



Standard Operating Procedure for Creation of E-payment and Cash on Delivery Customer in CSI.

Version 2.2

21st July 2020
SALES AND DISTRIBUTION TEAM. CEPT

Table of contents

Slno	Description	Page No.
1	E payment customer creation	3
2	Customer Details Entry	4
3	POS Fields Configuration	5
4	Amount/Commn Field Configuration	6
5	Registration @ legacy epayment Site	7
6	E payment collection file Generation	8
7	Downlaod and schedule Collection File	9
8	COD Customer creation	10
9	COD Customer Details entry	11
10	Registration @ Legacy epayment COD	12

What's New in V 2.1:

Epayment Customer Creation process added.
Schedule Collection file for auto sharing via Email

Introduction:

This document explains the steps to be followed for creating a new Cash on Delivery / e-payment customer ID in the CSI system and to Register the new customer-id in the legacy e-payment system. Registration in legacy e-payment system is necessary to enable non-csi delivery offices to deliver the COD articles booked by the new COD customer and to enable booking of e-bill payments at Non CSI location.

IM Role to be assigned to User: E-PAYMENT

SAP Transaction CODE: ZEPAY_BILLER

1. EPAYMENT Customer Creation:

Tcode: ZEPAY_BILLER

Select E-payment Customer, Non Barcoded Biller & Click on Continue Button

COD/E-Payment customer creation

COD Customer

Epayment Customer

Non Barcode Biller

Create

(a) Customer Details:

Epayment customer creation	
Name *	KPSC 2020 EXAMINATION
Description *	EXAMINATION BILLER
Address1 *	BEHIND VIDHANA SOUDHA
Address2	
Address3	
City *	BENGALURU
Pincode *	560010
Email ID	
Telephone Number	
GST Applicable *	NO
GSTN	
Biller Level *	Circle
Biller Level Facility ID *	CR21000000000 Karnataka Circle
Payment Off Facility ID *	HO21104200000 Rajajinagar H.O
Valid From *	01.06.2020
Valid To *	31.05.2025
* Mandatory	Continue to Add Field

- Enter all mandatory fields which are marked as (*):
- City name will be populated based on the PIN Code selected.
- Validity from Date to be current Date or Later, Validity to can be upto maximum of 5 Years only.
- GSTN number Is not mandatory and can be configured later through CRM.
- Payment Office Facility ID shall be validated and captured to maintain Biller Master. However Payment to Biller is not restricted to Configured Office hence can be paid from any CSI Office.
- Details upto GSTN can be modified through CRM, any other changes required may be intimated to CEPT S&D Team.
- Below Biller Level can be selected for enabling Biller at POS as per Hierarchy of required CSI Collection Offices. Name of the Level Office is displayed for Information.

Billor Level	Level Facility ID
National	Not Applicable, PAN INDIA Enabled
Circle	Circle Office ID to be selected
Region	Region Office ID to be selected
Division	Division Office ID to be selected
Office	Post Office ID to be selected

- Once Mandatory fields are filled/completed, click on Continue to Add Fields to validate and processed further.

(b) FIELD CONFIGURATION:

Field ID *	1
Field Name *	REGISTRATION NUMBER
Field Type *	Numeric
Field Length *	30
Is Key Field *	Yes
to be printed in Receipt *	Yes
IS SELECTION *	No

- a) Available Field types are Character (Alphanumeric), Numeric and Date.
- b) Key Field shall be available with Payment Due report at SAP as reference with accounting Document.
- c) If Field is Yes for "IS SELECTION", Dropdown option will be available at POS with specific option as configured from SELECTION1 to SELECTION10. Only required number of Selection Options can be configured for "IS Selection" 1 to 10.

Field ID *	2
Field Name *	QUALIFICATION
Field Type *	Character
Field Length *	30
Is Key Field *	No
Receipt to be printed *	Yes
IS SELECTION *	Yes
IS SELECTION1 *	METRICULATION
IS SELECTION2 *	PRE UNIVERSITY
IS SELECTION3 *	GRADUATION
IS SELECTION4 *	POST GRADUATION
IS SELECTION5 *	PHD
IS SELECTION6 *	

- d) Click on Add Amount & Commission only after Completion of other Fields.

(c) AMOUNT FIELD CONFIGURATION:

Amount Commission configuration	
Amount Field Name	FEES
Allow Decimal *	No
Min Amount *	100
Max Amount *	125
Print Receipt *	Yes
Commission Type *	Fixed Amount to be ded...
Commission Rate *	25
<input type="button" value="Submit"/>	

- Configure Amount fields with Minimum and Maximum value
- Commission Rate configured is excluding Applicable Taxes if any.
- Print receipt **Yes** will print **Amount field Name** with Collection amount along with standard Label ie Amount.
- Below Commission types are available which is deducted from Collection:

Sl	Commission Type Deducted	Description	Remarks
1	Fixed Amount*	Fixed irrespective of Collection	Available for Configuration through ZEPAY_BILLER
2	Percentage Amount*	Percentage of Collection Amount	Available for Configuration through ZEPAY_BILLER
3	Fixed as per Collection in slabs*	Fixed based on collection amount	Contact CEPT S&D Team for Configuration
4	No Commission	Entire Collection will be available for Payment	Available for Selection through ZEPAY_BILLER

* Note: Below Directorate approved minimum commission rate is applicable

Collection Amount	Minimum Rate
Up to Rs 1000 /-	Rs 5/-
Rs 1001 to 2500/-	Rs 10/-
Rs 2501/- to Rs 5000/-	Rs 15/-
Above 5000/-	Rs 20/-

- Click on Submit to see Epayment Customer ID.
- Epayment Customer to be available at POS from Valid Date or next date of Biller creation.

(d) E-payment Customer Registration at CEPT e-payment Website(With new E-payment Customer ID from CSI):

- Mandatory for all E-payment Customer created in CSI
- Login to CEPT E-payment website.
- Enter Biller ID, Collection field and amount details
- This will facilitate E-payment collection from TNF Locations
- **Login to CEPT Epayment Website and navigate to CSI eBiller Registration**



- Enter all the details along with Biller ID created at SAP.
- Using CSI Biller ID, create fields as done at SAP so as to be available at Legacy Point Of Sale application for collection.

(e) E-payment Collection File Generation: (Not Mandatory)

Configuration of the fields to be made Onetime in order to download the collection Files though zepay_File/zepay_reprint.

All the fields are made available in the payment report. Configuration may be done in case if Biller require collection data separately and does not require to match the same with payment data.

User with Epayment Role can access below Tcode.

T-Code: ZEPAY_CONFIG(One Time Configuration)

- Fill up all fields as required. Frequency can be any selection however download has no restriction and not depending on the frequency selected.
- Click enter button to enable Field Name drop down Items.
- Select Field Names in the sequence of columns required in the file and Provide Label name.
- Maximum of 10 field name may be selected.
- After completing selection, click on Submit to save the configuration.
- Incase required to change the configuration, restart the process however previous configuration is not retrieved and fresh configuration will be overwritten.
- Facility ID denotes name of the Collection Office.
- Payment Mode denotes Mode of Collection at POS.
- Please crosscheck Biller ID before Submitting the configuration.
- This file cannot contain details of Payment made to Biller.
- File can be scheduled as per


Note: Collection file can be schedule for auto generation and sharing to Customer/Biller or DoP through Email. Pls contact CEPT S&D Team for scheduling the same.

(e)(1) T-Code: ZEPAY_FILE

- Collection File generation is not mandatory for Billers.
- This file has no connection with Payments made to biller and is purely based on Collection.
- Collection data of Post Office for which Day End is received at SAP will be available in the collection file.
- Enter Biller ID & Execute to generate File.
- Latest Data available at SAP during the time of generation will be populated in the file.
- If, in case “No data Found” is displayed, cross check whether file is generated in reprint transaction for any date.

(e)(2) Download File: T-Code: ZEPAY_REPRINT










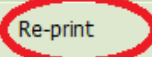
Program for Epayment file Re-print

Biller ID: 3021
 Date: 07.09.2018 to:
 Mail Required
 E-Mail Address: csicct.cept@indiapost... to: 
 Download Data
 Directory: C:\USERS\ADMINISTRATOR\DESKTOP\EPAY_NEW\0709

Note:

1. Date will be “Date of File generation” through ZEPAY_FILE; here Date range cannot be more than 7 days. This is to cross check previous file generated and download.
2. Required Email ID may be entered to receive File through Email. Multiple Emails can be entered. Contact CEPT S&D Team to schedule Auto email
3. Path can be selected in field “Directory” for Downloading file locally.
4. Execute to see list of file generated if any.

Program for Epayment file Re-print

Biller ID	Gen Date	Collection File
3021	07.09.2018	ePayment20180907102814_0000003021.CSV

5. Select File Name and Click on “Reprint” to download file as per selection.
6. Make sure downloaded file is in required format. Otherwise raise a service desk ticket with details of File.

2. COD Customer Creation:

STEP 1: Create COD Customer ID in CSI.

STEP 2: Register Customer (Using ID created in STEP 1) in CEPT Epayment Server

STEP 3: Create Contract at SAP to enable Booking through CSI POS (no change in the process)

STEP 4: Edit COD Customer Details through CRM

Note:

- a) Booking office and Payment office should be in CSI only.
- b) Registration at epayment website is mandatory to facilitate COD delivery through Non CSI/ TNF Offices. COD Biller need not be created in CEPT Website.
- c) Creation of Customer ID is through SAP ECP, modification is done through CRM credentials.
- d) After Creation of Customer ID, Contract can be created in SAP ECP instantly.
- e) COD Customer ID created in CSI shall have series starting with 50000
- f) Articles cannot be booked from Legacy application viz Speednet/ BNPL Parcel.
- g) No change in the SOP for Booking through CSI POS.
- h) No change in SOP for Payment. CSI COD delivered shall be paid as per COD Front Ending Process and Non-CSI COD deliveries shall be paid through legacy channel

a. COD Biller creation:

Tcode: ZEPAY_BILLER

COD/E-Payment customer creation

COD Customer
 Epayment Customer

Continue

- a) Click on Continue Button
- b) Enter all mandatory fields which are marked as (*):

COD Biller Creation

Name *	NEW CART PVT LTD
Description *	ONLINE SHOPPIN
Address1 *	BEACH ROAD
Address2	
Address3	
City *	Mumbai
Pincode *	400001
Biller Type *	SPE... ▾
Email ID	
Telephone Number	
GST Applicable *	YES ▾
GSTIN	1234556778
Payment Ofc Facility ID *	HO24207100000 Mumbai GPO

Submit

- c) City name will be populated based on the PIN Code.
- d) Biller Type to be selected Parcel COD/Speed Post COD as applicable.
- e) Payment Office Facility ID shall be validated and name is displayed for information.

- f) Once Mandatory fields are filled, Click on Submit.
- g) Mandatory Fields are validated; Customer ID will be allotted on the screen with message “Customer XXXXX created successfully”.
- h) Except Allotted Customer ID, Biller Type & Payment Office ID, other details can be modified through CRM.
- i) The New Customer Id will reflect instantly for the creation of Contract. (Existing process to be followed through VAPI/VA42)
- j) Register the Customer ID in Epayment Login to facilitate COD delivery through Non
CSI/TNF Offices.

(b) COD Customer Registration in CEPT epayment Website(With new COD Customer ID from CSI):

1. Login to CEPT EPayment Website with Division Credentials.
2. Navigate to Billers-> CSI COD Biller Registration

Welcome,

[Home](#) > [Master Data](#) > [Billers](#) > [CSI COD BILLER REGISTRATION](#)

CSI COD BILLER REGISTRATION

Note: Enter Biller name as to be printed in receipt and uniquely identified by the Point Of Sale operator.

Biller Name	<input type="text"/>	Max 20 Chars.
Biller Description	<input type="text"/>	
Biller Address	<input type="text"/>	
Biller City	<input type="text"/>	
Nodal Payment Office Pincode	<input type="text"/>	
Biller Type	-----Select Biller Type-----	
Whether COD Biller configured in CSI System?	<input type="checkbox"/> (Tick If Yes)	
COD Biller ID in CSI System	<input type="text"/>	
Email-ID	<input type="text"/>	
From Date	Day <input type="text"/> -Month <input type="text"/> -Year <input type="text"/>	
<input type="button" value="Submit"/>		

3. Enter Biller Name(As entered in CSI), Biller Description, Biller Address & Biller City.
4. PINCODE of Payment Office Facility ID(as configured in CSI) which is Nodal Payment Office Pincode.
5. Biller Type may be selected accordingly.
6. Whether COD Biller Configured in CSI System should be Tick as Yes.
7. Enter the Biller/Customer ID Created in CSI.
8. From Date should be Contract Agreement Start date. Submit to complete Registration.