



SAP MAINTENANCE

Join our global industry expert & instructor:
Greg Olynyk, trainer, facilitator, and consultant in the
SAP PM / DMS realm



Real Time Virtual Training



16 Hours of Live Interactive Sessions

08 - 11 September 2025

09:00 - 13:00 Eastern Standard Time

www.biiworld.com

COURSE OVERVIEW:

This 4 Day online course provides an overview of SAP Asset Management, Master Data Management, and Plant Maintenance. You will learn about asset structures and review common transactions that are essential to Plant Maintenance. By the end of this course, you will be able to perform preventative and corrective maintenance, manage master data as well as transactional data such as notifications and work orders.

The daily sessions will help you to improve your navigation skills and review the best practices. Understand the business processes in SAP PM to manage maintenance and be aware of the basics of SAP PM master data and transactional data.

LEARNING OBJECTIVES:

- Identify Key transactions in SAP PM.
- Understand Roles and Responsibilities in Maintenance Management.
- Integration points between Financial, Controlling, Supply Chain, HR and Maintenance Master Data and Transactional Data.
- Build Maintenance Plans for Preventative Maintenance.
- Create Assemblies and BOMs as well as assign to common assets.
- Understand the Importance of Naming Conventions and Consistency.



TARGET AUDIENCE:

Job Titles

- Operations Managers
- Maintenance Managers
- Maintenance Planners
- Maintenance Supervisors
- Maintenance Technicians
- Maintenance Admins and Master Data Focals
- Maintenance Planner.
- Maintenance Manager
- SAP Maintenance Key User
- Maintenance Technician
- Maintenance Engineer
- Operations Planning Engineer
- Head of Maintenance Planning Department
- Maintenance Superintendent
- SAP Analyst
- SAP Master Data Specialist
- Reliability Engineer
- SAP EAM Business Process Lead



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Instructor: **Greg Olynyk**

... your **EXPERT TRAINER** for this Course.

Greg Olynyk is a senior SAP consultant and educator, with more than a 30+ years' experience in software course design and instruction. Since 2003, he has specialized in SAP PM and Document Management in regards to instructional design and delivery, master data creation and cleansing, preventative maintenance planning and SAP PM & DMS configuration. He has also performed SAP wellness assessments and recommendations as the Plant Maintenance lead for various companies. He has experience in industries such as Pulp and Paper, Oil and Gas, Mining and Utilities.

Snapshots (Pointers of work)

- Developed and delivered many SAP PM/DMS Courses (master data, preventive maintenance, and functional use) recently with Newcrest Mining, Nyrstar Mining, Newgold and Newmont. Past development and delivery for Shell Canada and Catalyst Paper.
- Developed online courses with SharePoint for various applications (S4 HANA, SAP PM, PS, DMS, Prometheus).
- Lead on Projects to cleanse and migrate Master Data for Eldorado Gold and Goldcorp.
- Developed LSMW scripts for create/change assets, maintenance plans and documents in SAP for Newmont.
- Provided recommendations for global configurations improvements (Newmont, Nyrstar, Newcrest)
- Provided Global column defaults in Work Orders, Task Lists and BOMs.
- SAP PM Audits with Newcrest Mining, RevealValue.com at Spectra Energy and Young Brothers.



PRESENTATIONS:

Day 1

09:00 - Pre-Course Intro – Delegate Expectation Briefing

Session 1: How maintenance is defined

- What is Maintenance?
- Why Maintain Assets?
- Total Plant Maintenance
- Maintenance as a Profit Center
- Maintenance as Supply Chain's Most Important Customer
- Operation, Production Up-Time vs. Maintenance Wrench Time

Session 2: What is SAP?

- Corporations That Use SAP
- Modules
- Integrations
- ECC6, S4/HANA, Cloud, FIORI, Pros/Cons
- SAPanese – Terms / definitions, tricks

Break

Session 3: Master Data Basics

- Site Structures and Assets; FL/EQ in iho1 (SAPanese)
- Object Types (PUMP;CENT vs MOTOR;ELEC)
- Planner Groups, Cost Centers, Work Centers
- Catalogs for Notifications

Session 4: Transactional Data

- Notify from Structures (iho1)
- Search Asset by Desc., Asset Tag, Object Type
- Notify from Lists
- Search Notifications
- Attachments

Case Study – 1: Notify Maintenance of Requirements

Post-Session Q&A

Who can create Notifications?

Who Reviews Notifications?

13:00 – End of Day 1

Day 2

09:00 – Review of Day 1

Session 5: Manage Notifications

- List by Area / PLG / CC / User
- Postpone / cancel - system status
- Approve (put in process)
- Reject – user status
- Copy Notification

Session 6: Create Order from Notification(s)

- Create Order from List
- Create Order from within notification
- Plan Order basics - Internal Labour / work centers
- Plan Order basics - Components – List stock vs vendor held (BOMs)
- Search Materials

Break



PRESENTATIONS:

Day 2

Session 7: Material Reservations and Requisitions

- Availability
- Expedite
- Change Order
- Cancel Order

Session 8: External Purchase Requisitions

- Direct Requisitions for materials from vendor
- Direct Requisitions for Services from Vendor

- Service Agreements/Contracts/ Standing POs
- Receive Service to Pay Vendor
- Change Purchase Requisitions / POs

Case Study – 2: List outstanding Notifications and turn 2 that are to same asset to create 1 Order

Post-Session Q &A

13:00 – End of Day 2

Day 3

09:00 – Review of Day 2

Session 9: Master Data for Assets

- Work Centers (Internal/External Labor, limited resources, capacity planning & Scheduling)
- Measurement Points (MPs)
- Construction Types (CTs) = Assembly for Common Assets (Make/Model)
- Warranty
- Permits
- Attachments

Session 10: Master Data Assemblies / Bills of Materials (BOMs)

- Assemblies for FL/EQ and Construction Types (same make/model)
- Bills of Materials (Lists of materials/ components in FL/EQ/Assemblies)

Break

Session 11: Creating New Structures or Assets

- Legacy System Migration Workbench (LSMW) vs. new HANA Tools
- Copying Structures and Assets - Alternate Labelling in CCo4
- Reference Functional Locations (as templates, with CTs, MPs)

Session 12: Master Data for Maintenance Automation

- Task Lists for Corrective Orders – Operations, Relationships, Components
- Plans – Items – Task Lists (Strategy or Multiple Counter Plans)
- Calendars

Case Study 3: Create a Plan, start in cycle to have a new work order created.

Post-Session Q &A

13:00 - End of Day 3



PRESENTATIONS:

Day 4

09:00 - Review of Day 1

Session 13: Transactional Data for PM

- Measurement Documents – DCS, LSMW, Forms, Single Entry
- Pull Task List(s) into Order

Session 14: Manage Plans

- Start Plans
- Create Orders from Plan – Manual Calls - Display
- Manage Plan calls
- Stop Plan
- Delete Plan – Item – Task Lists

Break

Session 15: Completion and Close-Out

- Accidental Order Creation - Cancel Orders and associated notifications.
- Release Orders – see reservations and requisitions and POs.

- Time Entry - charges to orders, reports
- TECO Orders and Complete Notifications
- Constant Improvement – BOMs, cycles, operation details

Session 16: Constant Improvement

- New Materials Needed
- BOMs (cs20)
- Plan Cycles, alignments
- Errors / Omissions
- Bottlenecks

Case Study 4: Open Session

Post-Session Q &A (Day 1 – 4)

13:00 - End of Day 4 & Course.



Does BII Online Virtual Training have the same value as traditional classroom training?

Yes, BII Online Virtual Training offers participants; same training system as in-person, i.e face-to-face engagement with instructors, course material, interactive participation of all delegates, and personal support that they would expect to find in a traditional classroom.

What are main features of your online courses? Are they on-demand? Is it different content from the in-person offering?

The content of the virtual training is similar to the in-person sessions and customized presentation makes it a richer online learning experience. As always, we will share presentation materials with attendees for later reference.

The online courses are not on-demand and recordings cannot be purchased. They are set on scheduled dates, live with an instructor and co-host via webinar software. While the day is shorter than an in-person session (4hrs vs 8hrs), timing are adjusted to accommodate attendees in different time zones and allow more time for one-on-one conversations via the Q & A.

What are the technical requirements for participation in a virtual course?

All you need to participate in virtual training are:

- Desktop or Laptop or Tablet Computer, and Internet connection
- Webcam
- Headset with built-in microphone

Can I attend an online training session if I have a Macintosh computer?

Yes, Our Online training systems does allow Macintosh computers, PCs, and computers running Linux to easily enter any of our online training sessions.

What type and version of browser will I need for online classes?

It is recommended that you use the latest version of Firefox, Chrome or Internet Explorer for Windows and Firefox or Safari for Mac. Each of these is available for free download and also suggested you have the PDF Reader

How do I have access to the trainer for questions?

As in the classroom, you will see the trainer in front of you and have the opportunity to ask questions at any time - all via audio and video transmission.

Is there a mute option within an online training session to minimize background noise from my audio connection?

Yes, the Mute button will display to the right of your name as you hover your mouse over your name shown in the Participants panel on the top, right side of the Web conferencing screen.

What if I miss few sessions of the online training program?

The training will be simultaneously recorded which will be provided to you as per request & requirement

Do I get a Certificate at the end?

Yes, you will get a PDF version of your certificate of completion



Please complete this form and send it back to
mithun.siddartha@biiworld.com

Event Code: OL TE 101

Delegate Details

1. Name: Mr/Mrs/ Ms
.....
Job Title:
Email:
2. Name: Mr/Mrs/ Ms
.....
Job Title:
Email:
3. Name: Mr/Mrs/ Ms
.....
Job Title:
Email:

PAYMENT METHOD:

CREDIT CARD

The secure payment link will be shared

☐

WIRE TRANSFER OR BANK TRANSFER

☐

Authorization and Acceptance of Sales Contract & Terms & Conditions

I hereby declare I am authorised to sign this contract and terms
& conditions in the name of the company/organisation:

Company/Organisation Detail

Name:
Person to Contact:
Email:
Address:
.....
City:
Country:
Contact No:
Type of Business:
Website:

Name:

Date:

Signature:

Delegate Fee ☐ **USD 1199 per delegate**

20 USD administration charge and any applicable withholding or any other tax or fee will be applied

TERMS & CONDITIONS:

1. Payment terms: BII World LTD requires the full payment of the invoiced amount within 7 working days from the issue date of the invoice. BII World LTD reserves the right to refuse entry to any client who does not pay the invoice in full and on time. The registration fee includes: Training documentation and admission to all training sessions.

2. Cancellation by client: The client has the right to cancel his/her participation in the event. Cancellation must be received by BII World LTD in writing either by mail or fax. If the client cancels the event, he/she will get two options:

- A. CREDIT NOTE:** Choose 2-year credit note, BII World LTD will send all the schedule training event details throughout the year. Delegate has the right to choose and attend any of the training programs (valid 2 years).
- B. NOMINATION:** In this option delegate can nominate/refer someone from his/her group/company to attend the particular training program on behalf of the actual delegate.

3. Cancellation by BII World LTD: While every reasonable effort is made to adhere to the advertised program, circumstances can arise which may cause changes in the program, including but not limited to changes in the content, date(s), or special features of the planned event. Such circumstances include but are not limited to acts of terrorism, war, extreme weather conditions, compliance with government requests, orders and legal requirements, failure of third-party suppliers to timely deliver, and failure to register the minimum target number of attendees for a given event. BII World LTD reserves the right to change the content, date(s), and/or special features of an event, to merge the event with another event, or to postpone it or cancel it entirely as appropriate under the circumstances. Client agrees that BII World LTD shall not be liable for any cost, damage or expense which may be incurred by client as a consequence of the event being so changed, merged, postponed or cancelled and client agrees to hold BII World LTD harmless and to indemnify BII World LTD in case of liability caused by any such changes, mergers, postponements or cancellations.

4. Cancellation of the event: In case BII World LTD cancels an event, then client can choose any of the below mentioned options:

- (a) BII World LTD will refund full payment to the client within 15 business days.
- (b) Client can choose the credit option for 2 years, for more details please read term no-2 part (a)

5. Postponement of the event: In case BII World LTD postpones the event to a new date, then client can choose any of the below mentioned options.

- (a) The client can attend the course on the postponed dates.
- (b) Client can choose the credit option for 2 years, for more details please read term no-2 part (a)

6. Client's identification information. By signing of this sales contract and these terms and conditions the client gives full right to BII World LTD to share the client's identification information, i.e. client's name, address, email addresses, phone numbers and names of representatives and website with other clients who participated in the same event. The client has the right to opt out of this clause by writing notice to BII World LTD.

7. Governing law: This contract shall be governed by and construed in accordance with the laws of the Province of Alberta, Canada. Any disputes arising under or in connection with this registration form shall be settled before the competent court in Canada.

8. Indemnification: To the fullest extent permitted by the law, you agree to protect, indemnify, defend and hold harmless BII World LTD, its owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents, from and against any and all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) collectively "the Claims", in any way arising out of or relating to the event that is the subject of this contract, and regardless of negligence, included but not limited to, Claims arising out of the negligence, gross negligence or intentional misconduct of BII World LTD employees, agents, contractors, and attendees; provided, however, that nothing in this indemnification shall require you to indemnify BII World LTD indemnified parties for that portion of any Claim arising out of the sole negligence, gross negligence or intentional misconduct of the BII World LTD parties.

9. Other currencies. In case that client requests payment in other than official currency (USD), BII World LTD reserves the right to apply 5% currency risk surcharge to the actual exchange rate.

10. Other Conditions: Any terms or conditions contained in the client's acceptance which contradict or are different from the terms and conditions of this registration document shall not become part of the contract unless individually negotiated with BII World LTD and expressly accepted by BII World LTD.