

	<p>COAL INDIA LIMITED A MAHARATNA COMPANY (An ISO 9001:2015, ISO 14001:2015 & ISO 50001:2011 Certified Company) CIN : L23109WB1973GOI02844 PRODUCTION DIVISION Premises No. 04, Plot No. AF-III, Action Area-IA, New Town Kolkata – 700 163 Phone: 033 7110 4322 E-mail: edproduction.cil@coalindia.in Website : www.coalindia.in</p>	 भारत 2023 INDIA वर्षेण सुदृढमकम् PROGRESS - ONE FRAME - ONE FUTURE
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पत्रांक : सी.आई.एल./ Prod./ERP/2022/ 809
To,

दिनांक: 30.11.2022

General Manager (Production/Operations/Co-ordination)
BCCL, CCL, ECL, MCL, NCL, SECL, WCL, NEC

विषय : SOP for OBR Measurement data and Colliery Consumption data capture in ERP-Reg.

महोदय,

On the subject matter, the issues has been discussed in series of meeting with all Subsidiaries and SAP Technical Teams in preceding months and herewith concluded. The SOP/Guidelines are on the subject matter are as follows-

A. SOP/Guidelines for Overburden Removal (OBR) measurement data entry in SAP:

1. The survey measurement of OBR will be initiated immediately after the month end for obtaining the measured figures as on last date of preceding month. The process of obtaining the measured figures/firm figures of OBR to be completed preferably before the date when Finance Division of the concerned Subsidiaries fixed for financial closure i.e cost settlement etc., for preceding month.
2. As soon as the measured figures are obtained, the same will be entered in the ERP system on the same day and a separate entry of measured figures will be maintained which will be used for **all official reporting/transaction**.
3. The difference between reported progressive OBR figure till the last date of preceding month and the obtained survey measured figure as on the last day of the preceding month should be captured in the ERP system as "**Adjustment Figure**". The adjustment figure shall be added/subtracted to/from the progressive figures of OBR reported, as the case may be, on the date of entry of measured figure in the system.
4. The % of adjustment figure to total reported figure will be equally applied to day wise reported figure and populated in measured data table day wise (Pro Rata based) and record maintained for every preceding month.
5. For all reporting purposes day wise, month progressive, year progressive of current year as well as well for next fiscal, the day wise measured data (Pro Rata based) as obtained above will be used.
6. The process flow/work instructions on the issue in ERP system to be prepared and circulated to all concerned separately by SME-PP, CIL in consultation with SAP team.

B. SOP/Guidelines for Internal Coal Consumption booking in SAP

1. In ERP system, the colliery consumption of coal shall be posted against the Reservation through transaction code "MB21" and followed by "MIGO" with movement type.
2. The date of posting in ERP shall be on the same day of physical issue preferably. The transaction of colliery coal consumption must be carried out in the ERP system on or before 6th of succeeding month.
3. The financial part of MIGO shall be against the cost-centre of unit/plant consuming the coal. (Example: WCL9644104 as cost centre and GL account 40020000).
4. There are two type of Scenario for internal coal consumption booking as-
 - A. When Coal producing plant & consumption Plant are Different.
 - B. When Coal producing plant & consumption Plant are same

The detail workflow for the above two scenario of internal colliery consumption of coal in SAP is enclosed as Annex-I.

ED (ICT), CIL is requested for making effect the above both processes in production environment of ERP and Subsidiaries for implementation with immediate effect.

The above SOP/Guidelines have the approval of Competent Authority.

Yours Sincerely,



(Niladri Roy)

ED (Production)

Copy for kind information to:

1. Director (Technical), CIL
2. ED (Coord.)/TS to Chairman, CIL
3. ED (ICT), CIL- For further needful action please.
4. TS to CMD, BCCL/CCL/ECL/MCL/NCL/SECL/WCL
5. SME-PP, CIL/BCCL/CCL/ECL/MCL/NCL/SECL/WCL/NEC

Workflow for Internal Colliery Consumption booking in SAP for Coal

Scenario-A: Steps are as below:

1. Create the Reservation first- Mb21
2. Enter the Date and movement type- z03 along with plant code (supplying plant)
3. Then press enter
4. Enter the Receiving Plant code and storage location
5. Enter Material No(Coal)
6. Enter the Quantity
7. Enter the storage Location from where you want to consume.
8. Enter the Batch no of the Material (coal) denoting grade , size, plant you are consuming
9. Save the Document by clicking on save button.

Now go to MIGO screen and execute the following process:

1. Select Transfer Posting against Reservation and enter Reservation no generated in previous steps.
2. Enter Supporting Document Date
3. All the other like plant, Material, quantity and g/l details will come automatically from Reservation document.

10. Once you verify the Input Data click on item Ok and Check and confirm/Post the Document.

Once Material get delivered, the receiver plant will create Material document to get the stock reflected in Receiver Plant's stock.Steps are as follows:

1. Tcode - Migo
2. Select 'Place in storage' against the Material Document.
3. Then check the details and post.

Once Coal stock is updated in Receiving Plant Reservation, Goods issue & Gate pass will be created, which is detailed at the end of Scenario – B.

Scenario-B: Steps are as below:

1. Create the Reservation first- Mb21
2. Enter the Date and movement type- 201 along with plant code
3. Then press enter
4. Enter the Cost Centre to be consumed
5. Enter Material No (Coal)
6. Enter the Quantity
7. Enter the storage Location from where you want to consume.
8. Enter the Batch no of the Material (coal) denoting grade, size, plant you are consuming

9. Save the Document by clicking on save button & Reservation number will be created.

Now go to MIGO screen and execute the following process:

1. Select Goods Issue against Reservation and enter Reservation no generated in previous steps.
 2. Enter Supporting Document Date
 3. All the other like plant , Material, quantity and g/l details will come automatically from Reservation document.
10. Once you verify the Input Data click on item Ok and Check and confirm/Post the Document.

Now Create & Print Gate pass against Goods issue document.

T. Code for Create Gate pass - ZMM_GATEPASS

T. Code for Print Gate pass - ZMM_Gatepass_Print

After taking printout it should be signed by authorized person.