

SOP FOR PROCUREMENT OF P&M ASSETS

1. Creation and Release of PR

- i) PR to be created with "Account Assignment Category" as "P" (Projects) for Assets of on-going Projects.
- ii) PR to be created with "Account Assignment Category" as "A" (Assets) for others Projects/ Plants where Financial Budget to be taken during approval of PR. SAP Asset Material Number to be selected as per Annexure as below. Detailed specification of Asset to be written in the Long Text column.
- iii) PR to be created with "Account Assignment Category" as "U" (Unknown) for other Projects/ Plants where Financial Budget need not to be taken during approval of PR. Description to be written in free text without selecting SAP Material Number

2. Creation of PO

- i) For all above cases PO to be created with SAP Asset Material Number. Detailed specification of Asset with Make and Model to be written in the Long Text column.
- ii) PO to be released with budget allocation.
- iii) Vendor Master to be created, if not available in SAP.
- iv) Take "Account Assignment Category" as "P" for Assets of on-going Projects, else "A" for others.

3. Goods Receipt, Quality Inspection and Issue

- i. Goods Receipt to be done against SAP Asset Material Number.
- ii. Quality Inspection to be done against SAP Asset Material Number.
- iii. Asset will be issued against Asset Code and SAP Asset Material Number to the indenting Plant.
- iv. Asset can be transferred against SAP Asset Material Number to other storage locations, if required.

ANNEXURE

NON-VALUATED MATERIAL NUMBER FOR P&M ASSETS

SL. NO.	ASSET MATERIAL NUMBER	DESCRIPTION
	HEMM ASSET	
1	7710701400	ASSET- HEMM - COMPRESSOR
2	7710901400	ASSET- HEMM - CRANE
3	7711201400	ASSET- HEMM - DOZER
4	7711301400	ASSET- HEMM - DRAGLINE
5	7711401400	ASSET- HEMM - DRILL
6	7711601400	ASSET- HEMM - DUMPER
7	7712001400	ASSET- HEMM - ENGINE
8	7712401400	ASSET- HEMM - GRADER
9	7713601400	ASSET- HEMM - PAYLOADER
10	7715001400	ASSET- HEMM - ROAD ROLLER
11	7715401400	ASSET- HEMM - SCRAPPER
12	7715501400	ASSET- HEMM - SHOVEL
13	7715801400	ASSET- HEMM - WATER SPRINKLER
14	7715901400	ASSET- HEMM - SURFACE MINER
15	7716301400	ASSET- HEMM - TRANSMISSION
16	7717501400	ASSET- HEMM - TYRE HANDLER
17	7717701400	ASSET- HEMM - TRAILER
	ENM ASSETS	
18	7720601400	ASSET- EQUIPMENT OF SOLAR POWER PLANT
19	7720701400	ASSET- CST DRIVE
20	7720801400	ASSET- GAS CIRCUIT BREAKER (NFLP)
21	7720901400	ASSET- VACCUM CIRCUIT BREAKER (NFLP)
22	7721001400	ASSET- AIR CIRCUIT BREAKER (NFLP)
23	7721101400	ASSET- OIL CIRCUIT BREAKER
24	7721201400	ASSET- VACCUM CIRCUIT BREAKER (FLP)
25	7721301400	ASSET- AIR CIRCUIT BREAKER (FLP)
26	7721401400	ASSET- CONTINUOUS MINER MACHINE
27	7721501400	ASSET- BOLTER MACHINE for CM
28	7722401400	ASSET- STEAM WINDING ENGINE AND BOILER
29	7722501400	ASSET- WORKSHOP EQUIPMENT
30	7722601400	ASSET- COMPRESSOR
31	7722701400	ASSET- RAPID LOADING SYSTEM
32	7722901400	ASSET- OTHER CONVEYOR
33	7723201400	ASSET- CRUSHER, FEEDER BREAKER & SIZER
34	7723301400	ASSET- COAL SAMPLING SYSTEM
35	7723401400	ASSET- CHP ROCK BREAKER
36	7723501400	ASSET- HAND HELD DRILLING MACHINE
37	7723601400	ASSET- DRILL PANEL
38	7723701400	ASSET- SURFACE SUB STATION EQUIPMENT
39	7723801400	ASSET- LIGHTING TOWER AND ACCESSORIES
40	7723901400	ASSET- LOAD HAUL DUMP (LHD)
41	7724001400	ASSET- ELECTRIC WINDING ENGINE

42	7724101400	ASSET- WINDER
43	7724201400	ASSET- MAN RIDER
44	7724301400	ASSET- GEAR BOX
45	7724701400	ASSET- EXPLODERS
46	7724801400	ASSET- LIFT / ELEVATOR
47	7724901400	ASSET- EOT/GANTRY CRANE & ELECTRIC HOIST
48	7725001400	ASSET- FEEDER AND ASSOCIATED EQUIPMENT
49	7725501400	ASSET- GATE END BOX (GEB)
50	7725701400	ASSET- LOCOMOTIVE
51	7725801400	ASSET- UNIVERSAL DRILL MACHINE (UDM)
52	7725901400	ASSET- SIDE DISCHARGE LOADER (SDL)
53	7726501400	ASSET- PUMP- ABOVE 1000 GPM
54	7726601400	ASSET- PUMP- BELOW 1000 GPM
55	7726701900	ASSET- HEAVY VEHICLES
56	7726901400	ASSET- EXPLORATION EQUIPMENT
57	7727001900	ASSET- VEHICLES
58	7727201400	ASSET- ELECTRIC MOTOR (FLP)
59	7727301400	ASSET- ELECTRIC MOTOR (NFLP)
60	7727401400	ASSET- HAULAGE AND SLUSHER
61	7727801400	ASSET- SHUTTLE CARS (FOR LOCO)
62	7728001400	ASSET- STARTER
63	7728201400	ASSET- NFLP TRANSFORMER,UNITISED SS
64	7728301400	ASSET- FLP TRANSFORMER,TSU
65	7728501400	ASSET- FAN-VENTILATION,BOOSTER,AUX
66	7728601400	ASSET- EQUIPMENTS FOR MINES & RESCUE
67	7728701400	ASSET- DG SET & DIESEL ENGINE
68	7728801400	ASSET- WAGON MARSHALLING SYSTEM
69	7728901400	ASSET- PROGRAMMBLE LOGICAL CONTROL
70	7729001400	ASSET- WEIGHING EQUIPMENT
71	7729201400	ASSET- DUST SUPPRESSION, FIRE FIGHTING
72	7729501400	ASSET- SAFETY LAMP, CAPLAMP & CHARGING
73	7729601400	ASSET- ROOF BOLTER MACHINE
74	7729701400	ASSET- ANCHORAGE TESTING
75	7729801400	ASSET- LABORATORY & SURVEY EQUIPMENT
	WASHERY ASSET	
76	7731201400	ASSET- WASHERY - TIPLER
77	7731301400	ASSET- WASHERY - SCREENS
78	7731501400	ASSET- WASHERY - CYCLONE
79	7731601400	ASSET- WASHERY - JIG
80	7731701400	ASSET- WASHERY - HM BATH/VESSEL
81	7731801400	ASSET- WASHERY - SPIRAL CONCENTRATOR
82	7731901400	ASSET- WASHERY - TEETER BED SEPARATOR
83	7732001400	ASSET- WASHERY - THICKENER/CLARIFIER
84	7732101400	ASSET- WASHERY - FLOATATION SYSTEM
85	7732201400	ASSET- WASHERY - FILTER
86	7732301400	ASSET- WASHERY - CENTRIFUGE
87	7732601400	ASSET- WASHERY - COMPRESSOR
88	7735301400	ASSET- WASHERY - RECLAIMER
89	7738501400	ASSET- WASHERY - BLOWERS & VACCUM PUMP
90	7739301400	ASSET- WASHERY - INSTRUMENTS & CONTROL

	OTHER MISC. P&M ASSETS	
91	7771001400	ASSET- MEDICAL EQUIPMENT
92	7772501400	ASSET- MISC SMALL MINING EQUIPMENT
93	7773001400	ASSET- MISC ELECTRICAL EQUIPMENT
94	7773101400	ASSET- ELECTRIC FAN
95	7773401400	ASSET- MISCELLNEOUS DOMESTIC APPLIANCES
96	7773501500	ASSET- MISCELLNEOUS OFFICE EQUIPMENT
97	7773601800	ASSET- FURNITURE AND FIXTURES
98	7774001400	ASSET- MISCELLNEOUS ENT EQUIPMENT
99	7774101400	ASSET- MISCELLNEOUS SYSTEM EQUIPMENT
100	7774501400	ASSET- MISC ENVIRONMENT RELATED MACHINE
101	7775001400	ASSET- MISCELLNEOUS SAFETY EQUIPMENT
102	7775501400	ASSET- MISC SERVICE, CIVIL EQUIPMENT
103	7776001400	ASSET- AIR CONDITION
104	7776901400	ASSET- CMPDI LABORATORY EQUIPMENT
	ENT & SYSTEM ASSETS	
105	7780102400	ASSET- SURFACE EPABX, EXCHANGE
106	7780402400	ASSET- UG E&T EQUIP (INTRINSICALLY SAFE)
107	7780501400	ASSET- RAIL WEIGHBRIDGE
108	7780601400	ASSET- ROAD WEIGHBRIDGE
109	7780802400	ASSET- GPS DEVICE
110	7781102400	ASSET- CCTV SURVEILLANCE SYSTEM
111	7781402400	ASSET- ENVIRONMENT TELEMONITORING SYSTEM
112	7781502400	ASSET- NETWORKING DEVICES
113	7781602400	ASSET- VIDEO CONFERENCING EQUIPMENT
114	7781901600	ASSET- PRINTERS
115	7782401400	ASSET- PUBLIC ADDRESS SYSTEM
116	7782501600	ASSET- PC, LAPTOP, TABLET, MOBILE PHONE
117	7786502400	ASSET- WIRELESS EQUIPMENT