



UPPCL SAP Implementation

Standard Operating Procedure (SOP)

Transformer Return Back to 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			



Table of Content

1. Purpose..... 4

2. Scope..... 4

3. Pre-requisites..... 4

4. Procedure/Form..... 4

 4.1 Process Flow..... 5

5. References / Definitions..... 5



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 “Generating Stock of Damaged/Old & Used Transformer” and “Sending Back Damaged/Old & used Transformer to Workshop/Stores” by the Distribution Division JE in a standardized manner. JE of Distribution Division need to raise a request for Sending back Damaged/ Old & used Transformer to Workshop under ZDAM document type in SAP. ZDAM Document created by JE Distribution needs to be approved by Assistant Engineer and Executive Engineer, Damaged transformer needs to be sent back to workshop for repair process.

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

MIGO – Stock generation of Damaged / Old & Used transformer by JE Distribution



ME51N – Indent creation for Sending Back Damaged / Old and used Transformer by JE distribution

ZMM1001 – Indent approval by Assistant Engineer and Executive Engineer Distribution

ME21N – STO creation By JE Distribution

MIGO – Invoice creation against STO by JE distribution

ZMM2013 – Gate pass creation against invoice by JE distribution

MIGO – Goods Receipt by JE workshop

4.1 Process Flow

The following process shall be used for “Damaged / Old & used” Transformer Stock generation and movement to workshop/Stores.

Sr. No.	Activity	Transaction Code	Movement Type in MIGO	Responsibility
1	Transformer return to Workshop Using Document type ZDAM	ME51N	NA	JE Distribution
2	The submitted request goes to worklist of competent authority for Approval	ZMM1001	NA	AE/EXEN Distribution
3	“Damaged / Old & used” Transformer Stock generation if transformer serial no. is not visible use Indent No. as Transformer Serial No., In case more than one transformer needs to be sent back against one Indent use Indent no. + A and B for 2 nd one and so on	MIGO	Y61	JE Distribution
4	Stock Transfer Order creation using document type ZSTJ Use STO batch generated in Step No. 3	ME21N	NA	JE Distribution
5	Invoice Creation	MIGO	351	JE Distribution
6	Gate pass creation	ZMM2013	NA	JE Distribution
7	Transformer Receipt by JE Workshop	MIGO	101	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