

User MANUAL

110 % BG

MSTC Ltd.

Oct, 2021

Revision Sheet

Release No.	Date	Revision Description
Rev. 0	05/10/2021	110% BG



I have carefully assessed the 110% BG. This document has been completed in accordance with the requirements of System Development Methodology.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

NAME
Project Leader

DATE

NAME
Operations Division Director

DATE

NAME
Program Area/Sponsor Representative

DATE

NAME
Program Area/Sponsor Director

DATE

USER MANUAL

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1.0 GENERAL INFORMATION

1.0 GENERAL INFORMATION

1.1 Authorized Use Permission

This portal has been developed for end user to avail these facilities.

1.2 Points of Contact

1.2.1 Information

The points of organizational contact (POCs) that may be needed by the document user for informational and troubleshooting purposes. User can raise a request through online portal. Main focus of this portal is reducing manual effort and gives flexibility to employee to submit and track 110 % BG.

1.2.2 Coordination

The list of organizations that require coordination between the project and its specific support function (e.g., installation coordination, security, etc.) are currently not available.

1.2.3 Help Desk

Help desk information including responsible personnel phone numbers and Email Address for emergency assistance.

1.3 Organization of the Manual

User Manual v1.

1.4 Acronyms and Abbreviations

Provide a list of the acronyms and abbreviations used in this document and the meaning of each.

App:	Application
KM:	Knowledge Management
MS:	Microsoft
Wiki:	Wikipedia
WP:	Windows Platform
BG:	Bank Guarantee

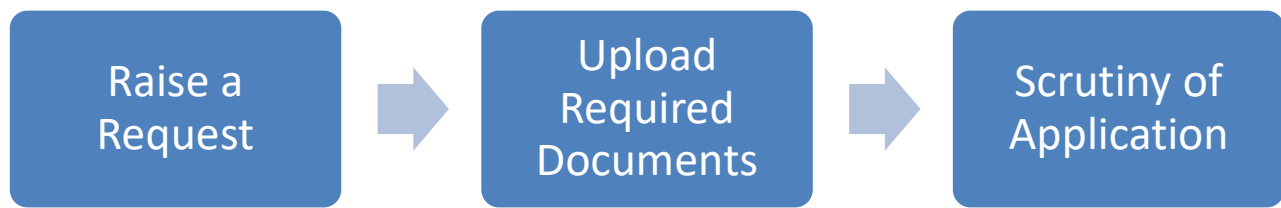
2.0 SYSTEM SUMMARY

2.0 SYSTEM SUMMARY

2.1 Online 110 % BG

110 % BG refers to the process of managing various purposes of Information like Company details, Promotor details, Applied Amount and other documents etc. MSTC recommends a formal process for all types of 110 % BG.

The access to above online formats should appear in 110% BG portal of respective user to whom those are applicable whenever there Process Occur.



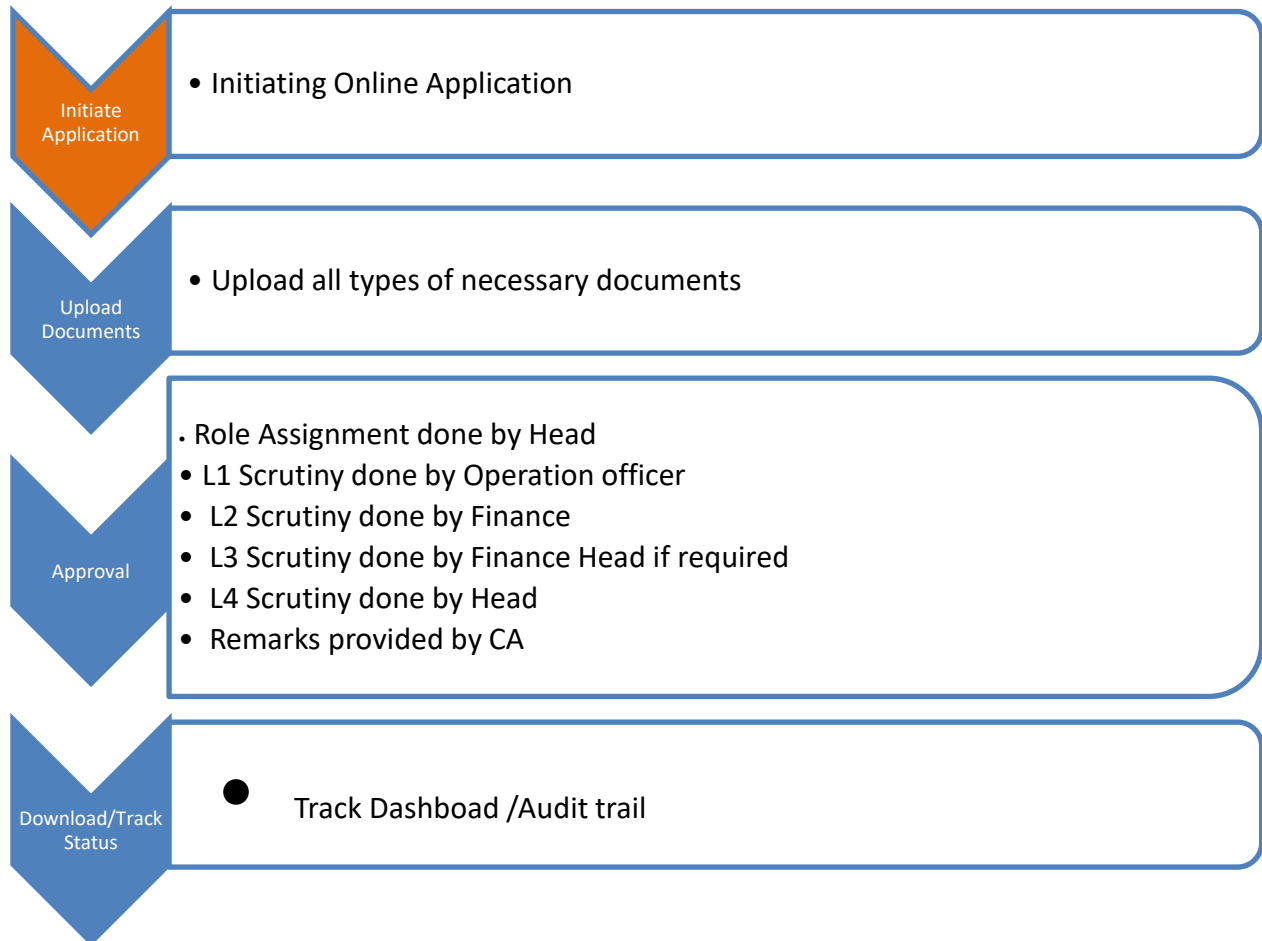
2.2 System Configuration

Windows features a new user interface, based upon Microsoft's Windows design system. The home screen, called the "Landing screen", is made up of "Tiles". Tiles are links to applications, features, functions and individual items (such as contacts, web pages, applications or media items).

2.3 User Access Levels

Please of Access level has been given below:-

Category of employees	Apply Online	Summit Documents	Re-Upload Documents	Track Status of Application	Change Password	Approval	Track Dashboard
End User	Yes	Yes	Yes	Yes	Yes	-	-
MSTC				Yes		Yes	Yes



3.0 GETTING STARTED

3.0 GETTING STARTED

3.1 110 % BG System

BG 110 % process will start when User Submit their request through 110% BG portal.

3.1.1 Online Application:

Steps:-

- Registration/ Login to 110 % BG => Company Details => Personal Details => Documents upload => Approval

3.1.2 Annexure 1 Submission By End User:

Before starting process user should need to Registered/Login to 110% BG.

Steps:-

- Login to 110 % BG => Submit Annexure I => Submit Annexure II => Re-upload documents if required
- Need to submit all the below documents:-
 - Brief report of the Organization's Activity
 - Complete details of the Directors/ Promoters/ Partners
 - Memorandum and Articles of Association of the applying company
 - Audited Annual Accounts for the last 3 years Form No 3
 - Details of items to be procured through MSTC
 - Income Tax PAN
 - GST Certificate
 - Bank limit Sanction Letters
 - Letter/Undertaking from the Director of the company
 - Documentary proof to be submitted by the Company claiming to be belonging to MSME/Agri sector or Cottage Industry
- Kindly ensure that all the above details are submitted before clicking on final submit
- Track/ Download Form under “View Annexure I/II” link

3.1.3: Scrutiny:

Once application submitted by User, a mail will sent to MSTC for Approval

3.1.4 Acknowledgement Mail:

User will get Acknowledgment mail

3.1.5 Download Application Form:

User can download Annexure I Form through Portal.

3.1.6 Status Check:

User can also track the status of his application

4 USING THE SYSTEM (ONLINE)

4.0 USING THE SYSTEM (ONLINE)

URL: <https://mstcindia.co.in/BG110/>

4.1.1 User Registration:

Login to PNA => Personal Details => Property Return => Initiate Property Return

The screenshot shows the BG110 User Registration form overlaid on a background image of business people at a table. The form includes the MSTC logo, an 'Admin Login' button, and fields for Mobile No. (9511708467) and Email (cksingh@mstcindia.co.in). A 'Register' button is highlighted with a blue line pointing to a yellow callout box. The callout box contains the following instructions:

- Enter Mobile No
- Enter Email
- Click on Register
- Click here to login if already registered.

Once you click on Register Button, you will receive Two OTP, one for mobile & other for Email.

The screenshot shows the BG110 User Registration form at the verification stage. It includes fields for Mobile OTP and Email OTP, and a 'Verify' button. A yellow callout box on the left contains the following instructions:

- Enter Mobile OTP
- Enter Email OTP
- Click here to Verify

Once click on verify, it will check whether you are an authorized user or not. If both OTP are correct, the system will allow you to enter **Annexure I Form** as shown in below:-

110 % BG

Logout

Home
Annexure-I
Annexure-II
Downloads
User Manual

UserMenu

ANNEXURE-I

ANNEXURE-II

BG DOCUMENTS

USER GUIDE

CHANGE PASSWORD

SITE MAP

UserMenu → ANNEXURE-I → Add Annexure-I

Annexure-I Form

Company Name :

Company Type

[-Select-]

Nature of Business:

Whether you belong to MSME, Agri& Cottage Industry:

OYESONO

Application/Registration fee :

Contact Person :

Postal Address:

Country*:

[-Select-]

State/Union Territory*:

[--SELECT--]

Preferred User Id :

Check Availability

PAN no *:

GST No*:

Bankers' Name* :

Account Number *:

Branch Name*:

IFSC code *:

Password *:

Confirm Password *:

Remarks:

SAVE

RESET

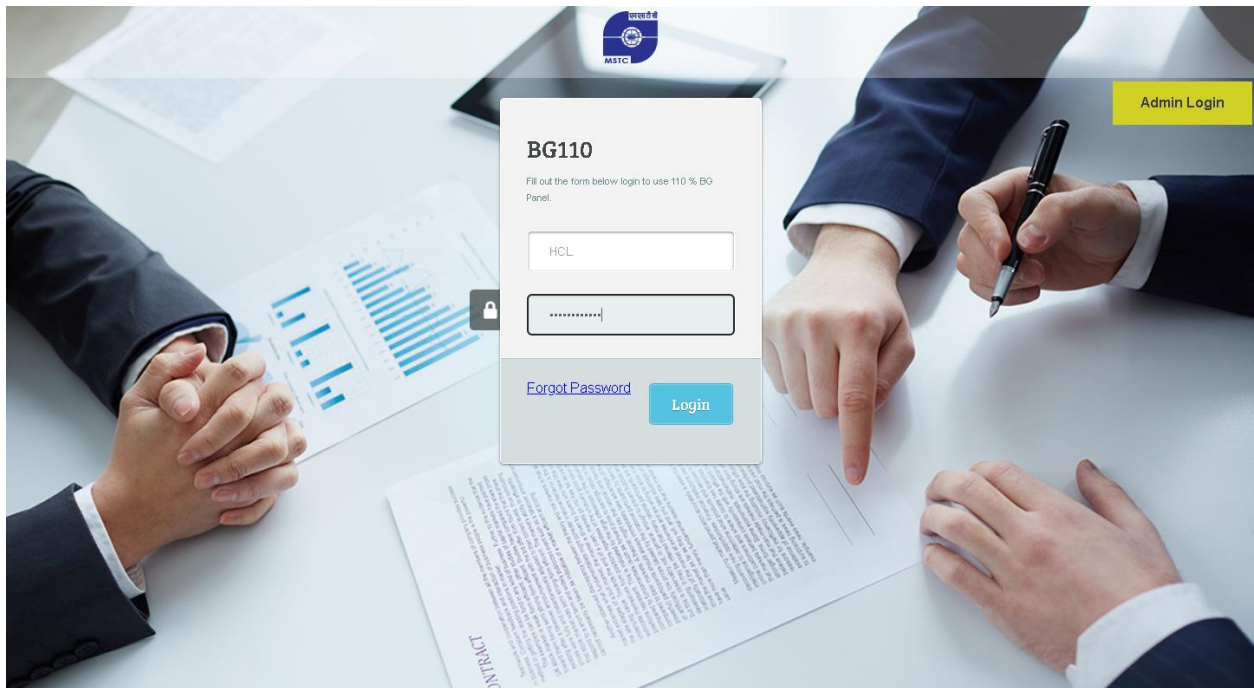
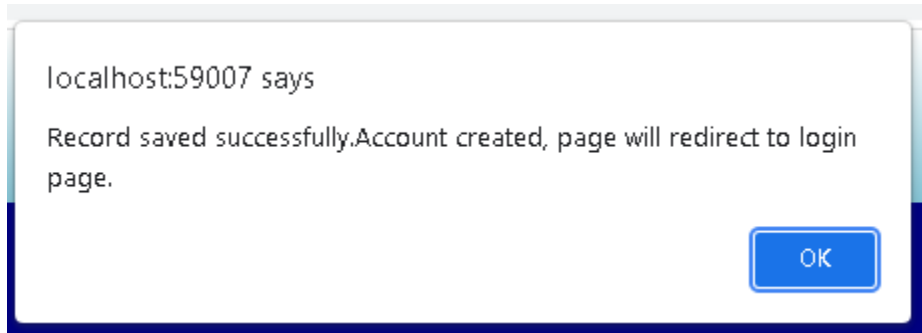
Fill all the details of Annexure I.

Please remember your User Name & password for future Use.

Click on Save Button. You will receive system generated mail with attachment.

Once you click on save, it will give a below message. Click on ok it will redirect to login page, you have provide User Id & Password for further process i.e. you will be redirected to Annexure II Form.

Note: You need to submit all mandatory details in Annexure I Form.



Enter Username & Password for further process. Once authenticated you will get below screen:-

4.1.2 Annexure II Form:

The screenshot displays the 'Annexure-II Form' interface. On the left is a red sidebar menu with options: UserMenu, ANNEXURE-I, ANNEXURE-II, BG DOCUMENTS, USER GUIDE, CHANGE PASSWORD, and SITE MAP. The top navigation bar includes 'Home', 'Annexure-I', 'Annexure-II', 'Downloads', and 'User Manual'. The main form area contains several sections, each with a 'Choose File' button and an 'Upload Documents' button. A yellow callout bubble points to the first 'Upload Documents' button, stating 'Click here to upload documents'. A white callout box on the right explains that only PDF documents are allowed and that file names must not contain special characters. Another yellow callout box states that all documents must be submitted. A white callout box at the bottom right instructs the user to enter the required amount and click the submit button. A green 'SAVE' button is located at the bottom of the form. The footer indicates the system is developed by the Systems Department, IMSTC Limited, with a copyright notice for 2020-2021.

110 % BG

Home Annexure-I Annexure-II Downloads User Manual

UserMenu

ANNEXURE-I

ANNEXURE-II

BG DOCUMENTS

USER GUIDE

CHANGE PASSWORD

SITE MAP

Annexure-II Form

Brief report of the Organizations' Activity (on company's letterhead and signed by the authorized person):

Choose File No file chosen

Upload Documents

Complete details of the Directors/ Promoters/ Partners(on company's letterhead and signed by the authorized person):

Choose File No file chosen

Upload Documents

Memorandum and Articles of Association of the applying company:

Choose File No file chosen

Upload Documents

Audited Annual Accounts for the last 3 years i.e [insert(System generated last three Financial years excluding the FY that is running)] of the applicant company(PDF copy of the Annual report of the above mentioned three years to be uploaded):

Choose File No file chosen

Upload Documents

Details of items to be procured through MSTC(on company's letterhead and signed by the authorized person):

Choose File No file chosen

Upload Documents

Income Tax PAN:

Choose File No file chosen

Upload Documents

GST Certificate:

Choose File No file chosen

GST Certificate:

Choose File No file chosen

Upload Documents

Bank limit Sanction Letters:

Choose File No file chosen

Upload Documents

a. Letter/Undertaking from the Director of the company(on company's letterhead) giving details of :-

i. Whether there is any case initiated against the party under Section 138 of the NI Act or any other criminal proceedings is pending against the party,

ii. Whether any court case (civil or criminal) is pending between the party and any Public Sector Undertaking /Government Department, if so details thereof. (To be submitted in Physical copy also)

Choose File No file chosen

Upload Documents

Documentary proof to be submitted by the Company claiming to be belonging to MSME/Agri sector or Cottage Industry

Choose File No file chosen

Upload Documents

Amount of financial Assistance required/Sought(in Rs.):

SAVE

Click here to upload documents

Click here to upload document.

You will Allowed only pdf Document without any special character in file name.

Similarly you need to submit all documents.

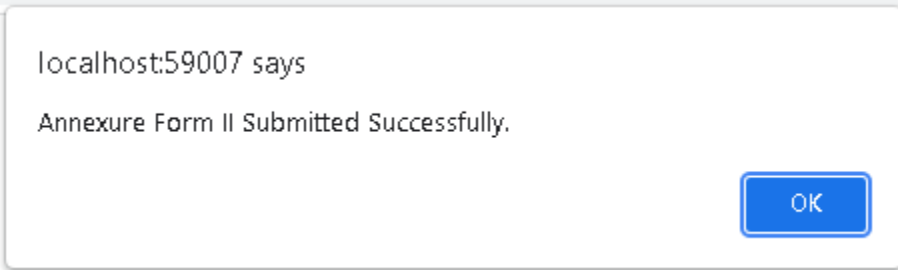
Enter required Amount and Click on submit button.

Note: you need to upload all documents before clicking on submit button.

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Developed by Systems Department

In Annexure II Form, you need to submit all required documents with amount. You will receive success popup & mail.

Note: if documents are not ready, you can upload documents later by using login to this portal under [Annexure II](#) Link.



After clicking on ok button your application will submitted to us. Once we receive application, we will verify these details, if correction required a mail will sent to you on given mail.

In case of any discrepancy, you should required to re upload documents.

Once verification done, you will receive auto generated mail for Approval.

4.1.3 Forgot Password:



Forgot Password

Enter User ID:

Enter Username
Click on Next Button

Forgot Password

Enter User ID:

Enter OTP(Email):

Enter New Password:

Confirm Password:

[Login](#)

OTP sent to your registered mail!

You will receive OTP over Mail
Enter OTP
Enter new password
Enter Confirm Password
Click on submit

4.1.4 Change Password:

110 % BG Chandan LogOut

Home Annexure-I Annexure-II Downloads User Manual

UserMenu → CHANGE PASSWORD → Change Password

Change Password	
Enter Existig Password:	<input type="password"/>
Enter New Password:	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="SUBMIT"/> <input type="button" value="RESET"/>	

Enter Existing Password

Enter New Password

Enter Confirm password

Click on submit

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