

# RECPDCL Bank Guarantee User Manual



## **To upload the Bank Guarantee in ERP:**

1. Log in to the ERP Portal using the provided link.

Link: <https://www.erprecpdcl.in/app/home>

2. Enter your User ID and Password to access the system.

## Two ways to search for the RECPDCL Bank Guarantee:

1. On the Home screen, locate and click on the **"Bank Guarantee"** workspace.

The screenshot shows the RECPDCL Bank Guarantee Workspace dashboard. The top navigation bar includes the RECPDCL logo, a search bar with the placeholder "Search or type a command (Ctrl + G)", and a "Help" dropdown. The left sidebar lists various workspaces, with "Bank Guarantee Wo..." highlighted in yellow. The main content area is titled "Bank Guarantee Workspace" and is divided into three sections: "BG Expiry Report", "BG Original", and "BG Extension".

**BG Expiry Report**  
Bg Expiring Soon ↗

**BG Original**

BG ORIGINAL DRAFT 660 0 % since yesterday	BG PENDING AT TECHNICAL DIVISION 0	BG PENDING AT ACCOUNTS USER 1 0 % since yesterday
BG PENDING AT ACCOUNTS MANAGER 0	BG APPROVED 0	

**BG Extension**

PENDING FOR BG EXTENSION AT T... 0	PENDING FOR BG EXTENSION AT A... 0	PENDING FOR BG EXTENSION AT A... 0	BG EXTENDED 0
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2. Use the **Awesomebar** at the top and type **"RECPDCL Bank Guarantee"** to quickly search and access it.

The screenshot shows the RECPDCL Home screen. The top navigation bar includes the RECPDCL logo, a search bar, and a "Help" dropdown. The left sidebar lists various workspaces, with "Home" highlighted in grey. The main content area is titled "Home" and is divided into two sections: "Your Shortcuts" and "Employee".

**Home**

**Your Shortcuts**

- Booking Management ↗ 3
- Material Request ↗ 64
- Courier Management ↗ 1

**Employee**

- Employee ↗
- Leave Application ↗

**Data Import and Settings**

- Import Data ↗
- Opening Invoice Creation Tool ↗
- Chart of Accounts Importer ↗
- Letter Head ↗
- Email Account ↗

The search bar at the top contains the text "RECPDCL Bank Guarantee List" and a dropdown menu shows the search results, including "RECPDCL Bank Guarantee List" and "Search for RECPDCL Bank Guarant...".



### Project Details

Project ID \*

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### Bank Guarantee Details

EMD Type \*  BG For \*

BG Type \*  Tender No

Original BG Number \*

Remarks

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### Bank Guarantee Table

Bank Guarantee Table

<input type="checkbox"/>	No.	BG Status *	BG Number *	BG Amount *	Original Issue Date *	Claim Date *	
<div style="border: 1px solid #ccc; width: 40px; height: 20px; margin: 0 auto;"></div>							

- Then, click on the **"Action"** button and select **"Send to Technical Division"**.

REC PowerDevelopment > BG Dashboard For BG Approver > RECPDCL Bank Guarantee > 020BG01183320003 Impersonating sumit.y@indictranstech.com Search or type Help SY

**020BG01183320003** Draft Actions

Assigned To +

Attachments +

BG 003 REC Po x

SFMS\_BG 003 R x

Tags +

Share +

0 - 0 FOLLOW

BG Portal last edited this - 1 week ago

Administrator created this - 2 months ago

### Project Details

Project ID  Project Name

Project Type

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### Bank Guarantee Details

EMD Type \*  BG For \*

BG Type \*  Tender No

Remarks

Send To Technical Division

Help

- The request will now be forwarded to the respective Head for approval.

## Technical Division Head:

(Original BG)

Once the Head of the respective department reviews and approves:

- Click on the "Action" button.
- Select "Send to Accounts User" to forward the Bank Guarantee for further processing.

REC Power Development > BG Dashboard For BG Approver > RECPDCL Bank Guarantee > 020BG01183320003

Impersonating shashank.d@indictranstech.com Search or type Help SD

020BG01183320003 Pending at Technical Division

Assigned To +

Attachments +

BG 003 REC Pov x

SFMS\_BG 003 R x

020BG01183320C x

Tags +

Share +

0 · 0 FOLLOW

You last edited this · just now

Administrator created this · 2 months ago

**Project Details**

Project ID: PROJ-0333

Project Name: Smart Grid Pilot Project\_SCADA\_CED

Project Type: Smart Meter

**Bank Guarantee Details**

EMD Type \*: Non Fund Base Vendor

BG For \*: Internal (Manual)

BG Type \*: PBG

Tender No:

Remarks:

Actions:

- Send To Accounts User
- Send for Correction
- Help

Once sent, the request will go to the Accounts User.

## For Accounts User:

- The **Accounts User** must attach the **SFMS Inward attachment** before it can be forwarded to the **Accounts Manager**.
- To do this, click on the **pencil icon** next to the relevant item.

Bank Guarantee Table

<input type="checkbox"/>	No.	BG Status *	BG Number *	BG Amount *	Original Issue Date *	Claim Date *	
<input type="checkbox"/>	1	Original	020BG01183320003	₹ 53,50,436.00	28-11-2018	15-05-2025	
<input type="checkbox"/>	2	Extension	020BG01183320003	₹ 53,50,436.00	28-11-2018	28-02-2027	

Add Row

Vendor Details

Supplier

M/s SYNERGY SYSTEMS & SOLUTIONS.

Supplier Address

Supplier Email

Supplier Contact No

- The option to upload the **SFMS Inward attachment** will become visible.

Editing Row #1

Insert Below Insert Above Duplicate Move

BG Status \*

Original

Original Issue Date \*

28-11-2018

BG Number \*

020BG01183320003

Claim Date \*

15-05-2025

BG Amount \*

53,50,436.00

Expiry Date \*

15-05-2025

Bank

BG Copy

Attach

SFMS Attachment

Attach

Bank Verification Address

Bank Issue Address

- After attaching the document, click **"Send to Accounts Manager"** for final verification.

020BG01183320003 Pending at Accounts User

< > 🖨️ ⋮ Actions

Assigned To +

Attachments +

BG 003 REC PoV x

SFMS\_BG 003 R x

Tags +

Share +

0 FOLLOW

Last edited this · 4  
minutes ago

Administrator created this ·  
minutes ago

### Project Details

Project ID

PROJ-0333

Project Name

Smart Grid Pilot Project\_SCADA\_CED

Project Type

Smart Meter

### Bank Guarantee Details

EMD Type \*

Non Fund Base Vendor

BG For \*

Internal (Manual)

BG Type \*

PBG

Tender No

Remarks

- Send To Accounts Manager
- Send for Correction
- Help

## Accounts Manager:

(Original BG)

- Once the **Accounts Manager** verifies the details, the Bank Guarantee status will be updated to **Approved**.

REC Power Development > BG Dashboard For BG Approver > RECPDCL Bank Guarantee > 68840GI3D1606225

Impersonating sumit.y@indictranstech.com

Search or type



Help SY

68840GI3D1606225 Approved

< > 🖨️ ⋮

Assigned To +

Attachments +

1740035494\_20 x

Tags +

Share +

0 FOLLOW

You last edited this · 3  
days ago

Mayank created this · 4  
days ago

### Project Details

Project ID

PROJ-0081

Project Name

PMDP Urban(R&M works under 04 circles of Jammu)

### Bank Guarantee Details

EMD Type \*

Non Fund Base Vendor

BG For \*

External

BG Type \*

PBG

Tender No

Remarks

regarding smart metering

## For BG Extension:

When Workflow Status of the document is 'Approved' but there is an extension of the BG.

Users with role BG Creator will add a row in the Bank Guarantee Table and fill the required data.

Once data is filled, the user can send it to the user with BG Approver for BG Extension. Flow will be run the same as the flow runs for Original BG.

REC PowerDevelopment > BG Dashboard For BG Approver > RECPDCL Bank Guarantee > 1122 Search or type a command (⌘ + G) Help A

1122 Approved

Assigned To +  
Attachments +  
1122 x  
Tags +  
Share +

0 0 FOLLOW  
You last edited this · just now  
You created this · just now

### Project Details

Project ID: PROJ-0071  
Project Name: Installation of 2 lacs Smart Meters  
Project Type: Smart Meter

### Bank Guarantee Details

EMD Type: Non Fund Base Vendor  
BG For: External  
BG Type: EMD  
Tender No: 1234

Remarks

Bank Guarantee Table

<input type="checkbox"/>	No.	BG Status *	BG Number *	BG Amount *	Original Issue Date *	Claim Da...	
<input type="checkbox"/>	1	Original	1122	₹ 1,122.00	19-05-2025	28-05-2...	
<input type="checkbox"/>	2	Extension	1122	11,222.00	19-05-2025	20-05-20	

Add Row

Vendor Details

Add the extension by filling in the required details. Once completed, click the 'Action' button to send it for BG Extension.

REC Power Development > BG Dashboard For BG Approver > RECPDCL Bank Guarantee > 1122

Search or type a command (⌘ + G) Help

1122 Not Saved

Assigned To + Attachments + 1122 x Tags +

**Project Details**

Project ID	Project Name
PROJ-0071	Installation of 2 lacs Smart Meters
Project Type	
Smart Meter	

Actions: Send for BG Extension, Help

It will be sent to the **Technical Division** for BG Extension.

1122 Pending for BG Extension at Accounts User

Assigned To + Attachments + 1122 x Tags + Share +

**Project Details**

Project ID	Project Name
PROJ-0071	Installation of 2 lacs Smart Meters
Project Type	
Smart Meter	

Actions: Send for BG Extension, Send for Correction, Help

The **Technical Division** will forward it to the **Accounts User**.

1122 Pending for BG Extension at Accounts Manager

Assigned To + Attachments + 1122 x Tags +

**Project Details**

Project ID	Project Name
PROJ-0071	Installation of 2 lacs Smart Meters
Project Type	
Smart Meter	

Actions: Approve, Send for Correction, Help

The **Accounts User** will share it with the **Accounts Manager**.

1122 BG Extended

Assigned To + Attachments + 1122 x Tags + Share +

**Project Details**

Project ID	Project Name
PROJ-0071	Installation of 2 lacs Smart Meters
Project Type	
Smart Meter	

Once approved, the status will be updated to **BG Extended**.

# **BG Replacement:**

There might be a case where we need to replace the BG.

Flow is again the same as Flow of Original BG.

Add Replacement as status in the Bank Guarantee table and run the flow.

Bank Guarantee Table

<input type="checkbox"/>	No.	BG Status *	BG Number *	BG Amount *	Original Issue Date *	Claim Da...	⚙
<input type="checkbox"/>	1	Original	1122	₹ 1,122.00	19-05-2025	28-05-2...	✎
<input type="checkbox"/>	2	Extension	1122	₹ 11,222.00	19-05-2025	20-05-2...	✎
<input type="checkbox"/>	3	Replacement	1122	11,222.00	19-05-2025	21-05-20	✎

Add Row

Add the Replacement by filling in the required details. Once completed, click the 'Action' button to send it for BG Extension.

REC Power Development > BG Dashboard For BG Approver > RECPDCL Bank Guarantee > 1122

Search or type a command (⌘ + G) Help

1122 BG Extended

Send For BG Replacement Help

Bank Guarantee Table

<input type="checkbox"/>	No.	BG Status *	BG Number *	BG Amount *	Original Issue Date *	Claim Da...	⚙
<input type="checkbox"/>	1	Original	1122	₹ 1,122.00	19-05-2025	28-05-2...	✎
<input type="checkbox"/>	2	Extension	1122	₹ 11,222.00	19-05-2025	20-05-2...	✎
<input type="checkbox"/>	3	Replacement	1122	₹ 11,222.00	19-05-2025	21-05-2...	✎

It will be sent to the **Technical Division** for BGR Replacement

1122 BG Replacement Pending at Technical Division

Send For BG Replacement Help

Bank Guarantee Table

<input type="checkbox"/>	No.	BG Status *	BG Number *	BG Amount *	Original Issue Date *	Claim Da...	⚙
<input type="checkbox"/>	1	Original	1122	₹ 1,122.00	19-05-2025	28-05-2...	✎
<input type="checkbox"/>	2	Extension	1122	₹ 11,222.00	19-05-2025	20-05-2...	✎
<input type="checkbox"/>	3	Replacement	1122	₹ 11,222.00	19-05-2025	21-05-2...	✎

The **Technical Division** will forward it to the **Accounts User**.

REC Power Development > BG Dashboard For BG Approver > RECPDCL Bank Guarantee > 1122

Search or type a command (% + G) | Help

1122 BG Replacement Pending at Accounts User

Send For BG Replacement  
Help

**Bank Guarantee Table**

Bank Guarantee Table

<input type="checkbox"/>	No.	BG Status *	BG Number *	BG Amount *	Original Issue Date *	Claim Da...	
<input type="checkbox"/>	1	Original	1122	₹ 1,122.00	19-05-2025	28-05-2...	
<input type="checkbox"/>	2	Extension	1122	₹ 11,222.00	19-05-2025	20-05-2...	
<input type="checkbox"/>	3	Replacement	1122	₹ 11,222.00	19-05-2025	21-05-2...	

Add Row

The **Accounts User** will share it with the **Accounts Manager**.

REC Power Development > BG Dashboard For BG Approver > RECPDCL Bank Guarantee > 1122

Search or type a command (% + G) | Help

1122 BG Replacement Pending at Accounts Manager

Remarks

Approve  
Help

**Bank Guarantee Table**

Bank Guarantee Table

<input type="checkbox"/>	No.	BG Status *	BG Number *	BG Amount *	Original Issue Date *	Claim Da...	
<input type="checkbox"/>	1	Original	1122	₹ 1,122.00	19-05-2025	28-05-2...	
<input type="checkbox"/>	2	Extension	1122	₹ 11,222.00	19-05-2025	20-05-2...	
<input type="checkbox"/>	3	Replacement	1122	₹ 11,222.00	19-05-2025	21-05-2...	

Add Row

## Hence BG Status Will Be Shown As- BG Replaced

REC Power Development > BG Dashboard For BG Approver > RECPDCL Bank Guarantee > 1122

Search or type a command (% + G) Help A

1122 BG Replaced

Assigned To +

Attachments +

1122 x

Tags +

Share +

### Project Details

Project ID	Project Name
PROJ-0071	Installation of 2 lacs Smart Meters
Project Type	
Smart Meter	

### Bank Guarantee Details

**END**