

Job Aids for Contractors

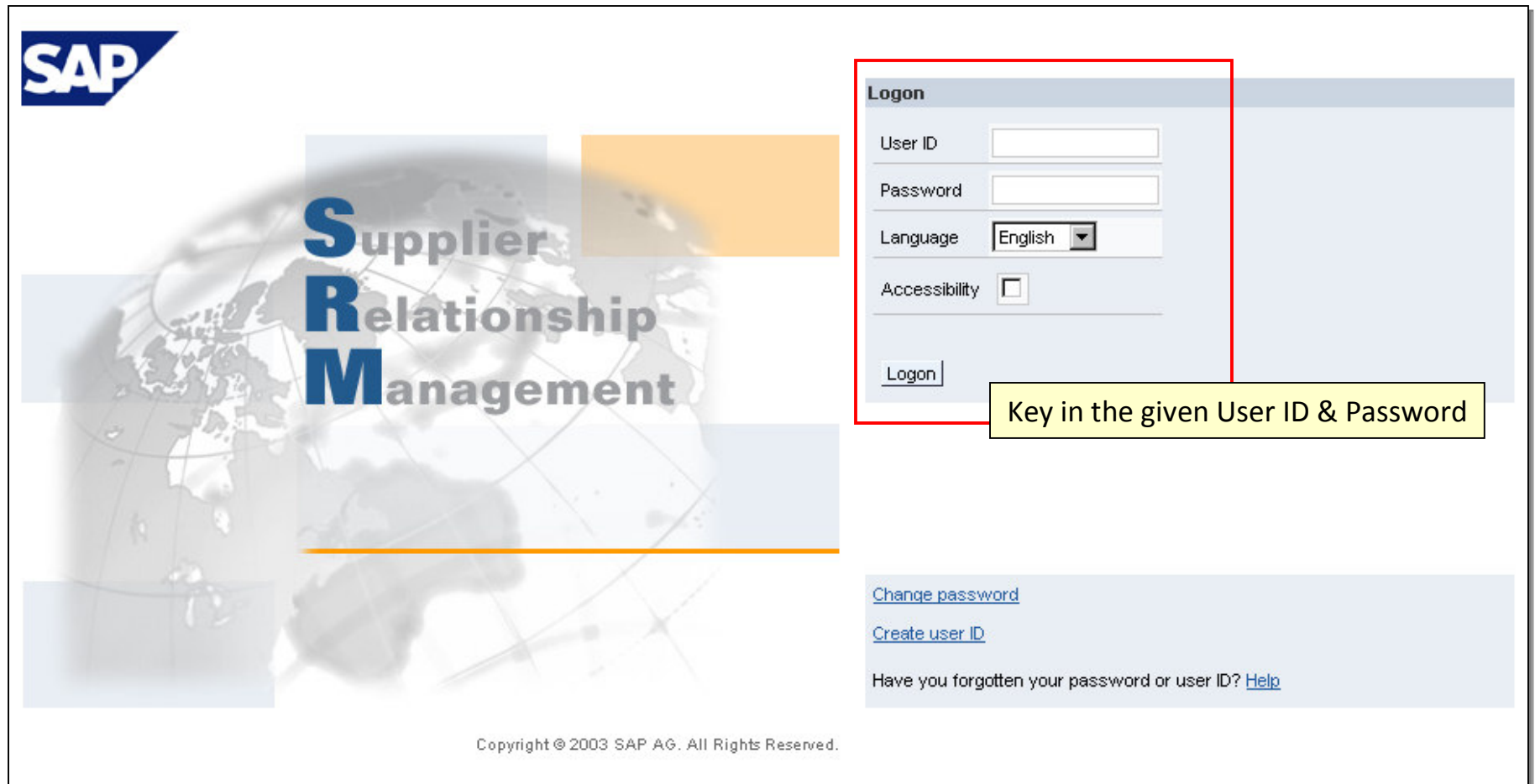
PROCESS FLOW



LOGIN SCREEN

Access TPA production website via

[https://www-epblueprint-ebp.shell.com/scripts/wgate/bbpstart/!](https://www-epblueprint-ebp.shell.com/scripts/wgate/bbpstart/)



SAP

Supplier
Relationship
Management

Logon

User ID

Password

Language ▼

Accessibility

Key in the given User ID & Password

[Change password](#)

[Create user ID](#)

Have you forgotten your password or user ID? [Help](#)

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CREATE GOOD RECEIPT/SERVICE ENTRY

The screenshot displays the mySAP SRM user interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Log off' links, and the SAP logo on the right. A left-hand navigation menu is visible, containing the following items:

- Service Entry - Vendor
 - Start Enterprise Buyer Inbox
 - GR/SE for Vendor
 - ABAP Editor

The main content area features a large, faded image of a shopping cart. Overlaid on this image are two informational boxes:

- Start Enterprise Buyer Inbox**: You can approve or reject shopping carts and read your e-mails relating to the procurement transaction.
- GR/SE for Vendor**: You can confirm delivered goods and enter performed services. This box is highlighted with a red border.

To the right of the main content area, the text 'mySAP Supplier Relationship Management' is displayed. A yellow callout box with a black border points to the 'GR/SE for Vendor' button and contains the text: 'Click on the GR/SE for Vendor to start'.

CREATE GOOD RECEIPT/SERVICE ENTRY

Confirm Goods / Services

Make a selection: **Confirm Goods Receipt/Services Performed**

Select on the Confirm Goods Receipt/Services Performed

To confirm ordered goods or services, first find a purchase order.

Search for Purchase Order

Purchase Order Number

Requester

Purchase Order Name



Timeframe

Last 7 Days

Start

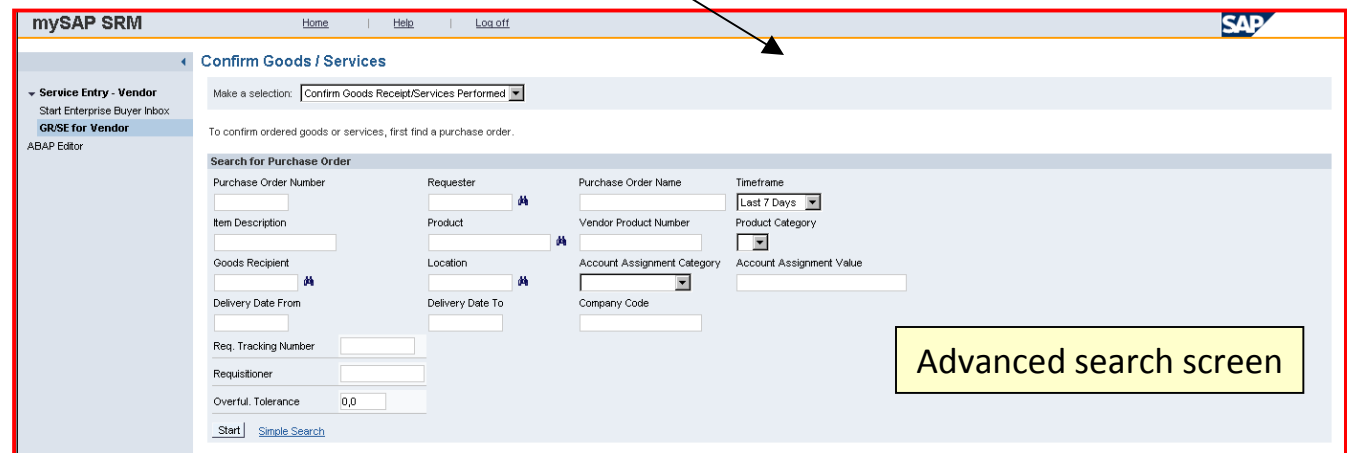
[Extended Search](#)

Click on the Extended Search for advanced search

To confirm receipt of goods/services, choose .
To enter times for services performed, choose .

There are two ways to create the GR/SE :

1. Select the Timeframe of the Purchase Order and click "Start" button or
2. Type the PO number, leave the Timeframe to blank and click "Start"



The screenshot shows the 'mySAP SRM' interface for 'Confirm Goods / Services'. The 'Make a selection' dropdown is set to 'Confirm Goods Receipt/Services Performed'. Below the instruction 'To confirm ordered goods or services, first find a purchase order.', there is a 'Search for Purchase Order' section with several input fields: Purchase Order Number, Requester, Purchase Order Name, and Timeframe (set to 'Last 7 Days'). Other fields include Item Description, Product, Vendor Product Number, Product Category, Goods Recipient, Location, Account Assignment Category, Account Assignment Value, Delivery Date From, Delivery Date To, Company Code, Req. Tracking Number, Requisitioner, and Overful. Tolerance (0,0). At the bottom, there are 'Start' and 'Simple Search' buttons. A yellow callout box labeled 'Advanced search screen' points to the 'Extended Search' link in the previous image.

TYPES OF PO

Two types of PO; namely Planned and Unplanned.
Main differences are shown below

Planned – Detailed PO items









4510202841/10 13-5/8" DRILLING ADAPTER SPOOL FLANGE				KLMSI2	
Item	Description	Ordered	Confirmed	Confirmatn Value	Calculated
10	SERVICES, MATERIALS & EQUIPMENT	10 each	0 each	0,00 MYR	


Planned – Shop with Limit

4510203458/10 TESTING TESTING				Lian-Huat Tan	
Item	Description	Ordered	Confirmed	Confirmatn Value	Calculated
	TESTING TESTING	Limit	0,000	0,00 MYR	-

CREATE CONFIRMATION

List of PO will be shown based on the search criteria

Search Result: 12 Purchase Orders					
	Number	Name	Created By	Created on	Action
▶	5600053032/1	Service Item	REGMY_CREATE	05.03.2009	 
▶	5600053032/2	Service Item	REGMY_CREATE	05.03.2009	 
▶	5600053030/1	Service Item	REGMY_CREATE	26.02.2009	 
▶	5600053030/2	Service Item	REGMY_CREATE	26.02.2009	 

Click on the  icon to create the confirmation

CREATE CONFIRMATION – PLANNED PO

Complete the Item Data screen

1

2

Key in meaningful Confirmation Name, Reference Document and actual performance completion date

Confirm Goods / Services

Confirm Hold Check Refresh Redo Evaluate Vendor [Back to Initial Screen](#)

In order to be able to find the confirmation later, give it a name

Confirmation Number 5000002332

Confirmation Name Purchase Order Number 4510139817

Delivery Date/Performance Date * Reference Document

Header data **Item Data**

1. Change the quantity if required (for example, for partial confirmations) and other details
2. Choose "Confirm" above

Item Overview

<input type="checkbox"/>	Item	Description	Product	Quantity *	Unit	Net Price	Assigned to	Purchase Order / Item	Product Category	Last Delivery
<input checked="" type="checkbox"/>	1	Nihon Spindle Cooling Tower (CTA 700UN)	60000009	<input type="text" value="120.1"/>	EA	MYR Per 1 EA	Order 21301441	4510139817 / 10	MECHANICAL ENG. & SV	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2	Mark-up 3%	60000009	<input type="text" value="3.61"/>	EA	MYR Per 1 EA	Order 21301441	4510139817 / 10	MECHANICAL ENG. & SV	<input type="checkbox"/>

Do not change these fields unless assigned

3

Fill in the actual quantity and check the item(s) to be included in the Service Entry

CREATE CONFIRMATION – PLANNED PO

Confirm Goods / Services Centrally

[Confirm](#) [Hold](#) [Check](#) [Refresh](#) [Redo](#) [Evaluate Vendor](#)

In order to be able to find the confirmation later, give it a name

Confirmation Number

Confirmation Name

Purchase Order Number

Delivery Date/Performance Date *

Reference Document

Complete the Basic Data section

[Header data](#) [Item Data](#) [Approval Preview](#)

[Basic Data](#) | [Partner](#) | [Documents](#) | [History](#) | [Status](#)

Goods Receipt Slip

Bill of Lading

Posting Date

Changed by

Changed on [Display Changes](#)

Service-Entry Reviewer 

Service-Entry Approver 

Must enter the correct Service Entry Reviewer and Service Entry Approver for every Confirmation

CREATE CONFIRMATION – PLANNED PO

Complete the Document section. This is optional.

The screenshot displays a software interface with the following components:

- Header:** Tabs for 'Header data', 'Item Data', and 'Approval Preview'. Below them are links for 'Basic Data', 'Partner', 'Documents', 'History', and 'Status'.
- Texts Section:**
 - Section title: 'Texts'
 - Label: 'Internal Note'
 - Text area: A scrollable box containing the text 'You can specify more information or text in this column.' A red bracket highlights this area.
 - Button: 'Copy Text' is highlighted with a red box.
- Attachments Section:**
 - Section title: 'Attachments'
 - Section title: 'Overview of Attachments'
 - Table:

Description	Internal	Action
TESTING TESTING TESTING TPA UPLOAD FUNCTION.doc	<input type="checkbox"/>	
 - Text: 'You can upload a document from your PC:'
 - Form fields: 'Description' and 'Path' (with a 'Browse...' button).
 - Button: 'Add'.

Two yellow callout boxes provide instructions:

- One box points to the 'Texts' section with the text: 'Key in the brief description work done or key notes and then click Copy Text to save the text'.
- Another box points to the 'Attachments' section with the text: 'Use the File Upload facility to include attachments. Click Browse button to choose the file before click Add button to upload.'

CREATE CONFIRMATION – PLANNED PO

Submit your completed Confirmation for Shell review and approval

Confirm Goods / Services


In order to be able to find the confirmation later, give it a name

Confirmation Number	5000002332		
Confirmation Name	Cooling Tower Repair	Purchase Order Number	4510139817
Delivery Date/Performance Date *	23.06.2005	Reference Document	XXXX/PC/JUN5/001

| | | |

Goods Receipt Slip	<input type="text"/>	
Bill of Lading	<input type="text"/>	
Posting Date	23.06.2005	
Changed by	CP123341	
Changed on	23.06.2005 08:02:31	<input type="button" value="Display Changes"/>
Service-Entry Reviewer	SALSPA	<input type="button" value="User"/>
Service-Entry Approver	<input type="text"/>	<input type="button" value="User"/>

Microsoft Internet Explorer

 Confirmation still contains errors; Check the confirmation

If there is error or inconsistencies, error or warning message(s) will be displayed and please rectify them

CREATE CONFIRMATION – PLANNED PO

Once a confirmation has been submitted, it will be reflected on the screen

Confirm Goods / Services Centrally

[Confirm](#) [Hold](#) [Check](#) [Refresh](#) [Redo](#) [Evaluate Vendor](#)

[Back to Initial Screen](#)

Your confirmation 5000022133 has been saved

Confirmation Number 5000022133

Confirmation Name Subsea Power Fault Invest. (Inv.3681)

Purchase Order Number 4510219128

Delivery Date/Performance Date 07.04.2006

Reference Document IRF# 72457

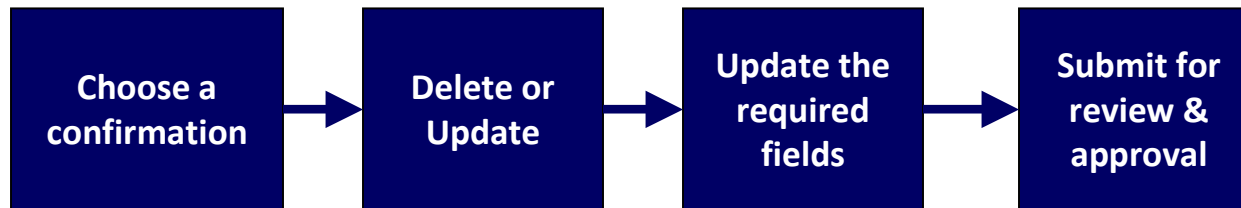
Click this link to return to the Create screens.

[Header data](#) [Item Data](#) [Approval Preview](#)

Item Overview

<input type="checkbox"/>	Item	Description	Product	Quantity *	Unit	Net Price	Assigned to	Purchase Order / Item	Product Category	Last Delivery	Actions
<input checked="" type="checkbox"/>	Limit			Σ 1	EA			4510219128 / 20			<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	CC-ADHOC-BASE-PROJ ENGR	31043596	1	EA	420,00 USD Per 1 EA	Order 21524440	4510219128 / 20	SPECIALIST LABOUR		<input type="checkbox"/>

CHANGING A CONFIRMATION



As long as the Confirmation has not been fully approved, it can be amended.

CHANGING A CONFIRMATION

Select a Confirmation

Display and Process Confirmations Centrally

Make a selection: Display/Process Confirmation **1** Choose Display/Process Confirmation

To display or edit confirmations, first find a confirmation.

Find Confirmation

Purchase Order Number Confirmation Number Status Timeframe


Awaiting Approval Last 7 Days **2** Select Status & Timeframe or search using the Extended Search option

Start [Extended Search](#)

3 After refining the search, click Start

To display

Search Result: 1 Confirmation

Number	Specific.	Name	Reference	Created By	Created on	Status	Action
5000022133		Subsea Power Fault Invest. (Inv.3681)	IRF# 72457	Dulce Cruz	07.04.2006	Awaiting Approval	 4 When the PO summary is shown, click the Display/Edit button

CHANGING A CONFIRMATION

Choose change or delete the confirmation; whichever is applicable

Display and Process Confirmations Centrally

Confirm Hold Check Refresh Redo **Change** Display **Delete** Return delivery Evaluate Vendor [Back to Initial Screen](#)

In order to process the confirmation, choose an active pushbutton.

Confirmation Number 5000022133
Confirmation Name Subsea Power Fault Invest. (Inv.3681) Purchase Order Num
Delivery Date/Performance Date 07.04.2006 Reference Document IRF# 72457

Header data **Item Data** Approval Preview

Item Overview

<input type="checkbox"/>	Item	Description	Product	Quantity *	Unit	Net Price	Assigned to	Purchase Order / Item	Product Category	Last Delivery	Actions
<input checked="" type="checkbox"/>	Limit			Σ 1	EA			4510219128 / 20			<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	CC-ADHOC-BASE-PROJ ENGR	31043596	1	EA	420,00 USD Per 1 EA	Order 21524440	4510219128 / 20	SPECIALIST LABOUR		<input type="checkbox"/>

Click Change button to turn the screen into edit mode or click Delete button to remove it permanently

CHANGING A CONFIRMATION

Proceed to edit when the screen turns into edit mode

Click Confirm to save changes to end the update

Click Delete button to remove the Confirmation

Display and Process Confirmations Centrally

[Confirm](#) [Hold](#) [Check](#) [Refresh](#) [Redo](#) [Change](#) [Display](#) [Delete](#) [Return delivery](#) [Evaluate Vendor](#) [Back to Initial Screen](#)

In order to be able to find the confirmation later, give it a name

Confirmation Number: 5000022133

Confirmation Name: Purchase Order Number: 4510219128

Delivery Date/Performance Date: Reference Document:

[Header data](#) [Item Data](#) [Approval Preview](#)

1. Change the quantity if required (for example, for partial confirmations) and other details
2. Choose "Confirm" above

Item Overview

<input type="checkbox"/>	Item	Description	Product	Quantity *	Unit	Net Price	Assigned to	Purchase Order / Item	Product Category	Last Delivery	Actions
<input checked="" type="checkbox"/>	Limit			Σ 1	EA			4510219128 / 20		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1	CC-ADHOC-BASE-PROJ ENGR	31043596	1	EA	420,00 USD Per 1 EA	Order <input type="text" value="21524440"/>	4510219128 / 20	SPECIALIST LABOUR	<input type="checkbox"/>	

[Add Item\(s\)](#)

Add Catalog Item: [Start](#)

* Please follow the steps as described in the Create mode.

VIEW CONFIRMATION & PAYMENT STATUS

View at PO level – choose a PO and expand the PO details

1 Select Confirm Goods Receipt/Services Performed

Make a selection:

To confirm ordered goods or services, first find a purchase order.

Search for Purchase Order

Purchase Order Number	Requester	Vendor	Timeframe
<input type="text" value="4510219128"/>	<input type="text"/>	<input type="text" value="136756"/>	<input type="text"/>

[Extended Search](#)

2 Select the correct Timeframe or enter a specific PO number before click Start button.

VIEW CONFIRMATION & PAYMENT STATUS

View at PO level – choose a PO and expand the PO details

Confirm Goods / Services Centrally

Make a selection:

To confirm ordered goods or services, first find a purchase order.

Search for Purchase Order

Purchase Order Number: Requester: Vendor: COVUS CORPORATION PTY LTD Timeframe:

[Start](#) [Extended Search](#)

To confirm receipt of goods/services, choose .
To enter times for services performed, choose .

Search Result: 2 Purchase Orders

Number	Name	Created By	Created on	Action
▶ 4510219128/10	Subsea Power Fault - Investigation	PHNESO	23.01.2006	
4510219128/20	Flying Lead Replacement	PHNESO	23.01.2006	

Item	Description	Ordered	Confirmed	Confirmation Value	Calculated	Invoice Value	Action
	Flying Lead Replacement	Limit	0,000	667,00 USD	-	-	

Invoice amount will be shown here

Click the Expand button to view the PO line item

Year to date Confirmation value approved

VIEW CONFIRMATION & PAYMENT STATUS

View at Confirmation level

Display and Process Confirmation Centrally

Make a selection: **Select Display/Process Confirmation**

To display or edit confirmations, first find a confirmation.

Find Confirmation

Purchase Order Number	Confirmation Number	Status	Timeframe
<input type="text"/>	<input type="text"/>	<input type="text" value=""/> 2	<input type="text" value="Last 7 Days"/>

[Extended Search](#)

- Held
- Awaiting Approval
- Release Rejected
- Approved
- Deleted
- Canceled

Then, choose the Status and Timeframe before click Start button

VIEW CONFIRMATION & PAYMENT STATUS

View at Confirmation level

Display and Process Confirmations Centrally


Make a selection:

To display or edit confirmations, first find a confirmation.

Find Confirmation

Purchase Order Number Confirmation Number Status Timeframe

[Start](#) [Extended Search](#)

To display or edit confirmations, choose the number below or 

Search Result: 3 Confirmations

<u>Number</u>	<u>Specific.</u>	<u>Name</u>	<u>Reference</u>	<u>Created By</u>	<u>Created on</u>	<u>Status</u>
5000022135		Subsea Power Fault Invest. (Inv.3950)	IRF# 71955	Dulce Cruz	08.04.2006	Approved
5000022133		Subsea Power Fault Invest. (Inv.3681)	IRF# 72457	Dulce Cruz	07.04.2006	Approved
5000022132		TEST	TEST	Dulce Cruz	07.04.2006	Approved

Click the Confirmation Number

VIEW CONFIRMATION & PAYMENT STATUS

View at Confirmation level

Display and Process Confirmations Centrally

Confirm Hold Check Refresh Redo Change Display Delete Return delivery Evaluate Vendor [Back to Initial](#)

In order to process the confirmation, choose an active pushbutton

Confirmation Number 5000022133

Confirmation Name Subsea Power Fault Invest. (Inv.3681) Purchase Order Number 4510219128

Delivery Date/Performance Date 07.04.2006 Reference Document IRF# 72457

Header data **Item Data** Approval Preview

Item Overview

<input type="checkbox"/>	Item	Description	Product	Quantity *	Unit	Net Price	Assigned to	Purchase Order / Item	Product Category	Last Delivery	Ac
<input checked="" type="checkbox"/>	Limit			Σ 1	EA			4510219128 / 20		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1	CC-AD-HOC-BASE-PROJ ENGR	31043596	1	EA	420,00 USD Per 1 EA	Order 21524440	4510219128 / 20	SPECIALIST LABOUR	<input type="checkbox"/>	

1 Click the Item Data tab

2 Click the Display icon

VIEW CONFIRMATION & PAYMENT STATUS

View at Confirmation level

Display and Process Confirmations Centrally

Confirm Hold Check Refresh Redo Change Display Delete Return delivery Evaluate Vendor

In order to process the confirmation, choose an active pushbutton

Confirmation Number	5000022133	Purchase Order Number	4510219128
Confirmation Name	Subsea Power Fault Invest. (Inv.3681)	Reference Document	IRF# 72457
Delivery Date/Performance Date	07.04.2006		

Header data **Item Data** Approval Preview

[Basic Data](#) | [Partner](#) | [Documents](#) | [Account Assignment](#) | [History](#)

Click the History link

Description	CC-ADHOC-BASE-PROJ ENGR	
Product	31043596	Display in Catalog
Product Category	SPECIALIST LABOUR	Area
Product Type	<input checked="" type="radio"/> Gds <input type="radio"/> Service	
Quantity	1 each	
Net Price	420,00 USD Per 1 EA	
Tax		
Vendor Product Number		
Last Delivery	<input type="checkbox"/>	
Overful. Tolerance	0,0	

VIEW CONFIRMATION & PAYMENT STATUS

View at Confirmation level

Display and Process Confirmations Centrally

[Back to Initial Screen](#)

In order to process the confirmation, choose an active pushbutton

Confirmation Number
 Confirmation Name
 Purchase Order Number
 Delivery Date/Performance Date
 Reference Document

[Basic Data](#) | [Partner](#) | [Documents](#) | [Account Assignment](#) | [History](#)

[Back](#) [Continue](#) [Back to Item Overview](#)

History

Document	Name of Document	Number of Document	Number in A16CLNT300	Date	Quantity	Net value	Currency	Status
Purchase Order	Flying Lead Replacement		4510219128 /20	23.01.2006		135.000,00	USD	
	Total					135.000,00	USD	
Entry Sheet	Subsea Power Fault Invest. (Inv.3681)	5000022133 /1	2006/1000558391	08.04.2006		456,52	USD	
Entry Sheet	Subsea Power Fault Invest. (Inv.3950)	5000022135 /2	2006/1000558394	08.04.2006		210,48	USD	
	Total					667,00	USD	
Confirmation	Entry Sheet 2006/1000558391		2006/0500439246 /1	08.04.2006		456,52	USD	
Confirmation	Entry Sheet 2006/1000558394		2006/0500439247 /1	08.04.2006		210,48	USD	
	Total					667,00	USD	

Display as a Graphic

Display as Table

The equivalent Service Entry (SE) number

The list of Confirmation with values