

# CARD MANAGEMENT

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## Debit Card (regular) Steps:

### New Card Request

User having role of Branch User creates new card request.

Click on Debit Card (Embossed).

Then, click New Card Request.

Enter the fields and then click Save.

Debit Card Request (Regular)

Create

BACK

Search...

Customer

Debit Card (Embossed)

New Card Request 1. Click here

Card Request List

Rejected Card List

Branch

Branch Receive Block

Renew

Repin

E-Commerce

Debit Card (Instant)

MIS Reports

ATM Management

Service Request

Charge Deducted Yes

Supplementary No

Debit Tran ID

Request Code NewRequest

Debit Tran Date 2020-07-08

Application Date 2020-07-08

Debit Card Request

Product Type Select

Account number

Customer Name Select

Collection Branch NEWROAD BRANCH

Save 3. Click Save

Now, the data is sent to Card Request List.

### Card Request List

User having a role of Branch Admin can approve or return the card.

Click on Card Request List.

Then, click on the Details button of the requested card.

Excel Print Show 50 Rows

Search

| SN | Ref Code          | Debit Tran ID | Account number       | Print Name              | Request Title | Branch         | Application Date | Debit Tran Date | Action  |
|----|-------------------|---------------|----------------------|-------------------------|---------------|----------------|------------------|-----------------|---------|
| 1  | NEW-19-001-002163 |               | 00111200070997000001 | INISHA GURUNG           | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 2  | NEW-19-001-002164 |               | 00112800000004000001 | RAM PRASAD PANT         | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 3  | NEW-19-001-002165 |               | 00113600264685000001 | USHA ADHIKARI           | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 4  | NEW-19-001-002166 |               | 00111200003561000001 | GOPAL GURUNG            | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 5  | NEW-19-001-002167 |               | 00111200015033000001 | KAILASH PRAKASH PAUDYAL | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 6  | NEW-19-001-002168 |               | 00113600263928000001 | MADAN RAJ GURUNG        | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 7  | NEW-19-001-002169 |               | 00113600263890000001 | NARENDRA KUMAR RANA     | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 8  | NEW-19-001-002170 |               | 00113600258749000001 | ROSHAN GURUNG           | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 9  | NEW-19-001-002171 |               | 00112800014976000001 | BABU RAM PATHAK         | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 10 | NEW-19-001-002172 |               | 04111300261345000001 | SUBINA TIWARI           | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 11 | NEW-19-001-002173 |               | 00111200000482000001 | ANUSHRA SHRESTHA        | New Card      | NEWROAD BRANCH | 2019-08-20       | 2019-08-20      | Details |
| 12 | NEW-19-001-002557 | 4165456       | 65546546564          | kashh                   | New Card      | NEWROAD BRANCH | 2019-09-04       | 2019-09-04      | Details |
| 13 | NEW-20-001-002601 | 123456789     | 12345678901234567890 | LEKH BAHADUR GURUNG     | New Card      | NEWROAD BRANCH | 2020-07-07       | 2020-07-07      | Details |

2. Click detail

Now, the detail about the selected card is displayed.

Click Approve button to approve the card request or click Return button to return the card request.

Debit Card Service Request (Regular)  
Details

Card Request Details

|                  |                      |               |                     |
|------------------|----------------------|---------------|---------------------|
| Card Status      | New Request          | Product Type  | Debit Card          |
| Ref Code         | NEW-20-001-002601    | Print Name    | LEKH BAHADUR GURUNG |
| Account number   | 12345678901234567890 | Supplementary | No                  |
| Application Date | 2020-07-07           | Debit Tran ID | 123456789           |
| Charge Deducted  | Yes                  |               |                     |
| Debit Tran Date  | 2020-07-07           |               |                     |

Return Approve

After clicking Approve, write remarks and click Yes.

Are you Sure!

Remarks 1. Write remarks

2. Click yes

Yes No

Now, the file is approved. The data is sent to the Approved Request.


## Approved Request

User having a role if Central User can access this menu.

Click Approved Request List.

List of approved requests are displayed. All the cards that have been approved by the branch admin are listed here.

Select the data and click Create batch button.



Search...

- Primary Setup
- Customer
- User Management
- Debit Card (Embossed)
- New Card Request
- Card Request List
- Approved Request List**
- Batch List
- Rejected Card List
- Branch
- Card Department
- Branch Receive Block
- Renew
- Inventory
- Repin
- E-Commerce
- Card Status Time
- Thank You Letter
- Pin Refresh
- Debit Card (Instant)

### Approved Request List

2. select files to create batch

| SN | Ref Code          | Supplementary | Title          | Debit Tran ID | Account number       | Print Name              | Request Title | Branch             | Application Date | Remarks          |
|----|-------------------|---------------|----------------|---------------|----------------------|-------------------------|---------------|--------------------|------------------|------------------|
| 1  | NEW-19-093-002384 | No            | 046 VISA DEBIT |               | 09311200260752000001 | SUJAN BARAYA            | New Card      | RADHE RADHE BRANCH | 2019-07-23       | Initial Issuance |
| 2  | NEW-19-093-002395 | No            | 046 VISA DEBIT |               | 09313600264860000001 | KHAGENDRA PRASAD DHAKAL | New Card      | RADHE RADHE BRANCH | 2019-08-19       | Initial Issuance |
| 3  | NEW-19-082-002398 | No            | 046 VISA DEBIT | 0             | 08213600237312000001 | RAJ KUMAR RAI           | New Card      | DHARAN BRANCH      | 2019-08-25       | OK               |
| 4  | NEW-19-041-002413 | No            | 046 VISA DEBIT | 0             | 04113600268256000001 | GANESH GHALE            | New Card      | MAIN BRANCH        | 2019-08-26       | ok               |
| 5  | NEW-19-041-002414 | No            | 046 VISA DEBIT | 0             | 04111400268268000001 | SANJAY PARAJULI         | New Card      | MAIN BRANCH        | 2019-08-26       | ok               |
| 6  | NEW-19-041-002415 | No            | 046 VISA DEBIT | 0             | 04113600266251000001 | ANJANA SHIWAKOTI        | New Card      | MAIN BRANCH        | 2019-08-26       | OK               |

|    |                   |    |                |           |                      |                       |          |                    |            |          |
|----|-------------------|----|----------------|-----------|----------------------|-----------------------|----------|--------------------|------------|----------|
| 36 | NEW-19-097-002512 | No | 046 VISA DEBIT | 00259510  | 09713600268010000001 | K.C.                  | Card     | BRANCH             | 2019-08-27 | Approved |
| 37 | NEW-19-097-002513 | No | 046 VISA DEBIT | 00259814  | 09713600259614000001 | KRISHNA PRASAD SUBEDI | New Card | PURANCHHAUR BRANCH | 2019-08-27 | Approved |
| 38 | NEW-19-097-002514 | No | 046 VISA DEBIT | 00259549  | 09713600259548000001 | RAMCHANDRA PAUDEL     | New Card | PURANCHHAUR BRANCH | 2019-08-27 | Approved |
| 39 | NEW-19-097-002516 | No | 046 VISA DEBIT | 00259535  | 09713600259535000001 | TILAK BAHADUR GHARTI  | New Card | PURANCHHAUR BRANCH | 2019-08-27 | Approved |
| 40 | NEW-19-097-002517 | No | 046 VISA DEBIT | 00259528  | 09713600259528000001 | RAJU POUDEL CHHETRI   | New Card | PURANCHHAUR BRANCH | 2019-08-27 | Approved |
| 41 | NEW-19-097-002518 | No | 046 VISA DEBIT | 00259583  | 09713600259583000001 | KESHAR BAHADUR BHUJEL | New Card | PURANCHHAUR BRANCH | 2019-08-27 | Approved |
| 42 | NEW-19-041-002520 | No | 046 VISA DEBIT | 0         | 04113600266569000001 | HARERAM PANERU        | New Card | MAIN BRANCH        | 2019-08-27 | ok       |
| 43 | NEW-20-001-002601 | No | Debit Card     | 123456789 | 12345678901234567890 | LEKH BAHADUR GURUNG   | New Card | NEWROAD BRANCH     | 2020-07-07 | smartdoc |

3. Click Create Batch

Create Batch

Now, selected data are sent to Batch List.

## Batch List

Click [Batch List](#).

All the created batches are listed here.

Recently created batch is shown at the top.

Card received [CR], Pin Received [PR], and Branch dispatch [BD] can be done accordingly.

## Card Received

Click on [CR button](#).

Primary Setup

Customer

User Management

Debit Card (Embossed)

New Card Request

Card Request List

Approved Request List

Batch List 1. Click here

Rejected Card List

Branch

Card Department

Branch Receive Block

Renew

Inventory

Repin

E-Commerce

Card Status Time

Thank You Letter

Pin Refresh

Debit Card (Instant)

MIS Reports

Print Batch List

Back

Excel Print Show 50 Rows Search

| SN | Batch                    | Batch Type | OD Card Batch | Created Date | Card Received | Pin Received | Branch Dispatch | Actions  |
|----|--------------------------|------------|---------------|--------------|---------------|--------------|-----------------|----------|
| 1  | <a href="#">Batch 48</a> | New Card   | No            | 2020-07-08   | No            | No           | No              | CR PR DB |
| 2  | <a href="#">Batch 47</a> | New Card   | No            | 2020-06-25   | Yes           | Yes          | No              | CR PR DB |
| 3  | <a href="#">Batch 46</a> | New Card   | No            | 2020-06-01   | Yes           | Yes          | No              | CR PR DB |
| 4  | <a href="#">Batch 44</a> | New Card   | No            | 2020-05-06   | No            | No           | No              | CR PR DB |
| 5  | <a href="#">Batch 43</a> | New Card   | No            | 2019-12-30   | No            | No           | No              | CR PR DB |
| 6  | <a href="#">Batch 42</a> | New Card   | Yes           | 2019-11-21   | Yes           | Yes          | Yes             | CR PR DB |
| 7  | <a href="#">Batch 41</a> | New Card   | Yes           | 2019-11-21   | Yes           | Yes          | Yes             | CR PR DB |
| 8  | <a href="#">Batch 40</a> | New Card   | Yes           | 2019-11-20   | Yes           | Yes          | Yes             | CR PR DB |
| 9  | <a href="#">Batch 39</a> | Activated  | Yes           | 2019-11-19   | Yes           | Yes          | Yes             | CR PR DB |
| 10 | <a href="#">Batch 38</a> | New Card   | No            | 2019-11-19   | No            | No           | No              | CR PR DB |
| 11 | <a href="#">Batch 37</a> | New Card   | No            | 2019-09-19   | Yes           | Yes          | Yes             | CR PR DB |
| 12 | <a href="#">Batch 35</a> | New Card   | No            | 2019-09-19   | Yes           | No           | No              | CR PR DB |
| 13 | <a href="#">Batch 34</a> | New Card   | No            | 2019-09-19   | Yes           | Yes          | Yes             | CR PR DB |

2. Click on CR

Now, a page is opened which shows detail of every card in the list.

Enter card number and expiry date of every card in the list.  
Then, click Submit.

Debit Card Received (Regular)  
List

Card Receipt
 BACK

Excel File  
Upload file here for bulk upload  
Choose File no file selected  
Upload

Error Card List  
Excel Print Show 50 Rows Search  

| SN                         | Account no. | Card number | Embossed Name | NIBL Batch Number | Expiry Date |
|----------------------------|-------------|-------------|---------------|-------------------|-------------|
| No data available in table |             |             |               |                   |             |

Showing 0 to 0 of 0 entries

| SN | Ref Code          | Title          | Debit Tran Date | Debit Tran ID | Request Title | Account number       | Application Date | Print Name            |                 |
|----|-------------------|----------------|-----------------|---------------|---------------|----------------------|------------------|-----------------------|-----------------|
| 1  | NEW-19-097-002516 | 046 VISA DEBIT | 2019-08-27      | 00259535      | NewCard       | 09713600259535000001 | 2019-08-27       | TILAK BAHADUR GHARTI  | 0<br>2020-07-08 |
| 2  | NEW-19-097-002517 | 046 VISA DEBIT | 2019-08-27      | 00259528      | NewCard       | 09713600259528000001 | 2019-08-27       | RAJU POUDEL CHHETRI   | 0<br>2020-07-08 |
| 3  | NEW-19-097-002518 | 046 VISA DEBIT | 2019-08-27      | 00259583      | NewCard       | 09713600259583000001 | 2019-08-27       | KESHAR BAHADUR BHUJEL | 0<br>2020-07-08 |
| 4  | NEW-19-041-002520 | 046 VISA DEBIT | 2019-08-27      | 0             | NewCard       | 04113600266569000001 | 2019-08-27       | HARERAM PANERU        | 0<br>2020-07-08 |
| 5  | NEW-20-001-002601 | Debit Card     | 2020-07-07      | 123456789     | NewCard       | 12345678901234567890 | 2020-07-07       | LEKH BAHADUR GURUNG   | 0<br>2020-07-08 |

Submit  
2. Click Submit

### Excel File Upload

There is an option for Bulk Excel Upload. It is done when there are many cards that are needed to be entered. The format is Account No, Card No, Expiry date. If the data matches with excel file format, then it will be automatically updated.

Click on Choose File button.  
Select the file to be uploaded.  
Click Upload button.

PIN Received  
Click on PR button.

Print Batch List

Search ..

Primary Setup  
Customer  
User Management  
Debit Card (Embossed)  
New Card Request  
Card Request List  
Approved Request List  
Batch List  
Rejected Card List  
Branch  
Card Department  
Branch Receive Block  
Renew  
Inventory  
Repin  
E-Commerce  
Card Status Time

Excel Print Show 50 Rows

| SN | Batch    | Batch Type | OD Card Batch | Created Date | Card Received | Pin Received | Branch Dispatch | 1. Click here |
|----|----------|------------|---------------|--------------|---------------|--------------|-----------------|---------------|
| 1  | Batch 48 | New Card   | No            | 2020-07-08   | Yes           | No           | No              | CR PR DB      |
| 2  | Batch 47 | New Card   | No            | 2020-06-25   | Yes           | Yes          | No              | CR PR DB      |
| 3  | Batch 46 | New Card   | No            | 2020-06-01   | Yes           | Yes          | No              | CR PR DB      |
| 4  | Batch 44 | New Card   | No            | 2020-05-06   | No            | No           | No              | CR PR DB      |
| 5  | Batch 43 | New Card   | No            | 2019-12-30   | No            | No           | No              | CR PR DB      |
| 6  | Batch 42 | New Card   | Yes           | 2019-11-21   | Yes           | Yes          | Yes             | CR PR DB      |
| 7  | Batch 41 | New Card   | Yes           | 2019-11-21   | Yes           | Yes          | Yes             | CR PR DB      |
| 8  | Batch 40 | New Card   | Yes           | 2019-11-20   | Yes           | Yes          | Yes             | CR PR DB      |
| 9  | Batch 39 | Activated  | Yes           | 2019-11-19   | Yes           | Yes          | Yes             | CR PR DB      |
| 10 | Batch 38 | New Card   | No            | 2019-11-19   | No            | No           | No              | CR PR DB      |
| 11 | Batch 37 | New Card   | No            | 2019-09-19   | Yes           | Yes          | Yes             | CR PR DB      |

Detail about the card is displayed on the list.

User can mark every card as pin received at once. To do this, click Select All PR. Then, click Yes to mark as pin received

To mark only one card as pin received, click on PR button of that particular card.

Batch 48  
List

Print Download BACK

Customer Received

Click here to select all pr

Total Cards 5

Excel Print Show 50 Rows

Search

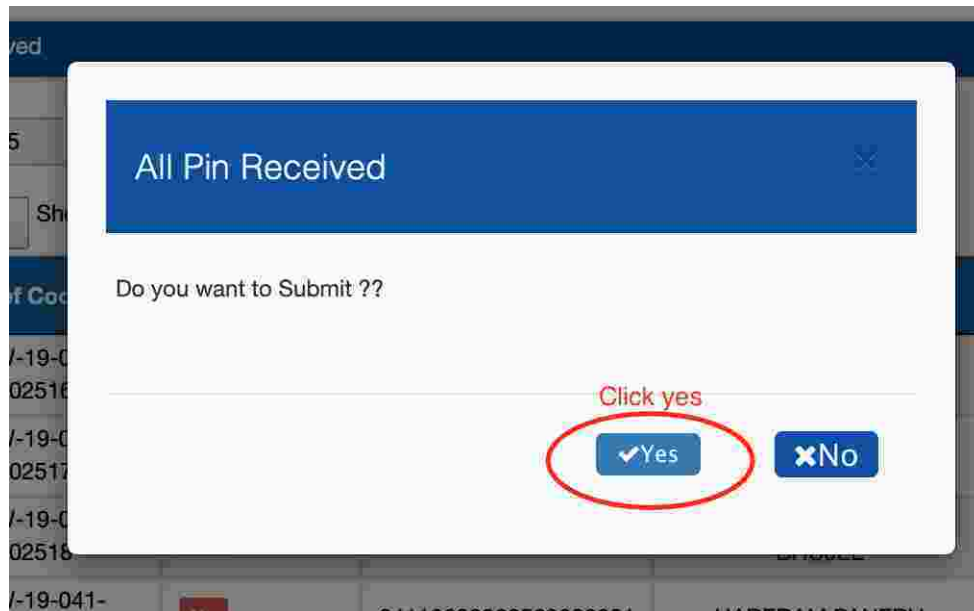
| SN | Ref Code          | Supplementary | Account number       | Print Name            | Request Title | NIBL Batch No | Application Date | Action |
|----|-------------------|---------------|----------------------|-----------------------|---------------|---------------|------------------|--------|
| 1  | NEW-19-097-002516 | No            | 09713600259535000001 | TILAK BAHADUR GHARTI  | NewCard       |               | 2019-08-27       | PR     |
| 2  | NEW-19-097-002517 | No            | 09713600259528000001 | RAJU POUDEL CHHETRI   | NewCard       |               | 2019-08-27       | PR     |
| 3  | NEW-19-097-002518 | No            | 09713600259583000001 | KESHAR BAHADUR BHUJEL | NewCard       |               | 2019-08-27       | PR     |
| 4  | NEW-19-041-002520 | No            | 04113600266569000001 | HARERAM PANERU        | NewCard       |               | 2019-08-27       | PR     |
| 5  | NEW-20-001-002601 | No            | 12345678901234567890 | LEKH BAHADUR GURUNG   | NewCard       |               | 2020-07-07       | PR     |

Click here to select particular PR

Showing 1 to 5 of 5 entries

1





After this, the status of the card is changed.

Batch 48  
List

Print Download BACK

Customer Received

Total Cards: 5

Select All PR

Excel Print Show 50 Rows Search

| SN | Ref Code          | Supplementary | Account number       | Print Name            | Request Title | NIBL Batch No | Application Date | Action |
|----|-------------------|---------------|----------------------|-----------------------|---------------|---------------|------------------|--------|
| 1  | NEW-19-097-002516 | No            | 09713600259535000001 | TILAK BAHADUR GHARTI  | NewCard       |               | 2019-08-27       | PR     |
| 2  | NEW-19-097-002517 | No            | 09713600259528000001 | RAJU POUDEL CHHETRI   | NewCard       |               | 2019-08-27       | PR     |
| 3  | NEW-19-097-002518 | No            | 09713600259583000001 | KESHAR BAHADUR BHUJEL | NewCard       |               | 2019-08-27       | PR     |
| 4  | NEW-19-041-002520 | No            | 04113600266569000001 | HARERAM PANERU        | NewCard       |               | 2019-08-27       | PR     |
| 5  | NEW-20-001-002601 | No            | 12345678901234567890 | LEKH BAHADUR GURUNG   | NewCard       |               | 2020-07-07       | PR     |

Showing 1 to 5 of 5 entries

1



## Branch Received List

Click on Branch Received List.

List of batches are displayed in the list.

Click BR button of the particular batch.

Branch Received List

Delivered Back

Excel Print Show 50 Rows

2. Click BR

| SN | Batch    | Batch Type | OD Card Batch | Branch         | Customer Notified | Actions  |
|----|----------|------------|---------------|----------------|-------------------|----------|
| 1  | Batch 48 | New Card   | No            | NEWROAD BRANCH | No                | BR CN CD |
| 2  | Batch 21 | New Card   | No            | NEWROAD BRANCH | No                | BR CN CD |

Showing 1 to 2 of 2 entries

## Card Block

### Request Card Block

User having the role of Branch user can access this menu.

Click Branch.

Click Request Card Block.

All the activated cards of that particular branch are listed here.

Now, click on the Ref Code of that card that needs to be blocked.

User can search the card by inputting the customer name, card no, account no, etc.

Branch Request Block

List

Search Panel Back

Search...

Excel Print Show 50 Rows

| SN | Ref Code          | Card no.      | Supplementary | Account number       | Print Name                   | Batch no. | Card Activated Date |
|----|-------------------|---------------|---------------|----------------------|------------------------------|-----------|---------------------|
| 1  | ACT-19-999-000838 | 4703#####1893 | No            | 00112500004682000001 | GANGA KUMARI PARAJULI POUDEL | Batch21   | 2019-08-19          |
| 2  | ACT-19-999-000893 | 4703#####1885 | No            | 00111800022733000001 | BELSARI THAPA                | Batch21   | 2019-08-21          |
| 3  | ACT-19-999-000834 | 4703#####1851 | No            | 00111200194476000001 | PARBATI BHUJEL               | Batch21   | 2019-08-19          |
| 4  | ACT-19-999-000839 | 4703#####1877 | No            | 00111200241872000001 | SANGITA KHADKA               | Batch21   | 2019-08-19          |

Showing 1 to 4 of 4 entries

Detail about the card is displayed.

Now, Click Block Request button.

Branch Request Block

Details

Back

Branch Request Block

|               |                              |                  |                      |
|---------------|------------------------------|------------------|----------------------|
| Debit Tran ID |                              | Account number   | 00112500004682000001 |
| Ref Code      | ACT-19-999-000838            | Application Date | 2019-07-29           |
| Print Name    | GANGA KUMARI PARAJULI POUDEL | Product Type     | 046 VISA DEBIT       |
| Card no       | 4703#####1893                | Card Status      | Activated            |
| Expiry Date   | 0001-01-01                   |                  |                      |

Block Request

Click Here