



USER MANUAL

Master Work Flow Tool (MWT).

Customer Master

February, 2014

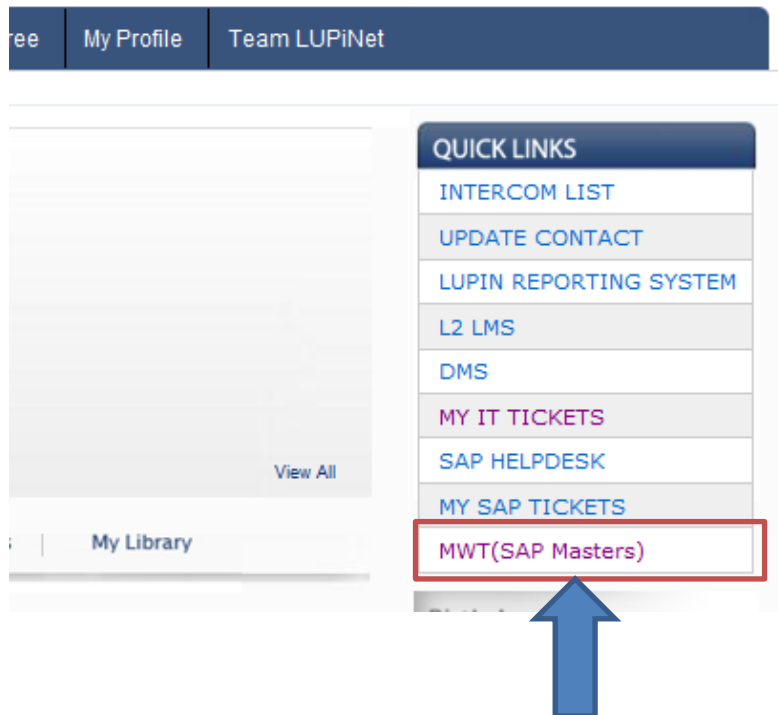
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I. General Section

A. Login

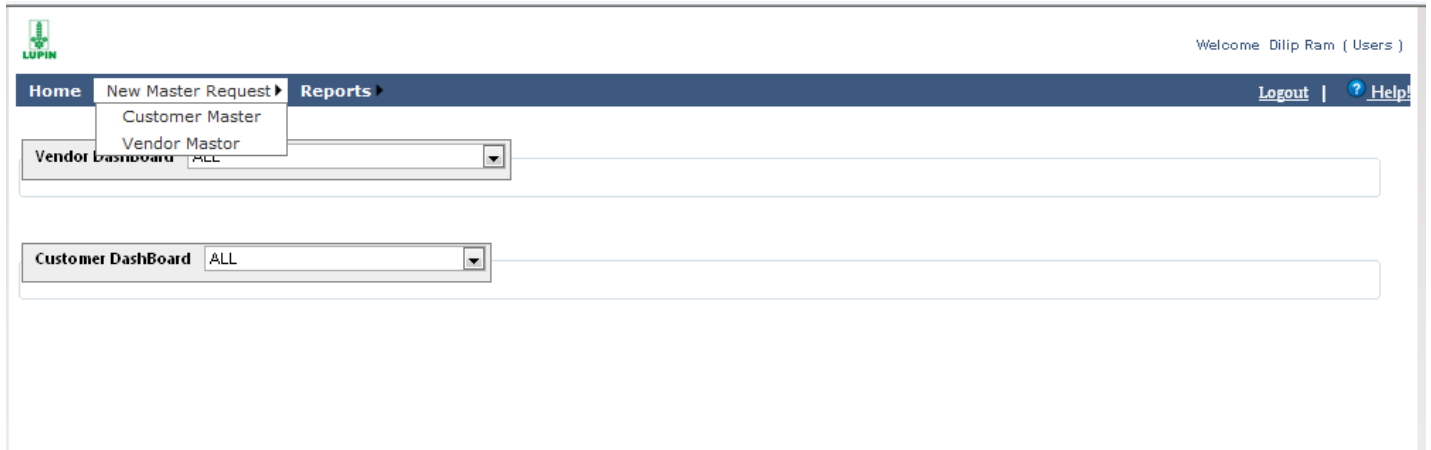
Use the Link on your home page Quick Link to login into the system.



B. Home Page

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

Use navigation Menu to Access the Customer Master section




The screenshot shows the Home Page of the Master Workflow Tool (MWT). The page has a dark blue header bar with the LUPIN logo on the left and the text "Welcome Dilip Ram (Users)" on the right. Below the header bar, there is a navigation menu with the following items: "Home", "New Master Request", "Reports", "Logout", and "Help". The "New Master Request" item is expanded, showing a sub-menu with "Customer Master" and "Vendor Master". Below the navigation menu, there are two main sections: "Vendor Dashboard" and "Customer Dashboard". Each section has a dropdown menu with "ALL" selected. The "Vendor Dashboard" section is currently active, showing a list of actionable items.

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


Welcome Dilip Ram (Users)

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


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"/>

Search

No Data Found

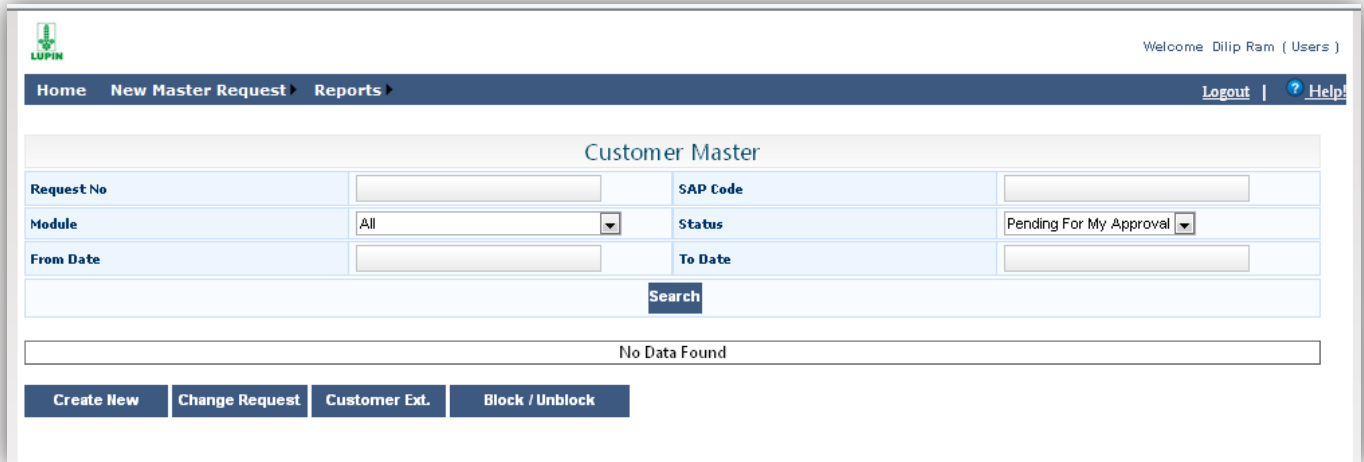
[Create New](#)
[Change Request](#)
[Customer Ext.](#)
[Block / Unblock](#)

 Local intranet | Protected Mode: Off

A. Pending For Approval Customer Master Request

i. Search

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

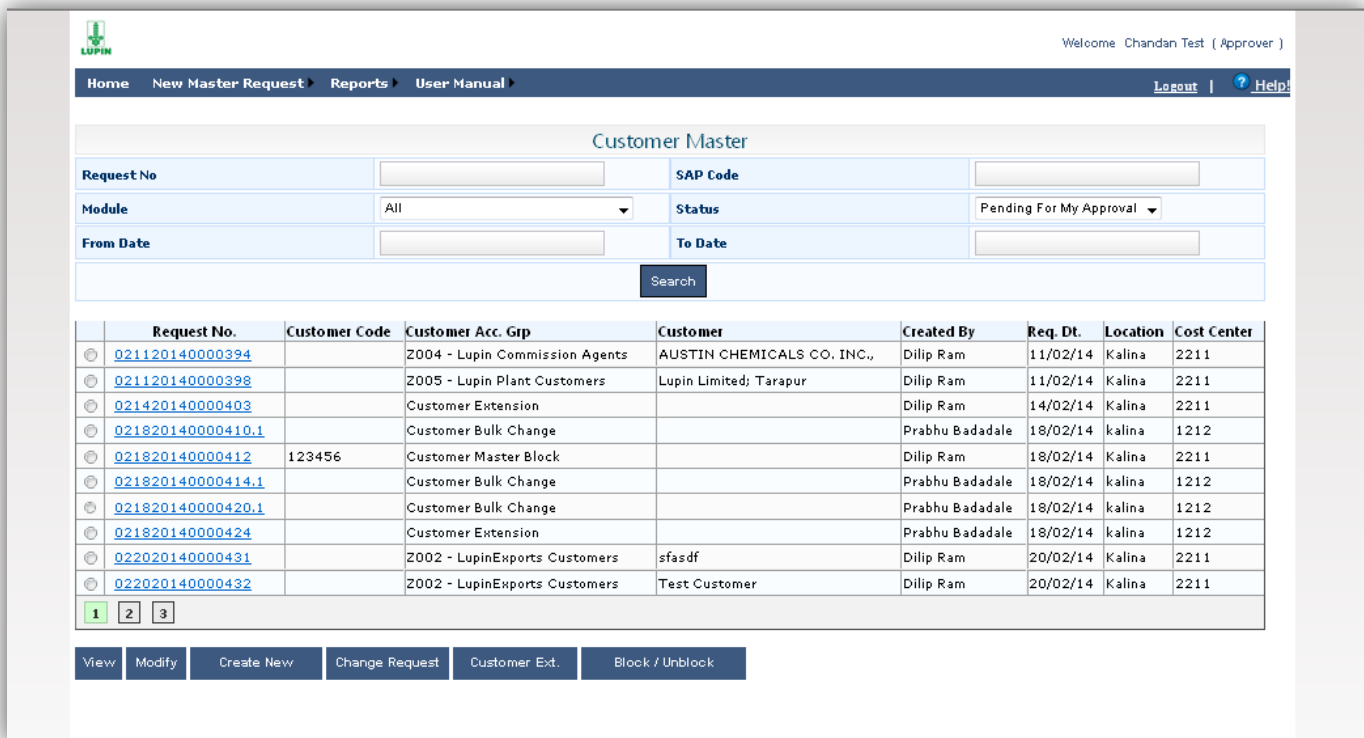


Customer Master

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

- Requests pending for your approval will be displayed.



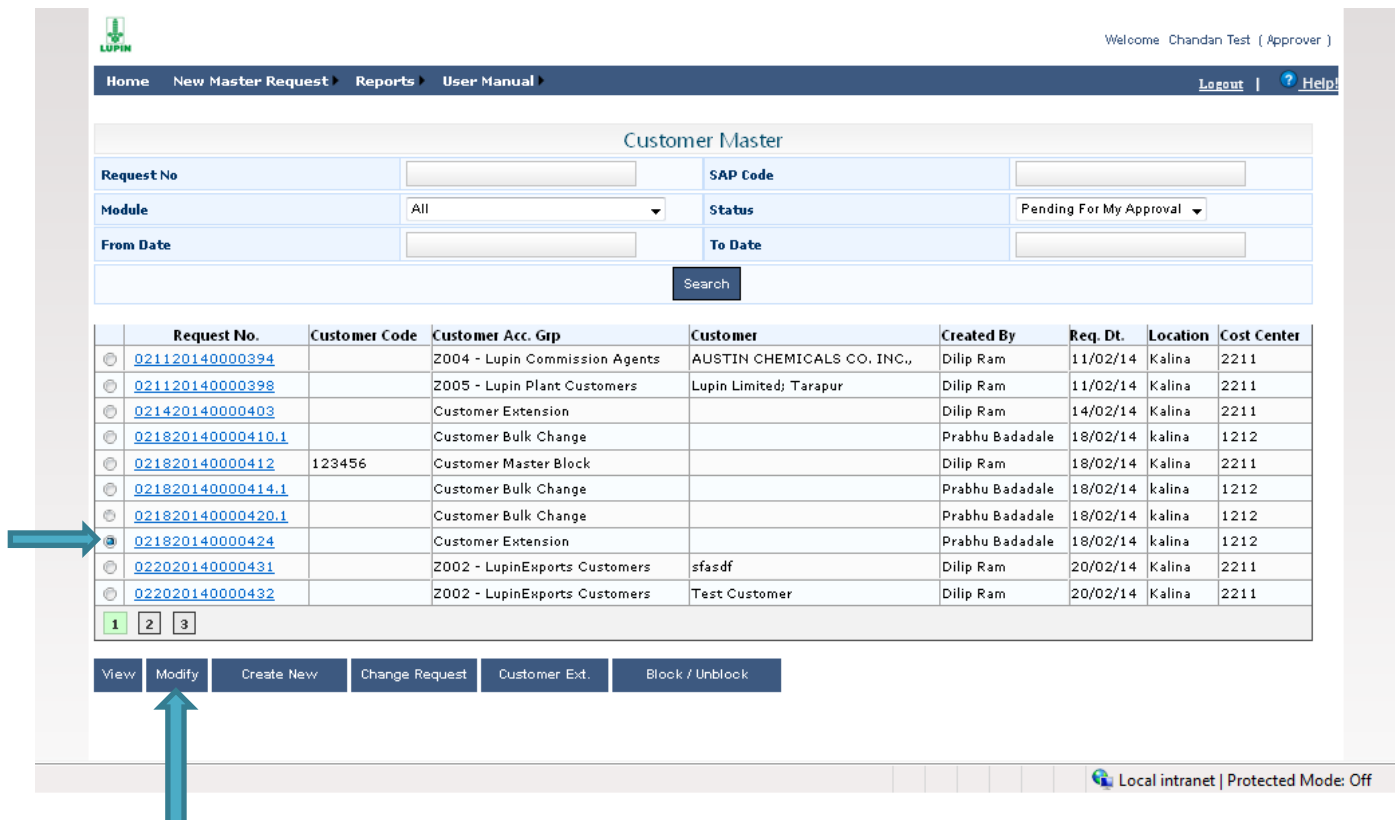
Customer Master

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"/>

	Request No.	Customer Code	Customer Acc. Gp	Customer	Created By	Req. Dt.	Location	Cost Center
<input type="radio"/>	021120140000394		2004 - Lupin Commission Agents	AUSTIN CHEMICALS CO. INC.,	Dilip Ram	11/02/14	Kalina	2211
<input type="radio"/>	021120140000398		2005 - Lupin Plant Customers	Lupin Limited; Tarapur	Dilip Ram	11/02/14	Kalina	2211
<input type="radio"/>	021420140000403		Customer Extension		Dilip Ram	14/02/14	Kalina	2211
<input type="radio"/>	021820140000410.1		Customer Bulk Change		Prabhu Badadale	18/02/14	kalina	1212
<input type="radio"/>	021820140000412	123456	Customer Master Block		Dilip Ram	18/02/14	Kalina	2211
<input type="radio"/>	021820140000414.1		Customer Bulk Change		Prabhu Badadale	18/02/14	kalina	1212
<input type="radio"/>	021820140000420.1		Customer Bulk Change		Prabhu Badadale	18/02/14	kalina	1212
<input type="radio"/>	021820140000424		Customer Extension		Prabhu Badadale	18/02/14	kalina	1212
<input type="radio"/>	022020140000431		2002 - LupinExports Customers	sfasdf	Dilip Ram	20/02/14	Kalina	2211
<input type="radio"/>	022020140000432		2002 - LupinExports Customers	Test Customer	Dilip Ram	20/02/14	Kalina	2211

ii. Customer Selection

- Please select the Customer Request to be processed.
- Click Modify to proceed.



Welcome Chandan Test (Approver)

Home New Master Request Reports User Manual Logout Help

Customer Master

Request No. SAP Code

Module All Status Pending For My Approval

From Date To Date

Search

	Request No.	Customer Code	Customer Acc. Grp	Customer	Created By	Req. Dt.	Location	Cost Center
<input type="radio"/>	021120140000394		Z004 - Lupin Commission Agents	AUSTIN CHEMICALS CO. INC.,	Dilip Ram	11/02/14	Kalina	2211
<input type="radio"/>	021120140000398		Z005 - Lupin Plant Customers	Lupin Limited; Tarapur	Dilip Ram	11/02/14	Kalina	2211
<input type="radio"/>	021420140000403		Customer Extension		Dilip Ram	14/02/14	Kalina	2211
<input type="radio"/>	021820140000410.1		Customer Bulk Change		Prabhu Badadale	18/02/14	kalina	1212
<input type="radio"/>	021820140000412	123456	Customer Master Block		Dilip Ram	18/02/14	Kalina	2211
<input type="radio"/>	021820140000414.1		Customer Bulk Change		Prabhu Badadale	18/02/14	kalina	1212
<input type="radio"/>	021820140000420.1		Customer Bulk Change		Prabhu Badadale	18/02/14	kalina	1212
<input checked="" type="radio"/>	021820140000424		Customer Extension		Prabhu Badadale	18/02/14	kalina	1212
<input type="radio"/>	022020140000431		Z002 - LupinExports Customers	sfasdf	Dilip Ram	20/02/14	Kalina	2211
<input type="radio"/>	022020140000432		Z002 - LupinExports Customers	Test Customer	Dilip Ram	20/02/14	Kalina	2211

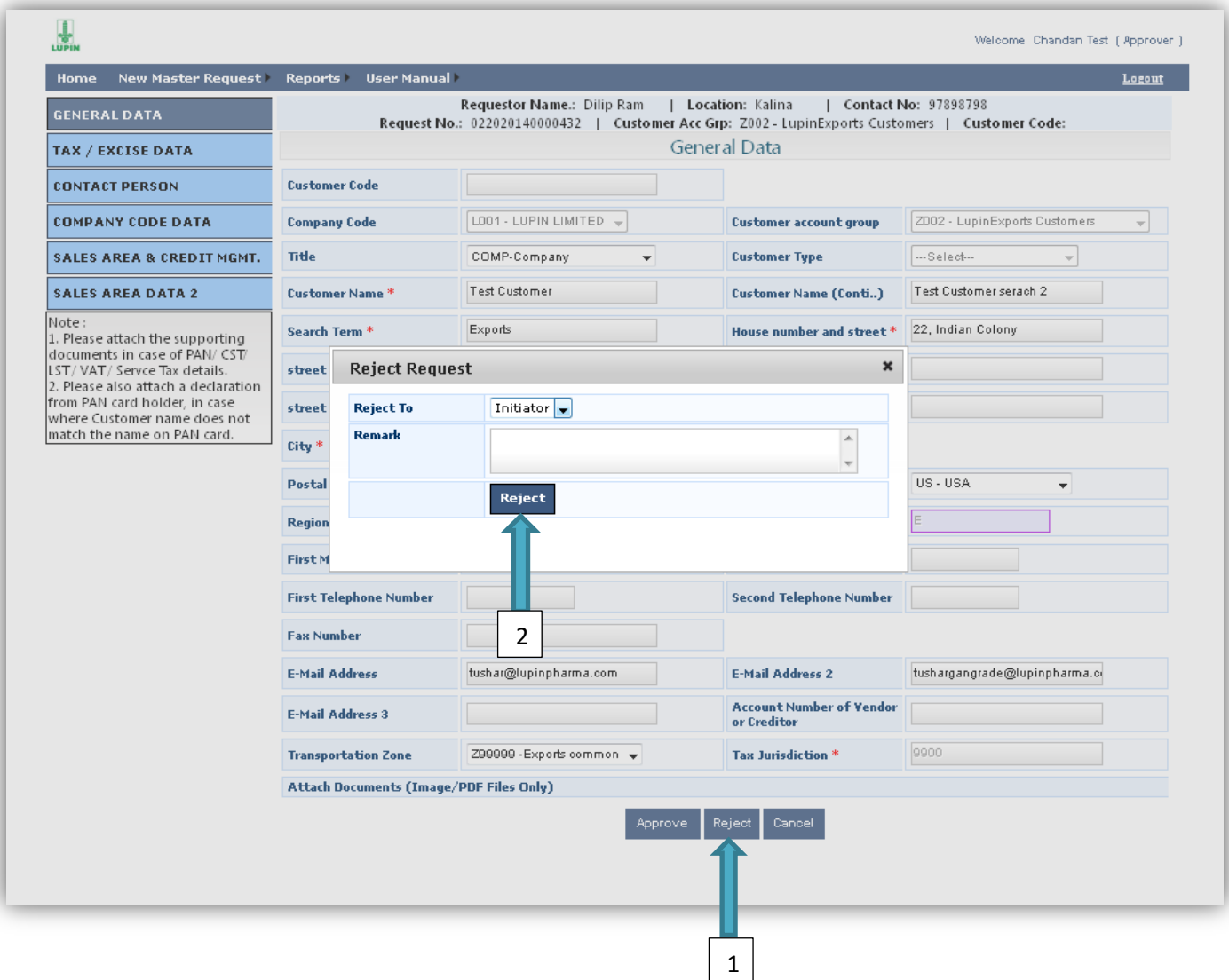
1 2 3

View Modify Create New Change Request Customer Ext. Block / Unblock

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iii. Request Rejection

- Please verify the data filled in all the sections.
- Verify the data is incorrect or insufficient.
- Click on Reject
- Select the Reject to Option.
- Please Fill in the Remarks and click “Reject”.
- An Alert mail will be sent to the related users.



Welcome Chandan Test [Approver]

Home New Master Request Reports User Manual Logout

GENERAL DATA

Requestor Name.: Dilip Ram | Location: Kalina | Contact No: 97898798
Request No.: 022020140000432 | Customer Acc Grp: Z002 - LupinExports Customers | Customer Code:

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.

General Data

Customer Code:

Company Code: L001 - LUPIN LIMITED Customer account group: Z002 - LupinExports Customers

Title: COMP-Company Customer Type: ---Select---

Customer Name *: Test Customer Customer Name (Conti..): Test Customer serach 2

Search Term *: Exports House number and street *: 22, Indian Colony

street:

street:

City *:

Postal:

Region:

First M:

First Telephone Number:

Second Telephone Number:

Fax Number:

E-Mail Address: tushar@lupinpharma.com E-Mail Address 2: tushargangrade@lupinpharma.co

E-Mail Address 3:

Account Number of Vendor or Creditor:

Transportation Zone: Z99999 -Exports common Tax Jurisdiction *: 9900

Attach Documents (Image/PDF Files Only)

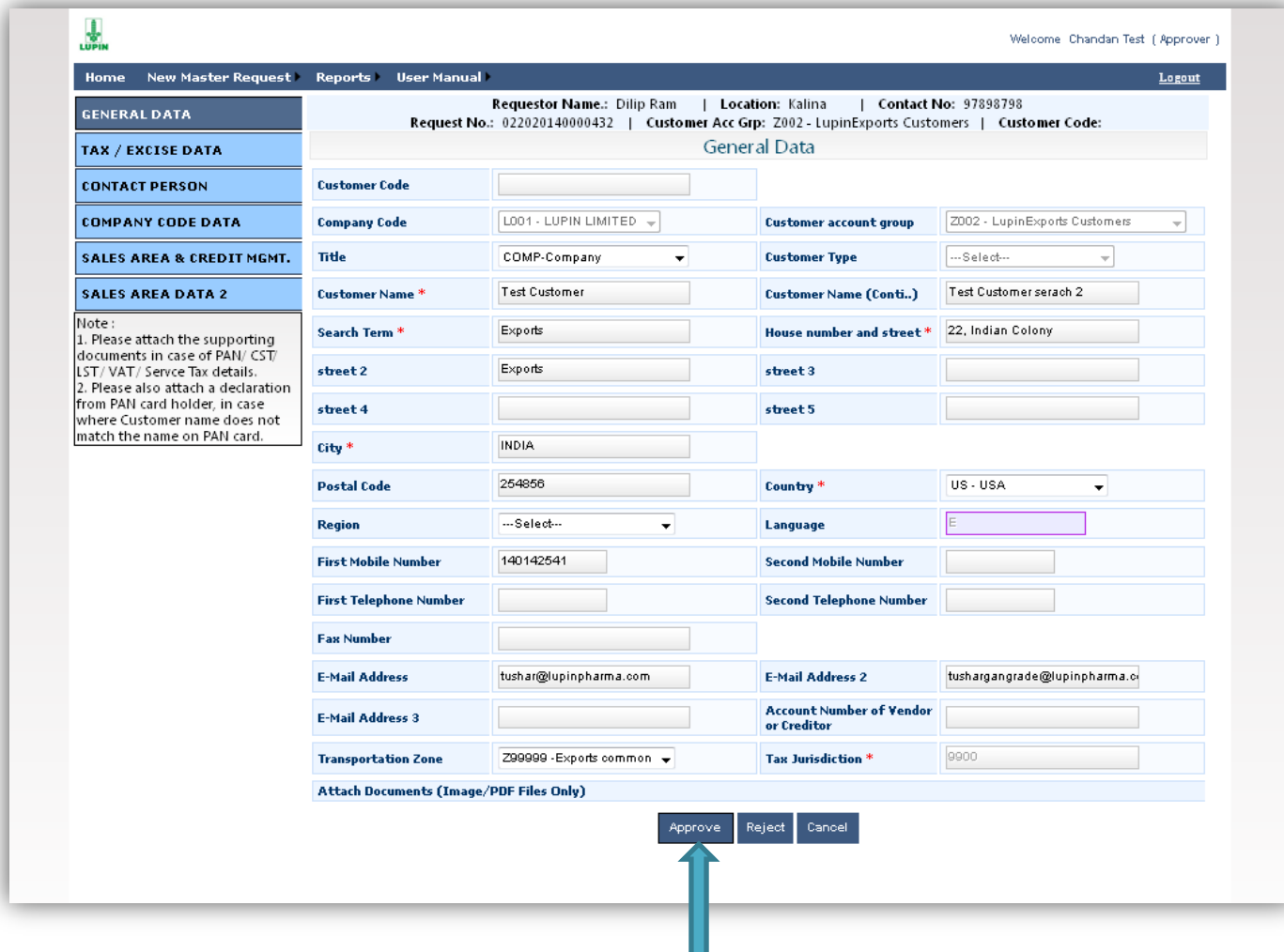
Approve Reject Cancel

2

1

iv. Request Approval

- Please verify the data filled in all the sections.
- Verify the data is correct or sufficient.
- Click on “Approve”.
- An Alert mail will be sent to the related users.



Welcome Chandan Test (Approver)

Home New Master Request Reports User Manual Logout

Requestor Name: Dilip Ram | **Location:** Kalina | **Contact No:** 97898798
Request No.: 022020140000432 | **Customer Acc Grp:** Z002 - LupinExports Customers | **Customer Code:**

General Data

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.

Customer Code

Company Code L001 - LUPIN LIMITED

Customer account group Z002 - LupinExports Customers

Title COMP-Company

Customer Type ---Select---

Customer Name * Test Customer

Customer Name (Conti..) Test Customer serach 2

Search Term * Exports

House number and street * 22, Indian Colony

street 2 Exports

street 3

street 4

street 5

City * INDIA

Postal Code 254856

Country * US - USA

Region ---Select---

Language E

First Mobile Number 140142541

Second Mobile Number

First Telephone Number

Second Telephone Number

Fax Number

E-Mail Address tushan@lupinpharma.com

E-Mail Address 2 tushargangrade@lupinpharma.com

E-Mail Address 3

Account Number of Vendor or Creditor

Transportation Zone Z99999 - Exports common

Tax Jurisdiction * 9900

Attach Documents (Image/PDF Files Only)

Approve **Reject** **Cancel**

Thank You!