

CONVEYANCE LOAN

Role: Department Endorser



This module is an online application process of managing Conveyance Loan in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

Below are the quick guide for Department Endorser to Endorse / Rework / Reject Conveyance Loan application:

Endorse Conveyance Loan Application

- 1

In SAP Fiori, click on **Application Endorsement** tile
- 2

In **CL Endorsement Page**, select application with **Submitted** status
- 3

Ensure that the **required application details** are correct
- 4

Select **Supporting Attachment** icon

Click **Display** button to view supporting documents
- 5

Select **Application Notes** icon to view notes previously entered.
- 6

Select **Application Historical Data** icon to view previous status
- 7

Tick **Declaration** checkbox
- 8

Click **Endorse** button

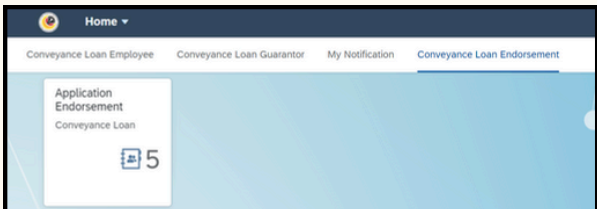
CONVEYANCE LOAN

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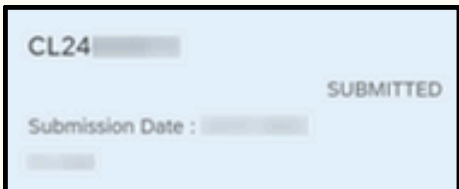


Rework Conveyance Loan Application

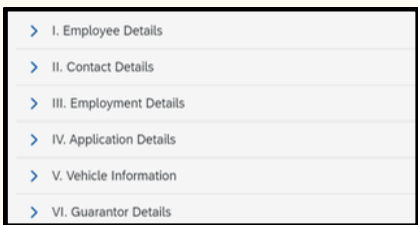
1 In SAP Fiori, click on **Application Endorsement** tile



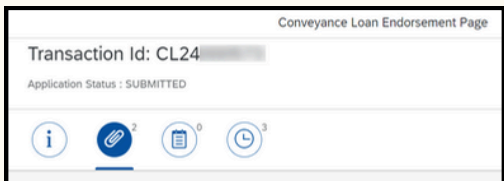
2 In **CL Endorsement Page**, select application with **Submitted** status



3 Ensure that the **required application details** are correct

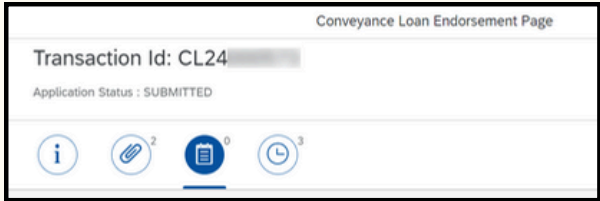


4 Select **Attach** icon

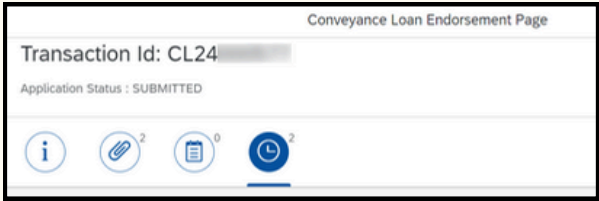


Click **Display** button to view supporting documents

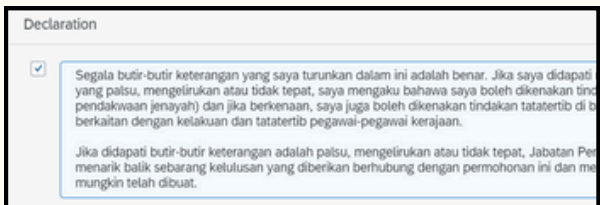
5 Select **Application Notes** icon to view notes from applicant



6 Select **Application Historical Data** icon to view previous status



7 Tick **Declaration** checkbox



8 Click **Rework** button



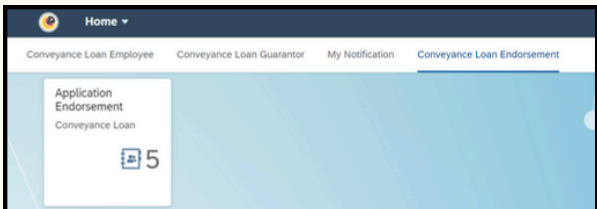
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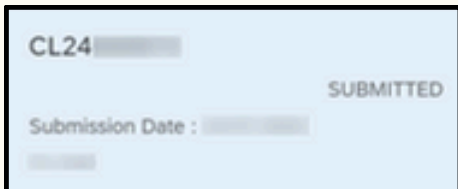


Reject Conveyance Loan Application

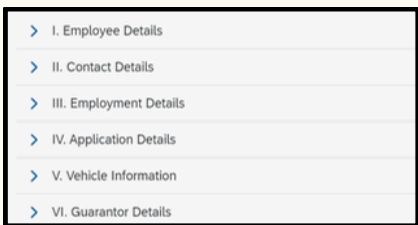
1 In SAPGUI (front-end system), click on **Conveyance Loan Endorsement** tile



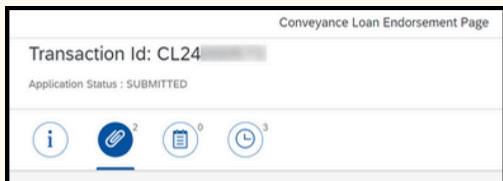
2 In **CL Endorsement Page**, select application with **Submitted** status



3 Ensure that the **required application details** are correct

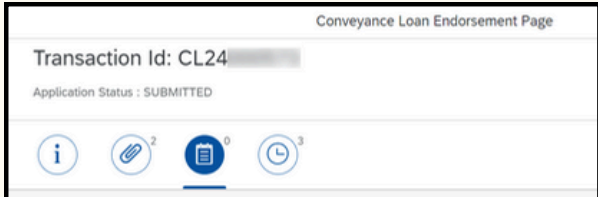


4 Select **Attach** icon

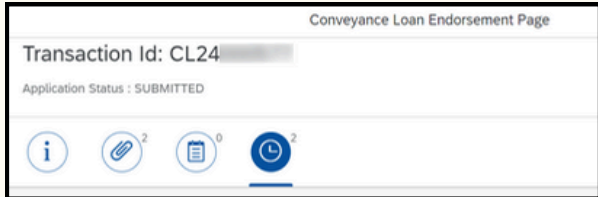


Click **Display** button to view supporting documents

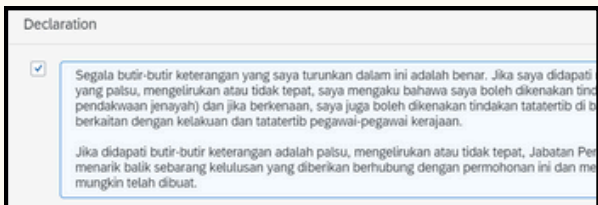
5 Select **Application Notes** icon to view notes from applicant



6 Select **Application Historical Data** icon to view previous status



7 Tick **Declaration** checkbox



8 Click **Reject** button



Please refer to the **User Guide** for a step-by-step guide.
Conveyance Loan User Guide is available on **SSM Info Website**:
www.jpa.gov.bn/SSM