

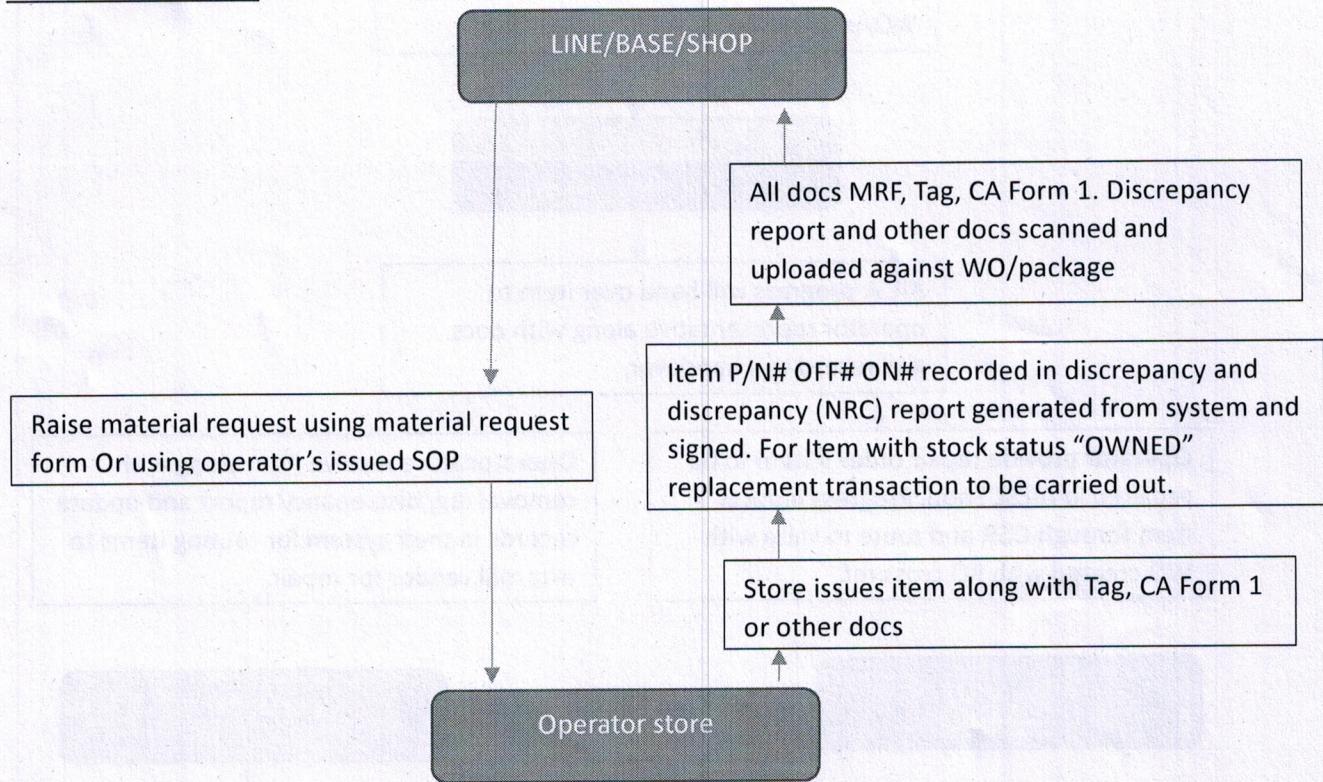


## AIESL RAMCO SOP AIR INDIA & other operators

This SOP is being revised, in view of difficulty being faced by users in carrying out material issue/return transactions due separation of stores. Items issued/returned with status as "**customer goods**" are zero value transactions from finance point of view and do not affect the billing process.

However, removal installation details definitely need to be recorded in the system and items issue/return documents to be scanned and uploaded in the system along with other documents.

### ITEM ISSUE PROCESS



Activity required outside AIESL server: -

Out station activity: there is no change

Operator Store receive MR form or mail from AIESL and Issue item based on MR.

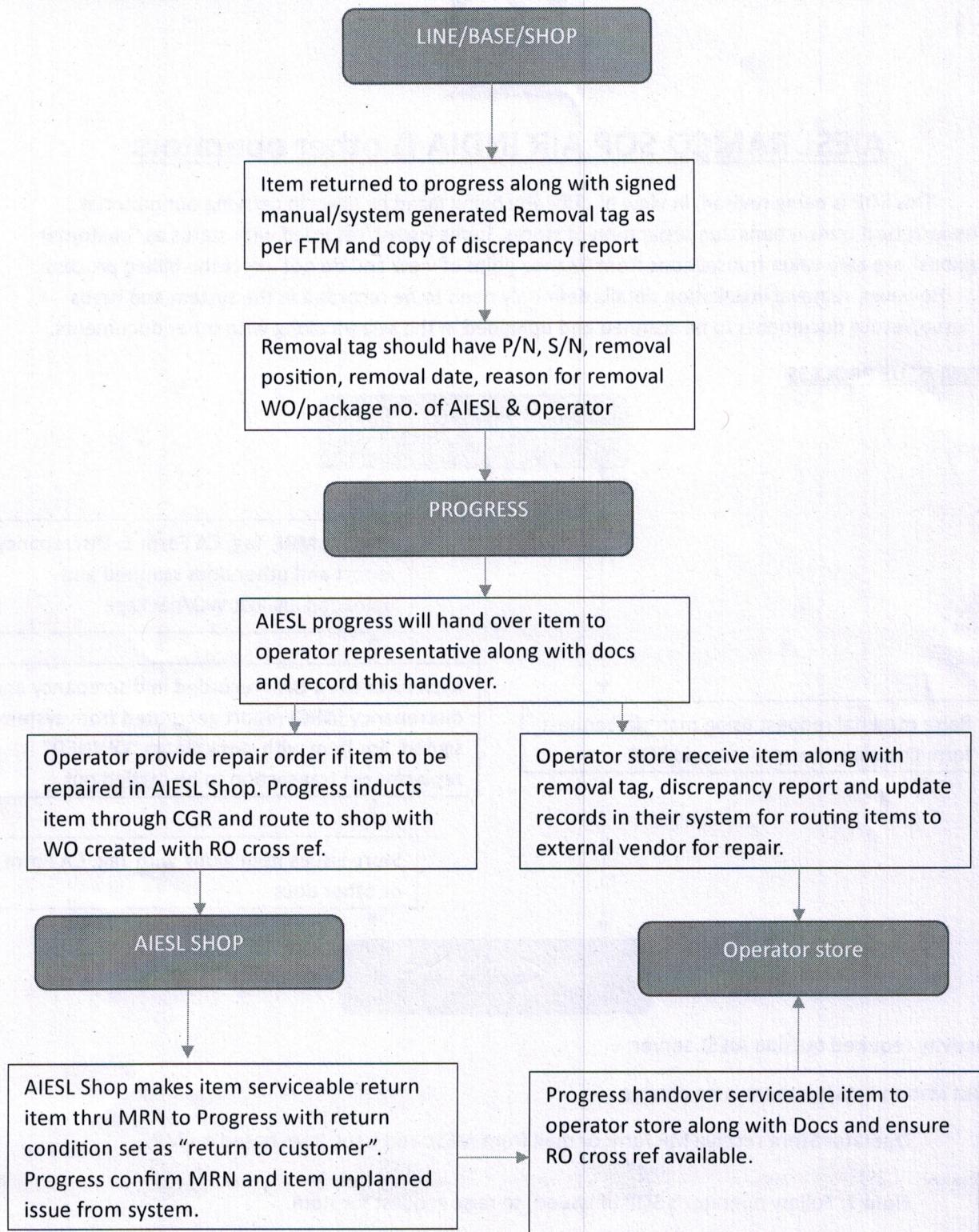
**Note 1:** Follow operator's SOP (if issued) to raise request for item.

**Note 2:** AIESL can view operator stock position from inquire stock availability screen of operator's ERP.

**Note 3:** In case ITEM is **AIESL OWNED** as it is available in AIESL store then MR, CR, MRN to be carried out.

**NOTE:** Applicable to Air India & other operators. i.e. Air India express, Alliance Air

## ITEM RETURN PROCESS



Out station activity: there is no change

Activity required outside AIESL server: -

**NOTE:** Applicable to Air India & other operators. i.e. Air India express, Alliance Air

- Operator to provide repair order to AIESL to start repair on removed item.
- Operator CAMO & store to update item conditions in their ERP based on received Removal tag.
- Create Repair order for item sent for repair to other vendors.
- Receive serviceable item from AIESL shop and update item condition in their ERP and induct in store.

**NOTE:** AIESL Progress to keep record of all items returned to operator.

**NOTE:**

For DRDO/SESF AIRCRAFTS, there is no change, the process will remain AS-IS as item to be issued/returned by AIESL, so MR, MRN, CR to be carried out.

View user login v.user-111111 has been created in AIESL RAMCO (URL: <https://aiesl.ramcocloud.com/extui>) for operators to check the status of package/wo and download the attached package scan.

AIESL users to create all the packages/WO in the AIESL RAMCO system with following check points: -

- Create Package/WO with scheduled task, flight details, mention operator WO/RO reference.
- Create discrepancy for all additional work and record items replacement details in discrepancy for customer issued item.
- Record man hours booking for all additional work.
- Complete and close all the transactions & upload package/WO scan.  
Closed package invoice after verification by planning & industrial will be authorized in the system and then move to AIESL SAP for billing purpose.
- Refer to revised Line/Base SOP for more details.

*8/21/24*

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*✓ 22/1/24*  
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