

ESSAR Projects (India) Limited
Project Navodaya – *User Manual*

SD- Sales order Creation

Last changed on: 7/16/2010	Last changed by: Satyanarayana Reddy	Version: 1.0	Page: 1
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Revision History

Version Number	Brief description of change	Affected Section(s)	Effective Date	Prepared By	Reviewed By
1.0	Initial release	Sales	01/07/2010	Krishna Reddy	

Table of Contents

1. SIT process 4
 1.1. Purpose..... 4
2. Creation of SIT Sales Order 4
 2.1. Overview 4
 2.2. Procedural Steps 5
3. Creation of LR Entry10
 3.1. Purpose.....10
 3.2. Creation of LR Entry.....10
 3.3. Change of LR Entry15
4. Vendor Invoice Verification17
 4.1. Overview17
 4.2. Procedural Steps18
5. Customer Billing.....25
 5.1. Overview25
 5.2. Procedural Steps26

1. SIT process

1.1. Purpose

The purpose of this document is to make the user able to:

- a) Create the Sales orders based on PO in the R/3 system
- b) Change/Amend the Sales order with reference to change/Amend in the Respective Purchase Order

2. Creation of SIT Sales Order

2.1. Overview

Creation of posting necessary for period end closing or day to day functions.

Business Process Description Overview

Every document consists of a document header and one or more line items. The document header contains information that is valid for the whole document, such as the document date and the document number. It also includes controlling information such as the document type.

The line items only contain information on the particular item in question, for instance Material number and amount. Whether any additional information is present depends on the business transaction involved.

Following are the most critical steps involved in entering and Saving a Sales order:

1. Enter the document header data.
2. Enter the line items.
3. Enhance or correct the line items as needed.

4. Save the document.

Input - Required Fields	Field Value / Comments
PO Number	2700000009
Contract Number	40000042
Mark up Percentage	10
Document Type	X

Output - Results	Comments
Document Number	System generated document number based on the range assigned to the Document Type

2.2. Procedural Steps

➤ **Create the Sales Order by:**


Via Menus	NA
Via Transaction Code	ZVA01

NOTES:

- This is developed process

➤ **On the initial screen , enter the information in the fields as specified in the table below:**

Program for Creation of Sales Order from PO



Input

PO Number	2700000009
Contract Number	40000042
Mark up Percentage	10


ZSIT Order
 ZLCL Order
 ZHSS Order

NOTES:

- This will copy the PO items into SO. To do this all materials in the PO should have been extended for sales view in material master
- PO should be released for creating the SO of it.

- After entering the data press the  icon.

Program for Creation of Sales Order from P



Input

PO Number	2700000009
Contract Number	40000042
Mark up Percentage	10.00

ZSIT Order
 ZLCL Order
 ZHSS Order

- After pressing the execute system will copy PO to SO referring to the given contract number.

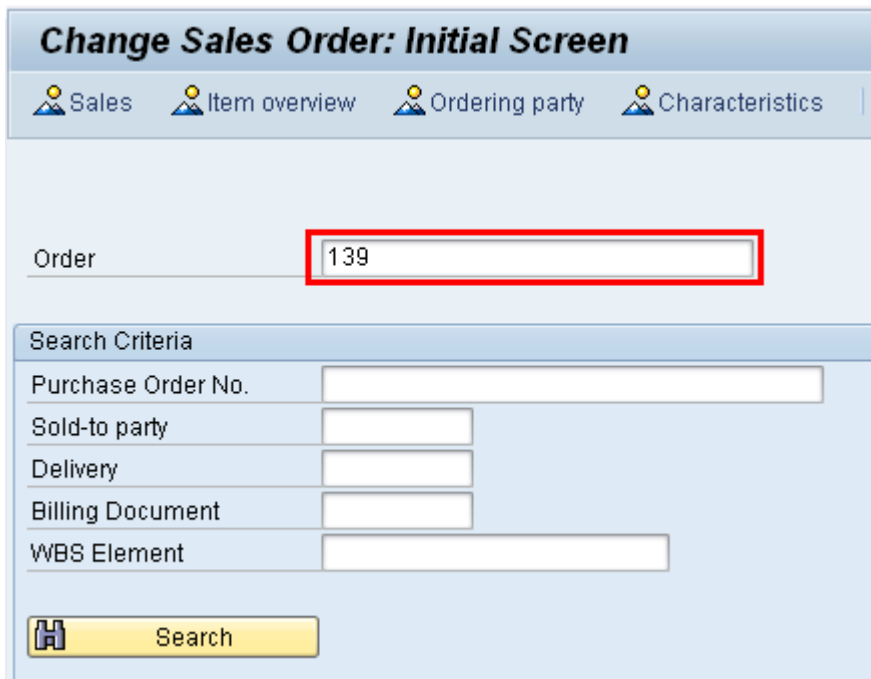
Sales Order 139 Created Successfully

- In command box enter the T. code VA02 and press  button.



The screenshot shows the SAP Easy Access command box. The text 'VA02' is entered in the input field, which is highlighted with a red rectangle. To the right of the input field are navigation icons: a left arrow, a save icon, a refresh icon, and a help icon. Below the command box is a blue button labeled 'SAP Easy Access'.

- Input the sales order number and press enter



The screenshot shows the 'Change Sales Order: Initial Screen' in SAP. The title bar is blue with the text 'Change Sales Order: Initial Screen'. Below the title bar are four tabs: 'Sales', 'Item overview', 'Ordering party', and 'Characteristics'. The 'Sales' tab is active. In the main area, there is a label 'Order' followed by a text input field containing the number '139', which is highlighted with a red rectangle. Below this is a 'Search Criteria' section with several input fields: 'Purchase Order No.', 'Sold-to party', 'Delivery', 'Billing Document', and 'WBS Element'. At the bottom left of the search criteria section is a yellow button with a magnifying glass icon and the text 'Search'.

- Check the values of the sales order

Change SIT SO 139: Overview

Orders

SIT SO: 139 Net value: 2,770.46 INR
 Sold-To Party: 26 Essar Bulk Terminal Ltd. // Haziar
 Ship-To Party: 26 Essar Bulk Terminal Ltd. // Haziar
 PO Number: 270000009 PO date:

Sales Item overview Item detail Ordering party Procurement Shipping Fast data entry Reason for rejection

Req. deliv.date: D 09.07.2010 Deliver.Plant:
 Complete dlv. Total Weight: 0 KG
 Delivery block: Volume: 0.000
 Billing block: Pricing date: 09.07.2010
 Payment card: Exp.date:
 Card Verif.Code:
 Payment terms: 0001 Pay immediately w/o Incoterms FOB HAZIRA
 Order reason:

All items

Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa
	10200000312		1	TO	<input type="checkbox"/> FENDERS		ZSIT
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		

➤ Select the line item and click on button.

All items

Item	Material	Order Quantity	Un	S	Description	Customer Material Numb	ItCa
	10200000312		1	TO	<input type="checkbox"/> FENDERS		ZSIT
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		

➤ Select the "Condition" tab. Check the values.

Sales A		Sales B		Shipping		Billing Document		Conditions		Account assignment		Sch	
Qty		1	TO	Net		2,770.46	INR	Tax		0.00			
Pricing Elements													
N...	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.					
<input checked="" type="checkbox"/>	ZECL	EPIL Material Price	2,518.60	INR		1 TO	2,518.60	INR					
		Gross Value	2,518.60	INR		1 TO	2,518.60	INR					
<input checked="" type="checkbox"/>	ZMKP	Markup	10.000	\$			251.86	INR					
		Net Price	2,770.46	INR		1 TO	2,770.46	INR					

NOTES:

- In ZECL condition PO landed cost will be copied
- In ZMKP condition will get the markup enter on the initial screen.

➤ **Select the "Account Assignment" tab.**

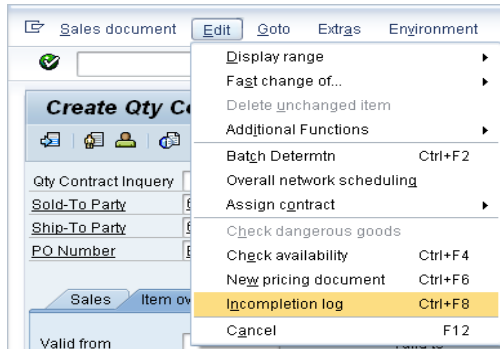
Sales A		Sales B		Shipping		Billing Document		Conditions		Account assignment		Sch	
Account assignment													
Business Area													
Profit Center		30010301		Order									
WBS Element		J-0018-P-FEN		Profit Segment									
Data relevant for cost accounting													
Costing sheet													
Overhead key													

NOTES:

- System will copy the PO's WBS element.


➤ **From the Menu bar**

Select Edit and click on Incompletion Log or use Ctrl+F8



- **System gives the message “Document is complete”.**

Document is complete

- **To save the data, select the  (Save icon) or press Ctrl+S.**
- **After saving the document**

SIT SO 139 has been saved

3. Creation of LR Entry

3.1. Purpose

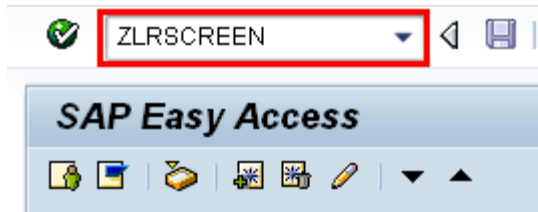
The purpose of this document is to make the user able to:

- a) Create the LR Entry in the R/3 system

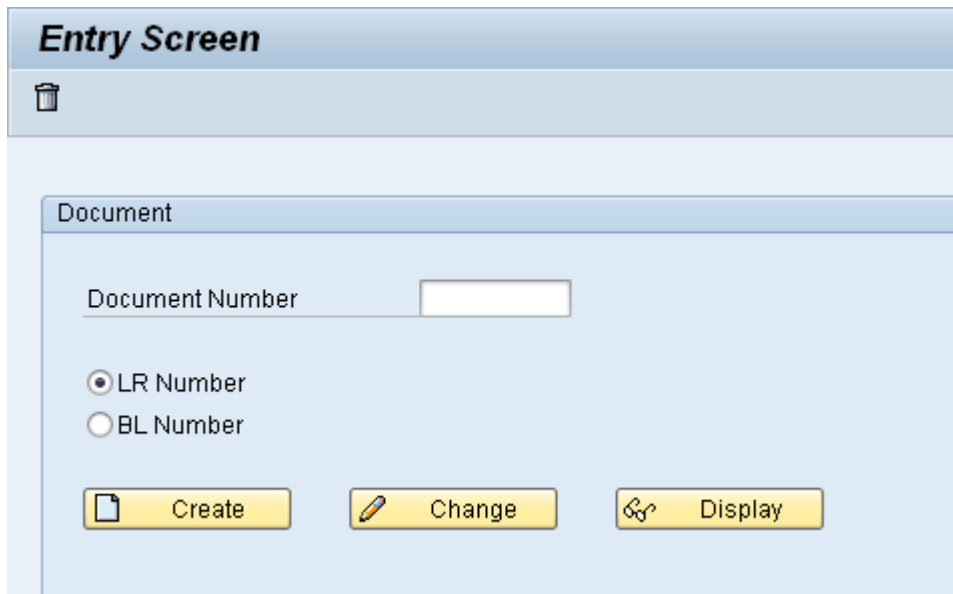
3.2. Creation of LR Entry

- **Enter the T.Code “ZLRSCREEN” in command box & Press .**

Last changed on:	Last changed by:	Version: 1.0	Page:
7/16/2010	Satyanarayana Reddy		10



- **LR Entry initial screen will be display.**



- **For Creating the New LR Select the LR radio button and click on  button**

Entry Screen

Document

Document Number

LR Number
 BL Number

➤ **LR Entry fields**

Create LR

LR Entry

LR Number

Transporter Name

LR Number(Vendor)

Dispatched From

Vehicle No

Purchasing Order No

Vendor

Customer

Sales Order Number

MIRO No

Fiscal Year

Customer Invoice No

LR Date

LR Endorse Date

Received Items

Item ...	Material	Description	Order Quantity	Cumulative Qty	Received Qty

➤ **Enter the LR data as per below table**

Field Name	Description	R/O/C	User Action and	Comments
------------	-------------	-------	-----------------	----------

Last changed on: 7/16/2010	Last changed by: Satyanarayana Reddy	Version: 1.0	Page: 12
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			Values	
Transporter Name	Transporter Name	R		Enter the as per the physical received.
LR Number	Vendor LR number	R		Enter the as per the physical invoice received.
Dispatched from	Place from where material shipped	R		Enter the as per the physical invoice received.
Vehicle Number	Transporter Vehicle	R		Enter the as per the physical invoice received.
Purchase Order Number	EPIL Purchase order Number raise on vendor.	R		Enter the as per the physical invoice received.
LR Date	Date on which the LR has been Created	R		
LR Endorse Date	Date on which LR endorsed by EPIL	R		
Received Qty	Enter the quantity received from vendor	R		Enter the as per the physical invoice received.

Create LR

LR Entry

LR Number

Transporter Name LR Date

LR Number(Vendor) LR Endorse Date

Dispatched From

Vehicle No

Purchasing Order No

Vendor TEJAS GROUP OF COMPANY-SIT

Customer

Sales Order Number

MIRO No

Fiscal Year

Customer Invoice No

Received Items					
Item ...	Material	Description	Order Quantity	Cumulative Qty	Received Qty
10	200000312	FENDERS	1.000	0.000	1.000

➤ After entering the all required click on the button.

Create LR

LR Entry

LR Number

Transporter Name LR Date

LR Number(Vendor) LR Endorse Date

Dispatched From

Vehicle No

Purchasing Order No

Vendor TEJAS GROUP OF COMPANY-SIT

Customer

Sales Order Number


MIRO No

Fiscal Year

Customer Invoice No

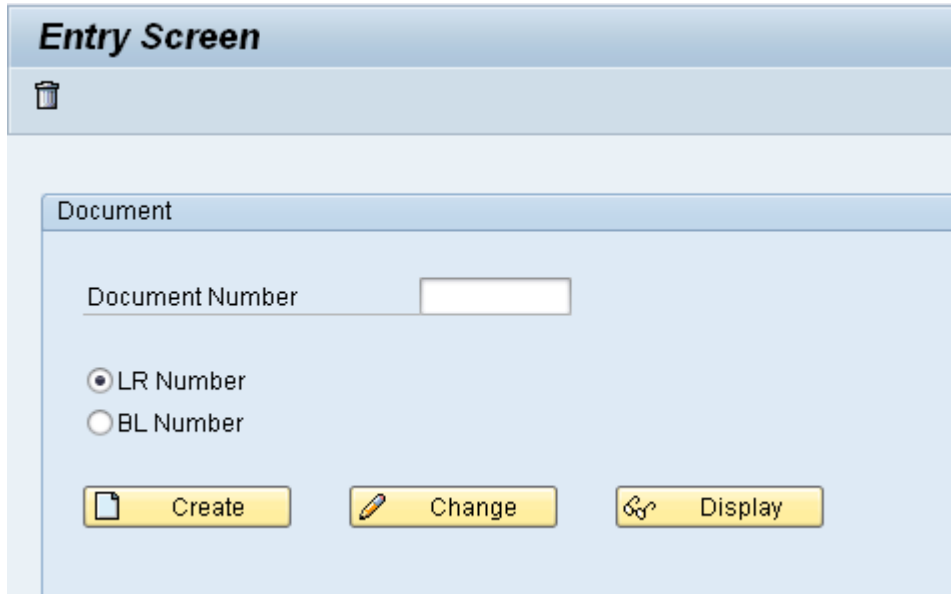
Received Items					
Item ...	Material	Description	Order Quantity	Cumulative Qty	Received Qty
10	200000312	FENDERS	1.000	0.000	1.000

- **After pressing the save button LR entry will be save and generate the unique LR entry number.**


 LR Document 2000000007 is Saved

3.3. Change of LR Entry

- **Changes to the LR Details goto the T.code "ZLRSCREEN"**



- **Enter the System generated number in document number field & Press**

 **Change** button.

Entry Screen

Document

Document Number

LR Number
 BL Number

Create Change Display

- **Make the changes to the Open fields only.**

Change LR

Display

LR Entry

LR Number LR Date
 Transporter Name LR Endorse Date
 LR Number(Vendor)
 Dispatched From
 Vehical No

Purchasing Order No
 Vendor TEJAS GROUP OF COMPANY-SIT
 Customer
 Sales Order Number
 MIRO No
 Fiscal Year
 Customer Invoice No

Received Items					
Item ...	Material	Description	Order Quantity	Cumulative Qty	Received Qty
10	200000312	FENDERS	1.000	0.000	1.000

- **After making the changes save the document.**

4. Vendor Invoice Verification

4.1. Overview

Business Process Description Overview

Every document consists of a document header and one or more line items. The document header contains information that is valid for the whole document, such as the document date and the document number. It also includes controlling information such as the document type.

The line items only contain information on the particular item in question, for instance Material number and amount. Whether any additional information is present depends on the business transaction involved.

Following are the most critical steps involved in entering and Saving a Sales order:

1. Enter the document header data.
2. Enter the line items.
3. Enhance or correct the line items as needed.
4. Save the document.

Input - Required Fields	Field Value / Comments
Invoice Date	
Posting Date	
Reference	
Purchase Order	
Business Place/Section Code	

Last changed on: 7/16/2010	Last changed by: Satyanarayana Reddy	Version: 1.0	Page: 17
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Output - Results	Comments
Vendor Invoice Document Number	System generated document number based on the range assigned to the Document Type

4.2. Procedural Steps

➤ **Book the Vendor Invoice by:**

Via Menus	Logistics->Materials Management->Purchasing->Purchase Order->Follow-on Functions->Logistics Invoice Verification
Via Transaction Code	MIRO

NOTES:

- When you enter the data. System will store the pervious transaction data on the screen.

➤ **On the initial screen enter the information in the fields as specified in the table below:**

Enter Incoming Invoice: Company Code 7000

Show PO structure Show worklist | Hold Simulate | Messages Help

Transaction 1 Invoice Bala

Basic data Payment Details Tax Withholding tax

Invoice date Reference
 Posting Date 09.07.2010
 Amount Calculate tax
 Tax Amount V0 V0 (Input Tax 0%)
 Bus.place/sectn /
 Text
 Company Code 7000 Essar Projects India Ltd. Mumbai

1 Purchase Order/Scheduling Agreeemer

Item	Amount	Quantity	Or...	Purchase ...	Item	PO Text

➤ **Press Enter.**

Field Name	Description	R/O/C	User Action and Values	Comments
Invoice Date	Vendor Invoice Date	R		
Posting Date	System posting date.	R		
Reference	Vendor Invoice Number	R		
Purchase Order	PO number against which vendor invoice is booked	R		

Business Place	Business Place	R		
Section Code	Section Code	R		

Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional.

- After entering the all the data select the details tab.

Enter Incoming Invoice: Company Code 7000

Transaction: 1 Invoice | Balance: 2,415.61 - INR

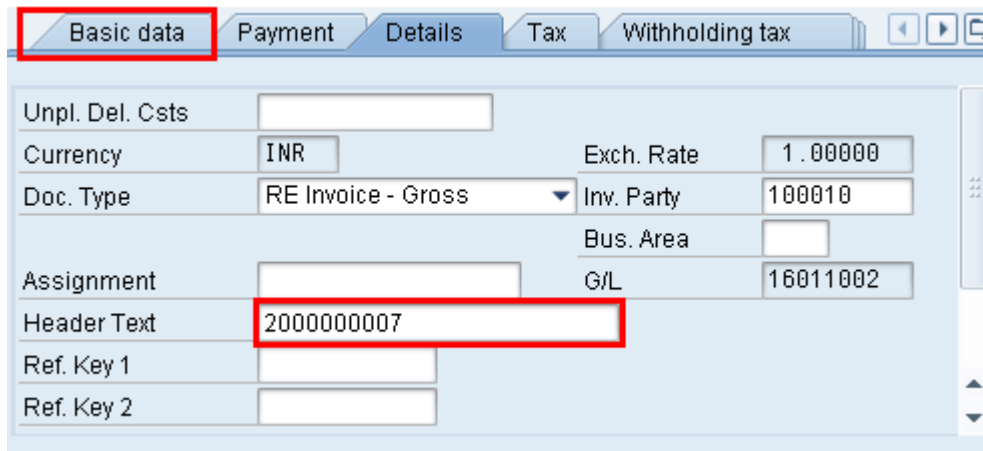
Vendor: 0000100010
Mr. TEJAS GROUP OF COMPANY-SIT
TEJAS GROUP OF COMPANY-SIT
PO Box 400081
400081 MUMBAI

Item	Amount	Quantity	Or...	Purchase ...	Item	PO Text	Tax Code
1	1,000.00		1 TO	<input type="checkbox"/>	2700000009 10	FENDERS	DA DA (10
2	1.10		1 TO	<input type="checkbox"/>	2700000009 10	IN: SECess on CVD	V0 V0 (Ir
3	200.00		1 TO	<input type="checkbox"/>	2700000009 10	IN Basic customs	V0 V0 (Ir
4	110.00		1 TO	<input type="checkbox"/>	2700000009 10	IN CVD	V0 V0 (Ir
5	2.20		1 TO	<input type="checkbox"/>	2700000009 10	IN: ECess on CVD	V0 V0 (Ir
6	6.27		1 TO	<input type="checkbox"/>	2700000009 10	IN: ECess on Customs	V0 V0 (Ir
7	92.91		1 TO	<input type="checkbox"/>	2700000009 10	IN SAD	V0 V0 (Ir
8	3.13		1 TO	<input type="checkbox"/>	2700000009 10	IN:SECess on Customs	V0 V0 (Ir

- After entering the all the data select the details tab.

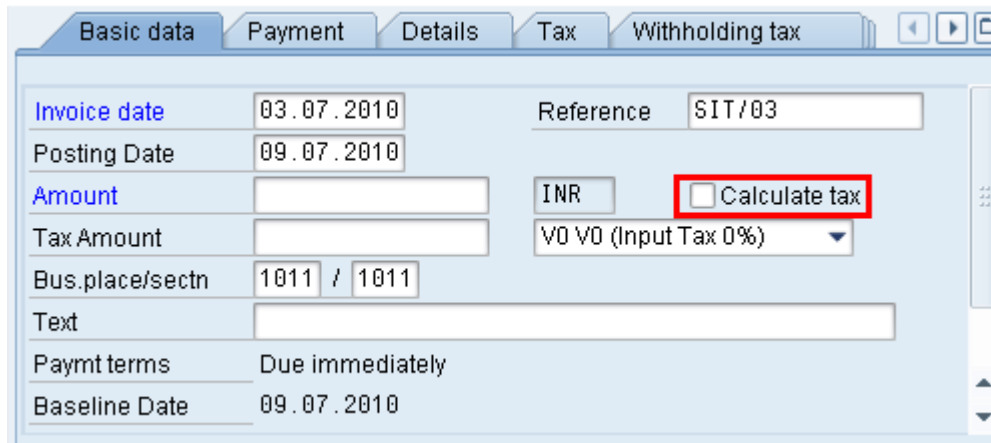
Basic data	Payment	Details	Tax	Withholding tax
Unpl. Del. Csts	<input type="text"/>			
Currency	INR	Exch. Rate	1.00000	
Doc. Type	RE Invoice - Gross	Inv. Party	100010	
Assignment	<input type="text"/>	Bus. Area	<input type="text"/>	
Header Text	<input type="text"/>	G/L	16011002	
Ref. Key 1	<input type="text"/>			
Ref. Key 2	<input type="text"/>			

- **Enter the LR entry number in Header Text field & Select the Basic data tab**



The screenshot shows the 'Basic data' tab of a SAP form. The 'Header Text' field contains the value '2000000007', which is highlighted with a red rectangular box. Other visible fields include 'Unpl. Del. Csts', 'Currency' (set to INR), 'Doc. Type' (set to RE Invoice - Gross), 'Inv. Party' (set to 100010), 'Assignment', 'G/L' (set to 16011002), 'Ref. Key 1', and 'Ref. Key 2'. The 'Basic data' tab is also highlighted with a red box.

- **Check the calculate tax**



The screenshot shows the 'Basic data' tab of a SAP form. The 'Calculate tax' checkbox is highlighted with a red rectangular box. Other visible fields include 'Invoice date' (03.07.2010), 'Posting Date' (09.07.2010), 'Reference' (SIT/03), 'Amount', 'Tax Amount', 'Bus.place/sectn' (1011 / 1011), 'Text', 'Paymt terms' (Due immediately), and 'Baseline Date' (09.07.2010). The 'Calculate tax' checkbox is currently unchecked.

- **Copy the balance amount.**

Enter Incoming Invoice: Company Code 7000

Show PO structure Show worklist Simulate Messages Help NF

Transaction 1 Invoice Balance 2,562.73- INR

Vendor 0000100010
Mr. TEJAS GROUP OF COMPANY-SIT
TEJAS GROUP OF COMPANY-SIT
PO Box 400081
400081 MUMBAI

Basic data Payment Details Tax Withholding tax

Invoice date 03.07.2010 Reference SIT/03
Posting Date 09.07.2010
Amount INR Calculate tax
Bus.place/sectn 1011 / 1011
Text
Paymt terms Due immediately
Baseline Date 09.07.2010
Company Code 7000 Essar Projects India Ltd. Mumbai

- Paste it in amount field. Balance will become '0' & will become green.

Enter Incoming Invoice: Company Code 7000

Show PO structure Show worklist Simulate Messages Help NF

Transaction 1 Invoice Balance 0.00 INR

Vendor 0000100010
Mr. TEJAS GROUP OF COMPANY-SIT
TEJAS GROUP OF COMPANY-SIT
PO Box 400081
400081 MUMBAI

Basic data Payment Details Tax Withholding tax

Invoice date 03.07.2010 Reference SIT/03
Posting Date 09.07.2010
Amount 2,562.73 INR Calculate tax
Bus.place/sectn 1011 / 1011
Text
Paymt terms Due immediately
Baseline Date 09.07.2010
Company Code 7000 Essar Projects India Ltd. Mumbai

- Click on Simulate button.

Enter Incoming Invoice: Company Code 7000

Show PO structure Show worklist **Simulate** Messages Help NF

Transaction 1 Invoice Balance 0.00

Vendor 0000100010
Mr. TEJAS GROUP OF COMPANY-SIT
TEJAS GROUP OF COMPANY-SIT
PO Box 400081
400081 MUMBAI

Basic data Payment Details Tax Withholding tax

Invoice date 03.07.2010 Reference SIT/03
Posting Date 09.07.2010
Amount 2,562.73 INR Calculate tax
Bus.place/sectn 1011 / 1011
Text
Paymt terms Due immediately
Baseline Date 09.07.2010
Company Code 7000 Essar Projects India Ltd. Mumbai

➤ **Check the entries & Click on post.**

Simulate Document in INR (Document currency)

Position	A/G/L	Act/Mat/Ast/Vndr	Smart Number	Amount
1K	16011002	TEJAS GROUP OF COMPANY-SIT / 400081 MUMBAI		2,562.
3S	41000001	COST OF TRADED GOODS - INDIGENOUS		1,000.
5S	41000001	COST OF TRADED GOODS - INDIGENOUS		1.
7S	41000001	COST OF TRADED GOODS - INDIGENOUS		200.
9S	41000001	COST OF TRADED GOODS - INDIGENOUS		110.
11S	41000001	COST OF TRADED GOODS - INDIGENOUS		2.
13S	41000001	COST OF TRADED GOODS - INDIGENOUS		6.
15S	41000001	COST OF TRADED GOODS - INDIGENOUS		92.
17S	41000001	COST OF TRADED GOODS - INDIGENOUS		3.
19S	41000001	COST OF TRADED GOODS - INDIGENOUS		1,000.
20S	27051199	CENVAT CLEARING - INPUT		100.
21S	27051199	CENVAT CLEARING - INPUT		2.
22S	27051199	CENVAT CLEARING - INPUT		1.
23S	27051401	VAT RECEIVABLE - INPUT		44.

Debit 2,562.73 Credit 2,562.73 Bal. 0.00

Back **Post**

➤ **Invoice document posted**

Last changed on: 7/16/2010	Last changed by: Satyanarayana Reddy	Version: 1.0	Page: 24
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Invoice document 5105600921 was posted (Accounting Documnt: 2900000114)

5. Customer Billing

5.1. Overview

Creation of Billing is necessary to post the revenues in to FI or for day to day functions.

Business Process Description Overview

Every document consists of a document header and one or more line items. The document header contains information that is valid for the whole document, such as the document date and the document number. It also includes controlling information such as the document type.

The line items only contain information on the particular item in question, for instance Sales Order Number and Billing Quantity. Whether any additional information is present depends on the business transaction involved.

Following are the most critical steps involved in entering and Create the Billing Document:

- Enter the Sales order number in the Initial screen data.
- Enter the Billing quantity & Check the price.
- Click the Save Button.

Input - Required Fields	Field Value / Comments
Sales Order number	139

Output - Results	Comments
Document Number	System generated document number based on the range

Last changed on: 7/16/2010	Last changed by: Satyanarayana Reddy	Version: 1.0	Page: 25
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	assigned to the Document Type
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5.2. Procedural Steps

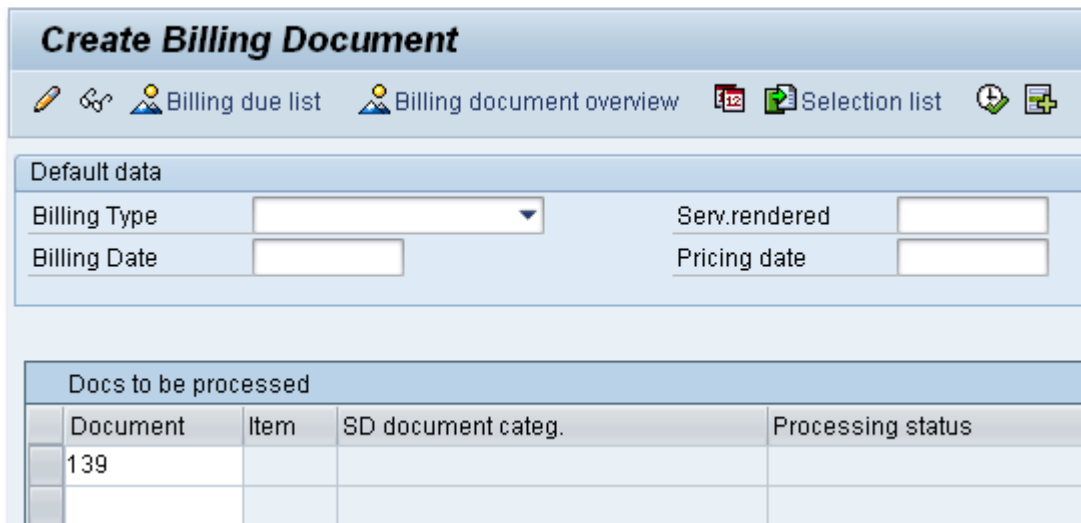
➤ **Create the Contract by:**

Via Menus	Logistics-> Sales and Distribution-> Billing -> Billing Document -> Create
Via Transaction Code	VF01

NOTES:

- When you enter the data. System will store the pervious transaction data on the screen.

➤ **On the initial screen enter "SIT Order Number.",**



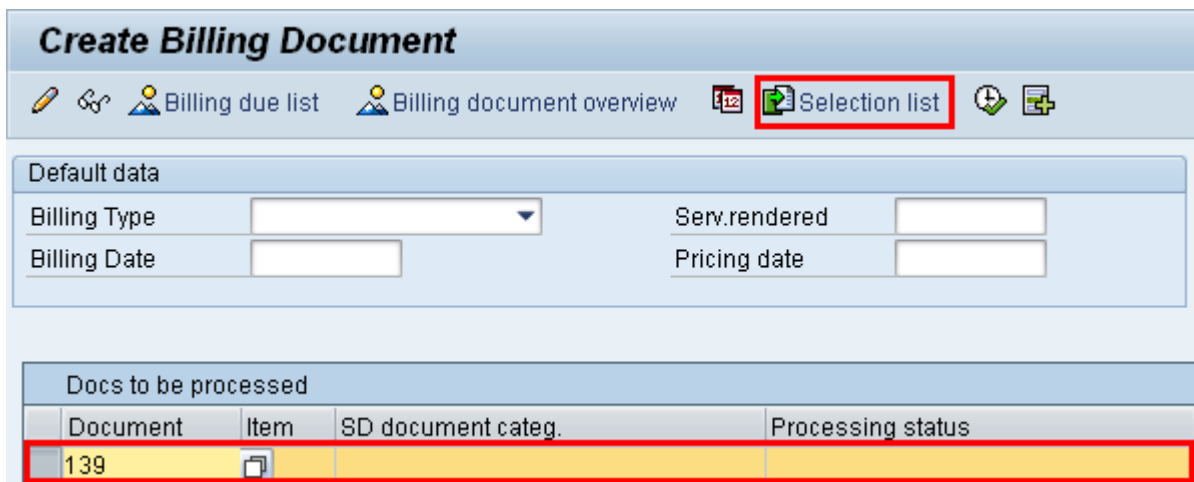
The screenshot shows the SAP 'Create Billing Document' interface. At the top, there are navigation icons for 'Billing due list', 'Billing document overview', 'Selection list', and a 'Go' button. Below this is a 'Default data' section with four input fields: 'Billing Type' (a dropdown menu), 'Billing Date' (a date field), 'Serv.rendered' (a date field), and 'Pricing date' (a date field). At the bottom, there is a table titled 'Docs to be processed' with columns for 'Document', 'Item', 'SD document categ.', and 'Processing status'. The table contains one row with the value '139' in the 'Document' column.

Field Name	Description	R/O/C	User Action and Values	Comments
Billing Type	Service Billing document type	O	ZSIT	Enter the document type or select the document from drop









				down
Sales Organisation	Sales Organisation	O	7000	Enter the document type or select the document from drop down
Distribution Channel	Distribution Channel	O	25	Enter the document type or select the document from drop down
Division	Division	O	20	Enter the document type or select the document from drop down
Release Order Number	Release Order Number	R	139	

Note: In column "R/O/C" of above table, "R" = Required, "O" = Optional, "C" = Conditional.

- Select the document number and click on  Selection list Button.




Create Billing Document



 Billing due list
  Billing document overview
 
 Selection list
 


Default data


Billing Type Serv.rendered
 Billing Date Pricing date

Docs to be processed

Document	Item	SD document categ.	Processing status
139			

- In Open quantity enter the quantity for which you want to recognize the revenue.

Create Billing Document



✓ Copy  Position

Ref.
SIT SO

All items					
Item	Description	Open quantity	Billing Date	Billed quantity	
10	FENDERS	1	09.07.2010	0	

- After changing the quantity select the line item & Click on  Copy button.

Create Billing Document

 Copy  Position

Ref.
SIT SO

All items					
Item	Description	Open quantity	Billing Date	Billed quantity	
10	FENDERS	1	09.07.2010	0	

- System will take back to the initial screen.

Create Billing Document

Billing due list Billing document overview

Default data

Billing Type Serv.rendered
 Billing Date Pricing date

Docs to be processed			
Document	Item	SD document categ.	Processing status
139	10	Order	

➤ **Now select the document number line & Click on button.**

Create Billing Document

Billing due list Billing document overview

Default data

Billing Type Serv.rendered
 Billing Date Pricing date

Docs to be processed			
Document	Item	SD document categ.	Processing status
139	10	Order	

➤ **System will copy the selected quantity only.**

SIT Invoice (ZSIT) Create: Overview of Billing Items

Billing documents

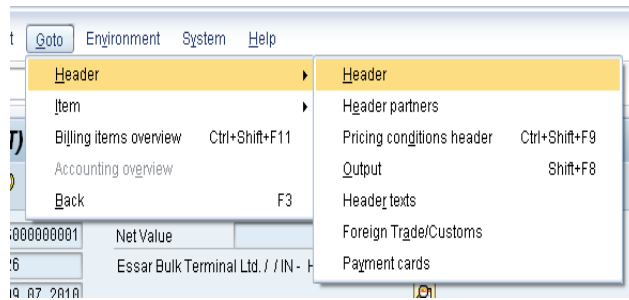
ZSIT SIT Invoice | \$000000001 | Net Value | 2,770.46 | INR

Payer | 26 | Essar Bulk Terminal Ltd. / / IN - Haziar

Billing Date | 09.07.2010



Item	Description	Billed Quantity	SU	Net value	Material
10	FENDERS		1 TO	2,770.46	200000312

➤ From Menu GOTO->Header-> Header or Click on







- **In the VAT Registration No. field enter the LR number.**

Taxes			
Destination Country	IN	Region	06
TaxClass1-Cust.	1 1 1 1	County code	
VAT Registration No.	2000000007	City code	
Country s/s.tax no.	IN	Export	
Origin s/s.tax no.	E	<input type="checkbox"/>	EU triangular deal
Business place	1011	EP(L)-Hazira	

- **Press**  **for coming back**
- **To check the condition price & Taxes: Select the line & click on**  **button.**

Item	Description	Billed Quantity	SU	Net value	Material
10	NDERS		1TO	2,770.46	200000312

Navigation icons:    

- **Check the price & Taxes then Click on Save .**

Item Detail		Item Partners		Conditions		ForTrade/Customs		Item Texts		PO Data	
Qty	<input type="text" value="1"/>	TO	Net	<input type="text" value="2,770.46"/>	INR	Tax	<input type="text" value="0.00"/>				
Pricing Elements											
N...	CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.			
<input checked="" type="checkbox"/>	ZECL	EPIL Material Price	2,518.60	INR		1TO	2,518.60	INR			
		Gross Value	2,518.60	INR		1TO	2,518.60	INR			
<input checked="" type="checkbox"/>	ZMKP	Markup	10.000	%			251.86	INR			
		Net Price	2,770.46	INR		1TO	2,770.46	INR			

- **System gives the message “Billing Document <xxxxxxx> has been saved”.**

Document 90000156 has been saved