# YONO SBI BUSINESS

# FAST PLUS
# DOP PORTAL USERS MANDATE
# PART - I

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.

# Table of Contents

# Chapter 1    About this Book

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

| Convention | Indicates |
|---|---|
| ⚠**Warning:** | Alert that requires you to perform specific action to avoid potential loss of data.<br><br>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:
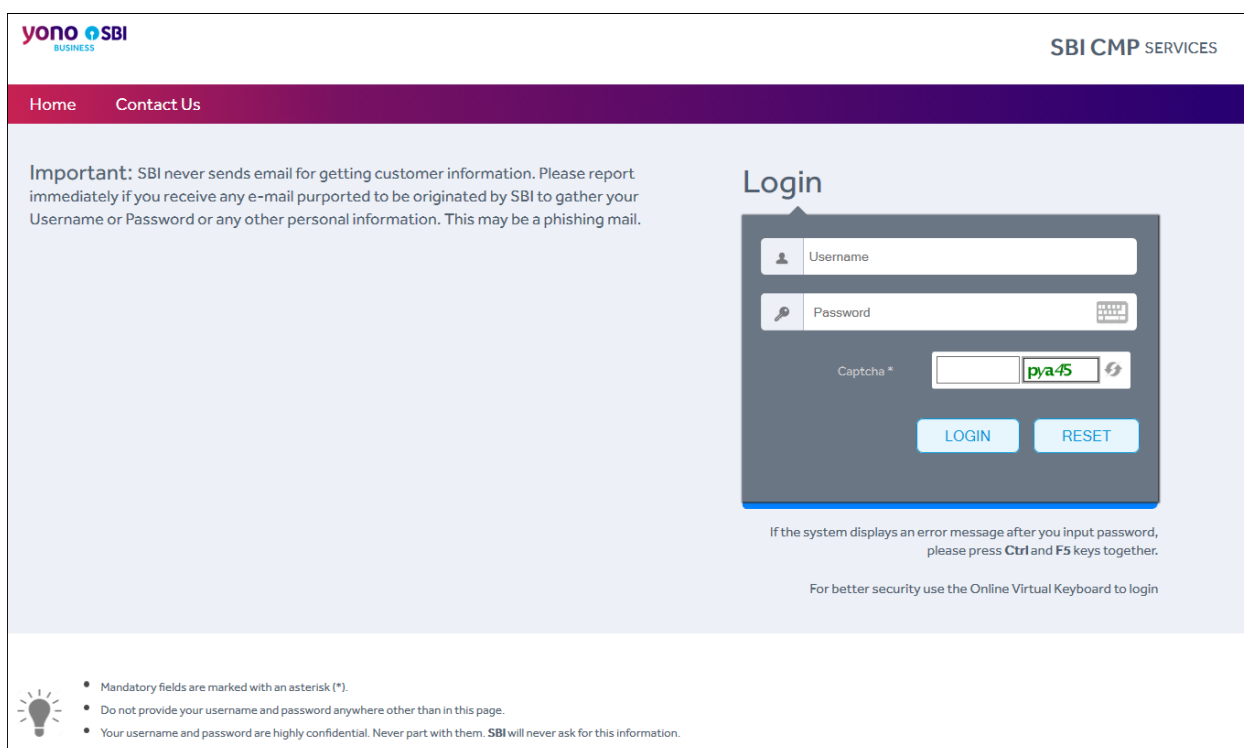
| User Role | Mandate Management System Activities |
|---|---|
| **Corporate Maker** | <ul><li>Mandate Registration / Amendment / Cancellation</li><li>Reports and Enquires</li><li>Scheme/Sub-scheme Setup</li></ul> |
| **Corporate Checker** | <ul><li>Mandate Registration / Amendment / Cancellation</li><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



**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.
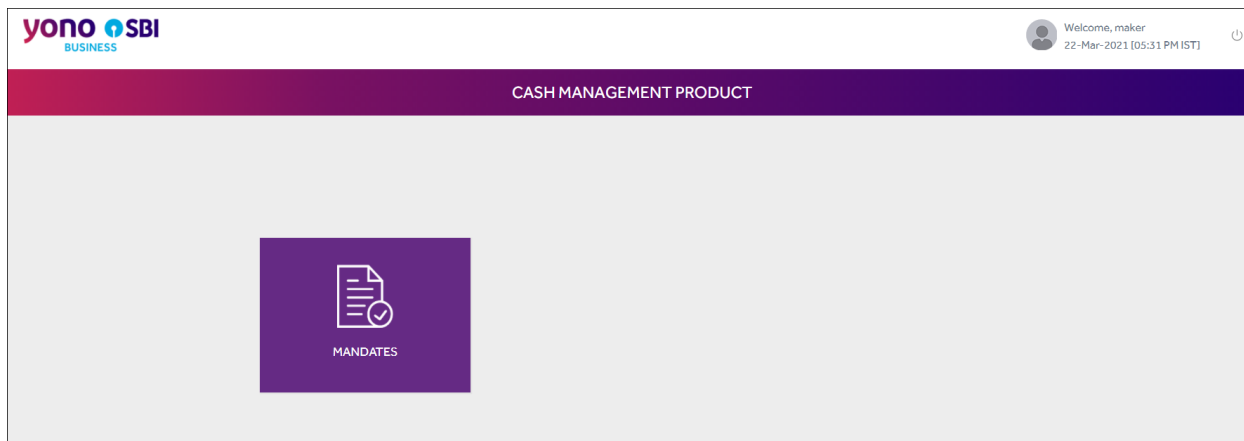
**Figure 2: Application Option Page**

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)

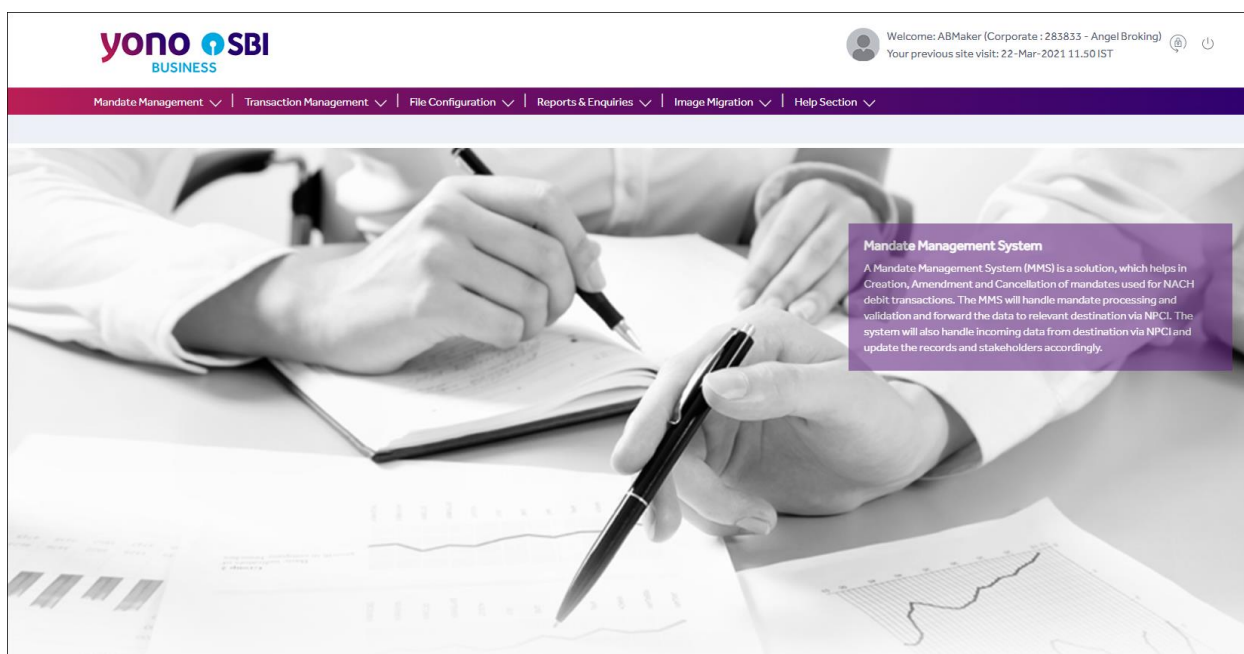This chapter describes the role of **Corporate Uploader (Maker)** and the functions corporate uploader can perform in the application.

**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.

    o Scanned Mandates – This method will support mandate registration along with scanned copy of images

- Mandate Amendment

    o Scanned Mandate – Amendment is supported by portal by uploading mandate file with records which require amendment.

- Mandate Cancellation

    o 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

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;**
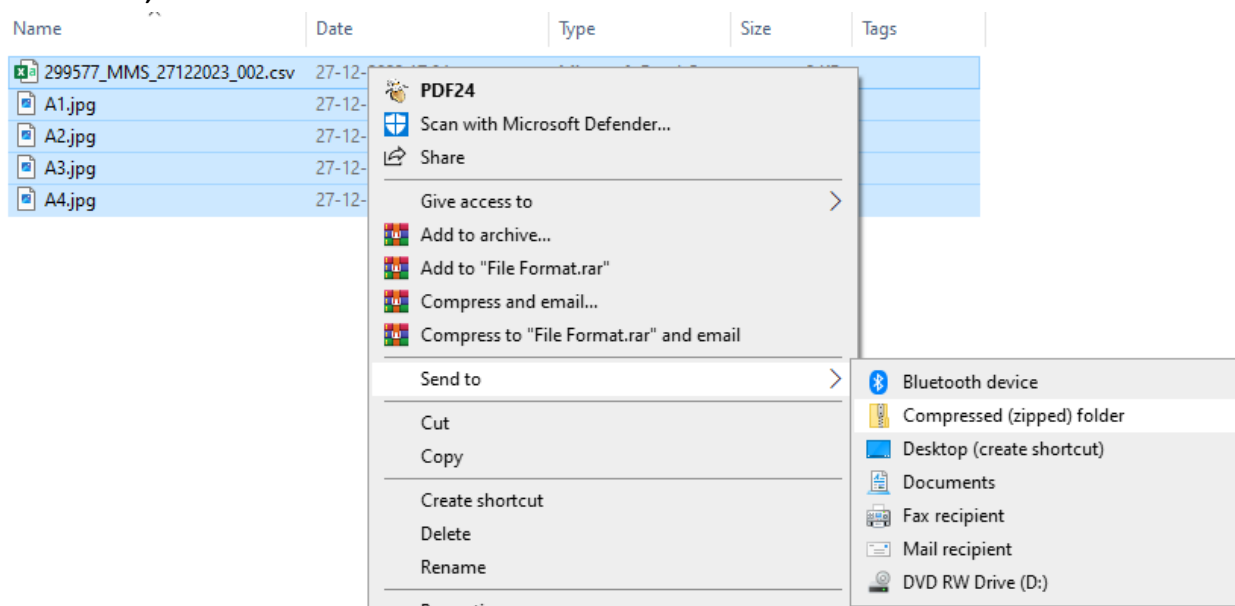


**Note:** Delimiter in text file is comma (,).

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

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

- Image Format

  o The mandate image should be scanned and saved in JPG/JPEG format.
  o Image file name should be unique within the uploaded zip file
  o The image should be in grayscale.
  o Pixel size for the image should preferably be 384*816 (H*W) or below.
  o 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.<br><br>• CREATE – UMRN is generated by the system<br><br>• AMEND - UMRN is mandatory for mandate amendment.<br><br>• CANCEL - UMRN is mandatory for mandate cancellation. |
| UIN | Unique Identification Number.<br><br>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.<br><br>• IFSC code is 11 digit<br><br>• MICR code is 9 digit |
| Debit Bank Name | Debit Bank Name |
| Category Code | **I001** |
| Amount | Debit Amount (Inclusive of Taxes) |
| Amount Type | Valid Value is:<br><br>• M- (Maximum Debit Amount) |
| Customer Ref No | Policy number |

| Field Name | Field Description |
|---|---|
| Scheme Ref No | DOPPLI (in case of PLI) and DOPRPLI (In case of RPLI) |
| Period | • 2 – Until Cancelled |
| 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 | • CREATE – UMRN is generated by the system for **new registration**<br><br>• AMEND - UMRN is mandatory for mandate amendment.<br><br>• CANCEL - UMRN is mandatory for mandate cancellation. |

**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:

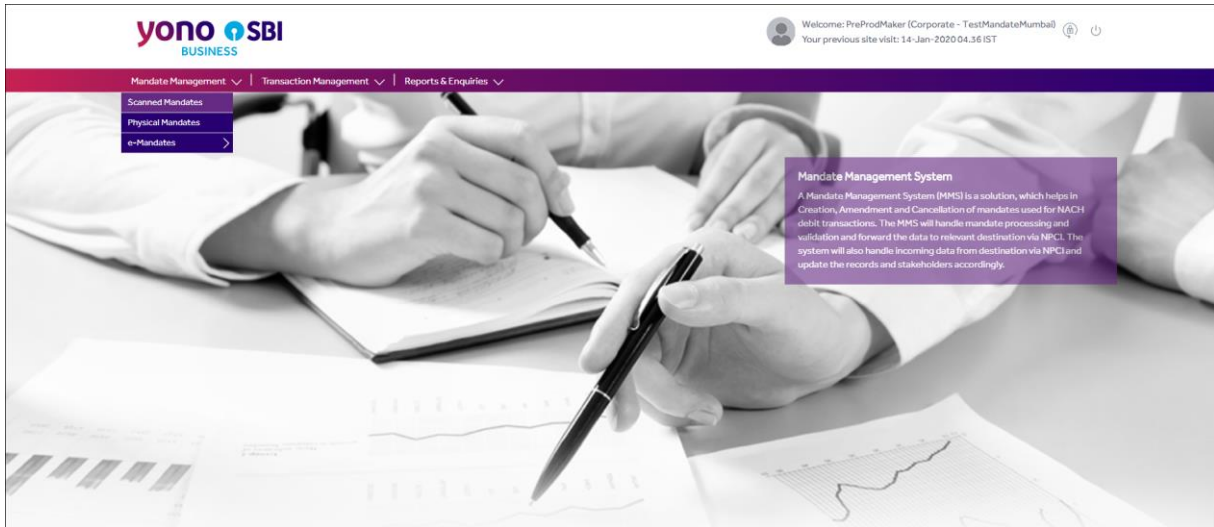1. Select **Mandate Management**, and then click **Scanned Mandates** to open the screen.

**Figure 4: Navigation Path Screen**

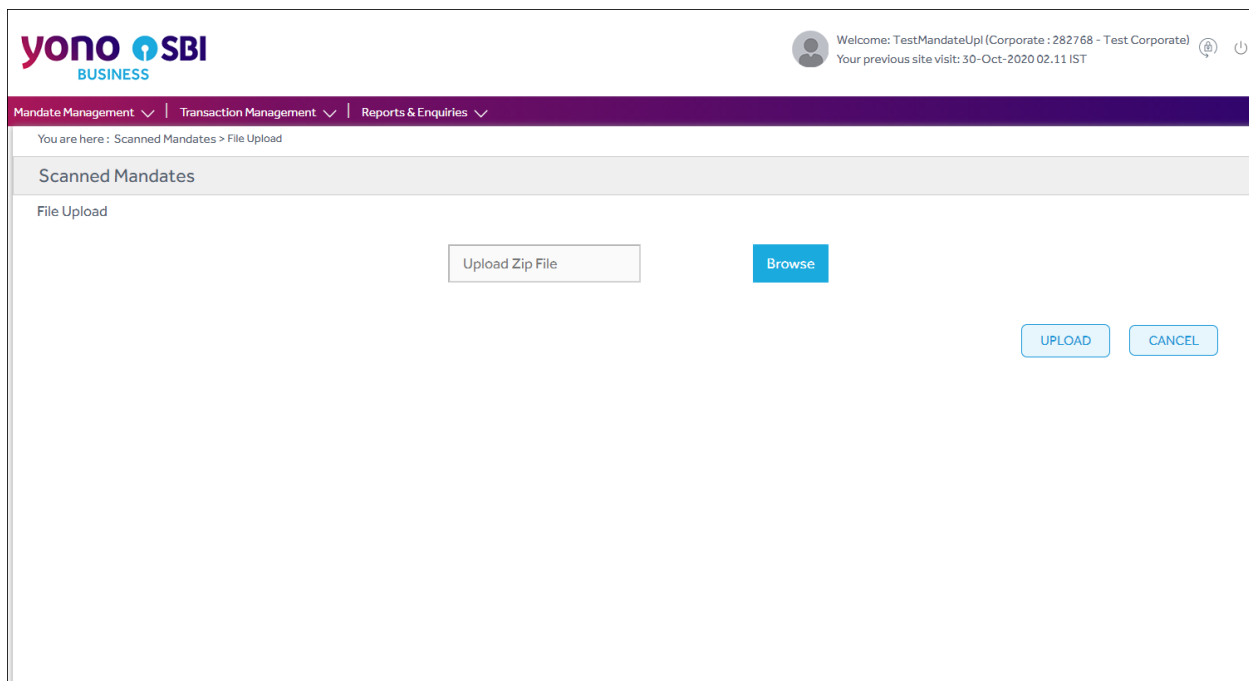2.  The **File Upload** screen is displayed as shown below.



**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.
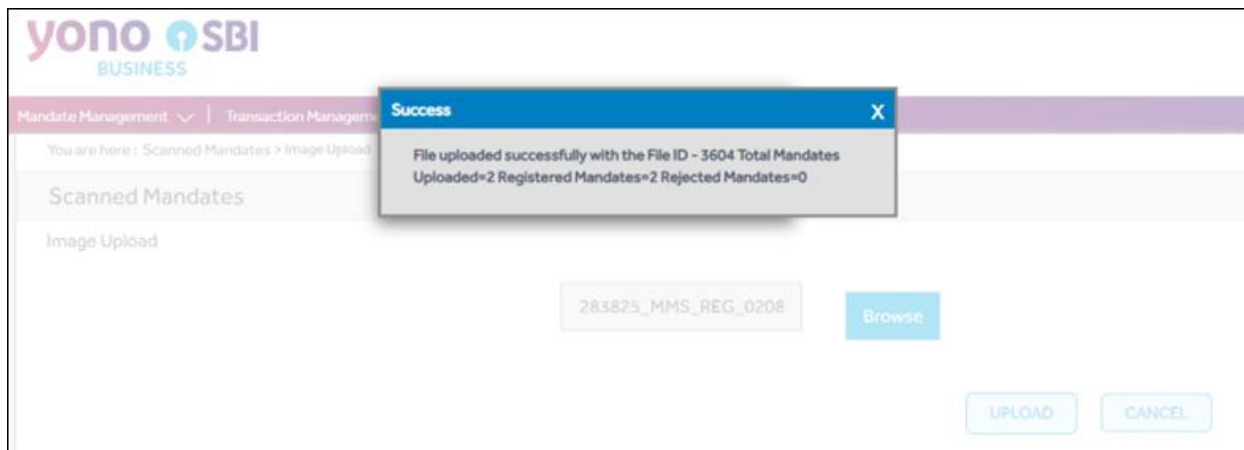
**Figure 6: Success Message Screen**

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/Failure 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.

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# 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:**

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

| Serial Number | UMRN | UIN | Customer Code | Utility Code | Utility Name | Debit Customer Name | Debit Account No | Debit Account Type | Debit IFSC/MICR Code | Debit Bank Name | Category Code | Amount | 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | A1 | 299577 | NACH00000000025310 | DIRECTORATE OF POSTAL LIFE INSURANCE | Rajesh Kumar | 5555555555 | SAVINGS | SBIN0002852 | STATE BANK OF INDIA | I001 | 2531 | M | 0000006596345 | DOPPLI | | 2 | RCUR | MNTH | 01-01-2024 | | | | 1111111111 | abc@gmail.com | | CREATE |
| 2 | | A2 | 299577 | NACH00000000025310 | DIRECTORATE OF POSTAL LIFE INSURANCE | Ravi Kumar | 3333333333 | SAVINGS | SBIN0002852 | STATE BANK OF INDIA | I001 | 2521 | M | 0000006582345 | DOPPLI | | 2 | RCUR | MNTH | 01-01-2024 | | | | 1111111111 | abc@gmail.com | | CREATE |
| 3 | | A3 | 299577 | NACH00000000025310 | DIRECTORATE OF POSTAL LIFE INSURANCE | Manish Singh | 1111111111 | SAVINGS | SBIN0002891 | STATE BANK OF INDIA | I001 | 4546 | M | 0000006456434 | DOPRPLI | | 2 | RCUR | MNTH | 01-01-2024 | | | | 1111111111 | abc@gmail.com | | CREATE |
| 4 | | A4 | 299577 | NACH00000000025310 | DIRECTORATE OF POSTAL LIFE INSURANCE | Veena Kumari | 2222222222 | SAVINGS | INDB0000423 | INDUSIND BANK | I001 | 1076 | M | 0000000849II | DOPRPLI | | 2 | RCUR | MNTH | 01-01-2024 | | | | 1111111111 | abc@gmail.com | | CREATE |

**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 |
|---|---|
| Date Range | • **From Date:** Select the starting date to generate the report.<br><br>• **To Date:** Select the ending date to generate the report. |
| UMRN | Select this option and type the UMRN.<br><br>UMRN is a Unique Mandate Reference Number allocated to each new mandate created in NACH Debit.<br><br>⬚**Note:** 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.



**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**

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 |
|---|---|---|---|---|---|---|---|
| ○ | 15-01-2020 | 123456_mms_reg_15012020_005.zip | 22320 | 2 | 0 | 0 | 2 |
| ○ | 15-01-2020 | 123456_mms_reg_15012020_004.zip | 22319 | 2 | 0 | 0 | 2 |
| ○ | 15-01-2020 | 123456_mms_reg_15012020_003.zip | 22318 | 2 | 0 | 0 | 2 |
| ○ | 15-01-2020 | 123456_mms_reg_15012020_002.zip | 22317 | 2 | 0 | 1 | 1 |

.

DOWNLOAD    CANCEL

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

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



**Mandates**

○Excel
○CSV
○TXT

Go    Cancel

**Figure 11: Report Download Options**

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

| | Select Criteria : Date Range From: 01/07/2019 To: 30/07/2019 Corporate Name:TestMandateMumbai | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 6 | 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.gkn@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.gkn@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.gkn@gmail.com | - | CREATE | - | PENDING | 7 | |
| F | AISHMA MUMBAI | BCT001 | 0 | RCUR | MNTH | 24/07/2019 | 01/01/2023 | 09/08/2019 | | | 9884077784 | gaurav.gkn@gmail.com | - | CREATE | 24/07/2019 | RECORD REJECTED | 0 | IInvalid Period Value |
| F | AISHMA MUMBAI | BCT001 | 1 | RCUR | MNTH | 24/07/2019 | 01/01/2023 | 09/08/2019 | | | 9884077784 | gaurav.gkn@gmail.com | - | CREATE | - | PENDING | 7 | |
| F | AISHMA MUMBAI | BCT001 | 1 | RCUR | MNTH | 24/07/2019 | 01/01/2023 | 09/08/2019 | | | 9884077784 | gaurav.gkn@gmail.com | - | CREATE | - | PENDING | 7 | |
| F | AISHMA MUMBAI | BCT004 | 0 | RCUR | MNTH | 24/07/2019 | 01/01/2023 | 09/08/2019 | | | 9884077787 | gaurav.gkn@gmail.com | - | CREATE | 24/07/2019 | RECORD REJECTED | 0 | IInvalid 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | 283825 | TEST6 | 30001840048 | SAVING | SBIN0000437 | SBI | L003 | 100 | Fixed Debit Amount | AISHMA MUMBAI | BCT003 | 0 | RECURSIVE DEBIT | MONTHLY | 29-07-2019 | 22-07-2025 |
| 2 | | 283825 | TEST7 | 30001840048 | SAVING | SBIN0000437 | SBI | L004 | 100 | Fixed Debit Amount | AISHMA MUMBAI | BCT004 | 0 | RECURSIVE DEBIT | MONTHLY | 29-07-2019 | 22-07-2026 |
| 3 | | 283825 | TEST4 | 0 | SAVING | HDFC0000001 | HDFC | L001 | 5000 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 09-07-2019 | 09-07-2021 |
| 4 | | 283825 | TEST4 | 0 | SAVING | HDFC0000001 | HDFC | L001 | 5000 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 09-07-2019 | 09-07-2022 |
| 5 | | 283825 | Jenny | 51107341282 | SAVING | SBIN0010510 | SBI | 0 | 3500 | Fixed Debit Amount | Test1234 | | 2 | RECURSIVE DEBIT | YEARLY | 01-01-2018 | 19-12-2024 |
| 6 | | 283825 | Jeni | 51107341282 | SAVING | SBIN0010510 | SBI | 0 | 300 | Maximum Debit Amount | Test1234 | | 2 | RECURSIVE DEBIT | MONTHLY | 01-01-2018 | 19-11-2023 |
| 7 | | 283825 | TEST2 | 30127545289 | SAVING | HDFC0000001 | HDFC | L001 | 1200 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 01-01-2018 | 25-06-2020 |
| 8 | | 283825 | TEST4 | 30127254789 | SAVING | HDFC0000001 | HDFC | L001 | 5000 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 01-01-2018 | 25-06-2021 |
| 9 | | 283825 | TEST2 | 0 | SAVING | HDFC0000001 | HDFC | L001 | 5000 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 09-07-2019 | 09-07-2020 |
| 10 | | 283825 | TEST2 | 0 | SAVING | HDFC0000001 | HDFC | L001 | 1600 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 05-07-2019 | 05-07-2020 |
| 11 | | 283825 | TEST4 | 0 | SAVING | HDFC0000001 | HDFC | L001 | 5000 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 05-07-2019 | 05-07-2020 |
| 12 | | 283825 | TEST4 | 0 | SAVING | HDFC0000001 | HDFC | L001 | 5000 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 09-07-2019 | 09-07-2020 |
| 13 | | 283825 | UAT_01_24July | 30001840048 | SAVING | SBIN0000437 | SBI | L004 | 100 | Fixed Debit Amount | AISHMA MUMBAI | BCT004 | 0 | RECURSIVE DEBIT | MONTHLY | 24-07-2019 | 01-01-2023 |
| 14 | | 283825 | TEST6 | 0 | SAVING | HDFC0000001 | HDFC | L001 | 2000 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 05-07-2019 | 05-07-2022 |
| 15 | | 283825 | UAT_06_22July | 30001840048 | SAVING | SBIN0000437 | SBI | L003 | 100 | Fixed Debit Amount | AISHMA MUMBAI | BCT003 | 0 | RECURSIVE DEBIT | MONTHLY | 22-07-2019 | 01-01-2023 |
| 16 | | 283825 | UAT_07_22July | 30001840048 | SAVING | SBIN0000437 | SBI | L004 | 100 | Fixed Debit Amount | AISHMA MUMBAI | BCT004 | 0 | RECURSIVE DEBIT | MONTHLY | 22-07-2019 | 01-01-2023 |
| 17 | | 283825 | UAT_01_24July_2 | 30127254789 | SAVING | HDFC0000201 | HDFC | L001 | 1500 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 0 | RECURSIVE DEBIT | MONTHLY | 24-07-2019 | 01-01-2023 |
| 18 | | 283825 | TEST2 | 30401522387 | SAVING | SBIN0002201 | SBI | L001 | 2500 | Fixed Debit Amount | AISHMA MUMBAI | BCT001 | 1 | RECURSIVE DEBIT | MONTHLY | 22-07-2019 | 22-07-2021 |
| 19 | | 283825 | TEST1 | 30127545389 | SAVING | HDFC0000001 | HDFC | L001 | 1200 | Fixed Debit Amount | AISHMA MUMBAI | 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 | UIN | File Name | Date Processed | Utility Code | Utility Name | Status | No. of Days Pending | Reject Reason |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 05-08-2019 | | | 9884077786 | gaurav.gkn@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.gkn@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.gkn@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.gkn@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 | 456987 | CREATE | A1 | 283825_mms_zip_23072019_100.zip | 23-07-2019 | SBI282768 | Test Corporate | REJECTED | 0 | Mandate Start Date Invalid Format (dd/mm/yyyy |
| | | | 9750307520 | abc@gmail.com | 14579 | CREATE | A2 | 283825_mms_zip_23072019_100.zip | 23-07-2019 | SBI282768 | Test Corporate | REJECTED | 0 | Mandate Start Date Invalid Format (dd/mm/yyyy |
| | | | 9884077784 | gaurav.gkn@gmail.com | - | CREATE | A1 | 283825_mms_reg_22072019_005.zip | 23-07-2019 | SBIN00001000000018 | STATE BANK OF INDIA | REJECTED | 0 | Mandate Start Date Invalid Format (dd/mm/yyyy |
| | | | 9884077784 | gaurav.gkn@gmail.com | - | CREATE | A2 | 283825_mms_reg_22072019_005.zip | 23-07-2019 | SBIN00001000000018 | STATE BANK OF INDIA | REJECTED | 0 | Mandate Start Date Invalid Format (dd/mm/yyyy |
| | | | 9884077784 | gaurav.gkn@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.gkn@gmail.com | - | CREATE | A1 | 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.gkn@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.gkn@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.gkn@gmail.com | - | CREATE | A3 | 283825_mms_reg_05072019_009.zip | 05-07-2019 | SBIN00001000000018 | STATE BANK OF INDIA | REJECTED | 0 | Only Numeric Values allowed for debit account |
| 09-08-2019 | | | 9884077786 | gaurav.gkn@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.gkn@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.gkn@gmail.com | - | CREATE | A2 | 283825_mms_reg_24072019_026.zip | 24-07-2019 | SBIN00001000000018 | STATE BANK OF INDIA | REJECTED | 0 | Invalid Period Value |
| | | | 9884077784 | gaurav.gkn@gmail.com | - | CREATE | A2 | 283825_mms_reg_22072019_009.zip | | SBIN00001000000018 | STATE BANK OF INDIA | PENDING | 10 | |
| 05-08-2019 | | | 9884077784 | gaurav.gkn@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

| | From | To |
|---|---|---|
| ○ Date Range | [dd/mm/yyyy] | [dd/mm/yyyy] |

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

● UMRN          SBIC2407201900000000956

SEARCH     RESET     BACK

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

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

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 Debite 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.

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 |
|---|---|
| **From Date** | Select the starting date to generate the report. |
| **To Date** | Select the ending date to generate the report. |
| **UMRN** | Select this option and type the UMRN. UMRN is a Unique Mandate Reference Number allocated to each new mandate created in NACH Debit. **Note:** 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.

**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.



**Figure 20: Transactions Details Screen**

6.  Select the record and click **Download** to view file download option.
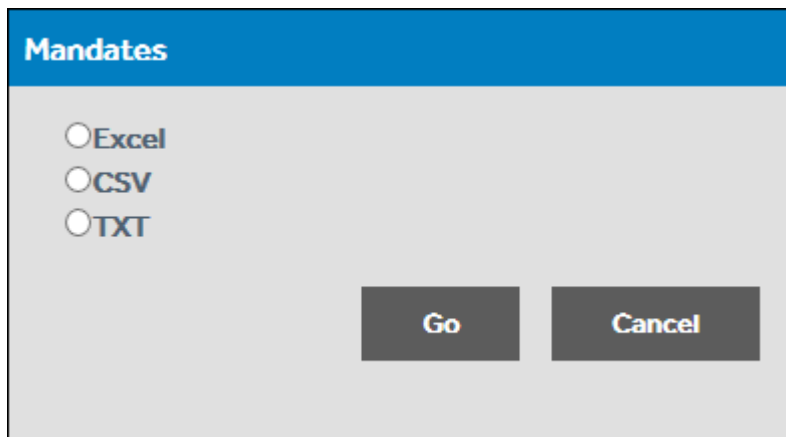
**Figure 21: Report Download Options**

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



| Select Criteria :Date Range From: 02/11/2018 To: 10/05/2019 Corporate Name:ANGBROK | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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.
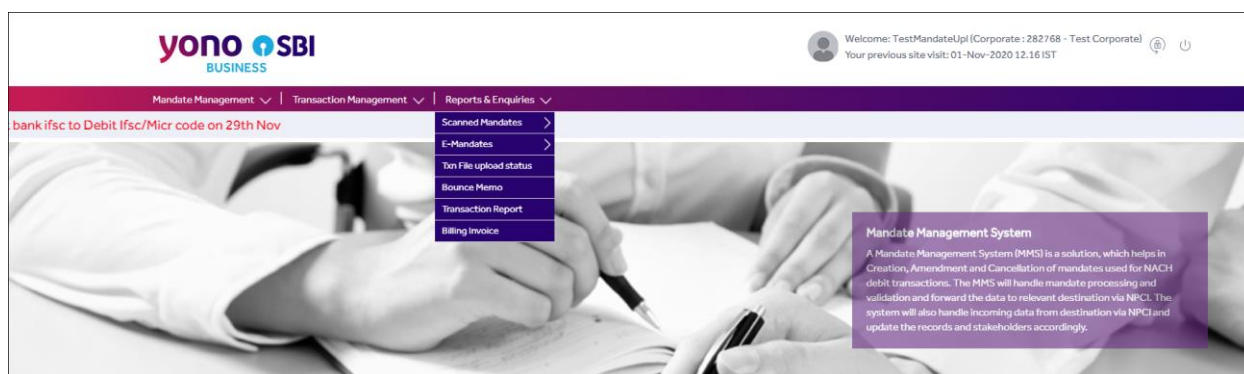


**Figure 23: Navigation Path Screen**

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.



**Figure 24: Search Criteria Screen**

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

5. Select the record and click **Download** to view the file download options.

6. Select the required file format from the available options.
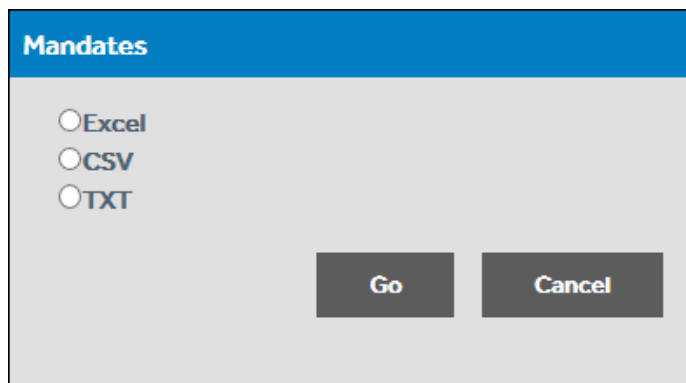


**Figure 26: Report Download Options**

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



**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.
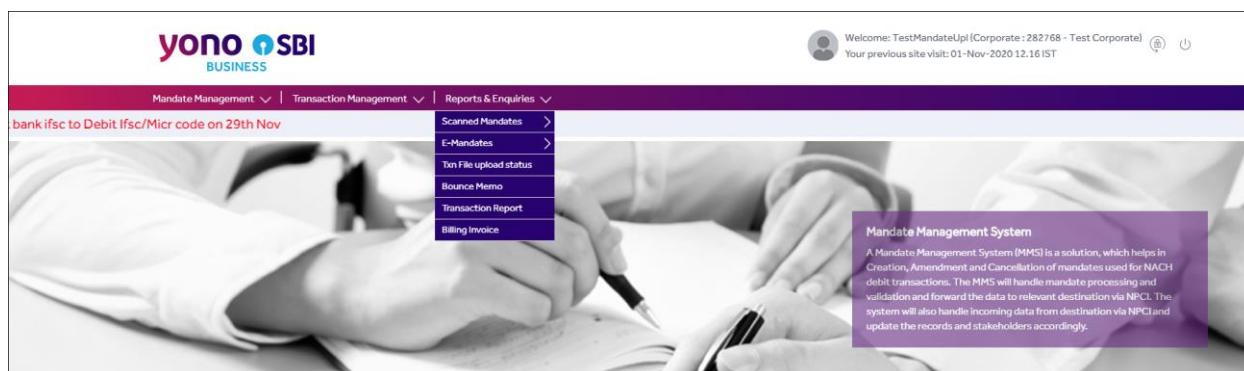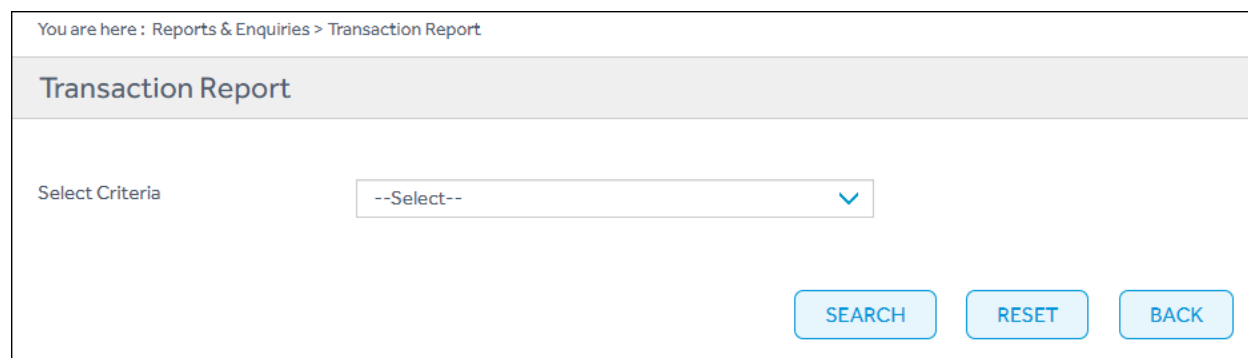


**Figure 28: Navigation Path Screen**

2.  The following screen is displayed.



**Figure 29: Search Criteria Screen**
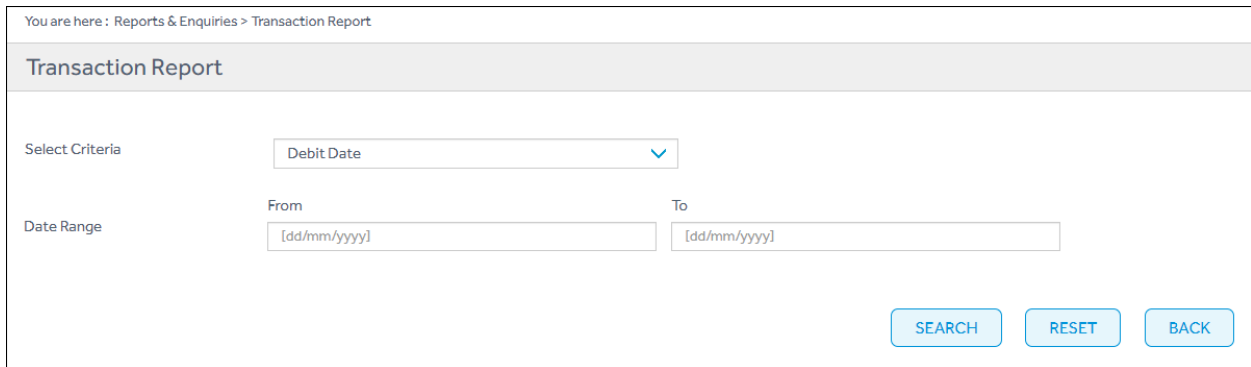
3.  Specify information in the selected search criteria fields as shown below:

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



**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.
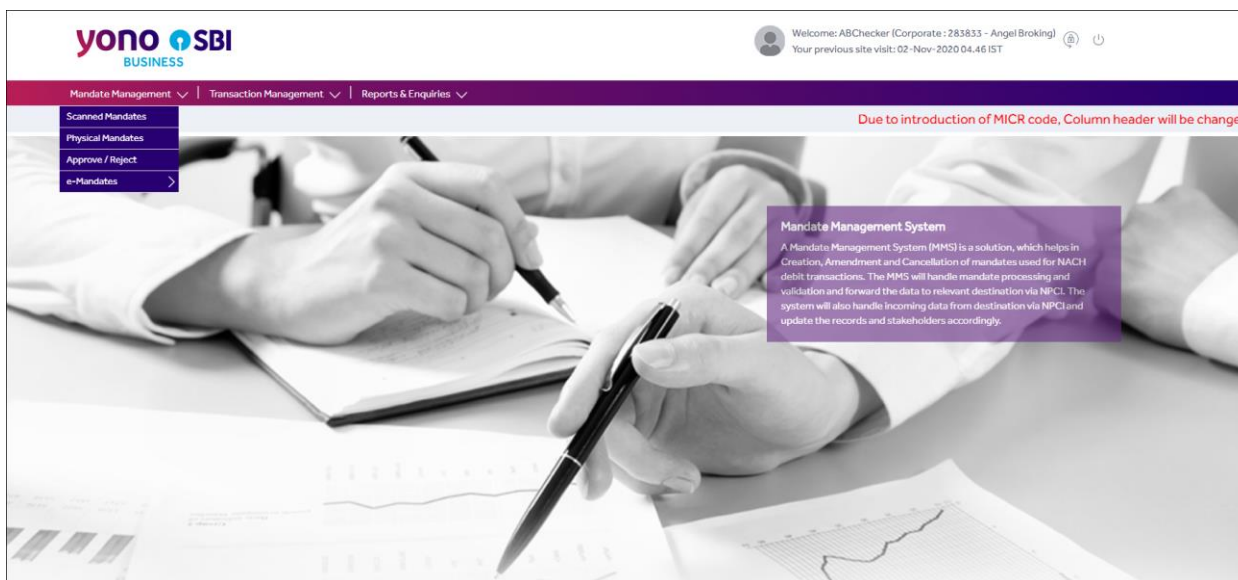


**Figure 31: Navigation Path Screen**

2. Select the check box of the record to approve.
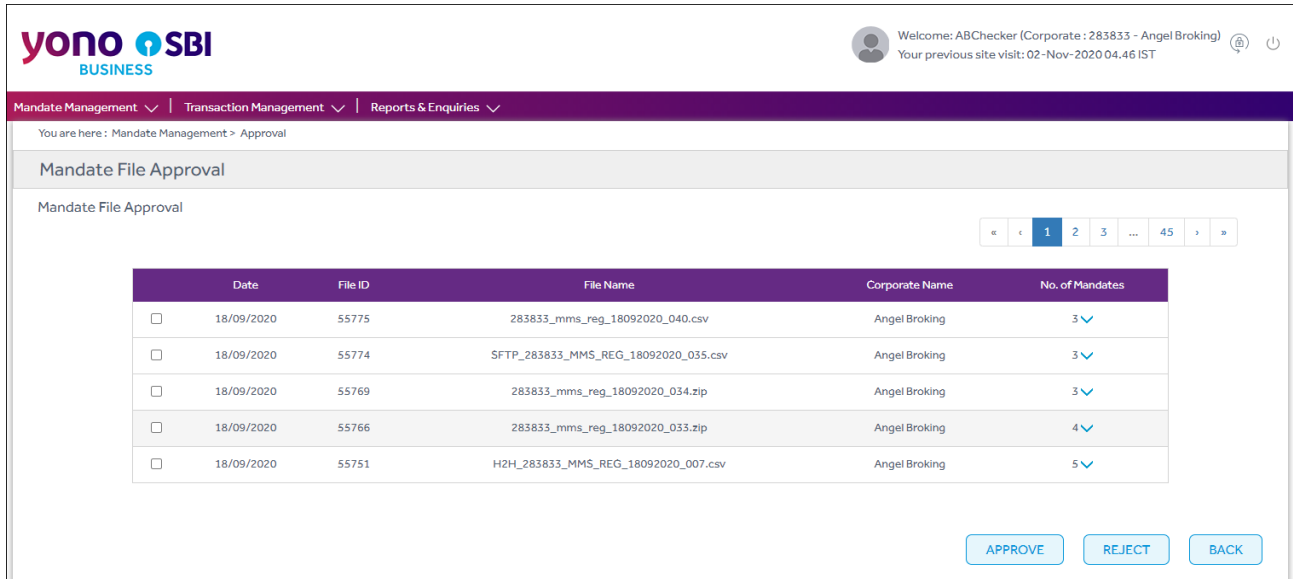
**Figure 32: Mandate File Approval Screen**

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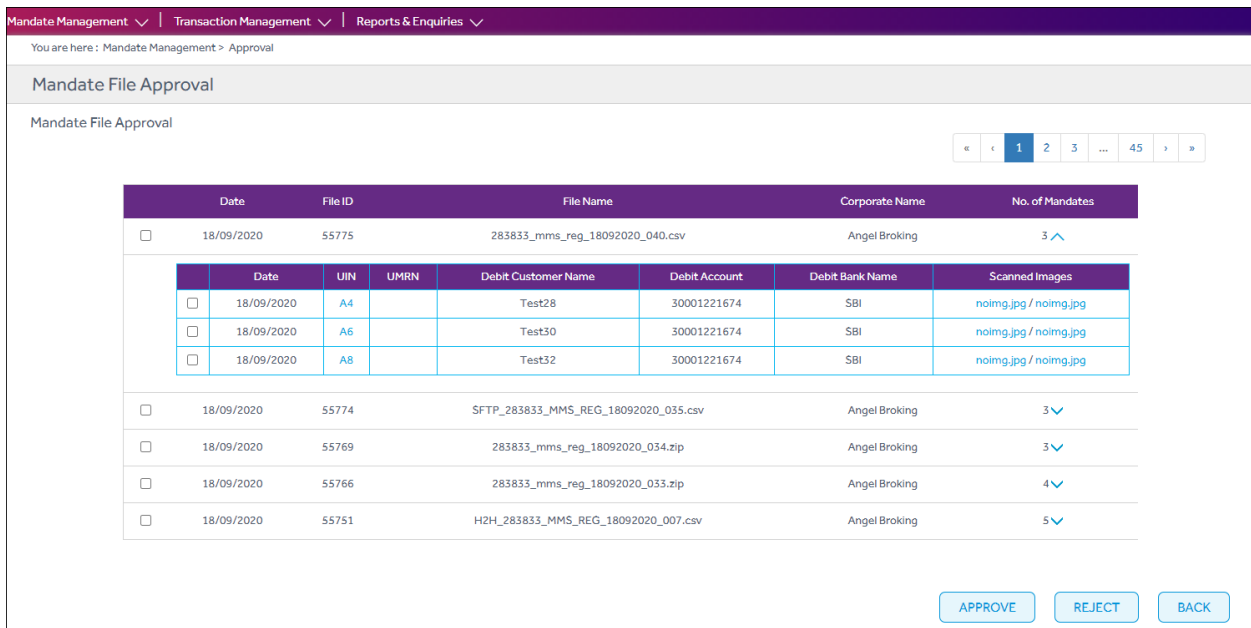


**Figure 33: List of Mandates Screen**

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

**Figure 34: Mandate Details Screen**

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

**Figure 35: Uploaded Mandate Details Screen**

**Physical Mandate Detail Pop-up View**



**Figure 36: Physical Mandate Details Screen**
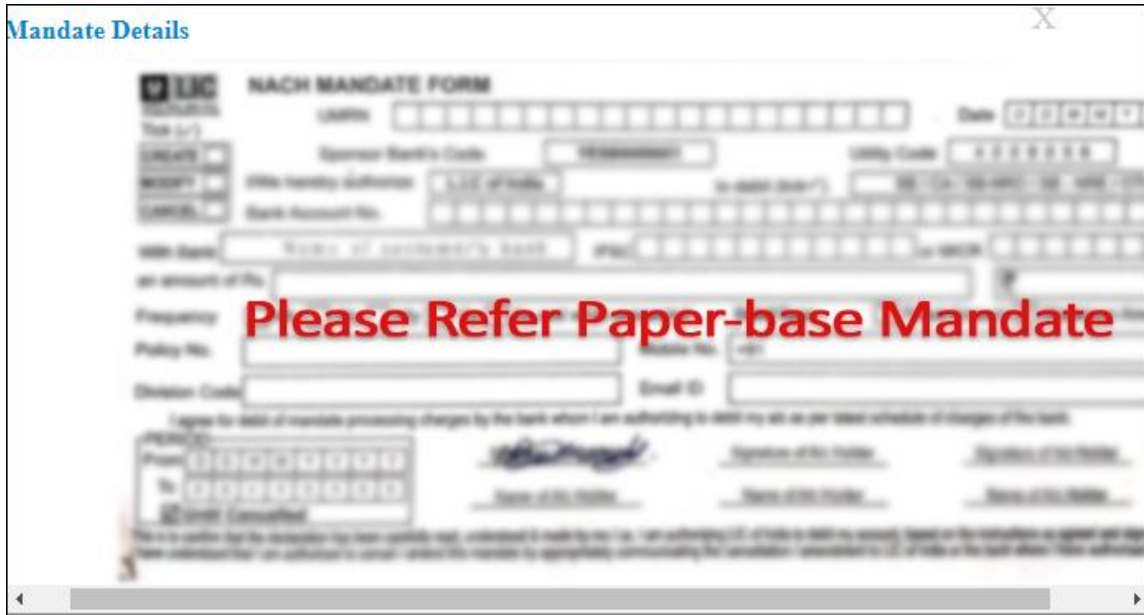
**Figure 37: Physical Mandate Image Screen**

**Mandate Amendment Detail Pop-up View**
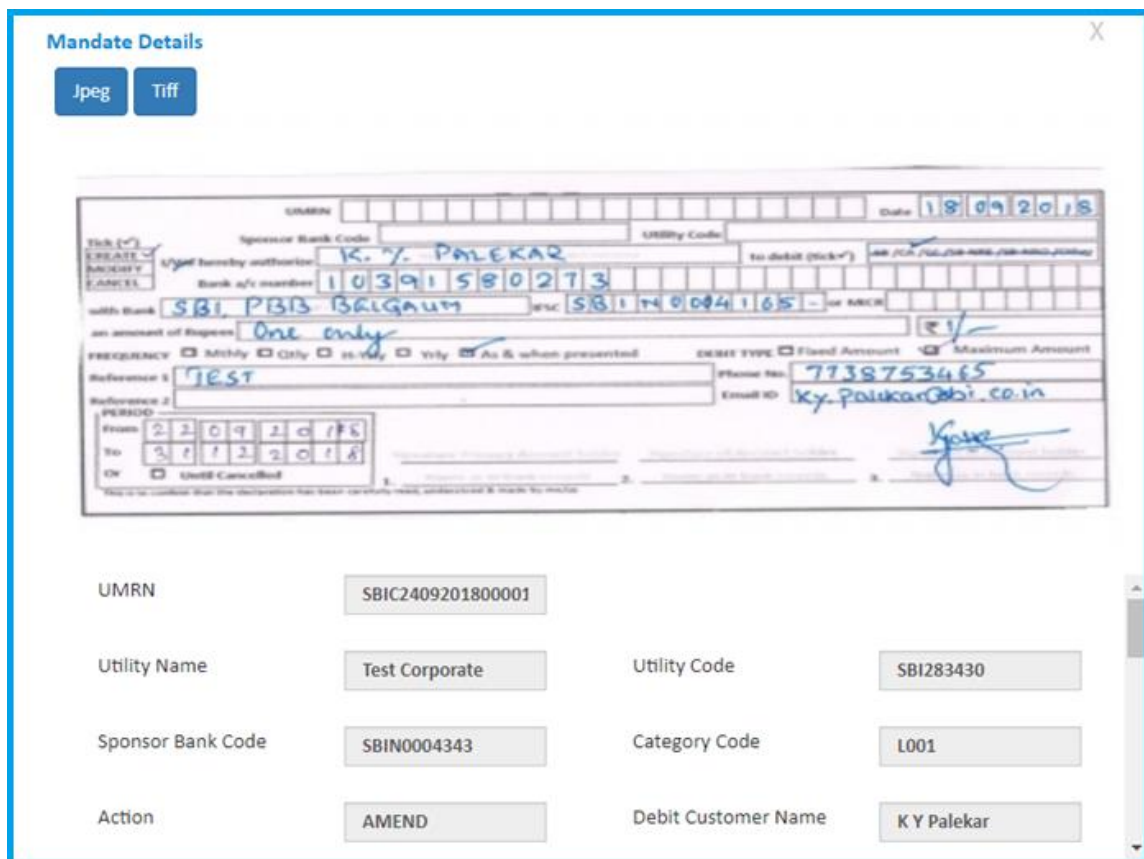


**Figure 38: Amend Mandate Details Screen**

**Cancel Mandate Detail Pop-up View**



Figure 39: Cancel - Mandate Details Screen

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

**Figure 40: Mandate File Approval Screen**

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



**Figure 41: Success Message Screen**

8. 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).



9.



**Figure 42: Success Message Screen**
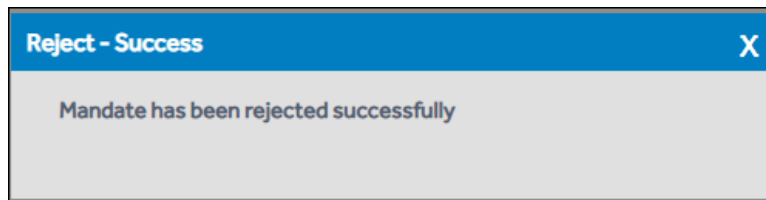
10. Click **Reject** and enter the reject reason.

**Figure 43: Reject Comments**

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

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