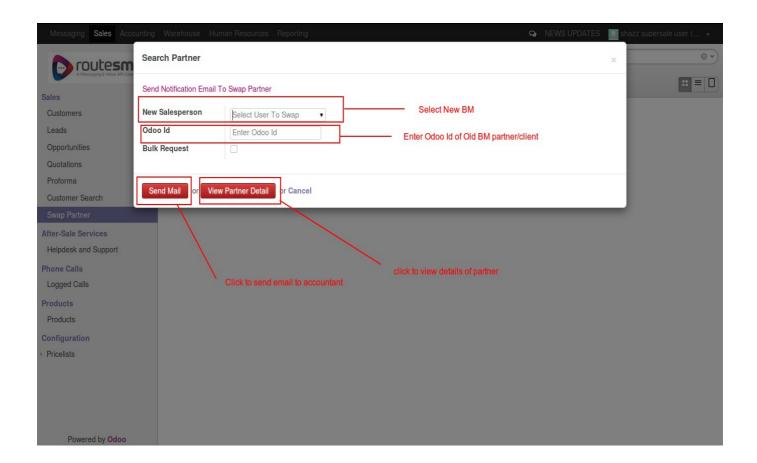
## **SWAP PARTNER FEATURE FOR SINGLE & BULK REQUEST**

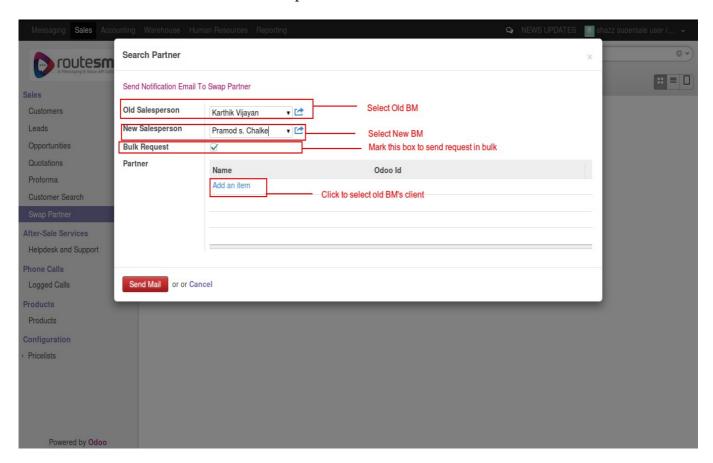
# STEP 1 (Single Request):

- \* Click swap partner submenu
- \* Enter required details



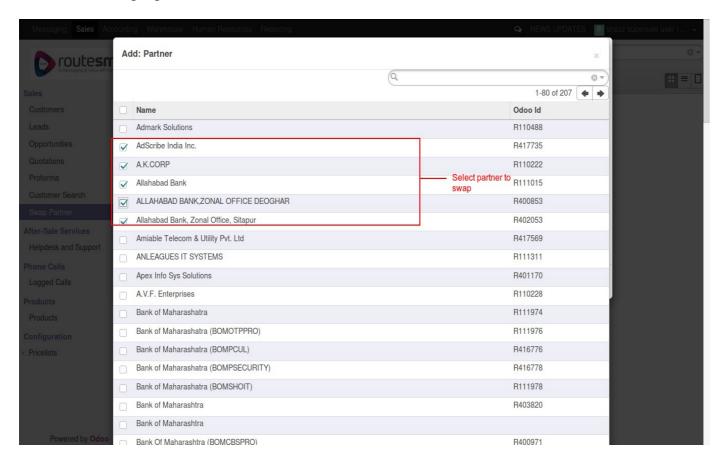
# STEP 2 (Bulk request):

- \* Click on "bulk request" box
- \* Select Oid BM and New BM
- \* Click on "add item" to select Old BM partners



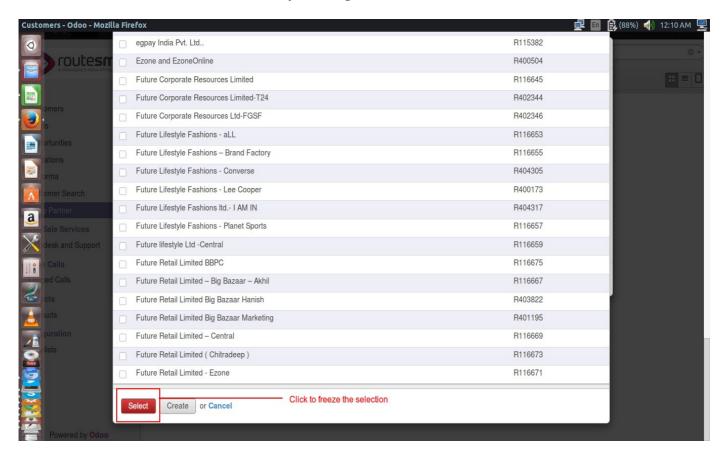
#### STEP 3:

\* Select mulitple partners of Old BM



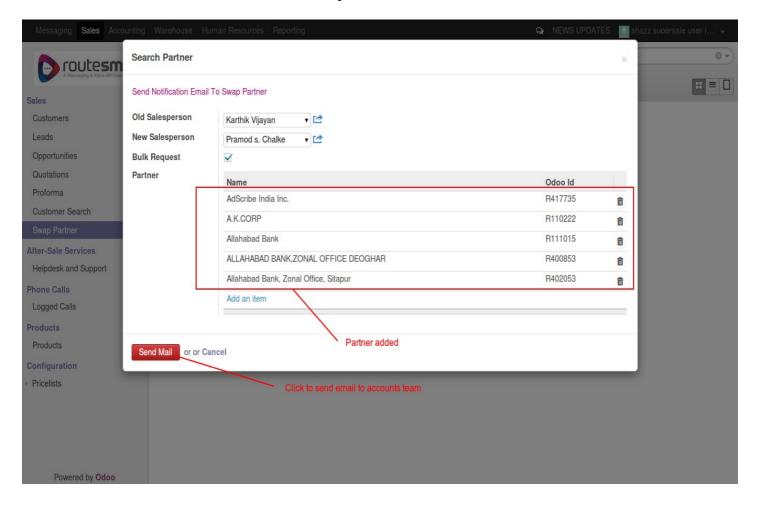
#### STEP 4:

\* Scroll down & freeze the selection by clicking on "select" button



### STEP 5:

- \* Selected partners are added
- \* Click "Send Mail" button to send bulk request via email to accountant



# THANK YOU

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