

CONVEYANCE LOAN

Role: CL Administrator

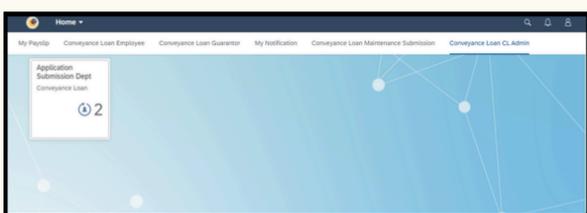


This module is an online application process of managing Conveyance Loan in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for CL Administrator to Submit / Draft / Delete Conveyance Loan application:

Submit Conveyance Loan Application

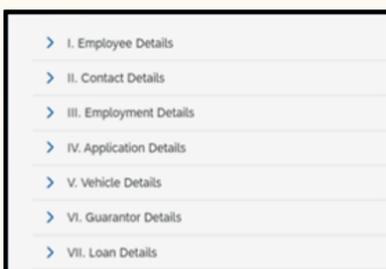
1 In front-end system, click on Application Submission Dept tile in **Conveyance Loan CL Admin** tab



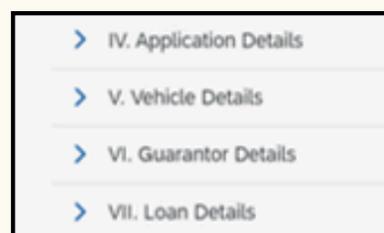
2 In **Conveyance Loan Page**, click on **Add** button



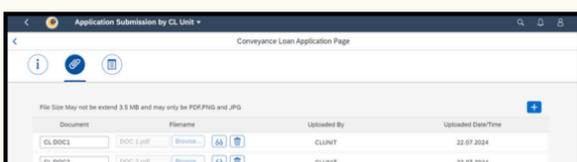
3 Ensure that the **required application details** are correct



4 Under **Section IV, V, VI and VII**, fill in all the **required details**

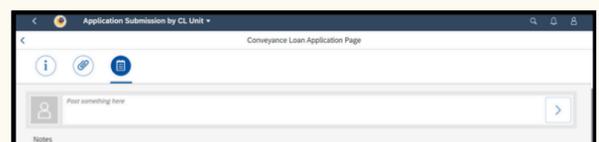


5 Select **Attachment** icon



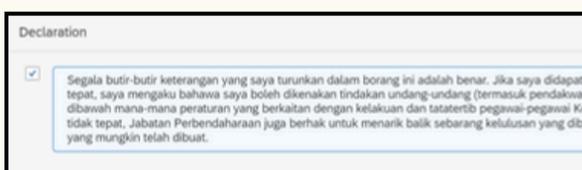
Click **Add (+)** icon to attach any supporting documents

6 Select **Application Historical Data** icon



Fill in the notes field provided

7 Tick **Declaration** checkbox



8 Click **Submit** button



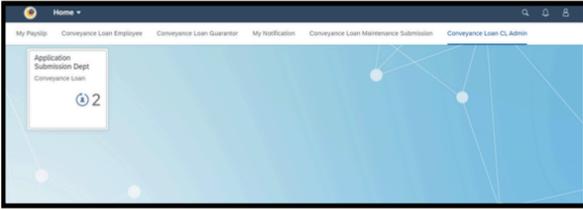
CONVEYANCE LOAN

Role: Front End User (CL Administrator)



Edit Reworked Conveyance Loan Application

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



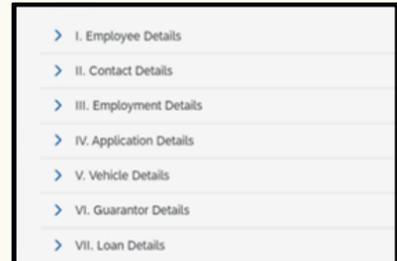
2 In **Conveyance Loan Page**, select application with **Reworked** status



3 Click **Edit** button



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



5 Click **Submit** button



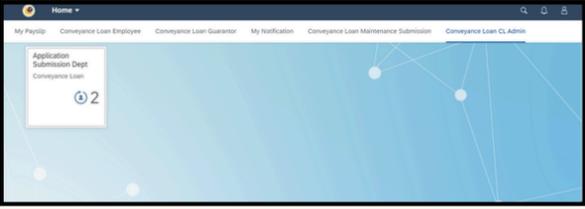
CONVEYANCE LOAN

Role: Front End User (CL Administrator)



Delete Drafted Conveyance Loan Application

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



2 In **Conveyance Loan Page**, select application with **Drafted** status



3 Click **Delete** button



4 The **Delete** message will be displayed



CONVEYANCE LOAN

Role: Front End User (CL Administrator)

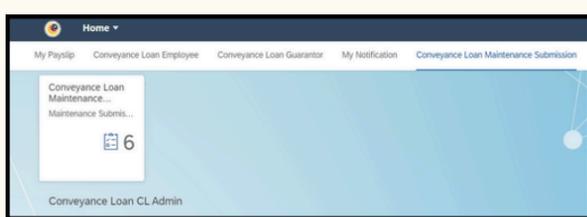


This module is an online application process of managing Conveyance Loan in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for CL Administrator to Submit Edited Conveyance Loan application:

Update Application (Maintenance)

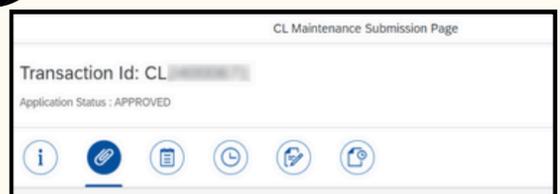
1 In SAPGUI (front-end system), click on **Conveyance Loan Maintenance Submission** tile



2 Under **Section V. Vehicle Information**, fill in all the required details

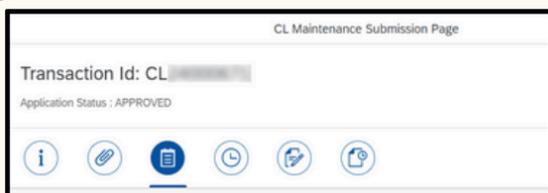
3 Under **Section VI. Guarantor Details**, fill in all the required details

4 Select **Attach** icon



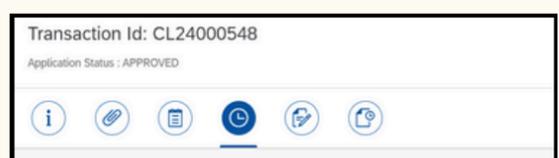
Click **Add (+)** icon to attach any supporting documents

5 Select **Notes** icon

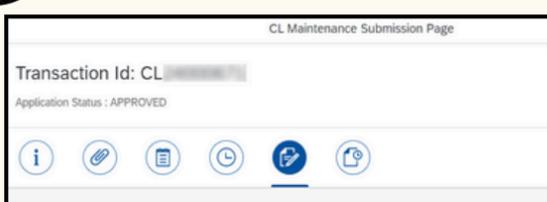


Fill in the notes field provided

6 Select **Application History** icon to view application history details

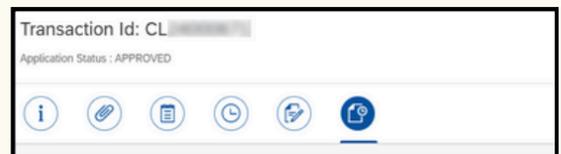


7 Select **Repayment** icon



Click **Add (+)** icon to add or update repayment details

8 Select **Adjust Repayment** icon



Click **Add (+)** icon to add or update adjust repayment details

9 Tick **Declaration** checkbox

10 Click **Update** 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