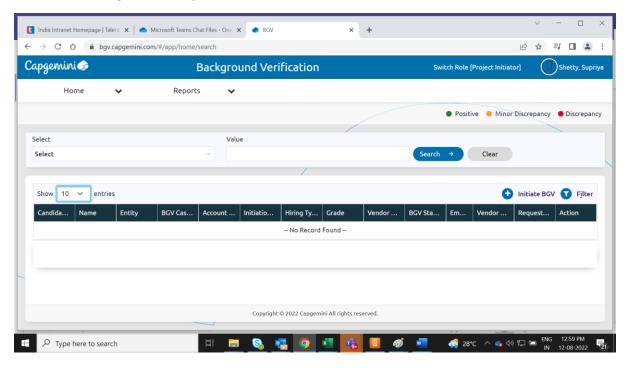
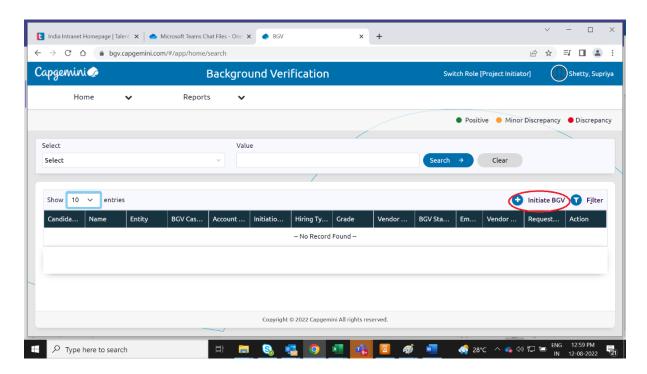
Project BGV initiation steps

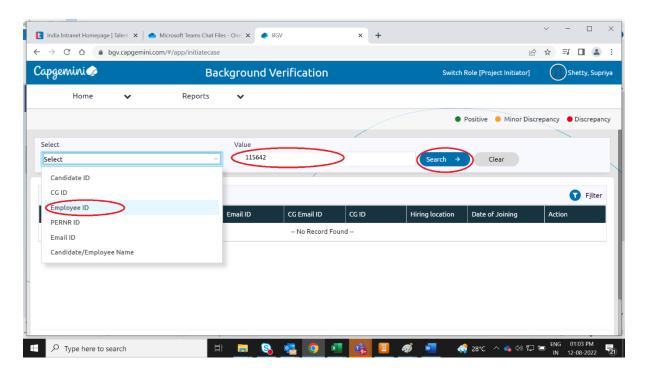
• Home Page of the Project BGV initiators -



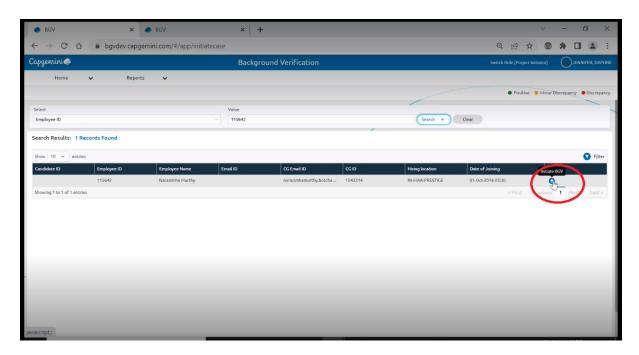
Click on initiate BGV



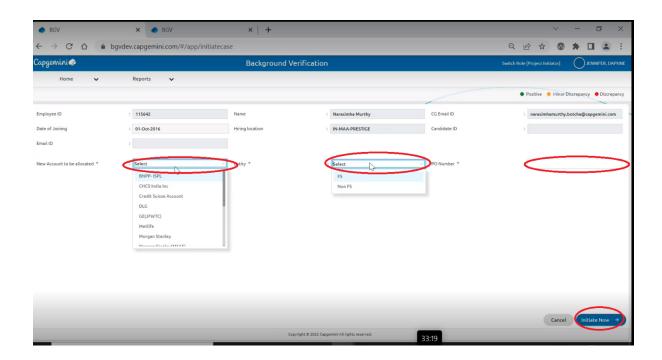
Select the employee id in search option and fill the values and hit search button.



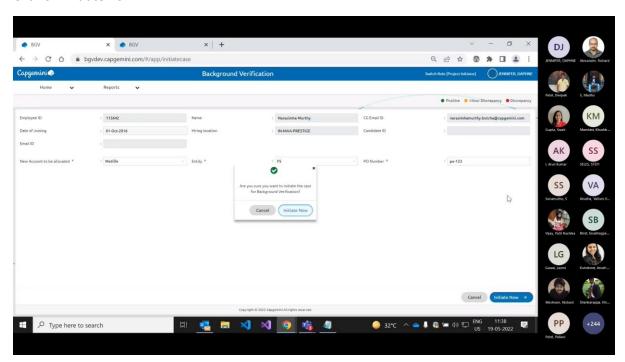
Employee complete detail will be populated, click on the action button to proceed.



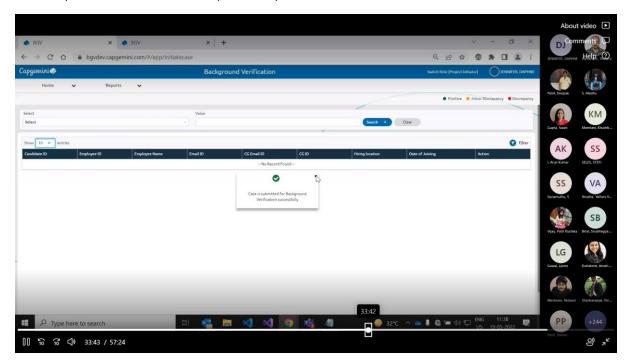
Select the account name & Entity and fill the PO number and then procced with **Initiate Now**



Click on Initiate now



Final step of the BGV initiation request completed with the below screen.



Case will be moved to BGV team bucket. Post validation by BGV team they will move it employee bucket to fill the details and upload the documents.