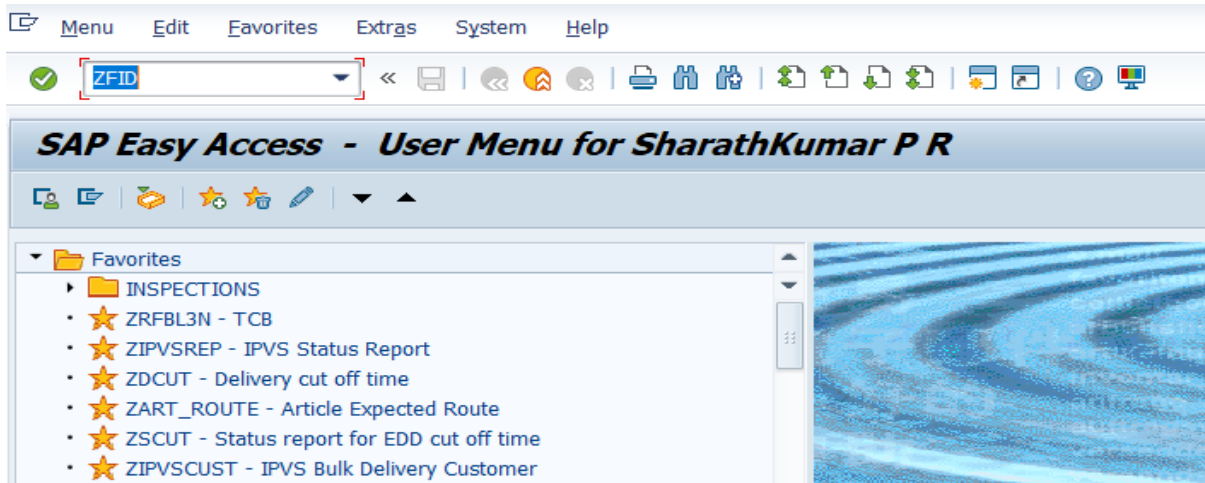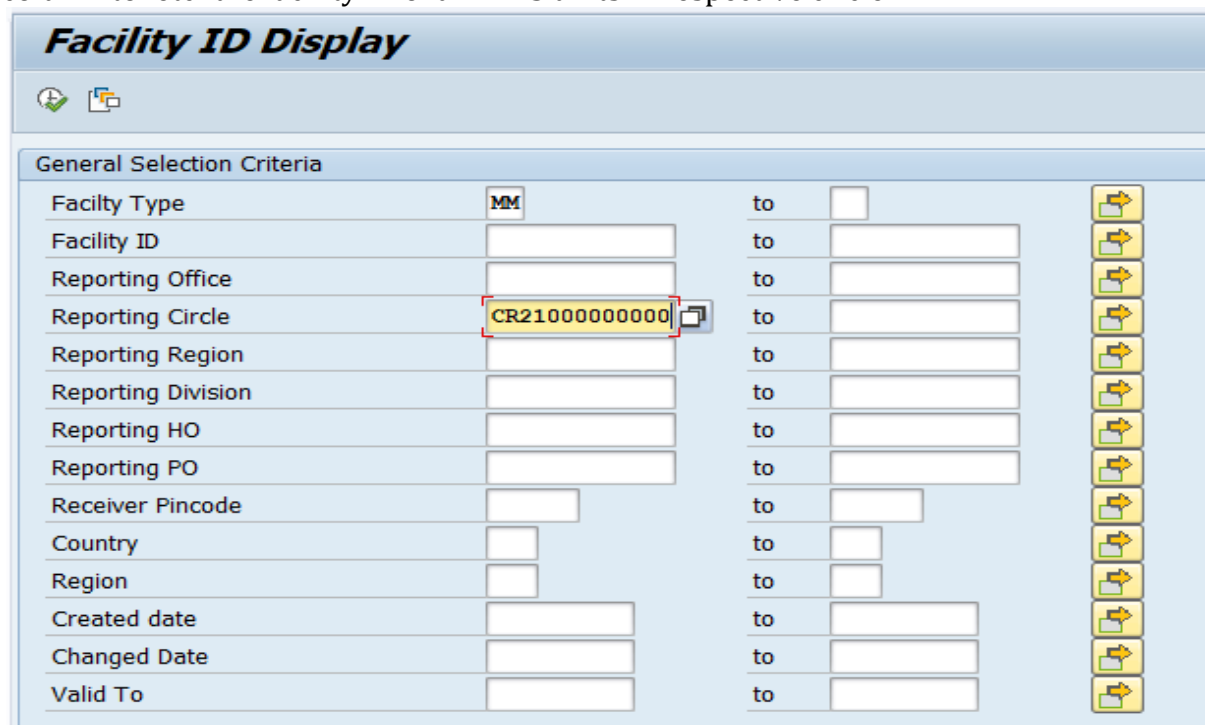## Transport management System (TMS)

To find out the facility ID of MMS unit:

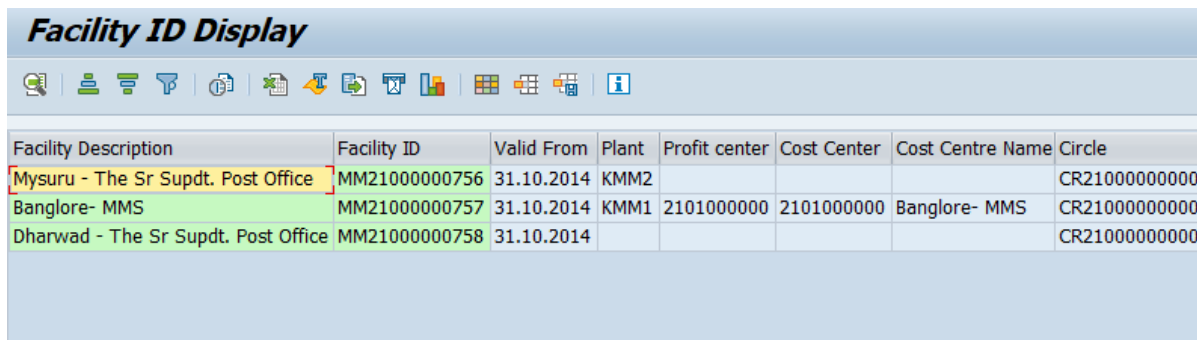Tcode "ZFID" to be executed in SAP main screen as shown below.

Enter the facility type as "MM" and enter facility of circle office in reporting circle column to fetchthe facility ID of all MMS units in respective circle.

Facility ID of all the MMS units in circle will be displayed, for any MMS unit facility ID is not created, request needs to be sent to CEPT along with facility master template available in employee corner of India Post Site for creation of the same.

Facility ID Display

Facility Description	Facility ID	Valid From	Plant	Profit center	Cost Center	Cost Centre Name	Circle
Mysuru - The Sr Supdt. Post Office	MM21000000756	31.10.2014	KMM2				CR21000000000
Banglore- MMS	MM21000000757	31.10.2014	KMM1	2101000000	2101000000	Banglore- MMS	CR21000000000
Dharwad - The Sr Supdt. Post Office	MM21000000758	31.10.2014					CR21000000000

Fleet management

Registering of Vehicles and Fuel stations

All Vehicles available in DOP fleet (DOP Own vehicles & Contractual vehicles) and Fuel stations are to be registered into the system**.**Registration means entering all details of the vehicles/ Fuel stations.

- General details, Vehicle details, Vehicle technology details are to be entered for all vehicles.
- Organizational data need to be entered only for departmental vehicles.

Measuring points and their Measuring documents are to be configured for all vehicles and Fuel stations. Examples of the measuring points are:-

- ODO meter reading of vehicles
- Fuel top up reading of vehicles
- Fuels pump reading of Fuel stations.

Procedure for Registering DoP Vehicles/ Fuel stations
Tcodes

IE31 - Create Fleet object

IE32- For changing details of existing fleetobject.

IE33- For Displaying existing Fleet object.

1. Login to ECP → Execute Tcode "IE31"
2. Provide Vehicle registration number as Equipment ID.
3. Enter Validity of the vehicle.
4. Select Vehicle type as: CV – Commercial Vehicle, PV- Passenger Vehicle, FS- Fuel Station, OFS- Outside fuel station.
5. Select Equipment Category as: O - Own Vehicle, C – Contract Vehicle, F-Fuel station, M- Machine etc…
6. Inputs under ''**reference**'' frame is for copying data from an already available equipment.

Create Fleet Object : Initial Screen

Equipment	KA30P1234
Valid On	06.08.2016
Vehicle Type	CV
Equipment category	O

Reference

Equipment	
Material	

Enter the General details of vehicle as shown below in below screens:

Create Fleet Object : General Data

Class overview   Measuring points/counters

Equipment	KA30P1234	Category	O	DoP Own Vehicle
Description	TATA TRUCK			Intern.note
Status	AVLB			
Valid From	06.08.2016	Valid To	31.12.9999	

General / Organization / Structure / Vehicle Details / Vehicle Technology

Manufacturer data

Manufacturer	TATA	ManufCountry	IN
Model number	TRUCK	Constr.yr/mth	2015 / 07

Reference data

AcquistnValue	70,000.00	INR	Acquistion date	06.08.2015

Enter the Organization data of the vehicle as shown in below screens.

Create Fleet Object : Organization

Class overview   Measuring points/counters

Equipment	KA30P1234	Category	O	DoP Own Vehicle
Description	TATA TRUCK			Intern.note
Status	AVLB			
Valid From	06.08.2016	Valid To	31.12.9999	

General / Organization / Structure / Vehicle Details / Vehicle Technology

Location data

MaintPlant	KMM1	MMS Office - Bangalore

Account assignment

Company Code	DOPI	Department of Post India	New Delhi
Business Area	1013	Karnataka Circle	
Asset		/	
Cost Center	2111000000	/ DOPI	Bangalore MMS

Responsibilities

Planning plant	KMM1	MMS Office - Bangalore

Enter the vehicle details and vehicle technology details of the vehicle as shown below.

Procedure for creation of Measuring points&Measuring Documents.

Tcodes
IK01 – creating measuring point
IK02 – changing measuring point
IK03- Displaying measuring point

Creating Measuring Point for ODO Meter Reading
1. Execute the transaction IK01.
2. Enter the 'IEQ' in MeasPointObject field (Other values are buildings/ rental unit /Functional locations)
3. Enter vehicle registration number in **Equipment** field.
4. Enter the 'M' in MeasPtCategory field. (other inputs condition based maintenance / General)
5. Check the MeasPoint in Counter Check Box..

Create Measuring Point: Initial screen

MeasPointObject	IEQ Equipment
Equipment	KA01KA0123
Description	Tata Truck KA01KA0123
MeasPtCategory	M MeasPoint (general)

☑ MeasPoint is counter

6. Enter description details and characteristic details as kilometre as shown below.

Create Measuring Point: General Data

Additional Data...   Last Measurement Document...

Measuring point	782	Cat. M MeasPoint (general)
MeasPosition	DISTANCE	
Description	DISTANCE	
Equipment	KA01KA0123	
Description	Tata Truck KA01KA0123	

General data

Characteristic	DISTANCE	Distance
CharactUnit	km Kilometer	☑ MeasPoint is counter
Decimal places		
AuthorizGroup		

Counter data

CntrOverReadg	+_____ km	☐ Count backwards
AnnualEstimate	50000	

7. After successful data entry of all the fields mentioned above, click on save option. Measuring point is successfully created.

Create Measuring Point: General Data

Create Measuring Point: General Data

Additional Data...   Last Measurement Document...

Measuring point	782	Cat. M MeasPoint (general)
MeasPosition	DISTANCE	
Description	DISTANCE	
Equipment	KA01KA0123	
Description	Tata Truck KA01KA0123	

☑ Measuring point 782 created

Measuring document creation :
1. Execute Tcode "IK11" and enter already created measuring point ID

2. Enter counter reading and difference reading and click on Save. Measuring document is successfully created.

Vehicle scheduling:
All vehicles available in DOP Fleet can be scheduled for required trips.
1. Execute the Tcode " ZMOTM_MMS" in SAP main screen and click on Trip start.

2. Enter the details of vehicle number, driver, and schedule ID also starting ODO meter reading of vehicle needs to enter as shown. Click on Trip start & print log sheet.

Please note following point:

1. **Select or enter the Driver Number. In case of Contractual Vehicles, Driver Name has to be entered.**

2. Trip ID successful started as shown below.

Trip close option needs to be selected as shown below.
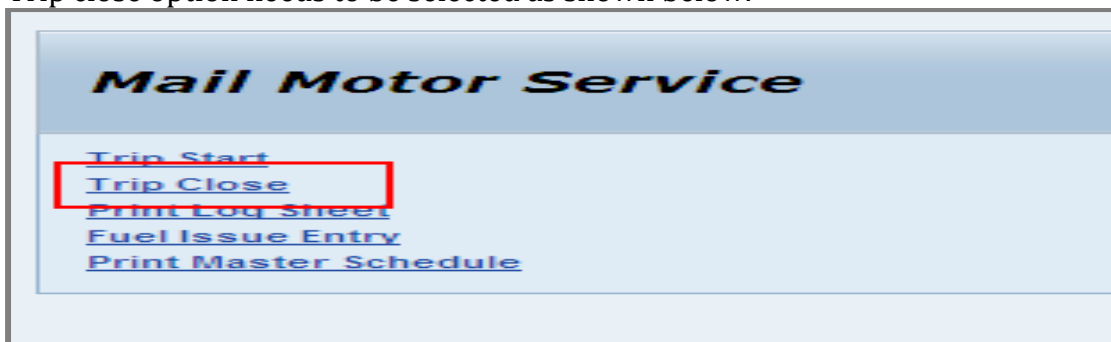
Already started trips will be appearing in screen, trip which needs to be closed is selected.
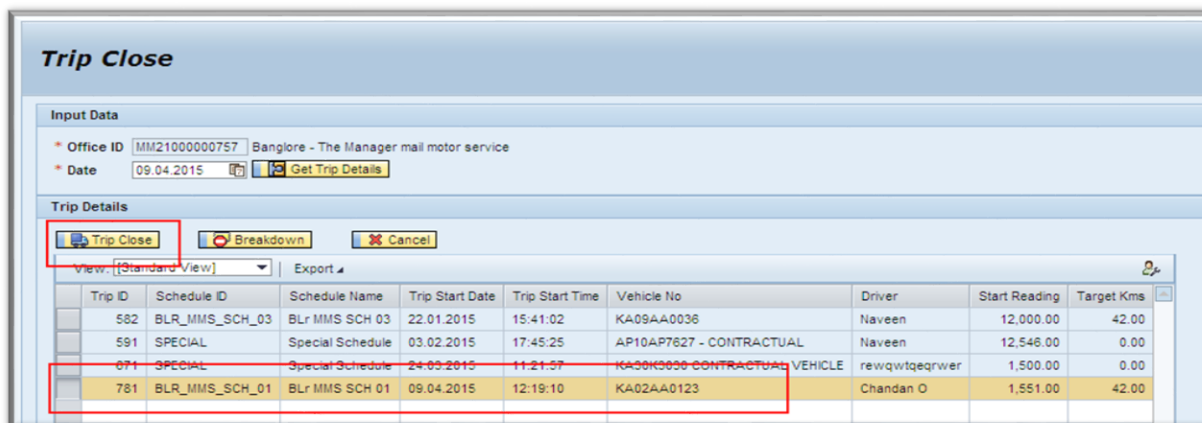
Trip close reading, Trip close date & time needs to be entered and submit.
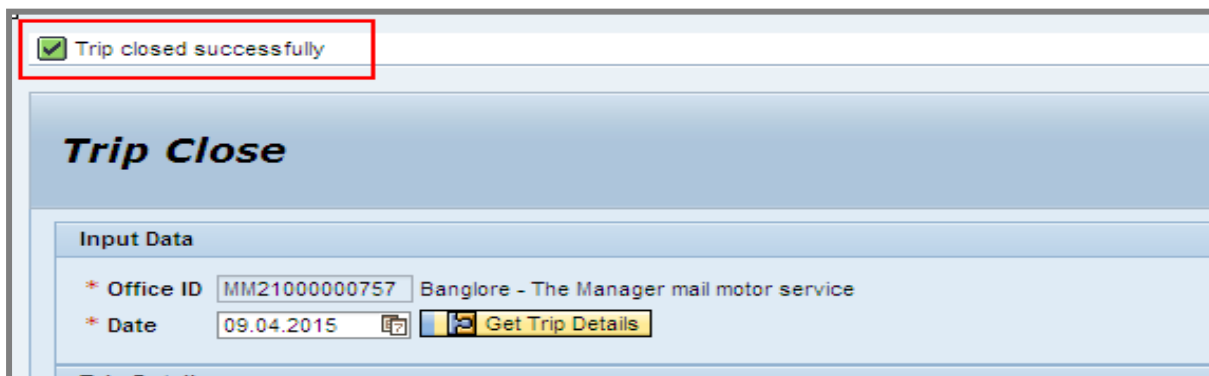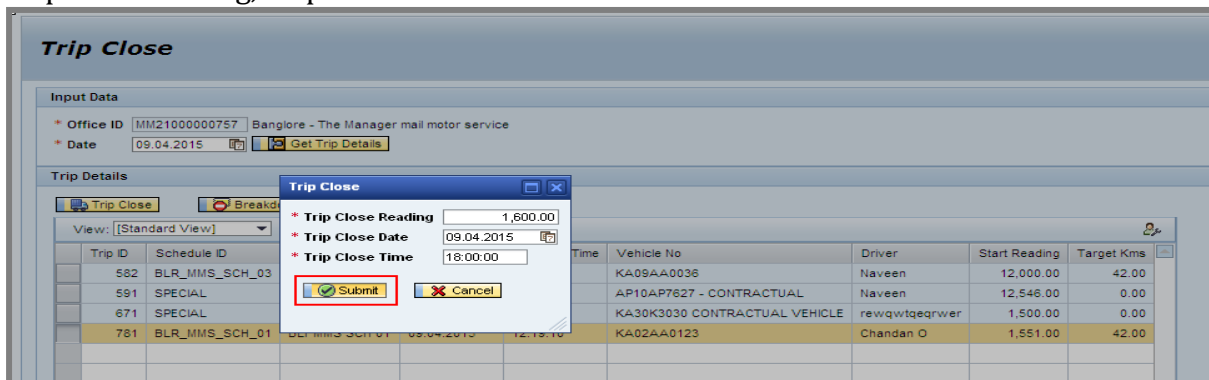
Fuel Issue Entry :

Fuel Issue entry option to be selected in MMS main screen.
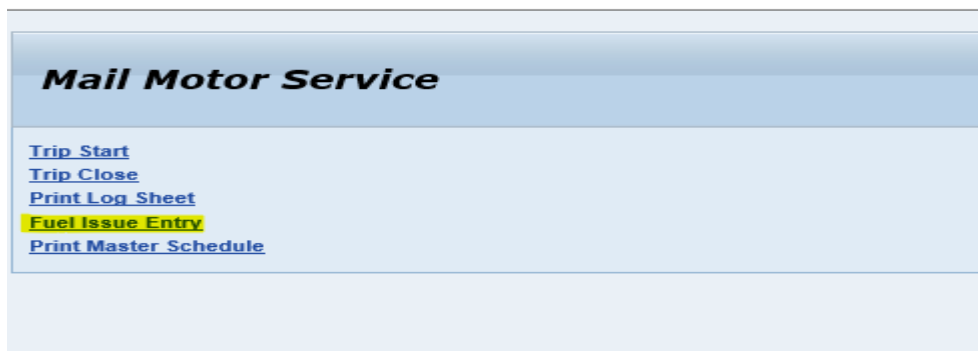
Following details needs to be entered:

- Fuel Station details
- Vehicle registration Number- Vehicles of Other divisions within circle can be refuelled by the MMS Division, Facility ID Of the office to which fleets belongs to will be displayed as shown below.(Vehicle belongs to Mysore Division is being displayed for fuel issue entry)
- Driver details
- Vehicle current reading
- Quantity of fuel issued.
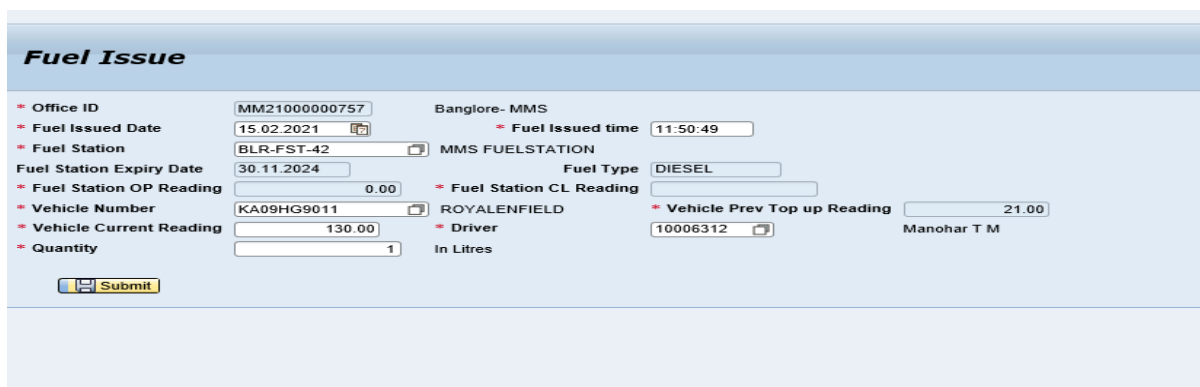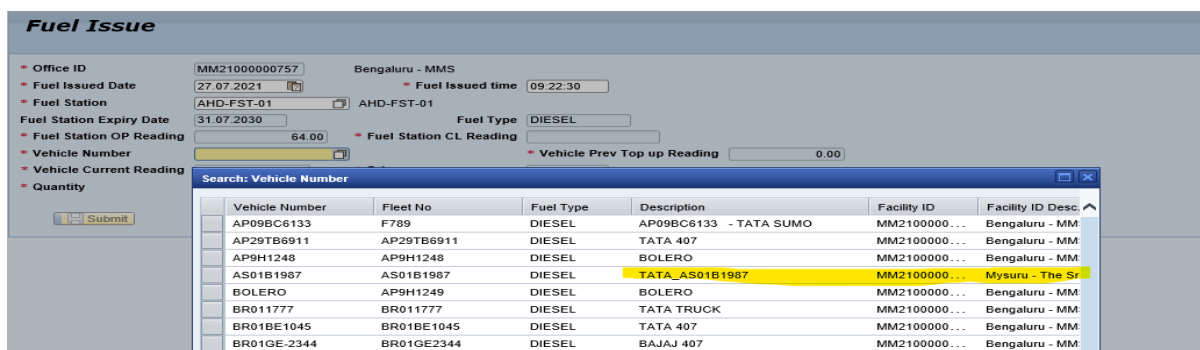
Fuel issue posted successfully and the Reference No: 173

Fuel Issue
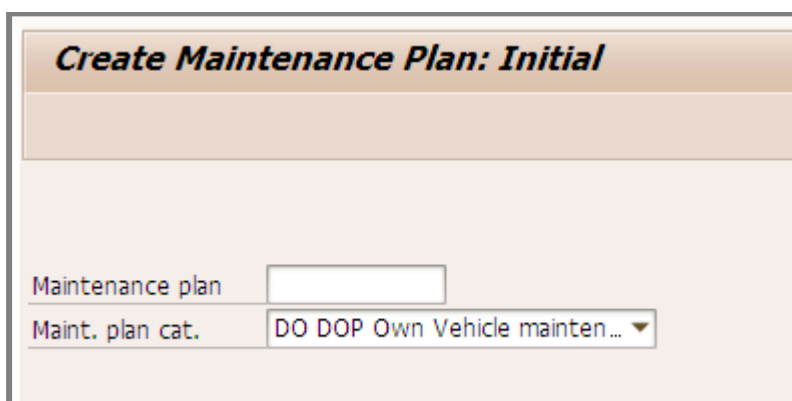
* Office ID	MM21000000757	Banglore- MMS
* Fuel Issued Date	15.02.2021	* Fuel Issued time	11:56:45

Vehicle Maintenance covers the following activities.

- **Creation and scheduling of maintenance plan for all dop own vehicles.**

- **Display of notification for maintenance activities.**

- **Releasing the vehicle for maintenance.**

- **Completion of Maintenance**

Defining a maintenance Plan : Maintenance plan scheduling is to be done for each plan. This determines the date based on the annual estimate maintained in the measuring point.

1. Execute the transaction IP41.

2. Select the Maintenance Plan Category – DO.

Create Maintenance Plan: Initial

Maintenance plan	
Maint. plan cat.	DO DOP Own Vehicle mainten… ▼

3. Enter the meaningful description to Identify the Maintenance Plan easily ex: - Every 5000 KM's KA01KA0123

4. Enter '5000 / KM' in Cycle/Unit field. This Value is for how many KM's the Vehicle Maintenance must be performed.

5. Enter the Vehicle Registration Number, in the Equipment field and press enter.

6. Enter the Notification Type: Z1, Press enter.

   List of Mandatory fields.

   - Maintenance Plan Heading
   - Vehicle registration Number – (Equipment)
   - Cycle/ unit
   - Counter
     Maintenance Plan scheduling Parameters
     - Call horizon
     - Schedule Period
     - Start counter reading.

8. System will give a Pop-up to select Measuring Point, Select the Counter with description "DISTANCE" and click on OK.
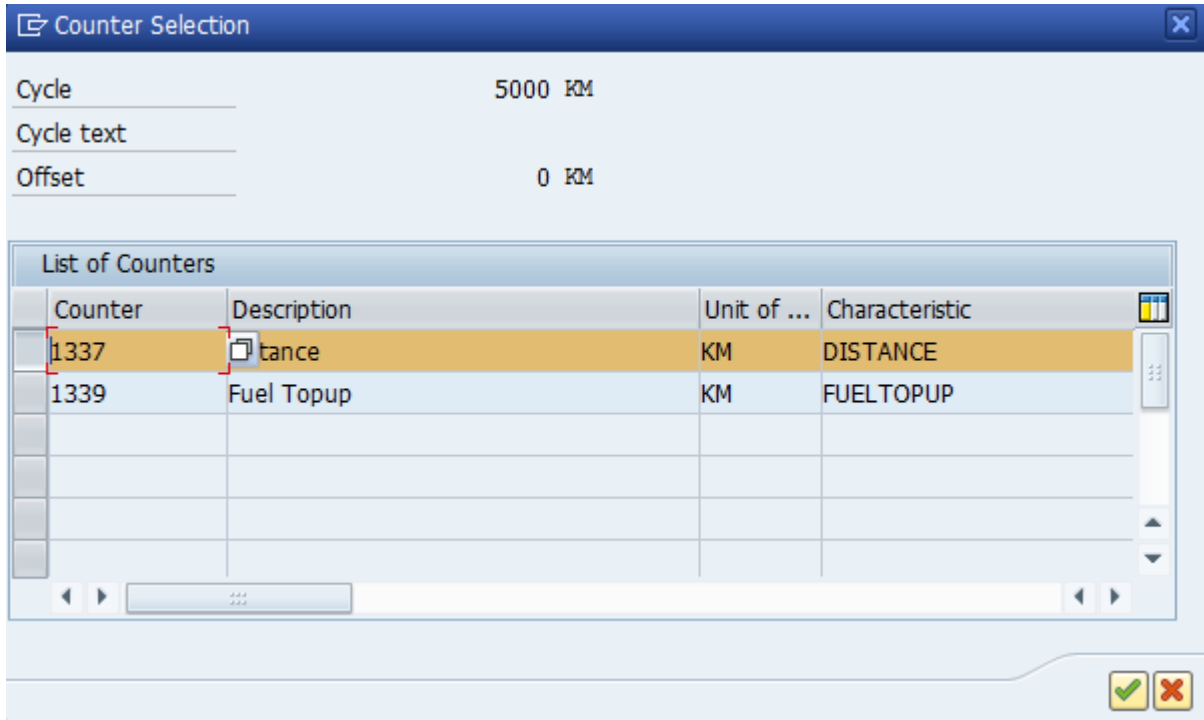
11. Go to Scheduling Maintenance parameters section.

12. Enter the '97' in Call Horizon field.

13. Enter ' 3 / YR ' Sched Period fields.
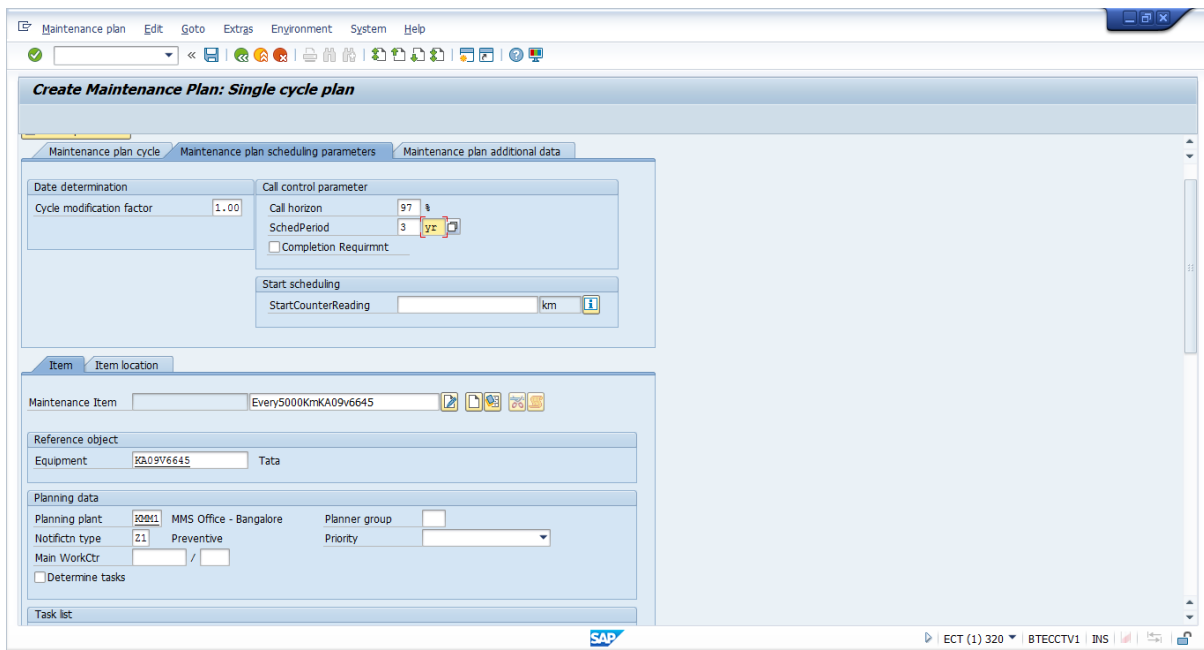
14. Click **Save**. The system will propose the current reading of the Vehicle, as the base reading for the Maintenance Plan start reading.

15. Click OK. Note down the Maintenance Plan Number.

Maintenance Processing

- As part of Maintenance Processing, the SAP Maintenance Notification functionality is used.

- A Maintenance Notification is a document, which consists of the Vehicle Number and other data.

- Tcode **IW28** is used for viewing notifications and changing status of notifications.

The following steps describe various statuses, which represents the Life cycle of the Maintenance Process:

1. Whenever a vehicle is due for maintenance, Maintenance Plan generates the Maintenance Notification. At this stage notification will be in **Outstanding** status. (This can be seen only in IW28 Tcode)

- Before handing over or releasing the vehicle for maintenance, a notification must be released. This status is called **In Process,** that is vehicle is released for maintenance and it is under maintenance. (If the Maintenance Notification for a Vehicle has **In process** status, it is not available for release in Vehicle Scheduling – Trip Start Process.)

2. After the maintenance is over, Notification process should also be completed. This status is called **Completed.** At this stage vehicle is available for usage.

Select the Notification and click **Details**. The system directs you to the Maintenance Notification screen.

Maintenance Completion

- This Transaction is performed to confirm the successful maintenance of the Vehicle and capture the remarks.
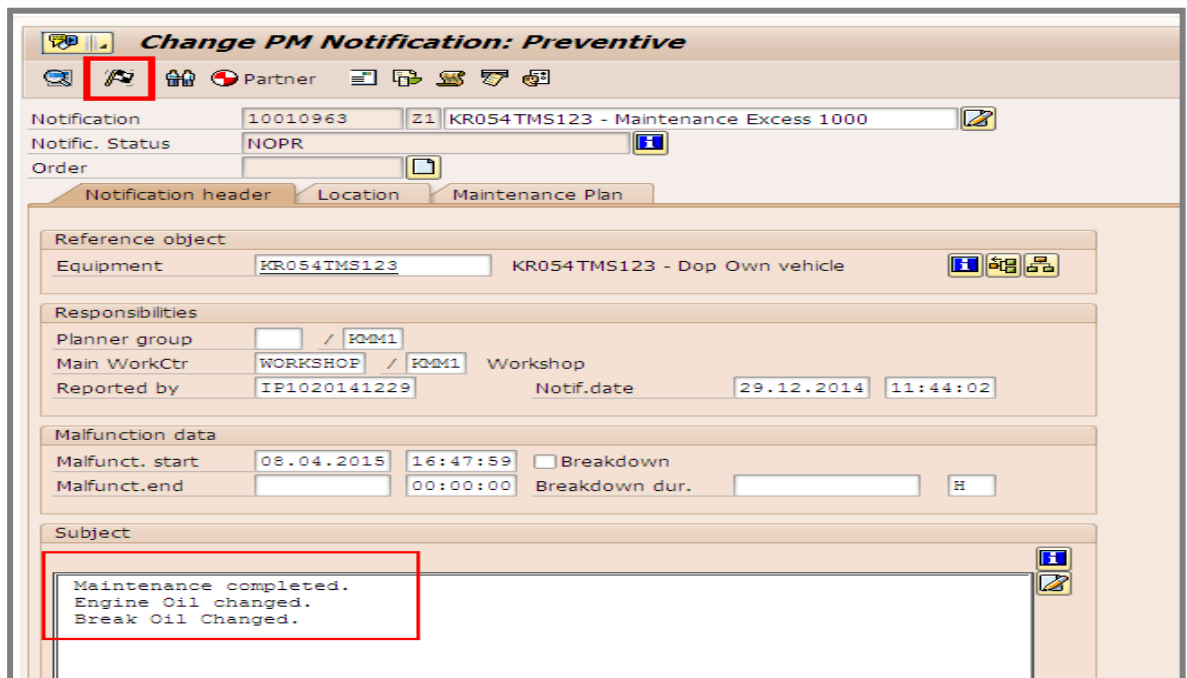
Processing of breakdown maintenance is similar to Preventive maintenance. During trip closure breakdown is captured. Then notification with 'outstanding' status is generated.

The system prompts Change the dates if necessary and click **Continue**.

- This confirms the Vehicle is successfully repaired / maintenance performed. Now Vehicle is ready to use.
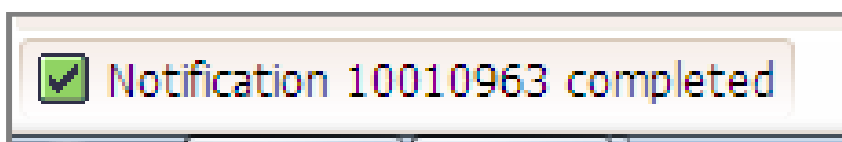
TMS Reports:

- **Fleet/Vehicle master:** Details of vehicles like Manufacturer, model, Register Number, engine number, Purchase details etc are available in this report.
- **Gate Register:** Detail of movement of the vehicles like related schedule, opening reading, closing reading, driver details are available in this report.
- **Fuel issue Register:** Details of fuel issue, corresponding pump reading and distance travelled particulars are available in this report.
- **KMPL Periodic:** For each fuel issue distance travelled and KM run for each litre will be displayed in this report.
- **Vehicle Breakdown:** Details of breakdown of the vehicle will be displayed in report.
- **Transport performance:** Reports provides the comparison of planned arrival/distance to actual arrival/ distance.
- **Capacity utilization :** Based on weight of the Bags conveyed in Schedules vehicle capacity utilization will be provided in report.
- **Vehicle maintenance Adherence:** Comparison of planned date and kilometre reading against actual date and kilometre of maintenance.

Fleet/Vehicle master: Execute Tcode ZMOTM_MR , which will be navigating to TMS reports Dashboard. Select Vehicle Master report as shown below.

Vehicle Master Report :

MMS Reports

Office of the Manager, BENGALURU - 560001
Vehicle Master

Vehicle No	Vehicle Type	Vehicle Category	Manufacturer	Model	Purchase Date	Purchase Value	Currency	Fuel Type	Fleet Number	Chassis No	Engine SNo
KA04AB243	O	CV	TATA MOTORS	TATA 407 EX2 BS IV	17.12.2016	1,180,014.00	INR	DIESEL	35	MAT505205F8N29011	497TC42NUY841644
KA04AB195	O	CV	TATA MOTORS	2017	13.07.2018	1,159,272.00	INR	DIESEL	106	MAT505205H8N25383	497TC42KSY834542
KA04AB196	O	CV	TATA MOTORS	2017	13.07.2018	1,159,272.00	INR	DIESEL	104	MAT505205H8N25507	497TC42KSY834467
KA04AB197	O	CV	TATA MOTORS	TATA 407 EX BSIV LPT	13.07.2018	1,159,272.00	INR	DIESEL	100	MAT505205H8N25304	497TC42KSY832705
KA04AB198	O	CV	TATA MOTORS	2017	13.07.2018	1,159,272.00	INR	DIESEL	105	MAT505205H8N25276	497TC42KSY834522
KA04AB199	O	CV	TATA MOTORS	2017	13.07.2018	1,159,272.00	INR	DIESEL	101A	MAT505205H8N25275	497TC42KSY834540
KA04AB7232	O	CV	TATA MOTORS	2017	17.07.2018	1,159,272.00	INR	DIESEL	102	MAT505205H8N25384	497TC42KSY834520
KA04AB7483	O	CV	TATA MOTORS	2017	03.08.2018	1,159,272.00	INR	DIESEL	103	MAT505205H8N25303	497TC42KSY834402
KA04AC0389	O	CV	TATA MOTORS	2019	29.04.2019	461,936.00	INR	DIESEL	107	MAT445238KVC17168	275IDI07CPYS41813
KA04AC2281	O	CV	TATA	407	28.10.2020	1,164,115.00	INR	DIESEL	110	MAT505155K8G15196	4SPCR11GPY630859
KA04AC2282	O	CV	TATA	407	28.10.2020	1,164,115.00	INR	DIESEL	111	MAT505155K8G15197	4SPCR11GPY630858
KA04AC2283	O	CV	TATA	407	28.10.2019	1,209,852.00	INR	DIESEL	112	MAT505155K8C06858	4SPCR11GPY612292
KA04AC2284	O	CV	TATA	407	28.10.2019	1,209,852.00	INR	DIESEL	113	MAT505155K8E11365	4SPCR11EPY623369
KA04AC2285	O	CV	TATA	407	30.10.2019	1,209,852.00	INR	DIESEL	114	MAT505155K8D09311	4SPCR11DPY6183121
KA04AC3330	O	CV	TATA	XENON	27.02.2020	693,362.40	INR	DIESEL	119	MAT464352KSP5105	4SPCR10PPY646858
KA04AC3518	O	CV	TATA	909	27.02.2020	1,304,789.72	INR	DIESEL	117	MAT507210K8J19905	4SR97TC41JPY830543
KA04AC3519	O	CV	TATA	909	27.02.2020	1,304,789.72	INR	DIESEL	118	MAT5057210K8J19901	4S497TC41JPY830544

Gate Register report:

MMS Reports

Office of the Manager, BENGALURU - 560001
APPENDIX-15(Referred to in Para 89)

Date	Sch No	Sch. Name	Regn. No	Start	Close	S.KMR	C.KMR	Σ	Target KMs	Σ	Actual KMs	Σ	Excess KMs	Driver Name	Clerks Name
04.02.2021	BANGALORE SCHEDULE 01	BANGALORE SCHEDULE 01	DL7AC8989	17:11:23	17:11:59	10.00	210.00		200.00		200.00		0.00	Ramaiyya T M	sai M
04.02.2021								▪	200.00	▪	200.00	▪	0.00		
05.02.2021	ZUMMS01	ZUMMS01	HP727269	06:57:17	17:04:07	6,402.00	6,456.00		600.00		54.00		0.00	Manohar T M	sai M
05.02.2021								▪	600.00	▪	54.00	▪	0.00		
08.02.2021	BANG_SCHED_NM01	BANG_SCHED_NM01	TATASAFARI	16:54:44	17:04:27	1,200.00	1,250.00		7,000.00		50.00		0.00	Ramaiyya T M	sai M
08.02.2021								▪	7,000.00	▪	50.00	▪	0.00		
								▪▪	7,800.00	▪▪	304.00	▪▪	0.00		

Fuel issue Register:

FUEL ISSUE REGISTER

Office Name	Regn. No.	Date	FI Ref No	Fuel Station	Top Up Reading	Time	Σ	Qty	OP.Pump	CL.Pump	Prev Top Up	Σ	Total KMs	Σ	KMPL	Driver	Clerk
Bengaluru - MMS	AP09BC6131	03.12.2014	42	BLR-FST-03	14.00	10:30:29		2.00	20.00	22.00	12.00		0.00		0.00		Naveen Konar
		03.12.2014					▪	2.00				▪	0.00	▪	0.00		
		24.02.2018	97	BLR-FST-10	1,900.00	12:46:14		20.00	650.00	670.00	1,600.00		23,100.00		1,155.00	Lakshmi P J	Neha Malik
			112	MMS2BNGLR	25,000.00	14:54:38		1,000.00	0.00	1,000.00	1,900.00		0.00		0.00	Lakshmi P J	Neha Malik
		24.02.2018					▪	1,020.00				▪	23,100.00	▪	577.50		
	AP09BC6131						▪▪	1,022.00				▪▪	23,100.00	▪▪	385.00		
	BR011777	03.02.2021	170	AHD-FST-01	1,500.00	17:00:44		5.00	59.00	64.00	0.00		0.00		0.00	Manohar T M	sai M
		03.02.2021					▪	5.00				▪	0.00	▪	0.00		
	BR011777						▪▪	5.00				▪▪	0.00	▪▪	0.00		
	BR01GE-2344	05.03.2019	148	AHD-FST-01	10.00	12:26:53		5.00	0.00	5.00	0.00		5.00		1.00	Manohar T M	sai M
			149	AHD-FST-01	15.00	12:28:35		4.00	5.00	9.00	10.00		0.00		0.00	Manohar T M	sai M
		05.03.2019					▪	9.00				▪	5.00	▪	0.50		
	BR01GE-2344						▪▪	9.00				▪▪	5.00	▪▪	0.50		
	BR01GE2342	02.11.2018	140	AHD-FST-06	15,000.00	16:34:49		100.00	0.00	100.00	0.00		0.00		0.00	Ramaiyya T M	sai M
		02.11.2018					▪	100.00				▪	0.00	▪	0.00		
	BR01GE2342						▪▪	100.00				▪▪	0.00	▪▪	0.00		
	DL4189	02.05.2018	124	DL-BR-FST	5,500.00	16:19:55		1,000.00	0.00	1,000.00	0.00		0.00		0.00	M Manish Kumar	Neha Malik
		02.05.2018					▪	1,000.00				▪	0.00	▪	0.00		

KMPL Periodic:

MMS Reports

Office of the Manager, BENGALURU - 560001
APPENDIX-22(Referred to in Para-108)

Regn. No.	Date	Pre KMR	KMRL	Σ	KMs Run	Σ	Qty	Σ	KMPL
BR011777	03.02.2021	0.00	1,500.00		0.00		5.00		0.00
BR011777				▪	0.00	▪	5.00	▪	0.00
HP051111	04.02.2021	0.00	1,200.00		0.00		50.00		0.00
HP051111				▪	0.00	▪	50.00	▪	0.00
KA09HG9011	12.02.2021	130.00	21.00		109.00		1.00		109.00
	15.02.2021	130.00	130.00		0.00		1.00		0.00
KA09HG9011				▪	109.00	▪	2.00	▪	54.50
KA09V6645	03.02.2021	0.00	620.00		0.00		5.00		0.00
KA09V6645				▪	0.00	▪	5.00	▪	0.00
TATASAFARI	08.02.2021	0.00	1,250.00		0.00		20.00		0.00
TATASAFARI				▪	0.00	▪	20.00	▪	0.00
				▪▪	109.00	▪▪	82.00	▪▪	18.17

Vehicle Breakdown:

MMS Reports

Office of the Manager, BENGALURU - 560001
Vehicle Breakdown Report

Vehicle No	Breakdown date	Schedule	Breakdown Type	Driver	Notification	Brk Start Time	Brk End Date	Brk End Time	Duration	UoM	Remarks	Σ	NOB
TATASAFARI	08.02.2021	BANG_SCHED_NM01	Tyre Puncture	Ramaiyya T M	10000676	17:04:54		00:00:00	0.00	H	OK		1
													1
TATASAFARI												▪▪	1
												▪▪▪	1

Transport performance:

MMS Reports

Office of the Manager, BENGALURU - 560001
Tranportation Performance Report

Vehicle No	Date	Schedule	Driver	Planned Arrival	Actual Arrival	Time Deviation	Target Distance	Actual Distance	Excess KMs
DL7AC8989	04.02.2021	BANGALORE SCHEDULE 01	Ramaiyya T M	13:00:00	17:11:59	04:11:59	200.00	200.00	0.00
HP727269	05.02.2021	ZUMMS01	Manohar T M	17:25:00	17:04:07	00:00:00	600.00	54.00	0.00
TATASAFARI	08.02.2021	BANG_SCHED_NM01	Ramaiyya T M	00:12:00	17:04:27	16:52:27	7,000.00	50.00	0.00

Capacity utilization :

MMS Reports

Office of the Manager, BENGALURU - 560001
Vehicle Capacity Utilization Report

Vehicle No	Date	Schedule	Driver	Vehicle Capacity	UoM	Total weight of the	No of Stages	Wtd Avg Load	Utilization
DL7AC8989	04.02.2021	BANGALORE SCHEDULE 01	Ramaiyya T M	6,000.000	TO	0.000	0	0.000	0
HP727269	05.02.2021	ZUMMS01	Manohar T M	2,000.000	KG	0.000	0	0.000	0
TATASAFARI	08.02.2021	BANG_SCHED_NM01	Ramaiyya T M	5.000	TO	0.000	0	0.000	0

Vehicle maintenance Adherence:

MMS Reports

Office of the Manager, BENGALURU - 560001
Vehicle Maintenance Adherence Report

Vehicle No	MPlan	MPlan Item	MPlan Description	Call No	Planned Date	Planned KMs	Actual Date	Actual KMs	Notification
AP03TD0509	251	481	5000kms	1	19.03.2018	5150			10000390
				2	24.04.2018	10150			
AP09BC6131	51	101	ap09bc6131 every 10000 kms	1	22.07.2015	11500			10000146
				2	22.07.2015	21500			10000147
				3	22.07.2015	31500			10000148
				4	01.08.2015	41500			
				5	01.10.2015	51500			
				6	01.12.2015	61500			
				7	31.01.2016	71500			
				8	01.04.2016	81500			
				9	01.06.2016	91500			
				10	31.07.2016	101500			
AP29TB6911	255	485	Service after every 5000 KMs	1	10.02.2019	10000			10000395
				2	10.02.2020	15000			
BR01BE1045	561	981	EVERY 5000KM BR01BE1045	1	10.09.2018	6200			
				2	16.10.2018	11200			