1. **Agency Name**
2. **List of Revenue/Deposit to be collected**
3. **Amount, if fixed**
4. **Mandatory Field to be included in the Portal (related to collection)**
   1. (Eg: Name, ID number, Invoice Number, Agreement number, Reference…etc.)
5. **Payer Information (if required)**
   1. (Eg: Name, ID number …etc.)
6. **User Details (Access will be given to this User)**
   1. Full name
   2. Official Email ID
   3. Contact number
7. **Focal point (this information will be shared with the customers)**
   1. Full name
   2. Official Email ID
   3. Contact number
8. **SAP details for each Revenue/Deposit**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **GL code** | **Descriptions** | **Fund** | **Cost Centre** | **Business Area** | **Functional area** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |