**POINTS TO BE NOTED FOR SUBMISSION OF DOCUMENTS**

1. ***SUBMISSION OF ALL INVESTMENT PROOFS***

**All Investment proofs needs to be submitted in *SOFT COPIES only***. If you have hard copy, the same needs to be scanned and uploaded through the portal link. In case you already have soft copies (PDF format only), the same can be uploaded through corporate Portal for [**actual investment proofs**](https://ipp.wdf.sap.corp/sap/bc/webdynpro/sap/hress_itdl_ee_in?sap-language=EN&sap-wd-configId=HRESS_ITDL_AC_EE_IN)*.*If you have too many receipts for one investment, you can create a zip file and upload as one attachment**. Please ensure that the document is not password protected.** Step by step process for uploading documents is explained in the attached presentation document.

If you are staying in the same city you can’t claim both HRA & Principal and Interest paid on Housing Loan for Self-Occupied Property.

Rent receipts for Feb & Mar 2018 would be considered as per submission till Jan 2018.

**Please ensure proof of evidence is maintained for 80 & 80C submission while uploading document. (refer step by step process)**

*Please note the hardcopies of investment proofs will not be accepted, as part of the Sustainability initiative.*

1. ***FBP SUBMISSION (REMINDER)***

* ***SUBMISSION OF MEDICAL, TELEPHONE, FUEL, DRIVER AND LEAVE TRAVEL REIMBURSEMENT (LTR) BILLS IN HARD COPIES***

Medical bills, Telephone bills, Fuel & maintenance, Driver salary and LTR bills are need to be submitted along with the new claim forms duly signed. (Attached on the mail).

**FBP Claim forms must be submitted with FBP Claim ref number, claims submitted without ref number cannot be considered and traced later due to more volume.**

* Submission of Medical, Telephone, Fuel & maintenance, Driver’s salary and Leave Travel reimbursement, weekend / shift allowances claims are accepted till 10th March 2018. Kindly note if any FBP claims / weekend/shift allowance claims dated after 10th March to be submitted in April 2018 (before 10th Apr) **only.** This will be considered for FY 2018-2019.
* Please ensure you submit claims along with new claim forms as attached on the mail.
* Ensure the status maintained as **“To Be Approved” not “New”** on Investment and FBP tool.

Employees are requested to submit documents into the drop box with required details and documents separately stapled. **Do not use envelopes.**

The payroll drop boxes are kept at below mentioned locations. You are requested to make use of the same for submitting Medical bills, Telephone bills, Fuel & maintenance, Driver salary, LTR bills and Rent receipts.

|  |  |  |
| --- | --- | --- |
| **Building** | **Floor** | **Location** |
| RMZ 2C | 4TH Floor | Near lift entrance |
| RMZ 2B | 1ST Floor | Reception |
| RMZ 2A | 2ND Floor | Reception |
| Phase III | Ground Floor | Near Coffee corner |
| Campus – BLR01 | 2ND Floor (A Block) | Near FICO |
| RMZ Eco World | 6TH Floor | Pantry |
| RMZ Eco World | 10th Floor | Mail room |
| Salarpuria Softzone | 2nd Floor | Reception |
| SJR Building | 6TH Floor | Reception |
| Ariba technologies (Sharada towers unit1) | 3rd floor | Reception |
| Vatika Towers- Gurgaon | Ground Floor & 3rd floor | Reception |
| Ariba India - Gurgaon | 2nd floor | A071 |
| Tower 1-Pune | Level 3 | Reception |
| SAP Delhi - | 6th Floor | Reception |
| SAP Mumbai - | 5th Floor | Next to Printer- BOM 1 |
| SAP Kolkata - | 5th Floor | Reception |
| Phase VI | Ground Floor | Reception |
| RMZ Eco World (Ariba Techo) | 7th Floor | Reception |
| Concur SAP | Lake view building & Laurel building | 3rd Floor |
| Concur SAP | Laurel Building | 5th Floor |
| Phase IV | Ground Floor | Reception |

1. ***PROVISIONAL FORM 16 FROM PREVIOUS EMPLOYER***

Employees who have joined SAP during the financial year 2017-2018, need to submit provisional form 16 or tax computation sheet.

Employees need to share the provisional form 16 to HR Direct or can drop hard copies in the drop box by mentioning their employee id on the document.

**Payroll will not be able to accommodate previous employer information submitted after 10th Feb 2018, as employee need to take necessary action during filing IT return.**

**Employees who have already submitted before no need to submit again.**

**Employees who moved internally (national transfers) need not to submit previous employer information, it will be considered by default in March 2018.**

1. **Multiple proof submissions:**

Employees need to create a new request for addition / partial proof submission, in case the earlier request is approved. And need to maintain only additional amount on new request.

Employees can edit the same request if the status is still to be approved.

1. **Housing Loan Interest and Principal (Joint Declaration Form)**

In case of joint loan, proofs submitted without declaration form would be considered 50% of Interest and Principal amount. There will not be any correction accommodated later point in time.

1. **Housing loan interest u/s 80EE**

Employees who are eligible to avail exemption u/s 80EE are requested to refer investment submission guidelines to avoid any confusion.

**RESPONSE TIME FROM PAYROLL TEAM:**

Status of acceptance or non-acceptance of documents can be checked on tool.

As there would be flood of IT proof submission it will be approved based on First in First out basis. Hence it depends on the volume received and can be approved per day.

Hence request you to wait and check your status on tool.