

Procurement Procedure in CSI for CSD

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1. CSD Workflow in CSI



2. Creating Purchase Order (To get Stamps & stationary from ISP/SPP)

2.1 Enter Tcode – ME21N

2.2 Select ZDPS – For definitive Stamp & Stationary

2.3 Put Vendor as ISP Nashik / SSP Hyderabad – 3000000005/3000000012

2.4 Select Purchasing organization & Company code as DOPI.

2.5 Purchase group is 102 (CSD) & Enter

The screenshot shows the SAP 'Create Purchase Order' interface. The T-code 'ME21N' is entered in the top left. The 'ZDPS Definitiv & Post ...' dropdown is selected. The 'Vendor' field contains '3000000012 INDIA SECURITY P...'. The 'Purch. Org.' is 'DOPI', 'Purch. Group' is '102', and 'Company Code' is 'DOPI'. The 'Department Of Post' is 'Cen Stmp Dept(CSD)'.

2.6 Enter Material code

2.7 Quantity required (No. of Sheets required) ,Enter CSD – Plant code & enter (*name of your CSD should reflect after entering*)

Please Note - CAB Price of stamp /stationary (Which means printing cost for one sheet) will be put centrally with the release of stamp , this field would not be editable by CSD /HO but display would be available.

The screenshot shows the SAP Purchase Order line item table. The 'Net Price' field is highlighted with a red box, showing '8.00 INR'. The 'Curr...' field shows 'INR', 'Per' shows '1', and 'O...' shows 'SH'. The 'Material' is 'C2019-SI007...' and 'Short Text' is 'comm. test _cept_rs 50'. The 'PO Qua...' is '10000 EA'.

2.10 Enter Tax code as V0

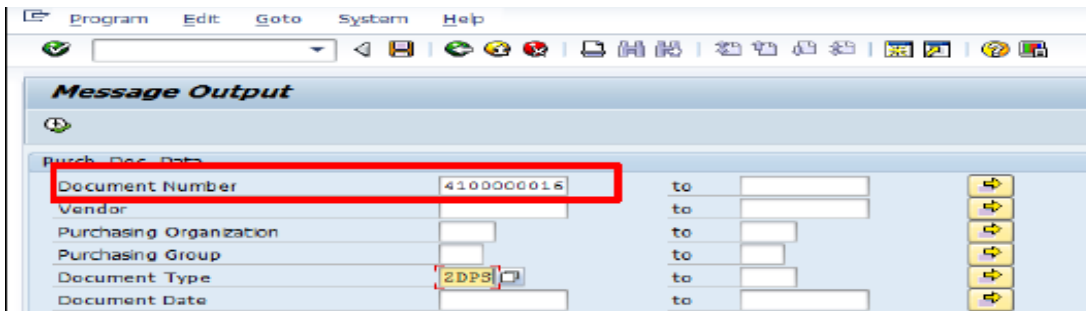


2.11. First check & then save the document

Document number would be generated.

3. CSD can take a print out of order & send to ISP /SPP using T code - ME9F.

Enter above generated document no. & select document type as ZDPS & execute (F8)



3. Goods Receipt at CSD

3.1 Enter T code – MIGO, Select A01 – Goods receipt, Enter document no. (R01)

3.2 Movement type to be – 101 & enter , details which were entered in Purchase order document will reflect down

3.3 Vendor Invoice no. can be entered in delivery note field.

3.4 Document date can be the date present on invoice received from ISP/SPP, Posting date can be the date of receipt at CSD. In remarks, any remark can be mentioned for reference.

The screenshot shows the SAP MIGO 'Goods Receipt Purchase Order 4100000016 - Syed Jakeera Sulthana' screen. The 'Movement Type' is set to 'A01 Goods Receipt' and the 'Purchase Order' is 'R01 Purchase Order' with document number '4100000016'. The 'GR goods receipt' field is set to '101'. The 'General' tab is active, showing 'Document Date' as 08.04.2015, 'Posting Date' as 08.04.2015, 'Delivery Note' as 'DOP123', and 'Vendor' as 'INDIA SECURITY PRESS (ISP...)'. The 'HeaderText' is 'goods receipt'. Below this, a table lists two line items:

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Profit Center	Batch	Value...	M...	D	Stock Type	Plnt
1	Mother Teresa 2000p	<input checked="" type="checkbox"/>	10,000	SH	Treasury/Stamps	2100100000					101 - Unrestrict...	CSD, Bangalore
2	Indira Gandh(500p)	<input checked="" type="checkbox"/>	10,000	SH	Treasury/Stamps	2100100000					101 - Unrestrict...	CSD, Bangalore

3.5 Enter the material received in the same screen, enter your Plant & Storage location.

This close-up screenshot shows the 'Material' tab in the MIGO screen. A red box highlights the following fields: 'Movement Type' (101), 'GR goods receipt', 'Stock type' (Unrestricted use), 'Plant' (CSD, Bangalore), 'Storage Location' (Treasury/Stamps), and 'Goods receipt'.

3.6 Again Check the document (if no issue noticed) & Post /Save

This screenshot shows the MIGO screen with the 'Check' button highlighted in yellow, indicating the final step of the process.

Document no. would be generated & Items would be received at CSD (in system) Stock report can be seen through Tcode MMBE, MB52.

3.7 Goods receipt without Purchase order creation (Alternate method of Goods receipt, this option may be used if Stamps are received/transferred from Non CSI location/CSD)

3.7.1 Enter T code – MIGO , A01 – Goods receipt, Select – R10 – Other

3.7.2 Movement type would become – 952 & enter document header text as Received from ISP , etc. (Don't leave blank)

3.7.3 In the same screen, enter details – Material, quantity received, Plant & storage location and enter.

3.7.4 On pressing enter , two more fields would add up here (Partner & Account assignment)

3.7.5 In Partner Tab add Z& Plant code , for e.g. if your CSD plant code is K0C1 , enter ZK0C1

3.7.6 In Account assignment, Cost Center field is mandatory. Enter Cost center of your CSD.

3.7.7 Check & Save the document. Document no. would be generated and stock would be received

4. Invoice Verification

Post receipt of goods, invoice of vendor need to be verified.

This step is important as it will facilitate Payment to vendor through CSI system & correct Posting of Accounting entries.

4.1 Enter T code – MIRO

4.2 Enter invoice date & Amount, here the correct amount is required to be entered. Hence, confirm with Purchase Order before posting.

Enter Incoming Invoice: Company Code DOPI

Show PO structure Show worklist Hold Simulate Messages Help

Transaction: 1 Invoice Balance: 0.00

Basic Data | Payment | Details | Tax | Withholding tax

Invoice date: 10.04.2019 Reference: .

Posting Date: 10.04.2019

Amount: 30000 Calculate tax:

Tax Amount: Tax type: V0 V0 (A/P Nil Tax)

Bus.place/sectn: /

Text:

Company Code: DOPI Department of Post India New Delhi

4.3 In PO reference enter Purchase Order no.

4.4 Click on Booking OK box & Post.

PO Reference

1 Purchase Order/Scheduling Agreem... 4100000857 1 Goods/service items

Layout: 13_6310 All Information

Item	Amount	Quantity	O...	Purchase ...	Item	PO Text
1	30,000.00	100 SH	✓	4100000857	10	Ajanta Panel

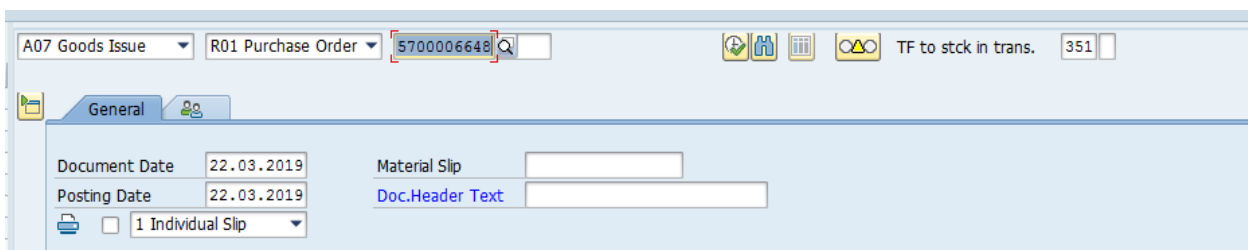
Note - Doing Invoice verification does not mean CSD is making Payment but would facilitate it & as the receiving Office, CSD should Verify the Invoice (Receipt) without fail.

4.5 Invoice Verification creates Liability for Payment, on this liability Payment can be made using T-code F-58/F-02.

5. Sending stamps / Stationary to HO

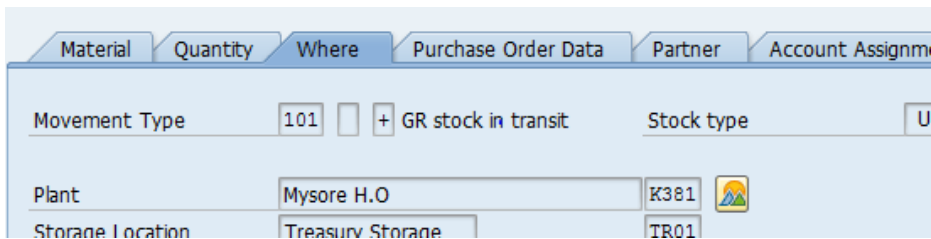
HO has to raise a Purchase Order (PO) & CSD has to supply based on that Purchase Order no.

- 5.1 Enter T Code – MIGO, ,Select Transaction - Goods Issue
- 5.2 Select Ref. Document - R01 Purchase Order. Enter PO no.
- 5.3 Movement Type -351.
- 5.4 Enter remark in Document header text (don't leave blank)



The screenshot shows the SAP MIGO transaction header. At the top, there are dropdown menus for 'A07 Goods Issue', 'R01 Purchase Order', and a text field containing '5700006648'. To the right, there are icons for navigation and a field for 'TF to stock in trans.' with the value '351'. Below this, the 'General' tab is active, showing fields for 'Document Date' (22.03.2019), 'Posting Date' (22.03.2019), 'Material Slip', and 'Doc.Header Text'. A checkbox for '1 Individual Slip' is also visible.

- 5.5 On entering Purchase order document no. details would appear automatically. Select the items that are to be issued & enter Storage location –



The screenshot shows the SAP MIGO transaction item details. The 'Where' tab is active, displaying fields for 'Movement Type' (101), '+ GR stock in transit', and 'Stock type' (U). Below this, the 'Plant' is set to 'Mysore H.O' with plant code 'K381', and the 'Storage Location' is 'Treasury Storage' with location code 'TR01'.

- 5.6 Check & Post the document. Document no. would be generated & Goods would be issued to HO in system.

Transit report can be checked by using T- code – MB5T & Entering Issuing Plant code (CSD Plant code).

6. Some important Reports & T Codes for CSD (with respect to Stamps & Stationary movement)–

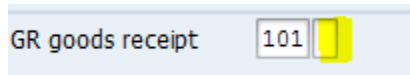
1. **MMBE/MB52** – To check stock of any Stamp/ Stationary at CSD
2. **MB5T**- To display stock in Transit.
3. **ZRM05** – To run forecast report for Definitive stamps & Pst. stationary

7. T codes to take print out for various activities –

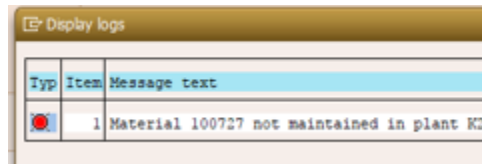
1. **ME9F**- To Take print out of Purchase Order & sending to ISP /SPP
2. **MB90- Output Type – WA01** - To take print out of Goods receipt
3. **MB90- Output Type –WA03**- To take print out of Goods Issue to HOs.

8. Points to remember -

1. Use correct movement types as mentioned in document. Do not change movement types.
2. Also the side box with Movement type should be left blank.



3. If following error is received – Material not maintained, first extend the material to your Plant ID. Using T- Code ZMAT_EXT



4. Educate & encourage HOs to raise Purchase Orders & issue stamps (goods) based on Purchase Order no. only.

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