



Past Due Order Report (Tuesday and Thursday)

This Standard Operating Procedure (SOP) is designed to guide individuals through the formatting and communication guidelines of the Past Due Work Order Report (Past Due Report).

The Past Due Report should be received every Tuesday and Thursday from Emmanuel Powell (epowell@sram.com).

NOTE: You will need access to **MD04** and **ZOPEN3**, if access is not available, contact your immediate supervisor to gain access.

Contents

1. Getting Started	2
2. Saving the File	2
3. Formatting the File	4
4. Investigating Data (MD04).....	6
5. Adding Customer Support to Spreadsheet.....	8
ZOPEN3	9
6. Email Communication	14

Revision	Change Date
#1.1	6/11/2025



Past Due Order Report (Tuesday and Thursday)

1. Getting Started

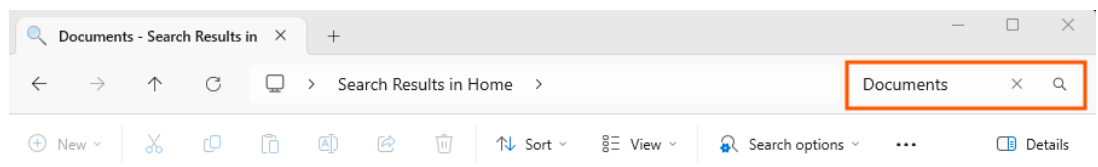
1.1.1. Click Start



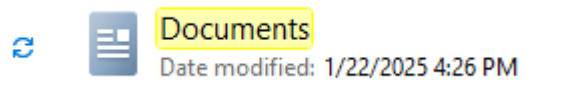
1.1.1.1. Type 'File Explorer'

1.1.1.2. Press Enter

1.1.2. Search for 'Documents'



1.1.3. Double click your documents folder



1.1.4. Create a folder titled 'Past Due Report'

1.1.4.1. Create a sub-folder with this month and year as the title *Example 'January 2025'*

2. Saving the File

2.1.1. Open the email received from Emmanuel Powell

Revision	Change Date
#1.1	6/11/2025

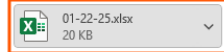


Past Due Order Report (Tuesday and Thursday)

2.1.2. Double click the Past Due Report file

Past Due Report

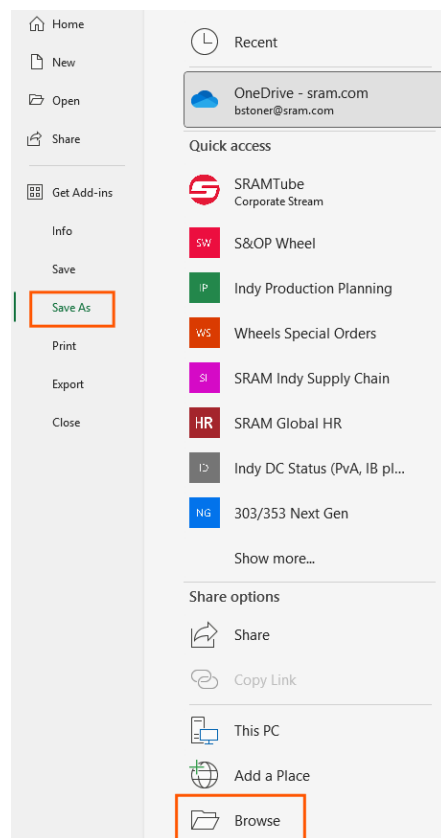
EP Emmanuel Powell
To Ben Stoner; Nick Gibbs; Sa
Cc Rex Robbins; John Pettit



Start your reply all with: [Received, thank you.](#)

See attachment for past due report.

2.1.3. Select File > Save As > Browse



2.1.4. Select the 'Past Due Report' folder

2.1.5. Select this month's folder

Revision	Change Date
#1.1	6/11/2025



Past Due Order Report (Tuesday and Thursday)

2.1.6. Type 'Past Due Report - *today's date*' as the File Name

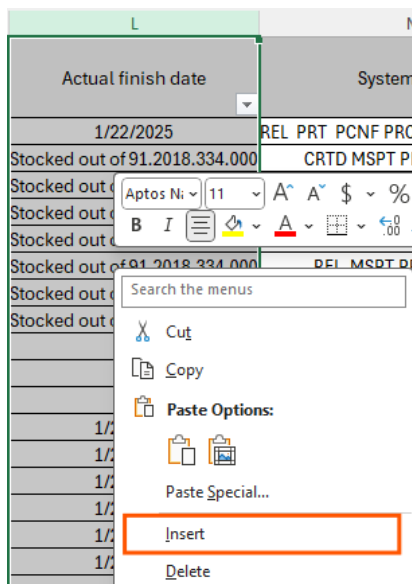
File name: Past Due Report - 1.23.2025.xlsx

Save as type: Excel Workbook (*.xlsx)

2.1.7. Save

3. Formatting the File

3.1. **Insert** a column before Column L



3.2. Type 'New Finish Date' in cell L1

3.3. Rename column M1 as 'Part Shortage/Reason Why'

Revision	Change Date
#1.1	6/11/2025

Past Due Order Report (Tuesday and Thursday)

3.4. **Select all** cells with content in columns L and M

L	M
New Finish Date	Part Shortage/Reason Why
	1/22/2025
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	TBD
	TBD
	TBD
	1/22/2025
	1/22/2025
	1/22/2025
	1/22/2025
	1/22/2025
	1/22/2025
	TBD
	TBD
	TBD

3.5. **Right click**

3.6. **Fill the cells yellow**

L	M
New Finish Date	Part Shortage/Reason Why
	1/22/2025
	Stocked out of 91.2018.334.000
	Stock
	Stock
	Stock
	Stock
	Stocked out of 91.2018.334.000

3.7. **Move** dates from **column M** to **column L**

3.7.1. **Leave** part numbers/text data in **column M**

Revision	Change Date
#1.1	6/11/2025



Past Due Order Report (Tuesday and Thursday)

L	M
New Finish Date	Part Shortage/Reason Why
1/22/2025	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	Stocked out of 91.2018.334.000
	TBD
	TBD
	TBD
1/22/2025	
1/22/2025	
1/22/2025	
1/22/2025	
1/22/2025	
1/22/2025	
	TBD
	TBD
	TBD

4. Investigating Data (MD04)

- 4.1. **Copy** the part number from column M

M
Part Shortage/Reason Why
Stocked out of 91.2018.334.000

- 4.2. **Open** SAP – SRAMPD SSO client

- 4.3. **Search** for transaction ‘MD04’

The image shows the SAP Easy Access search bar. It has a green checkmark icon on the left, followed by a text box containing 'MD04' and a dropdown arrow on the right.

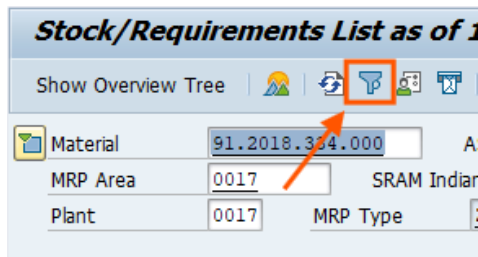
- 4.4. **Paste** the part number in the ‘Material’ field

- 4.5. **Press** Enter

Revision	Change Date
#1.1	6/11/2025

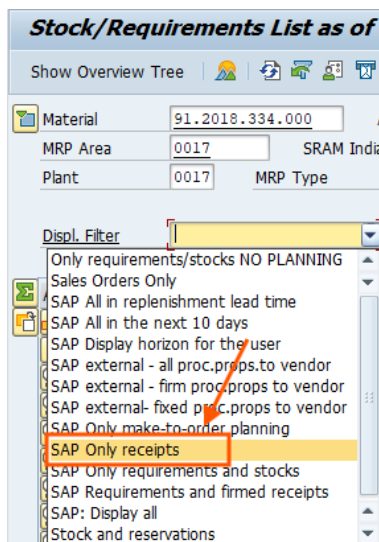
Past Due Order Report (Tuesday and Thursday)

4.6. **Apply** a filter



4.7. **Click** Displ. Filter dropdown

4.8. **Select** 'SAP Only receipts'



4.9. **Check** the first PchOrd line date

A..	Date	MRP ...	MRP element data
	01/23/2025	Stock	
	01/23/2025	SafeSt	Safety Stock
	01/30/2025	PchOrd	0085099812/00001

4.9.1. *Make note of the date and **add +2 days to this date***

4.10. **Return** to the spreadsheet

Revision	Change Date
#1.1	6/11/2025

Past Due Order Report (Tuesday and Thursday)

- 4.11. Using the date noted in **step 4.9.1**, add it to **column L** in the spreadsheet, placing it **next to the corresponding part number** investigated.

L	M
New Finish Date	Part Shortage/Reason Why
1/22/2025	
2/3/2025	Stocked out of 91.2018.334.000
2/3/2025	Stocked out of 91.2018.334.000
2/3/2025	Stocked out of 91.2018.334.000
2/3/2025	Stocked out of 91.2018.334.000
2/3/2025	Stocked out of 91.2018.334.000
2/3/2025	Stocked out of 91.2018.334.000
2/3/2025	Stocked out of 91.2018.334.000

In this example, part number 91.2018.334.000 showed a date of 1/30/2025, since +2 days is a Saturday, the date would be the following Monday (2/3/2025).

- 4.12. **Repeat steps 4.1 through 4.11** for the remaining part numbers in column M

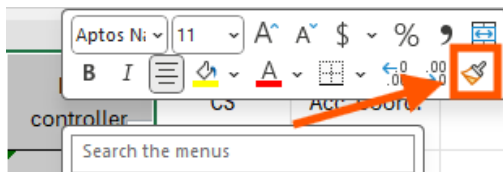
5. Adding Customer Support to Spreadsheet

- 5.1. **In the spreadsheet, type 'CS' in column P**

- 5.1.1. **Type 'Acc. Coord.' in column Q**

- 5.2. **Click** cell O1

- 5.3. **Right-click** and **select** Format Painter



Revision	Change Date
#1.1	6/11/2025

Past Due Order Report (Tuesday and Thursday)

- 5.4. Click and hold the left mouse button, then drag the cursor from cell P1 → Q1

O	P	Q
MRP controller	CS	Acc. Coord.

- 5.4.1. Cells P1 and Q1 should now resemble cell O1

- 5.5. Select all cells in column D (Sales Order)

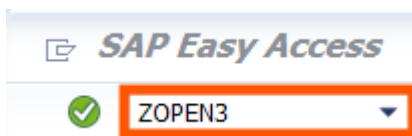
D
Sales Order
251665190
251680775
251681961
251681961
251681961
251681961
251649427
251649427
570004285
570004285
570004285
251681590
251677958
251671781
251671781
251671781
570004285
570004285
570004285

- 5.6. Copy the data

ZOPEN3

- 5.7. Open SAP – SRAMPD SSO client

- 5.8. Search for transaction 'ZOPEN3'

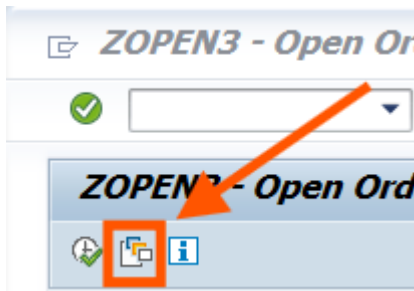


- 5.9. Press Enter

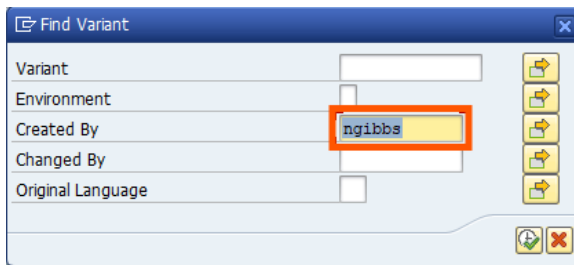
Revision	Change Date
#1.1	6/11/2025

Past Due Order Report (Tuesday and Thursday)

5.10. Click 'Get Variant...'

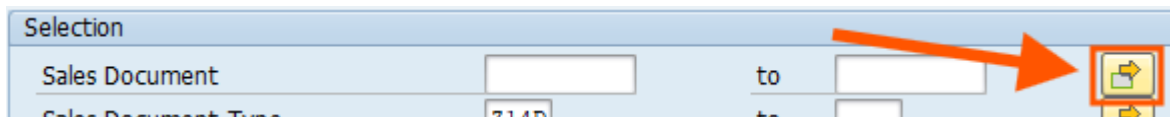


5.11. Type 'ngibbs' into the Created By field (*capitalization is not important*)

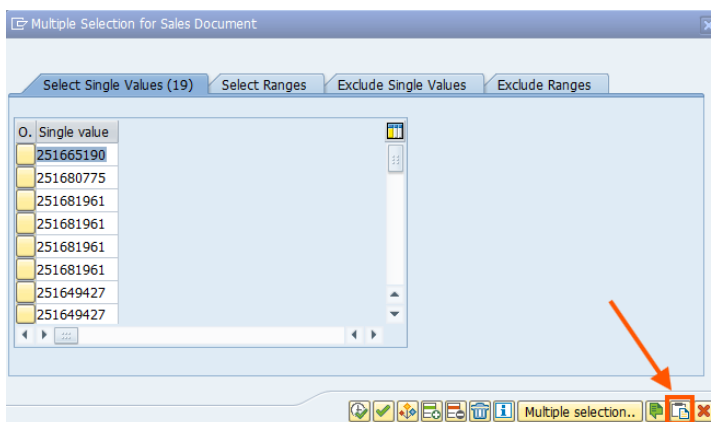


5.12. Click Execute 

5.13. Click Multiple Selection for Sales Document



5.14. Click Upload from Clipboard



Revision	Change Date
#1.1	6/11/2025

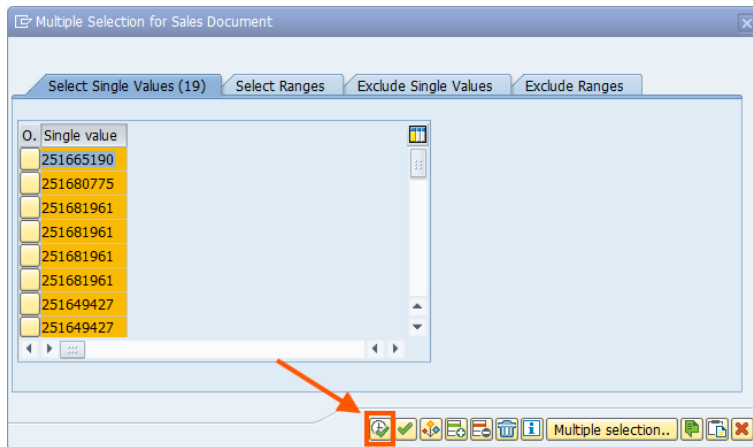
Past Due Order Report (Tuesday and Thursday)

- 5.14.1. All **Sales Order Numbers** from the spreadsheet should be pasted into the 'Single Value' column.



If this doesn't happen, go back to the spreadsheet and repeat steps 5.5 → 5.6 again and return to SAP to repeat step 5.14

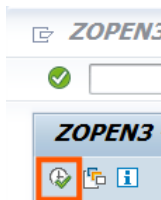
5.15. Click Copy



5.16. Change the date in the Order Created On 'to' field to today's date

Selection			
Sales Document	251665190	to	
Sales Document Type	Z14D	to	
Sales Organization	0005	to	
Distribution Channel		to	
Order Created On	01/01/2020	to	1/24/2025

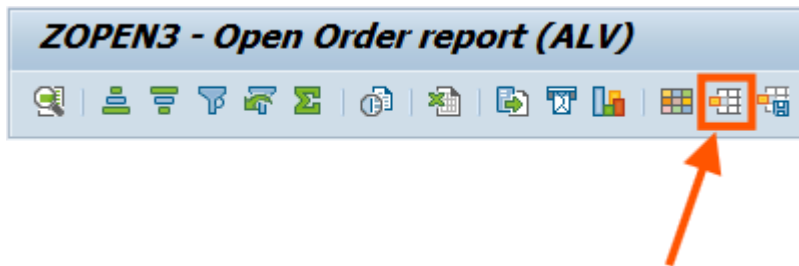
5.17. Click Execute



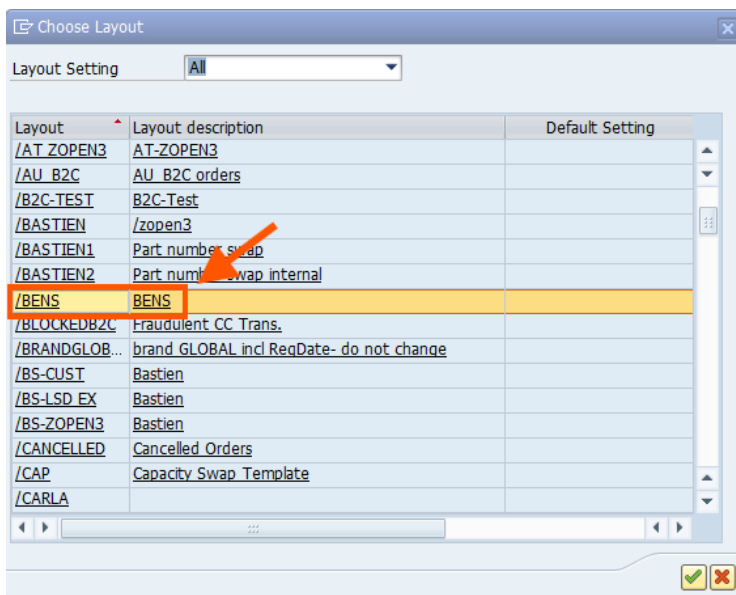
Revision	Change Date
#1.1	6/11/2025

Past Due Order Report (Tuesday and Thursday)

5.18. **Click** Select Layout

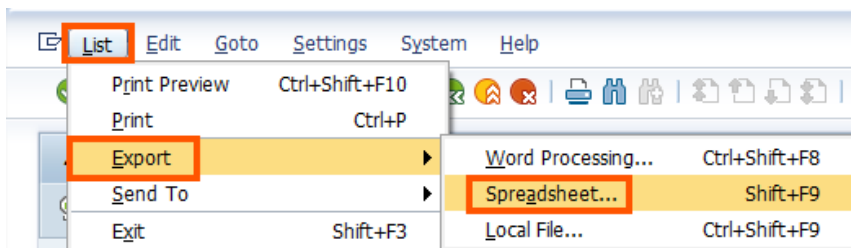


5.19. **Scroll** until you find layout named 'BENS'



5.20. **Double click** the layout

5.21. **Click** List > Export > Spreadsheet



5.22. **Save** to your designated file location

Revision	Change Date
#1.1	6/11/2025

Past Due Order Report (Tuesday and Thursday)

5.22.1. The spreadsheet should automatically open, if not, find the file you saved the spreadsheet to and open manually.

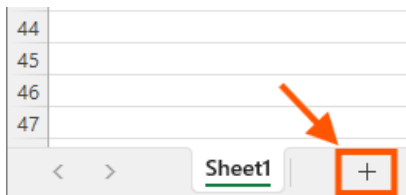
5.23. **Select** all data from column C through column F

C	D	E	F
Sales Document	Sales Document Item	Created By	Acc. Coord Name
251681590	10	EMERTENS	Erik Mertens - EU
251677958	10	CHOLT	CHOLT
251680775	10	CHOLT	Quirijn v.d. Vlies - EU
570004285	10	POBRIEN	POBRIEN
570004285	20	POBRIEN	POBRIEN
251649427	10	CHOLT	Quirijn v.d. Vlies - EU
251671781	30	CHOLT	Quirijn v.d. Vlies - EU
251681961	10	RROBBINS	Quirijn v.d. Vlies - EU
251649427	20	CHOLT	Quirijn v.d. Vlies - EU
251671781	40	CHOLT	Quirijn v.d. Vlies - EU
251649427	30	CHOLT	Quirijn v.d. Vlies - EU
251671781	50	CHOLT	Quirijn v.d. Vlies - EU
251649427	40	CHOLT	Quirijn v.d. Vlies - EU
251671781	60	CHOLT	Quirijn v.d. Vlies - EU
251649427	50	CHOLT	Quirijn v.d. Vlies - EU
251671781	70	CHOLT	Quirijn v.d. Vlies - EU
251649427	60	CHOLT	Quirijn v.d. Vlies - EU
251649427	70	CHOLT	Quirijn v.d. Vlies - EU
251649427	80	CHOLT	Quirijn v.d. Vlies - EU
251649427	90	CHOLT	Quirijn v.d. Vlies - EU
251649427	100	CHOLT	Quirijn v.d. Vlies - EU

Copy the data (Ctrl + C)

5.24. **Return** to the Past Due Report spreadsheet

5.25. **Create** a new worksheet



5.26. **Paste** the data (Ctrl + V)

5.27. **Return** to Sheet1

Revision	Change Date
#1.1	6/11/2025



Past Due Order Report (Tuesday and Thursday)

5.28. In Column P, paste the following VLOOKUP formula:

```
=VLOOKUP(D2,Sheet2!A:D,3,FALSE)
```

5.29. **Click and drag** the fill handle to the bottom of column P

O	P
MRP controller	CS
65	#N/A
11	
11	
11	
11	
11	
11	
11	
11	
11	
11	
11	
65	
65	
60	
60	
60	
60	
11	
11	
11	

5.30. In Column Q, paste the following VLOOKUP formula:

```
=VLOOKUP(D2,Sheet2!A:D,4,FALSE)
```

5.30.1. **Repeat** step 5.29 in column Q

5.31. **Select all** of column P and Q

5.32. **Fill** color yellow

5.33. **Save** Past Due Report file

6. Email Communication

6.1. **Click** [here](#) to start an email

6.2. **Change** '[Date]' in the Subject line to today's date

Revision	Change Date
#1.1	6/11/2025

Past Due Order Report (Tuesday and Thursday)

6.3. **Click** Attach File in the toolbar



6.4. **Select** 'Browse This PC...'



6.5. **Navigate** to Documents > Past Due Report

Select the Past Due Report you saved in step 5.33.

6.6. **Click** Insert

6.7. **Send**



Revision	Change Date
#1.1	6/11/2025