

	Project: GOBI JSC SAP Project	Date: 20-05-2025
	Author: Barsbold.B	Version: V1.3

# **USER MANUAL-2**

## **Plant Maintenance**

*/End user/*

## MODIFICATION RECORD

Reversion	Author	Date	Approver
V1.1	Barsbold.B	13-12-23	
V1.2	Barsbold.B	21-01-25	
V1.3	Barsbold.B	13-06-25	

## APPROVAL

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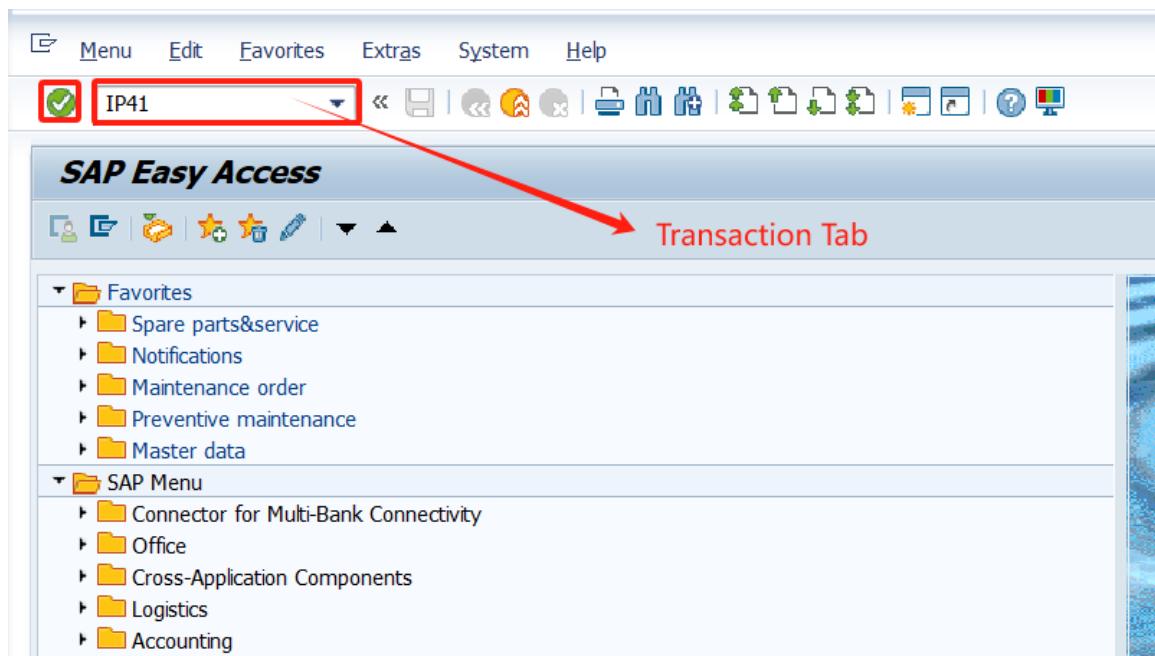
## CONTENTS

1	PREVENTIVE MAINTENANCE PLAN .....	4
1.1	Add single plan .....	4
1.2	Schedule Maintenance plan.....	11
1.3	Change Maintenance plans.....	14
1.4	Scheduling overview list form.....	18
2	NOTIFICATIONS.....	20
2.1	Notification .....	20
2.2	Create PM Notification /manually/ .....	21
2.3	Display Notifications .....	24
2.4	Download equipment list .....	26
2.5	Download equipment idle time report .....	28
2.6	Change Notifications .....	30
2.7	Notification approvals. /Only head of plant, head division and chef of plant/.....	35
2.8	Print notification forms.....	37
2.9	Delete Notification .....	41
3	CERTIFICATION.....	42
3.1	Certification .....	42
3.2	Create certification.....	42
3.3	Certification scheduling .....	46
3.4	Certification record .....	48
4	TOOLS RECORD.....	51
4.1	Tools record.....	51
4.2	Create tools record .....	51
5	SPARE PARTS MAINTENANCE ORDER .....	53
5.1	Maintenance order.....	53
5.2	Display and download warehouse stocks of material.....	53
5.3	Create spare parts maintenance order /from notification/ .....	55
5.4	Change and release spare parts maintenance order .....	61
5.5	Technically complete maintenance order .....	66
5.6	Download spare parts consumption.....	69
6	OUTSOURCING MAINTENANCE ORDER .....	71
6.1	Create outsourcing maintenance order /without notification/ .....	71
6.2	Change and release outsourcing maintenance order.....	77
6.3	Outsourcing maintenance order service confirm .....	81
6.4	Complete outsourcing maintenance order.....	87
6.5	Delete maintenance order.....	90

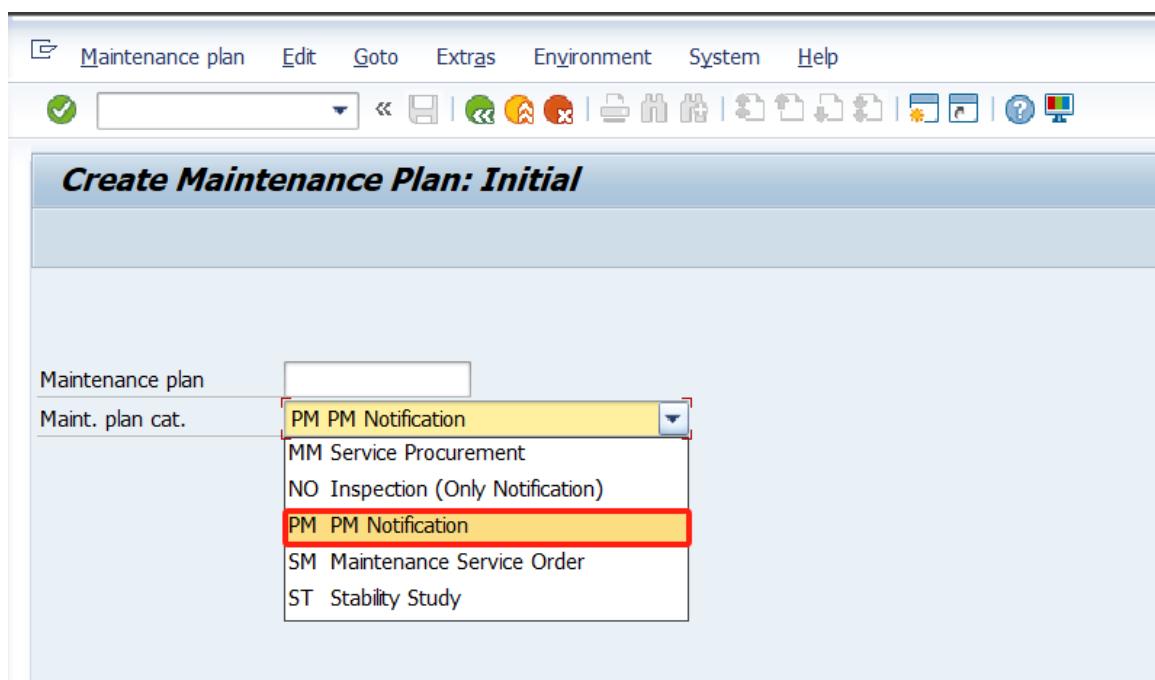
## 1 Preventive maintenance plan

### 1.1 Add single plan

1. Enter the **IP41** T-CODE in the Transaction Tab.
2. Click button or press Enter.



3. Select Maintenance plan category as "PM Notification" then press Enter.



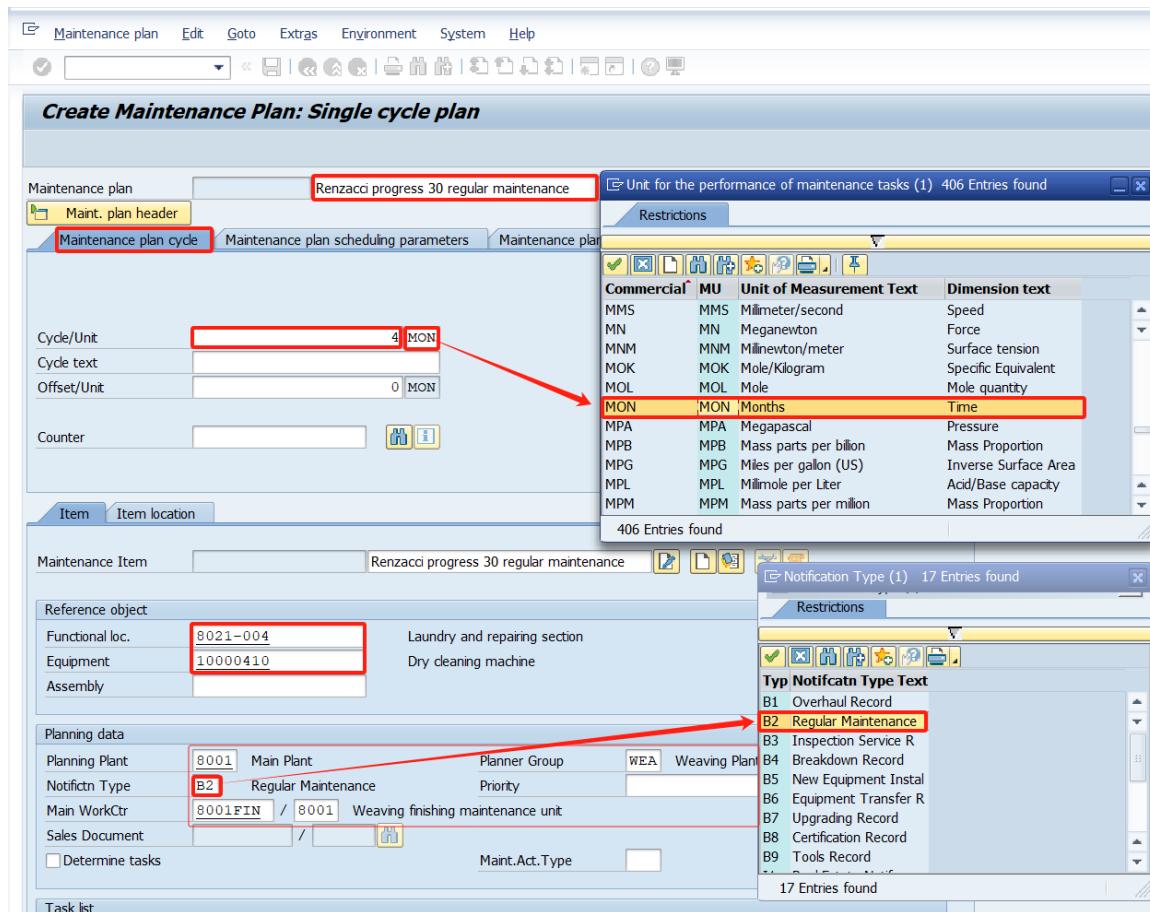
**Example plan.**Equipment name: *Dry clean machine /Renzacci progres 30/*Equipment functional location: *Laundry and repair section.*Planning plant: *8001 /Main plant/*.Notification type: *B2 /Regular maintenance Record/*.Regular maintenance: *Once 4 months /3 times a year/ and no sequence once /blue bordered/.*

№	Машини нар, марк	Засвар үйлчилгээний терел	2024 он												Засварын нэгтгэл (цаг)		
			1 сар (цаг)	2 сар (цаг)	3 сар (цаг)	4 сар (цаг)	5 сар (цаг)	6 сар (цаг)	7 сар (цаг)	8 сар (цаг)	9 сар (цаг)	10 сар (цаг)	11 сар (цаг)	12 сар (цаг)	Үзэг үйлчил гээ	Ургал засвар	Их засвар
	Dry clean machine /Renzacci progres 30/	Ургал засвар			4		8		4			4	4			20	
		Нийт	0	0	4	0	8	0	4	0	0	0	4	0		20	0

Same sequence-System automacally create.

No sequece-By Manual call.

4. Enter or select the information for the areas circled in red and press the  button to save.



The screenshot shows the SAP 'Create Maintenance Plan: Single cycle plan' interface. Key highlighted fields include:

- Maint. plan header: 'Renzacci progress 30 regular maintenance'
- Maintenance plan cycle: '4 MON' (highlighted in red)
- Cycle/Unit: '4 MON' (highlighted in red)
- Unit for the performance of maintenance tasks: 'MON |Months' (highlighted in red)
- Reference object: Functional loc. '8021-004' and Equipment '10000410' (both highlighted in red)
- Planning data: Planning Plant '8001 Main Plant', Notifctn Type 'B2 Regular Maintenance' (highlighted in red), Main WorkCtr '8001FIN / 8001 Weaving finishing maintenance unit', Sales Document, and Planner Group 'WEA'.
- Notification Type: 'B2 Regular Maintenance' (highlighted in red)

The screenshot shows the SAP Maintenance Plan creation interface. The top navigation bar includes 'Maintenance plan', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is 'Create Maintenance Plan: Single cycle plan'. The interface is divided into several tabs: 'Maint. plan header' (selected), 'Maintenance plan cycle' (highlighted in red), 'Maintenance plan scheduling parameters' (highlighted in red), and 'Maintenance plan additional data'. The 'Maintenance plan cycle' tab contains fields for 'Date determination' (Shift Factor Late Compl., Tolerance (+), Shift Factor Early Compl., Tolerance (-), Cycle modification factor, Factory calendar) and 'Call control parameter' (Call horizon, Scheduling period, Completion Requirmnt). The 'Scheduling indicator' section has three radio buttons: 'Time', 'Time - key date' (selected), and 'Time - factory caldr'. The 'Maintenance plan scheduling parameters' tab shows 'Start scheduling' and 'Start of cycle' set to '01.11.2023'. The 'Maintenance plan additional data' tab contains sections for 'Item' and 'Item location'. Under 'Item location', fields include 'Functional loc.' (8021-004), 'Equipment' (10000410), and 'Assembly'. Under 'Planning data', fields include 'Planning Plant' (8001 Main Plant), 'Notifctn Type' (B2 Regular Maintenance), 'Main WorkCtr' (8001FIN / 8001 Weaving finishing maintenance unit), 'Sales Document' (checkbox 'Determine tasks'), 'Planner Group' (WEA Weaving Plant), 'Priority' (dropdown), and 'Maint.Act.Type' (checkbox).

**Remark:**

**Cycle:** The frequency of this repair work. /monthly/

**Functional location:** A system area where objects are installed and maintenance tasks are performed. FLs can be structured by function, process, or space. /Object of maintenance or equipment's group/

**Call horizon:** The percentage that determines the time at which the system automatically creates notifications /maintenance record/.

**Scheduling period:** The deadline for determining the latest notification to be created on a recurring basis. This deadline is calculated from the date of preventive maintenance plan scheduling.

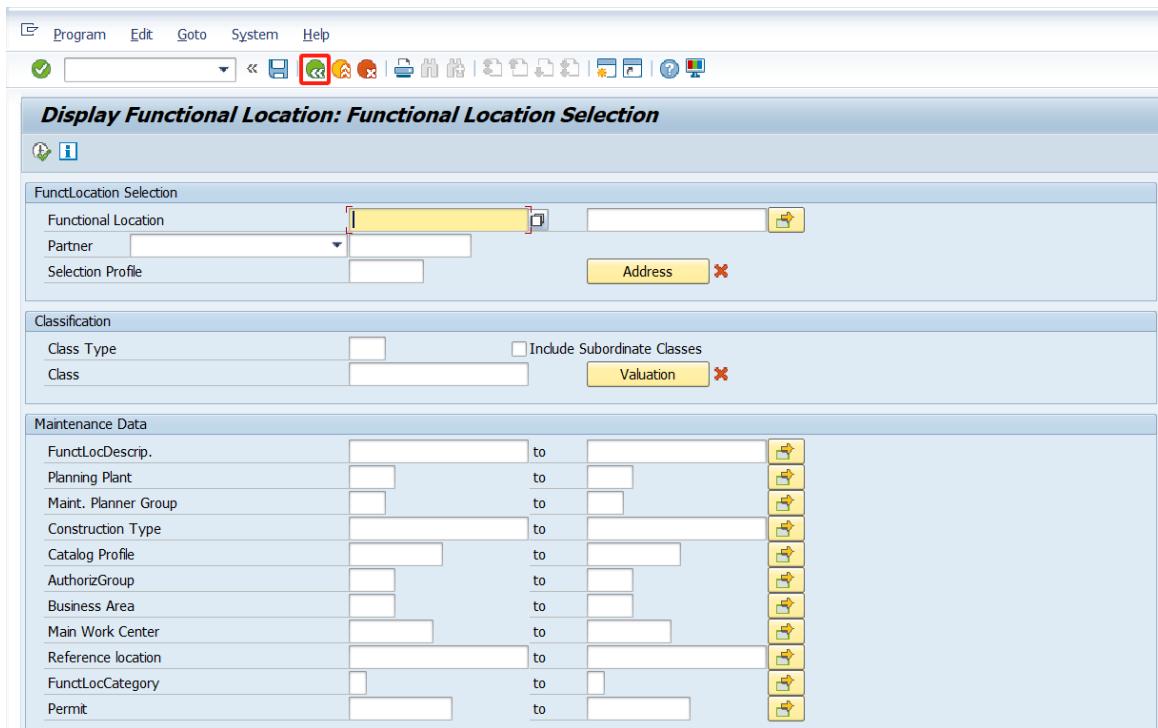
5. A message that the Maintenance plan has been saved will appear in the lower left corner of the screen.
6. Copy maintenance plan number. Use the number to make a schedule maintenance plan.

Maintenance plan 8 created

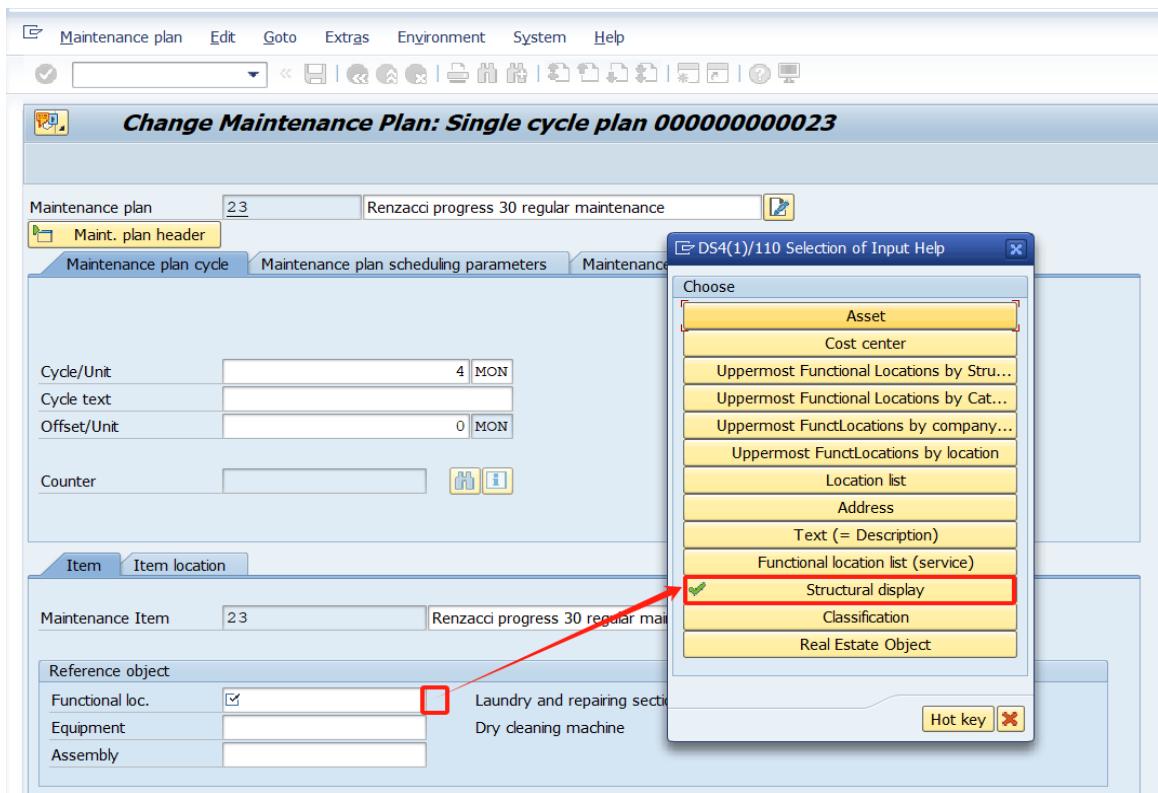
7. When selecting a functional location, click  button and

the **Functional location Structure: Selection** window will appear.

8. Click  button.



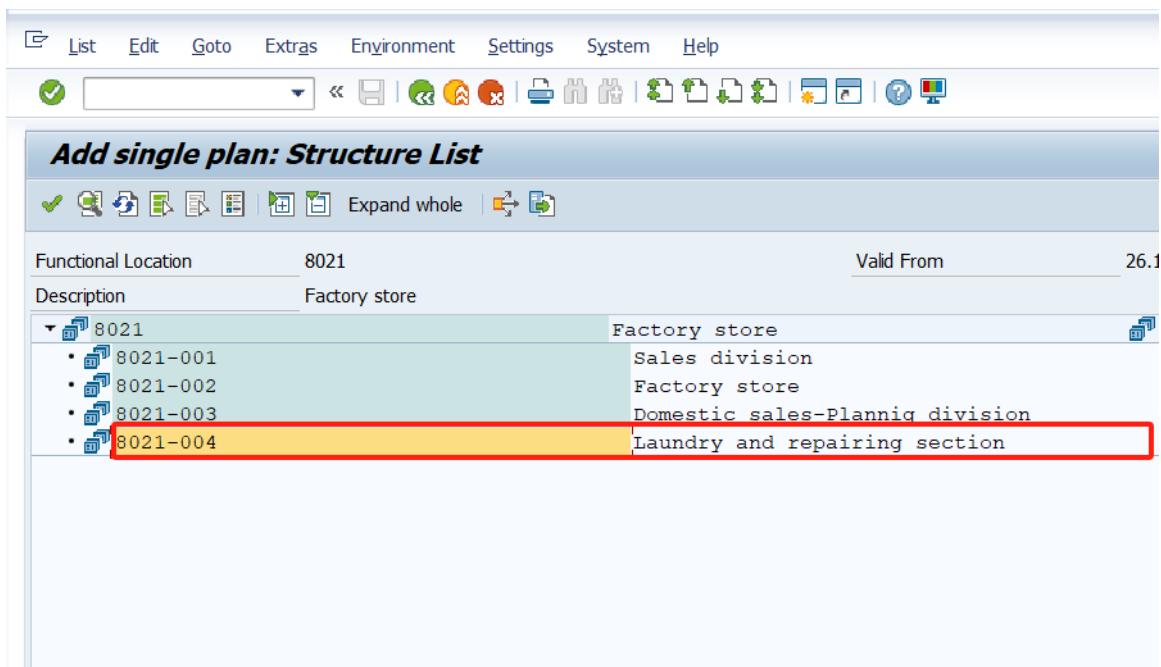
9. Select **Structural display**.



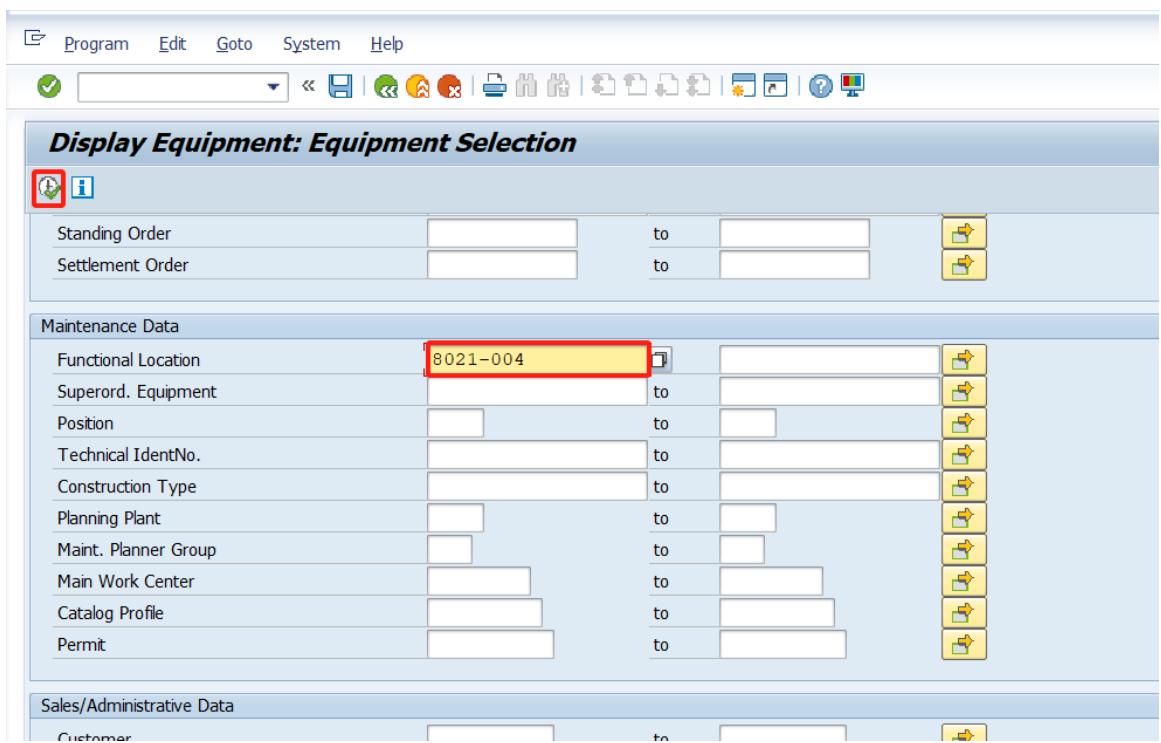
10. Enter the Superior functional location number in the Functional location field and press  button.

Nº	Superior functional location	Description
1	8001	Main plant
2	8011	Primary plant
3	8012	Spinning plant
4	8013	Knitting plant
5	8014	Weaving plant
6	8015	Sewing plant
7	8021	Factory store
8	8022	UB galleria store
9	8023	Darkhan store
10	8001-PL	Plumbing unit
11	8001-BU	Building unit
12	8001-EC	Electrical unit
13	8001-EL	Electronic unit
14	8001-VE	Ventilation unit

11. Select the functional location and double-click.
12. Copy functional location number. Use the number to select equipment.



13. When selecting equipment, click button and the **Display equipment: Equipment Selection** window will appear.
14. Paste functional location number to **Functional Location** field.
15. Click button.

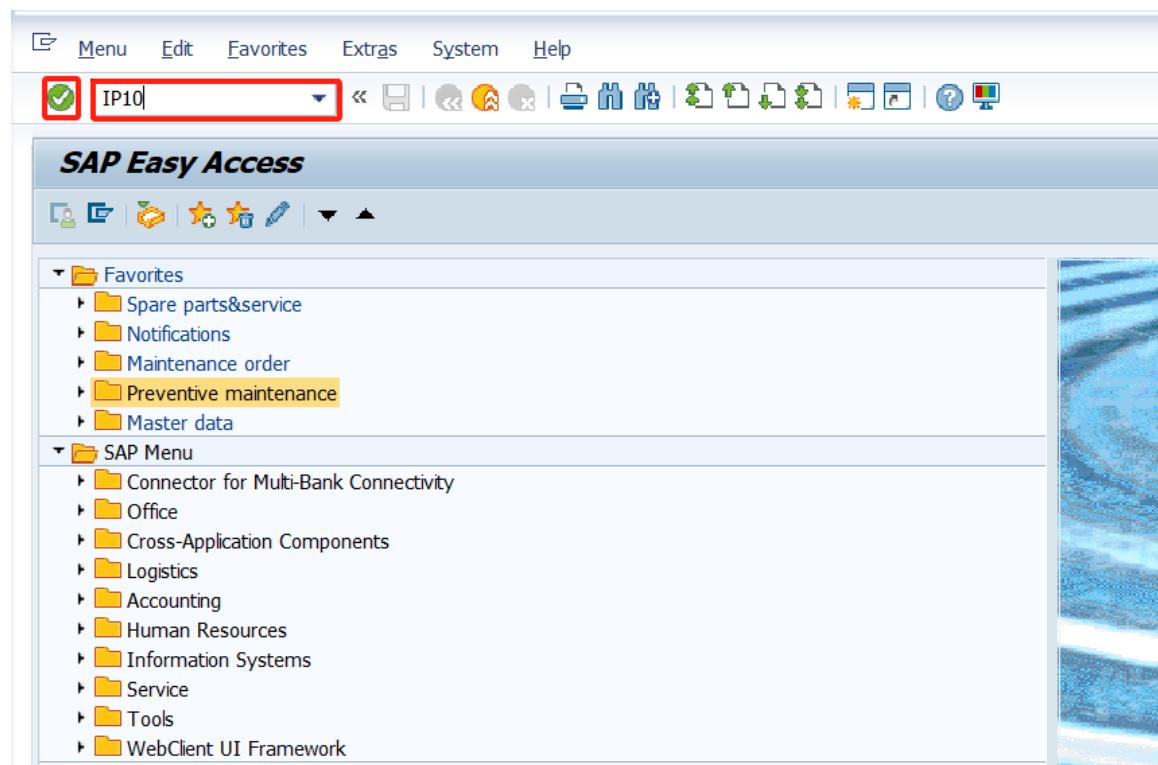


16. Select the equipment and double-click.

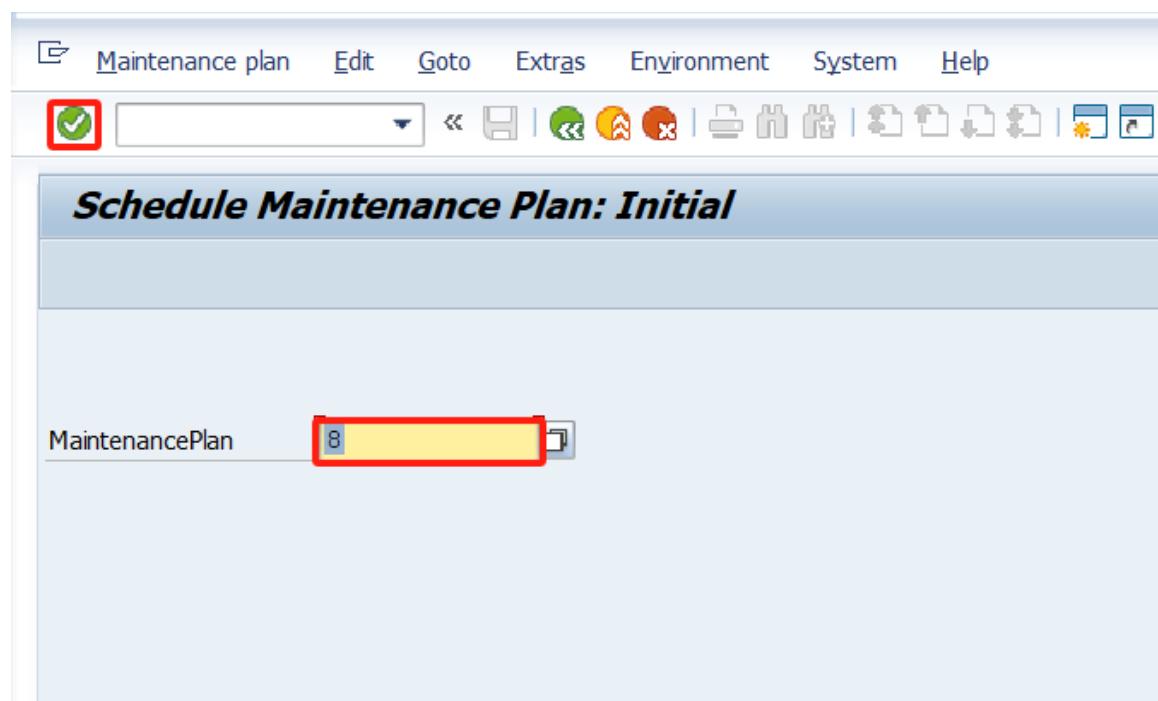
<b>Display Equipment: Equipment List</b>						
	Sel. Equipment	Description of technical object	Mn.wk.ctr	Manufacturer of Asset	Model number	Manufacturer's Serial N
	10000071	Knitting machine	8001FIN	Flying tiger	7G	323584
	10000075	Linking machine	8001FIN	Julor	14G	4179
	10000076	Linking machine	8001FIN	Julor	14G	607L
	10000085	Knitting machine	8001FIN	Flying tiger	12G	202691
	10000090	Drying machine	8001FIN	Drying machine	TT-350	9510/0017980
	10000117	Drying machine	8001FIN	Electrolux	T5350	9510/0017981
	10000135	Knitting machine	8001FIN	Flying tiger	12G	331845
	10000153	Sewing machine /Button hole/	8001FIN	Brother	Button	C8Z89981
	10000185	Linking machine	8001FIN	Julor	14G	230016
	10000190	Linking machine	8001FIN	Conticomplett	Complett 66-DD 14G	45753
	10000199	Linking machine	8001FIN	Julor	14G	JULIOR
	10000200	Linking machine	8001FIN	Julor	14G	JULIOR
	10000240	Dry cleaning machine	8001FIN	GXO.co	GXO-310F	230017
	10000257	Ironing table	8001FIN	Weishi	CF-7	U00057
	10000284	Paragenerator	8001FIN	Jianhang	JX	230015
	10000410	Dry cleaning machine	8001FIN	Renzacci	PROGRESS XTR30	24120
	10000434	Ironing table	8001FIN	Weishi	FB180-SN	U00057
	10000435	Ironing table	8001FIN	Weishi	FB180-SN	U00058
	10000559	Ironing table	8001FIN	Naomoto	FB180-SN	P00011
	10000570	Washing machine	8001FIN	Electrolux	W4240H	00652/0425020
	10001295	Sewing machine	8001FIN	Juki	DDL-9000B-SS	8D0JJ01827
	10001296	Sewing machine	8001FIN	Juki	DLU-5490N-7	2D4FH00241
	10001796	Washing machine	8001FIN	Electrolux	W4240H	006522/0422386
	10001800	Washing machine	8001FIN	Electrolux	W4240H	006522/0422386

## 1.2 Schedule Maintenance plan

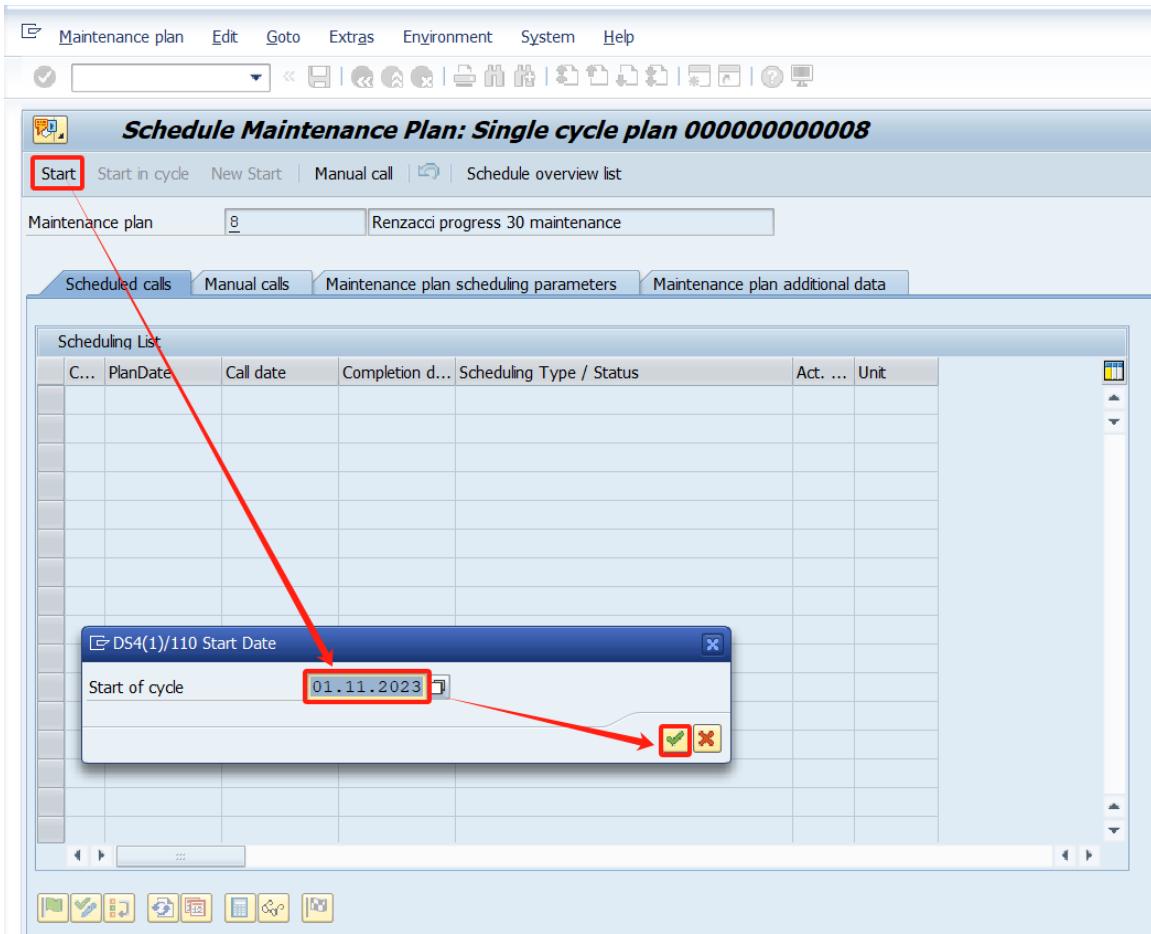
1. Enter the **IP10** T-CODE in the Transaction Tab.
2. Click button or press Enter.



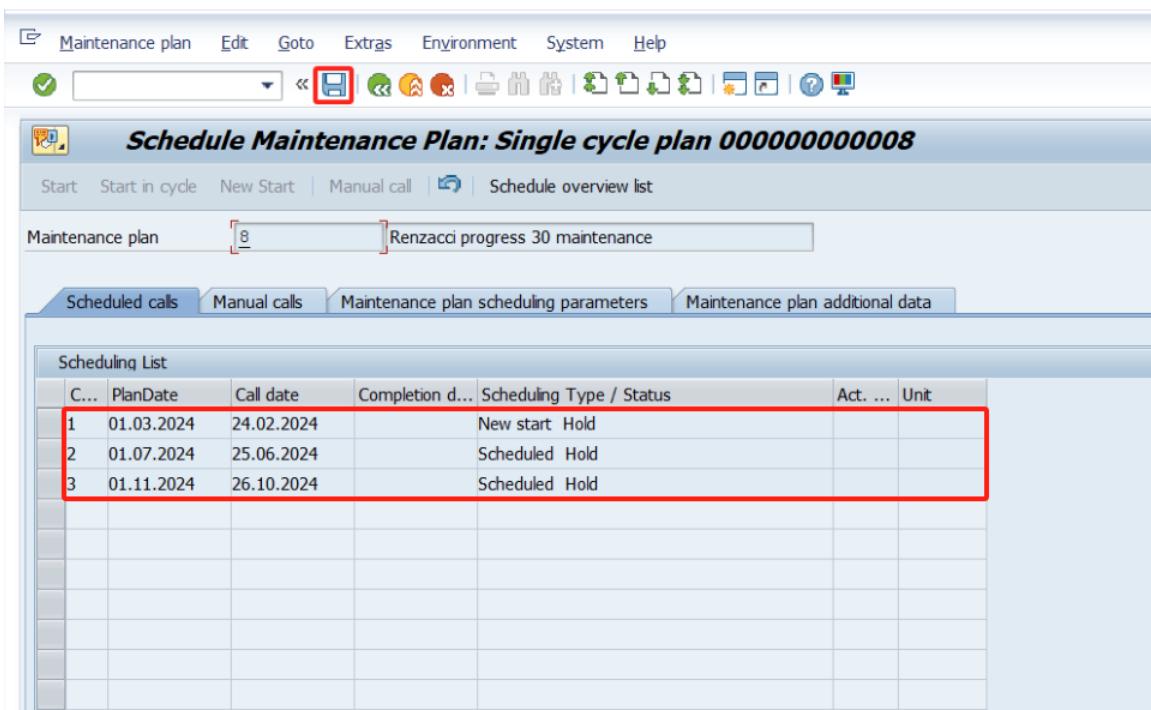
3. Input the number of Maintenance plan then click button.



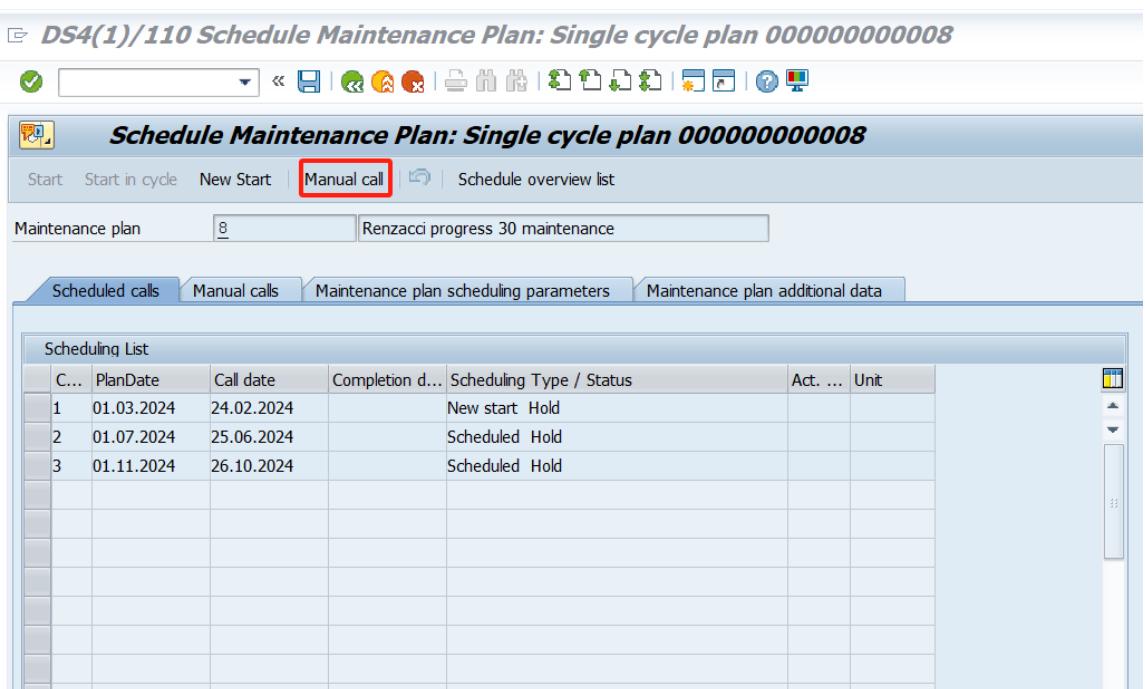
4. Click **Start** button then check **Start of cycle** and click  button.



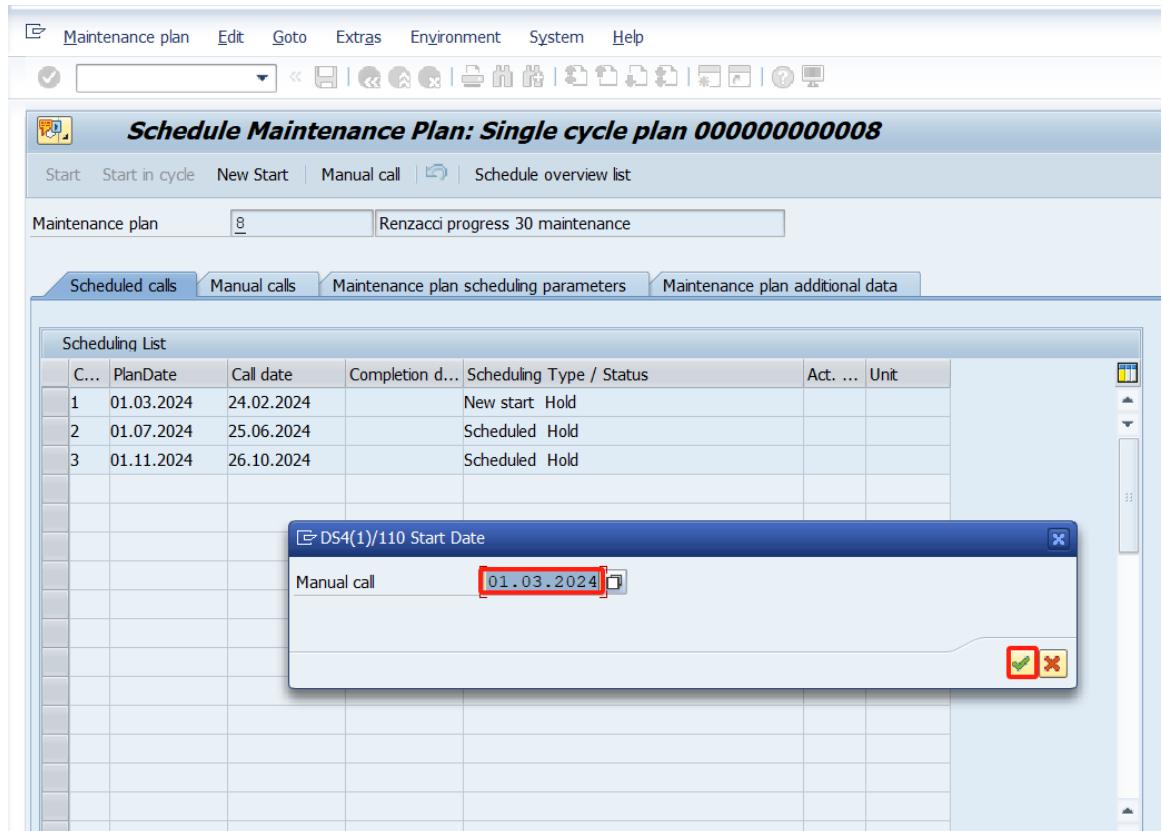
5. Check plans then click  button to save.



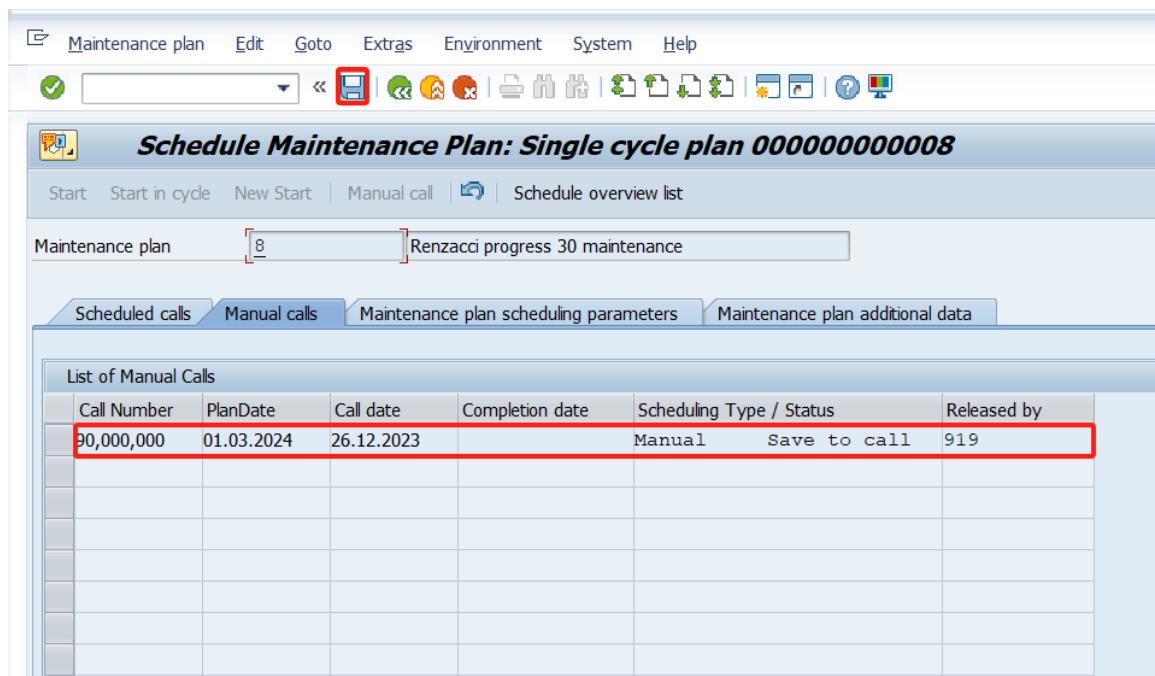
6. Manual call can be used to create no sequence plan.
7. Go to the Schedule Maintenance plant again and press the **Manual call** button.



8. Input Maintenance start date then click button. The actual start date of maintenance work

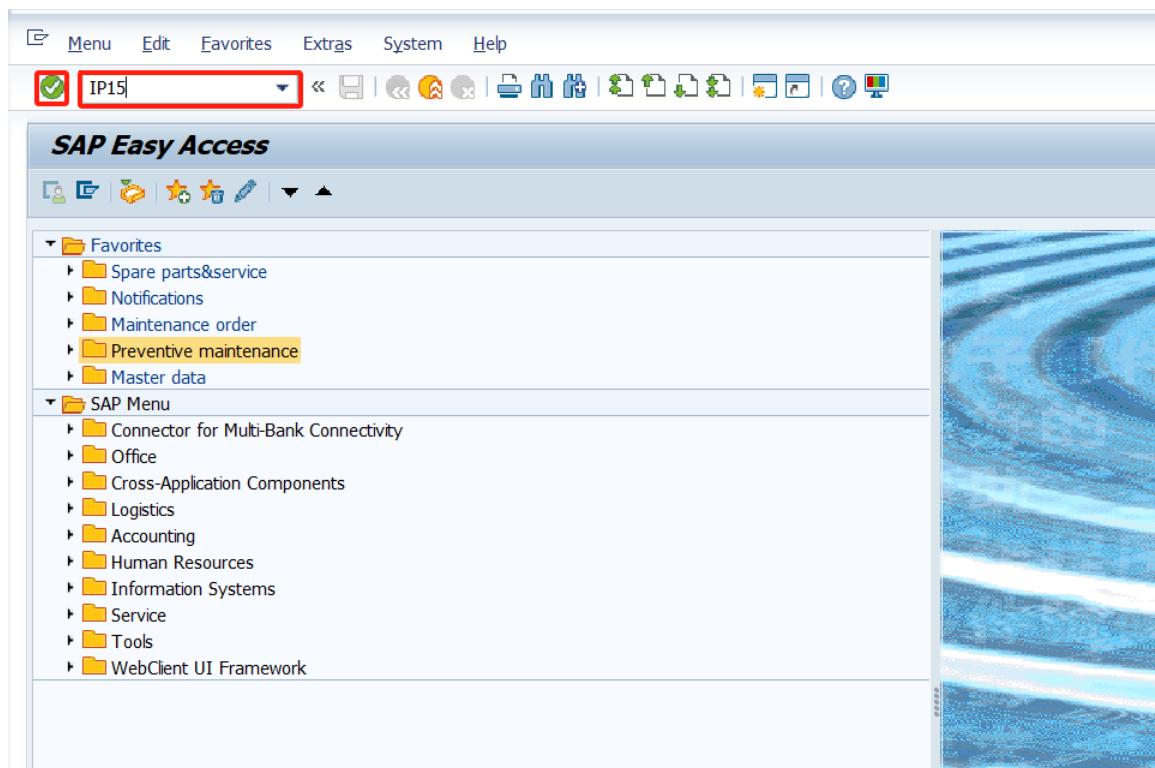


9. Check the plan date then press  button and save.



### 1.3 Change Maintenance plans

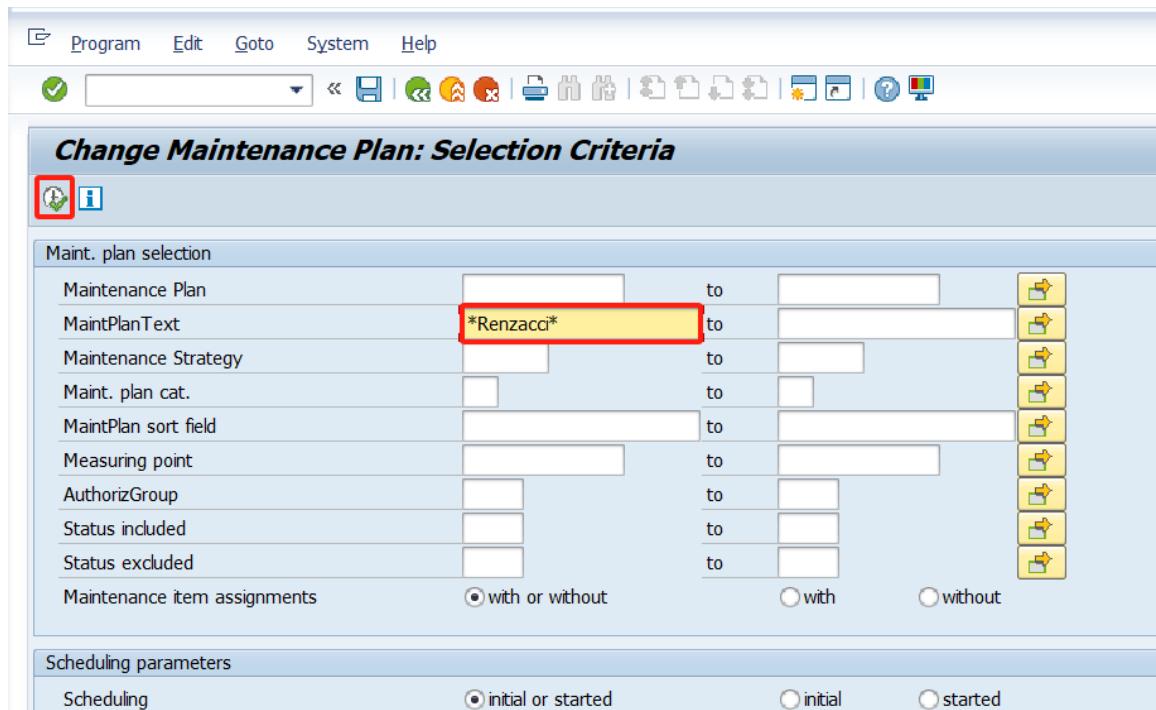
1. Enter the **IP15** T-CODE in the Transaction Tab.
2. Click  button or press Enter.



3. In the **MaintPlan Text** field, type Maintenance plan \***keyword\*** then press  button.

Example: \***Renzacci**\*

**Remark:** If you click  button without entering any filter, all maintenance plans will be displayed.



**Change Maintenance Plan: Selection Criteria**

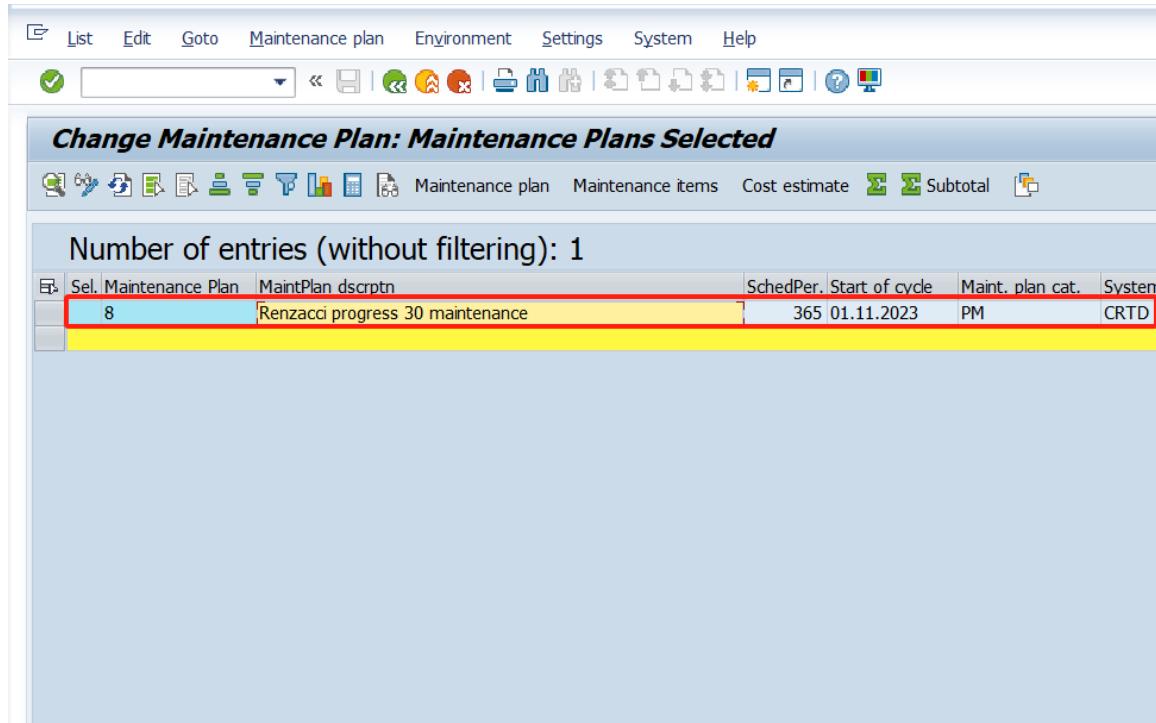
Maint. plan selection

Maintenance Plan	to	<input type="text"/>	
MaintPlanText	to	<input type="text" value="*Renzacci*"/>	
Maintenance Strategy	to	<input type="text"/>	
Maint. plan cat.	to	<input type="text"/>	
MaintPlan sort field	to	<input type="text"/>	
Measuring point	to	<input type="text"/>	
AuthorizGroup	to	<input type="text"/>	
Status included	to	<input type="text"/>	
Status excluded	to	<input type="text"/>	
Maintenance item assignments	<input checked="" type="radio"/> with or without	<input type="radio"/> with	<input type="radio"/> without

Scheduling parameters

Scheduling  initial or started  initial  started

4. Enter Select the maintenance plan to change and double-click.

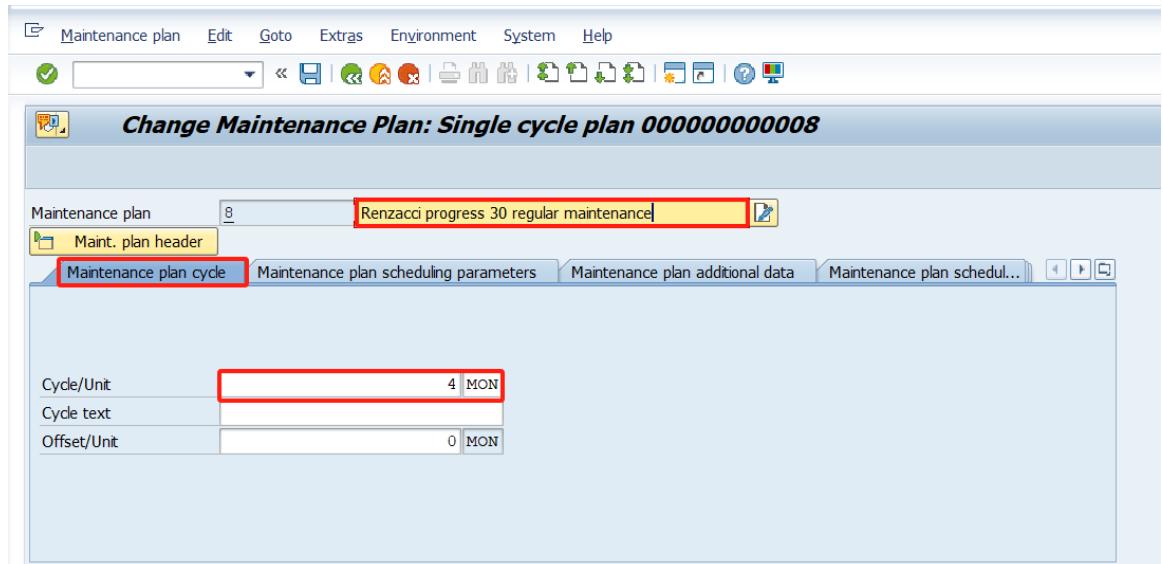


**Change Maintenance Plan: Maintenance Plans Selected**

Number of entries (without filtering): 1

Sel. Maintenance Plan	MaintPlan dscrptn	SchedPer.	Start of cycle	Maint. plan cat.	System
8	Renzacci progress 30 maintenance	365	01.11.2023	PM	CRTD

5. After changing the information bordered in red, press  button to save.

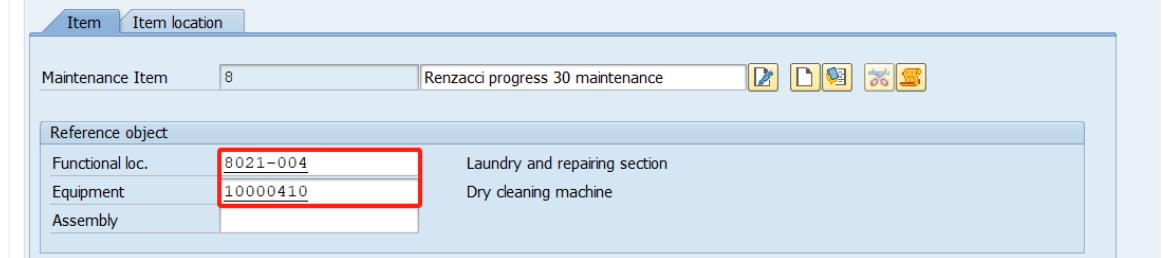


**Maintenance plan** 8 Renzacci progress 30 regular maintenance 

**Maint. plan header**

- Maintenance plan cycle** **Maintenance plan scheduling parameters** **Maintenance plan additional data** **Maintenance plan schedul...**

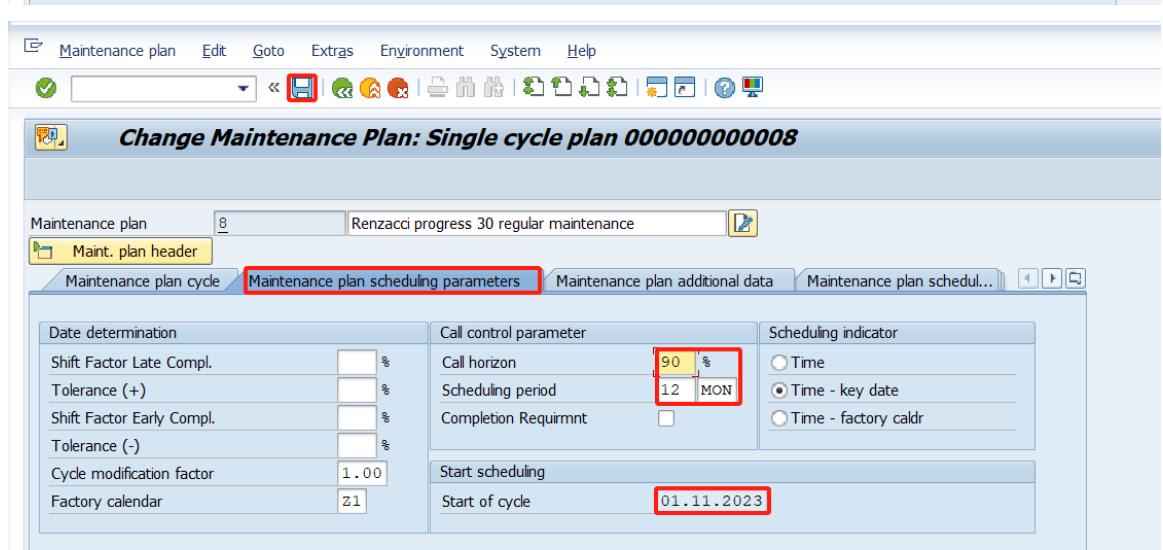
Cycle/Unit	4 MON
Cycle text	
Offset/Unit	0 MON

**Maintenance Item** 8 Renzacci progress 30 maintenance 

**Reference object**

Functional loc.	8021-004	Laundry and repairing section
Equipment	10000410	Dry cleaning machine
Assembly		

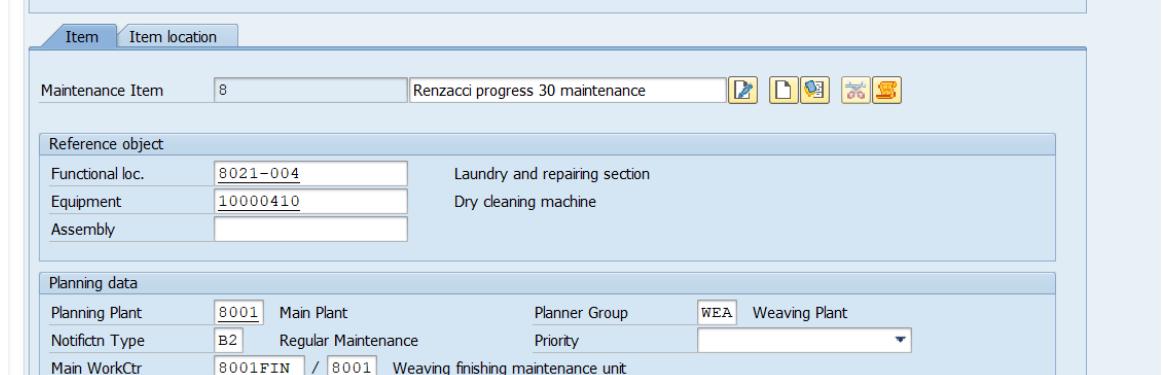
  


**Maintenance plan** 8 Renzacci progress 30 regular maintenance 

**Maint. plan header**

- Maintenance plan cycle** **Maintenance plan scheduling parameters** **Maintenance plan additional data** **Maintenance plan schedul...**

Date determination	Call control parameter	Scheduling indicator
Shift Factor Late Compl.	Call horizon 90 %	<input type="radio"/> Time
Tolerance (+)	Scheduling period 12 MON	<input checked="" type="radio"/> Time - key date
Shift Factor Early Compl.	Completion Requirmnt	<input type="radio"/> Time - factory caldr
Tolerance (-)		
Cycle modification factor	Start scheduling	
Factory calendar	Start of cycle 01.11.2023	

**Maintenance Item** 8 Renzacci progress 30 maintenance 

**Reference object**

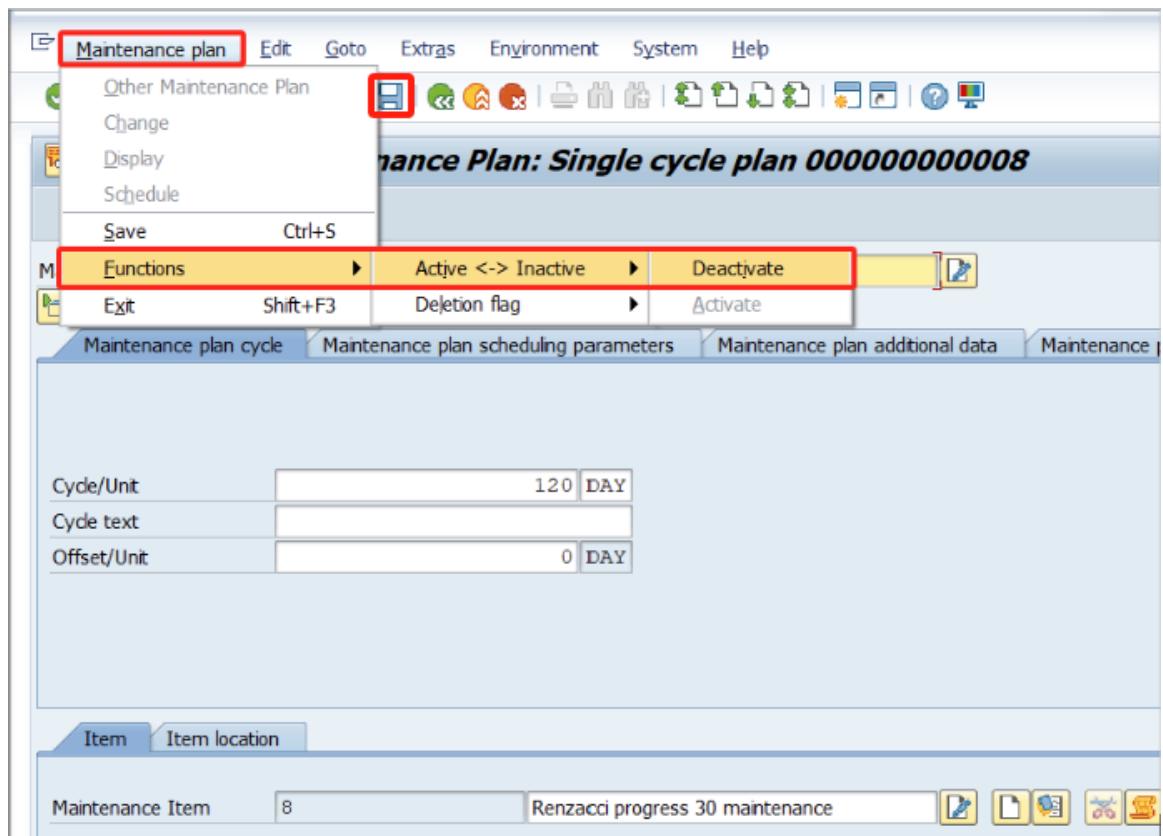
Functional loc.	8021-004	Laundry and repairing section
Equipment	10000410	Dry cleaning machine
Assembly		

**Planning data**

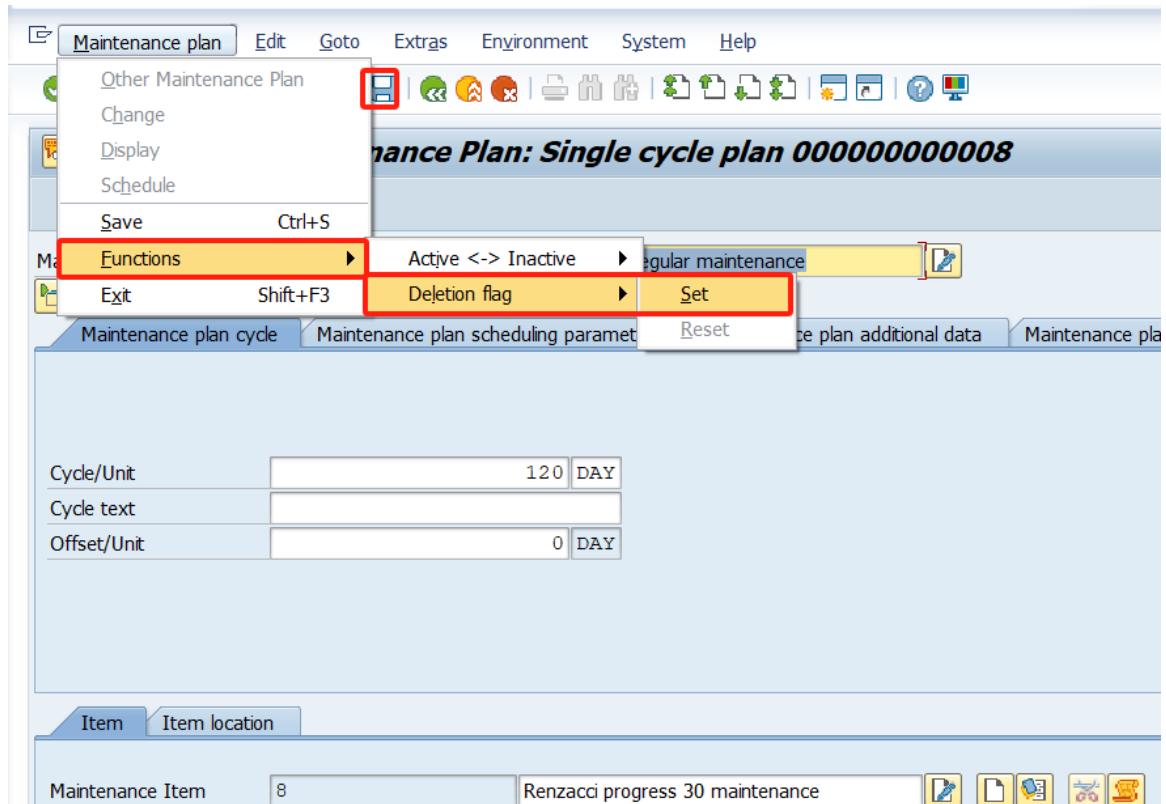
Planning Plant	8001 Main Plant	Planner Group	WEA Weaving Plant
Notifcn Type	B2 Regular Maintenance	Priority	
Main WorkCtr	8001FIN / 8001	Weaving finishing maintenance unit	

**Remark:** If the **Start of cycle** has been changed, you must go to the **Schedule maintenance plan** and click **New start** to activate the change.

6. To deactivate the maintenance plan, go to **Functions** in the **Maintenance plan** menu, select **Deactivate**, then press  button to save. After deactivate system won't create notification automatically.
7. To activate the maintenance plan, go to **Functions** in the **Maintenance plan** menu, select **Activate**, then press  button to save.

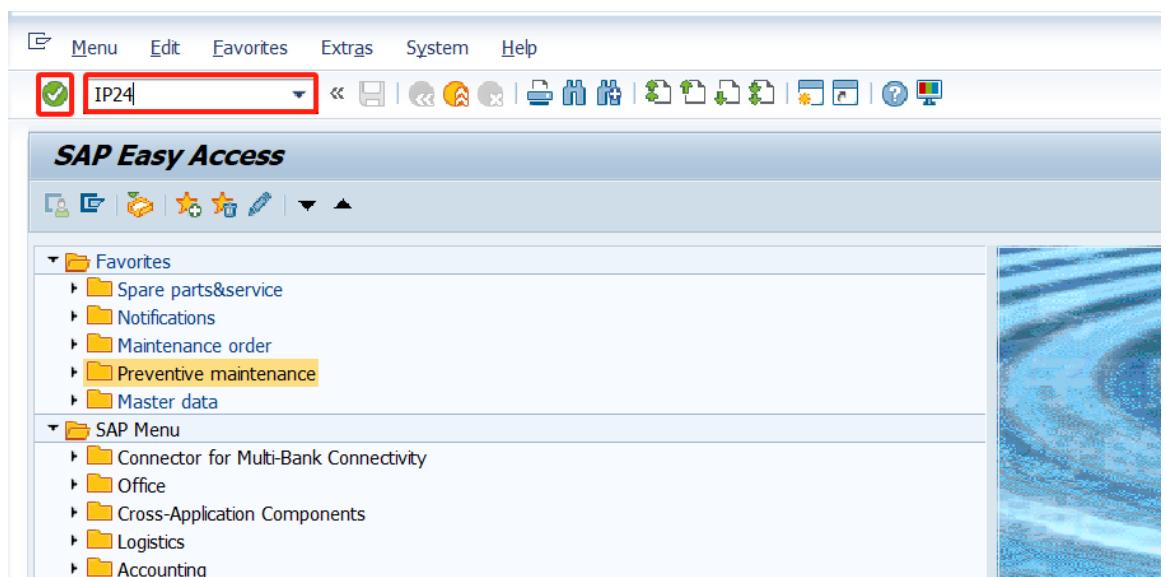


8. To Deletion flag the maintenance plan, go to **Functions** in the **Deletion flag** menu, select **Set**, then press  button to save.
9. To clear the **Deletion flag**, press **Reset** to save.

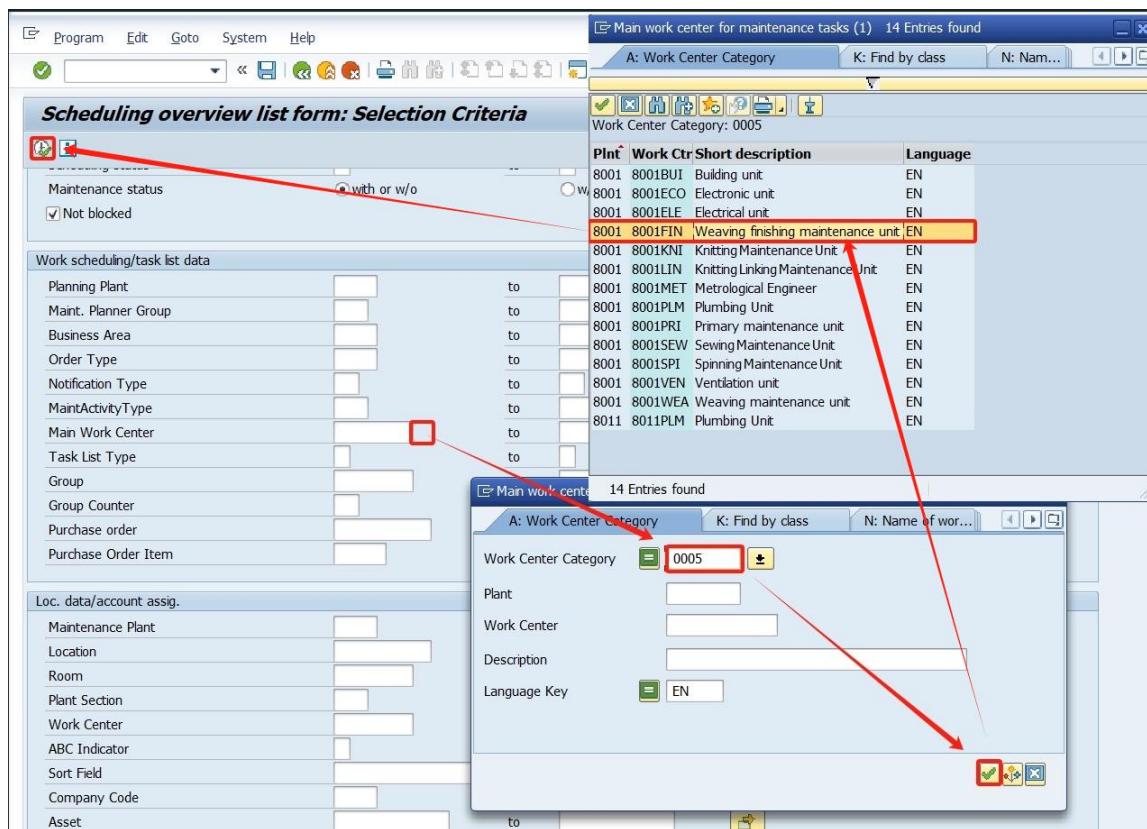


#### 1.4 Scheduling overview list form

1. Enter the **IP24** T-CODE in the Transaction Tab.
2. Click  button or press Enter.



3. From the **Selection Criteria** window, filter by **Main work center** and select and search for Work center. Work Center Category is **0005**.



**Remark:** If you click without entering any filter, all maintenance plan's schedules will be displayed.

4. Select the maintenance plan to display and double-click. You can see all maintenance plan execution times and schedules

Sel.	MntPlan	Maintenance item description	MntPlan	Call No.	Typ	Notification	PG	Mn.wk ctr	Plnt	Scheduled start date	Equipment	Description of technical object
5		Inspection service everyday	4	B3	30000007	WEA	8001WEA	8014	30.11.2023	10000003	Brushing machine	
5		Inspection service everyday	5	B3	30000008	WEA	8001WEA	8014	01.12.2023	10000003	Brushing machine	
5		Inspection service everyday	6	B3	30000009	WEA	8001WEA	8014	02.12.2023	10000003	Brushing machine	
6		Replace disc knife Cutting machine	1	B2		WEA	8001FIN	8014	01.07.2024	10000006	Raising machine	
6		Replace disc knife Cutting machine	2	B2		WEA	8001FIN	8014	01.07.2025	10000006	Raising machine	
6		Replace disc knife Cutting machine	90,000,000	B2	200000067	WEA	8001FIN	8014	01.03.2024	10000006	Raising machine	
7		Replace bearings for Brushing machine.	1	B2		WEA	8001WEA	8014	01.08.2024	10000003	Brushing machine	
7		Replace bearings for Brushing machine.	2	B2		WEA	8001WEA	8014	01.08.2025	10000003	Brushing machine	
7		Replace bearings for Brushing machine.	90,000,000	B2	200000069	WEA	8001WEA	8014	15.03.2024	10000003	Brushing machine	
8		Renzacci progress 30 maintenance	1	B2		WEA	8001FIN	8021	01.03.2024	10000410	Dry cleaning machine	
8		Renzacci progress 30 maintenance	2	B2		WEA	8001FIN	8021	01.07.2024	10000410	Dry cleaning machine	
8		Renzacci progress 30 maintenance	3	B2		WEA	8001FIN	8021	01.11.2024	10000410	Dry cleaning machine	
8		Renzacci progress 30 maintenance	90,000,000	B2	200000070	WEA	8001FIN	8021	01.03.2024	10000410	Dry cleaning machine	
9		Tools inventory-Building unit	1	B9	900000000	EFS	8001BUI	8001	01.01.2024			
9		Tools inventory-Building unit	2	B9		EFS	8001BUI	8001	01.01.2025			
9		Tools inventory-Building unit	3	B9		EFS	8001BUI	8001	01.01.2026			
9		Tools inventory-Building unit	4	B9		EFS	8001BUI	8001	01.01.2027			
9		Tools inventory-Building unit	5	B9		EFS	8001BUI	8001	01.01.2028			
10		Densenk Elevator	1	B8	800000003	EFS	8001ECO	8001	27.05.2023			

5. You can see all the information of your selected Maintenance plan.

The screenshot shows the SAP Maintenance Item display interface. At the top, there's a menu bar with options like Maintenance item, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main title is "Display Maintenance Item: Maintenance item 0000000000000008". The maintenance item number is 8, and the description is "Renzacci progress 30 maintenance". The maintenance plan category is "PM PM Notification". The interface is divided into several sections: Reference object, Planning data, Task list, and Assigned maintenance plan. In the Reference object section, functional loc is 8021-004 (Laundry and repairing section), equipment is 10000410 (Dry cleaning machine), and assembly is empty. In the Planning data section, planning plant is 8001 (Main Plant), planner group is WEA (Weaving Plant), notification type is B2 (Regular Maintenance), priority is regular, main work center is 8001FIN / 8001 (Weaving finishing maintenance unit), sales document is empty, and determine tasks is checked. In the Task list section, there are columns for Cat, TL group, GrpCr, and Description, along with several icons for task management. In the Assigned maintenance plan section, the maintenance plan is 8, and the description is "Renzacci progress 30 regular maintenance".

## 2 Notifications

### 2.1 Notification

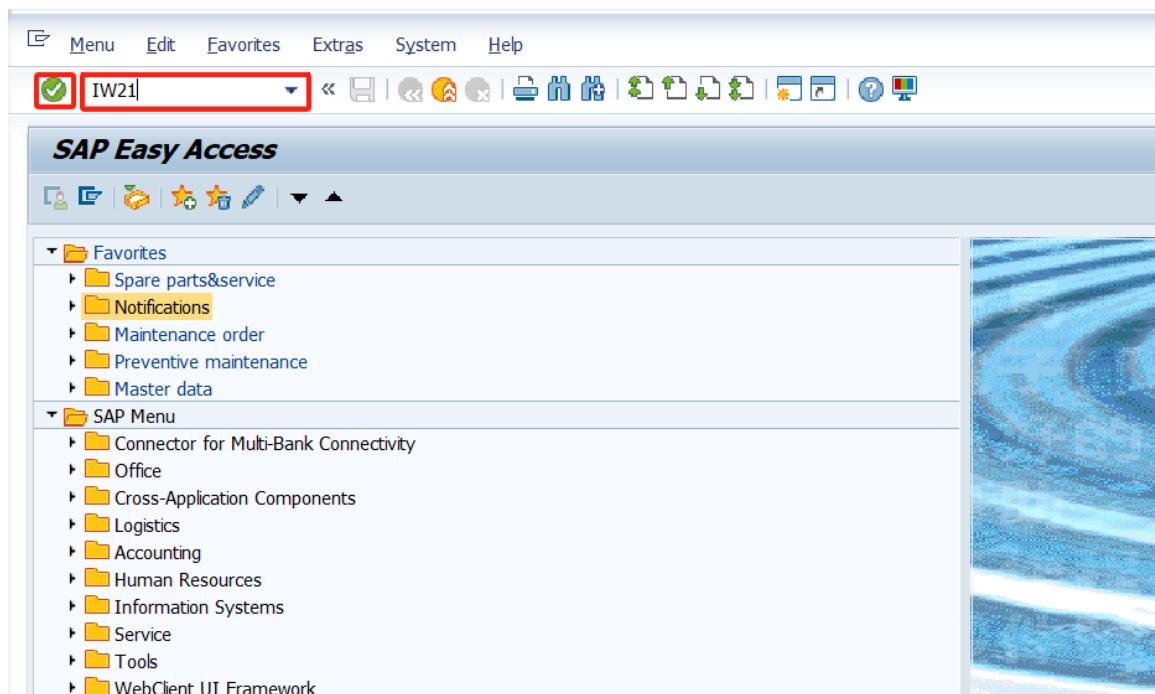
Notification is created in 2 ways. The first one is created automatically by the system according to the scheduled maintenance. These include overhaul maintenance, regular maintenance, inspection service, upgrading maintenance.

The second way is a notification created manually by engineers. These include breakdown record, new equipment installation, equipment transfer record, certification record, tools record. However, the change notification, notification approvals, and print notification record processes of manually created and system created notifications are the same.

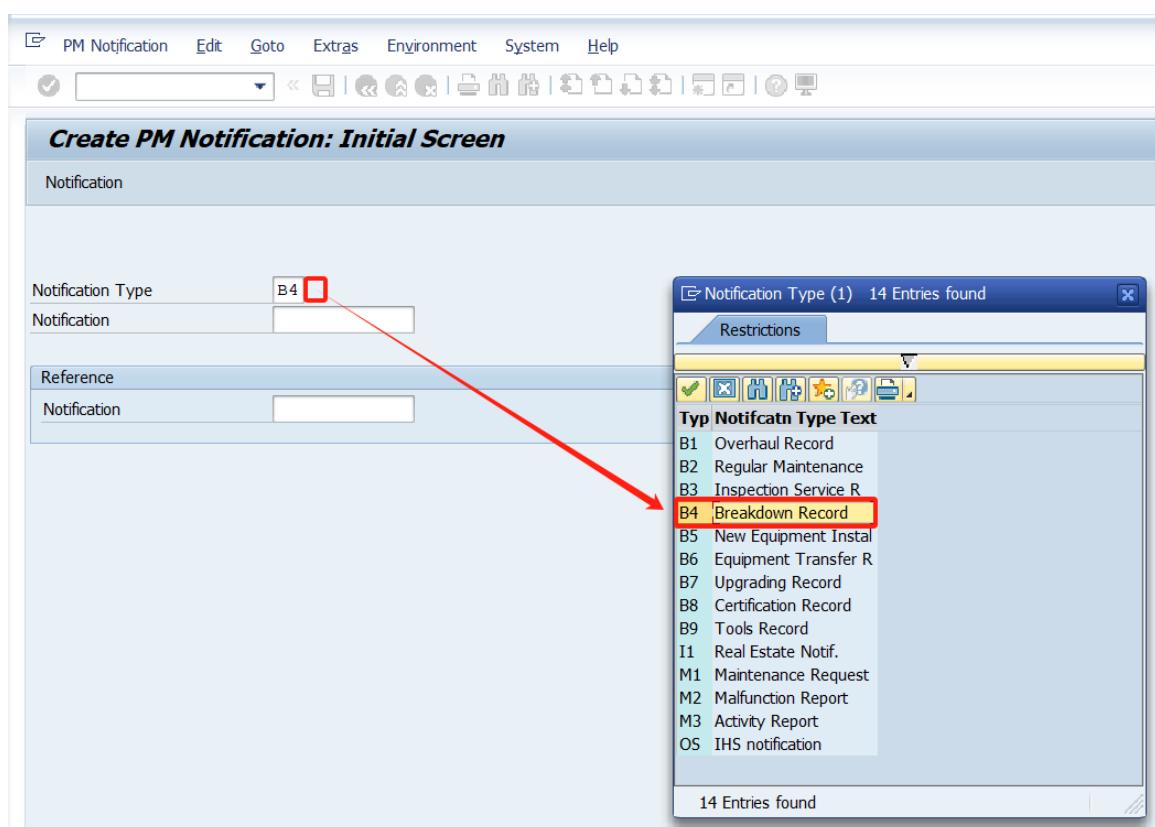
## 2.2 Create PM Notification /manually/

1. Enter the **IW21** T-CODE in the Transaction Tab.

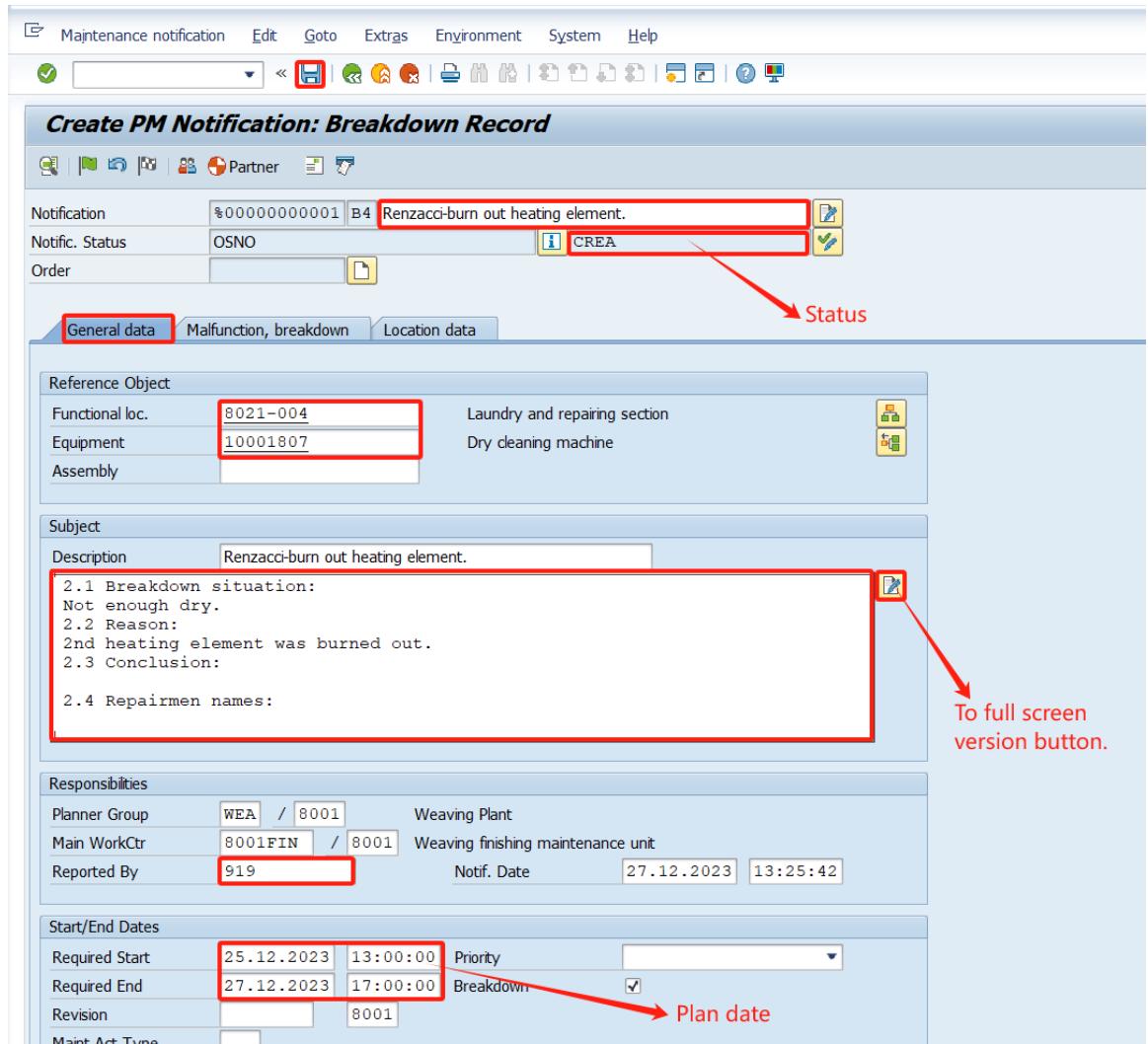
2. Click button or press Enter.



3. Select notification type then press Enter



4. Enter information in the fields bordered red and press  button to save.



**Create PM Notification: Breakdown Record**

Notification: %00000000001 B4 Renzacci-burn out heating element.

Notif. Status: OSNO CREA

Order:

**General data**   **Malfunction, breakdown**   **Location data**

**Reference Object**

- Functional loc.: 8021-004 Laundry and repairing section
- Equipment: 10001807 Dry cleaning machine
- Assembly:

**Subject**

Description: Renzacci-burn out heating element.

2.1 Breakdown situation:  
Not enough dry.  
2.2 Reason:  
2nd heating element was burned out.  
2.3 Conclusion:  
  
2.4 Repairmen names:

**Responsibilities**

Planner Group: WEA / 8001 Weaving Plant  
Main WorkCtr: 8001FIN / 8001 Weaving finishing maintenance unit  
Reported By: 919

**Start/End Dates**

Required Start: 25.12.2023 13:00:00 Priority:   
Required End: 27.12.2023 17:00:00 Breakdown:

Revision: 8001  
Maint. Act. Type:

**Remark:** It is only created status. Status can be changed from **Change notifications**.

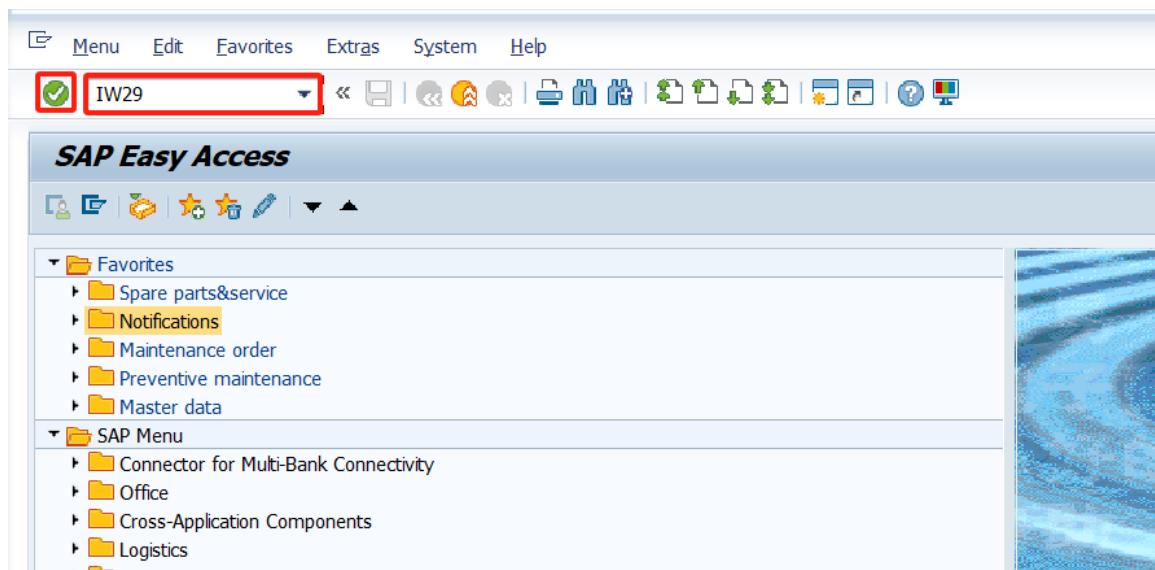
5. Notifications long description draft.

New equipment record	Equipment transfer record	Upgrading record
2.1 Arrival date: YYYY-MM-DD 2.2 Condition of arrival ..... 2.3 Installation ..... 2.4 Installation finished date: YYYY-MM-DD 2.5 Condition of start up ..... 2.6 Test and training ..... 2.7 Auxiliary parts: ..... 2.8 Conclusion ..... 2.9 Repairmen names: .....	2.1 Transferred workshop: ..... 2.2 installed workshop: ..... 2.3 Move and installation ..... 2.4 Installation finished date: YYYY-MM-DD 2.5 Condition of start up ..... 2.6 Test ..... 2.7 Conclusion ..... 2.8 Repairmen names: .....	2.1 Before ..... 2.2 After ..... 2.3 Conclusion ..... 2.4 Repairmen names/ outsourcing company name: .....
Overhaul/regular maintenance record	inspection service record	Breakdown record
2.1 Maintenance operations: ..... 2.2 Conclusion ..... 2.3 Repairmen names: .....	2.1 Operations: ..... 2.3 Repairmen names: .....	2.1 Breakdown situation ..... 2.2 Reason ..... 2.3 Conclusion ..... 2.4 Repairmen names .....

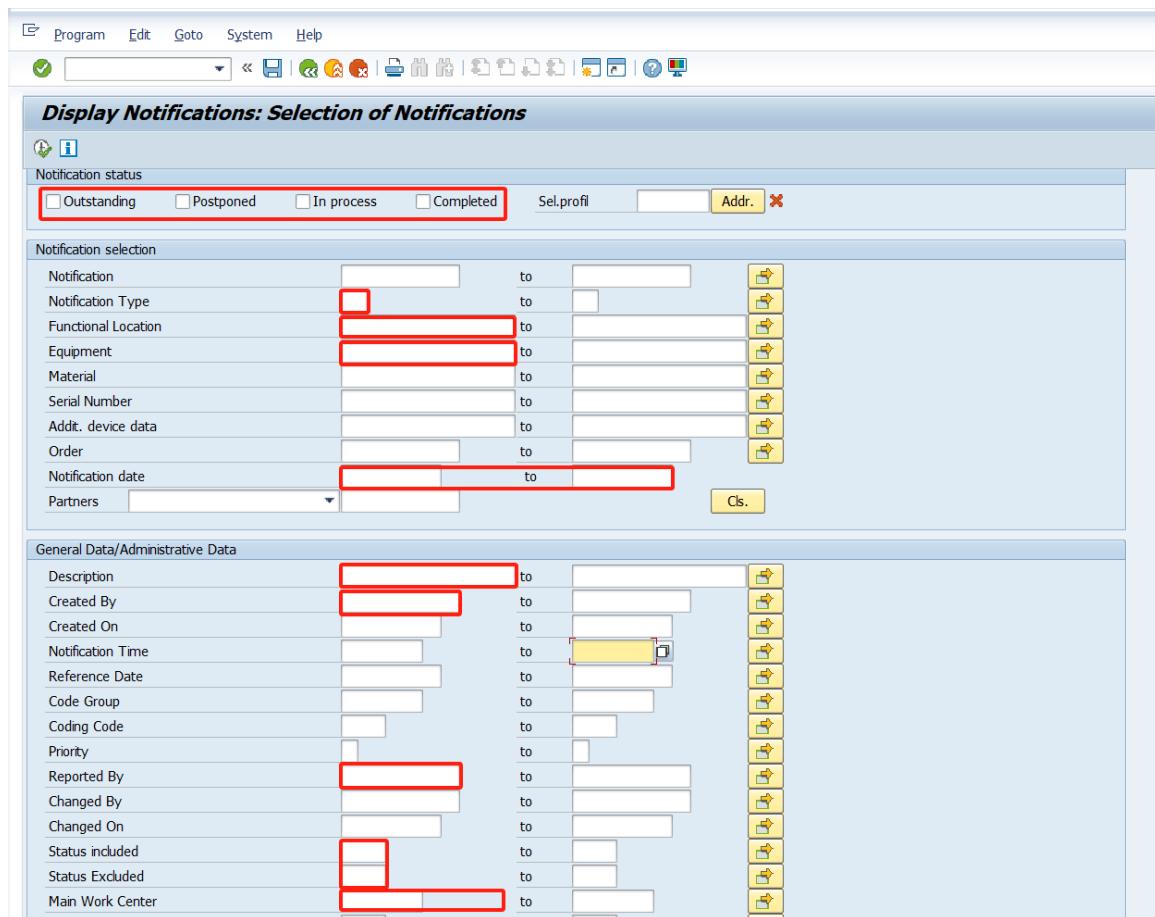
### 2.3 Display Notifications

1. Enter the **IW29** T-CODE in the Transaction Tab.

2. Click button or press Enter.



3. When looking for the notification you need, select the most suitable selections bordered by red, enter the information, filter and press button to search.



**DS4(1)/110 Display Notifications: Selection of Notifications**

**Display Notifications: Selection of Notifications**

Object	Start Date	End Date	Action
Plant for WorkCenter			
Planning Plant			
Revision			
Maint. Planner Group			
TechInspection by			
TechInspection on			
Required Start			
Required End			
Completion by Date			
Final Due Date			
Catalog Profile			
Assembly			
Customer			
Sales Order			
Sales Document			
Sales Document Item			
Customer Reference			
Customer Ref. Date			
Sales Organization			
Distribution Channel			
Division			
Maintenance Plan			
Maintenance Item			
Maint. Activity Type			

**Malfunction Data/System Availability**

Object	Start Date	End Date	Action
Malfunction Start			
Malfunction End			
Malfunction Start (Time)	00:00:00	00:00:00	

**DS4(1)/110 Display Notifications: Selection of Notifications**

**Display Notifications: Selection of Notifications**

Object	Start Date	End Date	Action
Malfunction End (Time)	00:00:00	00:00:00	
Funct. Loc. Affected			
Equipment Affected			
Effect			
Breakdown			
Breakdown Duration			
Avail. Before Malf.			
Avail. After Malf.			
Avail. After Task			
Cond. Before Malfctn			
Cond. After Malfctn			
Condition After Task			

**Location Data/Acc.Assignment/Maint. Plan**

Object	Start Date	End Date	Action
Maintenance Plant			
Location			
Room			
Sort Field			
Plant Section			
ABC Indicator			
Cost Center			
Company Code			
Business Area			
Asset			

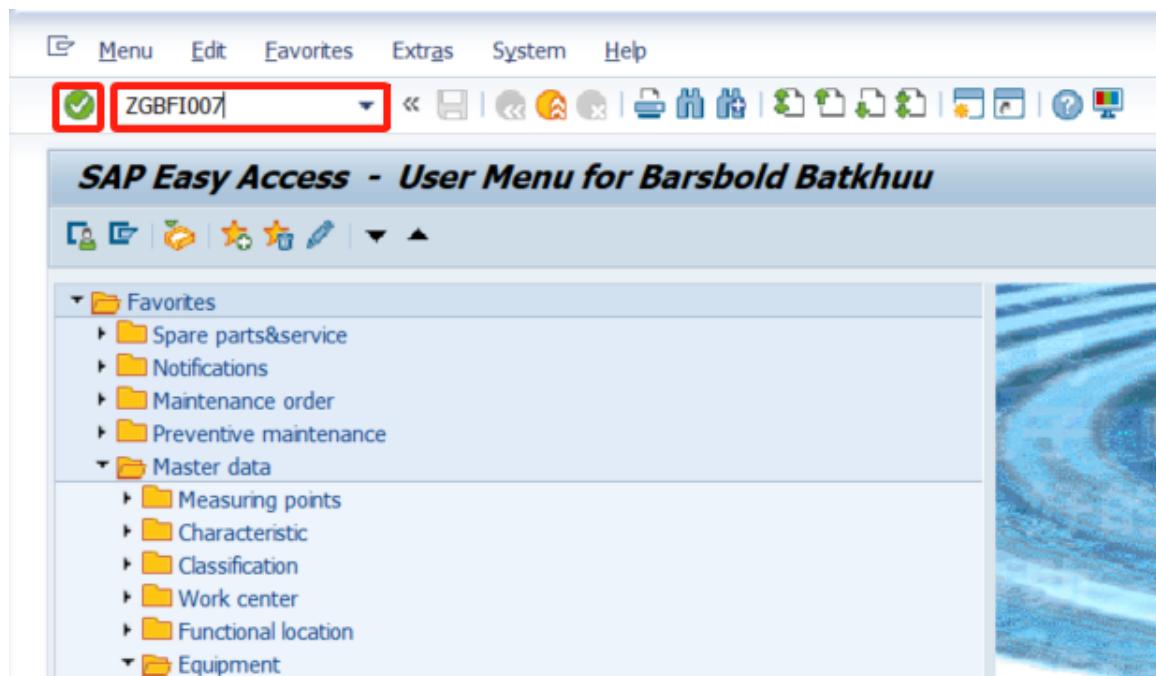
**Others**

Object	Start Date	End Date	Action
Paging status			
Layout	/BARSAA		
Ref. Field for Monitor			

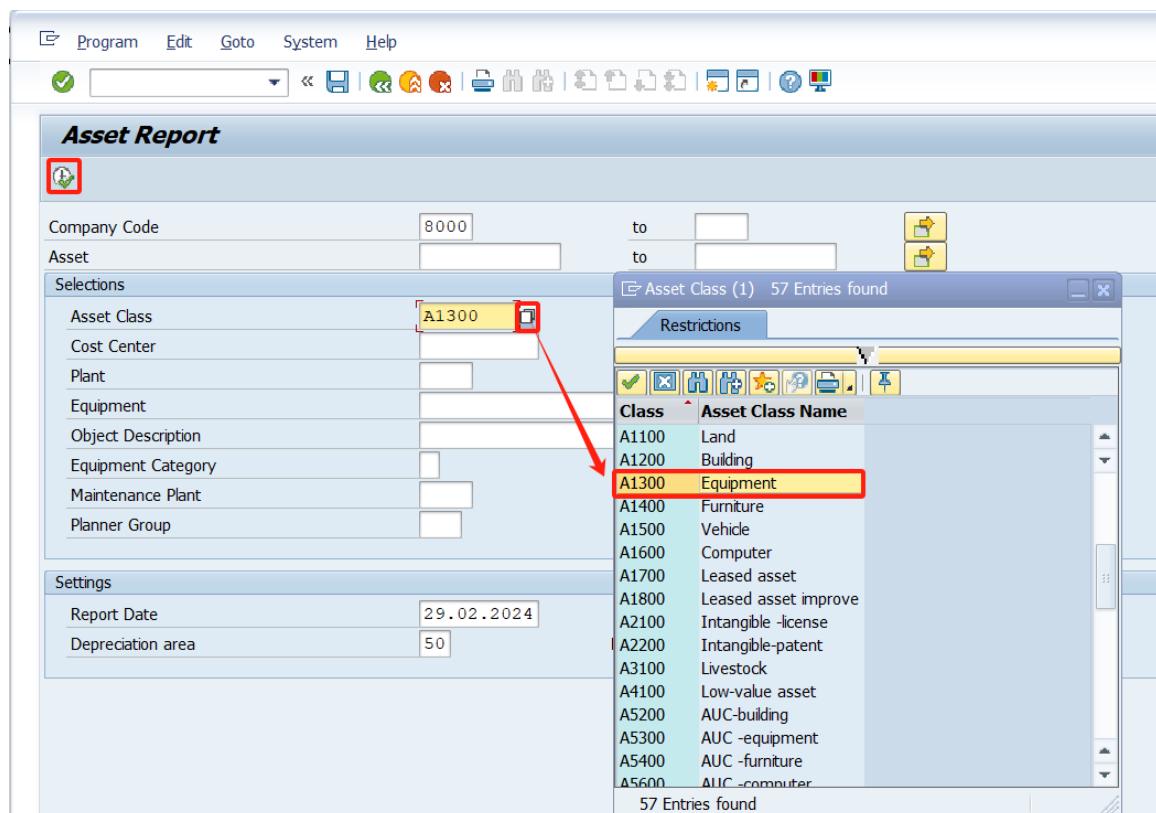
## 2.4 Download equipment list

1. Enter the **ZGBFI007** T-CODE in the Transaction Tab.

2. Click button or press Enter.



3. Select **Asset class** as **A1300 /Equipment/** then click button.



4. Click button then select layout and double-click.

**Asset Report**

Choose CoCode Asset Sub-number Class Description Asset Description Asset square/Size Registrati Diamond re BP number Quantity Unit Unit Cap.Date

8000	13000000	0	A1300	Equipment Octr	italy	0.000	PC	PC	17.11.2023
8000	13000001	0	A1300	Equipment SHIMA SEIKI X12G/	Хавтгайлан сүлжих машин	0.000	PC	PC	30.11.2023
8000	13000002	0	A1300	Equipment Equipment Boloroo Test		0.000	PC	PC	30.11.2023
8000	13000003	0	A1300	Equipment Invest order-equipment Boloroo Test		0.000	PC	PC	30.11.2023
8000	13000004	0	A1300	Equipment Invest order-equipment Boloroo Test		0.000	PC	PC	30.11.2023
8000	13000005	0	A1300	Equipment Equipment B		0.000	PC	PC	30.11.2023
8000	13000006	0	A1300	Equipment Халасны а		0.000	PC	PC	30.11.2023
8000	13000007	0	A1300	Equipment Equipment -		0.000	PC	PC	30.11.2023
8000	13000008	0	A1300	Equipment Дадж оёөн		0.000	PC	PC	30.11.2023
8000	13000009	0	A1300	Equipment Шүлүүн оёөн		0.000	PC	PC	30.11.2023
8000	13000010	0	A1300	Equipment Гэрэлтүүлэ		0.000	PC	PC	30.11.2023
8000	13000011	0	A1300	Equipment Самнах ма		0.000	PC	PC	30.11.2023
8000	13000012	0	A1300	Equipment Табаны ш		0.000	PC	PC	30.11.2023
8000	13000013	0	A1300	Equipment Мегали ма		0.000	PC	PC	30.11.2023
8000	13000014	0	A1300	Equipment GAUDINO Э		0.000	PC	PC	30.11.2023
8000	13000015	0	A1300	Equipment Основ орд		0.000	PC	PC	30.11.2023
8000	13000016	0	A1300	Equipment Equipment		0.000	PC	PC	30.11.2023
8000	13000017	0	A1300	Equipment Weaving ma		0.000	PC	PC	30.11.2023
8000	13000018	0	A1300	Equipment Weaving ma		0.000	PC	PC	30.11.2023
8000	13000019	0	A1300	Equipment Weaving ma		0.000	PC	PC	30.11.2023
8000	13000020	0	A1300	Equipment Sewing mac		0.000	PC	PC	30.11.2023
8000	13000021	0	A1300	Equipment Самнах ма		0.000	PC	PC	30.11.2023
8000	13000022	0	A1300	Equipment Water softe		0.000	PC	PC	30.11.2023
8000	13000023	0	A1300	Equipment Water softe		0.000	PC	PC	30.11.2023
8000	13000024	0	A1300	Equipment Water softe		0.000	PC	PC	30.11.2023
8000	13000025	0	A1300	Equipment Газан плет		0.000	PC	PC	30.11.2023
8000	13000026	0	A1300	Equipment Цүүчин ма		0.000	PC	PC	30.11.2023
8000	13000027	0	A1300	Equipment Шагах ма		0.000	PC	PC	30.11.2023
8000	13000028	0	A1300	Equipment Шүлүүн оё		0.000	PC	PC	30.11.2023
8000	13000029	0	A1300	Equipment Шүлүүн оёдлын маши		0.000	PC	PC	30.11.2023

Choose Layout Setting Overview of Layouts Layout Layout Description Default Setting  
PM Barsbold Double-click

5. Click button then enter file name and press Export to...

6. Select location to save.

**Asset Report**

Choose CoCode Asset Sub-number Class Description Asset Description Equipment Descriptn Category EqCat. Status M

8000	13000000	0	A1300	Equipment Octr					
8000	13000001	0	A1300	Equipment SHIMA SEIKI /12G/					
8000	13000002	0	A1300	Equipment Equipment Boloroo Test					
8000	13000003	0	A1300	Equipment Invest order-equipment Boloroo Test					
8000	13000004	0	A1300	Equipment Invest order-equipment Uuree					
8000	13000005	0	A1300	Equipment Equipment Boloroo Test 2					
8000	13000006	0	A1300	Equipment Халасны автомат оёдлын машин Хятад					
8000	13000007	0	A1300	Equipment Equipment - Mash tom					
8000	13000008	0	A1300	Equipment Equipment -					
8000	13000009	0	A1300	Equipment Equipment -					
8000	13000010	0	A1300	Equipment Equipment -					
8000	13000011	0	A1300	Equipment Equipment -					
8000	13000012	0	A1300	Equipment Equipment -					
8000	13000013	0	A1300	Equipment Equipment -					
8000	13000014	0	A1300	Equipment Equipment -					
8000	13000015	0	A1300	Equipment Equipment -					
8000	13000016	0	A1300	Equipment Equipment -					
8000	13000017	0	A1300	Equipment Equipment -					
8000	13000018	0	A1300	Equipment Equipment -					
8000	13000019	0	A1300	Equipment Weaving machine Dornier jaccard 1000					
8000	13000020	0	A1300	Equipment Sewing machine					
8000	13000021	0	A1300	Equipment Самнах машин 7 ком LFN186A-LFN288					
8000	13000022	0	A1300	Equipment Water softener					
8000	13000023	0	A1300	Equipment Water softener					

Choose Layout Setting Overview of Layouts Layout Layout Description Default Setting  
PM Barsbold Double-click

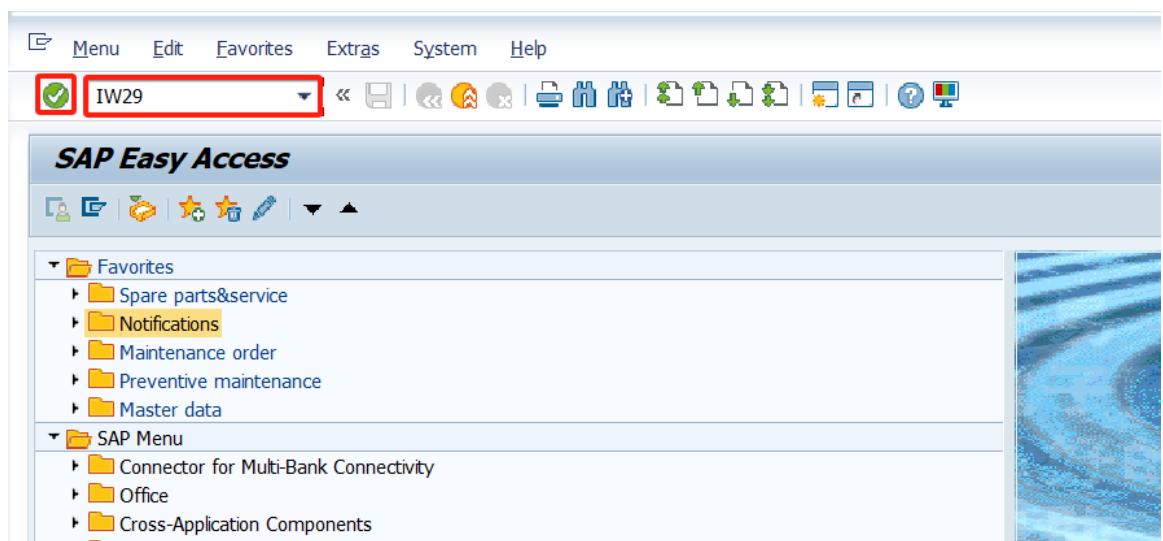
**Export As**

General File name: Equipment list 2024.02.25 Format: Spreadsheet(\*.xlsx) Destination: Local Export to... Cancel

## 2.5 Download equipment idle time report

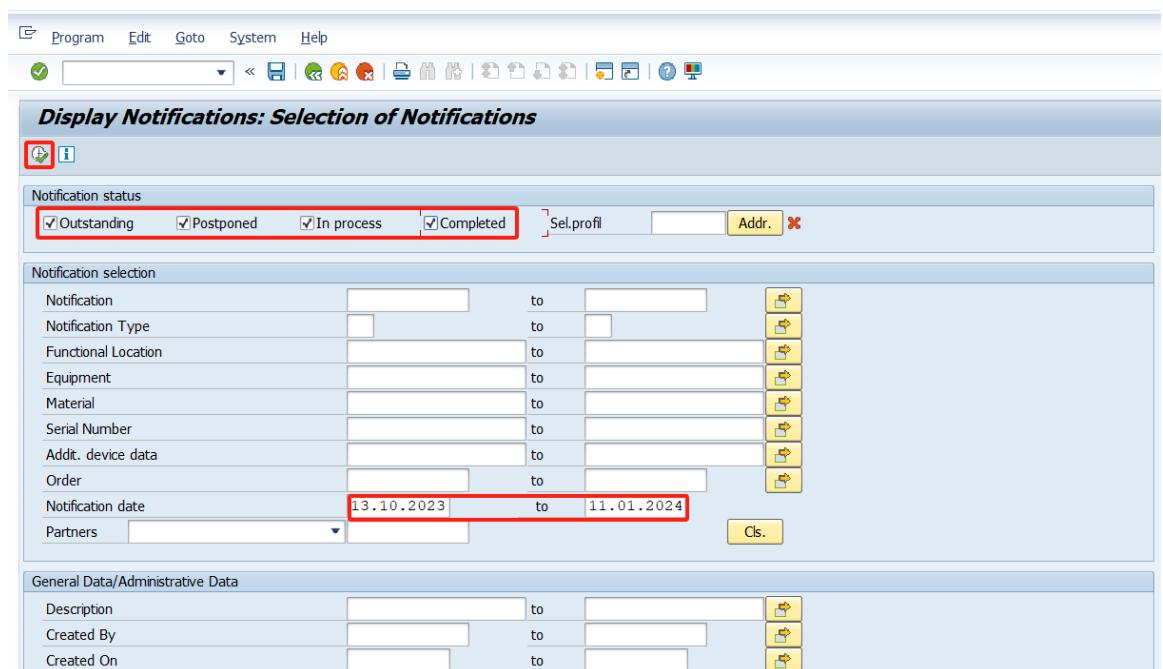
**Remark:** This Idle time report only reports idle time due to maintenance and breakdowns.

It calculates time based on 24 hours a day, not work hours.



7. Tick all notification status and filter by notification start end date then click button.

**Remark:** **Display notification /1.2.3/** can use the same required filter to show only the list of notifications that are relevant to you.



**Remark:** Enter the notification date as the period for receiving the report.

8. Click mouse2 on  button and select **Spreadsheet**.

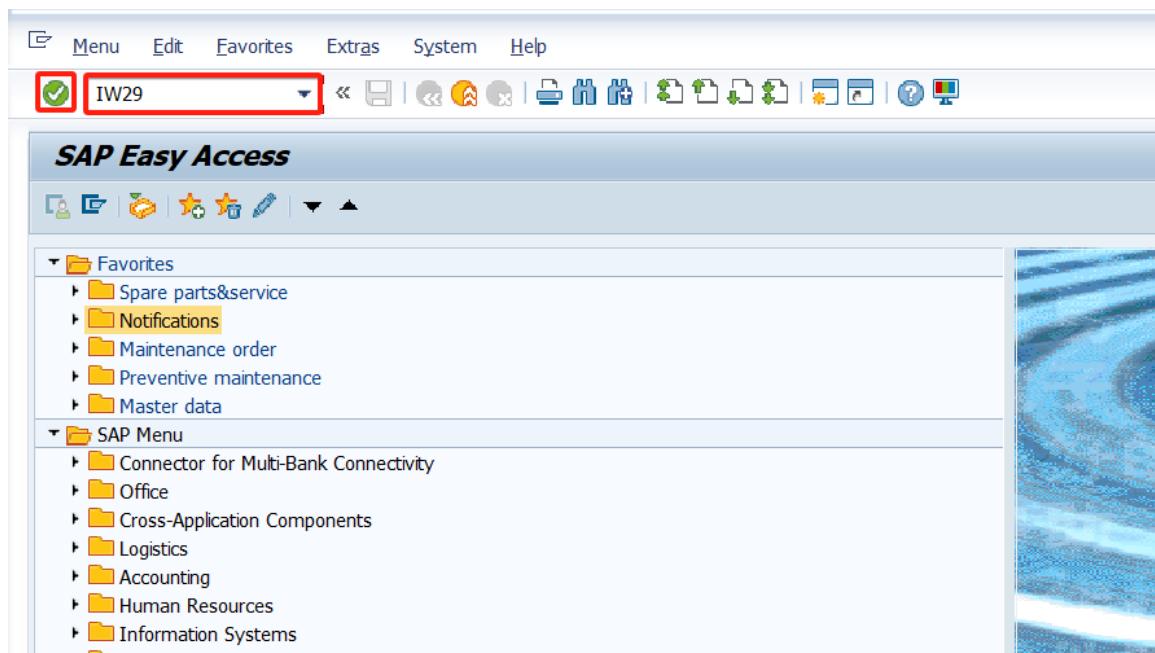
9. Enter name and select **xlsx-TT Spreadsheet (\*.xlsx)** then click **Export to...**button. Save it in an Excel file on Microsoft office and calculate the Idle time of the equipment.

Notif.Type	Notification Type	Text	Notification	Required End	ReqEndTime	Required Start	ReqStTime	Description	User Status
B1	Overhaul Record		100000000	00:00:00	20.11.2023	10:49:30			CREA
B1	Overhaul Record		100000001	24.11.2023	00:00:00	21.11.2023	09:37:44		DELE
B1	Overhaul Record		100000002	24.11.2023	00:00:00	21.11.2023	09:37:44		FINI
B1	Overhaul Record		100000003	01.02.2024	00:00:00	15.01.2024	15:10:40	Printing machine overhaul work in2024	CREA
B1	Overhaul Record		100000004	11.01.2024	08:00:00	10.01.2024	14:23:59	Printing machine breakdown	FINI
B1	Overhaul Record		100000005	11.01.2024	08:00:00	10.01.2024	14:23:59	Printing machine breakdown	FINI
B1	Overhaul Record		100000006	11.01.2024	08:00:00	10.01.2024	14:23:59	Printing machine breakdown	FINI
B1	Overhaul Record		100000007	12.01.2024	00:00:00	11.01.2024	08:43:14	Test for reject	FINI
B1	Overhaul Record		100000008	12.01.2024	00:00:00	11.01.2024	08:43:14	Test for reject	CREA
B2	Regular Mainten								FINI
B2	Regular Mainten								CREA
B2	Regular Mainten								CREA
B2	Regular Mainten								CREA
B2	Regular Mainten								CREA
B2	Regular Mainten								CREA
B2	Regular Mainten								CREA
B2	Regular Mainten								CREA
B2	Regular Mainten								CREA
B2	Regular Maintenance		200000009	13.03.2024	00:00:00	13.03.2024	00:00:00	Replace bearings for brushing machine.	FINI
B2	Regular Maintenance		200000070	01.03.2024	00:00:00	01.03.2024	00:00:00	Renzacci progress 30 maintenance	FINI
B2	Regular Maintenance		200000077	12.01.2024	00:00:00	11.01.2024	10:23:19	Test for print	FINI
B3	Inspection Service R		300000000	19.11.2023	14:37:04	17.11.2023	14:37:04	Monthly clean and lubricating	FINI
B3	Inspection Service R		300000001	01.03.2024	00:00:00	01.03.2024	00:00:00	Lubricating brushing machine	FINI
B3	Inspection Service R		300000002	01.01.2024	00:00:00	01.01.2024	00:00:00	Lubricating brushing machine	CREA
B3	Inspection Service R		300000003	06.06.2024	00:00:00	06.06.2024	00:00:00	Lubricating brushing machine	CREA
B3	Inspection Service R		300000004	27.11.2023	00:00:00	27.11.2023	00:00:00	Inspection service everyday	CREA
B3	Inspection Service R		300000005	28.11.2023	00:00:00	28.11.2023	00:00:00	Inspection service everyday	CREA
B3	Inspection Service R		300000006	29.11.2023	00:00:00	29.11.2023	00:00:00	Inspection service everyday	CREA
B3	Inspection Service R		300000007	30.11.2023	00:00:00	30.11.2023	00:00:00	Inspection service everyday	CREA

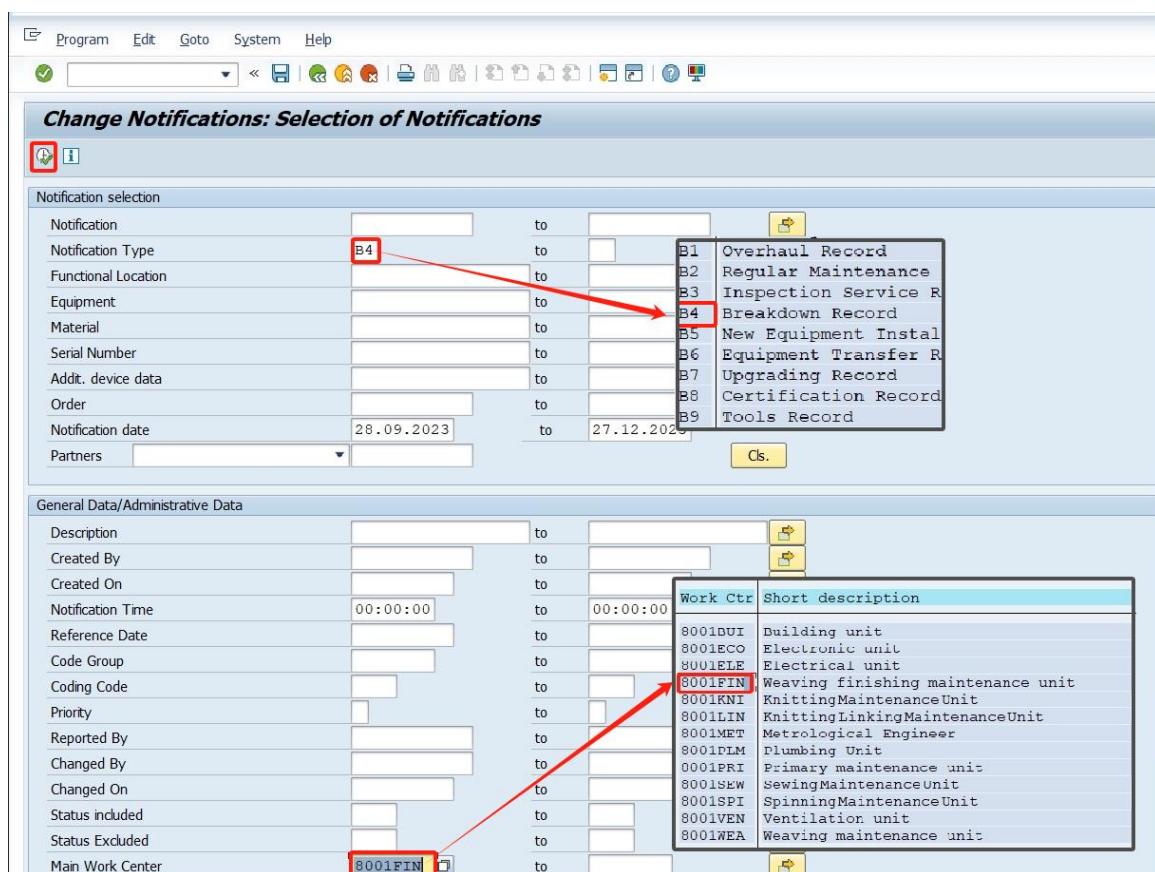
## 2.6 Change Notifications

1. Enter the **IW29** T-CODE in the Transaction Tab.

2. Click button or press Enter.

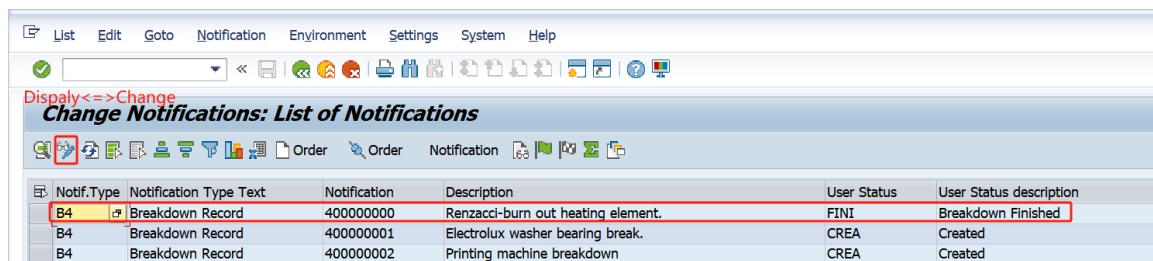


3. Filter by **Notification type** and **Main work center** and click button to open the notification list.



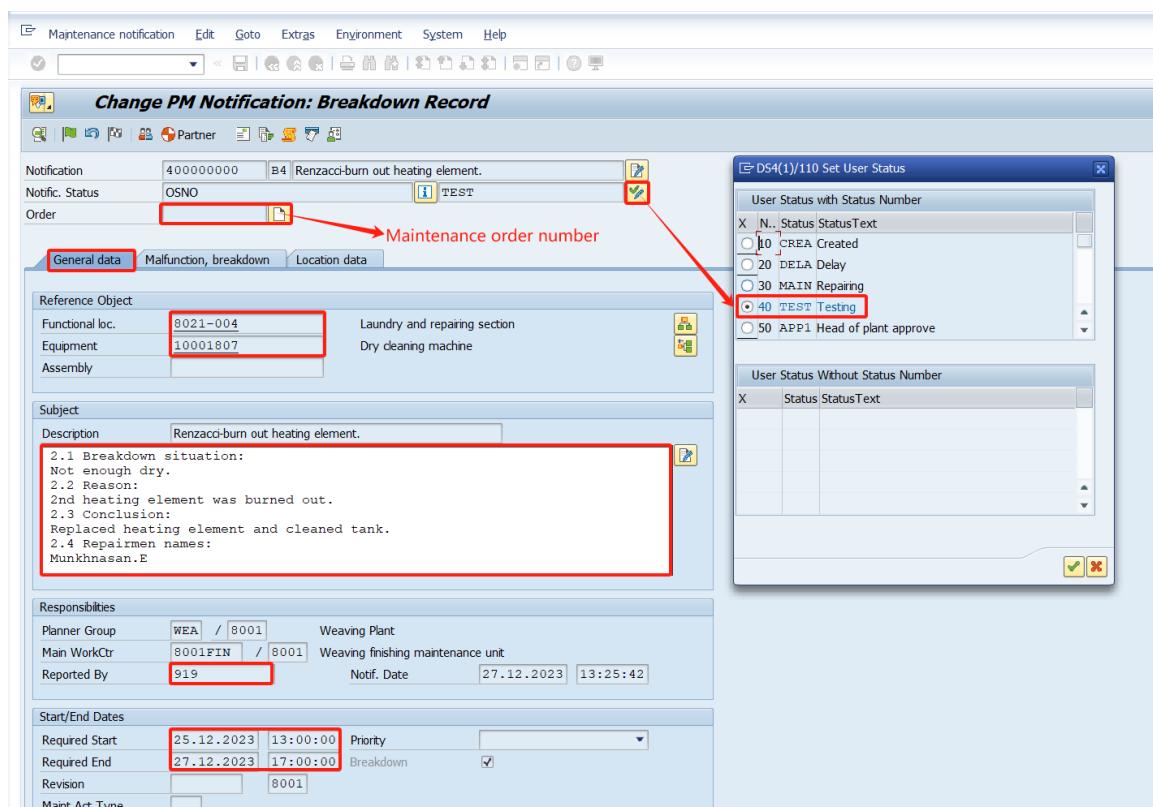
4. Use the  button to switch display/change mode. Then select notification and double-click.

**Remark:** The notification list contains all the notifications created manually and automatically created by the system /form preventive maintenance plan/.



Notif.Type	Notification Type Text	Notification	Description	User Status	User Status description
B4	Breakdown Record	400000000	Renzacci-burn out heating element.	FINI	Breakdown Finished
B4	Breakdown Record	400000001	Electrolux washer bearing break.	CREA	Created
B4	Breakdown Record	400000002	Printing machine breakdown	CREA	Created

5. Change information in the fields bordered red and press  button to save.



**Change PM Notification: Breakdown Record**

Notification: 400000000 | B4 Renzacci-burn out heating element.

Notific. Status: OSNO | TEST

Order:

General data   Malfunction, breakdown   Location data

Start Date	Malfunction Start: 26.12.2023
	Malfunction Start (Time): 14:00:00
End Date	Malfunction End: 27.12.2023
	Malfunction End (Time): 10:00:00
Breakdown	<input checked="" type="checkbox"/> Breakdown      Breakdown Duration: 20.00 H

**Remark:** If spare parts are used for maintenance, Maintenance order must be created before **Approved** status.

How to enter a maintenance order can be seen in **5 / 6** of this user manual.

6. To Deletion flag the notification, first change user status to **DELETE**. Then go to **Functions** in the **Deletion flag** menu, select **Set**, then press button to save.

**Change PM Notification: Breakdown Record**

breakdown

User Status with Status Number

X	N..	Sta...	StatusText
<input type="radio"/>	40	TEST	Testing
<input type="radio"/>	50	APP1	Head of plant approve
<input type="radio"/>	60	APP2	Head of division approve
<input type="radio"/>	70	FINT	Breakdown Finished
<input checked="" type="radio"/>	80	DELE	Delete

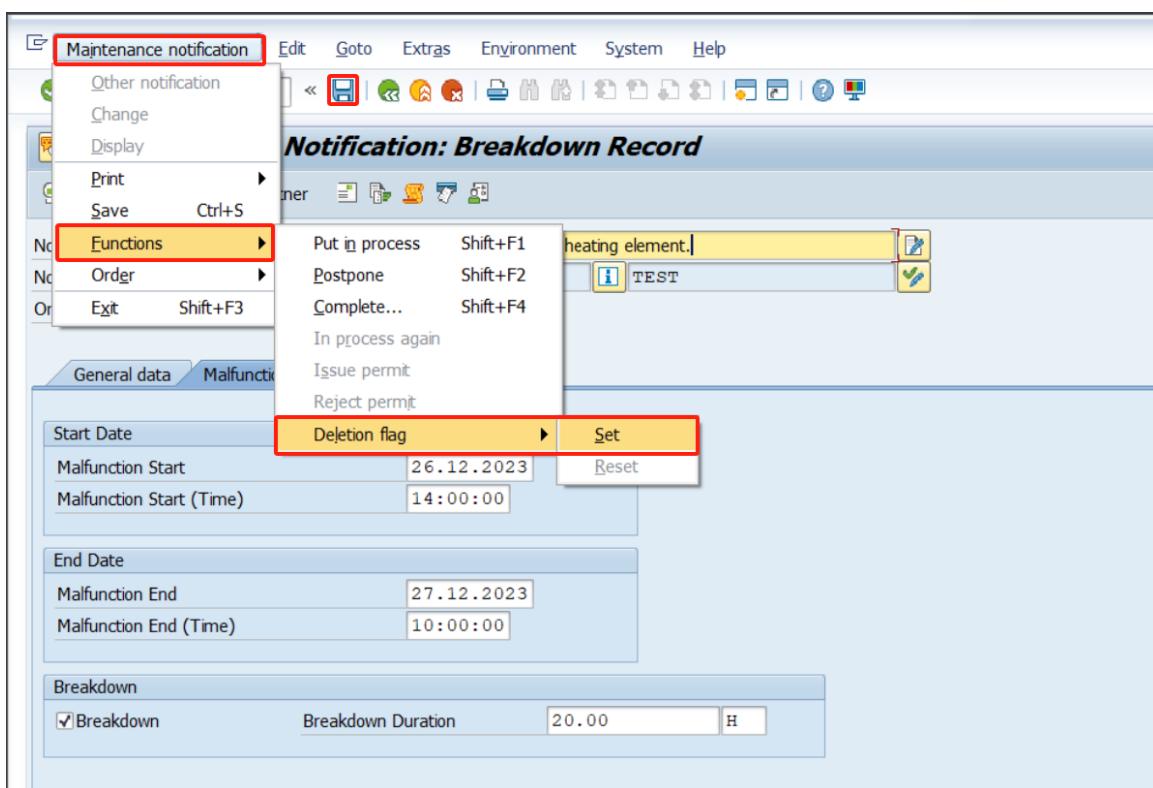
User Status Without Status Number

X	Sta...	StatusText

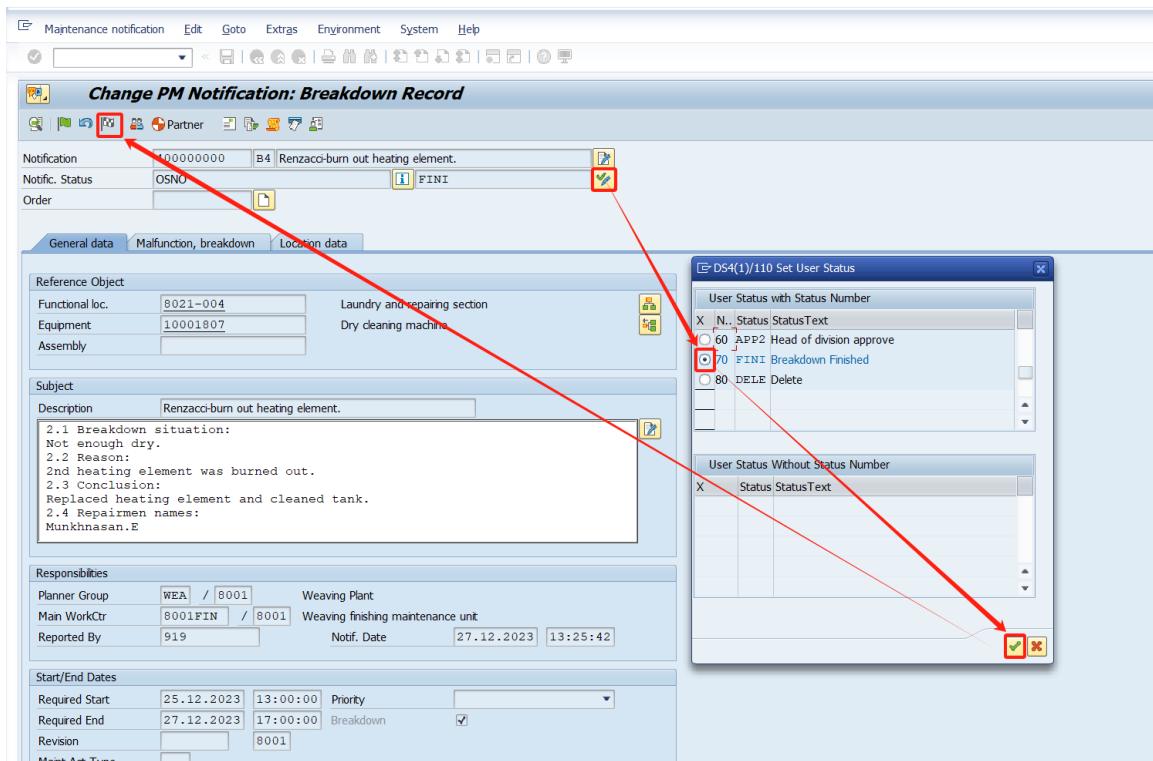
machine

Set

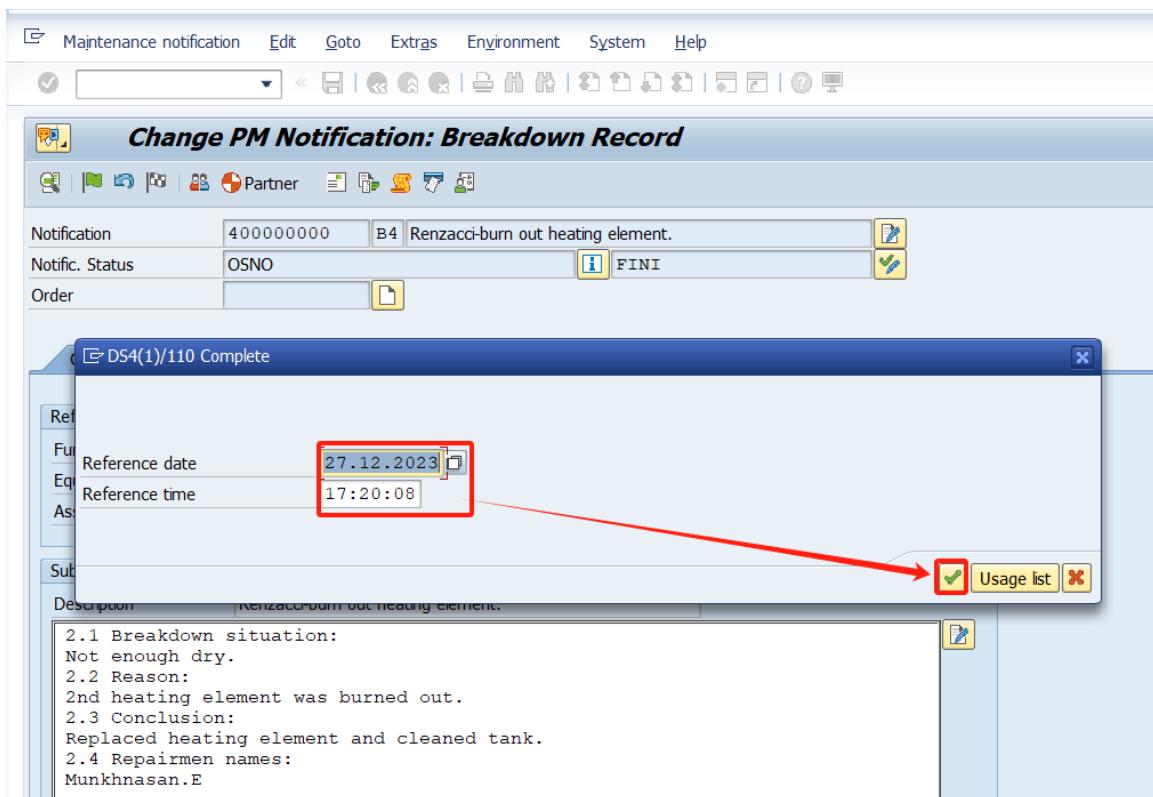
7. To reset the **Deletion flag**, press **Reset** to save.



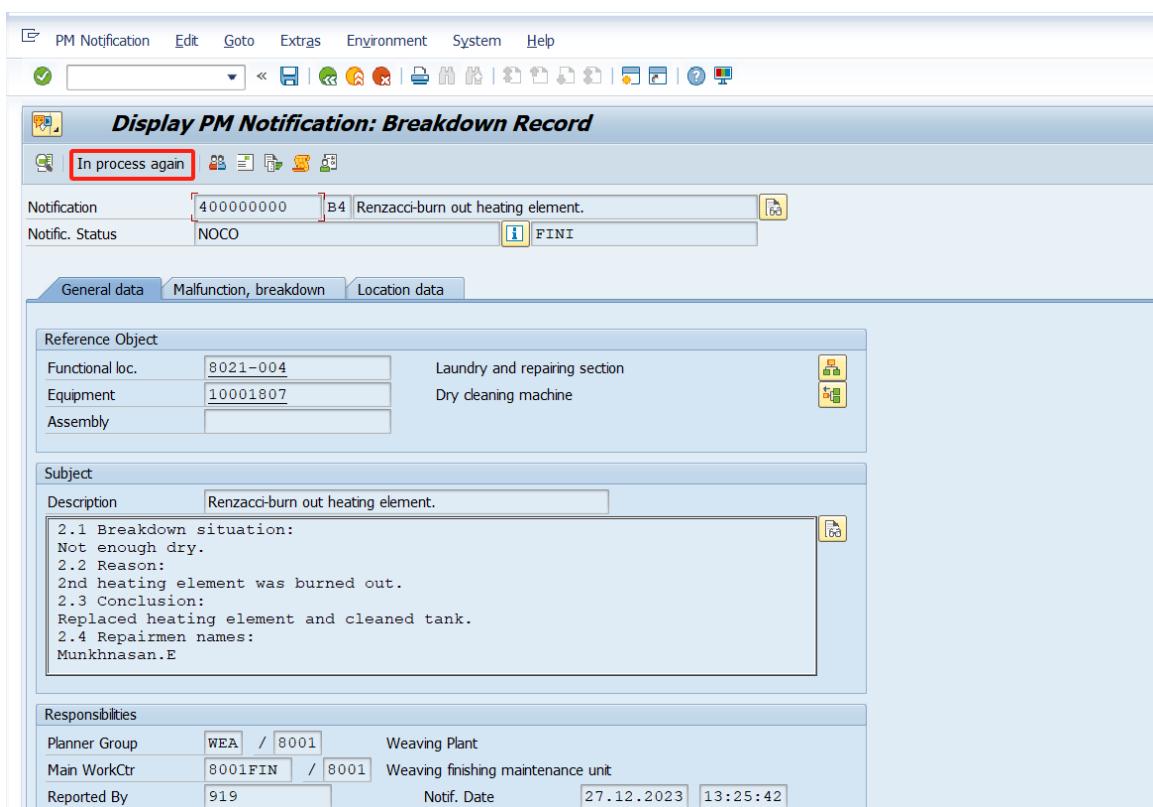
8. After the final approval, change the status to Finished and press the Technical completed button.



9. Set Reference date and time, then click  button.



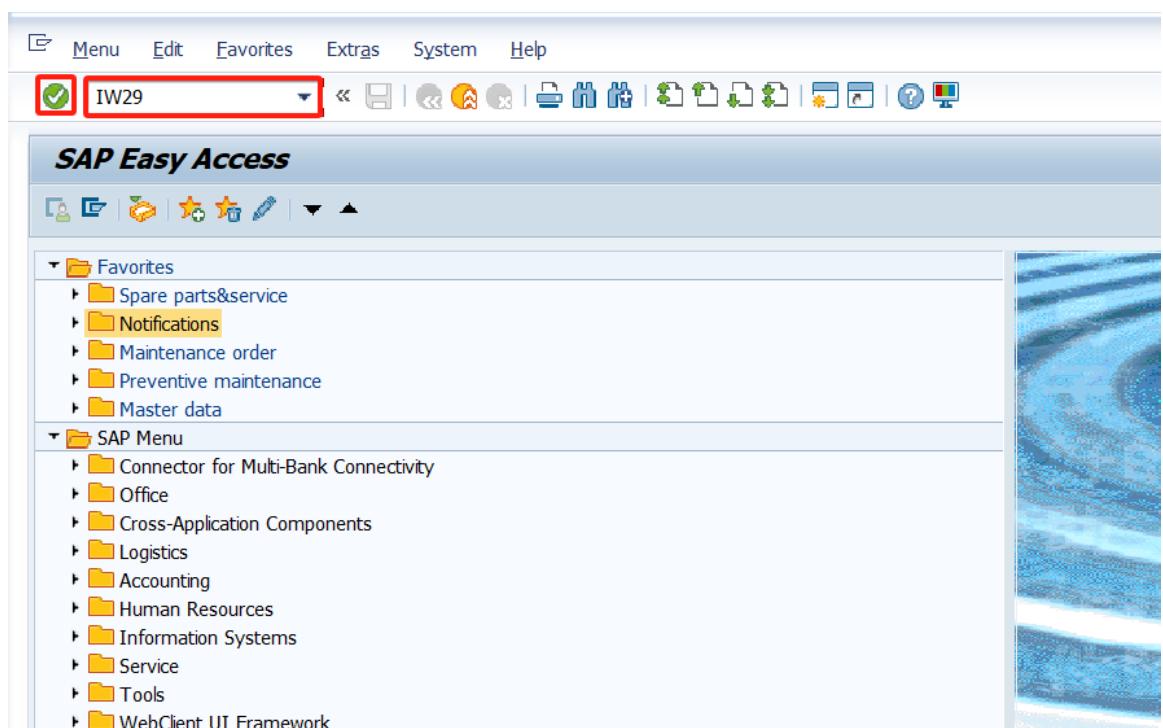
10. If you want to make changes, press **In process again** button. After change, press the **Technical completed**  button.



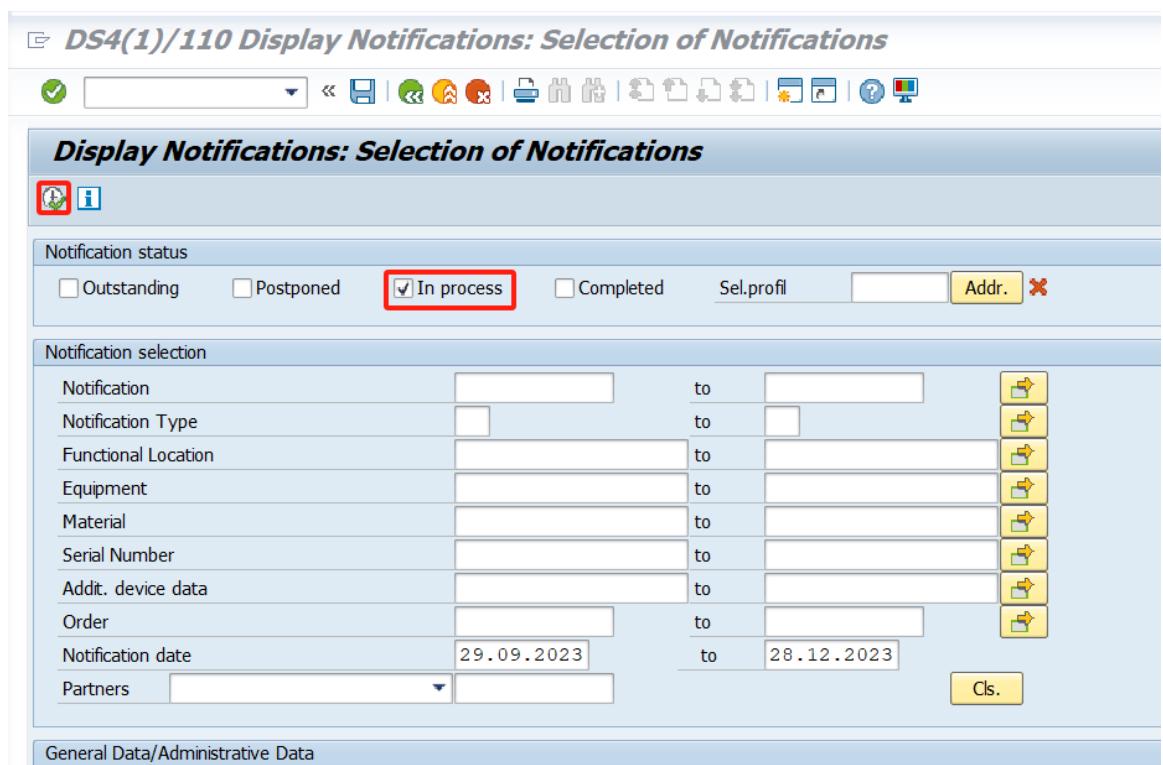
## 2.7 Notification approvals. /Only head of plant, head division and chef of plant/

1. Enter the **IW29** T-CODE in the Transaction Tab.

2. Click button or press Enter.



3. Only tick **In process** status and press button.



4. Click button then active User Status column and click button /A to Z sequence button/.

Notif.Type	Notification Type Text	Notification	Description	User Status	User Status description
B1	Overhaul Record	100000000		CREA	Created
B1	Overhaul Record	100000001		DELE	Delete
B1	Overhaul Record	100000002		FINI	Overhaul Finished
B1	Overhaul Record	100000003	Printing machine overhaul work in2024	CREA	Created
B2	Regular Maintenance	200000034	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000035	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000062	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000063	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000064	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000065	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000066	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000070	Renzacci progress 30 maintenance	APP1	Head of plant approve
B3	Inspection Service R	300000000	Monthly clean and lubricating	FINI	Finished
B3	Inspection Service R	300000001	Lubricating brushing machine	FINI	Finished
B3	Inspection Service R	300000002	Lubricating brushing machine	CREA	Created
B3	Inspection Service R	300000003	Lubricating brushing machine	CREA	Created
B3	Inspect Service R	300000004	Inspection service everyday	CREA	Created
B3	Inspect Service R	300000005	Inspection service everyday	CREA	Created
B3	Inspect Service R	300000006	Inspection service everyday	CREA	Created
B3	Inspect Service R	300000007	Inspection service everyday	CREA	Created
B3	Inspect Service R	300000008	Inspection service everyday	CREA	Created
B3	Inspect Service R	300000009	Inspection service everyday	CREA	Created
B4	Breakdown Record	400000000	Renzacci-burn out heating element.	APP1	Head of plant approve
B4	Breakdown Record	400000001	Electrolux washer bearing break.	APP2	Head of division approve
B4	Breakdown Record	400000002	Printing machine breakdown	CREA	Created
B5	New Equipment Instal	500000000	new equipment instal	CREA	Created
B5	New Equipment Instal	500000001	new equipment instal	CREA	Created
B5	New Equipment Instal	500000002	new equipment installation record	CREA	Created
B7	Upgrading Record	700000000	Raising machine's control automation.	FINI	Upgrading Finished

5. Select the to approve notification and double-click it.

Notif.Type	Notification Type Text	Notification	Description	User Status	User Status description
B2	Regular Maintenance	200000070	Renzacci progress 30 maintenance	APP1	Head of plant approve
B4	Breakdown Record	400000000	Renzacci-burn out heating element.	APP1	Head of plant approve
B4	Breakdown Record	400000001	Electrolux washer bearing break.	APP2	Head of division approve
B1	Overhaul Record	100000000		CREA	Created
B1	Overhaul Record	100000003	Printing machine overhaul work in2024	CREA	Created
B2	Regular Maintenance	200000034	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000035	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000062	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000063	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000064	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000065	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000066	Every monday maintenance work	CREA	Created
B3	Inspection Service R	300000002	Lubricating brushing machine	CREA	Created
B3	Inspection Service R	300000003	Lubricating brushing machine	CREA	Created
B3	Inspection Service R	300000004	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000005	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000006	Inspection service everyday	CREA	Created
R3	Inspection Service R	300000007	Inspection service everyday	CREA	Created

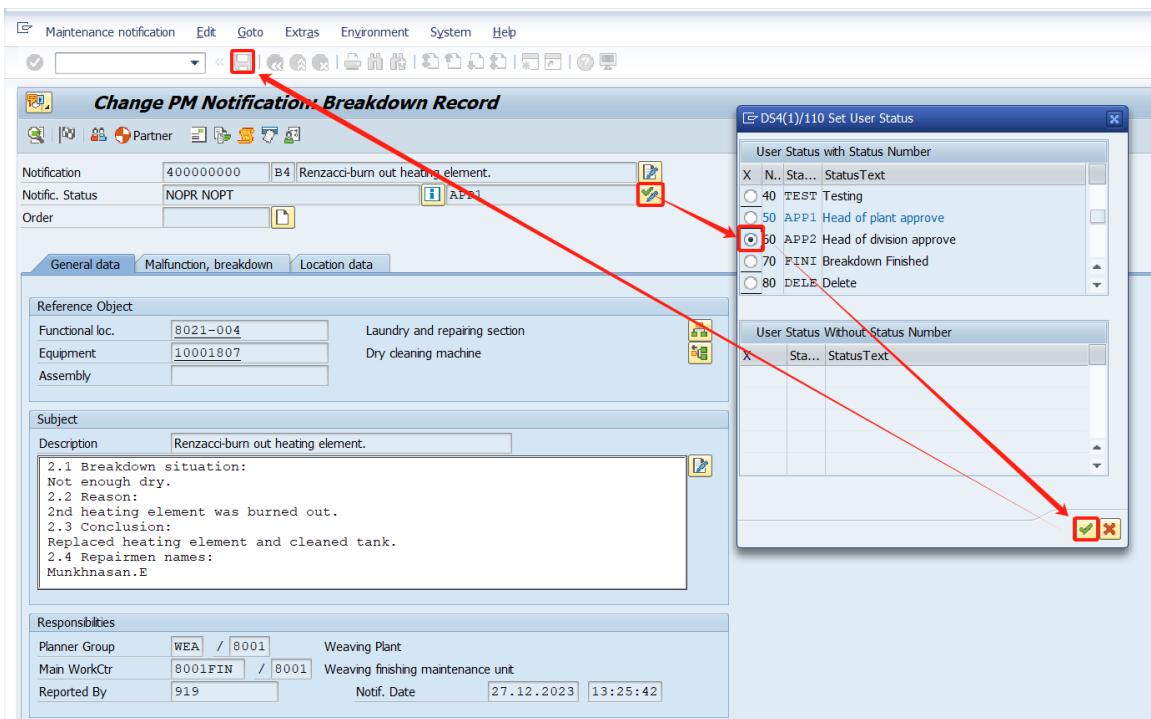
Remark: Head of plant/section - APP1

Head of division - APP2

Chief of plant - APP3

6. Check all the notification information and if you approve, select the next step status and save.

If you disapproved, select from the previous step statuses then save  button.

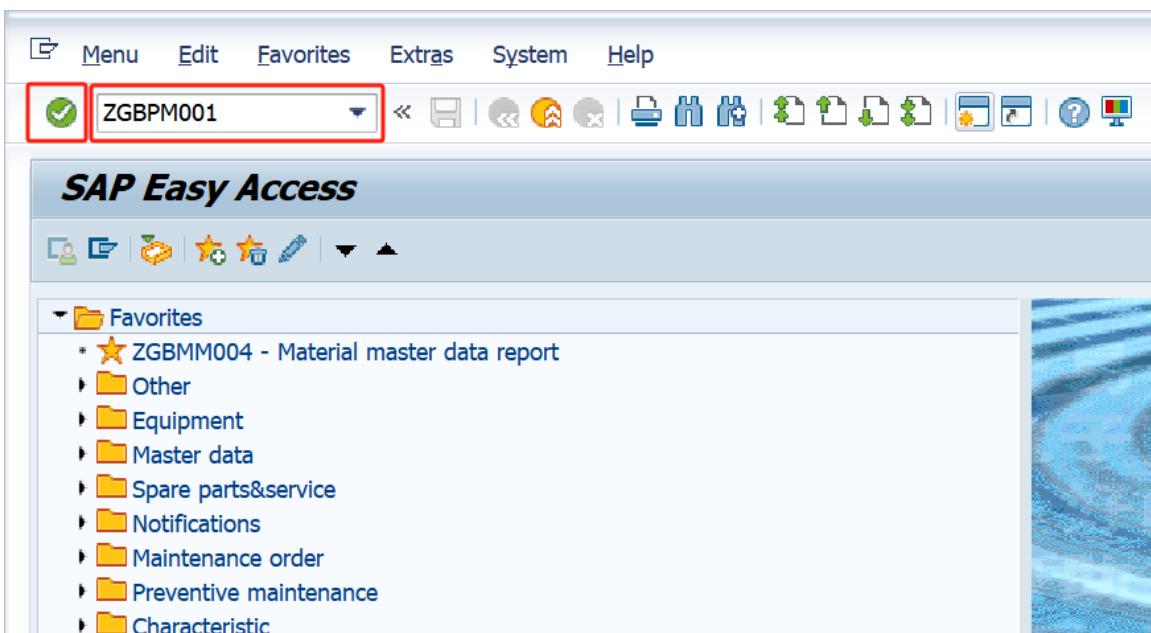


## 2.8 Print notification forms

**Remark:** Only overhaul maintenance record, regular maintenance record, inspection service record, breakdown record, upgrading record, new equipment installation record, equipment transfer record have print forms and print online or download PDF.

1. Enter the **ZGBPM001** T-CODE in the Transaction Tab.

2. Click  button or press Enter.

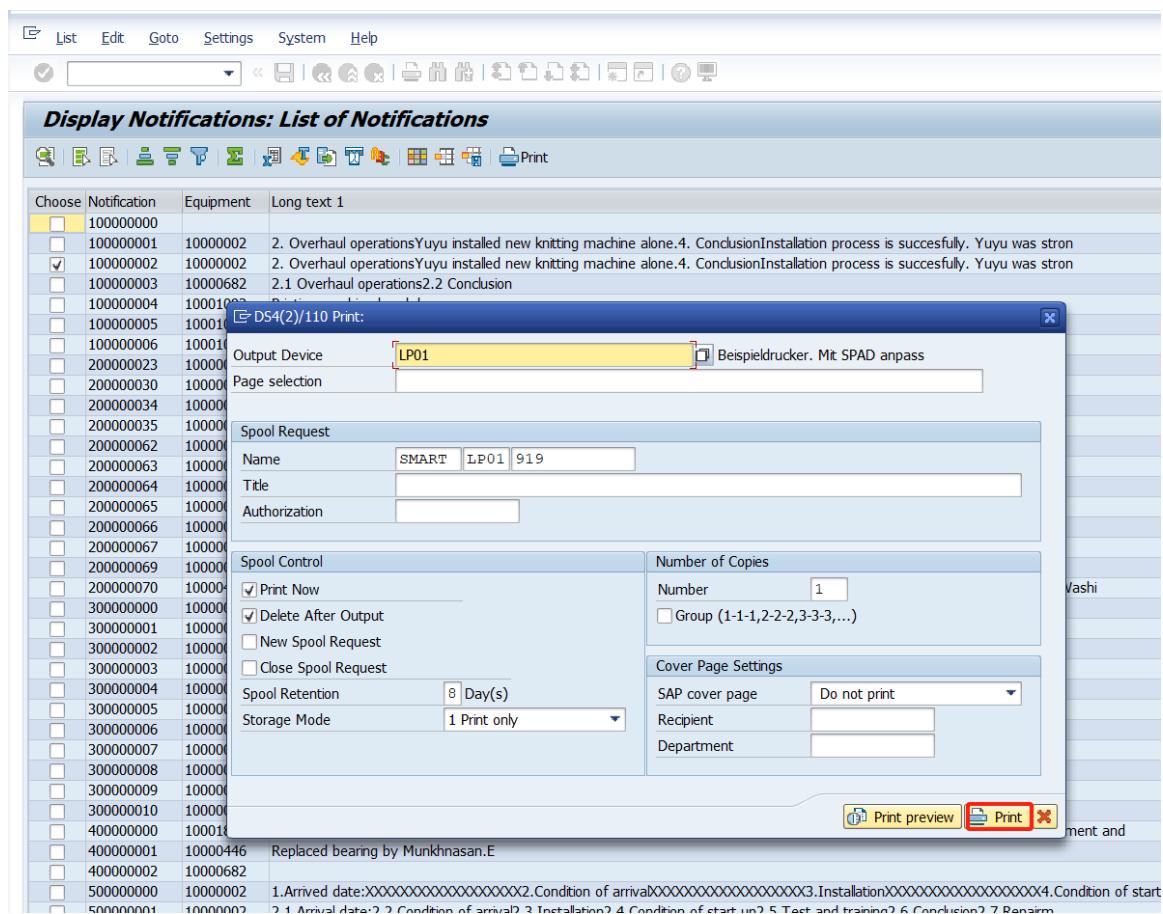


3. Select all statuses then click button.

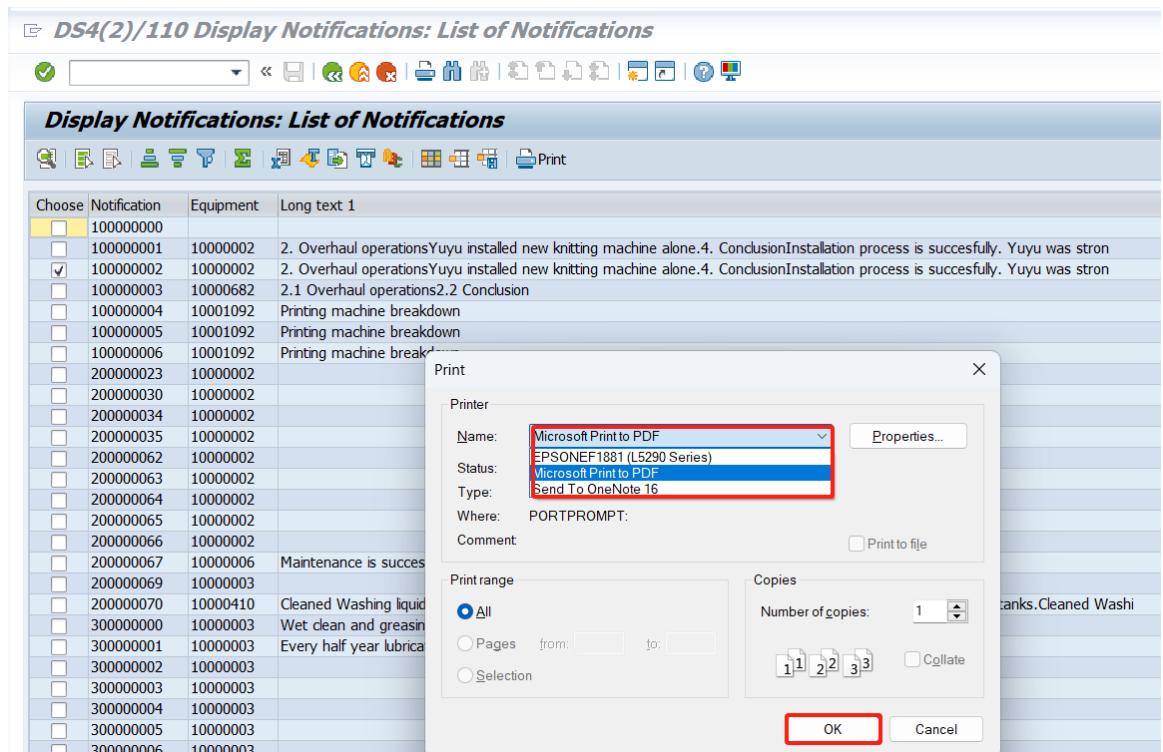
4. Select the notification and click button.

Choose	Notification	Plng Plant	Func. Loc.	MntPlant	Cost Center	ABC Ind.	Bus. Area	Asset
<input checked="" type="checkbox"/>	1000000000	8001	8014-004	8014	8014010008			
<input type="checkbox"/>	1000000001	8001	8013-001	8013	8013010004	D		
<input type="checkbox"/>	1000000002	8001	8013-001	8013	8013010004	D		
<input type="checkbox"/>	1000000003	8001	8014-004	8014	8014010008	B		
<input type="checkbox"/>	1000000004	8001	8014-003	8014	8014010007	C		
<input type="checkbox"/>	1000000005	8001	8014-003	8014	8014010007	C		
<input type="checkbox"/>	1000000006	8001	8014-003	8014	8014010007	C		
<input type="checkbox"/>	2000000023	8001	8013-001	8013	8013010004	D		
<input type="checkbox"/>	2000000030	8001	8013-001	8013	8013010004	D		
<input type="checkbox"/>	2000000034	8001	8013-001	8013	8013010004	D		
<input type="checkbox"/>	2000000035	8001	8013-001	8013	8013010004	D		
<input type="checkbox"/>	2000000062	8001	8013-001	8013	8013010004	D		

## 5. Click print.



## 6. Select a printer to print or select Microsoft print to PDF to save as a PDF.



**BREAKDOWN RECORD**

No 400000000

**1. General information**

Renzacci-burn out heating element.

1.1	Equipment name	Dry cleaning machine
1.2	Equipment number	10001807
1.3	Asset number	
1.4	Asset description	
1.5	Mark	PROGRESS XTR30
1.6	Serial Number	24693
1.7	Year of manufactured	2012
1.8	Acquisition date	15.10.2018
1.9	Functional location description	Laundry and repairing section
1.10	Maintenance unit	Weaving finishing maintenance unit
1.11	Planned maintenance time	2023.12.25 13:00:00~2023.12.27 17:00:00
1.12	Actual maintenance time	2023.12.26 14:00:00~2023.12.27 10:00:00

**2. Operation information**

2.1 Breakdown situation:

Not enough dry.

2.2 Reason:

2nd heating element was burned out.

2.3 Conclusion:

Replaced heating element and cleaned tank.

2.4 Repairemen names:

Munkhnasan.E

**3. Spare parts**

No	Name	Unit	Quantity	Cost
3.1	Bearings /worsted spinning/	PCS	0.000	0.00 MNT
	Total		0.000	0.00 MNT

**4. Record by**

Engineer: Barsbold Batkhuu

Date: 2023.12.27

**5. Reviewed by**

Head of Plant/Section: Barsbold Batkhuu

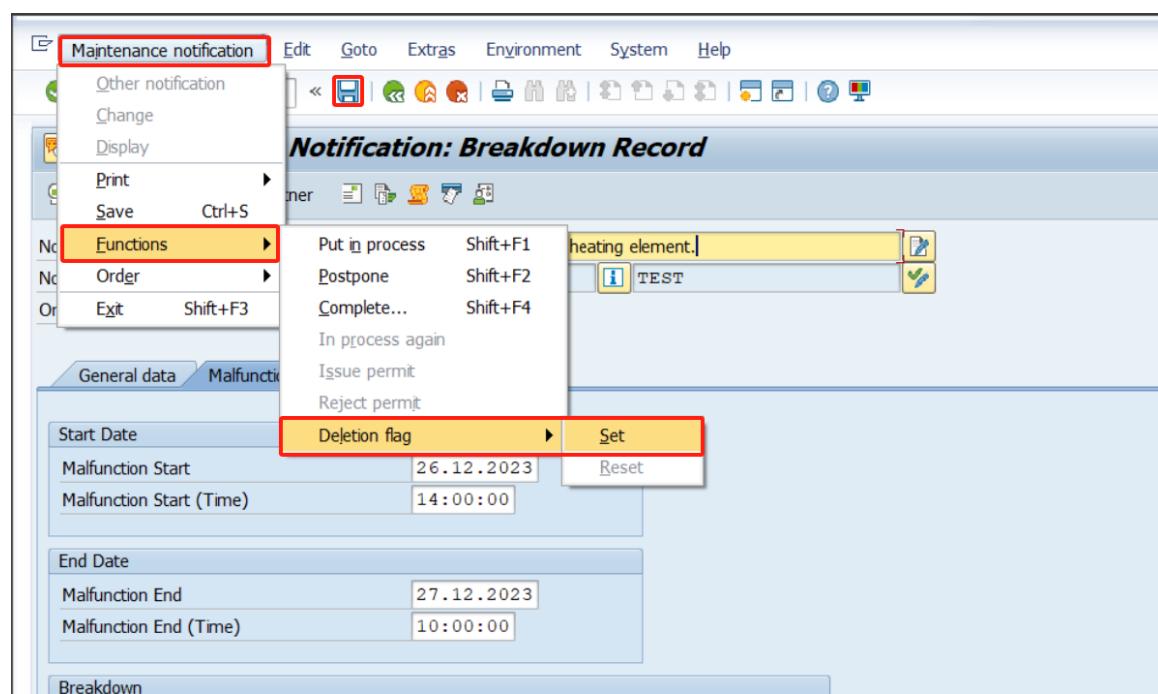
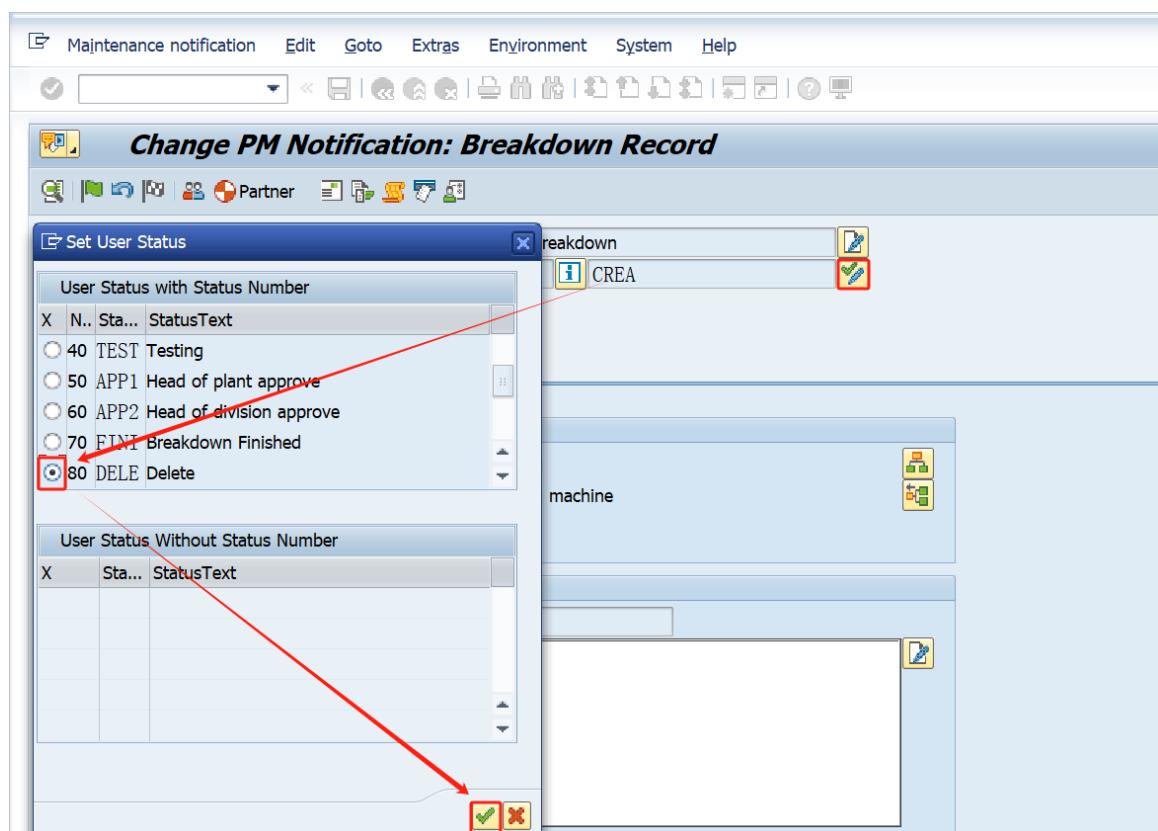
Date: 2023.12.27

Head of Division: Yuyu Villain

Date: 2024.01.10

## 2.9 Delete Notification

1. To Deletion flag the notification, first change user status to **DELETE**. Then go to **Functions** in the **Deletion flag** menu, select **Set**, then press  button to save.
2. To reset the **Deletion flag**, press **Reset** to save.



### 3 Certification

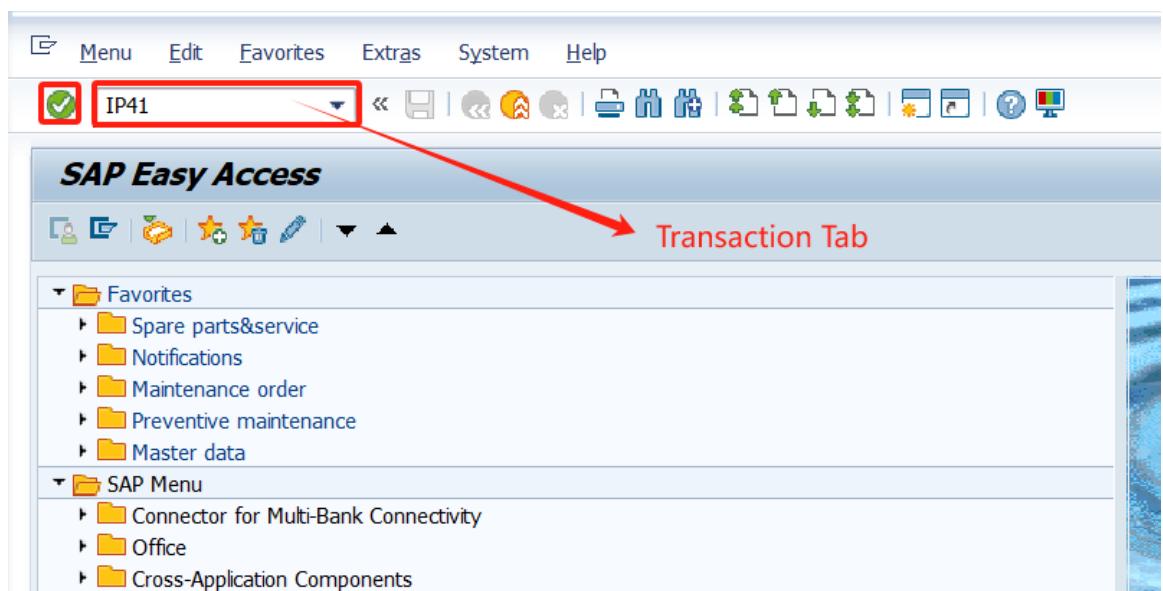
#### 3.1 Certification

Certification is the process of notifying the responsible engineer before expiration of term contracts and term certifications and preventing them from expiring.

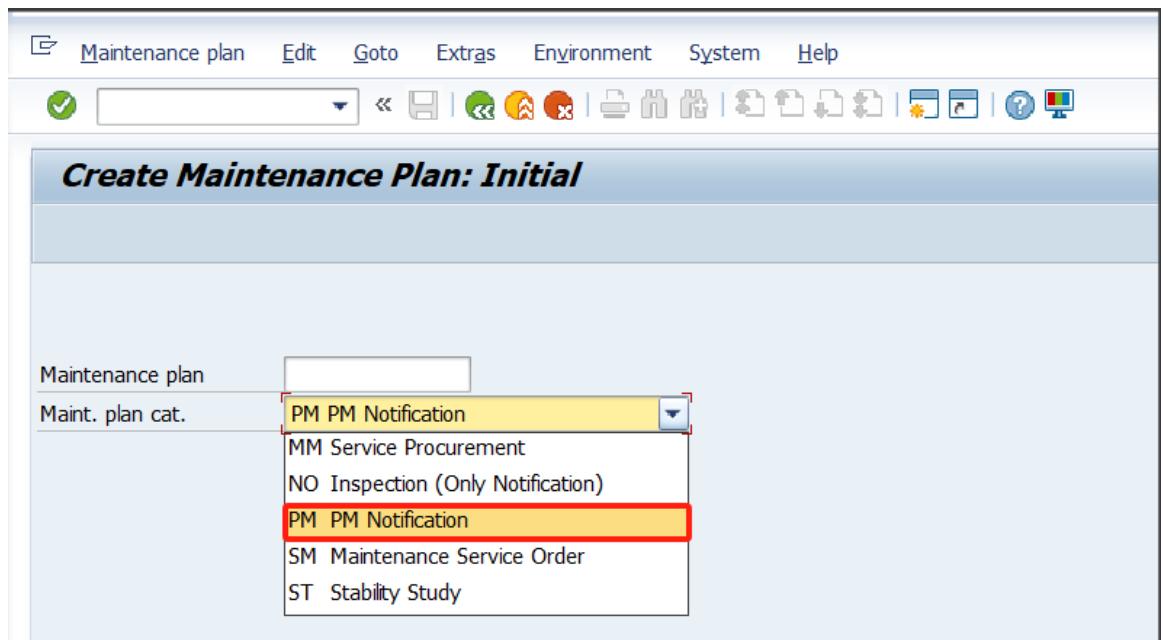
#### 3.2 Create certification

1. Enter the **IP41** T-CODE in the Transaction Tab..

2. Click button or press Enter.



3. Select Maintenance plan category as “PM Notification” then press Enter.



*Example Certification*

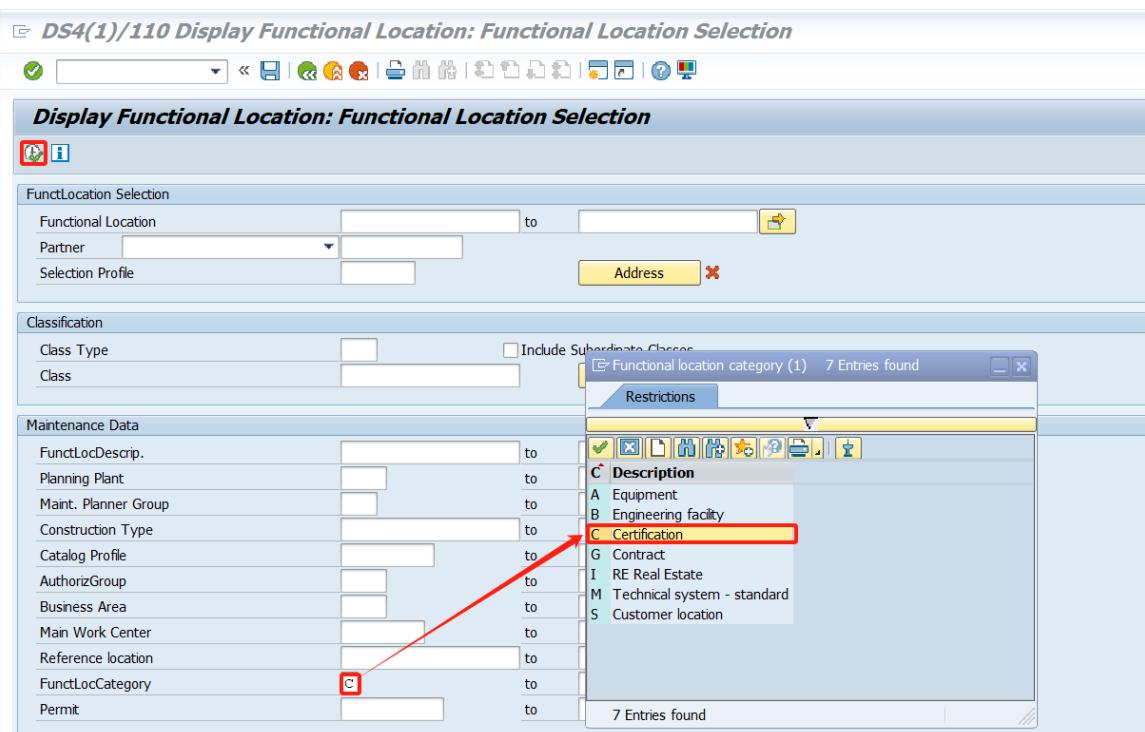
No	Equipment,measuring instrument,contracts	Validation beginning date	Validation over date	Notification percent	Description	Work center
22	Desenk Elevator	5/27/2022	5/27/2023	95%	Technical Probability Act	Electronic unit

4. Enter Maintenance Item and Cycle/Unit. Then select Functional location and Notification type.

The screenshot shows the SAP Maintenance Plan creation interface. The maintenance plan is titled "Densenk Elevator". The "Maintenance plan cycle" tab is selected. In the "Planning data" section, the "Notifctn Type" field is set to "B8 Certification Record". A red arrow points from this field to a floating dialog box titled "Notification Type (2) 17 Entries found". This dialog lists various notification types, with "B8 Certification Record" highlighted. Other listed types include B1 Overhaul Record, B2 Regular Maintenance, B3 Inspection Service R, B4 Breakdown Record, B5 New Equipment Instal, B6 Equipment Transfer R, B7 Upgrading Record, B9 Tools Record, I1 Real Estate Notif., M1 Maintenance Request, M2 Malfunction Report, M3 Activity Report, OS IHS notification, and S1 Problem Notification.

5. Filter by functional location category when selecting functional location.

**Remark:** Select **C** for Certification and **G** for Contract.

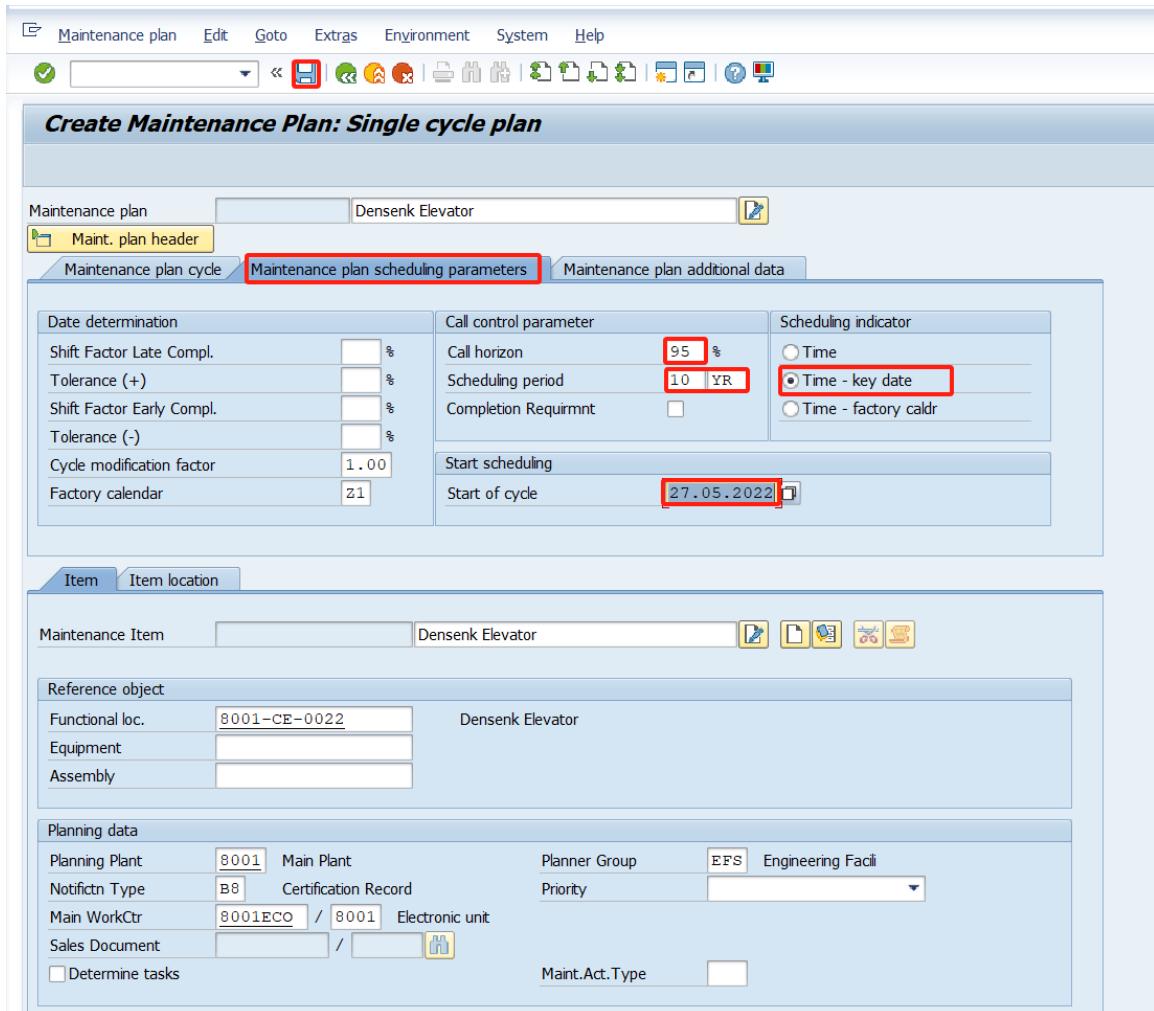


6. Select the functional location of the certification.

**Remark:** Before creating a new certification and contract, you must tell the Master data administrator to create a new functional location.

Display Functional Location: Functional Location List			
Sel. Functional Location	Description of functional location	PIPI	
8001-CE	Certification	8001	
8001-CE-0001	Certification	8001	
8001-CE-0002	Electric cable hoist	8001	
8001-CE-0003	Electric cable hoist	8001	
8001-CE-0004	Electric cable hoist	8001	
8001-CE-0005	Electron balance 128 piece	8001	
8001-CE-0006	Ruler 30 piece	8001	
8001-CE-0007	Hygrothermograph 20 piece	8001	
8001-CE-0008	Kilowatt-hour meter 45 piece	8001	
8001-CE-0009	Indicator 2 piece	8001	
8001-CE-0010	Indicator 2 piece	8001	
8001-CE-0011	Gloves	8001	
8001-CE-0012	Noun	8001	
8001-CE-0013	Cross bar	8001	
8001-CE-0014	Heat meter-Gobi 1	8001	
8001-CE-0015	Heat meter-Gobi 2	8001	
8001-CE-0016	Nine water meters-Gobi 1	8001	
8001-CE-0017	Nine water meters-Goyo	8001	
8001-CE-0018	Water meter for the washroom-Gobi 1	8001	
8001-CE-0019	Nine water meters-Gobi 2	8001	
8001-CE-0020	Pressure vessel certification agreement	8001	
8001-CE-0021	Pressure vessel certification agreement	8001	
8001-CE-0022	Densenk Elevator	8001	

7. Enter your information in the area bordered in red and click  button to save.



The screenshot shows the SAP Maintenance Plan creation interface. The top navigation bar includes Maintenance plan, Edit, Goto, Extras, Environment, System, and Help. Below the menu is a toolbar with various icons. The main title is "Create Maintenance Plan: Single cycle plan".

The interface is divided into several tabs:

- Maint. plan header (selected)
- Maintenance plan cycle (selected)
- Maintenance plan scheduling parameters (highlighted with a red border)
- Maintenance plan additional data

**Maintenance plan cycle (Visible):**

Date determination	Call control parameter	Scheduling indicator
Shift Factor Late Compl.	Call horizon <input type="text" value="95"/> %	<input type="radio"/> Time
Tolerance (+)	Scheduling period <input type="text" value="10"/> YR	<input checked="" type="radio"/> Time - key date
Shift Factor Early Compl.	Completion Requirmnt <input type="checkbox"/>	<input type="radio"/> Time - factory caldr
Tolerance (-)		
Cycle modification factor	1.00	
Factory calendar	Z1	

**Maintenance plan scheduling parameters (Visible):**

Start scheduling
Start of cycle <input type="text" value="27.05.2022"/>

**Maintenance Item (Visible):**

Maintenance Item	Densenk Elevator
Reference object	
Functional loc.	8001-CE-0022
Equipment	
Assembly	

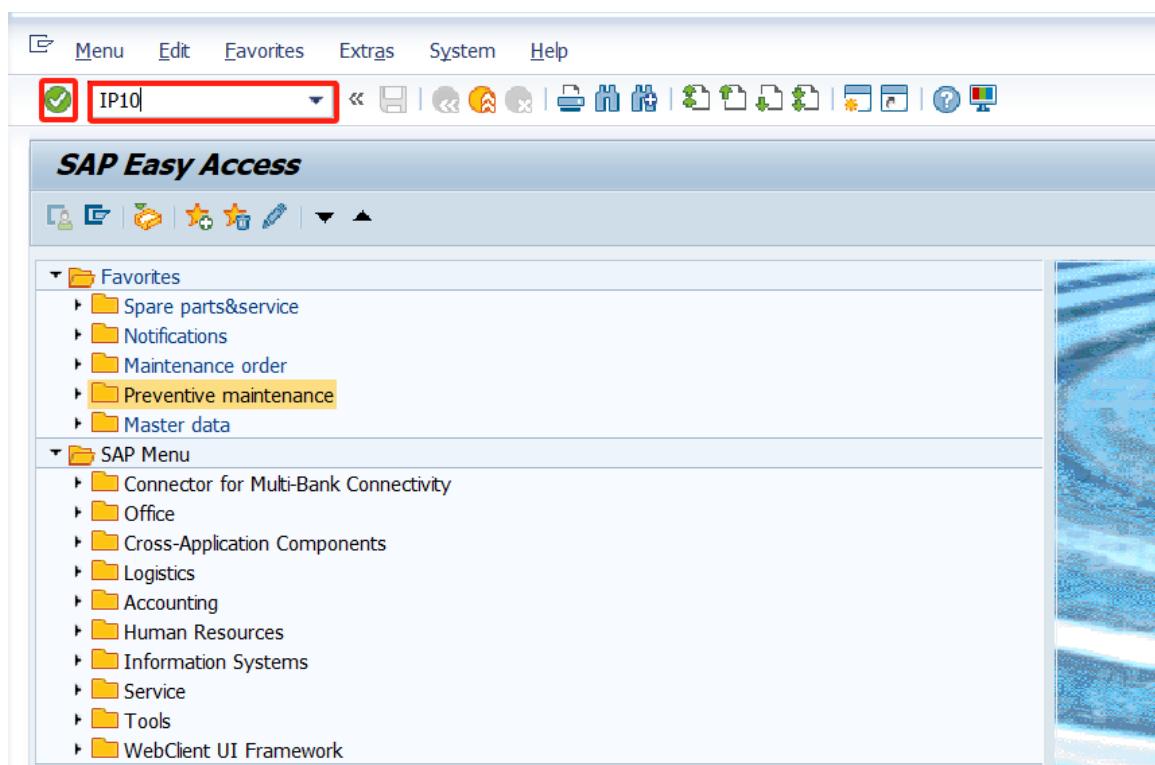
**Planning data (Visible):**

Planning Plant	8001 Main Plant	Planner Group	EFS Engineering Facil
Notifctn Type	B8 Certification Record	Priority	<input type="button" value="▼"/>
Main WorkCtr	8001ECO / 8001 Electronic unit		
Sales Document		Maint.Act.Type <input type="checkbox"/>	
<input type="checkbox"/> Determine tasks			

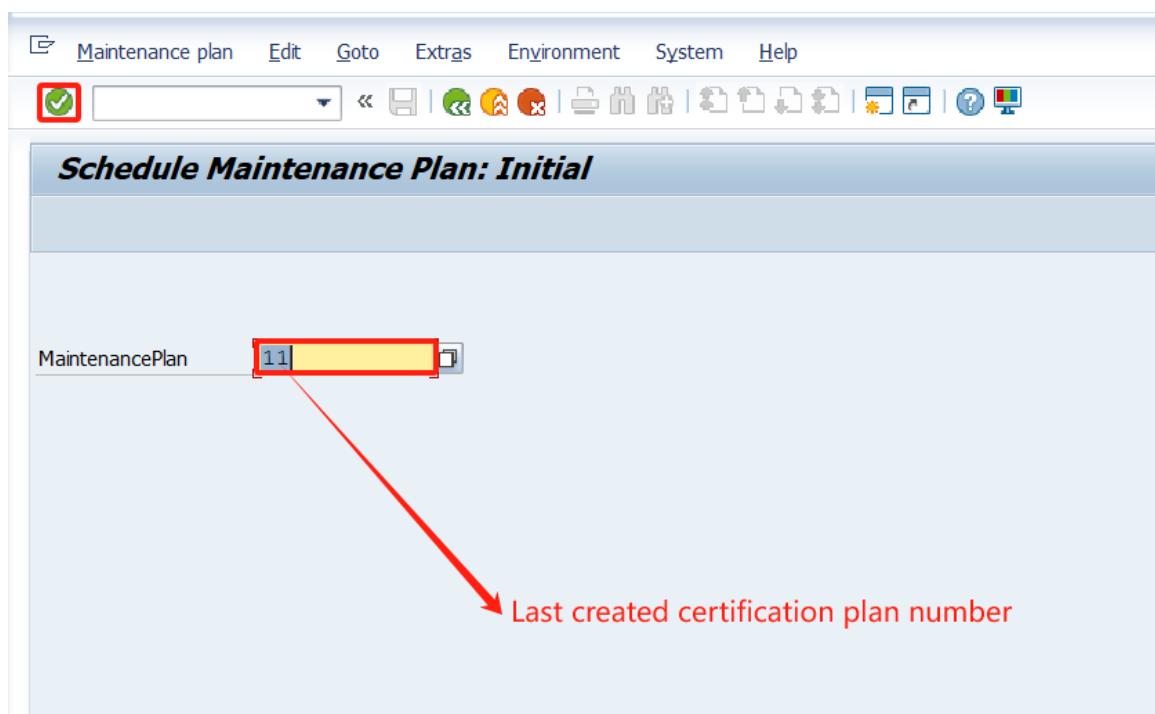
### 3.3 Certification scheduling

1. Enter the **IP10** T-CODE in the Transaction Tab.

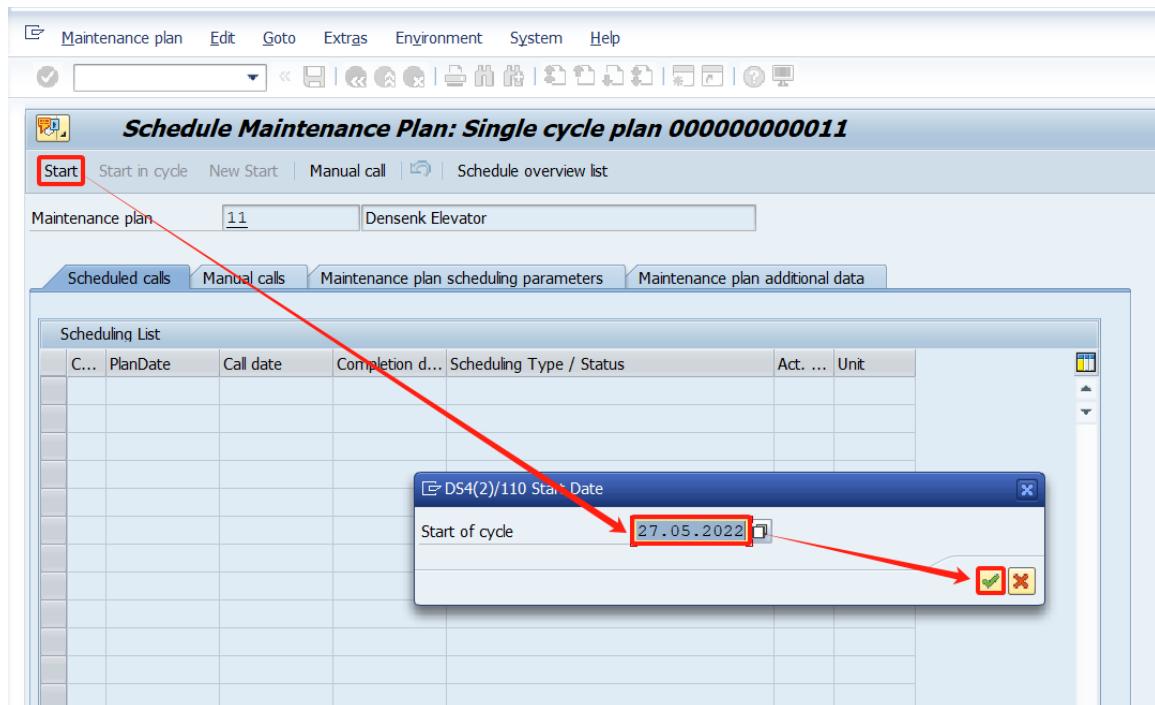
2. Click button or press Enter.



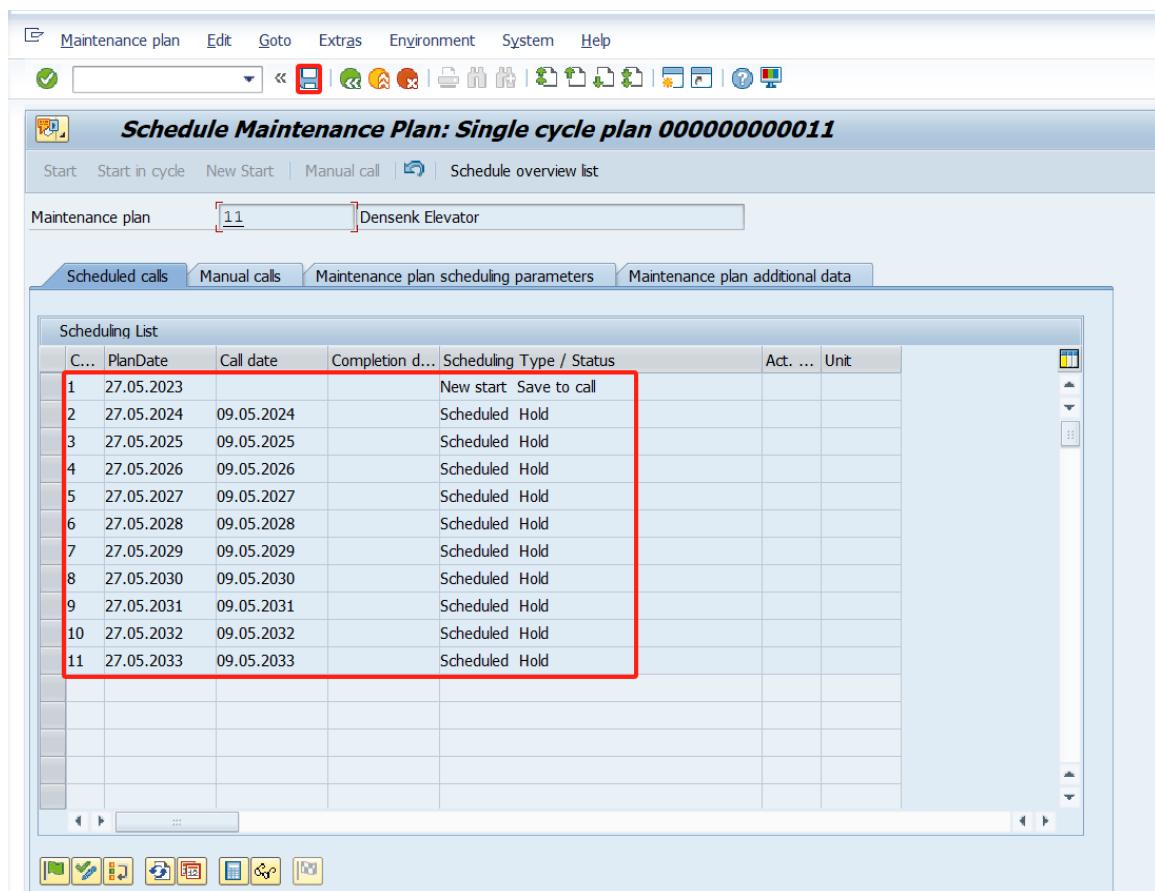
3. Input the number of Certification plan then click button.



4. Click **Start** button then check **Start of cycle** and click  button.



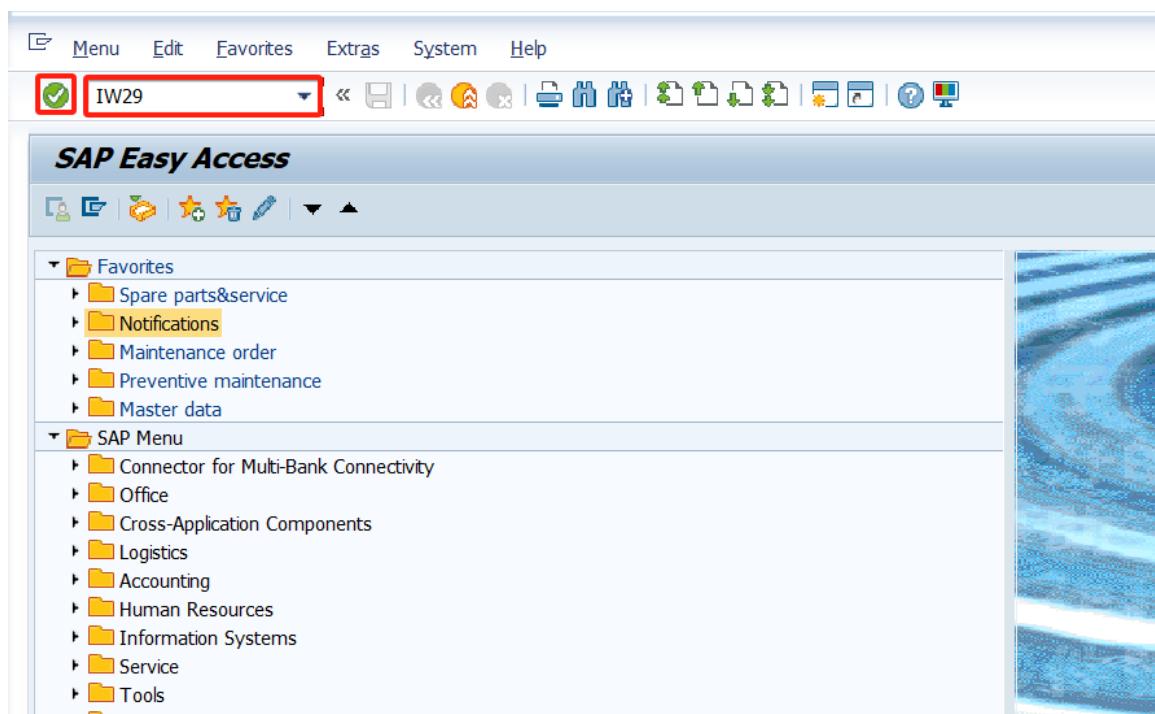
5. Check plans then click  button to save.



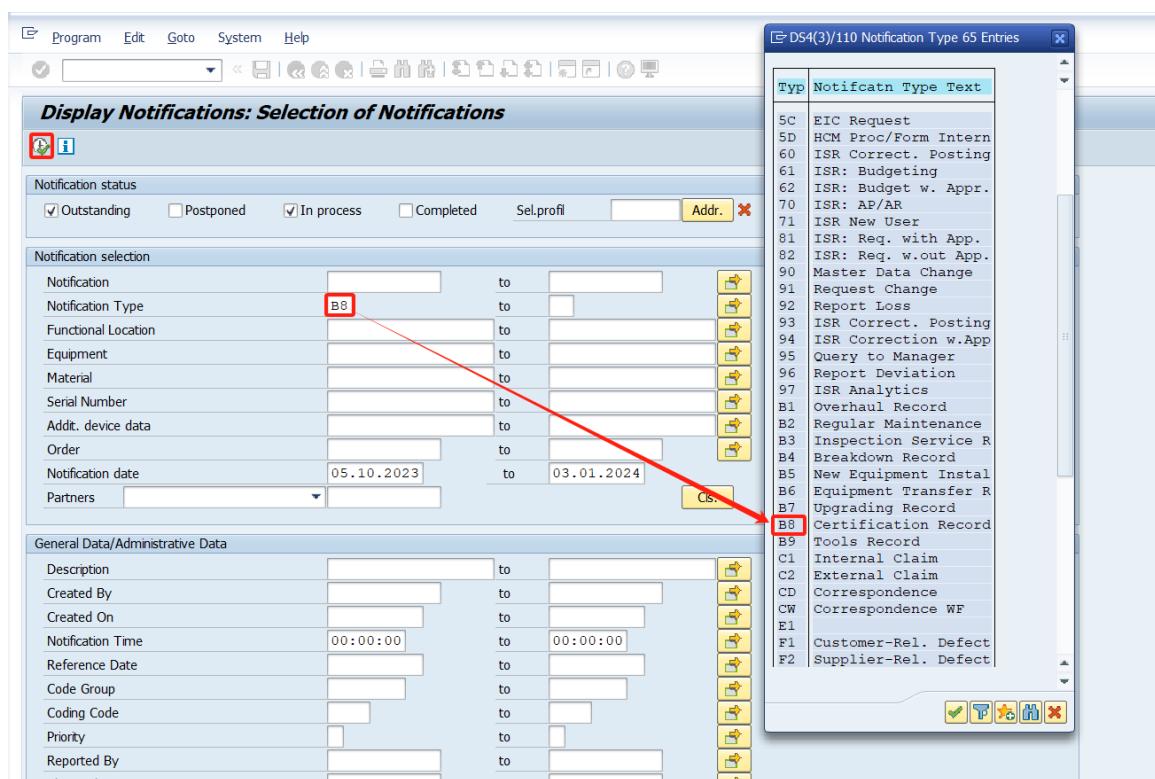
### 3.4 Certification record

1. Enter the **IW29** T-CODE in the Transaction Tab.

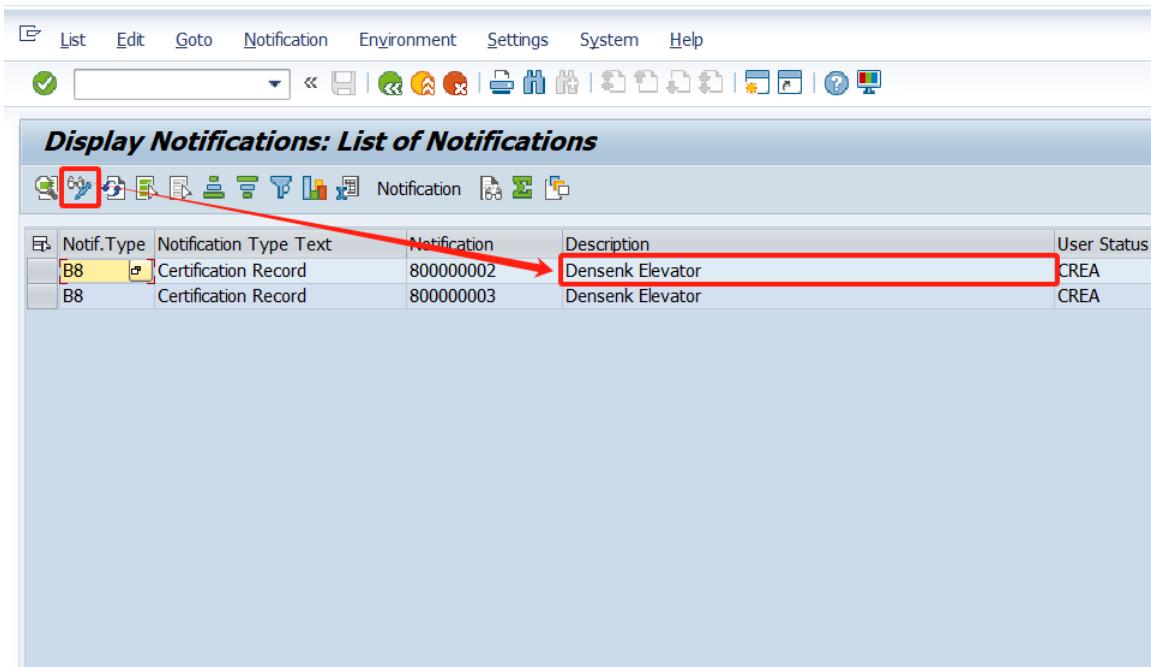
2. Click button or press Enter.



3. Filter by **Notification type** click button to open the notification list.

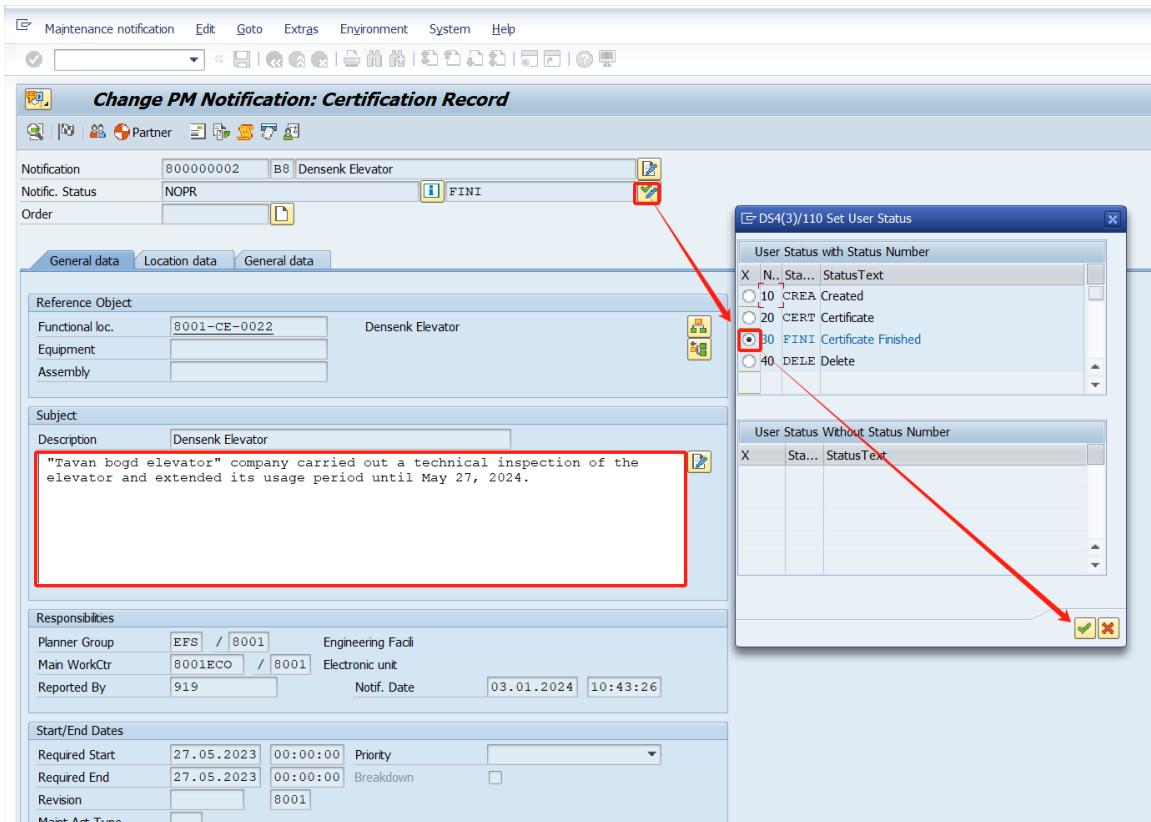


4. After click  button, select the notification to change and double-click.



Notif.Type	Notification Type Text	Notification	Description	User Status
B8	Certification Record	800000002	Densenk Elevator	CREA
B8	Certification Record	800000003	Densenk Elevator	CREA

5. When you finish writing notification information, change the **Finish** status of Notification.



**Change PM Notification: Certification Record**

Notification: 800000002 | B8 | Densenk Elevator

Notific. Status: NOPR | FINI

Order:

General data | Location data | General data

Reference Object

Functional loc.: 8001-CE-0022 | Densenk Elevator

Equipment:

Assembly:

Subject

Description: Densenk Elevator

"Tavan bogd elevator" company carried out a technical inspection of the elevator and extended its usage period until May 27, 2024.

Responsibilities

Planner Group: EFS / 8001 | Engineering Facility

Main WorkCtr: 8001ECO / 8001 | Electronic unit

Reported By: 919 | Notif. Date: 03.01.2024 | 10:43:26

Start/End Dates

Required Start: 27.05.2023 | 00:00:00 | Priority:

Required End: 27.05.2023 | 00:00:00 | Breakdown:

Revision: 8001

Maint.Act.Tvpe:

**DS4(3)/110 Set User Status**

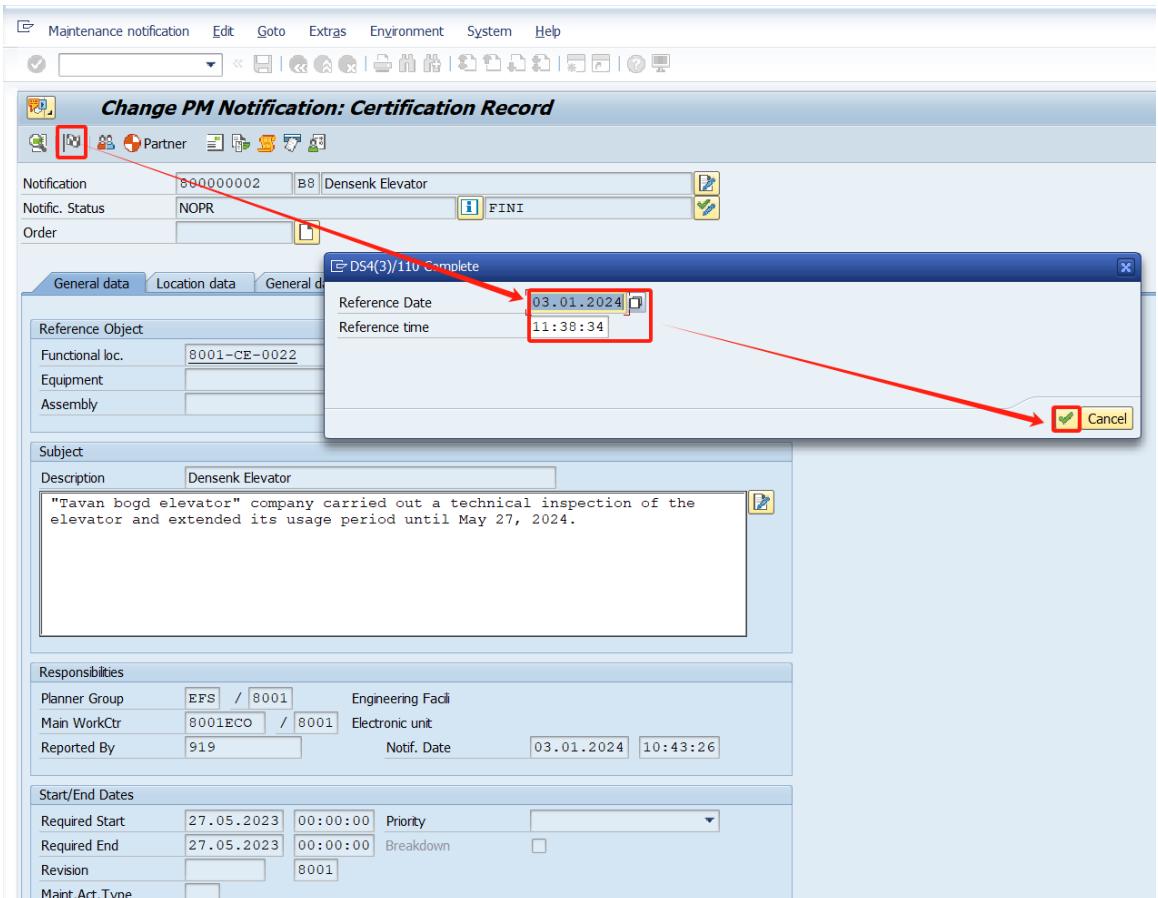
User Status with Status Number

X	N..	Sta...	StatusText
<input type="radio"/>	10	CREA Created	
<input type="radio"/>	20	CERT Certificate	
<input checked="" type="radio"/>	10	FINI Certificate Finished	
<input type="radio"/>	40	DELETE Delete	

User Status Without Status Number

X	Sta...	StatusText
<input type="checkbox"/>		

6. Then click the "Complete"  button to save.



## 4 Tools record

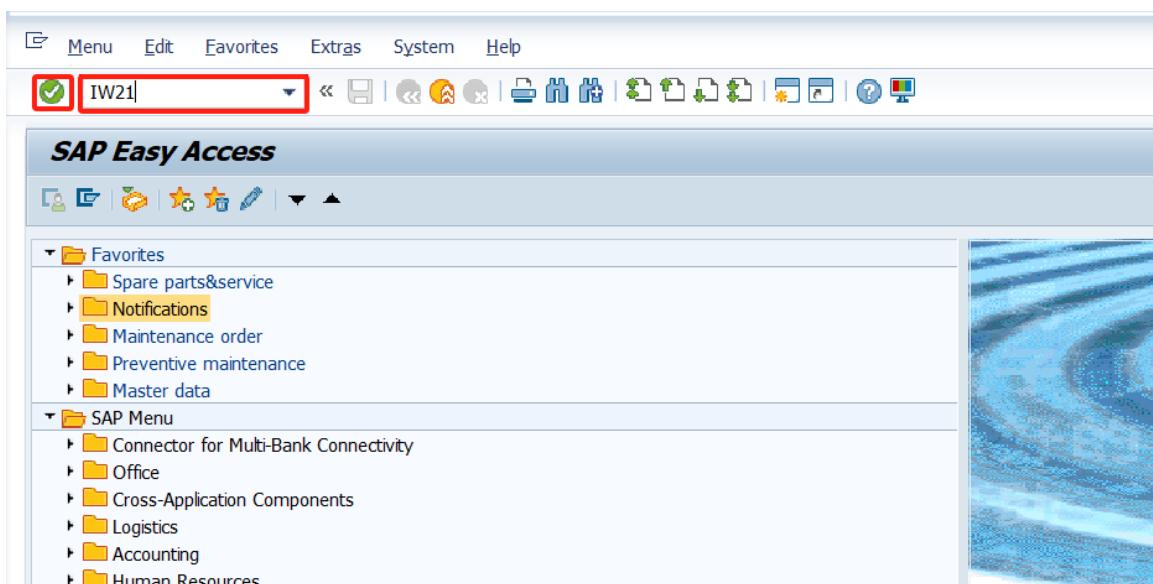
### 4.1 Tools record

Tools record is the process of recording the annual inventory and condition of tools in maintenance units and tool storage room.

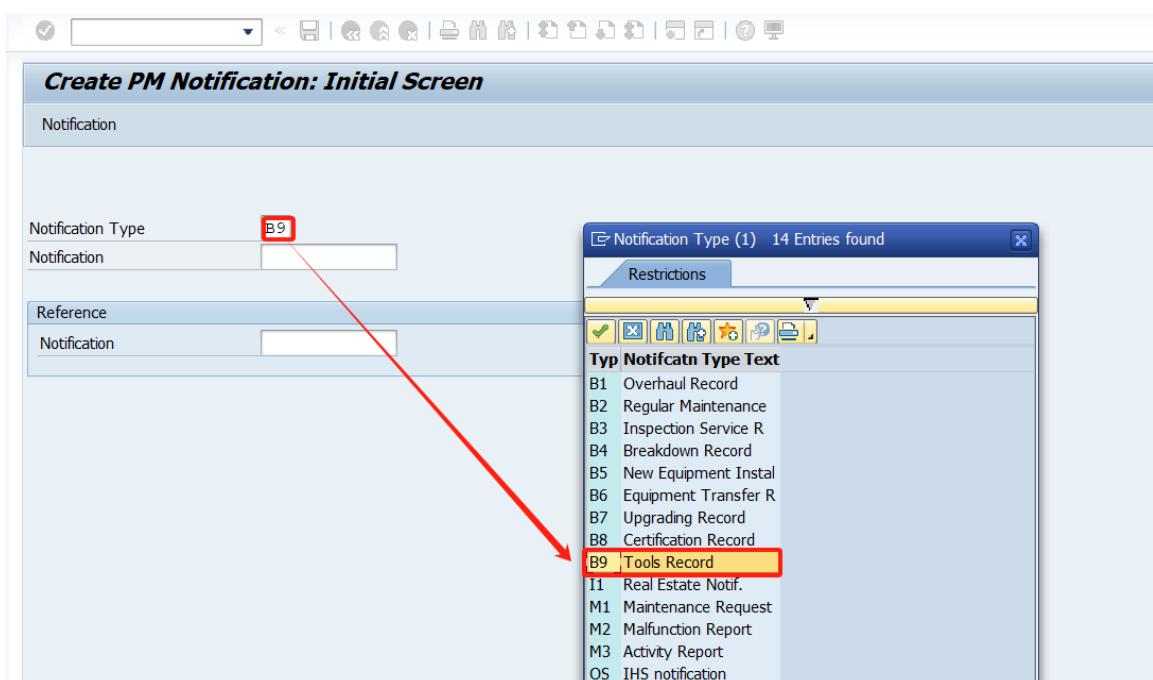
### 4.2 Create tools record

1. Enter the **IW21** T-CODE in the Transaction Tab.

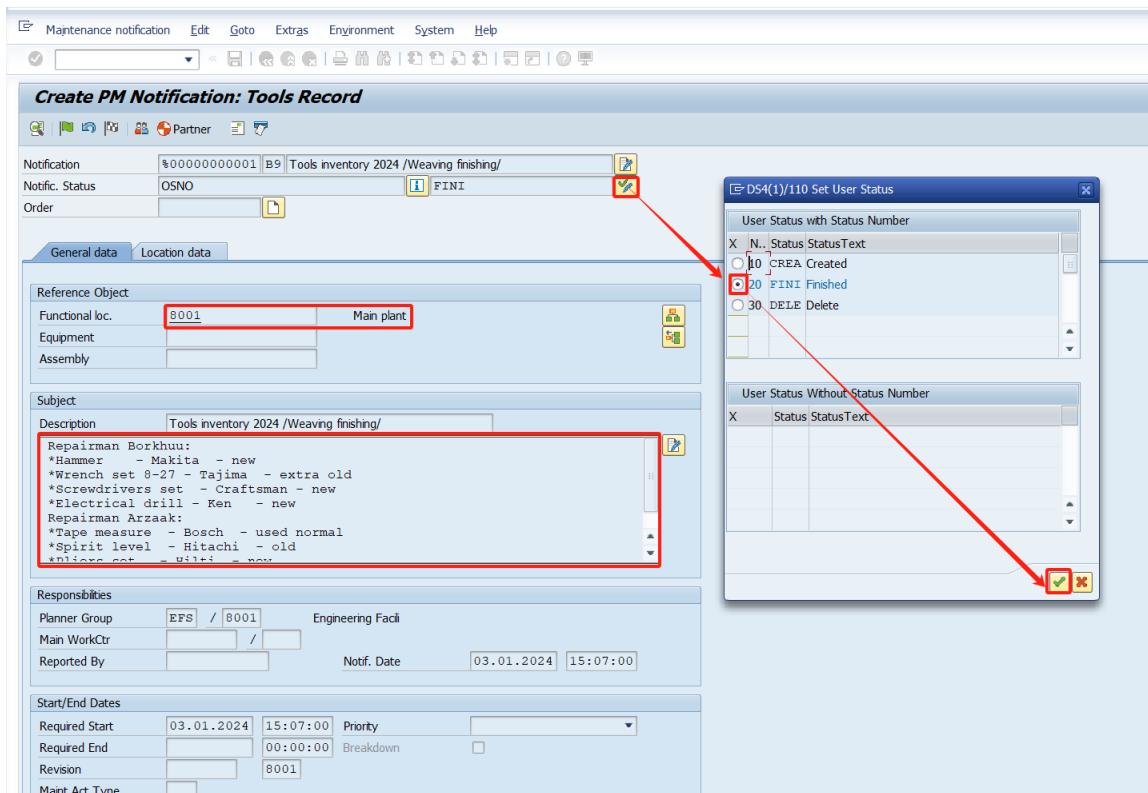
2. Click button or press Enter.



3. Select notification type then press Enter.

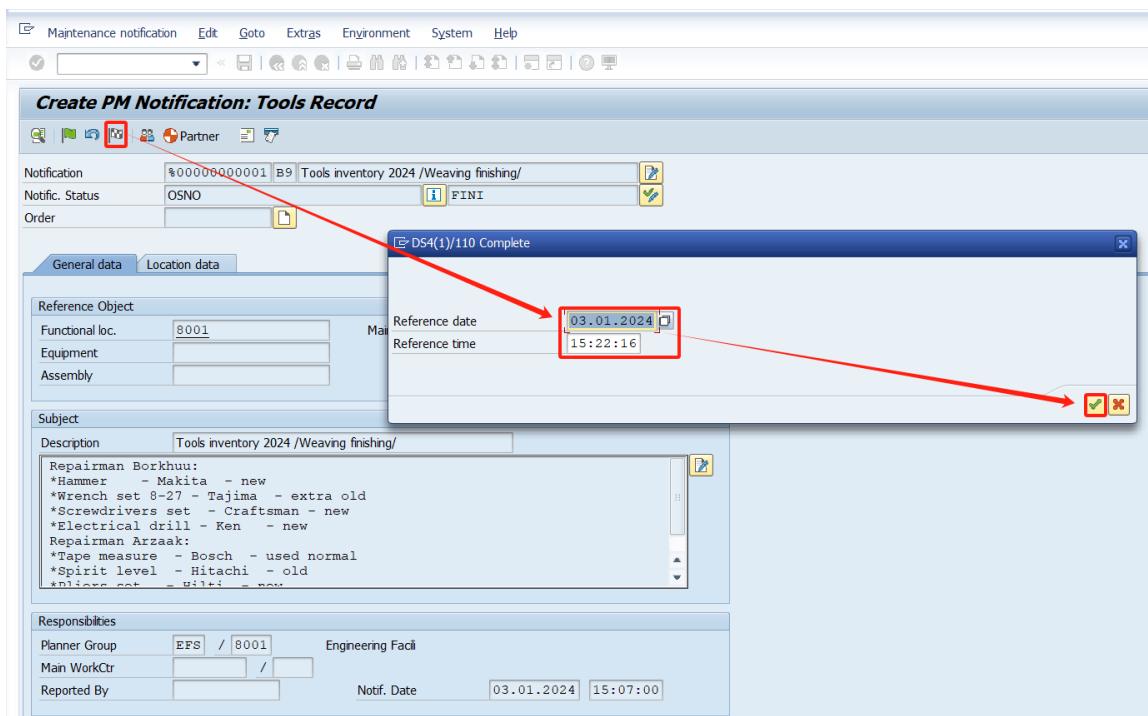


4. When you finish writing tool inventory information, change to the **Finish** status of Notification.



**Remark:** Functional location is mandatory, please input "8001 main plant".

5. Then click the "Complete" button to save.



## 5 Spare parts maintenance order

### 5.1 Maintenance order

The PM module is linked with maintenance orders and FICO/MM modules to consolidate internal material costs and outsourced labor fees incurred during the maintenance process.

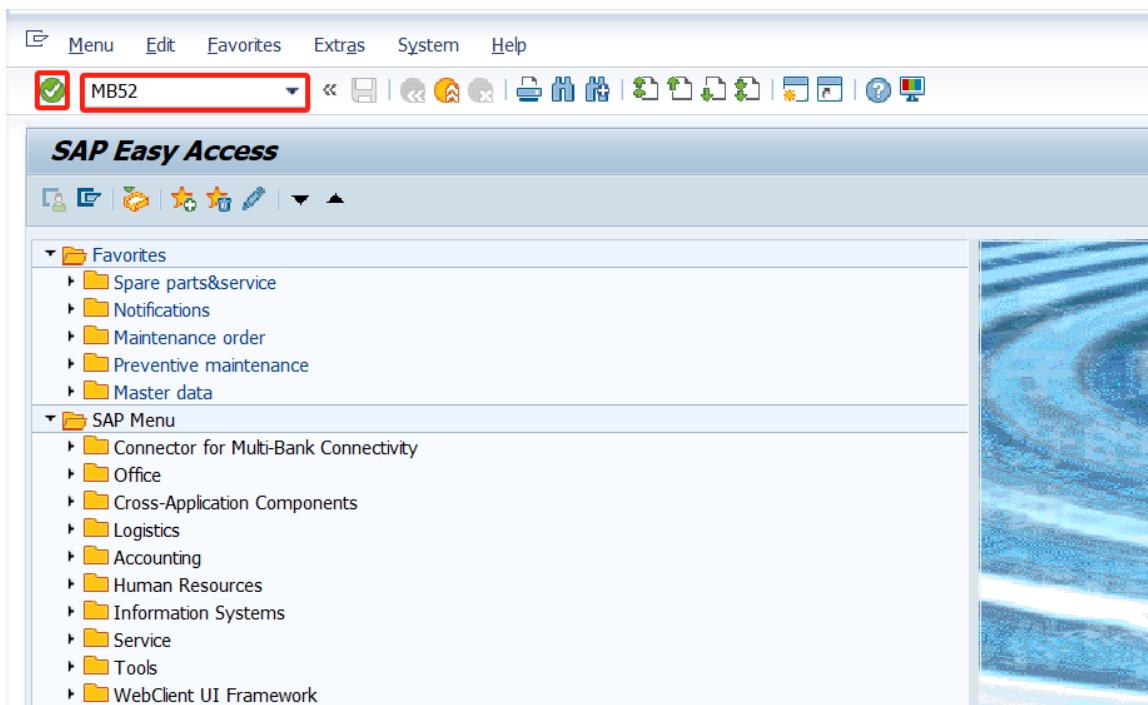
Maintenance order can be created in 2 ways. The first one is created from notification, and the last one is created without notification.

**Remark:** If only O/U (O/U -Overhaul/Upgrading) outsourcing maintenance order and O/U spare parts maintenance order are created, confirmed the investment order number with financial department, then change the settlement rule of maintenance order.

### 5.2 Display and download warehouse stocks of material

1. Enter the **MB52** T-CODE in the Transaction Tab.

2. Click button or press Enter.



3. Filter by **Plant /8001/** and **Material group /z1\*/** then click button.

**DS4(1)/110 Display Warehouse Stocks of Material**

**Display Warehouse Stocks of Material**

**Database Selections**

Material	8001	to		
Plant	8001	to		
Storage Location		to		
Batch		to		

**Scope of List**

Material Type		to		
Material Group	Z1*	to		
Purchasing Group		to		

**Selection: Special Stocks**

Also Select Special Stocks

Special Stock Indicator  to

**Settings**

Display Negative Stocks Only

Display Batch Stocks

No zero stock lines

Do Not Display Values

#### 4. Select **Spreadsheet** from the **List** menu.

**List** Edit Goto Views Settings System Help

Print preview Ctrl+Shift+F10 Print Ctrl+P

Export Text Processing... Ctrl+Shift+F8

Send to Spreadsheet...

Exit Shift+F3 Local file... Ctrl+Shift+F9

Material	Material Description	Plant	Loc...	SL	Batch	BUn	Unrestricted	Stock Segment
1000000000	Air solenoid valve /4 out/	8001	1001	0010000024	PC		39	
	Air solenoid valve /4 out/			0010000027	PC		50	
	Air solenoid valve /4 out/			0010000029	PC		4	
	Air solenoid valve /4 out/			0010000030	PC		0	
	Air solenoid valve /4 out/			0010000031	PC		36	
	Air solenoid valve /4 out/			0010000033	PC		106	
	Air solenoid valve /4 out/			0010000072	PC		10	
	Air solenoid valve /4 out/			0010000009	PC		861	
1000000001	Input dispenser	8001	1001	0010000264	PC		0	
	Input dispenser			0010000265	PC		0	
	Input dispenser			0010000266	PC		0	
	Input dispenser			0010000291	PC		0	
	Input dispenser			0010000008	PC		599	
	Input dispenser			0010000028	PC		50	
	Input dispenser			0010000146	PC		0	
	Input dispenser			0010000203	PC		0	
1000000003	Oil /head/	8001	1013	0010000790	PCS		86	
1000000008	Seal for pump	8001	1013	0010001060	PCS		60	
1000000009	Ai valve	8001	1013	0010001060	PCS		1	
1000000010	Filter 40A	8001	1013	0010001060	PCS		1	
1000000011	Parking limiter			0010001060	PCS		10	
1000000012	Reader UHF,RFID			0010001060	PCS		1	
1000000013	Antenn cable RFID			0010001060	PCS		4	
1000000014	Reader based UHF,RFID			0010001060	PCS		3	
1000000015	Reader device UHF,RFID			0010001060	PCS		17	
1000000016	Adapter USB			0010001060	PCS		1	
1000000017	Road mirror			0010001060	PCS		1	
1000000018	Switch 8			0010001060	PCS		1	
1000000019				0010001060	PCS		15	

5. Input **File name** and select **Format** then click **Export to...** button.

Display Warehouse Stocks of Material								
DS4(1)/110 Display Warehouse Stocks of Material								
Material	Material Description	Plant	Loc...	SL	Batch	BUn	Unrestricted	Stock Segment
1000000000	Air solenoid valve /4 out/	8001	1001	0010000024	PC		39	
	Air solenoid valve /4 out/			0010000027	PC		50	
	Air solenoid valve /4 out/			0010000029	PC		4	
	Air solenoid valve /4 out/			0010000030	PC		0	
	Air solenoid valve /4 out/			0010000031	PC		36	
	Air solenoid valve /4 out/			0010000033	PC		106	
	Air solenoid valve /4 out/			0010000072	PC		16	
	Air solenoid valve /4 out/			0010000073	PC		16	
1000000001	Input dis	8001	1013	0010001000	PCS		00	
	Input dis			0010001060	PCS		1	
	Input dis			0010001060	PCS		1	
	Input dis			0010001060	PCS		10	
	Input dis			0010001060	PCS		1	
	Input dis			0010001060	PCS		4	
	Input dis			0010001060	PCS		3	
	Oil/head			0010001060	PCS		17	
1000000003	Seal for pump	8001	1013	0010001060	PCS		1	
1000000008	Air valve			0010001060	PCS		1	
1000000009	Filter 40A			0010001060	PCS		1	
1000000010	Parking limiter			0010001060	PCS		10	
1000000011	Reader UHF,RFID			0010001060	PCS		1	
1000000012	Antenn cable RFID			0010001060	PCS		4	
1000000013	Reader based UHF,RFID			0010001060	PCS		3	
1000000014	Reader device UHF,RFID			0010001060	PCS		17	
1000000015	Adapter USB	8001	1013	0010001060	PCS		1	
1000000016	Road mirror			0010001060	PCS		1	
1000000017	Switch 8			0010001060	PCS		1	
1000000018	Contact /sub/			0010001060	PCS		16	
1000000019				0010001060	PCS			

DS4(1)/110 Export As

General

File name

Format

Destination

Export to...

Cancel

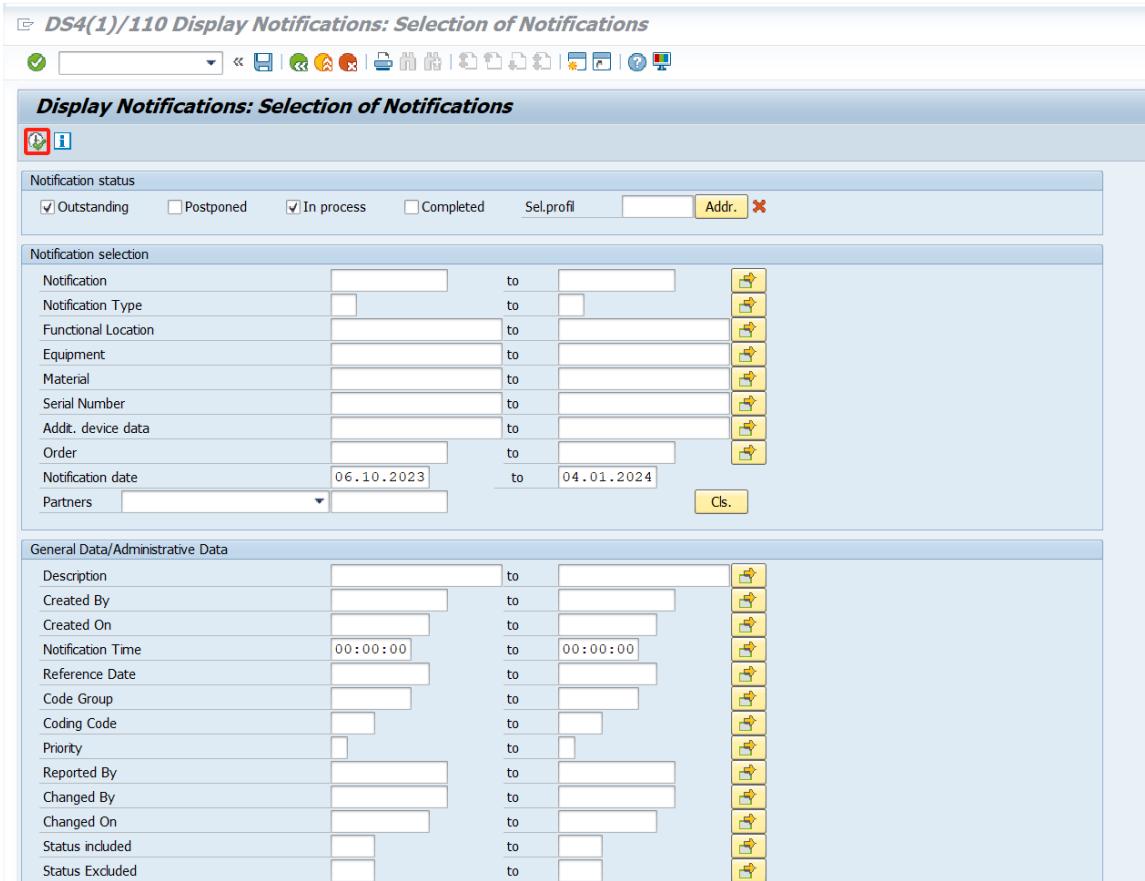
### **5.3 Create spare parts maintenance order /from notification/**

1. Enter the **IW29** T-CODE in the Transaction Tab.

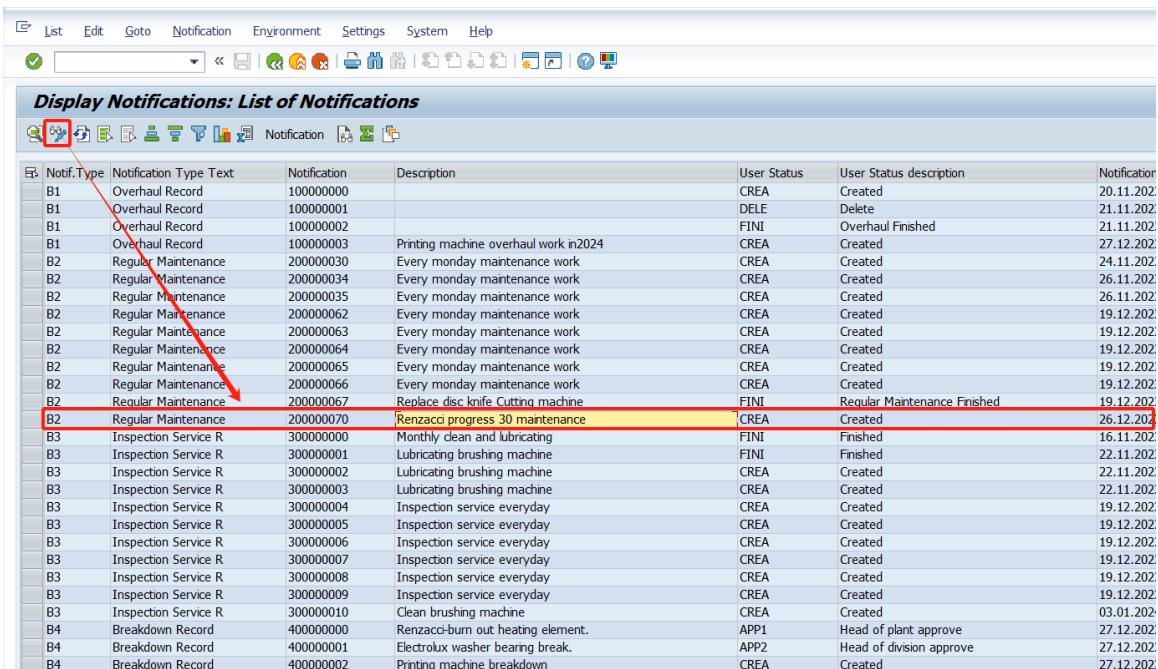
2. Click  button or press Enter.

The screenshot shows the SAP Easy Access interface. The top navigation bar includes 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. A toolbar below has icons for file operations like 'New', 'Open', 'Save', and 'Print'. The main area displays the 'SAP Easy Access' logo and a toolbar with icons for user profile, search, notifications, and maintenance. On the left, a sidebar lists 'Favorites' and 'SAP Menu' sections. The 'Favorites' section contains links to 'Spare parts&service', 'Notifications' (which is highlighted with a red box), 'Maintenance order', 'Preventive maintenance', and 'Master data'. The 'SAP Menu' section contains links to 'Connector for Multi-Bank Connectivity', 'Office', 'Cross-Application Components', 'Logistics', 'Accounting', 'Human Resources', and 'Information Systems'.

3. Filter by selections click  button to open the notification list.

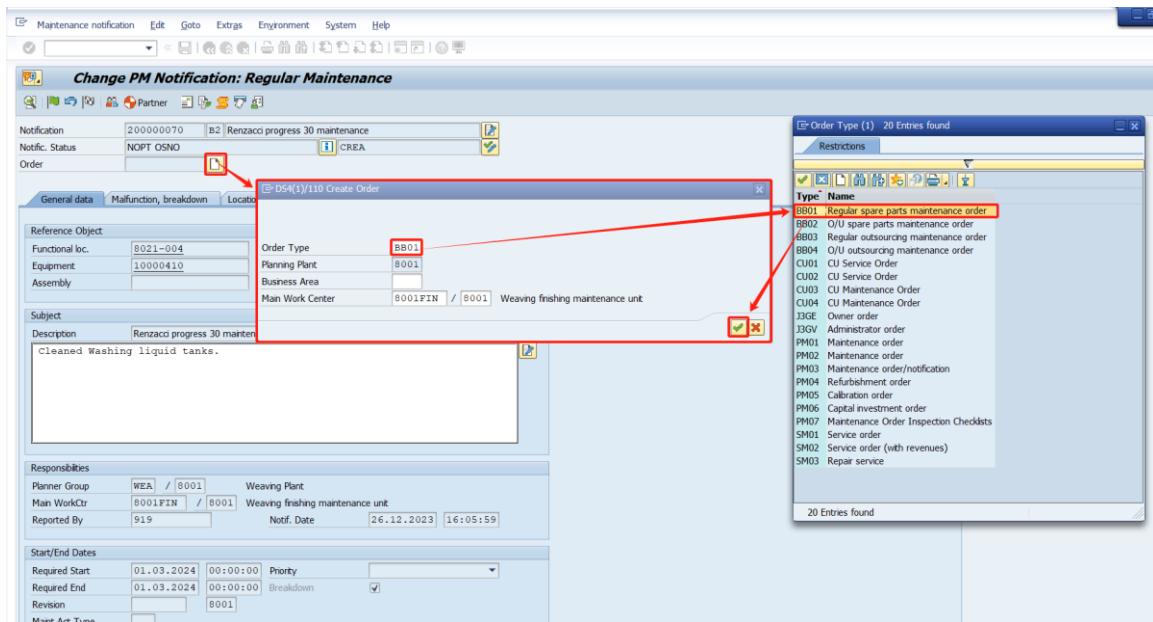


4. Use the  button to switch display/change mode. Then select notification and double-click.

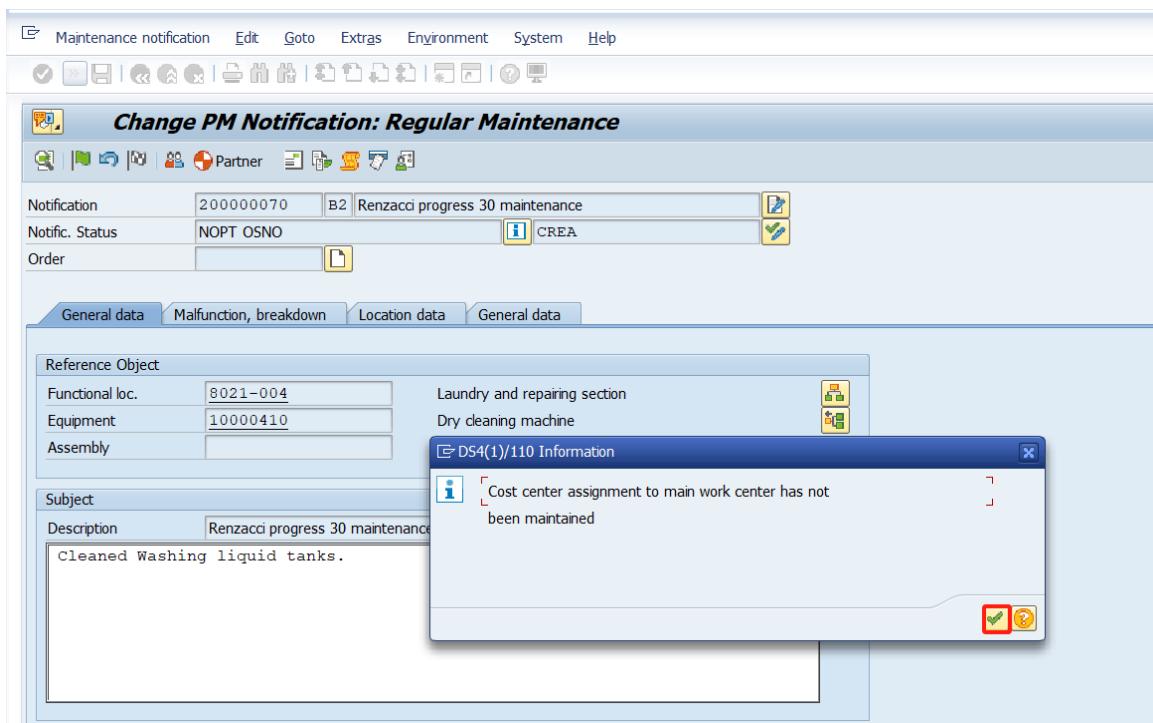


Notif.Type	Notification Type Text	Notification	Description	User Status	User Status description	Notification Date
B1	Overhaul Record	10000000		CREA	Created	20.11.2022
B1	Overhaul Record	100000001		DELETE	Delete	21.11.2022
B1	Overhaul Record	100000002		FINI	Overhaul Finished	21.11.2022
B1	Overhaul Record	100000003	Printing machine overhaul work in2024	CREA	Created	27.11.2022
B2	Regular Maintenance	200000030	Every monday maintenance work	CREA	Created	24.11.2022
B2	Regular Maintenance	200000034	Every monday maintenance work	CREA	Created	26.11.2022
B2	Regular Maintenance	200000035	Every monday maintenance work	CREA	Created	26.11.2022
B2	Regular Maintenance	200000062	Every monday maintenance work	CREA	Created	19.12.2022
B2	Regular Maintenance	200000063	Every monday maintenance work	CREA	Created	19.12.2022
B2	Regular Maintenance	200000064	Every monday maintenance work	CREA	Created	19.12.2022
B2	Regular Maintenance	200000065	Every monday maintenance work	CREA	Created	19.12.2022
B2	Regular Maintenance	200000066	Every monday maintenance work	CREA	Created	19.12.2022
B2	Regular Maintenance	200000067	Replace disc knife Cutting machine	FINI	Regular Maintenance Finished	19.12.2022
B2	Regular Maintenance	200000070	Renzacci progress 30 maintenance	CREA	Created	26.12.2022
B3	Inspection Service R	30000000	Monthly clean and lubricating	FINI	Finished	16.11.2022
B3	Inspection Service R	300000001	Lubricating brushing machine	FINI	Finished	22.11.2022
B3	Inspection Service R	300000002	Lubricating brushing machine	CREA	Created	22.11.2022
B3	Inspection Service R	300000003	Lubricating brushing machine	CREA	Created	22.11.2022
B3	Inspection Service R	300000004	Inspection service everyday	CREA	Created	19.12.2022
B3	Inspection Service R	300000005	Inspection service everyday	CREA	Created	19.12.2022
B3	Inspection Service R	300000006	Inspection service everyday	CREA	Created	19.12.2022
B3	Inspection Service R	300000007	Inspection service everyday	CREA	Created	19.12.2022
B3	Inspection Service R	300000008	Inspection service everyday	CREA	Created	19.12.2022
B3	Inspection Service R	300000009	Inspection service everyday	CREA	Created	19.12.2022
B3	Inspection Service R	300000010	Clear brushing machine	CREA	Created	03.01.2023
B4	Breakdown Record	40000000	Renzacci-burn out heating element.	APP1	Head of plant approve	27.12.2022
B4	Breakdown Record	400000001	Electrolux washer bearing break.	APP2	Head of division approve	27.12.2022
B4	Breakdown Record	400000002	Printing machine breakdown	CREA	Created	27.12.2022

5. Click the Order  button and after checking the Order type, then click  button.



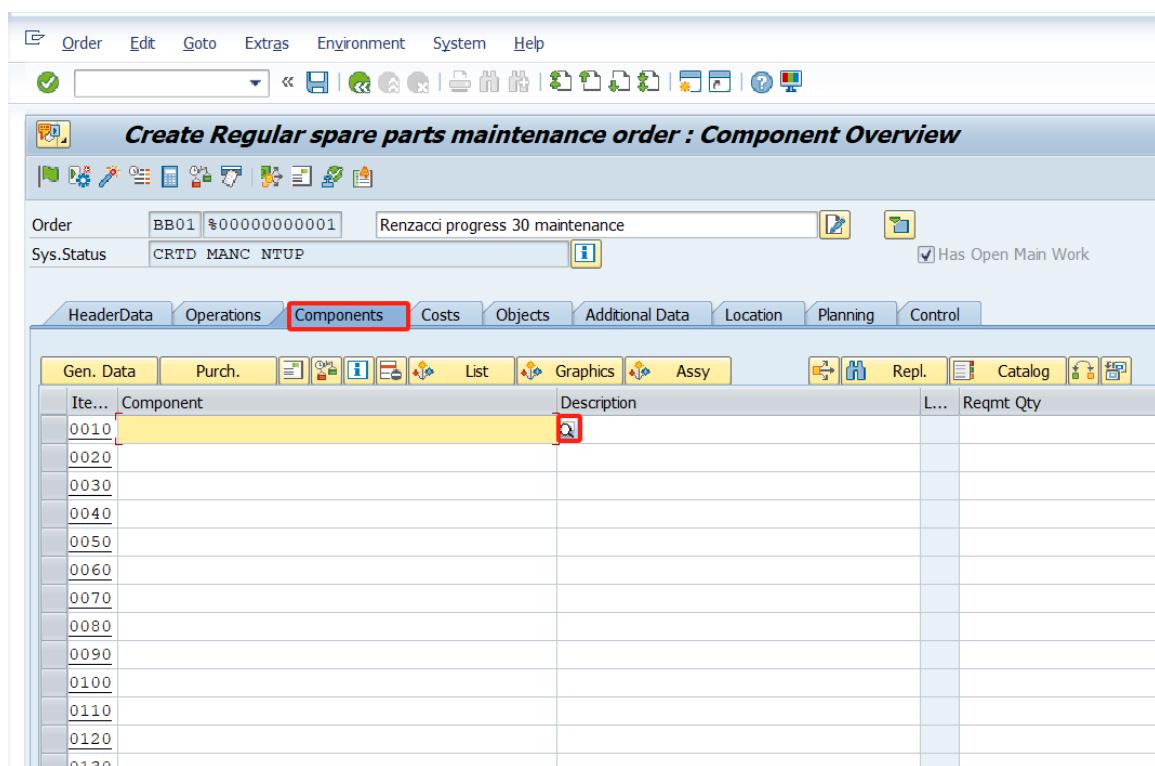
6. Press  button to skip the warning.



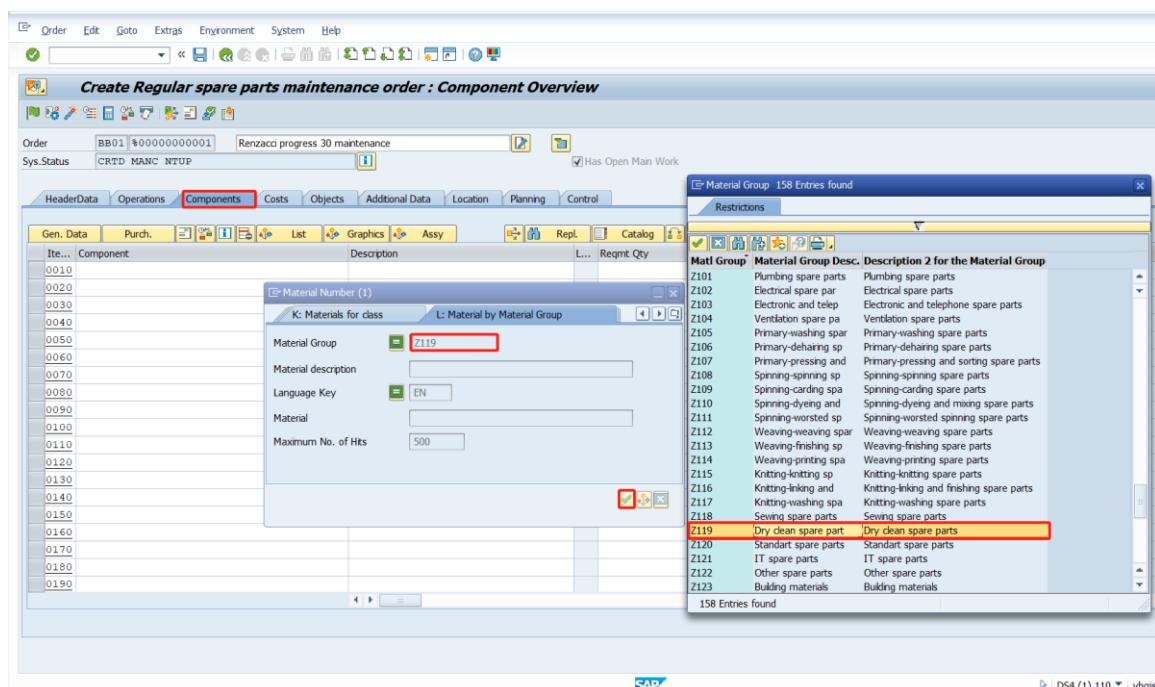
7. Check the information bordered in red. If it is wrong, you can correct it.

**Remark:** If the **Responsible cost center** is wrong, there is a risk of misallocation of costs.

8. Go to the **Components** window and select the parts used in the maintenance.



9. A list of spare parts will be displayed by filtering by Material group.



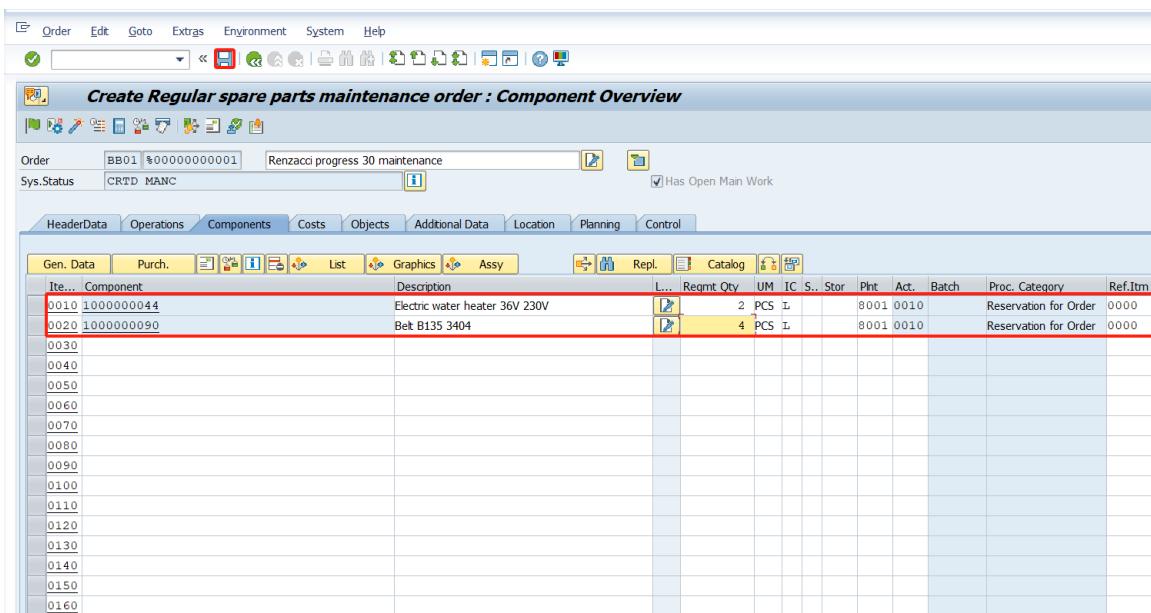
10. Select the parts and double-click.

The screenshot shows the SAP Component Overview screen. On the left, there is a table with columns: Gen. Data, Purch., List, Graphics, Assy, Repl., Catalog, and SPC. The 'List' button is highlighted. The main table shows items from 0010 to 0190. Item 0117 is selected and highlighted with a red border. A material search dialog is open on the right, titled 'Material Number (1) 163 Entries found'. It has two tabs: 'K: Materials for class' and 'L: Material by Material Group'. The 'L' tab is selected. It lists 163 entries, with item Z117 highlighted with a red border. The details for Z117 are: Material description: ELECTRIC WATER HEATER 36V 230V, Language: EN, Material: 1000000044.

11. Click button and skip warning message.

The screenshot shows the SAP Component Overview screen. The 'List' button is highlighted. Item 0010 is selected. The 'Reqmt Qty' column for item 0010 is highlighted with a red border and contains the value '2.000'. A warning message dialog is open at the bottom left, titled 'DS4(1)/110 Information'. It says 'Enter a batch for material 1000000044' and has two buttons: a checkmark button and a question mark button.

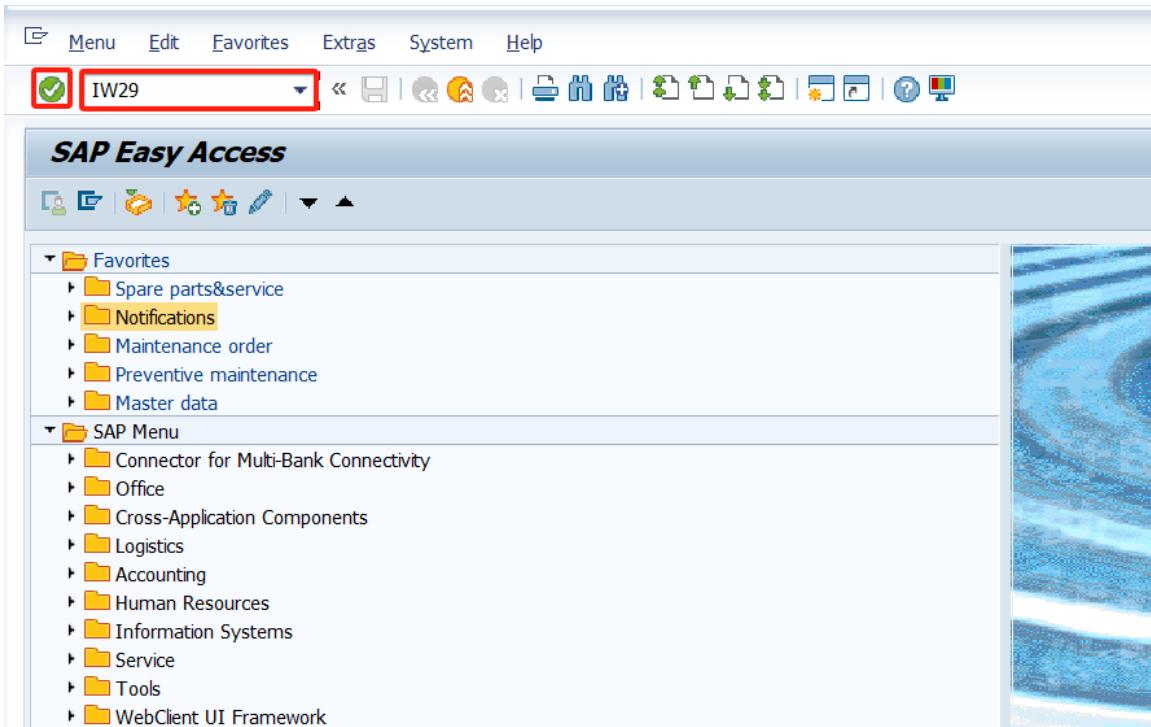
12. Click button and to save.



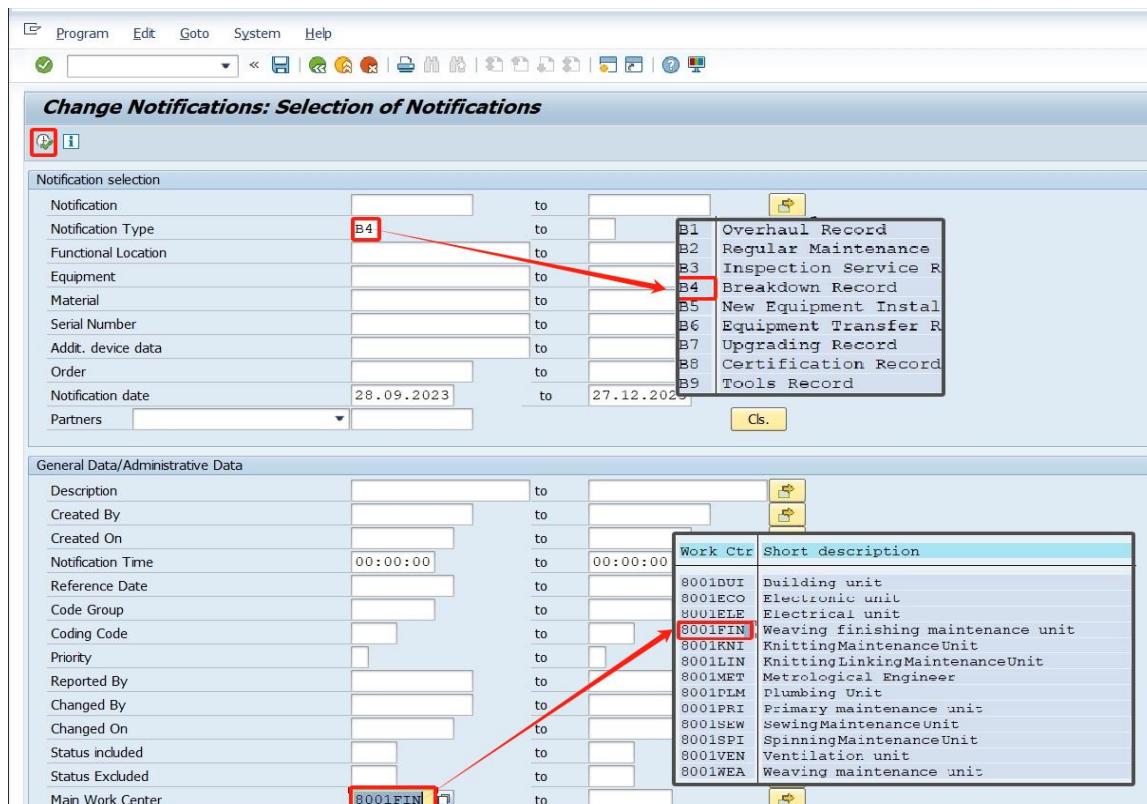
#### 5.4 Change and release spare parts maintenance order

1. Enter the **IW29** T-CODE in the Transaction Tab.

2. Click button or press Enter.

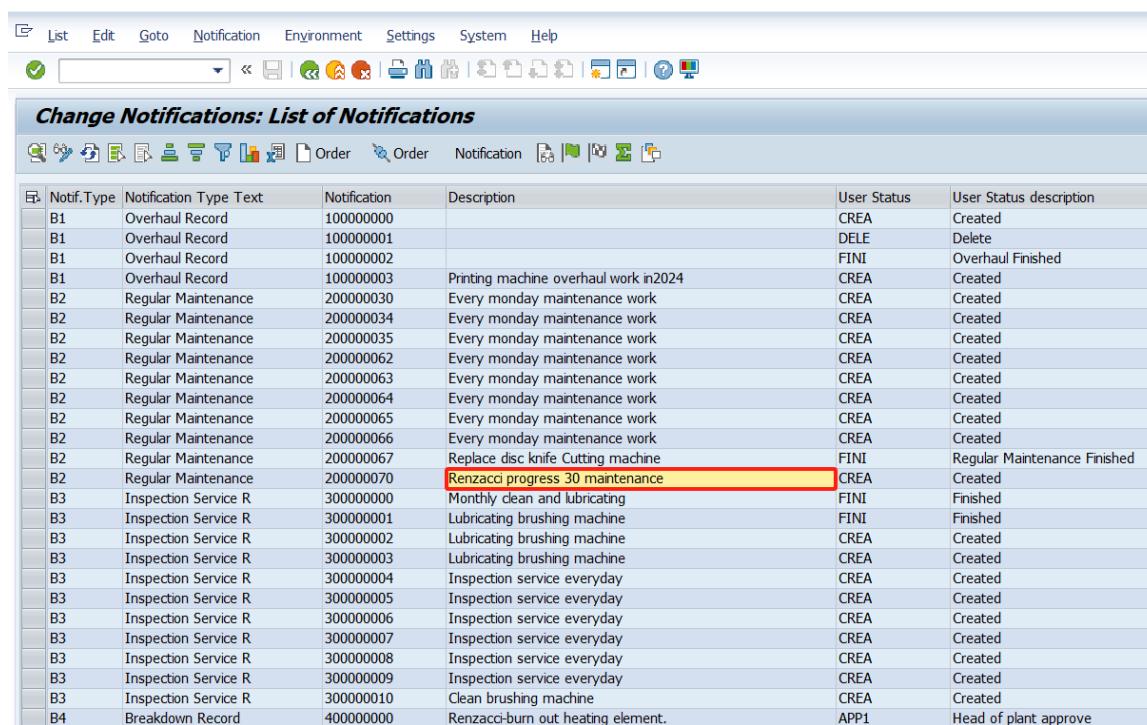


3. Filter by **Notification type** and **Main work center** and click  button to open the notification list.



Work Ctr	Short description
8001BUI	Building unit
8001ECO	Electronic unit
8001ELE	Electrical unit
8001FIN	Weaving finishing maintenance unit
8001KNI	KnittingMaintenanceUnit
8001LINK	LinkingMaintenanceUnit
8001MET	Metrological Engineer
8001PLM	Plumbing Unit
8001PRI	Primary maintenance unit
8001SEW	SewingMaintenanceUnit
8001SPI	SpinningMaintenanceUnit
8001VEN	Ventilation unit
8001WEA	Weaving maintenance unit

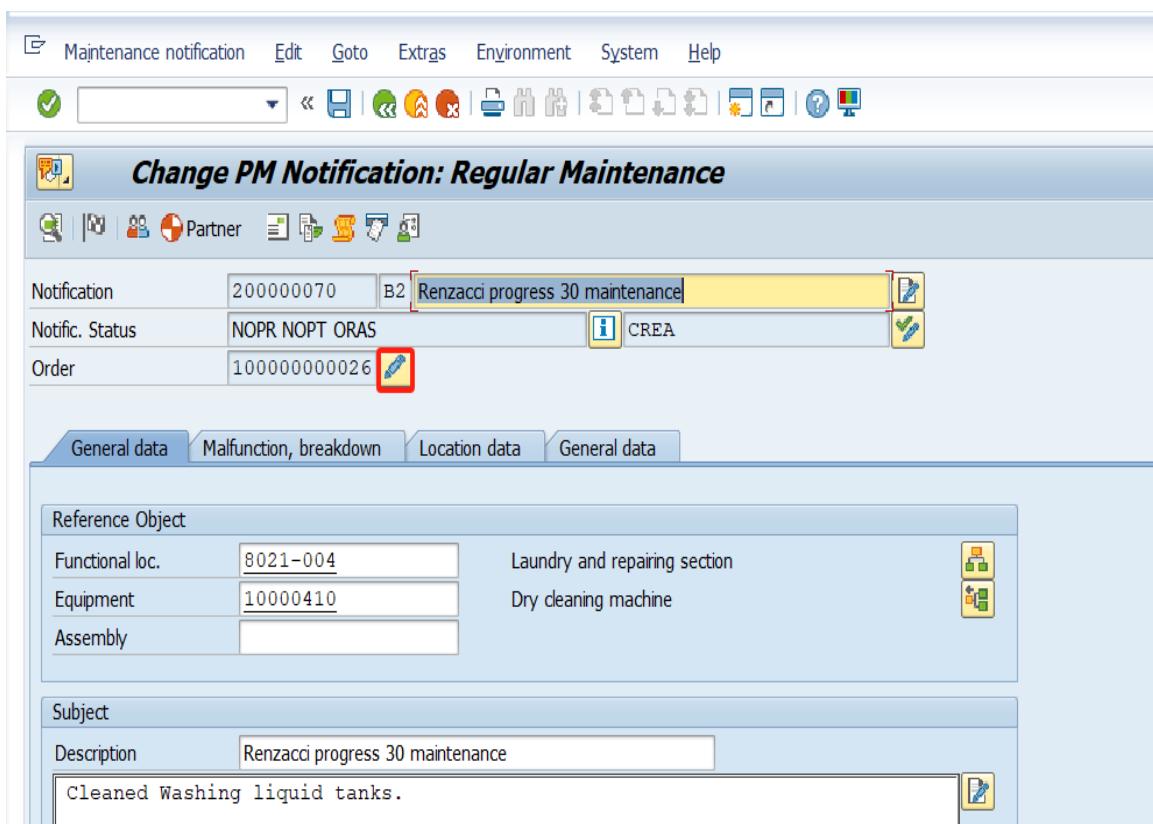
4. Use the  button to switch display/change mode. Then select notification and double-click.



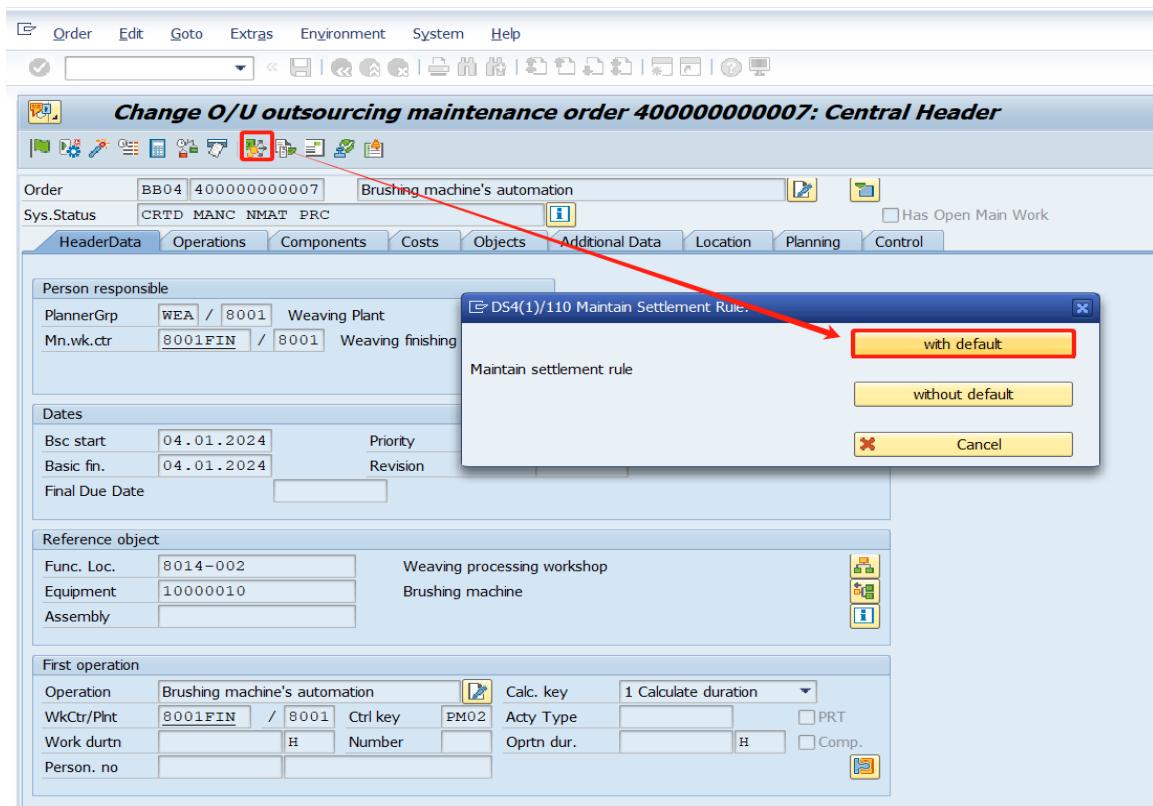
Notif.Type	Notification Type Text	Notification	Description	User Status	User Status description
B1	Overhaul Record	10000000		CREA	Created
B1	Overhaul Record	100000001		DELE	Delete
B1	Overhaul Record	100000002		FINI	Overhaul Finished
B1	Overhaul Record	100000003	Printing machine overhaul work in2024	CREA	Created
B2	Regular Maintenance	200000030	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000034	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000035	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000062	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000063	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000064	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000065	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000066	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000067	Replace disc knife Cutting machine	FINI	Regular Maintenance Finished
B2	Regular Maintenance	200000070	Renzacci progress 30 maintenance	CREA	Created
B3	Inspection Service R	300000000	Monthly clean and lubricating	FINI	Finished
B3	Inspection Service R	300000001	Lubricating brushing machine	FINI	Finished
B3	Inspection Service R	300000002	Lubricating brushing machine	CREA	Created
B3	Inspection Service R	300000003	Lubricating brushing machine	CREA	Created
B3	Inspection Service R	300000004	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000005	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000006	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000007	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000008	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000009	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000010	Clean brushing machine	CREA	Created
B4	Breakdown Record	400000000	Renzacci-burn out heating element.	APP1	Head of plant approve

5. Open maintenance order.

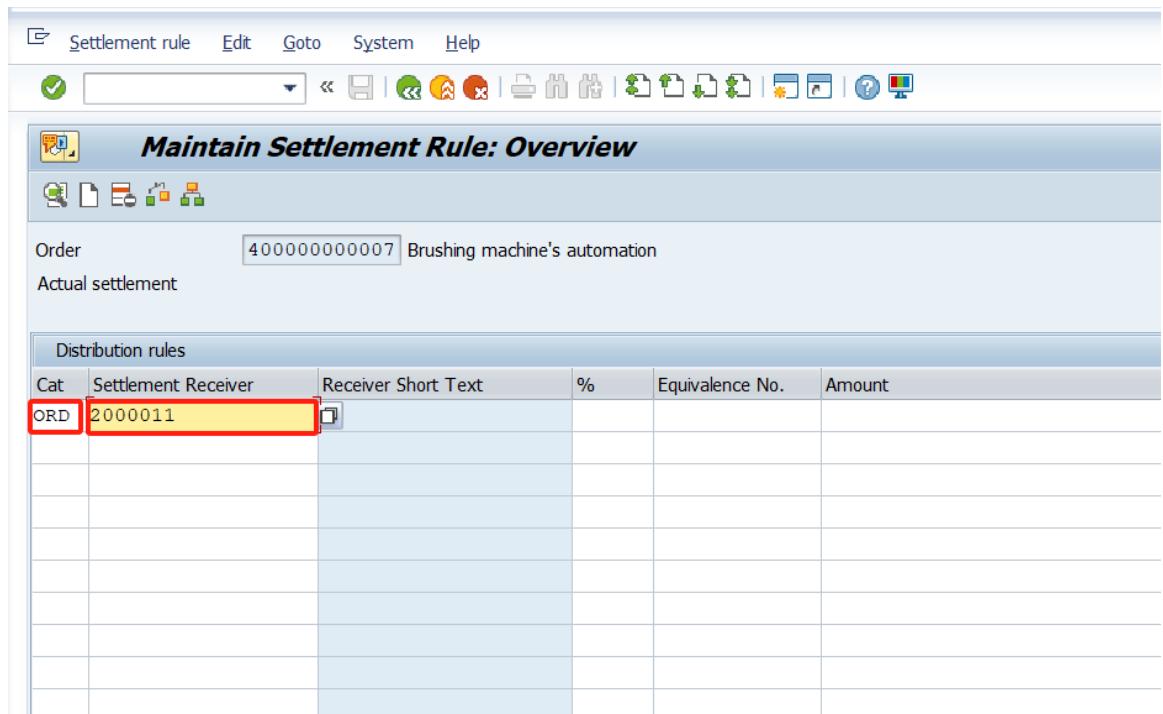
6. If you want to make changes to Notification, you can make changes.



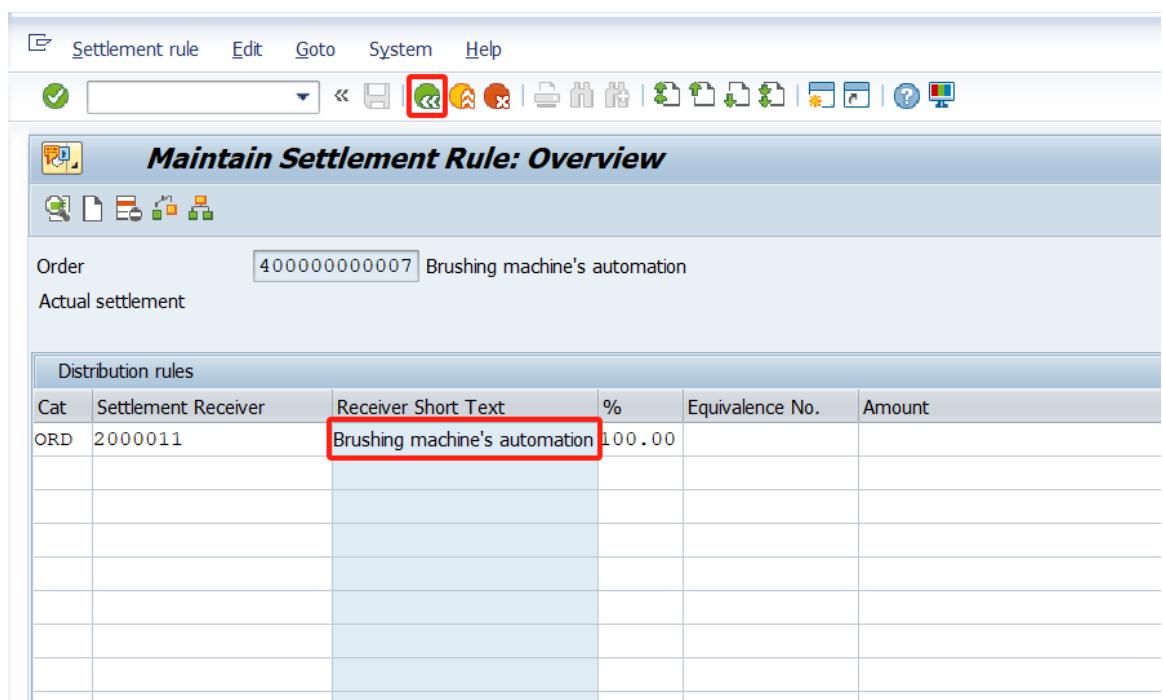
7. Click settlement rule button then select **with default** selection.



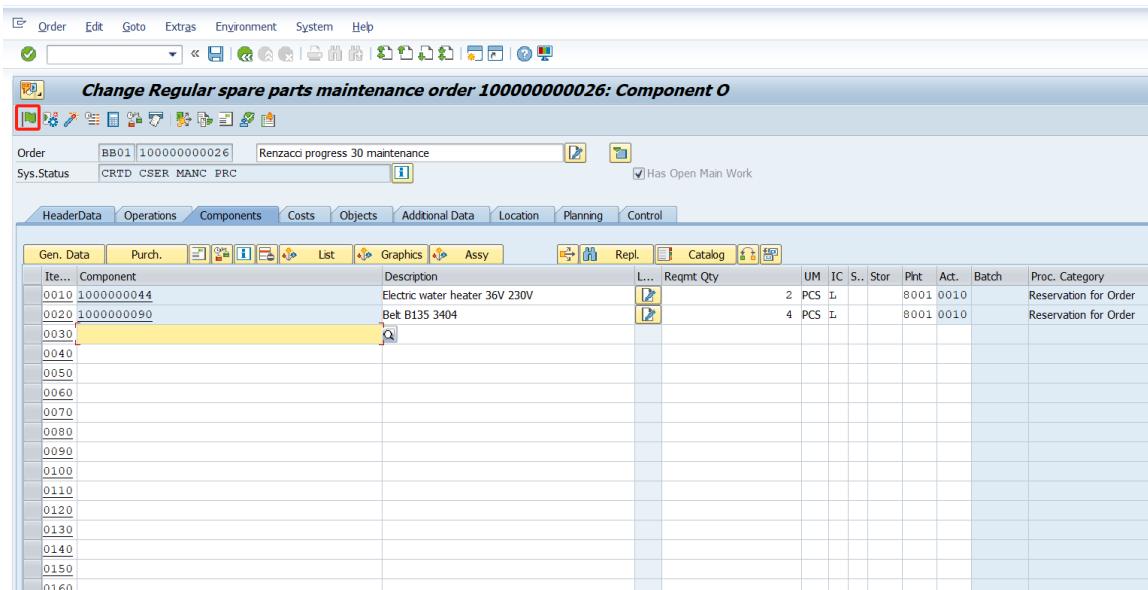
8. Before releasing the BB02 (not BB01) spare parts maintenance order, it is necessary to get the **investment order number** from the Financial Department (Asset accountant).
9. Input “**ORD**” in the Category field.
10. Input **investment order number** in the Settlement Receiver field.



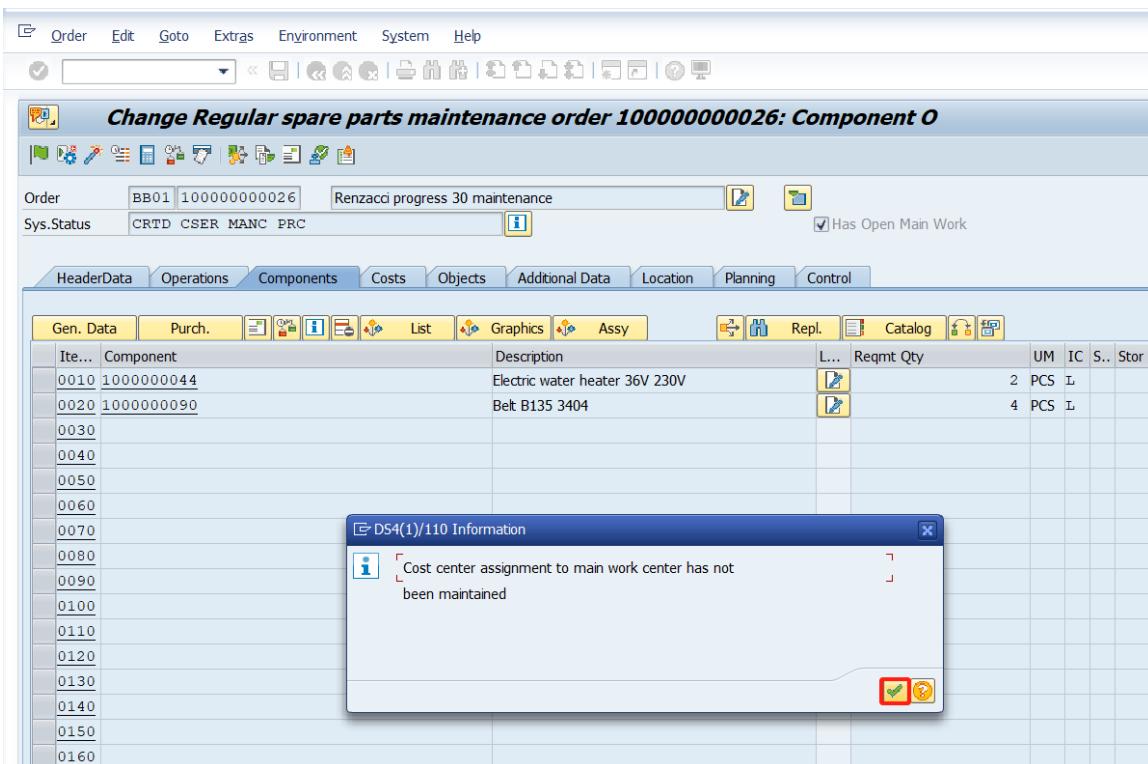
11. Press Enter then click back button.



12. Click  button and to release. If you want to make changes to maintenance order, you can make changes.



13. Click  button and skip warning message.



14. A message will appear stating that the maintenance order has been released.

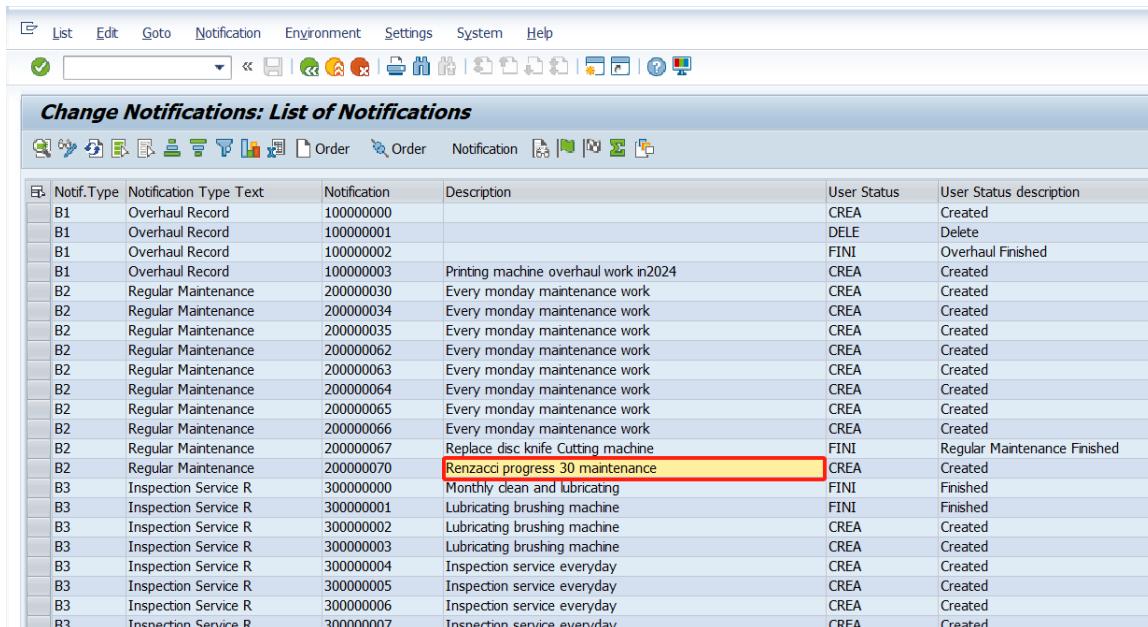
 Order 100000000026 will be released after update

## 5.5 Technically complete maintenance order

**Remark:** After releasing the maintenance order, warehouse clerk issues spare parts to maintenance order. The operation of taking spare parts from the warehouse has been done offline.

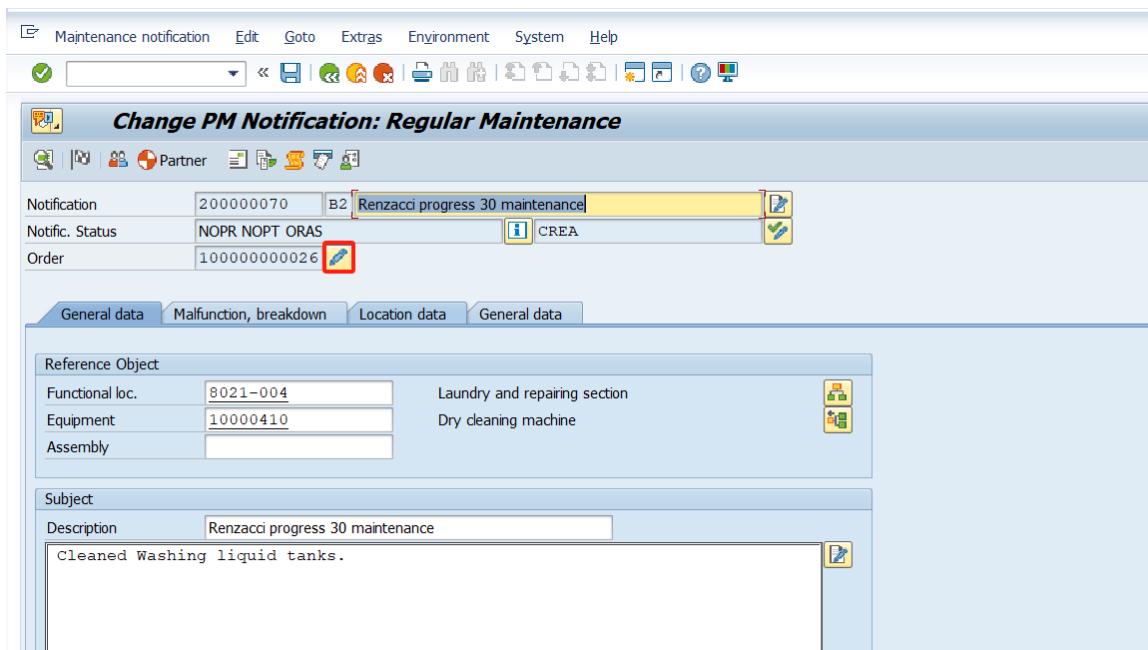
After the maintenance is completed, it will be possible to perform Technically complete after notification approved.

### 1. Open the notification again.



Notif.Type	Notification Type Text	Notification	Description	User Status	User Status description
B1	Overhaul Record	100000000		CREA	Created
B1	Overhaul Record	100000001		DELE	Delete
B1	Overhaul Record	100000002		FINI	Overhaul Finished
B1	Overhaul Record	100000003	Printing machine overhaul work in2024	CREA	Created
B2	Regular Maintenance	200000030	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000034	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000035	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000062	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000063	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000064	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000065	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000066	Every monday maintenance work	CREA	Created
B2	Regular Maintenance	200000067	Replace disc knife Cutting machine.	FINI	Regular Maintenance Finished
B2	Regular Maintenance	200000070	Renzacci progress 30 maintenance	CREA	Created
B3	Inspection Service R	300000000	Monthly clean and lubricating	FINI	Finished
B3	Inspection Service R	300000001	Lubricating brushing machine	FINI	Finished
B3	Inspection Service R	300000002	Lubricating brushing machine	CREA	Created
B3	Inspection Service R	300000003	Lubricating brushing machine	CREA	Created
B3	Inspection Service R	300000004	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000005	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000006	Inspection service everyday	CREA	Created
B3	Inspection Service R	300000007	Inspection service everyday	CREA	Created

### 2. Open the maintenance order again.



Notification	200000070	B2 Renzacci progress 30 maintenance
Notific. Status	NOPR NOPT ORAS	CREA
Order	100000000026	

General data    Malfunction, breakdown    Location data    General data

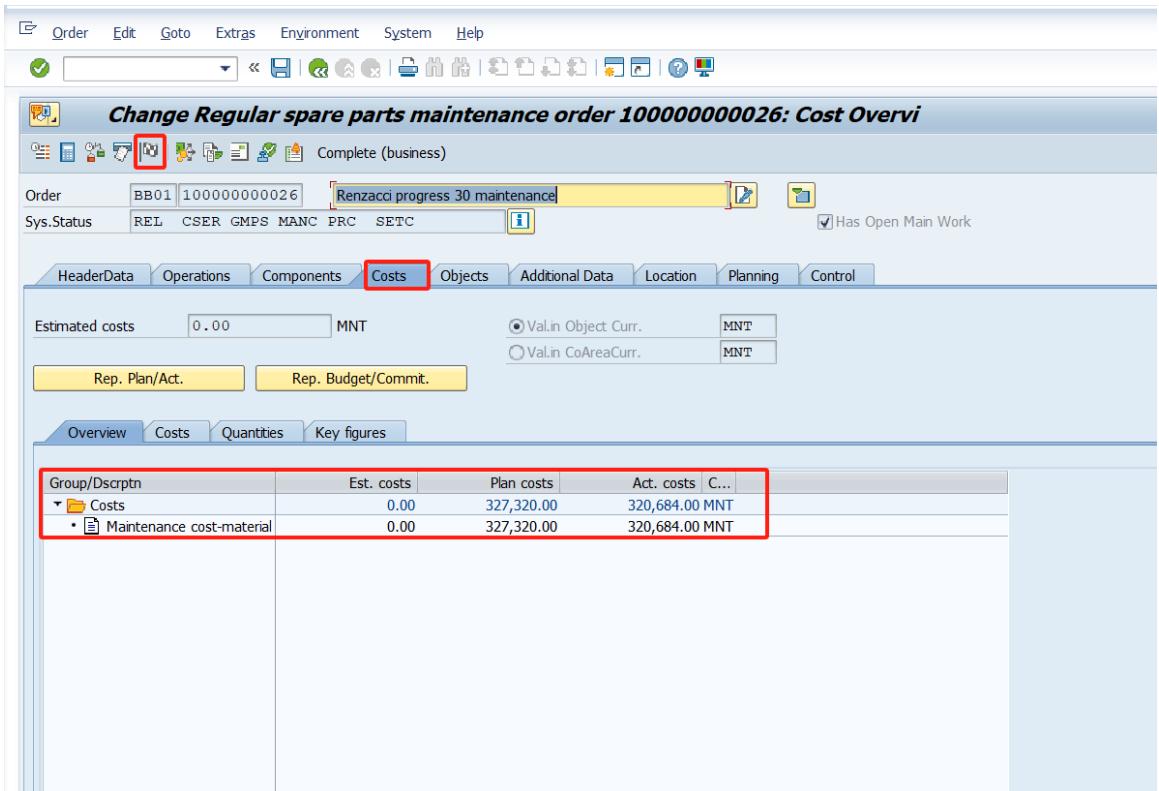
Reference Object

Functional loc.	8021-004	Laundry and repairing section
Equipment	10000410	Dry cleaning machine
Assembly		

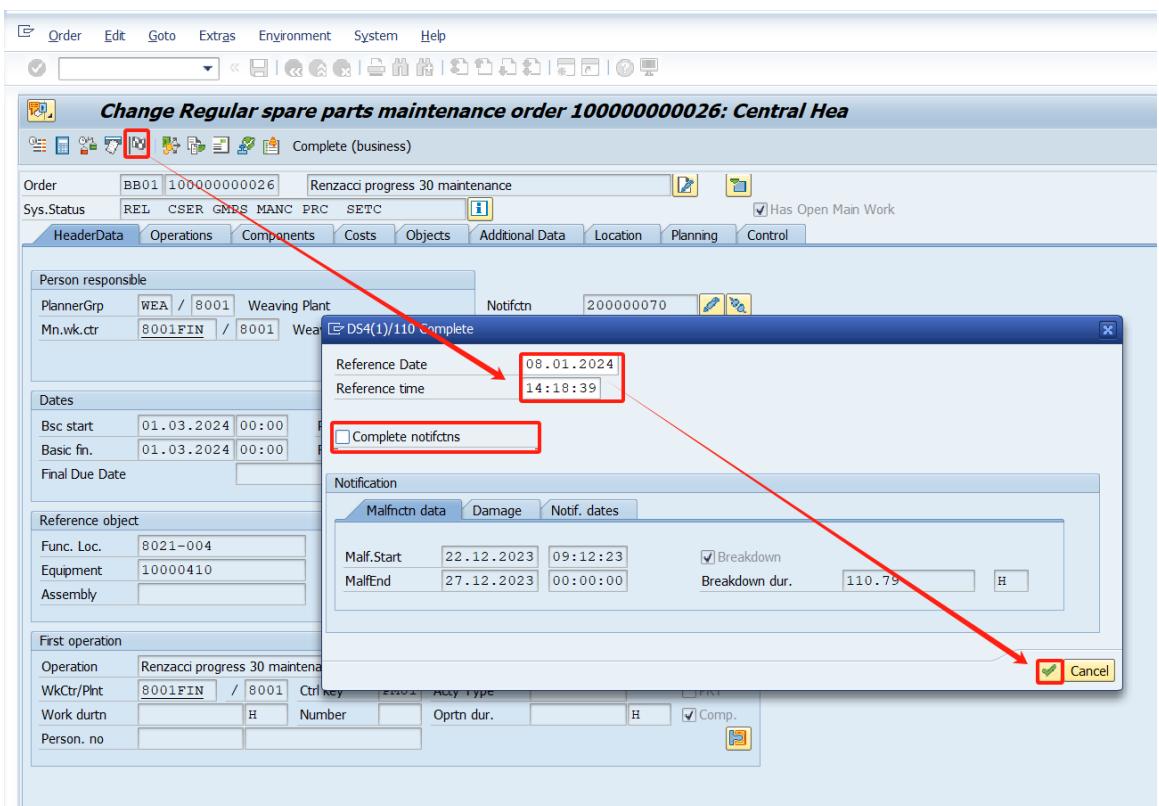
Subject

Description	Renzacci progress 30 maintenance
Cleaned Washing liquid tanks.	

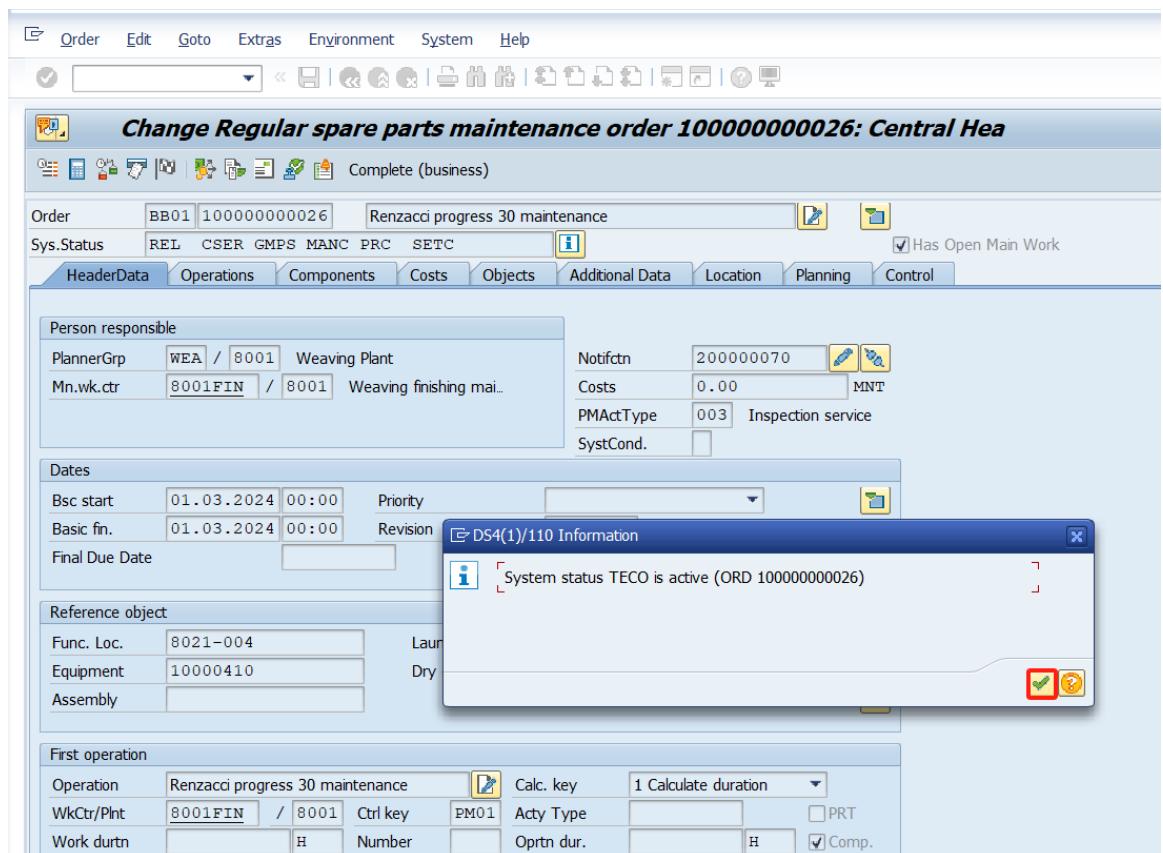
3. After checking the actual repair cost, click on technically complete button.



4. Checking the Reference date, click button.



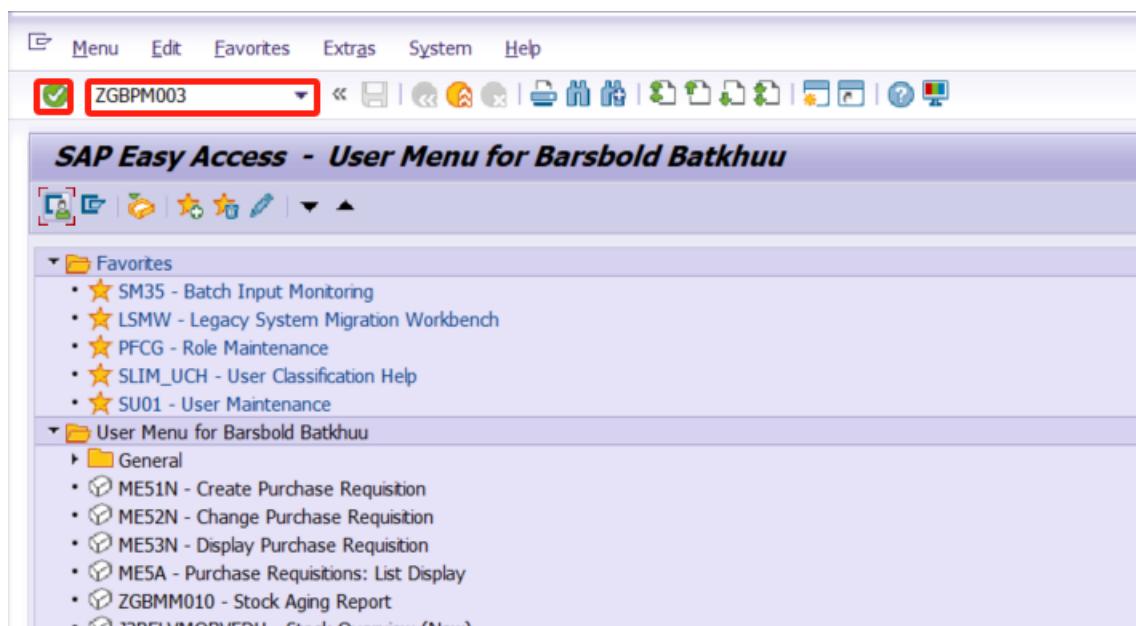
5. Click button and skip warning message.



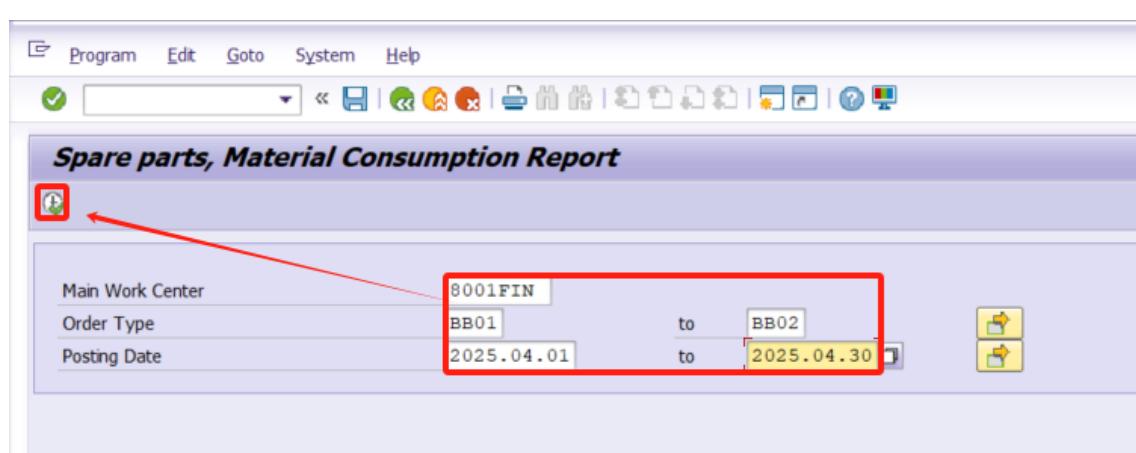
## 5.6 Download spare parts consumption

1. Enter the **ZGBPM003** T-CODE in the Transaction Tab.

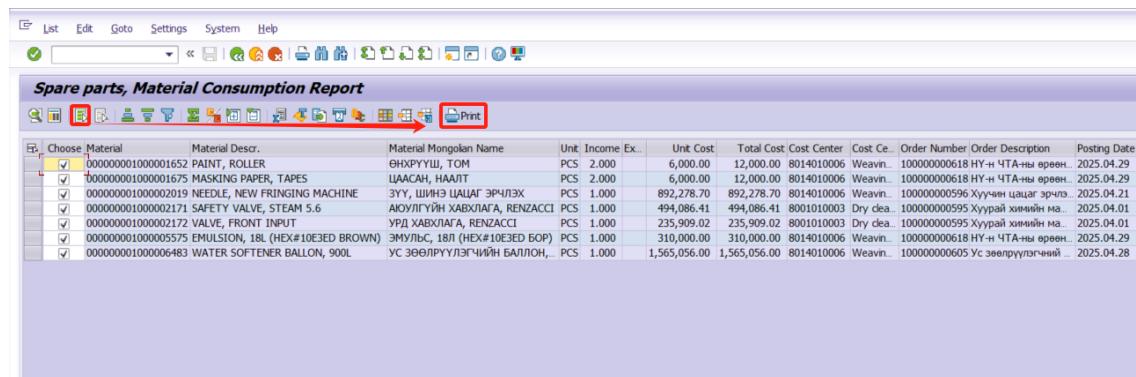
2. Click button or press Enter.



3. Select order type as **BB01** to **BB02**, input Main work center, consumption period and press button.

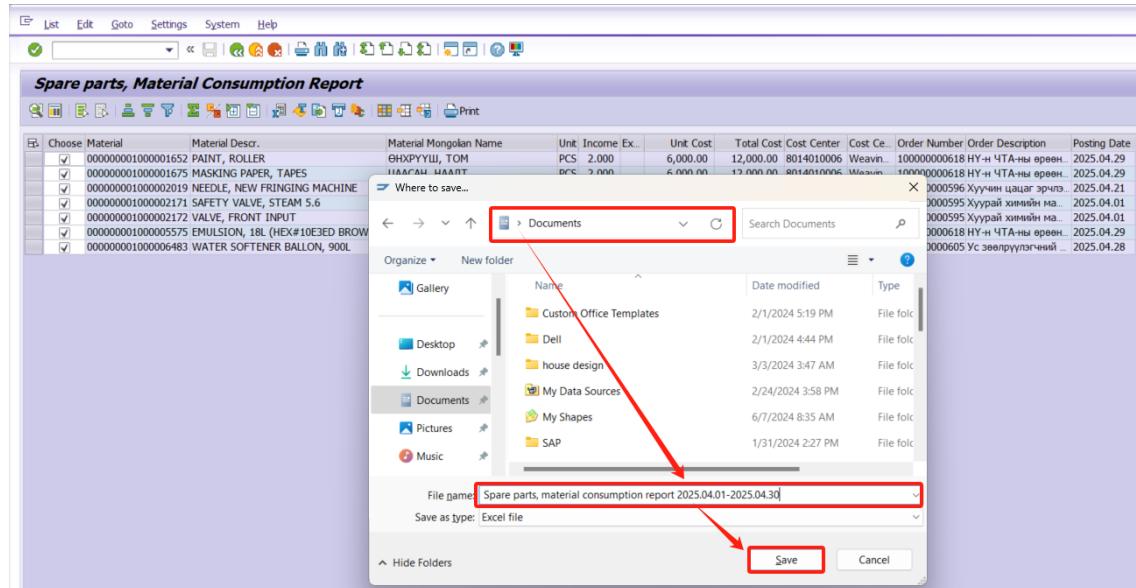


4. Tick "Select all" button then select "Print" button.

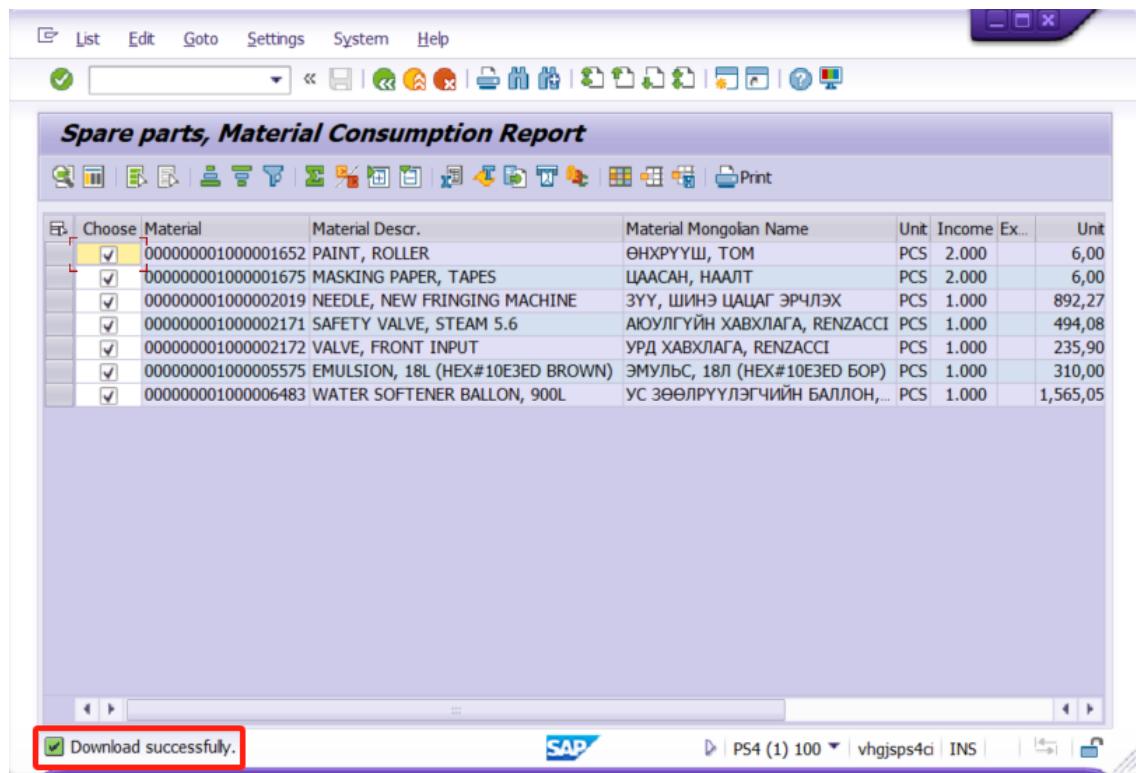


**Remark:** If you want to download many spare parts list, you can use spreadsheet button that export to excel.

### 5. Input location and name then “Save” button.



### 6. A message will appear stating that the download successfully and you can open excel file.



## 7. Edit on excel and print.

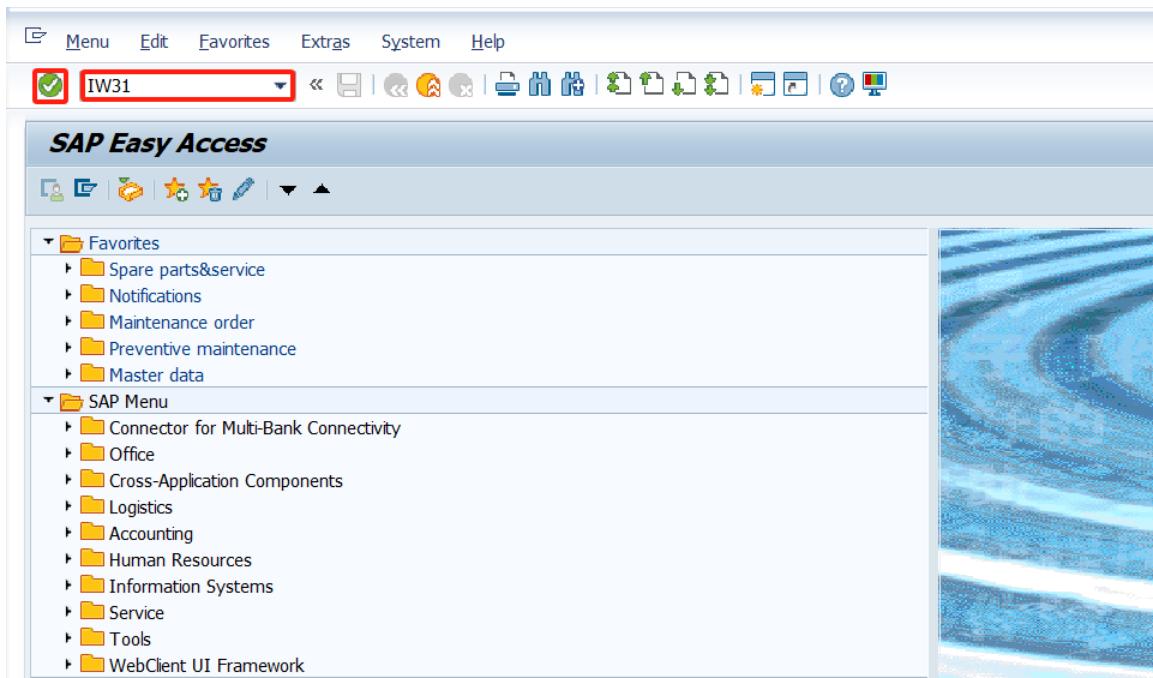
Spare parts, material consumption report 2025.04.01-2025.04.30 - Excel													
SPARE PARTS, MATERIAL CONSUMPTION REPORT													
Main work center: 6001FIN													SAP
2025.04.01 - 2025.04.30													
2025.05.20													
No	Material code	Material name	Material mongolian name	Unit	Income from warehouse/	Expense /used/	Unit cost	Total cost	Cost center	Cost center description	Maintenance order number	Maintenance order description	Signatures /reviewed head of section, supervisor/
8	1000001652	PAINT, ROLLER	ӨНӨКРҮҮШ, ТОН	PCS	2		₮ 6,000	₮ 12,000			100000000518	Нүүч-ЧТА-ны өрөөний засвар	
9	2	1000001675	MASKING PAPER, TAPEs	ЦАСАН, НААГТ	PCS	2		₮ 6,000	₮ 12,000				
10	6	1000005575	EMULSION, 1SL (HEXW10E3ED BROWN)	ЭМУЛЬСИЯ, 1Л (НЕХВ10Е3ЕД БОР)	PCS	1		₮ 310,000	₮ 310,000				
11	3	1000002019	NEEDLE, NEW FRINGING MACHINE	ЗҮҮ. ШИНЭ ЦАНАЧ ЭРЧИДЭХ	PCS	1		₮ 892,279	₮ 892,279			100000000596	Хүчин шааг эрчих машиний засвар
12	4	1000002171	SAFETY VALVE, STEAM 5.6	АОУДЛЫНХ ХАВИЛАА, RENZACCI	PCS	1		₮ 494,086	₮ 494,086			8001010003	Хурд шийн машин-1 Рензакци урсац
13	5	1000002172	VALVE, FRONT INPUT	ҮРД ХАВИЛАА, RENZACCI	PCS	1		₮ 235,909	₮ 235,909			100000000595	
14	7	1000006483	WATER SOFTENER BALLOON, 900L	ҮС ЗӨӨГӨРҮҮЛГӨРЧИЙН БАЛЛООН, 900Л	PCS	1		₮ 1,565,056	₮ 1,565,056			8014010005	Үс зөөргүүлгүүчийн засвар
Total					9	0		₮ 3,521,330					
Reported engineer													B.Bum-Erdene
Reviewed head of division/plant													D.Dulamsuren

## 6 Outsourcing maintenance order

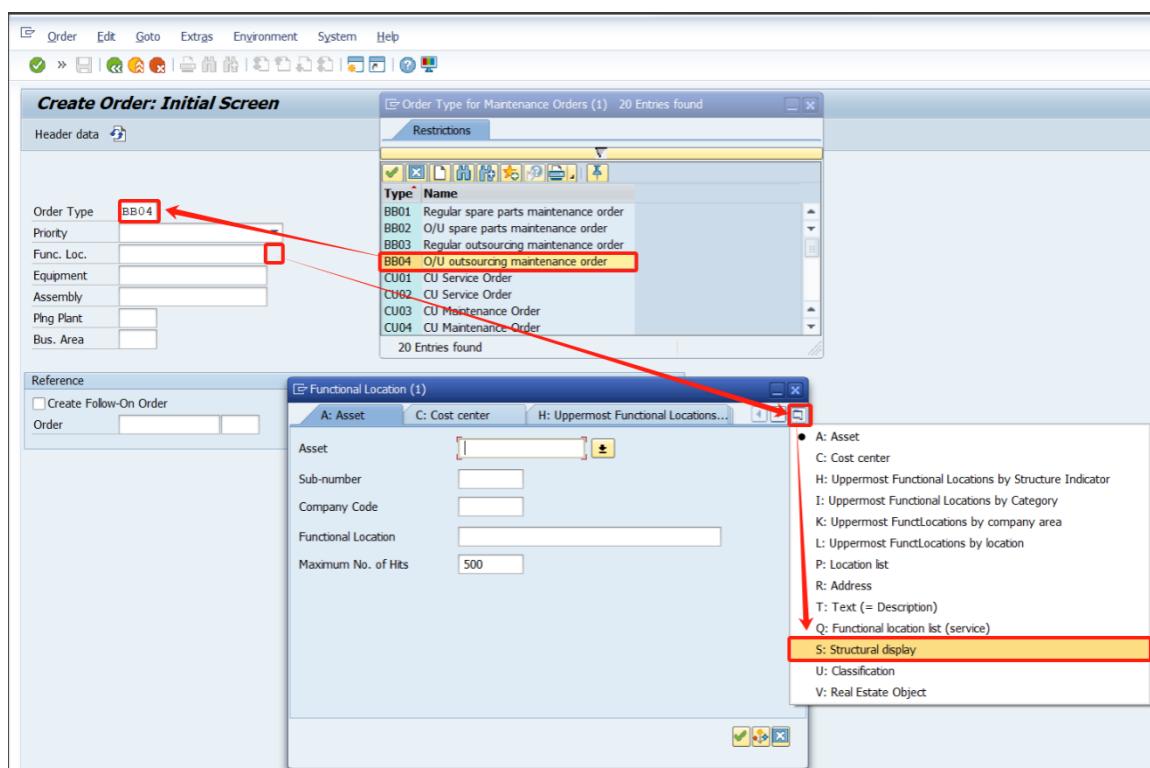
### 6.1 Create outsourcing maintenance order /without notification/

1. Enter the **IW31** T-CODE in the Transaction Tab.

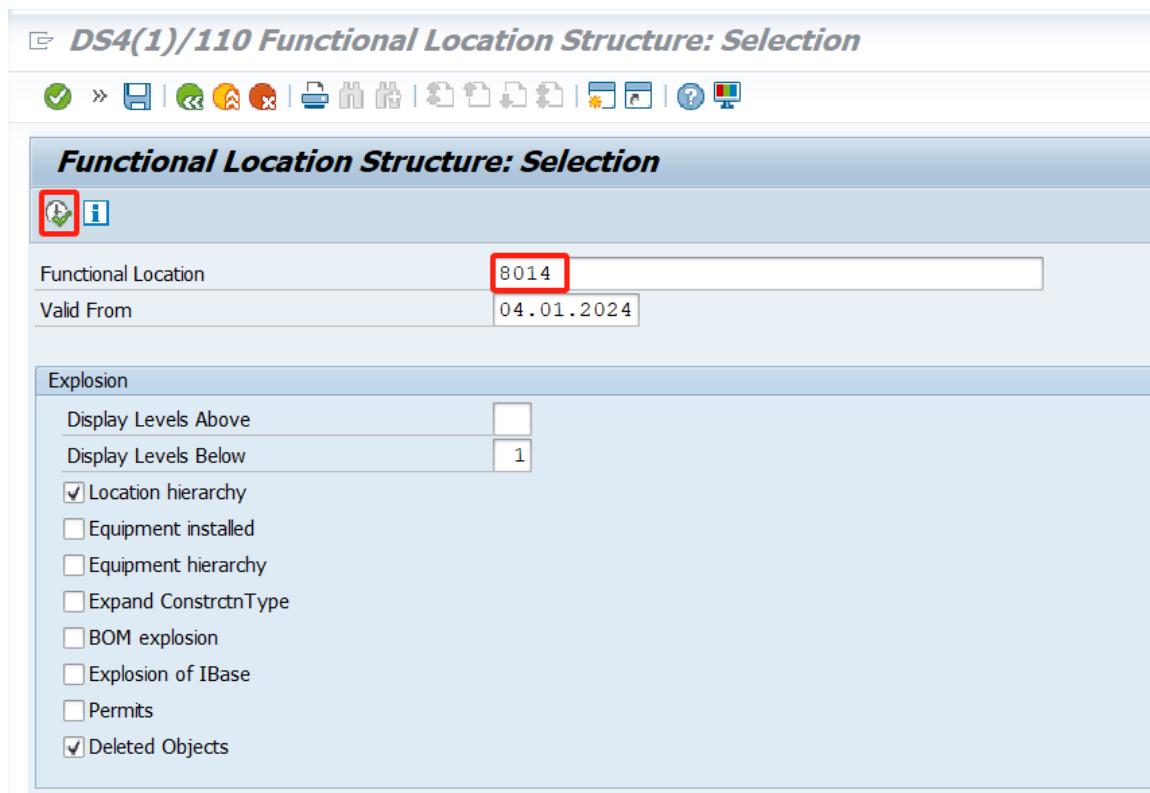
2. Click button or press Enter.



3. Select the order type and select the filter for Functional location with **Structure display** mode.



4. Input Superior functional location then click button. Next table is a Superior functional location list.



5. Select functional location and double-click.

SAP Create Maintenance Order: Structure List

Functional Location: 8014      Valid From: 04.01.2024

Description: Weaving plant

8014	Weaving plant	8014-001	Weaving workshop
		8014-002	Weaving processing workshop
		8014-003	Finishing
		8014-004	Printing
		8014-005	Embroidery

6. Check Order type and Functional location then click button.

SAP Create Order: Initial Screen

Header data

Order Type: BB04

Priority:

Func. Loc.: 8014-002

Equipment:

Assembly:

Plng Plant:

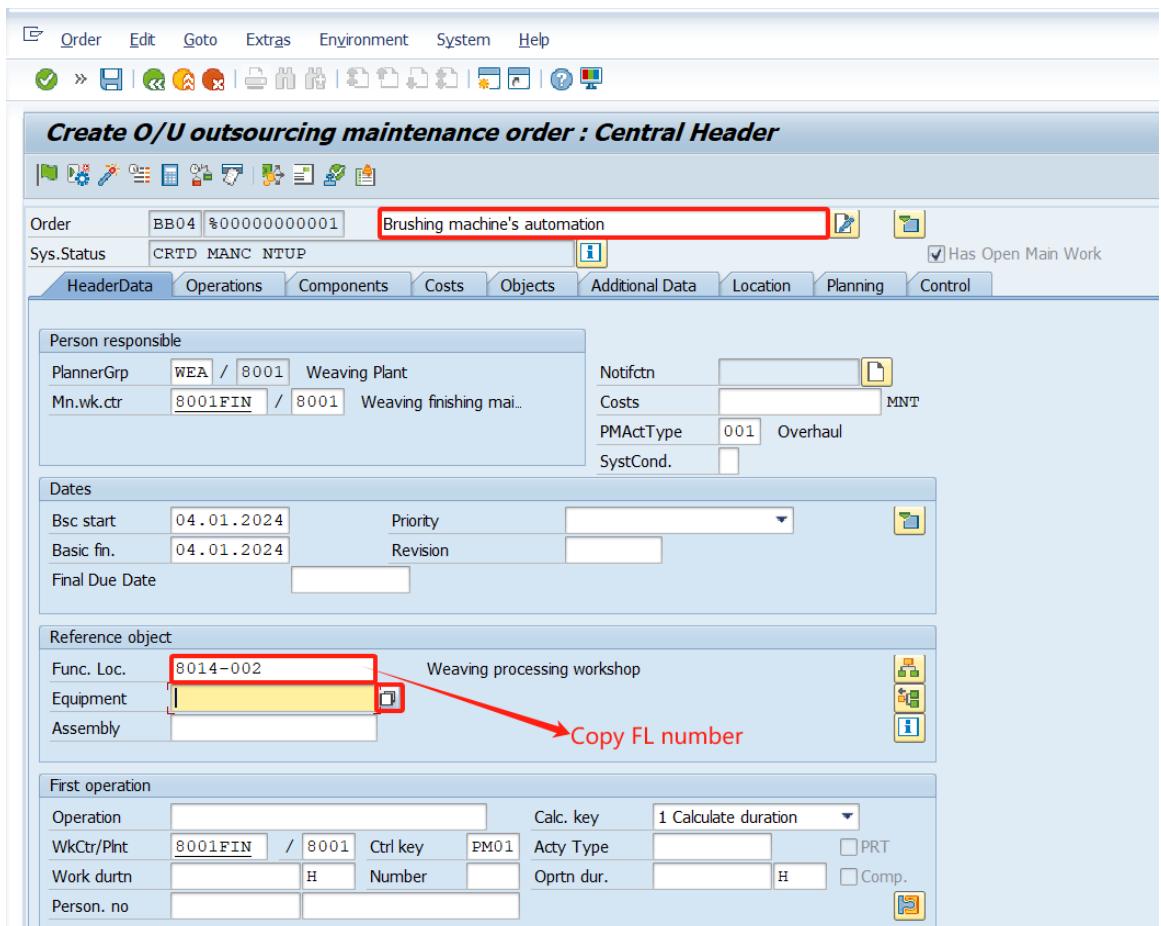
Bus. Area:

Reference

Create Follow-On Order

Order:

7. Enter description and copy Functional location number. Then click equipment selection 



**Create O/U outsourcing maintenance order : Central Header**

Order: BB04 %00000000001 Description: Brushing machine's automation

Sys.Status: CRTD MANC NTUP

HeaderData Operations Components Costs Objects Additional Data Location Planning Control

Person responsible:

- PlannerGrp: WEA / 8001 Weaving Plant
- Mn.wk.ctr: 8001FIN / 8001 Weaving finishing mai...
- Notifctn:  
- Costs:  MNT
- PMAcType: 001 Overhaul
- SystCond:

Dates:

- Bsc start: 04.01.2024
- Basic fin.: 04.01.2024
- Priority:
- Revision:
- Final Due Date:

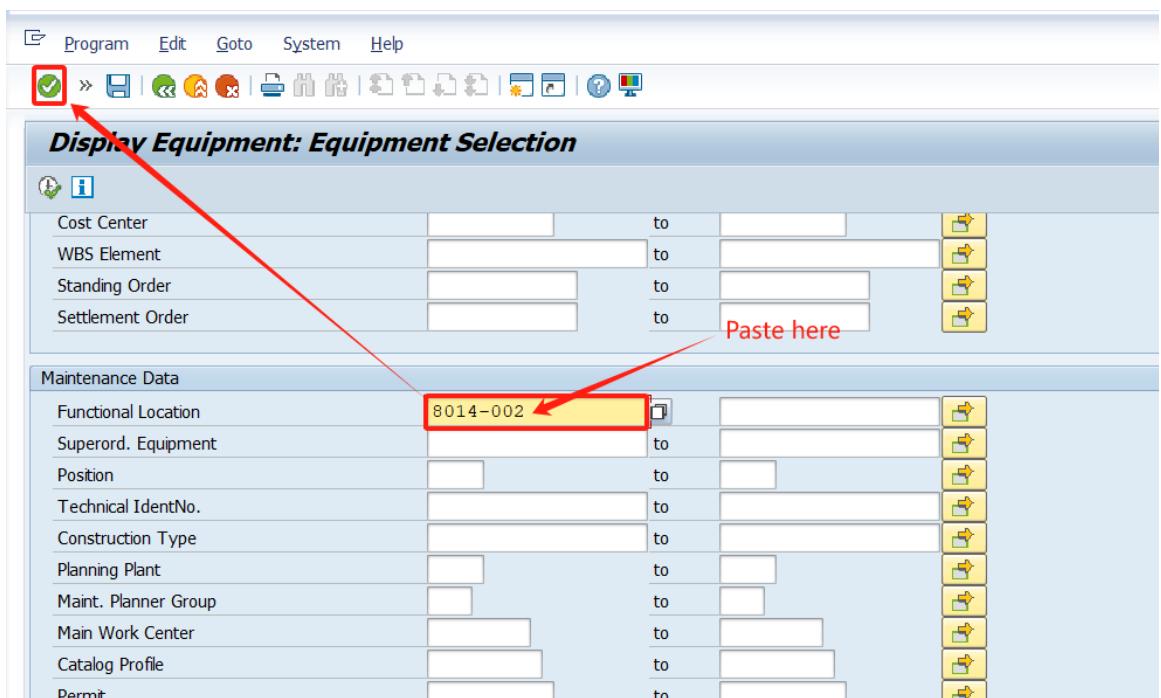
Reference object:

- Func. Loc.: 8014-002 Weaving processing workshop 
- Equipment:  
- Assembly:  

First operation:

- Operation:
- WkCtr/Plnt: 8001FIN / 8001 Ctrl key: PM01 Calc. key: 1 Calculate duration
- Work durtn:  H Number:  Acty Type:  PRT
- Person. no:  Oprtn dur.:  H Comp.:

8. Filter by Functional location number and click 



**Display Equipment: Equipment Selection**

Cost Center:  to:  

WBS Element:  to:  

Standing Order:  to:  

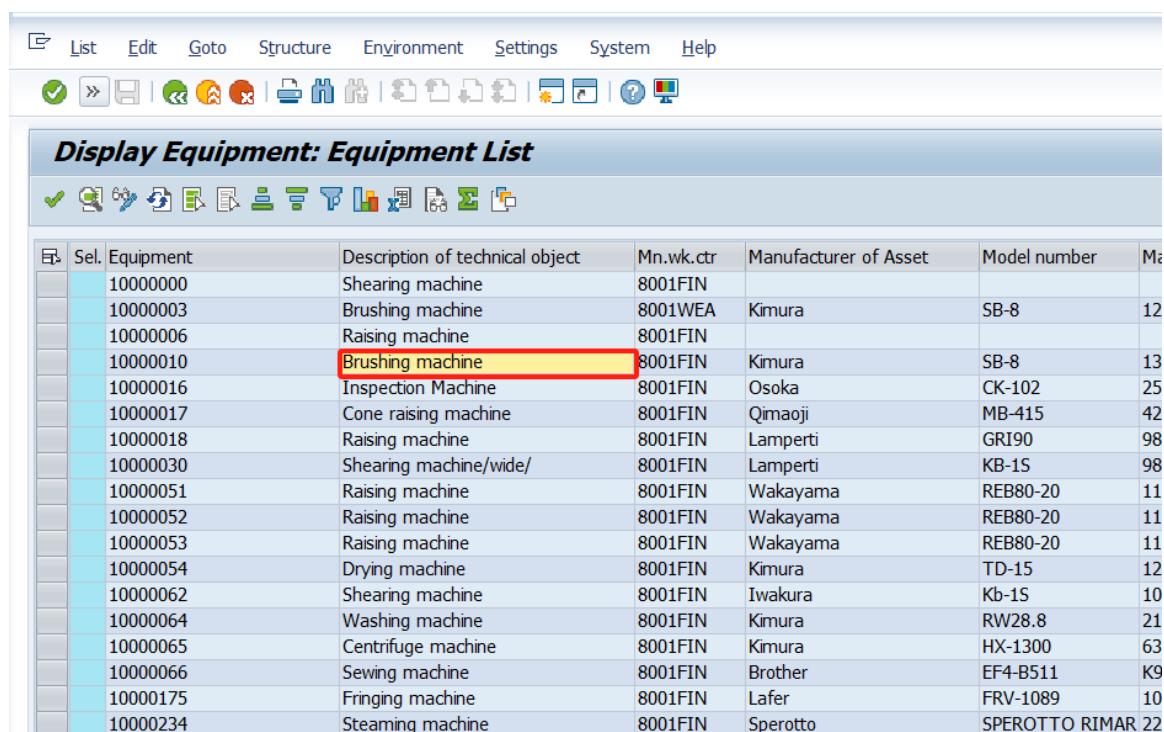
Settlement Order:  to:  

Maintenance Data:

Functional Location	8014-002	
Superord. Equipment	<input type="text"/>	
Position	<input type="text"/>	
Technical IdentNo.	<input type="text"/>	
Construction Type	<input type="text"/>	
Planning Plant	<input type="text"/>	
Maint. Planner Group	<input type="text"/>	
Main Work Center	<input type="text"/>	
Catalog Profile	<input type="text"/>	
Permit	<input type="text"/>	

Paste here 

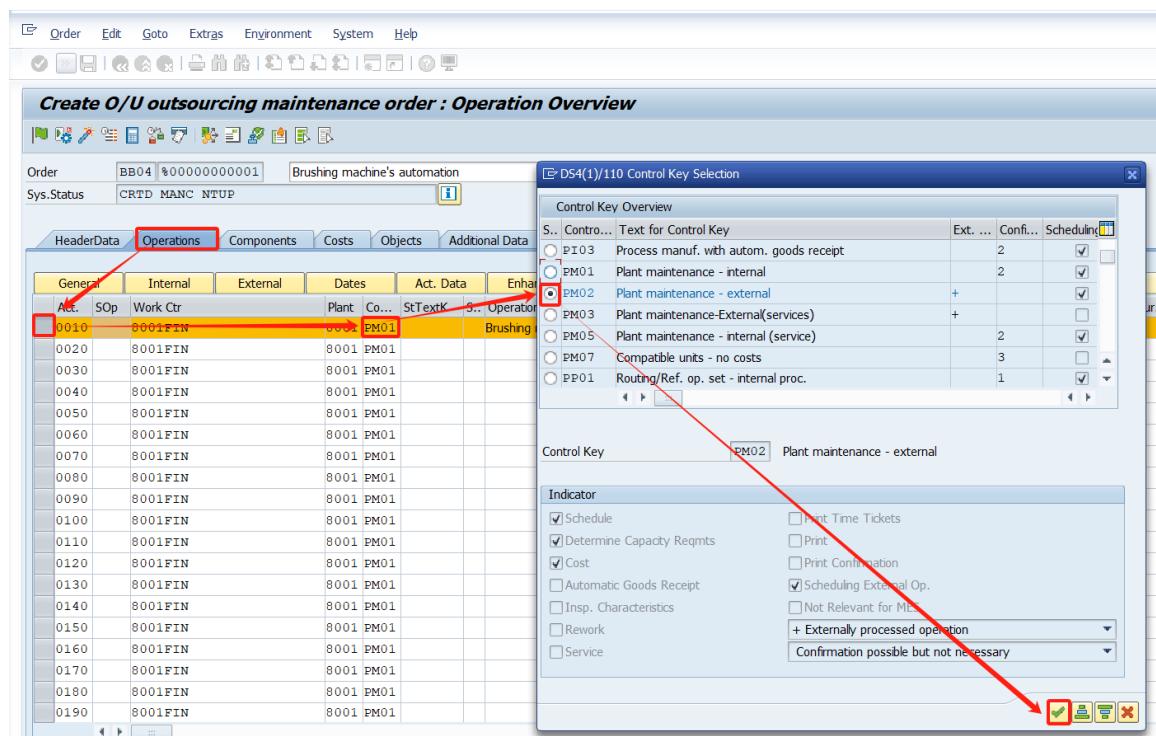
9. Select equipment and double-click then press Enter.



Sel.	Equipment	Description of technical object	Mn.wk ctr	Manufacturer of Asset	Model number	Ma
	10000000	Shearing machine	8001FIN			
	10000003	Brushing machine	8001WEA	Kimura	SB-8	12
	10000006	Raising machine	8001FIN			
	10000010	Brushing machine	8001FIN	Kimura	SB-8	13
	10000016	Inspection Machine	8001FIN	Osoka	CK-102	25
	10000017	Cone raising machine	8001FIN	Qimaoji	MB-415	42
	10000018	Raising machine	8001FIN	Lamperti	GRI90	98
	10000030	Shearing machine/wide/	8001FIN	Lamperti	KB-1S	98
	10000051	Raising machine	8001FIN	Wakayama	REB80-20	11
	10000052	Raising machine	8001FIN	Wakayama	REB80-20	11
	10000053	Raising machine	8001FIN	Wakayama	REB80-20	11
	10000054	Drying machine	8001FIN	Kimura	TD-15	12
	10000062	Shearing machine	8001FIN	Iwakura	Kb-1S	10
	10000064	Washing machine	8001FIN	Kimura	RW28.8	21
	10000065	Centrifuge machine	8001FIN	Kimura	HX-1300	63
	10000066	Sewing machine	8001FIN	Brother	EF4-B511	K9
	10000175	Fringing machine	8001FIN	Lafer	FRV-1089	10
	10000234	Steaming machine	8001FIN	Sperotto	SPEROTTO RIMAR	22

10. Go to **Operation** window.

11. Select maintenance order row then change Control key to **PM02 Plant maintenance external**.



Create O/U outsourcing maintenance order : Operation Overview						
HeaderData Operations Components Costs Objects Additional Data						
Acct.	SOop	Work Ctr	Plant Co...	StTextK	... Operator	Brushing
0010	0001FIN	0001	PM01			
0020	0001FIN	0001	PM01			
0030	0001FIN	0001	PM01			
0040	0001FIN	0001	PM01			
0050	0001FIN	0001	PM01			
0060	0001FIN	0001	PM01			
0070	0001FIN	0001	PM01			
0080	0001FIN	0001	PM01			
0090	0001FIN	0001	PM01			
0100	0001FIN	0001	PM01			
0110	0001FIN	0001	PM01			
0120	0001FIN	0001	PM01			
0130	0001FIN	0001	PM01			
0140	0001FIN	0001	PM01			
0150	0001FIN	0001	PM01			
0160	0001FIN	0001	PM01			
0170	0001FIN	0001	PM01			
0180	0001FIN	0001	PM01			
0190	0001FIN	0001	PM01			

DS4(1)/110 Control Key Selection

Control Key Overview	Ext. ...	Conf...	Schedulin...
PI03 Process manuf. wth autom. goods receipt	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM01 Plant maintenance - internal	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>PM02 Plant maintenance - external</b>	+	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM03 Plant maintenance-External(services)	+	<input type="checkbox"/>	<input type="checkbox"/>
PM05 Plant maintenance - internal (service)	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PM07 Compatible units - no costs	3	<input type="checkbox"/>	<input type="checkbox"/>
PP01 Routing/Ref. op. set - internal proc.	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Control Key: **PM02** Plant maintenance - external

Indicator:

- Schedule
- Determine Capacity Reqmts
- Cost
- Automatic Goods Receipt
- Insp. Characteristics
- Rework
- Service
- Print Time Tickets
- Print
- Print Confirmation
- Scheduling External Op.
- Not Relevant for MFG
- + Externally processed operation
- Confirmation possible but not necessary

12. Press **External** window.

Act.	SOp	Work Ctr	Plant	Co...	StTextK	S..	Operation Short Text	L...	Actual work
0010		8001FIN	8001	PM02			Brushing machine's automation		
0020		8001FIN	8001	PM01					
0030		8001FIN	8001	PM01					
0040		8001FIN	8001	PM01					
0050		8001FIN	8001	PM01					
0060		8001FIN	8001	PM01					
0070		8001FIN	8001	PM01					
0080		8001FIN	8001	PM01					
0090		8001FIN	8001	PM01					
0100		8001FIN	8001	PM01					
0110		8001FIN	8001	PM01					
0120		8001FIN	8001	PM01					
0130		8001FIN	8001	PM01					
0140		8001FIN	8001	PM01					

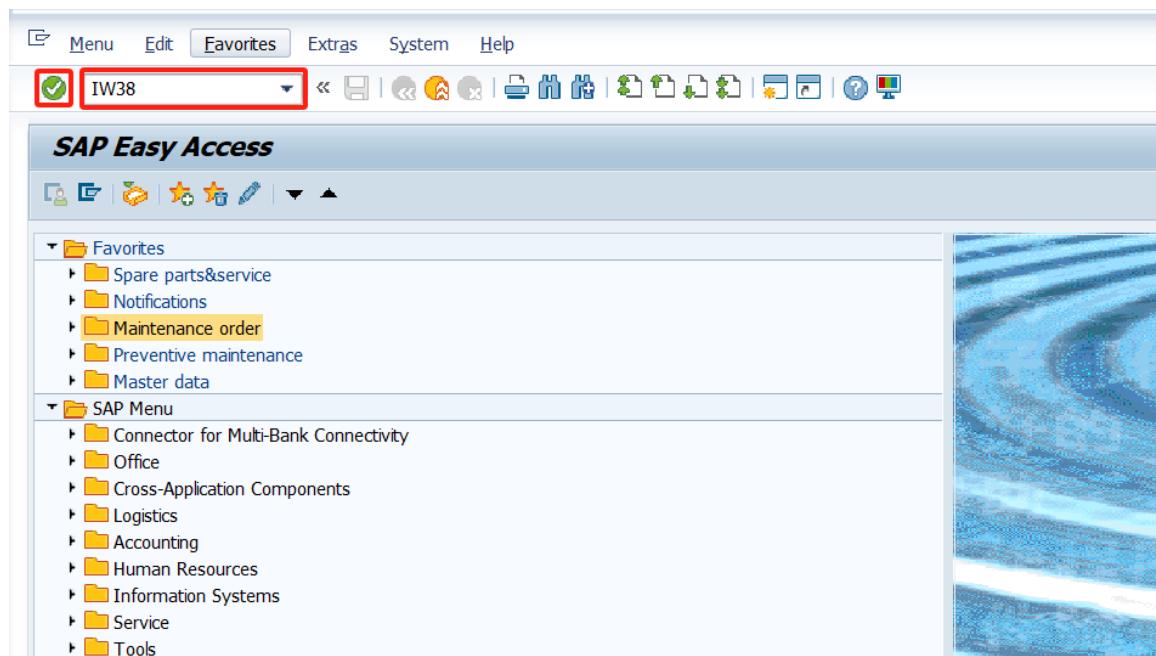
13. Input Planned cost /with Tax/ then click button to save.

General	Internal	External	Dates	Act. Data	Enhancement
Operation qty	1.000	AU	Sort Term		
Price	45000000	MNT	per	1	
Material Group	Z2	Service	Cost Element	8016000002	R&M expense-service
Purch. Group	301	/ 8000	Supplier		
Agreement		/	Info record		
Recipient			Unloading Point		
Requisitioner			Tracking Number		
Pl. Deliv. Time		<input type="checkbox"/> Subcontracting			

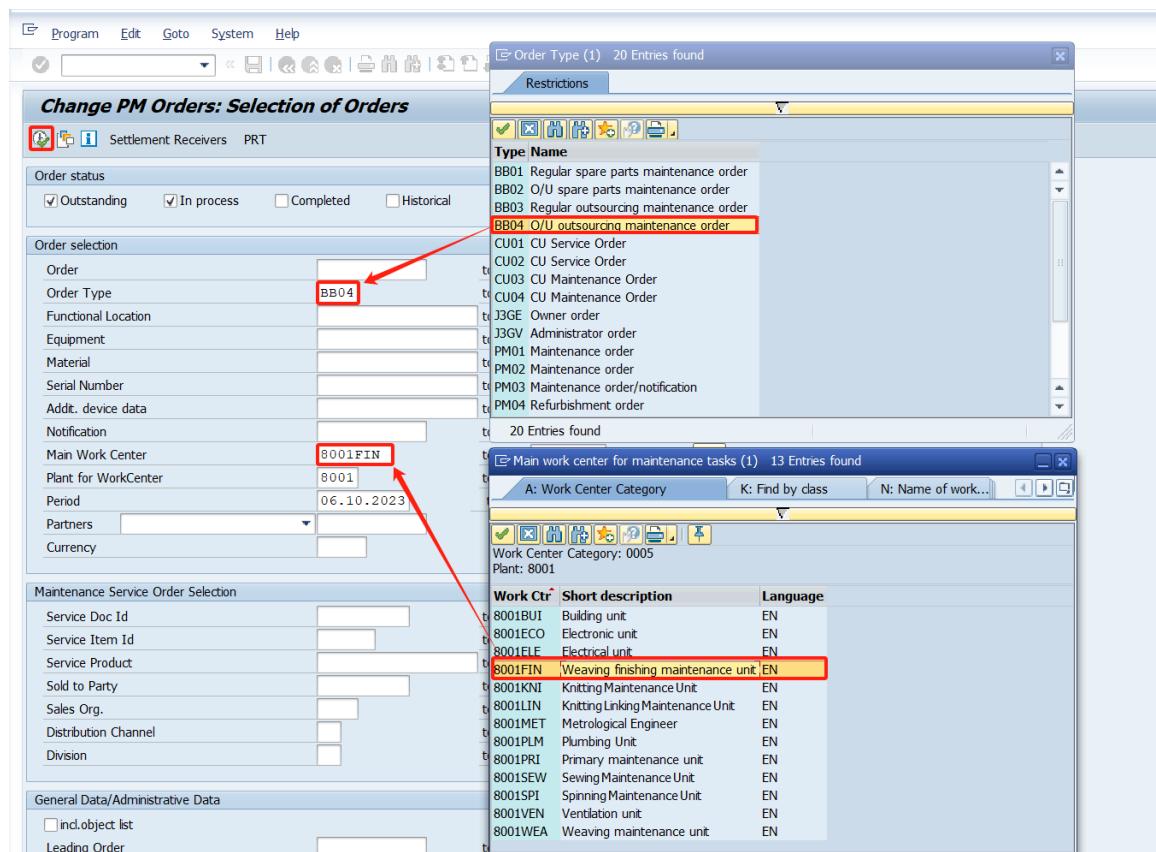
## 6.2 Change and release outsourcing maintenance order

1. Enter the **IW38** T-CODE in the Transaction Tab.

2. Click button or press Enter.



3. Filter by **Order type** and **Main work center** then click button.



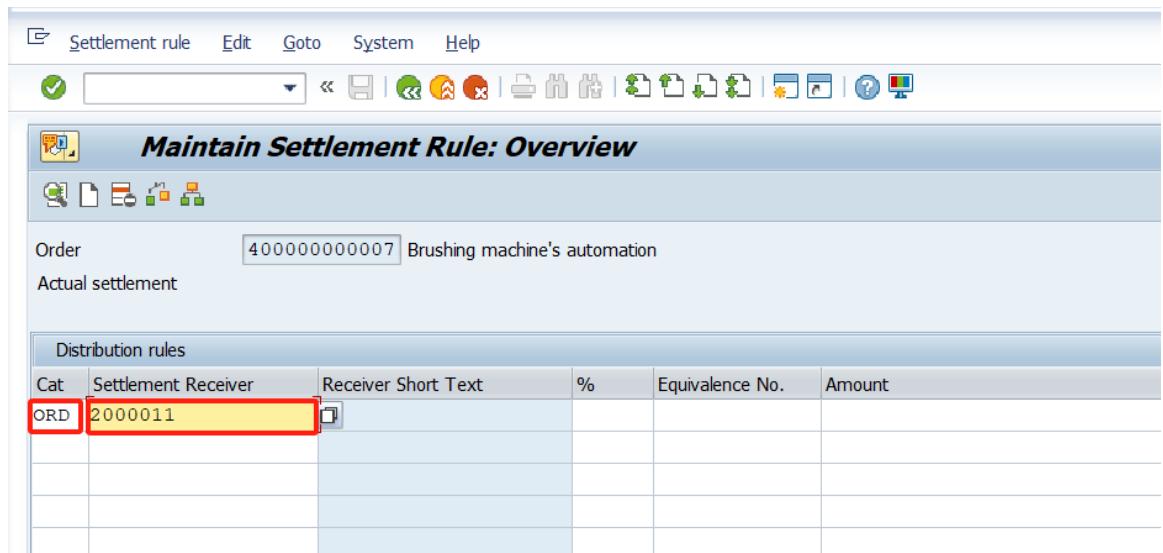
4. Select maintenance order and double-click.

Type	Order	Description	TotalPlnndCosts	Total actual costs	System status	Pla
B...	400000000005	Raising machine's control automatio...	35,000,000.00	0.00	REL GMPS NMAT PRC SETC	80
BB04	400000000007	Brushing machine's automation	45,000,000.00	0.00	CRTD MANC NMAT PRC	80

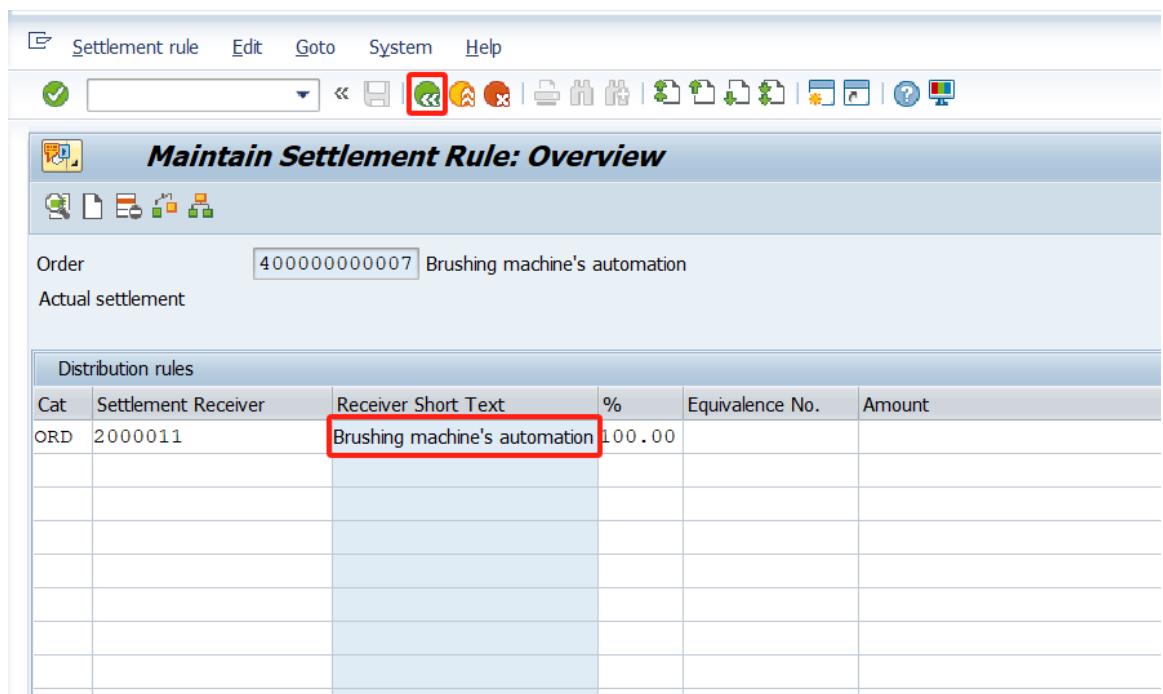
5. Click settlement rule button then select **with default** selection.

HeaderData	Operations	Components	Costs	Objects	<b>Maintain settlement rule</b>	Additional Data	Location	Planning	Control		
Person responsible											
PlannerGrp	WEA / 8001	Weaving Plant									
Mn.wk ctr	8001FIN / 8001	Weaving finishing									
Dates											
Bsc start	04.01.2024	Priority									
Basic fin.	04.01.2024	Revision									
Final Due Date											
Reference object											
Func. Loc.	8014-002	Weaving processing workshop									
Equipment	10000010	Brushing machine									
Assembly											
First operation											
Operation	Brushing machine's automation	Calc. key	1 Calculate duration								
WkCtr/Plnt	8001FIN / 8001	Ctrl key	PM02	Acty Type							
Work durtn	H	Number		Oprtn dur.	H						
Person. no											

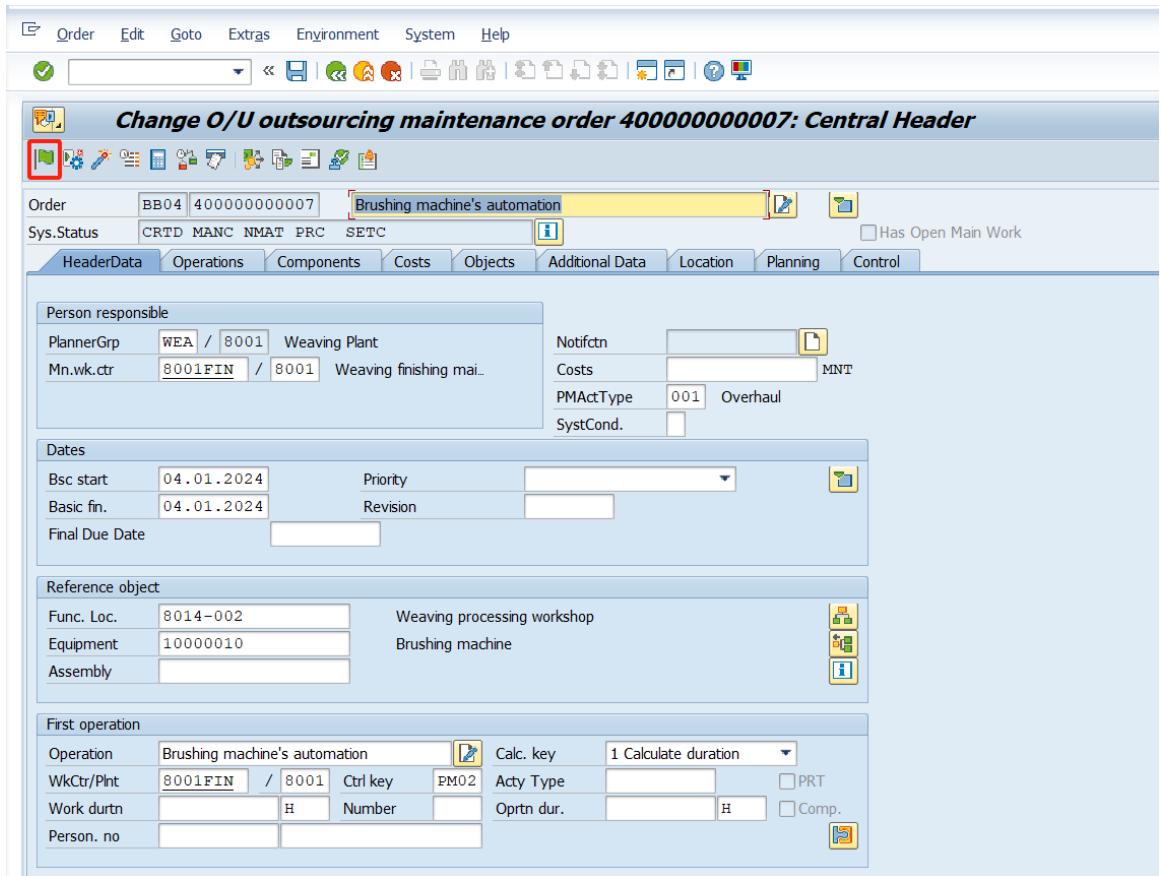
6. Before releasing the BB04(not BB03) outsourcing maintenance order, it is necessary to get the **investment order number** from Financial Department.
7. Input “**ORD**” in the Category field.
8. Input **investment order number** in the Settlement Receiver field.



9. Press Enter then click back button.

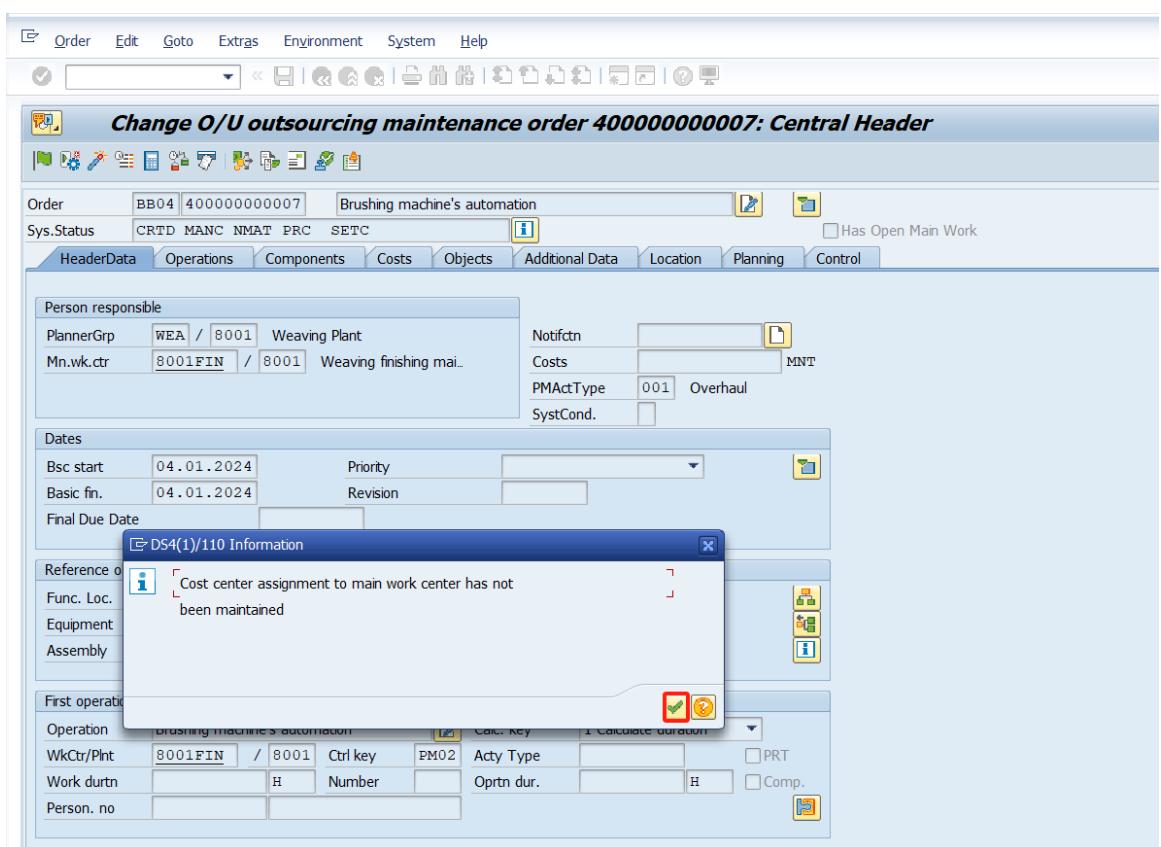


10. Click release  button.



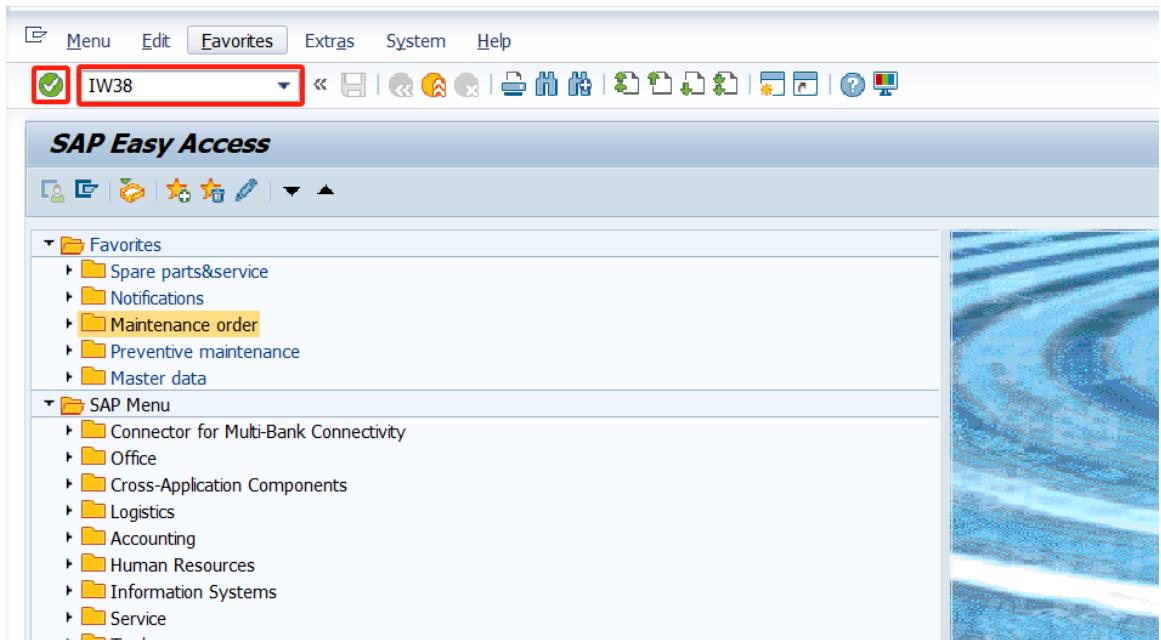
The screenshot shows the SAP Fiori interface for changing an outsourcing maintenance order. The main title is "Change O/U outsourcing maintenance order 400000000007: Central Header". The top navigation bar includes Order, Edit, Goto, Extras, Environment, System, and Help. Below the title, there's a toolbar with various icons. The main content area has several tabs: HeaderData (selected), Operations, Components, Costs, Objects, Additional Data, Location, Planning, and Control. The "HeaderData" tab contains sections for Person responsible, Dates, Reference object, and First operation. The "Person responsible" section is highlighted with a red box around the green checkmark icon. The "First operation" section is also visible below it.

11. Click  button and skip warning message.

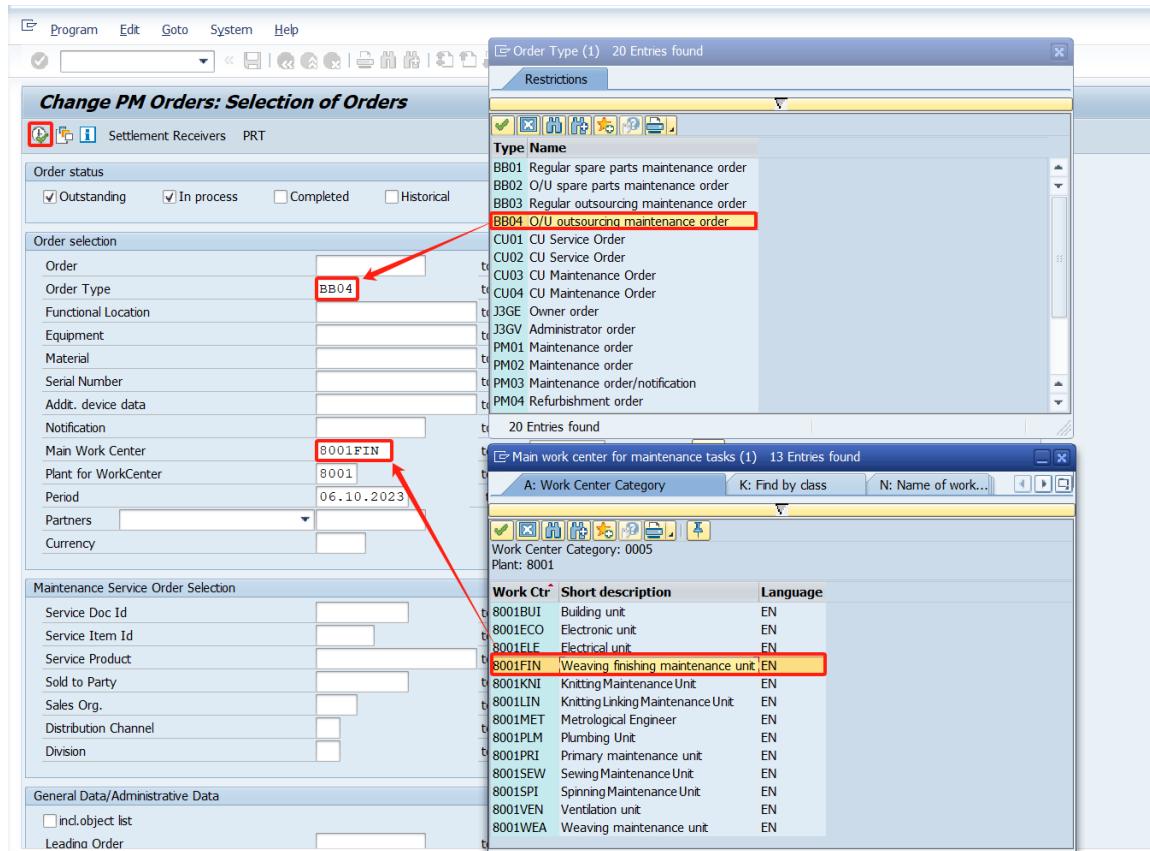


### 6.3 Outsourcing maintenance order service confirm

1. Enter the **IW38** T-CODE in the Transaction Tab.
2. Click button or press Enter.



3. Filter by Order type and Main work center then click  button.



**Change PM Orders: Selection of Orders**

Order status: Outstanding, In process, Completed, Historical

Order selection:

- Order:
- Order Type: **BB04** (highlighted)
- Functional Location:
- Equipment:
- Material:
- Serial Number:
- Addt. device data:
- Notification:
- Main Work Center: **8001FIN** (highlighted)
- Plant for WorkCenter: 8001
- Period: 06.10.2023
- Partners:
- Currency:

Maintenance Service Order Selection:

- Service Doc.Id:
- Service Item Id:
- Service Product:
- Sold to Party:
- Sales Org.:
- Distribution Channel:
- Division:

General Data/Administrative Data:

- incl.object list
- Leading Order:

**Order Type (1) 20 Entries found**

Type Name

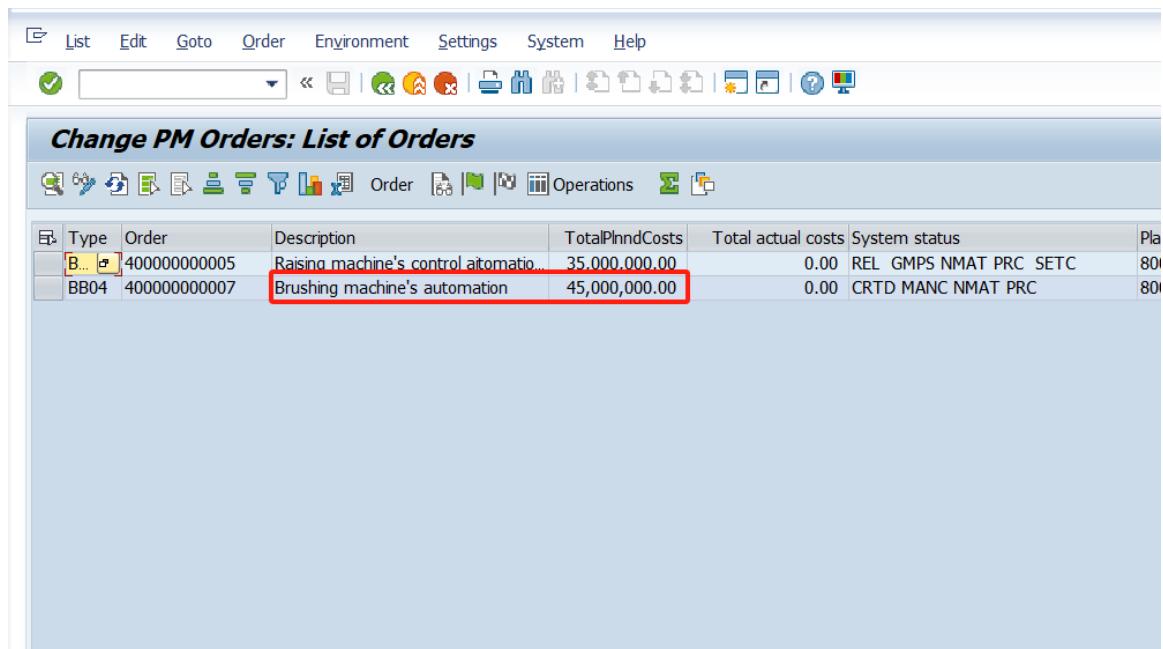
- BB01 Regular spare parts maintenance order
- BB02 O/U spare parts maintenance order
- BB03 Regular outsourcing maintenance order
- BB04 O/U outsourcing maintenance order** (highlighted)
- CU01 CU Service Order
- CU02 CU Service Order
- CU03 CU Maintenance Order
- CU04 CU Maintenance Order
- J3GE Owner order
- J3GV Administrator order
- PM01 Maintenance order
- PM02 Maintenance order
- PM03 Maintenance order/notification
- PM04 Refurbishment order

**Main work center for maintenance tasks (1) 13 Entries found**

A: Work Center Category K: Find by class N: Name of work...

Work Ctr	Short description	Language
8001BUI	Building unit	EN
8001ECO	Electronic unit	EN
8001ELE	Electrical unit	EN
<b>8001FIN</b>	Weaving finishing maintenance unit	EN
8001KNT	Knitting Maintenance Unit	EN
8001LIN	Knitting Linking Maintenance Unit	EN
8001MET	Metrological Engineer	EN
8001PLM	Plumbing Unit	EN
8001PRU	Primary maintenance unit	EN
8001SEW	Sewing Maintenance Unit	EN
8001SPL	Spinning Maintenance Unit	EN
8001VEN	Ventilation unit	EN
8001WEA	Weaving maintenance unit	EN

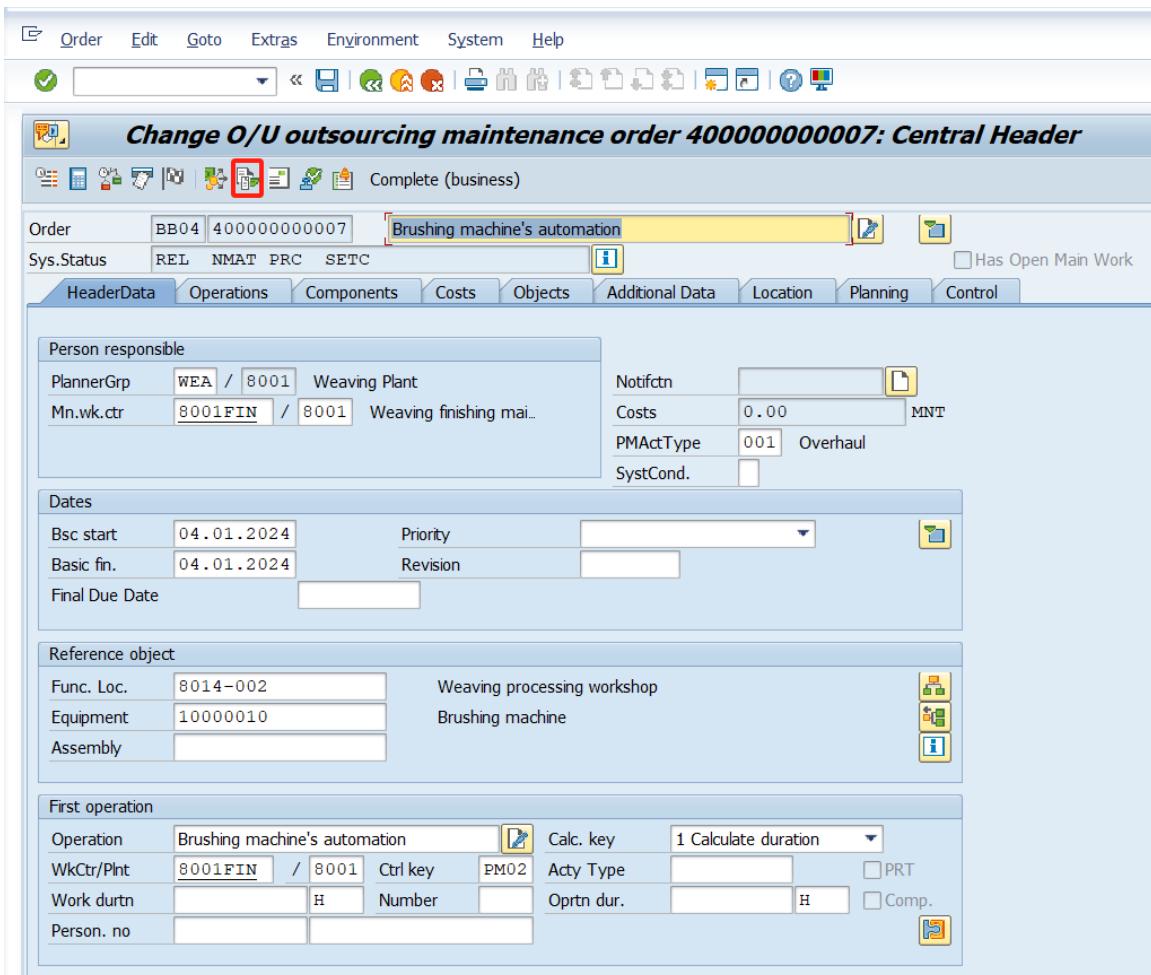
4. Select maintenance order and double-click.



**Change PM Orders: List of Orders**

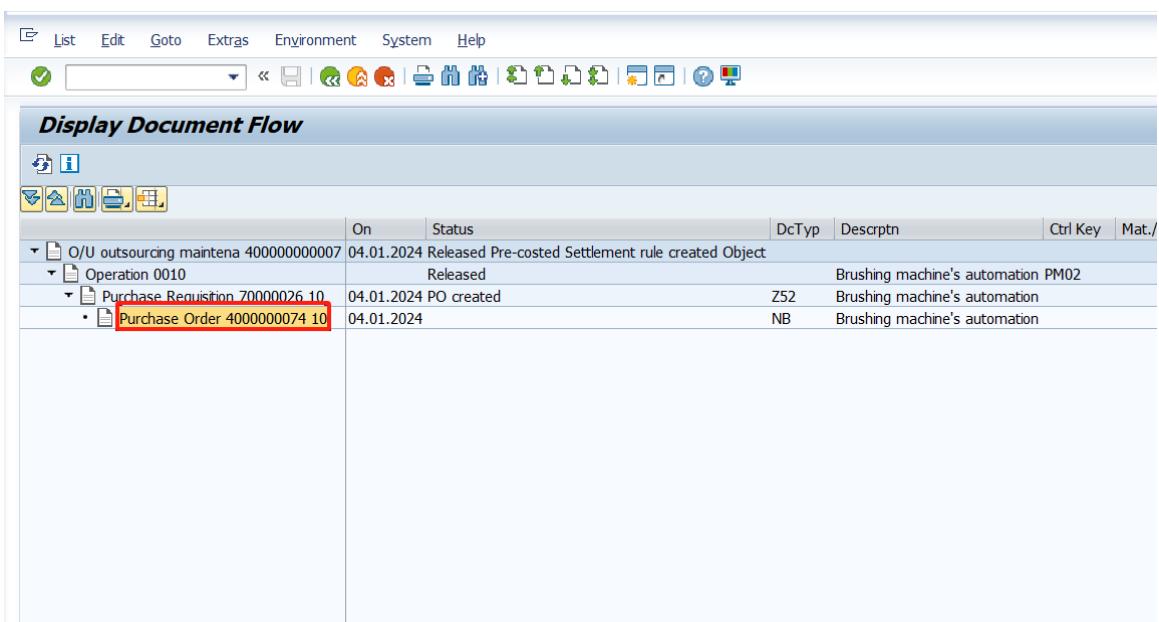
Type	Order	Description	TotalPlnndCosts	Total actual costs	System status	Pla
BB04	400000000005	Raising machine's control automatio...	35.000.000,00	0,00	REL GMPS NMAT PRC SETC	80
<b>BB04</b>	<b>400000000007</b>	<b>Brushing machine's automation</b>	<b>45,000,000,00</b>	<b>0,00</b>	<b>CRTD MANC NMAT PRC</b>	<b>80</b>

5. Click document flow  button.



The screenshot shows the SAP Change O/U outsourcing maintenance order screen for order number 400000000007. The document flow button (a blue square with a white arrow) is highlighted with a red box. The screen displays various tabs like HeaderData, Operations, Components, Costs, Objects, Additional Data, Location, Planning, and Control. The Operations tab is selected. The Order details show 'BB04' and 'Brushing machine's automation'. The Dates section includes fields for Bsc start (04.01.2024), Basic fin. (04.01.2024), Priority, Revision, and Final Due Date. The Reference object section lists Func. Loc. (8014-002), Equipment (10000010), and Assembly. The First operation section shows the operation details for 'Brushing machine's automation' with WkCtr/Plnt (8001FIN / 8001), Ctrl key (PM02), and various duration fields.

6. Select Purchase Order and double-click.



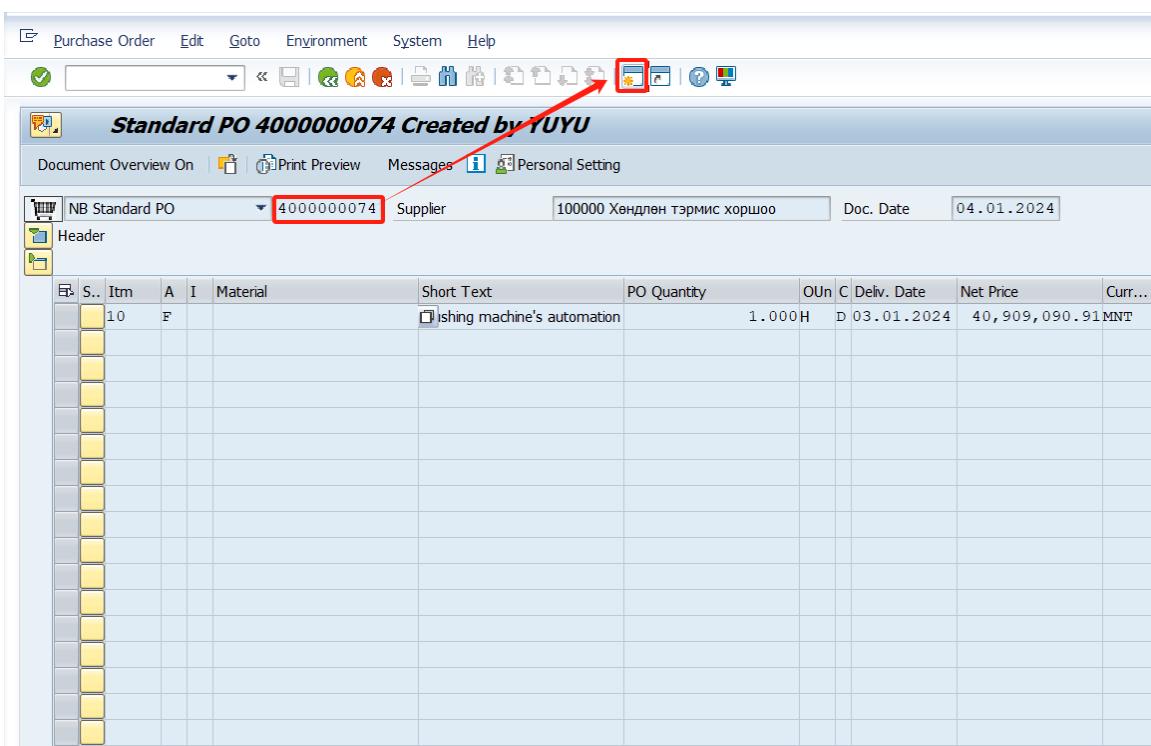
The screenshot shows the SAP Display Document Flow screen. The table lists document flows for the maintenance order. The 'Purchase Order 4000000074 10' entry is highlighted with a red box. The columns include On (date), Status, DcTyp (document type), Descrptn (description), Ctrl Key, and Mat./. The table shows the following entries:

	On	Status	DcTyp	Descrptn	Ctrl Key	Mat./
O/U outsourcing maintena 400000000007	04.01.2024	Released	Pre-costed Settlement rule created Object			
Operation 0010		Released		Brushing machine's automation PM02		
Purchase Requisition 70000026 10	04.01.2024	PO created	Z52	Brushing machine's automation		
Purchase Order 4000000074 10	04.01.2024		NB	Brushing machine's automation		

7. Click  button to check whether the maintenance order has been approved by the leader's team.

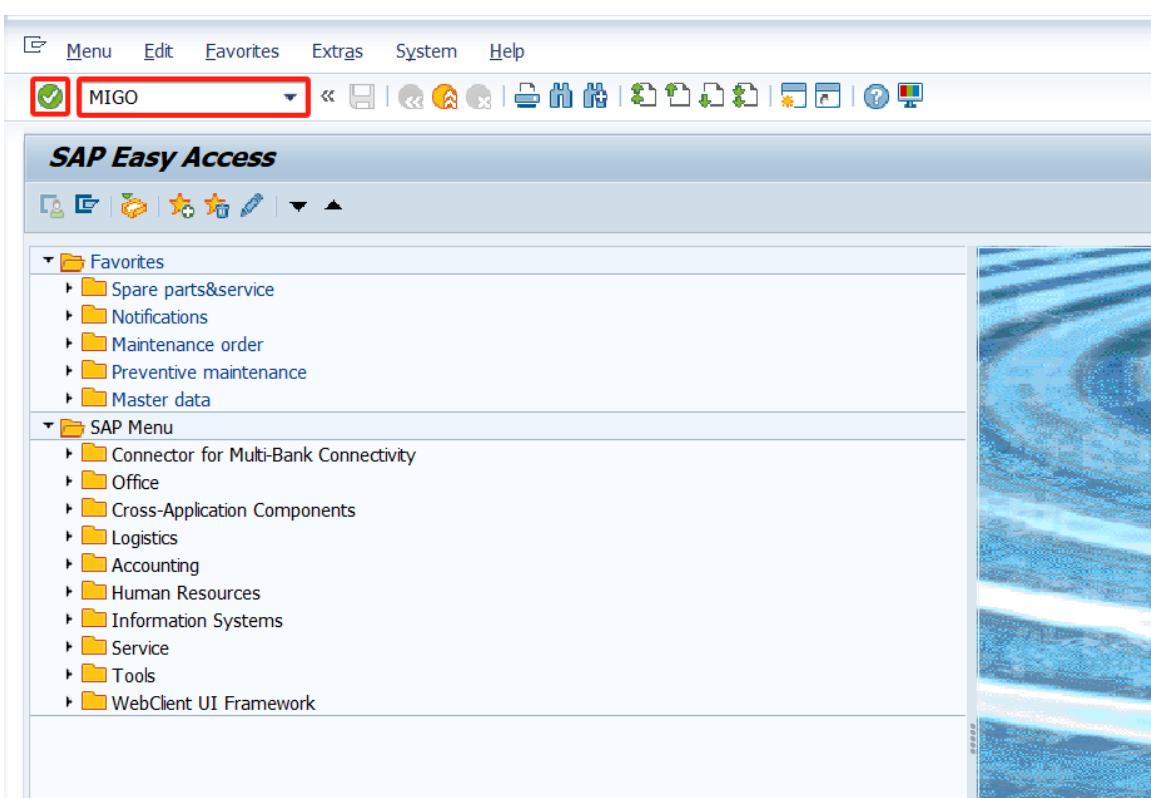
8. After checking approvals, click  button to return.

9. Copy the purchase order number and open a new window.

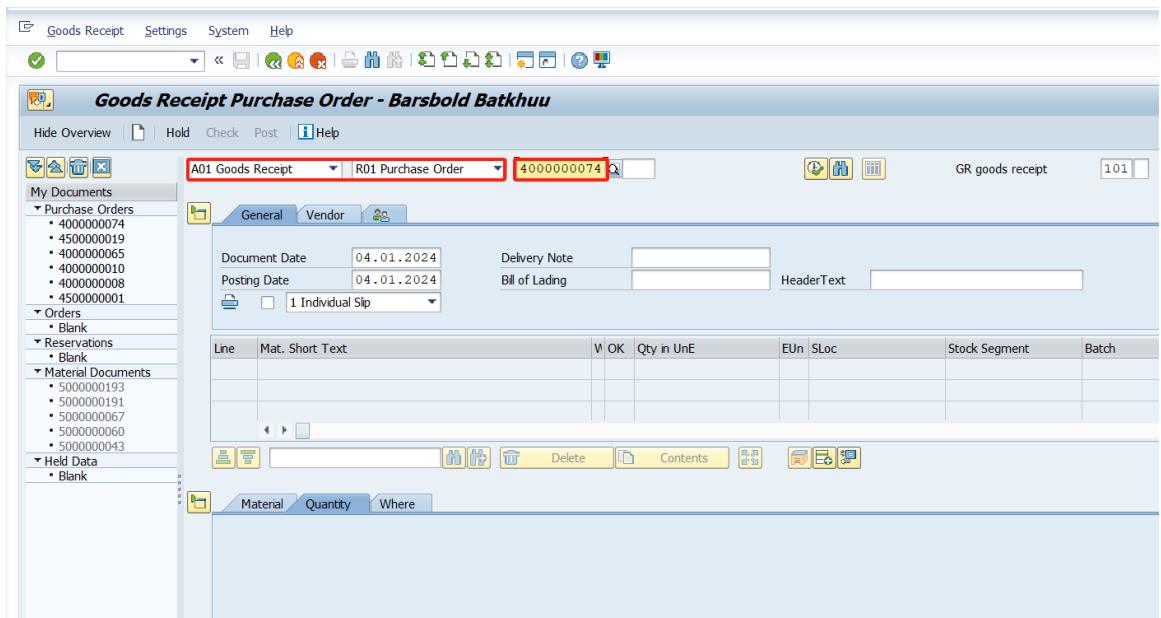


10. Enter the **MIGO** T-CODE in the Transaction Tab.

11. Click button or press Enter.

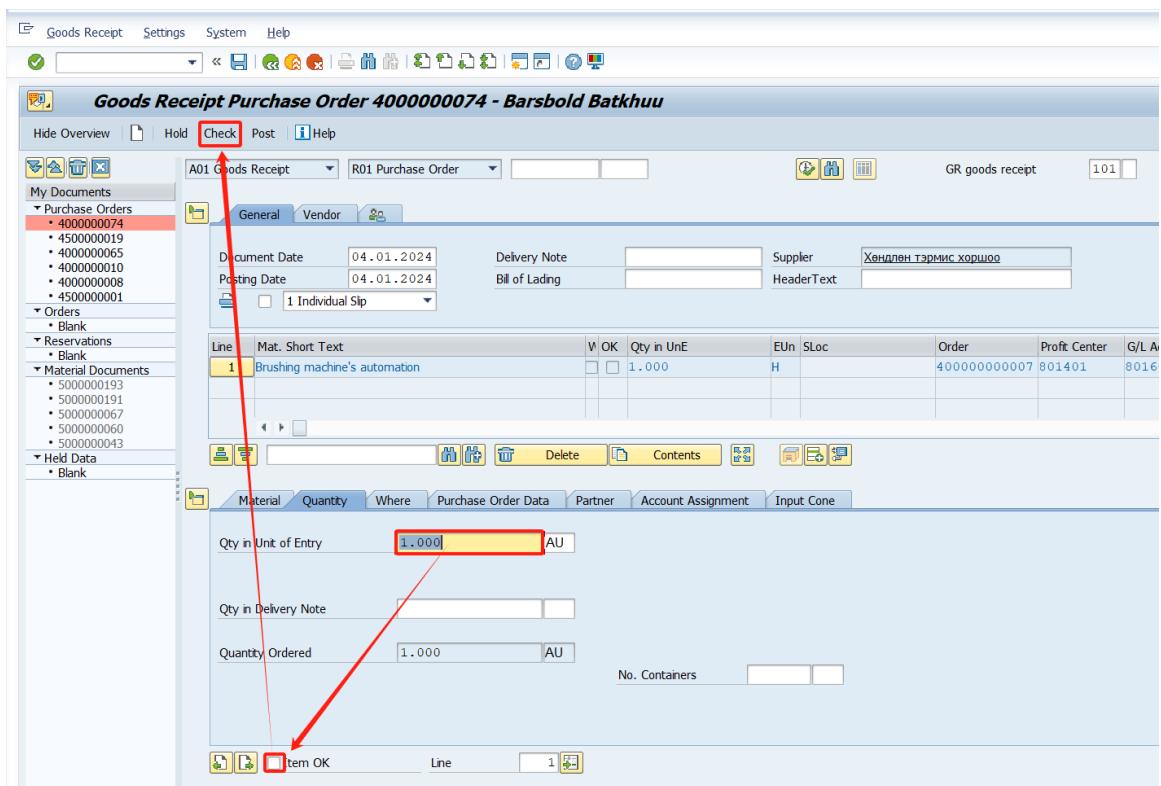


12. Do not change **A01 Good receipt** and **R01 Purchase**. Paste the purchase order number then press Enter.

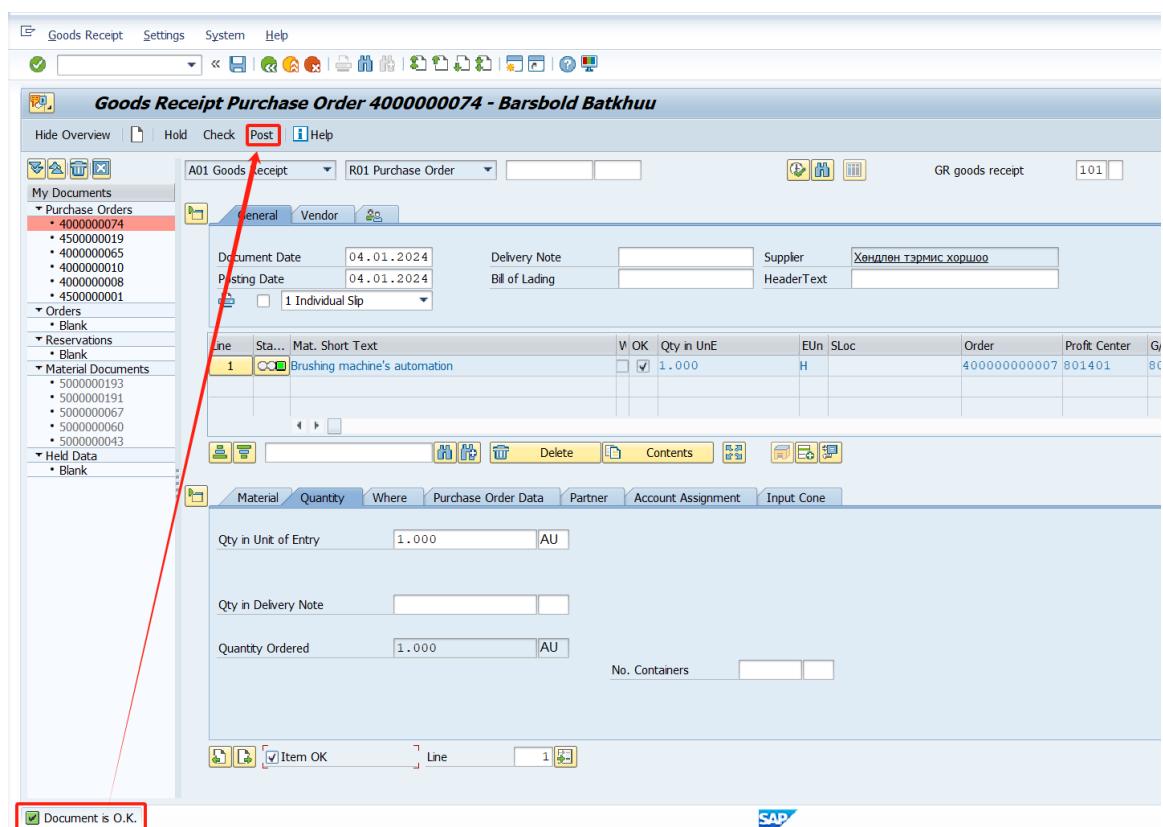


13. Input Quantity in Unit of Entry then tick Item OK and click Check.

**Remark:** Performance maintenance 1=100%, 0.5=50%, 0.3=30% etc.



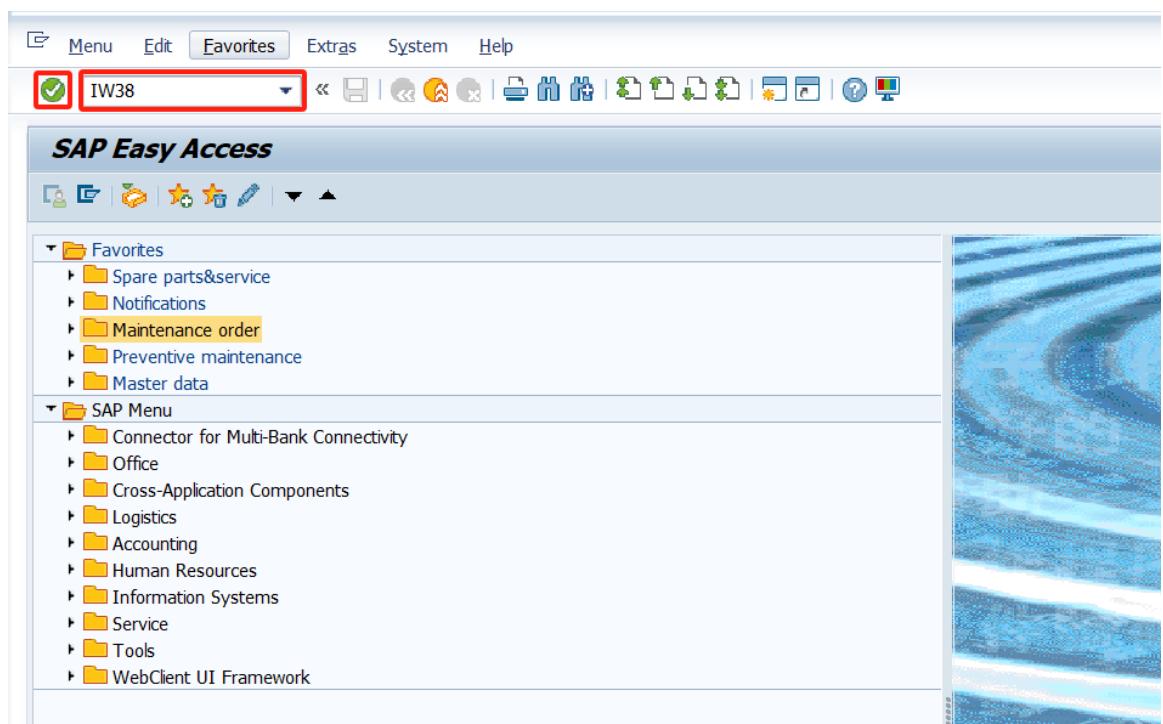
14. If message is “Document is O.K.”, click **Post** button.



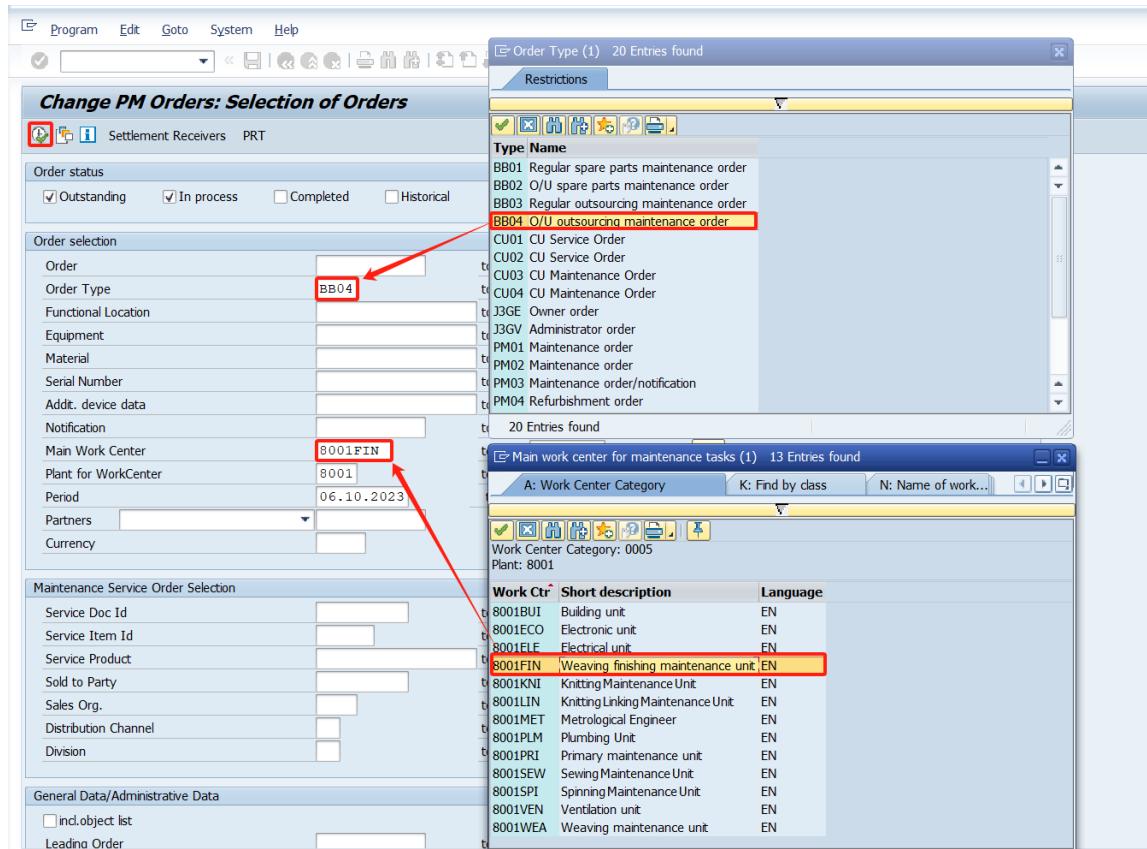
#### 6.4 Complete outsourcing maintenance order

1. Enter the **IW38** T-CODE in the Transaction Tab.

2. Click button or press Enter.



3. Filter by Order type and Main work center then click  button.



**Change PM Orders: Selection of Orders**

Order status: Outstanding, In process, Completed, Historical

Order selection:

- Order: BB04
- Order Type: BB04
- Functional Location:
- Equipment:
- Material:
- Serial Number:
- Addt. device data:
- Notification:
- Main Work Center: 8001FIN
- Plant for WorkCenter: 8001
- Period: 06.10.2023
- Partners:
- Currency:

Maintenance Service Order Selection:

- Service Doc.Id:
- Service Item Id:
- Service Product:
- Sold to Party:
- Sales Org.:
- Distribution Channel:
- Division:

General Data/Administrative Data:

- Incl.object list
- Leading Order:

**Order Type (1) 20 Entries found**

Type Name

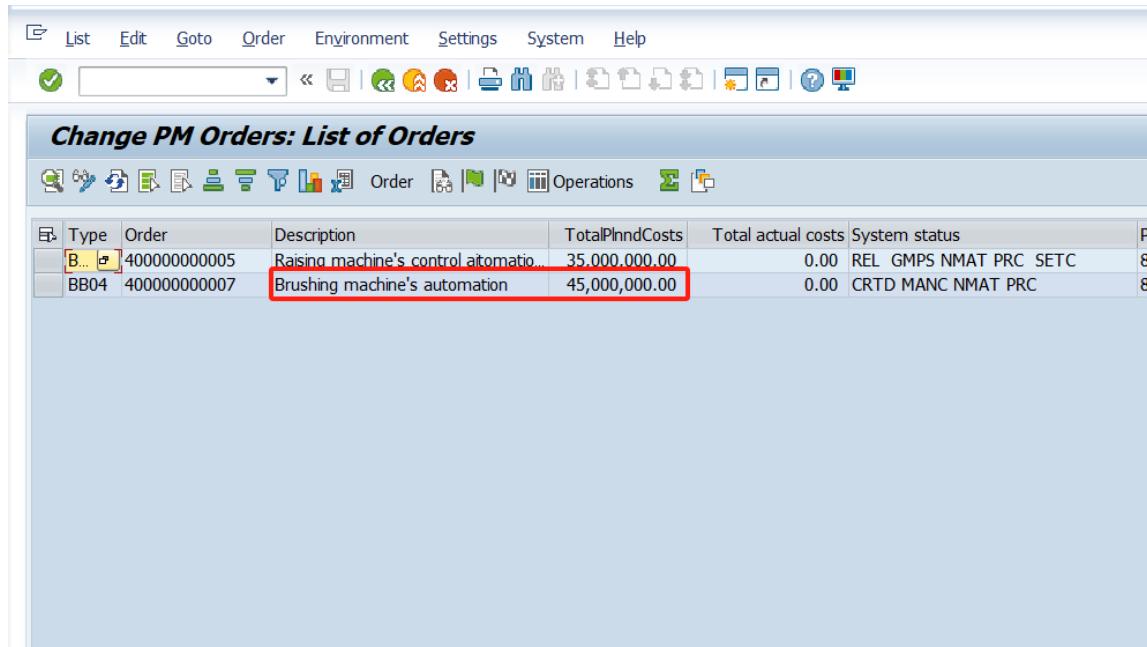
- BB01 Regular spare parts maintenance order
- BB02 O/U spare parts maintenance order
- BB03 Regular outsourcing maintenance order
- BB04 O/U outsourcing maintenance order**
- CU01 CU Service Order
- CU02 CU Service Order
- CU03 CU Maintenance Order
- CU04 CU Maintenance Order
- J3GE Owner order
- J3GV Administrator order
- PM01 Maintenance order
- PM02 Maintenance order
- PM03 Maintenance order/notification
- PM04 Refurbishment order

**Main work center for maintenance tasks (1) 13 Entries found**

A: Work Center Category K: Find by class N: Name of work...

Work Ctr	Short description	Language
8001BUI	Building unit	EN
8001ECO	Electronic unit	EN
8001ELE	Electrical unit	EN
<b>8001FIN</b>	Weaving finishing maintenance unit	EN
8001KNT	Knitting Maintenance Unit	EN
8001LIN	Knitting Linking Maintenance Unit	EN
8001MET	Metrological Engineer	EN
8001PLM	Plumbing Unit	EN
8001PRU	Primary maintenance unit	EN
8001SEW	Sewing Maintenance Unit	EN
8001SPL	Spinning Maintenance Unit	EN
8001VEN	Ventilation unit	EN
8001WEA	Weaving maintenance unit	EN

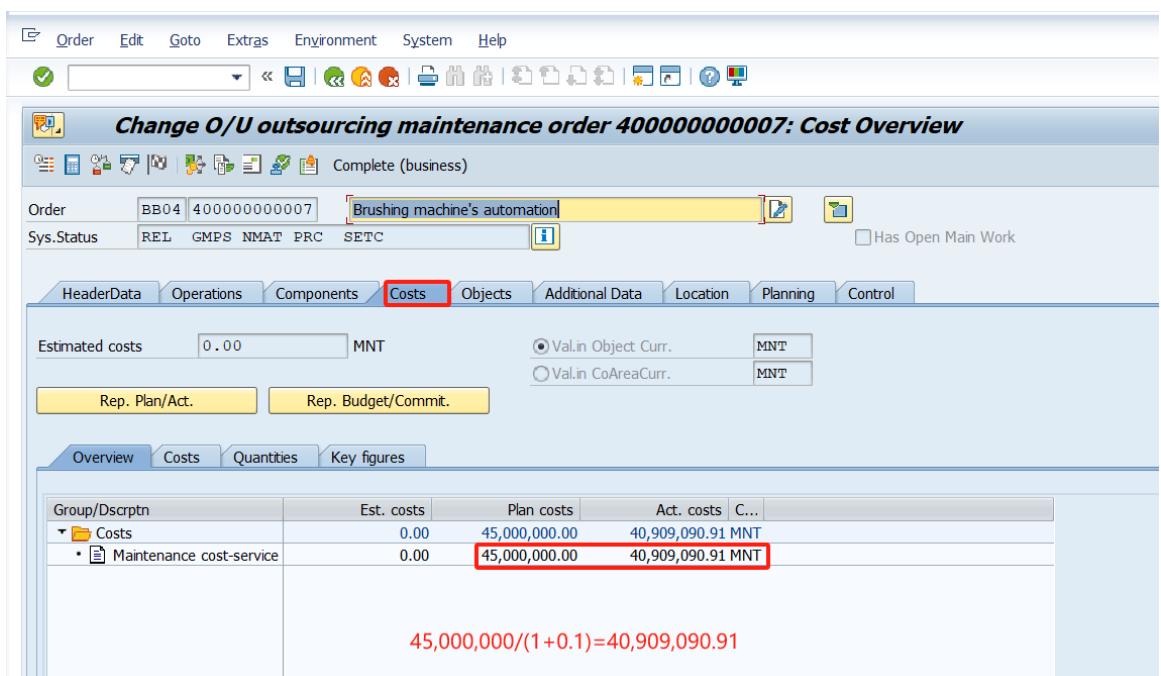
4. Select maintenance order and double-click.



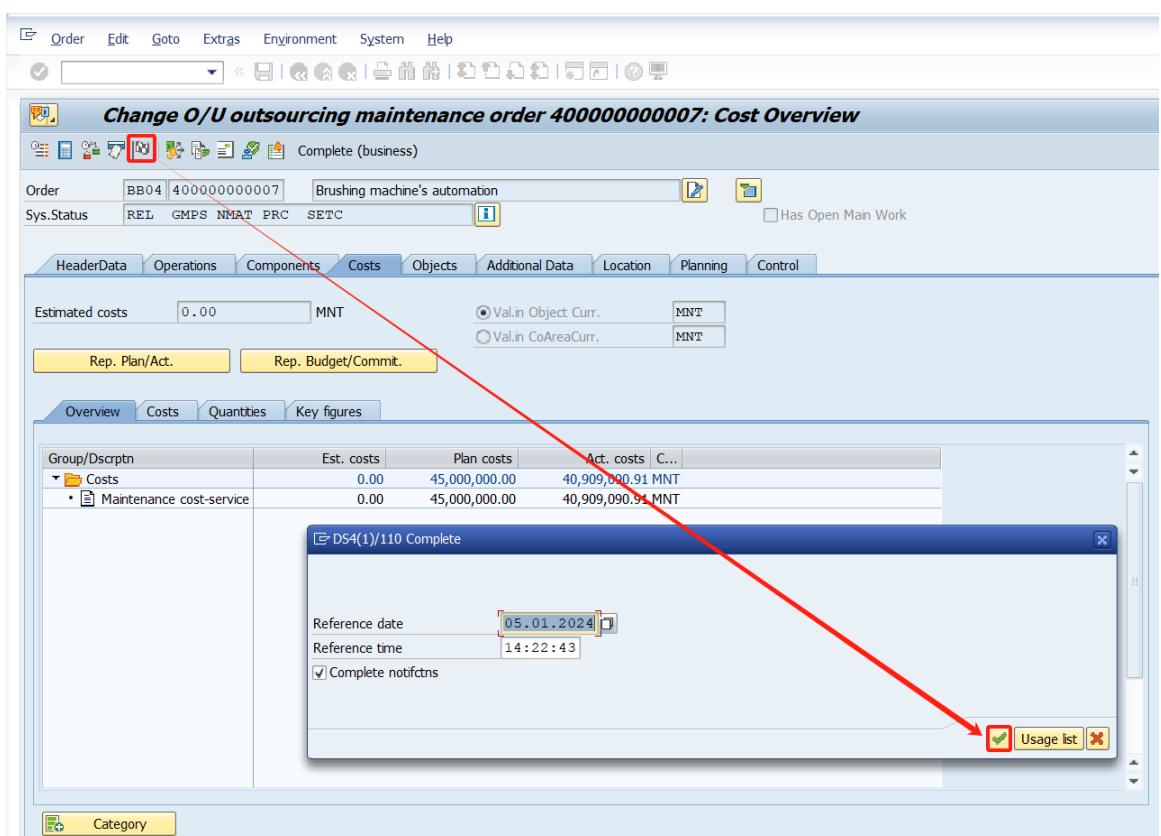
**Change PM Orders: List of Orders**

Type	Order	Description	TotalPlnndCosts	Total actual costs	System status	Pla
BB04	4000000000005	Raising machine's control automation	35.000.000,00	0,00	REL GMPS NMAT PRC SETC	80
BB04	4000000000007	Brushing machine's automation	45.000.000,00	0,00	CRTD MANC NMAT PRC	80

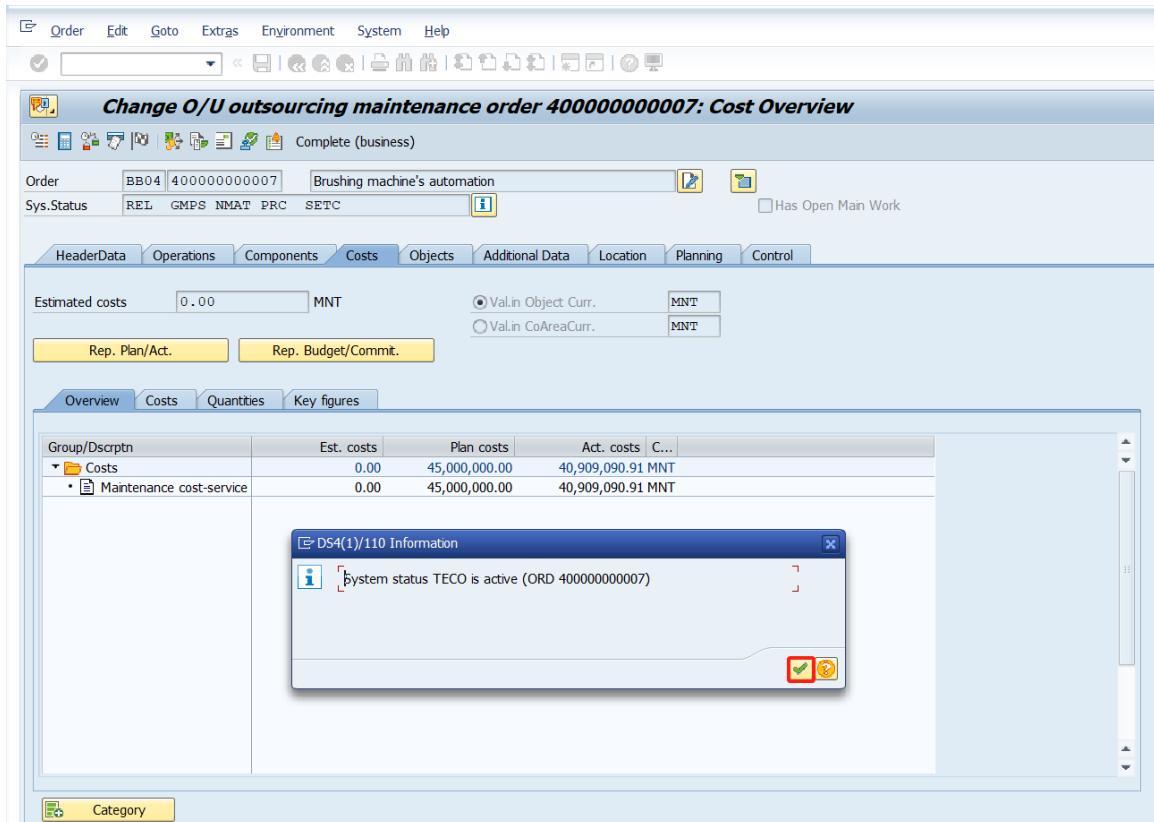
5. After procurement team enter invoice, go to the **Cost** window and check maintenance order actual cost.



6. Click complete then click button.



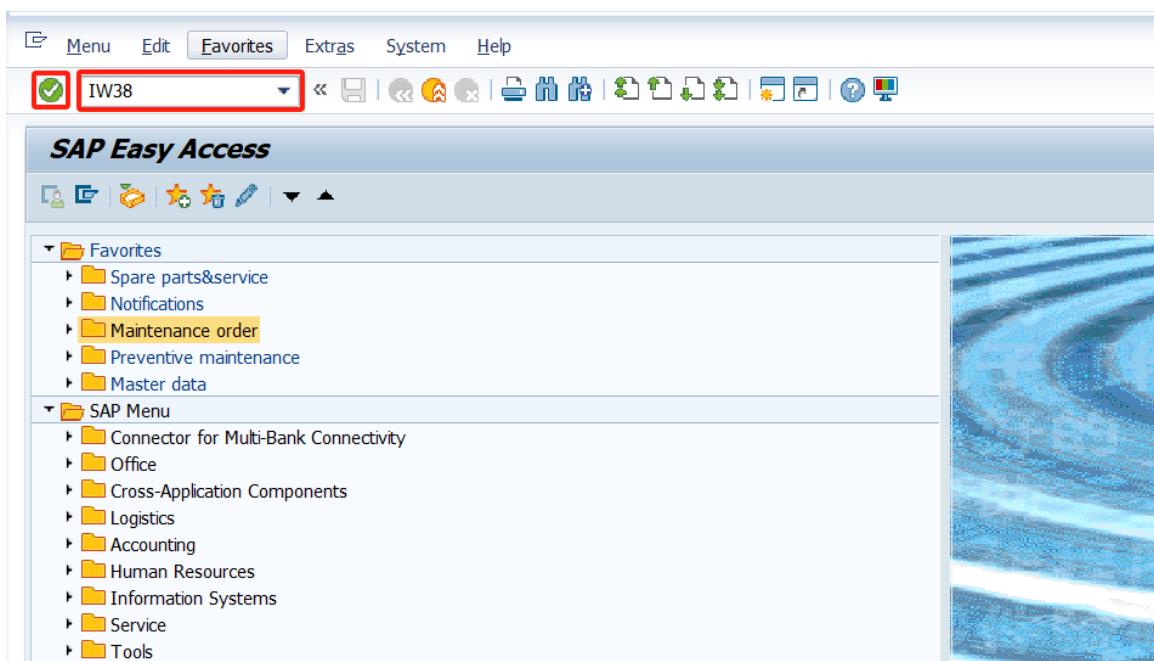
7. Click  button to finish.



## 6.5 Delete maintenance order

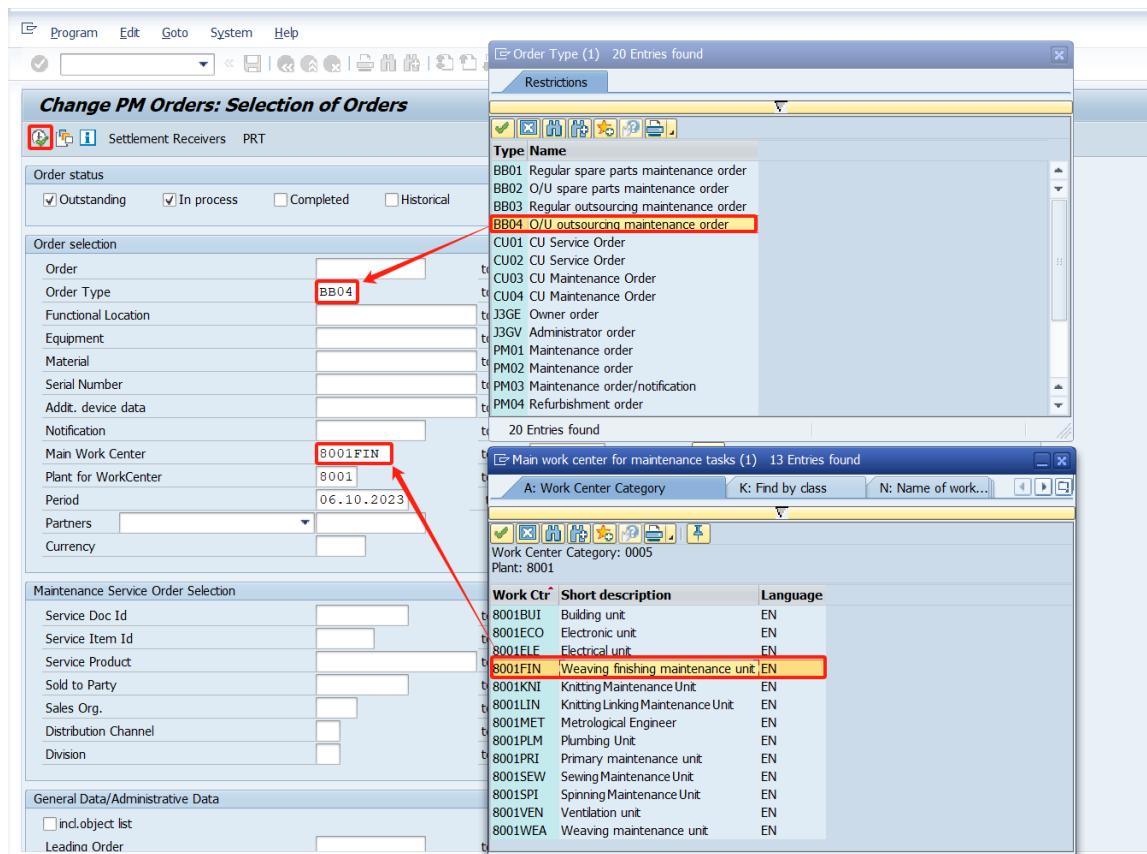
1. Enter the **IW38** T-CODE in the Transaction Tab.

2. Click  button or press Enter.



3. Filter by **Order type** and **Main work center** then click  button.

**Remark:** It is spare parts maintenance order, select **BB01** and **BB02**.



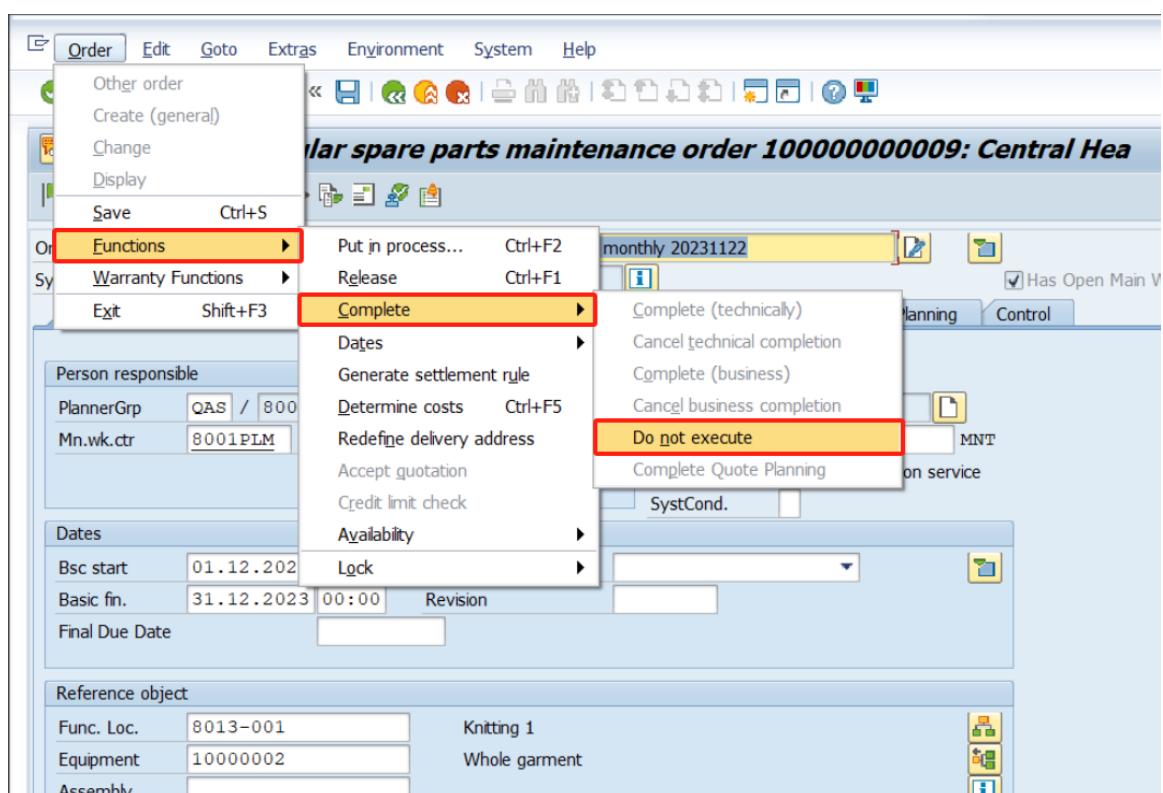
**Remark:** If maintenance order is not released, follow 4-7, 14-16 steps.

If maintenance order is released, follow 8-16 steps.

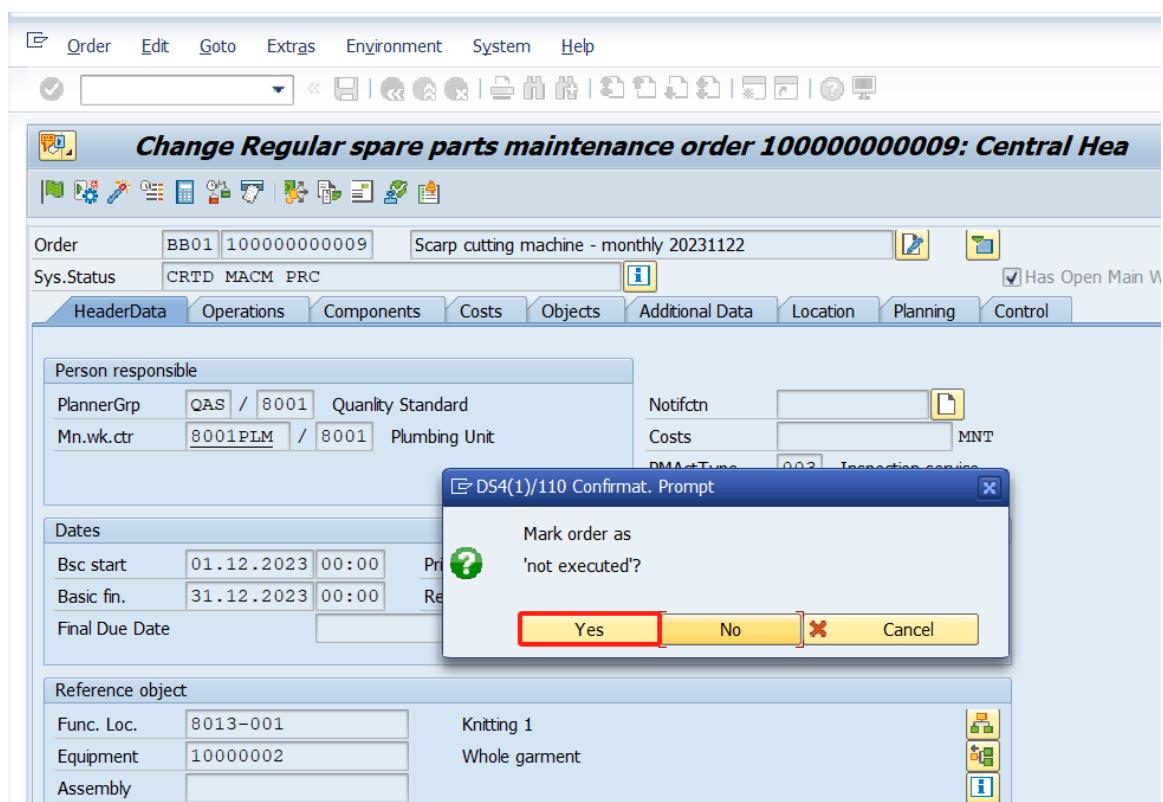
4. Select maintenance order and double-click. /Before release/

Type	Order	Description	TotalPlndCosts	Total actual costs	System status	Planning Plant
BB01	100000000002	Overhaul contract for primary plant	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000003	Overhaul contract for primary plant	800,000.00	800,000.00	REL GMPS MACM PRC SETC	8001
BB01	100000000004	Overhaul contract for primary plant	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000005	new equipment instal	300,000.00	0.00	REL MACM PRC SETC	8001
BB01	100000000006	Scarp cutting machine - monthly	10,900,000.00	10,900,000.00	REL GMPS MACM PRC SETC	8001
BB01	100000000007	regular maintenance of monthly	34,000,000.00	24,000,000.00	REL GMPS JBFI MANC PRC SETC	8001
BB01	100000000008	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000009	Scarp cutting machine - monthly 2...	250,000.00	0.00	CRTD MACM PRC	8001
BB01	100000000010	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000011	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000012	Spare parts for primary plant	18,348.47	0.00	CRTD MACM PRC	8001
BB01	100000000013	Spare parts for primary plant	73,393.88	0.00	CRTD MACM PRC	8001
BB01	100000000014		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000015		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000016		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000017		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000018		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000019	Function area2	0.00	0.00	CRTD NMAT PRC	8001

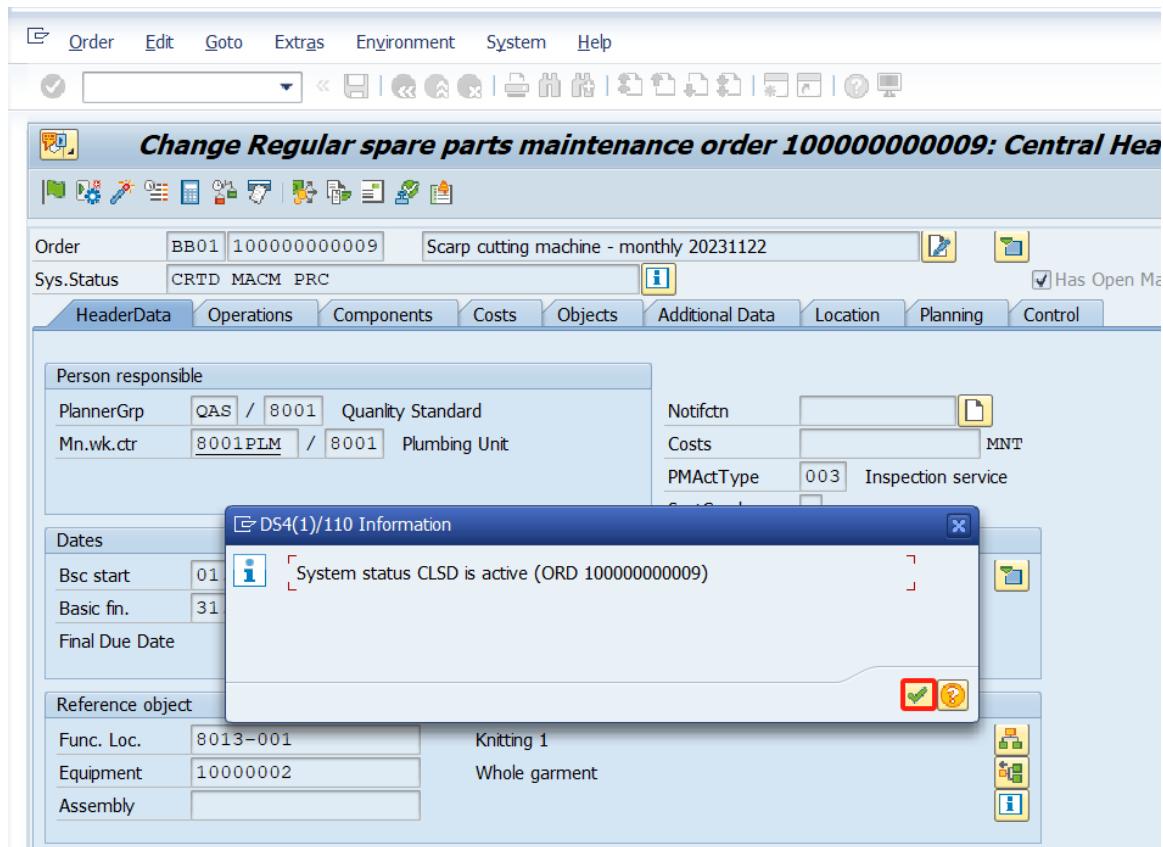
5. Go to Order menu and click Do not execute.



6. Select "Yes" button.



7. Click button and skip warning message.



8. Select maintenance order and double-click. /Released/

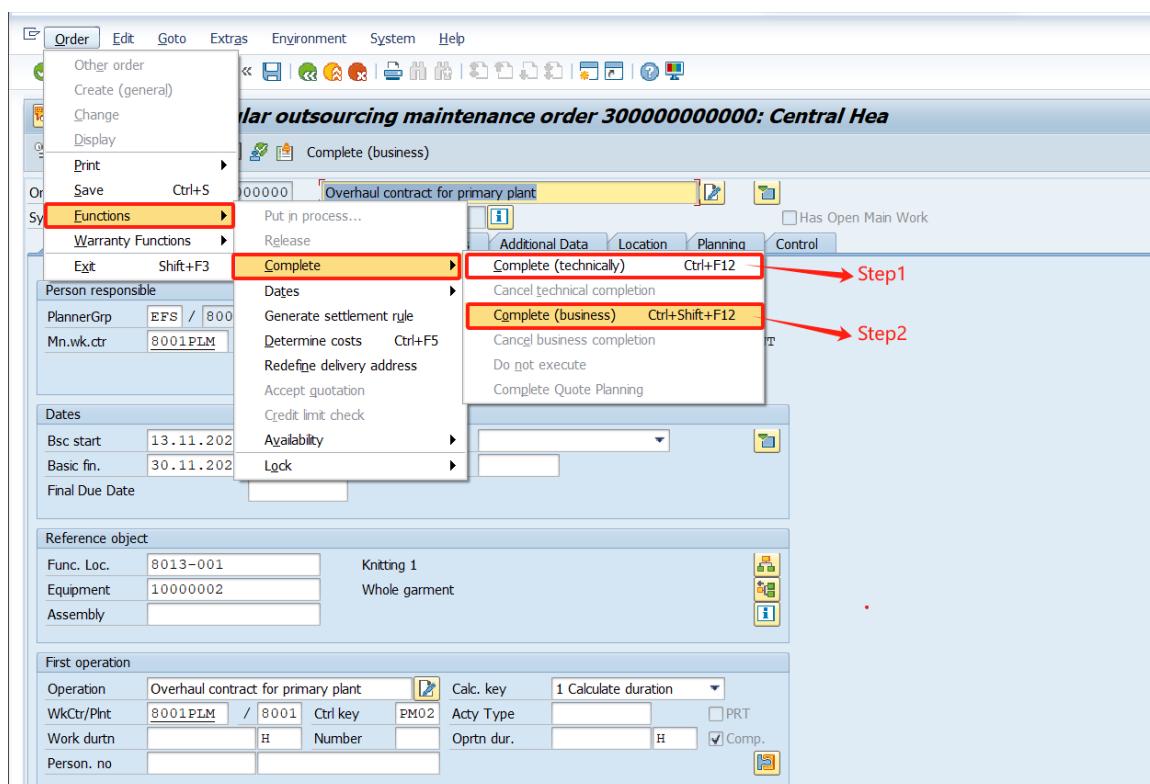
The screenshot shows the SAP PM Orders List screen. A red arrow points to a row in the table where the status is labeled "Released".

Type	Order	Description	TotalPlnndCosts	Total actual costs	System status	Planning Pl
BB01	100000000010	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000011	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000012	Spare parts for primary plant	18,348.47	0.00	CRTD MACM PRC	8001
BB01	100000000013	Spare parts for primary plant	73,393.88	0.00	CRTD MACM PRC	8001
BB01	100000000014		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000015		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000016		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000017		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000018		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000019	Function area2	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000024	Test for price	600,000.00	0.00	CRTD CSER MANC PRC	8001
BB02	200000000002	GOYO building repair	0.00	0.00	CRTD NMAT PRC	8001
BB02	200000000003	Scarp cutting machine - monthly 2...	5,504,541.00	5,504,541.00	REL GMPS MACM PRC SETC	8001
BB02	200000000004	Scarp cutting machine - monthly 2...	73,393.88	36,696.94	REL GMPS MACM PRC SETC	8001
BB02	200000000005	Spare parts for primary plant	36,696.94	0.00	CRTD MACM PRC	8001
BB02	200000000006	Function area1	0.00	0.00	CRTD NMAT PRC	8001
BB02	200000000007	Function area1	0.00	0.00	CRTD NMAT PRC	8001
BB02	200000000008		0.00	0.00	CRTD NMAT PRC SETC	8001
BB03	300000000000	Overhaul contract for primary plant	0.00	0.00	REL GMPS PRC SETC	8001
BB03	300000000003	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD MANC NMAT PRC	8001
BB03	300000000004	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD MANC NMAT PRC	8001
BB03	300000000005	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD MANC NMAT PRC	8001
BB03	300000000006	Yarn warehouse thermal mainten...	0.00	0.00	REL GMPS NMAT PRC SETC	8001

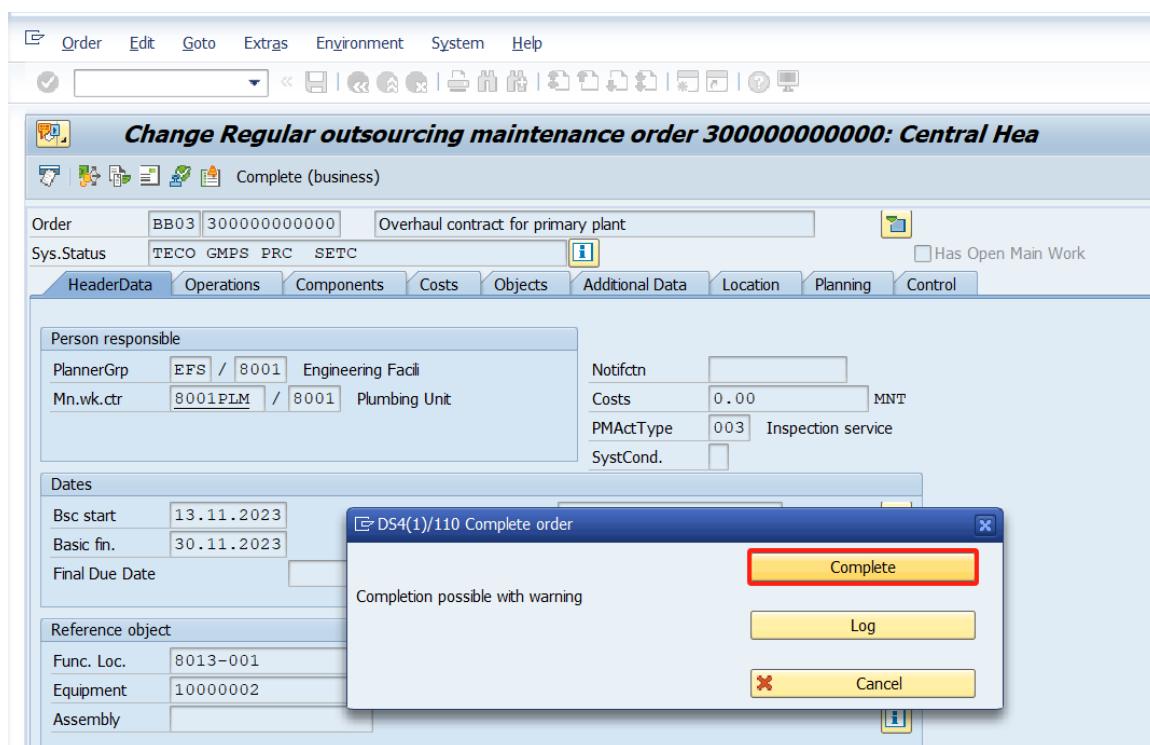
9. Go to Order menu and click **Complete (technically)**. /Step1/

10. Again, open maintenance order. /change/

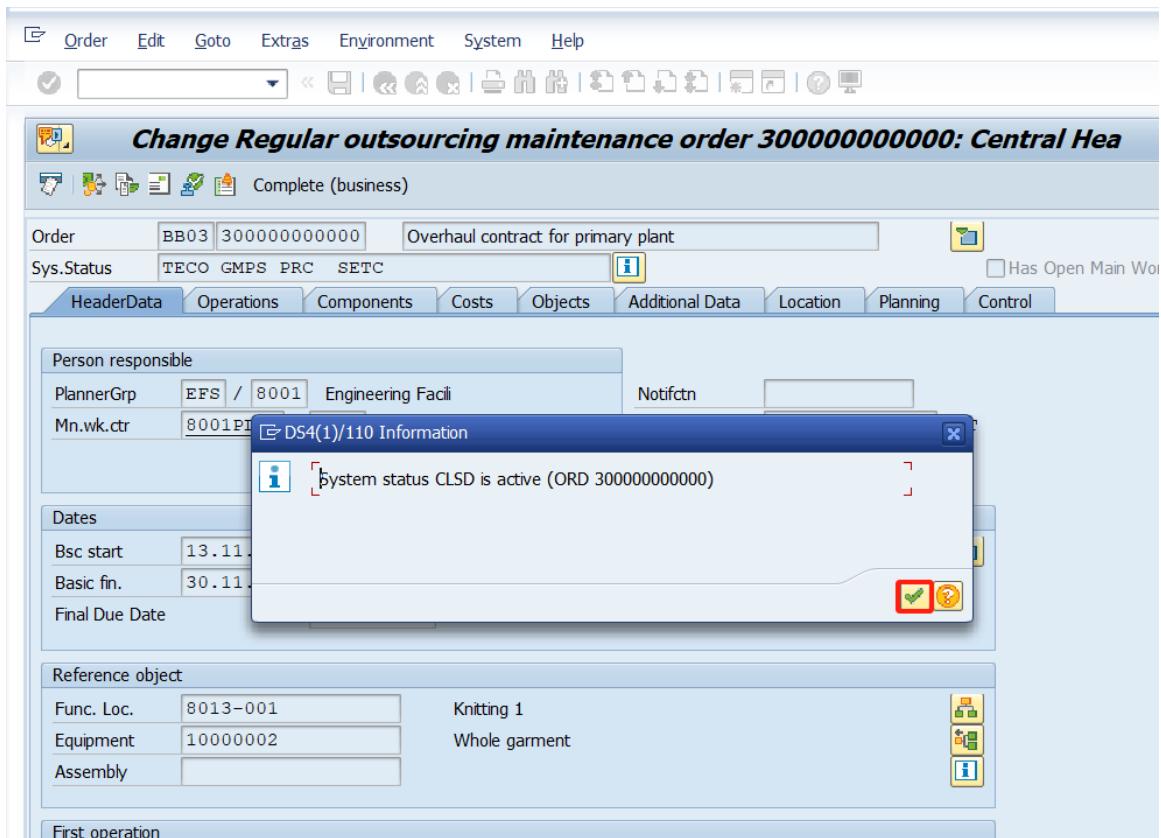
11. Go to Order menu and click **Complete (business)**. /Step2/



12. Select "Complete" button.



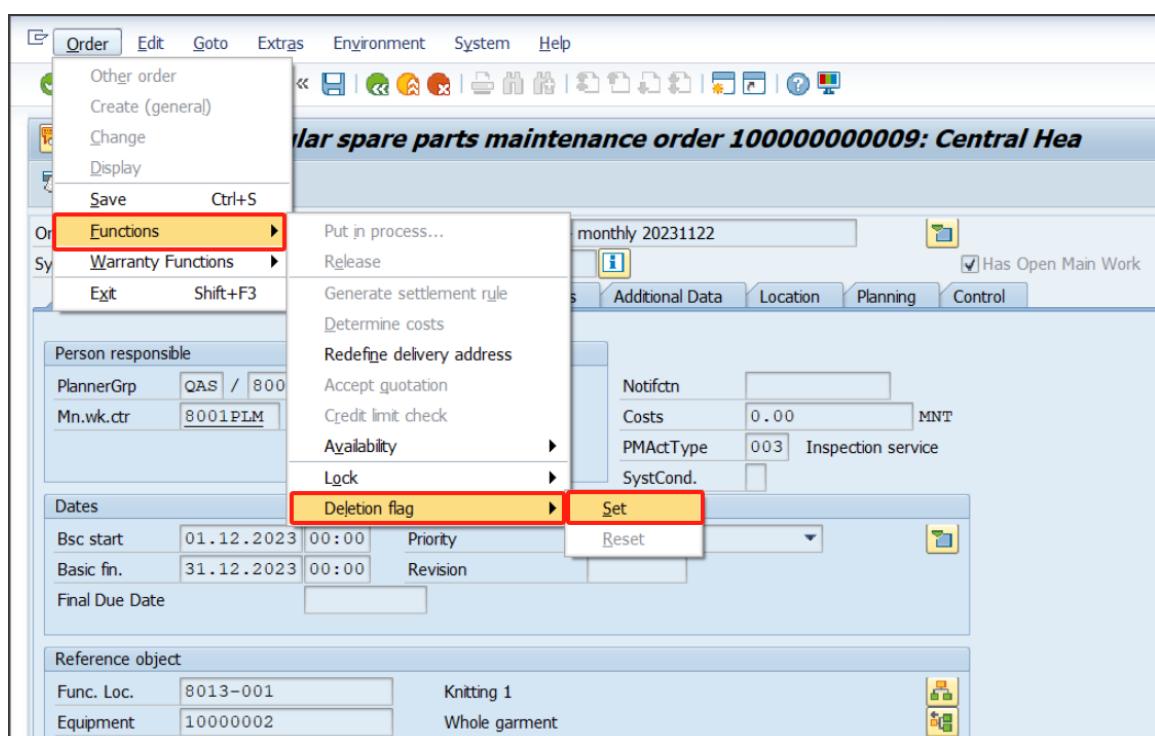
13. Click button and skip warning message.



14. Again, open maintenance order.

Type	Order	Description	TotalPlndCosts	Total actual costs	System status	Planning
BB01	100000000002	Overhaul contract for primary plant	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000003	Overhaul contract for primary plant	800,000.00	800,000.00	REL GMPS MACM PRC SETC	8001
BB01	100000000004	Overhaul contract for primary plant	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000005	new equipment instal	300,000.00	0.00	REL MACM PRC SETC	8001
BB01	100000000006	Scarp cutting machine - monthly	10,900,000.00	10,900,000.00	REL GMPS MACM PRC SETC	8001
BB01	100000000007	regular maintenance of monthly	34,000,000.00	24,000,000.00	REL GMPS JBFI MANC PRC SETC	8001
BB01	100000000008	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000009	Scarp cutting machine - monthly 2...	250,000.00	0.00	CLSD MACM NCMP PRC	8001
BB01	100000000010	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000011	Scarp cutting machine - monthly 2...	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000012	Spare parts for primary plant	18,348.47	0.00	CRTD MACM PRC	8001
BB01	100000000013	Spare parts for primary plant	73,393.88	0.00	CRTD MACM PRC	8001
BB01	100000000014		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000015		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000016		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000017		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000018		0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000019	Function area2	0.00	0.00	CRTD NMAT PRC	8001
BB01	100000000024	Test for price	668,000.00	0.00	CRTD CSER MANC PRC	8001
BB02	200000000002	GOYO building repair	0.00	0.00	CRTD NMAT PRC	8001

15. Go to Order menu and click Deletion flag-Set.



16. Click button and skip warning message.

