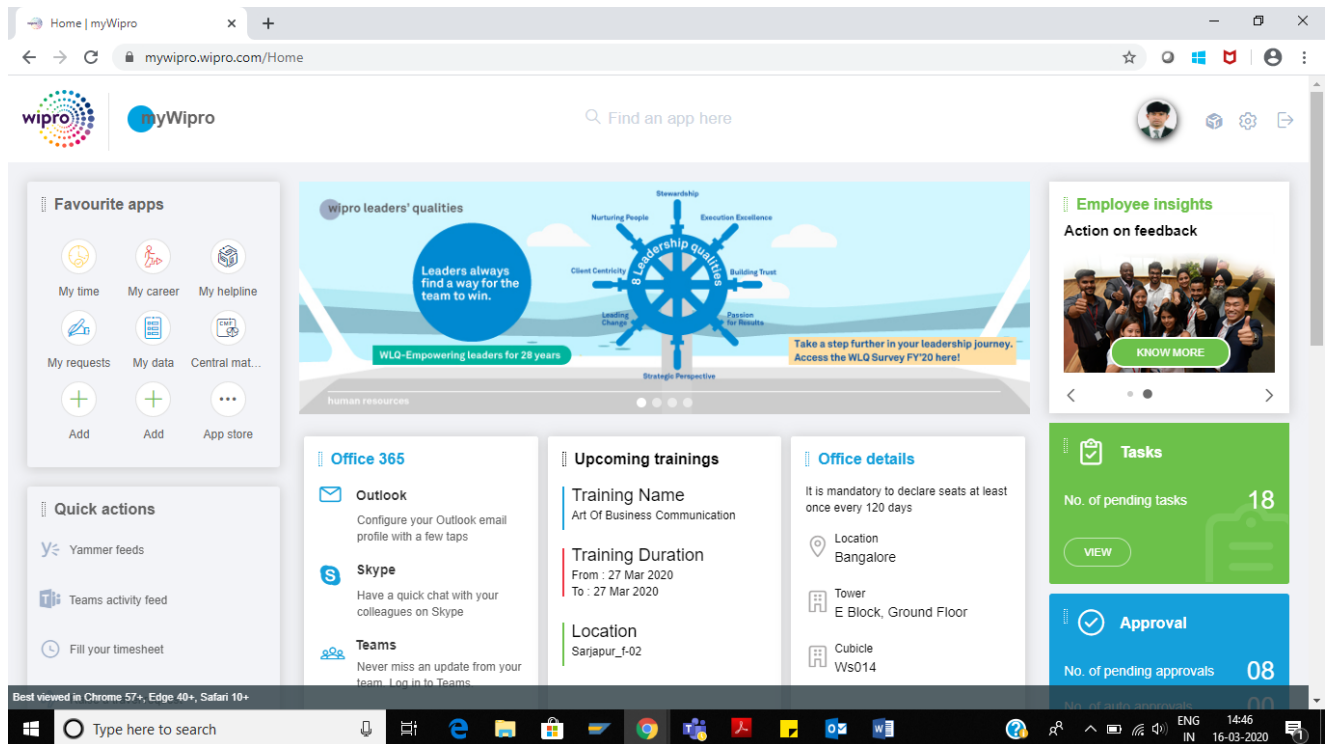


SOP- Material Movement Request.

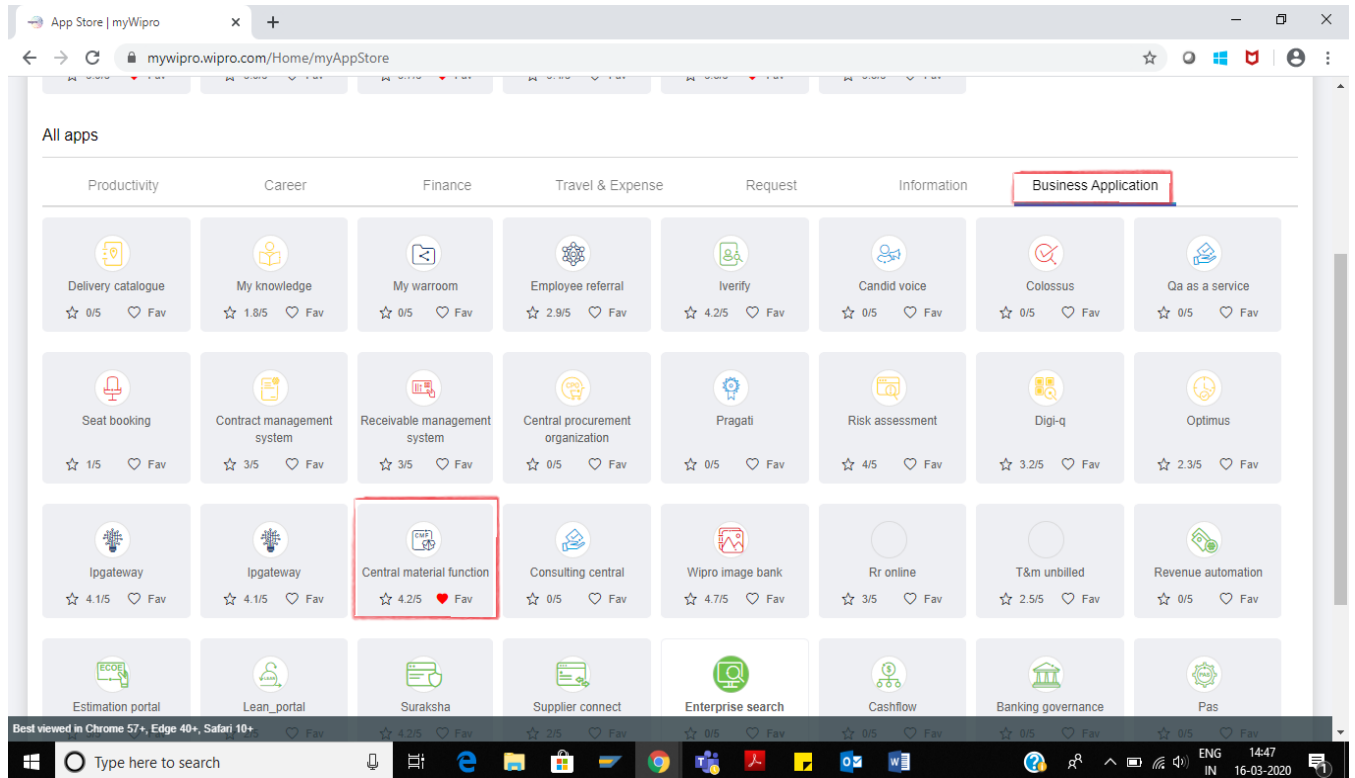
Step 1:

Login Mywipro- <https://mywipro.wipro.com>



Step 2:

Application- Business Application- Central Material Function



Step 3:

Select Project Vertical Business Unit- Project Name- Shipping (Wipro to Wipro/Wipro to Others)

The screenshot shows the 'Material Movements' form in the 'Material Movement Module'. The form is titled 'Material Movements' and has a 'Create Request' button. The 'Requestor name/id' field is filled with 'Sudharsan Kanagaraj (Operations)'. The 'Project vertical/business unit*' dropdown is open, showing options: 'Shipping', '-Select Shipping-', '-Select Shipping-', 'Wipro to Wipro', 'Wipro to Others', and 'CSM (Client Supplied Materials)'. The 'Shipping' option is selected and highlighted with a red box. Other fields include 'Project name and location *' (CMF-Blr), 'Material type' (-Select Material Type-), 'PM's Email ID' (ajaykumar.veetil@wipro.com), 'To Location *' (-select to Location--), 'GST *', 'Ship from address *' (-select ship from address--), 'Ship to address *' (-select ship to address--), 'Movement Type*', and 'Packaging Required *' (-select packaging required--).

Step 4:

Select Material Type (Bonded/Non-Bonded)

Material Movements Create Request View Status

Requestor name/id Sudharsan Kanagaraj (Operations)	Project vertical/business unit* CMF	Project name and location * CMF-Blr
Receiver's Details <input type="text"/>	Shipping Wipro to Wipro ▼	Material type -Select Material Type- ▼ -Select Material Type- Bonded NonBonded
TM's Email ID <input type="text"/>	Project cost center <input type="text"/>	To Location * --select to Location-- ▼
Ship from address * --select ship from address-- ▼	From Location * Pondicherry ▼	GST * <input type="text"/>
Movement Type* <input type="text"/>	Ship to address * --select ship to address-- ▼	
	Packaging Required * --select packaging required-- ▼	

Materials / Assests details

Step 5:

Mention Receiver, Project Cost Center, PM's Email ID (Auto Capture L1 Manager), TM's Mail ID details and select From & To Location.

Material Movements Create Request View Status

Requestor name/id Sudharsan Kanagaraj (Operations)	Project vertical/business unit* CMF	Project name and location * CMF-Blr
Receiver's Details sudharsan.k77@wipro.com TM's Email ID vijaychander01@wipro.com	Shipping Wipro to Wipro ▼ Project cost center T0011 From Location * Karnataka ▼	Material type Bonded ▼ PM's Email ID ajaykumarveettil@wipro.com To Location * Karnataka ▼
Ship from address * <input type="text"/>	Ship to address * <input type="text"/>	GST * <input type="text"/>
Movement Type* <input type="text"/>	Packaging Required * --select packaging required-- ▼	

Step 6:

Select correct Ship From Address from the Drop Down.

Requestor name/id Sudharsan Kanagaraj (Operations)	Project vertical/business unit* CMF	Project name and location * CMF-Blr
Receiver's Details sudharsan.k77@wipro.com TM's Email ID vijaychander01@wipro.com	Shipping Wipro to Wipro Project cost center T0011 From Location * Karnataka	Material type Bonded PM's Email ID ajaykumarveettii@wipro.com To Location * Karnataka
Ship from address * Wipro Limited , Regional Store, V.Com Building,Plot No. 110L/1, Survey# 68, Keonics Electronic City Doddathoguru Village, Banalore-560100 Wipro Limited Unit III Wipro Kodathi SEZ, Kodathi Village, Varthur Hobli, Sarjapur Road, Bangalore 560 035 Wipro Limited Unit II Wipro Kodathi SEZ, 1st Floor to 9th Floor, Block 4, Kodathi Village,Sarjapur Road varthur Hobli 560035 Bangalore Wipro Limited,Wipro Special Economic Zone (SR), (Unit-5),Doddakannelli Village, Sarjapur Road, Bangalore, Karnataka, India,560035 Wipro Limited,Wipro Special Economic Zone (SR), (Unit-4),Doddakannelli Village, Sarjapur Road, Bangalore, Karnataka, India,560035 Wipro Limited,Wipro Special Economic Zone (SR), (Unit-3),Doddakannelli Village, Sarjapur Road, Bangalore, Karnataka, India,560035 Wipro Limited,Wipro Special Economic Zone (SR), (Unit-2),Doddakannelli Village, Sarjapur Road, Bangalore, Karnataka, India,560035 Wipro Limited,Wipro Special Economic Zone (SR), (Unit-1),Doddakannelli Village, Sarjapur Road, Bangalore, Karnataka, India,560035 Wipro Limited,Wipro Special Economic Zone (SR), (DEV),Doddakannelli Village, Sarjapur Road, Bangalore, Karnataka, India,560035 Wipro Limited,SJP1, Doddakannelli Village, Sarjapur Road, Bangalore, Karnataka, India,560035 Wipro Limited,Mysore Development Centre,Metagalli Industrial Area, Metagalli,No. 146 & 147A, Mysore-570016 Wipro Limited C B Tower 6th floor No. 99 M G Road, Bangalore, 560001	Ship to address * Wipro Limited , Regional Store, V.Com	GST *

Step 7:

Select correct Ship To Address from the Drop Down GSTIN will auto capture if it is b/w Wipro to Wipro, for other locations select Null and mention GSTIN details.

Requestor name/id Sudharsan Kanagaraj (Operations)	CMF	CMF-Blr
Receiver's Details sudharsan.k77@wipro.com TM's Email ID vijaychander01@wipro.com	Shipping Wipro to Wipro Project cost center T0011 From Location * Karnataka	Material type Bonded PM's Email ID ajaykumarveettii@wipro.com To Location * Karnataka
Ship from address * Wipro Limited,SJP1, Doddakannelli Vil	Ship to address * Wipro Limited , Regional Store, V.Com	GST * 29AAACW0387R2ZJ

Step 8:

Select Movement Type.

Ship from address *

Wipro Limited, Wipro Special Economic Zone

Ship to address *

GST *

Movement Type*

Returnable-Testing

Returnable-Calibration

Returnable-Demo

NonReturnable-EOL

NonReturnable-ReExport

NonReturnable-Scrap

NonReturnable-Defective

NonReturnable-Rejection

NonReturnable-Garbage

Internal

Buyback

Re CSM Indent Request

Material Issue

Asset Loss

DTA Removal / Debonding

CSM Indent Request

Quantity

Currency

Value

Invoice

Po no

Bond no

DC No

Type he

Type he

Type he

Type he

Type he

Type he

Type he

Remarks

Step 9:

Confirm Packing required or not.

Movement Type*

Packaging Required *

--select packaging required--

--select packaging required--

Yes

No

Materials / Assests details

Step 10:

Provide Asset & other required details.

Note: Upload supporting documents to validate from CMF end.

Materials / Assests details

Asset Number	Description	Quantity	Currency	Value	Invoice	Po no	Bond no	DC No
11234789	Desktop	01	INR	11000	011	5500333	SEZ01	NA

Remarks:

OTHER ASSET DETAIL ATTACHED IN THE EXCEL

Upload Approval & Supportings documents

Choose File

No file chosen

CANCEL

SUBMIT

Step 11:

Once all fields are selected please submit, request ID will generate.

wipro365.sharepoint.com/sites/materials/SitePages/MaterialMovement.aspx

wipro365.sharepoint.com says
Request created successfully ! Your request ID is : 20823

OK

Movement Type*

Returnable-Testing

Packaging Required *

Yes

Materials / Assests details

Assest Number	Description	Quantity	Currency	Value	Invoice	Po no	Bond no	DC No	
11234789	Desktop	01	INR	11000	011	5500333	SEZ01	NA	

Step 12:

Select View to find the status of the request.

se select RequestID for the Status : 773

Material Movements

Create Request View Status

Compliance approval BFM Approval Pack assesment Step Gate Pass

Request ID	Project Name	From Location	To Location	PM Remarks	Compliance Remarks	BFM Remarks	Pack Remarks	GatePass Remarks	AssetDetails
CMF Coimbatore	Tamil Nadu	Tamil Nadu	for weighthment purpose	for weighthment purpose	BFM approval not required since it is for weighthment only	DC/TV/SEZ/UNIT/17-18/041 DT: 31.1.2018 GP NO: 1527054 DT: 31.1.2018	BFM approval is not required for this movement	Click Here	