



UPPCL SAP Implementation

Standard Operating Procedure (SOP)

Transformer Repair - Workshop

Version 0.1



Document History

Version	Date	Summary of Change	Author	Role
V 0.1	24/12/2020			

Other Related Documents

Related Document	Comments

Review/ Approval Detail

Role	Name	Signature and Date	Comments
Review & Approval			
Project Manager UPPCL			
Project Manager Accenture			



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1. Purpose

Standard Operating procedures refers to the set of instructions normally written once that are intended to document how to perform a certain activity. This helps in maintaining the consistency and quality of work carried out.

Some of the benefits of maintaining SOPs are listed below:

- They will be helpful in many workplaces which require strict procedures or adherence to a set of instructions to see to it that certain outcomes are attained.
- They will also serve as a good reference to employees who are required to follow a given set of procedures. It has been shown that even the best of employees tends to forget, this implies that having SOPs will be quite vital in helping all the employees to stick to the right or recommended procedure.
- SOPs are also helping to newly trained employees. They will be key in helping them keep the fresh instructions and they will also act as an easily available reference source.

2. Scope

This document covers the SOP for “Transformer Repair” by Workshop in a standardized manner. JE of Workshop Need to transfer the Damaged transformer to Vendor, additionally material required for transformer repair is moved to the vendor storage location for consumption.

3. Pre-requisites

Following are the pre-requisites for all the stockholder to process the steps mentioned in this document.

- The officials shall have SAP GUI application installed in their system
- The officials shall have SAP user ID with required roles and authorization in the system
- The official should have taken training of Indent Creation and should be aware of the required transactions in the system

4. Procedure/Form

DISCOM Workshop JE shall fill all the parameters by accessing the below Mentioned Transaction Code in SAP.

MIGO – Stock Movement of Damaged transformer by JE Workshop

MIGO – Transfer of Material required for transformer repair to vendor location

ZMM2013- Returnable Gate pass creation for Transformer

CJ20N – Network Creation by JE workshop for tracking of Transformer repair cost



MIGO – Consumption of material from vendor location by JE Workshop on Network

MIGO – Receipt back of transformer from vendor after repair

ML81N- Transformer repair Cost booking on Network

MIGO – Transfer of Damage transformer to repaired transformer code

4.1 Process Flow

The following process shall be used for “Damaged” Transformer Repair Process By workshop/Stores.

Sr. No.	Activity	Transaction Code	Movement Type in MIGO	Responsibility
1	In case Transformer to be sent to vendor without Oil, Transfer Damage Transformer Material to Damage Transformer without Oil	MIGO	309	JE Workshop
2	Oil Stock Generation in Workshop using Workshop Cost Center	MIGO	202	JE Workshop
3	Transformer Issue to vendor for Repair which will be returned after repair	MIGO	541	JE Workshop
4	Gate pass creation	ZMM2013	NA	JE Workshop
5	Material transfer to vendor location(V001) which will be used for transformer repair	MIGO	Z11	JE Workshop
6	Network Creation for Transformer Repair	CJ20N	NA	JE Workshop
7	Material consumption from vendor location to network.	MIGO	Z81	JE Workshop
8	Transformer receipt back from vendor	MIGO	542	JE Workshop
9	Transfer Damage Transformer Material to Repaired Transformer Material Code	MIGO	309	JE Workshop

5. References / Definitions

The parameters used in section 4 are elaborated in this section.



Sr. No.	Item	Description
1.	SAP User ID	User ID created for using the SAP modules viz. HR/FICO/MM/PS.
2.	Transaction Code	Transaction code (T Code) in SAP is a short cut key to access the requested Form. Transaction code provides direct access to the desired transaction from anywhere within the SAP system
3.	Movement Type	Move type is used to perform the specific type Goods movement in MIGO Transactions