2012

Religare Securities Ltd

[BUSINESS STATIONARY REQUISIOTN MODULE (BSRM) OPERATIONS MANUAL]

[Type the abstract of the document here. The abstract is typically a short summary of the contents of the document. Type the abstract of the document here. The abstract is typically a short summary of the contents of the document.]

CONTENTS

1. How to access module?

Login to the module by using below link
http://admin.religare.in/AOF

2. Login to Module

Enter HRIS User Name and Password

User name: <email address with domain> like abc.xyz@religare.com
Password: xxxxxxxxx

3. Home Page

- All operational users who are mapped in the Expense Manager for punching have the default rights of raising the request for their branches.
- After login below screen will appear to the requester

3.1. **BSRM- How to Use?** is the user manual document for using the BSRM application.

3.2. **Available Collaterals** shows list of active collaterals available.

3.3. **TAT Matrix** shows branch wise standard time required by the dispatch team for dispatching the couriers post approval.

3.4. **Generic ID for Support** can be used to send any queries regarding dispatch. Users can contact at stores@religare.in e-mail id.

4. *Raising request*

- For raising new request click on the Raise New Request link from the left menu bar.

It displays below screen-

- Request type **Self** – is for raising the request of self branch (users branch) and **Other** – raising the request of other branch for which user has the access.
- For getting the access of other branches e-mail needs to be sent to stores@religare.in along with the approval from the zonal head for mapping other branches to users.
- **Item Type** – shows list of items available (Account Opening Form / Collaterals)
- User need to select **Item Type**, **Item Sub Type**, **Items Name** and enter the **quantity** required.
- Based on the Item Type selected the various sub item types under this category will appear,

- Based on the Item Sub Type selected the various item names under this sub-category will appear,

- **Remaining limit** is the limit for ordering the account opening forms without any approval. This limit is calculated based on following,
- Limit Allowed without any approval (in a month) = (Total number of account opened in last month) X 2.5
- Eg if 100 accounts has been opened in the Oct'2011 month then Number of forms allowed to be ordered in Nov'11 month without approval is= 2.5 X 100 = 250

- Quantity ordered above this limit will go for Exceptional approval to Branch Manager -> Zonal Head -> Regional Head.
- In case of Business Partner requisition approval will be required from Regional Head.
- Post entering the quantity click on "Add" button.
- After clicking "Add" button, you can order for more collateral in the same order as shown in below screen shots.

Item Name*	: --Select Form Name -- ▼
Total Quantity*	: [ ] Unit Price :
Total Price	:
Remaining Limit	: 0

[Add]

Requested Item Details

Edit	Delete	Item Type	Item Name	Quantity	Price/Unit	Price
✎	⊗	ACCOUNT OPENING FORM	RSL - BROKING (INDIVIDUAL & NON INDIVIDUAL)	23	16.80	386.40
			Total	23		386.40

Show Previous Request Details

Regional Head Approval Details

Employee Code : 1117   Employee Name: VIVEK AGARWAL

Receiver Name : [   ]   Contact Number : [   ]

Remarks : [   ]

Reason* : [   ]

Request Type*	: Self ▼
Item Type*	: ACCOUNT OPENING FORM ▼
Item Sub Type	: EQUITY : STC001 ▼
Branch Code	: 7371
Branch Name	: Noida (GYS Global)
Item Name*	: --Select Form Name -- ▼
Total Quantity*	: [ ] Unit Price :
Total Price	:
Remaining Limit	: 0

[Add]

Requested Item Details

Edit	Delete	Item Type	Item Name	Quantity	Price/Unit	Price
✎	⊗	ACCOUNT OPENING FORM	RSL - BUSINESS PARTNER EVALUATION FORM	23	2.73	62.79
			Total	23		62.79

- Like this use can add the multiple items under single request,

- Modifications on the items already selected in bucket can be done thru Edit option, if any item is wrongly selected then same can be deleted by "Delete" option

Requested Item Details

Edit	Delete	Item Type	Item Name	Quantity	Price/Unit	Price
✔	✖	ACCOUNT OPENING FORM	RSL - BROKING (INDIVIDUAL & NON INDIVIDUAL)	23	16.80	386.40
✔	✖	ACCOUNT OPENING FORM	RSL - CURRENCY DERIVATIVE (INDIVIDUAL)	23	13.65	313.95
			Total	46		700.35

Show Previous Request Details

Regional Head Approval Details

Employee Code : 1117   Employee Name: VIVEK AGARWAL

Receiver Name : Amit   Contact Number : 9999999999

Remarks :

Reason* : Forma not available

| Submit | | Reset |

Item Name* : --Select Form Name --
Total Quantity* :   Unit Price :
Total Price :
Remaining Limit : 0

Add

Requested Item Details

Edit	Delete	Item Type	Item Name	Quantity	Price/Unit	Price
✔	✖	ACCOUNT OPENING FORM	RSL - BROKING (INDIVIDUAL & NON INDIVIDUAL)	23	16.80	386.40
✔	✖	ACCOUNT OPENING FORM	RSL - CURRENCY DERIVATIVE (INDIVIDUAL)	23	13.65	313.95
			Total	46		700.35

Show Previous Request Details

Regional Head Approval Details
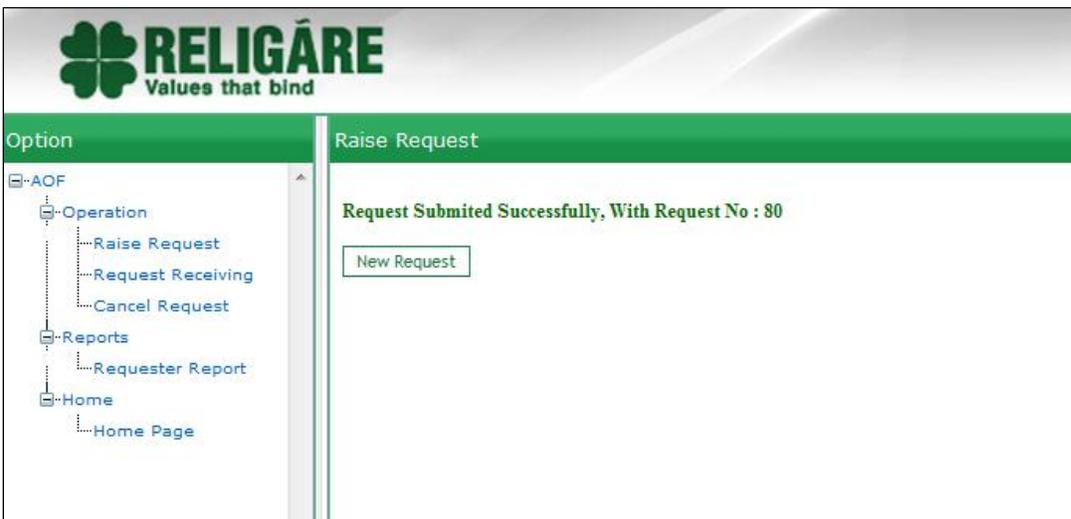
Employee Code : 1117   Employee Name: VIVEK AGARWAL

Receiver Name :   Contact Number :

Remarks :

Reason* :

| Submit | | Reset |

- Post selecting the items click on the "Submit" button. System generated unique id assign to request as shown below.

If the operation user is allowed to punch the request for other branches then he needs to select the Request Type as other and the respective branch code and follow the above steps

5. *For Cancelling the Request*

- If any request is wrongly raised then requester can cancel the same thru Cancel Placed Order as shown below
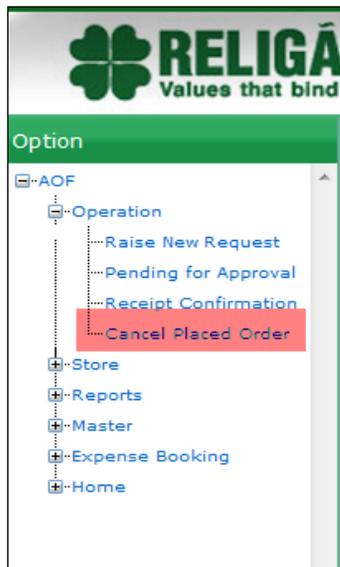
*Please note user can cancel only those request which has not dispatched from the store.

6. *Approving the request*

- Based on the requisition submitted if Account opening count exceeds the limit defined it will go for exceptional approval to Branch Manager, Zonal Head and Regional Head. For forms requested which is in monthly limit it will directly go to Central Store Team for dispatch.

- Auto mailer will be sent to the approvers and approvers will have the option of approving through mail also.

Dear Vivek Agarwal,

Below request is assigned to you for your necessary action related to approval.

Approve | Reject

Requester Detail

Name	14628 : Sandeep Singh Rawat
Branch Code	1463 : Shree Ji investment
Email ID	rawat.sandeep@religare.com

Request Detail

Request ID	8398
Item Type	AOF : ACCOUNT OPENING FORM
Quantity	25
Total Amount	407.50
Reason	Forms finished with BP.

Item Type	Item Name	Item Qty	Unit Price	Amount
ACCOUNT OPENING FORM	RSL - BROKING (INDIVIDUAL & NON INDIVIDUAL)	25	16.30	407.50

Approve | Reject

For requests gets approved request further goes to stores team for dispatch

Dispatch	Request ID	Item Type Name	Qty	Requested By	Requested Date	Branch Code	Branch Name
Dispatch	8377	ACCOUNT OPENING FORM	5	Vikas Udaywal[23017]	19-Jan-2012	1574	Itarsi (Commodity)
Dispatch	8379	ACCOUNT OPENING FORM	5	Vikas Udaywal[23017]	19-Jan-2012	1574	Itarsi (Commodity)
Dispatch	8380	ACCOUNT OPENING FORM	10	Surya Pillai[36245]	19-Jan-2012	2451	Amaravati
Dispatch	8389	ACCOUNT OPENING FORM	8	Anamika Jain[12921]	19-Jan-2012	1322	Jhansi
Dispatch	8390	ACCOUNT OPENING FORM	4	Anamika Jain[12921]	19-Jan-2012	1322	Jhansi
Dispatch	8391	ACCOUNT OPENING FORM	10	Riddhi C Parikh[45847]	19-Jan-2012	5391	Sunrise Avenue
Dispatch	8393	ACCOUNT OPENING FORM	50	Sanjay Kumar Akela[10308]	19-Jan-2012	1251	Yamunanagar
Dispatch	8396	ACCOUNT OPENING FORM	10	Devika paresh joshi[1583]	19-Jan-2012	2064	Pune
Dispatch	8397	ACCOUNT OPENING FORM	5	Devika paresh joshi[1583]	19-Jan-2012	2064	Pune

- Post dispatch from store team requester receives the information regarding, courier details and AWB number of dispatch as shown below.

From:	admin.helpdesk@religare.in
To:	preethy.nair@religare.com
Cc:	
Subject:	RAISAOF: Your Request:8314 Has Been Dispatched

Dear Preethy K Nair,

Requester Detail

Name	2077 : Preethy K Nair
Branch Code	4774 : RAFEEKKALI K P
Email ID	preethy.nair@religare.com

Request Detail

| Request ID | 8314 |

Item Type	Item Name	Quantity	Reason	Courier Name	AWB No	Dispatch Date
AOF : ACCOUNT OPENING FORM	A22 : RSL - BROKING (INDIVIDUAL & NON INDIVIDUAL)	15	MARKETING PURPOSE	BLUE DART	13441129321	18-Jan-2012

For viewing please login through below link:
http://admin.religare.in/AOF

Best Regards,

Religare Admin Helpdesk

7. Modify and approve request

Now approver can modify the quantity of items requested and approve the same. Foe that, approver has to click on "Approve/modify" button. Then approver will have to enter the "Modified quantity" and click submit. The request will be approved and an auto mailer giving description of modified quantity will be sent to approver.

Pending for Approval

☑ Approve	Reject	RequestID	ItemTypeCode	ItemTypeName	Qty	Price	RequestedRemarks	RequestedBy	EmployeeCode	EmployeeName	BCode	BName
☑ Approve/Modify	Reject	8381	AOF	ACCOUNT OPENING FORM	20	336.00	courier to branch -- g-36 1st floor marina arcade cp nd-01	36710	36710	Jasdeep Singh Dua	1511	G-36-III (Equity)
☑ Approve/Modify	Reject	8383	AOF	ACCOUNT OPENING FORM	20	294.00	courier to branch -- g-36 1 st floor marina arcade cp nd-01	36710	36710	Jasdeep Singh Dua	1511	G-36-III (Equity)
☑ Approve/Modify	Reject	8386	AOF	ACCOUNT OPENING FORM	25	367.50		14628	14628	Sandeep Singh Rawat	6074	INFINITY INVESTMENT
☑ Approve/Modify	Reject	8398	AOF	ACCOUNT OPENING FORM	25	407.50		14628	14628	Sandeep Singh Rawat	1463	Shree Ji investment

Approved All

Request ID : 8381

Item Detail :	RequestMID	RequestID	ItemTypeCode	ItemTypeName	ItemCode	ItemName	Qty	UnitPrice	Modified Qty
	8465	8381	AOF	ACCOUNT OPENING FORM	A05	RCL - SPOT (INDIVIDUAL)	20	16.80	

Remarks :

Submit

8. Receipt Confirmation

Post receiving the packets at branches requester needs to mark as received against respective request with appropriate remarks if applicable.

Report section will show as Received.

9. Reports and MISs

Requester Report: requester can see the list of requests raised by him under Reports – Requester Report section as shown below. Search can be done by Request ID or by selecting the date range.

Below screen shot shows a report shown for defined date range. This reposrt can be exported to Excel also.

RequestID	DispatchID	DispDetailID	TypeOfForm	SubType	BCode	BranchType	QtyOrder	DispQty	RequestedDate	DispatchOn	ReceiverName	ReceiverContactNo	ReceivedOn	Status
8093	7757	8218	ACCOUNT OPENING FORM	RSL - (NSDL) -INDIVIDUAL	1612	Sub-Broker	10	10	04 Jan 2012	05 Jan 2012	Mr. Ankit Agarwal	0975660116		Dispatched
8094	7758	8219	ACCOUNT OPENING FORM	RSL - BROKING (INDIVIDUAL & NON INDIVIDUAL)	1997	Sub-Broker	30	30	04 Jan 2012	05 Jan 2012	Mr. Shyam Gupta	0931992674		Dispatched
8098	7762	8223	ACCOUNT OPENING FORM	RSL - BROKING (INDIVIDUAL & NON INDIVIDUAL)	1087	Sub-Broker	30	30	04 Jan 2012	05 Jan 2012	Mr. Sushil Kumar	9872038764		Dispatched
8099	7763	8224	ACCOUNT OPENING FORM	RSL - (NSDL) -INDIVIDUAL	1087	Sub-Broker	20	20	04 Jan 2012	05 Jan 2012	Mr. Sushil Kumar	9872038764		Dispatched
8100	7764	8225	ACCOUNT OPENING FORM	RSL - BROKING (INDIVIDUAL & NON INDIVIDUAL)	1012	Sub-Broker	10	10	04 Jan 2012	05 Jan 2012	Mr. Ajay Purwar	9927053316		Dispatched
8105	7769	8230	ACCOUNT OPENING FORM	RSL - (NSDL) -INDIVIDUAL	6057	Sub-Broker	10	10	05 Jan 2012	09 Jan 2012	Mr. Sanjay	5446252181		Dispatched

Approver report: similar to requester reports, approvers can see a report of all the requests approved by them. . Search can be done by Request ID or by selecting the date range.

10.   Collateral Distribution- Approval Matrix

In case of Collateral request submitted it will follow the same procedure as mentioned earlier with following approval matrix.

Sub Product	Total Cost of Total Collaterals (in month)	Branch Multiplier	Approving Authority
Retail Distribution	Upto Rs. 4000 in month	Not Applicable	Branch Head
	> Rs. 4000 and <= Rs. 7500	Not Applicable	Zonal Head
	> Rs. 7500 and <= Rs. 10000	Not Applicable	Regional Head
	> Rs. 10000 and <= Rs. 25000	>= 2	Regional Head
	> Rs. 10000 and <= Rs. 25000	< 2	Business Head
	> Rs. 25000	Not Applicable	Business Head