



FNO. No.29-3/2010-VA

Dated 15-12-2014

Through BSNL Intranet

To,

All Vigilance Heads, BSNL
Telecom Circles/Units.

Subject: - Post ERP implementation guidelines for CTOPUP through Franchisees,
DSAs, STD PCOs and CSCs. - regarding.

Kindly find enclosed herewith the S&M-Consumer Mobility Cell BSNL CO's
letter no. 19-1/2011-SCM-CM/151 dated 27-11-2014 on the above cited subject for kind
information and necessary action please.

This issues with the approval of CVO, BSNL.

Encl: As above

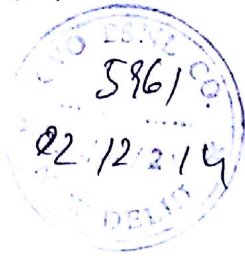

15/12/14

[G. D. Mishra]
AGM VA

Phone: 011-23734371

Copy to: - All AGMs O/o CVO BSNL to for information please.

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605,S&M-Consumer Mobility
Bharat Sanchar Bhawan, New Delhi-1
Tel No: 23326544
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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

NO. 19-1/2011-SCM-CM/151

Dated: 27 Nov, 2014

The Chief General Managers,
All-Telecom Circles/ Metro Districts

Subject: Post ERP implementation guidelines for CTOPUP through Franchisees, DSAs, STD PCOs and CSCs.

Reference is invited towards MOB-17/Tech-2006/CTOPUP/15 dated 24.8.06 followed by additional guidelines for CTOPUP through DSAs and STD PCOs vide letter No. MOB-17/Ctopup-Pyro-2006/CTOPUP/51 dated 15.11.07. As ERP has been implemented in some of the circles namely Guj, MH, AP & KTK, need has been felt to update and amend the existing guidelines and accordingly following guidelines will supersede the same with immediate effect:-

A. Ctopup sale to Franchisee.

1. Sale order at SSA will be created by AO(CMTS) after receiving requisition from franchisee on plain paper or through electronic mode.
2. Franchisee makes the payment to AO(Cash). The payment is received in SAP w.r.t. the Sales Order created initially. Each sales order will have distinct number. As a safety measure, editing the Sales Order amount while receiving the advance payment is not permissible in SAP. Existing mode of payment prevails i.e. NEFT/ RTGS/ Cheque/ Demand draft.
3. After receipt of payment, invoice will be created by CCNO of the Circle w.r.t. to the sale order so as to cater to the requirement of the TWO LEVEL approval as mentioned in the above referred letters.
4. As soon as invoice is generated:
 - a) The information regarding amount to be transferred to Franchisee Wallet is sent to the CTOPUP system through an outbound interface between SAP and CTOPUP.
 - b) Ctopup system credits the amount to Franchisee Wallet automatically.
 - c) There will be no manual intervention.

B. Ctopup sale to DSA/STD PCOs from CSCs.

1. Sale Order is created at CSC after receiving requisition on plain paper or through electronic mode from channel partner i.e. (DSA/STD PCOs etc.).

*4892/Adel cw
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*Asstt (UA) 03/12/14
DMC(UA)*

2. Channel partner makes the payment to CSC. The payment is received in SAP w.r.t. the Sales Order Created in SAP. As a safety measure, editing the Sales Order amount while receiving the advance payment is not permissible in SAP.
3. After receipt of payment, invoice is created in SAP w.r.t. to sales order by CSC in charge/any authorized staff of CSC.
4. As soon as the invoice is generated:
 - a) The information regarding amount to be transferred to Channel partner's Wallet is sent to the CTOPUP system through an outbound interface between SAP and CTOPUP.
 - b) Ctopup system credits the amount to Channel partner's Wallet automatically.
 - c) There will be no manual intervention.

C. Ctopup allocation to CSCs and sale to End Customer from CSCs.

1. Based on the requisition of CSCs in charge, AO CMTS of SSA will create CTOPUP allocation Sale order in SAP.
2. The Ctopup Wallet of CSC in charge will be credited through the outbound interface between SAP & Pyro Ctopup.
3. The invoice for daily sale made by CSCs for Ctopup to end customers will be generated in SAP through inbound interface between Ctopup & SAP ERP automatically at the end of the day.

D. These may be brought to the notice of all concerned.



(Upendra Bakolia)
Addl.G.M(S&M-CM)

Copy to:

1. CMD & all Directors BSNL Board.
2. CVO, BSNL New Delhi.
3. All PGM/GM BSNL New Delhi.
4. GM(ERP), ERP Center ALTTC Ghaziabad.
5. M/s Pyro Networks Pvt. Ltd 8-2-283/A/2. Road No.3, Banjara Hills Hyderabad-500034.