

Steps for SAP ID creation with Roles & Authorization:

Case 1: SAP ID already created but roles & authorization need to be modified.

Step 1: Roles to be modified /given to existing SAP ID duly vetted by SMEs of respective subsidiary is to be sent to Subsidiary Nodal Officer (appointed by GM (System) of the Subsidiary) along with user details with a copy to Subsidiary Project Leader (GM (System) of the Subsidiary).

Step 2: Subsidiary Nodal Officer will send the above request to respective module CIL SMEs for approval with a copy to Subsidiary Project Leader.

Step 3: After checking the requirement, CIL SMEs will arrange to provide the asked role with the help of Tech M for 1st phase subsidiaries and Accenture for 2nd phase subsidiaries.

Step 4: After completion of job Tech M or Accenture will intimate CIL SMEs for onward submission to Subsidiary Nodal Officer (with a copy to Subsidiary Project Leader).

Case 2: New SAP ID is to be created along with roles & authorization.

Step 1: Request for new SAP ID/License from Subsidiary Area/HQ to be sent to Subsidiary Nodal Officer along with Roles vetted by Subsidiary SMEs.

Step 2: Request to be sent to Subsidiary Project Leader by Subsidiary Nodal Officer.

Step 3: Request for new license/SAP ID from Project Leader to be sent to GM (ERP), CIL with a copy to Sri Partha Mishra – Sr. Mgr (Mining), ERP Dept, CIL Hq.

Step 4: After provisioning new license, Sri Partha Mishra will send it to respective module CIL SMEs for checking roles & authorization to be provided.

Step 5: After checking the requirement, CIL SMEs will arrange to provide the asked role with the help of Tech M for 1st phase subsidiaries and Accenture for 2nd phase subsidiaries.

Step 6: After completion of job Tech M or Accenture will intimate CIL SMEs for onward submission to Subsidiary Nodal Officer (with a copy to GM (ERP) CIL , Subsidiary Project Leader and Sri Partha Mishra- Sr Mgr (Mining), ERP Dept CIL Hq).

Note: *Any change in the usage of SAP ID (Like user has retired or user got transferred) must be intimated to CIL through Subsidiary Nodal officer. If any mismatch found in SAP Database and actual allocation of SAP ID then that SAP ID will be treated as wrongly allocated and will be blocked /deactivated.*

List of CIL SMEs for different modules are listed below:

S.No.	Module	Name	Email ID
1.	PS (Project System)	Sri P K Nath – Sr Mgr(Mining/ERP)	pknath.cil@coalindia.in
2.	PP (Production & Planning)	Sri Partha Mishra – Sr Mgr (Mining/ERP)	p.mishra9026@coalindia.in
3.	PM (Plant Maintenance)	Sri S K Jana – GM (E&M/ERP)	skjana.cil@coalindia.in
4.	MM (Materials Management)	Sri Anil Kumar – Sr Mgr (MM/ERP)	anil.kr9476@coalindia.in
5.	SD (Sales & Distribution)	Sri Anurag Kushwaha – Dy Mgr(M&S/ERP)	akushwaha.cil@coalindia.in
6.	FICO (Finance and Controlling)	Smt Apoorva Sachdev – Dy Mgr (Finance/ERP)	asachdev.cil@coalindia.in
7.	HCM (Human Capital Management)	Sri Sanjay Kumar – Dy Mgr (Personnel/ERP)	sanjay.k6817@coalindia.in