



USER MANUAL

Master Work Flow Tool (MWT).

Customer Master

March, 2014

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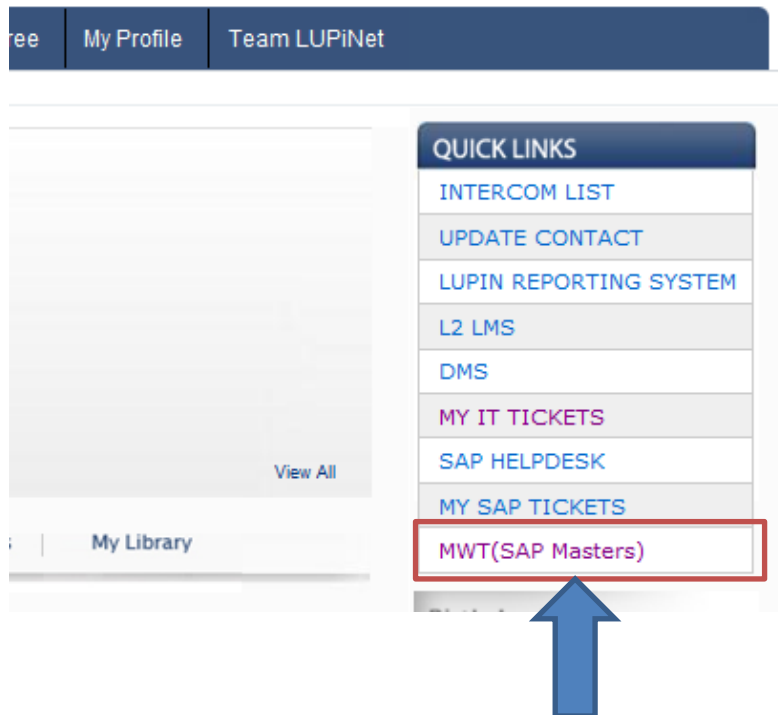
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I. General Section

A. Login

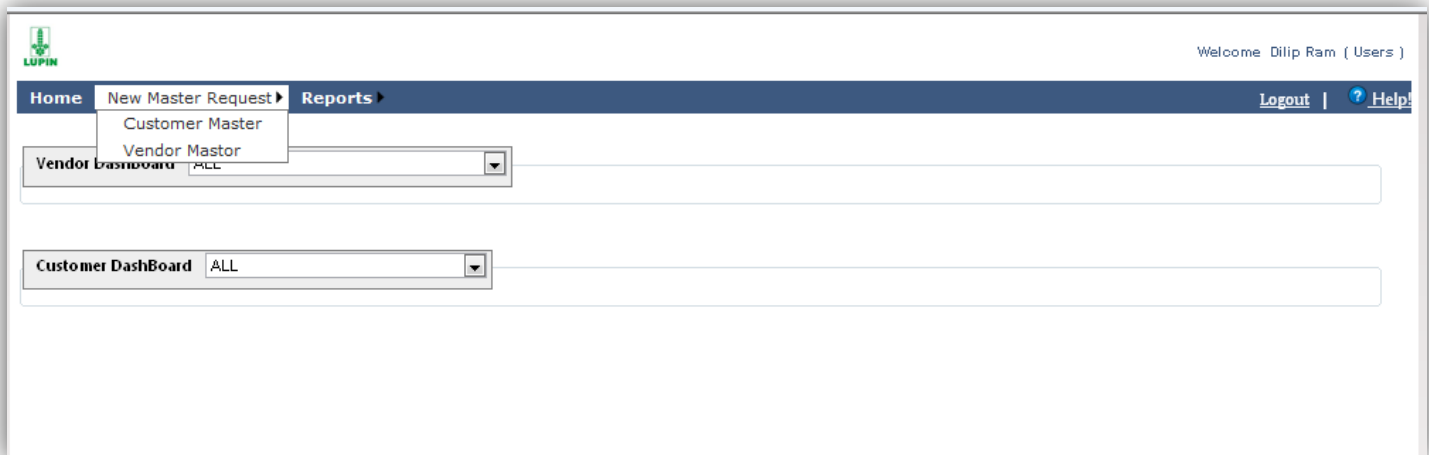
Use the Link on your home page Quick Link to login into the system.



B. Home Page

Home Page gives you the list of Actionable per Customer / Customer Account group

Use navigation Menu to Access the Customer / Customer master section



Home | New Master Request | Reports

Logout | Help

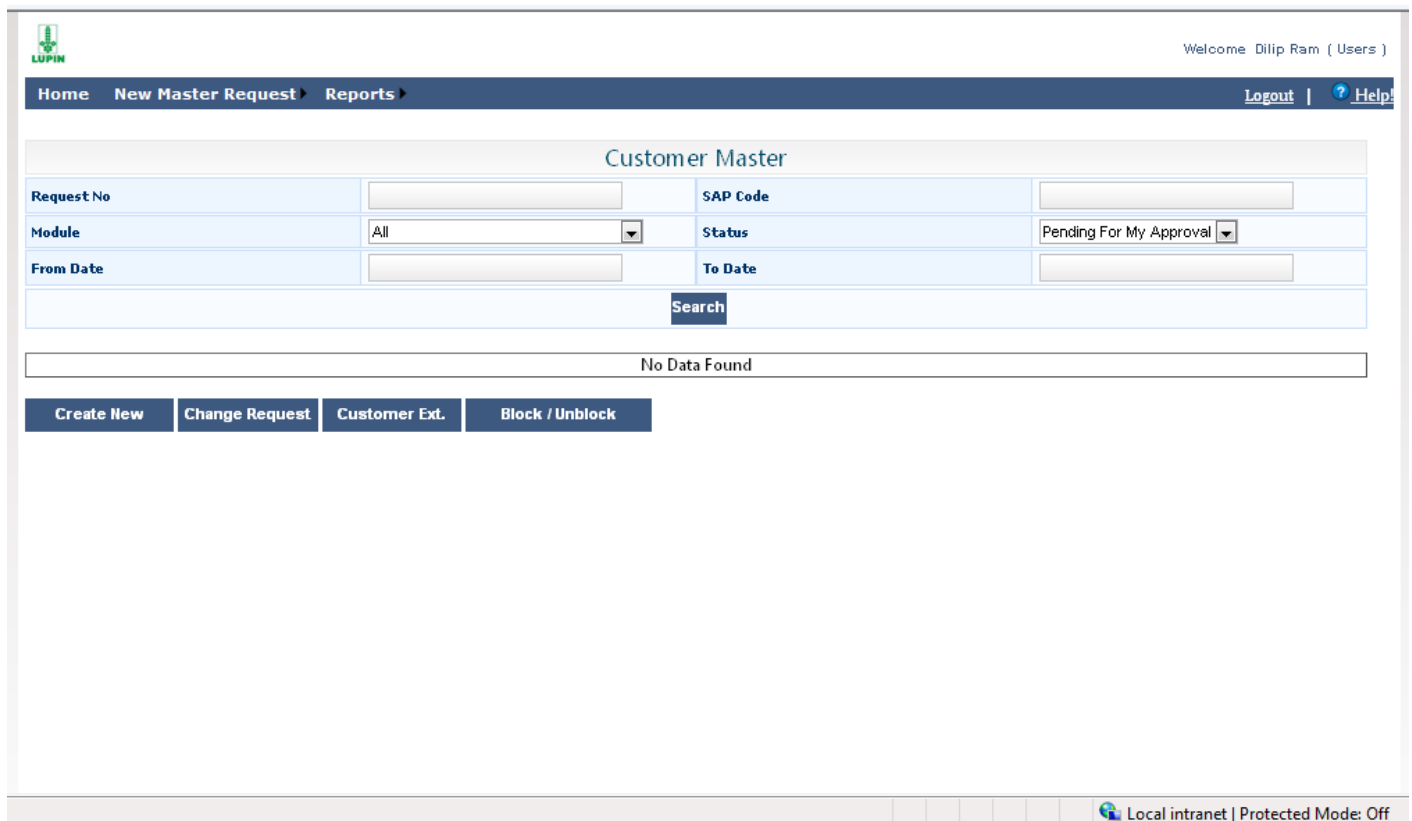
Vendor Dashboard ALL

Customer Dashboard ALL

II. Customer Master Section

Following section can be used for the following actions:

1. Search Customer 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 Customer Master
3. Change Request
4. Customer Extension
5. Customer Master Block / Unblock Request



Customer 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"/>

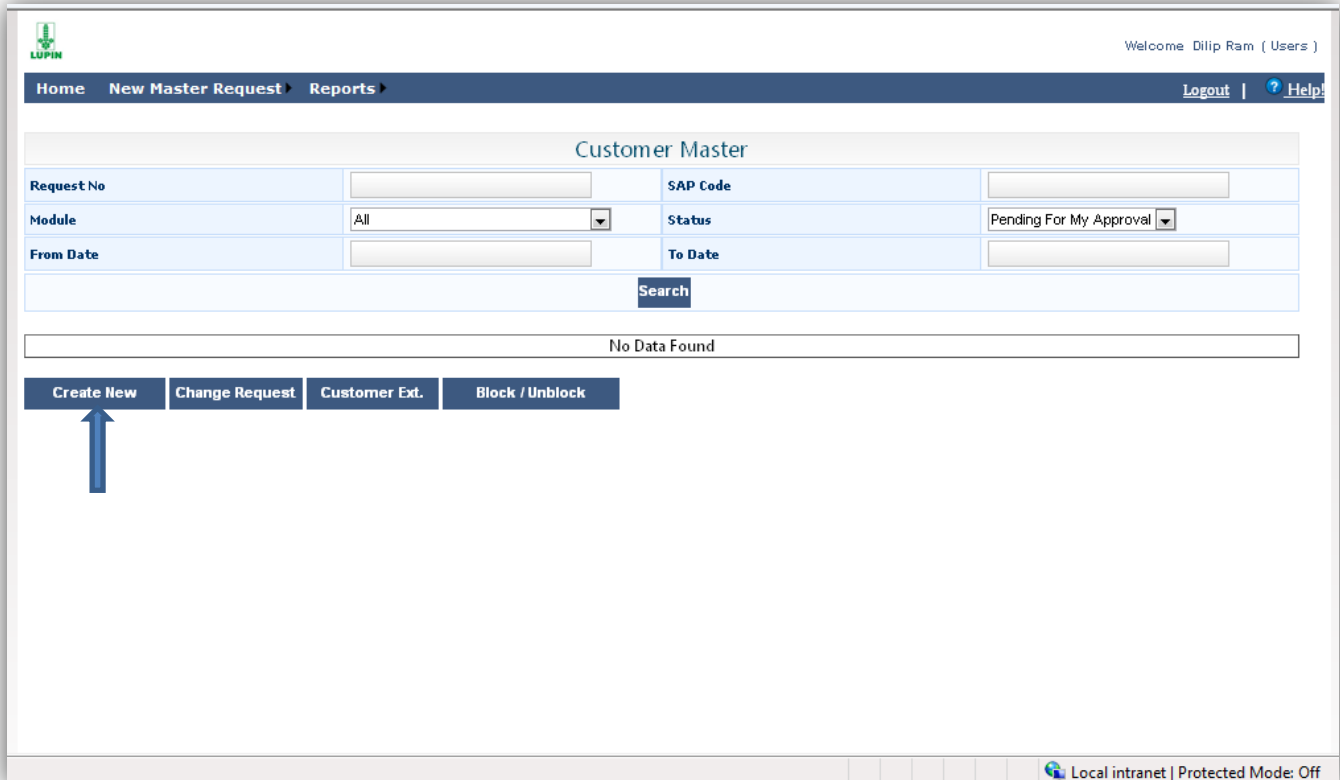
No Data Found

Local intranet | Protected Mode: Off

A. Create Customer Master Request

i. Initiation

- Click on “Create New” for initiation of the request.



Customer 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"/>

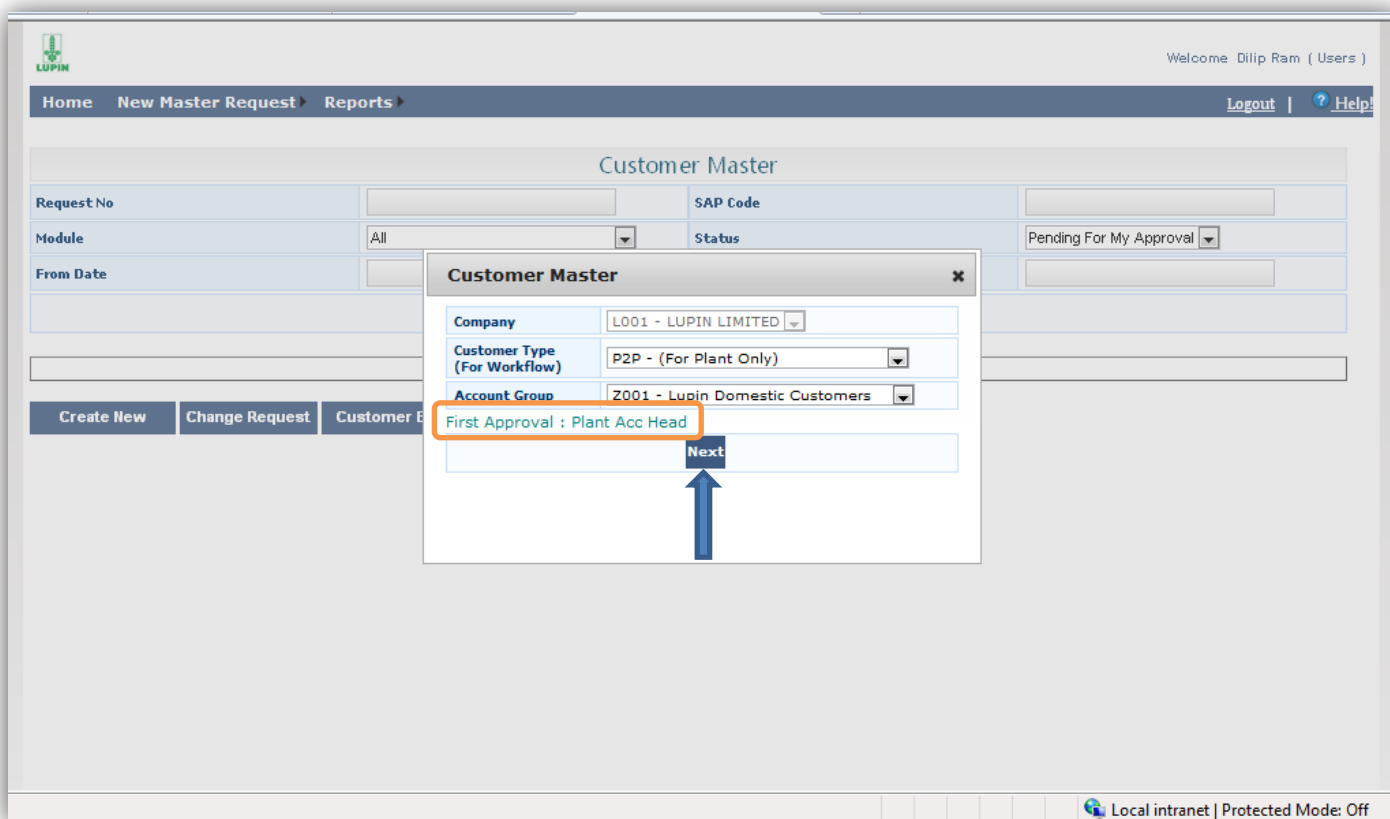
No Data Found

Local intranet | Protected Mode: Off

ii. Customer Account Group Selection

- Please select the Customer Type for the Workflow for the Request Approval.
- Please select the Customer Account group for which you need to create the Customer.
- Please Check the “**First Approver**” and make sure it is the intended approver.
- Click next to proceed.

Note: Please choose the Customer account group carefully as it cannot be changed at a later stage.

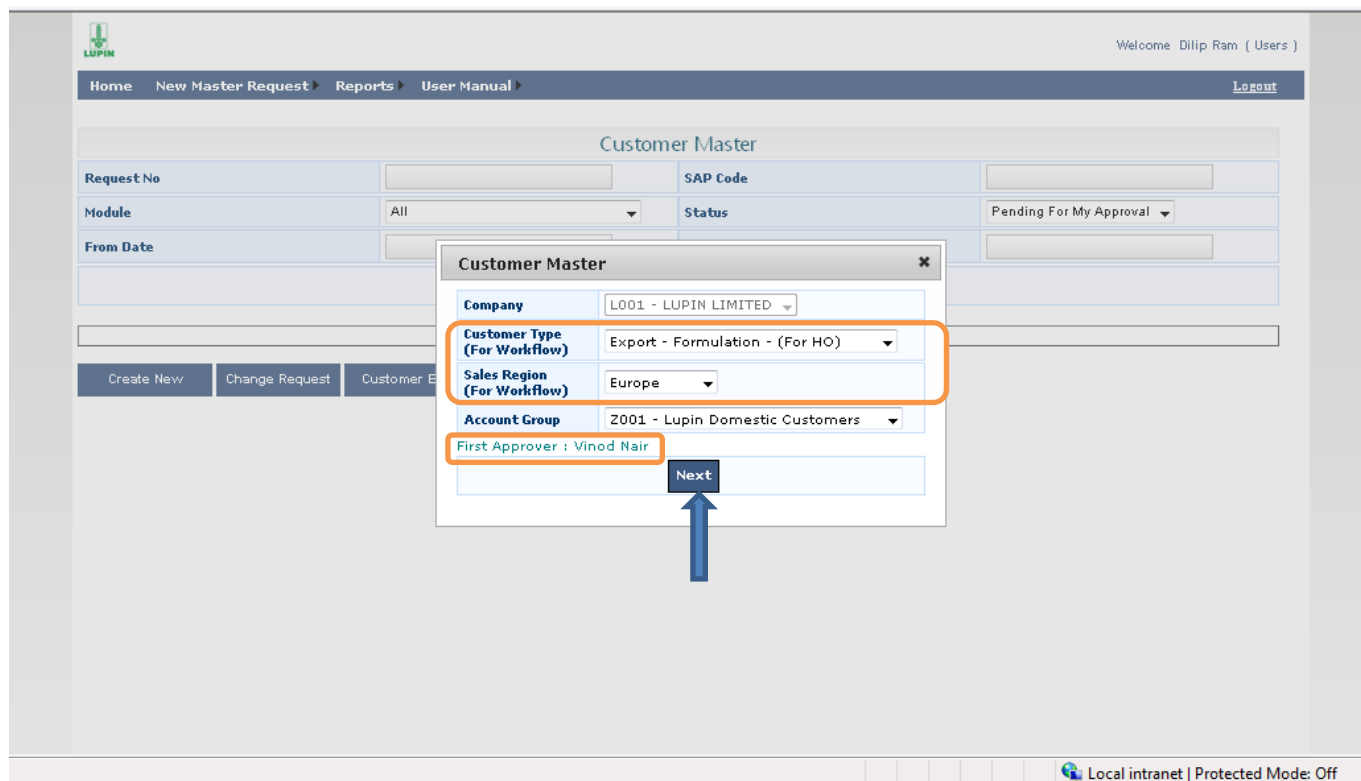


The screenshot displays the 'Customer Master' form in the Master Workflow Tool (MWT) interface. The form includes fields for Request No, SAP Code, Module, Status, and From Date. A modal dialog titled 'Customer Master' is open, showing the following fields:

- Company: L001 - LUPIN LIMITED
- Customer Type (For Workflow): P2P - (For Plant Only)
- Account Group: Z001 - Lupin Domestic Customers
- First Approval : Plant Acc Head

A blue arrow points to the 'Next' button, which is located below the 'First Approval' field. The 'Next' button is highlighted with a blue border. The background form shows buttons for 'Create New', 'Change Request', and 'Customer Master'.

- Please select the Sales Region in case of Customer Type.
- Please select the Customer Account group for which you need to create the Customer.
- Please Check the “**First Approver**” and make sure it is the intended approver.
- Click next to proceed.



The screenshot displays the 'Customer Master' form within the Master Workflow Tool (MWT) interface. The form is titled 'Customer Master' and contains several fields for data entry. The 'First Approver' field is highlighted with an orange box, and a blue arrow points to the 'Next' button, indicating the next step in the process.


Field	Value
Request No	
SAP Code	
Module	All
Status	Pending For My Approval
From Date	
Company	L001 - LUPIN LIMITED
Customer Type (For Workflow)	Export - Formulation - (For HO)
Sales Region (For Workflow)	Europe
Account Group	2001 - Lupin Domestic Customers
First Approver	Vinod Nair

Buttons: Create New, Change Request, Customer Master, Next

Footer: Local intranet | Protected Mode: Off


iii. Customer General

- Fields in grey are disabled as they are either pre-filled or are not relevant to this Customer account group.
- Fill in all the Mandatory fields and all the details available.
- For Customer name / Address please continue to use the next fields marked continued in the text does not fit in the first fields.
- Please Fill in all the data and click "Save and Next".


Welcome Dilip Ram (Users)


Home New Master Request Reports
Logout Help

GENERAL DATA	Requestor Name.: Dilip Ram Location: Kalina Contact No: 21321	
TAX / EXCISE DATA	Request No.: 022820140000503 Customer Acc Grp: Z001 - Lupin Domestic Customers Customer Code:	
CONTACT PERSON	General Data	
COMPANY CODE DATA	Customer Code	
SALES AREA & CREDIT MGMT.	Company Code	L001 - LUPIN LIMITED
SALES AREA DATA 2	Customer account group	Z001 - Lupin Domestic Customers
<p>Note :</p> <p>1. Please attach the supporting documents in case of PAN/ CST/ LST/ VAT/ Service Tax details.</p> <p>2. Please also attach a declaration from PAN card holder, in case where Customer name does not match the name on PAN card.</p>	Title	COMP-Company
	Customer Name *	
	Customer Name (Conti..)	
	Search Term *	
	House number and street *	
	street 2	
	street 3	
	street 4	
	street 5	
	City *	
	Postal Code	
	Country *	---Select---
	Region *	---Select---
	Language	
	First Mobile Number	
Second Mobile Number		
First Telephone Number		
Second Telephone Number		
Fax Number		
E-Mail Address		
E-Mail Address 2		
E-Mail Address 3		
Account Number of Vendor or Creditor		
Transportation Zone *	---Select---	
Tax Jurisdiction *		
Attach Documents (Image/PDF Files Only)		
<input type="button" value="Browse..."/>		
<input type="button" value="Save & Next"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		


Local intranet | Protected Mode: Off

iv. Tax / Excise Data

- Please Fill in all the data and click “Save and Next”.


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GENERAL DATA

TAX / EXCISE DATA

CONTACT PERSON

COMPANY CODE DATA

SALES AREA & CREDIT MGMT.

SALES AREA DATA 2

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: 21321

Request No.: 022820140000503 | Customer Acc Gp: Z001 - Lupin Domestic Customers | Customer Code:

Tax / Excise Data

CST No.		CST Date	
LST/ VAT No.		LST Date	
PAN		Service Tax	
ECC Number		Excise Registration No	
Excise Range		Excise Division	
Excise Commissionrate			

[Back](#)
[Save & Next](#)

[Submit](#)
[Cancel](#)

Note :

1. Please attach the supporting documents in case of PAN/ CST/ LST/ VAT/ Service Tax details.


2. Please also attach a declaration from PAN card holder, in case where Customer name does not match the name on PAN card.

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v. Contact Person

- Please Fill in all the data and click “Save and Next”.



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GENERAL DATA

TAX / EXCISE DATA

CONTACT PERSON

COMPANY CODE DATA

SALES AREA & CREDIT MGMT.

SALES AREA DATA 2

Note :
 1. Please attach the supporting documents in case of PAN/ CST/ LST/ VAT/ Service Tax details.
 2. Please also attach a declaration from PAN card holder, in case where Customer name does not match the name on PAN card.

Requestor Name.: Dilip Ram
Location: Kalina
Contact No: 97898798

Request No.: 02112014000397
Customer Acc Gp: Z001 - Lupin Domestic Customers
Customer Code:

Contact Person

Contact Person Name	Text Contact Person 1	Country *	IN - India
First Mobile Number		Second Mobile Number	
First Telephone Number		Second Telephone Number	
E-Mail Address		E-Mail Address 2	
Fax Number			

Contact Person Name		Country	---Select---
First Mobile Number		Second Mobile Number	
First Telephone Number		Second Telephone Number	
E-Mail Address		E-Mail Address 2	
Fax Number			

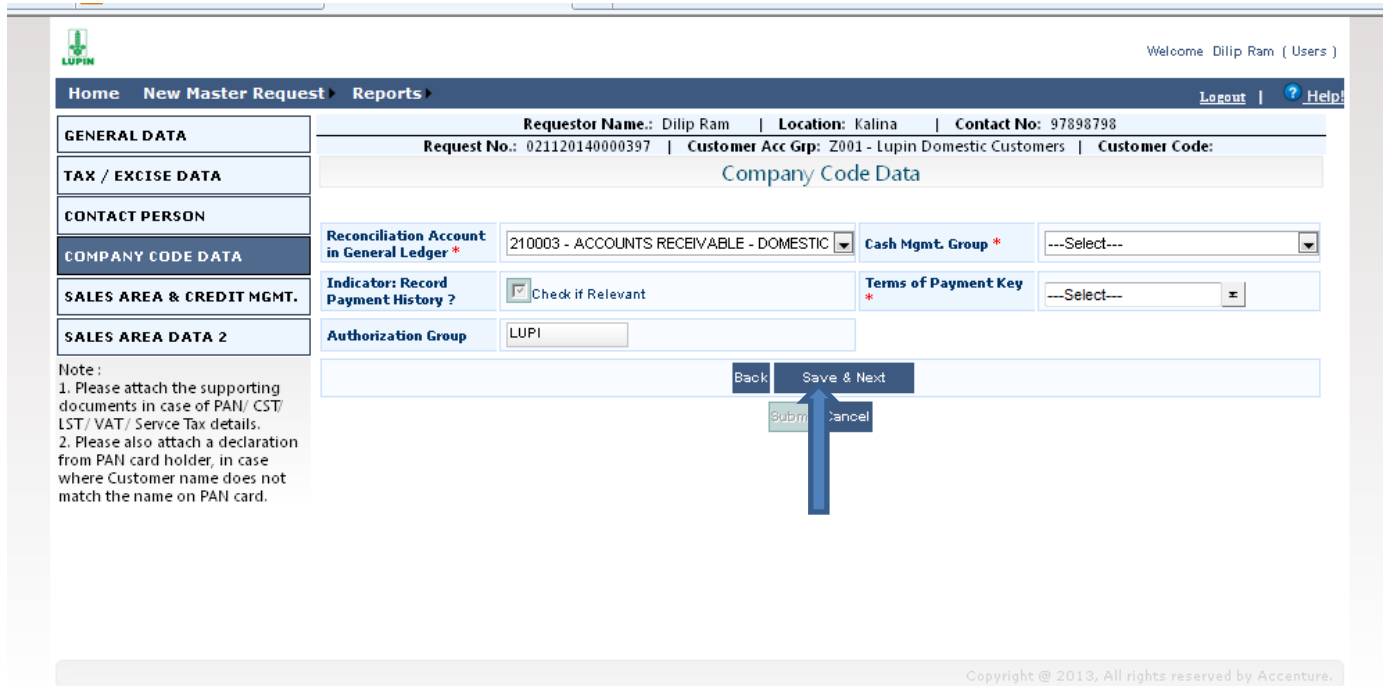
Contact Person Name		Country	---Select---
First Mobile Number		Second Mobile Number	
First Telephone Number		Second Telephone Number	
E-Mail Address		E-Mail Address 2	
Fax Number			

Back
Save & Next

Submit
Cancel

vi. Company Code Data

- Some of the Fields are pre-filled for you, please change those only if necessary.
- Please Fill in all the data and click “Save and Next”.



Home | **New Master Request** | **Reports** | **Logout** | **Help**

Welcome Dilip Ram (Users)

Requestor Name: Dilip Ram | **Location:** Kalina | **Contact No:** 97898798
Request No.: 021120140000397 | **Customer Acc Grp:** Z001 - Lupin Domestic Customers | **Customer Code:**

Company Code Data

GENERAL DATA
TAX / EXCISE DATA
CONTACT PERSON
COMPANY CODE DATA
SALES AREA & CREDIT MGMT.
SALES AREA DATA 2

Reconciliation Account in General Ledger * 210003 - ACCOUNTS RECEIVABLE - DOMESTIC
Cash Mgmt. Group * ---Select---
Indicator: Record Payment History ? ☒ Check if Relevant
Terms of Payment Key * ---Select---
Authorization Group LUPI

Note :
 1. Please attach the supporting documents in case of PAN/ CST/ LST/ VAT/ Service Tax details.
 2. Please also attach a declaration from PAN card holder, in case where Customer name does not match the name on PAN card.

Back | **Save & Next** | Submit | Cancel

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vii. Sales Area and Credit Mgmt.

- This Section contains Sales area data and Credit Mgmt. Data.
- Please select the Sales Area for the Customer.
- Please fill in all the data and click “Save and Next”.
- Please fill in all the data and click “Save”, if you want to fill in multiple Sales Area Data.
- Click on view if you want to View /Edit the data.
- Click on Delete in order to delete the entry.
- After entering multiple data click on Tab “Sales Area Data 2” .

Welcome Dilip Ram (Users)

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Requestor Name.: Dilip Ram | Location: Kalina | Contact No: 97898798
Request No.: 02112014000397 | Customer Acc Grp: Z001 - Lupin Domestic Customers | Customer Code:

Sales Area & Credit Mgmt. Data

Sales Area	Sales Area Data	Credit Mgmt. Data	
Dist. Chnl. : 01 - Domestic Sales Org. : L001 - Lupin Formulations Division : 04 - Institution Delivery Plant : L001 - Aurangabad: Price Grp. : 57 - Price group - Gynaec	Sales Dist. : L00057 - BIRGANJ Sales Off. : L001 - AHMEDABAD Sales Grp. : L02 - AHMEDABAD Invoice Dt. : Z1 - Depot Calendar 7 days working Invoice Dt. Schl. : Z1 - Depot Calendar 7 days working	Crdt. Ctrl Area : L004 - FORM-INST Credit Limit : 1458963 Risk Category : Z01 - Aspira Currency : INR	View Delete
Dist. Chnl. : 02 - Deemed Exports Sales Org. : L001 - Lupin Formulations Division : 04 - Institution Delivery Plant : L011 - Mandideep-Oral, Price Grp. : 57 - Price group - Gynaec	Sales Dist. : L00002 - AGRA Sales Off. : L002 - BANGALORE Sales Grp. : L12 - CALICUT Invoice Dt. : Z1 - Depot Calendar 7 days working Invoice Dt. Schl. : Z1 - Depot Calendar 7 days working	Crdt. Ctrl Area : L004 - FORM-INST Credit Limit : 2344444 Risk Category : Z01 - Aspira Currency : INR	View Delete

[Add New](#)

Sales Organization * **Distribution Channel ***

Division *

Sales district * **Sales Office ***

Sales Group * **Currency ***

Delivering Plant * **Price group**

Invoice dates **Invoice list schedule**

Credit Control Area * **Credit Currency**


Customer's credit limit **Risk category**

[Back](#) [Save](#) [Save & Next](#)
[Submit](#) [Cancel](#)

Note :
1. Please attach the supporting documents in case of PAN/ CST/ LST/ VAT/ Service Tax details.
2. Please also attach a declaration from PAN card holder, in case where Customer name does not match the name on PAN card.

viii. Sales Area Data 2

- Some of the Fields are pre-filled for you, please change those only if necessary.
- Please fill the multiple Partner function as applicable.
- Please Fill in all the data and click “Save and Next”.


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GENERAL DATA

TAX / EXCISE DATA

CONTACT PERSON

COMPANY CODE DATA

SALES AREA & CREDIT MGMT.

SALES AREA DATA 2

Note :
1. Please attach the supporting documents in case of PAN/ CST/ LST/ VAT/ Service Tax details.
2. Please also attach a declaration from PAN card holder, in case where Customer name does not match the name on PAN card.

Requestor Name.: Dilip Ram
Location: Kalina
Contact No: 97898798

Request No.: 021120140000397
Customer Acc Grp: Z001 - Lupin Domestic Customers
Customer Code:

Sales Area Data 2

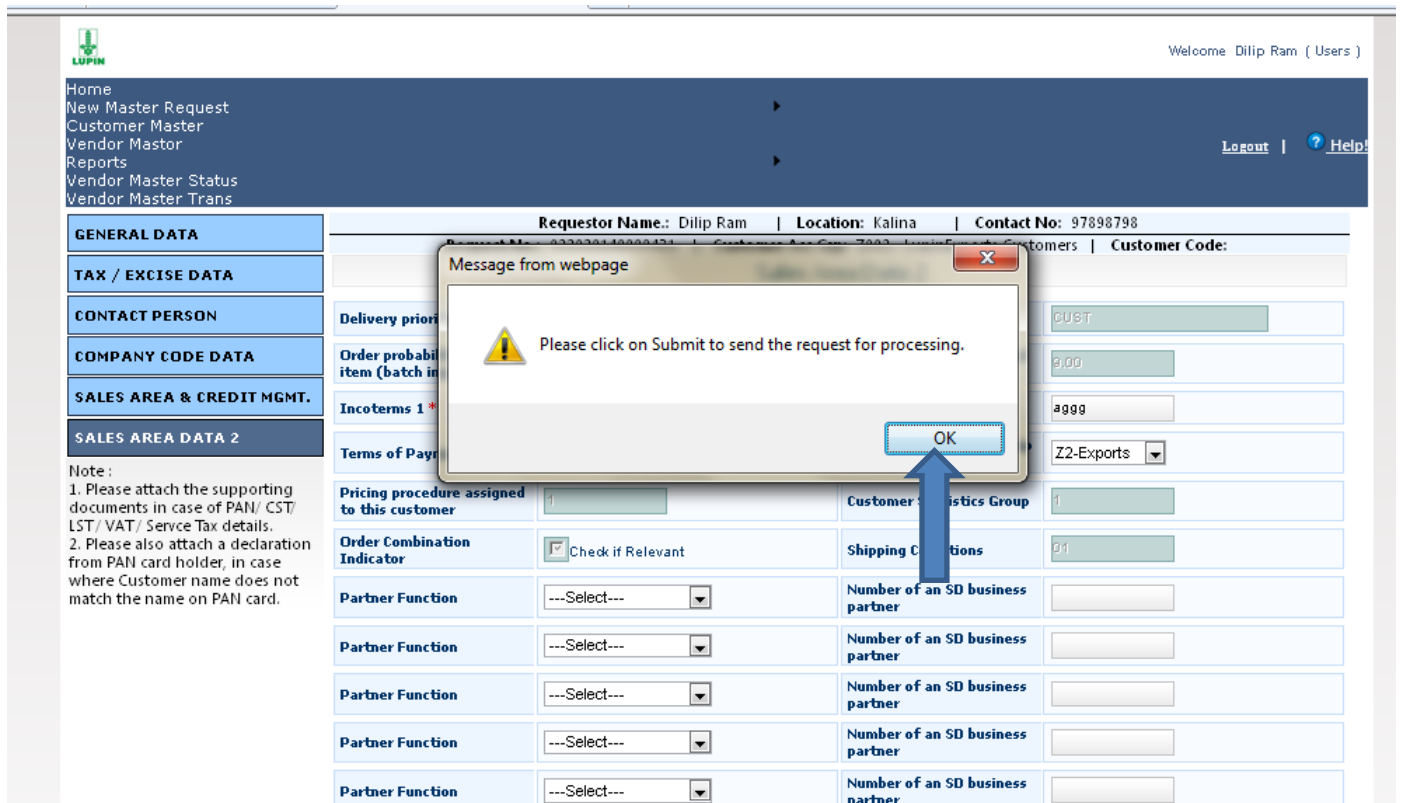
Delivery priority	<input type="text" value="1"/>	Exchange Rate Type	<input type="text" value=""/>
Order probability of the item (batch input)	<input type="text" value="100"/>	Maximum no.of permitted part.deliveries/item	<input type="text" value="9"/>
Incoterms 1 *	<input type="text" value="---Select---"/>	Incoterms 2 *	<input type="text" value=""/>
Terms of Payment Key *	<input type="text" value="---Select---"/>	Account assignment group for this customer *	<input type="text" value="---Select---"/>
Pricing procedure assigned to this customer	<input type="text" value="1"/>	Customer Statistics Group	<input type="text" value="1"/>
Order Combination Indicator	<input checked="" type="checkbox"/> Check if Relevant	Shipping Conditions	<input type="text" value="01"/>
Partner Function	<input type="text" value="---Select---"/>	Number of an SD business partner	<input type="text" value=""/>
Partner Function	<input type="text" value="---Select---"/>	Number of an SD business partner	<input type="text" value=""/>
Partner Function	<input type="text" value="---Select---"/>	Number of an SD business partner	<input type="text" value=""/>
Partner Function	<input type="text" value="---Select---"/>	Number of an SD business partner	<input type="text" value=""/>
Partner Function	<input type="text" value="---Select---"/>	Number of an SD business partner	<input type="text" value=""/>
Partner Function	<input type="text" value="---Select---"/>	Number of an SD business partner	<input type="text" value=""/>

Back
Save

Submit
Cancel

ix. Customer Master Request Submit

- Once all the Sections have been saved the system will prompt you to click on submit to process the request.
- Click on ok to remove the message.
- If all the data is filled then click on submit to forward the request for further process.



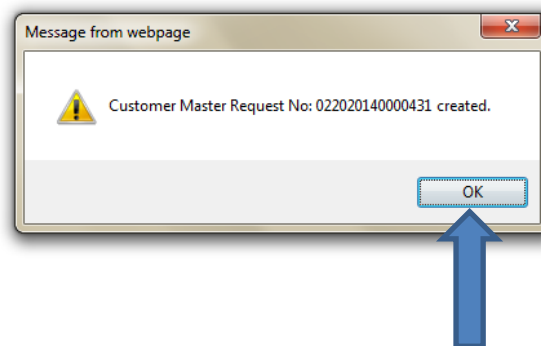
The screenshot shows the 'Customer Master Request Submit' form. A message dialog box is displayed in the center, stating: 'Message from webpage: Please click on Submit to send the request for processing.' The dialog box has an 'OK' button. A blue arrow points from the 'OK' button to the 'Submit' button at the bottom of the form. The form contains various sections: GENERAL DATA, TAX / EXCISE DATA, CONTACT PERSON, COMPANY CODE DATA, SALES AREA & CREDIT MGMT., and SALES AREA DATA 2. The 'Submit' button is located at the bottom right of the form.



This close-up view shows the bottom of the form. It includes a table with 'Partner Function' and 'Number of an SD business partner' columns. Below the table are four buttons: 'Back', 'Save', 'Submit', and 'Cancel'. A blue arrow points to the 'Submit' button.


x. Customer Master Request No. Notification

- Once you click on “Submit” the request will be forward to be processed and you will be shown a notification with the Request no generated.
- You will also receive a mail with the details for the same.
- Click on ok to remove the message.



xi. Customer Master Request Tracking.

- You can track the requests on the Customer Master Section Page.
- Select the status field as “Created by me” and click search.
- You can also search by the Request no or SAP Code.
- You can also filter the search results using the Customer Account Group dropdown to search for Specific Customer Account Group.


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Customer Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Created By Me
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

Request No.	Customer Code	Customer Acc. Grp	Customer	Created By	Req. Dt.	Location	Cost Center	Status
021120140000394		2004 - Lupin Commission Agents	AUSTIN CHEMICALS CO. INC.,	Dilip Ram	11/02/14	Kalina	2211	Open
021120140000398		2005 - Lupin Plant Customers	Lupin Limited; Tarapur	Dilip Ram	11/02/14	Kalina	2211	Open
021420140000403		Customer Extension		Dilip Ram	14/02/14	Kalina	2211	Open
021820140000412	123456	Customer Master Block		Dilip Ram	18/02/14	Kalina	2211	Open
022020140000431		2002 - LupinExports Customers	sfasdf	Dilip Ram	20/02/14	Kalina	2211	Open
022020140000432		2002 - LupinExports Customers	Test Customer	Dilip Ram	20/02/14	Kalina	2211	Open
022020140000433	123457	Customer Master Block		Dilip Ram	20/02/14	Kalina	2211	Open
022020140000434		Customer Extension		Dilip Ram	20/02/14	Kalina	2211	Open
022120140000439		2001 - Lupin Domestic Customers	dfddf	Dilip Ram	21/02/14	Kalina	2211	Open
022420140000452		2001 - Lupin Domestic Customers	dddddddddd	Dilip Ram	24/02/14	Kalina	2211	Open

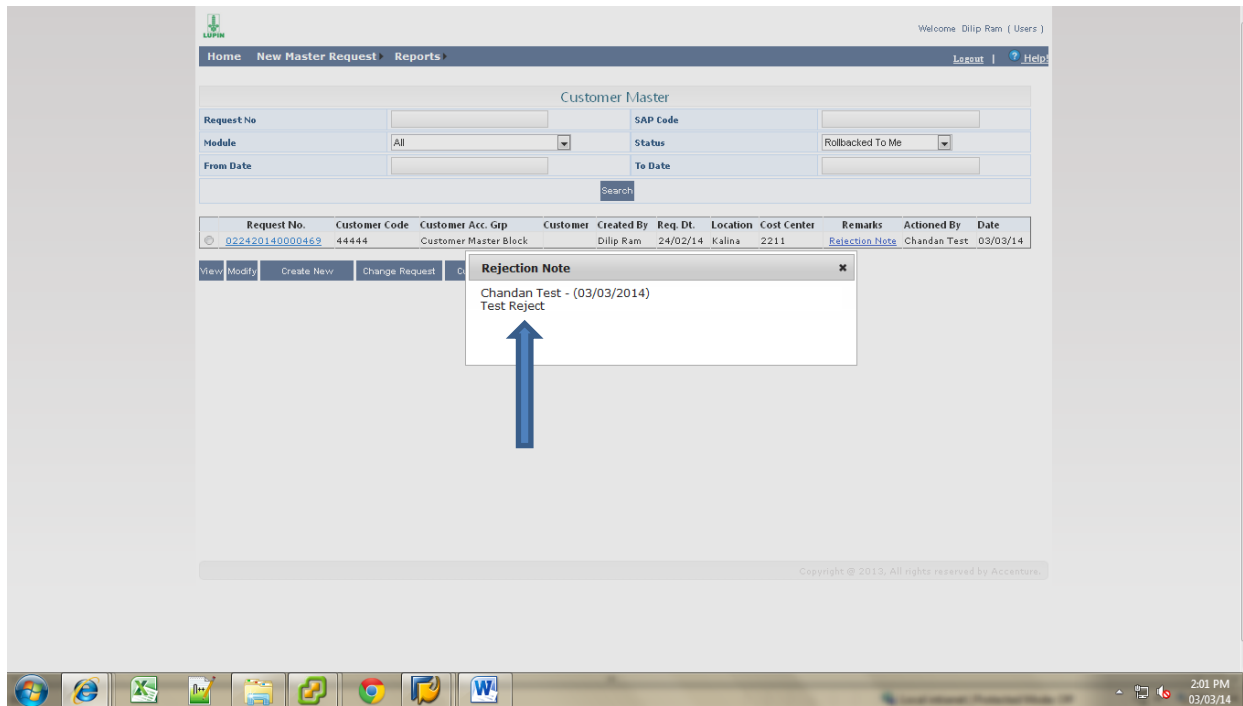
1 2

[View](#)
[Create New](#)
[Change Request](#)
[Customer Ext.](#)
[Block / Unblock](#)
[Copy Request](#)

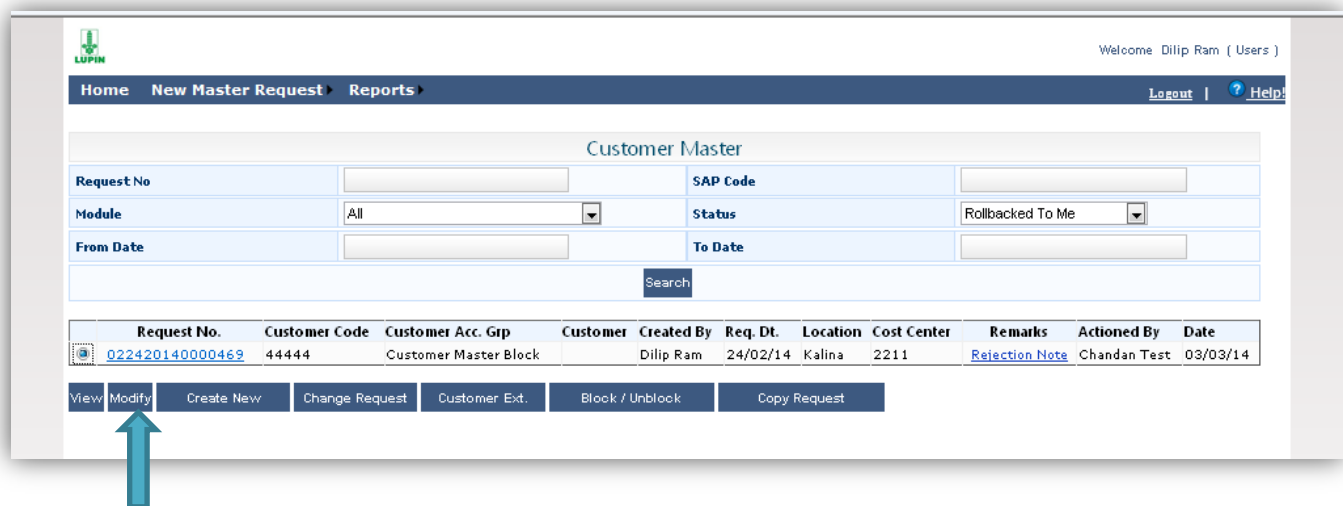
Local intranet | Protected Mode: Off

xii. Customer Master Roll backed to you.

- In case a Request has been roll backed to you. To update the request and re-submit select the status “Rollback to me” and click on search.
- Click on the “Rejection Note” link to view the Note.

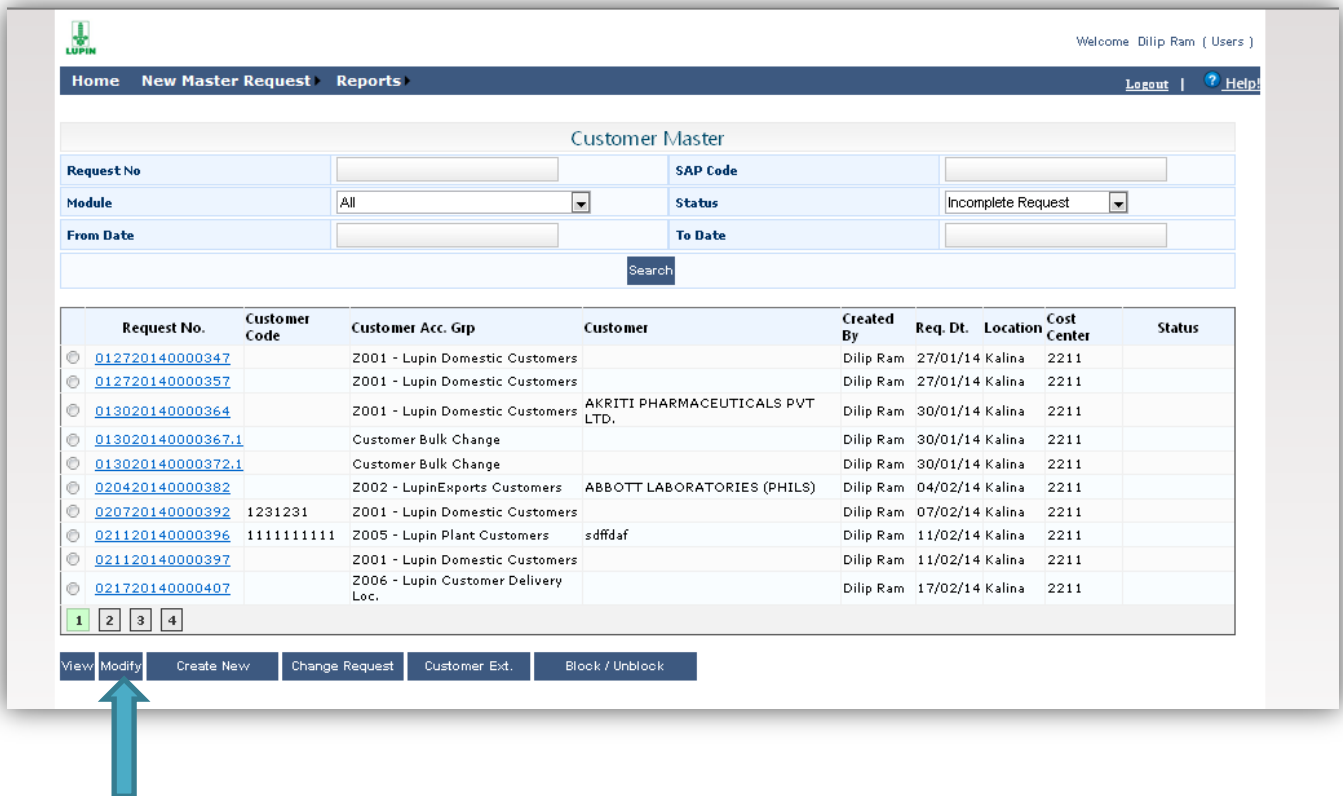


- Select the Request to be processed.
- Click on Modify to update and re-submit the entry.



xiii. Continue Incomplete Request.

- In case a Request has left mid-way to continue with the request, select status “Incomplete Request” and click on search.
- The request is available in Incomplete for Seven days. Post which it will be deleted.
- Select the Request to be processed.
- Click on Modify to update and submit the entry.



Customer Master

Request No: SAP Code:

Module: Status:

From Date: To Date:

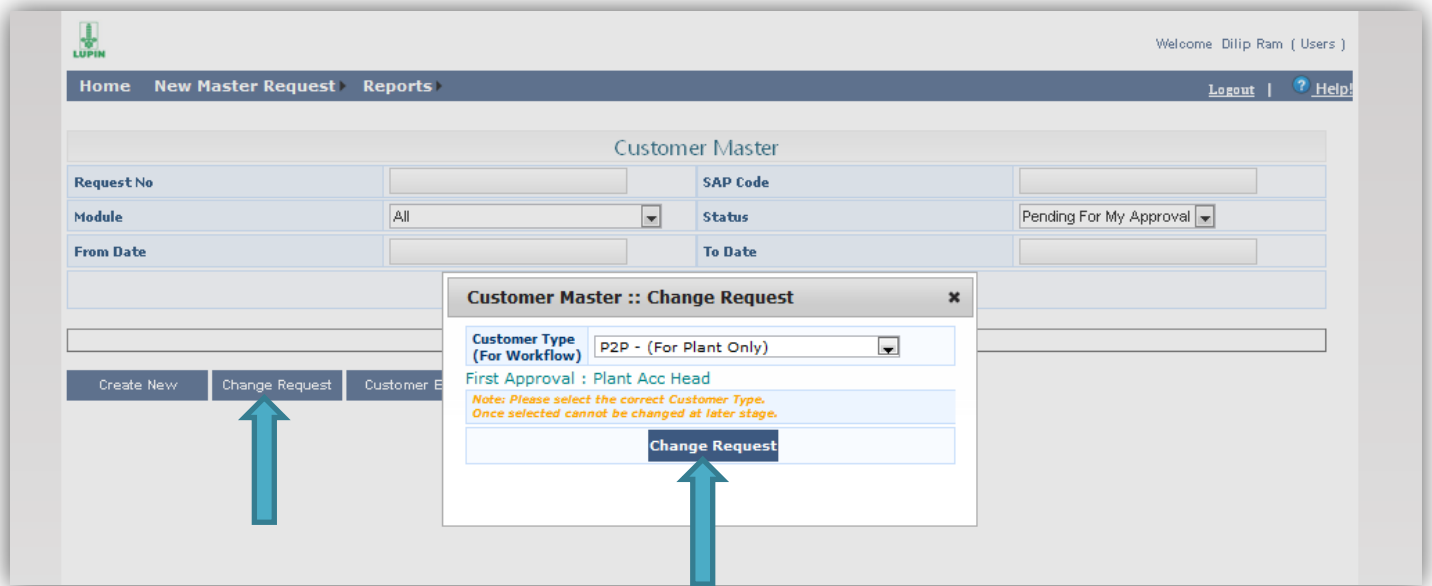
Request No.	Customer Code	Customer Acc. Grp	Customer	Created By	Req. Dt.	Location	Cost Center	Status
012720140000347		Z001 - Lupin Domestic Customers		Dilip Ram	27/01/14	Kalina	2211	
012720140000357		Z001 - Lupin Domestic Customers		Dilip Ram	27/01/14	Kalina	2211	
013020140000364		Z001 - Lupin Domestic Customers	AKRITI PHARMACEUTICALS PVT LTD.	Dilip Ram	30/01/14	Kalina	2211	
013020140000367.1		Customer Bulk Change		Dilip Ram	30/01/14	Kalina	2211	
013020140000372.1		Customer Bulk Change		Dilip Ram	30/01/14	Kalina	2211	
020420140000382		Z002 - LupinExports Customers	ABBOTT LABORATORIES (PHILS)	Dilip Ram	04/02/14	Kalina	2211	
020720140000392	1231231	Z001 - Lupin Domestic Customers		Dilip Ram	07/02/14	Kalina	2211	
021120140000396	1111111111	Z005 - Lupin Plant Customers	sdffdaf	Dilip Ram	11/02/14	Kalina	2211	
021120140000397		Z001 - Lupin Domestic Customers		Dilip Ram	11/02/14	Kalina	2211	
021720140000407		Z006 - Lupin Customer Delivery Loc.		Dilip Ram	17/02/14	Kalina	2211	

1 2 3 4

B. Customer Master Change Request

i. Initiation

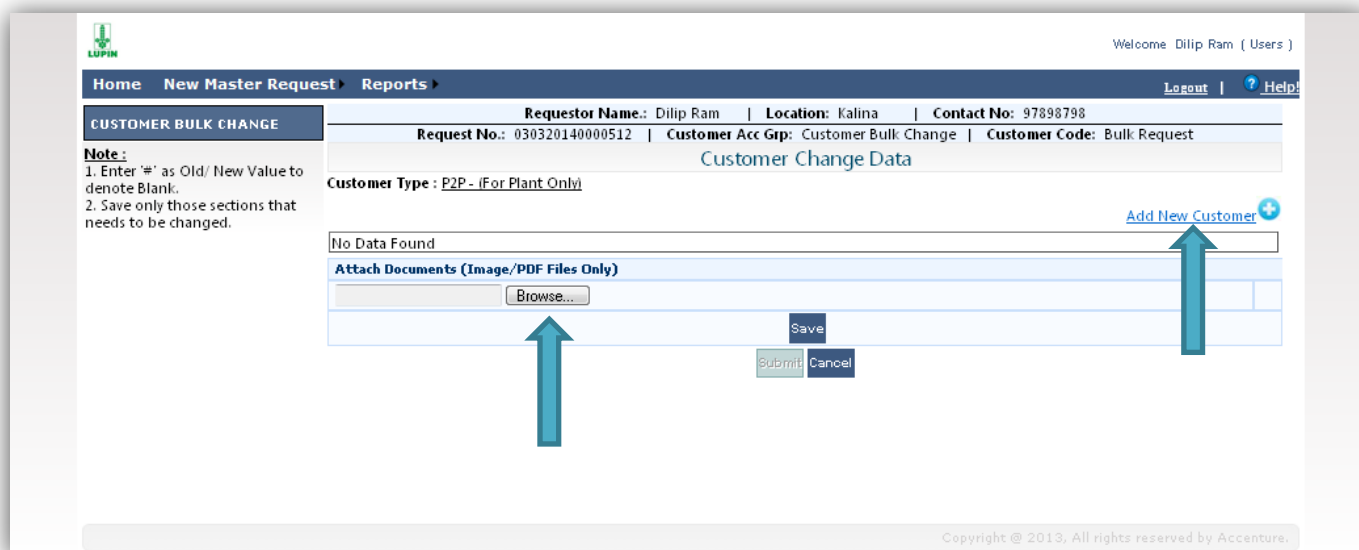
- Click on “Change Request” for initiation of the request.



The screenshot displays the Master Workflow Tool (MWT) interface for Customer Master management. The main form includes fields for Request No, SAP Code, Module, Status, From Date, and To Date. A modal window titled "Customer Master :: Change Request" is open, showing a dropdown for Customer Type (For Workflow) set to "P2P - (For Plant Only)", the text "First Approval : Plant Acc Head", a note about selecting the correct Customer Type, and a "Change Request" button. Two blue arrows point to the "Change Request" button in the modal and the "Change Request" button in the main form's bottom navigation bar.

ii. Add New Customer

- Please click on Add new Customer to add New Customer to be change
- You can request changes for more than one Customer.
- Use the browse option to upload the supporting documents as applicable for the Customers that need to be changed.



Welcome Dilip Ram (Users)

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CUSTOMER BULK CHANGE

Note:
1. Enter '#' as Old/ New Value to denote Blank.
2. Save only those sections that needs to be changed.

Requestor Name: Dilip Ram | Location: Kalina | Contact No: 97898798

Request No: 030320140000512 | Customer Acc Gp: Customer Bulk: Change | Customer Code: Bulk: Request

Customer Change Data

Customer Type: P2P - (For Plant Only)

No Data Found

Attach Documents (Image/PDF Files Only)

Browse...

Save

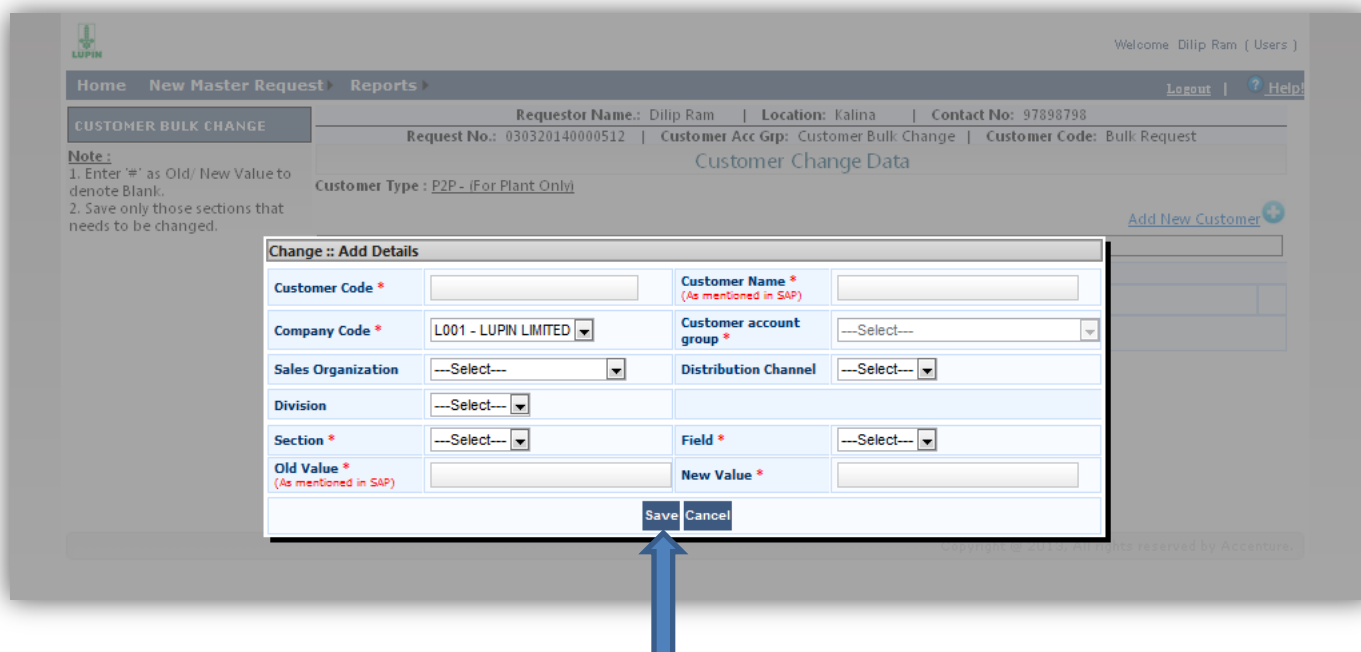
Submit Cancel

Add New Customer

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iii. Customer Master Change Details

- Enter only that data that needs to be changed.
- Fill and save on the sections where changes are to be made.
- In case a value of a field is/has to be made blank, enter “#” in the field.
- Click “Save”.



Customer Bulk Change

Requestor Name: Dilip Ram | Location: Kalina | Contact No: 97898798

Request No.: 030320140000512 | Customer Acc Gp: Customer Bulk Change | Customer Code: Bulk Request

Customer Type : P2P- (For Plant Only)

Customer Change Data

Note :

1. Enter '#' as Old/ New Value to denote Blank.
2. Save only those sections that needs to be changed.

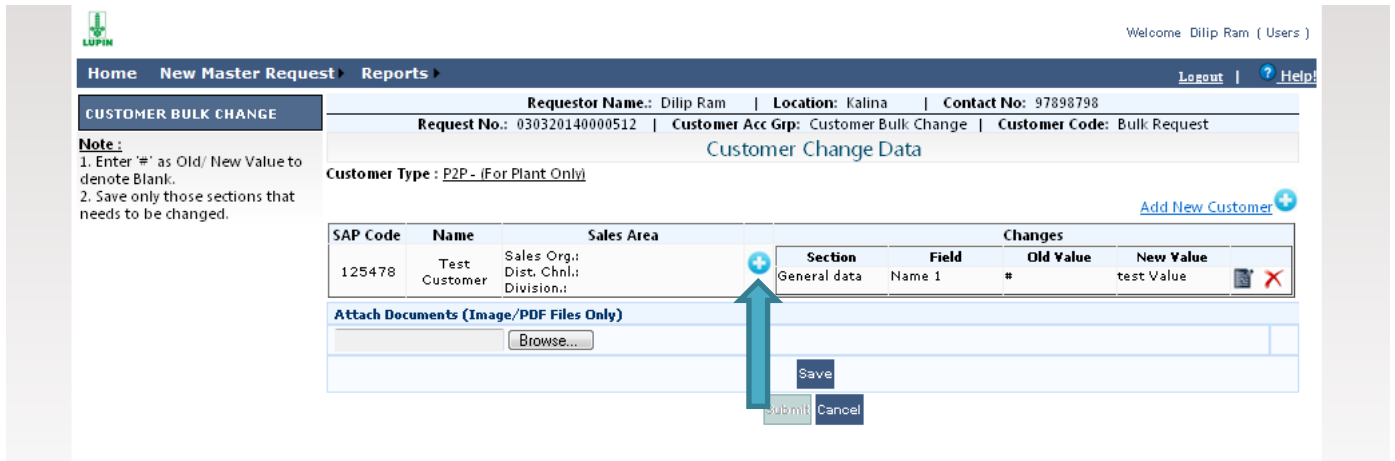
Change :: Add Details

Customer Code *		Customer Name *	
Company Code *	L001 - LUPIN LIMITED	Customer account group *	---Select---
Sales Organization	---Select---	Distribution Channel	---Select---
Division	---Select---		
Section *	---Select---	Field *	---Select---
Old Value *		New Value *	

Save Cancel

iv. Add another Field

- Click on the “+” to change another field for the same Customer.
- Fill the old value and new value for the Field and save.
- You can “Edit” or “Delete” the field entry as required.



Home New Master Request Reports Logout Help

Requestor Name: Dilip Ram | Location: Kalina | Contact No: 97898798

Request No.: 030320140000512 | Customer Acc Gp: Customer Bulk Change | Customer Code: Bulk Request

CUSTOMER BULK CHANGE

Note:
1. Enter '+' as Old/ New Value to denote Blank.
2. Save only those sections that needs to be changed.

Customer Type : P2P - (For Plant Only)

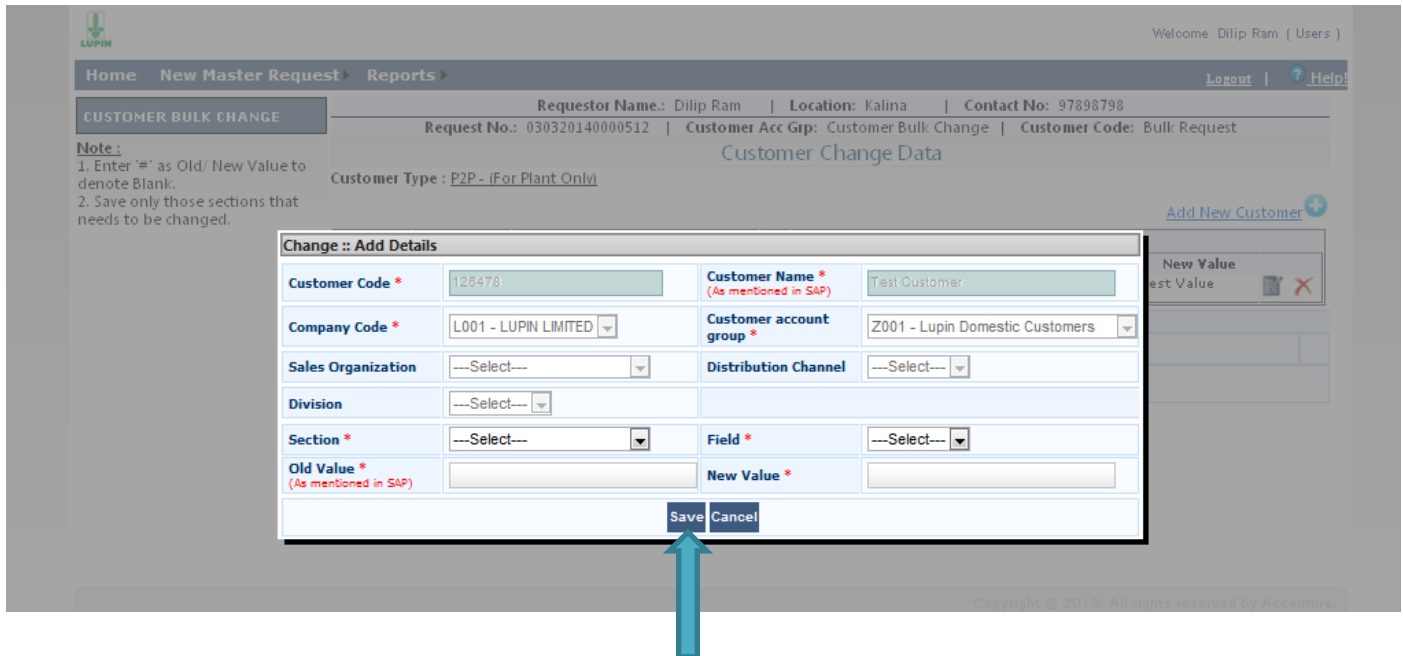
[Add New Customer](#)

SAP Code	Name	Sales Area	Section	Field	Old Value	New Value
125478	Test Customer	Sales Org.: Dist. Chnl.: Division.:	General data	Name 1	+	test Value

Attach Documents (Image/PDF Files Only)

Browse...

Save Submit Cancel



Home New Master Request Reports Logout Help

Requestor Name: Dilip Ram | Location: Kalina | Contact No: 97898798

Request No.: 030320140000512 | Customer Acc Gp: Customer Bulk Change | Customer Code: Bulk Request

CUSTOMER BULK CHANGE

Note:
1. Enter '+' as Old/ New Value to denote Blank.
2. Save only those sections that needs to be changed.

Customer Type : P2P - (For Plant Only)

[Add New Customer](#)


Change :: Add Details

Customer Code *	125478	Customer Name *	Test Customer
Company Code *	L001 - LUPIN LIMITED	Customer account group *	Z001 - Lupin Domestic Customers
Sales Organization	---Select---	Distribution Channel	---Select---
Division	---Select---		
Section *	---Select---	Field *	---Select---
Old Value *	(As mentioned in SAP)	New Value *	

Save Cancel

v. Customer Master Change Request Submit

- Once all the details have been changed and documents attached click “Save”.
- Click on “Submit” to send the request for further processing.
- You can save even if you fill just the one field.


Welcome Dilip Ram (Users)

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Logout | Help

CUSTOMER BULK CHANGE

Requestor Name.: Dilip Ram | **Location:** Kalina | **Contact No:** 97898798
Request No.: 030320140000512 | **Customer Acc Grp:** Customer Bulk Change | **Customer Code:** Bulk Request

Customer Change Data

Customer Type : P2P - (For Plant Only)

[Add New Customer](#)

Note :
 1. Enter '#' as Old/ New Value to denote Blank.
 2. Save only those sections that needs to be changed.

SAP Code	Name	Sales Area	Changes			
			Section	Field	Old Value	New Value
125478	Test Customer	Sales Org.: Dist. Chnl.: Division.:	General data	Name 1	#	test Value
			General data	Street 5	sdfsdf	fdsfsdfs d
356894	test Cust 2	Sales Org.: Dist. Chnl.: Division.:	Tax / Excise Data	CST No.	Old Value	New Value

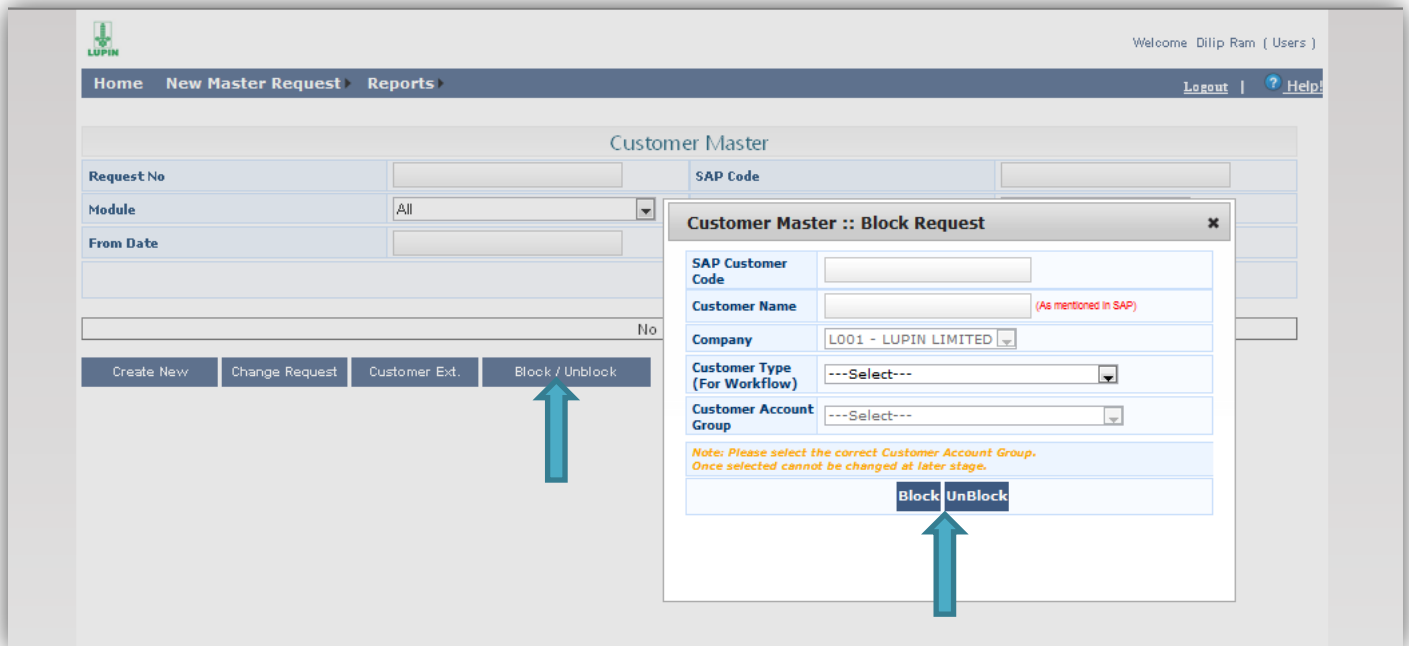
Attach Documents (Image/PDF Files Only)

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C. Customer Master Block Request

i. Initiation

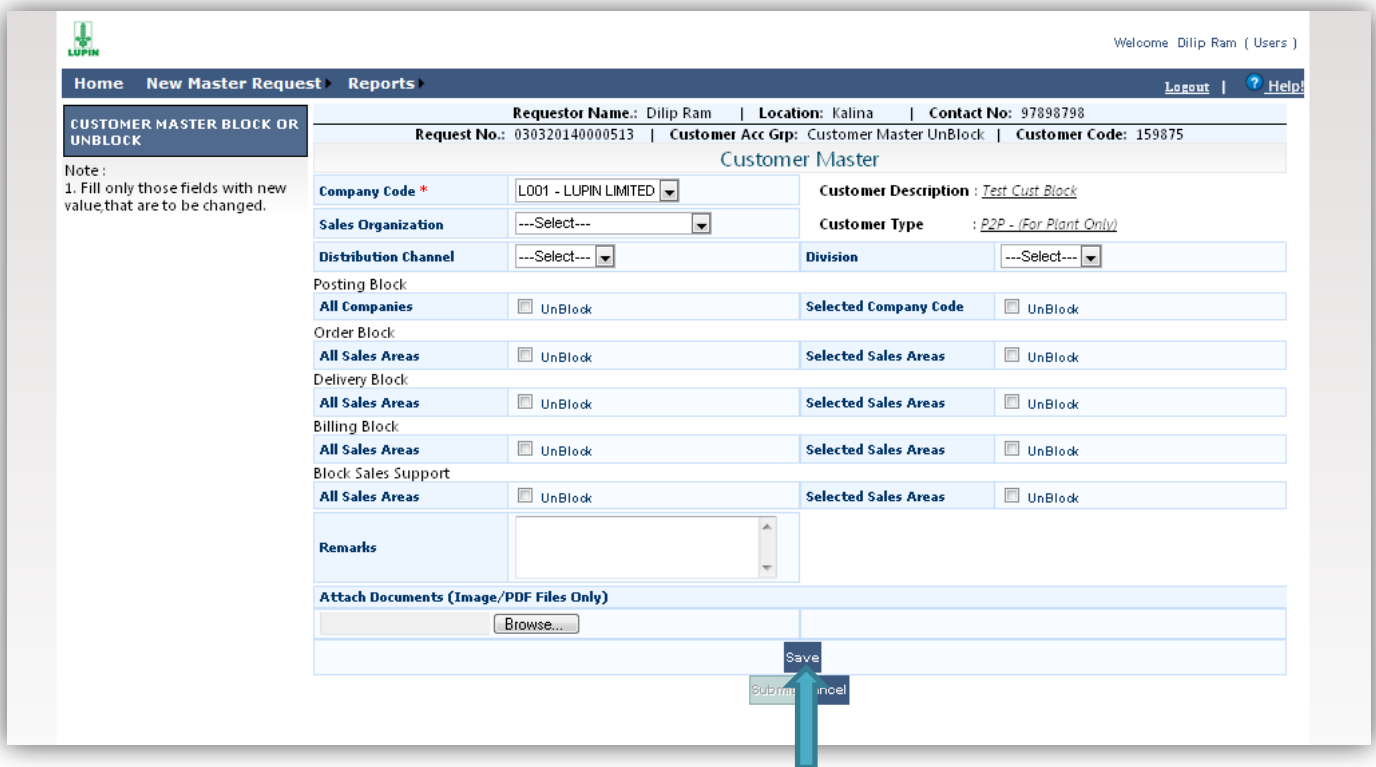
- Click on “Block / Unblock” for initiation of the request.
- Please enter the SAP Customer Code
- On entering the SAP Customer Code the Customer Account group will be selected. (It will help us verify the Customer to be changed)
- Enter the Customer Name as mentioned in SAP.
- Select the Customer Type.
- Click “Block” to proceed.



The screenshot displays the Master Workflow Tool (MWT) interface. The top navigation bar includes 'Home', 'New Master Request', and 'Reports'. The main section is titled 'Customer Master'. Below this, there are input fields for 'Request No', 'Module' (set to 'All'), and 'From Date'. A table with one row and one column is visible, with the value 'No' in the cell. Below the table are four buttons: 'Create New', 'Change Request', 'Customer Ext.', and 'Block / Unblock'. A blue arrow points to the 'Block / Unblock' button. A modal window titled 'Customer Master :: Block Request' is open, showing the following fields: 'SAP Customer Code', 'Customer Name' (with a red note '(As mentioned in SAP)'), 'Company' (set to 'L001 - LUPIN LIMITED'), 'Customer Type (For Workflow)' (set to '---Select---'), and 'Customer Account Group' (set to '---Select---'). Below these fields is a note: 'Note: Please select the correct Customer Account Group. Once selected cannot be changed at later stage.' At the bottom of the modal are two buttons: 'Block' and 'UnBlock'. A blue arrow points to the 'Block' button.

ii. Customer Master Block Details

- Enter only that data that needs to be changed.
- Fill and save on the sections where changes are to be made.
- Click “Save” to save data.
- Upload supporting Documents if any



Home New Master Request Reports

Welcome Dilip Ram (Users) Logout ? Help

CUSTOMER MASTER BLOCK OR UNBLOCK

Note:
1. Fill only those fields with new value, that are to be changed.

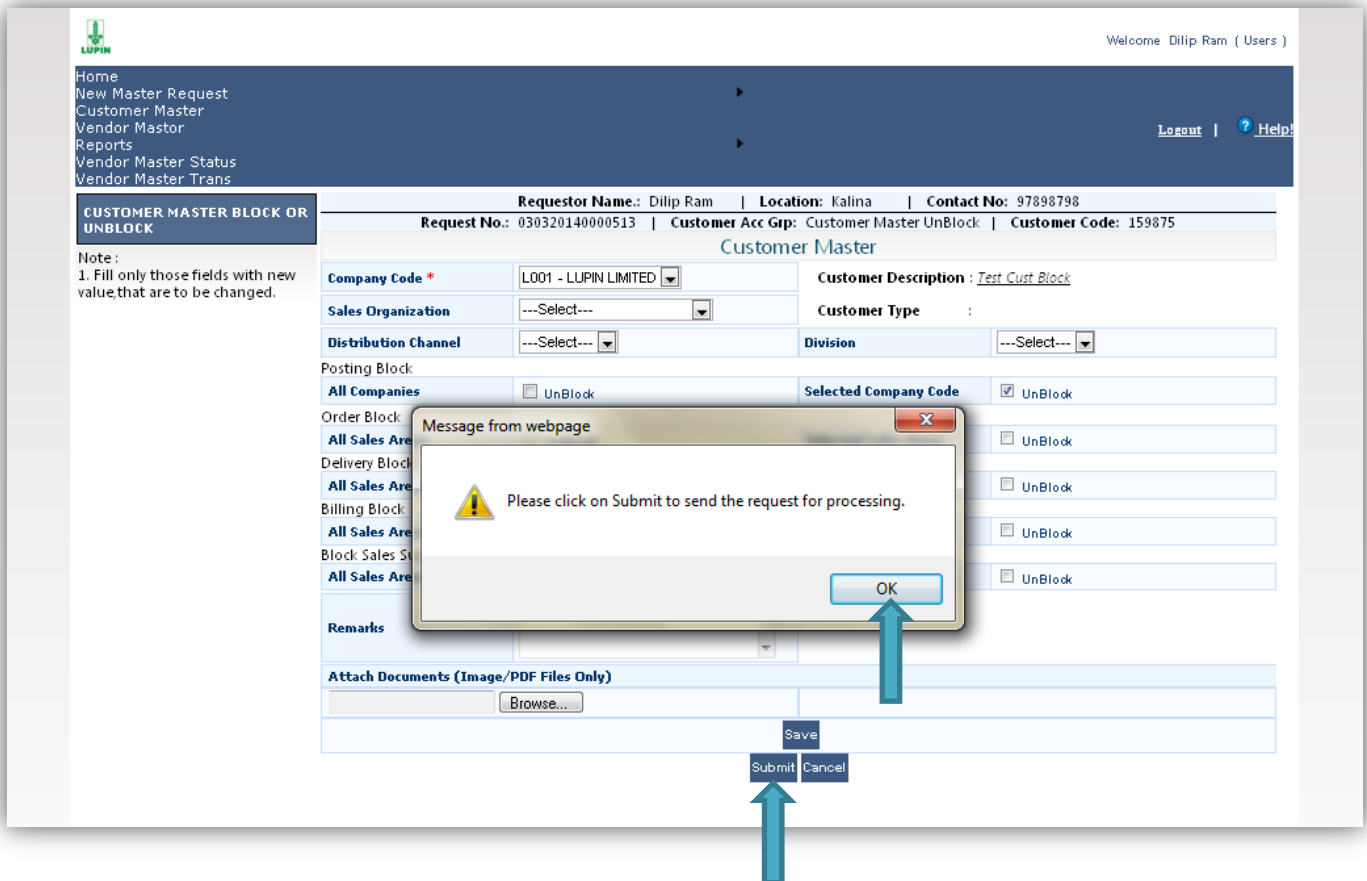
Requestor Name: Dilip Ram | Location: Kalina | Contact No: 97898798
Request No: 030320140000513 | Customer Acc Grp: Customer Master UnBlock | Customer Code: 159875

Customer Master

Company Code *	L001 - LUPIN LIMITED	Customer Description :	Test Cust Block
Sales Organization	---Select---	Customer Type	: P2P - (For Plant Only)
Distribution Channel	---Select---	Division	---Select---
Posting Block		Selected Company Code	
All Companies	<input type="checkbox"/> UnBlock	All Companies	<input type="checkbox"/> UnBlock
Order Block		Selected Sales Areas	
All Sales Areas	<input type="checkbox"/> UnBlock	All Sales Areas	<input type="checkbox"/> UnBlock
Delivery Block		Selected Sales Areas	
All Sales Areas	<input type="checkbox"/> UnBlock	All Sales Areas	<input type="checkbox"/> UnBlock
Billing Block		Selected Sales Areas	
All Sales Areas	<input type="checkbox"/> UnBlock	All Sales Areas	<input type="checkbox"/> UnBlock
Block Sales Support		Selected Sales Areas	
All Sales Areas	<input type="checkbox"/> UnBlock	All Sales Areas	<input type="checkbox"/> UnBlock
Remarks			
<input type="text"/>			
Attach Documents (Image/PDF Files Only)			
<input type="button" value="Browse..."/>			
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

iii. Customer Master Block Request Submit

- Once all the details have been filled and saved click on “Submit” to send the request for further processing.
- You can save even if you fill just the one field.



Home
New Master Request
Customer Master
Vendor Master
Reports
Vendor Master Status
Vendor Master Trans

Welcome Dilip Ram (Users)

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: 97898798
Request No.: 030320140000513 | Customer Acc Grp: Customer Master UnBlock | Customer Code: 159875

Customer Master

CUSTOMER MASTER BLOCK OR UNBLOCK

Note :
1. Fill only those fields with new value, that are to be changed.

Company Code * L001 - LUPIN LIMITED
Sales Organization ---Select---
Distribution Channel ---Select---
Customer Description : Test Cust Block
Customer Type :
Division ---Select---
Posting Block:
All Companies ☐ UnBlock
Selected Company Code ☒ UnBlock
Order Block:
All Sales Area ☐ UnBlock
Delivery Block:
All Sales Area ☐ UnBlock
Billing Block:
All Sales Area ☐ UnBlock
Block Sales St ☐ UnBlock
All Sales Area ☐ UnBlock
Remarks
Attach Documents (Image/PDF Files Only)

Message from webpage

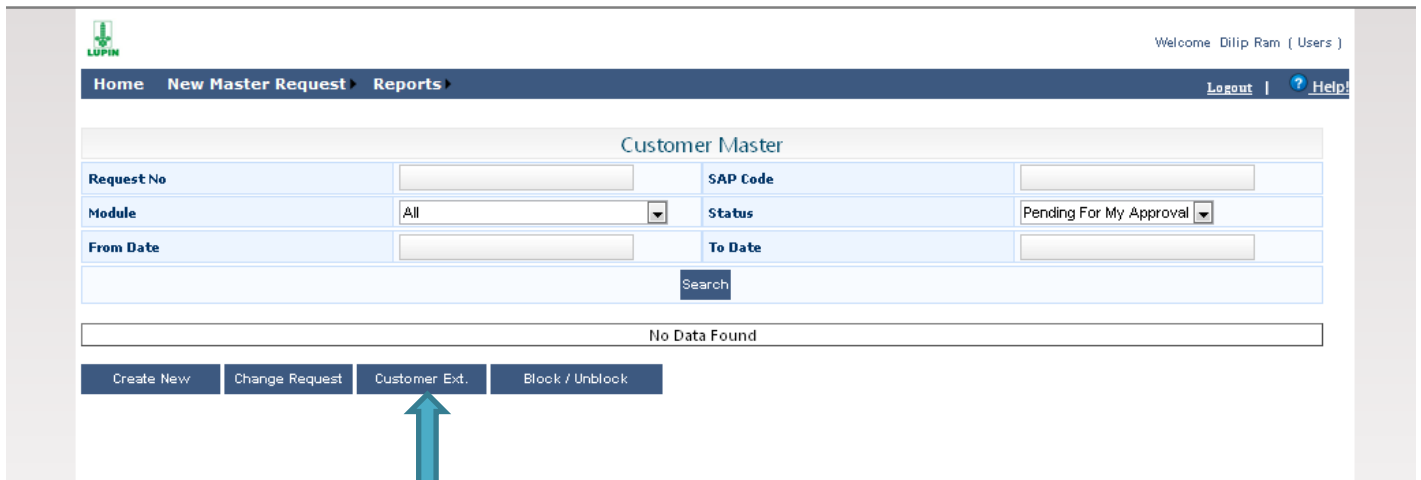
Please click on Submit to send the request for processing.

OK

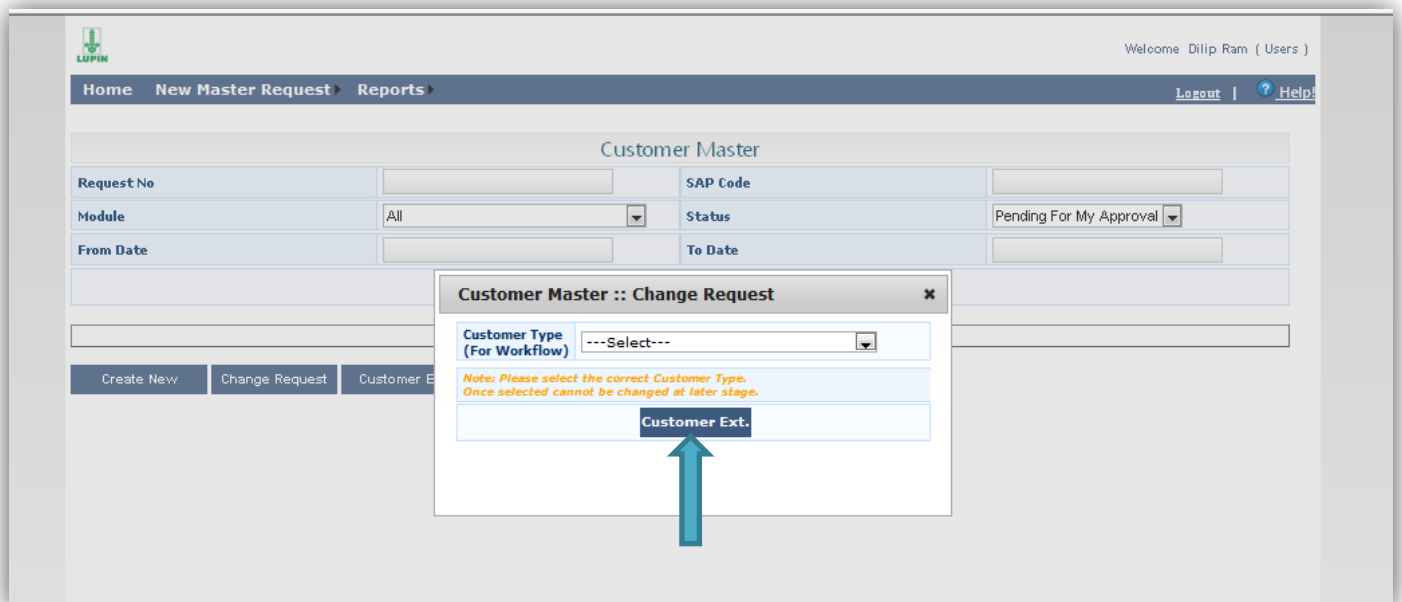
D. Customer Master Extension Request

i. Initiation

- Click on “Block / Unblock” for initiation of the request.



The screenshot shows the 'Customer Master' interface. At the top, there is a navigation bar with 'Home', 'New Master Request', and 'Reports'. Below this is a search form with fields for 'Request No', 'SAP Code', 'Module' (set to 'All'), 'Status' (set to 'Pending For My Approval'), 'From Date', and 'To Date'. A 'Search' button is located below the search fields. Below the search form, a message states 'No Data Found'. At the bottom, there are four buttons: 'Create New', 'Change Request', 'Customer Ext.', and 'Block / Unblock'. A blue arrow points to the 'Block / Unblock' button.



The screenshot shows the 'Customer Master' interface with a modal window titled 'Customer Master :: Change Request' open. The modal contains a 'Customer Type (For Workflow)' dropdown menu set to '---Select---'. Below the dropdown, a note states: 'Note: Please select the correct Customer Type. Once selected cannot be changed at later stage.' At the bottom of the modal, there is a button labeled 'Customer Ext.'. A blue arrow points to this button.

ii. Customer Master Extension Details

- Please enter the Customer Code and Customer Name.
- This Section contains Sales area data and Credit Mgmt. Data.
- Please select the Sales Area for the Customer.
- Please fill in all the data and click “Save and Next”.
- Please fill in all the data and click “Save”, if you want to fill in multiple Sales Area Data.
- Click on view if you want to View /Edit the data.
- Click on Delete in order to delete the entry.
- Click “Save” to save data.
- Please enter again

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CUSTOMER EXTENSION

Note :
1. All the fields marked '*' are mandatory.

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: 97898798

Request No.: 030320140000515 | Customer Acc Grp: Customer Extension | Customer Code:

Customer Extension

Customer Type : Misc. - Scrap Sale - (For Plant Only)

Customer Data	Sales Area	Sales Area Data	Credit Mgmt. Data	Remarks
Customer Code : 123456 Customer Name : Test Cust Ext 1 Customer Acc. Grp. : Z001 - Lupin Domestic Customers	Sales Org. : L001 - Lupin Formulations Dist. Chnl. : 02 - Deemed Exports Division : 04 - Institution Delivery Plant : L006 - Mandideep-II (Pharma); Gynaec	Sales Dist. : L00002 - AGRA Sales Off. : L002 - BANGALORE Sales Grp. : L12 - CALICUT Invoice Dt. : Z1 - Depot Invoice Dt. Schl. : Z1 - Depot Calendar : 7 days working	Crdt. Ctrl Area : L004 - FORM-INST Credit Limit : 1457896 Risk Category : Z01 - Aspira Currency : INR	Test

[View](#) [Delete](#)

[Add New](#)

Customer Details :

Customer Code *
Customer Name *

Company Code *
Customer account group *

Sales Area :

Sales Organization *
Distribution Channel *

Division *

Sales Area Details :

Sales district *
Sales Office *

Sales Group *
Currency *

Delivering Plant *
Price group *

Invoice dates *
Invoice list schedule *

Credit Management Data :

Credit Control Area *
Credit Currency

Customer's credit limit
Risk category

Remarks

[Save](#)

Local intranet | Protected Mode: Off

Thank You!