



USER MANUAL

Master Work Flow Tool (MWT).

Manufacturer Approval Master

- Approver

Feb, 2015

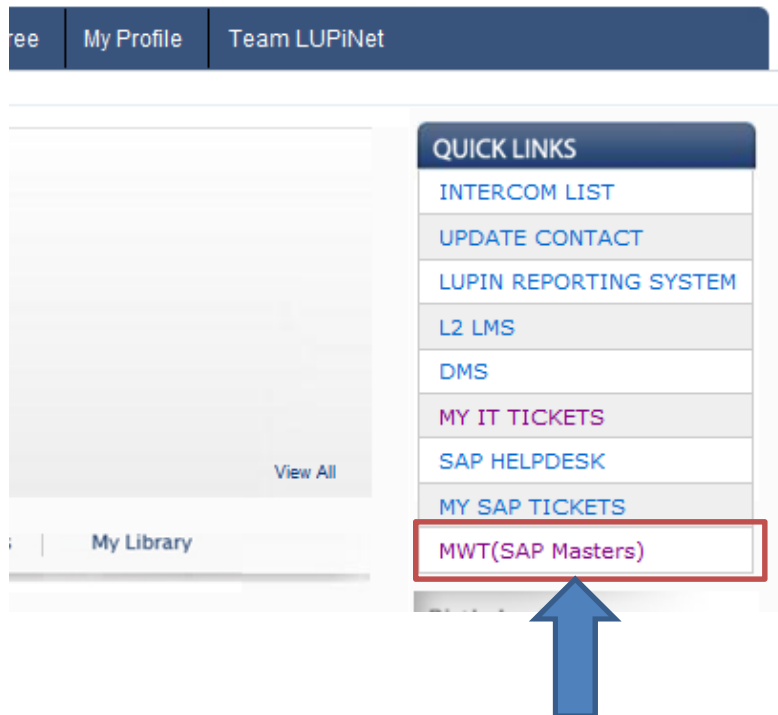
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I. General Section

A. Login

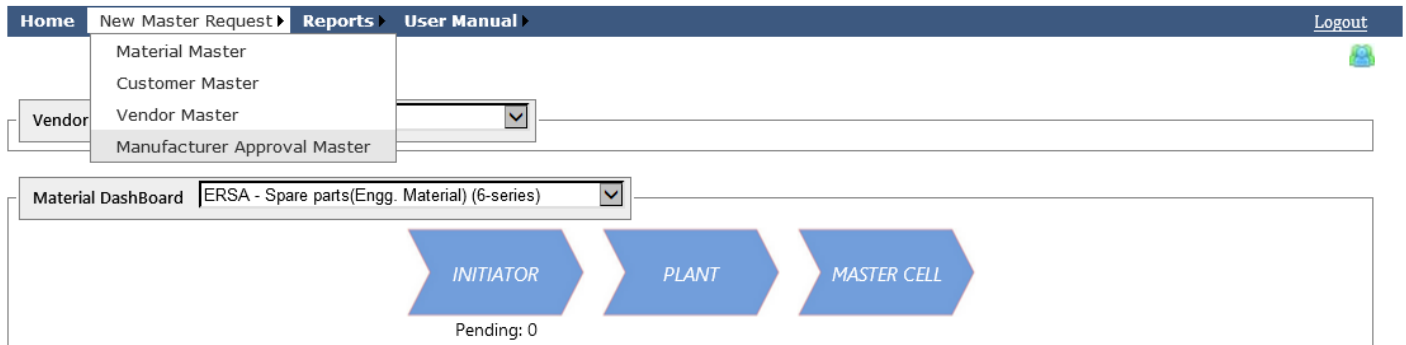
Use the Link on your home page Quick Link to login into the system.



B. Home Page

Home Page gives you the list of Actionable per Material Type

Use navigation Menu to Access the Material Master section



The screenshot displays the Home Page of the Master Workflow Tool (MWT). At the top, a dark blue navigation bar contains the following links: [Home](#), [New Master Request](#), [Reports](#), and [User Manual](#). A [Logout](#) link is located on the far right. Below the navigation bar, a dropdown menu is open, showing options: [Material Master](#), [Customer Master](#), [Vendor Master](#), and [Manufacturer Approval Master](#). To the left of this menu is a 'Vendor' label. Below the dropdown menu, there is a 'Material Dashboard' section with a dropdown menu showing 'ERSA - Spare parts(Engg. Material) (6-series)'. Below this, a flow diagram consists of three blue chevron-shaped boxes labeled 'INITIATOR', 'PLANT', and 'MASTER CELL'. Under the 'INITIATOR' box, the text 'Pending: 0' is displayed.

II. Manufacturer Approval Master Section

Following section can be used for the following actions:

1. Search Material Master as per the criteria
 - a. Pending for your approval
 - b. Created by you
 - c. Roll backed to you
 - d. Incomplete
 - e. Rejected By Me
 - f. Approved
2. Create Manufacturer Approval Master. (Approver is not authorized to create a new request.)

Home New Master Request ▶ Reports ▶ User Manual ▶ [Logout](#)

Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	<input type="text" value="All"/>	Status	<input type="text" value="Pending For My Approval"/>
From Date	<input type="text"/>	To Date	<input type="text"/>
<input type="button" value="Search"/>			

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center
<input type="radio"/>	102720150001937	New Request	Audit Request Form		27/10/15	BKC Mumbai	2273
<input type="radio"/>	102820150001942	New Request	Audit Request Form		28/10/15	Mumbai	12345
<input type="radio"/>	102820150001943	New Request	Audit Request Form		28/10/15	Mumbai	12345
<input type="radio"/>	102820150001954	New Request	Audit Request Form		28/10/15	Mumbai	12345

[View](#)

[Review](#)

[Create New](#)

A. Pending For Approval Manufacturer Master Request

i. Search

- Select the status as “Pending for My Approval” and click “Search”.

[Home](#)
[New Master Request](#)
[Reports](#)
[User Manual](#)
[Logout](#)

Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

No Data Found

Create New

- Requests pending for your approval will be displayed.

[Home](#)
[New Master Request](#)
[Reports](#)
[User Manual](#)
[Logout](#)

Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Pending For My Approval
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center
<input type="radio"/>	112020150002020	New Request	Audit Request Form	Srinidhi Devadiga	20/11/15	Mumbai	12345

View

Review

Create New

ii. Request Selection

- Please select the Manufacturer approval Request to be processed.
- Click Review to proceed.

[Home](#)
[New Master Request](#)
[Reports](#)
[User Manual](#)
[Logout](#)

Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All <input type="button" value="v"/>	Status	Pending For My Approval <input type="button" value="v"/>
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center
<input checked="" type="radio"/>	112020150002020	New Request	Audit Request Form		20/11/15	Mumbai	12345

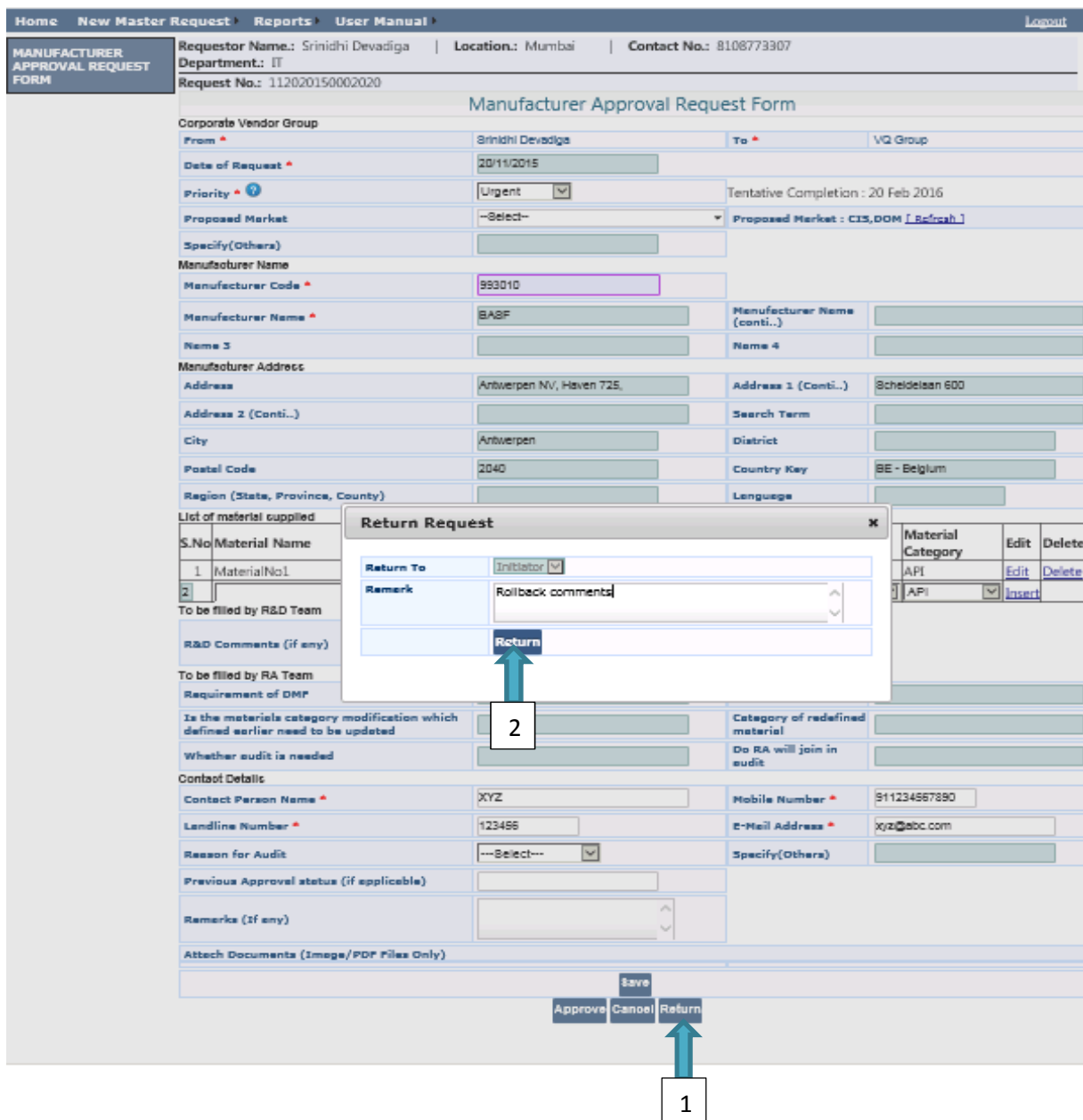
View

Review

Create New

iii. Rollback Request

- Please verify the data filled in request form.
- Verify whether the data is incorrect or insufficient.
- Click on “Return” if data is irrelevant.
- Please Fill in the Remarks and click “Return”.
- An Alert mail will be sent to the related users.

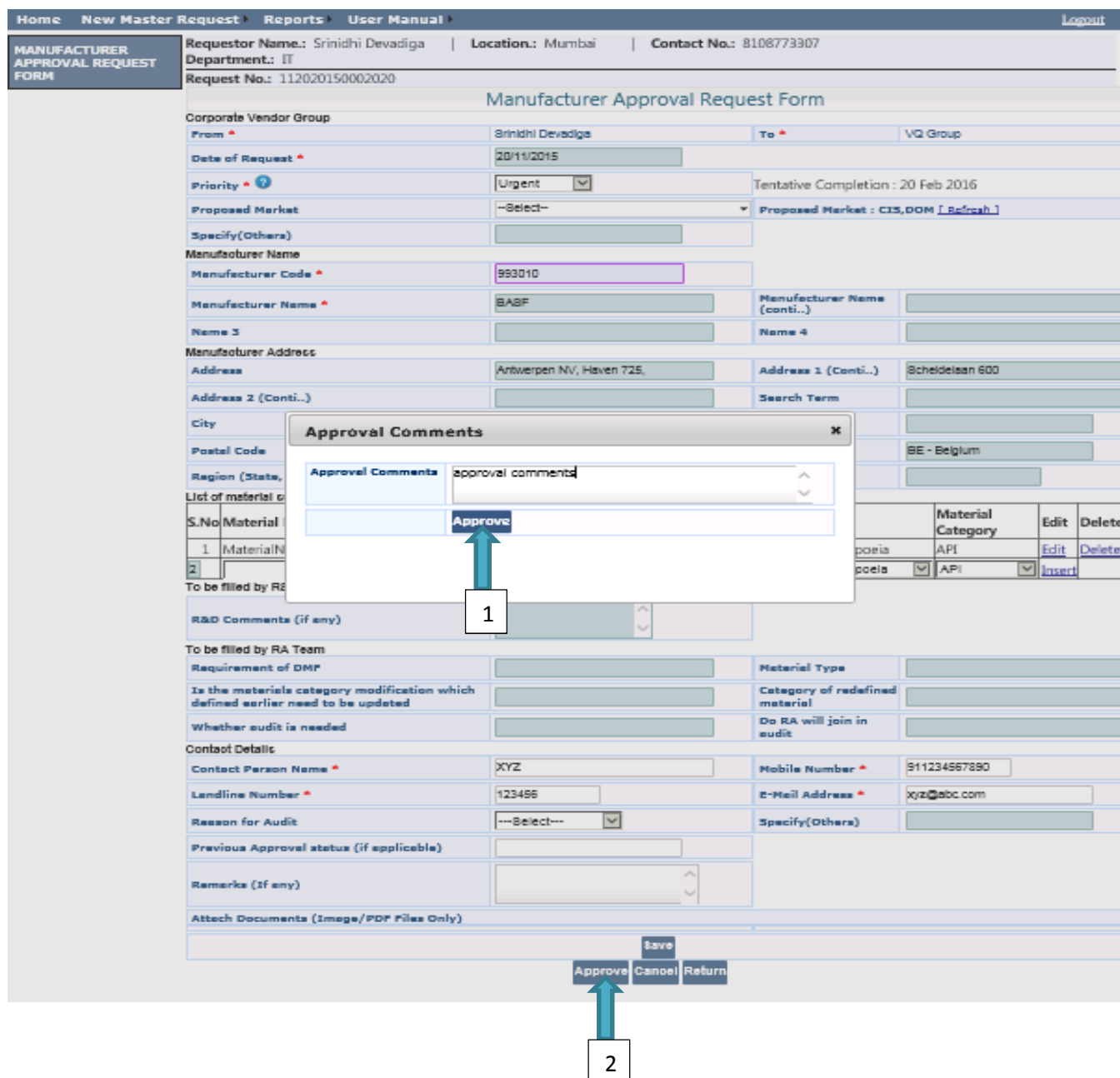


The screenshot displays the 'Manufacturer Approval Request Form' in the MWT. The form includes fields for Requestor Name, Location, Contact No., Department, and Request No. Below these are sections for Corporate Vendor Group, Manufacturer Name, Manufacturer Code, Manufacturer Address, and Contact Details. A 'Return Request' dialog box is open, showing a 'Return To' dropdown set to 'Initiator', a 'Remark' text area with 'Rollback comments', and a 'Return' button. A blue arrow labeled '2' points to the 'Return' button in the dialog. At the bottom of the form, there are buttons for 'Save', 'Approve', 'Cancel', and 'Return'. A blue arrow labeled '1' points to the 'Return' button at the bottom of the form.

iv. Request Approval

A) Approval by Department Head :

- Please verify the data filled in the form.
- Verify the data is correct or sufficient.
- The approval steps may depending on the next approval :
 - **If next approving department is CQA.**
 - Click on “Approve” if data is relevant.
 - Enter approval comments if any and click on “Approve”.
 - An Alert mail will be sent to the related users.



The screenshot displays the 'Manufacturer Approval Request Form' within a web application. The form includes fields for Requestor Name, Location, Contact No., Department, and Request No. Below these are sections for Corporate Vendor Group, Date of Request, Priority, Proposed Market, Manufacturer Name, Manufacturer Code, Manufacturer Address, and Contact Details. A pop-up window titled 'Approval Comments' is open, showing a text area for comments and an 'Approve' button. A blue arrow labeled '1' points to this 'Approve' button. At the bottom of the main form, there are buttons for 'Approve', 'Cancel', and 'Return'. A blue arrow labeled '2' points to the 'Approve' button at the bottom.

- If next approving department is RND/PDL.
 - Click on “Approve” if data is relevant.
 - Select the name of the RND/PDL group to which request is to be redirected.
 - Enter approval comments if any and click on “Approve”.
 - An Alert mail will be sent to the related users.

Home New Master Request Reports User Manual Logout

MANUFACTURER APPROVAL REQUEST FORM

Requestor Name.: Srinidhi Devadiga | Location.: Mumbai | Contact No.: 8108773307
 Department.: IT
 Request No.: 111920150002016

Manufacturer Approval Request Form

Corporate Vendor Group

From * Srinidhi Devadiga To * VQ Group

Date of Request * 19/11/2015

Priority * Normal Tentative Completion : 19 Mar 2016

Proposed Market --Select-- Proposed Market : C13 [Refresh]

Specify (Others)

Manufacturer Name

Manufacturer Code * 993010

Manufacturer Name * BASF Manufacturer Name (conti.)

Name 3 Name 4

Manufacturer Address

Address Antwerpen NV, Haven 725 Address 1 (Conti.) Scheideleaan 600

Address 2 (Conti.) Search Term

City Schiedamsche Dijk

Postal Code BE - Belgium

Region (State)

List of material

S.No Material

1 test123

2

To be filled by R&D

R&D Comments (if any)

To be filled by RA Team

Requirement of DMP

Is the materials category modification which defined earlier need to be updated

Whether audit is needed

Do RA will join in audit

Contact Details

Contact Person Name * ABC Mobile Number * 919930123456

Landline Number * 123456 E-Mail Address * abc@xyz.com

Reason for Audit --Select-- Specify (Others)

Previous Approval status (if applicable)

Remarks (if any)

Attach Documents (Image/PDF Files Only)

Save

Approve Cancel Return

1

2

Approval Comments

Redirect To Chananjal Shrivastava

Approval Comments approval comments

Approve

- If next approving department is RA.
 - Click on “Approve” if data is relevant.
 - Select the name of the RA group to which request is to be redirected.
 - Enter approval comments if any and click on “Approve”.
 - An Alert mail will be sent to the related users.

Home New Master Request Reports User Manual Logout

MANUFACTURER APPROVAL REQUEST FORM

Requestor Name.: Srinidhi Devadiga | Location.: Mumbai | Contact No.: 8108773307
 Department.: IT
 Request No.: 112320150002022

Manufacturer Approval Request Form

Corporate Vendor Group

From * Srinidhi Devadiga To * VQ Group

Date of Request * 23/11/2015

Priority * Crucial Tentative Completion : 23 Dec 2015

Proposed Market --Select-- Proposed Market : EUR_AUS [Refresh]

Specify(Others)

Manufacturer Name

Manufacturer Code * 993010

Manufacturer Name * BASF

Manufacturer Name (conti..)

Name 3

Name 4

Manufacturer Address

Address Antwerpen NV, Haven 725

Address 1 (Conti..) Scheidelesan 600

Address 2 (Conti..)

Search Term

City Antwerpen District

Postal Code BE - Belgium

Region (State)

List of material

S.No	Material	Material Category	Edit	Delete
1	Paracetams	API	Edit	Delete
2		API	Edit	Delete

To be filled by RA

R&D Comments (if any)

To be filled by RA Team

Requirement of DMP

Is the materials category modification w defined earlier need to be updated

Whether audit is needed

Do RA will join in audit

Contact Details

Contact Person Name * LMNOP

Mobile Number * 911234567890

Landline Number * 1234567

E-Mail Address * lmnop@xyz.com

Reason for Audit --Select--

Specify(Others)

Previous Approval status (if applicable)

Remarks (If any) new creation

Attach Documents (Image/PDF Files Only)

Save

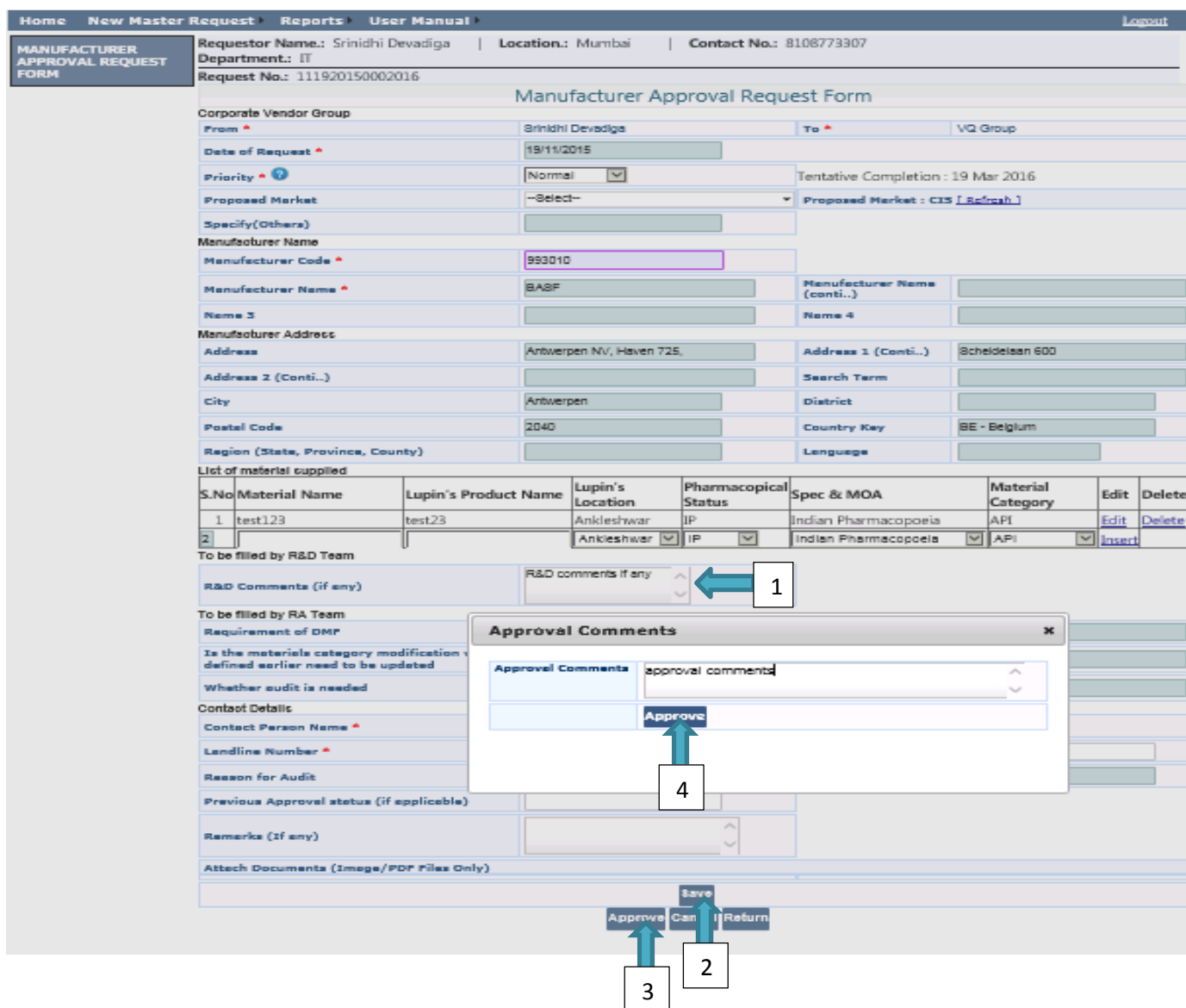
Approve Cancel Return

1

2

B) Approval by RND/PDL :

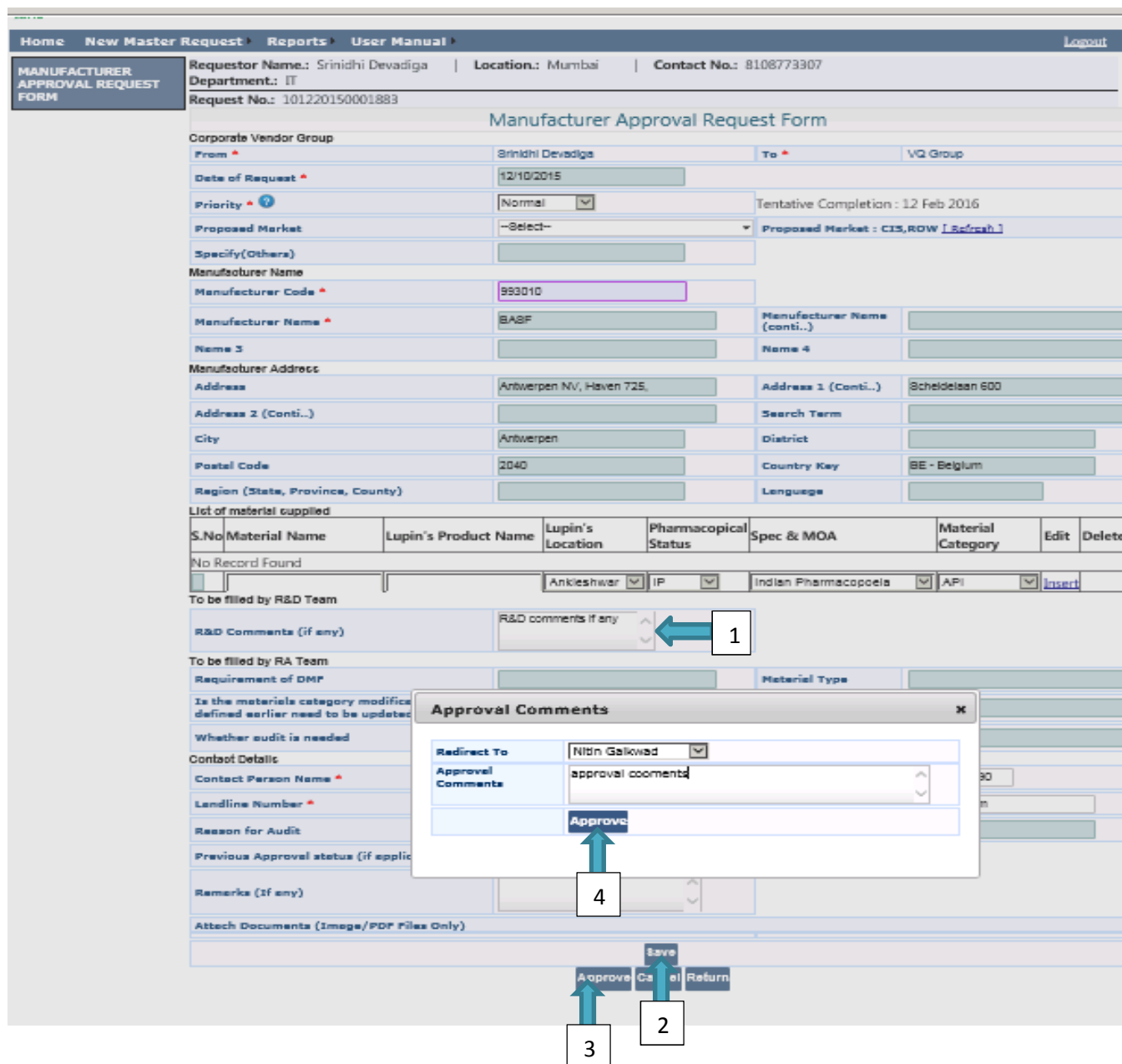
- Please verify the data filled in the form.
- Verify the data is correct or sufficient.
- The approval steps may vary depending on the next approval :
 - **If next approving department is CQA.**
 - Check if all the data is relevant.
 - Enter the R&D comments if any in the “To be filled by R&D Team” section. Click on “Save”.
 - Click on “Approve” if data is relevant.
 - Enter approval comments if any and click on “Approve”.
 - An Alert mail will be sent to the related users.



The screenshot displays the 'Manufacturer Approval Request Form' interface. The form is divided into several sections for data entry. At the bottom, there are three buttons: 'Approve', 'Cancel', and 'Return'. An 'Approval Comments' dialog box is open, showing a text area for comments and an 'Approve' button. Numbered callouts indicate the following steps:

- Callout 1 points to the 'R&D Comments (if any)' text area.
- Callout 2 points to the 'Approve' button at the bottom of the form.
- Callout 3 points to the 'Approve' button in the 'Approval Comments' dialog box.
- Callout 4 points to the 'Approve' button in the 'Approval Comments' dialog box.

- If next approving department is RA
 - Check if all the data is relevant.
 - Enter the R&D comments if any in the “To be filled by R&D Team” section. Click on “Save”
 - Click on “Approve” if data is relevant.
 - Select the next RA group to which the request is to be redirected.
 - Enter approval comments if any and click on “Approve”.
 - An Alert mail will be sent to the related users.

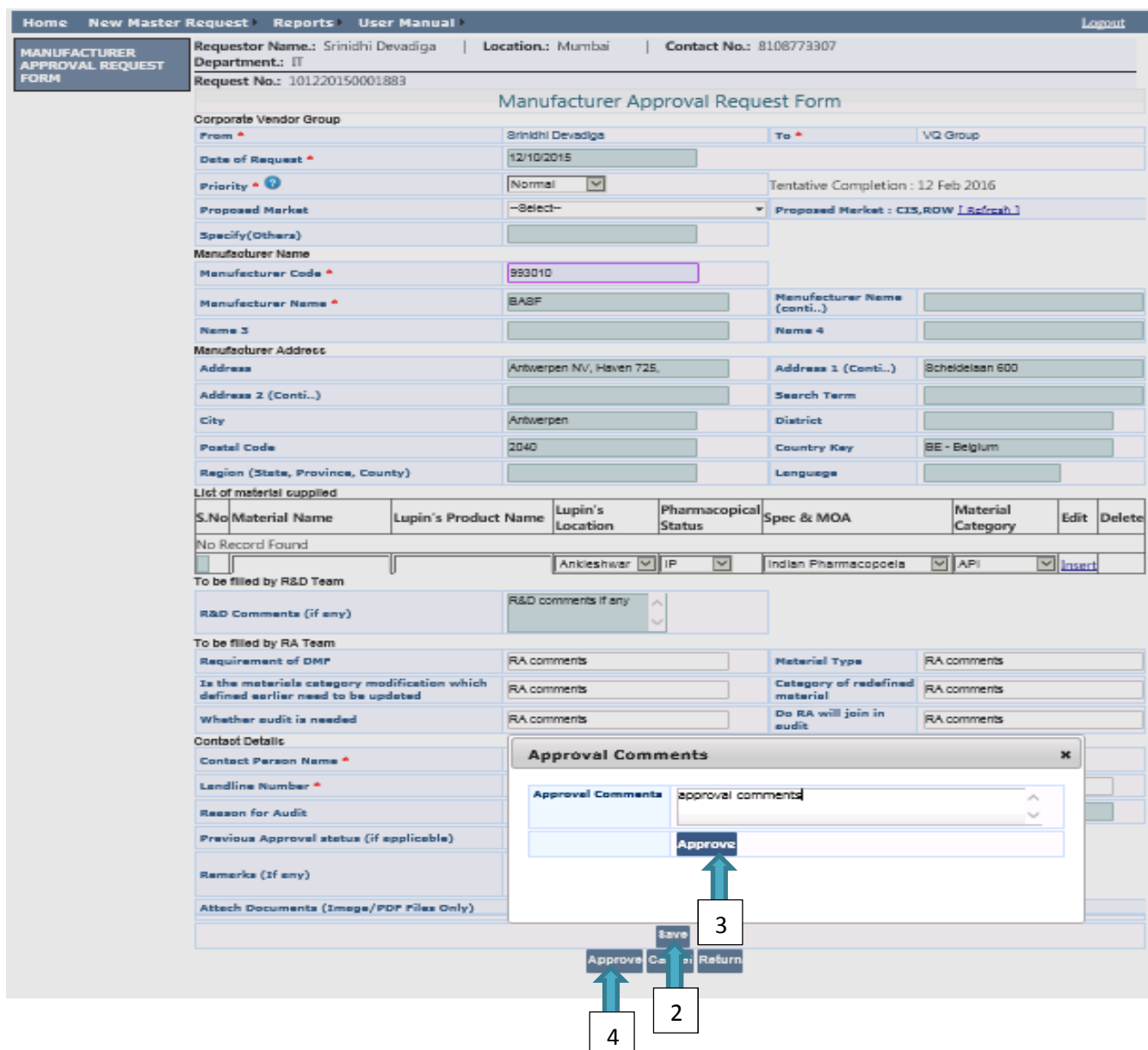


The screenshot displays the 'Manufacturer Approval Request Form' within a web application. The form is divided into several sections:

- Header:** Includes navigation links (Home, New Master Request, Reports, User Manual) and a 'Logout' button.
- Requester Information:** Fields for Requestor Name (Srinidhi Devadiga), Location (Mumbai), Contact No. (8108773307), Department (IT), and Request No. (101220150001883).
- Form Title:** 'Manufacturer Approval Request Form'.
- Corporate Vendor Group:** Fields for From (Srinidhi Devadiga), To (VQ Group), Date of Request (12/10/2015), Priority (Normal), and Proposed Market (CIS, ROW).
- Manufacturer Details:** Fields for Manufacturer Code (993010), Manufacturer Name (BASF), and various address fields (Antwerpen NV, Haven 725, Scheldelaan 600).
- List of material supplied:** A table with columns: S.No, Material Name, Lupin's Product Name, Lupin's Location, Pharmaceutical Status, Spec & MOA, Material Category, Edit, and Delete. It shows 'No Record Found'.
- To be filled by R&D Team:** Includes a field for 'R&D Comments (if any)' with a blue arrow pointing to it labeled '1'.
- To be filled by RA Team:** Includes a field for 'Approval Comments' with a blue arrow pointing to it labeled '4'.
- Buttons:** At the bottom, there are buttons for 'Approve', 'Cancel', and 'Return'. A blue arrow points to the 'Approve' button labeled '3', and another blue arrow points to the 'Cancel' button labeled '2'.

C) Approval by RA:

- Please verify the data filled in the form.
- Verify the data is correct or sufficient.
- The approval steps may vary depending on the next approval :
 - **If next approving department is CQA.**
 - Check if all the data is relevant.
 - Enter the R&D comments if any in the “To be filled by R&D Team” section. Click on “Save”.
 - Click on “Approve” if data is relevant.
 - Enter approval comments if any and click on “Approve”.
 - An Alert mail will be sent to the related users.



Home New Master Request Reports User Manual Logout

MANUFACTURER APPROVAL REQUEST FORM

Requestor Name.: Srinidhi Devadiga | Location.: Mumbai | Contact No.: 8106773307
 Department.: IT
 Request No.: 101220150001883

Manufacturer Approval Request Form

Corporate Vendor Group

From: Srinidhi Devadiga To: VQ Group

Date of Request: 12/10/2015

Priority: Normal Tentative Completion: 12 Feb 2016

Proposed Market: -Select- Proposed Market: CIS, ROW [Refresh]

Specify (Others):

Manufacturer Name

Manufacturer Code: 993010

Manufacturer Name: BASF Manufacturer Name (conti.):

Name 3: Name 4:

Manufacturer Address

Address: Antwerpen NV, Haven 725 Address 1 (Conti.): Scheldelaan 600

Address 2 (Conti.): Search Term:

City: Antwerpen District:

Postal Code: 2040 Country Key: BE - Belgium

Region (State, Province, County): Language:

S.No	Material Name	Lupin's Product Name	Lupin's Location	Pharmaceutical Status	Spec & MOA	Material Category	Edit	Delete
No Record Found								

To be filled by R&D Team

R&D Comments (if any): R&D comments if any

To be filled by RA Team

Requirement of DMF: RA comments Material Type: RA comments

Is the materials category modification which defined earlier need to be updated: RA comments Category of redefined material: RA comments

Whether audit is needed: RA comments Do RA will join in audit: RA comments

Contact Details

Contact Person Name: Landline Number: Reason for Audit: Previous Approval status (if applicable): Remarks (if any): Attach Documents (Image/PDF Files Only):

Approval Comments

Approval Comments: approval comments

Approve

Save

Approve Cancel Return

D) Approval by CQA:

- Please verify the data filled in the form.
- Verify the data is correct or sufficient.
- Check if all the data is relevant.
- Click on “Approve” if data is relevant.
- Enter approval comments if any and click on “Approve”.
- An Alert mail will be sent to the related users.

Home New Master Request Reports User Manual Logout

MANUFACTURER APPROVAL REQUEST FORM

Requestor Name: Srinidhi Devadiga | Location: Mumbai | Contact No.: 8108773307
 Department: IT
 Request No.: 101220150001883

Manufacturer Approval Request Form

Corporate Vendor Group

From: Srinidhi Devadiga To: VQ Group

Date of Request: 12/10/2015

Priority: Normal Tentative Completion: 12 Feb 2016

Proposed Market: -Select- Proposed Market: CIS, ROW [Refresh]

Specify (Others):

Manufacturer Name

Manufacturer Code: 993010

Manufacturer Name: BASF Manufacturer Name (cont.):

Name 3: Name 4:

Manufacturer Address

Address: Antwerpen NV, Haven 725, Address 1 (Conti.): Scheldelaan 600

Address 2 (Conti.): Search Term:

City:

Postal Code:

Region (State, Province, C):

List of material supplied

S.No	Material Name
1	MaterialNo1
2	

To be filled by R&D Team

R&D Comments (if any): R&D comments if any

To be filled by RA Team

Requirement of DMP: RA comments Material Type: RA comments

Is the materials category modification which defined earlier need to be updated: RA comments Category of redefined material: RA comments

Whether audit is needed: RA comments Do RA will join in audit: RA comments

Contact Details

Contact Person Name: ABC Mobile Number: 911234567890

Landline Number: 1234567 E-Mail Address: abc@xyz.com

Reason for Audit: Alternate Vendor Specify (Others):

Previous Approval status (if applicable):

Remarks (if any):

Attach Documents (Image/PDF Files Only):

Save

Approve Cancel Return Reject

Approval Comments

Approval Comments: approval comments

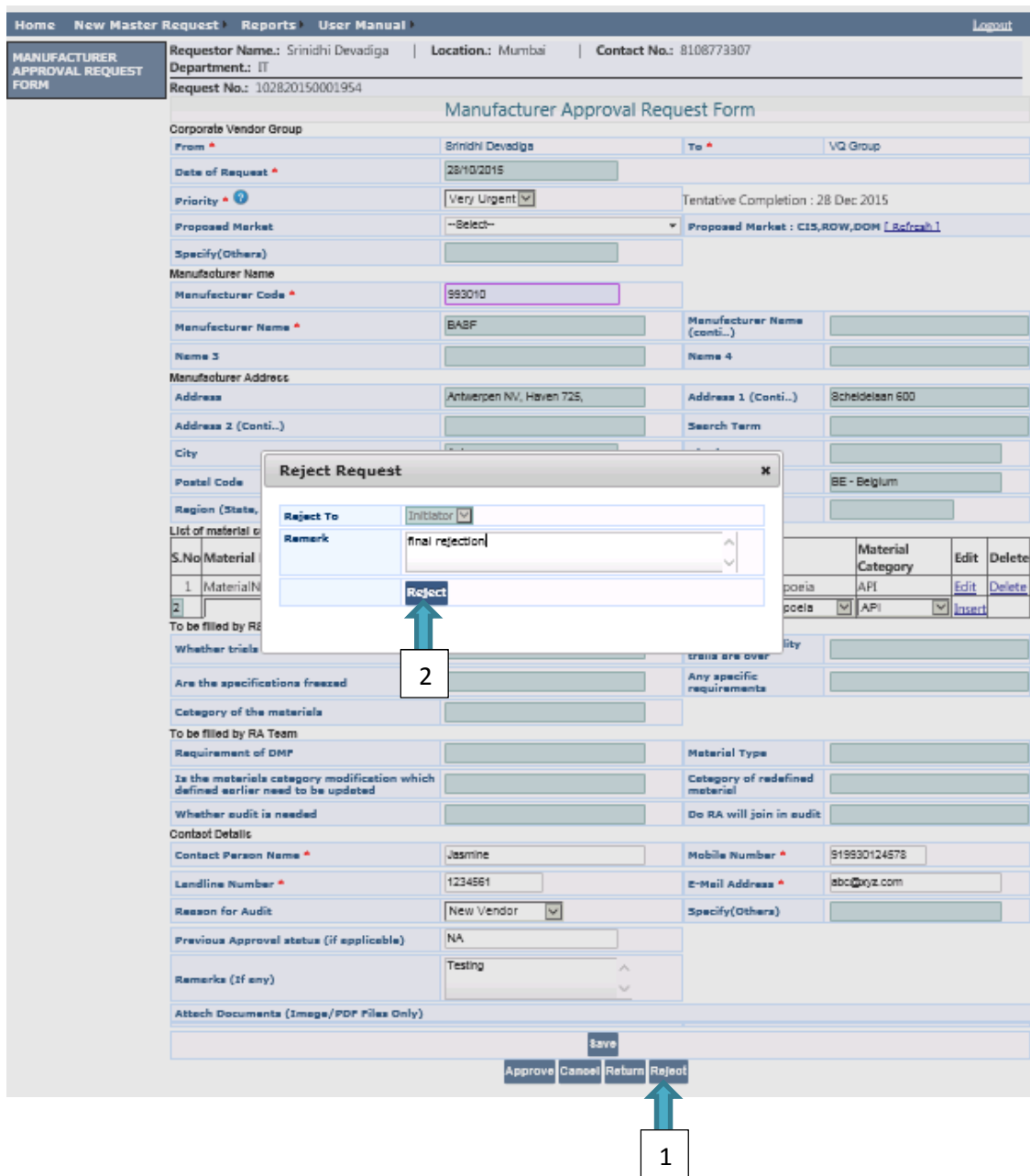
Approve

2

1

v. Reject Request (Only for CQA department)

- Please verify the data filled in the form.
- Verify the data is incorrect or insufficient.
- Click on 'Reject' if the request id invalid.
- Please fill the rejection remark.
- Click "Reject".
- An Alert mail will be sent to the related users.



The screenshot shows the 'Manufacturer Approval Request Form' in the Master Workflow Tool. A 'Reject Request' dialog box is open, allowing the user to reject the request. The dialog box contains a 'Reject To' dropdown set to 'Initiator', a 'Remark' text area with 'final rejection' entered, and a 'Reject' button. A blue arrow labeled '2' points to the 'Reject' button. Below the dialog box, a blue arrow labeled '1' points to the 'Reject' button in the main form's bottom navigation bar. The main form includes fields for Requestor Name, Location, Contact No., Department, Request No., Corporate Vendor Group, Date of Request, Priority, Proposed Market, Manufacturer Name, Manufacturer Code, Manufacturer Address, and Contact Details. The 'Reject Request' dialog box is a modal window that appears over the main form, providing a structured way to reject a request with a specific remark.

Thank You!