

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

(AN ISO 9001-2008 CERTIFIED COMPANY)

Corporate Identity Number (CIN) : U40109RJ2000SGC016485

Regd Office Vidyut Bhawan, Jan Path, Jaipur - 302005

Website : rvpn.co.in

No. RVPN/CMD/IT/SAP-ERP/ D.

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Dated

19/4/2017

Zonal Chief Engineer (T&C-JP/AJ/JDP)
Addl. Chief Engineer (Procurement/Contract)
Addl. Chief Engineer (Civil-JP/JDP)/Comm./MPT&S/PPD)
Superintending Engineer (T&C/Civil/Comm./MPT&S_____)
RVPN,

Sub:- Implementation of SAP-ERP in RVPN-Activities to be completed in MM/PS module.

As you are aware that SAP-ERP has been made on line in RVPN wef 4th Nov. 2016. In order to take advantage of SAP-ERP, it is very much necessary that all the functionalities provided be utilised by the concerned end users. Following functionalities are to be utilised :-

a) Entry of Purchase Requisition:-

In view of implementation of SAP-ERP in RVPN, now onwards all the material requirement to be purchased by the Contract/Procurement/T&C/Other wing shall be entered into SAP-ERP, downloaded and then consolidated at Zonal level. Once finalized it shall be again uploaded in the SAP-ERP so that Procurement/Contract wing can start processing the case for purchase.

Following types of purchase actions are carried out in RVPN:-

- I. **Project based purchase:-** Purchase carried out for the capital works mainly by Procurement wing.
- II. **Non Project Purchase:-** Purchase carried out for R&M/Emergency works.
- III. **Turnkey Project:-** Purchase carried out for the turnkey project mainly by Contract wing.

Accordingly there are different ways to enter the requirement of materials in Project System (PS) Module of SAP-ERP

i. Procurement of Materials with Reference to Project:-

1. The required material components shall be assigned to respective Network activity of the project which has already been created in the PS module with **Material Procurement key** (Purchase Requisition + Reservation for WBS element) by the P&P wing at the time of creating the project. This will generate one reservation and

further, concerned T&C/Civil/Comm./other user will detailed it out and can modify the list of items required to be purchased.

2. This requirement will get consolidated at Zonal level by running **CN52N** which can further be checked by ZCE. Once finalised by the concern Zone, it will be uploaded again in SAP system and the PR number so generated by SAP-ERP will be intimated to the purchasing entity. Item description and quantity so finalised by zone shall be reflected to the concerned Purchasing entity. The purchasing entity after making necessary modification shall initiate the purchase process.

ii. Procurement of Materials without Reference to Project:-All those material which is purchased for R&M/emergency work shall be done through this process. In case material is being purchased through tender then the concerned officer shall enter the requirement through ME51N and thereafter purchase action shall be made. In case material is to be purchased directly from the market then direct PO shall be created through ME21N.

iii. Procurement of material for Turnkey project:- The required material components shall be assigned to respective Network activity of the project which has already been created in the PS module with **Material Procurement key** (Purchase Requisition + Reservation for WBS element) by the P&P wing at the time of creating the project. The purchasing entity may make modification in the list of items created, if required. Once item list is finalised then the Purchase requisition shall be created and purchase action shall be initiated.

b) Contract Period Expiry Date to be maintained by material Procurement Wing - (TCODE ZQM01):-

The screen for lodging complaint by end user (consignee) into SAP system was developed. The purpose of development of this process is to record online complaints and its status. For this **ZQM01** t-code was developed, so that purchaser can enter last validity date of PO (SAP Contract) at which performance period is over. The order in this regard has already been issued, but the same has not been maintained by material procurement wing.

c) Complaint against material procured by Procurement Wing - (TCODE QM01):-

The screen for lodging complaint by end user (consignee) into SAP system has also been developed. The purpose of development of process is to record online complaints and its status. For this QM01

T-code was developed, so that consignee/end user can lodge complaint against material directly dispatched (through DI) to their locations and the same shall be automatically communicated to purchaser via SAP mailbox. **It is also expected to enter the material regarding complaints only in SAP system for existing POs, it will control valid complaints which falls in guarantee period.**

d) Document Uploading in SAP system - (TCODE CV01N)

DMS Document Management system in SAP was developed for uploading the documents related to PO/Contract/DI/Drawing etc. The process has already been circulated to Procurement & Contract wing officers. The purpose of development of DMS system was to minimize the printed paper as attachment within RVPN, because the same after uploading to DMS can be viewed by valid SAP RVPN user. It has been observed that till date no document has been uploaded into SAP system. It is therefore requested to use the same for all PO/DI/Contracts/Drawing etc.

e) Indent Process in physical form

Indent process in SAP was developed for a movement towards paperless system. But still Physical form of Indent is being processed in many offices of RVPN. Since all the indent requisition to approval are being maintained in SAP, there is no need to carry physical indent and no requirement of taking printout for submission at ACOS/M&F or any other locations.

I do hope that the above procedures shall be now utilized fully by the concerned users. All the Chief Engineer/Addl. Chief Engineers are directed to monitor the progress in this regard and ensure full utilization of SAP-ERP functionalities so as to derive maximum advantage out of it.

24/2/27
(Sanjay Malhotra)
Chairman & Managing Director