



# USER MANUAL

Master Work Flow Tool (MWT).

*Manufacturer Approval Master*

Jan, 2015

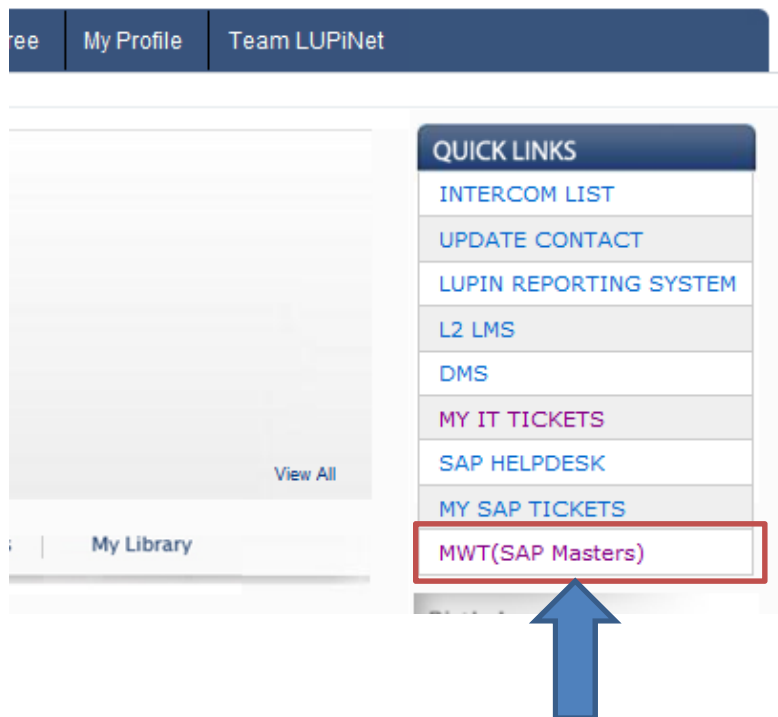
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## I. General Section

### A. Login

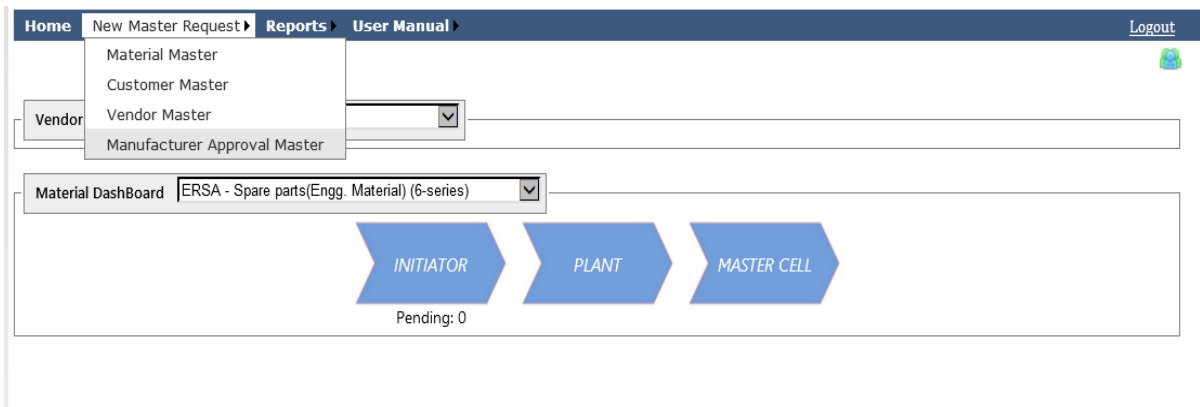
Use the Link on your home page Quick Link to login into the system.



## B. Home Page

Home Page gives you the list of Actionable for manufacturer approval form.

Use navigation Menu to Access the Manufacturer Approval Master section



The screenshot displays the Home Page of the Master Workflow Tool (MWT). The top navigation bar includes 'Home', 'New Master Request', 'Reports', and 'User Manual', with a 'Logout' link on the right. A 'Vendor' dropdown menu is visible, listing 'Material Master', 'Customer Master', 'Vendor Master', and 'Manufacturer Approval Master'. Below this, the 'Material Dashboard' section shows a dropdown for 'ERSA - Spare parts(Engg. Material) (6-series)'. The main content area features a workflow diagram with three steps: 'INITIATOR', 'PLANT', and 'MASTER CELL'. Under the 'INITIATOR' step, it indicates 'Pending: 0'.

## II. Manufacturer Approval Master Section

Following section can be used for the following actions:

- I. Search Manufacturer Approval Master as per the criteria
  - a. Pending for your approval
  - b. Created by you
  - c. Roll backed to you
  - d. Roll backed by you
  - e. Incomplete
  - f. Rejected By Me
  - g. Rejected to Me
  - h. Approved
  - i. Ready for Submit
- II. Create Manufacturer Approval Master

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### Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	<input type="text" value="All"/>	Status	<input type="text" value="Ready for Submit"/>
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

No Data Found

Create New

## A. Create Manufacturer Approval Master Request

### i. Initiation

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

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### Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All <input type="button" value="v"/>	Status	Ready for Submit <input type="button" value="v"/>
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

No Data Found

Create New

## ii. Manufacturer Approver Form Approval Selection

- Please select the Department to which the request has to be redirected.
- Please select the name of your department head for approval.
- Click next to proceed.

**Note:** Please choose the Details carefully as it cannot be changed at a later stage.

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### Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Ready for Submit
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

Request No.	Location	Cost Center	Status
102820150001942	Mumbai	12345	Draft

View

Modify

Select Department

R&D and RA

Select Department Head

Mukund Pattapu

Next

Delete Request

Submit

## iii. Manufacturer Approval Request Form

- Fields in grey are disabled as they are either pre-filled or are not relevant to logged in department.
- Fill in all the Mandatory fields and all the relevant details available.
- Please fill in all the data and click “Save”.
- Click “Proceed to Submit” to proceed further to submit request or create another request.

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**MANUFACTURER APPROVAL REQUEST FORM**

Requestor Name: Srinidhi Devadiga | Location: Mumbai | Contact No.: 8108773307  
 Department: IT  
 Request No.: 102820150001954

### Manufacturer Approval Request Form

Corporate Vendor Group

From: Srinidhi Devadiga To: VQ Group

Date of Request: 28/10/2015

Priority: Very Urgent Tentative Completion: 28 Dec 2015

Proposed Market: --Select-- Proposed Market: CIS,ROW,DOM [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	Pharmacological Status	Spec & MOA	Material Category	Edit	Delete
1	MaterialNo1	ProductNo1	Ankleshwar	IP	Indian Pharmacopoeia	API	Edit	Delete
2			Ankleshwar	IP	Indian Pharmacopoeia	API	Insert	

To be filled by R&D Team

Whether trials are over

Whether Feasibility trials are over

Are the specifications frozen

Any specific requirements

Category of the materials

To be filled by RA Team

Requirement of DMP

Material Type

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

Category of redefined material

Whether audit is needed

Do RA will join in audit

Contact Details

Contact Person Name: Jasmine

Mobile Number: 919930124578

Landline Number: 1234561

E-Mail Address: abc@xyz.com

Reason for Audit: New Vendor

Specify (Others):

Previous Approval status (if applicable): NA

Remarks (If any): Testing

Attach Documents (Image/PDF Files Only)

Browse...

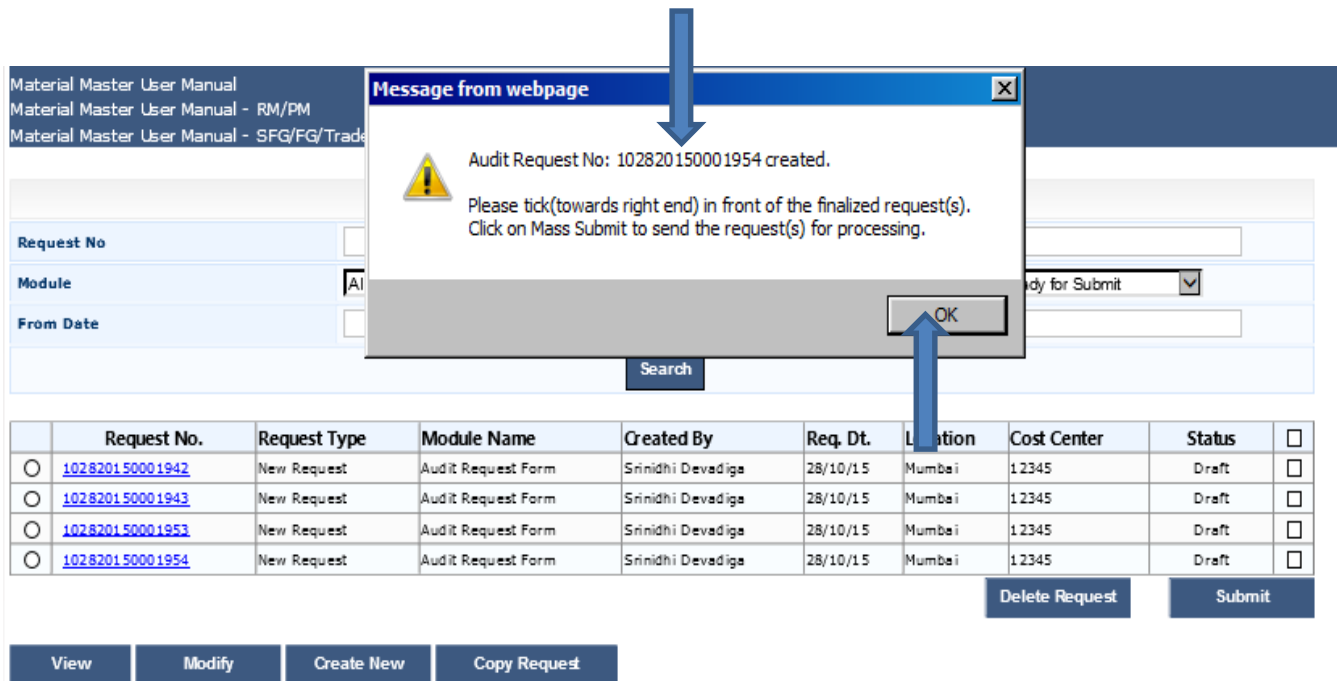
Save Proceed to Submit

Cancel



## iv. Manufacturer Approval Master Request No. Notification

- Once you click on “Proceed to Submit” you will be shown a notification with the Request no generated and request is ready to be submitted.
- Click on ok to remove the message.



The screenshot shows a web application interface. A modal window titled "Message from webpage" is displayed in the center. It contains a yellow warning icon and the following text:

Audit Request No: 102820150001954 created.  
Please tick(towards right end) in front of the finalized request(s).  
Click on Mass Submit to send the request(s) for processing.

Below the message is an "OK" button. A blue arrow points from the "OK" button to the "Proceed to Submit" button in the background interface.

The background interface shows a table with the following columns: Request No., Request Type, Module Name, Created By, Req. Dt., Location, Cost Center, Status, and a checkbox. The table contains four rows of data, all with a status of "Draft".

Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center	Status	
<a href="#">102820150001942</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	Draft	<input type="checkbox"/>
<a href="#">102820150001943</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	Draft	<input type="checkbox"/>
<a href="#">102820150001953</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	Draft	<input type="checkbox"/>
<a href="#">102820150001954</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	Draft	<input type="checkbox"/>

Below the table are buttons for "Delete Request" and "Submit". At the bottom of the interface are buttons for "View", "Modify", "Create New", and "Copy Request".

## v. Manufacturer Approval Master Submit

- Select the requests that are finalized and are ready to be submitted.
- You can select multiple requests at a time.
- Once you click on “Submit” the request will be forward to be processed.
- You will also receive a mail with the details for the same.
- Click on ok to remove the message.

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### Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All <input type="button" value="v"/>	Status	Ready for Submit <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	Status	<input type="checkbox"/>
<input type="radio"/>	<a href="#">102820150001942</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>
<input type="radio"/>	<a href="#">102820150001943</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>
<input type="radio"/>	<a href="#">102820150001953</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>
<input type="radio"/>	<a href="#">102820150001954</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	Draft	<input checked="" type="checkbox"/>

Delete Request

Submit

View

Modify

Create New

Copy Request

## vi. Manufacturer Approval Master Request Tracking.

- You can track the requests on the Manufacturer Approval Master Section Page.
- Select the status field as “Created by me” and click search.
- You can also search by the Request no.

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### Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All <input type="button" value="v"/>	Status	Created By Me <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	Status
<input type="radio"/>	<a href="#">102820150001940</a>	New Request	Audit Request Form		28/10/15	Mumbai	12345	Approved
<input type="radio"/>	<a href="#">102820150001942</a>	New Request	Audit Request Form		28/10/15	Mumbai	12345	Open
<input type="radio"/>	<a href="#">102820150001943</a>	New Request	Audit Request Form		28/10/15	Mumbai	12345	Open
<input type="radio"/>	<a href="#">102820150001953</a>	New Request	Audit Request Form		28/10/15	Mumbai	12345	Open
<input type="radio"/>	<a href="#">102820150001954</a>	New Request	Audit Request Form		28/10/15	Mumbai	12345	Open

View

Create New

Copy Request

## vii. Manufacturer Approval Master Roll backed to you.

- In case a Request has been roll backed (sent back to initiator for modification) to you. To update the request and re-submit select the status “Rollbacked to me” and click on search.
- Click on the “Rejection Note” link to view the Note.

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### Manufacturer Approval Master

Request No		SAP Code	
Module	All	Status	Rollbacked To Me
From Date		To Date	

Search

Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center	Remarks	Actioned By	Date	
102820150001954	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	<a href="#">Rejection Note</a>	Mukund Pattapu	28/10/15	<input type="checkbox"/>

View Modify

**Rejection Note**

Mukund Pattapu - (28/10/2015)  
test

Delete Request

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

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### Manufacturer Approval Master

Request No		SAP Code	
Module	All	Status	Rollbacked To Me
From Date		To Date	

Search

Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center	Remarks	Actioned By	Date	
102820150001954	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345	<a href="#">Rejection Note</a>	Mukund Pattapu	28/10/15	<input type="checkbox"/>

Delete Request

View **Modify** Create New Copy Request

## viii. Manufacturer Approval Master Rejected to you.

- In case a Request has been rejected (sent back to initiator which needs no modification) to you. To view the request select the status “Rejected to me” and click on search.
- Click on the “Rejection Note” link to view the Note.

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### Manufacturer Approval Master

Request No.  SAP Code

Module  Status

From Date  To Date

Search

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center	Remarks	Actioned By	Date	
<input type="radio"/>	<a href="#">092820150001805</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/09/15	Mumbai	12345	<a href="#">Rejection Note</a>	RND	28/09/15	<input type="checkbox"/>
<input type="radio"/>	<a href="#">102120150001926</a>	New Request	Audit Request Form	Srinidhi Devadiga	21/10/15	Mumbai	12345	<a href="#">Rejection Note</a>	Asit Chamlikar	28/10/15	<input type="checkbox"/>
<input type="radio"/>	<a href="#">102120150001928</a>	New Request	Audit Request Form	Srinidhi Devadiga	21/10/15	Mumbai	12345	<a href="#">Rejection Note</a>	Asit Chamlikar	28/10/15	<input type="checkbox"/>

View Create New

**Rejection Note**

Asit Chamlikar - (28/10/2015)  
final rejection. No further modification required.

- Click on View to view the request.

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### Manufacturer Approval Master

Request No.  SAP Code

Module  Status

From Date  To Date

Search

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center	Remarks	Actioned By	Date	
<input type="radio"/>	<a href="#">092820150001805</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/09/15	Mumbai	12345	<a href="#">Rejection Note</a>	RND	28/09/15	<input type="checkbox"/>
<input checked="" type="radio"/>	<a href="#">102120150001926</a>	New Request	Audit Request Form	Srinidhi Devadiga	21/10/15	Mumbai	12345	<a href="#">Rejection Note</a>	Asit Chamlikar	28/10/15	<input type="checkbox"/>
<input type="radio"/>	<a href="#">102120150001928</a>	New Request	Audit Request Form	Srinidhi Devadiga	21/10/15	Mumbai	12345	<a href="#">Rejection Note</a>	Asit Chamlikar	28/10/15	<input type="checkbox"/>

View Create New

## ix. 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.

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### Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	<input type="text" value="All"/>	Status	<input type="text" value="Incomplete Request"/>
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center	Status	
<input checked="" type="radio"/>	<a href="#">102820150001951</a>	New Request	Audit Request Form	Srinidhi Devadiga	28/10/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	<a href="#">101420150001922</a>	New Request	Audit Request Form	Srinidhi Devadiga	14/10/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	<a href="#">101220150001878</a>	New Request	Audit Request Form	Srinidhi Devadiga	12/10/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	<a href="#">101220150001876</a>	New Request	Audit Request Form	Srinidhi Devadiga	12/10/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	<a href="#">101220150001863</a>	New Request	Audit Request Form	Srinidhi Devadiga	12/10/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	<a href="#">101220150001875</a>	New Request	Audit Request Form	Srinidhi Devadiga	12/10/15	Mumbai	12345		<input type="checkbox"/>
<input type="radio"/>	<a href="#">100720150001841</a>	New Request	Audit Request Form	Srinidhi Devadiga	07/10/15	Mumbai	12345		<input type="checkbox"/>

View

Modify

Create New

Delete Request

## B. Manufacturer Approval Request Copy

### i. Initiation

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

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### Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Ready for Submit
From Date	<input type="text"/>	To Date	<input type="text"/>

Search

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center	Status	
<input type="radio"/>	102920150001955	New Request	Audit Request Form	Srinidhi Devadiga	29/10/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input checked="" type="radio"/>	102920150001957	New Request	Audit Request Form	Srinidhi Devadiga	29/10/15	Mumbai	12345	Draft	<input type="checkbox"/>

Delete Request Submit

View Modify Create New Copy Request

- Make changes only if necessary.
- Click on “Copy” to proceed further.

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### Manufacturer Approval Master

Request No	<input type="text"/>	SAP Code	<input type="text"/>
Module	All	Status	Ready for Submit
From Date	<input type="text"/>	To Date	<input type="text"/>

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center	Status	
<input type="radio"/>	102920150001955	New Request	Audit Request Form	Srinidhi Devadiga	29/10/15	Mumbai	12345	Draft	<input type="checkbox"/>
<input checked="" type="radio"/>	102920150001957	New Request	Audit Request Form	Srinidhi Devadiga	29/10/15	Mumbai	12345	Draft	<input type="checkbox"/>

Delete Request Submit

View Modify Create New Copy Request

#### Manufacturer Approval Master

Select Department RA

Select Department Head Dineshchandra Hegde

Copy

- Check all the data according to the requirement.
- Make necessary changes to the data if necessary.
- Click on “Save” and the “Proceed to Submit”. Submit the request for further processing by clicking on “Submit”.

**Thank You!**