



## **TRANSMISSION CORPORATION OF TELANGANA LIMITED**

Sub: TSTRANSCO – Integration of the process of preparation of Project/R & M Estimates and Tender Schedules in SAP ERP System — Orders Issued.

TOO: (CE/IT). Ms. No. 941

Date: 05/01/2021

1. Necessary developments and improvements have been made in the SAP ERP System for deeper integration of SAP ERP System with TSTRANSCO Business processes so as to enhance the overall efficiency and to gradually reduce the manual transactions.
2. All the concerned HODs were instructed to prepare future project estimates in the SAP ERP with effect from 01/12/2020, as the formatting in SAP Purchase Requisition print forms in the shape of Tender Schedules is done to eliminate discrepancies between the approved estimates and the Tender Schedules.
3. For effective usage of the above developments, the following instructions and the procedures are herewith issued to ensure smooth business transactions through the SAP ERP System:
  - (a) Creation of SAP Purchase Requisition (PR) document shall be a mandatory pre-requisite for turnkey/Non-turnkey projects for creation of SAP Purchase Orders (PO) for materials and services respectively.
  - (b) SAP PR Print shall be mandatorily used as the tender schedule, in the tendering process for tenders contemplated with effect from 31/01/2021.
  - (c) Tender schedule Prints through PR shall not be mandatory in case where a single material/service PO is proposed to be placed against multiple Purchase Requisitions.
  - (d) In case of proposals for procurement of materials for maintaining as spare stock, manual PRs shall be generated directly at Circle level so as to avoid unnecessary consumption of budget when the PRs are generated by the field Engineers. Requests from the field engineers for procurement of any spare materials is to be made in conventional method i.e., outside the SAP System.

- (e) Cost Data rates for materials/services shall be rounded off to nearest Rupee if the unit rate is less than Rs. 1000 and to nearest 10 Rupees if the unit rate is more than Rs. 1000. Cost data tables shall be updated in the SAP System accordingly.
- (f) In case of any difference in the measurement units of materials/services as per SSR/ approved cost data and the corresponding Masters in SAP, **the units in the SAP system shall be used for estimation, tendering and in the PO with appropriate conversion wherever possible.** Future SSR and material cost-data proposals shall be circulated based on SAP material and service masters only to avoid incompatibility. The SSR issuing authorities shall amend the SSRs suitably to be consistent with the SAP material/service masters.
- (g) Rounding-off differences of not more than Rs. 100 in between the total estimated value computed manually and through the SAP system shall be ignored at the time of scrutiny of Estimates.
- (h) In case of all turnkey projects, miscellaneous materials required such as of earth-mat (MS/GI Flat/rod etc.), Bus (Clamps, connectors etc.) or other plant and machinery involving numerous consumable materials shall be included in a separate schedule in the materials PO and the Services PO shall contain purely service items. Accordingly, the consumable materials are to be necessarily included in a separate schedule in the estimate stage itself.
- (i) Supply of quantities of all consumable materials by the contractor shall be based on approved Erection Key Diagram (EKD). The PO placing authorities shall ensure whether the required settings are made in the SAP PO to facilitate Goods Receipt and generation of Form-13 against the PO instead of Dispatch Instruction for said materials.
- (j) Only SAP approved BoM shall be communicated to the Vendor. Multiple BoMs weights for the same structure and shall be strictly avoided. In case of any new version with a different weight is proposed for procurement against an existing BoM in SAP, **the new version of BoM shall be got approved by the design wing before forwarding to Core Team for creation in the SAP System.**
- (k) Wherever the towers/SS structures/Monopole structures are proposed for procurement including design, testing and fabrication, the same shall be used for subsequent projects to avoid multiple and redundant versions of the same type of towers/structures. The

Order Placing authorities shall communicate the already approved Bill of Materials (BoMs) to the vendors of the subsequent turnkey projects for fabrication and supply.

- (l) Individual items in the mandatory spares for the equipment such as Circuit breakers, Isolators etc., shall be shown as separate items at the time of estimation through SAP Easy Cost Planning (ECP) or Plant Maintenance Order (PMO). In case of any individual spare item for which estimated rates are not readily available, break-up rates shall be obtained from the Vendor of the latest PO. The existing single material codes indicating a set of mandatory spares shall not be used in the ECP templates or new tenders proposed to be floated after 31/01/2021.
- (m) The Divisional Engineer/Construction & Divisional Engineers/Maintenance shall ensure that the physical progress of on-going are updated in the SAP System on daily basis to avoid delays in reporting on the progress of works to the headquarters.
- (n) The O&M estimates shall also be prepared only through the SAP Plant Maintenance Orders (PMO) and the print of the same shall be submitted for sanction of estimate by the competent authority.
- (o) All inspection of materials at works against POs placed from headquarters shall be mandatorily routed to the Quality Control wing by creating an Inspection Lot in SAP System. QC Inspecting authority shall have to issue Dispatch Instructions after satisfactory completion of inspection if the inspected quantities are within the limits of PO quantities. In case of the quantities are beyond PO quantities, the concerned Divisional Engineer shall issue conventional Dispatch Instructions outside the SAP for the total inspection quantity.
- (p) Considering the practical difficulties and connectivity issues in using the SAP Work Clearance Management System (WCMS), the separate user IDs issued for each of the Substations for use by the shift engineers shall be re-assigned to the concerned Construction/Maintenance Engineers who are dealing with procurement activities for entitling authorization, control and processing of vendor bills without admitting delays.
- (q) Creation of PMOs is mandatory for all maintenance activities including usage of materials from existing stock and for those involving services to be supplied by a Vendor including expenses incurred against temporary advance also.

- (r) The Chief Engineer/Power System shall issue charging instructions and the Chief Engineer/SLDC shall issue clearance for charging of new network elements only if the new Functional Locations and Equipment IDs are created in the SAP System.
  - (s) The Executive Engineer/Construction shall ensure the Functional Locations and Equipment IDs of the newly commissioned lines/substations/Bays/Equipment/Buildings in the SAP ERP System duly furnishing necessary data to the Core Team before handing over the same to the concerned Divisional Engineer/O&M. The Divisional Engineer/O&M shall hold the responsibility to ensure that, the newly commissioned assets are updated in the SAP ERP System in full shape before taking over from the construction wing. The SAP Equipment IDs have to be mandatorily painted on the equipment before the substation is handed over to O&M Wing by the concerned Executive Engineer/Construction.
  - (t) Issues arising due to non-compliance of the above instructions shall **not** be posted on the ESS portal for resolution by the Core Team. Instead, the concerned HoDs at the headquarters shall address the Chief Engineer/Information Technology for taking necessary action to resolve the issue.
  - (u) Exceptions to the above mandatory requirements shall be permitted by the CE/IT until 31/05/2021 on a case to case basis to facilitate handling of technical issues that may arise during the transition period and to ensure uninterrupted continuation of the business processes.
4. **These Orders are issued with the concurrence of the Joint Managing Director vide No. 4662 dated 11/12/2020.**
  5. These Orders are also available on TSTRANSCO website and can be accessed at the address <http://www.tstransco.in>

**BY ORDER AND IN THE NAME OF  
TRANSMISSION CORPORATION OF TELANGANA LIMITED**

**SD/-  
D. PRABHAKAR RAO  
CHAIRMAN MANAGING DIRECTOR**

To:

The Executive Director (Finance)/ TSTRANSCO/VS/Hyderabad


The Chief General Manager/HRD/TSTRANSCO / VS / Hyderabad

The Chief Engineer/LIS/TSTRANSCO / VS / Hyderabad.  
 The Chief Engineer/400 KV/VS/Hyderabad.  
 The Chief Engineer/Construction /TSTRANSCO / VS / Hyderabad  
 The Chief Engineer/ PR & LIS/ TSTRANSCO / VS / Hyderabad.  
 The Chief Engineer / P&MM/ TSTRANSCO / VS/Hyderabad.  
 The Chief Engineer / Transmission /TSTRANSCO / VS / Hyderabad.  
 The Chief Engineer/ Civil / TSTRANSCO / VS / Hyderabad.  
 The Chief Engineer/ Telecom / TSTRANSCO / VS / Hyderabad.  
 The Chief Engineer/Metro Zone/TSTRANSCO/Hyderabad.  
 The Chief Engineer/Rural Zone/TSTRANSCO/Hyderabad.  
 The Chief Engineer/Warangal Zone/TSTRANSCO/Warangal.  
 The Chief Engineer / Karimnagar Zone/ TSTRANSCO / Karimnagar.  
 The Chief Engineer/400 KV/Warangal.  
 The Chief Engineer / SLDC/ TSTRANSCO / VS/Hyderabad.  
 The Chief Engineer / Power Systems/ TSTRANSCO / VS / Hyderabad  
 The Chief Engineer/ Comml. & RAC / TSTRANSCO / VS / Hyderabad.  
 The Chief Engineer/ Comml./TSPCC / TSTRANSCO / VS / Hyderabad.  
 The FA & CCA (Accounts & CFO) / TSTRANSCO / VS / Hyderabad.

**Copy Submitted to:**

PS to The Director/Transmission, TSTRANSCO/VS/ Hyderabad  
 PS to The Director/Projects, TSTRANSCO/VS/ Hyderabad  
 PS to The Director/LIS, TSTRANSCO/VS / Hyderabad  
 PS to The Director/Grid Operation, TSTRANSCO/VS / Hyderabad  
 PS to The JMD(Finance, Comml.& HRD)/ TSRANSCO/VS/Hyderabad  
 PS to The Chairman & Managing Director, TSRANSCO/VS/Hyderabad

// FORWARD BY ORDER //

  
 05/01/2021  
 DIVISIONAL ENGINEER/SAP-MM

(O/o. Chief Engineer/IT)