

**ERP - PROJECT**

**SUGMAYA**

**END USER DOCUMENT**

**FOR**

**PLANT MAINTENANCE**

**SHUTDOWN MAINTENANCE**

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## **1 DOCUMENT CONTROL**

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

### **1.1 DOCUMENT HISTORY**

Version	Date	Author	VERSION DETAILS
V0	19-02-2018	Nimish Agrawal	First ISSUE

### **1.2 DISTRIBUTION**

Date	Name	Purpose
	Mandeep Singh	For Information
	Brijesh Yadav	For Information

## **2 PROCESS OVERVIEW: SHUTDOWN MAINTENANCE**

The Shutdown maintenance process shall consist of the following major activities:

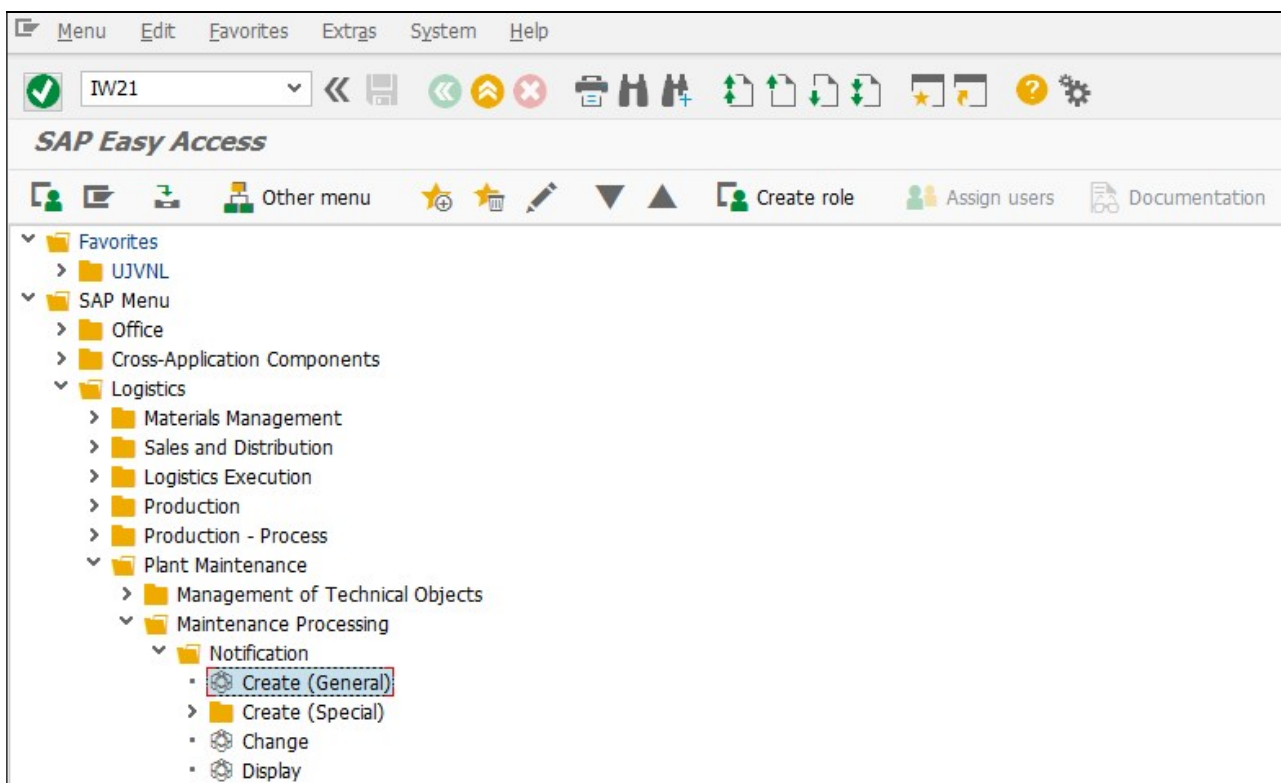
1. Raising of Shutdown Maintenance notification to notify the responsible Maintenance department/ main work centre.
2. Notification release (Put in process) by maintenance dep't.
3. Creation of Shutdown Maintenance order by maint. dep't if material or external service (contractual job) is needed to carry out the maintenance.
  - Planning of operations (activities)
  - Planning of materials required
  - Planning of manpower required
  - Planning of external service quantity required
4. Release of order by authorized person in maintenance dep't
5. Issue of materials from store by MM dep't
6. Execution of work at site by internal manpower and/or external agency.
7. Time confirmation of order operations (internal) by maint. dep't
8. Entry of findings (defect, cause, tasks etc.) in the General notification by maint. dep't
9. Completion of tasks in notification and Notification completion (NOCO)
10. Creation of service entry sheet for the external operations (done by external agency) by maint. dep't
11. Entry of consumed quantity of external services in the service entry sheet and acceptance/approval of service entry sheet.
12. Technical Completion (TECO) of order.
13. Month-end settlement of Maint. order by F&A dep't.
14. Business completion by maint. dep't

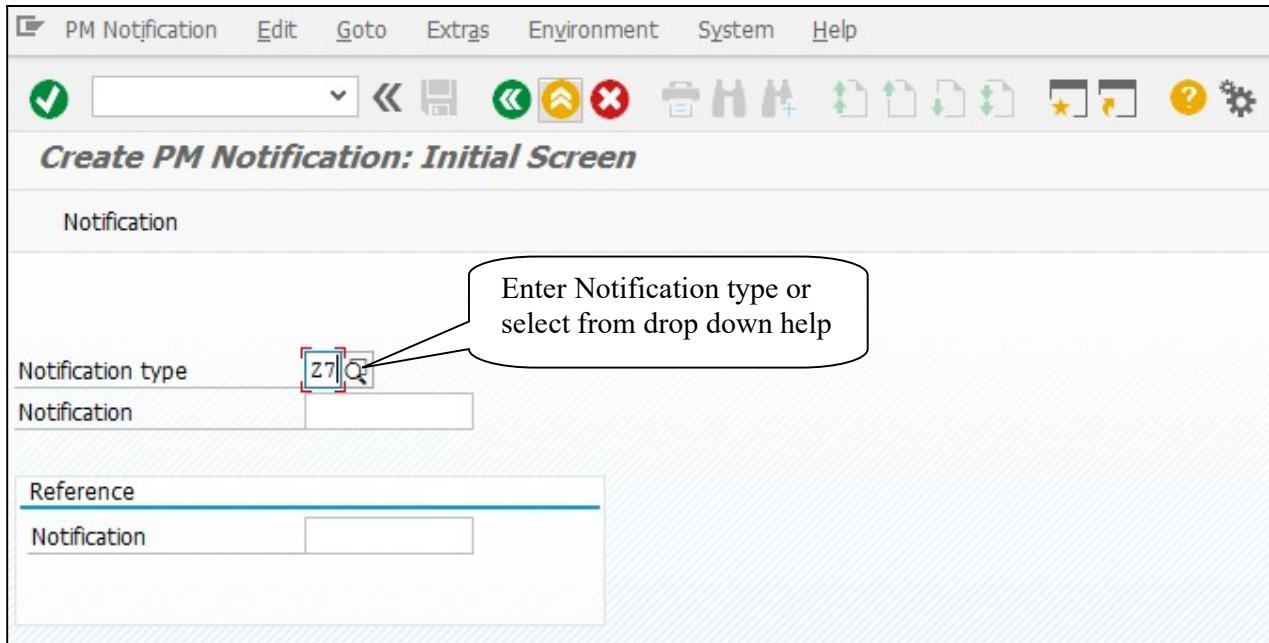
### 3 CREATE SHUTDOWN MAINTENANCE NOTIFICATION

When operation or any other department will notice an abnormality or any job requirement falling under shutdown maintenance category, then it will raise a notification of type Z7: Shutdown Maintenance request.

It will enter a brief description of Work to be done, Reference object (Functional Location / Equipment) related with that general work, optionally the detail description in subject long text and task required to be done.


<b>Menu Path</b>	SAP Menu → Logistics → Plant Maintenance → Maintenance Processing → Notification → Create (General)
<b>Transaction Code</b>	IW21





On running IW21, we get the initial screen as shown below:

Step No	Field Name	Description	User Action and Values
1	Notification Type	Select type of Notification as per requirement	Notification type Z7 is for Shutdown Maintenance Request. Select from dropdown list (F4 help for the field).

Press "Enter" key or select "Enter" icon . Create PM Notification: General Maintenance screen will open.

Maintenance notification
Edit
Goto
Extras
Environment

☐

Create PM Notification: Shutdown Notif.

Notification

Notific. Status

Order

Notification Header
Reference Object
Location data
Items
Tasks
Activities

Reference object

Functional loc.

Equipment

Assembly

AIR CONDITIONING SYSTEM  
COMPRESSOR-1 OF AIR CONDITIONER -1

Subject

Coding

Description

Subject Long Text

Responsibilities

Planner group
 /

Main WorkCtr
 /

Reported by

OPH & ELE Maint  
MECHANICAL MAINTENANCE-1

Notif.date

Start/End Dates

Required Start

Required End

Priority

Click to save

Enter concise description of notification

Enter Functional location/Equipment or choose from the drop down

Enter the long text if required

Enter the priority if required

V0

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Shutdown Maintenance

For Internal Circulation Only

Step No	Field Name	Description	User Action and Values
1	Notification (short text)	Notification short text (or title of the PM notification)	Enter a short text. Long text is available, if needed.
2	FunctLocation	Functional Location number for which the notification refers	Enter a functional location number, if known or select from F4 help. Can be determined from the equipment
3	Equipment	Equipment number for which the notification refers (reference object)	Enter an equipment number, if known or select from F4 help.
4	Description (Long text)	Long text description	Enter a long text for detail explanation of Work or entering comments. It is also used for entering comments at any stage of notification processing by different persons. The person name and time is logged with each comment.
5	Planner Group	Group responsible for planning tasks	Enter department and maintenance plant. Will be automatically determined from the reference object.
6	Main WorkCtr	Work center responsible for the completion of the maintenance tasks	Enter a work center and maintenance plant. Will be automatically determined from the reference object.
7	Reported By	Person who reported request/problem	NA
8	Notif.Date	Date and time the request/problem was noted	Defaults to current date and time.

Items (damage and cause) are optional entries in Shutdown Maintenance Notification.

Save the Notification.



PM Notification
Edit
Goto
Extras
Environment
System
Help

☒

**Create PM Notification: Initial Screen**

Notification

Notification type


Notification

Reference

Notification

System will save this notification with generating an internal number

☒ Notification 700000020 saved



#### **4 RECEIPT OF GENERAL MAINTENANCE NOTIFICATION BY MAINTENANCE**

Further Processing & execution of notification & order can be processed in the same way as explained in Breakdown Maintenance Process User Manual.

## 5 GLOSSARY

Company code	SAP term for legal entity for which a complete self-contained set of accounts can be drawn up for external statutory reporting
Plant	In Logistics, a plant is an organizational unit for dividing an enterprise according to production, procurement, maintenance, and materials planning. A place where materials are produced, or goods and services are provided.
Maintenance Plant	Maintenance plant is a plant in which the technical objects of the company are installed and where maintenance is done.
Maint. Planning Plant	A plant in which maintenance tasks are planned and prepared. The planning responsibility for a maintenance plant is defined using a planning plant. Maintenance plant are assigned to planning plants. Planning is performed for the Maintenance plants in the planning plants.
Plant Section	Plant section is subdivision of Maintenance Plant into different process / functional areas.
Planner Group	Planner Group is a group of persons responsible for maintenance planning in a Planning plant.
Functional Location	The business object functional location is an organizational unit within Logistics, that structures the maintenance objects of a company according to functional, process-related or spatial criteria. A functional location represents the place at which a maintenance task is to be performed.
Equipment	An equipment is known as an individual object in the system that is maintained independently. Equipment can be installed at different functional locations. You can create an individual equipment in an organization based on the object-based structure of a technical system.
Work Center	An organizational unit that defines where and when an operation must be performed. The work center has an available capacity. The activities performed at or by the work center are evaluated by charge rates, which are determined by cost centers and activity types. Work centers can be: - Machines - People - Production lines
Task List	It's the set of operations to be performed for the maintenance of a technical object
Object Type	You can assign each piece of equipment and each functional location to a technical object type. This allows pieces of equipment that have the same use, for example, to be combined into groups. You can use this grouping for evaluating your master data or maintenance data.
Catalog Profile	Catalog profile will group distinct characteristics of the notification which will cater the needs of management to analyze the company assets & to ascertain the decisions accordingly. Catalog profiles have sub class of code groups which will group the codes as per their feature.

## 6 APPENDIX

### 6.1 T - CODES FOR REOPRTS

T-Code	Description
IW38	PM Order List Change
IW39	PM Order List Display
IW47	Display PM Order Confirmation using Operation List
IW28	PM Notification List Change
IW29	PM Notification List Display
MM60	Materials List
MMBE	Display Material Stock Overview

## 6.2 T - CODES FOR PM

T-Code	Description
IW21	Create PM Notification
IW22	Change PM Notification
IW23	Display PM Notification
IW31	Create PM Order
IW32	Change PM Order
IW33	Display PM Order
IW34	Create Notification Order
IW41	PM Order Confirmation
IW42	Overall Completion Confirmation
IW43	Display PM Order Confirmation
IW45	Cancel PM Order Confirmation