

SOUTHERN POWER DISTRIBUTION COMPANY OF A.P.LIMITED
TIRUPATI

From

To

The General Manager,
IT & SAP,
Corporate Office,
Tirupati

The **Chief General Manager,**
P&MM ,
Corporate Office,
Tirupati .

Lr.No:GM/IT& SAP/EE-IT&SAP/MM/F. /D.No:50/24, Dt :25/04/2024
Sir,

Sub:- APSPDCL-TPT-SAP- Regulation of drawal of materials under O&M work orders – Implementation in SAP Module – Process flow -Submitted-Instructions to the filed -Requested- Regarding.

Ref: 1.UO.NoteNo.CGM/P&MM/GM-P/TPT/EE-P1/F.No.IT/D.No.806/24,Dt.
02.04.24 received on 06.04.2024.

2.Note approved by The Hon'ble Chairman and Managing Director in E-office
No.329776 DT: 20.04.2024 received on 24-04-2024.

In the reference 1st cited above, The Chief general Manager/P&MM has requested to implement necessary controls in SAP module to regulate the drawls of consumable materials under Annual O&M work orders.

In the reference 2nd cited above, The process flow was approved by the management vide reference cited. Note approval copy is here submitted.

The detailed Process Flow in SAP is here submitted:

- Annual O&M estimate (Yearly Once) is to be prepared by every Operation sub-division through Purchase Requisition(PR) via Transaction Code: ME51N with Document Type as ZOM. This activity is to be done in DEE/Opn login.
- After creating PR at sub-division office, it will undergo Release Procedure in Four levels (EE/Operation, SE/Operation, EE/O&M,CGM/O&M) with respective release codes via T.Code:ME55 or ME54N(in case if there is deletion indicator in any PR).
- After final release of estimate by the CGM/O&M, a Stock Transport Order (STO) is to be created by Circle Office for sanctioned materials via T.Code: ME21N with Document Type as ZNST. This activity is to be done in AE/P/Circle office login and STO is to be released by EE/Tech and SE/Opn using T.Code:ME28.
- Materials will be allotted periodically by circle office through Outbound Delivery (OBD) via T.Code: ZVL10D.This activity is to be done in EE/T/Circle office login. Here separate OBD is to be created for Indoor Materials and Outdoor Materials. After allotment of materials, allotment intimation will be sent to the concerned DEE/Opn through SAP Mail automatically.

- Material Requisition (OBD) printout is to be taken using T.Code:VL71 by DEE/Opn for submitting to the District Stores at the time of drawl.
- Allotted Materials will be issued to sub-divisions by District Stores through Post Goods Issue (PGI) via T.Code: VL02N.Gatepass Printout is to be generated using T.Code:MB90.
- After receiving materials from Stores, sub-division office has to allot materials to the Operation Sections using T.Code:ZMOMA. (Here one STO is given to each section for adding allotted materials and quantities). This activity is to be done in DEE/Opn login. After allotment of materials, allotment intimation will be sent to the concerned AEE/Opn through SAP Mail automatically.
- Requisition Printout can be taken using T.Code:ZMER/E-Stores Reports/O&M MR Printout.
- After receiving O&M material Requisition from the AE/Opn, sub-division office will issue materials to their section offices through Goods Issue via T.Code: ZOMI with Movement Type:351.Report T.Code:ZMOMR
- After receiving materials from DEE/Opn, AEE/Opn has to acknowledge the same using T.Code:ZMER/Acknowledgement of Material Receipts/O&M Acknowledgement. If not acknowledged, further material transactions will not be allowed.
- After the material is consumed, the AEE/Opn has to regularise the same against PM Order as and when consumed. Here, one PM order (PM30) is given to each Section for booking consumption in a year. This activity is to be done using T.Code:ZPT/Regularisation of O&M Materials.(Note:Drawl of materials directly from stores against these PM orders through E-Stores process is not allowed). Report Can be viewed using T.Code:ZOMUR.

This is for kind information.

Encl: 1)Note approval.
2)End user manual.

**GENERAL MANAGER::IT & SAP
APSPDCL::TIRUPATI**

Copy Submitted to

The Chief General Manager / Projects & IT/ Corporate office/Tirupati
The Chief General Manager / O&M/ Corporate office/Tirupati
The Director/Projects&IT/Tirupati
The peshi to the Chairman and Managing Director

