

# Transmission Corporation of Andhra Pradesh Limited

## Corporate Office, Vidyut Soudha, Vijayawada

**Circular Memo No: CE/TELECOM&IT/Asst.CIDO/ERP/D.NO- /26, Dt. .05.2026**

**Sub:** Implementation of SAP ERP Workflow for Material Indents – Instructions for Mandatory Utilization – Issued.

The SAP ERP Workflow for Material Indent Process has been successfully developed, tested, and deployed in the Production environment.

The workflow enables online processing of material indents created through Maintenance Orders (IW31), incorporating a structured approval mechanism at various levels (AEE → DEE → EE → SE → CE → Headquarters), along with provisions for rejection, resubmission, and tracking of approvals.

In order to ensure transparency, accountability, and timely processing of material indents, it has been decided to implement this workflow system across all field units, replacing the existing process.

Accordingly, the following instructions are hereby issued for strict compliance:

1. All material indents shall be mandatorily created through SAP using Maintenance Orders (IW31) under order types PM06/PM08.
2. All approvals shall be processed strictly through SAP Workflow (SBWP Inbox), without resorting to manual/offline methods.
3. Timely approvals shall be ensured at each level to avoid delays in execution of works.
4. Appropriate remarks shall be recorded in the system during approval/rejection for better traceability and audit purposes.

A User Help Document is enclosed herewith for guidance.

All concerned officers are instructed to adhere to the above instructions scrupulously.

**Chief Engineer / Telecom & IT  
APTRANSCO, Vijayawada**

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PS to the Joint Managing Director (HR & Admin)/APTRANSCO/VS/VJA

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The Chief Engineer/Zone/Aprtransco/Kadapa,

The Chief Engineer/Zone/Aprtransco/Vizag

Digitally signed by  
KANDE SOMASEKHAR  
Date: 05-05-2026  
12:38:02

# **SAP Workflow for Material Indents**

IW32 / SBWP

## **User Manual**

*A step-by-step guide for all users*

Covers: Submitting Indents · Approvals · Rejection Handling · Reports

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## Introduction

This manual explains how to use the SAP Workflow system for processing Material Indents. It covers every step

### Who Is This Manual For?

- Initiators – staff who create and submit indent orders
- Approvers – managers who review and approve or reject orders
- Report viewers – staff who track the status of indents

### Key SAP Screens Used

| Screen / T-Code  | Purpose   |
|------------------|---|
| IW31             | Create a new maintenance order / indent                         |
| IW32             | Edit an existing maintenance order                              |
| IW33             | Display (view only) an existing order                           |
| SBWP             | SAP Business Workplace – Approvers use this to see their inbox  |
| ZMM_INDENTSTATUS | Indent status report – track progress zone/circle/division wise |

### Maintaining the Workflow Hierarchy (Approver List)

The workflow routes orders to the correct approvers based on a Workflow Hierarchy Table. To update this:

- The Initiator must communicate the Employee IDs of the relevant approvers to the core team.
- During the first month, the core team will manage the hierarchy table directly.
- After stabilization, a dedicated T-Code will be provided for self-service updates to the hierarchy.
- Google Sheet for Employee IDs of Material Indent Workflow Hierarchy

<https://docs.google.com/spreadsheets/d/1miNbEoAyiawDnvma4cPuQZ-SE18c76jOtJF9rAdiDQU/edit?usp=sharing>

## Part 1: Workflow Process — Creating & Submitting an Indent

This section is for Initiators — the person who creates the indent order in SAP and sends it for approval.

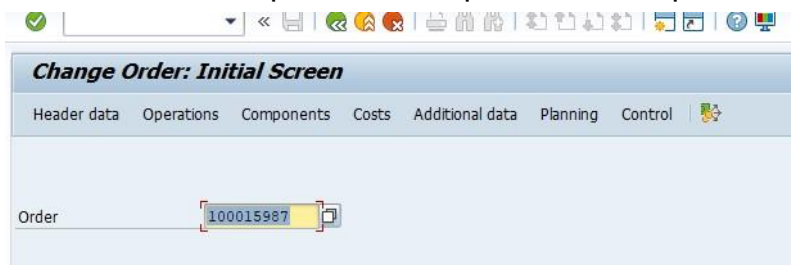
### Step 1: Open IW31 or IW32

Log in to SAP and enter the transaction code IW31 (to create a new order) or IW32 (to edit an existing order) in the command field at the top of the screen.



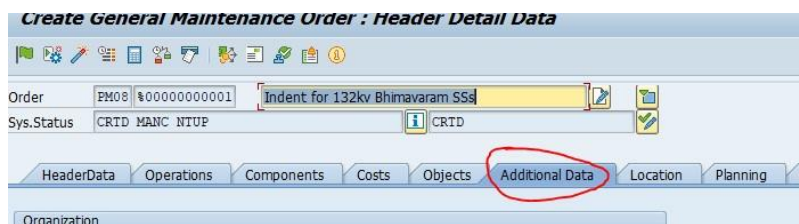
### Step 2: Enter the Order Number

Type the order number in the field provided and press Enter to proceed.



### Step 3: Fill in the Order Header

On the Order Header screen, enter a meaningful description of the indent. Then click the "Additional Data" tab to continue.

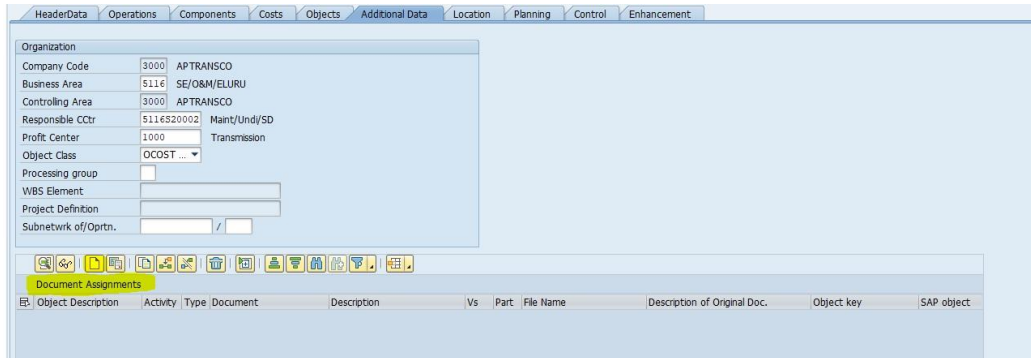


## Step 4: Open Document Assignment

In the Additional Data tab, click the "Document Assignment" button, then click "New

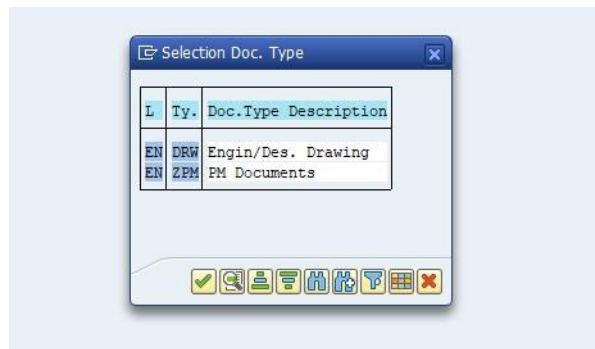


" to attach a document to this indent.



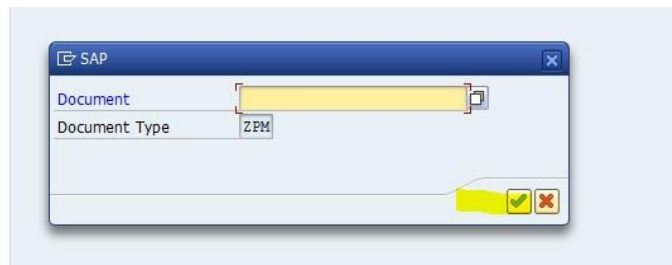
## Step 5: Select the Document Type

A dialog box will appear. Select "ZPM" as the document type from the list.



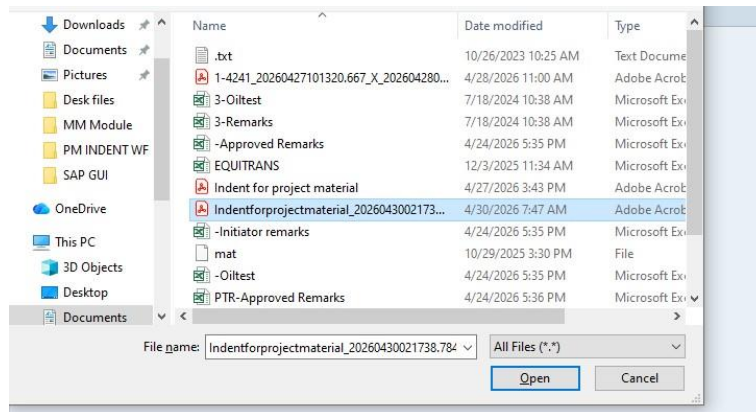
## Step 6: Select the Document

Press Enter to confirm and select the document from the list that appears.



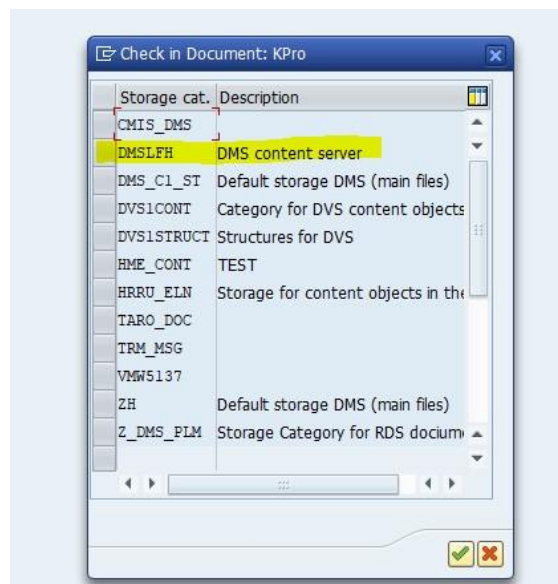
## Step 7: Upload a File from Your Computer

Click "Select File" and browse your computer to choose the document (e.g., an indent form or quotation) you want to attach.



## Step 8: Choose Storage Category

When prompted, select "DMS Content Server" as the storage location. This saves the file on the SAP server so all approvers can access it.



## Step 9: Verify the Attachment

After uploading, the file will appear in the attachment list. Check that your document is listed correctly before proceeding.

| Object Description | Activity | Type        | Document                       | Description                    | Vs | Part | File Name                    | Description of Original Doc. | Object key    | SAP object |
|--------------------|----------|-------------|--------------------------------|--------------------------------|----|------|------------------------------|------------------------------|---------------|------------|
| Maintenance Order  | ZPM      | 10000020213 | Indentforprojectmaterial_20... | Indentforprojectmaterial_20... |    | 000  | Indentforprojectmaterial_... |                              | %000000000001 | PMAUJK     |

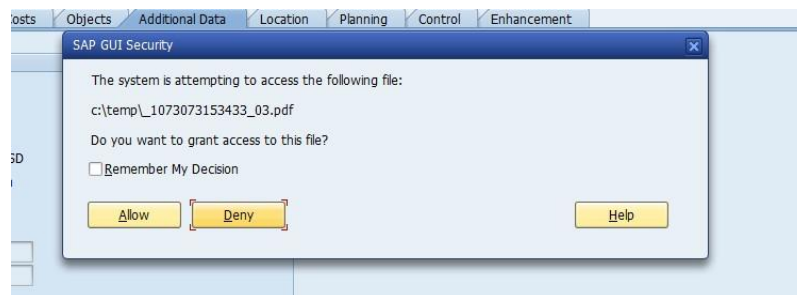
## Step 10: Open and Verify the Attachment

Click the document name shown in the "Open File" column to open and verify that the correct file has been attached.

|          | Vs | Part | File Name                   | Description of Original D |
|----------|----|------|-----------------------------|---------------------------|
| il_20... | 00 | 000  | Indentforprojectmaterial 20 |                           |

## Step 11: Handle the Security Pop-up

**i Note:** A security warning may appear when opening the file. Click "Allow" — you may need to click it multiple times — until the document opens and you can confirm it is correct.

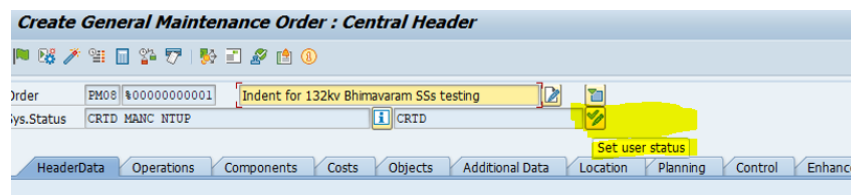


## Part 1B: Initiating the Workflow

Once you have attached and verified your document, follow the steps below to formally submit the indent into the approval workflow.

### Step 12: Set the User Status

Click the "Set User Status" button. This is located in the order header toolbar.



### Step 13: Select "SUBMITTED" and Save

From the status list, select "SUBMITTED" and then click Save (the floppy disk icon, or press Ctrl+S). This marks the order as ready for workflow.



## Step 14: Trigger the Workflow — Choose CENTRAL or LOCAL

After saving, a prompt will ask you to select the workflow type:

- CENTRAL — Choose this if the allotment is at Vidyutsoudha (Head Office).
- LOCAL — Choose this if the allotment is at a Zonal Office.



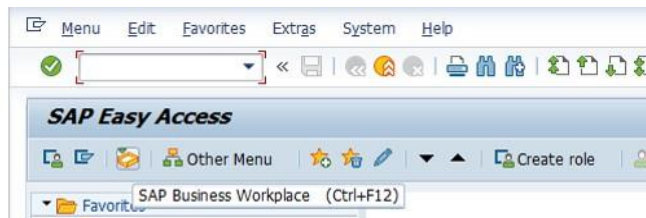
**⚠ Important:** Make sure you select the correct option. Choosing the wrong type will route the approval to the wrong team.

## Part 2: Approving or Rejecting an Indent (For Approvers)

This section is for Approvers — managers and officers who receive indent orders in their SAP inbox and must review and approve or reject them.

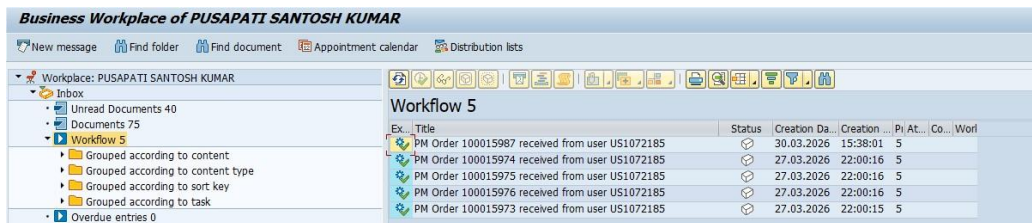
### Step 15: Open SBWP (SAP Business Workplace)

Log in to SAP and enter the transaction code SBWP in the command field. This opens your SAP Business Workplace — your workflow inbox.



### Step 16: View Pending Indents in Your Inbox

In the left-hand menu, click on "Inbox" and then select "Workflow." All indent orders pending your review will appear in the list on the right.



### Step 17: Select an Indent to Review

Click on the order number (indent) you wish to review. At the bottom of the screen, you will see two options:

- Display Order — opens the full order details in IW33 (view-only mode).
- Attachments — lets you view documents attached by previous approvers.

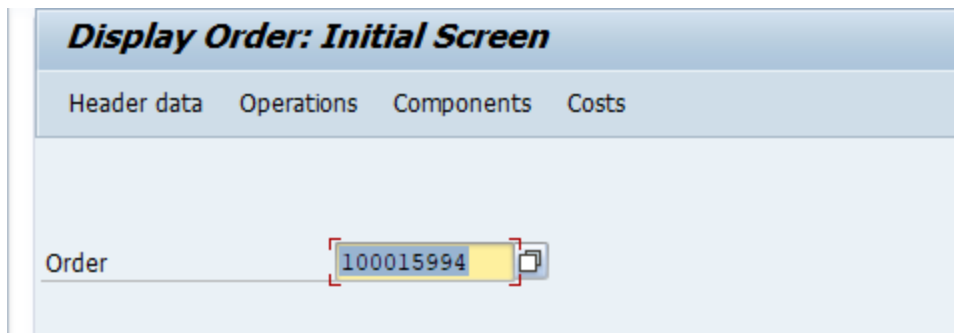
| Ex... | Title   | Status | Creation Da... | Creation ... | Pl At... | Co... | Worl |
|-------|---|--------|----------------|--------------|----------|-------|------|
|       | PM Order 100015994 received from user US1073073 |        | 27.04.2026     | 15:54:09     | 5        |       |      |
|       | PM Order 600006322 received from user US1073073 |        | 22.04.2026     | 16:28:58     | 5        |       |      |

| Description   | Objects and attachments  |
|---|--|
| <p>Hi User,</p> <p>Kindly ensure careful evaluation before making any decision,</p> <p>As approved or Rejected decisions can not be reversed once finalized.</p> <p>Click on the PM Order link to display</p> | <ul style="list-style-type: none"> <li>Office Document: PDF test file</li> <li>Office Document: PDF test file</li> <li>Office Document: New Document(1024)_13-Feb-2026 18-27-43(1)</li> <li>Office Document: SS_BASIC_DATA</li> <li>Office Document: 1-4241</li> <li>Office Document: PDF test file</li> <li>Office Document: Reason for alternative: Approve</li> <li>DISPLAYPMORDER: 000100015994</li> </ul> |

### Step 18: Check Order Details in IW33

Click "Display Order" to open the order. Press Enter and navigate through the tabs to review:



| Tab Name                   | What to Check  |
|----------------------------|--|
| <b>Components Tab</b>      | List of materials requested in this indent.                    |
| <b>Additional Data Tab</b> | Attachments submitted by the initiator and previous approvers. |
| <b>Enhancement Tab</b>     | Status of Purchase Requisition (PR) creation.                  |

### Components Tab

| HeaderData      |           |                             |      |            |    |    |     |      |      |      |       |                       |
|-----------------|-----------|-----------------------------|------|------------|----|----|-----|------|------|------|-------|-----------------------|
| Operations      |           |                             |      |            |    |    |     |      |      |      |       |                       |
| Components      |           |                             |      |            |    |    |     |      |      |      |       |                       |
| Costs           |           |                             |      |            |    |    |     |      |      |      |       |                       |
| Objects         |           |                             |      |            |    |    |     |      |      |      |       |                       |
| Additional Data |           |                             |      |            |    |    |     |      |      |      |       |                       |
| Location        |           |                             |      |            |    |    |     |      |      |      |       |                       |
| Planning        |           |                             |      |            |    |    |     |      |      |      |       |                       |
| Control         |           |                             |      |            |    |    |     |      |      |      |       |                       |
| Enhancement     |           |                             |      |            |    |    |     |      |      |      |       |                       |
| Ite...          | Component | Description                 | L... | Reqmnt Qty | UM | IC | S.. | SLoc | Plnt | Act. | Batch | Proc. Category        |
| 0010            | 10000205  | 10/16 MVA PTR SPARE WINDING |      |            | 1  | NO | L   | V049 | 5116 | 0010 |       | Reservation for Order |

## Additional Data Tab

| Object Description | Activity | Type | Document    | Description                      | Vs | Part | File Name                   | Description of Original Doc. | Object key   | SAP object |
|--------------------|----------|------|-------------|----------------------------------|----|------|-----------------------------|------------------------------|--------------|------------|
| Maintenance Order  |          | ZPM  | 10000020560 | 3-Remarks.XLS                    | 00 | 000  | 3-Remarks.XLS               |                              | %00000000001 | PMAU FK    |
| Maintenance Order  |          | ZPM  | 10000020561 | EQUITRANS.XLS                    | 00 | 000  | EQUITRANS.XLS               |                              | %00000000001 | PMAU FK    |
| Maintenance Order  |          | ZPM  | 10000020562 | Indent for project material.p... | 00 | 000  | Indent for project materi.. |                              | %00000000001 | PMAU FK    |

## Enhancement Tab

HeaderData Operations Components Costs Objects Additional Data Location Planning Control Enhancement

**ALLOTMENT DETAILS**

Indent  [Create Meas. Readings](#)

Allotment Status  [Display Meas. Readings](#)

After reviewing, click the Back button to return to SBWP.

Order Edit Goto Extras Environment System Help

Back (F3)

**Create General Maintenance Order : Central Header**

Order PM08 %00000000001 Indent for 132kv Bhimavaram SSs testing

Sys.Status CRID MANC NTUP CRID

## Step 19: Approve or Reject the Indent

Back in SBWP, double-click the order number to open the approval action screen. Here you can:

- Click "Import" to attach any additional supporting documents.
- Click "Approve" or "Reject."
- Enter your remarks in the text field provided.
- Click the green tick (checkmark) button to complete the action.

**Decision Step in Workflow**

Workflow Create Import

PM Order 100015987 received from user US1072185

Choose one of the following alternatives

Approve

Reject

Cancel and keep work item in inbox

Description

Hi User,

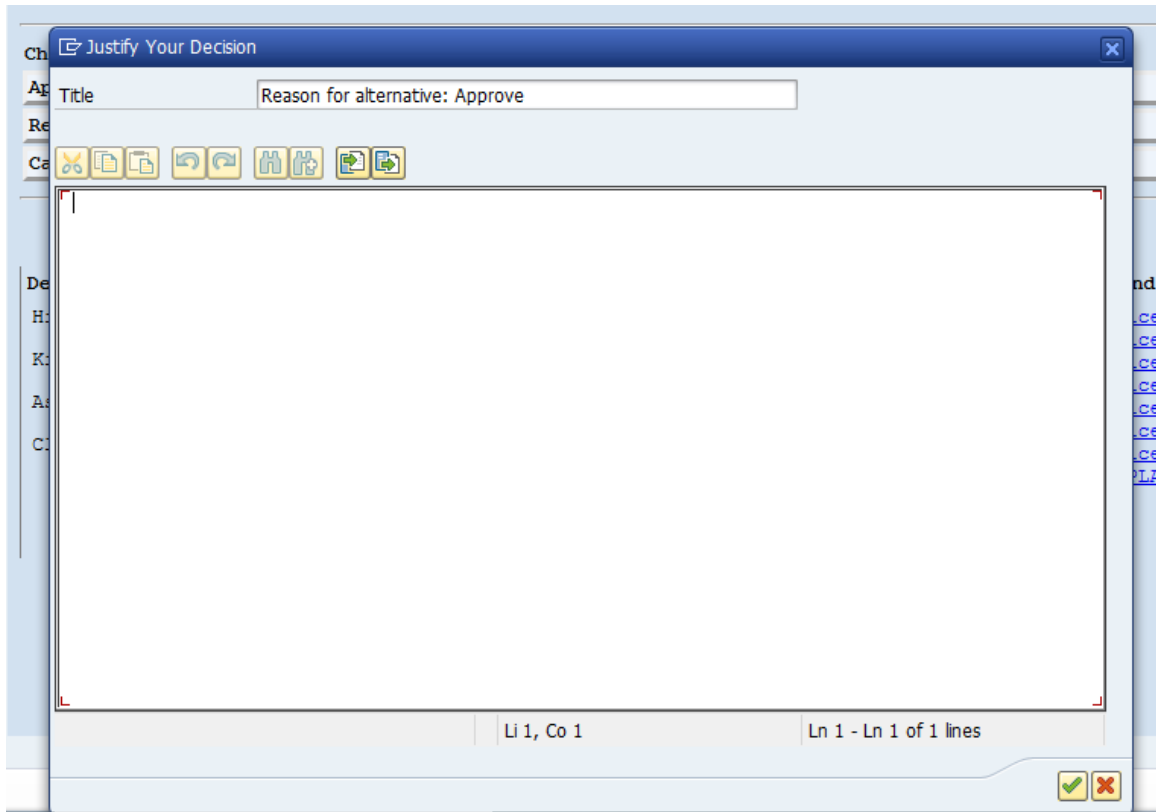
Kindly ensure careful evaluation before making any decision,

As approved or Rejected decisions can not be reversed once finalized.

Click on the PM Order link to display

Objects and attachments

- [DISPLAYPMORDER: 000100015987](#)

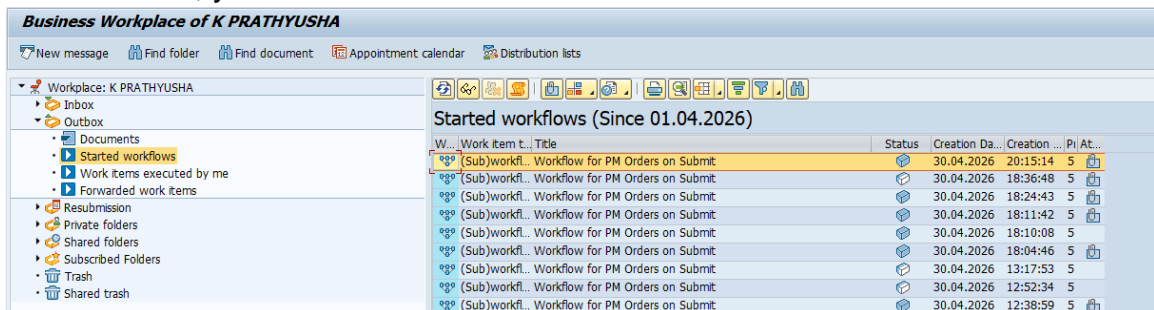


**Note:** Always enter meaningful remarks before approving or rejecting. This helps the next approver or the initiator understand your decision.

## Step 20: View Completed (Approved) Orders

To see orders you have already approved or actioned:

- In SBWP, click on "Outbox" in the left menu.
- Select "Started workflows" to see all workflows you initiated.
- Select "Work Items Executed by Me" to see all items you have actioned.
- At the bottom, you can view attached documents and order details for each item.



| *****   |           |           |                          |                          |                          |
|---|-----------|-----------|--------------------------|--------------------------|--------------------------|
| <a href="#">PM Order 100016000 has been rejected</a>  | Completed | Mail sent | 30.04.2026 -<br>20:19:35 | 30.04.2026 -<br>20:19:35 | <a href="#">WF_BATCH</a> |
| <b>Information objects addressed so far</b>   |           |           |                          |                          |                          |
| <ul style="list-style-type: none"><li>• <a href="#">DISPLAYMORDER_000100016000</a></li><li>• <a href="#">Office_Document_1-4241_20260427101320.667_X_20260428053036.454_X</a></li><li>• <a href="#">Office_Document_3-Oiltest</a></li></ul> |           |           |                          |                          |                          |

## Part 3: Handling Rejected Orders and Re-submission

If an approver rejects your indent, you will receive it back automatically. Follow the steps below to correct and re-submit it.

### What Happens When an Order is Rejected?

The SAP workflow automatically returns the rejected order to the original Initiator. The Initiator must:

- Review the approver's remarks to understand the reason for rejection.
- Make the necessary corrections to the order.
- Recover any previously attached documents (see below).
- Re-submit the order to restart the approval process.

**⚠ Important:** When an order is re-submitted, documents attached by previous workflow approvers in SBWP are NOT automatically carried forward. You must manually recover them.

### How to Recover Previously Attached Documents

Before re-submitting, retrieve any documents attached in the previous workflow round:

- Go to SBWP and click on "Outbox – Started Workflows."
- Find the rejected workflow instance.
- Download the attachments that were added by previous approvers.
- Open the order in IW32 and go to the "Additional Data" tab.
- Re-upload those documents as attachments before clicking re-submit.

## Part 4: Indent Status Reports

This section explains how to run the ZMM\_INDENTSTATUS report to track the progress of indents at any level — from Zone down to Sub-station.

### Step 21: Open the Report — ZMM\_INDENTSTATUS

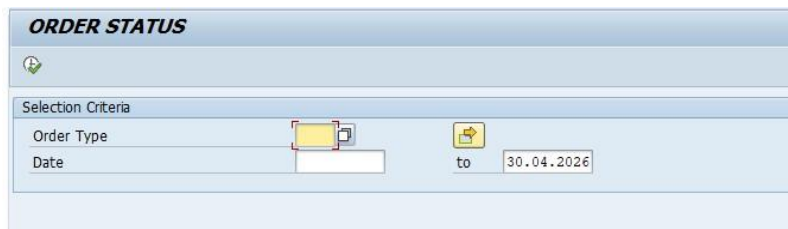
In the SAP command field, enter ZMM\_INDENTSTATUS and press Enter.



### Step 22: Enter Selection Criteria

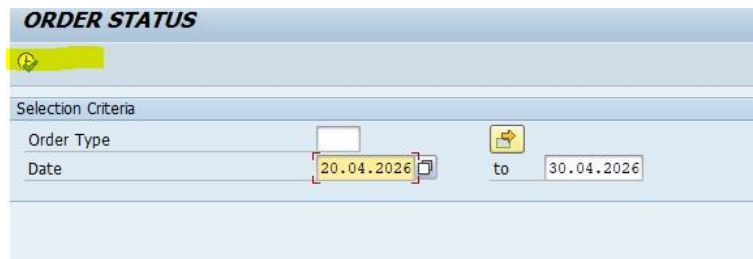
On the selection screen, enter:

- Order Type — the category of orders you wish to view.
- Date Range — the period you want the report to cover.



### Step 23: Execute the Report

Click the "Execute" button (or press F8) to generate the report.



### Step 24: View Zone Summary

The report first displays a summary by Zone. Each zone is shown with counts of pending, approved, and rejected indents.

| ORDER STATUS   |                            |       |        |        |        |     |      |     |     |     |        |        |        |        |  |
|----------------|----------------------------|-------|--------|--------|--------|-----|------|-----|-----|-----|--------|--------|--------|--------|--|
| ZONES          |                            |       |        |        |        |     |      |     |     |     |        |        |        |        |  |
| ZONE.          | ZONE Description.          | TO... | APP... | PEN... | REJ... | AE. | DEE. | EE. | SE. | CE. | DEH... | EEH... | SEH... | CEH... |  |
| ZONE-KDPA-APTR | KADAPA ZONAL OFFICE        | 0     |        | 0      |        |     |      |     |     |     |        |        |        |        |  |
| ZONE-VJWD-APTR | VIJAYAWADA ZONAL OFFICE    | 0     |        | 0      |        |     |      |     |     |     |        |        |        |        |  |
| ZONE-VSKP-APTR | VISHAKAPATNAM ZONAL OFFICE | 11    | 2      | 9      |        | 3   |      | 2   | 2   | 2   |        |        |        |        |  |

## Step 25: Drill Down to Circle, Division, and Sub-station Level

You can drill down to see more detail:

- Click on a Zone to see its Circles.
- Click on a Circle to see its Divisions.
- Continue clicking to drill down to Sub-station level.

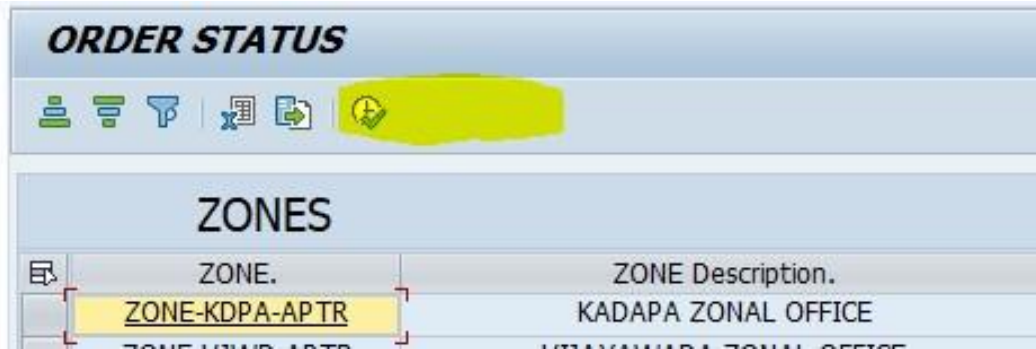
| ORDER STATUS      |                              |       |        |        |        |     |      |     |     |     |        |        |        |        |  |
|-------------------|------------------------------|-------|--------|--------|--------|-----|------|-----|-----|-----|--------|--------|--------|--------|--|
| CIRCLES           |                              |       |        |        |        |     |      |     |     |     |        |        |        |        |  |
| CIRCLE.           | CIRCLE Description.          | TO... | APP... | PEN... | REJ... | AE. | DEE. | EE. | SE. | CE. | DEH... | EEH... | SEH... | CEH... |  |
| CIR-ELRU-OMC      | OMC ELURU CIRCLE             | 8     | 1      | 7      |        | 3   |      |     | 2   | 2   |        |        |        |        |  |
| CIR-KLPK-OM-400KV | OM 400KV KALAPAKA CIRCLE     |       |        |        |        |     |      |     |     |     |        |        |        |        |  |
| CIR-RMVM-OMC      | OMC RAJAMAHENDRAVARAM CIRCLE |       |        |        |        |     |      |     |     |     |        |        |        |        |  |
| CIR-SKLM-OMC      | OMC SRIKAKULAM CIRCLE        |       |        |        |        |     |      |     |     |     |        |        |        |        |  |
| CIR-VSKP-OMC      | OMC VISAKHAPATNAM CIRCLE     | 3     | 1      | 2      |        |     |      | 2   |     |     |        |        |        |        |  |
| CIR-VZNM-OMC      | OMC VIZIANAGARAM CIRCLE      |       |        |        |        |     |      |     |     |     |        |        |        |        |  |

- Click any number shown against a designation to see the specific Order Numbers and Employee details for pending indents.

| ORDER STATUS |                           |             |             |
|--------------|---------------------------|-------------|-------------|
| order_no     | Order Description         | Action date | Employee_id |
| 000100016000 | Indent WF TESTING         | 30.04.2026  | 1073073     |
| 000100015999 | Indent WF TESTING         | 30.04.2026  | 1073073     |
| 000100015994 | testing wf_27.04.26(C)... | 27.04.2026  | 1073073     |

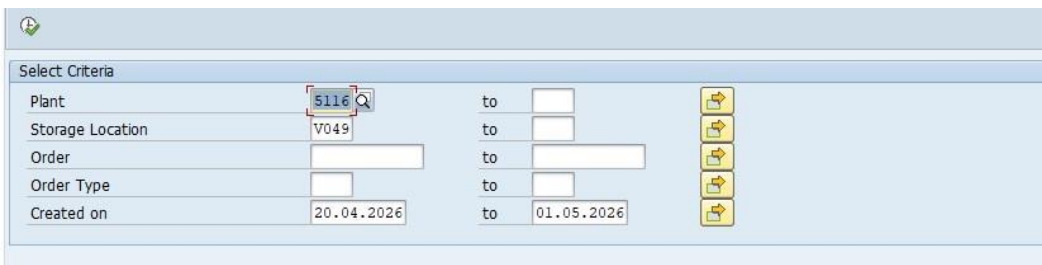
## Step 26: View Order List by Circle and Storage Location

Click the "Execute" button at the top of the report screen to see a full list of orders filtered by circle and storage location.



### Step 27: Apply Additional Filters and Re-execute

If needed, enter additional selection details on the screen and click "Execute" again to narrow down the results.



### Step 28: View the Detailed Workflow Report

The final report view shows a complete workflow status report with all order details, current approver, and history.

**order work flow report**

| Plant | Stor. | Description      | Created on | Order     | Final Status | Description                     | Action Date | LatestA... | Employee Name     | Employee Designation     | Pending at ID | Employee Name                 |
|-------|-------|------------------|------------|-----------|--------------|---------------------------------|-------------|------------|-------------------|--------------------------|---------------|-------------------------------|
| 5116  | V049  | 132KV Bhimavaram | 22.04.2026 | 600006322 | R            | testing wf_22.04.26(L)pm06      | 22.04.2026  |            |                   |                          | 1073073       | K PRATHYUSHA                  |
| 5116  | V049  | 132KV Bhimavaram | 27.04.2026 | 100015994 | I            | testing wf_27.04.26(L)pm08      | 27.04.2026  | 1000346    | CHUKKALURU ADI... | Chief Engineer/Zone/...  | 1073073       | K PRATHYUSHA                  |
| 5116  | V049  | 132KV Bhimavaram | 27.04.2026 | 100015996 | I            | testing wf_27.04.26(C)pm08      | 27.04.2026  | 1061044    | KUNTIMALA RAMA... | DEE-1/O&M                | 1073073       | K PRATHYUSHA                  |
| 5116  | V049  | 132KV Bhimavaram | 27.04.2026 | 600006323 | I            | testing wf_27.04.26(C)pm06      | 27.04.2026  | 1071211    | INAGURU VISWAN... | EE/Zonal office/Viskh... | 1061293       | AMBATI VENKATA GIRIDHAR       |
| 5116  | V049  | 132KV Bhimavaram | 30.04.2026 | 100015997 | I            | Indent for 132kv Bhimavaram S5s | 30.04.2026  | 1061293    | AMBATI VENKATA... | SuperintendingEngine...  | 1000346       | CHUKKALURU ADINARA YANA REDDY |
| 5116  | V049  | 132KV Bhimavaram | 30.04.2026 | 100015999 | R            | Indent WF TESTING               | 30.04.2026  |            |                   |                          | 1073073       | K PRATHYUSHA                  |
| 5116  | V049  | 132KV Bhimavaram | 30.04.2026 | 100015999 | R            | Indent WF TESTING               | 30.04.2026  |            |                   |                          | 1072185       | UDDAVOLU KRISHNA              |
| 5116  | V049  | 132KV Bhimavaram | 30.04.2026 | 100015996 | R            | Indent for 132kv Bhimavaram S5  | 30.04.2026  |            |                   |                          | 1073073       | K PRATHYUSHA                  |
| 5116  | V049  | 132KV Bhimavaram | 30.04.2026 | 100015996 | R            | Indent for 132kv Bhimavaram S5  | 30.04.2026  |            |                   |                          | 1072185       | UDDAVOLU KRISHNA              |
| 5116  | V049  | 132KV Bhimavaram | 30.04.2026 | 100015996 | I            | Indent for 132kv Bhimavaram S5  | 30.04.2026  | 1072185    | UDDAVOLU KRISH... | DEE-1/ERP/Material M...  | 1061293       | AMBATI VENKATA GIRIDHAR       |
| 5116  | V049  | 132KV Bhimavaram | 30.04.2026 | 100015999 | R            | Indent WF TESTING               | 30.04.2026  |            |                   |                          | 1072185       | UDDAVOLU KRISHNA              |

## Quick Reference: Workflow at a Glance

| Who              | Action  | SAP Screen              |
|------------------|---|-------------------------|
| <b>Initiator</b> | Edit the order  | <b>IW32</b>             |
| <b>Initiator</b> | Attach documents (ZPM type, DMS server)                       | <b>IW32</b>             |
| <b>Initiator</b> | Set status to SUBMITTED and save                              | <b>IW32</b>             |
| <b>Initiator</b> | Trigger workflow (CENTRAL or LOCAL)                           | <b>IW32</b>             |
| <b>Approver</b>  | Check inbox for pending indents                               | <b>SBWP</b>             |
| <b>Approver</b>  | Review order details (materials, attachments, PR)             | <b>IW33</b>             |
| <b>Approver</b>  | Attach additional documents if needed                         | <b>SBWP</b>             |
| <b>Approver</b>  | Approve or Reject with remarks                                | <b>SBWP</b>             |
| <b>Initiator</b> | On rejection: recover docs from Outbox, correct and re-submit | <b>SBWP / IW32</b>      |
| <b>Any User</b>  | Run indent status report                                      | <b>ZMM_INDENTSTATUS</b> |