

**DATE: 19.08.2023**

**PROCESS 1:** ORF link should be shared with hiring managers to raise selected candidate details in ORF.

**PROCESS 2:** Once HM raises RFH, it goes to OAT login (Arun, Krithika).

**PROCESS 3:** OAT should check and validate RFH details and PO status.

**PROCESS 4:** IF PO is applicable

- Details will be shared to Finance Login to generate PO.
- Once Po document is uploaded to OAT, OAT will generate the offer letter and sent to BH login for approval.
- After BH approval Offer will be sent to candidates directly.

**PROCESS 5:** IF PO is not applicable

- In OAT LOGIN offer letter should be prepared and sent to BH login for approval.
- After BH approval Offer will be sent to candidates directly.