



USERGUIDE

PSPCL Bank Guarantee

Author:	Saurabh Kumar
Creation Date:	07. OCT.2024
Last Updated:	07.OCT.2024
Version:	V1.0

ORACLE

Approvals:

<Approver 1>

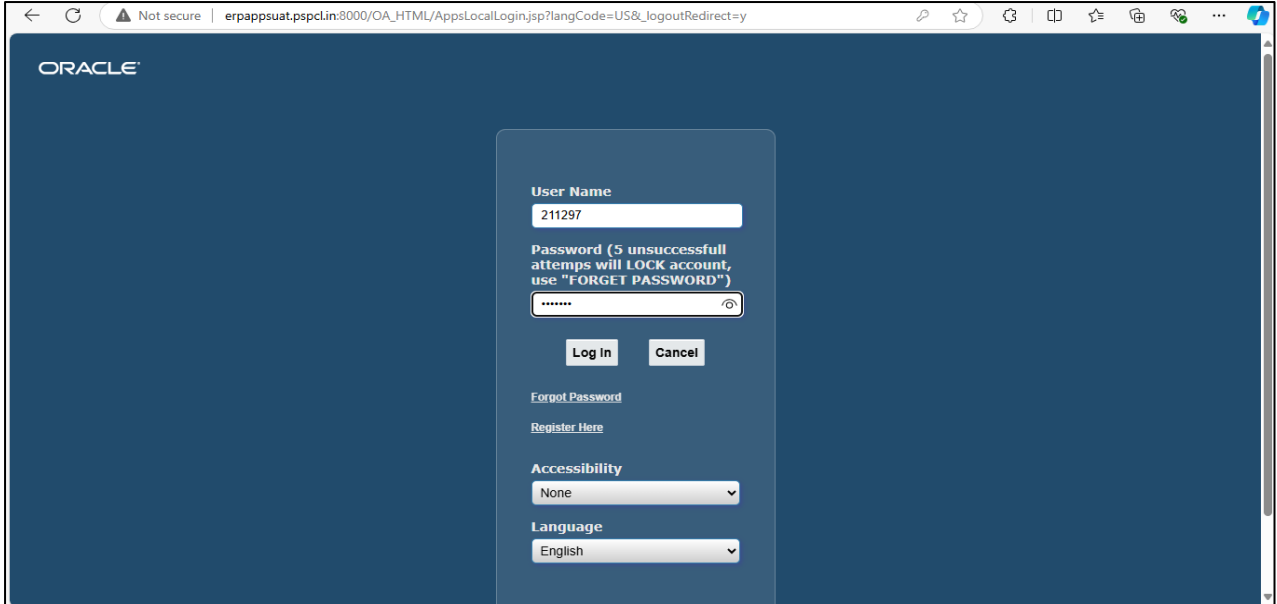
Yoginder Singh

<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**.



ORACLE

User Name
211297

Password (5 unsuccessfull attempts will LOCK account, use "FORGET PASSWORD")
.....

Log In Cancel

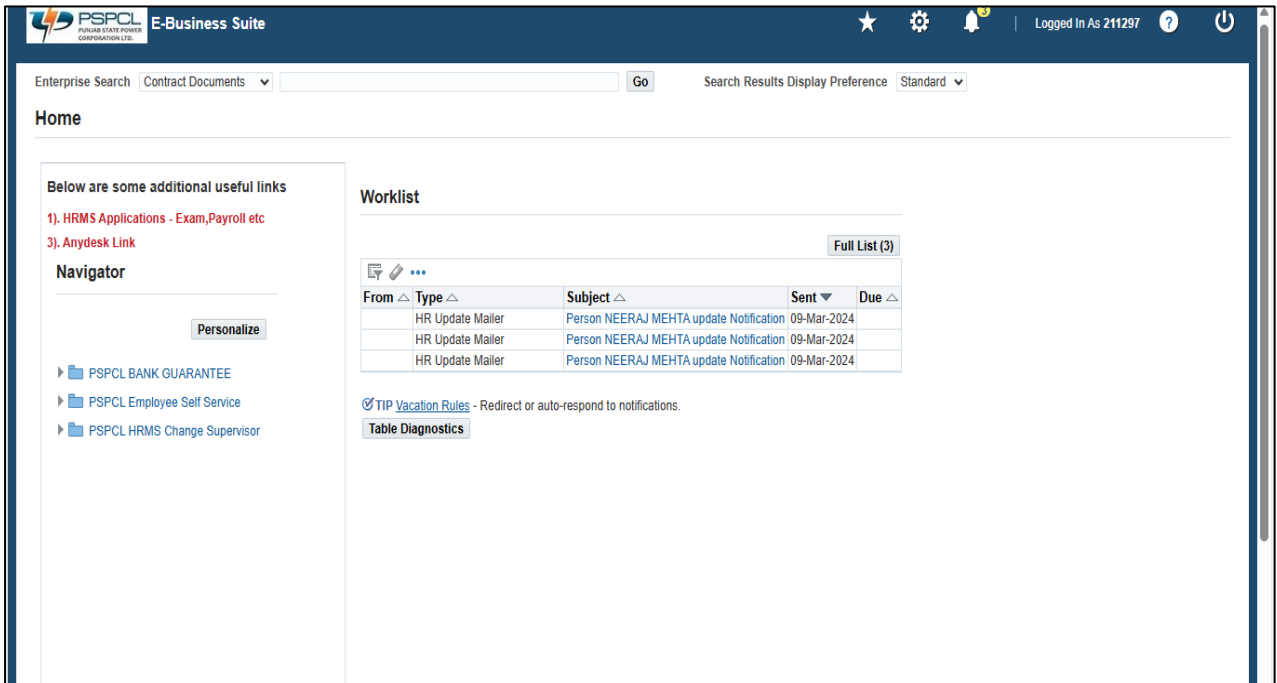
[Forgot Password](#)

[Register Here](#)

Accessibility
None

Language
English

- Under Navigator click on '**PSPCL Bank Guarantee**'



PSPCL E-Business Suite

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Home

Below are some additional useful links

1). HRMS Applications - Exam, Payroll etc

3). Anydesk Link

Navigator

Personalize

PSPCL BANK GUARANTEE

PSPCL Employee Self Service

PSPCL HRMS Change Supervisor

Worklist

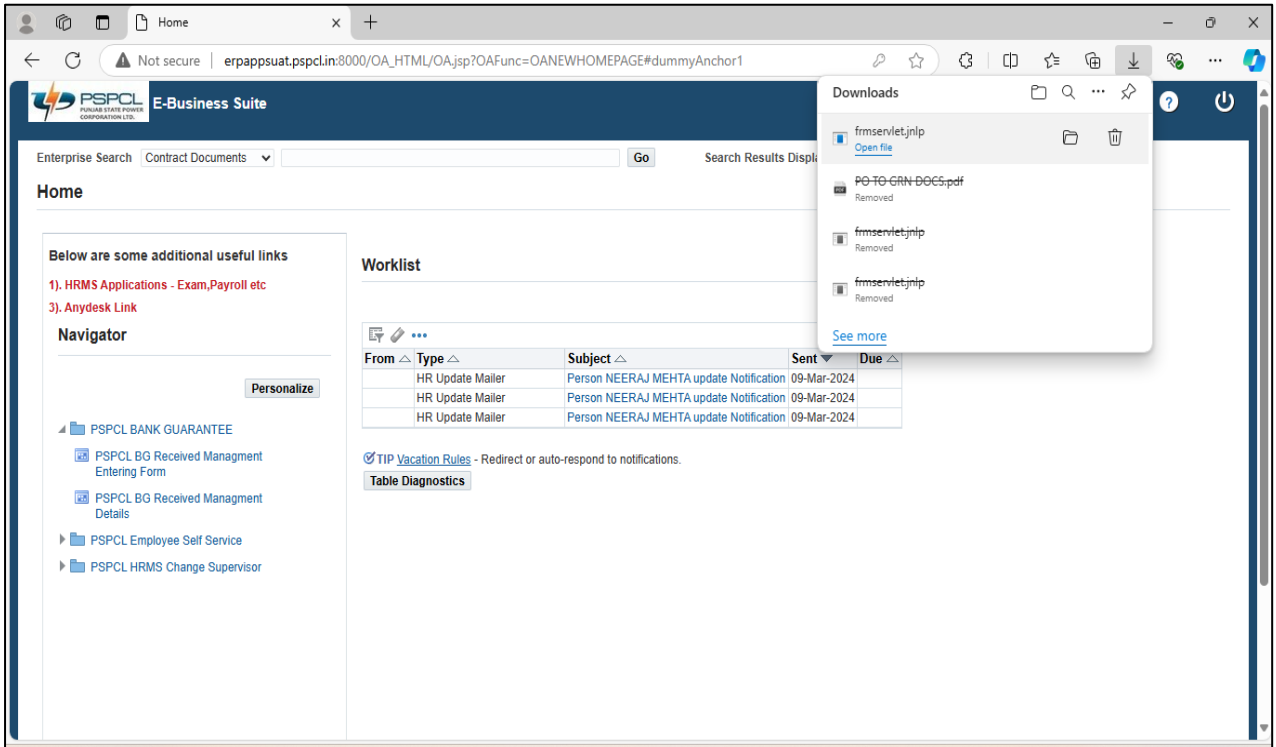
Full List (3)

From	Type	Subject	Sent	Due
HR Update Mailer		Person NEERAJ MEHTA update Notification	09-Mar-2024	
HR Update Mailer		Person NEERAJ MEHTA update Notification	09-Mar-2024	
HR Update Mailer		Person NEERAJ MEHTA update Notification	09-Mar-2024	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Table Diagnostics

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



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

The 'BG Entry Form' contains the following sections and fields:

- PO Details:** Operating Unit, Po Number, Po Date, Po Amount, Name Of Work, BG Status, Verified (No).
- Supplier Details:** Firm Name, Supplier Site, Firm Address, Firm Contact No, Firms Email Id.
- Supplier's Contact Person Details:** Contact Person, Person Email Id, Person Contact No.
- BG Details:** BG Type (Payment BG), BG No, BG Date, Amount, BG Valid Upto, Bank Name, Bank Branch, Bank Address.
- Registered Person Contact Details:** Primary Contact No, Primary email, Secondary Contact No 1, Secondary email, Secondary Contact No 2, Secondary email2, Secondary Contact No 3, Secondary email3.

- Select the **BG Status** and **Verified** option

The screenshot shows the Oracle Applications - UAT BG Entry Form. The BG Status dropdown menu is open, showing options: Expired, Renewed, Encashed, Return, and New. The 'New' option is selected. The Verified field is set to 'No'.

PO Details			
Operating Unit	PSPCL Distribution	Po Number	Test 1
Name Of Work		BG Status	New
		Po Date	
		Po Amount	
		Verified	No

Supplier Details			
Firm Name		Supplier Site	
Firm Address			
Firm Contact No		Firms Email Id	

Supplier's Contact Person Details			
Contact Person		Person Email Id	
Person Contact No			

BG Details			
BG Type	Payment BG	BG No	122321321
BG Date	09-OCT-2024	Amount	100000
BG Valid Upto	08-OCT-2026	Bank Name	
Bank Branch		Bank Address	

Registered Person Contact Details			
Primary Contact No	9897065543	Secondary Contact No 1	
Secondary Contact No 2		Secondary Contact No 3	
Primary email		Secondary email	
Secondary email2		Secondary email3	

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

The screenshot shows the Oracle Applications - UAT BG Entry Form with an error message dialog box open. The dialog box contains the text: "Please Upload the Document in Attachment". The BG Status dropdown menu is now set to 'New'.

PO Details			
Operating Unit	PSPCL Distribution	Po Number	Test 1
Name Of Work		BG Status	New
		Po Date	
		Po Amount	
		Verified	No

Supplier Details			
Firm Name		Supplier Site	
Firm Address			
Firm Contact No		Firms Email Id	

Supplier's Contact Person Details			
Contact Person		Person Email Id	
Person Contact No			

BG Details			
BG Type	Payment BG	BG No	122321321
BG Date	09-OCT-2024	Amount	100000
BG Valid Upto	08-OCT-2026	Bank Name	
Bank Branch		Bank Address	

Registered Person Contact Details			
Primary Contact No	9897065543	Secondary Contact No 1	
Secondary Contact No 2		Secondary Contact No 3	
Primary email		Secondary email	
Secondary email2		Secondary email3	

- Click on the **Attachment** icon on top of the screen and upload the BG Document (copy of BG, bank Letter etc.)

Oracle Applications - UAT

File Edit View Folder Tools Window Help

BG Entry Form

PO Details

Operating Unit: PSPCL Distribution Po Number: Test 1 Po Date: Po Amount: Name Of Work: BG Status: Verified: No

Supplier Details

Firm Name: Supplier Site: Firm Address: Firm Contact No: Firms Email Id:

Supplier's Contact Person Details

Contact Person: Person Email Id: Person Contact No:

BG Details

BG Type: Payment BG BG No: 122321321 BG Date: 09-OCT-2024 Amount: 100000 BG Valid Upto: 08-OCT-2026 Bank Name: Bank Branch: Bank Address:

Registered Person Contact Details

Primary Contact No: 9897065543 Secondary Contact No 1: Secondary Contact No 2: Secondary Contact No 3: Primary email: Secondary email: Secondary email2: Secondary email3:

- Fill the required Details as below in Attachment window

Oracle Applications - UAT

File Edit View Folder Tools Window Help

Attachments

Seq	Category	Title	Description	Data Type	May Be Changed
10	BG Documents Main			File	<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Entity Name: BG Receiving Main

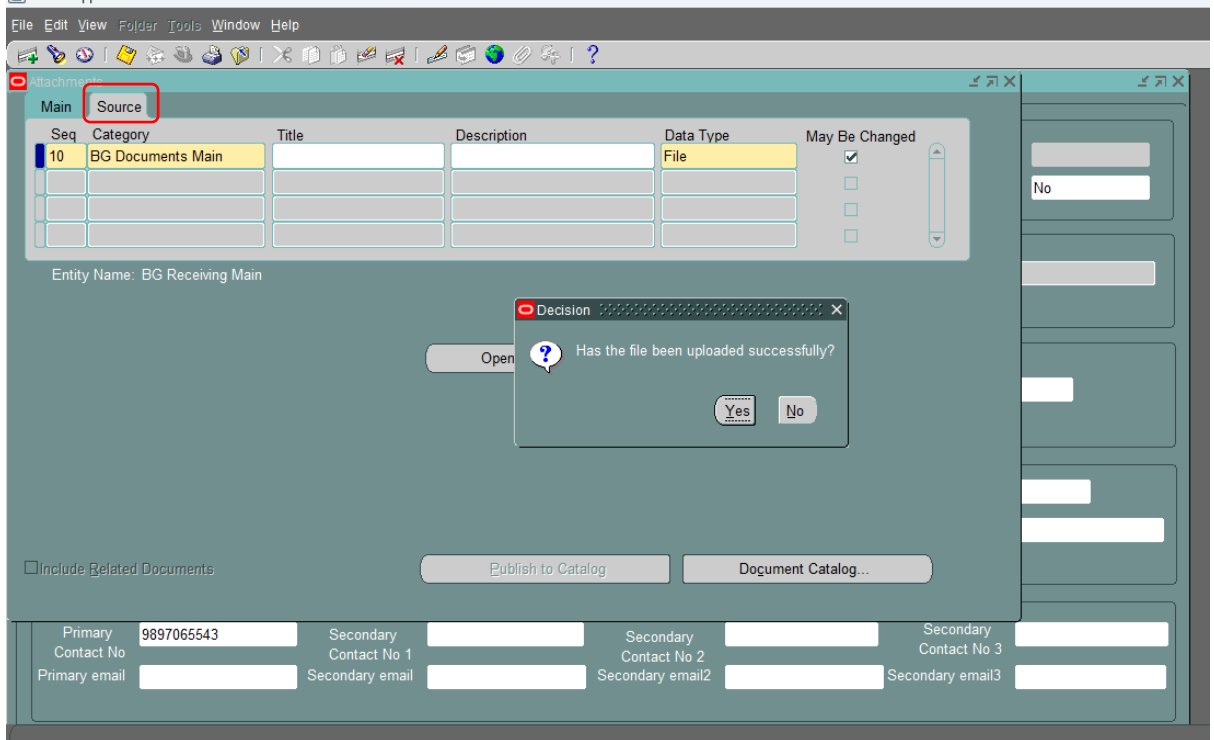
Open Document...

Include Related Documents

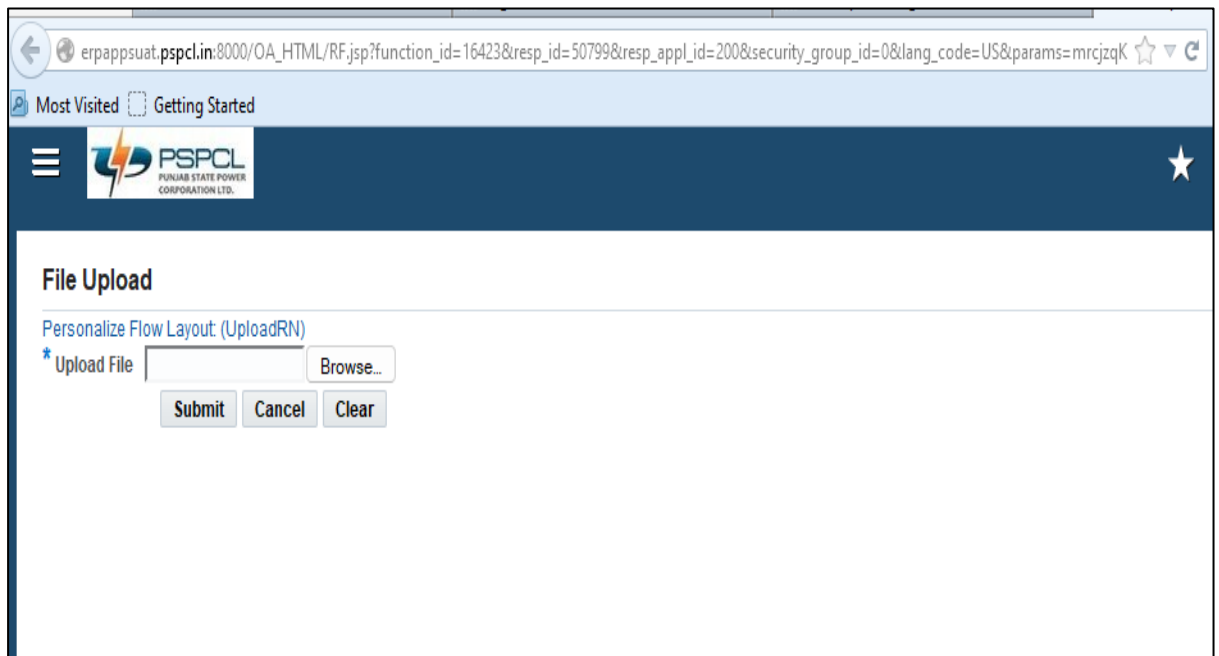
Publish to Catalog Document Catalog...

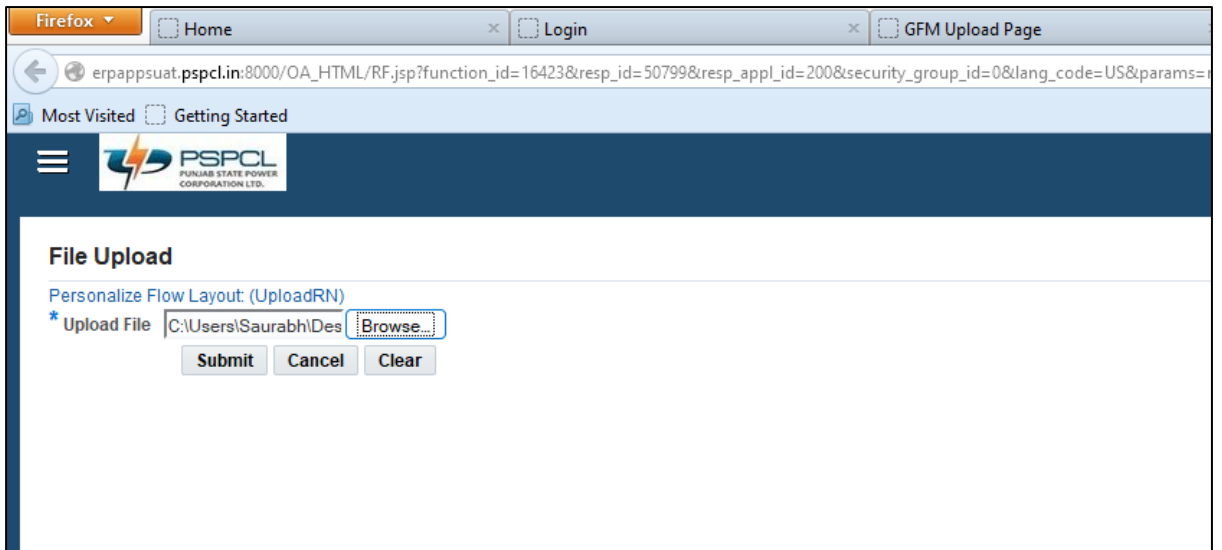
Primary Contact No: 9897065543 Secondary Contact No 1: Secondary Contact No 2: Secondary Contact No 3: Primary email: Secondary email: Secondary email2: Secondary email3:

- 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.

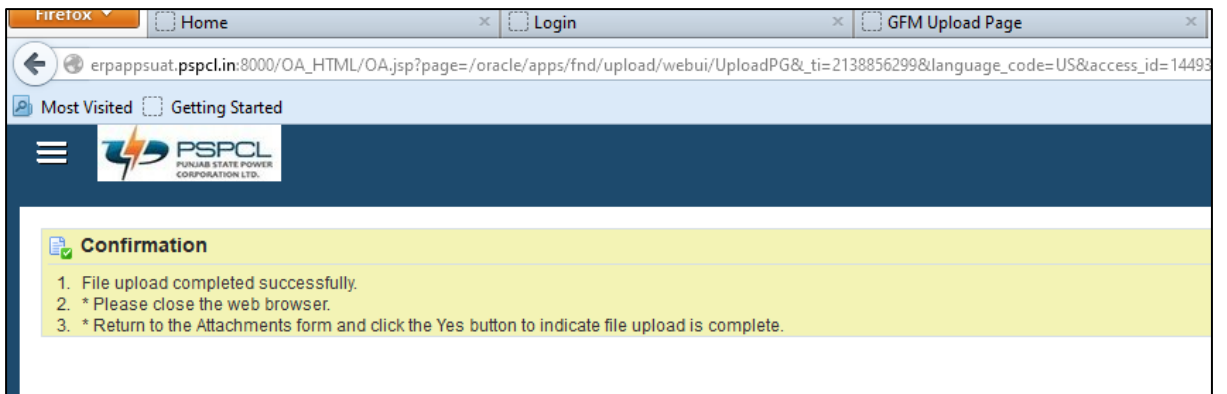


- Click on **Browse** and choose the file to upload and finally click on 'Submit' tab.

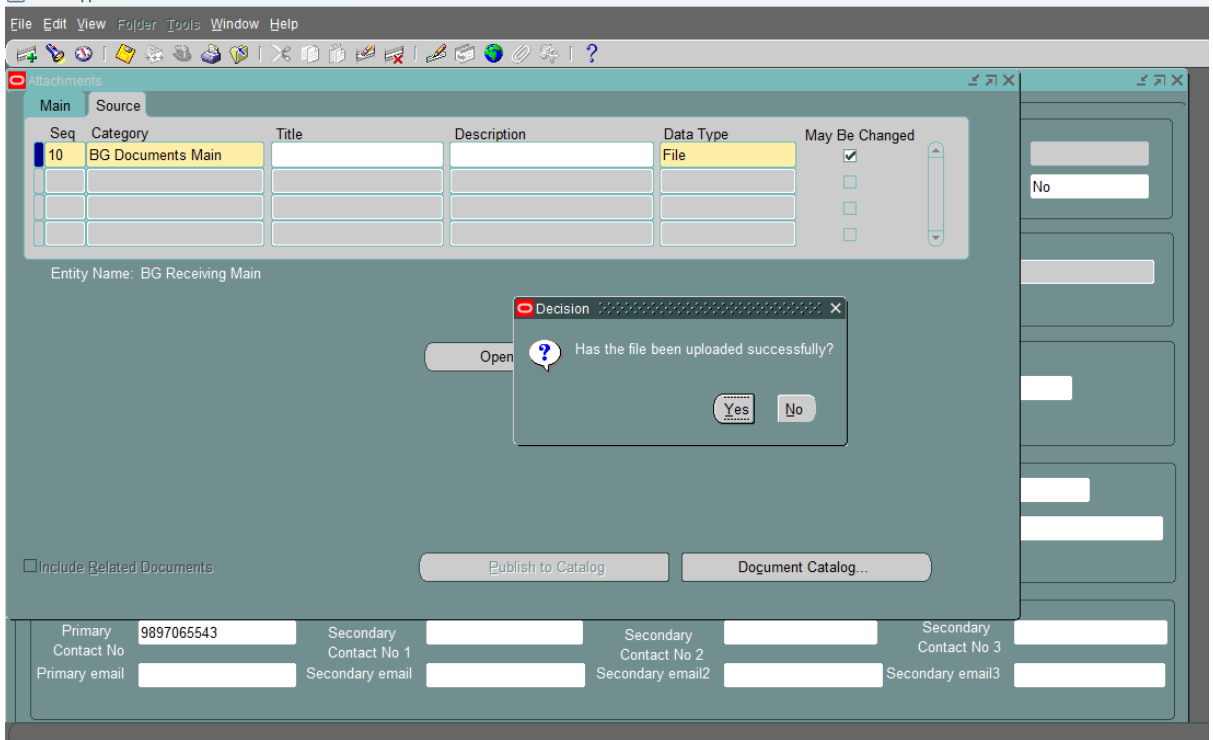




- Once you click on the “**Submit**” tab, below screen will appear which needs to be close.

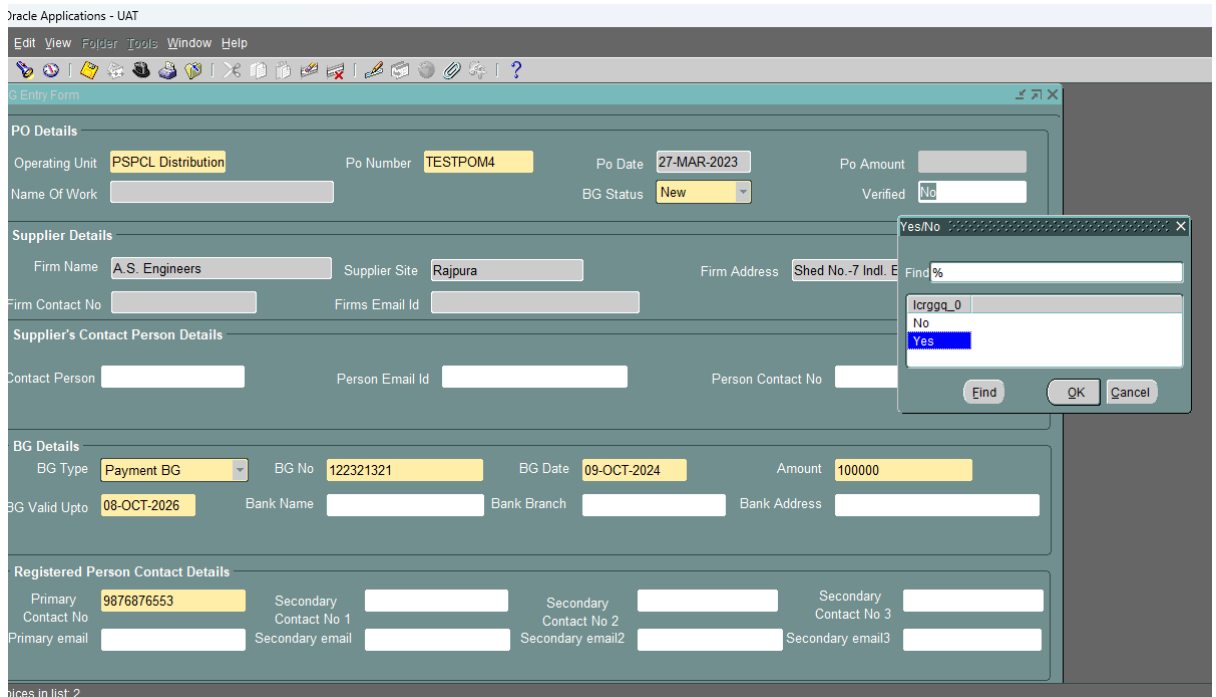


- Now you come back on the **Oracle Java Form** and click on **'Yes'** and close the screen.



- 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.

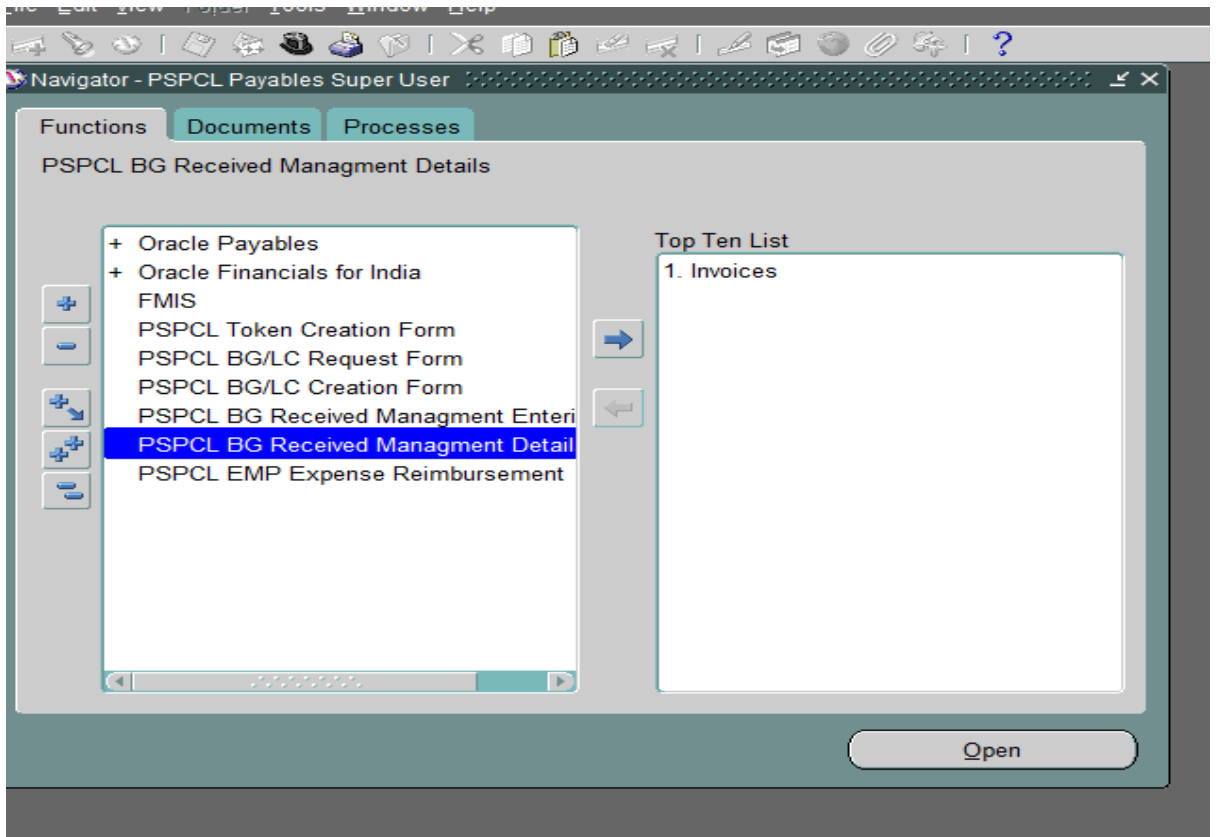
The screenshot shows the 'BG Entry Form' window in Oracle Applications - UAT. The window title is 'BG Entry Form' and it has a menu bar with 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. The form is divided into several sections:

- PO Details:** Operating Unit: PSPCL Distribution, Po Number: TESTPOM4, Po Date: 27-MAR-2023, Po Amount: (empty), Name Of Work: (empty), BG Status: New, Verified: Yes.
- Supplier Details:** Firm Name: A.S. Engineers, Supplier Site: Rajpura, Firm Address: Shed No.-7 Indl. Estate, Firm Contact No: (empty), Firms Email Id: (empty).
- Supplier's Contact Person Details:** Contact Person: (empty), Person Email Id: (empty), Person Contact No: (empty).
- BG Details:** BG Type: Payment BG, BG No: 122321321, BG Date: 09-OCT-2024, Amount: 100000, BG Valid Upto: 08-OCT-2026, Bank Name: (empty), Bank Branch: (empty), Bank Address: (empty).
- Registered Person Contact Details:** Primary Contact No: 9876876553, Secondary Contact No 1: (empty), Secondary Contact No 2: (empty), Secondary Contact No 3: (empty), Primary email: (empty), Secondary email: (empty), Secondary email2: (empty), Secondary email3: (empty).

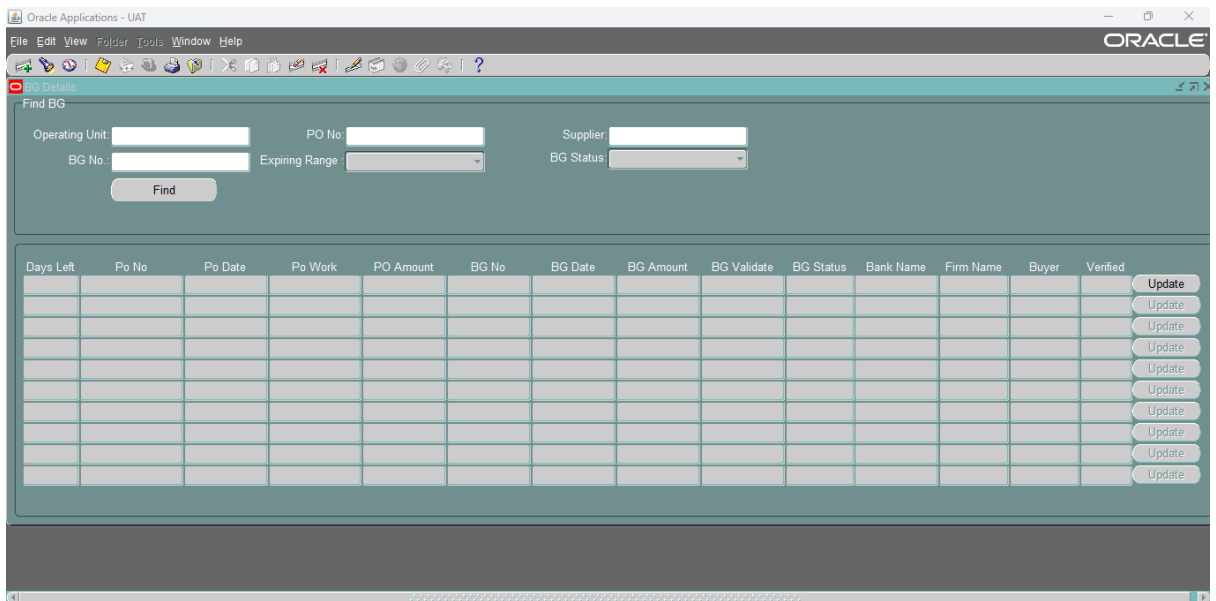
➤ Once BG get completed, exit from the window

Navigation → PSPCL Payable user → PSPCL BG Received Management Details

- Click on the form



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



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

The screenshot shows the Oracle Applications - UAT interface for a BG form. The form is divided into several sections:

- PO Details:** Operating Unit: PSPCL Distribution, Po Number: TESTPOM4, Po Date: 27-MAR-2023, Po Amount: (empty), Name Of Work: (empty), BG Status: New, Verified: Yes.
- Supplier Details:** Firm Name: A.S. Engineers, Supplier Site: Rajpura, Firm Address: Shed No.-7 Indl. Estate, Firm Contact No: (empty), Firms Email Id: (empty).
- Supplier's Contact Person Details:** Contact Person: (empty), Person Email Id: (empty), Person Contact No: (empty).
- BG Details:** BG Type: Payment BG, BG No: 122321321, BG Date: 09-OCT-2024, Amount: 100000 (highlighted in yellow), BG Valid Upto: 08-OCT-2026, Bank Name: (empty), Bank Branch: (empty), Bank Address: (empty).
- Registered Person Contact Details:** Primary Contact No: 9876876553, Secondary Contact No 1: (empty), Secondary Contact No 2: (empty), Secondary Contact No 3: (empty), Primary email: (empty), Secondary email: (empty), Secondary email2: (empty), Secondary email3: (empty).

The toolbar at the top contains various icons, with the 'Save' icon (a floppy disk) highlighted in yellow.

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