate In Time: 17:45:43	Vendor Chal No & Dt:	
Actual return Dt: 10.03.2019	Transporter Name:	
Created By: YASH_MM2	Vehicle no: MH24 M1814	
Status: IN	Received By: AEE GSS	
	Designation: AEE	
Line Text: FOR NEW CONNECTION		Remarks:

Save document

✔ GATE PASS NO 11001000180032 CREATED SUCCESSFULLY