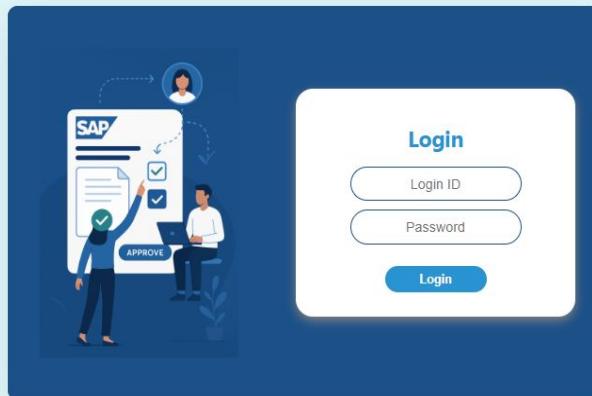


User Manual

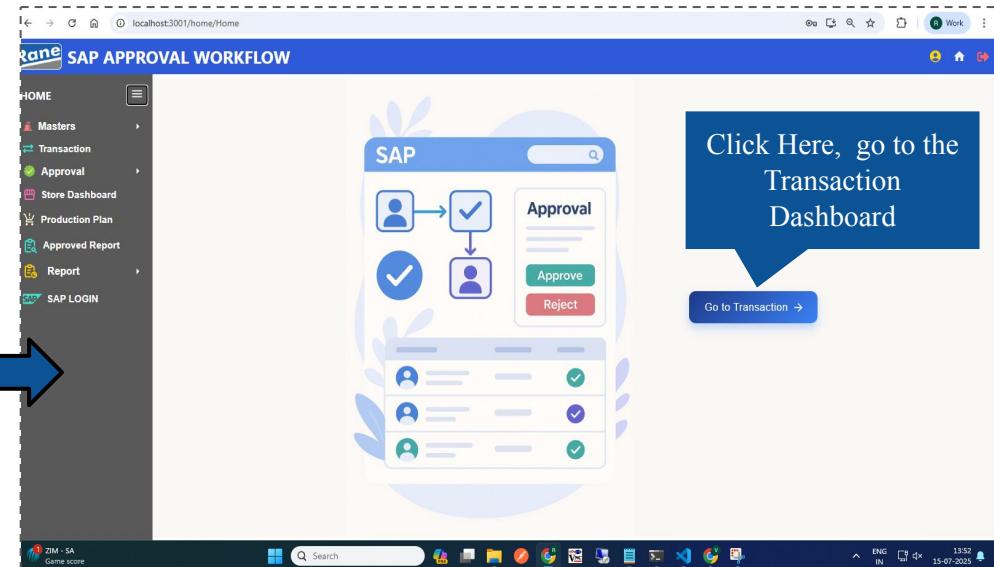
SAP - APPROVAL WORKFLOW

Login Page

SAP-APPROVAL WORKFLOW



Home Page



Rane

Login User (Admin)

(1) User Page Navigation

Click here

Home Page

User Master

Plant Code	Employee ID	UserName	Department	Role	Active Status
1300	02344	Kumar.G	Production	CORP ADMIN	Active
1300	16640	Shanthini R	Production	CORP ADMIN	Active

(2) Click here

(3) Add User

Add User

Plant	Role
Employee ID	UserLevel
Email	User Name
Password	Department
Active	
CANCEL ADD	

(3) Edit User

Edit User

Plant *	Role
1300	CORP ADMIN
Employee ID	Email *
02344	g.kumar@ranegroup.co
User Name *	UserLevel
Kumar.G	L3.FUNCTIONAL ...
Password	Department
123	Production
Active	
CANCEL UPDATE	

(4) User's Based On Company & Plant

User Master

Plant Code	Employee ID	UserName	Department	Role	Active Status
1300	8046	Muthusamy K	Production	REQUESTER	Active
1300	03723	Adhavan K	Production	REQUESTER	Active
1150	10678	Balaji M	M&D	REQUESTER	Active
1150	16978	Vengatesh SM	Quality	REQUESTER	Active
1150	13433	Rajmohan R	M&D	REQUESTER	Active
1300	02234	User 2010	Production	REQUESTER	Active

(4) User's Based On Company & Plant

User Master

Plant Code	Employee ID	UserName	Department	Role	Active Status
1300	02344	Kumar.G	Production	CORP ADMIN	Active
1300	16640	Shanthini R	Production	CORP ADMIN	Active
1300	03576	Selvarani K	M&D	REQUESTER	Active
1300	03268	Mohan S	RM - Storage	RM STORES	Active
1300	8046	Muthusamy K	Production	REQUESTER	Active
1300	00004982	Prakash V	RM - Storage	RM STORES	Active
1300	16480	Renuka G	Production	BUSINESS HEAD	Active
1300	03723	Adhanan K	Production	REQUESTER	Active
1300	14932	Saranya I	RM - Storage	PLANT MRPC	Active

Material (Admin)

(1) Material Page Navigation

- Material
- Vendor
- Customer
- MVT List Item
- Cost Center
- ValuationType
- SupvCode

(1) Click here

Home Page

Material Master

Type here... SEARCH

III COLUMNS FILTERS EXPORT

Plant Code	Material Type	Supervisor Code	Material Code	Description	Rate	Active Status
1150	FERT		3125112690	TUBE MACHINED	200	<input checked="" type="checkbox"/>
1150	FERT		3125112830	Tube Parted	1000	<input checked="" type="checkbox"/>
1150	FERT		3125113180	MAN HT Straight tube	300.1	<input checked="" type="checkbox"/>

(2)

(2) Add Single - Material

Add Material

Plant Code	Material Type
Supervisor Code	Material Code *
Description *	
Rate *	
<input checked="" type="checkbox"/> Active	
<input type="button" value="CANCEL"/>	<input type="button" value="ADD"/>

(5) Bulk Upload - Material

Material Master Excel File Upload

DOWNLOAD TEMPLATE

Choose File No file chosen

CLOSE

UPLOAD

(4) Material's Based On Company & Plant

Material Master

Type here... SEARCH

III COLUMNS FILTERS EXPORT

Plant Code	Material Type	Supervisor Code	Material Code	Description	Rate	Active Status
1150	FERT		3125112690	TUBE MACHINED	200	<input checked="" type="checkbox"/>
1150	FERT		3125112830	Tube Parted	1000	<input checked="" type="checkbox"/>
1150	FERT		3125113180	MAN HT Straight tube	300.1	<input checked="" type="checkbox"/>

(5)

(3) Edit Material

Edit Material

Plant Code 1150	Material Type FERT
Supervisor Code 3125112690	Material Code 3125112690
Description TUBE MACHINED	Rate * 200
<input checked="" type="checkbox"/> Active	
<input type="button" value="CANCEL"/>	<input type="button" value="UPDATE"/>

Storage Location (Admin)

(1) Storage Page Navigation

- * Material
- ** Customer
- ◆ Storage Location
- Movement Type
- MVT List Item
- \$ Cost Center
- ◆◆ ValuationType
- ◆◆◆ SupvCode

Home Page

Storage Location Master

Storage Location Master			
Plant Code	Storage Code	Storage Location Name	Active Status
1200	1200	P2 Store1	<input checked="" type="checkbox"/>
1200	1201	P2 Store2	<input checked="" type="checkbox"/>

(3) Add Storage

Add Storage Location

Plant Code	Supervisor Code
Storage Code *	Storage Name *

Active

CANCEL **ADD**

(5) Edit Storage

Edit Storage Location

Plant *	Supervisor Code
1200	001 - Box, 002 - ...
Storage Code *	Storage Name *
1200	P2 Store1

Active

CANCEL **UPDATE**

(4) Storage Based On Company & Plant

Storage Location Master

Storage Location Master			
Plant Code	Storage Code	Storage Location Name	Active Status
1200	1200	P2 Store1	<input checked="" type="checkbox"/>
1200	1201	P2 Store2	<input checked="" type="checkbox"/>
1200	1202	P2 Store3	<input checked="" type="checkbox"/>
1300	1300	P3 Store1	<input checked="" type="checkbox"/>
1300	1301	P3 Store2	<input checked="" type="checkbox"/>
1150	1150	P4 Store1	<input checked="" type="checkbox"/>

Cost Center (Admin)

(1) CostCenter Page Navigation

- * Material
- ** Vendor
- * Customer
- \$ Storage Location
- * MVT List Item
- \$ Cost Center
- * ValuationType
- * SupvCode

Click here

Home Page

Cost Center Master

Plant Code	CostCenter Code	CostCenter Name	Active Status
1200	1000000	CORPORATE RML	
1200	1000009	RML INDIA - HO	

(2) Click here

(3) Add CostCenter

Add Cost Center

Plant Code	CostCenter Code *
<input type="checkbox"/> CostCenter Name * <input checked="" type="checkbox"/> Active	
CANCEL	ADD

(5) Edit CostCenter

Edit Storage Location

Plant *	1200	CostCenter Code *	1000010
CostCenter Name *	RML CORP OVERSEA		

CANCEL **UPDATE**

(4) CostCenterBased On Company & Plant

Cost Center Master

Plant Code	CostCenter Code	CostCenter Name	Active Status
1200	1000000	CORPORATE RML	
1200	1000009	RML INDIA - HO	
1200	1000010	RML CORP OVERSEAS	
1200	1000100	CORP- SSLP	
1200	1000200	CORP- SGP - CORP	
1200	1000300	CORP- PRDN COMM	
1200	1001100	CORP- FINANCE	
1200	1001101	CORP TREASURY RML	
1200	1001200	CORP- MARKETING- GEN	
1200	1001201	CORP- MARKETING - OE	



Movement (Admin)

(1) Mvnt Page Navigation

- * Material
- ** Vendor
- C Cost Center
- S Storage Location Transf.
- M Movement Type
- L MVT List Item
- S Cost Center
- V ValuationType
- U SupvCode

Click here

Home Page

Movement Type Master

Movement Code	Movement Name	Active Status
551	Scrap Posting	<input checked="" type="checkbox"/>
201	Stock Posting - 201 Mvmt (-)	<input checked="" type="checkbox"/>
202	Stock Posting - 202 Mvmt (+)	<input checked="" type="checkbox"/>
309	Material to Material Conversion	<input checked="" type="checkbox"/>
311	Storage Location Transfer	<input checked="" type="checkbox"/>
	Conversion Rs1	<input checked="" type="checkbox"/>
	Inward Old Invoice	<input checked="" type="checkbox"/>
	Emergency Procurement	<input checked="" type="checkbox"/>

Type here... SEARCH

COLUMNS FILTERS EXPORT

Click here

(3) Add Mvnt

Add Movement Type

Movement Code Movement Name *

Active

CANCEL

ADD

(5) Edit User

Edit Movement Type

Movement Code 311 Movement Name * Storage Location Transf.

Active

CANCEL

UPDATE

(4) Mvnt Based On Company & Plant

Movement Type Master

Movement Code	Movement Name	Active Status
551	Scrap Posting	<input checked="" type="checkbox"/>
201	Stock Posting - 201 Mvmt (-)	<input checked="" type="checkbox"/>
202	Stock Posting - 202 Mvmt (+)	<input checked="" type="checkbox"/>
309	Material to Material Conversion	<input checked="" type="checkbox"/>
311	Storage Location Transfer	<input checked="" type="checkbox"/>
	Conversion Rs1	<input checked="" type="checkbox"/>
	Inward Old Invoice	<input checked="" type="checkbox"/>
	Emergency Procurement	<input checked="" type="checkbox"/>

Type here... SEARCH

COLUMNS FILTERS EXPORT



Rane

Role (Admin)

(1) Role Page Navigation

Masters

- Company
- Business Division
- Plant
- Department
- Role**

(2) Click here

Home Page

Type here... SEARCH

COLUMNS FILTERS EXPORT

Role	Menus
REQUESTER	

(2) Click here

(3) Add Role

Add Role

Role *

Active

CANCEL ADD

(4) Add & Remove: Role Access

REQUESTER PERMISSION

Menu Name	Menus
Dashboard	
Report	

(5) Edit User

Edit Role

Role * REQUESTER

Active

CANCEL UPDATE

(5) Add the Permission Based On Role

Add permission

Screen Type

Screen Name

CANCEL ADD

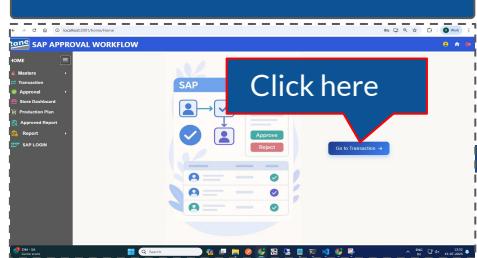
Material to Material Conversion (309 Movement)

Process workflow:

1. Create Request by Users (PROD / MMD / QAD / MED)
2. Upload Process - Fill in required details
3. Upload Output:
 - i) New Records, ii) Error Records, iii) Duplicate Records
4. Submit for Approval to Level 1 User.
 - Level 1 : PLANT FINANCE HEAD
 - Level 2 : PLANT MRPC
 - Level 3 : PLANT HEAD
 - Level 4 : CORP FINANCE HEAD
 - Level 5 : CORP MRPC
5. Requester Page Visible Data: - Only data uploaded by the logged-in user,
Statuses: **Pending, Under Query**
6. Download Option: - Filtered by From-To Date & Movement Type
7. Editability: - Enabled only if status is **Under Query**
8. Resubmit Workflow: - Enabled only if status is **Under Query**
Select rows using checkboxes After making corrections, click Re-submit

309 Movement Request (Requester)

(1) Transaction Page Navigation



(2) Click to begin a 309 request



Requester Page



(4) Excel Template with Sample Data

An Excel spreadsheet titled 'Trn309 (2)'. The data is organized into columns labeled A through O. The first few rows of data are as follows:

Plant_Code	Movement_Code	From_Material_Code	From_Qty	From_Storage_Code	From_Valuation_Type	From_Batch	From_Rate_Per_Unit	To_Material_Code	To_Qty	To_Storage_Code	To_Valuation_Type	To_Batch	To_Rate_Per_Unit	Rent
1210	309	MAT021	200	1150	SUBCONTRACT	b1	200	MAT19	300	1150	SUBCONTRACT	b2	460	test1
1210	309	MAT020	400	1150	DOMESTIC	b2	200	MAT022	400	1150	DOMESTIC	b3	460	test2
1210	309	MAT021	350	1150	INHOUSE	b3	200	MAT020	380	1150	INHOUSE	b4	460	test3
1210	309	MAT024	280	1150	SUBCONTRACT	b4	200	MAT021	100	1150	SUBCONTRACT	b5	460	test4
1300	309	MAT019	300	1150	INHOUSE	b6	200	MAT024	300	1150	INHOUSE	b6	460	test5
1210	309	MAT023	800	1150	DOMESTIC	b5	200	MAT023	700	1150	DOMESTIC	b7	460	test6
1210	309	MAT023	800	1150	DOMESTIC	b5	200	MAT024	300	1150	INHOUSE	b6	460	test7
1210	201	MAT01	10	1300	INHOUSE	b1	300	MAT024	30	1150	INHOUSE	BB	123	TEST1

(4) Upload

A screenshot of an 'Upload Excel File' dialog box. It contains a purple button labeled 'DOWNLOAD TEMPLATE' with a dashed red border. Below it is a file input field with the placeholder 'Choose File' and 'No file chosen'. At the bottom are 'CLOSE' and 'UPLOAD' buttons.

(5) Approval workflow

Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant MRPC >>> L3 Approver: Plant Head >>> L4 Approver: CORP Finance Head >>> L5 Approver: Corp MRPC >>> Send to SAP.

309 Movement: Edit with Status "Under Query" (Requester)

(1) Requester Page After "Under Query" Status

309 Movement Transaction

Type here...

COLUMNS FILTERS EXPORT

Plant Code	Doc ID	Date	From Mat Code	To Mat Code	Net Different Price	Approval Status	Actions
1300	10	16/07/2025	300101890	300200390	-260	Under Query	
1300	10	16/07/2025	300102790	30020190	-260	Under Query	

(2) View the Approval Level & Status

Approval Status				
Role	Date	Name	Comment	Status
Requester	16-07-2025 - 09:33:51	Muthusamy K	Initial level approval submitted	Submitted
Level 1 - Plant Finance Head	16-07-2025 - 11:59:56	Loganathan M	ok	Approved
Level 2 - Plant MRPC	16-07-2025 - 12:21:10	Saranraj I	Testing	Under Query
Level 3 - Plant Head	--	--	--	--
Level 4 - Corp Finance	--	--	--	--
Level 5 - Corp MRPC	--	--	--	--

(3) Click Row to Edit Row, Then Update

Edit 309 Record

Plant Code	1300	Disc ID	10
Trn ID	60	Net Difference Price	-260
From Mat Code	300102790 - LOCK N...	To Mat Code	300202190 - LOCK N...
From Quantity	800	From Sloc Code	1300
To Sloc Code	1301	From Price	200
To Price	460	From Valuation Type	DOMESTIC
To Valuation Type	DOMESTIC	To Batch	b5
<input type="button"/> CANCEL		<input type="button"/> UPDATE	

(4) Select Checkbox, Then Submit Data

309 Movement Transaction

Type here...

COLUMNS FILTERS EXPORT

Plant Code	Doc ID	Date	From Mat Code	To Mat Code	Net Different Price	Approval Status	Actions
1300	10	16/07/2025	300101890	300200390	-260	Under Query	<input checked="" type="checkbox"/>

Resubmit workflow

Status: Under Query>>> Edit>>> Re-submit>>>Send to Approver.

309 Movement Approval (Approver)

Approver Home Page

(1) Click here, 309 Approval

(2) View Net Difference, Download Records, Take Action

Plant Code	Doc ID	Date	Movement Type	Request By	Approver Status	View
1300	10	16-07-2025	309	Muthusamy K	Pending	(3)

(3) View Details

Plant Code	Date	From Material	To Material	Qty	Net Difference Price
1300	10-07-2025	300103493	300101890	1	-400
1300	10-07-2025	300103890	300102790	2	20
1300	10-07-2025	300104990	300103493	4	80
1300	10-07-2025	300105690	300103890	5	100
1300	10-07-2025	300200390	300104890	6	60
1300	10-07-2025	300202190	300104990	7	280
Total					
510					

(5) Click Download Icon to View Records

Click "View Approval Status" to See Last Update

Approval Status Details

Date	Role	Name	Comment	Status
14-07-2025 - 15:01:56	PLANT MRPC	Saranraj I	no	Pending
10-07-2025 - 17:44:58	PLANT FINANCE HEAD	Loganathan M	ok	Approved

(4) Action

309 Approval

Enter your comment

APPROVE REJECT QUERY

VIEW APPROVAL STATUS

CANCEL

Approver Make Action

Approval workflow: Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant MRPC >>> L3 Approver: Plant Head >>> L4 Approver: CORP Finance Head >>> L5 Approver: Corp MRPC

Stock Posting - 201 Mvmt (-)

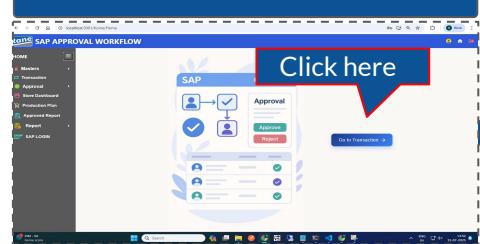
(201 Movement)

Process workflow:

1. Create Request by Users (PROD / MMD / QAD / MED)
2. Upload Process - Fill in required details
3. Upload Output:
 - i) New Records, ii) Error Records, iii) Duplicate Records
4. Submit for Approval to Level 1 User.
 - Level 1 : PLANT FINANCE HEAD
 - Level 2 : PLANT MRPC
 - Level 3 : PLANT HEAD
 - Level 4 : CORP FINANCE HEAD
 - Level 5 : CORP MRPC
5. Requester Page Visible Data: - Only data uploaded by the logged-in user,
Statuses: **Pending, Under Query**
6. Download Option: - Filtered by From-To Date & Movement Type
7. Editability: - Enabled only if status is **Under Query**
8. Resubmit Workflow: - Enabled only if status is **Under Query**
Select rows using checkboxes After making corrections, click Resubmit

201 Movement Request (Requester)

(1) Transaction Page Navigation



(2) Click to begin a 201 request



201 Requester Page

201 Movement Transaction

Type here... Search

COLUMNS FILTERS EXPORT

Plant Code	Doc ID	Date	Material Code	Qty
------------	--------	------	---------------	-----

(3) Click here to Download template

(4) Excel Template with Sample Data

Plant_code	Material_Code	Quantity	Stock_Code	Responsible_Ctr	Movt_CostCenter	C_Movement_Code	Volumen_Type	Batch	Rate_Per_Unit
13000	3201205499	10	1300	0001-For Remel	1001202	201 INHOUSE	-	B1	100
13000	3201205390	22	1300	0002-Loan from	1001201	201 SUBCONTR.	-	B2	10.1
13000	3201205490	10	1300	0010-Service Pts	1001203	201 INHOUSE	-	B3	30
13000	3201206693	20	1300	0018-Service Pts	1001204	201 INHOUSE	-	B2	30
7	3201201590	33	1300	0204-City to Rent	1001203	201 DOMESTIC	-	B3	40
7	3201201590	41	1300	0204-City to Rent	1001300	201 DOMESTIC	-	B4	40
8	3201201590	31	1300	0001-For Remel	1001400	201 INHOUSE	-	B5	30.05
8	3201201590	25	1300	0002-Loan from	1001401	201 SUBCONTR.	-	B6	300
10	3201201690	16	1300	0015-City to Rent	1010103	201 DOMESTIC	-	B7	100
11	3201205493	40	1300	0001-For Remel	1001201	201 INHOUSE	-	B8	400
12	3201205493	100	1300	0204-City to Rent	1001201	201 SUBCONTR.	-	B9	130
13	3201206613	50	1300	0202-202 Wworks	1001203	201 DOMESTIC	-	B10	200
13	3201206613	75	1300	0202-202 Wworks	1001203	201 DOMESTIC	-	B11	200
15	3201205310	30	1300	0002-Loan from	1001203	201 SUBCONTR.	-	B12	129
15	3201205310	45	1300	0002-Loan from	1001203	201 INHOUSE	-	B13	300
17	31251112630	90	1300	0018-Service Pts	1001400	201 INHOUSE	-	B14	36
17	31251113160	78	1300	0204-City to Rent	1001500	201 SUBCONTR.	-	B15	400
19	31251113200	110	1300	0202-202 Wworks	1010103	201 DOMESTIC	-	B16	201

(4) Upload

Upload Excel File

No file chosen

(6) Approval workflow

Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant MRPC >>> L3 Approver: Plant Head >>> L4 Approver: CORP Finance Head >>> L5 Approver: Corp MRPC >>> Send to SAP.

201 Movement: Edit with Status "Under Query" (Requester)

Requester Page After "Under Query" Status

201 Movement Transaction

Plant Code	Doc ID	Date	Material Code	Qty	Movement Type	Status	Actions
1300	6	10/07/2025	3125131890	77	201	Under Query	
1300	6	10/07/2025	3125113830	11	201	Under Query	
1300	6	10/07/2025	3125113990	22	201	Under Query	

(1) Click here to View status

(2) View the Approval Level & Status

Approval Status

Role	Date	Name	Comment	Status
Requester	10-07-2025 - 18:08:32	Selvamani K	—	Pending
Level 1 - Plant Finance Head	10-07-2025 - 18:09:27	Loganathan M	HTR	Approved
Level 2 - Plant MRPC	10-07-2025 - 18:09:53	Saranraj I	OK	Approved
Level 3 - Plant Head	14-07-2025 - 13:40:54	Thagarajan C	grg	Under Query
Level 4 - Corp Finance Head	—	—	—	—
Level 5 - Corp MRPC	—	—	—	—

(3) Click Row to Edit, Then Update

Edit 201 Record

Plant Code 1300	Doc ID 6	Movement Type 201
Trn ID 201	Quantity 1	Cost Center 1002000
Material Code 3125113830 - Parted ...	Valuation Type INHOUSE	Reason For Movement 0001 - For Remelting
Batch B1		
UPDATE		

(4) Select Checkbox, Then Re-Submit Data

201 Movement Transaction

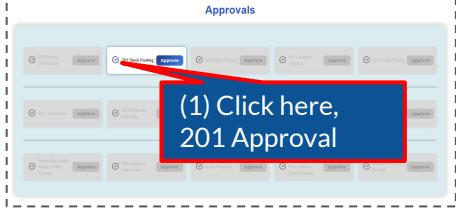
Plant Code	Doc ID	Date	Material Code	Qty	Movement Type	Approval Status	Actions
1300	6	10/07/2025	3125131890	77	201	Under Query	
1300	6	10/07/2025	3125113830	11	201	Under Query	

Resubmit workflow

Status: Under Query>>> Edit>>> Re-submit>>>Send to Approver.

201 Movement Approval (Approver)

Approver Home Page



(2) Approver Page

201 Approval					
Plant Code	Doc ID	Date	Movement Type	Request By	Approver Status
1300	6	10-07-2025	2	Selvamani K	Pending

(4)

(3)

(3) View Details

201 Approval

Enter your comment

APPROVE REJECT QUERY

VIEW APPROVAL STATUS

(7) Action

201 Approval

Enter your comment

APPROVE REJECT QUERY

VIEW APPROVAL STATUS

CANCEL

(6) Click Download Icon to View Records

Trn 201MovementList

File Edit View Insert Format Data Tools Extensions Help

Q: Menus b: d: f: 100% \$: %: a: 40: c: Calibri - + 12: + 2: + 3: + 4: + 5: + 6: + 7: + 8: + 9: + 10: + 11: + 12: + 13: + 14: + 15: + 16: + 17: + 18: + 19: + 20: + 21: + 22: + 23: + 24: + 25: + 26: + 27: + 28: + 29: + 30: + 31: + 32: + 33: + 34: + 35: + 36: +

N1: Approval Status

#_ID	Plant_Code	Doc_ID	Date	Material_Conditional_Descript	Qty	Stock_Code	Valuation_Type	Batch	Rate_PerPuf	Avement_Type	postCenter_Co	Approval_Status	Transaction_Sy	Created_By	Approver_Nam	Comments	Approver_Date
1	30	1300	6/10/2025	3125114390	Tube Machine	77	1300 INHOUSE	B7	700	201	100000 Under Query	Active	Selvamani K	Thiagarajan C	grg	2025-07-11 11:11:11	
2	32	1300	6/10/2025	3125114390	SOCKET MACH	11	1300 INHOUSE	B1	100	201	100000 Under Query	Active	Selvamani K	Thiagarajan C	grg	2025-07-11 11:11:11	
3	33	1300	6/10/2025	3125114390	TUBE 506	22	1301 SUBCONTRACT	B2	200	201	100000 Under Query	Active	Selvamani K	Thiagarajan C	grg	2025-07-11 11:11:11	
4	34	1300	6/10/2025	3125114390	Tube Perfctd	33	1300 DOMESTIC	B3	300	201	100000 Under Query	Active	Selvamani K	Thiagarajan C	grg	2025-07-11 11:11:11	
5	35	1300	6/10/2025	3125114390	Machined tube	44	1301 DOMESTIC	B4	400	201	100000 Under Query	Active	Selvamani K	Thiagarajan C	grg	2025-07-11 11:11:11	
6	36	1300	6/10/2025	3125114390	Machined tube	55	1300 SUBCONTRACT	B5	500	201	100000 Under Query	Active	Selvamani K	Thiagarajan C	grg	2025-07-11 11:11:11	

Click "View Approval Status" to See Last Update

Approval Status Details

Date	Role	Name	Comment	Status
17-07-2025 - 11:30:25	PLANT HEAD	Thiagarajan C	grg	Pending - L3 FUNCTIONAL HEAD/PLANT HEAD
10-07-2025 - 18:09:53	PLANT MRPC	Saranraj I	OK	Approved - L3 FUNCTIONAL HEAD/PLANT HEAD
10-07-2025 - 18:09:27	PLANT FINANCE HEAD	Loganathan M	HTR	Approved - L3 FUNCTIONAL HEAD/PLANT HEAD

Approver Make Action

Approval workflow: Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant MRPC >>> L3 Approver: Plant Head >>> L4 Approver: CORP Finance Head >>> L5 Approver: Corp MRPC

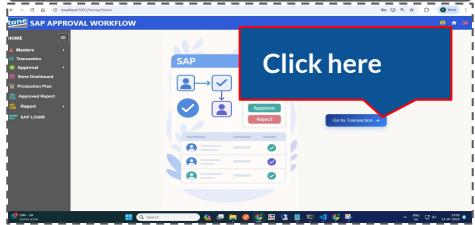
**Stock Posting - 202 Mvmt (+)
(202 Movement)**

Process workflow:

1. Create Request by Users (PROD / MMD / QAD / MED)
2. Upload Process - Fill in required details
3. Upload Output:
 - i) New Records, ii) Error Records, iii) Duplicate Records
4. Submit for Approval to Level 1 User.
 - Level 1 : PLANT FINANCE HEAD
 - Level 2 : PLANT MRPC
 - Level 3 : PLANT HEAD
 - Level 4 : CORP FINANCE HEAD
 - Level 5 : CORP MRPC
5. Requester Page Visible Data: - Only data uploaded by the logged-in user,
Statuses: **Pending, Under Query**
6. Download Option: - Filtered by From-To Date & Movement Type
7. Editability: - Enabled only if status is **Under Query**
8. Resubmit Workflow: - Enabled only if status is **Under Query**
Select rows using checkboxes After making corrections, click Resubmit

202 Movement Request (Requester)

(1) Transaction Page Navigation



(2) Click to Start a 202 Request



202 Requester Page



(3) Click here to Download template

202 Movement Transaction										
Plant_Code	Material_Code	Quantity	StLoc_Code	Reason_For_Movt	CostCenter_C	Movement_Code	Valuation_Type	Batch	Rate_Per_Unit	
1 1300	3125217390	10	1300 0015-For Return	1001202	201 INHOUSE	- B1	120			
2 1300	3201202993	20	1300 0015-For Return	1001202	201 SUBCONTR.	- B2	10.1			
3 1300	3201202993	30	1301 0017-Scrap Stock	1001203	202 DOMESTIC	- B2	20			
4 1300	3201202993	40	1301 0018-Service Pk	1001204	202 INHOUSE	- B2	30			
5 1300	3201210690	50	1301 0017-Scrap Stock	1001205	202 SUBCONTR.	- B3	40			
6 1300	3201210510	60	1301 0015-Qty for Scr	1001300	202 DOMESTIC	- B4	45			
7 1300	3201208390	70	1301 0017-Scrap Stock	1001400	202 INHOUSE	- B5	30.05			
8 1300	3201208590	80	1301 0015-Qty for Scr	1001400	202 SUBCONTR.	- B6	300			
9 1300	3201208590	90	1301 0010-Return to Y	1010105	202 DOMESTIC	- B7	102			
10 1300	3201205690	100	1301 0203-NPDI STO1	1001202	202 INHOUSE	- B8	430			
11 1300	3201205413	100	1301 0205-Dsgn tests	1001201	202 SUBCONTR.	- B9	130			
12 1300	3201201910	110	1200 0204-Qty to Ren	1001203	202 DOMESTIC	- B10	200			
13 1300	3201201990	120	1200 0208-FOC to Cu	1001204	202 INHOUSE	- B11	200			
14 1300	3201201610	130	1300 0206-Salvage fr	1001205	202 SUBCONTR.	- B12	129			
15 1300	3201204890	140	1300 0206-Salvage fr	1001301	202 DOMESTIC	- B13	300			
16 1300	3201204890	150	1300 0016-Return to Y							
17										
18										

(4) Upload

A screenshot of a file upload dialog. It includes a purple button labeled 'UPLOAD' and a purple button labeled 'DOWNLOAD TEMPLATE' enclosed in a dashed red box. Below these buttons are 'CLOSE' and 'UPLOAD' buttons.

(6) Approval workflow

Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant MRPC >>> L3 Approver: Plant Head >>> L4 Approver: CORP Finance Head >>> L5 Approver: Corp MRPC >>> Send to SAP.

202 Movement: Edit with Status "Under Query" (Requester)

Requester Page After "Under Query" Status

202 Movement Transaction

202 Movement Transaction						
Type here...		Search				
COLUMNS		FILTERS		EXPORT		
Plant Code	Doc ID	Date	Material Code	Qty	Movement Type	Approval Status
1300	2	17/07/2025	3201200392	30	202	Under Query
1300	2	17/07/2025	3201201610	130	202	Under Query

(1) Click here to View status

(2) View the Approval Level & Status

Approval Status

Role	Date	Name	Comment	Status
Requester	17-07-2025 - 14:02:24	Selvamani K	—	Pending
Level 1 - Plant Finance Head	17-07-2025 - 14:10:58	Loganathan M	okkk	Approved
Level 2 - Plant MRPC	17-07-2025 - 14:19:42	Saranraj I	no	Under Query
Level 3 - Plant Head	—	—	—	—
Level 4 - Corp Finance Head	—	—	—	—
Level 5 - Corp MRPC	—	—	—	—

Close

(3) Click Row to Edit, Then Update

Edit 202 Record

Plant Code	1300	Doc ID	2
Trn ID	18	Movement Type	202
Material Code	3201201610 - SOCK...	Quantity	130
Select Code	100	Cost Center	1001204
Price	200	Valuation Type	INHOUSE
Reason For Movement	O208 - FOC to Custo...	Batch	B11

CANCEL **UPDATE**

(4) Select Checkbox, Then Submit Data

202 Movement Transaction

202 Movement Transaction						
Type here...		Search				
COLUMNS		FILTERS		EXPORT		
Plant Code	Doc ID	Date	Material Code	Qty	Movement Type	Approval Status
1300	2	17/07/2025	3201200392	30	202	Pending
1300	2	17/07/2025	3201201610	130	202	Pending
1300	2	17/07/2025	3201203793	20	202	Under Query
1300	2	17/07/2025	3201204710	80	202	Under Query

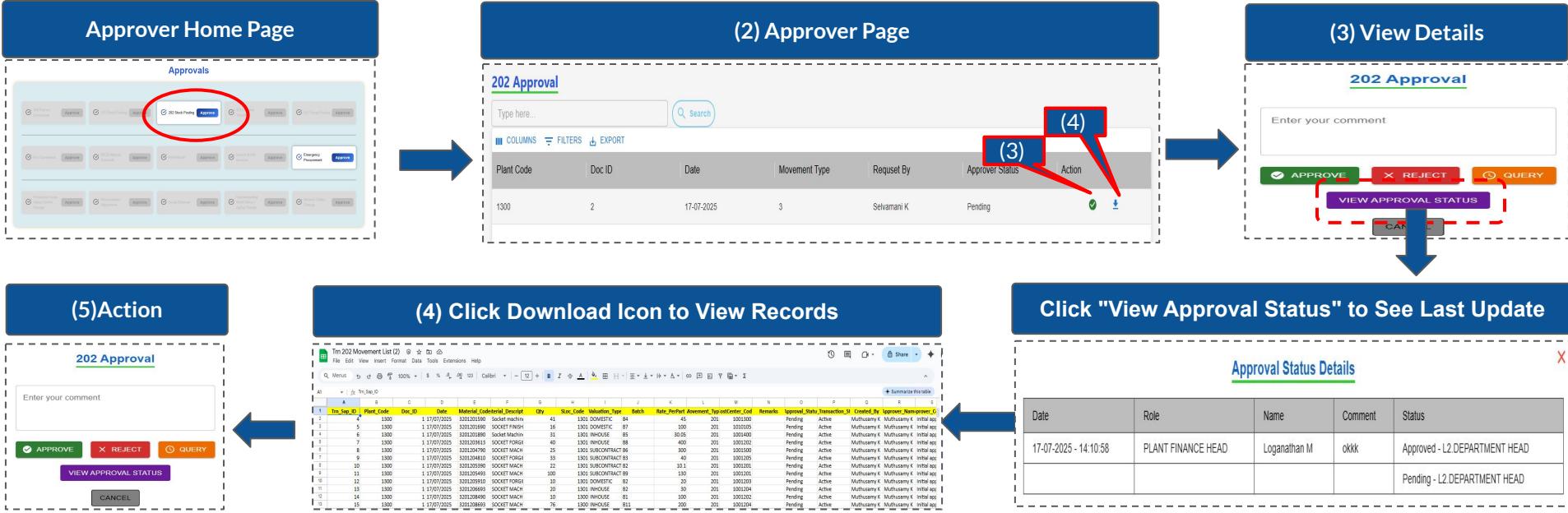
Resubmit **Cancel** **Print**

A red circle highlights the checkbox in the 'Actions' column for the third movement record (Material Code 3201203793). A blue arrow points from the 'Edit 202 Record' dialog box to this section.

Resubmit workflow

Status: Under Query>>> Edit>>> Re-submit>>>Send to Approver.

202 Movement Approval (Approver)



Approver Make Action

Approval workflow: Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant MRPC >>> L3 Approver: Plant Head >>> L4 Approver: CORP Finance Head >>> L5 Approver: Corp MRPC

Scrap Posting (551 Movement)

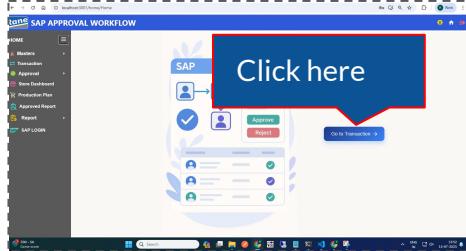
551 Movement Transaction

Process workflow:

1. Create Request by Users (PROD / MMD / QAD / MED)
2. Upload Process - Fill in required details
3. Upload Output:
 - i) New Records, ii) Error Records, iii) Duplicate Records
4. Submit for Approval to Level 1 User.
 - Level 1 : PLANT FINANCE HEAD
 - Level 2 : PLANT MRPC
 - Level 3 : PLANT HEAD
 - Level 4 : CORP FINANCE HEAD
 - Level 5 : BUSINESS HEAD
 - Level 6 : CORP MRPC
5. Requester Page Visible Data: - Only data uploaded by the logged-in user,
Statuses: **Pending, Under Query**
6. Download Option: - Filtered by From-To Date & Movement Type
7. Editability: - Enabled only if status is **Under Query**
8. Resubmit Workflow: - Enabled only if status is **Under Query**
Select rows using checkboxes After making corrections, click Resubmit

551 Movement Request (Requester)

(1) Transaction Page Navigation



(2) Click to Start a 551 Request



551 Requester Page

Scrap - 551 Movement Transaction

Plant Code	Doc ID	Date	Movement Type	Material Code	Rejection Qty	Provision Qty	Rate	Rejection Value	Provision Value	Different Qty	Different Val...	Approval Status	Actions
------------	--------	------	---------------	---------------	---------------	---------------	------	-----------------	-----------------	---------------	------------------	-----------------	---------

(5) Excel Template with Sample Data

Trn551Movt

A	B	C	D	E	F	G	H	I	J	K
Plant_Code	Material_Code	Material_Type	SLoc_Code	Reason_For_Movt	Movement_Code	Rejection_Qty	Provision_Qty	Provision_Value	Rate	Remark
1 1300	3201206693	FERT	1300 0091-Shrinkage		551	10	10	100	20	Testing
2 1300	3201204810	FERT	1300 0092-Spoiled		551	12	20	100	40	Testing
3 1300	3201201590	FERT	1300 0092-Spoiled		551	14	30	200	60	Testing
4 1300	3201204810	FERT	1300 0092-Spoiled		551	16	40	100	80	Testing
5 1300	3201204790 HALB		1300 0092-Spoiled		551	18	50	300	100	Testing
6 1300	3201201690 HALB		1300 0092-Spoiled		551	20	60	100	120	Testing
7 1300	3201203613 HALB		1300 0092-Spoiled		551	22	70	400	140	Testing
8 1300	3201205493 HALB		1300 0092-Spoiled		551	24	80	200	160	Testing
9 1300	3201206613 HALB		1300 0091-Shrinkage		551	26	80	190	220	Testing
10 1300	3201205310 HALB		1301 0091-Shrinkage		551	28	90	100	240	Testing
11 1300	3201208693 HALB		1301 0091-Shrinkage		551	30	100	150	260	Testing
12 1300	3201205310 HALB		1301 0091-Shrinkage		551	32	120	230	280	Testing
13 1300	3201210590 HALB		1301 0091-Shrinkage							

(4) Upload

Upload Excel File

No file chosen

(6) Approval workflow

Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant MRPC >>> L3 Approver: Plant Head >>> L4 Approver: CORP Finance Head >>> L5 Approver: Business Head >>> L6 Approver: Corp MRPC >>> Send to SAP.

551 Movement: Edit with Status "Under Query" (Requester)

Requester Page After "Under Query" Status

Scrap - 551 Movement Transaction													
<input type="text" value="Type here..."/> <input type="button" value="Search"/> COLUMNS FILTERS <input type="button" value="EXPORT"/>													
Plant Code	Doc ID	Date	Movement Type	Material Code	Rejection Qty	Provision Qty	Rate	Rejection Value	Provision Value	Different Qty	Different Val...	Approval Status	Actions
1300	1	17/07/2025	551	3201200310	38	88	340	12520	100	-50	-12820	Under Query	i b
1300	1	17/07/2025	551	3201201590	14	30	60	840	200	-16	-640	Under Query	i b
1300	1	17/07/2025	551	3201201690	20	60	120	2400	100	-40	-2300	Under Query	i b

(1) Click here to View status

(2) View the Approval Level & Status

Approval Status					
Role	Date	Name	Comment	Status	
Requester	17/07/2025 - 14:47:54	Selvamani K	Initial level approval submitted	Pending	
Level 1 - Plant Finance Head	17/07/2025 - 14:51:54	Loganathan M	okkk	Approved	
Level 2 - Plant MRP/C	17/07/2025 - 15:16:49	Saranraj I	numbers	Under Query	
Level 3 - Plant Head	—	—	—	—	
Level 4 - Corp Finance Head	—	—	—	—	
Level 5 - Business Head	—	—	—	—	
Level 6 - Corp MRP/C	—	—	—	—	

(3) Click Row to Edit, Then Update

Edit 551 Record

Plant Code	1300	Doc ID	1
Tm ID	2	Movement Code	551
Material Code	3131200590 - PROT...	Slc Code	1301
Rejection City	36	Provision Qty	90
Provision Value	100	Rate	320
Reason For Movement	0091 - Shrinkage		
		CANCEL	UPDATE

(4) Select Checkbox, Then Submit Data

Scrap - 551 Movement Transaction													
<input type="text" value="Type here..."/> <input type="button" value="Search"/> COLUMNS FILTERS <input type="button" value="EXPORT"/>													
Plant Code	Doc ID	Date	Movement Type	Material Code	Rejection Qty	Provision Qty	Rate	Rejection Value	Provision Value	Different Qty	Different Val...	Approval Status	Actions
1300	1	17/07/2025	551	3125217390	42	25	390	16380	100	17	-16280	Pending	i b
1300	1	17/07/2025	551	3131200590	36	90	320	11520	100	-54	-11420	Pending	i b
1300	1	17/07/2025	551	3201200310	38	88	340	12520	100	-50	-12820	Under Query	i b
1300	1	17/07/2025	551	3201201590	14	30	60	840	200	-16	-640	Under Query	i b



Resubmit workflow

Status: Under Query>>> Edit>>> Re-submit>>>Send to Approver.

551 Movement Approval (Approver)

Approver Home Page

(2) Approver Page

(3) View Details

551 Approval

(5) Action

(4) Click Download Icon to View Records

Click "View Approval Status" to See Last Update

Approval Status Details

Date	Role	Name	Comment	Status
17-07-2025 - 14:10:58	PLANT FINANCE HEAD	Loganathan M	okkk	Approved - L2 DEPARTMENT HEAD
				Pending - L2 DEPARTMENT HEAD

Approver Make Action

Approval workflow: Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant MRPC >>> L3 Approver: Plant Head >>> L4 Approver: CORP Finance Head >>> L5 Approver: Business Head >>> L6 Approver: Corp MRPC

Storage Location Transfer (311 Movement)

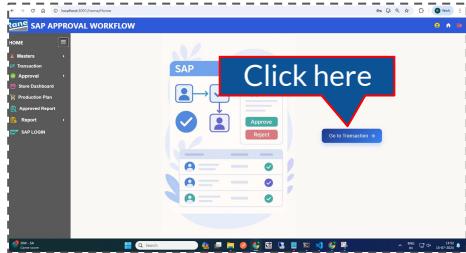
311 Movement Transaction

Process workflow:

1. Create Request by Users (PROD / MMD / QAD / MED)
2. Upload Process - Fill in required details
3. Upload Output:
 - i) New Records, ii) Error Records, iii) Duplicate Records
4. Submit for Approval to Level 1 User.
Level 1 : PLANT MRPC
5. Requester Page Visible Data: - Only data uploaded by the logged-in user,
Statuses: **Pending, Under Query**
6. Download Option: - Filtered by From–To Date & Movement Type
7. Editability: - Enabled only if status is **Under Query**
8. Resubmit Workflow: - Enabled only if status is **Under Query**
Select rows using checkboxes After making corrections, click Resubmit

311 Movement Request (Requester)

(1) Transaction Page Navigation



(2) Click to Start a 311 Request



311 Requester Page



(5) Excel Template with Sample Data

	A	B	C	D	E	F	G	H	I	J
1	Plant_Code	Material_Code	From_SLoc_Code	Qty	Movement_Code	To_SLoc_Code	Reason_For_Movt	Valuation_Type	Batch	Remark
2	1300	3125213890	1300	10	311	1301	Testing	INHOUSE	B1	Null
3	1300	3125231790	1300	15	311	1301	Testing	SUBCONTRA	B2	Null
4	1300	3201211890	1300	23	311	1301	Testing	DOMESTIC	B3	Null
5	1300	3201210610	1300	16	311	1301	Testing	INHOUSE	B4	Null
6	1300	3201200390	1300	20	311	1301	Testing	SUBCONTRA	B5	Null
7	1300	3201206310	1300	25	311	1301	Testing	DOMESTIC	B6	Null
8	1300	3201208490	1300	30	311	1301	Testing	INHOUSE	B7	Null
9	1300	3201205390	1300	60	311	1301	Testing	SUBCONTRA	B8	Null
10	1300	3201205910	1300	25	311	1301	Testing	DOMESTIC	B9	Null
11	1300	3201206693	1300	64	311	1301	Testing	INHOUSE	B10	Null
12	1300	3201204810	1300	30	311	1301	Testing	SUBCONTRA	B11	Null
13	1300	3201201590	1300	10	311	1301	Testing	DOMESTIC	B12	Null

(4) Upload

Upload Excel File

No file chosen

(6) Approval workflow

Request >>> L1 Approver: Plant MRPC >>> Send to SAP.

551 Movement: Edit with Status "Under Query" (Requester)

Requester Page After "Under Query" Status

311 Movement Transaction								
<input type="text" value="Type here..."/> <input type="button" value="Search"/> COLUMNS FILTERS EXPORT								
Plant Code	Doc ID	Date	Movement Type	Material Code	From SLoc	To SLoc	Quantity	Approval Status
1300	2	17/07/2025	311	3125213890	1300	1301	10	Under Query
1300	2	17/07/2025	311	3125231790	1300	1301	15	Under Query
1300	2	17/07/2025	311	3201200390	1300	1301	20	Under Query

(1) Click here to View status

(2) View the Approval Level & Status

Approval Status				
Role	Date	Name	Comment	Status
Requester	17-07-2025 - 15:37:15	Selvamani K	Initial level approval submitted	Pending
Level - Plant MRPC	17-07-2025 - 15:44:10	Saranraj I	no	Under Query

(3) Click Row to Edit, Then Update

Plant Code 1300	Doc ID 2	Movement Type 21
Trn ID 21	Material Code 3201200390 - SOCK...	Quantity 20
From SLoc Code 1300	To SLoc Code 1301	Batch
Valuation Type SUBCONTRACT	Reason for Movement Testing	
<input type="button" value="CANCEL"/> <input type="button" value="UPDATE"/>		

(4) Select Checkbox, Then Submit Data

311 Movement Transaction								
<input type="text" value="Type here..."/> <input type="button" value="Search"/> COLUMNS FILTERS EXPORT								
Plant Code	Doc ID	Date	Movement Type	Material Code	From SLoc	To SLoc	Quantity	Approval Status
1300	2	17/07/2025	311	3125213890	1300	1301	10	Under Query
1300	2	17/07/2025	311	3125231790	1300	1301	15	Under Query
1300	2	17/07/2025	311	3201200390	1300	1301	20	Under Query



Resubmit workflow

Status: Under Query>>> Edit>>> Re-submit>>>Send to Approver.

551 Movement Approval (Approver)

Approver Home Page

Approvals

Plant	Doc ID	Date	Movement Type	Request By	Approver	Action
1300	2	17-07-2025	5	Selvamani K	Pending	

(2) Approver Page

311 Approval

Plant Code	Doc ID	Date	Movement Type	Request By	Approver	Action
1300	2	17-07-2025	5	Selvamani K	Pending	

(3) View Details

311 Approval

Enter your comment

CANCEL

(5) Action

311 Approval

Enter your comment

CANCEL

(4) Click Download Icon to View Records

Trn_Sap_ID	Plant_Code	Doc_ID	Date	Material_Codifier_Descrip	Qty	Status_Code	reason_for_MvMovement_Typ	Remarks	Approval_Status_Transaction_St	Created_By	Approver_Nam	proxy_Created_Approver_Data	Last_Updated_By
1	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
2	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
3	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
4	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
5	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
6	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
7	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
8	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
9	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
10	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
11	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
12	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
13	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
14	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
15	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
16	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
17	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
18	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
19	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
20	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
21	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
22	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
23	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
24	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
25	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
26	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
27	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
28	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
29	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
30	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K
31	1300	2	2-17-07-2025	3112181890	tube	10	1300	Testing	311 Null	Pending	Active	Selvamani K	Selvamani K

Click "View Approval Status" to See Last Update

Approval Status Details

Role	Date	Name	Comment	Status
REQUESTER	17-07-2025 - 15:37:15	Selvamani K	Initial approval	Pending

Approver Make Action

Approval workflow: Request >> L1 Approver: Plant MRPC

Conversion Rs1 (RS.1 Movement)

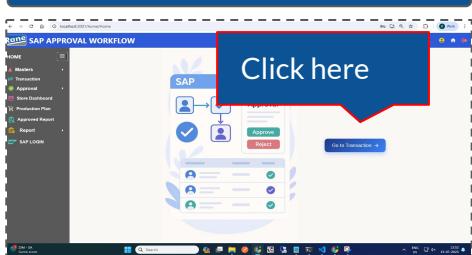
Rs.1 Movement Transaction

Process workflow:

1. Create Request by Users (PROD / MMD / QAD / MED)
2. Upload Process - Fill in required details
3. Upload Output:
 - i) New Records, ii) Error Records, iii) Duplicate Records
4. Submit for Approval to Level 1 User.
 - Level 1 : PLANT FINANCE HEAD
 - Level 2 : PLANT HEAD
 - Level 3 : CORP FINANCE HEAD
 - Level 4 : BUSINESS HEAD
5. Requester Page Visible Data: - Only data uploaded by the logged-in user,
Statuses: **Pending, Under Query**
6. Download Option: - Filtered by From-To Date & Movement Type
7. Editability: - Enabled only if status is **Under Query**
8. Resubmit Workflow: - Enabled only if status is **Under Query**
Select rows using checkboxes After making corrections, click Resubmit

Rs.1 Movement Request (Requester)

(1) Transaction Page Navigation



(2) Click to Start a Rs.1 Request



Rs.1 Requester Page

Rs.1 Conversion Transaction

Type here...

Plant Code	Doc ID	Date	Material Code	Rs.1 ConversionQty	Current Rate	Rs.1 Value	Provision Qty
------------	--------	------	---------------	--------------------	--------------	------------	---------------

(3) Click here to Download template

(5) Excel Template with Sample Data

	A	B	C	D	E	F	G
1	Plant_Code	Material_Code	Qty	Provision_Qty	Provision_Value	Rate	Remark
2	1300	31252313890	10	15	100	100	Null
3	1300	3125231790	15	20	200	500	Null
4	1300	3201200390	20	50	150	1000	Null
5	1300	3201201590	10	10	250	1500	Null
6	1300	3201201890	50	20	350	200	Null
7	1300	3201204790	55	33	300	400	Null
8	1300	3201204810	30	64	400	700	Null
9	1300	3201205390	60	20	450	400	Null
10	1300	3201205910	25	40	500	300	Null

(4) Upload

Upload Excel File

No file chosen

(6) Approval workflow

Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant Head >>> L3 Approver: CORP Finance Head >>> L4 Approver: Business Head >>> Send to SAP.

Rs.1 Movement: Edit with Status "Under Query" (Requester)

Requester Page After "Under Query" Status

Rs.1 Conversion Transaction

Type here... Search

COLUMNS FILTERS EXPORT

Plant Code	Doc ID	Date	Material Code	Rs.1 ConversionQty	Current Rate	Rs.1 Value	Provision Qty	Provision Value	Different Qty	Different Value - INR	Approval Status	Actions
1300	3	17/07/2025	3201200390	20	1000	20000	50	150	-30	-19850	Under Query	<input type="button"/> <input type="button"/>
1300	3	17/07/2025	3201201590	10	1500	15000	10	250	0	-14750	Under Query	<input type="button"/> <input type="button"/>
1300	3	17/07/2025	3201201890	50	200	10000	20	350	30	-9650	Under Query	<input type="button"/> <input type="button"/>

(1) Click here
to View status

(2) View the Approval Level & Status

Approval Status

Role	Date	Name	Comment	Status
Requester	17-07-2025 - 15:37:15	Selvamani K	Initial level approval submitted	Pending
Level - Plant MRPC	17-07-2025 - 15:44:10	Saranraj I	no	Under Query

(3) Click Row to Edit, Then Update

Edit Rs.1 Conversion Record

Plant Code	1300	Doc ID	3
Material Code	3201201890 - Socket...	Trn ID	37
Rs.1 Conversion Qty	50	Current Rate	200
Provision Qty	20	Provision Value	350

CANCEL UPDATE

(4) Select Checkbox, Then Submit Data

Rs.1 Conversion Transaction

Type here... Search

COLUMNS FILTERS EXPORT

Plant Code	Doc ID	Date	Material Code	Rs.1 ConversionQty	Current Rate	Rs.1 Value	Provision Qty	Provision Value	Different Qty	Different Value - INR	Approval Status	Actions
1300	3	17/07/2025	3201200390	20	1000	20000	50	150	-30	-19850	Under Query	<input type="checkbox"/> <input type="checkbox"/>
1300	3	17/07/2025	3201201590	10	1500	15000	10	250	0	-14750	Under Query	<input type="checkbox"/> <input type="checkbox"/>
1300	3	17/07/2025	3201201890		200		20	350			Under Query	<input type="checkbox"/> <input type="checkbox"/>



Resubmit workflow

Status: Under Query>>> Edit>>> Re-submit>>>Send to Approver.

Rs.1 Movement Approval (Approver)

Approver Home Page

(2) Approver Page

Plant Code	Doc ID	Date	Movement Type	Value - INR	Provision Value - INR	Different Value - INR	Request By	Action
1300	3	17-07-2025	Conversion Rs1	140800	3250	-137550	Selvamani K	Pending
1300	4	17-07-2025	Conversion Rs1	140800	3250	-137550	Selvamani K	Pending

(3) View Details

(5) Action

(4) Click Download Icon to View Records

Trn_Sap_ID	Plant_Code	Doc_ID	Date	Material_GoalOrderID	Descript	Qty	Rate_Per_Unit	Provision_Qty	Value_Pending_Status	Remarks	Created_By
1	33	1300	3 17/07/2025	3125131890	tube	30	100	35	100 Pending	Null	Selvamani K
2	34	1300	3 17/07/2025	3125231790	TUBE	15	500	20	200 Pending	Null	Selvamani K
3	35	1300	3 17/07/2025	3201200390	SOCKET MACH	20	1000	50	150 Pending	Null	Selvamani K
4	36	1300	3 17/07/2025	3201201590	Socket machin	10	1500	10	250 Pending	Null	Selvamani K
5	37	1300	3 17/07/2025	3201204790	SOCKET MACH	50	200	20	350 Pending	Null	Selvamani K
6	38	1300	3 17/07/2025	3201204890	SOCKET MACH	55	400	35	350 Pending	Null	Selvamani K
7	39	1300	3 17/07/2025	3201204810	SOCKET FORGII	30	700	64	400 Pending	Null	Selvamani K
8	40	1300	3 17/07/2025	3201205390	SOCKET MACH	60	400	20	450 Pending	Null	Selvamani K
9	41	1300	3 17/07/2025	3201205910	SOCKET FORGII	25	300	40	500 Pending	Null	Selvamani K
10	42	1300	3 17/07/2025	3201206693	SOCKET MACH	64	200	20	550 Pending	Null	Selvamani K

Click "View Approval Status" to See Last Update

Role	Date	Name	Comment	Status
PLANT FINANCE HEAD	17-07-2025 - 16:36:04	Loganathan M	ok	Approved
	17-07-2025 - 16:36:04			Pending

Approver Make Action

Approval workflow: Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: Plant Head >>> L3 Approver: CORP Finance Head >>> L4 Approver: Business Head

Inward Old Invoice (Purchase)

Inward of Old Invoices (Purchase) Movement Transaction

Process For Purchase workflow:

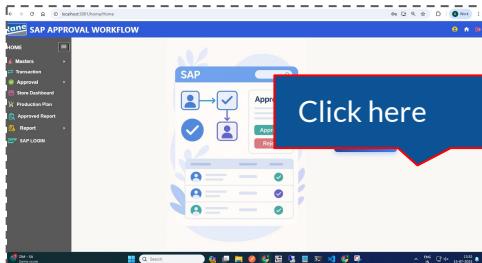
- 1.Create Request by Users (PROD / MMD / QAD / MED)
- 2.Add Process - Fill in required details
3. Submit for Approval to Level 1 User

Purchase Approval Workflow

- **Case (i):**
If invoice date is less than 1 year:
Level 1: **Corp MRPC** approves → **Send to SAP**
 - **Case (ii):**
If invoice date is more than 1 year:
Level 1: **Corp MRPC** reviews and sends to:
Level 2: **Corp Finance Head** or **Corp MMD Head**. If approved → **Send to SAP**
4. Requester Page Visible Data: - Only data uploaded by the logged-in user,
Statuses: **Waiting, New, Rejected**
5. Download Option: - Filtered by From–To Date
6. Editability: - Enabled only if status is **Waiting, New, Rejected**
Select rows using Edit After making corrections, Resubmit

Inward of Old Invoices Purchase Request (Requester)

(1) Transaction Page Navigation



(2) Click to Start a Purchase Request



Purchase Requester Page

(3) Click here to add Purchase

(4) Add

Vendor Code	Purchase Order *
Invoice Date *	Part No
dd-mm-yyyy	
Invoice No *	Monthly Scheduled Qty *
Invoice Qty *	Current Stock *
Invoice Value *	Reason For Delay
CANCEL ADD	

Approval workflow: Request >>> Follows Case (i) or Case (ii) based on Invoice Date:

Case (i): Invoice < 1 Year. Level 1: Corp MRPC >>> Send to SAP

Case (ii): Invoice > 1 Year. Level 1: Corp MRPC >>> Level 2: Corp Finance Head or Corp MMD Head >>> Send to SAP

Inward of Old Invoices Purchase Resubmit (Requester)

(1) Requester Page After Rejected

Inward of Old Invoices

Purchase Invoice	Service Invoice										
<input type="text"/> Type here...	<input type="button"/> SEARCH										
<input type="button"/> COLUMNS <input type="button"/> FILTERS <input type="button"/> EXPORT											
Vendor Code	Vendor Name	Invoice Date	Invoice No.	Quantity	Invoice Value	Purchase Order	Part No.	Monthly Scheduled Qty	Current Stock	Status	Action
13036	FRONTLINE...	17-07-2025	AVC012	100	5000	DAD123	3125114130	400	1000	test	Rejected

(2) View the Approval Level & Status

Inward Approval Status

Level	Status	Approver	Comment
Level 1 - CORP MRPC	Approved	Sujatha K	check L2
Level 2 - CORP MMD HEAD	Rejected	Karthikeyan M	no

(3) Click Row to Edit Purchase

Edit Purchase Inward old Invoice

Vendor Code 130396-FRONTLI...	Purchase Order DAD123
Invoice Date 17-07-2025	Part No 3125114130
Invoice No AVC012	Monthly Scheduled Qty 400
Invoice City 100	Current Stock 1000
Invoice Value 5000	Reason for Delay test

CANCEL UPDATE

(5) After editing, add a comment & Resubmit

Add Comment

Enter your comment here...

Cancel Resubmit

(4) Click Here to Resubmit

Actions

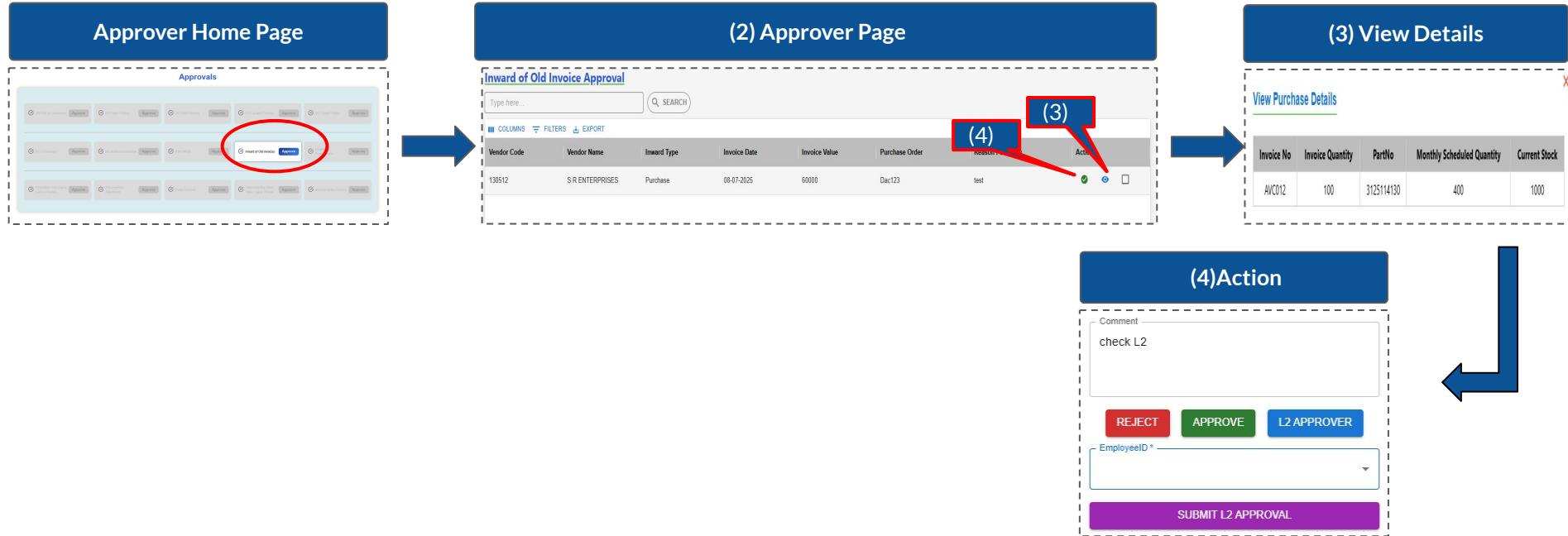
Resubmit

Approval workflow: Request >>> Follows Case (i) or Case (ii) based on Invoice Date:

Case (i): Invoice < 1 Year. Level 1: Corp MRPC >>> Send to SAP

Case (ii): Invoice > 1 Year. Level 1: Corp MRPC >>> Level 2: Corp Finance Head or Corp MMD Head >>> Send to SAP

Inward of Old Invoices Purchase Approval (Approver)



Approver workflow :

Case (i): Invoice < 1 Year.Level 1: Corp MRPC >>> Send to SAP

**Case (ii): Invoice > 1 Year.
Head >>> Send to SAP**

Level 1: Corp MRPC >>> Level 2: Corp Finance Head or Corp MMD

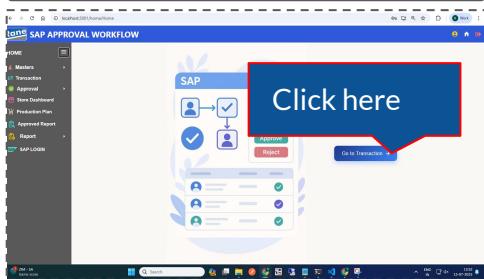
Inward Old Invoice (Service)

Process For Service workflow:

1. Create Request by Users (PROD / MMD / QAD / MED)
2. Add Process - Fill in required details
3. Submit for Approval to Level 1 User.
 - Level 1 : PLANT FINANCE HEAD
 - Level 2 : CORP MRPC
 - Level 3 : CORP FINANCE HEAD
5. Requester Page Visible Data: - Only data uploaded by the logged-in user,
Statuses: **Waiting, New, Rejected**
6. Download Option: - Filtered by From–To Date
7. Editability: - Enabled only if status is **Waiting, New, Rejected**
Select rows using Edit After making corrections, Resubmit

Inward of Old Invoices Service Request (Requester)

(1) Transaction Page Navigation



(2) Click to Start a Service Request



Service Requester Page



(4) Add Service

A form titled 'Add Service Inward old Invoice'. It contains fields for Vendor Code, Invoice Date (dd-mm-yyyy), Invoice No, Invoice Value, Purchase Order, and Reason For Delay. At the bottom are 'CANCEL' and 'ADD' buttons.

Vendor Code	Invoice Date *
Invoice No *	Invoice Value *
Purchase Order *	Reason For Delay
<button>CANCEL</button> <button>ADD</button>	

(5) Approval workflow

Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: CORP MRPC >>> L3 Approver: CORP Finance Head >>> Send to SAP.

Inward of Old Invoices Purchase Resubmit (Requester)

(1) Requester Page After Rejected

Purchase Invoice Service Invoice

Type here... Q SEARCH

COLUMNS FILTERS EXPORT

Vendor Code	Vendor Name	Invoice No	Invoice Date	Invoice Value	Purchase Order	Reason For Delay	Action
130420	SMT ENTERPRISES	ABC123	17-07-2025	600	DAD123	test	Level Rejected

(2) View the Approval Level & Status

Inward Approval Status

Level	Status	Approver	Comment
Level 1 -PLANT FINANCE HEAD	Rejected	Loganathan M	reject
Level 2 -CORP MRPC	NA	-	-
Level 3 -CORP FINANCE HEAD	NA	-	-

Close

(3) Click Row to Edit Purchase

Edit Service Inward old Invoice

Vendor Code	130315-ATEM EPOXY F...	Invoice Date *	17-07-2025
Invoice No *	ABC123	Invoice Value *	600
Purchase Order	DAD123	Reason For Delay	test

CANCEL UPDATE

(5) After editing, add a comment & Resubmit

Add Comment

Enter your comment here...

Cancel Resubmit

(4) Click Here to Resubmit

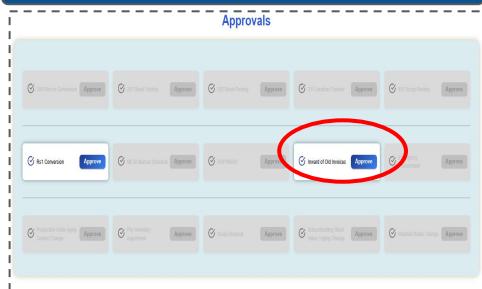


(6) Approval workflow

Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: CORP MRPC >>> L3 Approver: CORP Finance Head >>> Send to SAP.

Inward of Old Invoices Service Movement Transaction Approval (Approver)

(1) Approver Home Page



(2) View Records

Vendor Code	Vendor Name	Inward Type	Invoice Date	Invoice Value	Purchase Order	Reason For Delay	Action
130420	SNT ENTERPRISES	Service	17-07-2025	600	Dac123	test	

(3) Action

The Action screen contains a large text area for comments and two prominent buttons at the bottom: 'REJECT' (red) and 'APPROVE' (green).

Approver Make Action

Approval workflow: Request >>> L1 Approver: Plant Finance Head >>> L2 Approver: CORP MRPC >>> L3 Approver: CORP Finance Head.

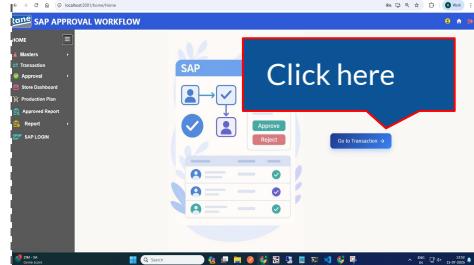
Emergency Procurement (Emergency)

Process For Purchase workflow:

- 1.Create Request by Users (PROD / MMD / QAD / MED)
- 2.Add Process - Fill in required details
- 3.Submit for Approval to Level 1 User.
 - Level 1 : PLANT MRPC
 - Level 2 : PLANT FINANCE HEAD
 - Level 3 : PLANT HEAD (after 3 approval finished mail trigger to the gate office)
5. Requester Page Visible Data: - Only data uploaded by the logged-in user,
Statuses: **Waiting, New, Rejected**
6. Download Option: - Filtered by From–To Date
7. Editability: - Enabled only if status is **Waiting, New, Rejected**
 - Select rows using Edit After making corrections, Resubmit
 - Purchase Order Insert Later (If Not Update PO Mail Trigger TO Approval's)

Emergency Procurement Request (Requester)

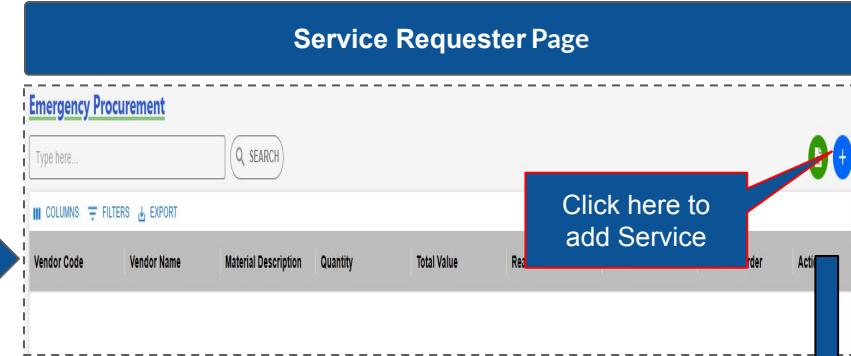
(1) Transaction Page Navigation



(2) Click to Start a Service Request



Service Requester Page



(4) Add Service

A modal dialog box titled 'Add Emergency Procurement'. It contains fields for Vendor Code, Material Description, Quantity, Total Value, and Reason. At the bottom are 'CANCEL' and 'ADD' buttons. A blue arrow points from the 'Action' column of the previous screen to this dialog box.

Vendor Code	Material Description *
Quantity *	Total Value *
Reason	

CANCEL ADD

(6) Approval workflow

Request >>> L1 Approver: Plant MRPC >>> L2 Approver: Plant Finance Head >>> L3 Approver: Plant Head.

Emergency Procurement Movement Transaction Resubmit (Requester)

(1) Requester Page After Rejected

Vendor Code	Vendor Name	Material Description	Quantity	Total Value	Reason	Status	Purchase Order	Actions
130421	EAGLE ELECTRICALS	Tube	10	100	Test	Level Rejected		

(2) View the Approval Level & Status

Level	Status	Approver	Comment
Level 1 PLANT MRPC	Waiting	Saranraj I	reject
Level 2 PLANT FINANCE HEAD	NA	-	-
Level 3 PLANT HEAD	NA	-	-

(3) Click Row to Edit Purchase

Edit Emergency Procurement

Vendor Code	130421-EAGLE ELECT...	Material Description *
Quantity *	10	Total Value *
Reason	Test	Purchase Order

CANCEL **UPDATE**

(5) After editing, add a comment & Resubmit

Add Comment

Enter your comment here...

Cancel **Resubmit**

(4) Click Here to Resubmit

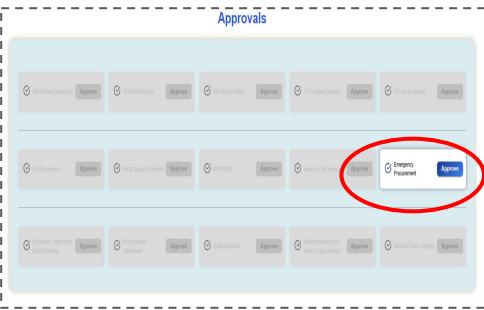
Actions

(6) Approval workflow

Request >>> L1 Approver: Plant MRPC >>> L2 Approver: Plant Finance Head >>> L3 Approver: Plant Head.

Emergency Procurement Movement Transaction Approval (Approver)

(1) Approver Home Page



(2) View Records

Vendor Code	Vendor Name	Material Description	Quantity	Total Value	Reason	Status	Purchase Order	Action
130421	EAGLE ELECTRICALS		10	100	Test	New		

(3) Action

This screenshot shows the final step where the approver can take action. It includes a 'Comment' input field and two large buttons: 'REJECT' (red) and 'APPROVE' (green).

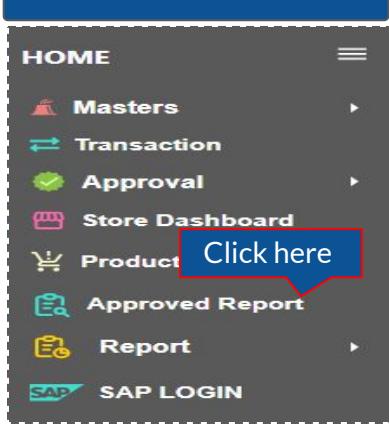
(4) Approver Make Action

Approval workflow: Request >>> L1 Approver: Plant MRPC >>> L2 Approver: Plant Finance Head >>> L3 Approver: Plant Head.

Approved Reports

Approved Reports Page(Corp MRPC)

(1)Reports Page Navigation



(2)Select The Transaction

Approved Reports

From Date: dd-mm-yyyy To Date: dd-mm-yyyy

Reports

DOWNLOAD

Approved Reports

Line No.	Plant Code	Doc No.	Date	Material	Card Serial No	Urg	Stat. Code	Rate	Product	Location	Value	Quantity	Cur.	Movement Type	Comments	Approved	Status	Action
1	2	1300	13/07/2025	331200050	PROTECTIVE CAP	26	1301	310	11520	90	100	0005-Shredage	551	Testing		Under Review	Active	
2	3	1300	13/07/2025	331200050	PROTECTIVE CAP	26	1301	310	11520	90	100	0005-Shredage	551	Testing		Under Review	Active	
3	4	1300	13/07/2025	330100050	socket wrench	14	1300	60	600	30	200	0000-Soldout	551	Testing		Under Review	Active	
4	5	1300	13/07/2025	330100050	socket wrench	14	1300	150	600	30	200	0000-Soldout	551	Testing		Under Review	Active	
5	6	1300	13/07/2025	330100050	socket wrench	14	1300	150	600	30	200	0000-Soldout	551	Testing		Under Review	Active	
6	7	1300	13/07/2025	330100050	SOCKET FORGE	22	1300	140	2000	70	400	0000-Soldout	551	Testing		Under Review	Active	
7	8	1300	13/07/2025	330100050	SOCKET FORGE	22	1300	140	2000	70	400	0000-Soldout	551	Testing		Under Review	Active	
8	9	1300	13/07/2025	330100050	SOCKET MACH	44	1301	400	17600	30	200	0005-Shredage	551	Testing		Under Review	Active	
9	10	1300	13/07/2025	330100050	SOCKET MACH	44	1301	400	17600	30	200	0005-Shredage	551	Testing		Under Review	Active	
10	11	1300	13/07/2025	330100050	SOCKET MACH	44	1301	400	17600	30	200	0005-Shredage	551	Testing		Under Review	Active	
11	12	1300	13/07/2025	330100050	SOCKET MACH	12	1300	40	400	20	100	0000-Soldout	551	Testing		Under Review	Active	
12	13	1300	13/07/2025	330100050	SOCKET MACH	12	1300	40	400	20	100	0000-Soldout	551	Testing		Under Review	Active	
13	14	1300	13/07/2025	330100050	SOCKET MACH	28	1300	210	5720	80	200	0005-Shredage	551	Testing		Under Review	Active	
14	15	1300	13/07/2025	330100050	SOCKET MACH	28	1300	210	5720	80	200	0005-Shredage	551	Testing		Under Review	Active	
15	16	1300	13/07/2025	330100050	SOCKET MACH	28	1301	300	10200	110	200	0005-Shredage	551	Testing		Under Review	Active	
16	17	1300	13/07/2025	330100050	SOCKET MACH	28	1301	300	10200	110	200	0005-Shredage	551	Testing		Under Review	Active	
17	18	1300	13/07/2025	330100050	SOCKET MACH	32	1301	280	9600	120	200	0005-Shredage	551	Testing		Under Review	Active	

(3)Download Movt Reports

localhost:3001 says
Scrap Posting - File downloaded successfully!

OK

Reports: Scrap Posting From Date: 29-06-2025 To Date: 21-07-2025

DOWNLOAD



(4) Reports

Line No.	Plant Code	Doc No.	Date	Material	Card Serial No	Urg	Stat. Code	Rate	Product	Location	Value	Quantity	Cur.	Movement Type	Comments	Approved	Status	Action
1	2	1300	13/07/2025	331200050	PROTECTIVE CAP	26	1301	310	11520	90	100	0005-Shredage	551	Testing		Under Review	Active	
2	3	1300	13/07/2025	331200050	PROTECTIVE CAP	26	1301	310	11520	90	100	0005-Shredage	551	Testing		Under Review	Active	
3	4	1300	13/07/2025	330100050	socket wrench	14	1300	60	600	30	200	0000-Soldout	551	Testing		Under Review	Active	
4	5	1300	13/07/2025	330100050	socket wrench	14	1300	150	600	30	200	0000-Soldout	551	Testing		Under Review	Active	
5	6	1300	13/07/2025	330100050	SOCKET FORGE	22	1300	140	2000	70	400	0000-Soldout	551	Testing		Under Review	Active	
6	7	1300	13/07/2025	330100050	SOCKET FORGE	22	1300	140	2000	70	400	0000-Soldout	551	Testing		Under Review	Active	
7	8	1300	13/07/2025	330100050	SOCKET MACH	44	1301	400	17600	30	200	0005-Shredage	551	Testing		Under Review	Active	
8	9	1300	13/07/2025	330100050	SOCKET MACH	44	1301	400	17600	30	200	0005-Shredage	551	Testing		Under Review	Active	
9	10	1300	13/07/2025	330100050	SOCKET MACH	12	1300	40	400	20	100	0000-Soldout	551	Testing		Under Review	Active	
10	11	1300	13/07/2025	330100050	SOCKET MACH	12	1300	40	400	20	100	0000-Soldout	551	Testing		Under Review	Active	
11	12	1300	13/07/2025	330100050	SOCKET MACH	28	1300	210	5720	80	200	0005-Shredage	551	Testing		Under Review	Active	
12	13	1300	13/07/2025	330100050	SOCKET MACH	28	1300	210	5720	80	200	0005-Shredage	551	Testing		Under Review	Active	
13	14	1300	13/07/2025	330100050	SOCKET MACH	28	1301	300	10200	110	200	0005-Shredage	551	Testing		Under Review	Active	
14	15	1300	13/07/2025	330100050	SOCKET MACH	28	1301	300	10200	110	200	0005-Shredage	551	Testing		Under Review	Active	
15	16	1300	13/07/2025	330100050	SOCKET MACH	32	1301	280	9600	120	200	0005-Shredage	551	Testing		Under Review	Active	

Workflow: Secure access for Corp MRPC users only. Select Movement Type → Set Date → Download

Thank you