USER MANUAL

Master Work Flow Tool (MWT).

Manufacturer Approval Master - Approver

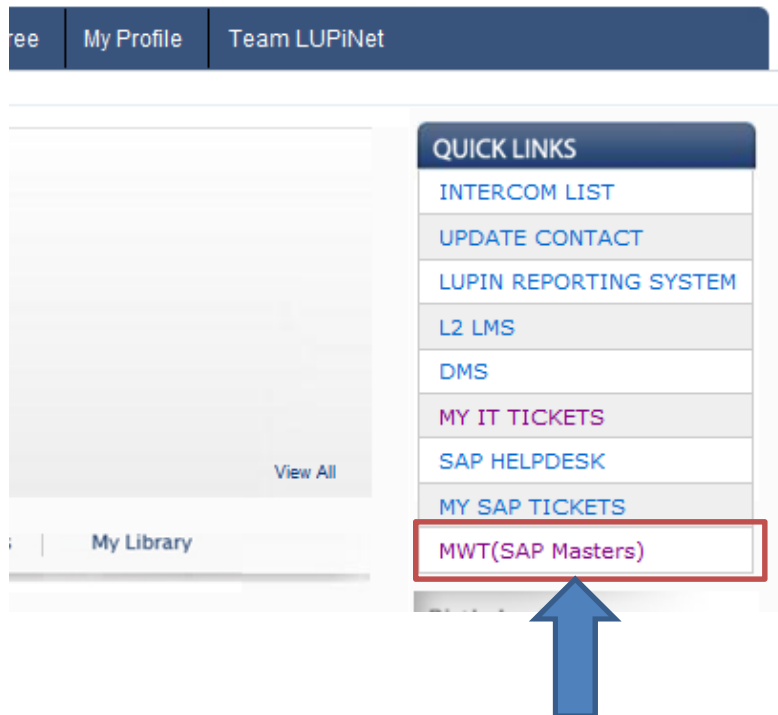Feb, 2015

Contents

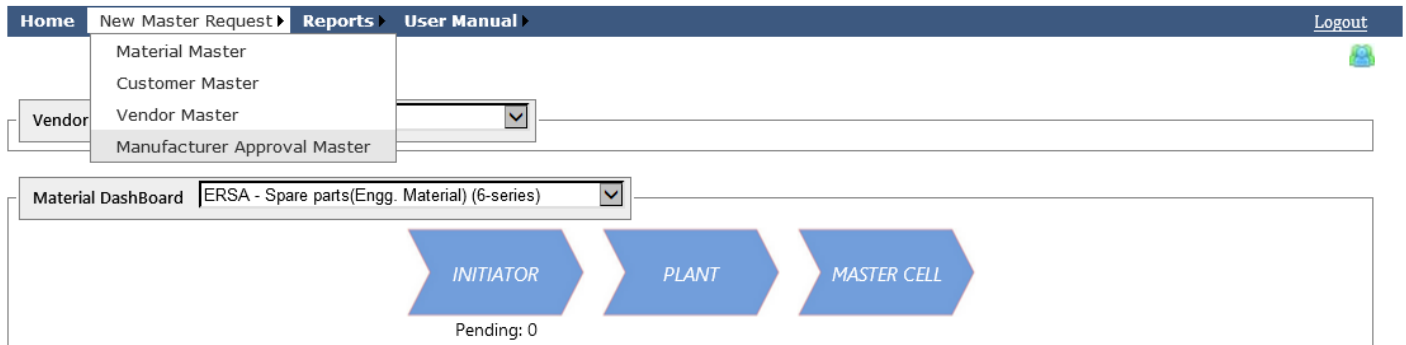## I.   General Section

A. Login

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

B. Home Page

Home Page gives you the list of Actionable per Material Type

Use navigation Menu to Access the Material Master section

II. Manufacturer Approval Master Section

Following section can be used for the following actions:

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

Home	New Master Request	Reports	User Manual		Logout

Manufacturer Approval Master

Request No		SAP Code	
Module	All	Status	Pending For My Approval
From Date		To Date	
	Search		

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center
○	102720150001937	New Request	Audit Request Form		27/10/15	BKC Mumbai	2273
○	102820150001942	New Request	Audit Request Form		28/10/15	Mumbai	12345
○	102820150001943	New Request	Audit Request Form		28/10/15	Mumbai	12345
○	102820150001954	New Request	Audit Request Form		28/10/15	Mumbai	12345

View	Review	Create New

A. Pending For Approval Manufacturer Master Request

i. Search

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

Home New Master Request ▶ Reports ▶ User Manual ▶			Logout

Manufacturer Approval Master

Request No		SAP Code	
Module	All	Status	Pending For My Approval
From Date		To Date	

Search

No Data Found

Create New

– Requests pending for your approval will be displayed.

Home New Master Request ▶ Reports ▶ User Manual ▶			Logout

Manufacturer Approval Master

Request No		SAP Code	
Module	All	Status	Pending For My Approval
From Date		To Date	

Search

	Request No.	Request Type	Module Name	Created By	Req. Dt.	Location	Cost Center
○	112020150002020	New Request	Audit Request Form	Srinidhi Devadiga	20/11/15	Mumbai	12345

View	Review	Create New

ii. Request Selection

– Please select the Manufacturer approval Request to be processed.
– Click Review to proceed.
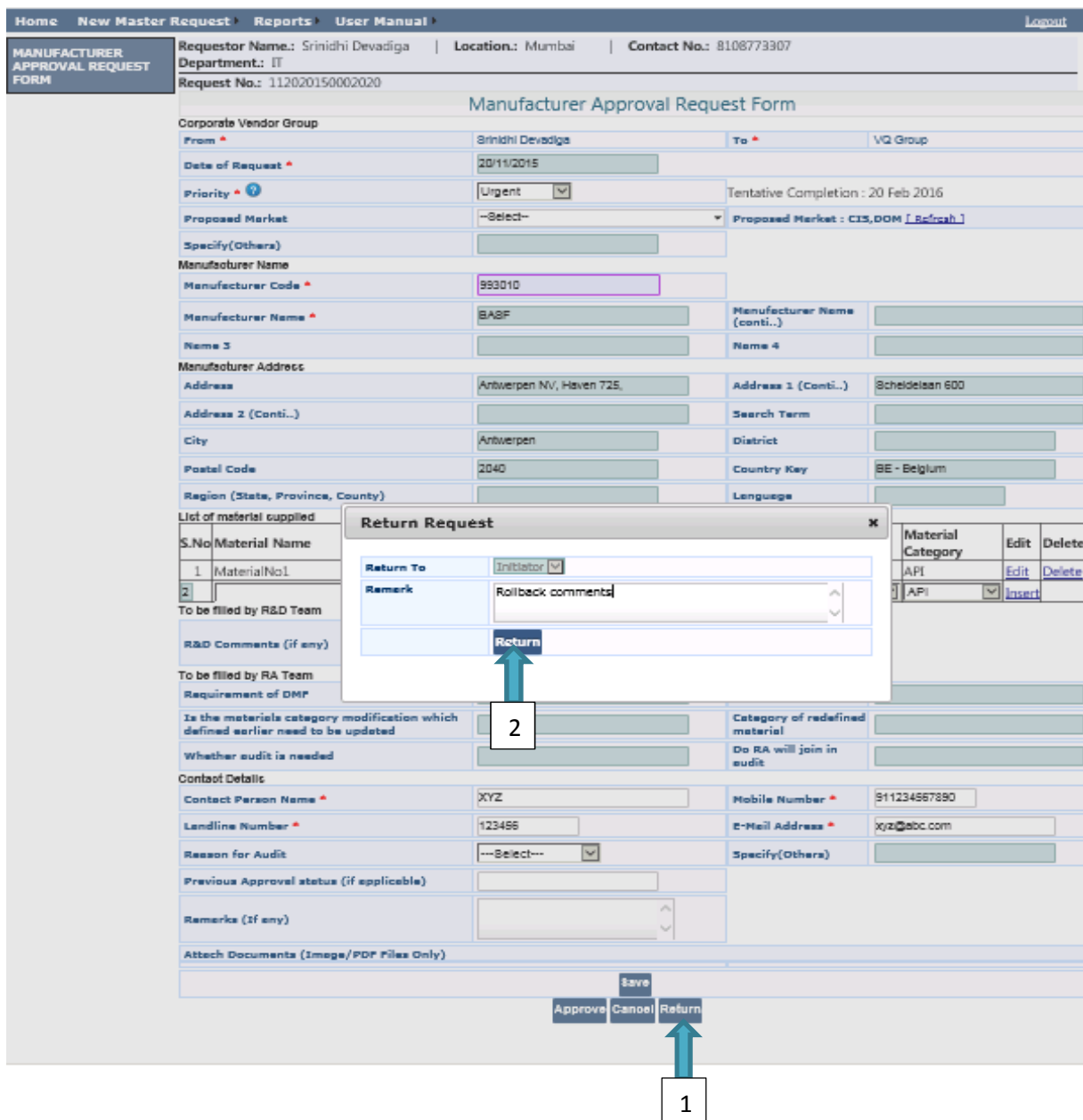
iii. Rollback Request

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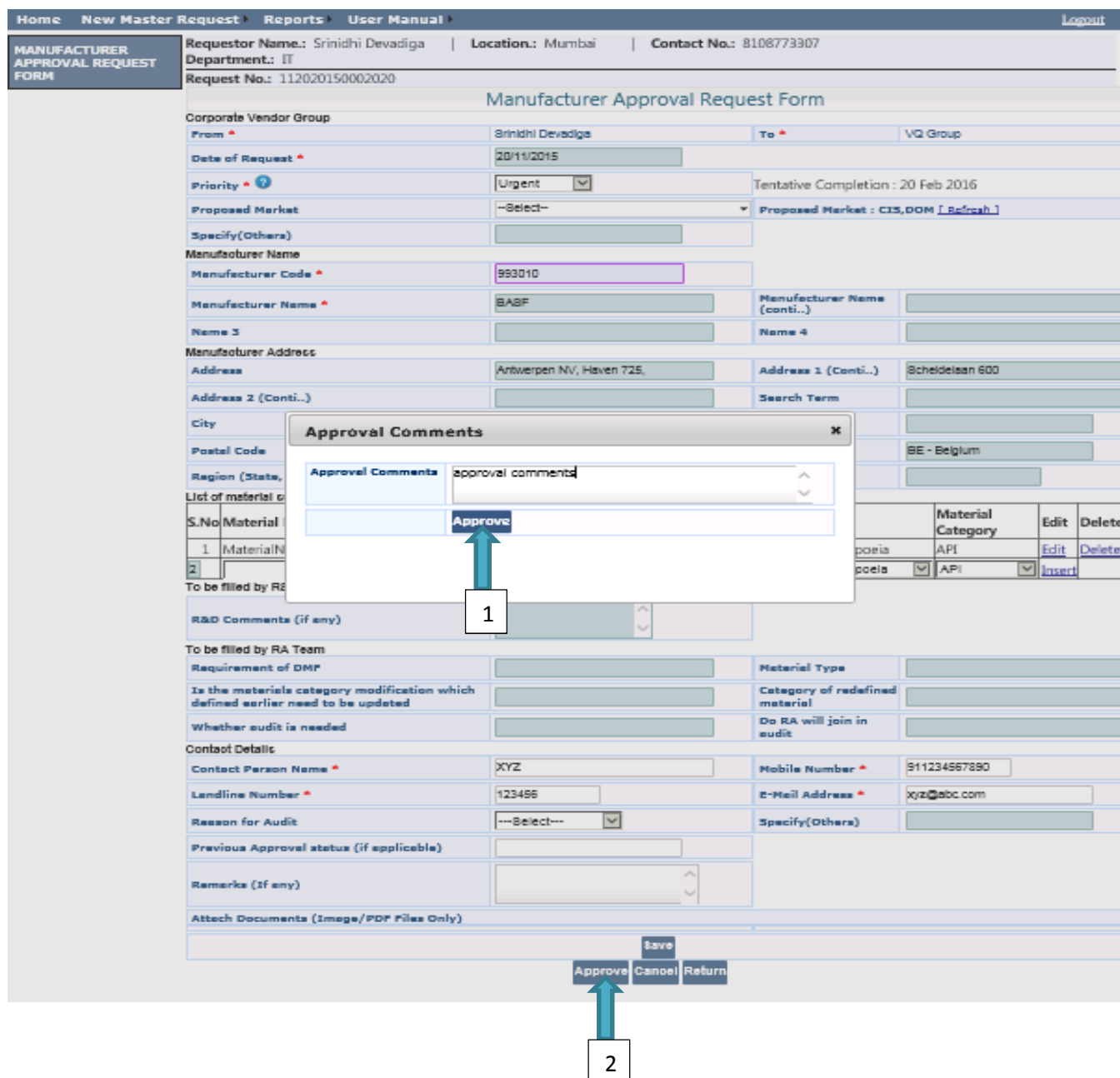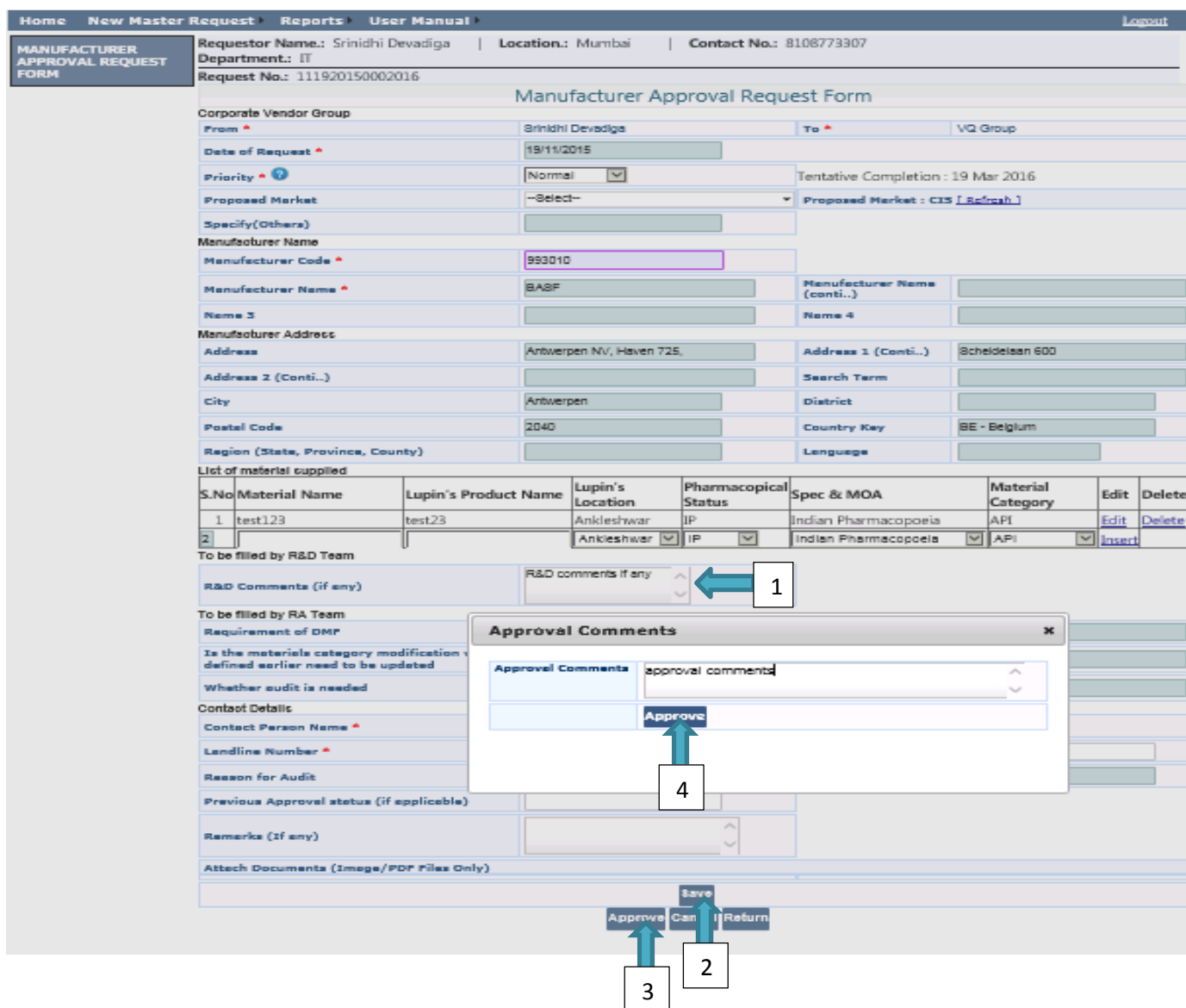- – An Alert mail will be sent to the related users.
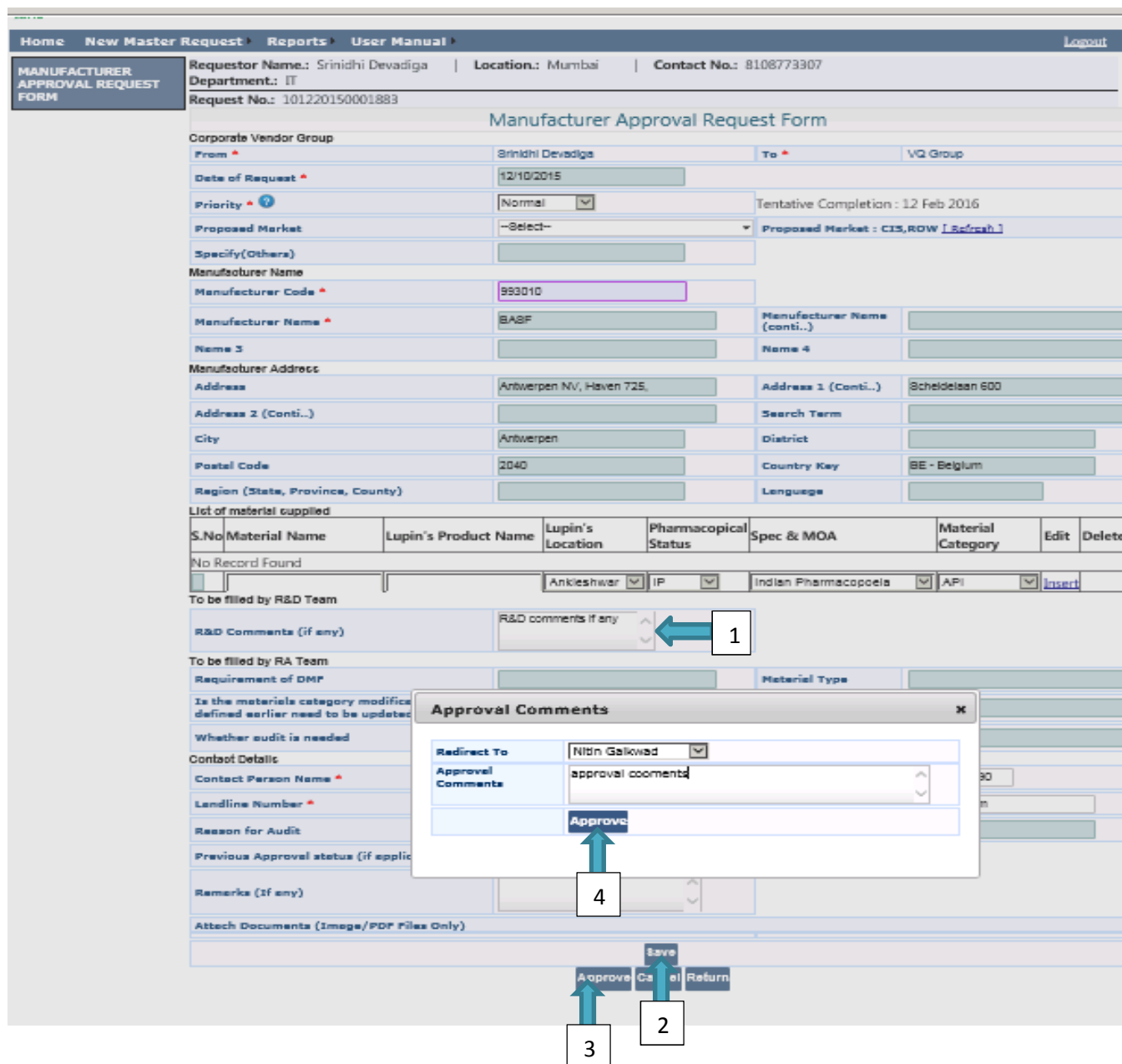
iv. Request Approval

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

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

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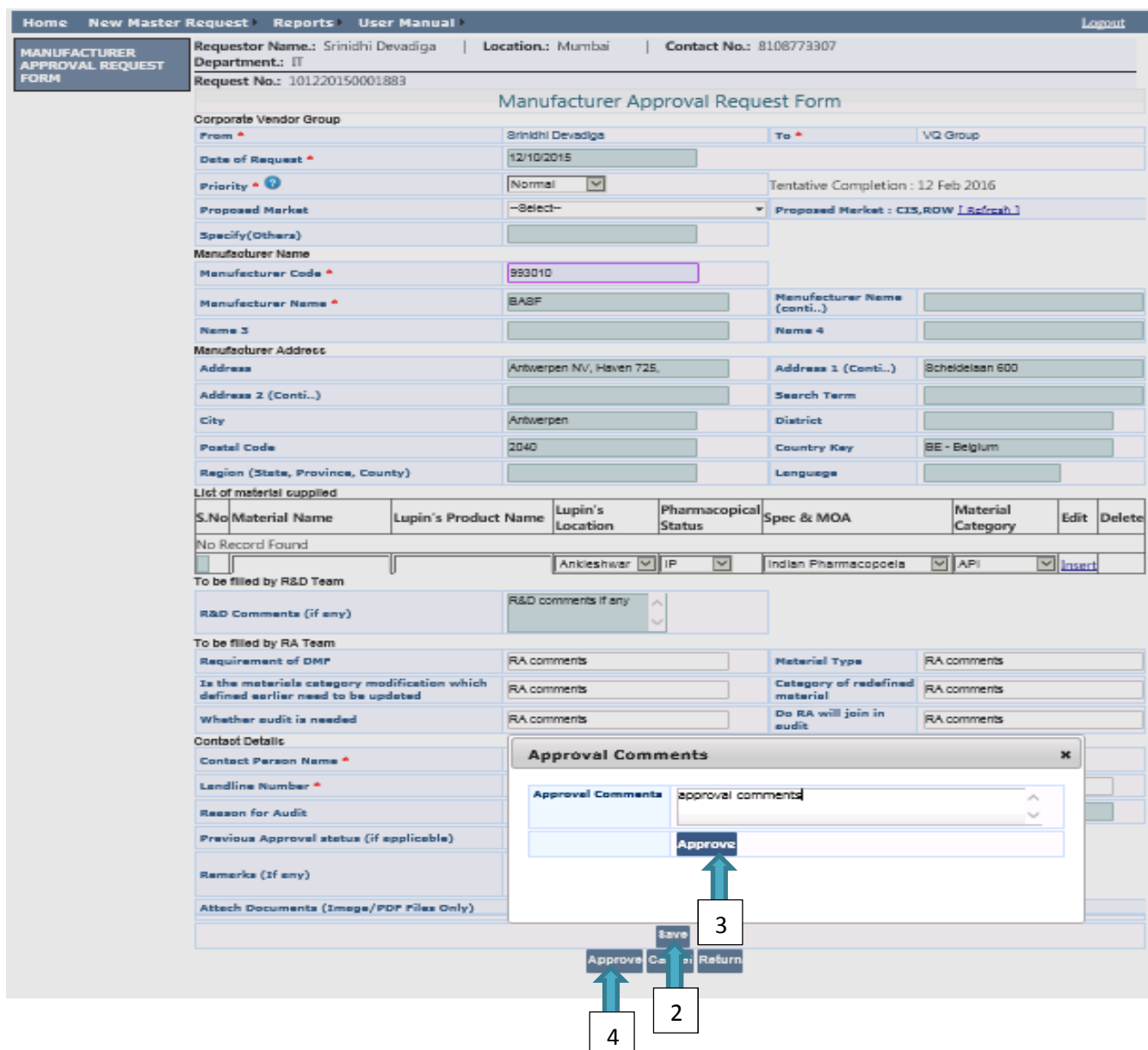 - An Alert mail will be sent to the related users.

B) Approval by RND/PDL :

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

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

C) Approval by RA:

– Please verify the data filled in the form.

– Verify the data is correct or sufficient.

– The approval steps may vary depending on the next approval :

- **If next approving department is CQA.**
    - Check if all the data is relevant.
    - Enter the R&D comments if any in the "To be filled by R&D Team" section. Click on "Save".
    - Click on "Approve" if data is relevant.
    - Enter approval comments if any and click on "Approve".
    - An Alert mail will be sent to the related users.

D) Approval by CQA:

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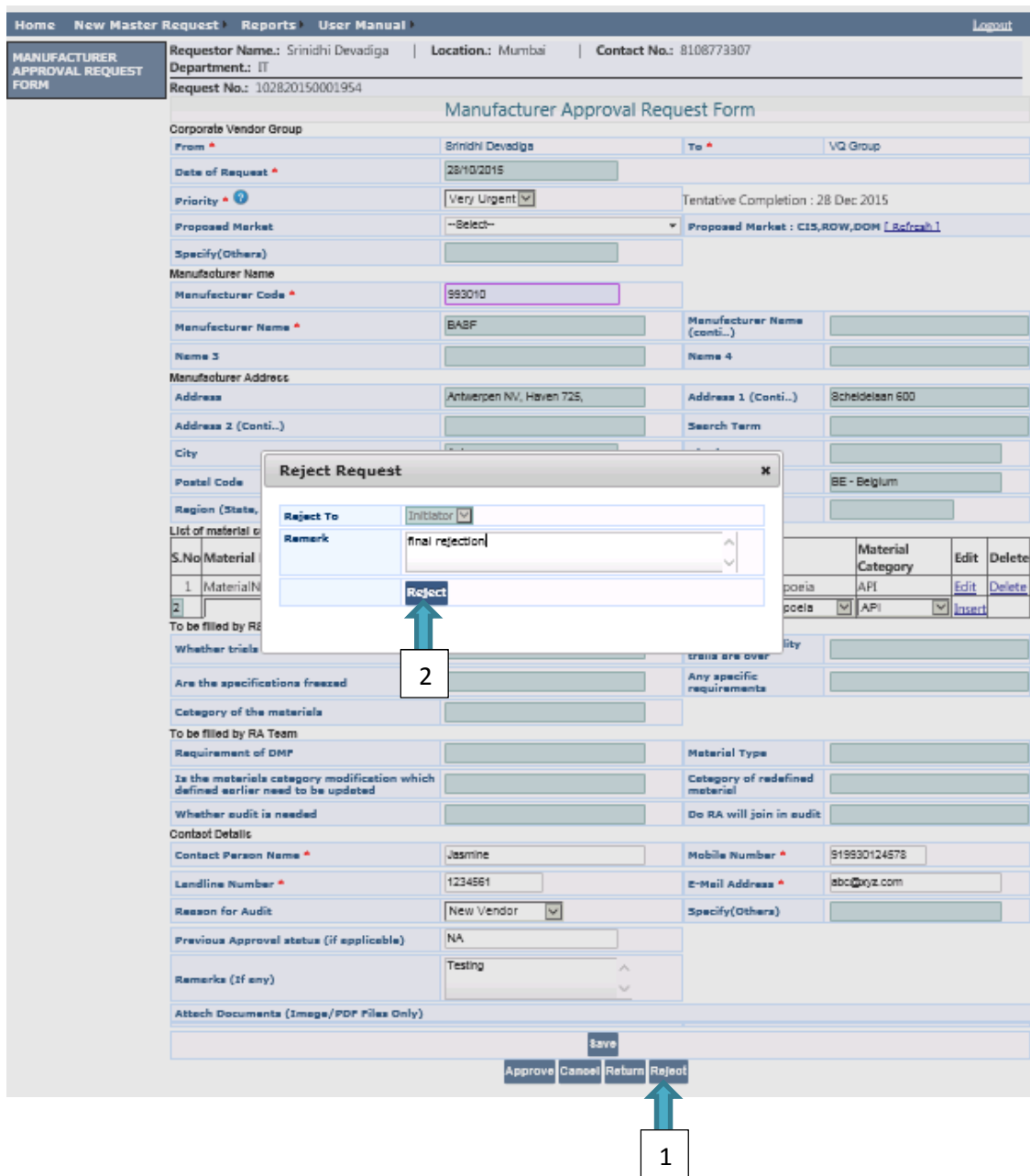- An Alert mail will be sent to the related users.

v. Reject Request (Only for CQA department)

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

Thank You!