

## Digital India-

### Implementation of SAP Enterprise Resources Planning

#### Data security

#### Digitization of Records

#### e-Procurement

RITES has implemented SAP ERP package in Finance, Human Resources, and is in process of implementation in projects. This has brought in speed, efficiency, and productivity improvements apart from transparency in decision making.

RITES is in the process of implementation of ISO 27001: Information security management and is currently evaluating the degree of conformity; accordingly, the practices and procedures would undergo changes. In this connection a data centre has already been created and a remote data centre is in the process.

RITES is in the process of digitization of important records and about 4000 records pertaining to personnel have been digitized and process is on for digitizing inspection records and project records.

e-Procurement system to process all tenders (Goods, works and services) having estimated value more than 10 lakhs has been implemented. The system is further being augmented by integrating the payment gateway to receive tender fee and EDM online.

Apart from above, some other initiatives towards Digital India initiative of RITES include:

- Bio-metric Attendance System for recording employee attendance
- Knowledge Management System having a central repository of RITES knowledge covering information on expertise available with RITES, projects executed, project reports submitted, etc.
- File Tracking system for monitoring movement of files / documents.
- Dissemination of information through RITES website.
- Online registration of applicants for recruitment in RITES.
- Online Complaints registration and their monitoring.
- Online status of inspection calls for Quality Assurance Services.

#### Modalities & Mechanism of Implementation

- Use of high end servers and storage media for information processing and their storage
- Use of Tele-communication for information sharing. LAN are setup in all RITES offices. RITES Corporate office is made WiFi enabled. MPLS base

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VPN is set up to provide all RITES offices across India with secured access to RITES Corporate network.

- E-Portal, web-sites , etc.

### **Innovative Practices & Initiatives**

- Regular workshop to generate awareness amongst employees about various provisions of e-governance

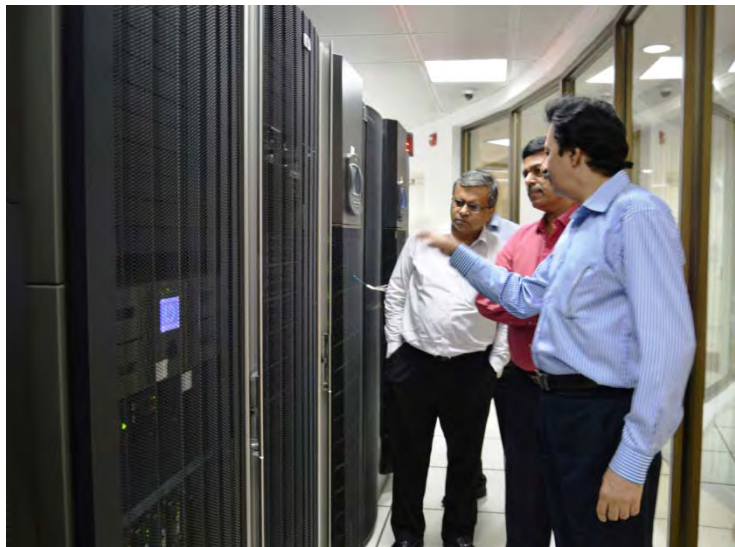
### **Steps towards creating awareness and involvement of Employees**

- A training on the subject has also been imparted to employees on the usage part of the digitization process.
- User friendly employee portal are developed for self use of employees. User id (employee number) and passwords are provided to each employee so that they can operate their account themselves.
- Training is provided to employees for usage of employee portal
- Regular feedback is taken from employees for improvement.

### **Details of the contribution/ expenditure incurred/ planned**

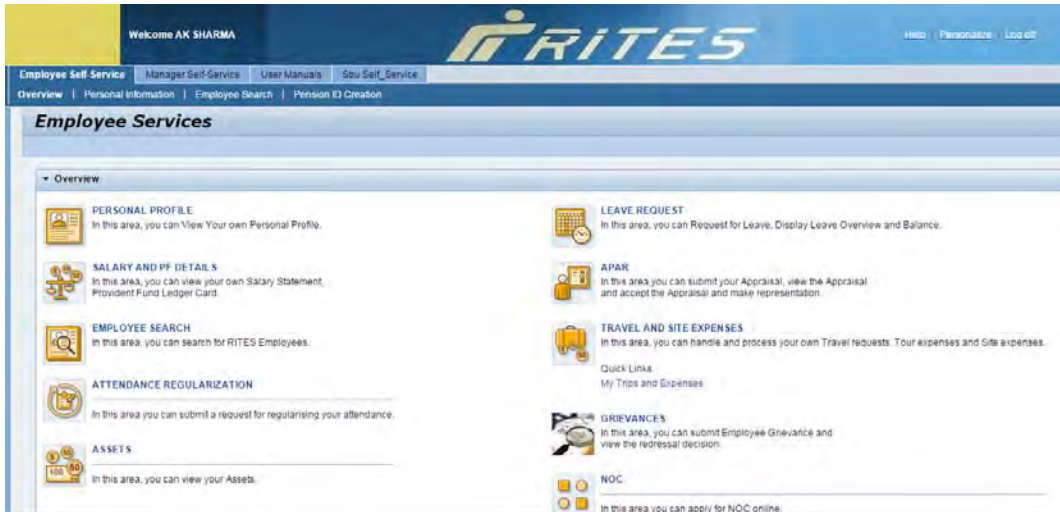
- Around Rs. 15 Crores expenditure.

### **Relevant Photographs of CMDs/ Directors launching Programmes/ Events/ Projects related to above**



CMD inspecting Data Center, RITES Ltd., Gurgaon

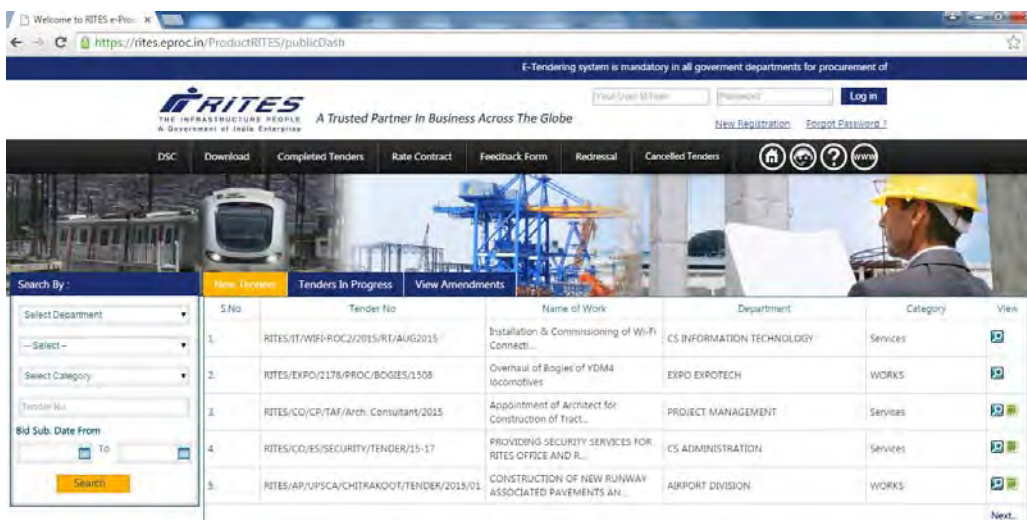
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RITES Employee Self Service portal



Dissemination of information through rites website



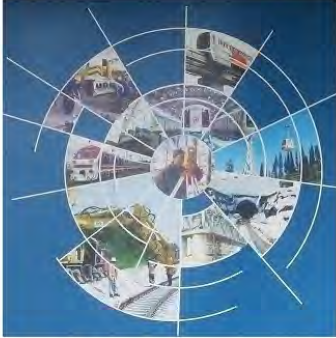
e-Procurement

# DIGITAL INDIA

SAP Easy Access - User menu for A K SHARMA

SAP Easy Access - User menu for A K SHARMA

- Favorites
  - User menu for A K SHARMA
    - SAP Business Workplace
    - Tcode for creation of PR
    - Create Purchase Requisition
    - Change Purchase Requisition
    - Display Purchase Requisition
    - Display Material &
    - Purchase Requisitions: List Display
    - Materials List
    - Change Purchase Order
    - Display Purchase Order
    - Release purchase order
    - Evaluate Authorization Check
    - Display Purchase Requisition
    - Release Purchase Requisition
    - Project Builder
    - Trip Advances
    - Travel Approver
    - Travel Assistant
    - Travel and Expenses
    - Traveler
    - Call MIRO - Change Status
    - Create Purchasing Info Record
    - Change Purchasing Info Record
    - Display Purchasing Info Record
    - Info Records per Material
    - Info Records per Vendor
    - rites offer



System Help

**RITES All Divisions SAP Menu**

<p><b>Business Development Cell</b></p> <p>Inquiry Create-(VA11) Inquiry Change-(VA12) Inquiry Display-(VA13)</p> <p>Proposal Create-(VA21) Proposal Change-(VA22) Proposal Display-(VA23)</p> <p>Contract Create-(VA41) Contract Change-(VA42) Contract Display-(VA43)</p> <p>Release Ord. Create-(VA01) Release Ord. Change-(VA02) Release Ord. Display-(VA03)</p> <p>Billing/Invoice Create-(VF01) Billing/Invoice Change-(VF02) Billing/Invoice Display-(VF03) Cancel Billing Document-(VF11)</p>	<p><b>Master Data</b></p> <p>Create Material-(MM01) Change Material-(MM02) Display Material-(MM03)</p> <p>Customer Master Creation-(XD01) Customer Master Change-(XD02) Customer Master Display-(XD03)</p> <p>Create Service-(AC01) Change Service-(AC02) Display Service-(AC03)</p> <p>Vendor Master Create-(XK01) Vendor Master Change-(XK02) Vendor Master Display-(XK03)</p>	<p><b>Document Management System</b></p> <p>DMS Creation-(CV01N) DMS Change-(CV02N) DMS Display-(CV03N)</p> <p><b>Notification</b></p> <p>Notification Creation-(IQS1) Notification Change-(IQS2) Notification Display-(IQS3)</p>			
<p><b>Project Procurement and Logistics Cell</b></p> <table border="1"> <tr> <td> <p>Service Entry Sheet Maintenance-(ML81N) Goods Receipt Maintenance -(MIGO) Create Req. for Quotation-(ME41) Change Req. for Quotation-(ME42) Display Req. for Quotation-(ME43) Maintain Quotation-(ME47) Comparison Of Quotations-(ME49) Create Contract-(ME31K) Change Contract-(ME32K) Display Contract-(ME33K) Cancel/Reverse Material Document-(MBST) Display Material Document-(MB03)</p> </td> <td> <p>Create Purchase Requisition-(ME51N) Change Purchase Requisition-(ME52N) Display Purchase Requisition-(ME53N) Release Purchase Requisition-(ME54N) PO Create-(ME21N) PO Change-(ME22N) PO Display-(ME23N) PO Release-(ME29N) Message Output-(ME9F) Transfer Posting-(MB1B) Goods Issue-(MB1A)</p> </td> <td> <p><b>Outbound Delivery</b></p> <p>Delivery Change-(VL02N) Display Delivery-(VL03N) Reverse Goods Issue-(VL09)</p> </td> </tr> </table>			<p>Service Entry Sheet Maintenance-(ML81N) Goods Receipt Maintenance -(MIGO) Create Req. for Quotation-(ME41) Change Req. for Quotation-(ME42) Display Req. for Quotation-(ME43) Maintain Quotation-(ME47) Comparison Of Quotations-(ME49) Create Contract-(ME31K) Change Contract-(ME32K) Display Contract-(ME33K) Cancel/Reverse Material Document-(MBST) Display Material Document-(MB03)</p>	<p>Create Purchase Requisition-(ME51N) Change Purchase Requisition-(ME52N) Display Purchase Requisition-(ME53N) Release Purchase Requisition-(ME54N) PO Create-(ME21N) PO Change-(ME22N) PO Display-(ME23N) PO Release-(ME29N) Message Output-(ME9F) Transfer Posting-(MB1B) Goods Issue-(MB1A)</p>	<p><b>Outbound Delivery</b></p> <p>Delivery Change-(VL02N) Display Delivery-(VL03N) Reverse Goods Issue-(VL09)</p>
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Reports Project Builder

## SAP ERP Implementation at RITES