



Standard Operating Procedures

Cane Management Process

Sub Process: Harvesting & Weighment

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Prepared by	D. Ravi Shankar
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KRISHNA KANTH REDDY.

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CMS-H&W > 1. Yield estimation

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Yield estimation and Doc40 entry - Bulk- for registered cane	<p>The section Incharge regularly visits the plots and monitor the progress of the crop. Yield estimation is taken up after completion of the plot age as per the norms defined in iCMS.</p> <ul style="list-style-type: none"> Section In Charge has to enter the estimated qty for registered plot in Doc40 entry screen in iCMS. Apart from that Section in charge has to enter the fitness status, Crop condition, harvester suitability, inspection date etc. Doc40 for these plots has to be confirmed by Division head. Division Head can able to revise the estimated Qty at the time of Doc40 confirmation in iCMS. In case of any change parameter value, approval has to be obtained through mail from Regional Cane Head with appropriate reason to change the Doc40 	Doc40 Entry by : Section In Charge Confirmation by : Division Head	Bagalkot/Haliyal/Ramdung	ICMS → Harvesting → Yield Estimate → Doc40 Bulk Doc40 Approval	(# 43) System allows the Section In Charge to enter the estimated qty upto the parameter limit for estimated yield per ton set in iCMS. If estimated yield is beyond the parameter limit, Division head can revise the Qty at the time of confirming the DOC40.	--	--	<table border="1"> <tr> <td>R</td> <td>Section In charge</td> </tr> <tr> <td>A</td> <td>DO</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td>Regional Cane Head</td> </tr> </table>	R	Section In charge	A	DO	C		I	Regional Cane Head
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Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Reference	Control Entries	Accounting Entries	Output Documents Generated	RACI				
	<ul style="list-style-type: none"> minimum/maximum days by IT. Controls in iCMS: <ul style="list-style-type: none"> Estimation cannot be modified once the DOC-40 is confirmed. Doc 40 has to be confirmed as per the factory parameters(Doc40 entry Min days for bulk plots and Doc40 entry Max days for Bulk plots)) fixed in iCMS. If plot age beyond the parameter limit, division head will obtain approval from regional cane head to change the Doc 40 days in ICMS by IT team. Cutting order or Plot Over cannot be done if doc40 is not confirmed Estimated Limits per acre configured in iCMS parameter (Estimated yield in Tons) to ensure that estimated tonnage is within acceptable limits. 												
Revision in Estimate for registered Plots	<ul style="list-style-type: none"> Revised estimation can be done as per the matrix configured in iCMS (Administrator->Parameter-> Estimation settings) and also 	Unit Cane Head	Bagalkot/Haliyal/Ramdurg	ICMS Harvesting →Yield	P2P-H-32 & (#95) Access to revise Yield estimation is provided to IT team and Cane Team.	--	--	--	<table border="1"> <tr> <td>R</td> <td>Cane Head/IT</td> </tr> <tr> <td>A</td> <td></td> </tr> </table>	R	Cane Head/IT	A	
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	<p>parameter estimation (Revised percentage) defined in iCMS.</p> <ul style="list-style-type: none"> Any exceptional cases IT team will increase the yield through tools menu with the mail approval of Regional Cane Head. 	Unit IT team.		<p>Estimate → Revised Estimate Bulk</p>	<p>Approval of Regional Cane Head is obtained through mail based on which yield estimation is changed. P2P-H-76(#96) Revised Yield estimation is provided at various levels. Percentage of various levels is defined in parameter of iCMS.</p>				<table border="1"> <tr> <td>C</td> <td>Regional Cane Head</td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	C	Regional Cane Head	I	
C	Regional Cane Head												
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CMS-H&W > 2. Cane Harvesting

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Reference	Control Entries	Accounting Entries	Output Documents Generated	RACI								
Maturity Survey	<p>Maturity survey for harvesting</p> <p>It is one time activity and carry out one month before commencement of the crushing season.</p> <ul style="list-style-type: none"> To assess the maturity status of the cane and harvest the crop at right maturity This would obviate harvest of under mature or over mature cane. To obtain maximum possible recovery of sugar and optimum yield of cane Instruments used for maturity survey through refractometer analysis Hand Refractometer <p>Procedures</p>	SECTION INCHARGE / CDA	Bagalkot/Haliyal/Ramdurg	--	--	--	--	--	<table border="1"> <tr> <td>R</td> <td>Cane Office</td> </tr> <tr> <td>A</td> <td>DO</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td>Regional Head</td> </tr> </table>	R	Cane Office	A	DO	C		I	Regional Head
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	<ul style="list-style-type: none"> Collect Preliminary data for eligible crops Like Ryot No. Ryot Name, Plot No. Variety Date of Planting/ Ratooning, Village etc. Engage Cane officers for collecting juice sample. Collect juice from the randomly selected cane clumps (stools) from representative of the field. Do not collect sample from cane stools close to the irrigation channel. Collect juice sample from the middle internodes of all the stalks in each clump. Similarly do it for 4-5 clumps in a field. Adjust the hand Refractometer to read zero and clean the glass with a wet cloth dipped in distilled water. 								

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Reference	Control Entries	Accounting Entries	Output Documents Generated	RACI								
Harvest Plan	<ul style="list-style-type: none"> Place a drop of composite juice sample on the groove of Hand Refractometer and note the Brix reading. The production department to give the crushing schedule for the month / season, in terms of TOC (Tonnes of crushing) The cane supply team to generate a report based on Variety, plant age (date of planting/Ratooning) for the factory. Initially plan to start with Adasali cane and roadside plots which are ready to harvest based on Brix & SMT reading of the plots randomly. In KN due to continuous late rains harvesting plan mainly based on the field situation at that period by 	SECTION INCHARGE / CDA	Bagalkot/Haiyal/Ramdurg	--	(# 46) Priority list is prepared based on the parameters (including plantation date, variety, P/R etc) decided by Cane Head. The parameters are approved by the Regional Cane Head. List has to be generated by MIS Team.	--	--		<table border="1"> <tr> <td>R</td> <td>Cane MIS</td> </tr> <tr> <td>A</td> <td>Regional Cane Head</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Cane MIS	A	Regional Cane Head	C		I	
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Cutting Order Generation	<p>considering crop age and Variety.</p> <ul style="list-style-type: none"> Upon Doc40 confirmation, the cutting orders are to be generated for the Doc40 confirmed plots by Cane MIS team, Cutting orders are generated by Cane MIS team in ICMS, based on the mail approval by the Regional Cane Head. <p>Controls in iCMS It is not possible to generate the cutting order for D0c40 Pending plots.</p>	Cane MIS	Bagalkot/Haliyal/Ramdurg	ICMS → Harvesting → Cutting Order → CO Generation	<p># 84 Division Head sends the list of plots to Regional Cane Head for approval. Based on the approval Cane MIS generates the cutting order.</p> <p># 85 System control prevents cutting order to be generated without the yield estimation being confirmed by the DOC40 screen by the Section In Charge</p>	--	--	Cutting Order	<table border="1"> <tr><td>R</td><td>Division Head</td></tr> <tr><td>A</td><td>Regional Head</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	Division Head	A	Regional Head	C		I	
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Small Mill Test for registered Cane	<p>Objective</p> <ul style="list-style-type: none"> To assess the sucrose content based on Pol percent and Brix percent. This activity will be carried out two weeks 	Quality Manager	Bagalkot/Haliyal/Ramdurg		--		--	Quality Test Report	<table border="1"> <tr><td>R</td><td>QM</td></tr> <tr><td>A</td><td></td></tr> <tr><td>C</td><td>Section Incharge</td></tr> <tr><td>I</td><td>Regional Head</td></tr> </table>	R	QM	A		C	Section Incharge	I	Regional Head
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	<p>before commencement of the crushing season.</p> <p>Procedures for Small mill test</p> <ul style="list-style-type: none"> From the variety of plot that is to be tested select at random a clump of cane. Bundle these stalks and tag the bundle giving particulars like Plot No, Ryot. No, Variety, Plant/ Ratoon and Date of Planting / Ratooning and Village. Handover the sample to Sugar Analyser, who will record the no. of stalks in each sample, the weight, the Brix, Pol & Purity after analysis. 								

CMS-H&W > 3. H&T Arrangement

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Control Reference	Accounting Entries	Output / Documents Generated	RACI								
H&T Arrangement	<ul style="list-style-type: none"> An agreement is entered into between EID and identified contractors for a combined 'Harvesting' and 'Transportation' activities. These contractors are called H&T contractors. At the time of booking, we will collect the below mentioned documents for advance H&T Gangs. <ul style="list-style-type: none"> H&T Agreement booklet with proper signature. 4 Photos 3 Aadhar Card Zerox 3 Bank pass/Statements Zerox copy 3 Pan card Zerox 2 Blank Cheque (Nationalized bank) Bank Attestation letter with Seal 200 Rupees Bond Paper 1 for H&T Contractor 200 Rupees Bond Paper 2 (Guarantors) Zerox copy RC Book of vehicles on H&T Owner name (in case RC name changed original notary (power of attorney) need Rs.100 bond paper) except trailers. 	SECTION INCHARGE	Bagalkot/Haliyal/Ramdurg	ICMS Harvesting →Season GL Pass Map	# 50 The planning is done and a comparative is prepared from the previous year of the gangs to be used. This is approved by the Regional Cane Head along with the vehicles that would be used. Any additional amounts that need to be spent are approved by the MD as a special approval	--	--	<table border="1"> <tr> <td>R</td> <td>Deputy H&T</td> </tr> <tr> <td>A</td> <td>Central MIS</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td>Regional Cane Head</td> </tr> </table>	R	Deputy H&T	A	Central MIS	C		I	Regional Cane Head
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	<p>At the time of booking, we will collect the below mentioned documents for non-advance H&T Gangs .</p> <ul style="list-style-type: none"> • Aadhar • Pan card • Bank Passbook/Cheque 															
H&T Owner Creation	<p>After the completion of the crushing season and final H&T payment all H&T Codes except old loan outstanding H&T Owners have to be deactivated. At the time H&T gangs booking for Ensuing season, we will activate the existing H&T code by verifying the KYC documents, if we notice any changes will upload the new documents and activate the H&T Owner code and Central accounts team will verify ICMS attached document and approve the same.</p> <p>If H&T owner is not available in ICMS we will create new code by entering mandatory fields i.e. (Aadhar, Pan card, bank passbook/Cheque) and upload the</p>	<p>Cane MIS Team (Creation)</p> <p>Central Cane accounts team (Approvals)</p>	<p>Bagalkot/Haliyal/Ramdurg</p>	<p>ICMS → Masters → H&T Related Masters → H&T Master → H&T Owner</p>	<p>P2P-H-21 (#59) at the time of creation the account number is entered in the system by the Central Cane MIS based on the pass book copy provided by the H&T. Also there is a Maker & Checker functionality is available in iCMS. Checker is Cane accounts. Any account number changes are carried out by Centralized cane accounts team with maker & checker functionality in iCMS</p> <p><u>P2P-H-52 (#60)</u></p>			<table border="1"> <tr> <td>R</td> <td>Cane MIS Team</td> </tr> <tr> <td>A</td> <td>AM-Cane A/CS</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td>Regional Cane Head</td> </tr> </table>	R	Cane MIS Team	A	AM-Cane A/CS	C		I	Regional Cane Head
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	<p>KYC documents for the same in ICMS.</p> <p>After creation of H&T owner Central Cane Accounts team will approve the H&T Code after the successful verification of KYC documents which are uploaded in ICMS.</p>				<p>Maker & Checker system is in Place in iCMS. Any H&Towner is created by Cane MIS and approved by Cane accounts, based on Regional Cane Head mail approval. System indicates as duplicate available on creation of H&T Owner master by validating the Aadhaar no and PAN No.</p> <p><u>P2P-H-54 (#62)</u></p> <p>The SB account number is mandatory in the H&T owner screen. Accounts makes sure that the details are entered.</p>									
Modification in H&T owner	Request for any modification in H&T owner master has to be initiated by Division head along with supporting documents. These changes are to be approved by Regional Cane head to carryout in ICMS.			ICMS → Masters → H&T Related Masters → H&T Master → H&T Owner - Modify				<table border="1"> <tr> <td>R</td> <td>Cane A/cs Executive</td> </tr> <tr> <td>A</td> <td>AM-Cane A/cs</td> </tr> <tr> <td>C</td> <td></td> </tr> </table>	R	Cane A/cs Executive	A	AM-Cane A/cs	C	
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Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	Based on the approval , changes are to be carried out by Cane account executive and approved by AM-Cane Accounts in iCMS.							I Regional Cane Head

CMS-H&W > 4. Mechanical Harvester

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
Mechanical Harvester	<p>Before commencement of the season and during the season, based on the requirement ,Machine harvesters are to be booked and Deploy machines wherever the suitable plots are available.</p> <p>At the time of booking, we will collect the below mentioned documents.</p> <ul style="list-style-type: none"> • Agreement from the Machine owner (500 Rs Bond) • Surety Bonds if advance given • KYC documents of Machine owner 	H&T Head	Bagalkot/Haliyal/Ramdurg	--	--	--	--	R H&T Head A Regional Cane Head C I

CMS-H&W > 5. Loading and Unloading

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Reference	Control	ASCO Unit	ASCO Unit	ASCO Unit										
							Unit	Unit	Unit										
							GT	Plant	Summ										
Registration of Vehicles	<ul style="list-style-type: none"> 1 harvesting Gang (GL code) is linked to 1 vehicle (Pass code). At any given time. In case of Mechanical harvester, 1 Gang (GL Code) is linked to multiple vehicles (Pass Codes) On Special case only vehicles (Without Gang) can be booked with the approval from Regional Cane head The types of vehicles used are Lorry, Double Trailer tractor, Single Trailer tractor, Bullock Carts, Tractor Driven Carts. H&T has the option to hire bullock carts (only the cart) from EID on a daily rental scheme and use their own bullocks for transportation. 	Section In Charge	Bagalkot/Haliya I/Ramdurg	ICMS → H&T Masters → Pass Related Master → Pass Master	P2P-H-22 (#64) Bank Account details in CMS is maintained at H&T owner level. Payments are always made to the H&T owner only. Pass owner and Gang Leaders are attached to H&T owner. P2P-H-56 (#65) The system currently restricts two pass to be created with the same vehicle number.		--	--	<table border="1"> <tr><td>R</td><td>Cane MIS</td></tr> <tr><td>A</td><td>Regional</td></tr> <tr><td>C</td><td>Cane Head</td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>	R	Cane MIS	A	Regional	C	Cane Head				
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Trip Generation for Registered/UR cane.	<ul style="list-style-type: none"> Once a cutting order is generated in ICMS, system will allow to generate the trip sheet. Section In charge has to verify the cane harvesting plot before generate the trip sheet for supply of cane. 	Section In Charge	Bagalkot/Haliya I/Ramdurg	ICMS → Harvesting → Trip Sheet	[#87] System makes it mandatory to enter the GL/pass in the trip sheet [#88]		--	--	<table border="1"> <tr><td>R</td><td>Section In charge</td></tr> <tr><td>A</td><td>Division Head</td></tr> <tr><td>C</td><td></td></tr> </table>	R	Section In charge	A	Division Head	C					
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Process Step	Process Description	Performed By	Location	SAP TCode/ICMS Menu	ICMS Reference	Control	Also Refer to	CAUTION	IT
	<ul style="list-style-type: none"> While generation trip sheet all the mandatory fields i.e Supply date, GL code, Pass Number etc., Burnt cane & part load are non mandatory fields to be entered if applicable. Ryot has the option to supply the cane through own transporter or company authorised transporter. For the cases GL code & pass codes are mandatory. In case of own transport/Own harvesting gang, harvesting & transport charges are paid to the ryot through Self H&T bill payment process. In case of company authorised transporter/harvester, payment is made to H&T owner. Once trip sheet generated SMS will be delivered to all the transport vehicle drivers according to the mobile numbers updated in Pass master. In case of bullock carts this is generated as hard copy if necessary. <p>Controls in Trip sheet</p> <ul style="list-style-type: none"> While creating trip sheet, Section In Charge has to enter the No. of trip sheets to be generated, based on the Gangs & Vehicles 			ICMS → Harvesting → Trip Sheet Cancellation	System prevents trip sheet to be generated without the cutting order. Tripsheet is generated by the Section In Charge (#91) The system logic prevents the trip sheets from backdating. P2P-H-74 (#94) System prevents trip sheets to be created in excess of yield estimation of a particular plot				IT

Process Step	Process Description	Performed By	Location	SAP Code / ICMS Menu	IC Reference	Control	Size	Weight	Height
	<p>deployed for the plot. System will allow the No. of trips up to the limit fixed in ICMS parameter(Number of Wgt. Trips per Day for CO Generation)</p> <ul style="list-style-type: none"> • If delivery of cane exceeds X% of the estimated quantity mentioned at Doc40 stage, system will not allow to generate the trip sheet. In such cases, Cane HOD has to revise the estimation in iCMS after necessary verifications. • Trip sheet generation will be allowed between the timings defined in ICMS parameters (TripSheetStartTime & TripSheetEndTime) • Supply date should be the current date/next day as per the parameter (TripsheetsDayslimit) defined in iCMS. • GL & Pass should be mapped to the current season • Ryot should be active and approved • System will not allow to generate the trip sheet for Plot over updated plots. 								

CMS-H&W > 6. Diverted Cane

Process Step	Process Description	Performed By	Location	SAP TCode	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Cane Diversion – within the EID units	<ul style="list-style-type: none"> Due to production bottlenecks or proximity to another plant, Registered cane/ Unregistered cane of one plant will be diverted to another plant. Supply factory Division Head will inform to crushing factory Cane head about the supply of Cane diversion. Supply factory Section In charge will release the Trip sheet by specifying the Supply factory & crushing factory. There is a option in trip sheet screen to select the supply factory and crushing factory. Supply factory has to send the loads along with trip sheets SMS. On arrival of the load, trip sheet SMS will be verified at gate entry point and token will be generated by specifying the supply factory in smartcard weightment application. After that vehicle proceed to cane yard for parking. On their turn, the loads will approach the weighbridge for further weightment process. 	Division Head	Bagalkot/Haliya/Ramdurg	CMS Harvesting Trip Sheet Trip Sheet.	---	---	---	<table border="1"> <tr> <td>R</td> <td>Section In charge</td> </tr> <tr> <td>A</td> <td>Division Head/Cane Head</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td>Regional Cane Head</td> </tr> </table>	R	Section In charge	A	Division Head/Cane Head	C		I	Regional Cane Head
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CMS-H&W > 7. Receipt & Weighment – Own Cane/UR Cane / Diverted Cane

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	Controls	Accounting Entries	Output / Documents Generated	RACI								
Gate Entry	<ul style="list-style-type: none"> Bagalkot/ Haliyal The trip sheet SMS to be produced at the yard gate for security verification. After successful verification, Manual security slip will be issued to the driver. Gate entry is done based on the trip sheet SMS, after verify the Vehicle and plot details and system generates the Gate entry number for the load. 	Gate Entry operator	Factory Office	SWS->Gate Entry	<p>(# 102) Tripsheet allowed for gate entry as per the time limit defined in iCMS parameter. Beyond that Unused tripsheets will get deleted by the system automatically. In such cases, new trip sheet has to be generated by Section In charge</p> <p>(#103)</p>	--	--	<table border="1"> <tr> <td>R</td> <td>Token Officer</td> </tr> <tr> <td>A</td> <td>IT</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Token Officer	A	IT	C		I	
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	<ul style="list-style-type: none"> Ramdurg There is no separate gate Entry Process, due to compact Cane yard 															
	Controls in Smartcard Weighment software															

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	Controls	Accounting Entries	Output / Documents Generated	RACI
	<ul style="list-style-type: none"> • Gate entry is not allowed for Plot over posted plots. • Token generation is allowed for 36 hours from morning 6.00 am to next evening 6.00 pm from the Supply date mentioned in the trip sheet. • Option to create gate entry to maximum four part loads for a trip • Gate Entry will be allowed. if village distance is not updated in iCMS. 				<p>Cane yard balance report is auto-generated and sent to the cane team, plant head & senior management team. Any adverse yard balance is reviewed and addressed on a daily basis during the season time through cane cutting programme by cane head in consultation with H&T team</p>			

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Smart Card Registration	<p>Bagalkot/Haliyal/Ramdurg</p> <ul style="list-style-type: none"> At the Token Office, Staff to verify Pass and Vehicle Number with Trip sheet Details and generate Token Number for the consignment and assign the Smart card. The smart card is used at every stage in the weightment process from entry to weighment and exit. Trip Sheet and Smart Card is handed over to the Transporter to proceed with Gross Weighment Process. Ramdurg there is no Separate Gate entry process directly Token entry process to issue token and smart card. 	Token Office (TO) Staff	Cane Yard – Office	SWS	--	--	--	<table border="1"> <tr> <td>R</td> <td>TO Staff</td> </tr> <tr> <td>A</td> <td>IT</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	TO Staff	A	IT	C		I	
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Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	Controls	Accounting Entries	Output / Document	RACI							
<p>Gross Weighmen t</p> <ul style="list-style-type: none"> • Voice over instructs transporters at every stage of the weightment process to scan the smart card and proceed with the weightment process. • Once the Vehicle is rightly positioned in the weigh bridge, Gross weightment is captured automatically. • At the time of Gross Weight capturing, two snapshots of the Vehicle is recorded using cameras placed in front and back of the vehicle (diagonally opposite to each other). The snapshot clearly indicates the vehicle number and current time. It also ensures a clear weightment process without any manual intervention. • Once the Gross weight is captured, vehicle proceed for unloading. 	<p>Weighbridg e Operator (WO)</p>	<p>Factory-Weighbridge</p>	<p>SWS</p>	<p>P2P-H-34 (# 108) The net weight and tare weight captured is stored directly to iCMS. The tare weight the gross weight is captured in CMS for the trip sheet. Binder weight (weight of the cord used to tie the cane) is taken as a standard 1% and deductions also flow iCMS. There is no manual interventio n in place because of</p>	<p>--</p>	<p>--</p>	<table border="1"> <tr> <td>R</td> <td>WO</td> </tr> <tr> <td>A</td> <td>IT</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td>Transporter</td> </tr> </table>	R	WO	A	IT	C		I	Transporter
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I	Transporter														

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	Controls	Accounting Entries	Output / Documents Generated	RACI								
	<ul style="list-style-type: none"> Weighbridge Operator monitors the entire process remotely. <p>Control in Smartcard Weighment software.</p> <ul style="list-style-type: none"> Restrict Gross weight Entry to maintain limited No. of vehicles at Cane unloading area. Gross weight is not allowed if vehicle weight is beyond the Min & max gross weight fixed in iCMS. 				auto weight using smart card. P2P-H-35 (# 109) Net weight in CMS cannot be edited.											
Unloading Point	<ul style="list-style-type: none"> Vehicle move to Cane unloading area to unload the cane to Cane carrier. Before unloading operator verifies the gross weight images and gross weight to ensure the vehicle is parked on the weighbridge and Gross weight captured correctly. 	Weighbridge Operator	Bagalkot/Ramdu rg	SWS				<table border="1"> <tr> <td>R</td> <td>Unloading point operator</td> </tr> <tr> <td>A</td> <td>IT</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Unloading point operator	A	IT	C		I	
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	<ul style="list-style-type: none"> If operator found details are correct, on Driver's request Diesel bunk and Quantity details will be updated in Weighment software for the vehicles, which are transporting cane through Lorry, Tractor and Tractor drive cart. If operator found any deviation, Operator sends back the vehicle for re-weighment. <p>Control in Smartcard Weighment software. Allows to enter the diesel qty(ltrs) as per the Diesel eligible limit fixed ICMS</p>															
Tare Weighment	<ul style="list-style-type: none"> Once the Vehicle is rightly positioned in the weighbridge, tare weight is captured automatically. At the time of Tare Weight capturing, two snapshots of the Vehicle is recorded using 	Weighbridge Operator (WO) and Security Guard	Factory-Weighbridge	SWS	P2P-H-31 (#93) The tare weight is checked with the average tare weight based on past	--	--	<table border="1"> <tr> <td>R</td> <td>WO</td> </tr> <tr> <td>A</td> <td>IT</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	WO	A	IT	C		I	
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	<p>cameras placed in front and back of the vehicle (diagonally opposite to each other). The snapshot clearly indicates the weight No, vehicle number, Weight and current time. It also ensures a clear weight process without any manual intervention.</p> <ul style="list-style-type: none"> • Weigh Slip print is fired to the printer automatically which is monitored by Weighbridge Operator, which is following by Haliyal. In case of Bagalkot/Ramdung weight slip print is generated at Token office. • Transporter to handover the Smart Card to the Weighbridge Operator and collect the Weigh Slip. 				<p>transaction of the same vehicle. The weight is rejected if there is any significant difference in actual weight (as per the tolerance limit fixed in the iCMS Parameter) in comparison with tare weight.</p> <p>In such cases, Cane team sends a mail to cane head detailing the reasons for variance and based</p>	<p>Output / Documents</p> <p>Generate</p>	

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	Controls	Accounting Entries	Output / Document	RACI
	<ul style="list-style-type: none"> Individual Weight slip is handed over to the driver and copies of the Weight slips of the shift are to be handed over to the cane accounts. 				<p>on cane head approval vehicle is added to one time exception list for performing weighing.</p>		<p>Output / Document Generate</p>	
	<p><u>Controls in weighing</u></p> <ul style="list-style-type: none"> Same token number cannot be entered more than once during the day for a weighing. In an emergency period to permit manual weighing, the same should be approved by unit cane head and unit IT head Weighting after plot over is not possible. System will not allow the tare weighting if there is a variation in tare weight as compared to average tare weight of same vehicle – tolerance limit fixed on class of 				<p>P2P-H-34 (# 108) The net weight and tare weight captured is stored directly to iCMS. The tare weight the gross weight is captured in CMS for the trip sheet. Binder weight (weight of the cord used to tie the cane) is</p>			

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	Controls	Accounting Entries	Output / RACI
	<p>vehicle in iCMS. Such vehicles are to be allowed for tare weight with the approval of Regional Cane Head.</p>				<p>taken as a standard 1% and deductions also flow iCMS. There is no manual intervention in place because of auto weight using smart card.</p> <p>P2P-H-35 (# 109) Net weight in ICMS cannot be edited. It only moves from smart weight system to CMS</p> <p>P2P-H-36 (# 110)</p>		<p>Output / RACI Document s Generate d</p>

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	Controls	Accounting Entries	Output / Document	RACI																	
Issue of Diesel Slips	<ul style="list-style-type: none"> While getting the print out of weighmen slip the Requirement Slip with the name of the Petrol bunk is taken and handed over to the Driver. The cost of Diesel will be collected from Transport bill of the Transport Contractor. ICMS has limits to validate the value of diesel. 	Weighbridge Operator	Bagalkot/Haliyal/Ramdurg		<p>On a daily basis, an interface file is run by the IT team from CMS. This interface file is uploaded by means of the SAP t-code YCRQ.</p> <p>(#128) If the transporter requires excess diesel, then a coupon is prepared by the H & T and approved by the H and T head. This is given by the transporter to the petrol station. On</p>	<table border="1"> <tr><td>Diesel Advance</td></tr> <tr><td>Dr 172518</td></tr> <tr><td>Cr Diesel supplier</td></tr> </table> <table border="1"> <tr><td>Diesel Advance</td></tr> <tr><td>Dr Diesel supplier</td></tr> <tr><td>Cr CCMS account</td></tr> </table> <table border="1"> <tr><td>Diesel Advance</td></tr> <tr><td>Dr CCMS account</td></tr> <tr><td>Cr Bank</td></tr> </table>	Diesel Advance	Dr 172518	Cr Diesel supplier	Diesel Advance	Dr Diesel supplier	Cr CCMS account	Diesel Advance	Dr CCMS account	Cr Bank	--	<table border="1"> <tr><td>R</td><td>WO</td></tr> <tr><td>A</td><td></td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	WO	A		C		I	
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Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	Controls	Accounting Entries	Output / Documents Generated
					submission of the bills by the petrol station, the coupons amount is accounted in the advance account (Diesel-Pass) in ICMS by accounting team.		
					P2P-H-43 # 129 Monthly reconciliation between ICMS and SAP of all loans is prepared by the accounts personnel and sent to the		

Process Step	Process Description	Performed By	Location	SAP TCode / ICIMS Menu	Controls	Accounting Entries	Output / Documents Generated	RACI
					<p>corporate. Manual entries of the loans of the automated diesel and manual diesel is made in the SAP</p> <p>P2P-H-101 (#130) System parameters are set in the village master and the mileage. Changes to the mileage can be done only by the IT team. Automated diesel is calculated based on these</p>			

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	Controls	Accounting Entries	Output / Documents Generated	RACI								
Burnt Cane	<ul style="list-style-type: none"> At times ryots burn the cane due to pests or other infestation. Most of the occasions Cane burnt takes place, due to electrical short circuit and trash burning in neighbouring fields. Division head sends the mail request to Regional cane head by taking Consent letter from farmer to harvest the burnt cane plot. Upon approval, Cane MIS team will release the 	Section In Charge	Bagalkot/Haliyal/Ramdu rg	ICMS → Weighmen t → General	parameters. The rate is fed in the system based on the MD approval which can be only accessed by the Centralized Cane accounts team.	--	--	<table border="1"> <tr> <td>R</td> <td>Section In charge</td> </tr> <tr> <td>A</td> <td>Division Head</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Section In charge	A	Division Head	C		I	
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	<p>cutting order for burnt cane plot.</p> <ul style="list-style-type: none"> Burnt Cane should be identified at Trip Sheet stage and Section In charge should mark the plot as burnt cane in ICMS in order for it to be received as burnt cane at the weighment. Weighbridge operator is also authorized to mark as burnt cane during unloading activity in Smartcard weighment software. 				<p>Section In Charge will enable the burnt cane flag and also provision is available at unloading point to enable the burnt cane flag. finally accounts team will check the weighment slips, in case of any inaccuracies, request will be sent to the IT for necessary corrections in the system.</p>			

CMS-H&W > 8. Plot Over

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Plot Over	ICMS system automatically executes plot over as per the No. of No Cane Supply days from last supply date parameter (AutoPlotOverNoSupplyDays) set in ICMS .	Section In Charge	Bagalkot/Haliyal/Ramdung	CMS → Harvesting → Plotover→ Bulk Plotover	(#111) Plot over is done by the CDA when there is no more cane left in the farm. System allows to do the plot over in case Cane diverted to other factories/utilized for seed or Jaggery or fodder etc. (#112) iCMS system automatically executes Auto plot over as per the No.of cane supply days from last supply date parameter defined in iCMS.	--	--	<table border="1"> <tr> <td>R</td> <td>Section In Charge</td> </tr> <tr> <td>A</td> <td>Division Head</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td>Regional Cane Head</td> </tr> </table>	R	Section In Charge	A	Division Head	C		I	Regional Cane Head
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CMS-H&W > 9. Non-Cane Segregation

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Non-Cane Segregation for Mechanical harvester.	Deducting the non-cane % as per the norms from the ryots who is harvested the cane through Mechanical harvester.		Plant	--	<u># 104</u> Non Cane deduction is applicable (As per the parameter defined in iCMS) to ryot who utilized the mechanical harvester for Cane harvesting as per the parameter defined in iCMS.	--	--	<table border="1"> <tr> <td>R</td> <td>Regional Cane Head</td> </tr> <tr> <td>A</td> <td></td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Regional Cane Head	A		C		I	
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