Frequently Asked Questions - CPU / Central Stores - 1st October, 2022

1. Where are the CPU and Stores offices are located and how can I contact them?

A: CPU & Stores offices are located at backside of the Cafeteria in the Auditorium Cellar (Diagonal to 'K' Block). You can dial 040-66303-826 (Purchase) or 040-66303-861 (Stores) (9 AM – 6 PM except Sunday's) to speak to purchase team or send an E-mail to cpu@hyderabad.bits-pilani.ac.in

2. Where can I find purchase guidelines?

A: The Purchase Guidelines approved by Dean, Administration and Head, Accounts & Finance are available in our website (internal use only) << https://universe.bits-pilani.ac.in/hyderabad/CentralizedPurchasesUnit >>

3. From where will I get the SRCD and Institute Purchase Approval forms?

A: All the forms related to External Grant and Internal Grant Purchases are available in the website to download and fill. Approval forms related to Faculty Contingency and Institute Budget <<NFA below 1 Lakh) & NFA above 1 Lakh>> are also available in Website.

4. If item cost is 100 INR how much we need to pay in the form of taxes, etc?

A: a. If item is purchased locally in INR: 100 + applicable GST (if GST is 18 %)=Total==118 INR. Note: Keeps 2 % additionally to take care of transport/crane and installation charges. **Total=120 INR**

b. if item is purchased from abroad in other currency: 100 + Customs (5.5 %) + Surcharge on customs amount (0.55) + applicable GS T on total amount (if GST is 18 %) = Total==126 INR Note: Keeps 4 % additionally to take care of customs clearance/transport/crane and installation charges. **Total=126+4=130 INR**

5. I have received a grant and how can I place an order to a Vendor?

A: OLD PROCEDURE (Physical): *You have to download the "A-form" from the website and fill the necessary details, attach one quotation as per your requirement and submit the same to SRCD office. After approval, A-form will be sent to CPU for placing the Purchase order (PO). In case of PDF, RIG, ACRG and OPERA request all PI's to follow this procedure only.*

NEW PROCEDURE (ERP) for external grants except PDF, *RIG, ACRG and OPERA*:

a. First, you need to make sure the project details and the entire recurring and non-recurring budget amount details are uploaded in ERP (contact SRCD office).
b. Accounts department will enter the budget codes and budget amounts for the respective heads (like Equipment, Consumables, Overheads, etc.)
c. You can check the above details by logging in to <<Student module>> through BITS Gmail address and click on << SRCD activities>>
d. For procuring chemicals or equipment, you need to click on << SRCD Requisition>> and << Add a new value >> and << Request type>>. Please select << Procurement Request>> and attach one or two quotations and submit the request, which will be approved by Associate Dean, SRCD.

e. One auto-generated email will be received by CPU office wherein Purchase manager can see project details and quotation, which are sufficient ==*for placing the PO. CPU will process the PO after taking signature on comparison sheet (above 1 lakh)*==

f. After you receive the PO (through mail) you can check the PO number and balance amounts available in ERP (PO amounts will be deducted automatically and it will get reflected in UC after Gate entry/installation). Click << Projects Funds Summary>> and << Expended amounts>> to view those details.

6. Do I need to give three quotations for items, which I need to purchase?

A: Not necessary. You can give one quotation based on your requirement. If you give three quotations, CPU can release the PO within 2 working days. But be cautious not to take quotations suggested by first vendor. If this happens, all three vendors will be black listed

7. Do we have a rate contract for glassware items and chemicals?
A: Yes, we have rate contract with 24 vendors who can supply chemicals, consumables and small equipment's. Updated rate contract vendor's list can be seen in our website.

8. Can I do cash purchase without approval if I need chemicals / reagents urgently?

A: For any emergency purchases, Deans / FIC / HODs / In-Charge can make purchase of material like lab consumables, contingency items, repair works, maintenance works and spares and other miscellaneous items for up to an amount of Rs. 10,000/- per bill. However, total expenses per financial year should not exceed Rs. 1,00,000/- (Rs. 10,000 in case of PhD students) and it should be within the approved limits of the corresponding budget. End user must submit the bill and invoice to Accounts division by mentioning the Budget Code for payment and items should be entered in departmental/division stock register. Invoice/Bill should be in the name of Director, BITS Pilani Hyderabad Campus and it should contain GST number 36AAATB2599R1Z0 (last digit is Zero)

9. Can I avail 5% GST for all the research related PO's?

A: NO, you cannot avail the 5% GST for any of the purchases. As per new notice from government, the GST exemptions are abolished since July 2022, so we have to pay GST as applicable (normally 18 %).

10. What are the materials that cannot be purchased from the faculty contingency?

A: Printer, Equipment, Furniture and other Fixed Assets. You can purchase only chemicals, consumables, etc.

11. How many days it takes to generate a PO?

A: If items are normal like chemicals, the PO will be processed in 2 to 3 days depending on the flow. If it is equipment, it will take 7 working days (CPU requires 3-4 days to get 2nd and 3rd quotations). Immediately after we receive the requests from departments or PI's we are entering the data in our purchase register. Before you call us, please check this google sheet:
https://docs.google.com/spreadsheets/d/1QuWhTuP8chygo_yhVL4SLC7oqBwDYuWP4DyVCUeqEAM/edit?usp=sharing

We are trying our best to speed-up the process. Prof. Ramesh (FIC-CPU), Dr. Trinath (Biology) and Dr. Amrita (Mechanical) are approving the PO's to avoid the delay in approval process.

12. How is the bill/invoice booked under my project?

A: After receiving the materials, you need to submit the bills/invoice to Central stores (for which CPU has released the PO). Stores team will process the same after your approval i.e Stores will submit the payment request form to accounts and it will be booked under your project expenses (the same will be reflected in the respective UC).

13. How the bills are booked which are not processed through CPU?

A: You need to get the approval from SRCD with 'A' Form. After the approval, you can directly buy from vendor. After receiving the material, you can fill the 'R' form (now in ERP you need to select "Reimbursement request") and submit the same to SRCD office (they will move bills to accounts).

Case-a: If the amount has to reimburse to the Vendor, you need to take the GST Bill on the name of <<Birla Institute of Technology and Science>> by mentioning GST No: 36AAATB2599R1Z0 (ZERO) (it is compulsorily to mention the GST no on the bill).
Case-b: If the amount has to be reimbursed to the Faculty, you need to follow the same procedure.

14. Can I pay using G-pay or Credit card and get the amount to be reimbursed to my account?

A: Case-A (Purchase Order is released) – you can do the payment if it is really urgent like purchase of software. You can pay using your credit card/G-pay/Phone-Pay/Paytm or any other UPI. Stores team will process the bill and the amount will be reimbursed to you. You need to attach the payment transaction details including UTR reference.

Note: CPU encourages to get the material without payment and submit the bill to stores. We will process the payment to vendor on an urgent basis

Case-B (No Purchase Order, Direct online Purchase): The online purchase is allowed for below Rs. 10,000 and if the price is more the Rs. 10,000 you have to take approval from FIC-CPU. In case of projects, PIs need to take the approval from SRCD (A form) and need to submit/send a mail to CPU office with proper justification. In case FIC-CPU approves, PI should use credit card for payment and submit the credit card transactions, FIC-CPU approval copy, SRCD approval (A-form) and invoice copy to accounts for reimbursement (may take one month for complete purchase)

Note: CPU will try to find a vendor who can supply against delivery and also takes the responsibility of returning the items in case of damage.

15. Can I import materials such as chemicals/consumables/equipment from other countries?

A: Individual faculty cannot import items/equipment with custom exemptions. BITS Pilani can import, as our Pilani Campus has DSIR Certificate (needed for customs exemptions), IEC-Import Export Certificate. However, to avail these exemptions, we have to release the PO from Pilani Campus, the payments also must be processed through Pilani Campus Accounts division.

In few cases, we can release the PO from Hyderabad in INR currency. Vendor will take care of the import of materials, but we need to pay the IGST charges (18 %). We also need to provide the DSIR certificate and CDEC documents to the vendor for the clearance of the goods.

16. Should I need to close the PO before 31ˢᵗ March of every year?

A: Yes. All purchases should be closed within the FY. Not only PO, but invoice should be dated before 31.03. AMC period/ Repair should be completed before 31.03. If you don't close it before 31.03, we need to make the fresh PO in the next FY. Budget will be deducted from next FY only. In case of grants, PO amount will be reflected after receiving the material only.

Just releasing the PO is not sufficient (even 100 % advance is paid) to reflect the amount in UC. We need to receive the items and invoice. After gate entry only we will do the GRN (Good Receipt Note) which is mandatory to reflect the PO amount in the corresponding UC. Invoice date is important.

17. What are the consequences if PhD Student do the follow-up with vendor till material is received?

A: All communications related to purchases need to be communicated by PI only. PhD Students or Technicians directly communicating with vendors without marking cc to PI will have serious implications like paying additional customs duty, etc. Till installation is completed, all the communications should be cc'ed to PI, CPU and Stores if PhD student is following-up with vendor.

18. From whom I can get the details of IEC code (imports), PAN, GST (local and imports) and DSIR certificates (imports/local)?

A: Please contact Purchase Manager Mr. Suneel (040-66303-826)

19. What are the critical Steps to be followed for purchase of items/equipment?
A: << Quotations from Vendors- NFA and Indent approval from Accounts / Procurement request-A form from SRCD - Release of Purchase Order from CPU- Generating Invoice /E-Way bill/ Delivery Challan by Vendor - Creating Goods Receipt Note by Central Stores - Generating Payment Voucher by Accounts...>>......These all steps should be completed before 31.03 to utilize the allocated budget within the financial year. Sometimes it may take 6 months from quotation to payment.

NOTE-1: *"We don't provide the Custom Exemption documents to individuals without Purchase Order. Please note this point before you accept <<free samples/equipment>> donated by people located in Foreign Countries". In this matter please speak to Deputy Registrar (for signing MOU) and Associate Dean, SRCD*

NOTE-2: *For any payment related issues please contact Central Stores (Mr. Chary: 040-66303-861). After we move the bills to accounts we are entering the data in Payment tracking (please check before you call):*

https://docs.google.com/spreadsheets/d/1dXEAmar2U9ioBg7szBq46C1TbwkRRXPAFC_DPV-4TQs/edit?usp=sharing (select stores division to check the payment status of bills routed via Purchase Order)

Don't call Accounts office and don't ask vendor to call or send an e-mail to Accounts office. Central stores team have the access to ERP to check the payments, UTR numbers, deduction in payment like TDS, etc,. Normally Central Stores team will reply to vendor within 2-4 working days after getting clarifications from Accounts.

Glossary of terms:

PO = Purchase Order (processed by CPU)
GRN = Goods Receipt Note (Processed by Central Stores)

CPU = *Centralized Purchase Unit (received the requests and releases the PO to vendor after doing comparison)*

Central Stores = *Receives the material and checks quantity as per the PO and quality and follow-up with vendor/end-user/accounts till vendor receives the payment i.e PO stands closed*

PI= *Principal Investigator*
SRCD = *Sponsored Research and Consultancy Division (located in C block, third floor)*
RIG =*Research Initiation Grant;*
ACRG = *Additional Competitive Research Initiation Grant*
PDF= *Professional Development Fund:*
OPERA= *Outstanding Potential for Excellence in Research and Academics (joining bonus given for faculty for 5 yrs.)*

NFA = *Note for Approval (used for Institute budget)*
RID (ERP) = *Requisition- ID approved by Head, Accounts / Procurement request approved by Associate Dean, SRCD*

GST = *Goods and Service tax (generally 18 %, SGST=9 %, CGST = 9 %; applicable for local suppliers)*
IGST = *Integrated Goods and Service tax (generally 18 %, applicable for suppliers outside Telangana, Outside India)*

DSIR Certificate = *Department of Science and Industrial Research (needed for customs exemptions)*
IEC Certificate - *Import and Export Code*
CDEC = *Customs duty exemptions documents (includes DSIR, IEC and few more documents)*

UC = *Utilization Certificate (will be submitted by PI after completing the financial year)*

UTR reference = *Unique Transaction Reference (to verify a particular bank transaction)*

END OF THE DOCUMENT……………………. updated on 01.10.2022