

User Manual

**Guidance note - SCF FO Portal
Login Module**

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Introduction

Aditya Birla Finance Limited ("ABFL") is among the leading well-diversified financial services company in India offering end-to-end lending, financing and wealth management solutions to a diversified range of customers across the country. Corporate Finance Group offers customised financing solutions to meet working capital and growth needs of SMEs, Mid and Large Corporate segments. Supply Chain finance solution is being offered to our customers to meet their short term working capital requirements.

The ABFL Supply Chain Finance Portal is a world class scalable technology platform which provides self service capabilities to its customers. The portal enables customers to place real time service requests, download important statements, reports and perform enquiries on the services offered by ABFL.

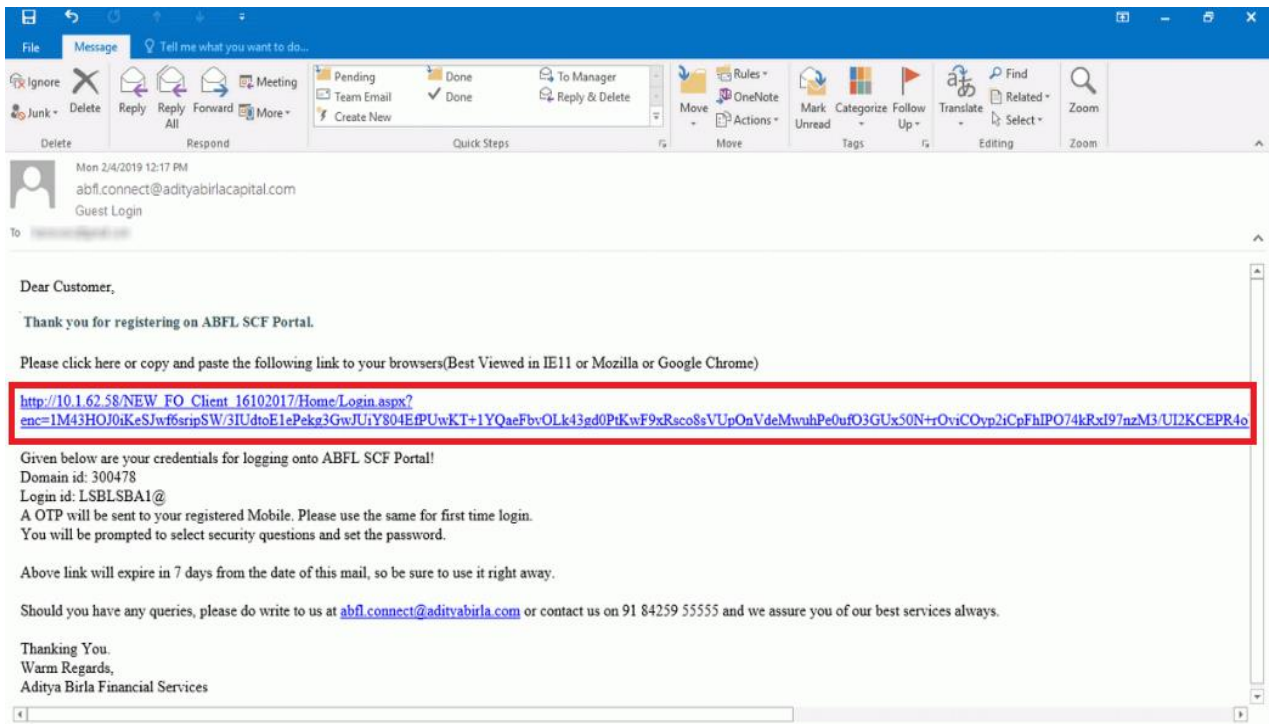
This user manual introduces a corporate user to the usage of the Portal application with **View Rights**. It documents all the screens and menus available under each module.

Using this guide, you would be able to:

1. Create password for ABFL SCF Portal after login through Guest credentials
2. Access ABFL SCF Portal through Welcome Mail
3. Understand the functionality of various menus in the portal
4. Generate several MIS Reports and Statements.
5. Create enquiries & check Client Dashboard

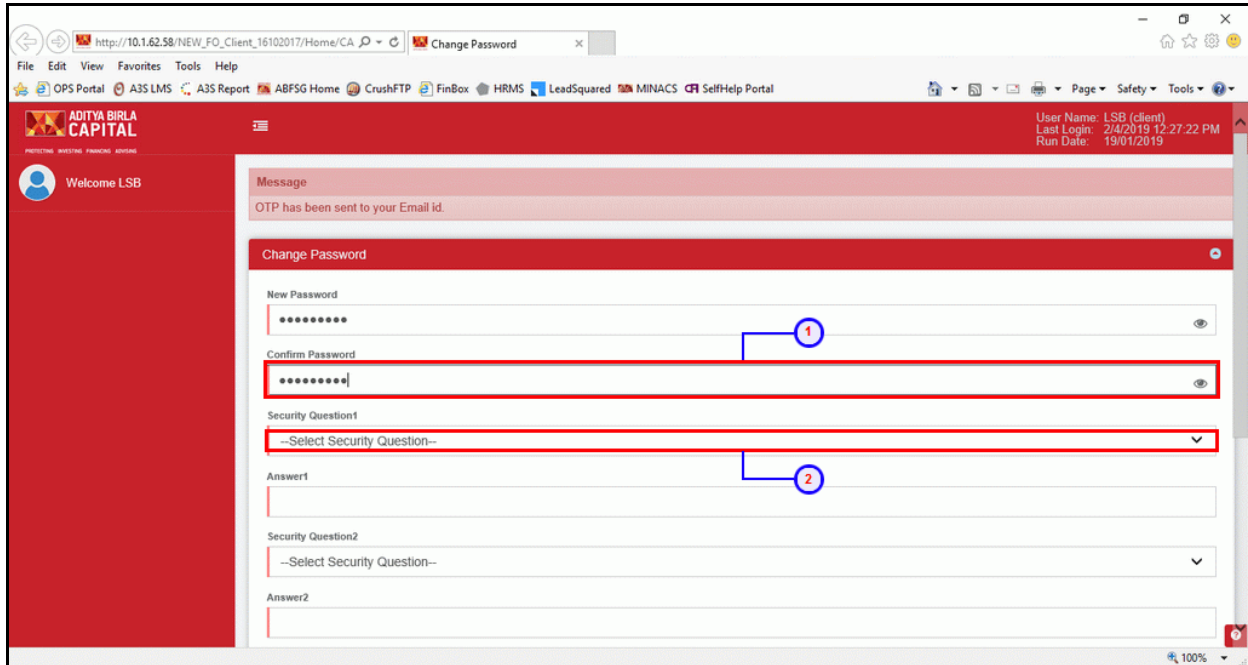
Process

Guest Login Mail



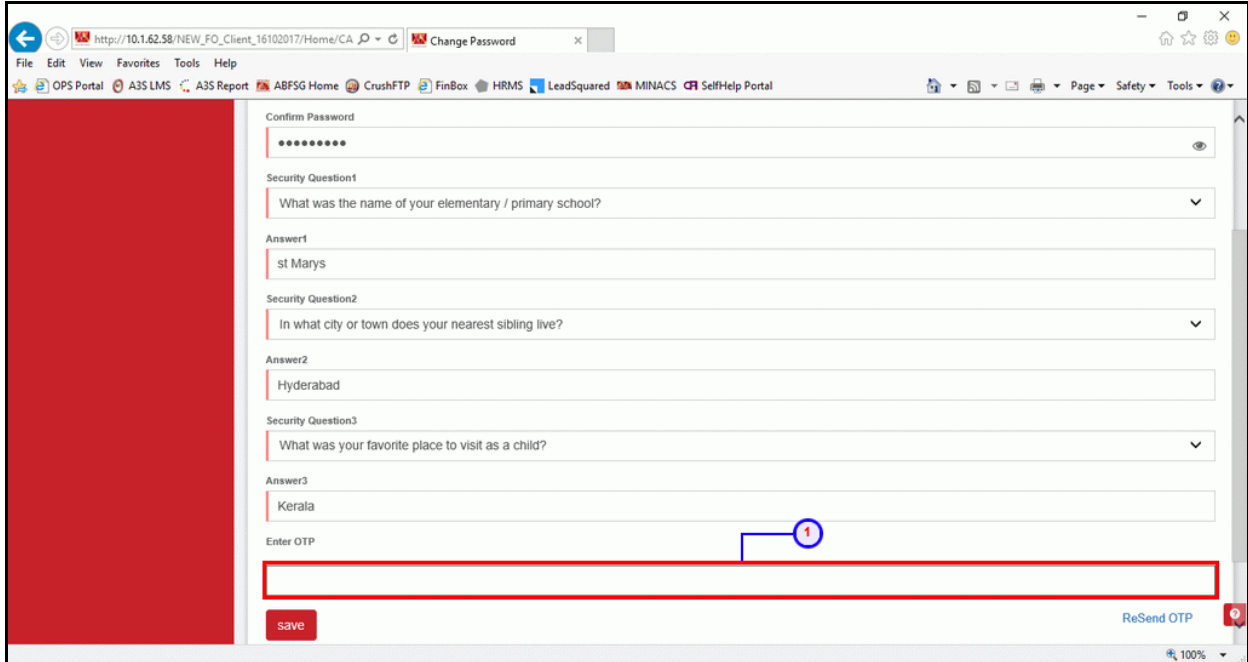
Step	Action
1	Based on Connect Letter received from your esteemed company, Guest Login credentials are mailed to you
2	You need to access the link in the Guest Login mail
3	You can either click on the link directly or copy paste the link in internet browser (This site opens best in Google Chrome)
4	If you still face issues, please clear all browsing history & then copy paste the link in Google Chrome browser
5	Request you to access the link within 7 days from the date of this mail as the link expires after that

Set Password & Select Security Questions



Step	Action
1	The Guest Login link will open up
2	Enter a password of your choice which you would like to set for your user login & confirm it again for authentication
3	Please ensure that password length should be minimum 8 characters & should contain atleast one alphabet and one number Password should mandatorily contain atleast one of these characters: Underscore (_) Period (.) Hyphen (-) Exclamation Mark (!) Hash (#) Dollar (\$)
4	Select 3 security questions of your choice from dropdown & enter valid answers for all security questions

Enter OTP



Change Password

Confirm Password

Security Question1
 What was the name of your elementary / primary school?

Answer1

Security Question2
 In what city or town does your nearest sibling live?

Answer2

Security Question3
 What was your favorite place to visit as a child?

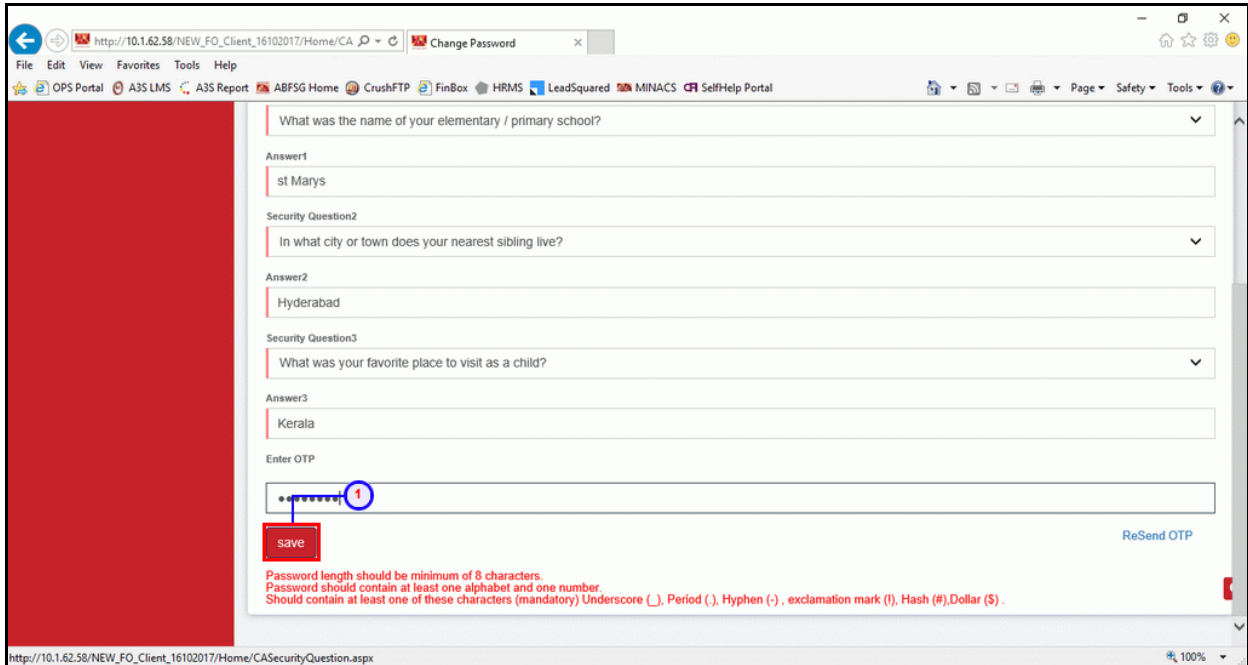
Answer3

Enter OTP

save ReSend OTP

Step	Action
1	Please enter the OTP which has been received on registered email ID

Click on Save button



What was the name of your elementary / primary school?

Answer1
st Marys

Security Question2
In what city or town does your nearest sibling live?

Answer2
Hyderabad

Security Question3
What was your favorite place to visit as a child?

Answer3
Kerala

Enter OTP

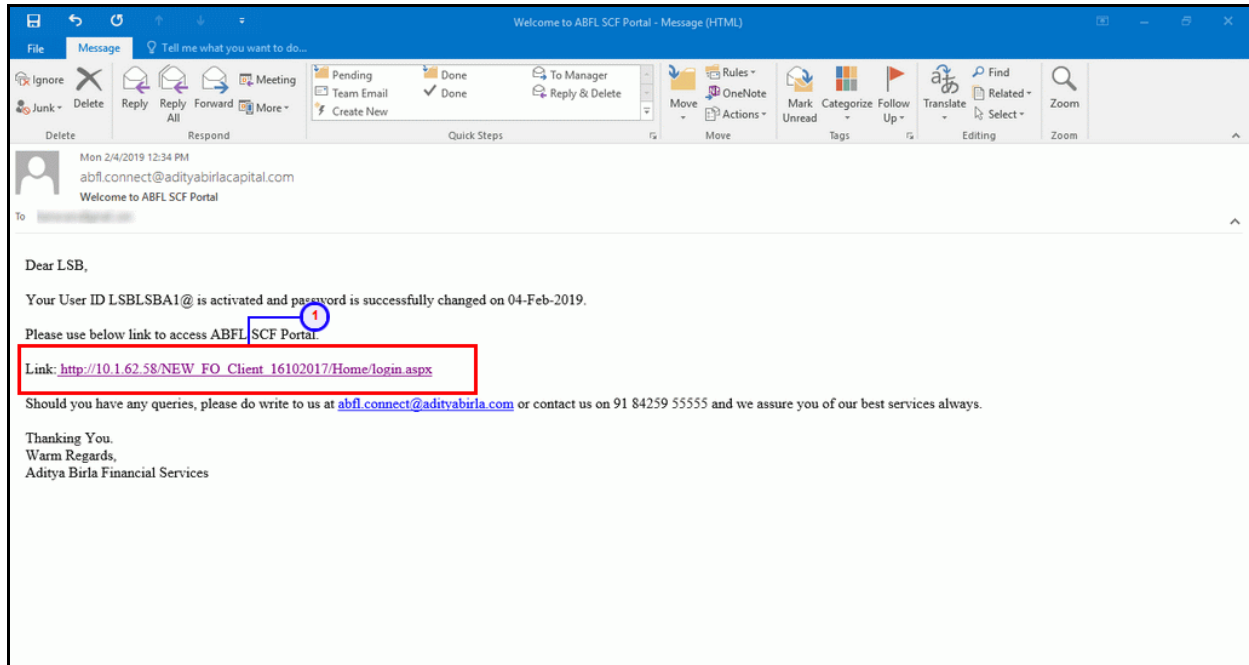
save

ReSend OTP

Password length should be minimum of 8 characters.
Password should contain at least one alphabet and one number.
Should contain at least one of these characters (mandatory) Underscore (_), Period (.), Hyphen (-), exclamation mark (!), Hash (#), Dollar (\$).

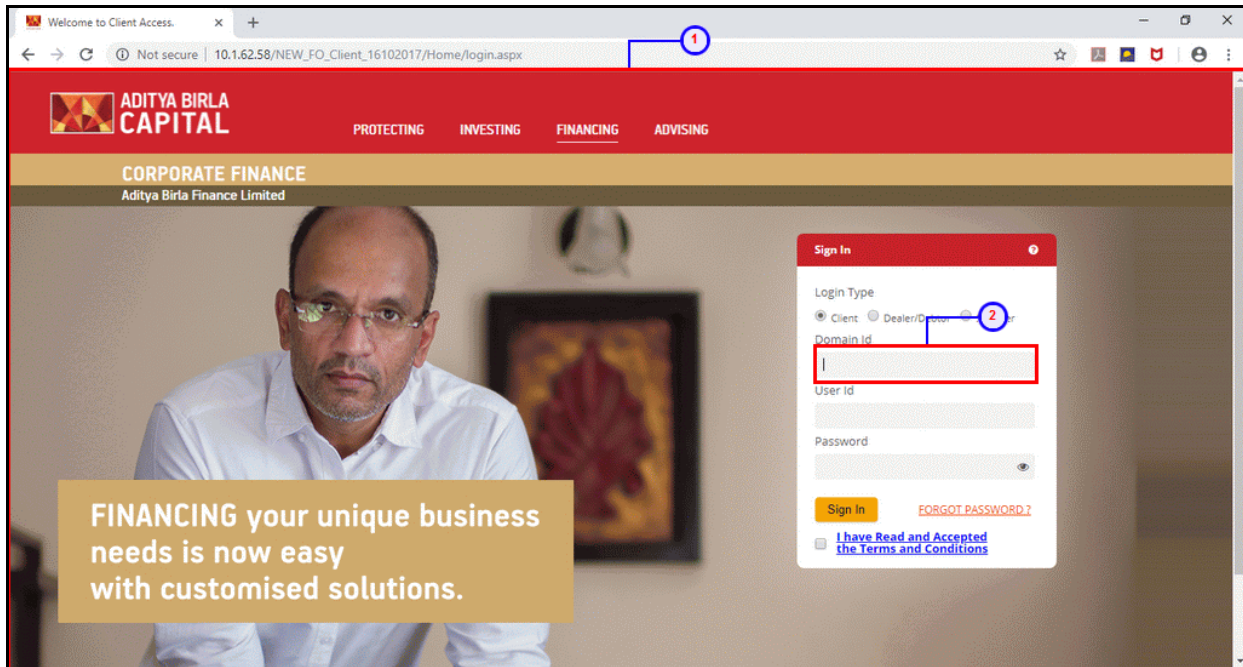
Step	Action
1	Click on Save button
2	Please note that Guest Login link will be of no use once password is set

Welcome Mail



Step	Action
1	Once password is saved, you will immediately receive Welcome Mail on your registered email ID
2	The link mentioned in the Welcome Mail will lead you directly to ABFL Supply Chain Finance Portal
3	You can either click on the link directly or copy paste the link in internet browser (This site opens best in Google Chrome)
4	If you still face issues, please clear all browsing history & then copy paste the link in Google Chrome browser

Client Access- ABFL SCF Portal



Step	Action
1	ABFL SCF Portal opens up on clicking the link
2	You need to enter the Domain ID & User ID by referring the Guest Login mail
3	Please enter the password which has been confirmed in previous screen
4	Select the checkbox confirming acceptance of Terms and Conditions
5	Click on "Sign in" & you will be logged into SCF Portal

Thank you for your time

We hope to see you accessing the ABFL SCF Portal for all your business needs

Assuring you of best service at all times