



BANK DRAFT AUTOMATION SYSTEM (BDA)

BDA User Manual - Recovery Application

Version 1.0

Oct 2020

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BUILT STATUS

Version	Date	Description	Release
1.0	29/09/2020	First Release	First

1 PURPOSE OF THIS DOCUMENT

The purpose of this document is to outline the user manual for Bank Draft Automation (BDA) System – *Recovery Application*.

2 SCOPE OF THE DOCUMENT

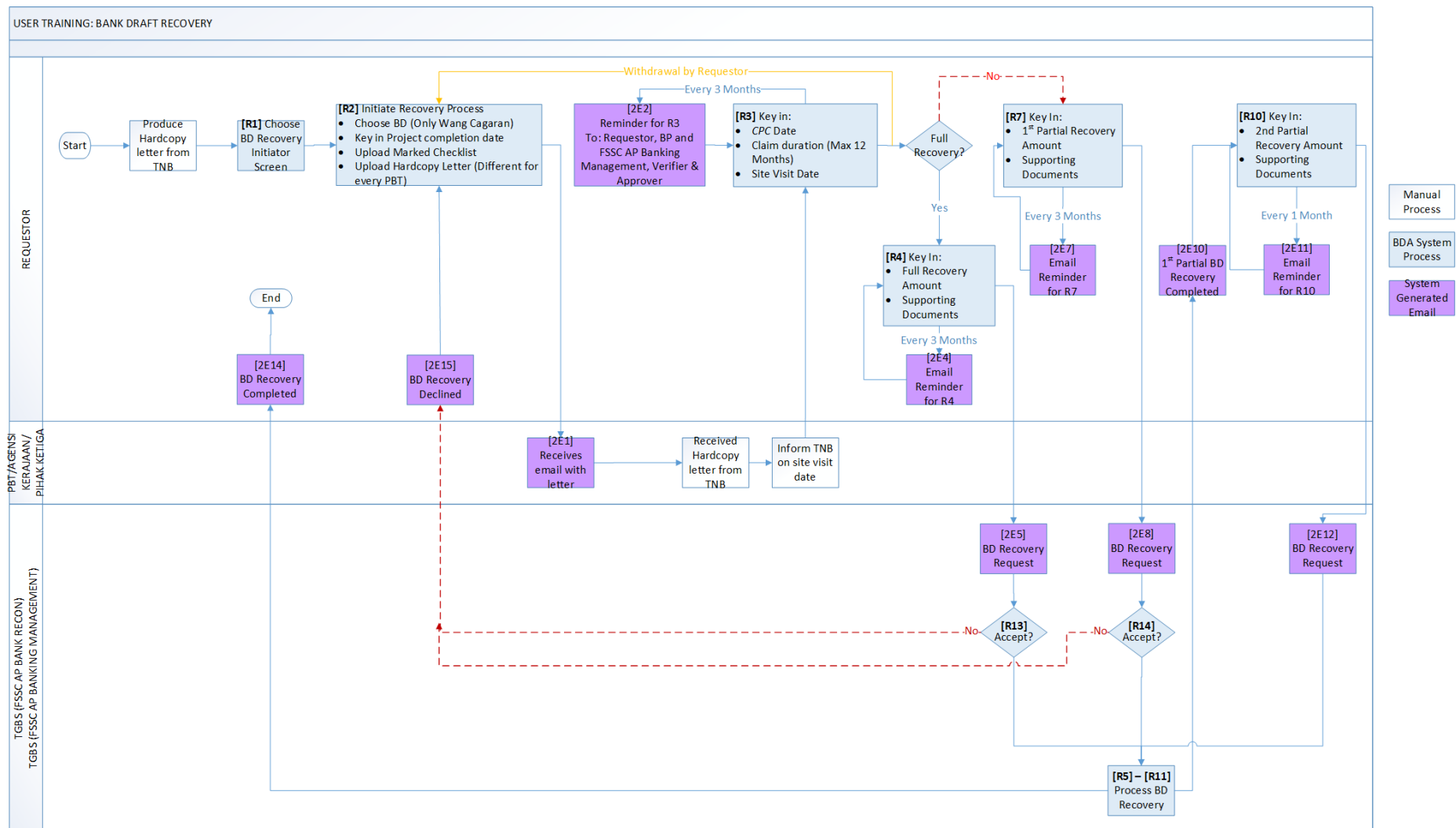
2.1 LIST OF FIELD DESCRIPTION

FIELD NAME	FIELD DESCRIPTION
Ref No.	No rujukan permohonan BD dalam sistem BDA
Proj No/Assignment/BD No/Ref No.	Masukkan nombor yang berkaitan untuk mencari / menarik maklumat sedia ada
Project completion date	Masukkan tarikh bila projek/kerja-kerja akan selesai
BD No	Masukkan Nombor Bank Deraf
ERMS Doc No	No dokumen pancangan dalam ERMS (Tanggungjawab Banking FSSC)
Company Code	Company code (ie: 6001, 6003 atau yang berkaitan)
Business Area	nombor Business Area
Name on BD	Nama atas Bank Deraf
BD Requestor's Name	Isikan Nama pemula asal yang memohon BD
BD Amount	Masukkan amaun (RM) Bank Deraf
PBT Email Address	Masukkan alamat email PBT yang berkaitan
Supporting Documents - Marked checklist	Memuatnaik dokumen yang berkaitan
Supporting Documents - Recovery Letter	Memuatnaik dokumen JKR/PBT yang berkaitan
Site visit date	Nyatakan Tarikh lawatan di tapak kerja



Complete Project Certificate (CPC) Date	Tarikh CPC
Claim duration	Masukan tempoh tuntutan semula yang akan dibuat
Recovery type: full refund @ partial refund	Nyatakan Jenis pemulangan RM yang akan dilakukan. Contoh Samada JKR akan bayar 50% ataupun 100%
Total Recovery amount	Nyatakan Jumlah asal RM wang cagaran yang telah dikeluarkan kepada PBT/JKR
Amount (first partial)	Nyatakan Jumlah RM pemulangan wang cagaran yang pertama yang akan dipulangkan oleh PBT
Supporting document	Muat turunkan dokumen sokongan yang berkaitan
Amount (second partial)	Nyatakan Jumlah RM pemulangan yang kali kedua yang akan dipulangkan oleh JKR.

2.2 SYSTEM WORKFLOW



3 USER GUIDELINES

3.1 LOGIN PAGE



Sign In

Username

Password

☐ Remember me

Sign in

[Don't have an account?](#)

- Launch BDA system, <https://bda.tnb.com.my>
- In the login panel, enter the Staff No and Password in the required field.
- Click the 'Sign In' button to continue.
- User able to view BDA Homepage.

3.2 REQUESTOR CREATES RECOVERY APPLICATION

TCBS ≡ Hello, t2user1div1

- Home
- Create Application
- My Request
 - Application
 - Cancellation
 - Recovery**
 - Lost
- Manage Application

Bank Drafts Recovery

Create New Recovery

Pending Action | Action Taken

Ref No.	BD No.	Proj No	Project Completion Date	Name on BD	Requester	Co. Code	Business Area	Recovery Type	BD Amount(RM)	Status
<input type="text" value="Search.."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="All"/>
TNB/WC/00297/R	R04	R04	20/05/2020	Tahirah	t2user1div1	6003 - Retail	6535	FirstPartial(RM5,000.00)	20,000.00	PartialComplete

Showing 1 to 1 of 1 entries

Previous **1** Next

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- Select 'Create Application' tab at the top pane and choose 'Recovery' in the drop down list.

Bank Draft Recovery

[New Application](#) - [Recovery](#)

Recovery Stages

1

Create
(Requester)

2

Process
(Requester)

3

Submit
(Requester)

4

Accept
(Recon Team - TGBS)

5

Receive
(Recon Team - TGBS)

6

Confirm
(AP Banking - TGBS)

7

Complete

Create Details

Process Details

Submit Details

Ref No.

Proj No/ Assignment/ BD
No/ Ref No

Search Project No.

Search

Project Completion Date *

26/06/2020

BD No. *

ERMS Doc No.

Company Code *

Business Area *

Name on BD *

BD Requestor's Name

BD Amount *

PBT Email Address *

- User fill in the forms and complete all the compulsory fields.

TGBS

Hello, t2user1div1

BD Amount * 2000000

PBT Email Address * amaliairdina@tnb.com.my

Supporting Documents

No	Name	Action
1	Marked Checklist (Scanned) *	Choose File 1.png
2	Recovery Letter (Scanned) *	Choose File 1.png

Comment *

Komen dan cadangan

Save as Draft Submit

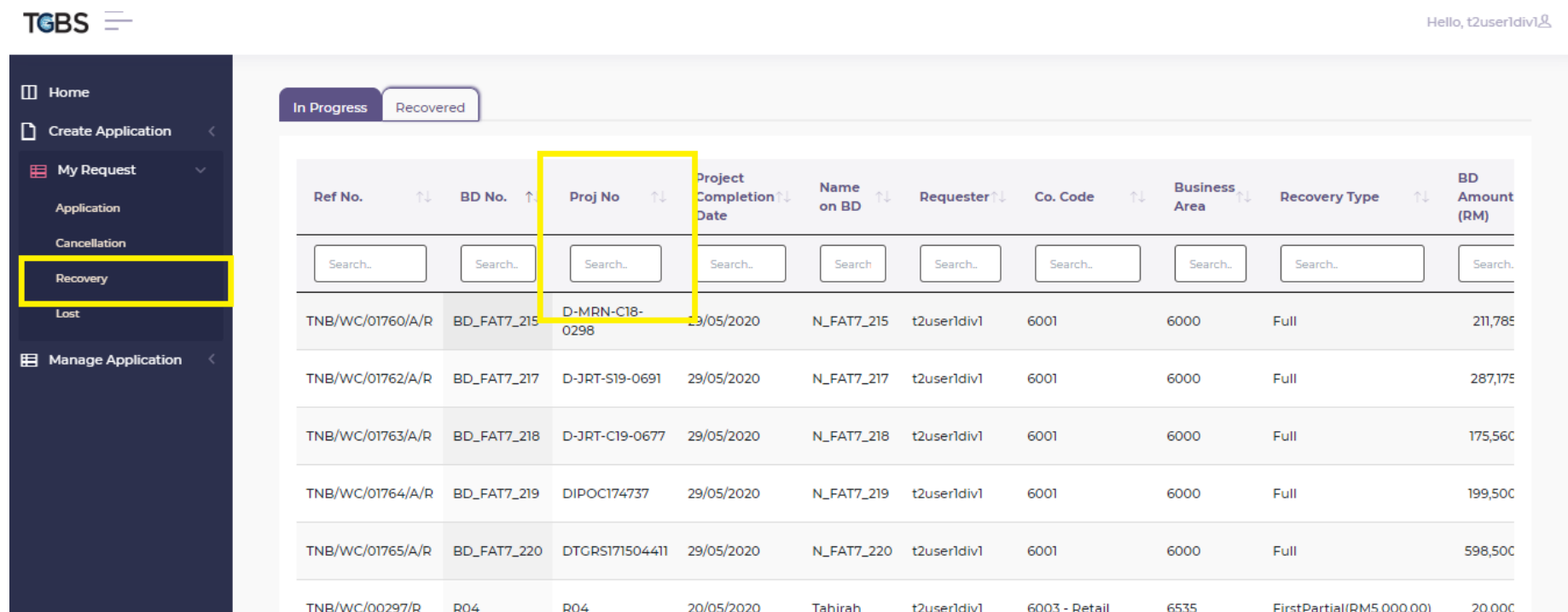
Copyright © 2019 Tenaga Nasional Berhad. All rights reserved.

9:39 AM

- Fill in 'Comment' field.
- Click 'Submit' button.
- Click 'Sure' button.

PBT will receive email on BD recovery request. To save as draft during recovery request process, user can click 'Save as Draft' button.



3.3 REQUESTOR PROCESSES RECOVERY APPLICATION





The screenshot displays the TBS application interface. On the left, a dark sidebar contains navigation options: Home, Create Application, My Request (expanded), Application, Cancellation, Recovery (highlighted with a yellow box), Lost, and Manage Application. The main content area shows the 'My Request' section with two tabs: 'In Progress' and 'Recovered'. Below the tabs is a table with the following columns: Ref No., BD No., Proj No., Project Completion Date, Name on BD, Requester, Co. Code, Business Area, Recovery Type, and BD Amount (RM). Each column has a search input field. The 'Proj No.' column is highlighted with a yellow box. The table contains six rows of data, including TNB/WC/01760/A/R, TNB/WC/01762/A/R, TNB/WC/01763/A/R, TNB/WC/01764/A/R, TNB/WC/01765/A/R, and TNB/WC/00297/R.

Ref No.	BD No.	Proj No.	Project Completion Date	Name on BD	Requester	Co. Code	Business Area	Recovery Type	BD Amount (RM)
TNB/WC/01760/A/R	BD_FAT7_215	D-MRN-C18-0298	29/05/2020	N_FAT7_215	t2user1div1	6001	6000	Full	211,785
TNB/WC/01762/A/R	BD_FAT7_217	D-JRT-S19-0691	29/05/2020	N_FAT7_217	t2user1div1	6001	6000	Full	287,175
TNB/WC/01763/A/R	BD_FAT7_218	D-JRT-C19-0677	29/05/2020	N_FAT7_218	t2user1div1	6001	6000	Full	175,560
TNB/WC/01764/A/R	BD_FAT7_219	DIPOC174737	29/05/2020	N_FAT7_219	t2user1div1	6001	6000	Full	199,500
TNB/WC/01765/A/R	BD_FAT7_220	DTGRS171504411	29/05/2020	N_FAT7_220	t2user1div1	6001	6000	Full	598,500
TNB/WC/00297/R	R04	R04	20/05/2020	Tahirah	t2user1div1	6003 - Retail	6535	FirstPartial(RM5,000.00)	20,000

- Select 'My Request > 'Recovery' tab at the left pane bar.
- Able to view 'In Progress' list.
- Input Project No to find submitted BD for recovery request.
- Click 'View' on the respective application.

TGBS  Hello, t2user1div1 


Bank Draft Recovery  - New Application - Wang Cagaran


Pending Acceptance! This application is waiting for TGBS Acceptance. 

Recovery Stages

- 1 Create (Requester)
- 2 **Process (Requester)**
- 3 Submit (Requester)
- 4 Accept (Recon Team - TGBS)
- 5 Receive (Recon Team - TGBS)
- 6 Confirm (AP Banking - TGBS)
- 7 Complete

Create Details Process Details Submit Details Complete Details

Site Visit Date * 

Complete Project Certificate (CPC) Date *  Claim Duration *

Comment *

Komen dan cadangan



- User fill in the forms and complete all the compulsory fields.


The screenshot displays the TGBS web application interface. At the top, the TGBS logo is on the left, and the user greeting 'Hello, t2user1div1' is on the right. Below the header is a horizontal progress bar with seven stages: 'Create (Requester)', 'Process (Requester)' (highlighted in green), 'Submit (Requester)', 'Accept (Recon Team - TGBS)', 'Receive (Recon Team - TGBS)', 'Confirm (AP Banking - TGBS)', and 'Complete'. Below the progress bar is a tabbed interface with four tabs: 'Create Details', 'Process Details' (selected), 'Submit Details', and 'Complete Details'. The 'Process Details' tab contains the following fields: 'Site Visit Date *' with a text input containing '26/06/2020' and a calendar icon; 'Complete Project Certificate (CPC) Date *' with a text input containing '26/06/2020' and a calendar icon; and 'Claim Duration *' with a dropdown menu showing '3 months'. Below these fields is a 'Comment *' section with a large text area containing the text 'ok'. At the bottom of the form are three buttons: 'Withdraw' (green), 'Save as Draft' (grey), and 'Proceed' (green). The footer of the page reads 'Copyright © 2019 Tenaga Nasional Berhad. All rights reserved.'

- Fill in the 'Comment' field.
- Click 'Proceed' button. Next, click 'Sure' button.


To save as draft during recovery request process, user can click 'Save as Draft' button.

3.4 REQUESTOR SUBMITS *FULL RECOVERY* APPLICATION

TGBS  Hello, t2user1div1 

 - New Application - Wang Cagaran


Bank Draft Recovery

Pending Acceptance! This application is waiting for TGBS Acceptance. 

Recovery Stages


- 1 Create (Requester)
- 2 Process (Requester)
- 3 **Submit (Requester)**
- 4 Accept (Recon Team - TGBS)
- 5 Receive (Recon Team - TGBS)
- 6 Confirm (AP Banking - TGBS)
- 7 Complete

Create Details Process Details **Submit Details** Complete Details

Recovery Type.  *

Please Select

- Partial Refund
- Full Refund

Total recovery amount (RM)  * RM2,000,000.00

Comment *

Komen dan cadangan

Withdraw **Save as Draft** **Submit Recovery Request**

- User to select recovery type > 'Full Refund'

TGBS ≡ Hello, t2user1div1

Create (Requester) Process (Requester) **Submit (Requester)** Accept (Recon Team - TGBS) Receive (Recon Team - TGBS) Confirm (AP Banking - TGBS) Complete

Create Details Process Details **Submit Details** Complete Details

Recovery Type ? * Full Refund Total recovery amount (RM) ? * RM2,000,000.00

Full Recovery

Supporting Document ? *

No	↑↓	Name	↑↓	Attachment	↑↓	↑↓
No data available in table						

Add Attachment

Comment *



Komen dan cadangan


Withdraw Save as Draft **Submit Recovery Request**

- Fill in the forms and complete all the compulsory fields.
- Fill in the 'Comment' field
- Click 'Submit Recovery Request' button. Next, click 'Sure' button.


To save as draft during recovery request process, user can click 'Save as Draft' button.

3.5 REQUESTOR SUBMITS *PARTIAL RECOVERY APPLICATION – 1st HALF*

TGBS  Hello, t2user1div1 

 - New Application - Wang Cagaran




Bank Draft Recovery

Pending Acceptance! This application is waiting for TGBS Acceptance. 

Recovery Stages


- 1 Create (Requester)
- 2 Process (Requester)
- 3 **Submit (Requester)**
- 4 Accept (Recon Team - TGBS)
- 5 Receive (Recon Team - TGBS)
- 6 Confirm (AP Banking - TGBS)
- 7 Complete

Create Details **Process Details** **Submit Details** **Complete Details**

Recovery Type:  *  Total recovery amount (RM)  *

Partial Refund

Full Refund

Comment  *

Komen dan cadangan

Withdraw **Save as Draft** **Submit Recovery Request**

- User to select recovery type > 'Partial Refund'

Bank Draft Recovery Home - New Application - Wang Cagaran

Pending Acceptance! This application is waiting for TGBS Acceptance. ×

Recovery Stages

- 1 Create (Requester)
- 2 Process (Requester)
- 3 **Submit (Requester)**
- 4 Accept (Recon Team - TGBS)
- 5 Receive (Recon Team - TGBS)
- 6 Confirm (AP Banking - TGBS)
- 7 Complete

Create Details **Process Details** **Submit Details** **Complete Details**

Recovery Type: Partial Refund ▼ Total recovery amount (RM): RM30,000.00

Partial Recovery

Amount (First Partial): RM 15,000.00

Supporting Document

No	Name	Attachment
No data available in table		

- Fill in the forms and complete all the compulsory fields for First Partial recovery request.

TGBS ☰ Hello, t2user1div1

Supporting Document ? *

No	Name	Attachment
No data available in table		

[Add Attachment](#)

Partial Recovery

Amount (Second Partial) *

Supporting Document ? *

No	Name	Attachment
No data available in table		

[Add Attachment](#)

Comment *

[Withdraw](#) [Save as Draft](#) [Submit Recovery Request](#)

- Fill in the 'Comment' field
- Click 'Submit Recovery Request' button. Next, click 'Sure' button.

To save as draft during recovery request process, user can click 'Save as Draft' button. AP Recon will receive email notification for First Partial BD Recovery request acceptance.

3.6 REQUESTOR SUBMITS *PARTIAL RECOVERY APPLICATION* – 2nd HALF

TGBS ≡ Hello, t2user1div1

Home

Create Application

My Request

Application

Cancellation

Recovery

Lost

Manage Application

In Progress Recovered

Ref No.	BD No.	Proj No.	Project Completion Date	Name on BD	Requester	Co. Code	Business Area	Recovery Type	BD Amount (RM)
<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>	<input type="text" value="Search.."/>
TNB/WC/01760/A/R	BD_FAT7_215	D-MRN-C18-0298	29/05/2020	N_FAT7_215	t2user1div1	6001	6000	Full	211,785
TNB/WC/01762/A/R	BD_FAT7_217	D-JRT-S19-0691	29/05/2020	N_FAT7_217	t2user1div1	6001	6000	Full	287,175
TNB/WC/01763/A/R	BD_FAT7_218	D-JRT-C19-0677	29/05/2020	N_FAT7_218	t2user1div1	6001	6000	Full	175,560
TNB/WC/01764/A/R	BD_FAT7_219	DIPOC174737	29/05/2020	N_FAT7_219	t2user1div1	6001	6000	Full	199,500
TNB/WC/01765/A/R	BD_FAT7_220	DTGRS171504411	29/05/2020	N_FAT7_220	t2user1div1	6001	6000	Full	598,500
TNB/WC/00297/R	R04	R04	20/05/2020	Tahirah	t2user1div1	6003 - Retail	6535	FirstPartial(RM5,000.00)	20,000

- Select 'My Request > 'Recovery' tab at the left pane bar.
- Able to view 'In Progress' list.
- Input Project No to find submitted BD for recovery request.
- Click 'View' on the respective application.

Supporting Document ⁱ *

No	Name	Attachment
1	First try	Recovery Attachment_27a8.pdf

Add Attachment

Partial Recovery

Amount (Second Partial) *

Supporting Document ⁱ *

No	Name	Attachment
No data available in table		

Add Attachment

Comment *

Komen dan cadangan

Save as Draft Submit Recovery Request

- Fill in the forms and complete all the compulsory fields for Second Partial BD recovery request.
- Fill in the 'Comment' field
- Click 'Submit Recovery Request' button. Next, click 'Sure' button.

AP Recon will receive email notification for Second Partial BD Recovery request acceptance and will send BD Recovery request to AP banking to confirm.

4 USER GUIDELINES (SAVE AS DRAFT, RESUBMIT & WITHDRAWAL)

4.1 REQUESTOR SAVE AS DRAFT RECOVERY APPLICATION

TGBS ≡ Hello, t2user1div1

Bank Drafts Recovery

[Create New Recovery](#)

Pending Action **Action Taken**

Ref No.	BD No.	Proj No.	Project Completion Date	Name on BD	Requester	Co. Code	Business Area	Recovery Type	BD Amount(RM)	Status
TNB/WC/00297/R	R04	R04	20/05/2020	Tahirah	t2user1div1	6003 - Retail	6535	FirstPartial(RM5,000.00)	20,000.00	PartialComplete

Showing 1 to 1 of 1 entries

Previous **1** Next

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- Select 'Create Application' tab at the top pane and choose 'Recovery' in the drop down list.

TGBS

Hello, t2user1div1

BD Amount * 2000000

PBT Email Address * amaliairdina@tnb.com.my

Supporting Documents

No	Name	Action
1	Marked Checklist (Scanned) *	Choose File 1.png
2	Recovery Letter (Scanned) *	Choose File 1.png

Comment *

Komen dan cadangan

Save as Draft Submit

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- User fill in the forms and complete all the compulsory fields and click 'Save as Draft' button.

4.2 REQUESTOR *WITHDRAWS* RECOVERY APPLICATION

Requestor can withdraw during process, and also before submission of BD Recovery request. Once submitted to AP Recon, requestor cannot withdraw BD recovery request.

The screenshot displays the TGBS (Toll Gate Business System) interface for the Recovery Stages process. The interface includes a sidebar with navigation icons and a main content area. The 'Recovery Stages' section shows a progress bar with seven stages: 1. Create (Requester), 2. Process (Requester), 3. Submit (Requester), 4. Accept (Recon Team - TGBS), 5. Receive (Recon Team - TGBS), 6. Confirm (AP Banking - TGBS), and 7. Complete. The 'Process' stage is currently active and highlighted in green. Below the progress bar, there are tabs for 'Create Details', 'Process Details', 'Submit Details', and 'Complete Details'. The 'Process Details' tab is selected, showing fields for 'Site Visit Date' (26/06/2020), 'Complete Project Certificate (CPC) Date' (26/06/2020), and 'Claim Duration' (Please Select). A 'Comment' field is also present. At the bottom, there are three buttons: 'Withdraw' (highlighted with a yellow box), 'Save as Draft', and 'Proceed'.

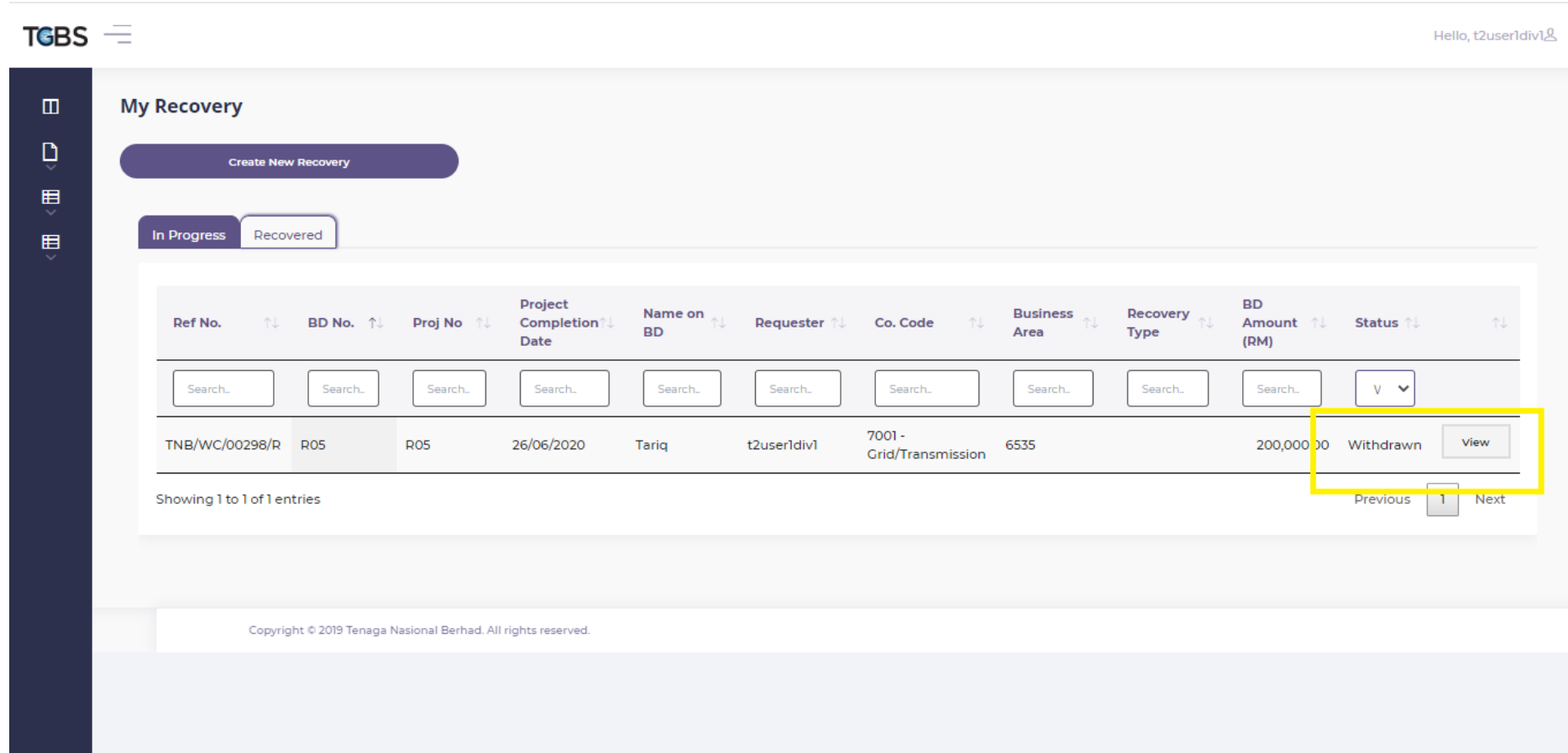
- Select 'My Request' > 'Recovery' tab at the left pane bar.



- Able to view 'In Progress' list.
- Input Project No to find submitted BD for recovery request.
- Click 'View' on the respective application.
- Click 'Withdraw' button. Next, click 'Sure' button.

4.3 REQUESTOR RESUBMITS RECOVERY APPLICATION

Requestor can resubmit *Recovery* application after withdrawal and rejected by TGBS AP Recon.



TGBS Hello, t2user1div1

My Recovery

Create New Recovery

In Progress Recovered

Ref No.	BD No.	Proj No.	Project Completion Date	Name on BD	Requester	Co. Code	Business Area	Recovery Type	BD Amount (RM)	Status
TNB/WC/00298/R	R05	R05	26/06/2020	Tariq	t2user1div1	7001 - Grid/Transmission	6535		200,000.00	Withdrawn

Showing 1 to 1 of 1 entries

Previous 1 Next

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- Select 'My Request' > 'Recovery' tab at the left pane bar.
- Click 'View' on the respective application.

Hello, t2user1div1

No	Name	Action
1	Marked Checklist (Scanned) *	1_7602.png
2	Recovery Letter (Scanned) *	1_25ca.png

Activity History

Action Role	Action By	Comment	Action Type	Action Date
Requester	t2user1div1 - t2user1div1	ok	Created	26-06-2020 02:56:38 PM
Requester	t2user1div1 - t2user1div1	ok	Processed	26-06-2020 02:59:15 PM
Requester	t2user1div1 - t2user1div1		Withdrawn	26-06-2020 03:08:29 PM

Comment *

Komen dan cadangan

Save as Draft
Submit

- Update the forms and complete all the compulsory fields.
- Click 'Submit' button. Next, click 'Sure' button.