# SOP: Project Startup

**Configuration Management**

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| **Document Name** | 15-SOP: Tonnage Report Based on BOM | | |  |
| **Created/Change by** | **Date** | **Reviewed By** | **Review Date** | **Version** |
| Hari Thapliyal | 26-Apr-18 | Viswanathan |  | V1.0 |
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**Purpose**

How to prepare material tonnage report from BOM?

**Audience**

1. PMO head
2. Production HoD

**Guidelines**

1. NIL

**Inputs**

1. Updated BOM report for new or old project/project tag from PPC

**Steps**

1. Request PPC to prepare a BOM report for new project or update BOM report of old project wherever there is change request. (PMO Head)
2. PPC prepares and send report to PMO
3. Login into TEAMPMO
4. Navigate to Documents -> Misc -> BOM-yy-mm-dd
5. Open the file and goto BOM sheet
6. If records are available for the BOM which you want to update in this report then you need to delete those first.
7. Copy BOM records from PPC file into this sheet
8. Your Jobwise-Tonnage, Tagwise-Tonnage report is ready

**Exit Criteria**

1. BOM sheet is updated

**Validation**

1. Jobwise-Tonnage and Tagwise-Tonnage report is available