CGSSU - VDF Application User Manual

Contents

1. Introduction:

This user manual includes step wise illustration to Submit the form for VDF Application for the benefit of users.
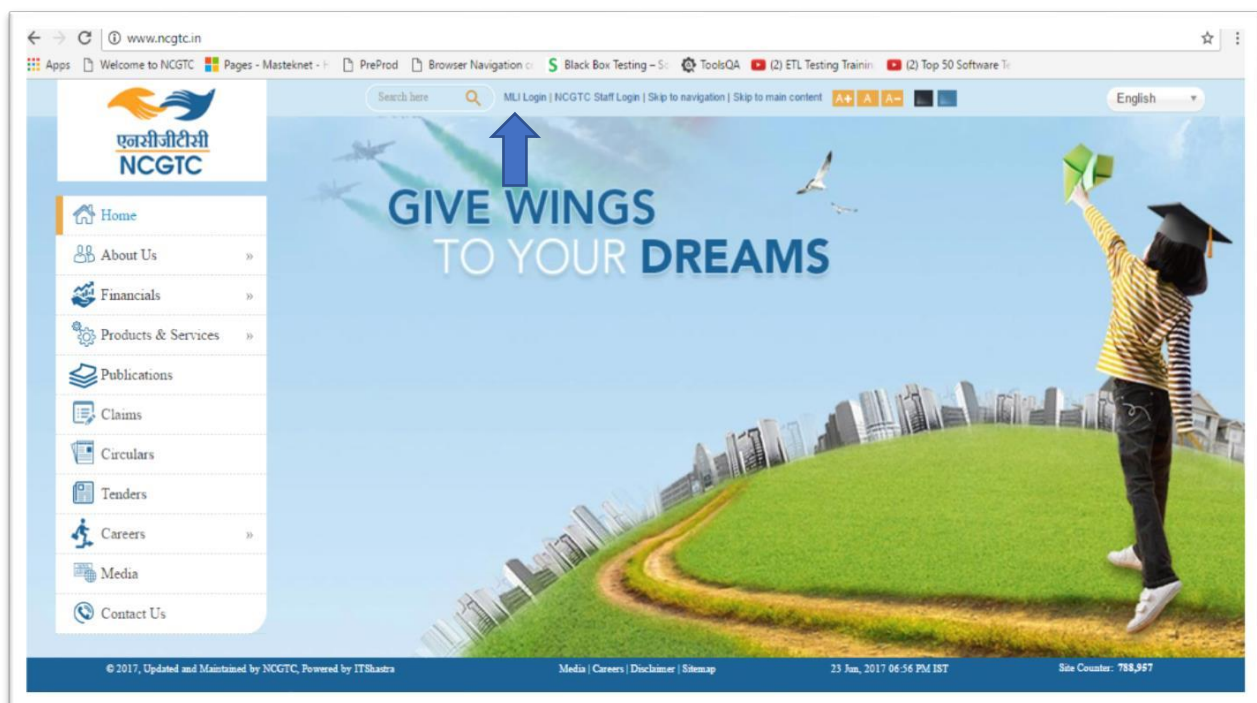
2. VDF Application:

MLI's to send their VDF Application requests to NCGTC for VDF application Approval

2.1 VDF Application (MLI Creator):

MLI Creator has to login into Surge portal using the credential shared by MLI Admin

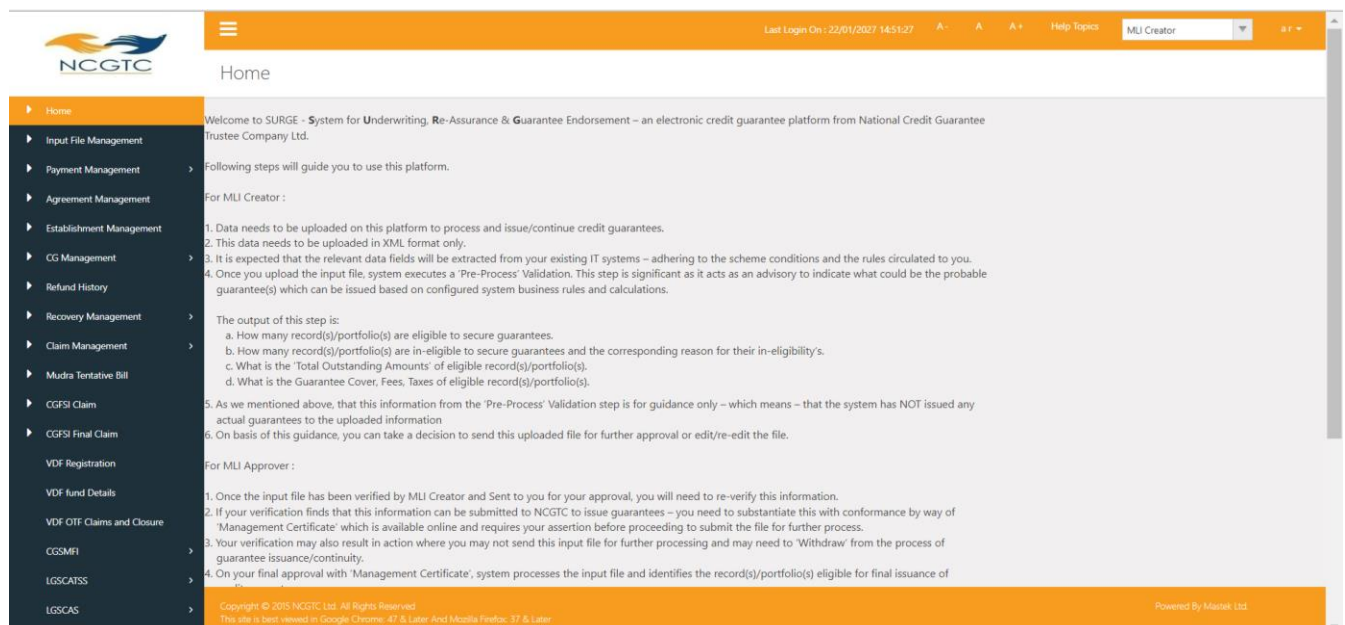- **Follow below steps:**
    1.   Go to "surge.ncgtc.in"

(Fig.1)

2. To login as a **MLI Creator**, click on "**MLI Login**".
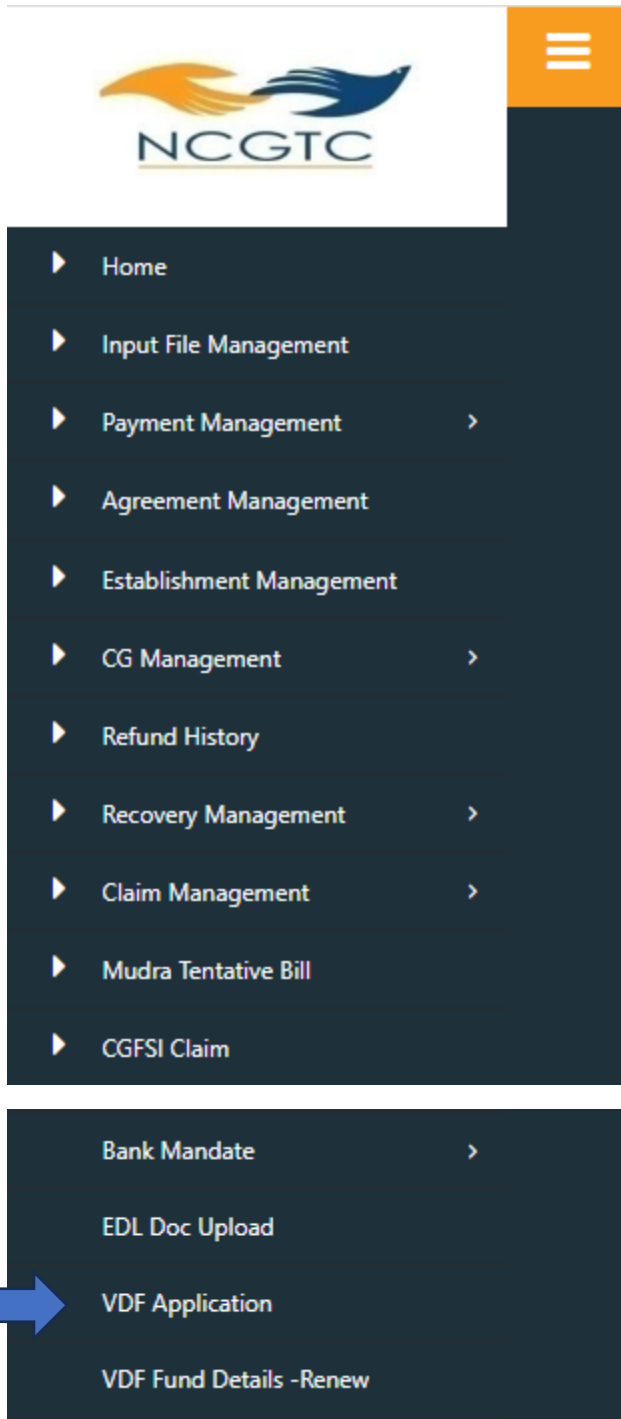3. **MLI login** page would be loaded.

(Fig.2)

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

(Fig.3)

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

(Fig.4)

6. Click on **VDF Application** menu **(Fig.4)**

(Fig.5)

7. Click on **Add VDF link (Fig.5)**

(Fig.6)

8. **MLI Name** auto populated
9. **VDF Application Number** auto populated
10. Choose **Prospect/PPM** file. (**Note:** MLI creator can view that uploaded document).
11. **Application Date with NCGTC** auto populated
12. Enter **VDF Certification Number**
13. Enter **VDF Certification Date**
14. Enter **Life of VDF (in years)**
15. Enter **Terminal Date of VDF**
16. Enter **First Close Date** (**Note:** If user select Final closure declared and user entered final close date. VDF application approved by NCGTC then the VDF application cannot applicable for guarantee.)
17. Enter **VDF Purpose**
18. Click on **Save** button (**Fig.6**)
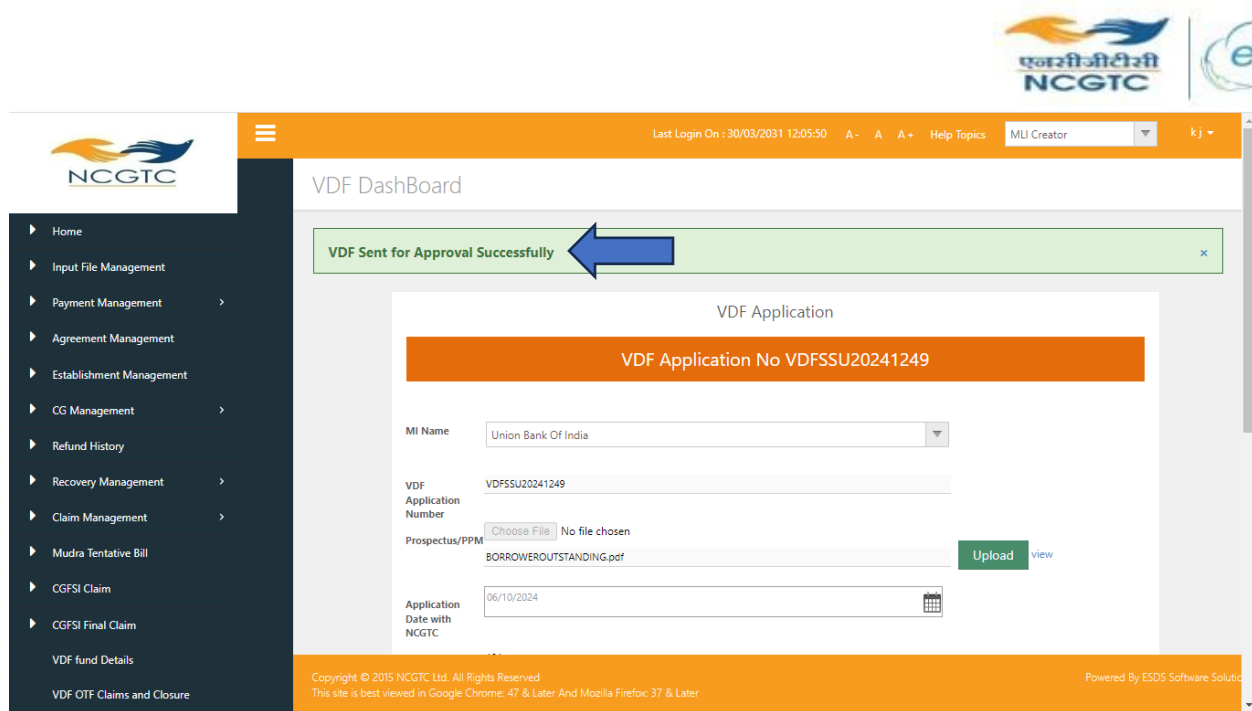
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(Fig.7)

19. **VDF Application** saved successfully message display
20. User can **Edit** records (if wants to modify)
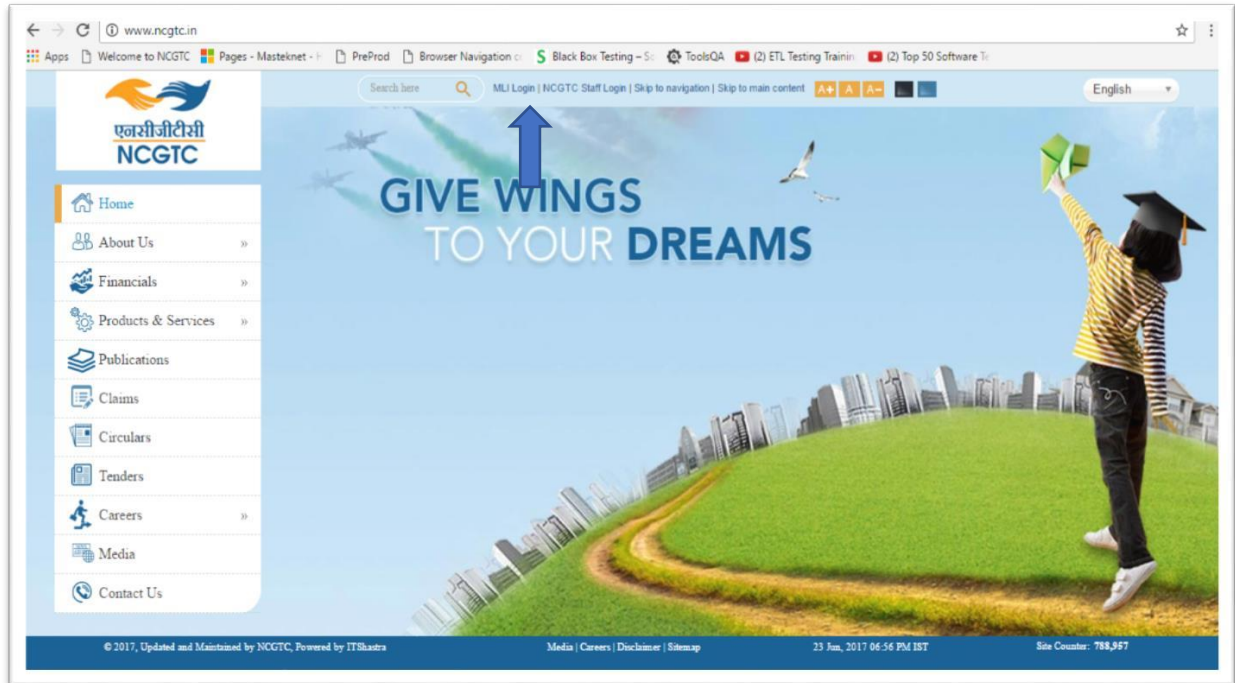21. Click on **Send to Approval** button **(Fig.7)**

(Fig.8)

22. VDF details send for MLI Approver **(Fig.8 (Note:** VDF Application status is in **"Approval awaited"** state).

2.2 VDF Application (MLI Approver):

- **MLI approver** need to login into system using the credentials shared by MLI Admin
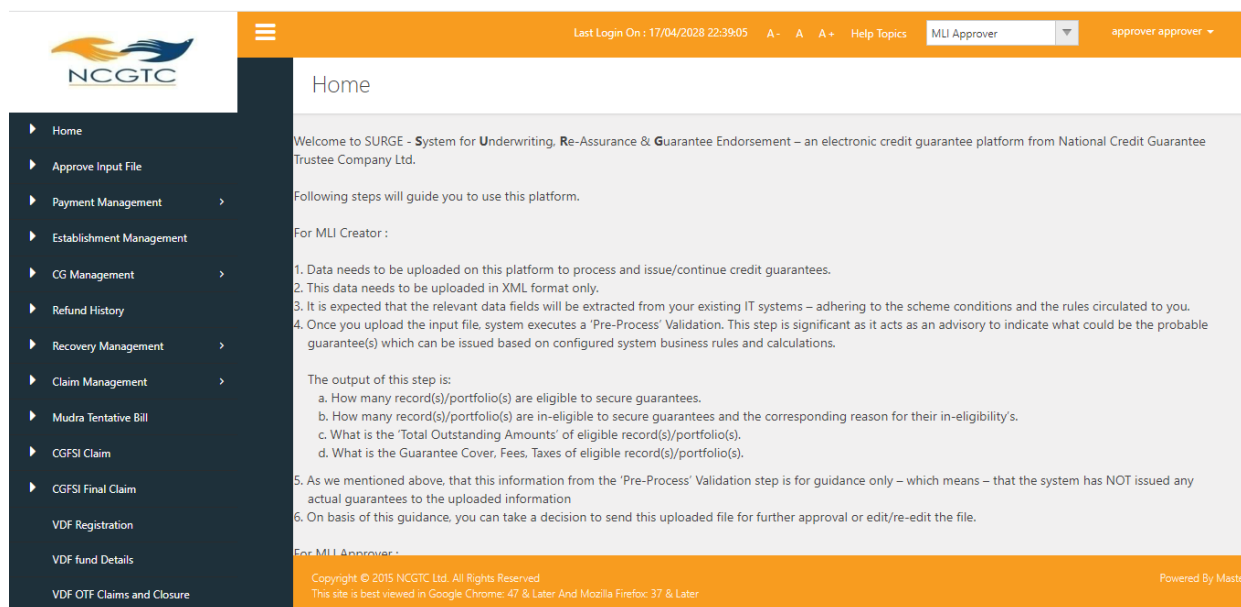
Follow below steps:

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

(Fig.9)

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

(Fig.10)

4. Insert proper **username**, **Password**, **Captcha** and then click on "**Sign in**" button (**Fig.10**)

(Fig.11)

5. After successfully login in Surge, **Home page** would be loaded and displayed to user. **(Fig.11).**
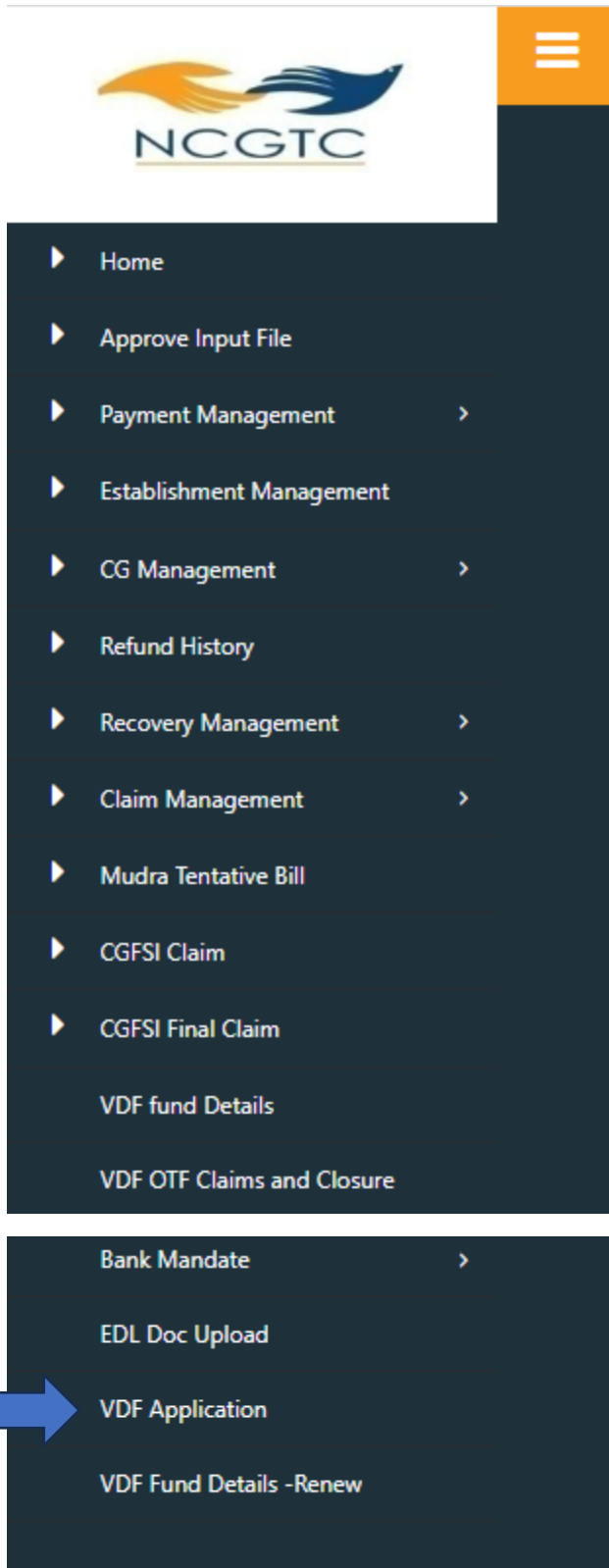
(Fig.12)

6. Click on **VDF Application** menu **(Fig.12)**

(Fig.13)

7. Click on the record for MLI Approval **(Fig.13)**

(Fig.14)

8. Click on **Approve/Reject** button (**Fig.14**)
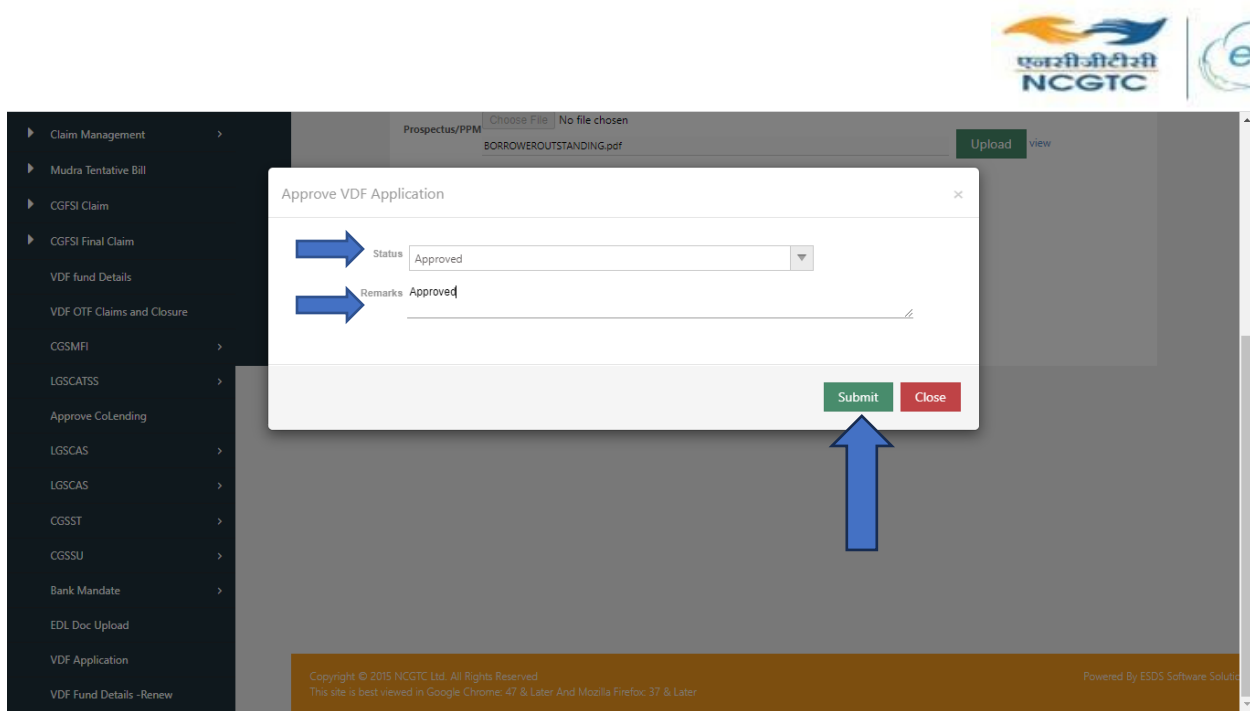
(Fig.15)

9. Select **Status** as **Approved**
10. Enter **Remark**
11. Click on **Submit** button **(Fig.15)**
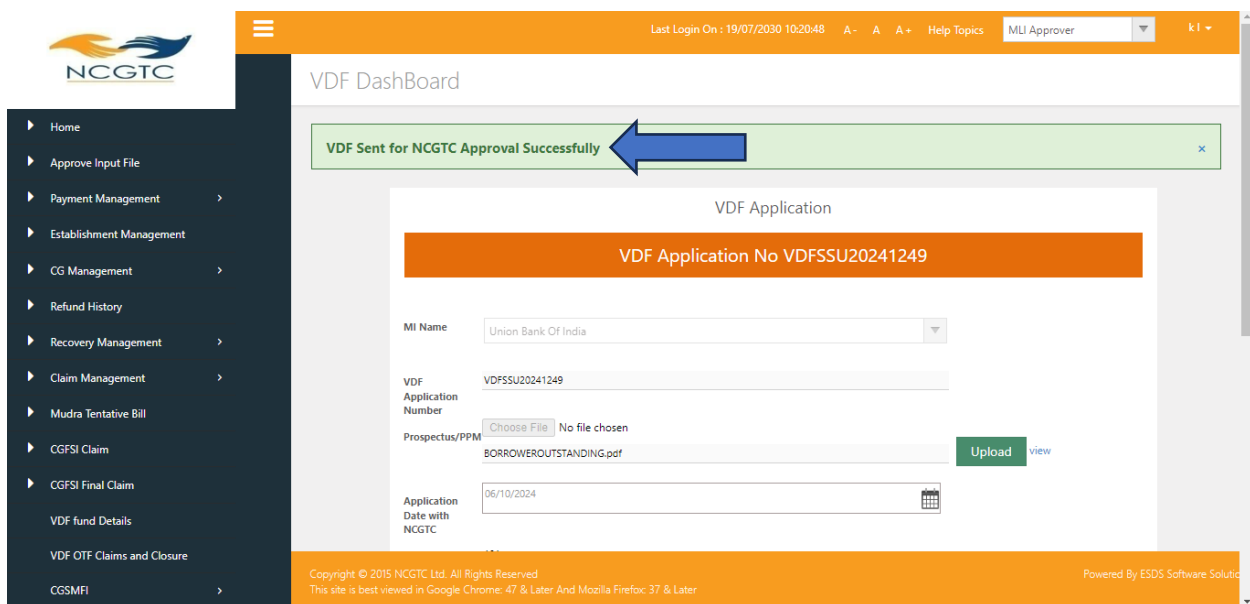
(Fig.16)

12. VDF details send to NCGTC Creator approval **(Fig.16) (Note:** VDF Application status would be in NCGTC Approval awaited state).

2.3 VDF Application (NCGTC Creator):

- NCGTC creator will have to login into SURGE portal using the credentials.

Follow below steps:

1. Go to "surge.ncgtc.in"
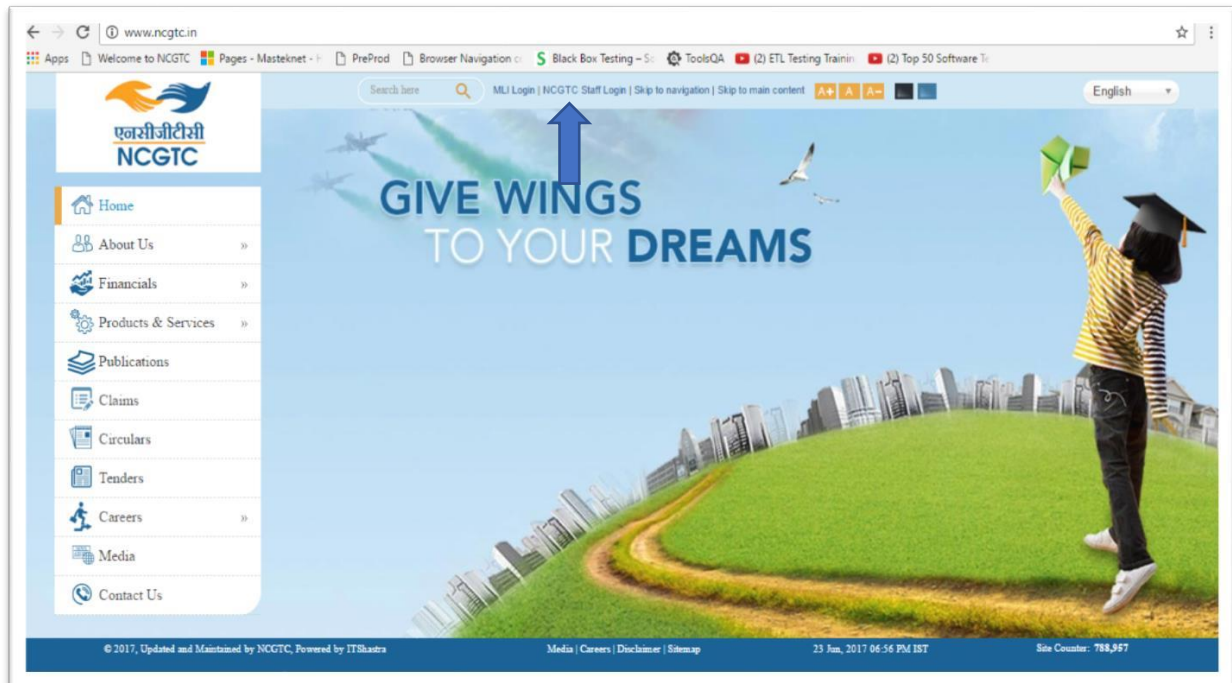
(Fig.17)

2. To login as a **NCGTC Creator**, click on "**Staff Login**".
3. **Staff login** page would be loaded.
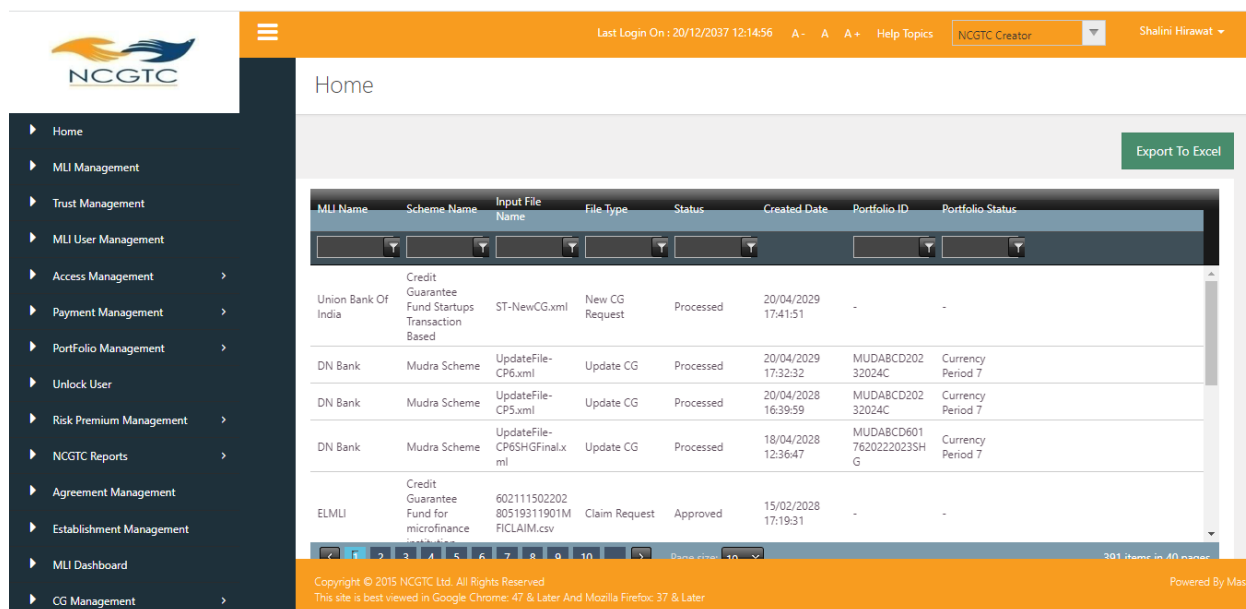
(Fig.18)

4. Insert proper **username**, **Password**, **Captcha** and then click on "**Sign in**" button (**Fig.18**)

(Fig.19)

5. After successfully login in Surge, **Home page** would be loaded and displayed to user. (**Fig.19**).

(Fig.20)

6. Click on **VDF Application** menu **(Fig.20)**

(Fig.21)

7. Click on the record for NCGTC creator approval **(Fig.21)**

(Fig.22)

8. Click on **Approve/Reject** button (**Fig.22**)
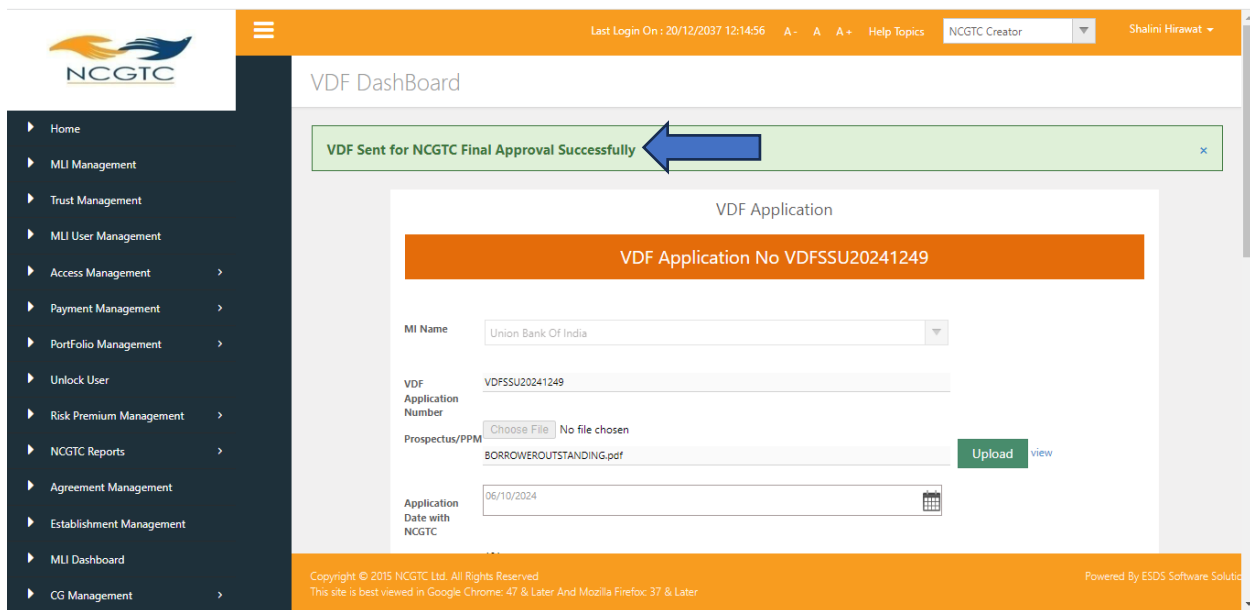
(**Fig.23**)

9. Select **Status** from dropdown
10. Enter **Remark**
11. Click on **Submit** button (**Fig.23**)

(**Fig.24**)

12. VDF details send for NCGTC Final Approval (**Fig.24**) (**Note:** VDF Application status would be in NCGTC Final Approval awaited state).

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2.4 VDF Application (NCGTC Approver):

- NCGTC approver will have to login into SURGE portal using the credentials.

Follow below steps:

1. Go to "surge.ncgtc.in"
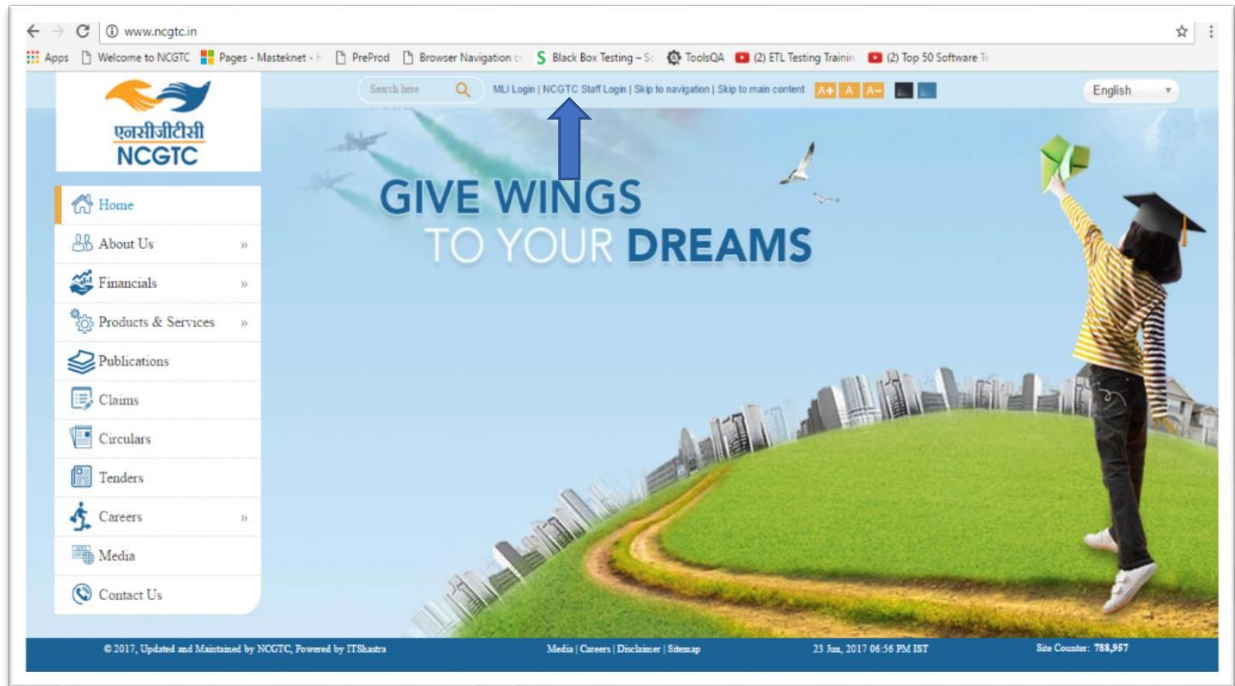
(Fig.25)

2. To login as a **NCGTC Approver**, click on "**Staff Login**".
3. **Staff login** page would be loaded.
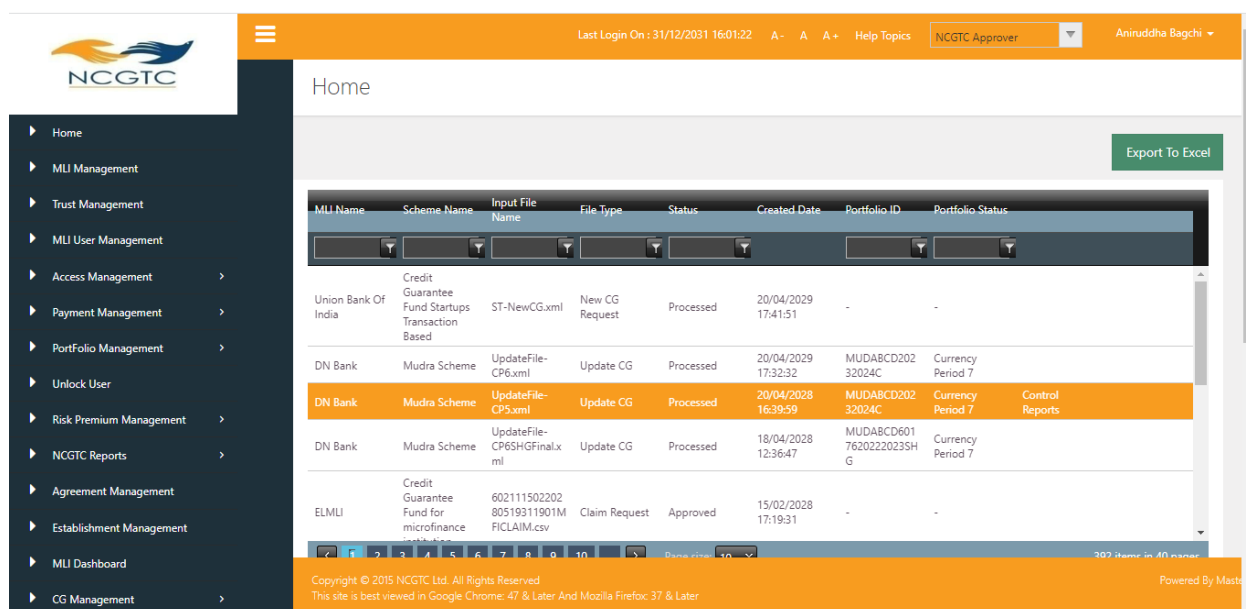
(Fig.26)

4. Insert proper **username**, **Password**, **Captcha** and then click on "**Sign in**" button (**Fig.26**)

(Fig.27)

5. After successfully login in Surge, **Home page** would be loaded and displayed to user. **(Fig.27).**

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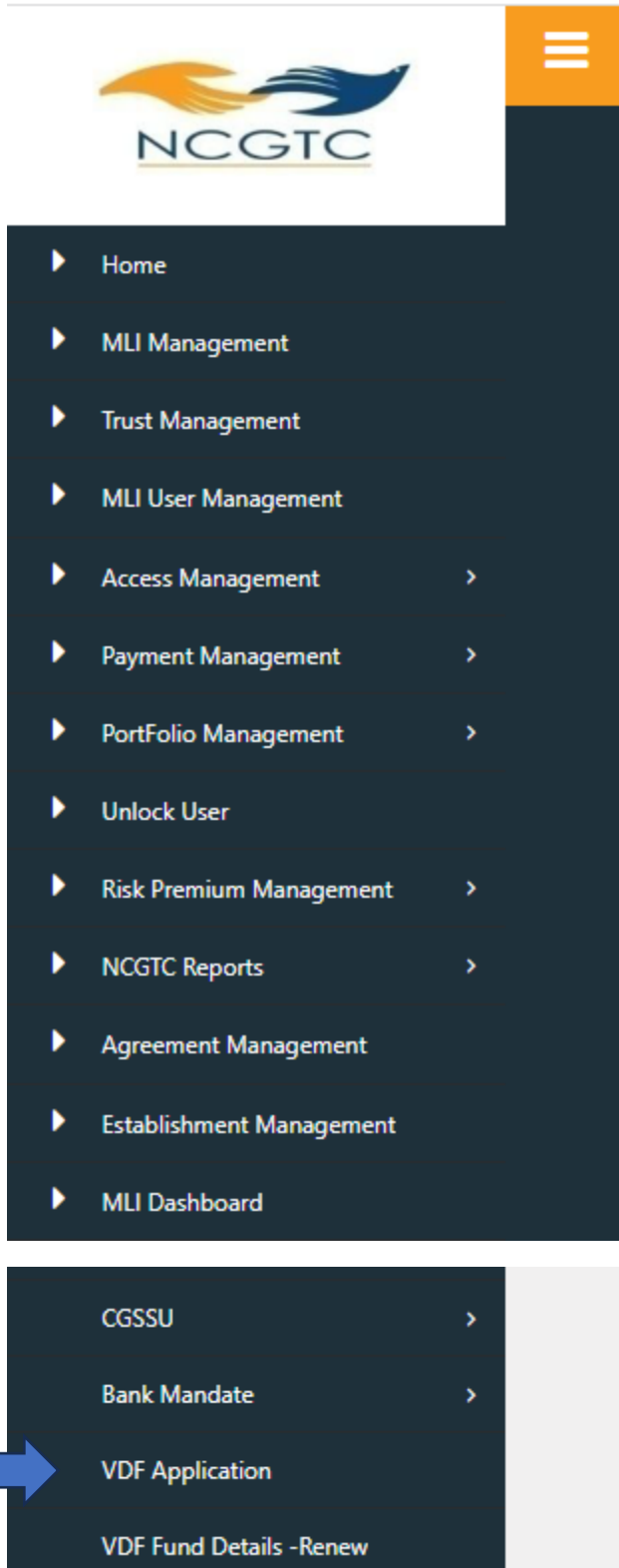
(Fig.28)

6. Click on **VDF Application** from menu **(Fig.28)**

(Fig.29)

7. Click on the record for NCGCT approver approval **(Fig.29)**

(Fig.30)

8. Click on **Approve/Reject** button **(Fig.30)**

(Fig.31)

9. Select **Status** from dropdown

10. Enter **Remark**
11. Click on **Submit** button **(Fig.31)**

(Fig.32)

12. VDF Application saved successfully **(Fig.32)**

Thank You