Customer with Multiple Booking Locations:

**CSI SOP for Billing, Verification & Payments of Customer with multiple Booking Locations:**

- Any customer booking at more than one location will be treated as NAF customer.
- Booking, Billing will be made against single customer ID. Payment can be processed against each Booking location or Single payment at any one location. This will be decided by Nodal Office.
- Nodal Office to have agreement with Customer as standard norms.
- Nodal Office to identify any one location for Billing for CSI bookings.
- Nodal Office to ensure recovery of payments from Customer and payments processing in CSI.

**Table Of Contents:**

1. Billing - 2
2. Printing invoice - 5
3. Booking Details - 7
4. Accepting Payments - 10
Customer with Multiple Booking Locations:

i. **BILLING:**
   A. **Tcode:** VF06

1. Sale Org. to be DOPI.
2. Billing date is Date of booking of articles For Ex: April 2018 Bill will be generated in November. Date selection will be 01.04.2018 to 30.04.2018 as shown in screenshot.
3. Enter Customer ID in Sold to Party.
4. Documents to be selected - Sale orders. Uncheck other Items if selected.
5. Enable check Box- Start Immediately.
6. Execute (F8) after making above selection.
7. Incase if any data exist, below screen appears. Incase VF06 already processed for selected Dates or no data available: Cursor will move to DOPI(Same screen).
Customer with Multiple Booking Locations:

Note: Bill may be generated for any month only on or after 4\textsuperscript{th} of next Month.

B. **Tcode: VF24**

1. Billing Date: Date of Execution of VF06 tcode. VF06 will be done for April 2018 billing on or after 04\textsuperscript{th} of May 2018. For Ex: May 2018 Billing, Billing Date in VF24 will be 04.06.2018 to any date where VF06 is processed.
2. Sale Organization to be DOPI.
3. Payer is Customer ID.
4. Click on Display Work list of Invoice List or press F8.
5. Few documents will be displayed in Yellow (Selected). In case of Blank screen, process would have already completed or no data available. Try again after 1 day if not executed before.
Customer with Multiple Booking Locations:

6. Clicking on Collective Billing doc./Online & Save

7. Document saved successfully message will be displayed.
Customer with Multiple Booking Locations:

ii. **PRINTING INVOICE:**

- Printing of bill is based on Invoice numbers.
- Separate invoices will be generated based on booking locations.

A. **Obtaining Invoice numbers based on Booking Office Profit centers:**

Tcode: FBL5N

1. Enter Customer ID
2. Enter Bill Date or Range. Billing details of Oct 2018 will be listed provided bill is generated within mentioned dates.
3. Enter/Select Layout a” /NAF “and execute.
Customer with Multiple Booking Locations:

4. Reference is Invoice number and Profit ctr is Booking Office Profit Centre. Doc Date denotes Billing Date. If Profit centre is not available against any reference, please copy Document numbers, navigate to FAGLL03 tcode, Enter 1101020100(PRCH-Speed Post) in G/L, enter Doc Date(Billing Date) and in customs selections (Cntrl+F1) enter only above Document No in New Filed Selection-> Document Numbers, Generate the report to get Profit centers of Each document.

(Or)

**Tcode:** VF24

1. Fill Customer Id and Billing Date(In range) and press Enter Key.
2. List Of Invoices generated will be available as Billing Doc which the Invoice Reference number.
Customer with Multiple Booking Locations:

B. **Printing Invoice (Bill):**

Tcode: VF23

1. Enter Invoice number copied from FBL5N or VF25 (Don’t press Enter Key)
2. Click on Invoice List-> Issue Output to-> Print or Print Preview buttons will be available.

iii. **Booking Details:**

Tcode: ZBNPL_NEW

1. Enter Customer No & Contract number> Booking date may be selected for required period.
2. ALV Display is selected by default. Execute(F8) the report.
3. Booking made across all locations will be listed.
4. Click on Post office Location Id, Filter. Select Booking Office Facility Id to list Office specific list.
5. Scroll down to see Consolidated count and amount.
Customer with Multiple Booking Locations:

Main Report:

Filter Office:

Consolidate Details:

This can be verified with Bill printed via VF23. Copy Of Bill is available in next page
### Monthly Account of Speed Post Booking Accepted

**From BNPL Customers Maintained at Billing Office**

**Name of the Booking Office:** Surat HO  
**Name of Billing Office:** Mysuru H.O  
**BDO Surat BPO:**  
**Name of the Customer:** 0000002953-AMAZON  
**GSTIN:**  
**Invoice Number:** 950397358

<table>
<thead>
<tr>
<th>No. of articles received in the month</th>
<th>SPEED POST charges for articles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>With paper Manifest</td>
</tr>
<tr>
<td></td>
<td>With soft copy in the prescribed format</td>
</tr>
<tr>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>(4)</td>
</tr>
<tr>
<td>5474</td>
<td>0.00</td>
</tr>
<tr>
<td>359,140.00</td>
<td></td>
</tr>
</tbody>
</table>

(5) **Total SPEED POST Business for the month:** 359,140.00

(6) **Discount % applicable on {(3) + (4)} (as per para 5(a)):**

(7) **Total Discount applicable (Discount is calculated on each booking and then consolidated for showing the total amount):** 0.00

(8) **Net SPEED POST charges:** 359,140.00

(9) **CGST (Central GST) Tax applicable on number of bookings in a month:** 32,322.60

(10) **SGST/UTGST (State/Union Territory) Tax applicable on number of bookings in a month:** 32,322.60

(11) **Net amount payable:** 423,785.20

**Net amount payable (in words):** FOUR LAC TWENTY THREE THOUSAND SEVEN HUNDRED EIGHTY FIVE RUPEES TWENTY PAISE

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**CSI, Command & Control Team**  
csicct.cept@indiapost.gov.in
iv. **Payments Processing:**

Below report can be generated through FBL5N9 (refer Page 5). Red Item Denotes payment not received, after processing payment, the same will changed to Green.

---

**Customer Line Item Display**

<table>
<thead>
<tr>
<th>Customer</th>
<th>2954</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Code</td>
<td>DGPI</td>
</tr>
<tr>
<td>Name</td>
<td>ANAZON</td>
</tr>
<tr>
<td>City</td>
<td>BANGALORE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>St</th>
<th>DocumentNo</th>
<th>Typ</th>
<th>Doc. Date</th>
<th>Ant in loc.cur.</th>
<th>Clrng.doc.</th>
<th>Text</th>
<th>Reference</th>
<th>Bank</th>
<th>Profit Ctr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9013508182</td>
<td>RV</td>
<td>05.11.2018</td>
<td>16,614.40</td>
<td></td>
<td>1023000819803002</td>
<td>0950397380</td>
<td>1016</td>
<td>2602107600</td>
</tr>
<tr>
<td>2</td>
<td>9013508182</td>
<td>RV</td>
<td>05.11.2018</td>
<td>54,409.00</td>
<td></td>
<td>102116271203002</td>
<td>0950397381</td>
<td>1016</td>
<td>2433909607</td>
</tr>
<tr>
<td>3</td>
<td>9013508182</td>
<td>RV</td>
<td>05.11.2018</td>
<td>350,891.60</td>
<td></td>
<td>1021484393003002</td>
<td>0950397382</td>
<td>1016</td>
<td>2433909600</td>
</tr>
<tr>
<td>4</td>
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<td>RV</td>
<td>05.11.2018</td>
<td>662,434.50</td>
<td></td>
<td>1022322692303002</td>
<td>0950397383</td>
<td>1619591016</td>
<td></td>
</tr>
<tr>
<td>5</td>
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<td>1020847947803002</td>
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<tr>
<td>6</td>
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<td>1023842475203002</td>
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<td>1009</td>
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<tr>
<td>7</td>
<td>9013508182</td>
<td>RV</td>
<td>05.11.2018</td>
<td>552,721.00</td>
<td></td>
<td>1024315173903002</td>
<td>0950397386</td>
<td>1016</td>
<td>2702076000</td>
</tr>
<tr>
<td>8</td>
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<td>RV</td>
<td>05.11.2018</td>
<td>166,084.00</td>
<td></td>
<td>1024421615003002</td>
<td>0950397387</td>
<td>1021</td>
<td>2933903900</td>
</tr>
<tr>
<td>9</td>
<td>9013508182</td>
<td>RV</td>
<td>05.11.2018</td>
<td>623,795.20</td>
<td></td>
<td>SL228200008140975847</td>
<td>0950397388</td>
<td>1008</td>
<td>1632897600</td>
</tr>
</tbody>
</table>

| *  |           |     |           | 12,033,967.00 |          |                  |        |        |

**Tcode: F-28**

- Process remains same as accepting payments from any other BNPL customers.
- Single payment against customer can be accepted at one office by processing based on posting date (05.11.2018) in above case.
- Payments based on Booking office (Profit centre) can be posted based on Document number or Reference number.
- Any adjustment as per instructions from nodal office may be made using “Charge Of Difference” option while posting through F-28.