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**FLM UPLOADING (FILE LIFECYCLE MANAGEMENT)**

**http://belapp2.iscodom.com:8012/sap/bc/ui5\_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html**

* *Log on- (User Name & Password) SAP login And FLM Login is Same*
* *Create*
* *Create File*
* *BEL*
* *BG Complex*
* *Components*
* *Click*
* *In function – (Smartcard)*
* *Put Decrypting (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*
* *Put Due Date*
* *Priority (High)*
* *Subject (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) Put Subject/ Description*
* *In Description Enter Details -> Save*
* *In Status*
* *File Status -> In Process*
* *In Proposal Data*
* *Purpose -> (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*
* *Approving Authority -> (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*
* *Save*
* *In Documents*
* *Attach The File & Save*
* *Next Enter Work flow & Send the file*

**FLM ATTACHMENT FILES**

* *In draft Po -> Click Object*

*Document No -> [Po copy} -> Po no*

*Document type -> Sap document*

* *Comparative statement -> Document No -> Comparative Statement*

*Document type -> SAP document*

* *Negation MOM -> attach the mail copy & MOM*

*Document Type -> Correspondence*

* *Bid Response print pre -> Attach the Bid invitation*

*Document type -> SAP document*

* *PR request -> attach the PR copy & Technical specification*

*Document type -> Correspondence*

* *Quotation -> Bid Response*
* *Document type -> SAP document*
* *Correspondence -> attach the IED estimation & Technical suitability*

*Document type -> Correspondence*

* *Old file if any -> attach the management section*

*Document type -> Correspondence*

* *BOM -> attach the excel sheet*

*Document type -> Correspondence*

**DRAFT PO APPROVAL IN FLM**

* *Log on- (User Name & Password)*
* *Create*
* *Create File*
* *BEL*
* *BG Complex*
* *Components*
* *Smart Card / Comp*
* *Sub contract /SMCC*
* *Sub contract order proposal file*
* *Purchase order -> Enter Po no*
* *Due Date*
* *Priority*
* *Subject -> requirement of material descript*
* *Project Name -> [ DMR]*
* *Mode of Tender ->[\_\_\_\_\_\_\_\_\_\_]*
* *Recommended vendor -> [Vender company name]*
* *Approving Authority -> [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*
* *Value of proposal -> [Enter PO No]*
* *Item of category -> [Production always]*
* *PO number -> [Enter Po No]*
* *Customer -> [Defence always]*
* *File Status -> [In process]*
* *Save*

**FLM uploading for IED estimation**

* *Log on- (User Name & Password)*
* *Create*
* *Create File*
* *BEL*
* *BG Complex*
* *Components*
* *Smartcard*
* *Select IED Estimation*
* *Sub Contract*
* *Enter Bid/PR Number [\_\_\_\_\_\_\_\_\_\_\_\_\_]*
* *Due Date [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*
* *Priority (High)*
* *Subject -> [IED Estimation for ……. Subject]*

*In Status*

*File status [in progress]*

* *Attach the description*

*In proposed data*

*Project Name -> [enter project name]*

*PR number -> [\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*

*WBS -> [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*

*Approving authority -> [department Head staff No]*

*Category of item -> [production]*

*Customer -> [Defence]*

* *In document*

*Attach the document*

*Save*

* *Auld note -> post*
* *In work flow*

*Add new workflow*

*Add in sequence*

* *Ramesh prabhu -> for estimation (IED In charge)*

*Suresh P -> to inifitor*

*Save & send the file*

* *Check the WBS element*

*MP53N*

*Enter PR no*

*In Account assignment*

*WBS element*

**PART NUMBER CREATION**

* *Transaction Code -> ZSTD & Enter (Open BEL Corporate standards department window)*
* *(Request forms –BEL Users)*
* *Click Request For Part Number Allotment*
* *(Open Part No Request Creation Window)*

*(New/Change/Delete/Display/ Clear)*

* *Click New*
* *Put Enter Staff No (\_\_\_\_\_\_\_\_\_\_\_\_) For Example: 210725) enter*
* *Put Plant (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) For Example: 1174)*
* *Put Internal No & External No (\_\_\_\_\_\_\_\_\_\_\_) For Example: 23912/080-23912*
* *Put Fax No (\_\_\_\_\_\_\_\_\_\_\_\_\_\_) In Case require) For Example: 080223912*
* *Next*
* *Put Material description (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) For Example: ACTIVE IO BOARD)*
* *Put Vendor Code( \_\_\_\_\_\_\_\_\_\_\_\_) For Example: As1314)*
* *Put Manufacturing Reference (MPN) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) For Example: 113170023966 (This No Given from Vendor)*

|  |
| --- |
|  |

* *Next Product data for ERP system*
* *Put Plant code (\_\_\_\_\_\_\_) Example:1174 enter*
* *Put Department cost center (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)For Example:11749000 enter*
* *Put Lab/ Office [ ] Click bubble –open Laboratory /Design office window & Select CMP (Components BG-CX)*
* *Put Unit of measure [ ] Click bubble & Open Base Unit of measure (1)entries fund window & Select Number*
* *Put Division [ ] Click bubble & Open Division (1) 49 entries found window*

*Select 00 (Common division BEL) enter*

* *Put Nature of Prod [ ] Click arrow Mark Select (DD – Defence) enter*
* *Put Project [ ] click bubble & open Restrict value range (1)1044 entries found window & select your project related code for Example: AAMA 201 (Head up display)*
* *Put quality checks Click Arrow mark Select ( Select D – accepted lab report)*
* *Click Submit*
* *Next click Change (if in case any changes)*
* *Put attachment*
* *Again click Submit (its saved)*

***Note:*** *After creating follow this stander department*

**CREATE SERVICE ENTRY SHEET**

* *Transaction code : ML81N*

*Put Transaction code (ML81N) in SAP & Enter*

* *Open Service Entry Sheet Window &*

*Click other purchase order & open Select purchase order/entry sheet window*

*Put Purchase order No (\_\_\_\_\_\_\_\_\_\_\_) for Example: 31000000 & Enter*

* *Next Select Create Entry sheet (Shift1)click bubble*
* *Next Enter short text*
* *Invoice No*
* *Next put reference -> Invoice No*
* *Put doc text -> Date*
* *Enter quality*
* *Click Service sell*
* *Continue*
* *Select the Required line item*
* *Select service*
* *Click Flag*
* *Save*
* *For Print*
* *Print Transaction code ->ML83*
* *Enter Entry Sheet*
* *Po Number*

2

* *Processing status Always*
* *Print*

*Note:*

**GR Creation for foreign Po’s (Goods Receipts)**

* *Transaction code -> ME23N*
* *Click bubble -> enter Po No*
* *In Items*
* *In Confirmation ->click*
* *Note the Inb no ( For example : 1804548)*
* *In Purchase Order History*
* *Note the DC in No (for Example: 5107133773)*
* *Next Transaction Code -> MIGO*
* *Put transaction Code (MIGO) in SAP & enter*
* *[ Select Good Receipt ] & Select [ in bound delivery] & [Put in bound no] & enter*
* *In commercial Inv No -> Put the material document no*
* *Year -> [2019] & enter*
* *Next Delivery note -> [put Inv No ] for example: 7235665*
* *Next Bill of loading [Put Inv date] for example: 15.01.2020*
* *Next put the Header text [\_\_\_\_\_\_\_\_\_\_\_\_] BoE -> Invoice 7 digit no in the invoice & Date for example: 7235665, & 15.01.2020*
* *Next Click Item*
* *Save & write the GR number*
* *Print GR Transaction Code -> ZQM002 & enter*
* *Put Po number*
* *Put material document no (GR no)*
* *Click Execute button -> give print GR*

**Request for MPN maintenance**

* *Transaction Code -> ZSTD & Enter (Open BEL Corporate standards department window)*
* *(Request forms –BEL Users)*
* *Click Request for MPN Maintenance (enter)& Open MPN request creation Window*

*Click New & Put Staff No [\_\_\_\_\_] for Example: 210725*

* *Next Technical Details*

*MPN Reference No [\_\_\_\_\_\_\_\_]*

*BEL Material Number -> [Put part No] For Example: 113170023966*

*Vender [put Vendor Code] for Example: AS1314*

*Manufacturer Reference [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]*

*Reason for Addition/Modification/ Deletion shall be indicted below*

|  |
| --- |
| *Enter Reason in the box* |

* *Product Data for ERP System*

*Plant Code [\_\_\_] for example: 1174 (Smartcard (SC)*

*Department [put cost Center No] for example: 11749000 this is Common Cost Center no*

*Lab/Office [\_\_\_\_\_\_\_\_] Click Bubble open below (Laboratory/ design office (1) 44 Entries found)*

*Select -CMP (Components –BG-Cx)*

*Divisions [\_\_\_\_\_\_\_] Click Bubble open below (Division (1) Entries found) & Select (00) Common Division below enter*

*Natures of Prod [DD] Click arrow mark select Defence*

* *Put Project [ ] click bubble & open Restrict value range (1)1044 entries found window & select your project related code for Example: BELCAPPR (BEL-Capital Projects)*

*Save*

*Note down the Request No*

* *Click Change*

*Attach the Document*

*Again Save*

**BID Creation**

* ***Transaction Code -> ME41***
* *RFG Type -> [\_\_\_\_\_\_\_ ] (for example: (Gen)*
* *Language Key -> [\_\_\_\_\_\_]*
* *RFQ Date ->[ Today Date] for example: 16.01.2020*
* *Quotation dead line –> [after 4days date] for example: 20.01.2020*
* *In organization Date*
* *Purchase Organization [BEPO]*
* *Purchase group [574[*
* *Next select RFQ option*
* *Select create with reference*
* *To purchase order REQ & click*
* *In that with purchase REQ No[\_\_\_\_\_\_\_\_\_\_\_\_\_]*
* *Continue*
* *After continue select the roe*
* *Click adapt details*
* *Click header details (hat image)*
* *Enter collective No[\_\_\_\_\_\_\_\_\_] RPR No*
* *Select vendor address image*
* *Put the vendor code*
* *Enter & Save*
* *Next Transaction code -> ZSRM007 enter*
* *Put collective no [\_\_\_\_\_\_\_] PR No*
* *Purchasing group [574] Enter*
* *Select vendor code*
* *Create BID*
* *Write bid no*

**Tender open**

* Open web page-> srm.bel.in -> enter
* BEL old Mail
* BEL. e. procurement
* Procurement
* Strategic sourcing
* Enter RFx number -> enter
* Edit
* Click response & awards
* Permissions
* Click price Opener
* Save & close
* Refresh
* Initialize price RFx response opening
* Enter password
* Approve -> close
* Next open price RFx response
* Enter password
* Approve
* Close

**Guest House Booking**

* Login ESS & Put staff No & Password
* [User] for example p00210725 & password [\_\_\_\_] for example: bel@1234
* Click ->Booking of BEL Transit Accommodation
* Open Transit Accommodation system Window
* Click-> Transit House Booking & Click Create
* Put Visit Location [\_\_\_\_\_\_] for any places for example Delhi & Vizag
* Next Click book Type [\_\_\_\_] for example : self
* Next Click Personal /official [\_\_\_\_\_\_] for example : official
* Next Click booked from [\_\_\_\_\_\_] for example:16.01.2020 & Select Am/Pm
* Booked up to [\_\_\_\_\_] for example: 20.01.2010 & select Am/Pm
* Purpose [\_\_\_\_\_\_\_\_\_\_\_\_] for example: (INS HANSA server installation at Vizag)
* Put Mobile No:[\_\_\_\_\_\_] For example: 9898121233
* Next transit preference [\_\_\_\_] for Example : ROVIZG RO Vizag
* Next Put Movement order No[ \_\_\_\_\_\_\_\_\_\_] for example: 18001
* Next Put Check In Time & Out Time [\_\_\_] For example: 08:10:10 (Time)
* Put Approver Staff No (for Example) 209528
* Next Click Save & Note Down Book No (for example:141900734)

*Note: Some time Self Approve is there*

**Foreign Visitor Request**

* Transaction code -> ZIVT0005
* Open SAP Logon Put Transaction code:ZIVT0005
* Click New
* Approval Controls

Recommended by: [Put Staff No] for example: 206787

SBU Head: [Put staff no] for example: 205672

Approver: [Put Staff No] for example: 206450

CSO: [Put Staff No] for example: 210802

* Visitor Company Details

Company Name (Foreign name): [\_\_\_] for example: LF 01- LF Constriction pvt, Ltd.

Ref in INDIA (India Company name): for example: 102713-Bharat Electronics Limited

Project [\_\_\_\_]: for Example: RFID Project

Duration (Put visiting Date: for example: From 18.01.2020 to 19.01.2020

* Visiting Details

Venue in BEL [Put Dept Cost center]: for example11742060/Smart card-Assembly Smart card

Purpose Cat: [\_\_\_\_] for example: Business Visit

Reference: [\_\_\_] for example E-Mail

Purpose: [\_\_\_] for example: RFID Meeting

To Visit [\_\_\_] For example: Smartcard department

* Enter Visitor details

For Example:

|  |  |  |  |
| --- | --- | --- | --- |
| Visa Scanned Copy | Passport Scanned Copy | Visitor Profile | Board of Directors |

* Laptop & Mobile Permission ( If in case Nessary Use) its Approved by only AGM and Above
* following items may be allowed in the factory/ office permises
* Laptop [ ] / Vehicle [ ] /Mobile [ ]/ Pen drive [ ] : Click One
* Click Submit its Save & Note down request no
* In Ess Login Please approve the request
* For print
* Enter request no
* Enter
* Print

**Domestic Visitor Pass Request Generation**

* SAP Transaction code -> ZIVT0025
* Login ESS & Put staff No & Password
* [User] for example p00210725 & password [\_\_\_\_] for example: bel@1234 its Opened
* Click Service for Executives & click Approvals
* *Domestic Visitor Pass & click New*
* Visiting Details

* Recommended by: [Put Staff No] for example: 210725
* Officer to Meet: [Put Staff No] for example: 210725
* Visiting Company Details
* Visitor Company [Put Company Code] for example: A13
* Cost Center [\_\_\_\_] for example: 11742030
* Visitor mobile no [\_\_] for example: 8183881314
* Visitor Details

|  |  |  |  |
| --- | --- | --- | --- |
| Visitor Name | Visitor Designation | Laptop | Mobile |

* Click Submit & Save note down request no
* Sent to request to security
* Inform to 23127/23665

**Domestic Visitor Pass Request Generation**

* Login ESS & Put staff No & Password
* [User] for example p00210725 & password [\_\_\_\_] for example: bel@1234
* Click ->Services for Executives
* Approvals
* Click-> Domestic Visitor Pass
* New
* Recommended Type [\_\_\_\_] for example : self
* Officer to Meet [\_\_\_\_\_\_] for example : Any Employee/Executive
* Purpose [\_\_\_\_\_\_\_\_\_\_\_\_]for example : Official meeting
* Visitor Mobile No [\_\_\_\_\_]
* Visitor Company Name [\_\_\_\_\_\_\_\_\_\_\_\_] for example: (EA1694 for Enphiniti engg)
* Cost Center No:[\_\_\_\_\_\_] For example: 11742030/11742060
* Visitor Name [\_\_\_\_]
* Visitor Designation [ \_\_\_\_\_\_\_\_\_\_]
* If related to Project Demo Laptop and Mobile Permission will be given [\_\_\_]Approver staff no and cost center to be added (Only AGM and above level )
* Then Save request no will be display
* Go to Request no [ \_\_\_\_\_\_\_\_\_\_]
* Enter
* Send Request to Security

**PR Creation**

* PR Types
* INC & IMP (C Type)
* XFG & IMD & IND (F Type)
* DEE & DEE (D Type)
* SAP Transaction code -> ME51N enter
* In Shopping chart Select Type (C Type) / (F Type) / D Type
* In Item Category -> Remove (Q)
* Material No [Put Part No] for example: *113170023966*
* Quantity : [ put qty] for example: 01 No
* UOM(Unit of Measurement): for example: No/ Set/ Bag/Litter
* Delivery Date[ dd-mm-yy] for example: 20.01.2020
* Supplying Plant: [\_\_\_\_] for example: 1158
* Click check & Save
* Note Down PR No

For Release PR

* SAP Transaction code -> ME54N enter
* Select other purchase requisition
* Enter PR No
* Enter
* Next select release

Click release

Save

**Plant Extension**

* SAP Transaction code -> MM01 enter
* Material No[\_\_\_]: -> (for example:113170023966) & dabble Enter
* Industry sector:- (Electronics Industry)
* Material Type:- (Electronics Industry)
* Change Number
* Basic Data 1

Basic Data 2

Purchasing

MRP 1

MRP 2

MRP 3

MRP 4

Work Scheduling

Quality Management

Accounting 1

Accounting 2

Costing 1

Costing 2

* In Basic Data 1
* Division -> [OD-OR-12]
* Lab office -> [CMP]
* Material Group -> [\_\_\_\_\_\_\_\_\_]
* Gen Item Cod Group -> [NORM] always ->enter
* In Purchasing
* Purchasing Group -> [\_\_\_\_] S- Subcontract/ C- Purchase
* In MRP 1
* MRP Group -> [P9000] always P900-> Purchase/S8000-> Subcontract
* MRP controller-> [SCD] always
* MRP Type -> [PD] always
* Lot Size-> [EX] always & Enter
* In MRP 2
* Prod. Star. Location [RMSL] always
* Storage loc. for EP [IGSL] always

* Schedmargin key [GEN] always
* In MRP 3
* Strategy group -> [Z2] always
* Availability check -> [02] always
* In Work Scheduling
* Production Schedule profile ->00001 always
* Over Profile -> [ PLM-01] always
* In Quality Management
* Click inspection setup
* Click-> Active [ ]
* Inspection Type- [01] always
* In Accounting 1
* Valuation category [I] always
* Moving Price 0.01
* Costing 1
* Overhead group [BELD1] always
* Variance Key [0001] always
* Enter 3
* Save
* Transaction code -> MM02 enter
* Shelf life extension -> Electronic item 5 years
* In Plant Data/star.1
* Max. storage period -> [\_\_\_]
* Period Ind. For SLED -> [\_\_]
* Transaction code -> MM02 enter
* INC Extension
* Material No->
* In Valuation Type -> INC

**Inbound Creation**

* SAP Transaction code -> V131N enter
* Enter Vendor Name -> [\_\_\_\_]
* Select delivery quality [\_\_\_\_\_]
* Save
* Write a Inbound No

**Add Material in WBS Element**

* SAP Transaction code -> V131N enter
* Click Open Symbol
* WBS Element -> [\_\_\_\_\_\_\_\_\_\_]
* Click Non Prod Consumables Sparse
* Click Non production consumables
* Click Procurement
* In Components over view symbol
* Enter Material No ->
* Base unit ->
* Item category
* Res/Pur ->
* Res/Pur
* Store Location
* Save

**Plan Order Creation**

* SAP Transaction code -> MD03
* Material No:[\_\_\_] for Example:(113170023966)
* Plant [\_\_\_] for example: 1174
* Create purchase Reg -> [3] always
* Double Enter
* MRP Created

**Plan Order to PR**

SAP Transaction code ->ZMM004

* Plant
* Put WBS Element [\_\_\_] for example: CNRV-1819-01REV
* Material [\_\_] for example : 113170023966
* Procurement type [X]
* Enter
* Select line item
* Click Convert line item
* Delivery date -> after 20 days
* Release date [today date] for example :30.01.2020
* Save
* Write the PR no

**For Releasing the PR**

* SAP Transaction code ->ME54N
* Click bubble
* Enter PR No
* Release strategy
* Click Released
* Save

**For Check the add PR & for check the WBS Element**

* SAP Transaction code ->MD04
* Put Material No [\_\_] for example: 113170023966
* Put Plant [\_\_] for example: 1174 & Enter
* Display Stock/ Requirements List

**UD (Usage Decision)**

* SAP Transaction code ->QA32& Enter
* Selection Profile [\_\_\_\_]
* Lot created on [\_\_\_\_\_\_] for example: 24.01.2020 to 31.01.2020
* Insp. start date [\_\_\_\_\_] for example: 24.01.2020 to 31.01.2020
* End of Inspection [\_\_\_\_\_] for example: 24.01.2020 to 31.01.2020

* Plant [­­­­­­­­­­­­­­­\_\_\_\_\_\_] for example: 1174

* Insp.lot origin
* Material [\_\_\_\_\_] for example: 113170023966
* Batch [\_\_\_]
* Vendor [\_\_\_]
* Manufacturer[\_\_\_]
* Customer [\_\_]
* Material class [\_\_\_]
* Maximum No. of Hits [100]
* List Setting
* Select all inspection lots
  + Select only inspection lots without a usage decision & Click Execute
* Select only inspection lots with a usage decision
* Layout [\_\_] 1STANDARD
* Ref. field monitor [\_\_\_] for example: Degree of proc. for isp.lot
* Next Select Line item
* Click Result
* Select result column Click
* Select Pass
* Enter
* Accept
* Save
* Again select line item go to UD usage decision
* In Usage decision
* UD code[\_\_] accept
* In inspection stock posting
* Accept FTP -> [Enter value]
* Enter
* Storage location -> [RMSL] always
* Enter
* Save again save

**Inspection report**

**Inspection for Releasing (Usage Decision) UD**

* SAP Transaction code ->QP01 & Enter
* Enter Material No [\_\_\_\_\_] for example: 113170023966
* Plant [\_\_] for example: 1174
* Enter
* In General Data [\_\_\_]
* Usage -> [5]

Always

* Status -> [2]
* Click Operation
* In Operation Over view
* Control Key -> [QM01] always
* Description -> [ Functional check] always
* Select Line item

Go to click inspection n characteristics

* In Inspection characteristics
* Click QL [ ]
* Master Inspection char -> [Functional 2] always
* Inspection Method Plant [1174]
* Sampling -> [S-1] always
* Enter
* Save
* Next SAP Transaction code ->QA02 & Enter
* Enter inspection lot no -> [\_\_\_\_]
* Enter
* Select Inspection specification
* Key Date -> [Today Date] always
* Click tasklisk
* Select Sample
* Save
* For Print -> Transaction code -> ZQM002
* Enter Po No -> [\_\_\_\_\_]
* (GR) Material document no -> [\_\_\_\_\_]
* Click Execute
* Take print
* Routings
* Transaction code-CA02
* Enter
* Material -> [\_\_\_\_\_]
* Plant ->
* Go to header (Cap symbol)

**First Maintain normal SR Request**

* SAP Transaction Code –MMBE
* Select Material Description [------------]
* Plant [1182]
* Check weather material is availbale in free stock
* If stock is avilable take the WBS Element No For Reservation
* SAP Transaction Code –MB21
* Click Movement Type[221]
* Plant [1182]
* Go to New Item []
* Then Enter WBS Element No
* Material Part No [------]
* Qty [--]
* Unit of Measurement[ ]
* Plant [1182]
* Batch Code [INC/IND]
* Then Save The Reservation No will be display take the reservation no & go to Digital SR for Getting material.

**Digital SR (Store Request)**

* SAP Transaction code ->ZSR & Enter
* Select SR Request to stores
* Enter Reservation No:[\_\_\_]
* In Release SR[\_\_\_\_]
* Click sent to store person
* Enter recipient (store no) for example: BGSMCMOF2 & BGCMCMMMG3
* Sent
* In Approval
* Click -> Enter approval staff No [\_\_\_] for example: 210725
* Click Execute
* Click select
* Approve
* Enter user name[\_\_] for example p00210725 (EPMS) password
* Password -> [\_\_\_] for example: Int@123
* For Print
* Select label printing with SR
* Enter Reservation No
* Click Execute

**Source List Maintenance**

* SAP Transaction code ->ME03 or ME0J
* Enter Material [\_\_] for example: 113170023966
* Plant [\_\_] for example: 1174
* Enter
* Enter Valid date from: to valid to
* Enter Plant [\_\_\_] 1174
* Save

**Shop Order Creation**

* SAP Transaction code ->CO07
* Production Plant [1178]
* Sales Order [\_\_\_\_\_\_\_\_\_]
* WBS Element [\_\_\_\_\_\_]
* Order Type [ FS07] always
* Enter
* Material [\_\_\_\_\_\_\_\_\_]
* Total Qty [\_\_\_\_\_\_]
* End Date [\_\_\_\_\_\_\_] Month End Date
* Start Date [\_\_\_\_\_\_\_\_\_] Today Date
* Type [forwards]
* Next Assignment
* Select Generate operation [ ]
* MRP Controller [ SUP]
* Business area [9150]
* Profile center [5021178]
* Enter
* Select Overview Symbol
* Enter work center
* Plant
* Operation share text [\_\_\_\_\_]
* Enter
* In Standard Value
* Base qty [1] always
* Set up [\_\_\_]
* Per price [\_\_\_\_\_]
* Enter & Save
* Go to Order
* Change
* Enter order No [\_\_\_\_\_\_\_]
* Select Overview Symbol & Select line item (Release)
* For Print Transaction Code: CO04
* Original printout click execute
* Select line item
* Print
* Own Spool request -> print

**Service PR**

* SAP Transaction code ->ME51N
* In shopping cart –> Select service PR
* ACCI. Assignment cat [V]
* Item Category [D]
* Enter short text [\_\_\_\_\_]
* Qty [1]
* PORG[ BEPO]
* Delivery Date [ Year End] 30.3.2020
* Click Check & Save
* Release PR
* Transaction code ME54N

**Service PO**

* SAP Transaction code ->ME21N
* In Shopping cart -> [Select service PO]
* Vendor[\_\_\_\_\_\_\_\_\_]
* Tender Type [RO]
* Reason for change [\_\_\_\_\_\_]
* Repeat order PO reference [ Po no old]
* Payment terms [\_\_\_\_\_\_\_\_\_]
* Incoterms [ for] Bangalore
* Enter PR No [\_\_\_\_\_\_\_\_\_\_]
* Enter Delivery Date [\_\_\_\_\_\_\_\_\_\_\_\_\_]
* Save write PO No [\_\_\_\_\_\_\_\_\_\_\_\_\_]

**Creation of STPO (Stock Transfer PO)**

* SAP Transaction code ->ME01
* First Check Material stock in which plant (MMBE)
* Next Maintain source list Transaction code (ME01)
* Next create STPO
* Transaction code ME51N
* Select which type of (PR) for example: C-Type / F- Type etc….
* Next material [\_\_\_\_\_\_\_\_\_\_\_\_]
* Qty [\_\_\_\_\_\_]
* PGR [578]
* PORG [BEPO]
* Enter
* Save
* For Print Transitions Code: ME22N&ME23N

**Release PR**

* SAP Transaction code ->ME54N
* Select line item
* Release flag Option
* Save

**Creation Service PO**

* SAP Transaction code ->ME21N & Enter
* Select type of PO [\_\_\_] for example: D- Type STO / C- Type STO
* Purch. Org [BEPO]
* Purch group [578]
* Enter supplying plant [\_\_\_\_]
* Click Customer Data
* Enter tender type [DT]
* Enter PR No[\_\_\_\_\_\_\_]
* Enter which type of validation [\_\_] for example: JMD, JMP
* Save -> write PO No
* For Printing Po
* Transition code :ME22N
* Select Message
* Output -> ZSUS
* Medium -> print output

**Transfer Posting Transfer Sales Order to Project Stock**

* SAP Transaction code ->MIGO & Enter
* Select Transfer Posting
* TF SLDC to Project – [415]
* Material No [from] to [to]
* Plant [\_\_\_\_\_\_]
* Store Loc [ from] to [to] for example: MNTC
* Project Stock
* Enter WBS Element [\_\_\_\_\_]
* Qty in UNC [ Enter qty to transfer]
* Save -> check MMDE

**Production order**

* SAP Transaction code ->COOIS & Enter
* Put WBS Element[\_\_\_]
* Click Execute Button
* Select order No
* In order No -> Target Qty 1, Cons Qty 0,[ Del Qty 0 – this is available
* Next SAP Transaction code ->COO2& Enter
* Enter order No
* Select Operation overview
* Select Components overview
* Enter a details in components overview
* Components -> Qty, Unit, Plant, Stock, Batch
* Save
* 411 E-Sales Order to prestock
* 413 E- Sale Order to Sale Order
* 415 E- Sale Order to WBS
* 415 – Prestock to Project stock
* 413 – prestock to Sale Order
* 411 Q- WBS to Prestock
* 413 Q- WBS to Sale Order
* 415 Q-WBS to WBS
* 413 Q- WBS to Sale Order

**Consumable**

* **Check the Stock in MMBE**
* Transfer the WBS Element to Sale Order (Transaction Code MIGO)
* Transfer Posting
* Material No [\_\_\_\_\_]
* WBS to Sale Order
* Qty
* Check & Post
* Next add the material to production order
* COO2
* Over view
* Add material, Qty, Batch & Plan
* In Material Check Missing Part List
* Save
* Next Goods Issue
* MIGO
* Select Goods Issue
* Enter Production order no
* Un click all item
* Click last item
* Check & post

**Quality Management (QM) Maintains**

* SAP Transaction code ->MM02 & Enter
* Material No- [113170023966] & Enter
* Click Quality Management
* In General Data & Click [ Insp Setup]
* Select Insp Type
* Put In Insp Type [1] Active
* Put In Insp Type [2] Active
* Put In Insp Type [3] Active
* Put In Insp Type [4] Active
* Save

**Service Entry Sheet**

* For Electro less Nickel Invoice
* Check the Document

1. Po release or Not
2. Check PO Delivery Date
3. MGP in or Not

* Check qty amount

Surface area mm2 ÷ 645.16 X Qty x Rate

* SAP Transaction code ->ML81N & Enter
* Click Other Purchase Order
* Put Purchase Order & Enter
* Create Entry Sheet
* Short Text [ MGP No & Date]
* Doc Date [ Invoice Date]
* Reference [ Invoice No]
* Doc Text [ short Text from Po]
* Service Sel -> Click [ ]
* Select line item
* Service
* Qty -> Total area of invoice Qty
* Accept
* Save
* Entry Sheet No -> 1 Series
* Document No -> 5 Series
* For Print -> ML83
* Put Entry Sheet No [\_\_\_\_]
* Processing status-> [2] always
* Click Execute
* Select [ ]
* Display Output -> print

**Add MOQ in PR’s**

* SAP Transaction code ->ME52N & Enter
* Enter Part no or PR no [\_\_\_\_\_\_\_\_\_\_]
* PORG [BEPL]
* Delivery Date [\_\_\_\_\_]
* Save [\_\_\_\_]
* Release PR- ME54N
* Select line item -> Release & Save
* In herder Line item 20 added to MOQ

**Creation for Production Order**

* SAP Transaction code ->CO40 & Enter
* First Can Check Planned order No[\_\_\_\_\_]
* Planned order qty [\_\_\_\_]
* MD04 -> Material [\_\_\_\_\_\_\_\_\_\_\_]
* Enter Plan order no & qty [\_\_\_\_\_\_\_]
* Purchase Order creation -> CO40
* Planned order -> [\_\_\_\_]
* Order type -> [MD08] always & Enter
* Put target qty [\_\_\_]
* Click generate [\_\_\_]
* Save
* Note order no [\_\_\_\_]

**Release Production Order**

* SAP Transaction code ->CO02 & Enter
* Put order No[\_\_\_\_]
* Release [ ]
* Click Release order
* Save
* Print production order -> CO04
* Order Type [\_\_\_]
* Order No [\_\_\_\_]
* Execute
* Select line item print
* In system select own spool request
* Select [ ]
* Print

**Creating Material Gate Pass**

* SAP Transaction code ->Zigp001 & Enter
* Create [\_\_\_\_]
* Order No [ 11742030/11742060 ]
* From [ 11742030/11742060 ]
* To Place [\_\_\_\_] for example: Visitor Company Name
* Sub Category [\_\_\_] for example : Roadways/Railways/By person/By courier
* Carried By [\_\_\_] for example : By person / By Courier
* Created by [\_\_\_\_] For example : 213151
* Approved By [\_\_\_\_] For example : 207890
* Taken By [\_\_\_] for example :O-Outsider, B-BEL official
* Out Sider [\_\_\_] for example : Name and mobile no
* Designation and Company Name
* Bangalore
* Purpose [\_\_\_] for example : Repair or Replacemnt/Others
* Remarks [\_\_\_] enter at least 25 characters
* Exepected Return Date [\_\_\_]
* Material No/Part No [\_\_\_]
* Material Description [\_\_\_] for example if any material no is existing no need to write material description automatically display
* UOM [\_\_\_]
* MGP Qty [\_\_\_]
* Rate [\_\_\_]
* RM Ind [\_\_\_] for example (N)
* Then Save
* MGP Request No will be display
* Login ESS & Put staff No & Password
* Services for executives
* Approvals
* Material Gate Pass
* Transaction Type [\_\_\_] for example : Authorisation/Cancellation/extended upto 90 days
* Enter Pass No [\_\_\_] for example: 11000-----
* Execute [\_\_\_]
* Plz declare [\_\_\_]
* Submit [\_\_\_] MGP is approved
* If extension is there plz login to ESS and NEW extension date [\_\_\_] Date should be below 90 days from expected return date.

**Creation of Local Conveyance**

* SAP Transaction code ->ZTADA & Enter
* Local Conveyance Claim
* Staff No [\_\_\_\_] for example : 213152
* Approver staff no [\_\_\_\_\_\_\_\_\_\_\_] for example : 207890
* Internal Phone No [\_\_\_\_\_\_\_]

Travel Details

* Travel Date [\_\_\_\_]
* From Place [\_\_\_\_]
* To place [\_\_\_]
* Type [\_\_\_] for example : own car/own bike/Auto
* Distance [\_\_\_]
* Purpose [\_\_\_]
* Save Claim no will be display
* Go to display enter Year and Claim No then enter all details will be shown
* Release
* Login ESS & Put staff No & Password
* Services for executives
* Travel
* Approve Movement Orders
* Local Conveyance approval [\_\_\_]
* Execute [\_\_\_]
* As Approver Authority [\_\_\_]
* Execute
* Click Pending
* Approve

**Creation of Medical Claims**

* Login ESS & Put staff No & Password
* Employee Self-Services
* Benefits and Payments
* Medical Reimbursement
* Internal No [\_\_\_]
* Patient Name [\_\_\_]
* Bill Details [\_\_\_]
* Treatment Type [\_\_\_] for example ZMP means BEL Hospital just check whether bills from BEL or Outside Hospital then enter treatment type.
* Referred Date [\_\_\_]
* ZMP Name [\_\_\_] for example just check whether BEL Hospital or NON Panel Hospital/Panel Hospital
* Illness Type [\_\_\_]See the referral memo and enter the details
* Bill No [\_\_\_]
* Bill Bate [\_\_\_]
* Amount Claimed [\_\_\_]
* Nature of Expenses [\_\_\_]
* Back
* Save [\_\_\_] Once you saved it will be automatically released
* Send to HR [\_\_\_]

Take all the original bills sign from the given person and send it to HR

**Creation of Leave Request**

* Login ESS & Put staff No & Password
* Employee Self-Services
* Working Time
* Leave Request
* Type of Leave [\_\_\_] Only Sick Full/Half Pay Optional Holiday to be applied
* Date [\_\_\_]
* Duration [\_\_\_] is 8 hours
* Note for Approver [\_\_\_]
* Review [\_\_\_]
* Send [\_\_\_]

**TO Approve Leave Request**

* Login ESS & Put staff No & Password
* Employee Self-Services
* Universal Work list
* Task
* Click Leave request of Personal
* Approve
* Review
* Approve Request

**Movement Order Creation**

Username:bg……… Password:………

* SAP Transaction code ->ZTADA & Enter
* Create [\_\_\_\_]
* Staff No [\_\_\_\_]
* Internal No [\_\_\_\_]
* Internal No [\_\_\_\_]
* External No [\_\_\_\_]
* Purpose [\_\_\_\_]
* Purpose Details [\_\_\_\_]
* Recommended Authority [\_\_\_]
* Approving Authority [\_\_\_]
* Expenditure Chargeable [\_\_\_\_]
* Tour Programme [\_\_\_\_] One way Details (Departure)
* Add Travel [\_\_\_] for example :Whether one way or Round trip see the request and add
* Departure Date and AM Or PM [\_\_\_]
* Travel Mode [\_\_\_] for example Airways means enter flight duration and journey hours
* State
* City [\_\_\_]
* Tour Programme [\_\_\_\_] One way Details (Arrival)
* Arrival Date and AM Or PM [\_\_\_]
* State [\_\_\_]
* City [\_\_\_]
* Add Travel [\_\_\_]
* Add Stay [\_\_\_]
* Stay Duration
* Stay From [\_\_\_] date and (Time it means AM or PM)
* Stay Up to [\_\_\_] date and (Time it means AM or PM)
* State
* City
* Add Stay

**TA/DA Advance**

Do you want to Create MO Adv (Yes/No) whether it is Yes

Journey Fare By train Or Road or Air

Distance One Way (KM)

Fare per Journey

Accommodation Type (Guest House is 200rs Per Day/Hotel/Own Arrangement) If Own Arrangement enter the address which you are staying

* Save
* Go to Display
* Enter the MO No and send for Approval
* Login ESS & Put staff No & Password
* Services for executives
* Travel
* Approve Movement Orders
* MO Recommended Authority [\_\_\_]
* MO Approving Authority [\_\_\_]
* Execute [\_\_\_]
* Click Pending [\_\_\_]
* Approve MO
* Go to SAP display the MO No and print
* Take Print and Signature with respected person

**Create Travel Expenditure Claim**

Username:bg……… Password:………

* SAP Transaction code ->ZTADA & Enter
* MO No [\_\_\_\_]
* Alternate Approver [\_\_\_\_]
* Journey Details [\_\_\_\_]whether Road/Train only
* Daily Allowance [\_\_\_\_]
* Hotel Charges [\_\_\_\_]
* Guest House Charges [\_\_\_\_]
* Conveyance Details [\_\_\_\_]
* Save [\_\_\_]
* Login ESS & Put staff No & Password
* Services for executives
* Travel
* Approve Movement Orders
* TA/DA Claim Approval [\_\_\_]
* Execute [\_\_\_]
* Click Pending [\_\_\_]
* Approve TA/DA Claim
* Go to SAP display the MO No and print
* Take Print with respected person Signature

**SAP Transaction Code**

* **In Production Area**
* **MM01 🡪** Plant Extension
* **MM02 🡪** Change Material Description **/** Shelf Extension
* **MM03 🡪** Material Master View
* **VL31N 🡪** Inbound Creation
* **MIGO 🡪** GR Creation Etc
* **ZQM002 🡪** For Print to GR
* **CJ20N 🡪** Add Material In WBS Element
* **MD03 🡪** Plan Order Creation
* **ZMM004 🡪** Plan Order to PR
* **ME54N 🡪** For Releasing PR
* **ML81N 🡪** Service Entry Sheet
* **ML83 🡪** For Print Service Entry Sheet
* **ME53N 🡪** For Check the WBS Element OR Display Purchase Rqst
* **ME51N 🡪** For PR Creation
* **CV04N 🡪** For Checking the Drawings
* **ZIMM074 🡪** ToCheck DEM Details
* **ZIMM007 🡪** To Check DEM Vendor
* **QA32 🡪**  Usage Decision (UD)
* **QP01 🡪**  For Releasing UD
* **XK03 /ME25/ ME2L 🡪** To Check Vendor Details
* **ZSTD 🡪** To Create All Codes
* **MMBE 🡪**  Store Request
* **Zmm041🡪**RFQ
* **Me22n🡪** Purchase Order Change
* **Me23n🡪** Display Purchase Order
* **Me29n🡪** Release Purchase Order
* **M181n🡪** Service Entry Sheet or Approve Service Entry Sheet
* **CO11N 🡪** Labour Hour Booking
* **Co02🡪** To check Labour Hour booking is Confirmed

* **In Office Area**
* **ZTADA 🡪** Create MO & TADA Claim, LC, & Check All Claim Status ETC…
* **ZIGP001 🡪** Create MGP & Display MGP, Modify MGP, Delete MGP
* **ZIGP002 🡪** This Code Use Only MGP Approval Link
* **ZIGP005 🡪**  For Print MGP
* **ZIGP005 Duplicate 🡪**  Print For OLD MGP
* **ZIGP006 🡪** Draft MGP Print Out
* **ZIFI096U 🡪** To Check TADA Claim
* **ZIGP008 🡪** Report For MGP & Take MGP Pending List
* **ZIGP010 🡪** Material Movement Register – (MGP)

**Booking Accommodation**

* Login ESS & Put staff No & Password
* Services for executives
* Booking of BEL Transit Accommodation
* Transit House Booking
* Create [\_\_\_]
* Visiting Location [\_\_\_] for example New Delhi and Mumbai just click BEL-Corporate
* Booking Type [\_\_\_] for example Self/Guest/Dependant
* Booking From [\_\_\_] date and AM or PM
* Booking Up to [\_\_\_] date and AM or PM
* Purpose [\_\_\_]
* Mobile No [\_\_\_]
* Personal/Official [\_\_\_]
* Transit Preference [\_\_\_]
* Movement Order [\_\_\_] for example any person is staying in Official they should enter the MO No
* Guest Info [\_\_\_] for example any official is booking accommodation for personal /Guest they should enter the Guest details
* Check in time [\_\_\_]
* Check out Time [\_\_\_]
* Approving Authority Staff No [\_\_\_]
* Save

Again go to Approving Authority ESS Login

Services for Executives

Booking of BEL Transit Accommodation

Pending Approvals

Approve.

**Labour Hour Booking**

Username:bg……… Password:………

* SAP Transaction code ->Co11n & Enter
* Order No [\_\_\_\_] for example 8 no (10-------)
* Operation [\_\_\_\_]10/20
* Yield [\_\_\_\_]1
* Actual Hours [\_\_\_\_] for example 100
* Unit [HR]
* Start Execution time [\_\_\_\_] for example 24.11.2021
* Finished Execution Time [\_\_\_\_] today’s date bcoz we r booking today
* Personal [\_\_\_\_]
* Person Staff No [\_\_\_\_]
* Save [\_\_\_]
* Confirmation No is confirmed