

METHODOLOGY OF PLACING ANNUAL INDENTS IN SAP: PROCESS DOCUMENT

The Document illustrates Step-wise activity to be carried out in SAP for raising Annual Indents. The Process in SAP is named as “Central Planning” and has been classified in two categories viz

1. O&M ZAPT Plan (Indent for O&M Material)
2. RMI ZAPT Plan (Indent for RMI Material)

First Step of the process is “**Date Maintenance**” and it is to be done by the **Transmission Wing**. If the consolidated Indents from Zonal Chief Engineers are expected by, say, 28th February 2019, Please keep the Date as 20.02.2019 in SAP. By which time indenting activity shall have to be completed up to the Superintending Engineer cadre and the Zonal Chief Engineers shall complete consolidation / editing of the Indents in next one week.

To Perform Date Maintenance, Please use the T. Code **zmm_cplan_rep**

Central Planning Report

Select one Radio Button

- Parent Child Comparision
- Single Level Hierarchy
- Multiple Level Hierarchy
- PR Creation
- C.Plan Date Maintainance

Parent Plant

Parent Storage location

Planning Type

Material to

End Date of CURRENT Planning

In the above Screen, 5th Radio Button ie “C. Plan Date Maintenance” is to be selected & executed by the Transmission Wing.

Central Planning Date Maintenance

Points to Remember

1. The Date should be greater than Today's date.
2. The Date should be greater than the latest date already entered.
3. Please select correct Planning Type.

Planning Type: **O&M ZA...**

End Date of CURRENT Planning Cycle for SELECTED Planning Type:

NEW End Date of CURRENT Planning Cycle for SELECTED Planning Type: **20.02.2019**

After entering the Date, Please Save the Data. Pl repeat the above Activity for second type ie RMI ZAPT Plan.

Central Planning Date Maintenance

Points to Remember

1. The Date should be greater than Today's date.
2. The Date should be greater than the latest date already entered.
3. Please select correct Planning Type.

Planning Type: **RMI ZAP...**

End Date of CURRENT Planning Cycle for SELECTED Planning Type:

NEW End Date of CURRENT Planning Cycle for SELECTED Planning Type: **20.02.2019**

Once the Date Maintenance is completed, Annual Indenting Process can be initiated from field level.

STEP 1 OF UPLOAD: As a first step of Indent, concerned AE / AEE (132 KV Maintenance / Lines) shall fill in the below Excel Sheet, with Required Material Code & Quantity. (In respect of Telecom Wing, Step 1 of Upload is to be done by Concerned ADE / Telecom)



CPlan Upload.xlsx

Once the Excel Sheet is ready, PI use the T. Code **ZMM_CPLAN_UPLOAD** for uploading the Indent

Central Planning

Points to Remember

1. Use the file with row having label of Material, Quantity.
2. Plant/Store entered is available as C.plant/C.store in table ZMM_CPLAN.
3. Make sure the Material is available in the plant.
4. Select the Correct Planning Type.

Plant	<input checked="" type="checkbox"/>
Storage Location	<input checked="" type="checkbox"/>
End Date of CURRENT Planning	20.10.2018
Planning Type	O&M ZAPTPLAN ▼
Select file to Upload	<input type="text"/>

After filling in Plant, Storage Location & Planning Type (O&M or RMI) Please Select the File to be Uploaded and Execute.

If the upload is successful, “**Successfully Uploaded**” Message can be seen at bottom of the Screen. If such message doesn’t appear, the user has to Re-Upload the Sheet. After the Successful Upload, if the User repeats the same activity, the Old Data gets superseded and latest prevails. However, such repetitive Upload is valid until the immediate Superior in Hierarchy does the same activity.

The Process is to be repeated for RMI Material too, duly changing the Plan Type in the T. Code **ZMM_CPLAN_UPLOAD**

Central Planning



Points to Remember

1. Use the file with row having label of Material, Quantity.
2. Plant/Store entered is available as C.plant/C.store in table ZMM_CPLAN.
3. Make sure the Material is available in the plant.
4. Select the Correct Planning Type.

Plant	5105
Storage Location	B001
End Date of CURRENT Planning	13.11.2018
Planning Type	O&M ZAPTPLAN ▼
Select file to Upload	C:\Users\Samanth Kumar\Desktop\CPlan Upload.xlsx

Successfully Uploaded

The above Upload Process is to be completed by all concerned AE / AEE. After completion of the Upload process by 1st Level Personnel, the 2nd Level Hierarchy (DEE) can get a report of the Uploaded Content using the T. Code **ZMM_CPLAN_REP**. If the First Radio Button (**Parent Child comparison**) is executed, a consolidated report of all the entries from all Subordinate Personnel put-together can be fetched. Alternatively, if the Second Radio Button (**Single Level Hierarchy**) is selected, Storage Location Wise report of all the entries from Subordinate Personnel can be fetched. (This is to be done separately for both Planning Types ie O&M Material / RMI)

Central Planning Report

Select one Radio Button

Parent Child Comparision

Single Level Hierarchy

Multiple Level Hierarchy

PR Creation

C.Plan Date Maintainance

Parent Plant

Parent Storage location

Planning Type

Material to

End Date of CURRENT Planning

Parent – Child Comparison View



Parent_Child
Comparison.xlsx

Single Level Hierarchy View



Single Level
Hierarchy Vw.xlsx

SECOND STAGE UPLOAD: This is to be done by DEE Level. After Consolidating the Indents received from the Subordinate Locations (132 KV SS / Lines), the Concerned DEE shall prepare an Excel Sheet as in Step 1. **The Quantity shall be Consolidated Quantity of the 132 KV Substation / Lines under his / her control and Quantity required for his / her own 220 KV Substation / Sub-Division.**

After Preparing the Excel Sheet accordingly, PI follow the Upload Process, as detailed in First Step, duly using T. Code **ZMM_CPLAN_UPLOAD**

The above Upload Process is to be completed by all concerned DEE s. After completion of the Upload process by DEE s, the next level in Hierarchy (EE) can get a report of the Uploaded Content using the T. Code **ZMM_CPLAN_REP**. If the First Radio Button (**Parent Child comparison**) is executed,

a consolidated report of all the entries by DEE Level can be fetched. If the Second Radio Button (**Single Level Hierarchy**) is executed, DEE Location Wise report of all the entries can be fetched. If the Third Radio Button (**Multiple Level Hierarchy**) is executed, uploaded content of **all the Subordinate levels** can be accessed. The Multiple Level Hierarchy illustrates about the quantity indented for each material at first level and subsequent consolidation / Edit done at Second Stages.

The T. Code to get the above Report **ZMM_CPLAN_REP**

Central Planning Report

Select one Radio Button

Parent Child Comparision
 Single Level Hierarchy
 Multiple Level Hierarchy
 PR Creation
 C.Plan Date Maintainance

Parent Plant: 5105
Parent Storage location: B501
Planning Type: O&M ZAPTPLAN
Material: [] to []
End Date of CURRENT Planning: 13.11.2018

Parent – Child Comparison View (EE Level)



EE _ Parent
Child.xlsx

Single Level Hierarchy View (EE Level)



EE _ Single Level
Hierarchy.xlsx

(This is to be done separately for both Planning Types ie O&M Material / RMI)

Multi Level Hierarchy View (EE Level)

ZMM_CPLAN_REP (PI note a slight change in input parameters in this case)

Central Planning Report

Select one Radio Button

Parent Child Comparision
 Single Level Hierarchy
 Multiple Level Hierarchy
 PR Creation
 C.Plan Date Maintainance

Zone	VJA		
Parent Plant	5105		
Parent Storage location	B501		
Planning Type	O&M ZAPTPAN		
Material		to	
End Date of CURRENT Planning	13.11.2018		

Multi Level Hierarchy View (EE Level)



EE _ Multi Level
Hierarchy.xlsx

THIRD STAGE UPLOAD: This is to be done by concerned Executive Engineers. After Consolidating the Indents received from the Subordinate DEE s, the Concerned Executive Engineer Shall prepare an Excel Sheet as in Step 1. **The Quantity shall be Consolidated Quantity for the Entire Division**

After Preparing the Excel Sheet accordingly, PI follow the Upload Process, as detailed in First Step, duly using T. Code **ZMM_CPLAN_UPLOAD**

The above Upload Process is to be completed by all concerned Executive Engineers. After completion of the Upload process by Executive Engineers, the next level in Hierarchy (Superintending Engineer) can get a report of the Uploaded Content using the T. Code **ZMM_CPLAN_REP**. If the First Radio Button (**Parent Child comparison**) is executed, a consolidated report of all the entries by Executive Engineer Level can be fetched. If the Second Radio Button (**Single Level Hierarchy**) is executed, Executive Engineer Location Wise report of all the entries can be fetched. If the Third Radio Button (**Multiple Level Hierarchy**) is executed, uploaded content of all

the Subordinate levels can be accessed. The Multiple Level Hierarchy illustrates about the quantity indented for each material right from first level (AEE) and subsequent consolidation / Edit done at Second and Third Stages.

The T. Code to get the above Report **ZMM_CPLAN_REP**

(This is to be done separately for both Planning Types ie O&M Material / RMI)

FOURTH STAGE UPLOAD: This is to be done by concerned Superintending Engineers. After Consolidating the Indents received from the Subordinate Executive Engineers, the Concerned Superintending Engineer Shall prepare an Excel Sheet as in Step 1. **The Quantity shall be Consolidated Quantity for the Entire Circle.**

After Preparing the Excel Sheet accordingly, PI follow the Upload Process, as detailed in First Step, duly using T. Code **ZMM_CPLAN_UPLOAD**

(This is to be done separately for both Planning Types ie O&M Material / RMI)

ACTIVITY BY THE ZONAL CHIEF ENGINEERS:

The above Upload Process is to be completed by all concerned Superintending Engineers. After completion of the Upload process by Superintending Engineers, the next level in Hierarchy (Chief Engineer / Zone) can get a report of the Uploaded Content using the T. Code **ZMM_CPLAN_REP**. If the First Radio Button (**Parent Child comparison**) is executed, a consolidated report of all the entries by Superintending Engineer Level can be fetched. If the Second Radio Button (**Single Level Hierarchy**) is executed, Superintending Engineer Location Wise report of all the entries can be fetched. If the Third Radio Button (**Multiple Level Hierarchy**) is executed, uploaded content of all the Subordinate levels can be accessed. The Multiple Level Hierarchy illustrates about the quantity indented for each material right from first level (AEE) and subsequent consolidation / Edit done at Second Third and Fourth Stages.

After fetching the Reports, PI use the T. Code **ZMM_CPLAN_REP** and select the Fourth Radio Button "**PR Creation**" and also Planning Type. It shall be done separately for both O&M ZAPT PLAN & RMI ZAPT PLAN

Central Planning Report



Select one Radio Button

Parent Child Comparision

Single Level Hierarchy

Multiple Level Hierarchy

PR Creation

C.Plan Date Maintainance


Planning Type

End Date of CURRENT Planning

When the same is executed, System creates Purchase Requisitions duly cumulating the Indented Quantities of same Material, Uploaded by the Superintending Engineers. The Parental Central Stores of a Particular Circle shall form the basis for Cumulating / creation of such Purchase Requisition. Thus 3 No Purchase Requisitions will be generated in Visakhapatnam Zone (Supplying Plant as Gazuwaka, Kadiyam, Bommuru), Couple of Purchase Requisitions in Vijayawada Zone (Supplying Plant as Gunadala & Ongole) and couple of Purchase Requisitions in Kadapa Zone (Supplying Plant as Kadapa & Kurnool) for each of the Planning Type, separately.

After Successful creation of Purchase Requisitions, System displays the last Purchase Requisition Number at the bottom of the Screen. Remaining PR s are preceding Numbers.

Central Planning Report



Select one Radio Button

Parent Child Comparision

Single Level Hierarchy

Multiple Level Hierarchy

PR Creation

C.Plan Date Maintainance

Planning Type

End Date of CURRENT Planning

2000000021 PR Created

The Purchase Requisitions, thus created by the Zonal Chief Engineers (Both O&M and RMI) shall be edited to the desired Quantities and shall be communicated to Transmission Wing for further action.

The Transmission Wing shall edit the Purchase Requisitions (Both O&M and RMI) created by the Zonal Chief Engineers to the desired quantities and shall be communicated to Procurement wing for taking further action.

The P&MM Wing can edit such Purchase Requisitions and place Purchase Orders (after completion of Departmental Process) duly adopting the above Purchase Requisitions and can also edit Quantities / Prices, as desired.

- Before Uploading at 2nd Stage, PI ensure that all concerned 1st Stage Subordinates completed the upload. Similarly, before Uploading at 3rd Stage, PI ensure that all concerned 2nd Stage Subordinates completed the upload, So on and so forth.
- If any discrepancy is noticed in Hierarchy Structure, Please bring it to the notice of MM Core Team immediately, before uploading at 2nd and subsequent Stages.
- For any Queries, PI contact MM Core Team @ mmgroup@aptransco.co.in