

AMC SERVICE VERIFICATION PORTAL

USER MANUAL

INTRODUCTION

ITPC arranged for development the Service Verification Portal (through KTK Circle IT team) for online verification of services delivered by AMC vendor, and the processing of their AMC invoices.

OPERATIONAL ROLES :-

There are broadly 3 roles involved for operation of SVP portal.

- 1) BSNL Operational Maintenance Centre in-charge role.
- 2) Vendor role.
- 3) SSA/BA office role.
- 4) Circle office role.

ROLES MAPPING:-

- 1) APO entry, SLA entry & "PO details update" will be done by Concerned circle.
- 2) TPC will be done by Operational Maintenance Centre in-charge.
- 3) TPC approval will be done by SSA/BA office.
- 4) QTPC (Quarterly Technical performance), generation of draft invoice, Conversion of draft invoice to proforma invoice will be done by Circle office.
- 5) Uploading of monthly AMC faulty dockets , acceptance /rejection of proforma invoice and uploading of final invoice if proforma invoice is accepted by VENDOR.

PROCESS FLOW:-

To bring the AMC invoice processing through Service verification portal, following action need to be taken

- a. AMC vendor should submit/upload the penalty bearing docket details on monthly basis against the PO.

- b. Based on dockets report, SSAs can submit TPC(**Technical Performance Certificate**) on monthly basis. Further it will be consolidated at circle level as QTPC for calculation of total penalty applicable against the PO to the vendor on quarterly basis.
- c. Thereafter once the circle confirms the QTPC, Circle office will generate draft invoice. After the approval of draft invoice, it gets converted to proforma Invoice by circle nodal and will be available for acceptance of the concerned vendor. In case draft invoice is not accepted either by circle or by vendor, the invoice processing will stop and case may be settled on manual basis.
- d. AMC Vendor shall upload the AMC invoice based on accepted proforma invoice,SES Portal shall tally the invoice amount with the proforma invoice amount and if the same matches, then it shall initiate process for generation of SES entry in ERP

SVP TEMPLATES

The below templates can be downloaded from SVP portal using the below login test credentials initially. For creation of user credentials to each circle, BBNW/NCNGN Circle nodal officers may kindly contact the following officers .

1)Mr.Aditya JTO IT Karnataka CO Mail id:adityakmr54@gmail.com

1) Mr.Rakesh SDE ERP Karnataka CO mail id:erpcell@gmail.com

2) Mr.Venkata Subbaiah AGM SDC ITPC mail id: venkatv.sdc@gmail.com

Mobile No: 9490298999

Templates are to be filled and to be uploaded through SVP are

1)Equipment Master Template ----- BBNW/NGN Equipment in the Circle

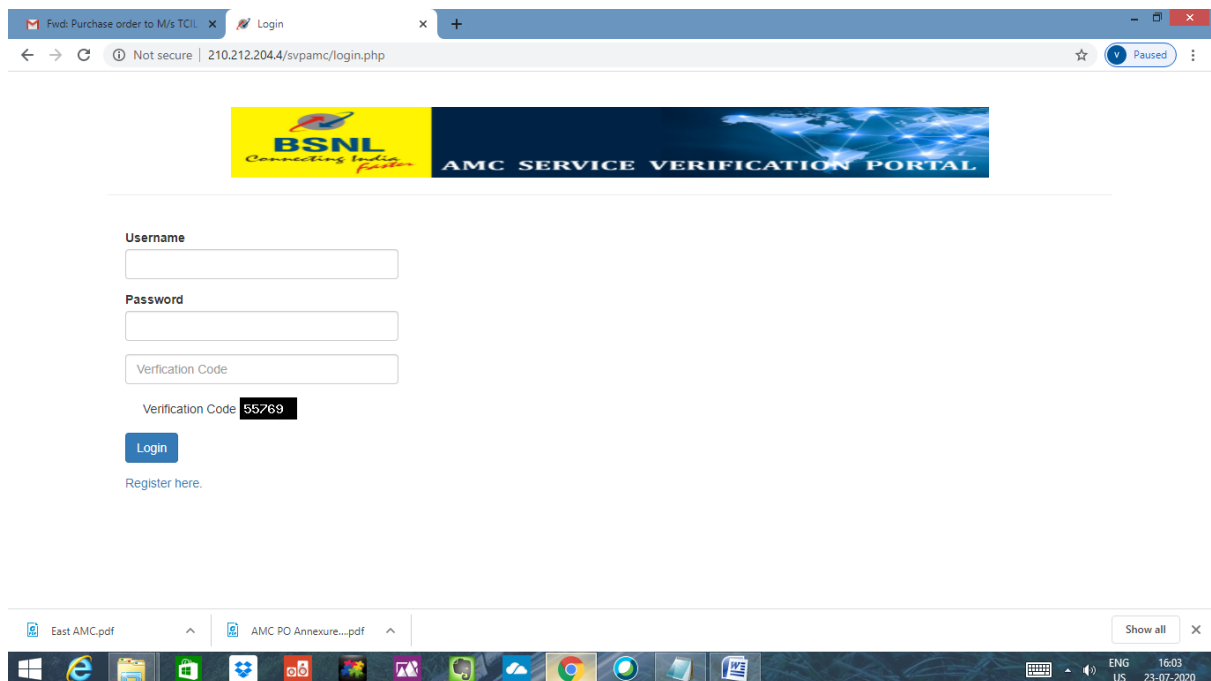
2)Vendor Master Template --- Present AMC Vendor details

3)Staff master template -- Staff working for BBNW/NCNGN equipment maintenance

4)APO Master template --- AMC PO details

5)PO Line items template -- PO line item details

SERVICE VERIFICATION PORTAL URL is <http://210.212.204.4/svpamc/login.php>



The screenshot shows a web browser window with two tabs: 'Fwd: Purchase order to M/s TCIL' and 'Login'. The address bar shows the URL 'http://210.212.204.4/svpamc/login.php' with a 'Not secure' warning. The page features a banner with the BSNL logo and the text 'AMC SERVICE VERIFICATION PORTAL'. Below the banner, there is a login form with the following fields and elements:

- Username**: A text input field.
- Password**: A text input field.
- Verification Code**: A text input field.
- Verification Code**: A label followed by the value '55769'.
- Login**: A blue button.
- Register here.**: A link below the Login button.

At the bottom of the browser window, there is a taskbar with various application icons and a system tray showing the date '23-07-2020' and time '16:03'.

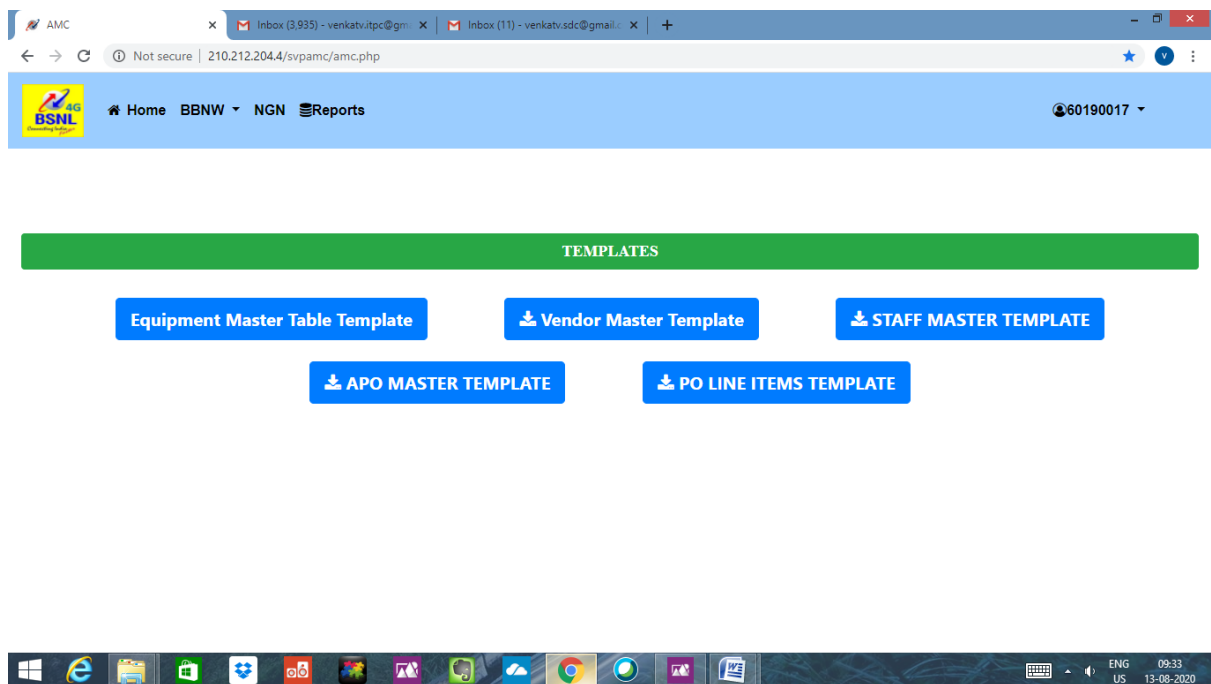
TEST LOGIN CREDENTIALS

UserName: 490298999

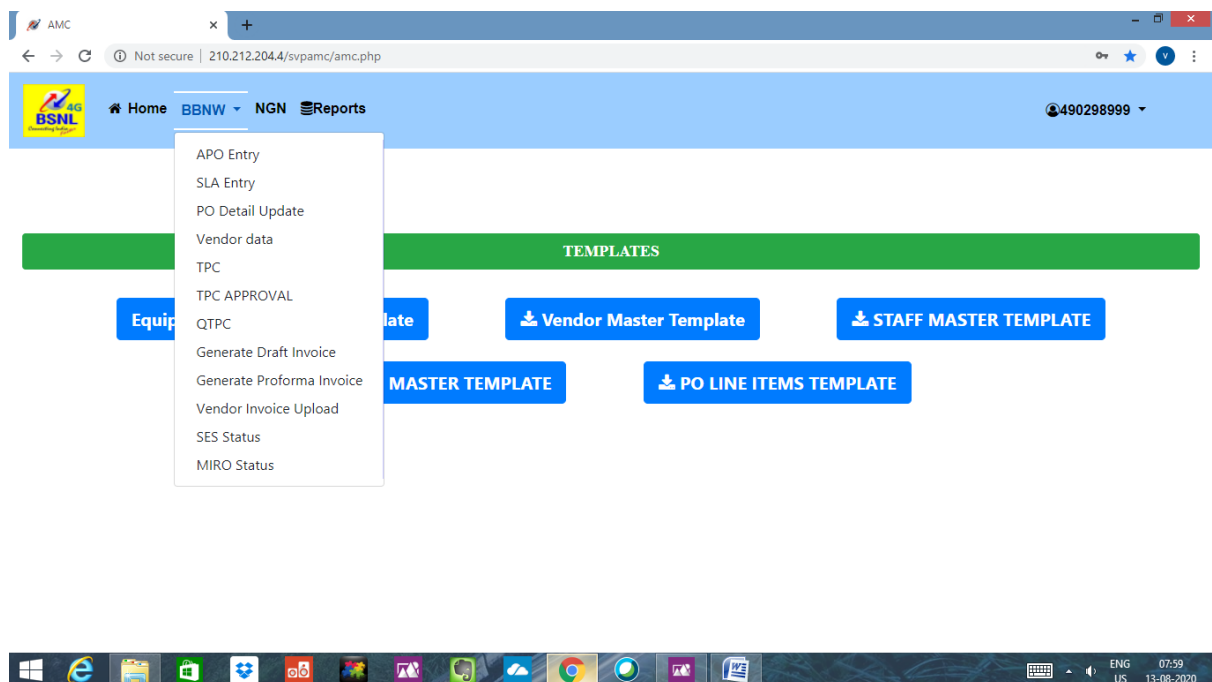
PassWord: 490298999

Captcha:

After entering Credentials , Home page will be displayed as below.



Click on BNNW tab, the following submenu will be appeared



1)APO entry form:-

Click on APO entry link, then screen will display already entered APOs by their circle.

The screenshot shows a web browser window with the URL `210.212.204.4/svpamc/upapo.php`. The page has a blue header with the BSNL logo and navigation links: Home, BBNW, NGN, and Reports. A user ID `60190017` is displayed in the top right corner. Below the header, there is a teal button labeled "ENTER NEW APO DETAIL HERE". Underneath this button, the text "LIST OF APO's" is displayed. A table lists four existing APOs with their start dates, numbers, expiry dates, and AMC values. At the bottom of the table, there is a blue "BACK" link. The Windows taskbar is visible at the bottom of the screen.

APO START DATE	APO NUMBER	APO EXPIRY DATE	AMC VALUE AS PER PO
2019-01-01	CT-PO-05-2009-10 Dated 11th May 2009	2025-12-01	7688280
2019-01-01	No.CE/PO/01/2016-17/MNG PAN/FiberHome dated 06.06.2016	2025-12-01	7688280
2019-06-01	CT/PO/16/09-10 dated.03-07-2009	2020-12-31	405776
2020-01-01	(BNG)MM/20-85/2005-06/BMP/UTS dated 28/12/2006	2020-12-31	5547459

[BACK](#)

Click on "ENTER NEW APO DETAILS" tab,

NEW APO DETAIL

ENTER APO NUMBER Please fill out this field.

ENTER APO VENDOR NAME Please select this field.

CHOOSE EQUIPMENT PHASE UNDER THIS APO ☐ Phase ☐ Phase ☐ Rural

ENTER APO DESCRIPTION Please fill out this field.

AMC VALUE AS PER PO Please fill out this field.

APO START DATE	APO NUMBER	AMC VALUE AS PER PO
2019-01-01	CT-PO-05-2009	7688280
2019-01-01	No.CE/PO/01/2	7688280
2019-06-01	CT/PO/16/09-10	405776
2020-01-01	(BNG)MM/20-8	5547459

It will display APO Details entry form.APO details can be entered through this form.

2)SLA Master entry form:-

ENTER SLA PARAMETERS

APO NUMBER **FAULT TYPE**

FAULT UNIT **Severity Level**

[Click Here](#)

SLA values against APO to be entered through this form.

3) PO Details update form:-

PO

Caplio_500SE_Software_User_Gui

Not secure | 210.212.204.4/vspamc/pocre.php

☆

60190017



[Home](#) [BBNW](#) [NGN](#) [Reports](#)

PO DETAIL

Whether PO in ERP is approved

Yes

VENDOR CODE		Select APO Number	Select
PO NUMBER AS PER ERP		PO DESCRIPTION	
PO FROM	dd-mm-yyyy	PO TO	dd-mm-yyyy
PO VALUE		PO INITIATOR HR NUMBER	

Click Here



ENG 09:02
JIS 13-08-2020

4)Vendor data form:-

BSNL

Home BBNW NGN Reports

490298999

Vendor data

Upload new docket details

Vendor Name	Docket No	Booking Date	Closing Date	Circle
1111	121	01-Feb-2020	01-Mar-2020	sds
utstar	12	01-Jan-2020	01-Jan-2020	11
utstar	111111	01-Feb-2020	01-Mar-2020	sds
utstar	1123567	01-Feb-2021	01-Feb-2021	11
FIBERHOME	191205BBDUP-WH003	19-Dec-2005	20-Feb-2016	karnataka
FIBERHOME	191205BBDUP-WH004	19-Dec-2005	20-Feb-2016	karnataka

East AMC.pdf

AMC PO Annexure...

Show all

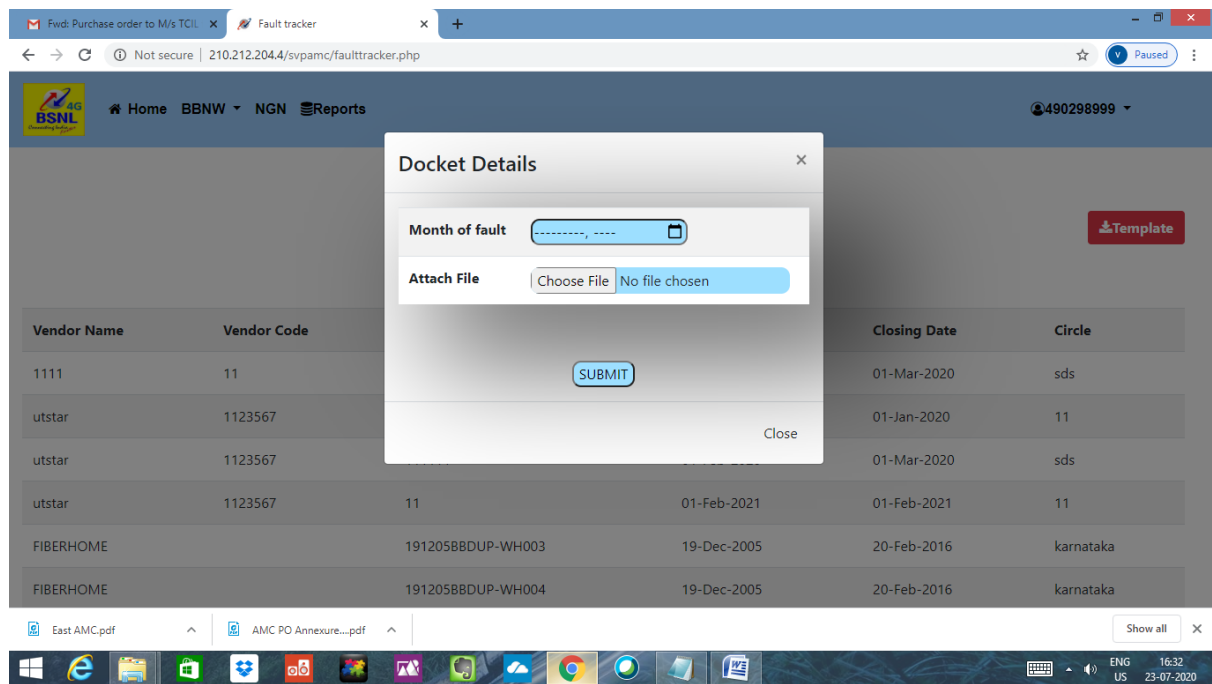
ENG US 16:24 23-07-2020

Click on BBNW Menu, click on VENDOR DATA sub menu. The screen will be navigated to the below screen.

Vendor Name	Vendor Code	Docket No	Booking Date	Closing Date	Circle
1111	11	121	01-Feb-2020	01-Mar-2020	sds
utstar	1123567	12	01-Jan-2020	01-Jan-2020	11
utstar	1123567	111111	01-Feb-2020	01-Mar-2020	sds
utstar	1123567	11	01-Feb-2021	01-Feb-2021	11
FIBERHOME		191205BBDUP-WH003	19-Dec-2005	20-Feb-2016	karnataka
FIBERHOME		191205BBDUP-WH004	19-Dec-2005	20-Feb-2016	karnataka

Then On clicking **UPLOAD NEW DOCKET DETAILS** tab, Vendor can **UPLOAD** his current month Dockets, which are eligible for penalty.

Specified format is given in Template. After click on **TEMPLATE** button, The End user(VENDOR) Can download the template.



Docket uploading screen.

5)TPC Input details form:-

TPC

Caplio_500SE_Software_User_Gui

Not secure | 210.212.204.4/svpamc/tpc_new.php

BSNL

Home BBNW NGN Reports

60190017

TPC INPUT MODULE

APO NUMBER

PO NUMBER

BA CODE

Circle

SSA

MONTH AND YEAR

[View Fault Dockets](#)

Docket Details

Docket No	ERP Vendor Name	Booked Date	Resolved Date	Restoration Time	Project Phase	Fault Type	Severity Level	RNP	Comments	Accepted
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Windows Taskbar: 09:04 13-08-2020

TPC input details will be fed by concerned OMC in-charge.

5) TPC approval form:-

TPC

Caplio_500SE_Software_User_Gui

Not secure | 210.212.204.4/svpamc/tpcapp.php

BSNL

Home BBNW NGN Reports

60190017

TPC APPROVAL MODULE

Circle Please select this field.

SSA Please select this field.

APO NUMBER Please select this field.

PO NUMBER Please select this field.

MONTH AND YEAR Please select this field.

Windows Taskbar: 09:10 13-08-2020

6) QTPC form:-

210.212.204.4/svpamc/qtpc.php x Caplio_500SE_Software_User_Gui... x +

Not secure | 210.212.204.4/svpamc/qtpc.php

BSNL 4G Home BBNW NGN Reports 60190017

QTPC

Vendor Name APO Number

Select SSA PO Number

Windows taskbar: 09:12 13-08-2020

QTPC is to be approved by concerned circle officials.

7) Generate Draft invoice form:-

DRAFT INVOICE GENERATION FO... x Caplio_500SE_Software_User_Gui... x +

Not secure | 210.212.204.4/svpamc/draftinvf.php

BSNL 4G Home BBNW NGN Reports 60190017

DRAFT INVOICE GENERATION

APO NUMBER

PO NUMBER

QTR

GENERATE DRAFT INVOICE

VIEW DRAFT INVOICE

Windows taskbar: 09:14 13-08-2020

8) proforma invoice Generation form:-

PROFORMA INVOICE GENERATION

BSNL 4G

Home BBNW NGN Reports

60190017

PROFORMA INVOICE GENERATION

APO NUMBER Select

PO NUMBER Select

QTR Select

APPROVE DRAFT INVOICE TO PROFORMA INVOICE

VIEW PROFORMA INVOICE

9) Vendor invoice uploading form:-

Invoice tracker

Caplio_500SE_Software_User_Gui

Not secure | 210.212.204.4/svpamc/invoicetrackerinp.php

BSNL 4G

Home BBNW NGN Reports

60190017

VENDOR INVOICE UPLOAD MODULE

Circle Select

SSA code Select

APO No. Select

ERP VENDOR CODE

VENDOR NAME Select

Invoice Date dd-mm-yyyy

Invoice Number

Invoice Amount without GST

GST

Vendor will have to input GST details and then upload invoice details as per acceptance of pro-forma invoice.

10) SES automation process:- After vendor uploads the details, then SES generation will be done through ERP automation process.