



USER MANUAL

Master Work Flow Tool (MWT).

Vendor Master

December, 2013

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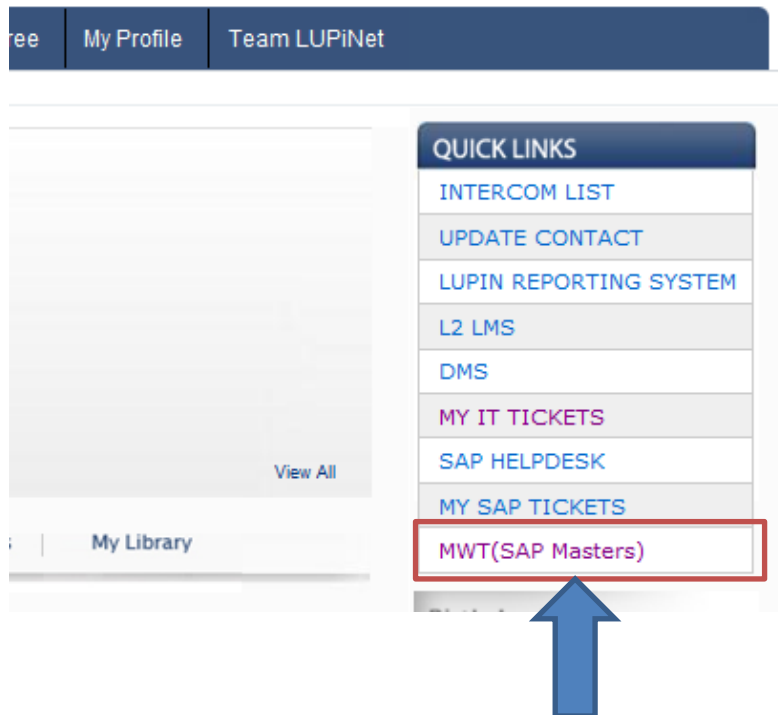
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I. General Section

A. Login

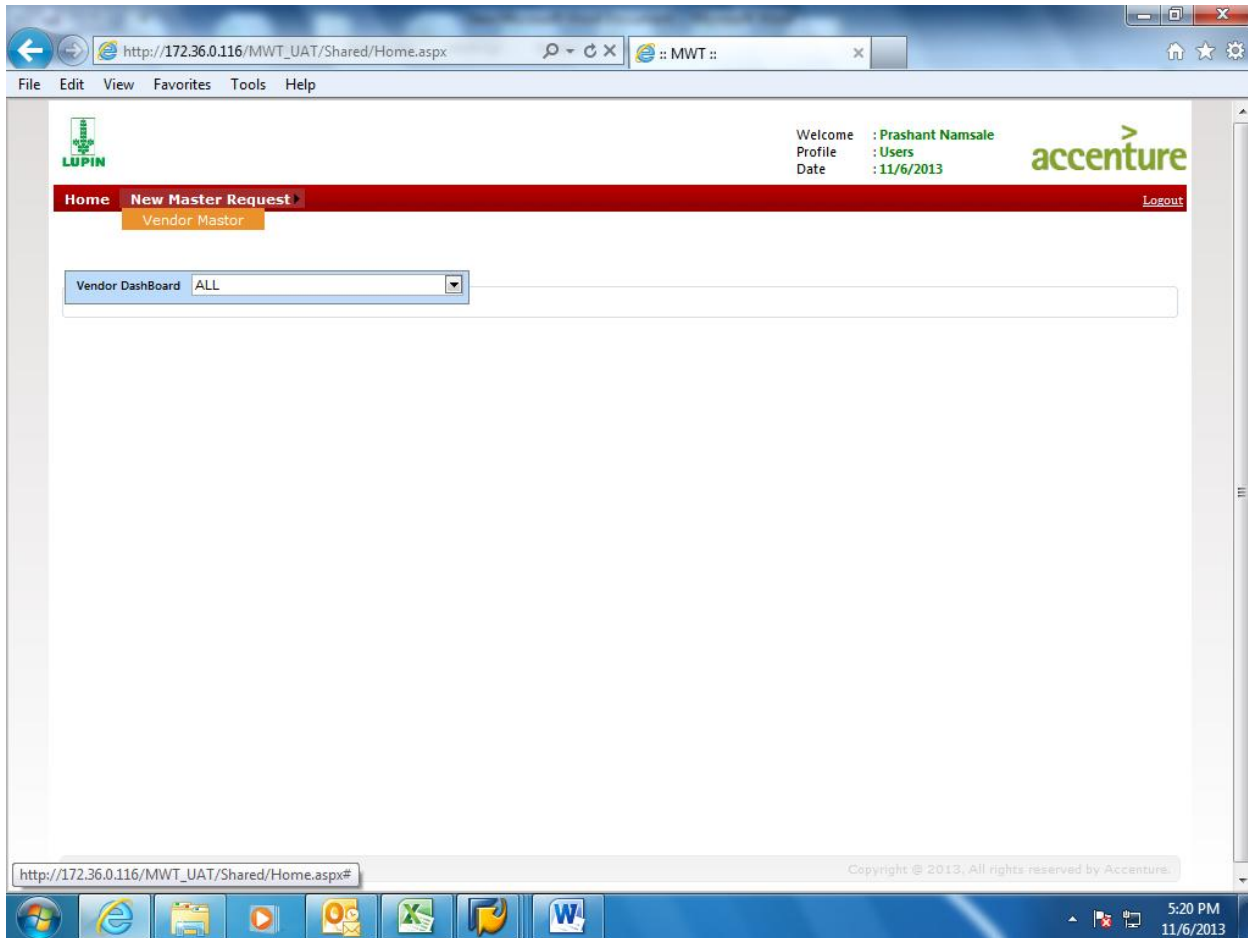
Use the Link on your home page Quick Link to login into the system.



B. Home Page

Home Page gives you the list of Actionable per Vendor Account group

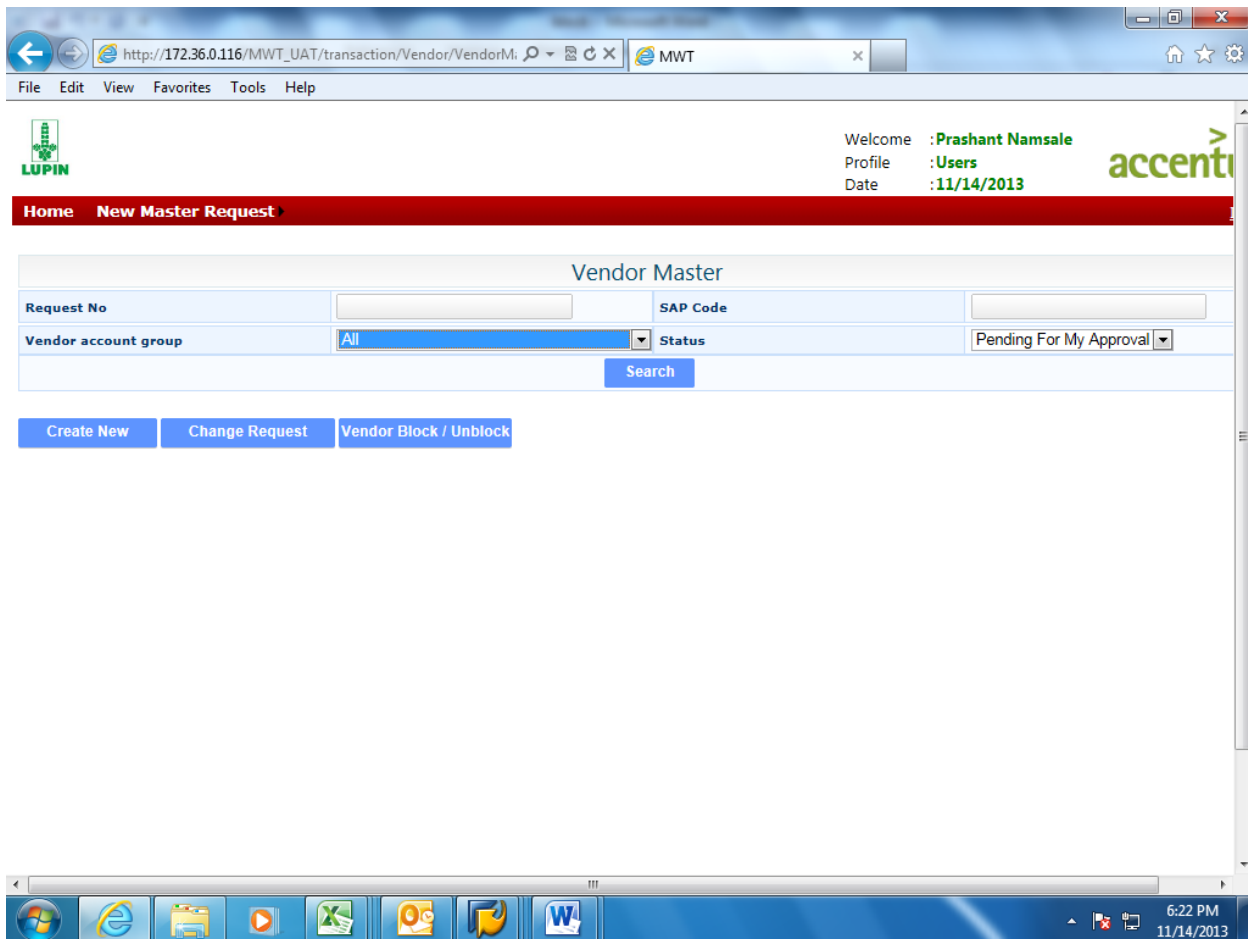
Use navigation Menu to Access the Vendor master section



II. Vendor Master Section

Following section can be used for the following actions:

1. Search vendor master as per the criteria
 - a. Pending for your approval
 - b. Created by you
 - c. Roll backed to you
 - d. Incomplete
 - e. Approved
2. Create Vendor Master
3. Change Request
4. Vendor Master Block / Unblock Request

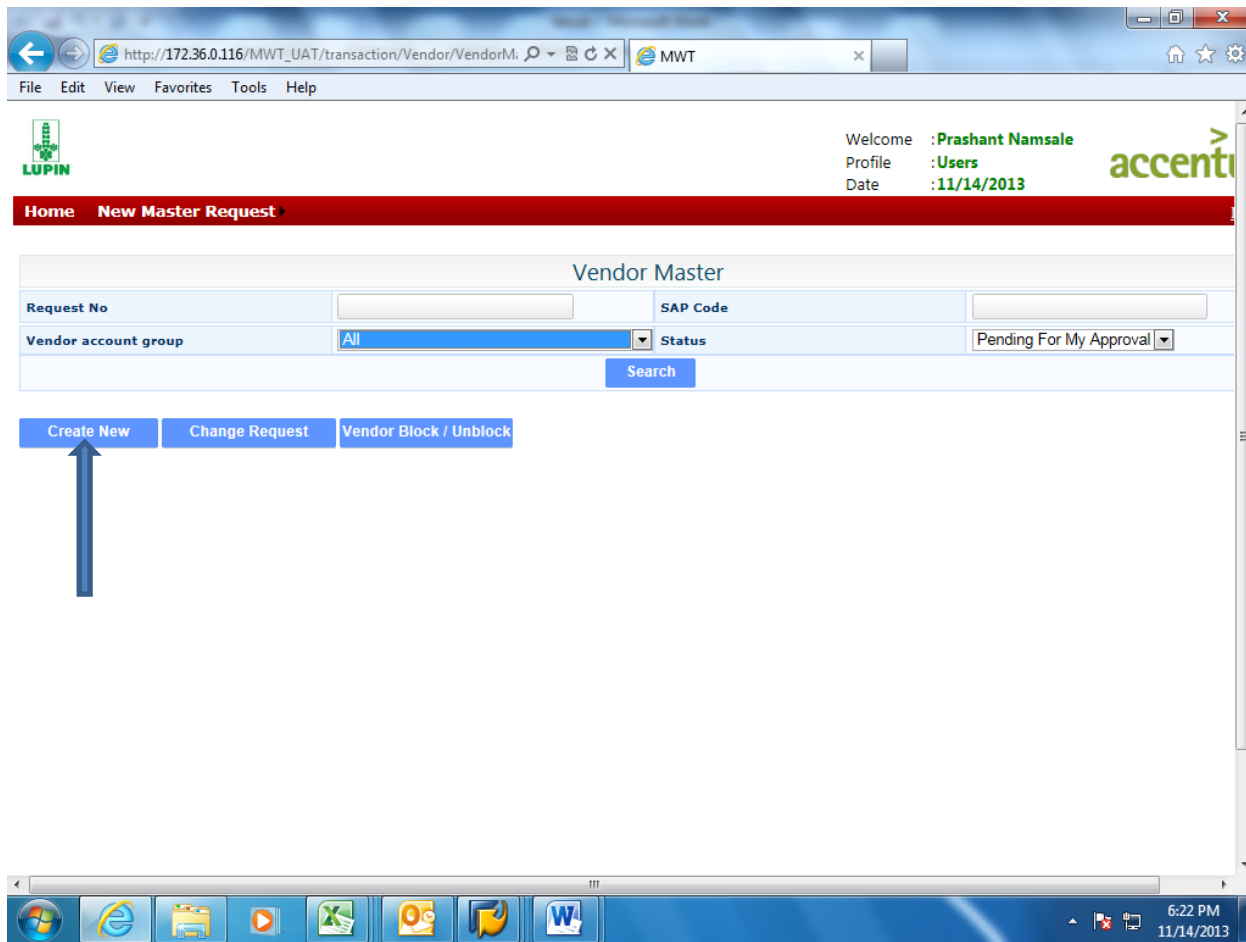


The screenshot shows the Vendor Master section of the MWT application. The browser address bar displays the URL: http://172.36.0.116/MWT_UAT/transaction/Vendor/VendorMaster. The application interface includes a navigation bar with "Home" and "New Master Request" links. The main content area is titled "Vendor Master" and contains search filters for "Request No", "SAP Code", "Vendor account group" (set to "All"), and "Status" (set to "Pending For My Approval"). A "Search" button is located below the filters. At the bottom of the section, there are three buttons: "Create New", "Change Request", and "Vendor Block / Unblock". The application also displays a welcome message for "Prashant Namsale" with the profile "Users" and the date "11/14/2013".

A. Create Vendor Master Request

i. Initiation

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

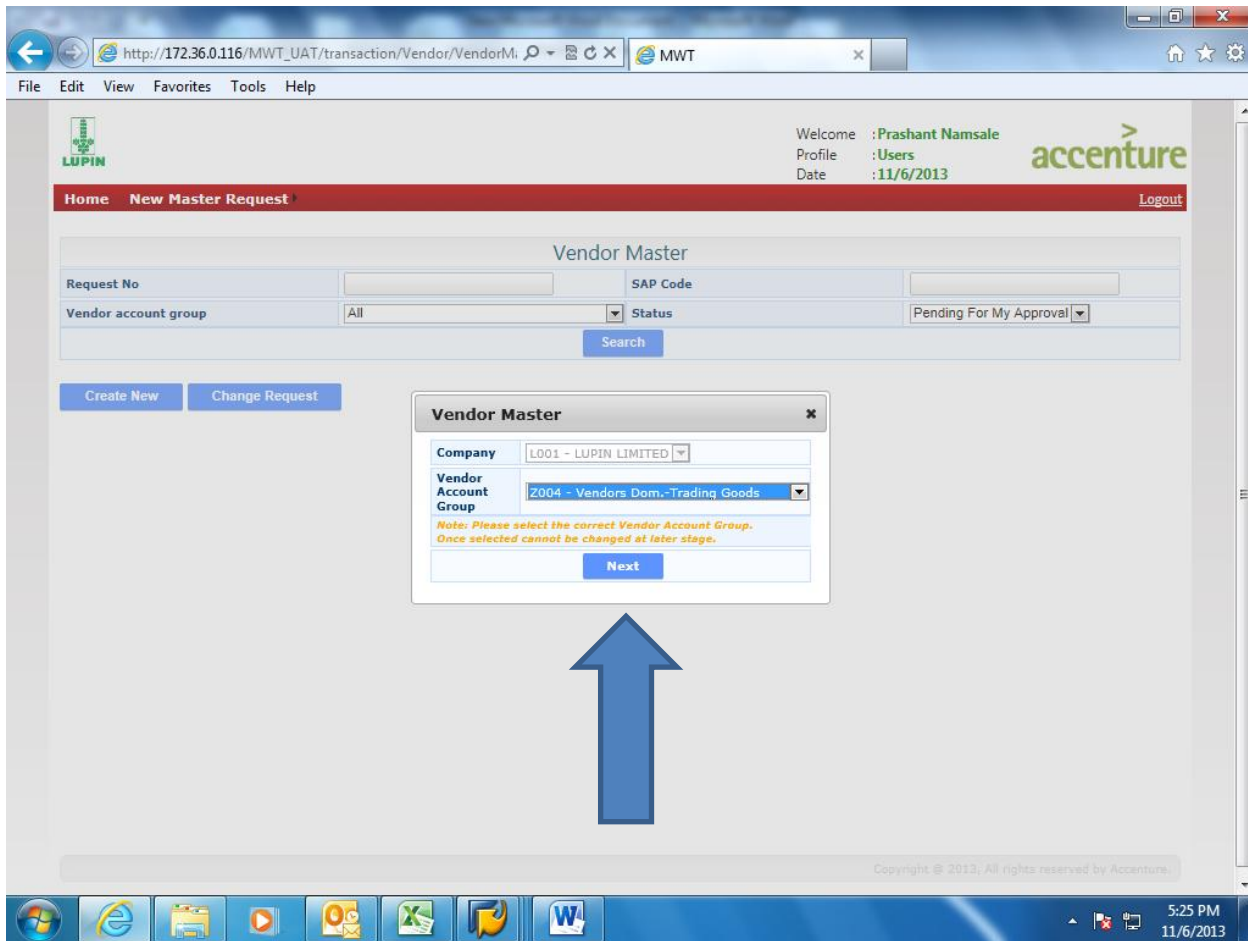


The screenshot shows a web browser window with the URL http://172.36.0.116/MWT_UAT/transaction/Vendor/VendorMi. The page displays the "Vendor Master" interface. At the top, there is a navigation bar with "Home" and "New Master Request" (highlighted). Below this, a "Vendor Master" section contains search filters: "Request No" (text input), "SAP Code" (text input), "Vendor account group" (dropdown menu set to "All"), and "Status" (dropdown menu set to "Pending For My Approval"). A "Search" button is located below these filters. At the bottom of the search section, there are three buttons: "Create New", "Change Request", and "Vendor Block / Unblock". A blue arrow points to the "Create New" button. The top right of the page shows a welcome message: "Welcome : Prashant Namsale", "Profile : Users", and "Date : 11/14/2013". The bottom of the browser window shows the Windows taskbar with various application icons and the system clock displaying "6:22 PM 11/14/2013".

ii. Vendor Account Group Selection




- Please select the vendor Account group for which you need to create the vendor.
- Click next to proceed.

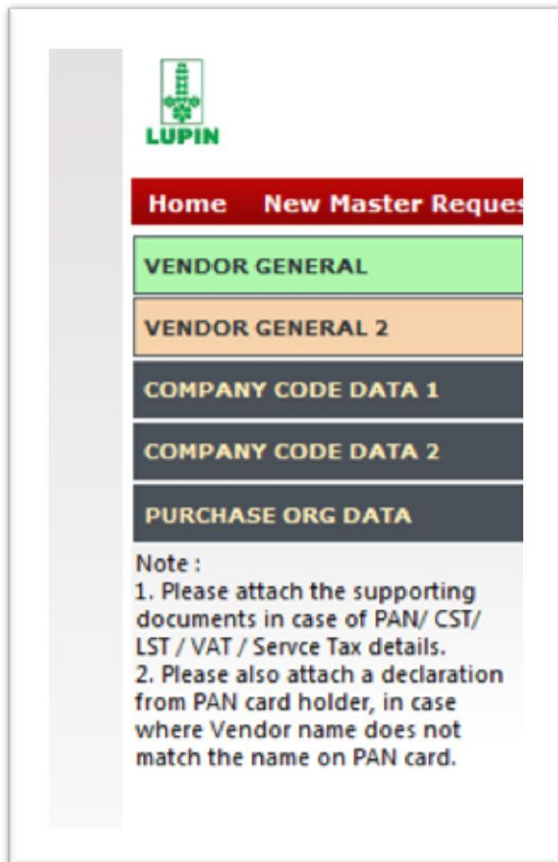
Note: Please choose the vendor account group carefully as it cannot be changed at a later stage.



The screenshot shows the MWT Vendor Master form. The 'Vendor account group' dropdown is set to 'All'. A modal window titled 'Vendor Master' is open, showing the 'Company' dropdown set to 'L001 - LUPIN LIMITED' and the 'Vendor Account Group' dropdown set to 'Z004 - Vendors Dom.-Trading Goods'. A note in the modal states: 'Note: Please select the correct Vendor Account Group. Once selected cannot be changed at later stage.' A blue arrow points to the 'Next' button in the modal.

iii. Vendor General Data

- Left side displays the No of sections to be filled as per the Account Group Selected.
- You can click on the section to access it directly.
- Color Symbolics:
 -  **Green** – Completed Section
 -  **Orange** – Current Section
 -  **Black** – Pending to be filled



Home **New Master Request**

VENDOR GENERAL

VENDOR GENERAL 2

COMPANY CODE DATA 1

COMPANY CODE DATA 2

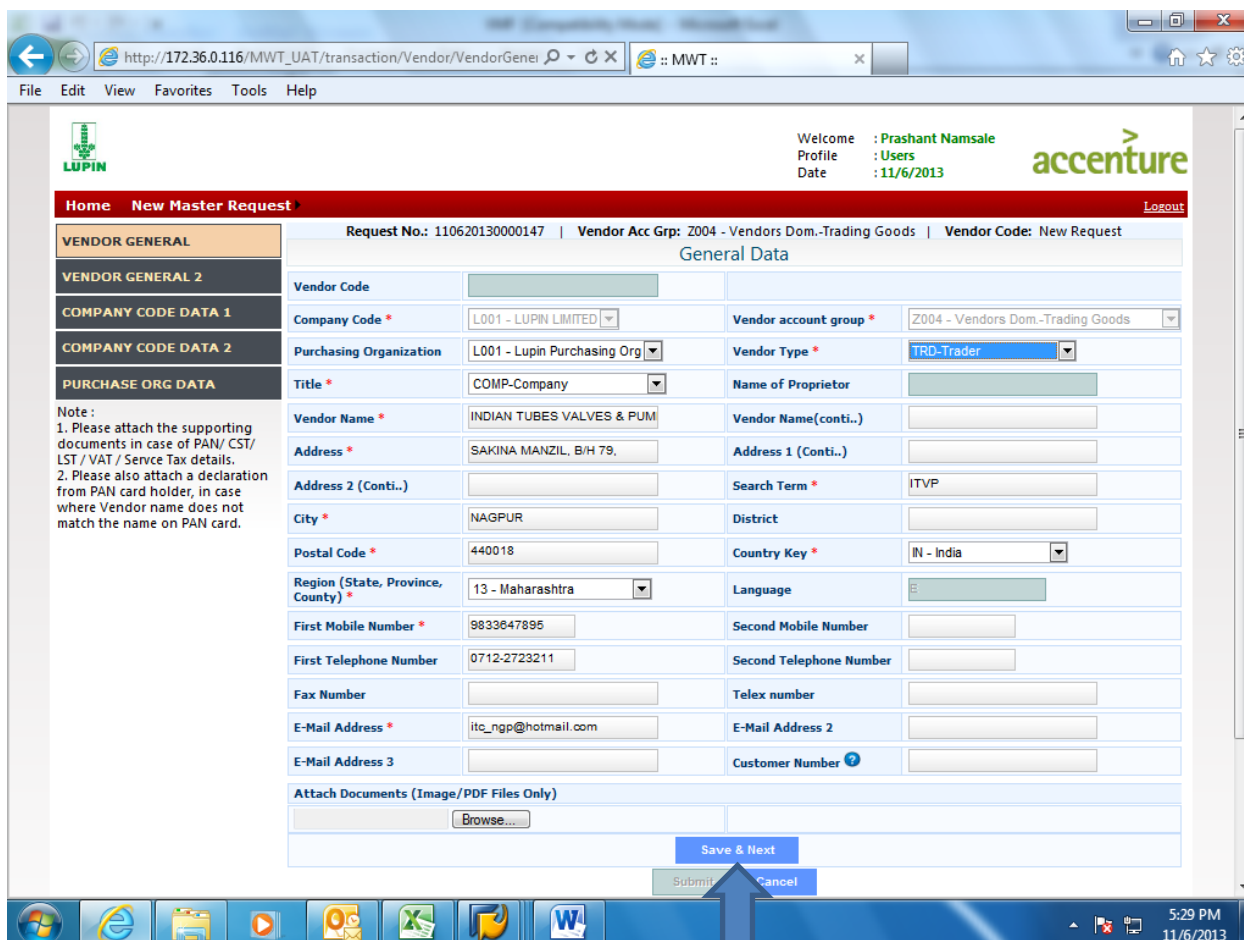
PURCHASE ORG DATA

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 Vendor name does not match the name on PAN card.

iv. Vendor General 1

- Please select the Vendor Category.
- Fields in grey are disabled as they are either pre-filled or are not relevant to this vendor account group.
- Fill in all the Mandatory fields and all the details available.
- For Vendor name / Address please continue to use the next fields marked continued in the text does not fit in the first fields.
- Please attach supporting documents for all the Taxation details supplied (e.g.: CST / LST / TIN / VAT / PAN / ST etc.).
- Please Fill in all the data and click “Save and Next”.



Request No.: 110620130000147 | Vendor Acc Grp: Z004 - Vendors Dom.-Trading Goods | Vendor Code: New Request

General Data

Vendor Code		Vendor account group *	Z004 - Vendors Dom.-Trading Goods
Company Code *	L001 - LUPIN LIMITED	Vendor Type *	TRD-Trader
Purchasing Organization	L001 - Lupin Purchasing Org	Title *	COMP-Company
Vendor Name *	INDIAN TUBES VALVES & PUM	Name of Proprietor	
Address *	SAKINA MANZIL, B/H 79,	Vendor Name(conti..)	
Address 2 (Conti..)		Address 1 (Conti..)	
City *	NAGPUR	Search Term *	ITVP
Postal Code *	440018	District	
Region (State, Province, Country) *	13 - Maharashtra	Country Key *	IN - India
First Mobile Number *	9833647895	Language	
First Telephone Number	0712-2723211	Second Mobile Number	
Fax Number		Second Telephone Number	
E-Mail Address *	lto_ngp@hotmail.com	Telex number	
E-Mail Address 2		E-Mail Address 3	
E-Mail Address 3		Customer Number	

Attach Documents (Image/PDF Files Only)

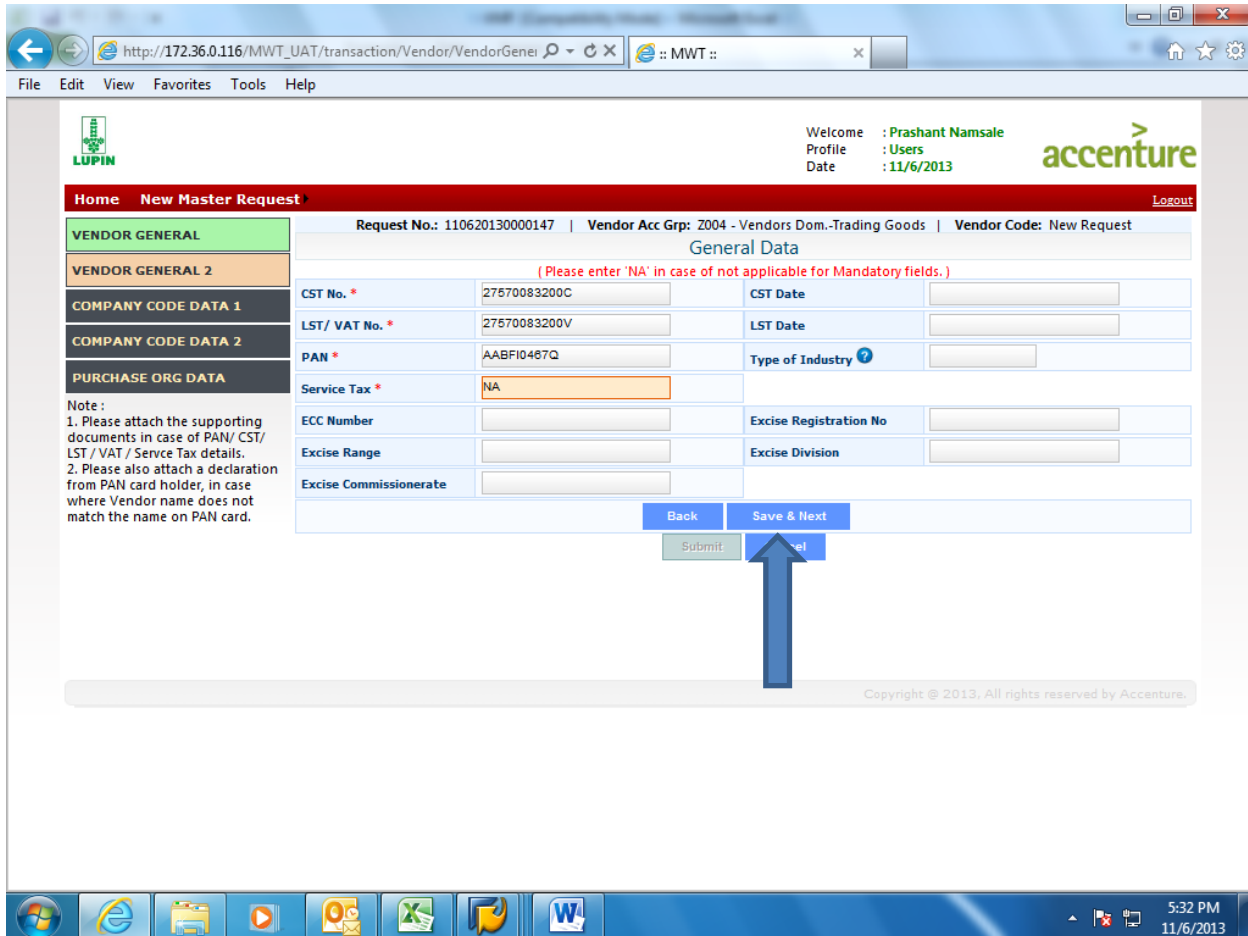
Browse...

Save & Next

Submit Cancel

v. Vendor General 2

- For Mandatory Fields if not applicable enter “NA”.
- PAN no and TIN details are mandatory in case of Vendor Type “Trader”.
- Please Fill in all the data and click “Save and Next”.



http://172.36.0.116/MWT_UAT/transaction/Vendor/VendorGeneri MWT ::

File Edit View Favorites Tools Help

Welcome : Prashant Namsale
Profile : Users
Date : 11/6/2013

Home New Master Request Logout

Request No.: 110620130000147 Vendor Acc Grp: 2004 - Vendors Dom.-Trading Goods Vendor Code: New Request

VENDOR GENERAL

VENDOR GENERAL 2

COMPANY CODE DATA 1

COMPANY CODE DATA 2

PURCHASE ORG DATA

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 Vendor name does not match the name on PAN card.

General Data
(Please enter 'NA' in case of not applicable for Mandatory fields.)

CST No. *	27570083200C	CST Date	
LST/ VAT No. *	27570083200V	LST Date	
PAN *	AABFI0487Q	Type of Industry ?	
Service Tax *	NA		
ECC Number		Excise Registration No	
Excise Range		Excise Division	
Excise Commissionerate			

Back Save & Next

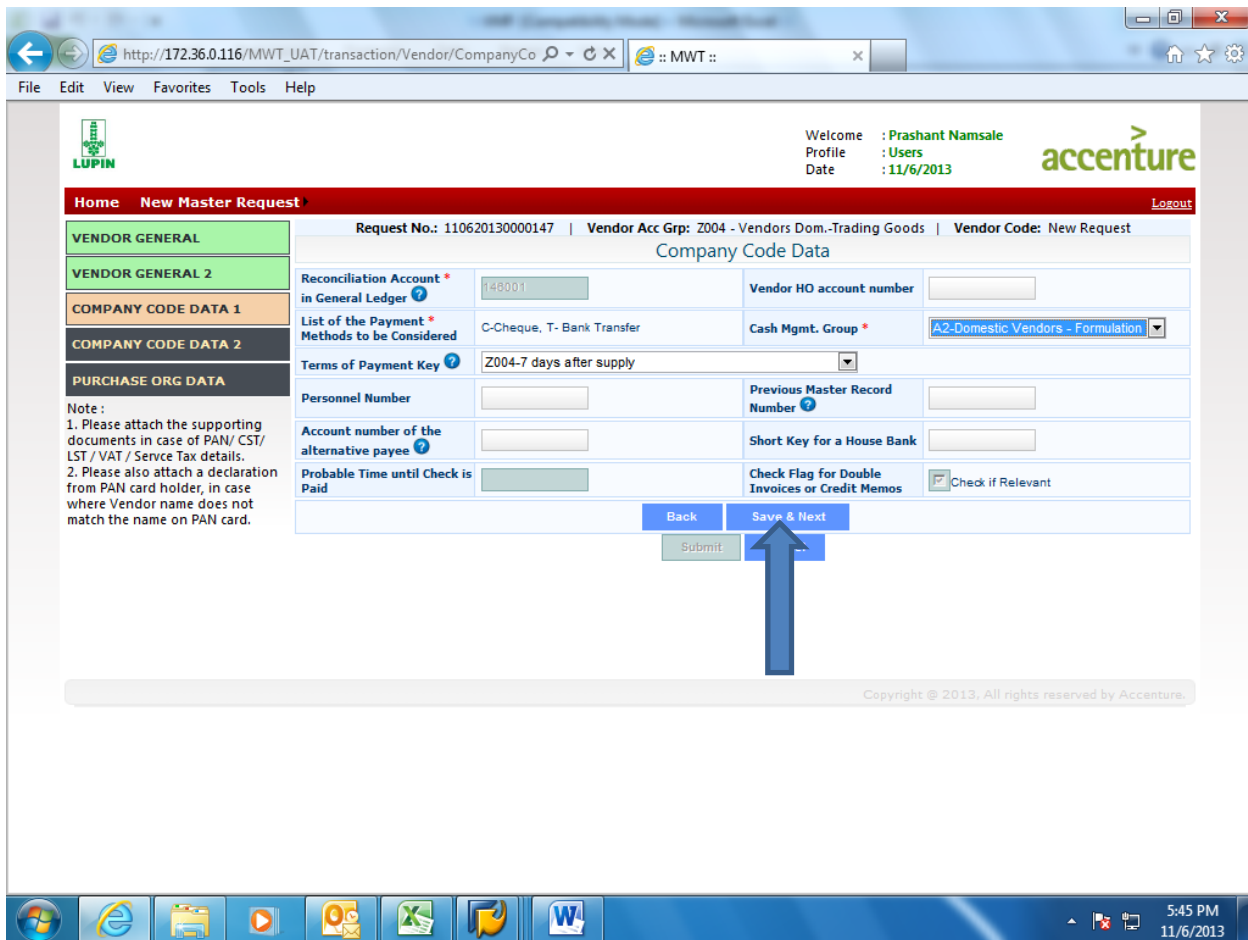
Submit

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5:32 PM 11/6/2013

vi. Vendor Company 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”.



The screenshot shows the 'New Master Request' form for 'Vendor Company Data'. The form is titled 'Company Code Data' and contains the following fields:

Reconciliation Account * in General Ledger ?	140001	Vendor HO account number	
List of the Payment * Methods to be Considered	C-Cheque, T- Bank Transfer	Cash Mgmt. Group *	A2-Domestic Vendors - Formulation
Terms of Payment Key ?	2004-7 days after supply		
Personnel Number		Previous Master Record Number ?	
Account number of the alternative payee ?		Short Key for a House Bank	
Probable Time until Check is Paid		Check Flag for Double Invoices or Credit Memos	<input type="checkbox"/> Check if Relevant

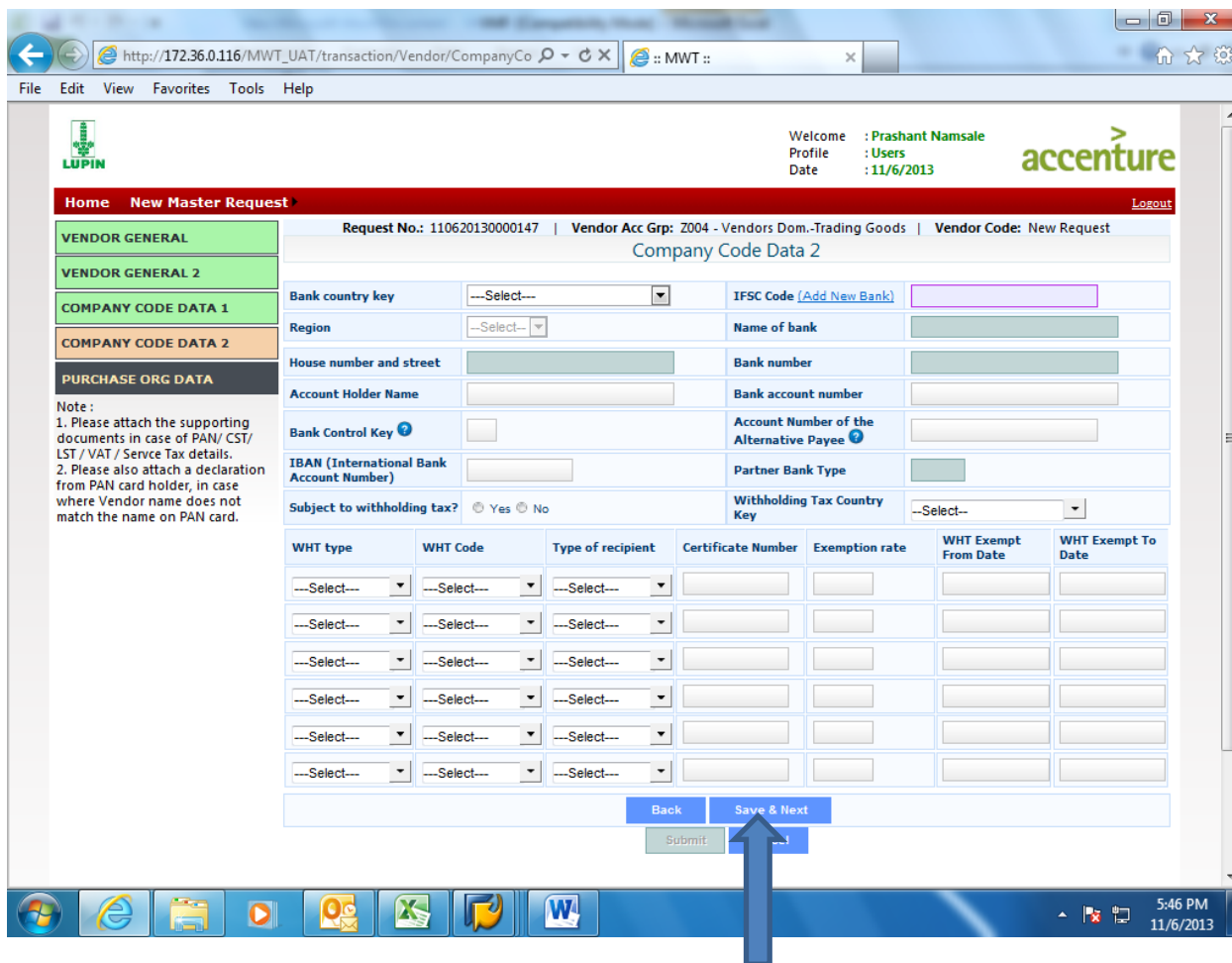
At the bottom of the form, there are three buttons: 'Back', 'Save & Next', and 'Submit'. A large blue arrow points to the 'Save & Next' button.

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 Vendor name does not match the name on PAN card.

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vii. Vendor Company Data 2

- This Section contains the Bank Related and With Holding tax related data.
- Please select the bank Country first.
- Next Type the IFSC code in the text box provided. As soon as you start typing the system will start to provide you option for the matching IFSC codes.
- In codes it's still not in the list, click on the "Add New Bank" option.
- Fill in the bank related details. And click on "Save".
- In case the bank data is not available do not fill any field.
- Then Select all the relevant Withholding tax code if any and fill the relevant data.
- You can fill up to 6 values for withholding tax Code
- Please Fill in all the data and click "Save and Next".



Request No.: 110620130000147 | Vendor Acc Grp: Z004 - Vendors Dom.-Trading Goods | Vendor Code: New Request

Company Code Data 2

Bank country key: IFSC Code: [Add New Bank](#)

Region: Name of bank:

House number and street: Bank number:

Account Holder Name: Bank account number:

Bank Control Key: Account Number of the Alternative Payee:

IBAN (International Bank Account Number): Partner Bank Type:

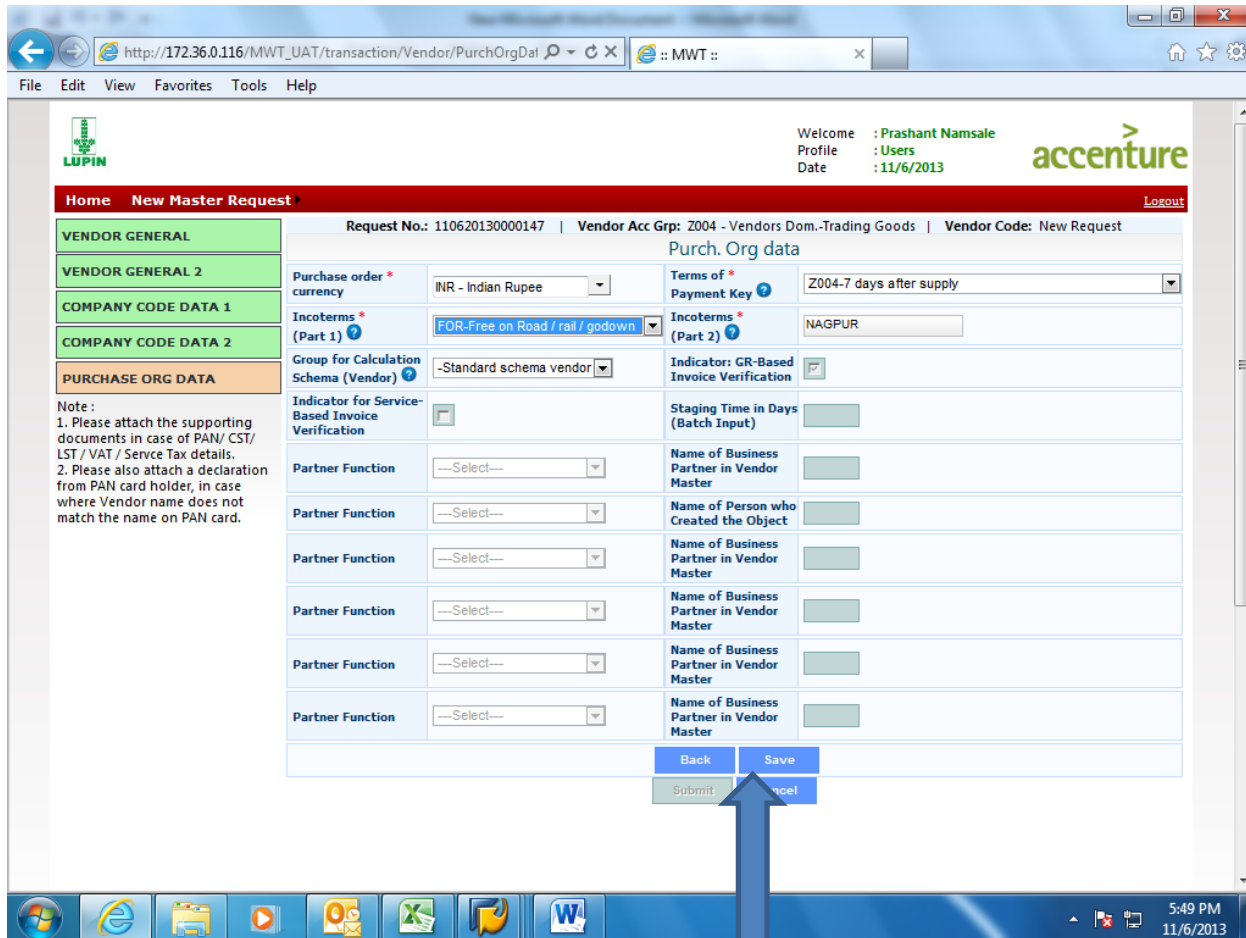
Subject to withholding tax? ☐ Yes ☐ No Withholding Tax Country Key:

WHT type	WHT Code	Type of recipient	Certificate Number	Exemption rate	WHT Exempt From Date	WHT Exempt To Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Back Save & Next Submit

viii. Vendor Purchase Data

- Please fill the multiple Partner function as applicable.
- Please Fill in all the data and click “Save and Next”.



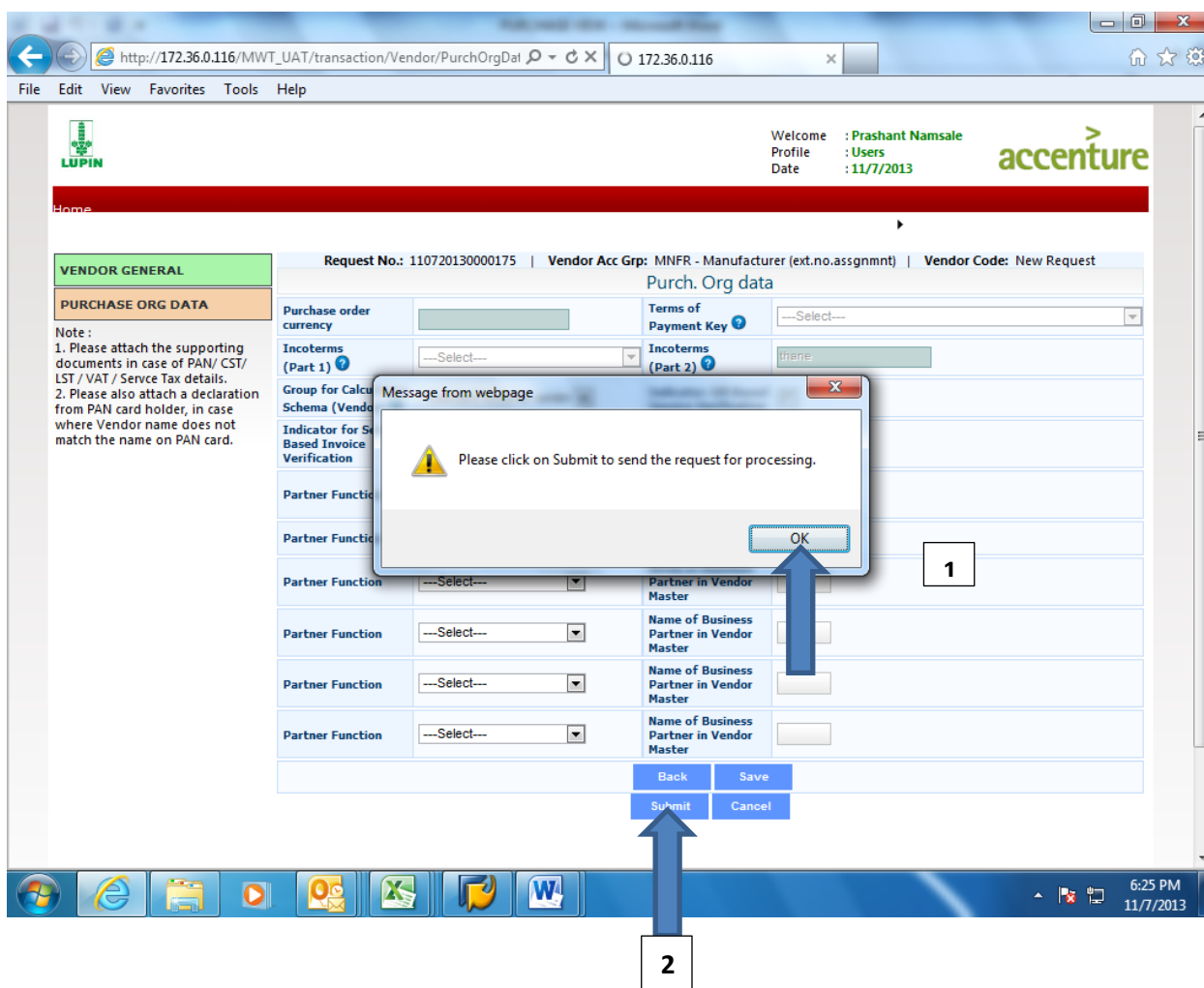
The screenshot shows the 'New Master Request' form for 'Vendor Purchase Data'. The form is divided into several sections:

- Vendor General:** Includes fields for Request No., Vendor Acc Grp, and Vendor Code.
- Vendor General 2:** Includes fields for Purchase order currency, Terms of Payment Key, Incoterms (Part 1 and Part 2), Group for Calculation Schema (Vendor), Indicator for GR-Based Invoice Verification, Staging Time in Days (Batch Input), and Partner Function (multiple rows).
- Company Code Data 1:** Includes fields for Incoterms (Part 1) and Incoterms (Part 2).
- Company Code Data 2:** Includes fields for Incoterms (Part 1) and Incoterms (Part 2).
- Purchase Org Data:** Includes fields for Incoterms (Part 1) and Incoterms (Part 2).

A blue arrow points to the 'Save' button at the bottom of the form.

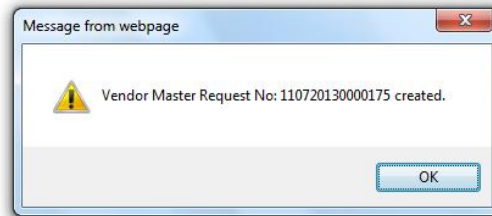
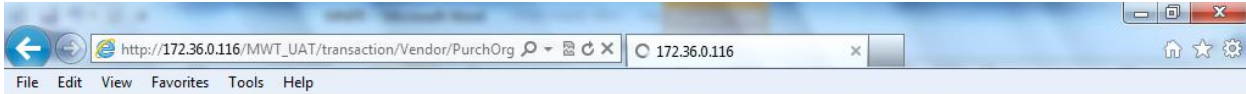
ix. Vendor Master Request Submit

- 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.



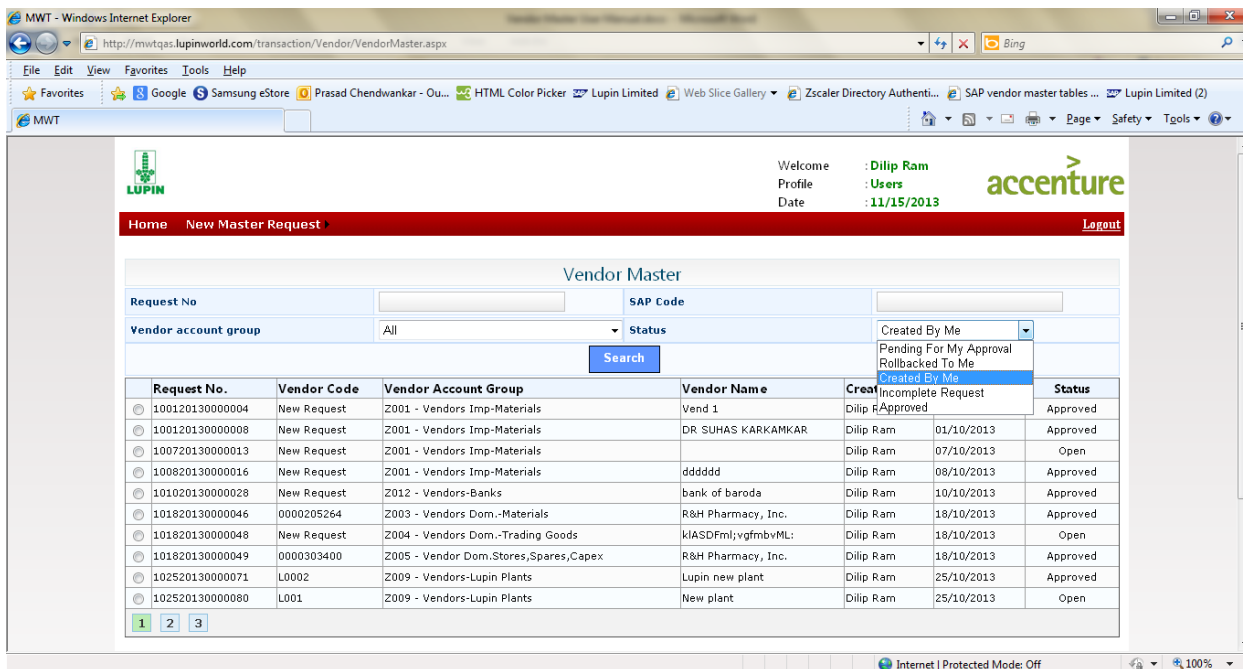
x. Vendor Master Request No Notification

- 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. Vendor Master Request Tracking.

- You can track the requests on the Vender 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 Vendor account group dropdown to search for Specific vendor account group.



Vendor Master

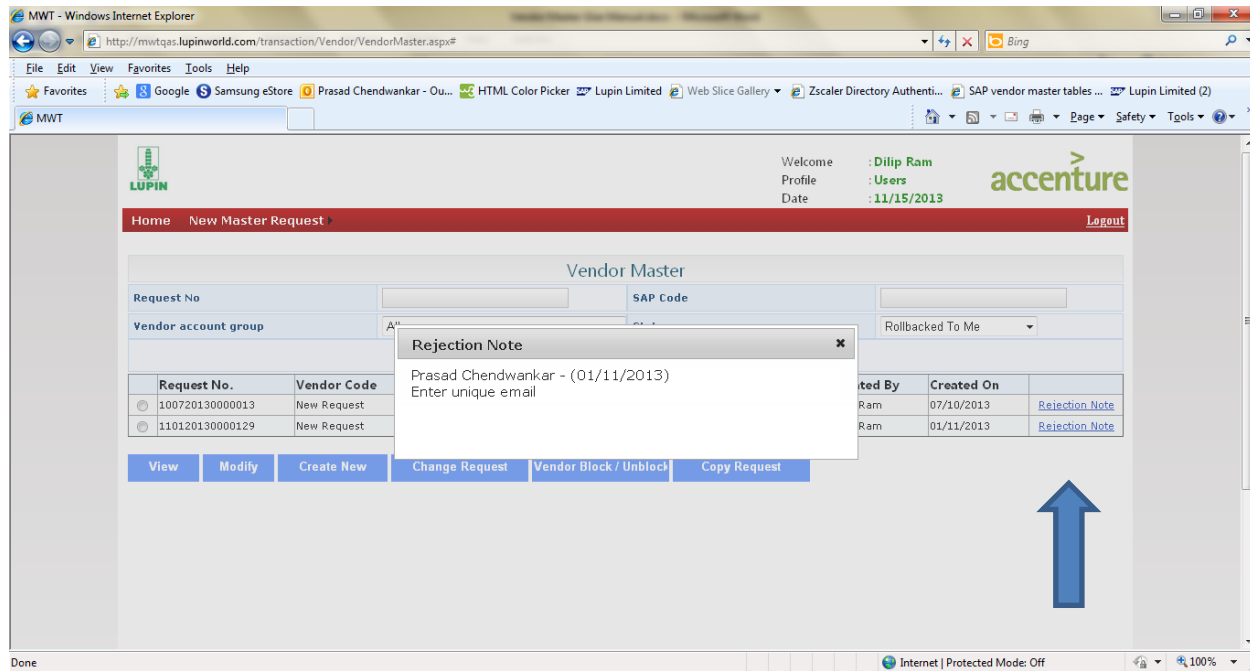
Request No: SAP Code:

Vendor account group: Status:

Request No.	Vendor Code	Vendor Account Group	Vendor Name	Created By	Created Date	Status
100120130000004	New Request	2001 - Vendors Imp-Materials	Vend 1	Dilip Ram	01/10/2013	Approved
100120130000008	New Request	2001 - Vendors Imp-Materials	DR SUHAS KARKAMKAR	Dilip Ram	07/10/2013	Open
100720130000013	New Request	2001 - Vendors Imp-Materials	ddddd	Dilip Ram	08/10/2013	Approved
100820130000016	New Request	2001 - Vendors Imp-Materials	bank of baroda	Dilip Ram	10/10/2013	Approved
101020130000028	New Request	2012 - Vendors-Banks	R&H Pharmacy, Inc.	Dilip Ram	18/10/2013	Approved
101820130000046	0000205264	2003 - Vendors Dom.-Materials	klASDFml;vgfmbvML	Dilip Ram	18/10/2013	Open
101820130000048	New Request	2004 - Vendors Dom.-Trading Goods	R&H Pharmacy, Inc.	Dilip Ram	18/10/2013	Approved
101820130000049	0000303400	2005 - Vendor Dom.Stores,Spares,Capex	Lupin new plant	Dilip Ram	25/10/2013	Approved
102520130000071	L002	2009 - Vendors-Lupin Plants	New plant	Dilip Ram	25/10/2013	Open
102520130000080	L001	2009 - Vendors-Lupin Plants				

xii. Vendor Master Roll backed to You.

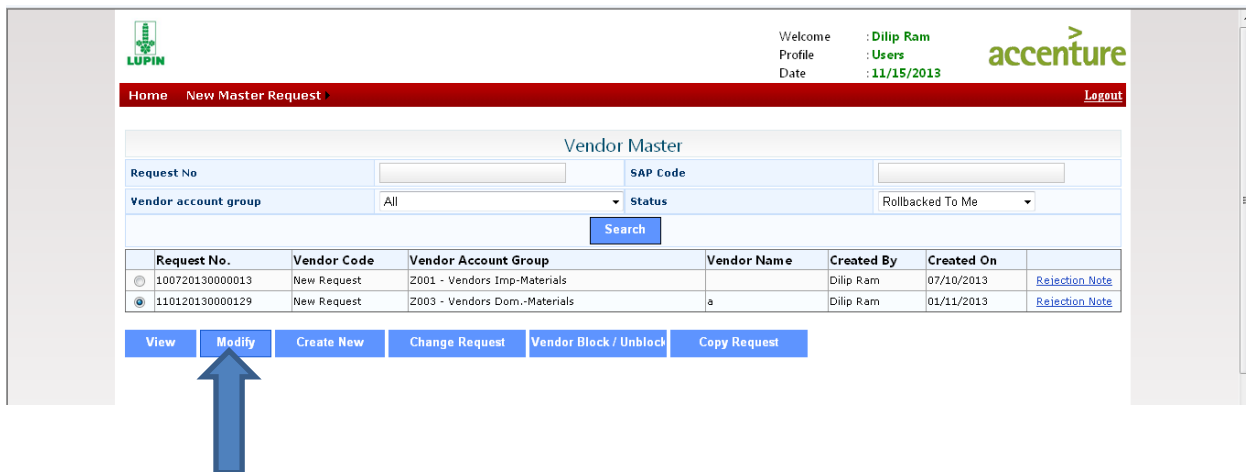
- In case a Request has been roll backed to you. To update the request and re-submit select the status “Rollback to me” and click on search.
- Click on the “Rejection Note” link to view the Note.



The screenshot shows the MWT Vendor Master interface. A modal window titled "Rejection Note" is displayed, showing the rejection reason: "Prasad Chendwankar - (01/11/2013) Enter unique email". The modal also lists the user "Ram" and the date "01/11/2013". A blue arrow points to the "Rejection Note" link in the table below the modal.

Request No.	Vendor Code	Vendor Account Group	Vendor Name	Created By	Created On	Rejection Note
100720130000013	New Request	2001 - Vendors Imp-Materials		Dilip Ram	07/10/2013	Rejection Note
110120130000129	New Request	2003 - Vendors Dom.-Materials	a	Dilip Ram	01/11/2013	Rejection Note

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

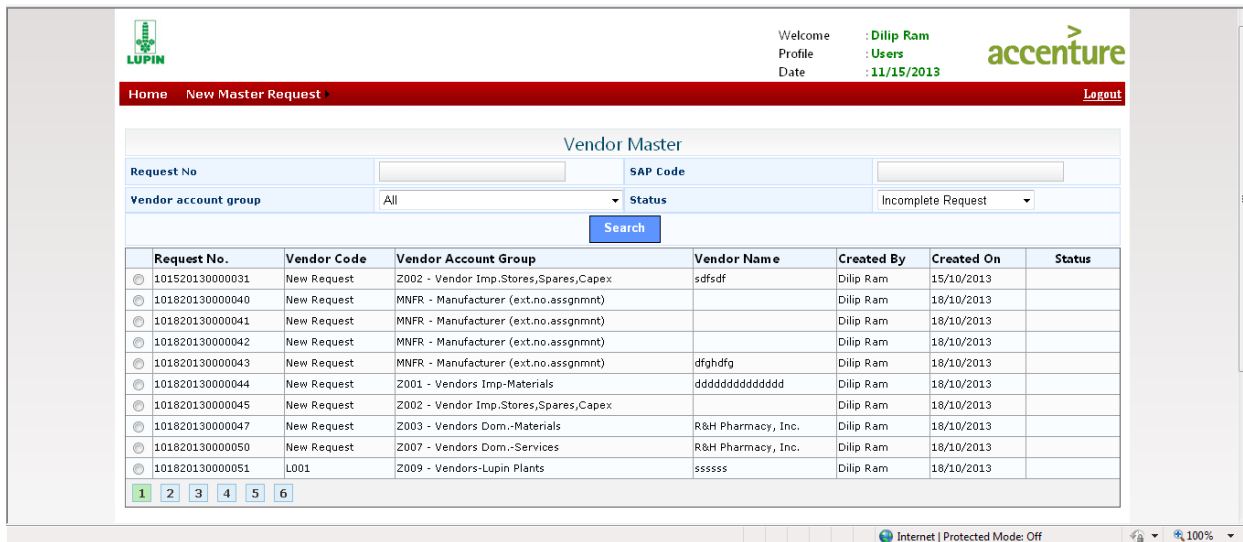


The screenshot shows the MWT Vendor Master interface. A blue arrow points to the "Modify" button in the bottom action bar. The interface also shows a "Search" button and a table of requests.

Request No.	Vendor Code	Vendor Account Group	Vendor Name	Created By	Created On	Rejection Note
100720130000013	New Request	2001 - Vendors Imp-Materials		Dilip Ram	07/10/2013	Rejection Note
110120130000129	New Request	2003 - Vendors Dom.-Materials	a	Dilip Ram	01/11/2013	Rejection Note

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.



Vendor Master

Request No. SAP Code

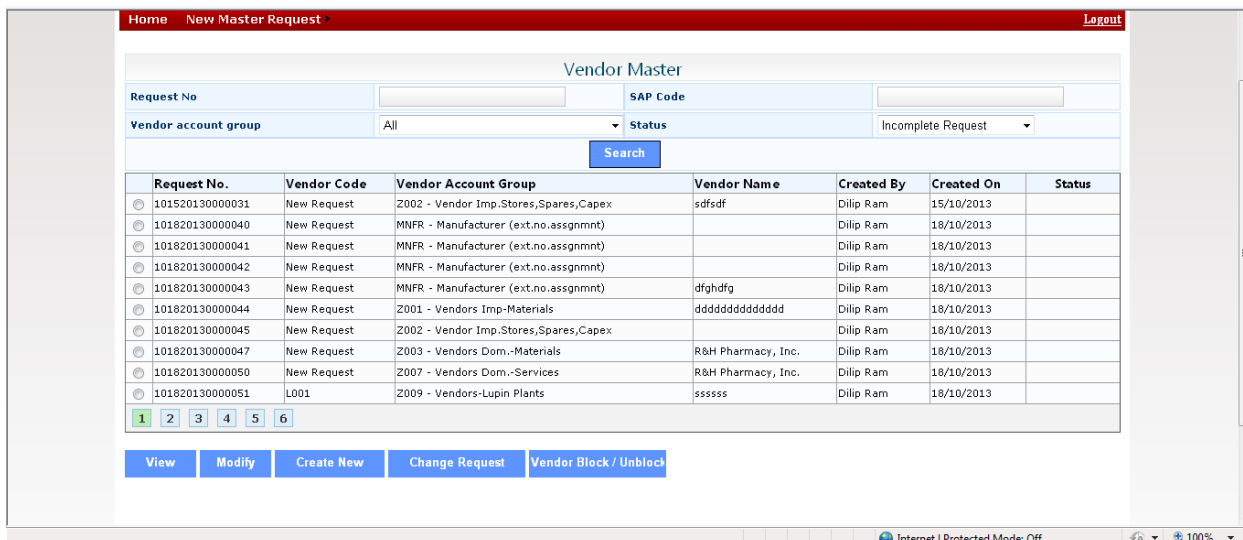
Vendor account group Status

[Search](#)

Request No.	Vendor Code	Vendor Account Group	Vendor Name	Created By	Created On	Status
101520130000031	New Request	Z002 - Vendor Imp.Stores,Spares,Capex	sdfsdf	Dilip Ram	15/10/2013	
101820130000040	New Request	MNFR - Manufacturer (ext.no.assignmnt)		Dilip Ram	18/10/2013	
101820130000041	New Request	MNFR - Manufacturer (ext.no.assignmnt)		Dilip Ram	18/10/2013	
101820130000042	New Request	MNFR - Manufacturer (ext.no.assignmnt)		Dilip Ram	18/10/2013	
101820130000043	New Request	MNFR - Manufacturer (ext.no.assignmnt)	dfghdfg	Dilip Ram	18/10/2013	
101820130000044	New Request	Z001 - Vendors Imp-Materials	dddddddddddddd	Dilip Ram	18/10/2013	
101820130000045	New Request	Z002 - Vendor Imp.Stores,Spares,Capex		Dilip Ram	18/10/2013	
101820130000047	New Request	Z003 - Vendors Dom.-Materials	R&H Pharmacy, Inc.	Dilip Ram	18/10/2013	
101820130000050	New Request	Z007 - Vendors Dom.-Services	R&H Pharmacy, Inc.	Dilip Ram	18/10/2013	
101820130000051	L001	Z009 - Vendors-Lupin Plants	ssssss	Dilip Ram	18/10/2013	

1 2 3 4 5 6

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



Vendor Master

Request No. SAP Code

Vendor account group Status

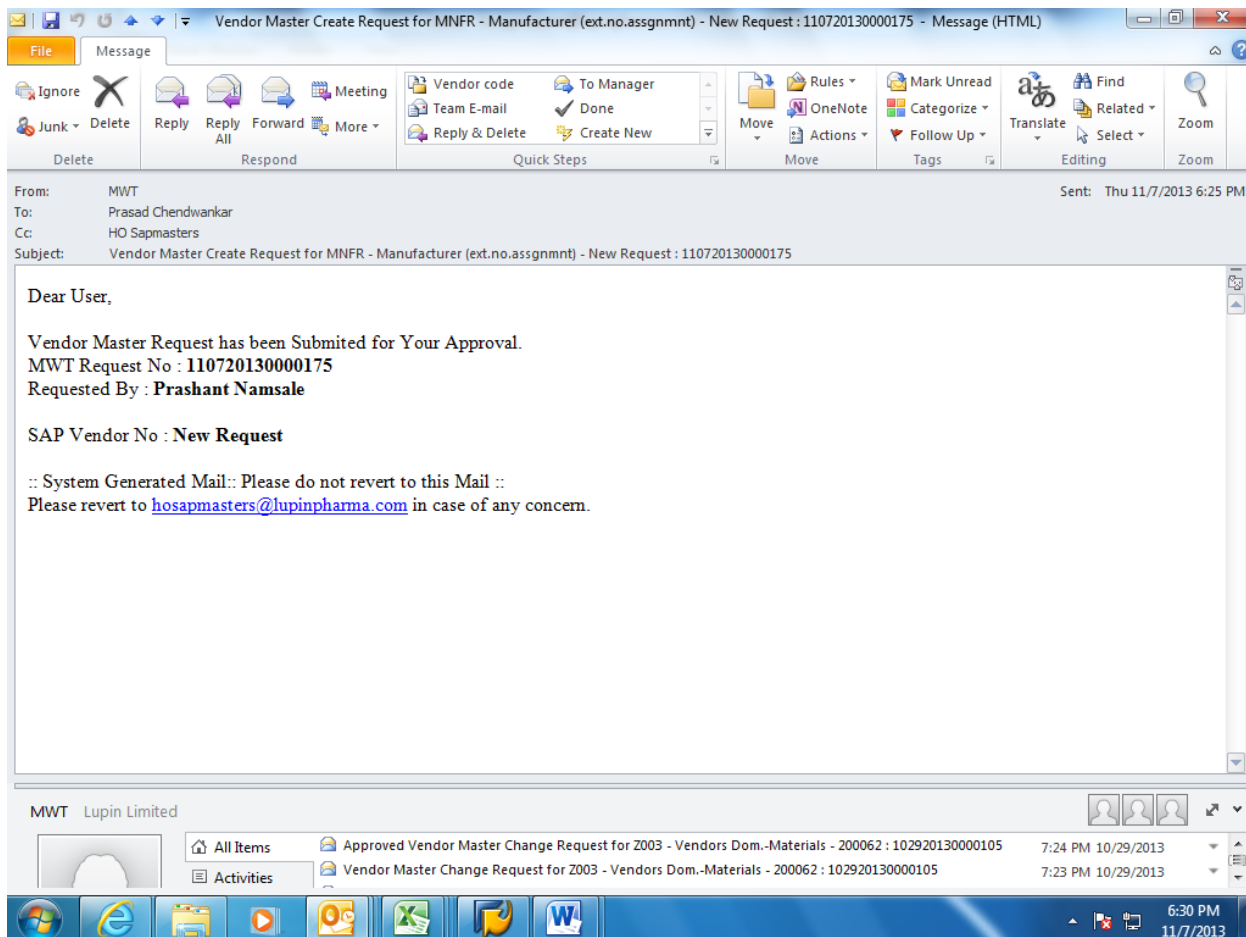
[Search](#)

Request No.	Vendor Code	Vendor Account Group	Vendor Name	Created By	Created On	Status
101520130000031	New Request	Z002 - Vendor Imp.Stores,Spares,Capex	sdfsdf	Dilip Ram	15/10/2013	
101820130000040	New Request	MNFR - Manufacturer (ext.no.assignmnt)		Dilip Ram	18/10/2013	
101820130000041	New Request	MNFR - Manufacturer (ext.no.assignmnt)		Dilip Ram	18/10/2013	
101820130000042	New Request	MNFR - Manufacturer (ext.no.assignmnt)		Dilip Ram	18/10/2013	
101820130000043	New Request	MNFR - Manufacturer (ext.no.assignmnt)	dfghdfg	Dilip Ram	18/10/2013	
101820130000044	New Request	Z001 - Vendors Imp-Materials	dddddddddddddd	Dilip Ram	18/10/2013	
101820130000045	New Request	Z002 - Vendor Imp.Stores,Spares,Capex		Dilip Ram	18/10/2013	
101820130000047	New Request	Z003 - Vendors Dom.-Materials	R&H Pharmacy, Inc.	Dilip Ram	18/10/2013	
101820130000050	New Request	Z007 - Vendors Dom.-Services	R&H Pharmacy, Inc.	Dilip Ram	18/10/2013	
101820130000051	L001	Z009 - Vendors-Lupin Plants	ssssss	Dilip Ram	18/10/2013	

1 2 3 4 5 6

[View](#) [Modify](#) [Create New](#) [Change Request](#) [Vendor Block / Unblock](#)

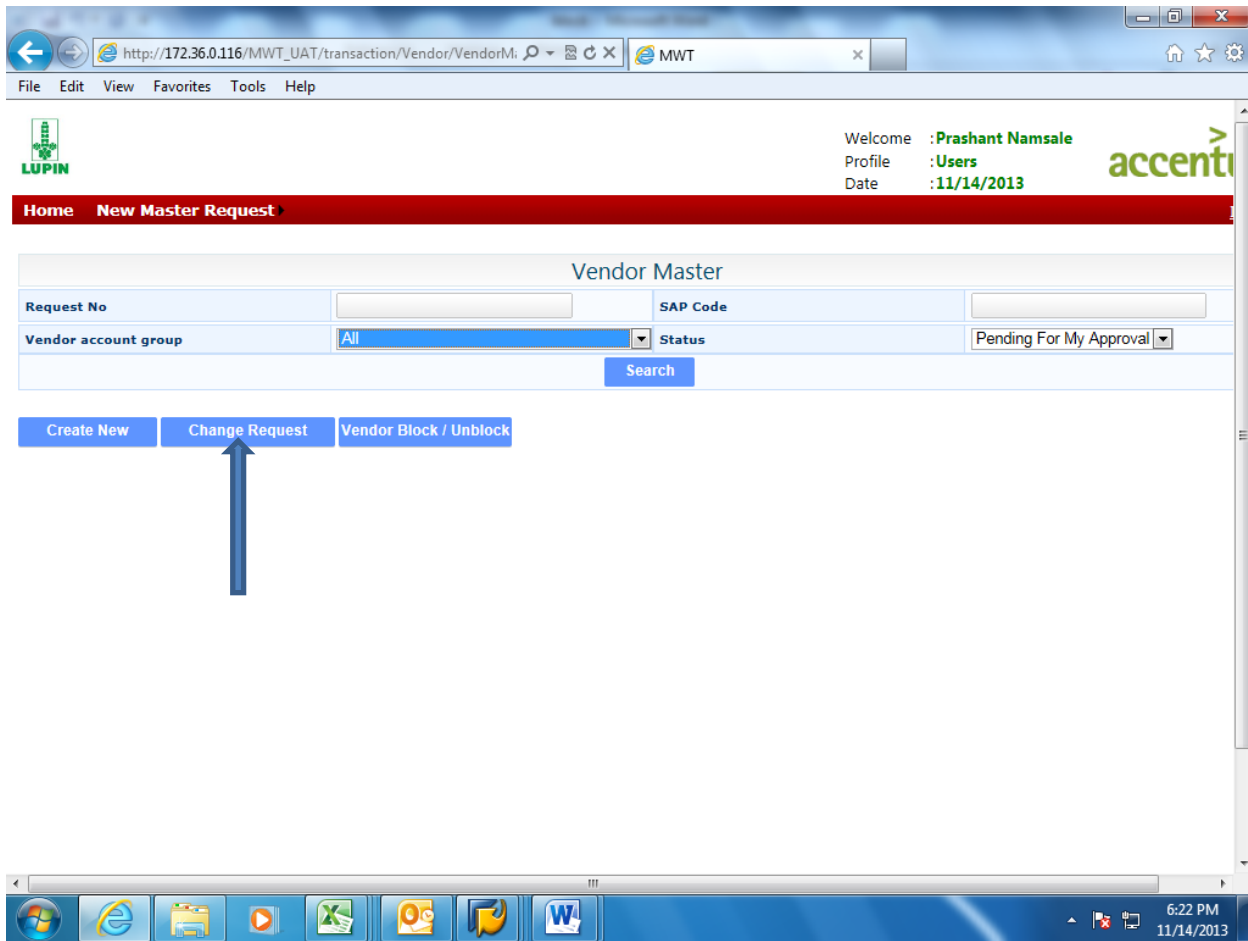
xiv. Vendor Master Mail Sample.



B. Vendor Master Change Request

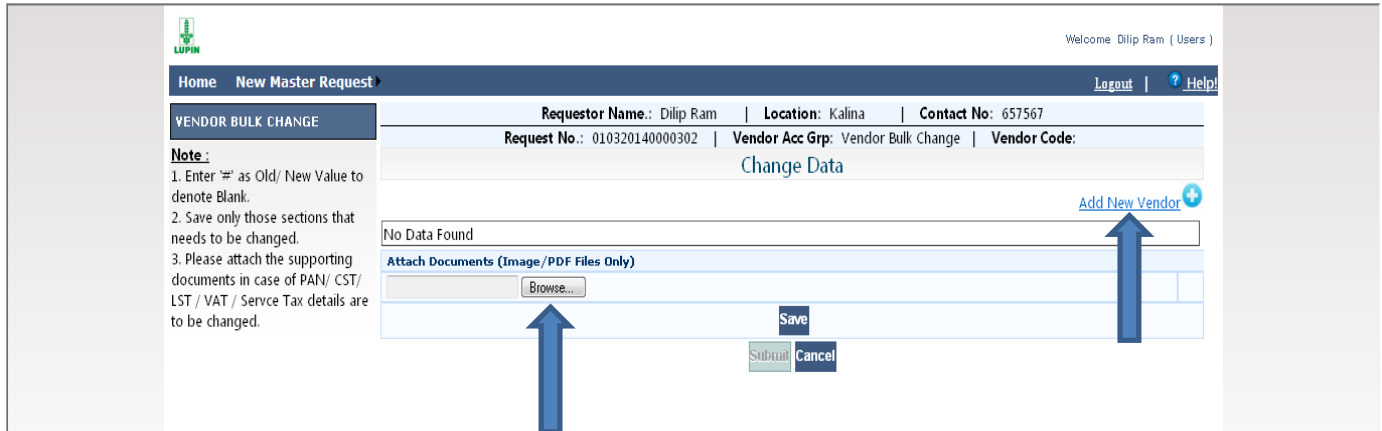
i. Initiation

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



ii. Add New Vendor

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



Home New Master Request Logout Help

VENDOR BULK CHANGE

Note :
 1. Enter '-' as Old/ New Value to denote Blank.
 2. Save only those sections that needs to be changed.
 3. Please attach the supporting documents in case of PAN/ CST/ LST / VAT / Service Tax details are to be changed.

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: 657567
 Request No.: 010320140000302 | Vendor Acc Grp: Vendor Bulk Change | Vendor Code:
[Change Data](#)

[Add New Vendor](#)

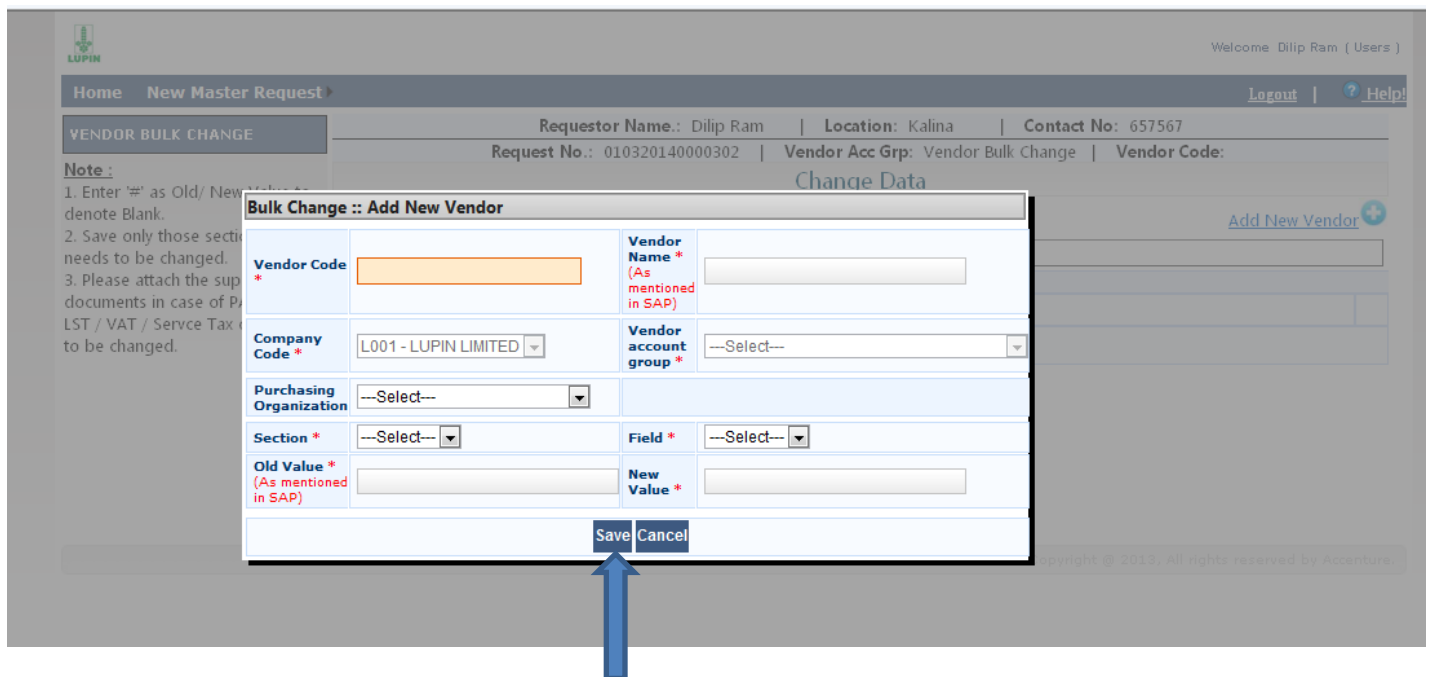
No Data Found

Attach Documents (Image/PDF Files Only)

Browse... Save Submit Cancel

iii. Vendor 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”.




The screenshot displays the 'Vendor Bulk Change' interface. A modal dialog titled 'Bulk Change :: Add New Vendor' is open, allowing for the addition of a new vendor. The dialog includes the following fields:

- Vendor Code ***: A text input field.
- Vendor Name ***: A text input field with a note '(As mentioned in SAP)'.
- Company Code ***: A dropdown menu showing 'L001 - LUPIN LIMITED'.
- Vendor account group ***: A dropdown menu showing '---Select---'.
- Purchasing Organization**: A dropdown menu showing '---Select---'.
- Section ***: A dropdown menu showing '---Select---'.
- Field ***: A dropdown menu showing '---Select---'.
- Old Value ***: A text input field with a note '(As mentioned in SAP)'.
- New Value ***: A text input field.

At the bottom of the dialog, there are 'Save' and 'Cancel' buttons. A blue arrow points to the 'Save' button. The background interface shows the 'Vendor Bulk Change' page with a 'Note' section on the left and a 'Change Data' table on the right.

iv. Add another Field

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


Welcome Dilip Ram (Users)

[Home](#) [New Master Request](#)
Logout Help!

VENDOR BULK CHANGE

Note :
 1. Enter '#' as Old/ New Value to denote Blank.
 2. Save only those sections that needs to be changed.
 3. Please attach the supporting documents in case of PAN/ CST/ LST / VAT / Service Tax details are to be changed.


Requestor Name.: Dilip Ram | Location: Kalina | Contact No: 657567
 Request No.: 010320140000302 | Vendor Acc Grp: Vendor Bulk Change | Vendor Code:

Change Data

[Add New Vendor](#)

SAP Code	Name	Purch. Org.	Section	Field	Old Value	New Value
124578	tert Vendor	L001	Vendor General	Address	Old Value Test	New Value Test

[Attach Documents \(Image/PDF Files Only\)](#) [Add Field](#)


Welcome Dilip Ram (Users)

[Home](#) [New Master Request](#)
Logout Help!

VENDOR BULK CHANGE

Note :
 1. Enter '#' as Old/ New Value to denote Blank.
 2. Save only those sections that needs to be changed.
 3. Please attach the supporting documents in case of PAN/ CST/ LST / VAT / Service Tax details are to be changed.

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: 657567
 Request No.: 010320140000302 | Vendor Acc Grp: Vendor Bulk Change | Vendor Code:

Change Data

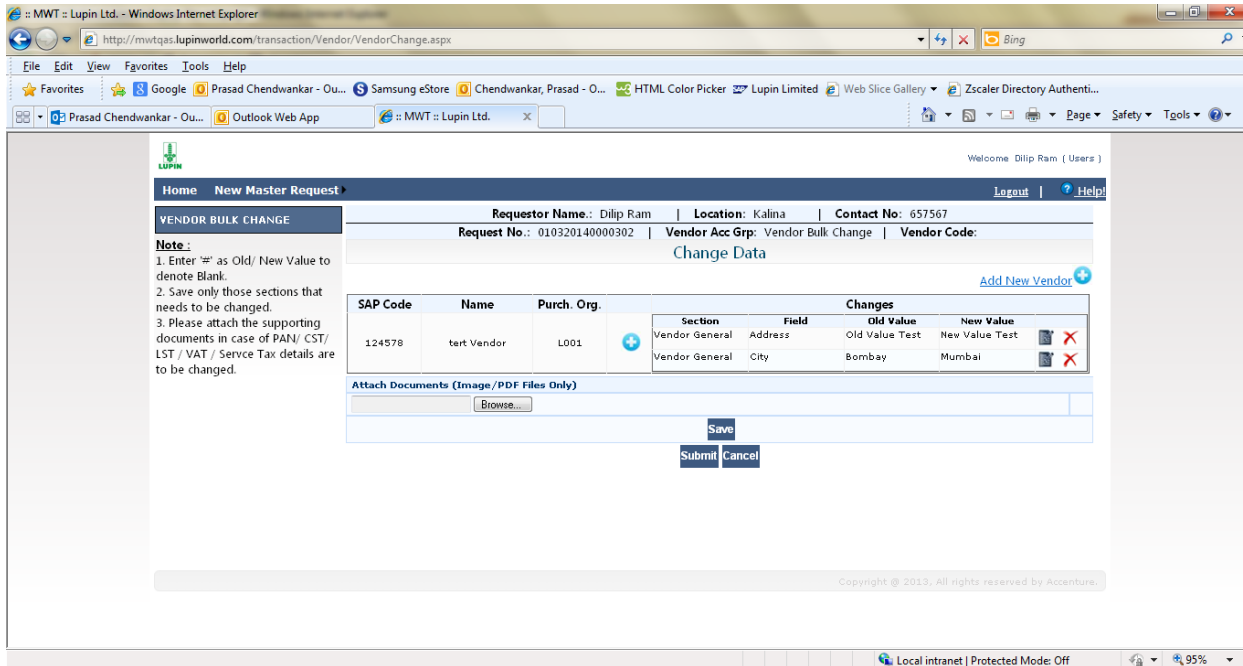
[Add New Vendor](#)

Bulk Change :: Add New Vendor

Vendor Code *	124578	Vendor Name * (As mentioned in SAP)	tert Vendor
Company Code *	L001 - LUPIN LIMITED	Vendor account group *	Z001 - Vendors Imp-Materials
Purchasing Organization	L001 - Lupin Purchasing Org		
Section *	Vendor General	Field *	City
Old Value * (As mentioned in SAP)	Bombay	New Value *	Mumba

v. Vendor 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.



Windows Internet Explorer
http://mwttas.lupinworld.com/transaction/Vendor/VendorChange.aspx

File Edit View Favorites Tools Help

Prasad Chendwankar - Ou... Samsung eStore Chendwankar, Prasad - O... HTML Color Picker Lupin Limited Web Slice Gallery Zscaler Directory Authenti...

Prasad Chendwankar - Ou... Outlook Web App MWT :: Lupin Ltd.

Welcome: Dilip Ram (Users)

Home New Master Request Logout Help

VENDOR BULK CHANGE

Note :
1. Enter " " as Old/ New Value to denote Blank.
2. Save only those sections that needs to be changed.
3. Please attach the supporting documents in case of PAN/ CST/ LST / VAT / Service Tax details are to be changed.

Requestor Name.: Dilip Ram | Location: Kalina | Contact No.: 657567
Request No.: 010320140000302 | Vendor Acc Grp: Vendor Bulk Change | Vendor Code: Change Data

[Add New Vendor](#)

SAP Code	Name	Purch. Org.	Section	Field	Old Value	New Value
124578	tert Vendor	L001	Vendor General	Address	Old Value Test	New Value Test
			Vendor General	City	Bombay	Mumbai

Attach Documents (Image/PDF Files Only)

Browse...

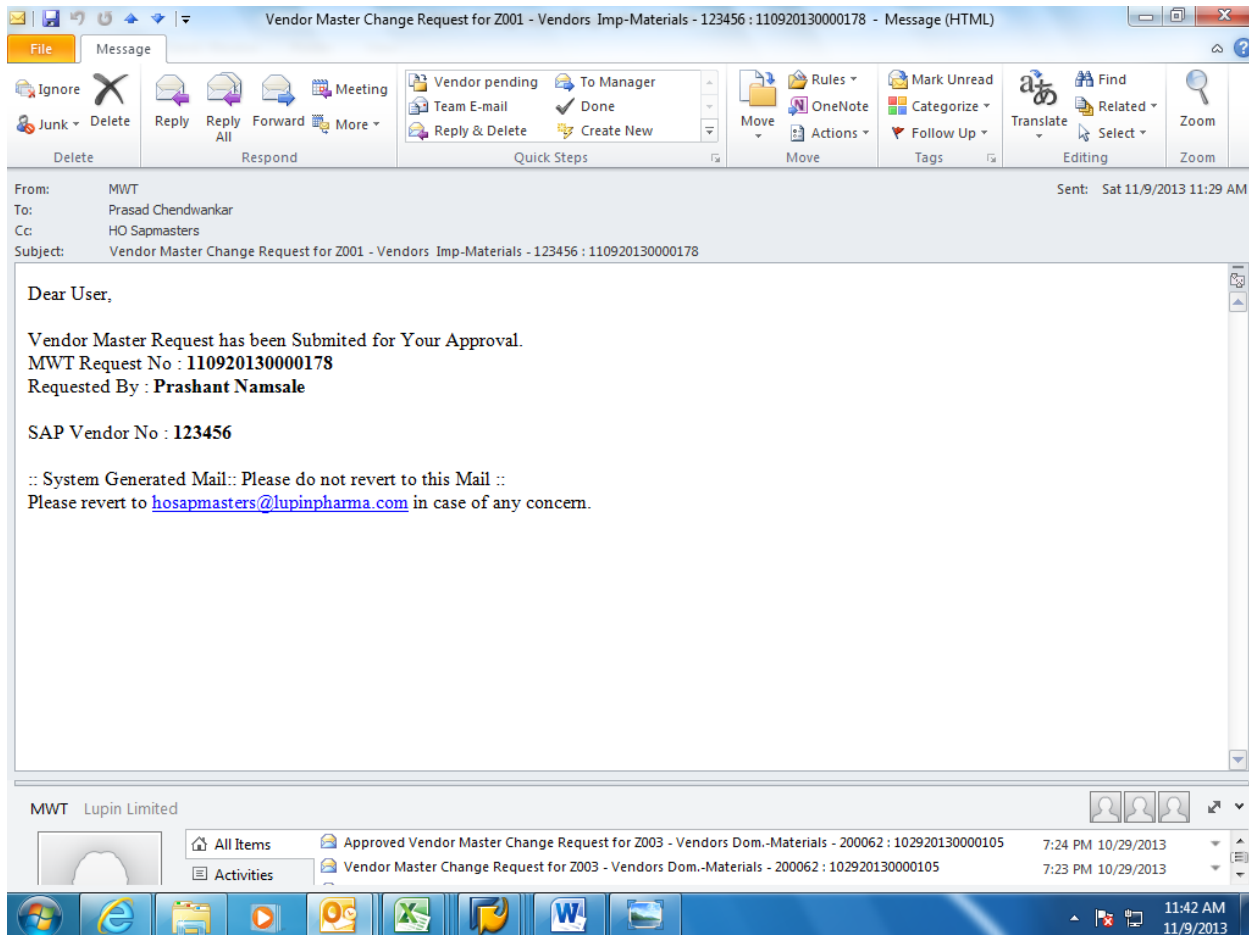
Save

Submit Cancel

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Local intranet | Protected Mode: Off 95%

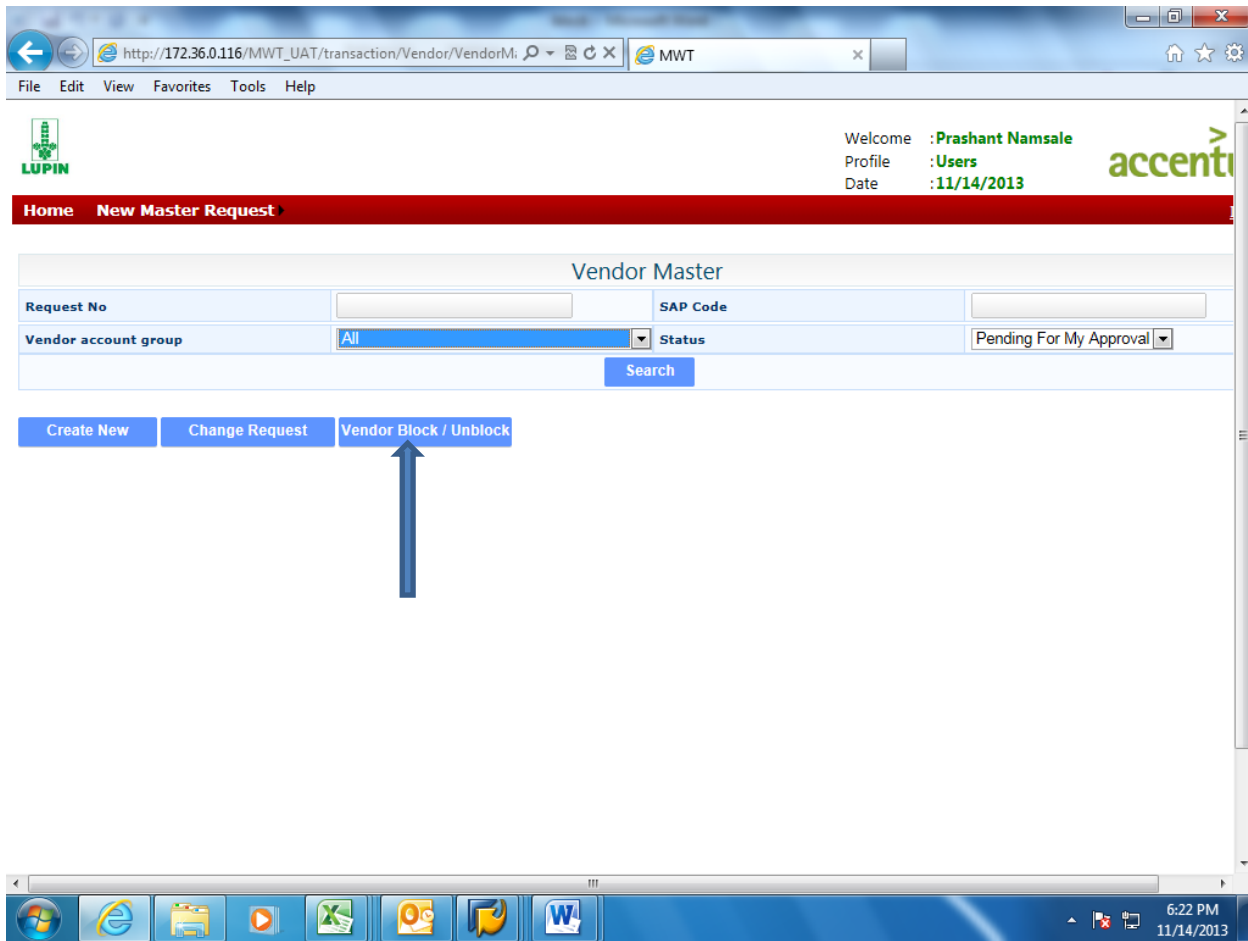
vi. Vendor Master Change Mail Sample.



C. Vendor Master Block Request

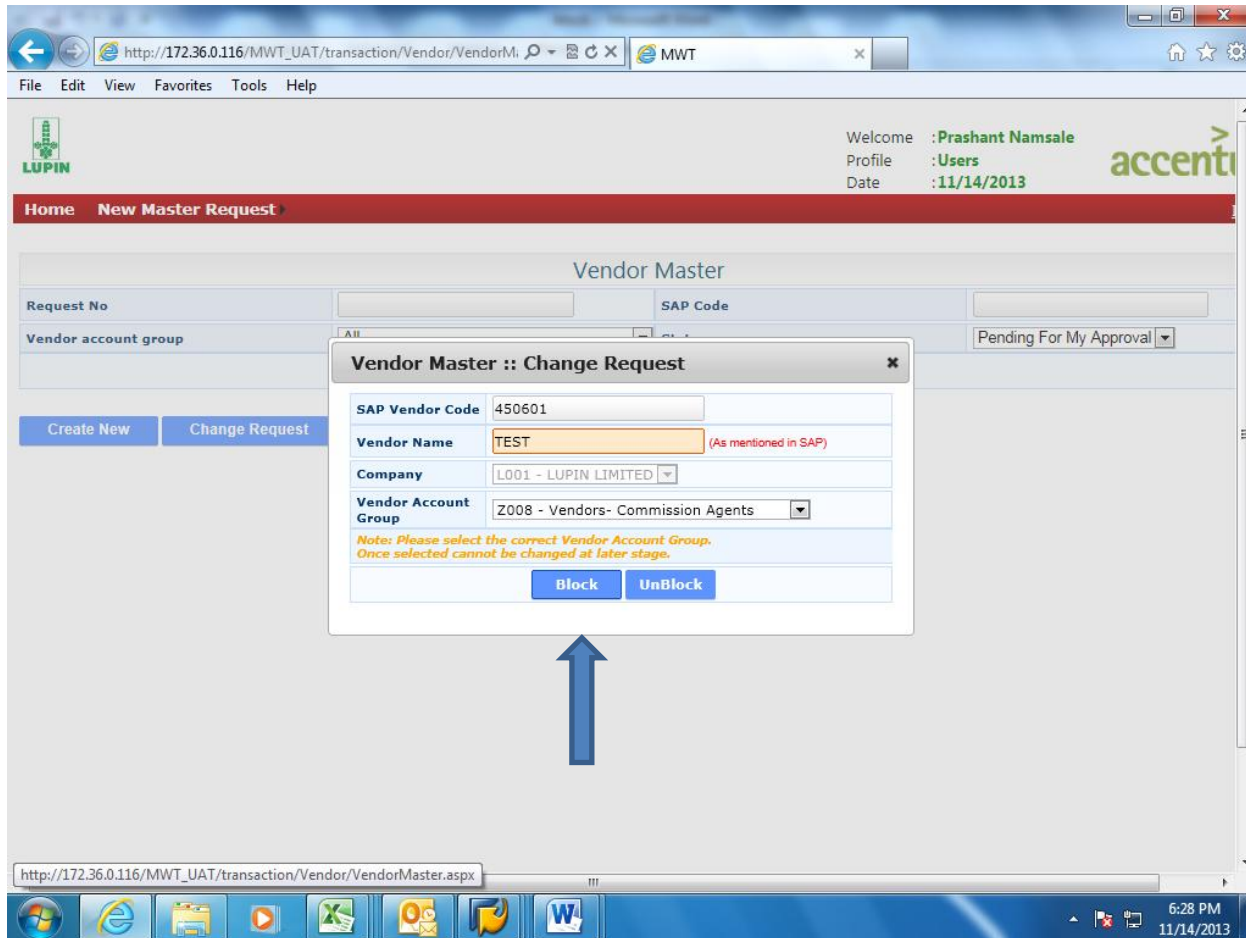
i. Initiation

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



ii. Vendor Account Group Selection

- Please enter the SAP vendor Code
- On entering the SAP Vendor Code the Vendor Account group will be selected. (It will help us verify the Vendor to be changed)
- Enter the Vendor Name as mentioned in SAP.
- Click “Block” to proceed.



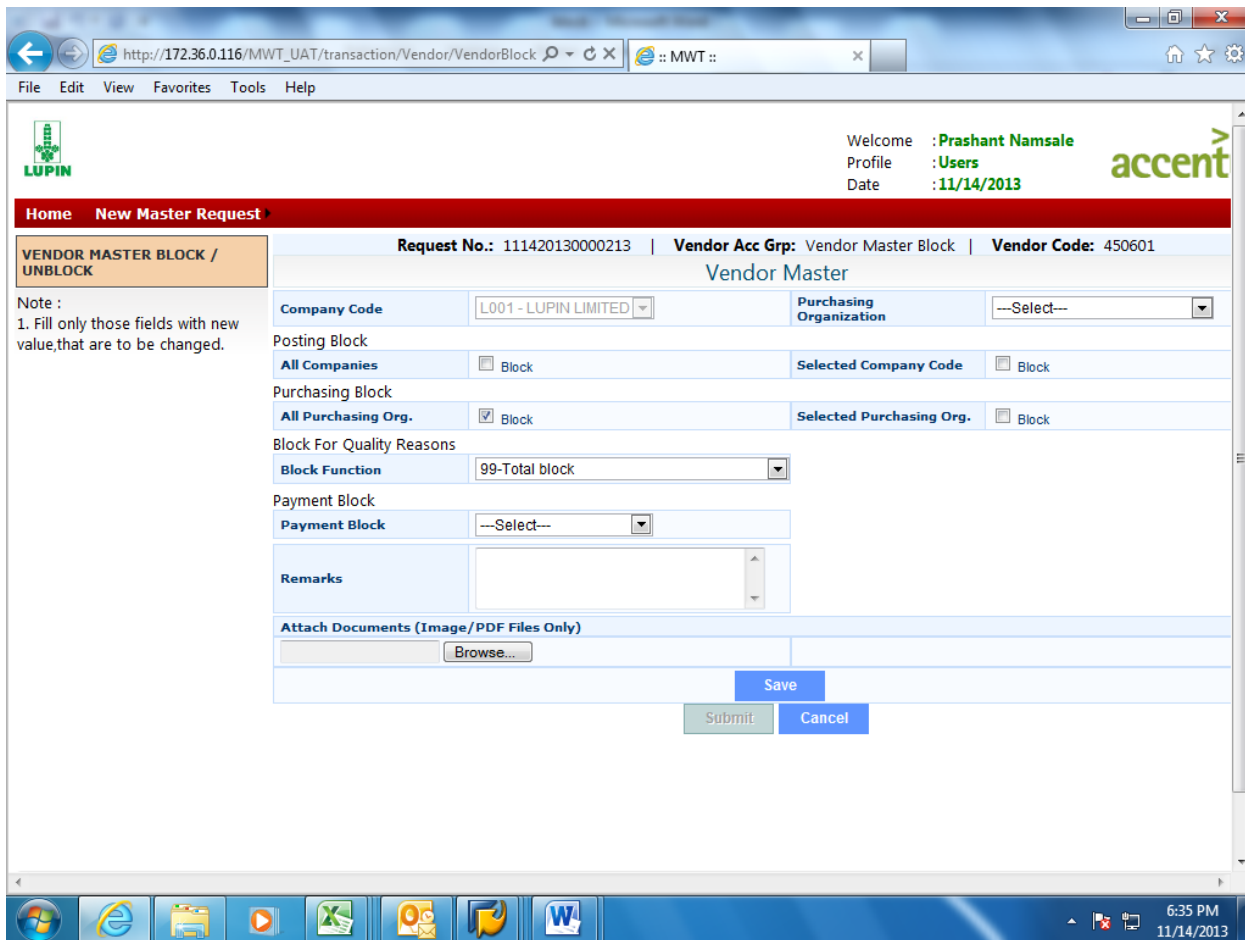
The screenshot displays the 'Vendor Master :: Change Request' dialog box within the Master Workflow Tool (MWT) interface. The dialog box contains the following fields and options:

- SAP Vendor Code:** 450601
- Vendor Name:** TEST (As mentioned in SAP)
- Company:** L001 - LUPIN LIMITED
- Vendor Account Group:** Z008 - Vendors- Commission Agents

A note below the fields states: "Note: Please select the correct Vendor Account Group. Once selected cannot be changed at later stage." At the bottom of the dialog box, there are two buttons: "Block" and "UnBlock". A blue arrow points to the "Block" button. The background interface shows the 'Vendor Master' section with a 'Pending For My Approval' status.

iii. Vendor 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



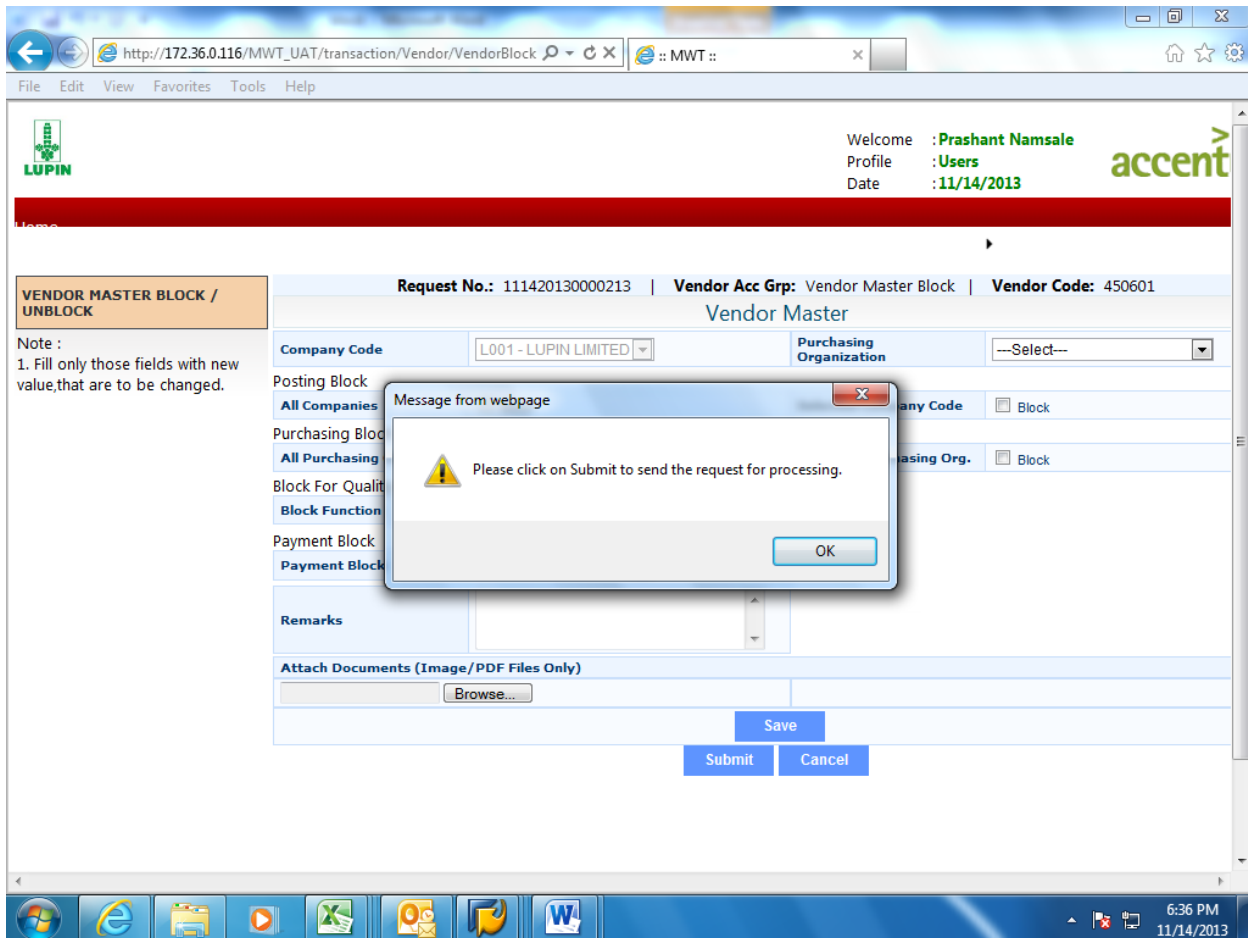
The screenshot shows a web browser window with the URL http://172.36.0.116/MWT_UAT/transaction/Vendor/VendorBlock. The browser's address bar shows "MWT ::". The application interface includes a header with the LUPIN logo, a welcome message for Prashant Namsale, and a navigation bar with "Home" and "New Master Request". The main form is titled "Vendor Master Block / UNBLOCK" and contains the following fields:

- Request No.:** 111420130000213
- Vendor Acc Grp:** Vendor Master Block
- Vendor Code:** 450601
- Company Code:** L001 - LUPIN LIMITED
- Purchasing Organization:** ---Select---
- Posting Block:** All Companies (Block) Selected Company Code (Block)
- Purchasing Block:** All Purchasing Org. (Block) Selected Purchasing Org. (Block)
- Block For Quality Reasons:** Block Function (99-Total block)
- Payment Block:** Payment Block (---Select---)
- Remarks:** (Text area)
- Attach Documents (Image/PDF Files Only):** (Browse... button)

At the bottom of the form are buttons for "Save", "Submit", and "Cancel". The Windows taskbar at the bottom shows the time as 6:35 PM on 11/14/2013.

iv. Vendor 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.



Request No.: 111420130000213 | Vendor Acc Grp: Vendor Master Block | Vendor Code: 450601

Vendor Master

Company Code: L001 - LUPIN LIMITED | Purchasing Organization: ---Select---

Posting Block: All Companies | Purchasing Block: All Purchasing | Block For Quality: Block Function | Payment Block: Payment Block

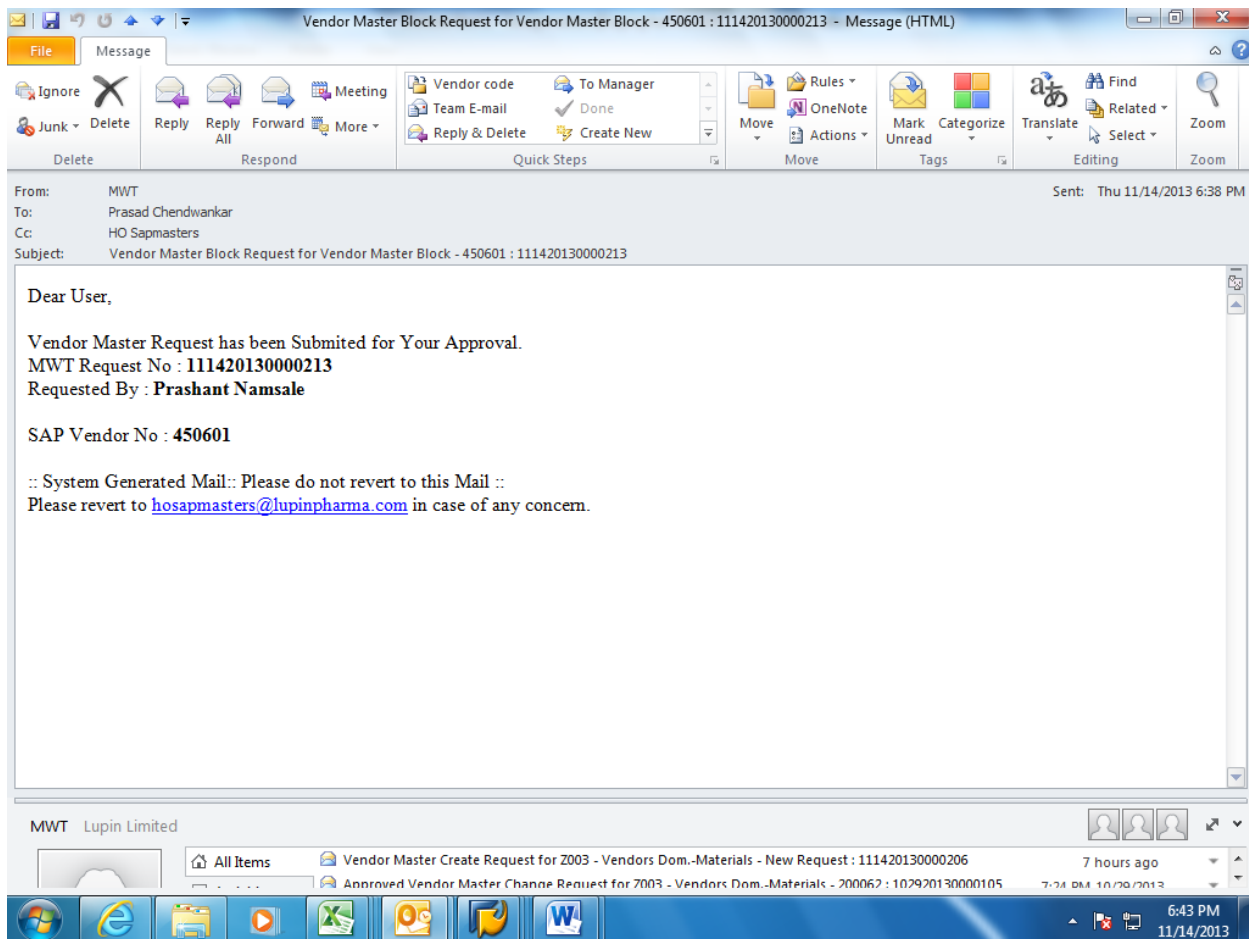
Remarks: [Text Area]

Attach Documents (Image/PDF Files Only): [Browse...]

Buttons: Save, Submit, Cancel

Modal Dialog: Message from webpage. Please click on Submit to send the request for processing. OK

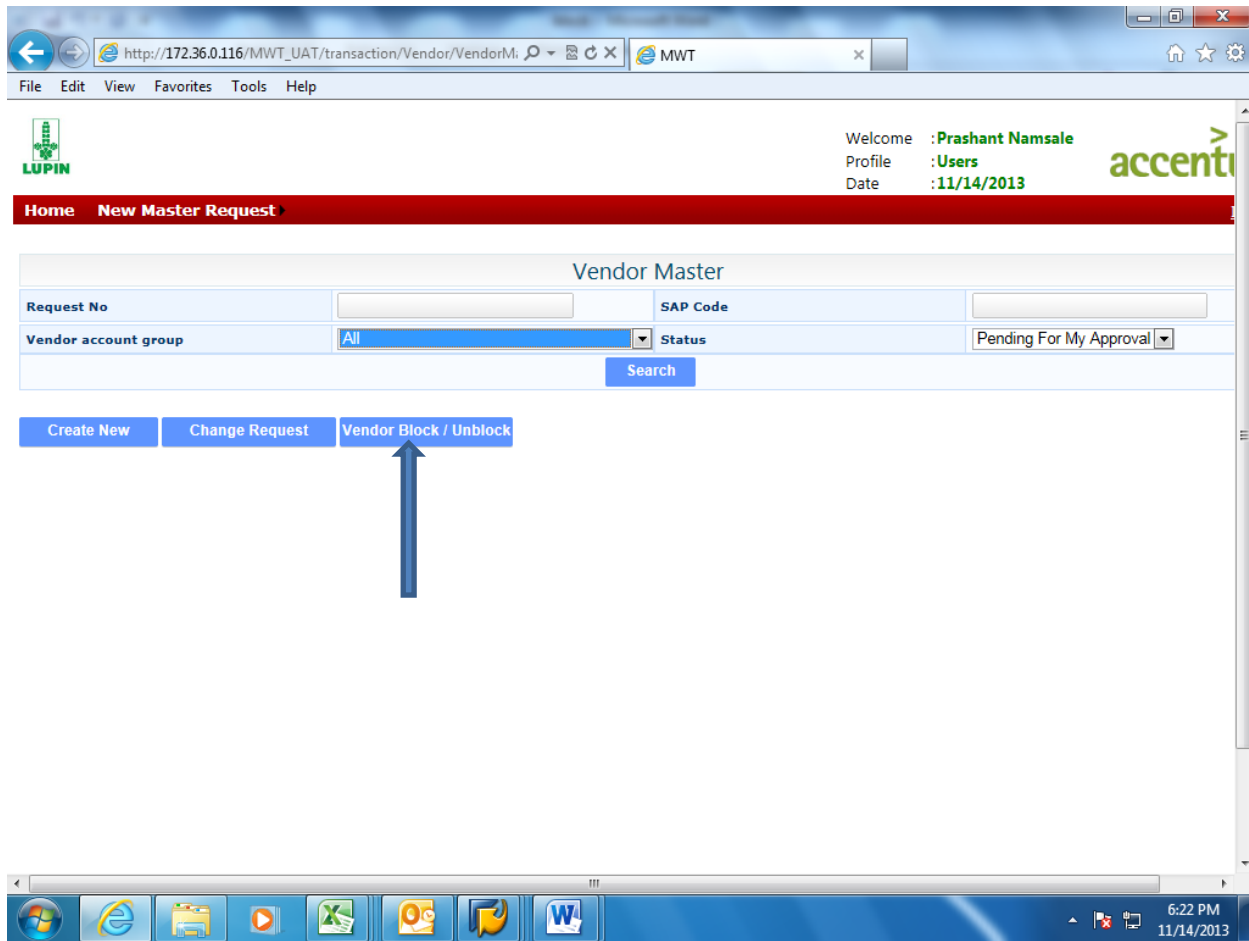
v. Vendor Master Change Mail Sample.



D. Vendor Master Unblock Request

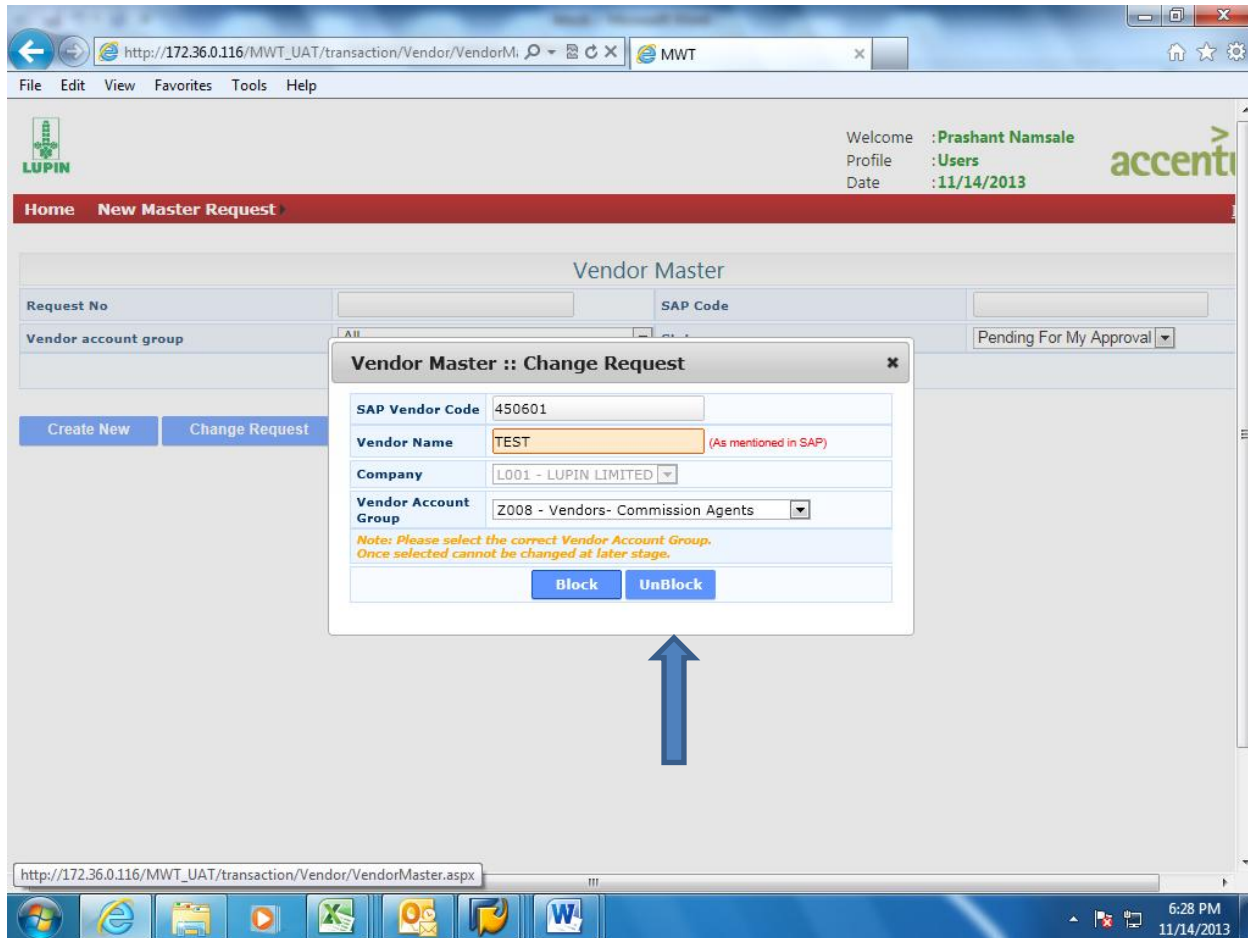
i. Initiation

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



ii. Vendor Account Group Selection

- Please enter the SAP vendor Code
- On entering the SAP Vendor Code the Vendor Account group will be selected. (It will help us verify the Vendor to be changed)
- Enter the Vendor Name as mentioned in SAP.
- Click “Unblock” to proceed.



The screenshot shows the MWT Vendor Master Change Request form. The form is titled "Vendor Master :: Change Request" and contains the following fields:

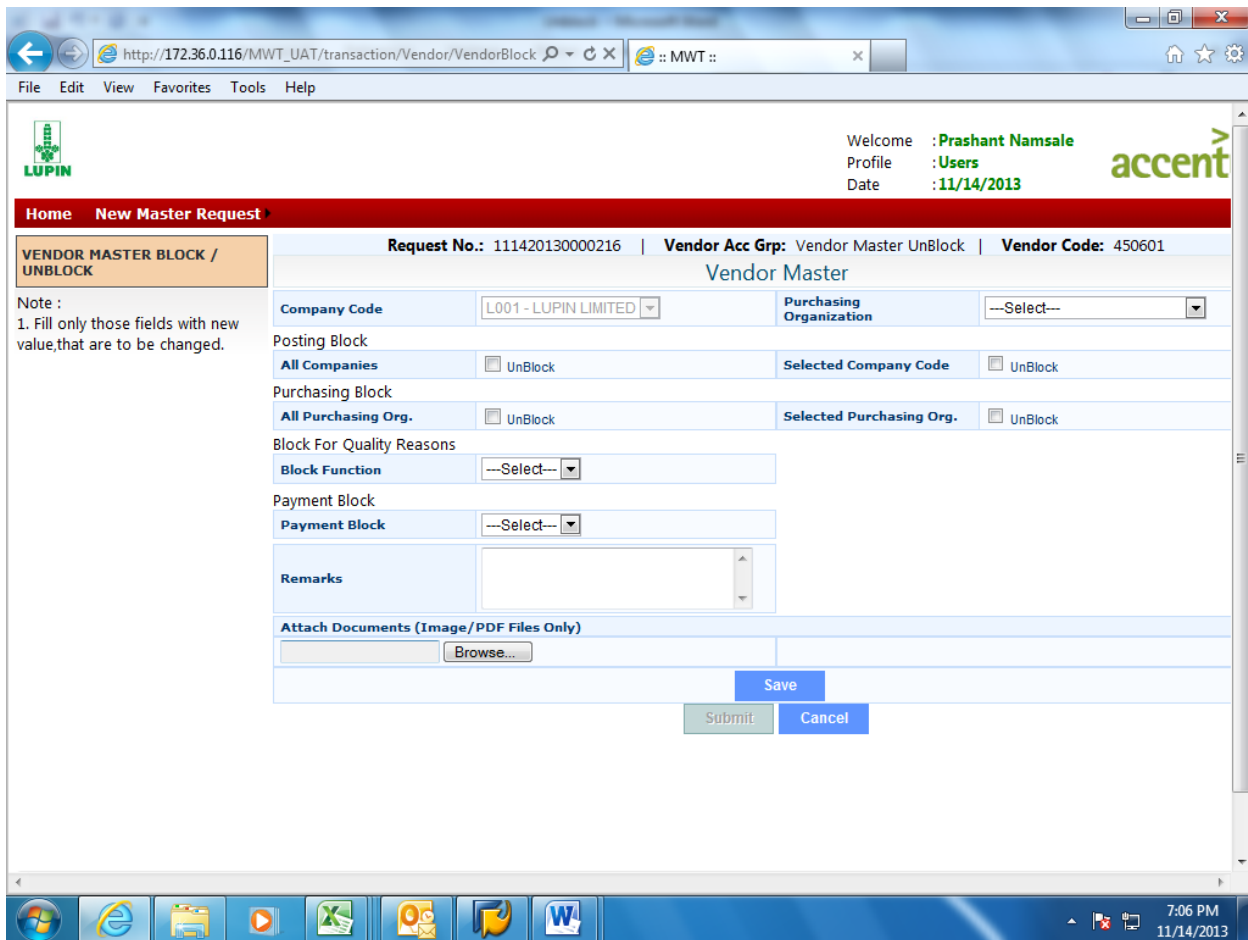
- SAP Vendor Code:** 450601
- Vendor Name:** TEST (As mentioned in SAP)
- Company:** L001 - LUPIN LIMITED
- Vendor Account Group:** Z008 - Vendors- Commission Agents

Below the fields, there is a note: "Note: Please select the correct Vendor Account Group. Once selected cannot be changed at later stage." At the bottom of the form, there are two buttons: "Block" and "UnBlock". A blue arrow points to the "UnBlock" button.

The background shows the MWT interface with a welcome message for Prashant Namsale, profile Users, and date 11/14/2013. The URL in the browser is http://172.36.0.116/MWT_UAT/transaction/Vendor/VendorMaster.aspx.

iii. Vendor Master Unblock 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

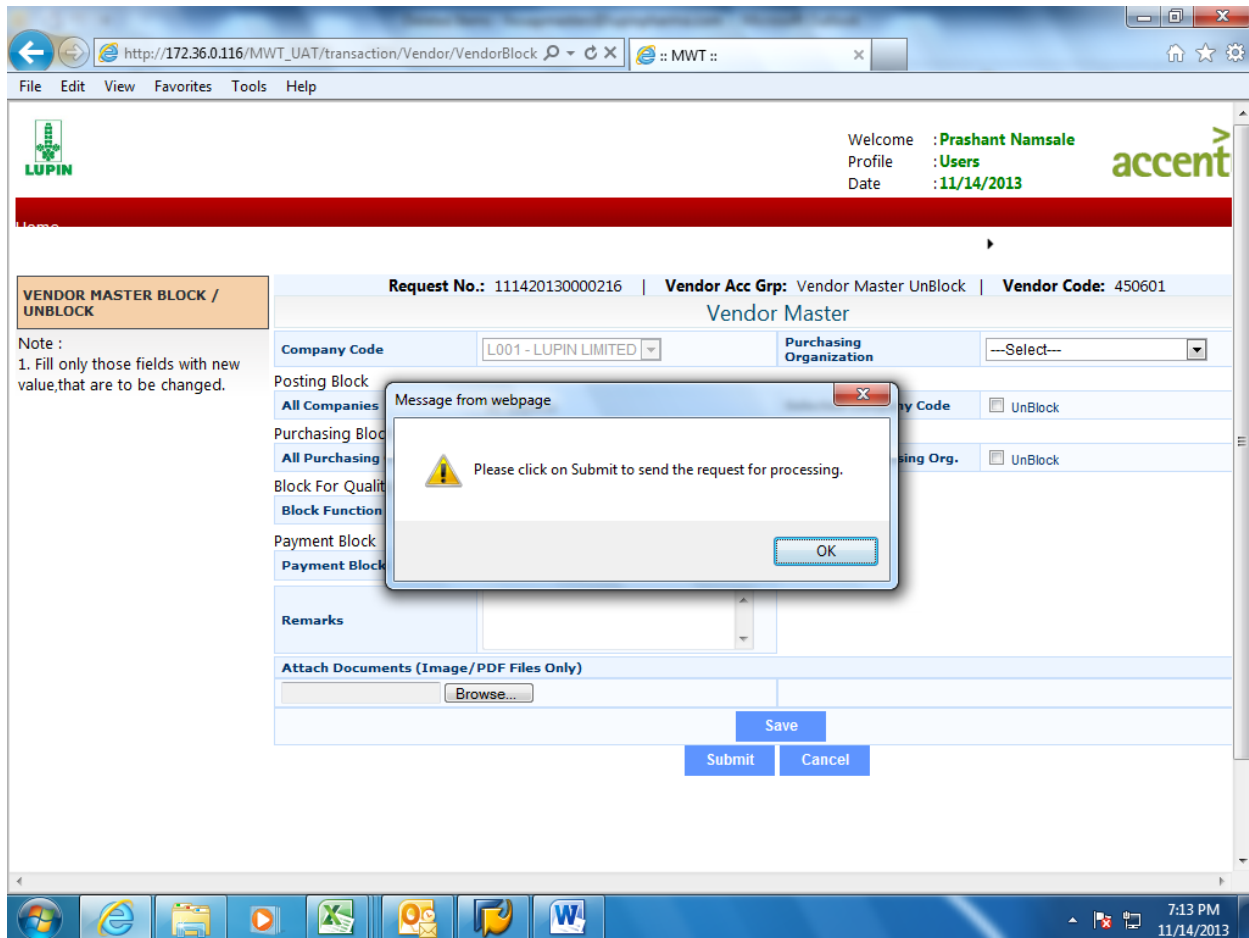


The screenshot shows a web browser window displaying the 'Vendor Master Unblock' form. The browser address bar shows the URL: http://172.36.0.116/MWT_UAT/transaction/Vendor/VendorBlock. The page header includes the LUPIN logo, a welcome message for Prashant Namsale, and the date 11/14/2013. The form is titled 'Vendor Master Unblock' and contains the following fields and sections:

- Request No.:** 111420130000216 | **Vendor Acc Grp:** Vendor Master Unblock | **Vendor Code:** 450601
- Company Code:** L001 - LUPIN LIMITED | **Purchasing Organization:** --Select--
- Posting Block:**
 - All Companies:** ☐ Unblock
 - Selected Company Code:** ☐ Unblock
- Purchasing Block:**
 - All Purchasing Org.:** ☐ Unblock
 - Selected Purchasing Org.:** ☐ Unblock
- Block For Quality Reasons:**
 - Block Function:** --Select--
- Payment Block:**
 - Payment Block:** --Select--
- Remarks:** (Text area)
- Attach Documents (Image/PDF Files Only):** (Browse... button)
- Buttons:** Save, Submit, Cancel

iv. Vendor Master Unblock 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.



Request No.: 111420130000216 | Vendor Acc Grp: Vendor Master Unblock | Vendor Code: 450601

Vendor Master

Company Code: L001 - LUPIN LIMITED | Purchasing Organization: --Select--

Posting Block: All Companies | Purchasing Block: All Purchasing | Block For Quality: Block Function | Payment Block: Payment Block

UnBlock | UnBlock Org.

Remarks

Attach Documents (Image/PDF Files Only)

Browse...

Save | Submit | Cancel

Message from webpage

Please click on Submit to send the request for processing.

OK

Thank You!