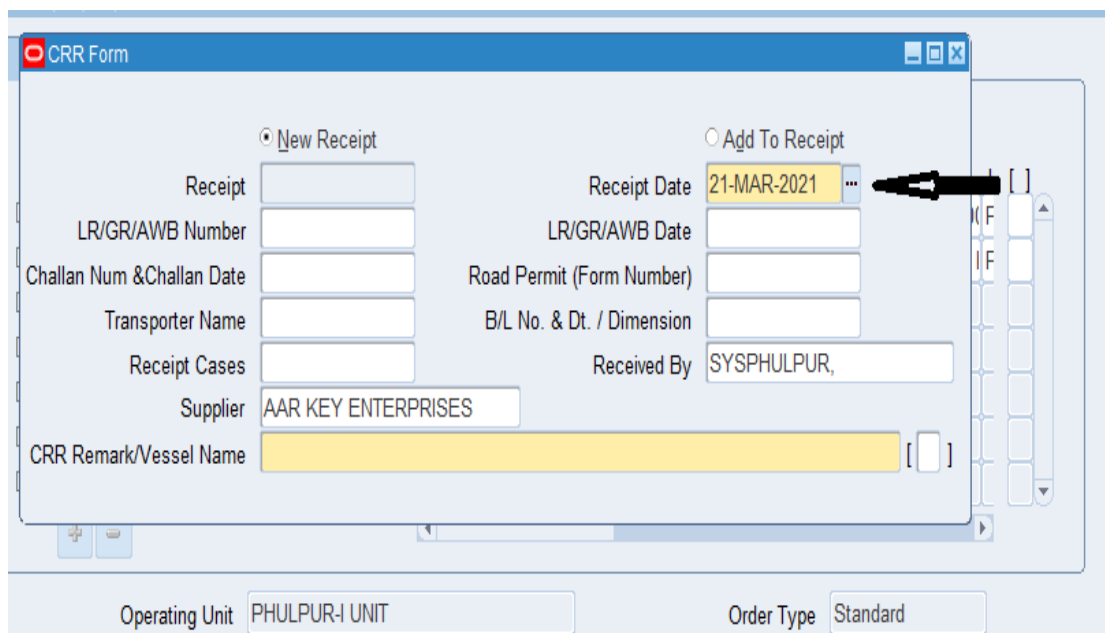


Steps for OSL Receipts

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.

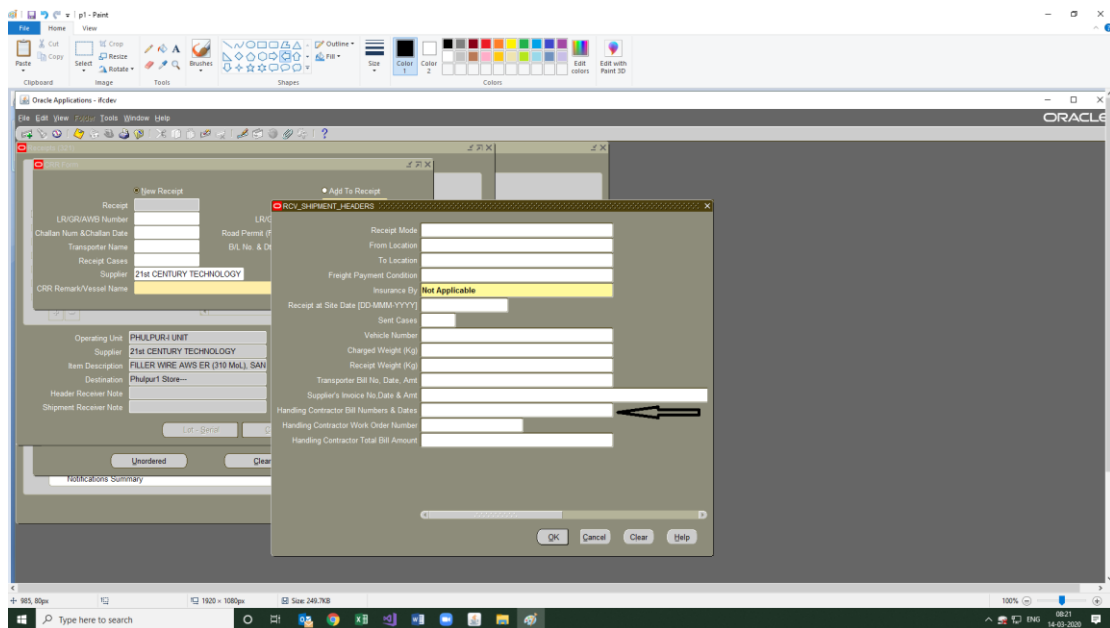
Please follow the following steps for preparing OSL Receipt.

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



The screenshot displays the 'CRR Form' window. It features two radio buttons at the top: 'New Receipt' (selected) and 'Add To Receipt'. The 'Receipt Date' field is highlighted in yellow and contains the text '21-MAR-2021', with a black arrow pointing to it. Other fields include 'LR/GR/AWB Number', 'Challan Num & Challan Date', 'Transporter Name', 'Receipt Cases', 'Supplier' (filled with 'AAR KEY ENTERPRISES'), 'CRR Remark/Vessel Name', 'LR/GR/AWB Date', 'Road Permit (Form Number)', 'B/L No. & Dt. / Dimension', and 'Received By' (filled with 'SYSPHULPUR,'). At the bottom, there are fields for 'Operating Unit' (filled with 'PHULPUR-I UNIT') and 'Order Type' (filled with '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.

Confirm Taxes.

The screenshot displays a software window titled "Tax Determination for Receipt" with a "Delete" button. The window contains the following data:

Document Number	2020061801576	Amount	500.00	Supplier Invoice Number	OSL202006180157	<input type="checkbox"/> Confirm Taxes
Currency Code	INR	Tax Amount	90.00	Supplier Invoice Date		
GST Document Number		Total Amount	590.00	Original Tax Invoice Number		
GST Document Date				Original Tax Invoice Date		

Below the form, there are "Update/Modify" and "Value for Intended Use From" fields, and "Proceed" and "Refresh" buttons.

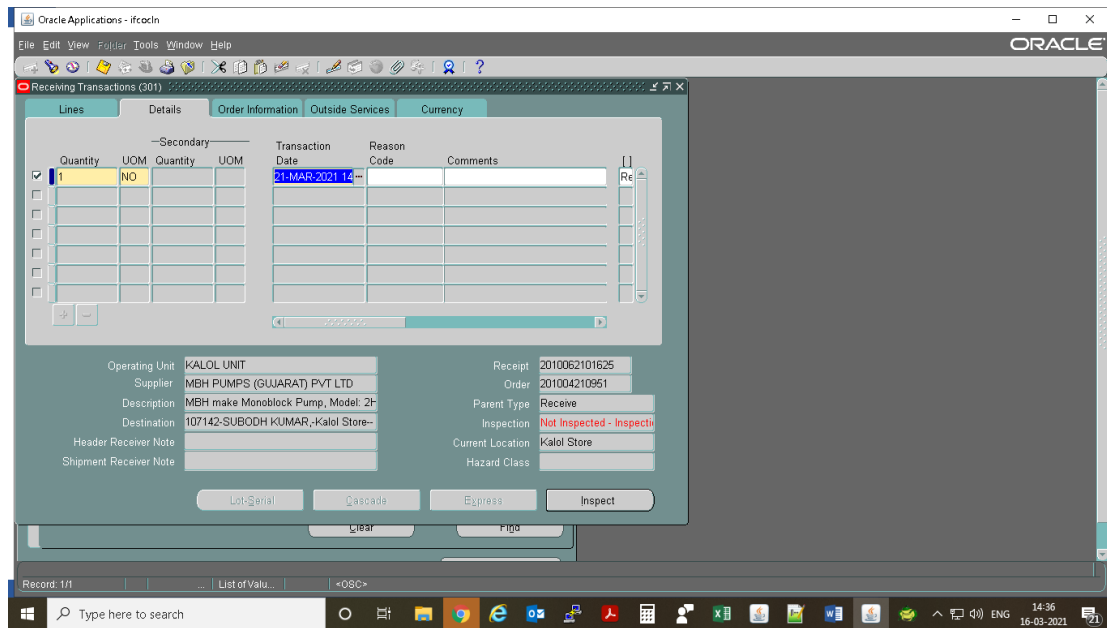
QM	Quantity	Price	Assessable Price List	Assessable Value	Tax Category	Intended Use	HSN Code	SAC Code	Line Amount	Tax
10	10	50				Recoverable	8311		500	

At the bottom, there is a "Precedences" table:

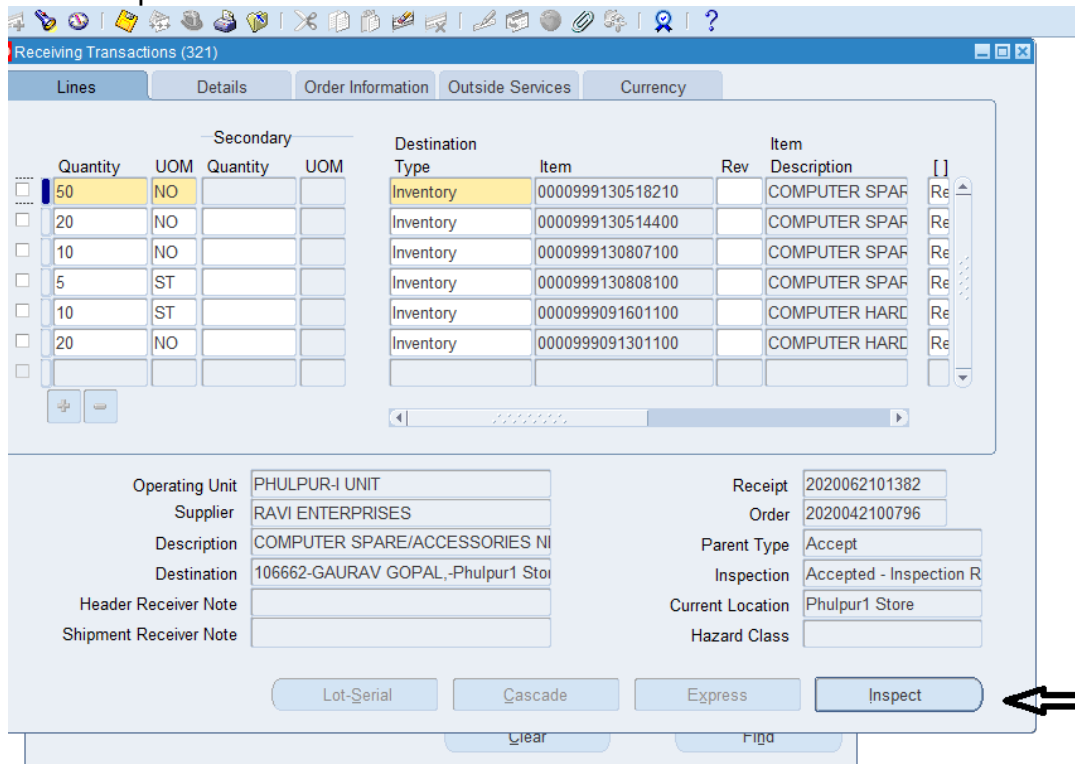
SL No.	Tax Rate Name	Tax Type	Tax Point Basis	Assessable Price List	Assessable Value	1	2	3	4	5	6	7	8	9	10	Currency	Tax C
1	SGST-Stab3-2020	CGST	DELIVERY			0										INR	
2	SGST-Stab3-2020	SGST	DELIVERY			0										INR	

Summary values at the bottom: Inclusive Tax Total: 0, Self Assessed/Reverse Charge Tax Total: 0, Exclusive Tax Total: 90, Tax Total: 90.

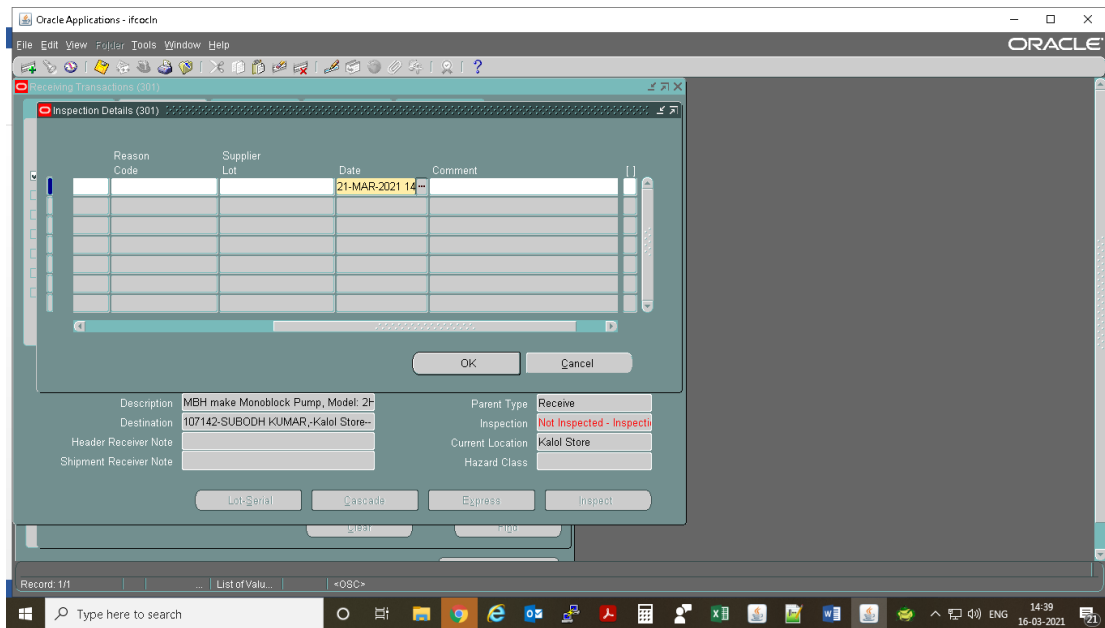
4. Please make sure to **modify the date as 21-Mar-2021** under **detail tab** at the time of accepting the receipt. The screenshot is attached.



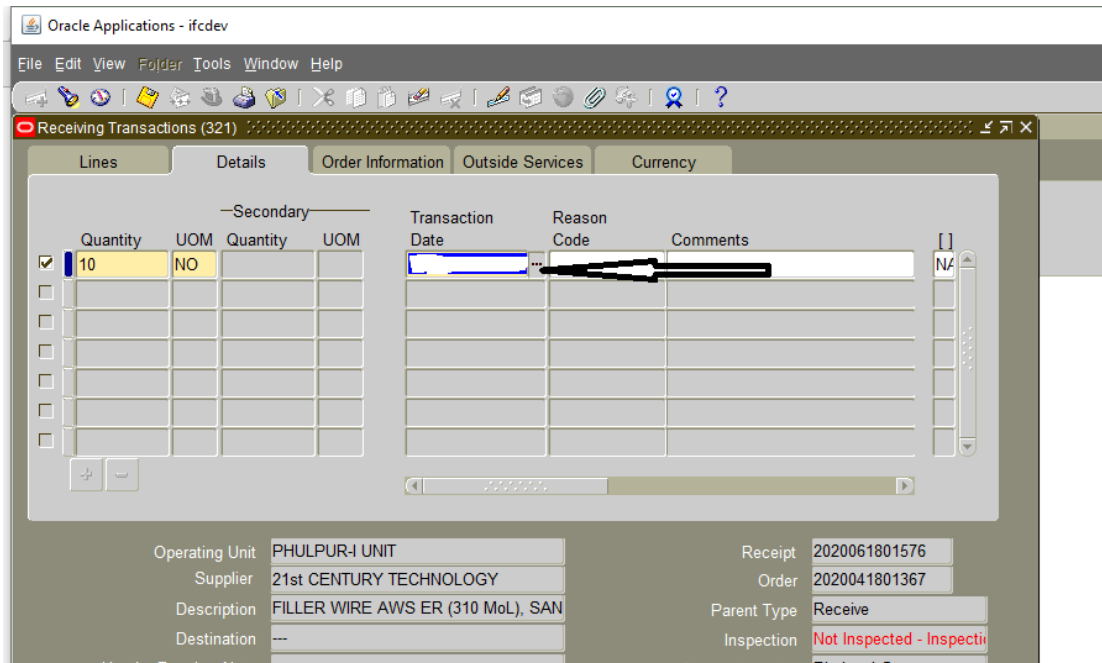
Go to Inspect button



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



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

Receipt No: 2020061111727 Receipt Creation Date:

PO/BPA No.	9825365	Release No.	Form 38 No.	Challan No.	BL Detail / Dimension				
PO/BPA Date	28-FEB-11	Rel Date	Transporter	Cost Centre	6560 - CIVIL - PLANT				
Party	RAKESH KUMAR TIWARI		No. of Pack	Charged Weight	LR/RR No.				
Party Site	ALLAHABAD		Receipt	From Location	LR/RR Date				
Hand. Cont. Work Order No.			Weight (in Kg)	To Location	Mtrl. Recd. Date				
			Insp. Loc.	Insp. Date	Rept. Mode				
			Insurance By	Not Applicable					
Transporter Bill No/Date/Amount		Handling Contractor Bill No/Date/Amount		Vehicle No.	Freight				
SRV SNo.	PO SNo.	SRV Type	MPR No.	Item Code	Item Description	INV UOM	Card Bal.	Order Qty	Challan Qty
1	1	Expense Non-Capital Receipt			Balance Amount Payable For ERP Work Order	INR	0.00	252198.250	100.000
Transaction Type		Transaction Date	Quantity	UOM	Test Certificate	Location			
RECEIVE		<input type="text"/>	100.000	INR					
Net Delivered Quantity			0.000						