

CONVEYANCE LOAN

Role: Front End User (CL Treasury Approver)

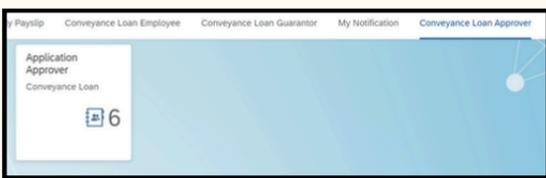


This module is an online application process of managing Conveyance Loan in SSM, subject to employee's eligibility and Treasury Department's final approval.

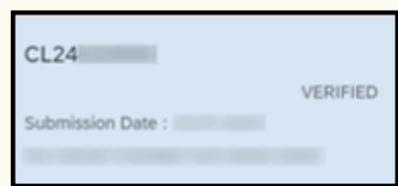
Below are the quick guide for CL Treasury Approver to Approve / Rework / Reject Conveyance Loan application:

Approve / Rework / Reject Application

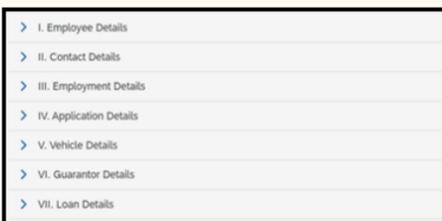
1 In SAPGUI (front-end system), click on **Conveyance Loan Approver** tile



2 In **Conveyance Loan Approval Page**, select application with **Verified** status



3 Review the **Application Details**



4 Review the **Supporting Documents**

Supporting Document	Mandatory	Uploaded By	Uploaded On	Filename	
CL.DOC1	Y			CL24000729_001_001.png	Display
CL.DOC2	N			CL24000729_001_003.png	Display

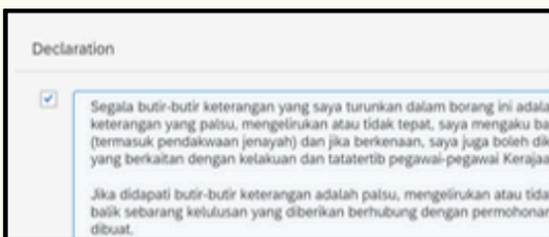
5 Review the **Application Notes**



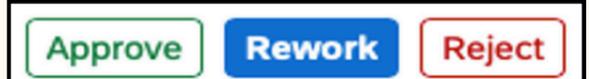
6 Review the **Application Historical Data**

Employee	Date	Time	Status
	25.07.2024	21:20:43	DRAFTED
	25.07.2024	21:28:18	VERIFIED

7 Tick **Declaration** checkbox



8 Click **Approve / Rework / Reject** button



9 Fill in the **note**

Click **Approve / Rework / Reject** button to approve application