

**SOP related to STC and Stock management in SAP for Offer, Sales Order, Delivery and PGI in SAP for coal sold through Road mode**

- 1. Offer of Coal to be sold in road mode:** Scheme-wise offer for road sale should be given from all areas within due time. In projects where multiple STC slabs exist for road sale, the STC Slab must be indicated against each offer. The UV03 storage location has been maintained against 0-3 STC Slab and the storage location UV10 has been maintained against 3-10 STC Slab.
- 2. Issuance of Sales Orders:** The Sales Orders shall be issued for the storage location UV03 or UV10, depending upon the STC slab of the offer/ bid. The payment of coal value from customers may be taken accordingly.
- 3. Actual Sale from road sale points:** The sale of coal against any Sales Order should be done from road sale points matching the STC slab of the Sales Order. In no case, sale of coal should be done from heaps having different STC slab than that of the Sales Order.
- 4. Transfer of Sold Stock to Storage Location:** It is to be ensured that quantity equal to sold quantity has been transferred day-wise/shift-wise to the UV03/UV10 storage locations, as per the STC slab, from concerned heaps.
- 5. Delivery Creation:** The delivery creation should be done through the existing process i.e. tcode ZSD\_i3MSD. After marking of TP cancellation cases, if any, the deliveries should be created within next day of dispatch.
- 6. PGI:** The PGI should be automatically done from the storage location mentioned in the Sales Orders, provided adequate stock is made available in that storage location. In case, adequate stock is not available in the storage location, manually PGI may be done after stock is made available in the storage location or a different storage location is selected at the PGI screen, where stock is available. The PGI should be done from the UV03/UV10 storage location as mentioned in the Sales Orders.
- 7. Record Keeping:** A record should be maintained at unit level for the aforesaid transaction and the stock in MIS should be tallied with stock in SAP on daily basis so that no major variation in stock shall occur.

**For the running Sales Orders having U003 or any other storage location:**

For the running Sales Orders having U003 or any other storage location, the PGI shall get automatically done if adequate stock is available at those locations. However, in case the projects intend to do road sale PGI only from UV03/UV10 henceforth, then the storage location UV03/UV10 can be selected at the time of manual PGI through VI02N tcode.