



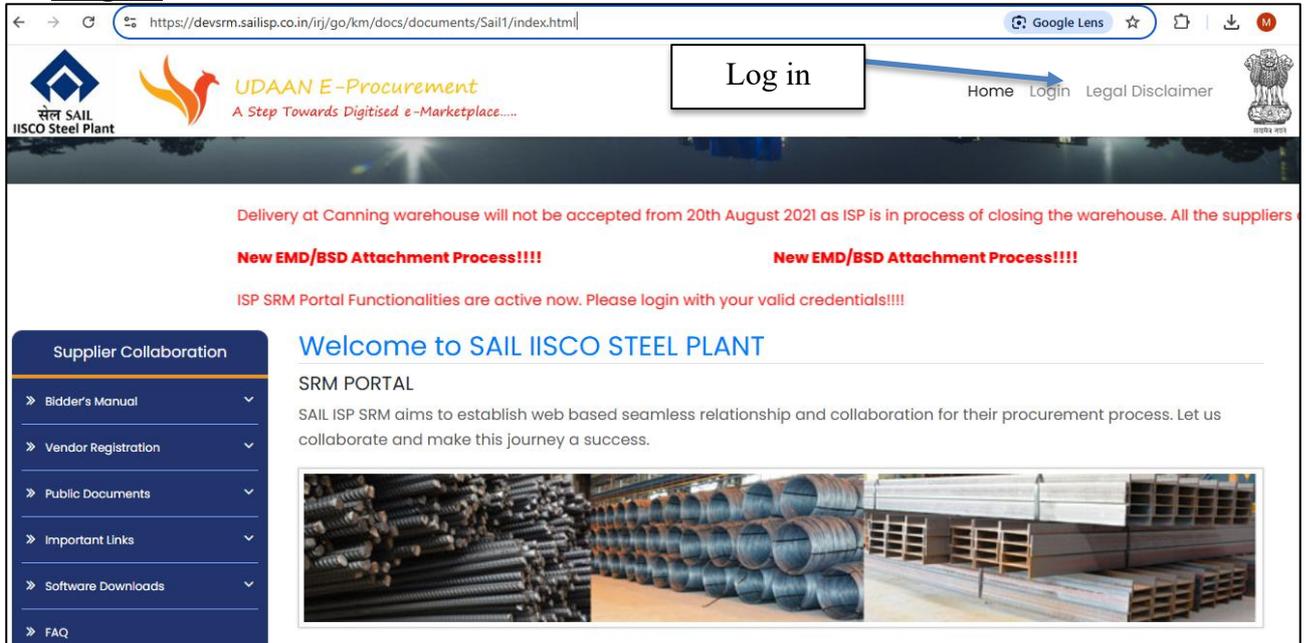
User Manual For Submitting Bid for Provident Fund Tendering



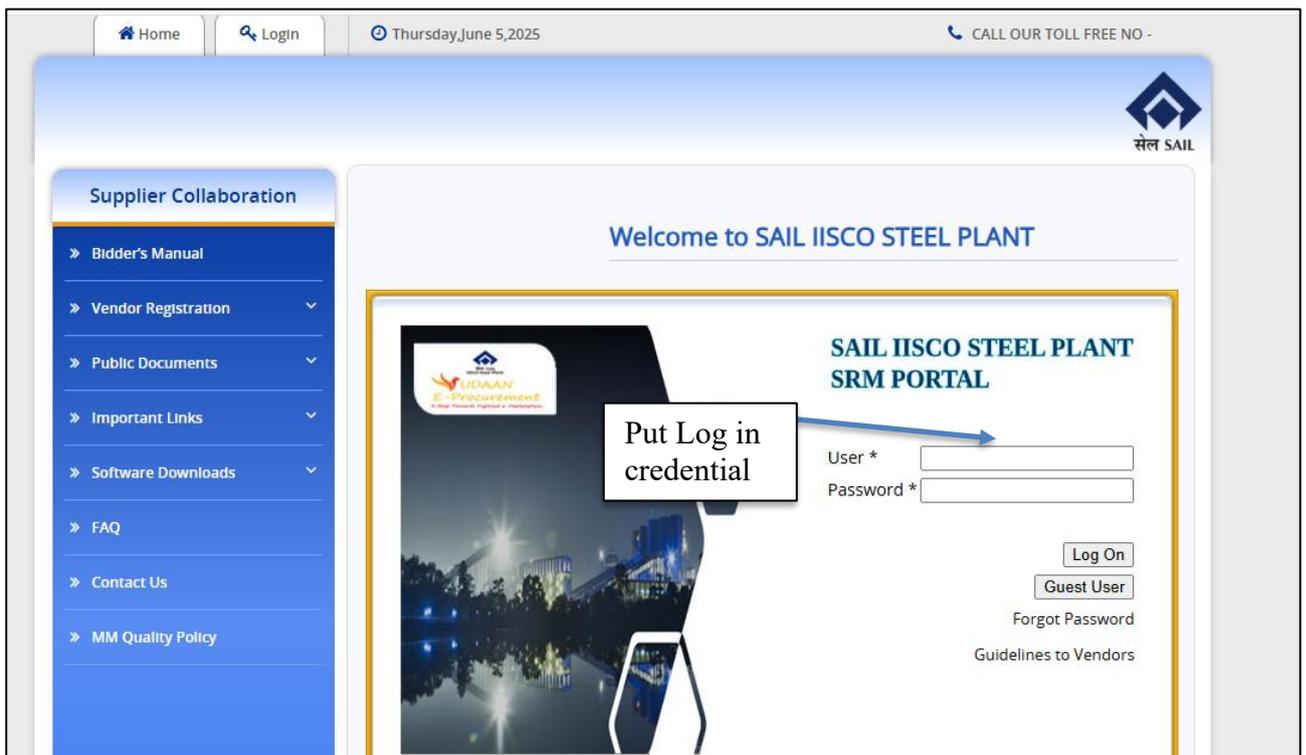
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1. Log in

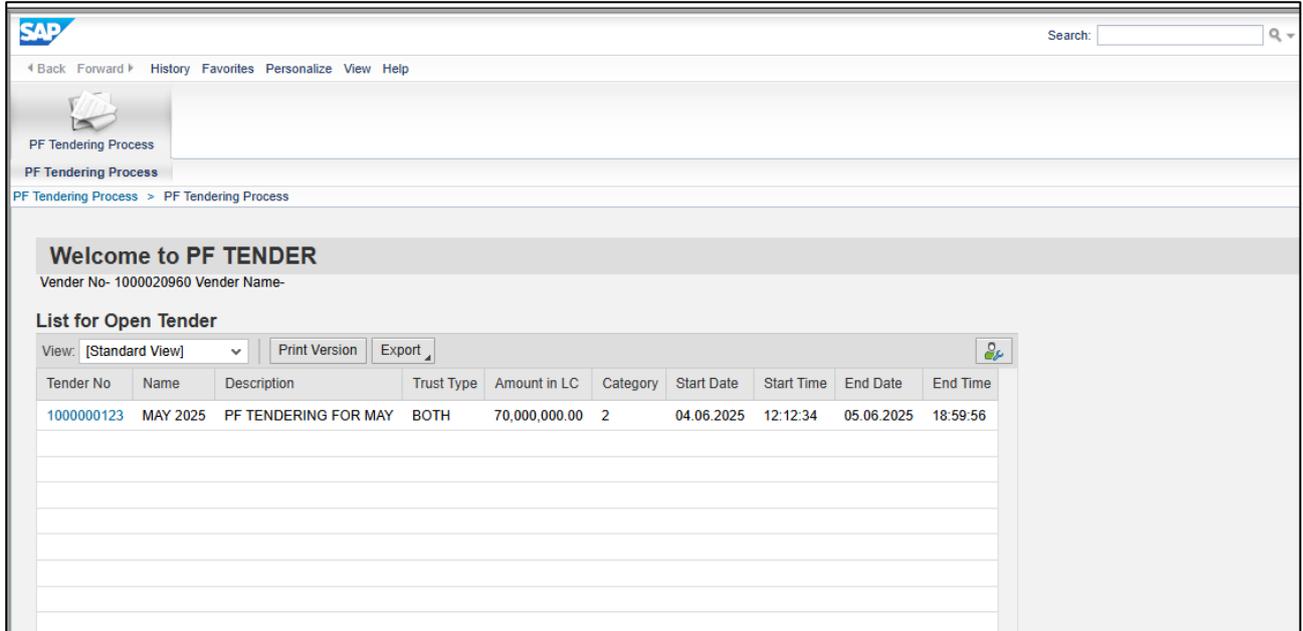


Arranger will visit the SRM portal and click on the Log in button to give login credentials.



User will give login credentials and click on the Log on button.

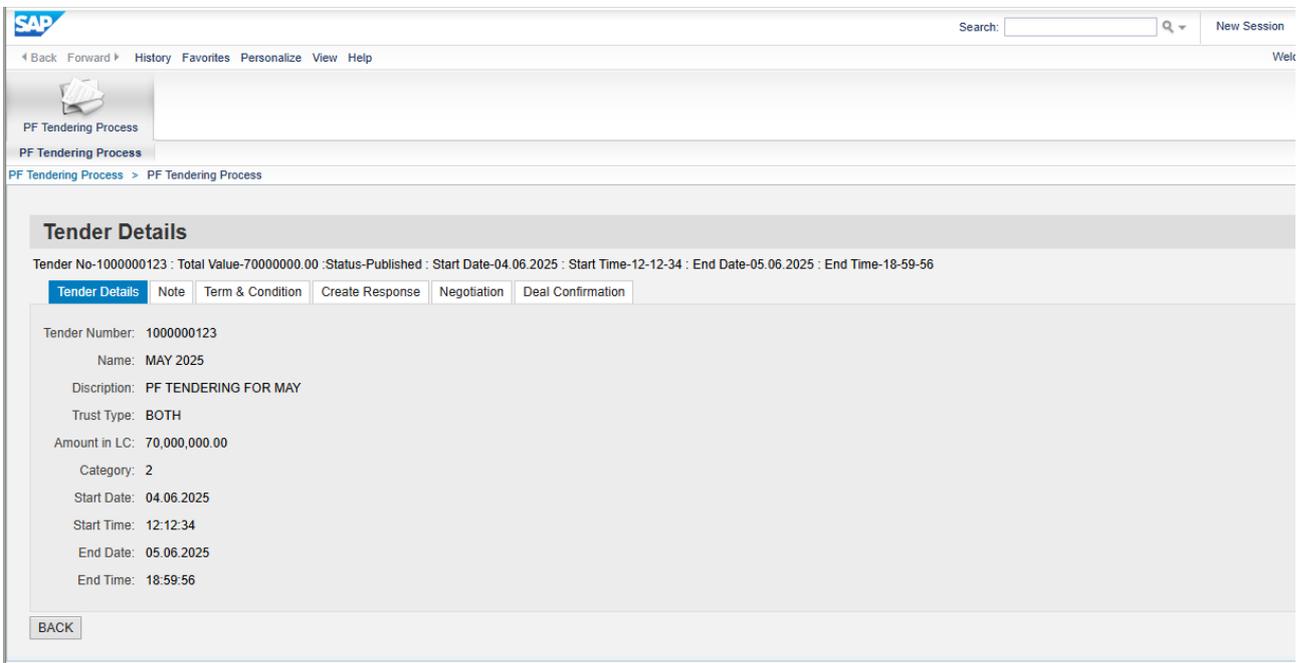
2. Dashboard



The screenshot shows the SAP PF Tendering Process dashboard. At the top, there is a search bar and navigation links: Back, Forward, History, Favorites, Personalize, View, Help. Below this, there are tabs for 'PF Tendering Process'. The main content area displays a 'Welcome to PF TENDER' message with 'Vender No- 1000020960' and 'Vender Name-'. Below the welcome message is a section titled 'List for Open Tender'. This section includes a 'View:' dropdown set to '[Standard View]', and buttons for 'Print Version' and 'Export'. A table lists the open tenders with the following data:

Tender No	Name	Description	Trust Type	Amount in LC	Category	Start Date	Start Time	End Date	End Time
1000000123	MAY 2025	PF TENDERING FOR MAY	BOTH	70,000,000.00	2	04.06.2025	12:12:34	05.06.2025	18:59:56

The Dashboard showing the List of open tenders will open. In the dashboard only those tenders will appear in which Arranger are eligible to participate. To view the tender details click on the Tender No.



The screenshot shows the SAP Tender Details screen. At the top, there is a search bar and navigation links: Back, Forward, History, Favorites, Personalize, View, Help. Below this, there are tabs for 'PF Tendering Process'. The main content area displays a 'Tender Details' section with the following information:

Tender No-1000000123 : Total Value-70000000.00 : Status-Published : Start Date-04.06.2025 : Start Time-12-12-34 : End Date-05.06.2025 : End Time-18-59-56

Below this information are several tabs: 'Tender Details' (selected), 'Note', 'Term & Condition', 'Create Response', 'Negotiation', and 'Deal Confirmation'. The 'Tender Details' tab is active, showing the following details:

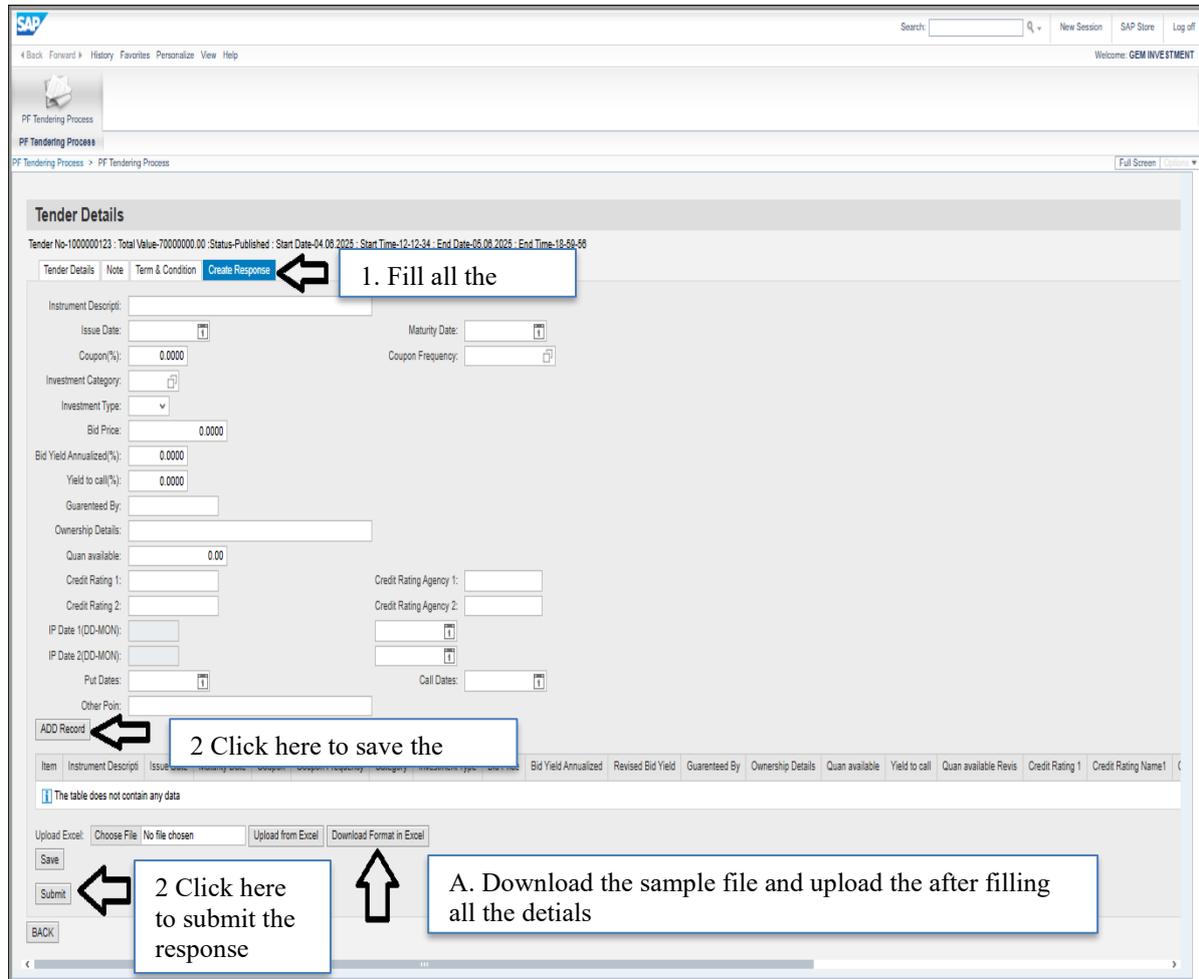
- Tender Number: 1000000123
- Name: MAY 2025
- Discription: PF TENDERING FOR MAY
- Trust Type: BOTH
- Amount in LC: 70,000,000.00
- Category: 2
- Start Date: 04.06.2025
- Start Time: 12:12:34
- End Date: 05.06.2025
- End Time: 18:59:56

At the bottom left, there is a 'BACK' button.

New screen will appear showing details in different tabs . Click on each tab to view the details . Click on the **Create response** to participate in the tendering process.

3. Create Response for tender:-

Once Tender is viewed by arranger and they are satisfied to submit response for the same.



The screenshot shows the SAP PF Tendering Process interface. The 'Tender Details' section is active, and the 'Create Response' tab is selected. The interface includes various input fields for tender details such as Instrument Description, Issue Date, Maturity Date, Coupon(%), Coupon Frequency, Investment Category, Investment Type, Bid Price, Bid Yield Annualized(%), Yield to call(%), Guaranteed By, Ownership Details, Quan available, Credit Rating 1, Credit Rating Agency 1, Credit Rating 2, Credit Rating Agency 2, IP Date 1, IP Date 2, Put Dates, and Call Dates. There are also buttons for 'ADD Record', 'Save', 'Submit', and 'BACK'. Annotations with arrows point to the 'Create Response' tab, the 'ADD Record' button, the 'Save' button, and the 'Submit' button. A text box at the bottom right says 'A. Download the sample file and upload the after filling all the details' with an arrow pointing to the 'Download Format in Excel' button.

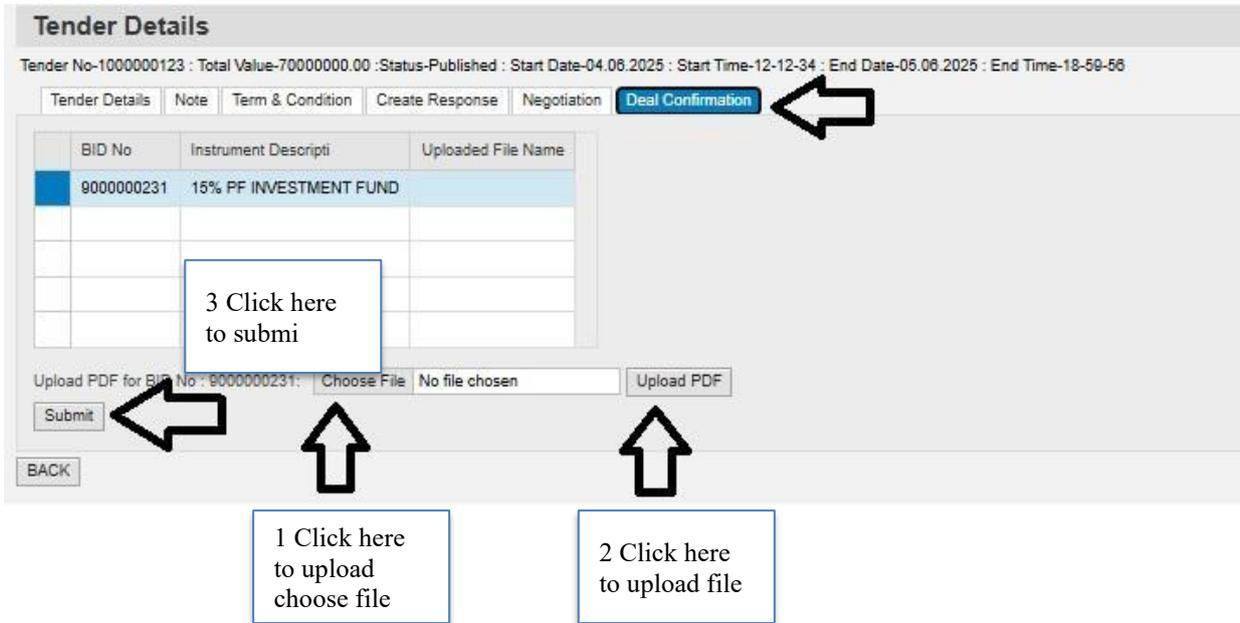
Arranger has two options to fill in the details & they are as follows:-

Manually: Arranger can fill up the details manually & click on add record for each entry

Through excel upload: Arranger gets this excel file attached in the invitation email. Also, they can down excel format by clicking on the highlighted button.

Once satisfied with their entry they can click on Submit button.

4. Deal confirmation:-



Tender Details

Tender No-1000000123 : Total Value-70000000.00 : Status-Published : Start Date-04.06.2025 : Start Time-12-12-34 : End Date-05.06.2025 : End Time-18-59-56

Tender Details | Note | Term & Condition | Create Response | Negotiation | Deal Confirmation

BID No	Instrument Descripti	Uploaded File Name
9000000231	15% PF INVESTMENT FUND	

Upload PDF for Bid No : 9000000231: Choose File No file chosen Upload PDF

Submit

BACK

1 Click here to upload choose file

2 Click here to upload file

3 Click here to submit

Once the arrangers bid is accepted by ISP then the above Deal confirmation tab appears.

In this tab arranger upload their deal confirmation document by choosing the file and uploading the same & click on submit.