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**POLICY CIRCULAR No.154 -7/2009**  
**HO, Retail Development**

**Ref.: RS/23**

**6<sup>th</sup> July, 2009**

**State Retail Heads**

**Sub : Provision of High Mast Signage 17 M/22 M high.-Highway ROs**

Vide note ref no RS/23 dt 16.10.2008, Dir(M) has approved the following :

- 1) Implementation of two-faced non-lit 17M/22M HMS Signage with retro reflective vinyl as per Drawing No IOCL-02-01-A3 (**Annexure-1**) for Highway ROs on NH/SH selling more than 100 KL/month and discontinue three faced backlit 17M/22M HMS.
- 2) Continuation of using the existing HMS with three-faced Signage which is already erected at Highway ROs as retrofitting these will involve major expenses.

Based on the above approval High Mast Signages may be provided for both 'A' site & 'B' site ROs on Highways having a sale of more than an average of 100 KLPM, and which should also be necessitated by any of the following factors:

- a. ROs just across at the entrance of the State Boundary having price advantage.
- b. ROs located on curvature where visibility of Main Sign pole is restricted.
- c. ROs located on the highways where steep slope impairing the visibility of main sign pole.
- d. ROs where the view is obstructed due to huge tree and which cannot be cut.
- e. ROs where competitors ROs prior to our RO has provided a High Mast Signage.
- f. ROs where the competitor's RO on the opposite side of highway in any undivided carriageway has provided a High Mast Signage.

The above guidelines will henceforth be applicable to for provision of High Mast Signages in Retail Outlets on Highways for both 'A' & 'B' sites.

You are requested to bring the same to the notice of all concerned for implementation.

*M.D. Kumar* 6/7/09  
**(M.D. Kumar)**  
**DGM(RS)**

**POLICY CIRCULAR No.154 -7/2009**  
**HO, Retail Development**

**Ref.: RS/23**

**6<sup>th</sup> July, 2009**

CC : State Heads  
CC : ED(RS), HO  
CC : ED(Engg.), HO.  
CC : ED(Finance), HO.  
CC : ED, AOD  
CC : GM(IA), HO  
CC : GM(RS) /  
CC : DGM, Dir(M) Sectt., HO.  
CC : Ch. Mgr.(Vig.), HO

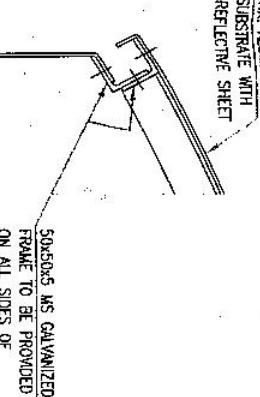
*Dated 6/7/2009*

Job : UT-001  
IP-BR TRANSIT CASE

**NOTES :**

- ALL DIMENSIONS ARE IN MM.
- ANY DESCENDANCY IN THE DRAWINGS MUST BE BROUGHT TO THE NOTICE OF IOC BEFORE EXECUTION OF THAT WORK AT SITE.
- THIS DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELEVANT DESIGN AND ENGINEERING DRAWINGS.
- ALL OTHER DETAILS OF HIGH MAST SHALL BE AS PER LETTER REC. NO/RD/RM D. 15.09.2005.

2mm. THK. ALUMINUM SHEET SUBSTRATE WITH RETRO-REFLECTIVE SHEET  
2000mm. IBC ROUNDED IN 50x50x5 GALVANIZED MS ANGLE BENT TO FORM A RING  
2000mm. IBC ROUNDED IN 50x50x5 GALVANIZED MS ANGLE BENT OVER RETRO-REFLECTIVE SHEET (BLUE & ORANGE) PASTED ON 2mm. THK. ALUMINUM SHEET



THE RETRO-REFLECTIVE SHEETING SHALL BE A SUPER-HIGH-SATURATION METALLIC MIRROR, WITH PERFORMANCE REQUIREMENT FOR THE COEFFICIENT OF RETRO-REFLECTION AS PER TYPE IV / TYPE V  
INDIAN OIL LOGO SIGNAGE  
RETRO-REFLECTIVE SHEETING ON FULLY COVERED 4mm. THK. ALUMINUM SUBSTRATE  
HIGH MAST TOWER CONTINUOUSLY TAPERED 20 SIDED POLYGONAL CROSS SECTION  
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RETRO-REFLECTIVE SHEETING ON FULLY COVERED 4mm. THK. ALUMINUM SUBSTRATE

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TDS

Original to U/  
Pl. circulate.  
S. K. P.  
29/7/09

Copy to :

DGM (CS) / DGM (RS) / CEM / COM / SISM / SRS  
for compliance plu

J.P.  
..2

INTER OFFICE MEMO

From: GM (Finance), HO	To: All Regional/ State Heads
Ref: AC/CAP/03/RS/04(2009-10)	Date: 22 <sup>nd</sup> July, 2009

**Sub: Information on Single Tenders and Parties' Pending Bill Payments**

**1. AWARD OF WORK/PURCHASES ON SINGLE TENDER BASIS:-**

Kindly refer to our circular No. AC/CAP/03/14/RS/006/2005 dated 14<sup>th</sup> June, 2005 (copy enclosed) wherein it was requested to furnish information (in the prescribed format) in respect of all works/purchases awarded on Single Tender basis approved by **GM's and above** for information to the Board on quarterly basis. Similarly, single tender works/purchases, where the approving authority is **below GM's** the required information has to be additionally furnished to Director (M) in the same format. The said data needs to be submitted to HO Finance by 10<sup>th</sup> of the month succeeding each quarter (i.e. for Apr-June quarter by 10<sup>th</sup> of July, and so on) to enable us to consolidate and submit to Corporate Office for putting up to the Board. Also it has to be hosted on the Website.

It has been our experience that despite repeated follow-up through mails/telephone calls, the requisite data is not sent in time due to which there is delay in forwarding the same to the Corporate Office.

From 01/08/09 onwards, it has been decided that the single tender data in the new format (enclosed) may be furnished on a monthly basis to HO-Finance by 5<sup>th</sup> of the succeeding month, eg. the data for July'09 to be sent in the attached format by 05/08/09 and so on, for our doing the needful.

**2. STATUS OF PARTIES' BILL PAYMENTS - HOSTED ON WEBITE:**

Reference is drawn to our circular no. AC/MA/110/RS/01/17 dated 21/02/2008 (copy enclosed) on the subject wherein it is mentioned that the data on 'Pending Vendor Payment' needs to be uploaded on **monthly basis by 5<sup>th</sup> of the succeeding month**. In this connection also, it is observed that Regions/SOs are not regularly uploading the data on intranet, which is viewed seriously by the Vigilance Department. **The latest status report is attached for ready reference.**

It is, therefore, reiterated that **Regions/State Offices should strictly adhere to the time frame indicated above for the above two activities** without waiting for any reminder from our side. In case any problem is encountered while uploading the data, Region/SO may send mail to [info.indianoiltenders@gmail.com](mailto:info.indianoiltenders@gmail.com).



S. Krishnaprasad  
General Manager (Finance)

CC: All Regional/ State Finance Heads

Encl: as above



INTER OFFICE MEMO

FROM : DGM(FINANCE) HO

REF : AC/CAP/03/14/RG /006/2005

DATE : 14<sup>th</sup> June 2005

To : EDs HO/GMs HO

GM(RS), NR/ER/WR/SR

DGM(F), NR/ER/WR/SR

ALL SO HEADS

ALL SO FINANCE HEADS

**Sub : Award of Work/Purchase etc on Single Tender basis – reg**

We are enclosing letter no.C-36011/22/03-vig dated 9<sup>th</sup> May 2005 from Director, MOP&NG on the above subject. Based on the above, it has been decided by Corporate Office that information in respect of all works/purchase awarded on nomination basis (single tender) which are approved by GMs and above with financial limits in excess of Rs. 10 lacs in the case of private parties and above Rs. 50 lacs in the case of PSU/Govt./proprietary items, should be informed to the Board on quarterly basis. Similarly, single tender works/purchases, where the approving authority is below the GMs, information on the same is to be furnished to Dir.(M), for monitoring .

We are enclosing formats in which the above information is required to be submitted by you to HO Finance by the 10<sup>th</sup> of the month subsequent to each quarter to enable us to consolidate and put up the same to the Board/Dir.(M).

The first report for the quarter April-June 2005 should reach HO by 11 July 05 .

*Koshy*

(KOSHY EIPE)  
DGM(FINANCE)

Encl : As above



## Annexure-II

Division / Group	Total No. of Cases	Total Value (Rs. Lakh)	Cases Above Rs. 25 Lakh		
			Nos.	Value (Rs. Lakh)	%age of Total Value
Proprietary					
Single Tender					
Deemed Single Tender					
Total					



## CIRCULAR

FROM: GM(F) IOC MD HO MUMBAI

FOR : DGM (F) NR/ER/WR/SR, ALL STATE OFFICE HEADS

REF : AC/MA/110/RS/01/17.

DATE : 21.02.2008

**Sub : Status of vendors' bills payments to be hosted on the website as per CVC requirement.**

As per the CVC letter No. 006/VGL/117 dated 22<sup>nd</sup> November 2006, the status of the bill payment to the suppliers etc is to be hosted on the website and disclosed for general information to the suppliers and contractors. In this regard, the following procedure is suggested for implementation by all Regions/State Offices.

1. The information would be based on Goods Receipts(GRs) and Service Entry Sheets(SES) done in SAP. The GRs and SES for which Invoice verification is not done by the finance users would be taken up for hosting to the website. However, the following would be considered while reviewing the information before upload:
  - a. The data would be uploaded on monthly basis by 5<sup>th</sup> of the month;
  - b. The cumulative data of pending GRIR for all GL codes would be downloaded at company code level. The data would be downloaded **after automatic clearing of open items** (through transaction code **f.13**) has been done;
  - c. The downloaded information would be compared and set off with the advances given to the vendors;
  - d. **The net amounts below Rs.1 lakh would be excluded for upload.**
2. The following information shall be available for download:
  - a. Company code
  - b. Vendor code
  - c. PO reference
  - d. **Invoice reference – this should be captured in the reference field at the time of transaction in the vendor line item**
  - e. Amount
  - f. Date – **posting date** when the transaction was generated in the system
  - g. Plant – the plant code can be used for identifying the data pertaining to a specific location where there are more than one plant codes within a company code.

3. The information may be downloaded using the following steps:
  - a. Log into SAP
  - b. Run transaction code FBL3N
  - c. Enter GL code as 2410400000
  - d. Select layout/**GRIRANALY** for download of data
  - e. Change date for cut off date for selecting date for open items
  - f. Execute the report
  - g. Once the report is displayed, download the data into excel format by saving the information by following the steps :-  
List → Export → Spreadsheet → Table → Microsoft Excel. The data is saved in Excel format.
  - h. Save the data appropriately for review and further steps before upload.
4. The information for advances given to vendors/contractors shall be downloaded in the following manner:
  - a. Run transaction code FBL1N
  - b. Select layout/**CVC** for download of data
  - c. Select Dynamic Selection and enter Spl. GL indicator for advances for selecting the documents created while making advance payments
  - d. Select vendor group for which data needs to be downloaded. The different vendor groups are defined in the system as per **Annexure I**. If data needs to be downloaded for vendor codes which are known, then those codes can be entered straight away to download the data. The following steps are to be taken for selecting the vendor account group:
    - I. Take a drop down from the Search help ID and choose "F" for selecting search vendors by account group
    - II. Enter the company code
    - III. Enter the required vendor account group
    - e. Press enter after entering the desired inputs
    - f. Click on the check box to select Special GL indicators
    - g. Click on the check box to deselect the normal transactions
    - h. Change date for cut off date for selecting date for open items
    - i. Execute the report
    - j. Once the report is displayed, download the data into excel format by saving the information by following the steps :-  
List → Export → Spreadsheet → Table → Microsoft Excel. The data is saved in Excel format.
5. The steps to be followed for managing the data downloaded as per step 3(g) and steps 4(j) above are given in **Annexure II** for reference and guidance.
6. The net amount would be worked out **after merging the data for liability and advances** as per steps outlined in **Annexure II** for guidance.
7. The net amount due less than Rs.1 lakh would be ignored.
8. The amounts where the GRs/SES were made within the **last 30 days** would also be ignored.

9. The downloaded information should be checked and reviewed by HOD of Finance at each company code before upload

The format for the data upload would be as per **Annexure III**.

Authorised users of Indian Oil Tenders site can upload the documents themselves under:-

**Additional Information –**

Publish Document (Link available in IOCL user Log-in area)

Or alternatively

The excel file containing data can be mailed at [info.indianoiltenders@gmail.com](mailto:info.indianoiltenders@gmail.com) with subject as **ADDITIONAL INFORMATION – VENDOR PAYMENT STATUS FOR MARKETING DIVISION-STATEOFFICE/REGION AS ON DDMMYYYY.**

10. The authorized person would remove the information for the given company code for the previous month and upload the information for the current month (which would be on cumulative basis) on the website. Locations to identify 2 nos Finance personnel, who should be authorized for this purpose and obtain the authorizations thru their divisional HO.

The above mentioned procedure has been tested at HO and we have been successful in uploading the data on the website. In case the Regions/State offices encounter any problem in uploading the data, they may get contact us or write a mail to [info.indianoiltenders@gmail.com](mailto:info.indianoiltenders@gmail.com).



V RAMASWAMY

GENERAL MANAGER(F)

Please ensure that the first upload is carried out by 6<sup>th</sup> March 2008.

### Status of Parties pending payment Upload

	Apr-09	May-09	Jun-09	Jul-09
HO	Nil	Nil	Nil	Nil
NRO	Done	Nil		
DSO		Done		
PSO				
RSO	Done			
UPSO-I	Done	Done	Done	
UPSO-II				
ERO				
WBSO			Done	Done
OSO				
BHSO				
NEISO	Done			
WRO				
GSO	Done			Done
MSO				
MPSO	Done		Done	
SRO				
TNSO				
KESO				
KASO		Done		
APSO	Done	Done		Done



Indian Oil (M), HO  
Human Resource

↓  
GM(E)  
16/9.

INTER OFFICE MEMO

From : GM(HR), HO To : GM I/C (RS) : NR/ER/SR  
Ref. No. : IR/1461/P/2/2009 GM(RS) : WR  
DGM I/C (HR) : NR  
Date : 10.09.2009 DGM(HR) : ER/SR/WR

Sub: i) Submission of QPRs on major works/purchases.  
ii) Quarterly Progress Report of civil works.

Enclosed please find a copy of (i) GM(Vig.), CO's letter No. CO/V-11/2009/706 dated 02.07.2009 alongwith Central Vigilance Commission's OM No. 98 VGL 25 dated 29.05.09 and (ii) GM(Vig.), CO's letter No. CO/V-11/2009 dated 30.07.09 alongwith Central Vigilance Commission's letter No. 01-02-E-11-NH-R dated 17.07.09 respectively on the subject matter for your information and necessary action please.

(S. Balasubramanian)  
General Manager (HR)

Encl: As above (7 pages)

- Copy forwarded to all EDs & GMs, HO for information and necessary action please.
- Copy forwarded to GM(Vig),CO and CVM,HO for information please.
- Copy forwarded to ED(HR),CO for information please.
- Copy forwarded to DGM, DIR(M)'s Secretariat for information please.

G. M. (ENGG.)  
Received on 16.9.09.

ED (ENGG & PJ)  
RECD ON 15.9.09

*M.C. Verma*  
*6-29-09*

*J. Rao*  
*Circulate*  
*16/07*

**INDIAN OIL CORPORATION LTD.  
CORPORATE OFFICE  
VIGILANCE DEPARTMENT**

**INTER OFFICE MEMO**

From : GM (Vig), CO, ND  
To : ED (HR), CO, ND  
No. : CO/V-11/2009 / 706

02.07.2009

**Sub: Submission of QPRs on major works/ purchases**

As you are aware, Quarterly Progress Report on major works/purchases is required to be submitted to CTE in the prescribed format every quarter by 15<sup>th</sup> day of the month following the quarter.

In this regard please find enclosed herewith a copy of Office Memorandum no. 98VGL25 dt. 29<sup>th</sup> May 2009, received from Chief Technical Examiner, CVC, which is self explanatory.

Based on observations of CTE, following points are required to be strictly adhered to by all concerned officers submitting QPRs :

1. QPRs are required to be submitted in prescribed format only, copy of which is enclosed for ready reference.
2. It has to be certified in the Quarterly Report by officer submitting the report that all the works/purchases/consultancy and other contracts in progress in respect of their unit/division, as per the prescribed monetary limit, have been reported in the QPR.
3. Estimated cost/Tendered value of work to be indicated in lacs, so as to make it uniform in all the cases.
4. In case the work in progress is less than the prescribed value, only two highest value works are to be reported.
5. Name of works including locations is required to be mentioned clearly.
6. Full designation and location of the Engineer in-charge must be indicated in the QPRs.
7. Date of start and date of completion are required to be indicated in dd/mm/yy format.
8. Physical progress of work is required to be indicated in % terms.

9. In the column "Tender Amount", the amount is required to be mentioned and not 'Item rate'.

In view of above, you are requested to please advise all concerned officials to submit QPR on works/purchases in the prescribed format only latest by 7<sup>th</sup> day of the month following the quarter to enable us to compile and send the same to CTE, CVC in time.

The above may please be brought to the notice of all concerned for strict compliance.

  
21/7/09

(Deepak Mathur)  
General Manager (Vigilance)

Encl. As above.

STATEMENT SHOWING THE QUARTERLY PROGRESS OF ORIGINAL WORKS FOR QUARTERS ENDING MARCH/JUNE/SEPT/OCT 30---

Telegraphic Address:  
"SATARKTA" New Delhi

E-mail Address  
cenvigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24651001 - 07

फैक्स/Fax : 24616286

मा. / नं.  
98 VGL 25  
भारत सरकार  
केन्द्रीय सतर्कता आयोग  
GOVERNMENT OF INDIA  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ., कॉम्प्लैक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi 110023

दिनांक / Dated.....

29 MAY 2009.

**Sub. : Deficiencies in QPRs.**

From a perusal of the QPRs being received from various organizations, following deficiencies have been observed :

- i) QPRs are not being submitted in the prescribed format.
- ii) The required certificate from the CVOs that all the qualifying works have been reported, is not being given in the QPRs.
- iii) Estimated cost/Tendered Value of work is not being indicated in lacs uniformly. For some works in the same QPR, Estimated Cost/Tendered Value is being indicated in Rupees, Lacs and Crores which creates confusion.
- iv) QPRs received from various units of the organization are forwarded to CTEO as it is, without scrutiny and compilation by CVOs, in the formats as used by units.
- v) In case the work in progress is less than the prescribed value, only two highest value works are to be reported, whereas a number of works below the prescribed value are being reported unnecessarily.
- vi) Clear name of works including locations is not being provided in a number of cases.
- vii) Full designation and location of the Engineer in charge is not being indicated in the QPRs.
- viii) Date of start and date of completion are not being indicated in dd-mm-yy format, rather unwanted information such as number of days allowed to the agency to start the work after issue of LOI etc. are being given.

v

- (x) Against the requirement of indicating the physical progress of the work in % terms, the quantities of various items of work are being given, which are not required.
- (x) In the column 'Tender Amount', only 'Item Rate' is being mentioned which does not serve the purpose.

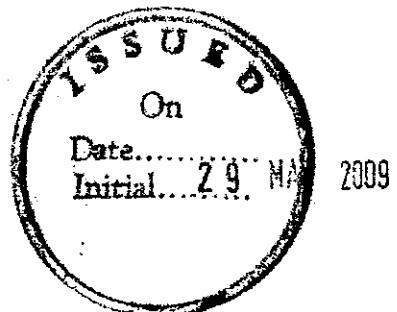
Therefore, all CVOs are advised to furnish QPRs with due care keeping in view the deficiencies noted above.



(V.K. Gupta)  
Chief Technical Examiner

To

All Chief Vigilance Officers.



**INDIAN OIL CORPORATION LTD.  
CORPORATE OFFICE  
VIGILANCE DEPARTMENT**

**INTER OFFICE MEMO**

From : GM (Vig), CO, ND.  
To : ED (HR), CO, ND.  
No. : CO/V-11/2009 30.07.2009

### **Sub: Quarterly Progress Report of civil works.**

This has reference to our IOM no. CO/V-11/2009/706 dt. 02.07.09 on Submission of QPRs on major works/purchases. Further, we have received a letter no. 01-02-E-11-NH-R dt. 17.07.2009 from CTE on above mentioned subject, a copy of which is enclosed herewith which is self explanatory. It has been observed by CTE that column of estimated cost of civil works as well as column of % above/below are left blank. CTE has advised that while sending QPRs following may also be complied with in addition to their observations made in their earlier OM:

1. In case of composite works, the component of civil work must be mentioned separately.
  2. Estimated cost and tendered cost may invariably be mentioned in Rupees in lakh only.
  3. % above/below scheduled/estimated rates may be mentioned.
  4. The location of work site, including name of District and State must be mentioned.
  5. Abbreviations may please be avoided while writing name of the work and locations.
  6. QPRs to be sent in two separate format one for – civil and horticulture works and another for – non-civil works and store purchase contracts.

The above may please be brought to the notice of all concerned for strict compliance.

 30/7/09  
(Deepak Mathur)  
General Manager (Vig)

Encl. As above

Graphic Address :  
"STARKTA" New Delhi

R. / No.

E-Mail Address :  
envigil@nic.in

Website  
www.cvc.nic.in

EPABX  
24651001 - 07

फैक्स/Fax : 24616286

भारत सरकार  
केन्द्रीय सतर्कता आयोग  
GOVERNMENT OF INDIA  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लैक्स,  
ब्लॉक-ए, आई.एन.ए., नई दिल्ली-110023  
Satarkta Bhawan, G.P.O. Complex,  
Block A, INA, New Delhi 110023

दिनांक / Dated.....

To,

The Chief Vigilance Officer,  
Indian Oil Corporation Ltd.,  
SCOPE Complex, Core - II,  
7 - Institutional Area,  
Lodhi Road,  
New Delhi - 110 003.

17 JUL 2009

Sub:- Quarterly Progress Report of civil works costing more than Rs. 1 crore.

Ref:- GM (Vig.)'s letter No. COV-11/2009/401 dated 22.4.2009.

In above-cited letter vide which QPR for quarter ending March, 2009 was sent to this office, it is observed that column of estimated cost of civil works as well as column of percentage above / below were left blank. It is requested that while sending QPRs:-

- In case of composite works, the component of civil work must be mentioned separately;
- Estimated cost and tendered cost may invariably be mentioned in Rupees in lakh only;
- % above/below scheduled/estimated rates may be mentioned;
- The location of work site, including name of District and State must be mentioned; and
- Abbreviations may please be avoided while writing name of the work and locations.

QPR for quarter ending June, 2009 incorporating above improvements may please be sent immediately.

It is further requested that in future, QPR for civil & horticulture works may please be sent to Shri V.K Gupta, Chief Technical Examiner and separate QPR for non-civil works and store purchase contracts may please be sent to Shri V. Ramachandran, Chief Technical Examiner.

JCM(V)-GKS

23/7/09  
GMV(DM)

23/7/09



(Nirmal Goel)  
Technical Examiner  
Ph: 24693679



REF : ENG/20

14/09/2009

**C I R C U L A R**

To

All State Engineering Heads

**SUB : GUIDELINES FOR FINALISATION OF CONTRACTS ON LOT SYSTEM**

Internal Audit had brought out certain deviations by one of the State Offices, in finalizing a contract on lot system. In the subject contract, the work was to be divided in the ratio of 40:30 :20:10 amongst four contractors, subject to acceptance of the lowest rates by the Parties. Since, none of the contractors had agreed to match with L-1 rates, the state Office decided to float another tender amongst empanelled contractors for the balance work of 60%..

While inviting the 2<sup>nd</sup> tender, the state office included the L 1 Party also, who were already awarded 40% of the original quantity. This had given rise to pertinent questions as to why efforts were not made to award the balance work to L1 party in the original tender. Though State office had their justification, it is felt necessary to issue the following guidelines for a standard approach in dealing with such situations:

1. Whenever a tender is to be decided on lot basis, a clause should be included in the tender to the effect that, if the eligible parties as per tender conditions do not agree to match with L-1, the Corporation reserves the right to award the balance work also to the parties eligible and accepting the L1 rate, in a judicious manner.
2. While finalizing the tender, TCC can be guided by the above clause, whenever sufficient parties , as required by the tender, do not agree for L-1 rate. The balance quantities can be offered to the parties subject to their acceptance and capacity availability. The offer of balance quantities should be given to L - 1 Party first and thereafter to L – 2 and L – 3 etc. The criteria should be their acceptance for additional quantities and the surplus capacity available with them.
3. In the event of not getting sufficient parties as per the process defined above, another tender may be floated. If the tender is floated in quick succession, care should be taken to see that the parties who had declined additional quantity owing to capacity constraints in the earlier tender are not included for the fresh tender, as the delivery period may run con-currently.

The above should be implemented with immediate effect.

( SATWANT SINGH )  
ED (Engg & Proj)

CC : ED (IA), CO  
CC : ED (F), HO  
CC : GM (IA), HO  
CC : GM (RS), NR/ER/WR/SR  
CC : GM (E), HO  
CC : GM (LPG), HO  
CC : State Finance Heads  
CC : State Heads  
CC : DGM (Vig.), CO / DGM (Vig.), HO  
CC : DGM, Director (M)'s Secretariat

*(cc:- All Core Group Members  
cc:- All State Heads)*

*Ver(RS)*

Copy All Directors

*Ans*

*12/10/09*

*All HODS*

*All SRHs*

*for strict compliance*

*To, 28/10*

No.C-36011/14/2009-Vig.  
Government of India  
Ministry of Petroleum & Natural Gas  
(Vigilance Section)

Shastri Bhavan, New Delhi – 110001

Dated: the 5<sup>th</sup> October, 2009

1. Chairman/ CMDs/ MDs of all PSUs under administrative control of MoP&NG
2. Heads of other organisations under the administrative control of MoP&NG

Sub: Adherence to CVC guidelines regarding procurement of materials, award of contracts, tendering, etc.

Sir,

CVC has been issuing detailed guidelines from time to time regarding procurement of materials, award of contracts, tendering, etc. It is reiterated that all the guidelines issued by CVC should be strictly adhered to by all Public Sector Undertakings (PSUs) and other organisations under the administrative control of this Ministry. It may be ensured that necessary procedures/ systems are in place for stores/ purchase/ other contracts for adhering to the CVC guidelines. All out efforts should also be made to bring in transparency in procuring materials/ award of works/ purchase/ consultancy contracts etc.

2. This issues with the approval of the Minister (P&NG).

Yours faithfully,

*Signture*  
*S1x*

*(L. N. Gupta)*

Joint Secretary and CVO

cc: The CVOs of all PSUs/ organisations under administrative control of MoP&NG

*DIR(PSD)/DIR(CF)/DIR(HR)  
DIR(CR)/DIR(EO)/DIR(ERB)/DIR(ES)*

*2-110/12-9*

No.RS/01

5<sup>th</sup> Ocotober,2009

**Sub : Up gradation of "B" site ROs including KSKs**

**All State Retail Heads**

The Up gradation of "B" site RO locations is supported by policy guidelines vide Ref. 134-08/2008 dtd. 27.08.2008. Based on inputs of State Heads conference held in July'09 and feedback from the field, clause no's 3.2, 3.3, 3.5, 3.6 of the above circular has been amended as follows:

- 3.0 **Up gradation of 'B' site ROs selling more than 150 KLPM :**
- 3.2 The investment at these 'B' site ROs identified as above would depend on the type and size of facility being offered. The estimated investment has been restricted to Rs. 31.24 lacs in various 'Must Have' facilities which are given as under:

<b>ITEM</b>	<b>Investment by IOC( Rs. Lacs)</b>
Canopy including Canopy RVI elements	19.77
Driveway	7.50
Building Facia	1.22
Yard lighting	1.80
Water cooler / Purifier	0.35
Air Gauge (Digital)	0.60
<b>Total</b>	<b>31.24</b>

The item-wise estimate as mentioned above is directional. However, depending on size of the Retail outlet and the location, the expenditure may vary based on estimates prepared by the Engineering of the concerned DO/ SO. Therefore, reappropriation of amount shall be permitted as given below:

- (a) The total expenditure on all the above facilities shall not exceed Rs. 31.24 lacs.
- (b) In case the estimated expenditure on A/c of building facia, yard lights, water cooler & Air gauge is less than the specified limit, the savings can be reappropriated to canopy or driveway provided the estimated expenditure on A/c of canopy/ driveway is more than the specified amount respectively. However, the vice versa re-appropriation is not permitted.
- (c) In case canopy has already been provided/ agreed to be provided by the RO dealer, the canopy amount can be reappropriated to driveway provided the estimated expenditure on A/c of driveway is more than the specified amount. Similarly, re-appropriation from driveway to canopy is also permitted.
- (d) However, it has to be ensured that all Must have Facilities in the list are provided either by the Corporation or by the dealer.
- 3.3 IOC would upgrade the facilities within the estimated amount of Rs. 31.24 lacs towards provision of above 'Must Have' facilities.

*[Signature]*

No.RS/01

5th October, 2009

**Sub : Up gradation of "B" site ROs including KSKs**

3.5 Individual 'B' site ROs requiring investments more than Rs. 31.24 lacs, on site specific basis, will require to be justified on existing/projected volumes at prevailing IRR. The investment beyond Rs. 31.24 lacs & up to Rs. 43.94 lacs at the 'B' site Ro would be permitted based on size and estimate as given by Engineering of the concerned DO/ SO, which needs approval of State Head. The expenditure on different elements shall be as follows.

ITEM	Investment by IOC (Rs. Lacs)
Canopy including Canopy RVI elements	28.00
Driveway	10.64
Building Facia	1.80
Yard lighting	2.55
Water cooler / Purifier	0.35
Air Gauge (Digital)	0.60
<b>Total</b>	<b>43.94</b>

The item-wise estimate as mentioned above is directional. However, depending on size of the Retail outlet and the location, the expenditure may vary based on estimates prepared by the Engineering of the concerned DO/ SO. Therefore, reappropriation of amount shall be permitted as given below:

- a. The total expenditure on all the above facilities shall not exceed Rs. 43.94 lacs.
- b. In case the estimated expenditure on A/c of building facia, yard lights, water cooler & Air gauge is less than the specified limit, the savings can be re-appropriated to canopy or driveway provided the estimated expenditure on A/c of canopy/ driveway is more than the specified amount respectively. However, the vice versa re-appropriation is not permitted.
- c. In case canopy has already been provided/ agreed to be provided by the RO dealer, the canopy amount can be re-appropriated to driveway provided the estimated expenditure on A/c of driveway is more than the specified amount. Similarly, re-appropriation from driveway to canopy is also permitted.
- d. It has to be ensured that all Must have Facilities in the list are provided either by the Corporation or by the dealer..

3.6 There would be cap on such investments up to Rs. 43.94 lacs even if the IRR justifies higher amount of investment. In other words, IOC's investment is restricted to a maximum amount of Rs. 43.94 lacs.

**All other clauses shall be as per the Circular ref. 134-08/2008 dtd.  
27.08.2008 .**

*M.D. Kumar*  
(M D Kumar) 5/10/09.  
**DGM I/C (RD)**

CC : State Heads

CC : GM(IA), HO.

CC : ED(RS), HO.

CC : Ch.Mgr.(Vig.), HO

CC : ED(PJ. & Engg.), HO.

CC : DGM(Law), HO

CC : ED(Finance), HO.

CC : GM(RS) / DGM(RS)

CC : ED, AOD

CC : DGM, Dir(M) Sectt., HO

**ENGINEERING DEPARTMENT, HO**



Ref: HO/ ENG/20

Date: 20.10.2009

**Sub : Standardization of specification for seal on FR tanks.**

Vide our previous message even no. dated 15.4.09 certain specifications considering MOEF notification were sent to State Offices. As on going process for improvement of specifications, we have reviewed the details sent vide our above referred messages and made certain modifications which are enclosed.

In brief the main features of modifications are as under :

1. The seal consisting of virgin teflon has been shifted to top portion.
2. The secondary seal shall consists of PVC nitrile of 1mm thickness.
3. The hanger assembly is of GP sheets, however, at coastal locations the same could be considered of stainless steel grade SS 304.

You may follow these specifications for the FR tanks to be taken up. These modifications supersede the details sent earlier on the subject

  
(P.C. Mehta)  
GM (Engg)

Encl: a/a

## **SCOPE OF RIM SPACE SEALING SYSTEM.**

This specification covers design, manufacture, supply, testing, inspection, supervision and installation of double seal (Primary+ Secondary) for external floating roof tank rim space seal as per API-650 latest edition.

### **Technical features of Primary Seal:**

1. Primary Seal system shall be Mechanical Shoe Type Seal with hanger assemble mounting from top of the roof on the rim angle.
2. The primary seal system shall have the entire shoe surface in contact at all times with the tank inner shell wall. Viper or point-contact type seal systems are not acceptable. The bottom edge of the shoe plate shall extend into the tank stored product a minimum of 2 inch. The top edge of the shoe plate shall remain above the rim angle at any given point.
3. Primary shoe seal shall be designed to be installed, repaired and replaced with tank remaining in service.
4. The primary shoe seal shall be secured to the floating rim plate in such a manner that the secondary seal can be removed without impairing the operation of the primary seal.
5. The pusher plate and hanger assembly shall apply the necessary radial pressure on to the shoe plate, in such a way to provide opposing forces to help hold the shoe in position at the top and the bottom against the shell. No under roof counter weights of any type will be allowed.
6. The primary seal shoe shall overlap each other, providing the ability to expand or contract as required by tank irregularities as the roof cycles. No fabric expansion joints between the shoes are allowed.
7. The primary shoe seal shall be designed to expand and contract and accommodate rim space variance +/- 100mm.
8. The primary shoe seal shall be equipped with a continuous vapor barrier fabric connected from the top of the shoe to the floating roof rim plate to minimize vapor exposure. The Vapor barrier material shall be designed for chemical resistance of the stored product vapors. The Vapor barrier shall be wide enough to allow free movement of the roof relative to the shoe at all roof levels. Minimum length of each segment of vapor barrier shall not be less than 15 meters except for make up piece. The vapor fabric material shall be Virgin Teflon.
9. The design of the Mechanical Shoe Seal shall be such that no hot work at site is required of any kind i.e: no welding or flame cutting, especially for in service installation.
10. No pop rivets or spot welding are allowed in the design of the primary shoe seal.
11. Maximum seal gap area allowed shall be 200sq.cm/m of tank diameter.



### Min specification of Primary Seal

#### **Primary Mechanical Shoe Seal. Hanger type.**

- Shoe plates shall be made of 1.5 mm thick GP sheet confirming to IS 277 Grade 120.
- Pusher plates shall be made of 1.5 mm thick SS sheet confirming to SS 304 Grade.
- Hanger Assembly shall be made of 2 mm thick GP sheet confirming to IS 277 Grade 120.
- Holding strip shall be made of 1.5 mm thick GP sheet confirming to IS 277 Grade 120.
- Support Spring shall be made of 5 mm thick SS spring wire confirming to SS 304 Grade.
- Vapor Barrier shall be of **Virgin Teflon** of 0.5mm thickness minimum.

Having the following properties: ~

<b>Polymer:</b>	PTFE (Poly Tetra Fluro Ethylene)	
<b>Specific Gravity:</b>	2.14 ~ 2.16	gms/Cm <sup>3</sup>
<b>Tensile Strength:</b>	3500 ~ 4400	Psi
<b>Elongation:</b>	280 ~ 380	%
<b>Hardness:</b>	55 ~ 58	Shore D

- For balance material refer to enclosed dimensional drawing for MOC & Size

### Min specification of Secondary seal

#### **Rim mount Secondary seal. Viper type.**

- Compression plates shall be made of 1.5 mm thick GP sheet confirming to IS 277 Grade 120.
- Safe Return Guide shall be made of 20% nylon + 80% PVC.
- Viper tip shall be of PVC Nitrile having the following properties: ~

<b>Polymer</b>	PVC Nitrile	
<b>Hardness</b>	70 ± 5	IRHD
<b>Tensile Strength</b>	1000 min	Psi
<b>Elongation</b>	100 min	%

- Vapor Barrier & Rim Gasket shall be of PVC Nitrile having the following properties: ~

<b>Polymer</b>	PVC Nitrile	
<b>Hardness</b>	70 ± 5	IRHD
<b>Breaking Load</b>	1000 min	N/50mm

#### **Volume change: ~**

30% Toluene + 70 %

Iso-Octane / RT / 48 hrs)	38 MAX	%
ASTM Fuel – A / RT / 48 hrs	3.5 max	%
H2O /50 deg C / 48 hrs	8 max	%

- For balance material refer to enclosed dimensional drawing for MOC & Size

### **Technical features of Secondary Seal:**

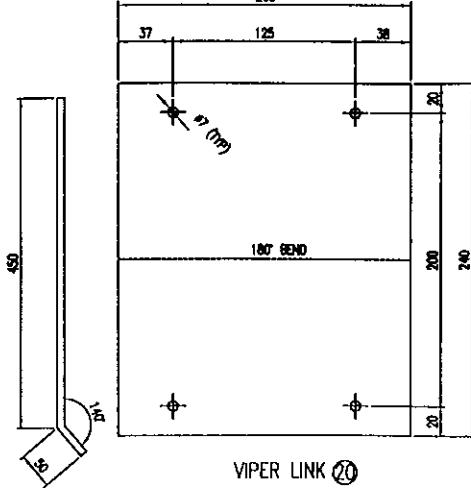
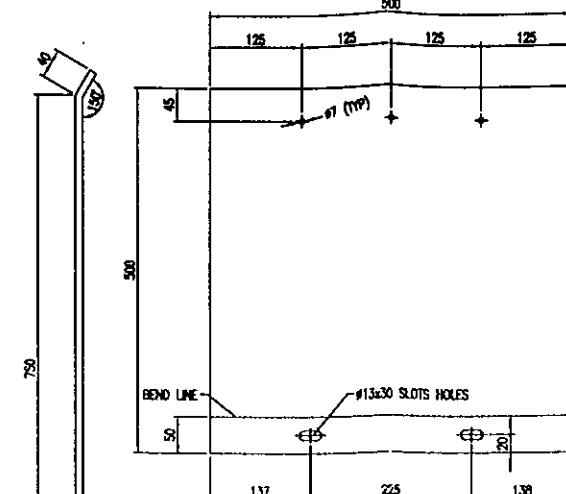
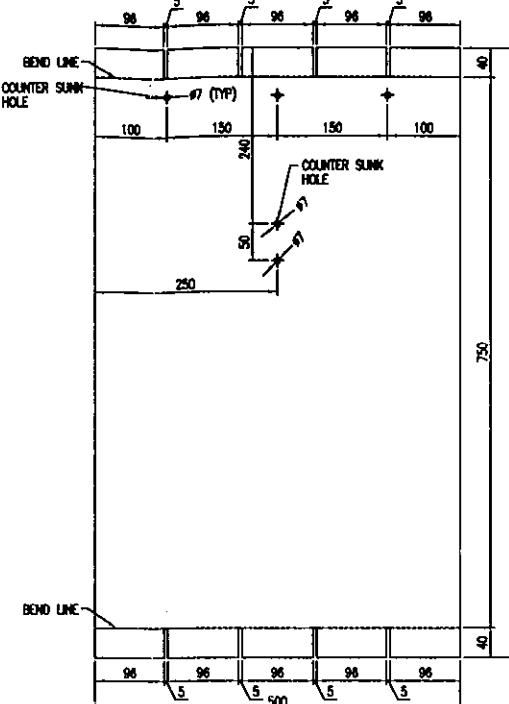
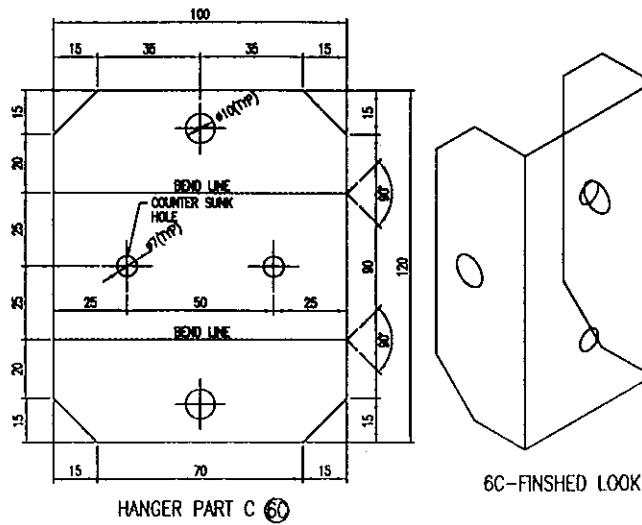
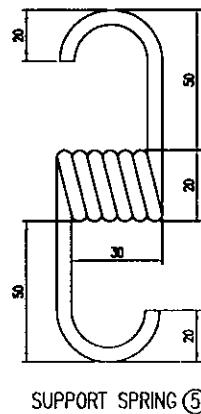
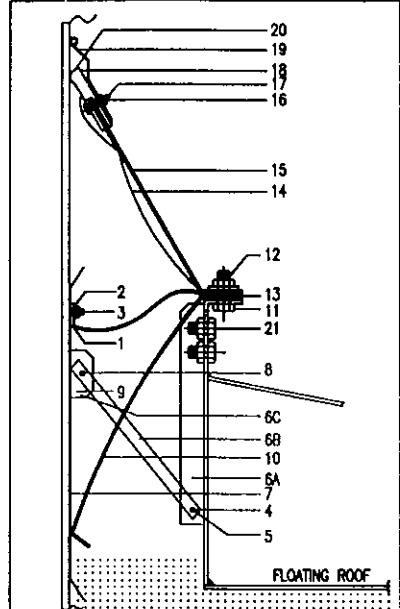
1. Secondary seal shall be Viper type with Vapor barrier and overlapping compression plates.
2. Compression plate shall be designed to provide uniform, equilateral pressure to the viper tip towards the tank shell.
3. Sealing Viper tip shall be in contact with the tank shell at any given point. It should have excellent rain water shedding properties.
4. Min length of each segment of Viper tip shall not be less than 15 meters except for make up piece. Number of Viper joint per tank shall be kept to minimum. The Viper tip material shall be PVC Nitrile.
5. Viper link of 0.5 mm thickness of SS 304 grade shall be provided at every viper joints no fabric or polymer joint allowed.
6. Minimum length of each segment of Vapor barrier shall not be less than 25 meters except for make up piece. Number of Vapor barrier joint per tank shall be kept to minimum. The Vapor barrier material shall be PVC Nitrile.
7. Static discharge Grounding shunts grade SS304 at 3 meters interval shall be provided above the secondary seal viper tip. Grounding shunts shall be designed to be in contact with the tank shell at all times.
8. The Secondary seal shall be designed to expand and contract to accommodate rim space variance +/- 100mm.
9. Maximum seal gap area allowed shall be 20sq.cm/m of tank diameter.

### **Inspection and Testing**

1. All materials shall be inspected and certified by any of the following third party E.I.L, P.D.I.L, D.N.V, MECON, BVIS.
2. The scope of third party inspection agency is as follows.
  - Visual check of material for measurements & manufacturing defects.
  - One Sample from each item drawn for lab testing.
  - Review of report from lab and issue of material release note.

**The Primary and Secondary seal shall be designed to accommodate  $\pm$  100 mm of local deviation between the floating roof and the shell. The tank shell be free from internal projections that would damage the seal or prevent free movement of the floating roof.**





Specification of Primary Seal :-  
Hanger type Primary Mechanical shoe seal.

- Shoe plates shall be made of 1.5 mm thick GP sheet conforming to IS 277 Grade 120.
- Pusher plates shall be made of 1.5 mm thick sheet SS 304 Grade.
- Hanger Assembly shall be made of 2 mm thick GP sheet conforming to IS 277 Grade 120.
- Holding strip shall be made of 1.5 mm thick GP sheet conforming to IS 277 Grade 120.
- Vapor Barrier shall be of Virgin Teflon of 0.5mm thickness minimum, having the following properties:-

Polymer:	PTFE (Poly Tetra Fluoro Ethylene)
Specific Gravity:	2.14 - 2.16 gms/cm³
Tensile Strength:	3500 - 4400 Psi %
Elongation:	280 - 380 %
Hardness:	55 - 58 Shore D

Specification of Secondary seal :-  
Viper type Secondary seal.

- Compression plates shall be made of 1.5 mm thick GP sheet conforming to IS 277 Grade 120.
- Safe Return Guide shall be made of 20% nylon + 80% PVC.
- Wiper tip shall be of PVC Nitile having the following properties :-

Polymer:	PVC Nitile
Hardness:	70 ± 5 IRHD
Tensile Strength:	1000 min Psi %

- Vapor Barrier & Rim Gasket shall be of PVC Nitile having the following properties:-

Polymer:	PVC Nitile
Hardness:	60 ± 5 IRHD
Tensile Strength:	1000 min Psi %

Volume change:-

30% Toluene + 70 %

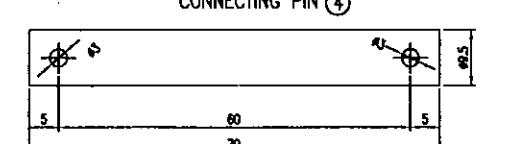
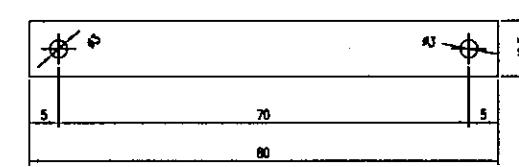
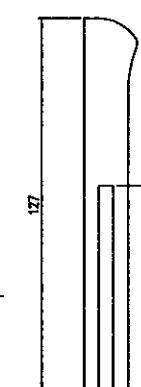
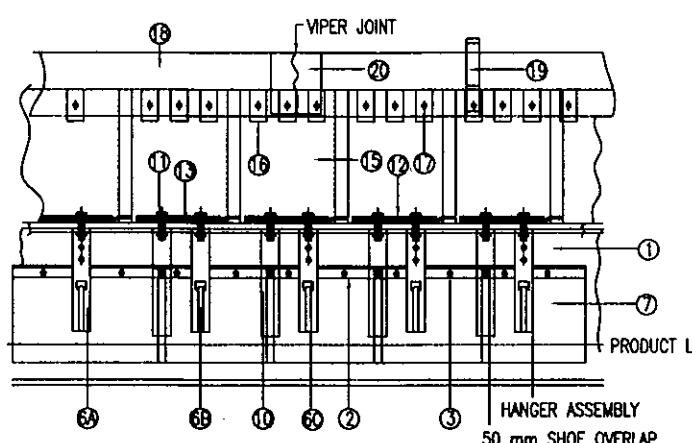
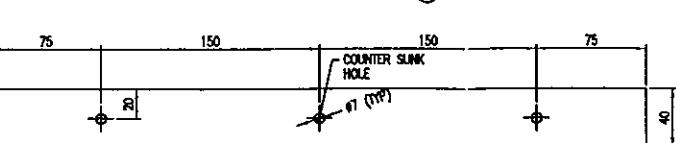
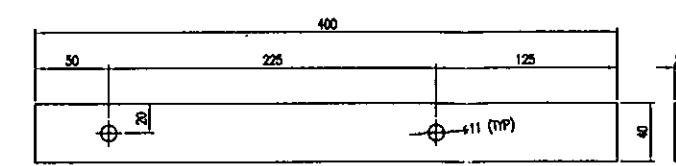
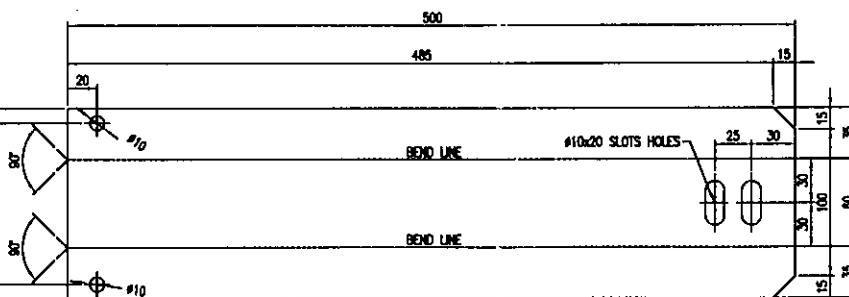
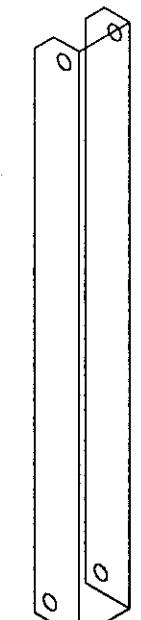
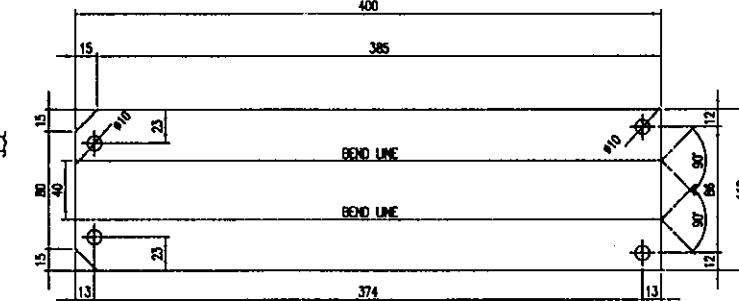
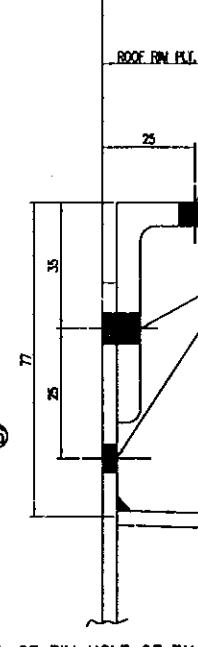
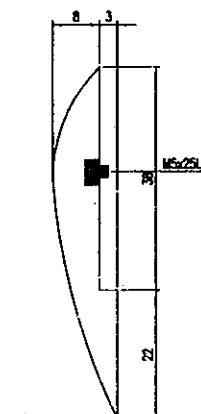
Iso-Octane / RT / 48 hrs

ASTM Fed - A / RT / 48 hrs

H2O / 50 deg C / 48 hrs

3.5 max %

8 max %



TYPICAL ELEVATION OF PRIMARY  
AND SECONDARY SEAL

ITEM	DESCRIPTION	SIZE	MATERIAL	ITEM	DESCRIPTION	SIZE	MATERIAL
01	COUNTER SUNK SCREW & NUT	8.3 00 x 16 LG.	SS 304	21	NUT BOLT & WASHER	M8 x 25 LG.	SS 304
02	CONNECTING PIN	70 x 9.5 00	SS 304	20	VIPER LINK	0.5 x 200 x 240	SS 304
03	HOLDING STRIP	40 x 1.5 THK x 450	G.P. SHEET	19	GROUNDING STUNT	1 X 50 x 300	SS 304
04	SUPPORT SPRING	5 THK x 30 LG.	SS 304 304 STAINLESS	14	VAPOR BARRIER MEMBRANE	1 x 600 x TO SUIT	PVC NITRILE
05	CONNECTING PIN	80 x 9.5 00	SS 304	13	RIM GASKET	5 x 50 x 1126 LG.	PVC NITRILE
06	COUNTER SUNK SCREW & NUT	8.3 00 x 16LG.	SS 304	12	BOLTING FLATS	5 x 40 x 400 LG.	HE MPP GLASSF
07	HOLDING STRIP	40 x 1.5 THK x 450	G.P. SHEET	11	NUT & BOLTS	M10 x 40 LG.	SS 304
08	VAPOR BARRIER	0.5 X 500 X TO SUIT	VIRGIN TEFLON	10	PUSHER PLATE	1.5 THK x 700 x 100	SS 304

NOTE:-  
1. ALL DIMENSION ARE IN MM.  
2. "ROSHAN INDUSTRIES MUMBAI" THE VENDOR FOR SEAL, HAVE SUPPLIED INFORMATION.  
3. FOR FURTHER DETAILS KINDLY CONTACT "ROSHAN INDUSTRIES".  
4. COPYRIGHTS RESERVED ALL RIGHTS RESERVED.  
5. SAFE OPERATING RANGE ( 100 MM MIN TO 300 MM MAX RIM SPACE ).  
6. ITEM NO 4 & 8 SHALL BE PROVIDED WITH SS 304 R-LOCKING PINS.

APPROVED	BY	DATE	DRAWING CHECKED
CLIENT APPROVED			
ITEM FOR CONTROL			
SCALE			DRAWING CONTRACTOR
DO NOT SCALE THIS DRAWING, USE ORIGINAL DIMENSIONS ONLY.			
ITEM	NUMBER	REV.	STATUS
			Drawing No.

**INTER OFFICE MEMO**

Ref : ENG/59  
Dt. 03.11.09

**FOR : All State Engineering Heads**

**FROM : DGM (E), HO**

**SUBJECT: RVI IMPLEMENTATION-AMENDMENT/DEVIATIONS IN THE WORK ORDER**

This has reference to the work order dated 30.01.09 for provision of RVI at Retail Outlets. The subject order was placed based on the quantities of various RVI elements forwarded by HO Retail Sales, which were to be executed in 2008-09. There was delay in finalization of the tender due to various reasons. Further, after award of contract in Jan 09, the converters were to provide necessary equipments /machinery and thereafter they were required to develop the prototypes. Finally clearance for issuance of call-ups was given in the month of June 09, after development of prototypes. This necessitated certain deviations in the work order provisions and the same have been approved by management ,as mentioned below:

1. Commencement of the blocks for call ups shall be reckoned from June 09 onwards i.e. the month in which prototypes were cleared. Accordingly, the four blocks for issuance of call-ups will be as under:

Jun – Aug'09 -	1 <sup>st</sup> Block
Sept – Nov'09 -	2 <sup>nd</sup> Block
Dec – Feb10 -	3 <sup>rd</sup> Block
Mar' - May'10 -	4 <sup>th</sup> Block

2. Validity of contract has been extended till 30.05.2010.
3. Increase in quantity per Block :

As per tender conditions, the total quantity is split into 4 blocks and there is a restriction for not exceeding 1/4<sup>th</sup> of the total quantity in each block. In order to meet certain exigencies, permission is granted for exceeding the 1/4<sup>th</sup> quantity in a particular block. However, it is to be noted that while issuing the call-up orders in a particular block for more than 1/4 th of total quantity, there shall not be any deviation in completion time and in any other terms/conditions of the tender. Hence, the party's prior consent is required before placement of call-up orders more than 1/4<sup>th</sup> of the total quantity in a particular block.

4. Revision in quantities of Front lit & backlit monoliths:

Few of the state offices are now asking for more of back-lit monoliths. Since rates for both types of monoliths are available in the contract, the revision in the requirement of the type of monoliths viz. backlit OR front lit can be accepted, keeping the total quantity of monoliths in the lot same. The revised quantities are attached as **Annexure - 1**, which are based on the requirement given by state offices to HO,Retail. Please note that calls up orders are to be issued as per revised quantities only.

5. Re-allocation of Quantities (Monoliths) among various State Offices:

Since the tender was delayed, the quantity requirements of different state offices for monoliths have undergone significant revision. In order to accommodate the revised requirement of the state offices, approval has been obtained for the revised quantities keeping the total number of monoliths of the lot same. The revised quantities are based on the requirement forwarded by state offices to HO Retail. The original and re-allocated quantities are enclosed at **Annexure – I**. All the vendors of monoliths ie M/S Fiber Fill, M/S Design Graphics, M/S NG Brothers have already conveyed their consent for the revised quantities. Hence, State offices can place call-ups as per the revised quantities of monoliths.

6. Backlit 'Indian Oil' letters in canopy fascia for Orissa State Office :

In case of Orissa State Office, the back lit Indian Oil letters in the canopy fascia was not provided in the Contract. Approval '**in principle**' has been obtained for 20 Nos backlit '**Indian Oil lettering**' in canopy fascia, which was inadvertently missed out in the tender. However , OSO will be required to take separate local approval on single tender basis as per the rates in the contract (lot consisting of Bihar & Orissa), from competent authority.



( V. M. Basidhar )  
Dy. Gen. Mgr (Engg)

Encl: Annex.- I

## Annexure-1

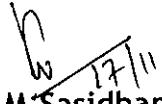
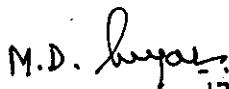
## RVI Elements-Monoliths-Revised Order quantity

Sr. No.	State Office	Monolith - Front Lit (Nos.)		Monolith - Back lit (Nos.)		total monolith (frontlit + backlit)-(Nos)	
		initial	revised	initial	revised	initial	revised
1	DSO	40	68	10	44	50	112
2	PSO	80	40	20	69	100	109
3	RSO	150	90	25	25	175	115
4	UPSO-1	40	36	10	58	50	94
5	UPSO-2	75	42	60	38	135	80
	NR	385	276	125	234	510	510
6	WBSO	149	140	10	0	159	140
7	BSO	50	70	15	8	65	78
8	OSO	30	35	15	1	45	36
9	NESO	10	25	5	5	15	30
	ER	239	270	45	14	284	282
10	GSO	60	50	10	10	70	60
11	MPSO	140	79	0	0	140	79
12	MSO	60	138	10	3	70	141
	WR	260	267	20	13	280	280
13	KASO	67	67	50	50	117	117
14	KESO	0	15	6	6	6	21
15	APSO	53	25	32	45	85	70
16	TNSO	50	50	10	10	60	60
	SR	170	157	98	111	268	268

**INTER OFFICE MEMO****To : State Engg. Heads/ State Retail Heads****From : DGM (Engg), HO****Date : 17/11/2009****Ref : ENG/20****Sub: Guidelines for provision of Column Cladding as part of RVI  
at 'A' Site regular Retail Outlets.**

Vide Policy Circular no. 124-3/2008 dt.24.03.08, guidelines were issued for provision of RVI at regular A Site ROs. The circular described the essential RVI elements to be provided at various categories of Retail Outlets. As per the circular, column and building cladding is necessarily to be provided at Metro/ State Head quarters/ Major cities (>0.8 Million population) and Major towns (>0.2 Million population). In case of Highway Retail Outlets, where the throughput exceeds 100 KL per month, only column cladding (no building cladding) needs to be provided.

The above provisions have to be followed without any deviation. This supersedes all other communications sent in this regard subsequent to the circular ref. 124-3/2008 dt.24.03.08.

  
(V.M.Sasidhar)  
DGM (Engg)  
M.D. Kumar  
17/11/09.  
(M.D.Kumar)  
DGM I/C (RD)

## इंडियन ऑयल कॉर्पोरेशन लिमिटेड

विपणन प्रभाग, 'इंडियन ऑयल भवन',

जी-9, अली यावर जंग मार्ग,

बांद्रा (पूर्व), मुंबई - 400 051.

## Indian Oil Corporation Limited

Marketing Division, Head Office,

'Indian Oil Bhavan',

G-9, Ali Yavar Jung Marg,

Bandra (East), Mumbai - 400 051.

Phone : 2642 0427

Fax : 2655 1767

E-mail : eunnikrishnan@indianoil.co.in



IndianOil

इ. उन्नीकृष्णन एम.एस.जी., एम.बी.ए.

कार्यकारी निदेशक (कोऑर्डिनेशन आणि प्राइसिंग)

E. Unnikrishnan M.Sc., M.B.A.

Executive Director (Coordination & Pricing)

Ref: ED CP / IS

November 17, 2009

To:

EDs/GMs, State Offices

GM I/C (RS) / GM (RS), Regional Offices

### **Sub: Security Guidelines**

It has come to our notice that some outsider got access to our computer system in one of our Depot locations recently and used username / password of one of our official and made major financial transaction including transfer of fund from one Dealer to another by preparing false money receipt and subsequent cancellation of same. The Management has taken a very strong view on the whole incident and necessary investigations are being carried out to find details for further action.

In the meanwhile it is suggested that strict measures be implemented in all depot locations as well as other offices so that such incidences can be stopped. Accordingly we are issuing herewith some simple guidelines for immediate compliance of every one concerned. It may further be noted that while security breaches might have taken place through the computers, ensuring security is the prime responsibility of everyone concerned from various functionalities.

(E Unnikrishnan)  
ED (Coordination & Pricing)

Enc: a/a

Cc: DGM (IS) HO – Please advise IS group in States/Regions to facilitate above.

Cc: All Core Group Members

Cc: ED I/C (IS) CO

Cc: Dir (Fin) CO

Cc: Dir (Mktg) – For kind information

## **Security Guidelines**

- User name and password for PC and SAP should not be shared with anyone at any cost. This is to be followed strictly.
- Physical access to PC by unauthorized person to be strictly stopped.
- Users must logout when they leave their table /work station for any length of time. PCs should be set to get locked after idle time of 5 minutes.
- All unused PCs / workstations should be switched off when not in use.
- SAP is configured to logout after 15 minutes of idle time. However, users should log out of SAP every time they leave the PC unattended even for 5 minutes.
- USB and CD/DVD ROM access are to be disabled in PCs in S & D section at locations. (System group to do the needful).
- Wireless devices including data cards and Bluetooth are strictly prohibited to be connected to PC & LAN for local network /internet access.
- Internet connections thru local modems, broadband must be immediately withdrawn.
- Symantec AV must not be disabled from the PC.
- In case a computer is suspected to have been used for committing an unauthorized activity including illegal software download, execution of password hacking tool, unauthorized SAP transaction etc., the same desktop must be immediately taken off the network and taken in the custody of location in charge for further investigation.



**INTER OFFICE MEMO**

**URGENT.**

**For : STATE ENGINEERING HEADS**

**From : ED (Engg. & Pj), HO**

**Ref : ENG/ 20**

**Date : 23/ 11/ 09**

**Sub: Augmentation/Revamping works/ Revamping works at location**

Augmentation of tankages and other facilities have been taken to meet the business requirements of the corporation. These augmentation/ revamping works have been taken up based on the requirements of the user group after obtaining administrative approvals.

It is to be noted that as per the notification dated 14.09.2006 issued by Ministry of Environment and Forests, Clause 2 (ii); states that prior approval of concerned environmental Department is to be obtained before commencement of any augmentation work. Copy of the notification is enclosed for ready reference.

It is reiterated here that before commencement of any work at site all statutory approvals have to be in place. The role and responsibilities of the offices concerned for ensuring that the approvals are in place have been enumerated in the circular HO/ID-35/4 dt 26.03.99. (copy enclosed)

**Satwant Singh**  
**Executive Director (Engg. & Proj)**

CC : ED (Supplies)/HO

CC : ED/GM, Respective State Offices

(Published in the Gazette of India, Extraordinary, Part-II, and Section 3, Sub-section (ii)  
**MINISTRY OF ENVIRONMENT AND FORESTS**

New Delhi 14<sup>th</sup> September, 2006

**Notification**

S.O. 1533 Whereas, a draft notification under sub-rule (3) of Rule 5 of the Environment (Protection) Rules, 1986 for imposing certain restrictions and prohibitions on new projects or activities, or on the expansion or modernization of existing projects or activities based on their potential environmental impacts as indicated in the Schedule to the notification, being undertaken in any part of India<sup>1</sup>, unless prior environmental clearance has been accorded in accordance with the objectives of National Environment Policy as approved by the Union Cabinet on 18<sup>th</sup> May, 2006 and the procedure specified in the notification, by the Central Government or the State or Union territory Level Environment Impact Assessment Authority (SEIAA), to be constituted by the Central Government in consultation with the State Government or the Union territory Administration concerned under sub-section (3) of section 3 of the Environment (Protection) Act, 1986 for the purpose of this notification, was published in the Gazette of India ,Extraordinary, Part II, section 3, sub-section (ii) vide number S.O. 1324 (E) dated the 15<sup>th</sup> September ,2005 inviting objections and suggestions from all persons likely to be affected thereby within a period of sixty days from the date on which copies of Gazette containing the said notification were made available to the public;

And whereas, copies of the said notification were made available to the public on 15<sup>th</sup> September, 2005;

And whereas, all objections and suggestions received in response to the above mentioned draft notification have been duly considered by the Central Government;

Now, therefore, in exercise of the powers conferred by sub-section (1) and clause (v) of sub-section (2) of section 3 of the Environment (Protection) Act, 1986, read with clause (d) of sub-rule (3) of rule 5 of the Environment (Protection) Rules, 1986 and in supersession of the notification number S.O. 60 (E) dated the 27<sup>th</sup> January, 1994, except in respect of things done or omitted to be done before such supersession, the Central Government hereby directs that on and from the date of its publication the required construction of new projects or activities or the expansion or modernization of existing projects or activities listed in the Schedule to this notification entailing capacity addition with change in process and or technology shall be undertaken in any part of India only after the prior environmental clearance from the Central Government or as the case may be, by the State Level Environment Impact Assessment Authority, duly constituted by the Central Government under sub-section (3) of section 3 of the said Act, in accordance with the procedure specified hereinafter in this notification.

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<sup>1</sup>Includes the territorial waters

**2. Requirements of prior Environmental Clearance (EC):-** The following projects or activities shall require prior environmental clearance from the concerned regulatory authority, which shall hereinafter referred to be as the Central Government in the Ministry of Environment and Forests for matters falling under Category 'A' in the Schedule and at State level the State Environment Impact Assessment Authority (SEIAA) for matters falling under Category 'B' in the said Schedule, before any construction work, or preparation of land by the project management except for securing the land, is started on the project or activity:

- (i) All new projects or activities listed in the Schedule to this notification;
- (ii) Expansion and modernization of existing projects or activities listed in the Schedule to this notification with addition of capacity beyond the limits specified for the concerned sector, that is, projects or activities which cross the threshold limits given in the Schedule, after expansion or modernization;
- (iii) Any change in product - mix in an existing manufacturing unit included in Schedule beyond the specified range.

**3. State Level Environment Impact Assessment Authority:-** (1) A State Level Environment Impact Assessment Authority hereinafter referred to as the SEIAA shall be constituted by the Central Government under sub-section (3) of section 3 of the Environment (Protection) Act, 1986 comprising of three Members including a Chairman and a Member – Secretary to be nominated by the State Government or the Union territory Administration concerned.

- (2) The Member-Secretary shall be a serving officer of the concerned State Government or Union territory administration familiar with environmental laws.
- (3) The other two Members shall be either a professional or expert fulfilling the eligibility criteria given in Appendix VI to this notification.
- (4) One of the specified Members in sub-paragraph (3) above who is an expert in the Environmental Impact Assessment process shall be the Chairman of the SEIAA.
- (5) The State Government or Union territory Administration shall forward the names of the Members and the Chairman referred in sub- paragraph 3 to 4 above to the Central Government and the Central Government shall constitute the SEIAA as an authority for the purposes of this notification within thirty days of the date of receipt of the names.
- (6) The non-official Member and the Chairman shall have a fixed term of three years (from the date of the publication of the notification by the Central Government constituting the authority).
- (7) All decisions of the SEIAA shall be unanimous and taken in a meeting.

**4. Categorization of projects and activities:-**

- (i) All projects and activities are broadly categorized in to two categories - Category A and Category B, based on the spatial extent of potential impacts and potential impacts on human health and natural and man made resources.

(ii) All projects or activities included as Category 'A' in the Schedule, including expansion and modernization of existing projects or activities and change in product mix, shall require prior environmental clearance from the Central Government in the Ministry of Environment and Forests (MoEF) on the recommendations of an Expert Appraisal Committee (EAC) to be constituted by the Central Government for the purposes of this notification;

(iii) All projects or activities included as Category 'B' in the Schedule, including expansion and modernization of existing projects or activities as specified in sub paragraph (ii) of paragraph 2, or change in product mix as specified in sub paragraph (iii) of paragraph 2, but excluding those which fulfill the General Conditions (GC) stipulated in the Schedule, *will* require prior environmental clearance from the State/Union territory Environment Impact Assessment Authority (SEIAA). The SEIAA shall base its decision on the recommendations of a State or Union territory level Expert Appraisal Committee (SEAC) as to be constituted for in this notification. In the absence of a duly constituted SEIAA or SEAC, a Category 'B' project shall be treated as a Category 'A' project;

##### **5. Screening, Scoping and Appraisal Committees:-**

The same Expert Appraisal Committees (EACs) at the Central Government and SEACs (hereinafter referred to as the (EAC) and (SEAC) at the State or the Union territory level shall screen, scope and appraise projects or activities in Category 'A' and Category 'B' respectively. EAC and SEAC's shall meet at least once every month.

(a) The composition of the EAC shall be as given in Appendix VI. The SEAC at the State or the Union territory level shall be constituted by the Central Government in consultation with the concerned State Government or the Union territory Administration with identical composition;

(b) The Central Government may, with the prior concurrence of the concerned State Governments or the Union territory Administrations, constitutes one SEAC for more than one State or Union territory for reasons of administrative convenience and cost;

(c) The EAC and SEAC shall be reconstituted after every three years;

(d) The authorised members of the EAC and SEAC, concerned, may inspect any site(s) connected with the project or activity in respect of which the prior environmental clearance is sought, for the purposes of screening or scoping or appraisal, with prior notice of at least seven days to the applicant, who shall provide necessary facilities for the inspection;

(e) The EAC and SEACs shall function on the principle of collective responsibility. The Chairperson shall endeavour to reach a consensus in each case, and if consensus cannot be reached, the view of the majority shall prevail.

##### **6. Application for Prior Environmental Clearance (EC):-**

An application seeking prior environmental clearance in all cases shall be made in the prescribed Form 1 annexed herewith and Supplementary Form 1A, if applicable, as given in Appendix II, after the identification of prospective site(s) for the project and/or activities to which the application relates, before commencing any construction activity, or preparation of land, at the site by the applicant. The applicant shall furnish, along with the application, a copy of the pre-feasibility project report except that, in case of construction projects or activities (item 8 of the Schedule) in addition to Form 1 and the Supplementary Form 1A, a copy of the conceptual plan shall be provided, instead of the pre-feasibility report.

## **7. Stages in the Prior Environmental Clearance (EC) Process for New Projects:-**

7(i) The environmental clearance process for new projects will comprise of a maximum of four stages, all of which may not apply to particular cases as set forth below in this notification. These four stages in sequential order are:-

- Stage (1) Screening (Only for Category 'B' projects and activities)
- Stage (2) Scoping
- Stage (3) Public Consultation
- Stage (4) Appraisal

### **I. Stage (1) - Screening:**

In case of Category 'B' projects or activities, this stage will entail the scrutiny of an application seeking prior environmental clearance made in Form 1 by the concerned State level Expert Appraisal Committee (SEAC) for determining whether or not the project or activity requires further environmental studies for preparation of an Environmental Impact Assessment (EIA) for its appraisal prior to the grant of environmental clearance depending up on the nature and location specificity of the project . The projects requiring an Environmental Impact Assessment report shall be termed Category 'B1' and remaining projects shall be termed Category 'B2' and will not require an Environment Impact Assessment report. For categorization of projects into B1 or B2 except item 8 (b), the Ministry of Environment and Forests shall issue appropriate guidelines from time to time.

### **II. Stage (2) - Scoping:**

(i) "Scoping": refers to the process by which the Expert Appraisal Committee in the case of Category 'A' projects or activities, and State level Expert Appraisal Committee in the case of Category 'B1' projects or activities, including applications for expansion and/or modernization and/or change in product mix of existing projects or activities, determine detailed and comprehensive Terms Of Reference (TOR) addressing all relevant environmental concerns for the preparation of an Environment Impact Assessment (EIA) Report in respect of the project or activity for which prior environmental clearance is sought. The Expert Appraisal Committee or State level Expert Appraisal Committee concerned shall determine the Terms of Reference on the basis of the information furnished in the prescribed application Form1/Form 1A including Terms of Reference proposed by the applicant, a site visit by a sub- group of Expert Appraisal Committee or State level Expert Appraisal Committee concerned only if considered necessary by the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned, Terms of Reference suggested by the applicant if furnished and other information that may be available with the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned. All projects and activities listed as Category 'B' in Item 8 of the Schedule (Construction/Township/Commercial Complexes /Housing) shall not require Scoping and will be appraised on the basis of Form 1/ Form 1A and the conceptual plan.

(ii) The Terms of Reference (TOR) shall be conveyed to the applicant by the Expert Appraisal Committee or State Level Expert Appraisal Committee as concerned within sixty days of the receipt of Form 1. In the case of Category A Hydroelectric projects Item 1(c) (i) of the Schedule the Terms of Reference shall be conveyed along with the clearance for pre-construction activities .If the Terms of Reference are not finalized and conveyed to the applicant within sixty days of the receipt of Form 1, the Terms of Reference suggested by the applicant shall be deemed as the final Terms of Reference approved for the EIA studies. The approved Terms of

Reference shall be displayed on the website of the Ministry of Environment and Forests and the concerned State Level Environment Impact Assessment Authority.

(iii) Applications for prior environmental clearance may be rejected by the regulatory authority concerned on the recommendation of the EAC or SEAC concerned at this stage itself. In case of such rejection, the decision together with reasons for the same shall be communicated to the applicant in writing within sixty days of the receipt of the application.

### III. Stage (3) - Public Consultation:

(i) "Public Consultation" refers to the process by which the concerns of local affected persons and others who have plausible stake in the environmental impacts of the project or activity are ascertained with a view to taking into account all the material concerns in the project or activity design as appropriate. All Category 'A' and Category B1 projects or activities shall undertake Public Consultation, except the following:-

- (a) modernization of irrigation projects (item 1(c) (ii) of the Schedule).
  - (b) all projects or activities located within industrial estates or parks (item 7(c) of the Schedule) approved by the concerned authorities, and which are not disallowed in such approvals.
  - (c) expansion of Roads and Highways (item 7 (f) of the Schedule) which do not involve any further acquisition of land.
  - (d) all Building /Construction projects/Area Development projects and Townships (item 8).
  - (e) all Category 'B2' projects and activities.
  - (f) all projects or activities concerning national defence and security or involving other strategic considerations as determined by the Central Government.
- (ii) The Public Consultation shall ordinarily have two components comprising of:-
- (a) a public hearing at the site or in its close proximity- district wise, to be carried out in the manner prescribed in Appendix IV, for ascertaining concerns of local affected persons;
  - (b) obtain responses in writing from other concerned persons having a plausible stake in the environmental aspects of the project or activity.
- (iii) the public hearing at, or in close proximity to, the site(s) in all cases shall be conducted by the State Pollution Control Board (SPCB) or the Union territory Pollution Control Committee (UTPCC) concerned in the specified manner and forward the proceedings to the regulatory authority concerned within 45(forty five ) of a request to the effect from the applicant.
- (iv) in case the State Pollution Control Board or the Union territory Pollution Control Committee concerned does not undertake and complete the public hearing within the specified period, and/or does not convey the proceedings of the public hearing within the prescribed period

directly to the regulatory authority concerned as above, the regulatory authority shall engage another public agency or authority which is not subordinate to the regulatory authority, to complete the process within a further period of forty five days.,

(v) If the public agency or authority nominated under the sub paragraph (iii) above reports to the regulatory authority concerned that owing to the local situation, it is not possible to conduct the public hearing in a manner which will enable the views of the concerned local persons to be freely expressed, it shall report the facts in detail to the concerned regulatory authority, which may, after due consideration of the report and other reliable information that it may have, decide that the public consultation in the case need not include the public hearing.

(vi) For obtaining responses in writing from other concerned persons having a plausible stake in the environmental aspects of the project or activity, the concerned regulatory authority and the State Pollution Control Board (SPCB) or the Union territory Pollution Control Committee (UTPCC) shall invite responses from such concerned persons by placing on their website the Summary EIA report prepared in the format given in Appendix IIIA by the applicant along with a copy of the application in the prescribed form , within seven days of the receipt of a written request for arranging the public hearing . Confidential information including non-disclosable or legally privileged information involving Intellectual Property Right, source specified in the application shall not be placed on the web site. The regulatory authority concerned may also use other appropriate media for ensuring wide publicity about the project or activity. The regulatory authority shall, however, make available on a written request from any concerned person the Draft EIA report for inspection at a notified place during normal office hours till the date of the public hearing. All the responses received as part of this public consultation process shall be forwarded to the applicant through the quickest available means.

(vii) After completion of the public consultation, the applicant shall address all the material environmental concerns expressed during this process, and make appropriate changes in the draft EIA and EMP. The final EIA report, so prepared, shall be submitted by the applicant to the concerned regulatory authority for appraisal. The applicant may alternatively submit a supplementary report to draft EIA and EMP addressing all the concerns expressed during the public consultation.

#### **IV. Stage (4) - Appraisal:**

(i) Appraisal means the detailed scrutiny by the Expert Appraisal Committee or State Level Expert Appraisal Committee of the application and other documents like the Final EIA report, outcome of the public consultations including public hearing proceedings, submitted by the applicant to the regulatory authority concerned for grant of environmental clearance. This appraisal shall be made by Expert Appraisal Committee or State Level Expert Appraisal Committee concerned in a transparent manner in a proceeding to which the applicant shall be invited for furnishing necessary clarifications in person or through an authorized representative, On conclusion of this proceeding, the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned shall make categorical recommendations to the regulatory authority concerned either for grant of prior environmental clearance on stipulated terms and conditions, or rejection of the application for prior environmental clearance, together with reasons for the same.

(ii) The appraisal of all projects or activities which are not required to undergo public consultation, or submit an Environment Impact Assessment report, shall be carried out on the basis of the prescribed application Form 1 and Form 1A as applicable, any other relevant

validated information available and the site visit wherever the same is considered as necessary by the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned.

(iii) The appraisal of an application shall be completed by the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned within sixty days of the receipt of the final Environment Impact Assessment report and other documents or the receipt of Form 1 and Form 1 A, where public consultation is not necessary and the recommendations of the Expert Appraisal Committee or State Level Expert Appraisal Committee shall be placed before the competent authority for a final decision within the next fifteen days .The prescribed procedure for appraisal is given in Appendix V ;

**7(ii). Prior Environmental Clearance (EC) process for Expansion or Modernization or Change of product mix in existing projects:**

All applications seeking prior environmental clearance for expansion with increase in the production capacity beyond the capacity for which prior environmental clearance has been granted under this notification or with increase in either lease area or production capacity in the case of mining projects or for the modernization of an existing unit with increase in the total production capacity beyond the threshold limit prescribed in the Schedule to this notification through change in process and or technology or involving a change in the product -mix shall be made in Form I and they shall be considered by the concerned Expert Appraisal Committee or State Level Expert Appraisal Committee within sixty days, who will decide on the due diligence necessary including preparation of EIA and public consultations and the application shall be appraised accordingly for grant of environmental clearance.

**8.Grant or Rejection of Prior Environmental Clearance (EC):**

(i) The regulatory authority shall consider the recommendations of the EAC or SEAC concerned and convey its decision to the applicant within forty five days of the receipt of the recommendations of the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned or in other words within one hundred and five days of the receipt of the final Environment Impact Assessment Report, and where Environment Impact Assessment is not required, within one hundred and five days of the receipt of the complete application with requisite documents, except as provided below.

(ii) The regulatory authority shall normally accept the recommendations of the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned. In cases where it disagrees with the recommendations of the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned, the regulatory authority shall request reconsideration by the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned within forty five days of the receipt of the recommendations of the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned while stating the reasons for the disagreement. An intimation of this decision shall be simultaneously conveyed to the applicant. The Expert Appraisal Committee or State Level Expert Appraisal Committee concerned, in turn, shall consider the observations of the regulatory authority and furnish its views on the same within a further period of sixty days. The decision of the regulatory authority after considering the views of the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned shall be final and conveyed to the applicant by the regulatory authority concerned within the next thirty days.

(iii) In the event that the decision of the regulatory authority is not communicated to the applicant within the period specified in sub-paragraphs (i) or (ii) above, as applicable, the

applicant may proceed as if the environment clearance sought for has been granted or denied by the regulatory authority in terms of the final recommendations of the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned.

(iv) On expiry of the period specified for decision by the regulatory authority under paragraph (i) and (ii) above, as applicable, the decision of the regulatory authority, and the final recommendations of the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned shall be public documents.

(v) Clearances from other regulatory bodies or authorities shall not be required prior to receipt of applications for prior environmental clearance of projects or activities, or screening, or scoping, or appraisal, or decision by the regulatory authority concerned, unless any of these is sequentially dependent on such clearance either due to a requirement of law, or for necessary technical reasons.

(vi) Deliberate concealment and/or submission of false or misleading information or data which is material to screening or scoping or appraisal or decision on the application shall make the application liable for rejection, and cancellation of prior environmental clearance granted on that basis. Rejection of an application or cancellation of a prior environmental clearance already granted, on such ground, shall be decided by the regulatory authority, after giving a personal hearing to the applicant, and following the principles of natural justice.

## **9. Validity of Environmental Clearance (EC):**

The “Validity of Environmental Clearance” is meant the period from which a prior environmental clearance is granted by the regulatory authority, or may be presumed by the applicant to have been granted under sub paragraph (iv) of paragraph 7 above, to the start of production operations by the project or activity, or completion of all construction operations in case of construction projects (item 8 of the Schedule), to which the application for prior environmental clearance refers. The prior environmental clearance granted for a project or activity shall be valid for a period of ten years in the case of River Valley projects (item 1(c) of the Schedule), project life as estimated by Expert Appraisal Committee or State Level Expert Appraisal Committee subject to a maximum of thirty years for mining projects and five years in the case of all other projects and activities. However, in the case of Area Development projects and Townships [item 8(b)], the validity period shall be limited only to such activities as may be the responsibility of the applicant as a developer. This period of validity may be extended by the regulatory authority concerned by a maximum period of five years provided an application is made to the regulatory authority by the applicant within the validity period, together with an updated Form 1, and Supplementary Form 1A, for Construction projects or activities (item 8 of the Schedule). In this regard the regulatory authority may also consult the Expert Appraisal Committee or State Level Expert Appraisal Committee as the case may be.

## **10. Post Environmental Clearance Monitoring:**

(i) It shall be mandatory for the project management to submit half-yearly compliance reports in respect of the stipulated prior environmental clearance terms and conditions in hard and soft copies to the regulatory authority concerned, on 1<sup>st</sup> June and 1<sup>st</sup> December of each calendar year.

(ii) All such compliance reports submitted by the project management shall be public documents. Copies of the same shall be given to any person on application to the concerned regulatory authority. The latest such compliance report shall also be displayed on the web site of the concerned regulatory authority.

**11. Transferability of Environmental Clearance (EC):**

A prior environmental clearance granted for a specific project or activity to an applicant may be transferred during its validity to another legal person entitled to undertake the project or activity on application by the transferor, or by the transferee with a written "no objection" by the transferor, to, and by the regulatory authority concerned, on the same terms and conditions under which the prior environmental clearance was initially granted, and for the same validity period. No reference to the Expert Appraisal Committee or State Level Expert Appraisal Committee concerned is necessary in such cases.

**12. Operation of EIA Notification, 1994, till disposal of pending cases:**

From the date of final publication of this notification the Environment Impact Assessment (EIA) notification number S.O.60 (E) dated 27<sup>th</sup> January, 1994 is hereby superseded, except in suppression of the things done or omitted to be done before such suppression to the extent that in case of all or some types of applications made for prior environmental clearance and pending on the date of final publication of this notification, the Central Government may relax any one or all provisions of this notification except the list of the projects or activities requiring prior environmental clearance in Schedule I , or continue operation of some or all provisions of the said notification, for a period not exceeding one year from the date of issue of this notification.

[No. J-11013/56/2004-IA-II (I)]

(R.CHANDRAMOHAN)  
JOINT SECRETARY TO THE GOVERNMENT OF INDIA

— RRP

INTER OFFICE MEMO

IndianOil (MD)  
Engg. Deptt. HO



IndianOil

To : GM(Ops), HO	From : GM(Engg), HO
	Ref : HO/PJ/TRKL Dt : 17.07.2008

Sub : NOC for tankage at Tikrikalan, Delhi

This has reference to your IOM No.HO/RK/ID-4 dt.15.07.2008 on the subject matter. The circular cited by you, Ref. HO/ID-35/4 dt.26.03.1999, when the circular was issued, there was no set up of Engineering Deptt., in State Offices. The Engineering Deptt. was posted only at HO or Regional Offices.

The roles for Engineering Deptt., were therefore classified as HO Engg. / HO Projects / Regional Engg. However, the Ops. Deptt. was posted in State Offices in the year 1999. As per Annex. I of the above referred circular, the NOC s to be obtained by State Office / Regional Ops., which clearly means that the NOCs to be obtained either by State Office and/or Regional Offices. Also In the Annex. II, the responsibility for obtaining NOC is with State Office, which is in line with Annex.I and set up prevalent in State Offices in 1999 refers to Ops. Deptt. only

You may therefore take necessary action at your end for arranging the NOC.

*P. C. Mehta*  
[ P. C. Mehta ]  
GM(Engg)

*o/c*

cc : ED(Supplies), HO

cc : ED(Engg), HO

1  
R.R.P  
put up reply.  
Anand  
16/7/08

**Indian Oil Corporation Limited,  
Infrastructure Development, HO**

**Inter Office Memo**

		Ref.: HO/RK/ID-4 Date: 15/7/2008
From	GM(O) HO	Mumbai
To	GM(E), HO	Mumbai

**Sub: NOC for tankage at Tikrikan, Delhi**

Kindly refer your IOM HO/PJ/TKR dtd 20.6.08 regarding obtaining NOC from District Magistrate for CCOE approval for terminal at Tikrikan, New Delhi.

ED(PJ&ID)'s circular Ref. HO/ID-35/4 dtd 26.3.1999 have defined the role of State Offices and their responsibilities with respect to project formulation and various approvals required.

In the Annexure-II, it has been clarified that NOC from District Magistrate has to be obtained by State Office and in State Office ENGG set up exists. Therefore, it is requested that NOC from District Magistrate for this new project at Tikrikan New Delhi may be obtained by Project Officer / Site Engineer posted for construction of Tikrikan terminal with the help of DSO ENGG.

  
15/7/08-

(A K Digar)  
GM(O)

CC: ED(SUP)  
CC: ED(E&P)

G. M. (ENGG.)  
Received on..(6/07)08

Am (E)  
Kalwa Depot

INTER OFFICE MEMO

		REF.: HO/ID-35 DATE : 27-Mar-99
FROM	ED(PJ&ID), HO	MUMBAI
TO	EDs NR/ER/WR/SR	

Circular No. HO/ID-35/4 DT. 26-3-99

SUB: RESPONSIBILITIES FOR PROJECT FORMULATION/IMPLEMENTATION  
AND OBTAINING OF VARIOUS APPROVALS AND LICENSES.

We have noticed that different practices and procedures are being followed by different regions with regards to project formulation and its implementation. Therefore, to standardize procedures and systems for project formulation and its implementation, including obtaining of various approvals, we have worked out details of various steps involved in project formulation, its implementation and various approvals to be obtained.

Since State Offices have started functioning, the role of state offices and their responsibilities with respect project formulations and various approvals required have also been defined and are given in the enclosures.

*B*  
27/3/99  
(S BASU)

ED(PJ&ID)

ENCL: A/A.

AS

COPY TO - Shri. V.K.A.

- All Regional Engg.
- All Site Engg.s.

CC: ED(SUP)  
CC: GM(E) / GM(O) / DGM(ID)  
✓ CC: DGM(E) NR/ER/WR/SR  
CC: COM NR/ER/WR/SR  
CC: ALL STATE OFFICES

*circular file(VKM)*

*Keen  
814199*

**PROJECT FORMULATION**

S.No.	Activity	Action by
1.	Land identification & selection by the appropriate Committee.	State Office / Regional Ops.
2.	Acquisition of land as per corporation's policy..	State Office / Regional Ops.
3.	Processing of approvals from the competent authority for the purchase of land and investment decision.	State Office / Regional Ops. Regional ID/ HO-ID
4.	Railway siding feasibility.	State Office / Regional Ops.
5.	Finalising ROW for the P/L route.	State Office / Regional Ops
6.	Physical possession of land with relevant records and Bench Mark.	State Office / Regional Ops
7.	Preparation of Concept note	Regional ID/Ops.
8.	Collection of No objection certificate.	State Office / Regional Ops
9.	Preparation of EIA/ RA /Disaster Mgmt./ HAZOP study as per requirement of the project.	Regional ID/ OPS Regional Engg / HO Projects.
10	Preparation of layout drawings & P&IDs including approval from - Acceptance Committee.	State Office /Regional OPS Regional Engg/ HO Projects.
11.	Preparation of cost estimates	Regional Engg / HO Project State Office / Regional ID
12.	Preparation of FR	Regional ID / HO-ID
13.	Inter connection of P/Ls to OMCs	State Office/ Regional Office HO Engg./ HO Projects .

ANNEXURE - II

PROJECT APPROVALS

S.No.	Description of License / approval	Issuing authority	Responsibility
1.	NOC	District Magistrate	State Office
2.	Fire Licence	Directorate of Fire Services of State Govt.	State Office
3.	a) Explosive Approval b) Explosive License	OCOE - Govt. of India	Regional Engg. / HO Projects State Office - Ops
4.	CRZ approval	MOST / MOEF	State Office
5.	Clearance from Pollution Control Board	SPCB or CPCB depending upon project value	SPCB-State Office CPCB-Reg. Office
6.	Construction approval	a) Inspector of Factories of State Govt. b) Local Authorities c) Rlys., ports, AAI etc. as applicable.	Reg. Engg. / HO Projects
7.	Labour License a) Construction b) Operating	Labour Commissioner	Reg. Engg./HO Proj. Location-in-charge.
8.	Height clearance (wherever applicable)	Airport Authority of India (AAI)	State Office/Regional Aviation
9.	Sanction for power & approval for DG set.	State Electricity Board	Regional Engg. / HO Project
10.	Clearance for project on forest land.	Ministry of Environment & Forest	State Office - Ops.
11.	Factory license	Chief Inspector of Factories.	State Office - Location-in-Charge
12.	Weights & Measure	Dept. of Legal Metrology, State Govt.	State Office - Location-in-Charge
13.	Customs and Excise approvals including bonding.	Customs & Excise Office	State Office

ANNEXURE - III.

PROJECT IMPLEMENTATION

S.No.	Activity	Action by
1.	Undertake physical verification of land dimension with concerned agency and complete handing over /taking over of land to commence project execution (beginning with boundary wall/fencing work including land development if required).	State Office Concerned Dept. in RO/HO Regional Engg./HO Projects.
2.	Review the concept note of the project and obtain clarifications (if any) from the concerned dept. Also, tally the concept note with project schedule.	Regional Engg./HO Projects
3.	Arrange basic infrastructure facilities required for the construction work like water, electricity, storm / waste water disposal etc. including obtaining necessary approvals for the same from concerned authorities.	Regional Engg./HO Projects
4.	Arrange Acceptance Committee visit and OISD visit at different stages of progress of work and obtain necessary clearance.	Regional Ops. / ID Regional Engg./HO Projects
5	Periodic M&I Inspection during construction.	M&I / State Office Regional Engg./HO Projects.
6.	Tests / Trial runs in parts or full for mechanical completion.	Regional Engg./HO Projects. Regional Ops./State Office
7.	Clear the work sites of all Contractors, removal /shifting of contractors equipments/ left over materials/debris.	Regional Engg./HO Projects
8.	Take Inventory of all project capital items which will be left at location including stacking/storing /documentation etc..	Regional Engg./HO Projects Location-in-charge.
9.	Project Closure Report and submission of As Built drawings.	Regional Engg./HO Projects
10	Formation of documents / manuals/ spare parts catalogue for Operation & Maintenance where ever applicable.	Regional Engg./HO Projects Location-in-charge.
11	Commissioning of facilities	State Office/Regional Ops. Regional Engg/ HO Projects Location-in-charge.



## INTER OFFICE MEMO

For : STATE ENGINEERING HEADS

From : GM (Engg), HO

Ref : ENG/ GENL

Date : 17/ 12/ 09

### Sub: MSIHC Rules – Threshold limits

This communication is in reference to our communication ENG/20 dt 23.11.2009 regarding augmentation/ Revamping works at locations. MoEF notification dt Sept 2006, states that the approval of respective State Environmental Impact Assessment Authority or the Empowered Committee needs to be taken for all projects that are being undertaken falling within the schedules mentioned in the notification.

Our locations are designated as Isolated storage & handling hazardous chemical units which generally fall in Schedule "B" category if they cross the threshold limits mentioned thereof in the MSIHC Rules 1989 and amended in 2000. The Rules specify flammable chemicals as

- i) flammable gases
- ii) extremely flammable liquids - flash point < 23 deg C and boiling point < 35 deg C
- iii) very highly flammable liquids - flash point  $\leq$  23 deg C and initial boiling point higher than 35 deg C
- iv) highly flammable liquids – flash point  $\leq$  60 deg C but higher than 23 deg C
- v) flammable liquids – flash point higher than 60 deg C but lower than 90 deg C.

In view of the above all Class A products that are stored at our terminals fall under classification (iii) ,Class B products fall under Classification (iv) and Class C products fall under Classification (v). The latest amendment of MSIHC Rules (2000) has revised the threshold limit for projects not requiring MoEF/SEIAA prior approval as envisaged in Schedule 2 and Schedule 3 of MSIHC Rules . These are as explained under

Type of Project	Projects not requiring prior Environmental clearance	Projects requiring prior Environmental clearance
New projects	Where the tankage of Class A product < 7000T Class B product < 10000T Class C product < 15000 T	Where the tankage of Class A product $\geq$ 7000T Class B product $\geq$ 10000T Class C product $\geq$ 15000 T
Augmentation of tankages	Where the tankages meet the limits as described above after augmentation	Where the tankages meet the limits as described above after augmentation

The threshold value will be determined by quantity of chemicals that are

- a) in that part of the pipeline under control of the occupier which is within 500 m of that site
- b) in a storage under the same occupier, the boundary of which is within 500 m of the said site
- c) in any vehicle, which is used for storing, under the control of the occupier which is within 500 m of site or at the site.



In case of projects requiring environmental clearance, such projects of isolated storage generally falls in Category 'B' of the EIA notification, application has to be made to the respective State Environmental Impact Assessment Authority (SEIAA). In cases where the SIAA has not been set up, application needs to be forwarded to the MoEF office at Delhi. Also if the project falls within the following criteriors, as mentioned under, then they are termed as Category 'A' projects and application needs to be made to MoEF, NewDelhi.

Projects in Category B will be treated as Category A in case of projects that are located in full or part within 10 KM

- a) of interstate boundaries and international borders
- b) of protected areas notified under Wild Life (Protection) Act 1972
- c) Critically Polluted areas as notified by Central Pollution Control Board from time to time
- d) Notified Eco sensitive areas

It is also to be borne in mind that in case of any expansion/augmentation in an existing location; which had been put up prior to the enforcement of the MoEF guidelines/notification, it will be incumbent upon the occupier to intimate the concerned statutory authority about the same. This is irrespective of if the present revamping/ augmentation does not involve erection of additional tankages.

Above guidelines are not an exhaustive one, but issued as a clarification on the threshold limits as envisaged in the MSIHC rules. However all are to be guided by the provisions contained in the Rules prevalent as on date and any amendments issued by Govt of India from time to time.

*P.C.Mehta*  
P.C.MEHTA  
General Manager(Engg.)

CC : ED (Engg & Prj)/HO  
CC : ED(Sup)  
CC: ED/GM, Respective State Offices

Operations Department,  
Head Office.



**INTER OFFICE MEMO**

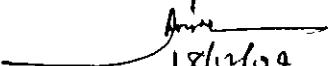
FROM :	GM (Operations), HO
FOR :	All State Operation Heads
REF :	OP/AP/117
DATE :	18.12.09

**SUB: Provision of Safety Helmets and Shoes in contract tenders.**

In view to strengthen safety practices at locations, it is advised that provision for safety helmets and shoes to be made in the forthcoming haulage/ handling, electrical etc contract tender being called by State Offices. This is to ensure providing these safety equipments by concerned contractor and wearing of safety helmets and shoes by each and every contracted workmen while working at location site at all times.

State Offices may also keep provision in contract tenders for providing uniform to contract workmen by the contractor. The specific colour of uniform can be decided by individual contractors.

Please ensure compliance.

  
18/12/09  
(AK DIGARY)  
GM (Operations)

CC :: ED (E & P), HO - It is requested that provision for providing safety helmets, shoes and safety belts etc. to contract workmen may be considered for engineering contractors working at supply locations.

CC :: ED (Supplies), HO

CC :: All State Heads.

**HO ENGINEERING.**

**ENG/ 20**

**DATED: 07/ 01/ 2010**

**FOR: STATE ENGG HEADS.**

**Sub : Fabrication of MS cone roof above ground water tanks .**

Fire water storage tanks on fire hydrant service have till date been fabricated and erected following Design Case 2 (Joint Efficiency Factor 0.70 with corrosion allowance=1.5 mm and without radiography)

After a study of the behavior of the water tanks, it has been decided that hereafter all above ground cone roof water tanks for fire hydrant service is to be fabricated following Design Case 4 (Joint Efficiency Factor 0.85 with corrosion allowance=1.5 mm and with radiography). This is to be implemented for all future fire water tank erections with immediate effect.

  
**(P C MEHTA)**  
**GENERAL MANAGER (ENGG)**

**CC : All State Heads**  
**CC : GM I/C (RS), NR/SR/ER/WR,**  
**CC : ED (SUP)/HO, ED (LPG)/HO, ED9E&P)/HO**  
**CC : All heads of Regional M & I**  
**CC : GM(M&I)/HO**  
**CC : DGM(S&EP)/HO**  
**CC : GM (IA) HO**  
**CC : DGM (Vigilance) HO**  
**CC : DGM,DIR(M) Secratariat**

**INTER OFFICE MEMO**

Ref : ENG/59  
Dt: 29/01/10

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**FOR : All State Engineering Heads**

**FROM: CM (ENGG), HO**

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**Sub : Updation of vendor list for approved make of Material and Equipment for Retail Oulets.**  
**-Roofing and False Ceiling System.**

Approval was given by HO, Engg. for 'SPECO' Make Roofing and false ceiling system as an approved Make .The party has also got ISO Certification for Design, Manufacturing and Installation of Roofing and False Ceiling system.

This party may be included in the list of 'Approved Make' for **Steel Roofing system** and **false ceiling system** in Canopies at Retail Outlets.

Name and Address of Party is as given below:

M/S Speco-Tech Roofing & Ceiling Systems Pvt Ltd.  
SCF-15, Sector 11-D,  
First Floor  
Faridabad-121006  
Haryana

Contact Person : Sh. Harpinder Singh  
0129-4169060, 4169070

-09810287144  
-09899785999



(A.Rajvanshi)  
CM (Engg.),HO



## LPG DEPARTMENT , (MD), HO

LPG/ENG/10

### CIRCULAR

29.01.10

**All State LPG Heads  
Plant Managers /Area Managers /Project In charges**

**Sub : Replacement of Incandescent lamps and fluorescent tube lights with Compact Fluorescent lamps and Electronic Ballast Tube Lights.**

Vide communication reference PCRA/FA/09-10/03 dated 15.01.10 (enclosed), Special Secretary, MOP&NG, has advised that Incandescent lamps and fluorescent tube lights shall be replaced with Compact Fluorescent lamps and Electronic Ballast Tube Lights for achieving higher energy efficiency and mitigating greenhouse gas emissions.

Therefore, you are advised to take the following immediate actions:

- 1) All Incandescent lamps, if any, at your location /office shall be replaced with Compact Fluorescent lamps (CFL). CFL lamps with proper rating shall be selected to match the light output of the lamps being replaced.
- 2) Copper Ballasts, if any, of Fluorescent lamps shall be replaced with electronic ballasts.
- 3) Any replacement which needs to be replaced immediately should be replaced only with the Compact Fluorescent lamps and Electronic Ballast Tube Lights.
- 4) For the remaining replacement on the above guidelines especially in the shed and other areas in the plants needs to be analyzed for conversion requirement with regard to the existing electric lighting v/s the new CFL /Electronic ballast tube lights. The costing of the conversion to be worked out and benefit to be assessed and the necessary approval to be taken for conversion.
- 5) Any new grassroots projects(plant /Import Terminal) and also the plant augmentation etc should be planned with new lighting system of CFL /Electronic ballast tube lights.
- 6) Please ensure that standard lux requirement for proper /correct illumination of the operating area/plant area should be taken into account while carrying out the above conversion.

The above are essential to achieve longer life, energy savings and lesser emission of greenhouse gas (GHG). You are accordingly requested to chalk out a plan of action for replacement of FTL/ bulbs installed in various facilities without contravening applicable safety and security norms.

Area Managers are requested to send a similar communication to all LPG distributors to carry out the above conversions at their showrooms.

Compliance by plants /area offices shall be verified by the State Offices during their regular inspections. Similarly, compliance by distributors shall be verified during showroom inspections by respective field officers.

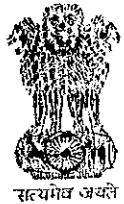
State Offices shall obtain a report of compliance from all locations under their purview and keep the same for records. A confirmation that action has been initiated and the time bound plan of action for replacement shall be sent by all State Offices to the undersigned and copy to GM(LPG-Sales),HO. Please treat the above as most important as the same has to be confirmed to MOP&NG.

*Gautam Bose*  
(Gautam Bose) 29/1/10  
GM(LPG-Ops)

cc : ED(LPG)

cc : State Heads

cc : GM(LPG-Sales),HO / DGM(Ops / Engg / Strategies / Sales),HO / All LPG Officers, HO



S. SUNDARESHAN  
Special Secretary

D.O.No.PCRA/FA/09-10/03

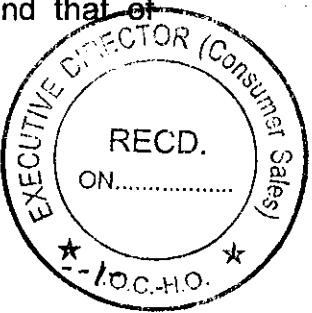
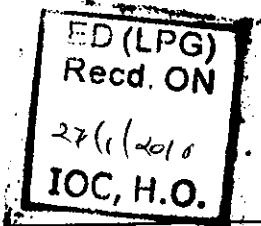
**Sub: Replacement of Incandescent Lamps (bulbs) and Fluorescent Tube Lights(FTLs) with Compact Fluorescent lamps (CFLs) and Electronic Ballast Tube Lights**

Dear Shri Behuria,

The continuous enhancement in energy efficiency, which results in mitigating Greenhouse Gas (GHG) emissions, is the need of the hour in every industry. The National Mission for Enhanced Energy efficiency, one of the eight national missions approved under the National Action Plan on Climate Change being steered by Prime Minister's Council on Climate Change, has called for accelerated efforts towards adoption of energy efficient products and technologies in different industries.

2. The oil industry in India has been in the forefront of assimilating both simple and complex energy conservation steps in their day-to-day operations. The constantly decreasing energy intensity in oil sector and recognition of industry's efforts in decreasing GHG emissions is vouched by the various energy conservation awards won by this industry and by the successful registration of many CDM projects of various national oil companies under the Kyoto Protocol.

3. However, there still remains a wide gap between the potential savings that can be realized and the current levels of savings achieved through ongoing energy conservation activities. A simple example is that of replacement of Incandescent Lamps and FTLs with CFLs and electronic ballast tube lights. Apart from cutting down the energy consumption, installing CFLs in place of FTLs also reduces GHG emissions by way of avoiding power generation and consequent burning of fossil fuel at source. It has been noticed that the pay back period for replacement of Incandescent bulbs by CFL is about one month and that of Fluorescent Tube Light (FTL) about one year.



4. Keeping in view the longer life span of CFL and the economics resulting in savings and lesser emission of GHG, it would be essential to replace the bulbs and FTL by CFL /FTL with electronic ballast in a time bound manner. You are accordingly requested to chalk out a plan of action for replacement of FTL / bulbs installed in various facilities to the extent possible without contravening safety and security norms applicable to Oil industries. The disposal of used / fused CFLs may be arranged with the CFL supplier as per applicable norms. The replacements could be considered in Refineries, Marketing Installations, Depots, Power Plants, LPG Plants, Pipeline stations, Retail Outlets, LPG agencies, Office buildings including company's owned colonies etc. The work relating to replacement of bulbs / FTLs may start on 19th January 2010 when the Oil and Gas Conservation Fortnight (OGCF) is being inaugurated by the Hon'ble Minister of Petroleum & Natural Gas in New Delhi.

5. Action taken by the companies for replacement of the bulbs / FTL may please be forwarded.

Regards,

Yours sincerely,



(S. Sundareshan)

Shri Sarthak Behuria  
Chairman,  
Indian Oil Corporation Ltd.  
New Delhi-49

to All Directors for n.a. please  
cc : CH. for info on return

  
21/1.

## INTER OFFICE MEMO

---

To : State Engineering Heads

From : GM(Engg), HO

Date : 09.02.2010

Ref : HO/ENG/20

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### Sub: Use of forged pipe fittings

Management decision for use of forged bends in product as well as hydrant pipelines was circulated vide Circular no ENG/20/166 dated 23.04.2002. However during a recent visit to one of the sites, it was observed that mitre bends were still being used. In this regard the following is reiterated:

- i) Only forged bends and fittings with similarity in material composition of pipeline and fittings should be used .
- ii) For the sizes of piping below 100 mm for Fire hydrant pipelines, direct stub connection can be made on the headers with suitable pad plates in case of Tee's. However bends used must be forged bends only.
- iii) For all pipelines for which radiography is being carried, only weld neck raised face (WNRF) flanges shall be used to enable radiography testing of the same within the percentage limit for radiography of joints.
- iv) Only studs bolt with nuts should be used as fasteners

Kindly ensure dissemination of the same to all concerned and compliance thereof.

*P Mehta*  
(P C Mehta)  
GM(Engg), HO

CC : ED(E&P) - For information please

*File  
Geller  
J.S.*

INDIAN OIL CORPORATION LTD  
ENGG. DEPTT., HO

REF : ENG/20/166

23/4/02

C I R C U L A R

SUB : USE OF FORGED BENDS IN PIPELINE NETWORKS

- AG 20/4/02*
- 
1. Presently, Pipeline Networks at Terminals and Depots are being provided with forged as well as mitre bends.
  2. It has been observed that the use of forged bends results in faster execution, better aesthetics and reduced frictional loss.
  3. Keeping in view various advantages of forged bends over mitre bends, it has been decided to provide only forged bends in a Pipeline Network.
  4. Forged bends shall be provided both in product pipe as well as hydrant pipe network, irrespective of pipe size. However at the time of framing specifications for forged bends, the condition for similarity in material composition of pipeline and forged bends needs to be specifically mentioned.--

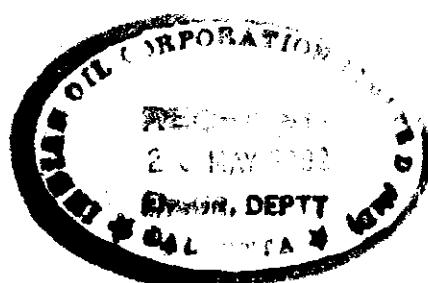
This is issued with the approval of ED(PJ&ID).

All Concerned are advised to ensure implementation.

*R.C. Jindal*  
( R.C. JINDAL )  
GM (ENGG.)

CC :

EDs NR/ ER/ WR/ SR  
ED (Supplies), HO/ ED(LPG), HO  
GM(Proj.), HO/ GM(Ops.), HO  
All Heads of State Offices  
 DGM(E), NR/ ER/ SR, SEM/ WR  
DGM(LPG-E), HO/ DGM(S&EP), HO  
Chief M&I Manager, HO  
State Engg. Heads .



**SUB : USE OF FORGED BENDS V/S MITRE BENDS IN A PIPELINE SYSTEM**

- 1.0 Pipeline work is an integral part of our oil storage installation. In a pipeline network beside pipeline, number of other fittings like pipe bends, elbows, reducer, enlarger etc. are used to impart flexibility to pipeline network.
- 2.0 It has been observed that in a pipeline network, mainly two types of bends are used namely :

- **Forged bends :**

These type of bends are factory made and have smooth surface from inside. There are no visible welding joint on outer surface. Such bends are available with or without bevel edges.

- **Mitre bends :**

These type of bends are fabricated by welding together 3-4 pipeline pieces cut in a specified degree. Because of welding of separate pipeline pieces inside surface is rough at joints and welding joints are visible from outside. Bevelling of edges has to be done at site using grinding machines.

- 3.0 Upon analysing the cost comparison of forged and mitre bends for same diameter using similar piping material following has emerged :

- |                                  |   |   |
|----------------------------------|---|---|
| ➤ Upto 200 mm diameter bends     | : | Forged bends are cheaper.                       |
| ➤ 250 mm - 300 mm diameter bends | : | Cost of forged and mitre bends is almost equal. |
| ➤ Above 300 mm diameter bends    | : | Forged bends are costlier than mitre bends.     |

Table showing approximate cost comparison for two types of bends for different diameter is enclosed as Annexure A.

- 4.0 Besides above, following are the advantages of using forged bends vis-a-vis mitre bends :

- Less friction loss in the system as forged bends are having smooth surface from inside.
- Reduced welding work at site helps in fast execution.
- With the reduction in no. of welded joints, radiography work also reduces thus saving cost on radiography.
- Manifold with forged bends gives better aesthetics.

- 5.0 Engineering Manual - Vol 3 on Piping System covers both type of bends and does not explicitly bring out the need for forged bends. It is also learnt that in past HO has recommended use of forged bends in a pipeline network. Our Refineries and Pipeline Division also use forged bends in the pipeline network.
- 6.0 Looking into the advantages enumerated above, it is proposed that only forged bend should be provided in a pipeline network for future projects irrespective of sizes. At the time of framing specification for forged bends, the condition for similarity in material composition of pipeline and forged bends needs to be specifically mentioned.

In view of above, ED (PJ&ID) is kindly requested to accord approval for standardising the use of only forged bends for pipeline works.

Submitted please.

UMESH KUMAR  
22/2/02

(UMESH KUMAR)  
SEM

CEM

22/2/02

CM(M&I) So far corrosion point of view, forged fitting is always better in addition to the point indicated in note. I fully agree the use of forged bends or reducer and other fittings in our projects/locat  
it will save some severe forced outage of the plan

GM(E)

S. D. Sarker  
25/2/02

ED(PJ&ID)

use of forged bends, only may be approved. N.B.  
26/2/02

G.M.C.E.

~~ED & PJ&ID H.O.~~

OK

B.S.H.  
5/3/02

ANNEXURE

SN	BEND SIZE	COST OF 90° BEND PER PIECE			
		AS PER IOC		AS PER M/S. VISHAL INDUSTRIES, MUMBAI	
		FORGED*	MITRE**	FORGED SCH. 40 PIPE	MITRE***
1.	80 MM	290	850	250	95
2.	150 MM	1120	2050	600	1900
3.	200 MM	2410	3250	-	-
4.	250 MM	4750	4250	-	-
5.	300 MM	6875	5100	4000	4150
6.	400 MM	10625	7100	-	-
7.	500 MM	-	-	16000	11700

\* Rates are as per estimate for tender No. LT-126/00-01 for Satna Depot.

\*\* i) Worked out @ Rs.35/- per running inch for bend upto 150 mm dia and @ Rs.40/- per running inch for bends above 150 mm dia.  
ii) Exclusive of cost of radiography for the welded joints, if any.

\*\*\* Rates are exclusive of cost of radiography for the welded joints, if any.

\*\*\*\*\*

**Inter Office Memo**

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From : CEM, RSO

For : All Divisional Engineers

Ref : RSO/Engg/RVI

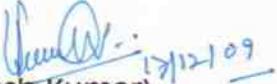
Date : 17.12.09

**Sub: Maintenance of RVI facilities at Retail Outlets.**

During visit to one of the outlet by undersigned, it was observed that a few letters from the monolith were missing and a few joints of building fascia had come off. On further enquiry, it was gathered that routine quarterly maintenance of the subject RO was carried out only about a month back.

The above observation clearly brings out the need for close scrutiny of the RVI maintenance work being carried out by the AMC agency. It is requested that the concerned Officers should bring in necessary checks into the system to ensure that the works as required under the contract are carried out and prompt action is taken for proper upkeep of the RVI facilities.

Kindly acknowledge the receipt of the communication.

  
(Vibhash Kumar)  
CEM, RSO  
*17/12/09*

CC: SDRSMS – Jaipur, Jodhpur, Udaipur, Ajmer.  
CC: Manager (E)/ EO, RSO

**Indian Oil Corporation Limited,  
Infrastructure Development, HO**

**Inter Office Memo**

		<b>Ref.: HO/RK/ID-2 Date: 10/2/2010</b>
<b>From</b>	<b>AK Digar, GM(O) HO</b>	<b>Mumbai</b>
<b>To</b>	<b>All State Heads</b>	

**Sub: Reducing Carbon Emission through Energy Conservation**

Enclosed please find an IOM Ref. CO/CP/305 dtd 1.2.2010 from GM(CP&ES) CO enclosing along with a DO letter from Special Secretary, MOP&NG, Shri S. Sundaresan addressed to our Chairman, regarding enhancement in energy efficiency which results in mitigating Greenhouse Gas (GHG) emissions.

As advised by Special Secretary- MOP&NG vide his DO letter dtd 15.1.2010 incandescent lamps and FTLs may be replaced with more energy efficient CFL / FTL with electronic blast in a time bound manner.

In this regard, Director(P&BD) vide his note dtd 20.1.2010 (copy enclosed) has advised to embark upon a six month time bound programme to replace all incandescent lamps to CFL within the organization.

It is therefore requested that a time bound programme may be drawn for replacement of incandescent lamps with more energy efficient CFL / FTL with electronic blast. The action plan drawn may be advised to us and progress made be kept advised to us on monthly basis to keep CO advised.

  
10/2/10  
**(A K DIGAR)**  
**GENERAL MANAGER (OPS)**

**Encl : as above**

**CC: ED(SUP)  
CC: ED(E&PJ)  
CC: All State OPS head  
CC: DGM, DIR(M) Sectt.**

DGM(CD)  
R. Tark  
5/2

**INDIANOIL CORPORATION LIMITED**  
**CORPORATE OFFICE**

**INTER OFFICE MEMO**

<b>From :</b>	<b>GM(CP&amp;ES)</b>	<b>To :</b>	<b>ED (IIPM)</b>
<b>Ref. :</b>	<b>CO/CP/305</b>		<b>ED(R&amp;D)</b>
<b>Dated :</b>	<b>01.02.2010</b>		<b>ED(SUPPLIES)/(LPG), 'M', HO, ED(O), PL, HO ED(O), 'R' HQ</b>

**REDUCING CARBON EMISSION THROUGH**  
**ENERGY CONSERVATION**

With the objective of greening our organization, we request your kind action in the following areas :-

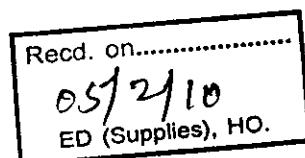
**Energy Conservation**

i) **Replacement of Incandescent Lamps with CFLs / LED based Lighting**

MOP&NG has vide Special Secretary's DO letter No. PCRA/FA/09-10/03 dated 15<sup>th</sup> January 2010 (copy enclosed) advised replacement of incandescent lamps and FTL with the more energy efficient CFLs/FTL with electronic ballast in a time bound manner. In this context, on January 20, 2010 D(P&BD) had requested that a six months programme be drawn up and implemented for the above replacement exercise (copy enclosed).

ii) **Replacement of HPSV Lamps with Electrodeless Lamps (MAG Coupled Lamps)**

A suggestion in this context under the Suggestion Scheme, was made by ED(Engg & Pj), Mktg HO. This suggestion was evaluated by CP&ES through Bureau of Energy Efficiency / NPC who confirmed considerable saving in power consumption. A copy of the evaluation



report is enclosed. The suggestion had also received the Platts Excellence award.

It is requested that you consider deployment of MAG coupled lamps in new light masts and progressive replacement of HPSV lamps.

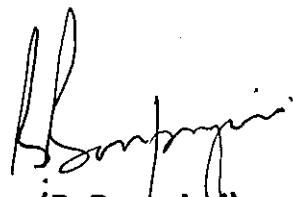
(iii) **Energy audit of office buildings**

Savings in energy cost to the tune of 20-30% could be effected in buildings, especially centrally air conditioned buildings, through energy audits and subsequent corrective actions. Services of PCRA could be commissioned to undertake energy audits.

(iv) **Replacement of electrical geysers with solar water heaters**

Solar water heaters available today are very robust equipment and have matured into providing very reliable and economic service. They come with default electrical back-up facility to cater to requirements on rainy / cloudy days. We need to look into installation of solar water heaters wherever possible, in guesthouses, canteens, hospitals etc.

The above list is not comprehensive but constitute a few actions on energy conservation that need to be considered for implementation at our installations.



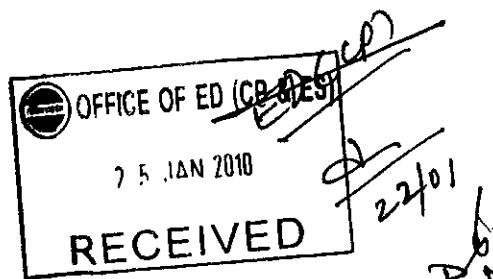
(B. Barpujari)  
GM(CP&ES)

Encls. : As above

CC : ED(CP&ES)



S. SUNDARESHAN  
Special Secretary



D.O.No.PCRA/FA/09-10/03

भारत सरकार  
पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय  
शास्त्री भवन, नई दिल्ली-११०००९  
Government of India  
Ministry of Petroleum & Natural Gas  
Shastri Bhawan, New Delhi-110 001

15<sup>th</sup> January, 2010

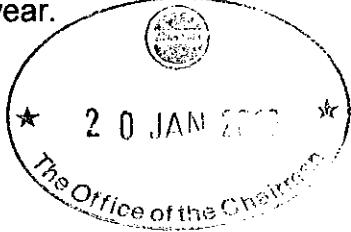
**Sub: Replacement of Incandescent Lamps (bulbs) and Fluorescent Tube Lights(FTLs) with Compact Fluorescent lamps (CFLs) and Electronic Ballast Tube Lights**

Dear Shri Behuria,

The continuous enhancement in energy efficiency, which results in mitigating Greenhouse Gas (GHG) emissions, is the need of the hour in every industry. The National Mission for Enhanced Energy efficiency, one of the eight national missions approved under the National Action Plan on Climate Change being steered by Prime Minister's Council on Climate Change, has called for accelerated efforts towards adoption of energy efficient products and technologies in different industries.

2. The oil industry in India has been in the forefront of assimilating both simple and complex energy conservation steps in their day-to-day operations. The constantly decreasing energy intensity in oil sector and recognition of industry's efforts in decreasing GHG emissions is vouched by the various energy conservation awards won by this industry and by the successful registration of many CDM projects of various national oil companies under the Kyoto Protocol.

3. However, there still remains a wide gap between the potential savings that can be realized and the current levels of savings achieved through ongoing energy conservation activities. A simple example is that of replacement of Incandescent Lamps and FTLs with CFLs and electronic ballast tube lights. Apart from cutting down the energy consumption, installing CFLs in place of FTLs also reduces GHG emissions by way of avoiding power generation and consequent burning of fossil fuel at source. It has been noticed that the pay back period for replacement of Incandescent bulbs by CFL is about one month and that of Fluorescent Tube Light (FTL) about one year.



--/-

4. Keeping in view the longer life span of CFL and the economics resulting in savings and lesser emission of GHG, it would be essential to replace the bulbs and FTL by CFL /FTL with electronic ballast in a time bound manner. You are accordingly requested to chalk out a plan of action for replacement of FTL / bulbs installed in various facilities to the extent possible without contravening safety and security norms applicable to Oil industries. The disposal of used / fused CFLs may be arranged with the CFL supplier as per applicable norms. The replacements could be considered in Refineries, Marketing Installations, Depots, Power Plants, LPG Plants, Pipeline stations, Retail Outlets, LPG agencies, Office buildings including company's owned colonies etc. The work relating to replacement of bulbs / FTLs may start on 19th January 2010 when the Oil and Gas Conservation Fortnight (OGCF) is being inaugurated by the Hon'ble Minister of Petroleum & Natural Gas in New Delhi.

5. Action taken by the companies for replacement of the bulbs / FTL may please be forwarded.

Regards,

Yours sincerely,

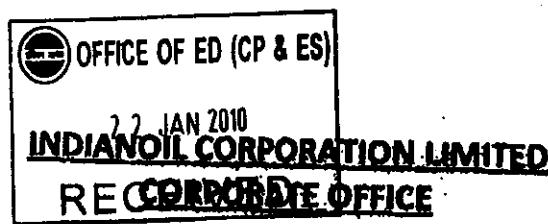


(S. Sundaresan)

Shri Sarthak Behuria  
Chairman,  
Indian Oil Corporation Ltd.  
New Delhi-49

to All Directors for n.a. please  
cc : CH. for info on action

  
-S/S/ 24/1



January 20, 2010

Replacement of Incandescent Lights to CFL

Undersigned attended the inaugural function of Oil & Gas Conservation Fortnight 2010 on 19<sup>th</sup> January 2010. Being the chief guest, the Hon'ble Minister of Petroleum and Natural Gas advised the PSU Oil Companies to embark upon a six months time bound programme to replace all incandescent lamps to CFLs within their organizations.

You are, therefore, requested to initiate action to do the needful in your respective Divisions / Functions so that the six months timeframe is met.

A handwritten signature in black ink, appearing to read 'B.M. Bansal' above the date '20/1/10'.

(B.M. Bansal)  
Director (P&BD)

✓  
D(F) / D(HR) / D(M) / D(R) / D(R&D) / D(PL)

Cc: Chairman - for info ref. no. 101.

ELECTRODELESS LAMPS

INDIAN OIL CORPORATION LIMITED  
(CORPORATE OFFICE)

INTER OFFICE MEMO

From **GM(CP&ES)**

Ref: CO/CP&ES-305

To **GM(HR), HO**

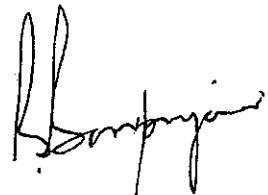
Date : 28.7.2009

**Sub: Suggestion No. HO/08/237 dated 24.3.2009 titled is Reducing Power Consumption of Lighting Load in our Locations i.e. Depots/Terminals LPG Plants and Refineries & Pipelines location”**

This has reference to your IOM MS:SS dated 3<sup>rd</sup> April, 2009 forwarding the above suggestion for our views/comments.

We have got the suggestion evaluated through an external agency, viz. Bureau of Energy Efficiency (BEE), which was created by the Central Government under The Energy Conservation Act, 2001 as a nodal central statutory quasi-regulatory and policy advisory body. A copy of the evaluation report, forwarded by Shri A.K.Asthana, Senior Technical Specialist, Indo-German Energy Programme through which Technical Resource persons are provided to BEE, is enclosed. The evaluation confirms substantial saving in energy consumption through use of electrodeless lamps (MAG coupled lamps) in place of Sodium Vapour/Metal Halide lamps etc.

This appears to be a good suggestion in reducing the lighting energy bill and would also contribute to reducing the carbon foot print of the Corporation. It is suggested that it may be considered for implementation.



**(B.BARPUJARI)**  
**GM (CP&ES)**

Cc: ED (CP&ES)  
GM i/c (CP&ES)

**BARPUJARI, BARUN.**

**From:** ARVIND ASTHANA [asthanaak@yahoo.co.in]  
**Sent:** Tuesday, July 21, 2009 2:44 PM  
**To:** BARPUJARIB@iocl.co.in  
**Subject:** Fw: Fw :Techno Economic Evaluation High Mast Tower.

**Dear Mr Barapujari**

Please find attached the Techno Economic Evaluation for High Mast Tower for your kind perusal.  
Regard  
Asthana

**A. K. Asthana**

Senior Technical Specialist  
Indo-German Energy Programme  
4th Floor,Sewa Bhawan  
R.K.Puram,New Delhi-110066,India  
Tel - +91 11 2617 9699  
Fax - +91 11 2617 8352  
email : [aryind.asthana@gtz.de](mailto:aryind.asthana@gtz.de)  
email : [asthanaak@yahoo.co.in](mailto:asthanaak@yahoo.co.in)

--- On Tue, 21/7/09, thirugnanasambandan sankara narayanan <[kongusankar@rediffmail.com](mailto:kongusankar@rediffmail.com)> wr...

From: thirugnanasambandan sankara narayanan <[kongusankar@rediffmail.com](mailto:kongusankar@rediffmail.com)>  
Subject: Fw :Techno Economic Evaluation High Mast Tower.  
To: "asthanaak" <[asthanaak@yahoo.co.in](mailto:asthanaak@yahoo.co.in)>  
Date: Tuesday, 21 July, 2009, 12:07 PM

Note: Forwarded message attached  
-- Original Message --  
From: nppcmum  
To: asthanaak@yahoo.co.in  
Cc: singhsatwant@rediffmail.com, thirugnanasambandan sankara narayanan  
Subject: Techno Economic Evaluation High Mast Tower.



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**BARPUJARI, BARUN.**

**From:** npcmum [npcmum@vsnl.net]  
**To:** asthanaak@yahoo.co.in  
**Cc:** singhsatwant@rediffmail.com; thirugnanasambandan sankara narayanan  
**Subject:** Techno Economic Evaluation High Mast Tower.

Dear Shri Asthana Saheb,

I am here with enclosing the techno economic evaluation of high mast towers with electrodeless lamps installed at IOC, Vashi Terminal.

Kindly note the following observations.

- a) The luman / watts. of HPSV and Electrodeless Lamps are comparable. And the electrodeless lamp has high colour rendering index (CRI) and provides white lights hence the visibility at work area is good.
- b) In case of IOC 16 nos 400 Watts. HPSV lamps have been replaced with 12 nos 200 Watts. electrodeless lamps. Hence the saving is higher. However, if the lamps are replaced on 1 to 1 basis then the saving will be little less.
- c) The detailed calculation sheet is attached for your reference.

With warm regards,

T.S. Narayanan  
Director (EM)  
NPC, Mumbai

<b>Project Title</b>	<b>Installation of Electroedless Lamps ( MAG Coupled lamps)for Tower Lights</b>		
<b>Description of the Project</b>	Indian Oil Corporation Ltd., Mumbai has installed electroedless lamps for tower lights at one of their terminals in Vashi. This project has been carried out for reducing overall energy consumption in tower lights. The existing HPSV lamps has been replaced		
<b>Energy Saving Potential</b>	Energy consumption with HPSV lamps (16 x 400 Watts + 40 Watts per Choke) -Tower No. 2 Old System Energy consumption with 200 Watts electroedless lamps (12 x 200 Watts) -Tower No. 2 New System	Power consumption in watts 7040 2310	Lux at 30 mtr. Distance 8 - 10 12
<b>Annual Energy Savings</b>	Annual savings w.r.t. 200 Watts electroedless lamps (12 x 200 Watts) Operating hours per day Annual working days Annual operating Hours Annual Energy Savings Average Energy Cost (Rs./Kwh) Annual Monetary Savings Cost of one Electroedless lamp-200 Watts (Rs.) No. of 200 watts electroedless lamps installed Total cost for one tower (12 x 200 Watts)	4.73 12 365 4380 20717 5.6 116017 23500 12 282000	Kw Kw 365 4380 20717 5.6 116017 23500 12 282000
	<b>Simple pay back period with energy savings</b>	2.43	Years
	<b>HPSV Replacement cost:</b>		
	No of 400 W HPSV lamps installed in 3 Towers No of lamps Replaced from Oct 2006 to March 2007 No of Ballast Replaced No of Capacitors/ Ignitors Replaced Expenditure for Replacement in 17 Months Average Replacement cost / Year for 3 Towers Replacement cost for 1 Tower	48 39 25 20 49550 35000 11667	
	<b>Simple pay back period including energy savings and reduction in Replacement expenditure.</b>	2.21	Years
<b>Remarks</b>	<p>1. Installation of electroedless lamps for tower lights has provided white background light with same illumination level as that of HPSV lamp for lower power consumption. In addition as the electroedless lamps have higher operating life, there will be additional savings due to reduction in replacement cost.</p> <p>2. The IOC terminal at Vashi has three tower lights of which two towers have been provided with electroedless lamps. These towers are in operation for more than 1000 hours.</p> <p>3. Considering the number of terminals and the number of tower lights, the overall energy savings will be substantial by using electroedless lamps.</p> <p>4. The lumen output of electroedless lamps varies from 65 to 90 lumen / Watt as per the capacity of the lamps.</p> <p>5. The visible lux varies from 140 to 160 lumen / watt</p> <p>6. After Installation of 12 Nos of 200 Watts MAG Coupled lamps the over all illumination distribution was good and met the standard requirements for out door lighting with less energy consumption compared to HPSV lamps.</p>		

**Annexure 1**

On line power measurement				11.06.2009	2030 Hrs	
		Volts	Amp	Operating Load in Watts	P.F	Lux Level at 30 m
<b>Tower No : 1</b>	<b>17x 400 W</b>	236	11.9	2540	0.9	8 to 10
	<b>HPSV Lamps</b>	236	5.79	1040	0.76	
		232	9.88	1910	0.83	
			<b>Total Load (W)</b>	<b>5490</b>		
<b>Tower No : 2</b>	<b>12 x 200 W</b>	238	4.99	1170	0.98	12
	<b>Mag Coupled Lamps</b>	244	4.79	1140	0.97	
			<b>Total Load (W)</b>	<b>2310</b>		
<b>Tower No : 3</b>	<b>6 x 300 W</b>	241	2.71	492	0.94	10
	<b>Mag Coupled Lamps</b>	240	4.26	960	0.94	
			<b>Total Load (W)</b>	<b>1452</b>		

**Annexure 2**

**Specifications**

<b>Rate Wattage (W)</b>	<b>Voltage (v)</b>	<b>Luminous Flux (Lm)</b>	<b>Visible Flux (Plm)</b>
40	220/120/277 12/24 - for solar lights	2400 - 2800	3900 - 4600
80	220/120/277	5800 - 6400	9600 - 11100
120	220/120/277	8650 - 9600	15500 - 18000
<b>150*</b>	<b>220/120/277</b>	<b>10800 - 12000</b>	<b>19500 - 22000</b>
<b>200*</b>	<b>220/120/277</b>	<b>15400 - 18000</b>	<b>28000 - 30000</b>
<b>300*</b>	<b>220</b>	<b>22500 - 26000</b>	<b>45000 - 48000</b>

\*For outdoor/ high bay/ Tunnel lighting



## CIRCULAR

TO: Regional /State Heads

REF: AC/HO/ST/35

Date : 10.02.2010

### **Subject : Guidelines on administration and monitoring of C Form for Inter State Supplies while executing sales to the customers at concessional rate of tax**

The existing guidelines ref. AC/ST/23 dated 05.07.2006 in relation to the collection and control of concessional forms have been reviewed in view of implementation of SAP. The collection and control system has been modified over the existing Circular in view of control of forms through SAP System. Accordingly following guidelines are required to be followed by all concerned w.e.f 01.04.2010.

Sr. No.	Nature of Job	Responsibility
1	<b>Modalities before starting the first supply :</b>	
1.1	Customer Controlling Divisional Office is the first contact point for any new customer; therefore DO to complete the compliance of all necessary procedures for enrolment of a new party as a customer as per the existing policy guidelines issued Consumer Sales, Head Office from time to time read with Point no. 1.2 to Point 1.6.	Customer Controlling Divisional Consumer Sales Manager (DCSM)
1.2	There has to be an agreement between IOC (seller) and the customers (buyer who is a registered dealer under CST Act) for purchasing the product on inter state basis. Concessional / Nil sales tax will be charged on condition that valid and duly completed 'C' forms will be provided by the customer after execution of supply as per purchase order / Indent / contract at the end of each quarter.	Customer Controlling Divisional Consumer Sales Manager (DCSM)
1.3	Purchase order should be placed by the buyer in terms of the agreement wherein the details of CST registration number of customer, products mentioned / validity period of the registration, etc. to be indicated along with the name of the destination of the buyer where supply is to be effected. Though no specific purchase order has been prescribed by law, we are enclosing a sample format of purchase order in <b>Annexure I and II</b> which needs to be obtained from the customers where no formal contract/PO is issued by the buyer.	Customer Controlling Divisional Consumer Sales Manager (DCSM)

1.4	Cons. Sales Incharge of Customer Controlling DO to obtain a clear and valid undertaking from customers indemnifying IOC that in case such 'C' / Concessional form is not provided within three months of the end of the quarter of the transaction, the customer shall be liable to pay the differential tax (difference between full rate chargeable as per CST Act and the concessional rate)/ interest / penalty.	Customer Controlling Divisional Consumer Sales Manager (DCSM)
1.5	<p>The Customer Controlling DO will check and verify the following documents of the customers before starting supplies.</p> <ul style="list-style-type: none"> <li>i) Validity of the storage license issued by the Chief Controller of Explosives office.</li> <li>ii) CST / VAT Registration Certificates :</li> </ul> <p>In case of Regular customer Customer Controlling DO to obtain CST Registration Certificate attested by the customer. Incase customer continues supplies every year, such verification /obtaining of self attested copies of registration certificate to be done in the month of June every year.</p> <p>In case of Casual Customer, the buyer will make original CST registration certificate available to IOCL for verification along with two xerox copies which will be verified with original by concerned field Customer Controlling DO and file with them for future verification.</p> <ul style="list-style-type: none"> <li>iii) It is to be ensured that in the case of Inter State supplies against C forms, a clear mention of names of products eligible for supply at concessional tax must contain in the CST registration certificate.</li> <li>iv) Unit Registration certificate, if applicable.</li> <li>v) SSI/NSCI Registration certificates, if applicable.</li> <li>vi) Central Excise Registration Certificate, if applicable.</li> <li>vii) Any other certificate as relevant to the individual States.</li> <li>viii)Physical verification by visiting the customer's premises.</li> </ul> <p>Customer Controlling DO will maintain the record of above documents. However if the customer continues to draw supplies every year regularly, such verification / obtaining of self-attested copies from customer to be done in the month of June every year. PO copies and the copies of CST Registration Certificate should be sent to State Finance of Supply Location.</p>	Customer Controlling Divisional Consumer Sales Manager (DCSM)
1.6	One C form to be obtained per customer for all its 'Ship to Parties' in a State for supplies of all products from a particular State.	Customer Controlling Divisional Consumer Sales Manager (DCSM)
<b>2</b>	<b>Creation of a Contract :</b>	
2.1	All the supplies against the C forms will be through contract route only. In other words, contract (through T code VA41) needs to be	Customer Controlling

	created for all supplies against the C form by Divisional Office in the SAP. The purchase order/agreement for inter state supplies reference, CST registration number, date and other references, the products covered under CST registration, and the destination etc. specified in the purchase order/agreement must be entered into SAP by DO to capture the basic inputs for further control and monitoring of 'C' Form.	Divisional Consumer Sales Manager (DCSM)
2.2	The quantity of product in SAP contract created for a customer to be reviewed on quarterly basis by Cons. Sales Incharge of Customer Controlling DO to exercise control and ensure upliftment as per actual consumption pattern of the customer. The SAP contract quantity should not exceed the PO/agreement quantity mentioned for inter state supplies.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
2.3	Necessary option for C form to get the correct sales tax rates should be selected in SAP. All the contracts for supplies against 'C' forms should be valid only for one financial year and should end on 31 <sup>st</sup> March of every year .	Customer Controlling Divisional Cons. Sales Manager (DCSM)
3	<b>PROCEDURE FOR RECEIPT OF THE FORM IN ADVANCE (AS A DEPOSIT FOR VALIDATION BY PURCAHSER LATER) AT DO</b>	
3.1	After creation of a contract through VA41, for executing the supplies against this contract, Cons. Sales Incharge of Customer Controlling DO needs to fill the details in relation to Form C in the table YVC422 (T Code : YVC422). The detailed SAP Procedure for YVC422 is enclosed as <b>Annexure III</b>	Customer Controlling Divisional Cons. Sales Manager (DCSM)
3.2	In Form status, there will be three options viz. A-Advance Form, I- Intermediate Form and C-Complete. "Option C-completed form" can be used only after receipt of the completed form alongwith the list of invoices acknowledged by the customer. In case the C form is submitted by the Customer in advance at Customer Controlling DO, Form Status to be selected will be 'A-Advance' in YVC422. In this case the form number must be filled in YVC422 by the Cons. Sales Incharge of Customer Controlling DO. Before filling the form number, the correctness of form should be verified for which the check list has been enclosed in <b>Annexure IV</b> . After receipt of form C, a dated acknowledgement should be given to the customer. This Advance C form is nothing but a deposit for necessary completion after the supplies.  In case the supplies are to be made for which form will be received during or after the end of the supply quarter, the procedure given in Point 4 to be followed by Customer Controlling DO.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
3.3	It should be ensured that in case of receipt of advance C form the C form details are filled/completed in all respects as per <b>Annexure IV</b> . These forms are not construed as completed forms until they are filled in all respect including endorsement of invoice	Customer Controlling Divisional Cons. Sales Manager

	wise details, with signature of authorised person of customer in support of turnover mentioned in the forms after completion of supplies for a quarter.	(DCSM)
3.4	After filling the form number, the CST Registration number given on the form will be entered in YVC422. If the CST registration number given on C form and that mentioned in Customer master in SAP matches then only the system will proceed else system will show an error. This will ensure that customer on C form and customer of that contract is same and by this way the C form will get linked to the correct customer code.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
3.5	Further other details as mentioned in the procedure given in Annexure III should be filled by Customer Controlling DO in YVC422. After filling all details, the contract number will be given to the supply location for supplying the product against this contract.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
3.6	<b>SUPPLY OF PRODUCT BY LOCATION:</b>	
3.6.1	Supply Location, after receipt of the following documents can execute the supplies: i) SAP Generated Contract ii) Attested copies of CST registration certificate of the customer. However, if the customer continues to draw supplies every year regularly, DO will carry out such verification / obtaining of self attested copies from customer in the month of June every year and accordingly supply location will also keep its record updated. iii) Authorisation for transporter to uplift the product in case of Ex-MI sales. Such supplies can be released only obtaining valid Lorry Receipt/Goods consignment note from the public carrier. iv) Payment instructions/instrument v) Any other document required in terms of purchase order.	Location Incharge or his nominated officer who has authorised to release the supplies. Location Finance Incharge for CST Registration Cert. Custody.
3.7	<b>ACKNOWLEDGED LISTING FROM CUSTOMER AFTER END OF THE QUARTER :</b>	
3.7.1	At the end of the quarter, Cons. Sales Incharge of Customer Controlling DO can get the listing of invoices of a particular customer by using T Code YVR212. This table will display all the invoices and the form number against the invoices. If form is pending or form number has not fed in SAP, the field will be blank in the output generated from YVR212.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
3.7.2	The form C should be completed in all respects as given in <b>Annexure IV</b> . Turnover to be incorporated on C form should be exclusive of sales tax. Further the declaration by the customer in the date column of valid and duly completed C form can not precede the date of invoices.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
3.7.3	After end of the quarter, Cons. Sales Incharge of Customer Controlling DO should obtain the invoice listing duly acknowledged	Customer Controlling

	by the customer and obtain dated signature on the C Form (Please ensure that signature is after the date of last invoice of the said quarter). The invoice listing generated through T code YVR212 can be used for this purpose. In case of Ex MI supplies, proofs like check post endorsement, proof of entry tax/octroi of receiving state should also be obtained from the customer along with the said acknowledgement listing. After receipt of acknowledged invoice listing, the Form Status should be changed to C (Completed Form) in the place of A in YVC422 of the said customer and for the particular quarter of a contract (as mentioned in the Point C of the enclosed "Procedure for YVC422" i.e. Annexure III).	Divisional Cons. Sales Manager (DCSM)
4	<b>RECEIPT OF THE FORM DURING OR AFTER THE END OF THE QUARTER OF SUPPLIES</b>	
4.1	After creation of a contract, Cons. Sales Incharge of Customer Controlling DO should fill the details in YVC422. In case the customer is going to give the form during/after end of the quarter of the sale and is acceptable to Customer Controlling DO, DO to put Form Status as 'I-Intermediate Form' in YVC422. In this case, form can be received by either Supply Location or DO and can enter the same in YVC422 of the said customer for a particular quarter.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
4.2	After filling the details in YVC422 (other than C Form number), the contract no. can be given to the supply location for supplying the product against this contract.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
4.3	<b>SUPPLY OF PRODUCT FROM SUPPLY LOCATION</b>	
4..3.1	Supply Location to execute the supplies after complying with the requirements mentioned in Point 3.6.1 above.	Location Incharge or his nominated officer who has authorised to release the supplies. Location Finance Incharge for CST Registration Cert. Custody.
4.3.2	It is responsibility of the seller (IOCL) to prove that the goods have been moved to destination outside the state as per the contract for claiming concessional tax on interstate sales. Therefore, in case of contracts of destination delivery, besides proofs like transport documents, confirmation from customer, check post endorsement (wherever applicable), payment receipt of entry tax/octroi etc. in the destination state (wherever applicable ) to be kept in a file. The	Location Incharge of Supply Location/ Customer Controlling Divisional Cons. Sales Manager

	consolidated photocopies of such payment receipts to be sent to respective Customer controlling DOs for record on monthly basis.	(DCSM)
<b>4.4</b>	<b>RECEIPT OF FORM DURING OR AFTER END OF THE QUARTER AND UPDATION OF SAME IN SAP</b>	
4.4.1	C form can physically be received by supply location or Cons. Sales Incharge of Customer Controlling DO, as per advise of Consumer Controlling DO. The form can be received by the supply location at the time of first supply or during the quarter, it should be treated as deposit of the form C and the same should be completed in all respects as given in <b>Annexure IV</b> after end of the quarter. After receipt of the completed C form, acknowledgement should be given to the customer by the Supply Location/ Cons. Sales Incharge of Customer Controlling DO whoever has received the form (during or after the end of the quarter) and should fill the details of form number in YVC422 by selecting the option "Enter the Form number within quarter" as mentioned in the Point B of the enclosed "Procedure for YVC422".	Customer Controlling Divisional Cons. Sales Manager (DCSM)/ Finance Incharge, wherever posted else Incharge of Supply Location
4.4.2	No authority except updating the Form Number and CST registration number in YVC422 after receipt of the form is to be extended to Supply Location. The authority of updating the Form number and CST registration number mentioned on the form to be given to the Finance Incharge of the Supply Location wherever Finance Officer is available on recommendation of the location Incharge, otherwise the same should be available with Location Incharge of supply location. However the supplies against the C forms will be within the authority of Supply Location Incharge	Finance Incharge of Supply Location / Location Incharge of Supply Location
4.4.3	CST Registration number given on the form should be entered in YVC422 by the unit receiving the form. If the CST registration number given on C form and that mentioned in Customer master in SAP is matching then only the system will proceed else system will show an error.	Customer Controlling Divisional Cons. Sales Manager (DCSM)/ Finance Incharge of supply location, wherever posted else Incharge of Supply Location
4.4.4	If the C forms are received by supply location, the same should be sent to Cons. Sales Incharge of Customer Controlling DO on monthly basis under acknowledgement.	Finance Incharge, wherever posted else Incharge of Supply Location
<b>4.5</b>	<b>PROCEDURE AFTER END OF THE QUARTER AND UPDATION OF ACKNOLEDGEMENT IN SAP</b>	
4.5.1	If the form is not received from the customer even after the end of the quarter, Cons. Sales Incharge of Customer Controlling DO to obtain the duly completed C form in all respects and incorporate	Customer Controlling Divisional Cons.

	the details in YVC422 of a particular customer for a particular contract.	Sales Manager (DCSM)
4.5.2	The process of receipt of the C form is not complete till IOCL receives the C form duly filled in all respects as mentioned in <b>Annexure IV</b> and invoice listing acknowledged by the customer. The turnover to be incorporated in C form should be exclusive of sales tax. In all cases DO to obtain this acknowledged invoice listing from customer and update the same in YVC422 by changing the form status as C (Completed Form)as mentioned in Point C of the enclosed "Procedure for YVC422". In case of Ex MI supplies, proofs like check post endorsement, proof of entry tax/octroi of receiving state should also be obtained from the customer along with the said acknowledgement listing.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
4.5.3	All the contracts for supplies against C form should be valid only for one financial year and end on 31 <sup>st</sup> March of every year. As C form is valid only for a quarter, every quarter a new form needs to be submitted by the customer. Hence it is necessary to fill YVC422 every quarter for a contract. In other words, one contract will have four entries of YVC422.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
5	<b>SUPPLIES TO MULTIPLE DO/CONTRACTS AND ONE FORM C</b>	
5.1	<p>If any customer is having two or more units in different DOs of a state, receiving product from one IOCL state and as is supposed to give only one C form for all his units, <b>in such case the C form details will be filled by the Consumer Sales Group of the Customer controlling State Office in the YVC422 of the contracts prepared by various DOs.</b> The state office only will have the better idea about the customer and hence the facility of linking one form to more than one contract is given to SO.</p> <p>However, SO can nominate a particular DO for physical receipt of the C form. CO(IS) will allocate a T code by which any DO will be able to visualise receipt of form by DO and updated status in SAP. In such cases, all concerned DOs/locations to obtain a scanned copy of the Form C from the unit having the physical copy of the form. However, every DO should obtain the acknowledged invoice listing from the customer for the supplies made to customer unit within its jurisdiction and update the same in YVC422. While sending this listing to Supply location State Finance, a copy of scanned form C and reference of DO with whom the form is physically available also needs to be enclosed for reference.</p> <p>In case, a consumer uplifts products from different Product divisions which fall under the different functions of IOCL (like lube and consumer etc.), State Head of the Consumer controlling State to decide about assigning the responsibility of collecting of the</p>	State Head/Cons. Sales Incharge of Customer Controlling State Office/DO

	physical Form C from customer to a particular function of a particular DO.	
5.2	In cases referred in 5.1, it is essential to mention the correct turnover on the C form i.e. total of sales from all the DOs to that particular customer. Consumer Sales of the Customer Controlling State office to ensure the mention of the correct turnover (turnover should be excluding sales tax) and collection of the acknowledgement listing for the total supplies to the said customer. <b>It is to be ensured that there are no multiple sold to party codes for one customer.</b>	Consumer Sales In Charge, Customer Controlling State office
6	<b>CONTROL AND DESPATCH OF FORMS AND ACKNOWLEDGED LISTING TO STATE OFFICE</b>	
6.1	The Forms received at Location should be entered in a register (manual or computerised) outside SAP which will serve as inventory of forms kept under safe custody of Supply location/Customer Controlling DO. Details about despatch of forms etc. to be entered in the register along with the date and name of the person to whom forms have been despatched and received at DO and State Office.	Customer Controlling Divisional Cons. Sales Manager (DCSM)/ Finance Incharge Of Supply Location
6.2	Further the Cons. Sales Incharge of Customer Controlling DO who has obtained the physical form will send the same to Sales Tax section, Finance Department of the Supply location's state office (addressing to a specific person) and obtain acknowledgement.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
6.3	<b>The entire exercise of receipt of forms and obtaining the signatures of customer on invoice listing to be completed within 60 days of the end of quarter</b> , in which supplies have been effected so as to enable the DO to send completed forms / required details to Sales Tax section, Finance Department of the Supply location's state office, who in turn will submit these forms to Sales Tax Office within three months of end of quarter in which supplies are effected.	Fin. Incharge of Supply Location/ Customer Controlling Divisional Cons. Sales Manager (DCSM) & Supply Location Controlling SO
7	<b>NON RECEIPT OF FORMS, STOPPAGE OF SUPPLIES AND DEBIT NOTE</b>	
7.1	In case of non receipt of forms along with the acknowledged listing from the customers after 60 days, supplies will not be executed through SAP automatically. In case of multiple 'Ship to Parties' and 'Product Divisions', invoice will not be generated in SAP to defaulter combination of 'Ship to Party' / 'Product Division' of customer in SAP where status is still either 'A' or 'I' in YVC 422 after 60 days from end of the quarter.	Cons. Sales Incharge Customer Controlling SO
7.2	Customer Controlling State Office can allow the supplies to customers who have not submitted the forms within 60 days from end of the quarter on specific approval by the State Head of the Customer controlling State. This approval can be given by the	Supply Location Incharge, Finance Incharge of Supply

	State Head only for 15 days. If the forms are not collected and updated in SAP within 15 days, no supplies should be released and debit note for the differential tax for the whole period be raised on the customer by the Supply Location Controlling SO. Further supplies should be resumed only after collection of the forms/differential tax and approval from State Head of the customer controlling State after ensuring no financial implication on the corporation.	Location's SO & Customer Controlling State Head
7.3	In case, there is no approval for continuing the supplies for non submission of the forms within 60 days from the end of the quarter, State Finance of the supply location should raise the debit note for the differential tax amount within 15 days (In no case not later than 90 days from the end of the quarter). The copy of the debit note along with the details to be sent to Cons. Sales Incharge of Customer Controlling DO for collection. The supplies can be resumed only after submission of the forms/differential tax amount without any financial loss to the corporation and on obtaining the approval from State head of Customer Controlling SO	Cons. Sales Incharge and Finance Incharges of Supply Location's State Office
7.4	In case of non receipt of forms or acknowledgement within the time mentioned in Point 7.2 and 7.3, the customer controlling DO is required to carry out an investigation within the time of 30 days and submit a report to the State Incharge of the Customer Controlling State Office for necessary action. In case of Delivered Supplies, necessary debit for the differential tax shall be raised either on Transporter or on the Customer depending on the outcome of investigation.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
7.5	The debit notes to be raised in SAP by the Supply Location controlled State Finance after completion of due process as mentioned in <b>Point 7.2 and 7.3 above</b> . Cons. Sales Incharge of Customer Controlling DO to collect amount of debit note for differential tax. The debit so raised shall be kept in 'Contingency deposit' account till such time allowed by the department for submission of forms beyond due date.	Customer Controlling Divisional Cons. Sales Manager (DCSM) / Finance Incharge of Supply Location's SO
7.6	The tax differential amount <b>collected</b> from the customers for non-receipt of 'C' would be deposited with state sales tax authorities immediately in the next month as per the statutory due dates where there is no permission for the corporation for submission of forms after the due dates.	Finance Incharge of Supply Location's SO
7.7	If the valid C forms are received and are on hand before the due date or the extended time allowed by Sales Tax authorities for submission of the forms, the debit note raised to be reversed by the Supply Location State Finance and submit the forms to sales tax authorities. In case the valid C form is received after due date but before completion of the sales tax assessment, State Finance	Finance Incharge of Supply Location's SO

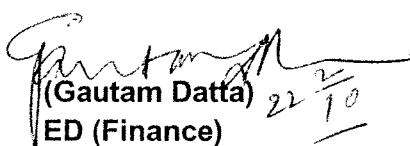
	<p>will remove the debit from the customer's account/ Credit from contingency deposit account by ensuring the submission of the valid forms at the time of assessment.</p> <p>In case, C form is received after completion of the assessment, debit can be removed by the State Finance only after acceptance of the form by sales tax authorities and ensuring that there is no financial exposure to IOCL on this account.</p> <p>In any of the above circumstances, in case 'C' form is received from the party after payment of differential tax and the same has already been deposited with the tax authorities, necessary refund claim would be lodged with state sales tax authorities by State Finance and the differential tax would be refunded / credit note will be issued to customer only after refund is received from ST Authorities.</p> <p>Further wherever penalty and interest has been levied by Sales Tax Authorities on account of delay in submission of the form by the customer, the same should be recovered from the customer.</p>	
<b>8</b>	<b>OVERALL CONTROL</b>	
<b>8.1</b>	Please note that in any case after receipt of the form C, Supply Location/Cons. Sales Incharge of Customer Controlling DO must enter the form number in YVC422 of the customer for the particular contract. No form should be left without entering in SAP at any point of time in any case.	Finance Incharge, wherever posted else Incharge of Supply Location, Cons. I/C of Customer Controlling DO and SO
8.1	Supply location controlled State Finance Head would exercise necessary control on the procedure and will be functionally responsible for monitoring the above procedure including compliance of all statutory requirements.	Finance Incharge of Supply Location Controlling SO
8.2	Regional Finance Incharge to exercise the control as per Circular No. AC/MA/702 dated 4 <sup>th</sup> Jan. 2010 on "Monitoring of State Finance Areas b y Regional Finance.	Finance I/C, Regions
<b>9</b>	<b>MIS AND DISPATCH DETAILS</b>	
<b>9.1</b>	Based on the information fed in YVC422, the form number and date of acknowledgement will get linked to the invoices of a particular quarter.	
<b>9.2</b>	If the form number is blank in listing generated from YVR212, then C form is pending for those invoices.	
<b>9.3</b>	On sending completed forms to DO by Supply Location and by DO to State Office to a responsible person nominated for this purpose,	Supply Location Finance

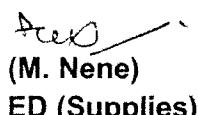
		Customer Controlling Divisional Cons. Sales Manager (DCSM)
<b>9.4</b>	After making the Form Status as "C" in YVC422, a unique serial number to be generated by SAP for every line entry. DO to send the form and acknowledgement listing as per this serial number and mention the same in the covering letter of the form to be despatched to Supply Location State Office.	Customer Controlling Divisional Cons. Sales Manager (DCSM)
<b>10</b>	<b>SPECIAL PRECAUTIONS FOR EX MI SUPPLIES</b>	
10.1	In case of regular or casual customers, normally the buyer engages as transporter (a public carrier) who is entrusted to uplift the product from locations and transport the same as per agreement. Therefore there is little scope in our system to generate any additional evidence of receipt by the buyer at destination since such transporter may or may not come back to the location for the next supply. Hence, a valid C Form evidencing the invoice number wise supply duly signed by the customer is extremely critical because the valid C form duly filled and signed by the customer is the only evidence of acceptance of supply by the buyer in addition to Lorry Receipt or Goods Consignment Notes which are essential for Ex MI and delivery assistance supplies.	Customer Controlling Divisional Cons. Sales Manager (DCSM)/Location Incharge of Supply Location for receipt of transport documents like LR or GSN etc.
10.2	Besides acknowledgement/Purchase order/indent, a copy of LR/RR/GCN evidencing that goods have been dispatched by IOCL as consignor and the customer, with destination as consignee and goods have been handed over to the public carrier or the customer's carrier as per the agreement to be kept in the file.	Supply Location In charge.
<b>11</b>	<b>RETENTION OF RELATED DOCUMENTS</b>	
11.1	Time limit mentioned in the retention schedule will not apply for retention/destruction of the data/documents/registers including copies of purchase order, invoices, proof of transport, documents, check post acknowledgement, soft data, forms or any other details in connection with such sales, irrespective of existing retention schedules. Finance Incharge of the Supply Location SO shall issue the necessary guidelines as per the requirement in the state in this regard.	Finance Incharge of Supply Location's SO /Customer Controlling Divisional Cons. Sales Manager (DCSM)/ Supply Location Incharge
<b>12</b>	<b>INTER STATE SUPPLIES OF LUBRICANTS/LPG AND INTER STATE SUPPLIES TO RETAIL OUTLETS</b>	
12.1	In case of Lubricants, roles and responsibilities of Consumer Controlling DO will get assigned to Customer Controlling KAM and the roles and responsibilities of the Head of Consumer Sales Group of Customer Controlling State office will get assigned to	KAM/ Lube Sales of Customer Controlling State Office

	Head of Lube Sales Group of Customer Controlling State Office.	
12.2	In case of LPG, the procedure, roles and responsibilities of Consumer Controlling DO will get assigned to Customer Controlling Area Manager and the roles and responsibilities of the Consumer sales of Customer Controlling State office will get assigned to LPG Sales Incharge of Customer Controlling State Office.	Customer Controlling Area Manager / LPG Sales Incharge of Customer Controlling State Office.
12.3	In case of supplies to Retail Outlets, the procedure, roles and responsibilities of Consumer Controlling DO will get assigned to Customer Controlling Divisional Retail Sales Manager and the roles and responsibilities of the Consumer sales of Customer Controlling State office will get assigned to Retail Sales Incharge of Customer Controlling State Office.	Customer Controlling Divisional Retail Sales Manager / Retail Sales I/C of Customer Controlling State Office

- A. All other aspects including those in relation to the Local Forms, F forms, assessment etc. will be applicable as mentioned in the "Guidelines on administration of Sales Tax function-collection of declaration / certificate while extending concessional/Nil sales tax-debiting customers for non receipt of valid forms-accountability for sales tax function" dated 5.07.2006.
- B. Following track for physical movement of forms to be followed.
- Forms submitted at Supply Location during/after the quarter during which the sale is made should be sent to Cons. Sales Incharge of Customer Controlling DO on monthly basis under proper acknowledgement.
  - DO to collect all C forms and acknowledgement of invoice listing for their customers (irrespective of the units where the forms are submitted, Cons. Sales Incharge of Customer Controlling DO to collect C forms from those units and send to State Office, Finance of the Supply Location) under proper acknowledgement.
  - DO to send all the Form C along with acknowledged invoice listing to Finance Department (Sales Tax Section) of State office of the Supply Location within 60 days after end of the quarter of the sale, after mentioning the serial no. as explained in Pt 9.4.
  - Proper records in form of Register of forms to be maintained at Divisional Office and Supply Location.

The above will come into effect from 01.04.2010. Kindly acknowledge receipt and confirm the compliance.

  
(Gautam Datta) 22/10  
ED (Finance)

  
(M. Nene)  
ED (Supplies)

  
(S.K. Gupta)  
ED (Consumer Sales)

CC: All Core Group Members, HO  
CC : Regional/State Finance Heads  
CC: State Consumer Heads  
CC: DGM, Dir (Mktg) Secretariat.



ANNEXURE-I

(ON THE LETTER HEAD OF CUSTOMER)  
(for EX-MI SUPPLIES –EX-MI Price)

Ref No.

Date:

To:  
M/s. Indian Oil Corporation Ltd.,  
(Marketing Division)  
\_\_\_\_\_  
(Location/DO/SO)

Dear Sir,

**Sub: Supply of \_\_\_\_\_(Product) to \_\_\_\_\_**  
(mention receiving destination)

Please supply to us \_\_\_\_\_ (product) \_\_\_\_\_ KL/MT from your \_\_\_\_\_  
(Depot/Installation/Terminal) to our Location \_\_\_\_\_ (give full name, address with State where  
product is to be delivered) on the following terms and conditions:

<b>1.</b>	<b>Product</b>	
<b>2.</b>	<b>Quantity</b>	
<b>3.</b>	<b>Rate</b>	
<b>4.</b>	<b>To be delivered at:</b>	<b>Indicate complete name, address, State of the consignee destination.</b>
<b>5.</b>	<b>Freight</b>	<b>Freight to Pay basis</b>
<b>6.</b>	<b>Obligation:</b>	<b>You shall dispatch the goods through common carrier,(which would be intimated at the time of taking the delivery) named by us for delivery thereof to our Depot/factory mentioned at (4) above, which is located in the State of _____</b>
<b>7.</b>	<b>Declaration:</b>	<b>We are registered dealers under Central Sales Tax Act in the state of _____ (Receiving ie destination state) and holding CST Registration No. _____ which is valid on the date of supply. As per above CST Registration Certificate, we are eligible to issue declaration in form "C" for availing concessional rate of CST for the above supply. *Accordingly we undertake to issue you declaration in form "C" No. _____ dated _____ (if available) immediately on taking delivery as per this PO covering above supply, issued by appropriate Sales Tax Authority. We also undertake that in case it is proved that our CST registration Certificate referred to above has been cancelled during the period of supplies against the above purchase order or the C form issued by us is subsequently proved to be invalid for whatsoever reasons or if it is proved that the product purchased under this PO has not been taken by us to our destination (mentioned in PO) outside the state of dispatch, we shall forthwith pay to you the differential tax along with interest, penalty etc that may be levied and/or any other expenses etc. incurred by you thereto.</b>

Thanking you

Yours faithfully,

\* Note: Para given above may be used in case customer gives declaration for single supplies at the time of supply. However, if it is agreed to collect form at a later date, the above para may be modified as under:

As per our purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ we will be taking further supplies against the above purchase order during the quarter, we shall provide you the declaration in form C before the end of (date/quarter/ month) – \_\_\_\_\_. We also undertake that in case we fail to give you declaration form by above date or it is proved that our CST registration Certificate referred to above has been cancelled during the period in which supplies against the above purchase order were made or the C form that will be issued by us is subsequently proved to be invalid for whatsoever reasons or if it is proved that the product purchased under this PO has not been taken by us to our destination (mentioned in PO) outside the state of dispatch, we shall forthwith pay to you the differential tax along with interest, penalty etc that may be levied and/or any other expenses etc. incurred by you thereto.

ANNEXURE-II

**(ON THE LETTER HEAD OF CUSTOMER)**  
**(for DESTINATION SUPPLIES -Delivered Price)**

Ref No.

Date:

To:  
M/s. Indian Oil Corporation Ltd.,  
(Marketing Division)

\_\_\_\_\_  
(Location/DO/SO)

Dear Sir,

**Sub: Supply of \_\_\_\_\_ (Product) to \_\_\_\_\_**  
(mention receiving destination)

Please supply to us \_\_\_\_\_ (product) \_\_\_\_\_ KL/MT from your \_\_\_\_\_  
(Depot/Installation/Terminal) to our Location \_\_\_\_\_ (give full name, address with State where  
product is to be delivered) on the following terms and conditions:

1. Product	
2. Quantity	
3. Rate	
4. To be delivered at:	Indicate complete name, address, State of the consignee destination.
5. Freight	Freight to Pay basis
6. Obligation:	You shall be under obligation to transport the goods from the point of supply to the destination mentioned above.
7. Declaration:	We are registered dealers under Central Sales Tax Act in the state of _____ (Receiving ie destination state) and holding CST Registration No. _____ which is valid on the date of supply. As per above CST Registration Certificate, we are eligible to issue declaration in form "C" for availing concessional rate of CST for the above supply. *Accordingly we undertake to issue you declaration in form "C" (No. _____ dated _____, (if available) immediately on taking delivery as per this PO covering above supply, issued by appropriate Sales Tax Authority. We also undertake that in case it is proved that our CST registration Certificate referred to above has been cancelled during the period of supplies against the above purchase order or the C form issued by us is subsequently proved to be invalid for whatsoever reasons, we shall forthwith pay to you the differential tax along with interest, penalty etc that may be levied and/or any other expenses etc. incurred by you thereto.

Thanking you

Yours faithfully,

\* Note: Para given above may be used in case customer gives declaration for single supplies at the time of supply. However, if it is agreed to collect form at a later date, the above para may be modified as under:

As per our purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_ we will be taking further supplies against the above purchase order during the year, we shall provide you the declaration in form C before the end of (quarter/month) \_\_\_\_\_. We also undertake that in case we fail to give you declaration form by above date or it is proved that our CST registration Certificate referred to above has been cancelled during the period in which supplies against the above purchase order were made or the C form that will be issued by us subsequently proved to be invalid for whatsoever reasons, we shall forthwith pay to you the differential tax along with interest, penalty etc that may be levied and/or any other expenses etc. incurred by you thereto.

## PROCEDURE FOR YVC422

### **T-Codes used**

<b>T-Code</b>	<b>Description</b>
YVC421	Concessional Form Activation Form
YVC422	Concessional form Maintenance System
YVC423	Concessional Form Exception Form

### **Overview of System**

Concessional Forms Control System will be activated for a particular Distribution Channel and Product Division combination. It provides flexibility of maintaining exception entry based on Sales Organization.

This System can work for CST / LST as well as Excise. Facility is given to activate any or all of them. Once activated, System expects Sales Order to be generated through Contract and all Concessional Form Setting to be done in Contract. Also, Contracts to be maintained in YVC422 in order to create subsequent Sales Order. It provides feature to put Concessional Form No. as and when received and acknowledge List of Invoices along with Form No. All details pertaining to User ID and Date stamp are recorded in the System which can be used for generating any type of report etc including audit trail.

At present the said control system will be used only for controlling C forms i.e. supplies on Inter State Sale basis.

### **Detailed Working**

#### **YVC422 – Concessional form Maintenance System**

A contract (VA41) needs to be created with appropriate concessional form through CST / LST / Excise Indicator set in Header - Alt. Tax Classification.

For this system, please use Ship To Party code of the customer.

**Concessional Form Maintenance System**

<input checked="" type="checkbox"/>	Customer	102118
<input type="checkbox"/>	Year	2002
<input type="checkbox"/>	Supply Plant State	HR <input checked="" type="checkbox"/>

Link Contract with Form  
 Enter Form No. within Quarter  
 Complete Form Status

There are three steps under this T/code:

- A) LINK CONTRCT WITH FORM**
- B) ENTER FORM NO WITHIN QUARTER**
- C) COMPLETE FORM STATUS**

#### **A) LINK CONTRCT WITH FORM**

**Invoking of ‘Link Contract with Form’ option takes you to a screen for adding Concessional Form details as follows**

**Determine Work Area: Entry**

<input checked="" type="checkbox"/>	Customer	102118
<input type="checkbox"/>	Year	2002

Further select cond.

You have to maintain Quarterly Form No.s for the given

<Supplying State> <Plant> <Division> <Material> <Tax Class.> <Form Type> <Quarter> combination. Remember above sequence is a unique combination, which means that for any given combination you can maintain only one record for a given quarter. Also, different Form No.s can be maintained State wise or even Plant wise and even on Material basis also.

Respective field details are like this

Field	Description	Primary Key
<b>Supplying State</b>	State of the supplying Plant.	Yes
<b>Plant</b>	Supply Plant. It can be maintained as blank also.	Yes
<b>Division</b>	Product Division. MH for MS/HSD etc.	Yes
<b>Material</b>	Material Code. This can be left blank also	Yes
<b>Tax Classification</b>	C- CST ; L – LST ; E- Excise	Yes
<b>Form Type</b>	Choose appropriate Type Form Type	Yes
<b>Quarter</b>	1 – Apr – Jun ; 2 – Jul – Sep; 3 – Oct – Dec; 4 – Jan - Mar	Yes
<b>Valid From</b>	This can be any date within a quarter. Validation is done here to check if Valid From date belongs to correct quarter.	No
<b>Valid To</b>	This is automatically determined by system and set to last date of give quarter	No
<b>Contract</b>	Concerned contract No. to be given here. Here System do following validations <ul style="list-style-type: none"> <li>- if Contract No. exists in the System.</li> <li>- If Customer given matches with Ship to Party of Contract</li> <li>- If supply State matches with Supply state of Plant given in Contract</li> <li>- If Plant matches with Plant entered in the Contract</li> <li>- If Division matches with Division in the</li> </ul>	

	<p>Contract</p> <ul style="list-style-type: none"> <li>- If material matches with Material entered in Contract</li> <li>- If Tax Classification matches with Tax Class. Entered in contract</li> <li>- If Form Type matches with Form Type entered in contract.</li> </ul>	
<b>CST Ind.</b>	If CST indicator matches with Customer CST maintained in J1ID	
<b>Form status</b>	A – (A)dvance – Here Form No. is mandatory I – (I)ntermediate – It is to be used if Form No. is not available at time of entering record. C – Complete . This is set when user receives acknowledgements of Invoices along with form No..	
<b>Form No.</b>	It must be keyed in if status is 'A'. In case of status 'I' Form no should be left blank. But the Form no has to be filled in within the quarter once on receipt from the customer.	
<b>Created by</b>	User ID is captured when record is created for first time.	
<b>Creation date</b>	This is updated when record is created for first time.	
<b>Form Recvd by</b>	User ID is captured when Form no. is entered.	
<b>Form Receiving date</b>	This is updated when Form no. is entered.	
<b>Acknowledged by</b>	User ID is captured when 'C' form with Invoice Listing is received.	
<b>Acknowledged Date</b>	This is updated when Invoice Listing is received.	
<b>Remarks</b>	Remarks	

### B) ENTER FORM NO WITHIN QUARTER

Customer	<input checked="" type="checkbox"/>
Year	<input checked="" type="checkbox"/>
Supply Plant State	<input checked="" type="checkbox"/>
<input type="radio"/> Link Contract with Form <input checked="" type="radio"/> Enter Form No. within Quarter <input type="radio"/> Complete Form Status	

This option is triggered when Form No. is received and is supposed to be entered in the system. Following screen appears

The screenshot shows a Microsoft Excel spreadsheet window titled "Concessional form Updation". The spreadsheet contains a single table with the following columns: Plant, Division, Material, Tax, Form, Quarter, Valid from, Valid To, Contract, Status, Form no., Created by, Creation Date, and Record ID. The "Form no." column is currently selected, indicated by a yellow background. The "Status" column has a dropdown arrow icon. At the top of the window, there is a toolbar with various icons, and the status bar displays "Concessional form Updation". A button labeled "UPDATE FORM NO." is located in the top-left corner of the spreadsheet area.

Here only Form no. field is active, thus permitting user to enter Form no. User should remember that only records with status 'I' will be reflected here. Once form No. is entered and pencil button is clicked on top of screen, it updates Form no. in the table.

### C) COMPLETE FORM STATUS

The screenshot shows a software interface with several input fields and a list of options. At the top, there are three dropdown menus: "Customer", "Year", and "Supply Plant State", each accompanied by a checked checkbox. Below these are three radio buttons:

- Link Contract with Form
- Enter Form No. within Quarter
- Complete Form Status

This option is to be exercised when completed 'C' form with listing of invoices is received by the user. For the relevant entries in the table with status 'A' or 'I' the user has to change the status to 'C'. Then the system captures the **acknowledged by** and **acknowledgement date** in the table based on the user ID and date of updation.

Following screen appears

The screenshot shows a software interface titled "Concessional form Updation". At the top, there is a toolbar with various icons. Below the toolbar, a button labeled "CHANGE STATUS TO C" is visible. The main area contains a table with the following columns: Plant, Division, Material, Date, Form, Quar., Alloc from, Date To, Contract, Status, Form no., Form date, Form created by, Creation D., and Record. The "Status" column displays values such as 'A', 'I', and 'C'. The "Form no." column shows some form numbers. The "Creation D." column shows dates. The "Record" column shows record numbers. The table has scroll bars on the right side.

Here all records with status 'A' or 'I' are displayed. User will not be able to change the form no. here. User will select the correct row and pencil button is clicked on top of screen. Then the form status gets updated to 'C' and updates acknowledged by and acknowledge date.

**ANNEXURE IV****CHECK LIST TO ENSURE THE COMPLETENESS OF THE C FORM**

<b>Contents of the form</b>	<b>Whether to be filed by customer at the time of submission to location before taking supply-in case form is submitted before taking supplies</b>
1.Name of issuing state.....	1.Yes
2.Offie of issue	2. Yes
3.Date of issue	3.Yes
4. Name of the purchasing dealer to whom issued alongwith his	4.Yes
5.Registration Certificate No.....	5.Yes
6.Date from which registration is valid.....	6.Yes
7.Serial No.....	7.Yes
8.Seal of the issuing authority	8.Yes
9.\$To .....(Seller)	9.Yes
10.Certified that the goods **Oredered For in our purchase Order No.....dated.....	10.Yes
11.and supplied as per Bill Cash Memo/ Challan No..... Dated..... As steted below purchased from you as per Bill Cash Memo/ Challan No.....dated.....	11.To be filled in after copletion of supply.
12.are for resale/use in generation /distribution of power /packing of goods for sale /re-sale and	12.Yes
13.are covered by my/our registration Certificate No..... Dated.....issued.....under	13.Yes

The Central Sales Tax Act,1956.

14.It is further certified that I/We am /are not registered under section 7 of the said Act in the state of .....

.....  
in which the goods covered by this Form are /will be delivered.]

15.Name & address of the purchasing dealer in full

.....  
16.Date.....

17.The above statements are true to the best of my knowledge and belief.

(Signature)

18.(Name of the person signing the declaration.)

14.Yes

15.Yes

16.Date to be filled only on completion of supplies and after entering bill wise details for supplies effected.

17.The signature is to be put only after completion of supplies and after incorporating all details (bill wise deatils/PO reference etc.)

18. Name of the person signing the declaration forms is to be mentioned, which can be done only when person signing the form, fills up required details as stated at (17) above.

19.(Status of the person signing the declaration in relation to the dealer.)

19.Same as above (18).

Perticulars of Bill/Cash Memo /Challan

Date .....No.....

Amount.....

\$Name and address of the seller with name of the State.\*\*Strike out whichever is not applicable.

Operations Department,  
Head Office.

OP/SK/05-A  
15<sup>th</sup> February, 2010

Circular No. 35

To,  
State Operations Heads,

Sub: Single Tender

At two State Offices, transportation and product handling service contract were finalized on single tender basis as per DOA 9.01 (c) and 9.08 (c). In both these cases, job was proprietary in nature and respective SO had necessarily to give the job to a particular party. The contracts were finalized without resorting to tendering procedure as per the clause No.1.7.7 of Engineering Manual Volume V (Procedures).

Audit Committee has observed that since tendering procedure of single tender has not been followed, these cases should have been categorized under "Contracts without resorting to tendering procedures" and as such, approval under DOA Clause 9.02 (a) should have been obtained. Since clause 9.02 (a) of DOA has maximum financial limit of Rs.5 lakhs for State Heads, the post-facto approval of Dir (M) was obtained.

All State Office Operations Heads/locations are advised that proper single tender procedure i.e. sending a sealed tender, receiving in sealed condition, opening by Tender Opening Committee, negotiations and recommendations by TCC etc. as per Engineering Manual are to be followed. Subsequently, approval under DOA 9.01 (c) and 9.08 (c) may be obtained.

*Anur*  
15/2/10  
(AK Digar)  
GM (Operations)

CC : State Heads  
CC: ED (Sup) / ED (F)

## INTER OFFICE MEMO

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To : State Engineering Heads

From : GM(Engg), HO

Date : 19.02.2010

Ref : HO/ENG/20

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### **Sub: Unutilized surplus project materials.**

The issue of utilization of surplus materials was last covered by ED(E&P) vide IOM no ENG/20 dated 28.04.2009

However during a recent visit to one of the sites, it was observed that a new pump procured about 3 years back was lying uninstalled at the site. While change in scope depending on the operational requirement is always a possibility, non-utilization and declaration as surplus was not reported to HO with the result that the benefit of warranty has now been lost apart from idling of asset.

It is therefore reiterated that any project material if rendered surplus must essentially be reported to HO along with the date of procurement and warranty validity date so that attempts for expeditious allocation to some other project site can be carried out.

Kindly ensure dissemination of the same to all concerned and compliance thereof.



(P C Mehta)  
GM(Engg), HO

CC : ED(E&P) - For information please

**INTER OFFICE MEMO**

**For : STATE ENGINEERING HEADS**

**From : GM (Engg), HO**

**Ref : ENG/ 20/**

**Date : 22/ 02/2010**

**SUBJECT: SUGGESTION FOR CONSTRUCTION OF SAND PAD FOUNDATIONS FOR VERTICAL TANKS**

In general vertical tanks are erected on sand pad foundation except in special cases. The sand pad foundations are being generally adopted based on the details given in the standard drawings and data sheets developed by M/s Bridge & Roof. However, in view of the strict guidelines on pollution of ground water and subsoil, precautions need to be taken to restrict such occurrences.

After studying the present system of construction of sand pad foundations, it has been decided to provide an impermeable membrane in the foundation with provision for draining in line with the API 650 guidelines for sand pad foundations. This helps in identifying any tank bottom leaks and also in avoiding subsoil contamination in case of any leakages.

Also the classification of bitumen used in tank pad foundations have undergone changes and the grade of bitumen to be used is now classified as per the present classification

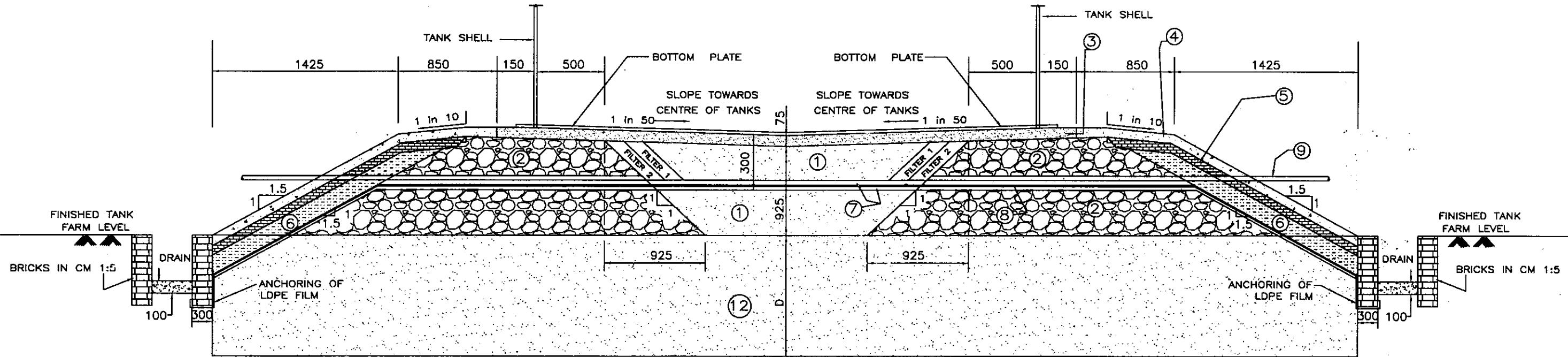
It is to be ensured that construction of sand pad foundations are constructed as per the guidelines now issued. (Drg No: ENG/HO/SPF 1 SPN/PW/SPN 101 dt 01.09.2009)

*P.C.Mehta*

**P.C.MEHTA  
General Manager(Engg.)**

CC : ED (Engg & Prj)/HO

CC : GM, Respective State Offices



D = DEPTH OF EXCAVATION TO BE DECIDED AFTER SOIL INVESTIGATION.

SR. NO.	DESCRIPTION
1&12	SAND FILL
2	CRUSHED STONE RING FILLED WITH SAND
3	75mm THK. ANTICORROSIVE LAYER
4	40mm THK. CONCRETE IN CM 1:2:4
5	75mm THK. BRICK PITCHING IN CM 1:5
6	150mm THK. MURRAM
7	SIEVES CLEAN SAND 50mm THK.
8	1000 g BLACK LDPE FILM
9	PVC DRAIN PIPE 25mm Ø
10	FILTER 1 : 12mm & DOWN SIZE STONE CHIPS (300mm HOR. THK.)
11	FILTER 1 : 40mm & DOWN SIZE STONE CHIPS (300mm HOR. THK.)

		INDIAN OIL CORPORATION LTD. MARKETING DIVISION	
DRAWN	DEEPAK	DETAILS OF SAND PAD FOUNDATION	
CHECKED AND VERIFIED	AS		
APPROVED	ND CM	SCALE - MTS	Sheet REV
DATE	02/-9/2009	DRG.No. : ENG/HO/SPF	1 OF 1 0

PJ/SPN/01

01.09.2009

**SPECIFICATION FOR CONSTRUCTION OF SAND PAD FOUNDATION FOR VERTICAL STORAGE TANKS**

**1.0 MATERIALS**

**1.1 SAND**

Sand shall be natural river sand from a source approved by the owner before commencement of work. It shall be clean, durable, angular, gritty & free from mica, salt and organic or vegetable matter. Sand shall be screened free of all foreign matter and shall conform in grading to the requirements in Grading Zone III of Table No. 3 of latest edition of IS 383 for fine aggregates.

**1.2 MURRUM / CLAY**

Murrum / clay shall be of best quality available and free from all foreign material. Same shall be brought at site after approval from site Engineer.

**1.3 WATER**

Water for consolidation shall be potable and free from mineral salts. Same shall be got tested from a reputed test house for suitability before the start of works.

**1.4 BITUMEN**

Bitumen for the Carpet shall be VG 10 grade.

**2.0 SETTING OUT**

2.1 Before starting the work, the contractor shall line out the position of the foundation as per layout drawing and also construct a concrete bench mark which shall be the datum for levels. The bench mark shall be constructed in a manner which will ensure that it is not disturbed or undergo settlement. The laying out of the benchmark shall be approved by Site Engineer.

**3.0 SUBGRADE**

3.1 Excavation shall be to the exact dimensions as per standard drawings for sand pad foundation unless instructed in writing by the Site Engineer.

3.2 The sub grade shall be watered and rammed to level and shall be free from soft spots.

3.3 Tank bottom will be concave shaped with the slope towards the center ranging from 1:40 to 1:100 depending upon the diameter of the tank so that central depression shall not exceed 250 mm

3.4 The diameter of bituminous carpet shall be kept 300 mm larger than the diameter of the tank.

*Dhanya  
(acri)*

**PJ/SPN/01**

**01.09.2009**

- 3.5 Height of the Sand Pad Foundation shall be kept minimum 1.0 mtr. above finish ground level.

#### **4.0 SAND FILLING & MURRUM FILLING**

- 4.1 Sand and murram before filling shall be dry and shall be spread in layers of 200 mm thickness. Each layer shall be profusely watered and compacted using appropriate compaction techniques like plate vibrator or rammers so as to attain a relative density not below 90 to 95% of maximum laboratory density, up to the satisfaction of Site Engineer. The Relative density of a particular type of sand shall be predetermined in the laboratory by adopting methods given in IS- 2720 (part XIV).

#### **1.0 BITUMEN CARPET**

- 5.1 Sand or stone grit of fineness modulus 3.5 (max) heated to 130°C shall be thoroughly mixed with bitumen VG 10 grade heated to the required temperature.. The proportion of the mix shall be 100 KG of bitumen per cum. of sand or stone grit
- 5.2 Before laying the carpet any unevenness in the sand pad surface shall be made good and it shall be ensured that the surface is free from moisture.
- 5.3 The surface shall be lightly rolled to obtain a smooth surface and properly graded as per standard drawing.
- 5.4 Surface of the carpet shall be blinded by applying a 5 mm thick seal coat of hot bitumen and immediately spreading coarse sand uniformly.
- 5.5 The completed carpet shall conform to the profile given in drawing for sand pad foundation. No point on carpet shall be off from the specified level by more than 10 mm.
- 5.6 Levels shall be jointly recorded for:
- The sub-grade.
  - Final consolidated surface before carpeting.
  - Finished carpet surface.
- These levels shall be the basis for computation of quantities of excavation, filling etc.

#### **6.0 OTHER REQUIREMENTS**

- 6.1 All materials required for the work shall be supplied by the contractor after being approved by the Site Engineer.
- 6.2 Drawing for sand pad foundation shows a central sump but the foundation shall be constructed complete without the sump.
- 6.3 Heating of bitumen shall be done only in area permitted as safe for open fire. The contractor shall obtain necessary permits from local authorities if heating has to be done outside IOC premises.

*Amrapali  
CM(P)*

## PROJECT'S & ENGINEERING/HO

PJ/SPN/01

01.09.2009

### **DETAILS FOR CONSTRUCTION OF SAND PAD AS PER SKETCH ENG/ HO /SPF dt 02.09.2009**

#### **Detail 1 :**

Clean medium to coarse river sand layer, 925 mm thick, compacted using a vibrating plate in layers of 150 mm compacted thickness to atleast 90-95% density index (relative density). A dozer may also be used for compaction. Each 150 mm thick layer may be watered first, before compaction. The density achieved in each compacted sand layer shall be monitored at the rate of 2 tests in each layer.

#### **Detail 2 :**

Well graded hard broken stone, 80 mm and down size, well compacted, with voids filled with clean river sand. This is to be done in three layers of about 300 mm thickness each. After placing the first layer of 300 mm thickness, place clean river sand, 50 mm thickness on top of the broken stone layer and it shall be copiously watered with a nozzle/ water jet in order to force the river sand into the void spaces of the broken stone. When all the sand goes into the voids of the broken stone, one more layer of clean river sand shall be placed again and copiously watered to force it into the voids of the broken. The process shall be repeated until no more sand and water get into the void space of the broken stone. At this stage, a thin sheet of water will stand on the layer.

The density achieved in each broken stone ring layer shall be monitored (using balloon method or any other suitable method), at the rate of at least two tests in each layer, to ensure that a density of at least  $2.15 \text{ t/m}^3$  is achieved.

The broken stone used in the ring layer mentioned above shall be well graded hard broken stone conforming to the following gradation (reproduced from IS:383 – 1970 Table – 2)

IS Sieve Designation	% age Passing
80 mm	100%
63 mm	85-100%
40 mm	0-30%
20 mm	0-5%
10 mm	0-5%

#### **Detail 3 :**

75 mm thick compacted layer using Sand or stone grit of fineness modulus 3.5 (max) in hot asphalt grade VG10, 8 to 10% by volume and rolled and compacted.

#### **Detail 4 :**

40 mm thick CC : 1:2:4. Expansion joints at 4 m c/c shall also be provided as part of construction. The expansion joints shall be filled suitably with polysulphide material as per manufacturer's specification.

#### **Detail 5 :**

75 mm thick BRICK PITCHING in CM 1:5

#### **Detail 6 :**

150 mm thick Murrum filling

Y. L. Nayak  
(cmfrs.)

PROJECT'S & ENGINEERING/HO

PJ/SPN/01

01.09.2009

**Detail 7 :**

Sieved clean river sand, free from sharp objects such as broken shells, pebbles, stone pieces, etc. Thickness of the second layer is 50 mm above and 50 mm below the LDPE film.

**Detail 8 :**

Black Low Density Polyethylene (LDPE) film, 1000 gauge (-250 micrometer thick), as per IS:2508-1984. Joints in the film shall be heat-sealed insitu during laying of the film, using a 3-sealer iron and checked carefully.

The film shall be laid at a slope (towards the periphery of the tank pad) of at least 1 in 500 to effectively drain leaked product, if any, away from the pad. The film shall be anchored at the periphery of the tank pad, as shown in the sketch.

**Detail 9 :**

PVC Sch 40 pipe of wall thickness 3.38 mm (0.133 ") as drain pipe, 25 mm inner diameter, perforated in the under-tank area, as per guide lines given in API Standard 650, Appendix – I. The outer end of the pipe may project 150 mm beyond the pad and covered with a nylon or Netlon mesh to prevent entry of insects and rodents. The maximum spacing of the pipes shall be 15 m centre to centre along the periphery. Minimum of four pipes to be provided.

**Filter – 1**

12 mm and down size stone chips layer of 300 mm horizontal thickness.

**Filter – 2**

40 mm and down size hard broken stone layer of 300 horizontal thickness.

**Detail 12 :**

A layer of clean medium to coarse river sand compacted using a vibrating plate, after watering the 150 mm thick layer of sand. At least 65% density index (relative density) shall be achieved after compaction.

~\*~\*

4  
Hariyan  
cmcp,)



## **ENGINEERING DEPARTMENT, H.O**

### **INTER OFFICE MEMO**

**To :** State Engineering Heads,  
**From:** GM (ENGG.), HO                           **Date :** 09/04/2010  
**Ref. :** ENG/ TAS

#### **Sub : Terminal Automation System Implementation**

For the year 2010-11, Terminal Automation System implementation has also become a part of the MOU signed with the Ministry. Hence, this shall form part of the MOU between State Heads and Dir(M) also. In order to be in readiness to implement and achieve completion during 2010-11, immediate action is required from State Offices for invitation of tenders etc.

A thought was earlier given for inviting tenders from Head Office. However, since provision of Terminal Automation Systems would depend on various site specific facilities and requirements viz. TLF shed to support the equipments, space for control room, cable requirements etc., it is felt that State Office would be in a better position to assess and invite the tender. Also, soft ware specifications as well as certain commercial terms were already finalized and circulated by HO, based on which states can invite Tender.

In view of the same, immediate plans may be drawn for completion of the projects that have been approved/ under approval. The state office wise list of projects to be implemented in 2010-11 are enclosed herewith.

Please forward us the road map and monitor the project closely so that there are no slippages.

*P. C. Mehta*  
**(P. C. MEHTA)**  
**GM (ENGG)**

**CC : All State Heads. – For kind information.**



## **ENGINEERING DEPARTMENT, H.O**

### **INTER OFFICE MEMO**

**To :** State Engineering Heads,  
**From:** DGM (ENGG.), HO                           **Date :** 15/04/2010  
**Ref. :** ENG/TAS

#### **Sub: Terminal Automation System – Commercial Conditions**

This has reference to IOM No. ENG/TAS dated 31/07/2009 on the subject enclosing therewith software features and commercial conditions for Contracts pertaining to Terminal Automation Systems.

Regarding the AMC charges, the condition No.3 stipulates that minimum 4% of the initial capital cost per year shall be considered, in case the bidder quotes less than 4%, keeping the total cost as quoted by the vendor. Since the L-1 bidder is decided on the basis of the initial capital cost plus AMC charges for 5 years, it was advised that the total cost as quoted by the Bidder shall not be altered.

In a recent case in one of the State offices, the condition that the total cost quoted by the Vendor shall be retained has not been provided for. In such a case, we shall be paying more to the vendor than quoted by the Party, if the Party quotes less than 4% and 4% is considered as AMC charges. This shall be a vitiation of the tender. Hence, it is once again re-iterated that the total cost quoted by the Party shall not be altered. In other words, if the Party quotes less than 4%, the capital cost shall be reduced suitably to adjust AMC charges at 4%, so that the outgo to the Company is not more than the quoted value of Capital Cost plus AMC charges for 5 years.

The condition No.3 has been modified, which is attached herewith. For clear understanding, we enclose herewith the treatment to be given in two different scenarios.

( V. M. Sasidhar )  
Dy. Gen. Mgr (Engg)



## ***ENGINEERING DEPARTMENT, H.O***

### **TENDER CONDITION :**

The AMC charges for each year shall be quoted as a percentage of supply, installation and commissioning cost. The AMC charges per year shall be at least 4% of the capital cost to ensure that the system is maintained throughout the AMC period as envisaged. Tender shall stipulate that if the bidder quotes less than 4% of the initial capital cost for AMC in any particular year, the AMC cost shall be considered as 4% for that year/s and corresponding amount shall be reduced from the capital cost i.e. supply, installation and commissioning cost. In other words, the total capital cost and AMC charges for 5 years put together, shall remain unaltered i.e. as quoted by the tenderer. In case the vendor quotes higher percentage of AMC, the quoted percentage shall be retained.

### **SCENARIO 1**

The L-1 party quotes 4% or more of the capital cost for AMC per year. In this case, no change need to be done and order to be placed as per the quoted rates (with or without negotiation, as the case may be).

### **SCENARIO 2**

The L1 party quotes less than 4% of the capital cost in some or all the years for AMC. In such a case, the AMC charges in which the Party has quoted less than 4% shall be made 4% and the capital cost shall be adjusted so that the overall rate quoted by the Party for capital cost (Design, supply , installation & commissioning) and AMC cost for 5 years put together remains same. (with or without negotiation, as the case may be).

### **EXAMPLE :**

Capital cost (inclusive of all costs and taxes excluding service tax):  
Rs.200 lacs.

AMC charges for 5 years as quoted by the tenderer (excluding service tax) are as under :

1 <sup>st</sup> year	:	3%
2 <sup>nd</sup> year	:	3.5%
3 <sup>rd</sup> year	:	4%
4 <sup>th</sup> Year	:	4.5%
5 <sup>th</sup> year	:	5%

**ENGINEERING DEPARTMENT, H.O**

In view of the above tender provision, the costs shall be distributed as under:

**AMC charges**

<b>YEAR</b>	<b>AS QUOTED BY THE TENDERER (%)</b>	<b>AS QUOTED BY THE TENDERER (RS. IN LACS)</b>	<b>ACTUAL AMOUNT TO BE PAID (%)</b>	<b>ACTUAL AMOUNT TO BE PAID (RS.)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>
1 <sup>st</sup>	3	6	4	8
2 <sup>nd</sup>	3.5	7	4	8
3 <sup>rd</sup>	4	8	4	8
4 <sup>th</sup>	4.5	9	4.5	9
5 <sup>th</sup>	5	10	5	10
<b>Total</b>		<b>40</b>		<b>43</b>

**Capital cost :**

Capital cost to be reduced by Rs.3 lacs(Rs.43 – Rs.40 lacs) and made Rs.197 lacs.

**Note : Service Tax should be paid at actual both for capital and AMC charges. The tender conditions shall be accordingly specified.**

# The SAP R/3 IS-Oil Terminal Automation System Interface



IS-Oil Release 1.0D



SAP<sup>®</sup>AG • Neurottstr. 16 • D-69190 Walldorf



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# The SAP R/3 IS-Oil Terminal Automation System Interface

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## Overview

In standard business transactions, which R/3 IS-Oil supports, quantities are processed in support of a range of business processes including inventory movements, such as goods issues and goods receipts. Quantities such as these are often captured using sophisticated technical measuring equipment, such as automatic tank gauges and flow meters which form part of the **Terminal Automation System (TAS)**. This data is passed to the R/3 IS-Oil System for purposes of business evaluation and processing. The **Terminal Automation System Interface** allows automatic transfer of data between the TAS and the R/3 system.

---

## Process Flow Overview

All master data and control data pertaining to products, customers, contracts, and orders are maintained in the R/3 System. This data is passed from the R/3 System to the external Terminal Automation System. The fundamental Terminal Automation System functions such as input control, pickup authorization, and load control are carried out based on that data. TAS records the loading data at the time of loading, which is then sent to the R/3 system through the TAS interface. This data is then used for further processing, for instance, to automatically create the necessary SD-documents for goods issue

All changes to master and customizing data are maintained directly in the IS-Oil System and transferred to the Terminal Automation System. The Terminal Automation System processes only additional, technical, or other functions that are not covered by the IS-Oil System.

The TAS Interface supports the transfer of loading information for the **pick-up** and **scheduled shipment** business processes.

---

## Partner Concept

In order to provide our customers with a flexible and secure link to the terminal automation system, we will work together with selected partners. The responsibilities are distributed between SAP and its partners as follows:

SAP delivers the technical tools necessary for a connection to an external system (IDocs, ALE, RFC) as part of the standard release as of 3.1. On the application side, functions (transactions, standard IDocs, Customizing) are provided that represent relevant business processes and allow the corresponding processing to be carried out in the R/3 system.

The partners are responsible for all processing procedures between data being transferred from and returned to the R/3 system. In other words, the correct interpretation of R/3 data, the data transfer back to the R/3 system in the correct format and the technical communication between the computer systems. One of their most important tasks is that of the first contact partner for customers if errors occur during communication of data.

A certification procedure is provided for the partner, to check whether the partner meets the requirements for successful connection of an external system to the SAP R/3 system using the

technique described above. The functionality of the partner application software will not be checked.

---

## Technical information

The interface uses the transaction Remote Function Call (tRFC). This is a simplified procedure that makes program to program communication possible.

Unlike the synchronized Remote Function Call (sRFC) the tRFC saves data before it is transmitted. This unlinks application and communication.

SAP provides streamlined monitoring for the logical analysis of errors. Furthermore, a message is sent to the person or people responsible if an error occurs. Their inboxes are set to allow follow-up posting.

---

## Certification Requirements

SAP will issue a certificate if a partner can prove correct transfer and functionality for all IDoc connections and the test scenarios provided. The list of IDocs required to obtain the certificate can be seen in the description of the IDocs.

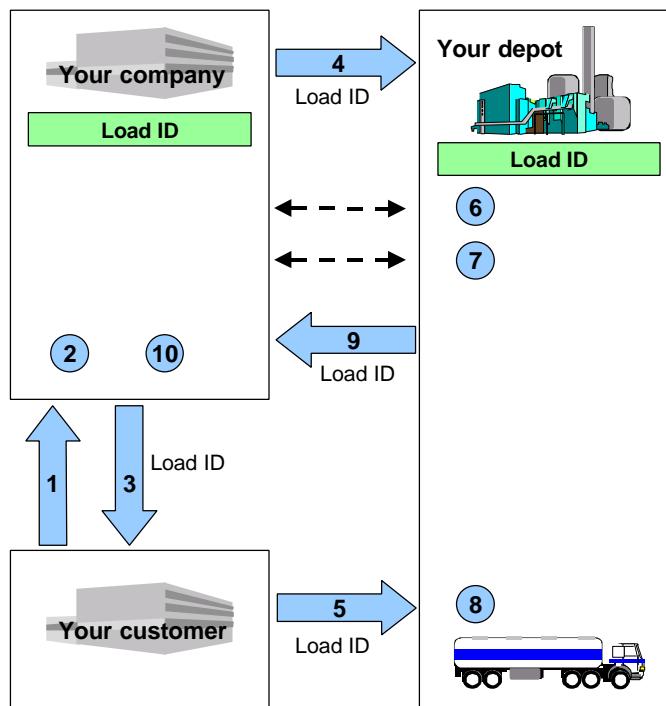
# Supported Business Processes (Examples)

## Business Process for Pick-Ups (Example)

### Purpose

This process describes the TAS Interface function using material pick-ups as an example, where for instance, your customer picks up material from your depot.

The graphic below shows the individual steps involved in the pick-up process.



### Process Flow

In the description that follows, the individual steps refer to the numbers in the graphic.

1. Your customer makes a request that you provide the customer with the authorization to pick up material at your depot.
2. You *create a Load Identification (Load ID)* in R/3.

You save, confirm and release the load ID.

After that, a distribution of the load ID can be made, using the OILLID01 IDoc.



a) You create the SD document (sales contract, order or call-off) and you assign the load ID to the SD document. The assignment can take place either manually or automatically, depending on the Customizing setting.

b) You save the SD document with the assigned load ID(s).

The "SD doc. item - load ID" link is stored in the TAS Reference Table and in the SD document item.

3. You inform your customer about which load ID the customer should use for loading. You do this usually by mail, fax or IDoc.

4. You inform your depot about the load ID that is being used and about additional details of the pick-up.

That information is sent using an IDoc of the IDoc type OILORD02 to the Terminal Automation System of your depot. The Terminal Automation System will require that data to be able to carry out authorization checks and the amount of product that your customer is authorized to pick up against the Quantity Schedule of the contract or of the call-off.

5. Your customer comes to your depot in order to pick up the material, using the load ID.

6. The Terminal Automation System (TAS) checks whether the customer is authorized to do a pick-up.

7. The Terminal Automation System checks what material amount your customer is allowed to pick up. (This step is optional; it depends on whether the Terminal Automation System has the necessary information from the quantity schedule or not.)

8. Loading of the material takes place at the depot. The Terminal Automation System registers the actual load data for the loading transaction.

9. The system displays the actual load data including the load ID from the depot. As a part of that process, the Terminal Automation System sends the OILLDD01 IDoc (message type: OILLDD) to your R/3-System.

10. The data received is processed in your R/3 system based on the load ID. Subsequent document generation is triggered off by the called function module(s). As part of that, for each function that can be accessed, a status indicator is set in TAS Status Tables OIK02A and OIK02B. The indicator shows whether the function has been successfully completed, or whether for example, errors occurred. If functions had errors, then the processing of the incoming IDoc will have to be repeated.

The status of the IDoc is set to 53, which means that all the functions of the function group have been successfully carried out and the corresponding documents have been posted.

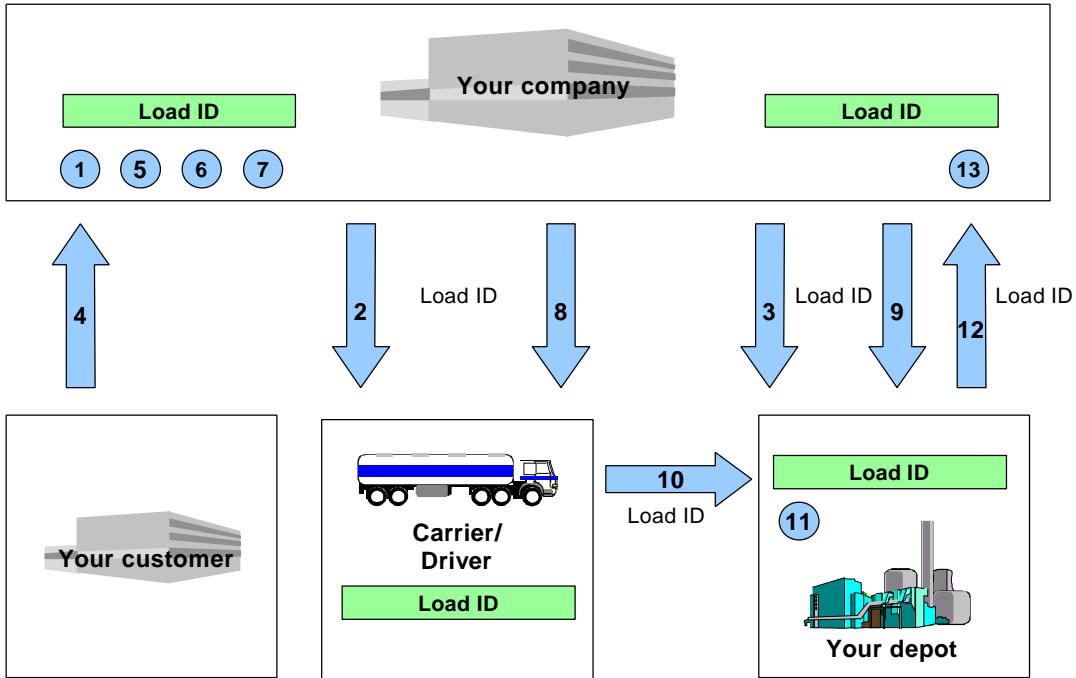
---

## Business Process for Scheduled shipments (Example)

### Purpose

This process describes how the TAS Interface functions, using as an example the shipment of material from your depot by a carrier/driver.

The graphic below shows the individual steps involved in the planned shipment:



## Process Flow

In the description that follows, the individual steps refer to the numbers in the graphic.

1. You create a Load Identification (Load ID) in R/3.

You save, confirm and release the load ID.

After that, a distribution of the load ID can be made, using the OILLID01 IDoc.

2. (Optional) You inform the person responsible for loading (for example: carrier, your own driver) as to the load ID, which he should use for loading. You can use an IDoc of the OILLID01 IDoc type to do that.

3. You inform your depot of the load ID that is to be used, as well as of additional details on the shipment.

That information is sent to the Terminal Automation System of your depot. An IDoc of the OILLID01 type is used to do that. The Terminal Automation System requires that information, in order to carry out shipment processing.

4. You receive an order from your customer.
5. You process the order in the R/3 System.
6. You create the delivery and assign it to the shipment.

**Note:** Instead of a delivery, it could also be another document which is supported by TD-Shipment, for instance, a reservation and/or a shipping notification, as long as it is load relevant.

## 7. You assign one or more load IDs to the shipment.

For shipments, the load ID is assigned to the vehicle. Because a vehicle can be loaded with more than one delivery, the possibility exists of assigning more than one load ID to a vehicle.

The assignment can be made either manually or automatically (which one it is will depend on the setting in Customizing):

- Manual Assignment of the Load ID
- Automatic Assignment of the Load ID

You save the shipment document with the assigned load ID(s).

The "shipment document/vehicle - load ID" link is stored in the TAS Reference Table.

8. (Optional) You can inform the person or company responsible for loading (carrier, driver) of the shipment planning and of the load IDs that are to be used. You can use an IDoc of IDoc type OILSHL01 to do that.

9. You use an IDoc of IDoc type OILSHL01 to inform your depot of the shipment planning and of the load IDs that are to be used.

10. Your carrier or your driver arrive at the depot, in order to carry out the shipment, using the load ID.

11. The material is loaded in the depot.

12. You receive the loading data such as: load ID, the details of the loading (for example, time of loading, shift), and the quantity that was actually loaded from the depot. As part of that, the Terminal Automation System sends the OILLDD01 IDoc (output type: OILLDD) to your R/3 System.

13. The data received is processed in your R/3 system based on the load ID. Subsequent document generation is triggered off by the called function module(s). As a part of that, for each function that can be accessed, a status indicator is set in TAS Status Tables OIK02A and OIK02B. The indicator shows whether the function has been successfully completed, or whether for example, errors occurred. If functions had errors, then the incoming processing of the IDoc will have to be repeated.

The status of the IDoc is set to 53, which means that all the functions of the function group have been successfully carried out and the corresponding documents have been posted.

## Functions

TAS supports the following functions:

- Sending of loading information to an external system
- Receipt of loading information from an external system, for the R/3 System:
  - The use of IDocs and ALE (Application Linking and Enabling)
  - The use of an internal table and a Remote Function Call (RFC)
- The manual entry of loading information in the R/3 System
- The processing of loading information in the R/3 System

The system uses various different function modules for automatic processing. Which one it uses will depend on whether the loading information is entered in the sales contract, order/contract call-off, or shipment.

The following predefined function modules are available in the IS-Oil System:

### OIK\_SD\_CALLOFF\_CREATE

This function module creates calloffs based on loading data in the IDoc that is related to contract items. The Load ID determines the relationship between the loading data and the contract items. This function module does not create deliveries immediately.

The function module from the standard system, **SD\_DOCUMENT\_COPY\_ONE\_STEP**, is used by this function module to create calloffs in the same manner as in the standard R/3 System, but enhanced with IS-Oil functionality.

### OIK\_SD\_DELIVERY\_CREATE

This function module creates deliveries based on loading data in the IDoc related to order items. The Load ID determines the relationship between the loading data and other items contained in the loading data. This function module does not create a goods issue immediately. To create a goods issue, the delivery numbers are stored in table **OIK03**. The report **ROIKPGIS** reads each entry from this table and calls the transaction **VL02** that posts the goods issue for the delivery. After goods issue has been posted, the entry for the delivery is deleted from table OIK03.

### OIK\_SD\_CALLOFF\_DELIVERY\_CREATE

This function module creates calloffs based on loading data in the IDoc related to contract items as well as deliveries for the created calloffs.. The relationship between the loading data and the contract items is determined by the Load ID which is part of the loading data.

The function module in the standard system, **SD\_DOCUMENT\_COPY\_ONE\_STEP**, is used by this function module to create calloffs and deliveries in the same manner as in the standard R/3

System, but enhanced with IS-Oil functionality. It is not possible to post the goods issue immediately. To create the goods issue, the delivery numbers are stored in table **OIK03**. The report **ROIKPGIS** reads each entry from this table and calls transaction **VL02** to post the goods issue for a delivery. After goods issue has been posted, the entry for the concerned delivery is deleted from table OIK03.

## **OIK\_TD\_SHIPMENT\_LOAD\_CREATE**

This function module replaces the loading transaction for a scheduled shipment. The action code in the IDoc determines if a load save (Action Code 11) or a load confirm (Action Code 15) is started. The Load ID references a vehicle. Depending on the data in the data area E1OILT3 of the IDoc, the quantities are split across all documents with the same material on the vehicle, are split across all documents with the same material in a compartment, or are booked exactly against a document assigned to a compartment.

## **OIK\_OILDD01\_TASGRP2\_FORWARD**

This function module creates a copy of the loading IDoc and replaces the original Load ID with a value from one of the following fields in the Load ID master data record: LID Depot, 3rd Party Code, or 3rdDelNr, according to the customising in the system. The IDoc is then sent to the ALE layer, and can be used as an inbound IDoc for another R/3 IS-Oil system.

In TAS, we use this function module to overwrite the LID field in the incoming IDoc OILLDD01 and send the same IDoc to the third party system.

## **OIK\_IDOC\_TASGRP2\_CREATE**

This function module enhances the IDoc with Load ID master data. The IDoc is then sent to the ALE layer.

In TAS, we use this function module to enhance the incoming IDoc OILLDD01 with LID master data. The resulting IDoc, OILLDC01, has an extra segment added to it. It is then forwarded to the third party system.

All the function modules are in the function group **OIK2**. The user can add self-defined modules. R/3 function modules can be used with user-defined function modules.

# Processing

## Processing inside R/3

### LID Master Data

**LID (Load Identification)** is a number that is stored in the R/3 System as a master record and that is used when loading takes place in the R/3 System to relate the loading data with the concerned document inside R/3. This is achieved by assigning the LID to a particular line item in the R/3 document and accessing the document after the corresponding loading data is sent thought he TAS interface from the loading depot/third party. Subsequent functions are executed automatically, based on the data in the basic document.

The master record for the load identification contains the information that is required for an easy transfer of loading information between the R/3 System and an external system. LID master data includes fields like Sold-to party, Ship-to party, Plant, Storage Location, Material, Material Group, Shipping point, Mode of transport, Shipping Condition, Transport Planning Point, Vehicle number, Driver number, Driver shift, Trip number, Handling type, valuation type etc.

Whenever a new Load-ID is required it will be created in the **Load-ID Master Data Repository**. Depending on the scenarios which they support (*customer pick-ups, scheduled shipments*) the Load-IDs are of different types. Each Load-ID type is defined by a number of **Control fields**; at least one.

Control fields will be used to check whether a particular Load-ID can be assigned to a SAP document item (by matching SAP document item values with control field values). Control fields are **not** key-fields to a Load-ID. Control fields are SAP fields found on a sales contract header or sales contract item or sales order header or sales order item or on the shipment header and/or at the vehicle level of scheduled shipments.

### Structure

The load identification contains the following information:

<b>Control structure type</b>	Determines whether a pick-up is involved, or a planned shipment.
<b>Load identification type</b>	Depends on the control structure and determines, among other things, which control structures are used. You can define load identification types in IS-Oil Downstream Customizing by choosing <i>TD → Terminal Automation System Interface → Define load ID (LID) types and assign control structures</i> .
<b>Control structure</b>	Determines what fields on the Control screen can accept data as Control and addn control fields. These fields are later used to check the TAS-relevance of a particular line item. The control structure is defaulted from IS-Oil Downstream Customizing, in dependence on the load identification type.

## Creating/Activating an LID

You create an LID in the Load-ID Master Data Repository by specifying the Control Structure type, the LID type and the Control Structure. Then, after filling in the control, info, and the user fields, you either save or confirm the LID. Only confirmed LIDs can be released and only released LIDs are available for assignment to a document or for sending to TAS/third party.

There exists a “Version Concept” for the Load-ID Master Data. There are 2 possible versions for a LID : “Working” and “Active” versions.

Saving and Lid produces the **working** version while confirming one makes it the **active** version.

- An “**active**” version and a “**working**” version of the Load-ID exist in parallel
- The “active” version is the one which has been sent to the TAS and is the (only) one that can be used in Load-ID assignment to SAP documents.

This is so because it is required to have two separate transactions for

- (*Transaction 1*) Creating or Changing the Load-ID Master and
- (*Transaction2*) activating the creation/changes and sending these to the TAS.

The reasons for having this two-transaction concept are : control purposes and the fact that not every “save” (when e.g. changing a Load-ID) should automatically trigger a sending to the TAS.

The following outlines how the two versions of a Load-ID master record should be handled :

### Creating Load-ID Master

- *Transaction1*:CreateLoad-IDMaster.

*NOTE: No version exists so far Save.* This creates the “**working**” version of the Load-ID

- *Transaction:* **Confirm.** The “working” version is made the “**active**” one and its sending to TAS is triggered. The “working” version no longer exists.

### Changing Load-ID Master

- *Transaction1*: Change Load-ID Master.

*NOTE: Either an “active” or a “working” (or both) versions exist; but at least one IF only the “active” version exists, THEN create a “working” version as copy of the “active” version by choosing the option *Load ID → Revise for update*. Perform changes on the “working” version. ELSE (the “working” version existed already) use the “working” version to perform the changes. Save all changes on the “working” version.*

- *Transaction 2: Confirm.* The “working” version is made the “**active**” one and its sending it to TAS is triggered. The “working” version no longer exists.

Only the “active” version can be used for processing in SAP.

In case of changing Load-ID master data, the *Transaction 1* could be processed several times before processing *Transaction 2*.

The concept of “active” and “working” version is vital because we want to support the concept of separating the creation/changing of the Load-ID master from the activation/sending transaction and ensuring that the master data used in SAP and the master data used in TAS are synchronised at any time.

## Releasing an LID

### Prerequisite

Only load IDs that have already been confirmed can be released.

Released load IDs:

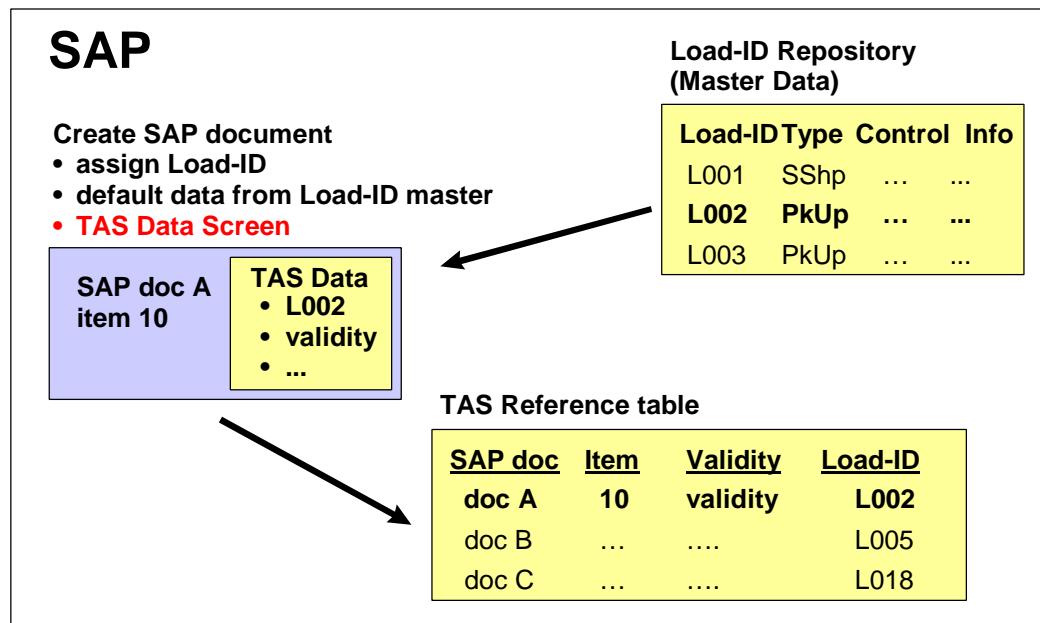
- Can no longer be changed
- Can be assigned to SD documents

The system automatically produces a change pointer for those load IDs, in order to make distribution to the depots possible. A change document is used to create the change pointer, assignable with ALE customising.

## Create / Update TAS relevant SAP documents

### Introduction

When creating a SAP document item which is TAS relevant a Load-ID from the master data repository will be assigned. In essence, the control values of the Load-ID need to match with values found in the SAP documents to which the Load-ID is assigned. The Load-ID and certain TAS Reference table relevant data will be stored with the SAP document. The TAS relevant data in the SAP document is the default for the TAS Reference table entry. Creating or updating the SAP document will trigger the creation/update of the TAS Reference table entry.



From a business point of view it is the SAP document (sales contract, sales order etc) which is used to communicate with the customer. The TAS relevant data i.e. Load-ID, Load-ID master data and the TAS REF table needs to be online available in the SAP document to facilitate fast

and efficient handling of customer contacts. To capture the TAS relevant data in a SAP document a separate **TAS Data Screen** is incorporated in existing screens e.g. IS-Oil “external details” screen. Double-clicking on the Load-ID itself could branch to Load-ID master data (“ACTIVE” version).

## Creating SAP document items

The process of creating a SAP document item which is **TAS interface relevant** includes the following steps (where only the essential ones have been mentioned) :

- define all SAP document item data; especially the PLANT value needs to be filled.
- in the next step a Load-ID needs to be assigned to the SAP document item.
  - ⇒ To decide whether a document item is TAS relevant and needs to have a Load-ID assigned, the system matches the document item values with the relevant values set up in customising. The preference of fields for this purpose is based on the hierarchy settings in customising, both for pick-ups and scheduled shipments. You can define this hierarchy in IS-Oil Downstream Customizing by choosing *TD → Terminal Automation System Interface → Define TAS relevance for pickup and shipment*.
  - ⇒ Values in the customising table are either “real” values or “wild-cards” (value asterix ‘\*’). The wild-card values will be read as “any possible value” (and will not be read as “blank”).
  - ⇒ The LID assignment can happen either automatically or manually. The steps followed in either case are as follows:

## Automatic Assignment of the Load ID

During the automatic assignment of load IDs, the system checks if the document is TAS-relevant or not. As part of that, the system compares:

- **For a pick-up:** the item data of the corresponding sales document with the relevant values set up in customising.
- **For a shipment:** the shipment header data and the vehicle data with the relevant values set up in customising.

If they are the same, the system determines the load ID type and searches for valid load IDs for that load ID type.

If the system finds one matching load ID, that load ID will be assigned to the SD document item/vehicle.

If the system finds several matching load IDs, and the definition of the load ID type in Customizing allows multiple assignment, those load IDs will be automatically assigned to the SD document item/vehicle. If the system finds several matching load IDs, but automatic multiple assignment is not allowed, you can assign the matching Load IDs via a dialog box or even manually.

### Prerequisites

In Customizing, you can determine whether for each load ID type, a load ID is to be assigned to a document item automatically, and whether multiple assignment is allowed. To set that in

Customizing, choose *TD* → *Terminal Automation System Interface* → *Define load ID (LID) types and assign control structures*.

## Manual Assignment of the Load ID

1. To assign a load ID to a sales document, from the item overview, choose *Item* → *More functions* → *TAS Data*.

To assign a load ID to a shipment document, from the Vehicle Overview Screen for the shipment, choose *Goto (2)* → *Tas Data Screen*.

This takes you to the dialog box for maintaining the load ID.

2. Enter the load ID and confirm your entry with **ENTER**.

The system copies all data as default values from the master record of the Load Identification (Load ID).

The system defaults the following values as the validity period of the load ID:

Sales contract: Validity period of the sales contract

Order: Requested delivery date, dependent on the date type

Transport: Planned date for the start/end of loading

You can change all default values.

3. At this point, you can change the default values, if you want to.

The following additional processing options are available:

*Choose*      The system branches to the master record for the load ID.

*Create*      A new data record is added.

*Deactivate*    The data record in question is deactivated. The data record is removed from the active data records. You can then display it by choosing History.

4. Choose Continue to leave the dialog box. This results in the changed data being copied into the document.

## Data Transfer from R/3 to TAS

The communication processes between the R/3 system and the terminal automation system can be divided up into

- Sending of **master data** e.g. LID master data, TD master data, material master data et al.
- Sending of **transaction data** – This is possible in either direction:
  - data relating to contracts, orders, planned shipments, quantity schedules from R/3 to TAS
  - loading related data from TAS to R/3

### Master data distribution

#### Distribution of Load Identification Master Data (ALE)

For the distribution of LID master data when LIDs are either created or changed, we use the change pointer concept.

The changes made to the master record of a load ID in the R/3 System trigger the processing of a change document, which further triggers an entry in the change pointer table. Then, the change pointer that is set during the release of the load ID is evaluated, the IDocs can be set up for the changed load ID and the IDocs can be sent to the corresponding TAS groups. The message type for load IDoc OILLID is used to do that.

Whether or not assigned master data is also to be sent depends on the Customizing settings for the load ID type. When that function is activated, additional segments of the IDocs are populated, if entries in the control fields or the additional control fields of the load ID are present. Those fields are:

- Customer (sold-to or ship-to party)
- Material (the plant/storage location are required to gain a more detailed specification and in order to fill all the segments)
- Vehicle
- Driver
- Carrier (vendor master)

#### Prerequisites

If the load ID distribution program is started, entries for modified master data within control fields will also be evaluated. That means, if data has changed within a master record (for example: driver) since the last distribution, then all the load IDs which have that master record in a control field or additional control field will also be sent.

You activate that function in ALE Customizing in Table TBD62 by choosing: *Distribution (ALE) → Extensions → Master data distribution → Activate change pointer per change document item*.

In Table TBD62, enter the following change document fields for message type **OILLID**, (for which the change pointer is to be written) so that changes made to a master data object can be distributed to other systems:

- OILDRIVER
- OILVEHICLE
- MATERIAL
- DEBI

## TAS-Groups

The sending of data from SAP to TAS systems (\*) is effected by creating IDOCs and using ALE output determination. The output determination uses so called **logical systems** to determine to where i.e. which IT system address to send the data to. Each relevant TAS system (\*) will be stored in SAP as such a logical system. A **TAS-group** is a set of TAS systems (\*). This grouping concept enables the simultaneous sending of the same data to different systems, where the TAS-group is used as a filter object.

(\*) or 3<sup>rd</sup> party system

### Activities

From the area menu of the TAS Interface, choose *Environment → IDoc via ChgPointer*. Enter OILLID as the message type, and run the program.

All load IDs that have a change pointer will now be sent to the corresponding TAS groups.

### Types

In TAS, we have the option of specifying 2 TAS Groups:

**TAS Group 1** – Consists of systems to which to forward the master data to, after it is created in the R/3 system.

**TAS Group 2** – Consists of systems to which to forward the loading data to, after it is received from the depot. Only in the case of forwarding the loading data, is this field used.

## Transaction data transfer from R/3 to TAS

### Distribution of Contract/Order data

Contract or order master data is distributed through output determination using IDoc OILORD02 of message type OILORD. We have the following output types for this:

**OICO** – IS-Oil/TAS: Output type for contract

**OIOR** – IS-Oil/TAS: Output type for order

After the customer has done a pick-up, the quantity schedule in the contract gets modified. This triggers the processing of a change pointer, an entry in the change pointer table is made. But, this data is only sent to TAS **on request** (See – How to transfer via *Analyze Chg. Pointers (Tx BALE)*) Also, the message type for this is **OIRQTS**.

## Distribution of Shipment data

Shipment master data is distributed through output determination using the IDoc OILSHL01 of message type OILSHL. We have the following output type for this:

OIKT – IS-Oil/TAS: Output type for shipment

For either of the above, following are the prerequisites:

### **Prerequisites**

Output determination controls the distribution of TAS-relevant documents using ALE. To do that, you will have to assign an appropriate output determination procedure at item level in Customizing:

## Assigning an output procedure

### **Customizing**

For pick-ups: *Sales and Distribution → Basic Functions → Output → Output determination → Output proposal using the condition technique → Maintain output determination for sales documents → Assign output determination procedure → Assign sales document items*

For shipments: *IS-Oil Downstream → TD → TD Output determination → Output determination for bulk transportation scheduling → Assign output condition determination procedure → Assign output procedure - scheduling (detailed level)*

The output type that is used for output in the output procedure is activated by condition 477 in Customizing (*Sales and Distribution → Basic Functions → Output → Output determination → Output proposal using the condition technique → Maintain output determination for sales documents → Maintain output determination procedure*). Condition 477 carries out the following checks, so that the document can be sent:

- The item has to be TAS-relevant.
- A load ID has to be assigned to the item.
- The copy indicator of the load ID may not be set.

The changed output in Customizing determines whether the created IDoc will be sent new or as a change IDoc (*Sales and Distribution → Basic Functions → Output → Output determination → Output proposal using the condition technique → Maintain output determination for sales documents → Maintain output type*).

When document items or complete documents are deleted, corresponding IDocs are sent with deletion indicators. This occurs when the documents are posted.

## Data transfer from TAS to R/3

After loading data has been recorded at the TAS, it is sent to R/3. This is done through the IDoc OILLDD01 of message type **OILLDD**. IDocs of message type OILLDD contain the following segments, in which the load data is stored:

- E1OILT1
- E1OILT2
- E1OILT3
- E1OILT4

## Processing in R/3 after receipt of the Loading data

The incoming IDoc OILLDD01 calls the function module IDOC\_INPUT\_OILLDD. This function carries out different actions for a pick-up and a scheduled shipment.

### Processing for a pick-up

The function module IDOC\_INPUT\_OILLDD carries out the following functions:

- The IDoc segments E1OILT1 and E1OILT2 are copied into the internal tables: T\_ROIKLOAD and T\_ROIKAUOM respectively.
- For segment type E1OILT1, it is determined which load IDs are linked to which SD document item.
- For segment type E1OILT1, it is determined which function group is to be called.
- The functions that are to be carried out are dependent on the function group (see also IS-Oil Downstream Customizing under *Terminal Automation System Interface → Define functions and function groups.*)

As a part of that, for each function that can be accessed, a status indicator is set in TAS Status Tables OIK02A and OIK02B. The indicator shows whether the function has been successfully completed, or whether for example, errors occurred. If functions had errors, then the incoming processing of the IDoc will have to be repeated.

- All functions of the function group are carried out, for example creating a call-off, creating a delivery, carrying out customer functions.

The database change is carried out for one function within one LUW (logical unit of work). The TAS Status Tables OIK02A and OIK02B are also updated.

- The status of the IDoc is set to 53, which means that all the functions of the function group have been successfully carried out and the corresponding documents have been posted.

### Additional functionality

In case a pick-up is to be created against a contract line item, that is, the LID is assigned to a contract line item, we offer certain additional functionalities.

#### *General Rule for overwritability :*

- a) The field values are copied from the parent document, in this case from the contract to the created call-off.
- b) In case these fields are populated in the LID master data (as Control or additional control fields), these values overwrite those in a).
- c) In case the incoming IDoc contains these field values, these values overwrite the ones in a) and b) above.

#### *Functionality for overwriting fields*

The above mentioned rules apply for the following fields:

1. **Ship-to party** -- If the ship-to party of the load ID is not identical with the ship-to party of the sales contract item, but is defined in the contract header, the system will create a call-off for the ship-to party. So it is in the case of the field being populated in the incoming IDoc OILLDD01. In that case, this overwrites both the earlier ones, only if it is defined in the contract header.

2. **Material** -- If the material of the load ID is not identical with the material of the SD document item (contract item), the system will create a call-off with the material in the LID master data. A prerequisite for that is that the procedure for material determination is maintained and the material has been entered there. So it is in the case of the Material field being populated in the incoming IDoc OILLDD01. In that case, this overwrites both the earlier ones.

3. **Storage location** – Treatment similar to above.

4. **Handling type** -- Treatment similar to above.

5. **Valuation type** -- Treatment similar to above.

## Functionality for Exchange Agreements / Straight Purchase

The *Additional Information* detail screen contains a field: MM document number TAS. The purchase document that is entered here, which can be a purchase contract or a purchase order, is used for an automatic goods receipt posting when loading takes place. The document can be assigned to an exchange agreement; then, the corresponding exchange agreement will be processed. If there is no assignment to an exchange agreement, a straight purchase is made. If the document entered is a purchase contract, the corresponding purchase order is created automatically from the interface and a GR is done before a GI. This automatically requests a “commit work and wait” between these two steps; which slows down the performance.

## Processing for a scheduled shipment

The function module IDOC\_INPUT\_OILLDD carries out the following functions:

- The IDoc segments E1OILT1, E1OILT3 and E1OILT4 are copied into the internal tables: T\_ROIKLOAD, T\_ROIKSHIP and T\_ROIKSUOM.
- For segment type E1OILT1, a determination is made, which shipment document is linked to which load ID.
- For segment type E1OILT1, it is determined which function group is to be called.
- The functions that are to be carried out are dependent on the function group (see also IS-Oil Downstream Customizing under Terminal Automation System Interface → Define functions and function groups.)

As a part of that, for each function that can be accessed, a status indicator is set in TAS Status Tables OIK02A and OIK02B. The indicator shows whether the function has been successfully completed, or whether for example, errors occurred. If functions had errors, then the incoming processing of the IDoc will have to be repeated.

- All functions of the function group are carried out, for example: save load, confirm load, carry out customer functions.

The database change is carried out for one function within one LUW (logical unit of work). The TAS Status Tables OIK02A and OIK02B are also updated.

- The status of the IDoc is set to 53, which means that all the functions of the function group have been successfully carried out and the corresponding documents have been posted.



## **Subsequent processing in either case**

After the above functions have been executed in either case, the system checks if the loading information is to be forwarded to a third party. If yes, whether the LID has to be overwritten or the IDoc is to be enhanced with the LID master data. Depending on the customising in the system, the following functions are executed:

### **OIK\_OILDD01\_TASGRP2\_FORWARD**

This function module creates a copy of the loading IDoc and replaces the original Load ID with a value from one of the following fields in the Load ID master data record: LID Depot, 3rd Party Code, or 3rdDelNr, according to the customising in the system. The IDoc is then sent to the ALE layer, and can be used as an inbound IDoc for another R/3 IS-Oil system entered in the TAS Group 2 field in the LID master data. In this case, the outgoing IDoc to the third party system is also OILLDD01

### **OIK\_IDOC\_TASGRP2\_CREATE**

This function module enhances the incoming IDoc OILLDD01 with LID master data. The resulting IDoc, OILLDC01, has an extra segment added to it. It is then forwarded to the third party system entered in the TAS Group 2 field in the LID master data. In this case, the outgoing IDoc to the third party is OILLDC01.

# IDoc Description

## General Construction of the IDoc

An IDoc is comprised of a number of data records in two tables:

- Control record table EDI\_DC
- Data record table EDI\_DD

A control record entry EDI\_DC exists for each IDoc. This contains important data, such as the ID of the transmitting and receiving systems, and other IDs. A data record entry EDI\_DD exists for each data record. This is made up of a header section which is 55 bytes long and a user data section which can hold up to 1000 bytes. The reference between data record and control record is created with an IDoc number. For each control record with document number DOCNUM, data records with the same document number DOCNUM must exist. There is, therefore, a 1:N relationship between control types and data types. The data records must be entered into table EDI\_DD in exactly the same sequence as required by the hierarchical structure of the corresponding IDoc categories. For further information on the hierarchy, see section *Overview of IDoc Structure*.

Not all fields in EDI\_DC or EDI\_DD are mandatory. Make sure that you do not initialize fields that need to be filled.

If you are transmitting an IDoc from the external system to SAP, then you have to define a logical system as communication partner in the R/3 system (*SALE -> Distribution model -> Logical systems*) and a partner profile for inbound processing that agrees with this partner number. The partner number of the destination system (here SAP) is not actually mandatory, but we recommend that you specify it, so that communication procedures can be carried out correctly. The logical system of the SAP system is maintained per client in table T000 (SM31).

The partner profiles can be used to provide a non-standard function module for processing IDocs in the table for inbound processing methods in the ALE service level.

## Data Transfer Format

Data is transferred via the interface using only CHAR format. Conversion is carried out in the SAP system with the necessary adjustments for the entry fields in CHAR formats. The following table gives the required entries for the important data categories.

<b>Field</b>	<b>Length</b>	<b>possible entry value</b>
NUMC	e.g. 18	'000000000012345678' positive, numerical char format right-aligned with preceding zeros
CHAR	e.g. 18	'Bordeaux_____' char format left-aligned with subsequent spaces
QUAN	e.g. 18	'2456.12_____' or '2456.12-_____' Fixed decimal point left-aligned with point as decimal symbol, possibly with subsequent

		+/- sign or spaces
DATUM	8	Format YYYYMMDD e.g. 19961231 for 31.12.1996
UZEIT	6	Format HHMMSS e.g. 174809 for 17h48m09s

**See also:***EDI\_DC - IDoc Control Record**Special Fields in the Control Segment of the EDI\_DC**EDI\_DD - IDoc Data Record*

## Overview of Transferred Message

The messages listed below are transferred from the SAP R/3 system to the terminal automation system. The names used are those specified for the basic IDoc categories and logical message types:

Action	IDoc name	Message type
LID Master Data distribution	OILLID01	OILLID
Sending Contract/Order data to TAS	OILORD02	OILORD
Sending Quantity Schedule data to TAS	OILORD02	OIRQTS
Sending shipment relevant data to TAS	OILSHL01	OILSHL
Sending Loading related data to 3 <sup>rd</sup> party	OILLDC01	OILLDC

The messages listed below are transferred from the terminal automation system to the SAP R/3 system:

Action	IDoc name	Message types
Sending loading related data to R/3	OILLDD01	OILLDD

**Transfer of all data in CHAR format**

All data are transferred to the IDocs in character format. There are, for example, no 8 byte sliding decimals.

**Transfer of all units of measure according to ISO standard**

All units of measure, country codes and currency codes are transferred in the IDoc according to the ISO guidelines (e.g. KGM instead of KG for the kilogram unit) except the ASTM UOMs, for which no conversion takes place.

## Overview of IDoc Structure

The following sections describe the structures of the different IDocs. The indentations in the *Segment* column indicate the hierarchical structure of the IDoc, i.e. a segment with an indentation to the right is lower in the hierarchy than the previous segment further to the left. Subordinate mandatory segments are only mandatory if the segment superior in the hierarchy is also available.

*OILLID01 – LID Master data distribution*

*OILORD02 – Sending Contract/Order data to TAS (through message type OILORD) or the data relating to the quantity schedule to TAS (through message type OIRQTS)*

*OILSHL01 – Sending shipment relevant data to TAS*

*OILLDC01 – Sending loading related data to 3<sup>rd</sup> party*

*OILLDD01 – Sending loading related data to R/3*

## EDI\_DC - IDoc Control Record

The control record IDoc EDI\_DC contains important information on the transmitting and receiving partners. It can occur exactly one time per IDoc.

Only some of the fields need to be filled for IDocs that are transmitted from TAS to the R/3 system. These are identified as mandatory fields in the following field list.

If an IDoc is transmitted from the R/3 system to the terminal automation system, then nearly all fields are filled, although the relevant fields are only those that are marked as TAS-relevant.

Field name	Format	TAS-relevant	Required Field	Description
TABNAM	CHAR 10			Name of table structure
MANDT	CLNT 03			Client
DOCNUM	CHAR 16	X	X	Number of intermediate document
DOCREL	CHAR 04			SAP-Release of intermediate document
STATUS	CHAR 02			Status of intermediate document
DOCTYP	CHAR 08			IDoc category
DIRECT	CHAR 01			Direction
RCVPOR	CHAR 10			Receiver port (SAP system, EDI subsystem)
RCVPRT	CHAR 02	X	X	Partner type of receiver
RCVPRN	CHAR 10	X	X	Partner number of receiver
RCVSAD	CHAR 21			EDI: SADR field total
RCVLAD	CHAR 70			Logical address of receiver
STD	CHAR 01			EDI standard

STDVRS	CHAR 06			Version of EDI standard
STDMES	CHAR 06			EDI message type
MESCOD	CHAR 03			Logical message variant
MESFCT	CHAR 03			Logical address of receiver
OUTMOD	CHAR 01			Issue mode
TEST	CHAR 01			Test indicator
SNDPOR	CHAR 10			Transmission port (SAP system, EDI subsystem)
SNDPRT	CHAR 02	X	X	Partner type of transmitter
SNDPRN	CHAR 10	X	X	Partner number of transmitter
SNDSAD	CHAR 21			EDI: SADR fields in total
SNDLAD	CHAR 70			Logical address of transmitter
REFINT	CHAR 14			Reference to transfer file
REFGRP	CHAR 14			Reference to message group
REFMES	CHAR 14			Reference to message
ARCKEY	CHAR 70		X	Document ID in the external system
CREDAT	DATS 08		X	Creation date of intermediate document
CRETIM	TIMS 06		X	Creation time of intermediate document
MESTYP	CHAR 06	X	X	Logical message category
IDOCTYP	CHAR 08	X	X	Name of basic IDoc category
CIMTYP	CHAR 08			Name of extension type
RCVPFC	CHAR 02			Partner function of receiver
SNDPFC	CHAR 02			Partner function of transmitter
SERIAL	CHAR 20	X	X	EDI/ALE: Serialization field
EXPRESS	CHAR 01			Override in inbound processing

### Special Fields in the Control Segment of the EDI\_DC

Special functions must be taken into account for the following fields.

#### i) Field EDI\_DC-DOCNUM: Document number

In the central description, the field indicates the unique number in the SAP R/3 system of the document that is transmitted. A unique number must also be entered in the subsystem so that a reference can be created to the accompanying data records. When the IDoc being transmitted from the subsystem is imported by the R/3 system, the content of DOCNUM is replaced with an internal number, determined by the R/3 system. The reference to the old DOCNUM is saved.

ii) Field EDI\_DC-RCVPRT: Partner type of receiver

The field indicates the type of partner system and is generally set to 'LS' (logical system) for communication with non-R/3 systems.

iii) Field EDI\_DC-RCVPRN: Partner number of receiver

Number or name of the receiving system.

iv) Field EDI\_DC-SNDPRT: Partner type of transmitter

The field indicates the type of partner system and is generally set to 'LS' (logical system) for communication with non-R/3 systems.

v) Field EDI\_DC-SNDPRN: Partner number of transmitter

Number or name of transmitting system.

The combination of fields SNDPRT and SNDPRN is extremely important for the subsystem when data in the incoming IDocs is being processed.

These two fields are used to separate documents from different R/3 systems or R/3 clients. A terminal automation system could, for example, receive the same Lid from two R/3 systems. These 2 line items must not get mixed up during subsequent processing. SNDPRT and SNDPRN therefore, function as an additional part of the key for all identification fields.

vi) Field EDI\_DC-ARCKEY: Document identification in the external system

In field ARCKEY, the subsystem can save additional information for unique identification of a transmitted document. If a document transmitted from the subsystem cannot be processed by the R/3 system, then an error message with the contents of ARCKEY is sent back in order to create a reference to the document creating transaction.

vii) Field EDI\_DC-MESTYP: Logical message category

The field contains the logical name of a message. It is not bound by any EDI standard. Logical messages are assigned by SAP to the individual IDoc types.

viii) Field EDI\_DC-IDOCTYP: Name of basic IDoc type

The IDoc type is defined by the applications. They determine the sequence of the SAP segments. The IDoc types issued with the SAP standard are identified via field IDOCTYP just as IDoc types newly created by the customer are.

ix) Field EDI\_DC-SERIAL: EDI/ALE: Serialization field

The serialization field contains a unique number, which can be used in serialization, i.e. setting the correct transmission sequence of IDocs in the receiving system. Generally, this is a time stamp, that explodes the sequence sufficiently or which provides a sequence of consecutive numbers

based on the unique identification of the creation sequence and/or the transmission sequence in the transmission system. The serialization field should only contain numbers.

## EDI\_DD - IDoc Data Record

The IDoc data record EDI\_DD contains a 55 byte header section with reference information and hierarchy information as well as a user data section of up to 1000 bytes. The size of the user data section is determined by the length of the IDoc segment transferred there.

When the R/3 system is receiving or transmitting data, the sequence of the individual data records transferred is determined directly from table EDI\_DD. When data is being transmitted, the data records are also numbered sequentially.

Field name	Format	Required field	Description
TABNAM	CHAR 10		Name of table structure
MANDT	CLNT 03		Client
DOCTNUM	CHAR 16	X	Number of intermediate document
SEGNAM	CHAR 06		Sequential number
SEGNAM	CHAR 10	X	IDoc segment name
PSGNUM	CHAR 06		Number of hierarchically superior segment
HLEVEL	CHAR 02		Hierarchy level of segment
DTINT2	CHAR 02		SAP-internal field, do not fill
SDATA	LCHR 1000	X	User data in the form of an IDoc segments

If, for example, you are transmitting two IDocs with loading information from TAS to an R/3 system, one with the load information for a pick-up including additional quantities in alternative UoMs, and the other for a scheduled shipment, again with additional quantities in alternative UoMs, the first one contains 2 segments and the second, three. Then, a total of two EDI\_DC records and five EDI\_DD records are transferred. The segments of one IDoc are grouped using the unique number of the IDoc or intermediate document.

The DOCTNUM is also used to identify the corresponding EDI\_DC record. The R/3 client has the logical system description ',LS S11MAND002', and the subsystem is defined using ',LS TRANSPLAN1'.

**EDI\_DC**

IDoc number	Receiving partner	Transmitting partner	Message type	IDoc type
9000000000123456	LS S11MAND002	LS TRANSPLAN1	OILLDD	OILLDD01
9000000000123457	LS S11MAND002	LS TRANSPLAN1	OILLDD	OILLDD01

**EDI\_DD**

IDoc number	Segment name	User data	Description
9000000000123456	E1OILT1	0010000101AD01ED...	Load info for pick-up
9000000000123456	E1OILT2	CHDTUJN00732UIL...	Quantities in addn UoM
9000000000123457	E1OILT1	0010000102AD01ED...	Load information for scheduled shipment
9000000000123457	E1OILT3	CUYBCUFWENUII...	Addn load information for scheduled shipment
9000000000123457	E1OILT4	00010084000354676...	Quantities in addn UoM

**Note:** All the entries above should be seen only as example values.

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## **IDoc OILLDD01 – Sending loading data from TAS to R/3**

This is the only incoming IDoc in the R/3 system. This contains the loading data at the depot, sent to the R/3 system through ALE. Depending on the customising in the R/3 system, it may be sent to a third party with a substitution in the LID field (in which case it goes out as the same type, that is, OILLDD01) or with enhancements (in which case it changes to an IDoc type OILLDC01). That means, that this IDoc can act both as an incoming as well as an outgoing one. But, for incoming type, this is the only one available.

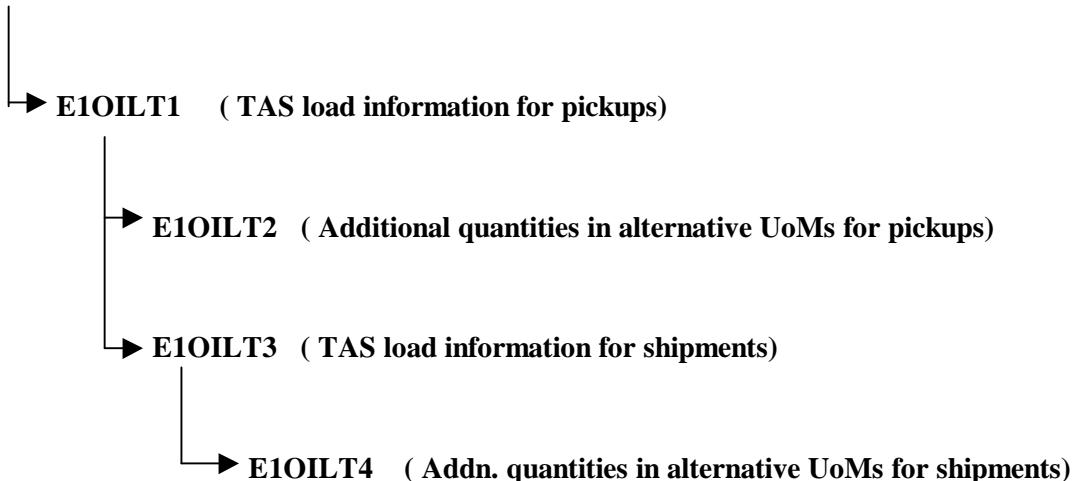
This IDoc consists of a maximum of 4 segments, out of which one (E1OILT1) is a mandatory segment.

Hence, in the case of a pick-up, segment E1OILT1 is definitely populated while segment E1OILT2 might or might not be. In the case of a schedule shipment, segments E1OILT1 and E1OILT3 are definitely populated while segment E1OILT4 might or might not be. Following is a description of the segments and the number of times they might occur.

Segment Name	Description	Mandatory segment	Number
E1OILT1	TAS load information for pickups	X	1-99
E1OILT2	Additional quantities in alternative UoMs for pickups		1-99
E1OILT3	TAS load information for shipments		1-99
E1OILT4	Additional quantities in alternative UoMs for shipments		1-15

## IDoc Structure

OILLDD01 (TAS Load information for R/3)



## Description of the IDoc Segments

Following is a description of the respective segments and the fields therein.

### E1OILT1: TAS load information for pickups

This is a mandatory segment in this IDoc. It contains loading information such as loading date/time, loaded quantity and UoM, oil temperature and density etc. These along with the TAS LID are required fields in this segment.

Field Name	Format	Required Field	Description
ACTION	CHAR 02	X**	Action for TAS and TPI IDoc
LIDNO	CHAR 30	X**	LOAD ID TAS

LIDADDON	CHAR 20		LOAD ID ADDON TAS
LOADDATE	DATS 08	X**	Actual date for end of loading
LOADTIME	TIMS 06	X**	Actual time for end of loading
MMDOCNR	CHAR 10		SAP MM Document Number TAS
MMDITMNR	NUMC 05		SAP MM Document Item for TAS
WERKS	CHAR 04	X**	Plant
LGORT	CHAR 04		Storage location
CHARG	CHAR 10		Batch number
VSTEL	CHAR 04		Shipping point
TSTMP	CHAR 07		Test temperature
TSTEH	UNIT 03		Oil test temperature unit
TDICH	CHAR 07		Oil test density
MTTMP	CHAR 07	X*	Material temperature
MTTEH	UNIT 03	X*	Oil material temperature unit
BDICH	CHAR 07	X*	Oil density at base temperature
BSWCN	CHAR 07		BSW content
MCF	CHAR 07		Meter correction factor
ABIND	CHAR 01		Air bouyancy indicator
HYDRO	CHAR 01		Hydrometer correction indicator
TRQNT	CHAR 17	X*	Transaction quantity
TRUOM	UNIT 03	X*	Transaction entry unit of measure
MATNR	CHAR 18		Material
SHIPTO	CHAR 10		Ship-to party
HNDLTYPE	CHAR 02		Excise duty handling type (denotes use of material)
EXTLID	CHAR 30		LID used at depot
EXTDELNR	CHAR 30		Third party Code TAS
BWTAR	CHAR 10		Valuation type
EBELN	CHAR 10		Purchasing document number
EBELP	NUMC 05		Item number of purchasing document
SDOCART	CHAR 04		Subsequent document art

\*\* - Mandatory for both pick-ups and scheduled shipments

\* - Mandatory only for pick-ups

### **E1OILT2: Additional quantities in alternative UoMs for pickups**

This is an optional segment, which is used in case an alternative unit of measure (UoM) needs to be communicated in the case of a pick-up.

<b>Field Name</b>	<b>Format</b>	<b>Description</b>
ADQNT1	CHAR 17	Additional quantity calculated or manually entered
ADUOM1	UNIT 03	Additional unit of measure
MANEN1	CHAR 01	Quantity manual entry indicator

### **E1OILT3: TAS load information for shipments**

This segment is used in the case of sending loading information related to a scheduled shipment. It has some mandatory fields which are marked below.

<b>Field Name</b>	<b>Format</b>	<b>Required Field</b>	<b>Description</b>
COM_NUMBER	INT1 01	X*	TD compartment number
TU_NUMBER	CHAR 10	X*	TD transport unit number
MATNR	CHAR 18	X*	Material
BTYPSD	CHAR 01	X*	document category
VBELN	CHAR 10	X*	SD document number
POSNR	NUMC 06		TD Document item number
TSTMP	CHAR 07		Test temperature
TSTEH	UNIT 03		Oil test temperature unit
TDICH	CHAR 07		Oil test density
MTTTEMP	CHAR 07	X	Material temperature
MTTEH	UNIT 03	X	Oil material temperature unit
BDICH	CHAR 07	X	Oil density at base temperature
BSWCN	CHAR 07		BSW content
MCF	CHAR 07		Meter correction factor
ABIND	CHAR 01		Air buoyancy indicator
HDRO	CHAR 01		Hydrometer correction indicator
TRQNT	CHAR 17	X	Transaction quantity
TRUOM	UNIT 03	X	Transaction entry unit of measure

WERKS	CHAR 04		Plant
LGORT	CHAR 04		Storage location
EXTLID	CHAR 30		LID used at depot
EXTDELNR	CHAR 30		Third party Code TAS
HNDLTYPE	CHAR 02		Excise duty handling type (denotes use of material)
CHARG	CHAR 10		Batch number
TD_ACTION	CHAR 01		TD action (schedule, load, delivery confirmation)

\* - These 5 fields are mandatory in different combinations depending on the loading information. For details, please refer the documentation on load split for shipment loading.

#### E1OILT4: Additional quantities in alternative UoMs for shipments

This is an optional segment, which is used in case an alternative unit of measure (UoM) needs to be communicated in the case of a scheduled shipment.

Field Name	Format	Description
ADQNT1	CHAR 17	Additional quantity calculated or manually entered
ADUOM1	UNIT 03	Additional unit of measure
MANEN1	CHAR 01	Quantity manual entry indicator

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#### IDoc OILLID01 – LID Master data distribution

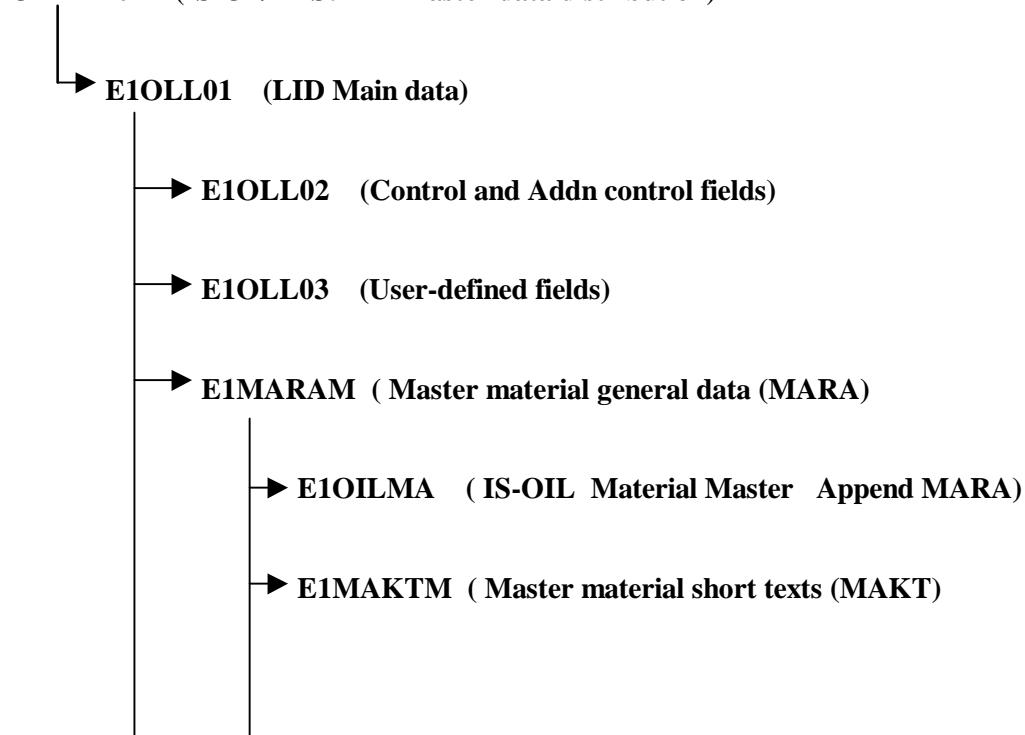
IDoc OILLID01 is used for distributing the LID master data. It can be sent to TAS, to the customer or to the exchange partner or to a combination of the above, depending on the customising in the system. Following is a description of the segments and the number of times they might occur.

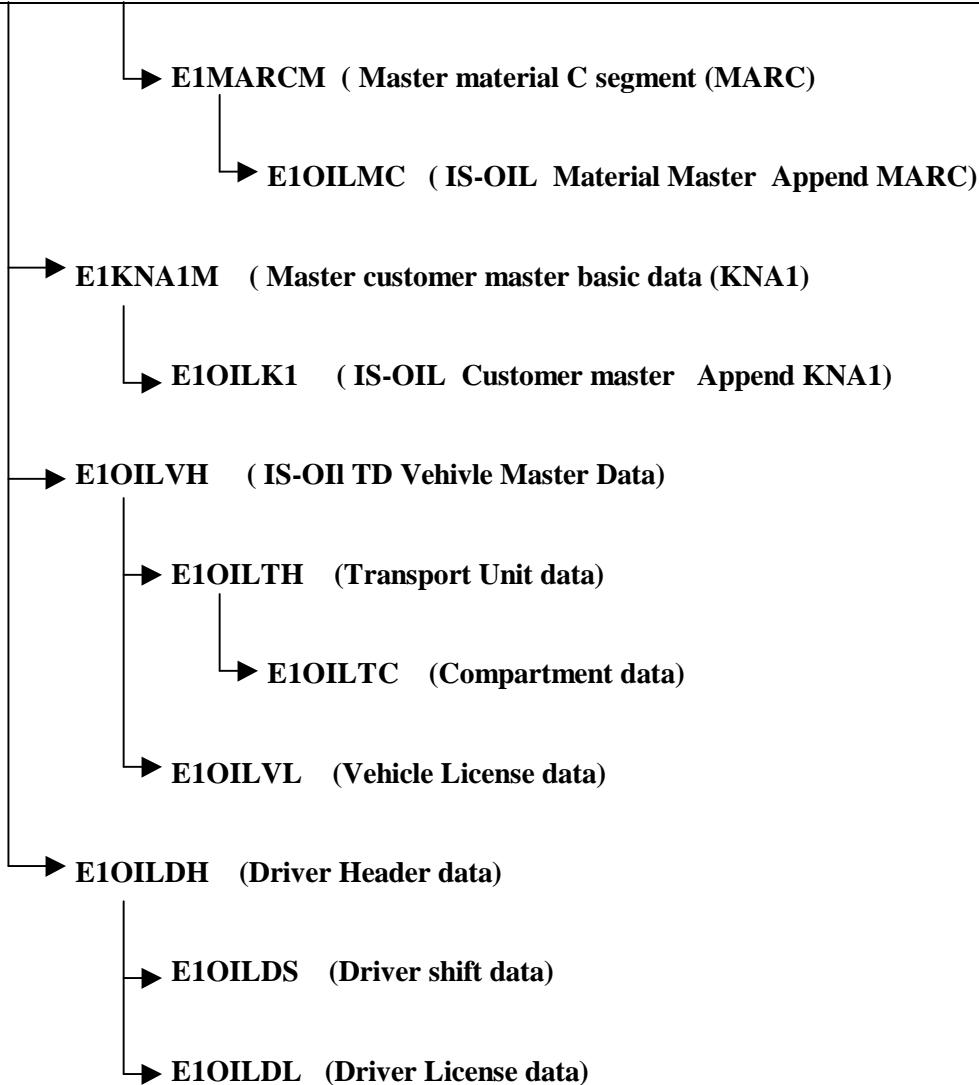
Segment name	Description	Mandatory segment	Number
E1OLL01	LID main data	X	1

E1OLL02	Control and addn control fields		1-2
E1OLL03	User defined fields		1
E1MARAM	Master material general data (MARA)		1
E1OILMA	IS-OIL Material Master Append MARA		1
E1MAKTM	Master material short texts (MAKT)		1-999
E1MARCM	Master material C segment (MARC)		1-999
E1OILMC	IS-OIL Material Master Append MARC		1-999
<i>E1KNA1M</i>	Master customer master basic data (KNA1)		1-2
E1OILK1	IS-OIL Customer master Append KNA1		1
E1OILVH	IS-OIL TD Vehicle Master data		1
E1OILTH	Transport Unit		1-9999
E1OILTC	Compartment		1-999
E1OILVL	Vehicle license		1-9999
E1OILDH	Driver Header data		1
E1OILDS	Driver shift data		1-99
E1OILDL	Driver license data		1-999

## IDoc Structure

OILLID01 (IS-Oil/TAS: LID master data distribution)





## Description of the IDoc Segments

Following is a description of the respective segments and the fields therein.

### **E1OLL01 : LID Main data**

This is a mandatory segment which contains the main data of the LID.

Field Name	Format	Description
ACTION	CHAR 02	Action for TAS and TPI IDoc
LIDNO	CHAR 30	LOAD ID TAS
LIDADDON	CHAR 20	LOAD ID ADDON TAS
LIDTYPE	CHAR 06	LOAD ID - Type
CONTRTYP	CHAR 01	Control structure type

MDSENDFLAG	CHAR 01	Master data send flag
LIDDESC	CHAR 36	TAS Load ID Description
LIDDEPOT	CHAR 30	LID used at depot
LID3COD1	CHAR 30	Third party Code TAS
LID3RDPRTY	CHAR 30	Third party Code TAS
LIDBLKIND	CHAR 01	Blocking Indicator TAS
MATNR3RDP	CHAR 40	TAS - 3rd party material info
MATTXT3RDP	CHAR 64	TAS 3rd party material text
CUST3RDP	CHAR 40	TAS 3rd party customer info
MATNRTAS	CHAR 40	TAS material number
ADDITTAS	CHAR 40	TAS additive number
LIDTAS	CHAR 30	Load ID TAS
MMDOCNR	CHAR 10	SAP MM DOCUMENT Number TAS
MMDITMNR	NUMC 05	SAP MM Document Item for TAS
TASGRP1	CHAR 08	TAS Group sending data to TAS
TASGRP2	CHAR 08	TAS Group sending data to TAS
FUNCGROUP	CHAR 06	LOAD ID Function Group

### E1OLL02: Control and addn Control fields data

This is an optional segment, which contains the data of the Control and addn control fields of the LID master data.

Field Name	Format	Description
SOLDTO	CHAR 10	Sold-to party
SHIPTO	CHAR 10	Ship-to party
VSTEL	CHAR 04	Shipping point
WERKS	CHAR 04	Plant
LGORT	CHAR 04	Storage location
MATKL	CHAR 09	Material group
MATNR	CHAR 18	Material
OIHANTYP	CHAR 02	Excise duty handling type (denotes use of material)
TPLST	CHAR 04	Transportation planning point
VEHICLE TD	CHAR 10	vehicle number
DRIVERCODE	CHAR 10	TD driver number

BWTAR	CHAR 10	Valuat'n type
QUALIFIER	CHAR 01	IS Oil/TAS qualifier for Control and addn control fields determination

### E1OLL03: User-defined fields

This is an optional segment which contains the data filled in by the user in the 20 user-defined fields in the LID master data.

Field Name	Format	Description
USERFLD1	CHAR 30	TAS userfields
USERFLD2	CHAR 30	TAS userfields
USERFLD3	CHAR 30	TAS userfields
USERFLD4	CHAR 30	TAS userfields
USERFLD5	CHAR 30	TAS userfields
USERFLD6	CHAR 30	TAS userfields
USERFLD7	CHAR 30	TAS userfields
USERFLD8	CHAR 30	TAS userfields
USERFLD9	CHAR 30	TAS userfields
USERFLD10	CHAR 30	TAS userfields
USERFLD11	CHAR 30	TAS userfields
USERFLD12	CHAR 30	TAS userfields
USERFLD13	CHAR 30	TAS userfields
USERFLD14	CHAR 30	TAS userfields
USERFLD15	CHAR 30	TAS userfields
USERFLD16	CHAR 30	TAS userfields
USERFLD17	CHAR 30	TAS userfields
USERFLD18	CHAR 30	TAS userfields
USERFLD19	CHAR 30	TAS userfields
USERFLD20	CHAR 30	TAS userfields

### E1MARAM: Master material general data (MARA)

This is an optional segment which contains the material master general data.

Field Name	Format	Description
MSGFN	CHAR 03	Function

MATNR	CHAR 18	Material
ERSDA	DATS 08	Creation date
ERNAM	CHAR 12	Name of the user who created the object
LAEDA	DATS 08	Date of last change
AENAM	CHAR 12	Name of user who changed record
PSTAT	CHAR 15	Maintenance status
LVORM	CHAR 01	Deletion flag for all material data (central)
MTART	CHAR 04	Material type
MBRSH	CHAR 01	Industry sector
MATKL	CHAR 09	Material group
BISMT	CHAR 18	Old material number
MEINS	UNIT 03	Base unit of measure
BSTME	UNIT 03	Order unit (purchasing)
ZEINR	CHAR 22	Document number (without document management system)
ZEIAR	CHAR 03	Document type (without Document Management system)
ZEIVR	CHAR 02	Document version (without Document Management system)
ZEIFO	CHAR 04	Page format of document (without Document Management system)
AESZN	CHAR 06	Document change number (without document management system)
BLATT	CHAR 03	Page number of document (without Document Management system)
BLANZ	NUMC 03	Number of sheets (without Document Management system)
FERTH	CHAR 18	Production/inspection memo
FORMT	CHAR 04	Page format of production memo
GROES	CHAR 32	Size/dimensions
WRKST	CHAR 14	Basic material (basic constituent of a material)
NORMT	CHAR 18	Description according to indus. standard (e.g. ANSI or ISO)
LABOR	CHAR 03	Laboratory/design office
EKWSL	CHAR 04	Purchasing value key
BRGEW	QUAN 07	Gross weight
NTGEW	QUAN 07	Net weight
GEWEI	UNIT 03	Unit of weight
VOLUM	QUAN 07	Volume

VOLEH	UNIT 03	Volume unit
BEHVO	CHAR 02	Container requirement(s)
RAUBE	CHAR 02	Storage condition indicator
TEMPB	CHAR 02	Temperature conditions indicator
TRAGR	CHAR 04	Transportation group
STOFF	CHAR 18	Hazardous material number
SPART	CHAR 02	Division
KUNNR	CHAR 10	Competitor
WESCH	QUAN 07	Quantity: number of GR/GI slips to be printed
BWVOR	CHAR 01	Procurement rule
BWSCL	CHAR 01	Source of supply IS-R
SAISO	CHAR 04	Season type
ETIAR	CHAR 02	Label type
ETIFO	CHAR 02	Label form
EAN11	CHAR 18	International Article Number/Universal Product Code
NUMTP	CHAR 02	Number category of International Article Number (EAN)
LAENG	QUAN 07	Length
BREIT	QUAN 07	Width
HOEHE	QUAN 07	Height
MEABM	UNIT 03	Unit of dimension for length/width/height
PRDHA	CHAR 18	Product hierarchy
CADKZ	CHAR 01	CAD indicator
ERGEW	QUAN 07	Allowed packaging weight
ERGEI	UNIT 03	Unit of weight
ERVOL	QUAN 07	Allowed packaging volume
ERVOE	UNIT 03	Volume unit
GEWTO	DEC 02	Tolerance limit for weight during packing
VOLTO	DEC 02	Tolerance limit for volume during packing
VABME	CHAR 01	Variable order unit active
KZKFG	CHAR 01	Indicator: Configurable material
XCHPF	CHAR 01	Batch management requirement indicator
VHART	CHAR 04	Shipping material type
FUELG	DEC 02	Filling level(by volume)

STFAK	INT2 02	Stacking factor
MAGRV	CHAR 04	Material group: shipping materials
BEGRU	CHAR 04	Authorization group
QMPUR	CHAR 01	Indicator: QM in procurement is active
RBNRM	CHAR 09	Catalog profile
MHDRZ	DEC 03	Minimum remaining shelf life
MHDHB	DEC 03	Total shelf life in days
MHDLP	DEC 02	Storage percentage
VPSTA	CHAR 15	Maintenance status of complete material

### E1OILMA: IS-OIL Material Master Append MARA

This is an optional segment which contains the data of the IS-Oil append on the table MARA.

Field Name	Format	Description
MSGFN	CHAR 03	Function
OIGROUPNAM	CHAR 08	TD product group
OITRIND	CHAR 01	Transfer sign for plant-to-plant transfers

### E1MAKTM: Master material short texts (MAKT)

This is an optional segment that contain short texts on the material master.

Field Name	Format	Description
MSGFN	CHAR 03	Function
SPRAS	LANG 01	Language key
MAKTX	CHAR 40	Material description

### E1MARCM: Master material C segment (MARC)

Field Name	Format	Description
MSGFN	CHAR 03	Function
WERKS	CHAR 04	Plant
PSTAT	CHAR 15	Maintenance status
LVORM	CHAR 01	Delete flag
BWTTY	CHAR 01	Valuation category
MAABC	CHAR 01	ABC indicator

KZKRI	CHAR 01	Indicator for critical part
EKGGRP	CHAR 03	Purchasing group
AUSME	UNIT 03	Unit of issue
DISPR	CHAR 04	Material: MRP profile
DISMM	CHAR 02	MRP type
DISPO	CHAR 03	MRP controller
PLIFZ	DEC 02	Planned delivery time in days
WEBAZ	DEC 02	Goods receipt processing time in days
PERKZ	CHAR 01	Period indicator
AUSSS	DEC 03	Assembly scrap in percent
DISLS	CHAR 02	Lot size key
BESKZ	CHAR 01	Procurement type
SOBSL	CHAR 02	Special procurement type
MINBE	QUAN 07	Reorder point
EISBE	QUAN 07	Safety stock
BSTMI	QUAN 07	Minimum lot size
BSTMA	QUAN 07	Maximum lot size
BSTFE	QUAN 07	Fixed lot size
BSTRF	QUAN 07	Rounding value for purchase order quantity
MABST	QUAN 07	Maximum stock level
LOSFX	CURR 06	Ordering costs
SBDKZ	CHAR 01	Dependent reqmts ind. for individual and collective reqmts
LAGPR	CHAR 01	Storage costs indicator
ALTSL	CHAR 01	Indicator for selecting alternative bills of material
KZAUS	CHAR 01	Discontinuation indicator
AUSDT	DATS 08	Effective-out date
NFMAT	CHAR 18	Follow-up material
KZBED	CHAR 01	Indicator for requirements grouping
MISKZ	CHAR 01	Mixed MRP indicator
FHORI	CHAR 03	Sched. margin key for floats
PFREI	CHAR 01	Indicator: automatic fixing of planned orders
FFREI	CHAR 01	Release indicator for production orders
RGEKZ	CHAR 01	Indicator: backflush

FEVOR	CHAR 03	Production scheduler
BEARZ	DEC 03	Processing time
RUEZT	DEC 03	Setup and teardown time
TRANZ	DEC 03	Interoperation time
BASMG	QUAN 07	Base quantity
DZEIT	DEC 02	In-house production time
MAXLZ	DEC 03	Maximum storage time
LZEIH	UNIT 03	Unit for maximum storage period
KZPRO	CHAR 01	Indicator: withdrawal of stock from production bin
GPMKZ	CHAR 01	Indicator: material included in rough-cut planning
UEETO	DEC 02	Overdelivery tolerance limit
UEETK	CHAR 01	Indicator: unlimited overdelivery allowed
UNETO	DEC 02	Underdelivery tolerance limit
WZEIT	DEC 02	Total replenishment lead time (in workdays)
ATPKZ	CHAR 01	Replacement part
VZUSL	DEC 03	Surcharge factor for cost in percent
HERBL	CHAR 02	State of manufacture
INSMK	CHAR 01	Quality inspection indicator
SSQSS	CHAR 08	QA control key
KZDKZ	CHAR 01	Documentation required indicator
UMLMC	QUAN 07	Stock in transfer (plant to plant)
LADGR	CHAR 04	Loading group
XCHPF	CHAR 01	Batch management requirement Indicator
USEQU	CHAR 01	Quota arrangement usage
LGRAD	DEC 02	Service level
AUFTL	CHAR 01	Splitting indicator
PLVAR	CHAR 02	Plan version
OTYPE	CHAR 02	Object type
OBJID	NUMC 08	Object ID
MTVFP	CHAR 02	Checking group for availability check
PERIV	CHAR 02	Fiscal year variant
KZKFK	CHAR 01	Indicator: take correction factors into account
VRVEZ	DEC 03	Shipping setup time

VBAMG	QUAN 07	Base quantity for capacity planning in shipping
VBEAZ	DEC 03	Shipping processing time
LIZYK	CHAR 04	Delivery cycle
BWSCL	CHAR 01	Source of supply IS-R
KAUTB	CHAR 01	Indicator: "automatic purchase order allowed"
KORDB	CHAR 01	Indicator: source list requirement
STAWN	CHAR 17	Commodity code
HERKL	CHAR 03	Material's country of origin
HERKR	CHAR 03	Region of origin
EXPME	UNIT 03	Unit of measure for commodity code (foreign trade)
MTVER	CHAR 04	Export/import material group
PRCTR	CHAR 10	Profit center
TRAME	QUAN 07	Stock in transit
MRPPP	CHAR 03	PPC planning calendar
SAUFT	CHAR 01	Ind.: Repetitive mfg allowed
FXHOR	NUMC 03	Planning time fence
VRMOD	CHAR 01	Consumption mode
VINT1	NUMC 03	Consumption period: backward
VINT2	NUMC 03	Consumption period: forward
STLAL	CHAR 02	Alternative BOM
STLAN	CHAR 01	BOM usage
PLNNR	CHAR 08	Group key
APLAL	CHAR 02	Group counter
LOSGR	QUAN 07	Costing lot size
SOBSK	CHAR 02	Special procurement type for costing
FRTME	UNIT 03	Production unit
LGPRO	CHAR 04	Issue storage location
DISGR	CHAR 04	MRP group
KAUSF	DEC 03	Component scrap in percent
QZGTP	CHAR 04	Certificate type
TAKZT	DEC 02	Cycle time
RWPRO	CHAR 03	Range of coverage profile
COPAM	CHAR 10	Local field name for CO/PA interface with SOP

ABCIN	CHAR 01	Physical inventory indicator for cycle counting
AWSLS	CHAR 06	Variance key
SERNP	CHAR 04	Serial number profile
STDPD	CHAR 18	Configurable material
SFEPR	CHAR 04	Repetitive mfg profile
XMCNG	CHAR 01	Indicator: Allow negative stocks at plant
QSSYS	CHAR 04	Requirements for the vendor's QM system
LFRHY	CHAR 03	Planning cycle
RDPRF	CHAR 04	Rounding profile
VRBMT	CHAR 18	Reference material for consumption
VRBWK	CHAR 04	Reference plant for consumption
VRBDT	DATS 08	To date of the material to be copied for consumption
VRBFK	DEC 03	Multiplier for reference material for consumption
AUTRU	CHAR 01	Reset forecast model automatically
PREFE	CHAR 01	Preference indicator in export/import
PRENC	CHAR 01	ID of cert. stipulating that no imp./exp. license is reqd
PRENO	NUMC 08	No. of cert. stipulating no export/import license required
PREND	DATS 08	Issue date of exemption certificate in export/import
PRENE	CHAR 01	Indicator: Vendor declaration exists
PRENG	DATS 08	Validity date of vendor declaration
ITARK	CHAR 01	ID: Military good
PRFRQ	CHAR 07	Character field with field length 7
KZKUP	CHAR 01	Indicator: Material can be a co-product
STRGR	CHAR 02	Planning strategy group
LGFSB	CHAR 04	Default storage location for external procurement
SCHGT	CHAR 01	Indicator: bulk material
CCFIX	CHAR 01	CC indicator is fixed
EPRIO	CHAR 04	Withdrawal sequence group for stocks
QMATA	CHAR 06	Material authorization group for activities in QM
PLNTY	CHAR 01	Task list type
MMSTA	CHAR 02	Material status from MM/PP view
SFCPF	CHAR 06	Production scheduling profile
SHFLG	CHAR 01	Safety time indicator (with or without safety time)

SHZET	NUMC 02	Safety time (in workdays)
MDACH	CHAR 02	Action control: planned order processing
KZECH	CHAR 01	Ind. for determining batch entry in the prod./process order

### E1OILMC: IS-OIL Material Master Append MARC

This is an optional segment which contains the data of the IS-Oil append on the table MARC.

Field Name	Format	Description
MSGFN	CHAR 03	Function
OITAXGRP	CHAR 02	Excise duty tax group for material(s)
OIOILCON	DEC 03	Oil content in a material as a percentage
OIEDCODE	CHAR 12	Customs tariff number
FDICH	FLTP 08	Fixed density
COEFF	FLTP 08	Quantity conversion coefficient
UOMGR	CHAR 03	Oil unit of measure group
UMRSL	CHAR 04	Oil conversion group
ABFAC	DEC 02	Oil air bouyancy factor

### E1KNA1M : Master customer master basic data (KNA1)

Field Name	Format	Description
MSGFN	CHAR 03	Function
KUNNR	CHAR 10	Customer number
ANRED	CHAR 15	Title
AUFSD	CHAR 02	Central order block for customer
BAHNE	CHAR 25	Express train station
BAHNS	CHAR 25	Train station
BBBNR	NUMC 07	International location number (part 1)
BBSNR	NUMC 05	International location number (part 2)
BEGRU	CHAR 04	Authorization group
BRSCH	CHAR 04	Industry key
BUBKZ	NUMC 01	Check digit for the international location number
DATLT	CHAR 14	Number of data communication line
FAKSD	CHAR 02	Central billing block for customer

FISKN	CHAR 10	Account number of the master record with the fiscal address
KNRZA	CHAR 10	Account number of an alternative payer
KONZS	CHAR 10	Group key
KTOKD	CHAR 04	Customer account group
KUKLA	CHAR 02	Customer classification
LAND1	CHAR 03	Country key
LIFNR	CHAR 10	Vendor (creditor) account number
LIFSD	CHAR 02	Central delivery block for the customer
LOCCO	CHAR 10	Standard point location code
LOEVM	CHAR 01	Central deletion flag for master record
NAME1	CHAR 35	Name 1
NAME2	CHAR 35	Name 2
NAME3	CHAR 35	Name 3
NAME4	CHAR 35	Name 4
NIELS	CHAR 02	Nielsen indicator
ORT01	CHAR 35	City
ORT02	CHAR 35	District
PFACH	CHAR 10	Post office box
PSTL2	CHAR 10	PO box postal code
PSTLZ	CHAR 10	Postal code
REGIO	CHAR 03	Region (State, Province, County)
COUNC	CHAR 03	County code
CITYC	CHAR 04	City code
RPMKR	CHAR 05	Regional market
SORTL	CHAR 10	Sort field
SPERR	CHAR 01	Central posting block
SPRAS	LANG 01	Language key
STCD1	CHAR 16	Tax number 1
STCD2	CHAR 11	Tax number 2
STKZA	CHAR 01	Indicator: Business partner subject to equalization tax ?
STKZU	CHAR 01	Indicator: Business partner subject to tax on sales/purch. ?
STRAS	CHAR 35	Street and house number

TELBX	CHAR 15	Telebox number
TELF1	CHAR 16	First telephone number
TELF2	CHAR 16	Second telephone number
TELFX	CHAR 31	Fax number
TELTX	CHAR 30	Teletex number
TELX1	CHAR 30	Telex number
LZONE	CHAR 10	Transport zone to which the goods are delivered
XZEMP	CHAR 01	Indicator: Alternative payee in document allowed ?
VBUND	CHAR 06	Trading partner ID
STCEG	CHAR 20	VAT registration number
GFORM	CHAR 02	Legal status
BRAN1	CHAR 10	Industry code 1
BRAN2	CHAR 10	Industry code 2
BRAN3	CHAR 10	Industry code 3
BRAN4	CHAR 10	Industry code 4
BRAN5	CHAR 10	Industry code 5
UMJAH	NUMC 04	Year for which sales are given
UWAER	CUKY 05	Currency of sales figure
JMZAH	NUMC 06	Number of employees for the year
JMJAH	NUMC 04	Year for which the number of employees is given
KATR1	CHAR 02	Attribute 1
KATR2	CHAR 02	Attribute 2
KATR3	CHAR 02	Attribute 3
KATR4	CHAR 02	Attribute 4
KATR5	CHAR 02	Attribute 5
KATR6	CHAR 03	Attribute 6
KATR7	CHAR 03	Attribute 7
KATR8	CHAR 03	Attribute 8
KATR9	CHAR 03	Attribute 9
KATR10	CHAR 03	Attribute 10
STKZN	CHAR 01	Indicator: Business partner a sole proprietor ?
UMSA1	CHAR 16	Field of length 16
TXJCD	CHAR 15	Jurisdiction for tax calculation - tax jurisdiction code

PERIV	CHAR 02	Fiscal year variant
KTOCD	CHAR 04	Reference account group for one-time account (customer)
PFORT	CHAR 35	P.O. box city
DTAMS	CHAR 01	Indicator 'report to Central Bank' for data medium exchange
DTAWS	CHAR 02	Instruction key for data medium exchange

### E1OILK1: IS-OIL Customer master Append KNA1

This is an optional segment which contains the data of the IS-Oil append on the table KNA1.

Field Name	Format	Description
MSGFN	CHAR 03	Function
OIDRC	CHAR 05	Differential Reference Code
OID_POREQD	CHAR 01	Purchase order required: X = Yes, Blank = No

### E1OILVH: IS-OII TD Vehicle Master Data

This is an optional segment that contains data on the vehicle master data.

Field Name	Format	Description
VEHICLE	CHAR 10	TD vehicle number
COMP_GROUP	CHAR 08	TD vehicle group
VEH_TYPE	CHAR 04	TD vehicle type
VEH_ID	CHAR 18	TD vehicle identifier
CARRIER	CHAR 10	TD carrier (vendor account number)
VEH_NRTUS	NUMC 02	Number of transport units on vehicle (TD)
VOL_UOM	UNIT 03	TD volume unit of measure
WGT_UOM	UNIT 03	TD weight unit of measure
DIM_UOM	UNIT 03	TD dimension unit of measure
VEH_MAXWGT	FLTP 08	TD vehicle maximum weight
VEH_UNLWGT	FLTP 08	TD vehicle unladen weight
VEH_MAXVOL	FLTP 08	TD vehicle maximum volume
EQUIP_NR	CHAR 18	Equipment number
VEH_HEIGHT	QUAN 07	Vehicle height
VEH_WIDTH	QUAN 07	TD width

VEH_LENGTH	QUAN 07	Vehicle length
ROUTE TD-F	CHAR 06	Route of Vehicle
TPPOINT	CJAR 04	Transportation planning point
VEH_STATUS	CHAR 01	TD vehicle status
VEH_TEXT	CHAR 40	TD vehicle header text
STATUS	CHAR 01	Transaction category (SAP system transaction)
NAME1	CHAR 35	Name 1

### E1OILTH: Transport Unit data

Field Name	Format	Description
TU_NUMBER	CHAR 10	TD transport unit number
TU_TYPE	CHAR 04	TD Transport unit type
WGT_UOM	UNIT 03	TD weight unit of measure
TU_ID	CHAR 18	TD transport unit identifier
TU_NRCOMPS	INT1 01	Number of compartments (TD)
TU_NRMETS	INT1 01	TD number of meters on the transport unit
TU_UNLWGT	FLTP 08	TD transport unit unladen weight
TU_MAXWGT	FLTP 08	TD transport unit maximum weight
TU_HEIGHT	QUAN 07	TD transport unit height
TU_WIDTH	QUAN 07	TD transport unit width
TU_LENGTH	QUAN 07	TD transport unit length
TU_AXLES	NUMC 01	TDnumber of axles on transport units
TU_MAXVOL	FLTP 08	TD transport unit maximum volume
VOL_UOM	UNIT 03	TD volume unit of measure
DIM_UOM	UNIT 03	Unit of measure for length/width/height
EQUIP_NR	CHAR 18	Equipment number
TU_STATUS	CHAR 01	TD transport unit status
TPPOINT	CHAR 04	Transportation planning point
TU_CARRIER	CHAR 10	TD carrier (vendor account number)
TU_TEXT	CHAR 40	TD transport unit text
STATUS	CHAR 01	Transaction category (SAP system transaction)

**E1OILTC: Compartment data**

Field Name	Format	Description
COM_NUMBER	INT1 01	TD compartment number
SEQ_NMBR	NUMC 03	TD master data sequence number
CMP_MINVOL	FLTP 08	TD compartment:minimum volume
CMP_MAXVOL	FLTP 08	TD compartment maximum volume
LOAD_SEQ	NUMC 03	TD compartment loading sequence
GROUPNAME	CHAR 08	TD product/compartment group
DOUB_HULL	CHAR 01	Double hull indicator
COM_IDTEXT	CHAR 40	TD compartment text

**E1OILVL : Vehicle License data**

Field Name	Format	Description
LICENSETYP	CHAR 04	TD license type
LICENSESETXT	CHAR 40	TD license type text

**E1OILDH: Driver header data**

Field Name	Format	Description
DRIVERCODE	CHAR 10	TD driver number
PERSCODE	CHAR 20	TD external personnel number
FIRST_NAME	CHAR 20	Driver's first name
LAST_NAME	CHAR 20	Driver's last name
CARRIER	CHAR 10	TD carrier (vendor account number)
DRVSTATUS	CHAR 01	Driver status
STATUS	CHAR 01	Transaction category (SAP system transaction)

**E1OILDS : Driver shift data**

Field Name	Format	Description
SHIFT	CHAR 01	TD driver shift
START_TIME	TIMS 06	Start time
END_TIME	TIMS 06	Rota end time

SHIFT_TXT	CHAR 40	Shift description
START_DATE	DATS 08	TD driver shift rota start date
END_DATE	DATS 08	TD driver shift rota end date

### E1OILDL: Driver License data

Field Name	Format	Description
LICENSETYP	CHAR 04	TD license type
LICENSETXT	CHAR 40	TD license type text
VALID_FROM	DATS 08	TD drivers licensevalid from data
VALID_TO	DATS 08	TD driver's licensevalid to date

### IDoc OILORD02 – Sending Contract/Order/ Quantity Schedule data to TAS

This is an outgoing IDoc that carries different data depending on the message type. For a message type OILORD, it carries the Contract or the Order data, while for a message type of OIRQTS, it carries the quantity schedule. In either case, it contains the following segments.

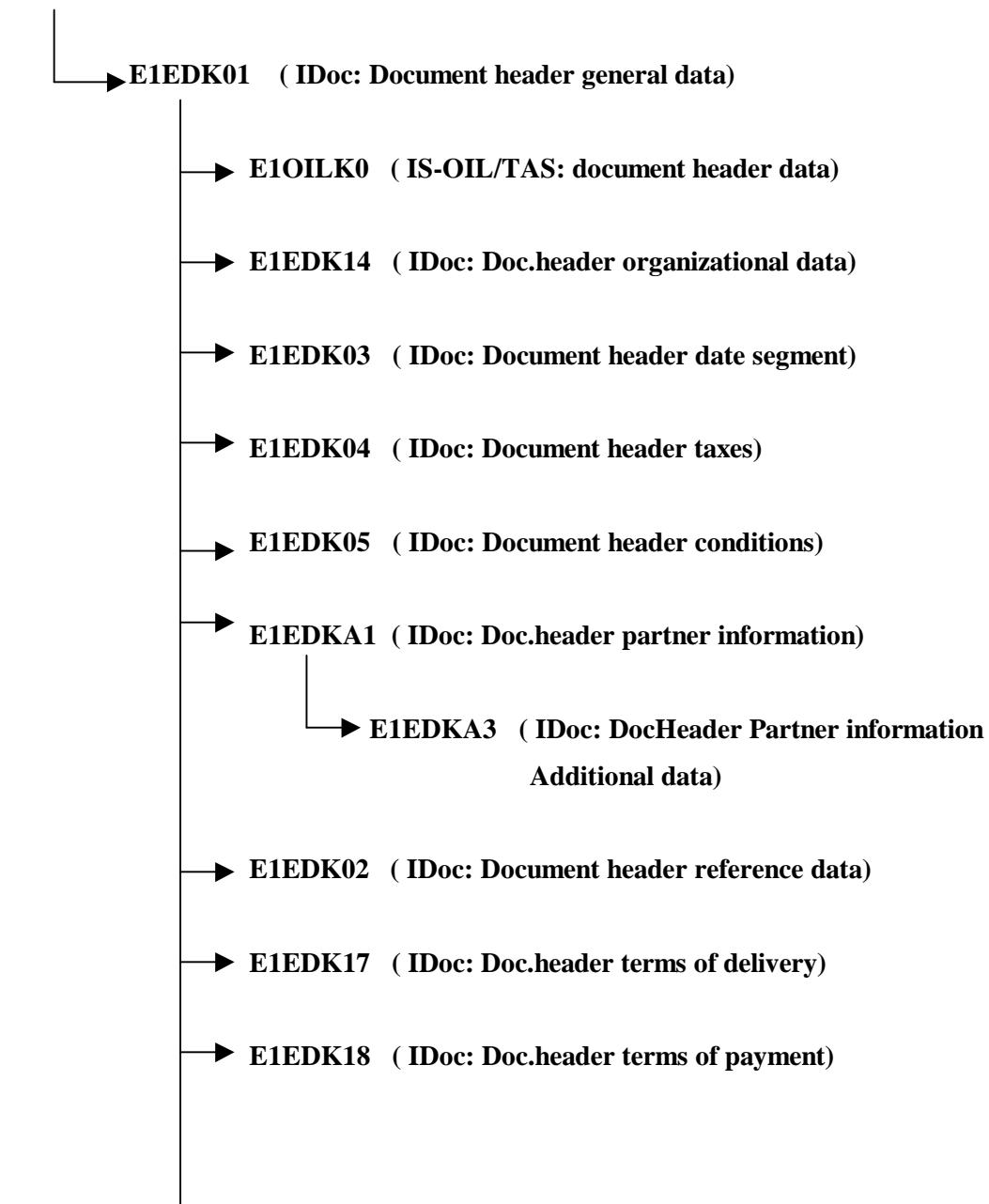
Segment Name	Description	Mandatory segment	Number
E1EDK01	IDoc: Document header general data	X	1
E1OILK0	IS-OIL/TAS: document header data	X	1
E1EDK14	IDoc: Doc.header organizational data		1-12
E1EDK03	IDoc: Document header date segment		1-10
E1EDK04	IDoc: Document header taxes		1-10
E1EDK05	IDoc: Document header conditions		1-16
E1EDKA1	IDoc: Doc.header partner information		1-999
E1EDKA3	IDoc: DocHeader Partner information Add.data		1-99
E1EDK02	IDoc: Document header reference data		1-10
E1EDK17	IDoc: Doc.header terms of delivery		1-4

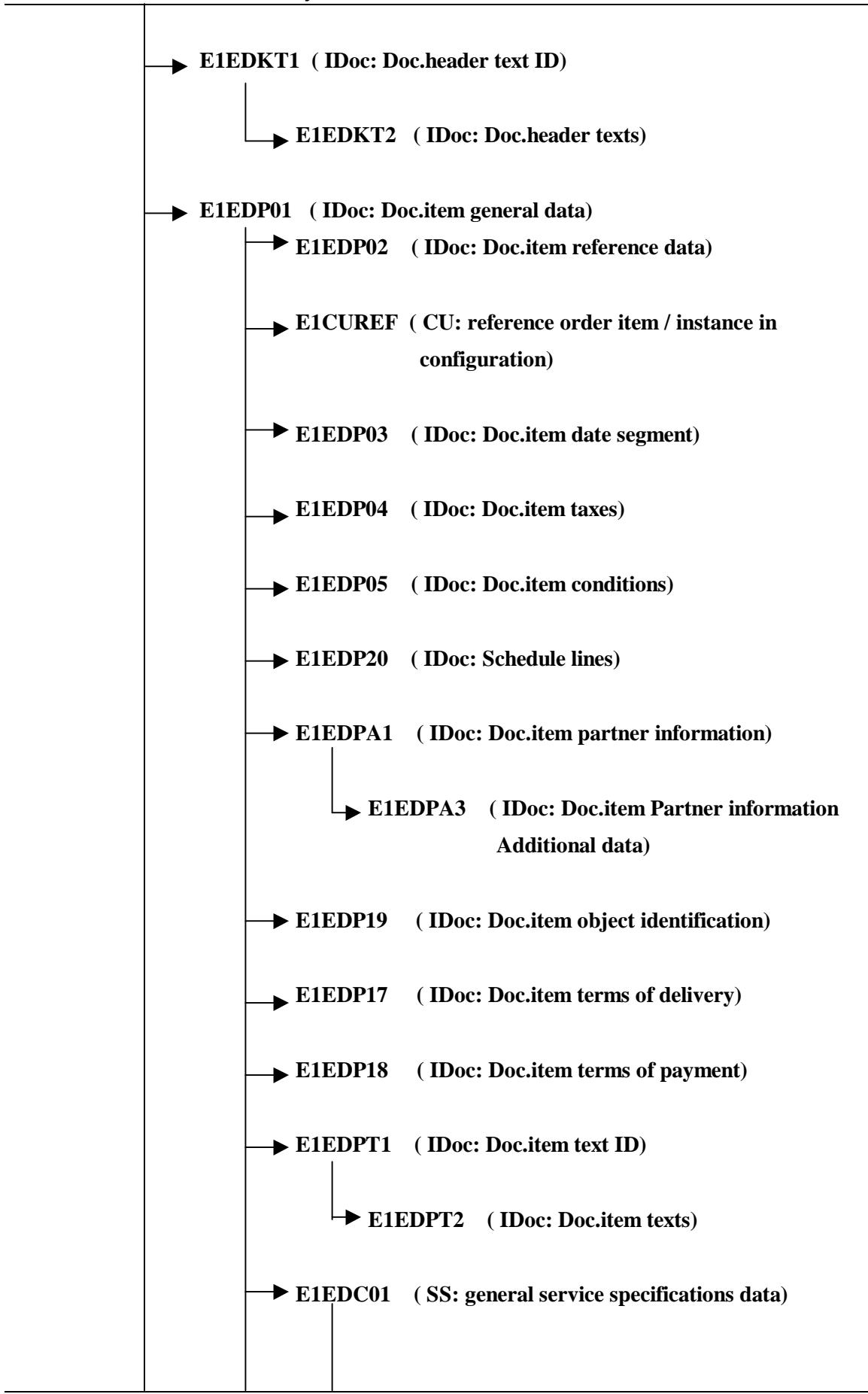
E1EDK18	IDoc: Doc.header terms of payment		1-3
E1EDKT1	IDoc: Doc.header text ID		1-99
E1EDKT2	IDoc: Doc.header texts		1-9999999999
E1EDP01	IDoc: Doc.item general data	X	1-999999
E1EDP02	IDoc: Doc.item reference data		1-10
E1CUREF	CU: reference order item / instance in configuration		1
E1EDP03	IDoc: Doc.item date segment		1-10
E1EDP04	IDoc: Doc.item taxes		1-10
E1EDP05	IDoc: Doc.item conditions		1-16
E1EDP20	IDoc: Schedule lines		1-9999
E1EDPA1	IDoc: Doc.item partner information		1-999
E1EDPA3	IDoc: Doc.item Partner information Add.data		1-99
E1EDP19	IDoc: Doc.item object identification		1-5
E1EDP17	IDoc: Doc.item terms of delivery		1-5
E1EDP18	IDoc: Doc.item terms of payment		1-3
E1EDPT1	IDoc: Doc.item text ID		1-9999999999
E1EDPT2	IDoc: Doc.item texts		1-9999999999
E1EDC01	SS: general service specifications data		1-9999999
E1EDC02	SS item: reference data		1-10
E1EDC03	SS item: date segment		1-10
E1EDC04	SS item: taxes		1-10
E1EDC05	SS item: conditions		1-16
E1EDCA1	SS items: partner information		1-8
E1EDC19	SS items: object identification		1-5
E1EDC17	SS items: terms of delivery		1-5
E1EDC18	SS items: terms of payment		1-3
E1EDCT1	SS items: text identification		1-9999999999
E1EDCT2	SS items: texts		1-9999999999
E1OILP0	IS/OIL-TAS: Doc.item data		1
E1OILQH	IS-OIL/TAS: Quantity schedule header		1-9999999999
E1OILQS	IS-OIL/TAS: Quantity schedule scheduling		1-9999999999
E1OLL01	LID Main data	X	1-9999
E1OLL02	Control and addn control fields data		1-2

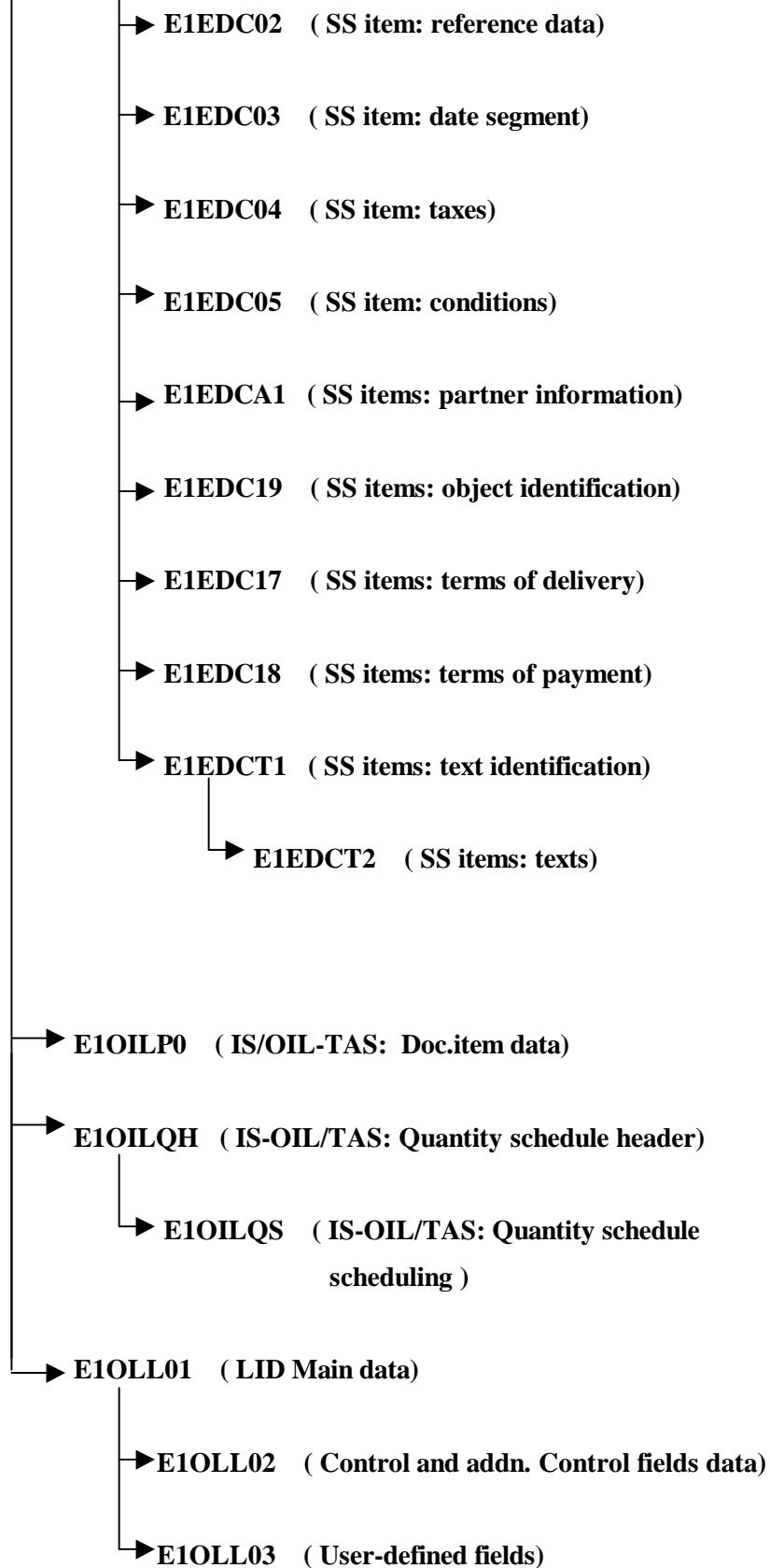
E1OLL03	User-defined fields		1
E1CUCFG	CU: configuration data		1-99999
E1CUINS	CU: instance data		1-99999
E1CUPRT	CU: partof data		1-99999
E1CUVAL	CU: characteristic valuation		1-99999
E1EDS01	IDoc: Summary segment general		1-5

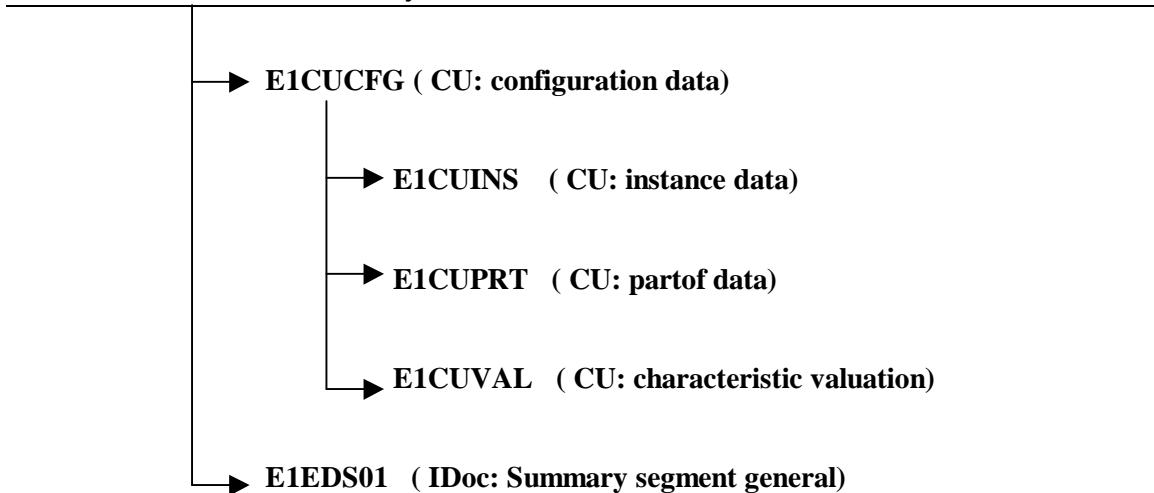
## IDoc Structure

OILORD02 (IS-OIL/TAS: Purchasing/Sales)









## Description of the IDoc Segments

Following is a description of the respective segments and the fields therein.

### E1EDK01: IDoc: Document header general data

Field Name	Format	Description
ACTION	CHAR 03	Action code for the whole EDI message
KZABS	CHAR 01	Indicator for order acknowledgment requirement
CURCY	CHAR 03	Currency
HWAEREDI	CHAR 03	local currency
WKURS	CHAR 12	Exchange rate
ZTERM	CHAR 17	Terms of payment key
KUNDEUINRVAT	CHAR 20	registration number
EIGENUINRVAT	CHAR 20	registration number
BSART	CHAR 04	Document type
BELNRIDOC	CHAR 35	document number
NTGEW	CHAR 18	Net weight
BRGEW	CHAR 18	Net weight
GEWEI	CHAR 03	Weight unit
FKART_RL	CHAR 04	Invoice list type
ABLAS	CHAR 25	Unloading point
BSTZD	CHAR 04	Purchase order number supplement
VSART	CHAR 02	Shipping type

VSART_BEZ	CHAR 20	Description of the shipping type
RECIPNT_NO	CHAR 10	Number of recipient (for control via the ALE model)
KZAZU	CHAR 01	Order combination indicator
AUTLF	CHAR 01	Complete delivery defined for each sales order?
AUGRU	CHAR 03	Order reason (reason for the business transaction)
AUGRU_BEZ	CHAR 40	Description
ABRVW	CHAR 03	Delivery schedule usage ID
ABRVW_BEZ	CHAR 20	Description
FKTYP	CHAR 01	Billing category

#### E1OILK0: IS-OIL/TAS: Document header data

Field Name	Format	Description
OID_EXTBOL	CHAR 16	External bill of lading
OID_MISCDL	CHAR 16	Miscellaneous delivery number
OIDMSG_SHP	CHAR 01	Message type for contract restrictions ship-to party
OIDSTS_SHP	CHAR 01	Status of contract restriction for ship-to party
OIPIPEVAL	CHAR 01	Validation indicator for pipeline fields (X=ON, blank=OFF)
OIC_LIFNR	CHAR 10	Vendor (creditor) account number
OIC_DCITYC	CHAR 04	Destination city code
OIC_DCOUNC	CHAR 03	Destination county code
OIC_DREGIO	CHAR 03	Destination region
OIC_DLAND1	CHAR 03	Destination country
OIC_OCITYC	CHAR 04	Origin city code
OIC_OCOUNC	CHAR 03	Origin county code
OIC_OREGIO	CHAR 03	Origin region
OIC_OLAND1	CHAR 03	Origin country
OIC_PORGIN	CHAR 15	Tax origin
OIC_PDESTN	CHAR 15	Tax destination
OIC_PTRIP	CHAR 16	Pipeline trip number (external)
OIC_PBATCH	CHAR 16	Pipeline operator's external batch number
OIC_MOT	CHAR 02	IS-OIL MAP external details mode of transport

OIINEX	CHAR 02	Code for internal or external excise duty rate determination
OIISOIL	CHAR 01	Sales order created by IS-Oil X=Yes BLANK>No
OIPTRFNC	CHAR 02	Partner function
OIPARTNR	CHAR 10	Customer name (sold-to party or ship-to party)
OILASTOR	CHAR 10	Last order number
OIDRC	CHAR 05	Differential Reference Code
OIEXGNUM	CHAR 10	Exchange agreement number
OIEXGTYP	CHAR 04	Exchange type
OICHEADOFF	CHAR 10	Head office account number (in branch accounts)
OIPBL	CHAR 10	Business location identifier (IS-Oil MRN)
OIDRESTR	CHAR 01	Contract restrictions flag
OIDMSG_PRD	CHAR 01	Message type for product with contract restrictions
OIDMSG_QTY	CHAR 01	Message type for contract restrictions quantity
OIDMSG_UOM	CHAR 01	Message type for contract restrictions unit of measure
OIDMSG_DAT	CHAR 01	Message type for contract restrictions validity period
OIDMSG_TRM	CHAR 01	Message type for contract restrictions payment terms
OICNTPER	CHAR 35	Contact person
OICNTNTE	CHAR 35	Contact note
OICNTPHO	CHAR 16	Contact tel. number
OID_SORTL	NUMC 10	Descending sort key for sales orders (converted date)
OID_SORT2	NUMC 10	Descending sort key for sales orders (converted time)
OICFKARTDI	CHAR 04	Differential invoice billing type proposal
OIAEVGTYPE	CHAR 01	Evergreen type
OIC_TIME	TIMS 06	Time for time-pricing
OITITLE	CHAR 01	Incoterms title pass location
OIPTRM1	CHAR 04	Payment terms for invoice cycle X
OIPTRM2	CHAR 04	Payment terms for invoice cycle X
OIPTRM3	CHAR 04	Payment terms for invoice cycle X
OIPTRM4	CHAR 04	Payment terms for invoice cycle X
OIPTRM5	CHAR 04	Payment terms for invoice cycle X
OIPTRM6	CHAR 04	Payment terms for invoice cycle X
OIPTRM7	CHAR 04	Payment terms for invoice cycle X

OIPTRM8	CHAR 04	Payment terms for invoice cycle X
OIPTRM9	CHAR 04	Payment terms for invoice cycle X
OIPFLIC	CHAR 02	IS-OIL partner function for tax exemption license

**E1EDK14: IDoc: Doc. header organizational data**

Field Name	Format	Description
QUALF	CHAR 03	IDOC qualifer organization
ORGID	CHAR 35	IDOC organization

**E1EDK03: IDoc: Document header date segment**

Field Name	Format	Description
IDDAT	CHAR 03	Qualifier for IDOC date segment
DATUM	CHAR 08	IDOC Date
UZEIT	CHAR 06	IDOC Time

**E1EDK04: IDoc: Document header taxes**

Field Name	Format	Description
MWSKZ	CHAR 07	VAT indicator
MSATZ	CHAR 17	VAT rate
MWSBT	CHAR 18	Value added tax amount
TXJCD	CHAR 15	Jurisdiction for tax calculation - tax jurisdiction code

**E1EDK05: IDoc: Document header conditions**

Field Name	Format	Description
ALCKZ	CHAR 03	Surcharge or discount indicator
KSCHL	CHAR 04	Condition type (coded)
KOTXT	CHAR 80	Condition text
BETRG	CHAR 18	Fixed surcharge/discount on total gross
KPERC	CHAR 08	Condition percentage rate
KRATE	CHAR 15	Condition record per unit

UPRBS	CHAR 09	Price unit
MEAUN	CHAR 03	Unit of measurement
KOBTR	CHAR 18	IDoc condition end amount
MWSKZ	CHAR 07	VAT indicator
MSATZ	CHAR 04	Condition type (coded)

**E1EDKA1: IDoc: Doc. header partner information**

Field Name	Format	Description
PARVW	CHAR 03	Partner function (e.g. sold-to party, ship-to party)
PARTN	CHAR 17	Partner number
LIFNR	CHAR 17	Vendor number at customer location
NAME1	CHAR 35	Name 1
NAME2	CHAR 35	Name 2
NAME3	CHAR 35	Name 3
NAME4	CHAR 35	Name 4
STRAS	CHAR 35	Street and house number 1
STRS2	CHAR 35	Street and house number 2
PFACH	CHAR 35	PO box
ORT01	CHAR 35	City
COUNC	CHAR 09	County code
PSTLZ	CHAR 09	Postal code
PSTL2	CHAR 09	Postal code of PO box
LAND1	CHAR 03	Country key
ABLASD	CHAR 35	Unloading point
PERNR	CHAR 30	Contact person's personnel number
PARNR	CHAR 30	Contact person's number (not personnel number)
TELF1	CHAR 25	1st telephone number of contact person
TELF2	CHAR 25	2nd telephone number of contact person
TELBX	CHAR 25	Telebox number
TELFX	CHAR 25	Fax number
TELTX	CHAR 25	Teletex number
TELX1	CHAR 25	Telex number

SPRAS	CHAR 01	Language key
ANRED	CHAR 15	Title
ORT02	CHAR 35	District
HAUSN	CHAR 06	House number
STOCK	CHAR 06	Floor
REGIO	CHAR 03	Region
PARGE	CHAR 01	Partner's sex
ISOAL	CHAR 02	Country ISO code
ISONU	CHAR 02	Country ISO code
FCODE	CHAR 20	Company key (France)
IHREZ	CHAR 30	Your reference (Partner)
BNAME	CHAR 35	IDoc user name
PAORG	CHAR 30	IDOC organization code
ORGTX	CHAR 35	IDoc organization code text
PAGRU	CHAR 30	IDoc group code
KNREF	CHAR 30	Customer description of partner (plant, storage location)
ILNNR	CHAR 70	Character field, length 70

**E1EDKA3: IDoc: DocHeader Partner information Additional data**

Field Name	Format	Description
QUALP	CHAR 03	IDOC Partner identification (e.g.Dun&Bradstreet number)
STDPN	CHAR 70	Character field, length 70

**E1EDK02: IDoc: Document header reference data**

Field Name	Format	Description
QUALF	CHAR 03	IDOC qualifier reference document
BELNR	CHAR 35	IDOC document number
POSNR	CHAR 06	Item number
DATUM	CHAR 08	IDOC Date
UZEIT	CHAR 06	IDOC Time

**E1EDK17: IDoc: Doc. header terms of delivery**

Field Name	Format	Description
QUALF	CHAR 03	IDOC qualifier Terms of delivery
LKOND	CHAR 03	IDOC delivery condition code
LKTEXT	CHAR 70	IDOC delivery condition text

**E1EDK18: IDoc: Doc. header terms of payment**

Field Name	Format	Description
QUALF	CHAR 03	IDOC qualifier Terms of payment
TAGE	CHAR 08	IDOC Number of days
PRZNT	CHAR 08	IDOC percentage for terms of payment
ZTERM_TXT	CHAR 70	Line of text

**E1EDKT1: IDoc: Doc. header text ID**

Field Name	Format	Description
TDID	CHAR 04	Text ID
TSSPRAS	CHAR 03	Language key

**E1EDKT2: IDoc: Doc. header texts**

Field Name	Format	Description
TDLINE	CHAR 70	Line of text

**E1EDP01: IDoc: Doc. item general data**

Field Name	Format	Description
POSEX	CHAR 06	Item number
ACTION	CHAR 03	Action code for the item
PSTYP	CHAR 01	Item category
KZABS	CHAR 01	Indicator for order acknowledgment requirement

MENGE	CHAR 15	Quantity
MENEEL	CHAR 03	Unit of measure
BMNG2	CHAR 15	Quantity in price unit
PMENE	CHAR 03	Price unit of measure
ABFTZ	CHAR 07	Agreed cumulative quantity
VPREI	CHAR 15	Price (net)
PEINH	CHAR 09	Price unit
NETWR	CHAR 18	Item value (net)
ANETW	CHAR 18	Absolute net value of item
SKFBP	CHAR 18	Amount qualifying for cash discount
NTGEW	CHAR 18	Net weight
GEWEI	CHAR 03	Weight unit
EINKZ	CHAR 01	Flag More than one schedule line for the item
CURCY	CHAR 03	Currency
PREIS	CHAR 18	Gross price
MATKL	CHAR 09	IDOC material class
UEPOS	CHAR 06	Higher-level item in BOM structures
GRKOR	CHAR 03	Delivery group (items delivered together)
EVERS	CHAR 07	Shipping instructions
BPUMN	DEC 03	Denominator for conv. of order price unit into order unit
BPUMZ	DEC 03	Numerator for conversion of order price unit into order unit
ABGRU	CHAR 02	Reason for rejection of quotations and sales orders
ABGRT	CHAR 40	Description
ANTLF	DEC 01	Maximum number of partial deliveries allowed per item
FIXMG	CHAR 01	Delivery date and quantity fixed
KZAZU	CHAR 01	Order combination indicator

**E1EDP02: IDoc: Doc. item reference data**

Field Name	Format	Description
QUALF	CHAR 03	IDOC qualifier reference document
BELNR	CHAR 35	IDOC document number

ZEILE	CHAR 06	Item number
DATUM	CHAR 08	IDOC Date
UZEIT	CHAR 06	IDOC Time

**E1CUREF: CU: reference order item / instance in configuration**

Field Name	Format	Description
POSEX	CHAR 06	Character field of length 6
CONFIG_ID	CHAR 06	Character field of length 6
INST_ID	CHAR 08	Character field, 8 characters long

**E1EDP03: IDoc: Doc.item date segment**

Field Name	Format	Description
IDDAT	CHAR 03	Qualifier for IDOC date segment
DATUM	CHAR 08	Date
UZEIT	CHAR 06	Time

**E1EDP04: IDoc: Doc. item taxes**

Field Name	Format	Description
MWSKZ	CHAR 07	VAT indicator
MSATZ	CHAR 17	VAT rate
MWSBT	CHAR 18	Value added tax amount
TXJCD	CHAR 18	Jurisdiction for tax calculation - tax jurisdiction code

**E1EDP05: IDoc: Doc. item conditions**

Field Name	Format	Description
ALCKZ	CHAR 03	Surcharge or discount indicator
KSCHL	CHAR 04	Condition type (coded)
KOTXT	CHAR 80	Condition text
BETRG	CHAR 18	Fixed surcharge/discount on total gross
KPERC	CHAR 08	Condition percentage rate

KRATE	CHAR 15	Condition record per unit
UPRBS	CHAR 09	Price unit
MEAUN	CHAR 03	Unit of measurement
KOBTR	CHAR 18	IDoc condition end amount
MENGE	CHAR 15	Price scale quantity (SPEC2000)
PREIS	CHAR 15	Price by unit of measure (SPEC2000)
MWSKZ	CHAR 07	VAT indicator
MSATZ	CHAR 04	Condition type (coded)

**E1EDP20: IDoc: Schedule lines**

Field Name	Format	Description
WMENG	CHAR 15	Scheduled quantity
AMENG	CHAR 15	Previous scheduled quantity
EDATU	CHAR 08	IDOC Date
EZEIT	CHAR 06	IDOC Time
EDATU_OLD	CHAR 08	IDOC Date
EZEIT_OLD	CHAR 06	IDOC Time

**E1EDPA1: IDoc: Doc. item partner information**

Field Name	Format	Description
PARVW	CHAR 03	Partner function (e.g. sold-to party, ship-to party, ...)
PARTN	CHAR 17	Partner number
LIFNR	CHAR 17	Vendor number at customer location
NAME1	CHAR 35	Name 1
NAME2	CHAR 35	Name 2
NAME3	CHAR 35	Name 3
NAME4	CHAR 35	Name 4
STRAS	CHAR 35	Street and house number 1
STRS2	CHAR 35	Street and house number 2
PFACH	CHAR 35	PO box
ORT01	CHAR 35	City

COUNC	CHAR 09	County code
PSTLZ	CHAR 09	Postal code
PSTL2	CHAR 09	Postal code of PO box
LAND1	CHAR 03	Country key
ABLAD	CHAR 35	Unloading point
PERNR	CHAR 30	Contact person's personnel number
PARNR	CHAR 30	Contact person's number (not personnel number)
TELF1	CHAR 25	1st telephone number of contact person
TELF2	CHAR 25	2nd telephone number of contact person
TELBX	CHAR 25	Telebox number
TELFX	CHAR 25	Fax number
TELTX	CHAR 25	Teletex number
TELX1	CHAR 25	Telex number
SPRAS	CHAR 01	Language key
ANRED	CHAR 15	Title
ORT02	CHAR 35	District
HAUSN	CHAR 06	House number
STOCK	CHAR 06	Floor
REGIO	CHAR 03	Region
PARGE	CHAR 01	Partner's sex
ISOAL	CHAR 02	Country ISO code
ISONU	CHAR 02	Country ISO code
FCODE	CHAR 20	Company key (France)
IHREZ	CHAR 30	Your reference (Partner)
BNAME	CHAR 35	IDoc user name
PAORG	CHAR 30	IDOC organization code
ORGTX	CHAR 35	IDoc organization code text
PAGRU	CHAR 30	IDoc group code
KNREF	CHAR 30	Customer description of partner (plant, storage location)
ILNNR	CHAR 70	Character field, length 70

**E1EDPA3: IDoc: Doc. item Partner information Additional data**

Field Name	Format	Description
QUALP	CHAR 03	IDOC Partner identification (e.g.Dun&Bradstreet number)
STDPN	CHAR 70	Character field, length 70

**E1EDP19: IDoc: Doc. item object identification**

Field Name	Format	Description
QUALF	CHAR 03	IDOC object identification such as material no.,customer
IDTNR	CHAR 35	IDOC material ID
KTEXT	CHAR 70	IDOC short text

**E1EDP17: IDoc: Doc. item terms of delivery**

Field Name	Format	Description
QUALF	CHAR 03	IDOC qualifier Terms of delivery
LKOND	CHAR 03	IDOC delivery condition code
LKTEXT	CHAR 70	IDOC delivery condition text
LPRIOR	NUMC 02	Delivery priority

**E1EDP18: IDoc: Doc. item terms of payment**

Field Name	Format	Description
QUALF	CHAR 03	IDOC qualifier Terms of payment
TAGE	CHAR 08	IDOC Number of days
PRZNT	CHAR 08	IDOC percentage for terms of payment

**E1EDPT1: IDoc: Doc. item text ID**

Field Name	Format	Description
TDID	CHAR 04	Text ID
TSSPRAS	CHAR 03	Language key

**E1EDPT2: IDoc: Doc. item texts**

Field Name	Format	Description
TDLINE	CHAR 70	Line of text

**E1EDC01: SS: general service specifications data**

Field Name	Format	Description
SGTYP	CHAR 03	IDoc service specifications segment type
ZLTYP	CHAR 03	IDoc service specifications line category
LVALT	CHAR 03	IDoc service specifications alternatives
ALTNO	CHAR 02	IDoc alternative number for service specifications
ALREF	CHAR 05	IDoc allocation number for service specifications
ZLART	CHAR 03	IDoc service specifications line type
POSEX	NUMC 10	Line number within service package
RANG	INT1 01	Hierarchy level of group
EXGRP	CHAR 08	Outline level
UEPOS	CHAR 06	Higher-level item in BOM structures
MATKL	CHAR 09	IDOC material class
MENGE	CHAR 15	Quantity
MENEEL	CHAR 03	Unit of measure
BMNG2	CHAR 15	Quantity in price unit
PMENE	CHAR 03	Price unit of measure
BPUMN	DEC 03	Denominator for conv. of order price unit into order unit
BPUMZ	DEC 03	Numerator for conversion of order price unit into order unit
VPREI	CHAR 15	Price (net)
PEINH	CHAR 09	Price unit
NETWR	CHAR 18	Item value (net)
ANETW	CHAR 18	Absolute net value of item
SKFBP	CHAR 18	Amount qualifying for cash discount
CURCY	CHAR 03	Currency
PREIS	CHAR 18	Gross price
ACTION	CHAR 03	Action code for the item
KZABS	CHAR 01	Indicator for order acknowledgment requirement
UEBTO	DEC 02	Overfulfillment tolerance

UEBTK	CHAR 01	Indicator unlimited overfulfillment allowed
LBNUM	CHAR 03	Description of service type
AUSGB	NUMC 04	Edition of service type
FRPOS	CHAR 06	Lower limit
TOPOS	CHAR 06	Upper limit
KXTT1	CHAR 40	Short text
KXTT2	CHAR 40	Short text
PERNR	NUMC 08	Personnel number
LGART	CHAR 04	Wage type
STELL	NUMC 08	Job
ZWERT	CHAR 18	Total value of sum segment

**E1EDC02: SS item: reference data**

Field Name	Format	Description
QUALF	CHAR 03	IDoc qualifier reference document for service specifications
BELNR	CHAR 35	IDOC document number
XLINE	NUMC 10	Line number within service package
DATUM	CHAR 08	IDOC Date
UZEIT	CHAR 06	IDOC Time

**E1EDC03: SS item: date segment**

Field Name	Format	Description
IDDAT	CHAR 03	Qualifier for IDOC date segment
DATUM	CHAR 08	Date
UZEIT	CHAR 06	Time

**E1EDC04: SS item: taxes**

Field Name	Format	Description
MWSKZ	CHAR 07	VAT indicator
MSATZ	CHAR 17	VAT rate
MWSBT	CHAR 18	Value added tax amount

TXJCD	CHAR 15	Jurisdiction for tax calculation - tax jurisdiction code
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**E1EDC05: SS item: conditions**

Field Name	Format	Description
ALCKZ	CHAR 03	Surcharge or discount indicator
KSCHL	CHAR 04	Condition type (coded)
KOTXT	CHAR 80	Condition text
BETRG	CHAR 18	Fixed surcharge/discount on total gross
KPERC	CHAR 08	Condition percentage rate
KRATE	CHAR 15	Condition record per unit
UPRBS	CHAR 09	Price unit
MEAUN	CHAR 03	Unit of measurement
KOBTR	CHAR 18	IDoc condition end amount
MENGE	CHAR 15	Price scale quantity (SPEC2000)
PREIS	CHAR 15	Price by unit of measure (SPEC2000)
MWSKZ	CHAR 07	VAT indicator
MSATZ	CHAR 04	Condition type (coded)

**E1EDCA1: SS items: partner information**

Field Name	Format	Description
PARVW	CHAR 03	Partner function (e.g. sold-to party, ship-to party, ...)
PARTN	CHAR 17	Partner number
LIFNR	CHAR 17	Vendor number at customer location
NAME1	CHAR 35	Name 1
NAME2	CHAR 35	Name 2
NAME3	CHAR 35	Name 3
NAME4	CHAR 35	Name 4
STRAS	CHAR 35	Street and house number 1
STRS2	CHAR 35	Street and house number 2
PFACH	CHAR 35	PO box
ORT01	CHAR 35	City

COUNC	CHAR 09	County code
PSTLZ	CHAR 09	Postal code
PSTL2	CHAR 09	Postal code of PO box
LAND1	CHAR 03	Country key
ABLAD	CHAR 35	Unloading point
PERNR	CHAR 30	Contact person's personnel number
PARNR	CHAR 30	Contact person's number (not personnel number)
TELF1	CHAR 25	1st telephone number of contact person
TELF2	CHAR 25	2nd telephone number of contact person
TELBX	CHAR 25	Telebox number
TELFX	CHAR 25	Fax number
TELTX	CHAR 25	Teletex number
TELX1	CHAR 25	Telex number
SPRAS	CHAR 01	Language key
ANRED	CHAR 15	Title
ORT02	CHAR 35	District
HAUSN	CHAR 06	House number
STOCK	CHAR 06	Floor
REGIO	CHAR 03	Region
PARGE	CHAR 01	Partner's sex
ISOAL	CHAR 02	Country ISO code
ISONU	CHAR 02	Country ISO code
FCODE	CHAR 20	Company key (France)
IHREZ	CHAR 30	Your reference (Partner)
BNAME	CHAR 35	IDoc user name
PAORG	CHAR 30	IDOC organization code
ORGTX	CHAR 35	IDoc organization code text
PAGRU	CHAR 30	IDoc group code

**E1EDC19: SS items: object identification**

Field Name	Format	Description
QUALF	CHAR 03	IDoc object identification for service specfns object

IDTNR	CHAR 35	IDOC material ID
KTEXT	CHAR 70	IDOC short text

**E1EDC17: SS items: terms of delivery**

Field Name	Format	Description
QUALF	CHAR 03	IDOC qualifier Terms of delivery
LKOND	CHAR 03	IDOC delivery condition code
LKTEXT	CHAR 70	IDOC delivery condition text

**E1EDC18: SS items: terms of payment**

Field Name	Format	Description
QUALF	CHAR 03	IDOC qualifier Terms of payment
TAGE	CHAR 08	IDOC Number of days
PRZNT	CHAR 08	IDOC percentage for terms of payment

**E1EDCT1: SS items: text identification**

Field Name	Format	Description
TDID	CHAR 04	Text ID
TSSPRAS	CHAR 03	Language key

**E1EDCT2: SS items: texts**

Field Name	Format	Description
TDLINE	CHAR 70	Line of text

**E1OILP0: IS/OIL-TAS: Doc. item data**

Field Name	Format	Description
OID_EXTBOL	CHAR 16	External bill of lading
OID_MISCDL	CHAR 16	Miscellaneous delivery number

OIPLANTD	CHAR 01	Plant determination active or not active
OIBYPASS	CHAR 01	IS-Oil plant determination indicator x=yes blank=no
OIEDOK	CHAR 01	Excise duty validation error indicator
CMETH	CHAR 01	OIL qty conversion method indicator
OITAXFROM	CHAR 02	Excise duty tax key for 'from' location
OIHANTYP	CHAR 02	Excise duty handling type (denotes use of material)
OITAXGRP	CHAR 02	Excise duty tax group for material(s)
OITAXTO	CHAR 02	Excise duty tax key for 'to' location
OICERTF1	CHAR 15	Excise tax external license number
OIOILCON	DEC 03	Oil content in a material as a percentage
OIEDBAL	CHAR 01	Indicator whether excise duty balancing is required
OIPRICIE	CHAR 01	Indicator whether ED pricing is external
OIINEX	CHAR 02	Code for internal or external excise duty rate determination
OIEDBALM	CHAR 01	Excise duty balancing method indicator
OIDRC	CHAR 05	Differential Reference Code
OIC_DRCTRY	CHAR 03	DRC country
OIC_DRCREG	CHAR 03	DRC region
OIMETIND	CHAR 04	Metropolitan indicator
OIWAP	CHAR 03	Wide area pricing zone
OISLF	CHAR 03	State license fee zone
OIPSDRC	CHAR 05	Pricing DRC (grouping customers by DRC for pricing)
OIPIPEVAL	CHAR 01	Validation indicator for pipeline fields (X=ON, blank=OFF)
OIC_LIFNR	CHAR 10	Vendor (creditor) account number
OIC_DCITYC	CHAR 04	Destination city code
OIC_DCOUNC	CHAR 03	Destination county code
OIC_DREGIO	CHAR 03	Destination region
OIC_DLAND1	CHAR 03	Destination country
OIC_OCITYC	CHAR 04	Origin city code
OIC_OCOUNC	CHAR 03	Origin county code
OIC_OREGIO	CHAR 03	Origin region
OIC_OLAND1	CHAR 03	Origin country
OIC_PORGIN	CHAR 15	Tax origin
OIC_PDESTN	CHAR 15	Tax destination

OIC_PTRIP	CHAR 16	Pipeline trip number (external)
OIC_PBATCH	CHAR 16	Pipeline operator's external batch number
OIC_MOT	CHAR 02	IS-OIL MAP external details mode of transport
OIC_AORGIN	CHAR 15	Alternate origin
OIC_ADESTN	CHAR 15	Alternate destination
OIC_TRUCKN	CHAR 10	Truck number
OIA_BASELO	CHAR 15	Base location
OIEXGNUM	CHAR 10	Exchange agreement number
OIEXGTYP	CHAR 04	Exchange type
OIFEETOT	CURR 07	Fee total (in local currency)
OIFEEDT	DATS 08	Fee pricing condition date
OINETCYC	CHAR 01	Netting cycle (FI blocking indicator)
OICONTNR	CHAR 10	Outline agreement contract
OIC_KMPOS	NUMC 06	Reference contract line item number
OIFEECH	CHAR 01	Fee edit control
OIH_LICTP	CHAR 04	License type
OIH_LICIN	CHAR 10	Excise tax internal license number
OIH_LCFOL	CHAR 10	Follow-on license for quantity license
OIH_FOLQTY	QUAN 07	Excise tax follow-on license quantity
OISBREL	NUMC 03	Sub product/ base product relevance indicator
OIBASPROD	CHAR 18	Base product number
OIDMSG_PRD	CHAR 01	Message type for product with contract restrictions
OIDMSG_QTY	CHAR 01	Message type for contract restrictions quantity
OIDMSG_UOM	CHAR 01	Message type for contract restrictions unit of measure
OIDMSG_DAT	CHAR 01	Message type for contract restrictions validity period
OIDMSG_TRM	CHAR 01	Message type for contract restrictions payment terms
OIDMSG_SHP	CHAR 01	Message type for contract restrictions ship-to party
OIGNRULE	NUMC 03	Gross/net pricing rule
OID_SHIP	CHAR 10	Ship-to party
OIC_TIME	TIMS 06	Time for time-pricing
OITITLE	CHAR 01	Incoterms title pass location
OIPTRM1	CHAR 04	Payment terms for invoice cycle X
OIPTRM2	CHAR 04	Payment terms for invoice cycle X

OIPTRM3	CHAR 04	Payment terms for invoice cycle X
OIPTRM4	CHAR 04	Payment terms for invoice cycle X
OIPTRM5	CHAR 04	Payment terms for invoice cycle X
OIPTRM6	CHAR 04	Payment terms for invoice cycle X
OIPTRM7	CHAR 04	Payment terms for invoice cycle X
OIPTRM8	CHAR 04	Payment terms for invoice cycle X
OIPTRM9	CHAR 04	Payment terms for invoice cycle X
OIPFLIC	CHAR 02	IS-OIL partner function for tax exemption license

### E1OILQH: IS-OIL/TAS: Quantity schedule header

Field Name	Format	Description
SUBITM	NUMC 04	Sub item number
CIND	CHAR 01	Contract / call-off indicator
LVORM	CHAR 01	Delete flag
MATNR	CHAR 18	Material
WERKS	CHAR 04	Plant
EXGTYP	CHAR 04	Exchange type
EXGPTR	CHAR 10	Exchange partner (vendor number)
CNTTYP	CHAR 04	Order type
SMENGE_POS	QUAN 07	Called-off/delivered/goods receipt quantity
SMENGE	QUAN 07	Called-off/delivered/goods receipt quantity
INTQTY	QUAN 07	Quantity scheduled to be exchanged
MEINS	UNIT 03	Quantity schedule related unit of measurement
ENTLU	CHAR 01	Breakdown ind. for scheduling on contract/call-off level
SPLIT	CHAR 01	How to split quantity in quantity schedule
MOD	CHAR 02	Method of delivery
VONDAT	DATS 08	Valid-from date
BISDAT	DATS 08	Valid-to date
OIPRIOR	NUMC 03	Priority of an exchange agreement for load balancing
KALID	CHAR 02	Factory calendar ID

### E1OILQS: IS-OIL/TAS: Quantity schedule scheduling

<b>Field Name</b>	<b>Format</b>	<b>Description</b>
SEQENT	NUMC 04	Sequential segment number
SCHDDT	DATS 08	Schedule date
SMENGE	QUAN 07	Called-off/delivered/goods receipt quantity
INTQTY	QUAN 07	Quantity scheduled to be exchanged
ENTLU	CHAR 01	Breakdown ind. for scheduling on contract/call-off level
AUTIND	CHAR 01	Indicator Entry to be used to create an autom. call-off

**E1OLL01: LID Main data**

<b>Field Name</b>	<b>Format</b>	<b>Description</b>
ACTION	CHAR 02	Action for TAS and TPI IDoc
LIDNO	CHAR 30	LOAD ID TAS
LIDADDON	CHAR 20	LOAD ID ADDON TAS
LIDTYPE	CHAR 06	LOAD ID - Type
CONTRRTYP	CHAR 01	Control structure type
MDSENDFLAG	CHAR 01	Master data send flag
LIDDESC	CHAR 36	TAS Load ID Description
LIDDEPOT	CHAR 30	LID used at depot
LID3COD1	CHAR 30	Third party Code TAS
LID3RDPRTY	CHAR 30	Third party Code TAS
LIDBLKIND	CHAR 01	Blocking Indicator TAS
MATNR3RDP	CHAR 40	TAS - 3rd party material info
MATTXT3RDP	CHAR 64	TAS 3rd party material text
CUST3RDP	CHAR 40	TAS 3rd party customer info
MATNRTAS	CHAR 40	TAS material number
ADDITTAS	CHAR 40	TAS additive number
LIDTAS	CHAR 30	Load ID TAS
MMDOCNR	CHAR 10	SAP MM DOCUMENT Number TAS
MMDITMNR	NUMC 05	SAP MM Document Item for TAS
TASGRP1	CHAR 08	TAS Group sending data to TAS
TASGRP2	CHAR 08	TAS Group sending data to TAS
FUNCGROUP	CHAR 06	LOAD ID Function Group

**E1OLL02: Control and addn control fields data**

Field Name	Format	Description
SOLDTO	CHAR 10	Sold-to party
SHIPTO	CHAR 10	Ship-to party
VSTEL	CHAR 04	Shipping point
WERKS	CHAR 04	Plant
LGORT	CHAR 04	Storage location
MATKL	CHAR 09	Material group
MATNR	CHAR 18	Material
OIHANTYP	CHAR 02	Excise duty handling type (denotes use of material)
TPLST	CHAR 04	Transportation planning point
VEHICLE	CHAR 10	TD vehicle number
DRIVERCODE	CHAR 10	TD driver number
BWTAR	CHAR 10	Valuat'n type
QUALIFIER	CHAR 01	IS Oil/TAS qualifier for Control and addn control fields determination

**E1OLL03: User-defined fields**

Field Name	Format	Description
USERFLD1	CHAR 30	TAS userfields
USERFLD2	CHAR 30	TAS userfields
USERFLD3	CHAR 30	TAS userfields
USERFLD4	CHAR 30	TAS userfields
USERFLD5	CHAR 30	TAS userfields
USERFLD6	CHAR 30	TAS userfields
USERFLD7	CHAR 30	TAS userfields
USERFLD8	CHAR 30	TAS userfields
USERFLD9	CHAR 30	TAS userfields
USERFLD10	CHAR 30	TAS userfields
USERFLD11	CHAR 30	TAS userfields
USERFLD12	CHAR 30	TAS userfields

USERFLD13	CHAR 30	TAS userfields
USERFLD14	CHAR 30	TAS userfields
USERFLD15	CHAR 30	TAS userfields
USERFLD16	CHAR 30	TAS userfields
USERFLD17	CHAR 30	TAS userfields
USERFLD18	CHAR 30	TAS userfields
USERFLD19	CHAR 30	TAS userfields
USERFLD20	CHAR 30	TAS userfields

**E1CUCFG: CU: configuration data**

Field Name	Format	Description
POSEX	CHAR 06	Character field of length 6
CONFIG_ID	CHAR 06	Character field of length 6
ROOT_ID	CHAR 08	Character field, 8 characters long

**E1CUINS: CU: instance data**

Field Name	Format	Description
INST_ID	CHAR 08	Character field, 8 characters long
OBJ_TYPE	CHAR 10	Character field length = 10
CLASS_TYPE	CHAR 03	3-Byte field
OBJ_KEY	CHAR 50	Comment
OBJ_TXT	CHAR 70	Character field, length 70
QUANTITY	CHAR 15	Char 15

**E1CUPRT: CU: partof data**

Field Name	Format	Description
PARENT_ID	CHAR 08	Character field, 8 characters long
INST_ID	CHAR 08	Character field, 8 characters long
PART_OF_NO	CHAR 04	Nothing
OBJ_TYPE	CHAR 10	Character field length = 10
CLASS_TYPE	CHAR 03	3-Byte field

OBJ_KEY	CHAR 50	Comment
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**E1CUVAL: CU: characteristic valuation**

Field Name	Format	Description
INST_ID	CHAR 08	Character field, 8 characters long
CHARC	CHAR 40	Character field of length 40
CHARC_TXT	CHAR 70	Character field, length 70
VALUE	CHAR 40	Character field of length 40
VALUE_TXT	CHAR 70	Character field, length 70

**E1EDS01: IDoc: Summary segment general**

Field Name	Format	Description
SUMID	CHAR 03	Qualifier for totals segment for shipping notification
SUMME	CHAR 18	Total value of sum segment
SUNIT	CHAR 03	Total value unit for totals segment in the shipping notif.
WAERQ	CHAR 03	Currency

**IDoc OILSHL01 - Sending shipment relevant data to TAS**

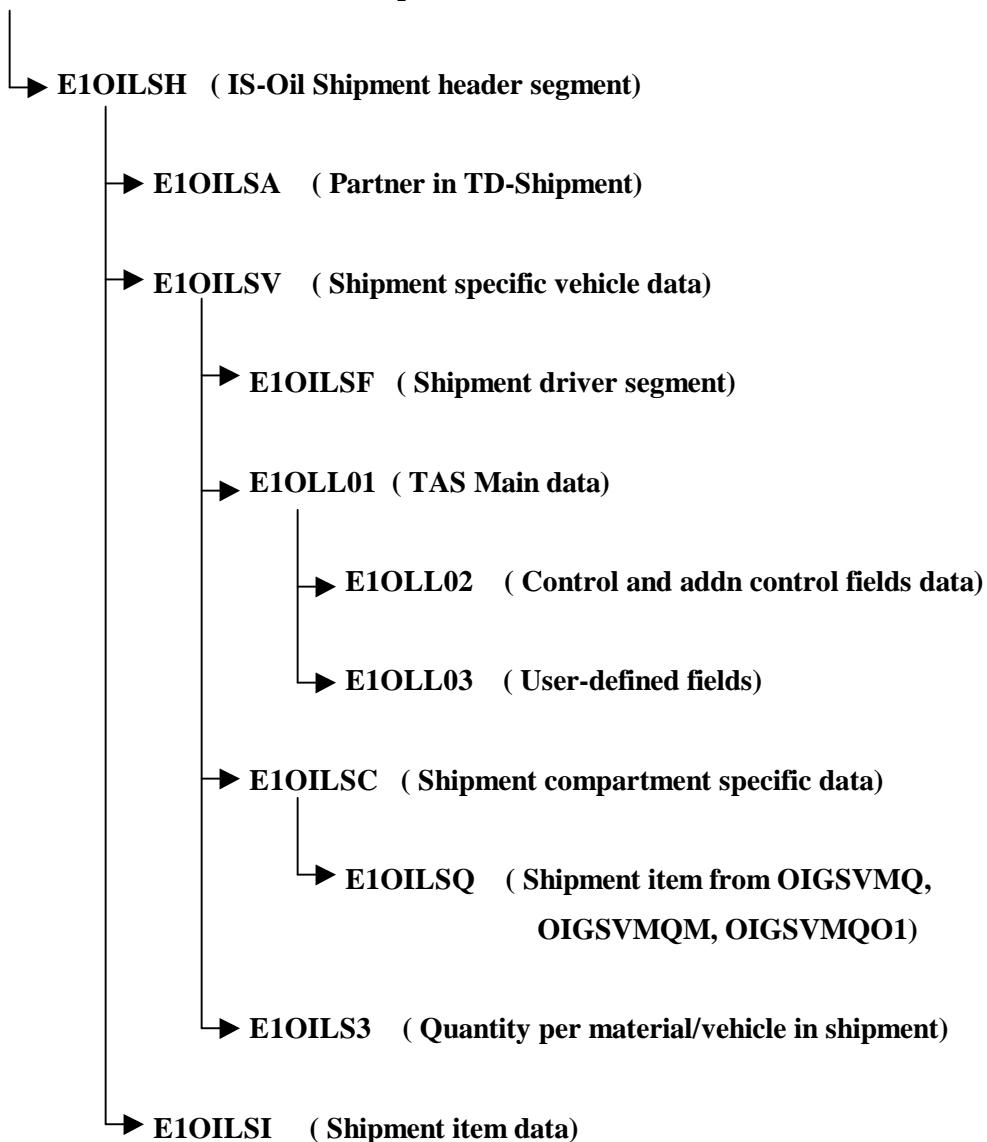
This IDoc is used to send the shipment related data for a scheduled shipment. Following are the segments it contains, along with the number of times that they can occur.

Segment Name	Description	Mandatory segment	Number
E1OILSH	IS-OIL Shipment header segment	X	1-9999
E1OILSA	Partner in TD-Shipment		1-9999
E1OILSV	Shipment specific vehicle data	X	1-9999
E1OILSF	Shipment driver segment		1-9999
E1OLL01	LID Master data	X	1-99

E1OLL02	Control and addn control fields data		1-2
E1OLL03	User-defined fields		1
E1OILSC	Shipment compartment specific data		1-9999
E1OILSQ	Shipment item from OIGSVMQ, OIGSVMQM, OIGSVMQO1		1-9999
E1OILS3	Quantity per material/vehicle in shipment		1-9999
E1OILSI	Shipment item data		1-9999

## IDoc Structure

### OILSHL01 (IS-OIL R/3 TAS Shipment communication IDOC)



## Description of the IDoc Segments

Following is a description of the respective segments and the fields therein.

### E1OILSH: IS-Oil Shipment header segment

Field Name	Format	Description
OIK_ACTFLG	CHAR 02	Action for TAS and TPI IDoc
STATUS	CHAR 01	Transaction category (SAP system transaction)
SHNUMBER	CHAR 10	TD shipment number
USE_EXT_NR	CHAR 01	Dummy function
SHTYPE	CHAR 04	TD shipment type
XBLNR	CHAR 16	Reference document number
VEH_MODE	CHAR 01	TD vehicle mode of transportation
VMRQT	CHAR 01	Vehicle meter required indicator
CPLID	CHAR 01	Compartment load indicator
CHKCMP_P_C	NUMC 01	Check compatibility at scheduling for product-compartment
CHKCMP_V_C	NUMC 01	Check compatibility at scheduling for vehicle-customer
PART_DC	CHAR 01	TD partial delivery confirmation allowance
UOMID	CHAR 01	Unit of measure identification
CFBLL	CHAR 01	Confirm balance load of deliveries
INPGP	CHAR 02	Intransit posting group
WGT_UOM	UNIT 03	TD weight unit of measure
VOL_UOM	UNIT 03	TD volume unit of measure
NR_DECV	NUMC 02	Number of decimal places for shipment quantities
NR_DECW	NUMC 02	Number of decimal places for shipment quantities
VOLA_UOM	UNIT 03	TD volume unit of measure, ambient
VOLC_UOM	UNIT 03	TD volume unit of measure, corrected (temperature)
OVLD_WRNG	CHAR 01	TD Check overloading at loading - only warning
OIG_DLNMCK	CHAR 01	TD document sequence number check
SCHUND	CHAR 01	TD-S Underdelivery tolerance message level
SCHOVR	CHAR 01	TD-S Over delivery tolerance message level
LOAUND	CHAR 01	TD-L Under-delivery tolerance message level
LOAOVR	CHAR 01	TD-L Over delivery tolerance message level

DELUND	CHAR 01	TD-D Under delivery tolerance message level
DELOVR	CHAR 01	TD-D Over delivery tolerance message level
EV_SEQ_UNI	CHAR 01	TD Event sequence number unique
EV_GROUP	CHAR 04	TD Event default group
SHFT_MNT	CHAR 01	TD Shift mandatory
CHK_OVL	CHAR 01	TD Check overloading
VCLOSE	CHAR 01	TD vehicle close flag; set confirmation complete (status=6)
VBALNC	CHAR 01	TD vehicle balance check against tolerance table (TOIGS5)
GLPST	CHAR 01	TD gain/loss postings at vehicle close
EXCH_SCH	CHAR 01	Automatically Invoke Exchange Assignment User exit
FFTYP	CHAR 01	Fulfillment indicator for exchange assignments
EXGASS	NUMC 03	Exchange assignment user exit
BWART	CHAR 03	Movement type (inventory management)
VSART	CHAR 02	Shipping type
EXCH_LOAD	CHAR 01	Automatically Invoke Exchange Assignment User exit
EXCH_CHECK	CHAR 01	Check exchange assignments at scheduling
AUSTGASGN	CHAR 01	TD-F auto assignment of stages to document items
FKART	CHAR 04	Shipment cost type
FRKRL	CHAR 01	Default shipment cost relevance shipment header
FRKRL_STR	CHAR 01	Default shipment cost relevance shipment leg
FRKRL_UMP	CHAR 01	Shipment cost relevance transfer point default
FRKRL_GRP	CHAR 01	Default shipment cost relevance border-crossing pt.
FRKRL_VEH	CHAR 01	TD shipment cost relevance for vehicles
TPLST	CHAR 04	Transportation planning point
OIG_SSTSF	CHAR 01	TD shipment status (functional)
SCHED_STDT	DATS 08	Planned date for start of shipment
SCHED_STTM	TIMS 06	Time of start of scheduling
LOAD_STDT	DATS 08	Planned date for start of loading
LOAD_STTM	TIMS 06	Planned time for start of loading
LOAD_EDDT	DATS 08	Planned date for end of loading
LOAD_EDTM	TIMS 06	Planned time for end of Loading
DEL_STDT	DATS 08	Planned date for start of delivery confirm.

DEL_STTM	TIMS 06	Planned time for start of delivery confirmation
DEL_EDDT	DATS 08	Planned date for end of delivery confirm
DEL_EDTM	TIMS 06	Planned time for end of delivery confirmation
LOAD_STDTA	DATS 08	Date for start of loading
LOAD_STTMA	TIMS 06	Actual time for start of loading
LOAD_EDDTA	DATS 08	Actual date for end of loading
LOAD_EDTMA	TIMS 06	Actual time for end of loading
DEL_STDTA	DATS 08	Actual date for start of delivery confirm.
DEL_STTMA	TIMS 06	Actual time for start of delivery confirmation
DEL_EDDTA	DATS 08	Actual date for end of delivery confirm.
DEL_EDTMA	TIMS 08	Actual time for end of delivery confirmation
SHIFT_DATE	DATS 08	Field of type DATS

### E1OILSA: Partner in TD-Shipment

Field Name	Format	Description
VBELN	CHAR 10	SD document number
POSNR	NUMC 06	Item number of the SD document
PARVW	CHAR 02	Partner function ID (e.g. SH for ship-to party)
KUNNR	CHAR 10	Customer number
LIFNR	CHAR 10	Vendor (creditor) account number
PERNR	NUMC 08	Personnel number
PARNR	NUMC 10	Number of contact person
ADRNR	CHAR 10	Address
ABLAD	CHAR 25	Unloading point
LAND1	CHAR 03	Country key
ADRDA	CHAR 01	Address indicator
XCPDK	CHAR 01	Indicator Is the account a one-time account?
HITYP	CHAR 01	Customer hierarchy type
PRFRE	CHAR 01	Relevant for pricing ID
BOKRE	CHAR 01	ID Customer is to receive rebates
HISTUNR	NUMC 02	Level number within hierarchy
KNREF	CHAR 30	Customer description of partner (plant, storage location)

LZONE	CHAR 10	Transport zone to which the goods are delivered
HZUOR	NUMC 02	Assignment to hierarchy
UPDATEFLAG	CHAR 01	Transaction category (SAP system transaction)
PA_LEVEL	CHAR 01	Partner level for TD shipment

**E1OILSV: Shipment specific vehicle data**

Field Name	Format	Description
VEHICLE	CHAR 10	TD vehicle number
COMP_GROUP	CHAR 08	TD vehicle group
VEH_TYPE	CHAR 04	TD vehicle type
VEH_ID	CHAR 18	TD vehicle identifier
CARRIER	CHAR 10	TD carrier (vendor account number)
VEH_NRTUS	NUMC 02	Number of transport units on vehicle (TD)
VOL_UOM	UNIT 03	TD volume unit of measure
WGT_UOM	UNIT 03	TD weight unit of measure
DIM_UOM	UNIT 03	TD dimension unit of measure
VEH_MAXWGT	FLTP 08	TD vehicle maximum weight
VEH_UNLWGT	FLTP 08	TD vehicle unladen weight
VEH_MAXVOL	FLTP 08	TD vehicle maximum volume
EQUIP_NR	CHAR 18	Equipment number
VEH_HEIGHT	QUAN 07	Vehicle height
VEH_WIDTH	QUAN 07	TD width
VEH_LENGTH	QUAN 07	Vehicle length
ROUTE	CHAR 06	TD-F Route of Vehicle
OIG_SSTSF	CHAR 01	TD shipment status (functional)
LDDATE	DATS 08	Loading date
LDTIME	TIMS 06	Loading time
SHIFT	CHAR 01	TD driver shift
TRIP	NUMC 05	Trip number
RTDATE	DATS 08	Date of return
RTTIME	TIMS 06	Time of return
DDCDAT	DATS 08	Document date in delivery confirmation

PSTDAT	DATS 08	Posting date in delivery confirmation
MBLNRGL	CHAR 10	Number of a material document
MBLNR	CHAR 10	Number of a material document
MJAHR	NUMC 04	Year of material document
VCLOSE	CHAR 01	TD vehicle close flag; set confirmation complete (status=6)
GLPST	CHAR 01	TD gain/loss postings at vehicle close
VBALNC	CHAR 01	TD vehicle balance check against tolerance table (TOIGS5)
REAS_CODE	CHAR 02	Reason code - to group quantities in shipment process
CHK_OVL	CHAR 01	TD Check overloading
TPPOINT	CHAR 04	Transportation planning point
FBSTA	CHAR 01	Status of shipment costing vehicle level
FBGST	CHAR 01	Overall status of shipment costing vehicle level
ARSTA	CHAR 01	Status of shipment cost settlement vehicle level
ARGST	CHAR 01	Overall status of shipment cost settlement vehicle level
ACT_WGT	FLTP 08	Vehicle actual weight
ACT_VOL	FLTP 08	Vehicle actual volume
UNL_WGT	FLTP 08	TD vehicle unladen weight
MAX_WGT	FLTP 08	TD vehicle maximum weight
MAX_VOL	FLTP 08	TD vehicle maximum weight
VEH_TEXT	CHAR 40	TD vehicle header text
SHIFT_TEXT	CHAR 40	Shift description
VEH_TYTEXT	CHAR 40	TD vehicle type text
TPLST_TEXT	CHAR 20	Description
GROUPTEXT	CHAR 40	TD vehicle group text
EQKTX	CHAR 40	Equipment description
VEH_MODE	CHAR 01	TD vehicle mode of transportation
CARR_TEXT	CHAR 35	Name 1
VEH_STATUS	CHAR 01	TD vehicle status
WGT_TEXT	CHAR 10	Measurement unit text (max. 10 char.)
VOL_TEXT	CHAR 10	Measurement unit text (max. 10 char.)
DISTZ	QUAN 07	Distance

MEDST	UNIT 03	Unit of measure for distance
OIG_GESZTD	QUAN 07	Total time for stage
OIG_FAHZTD	QUAN 07	Total travel time for stage
MEIZT	UNIT 03	Unit of measure for travelling times
STATUS	CHAR 01	Transaction category (SAP system transaction)
CNO_VLEVEL	CHAR 01	Dummy function

**E1OILSF: Shipment driver segment**

Field Name	Format	Description
DRIVERCODE	CHAR 10	TD driver number
PERSCODE	CHAR 20	TD external personnel number
FIRST_NAME	CHAR 20	Driver's first name
LAST_NAME	CHAR 20	Driver's last name
VEHICLE	CHAR 10	TD vehicle number
UPDATEFLAG	CHAR 01	Transaction category (SAP system transaction)

**E1OLL01: TAS Main data**

Field Name	Format	Description
ACTION	CHAR 02	Action for TAS and TPI IDoc
LIDNO	CHAR 30	LOAD ID TAS
LIDADDON	CHAR 20	LOAD ID ADDON TAS
LIDTYPE	CHAR 06	LOAD ID - Type
CONTRRTYP	CHAR 01	Control structure type
MDSENDFLAG	CHAR 01	Master data send flag
LIDDESC	CHAR 36	TAS Load ID Description
LIDDEPOT	CHAR 30	LID used at depot
LID3COD1	CHAR 30	Third party Code TAS
LID3RDPRTY	CHAR 30	Third party Code TAS
LIDBLKIND	CHAR 01	Blocking Indicator TAS
MATNR3RDP	CHAR 40	TAS - 3rd party material info
MATTXT3RDP	CHAR 64	TAS 3rd party material text

CUST3RDP	CHAR 40	TAS 3rd party customer info
MATNRTAS	CHAR 40	TAS material number
ADDITTAS	CHAR 40	TAS additive number
LIDTAS	CHAR 30	Load ID TAS
MMDOCNR	CHAR 10	SAP MM DOCUMENT Number TAS
MMDITMNR	NUMC 05	SAP MM Document Item for TAS
TASGRP1	CHAR 08	TAS Group sending data to TAS
TASGRP2	CHAR 08	TAS Group sending data to TAS
FUNCGROUP	CHAR 06	LOAD ID Function Group

**E1OLL02: Control and addn control fields data**

Field Name	Format	Description
SOLDTO	CHAR 10	Sold-to party
SHIPTO	CHAR 10	Ship-to party
VSTEL	CHAR 04	Shipping point
WERKS	CHAR 04	Plant
LGORT	CHAR 04	Storage location
MATKL	CHAR 09	Material group
MATNR	CHAR 18	Material
OIHANTYP	CHAR 02	Excise duty handling type (denotes use of material)
TPLST	CHAR 04	Transportation planning point
VEHICLE	CHAR 10	TD vehicle number
DRIVERCODE	CHAR 10	TD driver number
BWTAR	CHAR 10	Valuat'n type
QUALIFIER	CHAR 01	IS Oil/TAS qualifier for Control and addn control fields determination

**E1OLL03: User-defined fields**

Field Name	Format	Description
USERFLD1	CHAR 30	TAS userfields
USERFLD2	CHAR 30	TAS userfields
USERFLD3	CHAR 30	TAS userfields

USERFLD4	CHAR 30	TAS userfields
USERFLD5	CHAR 30	TAS userfields
USERFLD6	CHAR 30	TAS userfields
USERFLD7	CHAR 30	TAS userfields
USERFLD8	CHAR 30	TAS userfields
USERFLD9	CHAR 30	TAS userfields
USERFLD10	CHAR 30	TAS userfields
USERFLD11	CHAR 30	TAS userfields
USERFLD12	CHAR 30	TAS userfields
USERFLD13	CHAR 30	TAS userfields
USERFLD14	CHAR 30	TAS userfields
USERFLD15	CHAR 30	TAS userfields
USERFLD16	CHAR 30	TAS userfields
USERFLD17	CHAR 30	TAS userfields
USERFLD18	CHAR 30	TAS userfields
USERFLD19	CHAR 30	TAS userfields
USERFLD20	CHAR 30	TAS userfields

**E1OILSC: Shipment compartment specific data**

Field Name	Format	Description
COM_NUMBER	INT1	TD compartment number
SEQ_NMBR	NUMC 03	TD master data sequence number
GROUPNAME	CHAR 08	TD product/compartment group
DOUB_HULL	CHAR 01	Double hull indicator
COM_IDTEXT	CHAR 40	TD compartment text
MIN_VOL	FLTP 08	TD minimum compartment volume
MAX_VOL	FLTP 08	TD maximum compartment volume
MAX_WGT	FLTP 08	Transport unit maximum weight
ACT_WGT	FLTP 08	TD actual compartment weight
ACT_VOL	FLTP 08	TD actual compartment volume
WGT_UOM	UNIT 03	TD weight unit of measure
VOL_UOM	UNIT 03	TD volume unit of measure

COM_TEXT	CHAR 40	TD compartment text
SEAL	CHAR 10	Seal number
UPDATEFLAG	CHAR 01	Transaction category (SAP system transaction)

**E1OILSQ: Shipment item from OIGSVMQ, OIGSVMQM, OIGSVMQ01**

Field Name	Format	Description
SEQ_NMBR	NUMC 03	TD master data sequence number
COM_NUMBER	INT1 01	TD compartment number
TU_NUMBER	CHAR 10	TD transport unit number
VEHICLE	CHAR 10	TD vehicle number
TD_ACTION	CHAR 01	TD action (schedule, load, delivery confirmation)
DOC_TYP	CHAR 01	SD document category
BWTAR	CHAR 10	Valuat'n type
DOC_NUMBER	CHAR 10	TD document number
MATNR	CHAR 18	Material
CHARG	CHAR 10	Batch number
POSNR	NUMC 06	TD Document item number
TRQTY	FLTP 08	TD transaction quantity
TRUOM	UNIT 03	TD transaction unit of measure
QTY_VOL	FLTP 08	Quantity in volume UoM
QTY_WGT	FLTP 08	Quantity in weight UoM
WERKS	CHAR 04	Plant
LGORT	CHAR 04	Storage location
LFIMG	QUAN 07	Actual quantity delivered (in sales units)
VRKME	UNIT 03	Sales unit
LGMNG	QUAN 07	Actual quantity delivered (in base units)
MEINS	UNIT 03	Base unit of measure
HPM_ITM	NUMC 05	Sequence number for HPM segments
HIS_ITM	NUMC 03	TD shipment history item number
REAS_CODE	CHAR 02	Reason code - to group quantities in shipment process
VGTYP	CHAR 01	SD document category
OIGROUPNAM	CHAR 08	TDcustomer compatibility group

TSTMP	FLTP 08	Oil test temperature
TSTEH	UNIT 03	Oil test temperature unit
TDICH	FLTP 08	Oil test density
MTTMRP	FLTP 08	Oil material temperature
MTTEH	UNIT 03	Oil material temperature unit
BDICH	FLTP 08	Oil density at base temperature
HYDRO	CHAR 01	Hydrometer correction indicator
ABFAC	DEC 02	Oil air buoyancy factor
ABIND	CHAR 01	Air buoyancy indicator
UMRSL	CHAR 04	Oil conversion group
CMODE	CHAR 01	Conversion mode
COEFF	FLTP 08	Quantity conversion coefficient
FDICH	FLTP 08	Fixed density
BSWCN	FLTP 08	BSW %
MCF	FLTP 08	Meter correction factor
STATUS	CHAR 01	Transaction category (SAP system transaction)
UPDATEFLAG	CHAR 01	Transaction category (SAP system transaction)
M_TPU_NR	NUMC 03	Transport unit sequence number in shipment
M_SEQ_NMBR	NUMC 03	TD master data sequence number
M_VEH_NR	NUMC 03	Vehicle sequence number in shipment

**E1OILS3: Quantity per material/vehicle in shipment**

Field Name	Format	Description
MAT_ITM	NUMC 03	TD material item sequence number
LABST	QUAN 07	Valuated stock with unrestricted use
GLQTY	FLTP 08	Gain/loss quantity on a vehicle
RSNCDV	CHAR 02	Reason code to accept gain or loss
MBLNR	CHAR 10	Number of a material document
MJAHR	NUMC 04	Year of material document
ZEILE	NUMC 04	Item in material document
LABST_P	QUAN 07	Valuated stock with unrestricted use
GLQTY_P	FLTP 08	Gain/loss quantity on a vehicle

UPDATEFLAG	CHAR 01	Transaction category (SAP system transaction)
REAS_CODED	CHAR 40	Reason code description

**E1OILSI: Shipment item data**

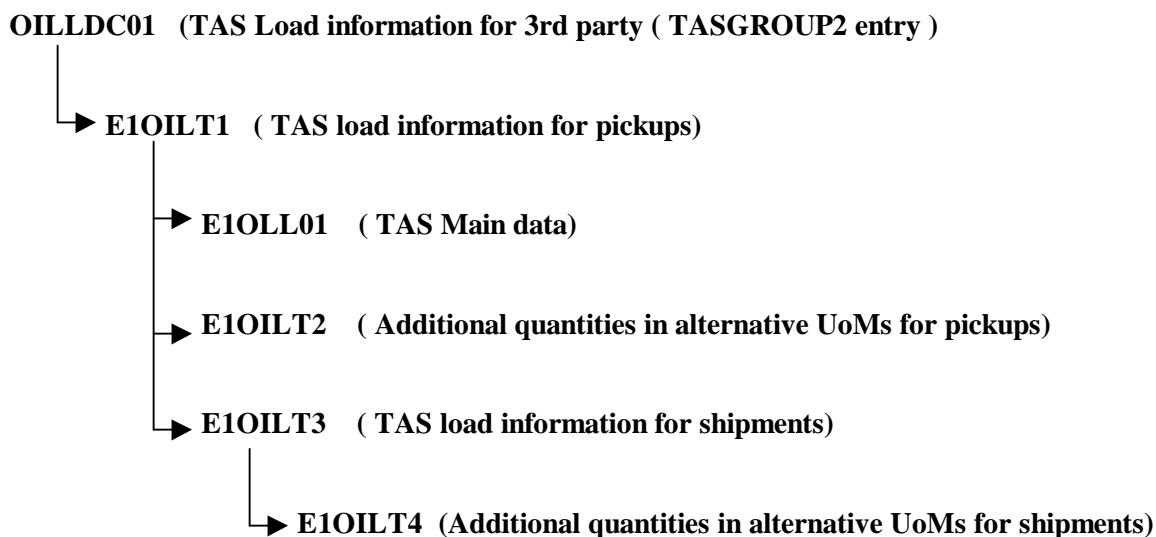
Field Name	Format	Description
SHITEM	NUMC 04	Shipment item
USE_EXT_NR	CHAR 01	Dummy function
INTERN_DOC	CHAR 01	Dummy function
DOC_TYP	CHAR 01	SD document category
DOC_NUMBER	CHAR 10	TD document number
VGTYP	CHAR 01	SD document category
OIG_SSTSFP	CHAR 01	TD shipment status (functional)
DOC_SEQ	CHAR 04	TD Document sequence field
LOAD_INDI	CHAR 01	TD shipment item load indicator
DISCH_INDI	CHAR 01	TD shipment item discharge indicator
LONGTEXT	CHAR 01	TD Long text indicator
OIG_SSTSF	CHAR 01	TD shipment status (functional)
REAS_CODE	CHAR 02	Reason code - delivery header
DOC_ITEMS	NUMC 03	Number of items in document
DLDATE	DATS 08	Delivery date
DLTIME	TIMS 06	Delivery time
OIGROUPNAM	CHAR 08	TDcustomer compatibility group
KUNNR	CHAR 10	Sold-to party
AUGRU	CHAR 03	Order reason (reason for the business transaction)
AUART	CHAR 04	Sales document type
TREAT_DEL	CHAR 01	Dummy function
SOEGRP	CHAR 04	Sales order entry default group
SOEG_LEVEL	NUMC 01	Select
UPDATEFLAG	CHAR 01	Transaction category (SAP system transaction)

## **IDoc OILLDC01 – Sending loading data to 3<sup>rd</sup> party**

This is an outgoing IDoc that is an enhancement to the incoming IDoc OILLDD01. Depending on the customising in the system, when the incoming loading related information in the IDoc OILLDD01 is to be sent to a third party with enhancements related to the LID master data, the segment E1OLL01 is added to the IDoc OILLDD01 and the resulting IDoc(OILLDC01) is sent to the third party. Following is a description of the segments with the number of times that they can occur. Notice that these are the same segments as in the IDoc OILLDD01 with an extra segment, E1OLL01. Notice also that this is a mandatory segment.

Segment Name	Description	Mandatory segment	Number
E1OILT1	TAS load information for pickups	X	1-99
E1OLL01	LID Main data	X	1
E1OILT2	Additional quantities in alternative UoMs for pickups		1-99
E1OILT3	TAS load information for shipments		1-99
E1OILT4	Additional quantities in alternative UoMs for shipments		1-15

### **IDoc Structure**



## Description of the IDoc Segments

Following is a description of the respective segments and the fields therein.

### E1OILT1: TAS load information for pickups

This is a mandatory segment in this IDoc. It contains loading information such as loading date/time, loaded quantity and UoM, oil temperature and density etc. These along with the TAS LID are required fields in this segment.

Field Name	Format	Required Field	Description
ACTION	CHAR 02	X	Action for TAS and TPI IDoc
LIDNO	CHAR 30	X	LOAD ID TAS
LIDADDON	CHAR 20		LOAD ID ADDON TAS
LOADDATE	DATS 08	X	Actual date for end of loading
LOADTIME	TIMS 06	X	Actual time for end of loading
MMDOCNR	CHAR 10		SAP MM DOCUMENT Number TAS
MMDITMNR	NUMC 05		SAP MM Document Item for TAS
WERKS	CHAR 04	X	Plant
LGORT	CHAR 04		Storage location
CHARG	CHAR 10		Batch number
VSTEL	CHAR 04		Shipping point
TSTMP	CHAR 07		Test temperature
TSTEH	UNIT 03		Oil test temperature unit
TDICH	CHAR 07		Oil test density
MTTMP	CHAR 07	X	Material temperature
MTTEH	UNIT 03	X	Oil material temperature unit
BDICH	CHAR 07	X	Oil density at base temperature
BSWCN	CHAR 07		BSW content
MCF	CHAR 07		Meter correction factor
ABIND	CHAR 01		Air bouyancy indicator
HYDRO	CHAR 01		Hydrometer correction indicator
TRQNT	CHAR 17	X	Transaction quantity
TRUOM	UNIT 03	X	Transaction entry unit of measure
MATNR	CHAR 18		Material
SHIPTO	CHAR 10		Ship-to party
HNDLTYPE	CHAR 02		Excise duty handling type (denotes use of

			material)
EXTLID	CHAR 30		LID used at depot
EXTDELNR	CHAR 30		Third party Code TAS
BWTAR	CHAR 10		Valuation type
EBELN	CHAR 10		Purchasing document number
EBELP	NUMC 05		Item number of purchasing document
SDOCART	CHAR 04		Subsequent document art

### E1OLL01 : LID Main data

This is a mandatory segment which contains the main data of the LID.

Field Name	Format	Description
ACTION	CHAR 02	Action for TAS and TPI IDoc
LIDNO	CHAR 30	LOAD ID TAS
LIDADDON	CHAR 20	LOAD ID ADDON TAS
LIDTYPE	CHAR 06	LOAD ID - Type
CONTRTYP	CHAR 01	Control structure type
MDSENDFLAG	CHAR 01	Master data send flag
LIDDESC	CHAR 36	TAS Load ID Description
LIDDEPOT	CHAR 30	LID used at depot
LID3COD1	CHAR 30	Third party Code TAS
LID3RDPRTY	CHAR 30	Third party Code TAS
LIDBLKIND	CHAR 01	Blocking Indicator TAS
MATNR3RDP	CHAR 40	TAS - 3rd party material info
MATTXT3RDP	CHAR 64	TAS 3rd party material text
CUST3RDP	CHAR 40	TAS 3rd party customer info
MATNRTAS	CHAR 40	TAS material number
ADDITTAS	CHAR 40	TAS additive number
LIDTAS	CHAR 30	Load ID TAS
MMDOCNR	CHAR 10	SAP MM DOCUMENT Number TAS
MMDITMNR	NUMC 05	SAP MM Document Item for TAS
TASGRP1	CHAR 08	TAS Group sending data to TAS
TASGRP2	CHAR 08	TAS Group sending data to TAS
FUNCGROUP	CHAR 06	LOAD ID Function Group

### **E1OILT2: Additional quantities in alternative UoMs for pickups**

This is an optional segment, which is used in case an alternative unit of measure (UoM) needs to be communicated in the case of a pick-up.

<b>Field Name</b>	<b>Format</b>	<b>Description</b>
ADQNT1	CHAR 17	Additional quantity calculated or manually entered
ADUOM1	UNIT 03	Additional unit of measure
MANEN1	CHAR 01	Quantity manual entry indicator

### **E1OILT3: TAS load information for shipments**

This segment is used in the case of sending loading information related to a scheduled shipment. It has some mandatory fields which are marked below.

<b>Field Name</b>	<b>Format</b>	<b>Required Field</b>	<b>Description</b>
COM_NUMBR	INT1 01	X	TD compartment number
TU_NUMBER	CHAR 10	X	TD transport unit number
MATNR	CHAR 18		Material
BTYPSD	CHAR 01		document category
VBELN	CHAR 10		SD document number
POSNR	NUMC 06		TD Document item number
TSTMP	CHAR 07		Test temperature
TSTEH	UNIT 03		Oil test temperature unit
TDICH	CHAR 07		Oil test density
MTTMP	CHAR 07	X	Material temperature
MTTEH	UNIT 03	X	Oil material temperature unit
BDICH	CHAR 07	X	Oil density at base temperature
BSWCN	CHAR 07		BSW content
MCF	CHAR 07		Meter correction factor
ABIND	CHAR 01		Air buoyancy indicator
HYDRO	CHAR 01		Hydrometer correction indicator
TRQNT	CHAR 17	X	Transaction quantity
TRUOM	UNIT 03	X	Transaction entry unit of measure

WERKS	CHAR 04		Plant
LGORT	CHAR 04		Storage location
EXTLID	CHAR 30		LID used at depot
EXTDELNR	CHAR 30		Third party Code TAS
HNDLTYPE	CHAR 02		Excise duty handling type (denotes use of material)
CHARG	CHAR 10		Batch number
TD_ACTION	CHAR 01		TD action (schedule, load, delivery confirmation)

#### **E1OILT4: Additional quantities in alternative UoMs for shipments**

This is an optional segment, which is used in case an alternative unit of measure (UoM) needs to be communicated in the case of a scheduled shipment.

Field Name	Format	Description
ADQNT1	CHAR 17	Additional quantity calculated or manually entered
ADUOM1	UNIT 03	Additional unit of measure
MANEN1	CHAR 01	Quantity manual entry indicator

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#### **IDoc OILLDD01 – Forwarding loading data from R/3 to 3<sup>rd</sup> Party system**

As mentioned earlier, this is the only incoming IDoc in the system. This contains the loading data at the depot, sent to the R/3 system through ALE. Depending on the customising in the R/3 system, it may be sent to a third party with a substitution in the LID field (in which case it goes out as the same type, that is, OILLDD01) or with enhancements (in which case it changes to an IDoc type OILLDC01).

Both these IDocs have been described in the earlier sections. This is only to mention that the same incoming IDoc can be sent out, with a mere substitution in the LID field.

# SAP System Settings and Modifications

This chapter provides an overview of the necessary settings within the SAP R/3 system as well as information on additional adjustments made available in the R/3 customer functions.

## Overview of Information Sources

You can also use the following information sources:

- **Implementation Guidelines/SAP Reference IMG (Online)**  
*Tools → Business Engineering --> Customizing → Implementation projects → SAP Reference IMG → IS-Oil Downstream → TD → Terminal Automation System*  
The overview shows you which settings you must carry out in the R/3 system in order to activate and configure the terminal automation system interface. The following individual points will give you more detailed help.
- **Master Menu (Online)**  
*Logistics → Sales and distribution → Transportation → External systems → TD Create Shipment → ALE monitoring (Tx BALE)*  
The ALE functions allow you to monitor received and sent IDocs.
- For more in-depth knowledge the following written documentation is available:
  - RFC manual  
Exact technical description of programming interface.
  - ALE consultancy manual  
General information on ALE and its functions
  - Workflow manual  
General information on the Workflow concept (see error processing)

## Standard Error Processing with ALE

Transferring IDocs using Remote Function Call takes place on the TCP/IP basis. An error occurring will break the link between the transmitter and recipient. The transmitter can use the return codes of the RFC functions used to control whether the function was successfully called up in the recipient system or not. If there are any **TCP/IP errors** the link must be unconnected and the IDoc must be re-transmitted.

Errors in the ALE service layer, occurring during transmitting or receiving the IDoc are indicated as **technical errors**. The R/3 system generates a work item for every incorrect IDoc when technical or logical errors occur (see below). A work item is part of workflow processing and functions as an error message that is sent to all the users in the system who are assigned to a certain **position**. The error message contains an error text. If one of the users fetches the message from the inbox, analyses the error and posts the document the error message will disappear from all inboxes.

On receipt the IDoc is saved in the database before any processing begins, thus unlinking the communication from processing. If an error occurs during processing, e.g. updating with not-permitted or incorrect transaction type, i.e. a **logical application error**, SAP creates a work item with the appropriate error text.

## Activating Standard Error Processing

If a logical error occurs when processing an IDoc a message is sent to one or several users. The following text describes how the error processing is set up.

Technically the system triggers a standard task specific to the message category. The standard task has to be assigned to a position that has either a user or holder.

You can create one or more positions which are enclosed in a central organizational unit.

The following options then occur:

- You can enter an organizational unit in the partner definition but no further specifications in the partner profile per message category. All the messages will then go to the users assigned to that organizational unit who have a position where the standard task appeared.
- You enter a defined point instead of the organizational unit in the partner definition.
- You override the entry in the partner definition with entries in the partner profile for a message category.

Normally you would use the first alternative. However if you have two subsystems, where the administrators for the errors are two different people, you could use the second alternative to send the same error via the two different partner numbers.

## Display in Inbox

The display in the inbox can be individually adjusted. The following describes a setting that allows you to display the messages by IDoc category:

Call up transaction **SIN1**. Click on **Configuration** under settings and create a new configuration. Select the Start Configuration button which will ensure that this configuration is always automatically used. Save.

Select *Settings* → *Group* and double click on the required field in the right-hand column for sorting in the overview display. Appropriate fields are 1., „Task“ und 2. „Creation date“

Select *Settings* → *Select columns* and double click on the fields that you want to see in the detail screen. Appropriate fields are 1. „Read“, 2. „Process“, 3. „Description“, 4. „Author“, 5. „Entry date“, 6. „Entry time“, and 7. „Status“.

## Error Analysis

### Technical errors on the ALE Service Layer

The following errors can occur in the ALE service layer:

- Syntax error in IDoc
- Missing partner profile
- IDoc is not transferred to the RFC on transmission
- IDoc is not transferred to the application on receipt

## Outbound Processing

### IDoc Syntax Error: IDoc Status '07'

On transmitting or receiving IDocs the syntax of the individual IDoc is checked. The syntax is determined when the IDoc is defined, including:

- the individual segments of the IDoc category
- the relationship between the individual segments
- how many segments can be transmitted in one IDoc or how often an individual segment may occur in one IDoc

An IDoc syntax check can be activated in the partner profile for an IDoc category and a certain partner and we recommend that you do so, particularly for any IDocs that you have created yourself. Otherwise this error normally only occurs in the test run. The incorrect IDocs cannot be repaired so they have to be transmitted again once the IDoc structure has been corrected in the SAP system.

### Missing or Incorrect Partner Profile: IDoc Status '29'

To **transmit** an IDoc from SAP to the subsystem you must define the partner profile's outbound processing for the IDoc category (message type) and all relevant partners. You will find a more exact description of partner profiles in the online documentation for the Implementation Guidelines (IMG). If the partner (subsystem) for the IDoc to be transmitted can not be determined, you must follow this procedure:

- maintain the partner profile
- all the IDocs for transmission have to be set for retransmission. As this error triggered a work item for the standard task 'ALE/EDI: error processing (outbound)' and sent it to the relevant user's inbox, the incorrect IDoc also has to be set for subsequent transmission from the inbox. On subsequent transmission the incorrect IDoc is flagged with status '**31**' and copied to a new one which is enhanced with data from the partner profile and transferred to the aRFC.

Errors in partner profiles normally occur in the test run.

## Inbound Processing

### IDoc Syntax Error: IDoc Status '60'

As in outbound processing an IDoc syntax check can be activated in the partner profile for an IDoc category and a certain partner and we recommend that you do so, particularly for any IDocs that you have created yourself. Otherwise this error normally only occurs in the test run. The incorrect IDocs cannot be repaired so they have to be transmitted again once the IDoc structure has been corrected in the SAP system.

#### Missing or Incorrect Partner Profile: IDoc Status '63'

On **receipt** of an IDoc in SAP the partner profile inbound processing for IDoc category (message type) and the transmitting partner must be defined. You can read a more detailed description of partner profiles in the online documentation for implementation guidelines (IMG). If the partner profile and therefore the inbound method for the recipient IDoc cannot be found, then the application cannot be activated and the IDoc remains in the system with open status. In this situation follow this process:

- maintain the partner profile
- all the open IDocs for transmission have to be set for retransmission. As this error triggered a work item for the standard task 'ALE/EDI: error processing (outbound)' and sent it to the relevant user's inbox, the incorrect IDoc also has to be set for subsequent transmission from the inbox.

Errors in partner profiles normally occur in the test run.

#### IDoc is not transferred to application on receipt: IDoc Status '64'

Although the partner profile has been maintained, the received IDoc is not processed and flagged as incorrect, i.e. the application is not controlled for processing this IDoc. Although the IDoc is ready for transmission to the application, you must set the application for processing the IDoc explicitly.

This takes place using report RBDAPP01, planned as a periodical job or can be started directly using the transportation menu *Logistics → Sales/distribution → Transportation → External systems → TD Create Shipment → ALE monitoring → Period.work → ALE outbound IDocs → Execute*.

As in transmission you check the processing type in the partner profile. In processing '1' the IDocs are transferred immediately after receipt to the application for processing. In processing '3' and partly in '2' we recommend that processing is not controlled directly but explicitly.

Status '64' in IDoc normally only occurs in conjunction with processing '3' and '2'.

## Logical Errors in the Application

The errors described below, which occur in the application, are related to an inbound IDoc in SAP. For message the IDoc to be transferred is structured in the application, so that any missing or incorrect Customizing settings will be noticed directly in SAP processing, e.g. while creating planning requests.

During inbound processing of an IDoc in the SAP system the following errors could occur in the application:

- Missing or incorrect Customizing settings in the SAP system
- Missing or incorrect data in the IDoc
- Error due to blocked objects

The incorrect IDoc is flagged with status '**51**'.



## **ENGINEERING DEPARTMENT, H.O**

### **INTER OFFICE MEMO**

**To : All State Heads**

**From:** GM I/C (E & P), HO                   **Date :** 26/04/2010

**Ref. :** ENG/15-NR

#### **Sub: Provision of large scale unauthorised facilities in retail outlets licensed under Petroleum Rules 2002.**

Recently we have received a letter from Jt. Chief Controller of Explosives of one of the circles, pointing out large scale violations in setting up facilities at Retail Outlets in one of the State Offices. The observations brought out in the letter are given hereunder :

1. Construction of facilities in violation of Petroleum rules
2. Construction without authorization / approvals from PESO.
3. Non rectification / Regularization of the violations pointed out by PESO.

While the above has come out of the regular inspections by PESO officials, such violations / unauthorized construction can not be ruled out at other State / Divisional Offices.

As you are aware, safety has assumed added significance, post Jaipur incident and any safety violations will attract severe criticism from all quarters including the Government. Indian Oil is committed to ensuring safe operations in handling petroleum products at all levels including Retail Outlets. This should be demonstrated through our adherence to rules and regulations and standard operating practices.

In view of the foregoing, it is suggested that you advise the Divisional Managers to :

1. Ensure that the facilities provided are as per rules and have the approval of PESO. In case of any un-authorized construction, the same may be regularized by obtaining approval from PESO at the earliest.
2. In future, provision of any facility at Retail Outlet should be done only with the approval of PESO and the construction should be in line with the approval.

Please advise all concerned accordingly.

  
26/4  
**(S. K. Diwan)**  
**GM I/C (E & P)**