

C I R C U L A R

With reference to the filling of BoE details in SAP for import of Equipment and other Materials, it is informed to all concerned, that imported materials are being delivered by the Institute's Cargo Handling Agency (CHA), to the various Departments/Centers of the Institute along with the Bill of Entry (BoE), delivery note and invoices. As per RBI guidelines, BoE details for imports are mandatorily required to be submitted to the Institute's Bankers. To facilitate easy capture of this information in a format desired by the Bank, necessary provision has been made in SAP. It is requested that henceforth, while processing the GRN for foreign P.Os in SAP, the fields related to '**BoE date**', '**Port Code**' and '**BoE/Text**' (**BoE Alphanumeric numbers**) be invariably filled in, to enable the Institute to submit a periodical report to the Bank on imports. Further, it is requested that a copy of the BoE along with other documents be submitted to F&A/CSSP for adjustment of Advance / Payment thereof.

FINANCIAL CONTROLLER

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