

SAP-PLANT MAINTENANCE MODULE (PM)

Material Allotment Process in O&M

In O&M of EHT Sub stations and lines, several materials would be required for execution of various maintenance activities. Procurement of materials required for O&M through purchase from suppliers is done either by head quarters purchase wing or the concerned zonal/circle offices depending upon the nature and value of the material items. The various materials procured for O&M are stocked in the central stores of AP Transco located in different plants.

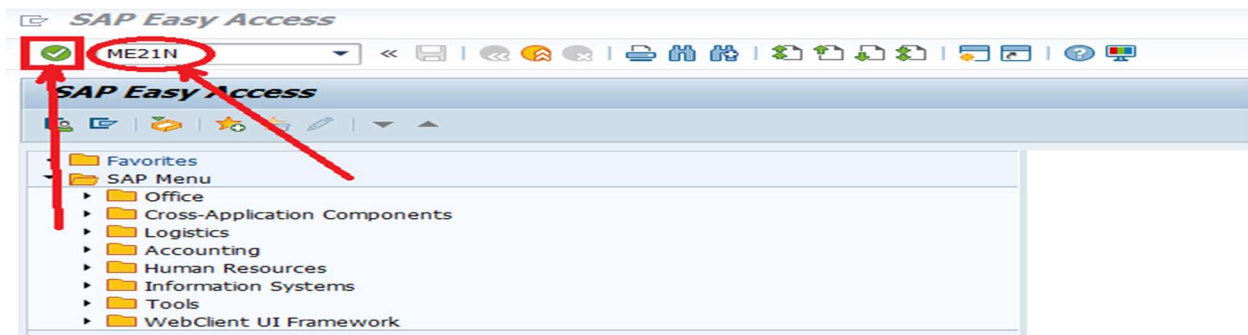
Whenever there is requirement of any material items at field level, the concerned field engineers would raise material indents for withdrawing same from central stores. In case of centrally procured materials, the head quarters transmission wing and in case of non centralized items, the concerned zonal office would make the allotments against the indents raised by field engineers.

Based on the material allotment orders, the concerned central stores officials would issue the materials to the O&M wings. After consumption of materials, field O&M wings would book the materials' cost to the respective works.

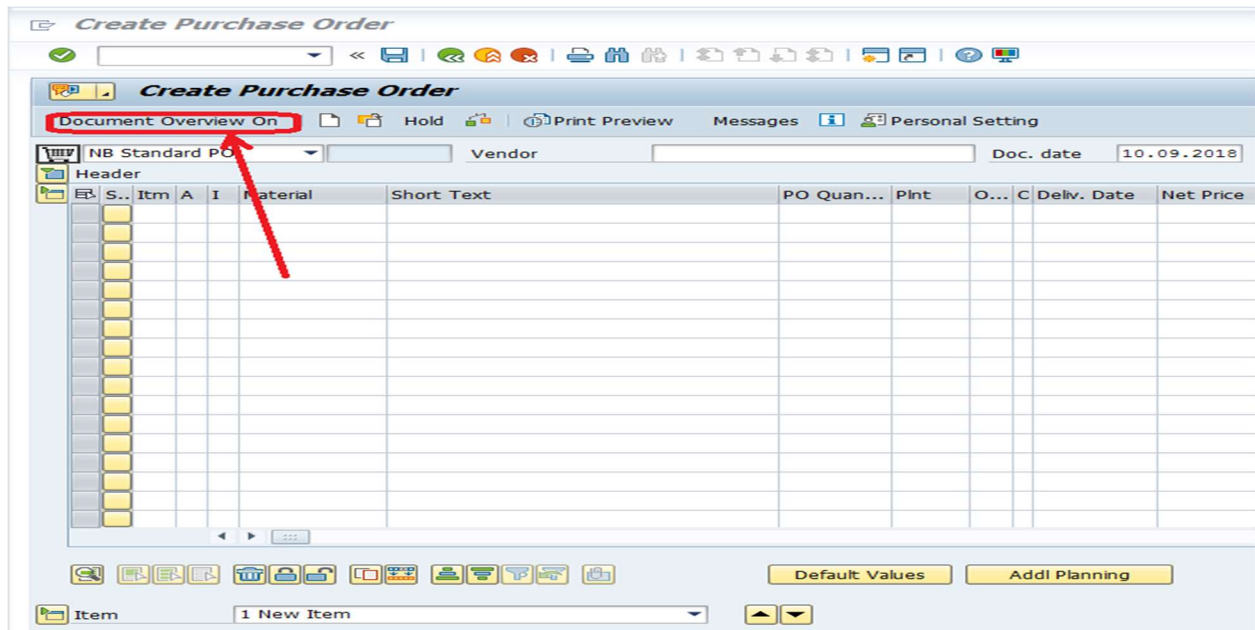
In SAP all the O&M expenditure towards consumption of materials and availing external services are booked to the concerned sub division cost centers through maintenance orders. The entire process of material indenting, allotment, issue by stores and booking to the cost center is carried out through maintenance order only. Hence in O&M, creation of maintenance order is mandatory wherever expenditure is involved.

In this document, step by step procedure of creation of Material allotment order against material indent raised by field O&M wings is explained in detail with SAP screen shots.

STEP-1: Enter T-Code **ME21N** in the command field and click enter button.

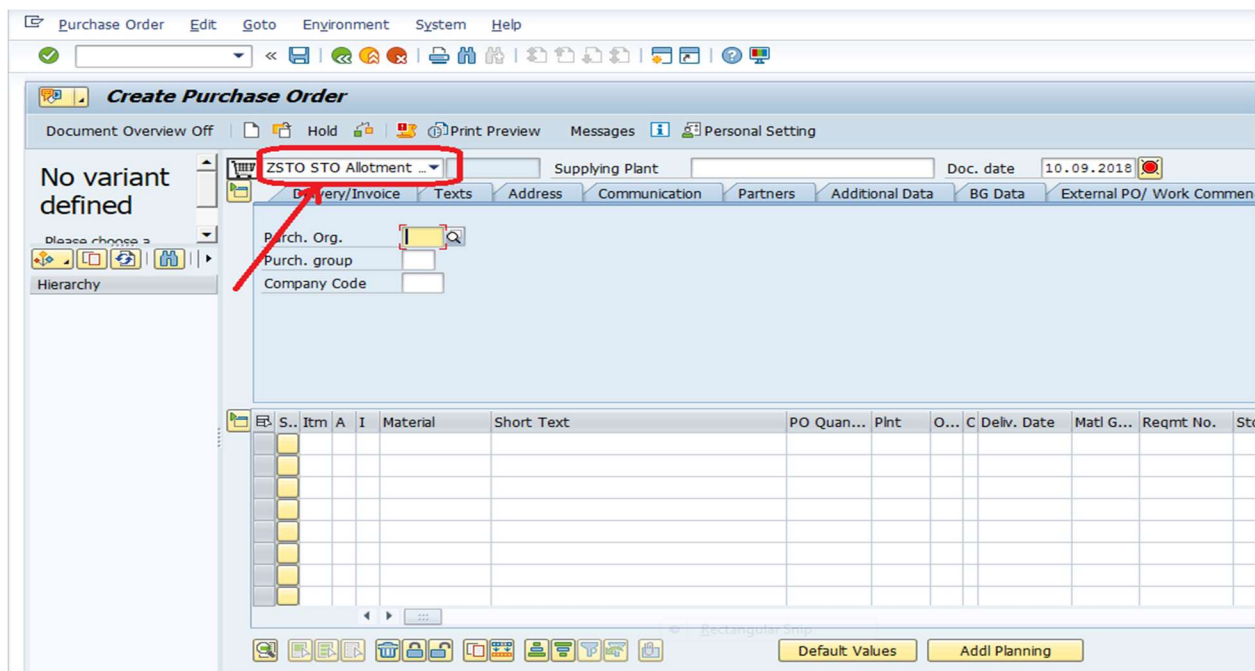


STEP-2: Click on **Document Overview On** as shown below.



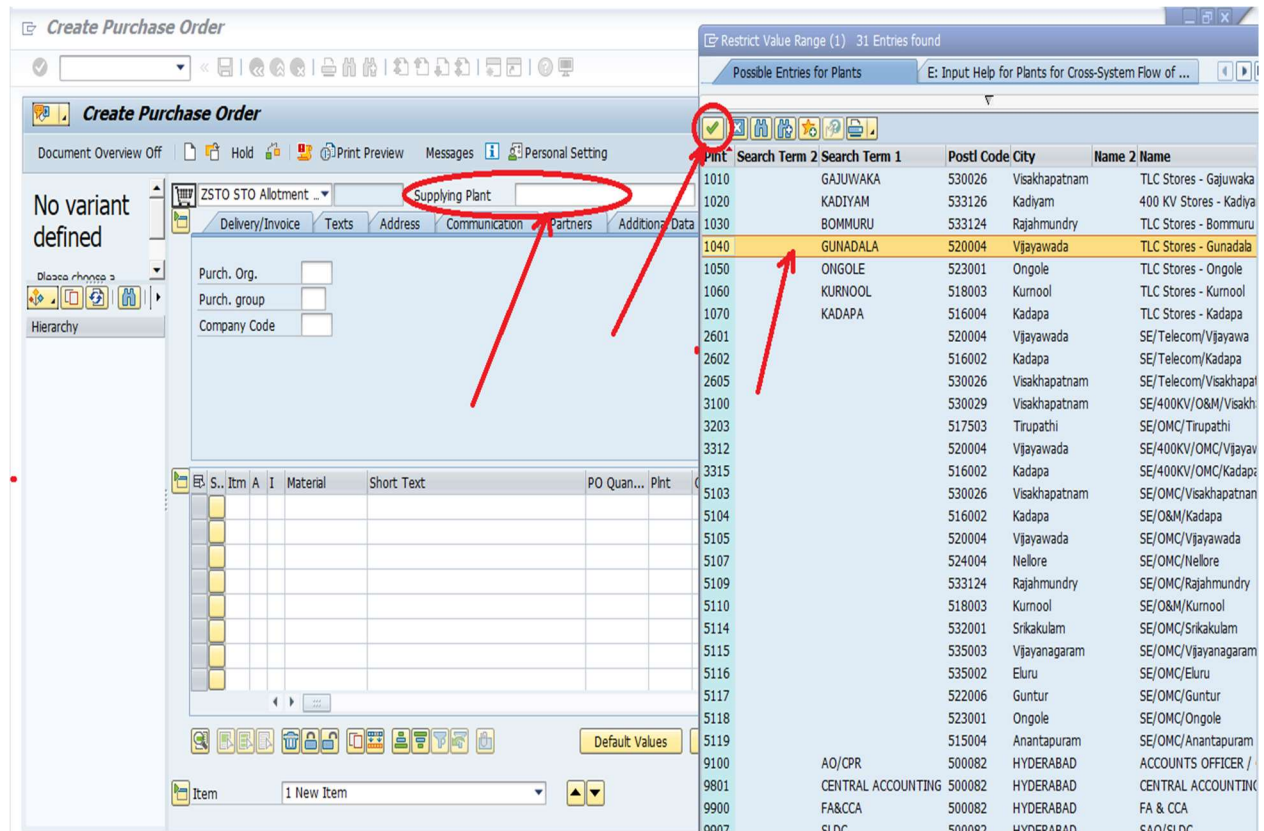
The screenshot shows the SAP 'Create Purchase Order' interface. At the top, the 'Document Overview On' button is highlighted with a red rectangle and a red arrow. Below this, the 'NB Standard PO' dropdown is visible. The main table has columns: S., Itm, A, I, Material, Short Text, PO Quan..., Pint, O..., C, Deliv. Date, and Net Price. The 'Item' field at the bottom shows '1 New Item'.

STEP-3: In the order type field, select **ZSTO Allotment order** as order type by selecting from down arrow.

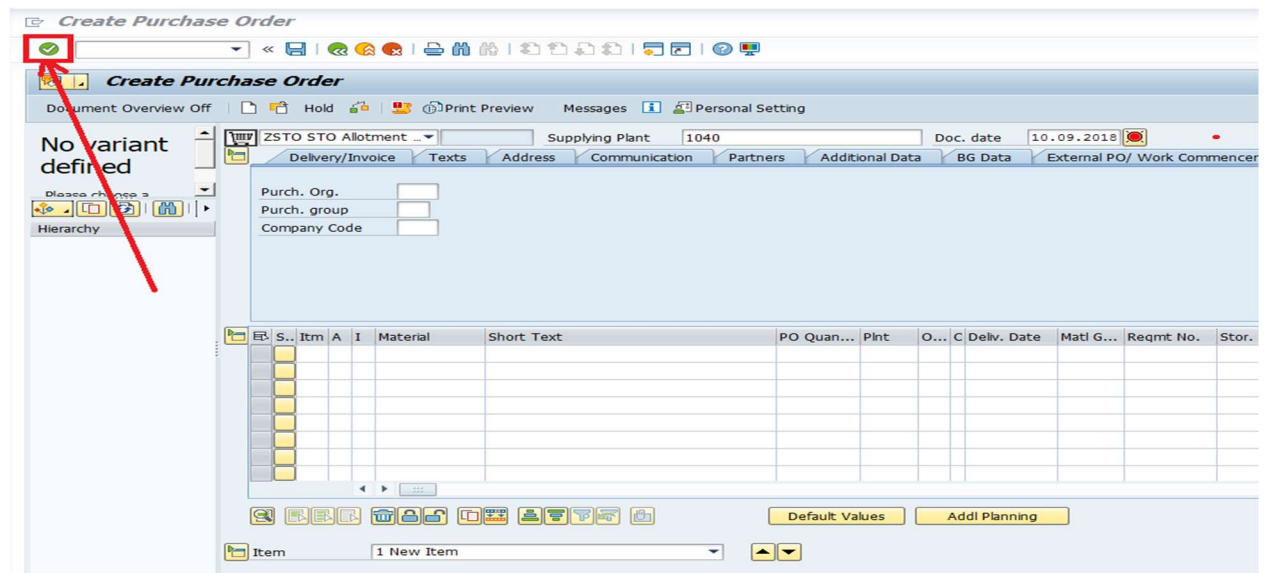


The screenshot shows the SAP 'Create Purchase Order' interface with the 'Document Overview Off' button. The 'ZSTO STO Allotment order' is selected in the order type field, highlighted with a red rectangle and a red arrow. The 'Supplying Plant' field is visible. The main table has columns: S., Itm, A, I, Material, Short Text, PO Quan..., Pint, O..., C, Deliv. Date, Matl G..., Reqmt No., and Stc. The 'Item' field at the bottom shows '1 New Item'.

STEP-4: Click the **search** button beside **Supplying plant** field as indicated below. In the search window opened select the central stores from where material is proposed to be allotted and click enter button as shown below.



STEP-5: Click **enter** button **create purchase order** screen as shown below.



STEP-6: Click search button beside **purchasing organization** field and select APTRANSCO from the list and click **enter** button as shown below.

Create Purchase Order

Document Overview Off | Hold | Print Preview | Messages | Personal Setting

ZSTO STO Allotment ... | Supplying Plant: 1040 TLC Stores - Gunadala | Doc. date: 10.09.2018

Delivery/Invoice | Texts | Address | Communication | Partners | Additional Data | BG Data | External PO/ Wor

Purch. Org. | Purch. group | Company Code

S... Itm A I Material Short Text PO Quan... Plnt O... C Deliv. Date Matl G... Reqm

Item: 1 New Item

Enter Purchasing Org.

Create Purchase Order

Document Overview Off | Hold | Print Preview | Messages | Personal Setting

ZSTO STO Allotment ... | Supplying Plant: 1040 TLC Stores - Gunadala | Doc. date: 10.09.2018

Delivery/Invoice | Texts | Address | Communication | Partners | Additional Data | BG Data | External PO/ Wor

Purch. Org. | Purch. group | Company Code

S... Itm A I Material Short Text PO Quan... Plnt O... C Deliv. Date Matl G... Reqm

Item: 1 New Item

Purchasing Organization (1) 2 Entries found

Restrictions

POrg Purch. org. descr.
0001 Einkaufsorg. 0001
1000 APTRANSCO

STEP-7: Click **search** button beside **Purchase group** field. From the list displayed, select purchase group of allotment authority from the list and click enter button as shown below.

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Purch. Org.' field is set to '1000' and 'APTRANSO'. The 'Purch. group' field is highlighted with a red circle and a red arrow pointing to it. The 'Company Code' field is empty. The 'Delivery/Invoice' tab is selected. The 'Item' table is empty. The 'Item' dropdown at the bottom shows '1 New Item'.

The screenshot shows the SAP 'Create Purchase Order' (ME21) transaction. The main window displays the 'Purchase Order' data, including 'Purch. Org.' (1000), 'Purch. group' (), and 'Company Code' (). The 'Restrictions' tab is active, showing a list of items. A red arrow points to the 'Restrictions' tab, and another red arrow points to the 'A1-D1-SE-CE/TRANS' item in the list. The left sidebar shows the 'No variant defined' message and the 'Hierarchy' button. The top bar includes the 'Create Purchase Order' title and various navigation icons.

STEP-8: Click on **search** button beside company code field and select **3000 APTRANSCO** from the list and click **enter** button as shown below.

The screenshot shows the SAP 'Create Purchase Order' interface. The 'Purch. Org.' is set to 1000 (APTRANSCO) and the 'Purch. group' is 141 (A1-D1-SE-CE/TRANS). The 'Company Code' field is empty, and the search icon next to it is circled in red with an arrow pointing to it. The 'Delivery/Invoice' tab is selected. The 'Item' field shows '1 New Item'.

The screenshot shows the same SAP 'Create Purchase Order' interface, but with the 'Company Code' search list open. The list displays various company codes, with '3000 APTRANSCO' highlighted. A red arrow points to this entry. The 'Company Code' field in the background is circled in red. The 'Delivery/Invoice' tab is still selected. The 'Item' field shows '1 New Item'.

STEP-9: Click **selection variant** button as indicated below and click on **purchase requisitions** in the list.

STEP-10: In the **Requirement tracking number** field, enter the **maintenance order** number in which material is indented by the O&M field wing, and click execute button as indicated below.

STEP-11: The PRs towards material indents created in maintenance order indicated in the above screen shot would be populated in the **create purchase order** screen. In the present example, **PR no: 7000007993** is displayed as shown below. Select the PR and click adopt button as indicated below.

Create Purchase Order

Document Overview Off | Hold | Print Preview | Messages | Personal Setting

ZSTO STO Allotment ... | Supplying Plant: 1040 TLC Stores - Gunadala | Doc. date: 11.09.2018

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | BG Data

Purch. Org.: 1000 APTRANSCO
Purch. group: 141 A1-D1-SE-CE/TRANS
Company Code: 3000 APTRANSCO

S...	Itm	A	I	Material	Short Text	PO Quan...	Plnt	O...	C	Delv. Date	Matl G...

Default Values | Addl Planning

Item: 1 New Item

STEP-12: The details of material indented in PR would be updated in the Create PO screen as indicated below.

Create Purchase Order

Document Overview Off | Hold | Print Preview | Messages | Personal Setting

ZSTO STO Allotment ... | Supplying Plant: 1040 TLC Stores - Gunadala | Doc. date: 11.09.2018

Delivery/Invoice | Conditions | Texts | Address | Communication | Partners | Additional Data | BG Data | External PO/ Work Commencement | Org. Data

Purch. Org.: 1000 APTRANSCO
Purch. group: 141 A1-D1-SE-CE/TRANS
Company Code: 3000 APTRANSCO

S...	Itm	A	I	Material	Short Text	PO Quan...	Plnt	O...	C	Delv. Date	Matl G...	Reqt No.	Stor. Location	Batch	Requisitioner	IM Mater
	1			10001381	220KV 1600 A 40KA SF6 CB WITH ACCE...	2	SE/OM...SET D	07.09.2018			CBS abo...	100000891	220KVChilakallu		Central 01	

Default Values | Addl Planning

Item: 1 [1] 10001381, 220KV 1600 A 40KA SF6 C...

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Account Assignment | Texts | Delivery Address | Confr...

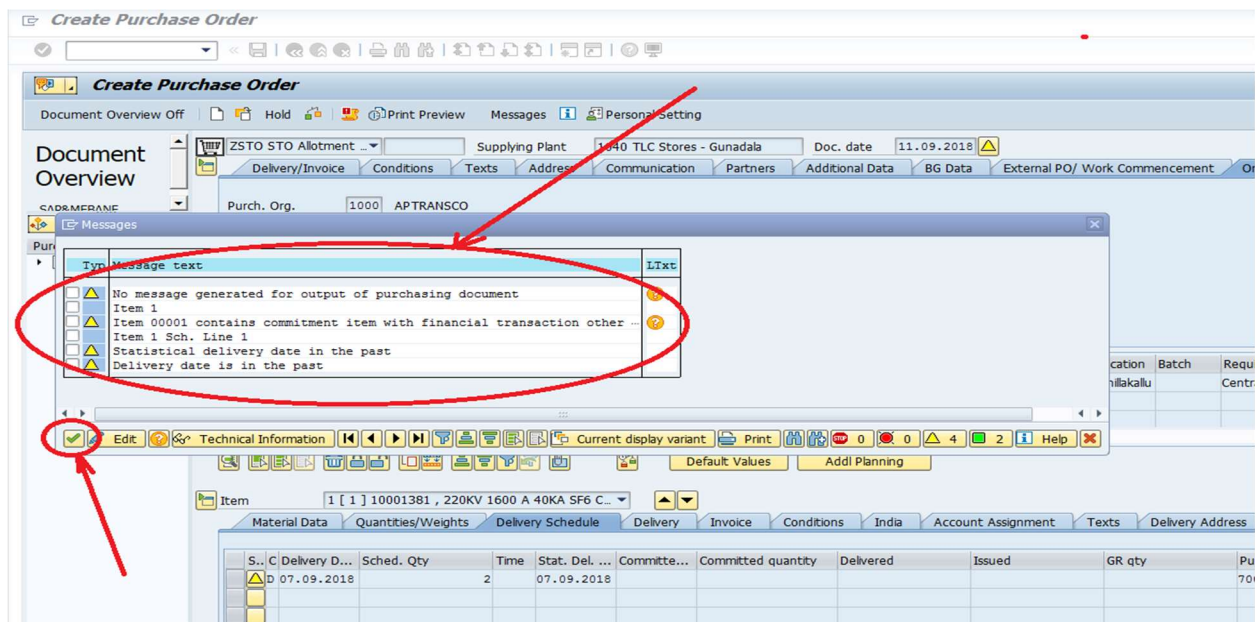
Title: SE/OMC/Vijayawada
Name: SE/OMC/Vijayawada

Address details

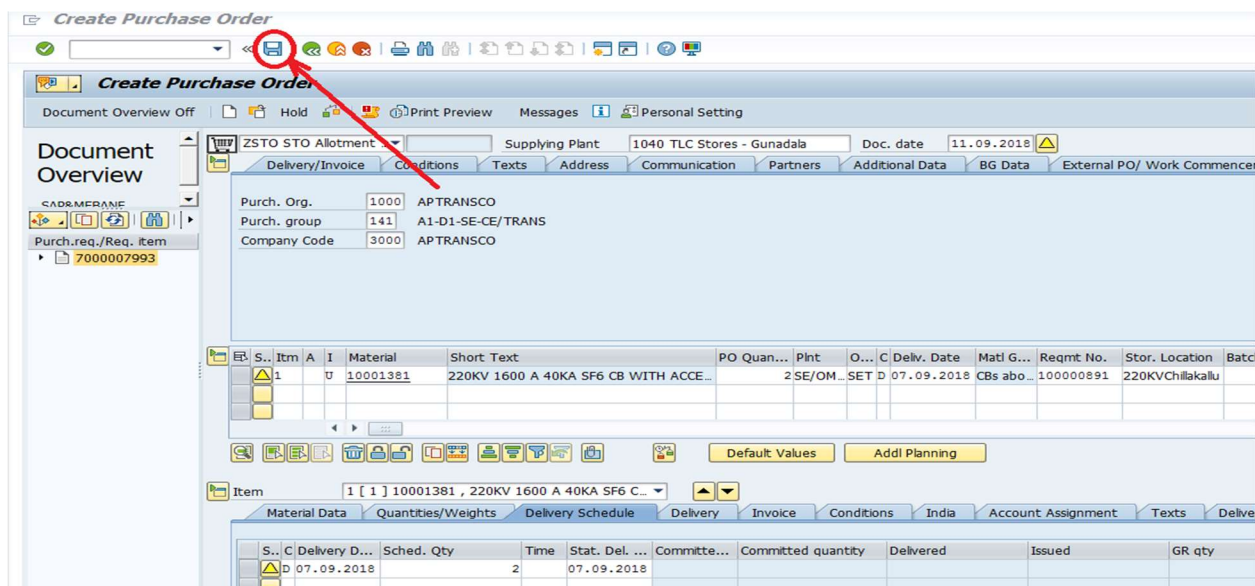
In case the allotment authority wishes to modify the quantity i.e reduce the allotment quantity than indented quantity, the same can be made here. But the indented quantity cannot be increased. Click **check** button as shown above, in order to check whether there are any errors in the allotment order.

STEP-13: It may be noted that messages displayed by the system are only warning messages since they are only yellow messages and not Red messages. Hence the allotment order can be saved as it is.

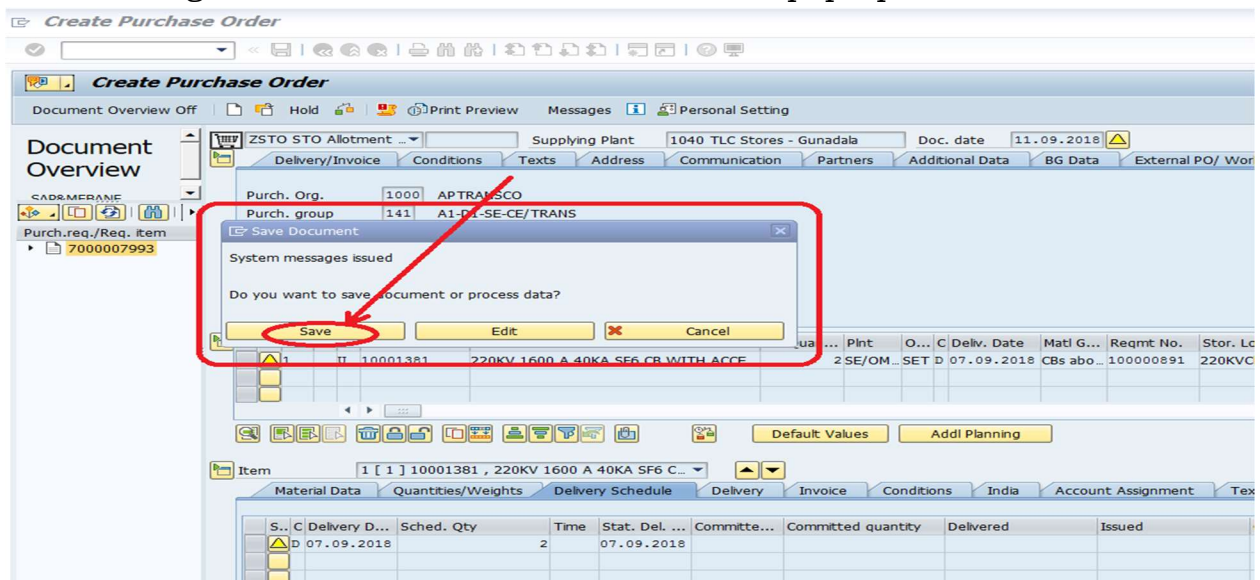
Click **enter** button as shown below in the messages window as indicated below.



STEP-14: Now click **save** button as shown below.

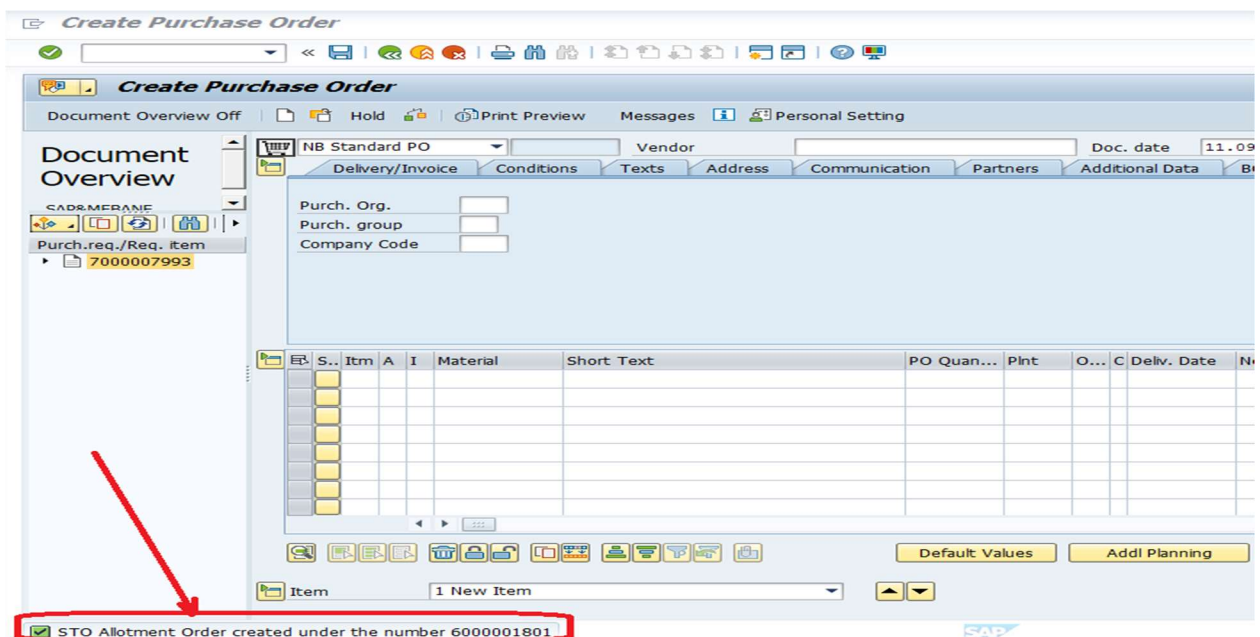


STEP-15: Again click **save** as shown below in the pop up window.



STEP-16: Now the allotment order is created. In the status bar, system displays allotment order number. It may be noted that allotment order **6000001801** is created in the present case, as shown below.

Note:- The allotment order number and out bound delivery document which would be automatically created by system would be updated in the **Other details/Enhancements** tab of maintenance order (i.e **order no: 100000891**) in the present case.



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