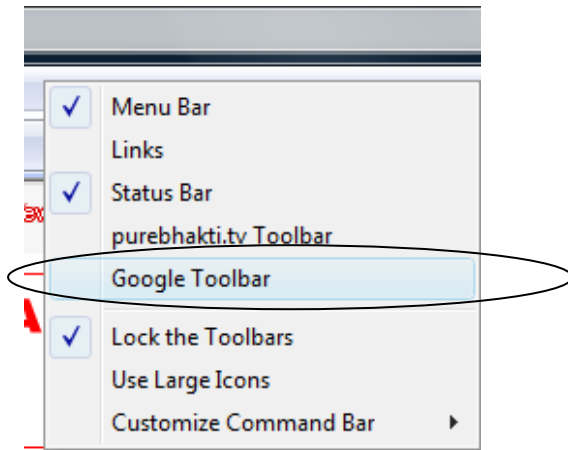
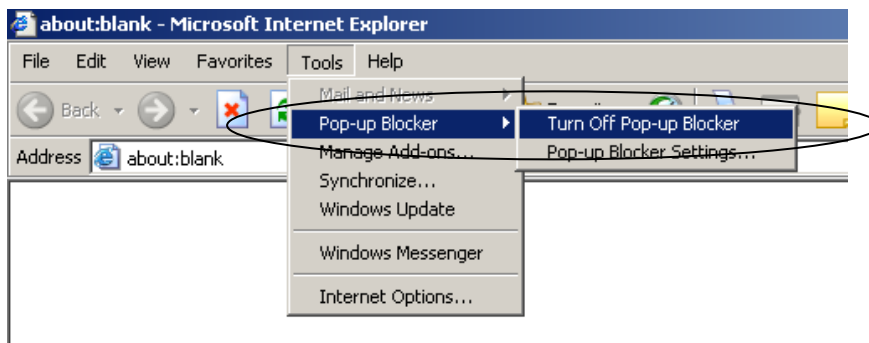


Procedure for submitting the claims electronically for ADB assisted projects

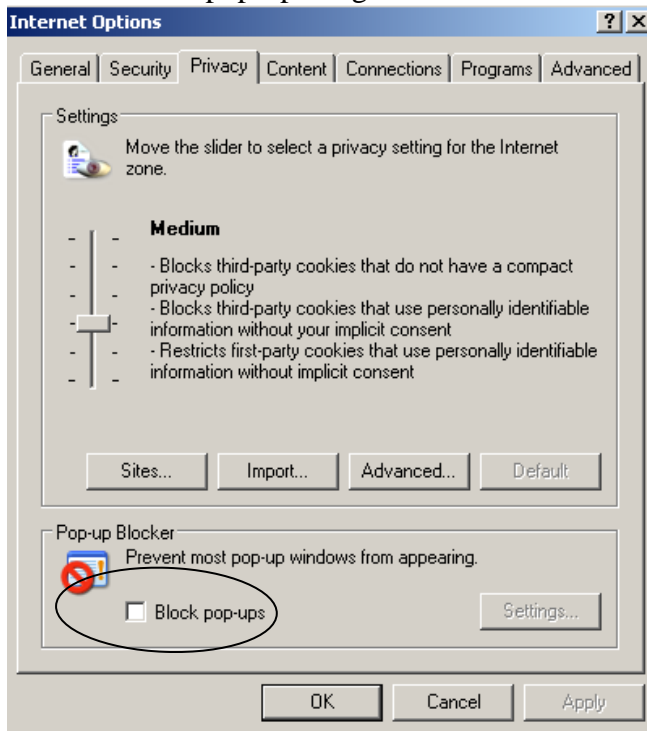
Before logging in the system please uncheck all the tool bars as shown below



Also go to tools and turn off Pop-up Blocker as shown below

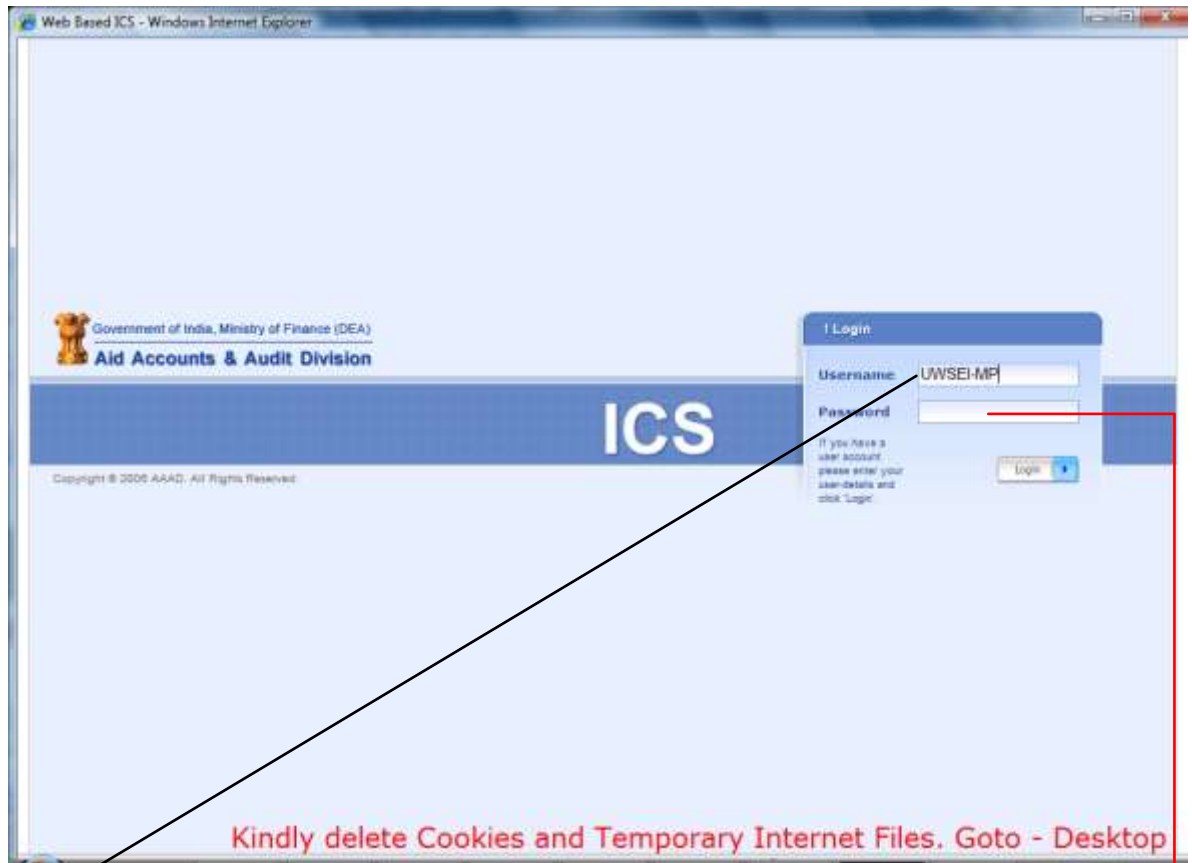


The second option for turning the Pop-up Blocker is go to internet options and on Privacy Tab uncheck Block pop-ups as given below



For submitting the claims the projects will have to approach this division for user id and password.

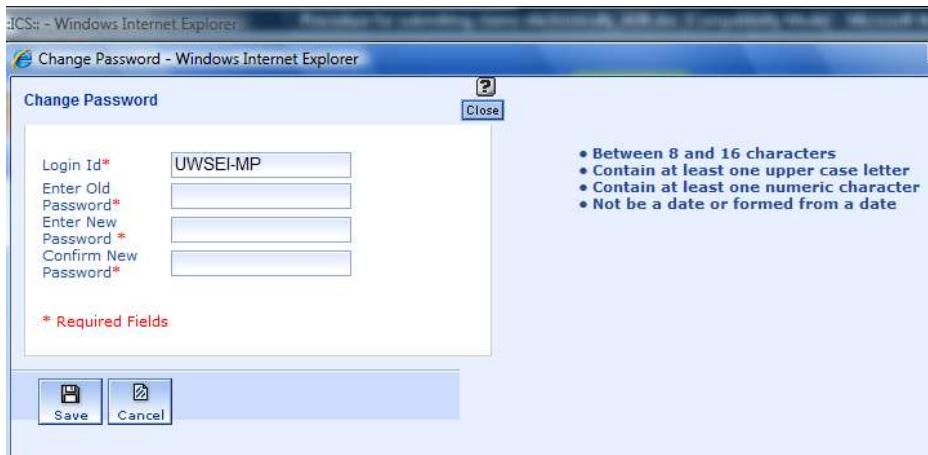
1. After obtaining the user id and password the website <http://caaa.gov.in/> can be accessed
2. The following screen will appear which will require the user id (not case sensitive) and password (case sensitive)



3. Type the user id in capitals or lower being not case sensitive provided by this division
4. Type the password as provided by this division using upper or lower case being case sensitive
5. After logging the following screen will appear



6. Click Admin under Utilities appearing on top menu bar and following screen will appear



7. The password provided by this division is to be changed immediately using the screen shown above please also follow these instructions as shown on the page. The password can be changed by typing old password and entering new password. The password should not be disclosed to anyone. In case of transfer on any official associated with submission of the claims electronically, the password should be changed for safeguard.
8. After completing the above mentioned action logout of the system and login again using new password.
9. On top left of the menu bar click on Transactions



10. Click on E-claim Submission for ADB loans/grants
11. The Abstract relevant to the claim will appear in a new window as shown below (Example):

E-Claim submission - ADB - Windows Internet Explorer

Asian Development Bank
Statement of Expenditure

Control No

ADB Loan No *

Date *

Payments Made From Date *

Currency Id *

Donor Id

Loan Name

Imp. Agency Id *

To Date *

Application No.

Item No	Sheet No	Category ID	Category Description	Amount Invoices	Eligible %	Amount Claimed	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Select Loan No
13. Date will be default date
14. Enter period of claim i.e. from date to date
15. Enter your Application No. of the claim (could be next number of already submitted claim)
16. Select currency of expenditure by default INR

E-Claim submission - ADB - Windows Internet Explorer

Asian Development Bank
Statement of Expenditure

Control No

ADB Loan No *

Date *

Payments Made From Date *

Currency Id *

Donor Id

Loan Name

Imp. Agency Id *

To Date *

Application No.

Item No	Sheet No	Category ID	Category Description	Amount Invoices	Eligible %	Amount Claimed	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

17. Enter sheet no
18. Select category of expenditure
19. Enter amount of invoice
20. Select the applicable percentage
21. As per percentage the Amount Claimed will be filled by system

sion - ADB

Asian Development Bank
Statement of Expenditure

From Date *

To Date *

Currency Id *

Donor Id

Loan Name

Imp. Agency Id *

To Date *

Application No.

Category ID	Category Description	Amount Invoices	Eligible %	Amount Claimed	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

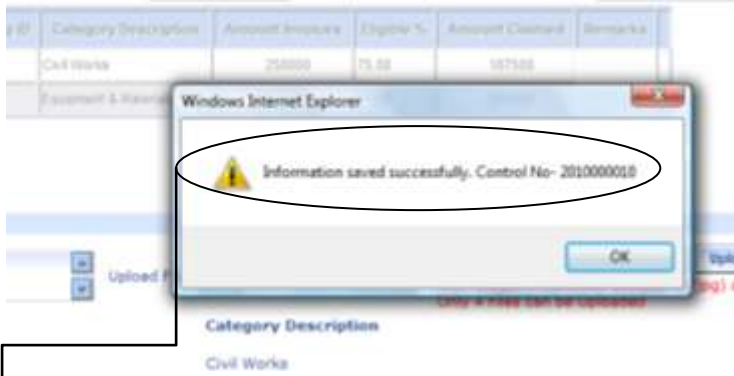
22. In case more than one expenditure category is required to be entered press **Add** button otherwise **Save** button

Item No	Sheet No	Category ID	Category Description	Amount Invoiced	Eligible %	Amount Claimed	Remark
1	1	1	Civil Works	250000	75.00	187500	
2		-Select-					

23. The second line will appear and may be filled as per your requirement like selecting the second category. **NOTE** all the expenditure under one category should be summed-up and can be entered once only.
24. Once all the entries have been made press **SAVE** at the end of the line.
25. Enter remarks if any in the relevant column.
26. After saving the claim the page should be refreshed pressing the cancel Button.

Con No	DonorID	LoanID	From Date	To Date
2010000011	ADB	2046-IND	8/25/2010	8/25/2010

Click the row to select

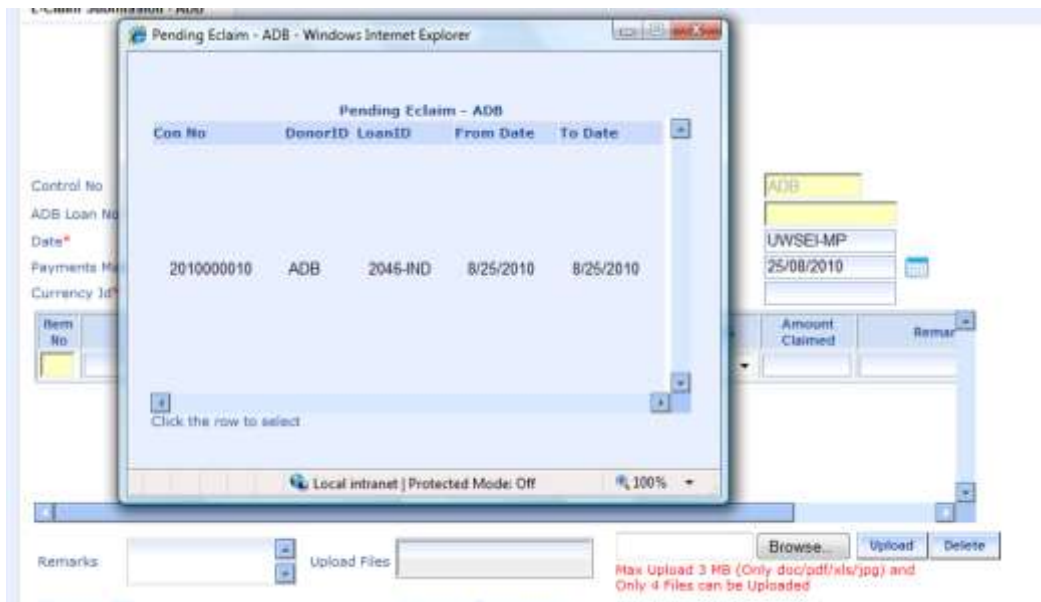


27. After filling up all the required fields form should be saved with the button placed at the bottom of the page.

28. After action at SI, No. 23 a Control number automatically will be generated

29. After saving press Cancel button placed at the bottom of the page.

30. Press pending button and all the claims entered earlier will appear on the following screen.



Asian Development Bank
Statement of Expenditure

Control No: 2910000010 Donor Id: ADB
 ADB Loan No: 1813-IND Loan Name: Asian Water Supply
 Date: 25/08/2010 Imp. Agency Id: UNWSEIMP
 Payments Made From Date: 25/08/2010 To Date: 25/08/2010
 Currency ID: INR Application No.

Item No	Sheet No	Category ID	Category Description	Amount Invoiced	Eligible %	Amount Claimed	Remarks
1	1	1	Civil Works	258,000.00	75.00	187,500.00	<input type="button" value="Edit"/> <input type="button" value="Del"/>
2	2	2	Equipment & Materials	365,000.00	70.00	255,500.00	<input type="button" value="Edit"/> <input type="button" value="Del"/>

Remarks: Upload Files:

Max Upload 3 MB (Only doc/pdf/xls/jpg) and Only 4 Files can be Uploaded

Category ID: 1, 2, 3, 4, 5, 6
 Category Description: Civil Works, Equipment & Materials, Area Imp. Facilities, Comm.Int.Fund, Consulting Services, Unallocated. **Claim can not submitted under this category.**

* Required Fields

31. Once it is selected, the data filled in for submitting the claim can be edited or deleted. After necessary corrections press Update button.

32. Take a printout of the abstract of summary sheet. Sign the sheet and after scanning and saving the same in .pdf/.jpg file upload and press update again.

FromClaim_id: 2010000019 ToClaim_id: 2010000019

donor_id: ADB

1 of 1 100% Find | Next Select a format Export

ABSTRACT OF SUMMARY SHEET

State/Institution : Calcutta Municipal Corporation ADB Loan No. 1813-IND
 Name of the Project : Calcutta Environmental Improvement Project Application No :
 Reference Period : 26-08-2010 To 26-08-2010 Dated : 27-Aug-2010

1	2	3	4	5	6
SOE Sheet No.	Category No./Name	Total Expenditure	%age of Reimbursement	Amount claimed for Reimbursement	Remarks
1	1 - Civil Works	4,000.00	72.00	2,880.00	
2	6 - Consulting Services	5,000.00	100.00	5,000.00	
TOTAL		9,000.00		7,880.00	

Project Authority
 ADB 1813-IND
 Project Director,
 Calcutta, West Bengal-700013

Done Internet | Protected Mode: Off 100%

33. Upto four files of .doc/.pdf/.xls/.xlsx/.jpg with total 4MB can be loaded

34. Now the claim is ready for submission

35. Press Send Button



36. Once the claim is submitted, Claim No. will appear. Please note this Number as this will be unique id for all future correspondence with this office for this particular claim.

NOTE: At present hard copy of the claim is required to be submitted quoting on top of the forwarding letter **“E-Clam submitted vide Claim No _____”**