



# **FAST PLUS**

# **DoP PORTAL USERS MANDATE**

# **PART - I**

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This document describes the purpose of different modules and sub modules of SBI Mandate Portal. Additionally, this document explains how to use the different modules and sub modules.

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## Chapter 1 About this Book

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This book describes the purpose and usage of SBI FAST PLUS Portal that helps to understand the available features in the Mandate Management System.

### 1.1. Target Audience

The target audience for this document is any user who uses SBI Corporate Mandate Application.


### 1.2. Abbreviations & Descriptions


The following table lists the abbreviations that are used in this book and their descriptions:

Abbreviation	Description
CMP	Cash Management Product
CMPOC	Cash Management Product Operations Centre
IFSC	Indian Financial System Code
UIN	Unique Identification Number
UMRN	Unique Mandate Reference Number
YONO	You Only Need One
MICR	Magnetic Ink Character Recognition
FX	Foreign Exchange
RACPC	Retail Assets Central Processing Centre

### 1.3. Conventions Used

The following table lists the conventions that are used in this book:

Convention	Indicates
<b>Bold text</b>	User interface (UI) elements
*	Mandatory fields
 <b>Note:</b>	Additional useful information that emphasizes or supplements important points. A note provides information that may apply only in special cases.

Convention	Indicates
 <b>Warning:</b>	Alert that requires you to perform specific action to avoid potential loss of data.  Failure to take action or avoiding action could result in loss of data.

## Chapter 2 Getting Started

### 2.1. Overview

Mandate Management is a product for repetitive nature fund collection by corporate in pre-decided cyclical of debit transactions. It is processed on the basis of debit mandates issued by customers of corporate and registered with sponsor bank. Corporate can register, amend or cancel the mandates through File Upload as per NPCI guidelines.

SBI FAST PLUS Corporate Mandate Management portal provides below functionalities to corporate users:

- Registration, Amendment and Cancellation for ON-US and OFF-US mandates
- Debit Transaction Processing
- Reports and Enquiry for Mandate Registration and Debit Transaction

### 2.2. User Management

Below corporate users will be supported to access the portal:

- Corporate Mandate Maker
- Corporate Mandate Checker

Following table illustrates the user role and the assigned activities of each role in the Mandate Management System:

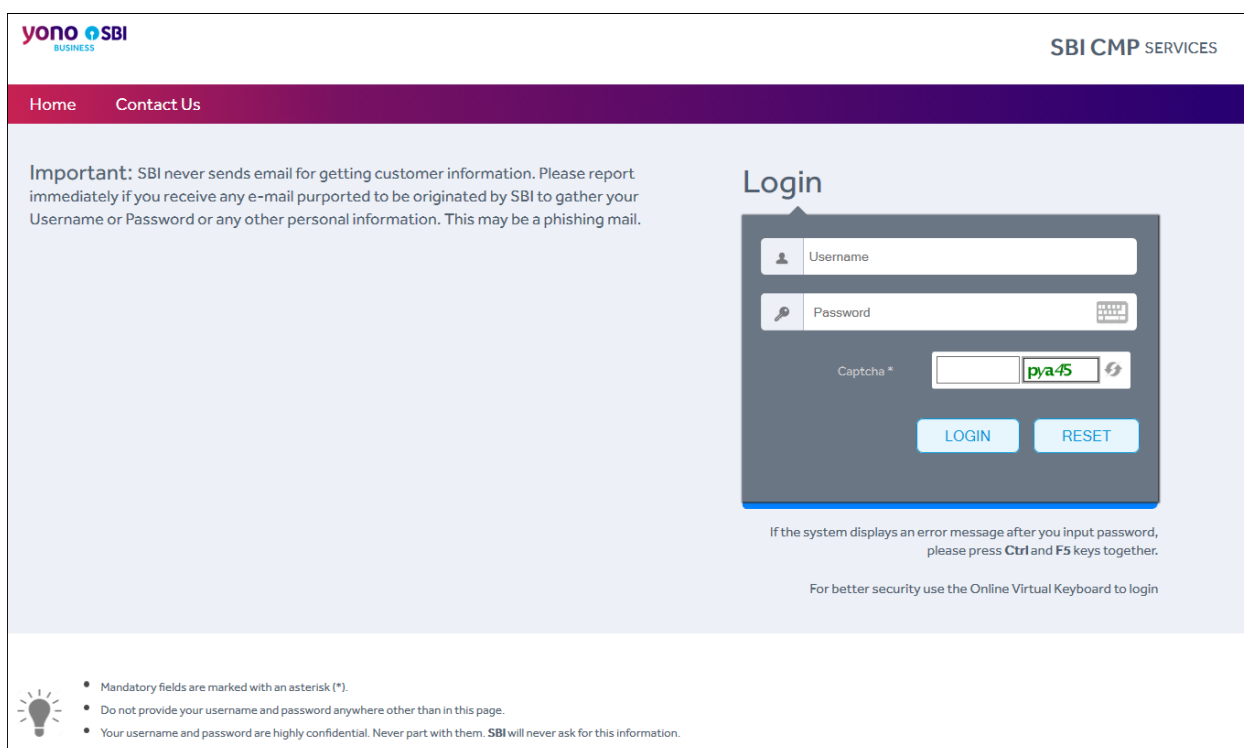
User Role	Mandate Management System Activities
<b>Corporate Maker</b>	<ul style="list-style-type: none"> <li>• Mandate Registration / Amendment / Cancellation</li> <li>• Reports and Enquires</li> <li>• Scheme/Sub-scheme Setup</li> </ul>
<b>Corporate Checker</b>	<ul style="list-style-type: none"> <li>• Mandate Registration / Amendment / Cancellation</li> <li>• Mandate Approval</li> <li>• Reports and Enquires</li> </ul>

## 2.3. Log Onto Corporate Mandate Portal

The Corporate Uploader or Checker user has to enter login details along with the displayed captcha to log into the system. Based on the User ID and Password, the system automatically identifies the user and routes to the landing page of the application.

Perform the following steps to log on to the portal:

1. Open a browser window, type the URL <https://newcmp.sb/cmpadmin/login.htm> and view the **Logon Page** as below




**Important:** SBI never sends email for getting customer information. Please report immediately if you receive any e-mail purported to be originated by SBI to gather your Username or Password or any other personal information. This may be a phishing mail.

### Login

Username

Password

Captcha \*  

If the system displays an error message after you input password, please press **Ctrl** and **F5** keys together.

For better security use the Online Virtual Keyboard to login

- Mandatory fields are marked with an asterisk (\*).
- Do not provide your username and password anywhere other than in this page.
- Your username and password are highly confidential. Never part with them. SBI will never ask for this information.

**Figure 1: YONO SBI – Logon Page**

2. Type the **Username** and **Password**.
3. Enter the **Captcha** as shown in the text field.
4. Click **Login** to display the application options.

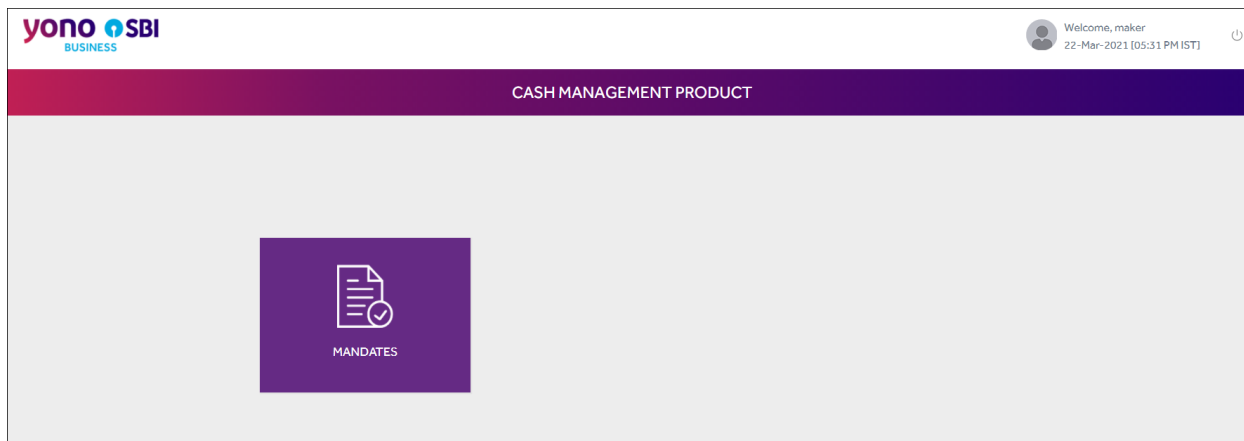


Figure 2: Application Option Page

5. Click the **Mandates** option to view the **Corporate Mandates Home Page**.

**Note:** Depending on product entitlement during corporate registration in FAST PLUS, the corporate user will be able to access one or more CMP products.

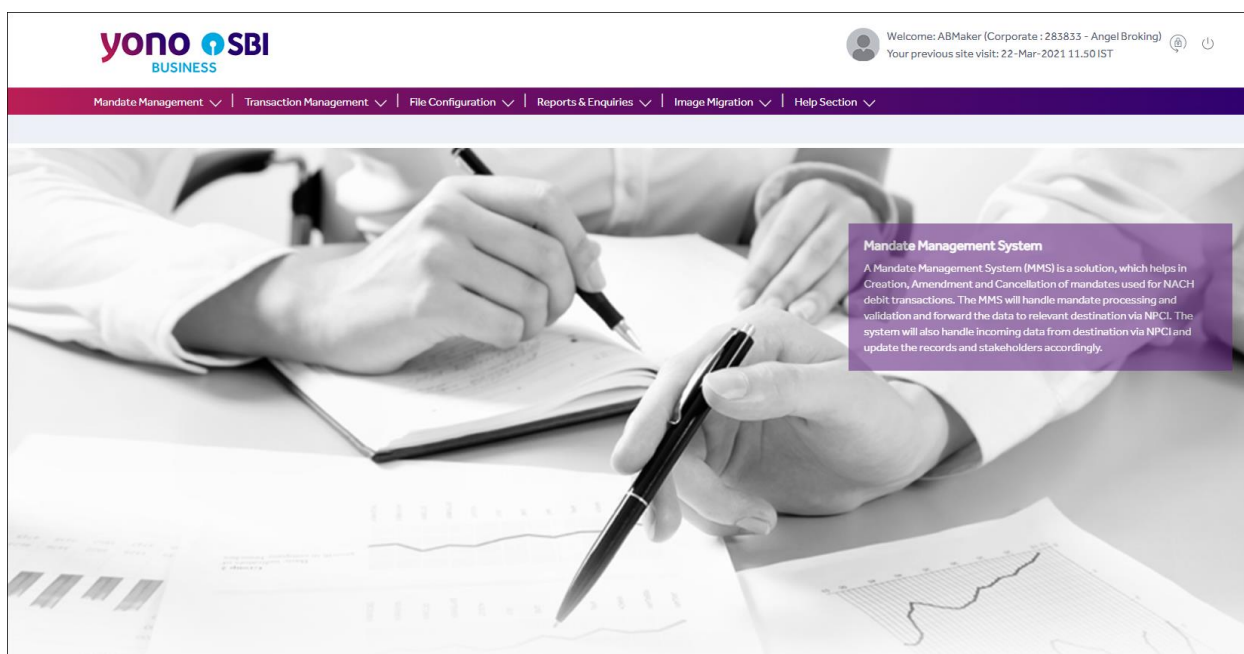


Figure 3: SBI Corporate Mandate- Home Page

**Note:** If you log on for the first time, you will be prompted to change the password. Ensure that you change your password when you log on for the first time.

## Chapter 3 Corporate Mandate Uploader (Maker)

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This chapter describes the role of **Corporate Uploader (Maker)** and the functions corporate uploader can perform in the application.

**Prerequisites:** Corporate user should be on-boarded to the portal

Following functions are available to uploader on the landing page:

- **Mandate Registration:** The system supports below methods for mandate registration via FASTPLUS Web Portal.
  - Scanned Mandates – This method will support mandate registration along with scanned copy of images
- **Mandate Amendment**
  - Scanned Mandate – Amendment is supported by portal by uploading mandate file with records which require amendment.
- **Mandate Cancellation**
  - Scanned Mandates – Cancellation of Scanned Mandate.
- **Reports and Enquiries Module** - Provides reports for registered mandates and debit transactions processed in FAST PLUS.

### 3.1. Mandates Registration

This section covers step by step process for Mandate Registration in FAST PLUS application. You can register mandates as below:

#### 3.1.1. Scanned Mandates (Mandate Registration with Image)

This option allows Corporate Uploader/Approver to register new mandate/amend existing mandate and cancel existing mandate by uploading a zip file containing scanned (JPG/JPEG) images and mandate data file in either CSV/XLS/TXT formats.

The zip file must meet the following criteria:

- **File Nomenclature and Field Details**  
ZIP File Name: CorporateCode\_MMS\_DDMMYYYY\_Sr. No (3Digits).zip



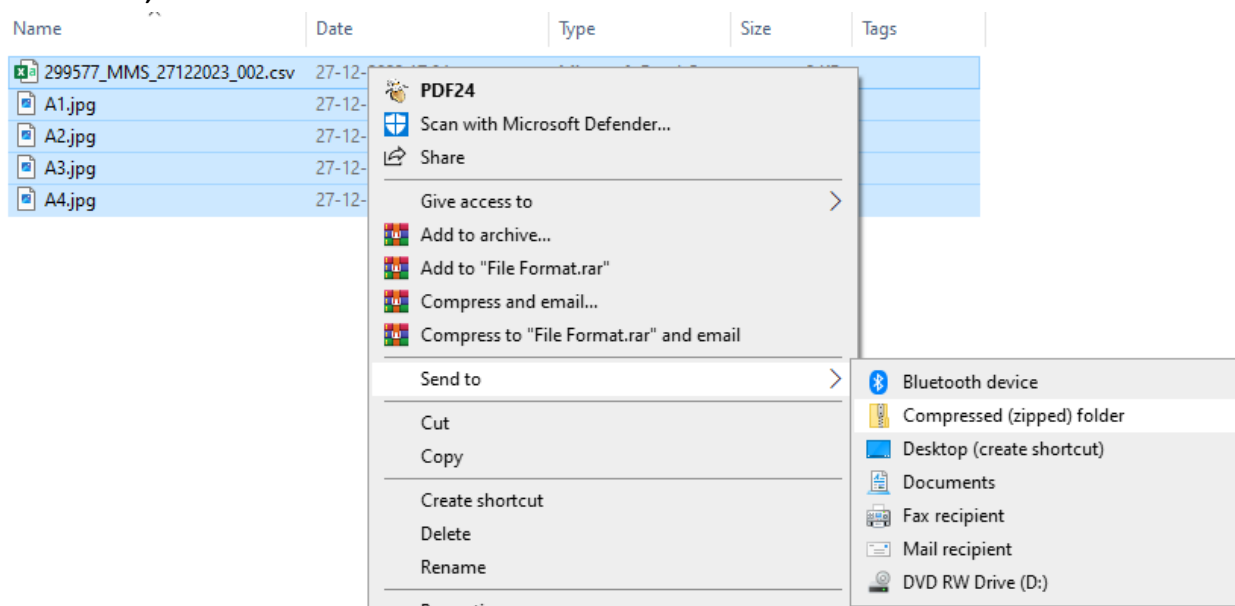
## Part - I | Corporate Mandate Uploader (Maker)


The data file inside zipped file must meet the following criteria:


**Data File Name inside ZIP file:** <6 digit Corp ID>\_MMS\_<Date in DDMMYYYY>\_<Sequence No. of day for the file>.xls/txt/csv.

### Important Note:

- i. It may be noted that while creating the data file in .csv format, data values containing zero in prefix may get automatically removed upon opening of the csv file at the time of re-verifying the data entered. Hence, once data file is created in csv format & user desires to re-view the data entered by him/her, it is suggested to open it in notepad only to avoid alteration in the data file.
- ii. At the time of creating the zipped file which contains data file in .xls or txt or .csv format and mandate images (duly sequenced as A1, A2, A3.....), the files should be zipped by selecting the data file and mandate images together instead of creating a separate folder and then placing data file & mandate images for creating a zipped file and once zipped file is created then rename the zipped file as defined at 3.1.1 above. Below image may be referred to for understanding zip file creation;



 **Note:** Delimiter in text file is comma (,).

 **Note:** Only one data file is accepted in Zip file and sequence number should be same for Zip & data file.


- Corporate Code – Corporate Code assigned to the customer (i.e. 299577)
- MMS – Static Value
- DDMMYYYY – File Date format
- Sr.No – Running Serial Number (3 Digits)

## Part - I | Corporate Mandate Uploader (Maker)

- Image Format
  - The mandate image should be scanned and saved in JPG/JPEG format.
  - Image file name should be unique within the uploaded zip file
  - The image should be in grayscale.
  - Pixel size for the image should preferably be 384\*816 (H\*W) or below.
  - The size of each image should not exceed 100 kb.
- Data fields and description

Field Name	Field Description
Serial Number	Serial Number
UMRN	Unique Mandate Reference Number. <ul style="list-style-type: none"> <li>• CREATE – UMRN is generated by the system</li> <li>• AMEND - UMRN is mandatory for mandate amendment.</li> <li>• CANCEL - UMRN is mandatory for mandate cancellation.</li> </ul>
UIN	Unique Identification Number. Enter file name of the scanned image corresponding to the registration record
Customer Code	299577
Utility Code	NACH00000000025310
Utility Name	DIRECTORATE OF POSTAL LIFE INSURANCE
Debit Customer Name	Debit Account Holder Name
Debit Account No	Debit Account Number
Debit Account Type	Saving,
Debit IFSC/MICR Code	Debit branch IFSC/MICR Code. <ul style="list-style-type: none"> <li>• IFSC code is 11 digit</li> <li>• MICR code is 9 digit</li> </ul>
Debit Bank Name	Debit Bank Name
Category Code	<b>I001</b>
Amount	Debit Amount (Inclusive of Taxes)
Amount Type	Valid Value is: <ul style="list-style-type: none"> <li>• M- (Maximum Debit Amount)</li> </ul>
Customer Ref No	Policy number

Field Name	Field Description
Scheme Ref No	DOPPLI (in case of PLI) and DOPRPLI (In case of RPLI)
Period	<ul style="list-style-type: none"> <li>2 – Until Cancelled</li> </ul>
Payment Type	RCUR-Recursive Debit
Frequency	MNTH => Monthly, QURT=>Quarterly, MAIN=> Semi-annually, YEAR => Yearly,. Sub Frequency is mandatory in case of Frequency=RCUR.
Start Date	In DD/MM/YYYY Format
End Date	In DD/MM/YYYY Format
Auto Debit Date	will remain blank
Customer Addn ID	Customer Additional Identification e.g. Pan Card No
Land Line	Customer Landline Number
Mobile	Customer Mobile Number
Email	Customer Email ID
Other Reference Number	BLANK
Action	<ul style="list-style-type: none"> <li>CREATE – UMRN is generated by the system for <b>new registration</b></li> <li>AMEND - UMRN is mandatory for mandate amendment.</li> <li>CANCEL - UMRN is mandatory for mandate cancellation.</li> </ul>

 **Note:** UMRN is mandatory for mandate amendment and cancellation. Corporates receive UMRN in mandate file report.

Perform the following steps to upload the zip file:

1. Select **Mandate Management**, and then click **Scanned Mandates** to open the screen.

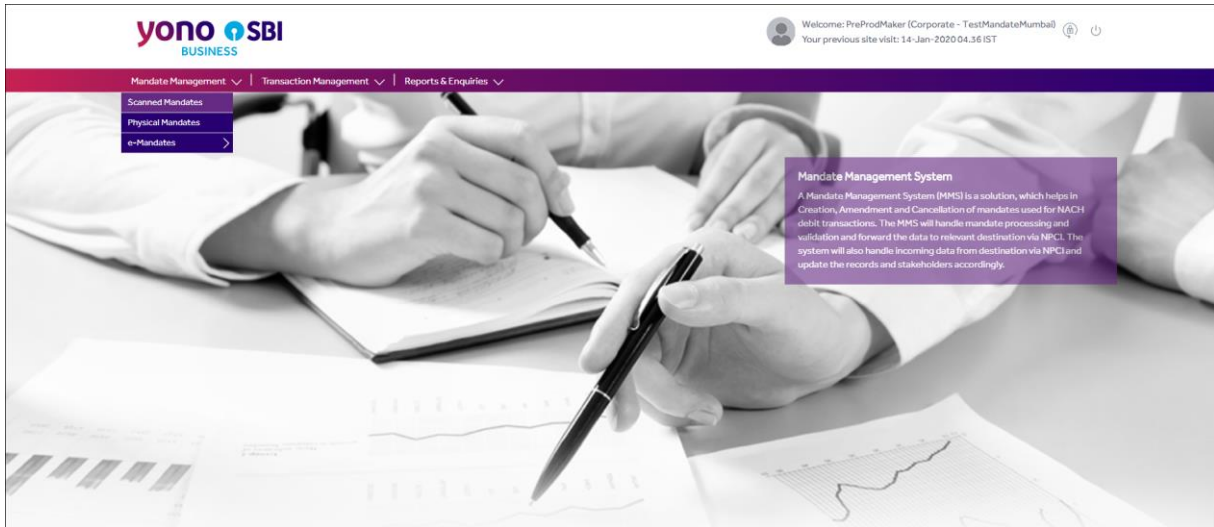


Figure 4: Navigation Path Screen

2. The **File Upload** screen is displayed as shown below.

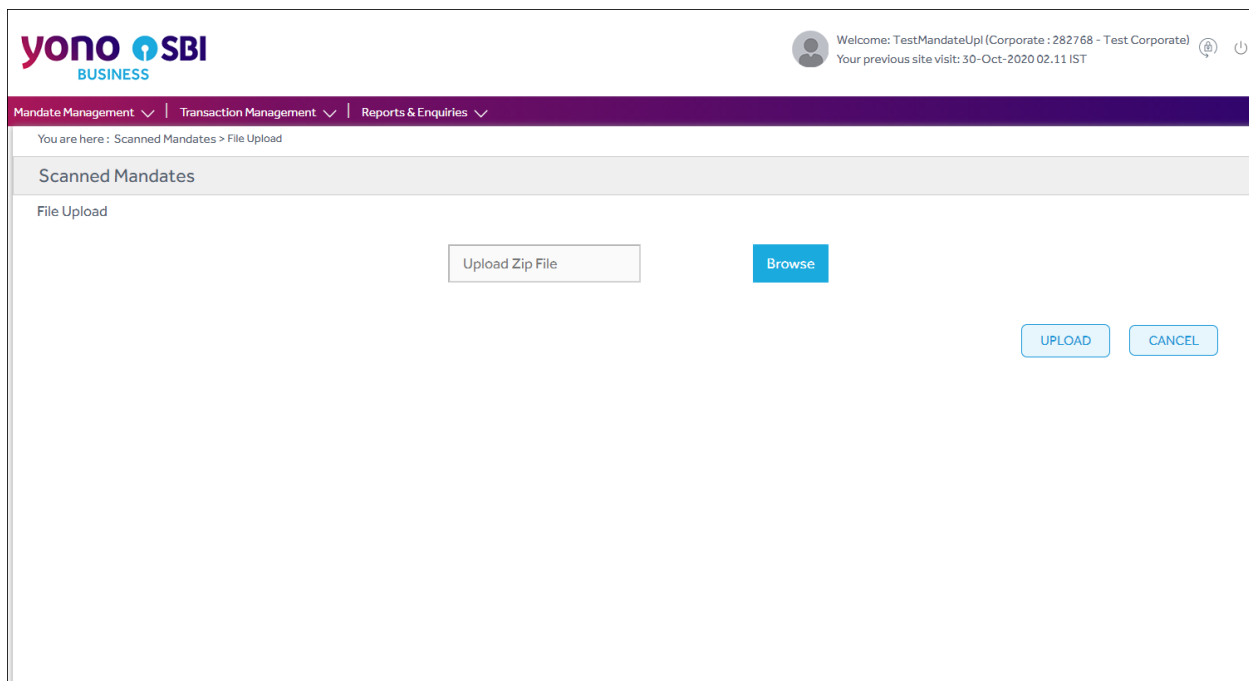


Figure 5: ZIP File Upload Screen

3. Click **Browse** to select the zip file from the desired location. The file size should not exceed 5MB limit.

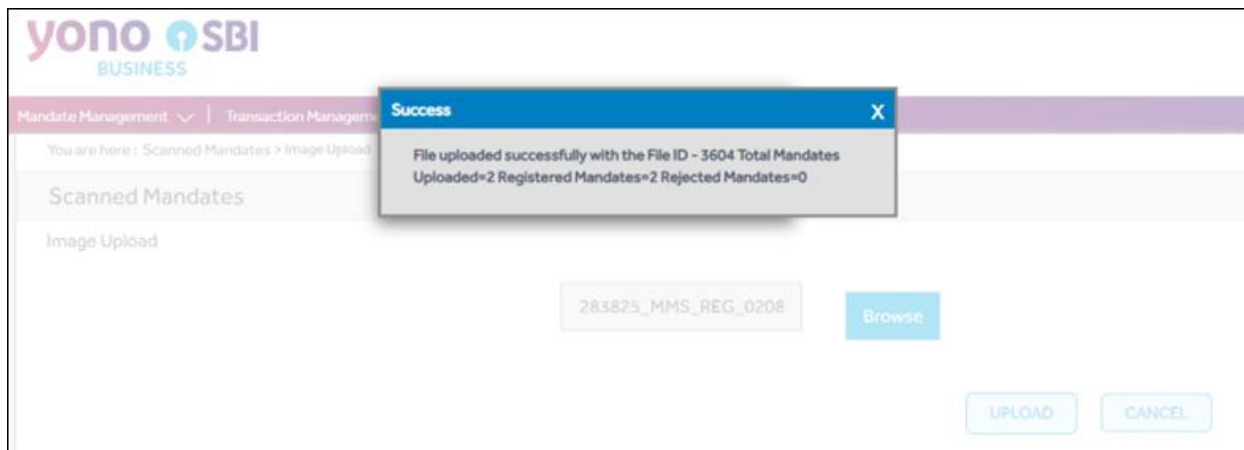


Figure 6: Success Message Screen

4. Click **Upload** to upload the ZIP file.  
If the file is rejected during upload, file rejection message is displayed.
5. If the file is uploaded and validated successfully, the system displays a success message with **File ID**, Total Mandates Uploaded, Registered Mandates, and Rejected Mandates.

**Important Note: The File ID generated against successful mandate file upload needs to be noted separately in a register by maker in order to enable Checker/Approver to approve the mandates related to their respective CPC only.** The register must contain the following details;

Mandate Register								Record no. of Success/ <u>Failure</u> mandate after Approval	
Sl No.	File ID	Date of Upload	No. of Mandates	Maker name	Checker Name	Date of Approval	Signature of Checker	No. of Success	No. of Failure

6. Uploaded Registration file status and details can be referred by accessing [Scanned Mandates Registration Report](#) under Reports and Enquiry menu option.



### 3.1.2. Amend Mandate

Corporate Maker or Checker can amend already approved mandate details. For the mandate amendment the process is same as “Mandate Registration”. Only **UMRN** and **ACTION** fields are updated as follows:

- **UMRN:** UMRN is mandatory for mandate amendment.
- **Action:** field is updated as AMEND.

**Note:** Refer to the [Mandates Registration](#) section for more details on field values.

### 3.1.3. Cancel Mandate

Corporate Maker or Checker can cancel already approved mandate details. For the mandate cancellation the process is same as “Mandate Registration”. Only **UMRN** and **ACTION** fields are updated as follows:

- **UMRN**: UMRN is mandatory for mandate cancellation.
- **Action**: field is updated as CANCEL.

**Note**: Refer to the [Mandates Registration](#) section for more details on field values.

## 3.2. Sample Registration File

### ZIP File Naming Convention

- <6 digit Corp ID>\_MMS\_<Date in DDMMYYYY>\_<Sequence No. of day for the file>.zip

### File Naming Convention for Data File inside Zip

- <6 digit Corp ID>\_MMS\_<Date in DDMMYYYY>\_<Sequence No. of day for the file>.xls/txt/csv

**Note**: Delimiter in text file is comma (,).

**Note**: Only one data file is accepted in Zip file and sequence number should be same for Zip & data file.

### Actions in data file:

- **CREATE** : To register a new mandate
- **AMEND** : To modify existing mandate
- **CANCEL** : To cancel existing mandate

### File Naming for Images

- Image name of .JPG format should have same name as the UIN column in data file.
- Mandate Image Size: Below 100 KB

### Sample Registration File

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
Serial Number	UMRN	UIN	Customer Code	Utility Code	Utility Name	Dukh Customer Name	Dukh Account No	Dukh Account Type	Dukh IFSC/MOR Code	Dukh Bank Name	Category Code	Amount	Amount Type	Customer Ref No	Scheme Ref No	Period	Frequency	Start Date	Ex Date	Auto Dukh Date	Customer AddID	Lead Line	Mobile	Email	Onkar Ref Number	Action	
1	A1	294977	NAC0000000000029310		DIRECTORATE OF POSTAL LIFE INSURANCE	Rajesh Kumar	9999999999	SAVINGS	SBMM002192	STATE BANK OF INDIA	1001	2531	H	000000454241	DOPPLI	2	ROUR	HRNTH	01-01-2024					1111111111	sh.sbanal.com	CREATE	
2	A2	294977	NAC0000000000029310		DIRECTORATE OF POSTAL LIFE INSURANCE	Ravi Kumar	3333333333	SAVINGS	SBMM002192	STATE BANK OF INDIA	1001	2321	H	000000452248	DOPPLI	2	ROUR	HRNTH	01-01-2024						1111111111	sh.sbanal.com	CREATE
3	A3	294977	NAC0000000000029310		DIRECTORATE OF POSTAL LIFE INSURANCE	Manish Singh	1111111111	SAVINGS	SBMM002191	STATE BANK OF INDIA	1001	4544	H	0000003449134	DOPPLI	2	ROUR	HRNTH	01-01-2024						1111111111	sh.sbanal.com	CREATE
4	A4	294977	NAC0000000000029310		DIRECTORATE OF POSTAL LIFE INSURANCE	Venesh Kumar	2222222222	SAVINGS	IND00000423	INDUSIND BANK	1001	9174	H	000000014011	DOPPLI	2	ROUR	HRNTH	01-01-2024						1111111111	sh.sbanal.com	CREATE

## Part - I | Corporate Mandate Uploader (Maker)

299577\_MMS\_27122023\_002.zip - ZIP archive, unpacked size 381,629 bytes

Name	Size	Packed	Type	Modified	CRC32
..			File folder		
299577_MMS_27122023_002.csv	1,301	530	Microsoft Excel Co...	27-Dec-23 5:04...	A9A3EAA0
A1.jpg	95,953	84,865	JPG File	27-Dec-23 6:32...	893F709B
A2.jpg	93,767	83,089	JPG File	27-Dec-23 6:34...	D520CDA1
A3.jpg	97,186	85,745	JPG File	27-Dec-23 6:37...	FB0A34ED
A4.jpg	93,422	82,555	JPG File	27-Dec-23 6:38...	DBF34E92

Figure 7: Sample ZIP File Content

## Chapter 4 Reports and Enquiries

This section deals with maintaining the report control, requesting for the reports and generating the requested reports. You can view and download following type of reports:

- [Scanned Mandates Registration Report](#)
- [Scanned Mandates Transactions Report](#)
- [TXN File Upload Status Report](#)
- [Error! Reference source not found.](#)
- [Transaction Report](#)

### 4.1. Scanned Mandates Registration Report

Using this option you can download scanned mandate reports for registered and rejected mandates. This report is available to download in Excel, CSV and TXT formats.

You can search mandate reports using one of the following search options:

- From or To Date Range
- Report generation criteria (File wise and Consolidated)
- UMRN

Perform the following steps to download the report details:


1. Select **Reports & Enquiries, Scanned Mandates** and then click **Registration** to open the screen.



Figure 8: Navigation Path Screen

2. Specify information in the following fields:



Field	Description
<b>Date Range</b>	<ul style="list-style-type: none"> <li>• <b>From Date:</b> Select the starting date to generate the report.</li> <li>• <b>To Date:</b> Select the ending date to generate the report.</li> </ul>
<b>UMRN</b>	Select this option and type the UMRN. UMRN is a Unique Mandate Reference Number allocated to each new mandate created in NACH Debit.  <b>Note:</b> UMRN is mandatory for every transaction and even during mandate amendment and cancellation.

3. Click **From** and **To** text fields to select from and to date range in the calendar icon respectively.

You are here : Reports & Enquiry > Scanned Mandates > Scanned Mandates Registration

### Scanned Mandates Registration


Select Criteria

Date Range
 From 
To

**Report Generation Criteria\***
 File-wise
 Consolidated

UMRN

Figure 9: Search Criteria Screen

 **Note:** You can either use **Date Range** or **UMRN** to download the mandates report.

4. Click **Search** to view the list of mandates.

**Report Generation Criteria: File-wise**

## Part - I | Reports and Enquiries

You are here : Reports & Enquiries > Mandates

### Mandates

Mandates details

	Upload Date	File Name	File ID	Total Mandates	Total Success mandates	Total Failure mandates	Total Pending mandates
<input type="radio"/>	15-01-2020	123456_mms_reg_15012020_00 5.zip	22320	2	0	0	2
<input type="radio"/>	15-01-2020	123456_mms_reg_15012020_00 4.zip	22319	2	0	0	2
<input type="radio"/>	15-01-2020	123456_mms_reg_15012020_00 3.zip	22318	2	0	0	2
<input type="radio"/>	15-01-2020	123456_mms_reg_15012020_00 2.zip	22317	2	0	1	1

Figure 10: Search Result for Scanned Mandates Screen (File Wise)

- Select the record and click **Download** to view the file download option.

### Mandates

Excel  
 CSV  
 TXT

Figure 11: Report Download Options

- Select the required report download option and click **Go** to download the report.

5. Select Criteria :Date Range From: 01/07/2019 To: 30/07/2019 Corporate Name:TestMandateMumbai

Serial Number	UMRN	UIN	Customer Code	Utility Code	Utility Name	Debit Customer Name	Debit Account No	Debit Account Type	Debit IFSC	Debit Bank Name	Category Code	
7	1	SBIC2407201900000000956	A5	283825	SBIN00001000000018	STATE BANK OF INDIA	UAT_01_24July_5	30001840048	SAVING	SBIN0000437	SBI	L002
8	2	SBIC2407201900000000957	A6	283825	SBIN00001000000018	STATE BANK OF INDIA	UAT_01_24July_6	30001840048	SAVING	SBIN0000437	SBI	L003
9	3		A1	283825	SBIN00001000000018	STATE BANK OF INDIA	UAT_01_24July_1	30127545389	SAVING	HDFC0000001	HDFC	L001
10	4		A2	283825	SBIN00001000000018	STATE BANK OF INDIA	UAT_01_24July_2	30127254789	SAVING	HDFC0000001	HDFC	L001
11	5		A3	283825	SBIN00001000000018	STATE BANK OF INDIA	UAT_01_24July_3	30127214789	SAVING	HDFC0000001	HDFC	L001
12	6		A4	283825	SBIN00001000000018	STATE BANK OF INDIA	UAT_01_24July_4	30127224789	SAVING	HDFC0000001	HDFC	L001
13	7		A7	283825	SBIN00001000000018	STATE BANK OF INDIA	UAT_01_24July_7	30001840048	SAVING	SBIN0000437	SBI	L004

Figure 12: Sample Scanned Mandates Registration Report (File wise) - continued

Amount Type	Customer Ref No	Scheme Ref No	Period	Payment Type	Frequency	Start Date	End Date	Auto Debit Date	Customer Addn ID	Land Line	Mobile	Email	Other Ref Number	Action	Date Processed	Status	No. of Days Pending	Reject Reason
F	AISHMA MUMBAI	BCT002	2	RCUR	MNTH	24/07/2019	01/01/2023	09/08/2019				9884077785 gaurav.gln@gmail.com	-	CREATE	24/07/2019	APPROVED	0	
F	AISHMA MUMBAI	BCT003	2	RCUR	MNTH	24/07/2019	01/01/2023	09/08/2019				9884077786 gaurav.gln@gmail.com	-	CREATE	24/07/2019	APPROVED	0	
F	AISHMA MUMBAI	BCT001	1	RCUR	MNTH	24/07/2019	01/01/2023	09/08/2019				9884077784 gaurav.gln@gmail.com	-	CREATE	-	PENDING	7	
F	AISHMA MUMBAI	BCT001	0	RCUR	MNTH	24/07/2019	01/01/2023	09/08/2019				9884077784 gaurav.gln@gmail.com	-	CREATE	24/07/2019	RECORD REJECTED	0	Invalid Period Value
F	AISHMA MUMBAI	BCT001	1	RCUR	MNTH	24/07/2019	01/01/2023	09/08/2019				9884077784 gaurav.gln@gmail.com	-	CREATE	-	PENDING	7	
F	AISHMA MUMBAI	BCT001	1	RCUR	MNTH	24/07/2019	01/01/2023	09/08/2019				9884077784 gaurav.gln@gmail.com	-	CREATE	-	PENDING	7	
F	AISHMA MUMBAI	BCT004	0	RCUR	MNTH	24/07/2019	01/01/2023	09/08/2019				9884077787 gaurav.gln@gmail.com	-	CREATE	24/07/2019	RECORD REJECTED	0	Invalid Period Value

Sample Scanned Mandates Registration Report

### Report Generation Criteria: Consolidated

Mandates						
Mandates details						
From Date	To Date	Total Mandates	Total Success mandates	Total Failure mandates	Total Pending mandates	
01/07/2019	31/07/2019	89	14	22	53	

[DOWNLOAD](#)
[BACK](#)

Figure 13: List of Search Result for Scanned Mandates (Consolidated)

Serial Number	UMRN	Customer Code	Debit Customer Name	Debit Account No	Debit Account Type	Debit IFSC	Debit Bank Name	Category Code	Amount	Amount Type	Customer Ref No	Scheme Ref No	Period	Payment Type	Frequency	Start Date	End Date
7	1	283825	TEST6	20001840048	SAVING	SBIN0000437	SEB	L003	100	Fixed Debt Amount	AISHMA MUMBAJ	BCT003	0	RECURSIVE DEBIT	MONTHLY	29-07-2019	22-07-2025
8	2	283825	TEST7	20001840048	SAVING	SBIN0000437	SEB	L004	100	Fixed Debt Amount	AISHMA MUMBAJ	BCT004	0	RECURSIVE DEBIT	MONTHLY	29-07-2019	22-07-2025
9	3	283825	TEST4	0	SAVING	HDFC0000001	HDFC	L001	5000	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	05-07-2019	05-07-2021
10	4	283825	TEST4	0	SAVING	HDFC0000001	HDFC	L001	5000	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	09-07-2019	09-07-2022
11	5	283825	Jenny	51107341282	SAVING	SBIN0010510	SEB	0	3500	Fixed Debt Amount	Test1234		2	RECURSIVE DEBIT	YEARLY	01-01-2018	18-12-2024
12	6	283825	Jenny	51107341282	SAVING	SBIN0010510	SEB	0	300	Maximum Debt Amount	Test1234		2	RECURSIVE DEBIT	MONTHLY	01-01-2018	18-11-2023
13	7	283825	TEST2	20127254789	SAVING	HDFC0000001	HDFC	L001	1200	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	01-01-2018	25-06-2020
14	8	283825	TEST4	0	SAVING	HDFC0000001	HDFC	L001	5000	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	09-07-2019	09-07-2020
15	9	283825	TEST4	0	SAVING	HDFC0000001	HDFC	L001	1500	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	05-07-2019	05-07-2020
16	10	283825	TEST2	0	SAVING	HDFC0000001	HDFC	L001	1500	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	05-07-2019	05-07-2020
17	11	283825	TEST4	0	SAVING	HDFC0000001	HDFC	L001	5000	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	05-07-2019	05-07-2021
18	12	283825	TEST4	0	SAVING	HDFC0000001	HDFC	L001	5000	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	09-07-2019	09-07-2020
19	13	283825	UAT_01_24July_7	20001840048	SAVING	SBIN0000437	SEB	L004	100	Fixed Debt Amount	AISHMA MUMBAJ	BCT004	0	RECURSIVE DEBIT	MONTHLY	24-07-2019	01-01-2023
20	14	283825	TEST6	0	SAVING	HDFC0000001	HDFC	L001	2000	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	0	RECURSIVE DEBIT	MONTHLY	05-07-2019	05-07-2022
21	15	283825	UAT_06_22July	20001840048	SAVING	SBIN0000437	SEB	L003	100	Fixed Debt Amount	AISHMA MUMBAJ	BCT003	0	RECURSIVE DEBIT	MONTHLY	22-07-2019	01-01-2023
22	16	283825	UAT_07_22July	20001840048	SAVING	SBIN0000437	SEB	L004	100	Fixed Debt Amount	AISHMA MUMBAJ	BCT004	0	RECURSIVE DEBIT	MONTHLY	22-07-2019	01-01-2023
23	17	283825	UAT_01_24July_2	20127254789	SAVING	HDFC0000001	HDFC	L001	1500	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	0	RECURSIVE DEBIT	MONTHLY	24-07-2019	01-01-2023
24	18	283825	TEST2	20401522387	SAVING	SBIN0002201	SEB	L001	2500	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	22-07-2019	22-07-2021
25	19	283825	TEST11	20127254389	SAVING	HDFC0000001	HDFC	L001	1200	Fixed Debt Amount	AISHMA MUMBAJ	BCT001	1	RECURSIVE DEBIT	MONTHLY	22-07-2019	22-07-2020

Figure 14: Sample Scanned Mandates Registration Report (Consolidated) - continued

Auto Debit Date	Customer Addn ID	Land Line	Mobile	Email	Other Reference Number	Action	URN	File Name	Date Processed	Utility Code	Utility Name	Status	No of Days Pending	Reject Reason
05-08-2019				9884077786 gaurav.gtn@gmail.com		CREATE	A6	283825_mms_reg_22072019_009.zip	22-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Invalid Period Value]
05-08-2019				9884077787 gaurav.gtn@gmail.com		CREATE	A7	283825_mms_reg_22072019_009.zip	22-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Invalid Period Value]
				9884077784 gaurav.gtn@gmail.com		CREATE	A2	283825_mms_reg_09072019_002.zip	09-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Only Numeric Values allowed for debit account]
				9884077784 gaurav.gtn@gmail.com		CREATE	A3	283825_mms_reg_09072019_002.zip	09-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Only Numeric Values allowed for debit account]
				9750307520 abc@gmail.com	245987	CREATE	A1	283825_mms_reg_23072019_100.zip	23-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Mandate Start Date Invalid Format (dd/mm/yyyy)]
				9750307520 abc@gmail.com	14579	CREATE	A2	283825_mms_reg_23072019_100.zip	23-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Mandate Start Date Invalid Format (dd/mm/yyyy)]
				9884077784 gaurav.gtn@gmail.com		CREATE	A2	283825_mms_reg_22072019_005.zip	22-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Mandate Start Date Invalid Format (dd/mm/yyyy)]
				9884077784 gaurav.gtn@gmail.com		CREATE	A1	283825_mms_reg_09072019_009.zip	09-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Only Numeric Values allowed for debit account]
				9884077784 gaurav.gtn@gmail.com		CREATE	A2	283825_mms_reg_05072019_009.zip	05-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Only Numeric Values allowed for debit account]
				9884077784 gaurav.gtn@gmail.com		CREATE	A2	283825_mms_reg_09072019_009.zip	09-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Only Numeric Values allowed for debit account]
09-08-2019				9884077787 gaurav.gtn@gmail.com		CREATE	A7	283825_mms_reg_24072019_026.zip	24-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Invalid Period Value]
				9884077784 gaurav.gtn@gmail.com		CREATE	A3	283825_mms_reg_05072019_003.zip	05-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Only Numeric Values allowed for debit account]
09-08-2019				9884077786 gaurav.gtn@gmail.com		CREATE	A6	283825_mms_reg_05072019_003.zip	22-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Invalid Period Value]
09-08-2019				9884077787 gaurav.gtn@gmail.com		CREATE	A7	283825_mms_reg_05072019_003.zip	22-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Invalid Period Value]
09-08-2019				9884077784 gaurav.gtn@gmail.com		CREATE	A2	283825_mms_reg_24072019_026.zip	24-07-2019	SBIN00001000000018	STATE BANK OF INDIA	REJECTED	0	[Invalid Period Value]
09-08-2019				9884077784 gaurav.gtn@gmail.com		CREATE	A2	283825_mms_reg_22072019_004.zip		SBIN00001000000018	STATE BANK OF INDIA	PENDING	10	
05-08-2019				9884077784 gaurav.gtn@gmail.com		CREATE	A1	283825_mms_reg_22072019_009.zip		SBIN00001000000018	STATE BANK OF INDIA	PENDING	10	

Sample Scanned Mandates Registration Report

7. Select the **UMRN** to search the report for specific UMRN.
8. Enter the UMRN number.

You are here : Reports & Enquiry > Scanned Mandates > Scanned Mandates Registration

### Scanned Mandates Registration

Select Criteria

Date Range      From: [dd/mm/yyyy]      To: [dd/mm/yyyy]

**Report Generation Criteria\***       File-wise       Consolidated

UMRN      [SBIC2407201900000000956]

**Figure 15: Scanned Mandate Registration Report: UMRN Search**

9. Click **Search** to view the details of the mandate pertains to the UMRN.

### Mandates

Image Name a5.jpg

JPEG
TIF

#### Mandates details

UMRN	SBIC2407201900000000956	Status	ACTIVE
Utility Code	SBIN00001000000018	Utility Name	STATE BANK OF INDIA
Date Processed	2019-07-24 15:11:45.0	Category Code	L002
Action	CREATE	Debit Customer Name	UAT_01_24July_5
Debit Account No	30001840048	Debit Bank Name	SBI
Debit IFSC	SBIN0000437	Amount	100
Amount Type	Fixed Debit Ammount	Frequency	Monthly
Payment Type	RCUR	Start Date	24-07-2019
Period	2	End Date	01-01-2023
Mobile	9884077785	Email	gaurav.gkn@gmail.com
Customer Ref. Number	AISHMA MUMBAI	Scheme Ref. Number	BCT002
UIN	A5	No. of Days Pending	
Debit Account Type	SAVING	Customer Addn ID	
Land Line		Other Ref.Number	
Customer Code	283825	Auto Debit Date	2019-08-09 00:00:00.0
Reject Reason		Verified By	

DOWNLOAD
BACK

Figure 16: Search Result for Scanned Mandates Screen

10. Click **Download** to download the mandate details in PDF format.



283825
TECHPROCESS PAYMENT SERVICES LTD

**Mandate Details**

UMRN	IGAESLRVR9	Mandate Status	ACTIVE
Utility Code		Utility Name	
Date Processed	08-11-2018	Category Code	0
Action	CREATE	Debit Customer Name	null
Debit Account Number	32711478110	Debit Bank Name	
Debit Ifsc		Amount	3000.0
Amount Type	MAXIMUM DEBIT AMOUNT	Frequency	NONE
Payment Type	RECURSIVE DEBIT	Start Date	08-11-2018
Period	UNTIL CANCELLED	End Date	21-09-2033
Mobile		Email	
Customer Ref Number	641148734	Scheme Ref Number	
UIN		No. Of Days Pending	
Debit Account Type		Customer Addn Id	
Land line Number		Other Ref Number	
Customer Code	283825	Auto Debit Date	
Registration Status	ACTIVE	Reject Reason	
Verified By			

Figure 17: Sample PDF File for Scanned Mandate Registration Report

## 4.2. Scanned Mandates Transactions Report

Using this option you can download transaction reports for success and failed transactions. You can search transactions reports based on From and To Date range and UMRN.

## Part - I | Reports and Enquiries

The transaction report files will be available for download in Excel, CSV and TXT file format.

Perform the following steps to download the report details:

1. Select **Reports & Enquiries**, and then click **Transactions** to open the screen.



Figure 18: Navigation Path Screen

2. Specify information in the following fields:

Field	Description
<b>From Date</b>	Select the starting date to generate the report.
<b>To Date</b>	Select the ending date to generate the report.
<b>UMRN</b>	<p>Select this option and type the UMRN.</p> <p>UMRN is a Unique Mandate Reference Number allocated to each new mandate created in NACH Debit.</p> <p> <b>Note:</b> UMRN is mandatory for every transaction and even during mandate amendment and cancellation.</p>

3. Click **From** and **To** text fields to select from and to date range in the calendar icon respectively.

You are here : Reports & Enquiry > Scanned Mandates > Scanned Mandates Transaction

### Scanned Mandates Transaction

Select Criteria

Date Range
 From 
To

UMRN

Figure 19: Search Criteria Screen

4. Select the **UMRN** to search the report for specific UMRN.

 **Note:** You can either use **Date Range** or **UMRN** to download the transactions report.

5. Click **Search** to view the search result for mandates transaction.

### Transactions

Transaction details

	Date	File Name	File ID	Total No. of Transactions	Total No. of Success Transactions	Total No. of Failure Transactions	Total No. of Pending Transactions
<input type="radio"/>	22-07-2019	283825_mms_txn_22072019_2.xls	2232	1	0	0	0
<input type="radio"/>	21-11-2018	286684_emms_xls_txn_17_20112018_1.xls	243	1	0	0	0

Figure 20: Transactions Details Screen

6. Select the record and click **Download** to view file download option.



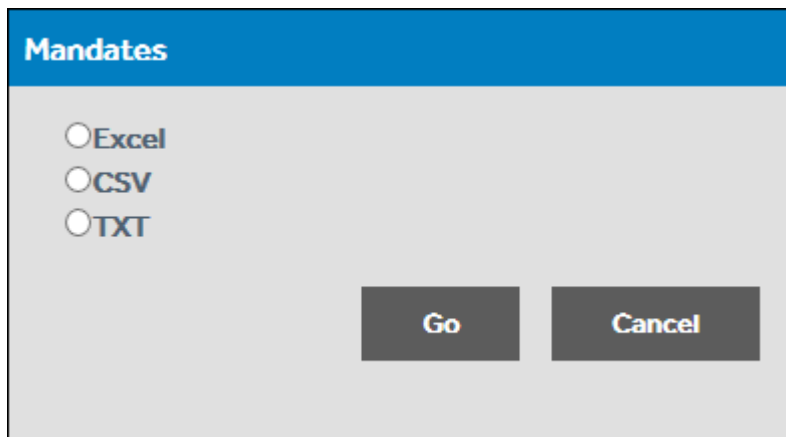


Figure 21: Report Download Options

7. Select the required file download option and click **Go** to download the report.

Serial Num	Mandate No(UMRN)	Customer	Customer Name	MandateHolder Name	Debit Account No	Debit Bank IFSC	Debit Date	Amount	Journal Number	Processing	Customer Ref No	Debit Status	Credit Stat	Reason
1	W100168405	283833	ANGBROK	TEST NAME	30212564213		29/01/2019	400.0			6185463597	PENDING		

Figure 22: Sample Report Screen

### 4.3. TXN File Upload Status Report

Using this option you can view and download file upload status report for success and failed file upload transactions. You can search transactions reports using From or To Date range parameter.

The file upload report is available for download in Excel, CSV and TXT file format.

Perform the following steps to download the report:

1. Select **Reports & Enquiries**, and then click **TXN File Upload Report** to open the screen.

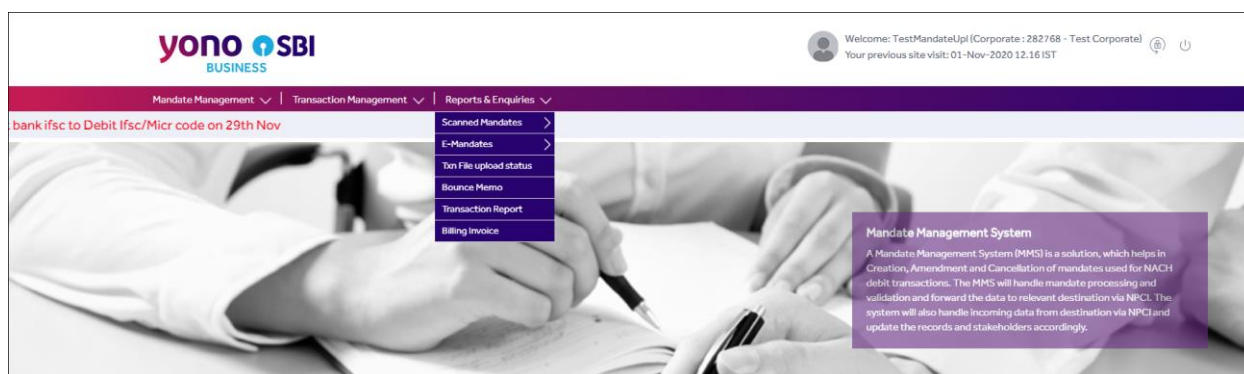


Figure 23: Navigation Path Screen

2. Specify information in the following fields:

Field	Description
From Date	Select the starting date to generate the report.

Field	Description
To Date	Select the ending date to generate the report.

3. Click **From** and **To** text fields to select from and to date range in the calendar icon respectively.

You are here : Reports & Enquiries > TXN File Upload Status

### TXN File Upload Status

Select Criteria

Date Range

From

To

Figure 24: Search Criteria Screen

4. Click **Search** to view the list of transactions.

### File upload status

File upload status details

« ‹ 1 2 3 4 › »

	File Upload Date	File Name	File Reference Key	File ID	Total Records	File Status
<input type="radio"/>	29-07-2019	283825_mms_txn_29072019_2.xls	TRAN290720191806	2226	2212	
<input type="radio"/>	29-07-2019	283825_mms_txn_29072019_1.xls	TRAN290720191805	2225	2223	Rejected
<input type="radio"/>	26-07-2019	283825_mms_txn_26072019_1.xls	TRAN260720191787	2244	765	
<input type="radio"/>	25-07-2019	283825_mms_txn_25072019_2.xls	TRAN250720191798	2218	1220	
<input type="radio"/>	25-07-2019	283825_mms_txn_25072019_1.xls	TRAN250720191797	2217	1229	Rejected

Figure 25: File Upload Status Search Results Screen

5. Select the record and click **Download** to view the file download options.
6. Select the required file format from the available options.

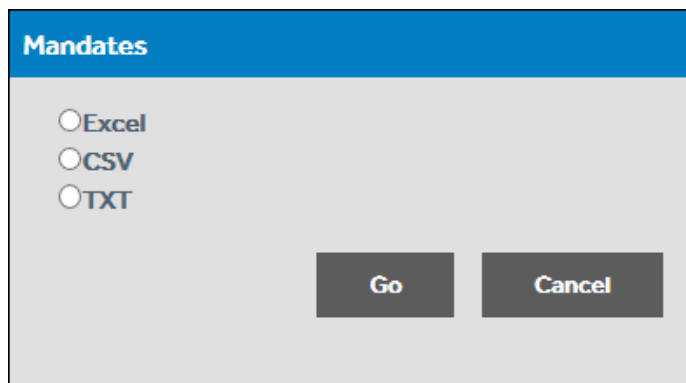


Figure 26: Report Download Options

7. Click **Go** to download the report.

Select Criteria :Date Range From: 01/01/2019 To: 06/05/2019 Customer Name:KUMAR AMIT										
Serial Num	Mandate No(UMRN)	Customer	Customer Na	MandateHolder Name	Debit Account No	Debit Date	Amount	Customer Ref No	Status	Reason
1	SBIC0504201900000000863	283430	KUMAR AMI		30001522378	23/04/2019	5000.0	AISHMA MUMBAI	REJECTED	FILE_REJECTED_DIFF_CUSTOMER_CODE:

Figure 27: Sample File Upload Status Report

## 4.4. Transaction Report

Using this option you can view and download transaction report for success and failed transactions.

You can search transactions reports based on Debit Date, File Upload, File Name, UMRN and Mandate Holder Account search criteria.

The file upload report will be available for download in Excel, CSV and TXT file format.

Perform the following steps to download the report:

1. Select **Reports & Enquiries**, and then click **Transaction Report** to open the screen.

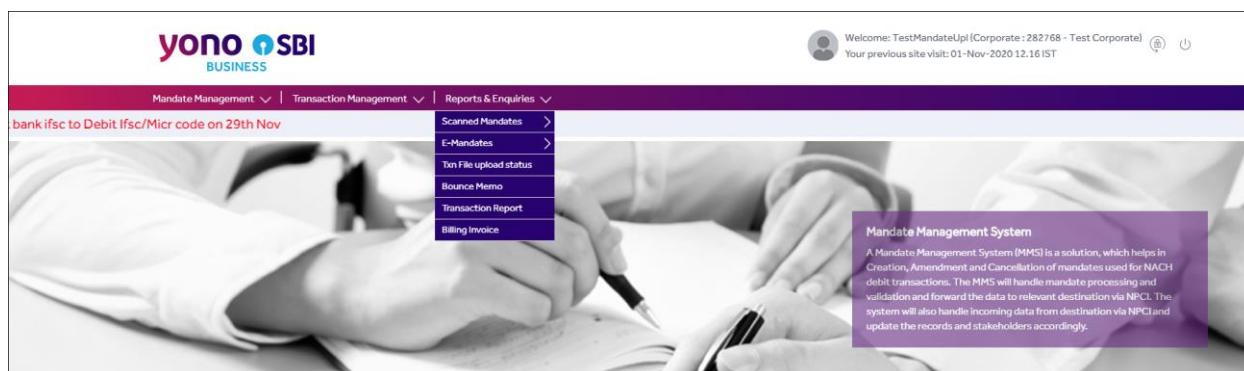
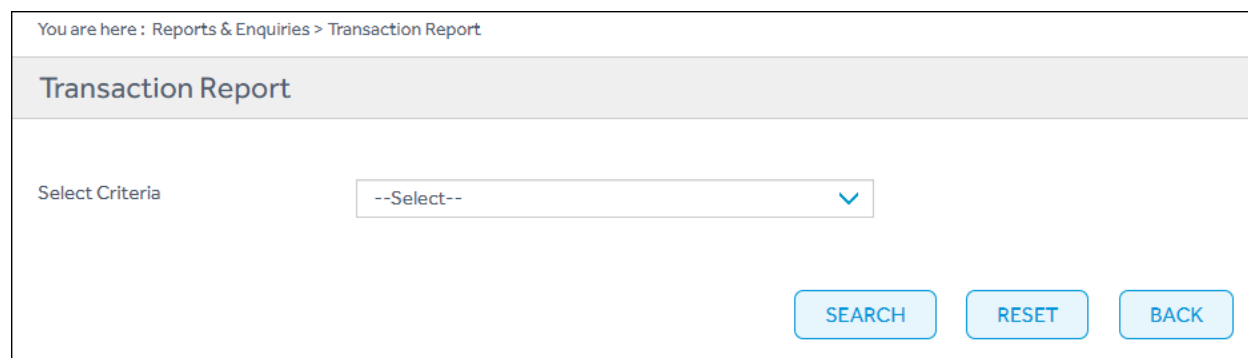


Figure 28: Navigation Path Screen

2. The following screen is displayed.



**Figure 29: Search Criteria Screen**

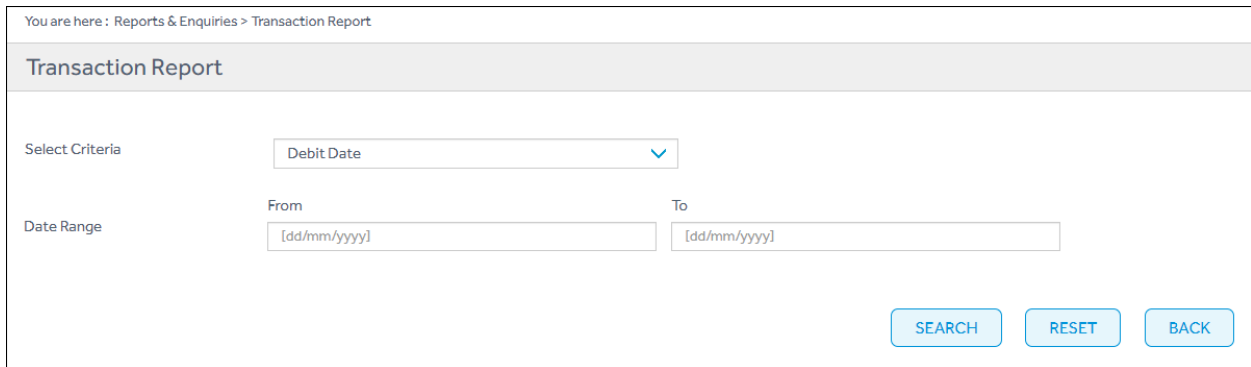
3. Specify information in the selected search criteria fields as shown below:

Field	Description
<b>Search Criteria</b>	
<b>Debit Date</b>	Select this option to initiate your search with debit date.
<b>From Date</b>	Select the starting date to generate the report.
<b>To Date</b>	Select the ending date to generate the report.
<b>Error! Reference source not found.</b>	Select this option to initiate your search with file upload date.
<b>From Date</b>	Select the starting date to generate the report.
<b>To Date</b>	Select the ending date to generate the report.
<b>Error! Reference source not found.</b>	Select this option to initiate your search with file name.
<b>Enter File Name</b>	Enter the name of the file to download the report.
<b>Error! Reference source not found.</b>	Select this option to initiate your search with file name.
<b>From Date</b>	Select the starting date to generate the report.
<b>To Date</b>	Select the ending date to generate the report.
<b>UMRN</b>	Enter the UMRN generated by the system to download the report.
<b>Error! Reference source not found.</b>	Select this option to initiate your search with mandate holder account.
<b>From Date</b>	Select the starting date to generate the report.
<b>To Date</b>	Select the ending date to generate the report.
<b>Mandate Holder A/C</b>	Enter the mandate holder account number to download the report.

### 4.4.1. Debit Date


Using this option you can initiate transaction report search based on specific debit date range criteria.

Perform the following steps to initiate a search:



The screenshot shows a web interface for a Transaction Report. At the top, it says "You are here : Reports & Enquiries > Transaction Report". Below this is a header "Transaction Report". The main area contains a "Select Criteria" dropdown menu with "Debit Date" selected. Below that is a "Date Range" section with two input fields labeled "From" and "To", both containing the placeholder "[dd/mm/yyyy]". At the bottom right, there are three buttons: "SEARCH", "RESET", and "BACK".

Figure 30: Search Criteria – Debit Date Option

 **Note:** To specify field values in each of the field, refer to the table in [Transaction Report](#) section.

## Chapter 5 Corporate Mandate Checker/Authorizer

This chapter describes the role of Checker and the functions Checker can perform in the application.

### 5.1. Approve Mandates (Create/Cancel/Amend)

This option allows Approver (Checker) to approve or reject a mandate file uploaded by Uploader (Maker). You can validate the scanned images and mandate file to approve the mandate details. **Approver (Checker) must ensure that mandate file to be approved or rejected relates to their CPC only. Hence, all due care needs to be taken to select the File ID of the mandate files uploaded by maker of their CPC only.**

When a mandate is successfully approved, it will be sent to CMPOC for approval. Once it is approved the system generates an UMRN which will be available in Reports.

Perform the following steps to approve a mandate:

1. Select **Mandate Management**, and then click **Approve/Reject** to open the screen.

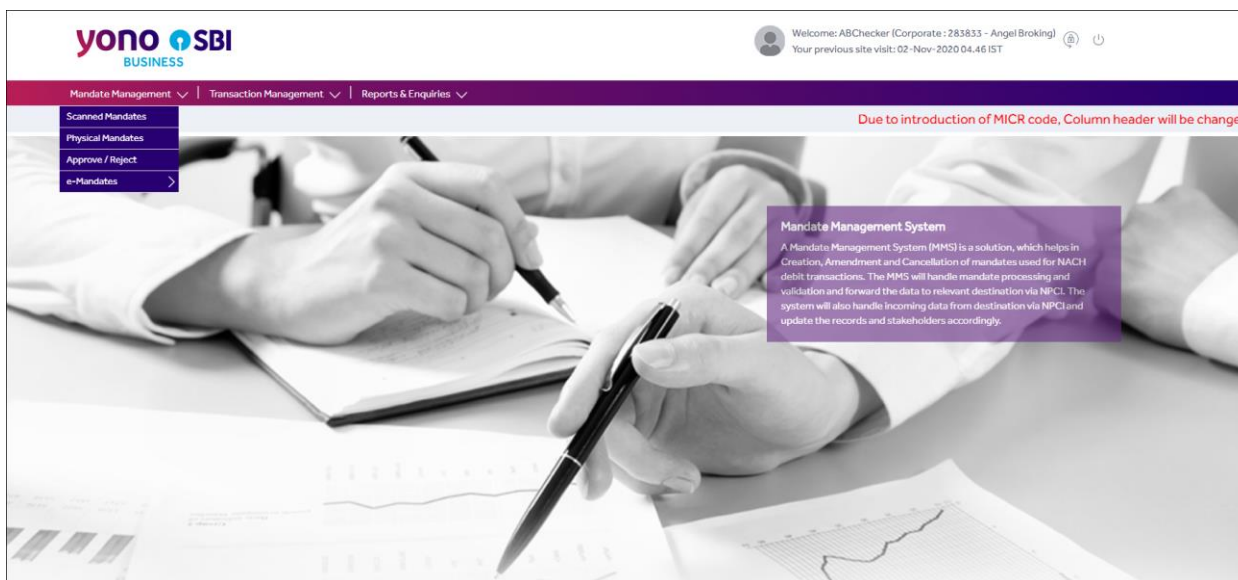


Figure 31: Navigation Path Screen

2. Select the check box of the record to approve.

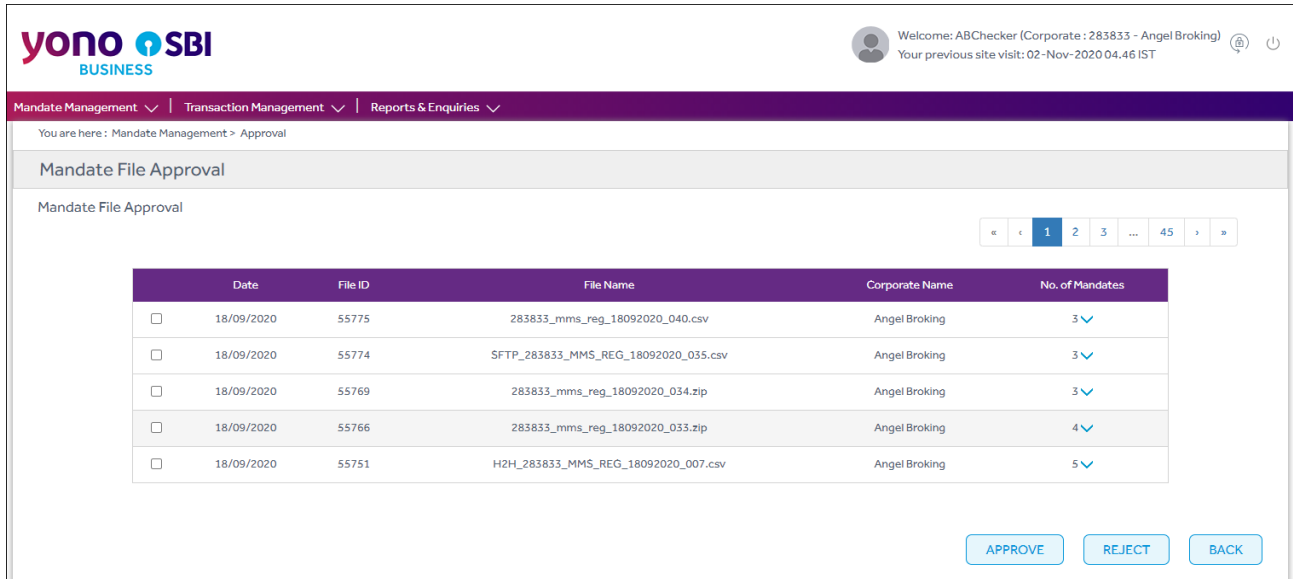


Figure 32: Mandate File Approval Screen

3. Click the down arrow icon  to view the number of mandates.

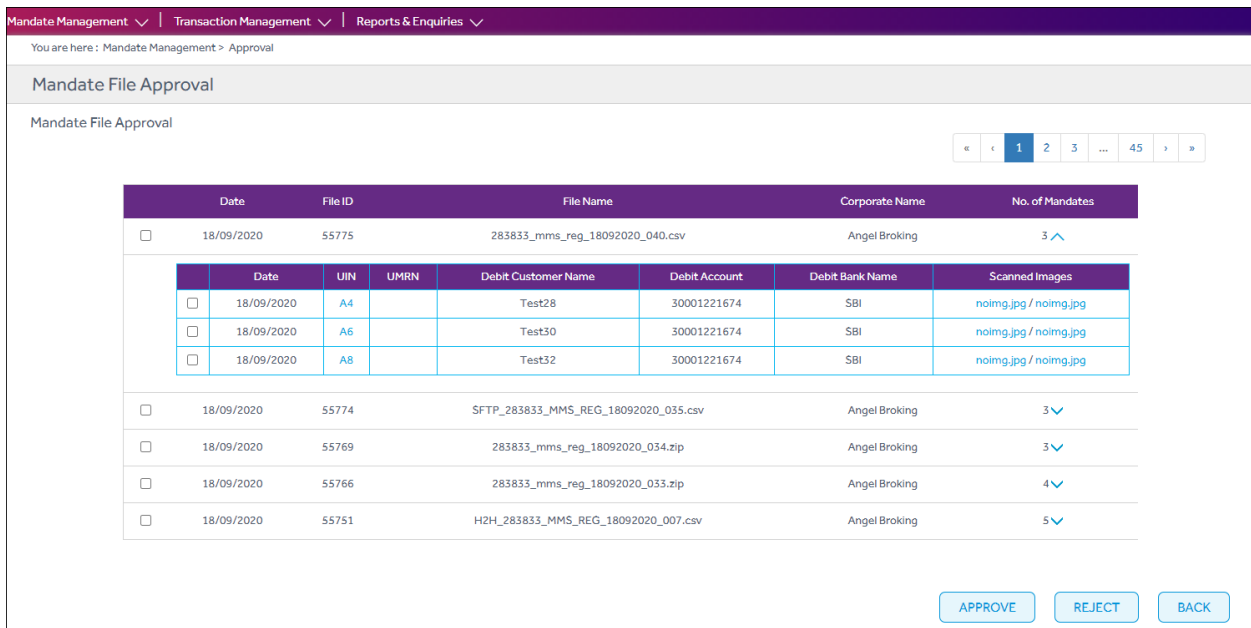


Figure 33: List of Mandates Screen

4. Click the required **UIN** link to view mandate details.

**Mandate Details** X

[Jpeg](#) [Tiff](#)

UMRN	<input type="text"/>		
Utility Name	SADGURU PP MOR	Utility Code	NACH0000000002
Sponsor Bank Code	SBIN0004343	Category Code	L001
Action	CREATE	Debit Customer Name	KAVITA RAJPUT
Debit Account No	1008005003108	Debit Bank Name	AMBARNATH JAI H
Debit IFSC	ICIC00AJHCB	Amount	120
Amount Type	MAXIMUM DEBIT A	Frequency	MONTHLY
Payment Type	RECURSIVE DEBIT	Start Date	01-04-2019
Period	Until Cancelled	End Date	<input type="text"/>
Mobile	9561416836	Email	<input type="text"/>
UIN	A_114	Customer Code	287208
Debit Account Type	SAVING	Customer Reference No	<input type="text"/>
Scheme Ref No	<input type="text"/>	Auto Debit Date	<input type="text"/>
Customer Addn ID	<input type="text"/>	Landline	<input type="text"/>
Other Ref.Number	-		

Figure 34: Mandate Details Screen

5. Click the required Scanned Image link to view the mandate details screen.



**SBI** UMRN [ ] Date 01/04/2019

Sponsor Bank Code [ ] Utility Code **NACH0000000022099**

Tick (✓)  CREATE  MODIFY  CANCEL

I/We hereby authorize Sadguru Param Pujya Moreada Charitable Hospital & Medical Trust Donation Account to debit  SB  CA  CC  SB-NRE  SB-NRO  Other

Bank A/c number 1008005003108

with Bank **AMBARNATH JAI-HIND CO-OP** IFSC **TCIC00AJHCB** MICR 400082479

an amount of Rupees **ONE HUNDRED AND TWENTY ONLY** ₹ 120/-

FREQUENCY:  Mthly  Qlty  H-Yrly  Yrly  As & when presented DEBIT TYPE:  Fixed Amount  Maximum Amount

Reference 1 Donation For Hospital Building / Corpus Fund Phone No. 9561416836

Reference 2 [ ] Email ID [ ]

I agree for the debit of mandate processing charges by the bank whom I am authorizing to debit my account as per latest schedule of charges of the bank

PERIOD: From 01/04/2019 To [ ] Or  Until Cancelled

Signature: *Rajput* Name: 1. **KAVITA G. RATPUT** 2. [ ]

\* This is to confirm that the declaration has been carefully read, understood & made by me/us. I am authorizing the user entity/corporate to debit my account, based on the instructions as agreed and signed by me.  
\* I have understood that I am authorized to cancel/amend this mandate by appropriately communicating the cancellation/amendment request to the User entity/corporate of the bank where I have authorized the debit.

Figure 35: Uploaded Mandate Details Screen

**Physical Mandate Detail Pop-up View**

**Mandate Details**

Jpeg Tiff

**Please Refer Paper-base Mandate**

UMRN [ ]

Utility Name STATE BANK OF Utility Code SBIN0001000000

Sponsor Bank Code SBIN0004343 Category Code L001

Action CREATE Debit Customer Name Test26

Figure 36: Physical Mandate Details Screen

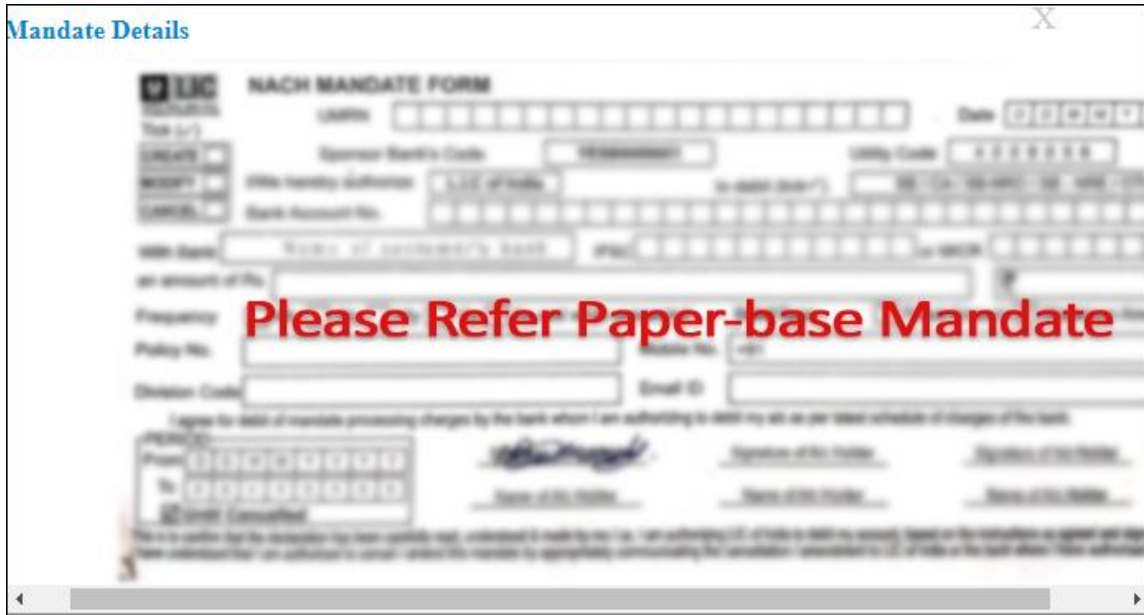


Figure 37: Physical Mandate Image Screen

**Mandate Amendment Detail Pop-up View**

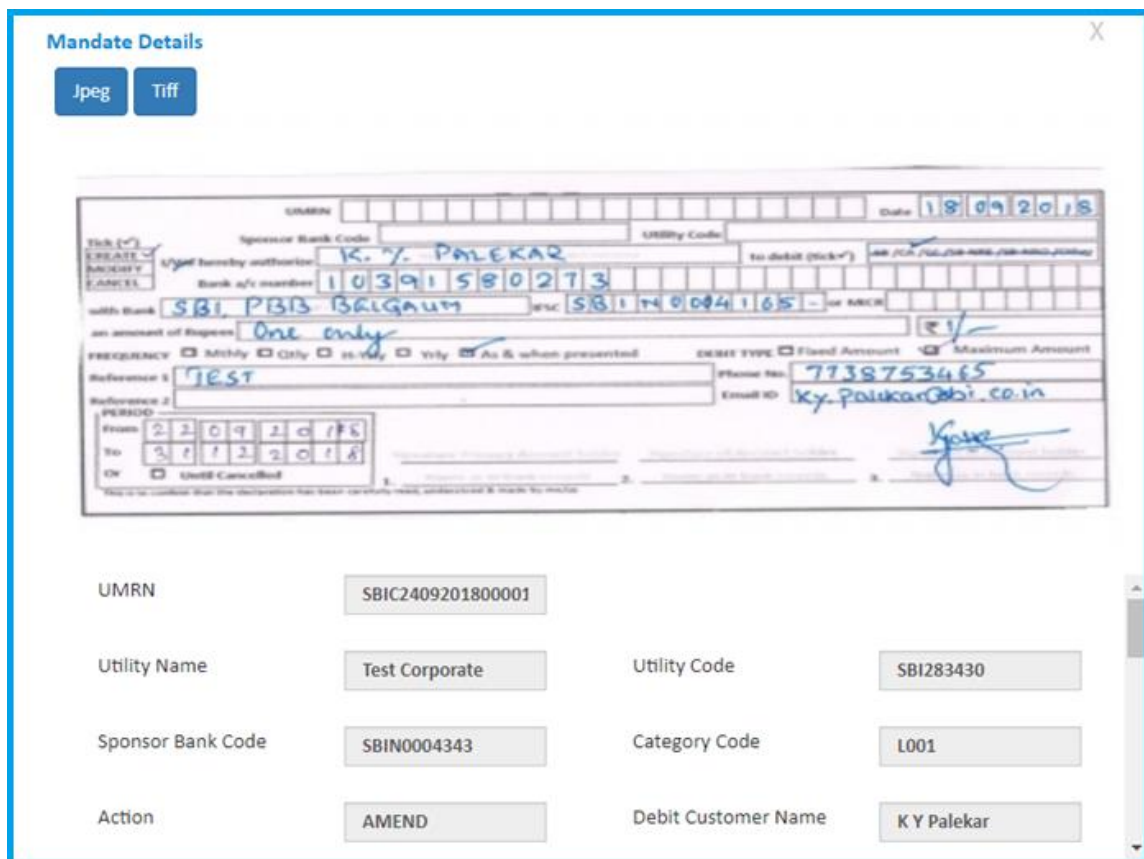


Figure 38: Amend Mandate Details Screen

**Cancel Mandate Detail Pop-up View**

**Mandate Details** X

Jpeg Tiff

UMRN		Date 18 09 2018	
Tick <input checked="" type="checkbox"/>	Sponsor Bank Code	UTILITY Code	
CREATE	I/We hereby authorize Swati Shekhar		to debit (tick <input checked="" type="checkbox"/> )
MODIFY	Bank a/c number 51107341282	SB /CA /CC /SB-NRE /SB-NRO /Other	
CANCEL	with Bank SBI, Tilak Nagar, Jaipur	ifsc SBIN0010510 or MICR	
an amount of Rupees Re One Only		₹	
FREQUENCY <input checked="" type="checkbox"/> Mthly <input type="checkbox"/> Qtrly <input type="checkbox"/> H-Yrly <input type="checkbox"/> Yrly <input type="checkbox"/> As & when presented		DEBIT TYPE <input checked="" type="checkbox"/> Fixed Amount <input type="checkbox"/> Maximum Amount	
Reference 1	Reference 2	Phone No. 9571999235	
PERIOD		Email ID Swati.shekhar@sbi.co.in	
From 22 09 2018	To 31 12 2018	Signature of Account holder Swati Shekhar	
Or <input type="checkbox"/> Until Cancelled	1. SWATI SHEKHAR		Signature of Account holder

This is to confirm that the declaration has been carefully read, understood & made by me/ us

UMRN	SBIC2409201800001	Utility Name	Test Corporate	Utility Code	SB1283430
Sponsor Bank Code	SBIN0004343	Category Code	L001	Action	CANCEL
		Debit Customer Name	Swati Shekhar		

Figure 39: Cancel - Mandate Details Screen

- Select the record you want to approve (Please ensure to select records pertaining to their CPC only based on File ID).

You are here: Mandate Management > Approval

### Mandate File Approval

Mandate File Approval

« 1 2 3 ... 45 »

Date	File ID	File Name	Corporate Name	No. of Mandates	
<input type="checkbox"/>	18/09/2020	55737	SFTP_283833_MMS_REG_17092020_021.csv	Angel Broking	7
<input checked="" type="checkbox"/>	16/09/2020	55477	283833_mms_reg_16092020_011.zip	Angel Broking	3

Date	UIN	UMRN	Debit Customer Name	Debit Account	Debit Bank Name	Scanned Images
<input checked="" type="checkbox"/>	16/09/2020	A1	Test25	0000030001221674	SBI	a1.jpg / a1.tif
<input checked="" type="checkbox"/>	16/09/2020	A4	Test28	0000030001221674	SBI	a4.jpg / a4.tif
<input checked="" type="checkbox"/>	16/09/2020	A6	Test30	0000030001221674	SBI	a6.jpg / a6.tif

03/09/2020 54232 283833\_mms\_reg\_03092020\_007.xls Angel Broking 6  
 03/09/2020 54228 283437\_mms\_reg\_12082020\_0290.zip Angel Broking 5  
 02/09/2020 54175 H2H\_283833\_MMS\_REG\_02092020\_003.xls Angel Broking 1

APPROVE REJECT BACK

Figure 40: Mandate File Approval Screen

- Click **Approve** to approve the record. The following message is displayed if the record is approved successfully:

Approval - Success

Mandate has been approved successfully

You are here: Mandate Management > Approval

### Mandate File Approval

Mandate File Approval

« 1 2 3 ... 45 »

Date	File ID	File Name	Corporate Name	No. of Mandates	
<input checked="" type="checkbox"/>	18/09/2020	55775	283833_mms_reg_18092020_040.csv	Angel Broking	3

Date	UIN	UMRN	Debit Customer Name	Debit Account	Debit Bank Name	Scanned Images
<input checked="" type="checkbox"/>	18/09/2020	A4	Test28	30001221674	SBI	noimg.jpg / noimg.jpg
<input checked="" type="checkbox"/>	18/09/2020	A6	Test30	30001221674	SBI	noimg.jpg / noimg.jpg
<input checked="" type="checkbox"/>	18/09/2020	A8	Test32	30001221674	SBI	noimg.jpg / noimg.jpg

18/09/2020 55774 SFTP\_283833\_MMS\_REG\_18092020\_035.csv Angel Broking 3  
 18/09/2020 55769 283833\_mms\_reg\_18092020\_034.zip Angel Broking 3  
 18/09/2020 55766 283833\_mms\_reg\_18092020\_033.zip Angel Broking 4  
 18/09/2020 55751 H2H\_283833\_MMS\_REG\_18092020\_007.csv Angel Broking 5

APPROVE REJECT BACK

Figure 41: Success Message Screen

Part - II | Corporate Mandate Checker/Authorizer

- If you wish to reject the record, select the record as shown in the below screen. (Please ensure to select records pertaining to their CPC only based on File ID).

The screenshot shows the 'Mandate File Approval' interface. At the top, there is a navigation bar with 'Mandate Management', 'Transaction Management', and 'Reports & Enquiries'. Below this, a breadcrumb trail indicates 'You are here: Mandate Management > Approval'. The main content area is titled 'Mandate File Approval' and features a pagination control showing page 2 of 45. A table lists several records, with the record for File ID 55477 (dated 16/09/2020) selected. This record has 3 mandates. A sub-table below it shows details for the scanned images, with all three images (a1.jpg, a4.tif, and a6.tif) selected. At the bottom right, there are buttons for 'APPROVE', 'REJECT', and 'BACK'.

Date	File ID	File Name	Corporate Name	No. of Mandates
<input type="checkbox"/>	18/09/2020	SFTP_283833_MMS_REG_17092020_021.csv	Angel Broking	7
<input checked="" type="checkbox"/>	16/09/2020	283833_mms_reg_16092020_011.zip	Angel Broking	3
<input type="checkbox"/>	03/09/2020	283833_mms_reg_03092020_007.xls	Angel Broking	6
<input type="checkbox"/>	03/09/2020	283437_mms_reg_12082020_0290.zip	Angel Broking	5
<input type="checkbox"/>	02/09/2020	H2H_283833_MMS_REG_02092020_003.xls	Angel Broking	1

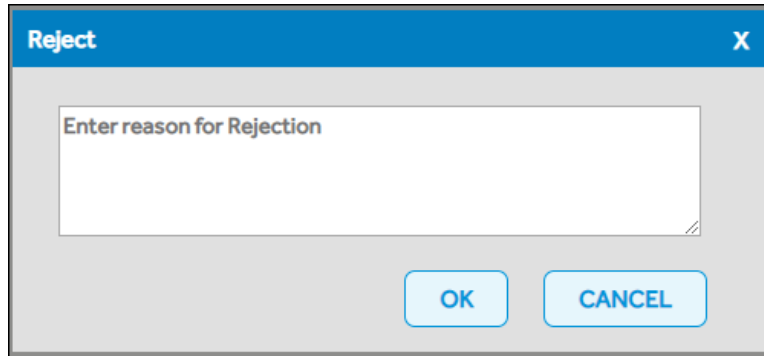
Date	UIN	UMRN	Debit Customer Name	Debit Account	Debit Bank Name	Scanned Images
<input checked="" type="checkbox"/>	16/09/2020	A1	Test25	00000030001221674	SBI	a1.jpg / a1.tif
<input checked="" type="checkbox"/>	16/09/2020	A4	Test28	00000030001221674	SBI	a4.jpg / a4.tif
<input checked="" type="checkbox"/>	16/09/2020	A6	Test30	00000030001221674	SBI	a6.jpg / a6.tif

- 

This screenshot is identical to the previous one, showing the 'Mandate File Approval' interface with the record for File ID 55477 selected. The 'APPROVE', 'REJECT', and 'BACK' buttons are visible at the bottom right.

Figure 42: Success Message Screen

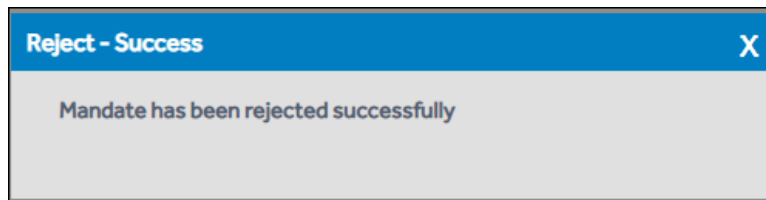
- Click **Reject** and enter the reject reason.



A dialog box titled "Reject" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "Enter reason for Rejection". Below the input field are two buttons: "OK" and "CANCEL".


Figure 43: Reject Comments

11. Click **Ok**. The following message is displayed if the record is rejected successfully:



A message screen titled "Reject - Success" with a close button (X) in the top right corner. The main text reads "Mandate has been rejected successfully".

Figure 44: Success Message Screen

 **Note:** If Checker rejects a mandate, Maker has to upload a new mandate details (scanned images and customer details) for rejected mandate.



### SBI Mandate Support Team

Contact No: 9640917143

TOLL FREE NO:18001234 /18002100

Email ID: [mandates.cmphyd@sbi.co.in](mailto:mandates.cmphyd@sbi.co.in)