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

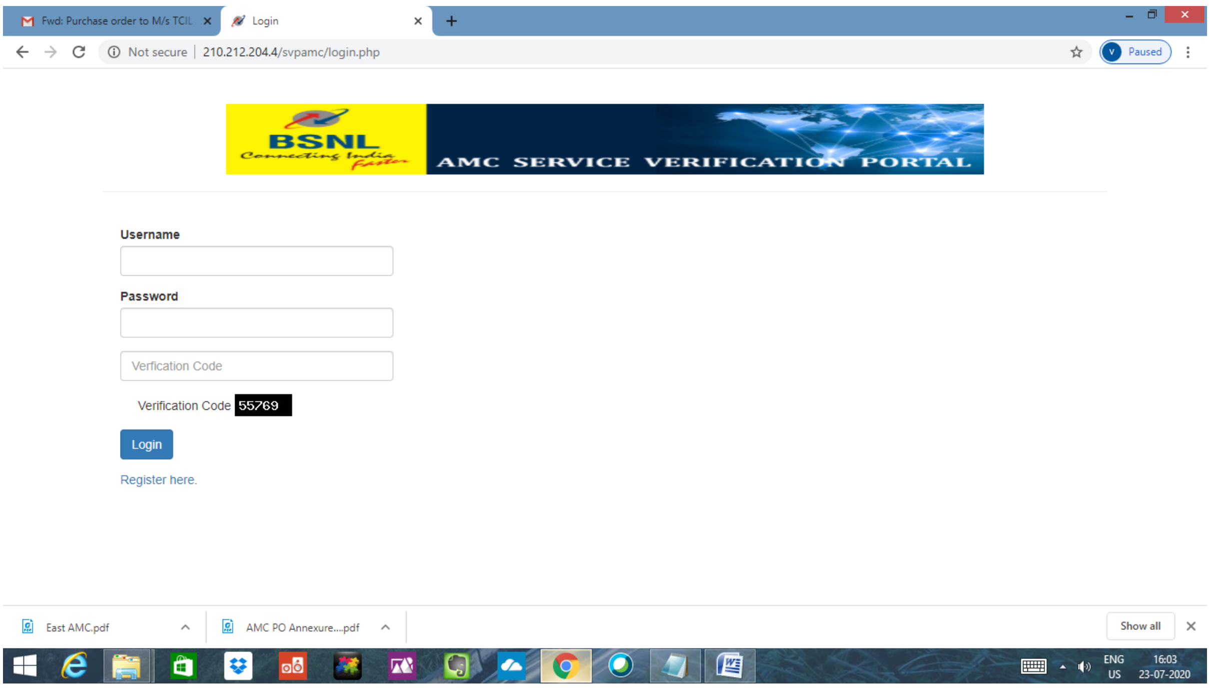
2)Vendor Master Template --- Present AMC Vendor details

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



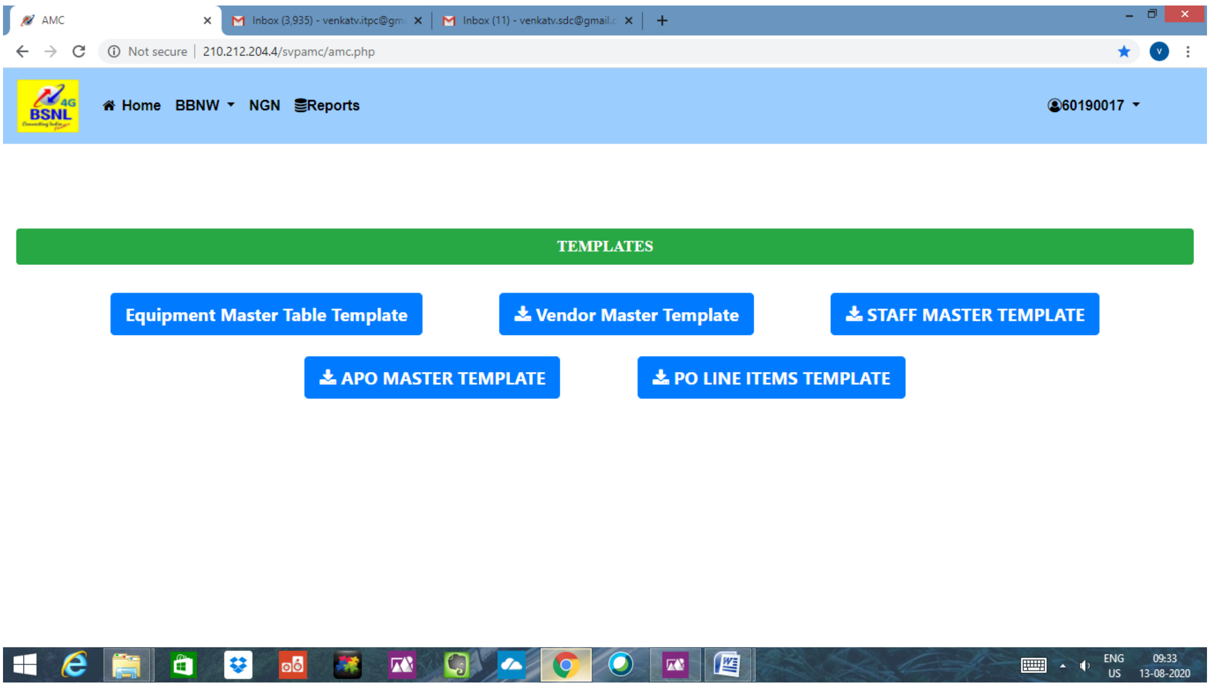
TEST LOGIN CREDENTIALS

UserName: 490298999

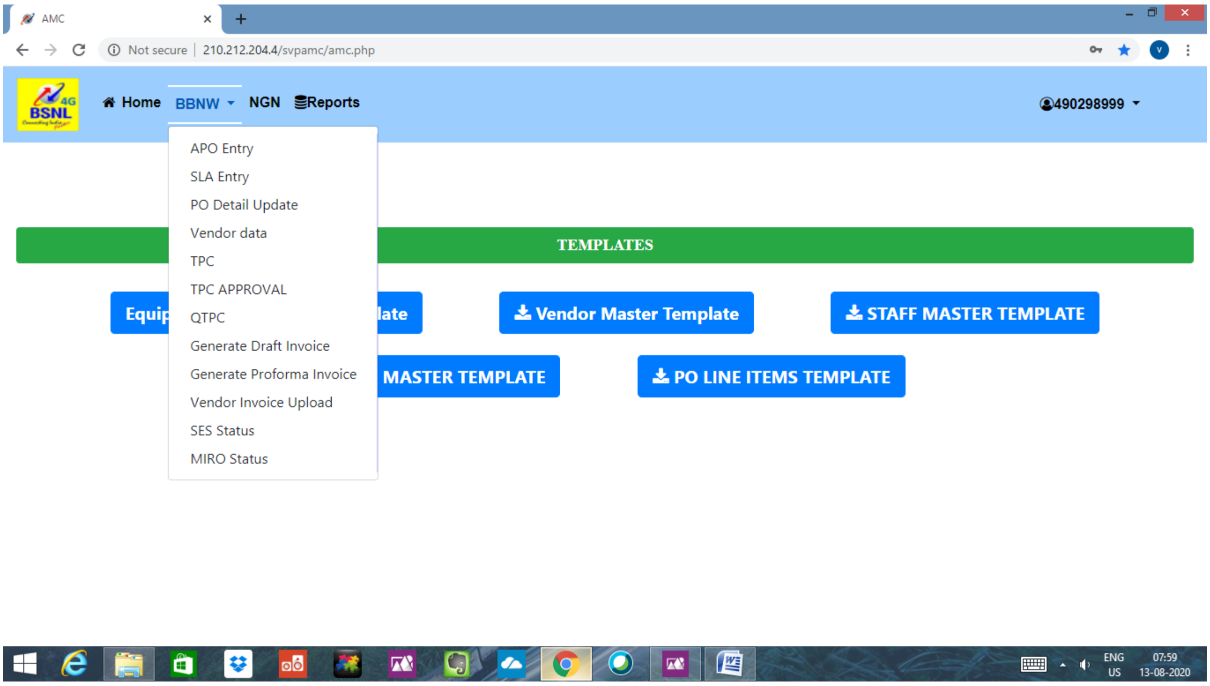
PassWord: 490298999

Captcha:

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

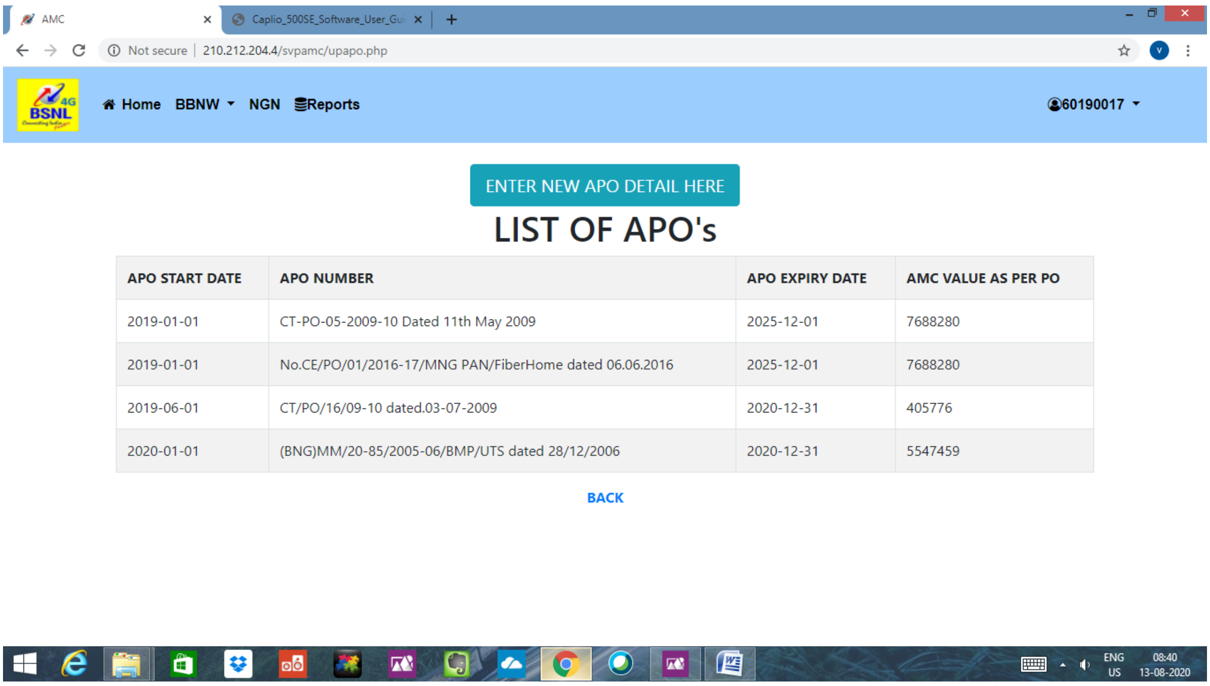


Click on BNNW tab, the following submenu will be appeared



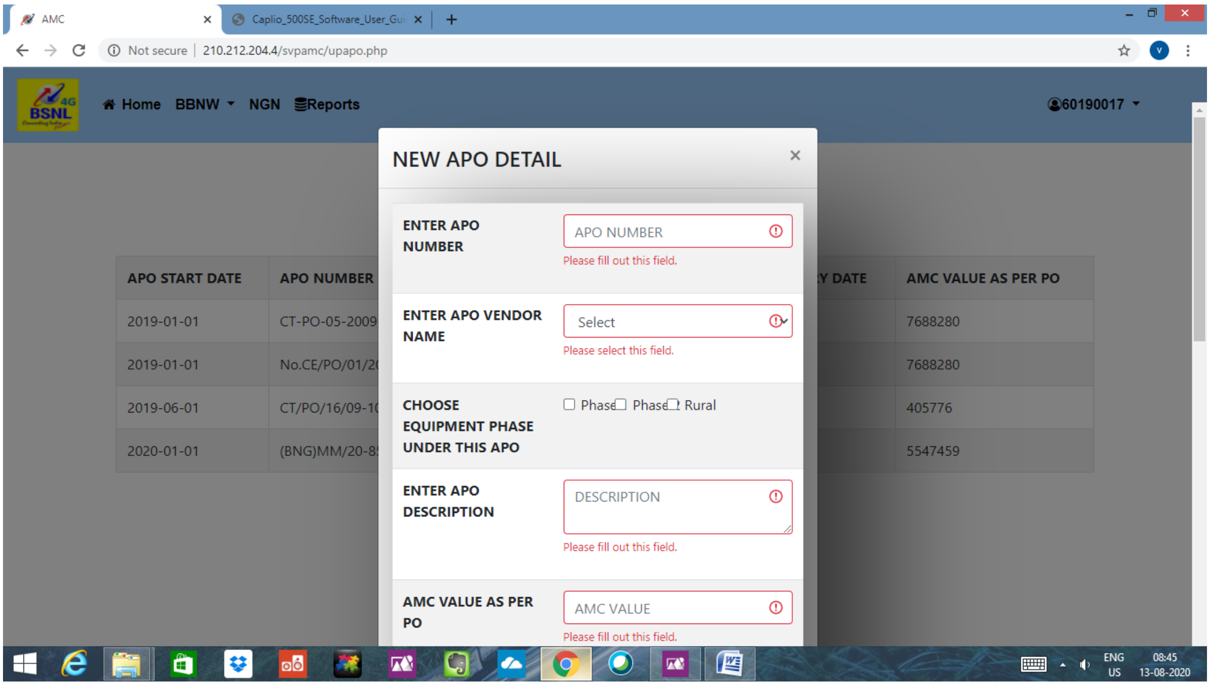
1)APO entry form:-

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



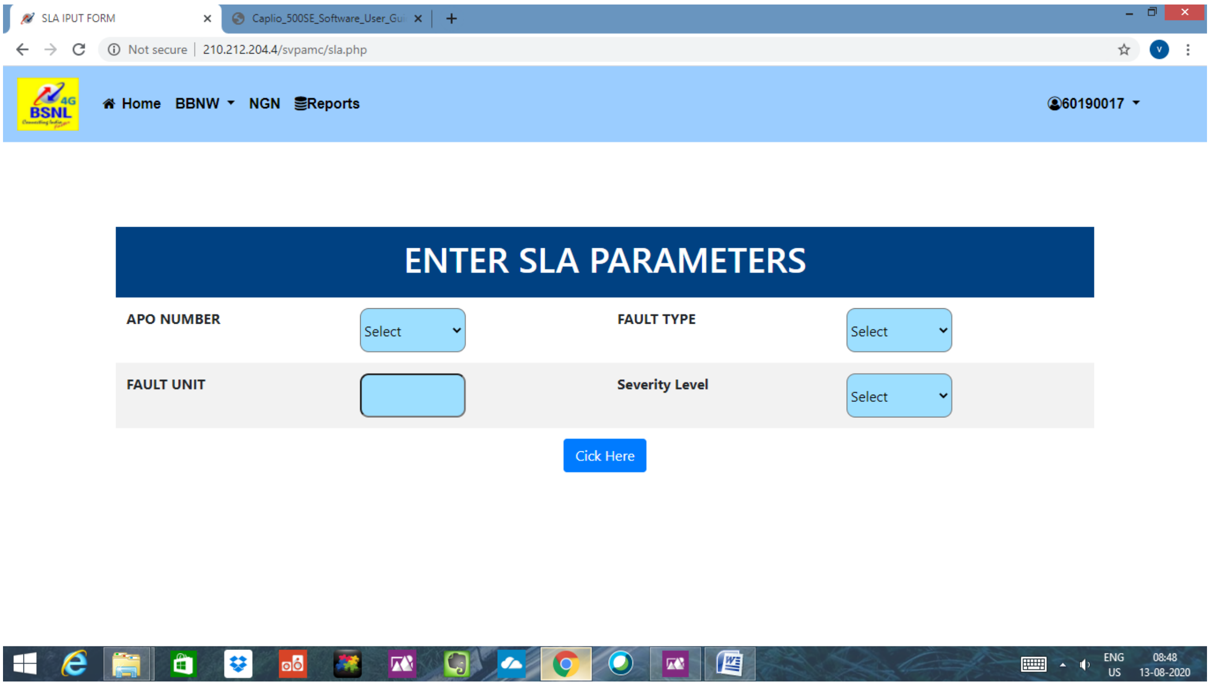
APO START DATE	APO NUMBER	APO EXPIRY DATE	AMC VALUE AS PER PO
2019-01-01	CT-PO-05-2009-10 Dated 11th May 2009	2025-12-01	7688280
2019-01-01	No.CE/PO/01/2016-17/MNG PAN/FiberHome dated 06.06.2016	2025-12-01	7688280
2019-06-01	CT/PO/16/09-10 dated.03-07-2009	2020-12-31	405776
2020-01-01	(BNG)MM/20-85/2005-06/BMP/UTS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

Click on "ENTER NEW APO DETAILS" tab,



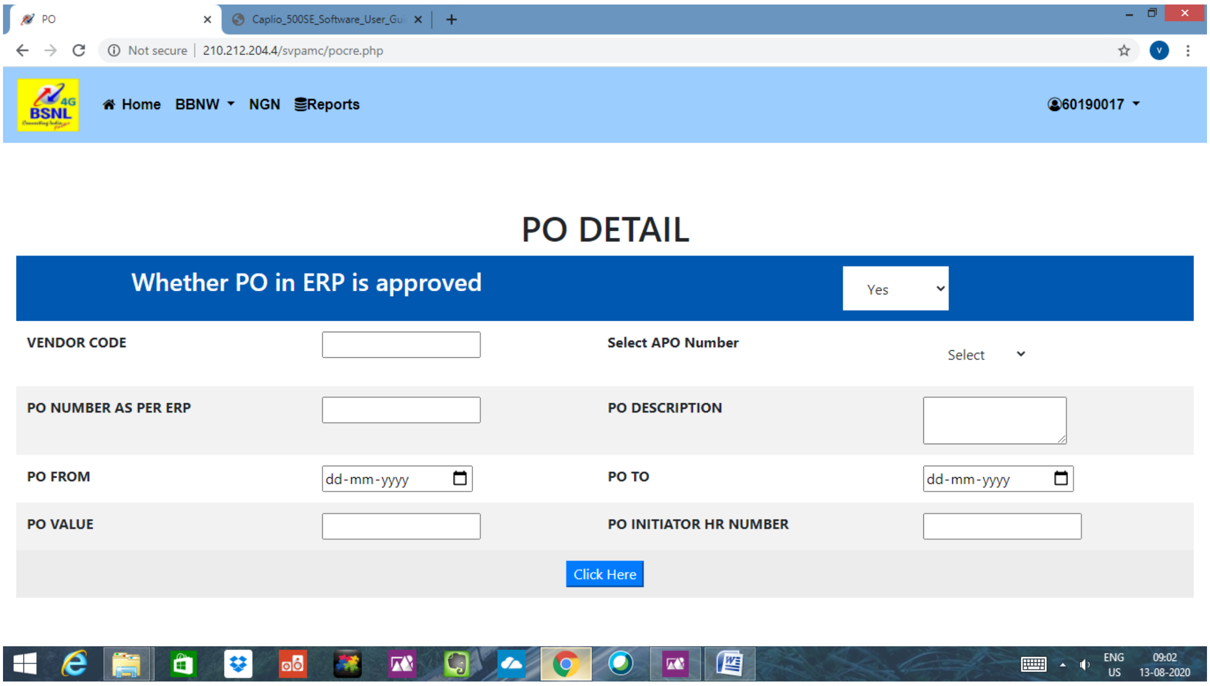
It will display APO Details entry form.APO details can be entered through this form.

2)SLA Master entry form:-

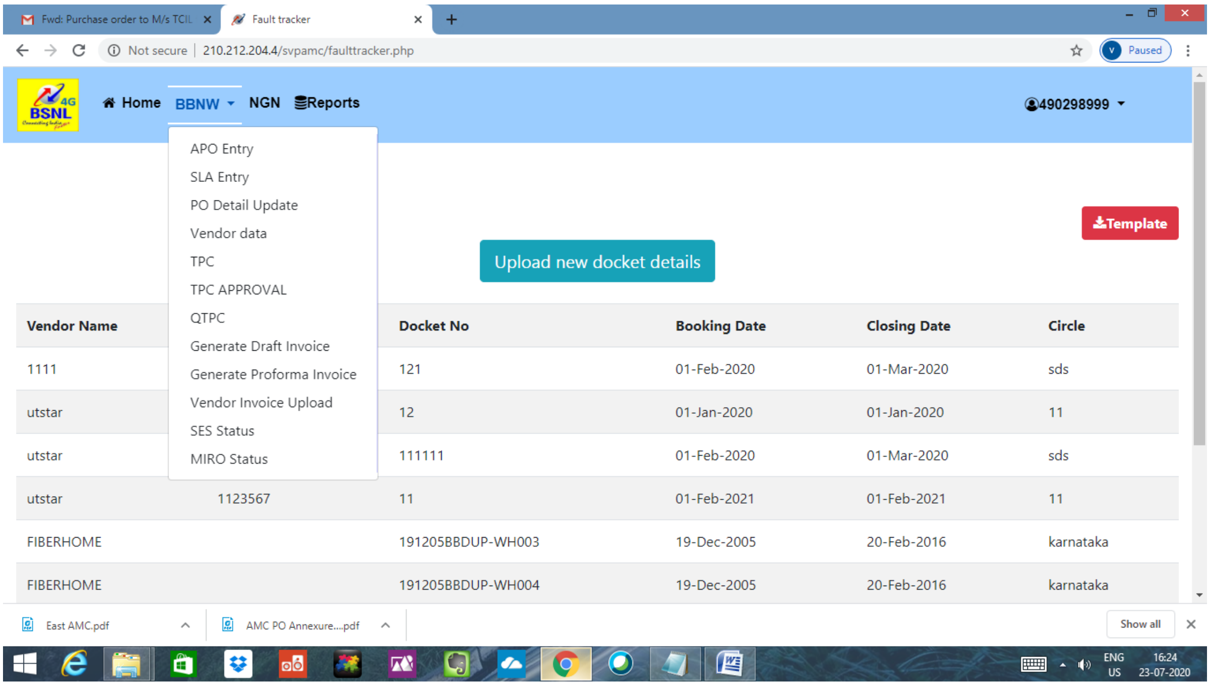


SLA values against APO to be entered through this form.

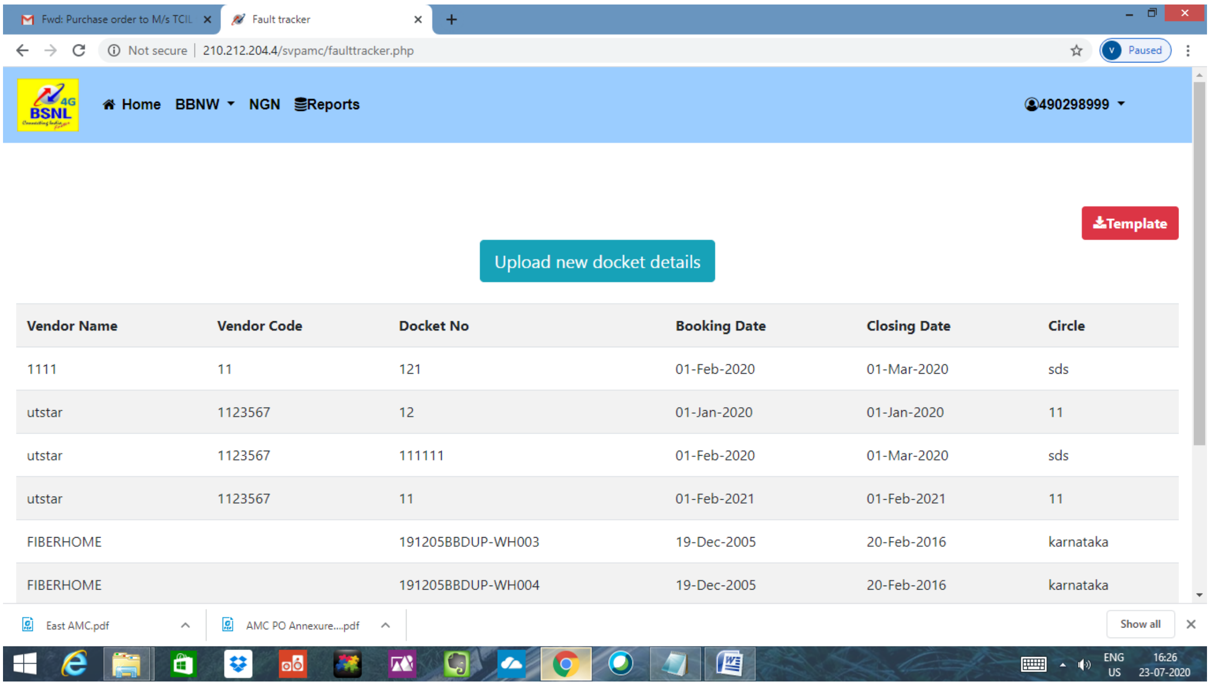
3) PO Details update form:-



4)Vendor data form:-

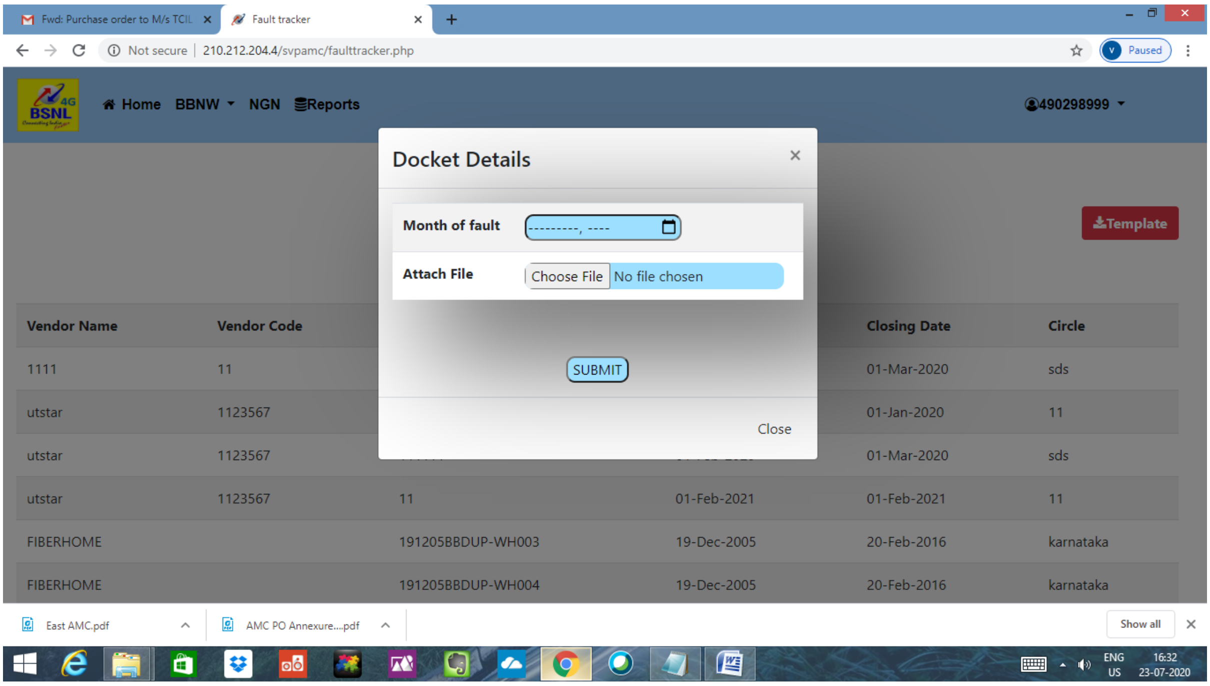


Click on BBNW Menu, click on VENDOR DATA sub menu.The screen will be navigated to the below screen.



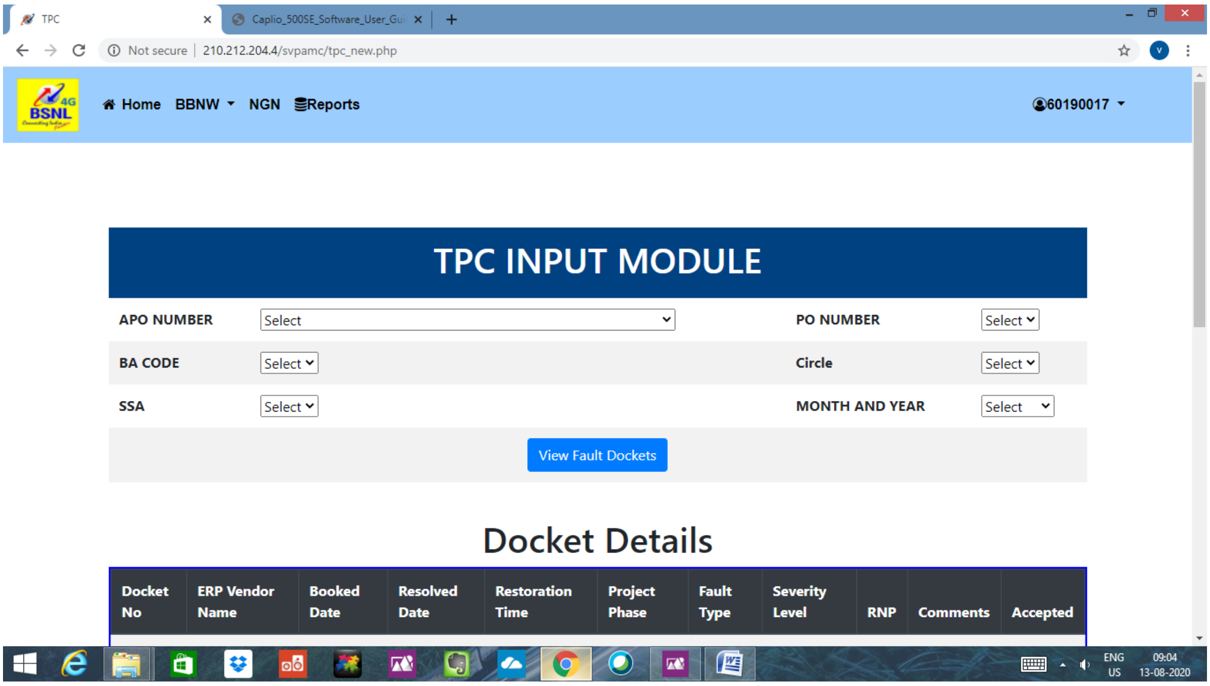
Then On clicking **UPLOAD NEW DOCKET DETAILS** **tab, Vendor can UPLOAD his current month Dockets,which are eligible for penalty.**

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



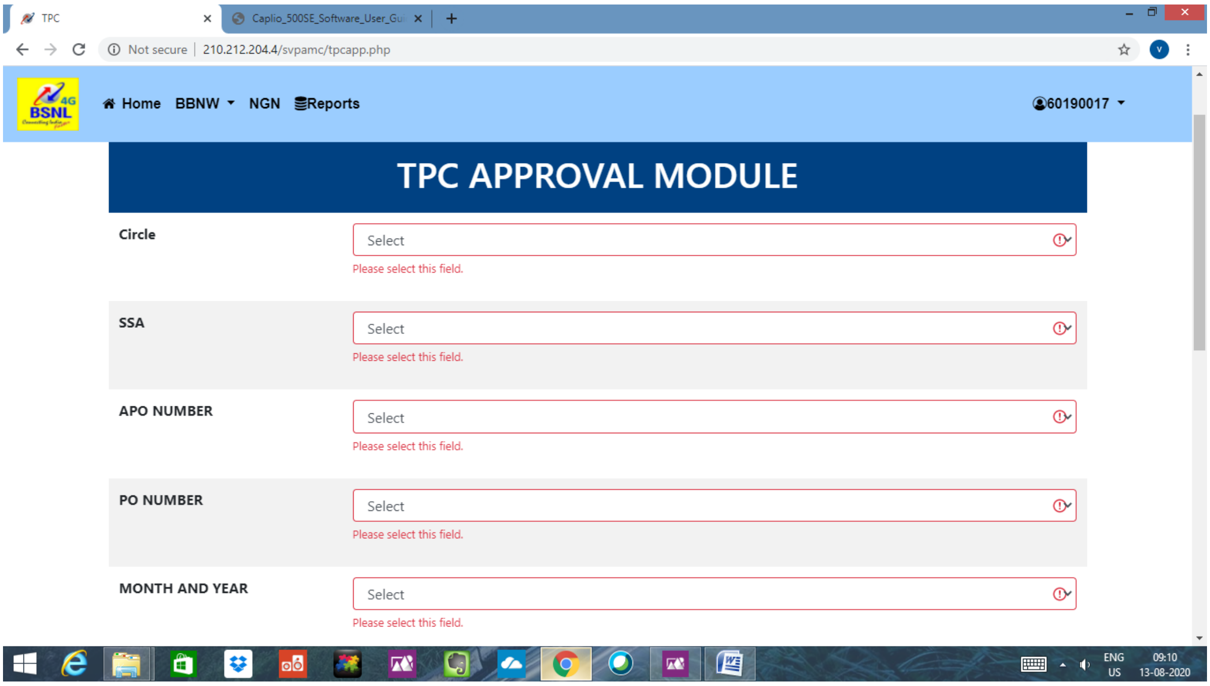
Docket uploading screen.

5)TPC Input details form:-

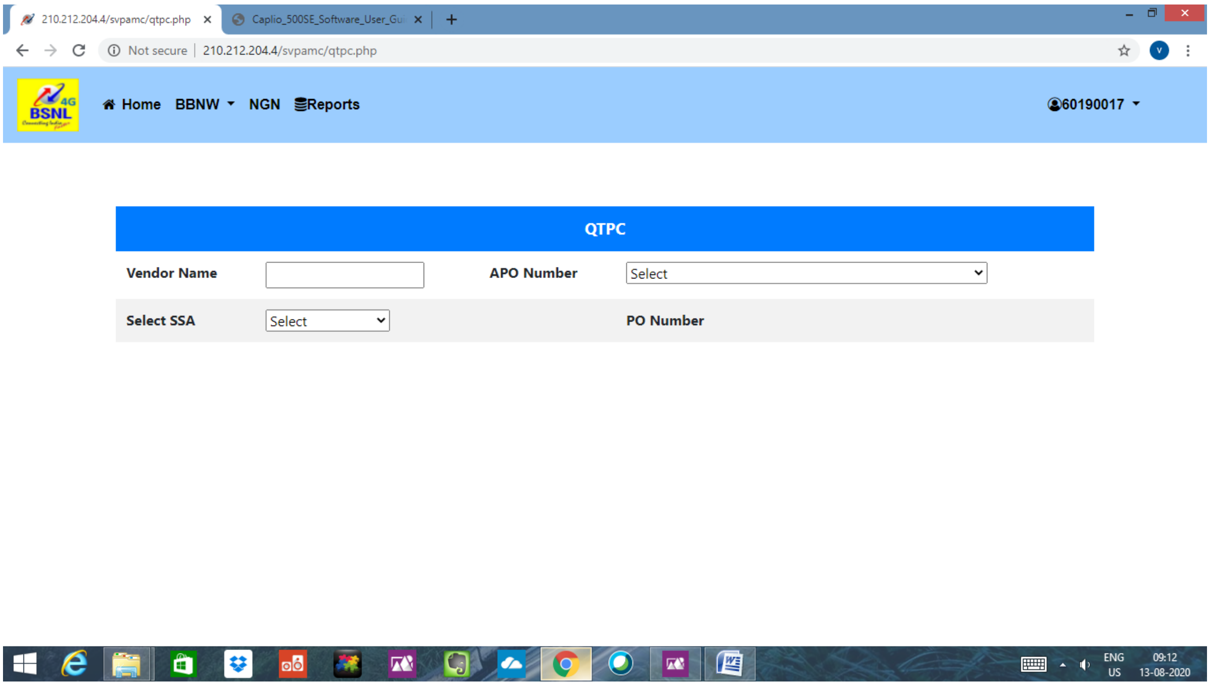


TPC input details will be fed by concerned OMC in-charge.

5) TPC approval form:-

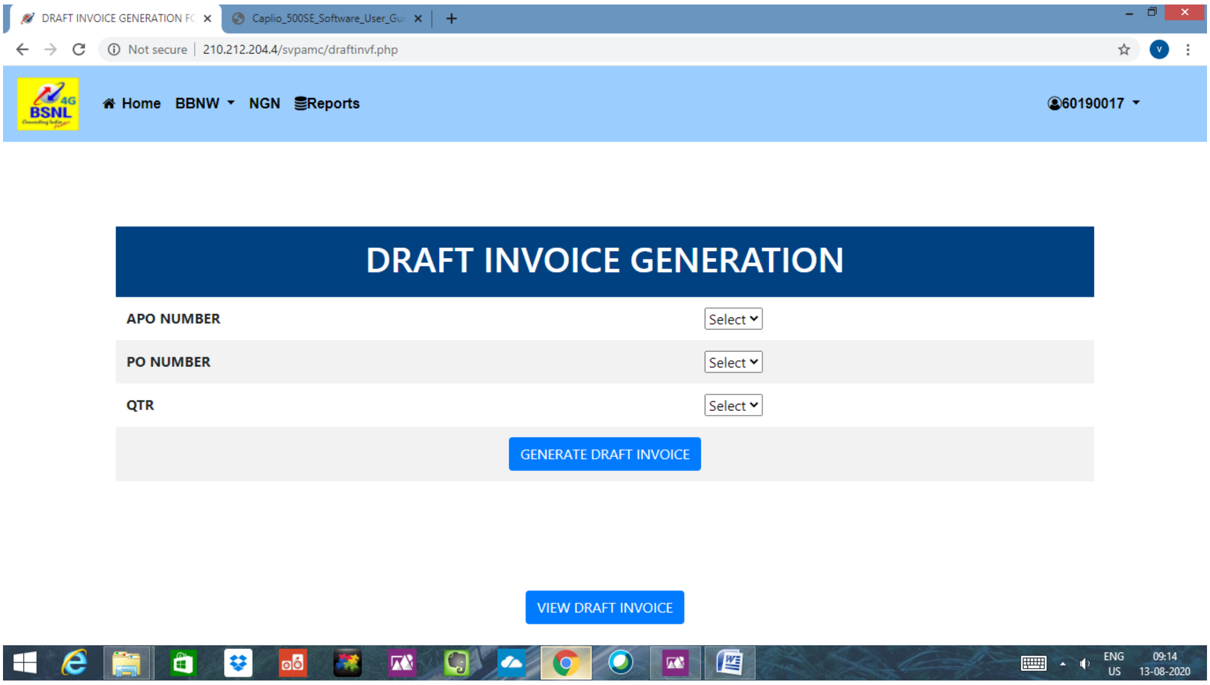


6) QTPC form:-

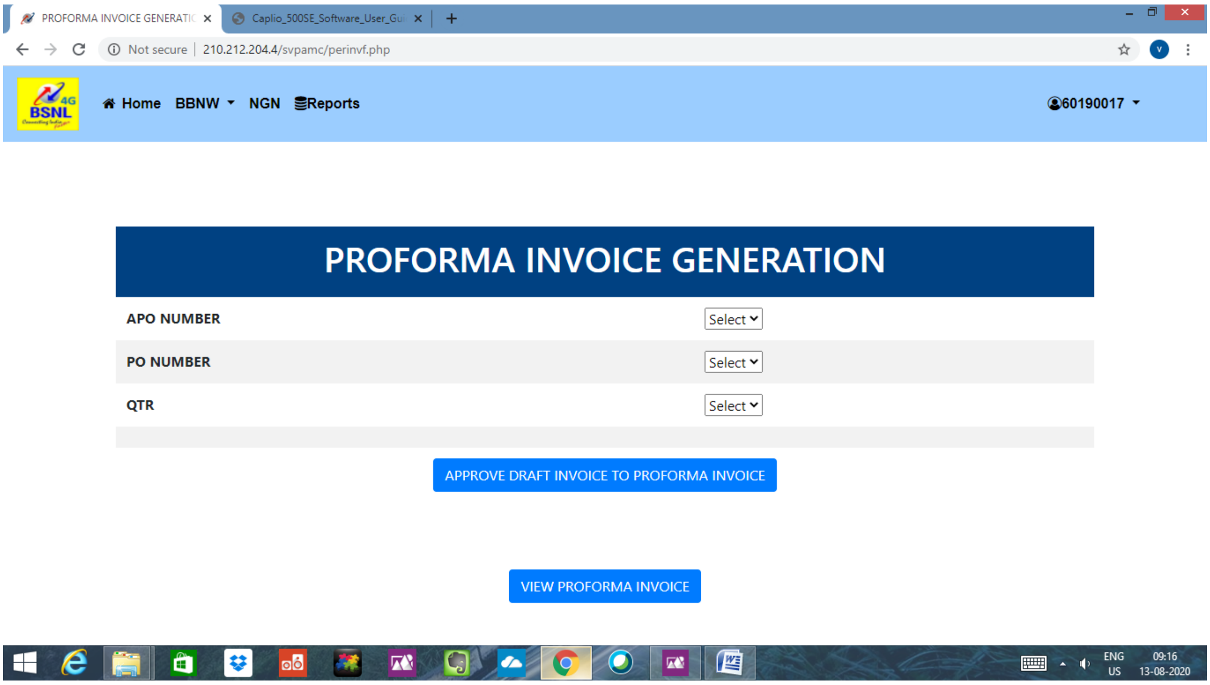


QTPC is to be approved by concerned circle officials.

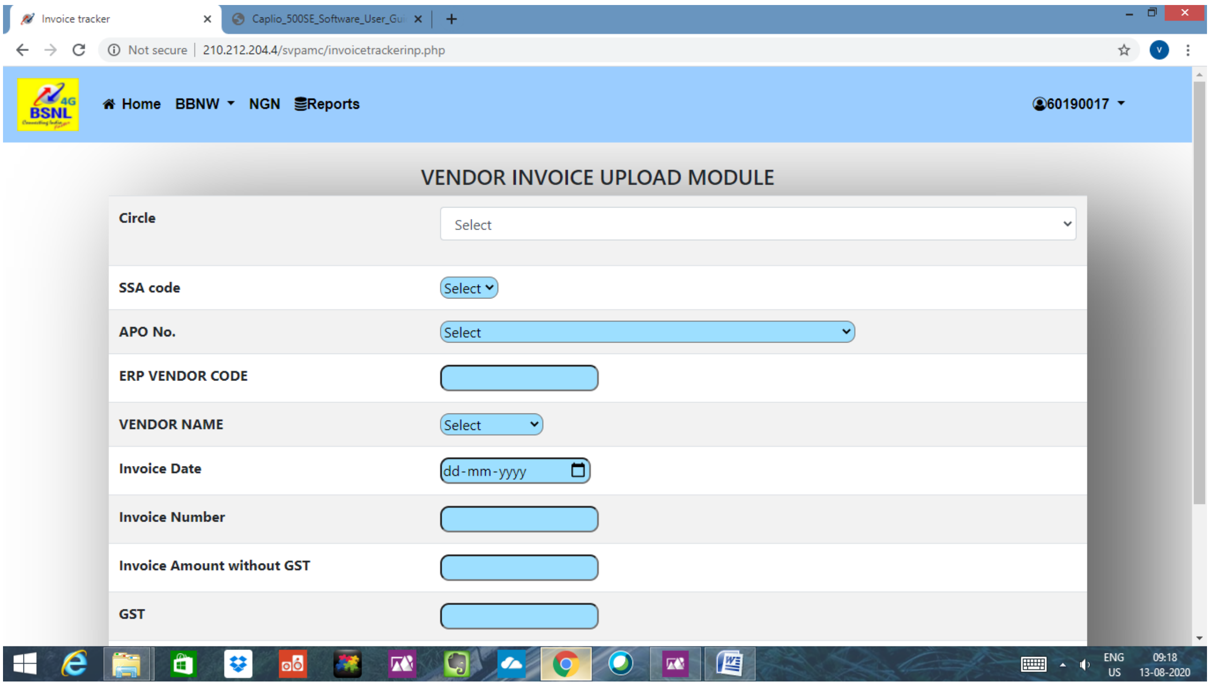
7) Generate Draft invoice form:-



8) proforma invoice Generation form:-



9) Vendor invoice uploading form:-



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.