

Maintenance Data Entry

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Revision History

- This (Am 1) is a new standard.

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The latest version of this document and other standards, are located on Endeavour Energy's standards website located at:

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1. Purpose

To detail the process and minimum requirements for creating and manage Notifications and Work Orders as part of maintenance data entry and defect prioritisation.

2. Scope

2.1 How to (via Front End SAP Screens)

- Create a Notification
- Convert a Notification to a Work Order
- Create a Work Order

2.2 Guide Steps

- Raise a defect Notification / Work Order
- Save a Notification / Work Order
- Edit a Notification / Work Order
- Add an image attachment to a Notification / Work Order, and
- Change Status of a Work Order

Note: This process is only for individual front end via SAP screens and not through loader scripts or bulk loader.

2.3 References

- [SAP Work Order Support Template App Screen Creation](#)

2.4 Information Required for Raising Either Work Order or Notification

Information	Notification	Work Order
Notification Type	X	
PMO Type		X
Functional Location ID	X	X
Equipment Number ID	X	X
SAP Priority	X	X
Planning Plant	X	X
Planner Group	X	X
Main Work Centre	X	X
Plant Maintenance Activity Type		X
System Conditions		X
Standard Job Code		X
Note: Additional information is required for damage and defect tracking		

3. References

External Regulations

Work Health and Safety Regulation 2017

Work Health and Safety Act 2011

ENA National Electricity Network Safety Code (NENS 01-2019)

Company Policies and Procedures

Company Policy (Governance) 2.0.5 – Risk Management

Company Policy 9.9.1 – Network Asset Maintenance

Company Procedure GSY 1066 - Worksite Hazard and Risk Assessment

Company Standards

MMI 0001 Pole and line inspection and treatment procedures

PMI 4120 Maintenance of protection

SMI 100 Minimum requirements for maintenance of transmission and zone substation equipment

SMI 101 Minimum requirements for maintenance of distribution equipment

SMI 104 Major substation earthing system test

SMI 113 Distribution and field transmission data asset structure and nameplate details

SMI 119 Transmission and zone substation data asset structure and nameplate details

SMI 200 HV circuit breakers

SMI 212 HV switch and switch fuse units

4. Definitions & Abbreviations

Abbreviation	Meaning
ADMS	Advanced Distribution Management System
EPMO	Enterprise Project Management Office
EAM	Enterprise Asset Management
MMI	Mains Maintenance Instruction
PM	Plant Maintenance
PMI	Protection Maintenance Instruction
SAP	Systems Applications and Products
SMI	Substation Maintenance Instruction

Term	Definition
Bsc Start	Basic start date refers to the financial period that the activity must start.
Bsc Finish	Basic finish date refers to the expected finish date of the activity.
Cause	Categorises the cause of the asset component damage in a code format
Cause Text	Description of the specific cause of the damage that has occurred.
Cause & Object Details	Assigns a cause of the defect and the specific object of the asset that is affected.
Coding	Categories the activity of the Notification in a code format.
Damage	Categorise what damage has occurred to the defective asset in a code format.
Defect Photos	Photos form an essential part of asset management to make informed decision about the condition of the asset.
Defect Severity Rating	SAP Priority outlines rectification time for the defect using factors such as failure mode, bushfire risk and asset type.
Description	Summarises the asset related issue or the purpose of the notification.
Equipment Number	Identification used to record when the asset was installed.
Functional Location	SAP asset identification used for asset location.
Group	The Standard Job Code which defines what activities must be carried out on the asset.
Long Text	Provides detailed information about the issue, including location, affected equipment, and any relevant observations.

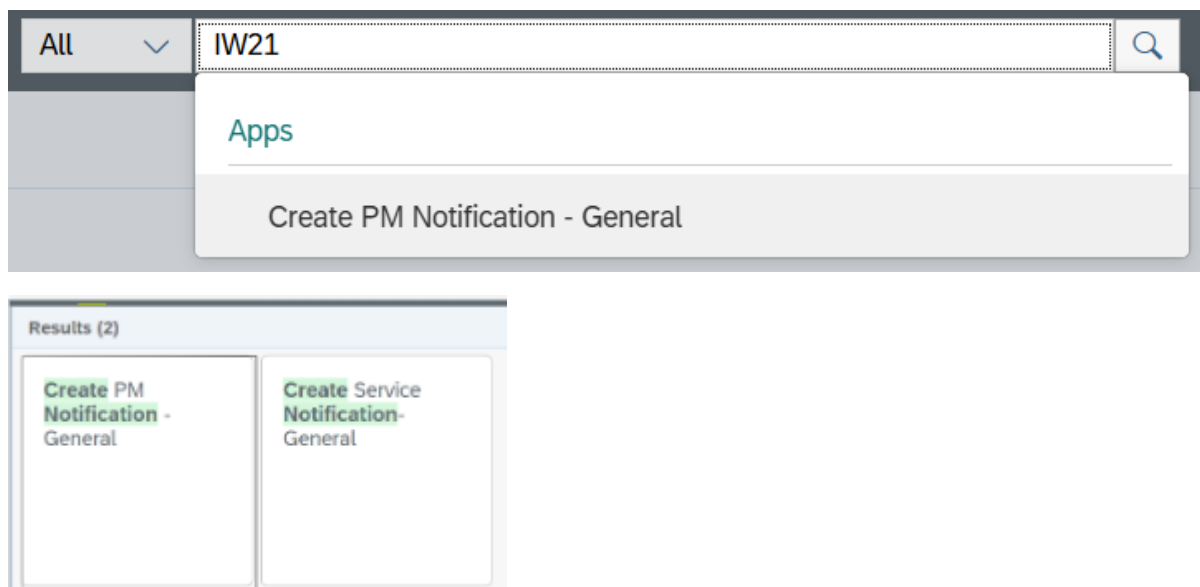
Notification	Notifications are a formal record to store asset condition information to provide a historical record of maintenance-related issues, tasks, and activities within an organisation.
Notification Type	This indicates the type of task being reported as a notification. • Breakdown Notifications (M1): Used to report unexpected failures or breakdowns of equipment. • Malfunction Notifications (M2): Used to report malfunctions or deviations from normal operation that do not result in a complete breakdown. • Maintenance Notifications (M3): Generated to request planned maintenance activities such as inspections, preventive maintenance, or repairs.
Object Part	Categorise the failed component of the defective asset in a code format.
Order Type	This indicates the type of task being reported as a Work Order. • OPEX Project Work Orders (PM01): Used to manage defect maintenance activities. • Inspection Activity Work Orders (PM02): Used to manage inspection maintenance activities. • Fault & Emergency Work Orders (PM03): Used to manage emergency rectification activities. • CAPEX Project Work Orders (PM06): Used to manage planned projects.
Planner Group and Work Centres	Assigns the depot/team of who is responsible for the defect/job activity.
PMActType	Plant Maintenance Activity Type refers to which team is responsible for the activity. This is classified by voltage class, activity type and network type (i.e. overhead or underground).
Text	Description of the specific damage that has occurred.
System Conditions	Outlines the network conditions where the defect is.
System and User Status	Statuses track the lifecycle of the notification, indicating whether it's open, in progress, completed, or closed.
Work Order	SAP Work Orders are used to store and manage asset activities related to the maintenance, repair, or service of assets. Work Orders provide detailed information such as task descriptions, resources needed, timelines, and costs.

5. How to Create a Notification

Notifications are to be used to store condition data reports to maintain an archive of asset history.

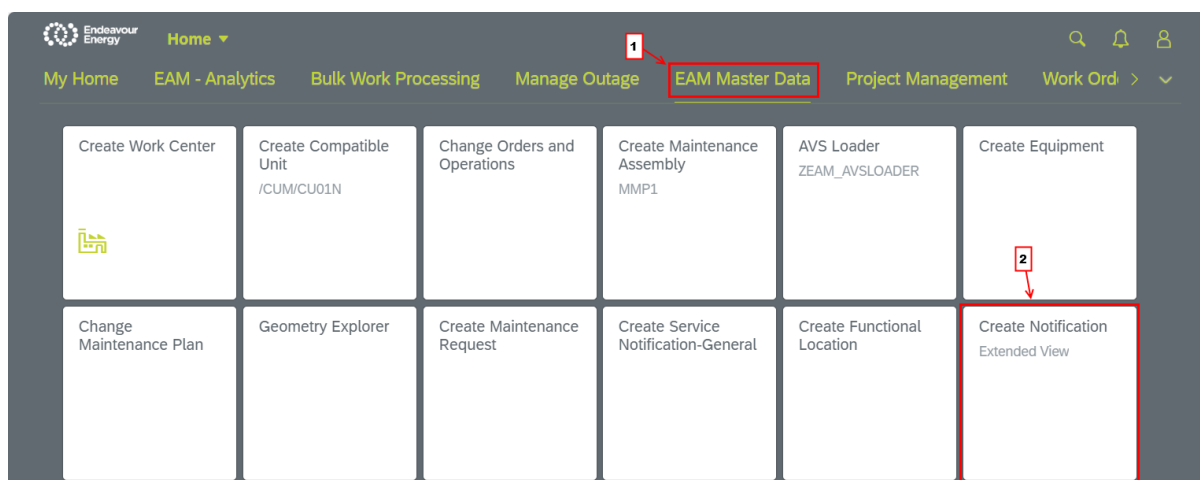
5.1 Web Browser (Fiori)

It is noted that SAP roles may have different banner categories in Fiori. In any case Notifications are raised in forms 'IW21' – Create PM Notification. This code can be searched for in the Fiori search bar.



5.1.1 Banner navigation may be available for some users

Select banner category 'EAM Master Data' (1) and the tile 'Create Notification' (2).



5.2 SAP Application

5.2.1 Open the application and select the option 'S4P – S/4 Hana (Prod)'.

SAP Logon 800						
Variable Logon						
Connections						
Workspaces	Name	System Description	SID	Group/Server	Insta...	Message Server
Local	S4P - S/4 Hana (Prod)		S4P	PUBLIC		E2SAPP-S4P
	S4Q - S/4 Hana (Test)		S4Q	aee1app18vd	00	
	S4S - S/4 Hana (Sandbox)		S4S	aee1app12vc	00	
	S4X - S/4 Hana (UAT)		S4X	PUBLIC		E1SAPX-S4X
	SD1 - S/4 Hana (Dev)		SD1	aee1app19vd	00	
	SMC - Solman (Dev)		SMC	aee1app01vc	00	
	SMD - Solman (Prod)		SMD	aee1app01vd	00	
	XEK - Payroll (Dev)		XEK	vaciXEK	00	

5.2.2 In the next window, select the search bar and type 'IW21', followed by the Enter key.

The screenshot shows the SAP Easy Access interface. At the top, there's a search bar with the text 'IW21' entered. Below the search bar, a dropdown menu is open, showing a list of favorites and SAP Menu options: 'Connector for Multi-Bank Connectivity', 'Office', and 'Cross-Application Components'.

Note: Steps will continue using the Web Browser version of SAP (which has the same display format to the SAP application)

5.3 Notification Type

5.3.1 Select the Magnifying Glass icon (🔍) or the Selection Box icon (📦) which will be located to the right of the 'Notification Type' field.

The screenshot shows the 'Create PM Notification: Initial Screen' form. The 'Notification Type' field is highlighted with a red box, and a red arrow points to the Selection Box icon (📦) next to it. Below the 'Notification Type' field, there is a 'Notification' input field. At the bottom, there is a 'Reference' section with another 'Notification' input field.

5.3.2 For asset defects, select 'M1' (1) for Notifications related to condition based defects. Then select the tick icon (2) to confirm.

Notification Type (1) X

> Restrictions

★ ? Q Q+ ▾

Typ	Notification Type
☐	G0 Notification
☐	I1 Real Estate Notif.
☒	M1 Work Request
☐	M2 Malfunction Report
☐	M3 Activity Report
☐	MD Master Data Request
☐	OS IHS notification
☐	PC PCR Test
☐	Q1 Customer Complaint
☐	Q2 Complaint ag. Suppl.
☐	Q3 InternalProbNotif.
☐	Q8 Complnt f.Cust.(Ext)
☐	Q9 Complnt f.Vend.(Ext)
☐	QR StabilStudy w/o Mat
☐	QS StabilStudy with Mat

53 Entries found

Q ↕ ✓ 🖨 ✗

Note: 'M3 – Activity Report' Notifications are purposed for recording trials or investigation information for an asset.

5.4 Open & Edit Notification

- 5.4.1 Once the Notification Type is selected, either click 'Notification' in the banner (1) or press the Enter key in the 'Notification Type' field (2) to open the Notification page.

< Endeavour Energy Create PM Notification: Initial Screen Q 🔔 👤

Notification More ▾ Exit

* Notification Type: M1 Q

Notification:

Reference

Notification:

5.5 Description & Long Text

- 5.5.1 For 'Description', select either of the single line text boxes (1).
- 5.5.2 For 'Long Text', select the Page with Pen icon (🖋) or the multi-lined text box (2).

Note: Information to enter for:

'Description' = General summary
'Long Text' = Event description

The screenshot shows the 'Create PM Notification: Work Request' interface. At the top, there's a header with the Endeavour Energy logo and navigation links. Below the header, there are tabs for 'Request Data', 'Additional Data', 'Item', 'Tasks', 'Activity', and 'Map View (GEF)'. The main form area contains several input fields: 'Notification' (with a value of %000000000001), 'M1' dropdown, 'Notific. Status' (OSNO), and 'Order'. A large 'Description' field is highlighted with a red box. To the right of the 'Description' field, there are two red boxes labeled '1' and '2'. Box '1' points to a 'Page with Pen icon' (a small icon of a notepad and pen) and box '2' points to a 'Back Arrow' (a small icon of a left-pointing arrow). The 'Reference Object' section includes fields for 'Functional loc.', 'Equipment', and 'Assembly'. The 'Subject' section includes 'Coding' and 'Description' fields.

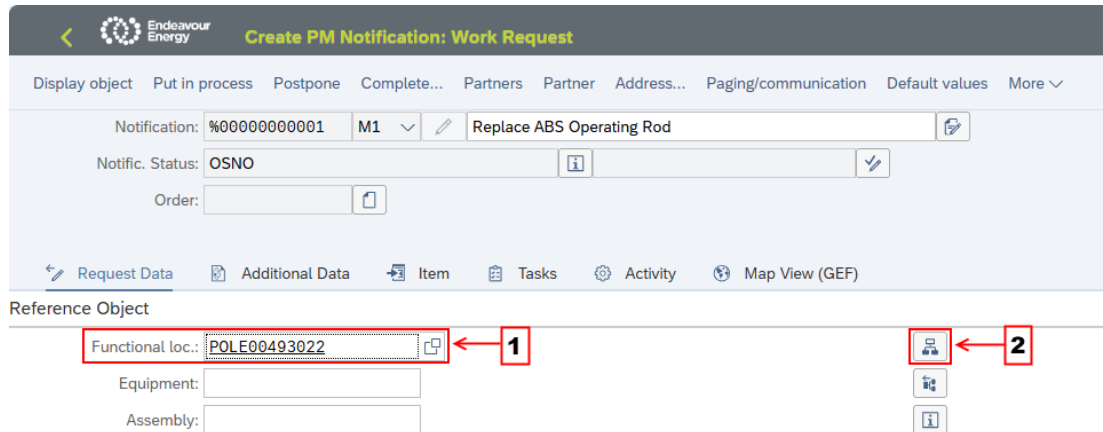
5.5.3 If selecting the Page with Pen icon (1), a pop-up text box occurs with multiple single line entry (1). After entering the notification details, select the Back Arrow (2) to exit back to the notification.

The screenshot shows a pop-up text box titled 'Change Long text on PM notification: %000000000001 Language EN'. The text box contains a single line of text: '04.04.2025 14:31:02 AUSNSW (39413) Phone 131081'. A red box labeled '1' highlights the text entry area. A red box labeled '2' highlights the 'Back Arrow' icon in the top left corner. The text box has a 'Paragraph' button at the bottom right. The status bar at the bottom indicates 'PM_QMEL Lines 1 - 1 / 1'.

5.6 Functional loc. & Equipment

- 5.6.1 Enter the defective asset's FLOC or the linked defective asset into the 'Functional loc.'
- (1). Select the Structure List icon () (2) to find the defective asset FLOC (3) in the hierarchy list and double click the Equipment number (4) to confirm.

Example: If the defective asset is located on POLE00493022, enter this FLOC to begin with. If the defective asset is the Air Break Switch (ABS), select the SWIT0000H170 asset Functional Location ID and Equipment Number from the Structure List.



Endeavour Energy Create PM Notification: Work Request

Display object Put in process Postpone Complete... Partners Partner Address... Paging/communication Default values More ▾

Notification: %00000000001 M1 ▾ Replace ABS Operating Rod

Notific. Status: OSNO

Order:

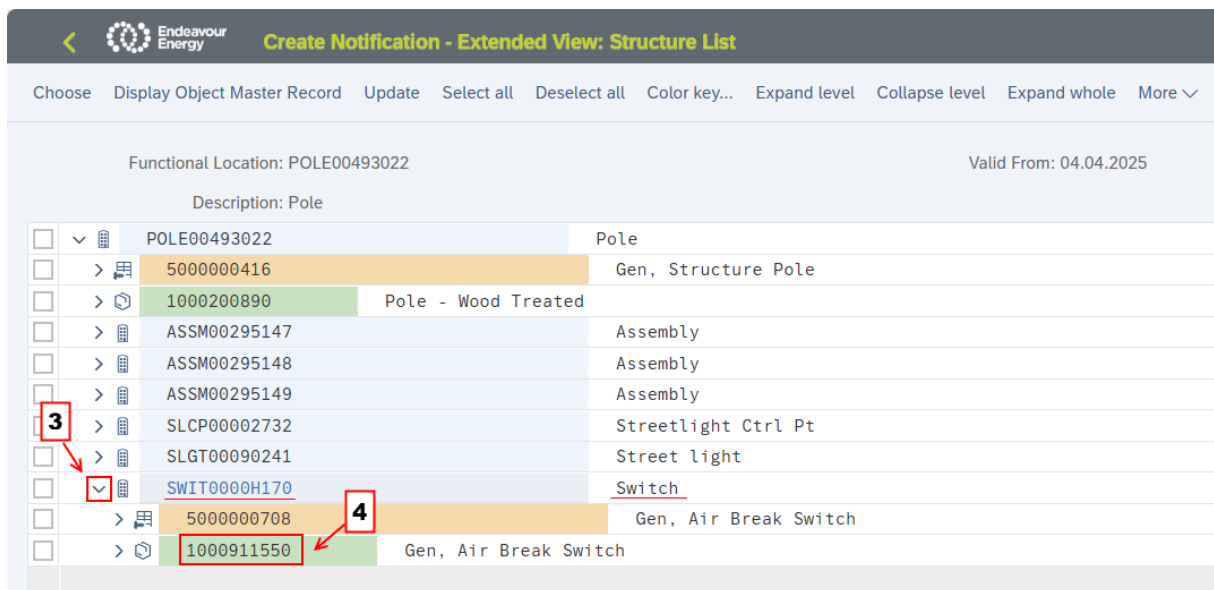
Request Data Additional Data Item Tasks Activity Map View (GEF)

Reference Object

Functional loc.: POLE00493022

Equipment:

Assembly:



Endeavour Energy Create Notification - Extended View: Structure List

Choose Display Object Master Record Update Select all Deselect all Color key... Expand level Collapse level Expand whole More ▾

Functional Location: POLE00493022 Valid From: 04.04.2025

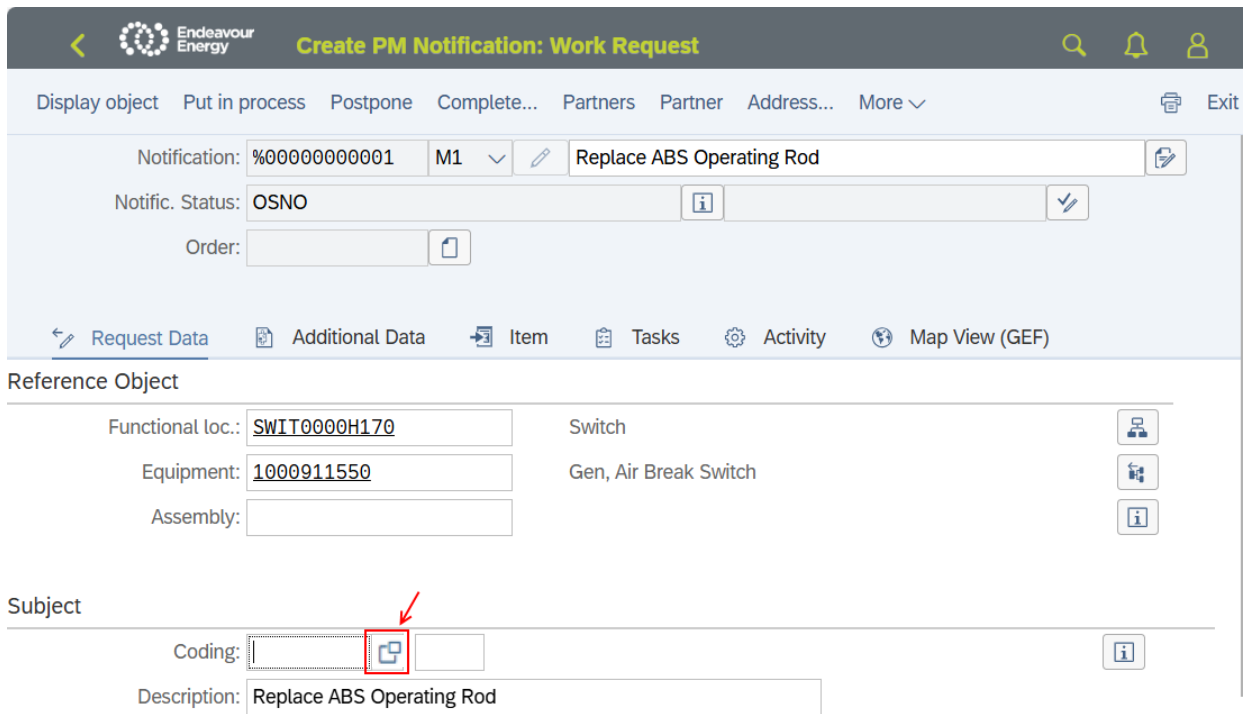
Description: Pole

☐	☐	POLE00493022	Pole
☐	☐	> 5000000416	Gen, Structure Pole
☐	☐	> 1000200890	Pole - Wood Treated
☐	☐	> ASSM00295147	Assembly
☐	☐	> ASSM00295148	Assembly
☐	☐	> ASSM00295149	Assembly
☐	☐	> SLC000002732	Streetlight Ctrl Pt
☐	☐	> SLGT00090241	Street light
☐	☒	> SWIT0000H170	Switch
☐	☐	> 5000000708	Gen, Air Break Switch
☐	☐	> 1000911550	Gen, Air Break Switch

Note: Selecting the FLOC and Equipment Number will automatically fill in the 'Planner Group' and 'Main WorkCtr' fields in the Notification page.

5.7 Coding

- 5.7.1 Select the Magnifying Glass icon () or the Selection Box icon () to open the pop-up for Notification codings.



Create PM Notification: Work Request

Notification: %000000000001 M1 Replace ABS Operating Rod

Notific. Status: OSNO

Order:

Request Data Additional Data Item Tasks Activity Map View (GEF)

Reference Object

Functional loc.: SWIT0000H170 Switch

Equipment: 1000911550 Gen, Air Break Switch

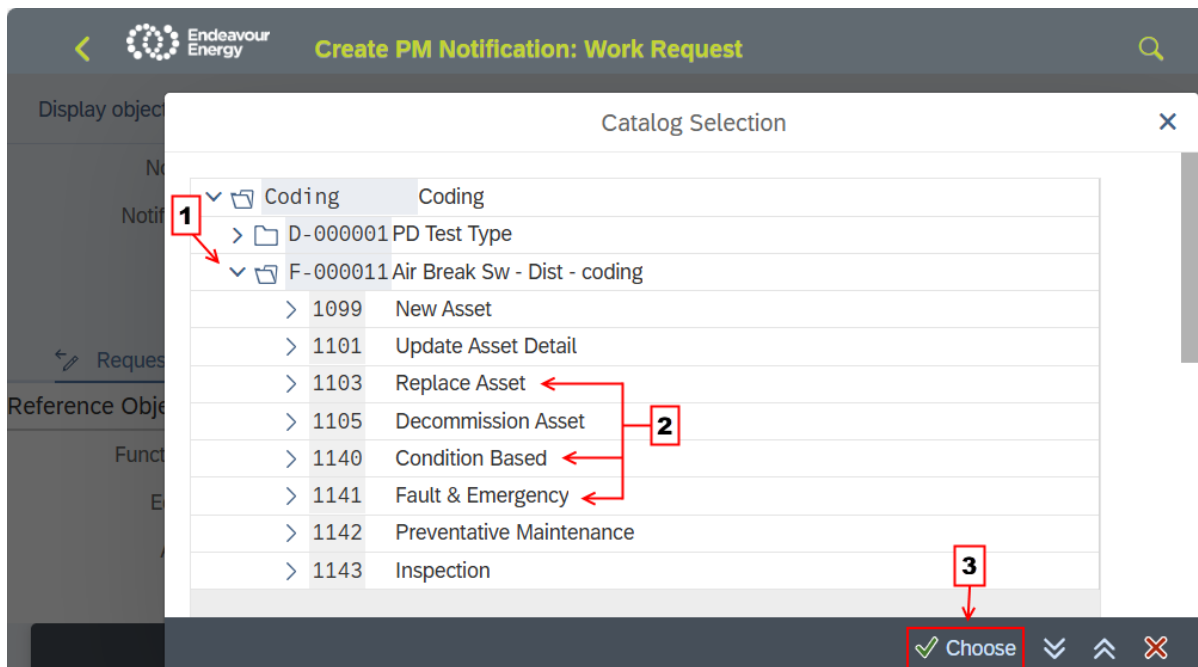
Assembly:

Subject

Coding:

Description: Replace ABS Operating Rod

- 5.7.2 Select the drop-down arrow (1) to open the defective asset's work activity codes. Then click on one of the three options 'Replace Asset', 'Condition Based' or 'Fault & Emergency' (2) depending on the task required. Once selected, click the 'Choose' option (3) in the lower banner.



Catalog Selection

Coding

- D-000001 PD Test Type
- F-000011 Air Break Sw - Dist - coding
 - 1099 New Asset
 - 1101 Update Asset Detail
 - 1103 Replace Asset
 - 1105 Decommission Asset
 - 1140 Condition Based
 - 1141 Fault & Emergency
 - 1142 Preventative Maintenance
 - 1143 Inspection

Choose

5.8 Priority

- 5.8.1 To select the SAP Priority, click the drop-down arrow (1) and choose the SAP Priority required (2).

Create PM Notification: Work Request

Display object

Put in process

Postpone

Complete...

Partners

Partner

Address...

More

Search

Notifications

User

Start/End Dates

Required Start:

04.04.2025

14:17:06

Priority:

▼

1-Urgent - Emergency

2-Urgent - High

3-Urgent - Medium

4-Urgent - Low

5-Urgent - Minor

6-General - High

7-General - Medium

8-General - Low

9-General-Observatin

Required End:

00:00:00

Breakdown:

Revision:

1000

Maint.Act.Type:

Responsibilities

Planner Group:

D45

/:

1000

Dist Penrith

Main WorkCtr:

DIXXWPE

/:

1000

Distribution Penrith

Person respons.

Reported By:

Notif. Date:

Save

Cancel

5.9 Object Part

- 5.9.1 To provide more detail about the component (object part) that the notification is about, select the Additional Data tab (1). From here, click the 'Object Part' field and select the Magnifying Glass icon (🔍) or the Selection Box icon (📦) (2) to show the asset's defective component list.

The screenshot shows the 'Create PM Notification: Work Request' interface. At the top, there's a header with the Endeavour Energy logo and the title 'Create PM Notification: Work Request'. Below the header, there's a navigation bar with tabs: 'Display object', 'Put in process', 'Postpone', 'Complete...', 'Partners', 'Partner', 'Address...', and 'More'. The main form area has several fields: 'Notification:' with a value '%00000000001' and a dropdown 'M1', 'Notific. Status:' with a value 'OSNO', and 'Order:' with a value. Below these fields, there's a tabbed interface with 'Request Data' and 'Additional Data' tabs. The 'Additional Data' tab is selected and highlighted with a red box and a red arrow labeled '1'. Below the tabs, there's a field labeled 'Object Part:' which is highlighted with a red box and a red arrow labeled '2'. The field contains a magnifying glass icon.

- 5.9.2 From the pop-up, select the drop-down arrow (1) to show all asset components. Select the defective component (2) and the 'Choose' option (3) to confirm.

Example: For a defective ABS rod, select Operating Handle as the defective component.

The screenshot shows the 'Catalog Selection' pop-up window. At the top, there's a header with the Endeavour Energy logo and the title 'Catalog Selection'. Below the header, there's a table with columns 'Object Part' and 'Object Parts'. The table contains a list of components: '1057 Lock', '1091 Arcing Horn', '1095 Operating Handle', '1265 Insulator', '1589 Assembly', '1590 Blade', '1632 Other', '1657 Bond', and '1659 Down rods'. The 'Operating Handle' component is selected and highlighted with a red box and a red arrow labeled '2'. At the bottom right of the window, there's a 'Choose' button with a green checkmark icon, highlighted with a red box and a red arrow labeled '3'.

5.10 Damage

- 5.10.1 Select the 'Damage' field, then the Magnifying Glass icon (🔍) or the Selection Box icon (📦) (1). In the pop-up, select the drop-down arrow (2) and the damaged component (3). Once selected, click 'Choose' (4) to confirm.

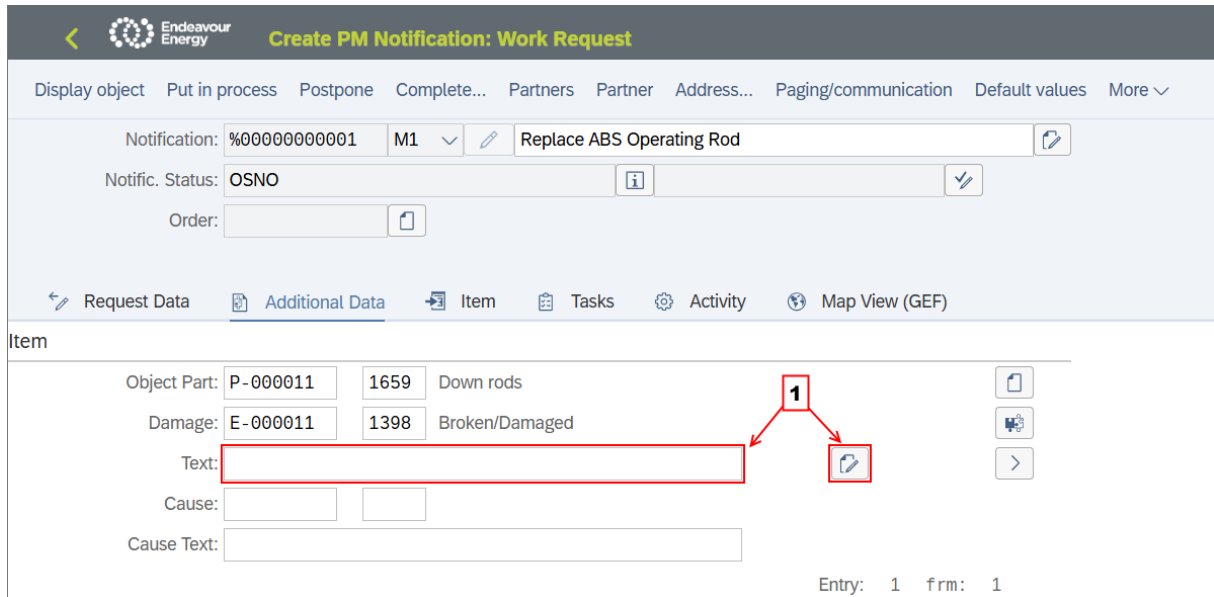
The screenshot displays the 'Create PM Notification: Work Request' interface. At the top, there's a header with the Endeavour Energy logo and navigation icons. Below the header, there's a section for 'Notification' with fields for 'Notification' (containing '%000000000001'), 'M1', and 'Replace ABS Operating Rod'. The 'Notific. Status' is set to 'OSNO'. Below this, there's an 'Order' field. A navigation bar at the bottom of this section includes 'Request Data', 'Additional Data', 'Item', 'Tasks', 'Activity', and 'Map View (GEF)'. The 'Item' section shows 'Object Part: P-000011' and '1659 Down rods'. The 'Damage' field is highlighted with a red box and a magnifying glass icon (1). A 'Catalog Selection' pop-up window is open, showing a list of damage types under the 'Damage' category (2). The list includes: 'Missing', 'Misalignment', 'Corrosion', 'Insulation Damaged', 'Redundant', 'Broken/Damaged' (3), 'High Contact Resistance', 'Jammed', 'Broken', 'Other', 'Not fully closed', 'Audible Discharge Present', 'Not Earthed', 'Not fully closed', and 'Other (XX)'. The 'Broken/Damaged' item is highlighted with a red box. At the bottom of the pop-up, there's a 'Choose' button (4) with a green checkmark icon.

Damage Type
Missing
Misalignment
Corrosion
Insulation Damaged
Redundant
Broken/Damaged
High Contact Resistance
Jammed
Broken
Other
Not fully closed
Audible Discharge Present
Not Earthed
Not fully closed
Other (XX)

5.11 Text

5.11.1 Select the 'Text' field or Page with Pen icon () (1) and write a short description of the specific damage that has occurred.

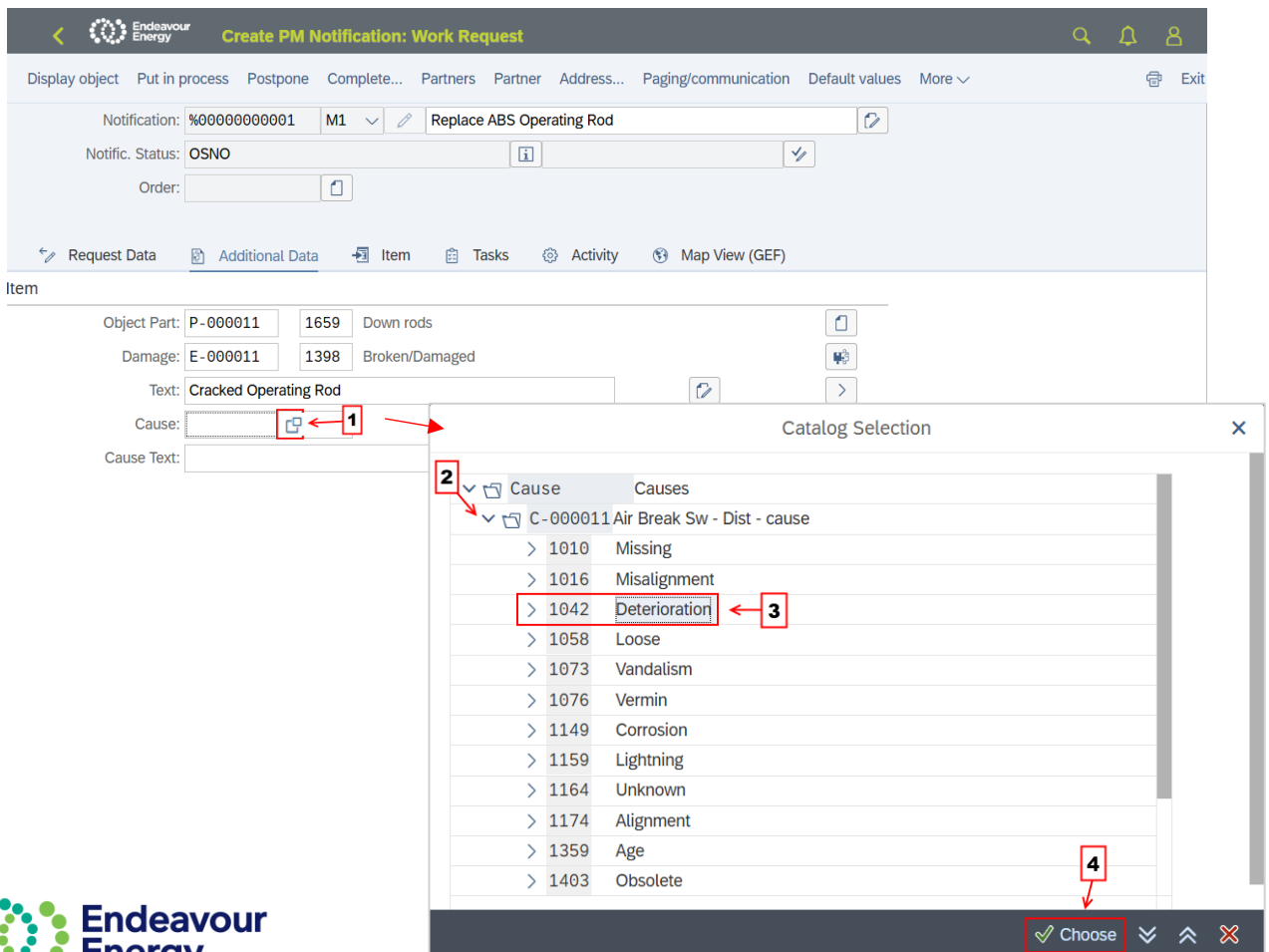
Example: Cracked Operating Rod



The screenshot shows the 'Create PM Notification: Work Request' form. The 'Text' field is highlighted with a red box, and a red arrow labeled '1' points to the 'Page with Pen icon' button next to it. The form includes fields for Notification, Status, Order, and Cause. The 'Text' field is currently empty.

5.12 Cause

5.12.1 Select the 'Cause' field, then the Magnifying Glass icon () or Selection Box icon () (1). In the pop-up, select the drop-down arrow (2) and the C (3). Once selected, click 'Choose' (4) to confirm.



The screenshot shows the 'Create PM Notification: Work Request' form with the 'Cause' field selected. A 'Catalog Selection' pop-up is shown, displaying a list of causes. The 'Cause' field is highlighted with a red box and a red arrow labeled '1' pointing to the 'Selection Box icon' button next to it. The 'Catalog Selection' pop-up shows a list of causes, with the 'Cause' field highlighted by a red box labeled '2'. The 'Cause' field is currently empty.

Cause	Causes
> 1010	Missing
> 1016	Misalignment
> 1042	Deterioration
> 1058	Loose
> 1073	Vandalism
> 1076	Vermin
> 1149	Corrosion
> 1159	Lightning
> 1164	Unknown
> 1174	Alignment
> 1359	Age
> 1403	Obsolete

5.13 Cause Text

5.13.1 Select the 'Cause Text' field and write a short description of the specific cause of the damage that has occurred.

Example: Age and Weathering

The screenshot shows the 'Create PM Notification: Work Request' form. The 'Cause Text' field is highlighted with a red box, and a red arrow points to it. The form contains the following data:

Field	Value
Notification	%00000000001 M1 Replace ABS Operating Rod
Notific. Status	OSNO
Order	
Object Part	P-000011 1659 Down rods
Damage	E-000011 1398 Broken/Damaged
Text	Cracked Operating Rod
Cause	C-000011 1042 Deterioration
Cause Text	

Entry: 1 frm: 1

5.14 Save Notification

5.14.1 Select the Save icon at the bottom right of the window.

The screenshot shows the 'Create PM Notification: Work Request' form with the 'Cause Text' field filled with 'Age and Weathering'. The 'Save' button is highlighted with a red box, and a red arrow points to it. The form contains the following data:

Field	Value
Notification	%00000000001 M1 Replace ABS Operating Rod
Notific. Status	OSNO
Order	
Object Part	P-000011 1659 Down rods
Damage	E-000011 1398 Broken/Damaged
Text	Cracked Operating Rod
Cause	C-000011 1042 Deterioration
Cause Text	Age and Weathering

Entry: 1 frm: 1

Save Cancel

5.14.2 Once saved, a notification will appear to inform the user that the Notification is now open in SAP.

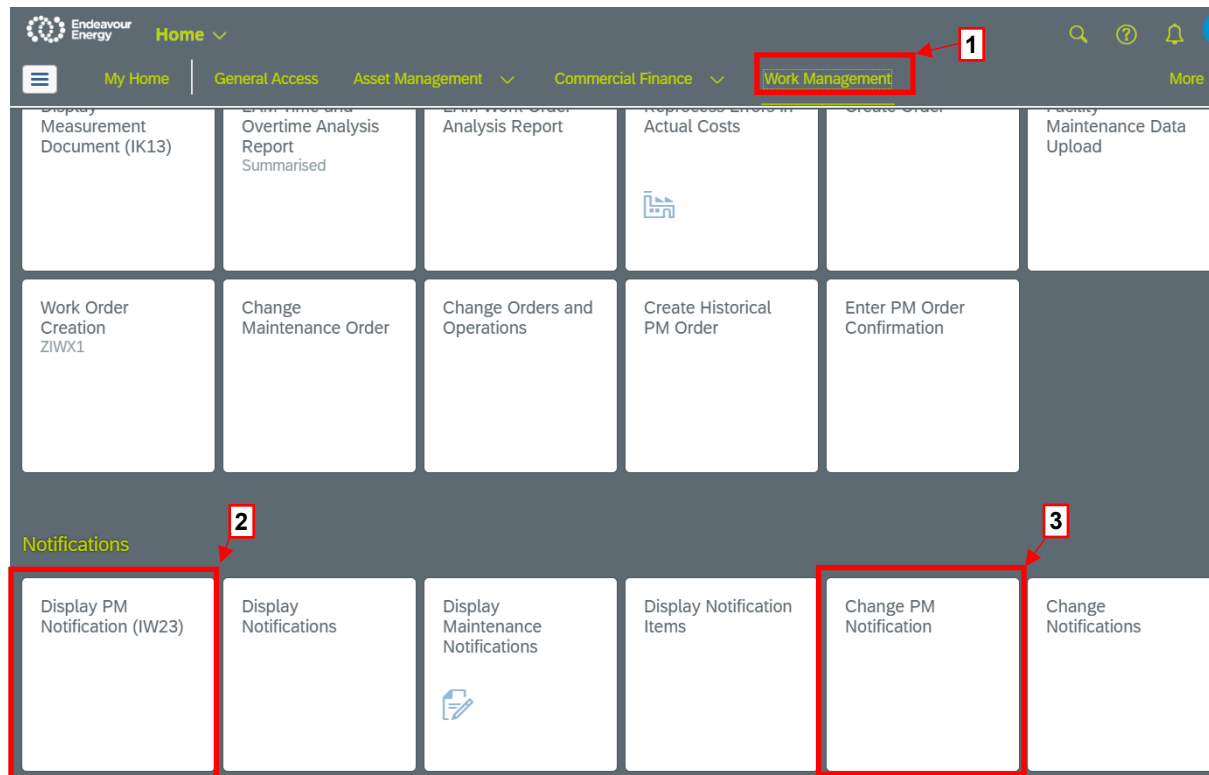
6. How to Return to the Notification

6.1 Reopen Notification

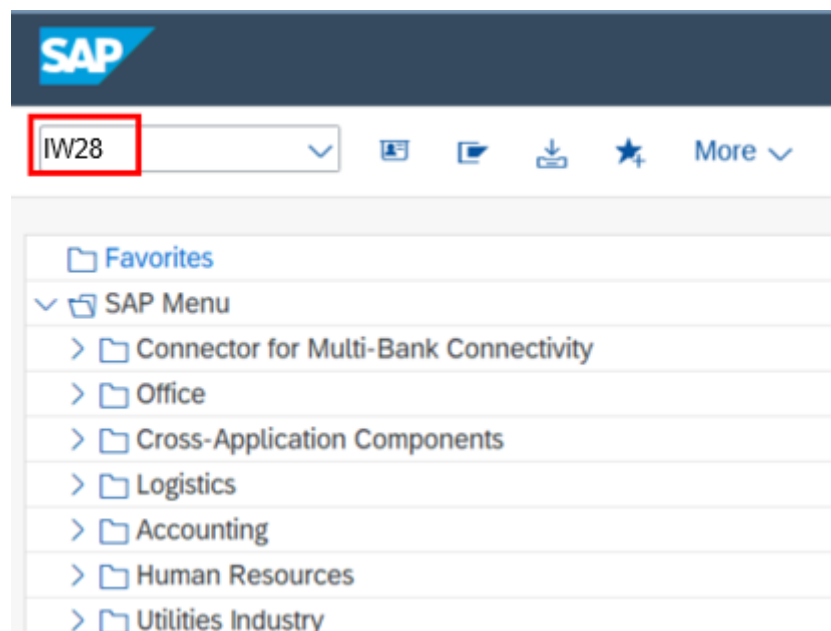
It is noted that SAP roles may have different banner categories and access methods in Fiori. In any case Notifications are displayed in form 'IW23' – Display PM Notifications, and may be edited in form 'IW28' – Change PM Notification. These codes can be searched for in the Fiori search bar.

- 6.1.1 For the Web Browser version, select the 'Work Management' banner option (1) and then either 'Display PM Order' tile (2), or 'Change PM Order' tile (3).

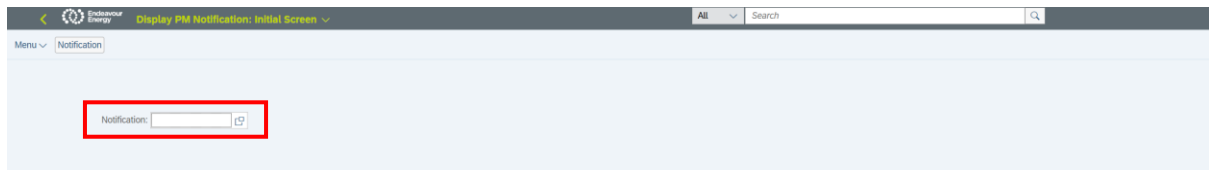
Note: Use 'Change PM Order' to edit the Work Order.



- 6.1.2 For the SAP Application, select the search field and enter either for 'IW23' to Display PM Notification or 'IW28' to Change PM Notifications.

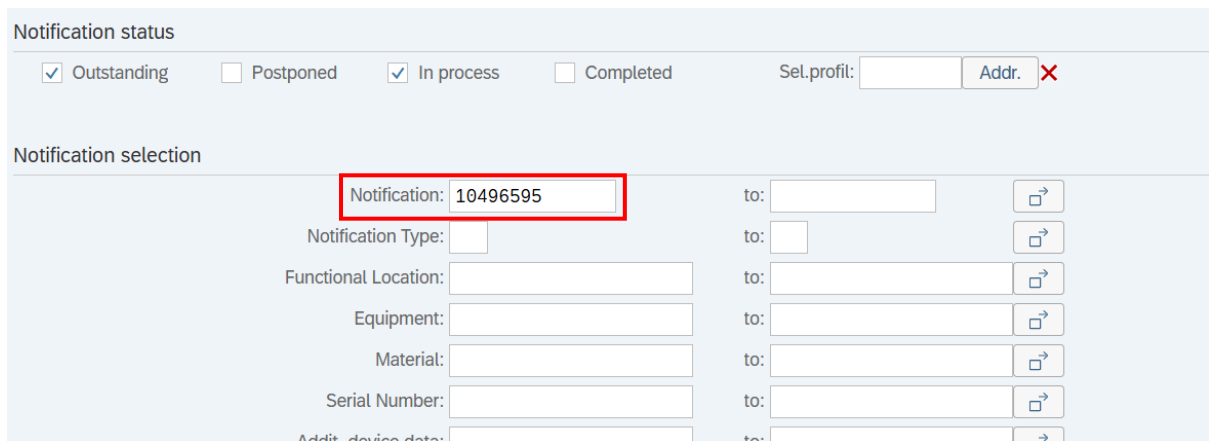


- 6.1.3 Write the Notification number into the 'Notification' field and press the Enter key.
Example: Notification: 10496595 was created for the defective ABS.



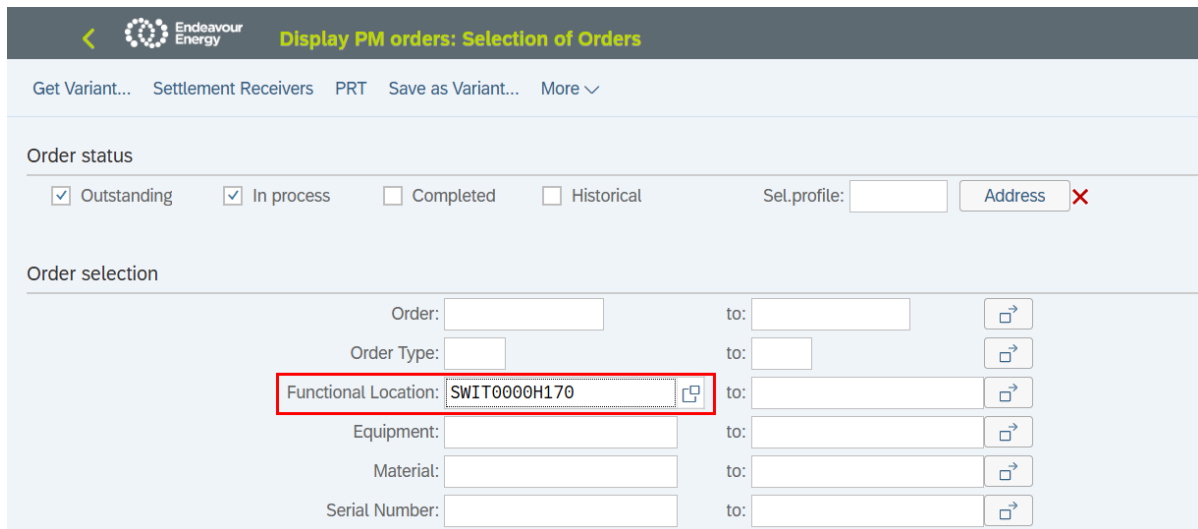
The screenshot shows the 'Display PM Notification: Initial Screen' with a 'Notification' field and a Selection Box icon (a square with a smaller square inside) to its right. The field is highlighted with a red box.

If the notification number is unknown, the Selection Box icon () will open the notification search function as shown below.



The screenshot shows the 'Notification status' and 'Notification selection' sections. The 'Notification' field in the 'Notification selection' section is highlighted with a red box and contains the value '10496595'. The 'Notification status' section has checkboxes for 'Outstanding' (checked), 'Postponed', 'In process' (checked), and 'Completed'. The 'Notification selection' section has fields for 'Notification Type', 'Functional Location', 'Equipment', 'Material', 'Serial Number', and 'Addit. device data', each with a 'to:' field and a Selection Box icon.

- 6.1.4 If the Notification number is unknown to the user, use the 'Functional Location' to find the open Notification.

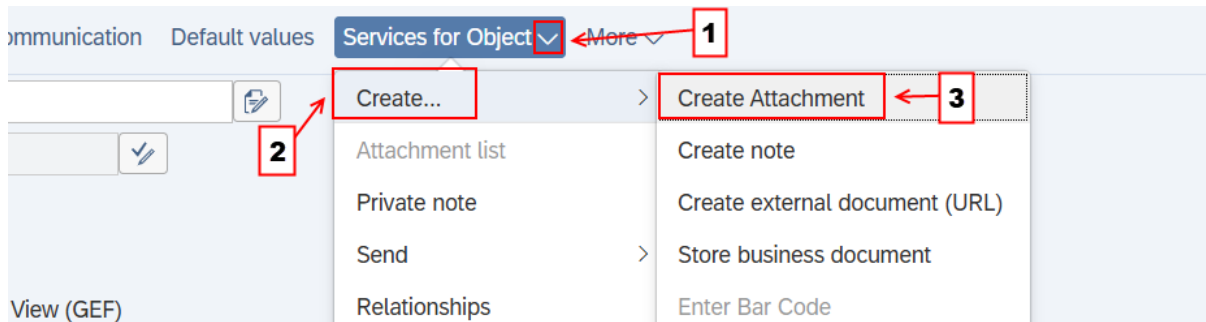


The screenshot shows the 'Display PM orders: Selection of Orders' screen. The 'Functional Location' field in the 'Order selection' section is highlighted with a red box and contains the value 'SWIT0000H170'. The 'Order status' section has checkboxes for 'Outstanding' (checked), 'In process' (checked), 'Completed', and 'Historical'. The 'Order selection' section has fields for 'Order', 'Order Type', 'Functional Location', 'Equipment', 'Material', 'Serial Number', and 'Addit. device data', each with a 'to:' field and a Selection Box icon.

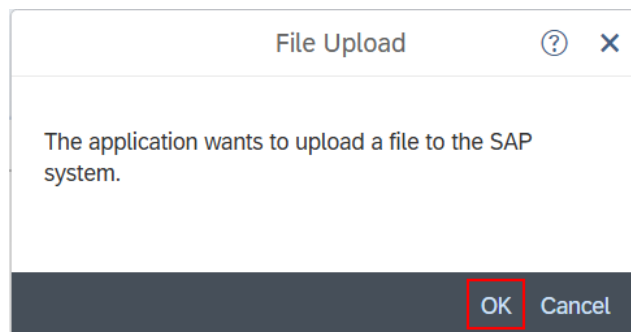
7. How to Add an Image to the Notification

7.1 Attach Image to Notification

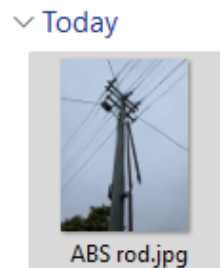
7.1.1 Open the Change Notification page and select 'Services for Object' (1) → 'Create' (2) → 'Create Attachment' (3).



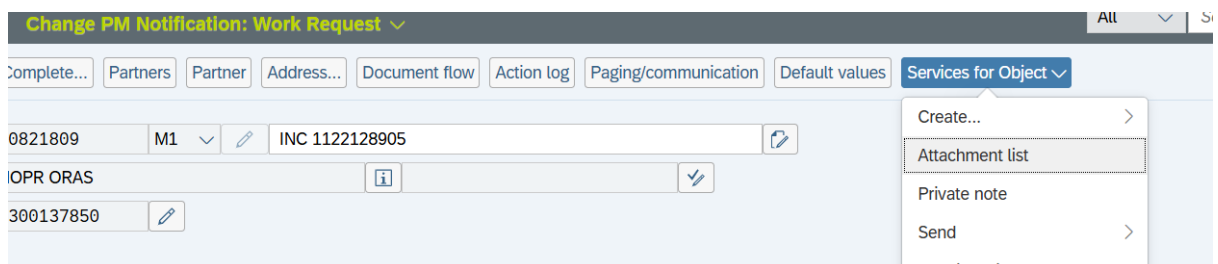
7.1.2 Select 'OK' to confirm.



7.1.3 Find the image in your system directory and double click to select. Then click 'Save' to upload into SAP.



7.1.4 Once an attachment has been created, it can be viewed by selecting 'Services for Object' and 'Attachment List'.



Alternatively, a new Page with Paper Clip icon (1) may appear which can be selected to bring up the following 'Service: Attachment list' box. The newly created entry item (2) should appear with the uploaded photo (as shown in the example 'ABS rod'). To exit the attachment list, select the 'Continue' option (3) at the bottom of the pop-up box.

Note: If you double click the entry item (2) from the Step 15.6; it will open the newly uploaded image (as shown in the example below for the broken ABS rod).

The screenshot displays a software interface with a top navigation bar containing tabs: Determine costs, Material availability, overall, Paging/communication, Settlement rule, Document flow, Maintenance object address, and Permits... Below this is a search bar with the text 'Rod' and a magnifying glass icon. A red box labeled '1' highlights a document icon in the toolbar. Below the search bar is a window titled 'Service: Attachment list' with a close button (X). Inside this window, the text 'Attachment for 004100564977' is displayed above a toolbar with various icons. Below the toolbar is a table with the following data:

Icon	Title	Created By	Created On
	ABS rod	Alex Bird	29.11.2024

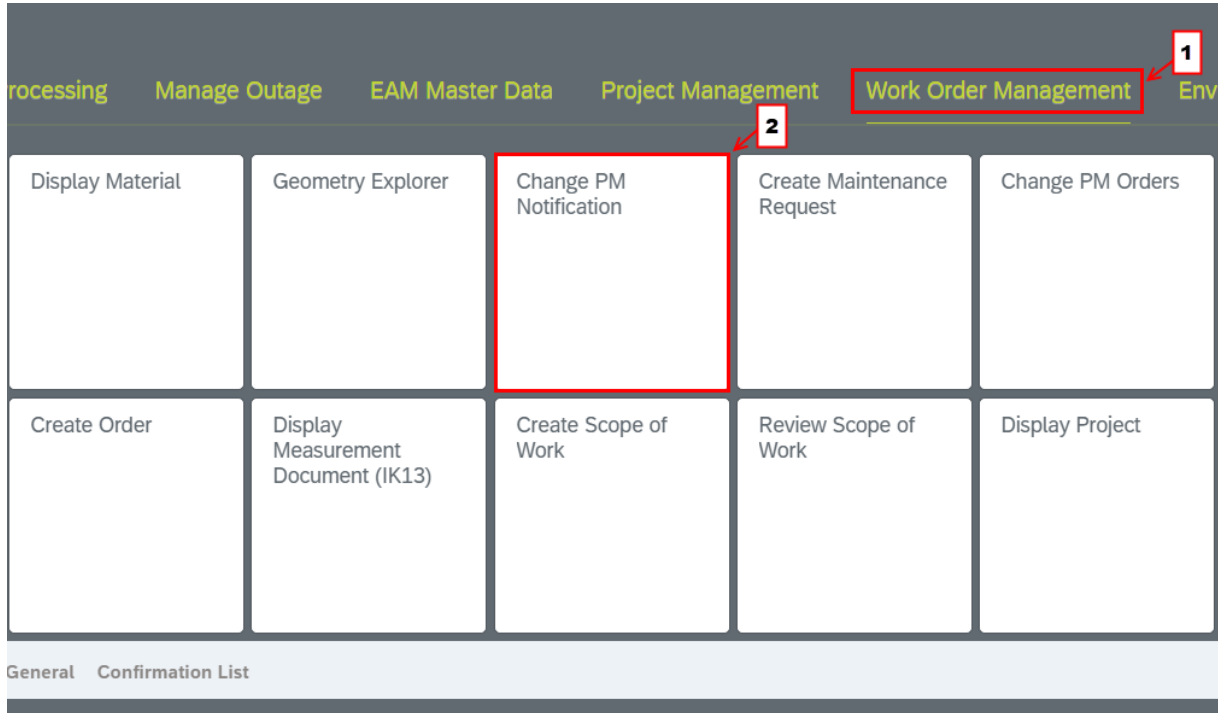
A red box labeled '2' highlights the row containing 'ABS rod'. A red arrow points from this row to a large photo of a broken ABS rod on a utility pole. At the bottom right of the window, a red box labeled '3' highlights the 'Continue' button, with another red arrow pointing to it.

8. Convert Notification to a Work Order

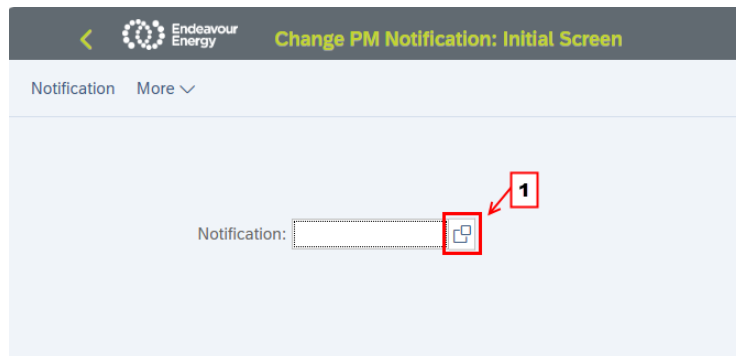
Once the SAP Notification has been automatically generated by ADMS detailed in Annexure A, the Notification can be converted into a Work Order through the following steps:

8.1 Web Browser (Fiori) – Finding the Notification

8.1.1 Select banner category 'Work Management' (1) and the tile 'Change PM Notification' (2).



8.1.2 If the Notification number is unknown, select the Options icon (ⓘ) (1).



- 8.1.3 To determine the Notification number, enter either the 'Functional Location' (1), 'Equipment' (2), or the INC or PROB Number into 'Description' (3) field. The select 'Execute' (4).

The screenshot displays the 'Display Notifications: Selection of Notifications' interface. At the top, there are navigation links and a search bar. Below this, a section for 'Notification selection' contains several input fields: 'Notification:', 'Notification Type:', 'Functional Location:', 'Equipment:', 'Material:', 'Serial Number:', 'Addit. device data:', 'Order:', 'Notification date:', and 'Partners:'. To the right of these fields are corresponding 'to:' fields with selection icons. A 'Sel. profil:' field and an 'Addr.' field with a red 'X' are also present. Below the 'Notification selection' section is the 'Selection with Objects of Utilities Industry' section, which includes 'Connection Obj.:', 'Premise:', 'Asset:', 'Dev.:', and 'Dev. Type:' fields, each with associated checkboxes. At the bottom, the 'General Data/Administrative Data' section contains a 'Description:' field and a 'to:' field. A red box labeled '3' highlights the 'Description:' field, and a red box labeled '4' highlights the 'Execute' button at the bottom right.

- 8.1.4 Use the prefilled Notification number from the previous search or type the Notification number into the 'Notification' field. Press the Enter key to access the Notification.

The screenshot displays the 'Change PM Notification: Initial Screen' interface. It features a 'Notification' field with the value '10496595' entered. A red box highlights the 'Notification' field.

8.1.5 The 'Change PM Notification' page fields numbered below are pre-filled from the ADMS 'Create Problem' inputs.

The screenshot shows the 'Change PM Notification: Work Request' form. The fields are numbered as follows:

- 1: Notification: 10496595
- 2: M1
- 3: ADMS INC 1115066335-PROB 1115026841
- 4: Notific. Status: OSNO
- 5: Functional loc.: SWIT0000H170
- 6: Equipment: 1000911550
- 7: Description: ADMS INC 1115066335-PROB 1115026841
- 8: Long text area containing: 05.12.2024 08:48:16 AUSNSW (QRFC_USER) ABS H170 down rod has fallen away from switch end. Requires reattaching for switch to be operable. Incident Hazard Type: DEFECT
- 9: Priority: 6-General - High

Where:

- (1) 'Notification Number'
- (2) 'Notification Type' - NLD are to be **M1** for work requests (e.g. defects), or M3 for other activities (e.g. trials)
- (3) 'Description' - ADMS INC & PROB number
- (4) 'Notification Status' – OSNO is Outstanding Notification Status
- (5) 'Functional Location' – Asset FLOC
- (6) 'Equipment Number' – Asset Equipment Number
- (7) 'Description' – ADMS INC & PROB number
- (8) 'Long Text' – General Event Details and Comments
- (9) 'SAP Priority' – SAP Priority Number

8.2 Create Work Order from Notification

8.2.1 Select the 'Create' icon (📄) to begin the process of creating a Work Order from the Notification.

The screenshot shows the 'Change PM Notification: Work Request' form. The 'Order' field is at the bottom, and a red box highlights the 'Create' icon (📄) next to it. The form also displays fields for 'Notification' (10496595), 'M1', 'ADMS INC 1115066335-PROB 1115026841', 'Notific. Status' (OSNO), and a 'Notify' icon.

8.2.2 From the pop-up, select the 'Order Type' icon (📄) (1) and 'PM01' (2), then the tick icon (3) to confirm.

The screenshot shows the 'Create Order' pop-up window. The 'Order Type' icon (1) is highlighted in the 'Order Type' field. The 'Order Type (1)' list shows 'PM01 Non-Routine Work Order' selected (2). The tick icon (3) is highlighted at the bottom right of the list.

Type	Name
CU01	CU Service Order
CU02	CU Service Order
CU03	CU Maintenance Order
CU04	CU Maintenance Order
DC01	Disconnection Order
J3GE	Owner order
J3GV	Administrator order
MR01	Meter reading order
NCCI	Audit Inspection
PM01	Non-Routine Work Order
PM02	Routine Work Order
PM03	Fault & Emergency Order
PM04	Refurbishment Order
PM05	Projects Work OPEX
PM06	Projects Work CAPEX

8.2.3 Click 'Continue' from the pop-up message.

The screenshot shows a 'Warning' pop-up message. The message text is: 'MaintPlant 2000 and work center plant 1000 have different company codes'. The 'Continue' button is highlighted with a red box.

8.2.4 The Work Order has now been created as shown.

Endeavour Energy
Change Non-Routine Work Order 4100565563: Central Header

Schedule Determine costs Material availability, overall Paging/communication Complete (technically) Settlement rule Document flow More

Order: PM01 %000000000001 ADMS INC 1115066335-PROB 1115026841

Replace ABS Operating Rod Fallen down from the top of the pole
ON REPAIR OF ABS HANDLE 4/2/25 WAS DETERMINED THAT POLE & ABS NEEDS TO
BE REPLACED

Sys.Status: CRTD MANC NTUP OPEN

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning Control

Person responsible

PlannerGrp: D45 / : 1000 Dist Penrith
* Mn.wk.ctr: DIXXWPE / : 1000 Distribution Penrith
Person respons.:
Notifctn: 10496595
Costs: 0.00 AUD
* PMActType:
SystCond.:
Address:

Dates

Bsc start: 29.11.2024
Basic fin.: 10.12.2024
* Priority:
Revision:

Reference object

Func. Loc.: SWIT0000H170 Switch
Equipment:
Assembly:

Malfnctn data Damage Notif. dates

Malf.Start: 29.11.2024 14:42:04
MalfEnd: 00:00:00
Breakdown dur.: H

First operation

Operation: ADMS INC 1115066335-PROB 1115026841
WkCtr/Plnt: DIXXWPE / : 1000 * Ctrl key: PMIN
Work durtn: 6.6 H Number: 3
Calc. key: Calculate work
Acty Type: DIST01
Oprtn dur.: 2.2 H
PRT
Comp.

Save

Where:

- (1) 'PMActType' (Plant Maintenance Activity Type)
- (2) 'Priority' (SAP Priority), and

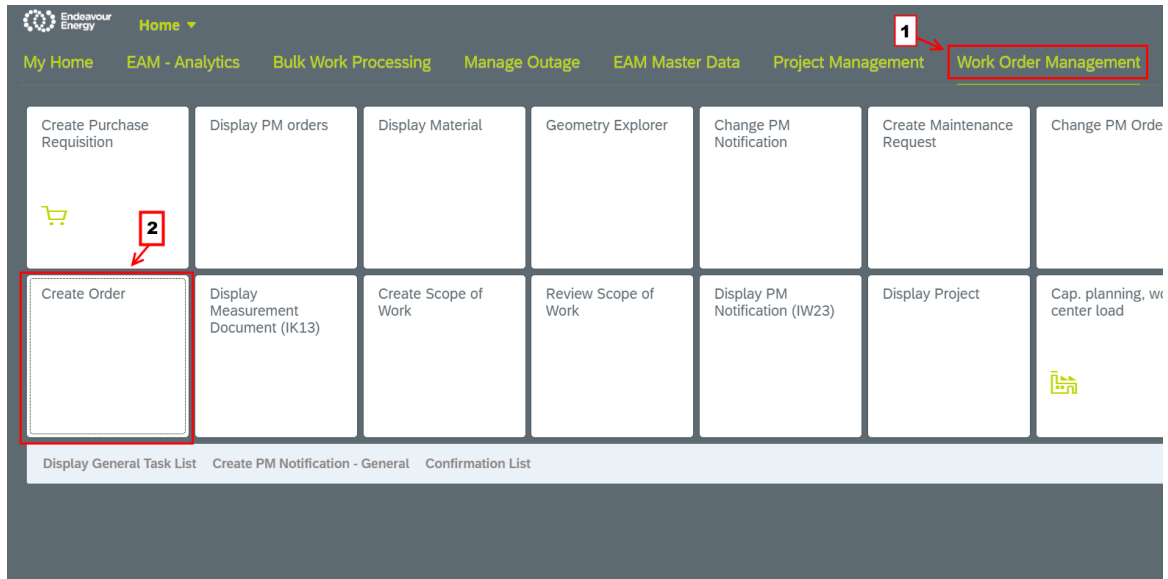
Example: For a 11kV ABS, select:

- (1) 'PMActType' = 'DMM - Distribution Mains OH Maintenance' for Non-Planned Defect in the distribution voltage asset level.
- (2) 'Priority' = SAP Priority from prior Notification.

9. How to Create a Work Order

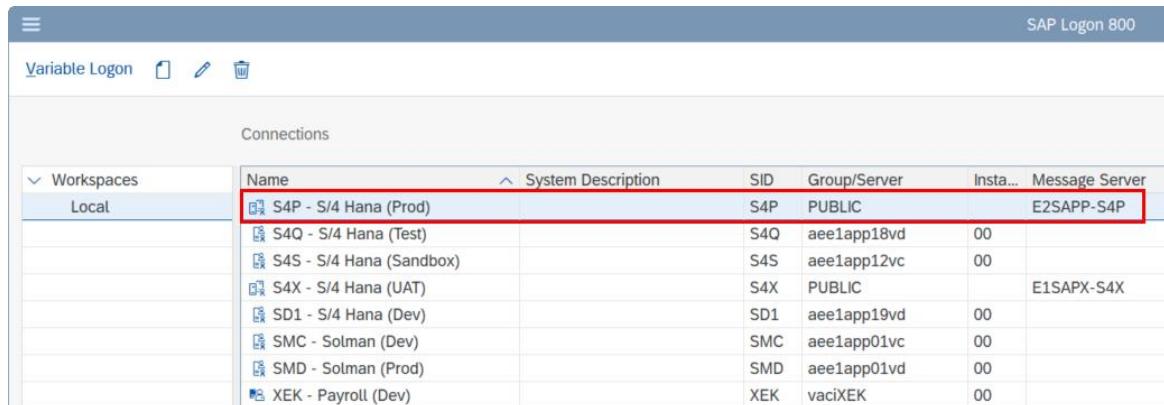
9.1 Web Browser (Fiori)

9.1.1 Select banner category 'Work Order Management' (1) and the tile 'Create Order' (2).

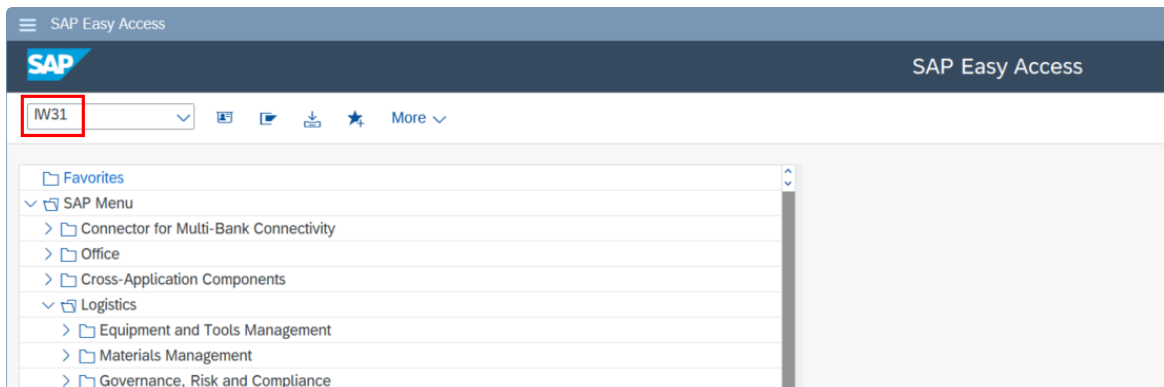


9.2 SAP Application

9.2.1 Open the application and select the option 'S4P – S/4 Hana (Prod)'.



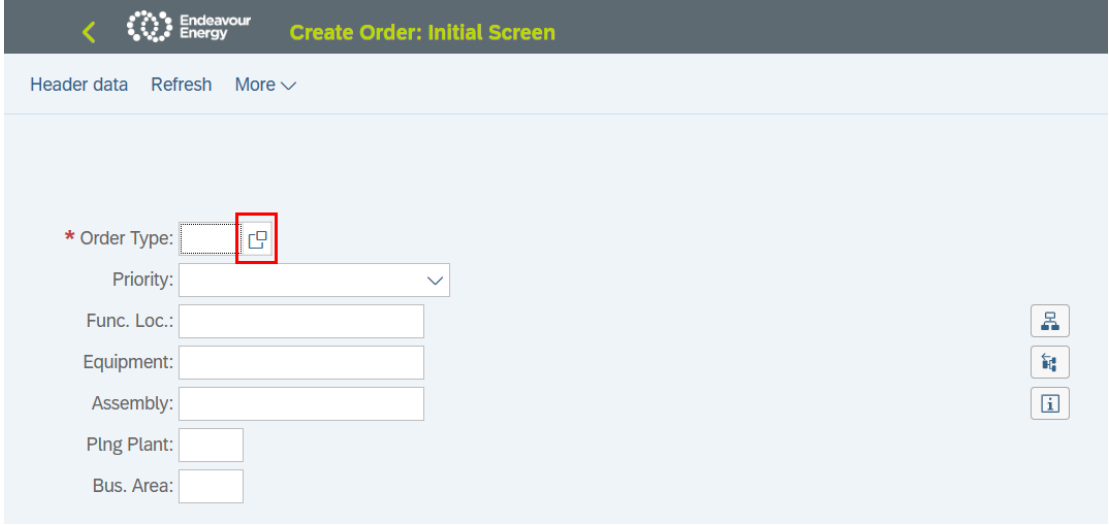
9.2.2 In the next window, select the search bar and type 'IW31', followed by the Enter key.



Note: Steps will continue using the Web Browser version of SAP (which has the same display format to the SAP application)

9.3 Order Type

9.3.1 Select the Options icon () to the right of the 'Order Type' field.



Endeavour Energy Create Order: Initial Screen

Header data Refresh More ▾

* Order Type: 

Priority:

Func. Loc.:

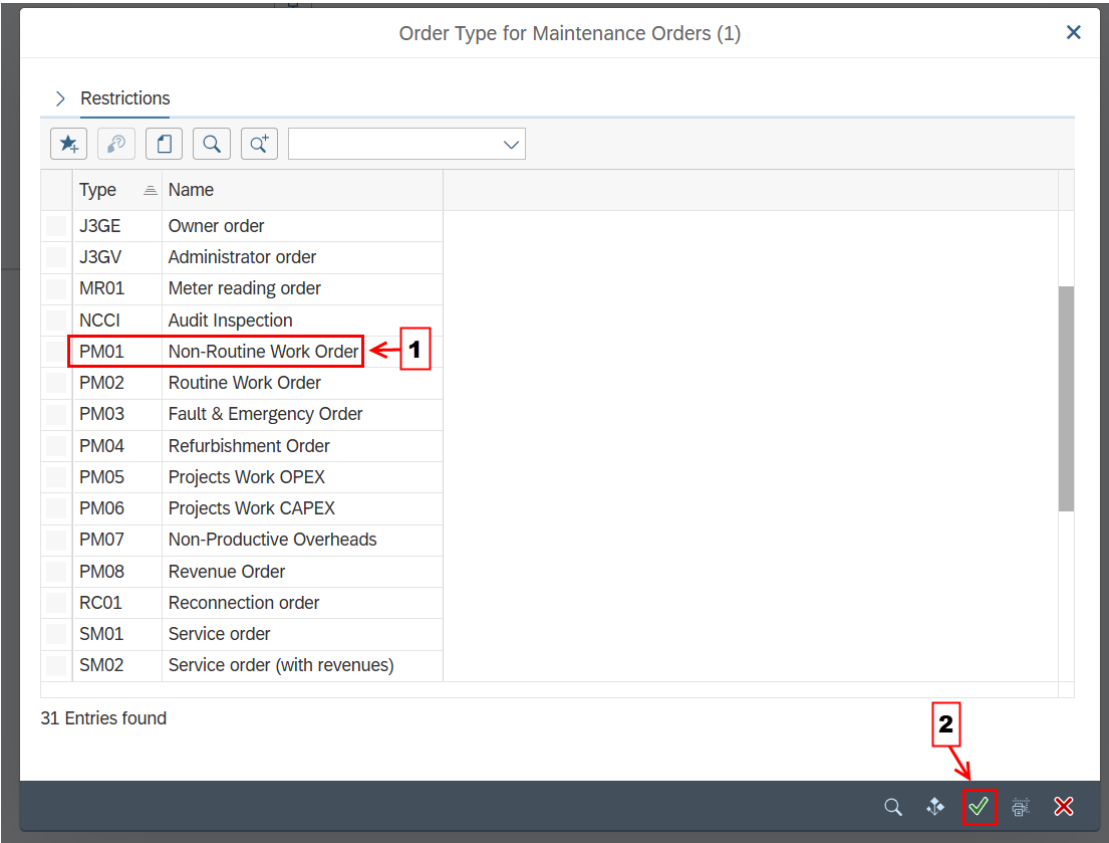
Equipment:

Assembly:

Plng Plant:

Bus. Area:

9.3.2 For asset defects that are not Fault & Emergency, select '**PM01 - Non-Routine Work Orders**' (1). Then select the tick icon (2) to confirm.



Order Type for Maintenance Orders (1)

> Restrictions

Type	Name
J3GE	Owner order
J3GV	Administrator order
MR01	Meter reading order
NCCI	Audit Inspection
PM01	Non-Routine Work Order
PM02	Routine Work Order
PM03	Fault & Emergency Order
PM04	Refurbishment Order
PM05	Projects Work OPEX
PM06	Projects Work CAPEX
PM07	Non-Productive Overheads
PM08	Revenue Order
RC01	Reconnection order
SM01	Service order
SM02	Service order (with revenues)

31 Entries found



9.4 Priority

- 9.4.1 Select the drop-down arrow (1) next to the 'Priority' field to show all SAP Priority options (2).

Note: SAP Priority refers to the severity rating assigned to the defect.

The screenshot shows the 'Priority' field in a form. A red box labeled '1' highlights the drop-down arrow. A second red box labeled '2' highlights the expanded list of priority options. The options are: 1-Urgent - Emergency, 2-Urgent - High, 3-Urgent - Medium, 4-Urgent - Low, 5-Urgent - Minor, 6-General - High, 7-General - Medium, 8-General - Low, and 9-General-Observatin. The form also includes fields for Order Type (PM01), Func. Loc., Equipment, Assembly, Plng Plant, and Bus. Area. There is a 'Reference' section with a checkbox for 'Create Follow' and a list of checkboxes for 'Operations', 'Components', 'Relationships', and 'Document Links'.

9.5 Func. Loc. & Equipment

- 9.5.1 Select the 'Func. Loc' field (1), enter in the defective asset's Functional Location ID and select the Structure List icon (2) and confirm the asset in the SAP database system by following Step 9.5.2 below.

Note: When confirming Functional Location, SAP Priority may reset and will need to be selected again.

Example: If the defective asset is located on POLE00493022, enter this FLOC to begin with.

The screenshot shows the 'Func. Loc.' field in a form. A red box labeled '1' highlights the 'Func. Loc.' field, which contains the value 'POLE00493022'. A second red box labeled '2' highlights the 'StructureList' icon. The form also includes fields for Order Type (PM01), Priority (2-Urgent - High), Equipment, Assembly, Plng Plant, and Bus. Area. The 'Reference' section is also visible.

- 9.5.2 After selecting the Structure List icon from Step 9.5.1, click the dropdown icon next to the correct Functional Location ID (1) shown in the asset hierarchy list. The dropdown items include the Construction Type and Equipment Number. Double click the correct Equipment Number (2) relevant to the asset to select.

Note: The Structure List can be used to find the correct asset linked to the Functional Location ID.

Example: If the defective asset is an Air Break Switch (ABS), select the SWIT0000H170 asset Functional Location ID from the Structure List for POLE00493022.

Description: Pole		
		POLE00493022 Pole
		5000000416 Gen, Structure Pole
		1000200890 Pole - Wood Treated
		ASSM00295147 Assembly
		ASSM00295148 Assembly
		ASSM00295149 Assembly
		SLCP00002732 Streetlight Ctrl Pt
		SLGT00090241 Street light
		SWIT0000H170 Switch
		5000000708 Gen, Air Break Switch
		1000911550 Gen, Air Break Switch

9.6 Open & Edit Work Order

- 9.6.1 Select the 'Header Data' in the banner once the 'Order Type', 'Priority', 'Func. Loc.' & 'Equipment' have been entered. This will open the Work Order to complete.

Note: 'Plng Plant' will automatically be entered if the Functional Location ID was correctly created.

Header data

Refresh

More

* Order Type: PM01

Priority: 2-Urgent - High

Func. Loc.: SWIT0000H170

Equipment: 1000911550

Assembly:

Plng Plant: 1000

Bus. Area:

Switch

Gen, Air Break Switch



Reference

☐ Create Follow-On Order

Order:

☒ Operations

☒ Components

☐ Relationships

☐ Document Links

9.7 PMActType

9.7.1 Select the Options button (🔍) to select the Work Activity.

Note: Before you raise PM01 Work Order, review the 'WO Determination Table' in the linked excel 'SAP Work Order Support Template App Screen Creation' in the References section.

The screenshot displays the SAP PM01 Work Order screen. At the top, there are tabs: Release, Put in process..., Activate reservation/purchase req., Schedule, Determine costs, Material availability, overall, Paging/communication, and Settlement rule. Below these, the Order number is PM01 %000000000001. The Sys.Status is CRTD MANC NTUP, and the OPEN button is visible. The HeaderData tab is selected, showing fields for PlannerGrp (D45 / 1000 Dist Penrith), Mn.wk.ctr (DIXXWPE / 1000 Distribution Penrith), Person respons., Notifctn (%000000000001), Costs, and PMActType. The PMActType field is highlighted with a red box and an arrow. Below this, there are fields for SystCond., Maintenance activity type, and Address. The Dates section shows Bsc start (29.11.2024), Basic fin. (10.12.2024), Priority (2-Urgent - High), and Revision.

9.7.2 Select the option that fits the defective asset.

Example: For a 11kV ABS, select 'DMM - Distribution Mains OH Maintenance' for Non-Planned Defect in the distribution voltage asset level.

Maintenance activity type (1)

> Restrictions

MAT	MAT Description
ANI	ANS Third Party Impacts
ANS	ANS General
DMI	Distribution Mains Inspection
DMM	Distribution Mains OH Maintena
DOI	OLI/GLI Pole Insp/Maint
DOP	OLI/GLI PSBI
DSI	Distribution Substation Inspec
DSM	Distribution Substation Mainte
DUM	Distribution Mains UG Maintena
FDP	Fleet Disposal Preparation
FIN	Fleet Inspection
FIP	Fleet Induction Preparation
FMO	Fleet Modification
FOE	Fleet Operator Error
FRE	Fleet Repair

52 Entries found

9.8 SysCond

- 9.8.1 If System Conditions are known, for the defect, select the Options button (📄) (1) next the 'SysCond' field. Select out of the options of Live Line, Non-Outage or Outage (2), then the tick icon (3) to confirm.

Notifctn: %000000000001

Costs: AUD

* PMActType: DMM Distribution Mains ...

SystCond.: 📄 (1)

Address:

neral - High

System Condition (1)

> Restrictions

C	Operating condition	Reservatn
L	Live Line	
N	Non Outage	
O	Outage	

3 Entries found

(2) (3)

9.9 Bsc start & Bsc fin. dates

- 9.9.1 Select the Bsc start and Bsc fin. fields to alter the dates to meet WBS specified dates. When dates have been altered, press the Enter key to accept.

Create Non-Routine Work Order : Central Header

Release Put in process... Activate reservation/purchase req. Schedule Determine costs Material availability, overall Paging/communication

Order: PM01 %000000000001

Sys. Status: CRTD MANC NTUP OPEN

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning Control

Person responsible

PlannerGrp: D45 / 1000 Dist Penrith

* Mn.wk.ctr: DIXXWPE / 1000 Distribution Penrith

Person respons.:

Notifctr: %000000000001

Costs: AUD

* PMActType:

SystCond.: N

Address:

Dates

Bsc start: 29.11.2024

Basic fin.: 10.12.2024

* Priority: 2-Urgent - High

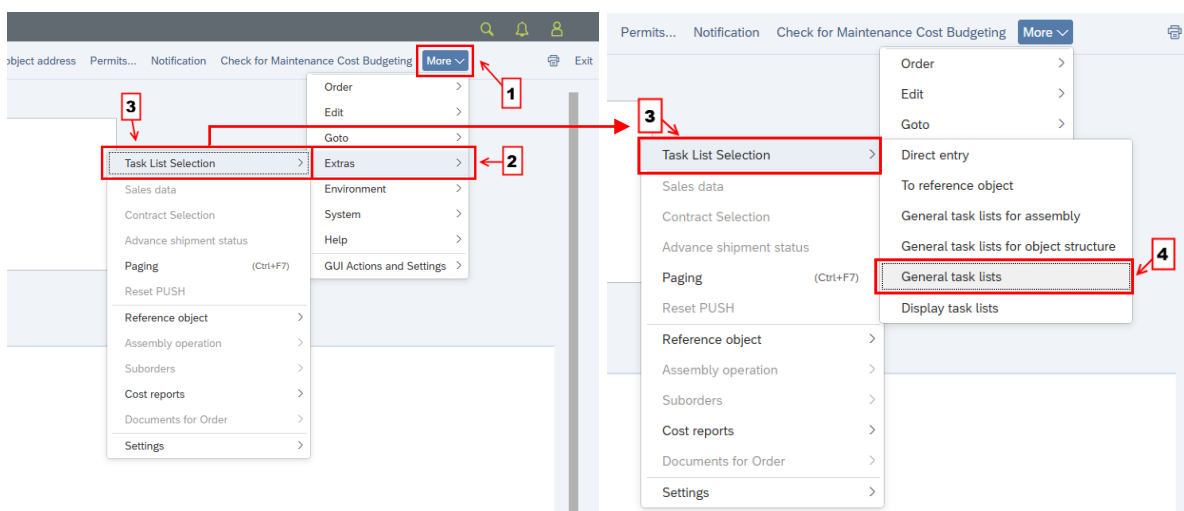
Revision:

Reference object

Func. Loc.: SWIT0000H170 Switch

9.10 Group

9.10.1 Select the 'More' (1) banner option, then 'Extras' (2) → 'Task List Selection' (3) → 'General task lists' (4) to assign the defect standard job code.



9.10.2 In the 'Task List Type' display page, select the (🔍) icon for the 'Group' field (1) and enter the Standard Job Code of the defect into the 'Group' field in the Key for Task List Group pop-up (2). When Standard Job Code entered, select the 'Find' option (3).
Example: Enter '1ABSOR' for operating handle defect for ABS.

Task List Selection

Functional Location: to:

Equipment: to:

Group: **1**

Group Counter: to:

Class Selection

Key for Task List Group (1)

Task List Type:

Group: **2**

Group Counter:

Valid From:

Description:

Maximum No. of Hits:

3

Find Multiple Selection Close

9.10.3 Another pop-up will appear with all available Standard Job Code options. Select the correct Standard Job Code option (4) and then the Approve tick (5).

Key for Task List Group (1)

> A: Task list selection B: Master Recipe C: Search using material I: General maintenance task list

Type	Group	GrC	Valid From	Description
A	1ABSOR	1	01.01.1970	Replace ABS Operating Rod

1 Entry found

4

5

9.10.4 When returning to the Task List page, the Standard Job Code will appear in the 'Group' field. If this has, click the Execute button (6).

Note: This process will automatically enter the default defect description, required tasks, and estimated generic hours and costings to complete the specified Standard Job into the Work Order.

Endeavour Energy Display Task Lists: Task List Selection

Save as Variant... Get Variant... More ▾ Exit

Task List Selection

Functional Location: to:

Equipment: to:

Group: 1ABSOR

Group Counter: to:

External Ident.: to:

Key Date: 17.04.2025

Class Selection

Hierarch. TaskList: ☐

6

9.11 Long Text

9.11.1 Select the Page with Pen icon () outlined below.

Release Put in process... Activate reservation/purchase req. Schedule Determine costs Material availability, overall Paging/communication Settlement rule

Order: PM01 %000000000001 Replace ABS Operating Rod

Replace ABS Operating Rod

1

9.11.2 On the new pop-up screen, double click the second paragraph line and write in your comments (1). Then click the Exit button (2) to return back to the Work Order main page.

Select Text Insert Line Format Page Paste Replace Program Symbols... Symbol Definition Standard

F... L... Row Text R..

...+...1...+...2...+...3...+...4...+...5...+...6...+...+...

* Replace ABS Operating Rod

* Fallen bolt from upper rod hardware **1**

*

2

9.12 Save Work Order

9.12.1 Select the 'Save' icon at the bottom right of the window.

1

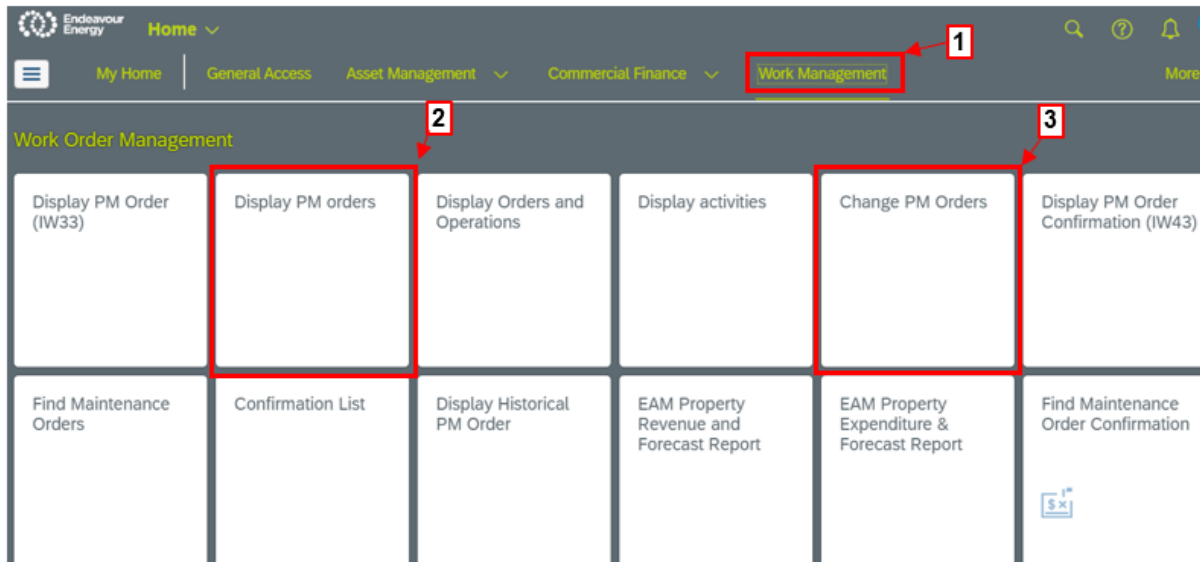
9.12.2 Once saved, a notification will appear to notify the user that the Work Order is now open in SAP to be scheduled for rectification.

10. How to Return to the Work Order

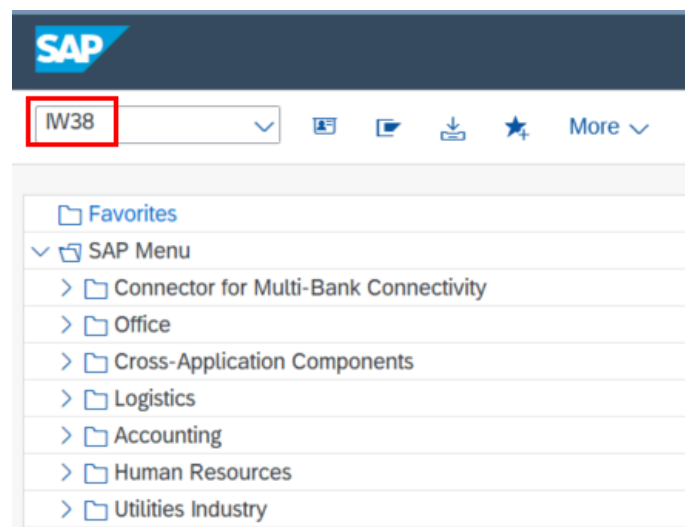
10.1 Reopen Work Order

- 10.1.1 For the Web Browser version, select the 'Work Management' banner option (1) and then either 'Display PM Order' tile (2), or 'Change PM Order' tile (3).

Note: Use 'Change PM Order' to edit the Work Order.



- 10.1.2 For the SAP Application, select the search field and enter either for 'IW33' to Display PM Orders or 'IW38' to Change PM Orders.



- 10.1.3 Write the Work Order number into the 'Order' field and press the Enter key.
Example: Work Order #4100564977 was created for the defective ABS.

SAP Change PM Orders:

Save as Variant... Settlement Receivers PRT More

Order status

☒ Outstanding ☒ In process ☒ Completed ☐ Historical Set.profile: Address X

Order selection

Order: 4100564977 to: to: to: to:

Order Type: to: to: to: to:

Functional Location: to: to: to: to:

Equipment: to: to: to: to:

10.1.4 If the Work Order number is unknown to the user, use the 'Functional Location' to find the open Work Order.

Endeavour Energy Display PM orders: Selection of Orders

Get Variant... Settlement Receivers PRT Save as Variant... More

Order status

☒ Outstanding ☒ In process ☐ Completed ☐ Historical Set.profile: Address X

Order selection

Order: to: to: to: to:

Order Type: to: to: to: to:

Functional Location: SWIT0000H170 to: to: to: to:

Equipment: to: to: to: to:

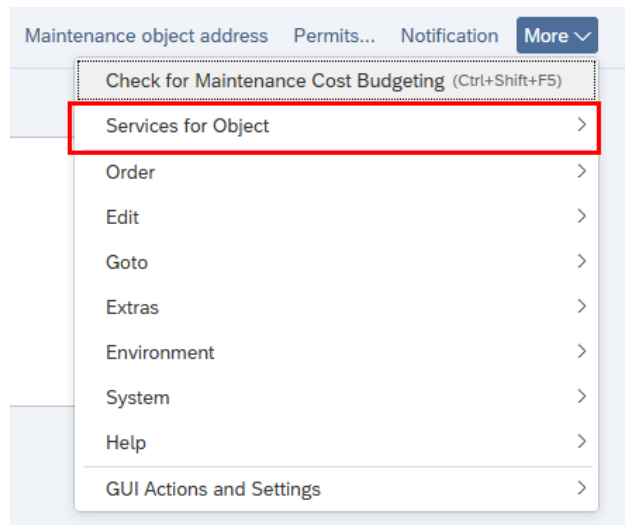
Material: to: to: to: to:

Serial Number: to: to: to: to:

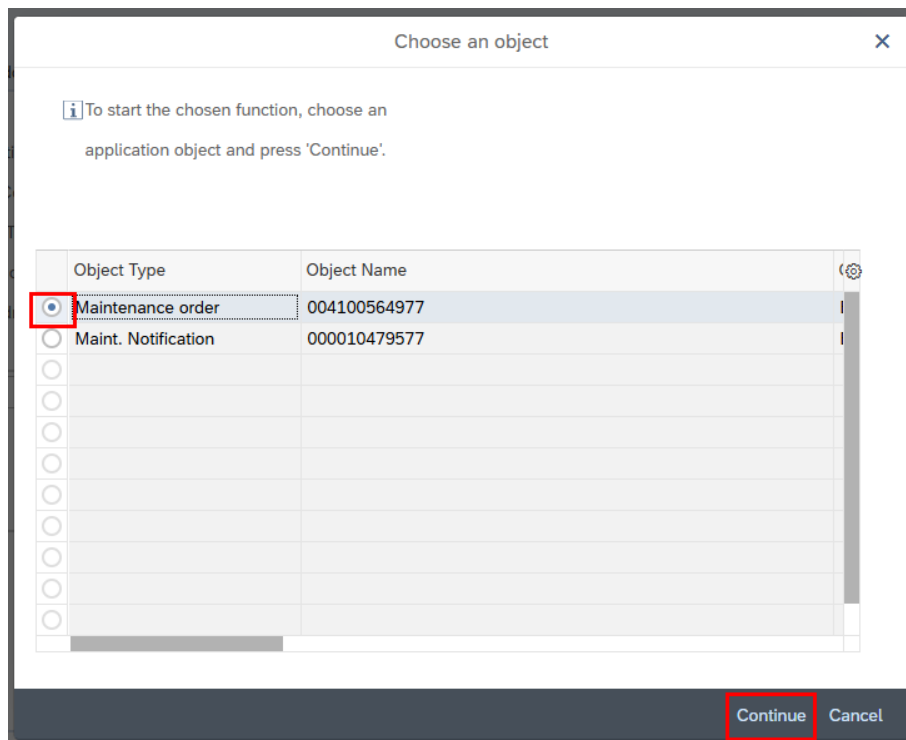
11. How to Add an Image to the Work Order

11.1 Attach Image to Work Order

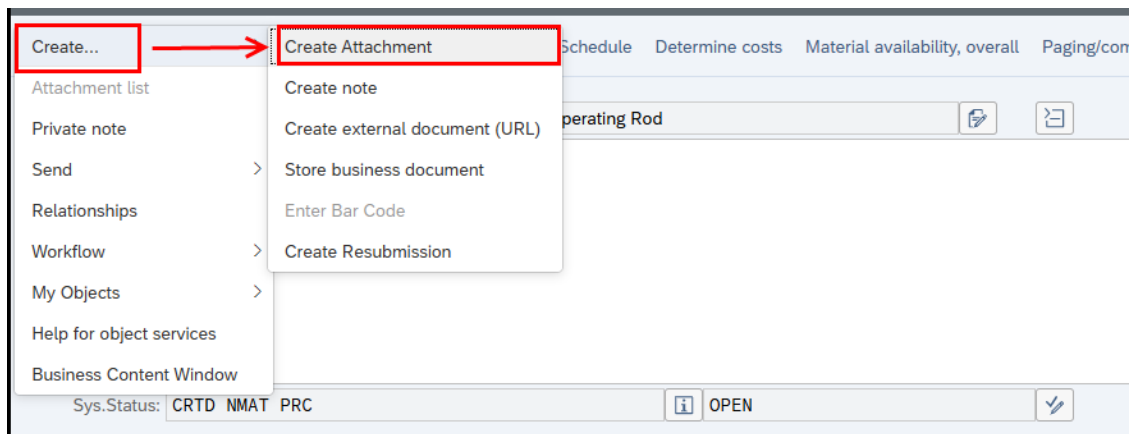
11.1.1 Open the Work Order main page and select 'More' → 'Services for Objects'.



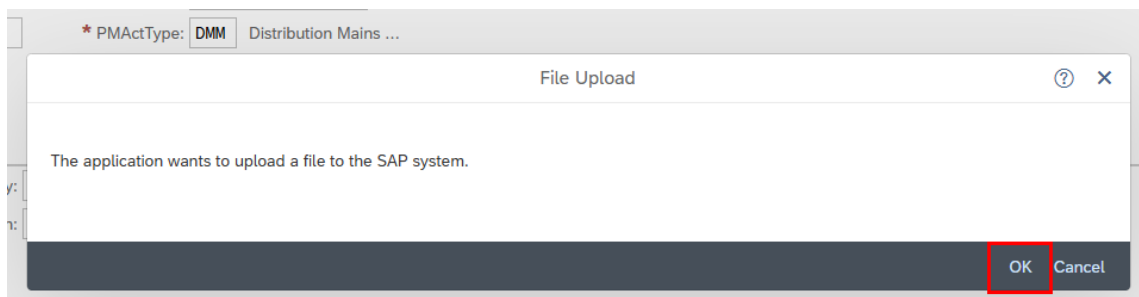
11.1.2 Select 'Maintenance order' option and click continue.



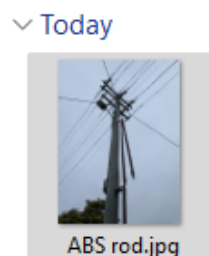
- 11.1.3 A new pop-up will appear top left of the screen. Select 'Create' → 'Create Attachment'.



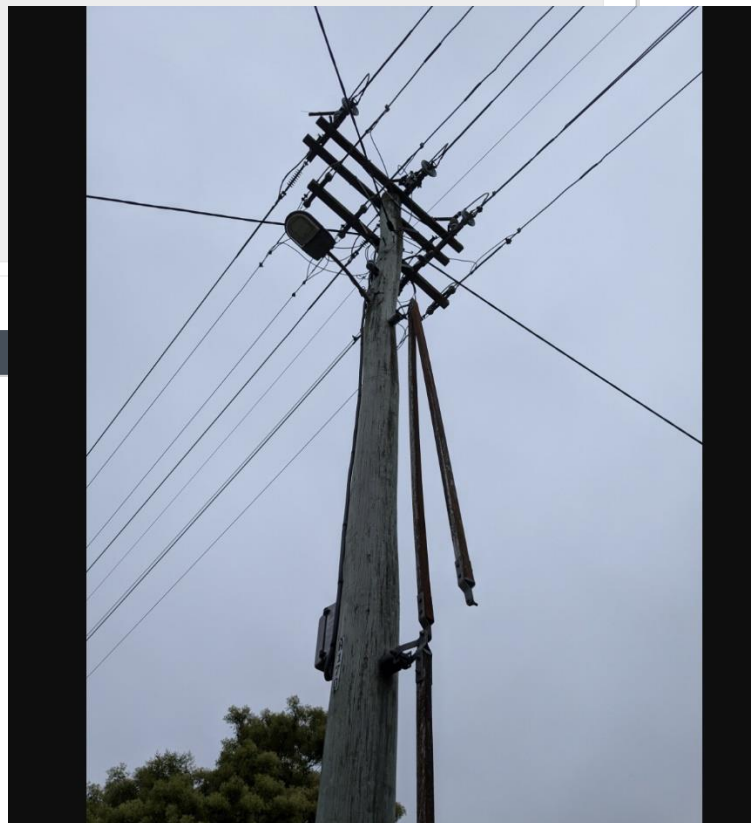
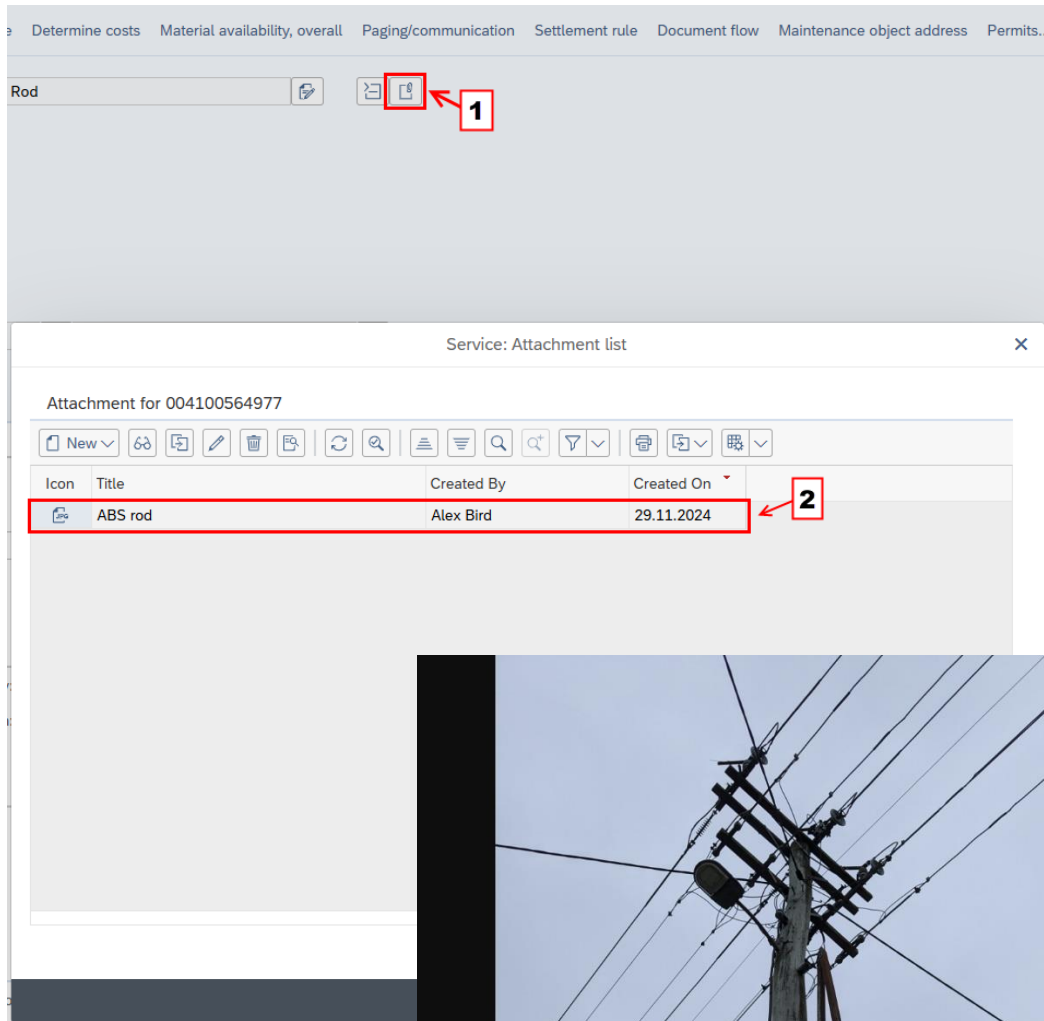
- 11.1.4 Select 'OK'.



- 11.1.5 Find the image in your system directory and double click to select. Then click 'Save' to upload into SAP.



- 11.1.6 A new Page with Paper Clip icon (📎) (1) will appear which can be selected to bring up the following 'Service: Attachment list' box. The newly created entry item (2) should appear with the uploaded photo (as shown in the example 'ABS rod'). To exit the attachment list, select the 'Continue' option (3) at the bottom of the pop-up box.
- Note:** If you double click the entry item (2) from the Step 15.6; it will open the newly uploaded image (as shown in the example below for the broken ABS rod).



12. How to Change a Work Order Status

12.1 Alter Work Order status

12.1.1 Select the Tick with Pen icon (1) and select from the options in 'User Status with Status Number' (2) depending on the actions required:

- Open Work Order: '10 - OPEN - Open'
- Planned Work Order: '40 - PLND - Planned'
- Cancel Work Order: '50 - CANC - Cancelled'
- Completed Work Order: '60 - COMP - Completed'

12.1.2 Once selected, click the Back option (3) to return to the main Work Order page.

Change Non-Routine Work Order 4100564977: Central Header

Order: PM01 4100564977 Replace ABS Operating Rod

Replace ABS Operating Rod
Fallen bolt from upper rod hardware

Sys.Status: CRTD NMAT PRC OPEN

Set User Status

User Status with Status Number

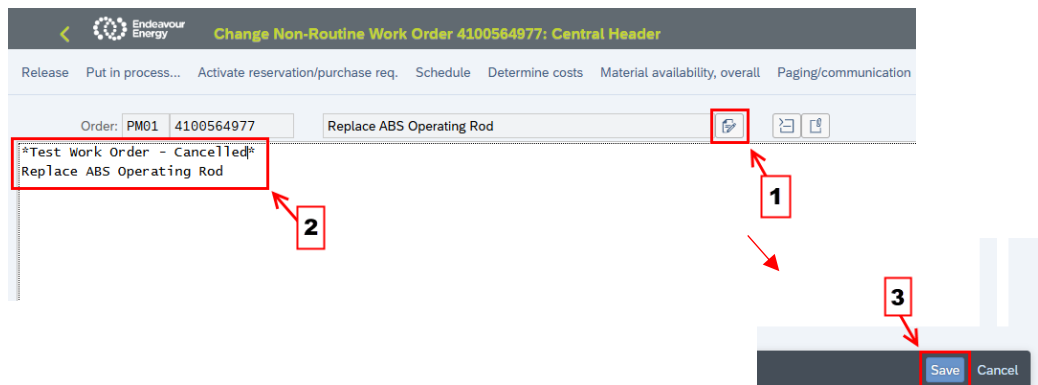
X	No.	Stat...	StatusText
☒	10	OPEN	Open
☐	20	RFBU	Ready for Bundling
☐	30	RFSC	Ready for Scoping
☐	40	PLND	Planned
☐	50	CANC	Cancelled
☐	60	COMP	Completed

User Status Without Status Number

X	Stat...	StatusText
☐	SCOP	Scoped
☐	PRIM	Primary
☐	MWSC	Map Area WO Setup Completed
☐	FMDT	Form Determined
☐	BIWK	Billable Work
☐	CAPX	Capex Work
☐	WHBB	Work has been Billed

Back **Cancel**

- 12.1.3 Finally, select the Page with Pen icon () (1) to reopen the free text comment section where you can add additional comments regarding the update to the Work Order (as shown in (2)). **Once added, select the 'Save' option (3) at the bottom of the page to confirm and exit the Work Order.**
- Note:** Example shows Work Order status is changed from OPEN to CANC with a comment explaining why this action has occurred.



Endeavour Energy

Change Non-Routine Work Order 4100564977: Central Header

Release Put in process... Activate reservation/purchase req. Schedule Determine costs Material availability, overall Paging/communication

Order: PM01 4100564977 Replace ABS Operating Rod

Test Work Order - Cancelled
Replace ABS Operating Rod

1

2

3

Save Cancel

Annexure A – How ADMS Creates Notifications Process

Outages which trigger a Fault & Emergency (F&E) response on the network are reported through the Advanced Distribution Management System (ADMS). F&E events that result in a defective asset which cannot be rectified in the emergency response are labelled as a Network Limiting Defect (NLD). SAP Notifications are automatically created by ADMS during the F&E event process by certain actions. These actions will determine if the Notification Type is an M1 or M3, as shown in Figure 1 below.

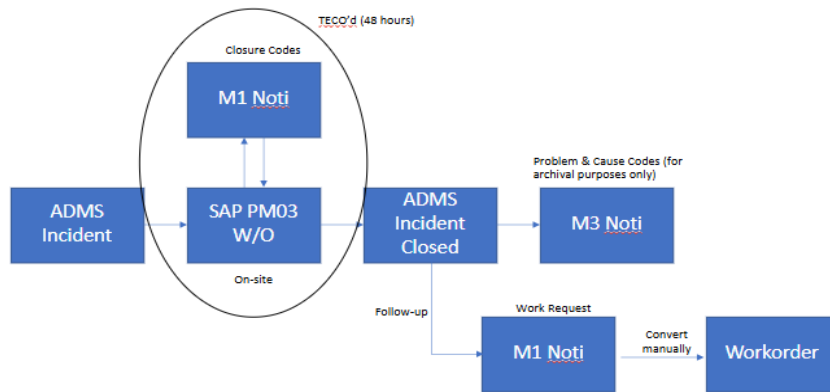


Figure 1 – ADMS to SAP F&E Event Process

Each Notification Type is assigned to a created Notification by the following actions:

- **M1 – Work Request (Follow-Up):**
 - In conjunction with PM03 Work Order via Click by Field teams on-site, or
 - By a 'Create Problem' as a follow-up activity outlining the details of the F&E event NLD.
- **M3 – Activity Report (Incident Event):**
 - Notification created when the 'Create Incident' for the F&E event in ADMS is closed as 'Completed'. This ADMS Notification is used only for archival purposes.

Example: If a F&E event occurs and the defective asset is the Air Break Switch (ABS) SWIT0000H170, the System Operator will find the asset in ADMS and open a 'Create Incident'. During the investigation, a PM03 WO will be create for all rectification purposed which will autogenerate a M1 Notification. If the F&E event is rectified with no outstanding defects, the 'Create Incident' is closed out as Complete and a M3 Notification is created. However, if the F&E incident resulted in an NLD, a 'Create Problem' is opened in ADMS which will automatically generate a M1 Notification which details the outstanding NLD.