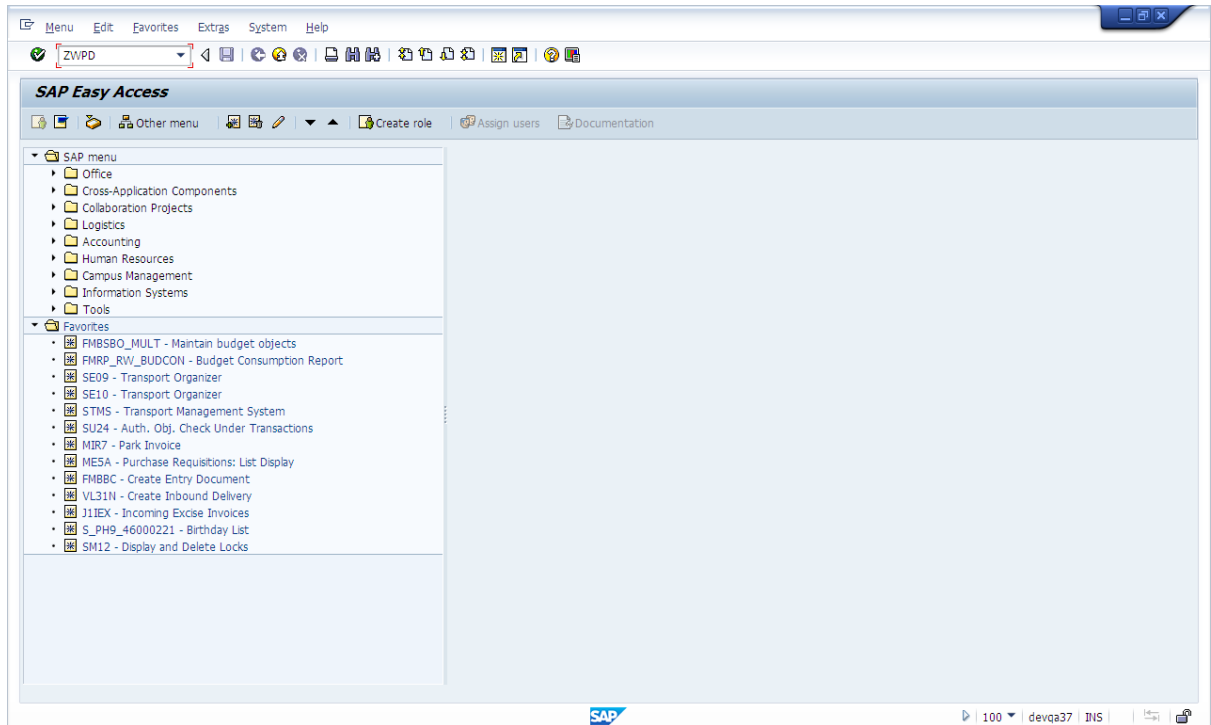
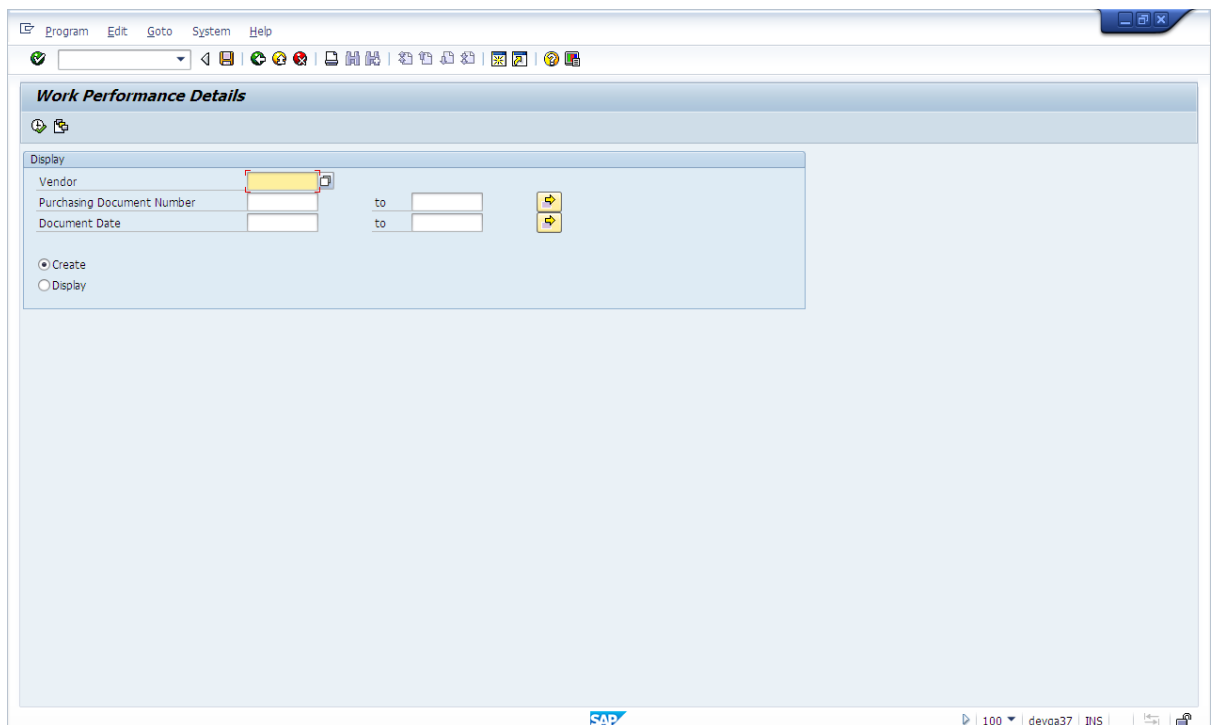


Contractor Work Performance Details

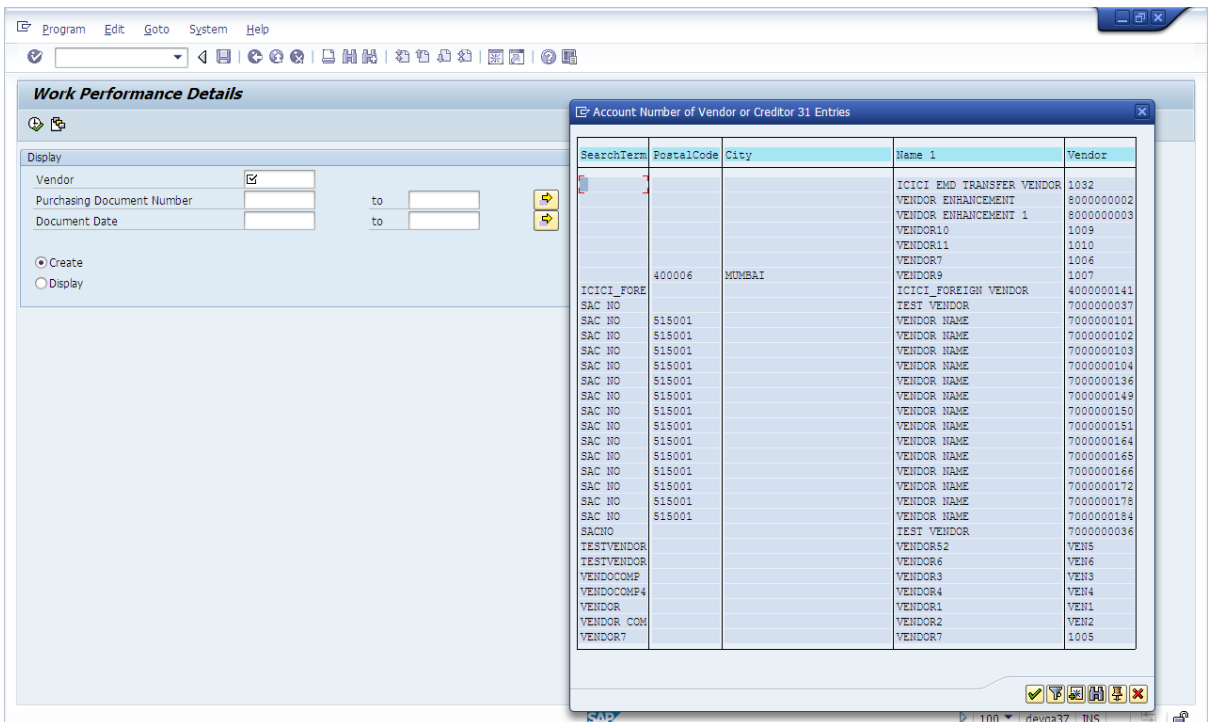
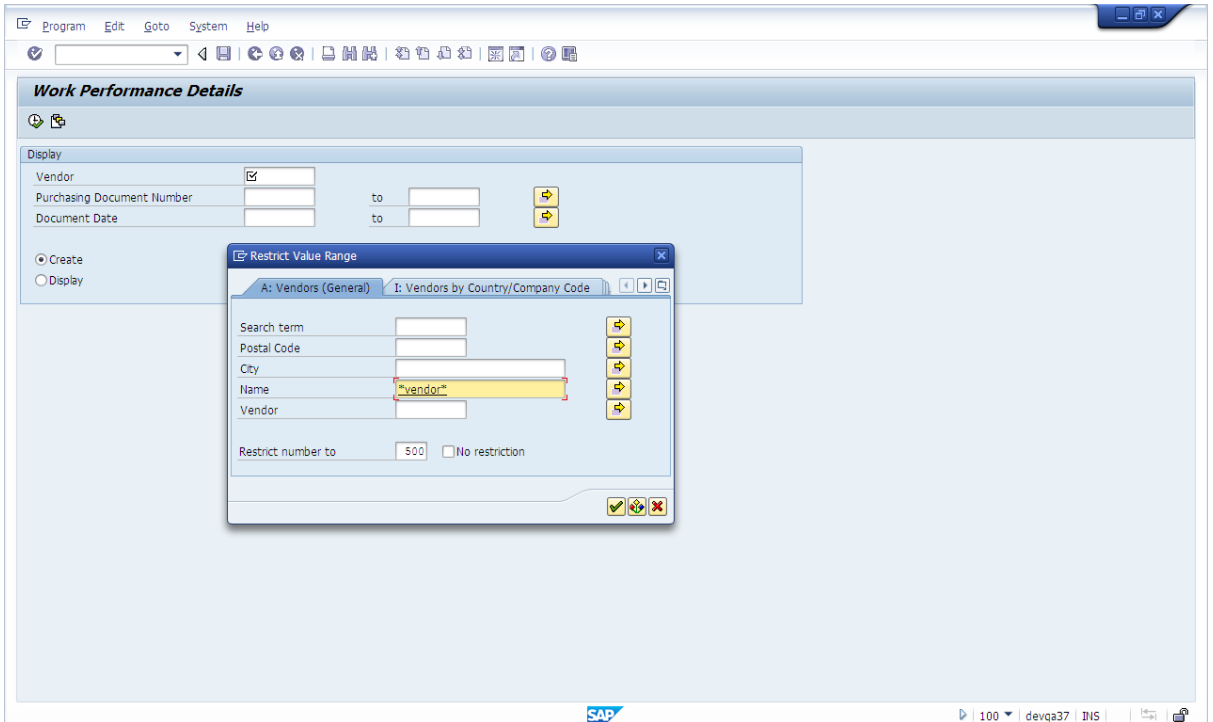
- Enter the transaction 'ZWPD' in the OK code field & Enter.



- The selection screen of the 'Work performance details' with the list of input parameters will be displayed.



- **Vendor code (mandatory):** Enter the required Contractor / Vendor code maintained in SAP system
- Or
- Search for the required Vendor code based on the name by pressing F4 (if necessary) & select the required Contractor / Vendor.



- **Purchasing Document Number (optional):** Enter a single, multiple or a range of required PO numbers.
- **Document Date (mandatory for Create, if no PO number is entered):** Enter a specific date or a required date range as the input parameter. Note: A date range of maximum 1 year can be entered by the user.
- **Create or Display:** Select the option to Create or Display data.
- Enter the required input parameters & click on the execute button or press F8 and proceed to the Work Performance Details screen.

Work Performance Details screen

- **Vendor Details tab:** The existing data in the system for the selected input parameters will be displayed.

Vendor Details

Vendor Code 000001010 Vendor Name vendor11 Vendor Status Active
 PO Count 2 Total PO Value 49,019.30 Total Penalty by Vig. & Exec. dept. 3,000.00

Purchase Order Details

Count	PO Number	PO Line	PO Date	Name of Work	PO Amount	Rebate/Premium in %	Physical Progress in %	Payment Made in %	Penalty proposed by Vig. Dept.	Penalty proposed
1	4100000030	1	29.09.2016	Test	33,723.30	0 %	18 %	0 %	2,000.00	1,000.00
2	4100000032	1	07.10.2016	Test	15,296.00	0 %			0.00	0.00

Service Details

PO Number	PO Line	SES / Migo No.	Document Date	Document Value	Penalty Proposed	Penalty/Recovery	File Upload
4100000030	1	100000153	29.09.2016	32,426.00	1,000.00		

- **Vendor code** - The selected Vendor code in the initial / selection screen will be displayed.
- **Vendor Name** - The Vendor name maintained in SAP master data for the selected Vendor code will be displayed.

- **Vendor Status:** The Vendor status (Active / Inactive) maintained in SAP master data for the selected Vendor code will be displayed.
Note: In case the Vendor status is Inactive, the data will only be available in display mode & no data can be created until the change of status to Active.
 - **PO Count:** The total count of number of PO documents being displayed in the screen based on the entered input parameters will be displayed.
 - **Total PO Value:** The total value of number of PO documents being displayed in the screen based on the entered input parameters will be displayed.
 - **Total Penalty by Vig. & Exec. dept.:** The total of the penalty value proposed by the Vigilance dept. & the proposed penalty value maintained by the Executing dept. in the 'ZWPD' transaction for the entered input parameters will be displayed.
- **Purchase Order Details tab:** Only the list of Purchase orders authorized (Project Auth code) for the User-ID logged in will be displayed.

The screenshot displays the SAP 'Work Performance Details' interface. At the top, there are navigation icons and a menu bar with 'System' and 'Help'. Below this is the 'Vendor Details' section with the following data:

Vendor Code	0000001010	Vendor Name	vendor11	Vendor Status	Active
PO Count	2	Total PO Value	49,019.30	Total Penalty by Vig. & Exec. dept.	3,000.00

The 'Purchase Order Details' section contains a table with the following data:

Count	PO Number	PO line	PO Date	Name of Work	PO Amount	Rebate/Premium in %	Physical Progress in %	Payment Made in %	Penalty proposed by Vig. Dept.	Penalty proposed by Exec. Dept.
1	4100000030	1	29.09.2016	Test	33,723.30	0 %	18 %	0 %	2,000.00	1,000.00
2	4100000032	1	07.10.2016	Test	15,296.00	0 %			0.00	0.00

The 'Service Details' section contains a table with the following data:

PO Number	PO Line	SES / Migo No.	Document Date	Document Value	Penalty Proposed	Penalty/Recovery	File Upload
4100000030	1	1000000153	29.09.2016	32,426.00	1,000.00		

The SAP logo is visible at the bottom center, and the status bar at the bottom right shows '100 | devqa37 | INS'.

- **Count** - Sequential numbering based on the PO document numbers will be displayed
 - **PO Number** - The document number of the respective Purchase order will be displayed
 - **PO Line** - The line-item number of the respective Purchase order document will be displayed.
 - **PO Date** - The Document date of the respective Purchase order document will be displayed.
 - **Name of Work** - The description of the WBS element assigned to the respective PO line-item will be displayed.
 - **PO Amount** - The value of the respective Purchase Order line item will be displayed.
 - **Rebate / Premium in %** - The value of Rebate / Premium maintained in the cost estimation for the WBS element assigned to the respective PO line item will be displayed.
- Note: 'NA' will be displayed for the WBS elements with the Estimation type = Item rate tender & Lump-sum contract

The screenshot displays the SAP 'Work Performance Details' interface. It includes a menu bar (System, Help), a toolbar, and several data sections:

- Vendor Details:** Vendor Code: 0000001010, Vendor Name: vendor11, Vendor Status: Active, PO Count: 2, Total PO Value: 49,019.30, Total Penalty by Vig. & Exec. dept.: 3,000.00.
- Purchase Order Details:** A table with columns: Count, PO Number, PO line, PO Date, Name of Work, PO Amount, Rebate/Premium in %, Physical Progress in %.
- Service Details:** A table with columns: PO Number, PO Line, SES / Mgo No., Document Date, Document Value, Penalty Proposed, Penalty/Recovery, File Upload.
- Physical Progress Details:** A pop-up window with columns: Sr No, Date, Physical Progress in %, Penalty propo.

Count	PO Number	PO line	PO Date	Name of Work	PO Amount	Rebate/Premium in %	Physical Progress in %
1	4100000030	1	29.09.2016	Test	33,723.30	0 %	18 %
2	4100000032	1	07.10.2016	Test	15,296.00	0 %	

PO Number	PO Line	SES / Mgo No.	Document Date	Document Value	Penalty Proposed	Penalty/Recovery	File Upload
4100000030	1	1000000153	29.09.2016	32,426.00	1,000.00		

Sr No	Date	Physical Progress in %	Penalty propo
1	20.01.2017	18	1,000.00
2			0.00

- **Physical progress in % (manual data entry)** - Press F4 & maintain the physical progress details on a particular date as shown above. The latest value of physical progress maintained by the user for the respective PO line items will be displayed.
- **Payment made in %** - The % of payment made to the Vendor based on the difference between the PO value & the sum of the posted MIRO documents will be displayed.
- **Proposed Penalty by Vig. Dept.** - The sum of the penalty proposed by the Vigilance dept. personnel in the SAP system for the respective Purchase order document will be displayed.
- **Proposed Penalty by Exec. Dept.** - The sum of the penalty proposed by the Executing Dept. in the transaction 'ZWPD' for the respective Purchase order line item will be displayed.

Note: Press F4 to view the saved penalty entries for the selected PO line item

The screenshot displays the SAP 'Work Performance Details' transaction. The main window shows Vendor Details (Vendor Code: 0000001010, Vendor Name: vendor11, Vendor Status: Active) and Purchase Order Details (Count: 1, PO Number: 4100000030, PO Amount: 33,723.30, Total PO Value: 33,723.30, Total Penalty by Vig. & Exec. dept.: 10,253.00). A table below lists the PO line items with columns for Count, PO Number, PO Amount, Rebate/Premium in %, Physical Progress in %, Payment Made in %, Penalty proposed by Vig. Dept., Penalty proposed by Exec. Dept., Action taken, and Action Date. The first row shows a physical progress of 35% and penalties of 2,000.00 and 8,253.00.

A pop-up window titled 'Work Performance Details' is open, showing a list of penalty entries:

Sr No	PO Number	PO Line	SES/MIGO No.	Category	Remarks	Amount	Date
1	4100000030	1	1000000153	Not obtaining requisite p	TEST DATA	2,438.00	20.01.2017
2	4100000030	1	1000000153	Non complying with labour	TEST DATA	3,282.00	20.01.2017
3	4100000030	1	1000000153	Non submission / renewing	TEST DATA	1,000.00	13.02.2017
4	4100000030	1	1000000153	Erroneous / incorrect / 1	TEST DATA	1,533.00	20.03.2017

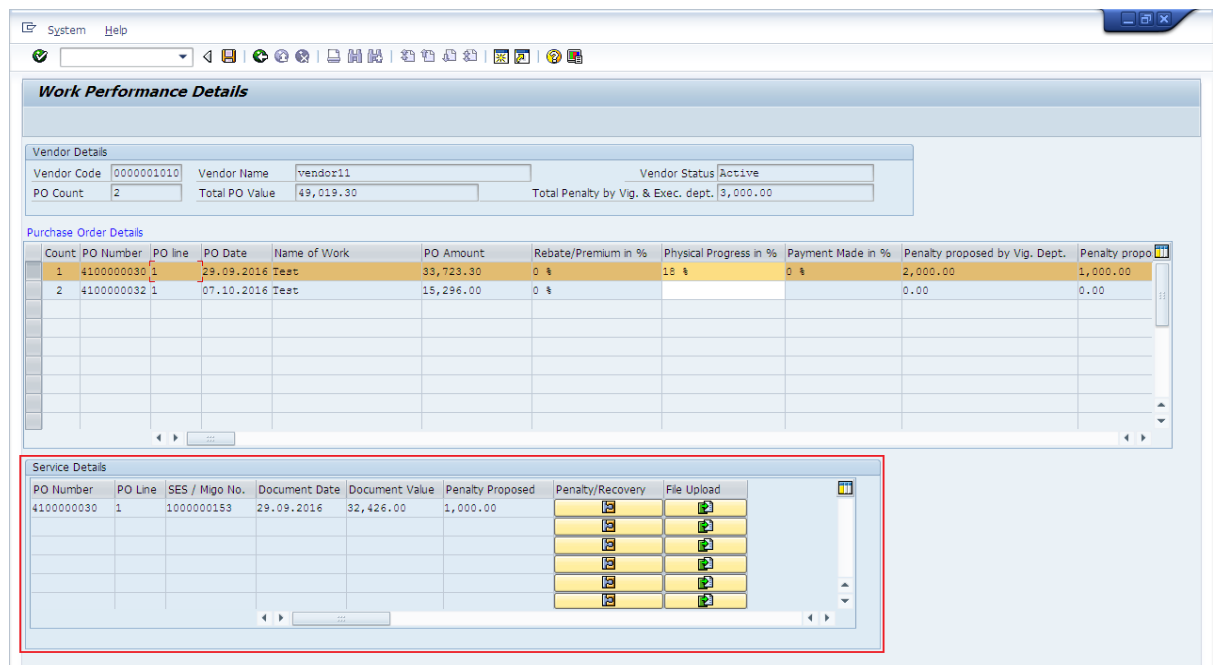
The pop-up window also includes a 'Close' button at the bottom.

- **Locked by:** Since data entry for the same PO line items by more than one user is prohibited in this transaction, the SAP user-id of the User who is currently creating/maintaining data for the same

PO line item will be displayed respectively. In such cases, the data can only be viewed in display mode by the other users.

- Double-click on the required PO line-item in the Purchase order details tab to view the related Service Entry Sheet / MIGO documents accepted or posted respectively in the Service details tab.

- **Service details tab:** The Service Entry Sheet / MIGO documents accepted or posted respectively for the selected PO line-item in the Purchase order details tab will be displayed.

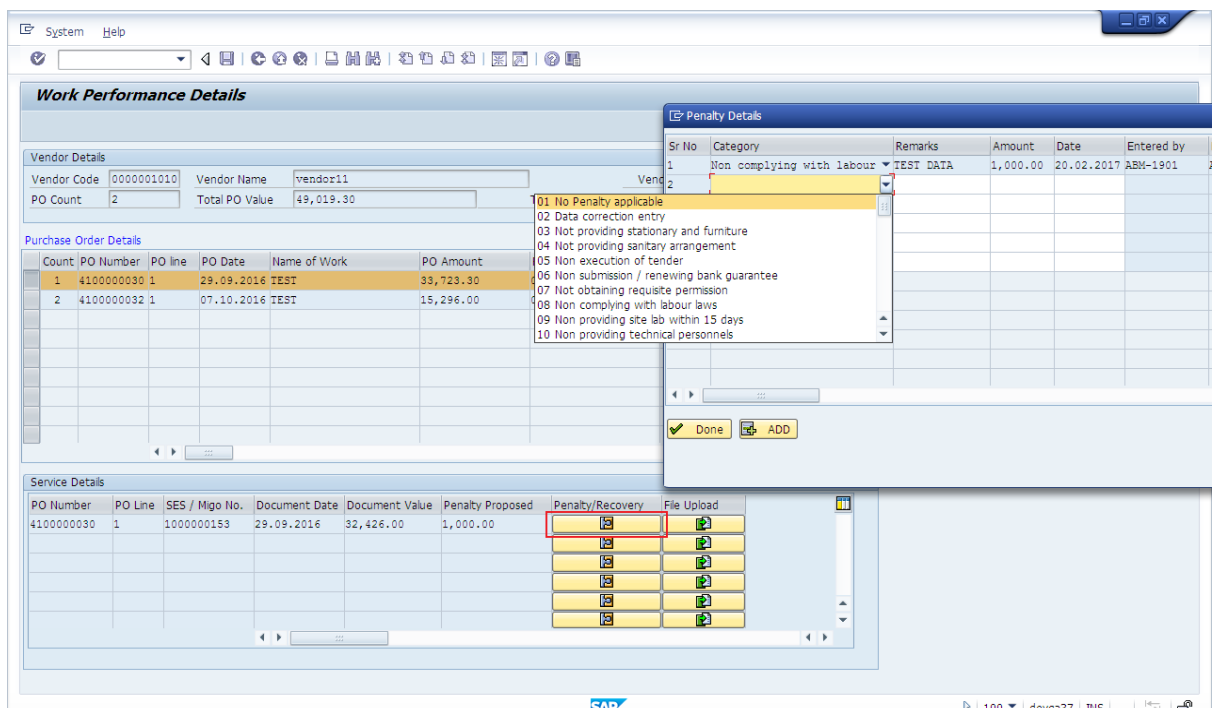


- **PO number** - The document number of the Purchase order will be displayed
- **PO Line** - The line-item number of the Purchase order document will be displayed.
- **SES / MIGO No.** - The document number of the Service Entry Sheet / MIGO documents accepted or posted respectively in relation to the selected Purchase order line item will be displayed

- **Document Date** - The posting date of the Service Entry Sheet / MIGO documents accepted or posted respectively in relation to the selected Purchase order line item will be displayed
- **Document Value** - The document value of the Service Entry Sheet / MIGO documents accepted or posted respectively in relation to the selected Purchase order line item will be displayed
- **Penalty Proposed** - The total penalty value proposed & saved in the 'Penalty / recovery details' tab for the respective Service Entry Sheet / MIGO documents in relation to the selected Purchase order line item will be displayed.

➤ **Enter details related to the proposed penalty for the required SES / MIGO document in the 'Service Details' tab.**

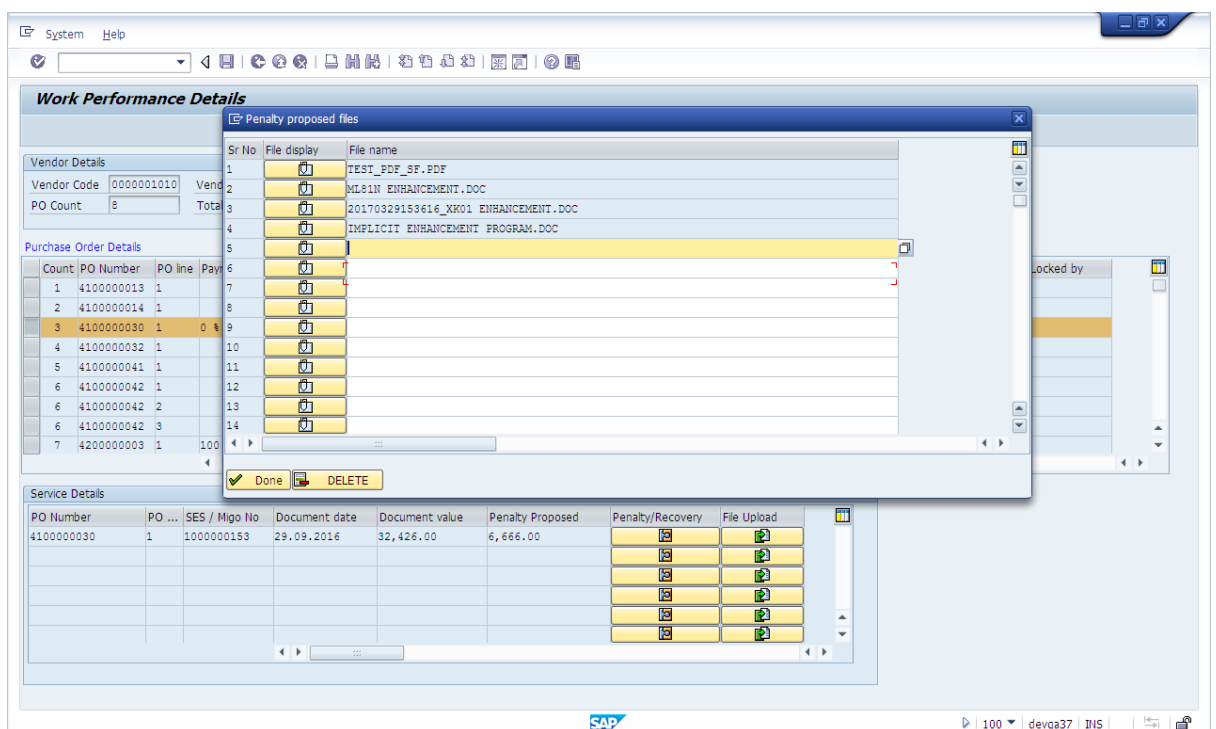
- **Penalty / recovery (button):** Click on the button to open the 'Penalty details' tab. Data entry in all the data-fields is mandatory.



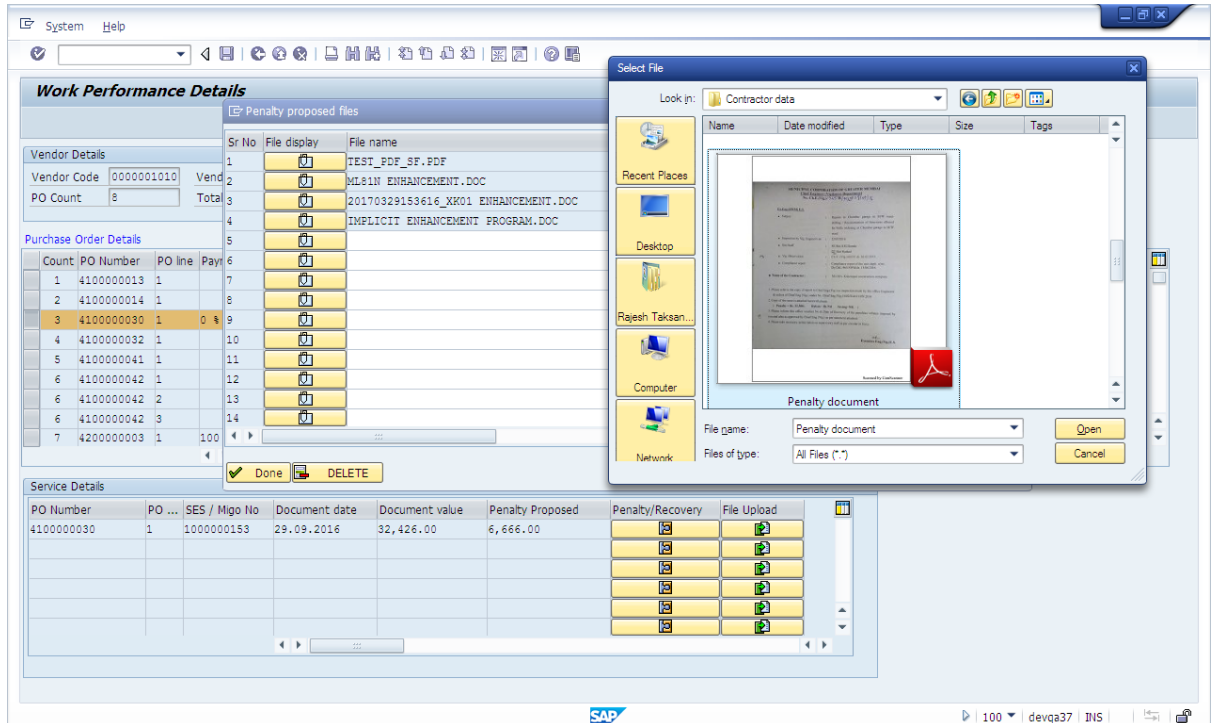
- **Category** – Select the applicable reason for the proposed penalty from the list of available options.

Note: Select the option 'No Penalty applicable' in cases where no penalties are applicable & the option 'Data correction entry' to perform the correction entries in case of any data entry errors related to previously saved entries.

- **Remarks** – Maintain any additional remarks if necessary with reference to the proposed penalty.
 - **Amount** – Enter the proposed penalty amount.
 - **Date** – Enter the date on which this penalty has/had been proposed.
 - **Entered by** – The SAP login-id of the user who has entered & saved the data will be captured & displayed.
 - **Name** – The name of the user who has entered & saved the data will be captured & displayed.
- **File upload (button):** Click on the 'File upload' button to open the 'Penalty / Recovery files' tab.



- Select & attach the required document from the local system related to the penalty / recovery details by pressing F4 in the column – File name.



- Click on the 'File display' button to view the already saved documents.
- Click on the 'Done' button to exit the tab & save the transaction if no further data entry is to be done.

Note: The data entered & documents attached cannot be deleted once saved in this transaction.

- Enter details related to Action taken (if any) in the 'Purchase Order Details' tab.

The screenshot displays the 'Work Performance Details' interface in SAP. At the top, there are navigation icons and a menu bar with 'System' and 'Help'. Below this is a header section for 'Work Performance Details'. The main area is divided into three sections:

- Vendor Details:** A form containing fields for Vendor Code (0000001010), Vendor Name (vendor11), Vendor Status (Active), PO Count (2), Total PO Value (49,019.30), and Total Penalty by Vig. & Exec. dept. (3,000.00).
- Purchase Order Details:** A table with columns: Count, PO Number, Payment Made in %, Penalty proposed by Vig. Dept., Penalty proposed by Exec. Dept., Action taken, Action Date, QAR rating, QAR Date, Work Perf. Cert., and Locked by. Two rows are visible, with the 'Action taken' column highlighted by a red box.
- Service Details:** A table with columns: PO Number, PO Line, SES / Migo No., Document Date, Document Value, Penalty Proposed, Penalty/Recovery, and File Upload. It shows one row with PO Number 4100000030 and PO Line 1.

The SAP logo and system information (100 | devqa37 | INS) are visible at the bottom.

- **Action taken (button):** Click on the Action button to open the Action initiated remarks tab. Maintain the required text details related to the action taken if any against the respective PO line item.

This screenshot shows the same SAP interface as the previous one, but with an 'Action Initiated Remarks' dialog box open over the 'Purchase Order Details' table. The dialog box contains a text area with the following text:

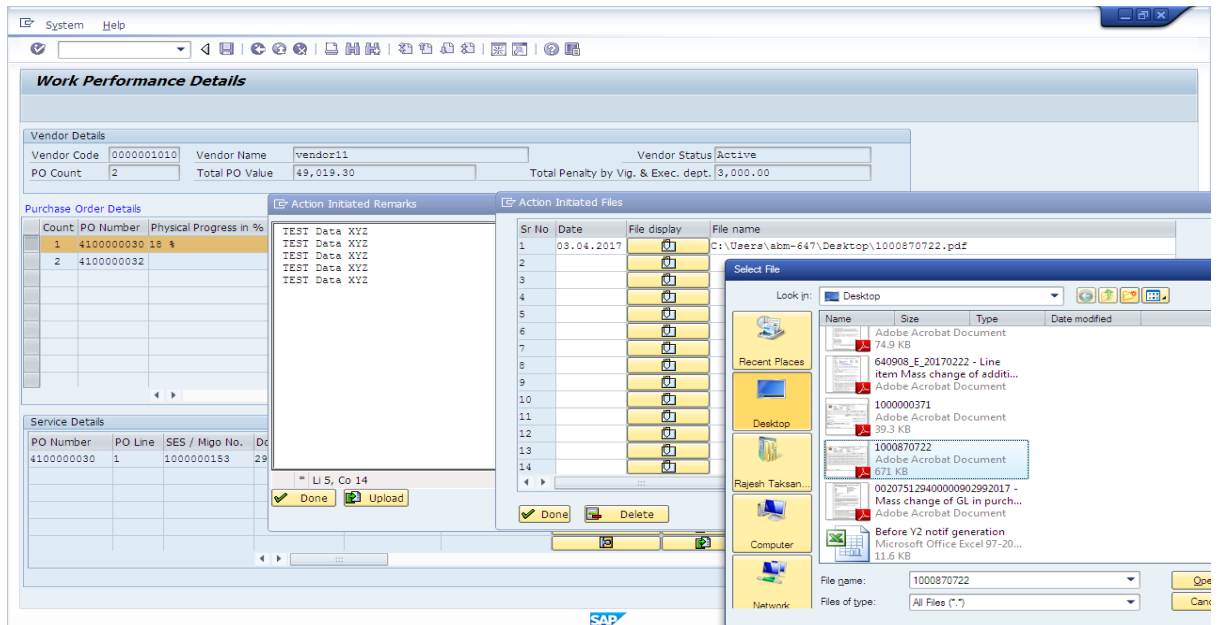
```

TEST Data XYZ
TEST Data XYZ
TEST Data XYZ
TEST Data XYZ
TEST Data XYZ

```

At the bottom of the dialog box, there are 'Done' and 'Upload' buttons. The background interface shows the 'Purchase Order Details' table with the 'Action taken' column highlighted, and the 'Service Details' table below it. The SAP logo and system information (100 | devqa37 | INS) are visible at the bottom.

- Action initiated files tab - Click on the Upload button. Enter/maintain the Date on which the action was taken (if any). Select & attach the required document from the local system related to the Action taken (if any) by pressing F4 in the column – File name.



- Click on the 'File display' button to view the already saved documents.
- Click on the 'Done' button to exit the tab & save the transaction if no further data entry is to be done.

Note: The data entered & documents attached cannot be deleted once saved in this transaction.

- **Action Date:** The latest date of Action taken maintained by the user in the 'Action initiated files' tab will be displayed.

- Enter details related to QAR Rating in the 'Purchase Order Details' tab.

Vendor Details

Vendor Code	0000001010	Vendor Name	vendor11	Vendor Status	Active
PO Count	2	Total PO Value	49,019.30	Total Penalty by Vig. & Exec. dept.	3,000.00

Purchase Order Details

Count	PO Number	Physical Progress in %	Payment Made in %	Penalty proposed by Vig. Dept.	Penalty proposed by Exec. Dept.	Action taken	Action Date	QAR rating	QAR Date	Work Pe
1	4100000030	18 %		2,000.00	1,000.00	<input checked="" type="checkbox"/>				
2	4100000032			0.00	0.00	<input type="checkbox"/>				

Service Details

PO Number	PO Line	SES / Migo No.	Document Date	Document Value	Penalty Proposed	Penalty/Recovery	File Upload
4100000030	1	1000000153	29.09.2016	32,426.00	1,000.00		

- **QAR rating (button):** Click on the QAR Rating button to open the QAR Rating remarks tab. Maintain the required text details related to the QAR Rating against the respective PO line item.

Vendor Details

Vendor Code	0000001010	Vendor Name	vendor11	Vendor Status	Active
PO Count	2	Total PO Value	49,019.30	Total Penalty by Vig. & Exec. dept.	3,000.00

Purchase Order Details

Count	PO Number	Physical Progress in %	Payment Made in %	Penalty
1	4100000030	18 %	0 %	2,000.00
2	4100000032			0.00

QAR Rating Remarks

TEST Data XYZ
 TEST Data XYZ
 TEST Data XYZ
 TEST Data XYZ
 TEST Data XYZ

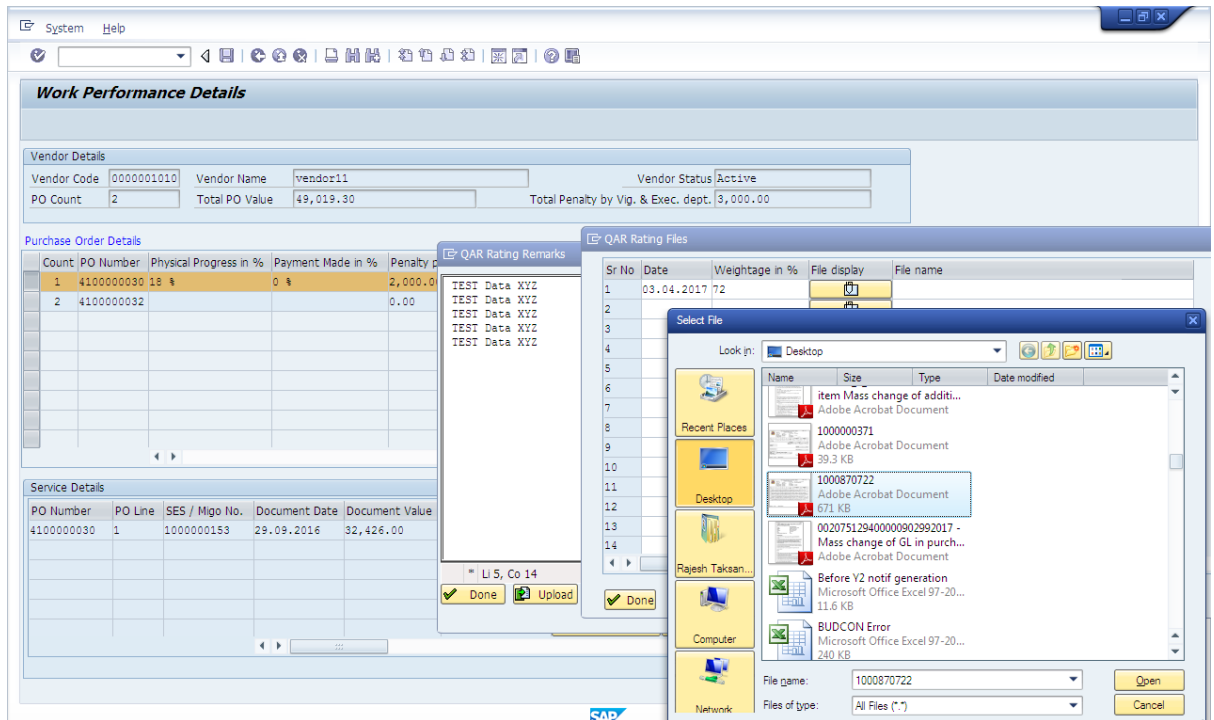
* Li 5, Co 14 Ln 1 - Ln 5 of 5 lines

Done

Service Details

PO Number	PO Line	SES / Migo No.	Document Date	Document Value
4100000030	1	1000000153	29.09.2016	32,426.00

- QAR Rating files tab - Click on the Upload button.
Enter/maintain the 'Date' on which the QAR Rating was performed. Enter the 'Weightage in %' related to the QAR rating. Select & attach the required document from the local system related to the QAR Rating by pressing F4 in the column – File name.



- Click on the 'File display' button to view the already saved documents.
- Click on the 'Done' button to exit the tab & save the transaction if no further data entry is to be done.

Note: The data entered & documents attached cannot be modified / deleted once saved in this transaction.

- **QAR Date:** The latest date on which the QAR rating was performed, as maintained by the user in the 'QAR rating files' tab will be displayed.

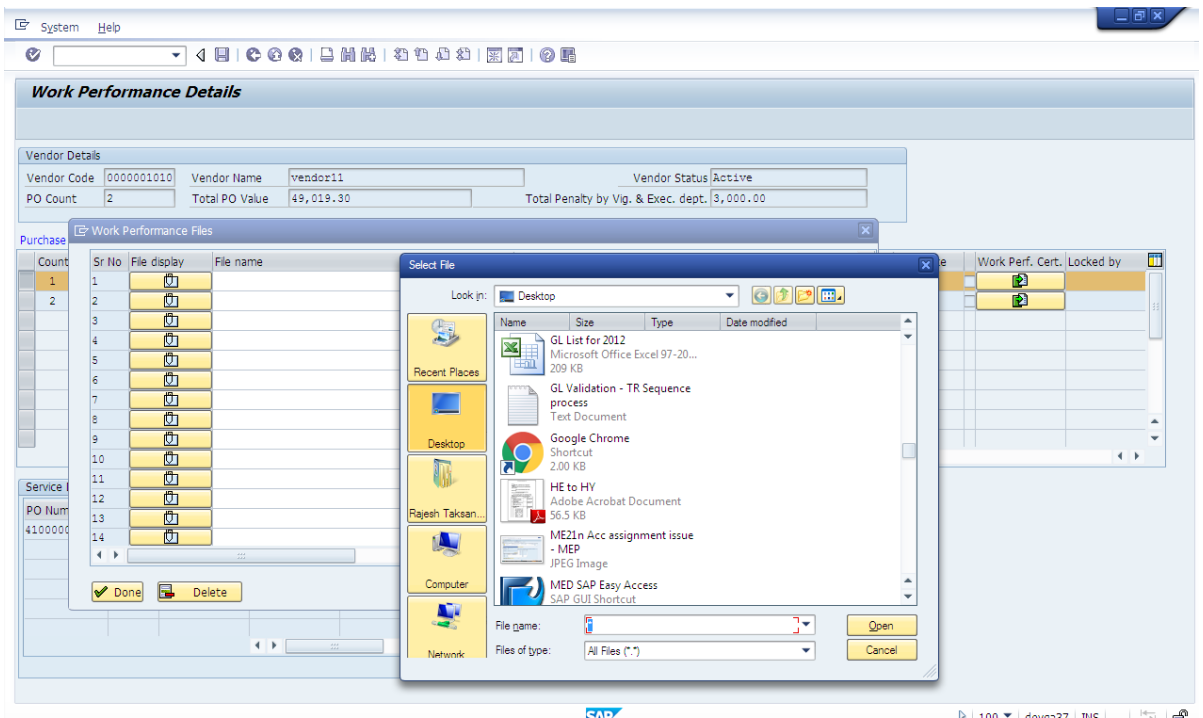
- **Attach the Work performance certificate related to required Purchase order document in the 'Purchase Order Details' tab.**

The screenshot displays the SAP 'Work Performance Details' interface. It is divided into three main sections:

- Vendor Details:** A form containing fields for Vendor Code (000001010), Vendor Name (vendor11), Vendor Status (Active), PO Count (2), Total PO Value (49,019.30), and Total Penalty by Vig. & Exec. dept. (3,000.00).
- Purchase Order Details:** A table with columns: Count, PO Number, Payment Made in %, Penalty proposed by Vig. Dept., Penalty proposed by Exec. Dept., Action taken, Action Date, QAR rating, QAR Date, Work Perf. Cert., and Locked by. Two rows are visible, with the 'Work Perf. Cert.' column containing a green document icon.
- Service Details:** A table with columns: PO Number, PO Line, SES / Migo No., Document Date, Document Value, Penalty Proposed, Penalty/Recovery, and File Upload. It shows details for PO Number 4100000030, PO Line 1, with a Document Value of 32,426.00 and a Penalty Proposed of 1,000.00. The 'File Upload' column contains a green document icon.

The 'Work Perf. Cert.' column in the Purchase Order Details table is highlighted with a red box, indicating the button to click for attaching the certificate.

- **Work Perf. Cert.:** Click on the button in the column 'Work Perf. Cert.' to open the Work performance files tab. Select & attach the required document from the local system related to the Work performance/completion certificate by pressing F4 in the column – File name.



- Click on the 'File display' button to view the already saved documents.
 - Click on the 'Done' button to exit the tab & save the transaction if no further data entry is to be done.
 - Note: The data entered & documents attached cannot be modified / deleted once saved in this transaction.
- Click on the 'Save' button to save all the data entered in the transaction.
- **Work performance details validation in MIRO transaction**
 - User will not be allowed to create the Invoice (Hold MIRO) for the selected PO without maintaining the Proposed penalty (if applicable), Physical progress in %, Action taken (if any) & Quarterly evaluation details in the ZWPD transaction.
 - In case there is no penalty applicable for a SES/MIGO document related to a PO line item for which the MIRO is being created, then the concerned user needs to maintain the data as 'No penalty applicable' for the SES/MIGO document & also relevant text

details for the Action taken & QAR Rating as these are mandatorily validated along with the Physical progress in % during the creation of a MIRO document.

- The below mentioned error message will be displayed when the User runs simulations or clicks on the Hold/Save button in the MIRO transaction for a SES/MIGO document which does not consist of the required data in any one of the listed columns below.

- ✓ Proposed penalty (if applicable) or No penalty applicable,
- ✓ Physical progress in %
- ✓ Action taken (if any) &
- ✓ QAR rating details in the ZWPD transaction.

