



APTRANSCO

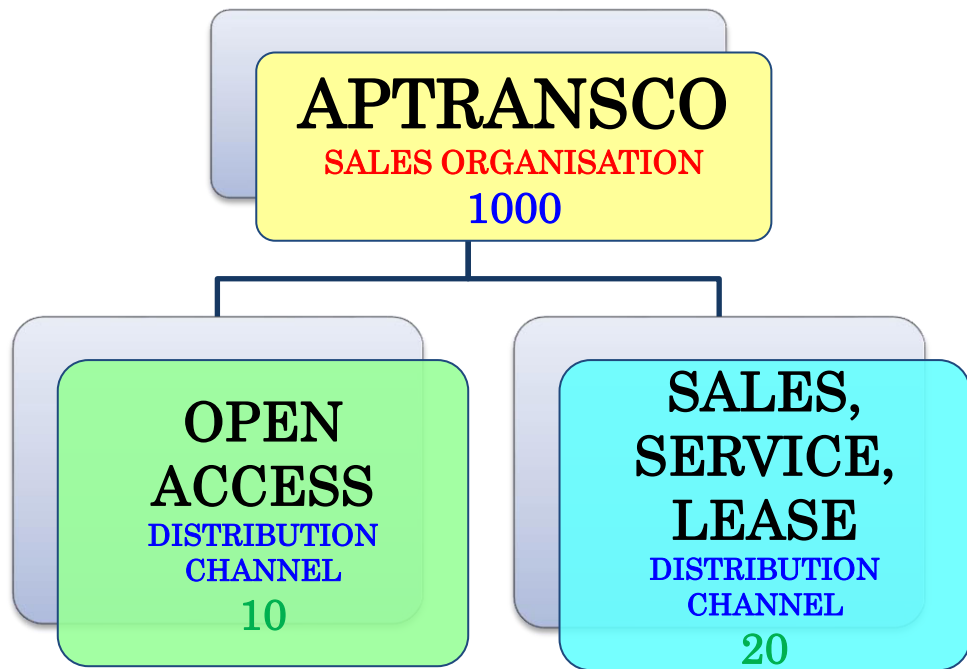


APTUNES : ERP - SAP

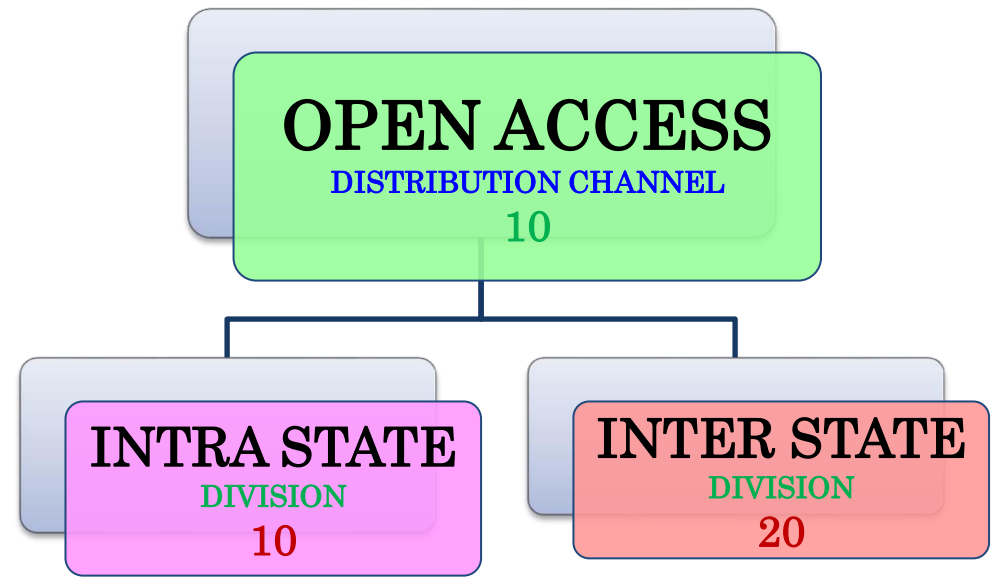
**SALES & DISTRIBUTION
(REVENUE) MODULE**

User Manual

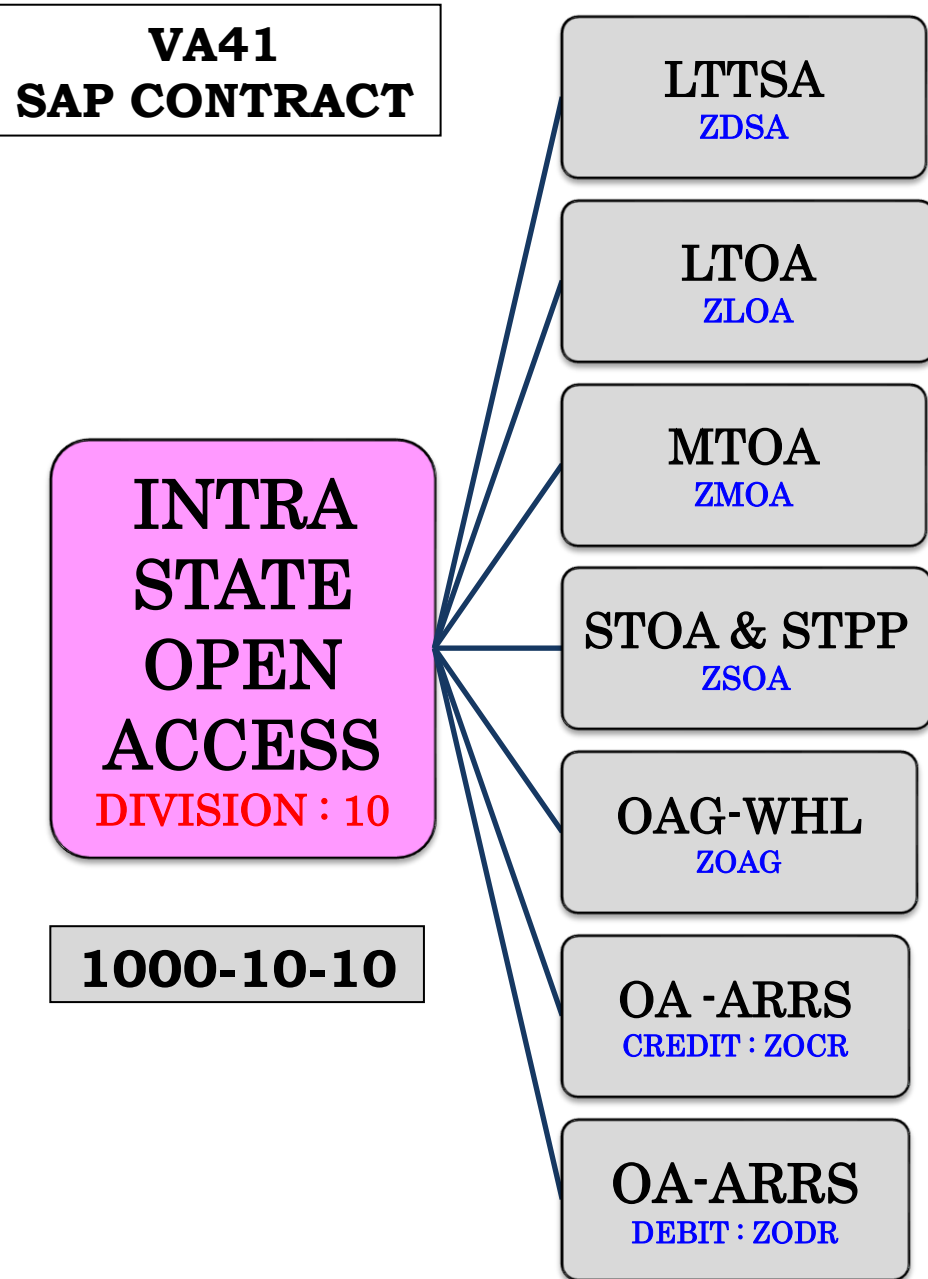
ORGANISATION STRUCTURE



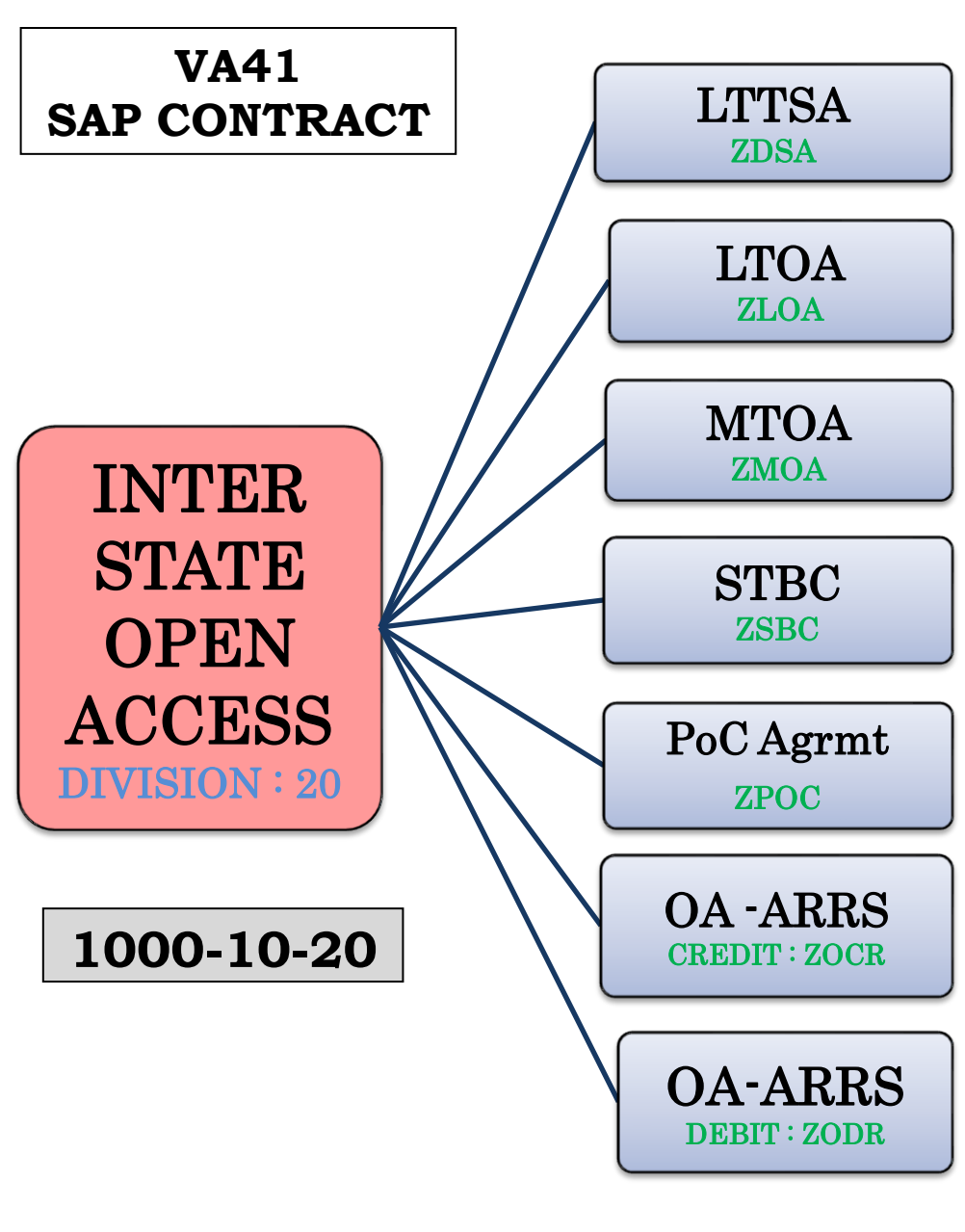
OPEN ACCESS



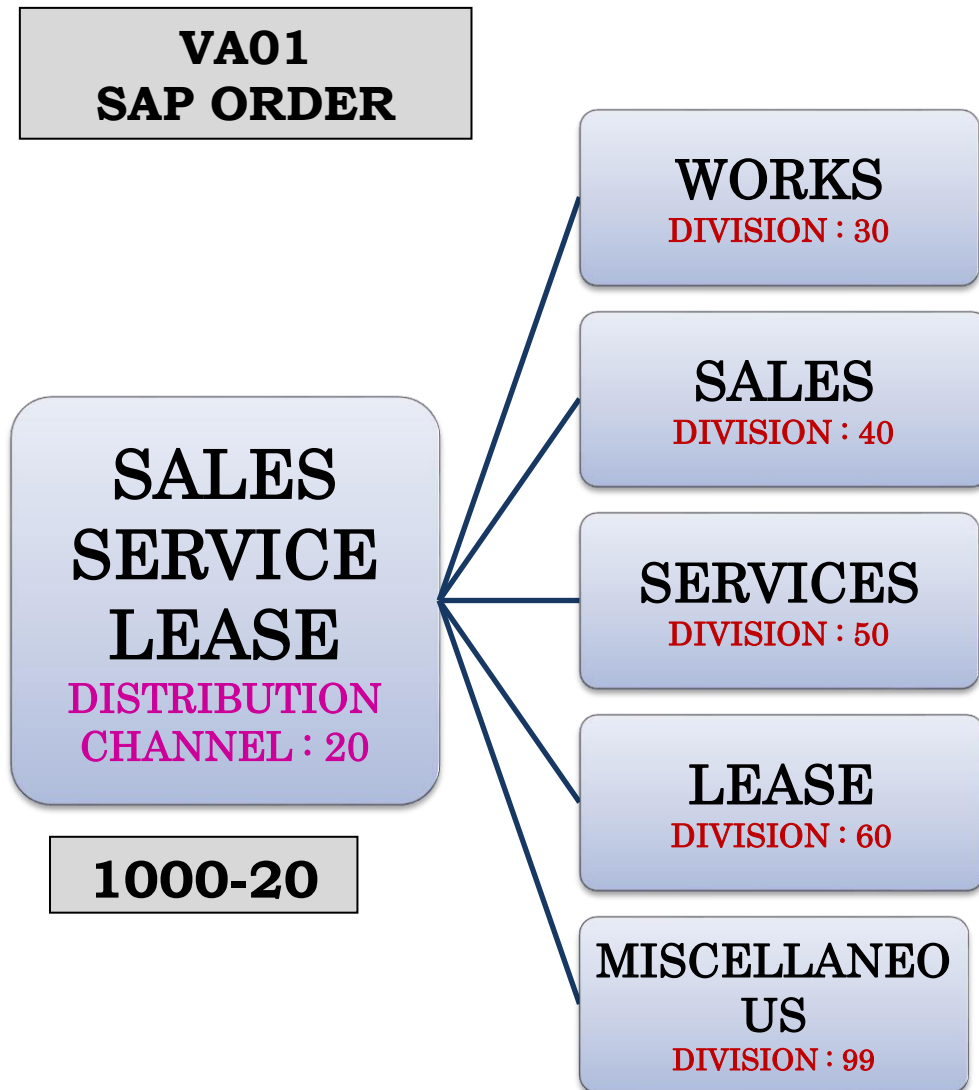
INTRA STATE OPEN ACCESS



INTER STATE OPEN ACCESS



SALES, SERVICE, LEASE



DETAILED DESCRIPTION

DIVISION	DESCRIPTION	ORDER	DESCRIPTION
30	EHT CUSTOMER WORKS	ZLIS	Lift Irrigation Works
		ZEHT	EHT Consumer Works EHT Generator Works
		ZGNW	EHT General Works
40	SALE OF MATERIAL	ZMAT	Sale of Material
		ZSCP	Sale of Scrap
		ZRET	Return of Material
50	SERVICES	ZSER	Services
60	LEASE & RETURN	ZLES	Lease of Material
		ZRET	Return of Material
99	MISCELLANEOUS	ZMIS	Miscellaneous
30/40/ 50/60/ 99	CREDIT NOTE	ZCRN	Credit / Debit Note with Reference to Invoice for Arrears
	DEBIT NOTE	ZDRN	

SAP DATA CLASSIFICATION

(Divided in to Three Parts)

MASTER DATA

The Details of MASTER DATA

- | | | | | |
|---------------------|------|------|-------|-------|
| 1. Customer Master: | XD01 | XD02 | XD03, | VCUST |
| 2. Material Master: | MM01 | MM02 | MM03, | MM60, |
| 3. Price Master: | VK11 | VK12 | VK13 | V/LD |
| 4. Tax Master: | VK11 | VK12 | VK13 | V/LD |

The Details of CUSTOMERS in SAP

1. Centrally - Customer: XD01, XD02, XD03
2. Sales – Customer: VD01, VD02, VD03
3. Finance – Customer: FD01, FD02, FD03

REPORTING DATA

The Details of REPORTING DATA

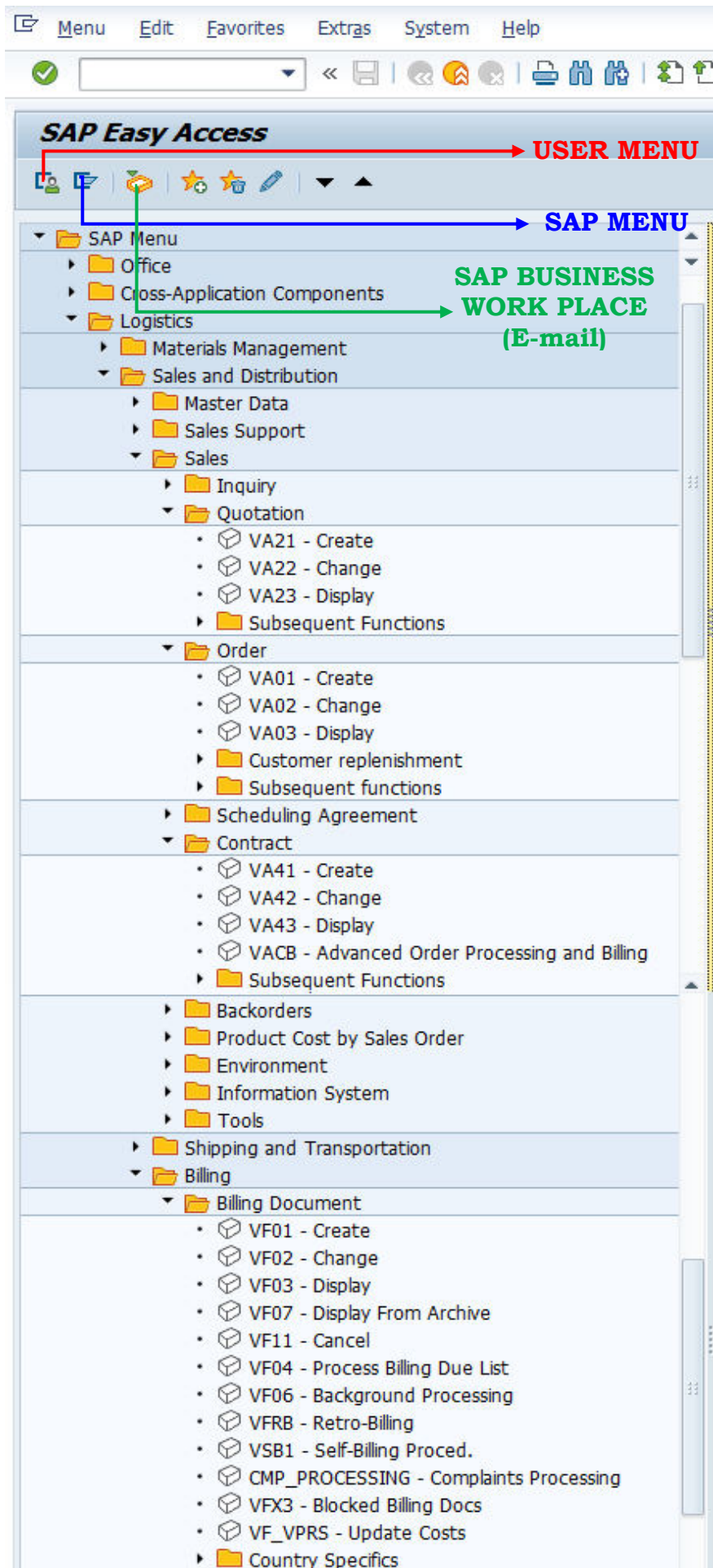
- | | |
|--------------------------|-------|
| 1. Quotations: | VA25N |
| 2. Order: | VA05N |
| 3. Contracts/Agreements: | VA45N |
| 4. Billing/Invoice: | VF05N |

TRANSACTION DATA

The Details of TRANSACTION DATA

- | | | | |
|---------------|-------|-------|------|
| 1. Quotation: | VA21, | VA22, | VA23 |
| 2. Order: | VA01, | VA02, | VA03 |
| 3. Contract: | VA41, | VA42, | VA43 |
| 4. Billing: | VF01, | VF02, | VF03 |

SAP EASY ACCESS



SAP MENU



SAP ORDER SCREENS

(Divided in to Three Screens)

OVER VIEW SCREEN

TABS:

1. Sales
2. Item Over View
3. Item Details
4. Ordering Party
5. Procurement
6. Shipping
7. Reason for Reiection

ITEM OVER VIEW

IMPORTANT:

1. Item
2. Material ID
3. Description
4. Quantity
5. Unit of Measurement
6. Item Category
7. Payment Terms
8. Plant
9. Storage Location
10. Usage

ITEM DATA SCREEN

TABS:

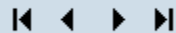
1. Sales A
2. Sales B
3. Shipping
4. Billing Document
5. Bill Plan
6. Conditions
7. Account Assignment
8. Schedule Lines
9. Partners
10. Texts
11. Order Data
12. Status
13. Structure
14. Additional Data A
15. Additional Data B

HEADER DATA SCREEN

TABS

1. Sales
2. Shipping
3. Billing Document
4. Accounting
5. Conditions
6. Account Assignment
7. Partners
8. Texts
9. Order Data
10. Status
11. Additional Data A
12. Additional Data B
13. Order Scheduling

EACH LINE ITEM HAVING SCREEN



Using this we can move the Screens between Line items

SAP OVER VIEW PAGE/ FRONT PAGE

Sales document Edit Goto Extras Environment System Help → ORDER TOP OVER VIEW TABS

STANDARD TOOL BAR, SAVE, BACK, EXIT, CANCEL →

Overview → DISPLAY DOCUMENT FLOW
ORDER PRINT OUT PUT

List of sales orders → TRANSACTION CODE BOX

Material Sales Ord Net value 0.00

Sold-To Party → CUSTOMER ID (1XXXX XXXXX)

Ship-To Party → APTRANSCO APPROVAL NO & DATE

PO Number PO Date → DISPLAY HEADER DETAILS

CUSTOMER HEADER DETAILS

Sales Item overview Item detail Ordering party Procurement Shipping Reason for rejection → ORDER OVER VIEW TABS MIDDLE

Complete div. Total Weight 0.000

Delivery block Volume 0.000 → DELIVERY BLOCK WILL BE ASSIGNED AFTER 15 DAYS AND NOT ALLOWED FOR DELIVERY

Billing block Z1 Pending Approval Pricing Date 25.08.2017 → PRICING DATE IMPORTANT

Payment card Exp.date → BILLING BLOCK REMOVAL AFTER APPROVAL OF HEAD OF DEPT

Card Verif.Code

Payment terms

Incoterms

Order reason → ORDER REASON SELECTED FROM DROP MENU

All items

Item	Material	Order Quantity	Un	S	Description	ItCa	D	Plnt	Amount	Crcy	Net price	per	Net value
				<input type="checkbox"/>			D						
				<input type="checkbox"/>			D						

CUSTOMER LINE ITEM DETAILS

OVER VIEW TABS

Req. deliv.date D 31.08.2017 Deliver.Plant

Complete dlv. Total Weight 0.000

Delivery block Volume 0.000

Billing block Z1 Pending Approval Pricing Date 31.08.2017

Payment terms

Incoterms

Order reason

Sales area 1000 / 20 / 60 APTRANSCO Sales Org., Sale, Service, Lease, APT- Leasi...

Item	Material	Order Quantity	Un	S	Description	ItCa	D Plnt	Amount
				<input type="checkbox"/>			D	
				<input type="checkbox"/>			D	

OVER VIEW TABS

1. Sales
2. Item Over View
(Deatiled View & No Of items can be viewed)
3. Item Details
(Item Deatiled Information)
4. Ordering Party
5. Procurement
(This is used for confirmation of Qty in case of ZMAT, ZSCP, ZLES)
6. Shipping
7. Reason for rejection
(This is used for order short closing)

ITEM OVERVIEW

Req. deliv.date D 22.07.2017 Deliver.Plant

ITEM SR No: 10, 20, 30 ETC

MATERIAL ID:
 Service Material: 5000 00XX
 SS/Line Material: 1000 XXXX
 Scrap NVM Material: 2000 XXXX
 Scrap Material: 4050 XXXX

Item	Material	Description	Order Quantity	Un	D.	ItCa	Sales...	Pa...	Plnt	St...	Usage	Net price
		Material Description										
		Unit of Measurement										
		Division: 10/20/30/40/50/60/99										
		Item Category: Type of Order										
		PAYMENT TERMS: Z001										
		PLANT: SALES OFFICE : PAY UNIT										
		STORAGE LOCATION 40: ZMAT, ZSCP 60: ZLES, ZRET										
		USAGE 50: ZSER										
		NET PRICE										

ITEM OVER VIEW INFORMATION

1. Item
2. Material ID
 Service Material : ZSER : 5000 00XX
 SS/Line Material : ZSLM : 1000 XXXX
 Scrap Material : ZNVM : 2000 XXXX
 Scrap Material : ZSCP : 4050 XXXX
3. Description
4. Order Quantity
5. Unit of Measurement
6. Division
(10/20/30/40/50/60/99)
7. Item Category
(Type of order)
8. Sales District
9. Payment Terms
(Z001)
10. Plant
(Pay Unit)
11. Storage Location
(40 : ZMAT, ZSCP, 60: ZLES)
12. Usage
(50: Services:ZSER)
13. Net Price

HEADER DATA

Header Data

L.T.T.S. Agreement: 2000000109 Purchase order no.: APERC_MYT_2014-201...
Sold-to party: 8000000000 Andhra Pradesh Northern Power / 2-5-31/2 Corporate Offic...

Sales Shipping Billing Document Accounting Conditions Account assignment Partners Texts

Contract Type: ZDSA L.T.T.S. Agreement Document date: 01.05.2017
Sales area data: 1000 / 10 / 10 APTRANSCO Sales Org., Open Access, APT- Intra State
Sales office: Created By: SDCORE2
Sales group: Created on: 01.05.2017
Valid from: 01.04.2014 Valid to: 31.03.2019
Version: Guarantee:
Order reason: D06 APNPDCI Transmission Service Agreement
Check rel. part.: No check
Master contract:
Delivery time:

Pricing and Statistics

Doc. Currency: INR / 1.00000 Pricing date: 01.01.2017
Pric. procedure: ZDSAPP Pricing Procedu Customer group:
Price List: Usage:
Price group: Sales district:

HEADER DATA TABS

1. Sales
2. Shipping
3. Billing Document
4. Accounting
5. Conditions
6. Account Assignment
7. Partners
8. Texts
- SUBJECT/Description Of Work
- References
9. Order Data
10. Status
11. Additional Data A
12. Additional Data B

LINE ITEM DATA

Item Data

Sales Document Item: 10 Item Category: ZDSA L.T.S.S. Tramis Item
Material: 50000010 Transmission Charges - Intra State

Sales A Sales B Shipping Billing Document Billing plan Conditions Account assignment Partners Texts

Order Quantity and Delivery Date

Target quantity: 3,949 MGW
Delivery time:

General Sales Data

Net value: 1,082,341,920.00 INR Exch. Rate: 1.00000
Pricing Date: 01.01.2017
Material entered: 50000010
EAN/UPC:
Usage:
Bus.transaction type:
Reason for rejection: Z7 Billing Plan is completed Preference:
Alternative to item:

LINE ITEM DATA TABS

1. Sales A
2. Sales B
3. Shipping
4. Billing Document
5. Billing Plan
6. Conditions
7. Account Assignment
8. Partners
9. Texts
- Material Sales Text
10. Order Data
11. Status
12. Structure
13. Additional Data A
14. Additional Data B

SUBJECT & REFERENCES AND OTHER INFORMATION IN ORDER

Change EHT General Works 1500552: Header Data

EHT General Works: 1500552 Purchase order no.: GK Test 20180519-1
Sold-to party: 100000 SRI DHANALAKSHMI COTTON & RICE MILLS LTD / A.MUPP...

Accounting Conditions Account assignment Partners Texts Order Data

Txt ty.	Lang.	
• Subject/ Description	EN	SUBJECT/Description of Work is to be written
• References	EN	

Change EHT General Works 1500552: Header Data

EHT General Works: 1500552 Purchase order no.: GK Test 20180519-1
Sold-to party: 100000 SRI DHANALAKSHMI COTTON & RICE MILLS LTD / A.MUPP...

Accounting Conditions Account assignment Partners Texts Order Data

Txt ty.	Lang.	
• Subject/ Description	EN	1. Lr No: CGM/C,R &P/EPDCL/CO/VSP/Commercial/F/DKT/ D.No: 1594/12, Dt: 11.07.2012. 2. Lr No: ED/Plg/SE/S/DE-BL/ADE-2/F:RTSS BVRM/ D.No:237/13, Dt: 29.07.2013. 3. Lr No: CPT220/SE/PM/RTSS BVRM/D.No: 825/17, Dt: 14.12.2017. 4. U.O No: ED/HRD&Plg/DE-BL/ADE-2/F:RTSS BVRM / D.No:469/17, Dt: 27.12.2017. 5. Lr No: CPT220/SE/PM/RTSS BVRM/D.No: 220/18, Dt: 19.01.2018. 6. Lr No: CPT220/SE/PM/RTSS BVRM/D.No: 493/18, Dt: 24.07.2018. 7. T.O.O (CE-Construction)Ms. No.727 Dt: 29.03.2018.
• References	EN	

References to be written

Change EHT General Works 1500552: Item Data

Sales Document Item: 10 Item Category: ZSVC Supervision Charges
Material: 50000083 Customer Execution : EHT General Works

Conditions Account assignment Schedule lines Partners Texts Order Data

Txt ty.	Lang.	
• Material Sales Text	EN	Please enter the following Details: 1. Payment Details, 2. RTGS/DD No, 3. Date, 4. Amount 5. Billing Date, 6. Billing Period: From: DD.MM.YYYY to DD.MM.YYYY, 7. Any other Information Like any payments due or already paid and other Imp Info.

CUSTOMER MASTER

When a Customer furnished an Application for **Sale, Service & Lease** the Concerned Engineer has to request the Customer to furnish the Information as required for SAP ERP-APTUNES for further Processing.

The ERP (SAP) Customer Form is available in APTRANSCO Website. Go to the APTRANSCO web site i.e <http://www.aptransco.gov.in/transco/depthome.html> and go to Master Data Forms, click on Customer ID. Know Your Customer Form will be down Loaded and handed over to customer and request him to furnish the details as early as possible.

The Customer furnished Form should be verified by Both ERP SD Module Core Team and MDM Core Team. Initially, it is need to check in ERP whether customer already existed or not. If not, it is required to create new code in ERP. It helps to avoid inconsistency/duplication of Master data.

IF APPLICANT IS EXISTING CUSTOMER : CUSTOMER MASTER DATA AVAILABLE

TCODE : VCUST WE CAN FIND THE CUSTOMER ID.

Customer	SOrg.	Dchl	Dv	Name 1	City	Name 1	Street	PostalCode	City	Cty	Rg	Telephone 1
1000000027	1000	20	30	RAVALI SPINNERS PVT LTD	TANUKU	RAVALI SPINNERS PVT LTD	KHANDALLI VILLAGE,PER...	534330	TANUKU	IN	01	08819226055
1000000049	1000	20	30	ECOREN ENERGY INDIA PVT L	HYDERABAD	ECOREN ENERGY INDIA PVT LTD	Plot No:481	500033	HYDERABAD	IN	36	040 23551394
1000000050	1000	20	30	AXIS WIND FARMS (MPR DAM)	HYDERABAD	AXIS WIND FARMS (MPR DAM) PVT LTD	H.No.6-3-680/8/3	500082	HYDERABAD	IN	36	040 23412312/...
1000000051	1000	20	30	AXIS WIND FARMS (TIRUMALA)	HYDERABAD	AXIS WIND FARMS (TIRUMALAYAPALLI) P	H.No.6-3-680/8/3	500082	HYDERABAD	IN	36	040 23412312/...
1000000052	1000	20	30	AXIS WIND FARMS (PAYALAKU)	HYDERABAD	AXIS WIND FARMS (PAYALAKUNTLA) PVT	H.No.6-3-680/8/3	500082	HYDERABAD	IN	36	040 23412312/...
1000000053	1000	20	30	AXIS WIND FARMS (VAJRAKAR)	HYDERABAD	AXIS WIND FARMS (VAJRAKARUR) PVT LT	H.No.6-3-680/8/3	500082	HYDERABAD	IN	36	040 23412312/...
1000000054	1000	20	30	AXIS ENERGY VENTURES INDI	HYDERABAD	AXIS ENERGY VENTURES INDIA PVT LTD	H.No.6-3-680/8/3	500082	HYDERABAD	IN	36	040 23412312/...
1000000055	1000	20	30	AXIS RENEWABLE ENERGY DE	HYDERABAD	AXIS RENEWABLE ENERGY DEVELOPMENT	H.No.6-3-680/8/3	500082	HYDERABAD	IN	36	040 23412312/...
1000000056	1000	20	30	ANANTASAGAR WIND POWER PV	HYDERABAD	ANANTASAGAR WIND POWER PVT LTD	# 402, 1-2-605	500080	HYDERABAD	IN	36	040 27621052
1000000057	1000	20	30	ATRIA WIND POWER PVT LTD	BANGALORE	ATRIA WIND POWER PVT LTD	First Floor No.11	560025	BANGALORE	IN	10	080-49411411
1000000058	1000	20	30	EURUS ENERGY PVT LTD	HYDERABAD	EURUS ENERGY PVT LTD	Plot No 44	500097	HYDERABAD	IN	01	9000822205
1000000059	1000	20	30	GAMESA WIND TURBINES PVT	CHENNAI	GAMESA WIND TURBINES PVT LTD	Futura, Block B,	600119	CHENNAI	IN	22	044 30060661
1000000060	1000	20	30	GAMESA RENEWABLE ENERGY P	CHENNAI	GAMESA RENEWABLE ENERGY PVT LTD	Futura, Block B,	600119	CHENNAI	IN	22	044 30060661
1000000061	1000	20	30	HELIOS INFRA TECH PVT LTD	HYDERABAD	HELIOS INFRA TECH PVT LTD	# 402	500080	HYDERABAD	IN	36	
1000000062	1000	20	30	GUTTASEEMA WIND ENERGY CO	HYDERABAD	GUTTASEEMA WIND ENERGY COMPANY PVT	Plot No:1366	500033	HYDERABAD	IN	36	040 23555520
1000000063	1000	20	30	HETERO WIND POWER (PENINAR	HYDERABAD	HETERO WIND POWER (PENINAR) PVT LTD	7-2-A2,3rd floor,North Eas...	500018	HYDERABAD	IN	36	8897711115
1000000064	1000	20	30	INOX WIND INFRASTRUCTURE	VADODARA	INOX WIND INFRASTRUCTURE SERVICES L	Survey No.1837 & 1834	390007	VADODARA	IN	06	0265-6198111/...
1000000065	1000	20	30	JED SOLAR PARKS PVT LTD	HYDERABAD	JED SOLAR PARKS PVT LTD	Plot No:481	500033	HYDERABAD	IN	36	040 23551394
1000000066	1000	20	30	POLY SOLAR PARKS PVT LTD	CHENNAI	POLY SOLAR PARKS PVT LTD	10th Floor	600018	CHENNAI	IN	22	044 42923800
1000000067	1000	20	30	KARAM CHAND THAPAR & BROS	KOLKATA	KARAM CHAND THAPAR & BROS (COAL SAL	Thapar House	700001	KOLKATA	IN	25	033 40057000
1000000068	1000	20	30	MARUT-SHAKTI ENERGY INDIA	VADODARA	MARUT-SHAKTI ENERGY INDIA LTD	Survey No.1837 & 1834	390007	VADODARA	IN	06	0265 6198111
1000000069	1000	20	30	MYTRAH ENERGY (INDIA) LTD	HYDERABAD	MYTRAH ENERGY (INDIA) LTD	8001	500032	HYDERABAD	IN	36	
1000000070	1000	20	30	CUDDAPAH ENERGY PROJECTS	VDAYAWADA	CUDDAPAH ENERGY PROJECTS PVT LTD	32-5-3	520010	VDAYAWADA	IN	01	040 23551374 ...
1000000071	1000	20	30	PERENNIAL WIND FARM PVT L	HYDERABAD	PERENNIAL WIND FARM PVT LTD	H.No.6-1-1059	500004	HYDERABAD	IN	36	040 23230388
1000000072	1000	20	30	SNEHAPRAGATI AGRO TECH PV	HYDERABAD	SNEHAPRAGATI AGRO TECH PVT LTD	Ground Floor	500073	HYDERABAD	IN	36	040 23230388
1000000073	1000	20	30	RAYALA WIND POWER CO PVT	HYDERABAD	RAYALA WIND POWER CO PVT LTD	Plot No:1366	500033	HYDERABAD	IN	36	040 40301195
1000000074	1000	20	30	VARSHINI POWER PROJECTS I	HYDERABAD	VARSHINI POWER PROJECTS INDIA PVT I	Plot No: 44-4/A	500082	HYDERABAD	IN	36	040 23355552



APTRANSCO

Transmission Corporation of Andhra Pradesh Limited

CUSTOMER ID Creation - Request Form

(Fields marked with * are Mandatory)



AP-TUNES

1) Title : M/s or Mr. or Miss : *

2) NAME OF THE CUSTOMER : *

3) ADDRESS, PHONE & FAX Numbers, E-mail & WEBSITE Information :

ADDRESS * :

City * :

District * :

State * :

Country*:

PIN * :

(All phone numbers with STD code)

Phone No * :

E-mail * :

Fax No:

Web URL:

4) Ordering ADDRESS :

(if NOT same as above)

5) Contact Person's NAME * :

Contact Person's Designation * :

Contact Number * :

6) REGISTRATION INFORMATION (Furnish the details whichever is applicable) :

PAN * :

GSTIN * :

GST Customer Classification:

(Tick whichever applicable) Registered / Non-Registered / Special Economic Zone(SEZ)

CIN No :

7) BANK DETAILS :

*A/C Holder Name :

* IFSC Code:

*Account No:

* Bank Name:

* Branch Name & Address

8) Details of Product/Service received from APTRANSCO : *

Declaration: It is certified that the information furnished above is true and correct to the best of my/our knowledge and belief.

Company Certification

Name & Designation :

Place :

Date :

Signature of the Customer
with Company Seal

SALES & DISTRIBUTION: GENERAL INFORMATION : USER MANUAL

Document Management System: Document Attachment for Contract/Order: Process

1. Transaction Code : **CV01N**
2. Document type : **"F4"** → select the ZSD → Enter.
3. Go to Document Data Tab : Write Description. (Short note about document)
4. Choose Create (Generally 4th button) **or** open original (Generally 5th button) option listed at the bottom.
5. Open Create (Generally 4th button), Select the application (Type of File), Description is to be written, Original and select the file from Computer **or** open original (Generally 5th button) and select the file from computer i.e Select the file you want to upload. Now, you will see the original in your DMS.
6. Right click on the original, select check in and choose storage category. (DMS Content Server).
7. Go to Object Link Tab → in these three Items will be there.
 - i. Customer, Write the Customer ID
 - ii. Material Master, Write the Material ID
 - iii. Sales Document, Write the Sales Document Number & Item (Default 10)Select the appropriate and enter the details and Save.
8. The following information is to be noted.
 - i. Document
 - ii. Document Type
 - iii. Document Part
 - iv. Document Version
9. Go to Concerned Customer (XD02/03) **or** Sales Document (VA02/VA03/VA42/VA43), go to Extras Tab, Documents, we can see the attachments.
10. Go to Concerned Material Master (MM02/03), go to additional Data, go to Document Data Tab, we can see the attachments.

Approval /Work Flow Process through FLM: Contract/Order/Invoice Attachment in FLM

1. Open FLM with User ID & Password
2. Click On Create (Left Side bottom) → Create File → go to APTRANSCO → Select Type of File → Note.
3. Write the details of Priority and Subject and File User Status → Submitted.
4. Save and Note the File Number which was automatically generated.
5. Go to Documents → Note Attachment → Object → Document Number (Alpha Numeric Information without Space) → Document Type (select the appropriate from drop menu: Sales Document) → Select the Type (Select the appropriate: for SD Module : 1. Open Access Contract, 2. Sales Invoice & 3. Sales/ Service order) then click on OK. Write the Number of the 1. Open Access Contract, 2. Sales Invoice & 3. Sales/ Service order then click on OK.

6. Add to Noting/Comments and Add to Descriptions anything is required to be written and click on Post.
7. Go to Work Flow, add New Work Flow, Add in Sequence and Tick on Approver level, add processor, Processor (Select Position), sent to Select the appropriate person, and then click on OK. Similarly way we can add workflow and then click on OK.
8. Go to Bottom Right third one and then click on save → click on Send → Send File → OK. File will be moved to as per work flow.
9. Concerned person click on sales Document, the file will be open in SAP as per the Roll Position.

Information Process through SAP Business Work Place (Email): Attachment

1. Go to SAP Easy Access Menu → 3rd Emblum → SAP Business Work Place
2. Go to New Message → Title: Subject to Be written → Document Content: Detailed Information to be written → Recipient: Emp ID or F4 Search for Person → Create Attachment: Upload the documents and Send.

Print Outputs Process

Contract/ Order/Quotation Print Output

1. Transactions Code → **VA02/VA03/VA22/VA23/VA42/VA43** → Write the Sales Document number **20 or 15XXX XXXXX / 3XXXX XXXXX / 5XXXX XXXXX** → go to Sales Document Tab → issue Output to → Output Screen Will Open → Select **VA01/VA21/VA41** → Print preview (Bottom 3rd & 4th) → **Order/Contract/ Quotation** Document in PDF will be open.
2. Transactions Code → **VA02/VA03/VA22/VA23/VA42/VA43** → Write the Sales Document number **20 or 15XXX XXXXX / 3XXXX XXXXX / 5XXXX XXXXX** → enter → go to Overview Sales Document → go to Header Output Preview (top 3rd Line) and click → **Order/Contract/Quotation** Document in PDF will be open.
3. Transactions Code → **VA02/VA03/VA22/VA23/VA42/VA43** → Write the Sales Document number **20 or 15XXX XXXXX / 3XXXX XXXXX / 5XXXX XXXXX** → enter → go to Overview Sales Document → Extras tab → Output → Header → Print Preview → **Order/Contract/Quotation** Document in PDF will be open.

Invoice / Smart Form Print Output Including Return order invoice Print Output

1. Transactions Code → **VF03** → Write the Invoice/Billing number **9XXXX XXXXX** → go to Billing Document Tab → issue Output to → Output Screen will Open → Select **VF01** → Print preview (Bottom 3rd or 4th) → **Invoice** Document in PDF will be open.
2. Transactions Code → **VF03** → Write the Invoice/Billing number **9XXXX XXXXX** → go to Billing Document Tab → issue Output to → Output Screen will Open → select **ZAPT**(Smart Form) → Print Output → **LP01** → Print preview → **PDF!** → Invoice Smart Form Document in PDF will be open.

Outbound Delivery Note / Delivery Return Note or Gate Pass Print Output

1. Transactions Code → **VL02N/VL03N** → Write the Outbound Delivery Number **4XXXX XXXXX** → go to Outbound Delivery Tab → issue Delivery Output → Output Screen Will Open → Select **ZDEL** → Print preview (Bottom 4th) → Delivery Note will be Open → write PDF! In Command Filed → Delivery Note in PDF will be open.
2. Transactions Code → **VL02N/VL03N** → Write the Outbound Delivery Number **4XXXX XXXXX** → go to Outbound Delivery Tab → issue Delivery Output → Output Screen will Open → select **ZDOP**(Smart Form) → Print Output → **LP01** → Print preview → **PDF!** → Invoice Smart Form Document in PDF will be open.

SALES & DISTRIBUTION: SALES RETURN & CREDIT/DEBIT MEMO/NOTE

1. **SALES RETURN:**

Sales Return is the process of returning the purchased goods by the customer because of various reasons, such as damaged during transportation, inferior quality, overstocking, less or no sales uptake, or winding up of business by the customer (e.g., in case of trader or dealer). In these situations, a customer returns the goods purchased. Lease of Equipment or Material (Lease Process) return also one type of Sale returns.

As per the business agreement between the organization and customer, a credit note is issued in the name of the customer to settle the accounts.

APTRANSCO having the Process of Return of Material in Two Conditions

1. Sold Material or Equipment Return : ZRET : 1000-20-40 (Sales Area)
2. Lease Material or Equipment Return : ZRET : 1000-20-60 (Sales Area)

APTRANSCO process ZRET (Sale/ Lease return) brings the Material in to APTRANSCO stock. Not for either Credit Note/Memo or Debit Note/Memo creation.

2. **BILLING/INVOICE:**

An invoice is an itemized list of entries for which a Customer has to make payments to its suppliers, vendors or service providers.

In Case of SD Module APTRANSCO is treated to Supplier, Vendor, or Service Provider to Customer. The **Accounts Receivable** Department receives invoices from the respective Sales Wing (APTRANSCO: Technical Wing) for the Materials supplied or service provided. The Accounts receivable department matches the items listed on the sale order with that of the invoice.

The **Accounts Payable** Department receives invoices from the suppliers or vendors and scrutinizes it before processing it for payment. In most of the cases, company issues Purchase Orders to its vendors, requesting the items to be supplied to them. The Accounts Payable Department matches the items listed on the Purchase Order with that of the Invoice and also verifies that the items are received by them to clear the invoice for the payment.

3. **CREDIT MEMO or CREDIT NOTE:**

- ❖ A transaction that reduces Amounts Receivable from a customer is a **Credit Memo** or **Credit Note**. For eg. The customer could return damaged goods.
- ❖ **Credit Memo/Note** request is a **Sales Document** used in complaints processing to request a Credit Memo/Note for a customer. If the price calculated for the customer is too high, for example, because the wrong scale prices were used or a discount was forgotten, you can create a credit memo request.
- ❖ You can use **Credit Memo/Notes** in Sales and Distribution (SD) for assigning Credit Memo/Note requests to the open invoices and in Financial Accounting (FI) for assigning Credit Memo/Notes and payments to the open invoices and carry out clearing with them. If you use both Financial Accounting (FI) and Sales and Distribution (SD), there is a 1:1 relationship between the **Credit Memo/Note request** and the Credit Memo/Note item posted in Financial Accounting (FI).
- ❖ When you post **Credit Memo/Notes**, the payment programme processes them automatically. If the Credit Memo/Note is specifically related to a particular open invoice item, the payment program automatically attempts to offset the Credit Memo/Note against the open item.

4. **DEBIT MEMO or DEBIT NOTE:**

- ❖ A **Debit Memo/Note** is a transaction that reduces Amounts Payable to a Vendor because; you send damaged goods back to your vendor. A transaction that Increases the Amounts Receivable from a customer is a **Debit Memo** or **Debit Note**.
- ❖ **Debit Memo/Note** request is a sales document used in complaints processing to request a Debit Memo/Note for a customer. If the prices calculated for the customer were too low, for example, calculated with the wrong scaled prices, you can create a Debit Memo/Note request. It is like a Standard **Order** in SAP. The system uses the Debit Memo/Note request to create a Debit Memo/Note.
- ❖ You can use **Debit Memo/Notes** in Sales and Distribution (SD) for assigning Debit Memo/Note requests to the open invoices and in Financial Accounting (FI) for assigning Debit Memo/Notes and payments to the open invoices and carry out clearing with them. If you use both Financial Accounting (FI) and Sales and Distribution (SD), there is a 1:1 relationship between the **Debit Memo/Note request** and the Debit Memo/Note item posted in Financial Accounting (FI).

- ❖ When you post **Debit Memo/Notes**, the payment programme processes them automatically. If the Debit Memo/Note is specifically related to a particular open invoice item, the payment program automatically attempts to offset the Debit Memo/Note against the open item.
5. As mentioned above, creating a Credit or Debit Memo or Note request enables you to create Credit or Debit Memo or Note based on a complaint.
1. For this first create a **Sales Document** with the Order type for a Credit or Debit Memo or Note request. You can create the Credit or Debit Memo or Note requests in the following ways:
 - ❖ With Reference to an Existing Order (SD Module) (**ZRET**)
 - ❖ With Reference to an Existing Contract (SD Module) (**ZOCR, ZODR**)
 - ❖ With Reference to an Billing Document / invoice (SD Module) (**ZCRN, ZDRN**)
 - ❖ Without Reference to an Order (FI Module)
 2. In all cases, you specify the value or quantity that should be in the Credit or Debit Memo or Note.

ERP SUPPORT SYSTEM:

Go to <http://www.aptransco.gov.in/transco/depthome.html> and double click on ERP Support. In this 3 tabs available.

1. End User Login.
2. Support User Login.
3. Support Document.

For SAP Support User they can enter with their login with User Name and Password. Those who are online that will be displayed.

For SAP End User they can enter with their login with User Name and Password. They can Post their queries to concerned module and those who are on line they can attend and the queries.

Employees Self Service (ESS) BI/BO Reports:

Go to ESS Portal, go to BI Reports, SD Revenue Reports you can View. Total revenue received and Balance to be received and Amount Pending with Customer wise information is available. We can check.

Authorization Issues:

Transaction Code: **SU53**

Any authorization issues are coming, it is requested to apply T Code : **SU53** and send the screen shot of SU53 to techlead@aptransco.gov.in.

Share Folders Information:

1. Windows + R : Command Prompt
2. [\\172.27.0.16](http://172.27.0.16)
3. A popup window will appear
4. User Name : **apuser**
5. Password: **Admin@123**
6. File name share folders

Sales Office: Plant: Shipping Point: Pay Unit

CODE	PAY UNIT	CODE	PAY Unit
5103	SE/OMC/ Visakhapatnam	5114	SE/OMC/ Srikakulam
5109	SE/OMC/ Rajahmundry(Bommuru)	5115	SE/OMC/ Vizianagaram
		5116	SE/OMC/ Eluru
5105	SE/OMC/ Vijayawada	5117	SE/OMC/ Guntur
5107	SE/OMC/ Nellore	5118	SE/OMC/ Ongole
5104	SE/O&M/ Kadapa	5119	SE/OMC/ Anathapuram
5110	SE/O&M/ Kurnool	3203	SE/OMC/ Tirupathi
3100	SE/400KV /Const/ Visakhapatnam	2601	SE/Telecom/ Vijayawada
3312	SE/400KV / OMC/ Vijayawada	2602	SE/Telecom/ Kadapa
3315	SE/400KV / OMC/ Kadapa	2605	SE/Telecom/ Visakhapatnam

Stores Also Plant: Under control of Concerned SE (Plant)

CODE	Stores Plant (Control Unit)	CODE	Stores Plant (Control Unit)
1010	Gajuwaka Stores (5103)	1030	Bommuru Stores (5109)
1040	Gunadala Stores (5105)	1050	Ongole Stores (5118)
1060	Kurnool Stores (5110)	1070	Kadapa Stores (5104)
1020	Kadiyam 400KV Stores (3100)		

General Ledger (G/L) Accounts or Chart of Accounts:

General Ledger (G/L) Account errors are coming during the process. For Understanding GL Accounts the details are enclosed here with. These are to be verified at the time of Contract/Order Creation. This is configured based on the Header Level & Item Level.

HEADER ITEM : ACCOUNTING TAB		LINE ITEM : BILLING DOCUMENT TAB	
ACCOUNTING (SUB HEADING) : ACCOUNT ASSIGNMENT GROUP			
CODE	CUSTOMER A/c Assign Group	CODE	MATERIAL A/C Assign Group
01	APEPDCL	01	Transmission Charges
02	APSPDCL	02	SLDC Operating Charges
03	APCPDCL	03	SLDC Annual Fee
04	APNPDCL	04	Lift Irrigation Works
05	Long Term Open Access (LTOA)	05	EHT Customer Works
06	OAG - APEPDCL	06	EHT General Works
07	OAG - APSPDCL (Old)	07	Sale of Material
08	OAG - ATP & KNL	08	Services
09	TSSPDCL	09	Lease & Return
10	TSNPDCL	10	Miscellaneous
11	POSOCO - SRLDC	11	Development Charges
12	POSOCO - WRLDC	12	Wheeling Fee - APEPDCL
13	POSOCO - ERLDC	13	Wheeling Fee - APSPDCL
14	POSOCO - NRLDC		
15	POSOCO - NERLDC		
16	IEX		
17	PXI		
18	SALE, SERVICE, LEASE (SSL)		
19	Medium Term OA (MTOA)		
20	Short Term Open Access (STOA)		
21	Short Term PP (STPP)		

HEADER ITEM: ACCOUNTING TAB: ACCOUNTING (SUB HEADING): ACCOUNT ASSIGNMENT GROUP

Sales	Shipping	Billing Document	Accounting	Conditions	Account assignment
Accounting					
AcctAssgGr	<input type="text"/>	Payment Method	<input type="text"/>		
Posting Period	0 <input type="text"/>	Exch.rate-acct.	<input type="text"/>		
Assignment	<input type="text"/>	CCodeToBeBilled	3000	APTRANSCO	
Dunning Key	<input type="text"/>				
Dunning Block	Freed for dunning				
Reference	<input type="text"/>				

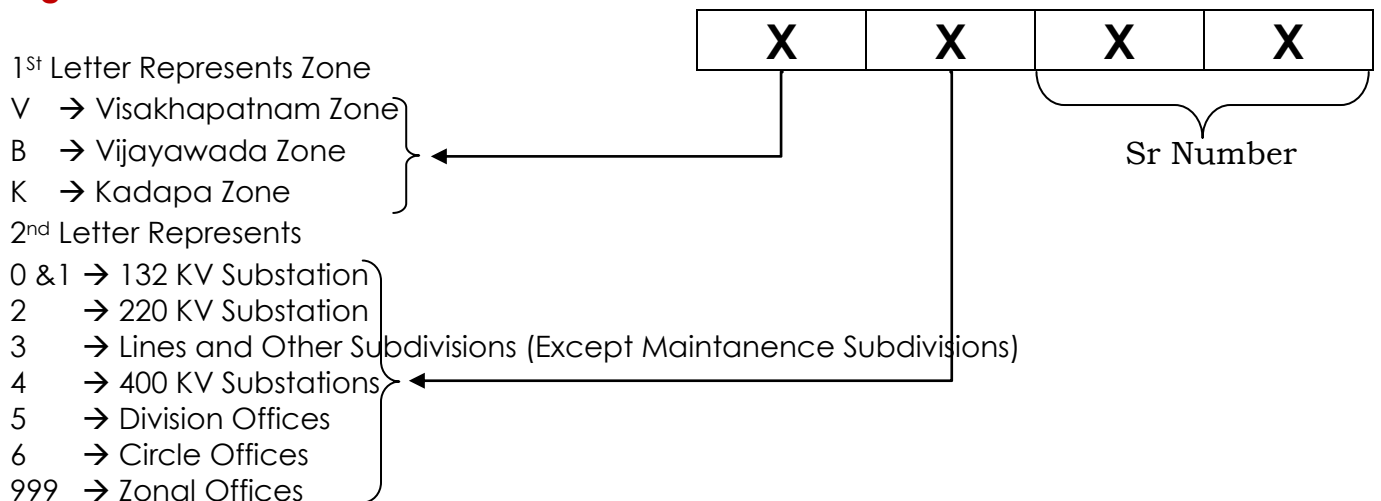
LINE ITEM: BILLING DOCUMENT TAB: ACCOUNTING (SUB HEADING): ACCOUNT ASSIGNMENT GROUP

Sales A	Sales B	Shipping	Billing Document	Billing plan	Conditions	Account a
Payer <input type="text"/>						
Delivery and Payment Terms						
Incoterms	CFR	cost and frieght				
Fixed val.date	<input type="text"/>					
Payment Terms	<input type="text"/>	Add.value days				<input type="text"/>
Billing			Accounting			
Billing block	Z1 Billing Approval		Acct asgnmt grp	<input type="text"/>		
Invoicing dates	<input type="text"/>		Payment Method	<input type="text"/>		
Billing Date	<input type="text"/>		Posting Period	0	<input type="text"/>	
Serv.rendered	<input type="text"/>		Exch.rate-acct.	<input type="text"/>		
Tax classific.	0	0	Dunning Key	<input type="text"/>		
SubsInvProcess	<input type="checkbox"/>		Dunning Block	Freed for dunning		
			Rev. recog	<input type="checkbox"/>	Revenue Dist.	<input type="checkbox"/>
			Acc. start	<input type="checkbox"/>	Revenue Event	<input type="checkbox"/>
Risk Management						

TRANSACTION CODES:

CODE	PURPOSE	CODE	PURPOSE
VCUST	List of Customers	VA45N	List of Contracts
XD03	Display of Customer	VF04	Maintain Bill Due List
MM60	List of Material	VF05N	List of Billing Documents
MM03	Display of Material	VF11	Cancellation of Billing Document
MMBE	Stock Over View- Single Item	VFX3	List of Blocked Billing Documents
MB52	Display Warehouse Stock	VA25N	List of Quotations
MB58	Consignment at Customer	VA05N	List of Orders
MB51	Material Doc No	VA06	Sale Order Monitor
V/LD	Price Master Information	SDV1	Expiring Contracts
VK13	Display Price Master Condition	SDV2	Expired Contracts
CV04N	Find Document: Selection Criteria	SDV3	Completed Contracts
VL01N	OBD & PGI or IBR & PGR Creation	SDD1	Duplicate Sales Documents
VL02N	OBD & PGI or IBR & PGR Change	VL03N	OBD & PGI or IBR & PGR Display
		VL06O	OBD & IBR Monitor
FBL1N	Vendor Line Item Display	FBL5N	Customer Line Item Display
ZSD_BL001	Open Access Invoiced Related Arrears Reports		
ZSD_BL003	Transmission Charges Statistical & Wheeling Charges Report		
ZSD_SO007	Open Access Billing Block Removal & Billing/Invoicing		
ZSD_SO010	Open Access Billing Block Removal & Capacity Confirmation		
ZSD_SO011	Open Access Billing/Invoicing		
ZSD_BL004	Billing Generated Report & Release to Accounting		
ZSDBILLDUE	Billing/Invoice Documents Not Posted to Accounting		
ZSCRAP_CREATE	Scrap (BAPI) Excel sheet Upload format for Creation Scrap Sale order		

Storage Location:



NUMBER RANGES:

1. Material Master Number Ranges

Range	Purpose	Range	Purpose
1000 0000 to 1999 9999	ZSLM : Substation & Line Material	2000 0000 to 2009 9999	ZNVM : Non Valuated Material
3000 0000 to 3999 9999	Future / Spare	4000 0000 to 4049 9999	ZSUP : IFS Scrap Material (Valuated)
4050 0000 to 4999 9999	ZSCR : Scrap Material (Non Valuated)	5000 0000 to 5000 9999	ZSER: Service Material
6000 0000 to 6999 9999	ZTPR : Tower Parts	7000 0000 to 7999 9999	ZTPC: T&P and Consumables
8000 0000 to 8000 9999	ZTOW : Towers & SS Structures	9000 0000 to 9999 9999	ZNST: Non Stock Items

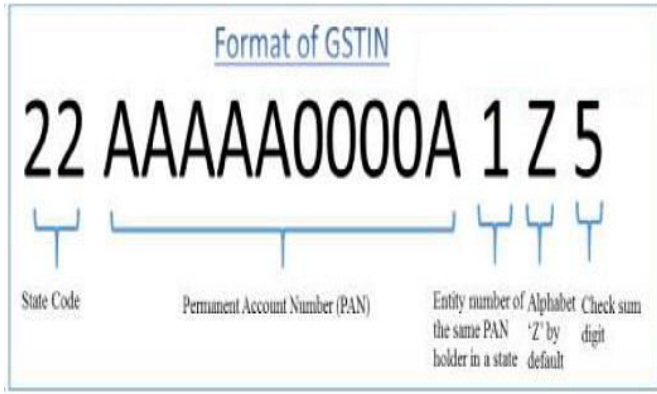
2. SD Module Number Range (SNRO/SNUM : RV_BELEG)

Range	Purpose	Range	Purpose
10000 00000 to 19999 99999	XD01: Customer Master	15000 00000 to 19999 99999	VA41 : Open Access Contracts
20000 00000 to 29999 99999	Inbound Delivery (MM Module)	30000 00000 to 39999 99999	VA01 : SSL Order
40000 00000 to 49999 99999	VL01N (601/602): Delivery : OBD & IBR (Ret Del)	49000 00000 to 49999 99999	VL02N (601/602): PGI & PGR (MM Module – Goods Movement-MB51)
50000 00000 to 59999 99999	VA21: Quotation	60000 00000 to 69999 99999	STO Delivery (MM Module)
70000 00000 to 79999 99999	VF01: Statistical Invoices	80000 00000 to 80000 00025	One Time Customer Pay Unit Wise
85000 00000 to 85999 99999	VF11 : Cancellation of Invoices	90000 00000 to 99999 99999	VF01: Financial Invoices

3. Official Document Number (ODN) for GST Purpose

Purpose	CODE	Year	Number Range	Purpose
Customer Invoices	CI	2018 (2018-19)	80000 00000 to 88999 99999	SSL : VA01 : Sales, Service, Lease
			90000 00000 to 98999 99999	OA : VA41 : Open Access
Customer Debit Invoices	CD	2018 (2018-19)	89000 00000 to 89499 99999	ZDRN : VA01 : Sales, Service, Lease
			99000 00000 to 99499 99999	ZOCR : VA41 : Open Access
Customer Credit Invoices	CC	2018 (2018-19)	89500 00000 to 89999 99999	ZCRN : VA01 : Sales, Service, Lease
			99500 00000 to 99999 99999	ZODR : VA41 : Open Access

GOODS AND SERVICE TAX INFORMATION



Sr. No	Name of the Service	MATERIAL ID	GST Chapter	SAC CODE	GST APPLICABLE %		
					SGST	CGST	IGST
INTRASTATE OPEN ACCESS : 1000-10-10							
1	Intra State : Transmission Charges	5000 0010	9969	996911	0	0	0
2	Intra State : SLDC Operating Charges	5000 0011	9969	996911	0	0	0
3	Intra State : SLDC Annual Fee	5000 0012	9969	996911	0	0	0
4	Intra State : Transmission Charges : MWD	5000 0013	9969	996911	0	0	0
5	Intra State : SLDC Annual Fee : MWD	5000 0014	9969	996911	0	0	0
6	Intra State : Transmission Charges :MWH	5000 0015	9969	996911	0	0	0
7	Intra State : Transmission Charge : EXIT	5000 0016	9969	996911	0	0	0
8	Intra State : SLDC Op. Charges : EXIT	5000 0017	9969	996911	0	0	0
9	Intra State : SLDC Annual Fee : EXIT	5000 0018	9969	996911	0	0	0
10	Intra State : Transmission Charges:STAT	5000 0019	9969	996911	0	0	0
INTERSTATE OPEN ACCESS : 1000-10-20							
1	Inter State : Transmission Charges	5000 0020	9969	996911	0	0	0
2	Inter State : SLDC Operating Charges	5000 0021	9969	996911	0	0	0
3	Inter State : SLDC Annual Fee	5000 0022	9969	996911	0	0	0
4	Inter State : Transmission Charges (B&C)	5000 0023	9969	996911	0	0	0
5	Inter State : SLDC Charges (B&C)	5000 0024	9969	996911	0	0	0
6	Inter State : Transmission Charge : EXIT	5000 0025	9969	996911	0	0	0
7	Inter State : SLDC Op. Charges : EXIT	5000 0026	9969	996911	0	0	0
8	Inter State : SLDC Annual Fee : EXIT	5000 0027	9969	996911	0	0	0
9	Inter State : Transmission Charges-STAT	5000 0028	9969	996911	0	0	0
10	Inter State : Wheeling Charges : APEPDCL	5000 0029	9969	996912	0	0	0
11	Inter State : Wheeling Charges : APSPDCL	5000 0030	9969	996912	0	0	0
EHT CUSTOMER WORKS : 1000-20-30							
1	Enhancement of CMD : Development Charges	5000 0050	9969	996911	0	0	0
2	Customer Execution_Lift Irrigation Works	5000 0051	9983	998393	9%	9%	18%
3	Customer Execution : Consumer (BL) Works	5000 0052	9983	998393	9%	9%	18%
	Customer Execution : Consumer (BL:SEZ) Works	5000 0052	9983	998393	NA	NA	18%
4	Customer Execution_Generator (GC) Works	5000 0053	9983	998393	9%	9%	18%
5	Customer Execution : EHT General Works	5000 0054	9983	998393	9%	9%	18%
6	Customer Execution : Development Charges	5000 0055	9969	996911	0	0	0
7	APTRANSCO Execution_Lift Irrigation Work	5000 0056	9954	995422	6%	6%	12%
8	APTRANSCO Execution_Consumer (BL) Works	5000 0057	9954	995423	9%	9%	18%
9	APTRANSCO Execution_Generator (GC) Works	5000 0058	9954	995423	9%	9%	18%
10	APTRANSCO Execution_EHT General Works	5000 0059	9954	995423	9%	9%	18%
11	APTRANSCO Execution_Development Charges	5000 0060	9969	996911	0	0	0
12	APTRANSCO Execution_RTSS : Railway Works Ex: Railways.	5000 0061	9954	995421	6%	6%	12%
13	APTRANSCO Execution_GenWorks Sp Customer Ex: Railways & NHAI	5000 0062	9954	995421	6%	6%	12%
14	APTRANSCO_CUST Execution : Bay Land Cost	5000 0063	9986	998611	0%	0%	0%

SALE OF MATERIAL & SCRAP : 1000-20-40

1. Material Description will be maintained at MM Module.
2. Material ID will be maintained at MM Module.
3. GST Chapter & Material HSN Codes will be maintained at MM Module & SD Module
4. Tax Master Maintenance under the Scope of FICO & SD Team.

REVENUE ON SERVICES : 1000-20-50

1	O&M Services – SS, SWS, Bays & Lines	5000 0071	9987	998719	9%	9%	18%
2	Revenue on O&M Services – Telecom	5000 0072	9987	998716	9%	9%	18%
3	Revenue on Hot Line Services	5000 0073	9987	998719	9%	9%	18%
4	Revenue on Testing Services	5000 0074	9983	998346	9%	9%	18%
5	Revenue on Consultancy Services	5000 0075	9983	998393	9%	9%	18%
6	Revenue on General Services	5000 0076	9997	999799	9%	9%	18%
7	Accommodation Services Ex: Guest House & Hostel	5000 0077	9963	996311	9%	9%	18%
8	Revenue on Training Services	5000 0078	9992	999294	9%	9%	18%
9	Line Shutdown Compensation Charges	5000 0079	9986	998631	9%	9%	18%

LEASE & RETURN OF MATERIAL : 1000-20-60

1	Lease/Rent of Land Ex: SS Vacant Land lease	5000 0081	9972	997212	9%	9%	18%
2	Lease/Rent of Commercial Building Ex: Bank, ATM, Post Office, Shop & Diary Parlour	5000 0082	9972	997212	9%	9%	18%
3	Lease/Rent of Residential Building Ex: Quarters	5000 0083	9972	997211	9%	9%	18%
4	Lease/Rent of Transport Vehicle Ex: Lorry & Crane	5000 0084	9973	997311	9%	9%	18%
5	Lease/Rent of Non Stock Item Ex: Testing Instruments	5000 0085	9973	997319	9%	9%	18%
6	Lease/Rent Of EHT Equipment	5000 0086	9973	997319	9%	9%	18%

REVENUE ON MISCELLANEOUS : 1000-20-99

1	Revenue on Miscellaneous	5000 0099	9997	999799	9%	9%	18%
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SEZ Customers as per GST law Only **IGST** is applicable. Hence, Tax Classification of Customer shall maintain **2 (SEZ Customers)** in place of either **0** or **1**. **VK11** shall maintain, **With in Region (0) & Tax Classification-SEZ (2), IGST** to be Maintained.

Customer State	GSTIN State	Customer Tax Classification	Applicable GST
01: AP	37 : AP	SGST: 0, CGST: 0, IGST: 0	GST exemption
01: AP	37 : AP	SGST: 1, CGST: 1, IGST: 1	SGST & CGST
State ≠ 01 (out of AP)	State ≠ 37 (out of AP)	SGST: 1, CGST: 1, IGST: 1	IGST
01: AP : SEZ	37:AP	SGST: 2, CGST: 2, IGST: 2	IGST

ORDER REASONS

Whenever service agreements or sale order creating, the order reasons shall be filtered. Document wise and Division wise.

Doc. Type	Division	Code	Description
OPEN ACCESS			
10 – Intra State		20- Inter State	
DISCOM Long Term Transmission Service Agreements			
ZDSA	10	D01	APEPDCL Transmission Service Agreement
ZDSA	10	D02	APSPDCL Transmission Service Agreement
ZDSA	20	D03	TSSPDCL Transmission Service Agreement
ZDSA	20	D04	TSNPDCL Transmission Service Agreement
ZDSA	10	D05	APCPDCL Transmission Service Agreement
ZDSA	10	D06	APNPDCL Transmission Service Agreement
Intra State Open Access Generators - Service Agreements APSEB Regime			
ZOAG	10	O01	OA – Intra - A.P.S.E.B Agreement - APEPDCL
ZOAG	10	O02	OA – Intra - A.P.S.E.B Agreement – Old SPDCL
ZOAG	10	O03	OA – Intra - A.P.S.E.B Agreement – KNL & ATP
Intra State Open Access Service Agreements			
ZLOA	10	O04	OA – Intra - Long Term Open Access Agreement
ZMOA	10	O05	OA – Intra - Medium Term Open Access Agreement
ZSOA	10	O06	OA – Intra - Short Term Open Access Agreement
ZSOA	10	O07	OA – Intra – Short Term Power Purchases
Inter State Open Access Service Agreements			
ZLOA	20	O08	OA – Inter - Long Term Open Access Agreement
ZMOA	20	O09	OA – Inter - Medium Term Open Access Agreement
ZSBC	20	O10	OA – Inter - Short Term Bilateral(POSOCO) Open Access
ZSBC	20	O11	OA – Inter - Short Term Collective (IEX) Open Access
ZSBC	20	O12	OA – Inter - Short Term Collective (PXI) Open Access
Inter State Open Access Service Agreements			
ZPOC	20	O13	Po.C : Inter State Po.C Charge Agreement
Open Access Credit and Debit Arrears			
ZODR	10, 20	ODA	O.A : Debit Arrears : Capacity Increase
ZODR	10, 20	ODR	O.A : Debit Arrears : Price Increase
ZODR	20	PDR	Po.C. Charges – Debit Arrears
ZOCR	10, 20	OCA	O.A : Credit Arrears : Capacity Decrease
ZOCR	10, 20	OCR	O.A : Credit Arrears : Price Decrease
ZOCR	20	PCR	Po.C. Charges – Credit Arrears
EHT CUSTOMER WORKS (1000-20-30)			
ZLIS	30	LIS	Lift Irrigation Scheme Works
ZEHT	30	E01	EHT Consumer - New Works
ZEHT	30	E02	EHT Consumer – Enhancement of CMD
ZEHT	30	E03	EHT Consumer - Start Up Power of EHT Generators
ZEHT	30	E04	Railway Traction SS Works
ZEHT	30	G01	Generators - Conventional - Thermal
ZEHT	30	G02	Generators - Conventional - Gas
ZEHT	30	G03	Generators - Conventional - Hydel
ZEHT	30	G04	Generators - Non Conventional - Wind
ZEHT	30	G05	Generators - Non Conventional - Solar
ZEHT	30	G06	Generators - Non Conventional - Mini Hydel
ZEHT	30	G07	Generators - Non Conventional - Rice Husk
ZEHT	30	G08	Generators - Non Conventional - Municipal Solid Waste
ZEHT	30	G09	Generators - Co-Located Captive (Conventional) Thermal
ZEHT	30	G10	Generators - Co-Located Captive (Non-Conventional) Solar
ZEHT	30	G11	Generators - Co-Located Captive (Non-Conventional) Bagasse
ZEHT	30	G12	Generators - Co-Located Captive (Non-Conventional) BLDS
ZEHT	30	G13	Generators - Co-Located Captive (Non-Conventional) Co-Generation
ZEHT	30	G14	Generators - Co-Located Captive (Non-Conventional) Waste Heat Recovery
ZEHT	30	G15	Generators- Not covered- Others
ZGNW	30	GW1	General Substation Works
ZGNW	30	GW2	General Switching Station Works
ZGNW	30	GW3	General Bay Extension Works
ZGNW	30	GW4	General Lines

ZGNW	30	GW5	General Substation & Associated Lines
ZGNW	30	GW6	General Switching Station & Associated Lines
ZGNW	30	GW7	General Bay Extension & Associated Lines
ZGNW	30	GW8	Re-Orientation / Diversion of Lines
ZGNW	30	GW9	Public Interested Government Works
ZGNW	30	G16	Metering CT & PT Providing or Replacement
SALE OF MATERIAL & SCRAP (1000-20-40)			
ZMAT	40	M01	Sale Of Used Transformer Oil
ZMAT	40	M02	Sale Of Equipment
ZMAT	40	M03	Sale Of Raw Material
ZSCP	40	M04	Sale Of Scrap
ZSCP	40	M01	Sale Of Used Transformer Oil
RETURN OF MATERIAL (1000-20-40)			
ZRET	40	R01	Return of Sold Equipment
ZRET	40	R02	Return of Sold Raw Material
ZRET	40	R04	Sale Return
REVENUE ON SERVICES (1000-20-50)			
ZSER	50	S01	O & M- Substations
ZSER	50	S02	O & M- Switching Stations
ZSER	50	S03	O & M- Bays
ZSER	50	S04	O & M- Lines
ZSER	50	S05	O & M- Telecom Equipment
ZSER	50	S06	Hotline Services
ZSER	50	S07	Testing Services
ZSER	50	S08	Consultancy Services
ZSER	50	S09	General Services
ZSER	50	S10	Accommodation Services
ZSER	50	S11	Training Services
ZSER	50	S12	O & M- Bays & Lines
ZSER	50	S13	Line Shut Down - Compensation Charges
REVENUE ON LEASE (1000-20-60)			
ZLES	60	L01	Lease Of Land
ZLES	60	L02	Lease Of Commercial Building
ZLES	60	L07	Lease of Residential Building
ZLES	60	L03	Lease Of T & P
ZLES	60	L04	Lease Of Equipment
ZLES	60	L06	Lease of Transport Vehicles
ZLES	60	L05	General Lease / Rentals
ZLES	60	L08	Lease of Non Stock Item
RETURN OF LEASE EQUIPMENT (1000-20-60)			
ZRET	60	R03	Return of Leased Equipment
Revenue on Miscellaneous (1000-20-99)			
ZMIS	99	MIS	Miscellaneous
Sales Service Lease Credit and Debit Arrears			
ZCRN	30	CLI	APT Execution_LIS_Credit Arrears Note
ZDRN	30	DLI	APT Execution_LIS_Debit Arrears Note
ZCRN	30	CR4	APT Execution_NonLIS_Credit Arrears Note
ZDRN	30	DR4	APT Execution_NonLIS_Debit Arrears Note
ZDRN	30	DR6	APT Exe : Debit Arrears : DVC Increase
ZCRN	30	CR6	APT Exe : Credit Arrears : DVC Decrease
ZCRN	30	CR5	CUSTOMER Execution_Credit Arrears Note
ZDRN	30	DR5	CUSTOMER Execution_Debit Arrears Note
ZDRN	30	DRM	Cust Exe : Debit Arrears : DVC Increase
ZCRN	30	CRM	Cust Exe : Credit Arrears : DVC Decrease
ZDRN	40, 50, 60, 99	DRN	SSL Order : Debit Arrears Note
ZCRN	40, 50, 60, 99	CRN	SSL Order : Credit Arrears Note
ZDRN	40, 50, 60, 99	DR1	Finalization of Provisional assessment
ZCRN	40, 50, 60, 99	CR1	Deficiency in services
ZDRN	40, 50, 60, 99	DR2	Correction in Invoice
ZCRN	40, 50, 60, 99	CR2	Correction in Invoice
ZDRN	40, 50, 60, 99	DR3	Others
ZCRN	40, 50, 60, 99	CR3	Others

USAGE INDICATORS

Whenever Contracts/Open Access or Service agreements or sale order creating, the Usage shall be filtered. Document wise and Division wise.

Sales Doc. Type	Division	Usage	Description	AAG : Account Assignment Group	DESCRIPTION
ZSBC	20	01	11 KV APEPDCL	16	IEX
ZSBC	20	01	11 KV APEPDCL	17	PXI
ZSBC	20	02	33 KV APEPDCL	16	IEX
ZSBC	20	02	33 KV APEPDCL	17	PXI
ZSBC	20	03	11 KV APSPDCL	16	IEX
ZSBC	20	03	11 KV APSPDCL	17	PXI
ZSBC	20	04	33 KV APSPDCL	16	IEX
ZSBC	20	04	33 KV APSPDCL	17	PXI
ZSBC	20	05	11 KV APCPDCL	16	IEX
ZSBC	20	05	11 KV APCPDCL	17	PXI
ZSBC	20	06	33 KV APCPDCL	16	IEX
ZSBC	20	06	33 KV APCPDCL	17	PXI
ZSBC	20	07	11 KV APNPDCL	16	IEX
ZSBC	20	07	11 KV APNPDCL	17	PXI
ZSBC	20	08	33 KV APNPDCL	16	IEX
ZSBC	20	08	33 KV APNPDCL	17	PXI
ZSER	50	09	132KV SS	18	Sale, Service, Lease
ZSER	50	10	220KV SS	18	Sale, Service, Lease
ZSER	50	11	400KV SS	18	Sale, Service, Lease
ZSER	50	12	132KV SWS	18	Sale, Service, Lease
ZSER	50	13	220KV SWS	18	Sale, Service, Lease
ZSER	50	14	400KV SWS	18	Sale, Service, Lease
ZSER	50	15	33KV Bay	18	Sale, Service, Lease
ZSER	50	16	132KV Bay	18	Sale, Service, Lease
ZSER	50	17	220KV Bay	18	Sale, Service, Lease
ZSER	50	18	400KV Bay	18	Sale, Service, Lease
ZSER	50	19	132KV Line	18	Sale, Service, Lease
ZSER	50	20	220KV Line	18	Sale, Service, Lease
ZSER	50	21	400KV Line	18	Sale, Service, Lease
ZSER	50	22	Telecom	18	Sale, Service, Lease
ZSER	50	23	Hot Lines	18	Sale, Service, Lease
ZSER	50	24	Testing	18	Sale, Service, Lease
ZSER	50	25	Consultancy	18	Sale, Service, Lease
ZSER	50	26	General	18	Sale, Service, Lease
ZSER	50	27	Accommodation	18	Sale, Service, Lease
ZSER	50	28	Training	18	Sale, Service, Lease
ZSER	50	29	33KV Bays & Lines	18	Sale, Service, Lease

PAYMENT TERMS

OPEN ACCESS (1000-10-10)				OPEN ACCESS (1000-10-20)			
Sales Type	Division	Item Category	Payment Terms	Sales Type	Division	Item Category	Payment Terms
ZDSA	10	ZDSA	ZT30	ZDSA	20	ZDSA	ZT30
ZDSA	10	ZDSB	ZS30	ZDSA	20	ZDSB	ZS30
ZDSA	10	ZDSC	ZA10	ZDSA	20	ZDSC	ZA10
ZDSA	10	ZTRS	ZT30	ZDSA	20	ZTRS	ZT30
ZLOA	10	ZLOA	ZT15	ZLOA	20	ZLOA	ZT15
ZLOA	10	ZLOB	ZS15	ZLOA	20	ZLOB	ZS15
ZLOA	10	ZLOC	ZA10	ZLOA	20	ZLOC	ZA10
ZLOA	10	ZLOD	ZT01	ZLOA	20	ZLOD	ZT01
ZLOA	10	ZLOE	ZS01	ZLOA	20	ZLOE	ZS01
ZLOA	10	ZLOF	ZA01	ZLOA	20	ZLOF	ZA01
ZLOA	10	ZTRS	ZT15	ZLOA	20	ZTRS	ZT15
ZMOA	10	ZMOA	ZT15	ZMOA	20	ZMOA	ZT15
ZMOA	10	ZMOB	ZS15	ZMOA	20	ZMOB	ZS15
ZMOA	10	ZMOC	ZA10	ZMOA	20	ZMOC	ZA10
ZMOA	10	ZMOD	ZT01	ZMOA	20	ZMOD	ZT01
ZMOA	10	ZMOE	ZS01	ZMOA	20	ZMOE	ZS01
ZMOA	10	ZMOF	ZA01	ZMOA	20	ZMOF	ZA01
ZMOA	10	ZTRS	ZT15	ZMOA	20	ZTRS	ZT15
ZSOA	10	ZSOA	ZT15	ZSBC	20	ZSBC	ZT01
ZSOA	10	ZSOB	ZS15	ZSBC	20	ZSBD	ZS01
ZSOA	10	ZSOC	ZA10	ZSBC	20	ZWHL	ZW01
ZSOA	10	ZSOD	ZT01	ZOCR	20	ZOCR	ZT01
ZSOA	10	ZSOE	ZS01	ZOCR	20	ZOCR	ZT15
ZSOA	10	ZSOF	ZA01	ZOCR	20	ZOCR	ZT30
ZSOA	10	ZSTP	ZT15	ZOCR	20	ZOCS	ZS01
ZSOA	10	ZSTR	ZA10	ZOCR	20	ZOCS	ZS15
ZSOA	10	ZTRS	ZT15	ZOCR	20	ZOCS	ZS30
ZOAG	10	ZOAG	ZT15	ZOCR	20	ZOCT	ZA10
ZOAG	10	ZOAH	ZS15	ZODR	20	ZODR	ZT01
ZOAG	10	ZOAI	ZA10	ZODR	20	ZODR	ZT15
ZOAG	10	ZTRS	ZT15	ZODR	20	ZODR	ZT30
ZOCR	10	ZOCR	ZT01	ZODR	20	ZODS	ZS01
ZOCR	10	ZOCR	ZT15	ZODR	20	ZODS	ZS15
ZOCR	10	ZOCR	ZT30	ZODR	20	ZODS	ZS30
ZOCR	10	ZOCS	ZS01	ZODR	20	ZODT	ZA10
ZOCR	10	ZOCS	ZS15	SALES, SERVICE LEASE (1000-20-30/40)			
ZOCR	10	ZOCS	ZS30	ZQOT	30	ZQOT	Z001
ZOCR	10	ZOCT	ZA10	ZQOT	30	ZQOT	ZD01
ZODR	10	ZODR	ZT01	ZLIS	30	ZLIS	Z001
ZODR	10	ZODR	ZT15	ZLIS	30	ZLIS	ZD01
ZODR	10	ZODR	ZT30	ZLIS	30	ZSVC	Z001
ZODR	10	ZODS	ZS01	ZLIS	30	ZSVC	ZD01
ZODR	10	ZODS	ZS15	ZEHT	30	ZEHT	Z001
ZODR	10	ZODS	ZS30	ZEHT	30	ZEHT	ZD01
ZODR	10	ZODT	ZA10	ZEHT	30	ZSVC	Z001
SALES, SERVICE, LEASE (1000-20-50/60/99)				ZEHT	30	ZSVC	ZD01
ZSER	50	ZSER	Z001	ZGNW	30	ZGNW	Z001
ZSET	50	ZSET	Z001	ZGNW	30	ZSVC	Z001
ZLES	60	ZLES	Z001	ZMAT	40	ZMAT	Z001
ZLES	60	ZLET	Z001	ZSCP	40	ZSCP	Z001
ZRET	60	ZRET	Z001	ZRET	40	ZRET	Z001
ZMIS	99	ZMIS	Z001				

CUSTOMER KYC GUIDELINES

1. Presently Customer KYC/ID is collecting from the customer after receipt of amount from the customer. This is causing delay in creation of Order & Invoice in SAP. As per GST Law, the amount received in a month has to furnish the GST return by 10th of Next Month. Failing which, it attracts penalty @2% on GST Amount and Audit issue will arise. Hence, it is requested to send the Customer KYC form along with intimation of estimate without delay.
2. It is requested to send furnish the soft copy of estimate to sdone@aptransco.gov.in & sdsapaptunes@gmail.com without fail.
3. The Customer KYC form is available in APTRANSCO web site.
<http://www.aptransco.gov.in/transco/depthome.html> --> Master Data Forms --> double click on Customer ID. The excel sheet will download.
4. After receipt of KYC form, it is requested to verify the GST details of Customer in GST Portal.
<https://www.gst.gov.in/> --> Search Tax Payer --> Search by GSTIN/UIN --> enter the GSTIN/UIN of Tax Payer. The details will be available.

Goods And Services Tax Network [IN] | <https://services.gst.gov.in/services/searchtp>

Goods and Services Tax

Home Services GST Law Downloads Search Taxpayer

Home > Search Taxpayer > Search by GSTIN/UIN

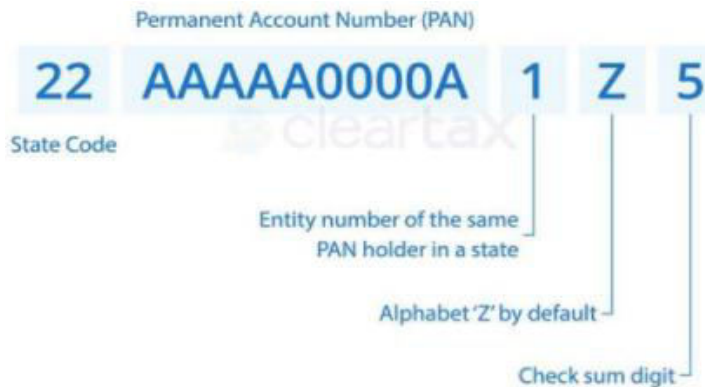
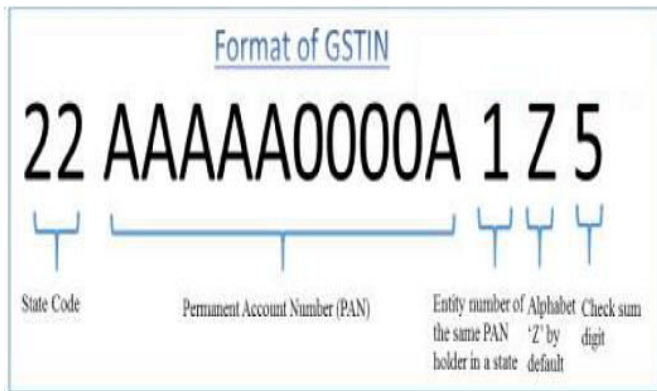
Search Taxpayer

GSTIN/UIN of the Taxpayer •

Enter GSTIN/UIN of the Taxpayer

5. Further, it is requested to specify the GST exempted Customer or SEZ Customer. The GST Applicable for SEZ Customer is IGST only. The Details are as follows for information.

The GST code details as follows



The APSPDCL GST Information as follows:

Search Result based on GSTIN/UIN : 37AAHCS4056Q2ZM

GSTIN/UIN 37AAHCS4056Q2ZM	Legal Name of Business SOUTHERN POWER DISTRIBUTION COMPANY OF AP LIMITED	Centre Jurisdiction CHITTOOR-1 RANGE
State Jurisdiction TIRUPATI-II (Jurisdictional Office)	Date of registration 01/07/2017	Constitution of Business Public Limited Company
Taxpayer Type Regular	GSTIN / UIN Status Active	Date of Cancellation
Field Visit Conducted? No		

The APEPDCL GST Information as follows:

Search Result based on GSTIN/UIN : 37AAACE9876B1ZH

GSTIN/UIN 37AAACE9876B1ZH	Legal Name of Business EASTERN POWER DISTRIBUTION COMPANY OF ANDHRA PRADESH LIMITED	Centre Jurisdiction AKKAYAPALEM
State Jurisdiction DWARAKANAGAR (Jurisdictional Office)	Date of registration 01/07/2017	Constitution of Business Public Limited Company
Taxpayer Type Regular	GSTIN / UIN Status Active	Date of Cancellation
Field Visit Conducted? No		

The CCL Products SEZ Customer GST Information as follows:

Search Result based on GSTIN/UIN : 37AAACC9552G3ZI

GSTIN/UIN 37AAACC9552G3ZI	Legal Name of Business C C L PRODUCTS (INDIA) LIMITED	Centre Jurisdiction SRI KALAHASTHI RANGE
State Jurisdiction PUTTUR (Jurisdictional Office)	Date of registration 06/09/2017	Constitution of Business Public Limited Company
Taxpayer Type SEZ Unit	GSTIN / UIN Status Active	Date of Cancellation
Field Visit Conducted? No		

6. After Receipt of KYC form, the same should be sending to mdmone@aptransco.gov.in, sdone@aptransco.gov.in & sdsapaptunes@gmail.com, along with purpose of creating Customer KYC information. The purpose is as follows:

1. Works: 1000-20-30 (Sales Area)
 2. Sales: 1000-20-40 (Sales Area)
 3. Services: 1000-20-50 (Sales Area)
 4. Lease: 1000-20-60 (Sales Area)
 5. Miscellaneous: 1000-20-99 (Sales Area)
7. The Customer ID will be intimated by either MDM or SD core Team.
8. After receipt of Customer ID, before creating order, please verify the customer is available in SAP using following Transaction codes.
1. **VCUST** : Customer List
 2. **XD03** : Display Customer (Centrally)
 3. **VD03** : Display Customer (Sales)
 4. **FD03** : Display Customer (Accounting)
9. Further go to *Sales Area Data --> Billing Documents Tab --> Taxes --> Verify the Customer Tax Classification*. The details as follows:

Taxes					
Country	Name	Tax categ	Name	Tax...	Description
IN	India	JOCG	IN: Central GST	0	GST Exempt
IN	India	JOIG	IN: Integrated GST	0	GST Exempt
IN	India	JOSG	IN: State GST	0	GST Exempt

Taxes					
Country	Name	Tax categ	Name	Tax...	Description
IN	India	JOCG	IN: Central GST	1	GST Liable
IN	India	JOIG	IN: Integrated GST	1	GST Liable
IN	India	JOSG	IN: State GST	1	GST Liable

Taxes					
Country	Name	Tax categ	Name	Tax...	Description
IN	India	JOCG	IN: Central GST	2	SEZ Customers
IN	India	JOIG	IN: Integrated GST	2	SEZ Customers
IN	India	JOSG	IN: State GST	2	SEZ Customers

10. After Creation of Order, it is requested to verify the following.

Customer State	GSTIN State	Customer Tax Classification	Applicable GST
01: AP	37 : AP	SGST: 0, CGST: 0, IGST: 0	GST exemption
01: AP	37 : AP	SGST: 1, CGST: 1, IGST: 1	SGST & CGST
State ≠ 01	State ≠ 37	SGST: 1, CGST: 1, IGST: 1	IGST
01: AP : SEZ	37:AP	SGST: 2, CGST: 2, IGST: 2	IGST

11. Before sending the approval process, it is requested to verify the amounts, GST Taxation amount and applicable GST. Any deviation, it is requested to contact the SAP SD core team for clarification.

Scrap Sale Process Guidelines

1. After Approval of Survey Report, AE/Maintenance shall carry out the Scrap Generation Process (i.e., Scrap Stock creation) in the corresponding Storage Location, as per the Standard Process (Devolution Order "DV01") of Plant Maintenance (PM) Module. Each Substation is designated as a Storage Location in SAP.
2. After Creation of Stock in Storage Location, the same may be intimated to Concerned ADE, DE and SE/OMC or O&M.
3. Every Month SE/OMC or O&M shall furnish the Change return to Chief Engineer Zone, on the availability of Surveyed Scrap Material, after verifying the stock in SAP, Using T-Code **MMBE** or **MB52**. Further the screen Shot/Print Output may be furnished to Chief Engineer, Zone.
4. The Concerned AE/ADE in O/o Chief Engineer Zone, shall inform the same to M/s. MSTCL authorities and to the Chief Engineer/ Transmission / VS , after reaching certain Quantity as per the prevailing practice, duly verifying the stock in SAP Using T-Code **MMBE** or **MB52**.

S.No.	Description of Material	HSN Code	Circle	Storage Location	Quantity	%GST Applicable
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5. After Receipt of Conformation of Sale from M/s. MSTCL, the Chief Engineer Zone shall issue instructions to the respective Circle Offices/APTRANSCO to create a Sale order along with following information.

S.No.	Description of Material	HSN Code	Circle	Storage Location	Quantity	Price Per UoM	%GST Applicable	Total Amount
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6. Scrap having two types.
 1. By default Scrap – No Survey report is required.
 2. Surveyed Scrap – Approved Survey Report shall be required.
7. Concerned Circle Office/APTRANSCO shall create a Sale Order in SAP on the Respective Customer, as per the Instructions given by Chief Engineer / Zone and M/s. MSTCL Authorities.

Pre-requisite conditions before Creating Sale Order in SAP:-

8. AE/T, Circle Office shall collect the filled in **Customer KYC Form** from the customer.
9. The same is to be intimated to MDM Team and SD Team (mdmone@aptransco.co.in; sdone@aptransco.co.in; sdsapaptunes@gmail.com) to enable the core team to create Customer ID in SAP.
10. The Core Team will intimate the Customer ID after creation in SAP.
11. Customer Information is to be checked-up.
 - i. Go to **XD03** and → General Data → Address Tab → Verify the **Address** → Control Data Tab → **Verify GST No**
 - ii. Go to company Code data → Go to Account Management tab → Verify Recon Account should be **28103** and Sort Key **Z02**.
 - iii. Go to Sales area Data → Billing Document Tab → **GST** should be → SGST: **1**, CGST : **1**, IGST : **1**
12. Material Information is to be checked up in SAP. The following Information is to be prepared in Excel Sheet.

1. S.No.
 2. Material Description
 3. Material ID,
 4. Go to T Code **MM03** and enter the **Material ID** and enter.
(Plant→XXXX, Sales Organisation→1000, Distribution Channel→20)
 5. Go to Sales: Sales Org.1 Tab: Verify the Tax Data →
GST should be → SGST: **1**, CGST : **1**, IGST : **1**
 6. Go to Sales : Sales Org.2 Tab : Verify the Grouping Terms.
 7. Account Assignment Group : **07**→ Sale of Material,
 8. General Item Category Group : **NORM**,
 9. Item Category Group : for Scrap Sales → **ZSCP**
 10. Go to Foreign Trade Export Tab → Foreign Trade Data, Note the **HSN Code**.
 11. Any Discrepancies are observed should Contact the SD Core team.
13. Tax Master Information is to be checked up. T Code : **VK13** or **V/LD** (**JOSG, JOCG & JOIG, JTCS**)→ Verify the Tax Percentage is maintained.
14. If any Discrepancies are observed in **XD03, MM03, VK13 & V/LD** should Contact the SD Core team.
15. The following Information is to be prepared in Excel Sheet→ Business Area Wise (Plant & Store) and Storage Location Wise.
- | | |
|---|---|
| A. Material ID | 2000 XXXX |
| B. Order Quantity | Qty |
| C. Plant | 1010 to 1070 (Stores) & Circle (2XXX, 3XXX, 5XXX) |
| D. Storage Location | XXXX (Detailed Information is given below) |
| E. Scrap Survey Price (ZSCP) | Approved Survey Price of individual Item in case of Surveyed Material.
Intimation of Scrap Value to MSTCL in case of Default Scrap by CE/Zone. |
| F. Basic Sale Price (ZBSP) | MSTCL is giving Lump sum Sale Price. This is to be apportioned to Material Wise based on survey price. Total Amount (Sale Price) should be Matched. |
| G. MSTCL Service Charges (Info) | It Contains the Following items.
1. MSTCL Commission Charges (JMST)
2. GST on Commission (ZMST)
MSTCL is giving Lump sum Service Charges. This is to be apportioned to Material Wise based on survey price. Total Amount (Service Charge) should be Matched. |
| H. MSTCL Commission (JMST) | JMST = MSTCL Service Chares/1.18 |
| I. GST on MSTC Commission (ZMST) | 18 (ZMST = JMST X 18%) |
16. After Completion of Excel sheet – Contact the SD Team for Creation of Sale Order.

Creation of Sale Order in SAP

17. 1. T Code : **VA01**
2. Type of Sale Order : **ZSCP**
3. Sales Organisation : **1000** (APTRANSCO Sale Organisation)
4. Distribution Channel : **20** (Sale, Service, Lease)
5. Division : **40** (APT-Materials)
6. Sales Office: Plant or Accounting unit or Business Area, Other Than Stores.

18. In a Sale order, Quantity must be entered storage Location and Material wise. (Storage Location Wise Material Sequence is Best Option for easy understanding the process and future verification is easy).

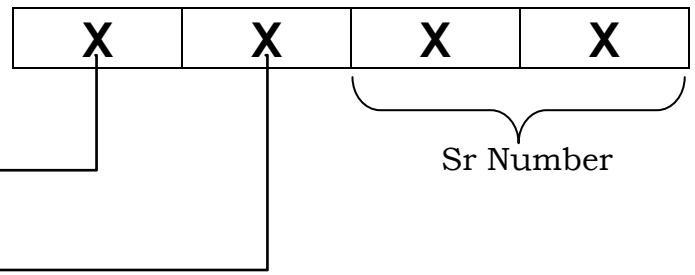
19. Storage Location :

1st Letter Represents Zone

- V** → Visakhapatnam Zone
- B** → Vijayawada Zone
- K** → Kadapa Zone

2nd Letter Represents

- 0,1** → 132 KV Substation
- 2** → 220 KV Substation
- 3** → Lines and Other Subdivisions (Except Maintenance Subdivisions)
- 4** → 400 KV Substations
- 5** → Division Offices
- 6** → Circle Offices
- 999** → Zonal office



20. **Material ID for Non-Valuated Scrap** : **ZNVM** : **2000 0XXX (Preferably)**
Material ID for Scrap Material : **ZSCR** : **4050 0XXX**

21. Against Each Material, it is requested to enter amounts for the following.

1. **ZSCP** Scrap Survey Price
2. **ZBSP** Basic Sale Price
3. **JMST** MSTCL Commission
4. **ZMST** GST on MSTCL Commission

22. The following Documents are to submitted to Concerned SE for approval, through work flow. ADE → DE (Tech/Trans) → SAO/AO preferably through FLM.

1. Sale Order Copy
2. Display Header Details → Condition Tab → Screen Shot
3. MSTCL Sale Order
4. MSTCL Delivery Order
5. Chief Engineer / Zone Instructions

23. SAO/AO has to verify the following Amounts in the furnished documents.

1. Scrap Survey Price (**ZSCP**)
2. Base Sale Price (**ZBSP**)
3. Tax Collected at Source (**JTCS**)
4. MSTC Commission (**JMST**)
5. GST on MSTCL Commission (**ZMST**)
6. TDS is Accounting Posting. Not covered in Sales Module.

24. **Document Management System (DMS)**: The following Copies are to be attached to sale order for future reference.

1. MSTCL Sale Order
2. MSTCL Delivery Order
3. Chief Engineer/Zone Instruction for sale of Scrap
 (Chief Engineer/Zone is requested to send the MSTCL Scrap Sale Instructions to respective Superintending Engineers through FLM).

25. After Receipt of Amount from respective Customer, go to VA02, enter the Sale order no, Billing Blocks in Header level and Item Level shall be removed and go to Sales Document → Billing (**VF01**) and Save. Invoice No will be generated. (**90000 XXXXX**).

26. Circle Office/APTRANSCO shall issue Release Order (Physical Copy) to concerned Customer, with a Copy to respective DE/O&M, ADE/Maintenance and AE/Maintenance (through FLM or SAP Business Place or email) for delivery of Material. (This is under development in SAP)

27. When the representative of Customer is coming to Substation (Storage Location), the respective AE/M shall issue/deliver the material and the same is to be carried by Using T Codes **VL01N, VL02N and VL03N** in SAP.

Outbound delivery is nothing but you send the material out from your premises abiding the formalities.

Post Goods issue is done when physically the goods are moved from Stores or Substation after Delivery is fully picked.

- Store/Substation stock of the material is reduced by the delivery quantity.
- Value changes are posted to the balance sheet account in inventory accounting.
- Goods issue posting is automatically recorded in the document flow.

VL01N: Create Out Bound Delivery : **OBD**: For the Purpose of creating Delivery.

VL02N: Change Out Bound Delivery : **PGI**: For the Purpose of Post Goods Issue

VL03N: Display Out Bound Delivery: For the Purpose of Printing Gate Pass/Delivery Note.

28. Please enter the Details of Representative Name, Vehicle No and remarks if any, in the Gate Pass/Delivery Note and finally take the signature of the representative which acknowledges the delivery of Goods to the customer.

29. Please verify the Material in **MMBE** or **MB52**, before Issuing the Material and after issuing the Material.

30. The Gate Pass/Delivery Note copy may be furnished to concerned ADE/Maintenance, DE/O&M and SE/OMC or O&M for information through FLM, SAP Business work Place or email.

31. It is requested to review, whether the Material is delivered to customer on weekly basis by concerned AE, ADE or DE/Tech of Circle office and Zone Office.

32. Concerned AE or ADE or DE/Tech of Circle office and Zone Office has to give the detailed report MSTCL sale order wise, delivery status on regular intervals to Chief Engineer / Transmission for review.

33. During the process, if any problems are faced, please contact the SD Core team for resolving the issues.

1. sdone@aptransco.gov.in
2. sdlead@aptransco.gov.in
3. se.it.erp@aptransco.gov.in
4. sdsapaptunes@gmail.com
5. Ph No: 73822 96933 or 94403 36984

Removed/Used Transformer Oil Sale Process Guidelines

1. AE Maintenance shall check-up the quantity of Used/Removed Transformer Oil along with Barrels/Drums in the Sub-station. Each Substation is designated as a Storage Location (SLoc) in SAP.
2. AE Maintenance shall carryout the Removed/Used Transformer Oil and Barrels/Drums Generation Process (i.e., Scrap Stock Generation) in the corresponding Storage Location, as per the Standard Process (Devolution Order "DV01") of Plant Maintenance (PM) Module.
3. After Creation of Stock at Sub-station i.e. Storage Location, the same shall be intimated to the concerned ADE, DE/O&M and SE/OMC or O&M.
4. Every Month SE/OMC or O&M shall furnish change return to Chief Engineer Zone on the availability of Removed/Used Transformer Oil along with barrels/Drums after verifying the stock in SAP, Using T-Code **MMBE** or **MB52**. Further the screen shot/ print output may be furnished to Chief Engineer, Zone.
5. The Concerned AE / ADE in O/o Chief Engineer Zone shall inform the same to respective DISCOM authorities after reaching certain quantity as per the prevailing practice, duly verifying the stock in SAP, Using T-Code **MMBE** or **MB52**.
6. After receipt of confirmation from respective DISCOM, the Chief Engineer Zone shall issue instructions to the respective Circle Offices/APTRANSCO to create a Sale order along with following information.

S.No.	Description of Material	HSN Code	Circle	Storage Location	Quantity	Price Per UoM	%GST Applicable	Total Amount
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7. Concerned Circle Office/APTRANSCO shall create a Sale Order in SAP on respective SE/ Operation/ DISCOM (either APSPDCL or APEPDCL) as per the Instructions given by Chief Engineer / Zone.

Pre-requisite Condition Before Creating of Sale Order

8. Concerned AE in shall collect the filled in **Customer KYC Form** from the customer.
9. The same shall be intimated to MDM Team and SD Team (mdmone@aptransco.co.in; sdone@aptransco.co.in;) to Update the customer Information in SAP.
10. The core team will intimate the Customer ID after creation in SAP.
11. Customer Information is to be Checked up, as mentioned below.
 - i. Go to **XD03** and → General Data → Address Tab → Verify the **Address** → Control Data Tab → **Verify GST No**
 - ii. Go to company Code data → Go to Account Management tab → Verify Recon Account should be **28103** and Sort Key **702**.
 - iii. Go to Sales area Data → Billing Document Tab → **GST** should be SGST: **1**, CGST :**1**, IGST :**1**.
 - iv. If any Discrepancies are observed, the SD Core team shall be contacted.
12. **SD Module**: Core team will check the HSN Codes of Materials and Maintain the Tax Master against the HSN Code and Check the TCS Condition and Maintain the TCS 0% or Not applicable for Removed/Used Transformer Oil Sale process to DISCOMs.

13. Material Information shall be checked up in SAP. The following Information shall be prepared in Excel Sheet.
1. S. No
 2. Material Description
 3. Material ID,
 4. Go to T Code **MM03** and enter the **Material ID** and enter.
(Plant→XXXX, Sales Organisation→1000, Distribution Channel→20)
 5. Go to Sales: Sales Org.1 Tab : Verify the Tax Data →
GST should be → SGST: **1**, CGST :**1**, IGST :**1**.
 6. Go to Sales: Sales Org.2 Tab : Verify the Grouping Terms.
 7. Account Assignment Group : **07**→ Sale of Material,
 8. General Item Category Group : **NORM**,
 9. Go to Foreign Trade Export Tab → Foreign Trade Data, Note the **HSN Code**.

MM02→ Material Type	ZNVM	ZNVM	ZSCR
MM02→Item Category Group	NORM	ZSCP	ZSCP
Allowable Sale Order Type	ZMAT	ZSCP	ZSCP

14. Tax Master Information is to be checked up. T Code: **VK13** or **V/LD** (JOSG, JOCG, and JOIG)→ Verify the Tax Percentage is maintained. Similarly for TCS.
15. The following Information shall be prepared in Excel Sheet Business Area Wise (Plant & Store) and Storage Location Wise.
- 1. Material ID, 2. Order Quantity, 3. Plant, 4. Storage Location, 5. Basic Sale Price.*
16. After Completion of Excel sheet – Contact the SD Team for Creation of Sale Order.

Creation of Sale Order

S.No	Description	Sales Area	
1	Transaction Code	VA01	VA01
2	Type Of Sale Order	ZMAT	ZSCP
3	Sales Organisation	1000	1000
4	Distribution Channel	20	20
5	Division	40	40
6	Sales Office=Plant= A/C Unit	XXXX	XXXX

17. The **Customer Ids** of **Superintending Engineer/Operation** created in SAP is as follows :
1. **SE/Operation/Tirupati** – 10000 00268
 2. **SE/Operation/Anantapur** – 10000 00269
 3. **SE/Operation/Kadapa** – 10000 00270
 4. **SE/Operation/Kurnool** – 10000 00271
 5. **SE/Operation/Nellore** – 10000 00272
 6. **SE/Operation/Ongole** – 10000 00273
 7. **SE/Operation/Guntur** – 10000 00640
 8. **SE/Operation/Vijayawada** – 10000 00274
 9. **SE/Operation/Rajamahendravaram** – 10000 00275
 10. **SE/Operation/Eluru** – 10000 00276
 11. **SE/Operation/Visakhapatnam** – 10000 00277
 12. **SE/Operation/Vizianagaram** – 10000 00278
 13. **SE/Operation/Srikakulam** – 10000 00279
 14. **KRESCO LIMITED** – 10000 00174
18. Order Reason : Sale of used Transformer Oil

19. In a Sale order, Quantity must be entered Material wise and storage Location wise.
20. **Material ID for Removed/Used Transformer Oil** : **20000037(ZNVM)/ 40500112(ZSCR)**
Material ID for Empty Oil Drums : **20000040(ZNVM)/ 40500051(ZSCR)**
Material ID for Removed Transformer Oil with Barrel : **20000038(ZNVM)/ 40500113(ZSCR)**
21. The Sale Order Copy Print output is to be taken and after approval from the concerned SE, through concerned ADE, DE(Tech) & SAO/AO. SAO/AO has to verify the Amounts of Sale Order.
22. The Chief Engineer Zone copy can be attached to Sale order as a DMS Process for future reference.
23. After Receipt of Amount from respective SE/Operation, go to **VA02**, enter the Sale order no, Billing Blocks in Header level and Item Level shall be removed and go to Sales Document→ Billing (VF01) and Save. Invoice No will be generated. (**90000XXXXX**).
24. Circle Office/APTRANSCO has to issue Release Order (Physical Copy-SAP Format Under development) to Concerned SE/Operation with a Copy to respective DE/O&M, Concerned ADE & AE for delivery of Material. (Development in SAP Under progress)
25. When the representative of SE/Operation is coming to Substation (Storage Location), the respective AE has to issue/deliver the material and the same is to be carried by Using T Codes **VL01N, VL02N, VL03N** in SAP.
- Outbound delivery** is nothing but you send the material out from your premises abiding the formalities.
- Post Goods issue** is done when physically the goods are moved from Stores or Substation after Delivery is fully picked.
- A. Store/Substation stock of the material is reduced by the delivery quantity ·
B. Value changes are posted to the balance sheet account in inventory accounting ·
C. Goods issue posting is automatically recorded in the document flow.
- VL01N** : Create Out Bound Delivery : **OBD** : For the Purpose of creating Delivery.
VL02N : Change Out Bound Delivery : **PGI** : For the Purpose of Post Goods Issue
VL03N : Display Out Bound Delivery : For the Purpose of Printing Gate Pass/ Delivery Note.
26. Please enter the details of Representative Name, Vehicle No and remarks if any, in the Gate Pass/Delivery Note and finally take the signature of the representative which acknowledges the delivery of Goods to him.
27. Please verify the Material in **MMBE**, before Issuing the Material and after issuing the Material.
28. The Gate Pass/Delivery Note may be furnished to concerned ADE/Maintenance, DE/O&M and SE/OMC or O&M for information.
29. It is requested to review the Material is get delivered to customer on daily basis by concerned **AE / ADE or DE/Tech of Circle office and Zone Office**.
30. For any queries, please contact the SAP SD Core team.
1. sdone@aptransco.gov.in
 2. sdlead@aptransco.gov.in
 3. se.it.erp@aptransco.gov.in
 4. sdsapaptunes@gmail.com
 5. Ph No: 73822 96933 or 9440336984

FEED BACK FORM : APTUNES : SD MODULE : SALE, SERVICE, LEASE



Name:

EMP ID:

Designation:

Office:

Phone Number:

E-Mail Id:

- 1) How is the Customer Works Order (**VA01: ZGNW: 1000-20-30**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 2) How is the Sale Of Material Order (**VA01: ZMAT: 1000-20-40**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 3) How is the Sale Of Transformer Oil & Scrap Order (**VA01: ZSCP: 1000-20-40**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 4) How is the Delivery Material Return Order (**VA01: ZRET: 1000-20-40**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 5) How is the Services Order (**VA01: ZSER: 1000-20-50**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 6) How is the Equipment / Material Lease Order (**VA01: ZLES: 1000-20-60**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 7) How is the Delivery Material Return Order (**VA01: ZRET: 1000-20-60**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 8) How is the Non Stock Item, Land & Building Lease Order (**VA01: ZLES: 1000-20-60**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 9) How is the Miscellaneous Order (**VA01 :ZMIS: 1000-20-60**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 10) How is the Credit Memo/Note & Debit Memo (**VA01:ZCRN & ZDRN: Credit/Debit Note**) Process
a) Excellent a) Good b) Satisfactory c) Needs Improvement d) Any Other
- 11) How is the Billing or Invoice (**VF01/VF03 : Invoice/Billing**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 12) How is the Out Bound Delivery (**OBD:VL01N**) & Post Goods Issue (**PGI:VL02N**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 13) How is the Goods Delivery Return (**IBR: VL01N**) & Post Goods Receipt (**PGR:VL02N**) Process
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 14) The Information available in Display Document Flow process (**DDF**) & Their Understanding.
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 15) How is the Documents Attachment Process (**DMS**) in Sales order & View
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 16) How is the Work Flow Process through **FLM** (File Life Cycle Management)
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 17) How is the SAP Business Work Place (**E-Mail**) sending the Documents to Higher Authorities
a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other

- 18) How is the Employees Self Service Report Business Intelligent (**BI**) Report and Query the information
 a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 19) How is the Reporting T Codes (**VA05N**) & Their processing & Querying
 a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 20) How is the Reporting T Codes (**VF05N**) & Their processing & Querying
 a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 21) How is the Sales & Distribution (Revenue) Module Material/Manuals
 a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other
- 22) Over All Feedback on Sales & Distribution (Revenue) Module
 a) Excellent b) Good c) Satisfactory d) Needs Improvement e) Any Other

23) How Many Orders / Credit & Debit Notes / OBD & PGI / IBR & PGR / Invoices done

a) ZGNW(30)		b) ZMAT (40)		c) ZSCP (40)	
d) ZRET (40)		e) ZSER (50)		f) ZLES (60)	
g) ZRET (60)		h) ZMIS (99)		i) ZCRN	
j) ZDRN		k) OBD-601		l) PGI-601	
m) IBR-602		n) PGR-602		o) INVOICES	

- 24) Please furnish the following information in this sheet and handed over and sent mail to
 1. se.it.erp@aptransco.co.in 2. sdlead@aptransco.co.in 3. sdone@aptransco.co.in
 1. Comments 2. Remarks 3. Suggestions 4. Improvement 5. Any Other Processes are not covered

Date:

Signature

POWER & END USER TRAINING : USER IDS & PASSWORDS : 600 CLIENT

Sr. NO	NAME OF THE WING at field	PAY UNIT	TRAINING IDS	Password
Telecom Wing				
1	Supt Engr /Telecom/Vijayawada	2601	ZSDSSLTRNG1	welcome1
2	Supt Engr /Telecom/Kadapa	2602	ZSDSSLTRNG2	welcome1
3	Supt Engr /Telecom/Visakhapatnam	2605	ZSDSSLTRNG3	welcome1
CE/Zone, SE/OMC, SE/O&M, SE/Construction				
4	Chief Engineer/Zone/ Visakhapatnam	5103	ZSDSSLTRNG4	welcome1
5		5103	ZSDSSLTRNG5	welcome1
6	Supt Engr /OMC/Srikakulam	5114	ZSDSSLTRNG6	welcome1
7		5114	ZSDSSLTRNG7	welcome1
8	Supt Engr /OMC/Vizianagaram	5115	ZSDSSLTRNG8	welcome1
9		5115	ZSDSSLTRNG9	welcome1
10	Supt Engr /OMC/Visakhapatnam	5103	ZSDSSLTRNG10	welcome1
11		5103	ZSDSSLTRNG11	welcome1
12	Supt Engr /OMC/Rajahmundry	5109	ZSDSSLTRNG12	welcome1
13		5109	ZSDSSLTRNG13	welcome1
14	Supt Engr /OMC/Eluru	5116	ZSDSSLTRNG14	welcome1
15		5116	ZSDSSLTRNG15	welcome1
16	Chief Engineer/Zone/ Vijayawada	5105	ZSDSSLTRNG16	welcome1
17		5105	ZSDSSLTRNG17	welcome1
18	Supt Engr /OMC/Vijayawada	5105	ZSDSSLTRNG18	welcome1
19		5105	ZSDSSLTRNG19	welcome1
20	Supt Engr /OMC/Guntur	5117	ZSDSSLTRNG20	welcome1
21		5117	ZSDSSLTRNG21	welcome1
22	Supt Engr /OMC/Ongole	5118	ZSDSSLTRNG22	welcome1
23		5118	ZSDSSLTRNG23	welcome1
24	Supt Engr /OMC/Nellore	5107	ZSDSSLTRNG24	welcome1
25		5107	ZSDSSLTRNG25	welcome1
26	Chief Engineer/Zone/ Kadapa	5104	ZSDSSLTRNG26	welcome1
27		5104	ZSDSSLTRNG27	welcome1
28	Supt Engr /O&M/Kadapa	5104	ZSDSSLTRNG28	welcome1
29		5104	ZSDSSLTRNG29	welcome1
30	Supt Engr /Const/Kadapa	5104	ZSDSSLTRNG30	welcome1
31		5104	ZSDSSLTRNG31	welcome1
32	Supt Engr /O&M/Kurnool	5110	ZSDSSLTRNG32	welcome1
33		5110	ZSDSSLTRNG33	welcome1
34	Supt Engr /Const/Kurnool	5110	ZSDSSLTRNG34	welcome1
35		5110	ZSDSSLTRNG35	welcome1
36	Supt Engr /OMC/Anathapur	5119	ZSDSSLTRNG36	welcome1
37		5119	ZSDSSLTRNG37	welcome1
38	Supt Engr /OMC/Tirupathi	3203	ZSDSSLTRNG38	welcome1
39		3203	ZSDSSLTRNG39	welcome1
SE/400KV/OMC, SE/400KV/O&M, SE/400KV/Construction				
40	Supt Engr /400KV/O&M/Kapalaka	3100	ZSDSSLTRNG40	welcome1
41		3100	ZSDSSLTRNG41	welcome1
42	Supt Engr /400KV/Const/ Visakhapatnam	3100	ZSDSSLTRNG42	welcome1
43		3100	ZSDSSLTRNG43	welcome1
44	Supt Engr /400KV/OMC/Vijayawada	3312	ZSDSSLTRNG44	welcome1
45		3312	ZSDSSLTRNG45	welcome1
46	Supt Engr /400KV/OMC/Kadapa	3315	ZSDSSLTRNG46	welcome1
47		3315	ZSDSSLTRNG47	welcome1
48	Emergency Spare IDs	ZSDSSLTRNG48, 49 & 50		welcome1
49	Delivery IDs	ZPMDELTRNG 1 to 20		welcome1