

IR - Works Contract Management System (IR-WCMS)

General Instructions -

	To open IR-WCMS use following steps :-
1	Web Browser link for IRWCMS:
1.1	For trail run, type following URL in the Web Browser address bar - http://203.176.113.113/IRWCMS/Login.jsp
1.2	For live run, type www.ircep.gov.in/IRWCMS in the Web Browser address bar
2	Type relevant Login Id and Password in the Sign-in area. Following are the administration Logins: <ul style="list-style-type: none">• sdenc<divcode>• adrmnfra<divcode>• sdfm<divcode>
3	In example LoA case given under is only for Bengaluru (SBC) division . For other division please replace "sbc" with there respective division code (in small letter) in login-id.
4	After successful login, further activities can be performed.
5	First, User Update self details and map IREPS Id (for DSC purpose), through the menu- Administration -> Edit Profile (Self)
6	Perform porting of LoA from IREPS, using login of " sdencsbc ", through the menu - Contract -> Porting of LoA from IREPS
7	Second, perform assignment of Activities, using login of " sdencsbc ", through the menu - Contract -> Assignment of activity to User against LOA
8	Now further processing can be started, starting of PG Entry onward through respective menu and login-id.

Note: -

The loginid given under is only for Bengaluru (SBC) division. For other division please replace "**sbc**" with there respective division code (in small letter) in login-id. viz. for Delhi (DLI) Division use "sdenc**dli**" etc.

Porting of LoA from IREPS into IR-WCMS :-

	To port LoA from IREPS do following -
1	Login using id of "sdencsbc".
2	After login- Go to menu - Contract -> Porting of LoA from IREPS
3	Click upon button provided against " Search LoA " option.
4	Now, pop-up window will open up. In this pop-up all the LoA of selected division will get automatically listed.
5	Select appropriate LoA from the list by clicking upon the checkbox or current row.
6	All the LoA details, including Shedule wise accepted offer details, item-breakup, and various documents will get populated here in a tabbed web page structure.
7	On "UWID Entry" tab, the relevant UWID (Unique Work Id) can be linked by clicking upon " Add UWID " button.
8	To complete porting click upon " Confirm " button given on the bottom of the page.
9	If porting is successful, then "Porting Status" column changes to "Y", in List of LoAs page.
10	After this, porting has completed successfully, and further activities can be performed through suitable loginid.

Assignment of activities against ported LoA :-

	To port LoA from IREPS do following -
1	Login using id of "sdencsbc".
2	After login- Go to menu - Contract -> Assignment of Activity (LoA)
3	Click upon button provided against " Search LoA " option.
4	Now, pop-up window will open up. In this pop-up all the LoA, which have been successfully ported of the selected division, will get automatically listed.
5	Select appropriate LoA from the list by clicking upon the checkbox or current row.
6	A new page opens up. In this page, each module is displayed in tabbed structure, along with LoA basic details.
7	One has to assign, login-id/user against each activity listed within each module.

8	Finally click upon "Save" button, provided on the bottom of the page, to complete the assignment activity.
9	After assignment, module wise activities can be performed using appropriate menu option as detailed in the user manual of respective module.

For Direct Entry of LoA or Agreement into IR-WCMS :-

	<u>For Direct Entry of LoA or Agreement do following -</u>
1	Login using id of "sdencsbc".
2	Click upon Entry of Old Contract Menu then Click LoA or Agreement
3	On "LoA detail" or "Agreement Detail" tab, Fill the LoA or Agreement Details
4	Click upon button provided against " Search LoA " option.
5	Now, pop-up window will open up. In this pop-up all the Entered LoA or Agreement will get automatically listed.
6	Select appropriate LoA from the list by clicking upon the checkbox or current row.
7	Now, we can create new Schedule, add Schedule Items like (In Group, In Individual, In Lumpsum)
8	On "Item-breakup" tab, we can add schedule Items in Group wise
9	On "Attachment" tab, we can upload document like Tender document, Cover Letter in (.pdf,.doc,.docx,.xls,xlsx) format
10	On "UWID Entry" tab, the relevant UWID (Unique Work Id) can be linked by clicking upon " Add UWID " button.
11	All the LoA details, including Schedule wise accepted offer details, item-breakup, and various documents will get populated here in a tabbed web page structure.
12	To complete porting click upon " Confirm " button given on the bottom of the page.
13	If porting is successful, then "Porting Status" column changes to "Y", in List of LoAs page.
14	After this, porting has completed successfully, and further activities can be performed through suitable loginid.

Module wise brief process flow, along with respective Login-Iids is as under -

Note: -

The loginid given under is only for Bengaluru (SBC) division. For other division please replace "**sbc**" with there respective division code (in small letter) in login-id. viz. for Delhi (DLI) Division use "sdencdli" etc.

Contract

SN	Stage Name	Login-Id
1	PG Details Entry	ostender1sbc
2	PG Details Acceptance	sdencsbc
3	Agreement Preparation	ostender1sbc
4	Agreement Checking & Forwarding	den1sbc
5	PG Verification	ostender1sbc
6	PG Forwarding to Accounts	sdencsbc
7	PG Custody Acknowledgement	dfmsbc
8	Forwarding to Finance for Vetting	sdencsbc
9	Agreement Vetting	sdfmsbc
10	Agreement Forwarding to Contractor/Vendor	den1sbc
11	Signing of Agreement by Contractor/Vendor	balusamichander@gmail.com
12	Signing of Agreement by Contract Signing Authority (CSA)	sdencsbc

Billing

SN	Stage Name	Login-Id
1	Bill Preparation	osworks1sbc
2	Acceptance of Bill by Contractor	balusamichander@gmail.com
3	Bill Processing & Forwarding by Engineer's Representative (ADEN/AXEN).	aden1sbc
4	Bill Processing by Engineer	sdencsbc
5	Technical check of bill	ssedd1sbc
6	Checking and forwarding to Engineer for Bill Passing	osworks2sbc
7	Bill-Passing and forwarding to IPAS	sdencsbc

Release of PG/SD

SN	Stage Name	Login-Id
1	Application by Contractor	balusamichander@gmail.com
2	Forwarding of Application for Examination by Engineer	sdencsbc
3	Examination by Engineer's Representative	aden1sbc
4	Action By Engineer	sdencsbc
5	Examination by Engineer's Office	osworks1sbc
6	Action by Contract Signing Authority(CSA)	drmsbc
7	Examination by office of Contract Signing Authority(CSA)	osworks2sbc
8	Forwarding to Associate Finance for Release of PG By Engineer	sdencsbc
9	Release of PG by Associate Finance	sdfmsbc

DOC Extn.

SN	Stage Name	Login-Id
1	Application for Extension of DOC by Contractor	balusamichander@gmail.com
2	Forwarding of Application by Engineer for Examination	sdencsbc
3	Examination and Recommendation by Engineer's Representative	aden1sbc
4	Action by Engineer	sdencsbc
5	Examination by Engineer's Office	osworks1sbc
6	Action by CSA	drmsbc
7	Examination by CSA Office	osworks2sbc
8	Sending of Approval Letter to the Contractor by Engineer	sdencsbc

Variation

SN	Stage Name	Login-Id
1	Initiation by Site Engineer	sse1sbc
2	Action by Engineer's Representative	aden1sbc
3	Examination by Engineer	sdencsbc
4	Variation General Check	osworks2sbc
5	Variation Technical Check	ssedd1sbc
6	Recommendation by Engineer	sdencsbc
7	Acceptance by Contractor	balusamichander@gmail.com
8	Action by Engineer	sdencsbc
9	Action by Finance	sdfmsbc
10	Action by Competent Authority	adm1sbc

NS Item Sanc.

SN	Stage Name	Login-Id
1	Initiation of Proposal by Site Engineer	sse1sbc
2	Action by Engineer's Representative	aden1sbc
3	Action by Engineer	sdencsbc
4	General Check	osworks2sbc
5	Technical Check by CDM	ssedd1sbc
6	Acceptance by Contractor	balusamichander@gmail.com
7	Administrative Approval of Competent Authority	adrm1sbc
8	Forwarding to Associate Finance for Concurrence	sdencsbc
9	Action by Associate Finance	sdfmsbc
10	Forwarding of Proposal for Sanction of Competent Authority	sdencsbc
11	Action by Competent Authority	adrm1sbc
12	Assignment of Items	sse1sbc

Module wise detailed process flow -

PG Module

	<u>PG Details Entry</u>
1	Go to menu - Contract -> PG : Details
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the PG Inbox on the Dash Board
4	Screen for Entering the PG Instrument Details will now open.
5	Click " ADD " button under the section "Enter PG Instruments".
6	Use the Popup window to add the details of Instrument and the click " Save " button
7	If any Interest is to be paid, it will show automatically in the "Penal Interest Payable" section (which will appear automatically)
	Click " ADD " button under the section " Penal Interest Details ".
	Use the Popup window to add the details of Penal Interest and then click " Save " button
8	Add Remarks, if any and select the designation in Mark to dropdown to whom the PG is to be forwarded
9	Click " FOWARD " button to forward the LOA.
10	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>PG Details Acceptance</u>
1	Go to menu - Contract -> PG : Details Acceptance
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the PG Inbox on the Dash Board
4	Screen for PG Details Acceptance will now open
5	Chose action in the Action (Accepted OR Rejected) Dropdown
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the PG is to be forwarded
7	Click " FOWARD " button to forward the LOA.
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>PG Verification</u>
1	Go to menu - Contract -> PG : Verification
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the PG Inbox on the Dash Board

4	Screen for PG Verification will now open
5	Enter the Verification details for each Instrument in the "PG Instruments Verification Details" Section.
6	Chose action in the Action (Verified OR Not Verified) Dropdown
7	Add Remarks, if any and select the designation in Mark to dropdown to whom the PG is to be Forwarded.
8	Click " FOWARD " button to forward the PG.
9	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>PG Forwarding to Account</u>
1	Go to menu - Contract -> PG : Forwarding to Account
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the PG Inbox on the Dash Board
4	Screen for PG Forwarding to Account will now open
5	select the checkbox " PG is being forwarded to Account for Safe Custody "
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the PG is to be forwarded.
7	Click " FOWARD " button to forward the PG.
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>PG Finance Acknowledgement</u>
1	Go to menu - Contract -> PG : Finance Acknowledgement
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the PG Inbox on the Dash Board
4	Screen for PG Finance Acknowledgement to Account will now open
5	Enter the PG receiving date
6	select the checkbox " PG has been kept in safe custody " to confirm the safe custody of PG.
7	Add Remarks, if any and select the designation in Mark to dropdown to whom the PG is to be forwarded.
8	Click " FOWARD " button to forward the PG.
9	Once forwarded A confirmation Screen will appear showing the details of forwarding.

Agreement Module

	Agreement Preparation
1	Go to menu - Contract -> Agreement Preparation.
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Agreement Inbox on the Dash Board
4	Screen for Entering the Agreement Details will now open.
5	Click " Edit/Save Cover Page " link and Popup window will open and then click " Save " button to generate the contract agreement no.
6	Fill the Contract Highlights of contract agreement.
7	Click " ADD " button under the section "Documents Section".
8	Use the Popup window to add the additional documents if required then click " Save " button
9	Add Remarks, if any and select the designation in " Mark To " dropdown to whom the agreement is to be forwarded.
10	Click " Draft Agreement (in Pdf) " button to generate the draft agreement.
11	Click " Forward " button to forward the agreement.
12	Once forwarded a confirmation screen will appear showing the details of forwarding.
	Agreement Checking & Forwarding
1	Go to menu - Contract -> Agreement Checking & Forwarding.
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Agreement Inbox on the Dash Board
4	Screen for Agreement Checking & Forwarding will now open.
5	Modification can be done in prefilled Contract Highlights.
6	Add Remarks, if any and select the designation in " Mark To " dropdown to whom the agreement is to be forwarded.
7	Click " Forward " button to forward the agreement.
8	Once forwarded a confirmation screen will appear showing the details of forwarding.
	Agreement Vetting
1	Go to menu - Contract -> Agreement Checking & Forwarding.
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Agreement Inbox on the Dash Board
4	Screen for Agreement Vetting will now open.
6	Add Remarks, if any and select the appropriate status from " Vetting Status " dropdown.
7	Select the designation in " Mark To " dropdown to whom the agreement is to be forwarded.

8	Click " Sign " button to sign the agreement using DSC (Digital Signature Certificate).
9	The signed agreement will be downloaded automatically and " Save " & " Forward " buttons will be enabled.
10	Click " Forward " button to forward the agreement.
11	Once forwarded a confirmation screen will appear showing the details of forwarding.
	Agreement Forwarding to Contractor
1	Go to menu - Contract -> Agreement forwarding to Contractor.
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Agreement Inbox on the Dash Board
4	Screen for Agreement forwarding to Contractor will now open.
5	Add Remarks, if any.
6	Click " Forward to Contractor for Signing " button to forward the agreement.
7	Once forwarded a confirmation screen will appear showing the details of forwarding.
	Signing of Agreement by Contractor
1	Go to menu - Contract -> Signing of Agreement.
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Agreement Inbox on the Dash Board
4	Screen for Signing of Agreement by contractor will now open.
5	Add Remarks, if any.
6	Click " Sign " button to sign the agreement using DSC (Digital Signature Certificate).
7	In case of any issue contractor can return the agreement to verifying authority by clicking "Return to Verifying Authority" button.
8	The signed agreement will be downloaded automatically and " Forward " button will be enabled.
9	Click " Forward " button to forward the agreement.
10	Once forwarded a confirmation screen will appear showing the details of forwarding.
	Signing of Agreement by Contract Signing Authority (CSA)
1	Go to menu - Contract -> Signing of Agreement by Contract Signing Authority.
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR

	Click on the LOA in the Agreement Inbox on the Dash Board
4	Screen for Signing of Agreement by Contract Signing Authority will now open.
5	Modification can be done in prefilled Contract Highlights.
6	Add Remarks, if any and select the designation in " Mark To " dropdown to whom the agreement is to be forwarded.
7	Click " Sign " button to sign the agreement using DSC (Digital Signature Certificate).
8	The signed agreement will be downloaded automatically and " Save " & " Forward " buttons will be enabled.
9	Click " Forward " button to forward the agreement.
10	Once forwarded A confirmation Screen will appear showing the details of forwarding.

Billing Module

	<u>Bill Entry</u>
1	Go to menu - Billing -> Bill Preparation -> On Account Bill
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
4	After selecting LOA, Select Bill or Create New Bill from Select Bill Pop-up
5	Screen for Entering the Bill Details will now open.
6	For Adding more MB details, click on "ADD MB" button.
7	For Adding UWID against Bill, click on "ADD UWID" button.
8	After entering all details, click on "Save and Forward" button for further processing.
9	After clicking on "Save and Forward", Bill Processing screen will open for further processing.
10	Add Remarks, if any and select the designation in Send To dropdown to whom the Bill is to be forwarded.
11	Click " SEND " button to forward the Bill.
12	Once forwarded A confirmation message will appear.
	<u>Acceptance of Bill by Contractor</u>
1	Go to menu - Billing -> Acceptance by Contractor
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
4	After selecting LOA, Select Bill from Select Bill Pop-up
	OR
	Click on the Bill in the Bill Inbox on the Dash Board
5	Screen for Acceptance of Bill will now open
6	Add the GSTIN details by clicking on "ADD" button.
7	After adding the details, generate the PDF and then Sign that PDF.
8	Generate PDF and then Sign that PDF(mandatory).
9	Chose option " Bill accepted " OR " Bill not accepted ".
10	Add Remarks, if any and select the designation in Send To dropdown to whom the Bill is to be forwarded.
11	Click " SEND " button to forward the Bill.
12	Once forwarded A confirmation message will appear.
	<u>Bill Processing and Forwarding by Engineer's Representative</u>
1	Go to menu - Billing -> Bill Processing and Forwarding by Engineer's Representative
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	After selecting LOA, Select Bill from Select Bill Pop-up
	OR
4	Click on the Bill in the Bill Inbox on the Dash Board
5	Screen for Bill Processing and Forwarding by Engineer's Representative will now open

6	Add the Certificate by clicking on the link "Add Certificate".
7	After adding the certificate, generate the PDF and then Sign that PDF.
8	Sign PDF (mandatory).
9	Chose action in the Action Dropdown
10	Add Remarks, if any and select the designation in Send To dropdown to whom the Bill is to be forwarded.
11	Click " SEND " button to forward the Bill.
12	Once forwarded A confirmation message will appear.
	<u>Bill Processing by Engineer</u>
1	Go to menu - Billing -> Bill Processing by Engineer
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	After selecting LOA, Select Bill from Select Bill Pop-up
	OR
4	Click on the Bill in the Bill Inbox on the Dash Board
5	Screen for Bill Processing by Engineer will now open
6	Chose action in the Action Dropdown
7	Add Remarks, if any and select the designation in Send To dropdown to whom the Bill is to be forwarded.
8	Click " SEND " button to forward the Bill.
9	Once forwarded A confirmation message will appear.
	<u>Technical Check of Bill</u>
1	Go to menu - Billing -> Technical Check of Bill
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	After selecting LOA, Select Bill from Select Bill Pop-up
	OR
4	Click on the Bill in the Bill Inbox on the Dash Board
5	Screen for Technical Check of Bill will now open
6	If Edit the Bill Item's quantity or amount then PDF should be re-Generated and then Sign the PDF (mandatory).
7	If Edit the Bill Item's quantity or amount then return bill for Contractor's Sign and AEN's Sign on new PDF (mandatory).
8	Chose action in the Action Dropdown
9	Add Remarks, if any and select the designation in Send To dropdown to whom the Bill is to be forwarded.
10	Click " SEND " button to forward the Bill.
11	Once forwarded A confirmation message will appear.
	<u>Checking and Forwarding to Engineer for Bill Passing (General Check and Application of Recoveries)</u>

1	Go to menu - Billing -> Checking and Forwarding to Engineer for Bill Passing
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	After selecting LOA, Select Bill from Select Bill Pop-up
	OR
4	Click on the Bill in the Bill Inbox on the Dash Board
5	Screen for Checking and Forwarding to Engineer for Bill Passing will now open
6	Add Recoveries by clicking on "Edit Bill Recoveries" and Save by clicking on "Save" button.
7	Chose action in the Action Dropdown
8	Add Remarks, if any and select the designation in Send To dropdown to whom the Bill is to be forwarded.
9	Click " SEND " button to forward the Bill.
10	Once forwarded A confirmation message will appear.
	Bill Passing and Forwarding to IPAS
1	Go to menu - Billing -> Bill Passing and Forwarding to IPAS
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	After selecting LOA, Select Bill from Select Bill Pop-up
	OR
4	Click on the Bill in the Bill Inbox on the Dash Board
5	Screen for Bill Passing and Forwarding to IPAS will now open
6	Provision of editing the GSTIN details is also available.
7	Sign PDF (mandatory).
8	Chose action in the Action Dropdown
9	Add Remarks, if any and select the designation in Send To dropdown to whom the Bill is to be forwarded.
10	Click " SEND " button to forward the Bill.
11	Once forwarded A confirmation message will appear.

Extension of DOC

	<u>Application for Extension of DOC</u>
1	Go to menu - Miscellaneous -> Extension of DOC : Forwarding of Application by Engineer for Examination Application for Extension of DOC
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Extension of DOC Inbox on the Dash Board
4	Screen for Application for Extension of DOC by contractor will now open.
5	Click " ADD " button to add more documents
6	Add Remarks, if any
7	Click " FORWARD " button to forward the LOA.
8	Once forwarded a confirmation message will appear showing the details of forwarding.
	<u>Forwarding of Application by Engineer for Examination</u>
1	Go to menu - Miscellaneous -> Extension of DOC : Forwarding of Application by Engineer for Examination
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Extension of DOC Inbox on the Dashboard.
4	Screen for Forwarding of Application by Engineer for Examination will open.
5	Choose action in the Action (Accepted OR Rejected) dropdown option.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom it will forwarded.
7	Click " FORWARD " button to forward the LOA.
8	Once forwarded a confirmation message will appear showing the details of forwarding.
	<u>Examination and Recommendation by Engineer's Representative</u>
1	Go to menu - Miscellaneous -> Extension of DOC : Examination and Recommendation by Engineer's Representative
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Extension of DOC inbox on the Dashboard
4	Screen for Examination and Recommendation by Engineer's Representative will open.
5	Choose action in the Action (Accepted OR Rejected) Dropdown.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the it will Forwarded.
7	Click " FORWARD " button to forward the LOA.
8	Once forwarded a confirmation message will appear showing the details of forwarding.
	<u>Action by Engineer</u>
1	Go to menu - Contract -> Extension of DOC : Action by Engineer

2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Extension of DOC inbox on the Dashboard.
4	Screen for Action by Engineer will open.
5	Choose action in the Action (Accepted OR Rejected) Dropdown.
6	If " Extension of DOC Approved. Letter may be Issued. " is selected then Extension Sought with PVC ? : , With LD ? : and Under clause(s) in GCC-2018 will be select or checked and DOC Extended Up to: should be filled.
7	Add Remarks, if any and select the designation in Mark to dropdown to whom the it will Forwarded.
8	Click "FORWARD" button to forward the LOA.
9	Once forwarded a confirmation message will appear showing the details of forwarding.
	<u>Examination by Engineer's Office</u>
1	Go to menu - Miscellaneous -> Extension of DOC : Examination by Engineer's Office
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Extension of DOC Inbox on the Dashboard
4	Screen for Examination by Engineer's Office will open.
5	Choose action in the Action (Accepted OR Rejected) Dropdown.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the it will forwarded.
7	Click " FORWARD " button to forward the LOA.
8	Once forwarded a confirmation screen will appear showing the details of forwarding.
	<u>Action by CSA</u>
1	Go to menu - Miscellaneous -> Extension of DOC : Action by CSA
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Extension of DOC inbox on the Dashboard
4	Screen for Action by CSA will open.
	Choose action in the Action (Accepted OR Rejected) Dropdown.
5	If " Extension of DOC Approved. Letter may be Issued. " is selected then Extension sought with PVC ? : , With LD ? : and Under clause(s) in GCC-2018 will be select or checked and DOC Extended Up to: should be filled.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the it will forwarded.
7	Click " FORWARD " button to forward the LOA.
8	Once forwarded a confirmation message will appear showing the details of forwarding.

	<u>Examination by CSA Office</u>
1	Go to menu - Miscellaneous -> Extension of DOC : Examination by CSA Office
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Extension of DOC inbox on the Dashboard.
4	Screen for Examination by CSA Office will now open
	Chose action in the Action (Accepted OR Rejected) Dropdown
5	Add Remarks, if any and select the designation in Mark to dropdown to whom the it will forwarded.
6	Click " FORWARD " button to forward the LOA.
7	Once forwarded a confirmation message will appear showing the details of forwarding.
	<u>Sending of Approval Letter to the Contractor by Engineer</u>
1	Go to menu - Miscellaneous -> Extension of DOC : Sending of Approval Letter to the Contractor by Engineer
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Extension of DOC inbox on the Dashboard
4	Screen for Sending of Approval Letter to the Contractor by Engineer will open.
5	Fill the required fields in DOC Extension Proposal details add Remarks, if any .
6	Click " FORWARD " button to forward the LOA.

Release of PG/SD Module

<u>Application by Contractor (Entry Screen)</u>	
1	Go to menu - Release of PG/SD-> Application by Contractor
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
4	Screen for Entering the Release of PG/SD Details will now open.
5	Click " ADD Documents " button to upload multiple documents.
6	Add Remarks, if any and select the designation in address to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
<u>Forwarding of Application for Examination by Engineer</u>	
1	Go to menu - Release of PG/SD-> Forwarding of Application for Examination by Engineer
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
OR	
Click on the LOA in the Release of PG/SD Inbox on the Dash Board	
4	Screen for Forwarding of Application for Examination by Engineer will now open
5	Chose action in the Action Dropdown
6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
<u>Examination by Engineer's Representative</u>	
1	Go to menu - Release of PG/SD-> Examination by Engineer's Representative
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
OR	
Click on the LOA in the Release of PG/SD Inbox on the Dash Board	
4	Screen for Examination by Engineer's Representative will now open
5	Chose action in the Action Dropdown
6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
<u>Action by Engineer</u>	
1	Go to menu - Release of PG/SD-> Action by Engineer
2	Click "Search" button provided against " Search LoA " option.

3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Release of PG/SD Inbox on the Dash Board
4	Screen for Action by Engineer will now open
5	Chose action in the Action Dropdown
6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
	<u>Examination by Engineer's Office</u>
1	Go to menu - Release of PG/SD-> Examination by Engineer's Office
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Release of PG/SD Inbox on the Dash Board
4	Screen for Examination by Engineer's Office will now open
5	Chose action in the Action Dropdown
6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
	<u>Action by Engineer</u>
1	Go to menu - Release of PG/SD-> Action by Engineer
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Release of PG/SD Inbox on the Dash Board
4	Screen for Action by Engineer will now open
5	Chose action in the Action Dropdown
6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
	<u>Action by Contract Signing Authority</u>
1	Go to menu - Release of PG/SD-> Action by Contract Signing Authority
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Release of PG/SD Inbox on the Dash Board

4	Screen for Action by Contract Signing Authority will now open
5	Chose action in the Action Dropdown
6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
	<u>Examination by office of Contract Signing Authority</u>
1	Go to menu - Release of PG/SD-> Examination by office of Contract Signing Authority
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Release of PG/SD Inbox on the Dash Board
4	Screen for Examination by office of Contract Signing Authority will now open
5	Chose action in the Action Dropdown
6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
	<u>Action by Contract Signing Authority</u>
1	Go to menu - Release of PG/SD-> Action by Contract Signing Authority
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Release of PG/SD Inbox on the Dash Board
4	Screen for Action by Contract Signing Authority will now open
5	Chose action in the Action Dropdown
6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
	<u>Forwarding to Associate Finance for Release of PG/SD by Engineer</u>
1	Go to menu - Release of PG/SD-> Forwarding to Associate Finance for Release of PG/SD by Engineer
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Release of PG/SD Inbox on the Dash Board
4	Screen for Forwarding to Associate Finance for Release of PG/SD by Engineer will now open
5	Chose action in the Action Dropdown

6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.
	<u>Confirmation of Release of PG/SD</u>
1	Go to menu - Release of PG/SD-> Confirmation of Release of PG/SD
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
	OR
	Click on the LOA in the Release of PG/SD Inbox on the Dash Board
4	Screen for Confirmation of Release of PG/SD will now open
5	Chose action in the Action Dropdown
6	Add Remarks, if any and select the designation in Send to dropdown to whom the Release of PG/SD is to be forwarded.
7	Click " Send " button to forward the Release of PG/SD.
8	Once forwarded A confirmation message will appear.

NS Item Module

	<u>Initiation of Proposal by Site Engineer</u>
1	Go to menu - New Item -> Initiation of Proposal by Site Engineer
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
4	Screen for Entering the New NS Items Details will now open.
5	Click " Existing NS Item Record " Radio button under the section " Initiation of Proposal by Site Engineer ".
	Click " SOR based NS Item Record " Radio button under the section " Initiation of Proposal by Site Engineer ".
6	Use the Popup window to select the details of Existing NS Item or SOR based NS Item and the click any record.
7	Upload the document for NS Item under the section " Initiation of Proposal by Site Engineer ".
8	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
9	Click " FOWARD " button to forward the Agreement.
10	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Action by Engineer's Representatives</u>
1	Go to menu - New Item -> Action by Engineer's Representatives
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Action by Engineer's Representatives will now open
5	Chose action in the Action (Accepted OR Rejected) Dropdown
6	Add Remarks, if any and the NS Item Details is to be forwarded to Contractor
7	Click " FOWARD " button to forward the Agreement .
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Action by Engineer.</u>
1	Go to menu - New Item -> Action by Engineer
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Action by Engineer will now open
5	Chose action in the Action (General Check OR Technical Check) Dropdown
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
7	Click " FOWARD " button to forward the Agreement .
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.

	<u>General Check.</u>
1	Go to menu - New Item -> General Check
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for General Check will now open
5	Here can change the Item Details like Quantity , Rate Or Unit.
6	Chose action in the Action (General Check done and Forwarded OR General check done and necessary corrections required) Dropdown
7	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
8	Click " FOWARD " button to forward the Agreement .
9	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Technical Check.</u>
1	Go to menu - New Item -> Technical Check
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Technical Check will now open
5	Here can change the Item Details like Quantity , Rate Or Unit.
6	Chose action in the Action (Technical Check done and Forwarded OR Return) Dropdown
7	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
8	Click " FOWARD " button to forward the Agreement .
9	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Action by Engineer.</u>
1	Go to menu - New Item -> Action by Engineer
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Action by Engineer will now open
5	Chose action in the Action (General Check OR Technical Check) Dropdown
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
7	Click " FOWARD " button to forward the Agreement .
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.

	<u>Acceptance by Contractor</u>
1	Go to menu - New Item -> Acceptance by Contractor
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Acceptance by Contractor will now open
5	Chose action in the Action (Accepted OR Rejected) Dropdown
6	Click " Checkbox " to confirmation the NS Item Details
7	Add Remarks, if any and NS Item Details is to be forwarded Back to the User
8	Click " FOWARD " button to forward the Agreement .
9	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Action by Engineer.</u>
1	Go to menu - New Item -> Action by Engineer
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Action by Engineer will now open
5	Chose action in the Action (Concurrence not required. NS Proposal is sanctioned OR Concurrence not required. Forwarded to competent authority for sanction) Dropdown
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
7	Click " FOWARD " button to forward the Agreement .
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Administrative Approval of Competent Authority</u>
1	Go to menu - New Item -> Administrative Approval of Competent Authority
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Administrative Approval of Competent Authority will now open
5	Chose action in the Action (Accepted OR Rejected) Dropdown
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
7	Click " FOWARD " button to forward the Agreement .
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.

	<u>Forwarding to Associate Finance for Concurrence</u>
1	Go to menu - New Item -> Forwarding to Associate Finance for Concurrence
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Forwarding to Associate Finance for Concurrence will now open
5	Chose action in the Action (Accepted OR Rejected) Dropdown
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
7	Click " FOWARD " button to forward the Agreement .
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Action by Associate Finance</u>
1	Go to menu - New Item -> Action by Associate Finance
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Action by Associate Finance will now open
5	Chose action in the Action (Accepted OR Rejected) Dropdown
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
7	Click " FOWARD " button to forward the Agreement .
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Forwarding of Proposal for Sanction of Competent Authority</u>
1	Go to menu - New Item -> Forwarding of Proposal for Sanction of Competent Authority
2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Forwarding of Proposal for Sanction of Competent Authority will now open
5	Chose action in the Action (Accepted OR Rejected) Dropdown
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
7	Click " FOWARD " button to forward the Agreement .
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Action by Competent Authority</u>
1	Go to menu - New Item -> Action by Competent Authority

2	Click "Search" button provided against " Search Agreement " option.
3	In the pop-up: Select the Agreement from the list by clicking on row.
	OR
	Click on the Agreement in the New Item Inbox on the Dash Board
4	Screen for Action by Competent Authority will now open
5	Chose action in the Action (NS Proposal sanctioned. OR Return OR NS Proposal is not sanctioned and dropped) Dropdown
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the NS Item Details is to be forwarded.
7	Click " FOWARD " button to forward the Agreement .
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	<u>Assignment of Items</u>
1	Click on the Agreement in the New Item Inbox on the Dash Board
2	Now, we can create new Schedule, add Schedule Items like (In Group, In Individual)
3	On " Item-breakup " tab, we can add schedule Items in Group wise
4	All the Agreement details, including Schedule wise accepted offer details, item-breakup will get populated here in a tabbed web page structure.
5	To complete Initiating for variation click upon " Initiate Variation " button given on the bottom of the page.
6	After this, Initiate variation has completed successfully, and further activities can be performed through suitable loginid.

Variation Module

Contract Variation	
1	Go to menu - Contract Variation > Initiation by Site Engineer
2	Click "Search" button provided against " Search Agreement for Initiate Variation: " option.
3	In the pop-up: Select the LOA from the list by clicking on row for which you want to imitate a variation. If Assignment of activity done and No Other Variation is in process then agreement data is ported into variation and this will available in Inbox
4	Click "Search" button provided against " Inbox Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
5	Go to Variation Detail Change Proposed Qty. ,Verify calculated Amount (Rs.) as per Proposed Qty. and Variation Amount
6	Click On Save Item variation Button
7	If any requirement for Addition of NEW SOR Item then click on "Add New SOR ITEM"
8	Add Remarks, if any and select the designation in Mark to dropdown to whom the VArIation is to be forwarded.
9	Click " Send " button to forward the LOA.
10	Once forwarded A confirmation Screen will appear showing the details of forwarding.
Action by Engineer's Representative	
1	Go to menu - Contract Variation > Action by Engineer's Representative
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail if required modify Proposed Qty. ,Verify calculated Amount (Rs.) as per Proposed Qty. and Variation Amount .
4	Click On Save Item variation Button
5	Select What action required.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the VArIation is to be forwarded.
7	Click " Send " /" Return " button to forward/return the Variation.
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
Examination by Engineer	
1	Go to menu - Contract Variation > Examination by Engineer's Office
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail if required modify Proposed Qty., Verify calculated Amount (Rs.) as per Proposed Qty. and Variation Amount.
4	Click On Save Item variation Button

5	Select What action required.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the Variation is to be forwarded.
7	Click " Send " /" Return " button to forward/return the Variation.
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	General Check
1	Go to menu - Contract Variation > General Check
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail if required modify Proposed Qty., Verify calculated Amount (Rs.) as per Proposed Qty. and Variation Amount.
4	Click On Save Item variation Button
5	Select What action required.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the Variation is to be forwarded.
7	Click " Send " /" Return " button to forward/return the Variation.
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	Technical Check
1	Go to menu - Contract Variation > Technical Check
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail if required modify Proposed Qty. ,Verify calculated Amount (Rs.) as per Proposed Qty. and Variation Amount .
4	Click On Save Item variation Button
5	Select What action required.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the Variation is to be forwarded.
7	Click " Send " /" Return " button to forward/return the Variation.
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	Recommendation by Engineer
1	Go to menu - Contract Variation > Recommendation by Engineer
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail if required modify Proposed Qty., Verify calculated Amount (Rs.) as per Proposed Qty. and Variation Amount.
4	Click On Save Item variation Button

5	Select What action required.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the Variation is to be forwarded.
7	Click " Send " /" Return " button to forward/return the Variation.
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	Acceptance by Contractor
1	Go to menu - Contract Variation > Acceptance by Contractor
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail if required modify Proposed Qty., Verify calculated Amount (Rs.) as per Proposed Qty. and Variation Amount.
4	Select What action required.
5	Add Remarks, if any and select the designation in Mark to dropdown to whom the Variation is to be forwarded.
6	Click " Send " /" Return " button to forward/return the Variation.
7	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	Action by Engineer
1	Go to menu - Contract Variation > Action by Engineer
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail if required modify Proposed Qty., Verify calculated Amount (Rs.) as per Proposed Qty. and Variation Amount.
4	Click On Save Item variation Button
5	Select What action required.
6	Add Remarks, if any and select the designation in Mark to dropdown to whom the Variation is to be forwarded.
7	Click " Send " /" Return " button to forward/return the Variation.
8	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	Action by Finance
1	Go to menu - Contract Variation > Action by Finance
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail verify changes
4	Select What action required.
5	Add Remarks, if any and select the designation in Mark to dropdown to whom the Variation is to be forwarded.

6	Click " Send " /" Return " button to forward/return the Variation.
7	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	Action by Competent Authority
1	Go to menu - Contract Variation > Action by Competent Authority
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail verify changes
4	Select What action required. IF all found in order and then approve and if not then not approve or can return. or also can send for Examination
5	Add Remarks, if any and if required to send next level for examination then select the designation in Mark to dropdown to whom the Variation is to be forwarded.
6	Click " Send " /" Return " /" Approve and Close " /" Not Approve and Close " button to forward/return the Variation.
7	Once forwarded A confirmation Screen will appear showing the details of forwarding.
	Examination by Competent Authority's Office
1	Go to menu - Contract Variation > Examination by Competent Authority's Office
2	Click "Search" button provided against " Search Agreements: " option.
	OR
	Click on the LOA in the Contract Variation Inbox on the Dash Board
3	Go to Variation Detail verify changes
4	Select What action required.
5	Add Remarks, if any and select the designation in Mark to dropdown to whom the Variation is to be forwarded.
6	Click " Send " /" Return " button to forward/return the Variation.
7	Once forwarded A confirmation Screen will appear showing the details of forwarding.

Correspondence Module

	<u>Standard Correspondence</u>
	<u>7 days' Notice</u>
1	Go to menu - Correspondence -> Standard Correspondence -> 7 days' Notice
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
4	Click " Search " button provided against " Reference Correspondence no " and
	Reference Correspondence no2 option.
5	In the pop-up: Select the Reference Correspondence no from the list by clicking on row.
6	Add Address to, Copy to, Subject, Letter Date, Upload Letter, Remarks.
7	Click "Send" button to Send the LOA.
	<u>Standard Correspondence</u>
	<u>48 Hrs Notice</u>
1	Go to menu - Correspondence -> Standard Correspondence -> 48 Hrs Notice
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
4	Click " Search " button provided against " Reference Correspondence no ".
5	In the pop-up: Select the Reference Correspondence no from the list by clicking on row.
6	Add Address to, Copy to, Subject, Letter Date, Upload Letter, Remarks.
7	Click "Send" button to Send the LOA.
	<u>Standard Correspondence</u>
	<u>Communication of DOC extension</u>
1	Go to menu - Correspondence -> Standard Correspondence -> 7 days' Notice
2	Click " Search " button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
4	Click " Search " button provided against " Reference Correspondence no " option.
5	In the pop-up: Select the Reference Correspondence no from the list by clicking on row.
6	Add Address to, Copy to, Subject, Letter Date, Upload Letter, Remarks.
7	Click " Send " button to Send the LOA.
	<u>Standard Correspondence</u>
	<u>Termination Notice</u>
1	Go to menu - Correspondence -> Standard Correspondence -> 7 days' Notice
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
4	Click "Search" button provided against " Reference Correspondence no " option.
5	In the pop-up: Select the Reference Correspondence no from the list by clicking on row.
6	Add Address to, Copy to, Subject, Letter Date, Upload Letter, Remarks.
7	Click "Send" button to Send the LOA.

	General Correspondence
1	Go to menu - Correspondence -> Standard Correspondence -> 7 days' Notice
2	Click "Search" button provided against " Search LoA " option.
3	In the pop-up: Select the LOA from the list by clicking on row.
4	Click "Search" button provided against " Reference Correspondence no " option.
5	In the pop-up: Select the Reference Correspondence no from the list by clicking on row.
6	Add Address to, Copy to, Subject, Letter Date, Upload Letter, Remarks.
7	Click "Send" button to Send the LOA.