



# UPPCL SAP Implementation

## Standard Operating Procedure (SOP)

### Request for Transformer Replacement

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
<b>Review &amp; Approval</b>			
Project Manager UPPCL			
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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 replacement request under 1912 Complaint” by the Distribution Division JE in a standardized manner. JE of Distribution Division can raise a request for Replacement of transformer under 1912 document in SAP. 1912 document is exempted from approval.

## 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 Fiori application installed in their Mobile
- 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 Distribution JE shall fill all the parameters by accessing the below mentioned URL for creating the Transformer replacement request under 1912 Complaint received.

<https://ess.erp.uppclonline.com/fiori>

#### 4.1 Process Flow

The following process shall be used for creation of Indent Under 1912 Complainit.

Sr. No.	Activity	SAP Transaction Code	Movement Type in MIGO	Responsibility
1	Access the URL given in section 4 of this document	NA	NA	JE Distribution
2	Fill in the required fields in the form for creation of Indent	NA	NA	JE Distribution
3	The submitted request goes to worklist of approval authority	NA	NA	JE Workshop
4	Team checks the request received in system and SMS received on Mobile	ME5A	NA	JE Workshop
5	Stock Transfer Document creation	ME21N	NA	JE Workshop
6	Invoice creation	MIGO	351	JE Workshop
7	Gate pass creation	ZMM2013	NA	JE Workshop
8	Goods Receipt in JE stock	MIGO	101	JE Distribution
9	Transformer Installation	MIGO	X62	JE Distribution

#### 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