Web Application User Guide

Contents

1. Introduction

- This user manual includes the process for preparation of input file which MLI needs to send to NCGTC.

- Also describes payment of CG charges. It contains reports after payment done (Like guarantee cover details, guarantee cover details in excel payment receipt and tax invoice.) and show the process of fee payment reconciliation.
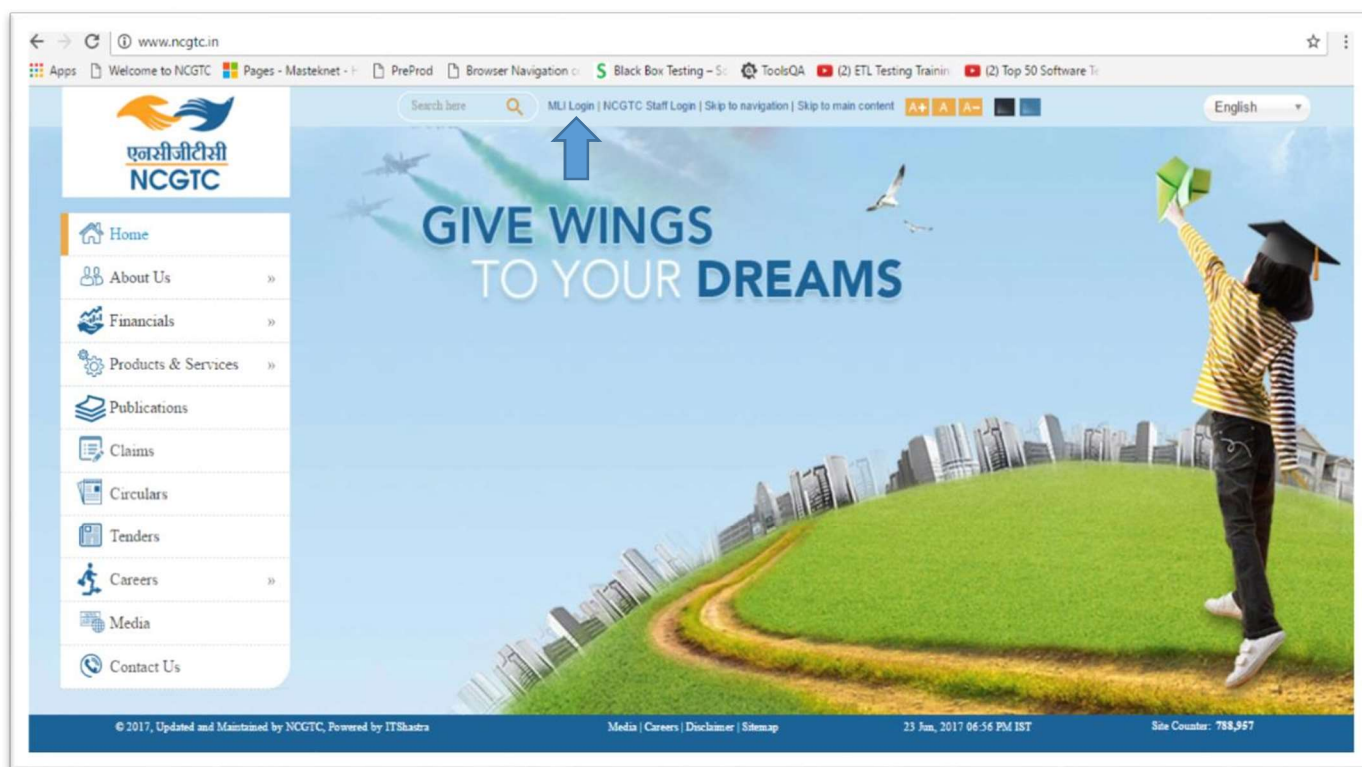- User can see the history of Fee payment.

2. Input File Management (New CG)

1.2.1 Upload Input File

This section describes the process for preparation of input file which MLI needs to send to NCGTC. MLI's need to prepare and send file.
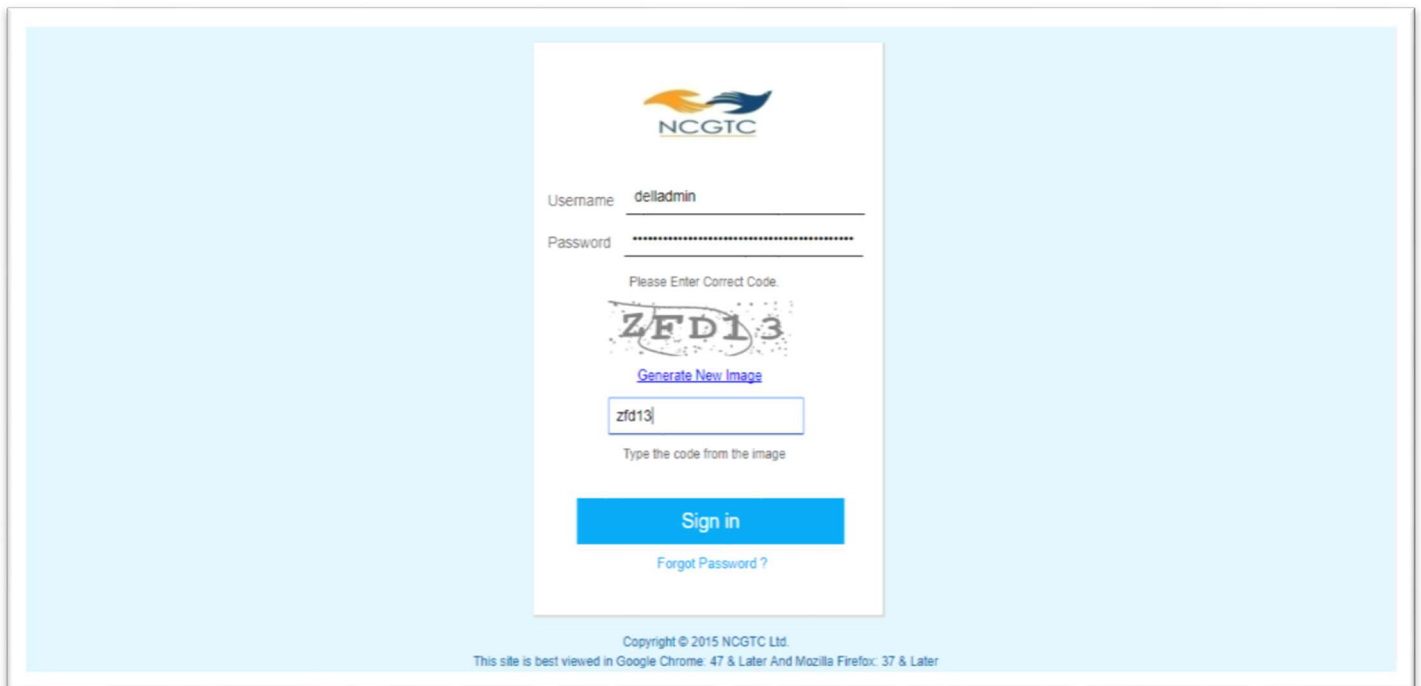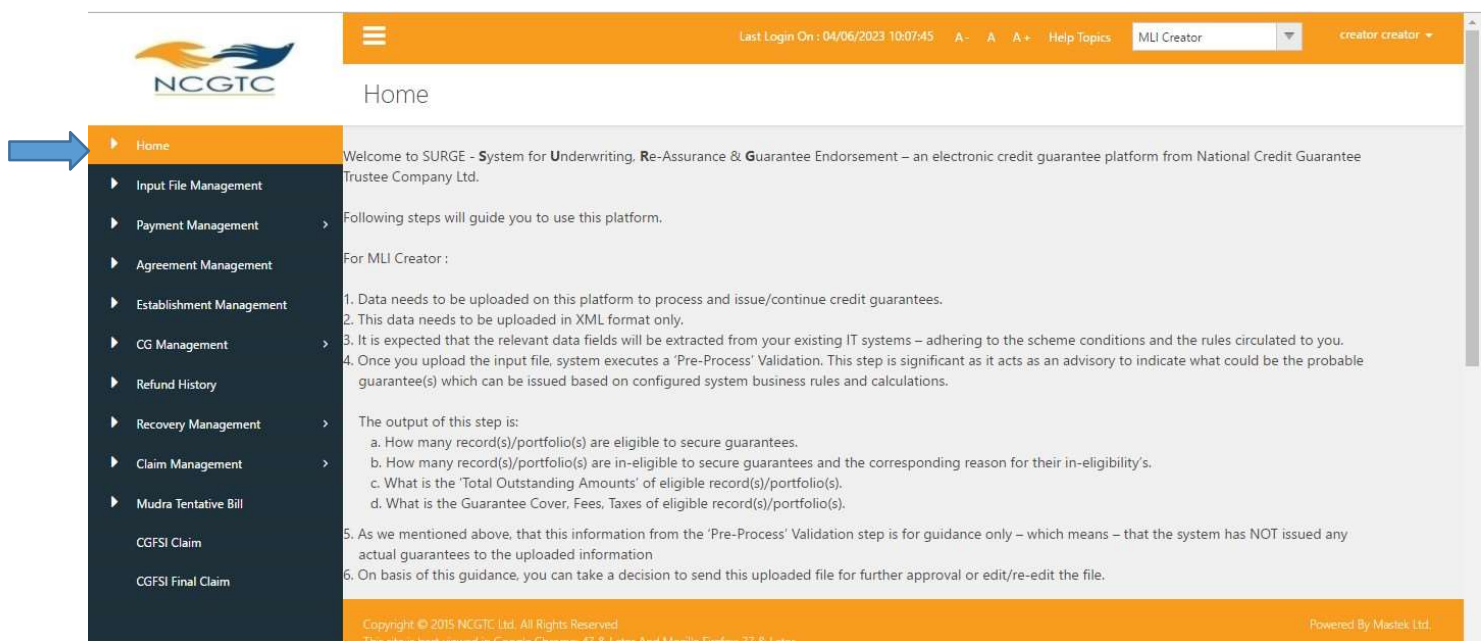
Follow Below steps: -

1. Go to "**surge.ncgtc.in**".

(Fig.1)

2. To login as a **MLI Creator**, click on "**MLI Login**" (Fig.1)

3. **MLI login** page would be loaded.

(Fig.2)

4. Insert proper **username**, **Password**, **Captcha** and then click on "**Sign in**" button **(Fig.2)**

(Fig.3)

5. After successfully login in Surge, **Home page** would be loaded and displayed to user**. (Fig.3).**
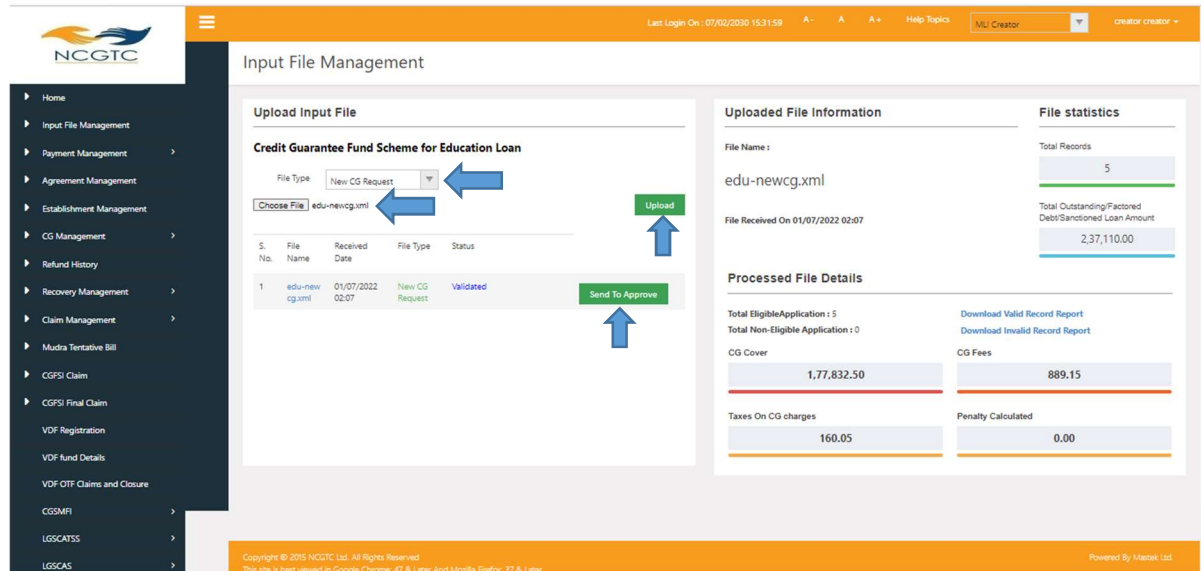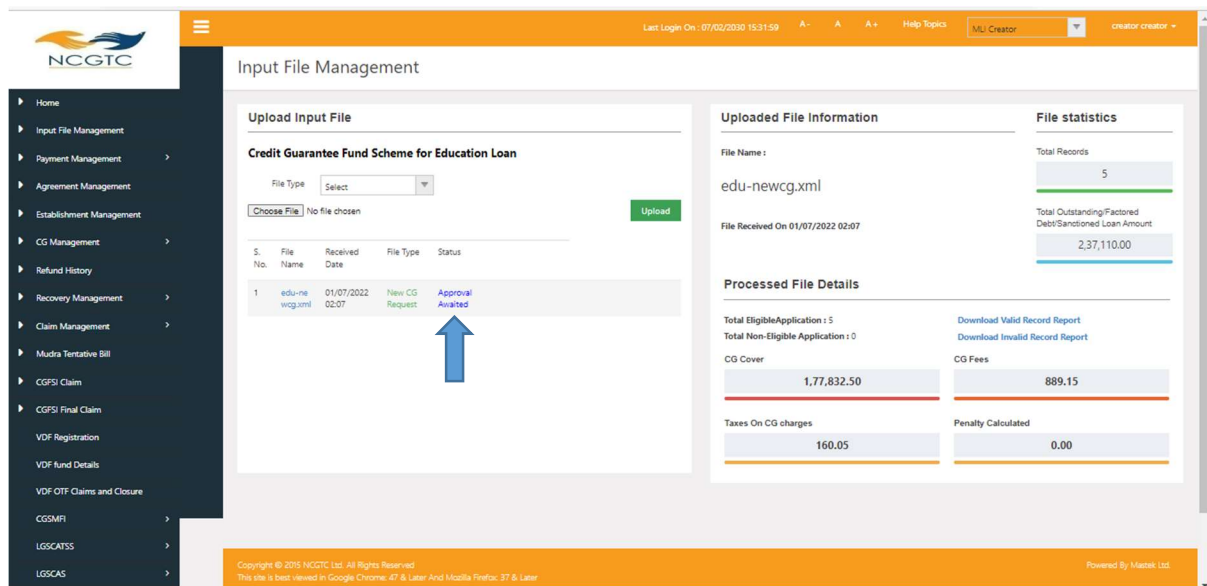

(Fig.4)

6. Under "**Input File Management**", after click "**Upload Input File**" page would be loaded. **(Fig.4)**

7. Select file type "**New CG Request**" from file type drop down.

8. Click on "**Choose File** "and select file which want to upload.

9. Click on "**Upload**" button. (**Note**: - file status would be in "**validated**").

(Fig.5)

10. Click on "**Send to approve**" button (**Note**: - file status would be in "**Approval awaited**").
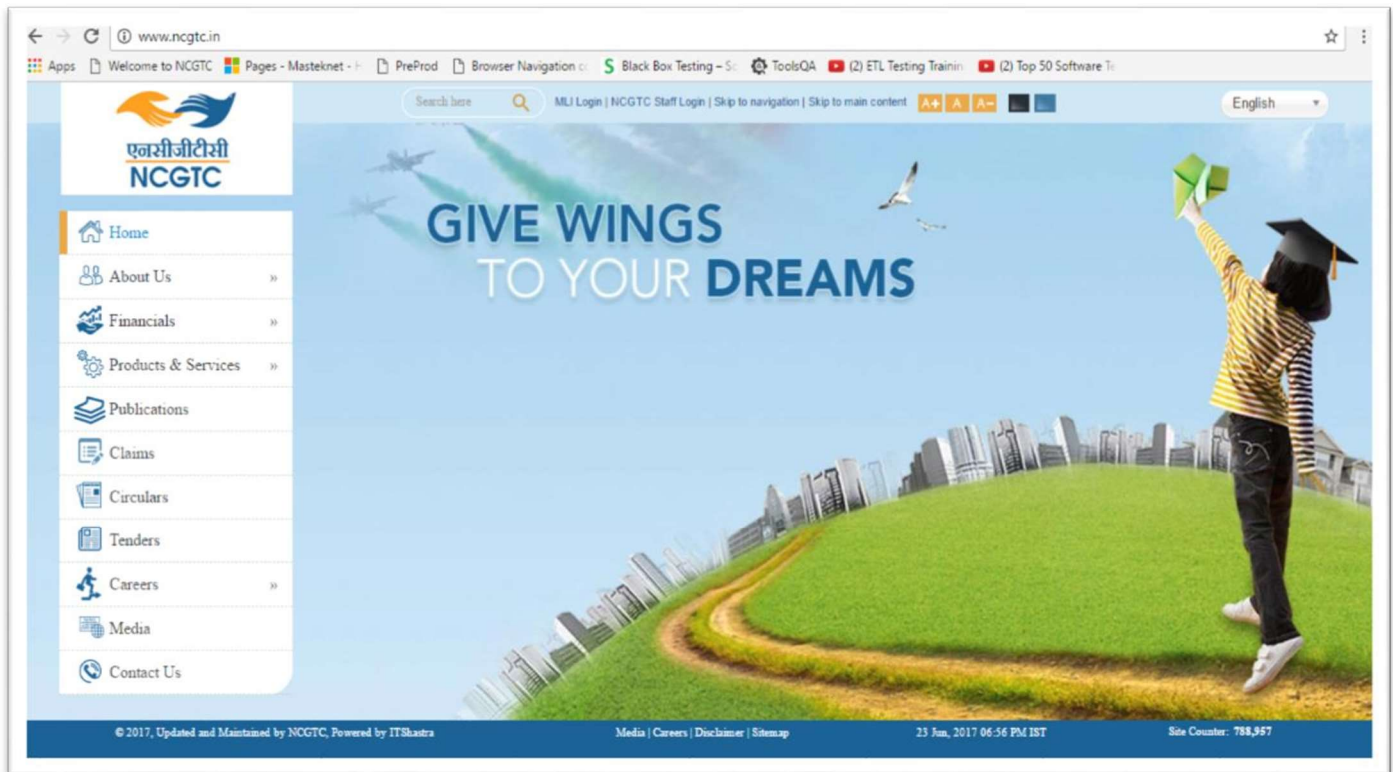
(Fig.5)

1.2.2 Approve Input File

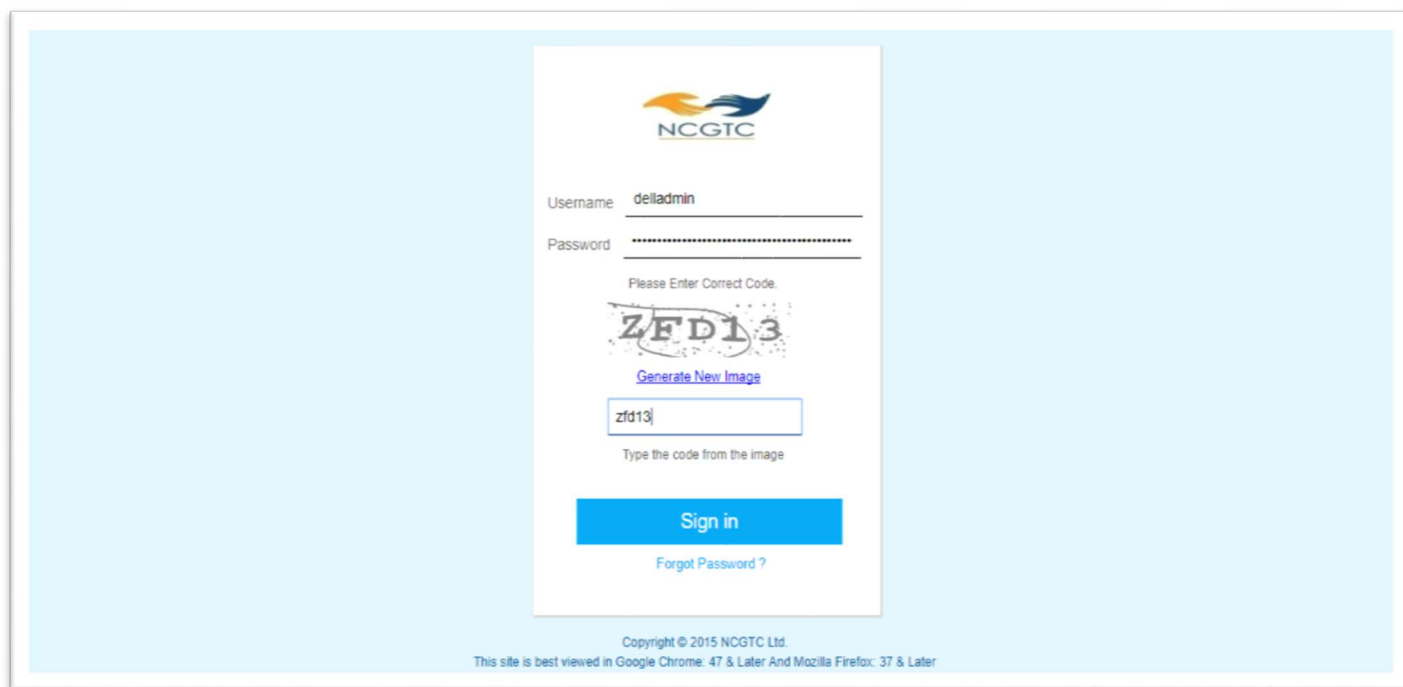This section describes the approval flow process of New CG input file from MLI approver to NCGTC creator.

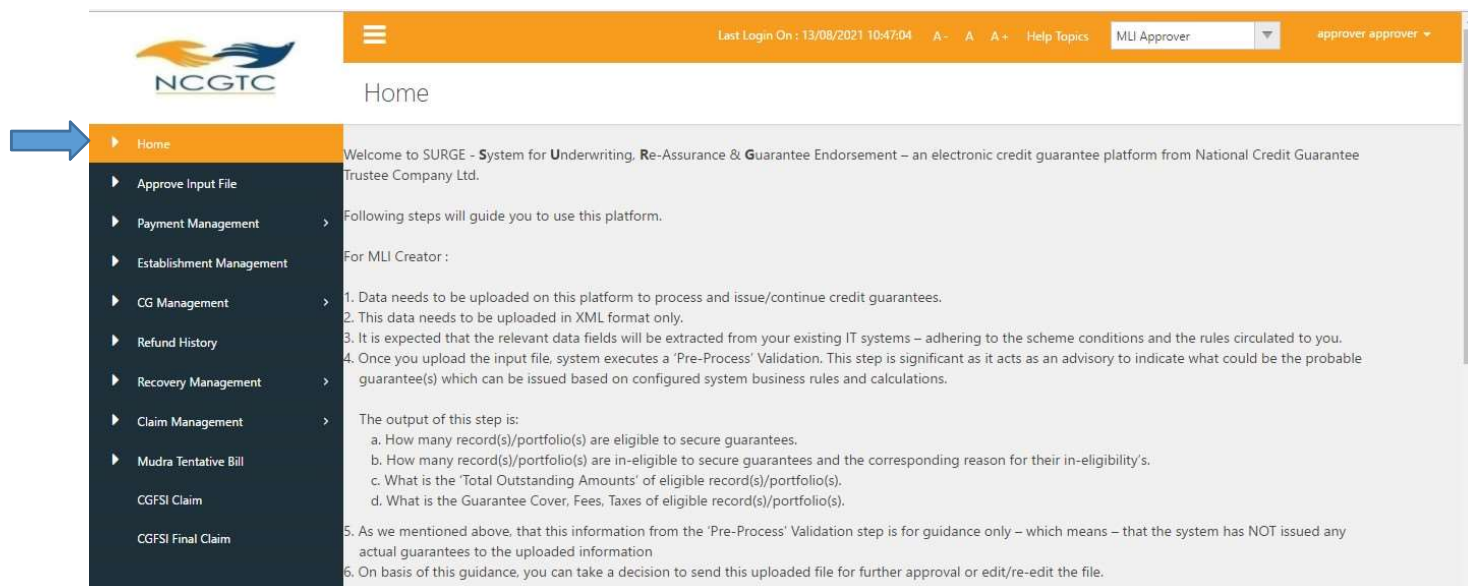**Follow Below steps: -**

1. Go to "**surge.ncgtc.in**".

(Fig.6)

2. To login as a **MLI Approver**, click on "**MLI Login**" **(Fig.6)**
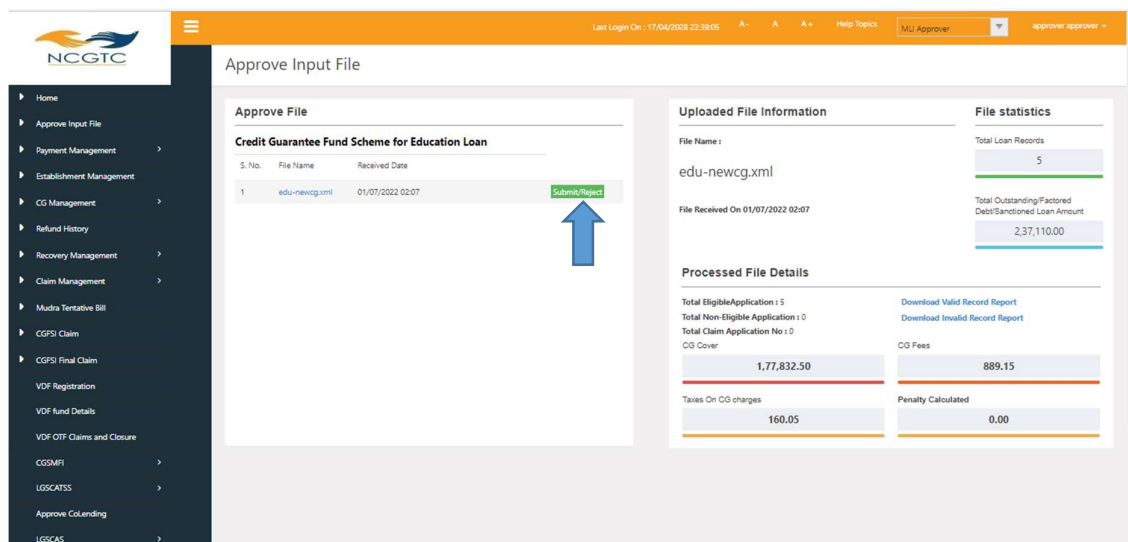3. **MLI login** page would be loaded

(Fig.7)

4. Insert proper **username, Password, Captcha** and then click on "**Sign in**" button
   (Fig.7)
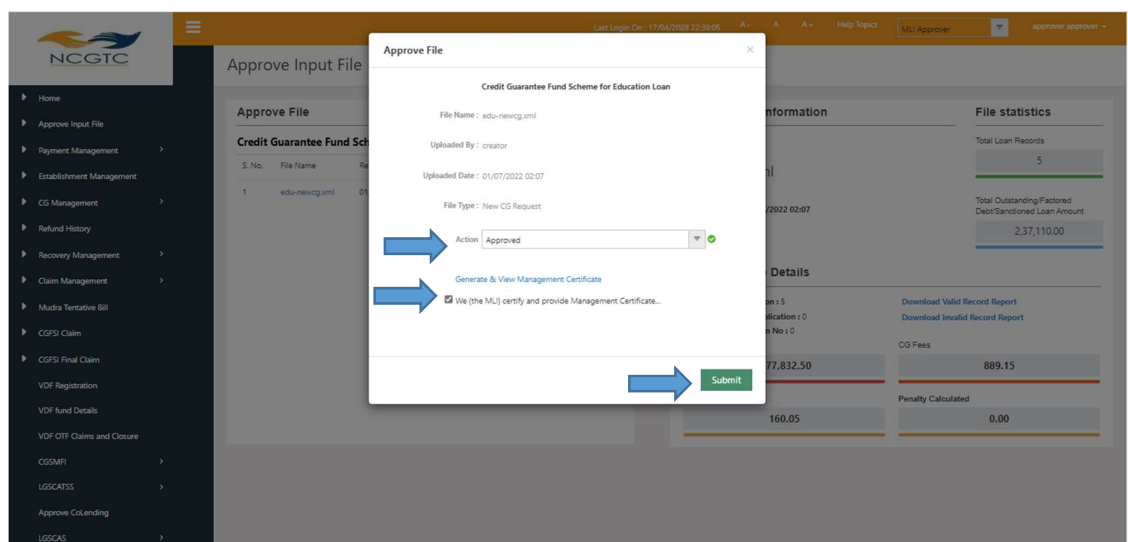

(Fig.8)

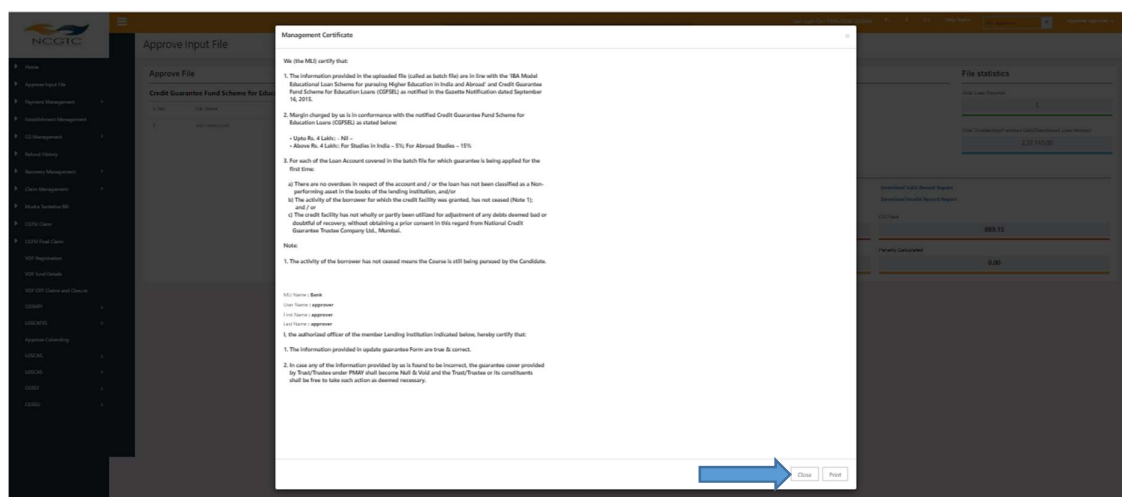5. After successful login in Surge, **Home page** would be loaded and displayed to user.
   (Fig.8)

(Fig.9)

6. Click on "**Approve Input File**" menu, "Approve File" page would be loaded. **(Fig.9)**
7. Click on "**Submit/Reject**" button.

(Fig.10)

8. "**Approve File**" popup would be display**. (Fig.10)**
9. Select "**Approved**" action from drop down. (**Note**: User can Approve or reject file)

(Fig.11)

10. Click on "**Generate & View Management Certificate**" link (**Note**: - as per scheme management certificate would be display). **(Fig.11)**
11. Select the check box below management certificate link then click on "submit button. (**Note**: - message display "**File approved successfully**" and file status is in "**NCGTC approval awaited"**). (user cannot upload another file till current file will be approve from "**NCGTC Creator**").
12. To login as a **NCGTC Creator**, click on "**NCGTC Staff Login**".
13. **NCGTC login** page would be loaded.
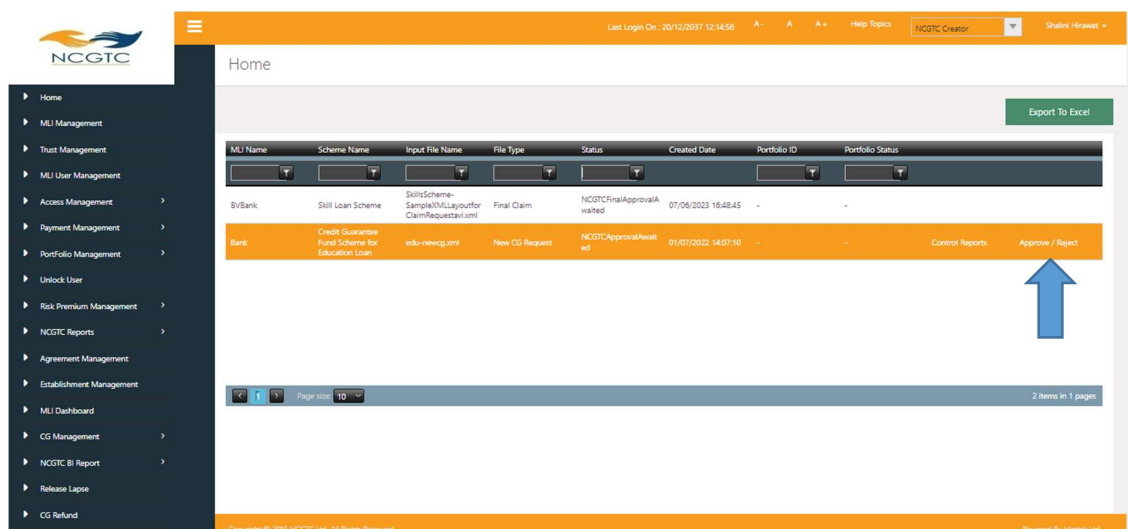
(Fig.12)

14. Insert proper **username**, **Password**, **Captcha** and then click on "**Sign in**" button. **(Fig.12)**

(Fig.13)

15. Select file from list.
16. Click on "**Approve/reject** link**". (Fig.13)**
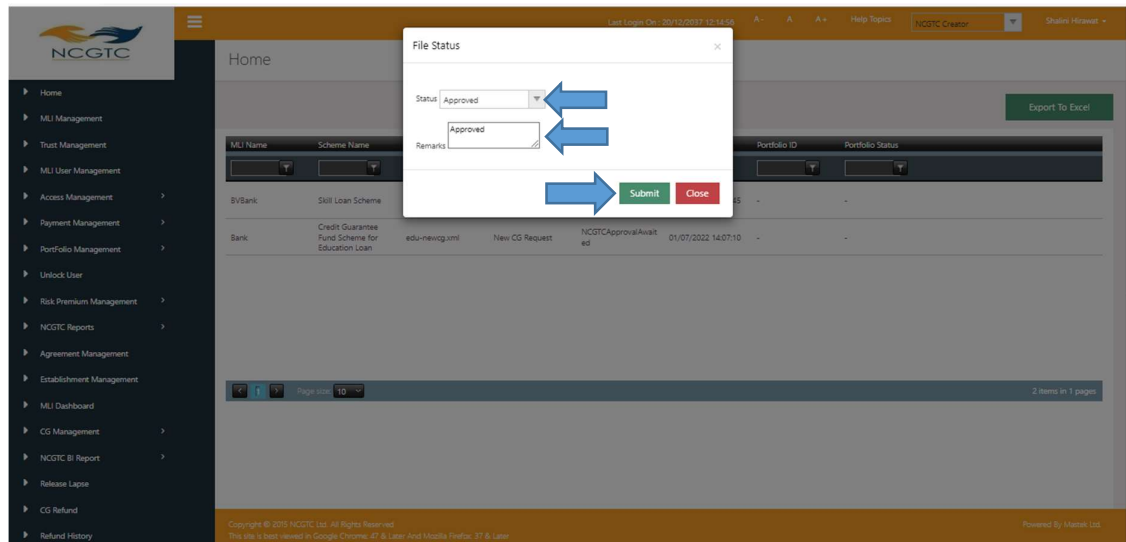
(Fig.14)

17. Select **status** from drop down. (**Note**: - Approved or Reject status display in drop down). **(Fig.14)**
18. Enter **remarks**.
19. Click on "**Submit button**". (**Note**: - file status would be in **"processed"**).

1.3 Payment Management

1.3.1 Fee Payment Reference

1.3.1.1 Payment Due(s) Input File

This section describes payment of CG charges. Payments from MLI will be accepted for all the eligible records submitted by him i.e. at the batch level

Follow Below steps: -

1. Go to "**surge**.**ncgtc**.**in**".

(Fig.15)

2. To login as a **MLI Creator**, click on "**MLI Login**". **(Fig.15)**

3. **MLI login** page would be loaded.

(Fig.16)

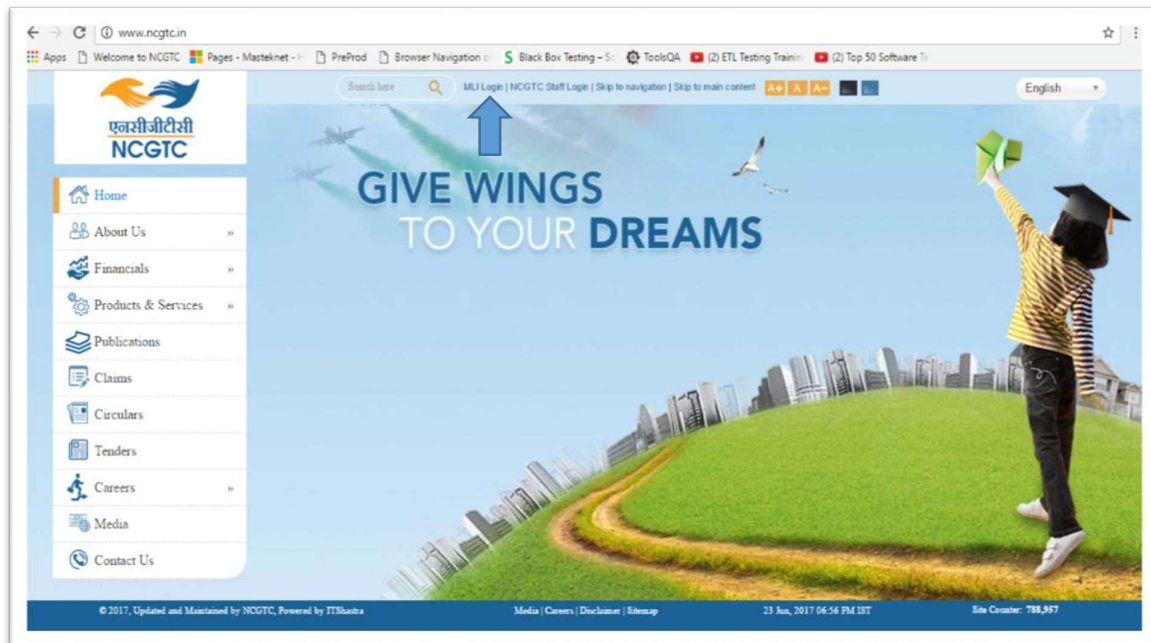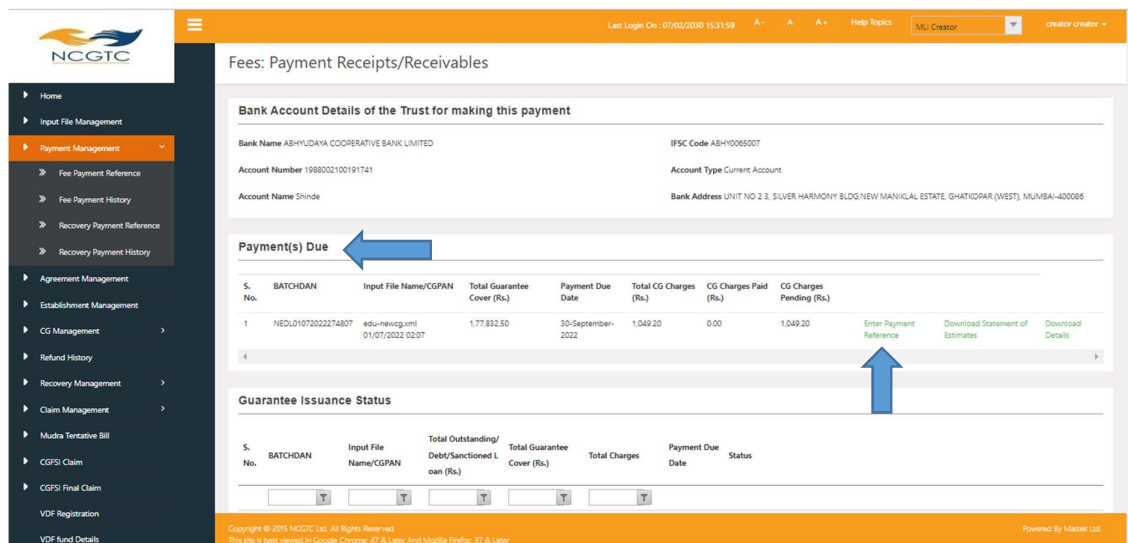4. Insert proper **username, Password, Captcha** and then click on "**Sign in**" button. **(Fig.16)**
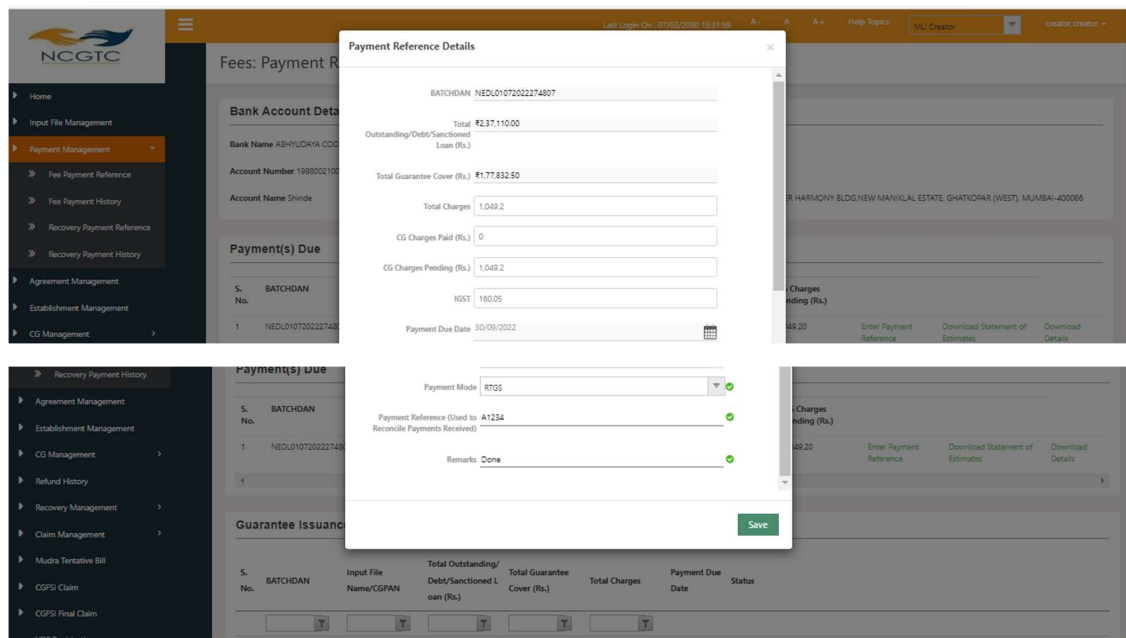

(Fig.17)

5. After successful login in Surge," **Fees: Payment Receipts/Receivables**" page would be loaded and displayed to user. **(Fig.17)**.

6. Click on "**Fee payment reference**".

7. Click on enter payment reference (**Note**: - user can download "**Statement of estimate and download details in excel").**
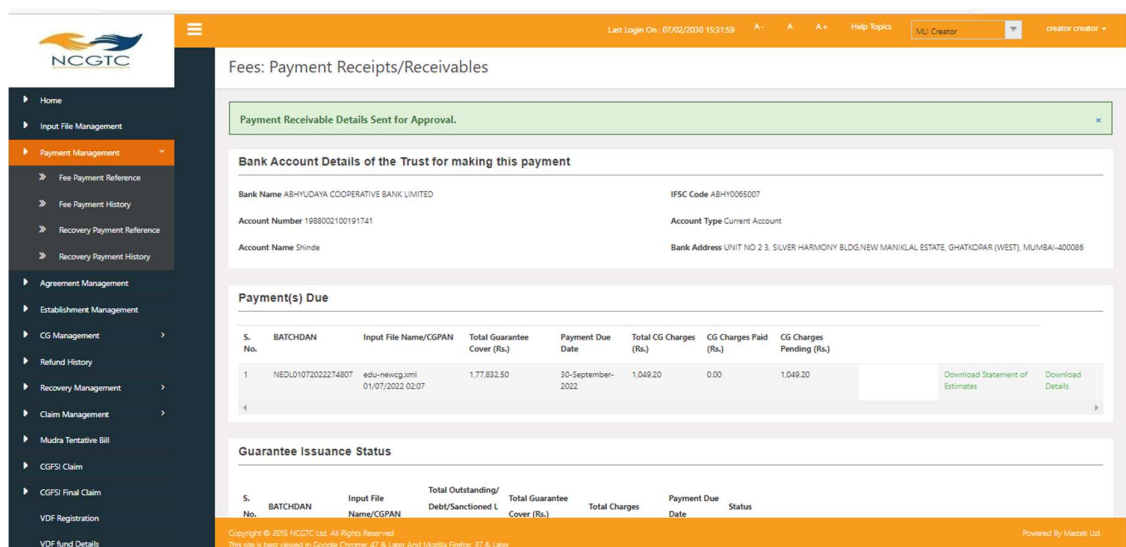
(Fig.18)

8. Select **payment mode**. **(Fig.18)**

9. Enter **payment referee.**

10. Enter **remarks.**

11. Click on **save** button. (**Note**: - payment receivable details send for approval).
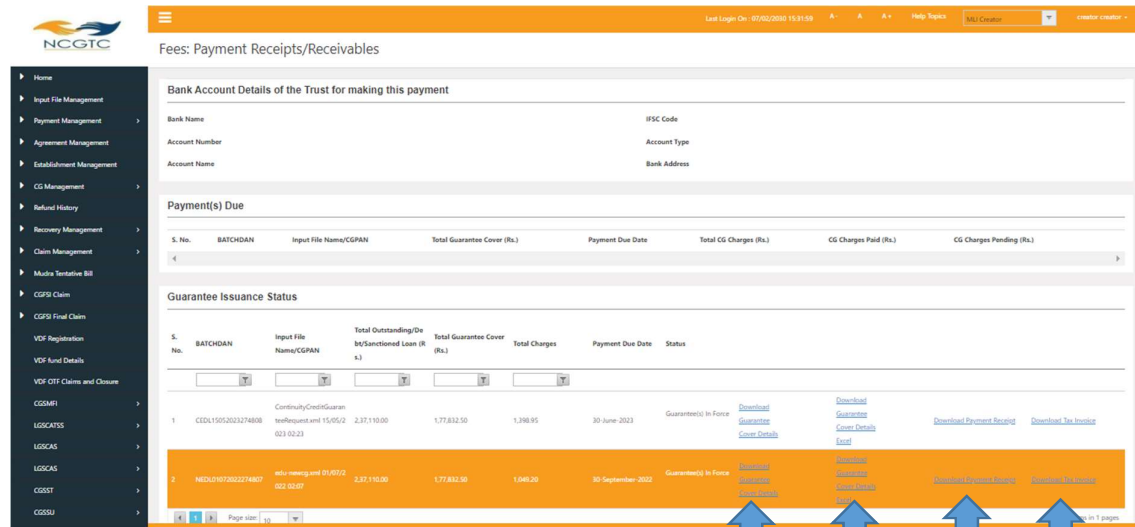

(Fig.19)

12. After save "**payment receivable details send for approval**" display to the user **(Fig.19)**

1.3.1.2   Guarantee Issuance Status (New CG)

This section contains report after payment done. (like guarantee cover details, guarantee cover details in excel payment receipt and tax invoice.)

(Fig.20)

1. User able to see the "**Guarantee Cover Details**", "**Payment receipt**" and "**tax Invoice**". **(Fig.20)**

1.3.2   Fee Payment Reconciliation (NCGTC Accountant)

This section contains the flow of Fee payment reconciliation.

Follow Below steps: -

1. Go to "**surge.ncgtc.in**".
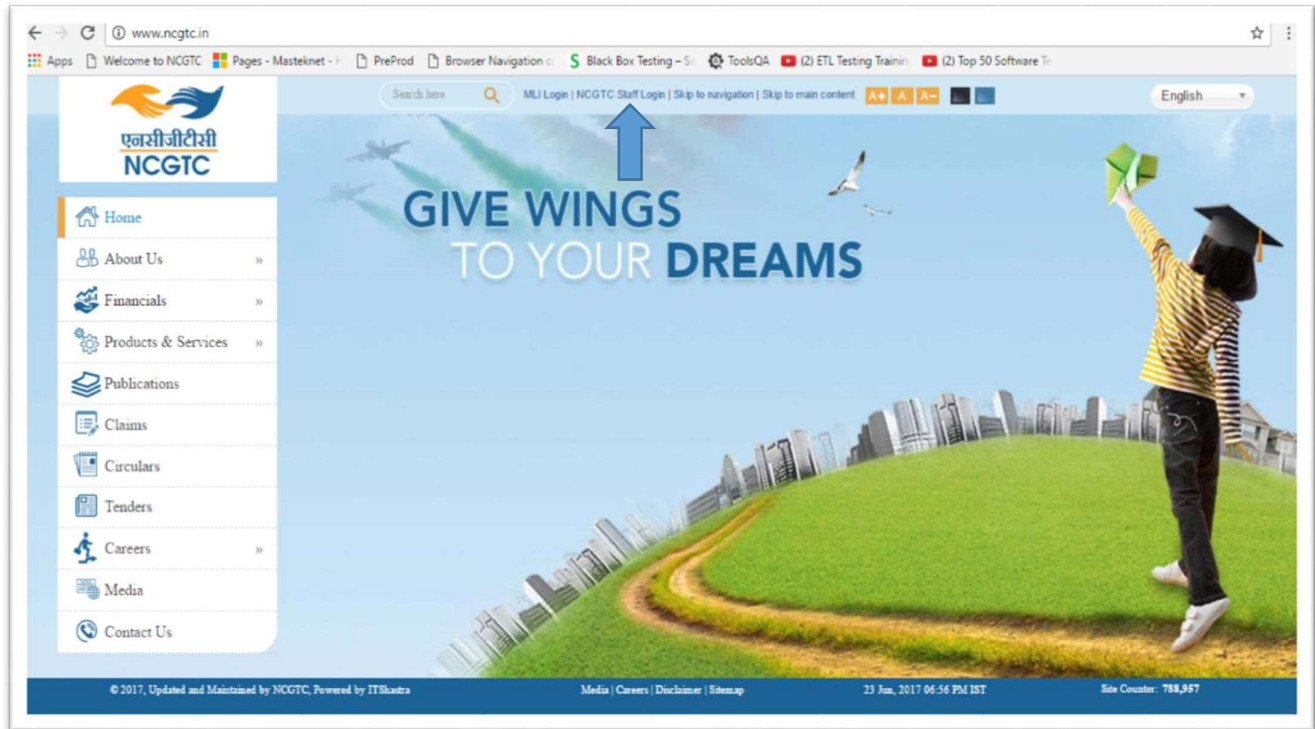
(Fig.21)

2. To login as a **NCGTC Accountant**, click on "**NCGTC Staff Login**" **(Fig.21)**
3. **NCGTC login** page would be loaded

(Fig.22)

4. Insert proper **username, Password, Captcha** and then click on "**Sign in**" button. **(Fig.22)**

(Fig.23)

5. After successful login in Surge, "**MLI payment Reconciliation**" page would be loaded. **(Fig.23)**.
6. Click on "**Fee payment reconciliation**.
7. Enter **actual amount, date of receipt** and remarks**.**
8. Click on "**send for approval/reject**". (**Note**: - payment receivable details sent for approval. File status is in "**payment approval**").
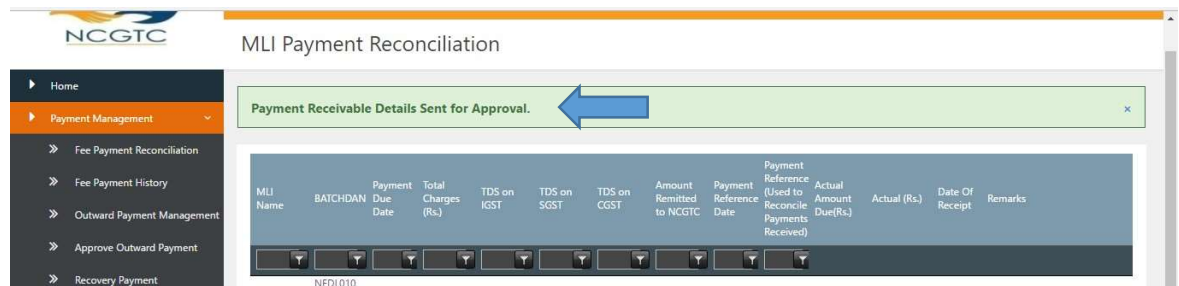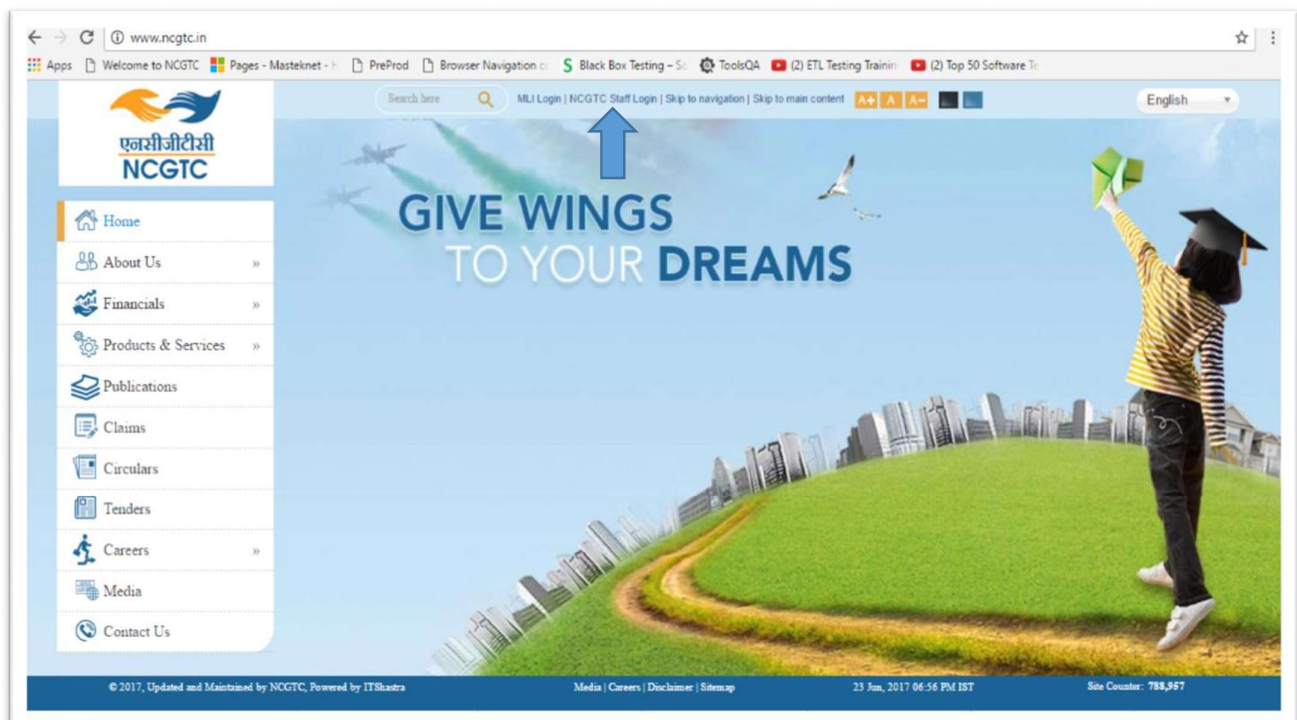
(Fig.23)

9. After send for approval "**Payment Receivable Details Sent for Approval**" message display to the user **(Fig.23)** (**Note**: -File status is in "**payment approval**").

1.3.3 Approve MLI Payment (NCGTC Main Accountant)

This section contains the flow of Fee payment reconciliation.

Follow Below steps: -

1. Go to "**surge.ncgtc.in**".

(Fig.24)

2. To login as a **NCGTC Main Accountant**, click on "**NCGTC Staff Login**" **(Fig.24)**
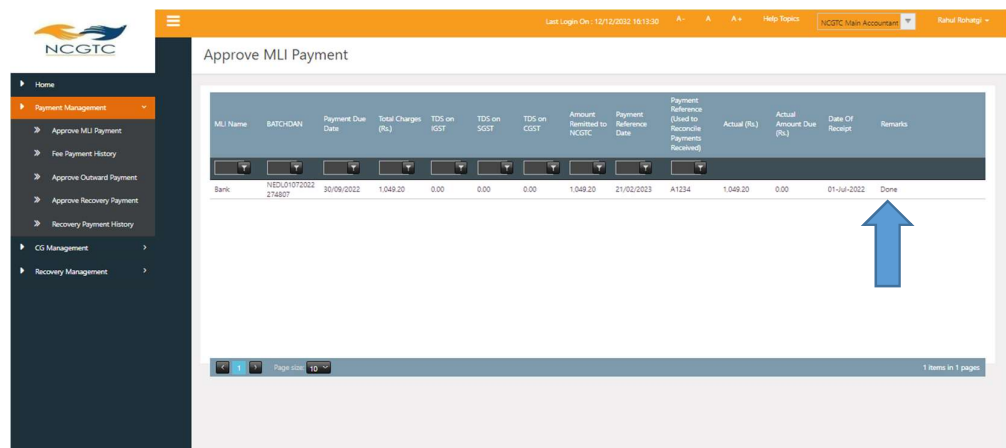
3. **NCGTC login** page would be loaded.

(Fig.25)

4. Insert proper **username, Password, Captcha** and then click on "**Sign in**" button. **(Fig.25)**

(Fig.26)
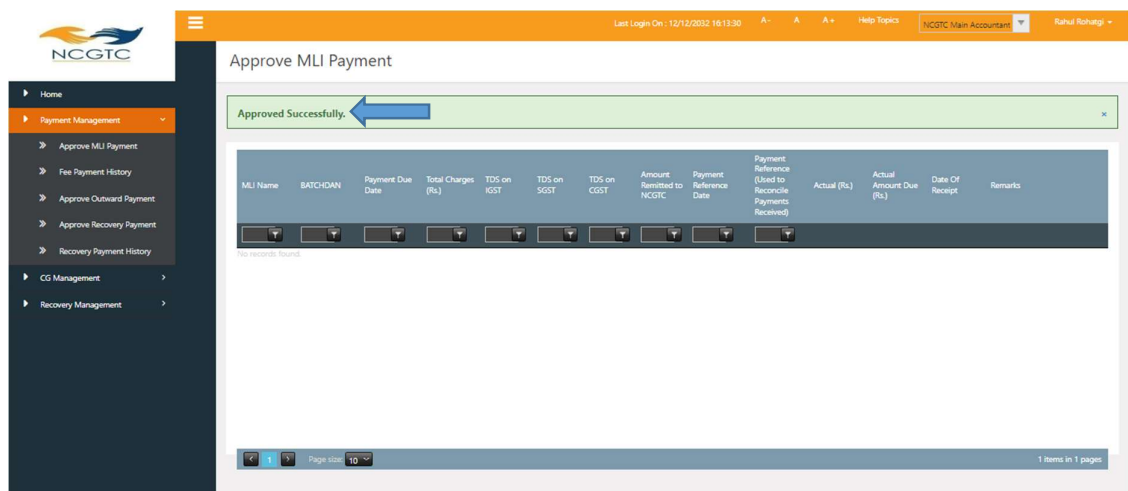
5. After successful login in Surge, "**Approve MLI Payment**" page would be loaded. **(Fig.26)**
6. Click on "**approve MLI payment**".
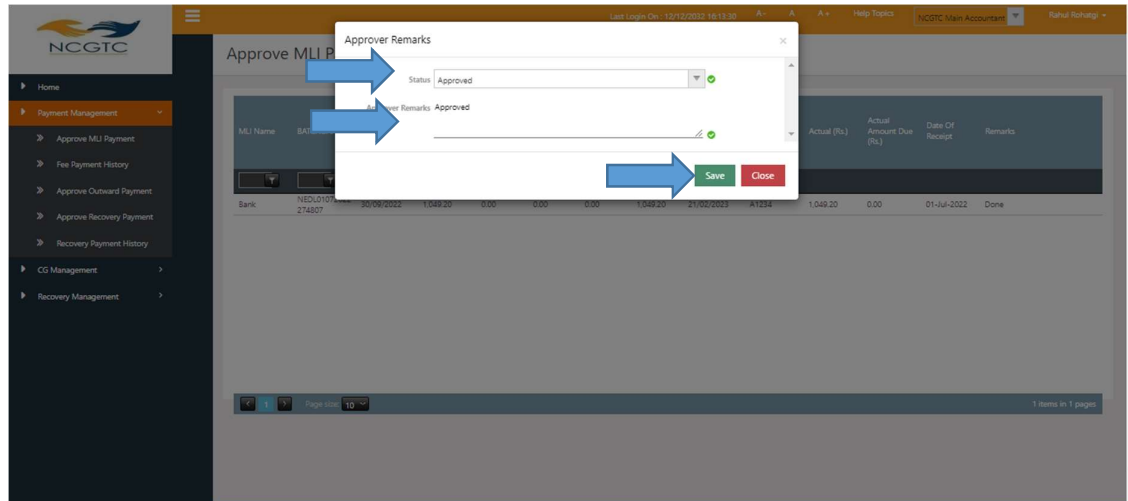
(Fig.27)

7. Select file and click on "**approve**". **(Fig.27)**
8. Select **status** from drop down and enter remarks
9. Click on "**Save**" button. (**Note**: - approved successfully and file status is in "**Guarantee(s) In Force**").
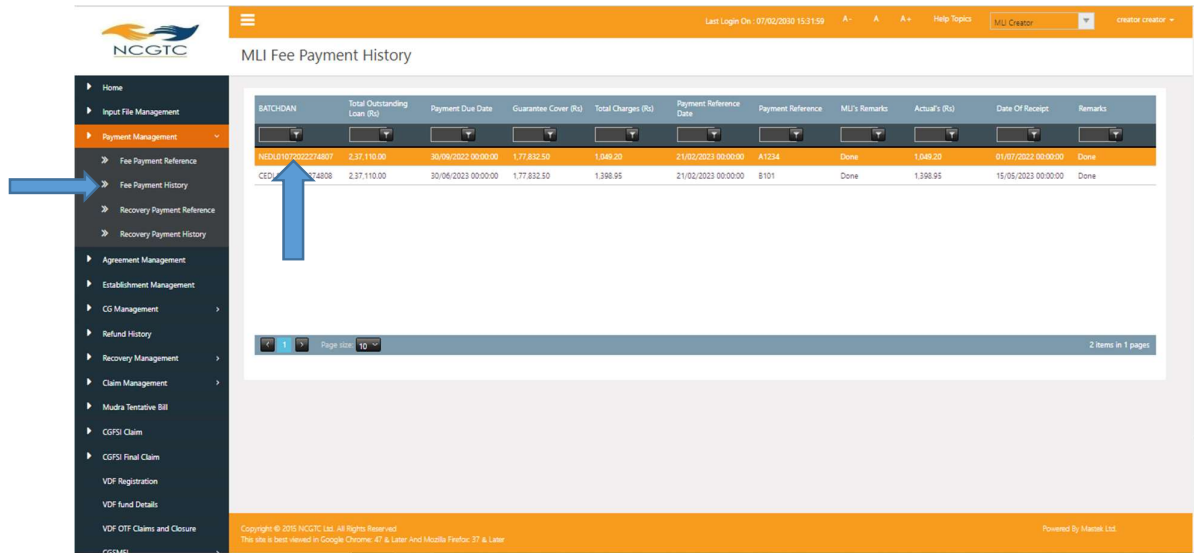

(Fig.28)

10. After save "**Approved successfully**" message display to user. (Fig.31) (Note: -file status is in "**Guarantee(s) In Force**").

1.3.4　Fee Payment History

This section contains history of Fee payment.

(Fig.29)