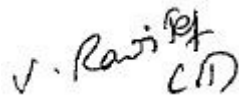
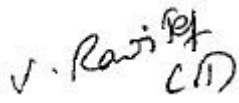


SAP Transport Request Standard Operating Procedures

Revision History			
Date	Version	Revision Description	Author
20/09/2017	0.0	Initial document	IT Manager

 Reviewer	 Approver
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1. SOP : SAP Transport Request

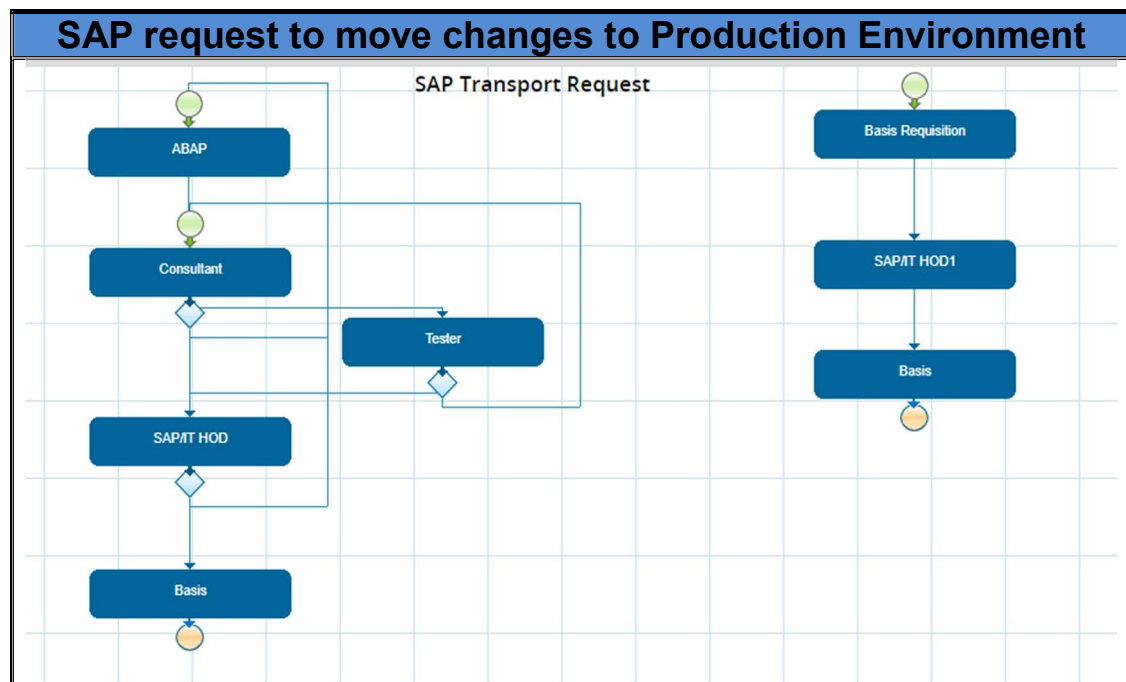
1.1 Purpose

The purpose of this SOP is to guide the SAP USER to migrate his/her changes to Production.

1.2 Scope

The scope of this SOP is follow the process involved in migration of his/her changes to SAP Production environment.

1.3 Workflow Details



1.4 Roles

Role	Responsibilities
ABAP Consultant/ Functional Consultant/ BASIS	<ul style="list-style-type: none"> Transport request can be raised by below USERS: <ol style="list-style-type: none"> ABAP Consultant Functional Consultant BASIS Consultant Need to login to http://192.168.8.9:8081 . Fill in "Transport Request form" with all the detail. It will not allow to submit until relevant documents like FSF/Config are updated.
CONSULTANT	<ul style="list-style-type: none"> If ABAP team requests for Production, then Consultant to evaluate the request and approve based on the testing output. If the request is initiated by Consultant, upload the configuration document. If he/she does the testing, then upload the testing document for reference else need to select the tester to upload the testing document.
Tester	<ul style="list-style-type: none"> If he/she was nominated as tester, Evaluate the request and upload the testing document.

Role	Responsibilities
HOD	<ul style="list-style-type: none"> Will receive an information email with the request.
IT HOD	<ul style="list-style-type: none"> Evaluates the request and approve to migrate the changes to Production.
BASIS	<ul style="list-style-type: none"> Migrate the request and update with the return code.

1.5 Activities

Request can be raised by ABAP Consultant/ Functional Consultant/ Basis Consultant



1.5.1 ABAP REQUEST

Step-1: ABAP Consultant can raise a transport request if there are technical code changes. Need to fill all mandatory fields that includes FSF (Both FS and TS included in a single document) before submitting to Functional Consultant for verification.

Step-2: Functional Consultant will receive an email to check and approve the request. If he/she feels the document is not as per the requirement, then Functional Consultant can revert to ABAPer.

If the Functional Consultant test the scenarios, he/she has to upload the testing evidences and approve. If testing is done from the Business USER, then he/she can send the request to the TESTER to upload the testing evidence.

As a tester, If he/she feels the document is not as per the requirement, then Tester can revert to Functional Consultant.

After testing evidence is loaded to the request, the request can be sent to the respective IT HOD for approval.

Respective HOD will receive an information email with the request and documentation.

Step-3: SAP/IT HOD will approve the request and submit the form to BASIS.

If he/she feels the documents are not as per the requirement, then HOD can revert to Functional Consultant.

Step-4: BASIS team will process the request and update the return code.

1.5.2 FUNCTIONAL CONSULTANT REQUEST

Step-1: Functional Consultant can raise a transport request if there are configuration changes. Need to fill all mandatory fields that includes Configuration document before submitting to next step.

If the Functional Consultant test the scenarios, he/she has to upload the testing evidences and approve. If testing is done from the Business USER, then he/she can send the request to the TESTER to upload the testing evidence.



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As a tester, If he/she feels the document is not as per the requirement, then Tester can revert to Functional Consultant.

After testing evidence is loaded to the request, the request can be sent to the respective IT HOD for approval.

Respective HOD will receive an information email with the request and documentation.

Step-2: SAP/IT HOD will approve the request and submit the form to BASIS..

If he/she feels the documents are not as per the requirement, then IT HOD can revert to Functional Consultant.

Step-3: BASIS team will process the request and update the return code.

1.5.3 BASIS REQUEST

Step-1: Basis Consultant can raise a transport request if there are System changes (Like SAP Notes/ Packs/ Upgrades). Need to fill all mandatory fields that includes relevant document before submitting to next step.

Step-2: SAP/IT HOD will validate the request and submit the form to BASIS.

If he/she feels the documents are not as per the requirement, then IT HOD can revert to BASIS.

Step-3: BASIS team will process the request and update the return code.