

CONVEYANCE LOAN

Role: Front End User (CL Treasury Verifier)

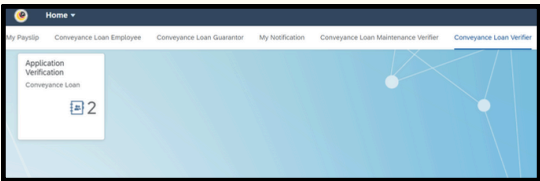


This module is an online application process of managing Conveyance Loan in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

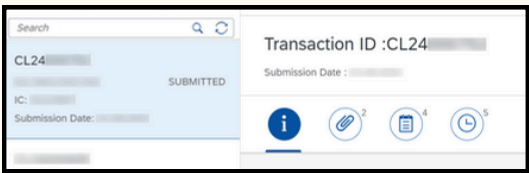
Below are the quick guide for CL Treasury Verifier to Verify / Rework / Reject Conveyance Loan application:

Verify / Rework / Reject Application

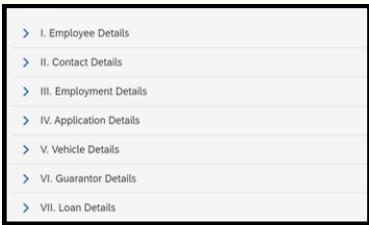
1 In SAPGUI (front-end system), click on **Conveyance Loan Verifier** tile



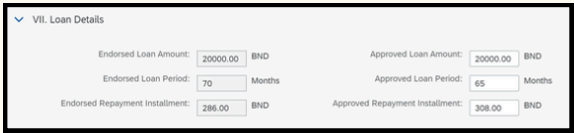
2 In **Conveyance Loan Application Page**, select application with **Submitted** status



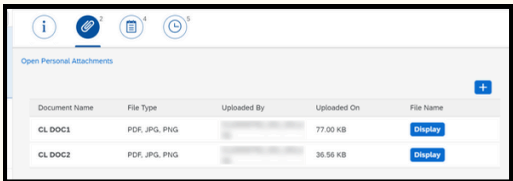
3 Review the **Application Details**



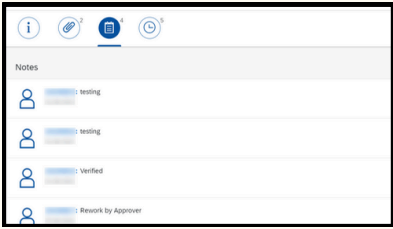
4 Fill in the **Loan Details**



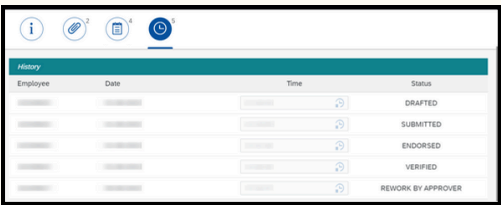
5 Review the **Supporting Documents**



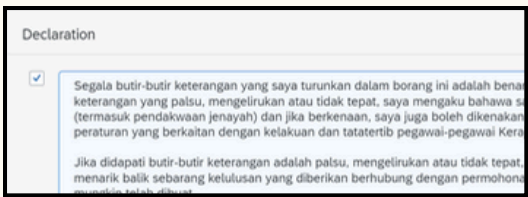
6 Review the **Application Notes**



7 Review the **Application Historical Data**



8 Tick **Declaration** checkbox



9 Click **Verify / Rework / Reject** button



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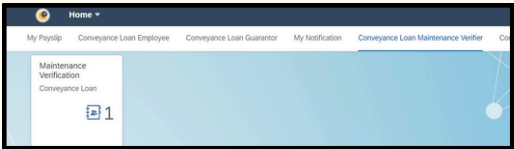


This module is an online application process of managing Conveyance Loan in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

Below are the quick guide for CL Treasury Verifier to Verify / Rework / Reject updated application:

Verify / Rework / Reject Updated Application

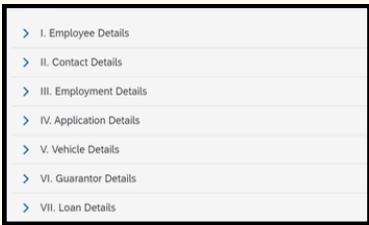
1 In SAPGUI (front-end system), click on **Conveyance Loan Maintenance Verifier** tile



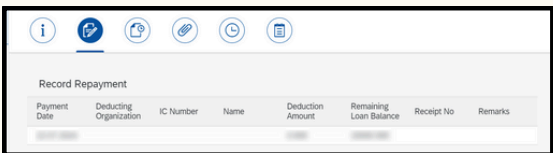
2 In **Conveyance Loan Application Page**, select application with **U_Submitted** status



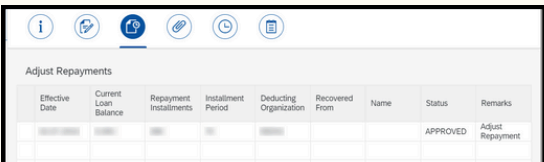
3 Review the **Application Details**



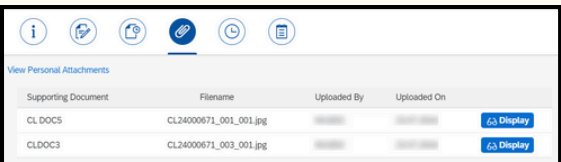
4 Select **Repayment** icon to review



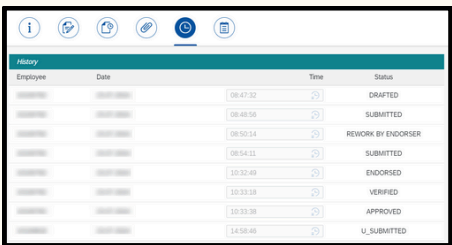
5 Select **Adjust Repayment** icon to review



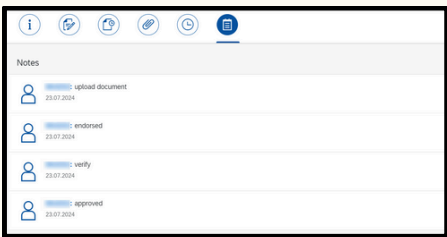
6 Review the **Supporting Documents**



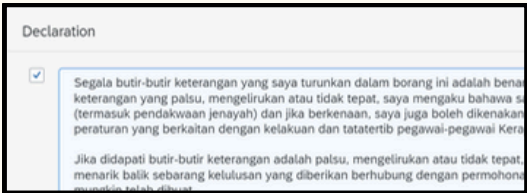
7 Review the **Application Historical Data**



8 Review the **Application Notes**



9 Tick **Declaration** checkbox



10 Click **Verify / Rework / Reject** button

