



No. RVPN/CE(IT)/SAP/F.29 A/2018-19/D. 37 Jaipur ,Dated 16-4-18

The Addl./Chief Engineer(Proc./Cont./PP&D/MPT&S/LD/NPP&R)
The Zonal Chief Engineer(T&C-JP/AJ/JDP)
The Chief Controller of Accounts,
The Superintending Engineer (T&C/Civil/Cont-I/II, Proc-I/II, Design)
The Chief Account officer(A/cs-W&M),
Sr. Account officer (CPC/EA-Cash),
RVPN, Jaipur/Ajmer/Jodhpur_____

Sub:- Verification / Approval of PO/WO in SAP ERP system.

It has been observed that some duplicate POs/WOs have been created in SAP ERP system by purchaser as well as consignee, which leads to conflict while making payment by accounts wing. This issue has been discussed and a serious views has been taken by the higher authorities. In order to prevent the repetition of such incidents following precautions are required .

- i. **SAP-ERP generated PO/WO output be printed, signed by the Purchaser and sent to vendor.** As this printout may display limited amount of information therefore any other extra information canbe annexed with the PO printout and the same can be mentioned in the main PO printout. Please note that document like drawing, any format etc. can be uploaded by using DMS facility provided in SAP-ERP
- ii. SAP generated PO should be attached while processing for approval of PO in hardcopy along with purchase case file, **and higher authority/ accounts wing should only approve the same in SAP ERP system if system generated PO printout is there, not in case of DI.**
- iii. All the offices involved in creating, checking, vetting and approval of PO should regularly check their SAP mailbox (SAP Business workplace) in SAP-ERP so that any request pending for approval is dealt promptly by themselves. **It has come to notice that password of SAP-ERP log in ID is being shared and approval for the same is being done in system by some other person instead of the officer concerned. It may please be noted that in case of any error, only concerned officer shall be held responsible.**

- iv. Presently, for hiring of vehicle and the activities for which payment is to be made with FVC, **no PO is required to be created in SAP-ERP system.**
- v. If any PO is not going for approval in SAP system or going in wrong hierarchy of approval, **the same shall be intimated to MIS wing so that the corrective action may be taken accordingly in time.**
- vi. Field officer especially T&C and Civil wings are advised not to create POs/WOs which has already been issued by Procurement /Contract/PPD wing. In case of centrally issued POs/WOs they have to make entry of Goods/service receipt only. **PO/WO shall only be created by those officers who are going to sign on printout of the same means they are authorized to create PO in SAP-ERP issued by their office only.**
- vii. Payment making authority while processing the payment should check the Purchase group and match it with hard copy.



(**S.S. Meena**)
Addl. Chief Engineer (IT)
RVPN, Jaipur

Copy submitted/forwarded to the following for kind information please.

1. The Director (Technical/Operations/Finance), RVPN, Jaipur
2. The TA to CMD,RVPN, Jaipur
3. The SE(MIS&IT),RVPN.Jaipur



Addl. Chief Engineer (IT)
RVPN, Jaipur