

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

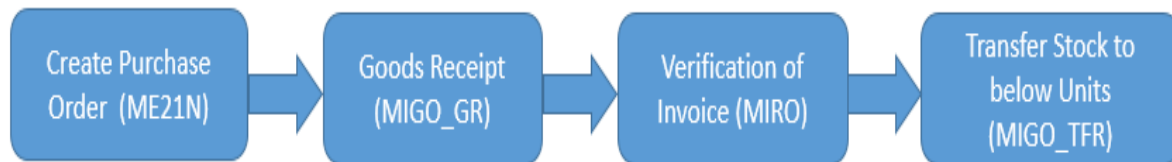
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Introduction - SPP/ISP are external organizations & are not working in SAP. They are being addressed as Vendors in CSI SAP. Vendor code for SPP & ISP are already available in CSI system & same Vendor codes can be utilized across all DOP units.

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

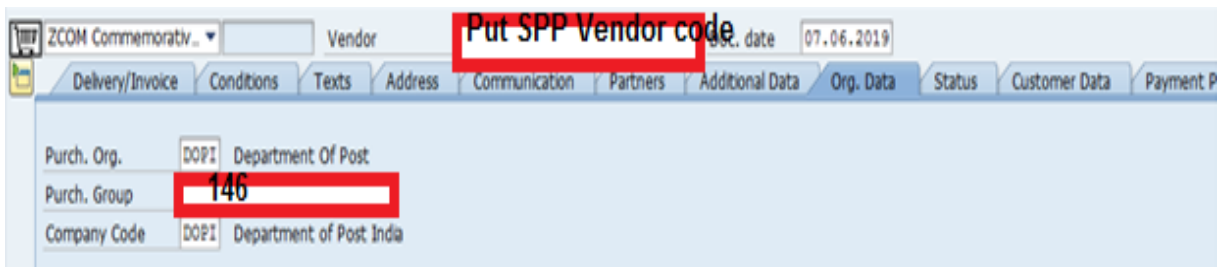
2.1 Enter Tcode – **ME21N**

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.

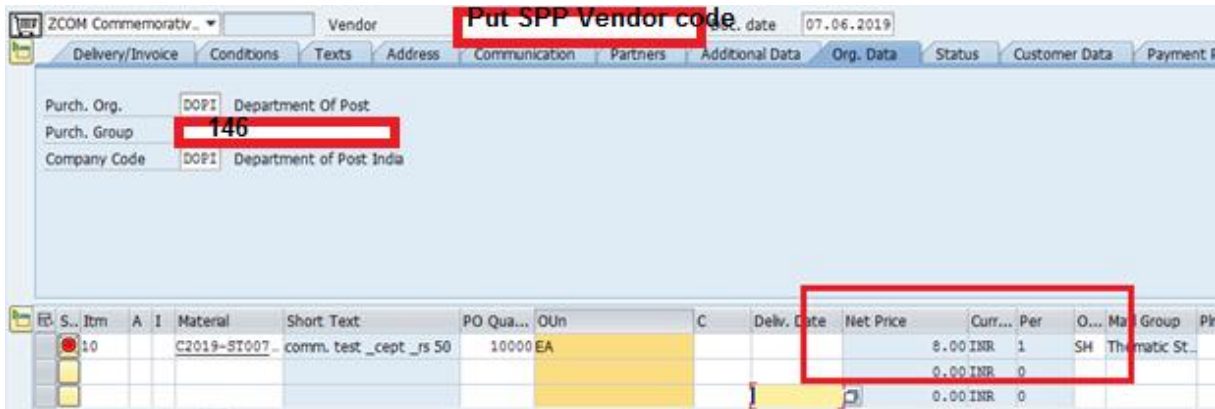
2.5 Purchase group is HO – 146 & Enter



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.**



2.10 Enter Tax code as V0

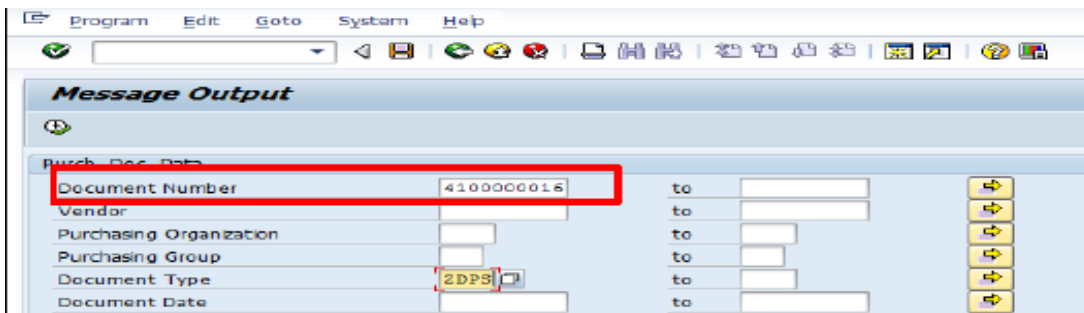


2.11. First check & then save the document

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)



### 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.

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	+	Unrestricted...	CSD, Bangalore
2	Indira Gandhi(500p)	<input checked="" type="checkbox"/>	10,000	SH	Treasury/Stamps	2100100000			101	+	Unrestricted...	CSD, Bangalore

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

Material | Quantity | Where | Purchase Order Data | Partner | Account Assignment

Movement Type: 101 | GR goods receipt | Stock type: Unrestricted use

Plant: CSD, Bangalore | R001

Storage Location: Treasury/Stamps | TR01

Goods RECEIPT

Begin Serial Number

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

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) – 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.**

**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.

The screenshot displays the SAP 'Enter Incoming Invoice' interface for Company Code DOPI. The 'Transaction' dropdown is set to '1 Invoice' and the 'Balance' is 0.00. The 'Basic Data' tab is active, showing the following fields: Invoice date (10.04.2019), Posting Date (10.04.2019), Amount (30000), Reference (.), Tax Amount (.), Bus.place/sectn (./), Text (.), and Company Code (DOPI Department of Post India New Delhi). The 'Amount' field is highlighted in yellow. The 'Tax' section shows 'Calculate tax' as an unchecked checkbox and 'V0 V0 (A/P Nil Tax)' as the selected tax type.

4.3 In PO reference enter Purchase Order no.

4.4 Click on Booking OK box & Post.

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

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

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

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–**

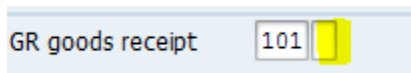
1. **MMBE/MB52** – To check stock of any Stamp/ Stationary
2. **MB5T**- To display stock in Transit.
3. **ME2N** – To see purchase order & its status

**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

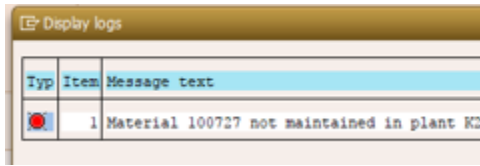
**8. Points to remember -**

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.



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

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



The screenshot shows a window titled "Display logs" with a table containing the following data:

Typ	Item	Message text
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.

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