



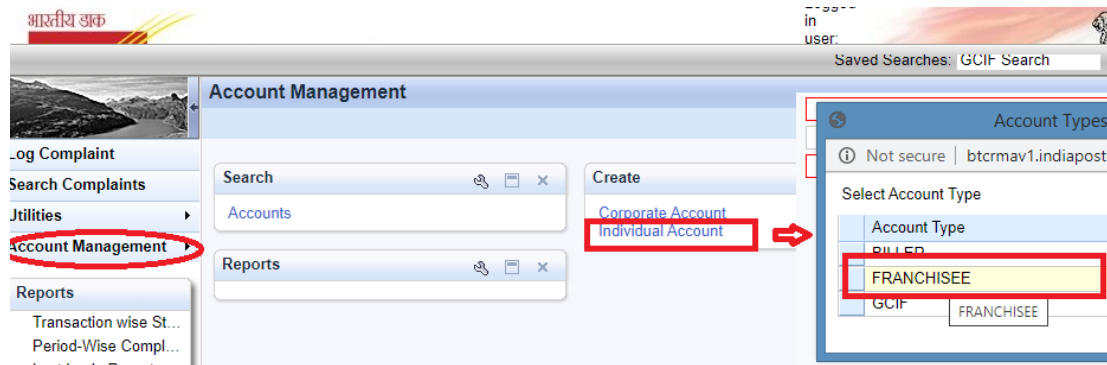
Standard Operating Procedure for CSI FRANCHISE & AGENT operations

Version 1.0

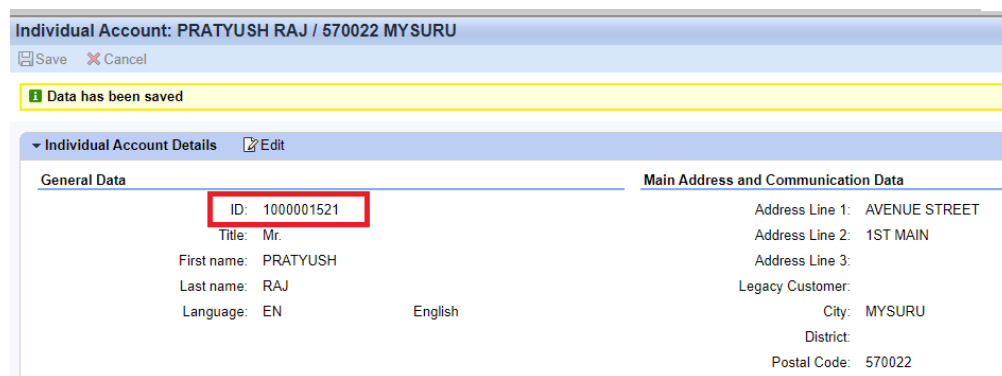
15th July 2020
SALES AND DISTRIBUTION TEAM, CEPT

A. Creation of Partner(Agent/Franchise):

- Login to CRP-> Account management
- Click Create-> Individual Customer-> Franchisee(Same For Agents also)
- Enter General Data, Tax Classification(CGST,SGST,ZSER as Full), Sales Area Data(Mail operation) and Save to Create Partner ID.

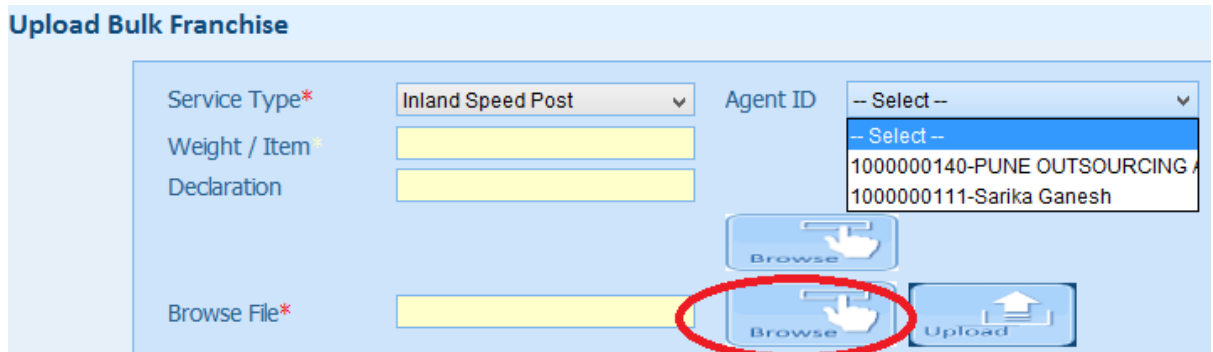


- Partner ID shall always start with 1.



B. Booking at POS:

- Login to POS Counter
- Navigate to : Business Services-> Upload Bulk Franchise
- Select required service type and Agent/Franchise Id from Drop Down



- Meghdooth Franchise POS and Agent application shall generate booking File as required for POS. Select Booking file by clicking on Browse. Template available at C:/POS/Application/Counter/build/help/html/help_files/LinkBulkTemplate.html

C. PARTNER BOOKING CONSOLIDATED REPORTS:**1. Franchise Reports:**

Navigate to DOP Main Scree-> Sales & Distribution-> Franchise Report
(Or) Tcode: ZFRANCHISE

Franchise Booking Report

Franchise Scheme

Franchise No Monthly

Date to

- Enter the franchisee ID
- Enter the date(Booking Date)

Franchise Booking Report

Partner ID: 1000000111
Partner Name: Sarika Ganesh
Partner Type: Franchise
Date : 01.06.2020 - 26.06.2020

Article Type	Σ Article Count	Σ Article Amou...	Σ Franchise Commission
Registered Post	173	8,996.00	1,384.00
Speed Post	7	2,695.20	14.00
	180	11,691.20	1,398.00

- Article types, count and total amount(revenue Excluding Tax if any)
- Franchisee commission is shown by calculating the percentage applicable as per Article Type

Commission configured for Franchise Reports:

Products/Services	Commission	Type
Booking of Registered articles	Rs. 2	Monthly
Booking of Speed post articles	Rs. 2	Monthly
Booking of Money orders	Rs. 3.50	Monthly
Booking of Registered articles and Speed post articles beyond 1000 articles	Rs. 2.40	Monthly
Sale of postage stamps and stationery	Rs. 0.05	Daily
Retail services	40% of DoP Comm	Monthly

2. Agent Reports:

Navigate to DOP Main Screen-> Sales & Distribution-> Agent Report

(Or) Tcode: ZAGENT

- Enter the Agent ID
- Enter the date(Booking Date)

Article Type	Σ Article Count	Σ Article Amou...	Σ Commission
Domestic Speed Post	180	3,725.20	0.00
	180	3,725.20	0.00

- Article types, count and total amount(revenue Excluding Tax if any)
- Agent commission is shown by calculating the percentage applicable as per Article Type

Commission configured for Agent Reports:

Monthly Revenue	Commission Rate
Rs.1 to Rs. 9999	2%
Rs. 10000 to Rs. 49,999	7%
Rs. 50000 and above	12%

3. Commission Payment

- Enter Transaction Code VA01
- Enter Order Type as ZCR
- Enter Sales Organization as DOPI
- Enter Distribution Channel as PS
- Enter Division as MO

Create Sales Order: Initial Screen

Create with Reference Sales Item overview Ord

Order Type:

Organizational Data

Sales Organization:

Distribution Channel:

Division:

Sales Office:

- Enter the Agent ID/Franchisee ID in Sold to Party
- Enter the Product Code as COMMISSION
- Enter sanction details in PO Number and commission paid date in PO date field.
- Enter Item and Target Quantity as 1

Create Credit Memo Request: Overview

Net value: INR

Sold-To Party: PUNE OUTSOURCING AGENT 1 / Pune Nagar Rd Pune / 4110...

Ship-To Party: PUNE OUTSOURCING AGENT 1 / Pune Nagar Rd Pune / 4110...

PO Number: PO date:

Billing Date: Serv.rendered:

Billing block: Pricing date:

Item	Material	Target quantity	U...	Net value	Doc...	Reason for re
1	COMMISSION	1	EA	0.00	INR	

- Double click on Item 1, select Shipping Tab to Enter Plant/Storage Loc details.
- Select Additional Data B tab and Enter daily Commission amount in Manual Price

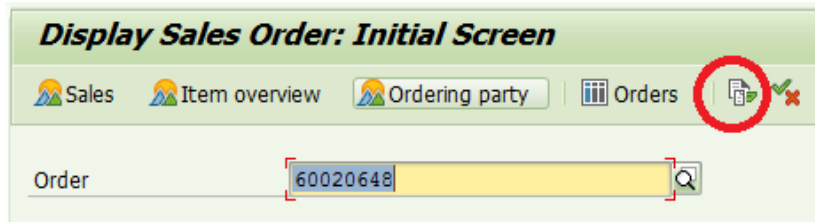
Manual Price: INR

Article Ins Value: INR

Value Payable Post: INR

- Click Save to see Credit Memo Request 60020648 has been saved

- Check RV liability Document number for Outgoing payment processign Tcode: VA03 and Click on Document flow



Business partner 1000000140 PUNE OUTSOURCING AGENT 1

Document	On	Status
▼ Credit Memo Request 0060020648	26.06.2020	Completed
▼ DOP Credit Memo 0910015309	26.06.2020	Completed
• Accounting document 9000009100	26.06.2020	Not cleared

- Document 9000009100 can be paid through F-58(Cq) as per standard Payment process.
- Credit report can be seen using Tcode ZCREDIT

Credit Memo for Agency Outsourcing / Franchise

Agent/Franchise: 1000000140 to

Commission Paid Date: 26.06.2020 to

Outsourcing
 Franchise

Output:

Credit Memo for Agency Outsourcing / Franchise

Report for Credit memo of Agent Outsourcing / Franchise

Report run Date: 26.06.2020

Customer	Credit mem...	Date on created	Monthly/Daily	Commission Paid Date	Amount
1000000140	0060020648	26.06.2020	Monthly	26.06.2020	500.00

- Partner Ledger can be seen through FBL5N using Partner Id as Customer Id

Note: Commission rates are applicable as per Directorate orders issue time to time and the same may be paid to Partner. Any changes required in Commission report ie ZAGENT and ZFRANCHISE may be intimated to CEPT for correction with Directorate orders.