

# 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**

File Messag	ge 🛛 🛛 Tell me what you want to do												
glgnore X	Reply Reply Forward More *	Pending Team Email Create New	Done Done	다. To Manager 다. Reply & Delete	T Mov	Rules *	Mark Categorize F		P Find Related -	Zoom			
Delete	Respond		Quick Steps	5	F2	Move	Tags	ri.	Editing	Zoom			
Dear Customer	r												1
Thank you for	r registering on ABFL SCF Porta re or copy and paste the followin		wsers(Best View	ved in IE11 or Mozilla	or Google	Chrome)							
Thank you for Please click he	r registering on ABFL SCF Porta	g link to your bro		ved in IE11 or Mozilla	or Google	Chrome)							
Thank you for Please click he http://10.1.62.5	r registering on ABFL SCF Porta	g link to your bro Iome/Login.aspx'	2				MwuhPe0ufO3GUx	:50N+rOv	viCOvp2iCpFhIPO	074kRx	197nzM	3/UI2KCE	PR4o
Thank you for Please click he http://10.1.62.5 enc=1M43HO.	r registering on ABFL SCF Porta ere or copy and paste the followin, <u>58/NEW_FO_Client_16102017/F</u> <u>J0iKeSJwt6sripSW/3IUdtoE1ePe</u> re your credentials for logging on 0478	g link to your bro Iome/Login.aspx/ .kg3GwJUiY8041	] EfPUwKT+1YQ				<u>dwuhPe0ufO3GUx</u>	50N+rOv	iCOvp2iCpFhIPC	D74kRx	197nzM	3/UI2KCE	PR4o

Above link will expire in 7 days from the date of this mail, so be sure to use it right away.

Should you have any queries, please do write to us at abfl.connect@aditvabirla.com or contact us on 91 84259 55555 and we assure you of our best services always.

Thanking You. Warm Regards, Aditya Birla Financial Services

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



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# Set Password & Select Security Questions

Edit View Favorites Tool OPS Portal 🥑 A3S LMS 🕻	is - Help A3S Report 🚾 ABFSG Home 🍘 CrushFTP 🕘 FinBox 🍿 HRMS 🌄 LeadSquared 🛤 MINACS CAI SelfHelp Portal	🛅 🔻 🖾 👻 🖶 💌 Page 🕶 Safety 🕶 Tools 🕶 🔞
	· · · · · · · · · · · · · · · · · · ·	User Name: LSB (client) Last Login: 2/4/2019 12:27:22 PM Run Date: 19/01/2019
Welcome LSB	Message	
	OTP has been sent to your Email id.	
	Change Password	٥
	New Password	
		۲
	Confirm Password	
	••••••	۲
	Security Question1	
	Select Security Question	~
	Answert (2)	
	Security Question2	
	Select Security Question	~
	Answer2	
		<b>a</b> 100%

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



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### Enter OTP

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al OPS Portal 🕑 A3S LMS 🗧 A3S Repo	rt 🐹 ABFSG Home 🚇 CrushFTP 🗿 FinBox 🌰 HRMS 🌄 LeadSquared 🛤 MINACS 🗗 SelfHelp Portal	🛅 🔻 🖾 👻 🖶 👻 Page 🗸 Safety 👻 Tools 🗸 (
	Confirm Password	
	•••••	۲
	Security Question1	
	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	
	save	ReSend OTP
		<b>R</b> 100%

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

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# 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.	

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

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## Welcome Mail

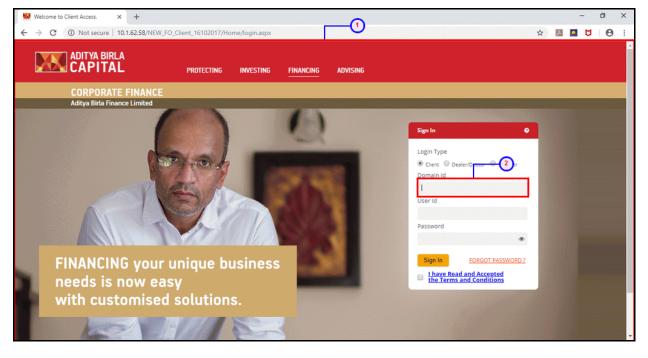
<b>⊟ 5 0</b> ↑ ↓ =	Welcome to ABFL SCF Portal - Message (HTML)	🖻 – 8 X
File Message 🛛 Tell me what you want to do		
Image: Space of the space	Image: Second secon	
Delete Respond	Quick Steps rs Move Tags rs Editing Zoom	^
Mon 2/4/2019 12:34 PM abfl.connect@adityabirlacapital.com Welcome to ABFL SCF Portal		^
Dear LSB, Your User ID LSBLSBA1@ is activated and pa Please use below link to access ABFL SCF Port Link: http://10.1.62.58/NEW FO Client 16102 Should you have any queries, please do write to Thanking You, Warm Regards, Aditya Birla Financial Services		

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



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# **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

Version: 1.0



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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

Version: 1.0