SVP PO creation in ERP

ERP PO Process for AMC Invoices on SVP (Service Verification Portal) .

ERP PO Process for Service Verification Portal of AMC Invoices is to be followed by field units as below:-

1. As we know that AMC of Broadband Network/NGN equipment/Multiplay Service Equipment has been designed to make quarterly payment to the vendor concerned.

2. That implies we have to take one header line item belonging to each Plant (BA) while purchase order (PO) creation. Subsequently each header line in PO representing a plant will have 4 service line items with Service Activity Number (SAC) as per details below and unit 'EA' .Each service line item will represent service amount for respective quarter.

   49987166 AMC:Ist Qtr Tel.sw/app.(NT/BB/CMTS etc.)
   49987167 AMC:2nd Qtr Tel.sw/app.(NT/BB/CMTS etc.)
   49987168 AMC:3rd Qtr Tel.sw/app.(NT/BB/CMTS etc.)
   49987169 AMC:4th Qtr Tel.sw/app.(NT/BB/CMTS etc.)

3. PO may have as number of line items at Header level as the number of plants and each will have unique reference PR no. to be used while creating PO.

4. Each reference PR number will be fetched from Maintenance Order related to that Plant.

5. Further each header line has service activities pre defined in Maintenance Order/PR at item level. That should be four lines service at item level as mentioned in para 1 above.

6. There is possibility that field users may have to adjust set off/round off figure against the AMC charges if it cannot be adjusted to AMC quarter charges due to round off figure difference, though for nominal amount. This can be done by entering residual value at service line item subject to amendment of PO.(**Process for the same is mentioned below at F(ii).**

7. **Process for creation of Purchase Order:**
   (A) Use T Code ME21N
   (B) Select Need Based Order
   (C) Enter Vendor code
   (D) Enter the following details in ORG DATA tab
      a. Purchase Organisation: 2000
      b. Purchase Group: O40 / As Applicable in Plant
      c. Company code: 1100
   (E) Click on CUSTOMER DATA tab
      a. Enter reference circle

b. Enter procurement type “O” (OPERATIONS)
c. Account assignment to be used “F” and item category “D”

(F) At header level of PO, Service lines are to be created as per the number of Plants present in the AMC contract.

(i) Plant is to be mentioned in different line items and each line item will have 4 service line items with SAC no 49987166 to 49987169 defining each quarter respectively.

(ii) If there is a requirement of entering any residual value then it will be defined at service line item no. 50 with SAC no (49987162-AMC:Res.valueTel.sw/pp.(NT/BB/CMTS etc.) and **maintain the account assignment for line item 50 IDENTICAL TO THAT DONE FOR 10 to 40 service line items.**

Tax code is to be used as per combination of vendor region and place of service supply region.

(G) Select each line item and verify quantity and gross price entered is correct. Please also ensure that correct tax code has been entered in each line item.

(H) Click on check

(I) Click on save and Note down the PO number appeared on bottom.

(J) Process for amendment of PO, if user has initially created AMC PO for only four service line items i.e. 10,20,30 and 40 and now user wants to include fifth service line item 50(pl. also refer F (ii) :-

1. Use T code ZMMP_INI_AMEND.
2. Select Document Category as ‘F’.
3. Enter PO Document No.
4. Click on ‘Execute’F8.
5. Now use T Code ME22N for necessary changes
6. For AMC Service line item 50,use service activity no. 49987162 (with unit EA) and account assignment identical to that for the earlier service line items i.e. 10 to 40.

8. **Purchase order Approval**

Purchase order once created/modified is stored in the inbox, SAP Business Workplace, of the initiator. It can be approved as usual by the final releasing authority.

CORPORATE ACCOUNTS SECTION,
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Harish Chandra Mathur Lane, Janpath
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

BSNLCO-CA/25/4/2020-CA-ERP-FICO-Part (2) Dated: 22.11.2021

To,

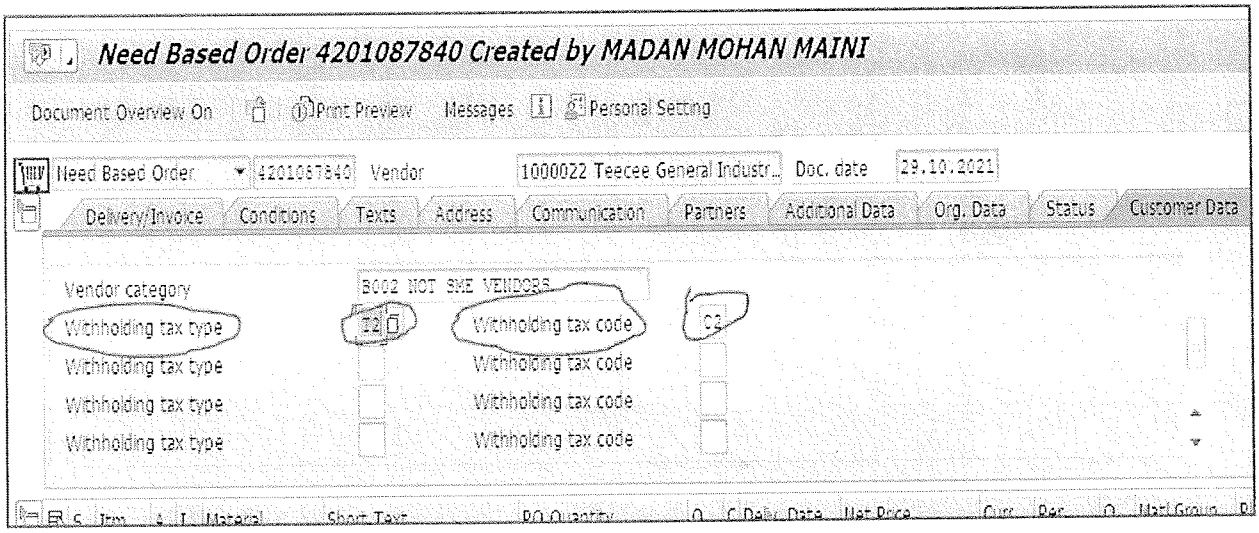
The Chief General Manager/IFAs
All Territorial/Non- Territorial Circles
Bharat Sanchar Nigam Limited

Subject: Posting of MIRO automatically for AMC services through SVP (Service Verification Portal) of ITPC

With reference to above subject, a process has been developed for automatic posting of MIRO for AMC services through SVP of ITPC. SAP ERP system will fetch data from SVP portal and will post liability documents automatically. The workflow will trigger in the user inbox whose perner is maintained in SVP as initiator. User will initiate the workflow with the details of Liquidated Damages and Retention as the case may be, similarly in case of normal MIRO workflow approval process.

There are some changes in PO which is given below:

1. Direct and Indirect tax will be calculated on the basis of tax codes applied in the Purchase Order. A new field has been inserted in customer data of PO for withholding tax code (GST & Income Tax TDS etc.) as given in screen shot below. Old POs should be amended and required TDS tax code should be inserted.



22/11/2021

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2. Withholding tax code should be maintained in **"Vendor master"** as well as in **"Purchase Order".** If not maintained in both, system will **NOT calculate TDS** in SVP MIRO Automation.

3. Further, GST TDS will be calculated only in case where PO value is more than Rs 250000. If PO value is less than Rs 250000, system will not calculate GST TDS even if the Tax code is available in both Vendor master and PO.

This is issued with the approval of Sr. GM (CA/ERP-FICO)

23/11/2020

Jagdeep Singh

DGM (CA/ERP-FICO)

Copy for kind information to:

1. Chairman and Managing Director, BSNL, New Delhi
2. Director (CFA)/ Director (Finance), BSNL, New Delhi
3. Sr. GM (CIT), BSNL CO, New Delhi
4. CGM ITPC, Pune
5. GM (SDC) ITPC, Hyderabad