

NWP-CFA Cell
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

To

The Chief General Manager,
All BSNL Territorial Circles,

No. BSNLCO-CFAP/013(15)/2/2020-NWP-CFA-BSNL-CO

Dated.26.05.2020

Subject: Business process changes in processing of Outsourcing Cluster Invoice.

Ref : Letter No. BSNL CO-CA/12/3/2020/CA-ERP-FICO dated. 22.05.2020

Approval of CMD, BSNL is hereby conveyed for business process of Outsourcing cluster Invoice. As per this process, the real time updation of customer data, partners data, fault monitoring data and ERP data for SES/MIRO are essential, so following is required to be done:

1) ITPC must ensure real customers data in the CDR system to ensure correct payment. ITPC shall also put a team to check and audit the complete process from time to time with a test check principle of around 10% initially and thereafter with lesser percentage.

2) Implementation for auto generation of SES and MIRO is to be done in ERP. Responsibility matrix should be well defined for each responsibility centers. Circles are requested to update the officers data in the cluster portal for SES/MIRO workflow of ERP.

3) OPEX Budget for cluster outsourcing will be allotted by NWO-CFA cell of corporate office.

The document for the Business Process changes in Processing of Outsourcing cluster Invoice and above reference letter are attached herewith for the information and necessary action.

(Rahul Patel)
GM (NWP-CFA)
BSNL CO, New Delhi

Encls: As above

Copy to :

CGM (ITPC)/ GM (NWO-CFA)/ GM(NWO-BBIN)/ Sr GM(Fin-CFA)/ Sr GM(CA)/ Sr.GM(CBB)
BSNL Corporate Office for information and necessary action please.

Business process changes in processing of
Outsourcing cluster Invoice

Performa Invoice Generation by FMS

1. **Draft Invoice** will be generated on 2nd day of every month by ITPC and send to Cluster in-charge.
2. Cluster in-charge shall review Draft Invoice and give feedback for required changes by 5th day of month (within 3 days of receipt of Draft Invoice).
3. **During the period 2nd to 5th of the month**, the draft invoice is also available to a designated claim officer (claim officer of SSA/BA) to check for any complaints etc received centrally for the works in the cluster.
4. On Cluster in-charge and claim officer agreeing to the invoice or no objection raised **till 5th of the month**, the draft invoice will be converted into the **Proforma Invoice** and made available on the FMS by **6th of the month**.
5. In case of objection by any of the two officers, FMS will record the remark and will not convert the draft invoice to Proforma invoice, instead will publish reason (remark) of not generating Proforma invoice.
6. Once Proforma Invoice is generated, it will not be editable.

Invoice Submission by Cluster Partner

7. The Cluster Partner shall download the Proforma Invoice from FMS.
8. Cluster Partner will fill up additional Form Fields and Submit the Form
 - a. Invoice Number
 - b. Invoice Period
 - c. Invoice Date
 - d. Invoice Amount
 - e. Penalty
 - f. Net Payable
 - g. GST Amount (attached GSTIN Number)
 - h. Total Amount Payable
9. **Cluster partner can only fill up Invoice Number and Date of his choice, rest entries has to be exactly same as given in Proforma Invoice**
10. He will re-download Fair copy of the Invoice or He can generate his own GST invoice based on the figures of Performa invoice using his invoicing mechanism.
11. **Cluster Partner will then have to upload the final signed invoice in a Cluster Invoice submission Module.**

Amaldeep

ERP Flow

12. Circle nodal (for each cluster) will update the SES authority (HRMS No.), Claim officer (MIRO generation): HRMS No., Financial Adviser – HRMS No., and MIRO approval authority – HRMS No in the cluster portal.
13. **The approval of MIRO approval authority and financial advisor shall be approved by competent authority in the SSA/circle having financial power to approve such expenditure . approval of these person shall be treated as delegation of financial power , as the invoice once approved in ERP will be directly eligible for payments . Any changes in these MIRO approving authority shall also be done by similar process .**
14. These data will be populated in a table in FMS for ERP to access it and process
15. Before submitting the data into ERP, a popup shall be shown apprising the Cluster in-charge that the data will be routed to the respective SES and MIRO Authority. If he accepts it will be submitted or else provision shall be given to update the SES HRMS number.
16. ERP team will access this table in FMS and generate SES for each invoice and reverse update to FMS the details i.e SES NO, SES Creation date etc and this SES will be put in the inbox of the SES SAP ID shared by FMS.
17. After the SES is approved by the SES authority shared by FMS, MIRO to be auto generated and the same will be routed to the inbox of the Claim Officer. The claim officer can re-verify the details (he did it earlier when draft invoice was converted to Performa invoice in FMS), then MIRO workflow will have to be forwarded by claim officer to predefined Financial officer, and MIRO approval authority for approval. The same may be reverse updated to FMS i.e. MIRO processed date of each officer (all three).

Amaldeep