



USERGUIDE

PSPCL Bank Guarantee

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ORACLE

Approvals:

<Approver 1>

Yoginder Singh

<Approver 2>

Amrit Pal Singh

Login into Computer

- 1. Enter the User Name and provide the 'Password'
- 2. **Attention**: Do not press [Enter] after entering each item, as [Enter] is normally used to accept the default button. Instead, use [Tab] or the mouse to navigate.
- 3. Click on Log In.

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> Under Navigator click on 'PSPCL Bank Guarantee'

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Click on 'PSPCL BG RECEIVED ENTERING FROM', you will get a 'Downloads' tab on right side, now click on 'Open File'.

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Fill the details as per below in the 'BG Entry Form'







Once select the BG Status as 'No' system will pop-up a message 'Please Upload the Document in Attachment'.

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BG Entry Form					≚ ⊐ ×
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Name Of Work		BG Status New	-	Verified <mark>No</mark>	
Supplier Details					
Firm Name	Supplier Site		Firm Address		
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Contact Person	Person Email Id	Please Upload the Docu	ument in Attachement		
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BG Details					
BG Type Payment BG V BG F	122321321	BG Date 09-OCT-2024	Amount	100000	
BG Valid Upto 08-OCT-2026 Bank Nan	ne	Bank Branch	Bank Address		
Registered Person Contact Details					
Primary 9897065543 Seco	ndary	Secondary	S	econdary	
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Click on the Attachment icon on top of the screen and upload the BG Document (copy of BG, bank Letter etc.)



> Fill the required Details as below in Attachment window

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Pri	mary 9897065543	Secondary Contact No. 1	S	econdary		Secondary Contact No 3	
		Contact No 1	U	DITACT NO 2			

- > Click on the source Tab and move to the window screen to upload the File
- Note: Do not click on 'Yes' till the time, you upload the file in the next screen.

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Click on **Browse** and choose the file to upload and finally click on **'Submit'** tab.

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> Once you click on the "**Submit**" tab, below screen will appear which needs to be close.



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> Now you come back on the **Oracle Java Form** and click on '**Yes**' and close the screen.

• Now BG is created but as you seen in the Screen, verified button is still looking as **No** in the below screen, it will remain as '**No**' till the time we do not receive any Verified Document from concerned Bank.

Once we get the **Verified Document**, we will change the status from '**No**' to '**Yes**' and need to attach the verified document under attachment (the same way which we have used to upload the attachment as above).



> Click on **Save** button.

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U	- BG Details						
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> Once BG get completed, exit from the window

Navigation \rightarrow PSPCL Payable user \rightarrow PSPCL BG Received Management Details

> Click on the form



> Below screen will appear where you need to provide the details.

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Fill the 'BG No' or 'PO No' and click on Find tab

• In case of any update like change in BG Details, click on the **Update** button.

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System will take you in BG form where you can do the changes in Yellow Highlighted fields.



• Once you are done with the updates, click on the **Save** icon as highlighted in above screen.