Steps for OSL Receipts

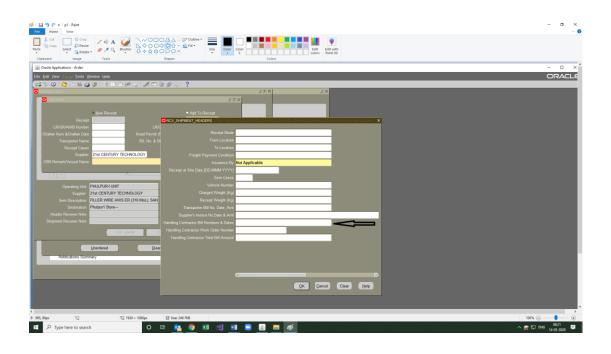
The OSL receipts may be entered from **21-Mar-2021 with the receipt date** as **21-Mar-2021 (Sunday)** in all the cases of OSL, for clear identification of the OSL receipts.

Please follow the following steps for preparing OSL Receipt.

1. The **receipt date** has to be changed to **as 21-Mar-2021** as shown below in the screen shot.

CRR Form)
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Operating Unit	PHULPUR-I UNIT]	Order Type	Standard	

2. The OSL (2020-2021) to be entered in Handling Contractor Bill Number & Date Column provided in DFF. The screenshot has been attached below.



3. Send the OSL receipt for Valuation:

Steps for Accounts User:-

Please enter **Supplier Invoice Number** as OSL|SRV Number e.g. for SRV number 2020062001575 enter OSL2020062001575 as invoice number.

Please enter Supplier Invoice Date as 21-Mar-2021

Users must delete all GST taxes from the receipt which have defaulted from Purchase Order.

Please do not delete other taxes.

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4. Please make sure to **modify the date as 21-Mar-2021** under **detail tab at the time of accepting the receipt.** The screenshot is attached.

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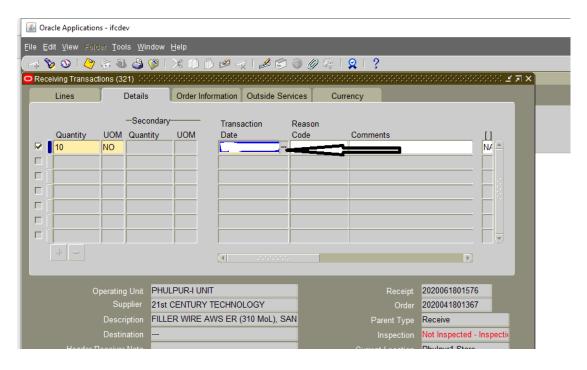
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Put the Date as '21-Mar-2021' and Press OK and save the document

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5. Please make sure to **modify the transaction date as 21-Mar-2021** under detail tab **at the time of delivery of the receipt.** The screenshot is attached.



6. Hand-over the **OSL receipts to the accounts.**

Copy of receipt is as below to show with the place where OSL (2020-2021) would print.

INDIAN FARMERS FERTILISER CO-OPERATIVE LIMITED Supply/Service Receipt Voucher, PHULPUR-I UNIT

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Party Site		ALLAHABAD		Receip Weight	t (in Kg)	From Location		LR/RR D	ate		
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Work Ord	er			Insurar		Insp. Date		Ropt. Mo	de		
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Transport	ter Bill	No/Date/Amount		Handling Contractor	Bill No/Date/Amount	Vehicle No.		Freight			
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