



MET E2E MATERIAL MANAGEMENT SVOL

Handbook - Vendor

Updated March 2023

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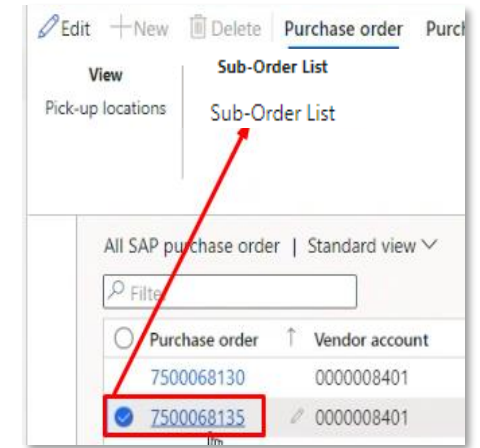
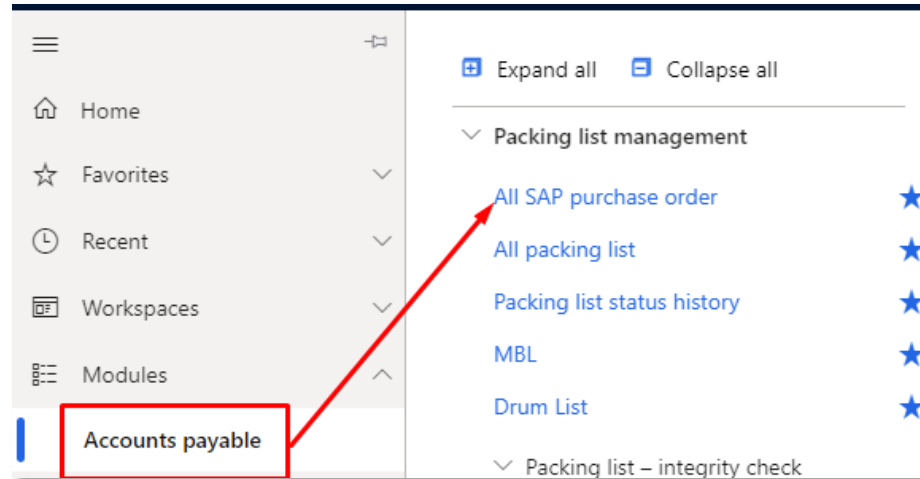
1. Access SVOL Header
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1. ACCESS SVOL HEADER

ACCESS SVOL HEADER FROM PURCHASE ORDER

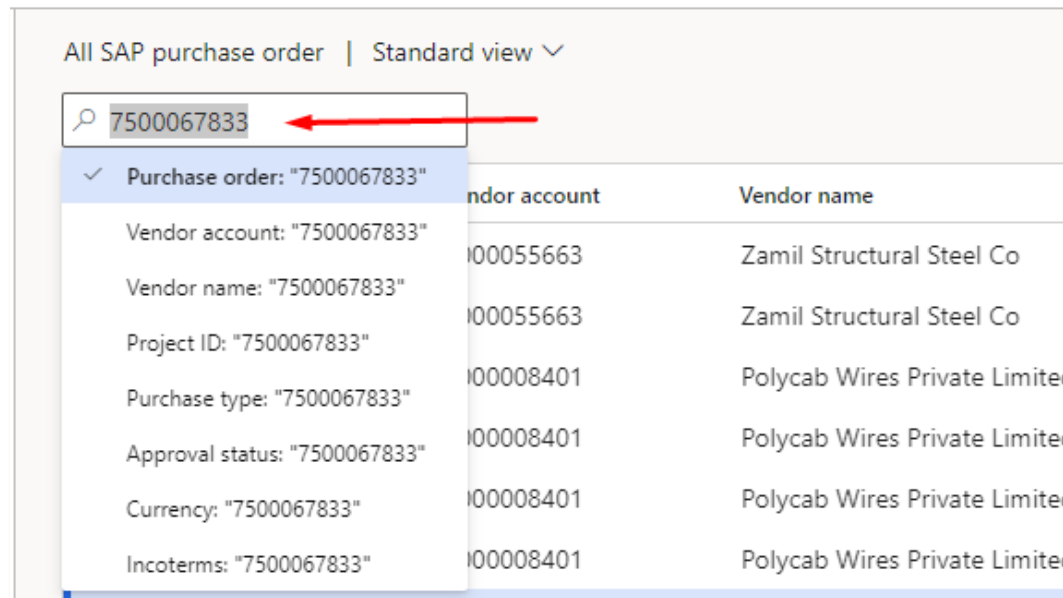
1. ACCESS THE SVOL Functionality

From the Main Menu select “Account Payable” and then All SAP Purchase order



2. Purchase Order selection

- i. Access to the filter to type in the target PO
- ii. Select the Purchase order
- iii. Click on “Sub-Order list” on top of the page

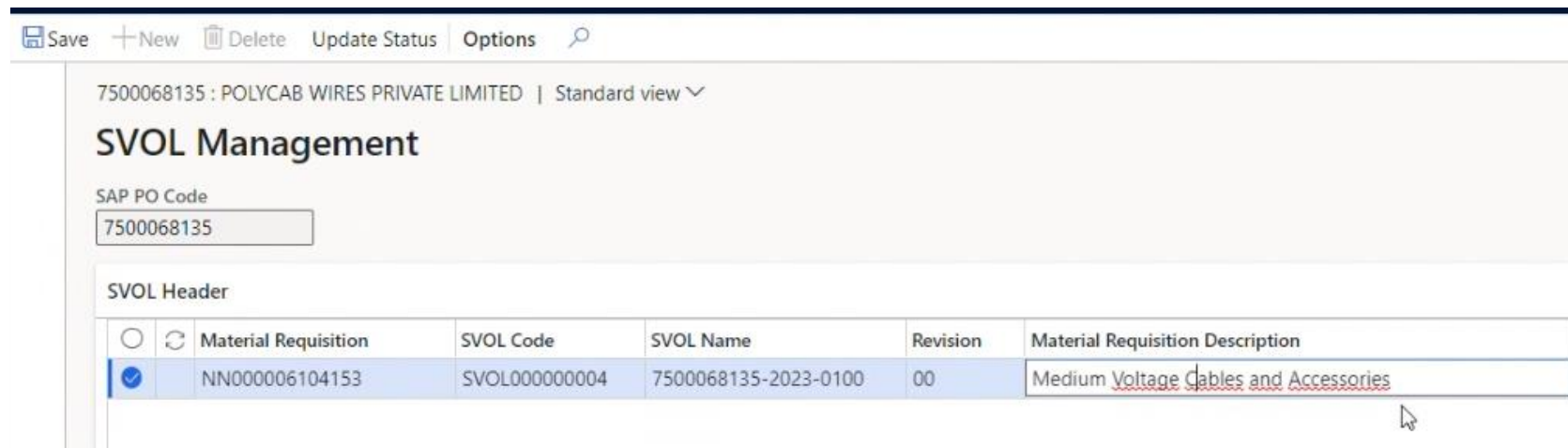


ACCESS SVOL HEADER FROM PURCHASE ORDER

3. EDIT SVOL Header values

Check the values already present into the SVOL Header

- i. Click on EDIT on the right top corner of the page
- ii. “Material Requisition Description”: check the value already present and if necessary change it.
- iii. SAVE



7500068135 : POLYCAB WIRES PRIVATE LIMITED | Standard view

SVOL Management

SAP PO Code
7500068135

SVOL Header

	Material Requisition	SVOL Code	SVOL Name	Revision	Material Requisition Description
<input checked="" type="checkbox"/>	NN000006104153	SVOL000000004	7500068135-2023-0100	00	Medium Voltage Cables and Accessories

2. ADD/REMOVE SVOL LINES

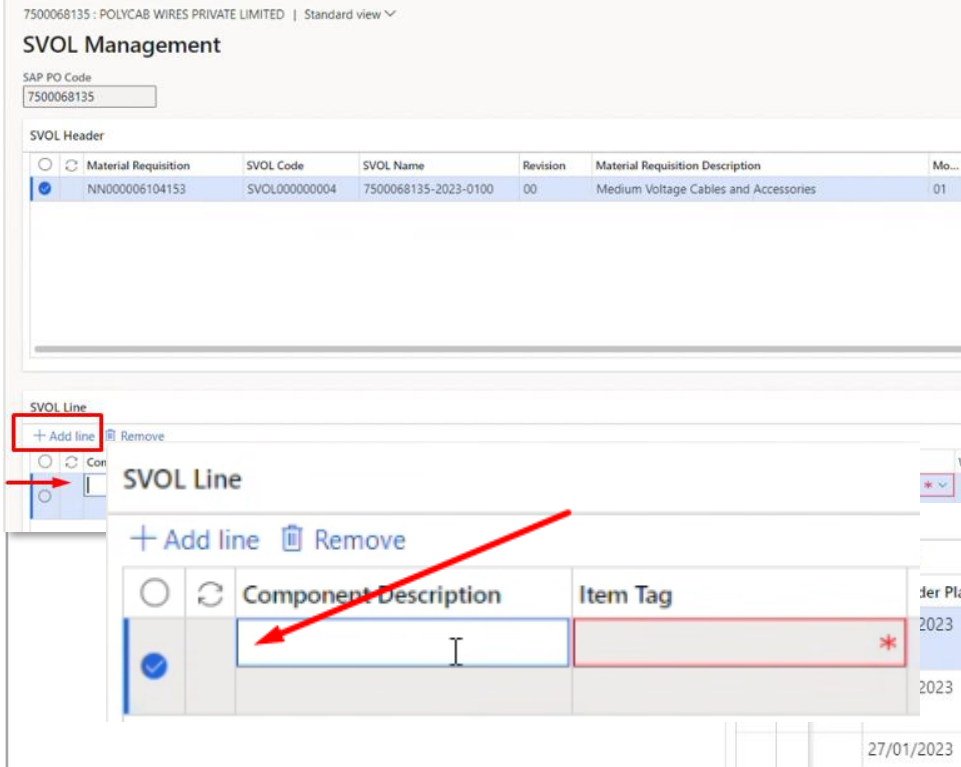
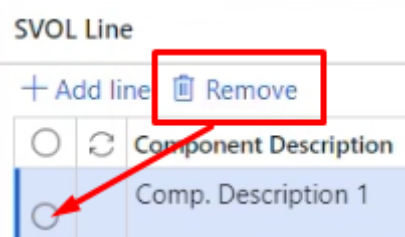
MANAGE SVOL LINES: ADD/REMOVE

1. ADD LINES MANUALLY

- i. Click on "Add Lines"
- ii. Complete the mandatory fields marked with red asterisks
- iii. SAVE
- iv. The system will take some seconds to update all the values

2. REMOVE LINES

- i. Select the lines to remove
- ii. Click on "Remove" and SAVE



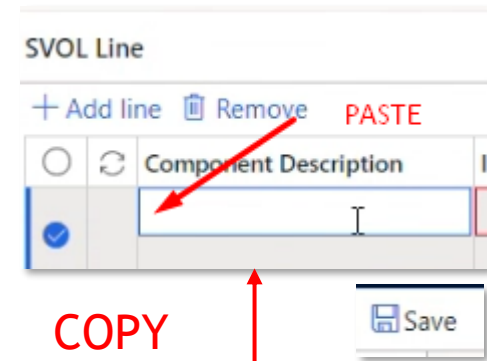
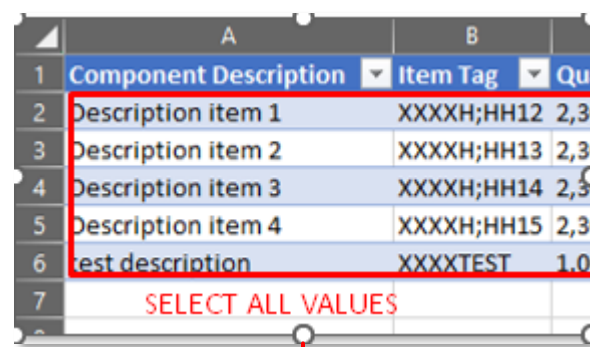
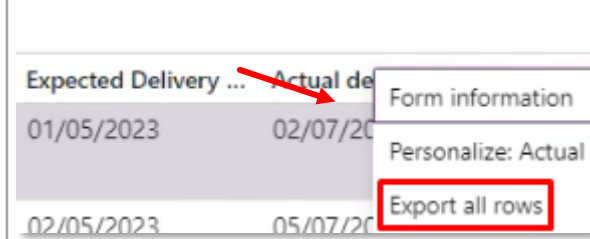
The System will block the issuing of the SVOL if the sum of the "Weight Factor" of all the lines is not 100%

LINES REMOVAL
 Allowed on 1st competence period in 00.DRAFT & 05.REWORK
 Allowed on other competence period in 05.REWORK
 NOT ALLOWED on other competence period & in status DRAFT (allowed by INSPEX only)

3. ADD LINES USING EXCEL

1. Export all the lines created
2. Insert/edit the values
3. COPY all the table excluded headers.
4. PASTE on the screen starting from the first cell on the left and SAVE

Right click on the Column header and select «Export all rows»



3. FIRST SVOL ISSUING

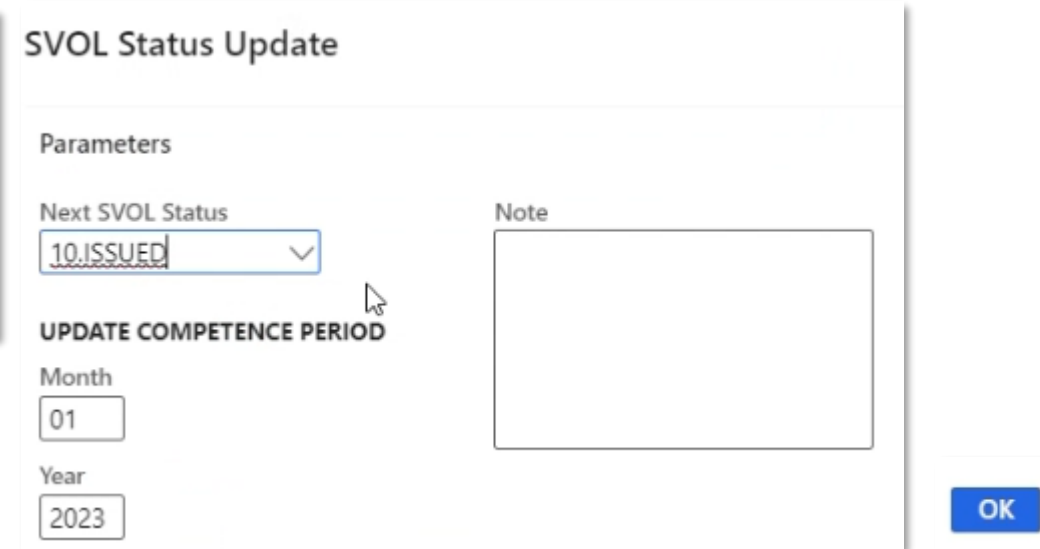
FIRST SVOL ISSUING

1. UPDATE STATUS

- i. Click on "Update Status" on the top
- ii. Update competence period and select OK

NOTE: In the SVOL Header the SVOL issue date will be automatically populated and is ready for Expediter check.

SVOL Issue Date
03/02/2023 10:00:03



2. EXPORT THE SVOL

From Header and SVOL Lines:

- i. Right click on the Column header and select «Export all rows
- ii. Select Download
- iii. Retrieve file from your PCs Downloads

SVOL Management

SAP PO Code: 7500068135

SVOL Header						
	Material Requisition	SVOL Code	SVOL Name	Revision	Material Requisition Description	SVOL Status
	NN000006104153	SVOL000000004	7500068135-2023-0100	00	Medium Voltage Cables and Accessories	20.ACCEPTED

SVOL Line								
	Component Description	Item Tag	Quantity	UoM	Involved PO Position	Component type	Weight fac...	In Stock
	Comp. Description 1	XXXX04HH12	1,000.00	KG	1:3,6:14	Raw		80.00
	Comp. Description 2	XXXX04HH13	2,000.00	KG	1:3:7	Accessories		30.00

Expected Delivery ...	Actual de
01/05/2023	02/07/2023
02/05/2023	05/07/2023

Form information
Personalize: Actual
Export all rows

My view ▾
Export to Excel

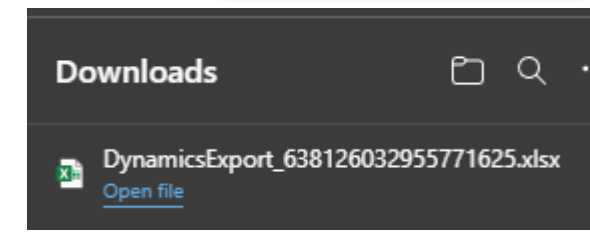
Download

SAVE TO

OneDrive for Business

SharePoint

PLANNED DATES
After 1st ISSUING the Planned dates can not be edited



4. SVOL ACCEPTED/REWORK/ NEW COMPETENCE PERIOD

SVOL ACCEPTED / TO REWORK / NEW PERIOD

1. CHECK SVOL ACCEPTED

The SVOL in status 20.ACCEPTED can't be modified.

SVOL Management

SAP PO Code
7500068135

SVOL Header

<input type="radio"/>	<input type="radio"/>	Material Requisition	SVOL Code	SVOL Name	Revision	Material Requisition Description	Mo...	Yea...	SVOL Status
<input type="radio"/>	<input type="radio"/>	NN000006104153	SVOL000000004	7500068135-2023-0100	00	Medium Voltage Cables and Accessories	01	20...	20.ACCEPTED

2. CHECK SVOL TO REWORK

The SVOL in status 05.REWORK allows to manage the Lines:

- Edit values
- Add lines
- Remove lines

SVOL Header

<input type="radio"/>	Material Requisition	SVOL Code	SVOL Name	Revision	Material Requisition Description	Mont...	Year ...	SVOL Status
<input type="radio"/>	NN000006104153	SVOL000000011	7500068135-2023-0300	00	Medium Voltage Cables and Acc...	03	2023	05.REWORK
<input type="radio"/>	NN000006104153	SVOL000000010	7500068135-2023-0200	00	Medium Voltage Cables and Acc...	02	2023	20.ACCEPTED

SVOL Line

<input type="radio"/>	Component Description	Item Tag	Quantity	UoM	Involved PO Position	Component type
<input type="radio"/>	Comp. Description 1	XXXXH:HH12	1,000.00	KG	1:3;6:14	Raw

3. NEW COMPETENCE PERIOD DRAFT

The new period SVOL is visible when Expediting accept the SVOL triggering 20.ACCEPTED status.

A new period SVOL is created with status 00.DRAFT for Vendor data update.

See instructions: section 2

The SVOL in status 00.DRAFT allows to edit the lines and the header starting from the content of the previous competence.

SAP PO Code
7500068135

SVOL Header

<input type="radio"/>	<input type="radio"/>	Material Requisition	SVOL Code	SVOL Name	Revision	Material Requisition Description	Mo...	Yea...	SVOL Status
<input type="radio"/>	<input type="radio"/>	NN000006104153	SVOL000000005	7500068135-2023-0200	00	Medium Voltage Cables and Accessories	02	20...	00.DRAFT
<input checked="" type="radio"/>	<input type="radio"/>	NN000006104153	SVOL000000004	7500068135-2023-0100	00	Medium Voltage Cables and Accessories	01	20...	20.ACCEPTED

5. APPENDIX 1: DATA TABLES

SVOL HEADER DATA

#	Field	Input	Notes
1	Material Requisition	Automatic by System	Inherited by PO
2	SVOL Code	Automatic by System	Assigned by default from the System
3	SVOL Name	Automatic by System	Purchase Order-Year-Month-Revision
4	Revision	Automatic by System	Can be updated by Inspex in status 30.CORRECTION
5	Material Requisition Description	Automatic by System	Editable by Vendor
6	Month of validity of the SVOL	Automatic by System	First input triggered by SVOL Creation by Inspex; sequential competences editable by Vendor at change status in 10.ISSUED
7	Year of validity of the SVOL	Automatic by System	
8	SVOL Status	Automatic by System	Trigger by updating the status both by Vendor and Inspex
9	SVOL Issue Date	Automatic by System	Trigger by the update status in 10.ISSUED
10	SVOL Lines Last Modification Date	Automatic by System	Trigger by the last data edit and saving
11	SVOL Modified by	Automatic by System	Trigger by data update
12	SVOL Validate by	Automatic by System	Trigger by the update status in 20.ACCEPTED
13	Sub-Order Issue - Planned - %	Automatic by System	Calculated by the System based on Lines data
14	Sub-Order Issue - Actual - %	Automatic by System	
15	Material Availability - Planned - %	Automatic by System	
16	Material Availability - Actual - %	Automatic by System	
17	Manufacturing Weight - %	Automatic by System	

SVOL LINES DATA 1/2

#	Field	Mandatory	Notes
1	Component Description	Y	Text
2	Item Tag	Y	Input accepted:xxx23;yyy24
3	Quantity	Y	Manual
4	UoM	Y	Option list
5	Involved PO Position	Y	Input accepted: 1;2;3
6	Component type	Y	Option list
7	Weight factor (%)		Input accepted:1.2. At change status check if subtotal 100%
8	Main Suborder as per PO	Y	Y/N
9	In Stock		Flag
10	Sub-Order Planned Issue dates	Y	Calendar date. After first ISSUING, input no more editable
11	Sub-Order Forecast Issue dates	Y	Calendar date
12	Actual Issue dates		Calendar date
13	Bidders / Subvendor Name		Text
14	Sub-Order Number		Numbers
15	Suborder acceptance by Sub-vendor		Flag
16	Country		Option list with 3-ISO Chars Country code
17	Contractual delivery dates	Y	Calendar date
18	Expected Delivery dates	Y	Calendar date
19	Actual delivery dates		Calendar date
20	Incoterm	Y	Option list
21	Incoterm Location	Y	Text

SVOL LINES DATA 2/2

#	Field	Mandatory	Notes
22	Component Purpose	Y	Option list
23	Component Destination	Y	Text
24	Means of Transportation		Option list
25	Planned date		Calendar date. After first ISSUING input, no more editable.
26	Forecast date		Calendar date
27	Actual date		Calendar date
28	Material Ready		Input accepted: 5.00
29	QTY		Option list
30	Main Material as per PO	Y	Y/N
31	Pre-Inspection Meeting date		Calendar date
32	Manuf. start Planned		Calendar date. After first ISSUING input, no more editable.
33	Manuf. start Forecast		Calendar date
34	Manuf. start Actual		Calendar date
35	Manuf. Duration (Days)		Numbers
36	Manuf. Progress (%)		Input accepted: 5.00
37	Note		Text
38	CO2footprint		Text



**Maire
Tecnimont**