Standard Operating Procedure to be followed in HOs for Procurement of Commemorative Stamps in CSI

CONTENTS:

1.	Stamps Procurement Workflow for HO	 Pg.2
2.	Creation of Purchase Order (PO) by HO	 Pg.2,3
	2.1 -2.11 Steps to be followed	
3.	Goods receipt at HO (GR)	 Pg.4
	3.1 -3.6 Steps to be followed in CSI for receipt at HO3.7 – Goods receipt using Mvt. Type – 952	 Pg.5
4.	Invoice Verification (IV) 4.1 -4.4 Steps to be followed	 Pg.6
5.	Sending Stamps to SO/BO (Inventory Movement) 5.1 – 5.6 Steps to be followed	 Pg.7
6.	Reports	 Pg.8
7.	T codes for generating Print outs	 Pg. 8
8.	Points to remember	 Pg. 8

Published by CEPT F & A Team, Mysore [finandacc.cept@indiapost.gov.in]01/04/2020

Page 1

Introduction - SPP/ISP are external organizations & are not working in SAP. They are being addressed as Vendors in CSI SAP. Vendor code for SPP & ISP are already available in CSI system & same Vendor codes can be utilized across all DOP units.

HOs would raise Purchase Orders to the SPP Vendor & receive Commemorative Stamps based on the same Purchase Order no.

1. Stamps Procurement Workflow in CSI [for HOs]



2. Creating Purchase Order (for Stamps from SPP, Hyderabad)

Log in to SAP

- 2.1 Enter Tcode ME21N
- 2.2 Select Purchase Order document as **ZCOM** [For Commemorative Stamp & Ancillary]
- 2.3 Put Vendor code for SPP Hyderabad -3000000006 [/Select SPP from description]
- 2.4 Select Purchasing organization & Company code as DOPI.
- 2.5 Purchase group is HO 146 & Enter

E	ZCOM Commemora	tv_ Vendor Vendor code, date 07.06.2019
٦	Delivery/Invoice	e Conditions / Texts / Address / Communication / Partners / Additional Data / Org. Data / Status / Customer Data / Payment P
	Purch. Org.	DOPI Department Of Post
	Purch. Group	146
	Company Code	DOPI Department of Post India

2.6 Enter Material code

2.7 Quantity required (No. of Sheets/ Stamps required), Enter HO – Plant code & enter (*name of your HO 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.

Published by CEPT F & A Team, Mysore [finandacc.cept@indiapost.gov.in]01/04/2020

Delver	/Invoice	Conditions	Texts A	Address Co	ommunication	Partners	Addition	al Data	Org. Data	Status	Customer	Data	Payn
Purch. Ora.	. 6	Depart	ment Of Post										
Purch. Grou	ip I	146	-										
Company C	ode	DOPI Depart	ment of Post Ind										
S. Itm	A 1 5	ateral	Short Text	PO	Qua. Olin		C	Dely, Date	Net Drice	Curr	Per (0. M	Groun
S., Itm	A I M	laterial 2019-57007	Short Text	PO of rs 50	Qua OUn		c	Deiv. Catr	Net Price	Curr	Per 0	0 M	a Group
S Itm	A I M	laterial 2019-51007.	Short Text comm. test _cep	PO pt_rs 50	Qua OUn 10000 EA		c	Delv. Cate	Net Price	Curr 6.00 INR	. Per 0 1 5	о м 5н тт	a I Group hematic S

2.10 Enter Tax code as V0

4 <mark>8</mark> © @ @ B	日にもの
& Post stn 410000	0016 Creat
🎾 📽 Hold Park 🖧	🕄 Print Previe
100000016 Vender	300000001.

2.11. First check & then save the document

Document number would be generated.

2.11.1 HO can take a print out of order using T code - ME9F.

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

🖻 Program Edit Goto System	і Нер	
Ø 🔽 🗸 🖉	I C C C C C C C C C C C C C C C C C C C	🐵 🖪
Message Output		
Φ		
Ruseb Data Data		
Document Number	4100000016 to	\$
Vendor	to	S
Purchasing Organization	to	₽
Purchasing Group	to	₽
Document Type	2DPS 🗇 to	-
Document Date	to	\$

3. Goods (Stamps) Receipt at HO

- 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 for reference.
- 3.4 Enter Document date, Posting date can be the date of receipt. In remarks, any remark can be mentioned for reference.

Goods Receipt Purchase Order 4100000016 - Syed Jakeera Sulthana Show Overvew Hold Check Post A01 Goods Receipt R01 Purchase Order General Vendor General Vendor Ocument Date 00.04.2015 Delivery Note D02123 Vendor Hold SEQURITY PRESS (ISP Bil of Lading HeaderText Line Mat. Short Text OK Qty in Unit E SLoc Profit Center Batch Yalua Mother Teress 2000p V/ 10,000	1 MIG	50	- 4 8	000	日間後	18	0000		123				
Show Overview Hold Check Post Help A01 Goods Receipt R01 Purchase Order 4100000016 Ceperal Vendor Ceperal Occurrent Date 00.04.2015 Delivery Note D000123 Vendor Ceperal Vendor Ceperal Delivery Note D00123 Vendor Ceperal Delivery Note D00123 Vendor INDIA SECURITY PRESS (ISP Posting Date 06.04.2015 Bil of Lading HeaderText goods receipt Line Mat. Short Text DK Qty n Une E SLoc Profit Center Batch Value, M, D Stock Type Pint 1 Mother Teress 2000p [7] 10,000 SH Treasyny/Stamps 210010000d 1051 + Oncestrict * CSD, B	(5a)	Goode Re	coint Durch	ace Ord	ar 41000	000	16 - Eved	Takaara	Culthana				
Show Overview Hold Check Post Help A01 Goods Receipt R01 Purchase Order 4100000016 Gepetral Vendor Cepetral Vendor Cepetral Vendor Document Date 00.04.2015 Delivery Note D05123 Vendor INDIA SECURITY PRESS (ISP. Posting Date 05.04.2015 Bill of Lading HeaderText goods receipt Line Mat. Short Text OK Qty n UnE E., SLoc Profit Center Batch Value M D Stock Type Pint Mother Teress 2000p (7) 10,000 SH Tressury/Stamps 210010000d DBt One Conter Center C	100 [4]	GUUUS RE	cerpt Purch	aseora	er 41000	000	10 - Syeu	Jakeera	Suithana				
A01 Goods Receipt R01 Purchase Order 41000000016 Image: Control of the control o	Show Or	verview	Hold Check	Post	Help								
Gepetal Vendor Vendor Vendor Vendor Vendor Document Date 06.04.2015 Delwery Note DOP123 Vendor INDIA SECURITY PRESS (ISP. Posting Date 06.04.2015 Bil of Lading HeaderText goods receipt HeaderText Line Mat. Short Text OK OK Oty n UnE E SLoc Profit Center Batch Value, M, D Stock Type Phil 1 Mether Teress 2000p [7] 10,000 SH Tressury/Stamps 2100100000 1051 + Oncentrict * CSD, B	ADI Good	Daniat will	DOL Durchase Ord		la second			(The local	ingent	CD		an Isaali	i.
General Vendor Mon Document Date 06.04.2015 Delwary Note D09123 Vendor INDIA SECURITY PRESS (ISP) Posting Date 06.04.2015 Bil of Lading HeaderText goods receipt Image: Individual Signer Individual Signer OK Qty in Unit E SLoc Profit: Center Batch Value, M, D Stock Type Phit Image: Individual Signer Image: Individual Signer OK Qty in Unit E SLoc Profit: Center Batch Value, M, D Stock Type Phit Image: Individual Signer Image: Individual Signer Image: Individual Signer SLoc Profit: Center Batch Value, M, D Stock Type Phit Image: Individual Signer Image: Individual Signer Image: Individual Signer SLoc Profit: Center Batch Value, M, D Stock Type Phit Image: Individual Signer Image: Individual Signer Image: Individual Signer SLoc SLoc Profit: Center Batch Value, M, D Stock Type Phit	HOT GOODS	s receipt	KUI Purchase Ord	er • [4100	1000018				LEE .	GR goods	recei	pt [101]	
Gepefal Vendor Q) Document Date 00.04.2015 Delivery Note DOP123 Vendor INDIA SECURITY PRESS (ISP Posting Date 08.04.2015 Bil of Lading HeaderText goods receipt Image: Individual Sig Individual Sig Individual Sig Individual Sig Posting Center Batch Value M D Stock Type Phit Image: Individual Sig Image: Short Text DK Oty in Unity E SLoc Profit Center Batch Value M D Stock Type Phit Image: Image													
Document Date 00.04.2015 Delivery Note D0P123 Vendor INDIA SECURITY PRESS (ISP Posting Date 06.04.2015 Bil of Lading HeaderText goods receipt Image: Start													
Document Date 06.04.2015 Delwary Note DDP123 Vendor INDIA SEQURITY PRESS (ISP., Delwary Press) Posting Date 06.04.2015 Bill of Lading HeaderText goods receipt Image: Individual Signer Image: Individual Signer Image: Individual Signer Image: Individual Signer Line Mat. Short Text OK Obj yn Unity Stock Profic Center Batch Value, M, D Stock Type Image: Individual Signer Vidio Signer Stock Profic Center Batch Value, M, D Stock Type	<mark>کے ا</mark>	eperal Veno	dor 🕅										
Posting Date 08.04.2015 Bill of Lading HeaderText goods receipt □ □ 1 Indwidual Sip • • • • Line Mat. Short Text OK Qty in Unit • • • 1 Mother Teress 2000p □ 10,000 SH Treasury/Stamps 2100100000 155.+ Oncentration ● CSD.	a a	eperal Vend	dor 🖓						1/20				
Line Mat. Short Text DK Qty n UnE E SLoc Profit Center Batch Value M D Stock Type Pht Mother Teress 2000p [2] 10,000 SH Tressury/Stamps 210010000 151+ Onrestrict * CSD, B	Bocur	eperal Veno	dor 49 08.04.2015	Delivery	Note	DOP12	23	Vendor	INDIA SECU	RITY PRES	S (IS	<u>p.</u>	
Line Mat. Short Text OK Qty n UnE E SLoc Profit Center Batch Value M D Stock Type Pht 1 Mother Teress 2000p [2] 10,000 SH Tressury/Stamps 2100100000 151 + Onreatrict * CSD, B	Docur Postr	eperal Veno	dor (0) 08.04.2015 08.04.2015	Delvery Bill of L	/ Note	DOP11	23	Vendor HeaderText	INDIA SECU	RITY PRES	SS (IS	<u>P.,</u>	
Line Mat. Short Text OK Oty in UnE E., SLoc Profit Center Batch Value., M., D Stock Type Pht Mother Teress 2000p [7] 10,000 SH Tressurv/Stamps 2100100000 [11]+ Unrestrict. * CSD, B	Docur Postr	epenal Veno ment Date ng Date 1 Indyrdua	dor 00	Delivery Bill of L	r Note ading	DOP12	29	Vendor HeaderText	INDIA SECU	RITY PRES	55 (IS	<u>P.,</u>	
Mother Teress 2000p V 10,000 SH Tressyn/Stamps 2100100000 101+ Unrestrict. CSD, 8	Docur Postr	eperal Veno ment Date no Date I Indvidua	dor (1) 00.04.2015 08.04.2015 al Sip -	Delivery B∦ of L	r Note ading	DOPIS	23	Vendor HeaderText	INDIA SECU	RITY PRES	SS (ISF	<u>P.</u> .	
I Mother Leress 2000D W 10, 10, 000 SH Treasury Stamps Miduluu 101 + Unicativity * USD, 6	Docur Postr	epetal Vend ment Date o Date I Indvidua	dor (9) 08.04.2015 08.04.2015 al Sip -	Delivery Bill of L	r Note	DOP12	23	Vendor HeaderText	INDIA SECU gooda zeci	RITY PRES	<u>SS (IS</u>	P	Dist
	Docur Postr	epetal Vend ment Date og Date () 1 Indvidus Mat. Short Tex	dor (9) 00:04.2015 00:04.2015 al Sip •	Delivery Bill of L	y Note ading	D0911	23	Vendor HeaderText Profit	INDIA SECU gooda zecu Center Batch	RITY PRES Pipt Valua	SS (15)	<u>P</u>) Stock Type	Pint
2 Indira Gandh(500p)	G Docur Postr Line	epetal Veno ment Date I Indvidua Mat. Short Tex Mother Teresa	dor (9) 00.04.2015 00.04.2015 al Sip • tt 2000p	Delwen B∦of L OK	v Note ading Qty in UnE 10,000	DOP11	SLoc Treasury/Stamp	Vendor HeaderText Profit 21001	INDIA SECU gooda secu Center Batch Dabba	RITY PRES sipt Valua	<u>SS (IS</u> M D 181 +) Stock Type Unrestrict	Pht * CSO, Bangak

3.5 Enter the material received in the same screen, enter your Plant (HO) & Storage location – TR01/PB01, Storage where you want to receive .

	The second se	120 Control 10 Control 10	
Hovement Type	101 + GR goods recedt	Stock type	Drivestricted use *
Plant	CSD, Bangalore	(K901)	
Storage Location	Treasury/Stamps	7R01	
Goods recipient			
Beam Senal Number			

	3.6
·	/Save
eceipt Purchase Order 4100000016 - Sye	
Hald Check Post 🖬 Halp	
ROL Purchase Order - 4100000016	

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

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

Published by CEPT F & A Team, Mysore [finandacc.cept@indiapost.gov.in]01/04/2020

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) – **This method is already known but is not the ideal process & is to be followed only when there is transfer between CSI & Non CSI locations , vice versa.**

- 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 [Office name] , etc.

4. Invoice Verification

Post receipt of goods, invoice of vendor need to be verified. However, this does not mean Payment, here receiving office is just verifying the consignment received.

<u>This step is important as it will facilitate Payment to vendor through CSI system & correct Posting</u> 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 Incom	ning Invoice: Con	mpany Code DOPI		
Show PO structure	e Show worklist 🛛 📑	Hold 🐯 Simulate Message	es 🚺 Help	
Transaction	1 Invoice	•	CO 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		V0 V0 (A/P Nil Tax)		
Bus.place/sectn	/			
Text				
Company Code	DOPI Department of Po	st India New Delhi		
1.4.11.				

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	? ?	Layout	1 G	oods/service items	•
Item Amount Quantity		0 5	Purchase	Item	PO Text	
1 30,000.00		100 SH	410000857	10	Ajanta Panel	

Note – HOs should Verify the Invoice (Receipt) without fail & amount mentioned above are just indicative.

5. <u>Sending stamps / Stationary to POS Counter/PB/ SO /BO [Units under the same Plant]</u>

Received Stamps at TR01/PB01 location would be transferred to Counter / Sub Office / BO locations using

- 1. T- code MIGO , Movement Type 313 Remove from Storage
- 2. Receiving units , would again use T code MIGO , Movement Type 315 Place in storage

Procurement of Ancillaries – On the similar lines ancillaries can be procured.

- 6. Some important Reports & T Codes with respect to Stamps & Stationary movement-
 - 1. MMBE/MB52 To check stock of any Stamp/ Stationary
 - 2. MB5T- To display stock in Transit.
 - 3. ME2N To see purchase order & its status
- 7. T codes to take print out for various activities (Same can be taken by clicking on Print icon)-
 - 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
- 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.

GR goods receipt 101

3. Remove from Storage – 313 has to be followed by Place in Storage – 315.

Published by CEPT F & A Team, Mysore [finandacc.cept@indiapost.gov.in]01/04/2020

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

ſ	🖻 Di	splay k	ngs
l	Тур	Item	Message text
	۲	1	Material 100727 not maintained in plant K2

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

-----XXXXXXX------