

# **MUNICIPAL CORPORATION OF GREATER MUMBAI**

**DIR/IT/F/1353 dated 25.09.2019**

## **CIRCULAR**

### **Sub: Issuance of Letter of Acceptance (LOA) and Work Order (WO) through SAP System**

SAP System is implemented in MCGM w .e. f. 01.04.2007. Since then all the Purchase Orders are issued to Vendors/Contractors through SAP system only. However, it was observed that for various civil works LOAs and WOs are being issued in Physical Format.

Hon'ble MC in the meeting dated 20.06.2019 had directed to explore issuance of LOA through SAP System. Accordingly, new functionality of issuance of LOA & WO through SAP system is developed and the same will be made live w. e. f. 19.09.2019.

In this functionality Head Clerks / Sub Engineers of departments will create LOAs & WOs and it will be approved by Executive Engineers / Dy Chief Engineers / competent authority of respective departments. It is mandatory for all users involved in this functionality to have valid official email ids linked to their respective SAP R3 User IDs.

Training programme for department users is arranged from 20.09.2019 to 27.09.2019 on TOT (Training of Trainers) basis. User Manual for this new functionality is uploaded on MCGM's ftp server <ftp://download.mcg.gov.in-->PUB-->user manuals folder-->LOA WO> In addition to this, department users can get assistance from Staff of M/s. ABM (SAP Post Implementation Support Agency) appointed at Wards.

Also, w. e. f. 19.10.2019, LOA number and PO Number will be made mandatory in Purchase Orders issued through SAP – Project Systems Module (Except for Works carried out at Wards) and in absence of same Purchase Orders will not be created.

All HoDs are hereby instructed to note the same and inform their concerned staff to issue all new LOAs and subsequently WOs strictly through SAP System w. e. f. 19.09.2019.

sd/-  
17.09.19  
Director (IT)

sd/-  
18.09.19  
Director (ES&P)

sd/-  
20.09.19  
Jt MC (Vig)

sd/-  
24.09.19  
AMC (ES)