

MUNICIPAL CORPORATION OF GREATER MUMBAI

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e.23

CIRCULAR

2011- 2012

No.CA(F)/FAR/34 dated 12.08.2011

Sub:- Implementation of SAP.
- Changes in Vendor Master.

As per Central / State Government directives, "Project of Reforms in Budgetary and Accounting System & Project of Implementation of SAP, an ERP as a part of e-governance initiative are implemented w.e.f. 01.04.2007.

Since implementation of SAP all payments are being made through SAP system only. In order to facilitate payment through system, Vendor Master is created. With object of imparting necessary instructions for completing Vendor Registration Process, circular bearing No.CA/F/FAR/23/2006-07 dated 02.01.07 is already issued.

Now, it is observed that the contractors / suppliers / consultants are coming forward subsequently with a request to effect certain changes in Bank / Branch Name, Bank Account Number, Name & Address of Vendor etc. in the vendor master and administration is supposed to effect these changes in the system.

In order to bring uniformity in the process of effecting changes in the information which is uploaded at the time of Registration, in Vendor Master, all concerned staff shall follow below mentioned guidelines.

1 | Changes in case of Vendor to whom PO/WO is issued :-

In case work is awarded / order is placed to any vendor, after following process of inviting tenders, obtaining sanction of Standing Committee / Corporation and written contract is made and if the concerned vendor su-
moto comes forward with a request to effect changes in the vendor master for his convenience, in his name, address, name of the bank / name of the branch / bank account number etc. which was mentioned in the contract executed between him & MCGM then,

2-6-23

A) on receipt of written request from Vendor, Head of the Department shall issue no objection certificate after obtaining remarks from the Law Officer about execution of contract or otherwise.

B) Head of the Department shall recover an amount of Rs. 5000/- against challan in the format provided herewith , towards administrative cost for updating the details like name of the bank, branch, account no., name & address etc. in the Vendor Master and for suitably amending contract deed.

C) Head of the Department shall intimate suitably to Law Officer for amending Contract Document after recovery of administrative charges.

D) Head of the Department shall forward the application of the Vendor alongwith no objection certificate and copy of receipt to Account Officer (FAR) for updating the vendor master.

2) Changes in case of other Vendors. :-

A) On receipt of application from the Vendor, Head of the Department concerned initiating the proposal for changing bank details etc. , shall execute transaction code no. ME2L for knowing whether any work order / purchase order is issued or otherwise in favor of concerned vendor.

B) After confirmation about non execution of contract with the Vendor, Head of the Department shall issue no objection certificate for updating the Vendor Master.

C) Head of the Department shall recover an amount of Rs. 1000/-, against challan in the format provided herewith , towards administrative cost for updating the details like name of the bank, branch, account number, name & address etc. in the Vendor Master .

D) Head of the Department shall forward the application of the Vendor alongwith no objection certificate and copy of receipt to Account Officer (FAR) for updating the vendor master.

3) Changes in case of Vendor to whom no PO / WO is issued :-

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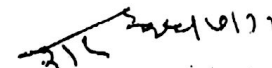
A) If a registered vendor submits an application for updating vendor master with intention to avail benefit NEFT / RTGS, faster modes of payment in future or for any other purpose then the Head of the Department shall issue no objection certificate for updating the Vendor Master.

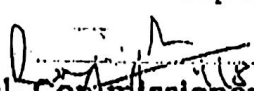
B) Head of the Department shall recover an amount of Rs. 1000/-, against challan in the format provided herewith, towards administrative cost for updating the details like name of the bank, branch, account no., address etc. in the Vendor Master.

C) Head of the Department shall forward the application of the Vendor alongwith no objection certificate and copy of receipt to Account Officer (FAR) for updating the vendor master.

4) In order to have perfection & transparency in the task of maintaining Vendor Master in SAP System, M/s ABM Knowledgeware Ltd. shall update the application in such manner that after effecting any change in the Vendor Master, System shall automatically generate a informative e-Mail and shall send it on the registered e-Mail ID of the respective vendor.

All the Heads of the Departments, Deans / Medical Officers of Medical Institution, Asstt. Commissioners are further directed to give suitable instructions to all concerned staff / officers working under their control to follow the above said process of effecting changes in Vendor Master scrupulously.

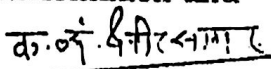

Chief Accountant (Finance)


Addl. Munpl. Commissioner (Project)

Circular

No. CA(F)/FAR/34/2011 - 2012 dtd. 12.08.2011.

Copy to _____ (with _____ more copies) for information and necessary action please.


12/08/2011
Accounts Officer (FAR)

J. 11307(3)

25/7

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BRIHANMUMBAI MAHANAGARPALIKA

No. _____ Dated _____

CHALLAN FOR ACCEPTANCE OF Administrative Charges

To,
In Charge,
Citizen Facility Centre,
_____ Ward.

Please accept the amount from the bearer of this challan. Details are as under:-

- | | | |
|------------------------------|---|--|
| 1. Name of the Department | : | |
| 2. Fund Code | : | |
| 3. Fund Centre / Cost Centre | : | |
| 4. Functional Area | : | |
| 5. G.L. Code | : | 140709900 |
| 6. Text of G.L. Code | : | Other Service/Administrative Charges |
| 7. Amount of Deposit | : | Rs. |
| 8. Vendor Registration No. | : | |
| 9. Name of the Vendor | : | |
| 10. Address of the Vendor | : | |
| 11. Remarks / Tender subject | : | Charges as Administration Cost for
changes in Vendor Master |

Receipt No. / Document No. be communicated to this office.

Signature / Designation

J. 11307 (4)