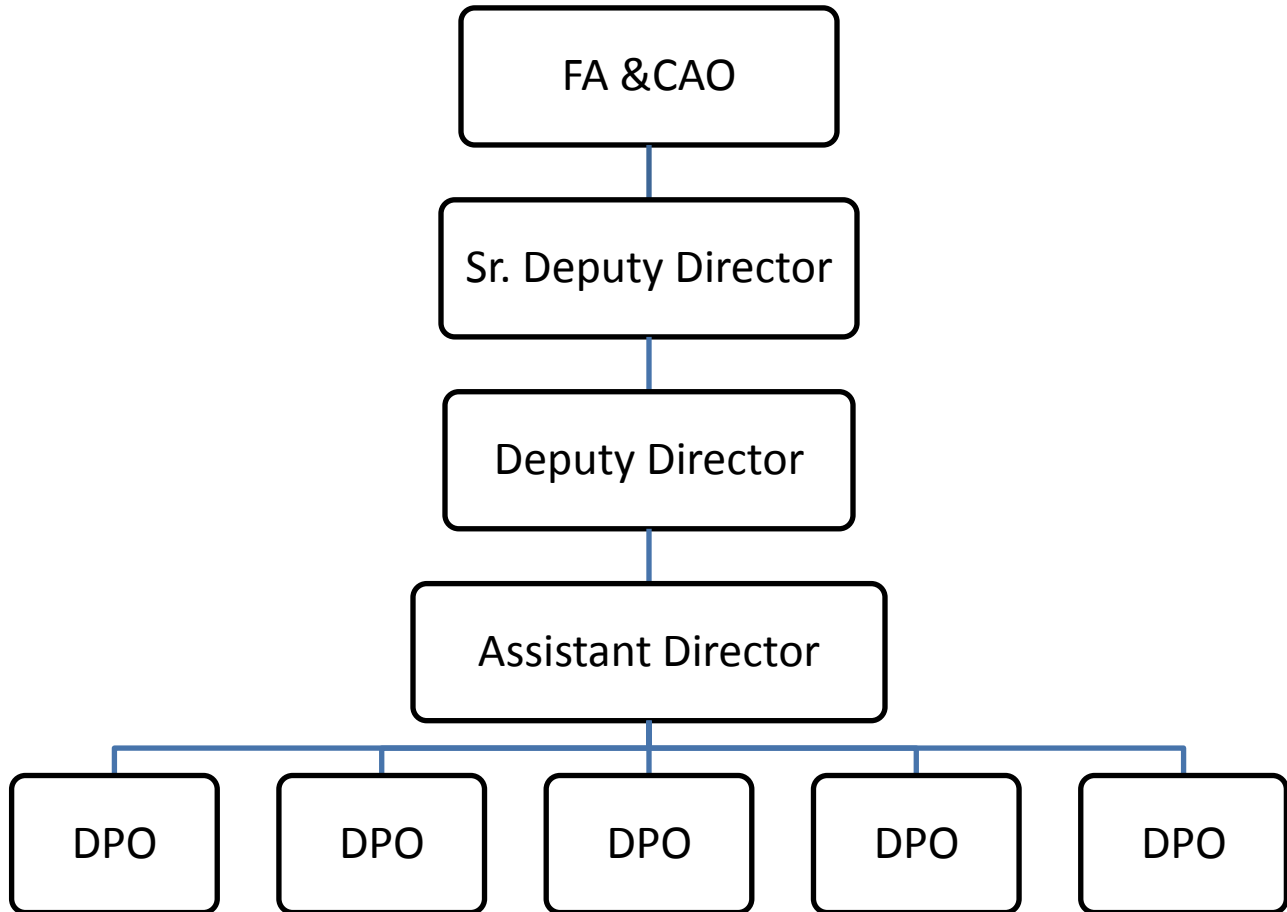


1. INTRODUCTION

EDP section (Electronic data processing) is section functioning under Finance department. FA & CAO is the Head of the department and Sr. Deputy Director is the Section head. EDP is responsible for procurement/maintenance of IT equipments, providing network and security measures and also implementation of softwares for automation of the process carried out at each department of VOC Port. EDP is also responsible for maintaining website www.vocport.gov.in to provide information of VOC Port, providing email ids for the officials/staffs, trouble shooting activities in ERP system etc. EDP plays the major role in IT activities by providing seamless service through 24x7 hours service.

2.ORGANISATION CHART



3. ACTIVITIES OF EDP

The list of activities carried out in EDP is as below.

1. Networking and Securities
2. Procurement Process
3. Annual maintenance process
4. Payments for the contractors/suppliers
5. Shift duties
6. Hardware and software ticketing system
7. Updating website and intranet
8. Activities in ERP Modules
9. Activities in PCS
10. Internal/External email id creation and maintenance
11. ISO Activities
12. Training

4. Manuals

4.1. IT Infrastructure

4.1.1. Security of Information Infrastructure and Network

The core IT infrastructure and network Infrastructure is hosted at Server room in Admin Office of VOC Port which is managed by the EDP department. The servers are hosted at data center at EDP. A backup network at Critical Locations is also in place through RF Link. The users of these IT services are spread across various locations within Port area Medical department, Zone B, Wharf arera,Civil/Electrical Maintenance office etc.

VOC Port is connected through 48 core fiber optic cable star network backbone with 1 Gbps capacity. Core L2 switch hosted at Data Centre. The backbone is connected with other network equipment's such as switches. Structured cabling is done at certain locations of VOCPT which is connected to the backbone network. Through OFC VHF and UHF Communication systems are utilized by Vessel Traffic Management system, Marine department as well as CISF/Security.

Wi-Fi links for connectivity between CCTV camera's installed across the port locations with the CCTV IT Infrastructure hosted at VOC Port. As a Backup VOCPT has recently installed Wi-Fi connectivity at Critical locations.

Firewall is installed by VOCPORT to protect internal network from intruders, hackers and malicious code. This firewall acts as a barrier between the cyber space and the server room. The firewall filters these packets to see if they meet certain criteria set by a series of rules, and thereafter blocks or allows the data. The traffic at the firewall is filtered based on port no's allowed in the rule set at the firewall. The traffic coming from external network is being filtered at the firewall and then allowed access to the server room.

Symantec End point Suite Enterprise edition antivirus has been installed on all IT systems at VOC Port. The antivirus server is being hosted at EDP center. Any updates to the antivirus signatures are being pushed from the central server to all the system's connected with the antivirus server hosted in the server room. The antivirus currently checks for Anti-Malware and Anti-Spyware automatically. The EDP team ensures that the antivirus is installed on any new system before connecting it to the network. VOCPORT is presently carrying security audit to understand the gap and accordingly have planned to upgrade the System, Application and Network. The essential hardware and software is being proposed to be upgraded to meet the requirement on a continuous basis with respect to adequacy of existing antivirus software, current developments in cyber security and reliability and adequacy of new system in the market .

4.1.2. Implementation of Security Guidelines issued by Nodal Ministry and agencies like CERT-In

VOCPORT is regularly implementing the Security Guidelines and advisories both with respect to cyber and physical security issued by respective nodal Ministry, CERT-In, NCIIPC from time to time. However, the policies and Procedures developed as part of ISMS is being implemented.

4.1.3 Audit and Assurance

VOCPT has undertaken comprehensive System security audit by Cert-in Empanelled auditors and also has done IT Environment Assessment of the entire IT infrastructure including Local Area Network and Wide Area Network by independent auditor to discover the gaps with respect to best security practices and take appropriate corrective actions Presently, we are carrying IT infrastructure security audit to identify the gap for further enhancement. As per our security, we shall carry regular audit once in a year to assess and maintain the acceptable security posture.

4.1.4. Security Training & Awareness

All employees of the organization and, where relevant, contractors and third party users should receive appropriate awareness training and regular updates in organizational policies and procedures, as relevant for their job function.

Awareness training should commence with a formal induction process designed to introduce the organization's security policies and expectations before access to information or services is granted.

Ongoing training should include security requirements, legal responsibilities and business controls, as well as training in the correct use of information processing facilities e.g.

- Latest Technologies and threats
- Implementation of Security Policy
- Physical Security Procedures
- Access Control Procedures
- Use of Licensed Software Packages
- Malicious code and Botnets and their prevention
- Reporting and mitigation of incidents
- Cyber Crisis Management

The security awareness, education, and training activities should be suitable and relevant to the person's role, responsibilities and skills. Training to enhance awareness is intended to allow individuals to recognize information security problems and incidents, and respond according to the needs of their work role. Levels of training viz., awareness, enhancing functional performance relating to security, segment to be covered for each level , scope of training and periodicity may be covered in a separate handbook to be referred to.

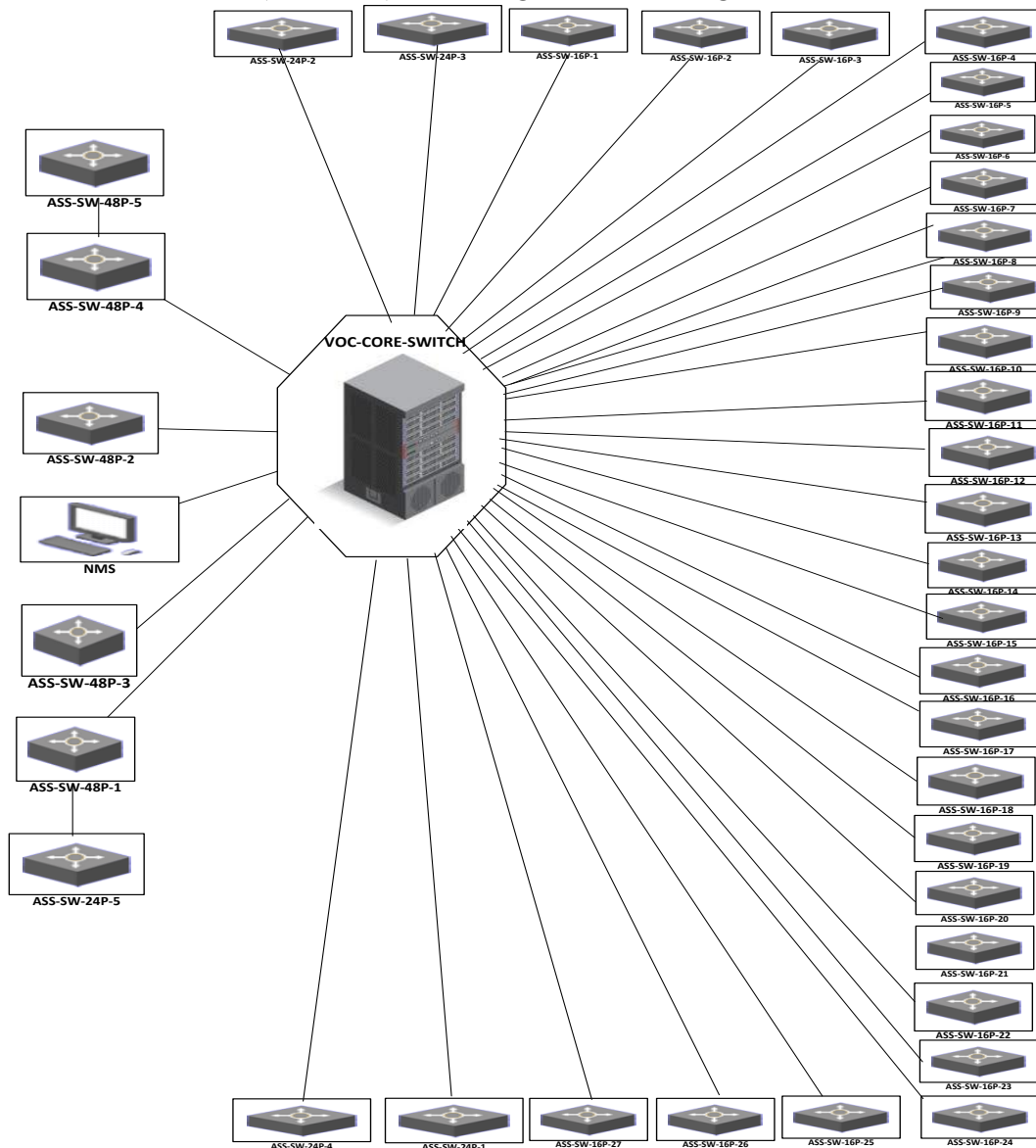
4.1.5. Design & configuration guidelines

4.1.5.1 Design of Core Switches

- Core Switch HP 10512, Access Switches HP 5120-48G, HP 5120-24G, HP 5120-16G switches.
- Trunk links from core to Access Switches
- Core Switch HP 10512 Core Switch will also being used to connect I st floor Users and internal servers

4.1.5.2. Physical Connectivity

- One gigabit link in trunk from VOC-CORE-SW (HP 1051) to each Access Switches
- A Dedicated Vlan (VLAN 20) is configured to Manage all Network Devices

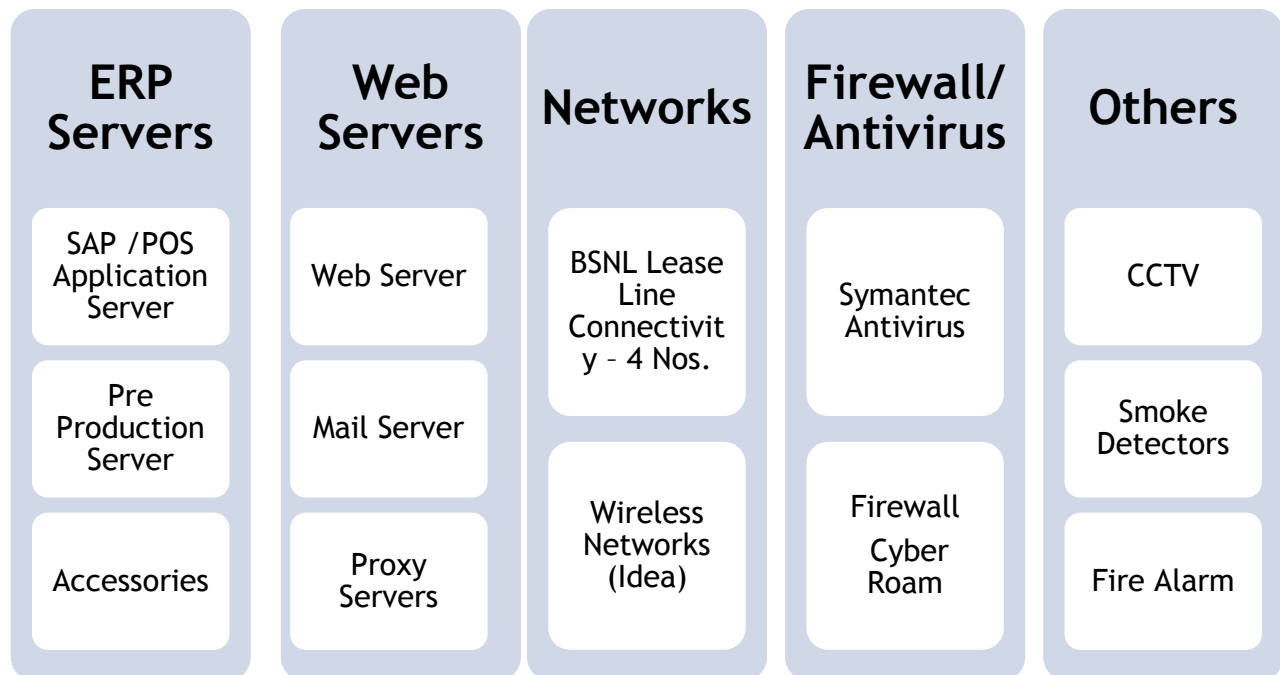


4.1.5.3 Management of IP Configuration

Management IP has to be assigned to all the switches. Suitable IP from “Network Management” Subnet category should be identified for each switch after approval & consent from customer. Suitable gateway from management subnet should be obtained from customer and configured on all the switches

4.1.6. Hardware/Software Details

4.1.6.1. Hardware and Server details



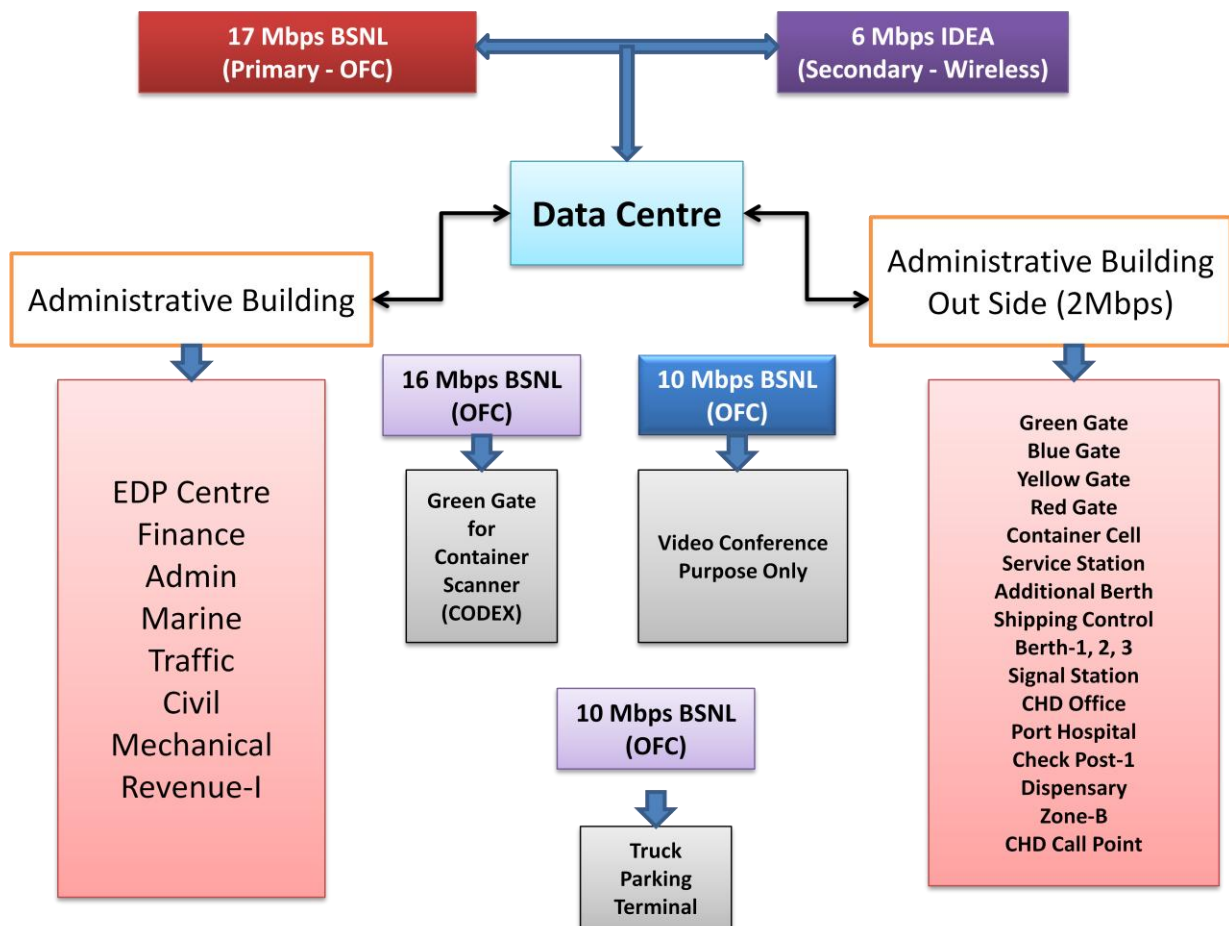
4.1.6.2. Details of ERP Servers and Web Servers

Production Servers	Pre Production Servers	Accessories
<ul style="list-style-type: none"> • Database Server • Application Server • GIS Server • POS Server • Proxy Server • Web Server • Backup Server 	<ul style="list-style-type: none"> • Development Server • QA Server • Database Server • Application Server 	<ul style="list-style-type: none"> • Tape Library • SAN Storage Box • SAN Switch • 1GB E LAN Switches • Rack, KVM

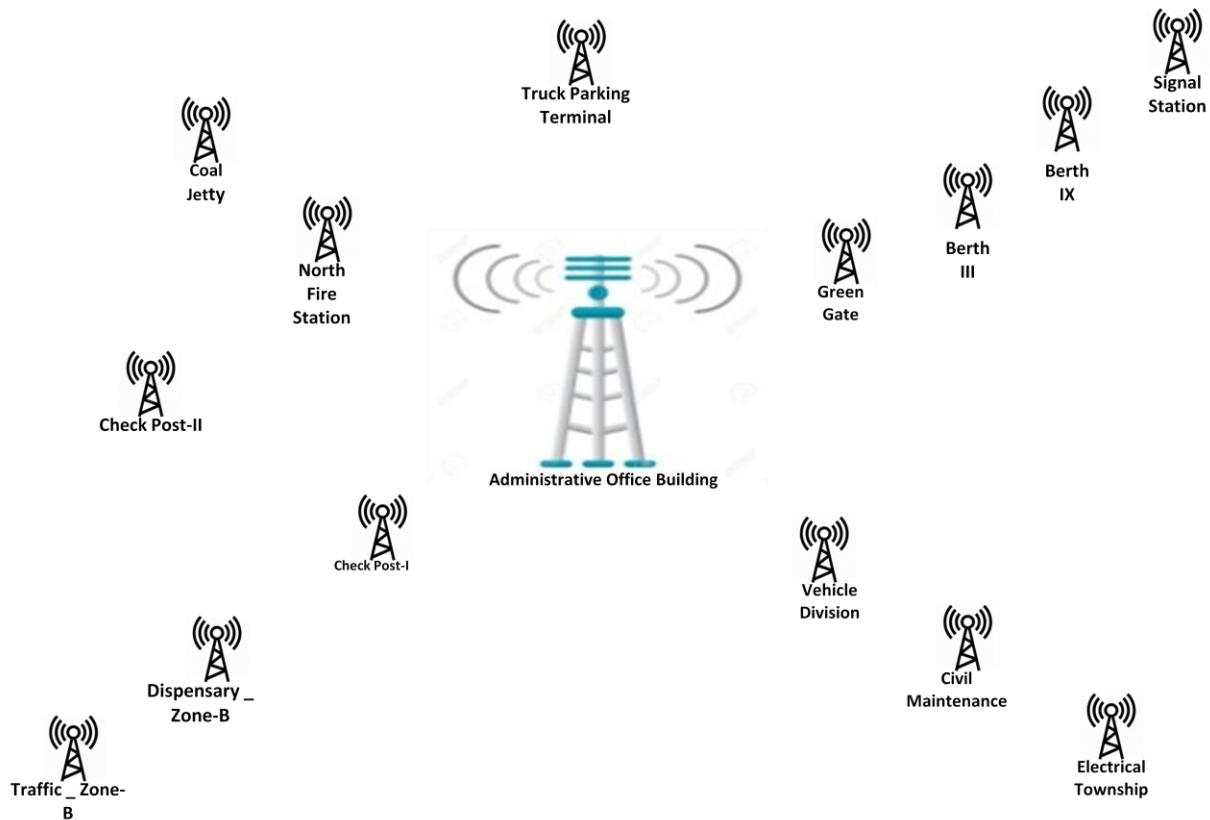
4.1.6.3. Internet and Wireless Connectivity

Internet Connectivity	
17 MBPS Line	<ul style="list-style-type: none"> • Provided by BSNL • Admin Office (HOD, Dy. HODs & All important location like Cash section, Berthing cell etc)
10 MBPS Line	<ul style="list-style-type: none"> • BSNL • Video Conference
16 MBPS Line	<ul style="list-style-type: none"> • BSNL • Codex (Container Scanner)
10 MBPS Line	<ul style="list-style-type: none"> • BSNL • Truck Parking Terminal
6 MBPS Line	<ul style="list-style-type: none"> • IDEA Network for Office Use
Wireless Connectivity	
Wireless Network	15 locations including Truck Parking Terminal

V.O.C Port Trust Network Block Diagram of OFC



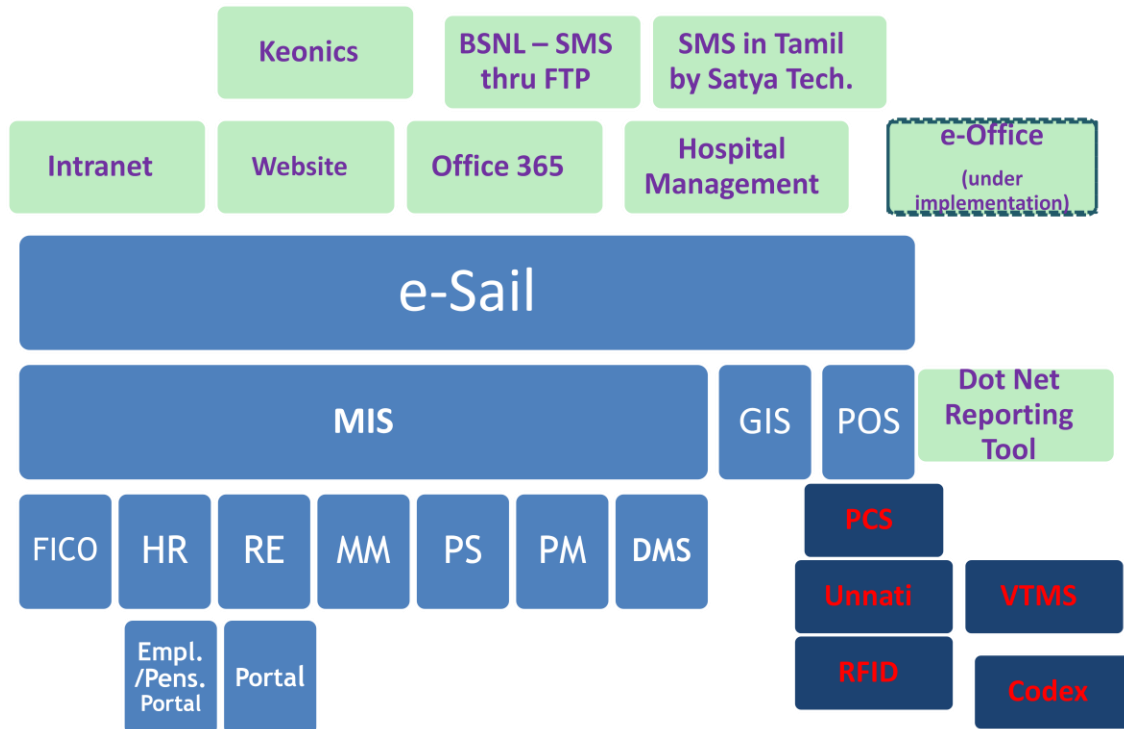
V.O.C Port Trust Network Block Diagram of Wireless(RF) for 15 Locations



4.1.6.4. Softwares Used in VOC Port

- **Operating System Details**
 - Linux - SUSE Linux Ent. Server
 - Windows 2008 R2
 - HP UX 11 i (Bundles with servers, Production and Pre production)
- **Other Softwares**
 - RDBMS Oracle 11g
 - Mail Server with 100 user
 - HP Data Protector 6.11 (Backup server)
 - Antivirus - Symantec End Point V 14
 - Visual Studio 2017
- **Software Licenses**
 - SAP - 180 Users License
 - POS - OEM Product with 100 User License
 - GIS License

Block diagram of Softwares at VOC Port



Name of the software	Description
e-Sail	ERP System implemented with following sub module <ul style="list-style-type: none"> ○ Finance (FICO) ○ Human Resource (HR) ○ Real estate (HR) ○ Materials (MM) ○ Projects (PS) ○ Plant Maintenance (PM) ○ Document Management (DMS) ○ GIS ○ Port operation (POS) etc.
PCS	Port community System implemented by Indian Port association (IPA)
Unnati	A portal used by IPA for viewing the performance of Port on Vessel movement, Traffic handled, Financial parameters etc.
VTMS	Vessel Traffic management system used by Marine department to track the vessel movements
RFID	Truck movement system using RFID scanning
CODEX	Container Tracking system used by CFS (Container Freight Stations)
Hospital Management system	Used by Port Hospital and Dispensary

Office 365	External mailing system (vocport.gov.in)
BSNL SMS	Sending SMS for Vessel movements
Tamil SMS	Sending SMS in Tamil language to Port employees

4.2. Procurement process

Process No : EDP-002-001

Purpose : EDP procures the IT equipments like PC, Printers, Scanners, UPS, Laptops, Softwares for Operational activities in each department, software tools for security etc. The procurement process involves the procedure followed for procurement as per followed in procurement of materials followed by MEE Department based on e procurement procedure using authorized tendering wizard in the Port

Responsible Officer : DPO

Reviewing Officer : Sr.DD

Steps :

1. Call for budgetary offer/Tender is published in website (www.vocport.gov.in) and also sending emails to the registered vendors. Time line for submission of budgetary offer is 5 to 7 days
2. Budgetary offer/tender received are opened on a fixed date in presence of Sr.DD, Project Officer of EDP and one Officer of Finance department as per office order issued by FA&CAO or any authorized Officer of Finance Department.
3. Comparative statement is prepared and the estimate is created in SAP MM Module. (Screenshot enclosed - Annexure-Proc-1)
4. Submit the estimate to Finance department along with the SAP document number for Financial Concurrence before submitting the file for administrative approval of Competent Authority as per DOP>
5. On approval by competent authority, Tender Document complying with the procedures as per CPWD Manual read with General Financial Rules and taking into account the guidelines /directions of MOS, GOI, Vigilance Department of the Port and Central Vigilance Commission (CVC) is prepared and got approval from HOD/other competent authority.
6. Tenders value more than Rs.2 lakhs are called through e-tender wizard/Keonics and tenders less than Rs.2 lakhs are called through Port website (www.vocport.gov.in) as a Quotation/Tender. Time line for submission of tender 15 days or as specified by extant orders based on CPWD Manual with the approval of Competent authority issued by Civil Engineering Department/ Mechanical and Electrical Engineering (MEE) Department

7. Tender/Quotation is received are opened on a fixed date in presence of Sr.DD/DD/AD and DPO along with one representative of Finance Department with respect to office order issued by Finance Department from time to time.
8. Comparative statement is prepared and sent for scrutiny by concerned Accounts Officer (Gr I/Gr II)/Sr.AO/DCAO/Sr.DCAO/FA&CAO with respect to value of tender of Finance Department
9. The Comparative Statement after scrutiny by Finance Department along with Note to Tender Committee prepared by EDP Department with the approval of Sr.DD (EDP) will be submitted to Tender Committee for evaluation and finalisation of tenders as per extant procedure as per CPWD Manual and General Financial Rules competent authority for approval as per extant DOP.
10. Standing tender committee with respect to circulars issued by Finance Department from time to time with the approval of competent authority. will consider the note to Tender Committee and submit the recommendation on technical prequalification for approval of competent authority to open Price Bid. Based on approval of competent authority, the Price bid will be opened and L1 will be identified and finalised the L1 tenderer
11. Minutes of the meeting (MOM) of the Tender Committee for prequalification and final award of contract will be prepared and signed by Tender Committee Members. The same will be submitted along with check list for award of Tender for approval of competent authority for approval.
12. On approval by competent authority, Work order will be issued to successful Tenderer for execution of the work.
13. Finance Department will be advised to release the EMD in respect of unsuccessful tenderers to the Bank Account of the individual tenderers through NEFT/RTGS based on the authenticated Bank Details of the said tenderers submitted as part of the Tender Document by them.
14. Bank Guarantee in the form of Performance Security submitted by the successful tenderer shall be accounted through the Screen specified in FICO module of SAP by the concerned officer of EDP and posted through Concerned Accounts Officer/Senior Accounts Officer of Finance Department.
15. If EMD is to be adjusted against the Security Deposit as per Tender conditions, then the concerned Accounts Officer/Senior Accounts Officer of Finance Department shall be advised to transfer the EMD of successful tenderer to the Security Deposit Liability Head along with issue of Work Order.

4.3. Annual Maintenance process

Process No : EDP-003-001

Purpose : Annual maintenance process provides the procedures followed for service offered by the contractors for maintenance of hardware and software, network equipments, website etc.

Responsible Officer : DPO

Reviewing Officer : Sr.DD

Steps : The procedure detailed in Section 4.2. (Sl.1 to 15) shall be followed scrupulously for award of work. Besides, the following additional procedures shall also be complied with:

1. AMC files will be initiated well in advance for further process.
2. Qualification criteria (Technical and Financial) shall be fixed complying with extant directions of Vigilance Department and Central Vigilance Commission and conform to the scope of Annual Maintenance Contract distinctly for various hardware and software products.
3. In respect of appointment of consultants/Experts, the procedure followed by MEE Department /Civil Engineering Department based on the directions of the Ministry of Shipping, Government of India including combined evaluation of Technical and Financial criteria will be adhered to.

4.4. Payments to Contractors/Suppliers

Process No : EDP-004-001

Purpose : Bills payment to the contractors/suppliers

Responsible Officer : DPO

Reviewing Officer : Sr.DD

Screen Shots : Annexure-Bill-1

Steps :

1. The tracking of Bills available in SAP on receipt from the Contractors/ Suppliers and mark the bills to concerned officer of EDP dealing with the Agreement / Work Order /Supplier.
2. Checking of the bill claimed with respect to terms and conditions specified in the Agreement/Work Order/Supply Order , submission of copies of documents such as receipt of equipments, spares etc.
 - a) supply invoice, Attendance Sheet evidencing the attendance of personnel deployed under the Contract Agreement,
 - b) warranty /guarantee card as applicable in case of supply of materials/equipments ,

- c) Payment of statutory dues towards ESI , EPF , GST and other taxes and duties as per the forms available in the websites of respective organisation
 - d) Period of claim as covered in AMC,
 - e) Item wise details of claim as per BOQ in Priced Bid of the Agreement/Work Order/Supply Order
3. Check the GST calculation along with correct quantity
 4. After examining and ensuring that everything is in order as per P.O., generate invoice in SAP-Finance or MM module (whichever is applicable) by entering the required information like vendor name, GL code, Cost center etc and create SAP document number
 5. Take the print out of the invoice generated in SAP
 6. Print the Bill certificate in back side of the bill and Print payment voucher
 7. Put up to Sr.DD with concerned DPO/AD/DD for counter signature of Sr.DD /DD as the case may be.
 8. Send the bill to Finance department within the benchmark time with SAP document number for passing the bill for payment through concerned Accounts Officer/Sr.AO as per Circular issued by Finance Department from time to time.

4.5. Shift duties

Process No : EDP-005-001

a) Shift Duties-Help Desk manned by outsourced agency engaged by Port

Purpose : EDP helpdesk is functioning round the clock 24x7 basis to provide uninterrupted service through posting of contract staffs on 3 shifts per day. Shift duties includes shift roster preparation and monitor shift duties carried out by helpdesk

Responsible Officer : DPO

Reviewing Officer : Sr.DD

1. Shift roster is prepared on monthly basis for 4 contract staffs who are managing helpdesk.
2. Approved shift roster is circulated to the helpdesk staff.

3. During absence of any staff, alternate arrangement is made by posting the leave place staff in helpdesk.
4. If substitute is not posted as per Agreement, necessary entry will be recorded in the system based attendance records and applicable penalty for non supply of manpower will be deducted from the bill claimed prior to recommending payment.

b) Shift Duties-Other Contract Agreements including supply of manpower such as Data Centre Operation, Software implementation of various modules etc.

EDP is functioning round the clock 24x7 basis to provide uninterrupted service. ERP system is implemented through various modules like FICO,HR,MM,Project,HMS etc. through outsourced agencies deployed for design, implementation and updation, website maintenance, inter and intra mail etc. In such contracts, manpower deployment is involved as one among the requirements of system implementation. Payment is linked to achievement of man hours over a prescribed period viz monthly /quarterly/ half yearly / annually.

Responsible Officer : DPO

Reviewing Officer : Sr.DD

Sl.no.1 to 3 of 4.5.(a) and 4.5.(b) shall be ensured by the contractor and sl.4 of 4.5 (a) shall be ensured by concerned DPO. Wherever availability and utilization percentage is prescribed in the agreement for achievement by the Contractor, the same shall be monitored with respect to deployment of manpower by the concerned DPO. Appropriate penalty provisions shall be enforced as per Agreement

4.6. Hardware and Software Ticketing system

Any issues faced by the user department in hardware or software are reported to EDP helpdesk over phone (Ext.No 2152) or the concerned officer in EDP through email/phone. The calls are recorded in Ticketing system to generate a call number for tracking.

4.6.1 Hardware calls

Process No : EDP-006-001

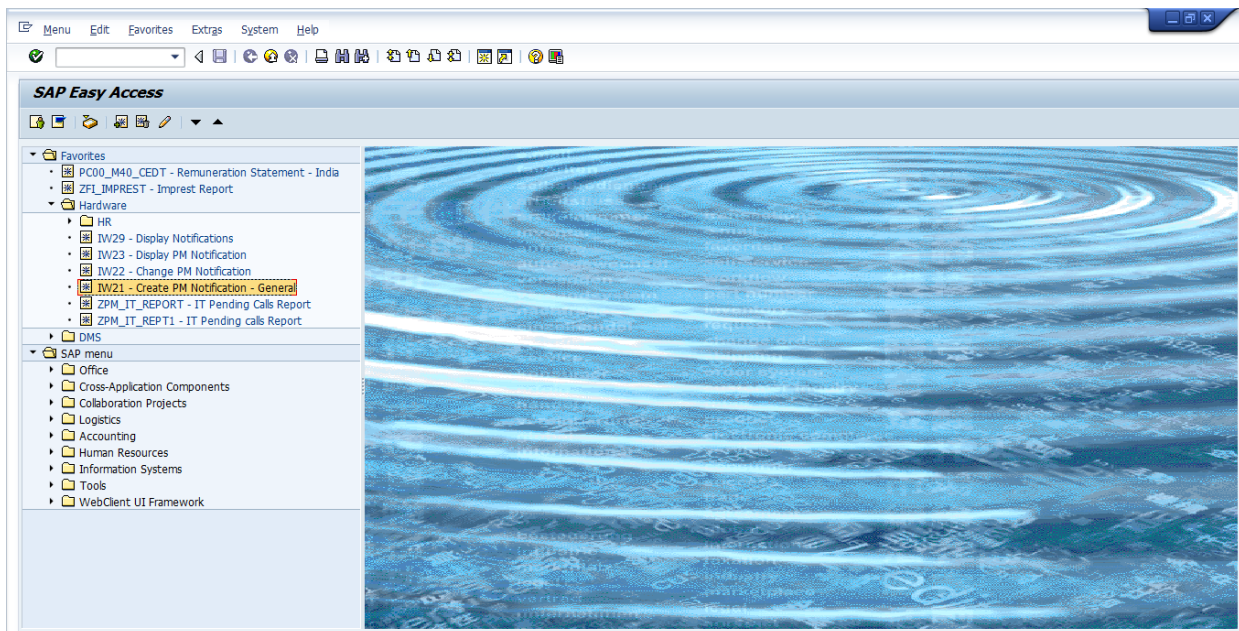
Purpose : All the hardware related complaints/issues reported by each departments to EDP Helpdesk are recorded in Hardware ticketing system by Helpdesk.

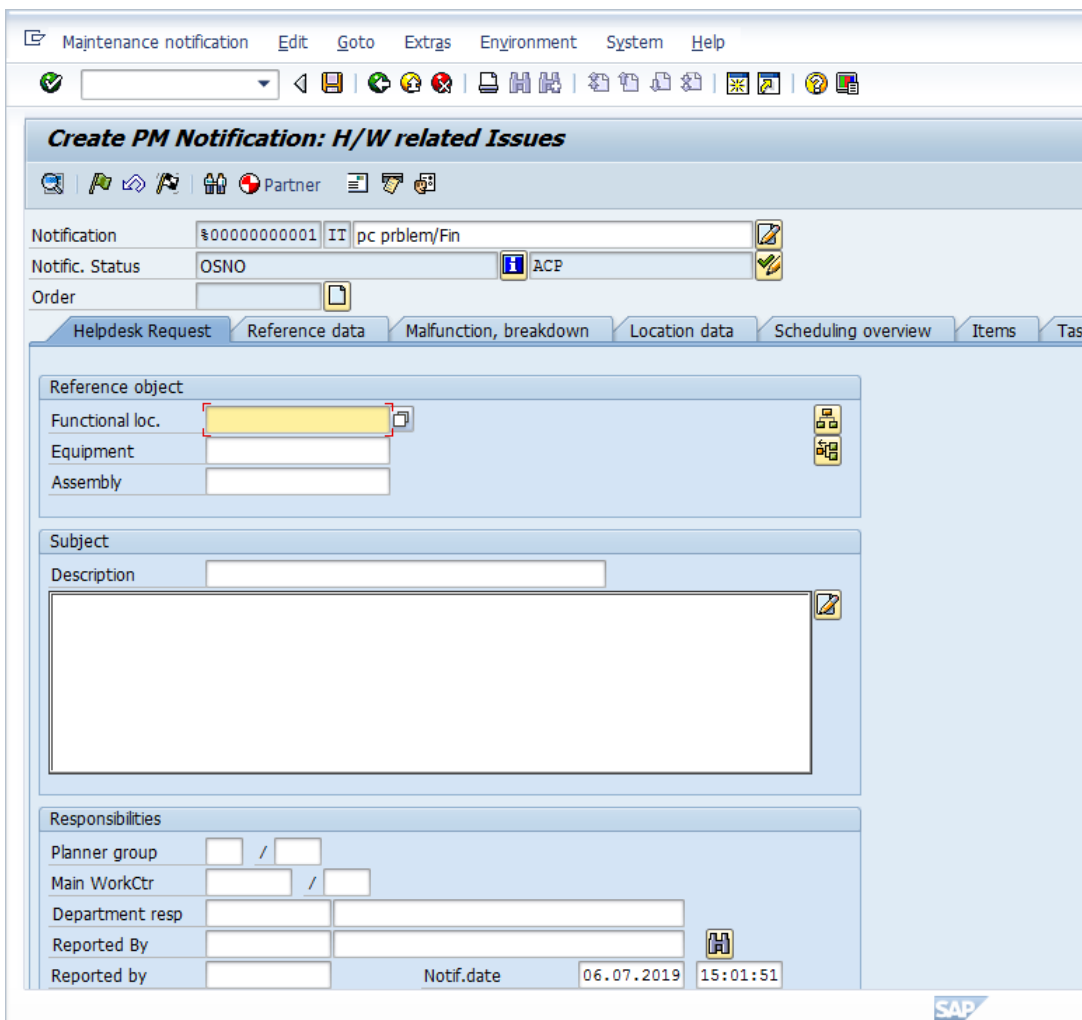
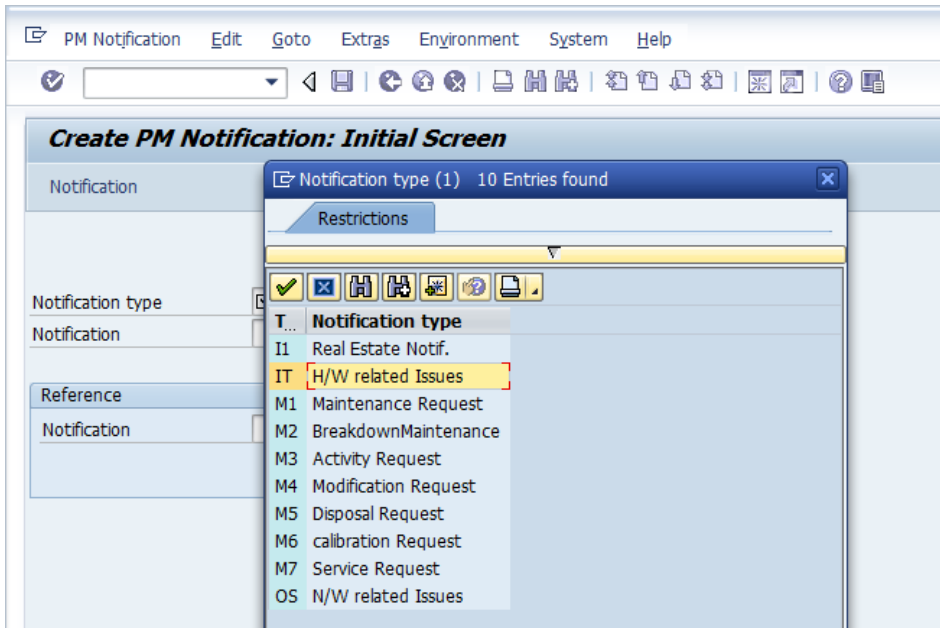
Responsible Officer : Helpdesk, DPO

Reviewing Officer : Sr.DD

Steps :

1. Receive the issue and enter the details including the name of the user who is reporting the complaint, number of PC/Printer/IT equipment, nature of issue, location, etc. in Hardware ticketing system
2. Generate the ticket number.
3. Print the call sheet and hand over to the staff posted by the contractor for addressing the issue
4. After addressing the issue, close the ticket based on the signature made by the users who have reported the issue.
5. Print the pending calls on daily basis and submit the same to Sr.DD for review.
6. Based on the perusal by Sr.DD , further action will be taken to ensure compliance of benchmark for closure of calls as specified in the Agreement. In case of continued default in adherence to benchmark by contractor, follow-up action to ensure adherence and /termination of agreement as specified in the Agreement shall be taken with the approval of competent authority.





Maintenance notification Edit Goto Extras Environment System Help

Create PM Notification: H/W related Issues

Partner

Responsibilities

Planner group 080 / COMN VOC_IT desk
 Main WorkCtr /
 Department resp 1025 CO-ORDINATION SECTION
 Reported By 10000651 A.PERUMAL
 Reported by athi Notif.date 06.07.2019 15:01:51

Malfunction data

Malfunc. start 06.07.2019 15:01:51 Breakdown
 Malfunc.end / 00:00:00 Breakdown dur. H

Item

Object part / /
 Damage / /
 Text /
 Cause / /
 Cause text /

Entry 1 frm 0

PM Notification Edit Goto Extras Environment System Help

Create PM Notification: Initial Screen

Notification

Notification type

Notification

Reference

Notification

PM Notification Edit Goto Extras Environment System Help

Display PM Notification: N/W Print (Ctrl+P) *ues*

Notification: 600000080 OS Network cable problem

Notific. Status: OSNO

Message 1 Additional data 1 Additional data 2 Malfunction, breakdown Location data Scheduling overview

Reference object

Functional loc. COMN-TRA IT equipments at Traffic department

Equipment DES-ACR013-14 Desktop Computer - Acer

Assembly

Start/End Dates

Required Start 06.07.2019 15:09:10 Priority

Required End 00:00:00 Breakdown

Responsibilities

Planner group 080 / COMN VOC_IT desk

Main WorkCtr /

Department resp 1203 STATISTICAL SECTION

Reported By 30000020 Sandheepan R

Reported by ATHI Notif.date 06.07.2019 15:09:10

Subject

Description Network cable problem

Maintenance notification Edit Goto Extras Environment System Help

Change PM Notification: N/W related Issues

Partner

Message 1 Additional data 1 Additional data 2 Malfunction, breakdown Location data Scheduling overview

Reference object

Functional loc. COMN-TRA IT equipments at Traffic department

Equipment DES-ACR013-14 Desktop Computer - Acer

Assembly

Start/End Dates

Required Start 06.07.2019 15:09:10 Priority

Required End 06.07.2019 5:10:00 Breakdown

Responsibilities

Planner group 080 / COMN VOC_IT desk

Main WorkCtr /

Department resp 1203 STATISTICAL SECTION

Reported By 30000020 Sandheepan R

Reported by ATHI Notif.date 06.07.2019 15:09:10

Subject

Description Network cable problem

cable replaced, proble sloved

4.6.2 Software calls

Process No : EDP-006-002

Purpose : All the ERP/any other software related complaints/issues reported by each departments to the respective officer of EDP/Helpdesk are recorded in Software ticketing system.

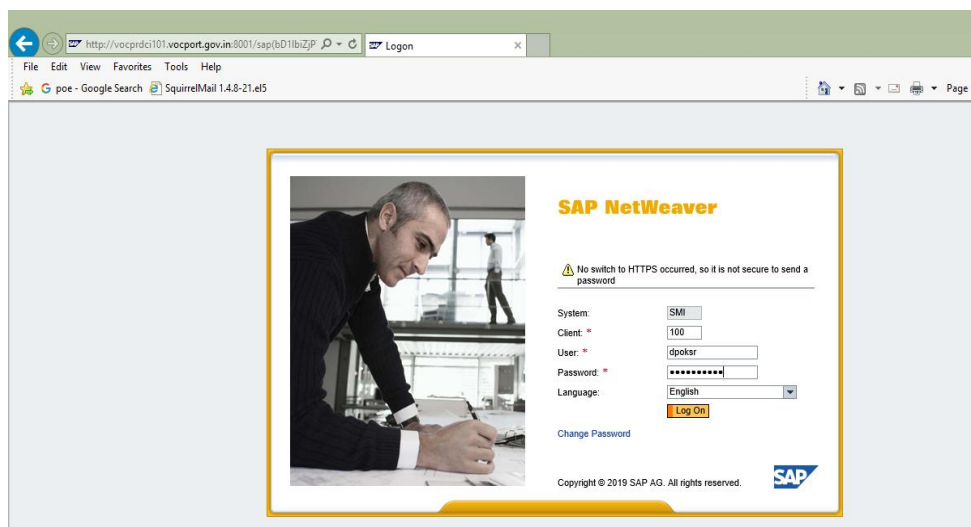
Responsible Officer : DPOs, DD

Reviewing Officer : Sr.DD

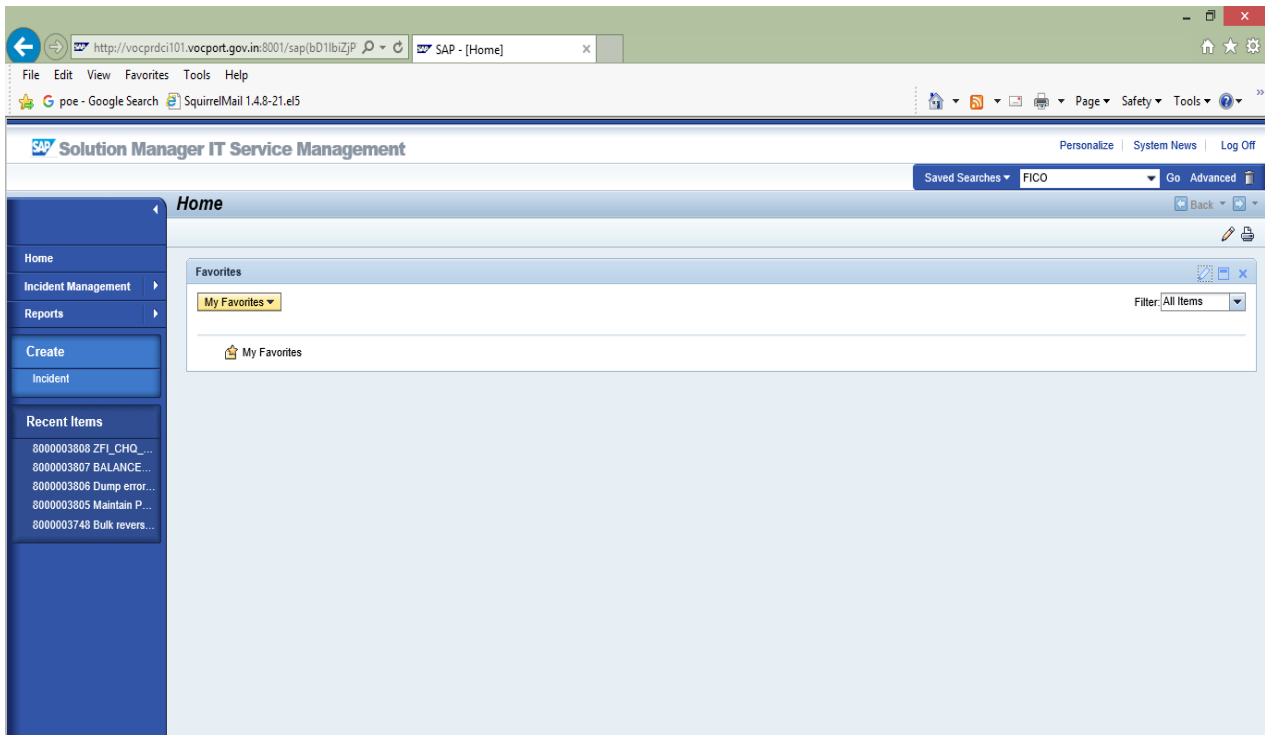
Screen Shots : Annexure-Ticket-2

Steps :

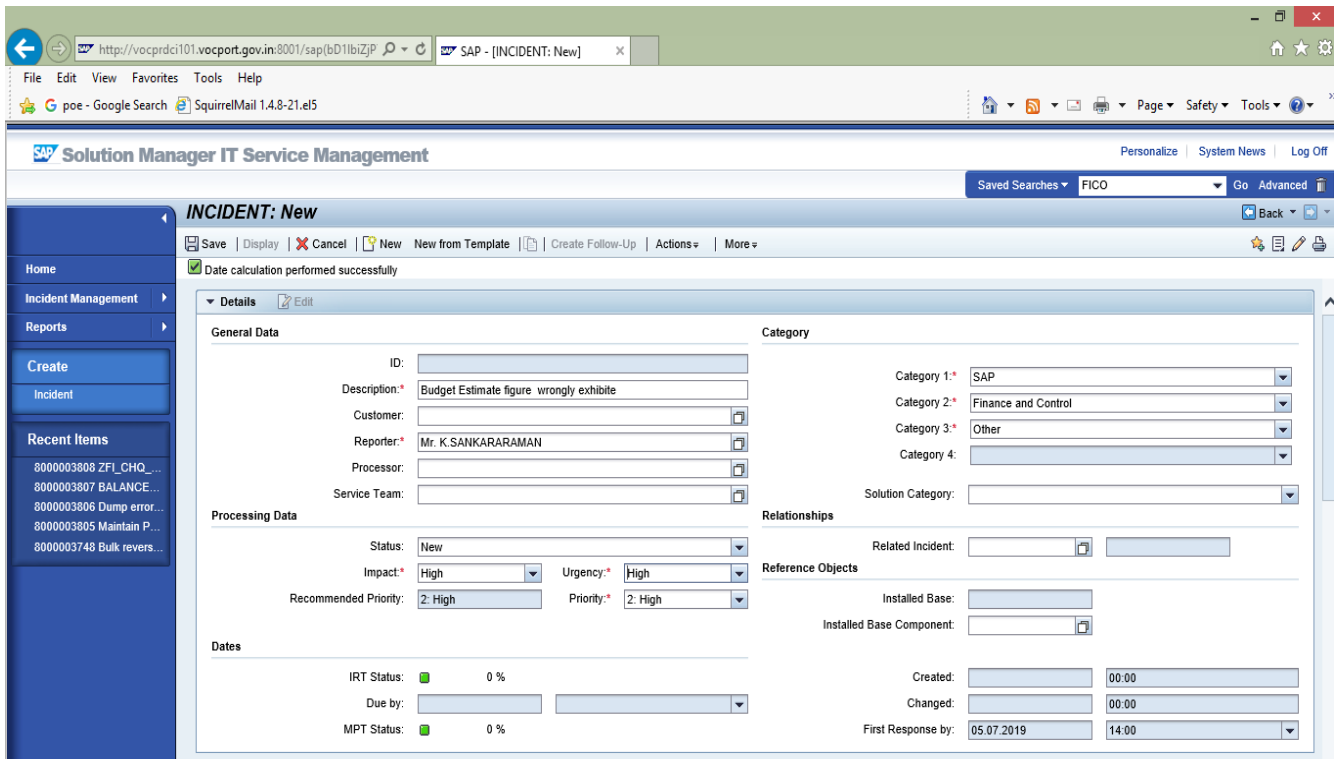
1. Receive the issue and enter the details including the name of the user who is reporting the complaint, Module name and Sub module name, details of the issue, Reference number related to the issue, Screen shots sent (if any) by the user in Software ticketing system
2. Generate the ticket number.
3. Send email to the respective consultant of the ERP module/ contractor who supplied the software
4. After addressing the issue, close the ticket after checking the changes through user department who have reported the issue.
5. Submit the pending calls on weekly basis to Sr.DD for review
6. Based on the perusal by Sr.DD, further action will be taken to ensure compliance of benchmark for closure of calls as specified in the Agreement. In case of continued default in adherence to benchmark by contractor, follow-up action to ensure adherence and /termination of agreement as specified in the Agreement shall be taken with the approval of competent authority.

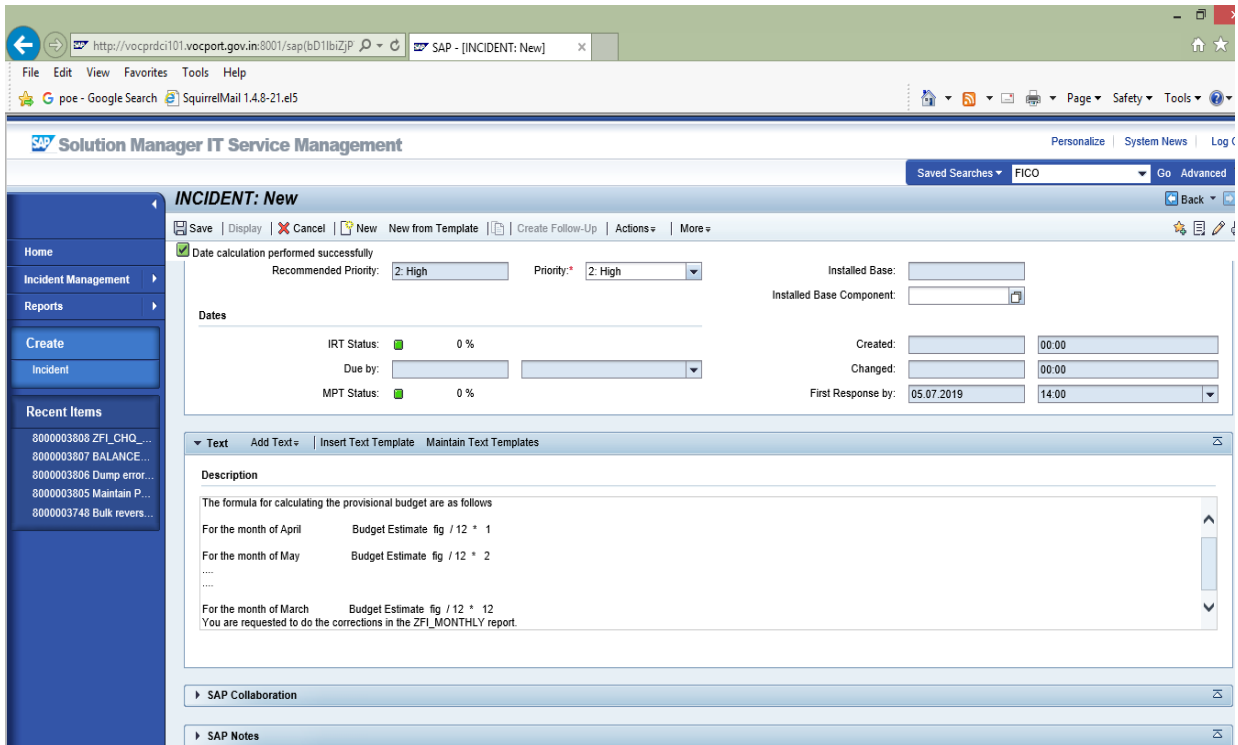


Click : Create incident

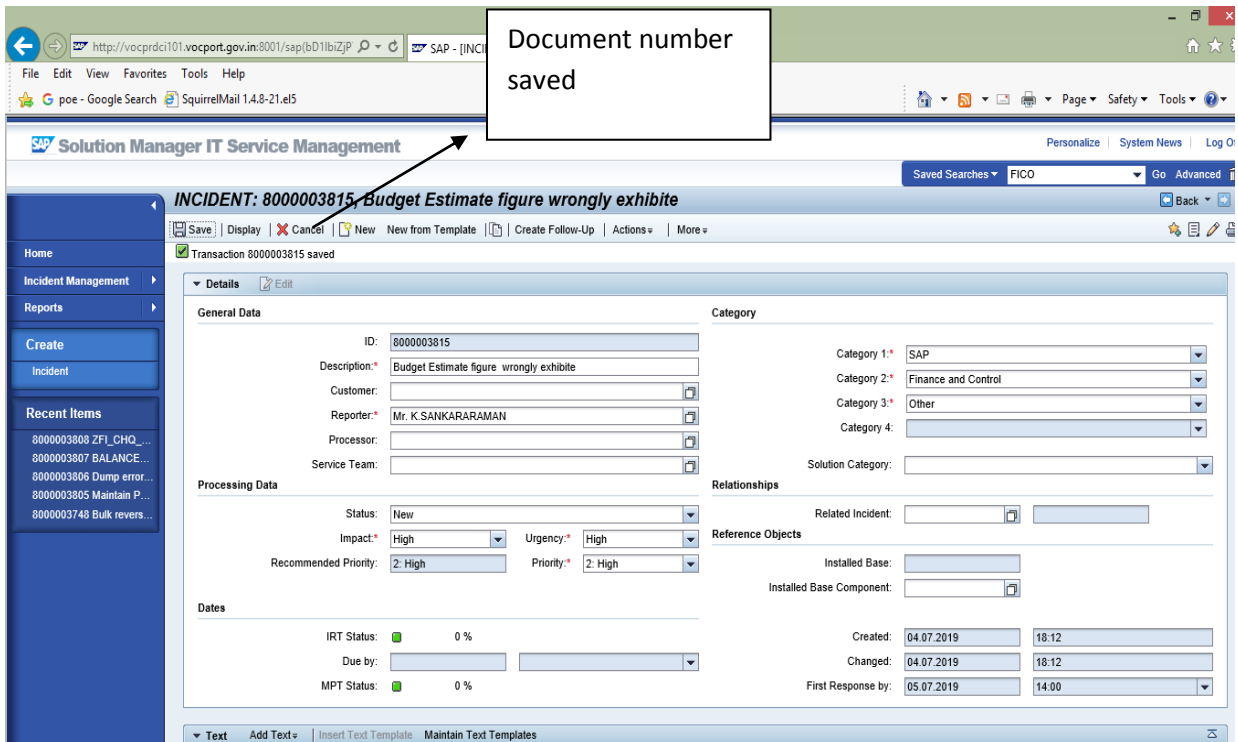


Describe briefly about the incident.





After creating the requirement, press Save button. A transaction number will appear as Displayed below screen



4.7. Maintenance and Updation of Intranet

Responsible Officer : Helpdesk & DPO

4.7.1. Creating/Updation in Intranet

Process No : EDP-007-001

Purpose : Create the user id and password for Port officials for accessing Port community System (PCS). EDP will receive the communication from the respective department through email/ID note for creating the same.

Steps :

1. Receive the contents in MS Word/Excel/PDF format to be published in intranet through email intramail (helpdesk@edp.tpt.com) or external mail info@vocport.gov.in or through ID Note in hardcopies.
2. Scanning of contents received in hardcopies to convert the same into PDF file
3. Updating the content in the respective links like Circulars, formats etc in Intranet using the software tool MS-Front page
4. Updation is communicated to the respective department for confirmation

4.7.2. Creation/Updation of a content in Website

Process No : EDP-007-002

Purpose : Creating a new link/information/content and also updation of the information available in VOC port website (www.vocport.gov.in)

Steps :

1. Receive the contents in MS Word/Excel/PDF format to be published in website through email intramail (helpdesk@edp.tpt.com) or external mail info@vocport.gov.in or through ID Note in hardcopies.
2. Scanning of contents received in hardcopies to convert the same into PDF file
3. Updating the content in the respective links like Circulars, formats etc in website
4. Updation is communicated to the respective department for confirmation

4.7.3. Publishing Tender in website (www.vocport.gov.in)

Process No: EDP-007-003

Purpose: EDP related tender for procurement/maintenance of hardware equipment/software is published in VOC Port website.

Steps:

1. Prepare the tender documents as specified in 4.2 above and get authorization from Sr.DD.
2. Scanning of contents prepared in hardcopies to convert the same into PDF file/ convert the prepared tender word document into PDF.
3. Three language version of tender is uploaded in the following links.
 - a. <http://www.vocport.gov.in/port/bureau/bureauLogin.aspx> (English)
 - b. http://www.vocport.gov.in/vocport_tamil/port/authority/authorityLogin.aspx(Tamil)
 - c. http://www.vocport.gov.in/VOCPORT_HINDI/port/bureaucracy/bureaucracyLogin.aspx(Hindi)Login into the link using respective username and password.
4. Click **Tenders** → **New Tenders** → **ADD** and fill all required fields. Upload the prepared tender documents. Select **e-tender check box** whether the tender is e-tender or not and click submit button.
5. After uploading, message will pop up for intimating the successful uploading of tender
6. The tender should also be uploaded in CPP Portal. The steps shall be followed as per **Procedure for uploading in CPP Portal (EDP-007-0011)** in following section
7. Check the status for viewing the present status of the tender
8. For uploading any corrigendum/edit any content in the uploaded tender click **Tenders** → **New Tenders** → **EDIT** and add **Corrigendum** → **Submit**.

4.7.4. Updating the EDP related quotation in website

Process No: EDP-007-004

Purpose: Quotation for EDP related procurement/maintenance of hardware equipment/software is published in VOC Port website.

Steps:

1. Prepare the tender documents and get authorization from Sr.DD.

2. Scanning of contents prepared in hardcopies to convert the same into PDF file/ convert the prepared tender word document into PDF.
3. Three language version of tender is uploaded in the following links.
 - a. <http://www.vocport.gov.in/port/bureau/bureauLogin.aspx>
(English)
 - b. http://www.vocport.gov.in/vocport_tamil/port/authority/authorityLogin.aspx(Tamil)
 - c. http://www.vocport.gov.in/VOCPORT_HINDI/port/bureaucracy/bureaucracyLogin.aspx(Hindi)

Login into the link using respective username and password.

4. Click **Tenders** → **Quotation** → **ADD** and fill all required fields. Upload the prepared quotation documents. Select **e-tender check box** whether the tender is e-tender or not and click submit button.
5. After uploading, message will pop up for intimating the successful uploading of quotation
6. Check the status for viewing the present status of the tender
7. Edit any content in the uploaded quotation click **Tenders** → **Quotation** → **EDIT**

4.7.5. Updating Photo Gallery in website

Process No: EDP-007-005

Steps:

1. Collect the photos of recent events from PRO section.
2. To update the Photo Gallery in the all three language pages of website by login through respective user name and password.
3. After successful logon go to **News & Media**→ **Photo Gallery**→ **ADD Photo** and click Submit. Album Title, Short Title and Cover Photo of Photo Gallery section can be managed (Add/Edit/Delete).
4. **EDIT Photo Gallery: News & Media**→ **Photo Gallery** → **EDIT** → **Submit**
5. To check the photo has been updated go to www.vocport.gov.in **News & Media**→**Photo Gallery**

4.7.6. Updating Trade News/Latest News/Newsletter/Press release in Website

Process No: EDP-007-006

Steps :

1. Receive the contents(**News/Latest News/Newsletter/ Press release**) in MS Word/PDF format to be published in website through email intramail

helpdesk@edp.tpt.com) or external mail info@vocport.gov.in or through ID Note in hardcopies.

2. Scanning of contents received in hardcopies to convert the same into PDF file.
3. After successful logon
 - a) **To add Trade News** go to News & Media → Trade News → ADD → fill the required fields → upload the pdf document → Submit.
 - b) **To add Latest News** go to News & Media → Latest News → ADD → fill the required fields → upload the pdf document → Submit.
 - c) **To add Newsletter** go to News & Media → Newsletter → ADD → fill the required fields → upload the pdf document → Submit.
 - d) **To add Press release** go to News & Media → Press Release → ADD → fill the required fields → upload the pdf document → Submit.
4. To edit the Trade News/Latest News/Newsletter/ Press release
 - a) **To edit Trade News** go to News & Media → Trade News → Edit the content → Submit.
 - b) **To add Latest News** go to News & Media → Latest News → Edit the content → Submit.
 - c) **To add Newsletter** go to News & Media → Newsletter Edit the content → Submit.
 - d) **To add Press release** go to News & Media → Press Release → Edit the content → Submit.
5. Status' Column: Checking the checkbox will show the Trade News/Latest News/Newsletter/ Press release details in the website. Unchecking the checkbox won't show the chosen details in the website.
6. To check the Trade News/Latest News/Newsletter/ Press release has been updated go to www.vocport.gov.in Home → News & Media.

4.7.7. Updation of Statistical Information /Mile Stones / Major ongoing Projects/ Admin Reports

Process No: EDP-007-007

Steps:

1. Go to **About Us** → **Statistical Information** → **Edit** → **Submit**. To edit the statistical information
2. Go to **About Us** → **Mile Stones** → **Edit** → **Submit**. To edit the mile stones

3. For adding Projects, Go to About Us → **Major Ongoing Projects** → ADD title and upload PDF → Submit
4. For Administrative reports, Go to About Us → **Admin Reports** → ADD title and upload PDF → Submit.
5. By selecting the Status Column, the content will be shown in website. If the status is not selected, the content will be hidden

4.7.8. Updation of Facilities/SOR/Vessel Position at Port

Process No: EDP-007-008

Steps:

1. Receive the contents(**Facilities**) in MS Word/PDF format to be published in website through email intramail (helpdesk@edp.tpt.com) or external mail (info@vocport.gov.in) or through ID Note in hardcopies.
2. Scanning of contents received in hardcopies to convert into PDF file.
3. To update the **Facilities** in the three versions of website login the link <http://www.vocport.gov.in/port/bureau/bureauLogin.aspx> (English) http://www.vocport.gov.in/vocport_tamil/port/authority/authorityLogin.aspx(Tamil) http://www.vocport.gov.in/VOCPORT_HINDI/port/bureaucracy/bureaucracyLogin.aspx(Hindi) with the respective username and password.
4. After successful logon
5. For adding Facilities -> Go to About us → **Facilities** → ADD Title and upload document in the respective facilities → Submit
6. For adding SOR -> Go to Port Operations → **SOR General** → Select the SOR Pdf document → Submit
7. For adding Vessel Position -> Go to Port Operations → **Vessel Position** → Select the Pdf document → Submit
8. Select Status column for showing the details in website

4.7.9. Taking back up for website

Process No: EDP-007-009

Steps:

1. Connect the Hard Disk in the web server.
2. Copy the folder vocport in the path c:->inetpub ->vocport and paste the content in the connected Hard disk.
3. Take back up once in a week.
4. Record in the back up register and get sign from responsible DPO.

4.7.10. Technical Issues faced in updation of Website

EDP-007-0010

Steps :

1. Send email to the contractor with the details of the issue noticed in website with a copy to Sr.DD
2. On receipt of confirmation from the contractor after addressing the issue, check. Print the email communication and file after resolving

4.7.11. Procedure for uploading in CPP Portal

EDP-007-0011

Steps :

Uploading of tenders in CPPP E-tendering portal(www.etenders.gov.in)

1. Scanning of contents prepared in hardcopies to convert the same into PDF file/ convert the tender document in word format into PDF.
2. Login into the link www.etenders.gov.in using respective username and password. Ensure that Java 8 version has been installed in the system before logging in. If not, install Java
3. Physically insert the eToken/Smartcard containing DSC into the system before clicking on Login Button. When prompted enter the DSC PIN and click ok
4. E-tendering Dashboard will open
5. Click on tab **Create a New Tender** to upload the tender details in E tendering website
6. Enter the basic details, cover details, NIT document in first step, Enter work item details, Fees (tender fees, EMD fees) details, critical dates(date of document download start date and end date), Bid openers, work item documents(Tenders documents, Price Bid) in second step, Digitally sign all the documents uploaded.
7. Check all the details and click **Publish tender**.
8. **Publisher** will check the tender details entered by the **Creator**, If the **Publisher** found any corrections in the tender, he/she will be send back to the tender to the **Creator** for the modification to be carried out.
9. **Publisher** will check the tender details entered by the **Creator**, if tender details are found in order **Publisher** will click publish button to publish the tender in e-tendering portal.
10. Officers nominated by their respective HOD's from each department will upload their respective department tenders in e-tendering portal using their own DSC and E-tender login details to.
11. For uploading corrigendum in E-tendering portal follow steps 3 to 5.
12. Click on tab **Create corrigendum**, select the type of corrigendum(date, fees, Technical, other). Enter the details of the corrigendum, upload the corrigendum document in the CPPP Portal and then Click Publish.

13. Enter the tab **Publish Corrigendum**, publisher will check the tender corrigendum details entered by the creator, If the publisher found any corrections in the corrigendum, he/she will be send back to the tender creator for the modification to be carried out.
14. Publisher will check the corrigendum details entered by the creator, if corrigendum details found in order publisher click publish to publish the tender in CPPP e-tendering portal.

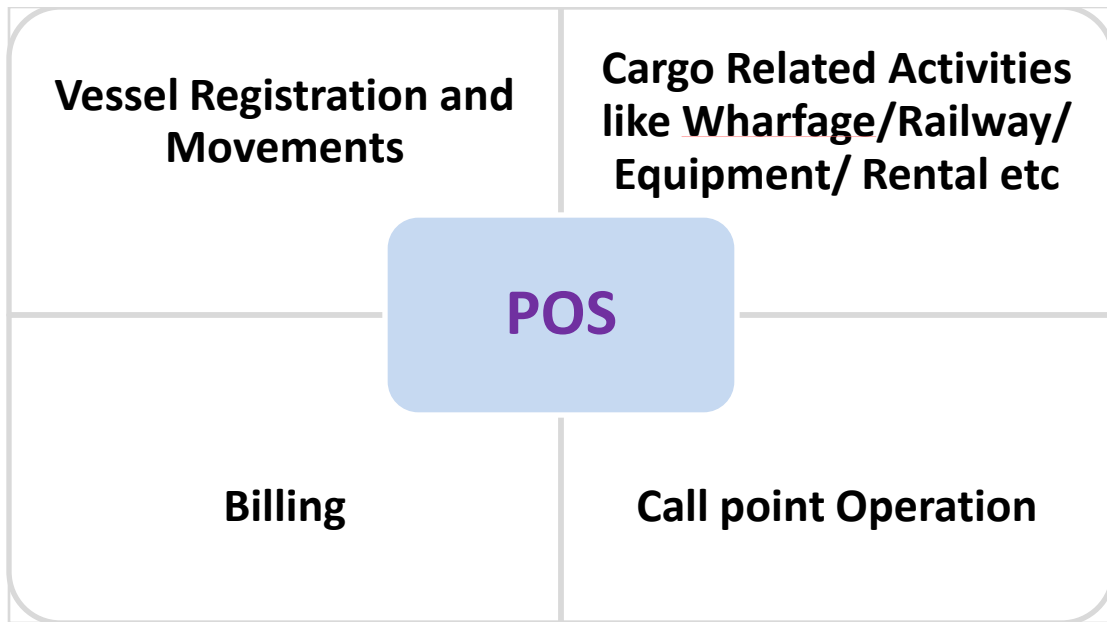
4.8. Activities in ERP modules (PI check whether all these pertain to EDP functioning or coordinating role to overall supervision and appropriately modify further adding value to the exact role of EDP)

ERP has been implemented in VOC Port to automate the process done in each department. It includes various sub modules as below

1. POS (Port operations)
2. FICO (Finance and control)
3. HR (Human resource)
4. RE (Real estate)
5. MM (Material management)
6. PS (Project system)
7. PM (Plant maintenance)
8. DMS (Document management system)

4.8.1. Activities in POS

POS module is a sub module in ERP which is used for Vessel and Cargo operations from Vessel arrival till billing activities. The major functionalities in POS module is as below



4.8.1.1. Providing user rights in POS module

Process No : EDP-081-001

Purpose : POS module could be accessed through http://10.1.11.185/epis_voc. Users are provided with rights for accessing POS module. Users shall be internal users or external users. Internal users are the officials/staffs of VOC Port where as external users are Port users and other than Port officials/staffs who are accessing the POS module

Responsible Officer : DD

Reviewing Officer : Sr.DD

Steps :

1. EDP receives the communication from departments for providing rights through ID Note or through User Rights Form which is endorsed by the respective department HOD. Soft Copy of User rights Form is available in Intranet → Formats → User Authentication form
2. Login into POS module as Administrator
3. If the user is already not available, click System Administration → Master → User → Edi.
4. If the user is already available, choose System Administration → Master → User → Edit
5. Select the User Type. Internal or External. All Port officers and Staffs are Internal and Other than Port staffs will be Created as External
6. Enter Login Id. For internal users, Designation with Employee Number will be Login Id. For external users - It can be chosen as per the requirement

7. Provide Password and confirm Password.
8. Add the Zone details and Press save Button
9. Provide the User Id and password to the user
10. Allocate the role for the user (like Steamer Agent/Supervisors/AO etc)
11. If any issue is faced in providing user rights, communicate the same to POS consultant for rectification
12. If Password is forgotten by the user, the request for reset the password is attended in POS module.
13. System Administration → Transaction → Reset Password. Select the user and click reset password.
14. User can set their preferred password on next login

The screenshot shows the 'Add User' form in the system administration interface. The form is titled 'User Details' and 'Zone Details'. The 'User Details' section includes fields for 'User Type' (set to 'Internal'), 'User Name', 'Designation', 'Login ID', 'Password' (with a note: '(Minimum Six alphanumeric characters)'), 'Re-enter Password', and 'Email ID'. The 'Zone Details' section includes a 'Theme' dropdown menu set to 'Blue'. A 'Save' button is located at the bottom of the form. The left sidebar shows the navigation menu with 'User' selected under 'System Administration'. The top of the page displays 'Welcome ADMIN Tester (DCI)' and 'Zone: ZONE A'.

The screenshot shows the 'Allocate/De-allocate' role selection form in the system administration interface. The form is titled 'User-Role Allocation >> Allocate/De-allocate'. It features a 'Role' dropdown menu with a search bar and a list of roles including 'ADMINISTRATOR-EDP', 'ATMGROUP', 'AUDIT', 'Berthing Cell', 'CDC GROUP', 'CHD ADMIN', and 'CHD ADMIN (PIECE RATE SECTION)'. A 'Save' button is located at the bottom of the form. The left sidebar shows the navigation menu with 'Allocate/De-allocate' selected under 'User-Role Allocation'. The top of the page displays 'Welcome ADMIN Tester (DCI)' and 'Zone: ZONE A'.

10.1.11.185/epis_voc/index.jsp

Welcome ADMIN Tester (DCI) Zone: ZONE A

Reset Password >> Execute

User:	Login ID	User Name	Email ID	Theme	Active	Reset Password
100000	A.M. AHAMED & CO	accounts@amahamed.com	Blue	Yes	Reset Password	
100001	A.P.C. VEERABARU SONS		Blue	Yes	Reset Password	
100002	A.S. SHIPPING AGENCIES PRIVATE LDM		Blue	Yes	Reset Password	
100003	A.V.THOMAS & CO.		Blue	Yes	Reset Password	
100004	AASIAN SHIPPING AGENCIES		Blue	Yes	Reset Password	
100005	ADM/EC LOGISTICS LTD -A SHIP CHANLE	admectuti@admec.co.in	Blue	Yes	Reset Password	
100006	AGIL FREIGHT LOGISTICS PVT. LTD.		Blue	Yes	Reset Password	
100007	AGILITY LOGISTICS INDIA (PVT) LTD.,	akandasamy@agility.com	Blue	Yes	Reset Password	
100008	AMIT K DEDHIA		Blue	Yes	Reset Password	
100009	AMJ SHIPPING AGENCY	amj@gracegroupindia.com	Blue	Yes	Reset Password	
100010	ANAND TRANSPORT		Blue	Yes	Reset Password	
100011	ANCHERIL AGENCIES	sales_ancheril@ancherilmail.in	Blue	Yes	Reset Password	
100012	ARDEJ ENTERPRISES		Blue	Yes	Reset Password	
100013	ASPINWALL CO LTD.		Blue	Yes	Reset Password	
100014	ATLANTIC SHIPPING PVT. LTD.	aspluti@ancharnet.in	Green	Yes	Reset Password	
100015	AUTATION EXPRESS PVT. LTD.		Blue	No	Reset Password	

4.8.1.2. Adding Port code/Country code

Process No : EDP-081-002

Purpose : Port name, country name are having special international coding which will be used by PCS. To facilitate the processing of files received from PCS, the Port and country master is maintained in POS module.

Responsible Officer : DD

Reviewing Officer : Sr.DD

Steps :

1. EDP receives communication on adding Port/country with international code from Traffic department
2. Add the Port name in the screen Vessel → Port → Add
3. Add the country name in the screen Vessel → Country → Add
4. If any issue faced in are communicated to POS consultant for rectification

10.1.11.185/epis_voc/index.jsp

Welcome ADMIN Tester (DCI) Zone: ZONE A

Port >> Add

Country Name* Port Abbreviation

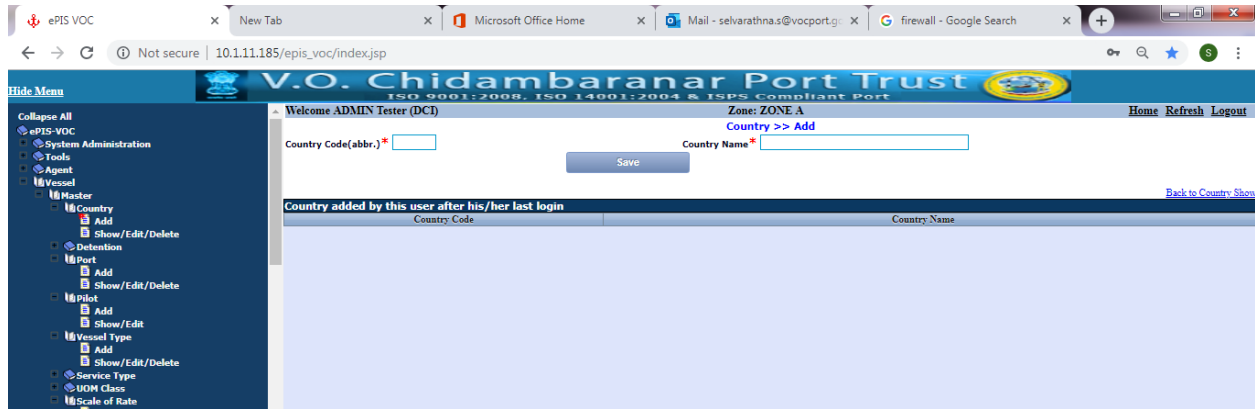
Port Name* Port Category*

PCS Port Code Port Side

Save

Port(s) added by this user after his/her last login

Port Name	Country Name	PCS Port Code	Active
-----------	--------------	---------------	--------



4.8.1.3. Adding Vessel Type

Process No : EDP-081-003

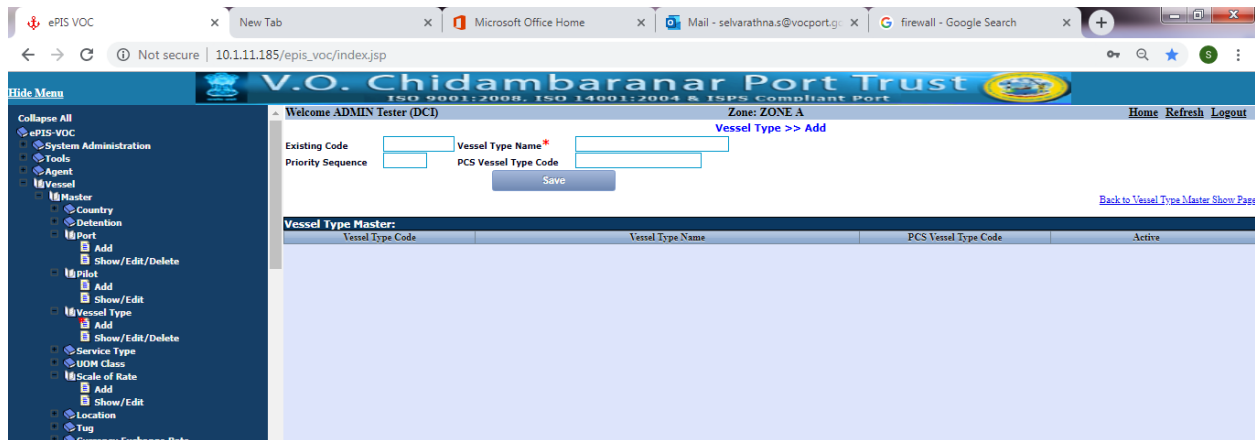
Purpose : Vessel type is a vital data which have mapping with scale rate and any exemption like mainline vessels and vessel charges calculation PCS. To facilitate the calculation for each vessel type, a master for vessel type is maintained in POS module.

Responsible Officer : DD

Reviewing Officer : Sr.DD

Steps :

1. EDP receives communication on adding Vessel Type from Traffic department
2. Add in the screen System Administration → Transaction → Reset Password
3. If any issue faced in are communicated to POS consultant for rectification



4.8.1.4. Generating MIS reports

Process No : EDP-081-004

Purpose : MIS reports like Vessels expected, Berthwise tonnage handled summary, Performance report etc are generated as per the formats required for the management to review the performance at berth

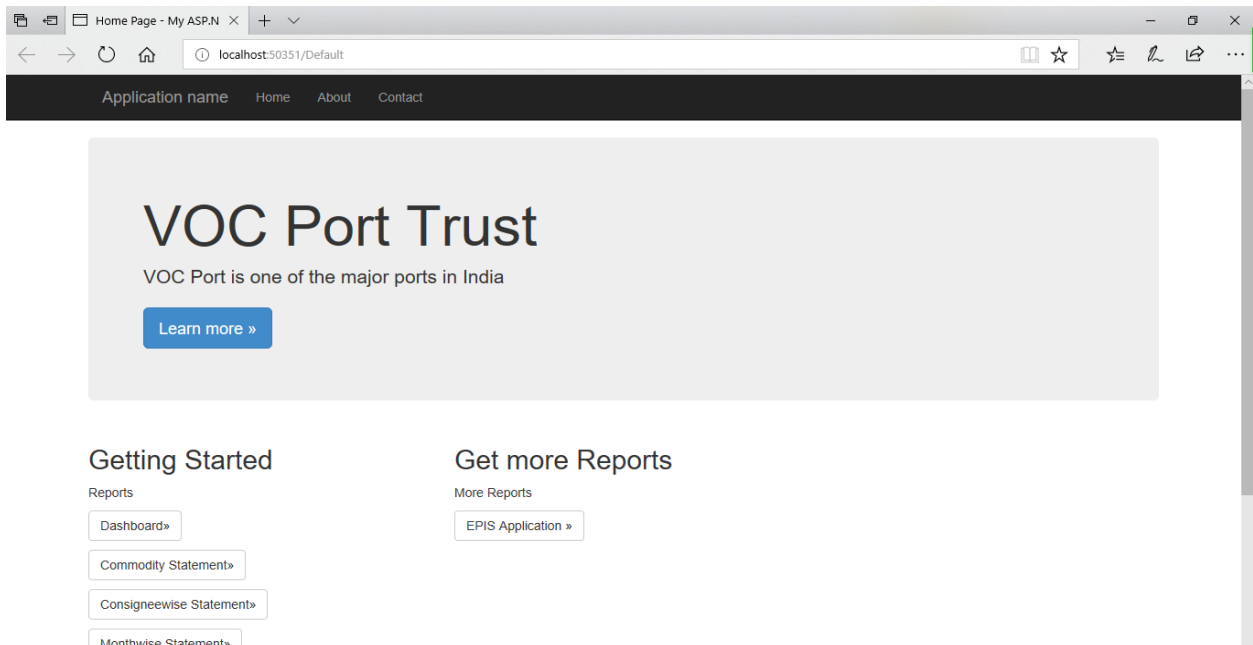
Responsible Officer : Helpdesk

Reviewing Officer : DD, Sr.DD

Frequency : Daily

Steps :

1. EDP Helpdesk receives confirmation from Berthing cell around 8:30 AM for generation of MIS reports
2. Open Dotnet System → Open Project → Open Solution - Reports
3. Run the solution by pressing F5
4. Click the required report to generated the report
5. Download the report in PDF and send to berthing cell



Vessels Waiting at Anchorage as on 29-Jun-2019

MIS-3

	SI No	Vessel Name	LOA	Beam	Draft	Gear	I/E	Quantity	Cargo	Req.Berth	Anchorage Date	Readiness Date	Agent Name	Stv.Agent	Delay Reasons
Not Ready	1	Mv Nord Tokyo-(0317)	169.37	27.20	10.00	4	Export	26,000	Cu.Concentrate	2	28-06-19 10:12		Seaport Shipping Pvt Ltd.	Sea Port Logistics P Ltd.	
Not Ready	2	Mv Sentosa Trader-(0313)	154.00	25.00	7.50	-	Both	12,000	Container	7	28-06-19 18:45	28-06-19 19:00	Chakiat Agencies Private Limited	Psa-Sical (Tuticorin Container Term)	

No. of Vessels Ready : 0
 No. of Vessels Not Ready : 2

Vessels Expected

Expected Date	Berth	Vessel Name	LOA	Beam	Draft	Gear	Imp/Exp	Tonnage	Cargo	Agent Name	Stv.Agent	Remarks
29-06-19	13 (NCBI)	MV Vishva Bandhan/0312	190.00	32.26	13.10	4	Import	55,800	Coal	M/S. Sical Logistics Limited	M/S. Sical Logistics Limited	
	8	MV Ganta Bhum/0314	151.20	25.00	9.60	Gearless	Both	15,000	Container	Dakshin Bharat Gateway Terminal	Dakshin Bharat Gateway Terminal	
	9	MV Darleakay/0318	189.99	32.26	12.99	4	Import	56,300	Lime Stones	Sea Port Logistics P Ltd.	Sea Port Logistics P Ltd.	
30-06-19	4	MT Rainbow Island 88/0319	144.03	24.20	9.80	1	Import	18,990	Sulphuric Acid	Atlantic Shipping Pvt. Ltd.	Stevodore Not Required	
	5	MV Eleen Neptune/0315	189.99	32.26	7.20	4	Export	360	Machinaries	B.S.V. Shipping Agencies (P) Ltd.	Century Star	
	8	MV Ionian Express/0321	147.87	23.25	7.50	2	Both	8,000	Container	Sea Consortium Shipping (India) Pvt	Dakshin Bharat Gateway Terminal	
01-07-19	16 (C.JI)	MV Chennai Selvam/0320	189.99	32.26	12.20	4	Import	51,648	Coal	Poompuhar Shipping Corporation Ltd	M/S. Sical Logistics Limited	
	7	MV Sel Bharat/0322	105.73	32.25	9.00	Nil	Both	9,000	Container	Transworld Shipping	Psa Sical Terminal	

4.8.1.5. Generating Vessel & Cargo history reports

Process No : EDP-081-005

Purpose : Vessel history and cargo history are the details required for statistical section for preparation of their statistics reports

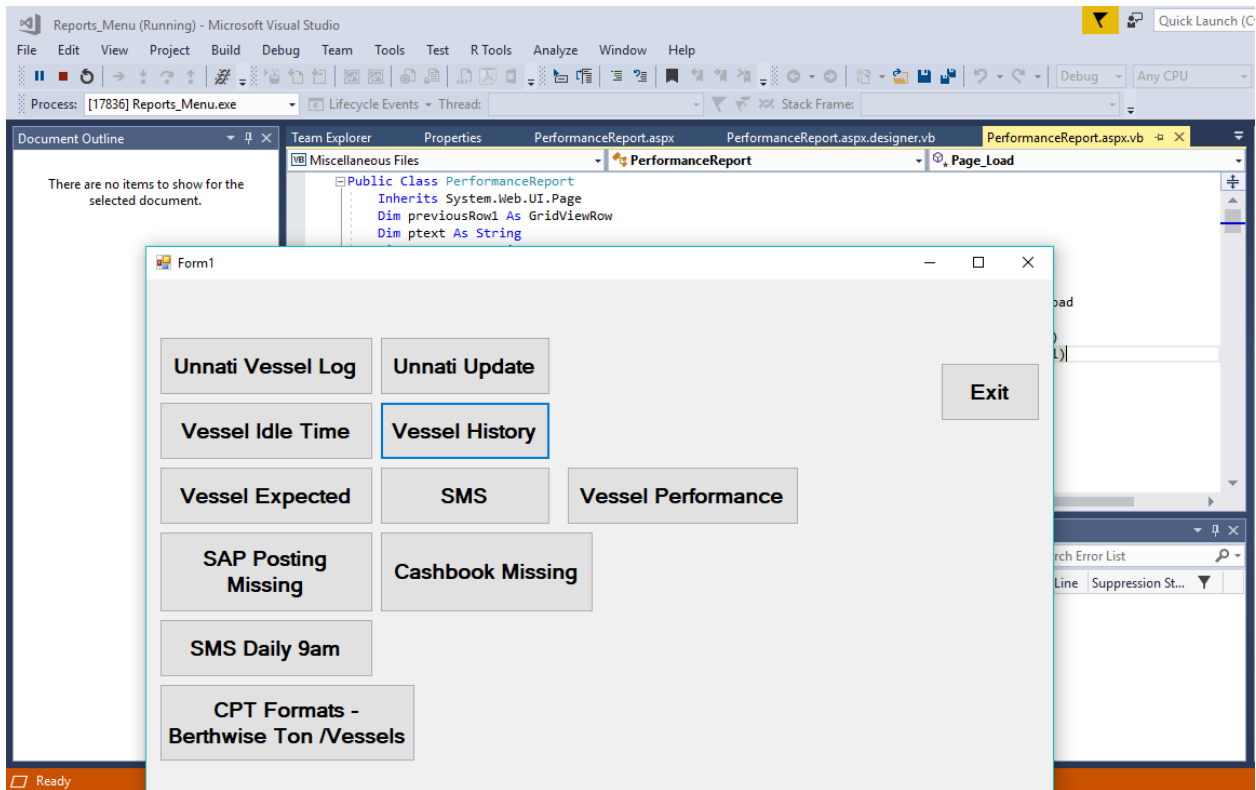
Responsible Officer : DD

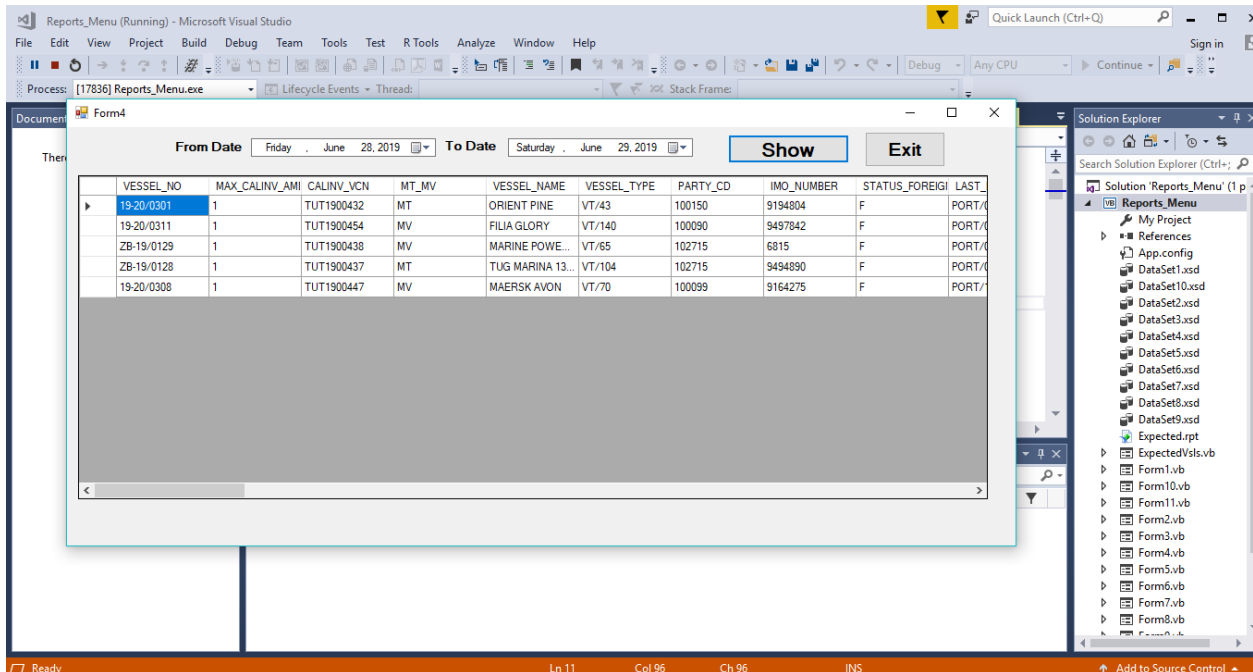
Reviewing Officer : Sr.DD

Frequency : Weekly/Monthly

Steps :

1. Open Dotnet System → Open Project → Open Solution - Reports
2. Run the solution by pressing F5
3. Click on Vessel History & Give period of report (From date and To date)
4. Click the required report to generated the report and save to Excel
5. Send to Statistical section





4.8.1.6. Sending SMS on Vessel movements and tonnage

Process No : EDP-081-006

Purpose : Vessel movements and tonnage handled summary is sent as an SMS daily to Chairman/Dy.Chairman/All HODs/Officials of Marine and Traffic department

Responsible Officer : DD

Reviewing Officer : Sr.DD

Frequency : Daily

Steps :

1. Open Dotnet System → Open Project → Open Solution - Reports
2. Run the solution by pressing F5
3. Click on SMS - 9AM button and click Show
4. Save to Excel
5. Open Filezilla client application and login into the application
6. Move the excel file to BSNL server for sending the SMS

4.8.1.7. Uploading Vessel log in Unnati portal

Process No : EDP-081-007

Purpose : Vessel log information in the format provided by IPA is being uploaded in Unnati portal www.ipaunnati.com provided by IPA

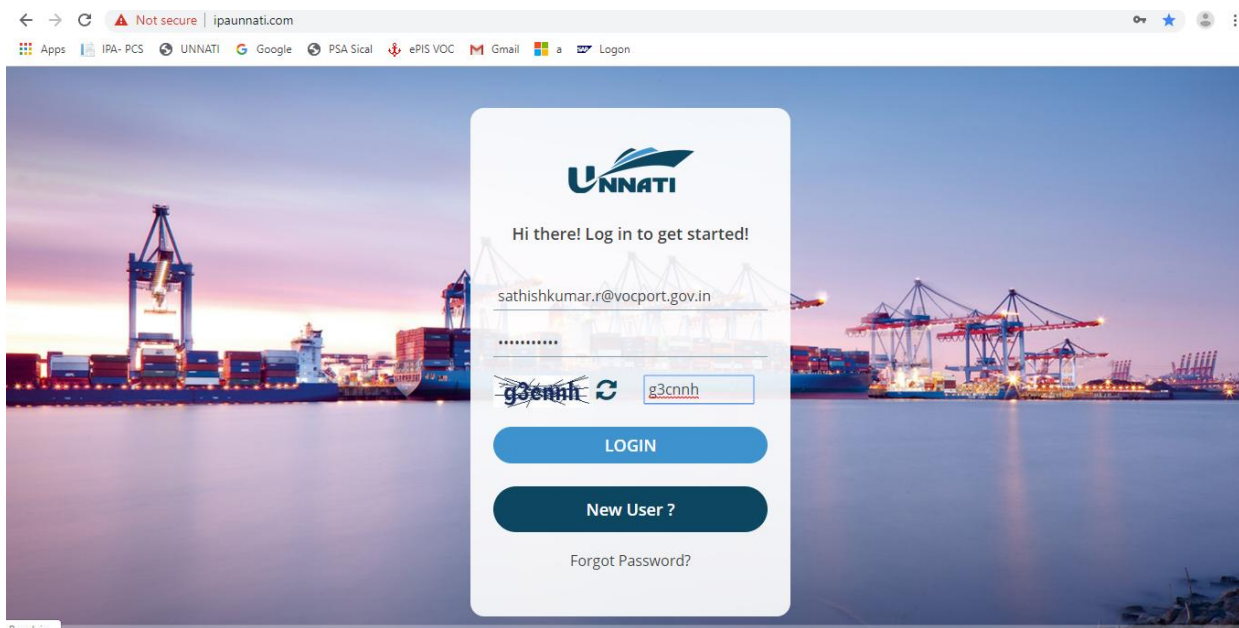
Responsible Officer : DD

Reviewing Officer : Sr.DD

Frequency : Daily

Steps :

1. Open Dotnet System → Open Project → Open Solution - Reports
2. Run the solution by pressing F5
3. Click on Unnati Data button and click Show
4. Save to Excel
5. Upload in Unnati portal through www.ipaunnati.com. Login into Unnati portal
6. Click Vessel Log Upload button and select the Excel file to upload



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WELCOME! VOC

Upload Vessel Log File Please Upload the latest log file * [Download Sample](#)

CURRENT VERSION

File name	Time	Date	Size
03_07_2019_vessel_log_6.xlsx	12:52PM	07.03.19	996511744KB
02_07_2019_vessel_log_6.xlsx	1:30PM	07.02.19	996027392KB
01_07_2019_vessel_log_6.xlsx	1:05PM	07.01.19	995311616KB
29_06_2019_vessel_log_6.xlsx	1:07PM	06.29.19	994027520KB
28_06_2019_vessel_log_6.xlsx	1:38PM	06.28.19	99355776KB
27_06_2019_vessel_log_6.xlsx	12:59PM	06.27.19	992910336KB
26_06_2019_vessel_log_6.xlsx	2:15PM	06.26.19	991814656KB
25_06_2019_vessel_log_6.xlsx	1:04PM	06.25.19	990389248KB
24_06_2019_vessel_log_6.xlsx	1:38PM	06.24.19	989568000KB
21_06_2019_vessel_log_6.xlsx	12:54PM	06.21.19	987051008KB

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Open

Search Daily update copy (Pe...)

Name	Date modified	Type
04_07_2019_vessel_log_6.xlsx	04-Jul-19 6:34 PM	Microsoft Office Excel 2010 spreadsheet
03_07_2019_vessel_log_6.xlsx	03-Jul-19 6:21 PM	Microsoft Office Excel 2010 spreadsheet
02_07_2019_vessel_log_6.xlsx	02-Jul-19 6:59 PM	Microsoft Office Excel 2010 spreadsheet
unnathi 02.07.2019.xlsx	02-Jul-19 6:56 PM	Microsoft Office Excel 2010 spreadsheet
01_07_2019_vessel_log_6.xlsx	01-Jul-19 6:33 PM	Microsoft Office Excel 2010 spreadsheet
unnathi 01.07.19.xlsx	01-Jul-19 6:13 PM	Microsoft Office Excel 2010 spreadsheet
29_06_2019_vessel_log_6.xlsx	29-Jun-19 6:36 PM	Microsoft Office Excel 2010 spreadsheet
28_06_2019_vessel_log_6.xlsx	28-Jun-19 7:07 PM	Microsoft Office Excel 2010 spreadsheet
27_06_2019_vessel_log_6.xlsx	27-Jun-19 6:27 PM	Microsoft Office Excel 2010 spreadsheet
26_06_2019_vessel_log_6.xlsx	26-Jun-19 7:43 PM	Microsoft Office Excel 2010 spreadsheet
unnathi 26.06.2019.xlsx	26-Jun-19 7:41 PM	Microsoft Office Excel 2010 spreadsheet
25_06_2019_vessel_log_6.xlsx	25-Jun-19 6:33 PM	Microsoft Office Excel 2010 spreadsheet

File name: 04_07_2019_vessel_log_6.xlsx

All Files (*.*)

Open Cancel

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CURRENT VERSION

File name	Time	Date	Size
04_07_2019_vessel_log_6.xlsx	1:06PM	07.04.19	997037056KB
03_07_2019_vessel_log_6.xlsx	12:52PM	07.03.19	996511744KB
02_07_2019_vessel_log_6.xlsx	1:30PM	07.02.19	996027392KB
01_07_2019_vessel_log_6.xlsx	1:05PM	07.01.19	995311616KB
29_06_2019_vessel_log_6.xlsx	1:07PM	06.29.19	994027520KB
28_06_2019_vessel_log_6.xlsx	1:38PM	06.28.19	99355776KB
27_06_2019_vessel_log_6.xlsx	12:59PM	06.27.19	992910336KB
26_06_2019_vessel_log_6.xlsx	2:15PM	06.26.19	991814656KB
25_06_2019_vessel_log_6.xlsx	1:04PM	06.25.19	990389248KB
24_06_2019_vessel_log_6.xlsx	1:38PM	06.24.19	989568000KB
21_06_2019_vessel_log_6.xlsx	12:54PM	06.21.19	987051008KB

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WELCOME! VOC

Uploaded file with 1.94% error rows.

Upload Vessel Log File Please Upload the latest log file * [Download Sample](#)

CURRENT VERSION

File name	Time	Date	Size
04_07_2019_vessel_log_6.xlsx	1:06PM	07.04.19	997037056KB
03_07_2019_vessel_log_6.xlsx	12:52PM	07.03.19	996511744KB
02_07_2019_vessel_log_6.xlsx	1:30PM	07.02.19	996027392KB
01_07_2019_vessel_log_6.xlsx	1:05PM	07.01.19	995311616KB
29_06_2019_vessel_log_6.xlsx	1:07PM	06.29.19	994027520KB
28_06_2019_vessel_log_6.xlsx	1:38PM	06.28.19	99355776KB
27_06_2019_vessel_log_6.xlsx	12:59PM	06.27.19	992910336KB
26_06_2019_vessel_log_6.xlsx	2:15PM	06.26.19	991814656KB
25_06_2019_vessel_log_6.xlsx	1:04PM	06.25.19	990389248KB

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03_07_2019_vessel_log_6.xlsx	12:52PM	07.03.19	996511744KB
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29_06_2019_vessel_log_6.xlsx	1:07PM	06.29.19	994027520KB
28_06_2019_vessel_log_6.xlsx	1:38PM	06.28.19	993355776KB
27_06_2019_vessel_log_6.xlsx	12:59PM	06.27.19	992910336KB
26_06_2019_vessel_log_6.xlsx	2:15PM	06.26.19	991814656KB
25_06_2019_vessel_log_6.xlsx	1:04PM	06.25.19	990389248KB
24_06_2019_vessel_log_6.xlsx	1:38PM	06.24.19	989568000KB
21_06_2019_vessel_log_6.xlsx	12:54PM	06.21.19	987051008KB

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4.8.1.8. Including Scale of rate for Vessel related charges

Process No : EDP-081-008

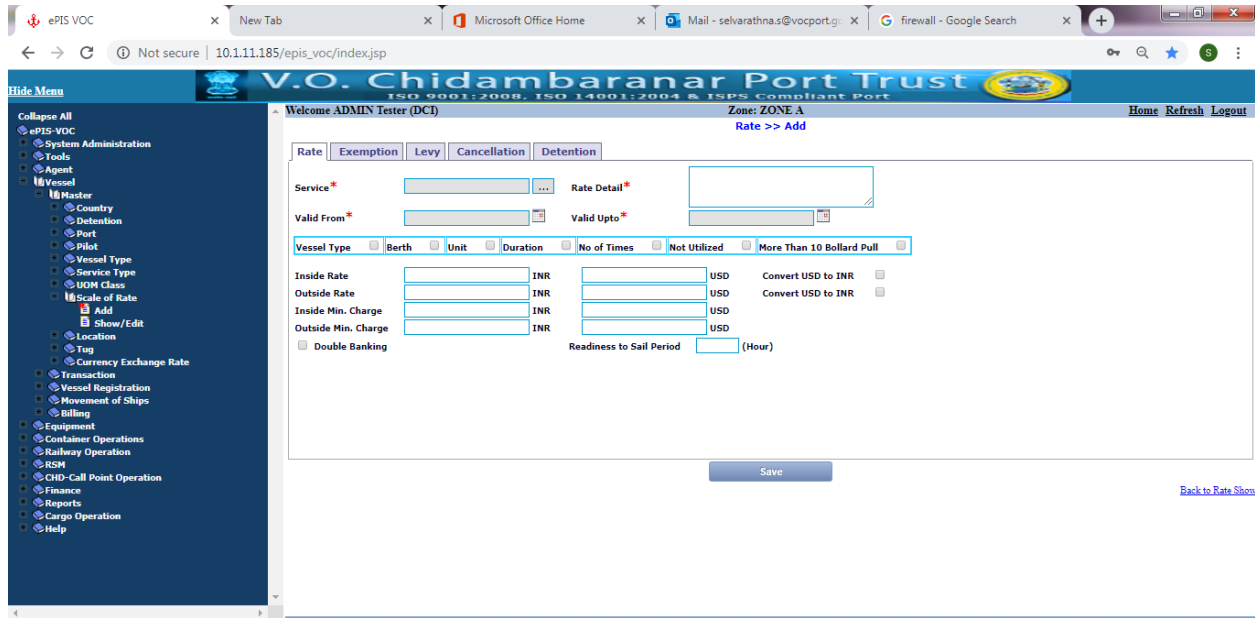
Purpose : Charges like Port dues, Pilotage, Berth hire etc are having scale of rates based on GRT range. Whenever the rates are revised, the same is fed in POS module.

Responsible Officer/Staff : L&T

Reviewing Officer : DD, Sr.DD

Steps :

1. Receive communication on Scale of rate revision.
2. Update the rates in the screens with effective date and GRT range for the respective services
3. If any issues are faced in making scale of rate changes, it will be communicated to POS consultant for rectification
4. Changes on Tanker charges, Cranage charges, exemption like Ballast vessels etc are communicated to POS consultant for making the changes in the system
5. Ensure confirmation from the concerned officer of Finance / other Department concerned on the accuracy of the changes effected in total to ensure accuracy of the relevant information for processing the billing.



4.8.1.9. Including Scale of rate for Cargo charges

Process No : EDP-081-009

Purpose : Charges like Wharfage, Railway, Rental, Equipments etc are created in POS module for appropriate calculation.

Responsible Officer/Staff : L&T

Reviewing Officer : DD, Sr.DD

Steps :

1. Receive communication on Scale of rate revision.
2. Update the rates in the screens with effective date and cargo name etc
3. If any issue faced in are communicated to POS consultant for rectification
4. Ensure confirmation from the concerned officer of Finance / other Department concerned on the accuracy of the changes effected in total to ensure accuracy of the relevant information for processing the billing.

Browser tabs: ePIS VOC, New Tab, Microsoft Office Home, Mail - selvarathna.s@vocport.g..., firewall - Google Search

Address bar: Not secure | 10.1.11.185/epis_voc/index.jsp

V.O. Chidambaran Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

Wharfrage Rate Master >> Add

Cargo* Advelorum* Yes

Foreign/Coastal* Foreign UDM*

Rate* Effective From*

Effective To Remarks

Zone* Active/Deactive Yes

[Back to Wharfrage Rate Master Show](#)

Wharfrage Rate Master added by this user after his/her last login

Cargo	Advelorum	Foreign Coastal	UOM	Rate	Effective From	Effective To	Zone	Active/Deactive

Browser tabs: ePIS VOC, New Tab, Microsoft Office Home, Mail - selvarathna.s@vocport.g..., firewall - Google Search

Address bar: Not secure | 10.1.11.185/epis_voc/index.jsp

V.O. Chidambaran Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

Equipment Usage Rate >> Add

Rate Details*

Ref Type Desc*

Capacity From

Capacity Uom

Valid From*

Foreign or Coastal* FOREIGN

Capacity To

Unit Value

Rate Value*

Valid Upto

[Back to Equipment Usage Rate Show](#)

Equipment Usage Rate added by this user after his/her last login

Rate Detail	Equipment or Vehicle	Valid From	Valid Upto	Rate Value	Active

Browser tabs: ePIS VOC, New Tab, Microsoft Office Home, Mail - selvarathna.s@vocport.g..., firewall - Google Search

Address bar: Not secure | 10.1.11.185/epis_voc/index.jsp

V.O. Chidambaranar Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

Siding Charge >> Add

Operation Type: Port

LOCO Flag: With Loco

Cargo/Container: -Please Select-

Quantity:

Rate Amount:

Effective From Date:

Unit Of Measurement:

Agent:

Effective To Date:

Save

[Back to Siding Charge Show](#)

Browser tabs: ePIS VOC, New Tab, Microsoft Office Home, Mail - selvarathna.s@vocport.g..., firewall - Google Search

Address bar: Not secure | 10.1.11.185/epis_voc/index.jsp

V.O. Chidambaranar Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

Equipment License Rate >> Add

Rate Details:

Rate Value:

Equipment or Vehicle: EQUIPMENT

Ref Type Desc:

Time Value:

Unit Value:

Unit Uom:

Inside Security Wall: Yes

Duplicate Lic Flag: No

Valid From:

Valid Upto:

Save

[Back to License Rate Show](#)

License Rate added by this user after his/her last login						
Rate Detail	Inside Security Wall	Valid From	Valid Upto	Rate Value	Active	

5.8.2. Activities in FICO (Finance Module)

Work Procedure for Finance Module is available in Annexure_FIN

4.8.3. HR MODULE PAYROLL ACTIVITIES

Salary Processing Procedure:

Step 1:

Before 5th of every month initiate the Increment Process and attend the error if any.

1. Select transaction code ZHR_BONUS_INCREMENT
2. Select the option Increment.
3. Enter the active personnel numbers in the personnel numbers column.
4. Enter the Date of increment
5. Click the EXECUTE icon or F8. The Processing will be started.
6. During the processing, watch the status bar for error messages if any.
7. If error message is displayed in the status bar, processing will be terminated at that point.
8. Note down the error message.
9. Clear the error message and the repeat the above lines 1 to 6.
10. If no errors are found, Click SAVE button or Ctrl + S

Step 2:

Before 15th of every month, ensure from the Accounts Pay bill Section (AO Gr.II) that the Overtime entries from all the departments have been received after getting the approval from the competent authority.

Step 3

On 16th of every month, ensure from the Accounts Pay bill Section (AO Gr.II) that all the exemption entries for Income Tax calculation, correction of increment, misc. earning and deduction entries are created and corrected. Also ensure from CSC Section (AO Gr.II) that all the leave entries have been entered in the system.

Step 4:

After having ensured from the pay bill section and CSC Section that all the records are authorized, start the pay process. The checklist Process and final process of pay bill will be completed within 3 days

1. Select transaction code Payroll Control Record (PA03).
2. Select the Payroll area as “PR” and click the change icon or F6.
3. Select “**Release f. Payroll**” to open the current payroll period and save.
4. Before starting the payroll process, upload the leave recovery using the transaction code ZLEAVE_REPORT and Rent, Water, Electricity will be posted to HR through RE module.
5. Select the transaction code PC00_M40_CALC to the start the checklist payroll process.
6. The screen Payroll Driver, India will be displayed and in that screen select the option Current Period
7. Select Payroll area as “PR”.
8. Select “ZVOC” in schema
9. Select the option “Display variant renum. Statem” as “VOCP” and then execute (F8).
10. After processing, error messages will be displayed separately.
If any error message is displayed, attend the errors by selecting the transaction code Payroll Control Record (PA03) to “**Release f. Correction**” and repeat the above steps 1 to 8.

Step 5:

After the pre. processing is over, to ensure the correctness of the pay slip processing, the following checks are to be carried out.

1. Difference in totals with previous month.
2. Allowances differences for all employees.
3. Total sum of difference.
4. Expired status.
5. Retirement status.
6. Appointment Status.
7. Check List to identify the employees who were getting both HRA and House Rent Recovery in the same month.

8. Instalment amount/number changes.
9. Instalment amount missing pre. month vs current month.
10. Net pay differences.

Step 6:

After attending the errors and above checks, finally process the payroll using the transaction code PC00_M40_CALC (Payroll driver, India).

Step 7:

After the final payroll process is over, start the posting to Finance processing in simulation mode.

1. Select transaction code PC00_M99_CIPE (Create Posting Run)
2. Select the option Current Period, Payroll Area as "PR"
3. Select "S" in the "Type of Document Creation"
4. Select the option "Acc. to Payment date"
5. After process is over, "No errors" will be displayed and check the Net Amount in the salaries head L511 through double clicking the document number generated.
6. If any errors occurred, attend the errors and again follow the steps 1 to 5.
7. After the simulation run, select transaction code Payroll Control Record (PA03).
8. Select the Payroll area as "PR" and click the change icon or F6.
9. Select "Exit" to close the current payroll period and save.
10. Select "P" in the "Type of Document Creation" for Live Posting to Finance.
11. Again check the Net Amount in the salaries head L511 through double clicking the document number generated

Step 8:

After the above processing is over, run the following reports.

1. ZPAYMENTS - Get Variant - Select the variant Bank Advice - 2 copies.
2. PC00_M40_CEDT - India Remuneration Statement
3. Select the variant "VOCP_DEPT" through Get Variant icon for the printing the payslips departmentwise.

Step 9:

Forward the above reports to the Accounts Department.

General :

In case of any problem in this module, and reported by the users department, it will be attended in EDP Centre within two hours from the time of receipt of the problem. When the problem is complex and unprecedented the time taken will be assessed on a case-to-case basis.

Other activities in HR Module:

As per the functional specifications stated below continuous improvements, bug fixing and additional report generations are regularly done through L&T SOLMAN

Sl.No	Activities
1	General
1.1	Processes covering the HR management life cycle starting from recruitment to retirement and including post retirement processes like pension.
1.2	Human Resource Inventory
a.	Personal, family details
b.	Medical history,
c.	Qualifications,
d.	Skill sets, (typing, stenography, Hindi etc)
e.	Experience,
f.	Training programs undergone, (in house & external)
g.	History of employment in the Port & outside,
h.	Track record,
i.	Achievements
1.3	Capture of personnel data at the time of entering the service - Incumbent register.
1.4	Updating the status as and when the events occur preferably direct from the relevant module itself. Career Profile - number of years served in different posts/cadres and different departments/ locations. Reports of individual's service details and lists of employees fulfilling given criteria e.g. "List of ministerial staff who have completed 3 years of service in a specific location"

1.5	A Self service portal with controlled access for the Employees
1.6	Modification of pre-defined data by the employees through the portal
1.7	Returns from the employees like Annual Property Returns
1.8	Maintenance of Annual Confidential Reports - monitoring due dates for submission
1.9	Status changes of the employees - completion of probation period, promotion, demotion, suspension, transfers, deputation, study leave, temporary assignments etc.
1.10	Disciplinary actions against employees
1.11	Standard reports, ad hoc queries and extraction of data for analysis
1.12	Analysis of manpower requirements, availability etc. List of posts lying vacant for specified periods e.g. last one year.
1.13	Planning of manpower required based on retirements & requirements. List of employees retiring - year wise. Maintaining Recruitment Rules and their revisions. Linking them with Departmental Promotion Committee and Staff Selection Committee proceedings.
1.14	Reservation - policy for various categories, implementation, roster points etc. Maintenance of roster Points
1.15	Preparation and maintenance of service seniority and seniority list for Compassionate Appointments.
1.16	Capture of Time, attendance, leave, absence, OT either thro' direct interface to devices like smart card or thro' manual entries.
1.17	Employee work scheduling (shift / roasters)
1.18	Maintaining lists of Board Members, CISF personnel, Teaching & non-teaching staff of Educational Agency, Check off system to keep track of the membership for the trade unions in the Port
1.19	Ability to define welfare schemes to employees like children scholarship, aids etc.
1.20	Recruitment of contract employees, renewal and its Maintenance
1.21	Recruitment of part time employees and payments
1.22	Review of Pre-mature retirement based on age/year of completion.
1.23	Details of employees retired on special VRS
1.24	List of Compassionate appointments
2	Direct Recruitments:
2.1	Advertisements - through newspapers/ web and processing details received through web
2.2	SSC - Constitution, conduct of meetings, roster points, minutes, recommendations, approval and release of order
3	Promotions:
3.1	List of eligible candidates, seniority list, roster points, uptodate CR dossiers
3.2	DPC - constitution, conduct of meetings, roster points, minutes, recommendations, approval and promotion
4	Training
4.1	Training needs assessment, announcements, nominations, schedules, conduct of training programs, evaluating the effectiveness of training programs through feedback
4.2	Individual training records, training program wise records, competency / skill matrix of employees
4.3	Payment of expenses for training programs

Pay Roll & allied systems:

Sl.No	Features
1	Salary Bills
1.1	Preparation of monthly salary bills/ remuneration for a) Port employees & b) Registered Cargo Handling Workers c) Trainees /Apprentice/Contract/ Part Time employees should be made through the system
1.2	Attendance, leave and absence should be captured in the system. Provision for smart card based attendance should be available.(Leave Salary Recovery, Leave Regularization options to be included.)
1.3	Fixation of pay on initial appointment, promotion /reversion should be done for the current period. Provision to rework with previous data and Suggestion for option of applying FR22 should be available.)
1.4	Increments should be processed automatically with auto postponement due to EOL without MC, withholding of increment due to punishment etc.
1.5	Over time booking (Out sourcing from other department, Recoverable from contractors, Port users), engagement and processing for working day/holiday/rest day / and application of ceiling limits for categories, pay scales or based on basic pay. OT should be computed based on the employee Work schedule (videHR specifications item 25)
1.6	Calculation of night weightage for eligible Employees
1.7	Calculation of incentives based on performance and including the same in the salary bills.
1.9	Maintenance and audit of Payroll data.
1.10	Centralized or decentralized payroll maintenance
1.11	Splitting of salary between multiple cost centers
1.12	Preparation of pass orders for approval of pay rol
1.13	Payment through bank / ECS etc.
2.	Other Payments.
2.1	Processing of bonus and performance incentives - advance and final payment
2.2	Application, Approval, Bill preparation & payment of Scholarship
2.3	Encashment of earned leave for the employees on request with provision to autocalculate IT
2.4	Preparation of honorarium statement and payments
2.5	Preparation of bill for the cash award for the Employees
2.6	Bill preparation for reimbursement of tuition fee,newspaperetc and payments
3.	Loans and advances
3.1	Application, Approval, Bill preparation & payment Festival Advance and recovery thereof
3.2	Application, approval, bill preparation & payment of computer advance, fan advance etc and recovery Thereof
3.3	Application, approval, bill preparation & payment of Medical Advance, settlement & reimbursements.
3.4	HBA advance application, processing & recovery and ledgers (with issue installment)
3.5	Submission of statutory documents for vehicle/HBA & releasing of documents after closure of Advances
3.6	Premature closure of loans and advances
3.7	Maintenance of provident funds accounts including subscriptions, advances, loans, final settlement, and balance interest payment. Preparation of ledgers,statementsetc .
3.8	Self service - like Travelling Allowance/Daily Allowance claims/advance (Automated final bill preparation)
3.9	Leave travel concession advance & settlement (Automated final bill preparation, with ticket number) - Details of LTC/Home Town entitlements availed by the employees in block year wise.
3.10	Voyage allowance /advance
3.11	Submission of Time Reports and Expense Reports on-line

3.12	Pass order for all advances with finance reference
3.13	All ledgers for loans and advances should be done in finance module.
3.14	Tracking of Bank, LIC, Group Insurance - Recovery with respective agency link
4	Pay Roll deductions:
4.1	Different types of deductions - fixed period, fixed amount, installment, variable etc. (Codewise Amount/Percentage based deductions and allowances with IT applicable flag)
4.2	Different deduction frequencies
4.3	Remittance of deductions to various agencies and keep record of the same.
4.4	Assessment of IT & recovery through salary - Tax deduction at source & assessment of taxable perks. Income tax / professional tax calculation
4.5	Employees group insurance subscription recovery and payment.
4.6	Collection of subscriptions for Union/ Associations
5.	PENSION
5.1	Calculation of retirement benefits, Gratuity, pension entitlements and final settlements for superannuation, Voluntary Retirement Scheme, Special Voluntary Retirement Scheme, resignation and termination
5.2	Preparation of monthly Pension payment to employees & Tracking of pension
5.3	Pension revision, arrear calculation & payments
5.4	Exgratia pension (lump sum) calculation & payment for family pensioners.
5.5	Pensioner Portal with Income tax calculation for pensioners, nomination, life certificate, etc.,
6.	Others
6.1	Supplementary Bills for all types of arrears with due drawn details.
6.2	Multilingual pay slips & sanction orders (Hardcopy and Electronic, SMS). Miscellaneous details like advance to be reflected in payslip
6.3	Handicapped employees / dependent handicapped - Master with review facility

The following SAP t-codes are being used by user departments for their functional requirements.

S.No	Module	Type	T-Code	Description
1	Before Pay Process- (Increment, Bonus, Updation, Odc incentive)		ZHR_CHLP_PAYROLL	CHLP PAYROLL INFOTY UPLOAD 15/57
2			ZHR_CHLP_INBOUND	UPLOAD INCENTIVE, ATTENDANCE DETAIL
3		Report	ZHR_PAYBONUS	BONUS REPORT
4		Report	ZHR_INCREMENTRPT	INCREMENT REPORT
5			ZHR_BONUS_INCREMENT	BONUS INCREMENT UPDATION PROGRAM
6		Report	ZLEAVE_REPORT	LEAVE REPORT-LEAVE SALARY RECOVERY POSTING

7	Release & Correction Payroll		PA03	MAINTAIN PERSONNEL CONTROL RECORD
8			PC00_M99_PA03_CORR	PAYROLL ACCOUNTING - CORRECTIONS
9			PC00_M99_PA03_RELEA	PAYROLL ACCOUNTING - RELEASE PAYROLL
10			PC00_M40_CALC	PAYROLL ACCOUNTING - START PAYROLL
11			PC00_M99_CIPE	CREATE POSTING RUN
12	After pay process		FI02	CHANGE BANK
13		Report	ZBANKADVICE	BANK ADVICE REPORT
14			PC00_M99_DKON	ASSIGN WAGE TYPES AND G/L ACCOUNTS
15			ZHR_INST_UPDATE	BALANCE AND PAID INSTALLMENT UPDATE
16		ZHR_GPF	PF SETTLEMENT AND INTEREST	
17	After Pay process - email	Report	ZHR_RETRO_REPT	RETRO REPORT
18		Report	PC00_M40_CEDT	REMUNERATION STATEMENT
19			ZHR_SAL	GROSS EARNING
20	Pay Reports		S_PHO_48000513	AD HOC QUERY
21		Report	HRCMP0081	PRINT TOTAL COMPENSATION STATEMENT
22		Report	HRCMP0080	DISPLAY TOTAL COMPENSATION STATEMENT
23		Report	ZHR_ABSTRACT	ABSTRACT PAY REPORT
24		Report	ZHR_EMPLIST	V.O.C LIST OF EMPLOYEES
25		Report	ZHR_SERVICE_REGISTER	SERVICE REGISTER REPORT
26		Report	ZPAYMENTS	LIST OF ADDITIONAL PAYMENTS- SCHEDULE OF RECOVERIES

27			ZHR_DOCNUM	HR MANUAL NUMBER
29			PC00_M40_ANN	PAYROLL ANNUAL DISPLAY - INDIA
30			ZHR_SENIOR_LIST	SENIORITY LIST - QUARTERS
31	Income Tax		ZHR_ITFORM	HR IT FORM REPORT
32			ZHR_IT	INCOMETAX REPORTS
33		Report	PC00_M40_F24Q	FORM 24Q
35		Report	PC00_M40_F16	FORM 16
36		Report	ZHR_INCOME_DECL	INCOME TAX DECLARATION
37		Report	PC00_M40_F24	FORM 24Q
38		Professional Tax	Report	ZHR_PTX
39	Report		PC00_M40_PTX	PROFESSIONAL TAX FORM 5
40	Pay Slip		ZHR_PAY_FIX	PAY FIXATION PROCESS
41			ZHR_TPD	THIRD PARTY DEDUCTIONS CARRIED OVER
42		Report	PC_PAYRESULT	DISPLAY PAYROLL RESULTS
43		Report	ZPAYCHECK	PAYROLL CHECKLIST
44			ZHR_OT_CALC	OVER TIME CALCULATION
45		Report	ZHR_BANK_PENSION	EMPWISE ABSTRACT FOR PAY- PENSION-CHD
46		Payslip - System		PC00_M08_URECO
47			PUOC_40	OFF-CYCLE WORK BENCH(INDIA)
48			SE38	WAGE TYPE DOWNLOAD WITH INSTALLMENT NUMBER
49			SM30	CALL VIEW MAINTENACE
50			SM37	OVERVIEW OF JOB SELECTION
51			SE16	DATA BROWSER

52			SQ01	SAP QUERY - MAINTAIN QUERIES
53	ERP Download for ICS Payroll Comparison		ZHR_WT_WITH_DOR	WAGE TYPE REPORT WITH DATE OF RETIRE
55			SE16	SALAY CODE VS FIN CODE MAPPING
56		Report	PC00_M99_CWTR	WAGE TYPE REPORTER
57			S_AHR_61015608	PAYMENTS AND DEDUCTIONS
58	Others		S_AHR_61015532	PROFILE MATCHUP: POSITIONS/HOLDERS
59			S_AHR_61018869	PERIODS WHEN POSITIONS ARE UNOCCUPIED PER ORG. UNIT
60			S_AHR_61016502	INFO SYSTEM -> POSITION -> EXISTING POSITIONS
61			SESSION_MANAGER	SESSION MANAGER MENU TREE DISPLAY
62			PSOS	POSITION REPORTING
63			ZHR_OFORD	GENERATION OF APP. FOR OFFICE ORDERS
64			S_AHR_61016495	ORG. STRUCTURE WITH PERSONS
65		Screens		zhr_empl_list
66			ZHR_RPUDEL20	TCODE RPUDEL20
67			ZHR_LEGAL	LEGAL CASE
68			RE_RHGRENZ4	SET NEW END DATE FOR INFOTYPES
			PA20	HR MASTER DATA DISPLAY
69			PA30	MAINTAIN HR MASTER DATA
70			PA40	PERSONNEL ACTIONS
71			PA41	CHANGE ENTRY/LEAVING DATE
72		PPOME	CHANGE ORGANIZATION AND	

				STAFFING
73			PA70	FAST ENTRY
74			PA71	FAST ENTRY OF TIME DATA
75	Personal Claims		PPOM_OLD	MAINTAIN ORGANIZATIONAL PLAN
76			PO13	MAINTAIN POSITION
77			PO10	MAINTAIN ORGANIZATIONAL UNIT
78			ZHR_PERSONAL_CLAIMS	PERSONAL CLAIMS
79	Personal Claims- Encashment Offcycle Run		PC00_M99_CIPE	2.ENCASHEMENT POSTING STEP 1. RELEASE - STEP2 - POST
80			PC00_M40_CALC	1.ENCASHMENT PAYROLL - CHOOSE VARIANT ENCASHMENT
81			PC00_M40_CEDT	REMUNERATION STATEMENT - INDIA VARIANT ENCASHMENT
82			PCP0	EDIT POSTING RUNS
83	Personal Claims - Leave	Report	ZHR_ABSENCE	ABSENCE REPORT
84			PT60	TIME EVALUATION
85	GPF Account	Report	ZHR_GPF_ARREAR	GPF BALANCE INTEREST/ARREAR CALCULATION AND PAYMENT
86		Report	ZHR_GPF_LEDGER	GPF LEDGER REPORT
87			ZHR_GPFANNLED	GPF/NEW PENSION SCHEME ANNUAL LEDGER
88			ZHR_GPF_STAT	V.O.C GPF ADVANCE & WITHDRAWAL
89			ZHR_PF_FORM	PF ACCOUNT SLIP
90			ZHR_GPF_MON	GPF MONTHLY LEDGER
91			ZHR_GPF	PF SETTLEMENT AND INTEREST
92			ZHR_GPF_EX	V.O.C PORT TRUST - GPF EXTERNAL

93	Audit		ST03	WORKLOAD AND PERFORMANCE STATISTICS
94			STAD	STATISTICS DISPLAY FOR ALL SYSTEMS
95			S_AHR_61016380	LOGGED CHANGES IN INFOTYPE DATA
96	Loans and Advances		ZHR_LEAVE_TRAVEL	V.O.C. PORT TRUST - LTC-HTC AVALIED
97			PC00_M99_CLOF	ACCOUNT STATEMENT FOR COMPANY LOANS
98			ZHR_LOAN_ISSUE	V.O.C LOAN DETAILS
99			ZHR_LOANINTREST	INTEREST ON LOANS AND ADVANCES
100	Attendance & Leave		ZLEAVE_RECOVERY_RPT	LEAVE RCOVERY RECORDS DISPLAY
101		Report	PT_QTA10	ABSENCE QUOTA INFORMATION
102		Report	ZHR_LEAVE_REPORT	LEAVE REPORT
103		Report	ZHR_LEAVE_PERIOD	V.O.C PORT TRUST - LEAVE REPORT
104			ZHR_LEAVE	LEAVE APPLICATION
105		Report	ZHR_LEAVE_REPT	LEAVE STATEMENT
106		Report	S_PH9_46000222	FAMILY MEMBERS
107	Report	ZHR_SUPERIOR_STAFF	SUPERIOR STAFF REPORT	
108	Personal Information	Report	ZHR_RET	RETIREMENT REPORT FOR 55 YEARS
109		Report	ZHR_PRET	PREMATURE RETIREMENT ALERT
110		Report	ZHR_INC_DUE	INCREMENT DUE REPORT
111		Report	ZHR_EMPSERVICE	EMPLOYEE SERVICE LIST
112		Report	ZHR_HANDICAPPED	Physically Challenged List
113		Report	ZHR_CON_PROB	V.O.C. CONFIRMATION PROBABLE

				REPORT
114		Report	ZHR_QUALIFY	EMPLOYEE EDU. QUALIFICATION REPORT
115	Pension	Report	ZHR_PEN_EXP	V.O.C. LIST OF PENSIONERS EXPIRED
116		Report	ZHR_PEN_NOM	V.O.C. PENSIONER'S NOMINEE DETAILS
117			ZHR_FORM3	FORM3 TRASACTION CODE
118			ZPENSION	RETIREMENT BENIFITS - FAMILY PENSION
119		Report	ZHR_PENSION_REPORT	PENSION PAYMENT REPORTS
120		Report	ZHR_PAY_PENSION	PENSION PARTICULARS REPORT
121			S_AHR_61015609	BANK DETAILS
122			S_AHR_61016362	FLEXIBLE EMPLOYEE DATA
123		Report	ZHR_ARET	RETIREMENT REPORT

4.8.4. RE MODULE ACTIVITIES

EDP centre is proposing Rent, Water & Electricity demands every month for Port quarters only during paybill/pension process to effect recoveries from employees/pensioners salary.

As per the functional specifications stated below, continuous improvements, bug fixing and additional report generations are regularly done through L&T SOLMAN

Sl.No	Features
1.	Creation of the spaces for allotment in the port
2.	Processes relating to Allotment of lands on tender or directly - ability to create tender for land allotments.
3.	Maintaining physical status of the estate - Data visualization - property manager space assignments in graphical representation using tools like auto CAD/ GIS
4.	Updation of available warehouse, office and land area for rental complete with details and layout plan
5.	Application for allotment of warehouse, office and land area electronically (Govt. / Pvt. Through tender)
6.	Processing of the application, send reply or approval to the applicant electronically
7.	Receiving application for renewal of Tenancy Agreement and sending reply or approval Electronically
8.	Viewing the draft Tenancy Agreement Electronically
9.	Monitoring and collection payment of rented warehouse, office, land etc
10.	Generation of alert on overdue rental payment and reminder letter automatically.
11.	Generate report on occupancy rate of warehouse, office and land in the operational area rented/leased through Traffic department complete with layout plan.
12.	Alerts before lease expiry date and generate reminder letter
13.	Renewal of existing licenses
14.	Allotment of lands on tender or directly
15.	Occupation/ vacation
16.	Allotment of land on lease, sublease, transfer of Lease
17.	Renewal of existing lease
18.	Allotment of office, bunks, hoardings, hawkers etc
19.	Temporary licensing for jetties, bunks, office, hoarding, hawkers etc and its maintenance
20.	Handing over of lands & structures to lessee /sub lessee /employees
21.	Demand and collection of rent
22.	Allotment to the employees based on the seniority list, occupation, vacation of quarters including issue of notice to vacate
23.	Recovery of rent, electricity & water charges
24.	Storage & retrieval of legal documents (Document Management System)
25.	Revision of Tariff and Generation of arrears
26.	Wayleave charges for pipelines, cables etc
27.	Payment through EDI
28.	Monitoring Minimum Guarantee Tonnage (MGT) assurance and proposing penalties
29.	Penal Charges (Interest on belated payment) and Penalty for delayed renewal
30.	Appropriation of payments to the demands Outstanding
31.	Analysis for revision of tariff (Costing)
32.	Physical Survey and mapping of entire estate of the Port using different layers to mark the utilities, buildings, structures, roads, leased areas etc.

The following SAP t-codes are being used by user departments for their functional requirements.

S.No	Module	T-Code	Description
1	Reports	ZRE_DEMAND_RAISE	Query to Identify Demand Raised
2		ZRE_LR_DCB	Display of Existing and Expired Allotments
3		ZRE_ALVQR	ALV display for QR Report
4		ZPENDUES	Pendingdues smartforms (Table: Zre_penmail) To send mail with penal int
5		ZRE_TAMP	Tamp Revision for Wayleave
6		REISRO	Info System: Rental Objects
7		REISCNRN	Infosystem: Renewal of Contracts
8		REISALIT	Accruals/Deferrals
9		REISDCDF	Info System: Cash Flow
10		ZRE_CHECKLIST	ZRE_CHECK_LIST_REPORT
11		ZRE_NPEQ	ZRE_NON_PORT_QUARTERS_REPORTS
12		ZRE_CHECK_LIST	Demand Check List - Obsolete - don't use
13		ZRE_EC	Electricity Consumption for a Period
14		ZRE_WC	WATER CHARGE REPORT
15		ZRE_LR	Land Allotment Details
16		ZRE_QR	Quarters Reports
17		REBDRO	Process Rental Object
18	Water Charge	ZRE_WCHARGE	Water Charge Calculation
19	Rent	ZRE_RENEWAL_APP	ZRE_RENEWAL_APP
20		RERAALCN	Accrual/Deferral: Contracts
21		ZRE_RENEW_APP	Renewal Contracts Approval Details (obsolete)
22		ZRE_DCB_PEQ	Port Employee DCB
23		REAJHCN	Adjustments on Contracts
24		REAJPR	Specify Adjustments
25		ZRE_AO_PRINT	Allotment order forms print
26		ZRE_TENDER	Tender Process
27		ZRE_APPL_REPORT	Application List
28		ZRE_MGT	MGT Process
29		ZRE_PENALTY	Penalty Intrest Calculation
31		ZRE_PEQ	Port Employee Quarters Reports
32		ZRE_DCB	DCB Ledger
34		RERAPP	1.Periodic Posting: Contracts
35		ZRE_INVOICEMAIL	for mailing the invoice (ZREM_MAIL_REC is the Table)
36		RERAOP	One-Time Posting-Penalty-Arrears
37		Rent-Reversal	RERAOPRV
38	RERAIVRV		Reverse Invoices - Electricity Only - Step 1
39	ZRE_INV_ELEC_REV		Invoice Reversal For Electricity - Posting reversal by allot.no - Step 2

40		RERAPPRV	Periodic Postings -> Reversal of Periodic Posting for Contracts
41	Electricity	IW42	Overall Completion Confirmation
42		IW3D	Print Order
43		IW32	CHANGE ORDER
44		IW31	Create Order
45		ZFI_VBANK	Vendor Bank Guarantee Report
47		REISRADOCITEM	Item Overview - Electricity/Rent/Water Item Wise Statement
48		ZRE_ECHARGE	1.Electricity Charge - Entry
49	Real Estate	RECN	Process Contract
50		RE80	RE80: RE Navigator
51		RERAIV	2.Create Invoices for Electricity - Choose FI Documents Only & Rent
52		ZRE_INVOICE	3.Demand Invoice Print-Electricity - Choose Invoice Number & Rent
53	ERP PORTAL		http://erpport.vocport.gov.in:51000/irj/portal/anonymous
			Features available are detailed below: 1.User/Employee registration 2.To apply for quarters and vacant plots 3.Through work flow, registration and actions on application has been maintained 4.Status of application

4.8.5. Manual for Material Management:

Responsible Officer: DPO

Reviewing Officer: Sr.DD

4.8.5.1. Closing the period in MM module

Process No: EDP-008-051

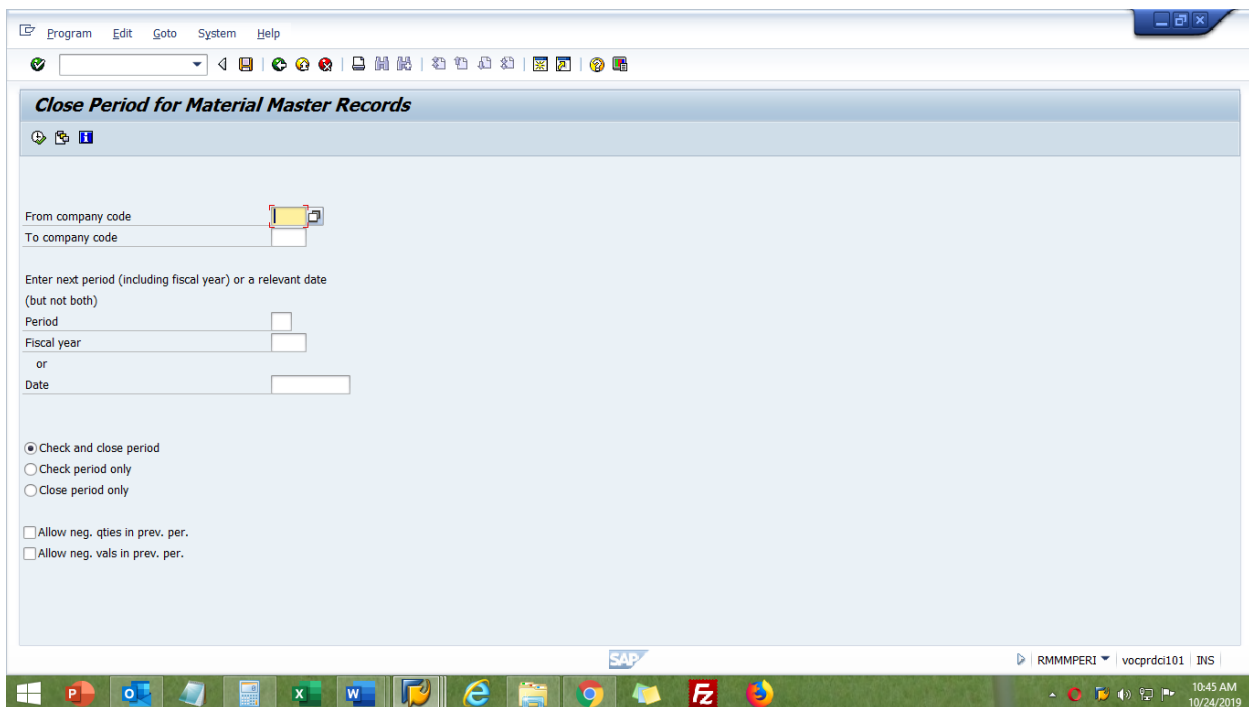
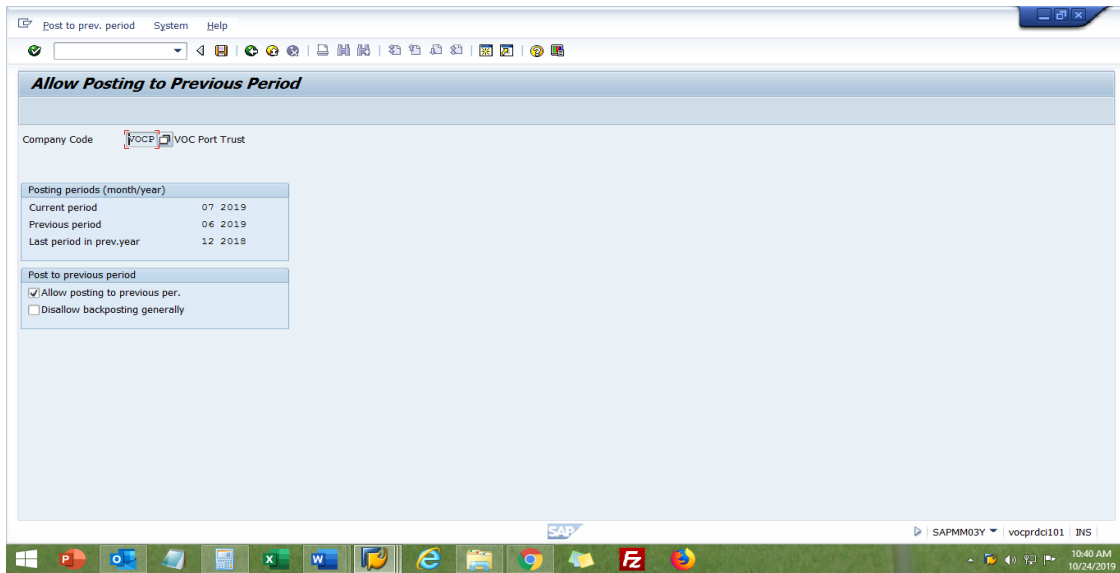
Purpose: To update the current month in the fiscal year for administration record updating, ensuring that the stock data of the material master are updated.

T-code MMRV this transaction allows you to view current period and change setting for posting to previous period.

Steps:

1. Enter Tcode MMRV.
2. Enter the company code VOCP.
3. View the current period and check the box allow posting to the previous period.
4. Enter Tcode MMPV.
5. Enter the company code VOCP.

6. Enter the next period in the fiscal year and enter the fiscal year or enter the current date.
7. Check the radio button check and close period.
8. Execute.



4.8.5.2. Maintaining condition records for GST in MM module

Create condition for a specific control code

EDP-008-052

Purpose:To create, view and update the GST percentage in condition table.

Steps:

1. Enter Tcode FV11.
2. Enter the company code VOCP.
3. Enter the condition type for GST(CGST - JICG, SGST- JISG, IGST-JIIG)
4. Choose the key combination relevant to the control code that is for supply- choose the combination with tax indicator and for service choose the key combination without tax indicator.
5. Enter Destination country- IN, region-state code of the supplier from list of values, region of division plant- state of VOC Port Trust i.eTamilnadu(code- 22) .
6. Enter control code with tax code V0 with GST percentage in respective columns.
7. Click save condition table will be updated with the new control code and with GST percentage.

Display IN: Integrated GST (JIIG) : Overview

Destination Country: IN, India
Region: 24, Uttar Pradesh
Region of div.plant: 22, Tamil Nadu
Valid On: 24.10.2019

G.T Control code	S Description	P.	Amount	Unit	per	U...	Valid From	Valid to	Ta...	W...	Lic. no.	Lic. date	D..
01209			18.000	%			01.06.2017	31.12.9999	V0				<input type="checkbox"/>
05204			5.000	%			03.09.2019	31.12.9999	V0				<input type="checkbox"/>
065061010			18.000	%			01.07.2017	31.12.9999	V0				<input type="checkbox"/>
08443			18.000	%			01.06.2017	31.12.9999	V0				<input type="checkbox"/>
08471			0.000	%			01.06.2017	31.12.9999	V0				<input checked="" type="checkbox"/>

8. Execute.

4.8.5.3 :View condition table

EDP-008-053

Steps:

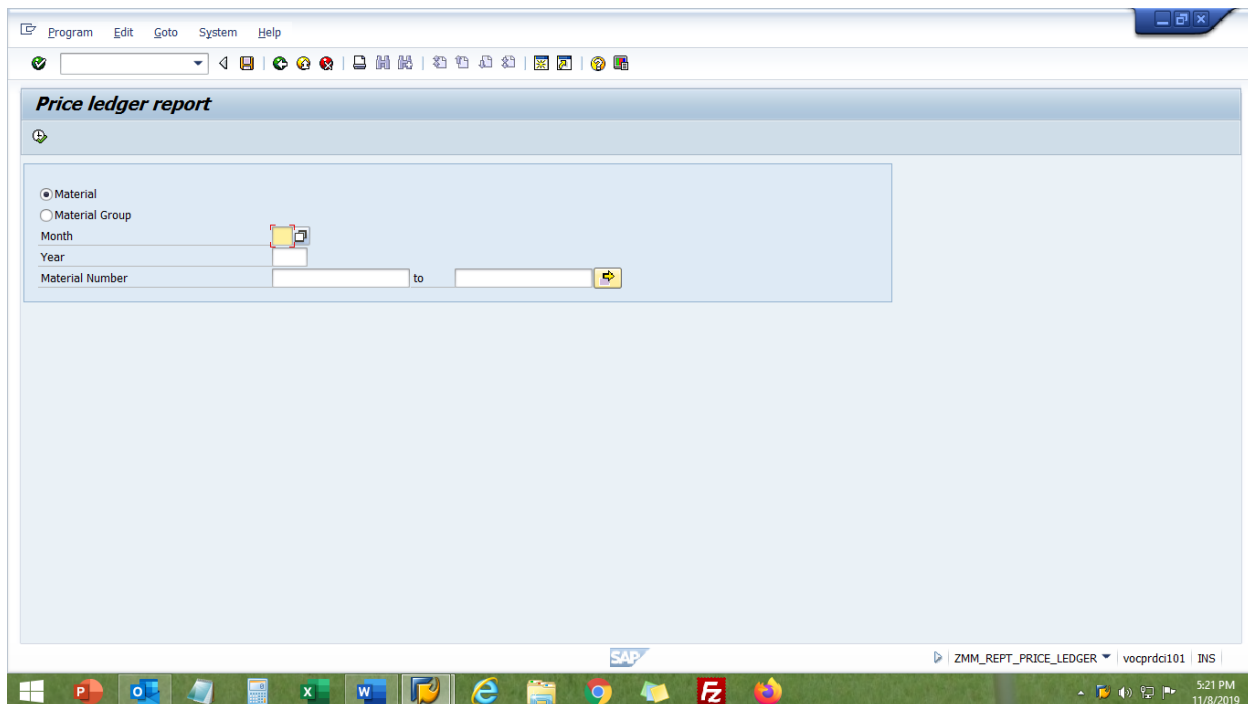
1. Enter Tcode FV13.
2. Enter the company code VOCP.
3. Enter the condition type for GST(CGST - JICG, SGST- JISG, IGST-JIIG)
4. Choose the key combination relevant to the control code that is for supply- choose the combination with tax indicator and for service choose the key combination without tax indicator.
5. Enter Destination country- IN, region-state code of the supplier from list of values, region of division plant- state of VOC Port Trust i.eTamilnadu(code- 22) .
6. Execute to view the condition table.

8.8.5.4 Price Ledger Report

EDP-008-054

Steps:

1. Enter Tcode ZMM_PL.
2. Enter the required fields month, year and Material number
3. Execute to view the report.



4.8.5.5 :Stock Report

EDP-008-055

Steps:

1. Enter TcodeMB5B.
2. Enter the required fields Material number, company code, plant and enter month. Execute to view the report based on the entered date.

4.8.5.6 :Purchase Order History Report

EDP-008-056

Steps:

1. Enter TcodeZMM_POHISTORY.
2. Enter the required fields Material number.
3. Execute to view the report previous history of the material number.

4.8.6. Project System Module

Responsible Officer: DPO

Reviewing Officer: Sr.DD

4.8.6.1. Assigning Authorization for approval history

EDP-008-061

1. Enter TcodeZPMC_AUTH
2. Enter the user name in role column
3. Enter the sequence number for that user name
4. Enter the authorization level for that user name.
5. Save and Execute.

4.8.6.2. Assigning Roles for individual projects

EDP-008-062

1. Enter TcodeZPMC_ROLE.
2. Enter Project number(R-2019-002)in first column of the table
3. Enter WBS element (R-2019-002-01) in second column of the table.
4. Enter the role of the user.
5. Enter the user name in sequence.
6. Save and execute.

4.8.7. Plant Maintenance Module (PM)

- SAP Plant Maintenance is one of the SAP module which handles the maintenance of equipments and enables efficient planning.
- As the life cycle of Asset is maintained, this module is also named ALM module (Asset Lifecycle Management).
- Factors used in this module are problem / resolution determination, required resources and availability.

Scenarios applicable in this module

1. Material requirement
2. Service based

Work Flow of PM module

Masters in PM module

- **Equipment Master** is maintained based on Equipment Category for Eg. IT Equipments, Marine Equipments, etc,.
- **Service Master** to be created for service cases
- **Material Master** to be created through MM module if material is required for maintenance

(Refer User department manual for Master creation and modification procedures)

Transactions in PM Module applicable for VOCP business process:

(Refer User department manual for transactions creation and modification procedures)

Notification creation :

- PM involves ensuring of technical systems are in working order and availability of materials
- Describe the condition of technical objects, and nature of operation, maintenance department to perform a necessary task that needs to be carried out
- Notifications are not an authorization to perform maintenance work activities but a request for services
- Maintenance Order will be generated through the Notification.

Maintenance Order :

- List of Operations performed
- Material / External service cost capturing in maintenance order
- Confirmation of Maintenance Order
- For Material/ External Services, Purchase Requisition will be automatically generated and process further flow through MM Module

Transactions in MM module : (Through PM module)

Generation of Purchase Requisition, Purchase Order, Goods Receipt, Invoice, Entry Sheet, Memopay take place in PM module . (Refer MM manual procedure)

Process in FICO module: (Through PM module)

Billing process takes place. (Refer FICO Manual procedure)

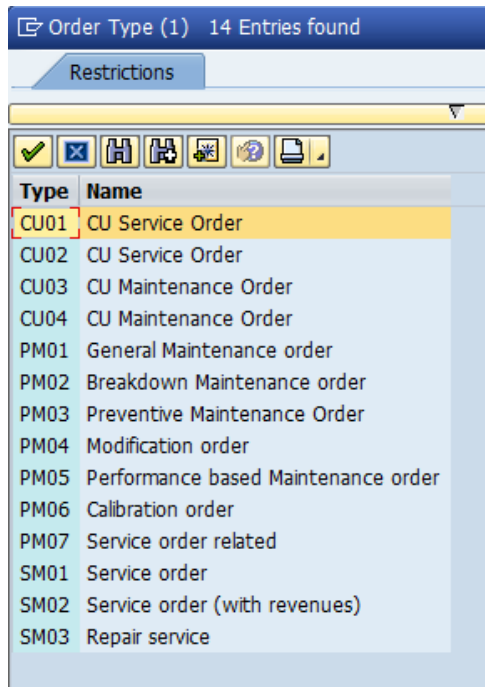
PM Integration with other modules:

Integrated with three modules

1. Project Id created through PS Module to be linked in Notification
2. After order generation, process further enters into **MM Module**.
3. After Invoice creation processing in MM module, process continues through **FICO Module** for payment.

Types of Orders created in PM module

Order types



The screenshot shows the SAP Order Type selection screen. At the top, it displays 'Order Type (1) 14 Entries found'. Below this is a 'Restrictions' tab. A toolbar contains icons for check, close, save, refresh, help, and print. The main area is a table with two columns: 'Type' and 'Name'. The first row, 'CU01 CU Service Order', is highlighted in yellow.

Type	Name
CU01	CU Service Order
CU02	CU Service Order
CU03	CU Maintenance Order
CU04	CU Maintenance Order
PM01	General Maintenance order
PM02	Breakdown Maintenance order
PM03	Preventive Maintenance Order
PM04	Modification order
PM05	Performance based Maintenance order
PM06	Calibration order
PM07	Service order related
SM01	Service order
SM02	Service order (with revenues)
SM03	Repair service

Complete flow of General Maintenance case for first Scenario
Case 1: General Maintenance Order - Procurement of spares for
Equipment
Notification

Change PM Notification: Maintenance Request

Partner

Notification: 1000832 M1 Procurement of batteries forM.L.Tuticorn

Notific. Status: NOPR ORAS ACP

Order: 100000244

Notification data | Reference object | Malfunction, breakdown | location | Scheduling overview | Items | Tasks | Activities

Reference object

Functional loc.:

Equipment: ML-TUTICORIN Boat,LOA 21.5 , Max.Draft 2.15

Assembly:

Subject

Description: Procurement of batteries forM.L.Tuticorn

Responsibilities

Planner group: 050 / MARN VOC_Marine

Main WorkCtr: MAR_MECH / MARN Mechanical works at marine work shop

Department resp: 105 MECHANICAL

Reported By: 2668 MOHAMED SHAREEF.K.

Reported by: Notif.date: 28.03.2017 15:24:21

SAP

General Maintenance Order for Materials

Change General Maintenance order 10000244: Central Header

Complete (business)

Order: FM01 10000244 Procurement of batteries for M.L.Tuticorn

Sys.Status: REL GMPS MACM PRC SETC ACP

HeaderData | Operations | Components | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancement

Person responsible

PlannerGrp: 050 / MARN VOC_Marine

Mn.wk.ctr: MAR_MECH / MARN Mechanical works ...

Reported By: 2668 MOHAMED SHAREEF.K.

Notifctn: 1000832

Costs: 0.00 INR

PMActType: 001 Inspection

SystCond.:

Address:

Dates

Bsc start: 28.03.2017 Priority: 3 3-Medium

Basic fin.:

Revision:

Reference object

Func. Loc.:

Equipment: ML-TUTICORIN Boat, LOA 21.5, Max.Draft 2.15

Assembly:

Malfnctn data | Damage | Notif. dates

Malfnctn start: 28.03.2017 15:34:13 Breakdown:

SAP | IW22

Components / Material required for the Maintenance:

Change General Maintenance order 10000244: Component Overview

Complete (business)

Order: FM01 10000244 Procurement of batteries for M.L.Tuticorn

Sys.Status: REL GMPS MACM PRC SETC ACP

HeaderData | Operations | Components | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancement

Item	Component	Description	LT	Reqmt Qty	UM	IC	S...	SLoc	PInt	Op...	Batch	Proc. Category	Recipient	Unload
0010	210000032	12V/25plates/180AH/ Lead acid heavy d...		4	NO	N			EMCH	0010		PReq for Order		
0020														
0030														
0040														
0050														
0060														
0070														
0080														
0090														
0100														
0110														
0120														
0130														
0140														

Gen. Data | Purch. | List | Grap... | Assy | Material Where-Used | Repl. | Catalog

SAP | IW22

Purchasing Data of Components / Materials

General Data		Purchasing Data	
Requirement Qty	4	NO	Sort String
Price	9,835.00	INR	per 1 NO
Material Group	07	G/L Account	E205
Purch. group	004 / CPUO	Vendor	
Agreement	/	Info Record	
Goods Recipient		Unloading Point	
Requisitioner	AEE/MARINE	Tracking Number	10000455
Pl. Deliv. Time		GR Proc. Time	2
Old Open PO No.			
Actual Data			
Purchase Req.	10000455 / 1	Received	4 NO

Purchase Requisition

Display Purchase Req. 10000455

Document Overview On | Personal Setting

NB Purchase Requist... 10000455

Header

St.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGR	Requisnr.	Tracking...	Des.Vendor	Fix. Vend.
	1	F		210000032	12V/25plates/180AH/ Lea...	4	NO	D	25.03.2017	Miscellaneo...	Mechanica&...			004	AEE/MARI...	10000455	

Item: 1 [1] 210000032, 12V/25plates/180AH/ Lea...

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Proc.Status: PO created | Ord.Qty: 4 | NO | 05 Release Completed

Block ID: Not Blocked

Doc.cat...	Purch.Doc...	Ite...	Short Descrip...	Quantity	O...
Purchase...	450000377	1	Sch. Line	4	NO
			Goods receipt	4	NO
			Invoice receipt	4	NO

SAP | ME53N

Purchase Order :

Standard Domestic PO 450000377 Created by Vanitha M

Document Overview On | Print Preview | Messages | Personal Setting

NB Standard Domesti... | 450000377 | Vendor | 202205 SRMF Automobiles | Doc. date | 28.03.2017

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint	Stor. Location	B
	1	F		210000032	12V/25plates/180AH/ Lea...	4	NO	D	25.03.2017	9,835.00	INR	1	NO	Miscellaneou...	Mechanical&Electri...		

Item: 1 [1] 210000032, 12V/25plates/180AH/ Lea...

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Account Assignment | Purchase Order History | Texts

Sh. Text	MvT	Material Document	Item	Posting Date	Σ Quantity	Delivery cost quantity	OUn	Σ Amount in LC	L.Cur.	Σ Qty in OPU...	DelCostQty (OPU...	Order Price Unit	Σ Ar	
BzWE		5000001869	1	28.03.2017	0		4	NO	300.00	INR	0	4	NO	30
Tr./Ev. Delivery costs														
WE	101	5000001869	1	28.03.2017	4		0	NO	39,340.00	INR	4	0	NO	39,34
Tr./Ev. Goods receipt														
RE-L		5105602518	1	06.04.2017	4		0	NO	45,344.30	INR	4	0	NO	45,34
Tr./Ev. Invoice receipt														
					4		0	NO	45,344.30	INR	4	0	NO	45,34

SAP | ME23N

Goods Receipt Statement:

Good Receipt statement will be created only materials where used in the Maintenance Order

Display Material Document 5000001869 - Vanitha M

Show Overview | Hold | Check | Post | Help

A04 Display | R02 Material Docu... | 5000001869 | 2017

General | Vendor | Doc. info | Remarks | Inspection Details | Adv. Payment Details

Document Date: 28.03.2017 | Delivery Note: A-991 | Vendor: SRMF Automobiles
 Posting Date: 28.03.2017 | Bill of Lading: | HeaderText: |
 1 Individual Slip | GR/GI Slip No.:

Line	Mat. Short Text	Qty in UnE	E...	SLoc	Order	Bu...	Profit Center	G/L Account	Batch	Valuation ...	M...	D Sto
1	12V/25plates/180AH/ Lead acid heavy duty	4		NO	100000244	ZA	PA5007	E205			101	Ut

Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Movement Type: 101 | GR for acct assgmt | Stock type: Unrestricted use
 Plant: Mechanical&ElectricalEng.Dept. | EMCR |
 Unloading Point:

SAP | MIGO

Invoice Receipt

Display Invoice Document 5105602518 2017

Show PO structure | Follow-On Documents ... | Help

Transaction: 1 Invoice | 5105602518 | 2017

Basic data | Payment | Details | Tax | Withholding tax

Vendor 0000202205

Company: SRMF Automobiles
18F City Plaza
628002 TUTICORIN
934433232
Bank acct: 001700150950260
TAMILNADU MERCANTILE BANK - MAIN, Beac

Invoice date: 28.03.2017 | Reference: |
Posting Date: 06.04.2017
Amount: 45,344.00 | INR | Calculate tax
Tax Amount: 5,704.30 | V1 V1 (State and centr...
Bus.place/sectn: /
Text: |
Paymt terms: Due immediately
Baseline Date: 06.04.2017

PO Reference

Layout: 7_6310 All information

Item	Amount	Quantity	O...	Purchase ...	Item	Sma...	PO Text	Te
	39,340.00		4 NO	<input type="checkbox"/>	4500000377 1		12V/25plates/180AH/ Lead acid heavy duty	V1

0 / 0 Items

SAP | MIR4

Memo Pay:

Print Preview of ZVOC Page 00001 of 00001

Archive | Print and Archive | Search

Invoice no. : 5105602518
Project Code :
Name of Work. : 12V/25plates/180AH/ Lead acid heavy duty
Name of Contractor. : 202205 - SRMF Automobiles
Bank Name : CH28-TAMILNADU MERCANTILE BANK - MAIN
Account No : 001700150950260 | GST No : 33ACOPM9336P1ZS
IFSC Code : TMBL0000001 | PAN No : ACOPM9336P

1. Total value of work actually measured.	:	
2. Less : rebate @ 0.00%	:	0.00
3. Total : (1-2)	:	0.00
4. Payment made for invoices after rebate	:	0.00
5. Payment to be made for invoice after rebate	:	0.00
6. Work done for this Invoice	:	39,340.00
7. Rep & Main-External E473	:	0.00
8. Input Tax Credit - CGST A710	:	5,507.60
9. Input Tax Credit - SGST A711	:	5,507.60
10. Input Tax Credit - IGST A712	:	0.00
11. Admin Charges E198	:	0.00
12. ESI E505	:	0.00
13. EPF E199	:	0.00
Total (A)	:	50,355.20

SAP | ZFI_MEMOPAY1

Complete flow of General Maintenance case for second Scenario case

Case 2: General Maintenance Order - Services

Notification:

Change PM Notification: Maintenance Request

Notification: 1000829 M1 Tinkering F.C Works in TN69 M 8242 Mahin

Notific. Status: NOPR ORAS ACP

Order: 10000252

Notification data | Reference object | Malfunction, breakdown | location | Scheduling overview | Items | Tasks | Activities

Reference object

Functional loc.: EMCH-VHL-FLD Field work shop for vehicle department

Equipment: TN69M8242 Bolero Van

Assembly:

Subject

Description: Tinkering F.C Works in TN69 M 8242 Mahin

Tinkering F.C Works in TN69 M 8242 Mahindra Bolero pickup Van

Responsibilities

Planner group: 070 / EMCH VOC_Vehicle

Main WorkCtr: AUT_MECH / EMCH Mechanical works - Auto workshop

Department resp: 105 MECHANICAL

Reported By: 2741 SHUNMUGAM S.

Reported by: Notif.date: 05.05.2017 10:57:59

SAP | IW22

Maintenance Order for Services :

Change General Maintenance order 10000252: Operation Overview

Order: EM01 10000252 Tinkering F.C Works in TN69 M 8242 Mahin

Sys.Status: REL GMPS NMAT PRC SETC ACP

HeaderData | Operations | Components | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt

Op...	Sop	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un	C.Key	ActTyp	Recipient	Unlo
0010		AUT_MECH	EMCH	PM03			Tinkering F.C Works in TN69 M 8242 Mahin		0	0	H			H	1 Calculate ..	VOC_BS		
0020		AUT_MECH	EMCH	PM01					0		H			H				
0030		AUT_MECH	EMCH	PM01					0		H			H				
0040		AUT_MECH	EMCH	PM01					0		H			H				
0050		AUT_MECH	EMCH	PM01					0		H			H				
0060		AUT_MECH	EMCH	PM01					0		H			H				
0070		AUT_MECH	EMCH	PM01					0		H			H				
0080		AUT_MECH	EMCH	PM01					0		H			H				
0090		AUT_MECH	EMCH	PM01					0		H			H				
0100		AUT_MECH	EMCH	PM01					0		H			H				
0110		AUT_MECH	EMCH	PM01					0		H			H				
0120		AUT_MECH	EMCH	PM01					0		H			H				
0130		AUT_MECH	EMCH	PM01					0		H			H				
0140		AUT_MECH	EMCH	PM01					0		H			H				

General | Internal | External | Dates | Act. Data | Enhancement | Ex. Factor | Catalog

SAP | IW22

External Service Master creation:

Change General Maintenance order 10000252: General Operation Data

Order: 10000252 Oper./Act. 0010 / Ctrl key PM03
 StdTextKey/ShrtText Tinkering F.C Works in TN69 M 8242 Mahin

General Internal External Dates **Act. Data** Enhancement

Completion confirmation
 Confirmation 3813 Actual work 0
 No Remaining Work Forecast work 0

Purchasing
 Requisition 10000511 1 GR Qty 0.000
 Res./Purc. req. 3 Immediately Purchase ord. exists

Services Components Relationships

Line	Short Text	Quantity	Un	Gross Price	Net Value	S.. L.	Crcy	E.. D...	Service No.	S...	Edi...	SSC I
10	Tinkering F.C Wk Tn69M8242 -Labo...	1	NO	12,000.00	12,000.00		INR		3000165		0	
20	Tinkering F.C Wk Tn69M8242 -Mate...	1	NO	6,800.00	6,800.00		INR		3000166		0	
30		0.000		0.00	0.00		INR				0	
40		0.000		0.00	0.00		INR				0	

SAP | IW32

Purchase Requisition:

Display Purchase Req. 10000511

Document Overview On Personal Setting

NB Purchase Requisti... 10000511

Header

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisn.	Tracking...	Des.Vendor	Fxc. Vend.
	1	F	D		Tinkering F.C Works in T...	1	AU	D	05.05.2017	External se...	Mechanical&...			001	Shunmug...	10000511	

Item 1 [1] Tinkering F.C Works in TN69 M 8242 M...

Services Limits Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person Texts Delivery Address

Proc.Status PO created Ord.Qty 1 AU 05 Release Completed
 Block ID Not Blocked

Doc.cat...	Purch.Doc...	It...	Short Descrip...	Quantity	O...
Purchase...	4600000039	1	Sch. Line	1	AU
			Goods receipt	1	AU
			Invoice receipt	1	AU
			Service entry	1	AU

SAP | MES3N

Purchase Order :

Services /AMC 460000039 Created by Muthupandian

Document Overview On | Print Preview | Messages | Personal Setting

ZSEO Services /AMC 460000039 Vendor 202208 P.P.A.Tinkering Works Doc. date 06.05.2017

Header

Item	S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location
1	F	D			Tinkering F.C Works in T...			1	AU	16.06.2017	18,800.00	INR	1	AU	External ser...	Mechanical&Electri...	

Add Planning

Item: 1 [1] Tinkering F.C Works in TN69 M 8242 M ...

Services | Limits | Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Account Assignment | Purchase Orde...

Sh. Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amount in LC	L.cur	Qty in OPU...	DelCostQty (OPU...	Order Price Unit	Ar
WE	101	5000002005	1	06.05.2017				18,800.00	INR				18,80
Tr./Ev. Goods receipt								18,800.00	INR				18,80
RE-L		5105602592	1	12.05.2017				12,000.00	INR				12,00
Tr./Ev. Invoice receipt								12,000.00	INR				12,00
Lerf		1000001982		06.05.2017				18,800.00	INR				18,80
Tr./Ev. Service entry								18,800.00	INR				18,80

SAP ME23N

Service Entry Sheet:

Service Entry Sheet will be created only if work is involved in the Maintenance Order

100001982 Display Entry Sheet

Other Purchase Order

Entry Sheet: 100001982 OO Accepted Returns Indicator

For Purchase Order: 460000039 1

Short Text: MEE-SE2VH-REP-VRW50-V1-17-D1295 DT.01.04

Basic Data | Accept. Data | Vals | Long Txt | History

Net Value Incl. Tax	18,800.00	INR
Total Value	18,800.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR

Line	Short Text	P	C	U	F..	N..	N L...	B..	D..	N...	Quantity	Un	Gross Price	Net Value	Location
10	Tinkering F.C Wk Tn69M8242 -Labour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	1	NO	12,000.00	12,000.00	
20	Tinkering F.C Wk Tn69M8242 -Material	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	1	NO	6,800.00	6,800.00	
30		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
40		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
50		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
70		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
80		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
90		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
100		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
110		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
120		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
130		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
140		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
150		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
160		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
170		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
180		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
190		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
200		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	
210		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	0	0.000		0.00	0.00	

Line 10

SAP ML81N

Invoice Receipt :

Display Invoice Document 5105602597 2017

Show PO structure Follow-On Documents ...

Transaction 1 Invoice 5105602597 2017

Basic data Payment Details Tax Withholding tax

Vendor 0000202208
P.P.A.Tinkering Works
Bus, Lorry Labour Works
2/324A Diamond Colony, FCI Godown West
628008 TUTICORIN
9790373745
Bank acct 1284101044507
CANARA BANK - CHIDAMBARANAGAR, TUTICOR

Invoice date 12.05.2017 Reference M.B1011/MAT
Posting Date 12.05.2017
Amount 18,800.00 INR Calculate tax
Tax Amount 0.00
Bus.place/sectn VCBP / VCBP
Text Tinkering F.C works in TN69M8242Mahindra BoleroVan
Paymt terms Due immediately
Baseline Date 12.05.2017

PO Reference G/L Account

Layout 7_6310 All information

Item	Amount	Quantity	O...	Purchase ...	Item	Sma...	PO Text	Te
	12,000.00			4600000039 1			MEE-SE2VH-REP-VRW50-V1-17-D1295 DT.01.04	VO

0 / 0 Items

SAP | MIR4

Memo Pay:

Print Preview of ZVOC Page 00001 of 00001

Archive Print and Archive

Invoice no. : 5105602597
Project Code :
Name of Work. : Tinkering F.C Works in TN69 M 8242 Mahin
Name of Contractor. : 202208 - P.P.A.Tinkering Works
Bank Name : B7-CANARA BANK - CHIDAMBARANAGAR, TUTICORIN-8
Account No : 1284101044507 GST No : 33AJPT4204E1ZJ
IFSC Code : CNRB0001284 PAN No : AJJPT4204E

1. Total value of work actually measured.	:	18,800.00
2. Less : rebate @ 0.00%	:	0.00
3. Total : (1-2)	:	18,800.00
4. Payment made for invoices after rebate	:	0.00
5. Payment to be made for invoice after rebate	:	18,800.00
6. Work done for this Invoice	:	12,000.00
7. Rep & Main-External E473	:	6,800.00
8. Input Tax Credit - CGST A710	:	0.00
9. Input Tax Credit - SGST A711	:	0.00
10. Input Tax Credit - IGST A712	:	0.00
11. Admin Charges E198	:	0.00
12. ESI E505	:	0.00
13. EPF E199	:	0.00
Total (A)	:	18,800.00

SAP | ZFI_MEMOPAY1

Complete flow of Breakdown Maintenance case for first scenario Case 3: Breakdown Maintenance Order

Notification:

Change PM Notification: BreakdownMaintenance

Notification: 20000085 M2 Leakage of fresh water (M.L.Tuticorin)

Notific. Status: NOPR ORAS

Order: 200000069

Notification data | Reference object | Malfunction, breakdown | Location data | Scheduling overview | Items | Tasks | Activities

Reference object

Functional loc. []

Equipment: ML-TUTICORIN Boat,LOA 21.5 , Max.Draft 2.15

Assembly []

Subject

Description: Leakage of fresh water (M.L.Tuticorin)

Subject Long Text

29.07.2017 15:02:49 Muthupandian (MECHEE4)
oil in port side main engine of pilot launch M.L.Tuticorin

Responsibilities

Planner group: 050 / MARN VOC_Marine

Main WorkCtr: MAR_MECH / MARN Mechanical works at marine work shop

Department resp: 105 MECHANICAL

Reported By: 2668 MOHAMED SHAREEF.K.

Reported by: [] Notif.date: 29.07.2017 15:01:10

SAP | IW32

Breakdown Maintenance Order:

Change Breakdown Maintenance order 200000069: Central Header

Order: FM02 200000069 Leakage of fresh water (M.L.Tuticorin)

Sys.Status: REL GMPS MACM PRC SETC

HeaderData | Operations | Components | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancement

Person responsible

PlannerGrp: 050 / MARN VOC_Marine

Mn.wk.ctr: MAR_MECH / MARN Mechanical works ...

Reported By: 2668 MOHAMED SHAREEF.K.

Notifctn: 20000085

Costs: 0.00 INR

PMActType: 003 Repair

SystCond. []

Address []

Dates

Bsc start: 29.07.2017 Priority []

Basic fin. [] Revision []

Reference object

Func. Loc. []

Equipment: ML-TUTICORIN Boat,LOA 21.5 , Max.Draft 2.15

Assembly []

Malfnctn data | Damage | Notif. dates

MalF.start: 29.07.2017 15:01:10 Breakdown

SAP | IW32

Breakdown Maintenance Order for spares replacement

Change Breakdown Maintenance order 200000069: Component Overview

Order: PM02 200000069 Leakage of fresh water (M.L.Tuticorin)

System Status: REL GMP5 MACM PRC SETC

HeaderData | Operations | **Components** | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt

Item	Component	Description	LT	Reqmt Qty	UM	IC	S...	SLoc	Plnt	Op...	Batch	Proc. Category	Recipient	Unload
0010	140000217	Gasket Set		1	NO	N			EMCH	0010		PReq for Order		
0020	140000219	Collect Valve		48	NO	N			EMCH	0010		PReq for Order		
0030	140000220	Seal Grommet		2	NO	N			EMCH	0010		PReq for Order		
0040	140000221	Gasket,Connection		2	NO	N			EMCH	0010		PReq for Order		
0050	140000222	Seal,O Ring		6	NO	N			EMCH	0010		PReq for Order		
0060	140000223	KIT,Turbocharger		1	NO	N			EMCH	0010		PReq for Order		
0070	140000224	Element,AIR Cleaner		1	NO	N			EMCH	0010		PReq for Order		
0080	140000227	Element Air Cleaner 3875393		1	NO	N			EMCH	0010		PReq for Order		
0090	140000225	Gasket,Oil Pan Adapter		1	NO	N			EMCH	0010		PReq for Order		
0100	140000226	Gasket,Adapter		1	NO	N			EMCH	0010		PReq for Order		
0110														
0120														
0130														
0140														

Gen. Data | Purch. | List | Grap... | Assy | Material Where-Used | Repl. | Catalog

SAP | IW32

Components purchasing data auto creation:

Change Breakdown Maintenance order 200000069: Component Detail Purchas

Order: 200000069 Oper./Act.: 0010

Material: 140000217 Gasket Set

Item: 0010 Item Cat.: N

General Data | **Purchasing Data**

Requirement Qty: 1 NO Sort String: per 1 NO

Price: 29,133.15 INR G/L Account: E205

Material Group: B2 Vendor:

Purch. group: 035 / CP00 Info Record:

Agreement: / Unloading Point:

Goods Recipient: Tracking Number: 10000568

Requisitioner: shareef GR Proc. Time:

Pl. Deliv. Time: Old Open PO No.:

Actual Data

Purchase Req.: 10000568 / 1 Received: 1 NO

PO Exists

SAP | IW32

Purchase Requisition :

Display Purchase Req. 10000568

Document Overview On Personal Setting

NB Purchase Requisti... 10000568

Header

Default Values

St...	Item	A	I	Material	Short Text	Quantity	Unit	C	Delv. Date	Matl Group	Plant	Stor. Loc.	PGr	Requisnr.	Tracking...	De
	1	F		140000217	Gasket Set	1	NO	D	29.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	
	2	F		140000219	Collect Valve	48	NO	D	29.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	
	3	F		140000220	Seal Grommet	2	NO	D	29.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	
	4	F		140000221	Gasket,Connection	2	NO	D	29.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	
	5	F		140000222	Seal,O Ring	6	NO	D	29.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	
	6	F		140000223	KIT,Turbocharger	1	NO	D	29.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	
	7	F		140000224	Element,AIR Cleaner	1	NO	D	29.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	
	8	F		140000227	Element Air Cleaner 3875...	1	NO	D	27.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	
	9	F		140000225	Gasket,Oil Pan Adapter	1	NO	D	29.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	
	10	F		140000226	Gasket,Adapter	1	NO	D	29.07.2017	S.Prts Tug...	Mechanical&...		035	shareef	10000568	

Item 1 [1] 140000217 , Gasket Set

Material Data | Quantities/Dates | Valuation | Account Assignment | Source of Supply | Status | Contact Person | Texts | Delivery Address

Proc.Status: B PO created | Ord.Qty: 1 | NO | 05 Release Completed

Block ID: Not Blocked

Doc.cat...	Purch.Doc.	Ite...	Short Descrip...	Quantity	O...
Purchase ...	4600000101	1	Sch. Line	1	NO
			Goods receipt	1	NO
			Invoice receipt	1	NO

Purchase Order :

Services /AMC 460000101 Created by Muthupandian

Document Overview On | Print Preview | Messages | Personal Setting

ZSEO Services /AMC 460000101 Vendor 201295 JN Machineries Pvt Ltd Doc. date 29.11.2017

Header

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location	B
1	F		140000217	Gasket Set	1	NO	D 29.12.2017	29,133.15	INR	1	NO	S.Prts Tugs ..Mechanical&Electri...			
2	F		140000219	Collect Valve	48	NO	D 29.12.2017	20.37	INR	1	NO	S.Prts Tugs ..Mechanical&Electri...			
3	F		140000220	Seal Grommet	2	NO	D 29.12.2017	386.50	INR	1	NO	S.Prts Tugs ..Mechanical&Electri...			

Add Planning

Item: 1 [1] 140000217, Gasket Set

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Account Assignment | Purchase Order History | Texts

Sh. Text	MvT	Material Document	Item	Posting Date	Quantity	Delivery cost quantity	OUn	Amount in LC	L.cur	Qty in OPU...	DelCostQty (OPU...	Order Price Unit	Ar
WE	101	5000002569	1	29.11.2017	1	0	NO	29,133.15	INR	1	0	NO	29,13
Tr./Ev. Goods receipt													
RE-L		5105603073	1	07.12.2017	1	0	NO	29,133.15	INR	1	0	NO	29,13
Tr./Ev. Invoice receipt													
					1		NO	29,133.15	INR	1		NO	29,13

SAP ME23N

Good Receipt Statement:

Display Material Document 5000002569 - Vanitha M

Show Overview | Hold | Check | Post | Help

A04 Display R02 Material Docu... 5000002569 2017

General | Vendor | Doc. info | Remarks | Inspection Details | Adv. Payment Details

Document Date 29.11.2017 Delivery Note Vendor JN Machineries Pvt Ltd
 Posting Date 29.11.2017 Bill of Lading Header Text
 1 Individual Slip GR/GI Slip No.

Line	Mat. Short Text	Qty in UnE	E...	Sloc	Order	Bu...	Profit Center	G/L Account	Batch	Valuation ...	M...	D Sto
1	Gasket Set	1	NO		200000069	ZA	PA5007	E205			101 +	Tr
2	Collect Valve	48	NO		200000069	ZA	PA5007	E205			101 +	Tr
3	Seal Grommet	2	NO		200000069	ZA	PA5007	E205			101 +	Tr

Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Movement Type 101 GR for acct assgmt Stock type Unrestricted use
 Plant Mechanical&ElectricalEng.Dept. EMCH
 Unloading Point

SAP MIGO

Invoice Receipt:

Display Invoice Document 5105603073 2017

Show PO structure Follow-On Documents ...

Transaction 1 Invoice 5105603073 2017

Vendor 0000201295
 Ms. JN Machineries Pvt Ltd
 1 Kamachi Nagar VM Chatram
 627011 Tirunelveli 627 011
 Bank acct 11390200012252
 THE FEDERAL BANK LTD, FEDERAL

Basic data | Payment | Details | Tax | Withholding tax

Invoice date 07.12.2017 Reference
 Posting Date 07.12.2017
 Amount 394,924.00 INR Calculate tax
 Tax Amount 0.00
 Bus.place/sectn VCBP / VCBP
 Text Procurement of new turbo charges
 Paymt terms Due immediately
 Baseline Date 07.12.2017

PO Reference | G/L Account

Layout 7_6310 All information

Item	Amount	Quantity	O...	Purchase ...	Item	Sma...	PO Text	Ta
1	29,133.15	1	NO	4600000101	1		Gasket Set	V0
2	977.76	48	NO	4600000101	2		Collect Valve	V0
3	773.00	2	NO	4600000101	3		Seal Grommet	V0

0 / 0 Items

SAP | MIR4

Memo Pay:

Print Preview of ZVOC Page 00001 of 00001

Archive Print and Archive

Invoice no. : 5105603073
 Project Code :
 Name of Work. : Gasket Set
 Name of Contractor. : 201295 - JN Machineries Pvt Ltd
 Bank Name : CH44-THE FEDERAL BANK LTD
 Account No : 11390200012252 GST No : 33AACCJ1663R1Z8
 IFSC Code : FDRL0001139 PAN No : AACCJ1663R

1. Total value of work actually measured.	:	
2. Less : rebate @ 0.00%	:	0.00
3. Total : (1-2)	:	0.00
4. Payment made for invoices after rebate	:	0.00
5. Payment to be made for invoice after rebate	:	0.00
6. Work done for this Invoice	:	246,432.92
7. Rep & Main-External E473	:	0.00
8. Input Tax Credit - CGST A710	:	39,996.00
9. Input Tax Credit - SGST A711	:	39,996.00
10. Input Tax Credit - IGST A712	:	0.00
11. Admin Charges E198	:	0.00
12. ESI E505	:	0.00
13. EPF E199	:	0.00
Total (A)	:	326,424.92

SAP | ZFL_MEMOPAY1

Complete flow of Breakdown Maintenance case for second Scenario

Case 4: Breakdown Maintenance Order

Select the breakdown check box as explained in breakdown Maintenance Order as in first scenario. Follow the procedure as explained in case 2.

Case 5 : Disposal Request

❖ Get Finance approval for that equipment to create as an asset. If approved, all the pending transactions to be completed or deleted.

(or)

❖ Click on the required Notification

❖ Click on the status Detail icon and click on the Radio button 'APPROVED FOR DISPOSAL' (This is to be done by the Department head or the concerned user)

❖ Check for the overall transactions (Notification and Orders) done for that equipment using tcodes 'IW29 & IW39' by selecting the Outstanding and Inprocess check boxes.

❖ Use tcode 'IP18' to view the pending Orders done for that equipment

❖ All the pending transactions found in above checking to be completed or deleted to make the equipment for disposal.

❖ After completing all the steps mentioned above, follow the procedures explained in Case 2 : General Maintenance Order with External Services with “Notification Type - M5” and “Order Type as PM07” After the payment completion, the equipment to be set as ‘Inactive’ as shown in screenshot.

Deactivate the equipment for disposal

Equipment Edit Goto Extras Structure Environment System Help

Other equipment
Create
Change
Display
Display -> Change

Equipment: General Data

Measuring points/counters

IN Category M Marine Equipments

5, Max.Draft 2.15 Intern.note

Functions Active <-> Inactive Deactivate
Deletion flag Activate 9999

General Location Organization Structure

General data

Class

Object type 35 Pilot Boat

AuthorizGroup

Size/dimens. Location 6.7 Breadth

Inventory no. Start-up date 01.01.2006

Reference data

AcquistnValue Acquisition date

Manufacturer data

Manufacturer Goodwill engineering ManufCountry IN

Model number Constr.yr/mth /

Normal life

ManufSerialNo.

SAP IE02

Reports used by EDP in PM module

Asset Master - PC's List : IH08

Display Equipment: Equipment List



Room	Equipment	Equipment descriptn	Sort field	Functional Location	Technical identification no.	List name
2012	DES-ACR001-12	Desktop Computer - Acer	VIGILANCE	COMN-VIG	EE-VIGILANCE	Thyagarajan
2014	DES-ACR001-14	Desktop Computer - Acer	SERVICE DESK	COMN-STO	SERVICE ROOM	Service Engineer
2016	DES-ACR001-16	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	KARTHICK
2015	DES-ACR001/15	Desktop Computer - Acer	ADMIN	COMN-ADM	ESTABLISHMENT - II (1)	KANNAMMA
2012	DES-ACR002-12	Desktop Computer - Acer	VIGILANCE	COMN-VIG	CVO CHAMBER	CVO
2014	DES-ACR002-14	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	VIGNESH
2016	DES-ACR002-16	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	COMP ASST
2015	DES-ACR002/15	Desktop Computer - Acer	ADMIN	COMN-ADM	CDN SECTION	JESSIAH
2014	DES-ACR003-14	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	JAYAKUMAR
2016	DES-ACR003-16	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	OSD
2015	DES-ACR003/15	Desktop Computer - Acer	ADMIN	COMN-ADM	CDN SECTION	PRIYA
2014	DES-ACR004-14	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	ADVISOR
2016	DES-ACR004-16	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	SITE OFFICE
2015	DES-ACR004/15	Desktop Computer - Acer	ADMIN	COMN-ADM	ESTABLISHMENT - I (2)	SUBBULAKSHMI
2014	DES-ACR005-14	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	MENON
2016	DES-ACR005-16	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	CHANDRALEKA
2015	DES-ACR005/15	Desktop Computer - Acer	ADMIN	COMN-ADM	QUARTERS	MEERA
2014	DES-ACR006-14	Desktop Computer - Acer	CIVIL	COMN-CIV	ENAYAM PORT	MANDHIRAM
2016	DES-ACR006-16	Desktop Computer - Acer	ADMIN	COMN-ADM	CISF OFFICE	Dy. Commandant
2015	DES-ACR006/15	Desktop Computer - Acer	ADMIN	COMN-ADM	ESTABLISHMENT - II (2)	SHOBANA
2014	DES-ACR007-14	Desktop Computer - Acer	EDP	COMN-EDP	ADCK ASSISTANT 1	SUBBIAH
2015	DES-ACR007/15	Desktop Computer - Acer	ADMIN	COMN-ADM	BOARD SECTION	JESSIAH
2014	DES-ACR008-14	Desktop Computer - Acer	FINANCE	COMN-FIN	REVENUE I-3	Comp.Asst.
2015	DES-ACR008/15	Desktop Computer - Acer	ADMIN	COMN-ADM	IR SECTION	RUBAN
2014	DES-ACR009-14	Desktop Computer - Acer	FINANCE	COMN-FIN	REVENUE I-4	Comp.Asst.
2015	DES-ACR009/15	Desktop Computer - Acer	ADMIN	COMN-ADM	GENERAL SECTION	MUTHUKUMAR
2014	DES-ACR010-14	Desktop Computer - Acer	FINANCE	COMN-FIN	A.O.(REV I)	Jagdish
2015	DES-ACR010/15	Desktop Computer - Acer	ADMIN	COMN-ADM	HINDI TRANSLATOR	MEENA
2014	DES-ACR011-14	Desktop Computer - Acer	MECH & ELECT	COMN-MEC	EE-ELECTRICAL	Selvaraj
2015	DES-ACR011/15	Desktop Computer - Acer	ADMIN	COMN-ADM	DY SECY	VIDHYA
2014	DES-ACR012-14	Desktop Computer - Acer	TRAFFIC	COMN-TRA	COMMERCIAL II	Moses
2015	DES-ACR012/15	Desktop Computer - Acer	ADMIN	COMN-ADM	PRO SECTION	RONALD
2014	DES-ACR013-14	Desktop Computer - Acer	TRAFFIC	COMN-TRA	AD RESEARCH	Dheepan

Asset Master - Electrical equipments: IH08

Display Equipment: Equipment List



Equipment	Description of technical object	Functional Location	Technical identification no.
SD1-AM-005	Ammeter(0-50A) - Link to VOC	VOCP-ELE-SD1	SD1-AM-005
SD1-AM-007	Ammeter(0-50A) - OG to TR	VOCP-ELE-SD1	SD1-AM-007
SD1-AM-008	Ammeter (0-200A) at 7BOG5MVA	VOCP-ELE-SD1	SD1-AM-008
SD1-AM-009	Ammeter(0-30A) at 7BOG5MVA	VOCP-ELE-SD1	SD1-AM-009
SD1-AM-012	Ammeter(0-1000v) at Tranformer- I	VOCP-ELE-SD1	SD1-AM-012
SD1-AM-013	Ammeter(0-800A) at Generator area	VOCP-ELE-SD1	SD1-AM-013
SD1-AM-014	Ammeter (0-800A) at 210v Reefer	VOCP-ELE-SD1	SD1-AM-014
SD1-AM-015	Ammeter (0-800A) at 220v Reefer	VOCP-ELE-SD1	SD1-AM-015
SD1AM-006	Ammeter(0-50A) - Ic from Green Gate	VOCP-ELE-SD1	SD1AM-006
SD4-AM-001	Ammeter(0-500A) at 10T Grab crane	VOCP-ELE-SD4	SD4-AM-001
SD4-AM-002	Ammeter(0-500A) at 10T Grab crane	VOCP-ELE-SD4	SD4-AM-002
SD4-AM-003	Ammeter(0-500A) at 10T Grab crane	VOCP-ELE-SD4	SD4-AM-003
SD4-AM-004	Ammeter(0-500A) at 10T Grab crane	VOCP-ELE-SD4	SD4-AM-004
SD4-AM-010	Ammeter at Trans-I at VOC wharf	VOCP-ELE-SD4	SD4-AM-010
SD4-AM-011	Ammeter at Trans-II at VOC wharf	VOCP-ELE-SD4	SD4-AM-011
SD4-AM-016	A.meter Outgoing-III at VOC wharf.	VOCP-ELE-SD4	SD4-AM-016
SD4-AM-017	A.meter Incoming-II at VOC wharf.	VOCP-ELE-SD4	SD4-AM-017
SD4-AM-018	Ammeter Incoming-I at VOC wharf. Control	VOCP-ELE-SD4	SD4-AM-018
SD4-AM-019	Ammeter Outgoing-I at VOC wharf. Control	VOCP-ELE-SD4	SD4-AM-019
SD4-AM-020	A.meter Outgoing-II at VOC wharf.	VOCP-ELE-SD4	SD4-AM-020
SD4-AM-021	Ammeter Outgoing breaker-3MVA Trns.	VOCP-ELE-SD4	SD4-AM-021
SD4-AM-022	Ammeter Incoming-VOC wharf. Control	VOCP-ELE-SD4	SD4-AM-022
SD4-AM-023	Ammeter Incoming 6.6 KV at VOC wharf	VOCP-ELE-SD4	SD4-AM-023
SD4-AM-024	Ameter-Outgoing-I 6.6 KV at VOC wharf	VOCP-ELE-SD4	SD4-AM-024
SD4-AM-025	Ameter-Outgoing-II 6.6 KV at VOC wharf	VOCP-ELE-SD4	SD4-AM-025
SD4-AM-026	Ameter-Outgoing-III 6.6 KV at VOC wharf	VOCP-ELE-SD4	SD4-AM-026
SD4-AM-027	Ameter-Outgoing-IV 6.6 KV at VOC wharf	VOCP-ELE-SD4	SD4-AM-027

Pending Calls :

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Sl. No.	Call No.	Call Date	Pending	Days	System No.	Description	Location	Sys. Type	Department	Compliant By	Call Received By
11	800003608	24.10.2018	15		DTVOOPT-FIN-122/15	pc problem - finance(Establishment)	COSTING AO	PC	FIN		
12	800003609	24.10.2018	15		DTVOOPT-FIN-123/15	keyboard problem- Ao Cash(Finance)	INVESTMENT	PC	FIN		
13	800003610	24.10.2018	15		DTVOOPT-FIN-113/15	system not genuine- (EDP-Rathna mam)	CSC	PC	FIN		
14	800003612	26.10.2018	13		DTVOOPT-FIN-122/15	printer problem - Renvenue - II	COSTING AO	PC	FIN	Subin R	
15	800003631	03.11.2018	5		DTVOOPT-FIN-137/15	Pc replacement	ESTABLISHMENT	PC	FIN	MURUGAN.M.	BENJAMIN
16	800003636	05.11.2018	3		DTVOOPT-FIN-117/15	Mouse Problem	ADVANCE	PC	FIN	SELVI C.	
17	800003640	07.11.2018	1		UPS-APC250-09	UPS Problem hindi sec	HM RES	UPS	MAR	SELVI MEENA S.	ATHIMUTHU
18	800003611	26.10.2018	13		DTVOOPT-MEC-048/15	SAP problem- store section (mech)	CME PA CHAMBER	PC	MEC		
19	800003622	02.11.2018	6		DTVOOPT-TRA-028/15	Mouse Problem	AS GENERAL	PC	TRA	RATHNA.N.	BENJAMIN
20	800003629	03.11.2018	5		DTVOOPT-TRA-095/15	ups problem- container cell	ADDITIONAL BERTH	PC	TRA		
21	800003632	03.11.2018	5		DTVOOPT-TRA-029/15	UPS Problem	SR.DTM	PC	TRA	EDISON G	BENJAMIN



ZPM_IT_REPORT

Total Calls for a period :

Display Notifications: List of Notifications

Notification

Functional Location	Equipment	Notification	Description	Reported by	Malf.start	MalfStrt	Malfunct.end	Malf. End	Breakdown dur.	Unit	System status
EMCH-VHL-FLD	TN69D7153	1001072	Glasses and Rubber beading replacement w		24.10.2018	15:53:02		00:00:00	0.00	H	NOPR ORAS
EMCH-VHL-FLD	TN69D7153	1001073	Glasses and Rubber beading replacement w		27.10.2018	17:08:41		00:00:00	0.00	H	NOPR ORAS
	ML-NALLATHANNI	1001082	Procurement of Air Filters		25.10.2018	17:22:19		00:00:00	0.00	H	NOPR ORAS
COMN-TRA	DTVOOPT-TRA-026/15	600000050	Network problem - Container section		26.10.2018	11:08:03		00:00:00	0.00	H	OSNO
		600000051	Civil maintenance - Network problem		29.10.2018	12:57:55		00:00:00	0.00	H	NOPT OSNO
COMN-EDP	DTVOOPT-EDP-165/15	800003592	ups problem - EDP (Rathna Mam)		05.10.2018	11:28:57	06.10.2018	11:44:50	24.26	H	NOCO NOPT
COMN-TRA		800003593	Container Cell - PC Problem	ATHIMUTHU	05.10.2018	22:36:51	06.10.2018	00:00:00	1.39	H	NOPT OSNO
COMN-MED	DTVOOPT-MED-145/...	800003594	PC Problem - Medical office		06.10.2018	11:46:26	07.10.2018	11:15:10	23.48	H	NOCO NOPT
COMN-FIN	DTVOOPT-FIN-113/15	800003595	pc problem - Paybill section (fin)		06.10.2018	11:48:06	07.10.2018	12:35:43	24.79	H	NOCO NOPT
COMN-ADM	DTVOOPT-ADM-067/...	800003596	printer problem - Hindi Section (admin)		06.10.2018	11:49:33	07.10.2018	12:30:08	24.68	H	NOCO NOPT
		800003597	PC Slow - Container OUT	BENJAMIN	07.10.2018	16:00:31	08.10.2018	12:21:55	20.36	H	NOCO NOPT
		800003598	civil/maintenance/sub divisin -Pc Problm	BENJAMIN	09.10.2018	10:36:04	10.10.2018	11:45:44	25.16	H	NOCO NOPT
		800003599	Printer problem - Shipping control	BENJAMIN	11.10.2018	07:47:35	12.10.2018	10:45:22	26.96	H	NOCO NOPT
		800003600	Civil / Mr.Sudalaiman/ - Pc Problem	BENJAMIN	15.10.2018	11:10:47	16.10.2018	11:20:08	24.16	H	NOCO NOPT
		800003601	Fin / AO Tax- Internet Problem	BENJAMIN	15.10.2018	11:12:59	16.10.2018	11:05:03	23.87	H	NOCO NOPT
		800003602	Fin / Tax - PC Problem	BENJAMIN	15.10.2018	11:15:51	16.10.2018	11:45:42	24.50	H	NOCO NOPT
		800003603	Fin / Cash - Network Problem	BENJAMIN	15.10.2018	11:50:50	15.10.2018	14:43:29	2.88	H	NOCO NOPT
COMN-TRA	DTVOOPT-TRA-097/15	800003606	printer problem - container cell (traf)		19.10.2018	09:49:16	20.10.2018	11:51:31	26.04	H	NOCO NOPT
COMN-MEC	DTVOOPT-MEC-177/15	800003607	printer problem - personal sec (mech)		20.10.2018	11:34:52	21.10.2018	11:20:12	23.76	H	NOCO NOPT
COMN-FIN	DTVOOPT-FIN-122/15	800003608	pc problem - finance(Establishment)		24.10.2018	10:37:56		00:00:00	0.00	H	NOPT OSNO
COMN-FIN	DTVOOPT-FIN-123/15	800003609	keyboard problem- Ao Cash(Finance)		24.10.2018	10:40:50		00:00:00	0.00	H	NOPT OSNO
COMN-FIN	DTVOOPT-FIN-113/15	800003610	system not genuine- (EDP-Rathna mam)		24.10.2018	11:04:07		00:00:00	0.00	H	NOPT OSNO
COMN-MEC	DTVOOPT-MEC-048/15	800003611	SAP problem- store section (mech)		26.10.2018	10:58:12		00:00:00	0.00	H	NOPT OSNO
COMN-FIN	DTVOOPT-FIN-122/15	800003612	printer problem - Renvenue - II		26.10.2018	12:10:07		00:00:00	0.00	H	NOPT OSNO
		800003613	Printer problem - container cell (traf)	BENJAMIN	29.10.2018	10:02:21		00:00:00	0.00	H	NOPT OSNO
COMN-MED	DEC 04 201 00	800002614	Pc problem - Medical / office W/ 201/00	BENJAMIN	20.10.2018	12:58:01	20.10.2018	11:00:00	22.02	H	NOCO NOPT



IW29 vocordcl0:

List of Breakdown Maintenance Order created for a period:

Display PM orders: List of Orders

Order Operations

Type	Equipment	Order	Description
PM02	TN69C3877	200000000	while running radiator hose cutoff
PM02	TN69A4723	200000020	Ignition switch not working
PM02	CR-20-G3	200000040	abnormal sound in goose neck left side
PM02	CR-20-G2	200000060	rope cut
PM02	CR-20-G1	200000061	RECTIFICATION WORK IN CRD ASSEMBLY
PM02	CR-20-G1	200000062	Wharf Grab Crane Breakdown
PM02	CR-20-G1	200000063	Wharf Grab Crane Breakdown
PM02	MOTORCYCLE-CISF	200000064	Fuels required for vehicles
PM02	BOAT1	200000065	fuels required for vehicles
PM02	CPTCAR	200000066	Fuels required for vehicles
PM02	MOTORCYCLE	200000067	fuels required for vehicles
PM02	MOTORCYCLE-TRAFIC	200000068	fuels required for vehicles
PM02	ML-TUTICORIN	200000069	Leakage of fresh water (M.L.Tuticorin)
PM02	ML-NALLATHANNI	200000070	Procurement of 1.5 ton AC units for M.T.
PM02	MT-TUTICORIN	200000071	Repair works on Fire Fighting system



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Order Report: (Menu-Order/print/order)

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BREAK DOWN MAINTENANCE ORDER

Administrative Details

Maintenance Order Number : 200000069
 Order Type with Description : PM02 - Breakdown Maintenance order
 Order Short Text : Leakage of fresh water (M.L.Tuticorin)
 Notification No : 20000085
 Maintenance Requested By :
 Reference :

Equipment Details

SAP Equipment Number : ML-TUTICORIN
 Equipment Description : Boat,LOA 21.5 , Max.Draft 2.15
 Equipment Model :
 Equipment Make : Goodwill engineering
 Technical Identification Number : ML-TUTICORIN

Location Details

Maintenance Plant with Description : MARN / MARINE DEPARTMENT
 Functional Location :

Maintenance Operation Details

Operation No	Operation Description
0010	Leakage of fresh water (M.L.Tuticorin)

Material Usage

Item Code	Description	Price	Quantity	Planned Cost	Purchase Requisition	Reservation Number
140000217	Gasket Set	29,133.15	1.000	29,133.15	10000568	1506
140000219	Collect Valve	20.37	48.000	977.76	10000568	1506
140000220	Seal Grommet	386.50	2.000	773.00	10000568	1506
140000221	Gasket,Connection	88.17	2.000	176.34	10000568	1506
140000222	Seal,O Ring	218.33	6.000	1,309.98	10000568	1506
140000223	KIT,Turbocharger	191,606.44	1.000	191,606.44	10000568	1506
140000224	Element,AIR Cleaner		1.000	11,227.16	10000568	1506
Total				223,976.67		

List of Orders created for an Equipment:

Order List (Multi-Level): List of Orders

100000242 PM01 Replacement of VHF sets in PilotLaunches REL MANC PRC SETC

- AB 105 Department resp.
- VW 2953 Reported By
- ML-TUTICORIN Boat,LOA 21.5 , Max.Draft 2.15
- 1000822 M1 Replacement of VHF sets in PilotLaunches
- ML-NALLATHANNI Boat, LOA 17.2, Max. Draft 1.2
- ML-MUSAL Boat LOA 17.1S, Max.Draft 1.2
- 0010 Replacement of VHF sets in M.L.Tuticorin MAR_MECH MARN
- 0020 Replacement of VHF sets in M.L.Musal MAR_MECH MARN
- 0030 Replacement of VHF sets in M.L.Nallathan MAR_MECH MARN
- 230 KPPP 0.00 0.00 0.00 INR

100000243 PM01 Survey Repair Works on Cummins Engine REL GMPS MACM PRC SETC

- AB 105 Department resp.
- VW 2953 Reported By
- ML-TUTICORIN Boat,LOA 21.5 , Max.Draft 2.15
- 1000823 M1 Survey Repair Works on Cummins Engine
- 0010 Survey Repair Works on Cummins Engine MAR_MECH MARN
 - 230000276 MARN Pinion Air stator Motor
 - 230000279 MARN Plug Zinc Electrode
 - 230000280 MARN Kit Fuel Filter and Ring
 - 230000281 MARN Kit Super Byp Filter Elem
 - 230000282 MARN Cap Filler
 - 230000283 MARN Belt V
 - 230000284 MARN Pulley Sea Water Pump
- 230000276 MARN 2 NO 23.03.2017 101
- 230000279 MARN 6 NO 23.03.2017 101
- 230000280 MARN 2 NO 23.03.2017 101
- 230000281 MARN 2 NO 23.03.2017 101
- 230000282 MARN 2 NO 23.03.2017 101

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Purchase Orders generated for orders:

Purchasing Documents For Order													
Item	Order	Type	POH	Doc. Date	Vendor/supplying plant	Material	Short Text	Plant	Quantity	OU	Net price	Currency	Tracking Numbr
Purchasing Document 4500000567													
1	100000270	NB		27.12.2017	202208 P.P.A.Tinkering Works	230001000	Painting work in TATA (608) TN 69 B 3247	EMCH	1	NO	7,300.00	INR	
Purchasing Document 4500000588													
1	100000283	NB		06.02.2018	200582 SARASWATHI AUTO STORES	230001006	Supply and Installation of Speed Governo	EMCH	1	NO	9,500.00	INR	10000723
Purchasing Document 4500000616													
1	100000291	NB		19.03.2018	200582 SARASWATHI AUTO STORES	230001006	Supply and Installation of Speed Governo	EMCH	1	NO	9,500.00	INR	10000769
7	100000291	NB		19.03.2018	200582 SARASWATHI AUTO STORES	230001006	Supply and Installation of Speed Governo	EMCH	1	NO	9,500.00	INR	10000769
Purchasing Document 4500000648													
1	100000310	NB		18.05.2018	200582 SARASWATHI AUTO STORES	230001008	Supply of Radiator Assembly for leyland	EMCH	1	NO	17,650.00	INR	10000808
Purchasing Document 4500000658													
1	100000313	NB		31.05.2018	201069 M/s. SHANMUGAM AUTO PARTS	230000021	Rear wheel inner oil seal Brand- Pioneer	EMCH	2	NO	75.00	INR	10000816
2	100000313	NB		31.05.2018	201069 M/s. SHANMUGAM AUTO PARTS	230000022	Rear wheel outer oil seal Brand- Pioneer	EMCH	2	NO	75.00	INR	10000816
3	100000313	NB		31.05.2018	201069 M/s. SHANMUGAM AUTO PARTS	230001012	Head light assembly	EMCH	2	NO	800.00	INR	10000816
4	100000313	NB		31.05.2018	201069 M/s. SHANMUGAM AUTO PARTS	230000165	HEAD LIGHT BULB 100/90 BRAND BOSCH	EMCH	2	NO	110.00	INR	10000816
5	100000313	NB		31.05.2018	201069 M/s. SHANMUGAM AUTO PARTS	230001011	Park light assembly	EMCH	2	NO	140.00	INR	10000816
6	100000313	NB		31.05.2018	201069 M/s. SHANMUGAM AUTO PARTS	230000833	4MM WIRE COIL	EMCH	2	NO	280.00	INR	10000816
Purchasing Document 4600000124													
1	100000288	ZSEO		28.02.2018	201902 SSV PAINTING & TINKERING WORKS		Painting work in Port lft. lorry TN 69 B	EMCH	1	AU	14,700.00	INR	10000745
Purchasing Document 4600000168													
1	100000320	ZSEO		22.06.2018	702310 Sendhamarai Engineering (P) Ltd, Che		AMC for self Propelled Diesel Operated A	EMCH	1	AU	60,000.00	INR	1000842
Purchasing Document 4600000206													
1	100000335	ZSEO		24.10.2018	202324 Akay Enterprises		Galses and Rubber beading replacement w	EMCH	1	AU	8,600.00	INR	10000932
2	100000335	ZSEO		24.10.2018	202324 Akay Enterprises		Galses and Rubber beading lorry	EMCH	1	AU	2,500.00	INR	10000932
Purchasing Document 4600000207													
1	100000337	ZSEO		27.10.2018	202324 Akay Enterprises		Galses and Rubber beading replacement w	EMCH	1	AU	8,600.00	INR	10000935

Details of Cost involved in order (tcode iw32-costs tab/Rep.Plan/Act tab)

Plan/Actual Comparison									
Cost Elem.	Cost Element (Text)	Σ	Total plan costs	Σ	Total act.costs	Σ	Plan/actual variance	P/A var(%)	Currency
E205	Stores (Repairs and Maintenance)		39,340.00		45,644.30		6,304.30	16.03	INR
Debit			39,340.00		45,644.30		6,304.30		INR
			39,340.00		45,644.30		6,304.30		INR

Details of Order

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V.O.Chidambaranar Port Trust

Mechanical & Electrical Engineering Dept.

Tuticorin - 628004

Certified Under ISO : 9001:2000,14001:2004 & ISPS Compliant Port

Phone: 0461-2352290
 Fax: 0461-2352450
 E-Mail: info@vocport.gov.in
 Order No: 100000308

MAINTENANCE ORDER DETAILS

Order Details

Order Description : Procurement of Batteries for ML.Tuticori
 Order Type with Description : General Maintenance order
 Equipment Number : ML-TUTICORIN
 Equipment Description : Boat,LOA 21.5 , Max.Draft 2.15
 Functional Location :

Work Order Details

Purchase Order Number	Material	PO Quantity	PO Value	Name of Supplier	Date of Supply	Warranty Period	PO Status	Goods Receipt Doc.No
4500000645	130000255	4.000	36,384.52	SRMF Automobiles	10.05.2018		Completed	5000003053

Material Usage in this Order

Item Code	Description	Price	Quantity	Planned Cost	Purchase Requisition	Reservation Number	Expr. Incurred till date
130000255	12v/25 plates/180 Ah/Lead acid heavy	1.00	4.000	4.00	10000806	0000001822	4.00

Materials to be delivered in this PO

Item Code	Description	Qty to be delivered	Value to be incurred
130000255	12v/25 plates/180 Ah/Lead acid heavy	0.000	0.00



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ZPM_ORDER

PO History based on Order

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V.O.Chidambaranar Port Trust
 Mechanical & Electrical Engineering Dept.
 Tuticorin - 628004
 Certified Under ISO : 9001:2000,14001:2004 & ISPS Compliant Port

Phone: 0461-2352290
 Fax: 0461-2352450
 E-Mail: info@vocport.gov.in
 Order No: 100000308

MAINTENANCE ORDER DETAILS

Equipment Details

Equipment Number : ML-TUTICORIN
 Equipment Description : Boat,LOA 21.5 , Max.Draft 2.15
 Functional Location :

Stock Position

Material	Purchase Qty	Consumption	Closing Balance	Intended Qty
130000255	4.000	4.000	0.000	4.000

Previous Purchase History

Material	PO No./Date	Indent Date	Indent No.	PO Qty	PO Value	Date of Supply	Name of the supplier	Warranty Period	Goods Receipt
230000276 Pinion Air stator Motor	450000370 23.03.2017	23.03.2017	10000448	2.000	162,000.00	23.03.2017	202195 M/s. SRINIVASA SALES & SERVICE PRIVATE VISAKHAPATN AM		5000001857
140000121 VHF Set		14.03.2017	10000443	0.000	0.00		M/s. SRINIVASA SALES & SERVICE PRIVATE		

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ZPM_EQUIPMENT

PO along with its Service Number

Reporting on Services

Activity Number	Short Text	Quantity	Unit	Origin	Document N	Item
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	2
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	3
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	4
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	5
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	6
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	7
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	8
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	9
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	10
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	11
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	12
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	13
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	14
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	15
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	16
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	17
3000165	Tinkering F.C Wk Tn69M8242 -Labour	1.000	NO	Purchase Order	4600000039	1
3000166	Tinkering F.C Wk Tn69M8242 -Material	1.000	NO	Purchase Order	4600000039	1
3000165	Tinkering F.C Wk Tn69M8242 -Labour	1.000	NO	Entry Sheet	1000001982	
3000166	Tinkering F.C Wk Tn69M8242 -Material	1.000	NO	Entry Sheet	1000001982	
3000164	FC work in TN69J1329	1.000	NO	Purchase Order	4500000403	208
3000163	FC WORKS -TN 69 B 1618	1.000	NO	Purchase Order	4500000415	1
3000163	FC WORKS -TN 69 B 1618	1.000	NO	Purchase Order	4500000415	2
3000163	FC WORKS -TN 69 B 1618	1.000	NO	Purchase Order	4500000415	3
3000163	FC WORKS -TN 69 B 1618	1.000	NO	Purchase Order	4500000415	4
3000163	FC WORKS -TN 69 B 1618	1.000	NO	Purchase Order	4500000415	5
3000163	FC WORKS -TN 69 B 1618	1.000	NO	Purchase Order	4500000415	6

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Report for Crafts Zpm_craft

Craft Utilization Report

Craft Details

Equipment: **FLOATING-CRAFT**

Date: 12.09.2018 to 12.09.2018

MONTHLY STATEMENT FOR PORT CRAFT UTILIZATION (Tugs/Pilot Launches/Mooring Boats)

Sl. No.	Description of Cranes	Availability Hours	Utilization Hours	Break Down Hours	Utilisation in Percentage	Fuel Consumption	
						Total	Per Hour
01	Boat, LOA 17.2, Max. Draft 1.2	240	320.00	39.00	133.33	475.00	1.98

- ❑ Availability hours is the Total hours - 24 hours (According to the date duration it will be calculated i.e. 24 * number of days)
- ❑ Utilization hours is the Running hours (Document to be created for each day i.e. measuring point)
- ❑ Breakdown hours is the down hours due to repair (Whenever notification raised, hours will be fetched automatically from notification)
- ❑ Utilization in percentage is $\text{Utilization hours} / \text{Availability hours} \times 100$

Report for Cranes

Cranes Utilization Report

Crane Details

Equipment	CR-20-G2	to	
Date	06.09.2018	to	07.09.2018

MONTHLY STATEMENT FOR PORT CRANES UTILISATION

Sl. No.	Description of Cranes	Idle Hours	Utilization Hours	Break Down Hours	Utilisation in Percentage
01	Grab Crane, 20 Ton	21.00	26.00	1.00	54.17

- ❑ Utilization hours is the Running hours (Document to be created for each day i.e. measuring point for running hours)
- ❑ Breakdown hours is the down hours due to repair (Whenever notification raised, hours will be fetched automatically from notification)
- ❑ Utilization in percentage is $\text{Utilization hours} / \text{Availability hours} \times 100$

Transaction Codes applicable for VOCP business process in PM

Sl.No.	Description	TCodes
Masters		
1	Equipment Master creation	IE01
2	Equipment Master modification	IE02
3	Equipment Master display	IE03
4	Service Master creation	AC01
5	Service Master modification	AC02
6	Service Master display	AC03
7	Material Master creation	MM01
8	Material Master modification	MM02
9	Material Master display	MM03
Transactions		
10	Notification creation	IW21
11	Notification modification	IW22
12	Notification display	IW23
13	Order creation	IW31
14	Order modification	IW32
15	Order display	IW33
16	Display Orders and Operation	IW49N
17	Functional Location creation	IL01
18	Functional Location modification	IL02
19	Functional Location display	IL03
20	Measuring Point creation	IK01
21	Measuring Point Modification	IK02
22	Measuring Point display	IK03
23	Measuring Document creation	IK11
24	Measuring Document modification	IK12
25	Measuring Document display	IK13
26	Purchase Requisition creation	ME51N
27	Purchase Requisition modification	ME52N
28	Purchase Requisition display	ME53N
29	Purchase Requisition releasing	ME54N
30	Purchase Order creation	ME21N
31	Purchase Order modification	ME22N
32	Purchase Order display	ME23N
33	Purchase Order releasing	ME29N
34	Good Receipt entry	MIGO
35	Good Receipt entry cancellation	MIGO
36	Service Entry Sheet creation	ML81N
37	Service Entry Sheet releasing	ML81N
38	Invoice entry	MIR7
Reports		
39	List of Asset Master	IH08
40	List of notifications for a period	IW29

41	List of pending notification	ZPM_IT_REPORT
42	Order Report	ORDER MENU
43	Order Details	ZPM_ORDER
44	PO history for Order	ZPM_EQUIPMENT
45	List of orders created for period (Multilevel)	IW40
46	List of typewise orders created for a period	IW39
47	List of POs generated for Order	ME2K
48	Details of Cost involved in Order	IW32/ COST TAB
49	Service Number details for PO	MSRV6
50	Crafts Utilization Report	ZPM_CRAFT
51	Cranes Utilization Report	ZPM_CRANES
52	Bill payment Report	MEMOPAY1

Role of EDP unit in PM module

Troubleshooting is carried out for the PM related issues brought to E.D.P. Centre from User department. All kind of problems faced while creation of Masters and Transactions, Report generation, Releasing, Posting, Bill payment are being attended and resolved by E.D.P. Also provide guidance required regularly by user department side. Training is given to user department whenever required. Types of Issues raised and solution to resolve the issues in the module are detailed below.

Work procedure for Plant Maintenance module is available in Annexure PM

4.8.8. Document Management System

Document Management System is used to store and manage all documents in one place. Beyond storage, secure and easy sharing. **SAP DMS** is a major component of the **SAP PLM** (Product Lifecycle Management) solution.

Benefits of DMS

- Maintain consistency of data, and minimize the workload involved in entering and updating your data.
- Exchange data quickly and securely.
- We can access your data using known parameters

- We can automate the entire life cycle of a document from document creation , document storage, document accessing, document updating.

Transactions done in DMS for VOCP business process.

- File Tracking
- Bill Tracking
- Receipt Tracking
- Vendor Bill status
- Vigilance related reports
- Digitalization of documents
- Audit references tracking
- Right to Information Act
- Legal related Reports
- Library Management

Features in DMS

- Routing document through workflow for the Approval process in multiple level
- Document Number generation
- Document storage and retrieval of important documents using filter option
- Capture all type of documents
- We can directly enter the details of file
- Versions management
- Traceability
- Status log shows person and time
- Remarks provision
- Object linking - other modules
- Key word search of the stored documents
- ISO documentation can be published in portal and tracked using version control

Work Procedure for Document management system is available is Annexure DMS

4.9. Activities in PCS (Port community System) (Whether the activities are pertaining to EDP now/ to be shifted to other departments Traffic/Marine/Finance

Port community system (PCS) is indented to integrate the electronic flow of trade related information and function as a centralized hub for the ports of India and other stakeholders like Shipping agent / Lines, Surveyors, Stevedores, Banks, CFS,

CHA, Importers/exporters etc to exchange information in a specified message format. PCS 1x is the upgraded version of PCS implemented by IPA during 11.12.2018.

EDP is monitoring the receipt and sending Port related messages in the format of XML files from PCS server of IPA to Port which is further processed automatically and consumed in Port database in ERP.

The following activities are done by EDP in PCS.

1. Creation of users credentials for Port officers
2. Approval of Stake holder registration in PCS
3. Monitoring of the receipt and sending of message in XML files
4. Communication with PCS help desk of IPA to intimate any issues noticed by the users/Port in PCS 1x for rectification

4.9.1. Creation of user credentials for Port officers

EDP-009-001

Purpose : Create the user id and password for Port officials for accessing Port community System (PCS). EDP will receive the communication from the respective department through email/ID note for creating the same.

Responsible Officer : DD

Reviewing Officer : Sr.DD

Steps :

1. Receive communication from the respective department for creation of user in PCS with email id and mobile number of the officer through email
2. Send email to IPA team pcssupport@portall.in intimating on creation of user id in PCS
3. The credentials received from IPA is forwarded to the respective department through email
4. Issues if any faced in accessing credentials of PCS is reported to pcssupport@portall.in

4.9.2. Approval of Stake holder registration

EDP-009-002

Purpose : Approving the details of stake holders submitted through PCS website in Stake holder registration is required by IPA for providing the user id

and password for the stake holders. EDP will check the submission of stake holder registration on daily basis and approve

Responsible Officer : DD

Reviewing Officer : Sr.DD

Steps :

1. User submits the stake holder details through PCS website www.indianpcs.gov.in/IPAPCS
2. Login to PCS website through Administrator credentials (tutptpoadm01)
3. Approve of stake holder registration to forward the same to IPA for providing user id and password (Screenshots enclosed in **Annexure-PCS-1**)
4. IPA will provide the user id and password to the registered mail id of the stake holder
5. Issues if any faced in accessing credentials of PCS is reported to pcssupport@portall.in

4.9.3. Monitoring receipt and sending of XML files from PCS

EDP-009-003

Purpose : Messages in XML formats are received from PCS server to Port through a scheduler PMX client which enable the message exchange with Port and PCS. EDP is monitoring the receipt and sending of the files to ensure that all the messages submitted for Port is received immediately.

Responsible Officer : DD

Reviewing Officer : Sr.DD

Frequency : Every 5 mins

Screenshots : Annexure-PCS-2

Steps :

1. Monitor the submission of Voyage registration/Vessel Profile/Berth request etc. through PCS website www.indianpcs.gov.in/IPAPCS by the port users
2. Open PMX Scheduler folder for PCS available in EDP server
3. Open Inbound messages and check whether the XML file is received.
4. If the file is not received, send an email to pcssupport@portall.in for rectifying the issue in receiving the file
5. The XML file received from PCS will be processed and moved to Port database every one minute
6. Check whether the XML file is properly consumed in Port database
7. After processing of the XML file, the acknowledgement file (if any) to be sent to PCS from Port will be created in Outbound folder.

8. Check whether the Acknowledgement XML file is moved to PCS server and updated in PCS website
9. If any issue is noticed in updating of acknowledgement like VCN allotment, Berth allotment etc will be communicated to pcssupport@portall.in for rectifying the issue.

4.9.4. Password resetting for PCS

EDP-009-004

Purpose : In case of Password resetting issues faced by the users, the users will report to PCS support team and EDP for resetting the password

Responsible Officer : DD

Reviewing Officer : Sr.DD

Steps :

1. Receive communication from the respective users through email for resetting the password
2. Forwarding the password reset request from the users to IPA team email pcssupport@portall.in

4.10. Creation of Internal and External Mail id

4.10.1. Internal Mail id Creation

EDP-010-001

Purpose : Internal mail id is used by Port officials/staff for internal communications like circulars/office orders etc.

Responsible Officer : DPO

Reviewing Officer : Sr.DD

Steps :

4.10.1. External Mail id Creation

EDP-010-002

Purpose : Internal mail id is used by Port officials/staff for communications with external parties through vocport.gov.in domain using Office 365

Responsible Officer : DPO

Reviewing Officer : Sr.DD

Steps :

4.11. ISO Activities

4.11.1.

The following are the IMS Policy of the Port, IMS Objectives of EDP Department.

IMS POLICY OF THE PORT

We are committed to provide seaport facilities and related support services for seaborne transport facilities by -

1. Ensuring quality service to EXIM Trade, by adhering all legal requirements.
2. Protecting the environment including prevention of pollution.
3. Ensuring safety by preventing injury and ill health.
4. Continually improving the overall effectiveness of IMS through

Employee motivation and empowerment with social responsibility towards the progress of the Nation.

IMS OBJECTIVE OF THE DEPARTMENT (To be furnished)

QMS :

EMS :

OHSAS :.

Keeping in view of the above IMS Policy of the Port and IMS objectives of the EDP Department the work of the Department is detailed in the Common Procedures furnished under Chapter 5 of this manual(CP No.1 to CP No.10)

The Officer in charge of ISO, EMS and OSHAS shall coordinate the implementation of the above Standards in the Finance Department and shall ensure the following:

- a) Receipt and diarizing the receipt of all communications issued by ISO Cell through email/hard copies from time to time on the conduct of periodical Internal Audit , Certification Audit and/renewal audit and Annual surveillance Audit as specified in the relevant standards if ISO,EMS and OHSAS as amended from time to time.
- b) Communicate the communication received from ISO Cell to all audit points as per the manual prepared for the Department and facilitate smooth conduct of Audit.
- c) Arrange to submit the required information designed for the conduct of Management Review Meeting /Core Group Meeting conducted by ISO Cell as per periodicity prescribed by ISO Cell from time to time with the approval of competent authority.
- d) Liaisoning with all concerned to whom the Non-conformance Report/observations are issued by the Internal Audit /External Audit Team and arrange to furnish the reply with corrective action taken and / preventive action proposed within the timeframe fixed for the purpose.
- e) Maintaining records of
 - i) Agenda for Management Review Meeting and Core Group meeting alongwith the minutes of the respective meeting as received from ISO Cel.
 - ii) Similarly the Non-conformance Report/ Observations issued by Internal Audit/External Audit together with the Action Taken thereon shall be preserved in the Section for future reference and compliance. The same shall also be circulated to all concerned Audit units in Finance Department.
- f) Prepare Agenda for monthly Department Review Meeting in conncection with IMS implementation with approval of FA&CAO/Sr.DCAO/DCAO as the case may be and inform all officers of Finance Department on the conduct of Departmental Review Meeting. Records the minutes of the meeting , circulate the same with the approval of FA&CAO/other authorized officer of Finance Department and furnish the same to all concerned for follow up action.
- g) Any other duties and tasks assigned by FA&CAO,Sr.DCAO,DCAO from time to time.

4.12. Training

4.12.1. Conducting Internal/External Trainings to EDP officers EDP-012-001

Purpose : EDP officials are nominated for Internal and external training for updating their knowledge

Responsible Officer : DPO

Reviewing Officer : Sr.DD

Steps :

1. Nomination of the officer for training is made by HOD
2. Nominated officer attend the training and submit the report if any

4.13- Followup of RA and IA remarks

As per the allocation of works for EDP Officers issued from time to time with the approval of competent authority, concerned DD/AD/DPO will coordinate the works related to the clearance of remarks furnished by Resident Audit Unit and Internal Audit

The duties & responsibilities shall be as per the Office Order being issued from time to time., by Head of the Department. The work of the section is narrated below:

- h) Receipt and diarizing the receipt of all Audit Remarks issued by Resident Audit Unit of AG Office, Chennai stationed at VOCPort Factual Notes ,Draft Paragraph and Para as part of Audit Report for each Financial Year on issues brought out by Office of the Principal Director Commercial Audit and Exofficio Member Audit Board(PDCA) and / Internal Audit unit functioning under the control of Finance Department aand forwarded by Finance Department
- i) Forwarding the Audit Remarks/Factual Note/Draft Paragraph/Para as the case may be to all concerned within EDP Department .
- j) Liaisoning with concerned officer of EDP to whom the Audit Remarks and Internal Audit at higher level cited above so as to ensure Port's reply to direct to Resident Audit unit/PDCA/ to Ministry of Shipping, Government of india within the time frame fixed by respective issuing Authority. The reply will be put up for approval of competent authority with respect to level of issuing authority of the remarks and with approval, the reply will be furnished to concerned issuing authority with copy to Finance Department for information.

- k) Maintaining records of Audit Remarks, reply thereon and status of acceptance /non-acceptance of reply by Audit.
- l) Furnishing periodical report to HOD of EDP highlighting the abstract of such Audit Remarks, Factual Notes, Draft Para and Para issued, replied and pending as on date from time to time for discussion at HODs' meeting to speed up the process of reply within the due date prescribed by the concerned Authority.

b. Roles and Responsibilities

The duties and responsibilities entrusted shall be discharged as per the work flow and Work instructions stated in the work procedures of the respective modules and control mechanism stated in Annexure I.

4.14. Monthly reports (all reports as per the due dates specified by the respective authorities and if not specifically mentioned before 7th of following month):

- i) Preparation and submission of Monthly reports on the status of various Works carried out by each section of EDP through the AD/DD ,Sr.DD to the HOD of EDP viz., Monthly report of section, any other report stipulate by IPA & MoS for time to time
Format of the report is enclosed as Annexure I.
- ii) Any other information on status of Audit Remarks, Factual Notes, Draft Paragraphs, Paragraphs and also remarks of Internal Audit Unit.

4.15. List of Records and maintenance and upkeep of records:

4.15.1. Maintenance of Records:

- i) Maintenance of Guard file
- ii) Maintenance of Circulars file
- iii) Receiving Papers / records from GAD DAK / General Section of Finance Department
- iv) All remarks issued by Resident Audit Unit /Internal Audit.
- v) Maintenance of all correspondence relating to outsourced agencies of the various functions of EDP.

The above registers are maintained on daily basis duly recording the transactions either manually or through computerized system. The entries in the registers are to be initialed by the concerned authorizing officers for proper control.

4.15.2. Role of Officer of EDP Department in maintenance of Records:

The Concerned Officer of the EDP Department incharge of each function will ensure maintenance of all records and registers pertaining to the section in safe custody considering the guidelines / Policies or directions issued for record keeping and maintenance including retention period of records. Whenever the Officer is transferred to other section, Other Port's / Other Organisations or retiring from service of the Port on any account, the Officer shall hand over all important references documents and files and also other documents or records kept in the section with the list to the identified Officer by the Competent Authority. The handing over and taking over report duly signed by both the Officers will be given to Office of the FA&CAO with a copy to Officer in charge of the Establishment Section of Finance Department.

4.16 . Benchmark:

a) The proposals, other files and bills are to be processed within the bench mark specified in the ISO Manual approved from time to time. In case the bills are pending for more than the benchmark in the EDP Department, the reasons for non clearance within the benchmark shall be recorded in the System by concerned DPO/AD/DD as the case may be.

b) EDP Department outsourced various AMC works of Data Centre, Hardwares, softwares, websites , inter and intra mail and other related works with stipulation of addressing customer complaints within specific time limit, availability of system linked to minimum percentage of availability, updation and modification of system due to changes due to procedural, statutory, technical aspects. The compliance of the same shall be documented with respect to specification in the respective Agreements, monitored, reported to the HOD of EDP Department periodically to ensure the achievement of system requirements.

4.17 Correspondence:

Correspondence relating to Ministry, Vigilance, IPA, other Departments, Board Resolutions, References under RTI and all other Stakeholders are to be replied / required information furnished by the Officer of EDP Department on due dates by identification of files/papers for reply through file track and physically marked as Important/Urgent/Time bound/Most Urgent. The Officer concerned will ensure that the reply is approved by the Competent Authority and furnished to the Concerned well in time before due date.

4.18 Management Information System:

- a) Monthly report covering the adherence to due dates of various contractual compliances, Ministry directions and other issues directed by Board/Chairman /Deputy Chairman and HOD from time to time

b) Replies to Parliamentary Questions:

If any such Parliament question pertaining to EDP function is received from GAD Department, the following shall be followed:

The Parliamentary Questions are of two types: Starred or Unstarred. The starred questions are of most important in nature. On receipt of the Questions, the Concerned sections refer the relevant portions to the respective departments to render clarification/ reply with documentary support if any. In certain cases, supplementary information if necessary is furnished below the last question under the heading "Supplementary Information" On receiving the replies the same are compiled, and a note is submitted to the Chairman through HOD of EDP and Deputy Chairman for approval. Any suggestions / corrections made by them are taken care of in the reply and the revised reply is submitted for signature. On receipt of the same, the reply is forwarded to the Ministry through the coordinating and monitoring by General Administration Department.

4.19 Board Notes and follow-up of Board Resolutions:

Board notes whenever required will be initiated by various sections of EDP Department with respect to Capital and Revenue Expenditure requiring approval of Board with respect to DOP approved by MOS/GOI from time to time and any contractual/procedural issues requiring the approval of the Board . The same shall conform to the format circulated by the GAD Department from time to time and submitted to HOD through DD(EDP)/ Sr.DD(EDP)and is within the function of EDP Department.

- i. The followup action based on the Board resolution in respect of Board note initiated by the Section will be taken by concerned AO (Gr. I or II) / Sr. AO with the approval of FA&CAO.
- ii. In respect of Board notes initiated by concerned Department based on the advice received from the Department concerned with respect to the Board resolution follow up action will be initiated and completed by Finance Department where ever required.

References -

- 1) ISO Manual of the Section.
- 2) Delegations of Powers issued by Ministry of Shipping, GOI from time to time.(current Delegation of Powers 2015).
- 3) General Financial Rules and other applicable Legislations and Regulations as applicable from time to time., Major Port Trust Act - 1963, Income Tax Act - 1961, GST Act - 2017. The detailed list is as furnished in the following table.

4) Acts

A.	Acts of Parliament	Dept.	
1.	The Major Port Trusts Act. 1963	GAD Dept	38 of 1963 dated 16.10.1963
2.	The Indian Ports Act, 1908	GAD Dept	15 of 1908 dated 18.12.1908

A.	Acts of Parliament	Dept.	
3	Right to Information Act 2005	GAD Dept.	
4	Act against Cyber crimes	GAD Dept.	
5	Employees State Insurance Act ,1948	GAD	
6.	Employees Provident Fund and Miscellaneous Provisions Act 1952	Finance	
7	Payment of Wages Act 1948	GAD	
8	Minimum Wages Act	GAD	
9	Environmental Legislations applicable	Civil Dept.	
B	Rules approved by Government of India		
1	General Financial Rules, 2019	Finance Dept	
2	Standard Operating Procedures for CPWD Works Manual	Civil Engg Dept	
3	Manual for Procurement of Goods 2017	MEE Dept	
4	Manual for Procurement of Consultancy and other Services 2017	MEE Dept	
5	Guidelines on Corporate Social Responsibility issued by Ministry of Shipping, Government of India	GAD	
6	Guidelines on Internet security	EDP	
7	Other applicable guidelines issued by IPA on PCS, NIC if any	EDP	

5. Handbooks issued by other Departments: Not relevant

1	Accounting Procedure	Finance Dept.	
2	Scale of Rates	Finance Dept	
3	Tendering Procedures approved by Board	Civil Engineering/MEE Department	

6. Circulars on checklist issued by Finance Department:

- i. Duties and responsibilities of each Department for different activities in the process of proposing/evaluating/scrutinising proposals-No.FA/Inst/2015 dated 20.11.2015 (Circular No.08/2015-16)
- ii. Special / Temporary Imprest-Verification:A-1/2/2018-Mat/D dated 05.04.2018 (Circular No.001/2018-19)
- iii. Vetting of Draft Tender Schedule-A-3/24/2009-Wks dated 3.5.2018 (Circular No.003/2018-19)
- iv. Passing Bills for payment-VOCPT/FIN/TAX/GST/CIR dated 01.12.2018 (Circular No.15/2018-19) read with FInOFFCT-COD-GLACC-VI-18 dated 06-12-2018 (Circular No.16/18-19)
- v. Proforma for payment of legal fees -No.FIMOFFAO-CRT-Mont-VI-17 dated 07.07.2017 (Circular No.05/2017-18)
- vi. Purchase preference -No.FIN-OFFAO-CRT-MONT-VI-19(22930) dated 31.08.2019 (Circular No.12/2019-20)
- vii. Tender Committee members for evaluation and negotiation of tender No.FIM-OFFAO-CRT-MONIT-VI-19(20221) dated 21.05.2019 (Circular No.06/2019-20).
- viii. Maintenance of case documents by Legal section- Check list for legal case files documents filed-No.GAD-OGALG-CRC-CIRCU-VI-18 dated 21.10.2019
- ix. Circulars issued by EDP Department

III-5.Vigilance Directions issued by Central Vigilance commission / Chief Vigilance of VOCPT from time to time

MANUAL FOR EDP CENTER

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 - 4.19. BOARD NOTE SUBMISSION

ABBREVIATIONS

- | | |
|---------------|--|
| 1. CFS | Container Freight Station |
| 2. DPO | Data Processing Officer |
| 3. DMS | Document Management System |
| 4. EDP center | Electronic data processing center |
| 5. ERP | Enterprise Resource Planning |
| 6. IPA | Indian Port Association |
| 7. IT | Information Technology |
| 8. PCS | Port Community System |
| 9. RFID | Radio Frequency Identification devices |
| 10. SOLMON | Solution Manager |

Control and Monitoring overall activities in EDP - Common Procedures

Sl.No.	Activities	Control & Monitoring Steps	Role	Service	Reference
				Internal / External	
1	Hardware Issues	1.Create Notification in ERP system for the Complaint Registered by User Department. Also raise the complaint related to some hardware issues to the outsourced maintenance agency considered through mail.	Comp.Asst	Internal	ISO Handbook 1 & EDP-006-001 of EDP Procedure manual
		2. Outsourced Agency concerned shall respond to the complaint within fixed benchmark after receiving call sheets from the helpdesk persons. Calls of Minor issues will be attended within benchmark. If time taken to rectify the issue due to spare part requirement or any other reason, the same shall be informed by the outsourced agency and will be closed on completion as per the benchmark specified as per contractual agreement.	Contractor	External	
		3. Spares stock (In & Out) register is monitored. (As Comprehensive AMC is preferred for hardware maintenance, spares will be supplied by the contractor to rectify the issue)	DPO(AMC)	External	
		4. Calls will be closed in the ERP system after confirming the completion by the user, representative of outsourced agency for maintenance and DPO	Comp.Asst.	Internal	
		5. Monitoring Pendency status of calls daily and	DPOs(AMC)	Internal	

		<p>regulate the completion as envisaged in the contractual agreement.</p> <p>6. Abstract of calls recorded, calls attended, completed and call pending with details of calls and reasons for non- completion within bench mark are submitted in periodical ISO meeting and monthly report submitted to HOD.</p> <p>7. Monitoring the full details of calls</p> <p>8. Maintain monthwise Callsheet Register</p> <p>9. While bill processing, penalty for delay in attending calls will be calculated and appropriate deduction from the periodical contractual payments as per terms and conditions.</p> <p>10. As Server related issues are highly sensitive, system expert shall be invited on call basis if the resolution cannot be found by Resident Engineer.</p>	<p>DPO(AMC)/ EDP Incharge</p> <p>EDP Incharge</p> <p>DPO (AMC)</p> <p>DPO(AMC)/ EDP Incharge</p> <p>EDP Incharge</p>	<p>Internal</p> <p>Internal</p> <p>External</p> <p>Internal</p> <p>External</p>	
2.	Software Issues	<p>1. Module-wise monitoring of ERP implementation with respect to system facility available with specific reference to</p> <p>a) Percentage of utilization of Modules</p> <p>b) Non-usage of facility by recourse to general miscellaneous provisions available</p> <p>c) Obsolescence of the system procedures due to changes in tax laws, administrative procedures of collection and payments due to /</p>	Module Owners	Internal	<p>ISO Handbook 4</p> <p>EDP-006-002 of EDP Procedure manual</p>

		<p>due by the Port respectively, changes in interface with other agencies like user agencies, Government Policy</p> <p>2.a) Arrange to communicate the outsourced maintenance agency of the system through an application software provided by the agency for raising complaints for appropriate correction /modification in the system to remove / rectify the problems (or)</p> <p>b) Communicate to the concerned departments for appropriate corrective / preventive action</p> <p>c) Ensure corrective /preventive action by outsourced agency / Department concerned before moving to live server</p> <p>3. Review of the monitoring by head of department and ensure appropriate corrective and preventive actions with the approval of competent authority and also the pendency status of software complaints</p> <p>4. If software requirement is identified as new development or major change request then approval to be obtained based on time consumed for that work from the competent authority. (After the development, follow the above steps from Sl.No.1 to 3)</p>	<p>Module Owner</p> <p>Module Owner</p> <p>Contractor/ Module Owner</p> <p>EDP Incharge/ HOD</p> <p>EDP Incharge/ HOD</p>	<p>Internal</p> <p>Internal</p> <p>External/ Internal</p> <p>Internal</p> <p>External</p>	
3.	Data Backup	<p>1. Backup of all Servers (ERP, Mail, Website, PCS, e-root) is taken on daily/ weekly/ fortnightly/ monthly basis for restoring the data as the alternate provision during the issues raised with Server or when requirement needs</p>	Resident Engr.	External	ISO Handbook 2

		<p>for old data.</p> <p>2.</p> <ul style="list-style-type: none"> • For safeguarding data, back up taken in the required volume of hard disks and kept in the bank locker. • Also DR site action is under process. 	DPO (Data Centre)	<p>Internal</p> <p>External</p>	
4.	Manpower	<p>1.Manpower engaged through outsourced agencies by Finance department for carrying out works under the guidance of the employees in EDP.</p> <p>a) Monitoring the Attendance through biometric system</p> <p>b) Monitoring the performance of the persons engaged through outsource based on the work report submitted by them</p> <p>c) Performance Report shall be submitted along with conduct details to HOD whenever required</p>	<p>Respective DPO</p> <p>Respective DPO</p> <p>Respective DPO</p> <p>EDP Incharge</p>	<p>External</p> <p>External</p> <p>External</p> <p>Internal</p>	<p>Agreement in Finance dept.</p>
5.	Billing Process	<p>1. Receive the Invoice from the AMC vendor through DAK section. Process the bill by preparing the details as below. The following details along with original bill two copies to be sent to Finance department for payment after getting signed by the concerned.</p> <p>a) Certificate for billing</p> <p>b) Copy of Attendance details</p> <p>c) Annexure as per the terms and conditions mentioned in the agreement</p> <p>d) document details created through ERP system</p> <p>e) details of GST</p>	<p>Respective DPO & Comp.Asst.</p>	<p>Internal</p>	

		<p>f)Details of services and issues attended by the vendor g)Details of penalty if any h) Details if any required from the Finance department</p> <p>2. Through DAK section receive the Invoice from the vendor whom which procurement done. Process the bill by preparing the details as below. The following details along with original bill two copies to be sent to Finance department for payment after getting signed by the concerned.</p> <p>a) Certificate for billing b) Annexure as per the terms and conditions mentioned in the agreement c) document details created through ERP system d)details of GST e)Details if any required from the Finance department</p> <p>3.Billing process to be completed within benchmark mentioned in the agreement.</p>			
6.	Network Issues	<p>1.Provide OFC connectivity and WIFI facility wherever required in the Port premises through outsourced agency</p> <p>2. Monitor the function of Fire Alarm.</p> <p>3. Monitor the function of ACs and Lights</p> <p>4. Monitor Network threats</p>	<p>DPO (NW)</p> <p>DPO (NW)</p> <p>DPO (NW)</p> <p>EDP Incharge</p>	<p>External</p> <p>External</p> <p>External</p> <p>Internal</p>	
7.	Integrated	The following activities are covered under EDP-	DPO (IMS)	Internal	IMS Manual

	Management System (ISO)	<p>IMS for facing the Internal and External Audit</p> <p>a) Images representing ISO norms to be pasted in appropriate places of EDP</p> <p>b) As per the objective of EDP, monitor the performance of 97% availability of the System and Respond to the hardware complaints raised by the user department within benchmark</p> <p>c) Mock drill to be conducted atleast once in a year in the safety aspect and demo to be arranged for knowing the procedure to handle fire fighting equipments.</p> <p>d) Monitor the e-waste management. E-waste collected from the various departments to be disposed through identified recycler as per the decision of the committee.</p> <p>e) Manual updations according to the Non Conformities raised by the auditors. New manual to be prepared when the ISO standard gets changed.</p> <p>f) Monitor the Stationery and Electricity consumption range in EDP.</p> <p>g) Pollution Control Board certificate obtained from the supplier of the hardware to be obtained</p> <p>h) Aspect and Impact analysis, RART, HIRA for OHSAS analysis to be verified as and when changes implemented.</p>			
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		<p>i) First Aid kit to be monitored for safety</p> <p>j) To be prepared to show the details pertaining to the Audit through the ERP system or to produce the documents related to EDP activities as mentioned in the manual and handbooks.</p>			
8.	ERP Modules	<p>1. After ERP implementation, each officer is allocated with one or more than one to look after the ERP module. Activities related to dealing of these modules are as below.</p> <p>a) Month End Processing</p> <p>b) Monitor the pendency status of routine, sensitive and money related transactions in various aspects.</p> <p>c) Troubleshoot the minor and resolvable issues brought by user departments.</p> <p>d) Some activities which are under the control of EDP should be attended for user department to maintain the user discipline.</p> <p>e) Guidance to be provided from our end for the new users and the existing users as and when required for the usage of the modules.</p> <p>f) Training to be provided to the user department as and when required to use the modules. (Except the unavoidable clarification, 'Knowledge Transfer' policy to be followed by user departments to avoid interference in EDP works and maintain user discipline)</p>	All Module Owners	Internal	<p>ISO Handbooks 5,6,7,8,9,10,11,12,13</p> <p>Procedure Manual 4.8.1 to 4.8.8, Annexure FICO, Annexure PM, Annexure DMS</p>

		<p>g) User Licence to be allotted to the employee who needs to use the ERP system and assigned with the required functional role. Also monitor the usage of user.</p> <p>h) Monitor the transactions created by the user departments and guide to rectify the flaw.</p> <p>2. Change in the Configuration of the modules as per the requirement of the user department through Solution Manager.</p> <p>3. Develop major change requests or create new report in the modules as per the requirement of user department through Solution Manager.</p> <p><u>Individual modulewise activities are furnished as annexure A</u></p>	<p>Functional Consultant of AMC vendor</p> <p>Functional Consultant & Programmer of AMC vendor</p> <p>EDP Officers</p>	<p>External</p> <p>External</p> <p>Internal</p>	
9.	Purchase of Stationery Items	<p>1. Prepare Indent for the requirement of EDP</p> <p>2. Purchase through local vendor</p> <p>3. Pass bill through Imprest Account</p> <p>4. Update in the Imprest Register</p>	<p>DPO Incharge</p> <p>DPO Incharge</p> <p>Comp.Asst.</p> <p>Comp.Asst.</p>	<p>Internal</p> <p>External</p> <p>Internal</p> <p>Internal</p>	
10.	Projects	<p>1. HOD to ensure the details of project proposal is adhered to the prescribed format.</p> <p>2. Project Coordinator to be nominated for the formation of Project Coordination Team</p> <p>3. Preliminary Techno-Economic Feasibility report containing the aspects pertaining to the</p>	<p>HOD</p> <p>PCT</p> <p>PPAMC / PCT</p>	<p>Internal</p>	<p>Chairman's Note CPT/ NOTE/ 2019-25/D.65 dated 27.09.2019</p>

	<p>execution of the project, choice of the technology with draft tender document to be submitted to PPAMC committee through PCT.</p> <p>4.After the approval of feability report by PPAMC and implemented the recommendations of PPAMC, Preliminary Feasibility report or DPR prepared in the prescribed format to be vetted.</p> <p>5. Approval to be sought from the Chairman based on approval of PPAMC</p> <p>6.Put up the proposal in Board meeting along with the board note which contains the required sections for Administrative/Technical/ Financial/ Environmental sanction.</p> <p>7.Tender process to be done.(In the cases where the bidding process does not take place, project will be awarded on the nomination basis)</p> <p>8.Technical/ Financial evaluation to be done by Technical evaluation tender committee.</p> <p>9.Procurement policy norms and changes in the tender clauses are to be reviewed by the FTPC committee.</p> <p>10.In respect of finalization of tender/ release of funds relevant parameters to be verified</p> <p><u>Individual Projectwise activities carried out in EDP is furnished as annexure-B</u></p>	<p>PPAMC</p> <p>CPT</p> <p>Board</p> <p>EDP I/c / DD/EDP/ Respective Officer in EDP</p> <p>Tech.Evaluation Committee</p> <p>FTPC</p> <p>PCT</p> <p>EDP I/c / DD/EDP/ Respective Officer in EDP</p>	<p>Internal</p>	
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11.	AMC activities	<p>1. Follow up the completion of warranty period or renewal of AMC for the work</p> <p>2. Extension may be granted for AMC in the case of OEM or number of extensions will be allowed as per DOP.</p> <p>3. If go for fresh AMC proposal, either tenders process or quotations process will be carried out.</p> <p>4. Stagewise Billing process to be done as per terms and conditions.</p> <p>5. Monitoring the service rendered by AMC vendor by reviewing pending calls and attendance of manpower</p>	<p>DPOs (AMC)</p> <p>Management</p> <p>DPOs(AMC)</p> <p>Comp.Asst.</p> <p>DPOs(AMC)</p>	<p>Internal</p> <p>Internal</p> <p>Internal</p> <p>Internal</p> <p>External</p>	Refer Sl.No.5 in this manual
12.	Intranet maintenance	<p>1. Receive the details from user departments for the updations in Intranet.</p> <p>2. Publish the details in Intranet.</p> <p>3. Maintain the Register for the updated details</p> <p>4. Back up to be taken weekly once and stored in NAS server</p>	<p>DPO (Intranet)</p> <p>Comp.Asst.</p> <p>Comp.Asst.</p> <p>Resident Engr.</p>	<p>Internal</p> <p>Internal</p> <p>Internal</p> <p>External</p>	EDP Procedure Manual EDP-007-001
13	Website maintenance	<p>1. Revamping of website to be done when the direction received from Ministry or Management.</p> <p>2. Web Application Security Audit to be conducted follows Revamping process.</p> <p>3. STQC Audit to be conducted to check the website whether site is designed as per</p>	<p>DPO (Website)</p> <p>DPO(Website)</p> <p>DPO(Website)</p>	<p>External</p> <p>External</p> <p>External</p>	

		<p>GIGW norms</p> <p>4. Updatons in website are done by user departments themselves using the administrative rights allocated to them.</p> <p>5. Updatons / Modification in Home page to be attended by the outsourced agency through EDP.</p> <p>6. Guidance and troubleshooting of issues raised in updatons to be provided either by EDP or by outsourced agency</p> <p>7. Website Live Server and Back up server installed in EDP to be monitored.</p> <p>8. Back up to be taken on weekly basis.</p> <p>9. If issues raised with live server, back up server will be activated upto the rectification of live server.</p>	<p>User dept.</p> <p>Contractor</p> <p>DPO(Website)</p> <p>DPO(Website)</p> <p>DPO(Website)</p> <p>DPO(Website)</p>	<p>Internal</p> <p>External</p> <p>Internal / External</p> <p>Internal</p> <p>Internal/ External</p> <p>Internal</p>	<p>EDP Procedure Manual EDP-007-002 and ISO Handbook 17 For updating contents in website</p>
14	Data Centre	<p>1.Approval is obtained for AMC proposal, process tender and award work to the outsourced agency.</p> <p>2.As per terms and conditions, stagewise billing process to be done</p> <p>3.If manpower is engaged for the maintenance of hardware and Servers, approval to be obtained from the management for the replacement of any spares for resolving the hardware issues and to avoid the interruption in work.</p>	<p>DPO(DC)</p> <p>DPO(DC)</p> <p>DPO(DC)</p>	<p>Internal</p> <p>Internal</p> <p>Internal</p> <p>External</p>	<p>Refer Sl.No.4.1. IT infrastructure in this manual</p>

		<p>4. Issues related to the infrastructure of Data Centre which are not covered under AMC to be attended by any OEM on request basis after getting approval from the competent authority.</p> <p>5. Back up taken in the tape cartridges to be kept in bank locker on monthly basis for securing the data.</p> <p>6. Monitor Data Centre infrastructure :</p> <ul style="list-style-type: none"> • Component like Servers, Storage, UPS, BMS , Fire Alarm System, Rodent Repellant & CCTV • Up keep Patch & Firmware of the systems • Coordinating with OEM/Service provider for Preventive Maintenance and Break fix • Providing information /status to VOC as and when required <p>7. Server and Storage Administration:</p> <ul style="list-style-type: none"> • Windows and Linux Administration • Capacity Planning and Data Store allocation on SAN • Coordinating with respective application Administrator/Owners for Server/Storage Operation & Maintenance • Up keep the Infra Availability Report <p>8. Backup Administration:</p> <ul style="list-style-type: none"> • Scheduling & Monitoring of Backup Jobs 	<p>Contractor</p> <p>DPO(DC)</p> <p>Resident Engr.</p> <p>Resident Engr.</p> <p>Resident Engr.</p>	<p>External</p> <p>External</p> <p>External</p> <p>External</p>	
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		<ul style="list-style-type: none"> Reinitiate failed/incomplete backup Jobs Troubleshoot in case of problem with Driver/DLT or Data Protector Software Data Cartridge Management (Periodically changing the Cartridge and hand over to EDP for offsite storing) <p>9. Monitoring the attendance of manpower engaged for Data Centre</p>	DPO(DC)	Internal	
15	Shift maintenance	<p>1. Prepare shift roster on first day of month and give copy to the shift duty persons.</p> <p>2. Monitor the attendance of the shift persons.</p>	DPO (Shift mtce)	Internal	Procedure Manual EDP-005-001
16	Hospital Management System	<p>1. Approval to be obtained from the management for procuring HMS software and then AMC proposal when required.</p> <p>2. Troubleshoot the issues raised with this system in Medical department to be attended using outsourced agency who deposes a manpower on site.</p> <p>3. Stagewise billing process to be done as per terms and conditions of the tender.</p>	DPO(HMS) Contractor Comp.Asst.	Internal External Internal	Procedure Manual
17	Internal Mail	<p>Based on the request from user departments User Id to be created using appropriate application installed for Internal mailing. Update Intranet by adding this Id with contact list.</p> <p>Configure Outlook Express for the usage of Intramail & Import Address Book</p>	DPO(Intramail) Comp. Asst. Comp.Asst.	Internal Internal Internal	ISO Handbook 16

		<p>Backup of mailsto be taken in their own system.</p> <p>Password reset, user deletion and other troubleshooting activities to be attended by EDP for user department.</p>	<p>User dept.</p> <p>DPO(Intramail)</p>	<p>Internal</p> <p>Internal</p>	
18	External Mail	<p>Approval process to be done for the purchase of Application for mailing system in V.O.C.Port.</p> <p><u>After implementation:</u></p> <p>Based on the request from user departments User Id to be created using appropriate application installed for External mailing.</p> <p>Update Intranet by adding this Id with contact list.</p> <p>Officials who are provided with External mail Id can access the application and mail through net.</p> <p>Guidance to Backup of mails to be taken in their own system.</p> <p>Password reset, user deletion and other troubleshooting activities to be attended by EDP for user department.</p> <p>As per approval for the number of licences for using external mail Id, Licence restrictions are followed to allocate external Id to the officials.</p>	<p>DPO(Ext.Mail)</p> <p>DPO(Ext.Mail)</p> <p>DPO(Ext.Mail)</p> <p>DPO(Ext.Mail)</p> <p>DPO(Ext.Mail)</p> <p>DPO(Ext.Mail)</p> <p>DPO(Ext.Mail)</p>	<p>Internal</p> <p>Internal</p> <p>Internal</p> <p>Internal</p> <p>Internal</p> <p>Internal</p> <p>Internal</p>	ISO Handbook 16
19	Procurement	<p>1.Administrative approval to be obtained for the items to be procured based on budgetary offers.</p>	<p>DPO(Procure)</p>	<p>Internal</p>	<p>Procedure manual</p> <p>EDP-002-001</p>

		2. Along with specifications approval copy to be sent to Mechanical department for the further purchase process through GEM.	DPO(Procure)	External	
20	GEM	One of the Officer from EDP is deputed as committee member for all items purchased through GEM.	DPO(GEM)	External/ Internal	
21	Computer Advance Sanction	<ol style="list-style-type: none"> 1. 1. Receive the Computer Advance file from user departments thro file tracking system and put up to EDP Incharge. 2. EDP I/c marks the file to the concerned officer for verification of rate for the quoted configuration. 3. Verify the rate quoted by the employee (buyer) through net or equiring with any other vendor for the particular model , configuration, list of accessories quoted by the dealer in the quotation. 4. If the rate is reasonable for the claim, write the comments in the file to justify the reasonable rate. 5. The file will be sent to Finance department for further action after signed by EDP Incharge. 	<p>DPO (CA)</p> <p>EDP I/c</p> <p>DPO (CA)</p> <p>DPO (CA)</p> <p>DPO (CA)</p>	<p>Internal</p> <p>Internal</p> <p>Internal</p> <p>Internal</p> <p>Internal</p>	EDP Procedure Manual
22	Helpdesk Management	<ol style="list-style-type: none"> 1. Three Computer Assistants and one Reliever are being engaged for the shift maintenance. 2. Main duty of the helpdesk persons is creating call sheets describing the hardware complaints and updating when problems will be rectified. 	<p>DPO (Shift mtce)</p> <p>DPOs (AMC)</p>	<p>Internal</p> <p>Internal</p>	<p>Procedure Manual EDP-005-001</p> <p>EDP-006-001 of EDP Procedure manual</p>

		3. Assist for EDP officials as and when required to complete the work.	Shift persons	Internal	
23	Service desk Management	<ol style="list-style-type: none"> 1. As per AMC terms and conditions, manpower headed by a person will be deployed to attend Service desk in Port. 2. Attendance will be monitored by EDP Officer 3. Main task is to respond the calls related to hardware, network and other system related issues as per callsheets received from helpdesk within benchmark time and complete the calls by replacing any spare parts or rectifying the issues occurred with existing spare parts. 4. Maintain spares for maintenance work as per terms and conditions in the AMC tender. 5. Preventive Maintenance to be performed and submitted the report as per terms and conditions in the AMC tender. 	<p>Contractor</p> <p>DPOs (AMC)</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>	<p>External</p> <p>Internal</p> <p>External</p> <p>External</p> <p>External</p>	<p>EDP-006-001 of Procedure manual</p> <p>Procedure Manual EDP-005-001</p>
24	Hardware Asset Management	<ol style="list-style-type: none"> 1. Create Asset master in ERP system for each equipment based on category after implementation of that equipment. Whenever changes of location or if any, updations to be carried out in ERP system. 2. Update the abstract details of purchase, survey report and buyback in the soft copy of Asset Register maintained in EDP as and when required. 3. Inspection of assets installed in office and site to be carried out atleast once in a year 	<p>Comp.Asst.</p> <p>DPO Incharge</p> <p>DPO Incharge</p>	<p>Internal</p> <p>Internal</p> <p>Internal</p>	

		<p>by the concerned officer.</p> <p>4. Preventive Maintenance carried out at periodic intervals as mentioned in the tender is also used to manage Asset.</p> <p>5. Guidance to be provided when the clarification raised from user departments regarding the creation of Asset Master.</p> <p>6. Authentication to be provided to use the Asset Master transaction for creation/ modification/ view for the required users of SAP.</p>	<p>Contractor</p> <p>DPO Incharge</p> <p>DPO (BASIS)</p>	<p>External</p> <p>Internal</p> <p>Internal</p>	
25	Replies to Audit References & Vigilance Paras	<p>1. Replies for the queries of the Resident Audit Office to be sent. One copy of the reply to be given to the DPO (DMS) to close the pending file.</p> <p>2. Pending of the Audit papers which are received from RAO section to EDP through Document Management System module to be monitored in SAP.</p> <p>3. Replies for the queries of the Vigilance department to be sent along with the copy to HOD.</p>	<p>All Officers concerned</p> <p>DPO (DMS)</p> <p>All Officers concerned</p>	<p>Internal</p> <p>Internal</p> <p>Internal</p>	
26	Call for Quotations	<p>1. If Finance department suggests to go for calling quotations to entrust the work to L1 vendor, quotations process to be carried out for awarding work.</p> <p>2. Billing process for the allotted work to be done as per the terms and conditions of the work order.</p>	<p>DPOs(AMC)</p> <p>Comp.Asst.</p>	<p>Internal</p> <p>Internal</p>	

27	Call for Tenders (Irrelevant activity of EDP)	<p>1. If Finance department suggests to go for tender process to entrust the work to L1 vendor, tender process to be carried out through CPPP for awarding work.</p> <p>2. Billing process for the allotted work to be done as per the terms and conditions of the tender.</p> <p>Note: Tender processing involves more time and it is tedious job which is irrelevant to System area, EDP officers cannot concentrate on system fine tuning works.</p>	DPOs(AMC)	Internal	
28	CPPP(Central Public Procurement Portal)	Uploading and downloading process of EDP tenders to be performed through CPP Portal as per the norms mentioned in DOP.	DPOs(AMC)	Internal	DOP Procedure Manual EDP-007-0011
29	Presentations to Management	<p>1. Laptops with mouse for the Powerpoint presentation to be arranged by EDP for all meetings conducted in Port and provide the same for the officers who attends outside meeting on behalf of Port.</p> <p>2. To check the function of projector fixed in the meeting halls and especially board room.</p> <p>3. If necessary, assistance to be provided for avoiding any interruption till the completion of the meeting.</p>	DPO (AMC)	Internal	
30	Video Conference&	<p>1. Connectivity to be made by EDP for all video conference meetings conducted in Port.</p> <p>2. Assistance to be provided for avoiding any interruption till the completion of the</p>	DPO(VC)/ Contractor(NW)	Internal/ External	

		meeting. 3. For EDP related meetings, the above two activities to be done	EDP Incharge	Internal	
31	System related part in Port functions	EDP to attend in the troubleshooting part or accompanying with the party who will look after the digital system or any system related works in the functions conducted by our Port.	EDP Incharge	Internal	
32	Line Printer & ADF Scanners	1. Guidance for printer setup according to the type of stationery (e.g. Estate Demands) to be provided for the massive printouts taken by user departments through LIPI printer installed in EDP. 2. Helpdesk persons are doing Scanning work using high end scanners installed in EDP for user departments apart from EDP scanning works.	Compt.Asst.	Internal	
33	Biometric Access to Server Room	Limited access has been provided to EDP officers and Resident Engineer for the entry into the Server room.	EDP Officers/ Resident Engineers who have been provided access	Internal/ External	
34	Review meeting	1. ISO review meeting is conducted monthly once and the minutes to be sent to ISO cell. 2. Department review minutes for the month to be sent to HOD for the submission to CPT.	DPO(IMS) DD/EDP	Internal Internal	
35	Special works	Wage revision fixation, arrears for employees, pensioners, PLR and any interim payment works are carried out by EDP along with pay bill	DPO(HR)	Internal	

		section			
36	Training	1.Inhouse training organized by Port	Nominated Officers from EDP by Admin dept.	Internal	ISO Training Register
		2.Inhouse training organized by EDP	Concerned Officers of EDP/ Faculty arranged from the training institute	Internal	
		3.For ERP related External training	Nominated Officers from EDP by HOD	External	
		4.For EDP related External training	Nominated Officers from EDP by HOD	External	
37	Firewall	1.Monitor the function of two firewall systems installed in Datacentre networking area.	DPO (DC)	Internal	
		2.After the completion of warranty period, action to be taken for AMC.	DPO (AMC)	Internal	
		3.AMC vendor attends the issues raised with the function of firewall.	Contractor	External	
38	Personal Claims	1.Applications of the EDP staffs for the Personal Claims will be recommended by EDP incharge and forwarded to the Establishment section of Finance Establishment for further processing	EDP incharge	Internal	ISO Handbook 15

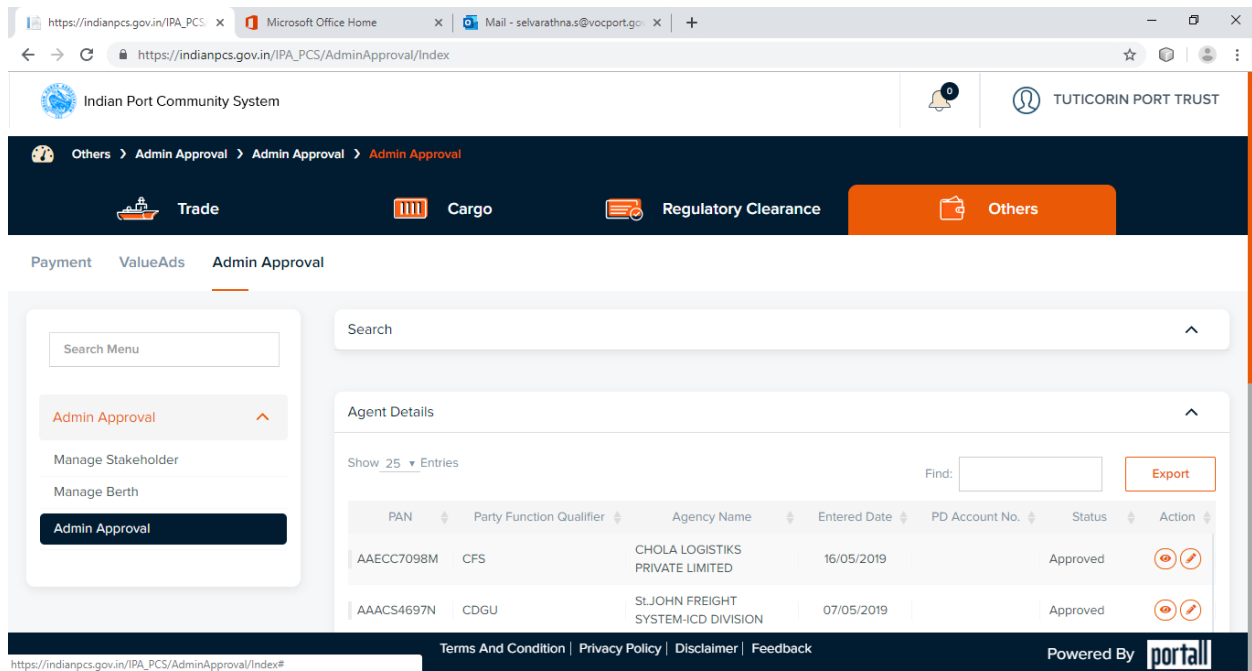
39	Plant Maintenance	<ol style="list-style-type: none"> 1. Check the completion of Notification 2. Monitor the total Notifications created type wise i.e. Maintenance/Network calls/IT calls for the month 3. Monitor the pendency status of IT calls 4. Check the technical completion of Maintenance Orders 5. Monitor the count of Orders created type wise i.e. General /Breakdown maintenance for the month 6. Monitor the list of pending Purchase Orders till date 7. Monitor the pending bill payments based on Plant maintenance module for the vendor via Purchase Order 8. Troubleshooting to be carried out the issues related to allMasters, Transactions and Reports pertaining to this module brought from user departments. 9. Guidance to be provided for clarifications regarding Masters, Transactions and Reports of this module 	DPO (PM)	Internal	ISO Handbook 10 Annexure PM
40	Document Management System	<ol style="list-style-type: none"> 1. Monitor Daily/ Weekly/ Monthly/ Yearly report of the creation/ Receiving/ forwarding of Files/ Receipts/ Bills/ Audit 	DPO (DMS)	Internal	ISO Handbook 9 Annexure DMS

		<p>references/ dispatch / any document type based transactions</p> <ol style="list-style-type: none"> 2. Monitor Daily/ Weekly/ Monthly/ Yearly pendency staufs of the Files/ Receipts/ Bills/ Audit references/ dispatch papers 3. Provide the status log of file whenever required by Vigilance department 4. Guidance to be provided for tracking file and clarifications regarding transactions and reports of this modlule 5. Troubleshooting to be carried out the issues related to all Masters, Transactions and Reports pertaining to this module brought from user departments 			
41	BASIS (User Authentication role only)	<ol style="list-style-type: none"> 1. Verification of the users who do not login for more than three months and deactivate that users. 2. Verification of invalid users i.e deactivate Retired employee ID 3. Check the count of licence not exceeding the approved number of licences of ERP system 	DPO (User Authentication)	Internal	ISO Handbook 3

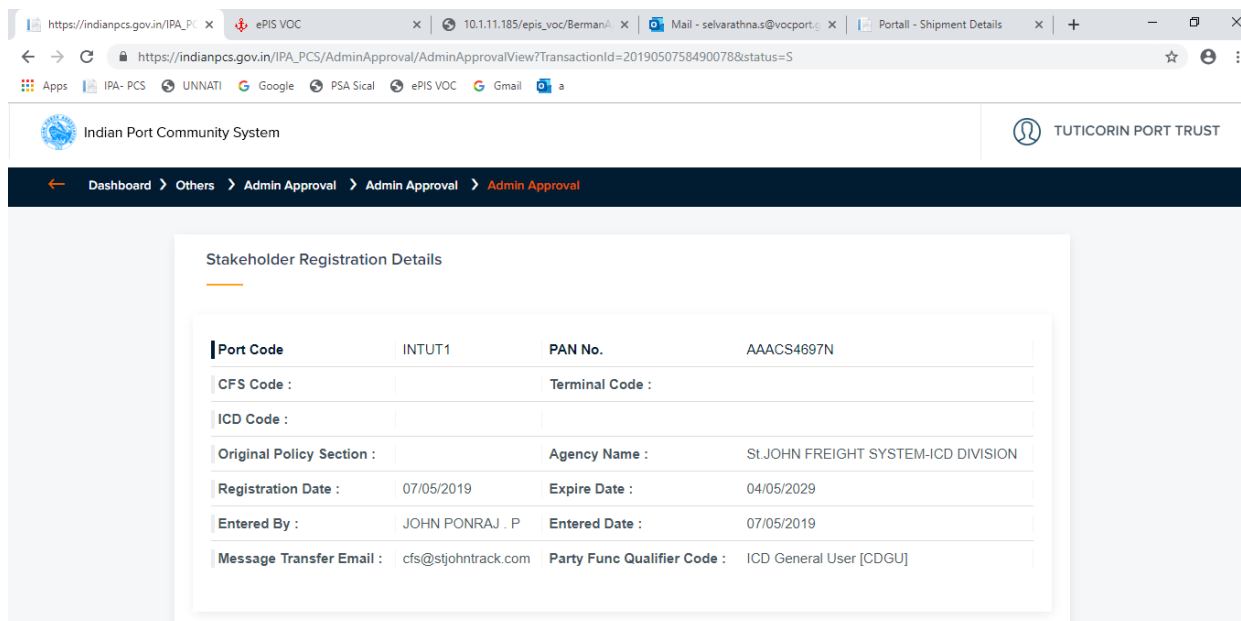
		<ol style="list-style-type: none"> 4. Creation / modification of user Id for ERP users who require licence to use the system. 5. Assign roles which are newly created by EDP or which are already existing for using the ERP modules concerned to the users who require authentication to use the masters, transactions and reports. 6. Assign functional Ids which are newly created by the AMC vendor to the respective roles or assign existing functional Ids to any other roles 7. Add the missing objects in the relevant role for functioning of the transactions. 8. Few process at the front end level of BASIS is being carried out. 9. Reset the password or unlock the password 10. The abovementioned process are being carried out for Executive Information System and Solution providing application which is used to raise the complaints related to software. 			
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Stake Holder registration approval in PCS

- a) Login into www.indianpcs.gov.in
- b) Click **Admin Approval** link and click Approve button



Click the action icon



Indian Port Community System TUTICORIN PORT TRUST

Agent Address Details

Br No.	Branch Name	Address 1	Address 2	State	Branch Pin	Branch Phone	Branch Email
1	TUTICORIN	3.63B,HARBOUR EXPRESS ROAD,	Tuticorin	Tamil Nadu	628006	9894672532	Cfs@Stjohtrack.Com

Stakeholder Contact Details

Sr No.	Person Name	Designation	Phone No.	Mobile No.	Contact Email
1	Davidraja	Sr.Vice President	0461 2382500	9894672507	David@Stjohtrack.Com

Indian Port Community System TUTICORIN PORT TRUST

Add Row Delete Row

Approval / Rejection

Status Approve Reject

Date Of Approval

Reason


Agency Code Assign Is

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Address bar: https://indianpcs.gov.in/IPA_PCS/AdminApproval/AdminApprovalView?TransactionId=2019050758490078&status=5

Indian Port Community System | TUTICORIN PORT TRUST



Do you want to Process..?

Please Check The Information Before Submitting The Application.

Background form fields: Add Row, Delete Row, Status: Approve, Reason, 05/2019, AAACS4697NTUT101, Submit, Back

Browser tabs: Portall - Admin Approval / Rej..., ePIS VOC, 10.1.11.185/epis_voc/Berman..., Mail - selvarathna.s@vocport..., Portall - Shipment Details

Address bar: https://indianpcs.gov.in/IPA_PCS/AdminApproval/AdminConfirmation

Indian Port Community System

Payment | ValueAds | Admin Approval

Search Menu

Payment ^

PD Account Balance Details

Invoice

E-Invoice

Payment Status

Upload v

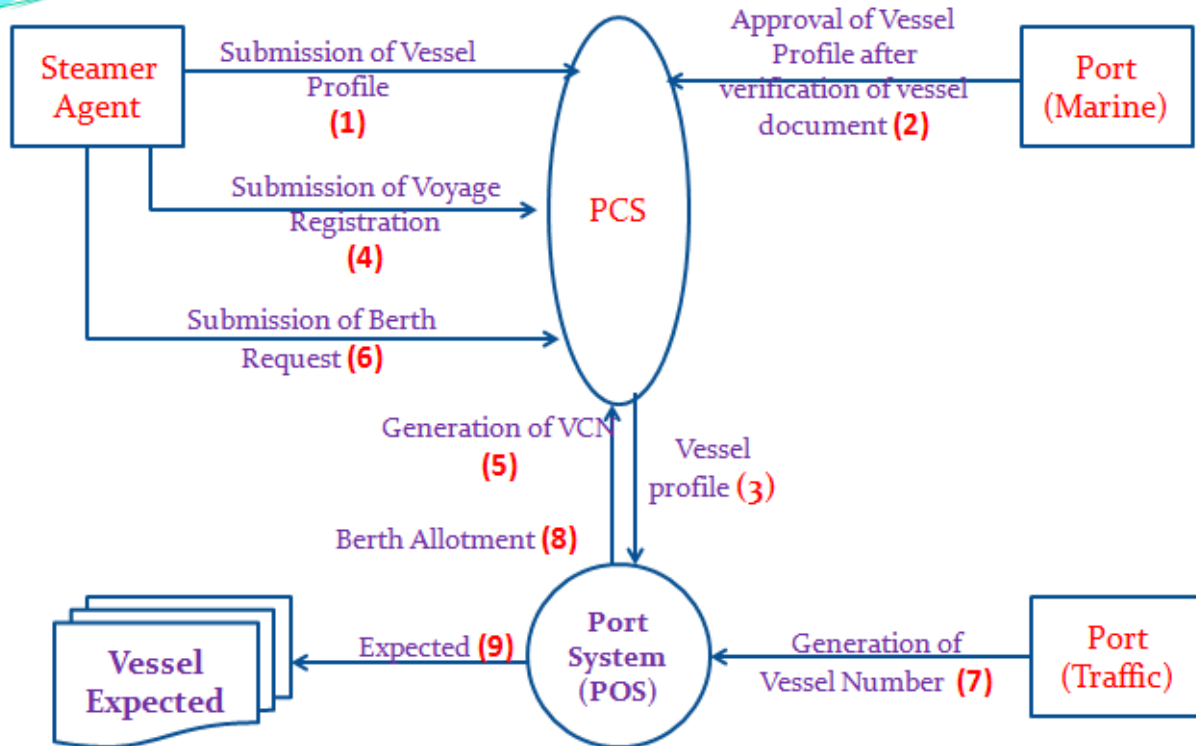
Registration Approval

The Following Stakeholder Has Been Approved And Email Notification Has Been Sent To : cfs@stjohntrack.com

Agency Code	: AAACS4697NTUT101
Agency Name	: St.JOHN FREIGHT SYSTEM-ICD DIVISION
PAN	: AAACS4697N
Port Name	: Tuticorin Port

Footer: Terms And Condition | Privacy Policy | Disclaimer | Feedback | Powered By **portall**

Vessel Registration Process



1. Vessel profile (VESPRO):

Browser tabs: Sign o... x | UNNAT x | ePIS VC x | https:// x | how to x | www.s... x | Conve... x | What is x | XML to x | How to x | https:// x

Address bar: https://indianpcs.gov.in/IPA_PCS/VesselProfile/VesselProfile?id=2017122010669427&lsSearch=Search

Navigation: Apps | IPA- PCS | UNNATI | Google | PSA Sical | ePIS VOC | Gmail | a

Indian Port Community System J. M.BAXI & CO.
Tuticorin Port

← Dashboard > Trade > EXIM > Vessel Activity > **Vessel Profile**

Vessel Details Vessel Dimension Insurance Details Engine Details Attach Files

Provide Below Details, Fields Marked * Are Mandatory

Mode Of Transport * <input checked="" type="radio"/> Maritime Transport <input type="radio"/> Inland Water	Type Of Vessel * Bulk Carrier	IMO No. * 9591234	MT/MV * <input type="radio"/> MT <input checked="" type="radio"/> MV
Vessel Name * OCEAN VENDOR	Call Sign * VRJV9	Ex Vessel Name	Ex Call Sign
Date Of Keel Laying	Satellite ID	Satcom ID	Vessel Delivery Date * 30/03/2012
Vessel Building Place	Permanent Ship Registry *	Ship Registry Validity Date	Ship Registry Certi. No. *

Vessel Details **Vessel Dimension** Insurance Details Engine Details Attach Files

Provide Below Details, Fields Marked * Are Mandatory

Vessel Height (Meters)	Beams (Meters) * 32.26	LOA (Meters) * 189.99	LBP (Meters) * 185.00
Maximum Draft (Meters) * 12.85	Parallel Body (Meters) 0.00	Dist. Bow To Manifold (Meters) 32.26	Gross Registered Tonnage (MT) * 33456.00
Net Register Tonnage (MT) * 19337.00	Deadweight Tonnage (MT) * 56815.50	Segregated Ballast Tanker * <input type="radio"/> YES <input checked="" type="radio"/> NO	Reduced G.R.T (If SBT Is Yes) (MT)
Summer Dead Weight (MT)	TEU Capacity	Freeboard 0.00	

Provide Below Details, Fields Marked * Are Mandatory

Classification Society LLOYDS REGISTER	Name Of Hull Insurance Company	Hull Insurance Company Validity 07/01/2021	
--	--------------------------------	--	--

P & I Details

<input type="checkbox"/>	Name Of P&I Club *	P&I Insurance Valid Upto *	Local Correspondent Of P&I Clubity
<input type="checkbox"/>	the london p n i club	20/02/2018	JAMESH MERKANTOS AND CO


No. Of Vessel Gears Details


<input type="checkbox"/>	No. Of Vessel Gears *
<input type="checkbox"/>	4


Provide Below Details, Fields Marked * Are Mandatory


Engine Type * MAN BNW 6550MC	No. Of Engines * 1	Propulsion Type * FPP RIGHT HAND	No. Of Propellers * 1
Engine Power (BHP)	No. Of Rows On Deck	Bow Thruster * <input type="radio"/> Yes <input checked="" type="radio"/> No	Bow Thruster Power (KW)
Total No. Of Bow Thrusters 0	Stern Thruster Power (KW)	Total No. Of Stern Thrusters 0	Maximum Maneuvering Speed * 12.00


Please Upload The Relevant Documents To Complete Your Vessel Profile Registration. Files Marked With * Are Compulsory.
 To Upload A File, Click The Upload Icon In The Relevant Box, To Replace A File, Click On Relevant Icon Again And Change, To View Uploaded Document Click On Document Name
 * Are Mandatory .



Safety Management Certificate *



Certificate Of Registry *



Tonnage Certificate *



International Ship Security Certificate *



P & I Certificate Of Entry *


Safety Construction Certificate


Safety Equipment Certificate


Safety Radio


Ship Sanitation Control Exemption Certificate


Others

Terms & Conditions. *


We Hereby Declare That All The Information Submitted By Us Is Correct And Are As Per Various Certificates. We Take The Responsibility For Any Wrong Submission Of Information.



Back
Save As Draft
Submit
Cancel

2. Vessel Profile Approval

← → × https://indianpcs.gov.in/IPA_PCS/VesselProfile/NewIndex ☆ ⓘ

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Indian Port Community System



TUTICORIN PORT TRUST
Tuticorin Port

Vessel Activity ^

Vessel Acknowledgement

Allotment Of VCN

Berth Allotment

Pre-Arrival Notification

Expected Time Of Arrival Acknowledgement

Passengers/Crew List

Pilot Memo Acknowledgement

Stowage Plan

Dangerous Goods Notification Acknowledgement

Search

Vessel Profile List ^

My Vessel All Vessel

Add New

Show 25 Entries Find: Export

IMO No	Vessel Name	Call Sign	Vessel Type	Port Of Registration	Destination	Status	Creation Date	Action
9401776	MP THE LAW	A8TR3	Full Container Ship/Cellular Vessel	Monrovia	Tuticorin	SUBMITTED	08/05/2019 03:44 PM	
9501899	IMKE	9HA3090	General Cargo Vessel	Malta (Valetta)	Tuticorin	SUBMITTED	08/05/2019 03:18 PM	
9592745	AVIONA	A8WA9	Bulk Carrier	Monrovia	Tuticorin	APPROVED	08/05/2019 02:14 PM	
9279692	HONG SEN 1	VRMV2	Tanker	Hona Kona	Tuticorin	APPROVED	08/05/2019	

7

Vessel Profile

Vessel Details

MT/MV:	MV	Vessel Name:	MP THE LAW
Creation Date:	08/05/2019 03:44 PM	Mode Of Transport	Maritime Transport
Call Sign:	A8TR3	Ex Vessel Name:	BENITO
Ex Call Sign:		Type Of Vessel:	Full Container Ship/Cellular Vessel
IMO No.:	9401776	Date Of Keel Laying:	06/12/2008

Satellite ID:		Satcom ID:	
Vessel Delivery Date:	28/10/2009	Vessel Building Place:	PHILIPPINES
Permanent Ship Registry	No	Permanent Ship Registry Validity Date:	14/10/2020
Ship Registry Certificate No:	980 18 BCR	Safety Management Certificate Validity:	24/03/2020
Safety Management Certificate No:	N1217185-Hcc	ISPS Compliance:	Yes
CAP II Certificate:	No	Agency:	Shipping Agent
Agency Code:	101093	Name Of Owner:	MPF DE SHIP CO
Owner E-Mail Address:		Port Of Registration:	LRMLW1 / Monrovia
Port Of Submission:	INTUT1 / Tuticorin	Nationality:	LIBERIA
Bulbous Bow (Y/N):	No	No. Of Bays:	16
No Of Hatches/Tanks:	7	Hatch Cover Type:	Pontoon



Vessel Dimensions

Vessel Height (In Meter):	56.52	Beam (In Meter):	32.20
LOA (Meter):	259.80	LBP (Meter):	24716
Maximum Draft (Meter):	12.60	Parallel Body (Meter):	0.000
Dist. Bow To Mainfold(Meter):	32.20	GRT(MT):	40741.000
NRT (MT):	24178.000	D.W.T (MT):	52315.500
Segregated Ballast Tanker:	No	Reduced G.R.T(IF SBT Is Yes)(MT):	0.00
Summer Dead Weight (MT):	0.000	TEU Capacity:	4360
Freeboard:	0.00		

Insurance Details

Classification Society:	DNV GL	Insurance Company:	
Insurance Validity:			

P & I Details

P & I Club Representative	P & I Insurance Valid Upto	P & I Club
THE PANDI CORRESPONDENT	20/02/2020	THELONDONPNICLUB

No. Of Vessel Gear Details

NIL

NIL

Engine Details

Engine Type:	MAN BW 8K90MC-C	No. Of Engines:	1
Propulsion Type:	RIGHT HANDED	No. Of Propellers:	1
Engine Power (BHP):	49028	Bow Thruster:	Yes
Bow Thruster Power (KW):	0.0	Stern Thruster Power (KW):	0.0
No. Of Rows On Deck:		Total No. Of Stern Thrusters:	0
Total No. Of Bow Thrusters:	0	Max Manuevering Speed:	24.0
MMSI No:	636091850		

Attached Files

Sr. No	Vessel Uploaded Files	File Name	Action
1	Safety Management Certificate	2019041857385344_SMC.Pdf	
2	Certificate Of Registry	2019041857385344_Registry Provisional Certificate Of Bareboat.Pdf	
3	Tonnage Certificate	2019041857385344_ITC.Pdf	
4	International Ship Security Certificate	2019041857385344_International Ships Security Certificate.Pdf	
5	P & I Certificate Of Entry	2019041857385344_PNI Club Entry Certificate.Pdf	
6	Certificate Of Class And CAS/CAP For Tankers	2019041857385344_Certificate Of Class.Pdf	
7	Document Of Compliance	2019041857385344_DOC.Pdf	
8	I.O.P.P	2019041857385344_international Oil Pollution Prevention Certificate.Pdf	

9	Load Line Certificate	2019041857385344_International Load Line Certi.Pdf	
10	PSC/FSI	2019041857385344_PSC.Pdf	
11	Safety Construction Certificate	2019041857385344_Cargo Ship Safety Construction Cert.Pdf	
12	Safety Equipment Certificate	2019041857385344_Cargo Ship Safety Equipment Certi.Pdf	
13	Safety Radio	2019041857385344_cargo Ship Safety Radio Certificate.Pdf	
14	Ship Sanitation Control Exemption Certificate	2019041857385344_Ship Sanitation Exemption Cert.Pdf	
15	Others	PORT MARINE LETTER.Pdf	

Approve / Reject Comments

ACTION DATE	ACTION BY	ACTION Type	ACTION Comments
5/8/2019 3:44:54 PM	OMEGA SHIPPING AGENCIES PVT. LTD.	SUBMITTED	

3. Vessel Profile uploaded in POS

Browser address: 10.1.11.185/epis_voc/index.jsp

Page Title: V.O. Chidambaranar Port Trust

Page Content:

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

Vessel Profile >> Show

Search...

Document Number	IMO Number	Vessel Type	Vessel Name	Status	Mode of Submission
VPR0016756	9725823	LIQUID BULK CARGO VESSEL	CENTRAL PARK	Approved	PCS Upload

Welcome ADMIN Tester (DCI) Zone: ZONE A

Vessel Profile >> Edit

Header	Insurance Details	Gear Details
MT/MV/FT	MT	Vessel Name*
Vessel Type*	LIQUID BULK CARGO VESSEL	CENTRAL PARK
IMO Number*	9725823	PCS Code of Vessel Type
Port of Registration*	MONROVIA	1533
Agency Func Code*	VA	Call Sign*
Agency (Stevedore)		D5IM4
Ex Vessel name		PCS Code of Port of Reg.
Nationality Of Vessel*	LIBERIA	LRMLW1
Satellite id		Vessel Building Place
Satcom id		PCS Code of Agency Cd.
Vessel Delivery Date*	23-10-2015	Ex Call Sign
Date of Keel laying		PCS Code of Nationality
Ship Registry Certi. Number*	118-16-NYC	LR
Safety Management Certificate number*	118-16-NYC	Free Board
Vessel height (mts)	37.16	
CAP II certificate*	No	Permanent Validity*
LOA*	145	Yes
Max. Draft (mts)*	9.74	Ship Registry validity Date
		26-01-2021
		Safety Management Certificate validity dt*
		26-01-2021
		ISPS compliant*
		Yes
		Beam*
		24.2
		LBP*
		139
		Parallel body length in ballast (mts)*

Save

Welcome ADMIN Tester (DCI) Zone: ZONE A

Vessel Profile >> Edit

Header	Insurance Details	Gear Details
LOA	145	LBP
Max. Draft (mts)*	9.74	139
Dist. Bow to manifold	24.2	Parallel body length in ballast (mts)*
NRT in (MT)*	6203	
Summer Dead Weight (MT)		GRT in (MT)*
SBT	Yes	12145
Name of the owner*	CLUMVEZ SHIPPING INC	DWT (MT)*
Classification society	NKK	19997.94
Hull insurance company validity		TEU Capacity
Number of Engines*	1	0
Propulsion type*	FIXED	Reduced GRT (MT)
No of Bays	0	10078
Hatch cover type	Pontoon	Vessel e-mail address
Max. Maneuvering speed (knots)*	11.4	
Total no of Bow thruster	0	Hull insurance company name
Total no of stern thruster	0	
Bulbous Bow*	No	Engine type*
Port of Approval*	JAWAHARLAL NEHRU (NHAVA SHEVA)	DIESEL ENGINE
Approval given by	ptuser13	Engine Power (BHP)
		No of propellers*
		1
		No of rows on deck
		0
		No of Hatches
		0
		Bow Thruster
		No
		Bow thruster power (KW)
		Stern thruster Power (KW)
		MMSI number
		PCS Code of Port of Approval
		INJNP1

Save

← → ↻ ⚠ Not secure | 10.1.11.185/epis_voc/index.jsp

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V.O. Chidambaranar Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh

Vessel Profile >> Edit

Header Insurance Details Gear Details

Port of Approval* JAWAHARLAL NEHRU (NHAVA SHEVA) ... PCS Code of Port of Approval INJNP1

Approval given by ptuser13

Approval given Date 20-02-2020 00:00

Certificate of Registry Tonnage Choose File No file chosen

Document of Compliance Choose File No file chosen

I.O.P.P. Choose File No file chosen

Load Line Certificate Choose File No file chosen

PI Certificate of Entry Choose File No file chosen

PSC FSI Choose File No file chosen

Ship Sanit Exemption Certificate Choose File No file chosen

Safety Construction Certificate Choose File No file chosen

Safety Equipment Certificate Choose File No file chosen

Safety Management Certificate Choose File No file chosen

Safety Radio Certificate Choose File No file chosen

Tonnage Certificate Choose File No file chosen

Vessel Image Choose File No file chosen

Save

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4. Voyage registration (CALINF)

Indian Port Community System

J. M.BAXI & CO.
Tuticorin Port

← Dashboard > Trade > EXIM > Vessel Activity > Voyage Registration

Voyage Details Dumb Vessel Details Cargo Details

Provide Below Details, Fields Marked * Are Mandatory

Voyage No.* 01	Port Of Submission* Tuticorin	IMO No.* 9213325	No. Of Fenders
Shipping Agent Code* jmbaxi	Line/MLO Code* jmbaxi	Port Code (Calling Port)* INTUT1	Purpose Of Visit* Cargo Operations - Discharge And Load
Expected Date & Time Of Arrival* 08-05-2019 23:55	Expected Date & Time Of Departure* 	Service Name(To Identify Route Of Vessel)	Port Of Departure* SGSIN1 Singapore Port
Last Port Of Call* SGSIN1 Singapore Port	Expected Draft (Meter)* 12	Total Container Tonnage	Cargo Tonnage (Other Than Container)
Total No. Of 20 Feet Container(Import)	Total No. Of 40 Feet & Above(Import)	Total No. Of 20 Feet Container(Export)	Total No. Of 40 Feet & Above(Export)

Voyage Type Charter	Operation Type --Select Operation Type--	Deck Cargo (Tonnage)	Status Coastal
Trade Change(Coastal - Voyage)	In Ballast/With Cargo Ballast	Name Of Charterer	Berthing
Terminal Operator Code/Dock Code Tuticorin	Berth Type	Type Of Vessel Crude oil tanker	Willingness To Double Banking <input type="radio"/> YES <input checked="" type="radio"/> NO
Oil Cess Paid <input type="radio"/> YES <input checked="" type="radio"/> NO	Oil Cess Paid Date	Oil Cess Validity Date	Port Where Oil Cess Paid
Cargo Description(Other Than Container) <u>log</u>			

← Dashboard > Trade > EXIM > Vessel Activity > Voyage Registration

Voyage Details **Dumb Vessel Details** Cargo Details

Dumb Vessel Details

Dumb Vessel With Barge/Tug
 YES NO

← → ↻ https://indianpcs.gov.in/IPA_PCS/Voyag/AddVoyag

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Indian Port Community System J. M. BAXI & CO. Tuticorin Port

← Dashboard > Trade > EXIM > Vessel Activity > Voyage Registration

Voyage Details Dumb Vessel Details **Cargo Details**

Cargo Details

Type Of Cargo*	IE Code
<input type="checkbox"/> Breakbulk	

5. Allotment of VCN Number

The screenshot shows the V.O. Chidambaranar Port Trust web application interface. The browser address bar displays the URL `https://10.1.11.185/epis_voc/index.jsp`. The page header includes the port trust name and ISO standards. The left sidebar contains a navigation menu with categories like ePIS-VOC, System Administration, Tools, Agent, and Application. The main content area shows a search bar and a table titled "CALINF Application".

VCN	IMO Number	Vessel Name	Type of Vessel	Shipping Agent	Expected Date & Time of Arrival	Vessel No
TUT1900192	9491264	KIRAN AMERICA	GENERAL CARGO VESSELS	SEAPORT SHIPPING PVT LTD	12-05-2019 00:00	19-20/0136

The screenshot shows the "CALINF Details" form in the web application. The form is divided into two tabs: "CALINF Header" and "CALINF Details". The "CALINF Details" tab is active, displaying various fields for data entry. The form includes fields for Voyage Number, IMO Number, Vessel Name, Type Vessel, Shipping Agent, Line/ MLO Code, Port Name, Terminal Op. Code/ Dock Code, Expected Date & Time of Departure, Port of Origin, Last port of Call, Arrival/Sailing Draft, Total number of 20 feet Container (E), Total Container Tonnage, Cargo Tonnage, Ship Operation Type, Voyage Status, Trade Change, Vessel Number, Call Sign, PCS Vessel Type Code, Party Code, PCS Code, Expected & Time of Arrival, Service Name, PCS Port Code, PCS Port Code, Purpose of Visit, Total number of 40 feet & above Container(I), Total number of 40 feet & above Container (E), Cargo Description, Voyage Type, Deck Cargo (Tonnage), In Ballast/ with Cargo, Berthing Type (Priority), and Charter Name. A "Save" button is located at the bottom right of the form.

Sign on x | UNNATI x | ePIS VOC x | https:// x | how to x | www.sic x | Conver x | What is x | XML to x | How to x | https:// x | +

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V.O. Chidambaranar Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

CALINF >> View

CALINF Header	CALINF Details	SEAPORT SHIPPING PVT L ... Party Code	SEAPORT/U
Shipping Agent *	SEAPORT SHIPPING PVT L ...	PCS Code	INTUT1
Line/ MLO Code *	INTUT1	Expected & Time of Arrival *	12-05-2019 17:33
Port Name	TUTICORIN	Service Name	
Terminal Op. Code/ Dock Code *	INTUT1	PCS Port Code	IDKLR
Expected Date & Time of Departure *	15-05-2019 17:33	PCS Port Code	SGSIN1
Port of Origin *	KALIORANG ...	Purpose of Visit *	Cargo operations Discharging and ...
Last port of Call *	SINGAPORE ...	Total number of 20 feet Container (1)	
Arrival/Sailing Draft *	13.1	Total number of 40 feet & above Container (1)	
Total number of 20 feet Container (E)		Total number of 40 feet & above Container (E)	
Total Container Tonnage		Cargo Description *	COAL FOR OTHER THAN THERM ...
Cargo Tonnage *	56250	Voyage Type	Liner
Ship Operation Type	Unloading	Deck Cargo (Tonnage)	
Voyage Status *	Foreign	In Ballast/ with Cargo	Cargo
Trade Change	No	Berthing Type (Priority)	
Berth Type		Charter Name	
Oil Cess Paid	No	Oil Cess Paid Date	
Oil Cess Validity Date		No. of Fenders	
Port where Oil cess Paid		PCS Port Code	SGSIN1
Willingness to Banking	No	Dumb vessel with Barge *	No

Save

https://indianpcs.gov.in/IPA_PCS/Voyag/ViewVoyageRegistration?id=2019050758508284

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Port Community System



rd > Trade > EXIM > Vessel Activity > Allotment Of VCN

Voyage Details

Voyage Details

VOYAGE NUMBER:	463S	Vessel Name:	CAPE NEMO
VCN:	TUT1900200	Port Code(Calling Port):	INTUT1 / Tuticorin
IMO Number:	9436173	Call Sign:	V7XQ5
Shipping Agent Code :	100021	Line/MLO :	100021
Total No. Of 20 Feet Container(Import):		Total No. Of 40 Feet &	

Total No. Of 20 Feet Container(Export):		Total No. Of 40 Feet & Above(Export):	
Terminal Operator Code/Dock Code:		ETD:	11/05/2019 10:00 PM
ETA:	10/05/2019 12:00 PM	Service Name:	
Port Of Departure:	LKCMB1/Colombo	Last Port Of Call:	LKCMB1 / Colombo
Expected Draft:	8.00	Purpose Of Visit:	Cargo Operations - Discharge And Load
No. Of Other Container:		Total Container Tonnage:	
Cargo Description:	C25	Voyage Type:	
Operation Type:		Deck Cargo:	

Cargo Description:	C25	Voyage Type:	
Operation Type:		Deck Cargo:	
Status:	Foreign	In Ballast With Cargo:	Cargo
Trade Change:		Berthing:	
Port Oil Cess Paid:		No. Of Fenders:	
Willingness To Double Banking:	No	Vessel Type:	Carrier General Cargo/Container
Status:	Approved	IsDraft:	No
Created By:	Bngtgr001	Date Of Allotment:	
Port Of Submission:	INTUT1 / Tuticorin	Berth Type:	CBTH

system

Port Of Submission:	INTUT1 / Tuticorin	Berth Type:	CBTH		
Created Date:	07/05/2019 06:44:43	Ves Tran Id:	2019050758455148		
Dump Tug Vessel	No	Cargo Tonnage	16000.00	Total Cargo Tonnage	16000.00

Dumb Vessel Details

Cargo Details

Cargo Type	IE Code
Containerized	

[Back](#)

6. Berth Request (BERMAN)

The screenshot displays the 'Berman Application' section of the V.O. Chidambaran Port Trust system. The page header includes the port name and ISO certifications. A navigation menu on the left lists various application types. The main content area features a search bar and a table of Berman Applications.

VCN	Vessel Name	Expected Time of Arrival(ETA)	Expected Time of Departure(ETD)	Purpose of Visit/Docking	Status
INTUT1900169	SEA SINCERITY	04-05-2019 16:00	07-05-2019 10:00	Cargo operations Discharging and/or loading of cargo.	Approved

Sign on x UNNATI x ePIS VOC x https:// x how to x www.s x Conve x What x XML to x How to x https:// x + -

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V.O. Chidambaranar Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

Berman Application >> View

Header	Berth	Grab	Consignee	Accident	Vessel Route	Cargo Summary	Container Summary
VCN*	TUT1900169					Call Sign	9V8775
IMO No	9269398					Voyage No	05D19
Vessel Name	SEA SINCERITY					PCS Party Code	GACSH001
Shipping Agent	GAC SHIPPING(INDIA) PVT. LT					PCS Party Code	GACSH001
Line/MLO Code	GAC SHIPPING(INDIA) PVT. LT					PCS Vessel Type Code	153
Type of Vessel	TANKER					PCS Party Code	
Owner's Protecting Agent						IGM Date	
IGM Number						Rotation Date	
Rotation Number						ETA*	04-05-2019 16:00
Anchorage / Berth*	Berth					ETD*	07-05-2019 10:00
EDB						Purpose of Visit/ Docking	Cargo operations Discharging and/or
Name of Master*	THANE OO PO					PCS Port Code	SGSIN1
Next Port of Call*	SINGAPORE					PCS Port Code	INTUT1
Destination Port	CHINA PORT					Arrival Draft FWD*	6.8
Present Displacement	0					Sailing Draft FWD	
Arrival Draft AFT*	6.8					Free Board at Pilot Embarkation	
Sailing Draft AFT						Non-Indian Crew on Board	
Indian Crew on Board	0					Quantity HO	
Hazardous Cargo on Board (Y/N)	Yes					Sludge Disposal (Y/N)	Yes
Quantity of DO						Coming From Yellow Fever Area	Yes
Quantity of Sludge/ Dirty Oil						Export Cargo Ready	Yes
Stowaway on Board	Yes					Lighterage Operation Required	Yes
Double Banking Required	Yes					Shore Crane Required	Yes
Floating Crane Required	Yes					Gas Free Certification Attached	Yes
Fresh Water Required	Yes					Cleaning Charges	Yes
Mode of Payment*	PCS					Remarks	
Re-entry Reason						Previous Port ISPS Level*	1
ISPS Level*	1					Cargo Rescued From Sea	
Person Rescued From Sea						Sailin Draft FWD	
Air Draft						Size of Manifold	
No. of Manifold						Radar Operational	Yes
Type of Propeller	VRP					AIS Operational	Yes
No of Radars						Combination Ladder	Yes
GYRO Operational	Yes					No of Shacklers Starboard Side Anchor	
No of Shacklers Port Side Anchor						Health Clearance	Yes
Anchor Seaworthy	Yes					Number of Grabs	
Number of Fenders						Bank Account No.	
Bank MICR Code						Status*	Approved
Vessel Met With Accident	Yes						

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5:08 PM 08-May-19

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V.O. Chidambaranar Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

Berman Application >> View

Header	Berth	Grab	Consignee	Accident	Vessel Route	Cargo Summary	Container Summary
Quantity of DO						Sludge Disposal (Y/N)	Yes
Quantity of Sludge/ Dirty Oil						Coming From Yellow Fever Area	Yes
Stowaway on Board	Yes					Export Cargo Ready	Yes
Double Banking Required	Yes					Lighterage Operation Required	Yes
Floating Crane Required	Yes					Shore Crane Required	Yes
Fresh Water Required	Yes					Gas Free Certification Attached	Yes
Mode of Payment*	PCS					Cleaning Charges	Yes
Re-entry Reason						Remarks	
ISPS Level*	1					Previous Port ISPS Level*	1
Person Rescued From Sea						Cargo Rescued From Sea	
Air Draft						Sailin Draft FWD	
No. of Manifold						Size of Manifold	
Type of Propeller	VRP					Radar Operational	Yes
No of Radars						AIS Operational	Yes
GYRO Operational	Yes					Combination Ladder	Yes
No of Shacklers Port Side Anchor						No of Shacklers Starboard Side Anchor	
Anchor Seaworthy	Yes					Health Clearance	Yes
Number of Fenders						Number of Grabs	
Bank MICR Code						Bank Account No.	
Vessel Met With Accident	Yes					Status*	Approved

Hide Menu

V.O. Chidambaranar Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

Berman Application >> View

Header Berth Grab Consignee Accident Vessel Route Cargo Summary Container Summary

Specific Berth* ... Specific Side

OK

Berth Details:

Specific Berth	Specific Side
EASTERN ARM BERTH	

[Back to Berman Application Show Pa](#)

Navigation Menu:

- ePIS-VOC
 - System Administration
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 - Vessel Profile
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 - Import Export Application
 - ICM
 - Bill of Entry
 - DOC Application
 - Agent Delivery Order
 - Transshipment Permit Approval App
 - Shipping Bill
 - Let Export Order Application
 - Request For Cargo Charge Assesme
 - Request For Vessel Assessment of C
 - Daily Transaction Summary
 - Payment Status Application
 - Grant Entry of Outward application
 - Stowage Plan
 - Cancellation Of Rotation No
 - Allotment Of Rotation Number

7. Vessel Number generation

Welcome ADMIN Tester (DCI) Zone: ZONE A Home Refresh Logout

Voyage Registration Approval >> Approval

Header Cargo Detail

VCN* ... Vessel Name

Status* Approve

Call Sign

GRT

DWT

Country Flag

Stevedores Agent

Expected Date And Time of Arrival

Berth require Date

Voyage Nature Foreign

Previous Port

Next Port

Arrival Draft FWD (Mts.)

Sailing Draft FWD (Mts.)

Cargo Description

LOA

NRT

Beam

Ship Agent

Line/ MLO Code

Expected Date And Time of Departure

Master Name

Voyage Number

PCS Port Code

Berth

Arrival Draft AFT (Mts.)

Sailing Draft AFT (Mts.)

Vessel Type

Save

[Back to Voyage Registration Approval Show P](#)

Navigation Menu:

- ePIS-VOC
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 - Vessel
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 - Transaction
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 - Voyage Registration Approval
 - Approval
 - Show
 - Voyage Re Approval Modification
 - Vessel Allowed berth Programme
 - Pre Arrival Notification
 - Voyage Cancellation
 - Lighterage Operation
 - Berthing Program
 - Pre-Berthing Detention
 - Agent Conversion
 - Voyage Conversion
 - Notice To Vacate Berth
 - Back Loading
 - Movement of Ships
 - Billing
 - Equipment
 - Container Operations
 - Railway Operation
 - RSM
 - CHD-Call Point Operation
 - Finance
 - Reports
 - Cargo Operation
 - Help

8. Berth Allotment:

Indian Port Community System

TUTICORIN PORT TRUST
Tuticorin Port

Search

Berth Details List

Show 25 Entries

Find: Export

Common Reference No.	VCN	Vessel Name	IMO No.	Voyage No.	Status	Anchorage / Berth	Created Date	Action
2019050858518561	TUT1900194	GANTA BHUM	9110937	422S	Allotted	Berth	5/8/2019 10:46:29 AM	
2019050858517461	TUT1900199	KIRAN AMERICA	9491264	0001	Allotted	Berth	5/8/2019 9:53:46 AM	
2019050858516685	TUT1900198	SCI CHENNAI	9418298	SM435	Active	Berth	5/8/2019 8:13:00 AM	
2019050758510096	TUT1900200	CAPE NEMO	9436173	463S	Allotted	Berth	5/7/2019 7:10:04 PM	
2019050758446003	TUT1900195	BUNGA KEMBOJA	9166766	03	Allotted	Berth	5/7/2019 11:13:41 AM	

https://indianpcs.gov.in/IPA_PCS/BERMAN/BerthDetailsView?BER_TRANSACTION_ID=2019050858518561

IPA- PCS UNNATI Google PSA Sical ePIS VOC Gmail a

Indian Port Community System

TUTICORI

Dashboard > Trade > EXIM > Vessel Activity > Berth Allotment

request

Request Status

Status : Allotted Time :

Reason :

Berth Details

VCN : TUT1900194 Vessel Name : GANTA BHUM

IMO No. : 9110937 Voyage Number: 422S

ShippingAgent Code: 100795 Line/MLO Code:

Terminal Operator Code: INTUT1DBGT Berth Allotment Date : 5/8/2019 10:58:00 AM

Expected Date And Time Of Arrival :	11/05/2019 18:00	Expected Date And Time Of Departure :	12/05/2019 10:00
Berth/Anchorage :	Berth	Expected Date And Time Of Berthing :	11/05/2019 18:00
Name Of Master :	THANOOSIN CHAEKHUNTOD	Next Port Of Call :	Colombo
Purpose Of Visit / Docking :	Cargo Operations - Discharge And Load	Destination Port :	Colombo
Bank MICR Code :		Bank Account Code :	
Allocated Berth Code :	8	Reason For Change Berth Code:	

Specific Berth/Berth Details

Specific Berth :	8	Specific Side :	
------------------	---	-----------------	--

Vessel Details View

Present Displacement(MT) :	21023.00	Draft Fwd (Meters) :	8.60
Draft Aft (Meters) :	8.80	Free Board FWD At This Draft (Meters) :	0.00
Free Board AFT At This Draft (Meters) :	0.00	Free Board At Pilot Embarkation Point (Meters) :	0
Indian Crew On Board :	0	Non-Indian Crew On Board :	21
Hazardous Cargo On Board :	No	Qty H.O.(M.T.):	0
Qty Of Dirty Oil (MT) :	0	Sludge Disposal :	No
Qty Of Sludge (M.T.) :	0.00	No. Of Radars :	0
Radar Operational :	Yes	Combination Ladder :	No
Coming From Yellow Fever Area :	No	Stowaway On Board :	No
Export Cargo Ready :	Yes	Double Banking Required :	No

Lighter-Age Operation Required :	No	Floating Crane Required :	No
Shore Crane Required :	No	Fresh Water Required :	No
Gas Free Certification Attached:	No	Mode Of Payment :	Bank To Bank Transfer
Undertaking W.R.T. Service Charges/Cleaning Charges Of Port /After Sailing Of Vessel Attached :	Yes	ISPS Level :	Heightened
Previous Port ISPS Level :	Exceptional	Reason Of Re-Enter :	
Remarks :		Person Rescued From Sea On Board :	0
Cargo Rescued From Sea On Board :	0	Air Draft (Meter) :	0.00
Type Of Propeller :		Sailing Draft Fwd (Meter) :	7.20
Sailing Draft Aft (Meter):	7.80	No. Of Manifold :	0

Size Of Manifold :	0	AIS Operational :	No
GYRO Operational :	No	No. Of Shackles - Ports Side Anchor Chain :	0
No. Of Shackles - Starboard Side Anchor Chain :	0	Anchor Seaworthy :	Yes
Health Clearance :	Yes	No. Of Fenders :	0
No. Of Grabs :	0		

Consignee Details

CHA/Handling Agent	IE Code	Advance Charge Amount	Receipt Number	Receipt Date
--------------------	---------	-----------------------	----------------	--------------

Indian Port Community System



Accident Details

Vessel Met With An Accident:	NO
------------------------------	----

Vessel Route View

Sequence Number	Port Name
1	Colombo

Cargo Details

Cargo Agent Code	Country Of Origin Of Cargo	Transshipment Port	Destination Of Cargo	Action
			Colombo	

Container Details

Container Agent Code	Country Of Origin Of Container	Transshipment Port	Destination Of Container	Action
----------------------	--------------------------------	--------------------	--------------------------	--------

- [Back](#)
- [Allot Berth](#)
- [Approve](#)
- [Reject](#)

9. Expected Report :

Hide Menu

V.O. Chidambaranar Port Trust
ISO 9001:2008, ISO 14001:2004 & ISPS Compliant Port

Showing page 1 of 1

Go to page: 1 of 1

V.O. CHIDAMBARANAR PORT TRUST
(207) Vessel Expected (ETA) as on 09-05-2019

Srl. No.	Vessel Name	GRT	LOA	Beam	Purpose	Arrival Draft		QTY (MT)	Cargo/no.of Gear	ST.AG	SV.AG	Previous Port	Next Port	Remarks
						Fwd	Aft							
09/05/2019														
1	0132/MV Maersk Avon	14,063	155	25	Both	6	7	8000	Container/1	Maersk Line India Pvt Ltd	Dakshin Bharat Gateway Terminal	COLOMBO	COLOMBO	
2	0137/MV Sci Chennai	43,679	262	32.2	Both	10	10.5	18000	Container/Nil	Chakiat Agencies Private Limited	Psa-Sical (Tuticorin Container Term	KATTUPALLI	KOCHI	
3	0135/MV Cape Nemo	18,257	175	27.4	Both	8	9	16000	Container/0	Bengal Tiger Line (I) P. Ltd.	Dakshin Bharat Gateway Terminal	COLOMBO	COLOMBO	
10/05/2019														
1	0128/MT Orient Pine	4,854	111.5	18.4	Import	7.3	7.6	7599.72	Palm Oil/1	St. John Freight Systems Ltd.	Stevedore Not Required	KUANTAN (TANJONG GELANG)	SINGAPORE	
2	0139/MV Ssl Mumbai	18,602	193.03	28	Both	9	8.5	3000	Container/3 Crane	Transworld Shipping Agencies P. Ltd	Dakshin Bharat Gateway Terminal	COCHIN	KANDLA	
11/05/2019														

Masters related issues:

1. Price change / Change in Estimate value

a) Price change for a Material

Display Material Master for that material for viewing the current rate (tcode MM03) Moving price shows the current rate.

Display Material 230001286 (SPARES)

Additional Data Org. Levels

Purchase order text **Accounting 1** Accounting 2 Costing 1 Costing 2

Material: 230001286 Flywheel Ring Gear ⓘ

Plant: EMCH Mechanical&ElectricalEng.Dept.

General data

Base Unit of Measure	NO	Number	Valuation Category	
Currency	INR		Current period	04 2019
Division			Price determ.	<input type="checkbox"/> ML act.

Current valuation

Valuation Class	3000	Proj. stk val. class	
VC: Sales order stk		Price Unit	1
Price Control	V	Standard price	1.00
Moving price	1.00	Total Value	0.00
Total Stock	0		

Take the following screen and change the rate as given below (tcode MR21)

Price Change - Overview Screen

Display Document

Posting Date: 11.07.2018 ⓘ

Company Code: VOCP

Plant: EMCH

Price Change - Overview Screen

Display Document

Posting Date: 11.07.2019
 Company Code: VOCP VOC Port Trust
 Plant: EMCH Mechanical&ElectricalEng.Dept.
 Reference:
 Doc.Header Text:

INR Co.Code

Variant: MR21_LAGERMATERIAL_BWKEY_... Company code currency

Material	Valuation type	P	Current valuati...	New price	Current ...	New pric...	Current stati...	New statistic...
230001286		V	1.00	189.84	1	1	1.00	1.00

Display Material Master of that material for confirming the rate change (tcode MM03)

Display Material 230001286 (SPARES)

Additional Data

Purchase order text **Accounting 1** Accounting 2 Costing 1 Costing 2

Material: 230001286 Flywheel Ring Gear

Plant: EMCH Mechanical&ElectricalEng.Dept.

General data

Base Unit of Measure: NO Number Valuation Category:
 Currency: INR Current period: 04 2019
 Division: Price determ.: ML act.

Current valuation

Valuation Class: 3000
 VC: Sales order stk: Proj. stk val. class:
 Price Control: V Price Unit: 1
 Moving price: 189.84 Standard price: 1.00

b) Price change for Service

Take General Maintenance Order screen for the case which price to be changed. (Tcode IW32)

Change General Maintenance order 100000367: Operation Overview

Order: PM01 100000367 F.C work in TN 69 Q 1585 Leyland fire t

Sys.Status: REL GMPS MACM PRC SETC ACP

Complete (business)

HeaderData **Operations** Components Costs Partner Objects Additional Data Location Planning Control Enhancemnt

Op...	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un	C.Key	ActTyp	Recip
0010		AUT_MECH	EMCH	PM03			F.C work in TN 69 Q 1585 Leyland fire t		0		0H			H	1 Calculate	-	VOC_BS
0020		AUT_MECH	EMCH	PM01					0		H			H			
0030		AUT_MECH	EMCH	PM01					0		H			H			
0040		AUT_MECH	EMCH	PM01					0		H			H			
0050		AUT_MECH	EMCH	PM01					0		H			H			
0060		AUT_MECH	EMCH	PM01					0		H			H			
0070		AUT_MECH	EMCH	PM01					0		H			H			
0080		AUT_MECH	EMCH	PM01					0		H			H			
0090		AUT_MECH	EMCH	PM01					0		H			H			
0100		AUT_MECH	EMCH	PM01					0		H			H			
0110		AUT_MECH	EMCH	PM01					0		H			H			
0120		AUT_MECH	EMCH	PM01					0		H			H			
0130		AUT_MECH	EMCH	PM01					0		H			H			
0140		AUT_MECH	EMCH	PM01					0		H			H			
0150		AUT_MECH	EMCH	PM01					0		H			H			
0160		AUT_MECH	EMCH	PM01					0		H			H			
0170		AUT_MECH	EMCH	PM01					0		H			H			
0180		AUT_MECH	EMCH	PM01					0		H			H			
0190		AUT_MECH	EMCH	PM01					0		H			H			
0200		AUT_MECH	EMCH	PM01					0		H			H			
0210		AUT_MECH	EMCH	PM01					0		H			H			
0220		AUT_MECH	EMCH	PM01					0		H			H			
0230		AUT_MECH	EMCH	PM01					0		H			H			
0240		AUT_MECH	EMCH	PM01					0		H			H			
0250		AUT_MECH	EMCH	PM01					0		H			H			
0260		AUT_MECH	EMCH	PM01					0		H			H			

General Internal **External** Dates Act. Data Enhancement Ex. Factor Catalog

SAP IW32

Change General Maintenance order 100000367: External Processing Operat

Header data Operations Components

Order: 100000367 Oper./Act.: 0010 / Ctrl key: PM03

StdTextKey/ShrtText: F.C work in TN 69 Q 1585 Leyland fire t

General Internal **External** Dates Act. Data Enhancement

Operation qty: 1 AU Sort Term: Price: 188,167.50 INR per: 1

Material Group: 500 Cost Element: Purch. group: 005 / CPUO Vendor: Agreement: / Info Record: Recipient: Unloading Point: Requisitioner: AEE/Veh Tracking Number: 10001089 Pl. Deliv. Time: FW Order: /

Services Components Relationships

Line	Short Text	Quantity	Un	Gross Price	Net Value	Ser...	Line T...
10	F.C work in TN 69 Q 1585 Leyland F...	1	NO	188,167.50	188,167.50		
20		0.000		0.00	0.00		

Change the price in Gross price field

Verify the cost change and total value in the cost tab as shown below (tcode IW32)

HeaderData Operations Components **Costs** Partner Objects Additional Data

Estimated costs: 0.00 INR Val.in Object Curr. INR Val.in CoAreaCurr. INR

Rep. Plan/Act. Rep. Budget/Commit.

Overview **Costs** Quantities Key figures

Group/Ds...	Est. costs	Plan costs	Act. costs	C..
Costs	0.00	6,250.00	0.00	INR
• Costs	0.00	6,250.00	0.00	INR

2. Profit center Modification in Material Master (MM03)

If the invoice document cannot be posted due to profit center issue, check the profit center under 'costing' tab in material master and update the required profit center. (tcode MM03)

Display Material 230000307 (SPARES)

Additional Data Org. Levels

Accounting 2 **Costing 1** Costing 2 Plant stock Stor. loc. stck

Material: 230000307 GEAR END OIL SEAL (80X105X12)

Plant: EMCH Mechanical&ElectricalEng.Dept.

General data

Base Unit of Measure	NO	Number	
<input type="checkbox"/> Do Not Cost		<input checked="" type="checkbox"/> With Qty Structure	
Origin group		<input type="checkbox"/> Material origin	
Overhead Group			
Plant-sp.matl status			
Valid from		Profit Center	PA5010

Quantity structure data

Alternative BOM	<input type="checkbox"/>	BOM Usage	<input type="checkbox"/>
Group		Group Counter	<input type="checkbox"/>
Task List Type	<input type="checkbox"/>	Costing Lot Size	1
SpecProcurem Costing	<input type="checkbox"/>	Versions	
<input type="checkbox"/> Version Indicator			
Production Version	<input type="checkbox"/>		

3. HSN Code Change

If GST is not deducted even though HSN code was maintained in Material Master for this material as shown in the PO displayed below (tcode MM02)

The screenshot displays the SAP 'Change Material' interface for material 230001230 (SPARES). The title bar reads 'Change Material 230001230 (SPARES)'. Below the title, there are navigation icons and buttons: 'Additional Data', 'Org. Levels', 'Check Screen Data', and a lock icon. The main area has tabs for 'Purchasing', 'Foreign trade import' (selected), 'Purchase order text', and 'Accounting 1'. The material details section shows 'Material' as 230001230 and 'Plant' as EMCH. The description is 'leyrear 2C/4A spring leaf' and the department is 'Mechanical&ElectricalEng.Dept.'. Below this is the 'Foreign trade data' section with fields for 'Comm./imp. code no.', 'Export/import group', 'CAS number (pharm.)', 'PRODCOM no.', and 'Control code'. The 'Control code' field contains the value 8904, with the text 'Tugs and Pusher Craft' to its right.

Verify the exact GST percentage maintained for HSN code in condition table of the PO and maintain the relevant HSN code in the Material Master to resolve this issue. (tcode ME23N)

Standard Domestic PO 450000965 Created by Muthupandian

Document Overview On Print Preview Messages Personal Setting

NB Standard Domesti... 450000965 Vendor 201777 T.V.Sundaram Iyengar &... Doc. date 02.07.2019

Header

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Delv. Date	Net Price	Curr...	Pe
	1	F	D		F.C work in TN 69 Q 15...		1 AU	D	02.07.2019	188,167.50	INR	1
	2	F		230001230	leyrear 2C/4A spring leaf		8 NO	D	02.07.2019	2,243.22	INR	1
	3	F		230001231	ley front 2B spring leaf		2 NO	D	02.07.2019	2,003.39	INR	1

Item 2 [2] 230001230 , leyrear 2C/4A spring leaf

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assign

Qty 8 NO Net 17,945.76 INR

Pricing Elements

N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OU
	D214	DiscountValue AftTax		INR			0.00	INR			0
	ZTAX	Tax on the PO	0.00	INR			0.00	INR			0
		Net Price / Total Va	2,243.25	INR		1 NO	17,946.00	INR			1 NO

Update the Correct HSN code in the Material Master (tcode MM02)

Change Material 230001230 (SPARES)

Additional Data Org. Levels Check Screen Data

Purchasing Foreign trade import Purchase order text Accounting 1 A..

Material 230001230 leyrear 2C/4A spring leaf

Plant EMCH Mechanical&ElectricalEng.Dept.

Foreign trade data

Comm./imp. code no.

Export/import group

CAS number (pharm.)

PRODCOM no.

Control code 4016 Erasers

Verify the change by viewing tax amount for that material as shown below.(tcode ME23N)

Standard Domestic PO 450000965 Created by Muthupandian

Document Overview On | | Print Preview Messages Personal Setting

NB Standard Domesti... 450000965 Vendor 201777 T.V.Sundaram Iyengar &... Doc. date 02.07.201

Header

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price
1	F	D			F.C work in TN 69 Q 15...		1	AU	D 02.07.2019	188,167.50
2	F			230001230	leyrear 2C/4A spring leaf	8	NO	D	02.07.2019	2,243.22
3	F			230001231	ley front 2B spring leaf	2	NO	D	02.07.2019	2,003.39

Item 2 [2] 230001230 , leyrear 2C/4A spring leaf

Material Data | Quantities/Weights | Delivery Schedule | Delivery | Invoice | Conditions | India | Acco

Qty 8 NO Net 17,945.76 INR

N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num.
✓	D214	DiscountValue AftTax		INR			0.00	INR		
✓	ZTAX	Tax on the PO	3,230.24	INR			3,230.24	INR		
		Net Price / Total Va	2,647.00	INR		1 NO	21,176.00	INR		

4. GL Code Modification

a) Service Master GL Change

If the GL code in PR is wrong for Service cases, change the GL code in the respective Order for the created Service Master.

Select the Operations line item and click on External button. (tcode IW32)

Change General Maintenance order 100000342: Operation Overview

Order: PM01 100000342 Repair works in Tn 69 J 1329

Sys.Status: CRTD MANC NMAT PRC ACP

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning

Op...	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Actual work	Work
0010		AUT_MECH	EMCH	PM03			Repair works in Tn 69 J 1329			0
0020		AUT_MECH	EMCH	PM01						0
0030		AUT_MECH	EMCH	PM01						0
0040		AUT_MECH	EMCH	PM01						0
0050		AUT_MECH	EMCH	PM01						0
0060		AUT_MECH	EMCH	PM01						0
0070		AUT_MECH	EMCH	PM01						0
0080		AUT_MECH	EMCH	PM01						0
0090		AUT_MECH	EMCH	PM01						0
0100		AUT_MECH	EMCH	PM01						0
0110		AUT_MECH	EMCH	PM01						0
0120		AUT_MECH	EMCH	PM01						0
0130		AUT_MECH	EMCH	PM01						0
0140		AUT_MECH	EMCH	PM01						0

General Internal External Dates Act. Data Enhancement Ex. Factor Catalog

Double click on the service line item to move on to the next screen

Services Components Relationships

Line	Short Text	Quantity	Un	Gross Price	Net Value	Service No.
10	FC work in TN69J1329	1	NO	85,500.00	85,500.00	3000164
20					0.00	
30					0.00	
40					0.00	

Service Sel. Catalog Line 10

Here we can change the GL Code as required.

Maintain Service Details

Line No. 10 Delet. Ind.

Service 3000164 work in TN69J1329

SSC Item 0

Basic Data Line Type

Price and Quantity Fields

Quantity 1 NO

Overf. Tol. Unlimited

Price 85,500.00

Net Value 85,500.00 INR

Cost Element

Cost Element E732

Additional Fields

Ext. Srv. No.

Maintain Service Details

Line No. 10 Delet. Ind.

Service 3000164 work in TN69J1329

SSC Item 0

Basic Data Line Type

Price and Quantity Fields

Quantity 1 NO

Overf. Tol. Unlimited

Price 85,500.00

Net Value 85,500.00 INR

Cost Element

Cost Element E473

Change General Maintenance order 100000342: Operation Overview



Order PM01 100000342 Repair works in Tn 69 J 1329

Sys.Status CRTD MANC NMAT PRC ACP

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning

Op...	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Actual work	Work
0010		AUT_MECH	EMCH	PM03			Repair works in Tn 69 J 1329			0
0020		AUT_MECH	EMCH	PM01						0
0030		AUT_MECH	EMCH	PM01						0
0040		AUT_MECH	EMCH	PM01						0
0050		AUT_MECH	EMCH	PM01						0
0060		AUT_MECH	EMCH	PM01						0
0070		AUT_MECH	EMCH	PM01						0
0080		AUT_MECH	EMCH	PM01						0
0090		AUT_MECH	EMCH	PM01						0
0100		AUT_MECH	EMCH	PM01						0
0110		AUT_MECH	EMCH	PM01						0
0120		AUT_MECH	EMCH	PM01						0
0130		AUT_MECH	EMCH	PM01						0
0140		AUT_MECH	EMCH	PM01						0

General Internal External Dates Act. Data Enhancement Ex. Factor Catalog

b) Material Master GL change

If the GL code in PR is wrong for Procurement cases, change the GL code in the respective Order for the particular material. (tcode IW32).

Open the Components tab and select the material line item and click on the Purch. button (tcode IW32)

Change General Maintenance order 10000367: Component Overview

Order: FM01 10000367 F.C work in TN 69 Q 1585 Leyland fire t

HeaderData | Operations | **Components** | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt

Item	Component	Description	LT	Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch	Proc. Category	Recipier
0010	230001230	leyrear 2C/4A spring leaf	[icon]	8	NO	N			EMCH	0010		PReq for Order	
0020	230001231	ley front 2B spring leaf	[icon]	2	NO	N			EMCH	0010		PReq for Order	
0030	230001232	SPRING BUSH BIG & SMALL BEL CRANK T...	[icon]	12	NO	N			EMCH	0010		PReq for Order	
0040	230001234	LEY SPRING PIN BIG	[icon]	8	NO	N			EMCH	0010		PReq for Order	
0050	230001235	SPRING BUSH	[icon]	12	NO	N			EMCH	0010		PReq for Order	
0060	230001236	CENTRE BOLT & NUT 12X5/8/12X1/2 4X...	[icon]	118	NO	N			EMCH	0010		PReq for Order	
0070	230001237	SPRING ALLU CLAMP 7/6/5/3 INCHES	[icon]	75	NO	N			EMCH	0010		PReq for Order	
0080	230001238	CLOTH YARN WASTE	[icon]	4	NO	N			EMCH	0010		PReq for Order	
0090	230001239	SA VALVE PUSH ROD	[icon]	5	NO	N			EMCH	0010		PReq for Order	
0100	230001240	LIFTER VALVE- TAPPET	[icon]	6	NO	N			EMCH	0010		PReq for Order	
0110	230001241	CYLINDER LINER X MIF	[icon]	6	NO	N			EMCH	0010		PReq for Order	
0120	230001242	MLS GASKET-H6	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0130	230001243	Gasket T/C To Exhaust Manfol	[icon]	2	NO	N			EMCH	0010		PReq for Order	
0140	230001244	GASKET CHEAD COVER	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0150	230001245	CONROD BEARING KIT-STD-RIFLE HOLE	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0160	230001246	CONROD BUSH KIT-6DT	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0170	230001247	VALVE GUIDE KIT - 'H' SERIES - 6 CYL	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0180	230001248	VALVE STEM SEAL(DOUBLE LIP) KIT	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0190	230001249	SA VALVE PUSH ROD	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0200	230001470	P0987751(L) ENGINE SET-PCN-6DTI	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0210	230001251	HOSE ASSY - FEED PUMP TO FUELFILTE...	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0220	230001252	HOSE ASSY - FILTER TO FIP	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0230	230001253	Gulf Superfleet LE Dura Max 15W-40 (50 L	[icon]	4.500	NO	N			EMCH	0010		PReq for Order	
0240	230001254	FILTER ELEMENT-OIL	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0250	230001255	Kt-FIL-ELEMENT H6-VP37	[icon]	1	NO	N			EMCH	0010		PReq for Order	
0260	230001256	GASKETOIL COOLER	[icon]	1	NO	N			EMCH	0010		PReq for Order	

Gen. Data | **Purch.** | List | Grap... | Assy | Material Where-Used | Repl. | Catalog

SAP IW32

Here we can change the GL Code as required.

Change General Maintenance order 10000367: Component Detail Purchasin

Order: 10000367 Oper./Act.: 0010

Material: 230001230 leyrear 2C/4A spring leaf

Item: 0010 Item Cat.: N

General Data **Purchasing Data**

Requirement Qty	8	NO	Sort String	
Price	2,243.22	INR	per	1 NO
Material Group	500		G/L Account	E473
Purch. group	005 / CPUO		Vendor	
Agreement			Info Record	
Goods Recipient			Unloading Point	
Requisitioner	AEE/Veh		Tracking Number	10001089
Pl. Deliv. Time			GR Proc. Time	
Old Open PO No.				

Change General Maintenance order 10000367: Component Detail Purchasin

Order: 10000367 Oper./Act.: 0010

Material: 230001230 leyrear 2C/4A spring leaf

Item: 0010 Item Cat.: N

General Data **Purchasing Data**

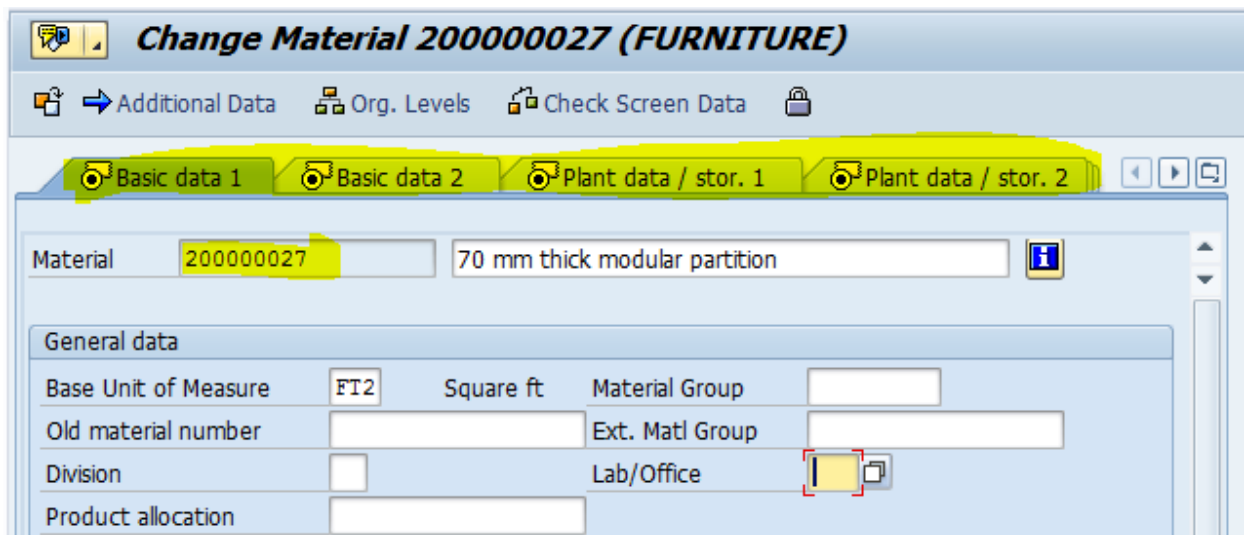
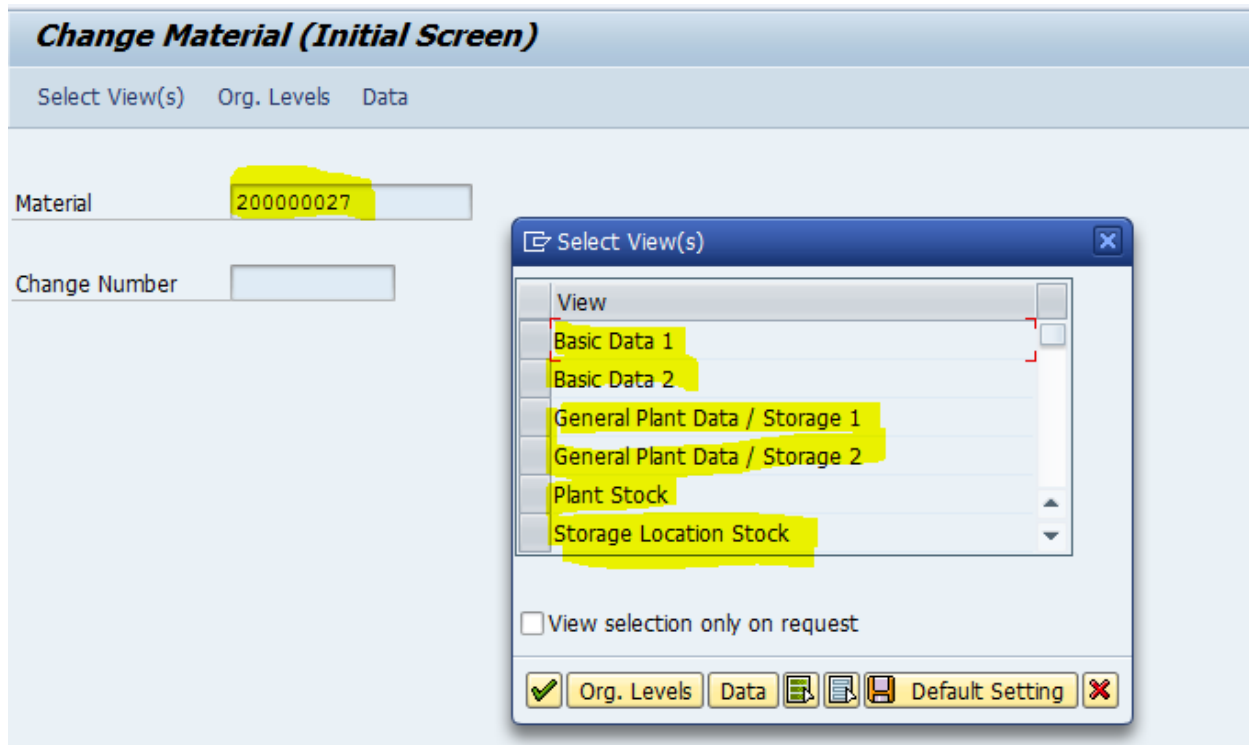
Requirement Qty	8	NO	Sort String	
Price	2,243.22	INR	per	1 NO
Material Group	500		G/L Account	E205
Purch. group	005 / CPUO		Vendor	
Agreement			Info Record	
Goods Recipient			Unloading Point	
Requisitioner	AEE/Veh		Tracking Number	10001089
Pl. Deliv. Time			GR Proc. Time	
Old Open PO No.				

Actual Data

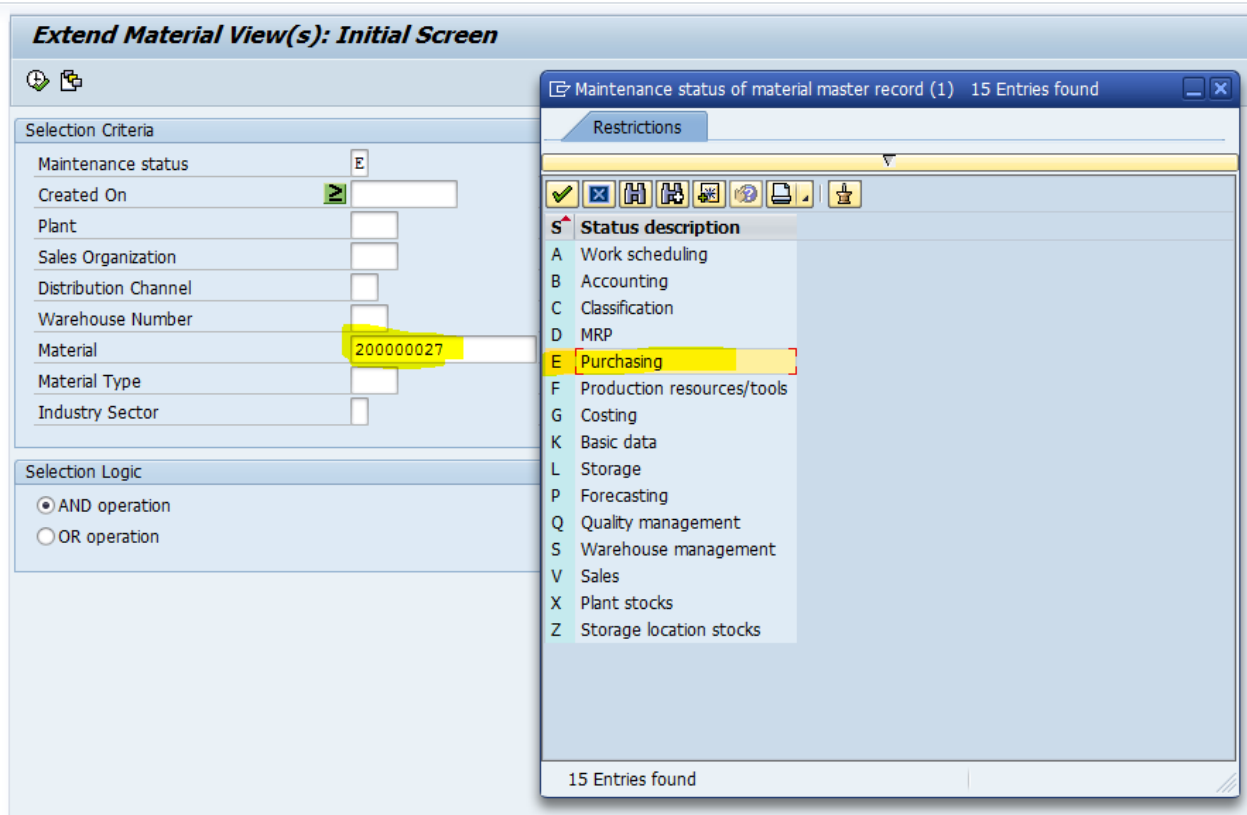
Purchase Req.: 10001089 / 2 Received: 8 NO

PO Exists

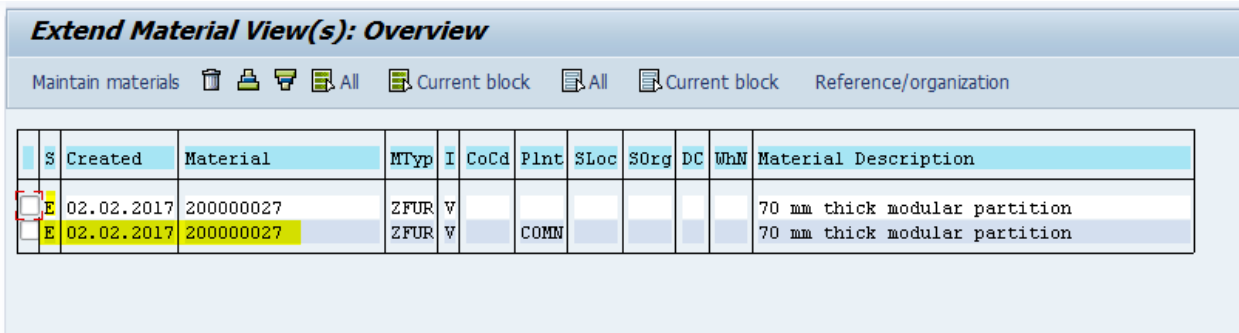
5. Extending required tabs in Material Master if the tab not enables for that material
Existing views for this material is shown below. (tcode MM02)



To extend the missing tabs for that material do the following. (tcode MM50)
Select the maintenance status from the List Of Values, give the material code and execute



Screen will appear like this



Tick on the check box and click on Maintain materials tab as shown below

Extend Material View(s): Overview

Maintain materials All Current block All Current block Reference/organization

	S	Created	Material	MTyp	I	CoCd	Plnt	SLoc	SOrg	DC	WhN	Material Description
<input type="checkbox"/>	E	02.02.2017	200000027	ZFUR	V							70 mm thick modular partition
<input checked="" type="checkbox"/>	E	02.02.2017	200000027	ZFUR	V		COMM					70 mm thick modular partition

The required 'Purchasing' tab is extended for that material and enabled. Then update the details as required. (tcode MM01)

Create Material 200000027 (FURNITURE)

Additional Data
 Org. Levels
 Check Screen Data

Basic data 2
 Purchasing
 Foreign trade import
 Purchase order text

Material 70 mm thick modular partition

Plant COMMON DEPARTMENT

General Data

Base Unit of Measure	<input type="text" value="FT2"/>	Square ft	Order Unit	<input type="text"/>	Var. OUn	<input type="checkbox"/>
Purchasing Group	<input type="text" value="016"/>		Material Group	<input type="text" value="14"/>		
Plant-sp.matl status	<input type="checkbox"/>		Valid from	<input type="text"/>		
Tax ind. f. material	<input type="checkbox"/>		Qual.f.FreeGoodsDis.	<input type="checkbox"/>		
Material freight grp	<input type="text"/>		<input type="checkbox"/> Autom. PO			
<input type="checkbox"/> Batch management						

Transaction related Issues Notification related Issues

1. Adding WBS Element in Notification screen

After creating Project Id through PS module, include the same in WBS Element field of Notification screen (tcode IW21)

The screenshot displays the SAP 'Change PM Notification: Maintenance Request' interface. At the top, the title bar reads 'Change PM Notification: Maintenance Request'. Below the title bar, there are several icons and a 'Partner' field. The main data area contains the following fields:

- Notification: 1001113 M1 Supply of 4 Leaver Gear spares for Leyla
- Notific. Status: NOPR ORAS ACP
- Order: 100000360

Below the data area, there are several tabs: 'Notification data', 'Reference object', 'Malfunction, breakdown', 'location', 'Scheduling overview', 'Items', 'Tasks', and 'Activities'. The 'location' tab is currently selected, showing the following data:

Location data

MaintPlant	EMCH	Mechanical&ElectricalEng.Dept.
Location		
Room		
Plant section		
Work center		
ABC indicator	B	Critical
Sort field		

Account assignment

Company Code	VOCP	VOC Port Trust	Tuticorin
Asset		/	
Business Area			
Cost Center	CA551591	O&M-Mtr veh-pool	CO Area VOCP
WBS Element	R-2019-066-01		

Order related Issues

1. Work carried out for more than one equipment.

Take the General Maintenance Order screen for the respective Order. (tcode IW32)

Change General Maintenance order 10000284: Central Header

Order: PM01 10000284 | Annual inspection, testing, servicing, | ACP

System Status: CRID ESTC MANC NMAI PRC

Person responsible: PlannerGrp 050 / MARN VOC_Marine, Mn.wk.ctr MAR_MECH / MARN Mechanical works ...

Dates: Bsc start 07.02.2018, Priority [dropdown], Basic fin. [empty], Revision [empty]

Reference object: Equipment MT-TUTICORIN Boat, LOA 32, Max. Draft 5.3

In Maintenance order, under Equipment field of Object tab, we can add only one equipment. If the same work is carried out for more than one Equipment we can include the remaining equipment details in the same order itself. Under Equipment/Object tab we can add more than one equipment at a time as shown below.

Change General Maintenance order 10000284: Object List

Order: PM01 10000284 | Annual inspection, testing, servicing, | ACP

System Status: CRID ESTC MANC NMAI PRC

P..	Sort	Serial No.	Material	Material Description	Equipment	Equipment description	Functional loc.	FunctLocDescrip.
<input type="checkbox"/>					MT-TUTICORIN	Boat, LOA 32, Max. Draft...		
<input type="checkbox"/>					MT-TIRUVALLUVAR	Boat, LOA 39, Max. Draft...		

Combined Order (Procurement along with Service in same order)

- For Service case the details of service to be maintained under Operations tab (tcode IW32)

Change General Maintenance order 100000367: Operation Overview

Order: **PM01** 100000367 F.C work in TN 69 Q 1585 Leyland fire t

Sys.Status: REL GMP5 MACM PRC SETC ACP

HeaderData **Operations** Components Costs Partner Objects Additional Data Location

Op...	SOp	Work ctr	Plant	Co...	StTextK	S..	Operation short text	LT	Actual work
0010		AUT_MECH	EMCH	PM03			F.C work in TN 69 Q 1585 Leyland fire t		
0020		AUT_MECH	EMCH	PM01					
0030		AUT_MECH	EMCH	PM01					
0040		AUT_MECH	EMCH	PM01					

Control Key to be changed as PM03

- For Procurement case the details of materials to be maintained under Components tab (tcode IW32)

Change General Maintenance order 100000367: Component Overview

Order: **PM01** 100000367 F.C work in TN 69 Q 1585 Leyland fire t

Sys.Status: REL GMP5 MACM PRC SETC ACP

HeaderData Operations **Components** Costs Partner Objects Additional Data Location Planning Control Enhancemnt

Item	Component	Description	LT	Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch	Proc. Category
0010	230001230	leyrear 2C/4A spring leaf			8	NO	N		EMCH	0010		PReq for Order
0020	230001231	ley front 2B spring leaf			2	NO	N		EMCH	0010		PReq for Order
0030	230001232	SPRING BUSH BIG & SMALL BEL CRANK T...			12	NO	N		EMCH	0010		PReq for Order
0040	230001234	LEY SPRING PIN BIG			8	NO	N		EMCH	0010		PReq for Order
0050	230001235	SPRING BUSH			12	NO	N		EMCH	0010		PReq for Order
0060	230001236	CENTRE BOLT & NUT 12X5/8/12X1/2 4X...			118	NO	N		EMCH	0010		PReq for Order
0070	230001237	SPRING ALLU CLAMP 7/6/5/3 INCHES			75	NO	N		EMCH	0010		PReq for Order
0080	230001238	CLOTH YARN WASTE			4	NO	N		EMCH	0010		PReq for Order

PR generated through Order related Issues

1. Arrival of Labour cost in Order

Take General Maintenance Order screen for the respective Order (tcode IW33)

Display General Maintenance order 100000368: Operation Overview

Order: FM01 0000368 FC work for bus
Sys.Status: REL GMPS MANC NMAT PRC SETC ACP

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning Control Enhancemnt

Op...	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un
0010		AUT_MECH	EMCH	FM03			FC work for bus			0	8,640 H	6	1,440 H	

General Internal External Dates Act. Data Enhancement Catalog

Display General Maintenance order 10000368: External Processing Opera

Order: 10000368 Oper./Act. 0010 / Ctrl key PM03
 StdTextKey/ShrtText FC work for bus

General Internal **External** Dates Act. Data Enhancement

Operation qty 1 AU Sort Term
 Price 1,216,800.00 INR per 1
 Material Group 500 Cost Element
 Purch. group 004 / CF00 Vendor
 Agreement / 0 Info Record
 Recipient Unloading Point
 Requisitioner EE Mech Tracking Number 10001090
 Pl. Deliv. Time 0 FW Order / 0

Services Components Relationships

Line	Short Text	Quantity	Un	Gross Price	Net Value	Service No.	Ser...	Line T...	Crcy	Ext. Service Number	Del. I
10	Labour charges for 6 persons	12	MO	101,400.00	1,216,800.00	8000531			INR		
20		0.000		0.00	0.00				INR		
30		0.000		0.00	0.00				INR		
40		0.000		0.00	0.00				INR		

We can view the labour charges details fetched from Order to PO as given below (tcode ME23N)

Services /AMC 460000276 Created by LNTFICO

Document Overview On Print Preview Messages Personal Setting

ZSEO Services /AMC 460000276 Vendor 201169 T.V.Sundaram Iyengar &... Doc. date 15.07.2019

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt
1	F	D			FC work for bus		1 AU	15.07.2019	1,216,800.00	INR	1	AU	External ser...	Mechanic

Item 1 [1] FC work for bus

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment

Line	Short Text	F N...	N L...	B De...	Ne...	Quantity	Un	Gross Price	Net Value	Service No.	L.	S...	Ac
10	Labour charges for 6 persons	0	0	0	0	12	MO	101,400.00	1,216,800.00	8000531		1	
20		0	0	0	0	0.000		0.00	0.00			0.	
30		0	0	0	0	0.000		0.00	0.00			0.	
40		0	0	0	0	0.000		0.00	0.00			0.	
50		0	0	0	0	0.000		0.00	0.00			0.	
60		0	0	0	0	0.000		0.00	0.00			0.	
70		0	0	0	0	0.000		0.00	0.00			0.	
80		0	0	0	0	0.000		0.00	0.00			0.	
90		0	0	0	0	0.000		0.00	0.00			0.	
100		0	0	0	0	0.000		0.00	0.00			0.	

2. Find PR number for both Service & Procurement Order

Locate PR in Service Order case

Open the order , select the Operations line item under Operations tab and click on the Act. Data button from the bottom tabs.(tcode IW32)

Change General Maintenance order 100000367: Operation Overview

Order: PM01 100000367 F.C work in TN 69 Q 1585 Leyland fire t
Sys.Status: REL GMPS MACM PRC SETC ACP

HeaderData | **Operations** | Components | Costs | Partner | Objects | Additional Data | Location | Plann

Op...	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Actual work
0010		AUT_MECH	EMCH	PM03			F.C work in TN 69 Q 1585 Leyland fire t		
0020		AUT_MECH	EMCH	PM01					
0030		AUT_MECH	EMCH	PM01					
0040		AUT_MECH	EMCH	PM01					
0050		AUT_MECH	EMCH	PM01					
0060		AUT_MECH	EMCH	PM01					
0070		AUT_MECH	EMCH	PM01					
0080		AUT_MECH	EMCH	PM01					
0090		AUT_MECH	EMCH	PM01					
0100		AUT_MECH	EMCH	PM01					
0110		AUT_MECH	EMCH	PM01					
0120		AUT_MECH	EMCH	PM01					
0130		AUT_MECH	EMCH	PM01					
0140		AUT_MECH	EMCH	PM01					

General | Internal | External | Dates | **Act. Data** | Enhancement | Ex. Factor | Catalog

We can view the Requisition number as shown below.

Change General Maintenance order 10000367: General Operation Data

Header data | Operations | Components

Order: 10000367 Oper./Act.: 0010 / Ctrl key: PM03
StdTextKey/ShrtText: F.C work in TN 69 Q 1585 Leyland fire t

General | Internal | External | Dates | **Act. Data** | Enhancement

Completion confirmation

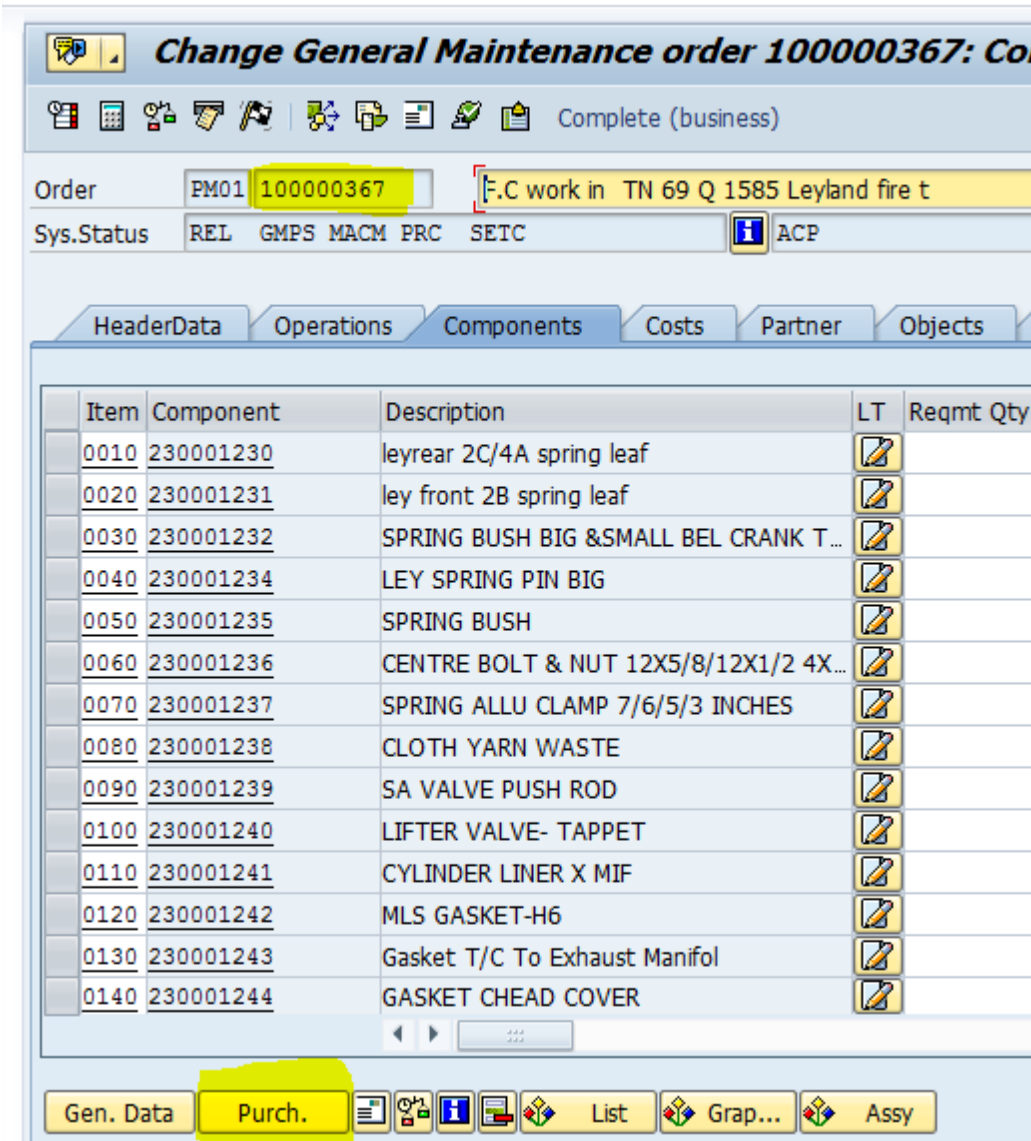
Confirmation: 6504 Actual work: 0 H
 No Remaining Work Forecast work: 0

Purchasing

Requisition: 10001089 1 GR Qty: 0.000
Res./Purc. req.: 3 Immediately Purchase ord. exists

Locate PR in Material Order case

Open the Order, select the material code under Components tab and click on the Purch. button from the bottom tabs (tcode IW32)



The screenshot shows the SAP interface for 'Change General Maintenance order 10000367: Components'. The 'Components' tab is active, displaying a table of items. The 'Order' field is set to 'PM01 10000367' and the description is 'F.C work in TN 69 Q 1585 Leyland fire t'. The 'Sys.Status' is 'REL GMP5 MACM PRC SETC' with 'ACP' selected. The table lists 14 items with columns for Item, Component, Description, LT, and Reqmt Qty. The 'Purch.' button is highlighted in yellow at the bottom.

Item	Component	Description	LT	Reqmt Qty
0010	230001230	leyrear 2C/4A spring leaf	[edit]	
0020	230001231	ley front 2B spring leaf	[edit]	
0030	230001232	SPRING BUSH BIG & SMALL BEL CRANK T...	[edit]	
0040	230001234	LEY SPRING PIN BIG	[edit]	
0050	230001235	SPRING BUSH	[edit]	
0060	230001236	CENTRE BOLT & NUT 12X5/8/12X1/2 4X...	[edit]	
0070	230001237	SPRING ALLU CLAMP 7/6/5/3 INCHES	[edit]	
0080	230001238	CLOTH YARN WASTE	[edit]	
0090	230001239	SA VALVE PUSH ROD	[edit]	
0100	230001240	LIFTER VALVE- TAPPET	[edit]	
0110	230001241	CYLINDER LINER X MIF	[edit]	
0120	230001242	MLS GASKET-H6	[edit]	
0130	230001243	Gasket T/C To Exhaust Manifol	[edit]	
0140	230001244	GASKET CHEAD COVER	[edit]	

We can view the Requisition number as shown below.

Change General Maintenance order 10000367: Component Detail Purchasin

Order: 10000367 Oper./Act.: 0010
Material: 230001230 leyrear 2C/4A spring leaf
Item: 0010 Item Cat.: N

General Data **Purchasing Data**

Requirement Qty	8	NO	Sort String	
Price	2,243.22	INR	per	1 NO
Material Group	500		G/L Account	E473
Purch. group	005 / CPTO		Vendor	
Agreement	/		Info Record	
Goods Recipient			Unloading Point	
Requisitioner	AEE/Veh		Tracking Number	10001089
Pl. Deliv. Time			GR Proc. Time	
Old Open PO No.				

Actual Data

Purchase Req.	10001089	/ 2	Received	8	NO
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PO Exists

3. To modify any of the following details in PR created through Order.
We cannot edit anything in PR. Go back to the Maintenance Order and modify the required details.

1. Account Assignment for material & Service cases

(Refer Sl. No. 4 a & b under master related issues)

2. For addition / deletion of materials in PR, take respective Order and add /delete as shown in successive screens. (tcode IW32)

Change General Maintenance order 100000367: Component Overview

Complete (business)

Order: FM01 100000367 F.C work in TN 69 Q 1585 Leyland fire t

Sys.Status: REL GMPS MACM PRC SEIC ACP

HeaderData | Operations | **Components** | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt

Item	Component	Description	LT	Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch	Proc. Category	Recipier
2160	230001466	F8800968(L)FRONT GRIL BEEDING SET			1	NO	N		EMCH	0010		PReq for Order	
2170													
2180													
2190													
2200													
2210													
2220													
2230													
2240													
2250													
2260													
2270													
2280													
2290													
2300													
2310													
2320													
2330													
2340													
2350													
2360													
2370													
2380													
2390													
2400													
2410													

Gen. Data | Purch. | List | Grap... | Assy | Material Where-Used | Repl. | Catalog

SAP IW32

Add Material as shown below

Change General Maintenance order 100000367: Component Overview

Complete (business)

Order: FM01 100000367 F.C work in TN 69 Q 1585 Leyland fire t

Sys.Status: REL GMPS MACM PRC SETC ACP

HeaderData | Operations | **Components** | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt

Item	Component	Description	LT	Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch	Proc. Category	Recipien
2160	230001466	F8800968(L)FRONT GRIL BEEDING SET		1	NO	N			EMCH	0010		PReq for Order	
2170	230001454	F8052100(L)FRONT WIND SHIELD GLASS		3	NO	N			EMCH	0010		PReq for Order	
2180													
2190													
2200													
2210													
2220													
2230													
2240													
2250													
2260													
2270													
2280													
2290													
2300													
2310													
2320													
2330													
2340													
2350													
2360													
2370													
2380													
2390													
2400													
2410													

Gen. Data | Purch. | List | Grap... | Assy | Material Where-Used | Repl. | Catalog

SAP IW32

Delete Material as shown below. Select line item and press delete button

Delete button

Change General Maintenance order 100000367: Component Overview

Order: PM01 100000367 F.C work in TN 69 Q 1585 Leyland fire t
 Sys.Status: REL GMPS MACM PRC SETC ACP

HeaderData | Operations | **Components** | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt

Item	Component	Description	LT	Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch	Proc. Category	Receip
2160	230001466	F8800968(L)FRONT GRIL BEEDING SET		1	NO	N			EMCH	0010		PReq for Order	
2170	230001454	F8052100(L)FRONT WIND SHIELD GLASS		3	NO	N			EMCH	0010		PReq for Order	
2180													
2190													
2200													
2210													
2220													
2230													
2240													
2250													
2260													
2270													
2280													
2290													
2300													
2310													
2320													
2330													
2340													
2350													
2360													
2370													
2380													
2390													
2400													
2410													

Gen. Data | Purch. | List | Grap... | Assy | Material Where-Used | Repl. | Catalog

SAP IW32

- 3. Price Change for material & Service
(Refer Sl. No. 1 a & b under Master related Issues)
- 4. Addition of WBS element
(Refer Sl. No. 1 under Notification related Issues)

5. Change in Purchasing Group (tcode iw32)

a. For Service Case do the procedure as shown below

Change General Maintenance order 100000367: Operation Overview

Order: PM01 100000367 F.C work in TN 69 Q 1585 Leyland fire t

Sys.Status: REL GMPS MACM PRC SETC ACP

HeaderData | **Operations** | Components | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt

Op...	Sop	Work ctr	Plant	Co...	StTextK	S..	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un	C.Key	ActTyp	Reci
0010		AUT_MECH EMCH	PM03				F.C work in TN 69 Q 1585 Leyland fire t		0	0	H			H	1 Calculate ...	VOC_BS	
0020		AUT_MECH EMCH	PM01						0		H			H			
0030		AUT_MECH EMCH	PM01						0		H			H			
0040		AUT_MECH EMCH	PM01						0		H			H			
0050		AUT_MECH EMCH	PM01						0		H			H			
0060		AUT_MECH EMCH	PM01						0		H			H			
0070		AUT_MECH EMCH	PM01						0		H			H			
0080		AUT_MECH EMCH	PM01						0		H			H			
0090		AUT_MECH EMCH	PM01						0		H			H			
0100		AUT_MECH EMCH	PM01						0		H			H			
0110		AUT_MECH EMCH	PM01						0		H			H			
0120		AUT_MECH EMCH	PM01						0		H			H			
0130		AUT_MECH EMCH	PM01						0		H			H			
0140		AUT_MECH EMCH	PM01						0		H			H			
0150		AUT_MECH EMCH	PM01						0		H			H			
0160		AUT_MECH EMCH	PM01						0		H			H			
0170		AUT_MECH EMCH	PM01						0		H			H			
0180		AUT_MECH EMCH	PM01						0		H			H			
0190		AUT_MECH EMCH	PM01						0		H			H			
0200		AUT_MECH EMCH	PM01						0		H			H			
0210		AUT_MECH EMCH	PM01						0		H			H			
0220		AUT_MECH EMCH	PM01						0		H			H			
0230		AUT_MECH EMCH	PM01						0		H			H			
0240		AUT_MECH EMCH	PM01						0		H			H			
0250		AUT_MECH EMCH	PM01						0		H			H			
0260		AUT_MECH EMCH	PM01						0		H			H			

General | Internal | **External** | Dates | Act. Data | Enhancement | Ex. Factor | Catalog

SAP | IW32

Change General Maintenance order 100000367: External Processing Operat

Header data Operations Components

Order 100000367 Oper./Act. 0010 / Ctrl key PM03
 StdTextKey/ShrtText F.C work in TN 69 Q 1585 Leyland fire t

General Internal External Dates Act. Data Enhancement

Operation qty 1 AU Sort Term
 Price 188,167.50 INR per 1
 Material Group 500 Cost Element
 Purch. group 005 / CPUO Vendor
 Agreement / Info Record
 Recipient Unloading Point
 Requisitioner AEE/Veh Tracking Number 10001089
 Pl. Deliv. Time FW Order /

Services Components Relationships

Line	Short Text	Quantity	Un	Gross Price	Net Value	Ser...	Line T...	Crcy
10	F.C work in TN 69 Q 1585 Leyland F...	1	NO	188,167.50	188,167.50			INR
20		0.000		0.00	0.00			INR
30		0.000		0.00	0.00			INR

b. For Material Case do the procedure as shown below

Change General Maintenance order 100000367: Component Overview

Complete (business)

Order: FM01 | 100000367 | F.C work in TN 69 Q 1585 Leyland fire t


Sys.Status: REL GMPS MACM PRC SETC | ACP

HeaderData | Operations | **Components** | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt


Item	Component	Description	LT	Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch	Proc. Category	Recipie
0010	230001230	leyrear 2C/4A spring leaf			8	NO	N		EMCH	0010		PReq for Order	
0020	230001231	ley front 2B spring leaf			2	NO	N		EMCH	0010		PReq for Order	
0030	230001232	SPRING BUSH BIG & SMALL BEL CRANK T...			12	NO	N		EMCH	0010		PReq for Order	
0040	230001234	LEY SPRING PIN BIG			8	NO	N		EMCH	0010		PReq for Order	
0050	230001235	SPRING BUSH			12	NO	N		EMCH	0010		PReq for Order	
0060	230001236	CENTRE BOLT & NUT 12X5/8/12X1/2 4X...			118	NO	N		EMCH	0010		PReq for Order	
0070	230001237	SPRING ALLU CLAMP 7/6/5/3 INCHES			75	NO	N		EMCH	0010		PReq for Order	
0080	230001238	CLOTH YARN WASTE			4	NO	N		EMCH	0010		PReq for Order	
0090	230001239	SA VALVE PUSH ROD			5	NO	N		EMCH	0010		PReq for Order	
0100	230001240	LIFTER VALVE- TAPPET			6	NO	N		EMCH	0010		PReq for Order	
0110	230001241	CYLINDER LINER X MIF			6	NO	N		EMCH	0010		PReq for Order	
0120	230001242	MLS GASKET-H6			1	NO	N		EMCH	0010		PReq for Order	
0130	230001243	Gasket T/C To Exhaust Manifol			2	NO	N		EMCH	0010		PReq for Order	
0140	230001244	GASKET CHEAD COVER			1	NO	N		EMCH	0010		PReq for Order	
0150	230001245	CONROD BEARING KIT-STD-RIFLE HOLE			1	NO	N		EMCH	0010		PReq for Order	
0160	230001246	CONROD BUSH KIT-6DT			1	NO	N		EMCH	0010		PReq for Order	
0170	230001247	VALVE GUIDE KIT - 'H' SERIES - 6 CYL			1	NO	N		EMCH	0010		PReq for Order	
0180	230001248	VALVE STEM SEAL(DOUBLE LIP) KIT			1	NO	N		EMCH	0010		PReq for Order	
0190	230001249	SA VALVE PUSH ROD			1	NO	N		EMCH	0010		PReq for Order	
0200	230001470	P0987751(L) ENGINE SET-PCN-6DTI			1	NO	N		EMCH	0010		PReq for Order	
0210	230001251	HOSE ASSY - FEED PUMP TO FUJELFITE...			1	NO	N		EMCH	0010		PReq for Order	
0220	230001252	HOSE ASSY - FILTER TO FIP			1	NO	N		EMCH	0010		PReq for Order	
0230	230001253	Gulf Superfleet LE Dura Max 15W-40 (50 L			4.500	NO	N		EMCH	0010		PReq for Order	
0240	230001254	FILTER ELEMENT-OIL			1	NO	N		EMCH	0010		PReq for Order	
0250	230001255	Kit-FIL-ELEMENT H6-VP37			1	NO	N		EMCH	0010		PReq for Order	
0260	230001256	GASKETOIL COOLER			1	NO	N		EMCH	0010		PReq for Order	

Gen. Data | **Purch.** | List | Grap... | Assy | Material Where-Used | Repl. | Catalog

SAP | IW32

 **Change General Maintenance order 100000367: Component Detail Purchasin**

◀ ◀ ▶ ▶

Order Oper./Act.
Material leyrear 2C/4A spring leaf
Item Item Cat. 

General Data **Purchasing Data**

Requirement Qty	<input type="text" value="8"/>	<input type="text" value="NO"/>	Sort String	<input type="text"/>
Price	<input type="text" value="2,243.22"/>	<input type="text" value="INR"/>	per	<input type="text" value="1"/> <input type="text" value="NO"/>
Material Group	<input type="text" value="500"/>		G/L Account	<input type="text" value="E473"/>
Purch. group	<input type="text" value="005"/> / <input type="text" value="CPUO"/>		Vendor	<input type="text"/>
Agreement	<input type="text"/> / <input type="text"/>		Info Record	<input type="text"/>
Goods Recipient	<input type="text"/>		Unloading Point	<input type="text"/>
Requisitioner	<input type="text" value="AEE/Veh"/>		Tracking Number	<input type="text" value="10001089"/>
Pl. Deliv. Time	<input type="text"/>		GR Proc. Time	<input type="text"/>
Old Open PO No.	<input type="text"/>			

Actual Data

Purchase Req. /  Received

PO Exists

Change in Quantity of Material (tcode iW32)

Change General Maintenance order 100000367: Component Overview

Order: PM01 100000367 F.C work in TN 69 Q 1585 Leyland fire t
 Sys.Status: REL GMP5 MACM PRC SEIC ACP

HeaderData | Operations | **Components** | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt

Item	Component	Description	LT	Reqmt Qty	UM	IC	S..	SLoc	Plnt	Op...	Batch	Proc. Category	Recipie
0010	230001230	leyrear 2C/4A spring leaf		8	NO	N			EMCH	0010		PReq for Order	
0020	230001231	ley front 2B spring leaf		2	NO	N			EMCH	0010		PReq for Order	
0030	230001232	SPRING BUSH BIG & SMALL BEL CRANK T...		12	NO	N			EMCH	0010		PReq for Order	
0040	230001234	LEY SPRING PIN BIG		8	NO	N			EMCH	0010		PReq for Order	
0050	230001235	SPRING BUSH		12	NO	N			EMCH	0010		PReq for Order	
0060	230001236	CENTRE BOLT & NUT 12X5/8/12X1/2 4X...		118	NO	N			EMCH	0010		PReq for Order	
0070	230001237	SPRING ALLU CLAMP 7/6/5/3 INCHES		75	NO	N			EMCH	0010		PReq for Order	
0080	230001238	CLOTH YARN WASTE		4	NO	N			EMCH	0010		PReq for Order	
0090	230001239	SA VALVE PUSH ROD		5	NO	N			EMCH	0010		PReq for Order	
0100	230001240	LIFTER VALVE- TAPPET		6	NO	N			EMCH	0010		PReq for Order	
0110	230001241	CYLINDER LINER X MIF		6	NO	N			EMCH	0010		PReq for Order	
0120	230001242	MLS GASKET-H6		1	NO	N			EMCH	0010		PReq for Order	
0130	230001243	Gasket T/C To Exhaust Manifol		2	NO	N			EMCH	0010		PReq for Order	
0140	230001244	GASKET CHEAD COVER		1	NO	N			EMCH	0010		PReq for Order	
0150	230001245	CONROD BEARING KIT-STD-RIFLE HOLE		1	NO	N			EMCH	0010		PReq for Order	
0160	230001246	CONROD BUSH KIT-6DT		1	NO	N			EMCH	0010		PReq for Order	
0170	230001247	VALVE GUIDE KIT - 'H' SERIES - 6 CYL		1	NO	N			EMCH	0010		PReq for Order	
0180	230001248	VALVE STEM SEAL(DOUBLE LIP) KIT		1	NO	N			EMCH	0010		PReq for Order	
0190	230001249	SA VALVE PUSH ROD		1	NO	N			EMCH	0010		PReq for Order	
0200	230001470	P0987751(L) ENGINE SET-PCN-6DTI		1	NO	N			EMCH	0010		PReq for Order	
0210	230001251	HOSE ASSY - FEED PUMP TO FUELFILTE...		1	NO	N			EMCH	0010		PReq for Order	
0220	230001252	HOSE ASSY - FILTER TO FIP		1	NO	N			EMCH	0010		PReq for Order	
0230	230001253	Gulf Superfleet LE Dura Max 15W-40 (50 L		4,500	NO	N			EMCH	0010		PReq for Order	
0240	230001254	FILTER ELEMENT-OIL		1	NO	N			EMCH	0010		PReq for Order	
0250	230001255	Kit-FIL-ELEMENT H6-VP37		1	NO	N			EMCH	0010		PReq for Order	
0260	230001256	GASKETOIL COOLER		1	NO	N			EMCH	0010		PReq for Order	

Gen. Data | Purch. | List | Grap... | Assy | Material Where-Used | Repl. | Catalog

SAP | IW32

7. Change in Description (tcode IW32)

Description change can be possible only for Operations

Change General Maintenance order 100000367: Operation Overview

Order: PM01 100000367 F.C work in TN 69 Q 1585 Leyland fire t

Sys.Status: REL GMP5 MACM PRC SETC ACP

HeaderData | **Operations** | Components | Costs | Partner | Objects | Additional Data | Location | Planning | Control | Enhancemnt

Op...	SOp	Work ctr	Plant	Co...	StTextK	S...	Operation short text	LT	Actual work	Work	Un	N...	Dur.	Un	C.Key	ActTyp	Recip
0010		AUT_MECH	EMCH	PM03			F.C work in TN 69 Q 1585 Leyland fire t			0	H			H	1 Calculate ...	VOC_BS	
0020		AUT_MECH	EMCH	PM01					0	H				H			
0030		AUT_MECH	EMCH	PM01					0	H				H			
0040		AUT_MECH	EMCH	PM01					0	H				H			
0050		AUT_MECH	EMCH	PM01					0	H				H			
0060		AUT_MECH	EMCH	PM01					0	H				H			
0070		AUT_MECH	EMCH	PM01					0	H				H			
0080		AUT_MECH	EMCH	PM01					0	H				H			
0090		AUT_MECH	EMCH	PM01					0	H				H			
0100		AUT_MECH	EMCH	PM01					0	H				H			
0110		AUT_MECH	EMCH	PM01					0	H				H			
0120		AUT_MECH	EMCH	PM01					0	H				H			
0130		AUT_MECH	EMCH	PM01					0	H				H			
0140		AUT_MECH	EMCH	PM01					0	H				H			
0150		AUT_MECH	EMCH	PM01					0	H				H			
0160		AUT_MECH	EMCH	PM01					0	H				H			
0170		AUT_MECH	EMCH	PM01					0	H				H			
0180		AUT_MECH	EMCH	PM01					0	H				H			
0190		AUT_MECH	EMCH	PM01					0	H				H			
0200		AUT_MECH	EMCH	PM01					0	H				H			
0210		AUT_MECH	EMCH	PM01					0	H				H			
0220		AUT_MECH	EMCH	PM01					0	H				H			
0230		AUT_MECH	EMCH	PM01					0	H				H			
0240		AUT_MECH	EMCH	PM01					0	H				H			
0250		AUT_MECH	EMCH	PM01					0	H				H			
0260		AUT_MECH	EMCH	PM01					0	H				H			

General | Internal | External | Dates | Act. Data | Enhancement | Ex. Factor | Catalog

SAP IW32

8. Change in Planner Group & Work center in Notification screen (tcode IW22)

Change PM Notification: Maintenance Request

Notification: 1001136 M1 F.C work in TN 69 Q 1585 Leyland fire t

Notific. Status: NOPR ORAS ACP

Order: 100000367

Notification data | Reference object | Malfunction, breakdown | location | Scheduling overview | Items | Tasks | Activities

Reference object

Functional loc.: EMCH-VHL-FLD Field work shop for vehicle department

Equipment: TN69Q1585 Fire Tender

Assembly:

Subject

Description: F.C work in TN 69 Q 1585 Leyland fire t

F.C work in TN 69 Q 1585 Leyland Fire tender Model 2009

Responsibilities

Planner group: 030 / MARN VOC_Electrical

Main WorkCtr: MAR_MARN / MARN Marine works at Marine workshop

Department resp: 105 MECHANICAL

Reported By: 2567 SUGARAJAN.T.

Reported by: Notif.date: 02.07.2019 17:02:50

Change PM Notification: Maintenance Request

Partner

Notification: 1001136 M1 F.C work in TN 69 Q 1585 Leyland fire t

Notific. Status: NOPR ORAS ACP

Order: 100000367

Notification data | Reference object | Malfunction, breakdown | location | Scheduling overview

Reference object

Functional loc.: EMCH-VHL-FLD Field work shop for vehicle department

Equipment: TN69Q1585 Fire Tender

Assembly:

Subject

Description: F.C work in TN 69 Q 1585 Leyland fire t

F.C work in TN 69 Q 1585 Leyland Fire tender Model 2009

Responsibilities

Planner group: 070 / EMCH VOC_Vehicle

Main WorkCtr: AUT_MECH / EMCH Mechanical works - Auto workshop

Department resp: 105 MECHANICAL

Reported By: 2567 SUGARAJAN.T.

Reported by: Notif.date: 02.07.2019 17:02:50

Purchase Order related Issues

1. Cost center & GL Code

(Refer Sl. No. 4 a & b under master related issues)

2. Find CGST & IGST code with required tax percentage form condition table (tcode fv13)

a. For CGST the condition type is JICG.

Display Condition Records

Condition Information Key Combination Select Using Index

Condition type JICG IN: Integrated GST

Key Combination

- Dest. Ctry/Region/PIntRegion/GST Class./Tax ind./Ctrl code
- Region/PIntRegion/GST Class./Material
- Region/PIntRegion/GST Class./Activity
- Dest. Ctry/Region/PIntRegion/GST Class./Ctrl code

SAP RV13

Display IN: Central GST (JICG): Selection

Condition Info

Destination Country	IN	India	
Region	22	Tamil Nadu	
Region of dlv.plant	22	Tamil Nadu	
GST Vendor Classification	1	to	<input type="text"/>
Tax ind. f. material		to	<input type="text"/>
Control code		to	<input type="text"/>
Release status		to	<input type="text"/>

Display IN: Central GST (JICG) : Overview

Destination Country: IN India
 Region: 22 Tamil Nadu
 Region of dlv.plant: 22 Tamil Nadu
 Valid On: 13.07.2019

Dest. Ctry/Region/PlntRegion/GST Class./Tax ind./Ctrl code											
G T	Control code	S	Description	P..	Amount	Unit	per	U...	Valid From	Valid to	Ta...
	0 2710				9.000	₹			01.06.2017	31.12.9999	V0
	0 27101980				9.000	₹			01.06.2017	31.12.9999	V0
	0 27101990				9.000	₹			01.06.2017	31.12.9999	V0
	0 2804				9.000	₹			01.06.2017	31.12.9999	V0
	0 2901				9.000	₹			01.06.2017	31.12.9999	V0
	0 3006				6.000	₹			01.06.2017	31.12.9999	V0
	0 3208				14.000	₹			01.06.2017	31.12.9999	V0

b. For IGST the condition type is JIIG

Display Condition Records

Condition Information Key Combination Select Using Index

Condition type: JIIG

Key Combination

- Dest. Ctry/Region/PlntRegion/GST Class./Tax ind./Ctrl code
- Region/PlntRegion/GST Class./Material
- Region/PlntRegion/GST Class./Activity
- Dest. Ctry/Region/PlntRegion/GST Class./Ctrl code

Display IN: Integrated G (JIIG): Selection

Condition Info

Destination Country	IN	India
Region	06	Gujarat
Region of dlv.plant	22	Tamil Nadu
GST Vendor Classification		to
Tax ind. f. material		to
Control code		to
Release status		to

Display IN: Integrated GST (JIIG) : Overview

Destination Country	IN	India
Region	06	Gujarat
Region of dlv.plant	22	Tamil Nadu
Valid On	13.07.2019	

Dest. Ctry/Region/PlntRegion/GST Class./Tax ind./Ctrl code												
G	T	Control code	S	Description	P..	Amount	Unit	per	U...	Valid From	Valid to	Ta...
		5103				5.000	₹			01.06.2017	31.12.9999	V0
		0 8413				12.000	₹			01.06.2017	31.12.9999	V0
		0 8421				18.000	₹			01.06.2017	31.12.9999	V0
		0 8536				18.000	₹			01.06.2017	31.12.9999	V0
		0 8904				5.000	₹			10.04.2018	31.12.9999	V0

3. CGST & IGST issue
(Refer Sl. No. 3 under master related issues)
4. IGST Issue with vendor

If GST was not deducted as shown in the PO displayed below for this material even though HSN code was maintained in Material Master,

Standard Domestic PO 450000965 Created by Muthupandian

Document Overview On Print Preview Messages Personal Setting

NB Standard Domesti... 450000965 Vendor 201777 T.V.Sundaram Iyengar &... Doc. date 02.07.2019

Header

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Pe
1	F	D			F.C work in TN 69 Q 15...		1 AU	D	02.07.2019	188,167.50	INR	1
2	F			230001230	leyrear 2C/4A spring leaf		8 NO	D	02.07.2019	2,243.22	INR	1
3	F			230001231	ley front 2B spring leaf		2 NO	D	02.07.2019	2,003.39	INR	1

Default Values Addl Planning

Item 2 [2] 230001230 , leyrear 2C/4A spring leaf

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assig

Qty 8 NO Net 17,945.76 INR

N..	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OUn
D214		DiscountValue AftTax		INR			0.00	INR			0
ZTAX		Tax on the PO	0.00	INR			0.00	INR			0
		Net Price / Total Va	2,243.25	INR		1 NO	17,946.00	INR			1 NO

a. Verify the HSN code in Condition table with required percentage (tcode fv13) for IGST (Ref

2.b under Purchase Order related issues

b. Check the vendor GST registration updated in Vendor master screen.

Take the vendor display screen for the respective vendor as shown below. (tcode xk03). If GST number is not updated, enter the GST Registration number.

Display Vendor: Initial Screen



Vendor GAUTHAMAN ENGINEERING WORK
Company Code VOC Port Trust
Purch. Organization CENTRAL PURCHASE O...

General data

- Address
- Control
- Payment transactions
- Contact Persons

Company code data

- Accounting info
- Payment transactions
- Correspondence
- Withholding tax

Purchasing organization data

- Purchasing data
- Partner functions

Display Vendor: Control

Tax categories

Vendor GAUTHAMAN ENGINEERING WORK Tuticorin

Account control

Customer Authorization
Trading Partner Corporate Group

Tax information

PAN Number	<input type="text" value="AJZPM3825F"/>	Tax number type	<input type="checkbox"/>	<input type="checkbox"/> Equalizatn tax
TIN Number	<input type="text"/>	Tax type	<input type="checkbox"/>	<input type="checkbox"/> Sole Proprietr
GST Number	<input type="text" value="33AJZPM3825F1ZX"/>			<input type="checkbox"/> Sales/pur.tax
ESI Number	<input type="text"/>	Tax base	<input type="text" value="0"/>	<input type="checkbox"/> Tax split
Fiscal address	<input type="text"/>	Soc. Ins. Code	<input type="text"/>	<input type="checkbox"/> Soc.insurance
Tax Jur.	<input type="text"/>	VAT Reg. No.	<input type="text"/>	<input type="button" value="Other..."/>
Rep's Name	<input type="text"/>	Type of Busines	<input type="text"/>	
Tax office	<input type="text"/>	Type of Industr	<input type="text"/>	
TNGST Number	<input type="text"/>			
CST Number	<input type="text"/>			

5. Print preview issue

Take the PO screen for the respective PO (tcode ME22N)

Standard Domestic PO 450000965 Created by Muthupandian

Document Overview On **Print Preview**

NB Standard Domesti... 450000965 Vendor 201777 T.V.Sundaram Iyengar &... Doc. date 02.07.2019

Header

S...	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location
	1	F	D		F.C work in TN 69 Q 15...		1	AU	D 02.07.2019	188,167.50	INR	1	AU	External ser...	Mechanical&Electri...	
	2	F		230001230	leyrear 2C/4A spring leaf	8	NO	D	02.07.2019	2,243.22	INR	1	NO	External ser...	Mechanical&Electri...	
	3	F		230001231	ley front 2B spring leaf	2	NO	D	02.07.2019	2,003.39	INR	1	NO	External ser...	Mechanical&Electri...	
	4	F		230001232	SPRING BUSH BIG &SMA...	12	NO	D	02.07.2019	204.69	INR	1	NO	External ser...	Mechanical&Electri...	
	5	F		230001234	LEY SPRING PIN BIG	8	NO	D	02.07.2019	279.66	INR	1	NO	External ser...	Mechanical&Electri...	
	6	F		230001235	SPRING BUSH	12	NO	D	02.07.2019	159.38	INR	1	NO	External ser...	Mechanical&Electri...	
	7	F		230001236	CENTRE BOLT & NUT 12...	118	NO	D	02.07.2019	21.19	INR	1	NO	External ser...	Mechanical&Electri...	
	8	F		230001237	SPRING ALLU CLAMP 7/6...	75	NO	D	02.07.2019	49.15	INR	1	NO	External ser...	Mechanical&Electri...	
	9	F		230001238	CLOTH YARN WASTE	4	NO	D	02.07.2019	19.05	INR	1	NO	External ser...	Mechanical&Electri...	
	10	F		230001239	SA VALVE PUSH ROD	5	NO	D	02.07.2019	67.19	INR	1	NO	External ser...	Mechanical&Electri...	
	11	F		230001240	LIFTER VALVE- TAPPET	6	NO	D	02.07.2019	97.66	INR	1	NO	External ser...	Mechanical&Electri...	
	12	F		230001241	CYLINDER LINER X MIF	6	NO	D	02.07.2019	625.00	INR	1	NO	External ser...	Mechanical&Electri...	

Item 1 [1] F.C work in TN 69 Q 1585 Leyland fire t

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India Account Assignment Purchase Ord...

Qty 1 AU Net 188,167.50 INR

Pricing Elements

N..	OnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Status	Num...	OUn	CCon...	Un	Condition value	CdCur	S...
		BXX	188,167.50	INR		1 AU	188,167.50	INR			1 AU	1 AU		0.00		
		D200	Discount % on Basic		\$		0.00	INR			0	0		0.00		
		D201	Absolute discount		INR		0.00	INR			0	0		0.00		
		D502	Freight_Incl. TAX %	0.000	\$		0.00	INR			0	0		0.00		<input checked="" type="checkbox"/>
		D505	Freight+Insu.Value	0.00	INR		0.00	INR			0	0		0.00		<input checked="" type="checkbox"/>
		D220	Header Disc.%		\$			INR			0	0		0.00		<input type="checkbox"/>

Condition rec. Analysis Update

SAP ME22N

Change Pur. Order :: Output

Communication method Processing log Further data Repeat output Change output

Pur. Order..... 450000965

Output

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...
	ZNEU	VOC-Material-...	Print output	VN	201777	EN	

Change Pur. Order :: Output

Vendor 201777 T.V.Sundaram Iyengar & Sons Limited
 Output type ZNEU VOC-Material-POPrint

Printing information

Logical destination ZVOC

Number of messages 0 Print immediately
 Release after output

Spool request name
 Suffix 1
 Suffix 2

SAP cover page Do Not Print

Recipient MECHEE4
 Department
 Cover Page Text New Purchase Order Printout
 Authorization
 Storage Mode 1 Print only

Change Pur. Order :: Output

Communication method Processing log Further data Repeat output Change output

Pur. Order..... 4500000965

St...	Outp...	Description	Medium	Fu...	Partner	La...	C...	F
00	ZNEU	VOC-Material-...	1 Print output	VN	201777	EN	<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	
							<input type="checkbox"/>	

Change Pur. Order :: Output

Vendor: 201777 T.V.Sundaram Iyengar & Sons Li
 Output Type: VOC-Material-POPrint Print output

Creation: 03.07.2019 12:19:41

Requested processing: Dispatch time: 4 Send immediately (when saving the application)
 Time to: 00:00:00

Actual processing: 03.07.2019 17:10:58 1 Successfully processed

General data: Manually changed: Locked:
 Created by: MECHEE4

6. Retention for vendor - Security Deposit. Take the PO screen for respective PO. (tcode ME22N)

Standard Domestic PO 450000965 Created by Muthupandian

Document Overview On | Print Preview | Messages | Personal Setting

NB Standard Domesti... 450000965 Vendor: 201777 T.V.Sundaram Iyengar &... Doc. date: 02.07.2019

Conditions | Texts | Address | Communication | Partners | Additional Data | Org. Data | Status | Release strategy | **Payment Processing** | Versions

Retention: H Applicable (Header Level) Retention: 5.00

DP Category:

Item	S.	Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Pint	Stor. Location	B
24	F	230001253			Gulf Superfleet LE Dura ...		4.500	NO	D 02.07.2019	248.30	INR	1	NO	External ser...	Mechanical&Electri...		
25	F	230001254			FILTER ELEMENT-OIL		1	NO	D 02.07.2019	238.14	INR	1	NO	External ser...	Mechanical&Electri...		
26	F	230001255			Kit-FIL-ELEMENT H6-VP37		1	NO	D 02.07.2019	1,228.81	INR	1	NO	External ser...	Mechanical&Electri...		
27	F	230001256			GASKETOIL COOLER		1	NO	D 02.07.2019	166.64	INR	1	NO	External ser...	Mechanical&Electri...		
28	F	230001257			GASKET FRT END		1	NO	D 02.07.2019	103.39	INR	1	NO	External ser...	Mechanical&Electri...		
29	F	230001258			OIL SEAL 6D		1	NO	D 02.07.2019	126.27	INR	1	NO	External ser...	Mechanical&Electri...		
30	F	230001259			LIQUID GASKET-GREY-2...		12	NO	D 02.07.2019	39.89	INR	1	NO	External ser...	Mechanical&Electri...		
31	F	230001471			F1761300Gasket Nozzle ...		5	NO	D 02.07.2019	20.34	INR	1	NO	External ser...	Mechanical&Electri...		
32	F	230001260			RUBBER BUSH		6	NO	D 02.07.2019	13.56	INR	1	NO	External ser...	Mechanical&Electri...		
33	F	230001261			ENGINE MTG PAD KIT		1	NO	D 02.07.2019	842.37	INR	1	NO	External ser...	Mechanical&Electri...		
34	F	230001262			BOLT		2	NO	D 02.07.2019	72.89	INR	1	NO	External ser...	Mechanical&Electri...		
35	F	230001263			NYLOC NUT M16		2	NO	D 02.07.2019	24.58	INR	1	NO	External ser...	Mechanical&Electri...		
36	F	230001264			Euro Cool LL Max 50 (1 L...		4	NO	D 02.07.2019	233.05	INR	1	NO	External ser...	Mechanical&Electri...		
37	F	230001265			Gulf Gear XP Dura Max 8...		6.500	NO	D 02.07.2019	245.76	INR	1	NO	External ser...	Mechanical&Electri...		
38	F	230001266			Gulf Gear DB Dura Max 8...		16	NO	D 02.07.2019	252.54	INR	1	NO	External ser...	Mechanical&Electri...		
39	F	230001267			ELEMENT PRIMARY (AIR)		1	NO	D 02.07.2019	1,344.07	INR	1	NO	External ser...	Mechanical&Electri...		
40	F	230001268			ELEMENT SAFETY (AIR)		1	NO	D 02.07.2019	477.12	INR	1	NO	External ser...	Mechanical&Electri...		
41	F	230001269			Breather Hose With Inne...		1	NO	D 02.07.2019	137.29	INR	1	NO	External ser...	Mechanical&Electri...		
42	F	230001270			SCREW-VALVE ADJ KIT...		1	NO	D 02.07.2019	413.28	INR	1	NO	External ser...	Mechanical&Electri...		
43	F	230001271			Gulf Crown Dura Max Gre...		5.500	NO	D 02.07.2019	381.36	INR	1	NO	External ser...	Mechanical&Electri...		
44	F	230001272			GASKET- HUB CAP		2	NO	D 02.07.2019	34.75	INR	1	NO	External ser...	Mechanical&Electri...		
45	F	230001273			SPLIT PIN		2	NO	D 02.07.2019	5.09	INR	1	NO	External ser...	Mechanical&Electri...		

Item Detail | SAP | ME22N

8. Adjustment in paid amount to vendor

Services / AMC 460000070 Created by Muthupandian

Document Overview On | Print Preview | Messages | Personal Setting

ZSEO Services / AMC 460000070 Vendor 200991 GAUTHAMAN ENGINEER... Doc. date 28.08.2017

S. Itm	A	I	Material	Short Text	PO Quantity	O...	C Delv. Date	Net Price	Curr...	Per	O...	Matl Group	Plnt	Stor. Location
1	F	D		Repair and Maintenance ...		1 AU	D 16.01.2020	1,862,750.00	INR	1	AU	External ser...	Mechanical&Electri...	CHER
2	F	D		Repair and Maintenance ...		1 AU	D 16.01.2020	3,411,250.00	INR	1	AU	External ser...	Mechanical&Electri...	CHER

Item: 2 [2] Repair and Maintenance of WaterSprinkl...

Line	Short Text	Fo...	Nu...	N. L...	B De...	Ne...	Quantity	Un	Gross Price	Net Value
10	Repair & Maint of WaterSprinkler - II...						8	MO	146,500.00	1,172,000.00
20	Repair&Maint of WaterSprinkler - III ...						11	MO	156,500.00	1,721,500.00
30	Repair&Maint of WaterSprinkler-IIYr ...						15	DAY	4,883.34	73,250.10
40	May 2018 well cleaning ded amt						1	MO	71,500.00	71,500.00
50	June 2018 Bill amount						0.500	MO	170,732.00	85,366.00
60	Paid amount in previous year						1	MO	209,384.00	209,384.00
70	Repair&Maint of WaterSprinkler-IIYr ...						15	DAY	5,216.66	78,249.90
80									0.00	0.00
90									0.00	0.00
100									0.00	0.00

Service Sel. Catalog Line 10

Entry sheet & GRS related Issues

1. Acceptance of Posting error while saving Entry Sheet.
Do the following steps while the following error message displays.

Entry Sheet 1000002676 Change Entry Sheet

Other Purchase Order | Will be accepted | Returns Indicator

Entry Sheet 1000002676

For Purchase Order 4600000108 1

Short Text Calibration of measuring instruments

Basic Data | Accept. Data | Acceptance Posting

Net Value Incl. Tax
Total Value
Unplanned Portion
Portion w/o Contract

Error posting acceptance of Entry Sheet 1000002676

Choose:

- Error log
- Save w/o acceptance
- Ext without saving

Line	Short Text	Number2	Length/No./Time	Breth	Depth/Height	Network	Quantity
10	Pressure gauge (0-500kg/						1
20	Compound gauge (0-7kg/						1
30	Pressure gauge (0-10kg/c						1
40	Pressure gauge (0-10.5kg						1
50	Pressure gauge (0-7kg/cm						1
60	outside point micrometer						1
70	vernier caliper A (0-20mm)						1
80	Dial gauge A(0-10mm)						1
90	Dial gauge A(0-6mm)						1

Line 10

a. Check for the cost center in PO & Order Cost center to be entered same in the location tab and additional tab in the generated Order. (tcode IW32)

Location tab

Account assignment	
Company Code	VOCP VOC Port Trust
Asset	/
Business Area	
Cost Center	CA251202 O&M-Tug Thiruvalluvr
WBS Element	

Additional Data tab

Controlling Area	VOCP Controlling area-VOCP
Responsible CCtr	CA251202 O&M-Tug Thiruvalluvr
Profit Center	PA2001 Towage And Mooring
Object Class	OCOST O...

b. Check whether the correct Profit center linked to the given cost center in the order. Profit center for the given cost center to be entered in the Additional tab in the generated order.

HeaderData	Operations	Components	Costs	Partner	Objects	Additional Data
Organization						
Company Code	VOCP	VOC Port Trust				
Business Area						
Controlling Area	VOCP	Controlling area-VOCP				
Responsible CCtr	CA251202	O&M-Tug Thiruvalluvr				
Profit Center	PA2001	Towage And Mooring				

*** Note:

To find the profit center for any cost center double click the cost center in a Account Assignment tab in the PO. That will move on to the cost center screen. In that screen note down the respective profit center.

Services Limits Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions India A

Line	Short Text								
10	Inspection of life ra								
20	co2 cylinderleak tes	G/L Account	E473	Company Code	VOCP				
30	operating head ser	CO Area	VOCP						
40	container painted a	Cost Center	CA251202						
50	emergency pack tap	Order	100000295						
60	adhesive tubes			Network					
70	container id								
80	marking label								
90	breaking bands								

Account Assignment of Service in Line 10

G/L Account: E473
Company Code: VOCP
CO Area: VOCP
Cost Center: CA251202
Order: 100000295
Network: [] []

Account Assignment

Check the required profit center for the cost center in KS03 opened while clicking as shown above



Display Cost Center: Basic Screen

Drilldown

Cost Center	CA251202	O&M-Tug Thiruvalluvr
Controlling Area	VOCP	Controlling area-VOCP
Valid From	01.01.2000	to 31.12.9999

Basic data

Control

Templates

Address

Communication

History

Names




Name	O&M-Tug Thiruvalluvr
Description	O&M - Tug Thiruvalluvar

Basic data


User Responsible		
Person Responsible	Finance Department	
Department		
Cost Center Category	I	51-ENG DEPT MECHANIC
Hierarchy area	CA251000	Mechanical
Business Area		
Functional Area		
Currency	INR	
Profit Center	PA2001	Towage And Mooring

2. Deletion of entry sheet & GRS regarding payment issue in MIR7
Deletion of Service Entry Sheet

1000003899 Display Entry Sheet

Other Purchase Order   

Entry Sheet: 1000003899 ○○○ Accepted

For Purchase Order: 4600000210 1 





Short Text: Diesel generator may 19

Basic Data | **Accept. Data** | Vals | Long Txt | History


Net Value Incl. Tax	72,050.00	INR
Total Value	72,050.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR

Line	Short Text	P	C	U	Formula	Number1
<u>10</u>	AMC FOR DIESEL GENERATOR 11 M...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0
<u>20</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.000

1000003899 Change Entry Sheet

Other Purchase Order    

Entry Sheet: 1000003899 ○○○ Accepted

For Purchase Order: 4600000210 1 

Short Text: Diesel generator may 19

Basic Data | **Accept. Data** | Vals | Long Txt | History

Net Value Incl. Tax	72,050.00	INR
Total Value	72,050.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR

Line	Short Text	P	C	U	Formula	Number1
<u>10</u>	AMC FOR DIESEL GENERATOR 11 M...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0
<u>20</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0.000

100003899 Change Entry Sheet

Other Purchase Order

Entry Sheet: 100003899 Accepted

For Purchase Order: 4600000210 1

Release Strategy Entry Sheet 100003899

Release group: 03 Release SES

Release Strategy: G5 Val25K to 50Lk_MRN_2

Release codes

Releases to Date: 71 73 19 91 43

Final release: 71 73 19 91 43

Release ID: B Accepted

Simulate release

100003899 Change Entry Sheet

Other Purchase Order

Entry Sheet: 100003899 Accepted

For Purchase Order: 4600000210 1

Short Text: Diesel generator may 19

Basic Data | Accept. Data | Vals | Long Txt | History

Net Value: 0.00 INR

Total Value: 0.00 INR

Unplanned: 0.00 INR

Portion w: 0.00 INR

Enter Release...

Release code: 43

Line	Short Text	P	C	U	Formula	Number1
10	AMC FOR DIESEL GENERATOR 11 M...	✓				0
20						0.000
30						0.000

1000003972 Change Entry Sheet

Other Purchase Order

Entry Sheet: 1000003972 No acceptance

For Purchase Order: 4600000270 418

Short Text: AMC charges for 24.12.2018 to 23.03.2019

Basic Data | **Accept. Data** | Vals | Long Txt | History

Net Value Incl. Tax	20,102.00	INR
Total Value	20,102.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR

Purchase Orders/Entry Sheets

- F.C work in TN 69 Q 1585
 - AMC charges for 24.12.2018 to 23.03.2019
 - AMC for UPS - 2, 5, 20 KVA
 - AMC for LIPI Printer
 - AMC for Diesel generator
 - Diesel generator may 19
 - Diesel Generator for April
 - AMC for diesel generator
 - AMC for diesel generator
 - AMC for diesel generator
 - AMC for diesel generator

1000003972 Change Entry Sheet

Other Purchase Order

Entry Sheet: 1000003972 Deleted

For Purchase Order: 4600000270 418

Short Text: AMC charges for 24.12.2018 to 23.03.2019

Basic Data | **Accept. Data** | Vals | Long Txt | History

Net Value Incl. Tax	20,102.00	INR
Total Value	20,102.00	INR
Unplanned Portion	0.00	INR
Portion w/o Contract	0.00	INR

Purchase Orders/Entry Sheets

- F.C work in TN 69 Q 1585
 - AMC charges for 24.12.2018 to 23.03.2019
 - AMC for UPS - 2, 5, 20 KVA
 - AMC for LIPI Printer
 - AMC for Diesel generator
 - Diesel generator may 19
 - Diesel Generator for April
 - AMC for diesel generator
 - AMC for diesel generator
 - AMC for diesel generator
 - AMC for diesel generator
 - AMC for diesel generator

GR Cancellation

Cancellation Material Document 5000004241 - Vanitha M

Show Overview | Hold | Check | Post | Help

A03 Cancellation | R02 Material Docu... | 5000004241 | 2019

General | Vendor | Remarks | Inspection Details | Adv. Payment Details

Document Date: 13.07.2019 | Delivery Note: | Vendor: T.V.Sundaram Iyengar & Sons..
Posting Date: 13.07.2019 | Bill of Lading: | HeaderText: |
 1 Individual Slip | GR/GI Slip No.: |

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	Order	Bu...	Profit Center	G/L Account	Batch	Valuatio
1	ey front 28 spring leaf	<input checked="" type="checkbox"/>	2		NO	CA251312	100000366	ZA	PA2008	E473		

Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Movement Type: 102 | GR for acc.assgt rev | Stock type: Unrestricted use

Plant: Mechanical&ElectricalEng.Dept. | EMCH

Unloading Point: | Text: |

Item OK | Line: 1

SAP | MIGO

Invoice Document Issues

1. Issue : Amount paid to vendor shows incorrect

Solution: Verify the amount in PO. If required, update in PO after cancelling Entry Sheet or GRS

2. Issue: Tax amount mismatch

Solution: (Refer Sl. No. 3 under master related issues). If the issue cannot be rectified through the process with tax codes in PO, manually give the tax amount against codes A710 & A711 under GL code tab in MIR7

3. Issue: Posting error issue

Solution: Check the required Cost Center & Profit Center in MIR7 screen against the GL code line items. Verify the Cost Center & Profit Center in Location and Additional Data tab of Order

Settlement rule

When an Order is created without choosing an equipment , the cost center will be fetched according to the Functional location given under Header Data tab of IW32.

Display General Maintenance order 100000304: Central Header

Order PM01 100000304 Annual contract Painting work
Sys.Status CRTD MANC NMAI PRC ACP

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning Control

Person responsible
PlannerGrp 070 / EMCH VOC_Vehicle
Mn.wk.ctr AUT_MECH / EMCH Mechanical works ...
Reported By 2792 BALASINGH VEERARAJ.S
Notifctn 1000972
Costs 0.00 INR
PMActType 001 Inspection
SystCond.
Address

Dates
Bsc start 25.04.2018 Priority
Basic fin. Revision

Reference object
Func. Loc. EMCH-VHL Vehicle section
Equipment
Assembly

Display General Maintenance order 100000304: Central Header

Order PM01 100000304 Annual contract Painting work
Sys.Status CRTD MANC NMAI PRC ACP

HeaderData Operations Components Costs Partner Objects Additional Data Location Planning Control

Person responsible
PlannerGrp 070 / EMCH VOC_Vehicle
Mn.wk.ctr AUT_MECH / EMCH Mechanical works ...
Reported By 2792 BALASINGH VEERARAJ.S
Notifctn 1000972
Costs 0.00 INR
PMActType 001 Inspection
SystCond.
Address

Dates
Bsc start 25.04.2018 Priority
Basic fin. Revision

Reference object
Func. Loc. EMCH-VHL Vehicle section
Equipment
Assembly

Also if there is no cost center given in the Functional location Master, the Order will ask for the cost center through the settlement rule while releasing the Order. There we can give the cost center in two line items as mentioned below.

Maintain Settlement Rule: Overview

Order CALIBRATION OF INSTRUMENTS
 Actual settlement

Distribution rules							
Cat	Settlement Receiver	Receiver Short Text	%	Set...	No.	St...	Fro...
CTR	CA551596	Marine Workshop	100.00	PER	1		
CTR	CA551596	Marine Workshop	100.00	FUL	2		

PER - Periodic settlement FUL - Full Settlement

REPORTS IN DOCUMENT MANAGEMENT SYSTEM

Benchmark Report for Receipts, Bills and Files ZDMS_BENCHMARK

Report Date: 19.08.2019

Particulars		Receipts				
S No.	Sub Division	Opening Balance	Receipts receive	Cleared Within Bench	Cleared Beyond Bench	Closing Balance
<input type="checkbox"/>	1 COSTING	7	17	15	8	1
<input type="checkbox"/>	2 CASH	8	13	20	1	0
<input type="checkbox"/>	3 DYCAO II	0	0	0	0	0
<input type="checkbox"/>	4 GENERAL	40	319	278	81	0
<input type="checkbox"/>	5 WORKS	4	5	5	4	0
<input type="checkbox"/>	6 MECH BILL	8	38	33	13	0
<input type="checkbox"/>	7 AO TAX	4	20	17	7	0
<input type="checkbox"/>	8 INVESTMENT	0	0	0	0	0
<input type="checkbox"/>	9 REVENUE-II	13	3	13	3	0
<input type="checkbox"/>	10 INT.AUDIT	2	30	8	24	0
<input type="checkbox"/>	11 REVENUE-I	131	1	2	130	0
<input type="checkbox"/>	12 BUDGET	3	2	2	3	0
<input type="checkbox"/>	13 ADVANCE	11	38	37	12	0
<input type="checkbox"/>	14 PENSION	86	89	66	109	0
<input type="checkbox"/>	15 TAX SECTION	0	0	0	0	0
<input type="checkbox"/>	16 FA & CAO	2	10	8	4	0
<input type="checkbox"/>	17 SRAO_MECH&CIVIL	0	0	0	0	0
<input type="checkbox"/>	18 SR.DY.CAO II	0	2	2	0	0

Bills				
Opening Balance	Bills received	Cleared Within Bench	Cleared Beyond Bench	Closing Balance
0	2	2	0	0
26	372	387	11	0
0	4	4	0	0
0	14	14	0	0
14	46	45	15	0
34	108	100	42	0
1	1	2	0	0
0	0	0	0	0
0	7	5	2	0
1	5	4	2	0
1	0	0	1	0
0	0	0	0	0
9	182	181	10	0
0	7	7	0	0
0	28	28	0	0
0	4	4	0	0
1	2	2	1	0
0	1	1	0	0

Files				
Opening Balance	Files received	Cleared Within Bench	Cleared Beyond Bench	Closing Balance
8	23	20	11	0
2	8	7	2	1
3	77	71	9	0
12	59	60	11	0
3	17	17	3	0
6	22	23	5	0
10	16	12	14	0
1	4	4	1	0
11	21	24	8	0
13	14	13	14	0
7	10	13	4	0
3	27	19	11	0
4	25	27	2	0
6	15	14	7	0
2	0	0	2	0
5	143	122	26	0
3	16	16	3	0
8	52	51	9	0

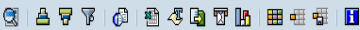
Details of Invoices received from vendors ZDMS_VENDOR_BILL

Vendor Invoice Details									
Reference No	Department	SubDivision	Vendor N...	Vendor Name	Invoice No	Invoice Date	Amount	Invoice Rcvd Dat...	Agreement No / PO No
891	CM-CHEIF MECHANICAL ENGINEER	CHEIF MECHANICAL ENGINEER	200991	GAUTHAMAN ENGINEERING WORK	412541	08.06.2019	156,500.00	10.06.2019	460000070
							156,500.00		

Pendency Status of RAO References – Departmentwise

STATUS OF AUDIT REFERENCES PENDING							
V.O.Chidambaranar Port Trust Department Wise RAO Status Report							
Department	Up to 31.05.2019	Received From 01.06.2019 to 19.08.2019	Replied Up to 31.05.2019	Replied From 01.06.2019 to 19.08.2019	Closing bal Up to 01.06.2019	Closing bl.From 01.06.2019 to 19.08.2019	Total
FINANCE DEPAR.	6	3	0	0	6	3	9
GENERAL ADMIN.	16	0	0	0	16	0	16
CIVIL ENGINEER.	118	2	0	0	118	2	122
MARINE DEPART.	55	6	0	0	55	6	61
MECH & ELEC E.	14	0	0	0	14	0	14
MEDICAL DEPAR.	5	1	0	0	5	1	6
TRAFFIC DEPAR.	2	6	0	0	2	6	9
ELECTRONIC DA.	1	0	0	0	1	0	1
ESTATE MANAG.	8	0	0	0	8	0	8
	226	25	0	0	226	25	251

STATUS OF AUDIT REFERENCES PENDING



Int Doc...	Subject	Forward TO Sub Division	Reference Number (RAO)	Reference ...	Due Date f...	REFERENCE NO	Output Da...
90003449	78032-24-7-18-Review of Works and Miscellaneous Vouchers ...	WORKS	/U-1/F.13:4-17/2018-19/D.87	03.08.2018	03.09.2018	PD(CA)/RAO/VOCPT//UNIT - I/U-1/F.13:4-17/2018-19/D.87	03.08.2018
90003773	Audit fees payable by VOCPT for the year 2017-18	INT.AUDIT	F.20-6	22.05.2019	22.06.2019	PD(CA)/RAO/VOCPT//UNIT - II/F.20-6	24.05.2019
90003819	Dredging in front of NCB-II & 2 Nos. of SDB - Particulars called ...	WORKS	F.14-50	14.06.2019	14.07.2019	PD(CA)/RAO/VOCPT//UNIT - II/F.14-50	17.06.2019
90003807	EL & HPL at the time of superannuation - entrustment to fun...	BUDGET	F.11-500	07.06.2019	07.07.2019	PD(CA)/RAO/VOCPT//UNIT - II/F.11-500	14.06.2019
90003874	Legal Cases - Details - Annual Accounts for 2018-19.	FA & CAO	F.14-50	05.07.2019	30.07.2019	PD(CA)/RAO/VOCPT//UNIT - II/F.14-50	05.07.2019
90001036	III 27 Rev loss due to appln-Duplicate of lesser WER rates for ...	REVENUE-I	U.III/F19-44/13-14/D III 27	30.07.2013	30.08.2013	PD(CA)/RAO/VOCPT//UNIT - III/U.III/F19-44/13-14/D III 27	20.12.2013
90000630	00042 Review of Assessment file 11/2012 - Reg	REVENUE-I	F.9/2013-14/D.42	22.08.2013	22.09.2013	PD(CA)/RAO/VOCPT//UNIT - III/F.9/2013-14/D.42	04.09.2013
90003599	Ineligible payment of 17.5% arrear Bhabatosh chand E.No.30...	PAY BILL	U4/F.15-19/2018-19/D.173	05.01.2019	05.02.2019	PD(CA)/RAO/VOCPT//UNIT - IV/U4/F.15-19/2018-19/D.173	05.01.2019
90003665	Payment of Special pay arrear 17.5% to officers joined on or ...	PAY BILL	F.15-1	12.04.2019	12.05.2019	PD(CA)/RAO/VOCPT//UNIT - IV/F.15-1	16.04.2019

Likewise the following reports also can be taken using tcode ZRAO_REPORTS.

1. Sectionwise pending report
2. Yearwise pending report

Annual Property Return for Movable Properties

V.O.C PORT TRUST

STATEMENT OF MOVABLE PROPERTY ON FIRST APPOINTMENT /FOR THE YEAR 2014, AS ON 31.12.2013

PROFORMA-II

(1)Name of Officer (in full) : SHANMUGASUNTHARAMMAL T
 (2)Present Post Held : Default position
 (3)Present Pay : Rs.
 (i) Cash, Bank Balance, Credit, Insurance Policies, Shares, Debentures etc.

Sl.No.	Description of Item	Value(Rs.)	Bank Name	Account No	If not in own name state in whose name (wife, child, dependent, other relation or benamdar) the asset is.	Date & manner of acquisition	Remarks
1	2	3	4	5	6	7	8
01	BANK BALANCE	152,864.00	SYN.BANK, HARBOURBUR	201/27468	SELF	NA	
02	CASH ON HAND	11,350.00	NA	NA	SELF	NA	
03	POLICY DETAILS	50,000.00	NA	53493-UC	SELF	NA	

Certified that the properties shown above are properties owned by me and my family members.

Date: _____
 Inapplicable clause to be struck off.

Signature of the Officer

Annual Property Return for Immovable Properties

PDF Preview

V.O.C PORT TRUST

STATEMENT OF IMMOVABLE PROPERTY RETURNS FOR THE YEAR, AS ON

PROFORMA-I

(1) Name of the Employee : SHANMUGASUNTHARAMMAL T
 (2) Employee Number : 00002275
 (3) Designation : Default position

S.No	Name of District, Village in which property is situated.(Full Address in case of house)	Name & details of property House and Other Buildings	Lands	Present Value(approx)	If not in own name, state in whose name and his/her relationship to the employee	How acquired, whether by purchase, lease or mortgage, inheritance, gift or otherwise with date of acquisition and name with details of person from whom acquired.	Annual Income from the Property	Details of Approval no. and date of acquisition/ disposal/ construction of house	Remarks
1	2	3	4	5	6	7	8	9	10
01	Tuticorin	2/643,	15th St., P&T Colony	1,290,812.00	Purchased	purchased on 1990	60,000.00	H-13/290, dt.25.01.1990	Husband's name
02	Tuticorin	483/23	Medavitta Village	216,091.00	Purchased	Purchased on 1990	0.00	S-5/2094-DAS, dt.13.04.1994	Husband's name
03	Tirunelveli	54	Jancyrani Nagar	393,081.00	Purchased	Purchased during 2004	0.00	S-24/3/2004-CDN, dt.20.09.2004	Own name
04	Tuticorin	4105	Tirunchalur Taluk	152,230.00	Purchased	Purchased during 2014	0.00	S-8/1/2013-L&DAS, dt.02.04.2014	Own name
05	Tuticorin	28	Tirunchalur Taluk	960,654.00	Purchased	Purchased during 2015	0.00	S-8/1/2014-L&DAS, dt.02.05.2015	Husband's name

Certified that the properties shown above are properties owned by me and my family members.

Date: _____ Signature of the Officer. _____

Details of employees who do not submit Annual Property Returns

ZHR_APR

Annual Property Returns




Annual Property Returns

Department	APR Present	APR Absent
Administration Department	<u>000</u>	<u>029</u>
Cargo Handling Division	<u>000</u>	<u>001</u>
Civil Department	<u>000</u>	<u>038</u>
Dy.Chairman Chamber	<u>000</u>	<u>001</u>
Finance Department	<u>000</u>	<u>030</u>
Mechanical Department	<u>000</u>	<u>030</u>
Marine Department	<u>000</u>	<u>013</u>
Medical Department	<u>000</u>	<u>003</u>
Traffic Department	<u>000</u>	<u>028</u>
Vigilance Department	<u>000</u>	<u>008</u>

Vigilance Clearance Form

PDF Preview



V.O.CHIDAMBARANAR PORT

APPLICATION FORM FOR VIGILANCE CLEARANCE

Ref.No: 2532 Date:30.08.2019

Part A (To be filled by the Department)

1. Name of the Applicant : SIVAGURU K.

2. Department & Employee No : V-FINAC , 00002683

3. Designation & Classification : Peão , 16

4. Purpose for seeking Vigilance Clearance: RETIREMENT

(i)Any other details, as applicable

5. Whether any local police case filed by VOCPT or any police case is pending against the officer / employee : NO

6. Whether Annual Property Returns/Declaration of Assets & Liabilities under Lokpal & Lokayuktas Act, 2013 submitted in time/ not submitted/ Remarks not compiled (Applicable in the case of officials) : NO


7. In case of resignation, whether the employee/officer is bound by Obligation / agreement to serve VOCPT : NO

8. In case of foreign training wherever execution of bond is required, it may be stated whether on completion of training the employee/officer has the required minimum years of service left before superannuation. NO

ZHR_LEGAL_RPT

Legal Case Reports											
Sl. No.	Petition No	Name of Court	Date	Legal Advis...	Name of petitioner	Name of Respondent	Case Typ...	Sub Sectio...	Prayer	Present Status	Payment Details.
1	WP(MD) 1413 of 2019	Madurai Bench	23.01.2019		PSA SICAL Terminal Ltd	Union of India Board of trustees, VOCP	Revenue		Injunction	disposed	

Cases Hearing Details

Print Preview of ZVOC Page 00001 of 00001						
 <p>V.O. CHIDAMBARANAR PORT TRUST General Administration Department Legal and Disciplinary Action Section Statement Showing Cases Hearing Details as on 30.08.2019 (QS/L&D/RPC)</p>						
Sl.No	Case Number	Date	Petitioner	Respondent	Case Type	Present Status
1	WP(MD) 1413 of 2019	23.01.2019	PSA SICAL Terminal Ltd	Union of India	Revenue	disposed
Hearing Number	Name of the Court	Name of the Legal Advisor	Hearing Date			
2	Madurai Bench	Yaswanth.S	25.03.2019			
1	Madurai Bench	Yaswanth.S	14.02.2019			

Departmentwise statistics of court cases;

Civil Cases:					
S.No	Department	Opening balance	Added during Month	Disposed During the Month	Closing Balance
1		8	0	0	8
2	FINANCE	1	0	0	1
3	ADMINISTRATI ON	2	0	0	2
4	CIVIL	32	0	0	32
5	MARINE	7	0	0	7
6	MECHANICAL	15	0	0	15
7	TRAFFIC	33	0	0	33

Services Cases:

S.No	Department	Opening balance	Added during Month	Disposed During the Month	Closing Balance
1		1	0	0	1
2	FINANCE	11	0	0	11
3	ADMINISTRATI ON	18	0	0	18
4	CIVIL	0	0	0	0
5	MARINE	8	0	0	8
6	MECHANICAL	1	0	0	1
7	MEDICAL	1	0	0	1
8	TRAFFIC	15	0	0	15

Abstract of the cases for particular period

Print Preview of ZVOC Page 00002 of 00002

Archive Print and Archive



V.O.CHIDAMBARANAR PORT TRUST

General Administration Department

Abstract of the cases till July 2019

Consolidated Report:

	Revenue Cases	Civil Cases	Service Cases	Total
Opening Balance	49	98	55	202
Addition	0	0	0	0
Deletion	0	0	0	0
Closing Balance	49	98	55	202

Book Details Report

Book account...	Library code	Book_Name	PURCH_DATE	Subject	BOOK_TYPE	Author Name	Published by	Publication year	Cost of book	Language	REMARKS
100000992	2,003.00000	THE COMPACT EDITION OF THE OXFORD ENGLISH DICTIONA	03.12.1978	DICTIONARIES	BOOK	OXFORD UNI...	OXFORD UNI...	1972	500.00	ENGLISH	
100000993	2,003.00000	THE COMPACT EDITION OF THE OXFORD ENGLISH DICTIONA	03.12.1978	DICTIONARIES	BOOK	OXFORD UNI...	OXFORD UNI...	1972	500.00	ENGLISH	
100000994	2,003.00000	THE OXFORD DICTIONARY OF QUOTATIONS	25.01.1979	DICTIONARIES	BOOK	OXFORD UNI...	OXFORD UNI...	1977	150.00	ENGLISH	
100000995	2,003.00000	TAMIL AND ENGLISH DICTIONARY	22.09.1980	DICTIONARIES	BOOK	WINSLOW	ASIAN EDUCA...	1979	200.00	ENGLISH	
100000996	2,003.00000	THE READER'S DIGEST GREAT ENCYCLOPEADIC DICTIONARY	05.07.1977	DICTIONARIES	BOOK	READER DIGE...	READER DIGE...	1964	150.00	ENGLISH	
100000997	2,003.00000	THE READER'S DIGEST GREAT ENCYCLOPEADIA DICTIONARY	05.07.1977	DICTIONARIES	BOOK	READER'S DI...	READER'S DI...	1964	150.00	ENGLISH	
100000998	2,003.00000	THE READER'S DIGEST GREAT ENCYCLOPEADIC DICTIONARY	05.07.1977	DICTIONARIES	BOOK	READER'S DI...	READER'S DI...	1964	150.00	ENGLISH	
100000999	2,003.00000	WEBSTER'S NEW WORLD DICTIONARY	06.04.1978	DICTIONARIES	BOOK	WEBSTER	OXFORD & IB...	1976	35.00	ENGLISH	
1000001000	2,003.00000	THE PITMAN DICTIONARY OF ENGLISH & SHORTHAND	06.04.1978	DICTIONARIES	BOOK	ISAAC PITMAN	PITMAN PUBL...	1974	100.00	ENGLISH	
1000001001	2,003.00000	OXFORD ADVANCED LEARNER,S DICTIONARY OF CURRENT EN	06.04.1978	DICTIONARIES	BOOK	A S HORNBY	THE ENGLISH...	1974	50.00	ENGLISH	
1000001002	2,003.00000	CHAMBERS TWENTIETH CENTURY DICTIONARY	22.03.1978	DICTIONARIES	BOOK	A.M. MACDO...	ALLIED PUBLI...	1977	30.00	ENGLISH	
1000001003	2,003.00000	CHAMBERS'S TECHNICAL DICTIONARY	05.07.1977	DICTIONARIES	BOOK	C.F.TWENEY ...	W & R CHAM...	1964	60.00	ENGLISH	
1000001004	2,003.00000	THE CONCISE OXFORD DICTIONARY	28.11.1978	DICTIONARIES	BOOK	OXFORD UNI...	OXFORD UNI...	1978	37.50	ENGLISH	
1000001005	2,003.00000	THE CONCISE OXFORD DICTIONARY	22.09.1980	DICTIONARIES	BOOK	OXFORD UNI...	OXFORD UNI...	1976	57.50	ENGLISH	
1000001006	2,003.00000	WINSLOW'S ENGLISH AND TAMIL DICTIONARY	22.09.1980	DICTIONARIES	BOOK	WINSLOW & ...	ASIAN EDUCA...	1980	200.00	ENGLISH	
1000001007	2,003.00000	TAMIL MOLI AKARATHI TAMIL - TAMIL DICTIONARY	01.02.1981	DICTIONARIES	BOOK	N.KATHIRAV...	ASIAN EDUCA...	1981	200.00	ENGLISH	
1000001008	2,003.00000	A COMPENDIOUS TAMIL - ENGLISH DICTIONARY	02.05.1981	DICTIONARIES	BOOK	G.U. POPE	ASIAN EDUCA...	1981	45.00	ENGLISH	

ZDMS_LIBRARY

Book Issue Report

Book Issue Report

From Date: 01.01.2017

To Date: 31.03.2017

Book Type: BOOK

Subject\Category: DICTIONARIES

Employee Number: 10001870

Language: ENGLISH

Department: 1000

Execute

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Pending RTI Applications/ Appeals – Yearwise&Departmentwise abstract

ZRTI_SUMMARY

V.O. CHIDAMBARANAR PORT TRUST							
Public Information Office							
Pending RTI Applications / Appeals (Year wise / Department Wise details) as on 13.09.2019.							
Year	First Application	Appeal	Total	First Application within due date	First Application beyond due date	Appeal within due date	Appeal beyond due date
2018-2019	6	0	6	0	6	0	0
Total	6	0	6	0	6	0	0

Note.

Department	Applications within due date	Applications crossed due date	Appeals within due date	Appeals crossed due date	Total
FINANCE DEPARTMENT	0	6	0	0	6
Total	0	6	0	0	6

PIO Secretary & Appellate Authority.

List of RTI Applications for a period (tcodezhr_rti_details)



**APPLICATIONS RECEIVED UNDER RTI ACT, 2005
DURING THE PERIOD FROM 01.04.2018 TO 31.08.2019
(2nd QUARTER OF 2018 - 2020)**

ANNEXURE - I

SLNo	Name of the Applicant and Address	Date of Receipt of RTI Ap	Details sought by the Applicant	Sent to Dept / Date	Reply Due By	Current Position	Remarks
1	SHRIM.MURUGAN, 18, MUNIYASAMY FURAM, EXT- II, TUTICORIN 628 003.	22.04.2018	01535-SHRIM.MURUGAN SEEK INFO ON PAYMENT OF ARREARS AND REVISED PENSII	FI - FINANCE OFFICE / 26.04.2018	22.05.2018	PENDING	GAD-OGAIR-RTI-01555-V1-18
2	SHRI.AKASH LIVINGSTON, 15/52 BETHEL MONMDAIKADU P.O., MONDAIKADU, KK DISTRICT - 629 552.	07.05.2018	01551-SHRI.AKASH LIVINGSTON, SEEK INFO ON HARBOUR AT KK DIST. - REG	CV - CIVIL OFFICE / 08.05.2018	06.06.2018	CLOSED	GAD-OGAIR-RTI-01551-V1-18
3	SHRI.P.UBALT WALTER, NO.113, MARAKUDI STREET, TUTICORIN-628 001.,	14.05.2018	01555-SHRI.P.UBALT WALTER, SEEK INFO ON PENSION REVISION PRE 01.01.20	GD - GENERAL ADMIN OFFICE / 14.05.2018	13.06.2018	PENDING	GAD-OGAIR-RTI-01555-V1-18
4	SHRI.P.UBALT WALTER, NO.113, MARAKUDI STREET, TUTICORIN-628 001.,	14.05.2018	01556-SHRI.P.UBALT WALTER, SEEK INFO ON DR FOR 7 POST OF LDC - REG	GD - GENERAL ADMIN OFFICE / 14.05.2018	13.06.2018	PENDING	
5	SHRI.TVA. BRIGHTER, RIGHT LAW ASSOCIATES, 41, SOUTH BEACH ROAD, SNOW HALL COMPLEX, TUTICORIN - 01.	22.04.2018	01531-SHRI.TVA BRIGHTER, SEEK INFO ON CONVEYOR INSTALLATION - REG.	CV - CIVIL OFFICE / 24.04.2018	22.05.2018	PENDING	GAD-OGAIR-RTI-01531-V1-18
6	SHRI.P.RAVINDRAN, CME/VOCPT (RETD.), 11/2 SAMBANDAM ST, MANDAVELI, CHENNAI - 600 028.	10.05.2018	01552-SHRI.P.RAVINDRAN SEEK INFO ON SETTLEMENT PENSION AND COMMUNAL V	FI - FINANCE OFFICE / 10.05.2018	09.06.2018	PENDING	GAD-OGAIR-RTI-01552-V1-18
7	SHRI.GULAB ISRANI, C/OO.TCX SOUTH 94, 4GANDHIDHAM, KUCHCH - 370 201.	16.05.2018	01557-SHRI.GULAB ISRANI, SEEK INFO ON APP. OF LABOUR TRUSTIES - REG	GD - GENERAL ADMIN OFFICE / 17.05.2018	15.06.2018	PENDING	GAD-OGAIR-RTI-01557-V1-18
8	CAPT.G.VINOTH KUMAR, CHENNAI PORT TRUST OFFICERF QTRS D3, KAMRAAJR SALAI, CHENNAI 600 009.	17.05.2018	01558-CAPT.G.VINOTH KUMAR, SEEK INFO ON SALARY OF PILOT - REG	MR - MARINE OFFICE / 18.05.2018	16.06.2018	PENDING	GAD-OGAIR-RTI-01558-V1-18
9	SHRI.N.GLINGTON FDO, 172, KALIAPPA PILLAI ST., OPP MADURA COATS, TUTICORIN- 628 001.	23.05.2018	01560-SHRI. N. GLINGTON FDO, SEEK INFO ON FA&CAO AND TTA BILL - REG	FI - FINANCE OFFICE / 24.05.2018	22.06.2018	PENDING	GAD-OGAIR-RTI-01560-V1-18
10	CAPT.G.VINOTH KUMAR, CHENNAI PORT TRUST OFFICERF OTRS D3,	23.05.2018	01561-CAPT.G.VINOTH KUMAR, SEEK INFO ON MARINE OFFICER	MR - MARINE OFFICE / 24.05.2018	22.06.2018	PENDING	

List of RTI Appeals for a period (tcodezhr_rti_details)



**APPEAL PETITIONS RECEIVED UNDER RTI ACT, 2005
DURING THE PERIOD FROM 01.04.2018 TO 31.08.2019
(2nd QUARTER OF 2018 - 2020)**

ANNEXURE - II

SLNo	Name of the Appellant and Address	Date of Receipt of Appeal	Details sought by the Appellant	Sent to Dept / Date	Reply Due By	Current Position	Remarks
1	SHRI IMRAN ALI, 20/55 VISALATCHI 2 ND ST., EKATTUTHANGAL, CHENNAI - 600 032.	12.03.2018	01511-SHRI IMRAN ALI, SEEK INFO ON LAND POOLICY LICENSEE FEE STORAG	CV - CIVIL OFFICE / 12.03.2018	11.04.2018	CLOSED	GAD-OGAIR-RTI-01511-V1-18
2	SHRI V.CHINNATHURAL, ADVOCATE, D.NO.1B/2, S.M. PURAM 1ST STREET, TIRUCHENDURE MAIN ROAD, TUTICORIN - 03	06.04.2018	01520-SHRI V.CHINNATHURAL, SEEF INFO ON ACTION REPORT ON PT DT. 07.08	TR - TRAFFIC-OFFICE / 06.04.2018	06.05.2018	PENDING	GAD-OGAIR-RTI-01520-V1-18
3	SHRI N. GLINGTON FDO, NO.172KALIAPPA PILLAI ST., OPP. MADURA COATS, TUTICORIN - 628 001.	17.03.2018	01512-SHRI N GLINGTON FDO., SEEK INFO ON 6 PTS ON CME & CHAIRMAN	GD - GENERAL ADMIN OFFICE / 19.03.2018	16.04.2018	PENDING	GAD-OGAIR-RTI-01512-V1-18

Pending RTI Applications for a period (tcodezhr_rti_details)



PENDING RTI APPLICATIONS AS ON 31.08.2019

ANNEXURE - III

Sl.No	Name of the Applicant and Address	Date of Receipt of RTI Ap	Details sought by the Applicant	Sent to Dept / Date	Reply Due By	Current Position	Remarks
1	SHRI M.MURUGAN, 18, MUNIYASAMY PURAM, EXT- II, TUTICORIN 628 003.	22.04.2018	01535-SHRI M.MURUGAN SEEK INFO ON PAYMENT OF ARREARS AND REVISED PENSII	FI - FINANCE OFFICE / 26.04.2018	22.05.2018	PENDING	GAD-OGAIR-RTI-01535-V1-18
2	SHRI P.UBALT WALTER, NO:113, MARAKUDI STREET, TUTICORIN-628 001.	14.05.2018	01555-SHRI P.UBALT WALTER, SEEK INFO ON PENSION REVISION PRE 01.01.20	GD - GENERAL ADMIN OFFICE / 14.05.2018	13.06.2018	PENDING	GAD-OGAIR-RTI-01555-V1-18
3	SHRI P.UBALT WALTER, NO:113, MARAKUDI STREET, TUTICORIN-628 001.	14.05.2018	01556-SHRI P.UBALT WALTER, SEEK INFO ON DR FOR 7 POST OF LDC - REG	GD - GENERAL ADMIN OFFICE / 14.05.2018	13.06.2018	PENDING	
4	SHRI.TVA. BRIGHTER, RIGHT LAW ASSOCIATES, 41, SOUTH BEACH ROAD, SNOW HALL COMPLEX, TUTICORIN - 01.	22.04.2018	01531-SHRI.TVA BRIGHTER, SEEK INFO ON CONVEYOR INSTALLATION - REG.	CV - CIVIL OFFICE / 24.04.2018	22.05.2018	PENDING	GAD-OGAIR-RTI-01531-V1-18
5	SHRI P.RAVINDRAN, CME/VOCPT (RETD.), 11/2 SAMBANDAM ST, MANDAVELI, CHENNAI - 600 028.	10.05.2018	01552-SHRI P.RAVINDRAN SEEK INFO ON SETTLEMENT PENSION AND COMMUNAL V	FI - FINANCE OFFICE / 10.05.2018	09.06.2018	PENDING	GAD-OGAIR-RTI-01552-V1-18
6	SHRI.GULAB ISRANI, C/OO.TCX SOUTH 94, 4GANDHIDHAM, KUCHCH - 370 201.	16.05.2018	01557-SHRI.GULAB ISRANI, SEEK INFO ON APP. OF LABOUR TRUSTIES - REG	GD - GENERAL ADMIN OFFICE / 17.05.2018	15.06.2018	PENDING	GAD-OGAIR-RTI-01557-V1-18
7	CAPT.G.VINOTH KUMAR,, CHENNAI PORT TRUST OFFICERF QTRS D3, KAMRAAJR SALAI, CHENNAI 600 009.	17.05.2018	01558-CAPT.G.VINOTH KUMAR, SEEK INFO ON SALARY OF PILOT - REG	MR - MARINE OFFICE / 18.05.2018	16.06.2018	PENDING	GAD-OGAIR-RTI-01558-V1-18
8	SHRI.N.GLINGTON FDO,, 172, KALIAPPA PILLAI ST., OPP MADURA COATS, TUTICORIN- 628 001.	23.05.2018	01560-SHRI. N. GLINGTON FDO, SEEK INFO ON FA&CAO AND TTA BILL - REG	FI - FINANCE OFFICE / 24.05.2018	22.06.2018	PENDING	GAD-OGAIR-RTI-01560-V1-18
9	CAPT.G.VINOTH KUMAR, CHENNAI PORT TRUST OFFICERF QTRS D3, FLAT NO.D3, KAMARAJAR SALAI, CHENNAI -600 009	23.05.2018	01561-CAPT.G.VINOTH KUMAR, SEEK INFO ON MARINE OFFICER APPT. - REG	MR - MARINE OFFICE / 24.05.2018	22.06.2018	PENDING	
10	SHRI.A.T.MARIMUTHU, 62B PERUMAL ST.,	18.05.2018	01559-SHRI.A.T. MARIMUTHU, SEEK INFO ON EX & IMP THRU/VOCPT.	TR - TRAFFIC-OFFICE /	17.06.2018	PENDING	GAD-OGAIR-RTI-01559-V1-18

Pending RTI Appeals for a period (tcodezhr_rti_details)



PENDING RTI APPEAL PETITIONS AS ON 31.08.2019

ANNEXURE - IV

Sl.No	Name of the Appellant and Address	Date of Receipt of Appeal	Details sought by the Appellant	Sent to Dept / Date	Reply Due By	Current Position	Remarks
1	SHRI V CHINNATHURAI, ADVOCATE, D.NO.1B/2, S.M. PURAM 1ST STREET, TIRUCHENDURE MAIN ROAD, TUTICORIN - 03	06.04.2018	01520-SHRI V CHINNATHURAI, SEEK INFO ON ACTION REPORT ON PT DT. 07.08	TR - TRAFFIC-OFFICE / 06.04.2018	06.05.2018	PENDING	GAD-OGAIR-RTI-01520- V1-18
2	SHRI N. GLINGTON FDO, NO.172KALIAPPA PILLAI ST., OPP. MADURA COATS, TUTICORIN - 628 001,	17.03.2018	01512-SHRI N.GLINGTON FDO., SEEK INFO ON 6 PTS ON CME & CHAIRMAN	GD - GENERAL ADMIN OFFICE / 19.03.2018	16.04.2018	PENDING	GAD-OGAIR-RTI-01512- V1-18

Pendency status of Bills (tcode zcv04n)

Find Document: Selection Criteria

Acknowledged and Not Acknowledged files in FTS as on 13.09.2019

Type	Doc. No.	Document	Description	Forwarded By	Fwd. on	Pend. Days - Dept	Forwarded To	Pend. Days - Sect	Status text	Long Description
BIL	24462	FIN-OFFR1-BIL-M/S.D-V1-19	M/s.Dix Enterprises TDS Refund-reg.	REVENUE-1	25.07.2019	50	AO TAX	50	Not Acknowledged	M/s.Dix Enterprises ...
BIL	24464	FIN-OFFR1-BIL-CMACG-V1-19	CMACGM AGENCIES (INDIA) TDS RE...	REVENUE-1	01.08.2019	43	CASH		Acknowledged	CMACGM AGENCIES (...)
BIL	23682	FIN-OFFR1-BIL-TDS B-V1-18	TDS BILL Diamond Shipping Agenci...	REVENUE-1	28.11.2018	289			Acknowledged	TDS BILL Diamond ...
BIL	20173	FIN-OFFGF-BIL-ENTER-V1-13	entertainment charges for the year...	GENERAL	15.07.2019	60	GENERAL	57	Acknowledged	

Pendency status of Receipts (tcode zcv04n)

Find Document: Selection Criteria

List of Acknowledged and Not Acknowledged files in FTS as on 13.09.2019

Type	Doc. No.	Document	Description	Forwarded By	Fwd. on	Pen...	Forwarded To	Pen...	Status text	Long Description
LTR	500000010	CIV-LTR- 6744-00-18	6744 - Indian port rail corpo...		29.04.2019	137	WORKS	126	Acknowledged	
LTR	500000265	CIV-LTR-##LOA-00-19	##LOA-providing and fixing...		09.09.2019	4	WORKS	3	Not Acknowledged	
LTR	500000140	CIV-LTR-****C-00-19	****Cleaning the garbages ...		27.06.2019	78	GENERAL	78	Not Acknowledged	
LTR	500000235	CIV-LTR-***REQ-00-19	***Request to stop deducti...		14.08.2019	30	PAY BILL	27	Acknowledged	
LTR	500000134	CIV-LTR--CANC-00-19	-cancel order for the work...		01.07.2019	74	GENERAL	74	Not Acknowledged	
LTR	500000190	CIV-LTR-04HMT-00-19	04HMT/2019-20/D.1597 d...		11.07.2019	64	WORKS	63	Not Acknowledged	
LTR	500000261	CIV-LTR-11RCM-00-19	11RCM&BMR/2019-20 Atte...		09.09.2019	4	WORKS	3	Not Acknowledged	
LTR	500000149	CIV-LTR-ATTEN-00-19	attending repair works to p...		27.06.2019	78	WORKS	73	Not Acknowledged	
LTR	500000270	CIV-LTR-AUGUS-00-19	August 2019-Status of BG		13.09.2019		GENERAL		Not Acknowledged	
LTR	500000146	CIV-LTR-CANCE-00-19	cancellation order operation...		27.06.2019	78	WORKS	76	Not Acknowledged	
LTR	500000148	CIV-LTR-EMD R-00-19	EMD refund- Maintenance a...		27.06.2019	78	WORKS	73	Not Acknowledged	
LTR	500000269	CIV-LTR-FEASI-00-19	Feasibility study and transac...		12.09.2019	1	FA & CAO	1	Not Acknowledged	
LTR	500000266	CIV-LTR-FORWA-00-19	Forwarding of application-D...		09.09.2019	4	PENSION	3	Acknowledged	
LTR	500000156	CIV-LTR-INSPE-00-19	Inspection report on the co...		29.06.2019	76	INVESTMENT	73	Not Acknowledged	
LTR	500000208	CIV-LTR-INTER-00-19	Internal - Providing the det...		26.07.2019	49	INT.AUDIT	49	Not Acknowledged	
LTR	500000159	CIV-LTR-M/S.R-00-19	M/s.R.Ponvel Ramkumar - v...		02.07.2019	73	WORKS	73	Not Acknowledged	
LTR	500000145	CIV-LTR-MAINT-00-19	Maintenance and Operation...		27.06.2019	78	WORKS	76	Not Acknowledged	

Pendency status of Files (tcode zcv04n)

Acknowledged and Not Acknowledged files in FTS as on 19.09.2019									
Doc. N.	Document	Description	Forwarded By	Fwd. on	Pend. Days - Dept	Forwarded To	Pend. Days - Sect	Status text	Long Descrip
17296	GAD-OGAPR-PNP-CALEN-A1-...	CALENDAR PRINTING FOR THE YEA...	PUBLIC RELATION ...	19.09.2019		ADVANCE		Not Acknowledged	
17235	GAD-OGAPR-PNP-NEWSL-A3-...	NEWSLETTER BIMONTHLY 'THE CH...	PUBLIC RELATION ...	19.09.2019				Not Acknowledged	
22704	FIN-OFFTA-MIS-MISCE-V1-17	Miscellaneous Correspondances-Tax ...	Tax Section	13.11.2018	310	AO TAX	37	Not Acknowledged	Miscellaneous
43471	TRA-OFTCO-MIS-REFUN-V1-17	Refund of Stevedoring Licence	COMMERCIAL SECT...	16.09.2019	3		2	Not Acknowledged	Refund of St
24173	FIN-OFFTA-TAX-ADVAN-V1-19	Advance Tax 2019-2020	AO TAX	13.06.2019	98		2	Acknowledged	
24171	FIN-OFFTA-TAX-GST-T-V1-19	GST-TDS Monthly Payment 2019-20...	AO TAX	06.08.2019	44		42	Not Acknowledged	
23737	FIN-OFFTA-TAX-SERV1-V1-18	Service Tax - TRAN1 Audit Apr16-Ju...	AO TAX	30.07.2019	51		17	Not Acknowledged	
24170	FIN-OFFTA-TAX-TDS /-V1-19	TDS / TCS - Monthly pament- 2019-...	AO TAX	06.08.2019	44		3	Acknowledged	
22860	FIN-OFFTA-TAX-TDS R-A1-18	TDS return approval file	AO TAX	03.08.2018	412		1	Not Acknowledged	
24486	FIN-OFFBD-BUD-FINAN-V2-19	Finance Manual	BUDGET	20.08.2019	30	BUDGET	13	Acknowledged	
24623	FIN-OFFBD-BUD-INFOR-V1-19	Information - Ministry correspondence	BUDGET	06.09.2019	13		2	Not Acknowledged	
22031	FIN-OFFBD-BUD-LOAN-V1-16	loan -obtaining external commercial l...	BUDGET	30.07.2019	51		13	Acknowledged	
24158	FIN-OFFBD-BUD-ONE P-V1-19	One page statement for the year 20...	BUDGET	03.08.2019	47		13	Acknowledged	
24576	FIN-OFFBD-BUD-RE19-V1-19	RE19-20 & BE 20-21	BUDGET	28.08.2019	22		2	Not Acknowledged	
22258	FIN-OFFBD-BUD-SELEC-V2-17	Selection of Financial Consultant - ECB	BUDGET	26.08.2019	27		13	Acknowledged	
23418	FIN-OFFBD-MIS-SETTL-V1-18	Settlement of clam- Limited Tender	BUDGET	23.08.2019	24		2	Not Acknowledged	Settlement
50438	CIV-OFCPD-PRJ-NCB-I-V1-13	NCB-II- APPOINTMENT OF IE- PAYM...	PLANNING&DESIGN...	18.09.2019	1	COSTING		Acknowledged	
31979	MED-OFXML-MED-PPP M-V1-17	PPP mode file	CHIEF MEDICAL OF...	12.09.2019	7	DYCAO II	1	Acknowledged	
24090	FIN-OFFPN-MIS-LEAVE-V1-19	leave- Leave Encashment	PENSION	19.08.2019	31		1	Acknowledged	leave- Leave
24124	FIN-OFFR1-MIS-IOC --V1-19	IOC -GST TDS REFUND-REG.	REVENUE-I	25.04.2019	147		1	Acknowledged	IOC -GST TC
17257	GAD-OGAPR-PNP-EMPAN-V2-...	EMPANELMENT OF PHOTOGRAPHY ...	PUBLIC RELATION ...	16.09.2019	3		2	Acknowledged	EMPANELME
57800	CIV-OFCPD-PRJ-DRED-V1-19	Dred. infront of NCB III & Ctn of Bun	PLANNING&DESIGN...	16.09.2019	3		1	Acknowledged	Dred. infront
55360	CIV-OFCPD-PRJ-NV3DR-V1-18	NV3DR-DREDGING NCB III	PLANNING&DESIGN...	18.09.2019	1		1	Acknowledged	NV3DR-DRE
50674	CIV-OFCE-ALT-M/S A-V1-13	IOC Retail outlet - 3600 Sqm. - Rene...	ESTATE MANAGEM...	09.09.2019	10	FA & CAO	1	Not Acknowledged	IOC Retail ou
95376	EST-OFCE-ALT-SALT-V1-19	Salt pan - Allotment of Port salt pan la	ESTATE MANAGEM...	31.08.2019	19		2	Acknowledged	
95383	EST-OFCE-ALT-TVA B-A1-19	TVA brighter - WP(MD) 15310 of 20...	ESTATE MANAGEM...	17.09.2019	2			Acknowledged	
45362	TRA-OPNOP-ALT-RATIF-A1-19	Ratification allotments made inside C...	TRAFFIC OPERATI...	13.09.2019	6		1	Not Acknowledged	Ratification a
62316	MEE-SE1E2-ELE-F2/23-V2-16	F2/23-Supply & installation of 22 KV l...	ELECTRICAL DIVISI...	16.09.2019	3		1	Not Acknowledged	F2/23-Supph
68870	MEE-SE2E1-ELE-F.3(2-V1-19	F.3(21) Providing PA system & lighti...	ELECTRICAL DIVISI...	17.09.2019	2			Acknowledged	F.3(21) Prov

Pendency status of Audit References (tcode zcv04n)

Document List After Selection 146 Hits									
Doc. No.	Document	Description	CREATED AT SUB-DIVISIO...	FILE FORWARD TO DIVISION	FILE FORWARD TO SUB-DIVISI...	Status te...	From date	User	
90003942	EXT-RAOU3-AUD-DRAFT-V1-19	Draft para on undue favour ...	UNIT - III	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	10.09.2019	RAO	
90003904	EXT-RAOU1-AUD-STREN-V1-19	Strengthening of WBM area...	UNIT - I	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	08.08.2019	RAO	
90003900	EXT-RAOU1-AUD-VARIO-V1-19	Various contractors - new c...	UNIT - I	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	07.08.2019	RAO	
90003899	EXT-RAOU4-AUD-CIV --V1-19	CIV-OFCE-ACT-BEAVT-V1-...	UNIT - IV	CV - CIVIL-OFFICE	ESTATE MANAGEMENT SECTI...	Forwarded	24.07.2019	RAO	
90003898	EXT-RAOU4-AUD-NEW S-V1-19	New Shopping complex - All...	UNIT - IV	CV - CIVIL-OFFICE	ESTATE MANAGEMENT SECTI...	Forwarded	16.07.2019	RAO	
90003857	EXT-RAOU1-AUD-GIST-V1-19	Gist of Legal cases - Called f...	UNIT - I	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	03.07.2019	RAO	
90003820	EXT-RAOU1-AUD-THIRD-V1-19	Third Party Insurance Certifi...	UNIT - I	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	19.06.2019	RAO	
90003812	EXT-RAOU2-AUD-IMPOR-V1-19	Important Plan Schemes ta...	UNIT - II	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	17.06.2019	RAO	
90003815	EXT-RAOU2-AUD-REMOV-V1-19	Removal of loose materials i...	UNIT - II	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded		RAO	
90003828	EXT-RAOU2-AUD-DEVEL-V1-19	Development of NCB-II for ...	UNIT - II	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	14.06.2019	RAO	
90003706	EXT-RAOU2-AUD-SECRE-V1-19	Secretary - Annual Account...	UNIT - II	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	12.06.2019	AUDITPARA	
90003731	EXT-RAOU2-AUD-THE S-V1-19	The secretary - Details of ...	UNIT - II	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded		AUDITPARA	
90003797	EXT-RAOU4-AUD-KOG --V1-19	KOG - KTV Food products ...	UNIT - IV	CV - CIVIL-OFFICE	ESTATE MANAGEMENT SECTI...	Forwarded	07.06.2019	AUDITPARA	
90003795	EXT-RAOU4-AUD-FACT-V1-19	Fact of realisation of revised...	UNIT - IV	CV - CIVIL-OFFICE	ESTATE MANAGEMENT SECTI...	Forwarded	04.06.2019	AUDITPARA	
90003791	EXT-RAOU4-AUD-ALLOT-V1-19	Allotment orders and relate...	UNIT - IV	CV - CIVIL-OFFICE	ESTATE MANAGEMENT SECTI...	Forwarded	03.06.2019	AUDITPARA	
90003768	EXT-RAOU4-AUD-ATN O-V1-19	ATN on PA Report No. 27 ...	UNIT - IV	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	24.05.2019	AUDITPARA	
90003703	EXT-RAOU2-AUD-CE --V1-19	CE - Annual Accounts for th...	UNIT - II	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	08.05.2019	AUDITPARA	
90003728	EXT-RAOU2-AUD-CHIEF-V1-19	Chief engineer - Details of A...	UNIT - II	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded		AUDITPARA	
90003719	EXT-RAOU2-AUD-PLAN-V1-19	Plan & Non-plan works - Co...	UNIT - II	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded		AUDITPARA	
90003701	EXT-RAOU4-AUD-DEPT.-V1-19	Dept. Marine IR 2018-19 - F...	UNIT - IV	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	02.05.2019	AUDITPARA	
90003697	EXT-RAOU1-AUD-REVIE-V1-19	Review of Wvorks & Misc. Vo...	UNIT - I	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	25.04.2019	AUDITPARA	
90003708	EXT-RAOU1-AUD-VOUCH-V1-19	Vouchers for the month of ...	UNIT - I	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded		AUDITPARA	
90003692	EXT-RAOU1-AUD-FACT-A1-19	Fact of recovery of LD details	UNIT - I	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	24.04.2019	AUDITPARA	
90003693	EXT-RAOU3-AUD-ALLOT-A1-19	Allotment of Port Land DAR...	UNIT - III	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded		AUDITPARA	
90003662	EXT-RAOU1-AUD-AUDIT-V1-19	Audit Enquiry No.7 - Cvil IR ...	UNIT - I	CV - CIVIL-OFFICE	CIV ESTAB - I	Forwarded	17.04.2019	RAO	
90003683	EXT-RAOU2-AUD-ALLOT-V1-19	Allotment of Port land adm...	UNIT - II	CV - CIVIL-OFFICE	CIV ESTAB - I	Forwarded		RAO	

Extract the details of files based on user (tcode cv04n)

Document List After Selection 32 Hits									
Document	R...	Vr	Description	CREATED AT SUB-DIVISIO...	FILE FORWARD TO DIVISION	FILE FORWARD TO SUB-DIVISI...	Status text	From date	User
CIV-P&PD-PRJ-NCBII-V1-13		V	NCBII- LICENSE FEE LEGAL ...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	16.03.2019	CIVAE1
CIV-OPFD-PRJ-OHBBG-A1-13		A	OHBBG- DPR FOR outer Harb...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	26.08.2017	CIVAE1
CIV-OFCCCE-PRJ-NCBII-A1-13		A	NCBIII&IVENV.CL. TOUR AP...	CHIEF ENGINEER	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	08.04.2017	CIVAE1
CIV-P&MPD-PRJ-DEVEL-V1-13		V	DEVELOPMENT OF OUTER H...	CHIEF ENGINEER	CV - CIVIL-OFFICE	DY.CHIEF ENGR.	Forwarded	01.04.2017	CIVAE1
CIV-OPFD-PRJ-NCBII-V1-13		V	NCBII-DATE OF AWARD OF...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	PLANNING&DESIGNS SECTION	Received	23.01.2017	CIVAE1
CIV-P&MPD-PRJ-MONIT-V1-13		V	MONITORING OF PPP PROJ...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	PLANNING&DESIGNS SECTION	Received	19.01.2017	CIVAE1
CIV-P&MPD-PRJ-NCB4-V1-13		V	NCB4-APPOINTMENT OF IN...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	PLANNING&DESIGNS SECTION	Forwarded	11.08.2015	CIVAE1
CIV-P&MPD-PRJ-IESDB-A1-13		A	IESDB CEMENT TENDER DO...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	CHIEF ENGINEER	Received	16.07.2015	CIVAE1
CIV-P&PD-PRJ-NCB-I-V2-13		V	NCB-II- ELECTRICAL SUPPL...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	22.04.2015	CIVAE1
CIV-OFCPD-PRJ-NCB2-V1-13		V	NCB2-SHAREHOLDING CHA...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	16.12.2014	CIVAE1
CIV-OFQCS-PRJ-EVACU-V1-13		V	EVACUATION OF DREDGED...	QUANTITY SURVEY DIVIS...	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	06.09.2014	CIVAE1
CIV-OFCPD-PRJ-NCBII-A1-13		A	NCBIII IPA FES REPORT RE...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	01.08.2014	CIVAE1
CIV-P&PD-PRJ-NCB2-V1-13		V	NCB2-STATUS OF THE PRO...	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	19.07.2014	CIVAE1
CIV-P&MOFC-PRJ-MONIT-V1-1		V	MONITORING OF PPP PROJ...	CHIEF ENGINEER	CV - CIVIL-OFFICE	CHIEF ENGINEER	Received	01.06.2014	CIVAE1
CIV-PRJ-SDB C-V1-13		V	SDB CEMENT SFC MEMO FILE	PLANNING&DESIGNS SEC...	CV - CIVIL-OFFICE	CHIEF ENGINEER	Forwarded	31.05.2014	CIVAE1

Details of Receipts for any department (tcode cv04n)

Document List After Selection 21,271 Hits									
Doc. No.	Document	Description	FILE FORWARD TO DIVISION	Status te...	From date	User	VOUCHER DATE	VOUCHER NO.	ACTION TAKEN
200020679	FIN-LTR-6516-00-19	6516 - special repafis to th...		Closed	12.07.2019	FINLDC1			
200009761	FIN-LTR-961-D-00-17	961-D.1819 Encashment Ml...	FI - FINANCE-OFFICE	Closed		FINLDC1			
200021539	FIN-LTR-BEAC-00-19	BEAC-attending repair work...	FI - FINANCE-OFFICE	Closed		FINLDC1			KEPT IN RECEIPT FILE
200021572	FIN-LTR-CHAN-00-19	CHAN-action on the observ...	FI - FINANCE-OFFICE	Forwarded		FINLDC1			
200021581	FIN-LTR-CUST-00-19	CUST-maintenance of files r...	FI - FINANCE-OFFICE	Closed		FINLDC1			COMPLETED
200021555	FIN-LTR-ENTR-00-19	ENTR-replacing of one com...	FI - FINANCE-OFFICE	Processed		FINLDC1			
200021112	FIN-LTR-IM-PR-00-19	IM-Property P.Mohamed Ek...	FI - FINANCE-OFFICE	Closed		GADCDAK3			
200021071	FIN-LTR-IMMOV-00-...	IMMOVABLE Property S.Koil...	FI - FINANCE-OFFICE	Closed		GADCDAK3			
200021628	FIN-LTR-INDU-00-19	INDU-secret ballot election ...	FI - FINANCE-OFFICE	Closed		FINLDC1			COMPLETED
200021291	FIN-LTR-MAIN-00-19	MAIN - maintenance and op...	FI - FINANCE-OFFICE	Closed		FINLDC1			
200021682	FIN-LTR-MISCE-00-19	MISCE-Deduction of TDS	FI - FINANCE-OFFICE	Forwarded		GR1A02			
200021422	FIN-LTR-MOVE-00-19	MOVE - submission of move...	FI - FINANCE-OFFICE	Closed		FINLDC1			COMPLETED
200021442	FIN-LTR-MTCH-00-19	MTCH-periodical cleaning of...	FI - FINANCE-OFFICE	Closed		FINLDC1			KEPT IN RECEIPT FILE
200021630	FIN-LTR-PEON-00-19	PEON-filing up two posts of...	FI - FINANCE-OFFICE	Closed		FINLDC1			PROCESSING
200021484	FIN-LTR-PURC-00-19	PURC-the purchase of hous...	FI - FINANCE-OFFICE	Processed		FINLDC1			KEPT IN RECEIPT FILE
200020874	FIN-LTR-R,MAH-00-19	R.Maheswari Remuneration ...	FI - FINANCE-OFFICE	Closed		GADCDAK3			
200021100	FIN-LTR-RCC-00-19	RCC - strengthening the sur...	FI - FINANCE-OFFICE	Closed		FINLDC1			
200021443	FIN-LTR-SOLI-00-19	SOLI- supplying and fixing n...	FI - FINANCE-OFFICE	Closed		FINLDC1			KEPT IN RECEIPT FILE
200021520	FIN-LTR-TERM-00-19	TERM-appointment as audio...	FI - FINANCE-OFFICE	Closed		FINLDC1			COMPLETED
200020898	FIN-LTR-WORK-00-19	work allocation in r/o shri c...	FI - FINANCE-OFFICE	Closed		FINLDC1			
200021627	FIN-LTR-YOGA-00-...	YOGA-shri.mahaboob batcha	FI - FINANCE-OFFICE	Closed		FINLDC1			COMPLETED
200000539	FIN-LTR-00519-00-16	00519-Supply of medicines ...	FI - FINANCE-OFFICE	Closed	11.07.2019	FINLDC1			
200021537	FIN-LTR-ASCE-00-19	ASCE-smt.m.nagalakshmi,m...	FI - FINANCE-OFFICE	Closed		FINLDC1			COMPLETED
200020859	FIN-LTR-CIVIL-00-19	civil-resurfacing and wdenin...	FI - FINANCE-OFFICE	Closed		GADCDAK1			KEPT IN THE CONCERNED FILE
200021649	FIN-LTR-DIGIT-00-19	Digitalization and physical cu...	FI - FINANCE-OFFICE	Closed		PA_FA			
200021575	FIN-LTR-GOOD-00-...	GOOD-allotment of type-I p...	FI - FINANCE-OFFICE	Closed		FINLDC1			
200021584	FIN-LTR-INDI-00-19	INDI-vacation of vocpt resid...	FI - FINANCE-OFFICE	Closed		FINLDC1			
200020929	FIN-LTR-MAI05-00-19	MAI05- General Revision of ...	FI - FINANCE-OFFICE	Closed		HELPDESK1			
200020885	FIN-LTR-PO003-00-...	PO003- Printing of Forms & ...	FI - FINANCE-OFFICE	Closed		HELPDESK1			FILED
200020965	FIN-LTR-REVEN-00-...	Revenue for the month of...	FI - FINANCE-OFFICE	Closed		GADCDAK2			
200021438	FIN-LTR-SUKK-00-19	SUKK- tapankumar das ,e,n...	FI - FINANCE-OFFICE	Closed		FINLDC1			COMPLETED .ACTION OVER
200021576	FIN-LTR-TAKF-00-19	TAKF-allotment of tvna-II/...	FI - FINANCE-OFFICE	Closed		FINLDC1			

Details of bills can also be taken as Receipts report shown above

Transaction Codes applicable for VOCP business process in DMS

Sl.No.	Description	TCodes
Tables		
1	User assignment for sections for workflow	ZFILE_TRACK
2	Maintain Lawyer Details	ZHR_LEGAL
3	Maintain Case Stage	ZHR_LEGAL
4	Maintain Performance Scale	ZHR_LEGAL
5	Maintain Case Type	ZHR_LEGAL
6	Maintain Court Type	ZHR_LEGAL
7	Maintain Lawyer Category	ZHR_LEGAL
8	Cost Inflation Index for APR	ZHR_APR_CII
9	Division, Sections creation	CT04
Transactions		
10	Creation of Files, Bills, Receipts, Audit References, Digitalization of documents,	CV01N
11	Modification of Files, Bills, Receipts, Audit References, Digitalization of documents,	CV02N
12	Display of Files, Bills, Receipts, Audit References, Digitalization of documents,	CV03N
13	Library details	ZDMS_LIBRARY
14	Vendor Bill details creation	ZDMS_VENDOR_BILL
15	Vigilance Clearance creation	ZHRVIGI
16	Annual Property Return details creation	ZHR_APR
17	Right to Information details creation	ZHR_RTI
18	Legal entries	ZHR_LEGAL
Reports		
19	Pendency Status Report for Files, Bills, Receipts	ZCV04N
20	To find document, Extract data based on	CV04N
21	Files details between departments	ZCV04H
22	Audit References pending status report	CV04N
23	Benchmark Report for all sections in department for Files/ Bills/ Letters	ZDMS_BENCHMARK
24	Vendor Bill status report	ZDMS_VENDOR_BILL
25	Audit Pending Status Report	ZRAO_REPORTS
26	APR report for movable/ Immovable	ZHR_APR
27	RTI Summary Report	ZRTI_SUMMARY
28	RTI Quarterly Reports - Pendency Status	ZHR_RTI_DETAILS
29	Vigilance Clearance Report	ZHRVIGI
30	Legal related Reports	ZHR_LEGAL_RPT
31	Library details	ZDMS_LIBRARY
32	Files transaction between 2 departments	ZCV04H

Role of EDP unit in DMS module

1. Troubleshooting is carried out for the DMS related issues brought to E.D.P. Centre from all user departments.

2. All kind of problems faced while creation of transactions,
3. Report generation issues are being attended and resolved by E.D.P in daily basis.
4. Also provide guidance required by all user department side regularly.
5. Training is frequently given to user department whenever required.

Few types of Issues raised and solution to resolve the issues in this module are detailed below.

6. Additional Data tab is not seen in the Entry Screen (taken to Basis)
7. File not processed for particular Document type (taken to Basis)

Division/ Sub Division creation (tcode CT04)

Change Characteristic

Characteristic: VOC-SUBDIVISION

Change Number:

Valid From: 13.09.2019

Validity:

Basic data | Descriptions | **Values** | Addnl data | Restrictions

Additional Values Other Value Check

Char. Value	Description	D	O	S
FI	SUB-DIVISIONS OF FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GD	SUB-DIVISIONS OF GAD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CV	SUB-DIVISIONS OF CIVIL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MR	SUB-DIVISIONS OF MARINE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CM	SUB-DIVISIONS OF MEE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MD	SUB-DIVISIONS OF MEDICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TR	SUB-DIVISIONS OF TRAFFIC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VG	SUB-DIVISIONS OF VIGILANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ZP	SUB-DIVISIONS OF EDP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EQ	SUB-DIVISIONS OF ESTATE MGMT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EX	SUB-DIVISIONS OF EXTERNAL DEPT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SO	SUB-DIVISIONS OF ISO	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Entry 1 of 15

Select Characteristic as given above from the list of values. Select Values tab. Character Values will be displayed. Then Click Next hierarchy button as shown above to view the subdivisions.

Change Characteristic

Characteristic: VOC-SUBDIVISION

Change Number:

Valid From: 13.09.2019

Validity






Basic data | Descriptions | **Values** | Addnl data | Restrictions

Subordinate Value to Value FI

Char. Value	Description	D	O	S
RZ	REV II SECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DA		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D2	SR.DY.CAO II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TA	AO TAX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TX	Tax Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PK	DYCAO II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IB	SRAO_MECH&CIVIL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Entry 24 of 30

Change Characteristic

Characteristic:     




















Change Number:

Valid From:

Basic data | Descriptions | **Values** | Addnl data | Restrictions

Additional Values

Char. Value	Description	D	O	S	
FI	SUB-DIVISIONS OF FINANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▲
GD	SUB-DIVISIONS OF GAD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼
CV	SUB-DIVISIONS OF CIVIL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MR	SUB-DIVISIONS OF MARINE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CM	SUB-DIVISIONS OF MEE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
MD	SUB-DIVISIONS OF MEDICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
TR	SUB-DIVISIONS OF TRAFFIC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
VG	SUB-DIVISIONS OF VIGILANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ZP	SUB-DIVISIONS OF EDP	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EQ	SUB-DIVISIONS OF ESTATE MGMT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EX	SUB-DIVISIONS OF EXTERNAL DEPT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▲
SO	SUB-DIVISIONS OF ISO	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼

                   Entry of 15

The same process to be repeated for the table VOC_SUBDIVISION to create subdivision. Subdivisions to be created in both tables (2 Characteristic shown above)

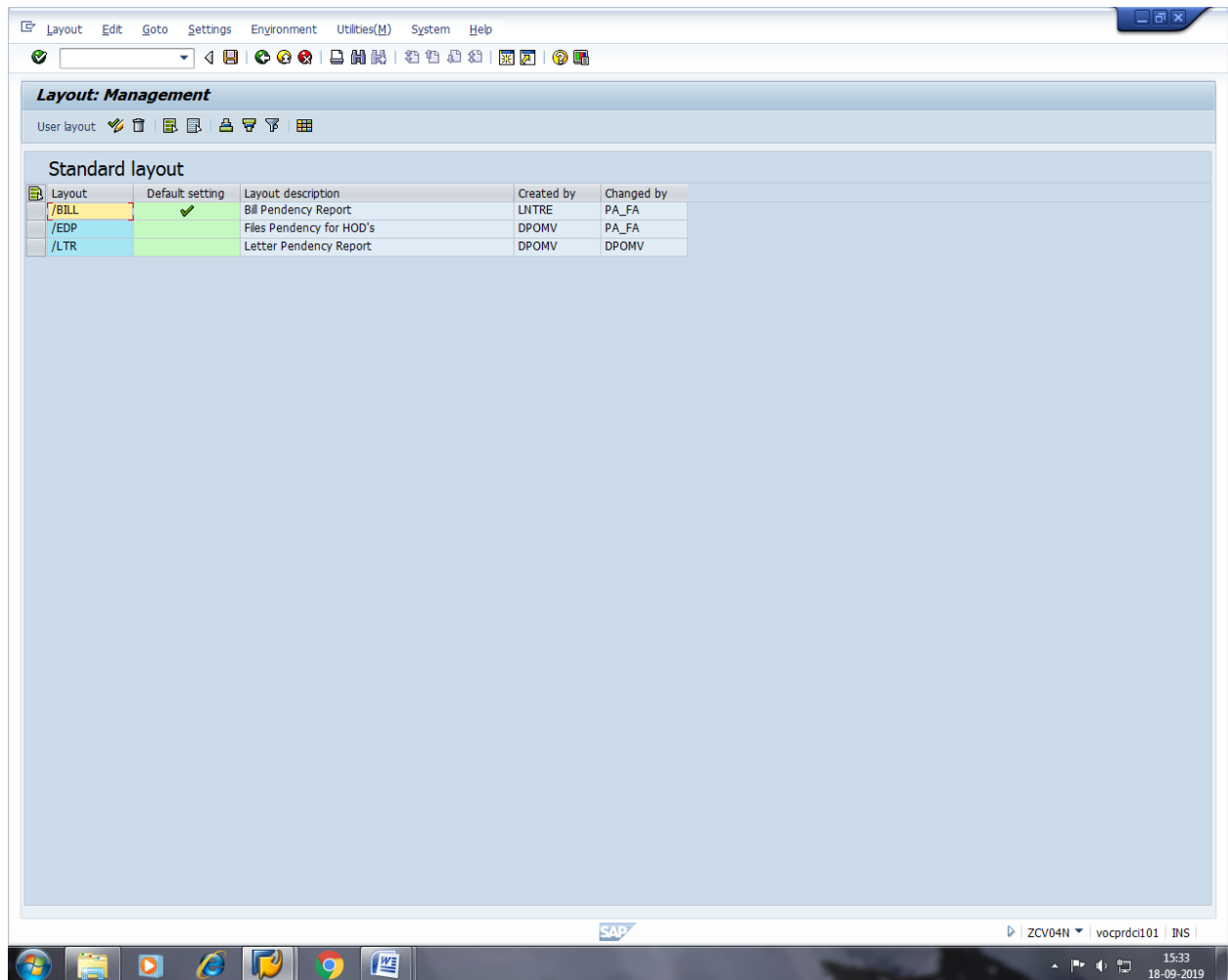
9.Layout issues (All tcodes)

- 1.We can add or delete fields in the current layout to take the report In the required format.
- 2.To change the layout according to the subject, follow the procedure given below.

The screenshot shows the SAP Acknowledge menu interface. The 'Settings' menu is open, displaying options: 'Basic List', 'Layout', 'Summation Levels', 'Columns', 'Selections...', and 'List Status...'. The 'Layout' option is highlighted, and a sub-menu is visible with 'Change...', 'Choose... Ctrl+F9', 'Saving... Ctrl+F10', and 'Administration...'. The main window displays a table of documents with columns: Type, Doc. No., Document, Description, Forwarded By, Fwd. on, Pend. Days - Dept, and Forwarded To. The table title is 'files in FTS as on 18.09.2019'. The SAP logo and system information (ZCV04N, vocprdc101, INS) are visible at the bottom.

Type	Doc. No.	Document	Description	Forwarded By	Fwd. on	Pend. Days - Dept	Forwarded To
BIL	57529	CIV-MTCB2-BIL-SHIFT-V1-19	Shifting of OHE Mast & Lowering of track		07.06.2019	103	
BIL	56700	CIV-MTCHD-BIL-*CLEA-A1-18	*Cleaning the office building ,road and		05.12.2018	287	
BIL	57388	CIV-MTCHD-BIL-ANNUA-A1-19	Annual maintenance of cement concrete &		08.05.2019	133	
BIL	56691	CIV-MTCHD-BIL-CLNIN-A1-18	ching the office building surrounding		24.12.2018	268	
BIL	53635	CIV-MTCM1-BIL-**RES-V1-17	**Resurfacing the bituminous surface at		01.12.2017	656	
BIL	54284	CIV-MTCM1-BIL-PUMP-V1-17	-pumpingout of rainwater in wharf area I		23.08.2017	756	
BIL	55150	CIV-MTCM1-BIL-ENGAG-A1-18	Engaging JCB for cleaning the existing D		15.09.2018	368	
BIL	54092	CIV-MTCM1-BIL-PROVI-A1-17	Providing Compound wall around signal st		13.06.2017	827	
BIL	54593	CIV-MTCM1-BIL-RPAIR-V1-17	Rpair welding and painting of existing t		09.10.2017	709	
BIL	56613	CIV-MTCMB-BIL-EMDR-E1-18	.Emdrelease for the work of Annual mtc f		09.11.2018	313	
BIL	55139	CIV-MTCMB-BIL-APPRO-V1-18	Approval Requested for Permanant Imprest		27.03.2018	540	
BIL	56553	CIV-MTCMB-BIL-CHEQU-C1-18	Cheque forward-Suba construction- Provid		11.12.2018	281	
BIL	56471	CIV-MTCMB-BIL-CLEAN-E1-18	Cleaning the thick vegetation and thomy		11.10.2018	342	
BIL	55151	CIV-MTCMB-BIL-INAUG-V1-18	Inaugural function of Traning centre and		16.02.2018	579	
BIL	56389	CIV-MTCMB-BIL-PAYAB-B1-18	Payable to Daily thanthi for an amount o		18.09.2018	365	
BIL	56465	CIV-MTCMB-BIL-PERFO-B1-18	performance security for the work of Cle		25.10.2018	328	
BIL	56470	CIV-MTCMB-BIL-PROVI-E1-18	Providing construction of New Toilet at Z		11.10.2018	342	
BIL	56469	CIV-MTCMB-BIL-REPAI-T1-18	Repairing and Painting to the CPT Bungal		15.04.2019	156	
BIL	57277	CIV-MTCMB-BIL-TRMM-B1-19	Trimming and Removing - Advance Payment		05.04.2019	166	
BIL	56643	CIV-MTCMS-BIL- IMPR-V1-18	Improvement works at CVO Chamber Bill		06.12.2018	286	
BIL	53727	CIV-MTCMS-BIL-\$FILT-V1-17	\$Filtration system 1st and final bill		03.04.2017	898	
BIL	54648	CIV-MTCMS-BIL-\$IV & V1-17	&IV & annual maintenance of garden		01.11.2017	686	
BIL	54169	CIV-MTCMS-BIL-(II & V1-17	(II & part bill)-Maintenance of garden		15.07.2017	795	
BIL	55129	CIV-MTCMS-BIL-(III-V1-18	(III & part bill)JCB)		09.01.2018	617	
BIL	54697	CIV-MTCMS-BIL-(NEWS-V1-17	(Newspaper bill for dinamalar - water fr		01.11.2017	686	
BIL	53783	CIV-MTCMS-BIL-*BILL-V1-17	*Bill for shopping complex		08.08.2017	771	
BIL	53980	CIV-MTCMS-BIL-*IIND-V1-17	*Iind and part bill preparation of bed		20.05.2017	851	
BIL	54305	CIV-MTCMS-BIL-*INDE-V1-17	*Independence day-2017		26.07.2017	784	
BIL	55795	CIV-MTCMS-BIL-*MTC-V1-18	*Mtc of STP for 6 months for EMD Refund		18.05.2018	488	

Go to settings on menu and select Layout/ Administration.



Select the required layout and save. Go back to the main screen and run the report again

10.Vigilance Clearance Reference Number deletion & Report Generation (tcode ZHRVIGI)

11.Mail not triggered to particular user (tcode ZFILETRACK)

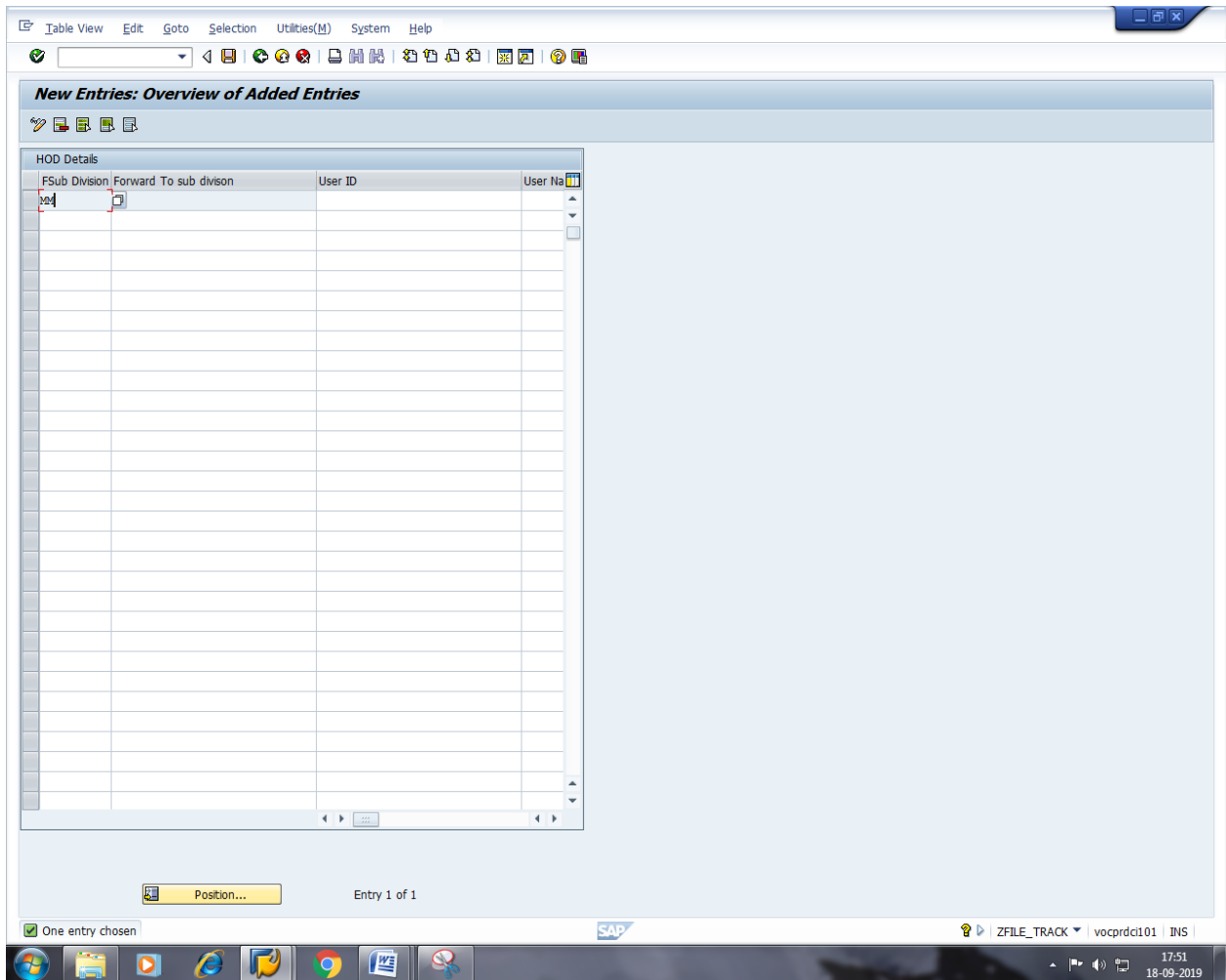
Change View "HOD Details": Overview

New Entries

HOD Details			
FSub Division	Forward To sub division	User ID	User Na
AD	ADVANCE	GR2A07	K.T.RA
AO	FIN ESTAB	FINHC5	KOIL M
BC	BOARD SECTION	GADLDC1	T.JESI
BD	BUDGET	GR2A05	SIVAKU
BL	BERTHING&LABOUR CELL	CIVAE11	SUBRAM
C1	CIV ESTAB - I	CIVUDC3	SHUNMU
C2	CIV ESTAB - II	CIVAS	VIJAYA
CD	CO-ORDINATION SECTION	GADLDC1	R.JEYA
CE	CHIEF ENGINEER	PA_CE	PA TO
CF	CHAIRMAN	PSCPT	MANTHI
CJ	COSTING SECTION - JCAO	JCAO	A.SHAN
CME	CHEIF MECHANICAL ENGINEER	PA_CME	
CO	COMMERCIAL SECTION	GR1ATM1	SELVAR
CS	CASH	CASH3	CASH S
CT	COSTING	CAO	A.SANK
CX	CHIEF MECHANICAL ENGR.	PA_CME	
D2	SR.DY.CAO II	SRDCAO	MALLA
DC	DY.CONSERVATOR	PA_DC	
DE	DY.CHIEF ENGR.	DYCE	K.RAVI
DK	CENTRALISED DAK SECTION	HELPDESK1	CENTRA
DL	DY.CHIEF VIGILANCE OFFICER	DYCVO	GUNASE
DM	TRAFFIC MANAGER	PA_TM	SHANTH
DP	DEPUTY CHAIRMAN	PSCPT1	RATNA
DS	DEPUTY SECRETARY	DYSECY	MOHAN
DYC	DY.CME	DYCME	JANART
E3	ENVIR. HAZARDOUS, LABELS ONLY	MECHEE3	T.VEDA
E4	EE-VEHICLES	MECHEE4	MUTHUP
E5	EE-MARINE&CHER	MECHEE2	P.SENT
EI	EE-ELECTRICAL DIVISION-I	MECHEE1	B.SELV
EII	EE-ELECTRICAL DIVISION-II	MECHEE1	B.SELV
EL	MECH ESTAB	MECHSRA2	MANOHA

Position... Entry 1 of 105

Check whether the user is assigned to his relevant sub division in the above table. If the user is not assigned, add new entry as explained below. Then the mail will be triggered to that subdivision.



12. Other department subdivision shown in Forward to Subdivision list of a pending report taken for any department

Check whether Forward to Division and Subdivision are pertaining to same department under Additional tab of file tracking system. (tcode cv03n)

13. If any transactions count not tallied (cv04n)

Check the output date in 'Find Document' report whether any invalid number in date or year field.

Work procedure for Finance Module (FICO)

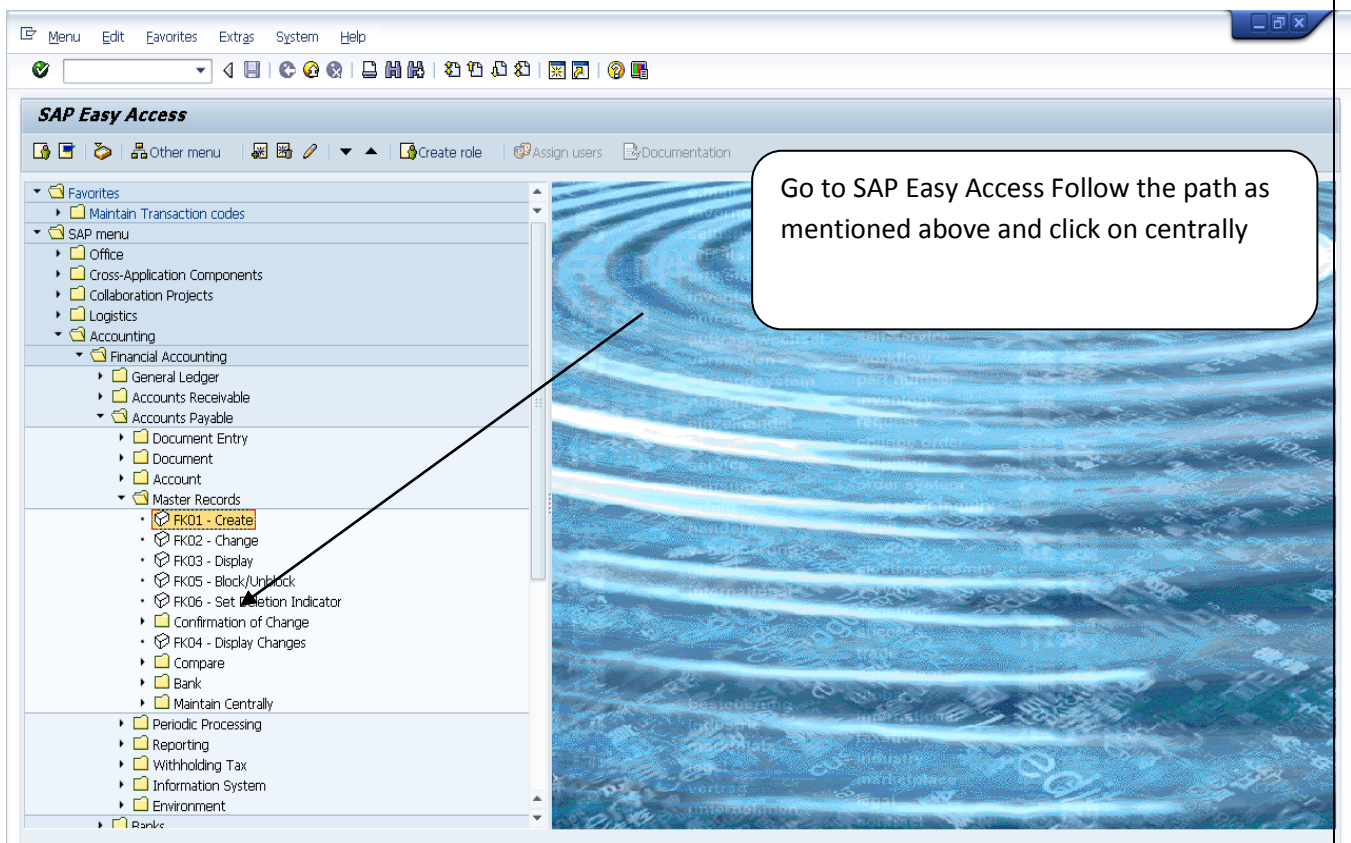
1.8.2.1. Vendor Master

Process No : EDP-082-001

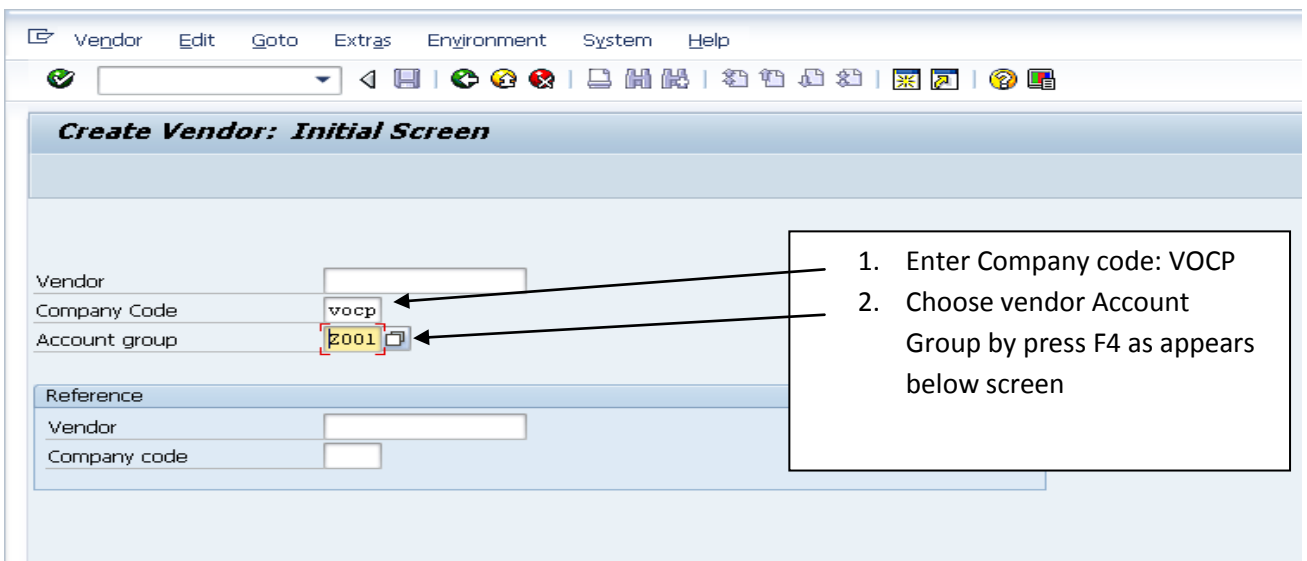
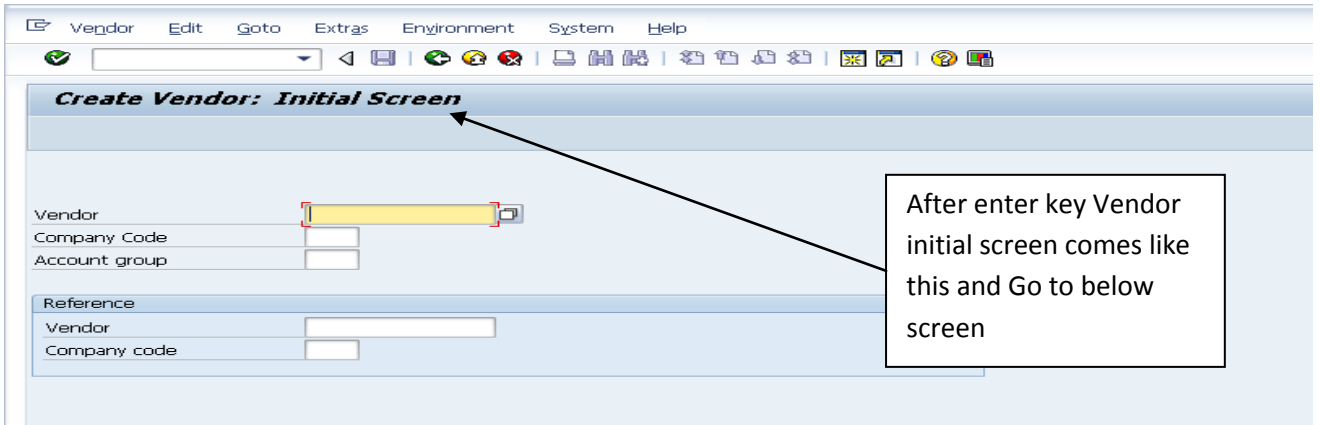
Purpose : Vendor master maintenance is done through creation/modification/block the vendors

Screen Code in FICO :

Create Vendor Master	:	FK01
Change Vendor Master	:	FK02
Display Vendor Master	:	FK03
Block Vendor Master	:	FK05
Set Deletion indicator Vendor Master	:	FK06



By Pressing Enter key Create Vendor master screen appears as below:-



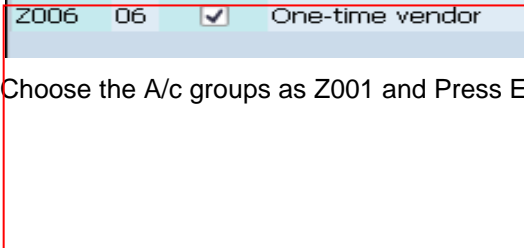
Here select vendor account group for creating vendor master and see the below screen list Vendor a/c groups

Vendor account group (1) 24 Entries found

Restrictions

Gro...	NR	OTA	Name
0001	XX	<input type="checkbox"/>	Vendor
0002	XX	<input type="checkbox"/>	Goods supplier
0003	XX	<input type="checkbox"/>	Alternative payee
0004	XX	<input type="checkbox"/>	Invoicing Party
0005	XX	<input type="checkbox"/>	Forwarding agent
0006	XX	<input type="checkbox"/>	Ordering address
0007	XX	<input type="checkbox"/>	Plants
0012	01	<input type="checkbox"/>	Hierarchy Node
0100	XX	<input type="checkbox"/>	Vendor distribution center
CPD	02	<input checked="" type="checkbox"/>	One-time vend.(int.no.assgnmt)
CPDL	XX	<input checked="" type="checkbox"/>	One-time vend.(ext.no.assgnmt)
DARL	01	<input type="checkbox"/>	Lender
EMP	01	<input type="checkbox"/>	
KRED	02	<input type="checkbox"/>	Vendor (int.number assgnmnt)
LIEF	XX	<input type="checkbox"/>	Vendor (ext.number assgnmnt)
MNFR	XX	<input type="checkbox"/>	Manufacturer (ext.no.assgnmnt)
REIS	01	<input type="checkbox"/>	Commercial traveller
VERT	01	<input type="checkbox"/>	Representative
Z001	02	<input type="checkbox"/>	Registered Vendors
Z002	03	<input type="checkbox"/>	Non - Registered Vendors
Z003	XX	<input type="checkbox"/>	Employee Vendor
Z004	04	<input type="checkbox"/>	Import Vendor
Z005	05	<input type="checkbox"/>	Service Vendor
Z006	06	<input checked="" type="checkbox"/>	One-time vendor

Choose the A/c groups as Z001 and Press Enter key and go to below screen



Create Vendor: Address

Vendor: INTERNAL

Name: Company

Name: J.M.BAXI&CO PVT LTD.

Street Address: Bharath Nagar 100/01

Postal Code/City: 628002 Tuticorin

Country: IN Region: 22

Language: English

Telephone: 0461-2307865 Extension: 2567

Mobile Phone: 9805637250

Fax: 8888888 Extension: 8899

E-Mail: JMBaxxi@gmail.com

Region (State, Province, County) (1) 39 Entries found

R	Description
11	Kerala
12	Madhya Pradesh
13	Maharashtra
14	Manipur
15	Meghalaya
16	Mizoram
17	Nagaland
18	Orissa
19	Punjab
20	Rajasthan
21	Sikkim
22	Tamil Nadu
23	Tripura
24	Uttar Pradesh
25	West Bengal
26	Andaman und Nico.In.
27	Chandigarh
28	Dadra und Nagar Hav.
29	Daman und Diu
30	Delhi
31	Lakshadweep
32	Pondicherry
33	Chhaattisoarh

1. Select Title as company by click on down arrow icon and Name
2. Enter required for Address Details
3. Select Region by Pressing F4 as beside sub-screen
4. Enter Communication details

After enters all the required fields in above screen and press Enter Key & below screen appears

Create Vendor: Control

Vendor: INTERNAL J M BAXI & CO

Account control: Customer (highlighted)

Tax information: PAN Number, TIN Number, GST Number

Reference data: Location no. 1, Cred.info no., Staff Type, SCAC, External manuf.

- Enter Customer number in case Vendor is a customer
- Enter PAN & GST Number

By press enter key below screen comes

Vendor Edit Goto Extras Environment System Help

Create Vendor: Payment transactions

CIN Details

Vendor: INTERNAL J.M.BAXI&CO PVT LTD. Tuticorin

C...	Bank Key	Bank Account	Acct holder	A..	IBAN	IBANValue	BCat	Referen

Bank Data... Delete Bank Detail IBAN

Payment transactions

Alternative payee:

DME Indicator:

Instruction key:

ISR Number:

Alternative payee in document

Individual spec.

Spec. per reference

Permitted Payee

1. Bank details for vendor, if not required and Ignore them.

2. Enter Alternate payee vendor
By press enter key below screen comes

In the reference field, Enter the IFSC Code in the case of Bank Key ZRTGS

Vendor Edit Goto Extras Environment System Help

Create Vendor: Accounting information Accounting

CIN Details

Vendor: INTERNAL J.M.BAXI&CO PVT LTD. Tuticorin

Company Code: VOCP VOC Port Trust

Accounting information

Recon. account: L561 Sort key: 012 Vendor number:

Head office:

Authorization: Cash mgmnt group:

Minority indic.: Release group:

Certificatn date:

Interest calculation

Interest indic.: Last key date:

Interest freq.: Last interest run:

Reference data

Prev.acct no.: Personnel number:

1. Enter Recon. A/c as L561

2. Enter Sort Key as 012 for vendor number

3. Enter Employee Code: If Vendor is an Employee

4. Enter previous a/c no as vendor code for identification

After enters all required fields and press enter Key below screen comes

Vendor Edit Goto Extras Environment System Help

Create Vendor: Payment transactions Accounting

CIN Details

Vendor: INTERNAL J.M.BAXI&CO PVT LTD. Tuticorin
 Company Code: V0CP VOC Port Trust

Payment data
 Payt Terms: 0001 ← Tolerance group:
 Chk double inv. ←
 Chk cashing time:

Automatic payment transactions
 Payment methods: C ← Payment block: A ← see for payment
 Alternat.payee: ← House Bank:
 Individual pmnt: ← Grouping key:
 B/exch.limit: INR
 Pmt adv. by EDI:

Invoice verification
 Tolerance group:
 Prepayment:

Block Key for Payment (1) 9 Entries found

Block	Description
L	Free for payment
*	Skip account
A	Locked for payment
B	Blocked for payment
I	CML:InvestorContract
N	Postprocess inc.pmnt
P	Payment request
R	Invoice verification
V	Payment clearing

9 Entries found

1. Enter Payment term as 0001
2. Select check box for Double invoice
3. Payment block as "A"
4. Payment Method as "C" for cheque payment

After enters all required fields and Press Enter Key below screen comes

Vendor Edit Goto Extras Environment System Help

Create Vendor: Withholding tax Accounting

CIN Details

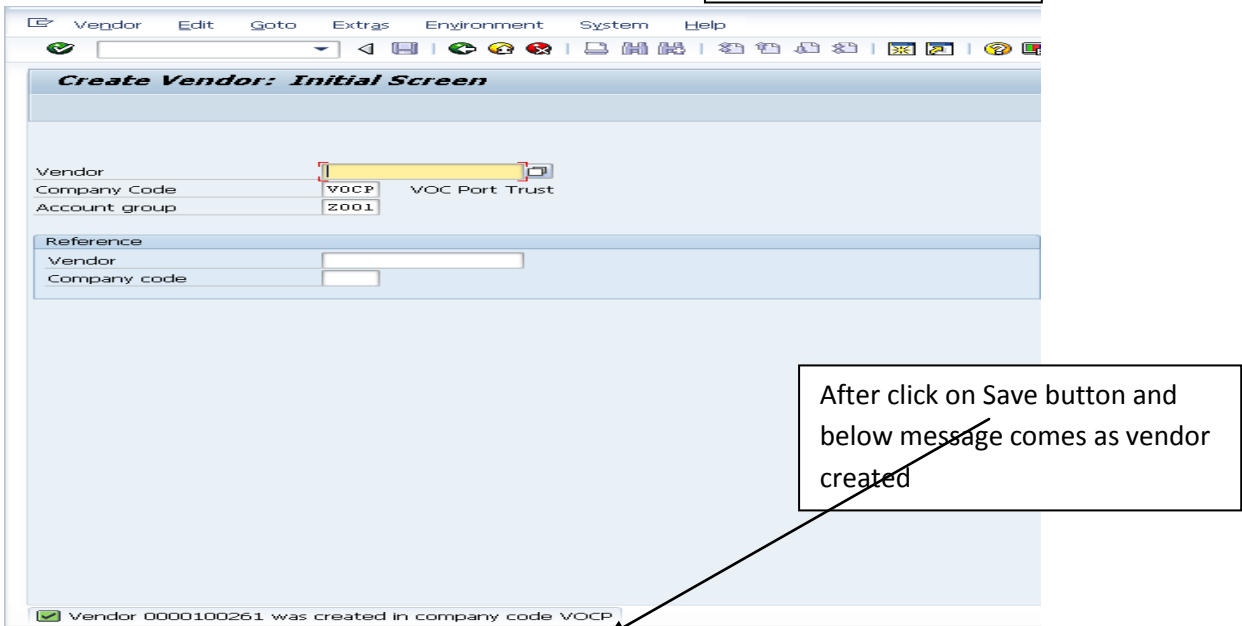
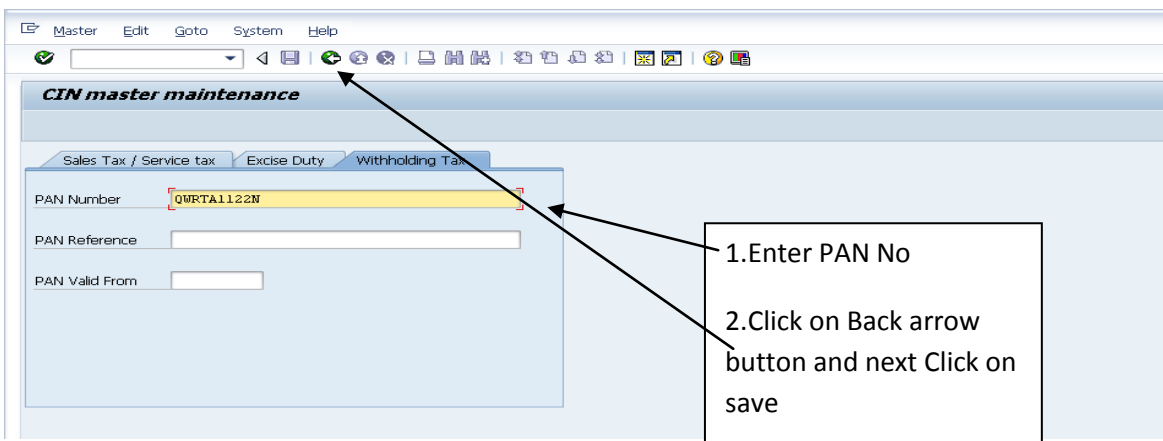
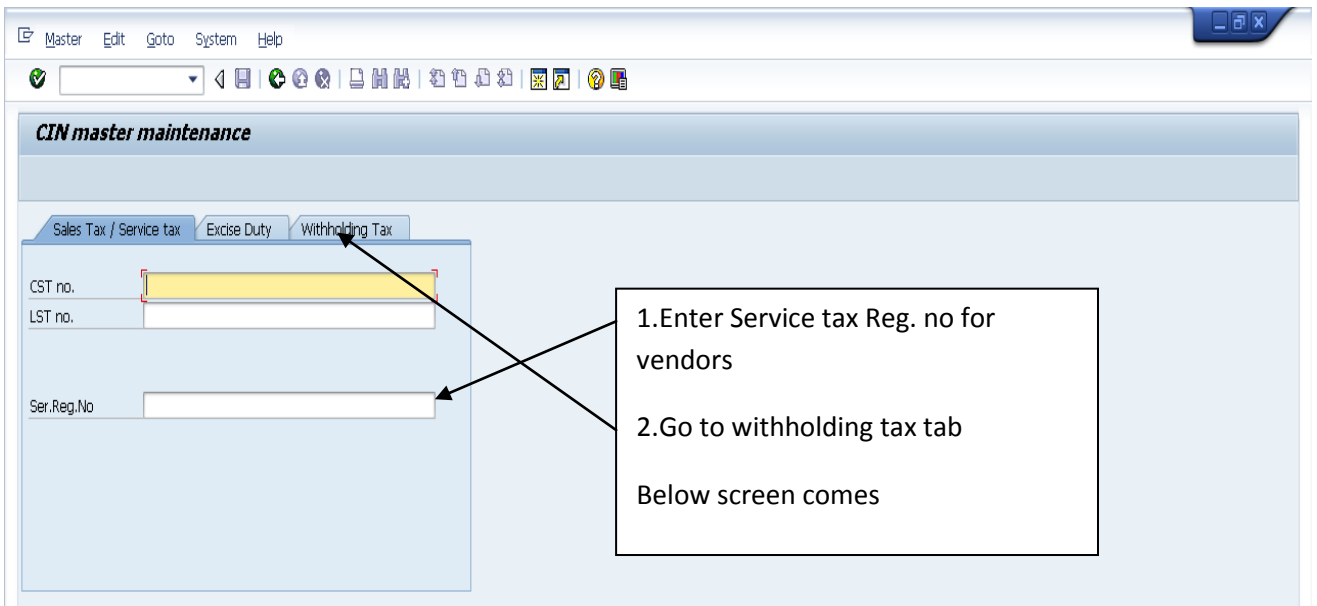
Vendor: INTERNAL J.M.BAXI&CO PVT LTD. Tuticorin
 Company Code: V0CP VOC Port Trust
 WH Tax Country: IN

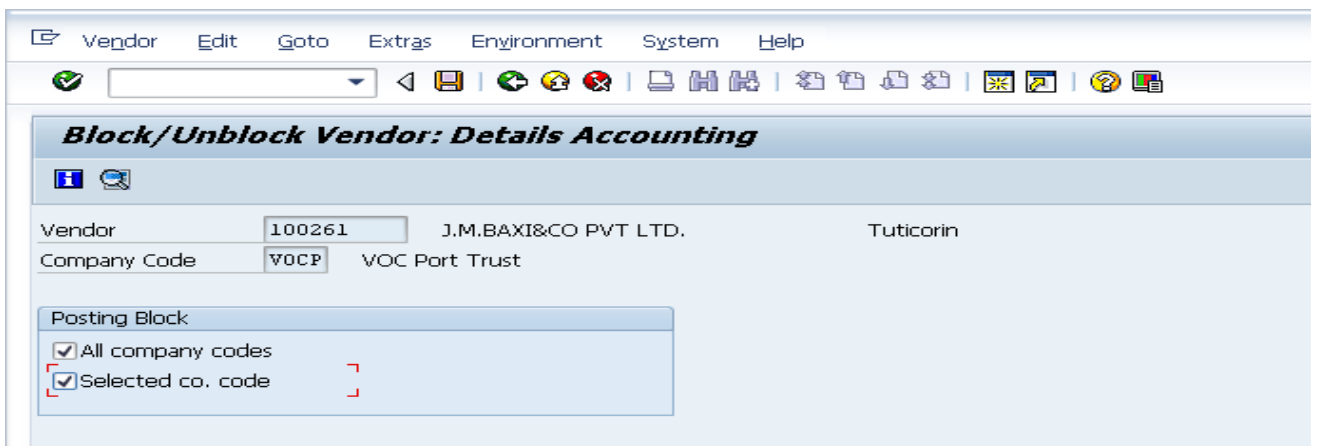
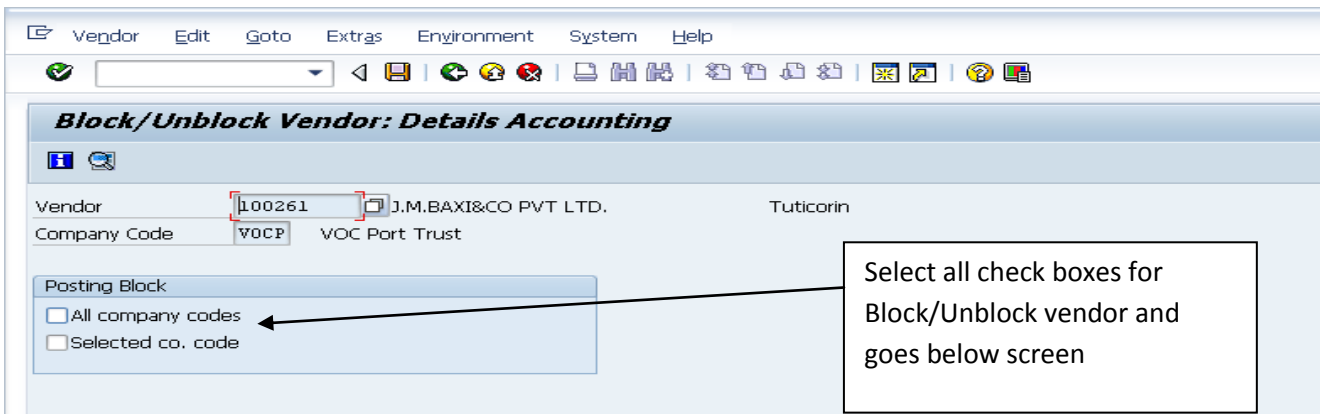
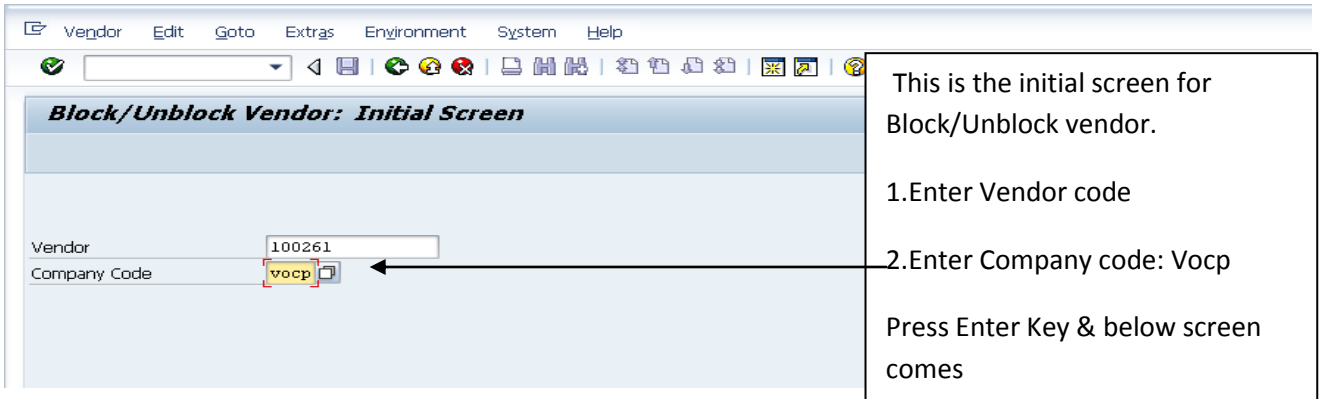
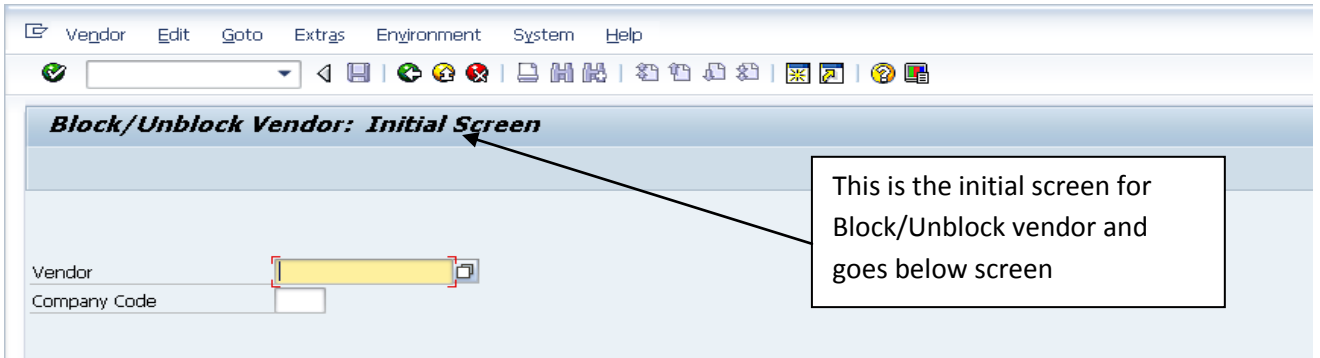
With/tax information

With.t.t...	W/tax c...	Liab	Rec.ty	W/tax ID	Exemption number	Exem...	Exmpt...	Exempt From	Exempt To	Description
C1		<input checked="" type="checkbox"/>	CO							Inv - Tds on Contracts @ 2%
C2		<input checked="" type="checkbox"/>	CO							Pay - Tds on Contracts @ 2%
		<input type="checkbox"/>								
		<input type="checkbox"/>								
		<input type="checkbox"/>								

Delete Row
Page 1 from 1

1. Enter Withholding tax Country as IN
2. Enter w/h Tax type "C2" for payment posting and select Liab and Rec.type as CO
3. Click on CIN Details and Below screen comes





After selecting all check boxes and click on save icon and get below message as Changes have been made.

Changes have been made

Vendor Edit Goto Extras Environment System Help

Flag for Deletion Vendor: Initial Screen

Vendor []
Company Code []

This is the initial screen for Set deletion mark vendor and goes below screen

Vendor Edit Goto Extras Environment System Help

Flag for Deletion Vendor: Initial Screen

Vendor 100261
Company Code vocp

In This is the initial screen for Set deletion mark vendor.
1.Enter Vendor code
2.Enter Company code:Vocp
Press Enter Key & below screen comes

Vendor Edit Goto Extras Environment System Help

Flag for Deletion Vendor: Details Accounting

Vendor 100261 J.M.BAXI&CO PVT LTD. Tuticorin
Company Code VOCP VOC Port Trust

Deletion flags
 All areas
 Selected company code

Deletion blocks
 General data
 Selected company code incl. general data

Select all check boxes for Deletion flag & Blocks vendor and goes below screen

Flag for Deletion Vendor: Details Accounting

Vendor: 100261 J.M.BAXI&CO PVT LTD. Tuticorin
 Company Code: V0CP VOC Port Trust

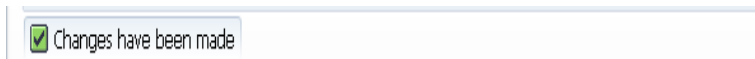
Deletion flags

- All areas
- Selected company code

Deletion blocks

- General data
- Selected company code incl. general data

After selecting all check boxes and click on save icon and get below message as Changes have been made.



1.8.2.2 Customer Master

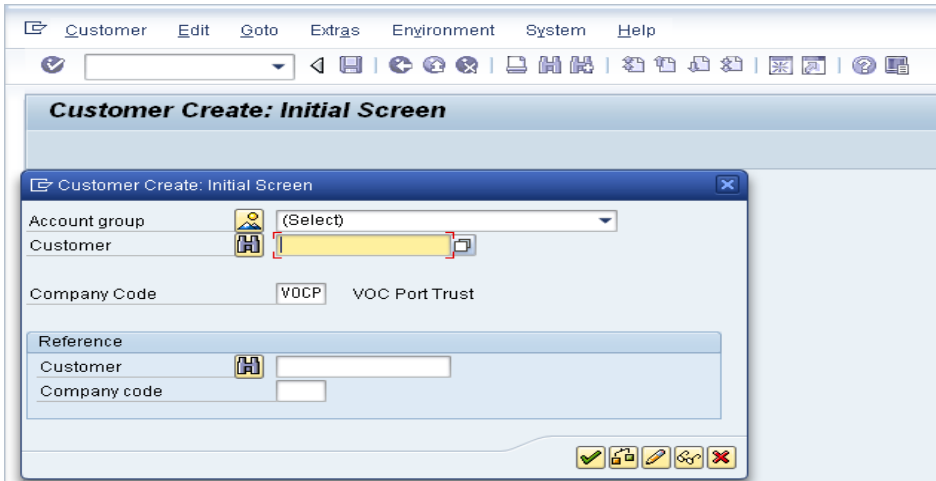
Process No : EDP-082-002

Purpose : Customer master maintenance is done through creation/modification/block the Customers

Screen Code in FICO :

Create Vendor Master	:	FD01
Change Vendor Master	:	FD02
Display Vendor Master	:	FD03

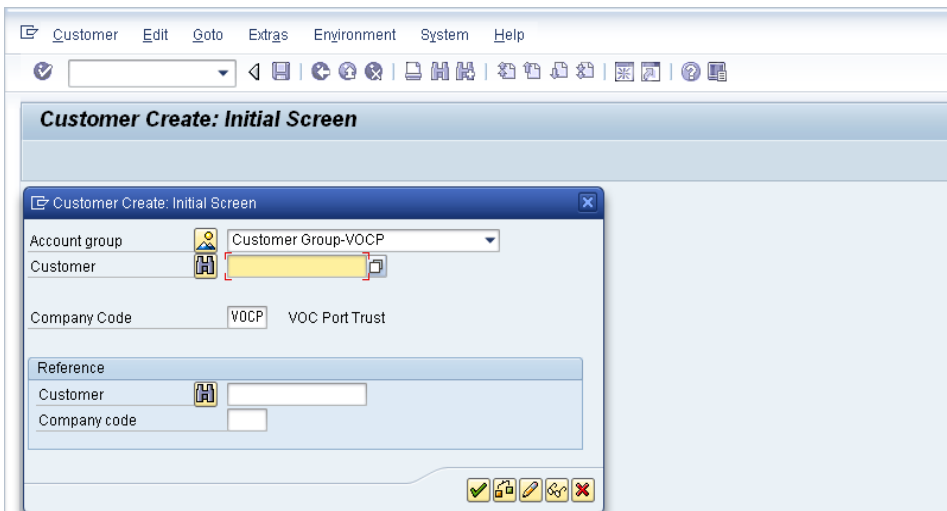
1. Customer Name and Address
2. PAN Number and GSTN Number
3. Bank Account Particulars
4. Whether Government or Non-Government
5. Reconciliation account GL (A731)
6. Linking of Customer with Vendor if required
7. Classification i.e.
 - a. Steamer Agent
 - b. Stevedore Agent
 - c. Customs House Agent
 - d. Other Agent like Liner
 - e. EDI Account details
 - f. Agreement License details like validity data, Bank details



1. Enter the data as per the table given below:




Field Content	Description	R / O *	Field Values
Customer	Customer number: Customer number will be internally generated. The system shall give an internally generated number for Customers with separate ranges depends on the type/ Account Group.	-	Leaveit Blank
Company Code	Specifies that the Customer is permitted only for this Company Code	R	VOCP
Account Group	Based on the Account Group, Customer number is automatically generated by assigned number range. It also Controls the sequence of data screens and field selections	R	ZV01- Customer Group of VOCP

* R - Required, O - Optional






1. Click  (Enter).

Create Customer: General Data

 Other Customer
  Company Code Data
  CIN Details

Customer


Address
 Control Data
 Payment Transactions


 Preview


Name

Title

Name



Search Terms


Search term 1/2

Street Address

Street/House number

Postal Code/City

Country Region




PO Box Address

PO Box

Postal code

Company postal code



Communication

2. Enter the following data in the input screen:

Field Content	Description	R / O *	Field Values
Title	Click on Drop Down and select the status of Customer	R	Company
Name	Customer Name	R	ADELE SHIPPING PVT LTD
Search Term	Name by which search is conducted for this Vendor	R	ADELE
Street/ House number	Street Address of the Vendor.	R	50 - A,OPP. STATE BANK, BEACH ROAD
Postal Code	Postal or Zip code	R	628001
City	City / Town/ Village name	R	TUTICORIN
Country	Country Code	R	IN
Region	State or Province. Choose from drop down list	C	22
PO Box	PO Box number	O	
Language	Language Key	R	EN
Telephone 1	Phone number of the Vendor	O	0461 - 2335226
Fax	Fax number of the Vendor	O	0461 - 4012226
Email	Email address of the Vendor	O	operations@adeleshipsindia.com

Create Customer: General Data

Other Customer
 Company Code Data
 CIN Details

Customer

Address
Control Data
Payment Transactions

Preview

Name

Title

Name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country Region

Communication

Language	<input type="text" value="English"/>	<input type="button" value="Other communication..."/>	
Telephone	<input type="text" value="0461 - 2335226"/>	Extension	<input type="text"/>
Mobile Phone	<input type="text" value="9842282226/98433 30..."/>		<input type="text"/>
Fax	<input type="text" value="0461 - 4012226"/>	Extension	<input type="text"/>
E-Mail	<input type="text" value="operations@adeleshipsindia.com"/>		<input type="text"/>

3. Click on Control data Tab

Create Customer: General Data

Other Customer Company Code Data CIN Details

Customer INTERNAL ADELE SHIPPING PVT LTD Tuticorin

Address Control Data Payment Transactions

Account control

Vendor Authorization

Trading Partner Corporate Group

Reference data/area

Location no. 1 Location no. 2 Check digit

Industry

Tax information

PAN Number AAICA8693G Equalizatr tax

TIN Number Natural person

Sales/pur.tax

Fiscal address

County code VAT Reg. No. Other...

City code

CST Number

Field Content	Description	R / O *	Field Values
PAN Number	Specifies the PAN number .	O	AAICA8693G

- Modify Control data as needed, here you can enter the PAN number & other tax number details if any
- Click on Payment Transaction **Payment Transactions**
The following screen is displayed:

Create Customer: General Data

Other Customer Company Code Data CIN Details

Customer: INTERNAL ADELE SHIPPING PVT LTD Tuticorin

Address Control Data **Payment Transactions**

Bank Details

Ctry	Bank Key	Bank Account	Acct holder	C...	I...	IBANValue	Bk.typ.	Reference details

Bank Data... Payment cards IBAN

Payment transactions

Alternative payer in document

Alternative payer:

Individual entries
 Entries for referen.

Allowed payer

Since we are maintaining Payment information of Customer in other tab. This tab is not required to fill the information.

6. Enter Customer Bank Account details in the "Payment Transactions" if any as shown in the screen

Field Content	Description	R / O *	Field Values
Country	Country of Customer's Bank	O	
Bank Key	Bank Key	O	
Bank Account	Customer's Bank Account	O	
Account Holder	Name in which the account is held	O	
Alternate Payee	Alternate Customer to whom payment will be done	O	

7. Click on Company Code Information **Company Code Data**

The following screen is displayed:

8. Enter the following data in the input screen:

Field Content	Description	R / O *	Field Values
Recon. Account	Is the account which is updated parallel to the sub ledger account for normal posting. Select from the drop down(F4)	R	A731- Debtor Control A/C-Port Service
Sort Key	Select from the drop down	O	031Customer number
Cash mgmt. group	Select from the drop down	O	A1-Domestic
Prev. acct no.	Previous/ old number of the Customer which is maintained in the earlier system if any, for our internal reference.	O	

9. Click on **Payment Transactions**

Create Customer: Company Code Data

Other Customer General Data CIN Details

Customer INTERNAL ADELE SHIPPING PVT LTD Tuticorin
 Company Code VOCP VOC Port Trust

Account Management **Payment Transactions** Correspondence Withholding Tax

Payment data

Terms of payment 001 Tolerance group
 Time until check paid AR Pledging Ind
 Payment history record

Automatic payment transactions

Payment methods
 Alternat.payer
 Next payee

Enter the Payment terms

10. Click on **Correspondence** & press enter

Create Customer: Company Code Data

Other Customer General Data CIN Details

Customer INTERNAL ADELE SHIPPING PVT LTD Tuticorin
 Company Code VOCP VOC Port Trust

Account Management Payment Transactions **Correspondence** Withholding Tax

Dunning data

Dunn.Procedure VOCP Dunning Block
 Dunn.recipient proc.
 Last Dunned Level
 Dunning clerk key **Dunning areas..**

Correspondence

Acctg clerk Account Statement
 Acct at cust. Coll. invoice variant
 Customer user Decentralized processing
 Act.clk tel.no.
 Clerk's fax
 Clrk's internet
 Account memo

Enter Dunning Procedure

Enter the following data in the input screen:

Field Content	Description	R / O	Field Values
Terms of payment	Choose the Terms of Payment from drop down menu	O	0001

Payment Method	Choose the Payment method to be received from Customer	O	C-Cheque
Dunning Procedure	Choose the Dunning procedure from the Drop Dow	O	VOCP

Click on CIN Detail [CIN Details](#)

The following screen is displayed:

CIN master maintenance

Excise Duty | Sales Tax / Service Tax | Withholding Tax

ECC No. [Highlighted]

Excise Reg. No. []

Excise Range []

Excise Division []

Commissionerate []

Excise Duty Determination

Exc.Ind.Cust.

CIN master maintenance

Excise Duty | Sales Tax / Service Tax | Withholding Tax

CST no. [TAN NO: MR1A0323/E] [Highlighted]

LST no. []

Ser.Reg.No [AAICA86936SD001 / TUTIC] [Highlighted]

Enter Sale Tax Number

Enter Service tax Registration Number

Click on withholding tax tab [Withholding Tax](#)

CIN master maintenance

Excise Duty Sales Tax / Service Tax Withholding Tax

PAN Number Enter PAN Number

PAN Reference



Enter the following data in the input screen:

Field Content	Description	R / O *	Field Values
CST no.	Enter Sales Tax Registration of Customer	O	TAN NO: MRJA03231E
Service Tax Registration Number	Enter Service Tax number of Customer	R	AAICA8693GSD001 / TUTICORIN
PAN Number	Enter PAN Number of Customer	R	AAICA8693G

Click on Back 


Click on Extra and then go to Classification to maintain the following input of the Customer

Create Customer: Classification


Object

Customer ADELE SHIPPING PVT LTD

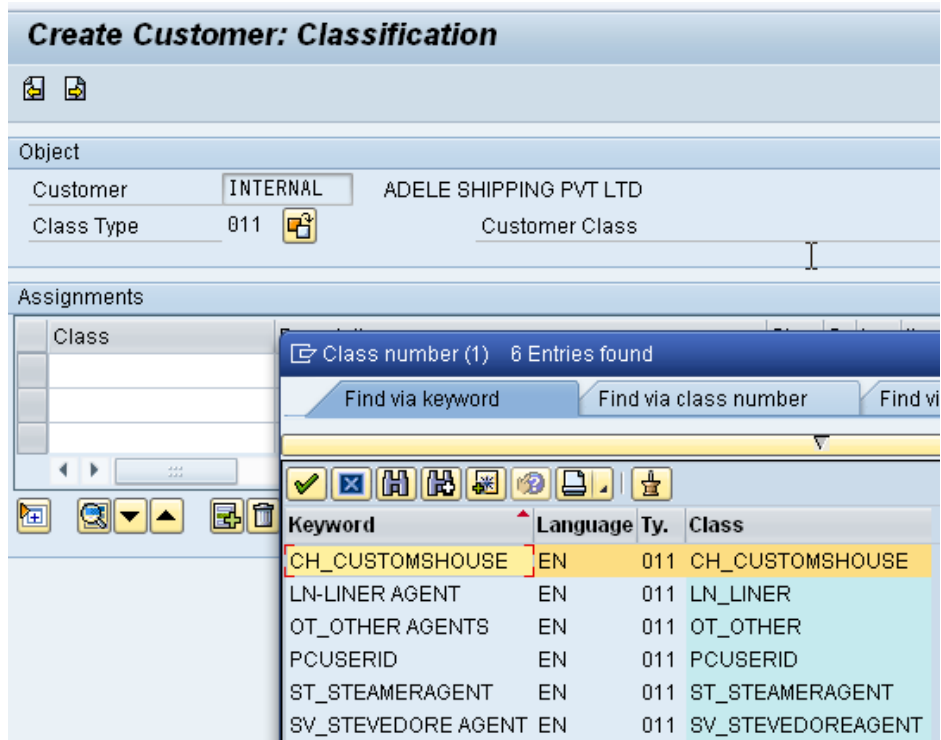
Class Type  Customer Class

Assignments

Class	Description	Sta...	S..	lc...	ltm
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>
		<input type="checkbox"/>			<input type="checkbox"/>

 Entry / 12

Click on F4 select service Categories



11. Enter the following information

Create Customer: Classification



Object

Customer ADELE SHIPPING PVT LTD
 Class Type Customer Class

Assignments

Class	Description	Sta...	S..	lc...	Itm
CH_CUSTOMSHOUSE	CH_CUSTOMSHOUSE	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	10



Entry /


Values for Class CH_CUSTOMSHOUSE - Object INTERNAL

General

Characteristic Description	Value
CH_Bank Account Number	9100200415
CH_BANK BRANCH NAME	TUTICORIN
CH_BANKCODE_IFSC	UTIB0000105
CH_BANKNAME	AXIS BANK
CH_EDIAGREEMENTVALIDIT...	01.01.2012
CH_EDIPAYMENTMODE	YES
CH_License Number	14/2010
CH_License Validity From	01.04.2010
CH_License Validity To	02.11.2014

Field Content	Description	R / O *	Field Values
Bank Account Number	Enter the Bank Account Number of Customer	R	9100200415
Bank Branch Name	Enter the Bank Branch Name	R	Tuticorin
BANKCODE_IFSC	Enter ICSC Code of Bank	R	UTIB0000105
BANKNAME	Enter The Bank Name	R	AXIS BANK
EDIAGREEMENTVALIDITYDATE	Enter the EDI Agreement Validity Date	R	01.01.2012
EDIPAYMENTMODE	Enter Mode of Payment	R	yes


License Number	Enter Service License Number	R	14/2010
License Validity From	Enter License Valid From	R	01.04.2010
License Validity To	Enter License Valid To	R	02.11.2014

12. If you would like to enter some other Service category .Click on Insert Row () F4 and select as per below screen

Create Customer: Classification


Object



Customer ADELE SHIPPING PVT LTD

Class Type  Customer Class

Assignments

Class	Description	Sta...	S..	Ic...	Itm
CH_CUSTOMSHOUSE	CH_CUSTOMSHOUSE	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	10
PCUSERID		<input type="checkbox"/>			
		<input type="checkbox"/>			

Entry  /

13. Click on Back  and save the Customer()

Note: The system displays the following message:

Customer 0000100004 has been created for company code VOCP

Result

Customer master gets created with internal number assigned to the Account Group.

Note: The data screens and fields that appear in the above images may vary depending on the "Account Group" you selected in the initial screen for transaction code FD01.

1.8.2.3 Cheque Forwarding Entry

Process No : EDP-082-003

Purpose :Cheque Forwarding Entry and Cheque forwarding statement preparation for tender fees

Screen Code in FICO :

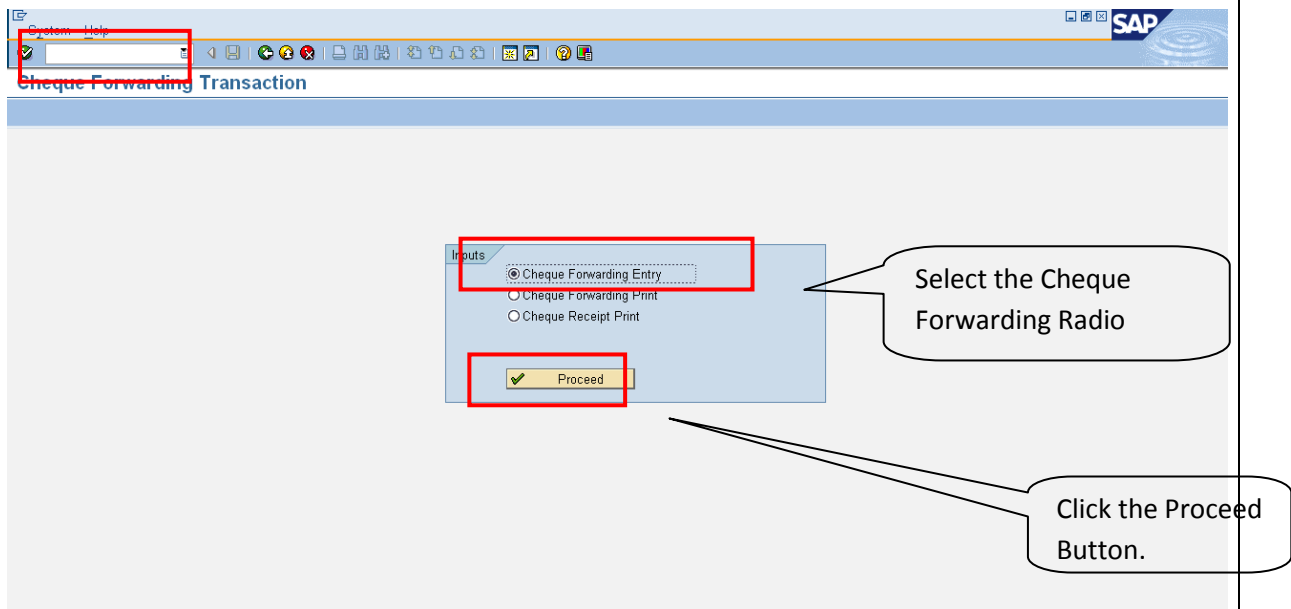
Cheque Forwarding Entry : ZFI_FWD
Print Cheque Forwarding Statement : ZFI_CFWD

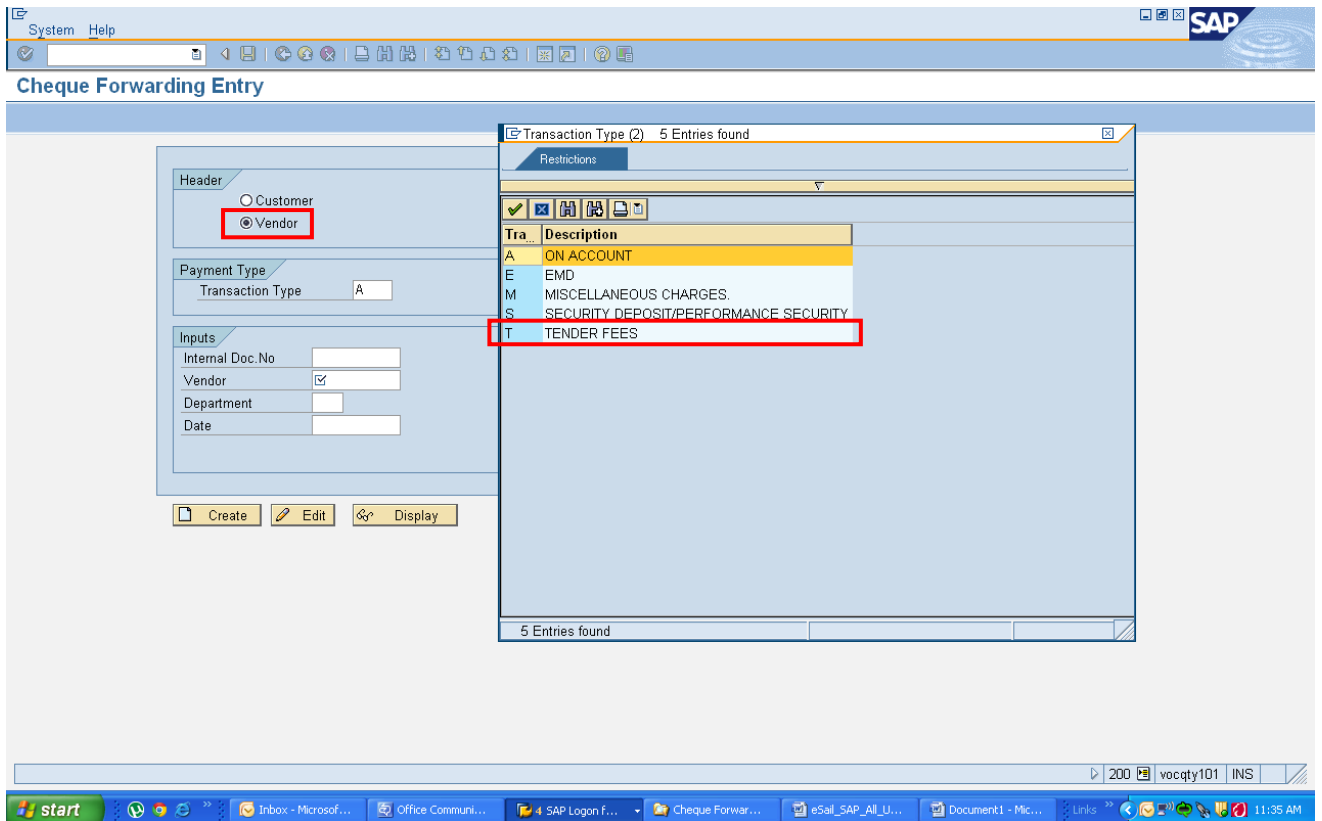
Cheque Forwarding Entry (ZFI_FWD)

1. Selecting the Radio button for Customer / Vendor
2. Type of Account (i.e. EMD / SD / On Account / Open Items /Tender Fees etc.)
3. Choosing the Vendor / Customer Code
4. Selecting the Department
5. Keying the date
6. Choosing the Unit id
7. Keying the Text / Purpose
8. Selecting the Project code if required
9. Keying the reference, Bank Name, Instrument no. and date, GL, Profit centre, Amount
10. Press Save and Park. (SAP Document number will be generated)

Cheque Forwarding Statement (ZFI_FWD)

1. Selection of Department or Unit Id or Document and Fiscal year Click ok
2. Report will be generated and take the print out and sent to Finance department.

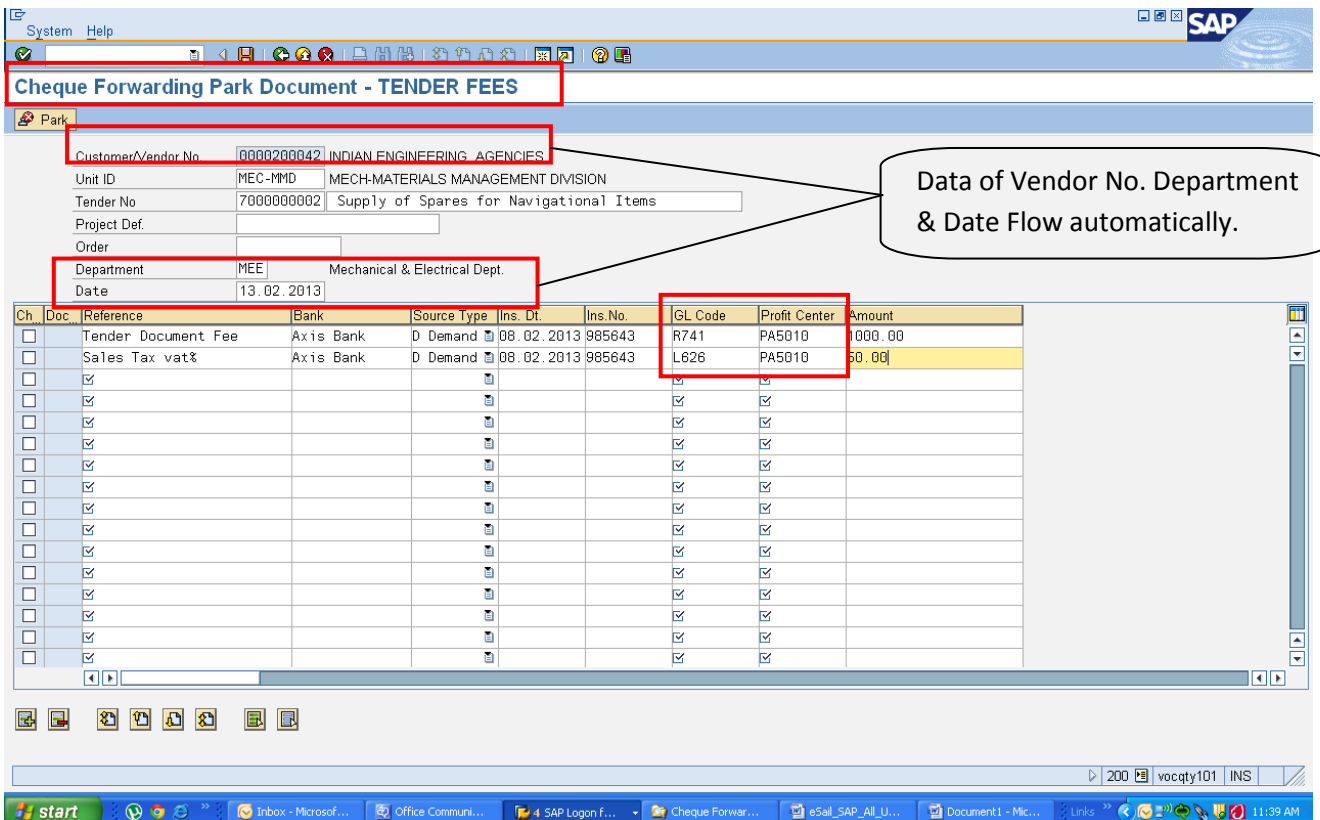
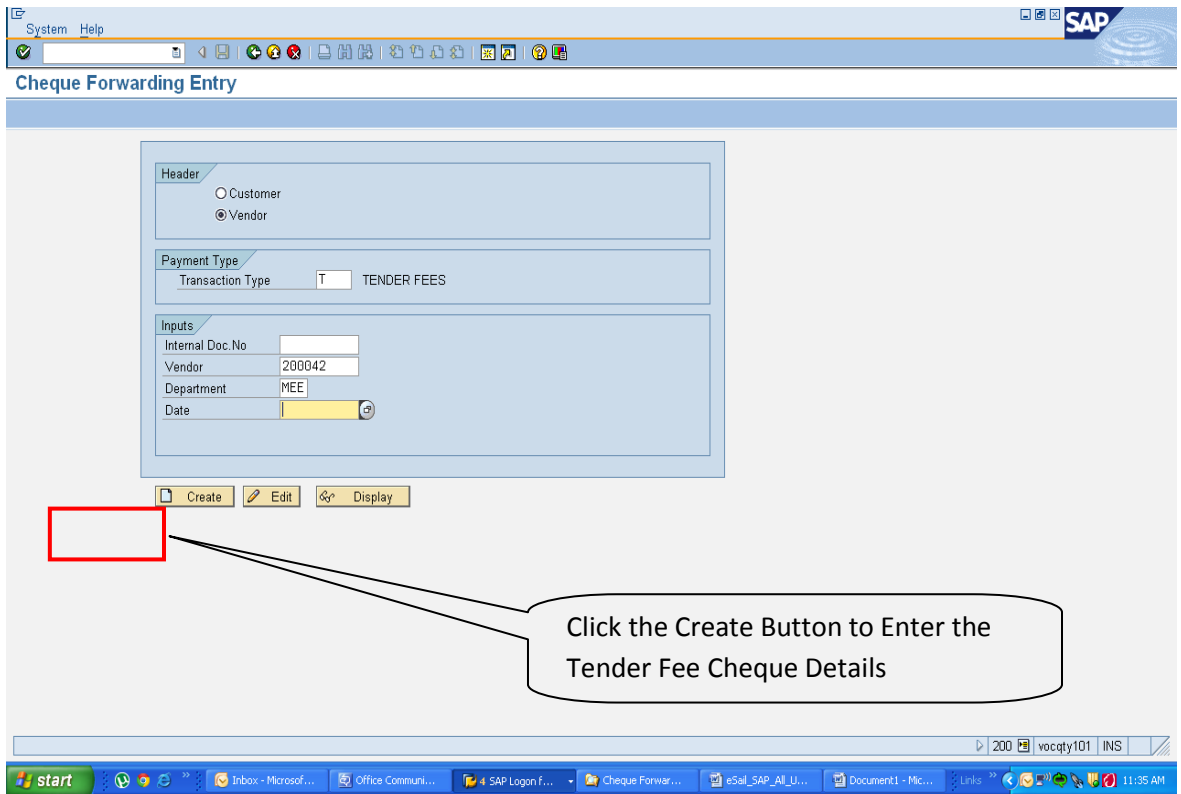




Enter the data as per the table given below:

Field Content	Description	R / O *	Field Values
Header	Vendor	R	Click Vendor to collect the Tender Fee.
Transaction Type	Specifies the Type of Transaction entry – “T “ as Tender Fee	R	T- Tender Fees
Internal Document No.	Specifies the Unique Number after saving the Cheque Forwarding Entry. Required only after saving the Entry. Not Required for the Creation.	O	Not Required at the Time of Creation of Entry.
Vendor	Enter the Vendor/ Supplier/ Tender / Contractor code for the Tender Fee to be collected.	R	E.g. Enter the Vendor Code 200042 as shown below.
Department	Specifies the Department Name called for the Tender.	R	E.g. MEE – Mechanical & Electrical Engineering Department.
Date	Actual Date on which the Check Forwarding Statement generated at the Department.	O	E.g. 13.02.2013.

* R - Required, O - Optional



Enter the data as per the table given below

Field Content	Description	R / O *	Field Values
---------------	-------------	---------	--------------

Customer / Vendor No.	Vendor Code selected at the Front Screen & Flows automatically to the entry field.	R	Eg. 200042.
Unit ID	Defines the Division on Tender Fee is getting collected.	R	MEC – MMD – Materials Management Division.
Tender No.	Tender No. Created for the Procurement of Materials / Service.	O	Description of Tender Will flow automatically once enter. Description of the scope of work Can be Edited.
Reference	Description of the Fees. Eg. For the Tender Fee collection can Enter with “ Tender Document Fee” & for VAT – Sales Tax VAT - %”	R	1. Tender Document Fee. 2. Sales Tax VAT - %”
Bank	Define the Bank Name. Enter the Bank Name on which the Vendor Drawn the Cheque / DD .	R	Eg. AXIS BANK
Source Type	Mode of Payment by Vendor either by Cheque /DD	R	DD
Ins. Dt.	Instrument Date – Indicates the Cheque or DD Date	R	Eg. 08.02.2013
Ins. No.	Instrument Number - Indicates the Cheque or DD Number printed on the Cheque or DD	R	Eg. 985643.
GL Code	Indicates the Ledger Account Code on which the Amount to be Posted.	R	Always for the Tender FeesLine -Tender Document Fee give GL code as “ R741 ”& for the Sales Tax VAT-% line enter “ L626 ”.
Profit Center	Accounting Head on which the Revenue or Expense is getting Posted.	R	Eg. Selected PA5010 - Engineering Services - Mechanical .
Amount	Indicates the Rate / Amount Value to be Entered in Rs.	R	Eg. For ” Tender Document Fee – Rs.1000 & for Sale Tax - % - Rs. 50.

After entering all the above details, Save the document by Clicking the Save Button. The Following Screen will Appear.

System Help

Cheque Forwarding Park Document - TENDER FEES

Park

Customer/Vendor No. 0000200042 INDIAN ENGINEERING AGENCIES
 Unit ID MEC-MMD MECH-MATERIALS MANAGEMENT DIVISION
 Tender No 7000000002 Supply of Spares for Navigational Items
 Project Def.
 Order
 Department MEE Mechanical & Electrical Dept.
 Date 13.02.2013

Ch	Doc	Reference	Bank	Source Type	Ins. Dt.	Ins. No.	GL Code	Profit Center	Amount
<input type="checkbox"/>		TENDER DOCUMENT FEE	AXIS BANK	D Demand	08.02.2013	985643	R741	PA5010	1,000.00
<input type="checkbox"/>		SALES TAX VAT%	AXIS BANK	D Demand	08.02.2013	985643	L626	PA5010	50.00

Records updated successfully

200 vocqy101 INS

start

Inbox - Microsof... Office Communi... SAP Logon f... Cheque Forwar... eSal_SAP_AI_U... Document1 - Mic... Links 11:39 AM

The Message will appear as shown.

System Help

Cheque Forwarding Park Document - TENDER FEES

Park

Customer/Vendor No. 0000200042 INDIAN ENGINEERING AGENCIES
 Unit ID MEC-MMD MECH-MATERIALS MANAGEMENT DIVISION
 Tender No 7000000002 Supply of Spares for Navigational Items
 Project Def.
 Order
 Department MEE Mechanical & Electrical Dept.
 Date 13.02.2013

Ch	Doc	Reference	Bank	Source Type	Ins. Dt.	Ins. No.	GL Code	Profit Center	Amount
<input type="checkbox"/>		TENDER DOCUMENT FEE	AXIS BANK	D Demand	08.02.2013	985643	R741	PA5010	1,000.00
<input type="checkbox"/>		SALES TAX VAT%	AXIS BANK	D Demand	08.02.2013	985643	L626	PA5010	50.00

Records updated successfully

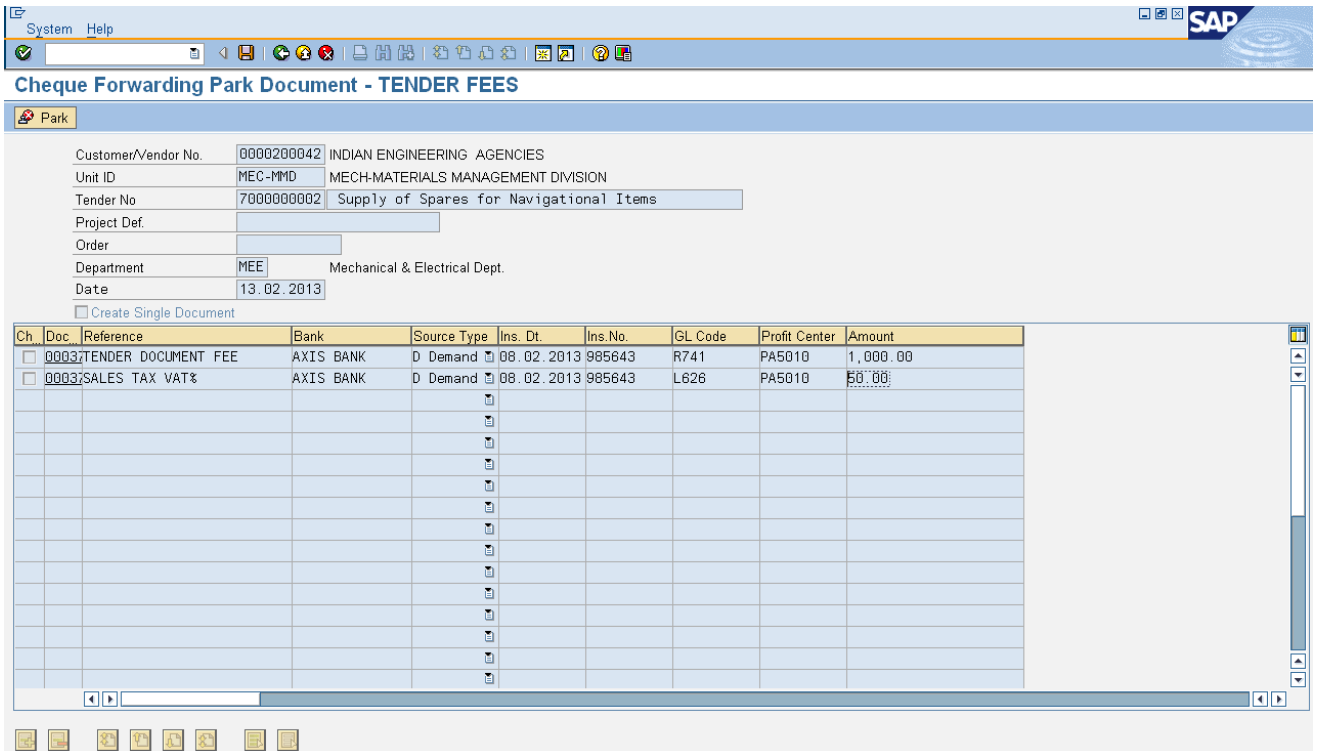
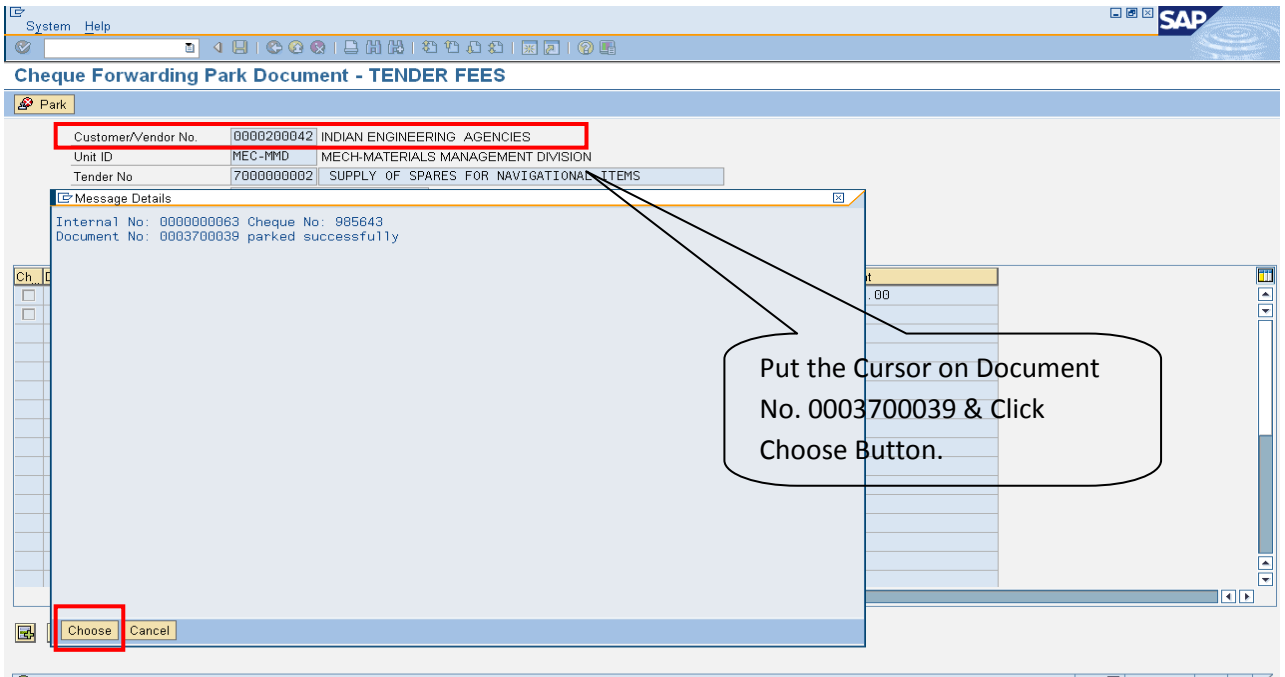
200 vocqy101 INS

start

Inbox - Microsof... Office Communi... SAP Logon f... Cheque Forwar... eSal_SAP_AI_U... Document1 - Mic... Links 11:39 AM

The Message will appear as shown.

After ensuring all the Entries are found to be OK, Click the Document Parking Button. The following Screen will appear once the Parking Button Clicked.

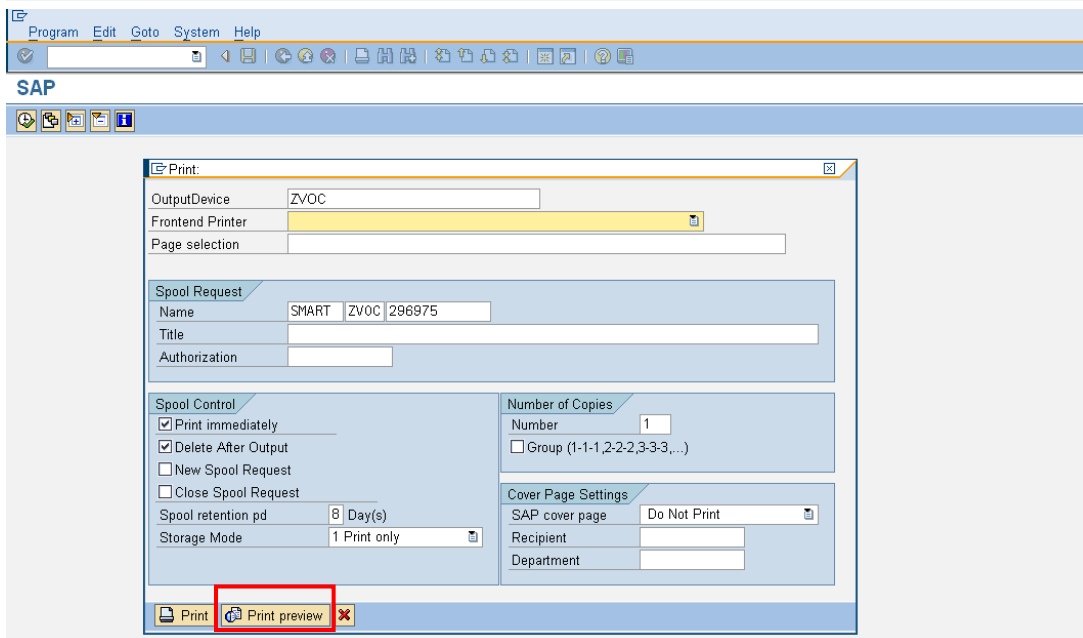
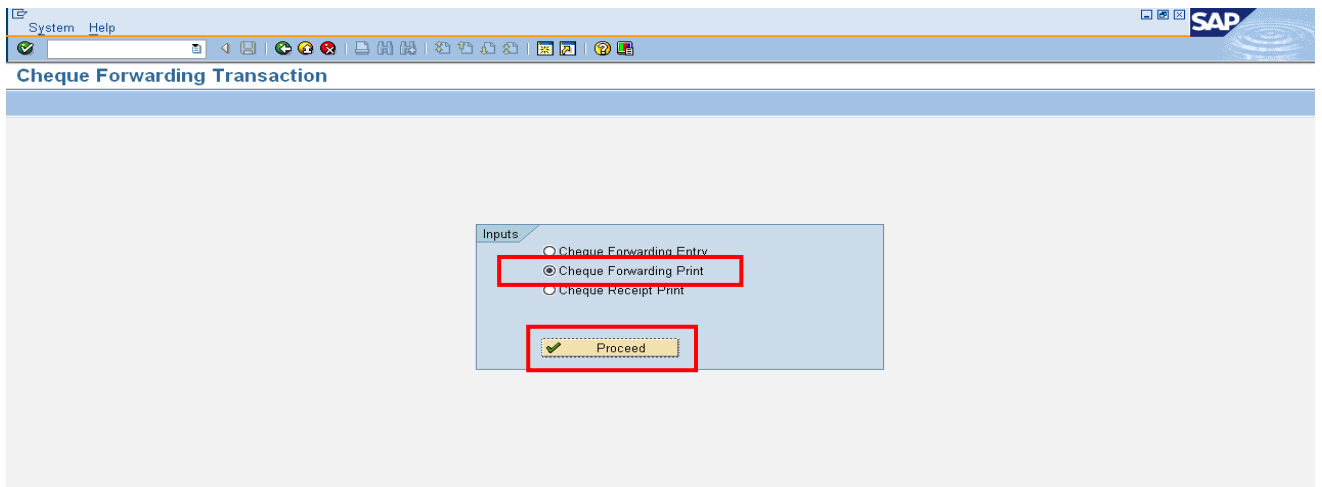


3.Print of Cheque Forwarding Entry for the Tender Fees :

To Print a Cheque Forwarding Entry for the Tender Fees , Enter the transaction code as shown below:

Transaction code	ZFI_FWD or ZFI_CFWD.
-------------------------	----------------------

The following dashboard screen will appear. Select the Cheque Forwarding Print Radio Button & then Click the Proceed Button as marked in Red Color.



Print Preview of ZVOC Page 00001 of 00001

Sl.No	Doc.No.	Name	Bank	Inst.dt	Inst.no	Acc.Code	Net Amount
1	1800021	INDIAN ENGINEERING AGENCIES GEE GEE COMPLEX CHENNAI-600002	AXIS BANK	08.02.2013	123445	L708	2,000.00
2	3700038	M/S BIHAR RUBBER CO. LTD. DUCKBACK HOUSE, 4TH FLOOR KOLKATTA-700017	SYNDICATE BANK	08.02.2013	123445	R741	1,000.00
						L626	50.00
3	3700039	INDIAN ENGINEERING AGENCIES GEE GEE COMPLEX CHENNAI-600002	AXIS BANK	08.02.2013	985643	R741	1,000.00
						L626	50.00
Total							4,100.00

4.8.2.4. Bank Master

Process No : EDP-082-004

Purpose : Bank master is added/modified/displayed

Screen Code in FICO :

Create Bank : FI01
 Change Bank : FI02
 Display Bank : FI03

Bank Country

Bank Key

1. Enter the data as per the table given below

Field Content	Description	R / O *	Field Values
Bank Country	Bank Country : Bank Country Shall be picked from the drilled down Select IN	R	IN
Bank Key	Specifies that the Bank Key Based on the key to be created	R	HDFC0001

* R - Required, O - Optional

Bank Country

Bank Key

Click  (Enter).

Bank Country India

Bank Key

Address

Bank name

Region

Street

City

Bank Branch

Control data

SWIFT code

Bank group

Postbank Acct

Bank number

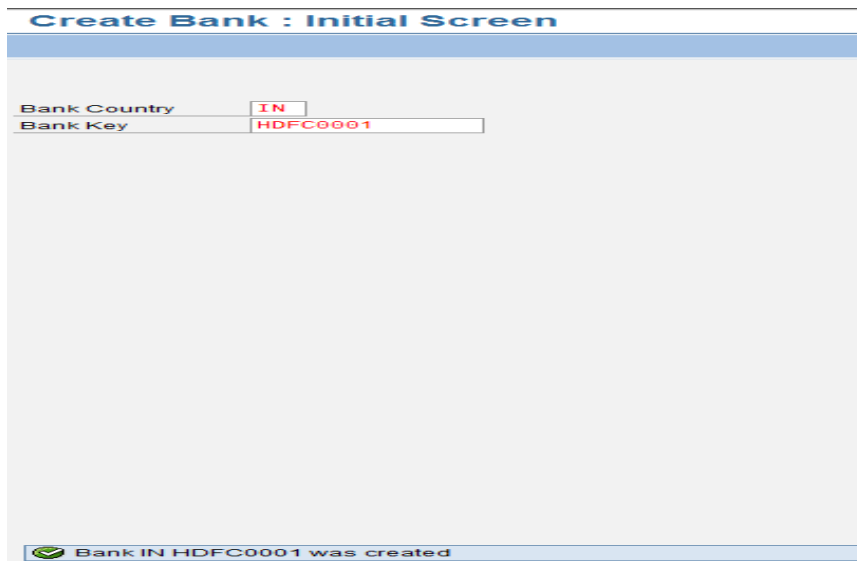
Enter the following data in the input screen:

Field Content	Description	R / O *	Field Values
---------------	-------------	---------	--------------

Bank Name	Bank Name	R	HDFC Bank Ltd
Region	Select the region from the drill down	R	Tamil Nadu
Street	Enter the street details	R	Jeyaraj Road
City	Enter the city	R	Tuticorin
Bank Branch	Enter the Bank Branch Details	R	Tuticorin
SWIFT code	Enter the Swift code	O	
Bank Group		O	IN
Post Bank		O	22
Bank Number		O	

Click  & Save 

Bank Master is created



Create Bank : Initial Screen

Bank Country: IN
Bank Key: HDFC0001

Bank IN HDFC0001 was created

4.8.2.5. EMD/SD Refund and Imprest

Process No : EDP-082-005

Purpose : Processing of EMD/SD refunds and Imprests

Screen Code in FICO :

Document Edit Goto Extras Settings Environment System Help

Post Document: Header Data

Acct model Fast Data Entry Post with reference Editing Options

Document Date	19.02.2013	Type	KZ	Company Code	wocp
Posting Date	20.02.2013	Period	<input type="checkbox"/>	Currency/Rate	inr
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc.Header Text	AGT/work/PO order no				
Trading Part.BA					

First line item

PstKy	29	Account	200022	<input type="checkbox"/> L Ind	<input type="checkbox"/> TType
-------	----	---------	--------	--------------------------------	--------------------------------

1. Enter Document date

2. Enter Doc.type:KZ

3. Enter Currency: INR

4. Enter Work order no/AGT/Po no

1. Enter T-Code **FB01** in T-Code Box and press **Enter to get this screen**
 2. Press "F4" to select Vendor etc

5. Enter Posting key:29

6. Enter Vendor Code

6. Enter Special GL: M-EMD and Press Enter

Imprest: Special GL Indicator: Q / Y & SD for H in the Spl GL indicator field By pressing F4-U can choose the relevant spl GL code

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Payment: Add Vendor item

More data Acct model Fast Data Entry Taxes Withholding tax

Vendor 200022 ENGINEERING SPARES & COMBINES G/L Acc L708
 Company Code V0CP PLOT NO. 30, SRI. VENKATESWARA COMP
 SECUNDRABAD

Item 1 / No. of tangible assets / 29 M

Amount 5000 INR
 Calculate tax Bus./sectn
 Bus. Area ZA
 Due on 20.02.2013

Contract / Trans. Type
 Assid
 Text EMD refund-against work order/AGT/PO no Long Texts

Line Item
 50 Account A823 L Ind New co.code

7. Enter Amount

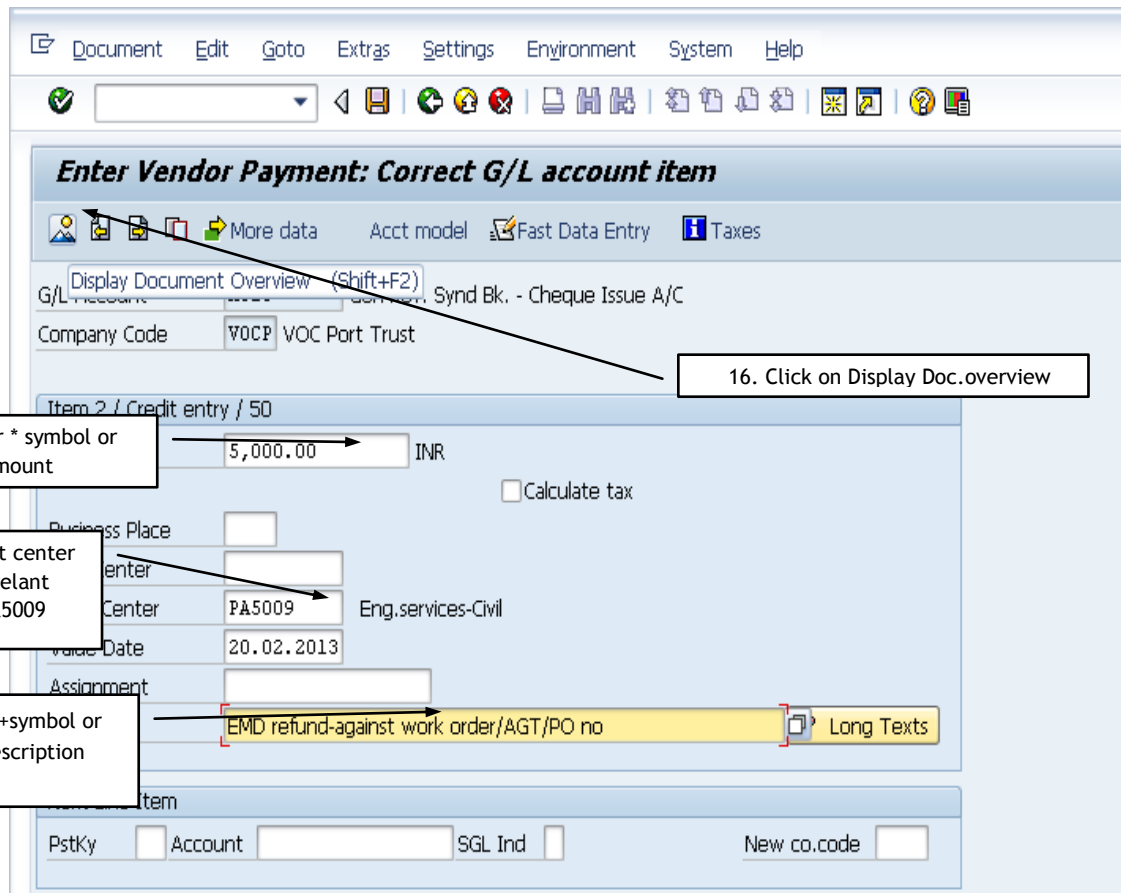
8. Enter Business area

9. Enter Due on date

10. Write description

11. Enter Posting key:50 -Credit

12. Enter Bank GL codes: A823 and Press Enter



The below screen will display as simulation mode

Document Edit Goto Extras Settings Environment System Help

Enter Vendor Payment: Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date 19.02.2013 Type KZ Company Code VOCP
 Posting Date 20.02.2013 Period 11 Currency INR
 Document Number INTERNAL Fiscal Year 2012 Translatn Date 20.02.2013
 Reference
 Doc.Header Text AGT/work/PO order no Trading Part.BA

Items in document currency

PK	BusA	Acct		INR	Amount	Tax amnt
001	29M ZA	0000200022	ENGINEERING SPARES		5,000.00	
002	50	A823	Gen Rev. Synd Bk		5,000.00-	

D 5,000.00 C 5,000.00 0.00 * 2 Line items

Other line item
 PstKy count SGL Ind TType New co.code

17. Click on Parked document

Document 1800480 VOCP was parked

4.8.2.6. Revised Budget Estimate Preparation for EDP EDP-082-006

Purpose :Processing of budget estimate for EDP (KP06) and sent to Finance
 Screen Code in FICO :ZFI_BUDGETS

Plan Data Edit Goto Extras Settings System Help

Change Cost Element/Activity Input Planning: Initial Screen

Layout ZVOCP1 Revised Estimate - Expenditure

Variables

Rev Est Ver Cur Yr RE4 RE - Dept entry

On Est Ver Nxt Yr 4 OE - Dept entry

From Period 1 April

To Period 12 March

Budgeting Year 2018

Cost Center

to

Cost center group 69 69 - EDP DEPARTMENT

Cost Element

to

Cost Element Group GENERAL_EX GENERAL EXPENDITURE

Entry

Free Form-Based

Press Overview button or F5

Plan Data Edit Goto Extras Settings System Help

Change Cost Element/Activity Input Planning: Overview Screen

Line Items Change Values

Cost Cent...	Text	Expenditu...	Text	Rev.Bud Cur Yr 2018	On.Bud Nxt Yr 2019	On.Bud Cur Yr 2018	Actual Cur Yr 2018	Actual Prev Yr 2017
CA569571	Inf. Tech. & Support Sys...	E301	Postage, Rev. stamps, telegra...	0.00		0.00	0.00	0.00
		E302	Purchases - Furniture and Off...	3.50	3.50	0.10	3.35	2.45
		E321	Travelling Allowance			0.00	0.00	0.00
		E322	Travelling Allowance (Trainin...			0.00	0.00	0.00
		E328	Leave Travel Concession			0.00	0.00	0.00
		E330	Travelling Allowance (Medical...			0.00	0.00	0.00
		E331	Medical expenses (Employees)			0.00	0.00	0.00
		E332	Medical expenses (Pensioners)			0.00	0.00	0.00
		E335	Hospital - diet charges			0.00	0.00	0.00
		E381	Miscellaneous Expenses (Gener...			0.00	0.00	0.00
CA569572	Maintenance of EDP centre	E301	Postage, Rev. stamps, telegra...	0.15	0.15	0.10	0.01	0.00
		E302	Purchases - Furniture and Off...	0.50	0.50	0.40	0.00	1.91
		E321	Travelling Allowance	2.76	2.76	2.76	1.48	3.68
		E322	Travelling Allowance (Trainin...	2.72	2.72	0.80	0.28	0.39
		E328	Leave Travel Concession			0.00	0.00	0.00
		E330	Travelling Allowance (Medical...			0.50	0.00	0.46
		E331	Medical expenses (Employees)			0.00	0.00	0.00
		E332	Medical expenses (Pensioners)			0.00	0.00	0.00
		E335	Hospital - diet charges			0.00	0.00	0.00
		E381	Miscellaneous Expenses (Gener...	0.20	0.20	0.20	0.13	0.15

Position...

Key the relevant data and save.

1. Generation of Budget related reports using the t-code ZFI_BUDGETS

Program Edit Goto System Help

Finance Annual Expenditure Report

Report Type

Department Wise Department Cost-Centre Wise Activity wise

Selection Values

Fiscal Year: 2018
Original Version: RE4
Revised Version: 4

Selection Groups

Department Code: 69-EDP
Or value(s) from: to:

List Edit Goto Settings System Help

Finance Annual Expenditure Report

V. O. CHIDAMBARANAR PORT TRUST
REVENUE ACCOUNT - EXPENDITURE

Report Date: 03.07.2019

(Rs. in Lakhs)

G/L Code	Particulars	Actuals 2017-2018	Bud Est 2018-2019	Actuals 2018-2019	Rev Est 2018-2019	Bud Est 2019-2020
1.	SALARIES & WAGES					
E101	Basic Pay - General	41.23	29.18	11.68-	26.52	29.18
E104	Salaries and Wages (EL Encashment)	3.49	6.11	0.00	5.56	6.11
E115	Special pay - for special duties	0.17	0.37	0.00	0.11	0.37
E126	Variable Dearness Allowance	31.29	31.63	14.79-	28.99	31.63
E139	Incentive	0.85	0.09	0.11-	0.08	0.09
E145	Cafeteria allowance	10.97	12.55	4.68-	11.25	12.55
E146	House rent allowance	2.66	2.77	1.14-	2.51	2.77
E147	Conveyance allowance	0.00	0.04	0.00	0.04	0.04
E149	Port allowance	0.00	0.01	0.00	0.01	0.01
E191	Productivity Linked Reward	0.88	0.90	0.00	1.20	1.20
E198	Admin charges relating to contractual de					
E199	Remuneration for contractual deployment					
>>>>	TOTAL	91.54	83.65	32.41-	76.27	83.95
2.	STORES					
E201	Stores (General)	11.21	12.00	0.06	0.15	0.15
E202	Stores (Stationery and Printing)	0.53	0.15	0.07	0.15	0.15
E203	Stores (Uniform, stitching charges & foo	0.00	0.02	0.00	0.02	0.02
E204	Stores (Plant Operation)	0.12	0.30	0.48	0.80	0.80
E205	Stores (Repairs and Maintenance)	0.35	0.10	0.00	0.10	0.10
>>>>	TOTAL	12.20	12.57	0.62	1.22	1.22
3.	GENERAL EXPENSES					
E301	Postage, Rev. stamps, telegraphs - inclu	0.00	0.10	0.01	0.15	0.15
E302	Purchases - Furniture and Office Equipm	4.36	0.50	3.35	4.00	4.00

4.8.2.7. Vendor Invoice Parking

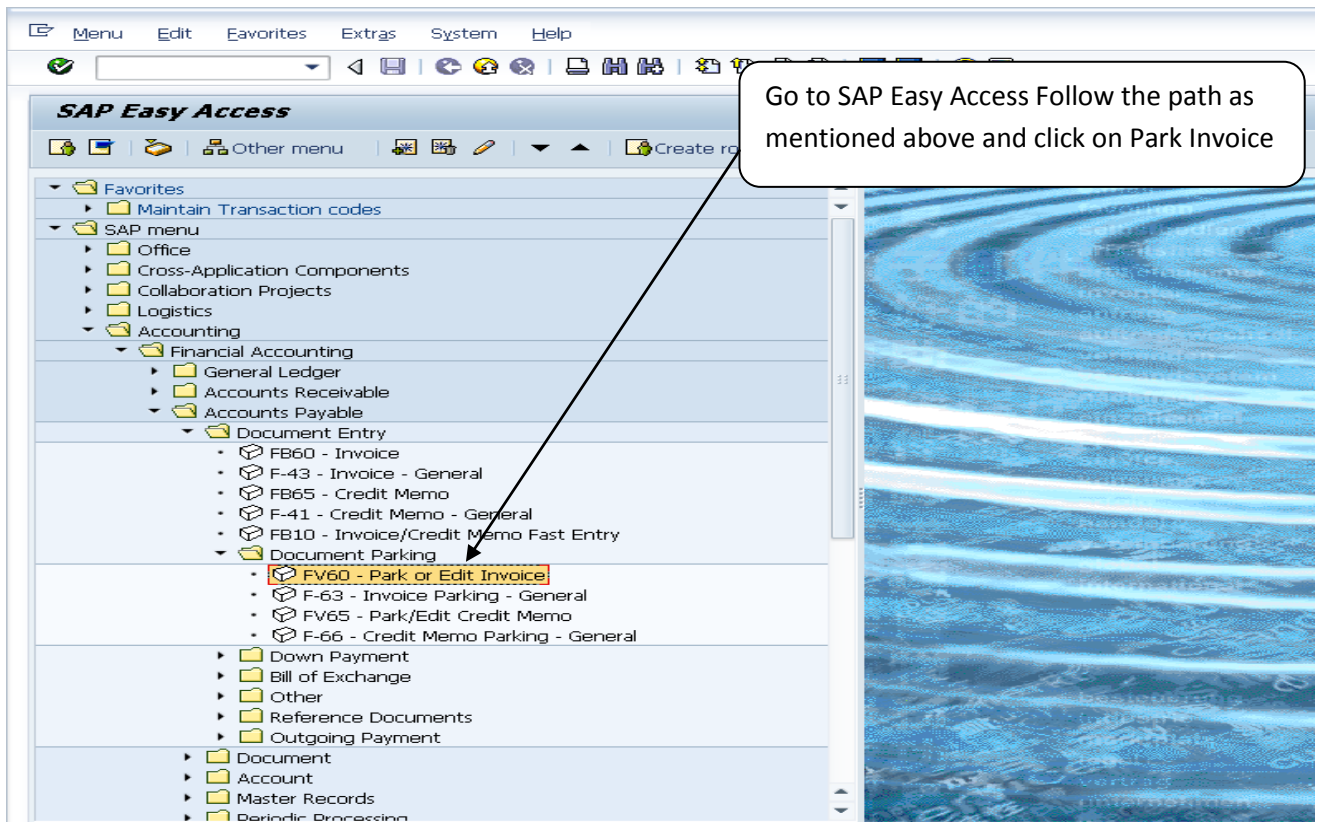
EDP-082-007

Purpose : Vendor Invoice parking for non PO

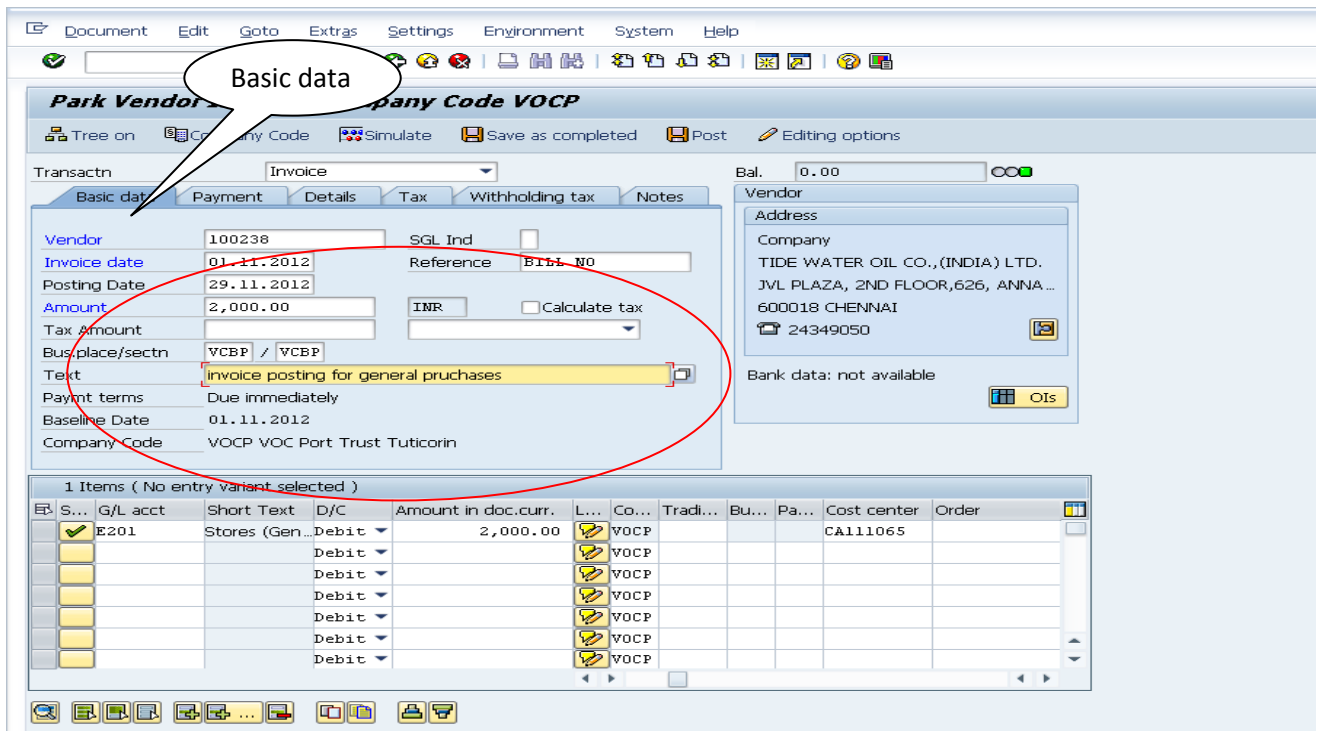
Screen Code in FICO :

Vendor Invoice Verification Park	FV60/FB60
Vendor Invoice Parked Document posting	FBV0
Change Document	FB02
Display Document	FB03

SAP Easy Access->Accounting ->Financial Accounting->Accounts Payable ->Document Entry ->Document Parking->FV60 - Park or Edit Invoice



By Pressing Enter key **post Vendor park invoice screen appears** as below:-

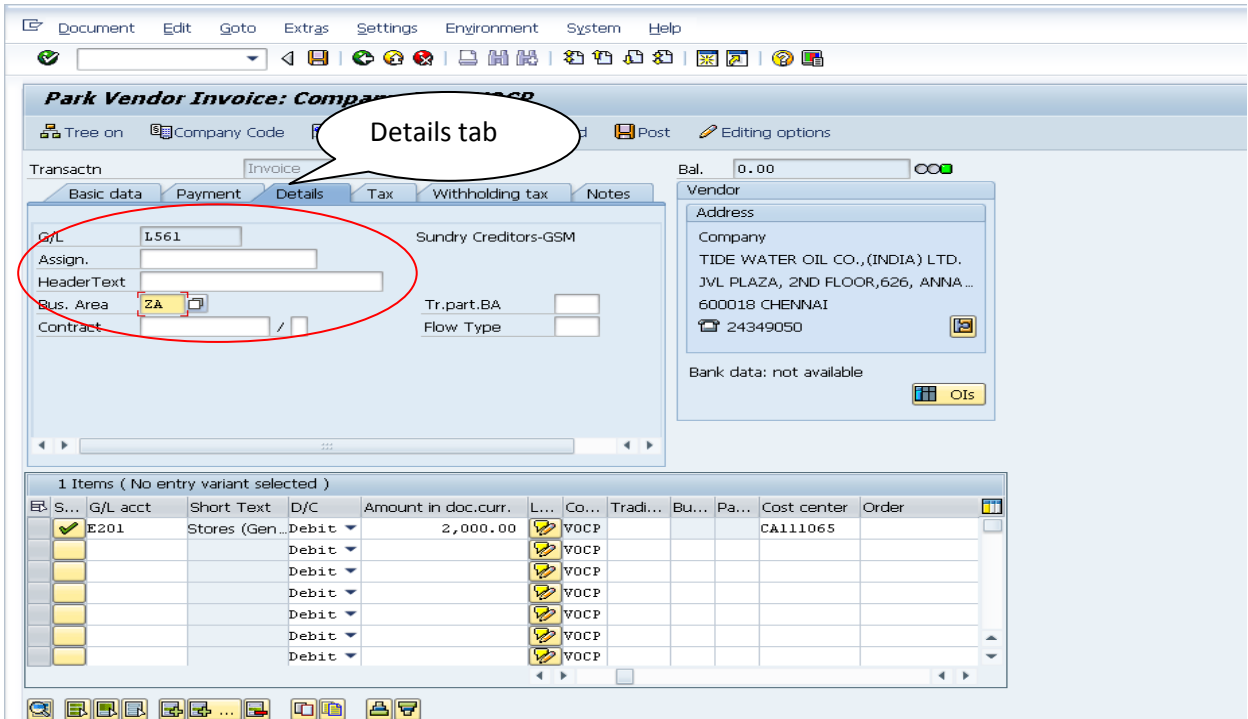


Under Basic data:

1. Enter **Vendor** code, **invoice date** is Bill date, **Posting date** is date of posting transaction, **Reference** as bill no
2. Business Place and Section code: **VCBP** always: it is used for posting TDS deduction
3. Enter GI code as expenditure: eg: E201, Enter amount: 2000/-
4. If required, Enter Tax code "**ST**" for service tax calculation, for zero tax :V0
5. If required Select Check box for Calculate tax for VAT or Service tax or GST
6. check amount from Balance field, if service tax calculated, amount is included.
7. Enter Cost Center code eg: CA111065

Go to Details Tab and below screen comes as appears

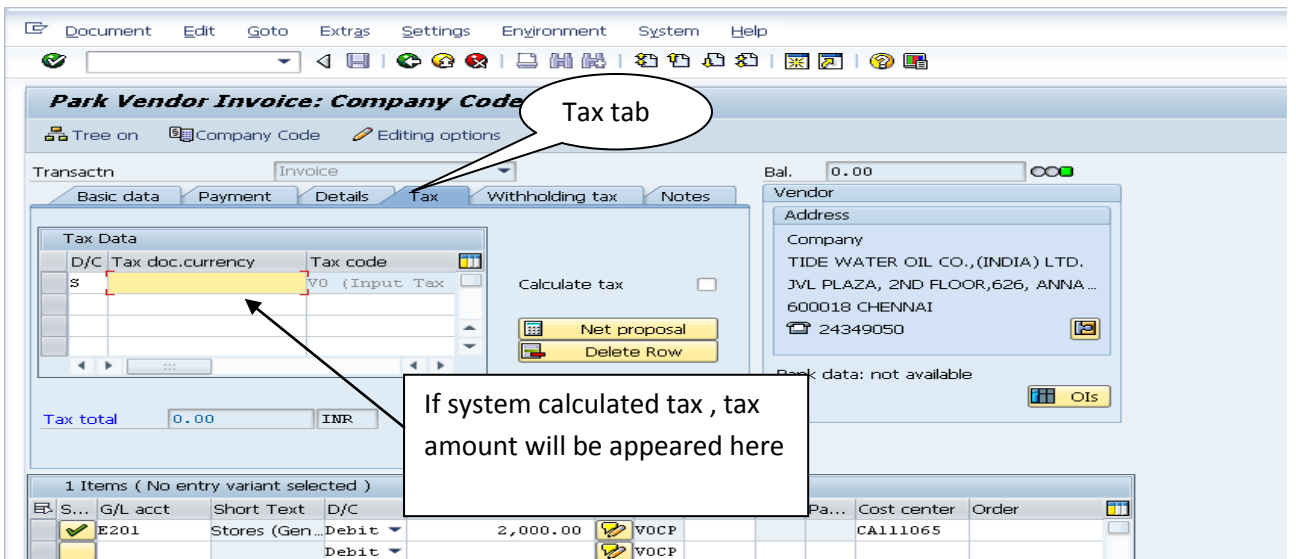
Under details tab and see marked area



Enter Business Area :ZA for zone –A choose here by press F4

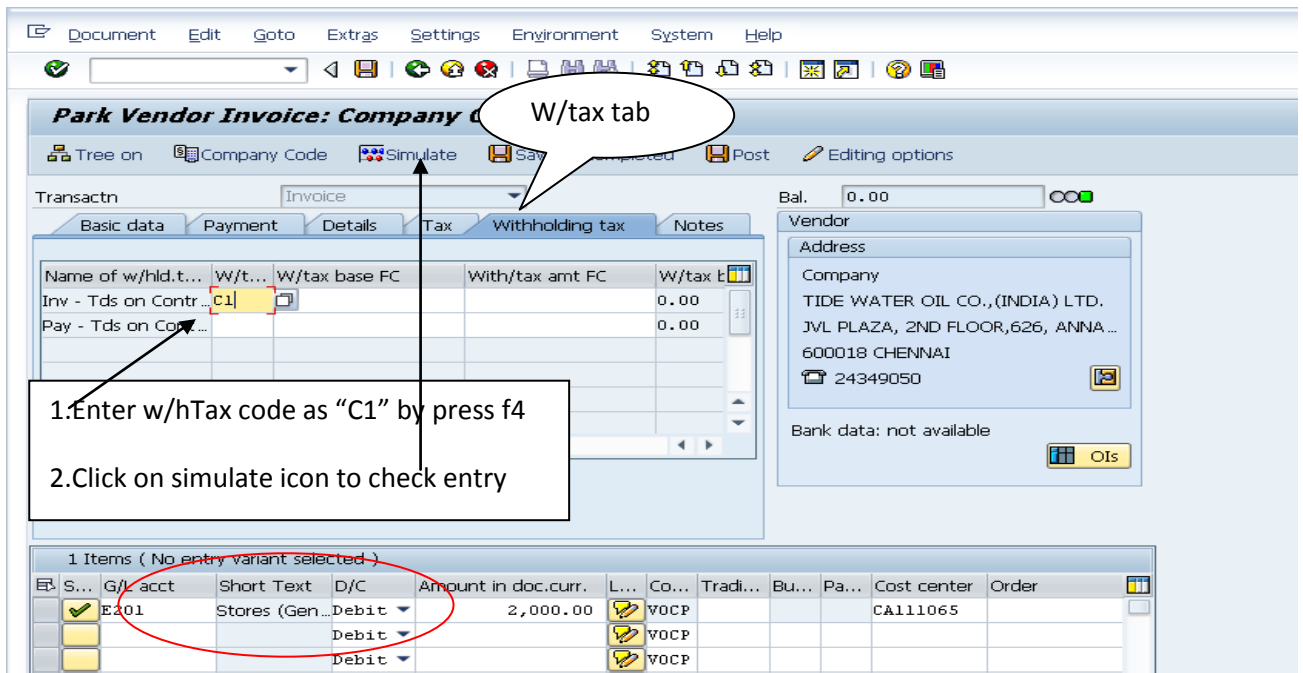
GL code L561 will update by default

Go tax tab and below screen comes



If system calculated tax , tax amount will be appeared here

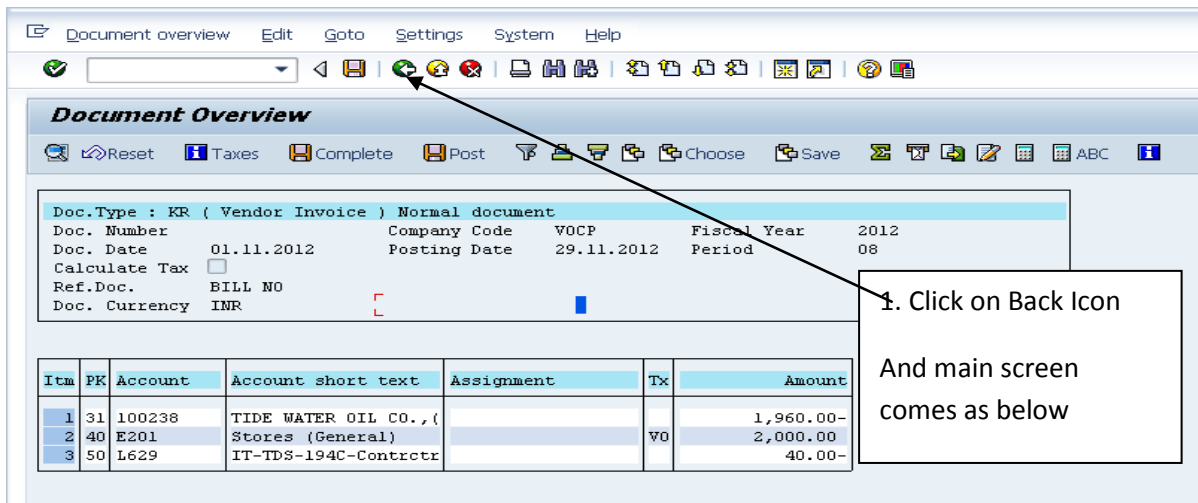
Go to Withholding tax tab and get below screen



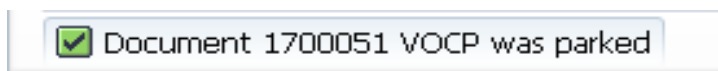
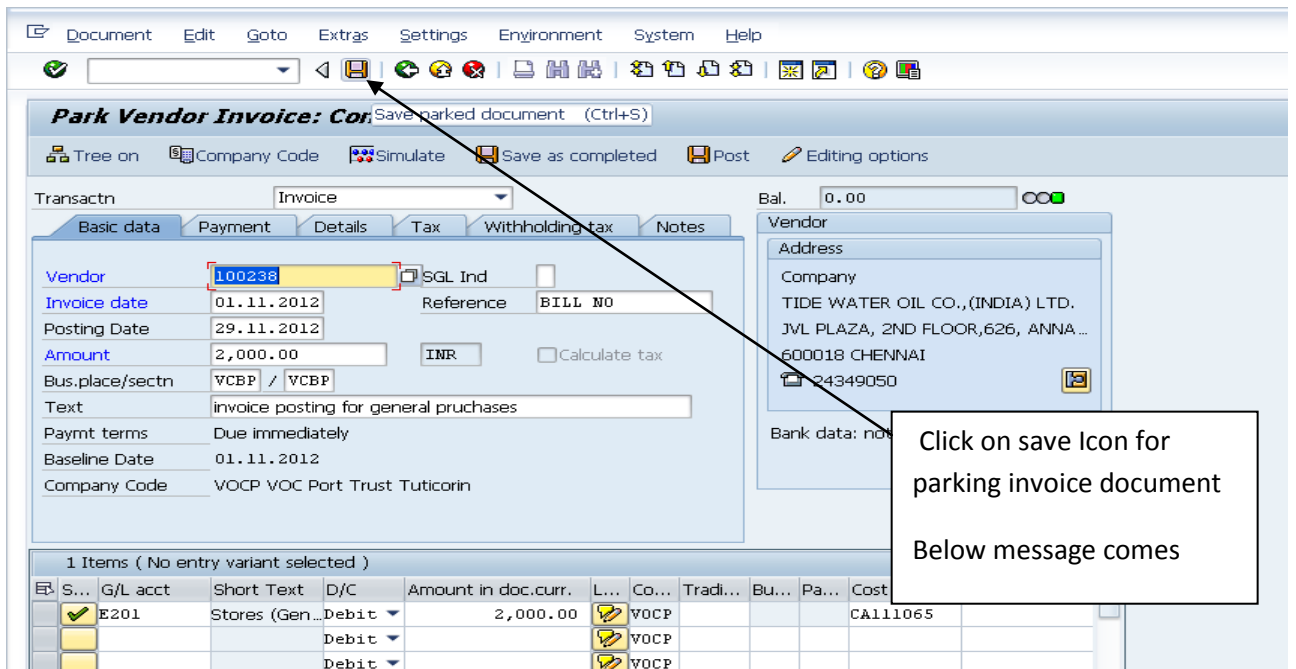
Under withholding tax tab :Withholding tax is income tax or TDS, In sap, Tds will calculate at invoice time and payment time also.

For posting invoice time ,tax type is "C1" and message will be in **green colour it's mean No errors.**

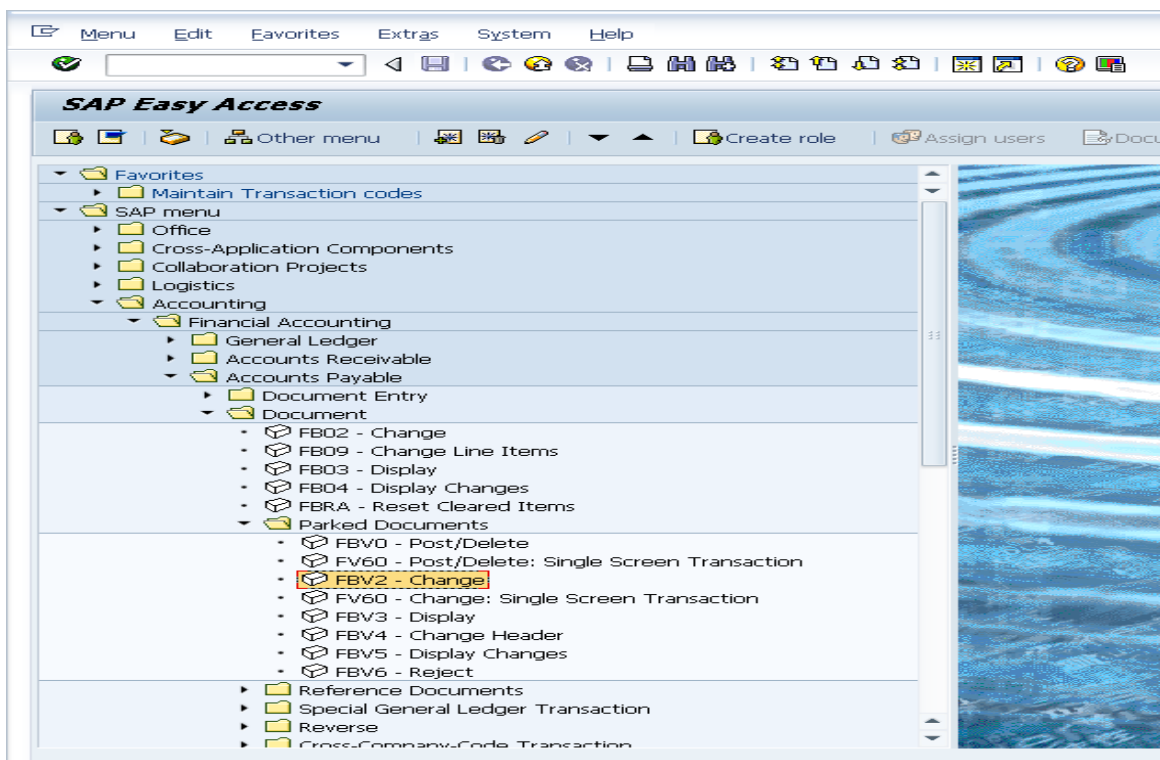
Click on simulate icon and below screen comes



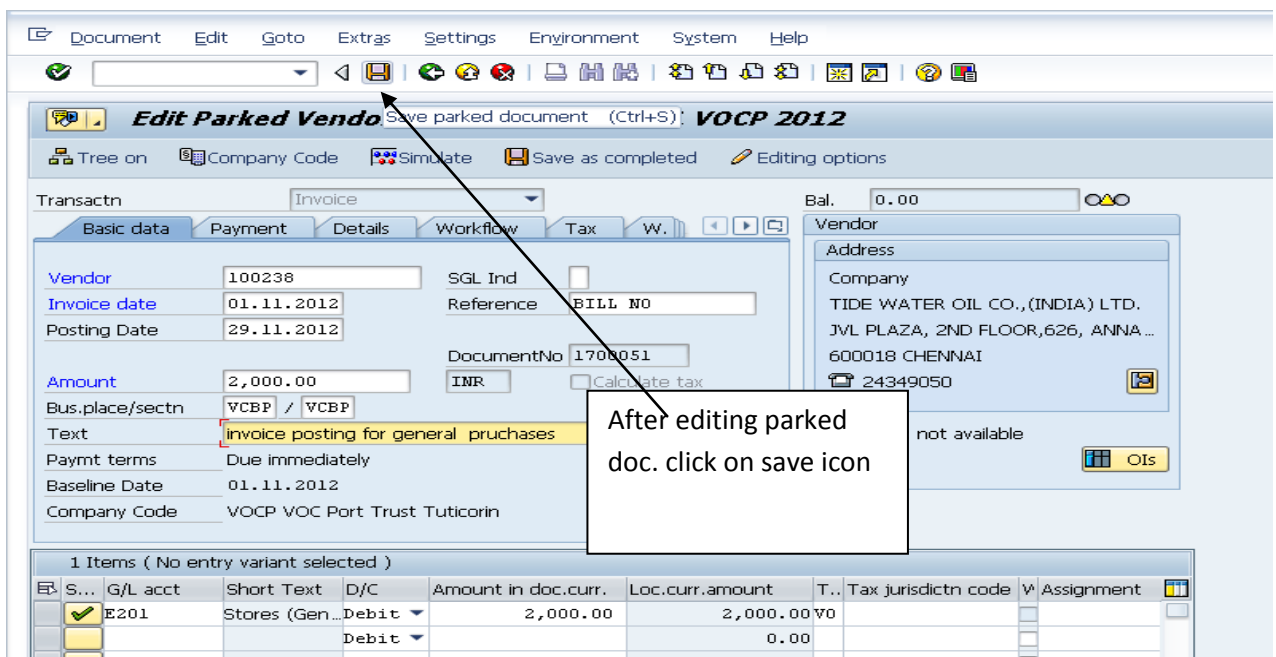
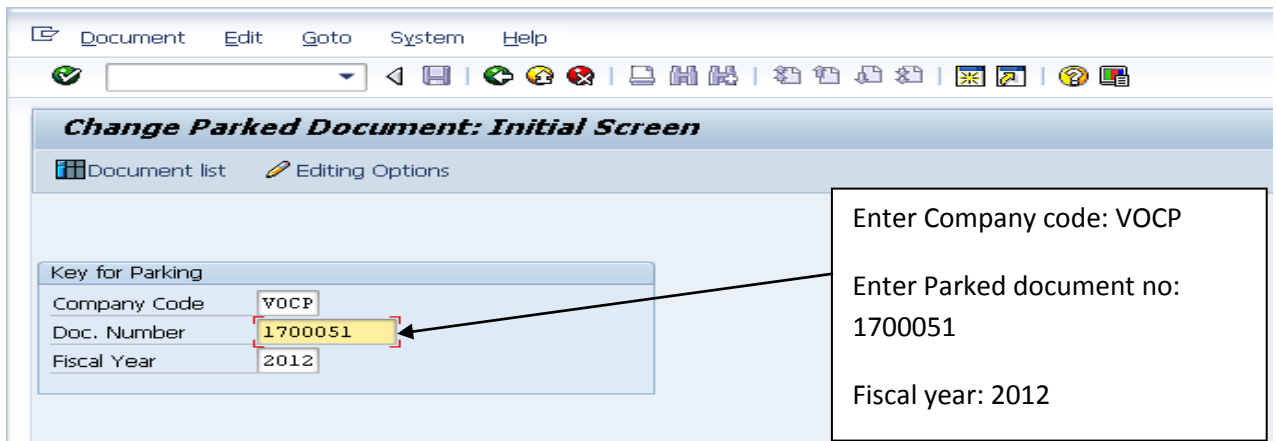
If accounting entry is Ok and then click on Back Icon which will brings main screen as below



Vendor invoice Parked document change or edited and posting in T.code:FBV0 / FBV2



The following screen displays:



If Parked document have any **incorrect value** and you can make **edit or correct** and click on **parked icon**.(Ctrl+s)

Below message comes as

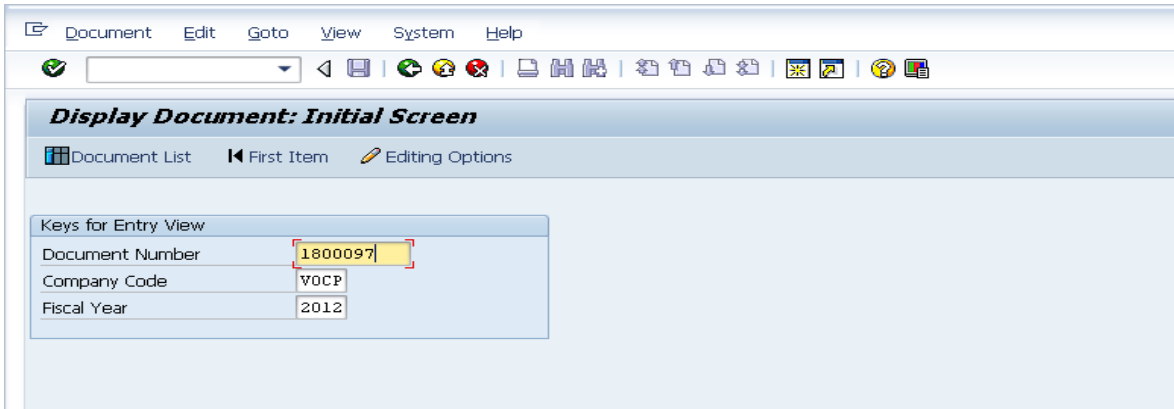


Enter document no:1800097,Company code:VOCP & Fiscal year:2012

By press enter and go to next screen as appears below

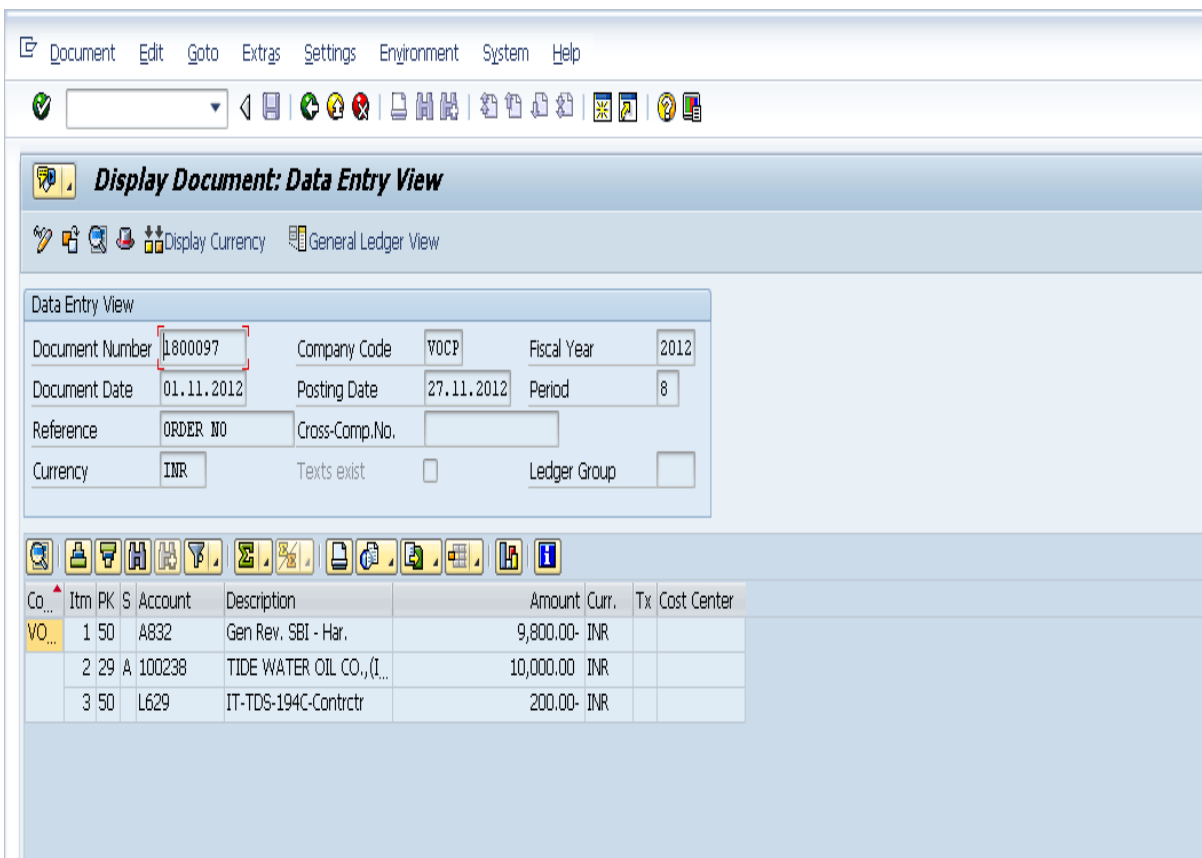
3.Display Document-T.code FB03

The following screen displays:



Enter document no:1800097, Company code:VOCP & Fiscal year:2012

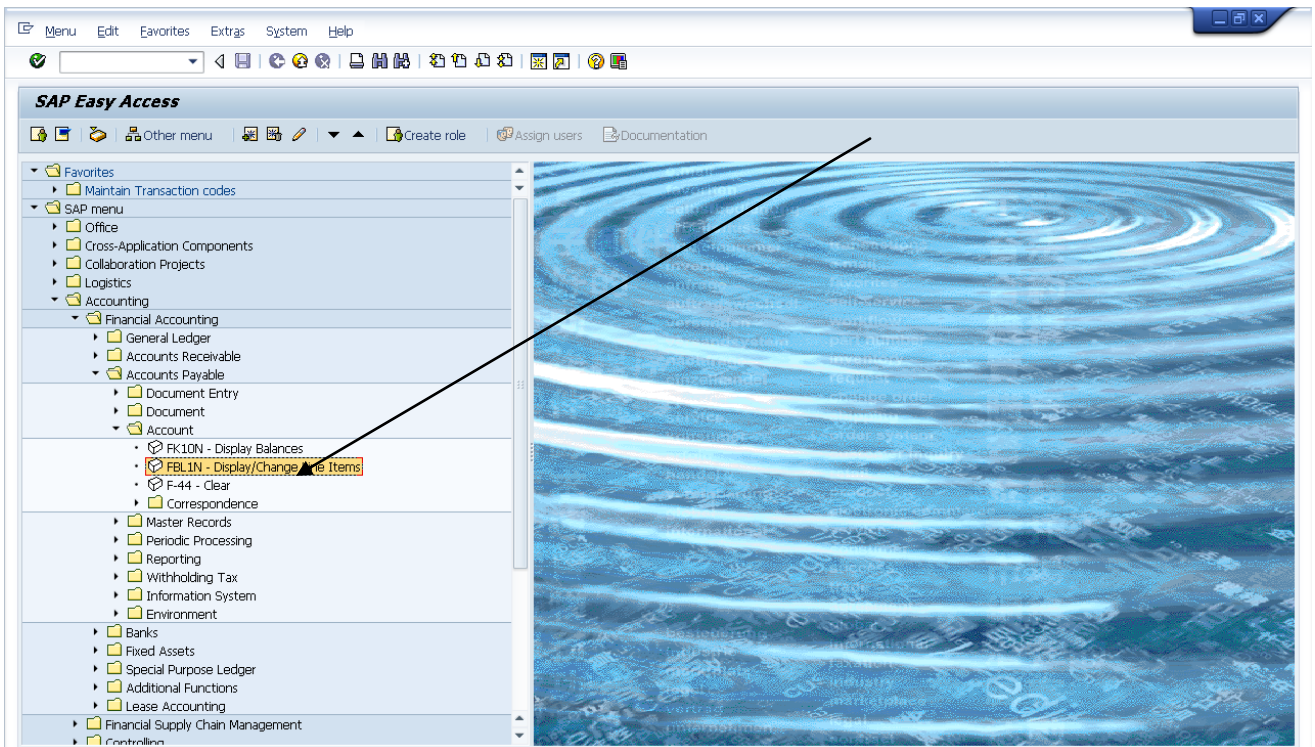
By press enter and go to next screen as appears below



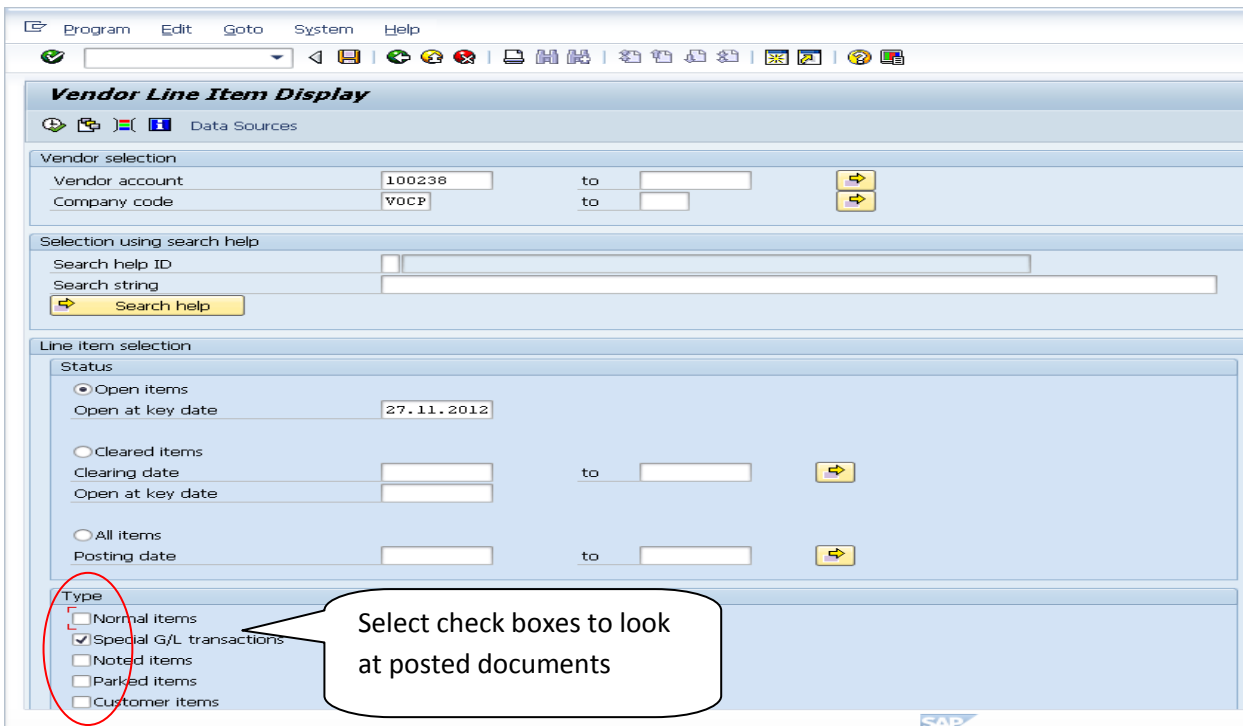
4. Vendor Line items display:FBL1N for each type of advance payments

The following screen path in sap

See the down payment amount below to transaction



The following screen displays:



Enter Vendor code:100238 and company code:vocp

Select Open items Radio button and Select normal and Special GI transactions check box

Click on Execute icon or press F8 and Below screen display

Vendor Line Item Display

Vendor: 100238
Company Code: V0CP
Name: TIDE WATER OIL CO., (INDIA) LTD.
City: CHENNAI

St	Assignment	DocumentNo	Type	Doc. Date	DD	Amount in local cur.	LCurr	Clrng doc.	Text
		1700022	KR	13.04.2012	F	100,000.00-	INR		Asset Purchased
		1700023	KR	09.11.2012	F	150,000.00-	INR		Asset Purchased
		2100018	F5	01.11.2012	F	22,072.00-	INR		invoice posting against PO
*						272,072.00-	INR		
**	Account 100238					272,072.00-	INR		

4.8.2.8. Vendor Bank guarantee

EDP-082-008

Purpose :Vendor bank guarantee

Screen Code in FICO :

Vendor Bank guarantee posting
Vendor Bank guarantee report

F55
ZFI_VBANK

SAP Easy Access->Accounting -> Financial Accounting ->Accounts Payable -
>Document Entry -> F-55 - Bank Guarantee Entry

1. The Bank Guarantees related to EDP will be feed into the system submitted by the vendor vide transaction code F-55.
2. Month on month a BG report is being generated and sent to Finance department (ZFI_VBANK)

Vendor Noted Item: Header Data

Document Date	30.11.2012	Type	KG	Company Code	VOCP
Posting Date	30.11.2012	Period	8	Currency/Rate	INR
Document Number		Translatn Date	30.11.2012		
Reference	BG NO 100001				
Doc. Header Text	Andhra bank				
Trading Part. BA					

Line Item					
Posting Key	39	Area			
Special G/L ind	G	LC	250,000.00		
Account	100238	Dunning Key			
Amount	250,000.00	Dunning Area			
Due	31.12.2012	Specd G/L assgt			
Dunning Block		Text	BG posting for P.O		
Assignment	4500000018				

1. **Enter Header data as marked red color:** Document date, Posting date, Doc. type: KG, Company Code: VOCP
 2. Reference: BG No 100001
 3. Doc. header text: Bank name, Branch
 4. **Line item data:** Posting key is 39 default, Special gl indicator-"G", Vendor a/c:100238
 5. Enter Due date: 31.12.2012 for BG validity date
 6. Assignment field as PO no: 4500000018 or PLAN /NON-PLAN / REV Work
 7. Text/Narration: BG posting for PO
- Click on Save or Ctrl+S and get message as document was posted in VOCP

Transaction code :ZFI_vbank :--Bank Guarantee Report

Vendor bank Guarantee report

Selection Criteria

Company Code	VOCP	to		→
Profit Center		to		→
Vendor	100238	to		→
BG Validity Date		to		→
Special G/L ind.	G	to		→
Posting Date		to		→

Enter Company code:VOCP

Enter Vendor code:100238

Enter Special GI Indicator:"G" for Bank guarantee

Other fields are optional

Click on Execute icon or press F8.

Below screen comes

Vendor bank Guarantee report

Bank Guarantee Monitoring System
Company Code: VOCP (VOC Port Trust)

Vendor Cod...	Vendor Name	Original BGN...	Sp.GL Indicator	Document Numb...	Documnet Dat...	Posting Date	Purchase Order	BG ValidityDa...	Amount Doc C...	Amount Local C...	Document Headerte...
0000400000	VOITH SCHLFFSTECHRIK GMBH & CO.	009876/20...	G	0003300002	29.09.2012	01.10.2012	4900000035	02.10.2012	100,000.00-	100,000.00-	
0000400000	VOITH SCHLFFSTECHRIK GMBH & CO.	45689/2012	G	0003300001	28.09.2012	29.09.2012	4900000022	29.09.2012	50,000.00-	50,000.00-	
0000100238	TIDE WATER OIL CO.,(INDIA) LTD.	BG NO 100...	G	0001500001	30.11.2012	30.11.2012	4500000018	31.12.2012	250,000.00-	250,000.00-	

Vendor code :100238,BG validity date ,PO number and amount:.

4.8.2.9. Document Reversal

EDP-082-009

Purpose :Reversal of Documents

Screen Code in FICO :FB08

SAP Menu->Accounting->Financial Accounting->Accounts payable->Document ->Reverse->Reversal posting

The screenshot shows the SAP 'Reverse Document: Header Data' screen. The interface includes a menu bar (Document, Edit, Goto, System, Help) and a toolbar with various icons. The main data entry area is divided into several sections:

- Document Details:** Contains fields for Document Number (0033000002), Company Code (VOCP), and Fiscal Year (2013).
- Specifications for Reverse Posting:** Contains fields for Reversal Reason (01), Posting Date (26.08.2013), and Tax Reporting Date.
- Check management specifications:** Contains a field for Void reason code.

Blue callout boxes with arrows point to the following fields:

- Enter Document Number (points to Document Number)
- Enter Company code (points to Company Code)
- Enter Fiscal year (points to Fiscal Year)
- Reversal Reason (points to Reversal Reason)
- Posting Date (points to Posting Date)

Sequence	Action
1.	Enter following Document details Document Number: 33000002 Company Code: VOCP Fiscal year: 2013 Reversal Reason: 01 Posting Date: 26.08.2013
2.	Select Post button
3.	Document 15000059 was posted in company code VOCP

Document Edit Goto System Help

Reverse Document: Header Data

Display before reversal Document list Mass Reversal

Document Details

Document Number	<input type="text"/>
Company Code	VOCP
Fiscal Year	2013

Specifications for Reverse Posting

Reversal Reason	01	Tax Reporting Date	<input type="text"/>
Posting Date	<input type="text"/>		
Posting Period	<input type="text"/>		

Check management specifications

Void reason code	<input type="text"/>
------------------	----------------------

Document 15000059 was posted in company code VOCP