

## Procedure for Sale of Gangajal bottles through CSI POS

Gangajal Bottles (250 ml) available/received at Post Offices may now be maintained as stock and to be sold through POS counter.

- I. Receipt of Gangajal bottles stock at HO -HO may receive **“GANGAJAL 250ml”** in CSI SAP using T code – MIGO, Goods Receipt – Others , **Mvt. type – 952**
- II. Transfer of Stock – Transfer can be done to Counter / Sub Offices / BOs for sale on similar lines as Postal stationary.
- III. In POS Back office – Receive Gangajal Stock and allocate to counter for sale.
- IV. Sale at POS as done for stamps / stationary.

### Do's & Don'ts :

1. No further accounting is required , hence do not do any sort of manual voucher Posting
2. Stock can be checked anytime for any unit using MB52 Stock report
3. In Case customer requires a receipt generate receipt from others – Acknowledgement section on POS.
4. Refer Screenshots given in Annexure for more clarity.
5. Ensure that physical stock tallies with stock as per inventory in CSI.

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## Annexure – Screenshots

### 1. Receipt of stock at HO

Goods Receipt | Other | RE for Complimentary 952

**General**

Document Date: 31.12.2020 | Material Slip: GANGAJAL 250 ML  
 Posting Date: 31.12.2020 | Doc.Header Text: Received on 31.12.2020  
 Individual Slip

Line	Mat. Short Text	OK	Qty in UnE	E...	SLoc	Cost Center	G/L Account	Batch
1	GANGAJAL 250 ML	<input checked="" type="checkbox"/>	100.000					

**Where**

Movement Type: 952 | RE for Complimentary | Stock type: Unrestricted use

**Enter HO Plant**

Plant: TR01  
 Storage Location: TR01  
 Goods recipient:

Partner – Z(CSD Plant ID), Cost Center – HO cost center

### 2. Receive in Back office

Cash | Stamp | IPO | **Stationary**

Denomination: Select Denomination | Stationary Name: Select Stationary Name | Add Stationary

Quantity: Quantity

Stationary Description	Denomination	Quantity	Value
GANGAJAL 250 ML	30.00	2	60.00

Total Value: 60.00

Buttons: Cancel, Reset, Delete, Submit

### 3. POS counter

**Product Search**

Product Category: All | Short Desc: | Barcode: |  
 Price Range: From: Postal Stationary(257) | Price Range: To: | Item Code: |

Short Desc	Item Code	Bar Code	Sale Price	Category
GANGAJAL 250 ML	GANGAJAL 250ML	GANGAJAL 250ML	30	Postal Stationary

#### 4. Post Sale at POS counter

CounterWise Report

Service: Product Sale

Category	Receipt No.	Booking Date	Tracking No.	Pre Paid	INS Amt.	VPP Amt.	COD Amt.	Total Amt.	Status	Channel
GANGAJAL 250ML	SL0035720061609303264	30-12-2020 10:11						30.00		POS
GANGAJAL 250ML	SL0035720061609303315	30-12-2020 10:11						30.00		POS

#### 5. Receipt (Only to be printed if demanded , else not required/ mandatory)



#### 6. Stock report

Display Warehouse Stocks of Material

Plnt	Name	SLoc	Descr.	Matl Group	Material	Material Description	BUn	Denominati	Quantity	Total Value	Trans./Tfr	Sales Valu	MTyp	S
0231	Bhub-	TR01	Treasury ..	PST	GANGAJAL 250ML	GANGAJAL 250 ML	EA	30 RS		30.00	0	0.00	ZHAL	
*		TR01								30.00		0.00		
**										30.00		0.00		