



User Manual for Tendering Process of Provident Fund Investment

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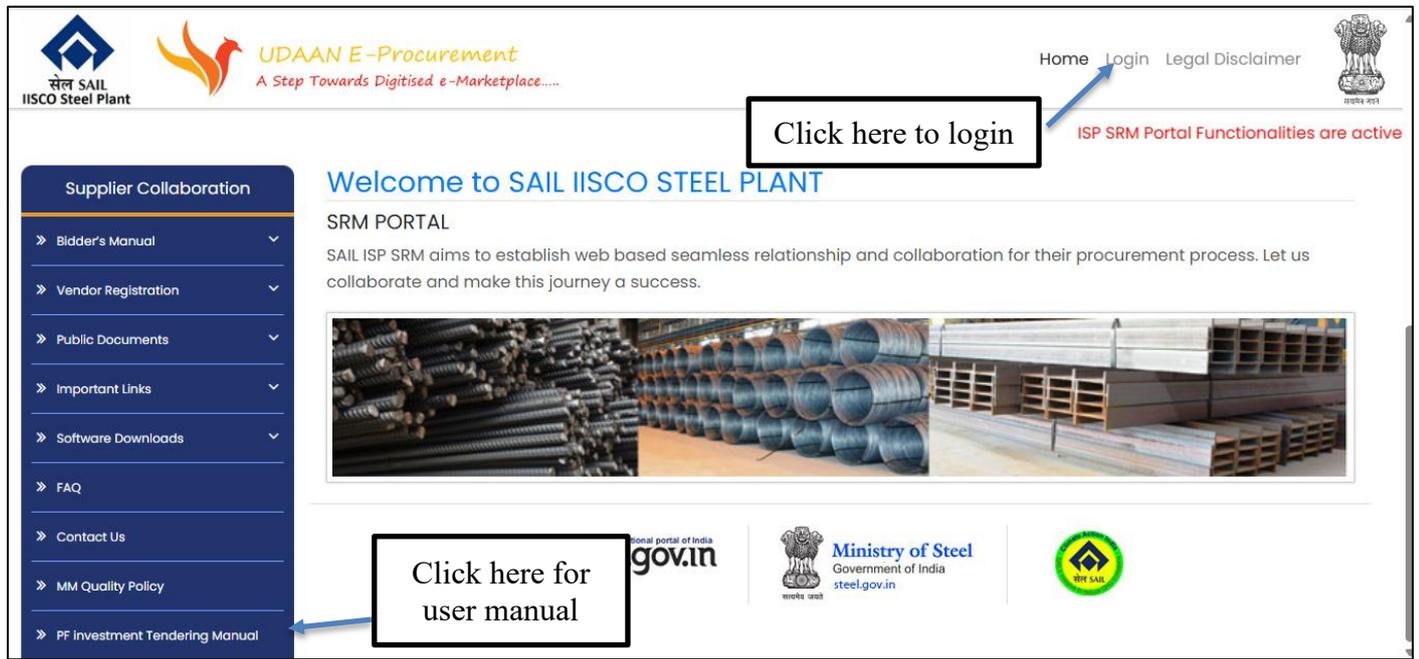


User Manual for Tendering Process of Provident Fund Investment

Contents:

1. Homepage.....	3
2.Log In:.....	3
3.Dashboard	4
4.Create Response for Tender:-	5
5.View :	8
6.Deal confirmation:-	8

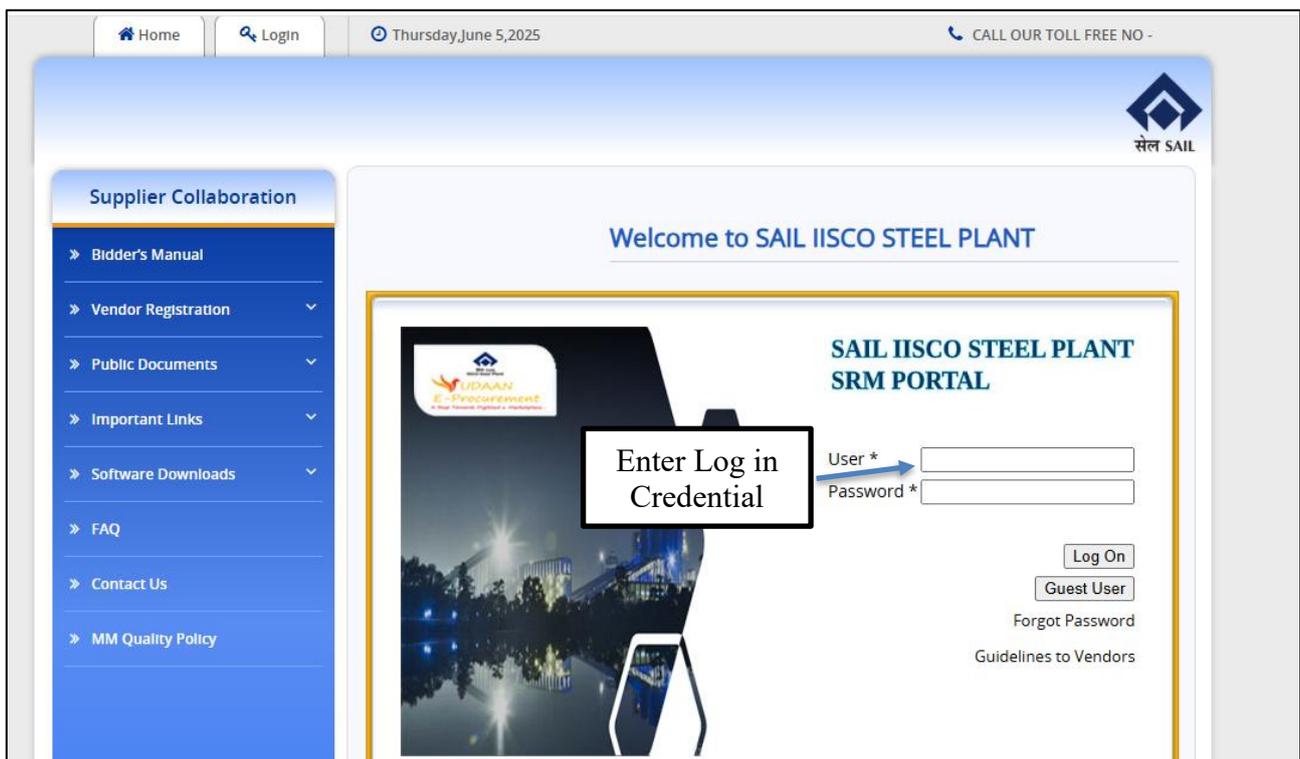
1. Homepage



Arranger will visit the SRM portal and click on the Log in button to give login credentials. For User Manual they need to click on the side Menu bar.

Log In: credentials changes

2. Log In:



User will give login credentials and click on the Log on button.



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3. Dashboard

The screenshot shows the SAP PF Tendering Process dashboard. At the top right, there is a search bar and user information: "Welcome: Kanjalochana Finserve Pvt. Ltd.". A callout box labeled "Check your Name" points to the user name. Below the navigation bar, there is a "Welcome to PF TENDER" message. The main section is titled "List for Open Tender" and contains a table with columns: Tender No, Name, Description, Trust Type, Amount in LC, Category, Start Date, Start Time, End Date, and End Time. A callout box labeled "Available Tender list. Clicks on the Tender No to view the detail" points to the first row of the table.

Tender No	Name	Description	Trust Type	Amount in LC	Category	Start Date	Start Time	End Date	End Time
1000000125	MAY INVESTMENT	MAY INVESTMENT	BOTH	1,000,000.00	2	04.06.2025	13:53:22	08.06.2025	13:53:31
1000000128	TESTING FOR JUNE	TESTING FOR JUNE	BOTH	80,000,000.00	2	07.06.2025	06:21:32	13.06.2025	17:21:41
1000000129	NEW TENDER ROLL OUT	PI/WPF/87/000	BOTH	87,000.00	1&2	07.06.2025	12:18:16	08.06.2025	18:18:34
1000000143	TENDER REFRESH	TE/ND/IER/01	BOTH	989,000.00	1&2	16.06.2025	10:59:20	16.06.2025	11:12:29
1000000147	TESTING THE JUN			00	2	20.06.2025	12:35:05	20.06.2025	13:35:14

The Dashboard showing the List of open tenders will open. In the dashboard only those tenders will appear in which Arranger are eligible to participate. To view the tender details, click on the Tender No.

The screenshot shows the SAP Tender Details screen for Tender No-1000000147. At the top, there is a search bar and user information: "Welcome: Kanjalochana Finserve Pvt. Ltd.". A callout box labeled "Navigate to different Tabs by clicking on it" points to the "Tender Details" tab. Below the navigation bar, there is a "Tender Details" section with tabs: "Tender Details", "Note", "Term & Condition", and "Create Response". A callout box labeled "Click Here to go to home page" points to the "BACK" button at the bottom left.

Tender No-1000000147 Total Value-10000000.00 Status-Published (Start Date-20.06.2025 Start Time-12:35:05 End Date-20.06.2025 End Time-13:35:14)
 Remaining Day-0 and Remaining Time-00:28

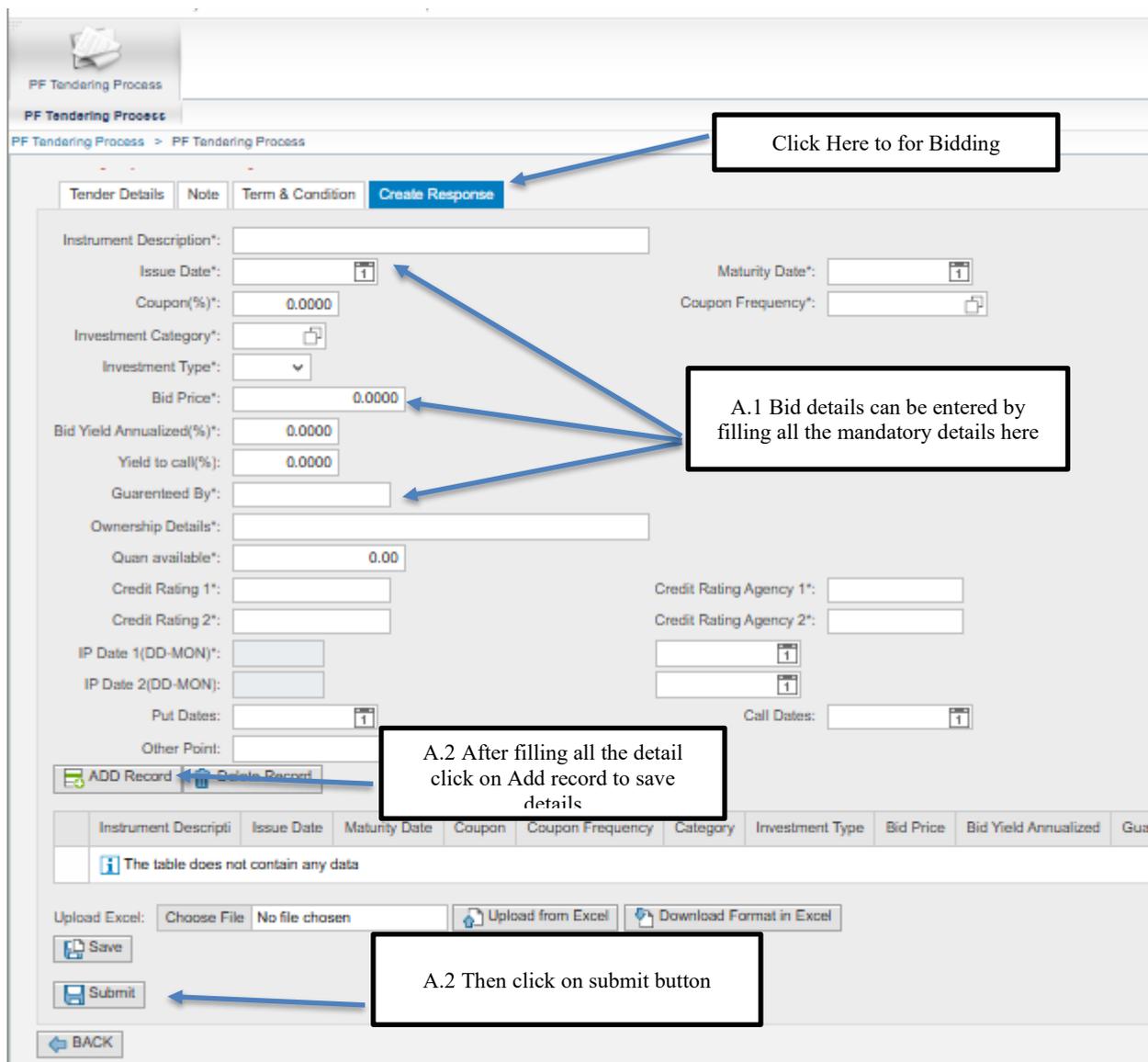
Tender Number: 1000000147
 Name: TESTING THE JUNE INVESTMENT
 Discription: TESTING THE JUNE INVESTMENT
 Trust Type: PI
 Amount in LC: 10,000,000.00
 Category: 2
 Start Date: 20.06.2025
 Start Time: 12:35:05
 End Date: 20.06.2025
 End Time: 13:35:14

New screen will appear showing details in different tabs . Click on each tab to view the details . Click on the Create response to participate in the tendering process

4.Create Response for Tender:-

Arranger has two options to fill in the details & they are as follows: -

1.1By Adding one by one record: Arranger can fill up the details manually & click on add record for each entry



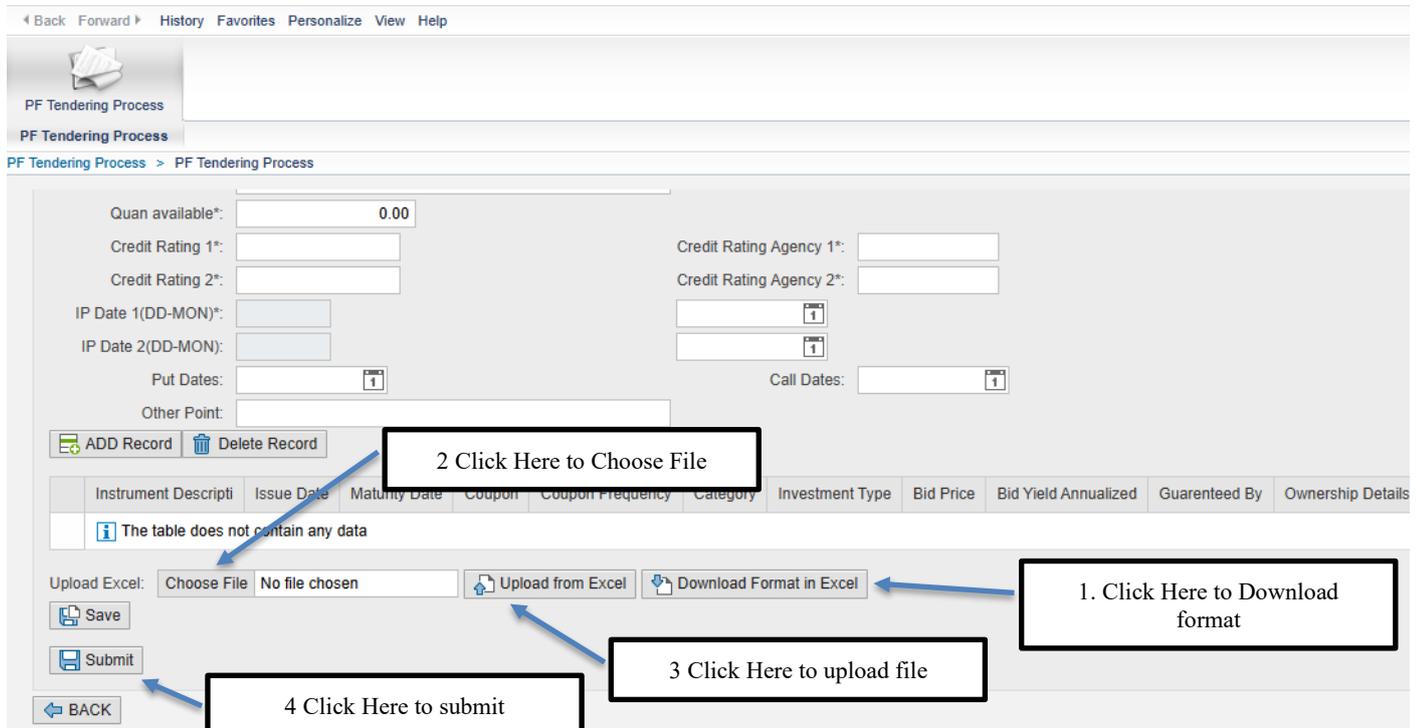
The screenshot displays the 'PF Tendering Process' web application interface. The 'Create Response' tab is active, showing a form for entering bid details. Annotations include:

- Click Here to for Bidding:** Points to the 'Create Response' tab.
- A.1 Bid details can be entered by filling all the mandatory details here:** Points to various input fields such as 'Instrument Description*', 'Issue Date*', 'Maturity Date*', 'Coupon(%)*', 'Investment Category*', 'Investment Type*', 'Bid Price*', 'Bid Yield Annualized(%)*', 'Yield to call(%)*', 'Guarenteed By*', 'Ownership Details*', 'Quan available*', 'Credit Rating 1*', 'Credit Rating 2*', 'IP Date 1(DD-MON)*', 'IP Date 2(DD-MON)*', 'Put Dates*', and 'Call Dates*'. Some fields have default values like 0.0000 or 0.00.
- A.2 After filling all the detail click on Add record to save details:** Points to the 'ADD Record' button.
- A.2 Then click on submit button:** Points to the 'Submit' button.

At the bottom, there is an 'Upload Excel' section with 'Choose File' (No file chosen), 'Upload from Excel', and 'Download Format in Excel' buttons. A 'Save' button is also present. A table below the form is empty, with a message: 'The table does not contain any data'. A 'BACK' button is located at the bottom left.

1.2By uploading records

Through excel upload: Arranger gets this excel file attached in the invitation email. Also, they can down excel format by clicking on the highlighted button.



PF Tendering Process

PF Tendering Process

PF Tendering Process > PF Tendering Process

Quan available*:

Credit Rating 1*:

Credit Rating 2*:

IP Date 1(DD-MON)*:

IP Date 2(DD-MON)*:

Put Dates:

Other Point:

Credit Rating Agency 1*:

Credit Rating Agency 2*:

Call Dates:

ADD Record Delete Record

Instrument Descripti	Issue Date	Maturity Date	Coupon	Coupon Frequency	Category	Investment Type	Bid Price	Bid Yield Annualized	Guarenteed By	Ownership Details
The table does not contain any data										

Upload Excel: Choose File No file chosen Upload from Excel Download Format in Excel

Save Submit

BACK

2 Click Here to Choose File

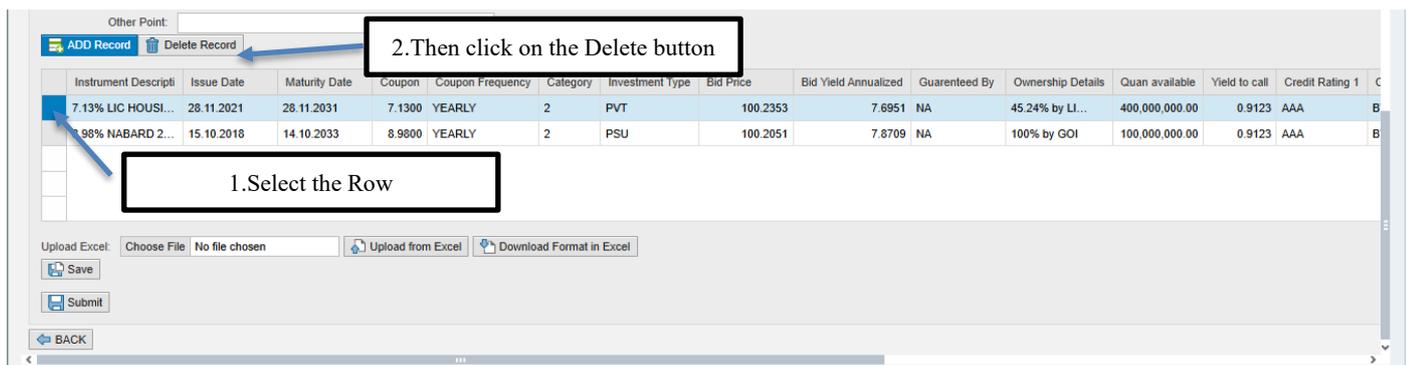
1. Click Here to Download format

3 Click Here to upload file

4 Click Here to submit

Once satisfied with their entry they can click on Submit button.

To delete any response: Any response can be deleted before submission.



Other Point:

ADD Record Delete Record

Instrument Descripti	Issue Date	Maturity Date	Coupon	Coupon Frequency	Category	Investment Type	Bid Price	Bid Yield Annualized	Guarenteed By	Ownership Details	Quan available	Yield to call	Credit Rating 1
7.13% LIC HOUSI...	28.11.2021	28.11.2031	7.1300	YEARLY	2	PVT	100.2353	7.6951	NA	45.24% by LI...	400,000,000.00	0.9123	AAA
98% NABARD 2...	15.10.2018	14.10.2033	8.9800	YEARLY	2	PSU	100.2051	7.8709	NA	100% by GOI	100,000,000.00	0.9123	AAA

Upload Excel: Choose File No file chosen Upload from Excel Download Format in Excel

Save Submit

BACK

2. Then click on the Delete button

1. Select the Row



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After tender expiration it will not be available in the Arranger dashboard.

Welcome to PF TENDER

List for Open Tender

Tender No	Name	Description	Trust Type	Amount in LC	Category	Start Date	Start Time	End Date	End Time
1000000125	MAY INVESTMENT	MAY INVESTMENT	BOTH	1,000,000.00	2	04.06.2025	13:53:22	08.06.2025	13:53:31
1000000128	TESTING FOR JUNE	TESTING FOR JUNE	BOTH	80,000,000.00	2	07.06.2025	06:21:32	13.06.2025	17:21:41
1000000129	NEW TENDER ROLL OUT	PI/WPF/87/000	BOTH	87,000.00	1&2	07.06.2025	12:18:16	08.06.2025	18:18:34
1000000143	TENDER REFRESH	TE/ND/ER/01	BOTH	989,000.00	1&2	16.06.2025	10:59:20	16.06.2025	11:12:29

Tender is removed from dashboard

If the bid is selected for investment purposes, then it will again visible in the Dashboard

Welcome to PF TENDER

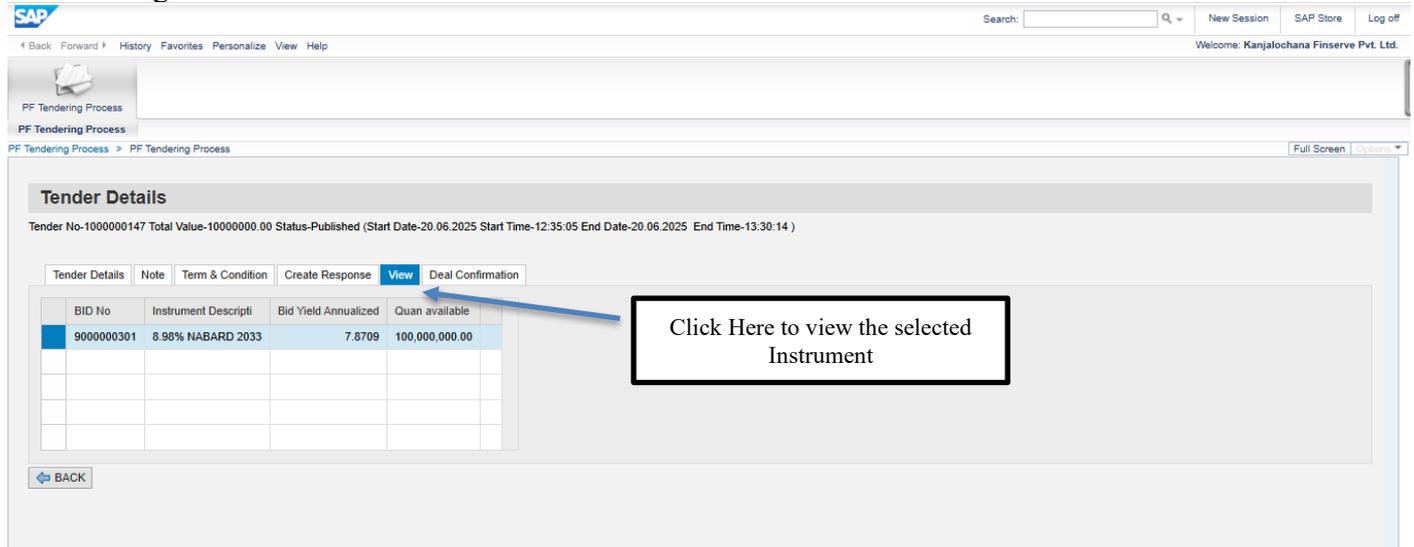
List for Open Tender

Tender No	Name	Description	Trust Type	Amount in LC	Category	Start Date	Start Time	End Date	End Time
1000000125	MAY INVESTMENT	MAY INVESTMENT	BOTH	1,000,000.00	2	04.06.2025	13:53:22	08.06.2025	13:53:31
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1000000143	TENDER REFRESH	TE/ND/ER/01	BOTH	989,000.00	1&2	16.06.2025	10:59:20	16.06.2025	11:12:29
1000000147	TESTING THE JUNE INVESTMENT	TESTING THE JUNE INVESTMENT	PI	10,000,000.00	2	20.06.2025	12:35:05	20.06.2025	13:30:14

Tender again available for further processing

5.View :

Here Arranger can view the selected Instrument for ISP.



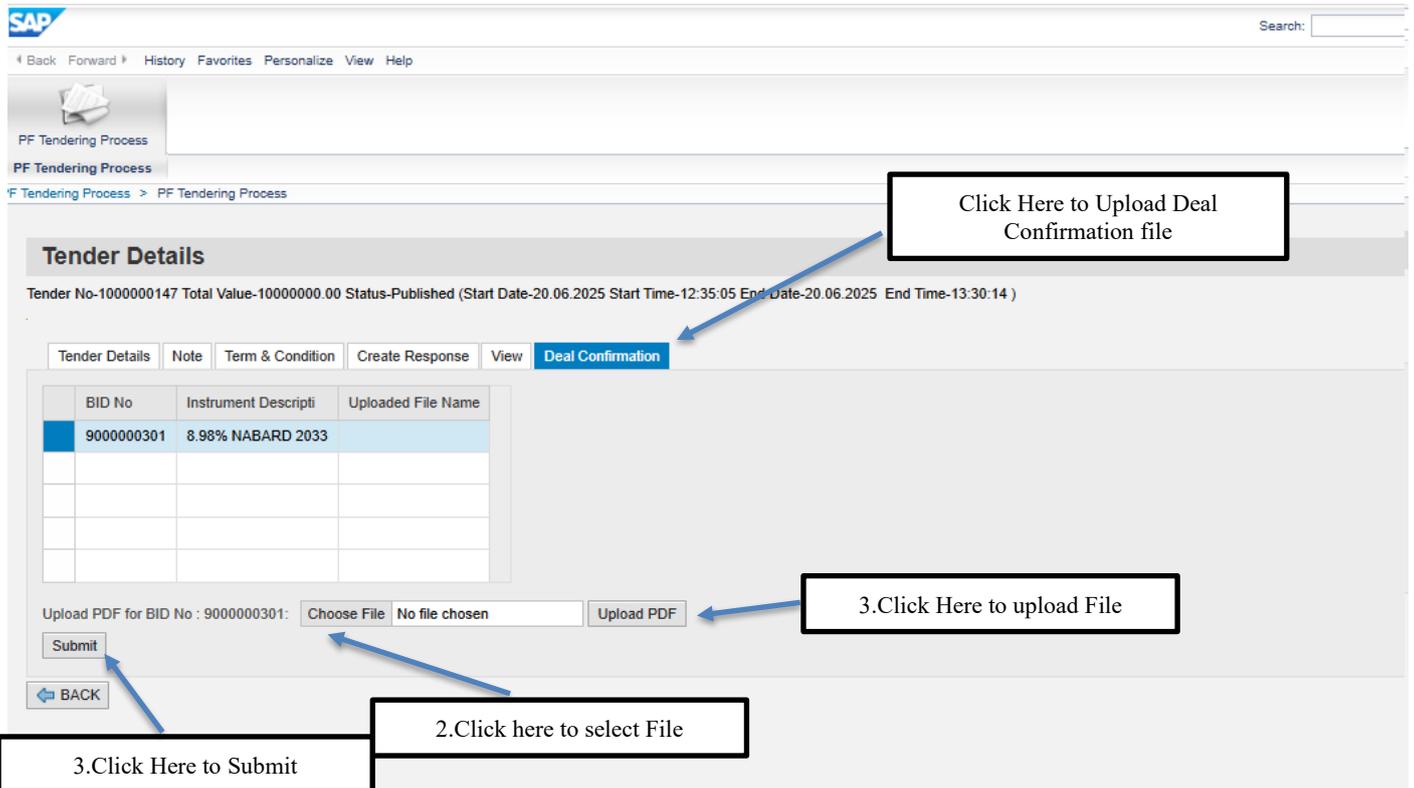
The screenshot shows the SAP interface for viewing tender details. The 'View' tab is selected, displaying a table with the following data:

BID No	Instrument Descripti	Bid Yield Annualized	Quan available
9000000301	8.98% NABARD 2033	7.8709	100,000,000.00

A callout box with an arrow pointing to the 'View' tab and the first row of the table contains the text: "Click Here to view the selected Instrument".

6.Deal confirmation:-

In this tab arranger upload their deal confirmation document by choosing the file and uploading the same & click on submit.



The screenshot shows the SAP interface for deal confirmation. The 'Deal Confirmation' tab is selected. Below the table, there is a file upload section with the following elements:

- A callout box with an arrow pointing to the 'Deal Confirmation' tab: "Click Here to Upload Deal Confirmation file".
- A table with the following data:

BID No	Instrument Descripti	Uploaded File Name
9000000301	8.98% NABARD 2033	
- An 'Upload PDF for BID No : 9000000301:' section containing:
 - A 'Choose File' button with a callout box: "2.Click here to select File".
 - A 'No file chosen' text.
 - An 'Upload PDF' button with a callout box: "3.Click Here to upload File".
- A 'Submit' button with a callout box: "3.Click Here to Submit".
- A 'BACK' button.