

Identifier: MCI.FSD.TOP.190001	Revision: 05	Effective Date: 11/13/19	
Document Catalog Number:			
Author: MCI-ITS-BSM (Business Systems Management)			
<h1>Top Shoppers Portal Functional Specification Document</h1>			
Marketing Convergence Inc. 4 th Floor, OneE-comCenter, Harbor Drive, Mall of Asia Complex, CBP-1A Pasay City, 1300 Philippines		Visit our Website at: http://www.smadvantage.com	

REVISION HISTORY

Revision Date	Version	Change Description	Author / Revised by
07/05/2019	1.0	Initial creation	Julie Ann G. Fuentes
08/16/2019	1.1	Added adjustments on process overview, process flow, screen flow, specifications, and user flow based on changes in BPR ver.1.2	Julie Ann G. Fuentes Niño Danielle D. Escueta
08/20/2019	1.2	Added Process Flow of different sub-modules/components.	Niño Danielle D. Escueta
08/30/2019	1.3	<ul style="list-style-type: none"> - Added revisions in System Layout, Process Overview, User Flow, Process Flow and Business Rules, per latest SR and BPR docs from Business/Systems. - Added API specifications in Section 10.1 and 10.2 - Updated the UI Forms specifications - Added new business rules - Revised Member Acquisition Process Flow - Revised Data Preparation Process Flow - Added Specifications for Billing and Promo Process 	Julie Ann G. Fuentes Niño Danielle D. Escueta
09/13/2019	1.4	<ul style="list-style-type: none"> - Revised Screen Flow of Step 3.4 - Renamed Data Preparation Process to Input Data Process - Revised Input Data Process Flow - Revised Card Renewal Process - Added BIN Range for NEW SMAC - Created First Time Login Process Diagram - Created First Time Login Screen Flow - Removed Length for Barangay Field 	Niño Danielle D. Escueta
11/11/2019	1.5	<p>Changes are highlighted in yellow</p> <ul style="list-style-type: none"> - Updated Process Overview (Added Nomination Process) - Added Nomination Process Flow - Revised Data Preparation, Acquisition and OTP Validation Process Flow - Updated Screen Flow (Removed 12 fields due to usage of Acquisition Link) - Updated Field Specifications - Updated Message Prompts 	Niño Danielle D. Escueta

TABLE OF CONTENTS

1. INTRODUCTION ----- 4

2. BACKEND OVERVIEW----- 5

3. PROCESS OVERVIEW----- 6

4. BUSINESS RULES ----- 7

5. USER FLOW ----- 9

6. PROCESS FLOW----- 10

7. SCREEN FLOW----- 20

8. SPECIFICATIONS----- 29

9. DATABASE SPECIFICATIONS ----- 34

10. APPENDIX ----- 35

11. SIGN-OFF PAGE ----- 41

1. INTRODUCTION

This **Top Shopper Portal** project aims to develop a portal that will be **used to acquire as SMAC members the high-value shoppers of retail affiliates**. It may also be used as a tool to deepen relationship with existing SMAC members who are part of the top shoppers of the retail affiliate, by driving them to the RA store to get exclusive offers.

The purpose of this document is to specify the functional requirements for the development of the survey portal as well as define the backend process involved, in adherence to the business rules of Service Request <2019-RA-SACI-0328-0274> SACI Top Shoppers Program and the business process requirements defined in the MCI-BPR-00264-01 SACI Portal Top Shopper.

The portal can be accessed via **online desktop web browser by store authorized personnel/staff**.

1.1 SCOPE

In order to clearly define the specifications and requirements of this project, this functional specification document will cover the following items:

- Backend system overview and infra requirements
- Process overview and user flow
- UML diagrams
- API specifications
- Screen flow and wireframes
- ERD, database structure and specifications

The following items will be cascaded from the Business Process Requirement (BPR) Document:

- Business rules
- Field or forms specifications
- Message prompts
- EDM/SMS copies
- Accounting requirements

1.2 EXCLUSIONS

Excluded in this document are those items already covered by reference documents (Service Request and BPR), namely:

- Commercial side of the requirements
- PIA evaluation, DPA clauses and contracts

1.3 REFERENCE DOCUMENTS

The following documents are the references used to create this functional specification document:

- Service Request Interim Form_SACI Top Shoppers Program_JK060919.pdf
- MCI-BPR-00264-01 SACI Portal Top Shopper version 1.6.pdf

2. BACKEND OVERVIEW

Below diagram describes the backend infrastructure of the **Top Shoppers Portal**, outlining the different systems that will be affected as well as their connectivity and system requirements.

2.1 SYSTEM LAYOUT

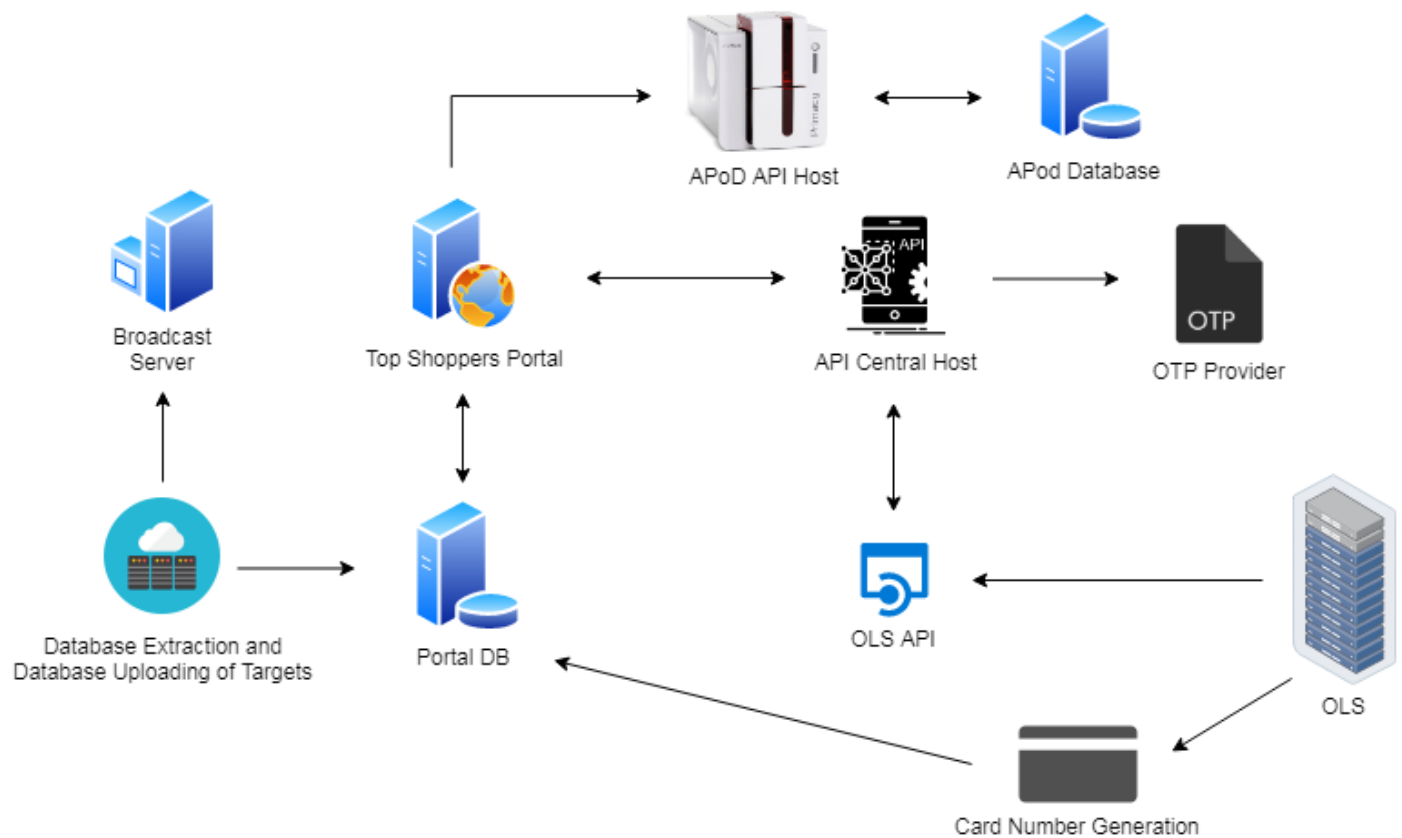


Figure 2.1. Top Shoppers Portal System Components

2.2 SYSTEM REQUIREMENTS

**To be defined, for consultation with Dev team*

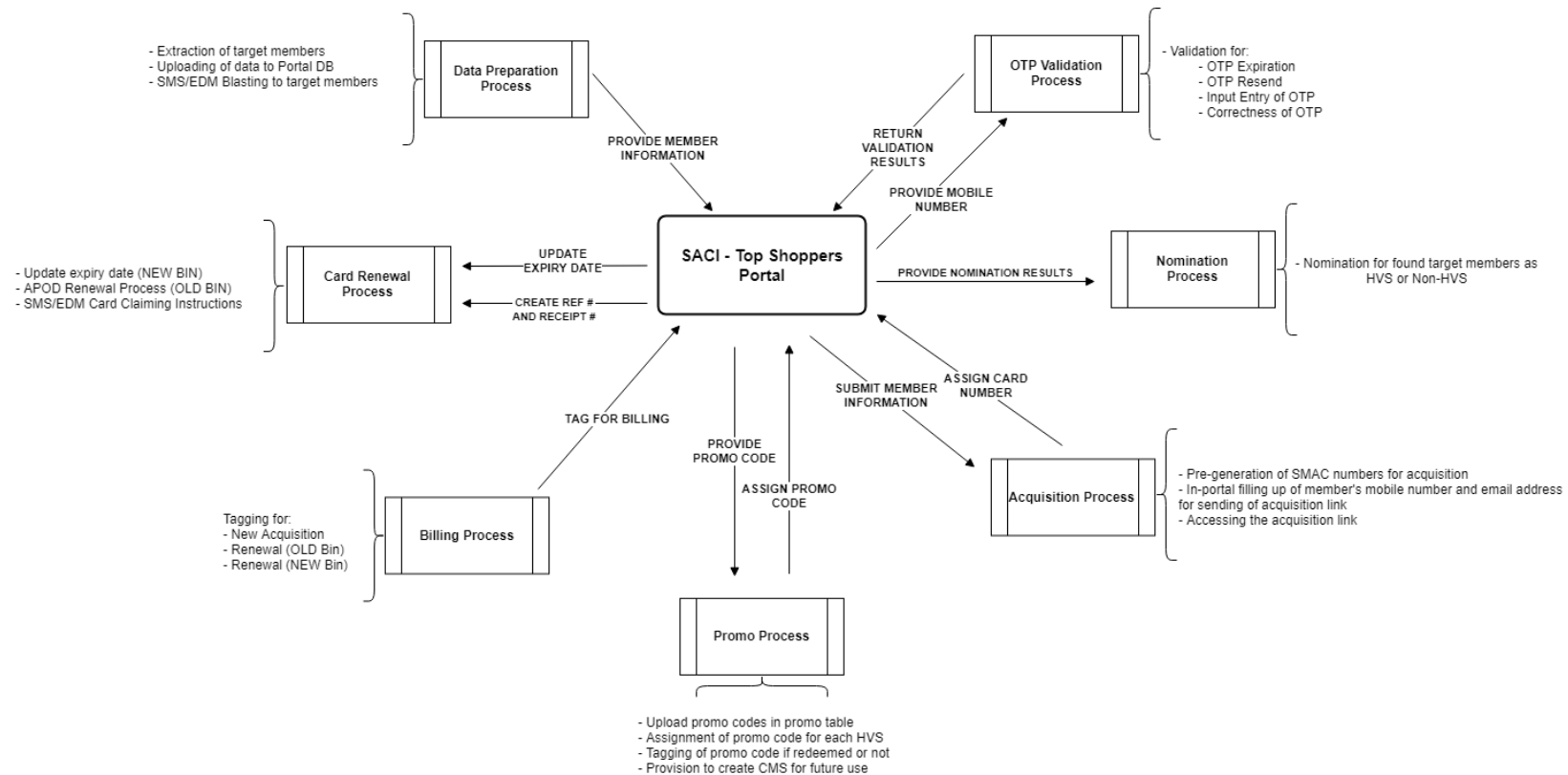
2.3 SERVER REQUIREMENTS

DEVELOPMENT	UAT	STAGING	PRODUCTION

**To be defined, for consultation with Dev team*

3. PROCESS OVERVIEW

Below diagram describes the different components of the **Top Shopper Portal**, both external and internal. These processes and modules are connected to the main portal by the specific data/process/action described in the directional links.



CONFIDENTIAL

6 of 41

4. BUSINESS RULES

This section details the business rules concerning the different components of **Top Shoppers Portal**.

Execution details for external components or processes are out of scope for this document, but high-level business rules will be covered. Execution for internal components, on the other hand, will be defined in the succeeding sections.

4.1 LOGIN PROCESS

1. Portal will only be accessible upon login of valid username and password; **1 user ID per branch**.

4.2 DATA PREPARATION PROCESS

1. The first merchant to use this portal is SACI, with the following extraction parameters:
 - Members with active card status with the **minimum of Php12,000 spend** amount and;
 - **Has no redemption** since card was sold are included in the extraction parameters of the top shoppers.
2. The included card types are the following:
 - **SM Advantage Card**
 - **SMAC Chinabank**
 - **SMAC Employee**
 - **Prestige Promoted**
 - **Prestige Nominated**
 - **SMAC Free**
3. Offers will be communicated to the targeted members via following channels:

COMMUNICATION CHANNEL	SENDER_ID
SMS	SMAC_ALERT
EDM	SM Advantage

4. Uploading of targeted members to database of the portal is scheduled on a quarterly basis.
5. Card with expired status within 90 days are acceptable in the portal.

4.3 ACQUISITION PROCESS

1. Authorized personnel are allowed to nominate a member to become a high value shopper to avail of special offers/coupons.
2. Standard 12 fields shall be filled up by members. The minimum age limit to join in the program is 18 years old.

4.4 CARD RENEWAL PROCESS

1. If the card status of the nominated high valued shopper is expired, card will be automatically renewed.
2. Chip Update for new SMAC via either of the following transaction:
 - Points Awarding
 - Balance Inquiry
 - Redemption

3. The issued membership card and renewed card is billable by MCI to merchant partner.
4. Member has to present the email notification with details as follows:

Free New Card Issuance	Free Renewal Card	
	Old card design	New SMAC design
<ul style="list-style-type: none">• Claiming Instructions• SMAC Number	<ul style="list-style-type: none">• Claiming Instructions• Reference Number• Promo Code	<ul style="list-style-type: none">• Claiming Instructions via Chip update

5. The reference number should follow the standard convention acceptable in A-PoD CS. (Please refer to section 8.4 Reference Code Format under SPECIFICATIONS)
6. Promo code (a.k.a receipt number) convention should follow the standard convention acceptable receipt number field in A-POD CS. (Please refer to section 8.

4.5 OTP VALIDATION PROCESS

1. Access to the account of member is validated via OTP sent to the registered mobile number of member.
2. OTP is composed of six random digits per mobile number, OTP shall be unmasked.
3. Only 3 allowable resend of OTP per mobile number. Else, request to search for top shoppers using the concerned loyalty number and mobile number will be blocked for a period of 3 hours.
4. SMAC Hotline numbers shall be display for members who failed to receive OTP.

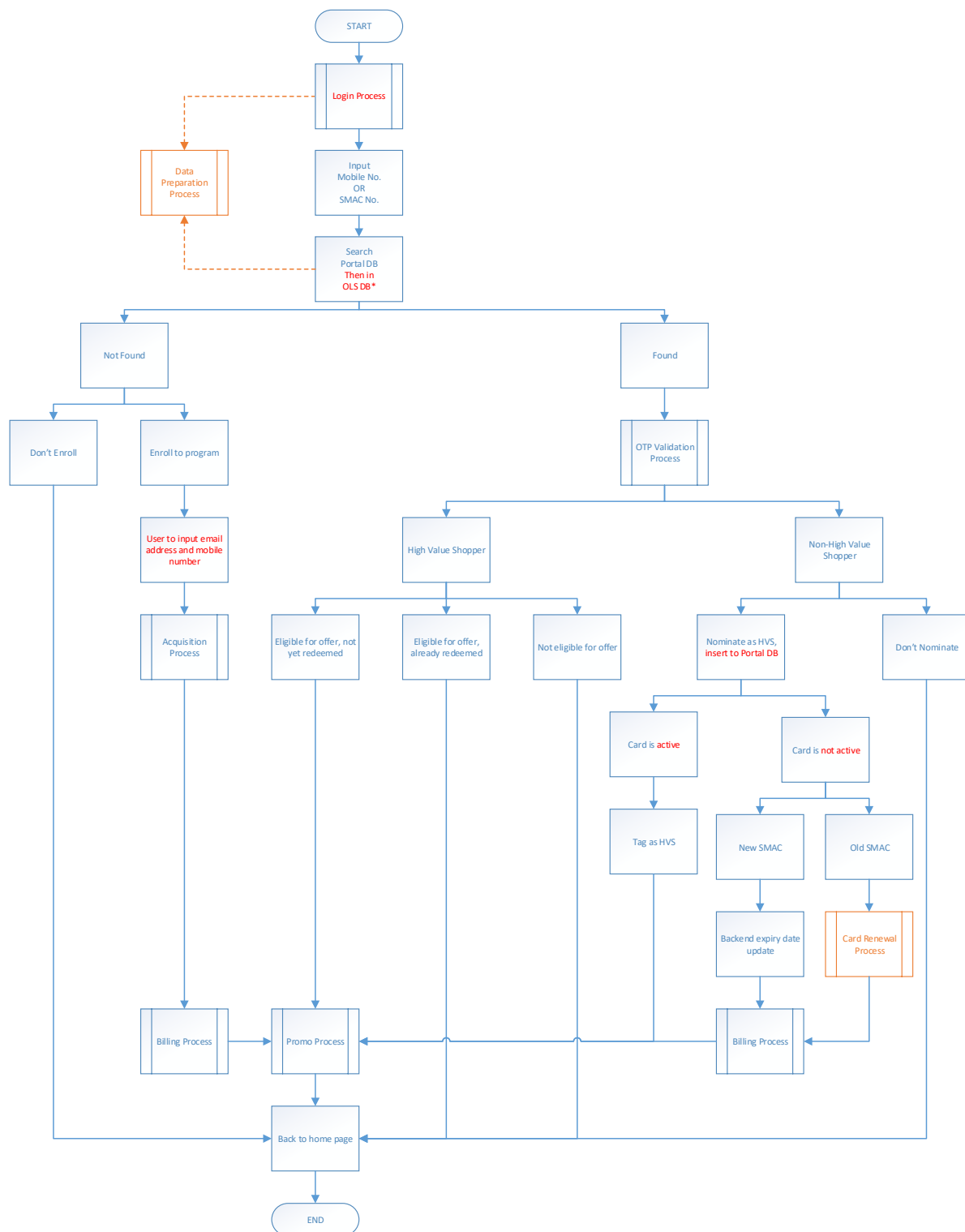
4.6 PROMO PROCESS

1. Upload promo codes in the promo table.
2. Assignment of promo code for each High Value Shopper.
3. Tagging of the promo if redeemed or not.
4. Provision to create CMS for future use.

4.7 BILLING PROCESS

1. Tagging for billing process for New Acquisition, Renewal of Old SMAC, and Renewal of New SMAC.

5. USER FLOW



6. PROCESS FLOW

This section defines the execution details of the different sub-modules/components of the Top Shoppers Portal.

6.1 LOGIN PROCESS

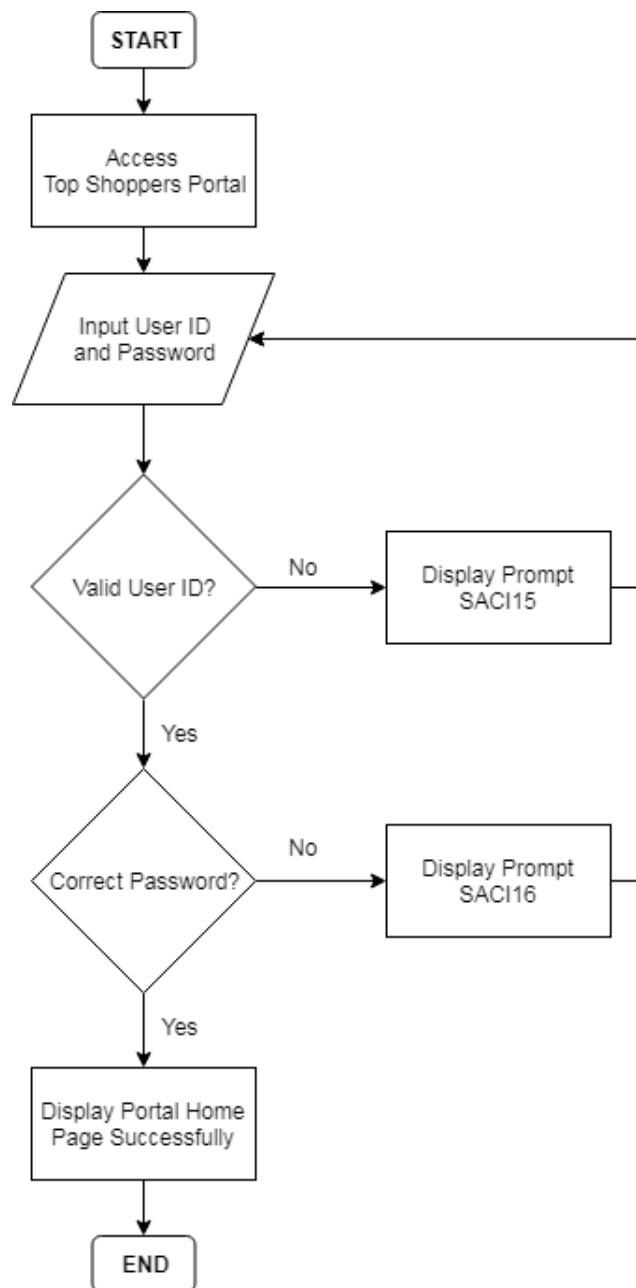


Figure 6.1.1 – Login Process of Top Shoppers Portal

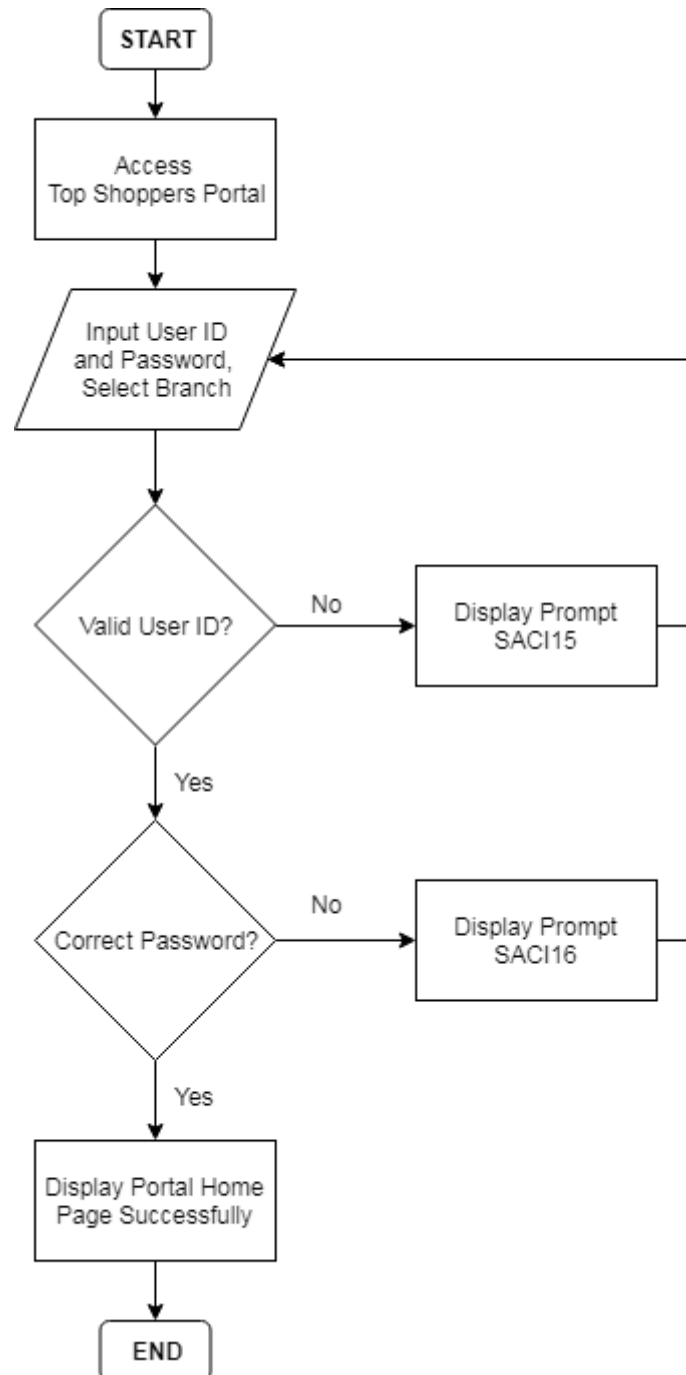


Figure 6.1.2 – First Time Login Process of Top Shoppers Portal

6.2 DATA PREPARATION PROCESS

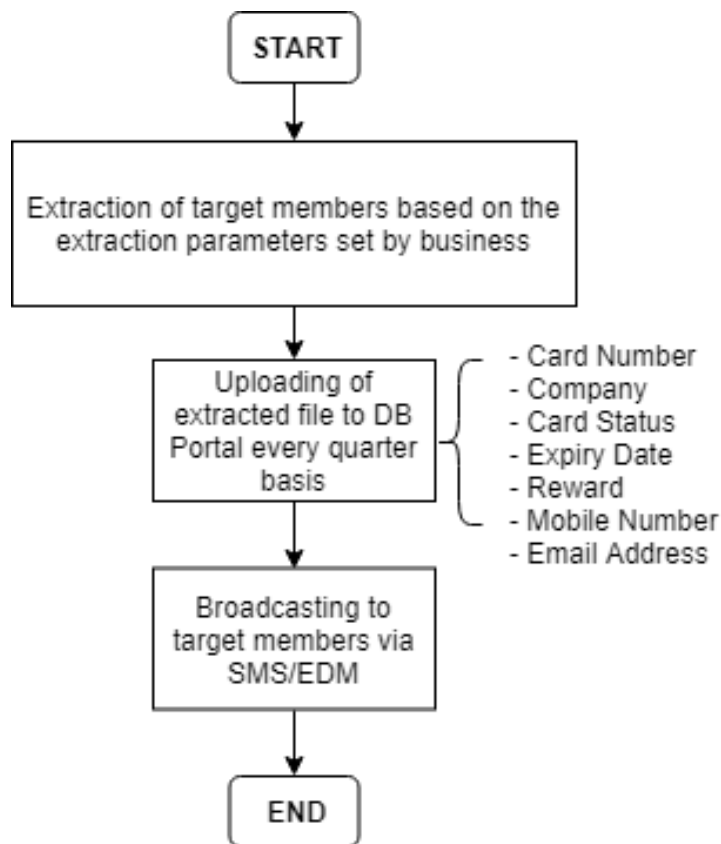


Figure 6.2.1 – Data Preparation Process of Top Shoppers Portal

6.3 ACQUISITION PROCESS

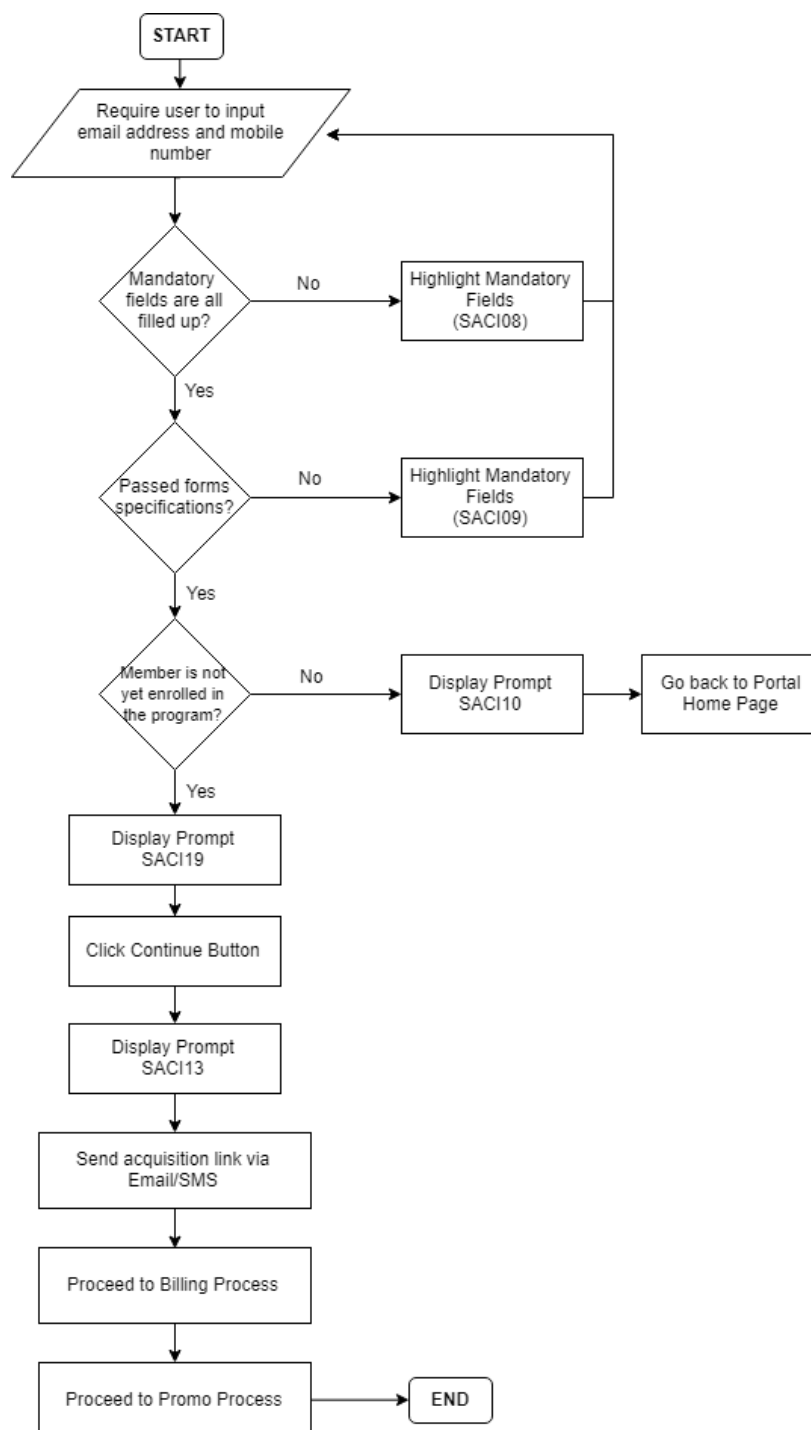


Figure 6.3.1 – Acquisition Process of Top Shoppers Portal

6.4 NOMINATION PROCESS

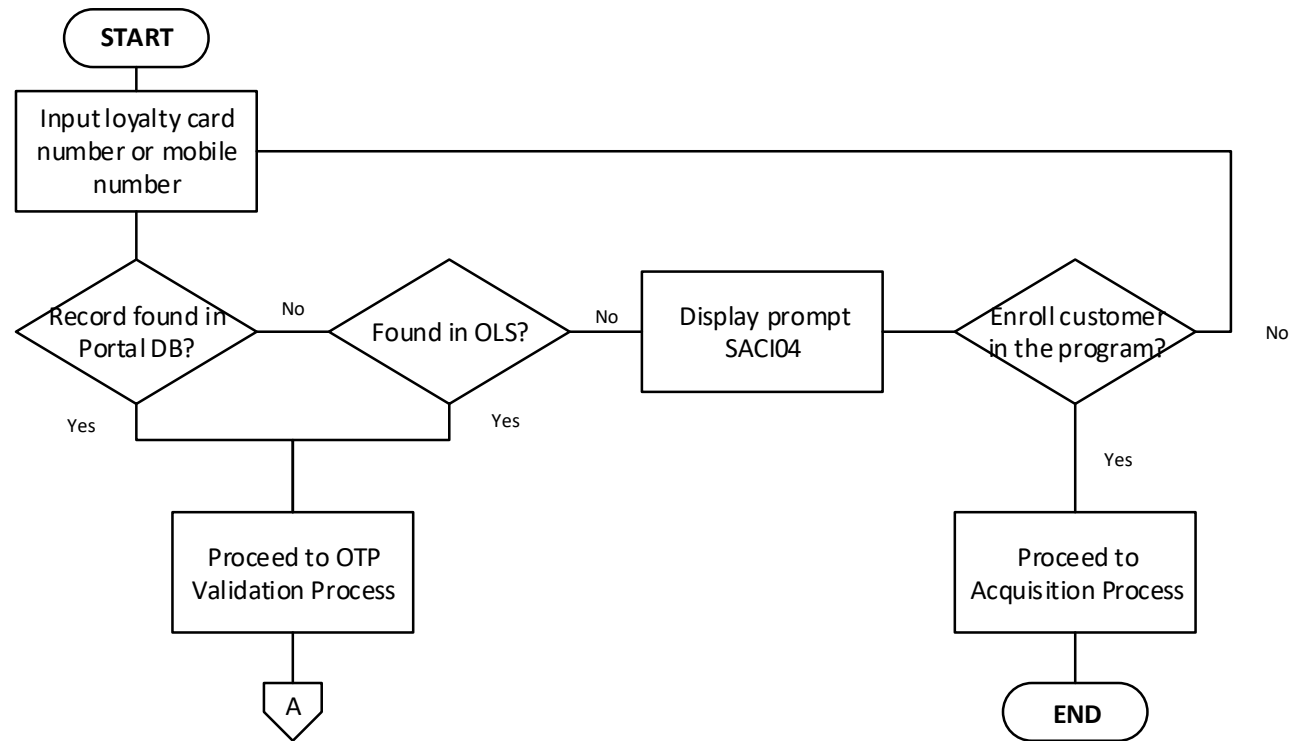


Figure 6.4.1 – Nomination Process of Top Shoppers Portal – Part 1

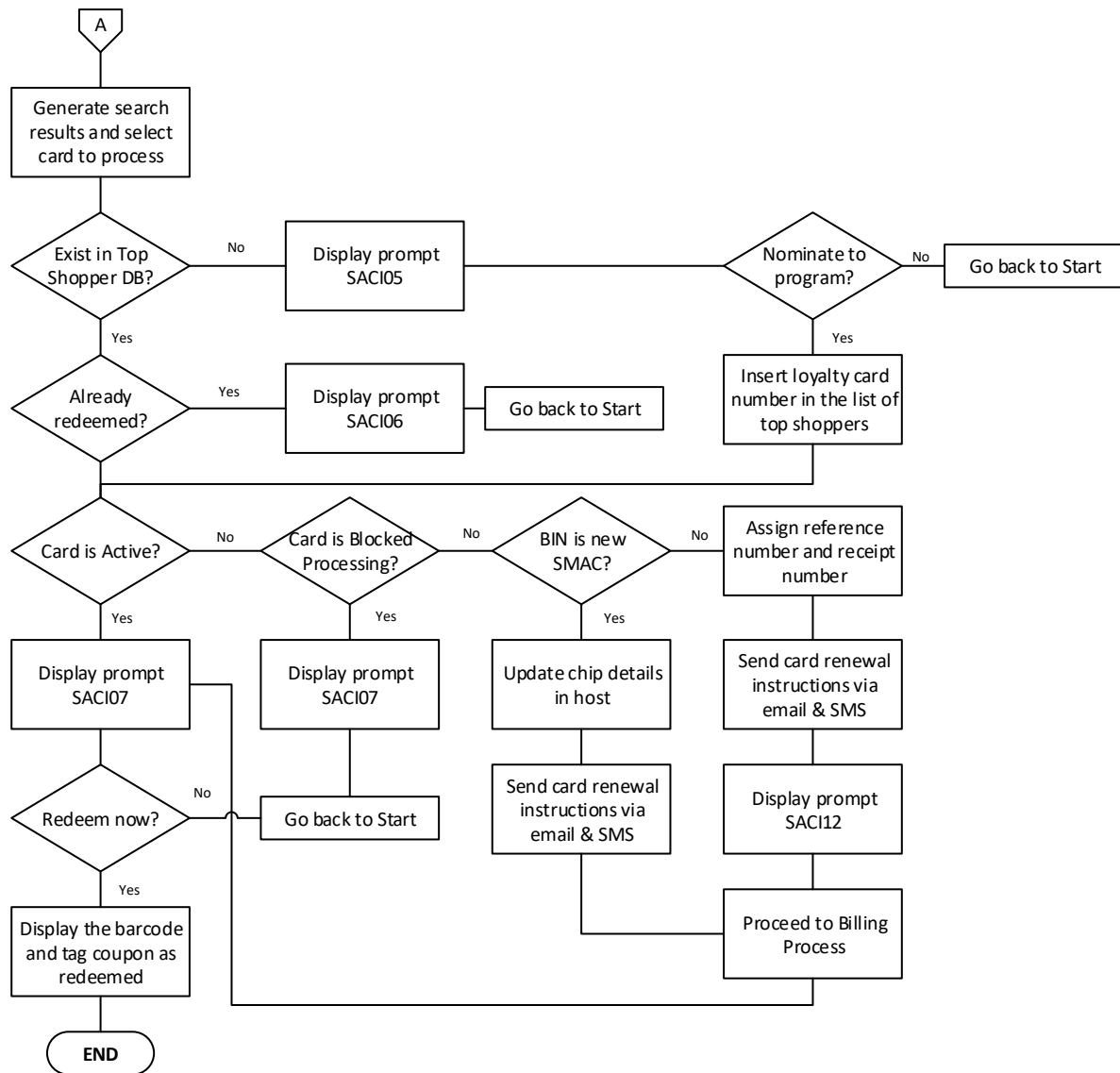


Figure 6.4.1 – Nomination Process of Top Shoppers Portal – Part 2

6.5 CARD RENEWAL PROCESS

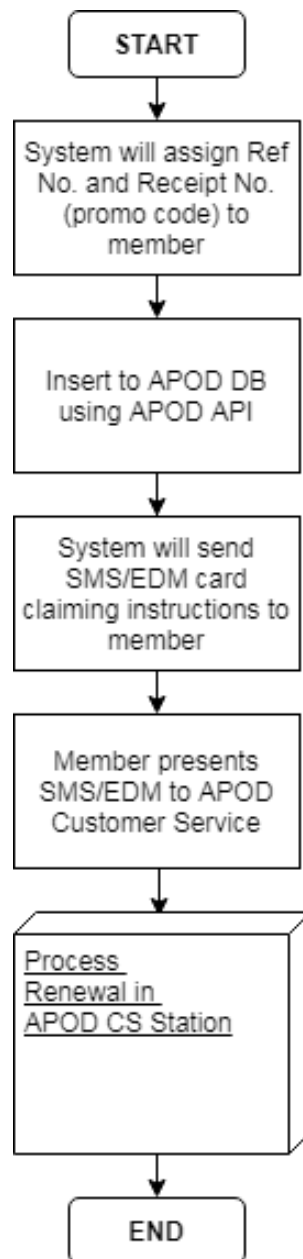


Figure 6.5.1 – Card Renewal Process of Top Shoppers Portal

6.6 OTP VALIDATION PROCESS

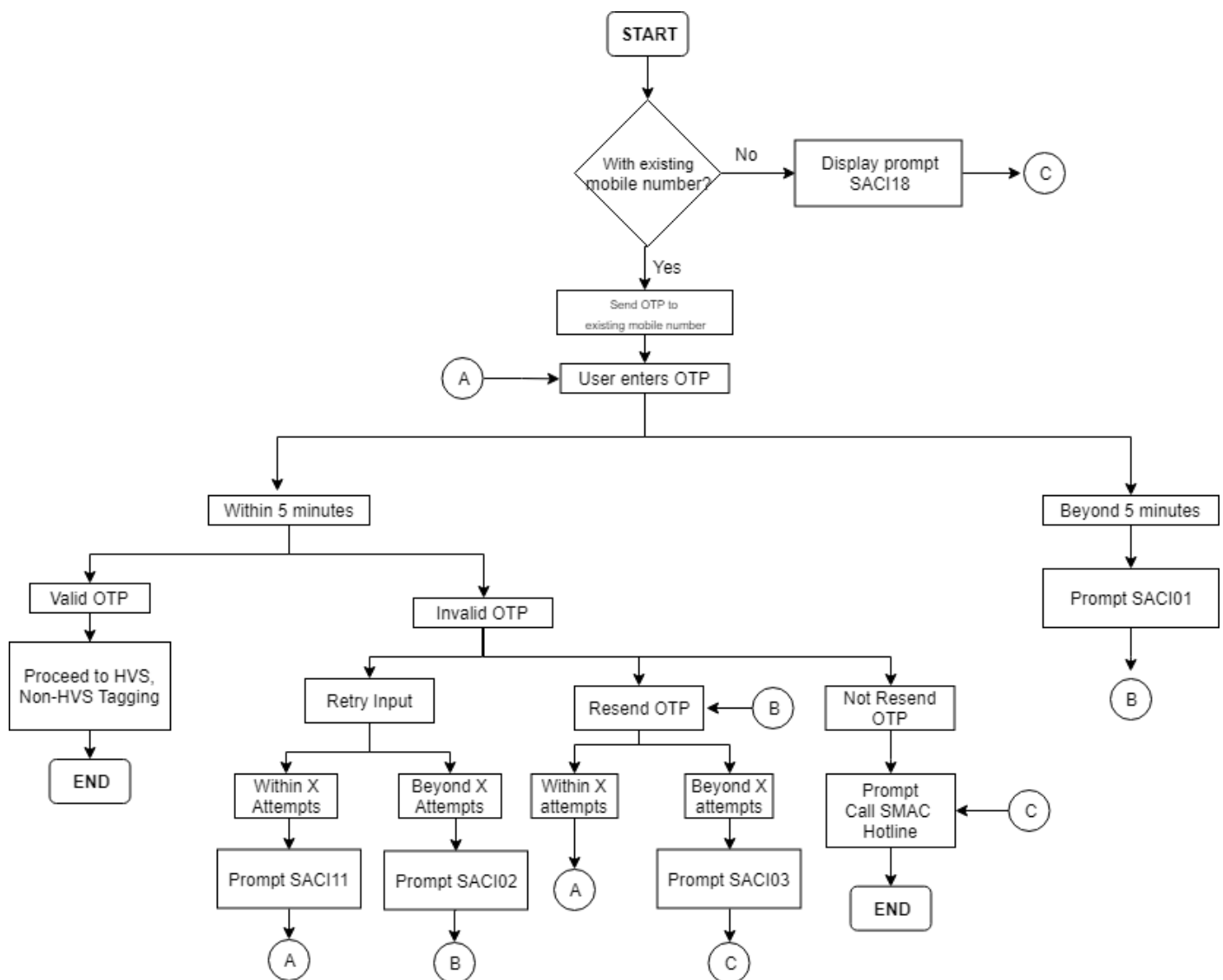


Figure 6.6.1 – OTP Validation Process of Top Shoppers Portal

6.7 PROMO PROCESS

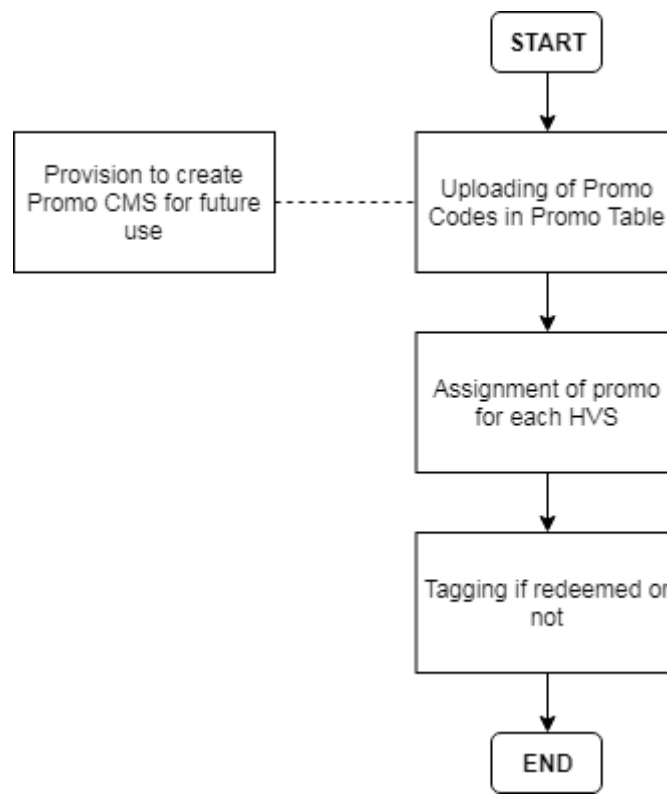


Figure 6.7.1 – Promo Process of Top Shoppers Portal

6.8 BILLING PROCESS

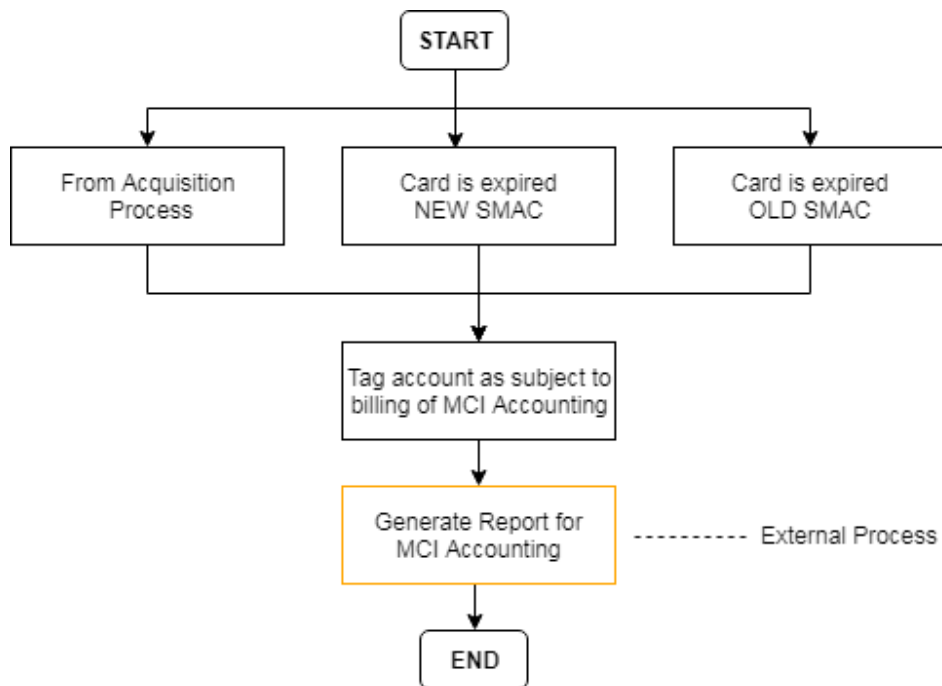
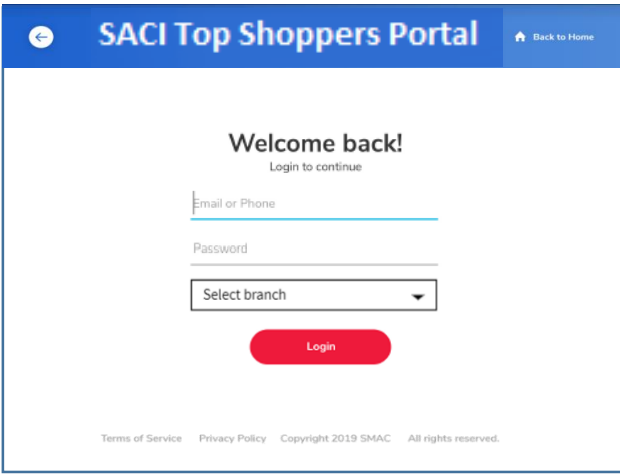
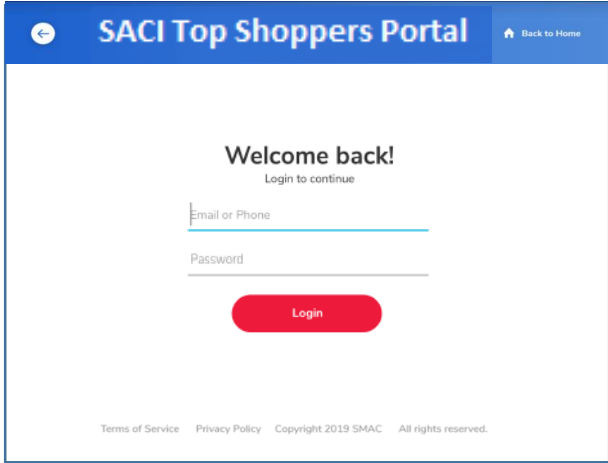



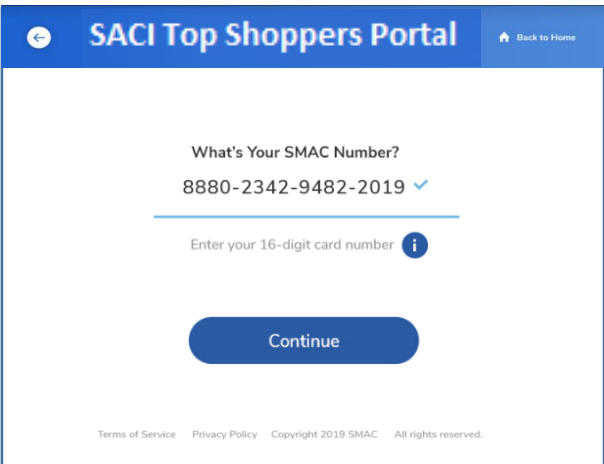
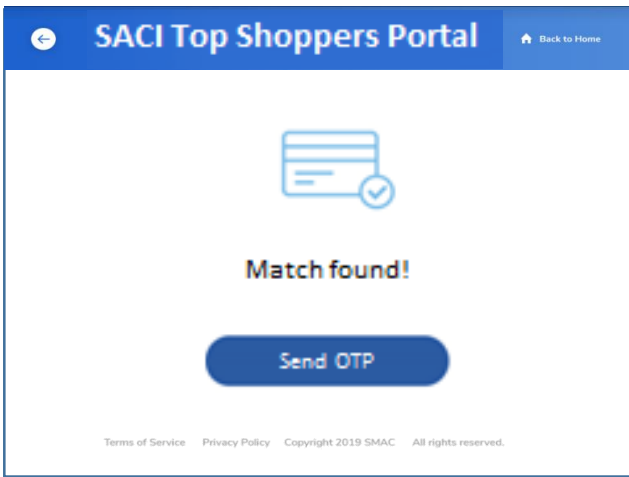
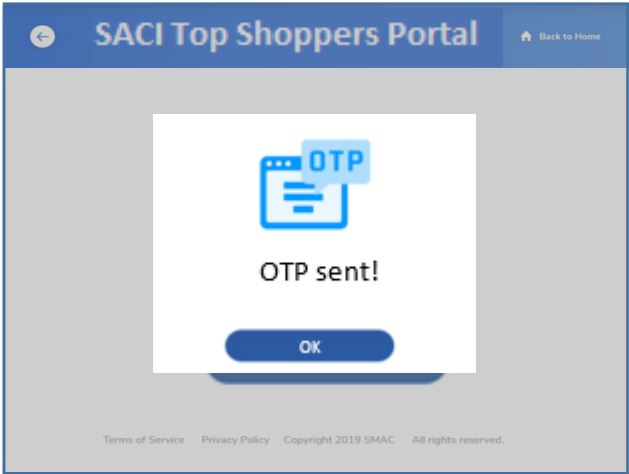
Figure 6.8.1 – Billing Process of Top Shoppers Portal

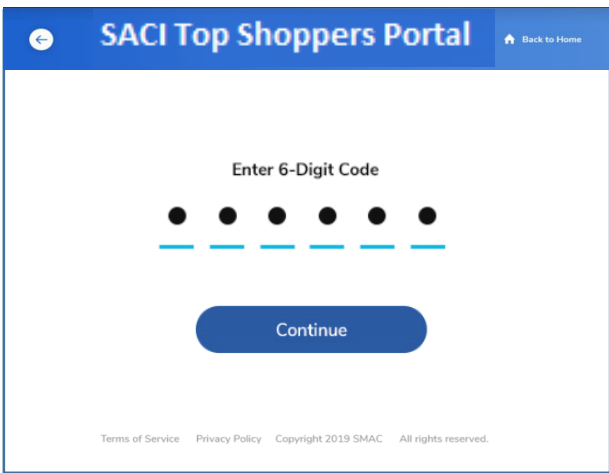
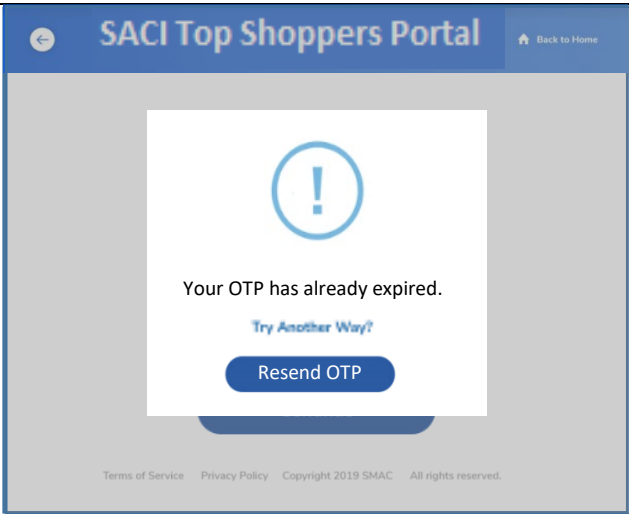
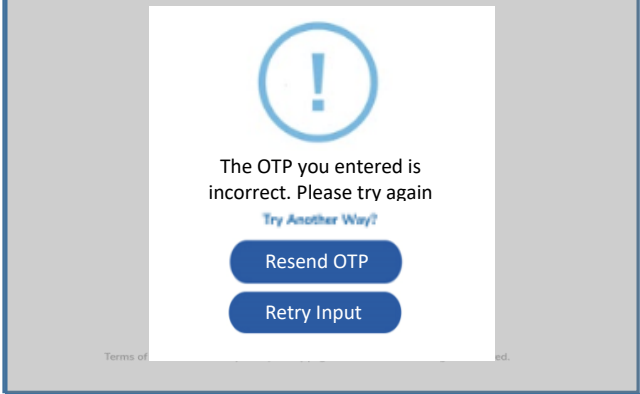
7. SCREEN FLOW

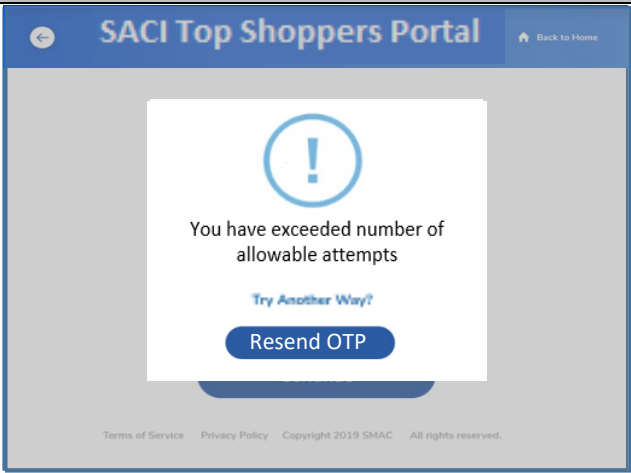
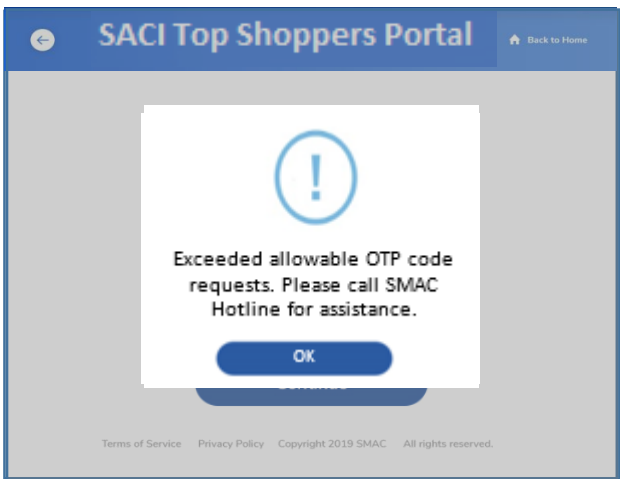
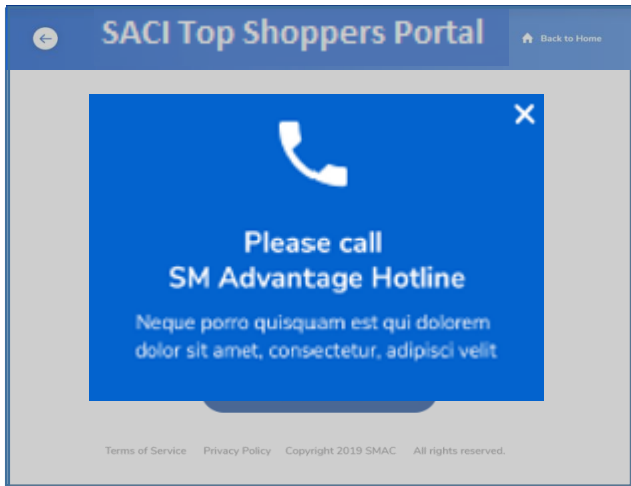
Note: The following screen flow designs are wireframes only.

STEP	SCREEN	USER ACTION	PORTAL ACTION
1.0		<p><i>First Time Login to the portal</i></p> <p>Input username and password then select branch from the dropdown list and click the “Login” button.</p> <p>User clears the cookies and cache of the web browser where the portal is accessed.</p>	<p>Validate and match username and password from pre-defined values. Prompt inline error messages for invalid values provided.</p> <p>If values provided are valid, proceed to Step 2.0</p> <p>Step 1.0 will activate again upon login.</p>
1.1		<p><i>Succeeding Login to the portal</i></p> <p>Input username and password and click “Login” button</p>	<p>Validate and match username and password from pre-defined values. Prompt inline error messages for invalid values provided.</p> <p>If values provided are valid, proceed to Step 2.0</p>
2.0		Opt for mobile number entry	Prompt for mobile number entry (Step 2.1)
		Opt for card number entry	Prompt for card number entry (Step 2.2)

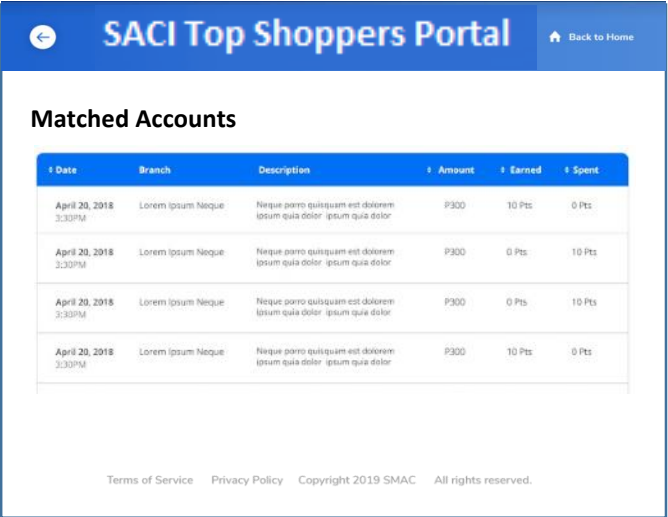
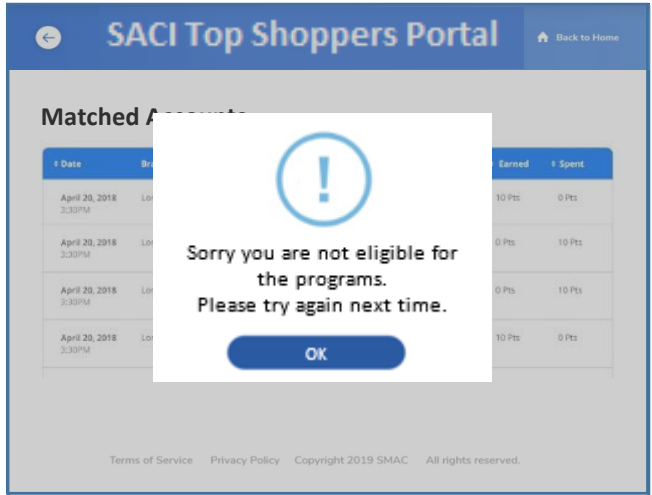
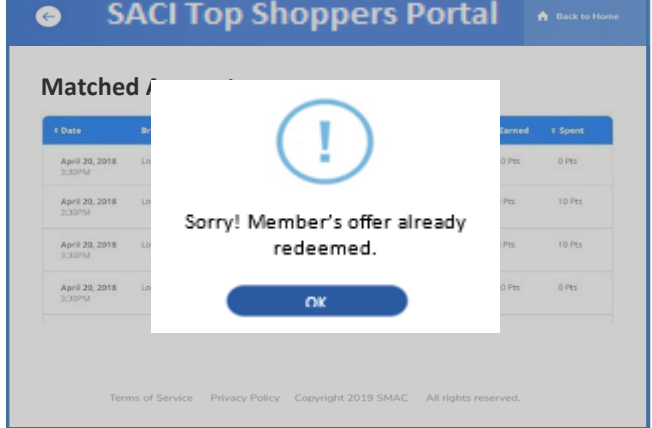
2.1		Click continue	Search mobile number in DB. If found, go to Step 3.0 If not found, go to Step 7.0
-----	--	----------------	---

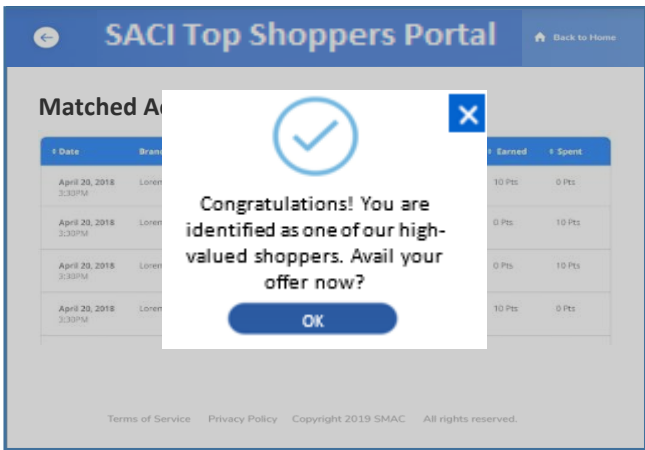
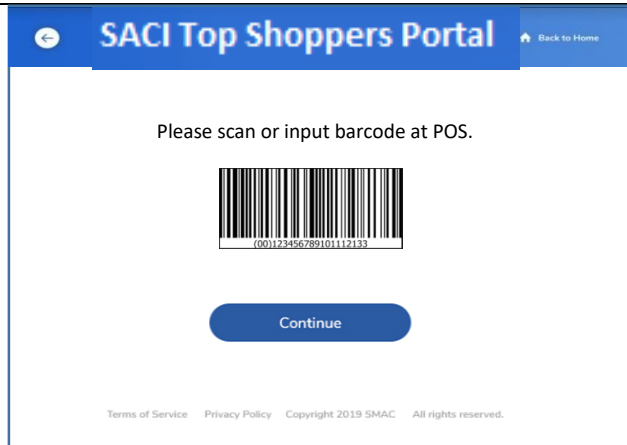
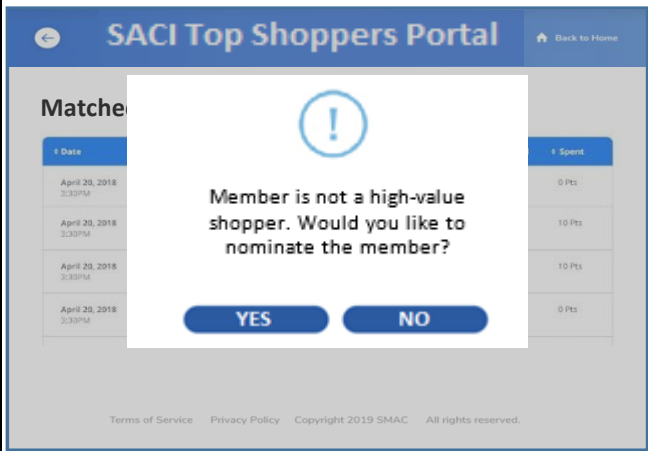
STEP PROMPT	SCREEN	USER ACTION	PORTAL ACTION
2.2		Click continue	<p>Search mobile number in DB.</p> <p>If found, go to Step 3.0</p> <p>If not found, go to Step 7.0</p>
3.0		Click "Send OTP"	Send OTP then go to Step 3.1
3.1		Click "OK"	Close pop-up, go to Step 3.2

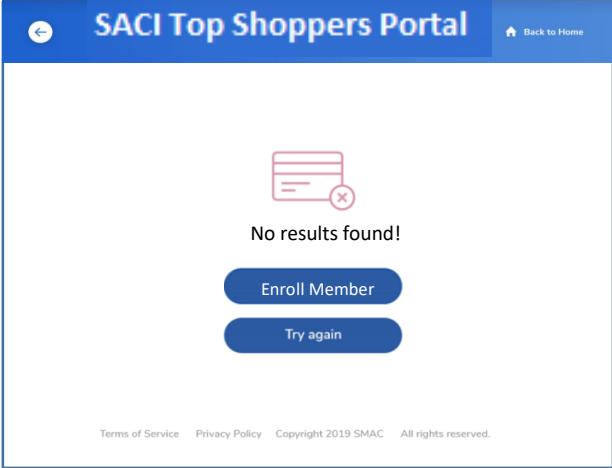
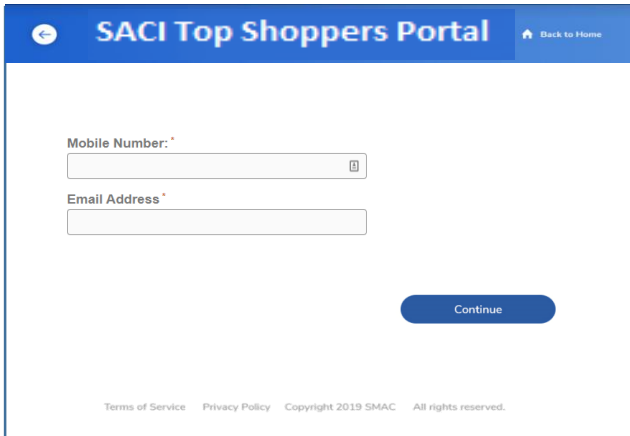
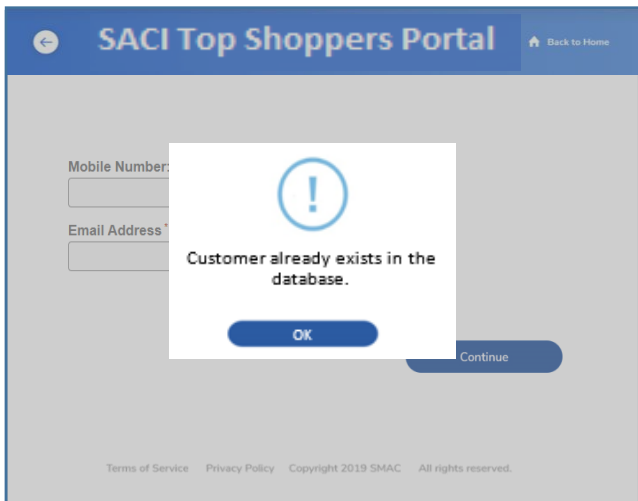
STEP	SCREEN	USER ACTION	PORTAL ACTION
PROMPT			
3.2		Click “Continue”	<p>Validate OTP code.</p> <p>If OTP is expired (entered outside 5mins validity), go to Step 3.3</p> <p>If OTP is not valid and within allowable erroneous attempt, go to Step 3.4</p> <p>If OTP is not valid and outside allowable erroneous attempt, go to Step 3.5</p> <p>If OTP is valid, go to Step 5.0</p>
		Click “Resend OTP”	<p>If within allowable resend attempt, send OTP and go back to Step 3.1</p> <p>If outside allowable resend attempt, go to Step 4.0</p>
PROMPT SACI01		Click “Try Another Way?”	Go to Step 4.1
3.4		Click “Resend OTP”	<p>If within allowable resend attempt, send OTP and go back to Step 3.1</p> <p>If outside allowable resend attempt, go to Step 4.0</p>
PROMPT SACI11		Click “Retry Input”	Go to Step 3.2
		Click “Try Another Way?”	Go to Step 4.1

STEP	SCREEN	USER ACTION	PORTAL ACTION
PROMPT			
3.5		Click “Resend OTP”	<p>If within allowable resend attempt, send OTP and go back to Step 3.1</p> <p>If outside allowable resend attempt, go to Step 4.0</p>
PROMPT SACI02		Click “Try Another Way?”	Go to Step 4.1
4.0		Click “OK”	Go to Step 4.1
PROMPT SACI03			
4.1		Click “X” button	Go back to Step 2.0

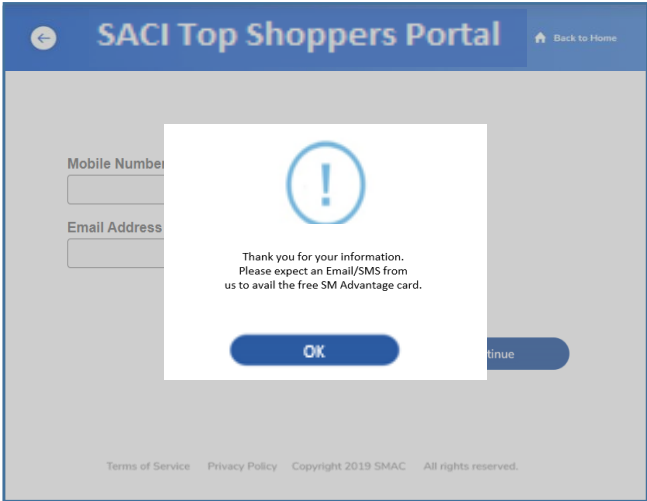
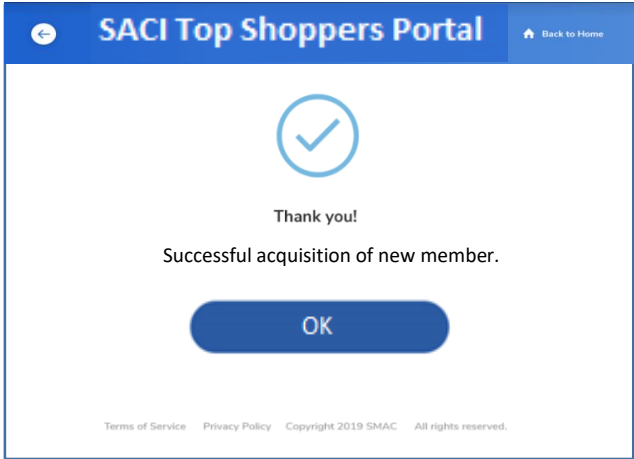
Top Shoppers Portal Functional Specification Document – Technical Manual

STEP	SCREEN	USER ACTION	PORTAL ACTION
PROMPT			
5.0		Select an item from the list	<p>Validate if account is tagged as “High-Value Shopper” (HVS)</p> <p>If HVS, validate special offer.</p> <ul style="list-style-type: none"> • If not eligible, go to Step 5.1 • If eligible but offer already redeemed, go to Step 5.2 • If eligible and not yet redeemed, go to Step 5.3 <p>If not HVS, go to Step 6.0</p>
5.1		Click “OK”	Go Back to Step 2.0
PROMPT SACI14			
5.2		Click “OK”	Go back to Step 2.0
PROMPT SACI06			

STEP	SCREEN	USER ACTION	PORTAL ACTION
5.3		Click "OK"	At DB, tag offer as redeemed, then go to Step 5.4
PROMPT SACI07		Click "X" button	Go back to Step 2.0
5.4		Scan or manually input the barcode at POS. Click "Continue"	Go back to Step 2.0
6.0		Click "Yes"	Back-end, check card details. If card is not expired, tag as HVS in DB, then go to Step 5.3 If card is expired, check BIN. If BIN is old SMAC, assign reference and receipt numbers, send email/SMS notification for APoD claiming and tag for billing. Prompt SACI12 then go to Step 5.3. If BIN is new SMAC, update "Expiry Date" at backend, send email/SMS notification to member and tag for billing. Then go to Step 5.3
PROMPT SACI05		Click "No"	Go back to Step 2.0

STEP	SCREEN	USER ACTION	PORTAL ACTION
PROMPT			
7.0		Opt for enrolling the member	Go to Step 7.1
PROMPT SACI04		Opt to try again	Go back to Step 2.0
7.1		Fill-in Mobile Number and Email Address then click "Continue" button	<p>Validate form fields (refer to BPR Section A.4 for validation). Highlight and prompt inline error messages for failed items.</p> <p>If form specs validation passed, display prompt SACI19 first then, check member's enrolment status.</p> <p>If already enrolled, go to Step 7.2.</p> <p>If not yet enrolled, go to Step 7.3</p>
PROMPT SACI08, SACI09 and SACI19			
7.2		Click OK"	Go to Step 2.0
PROMPT SACI10			

Top Shoppers Portal Functional Specification Document – Technical Manual

STEP	SCREEN	USER ACTION	PORTAL ACTION
PROMPT			
7.3		Click "Continue"	Send the card number and card claiming instructions via email/SMS. Go to Step 7.4
PROMPT SACI13			
7.4		Click "OK"	Tag account for billing. Go to Step 5.3

8. SPECIFICATIONS

8.1 UI FORMS SPECIFICATIONS

8.1.1. Login Page

Field	Length	Field Description	Remarks
User ID	6-15	<ul style="list-style-type: none"> - Text Field - Input Data Entry - System shall lock the data entry to field maximum length 	Mandatory
Password	6-20	<ul style="list-style-type: none"> - Text Field - Input Data Entry - Should be with upper and lower case combination - System shall lock the data entry to field maximum length 	Mandatory

8.1.2. Search field

Field	Length	Field Description	Remarks
Loyalty Card Number	16	<ul style="list-style-type: none"> - Numeric - System shall lock the date entry to fields' maximum data entry 	Mandatory Editable
Mobile Number	10	<ul style="list-style-type: none"> - Numeric - Default country code is "+63" - System shall lock the date entry to fields' maximum data entry - No validation of unique mobile number 	Mandatory Editable

8.1.3. Search results

Field	Length	Field Description	Remarks
Loyalty Card Number	16	- Auto-populated based from data in OLS	Mandatory
First Name	12	- Auto-populated based from data in OLS	Mandatory
Middle Initial	1	- Auto-populated based from data in OLS	Mandatory
Last Name	11	- Auto-populated based from data in OLS	Mandatory
Card Type	-	- Auto-populated based from data in OLS	Mandatory

8.1.4. One-Time Password

Field	Length	Field Description	Remarks
One-Time Password (OTP)	6	<ul style="list-style-type: none"> - Automatically generated by the system - Six (6) random digits sent to registered mobile number of member - OTP shall be unmasked - Allowable erroneous attempt for OTP is X (configurable). Assign three (3) as default metric. 	Mandatory
Resend	n/a	- Allowable resend of OTP is X (configurable). Assign three (3) as default metric.	Optional

8.1.5. Member Acquisition

Field	Length	Field Description	Remarks
Email	50	<ul style="list-style-type: none">- Alphanumeric, including underscore, period- System shall not accept entries without “@” sign- System shall lock the data entry to fields’ maximum data entry length- No validation of unique email address	Mandatory
Mobile Number	10	<ul style="list-style-type: none">- Numeric- Default country code is “+63”- System shall lock the data entry to fields’ maximum data entry- No validation of unique mobile number	Mandatory

8.2 MESSAGE PROMPTS

PROMPT CODE	SCENARIO	MESSAGE
SACI01	OTP code not entered within 5 minutes validity	<i>"Your OTP has already expired."</i>
SACI02	Incorrect answer in OTP (Not within allowable attempts)	<i>"You have exceeded the number of allowable attempts."</i>
SACI03	Exceeds allowable number of OTP resend	<i>"You have exceeded the number of allowable OTP code requests. Please call the SMAC Hotline for assistance."</i>
SACI04	No results found	<i>"No existing members information please enter the correct details or enroll member in the program. [Enroll/Cancel]"</i>
SACI05	Not a value shopper.	<i>"The member is not a high valued shopper, please advise the member to reach a minimum requirement to qualify for the program. Would you like to nominate the member?"</i>
SACI06	Offer already redeemed	<i>"Sorry! Members offer already redeemed."</i>
SACI07	Member is identified as High Value Shopper	<i>"Congratulations! You are identified as one of our high valued shopper. Avail your offer now?"</i>
SACI08	Incomplete mandatory fields	<i>Required field</i>
SACI09	Did not passed forms specification	<i>Highlight fields with error</i>
SACI10	Member already enrolled in the program	<i>Customer already exist in the database</i>
SACI11	Incorrect answer in OTP (Within allowable attempts)	<i>"The OTP you entered is incorrect. Please try again."</i>
SACI12	Reference number and receipt number successfully sent to email/SMS of the mobile number and email address	<i>"Reference number and receipt number already sent to email and SMS, please claim it by presenting a valid ID, reference number and receipt number to any customer service counter to claim your renewed card."</i>
SACI13	Successful acquisition of new member	<i>"Thank you for your information, Please expect an email/SMS from us on how to claim your free card"</i>
SACI14	Member is not eligible for the program	<i>"Sorry you are not eligible for the programs please try again next time."</i>
SACI15	Invalid User ID	<i>"The user ID is invalid"</i>
SACI16	Incorrect Password	<i>"The password you entered is incorrect"</i>
SACI17	Confirming before saving the transaction made	<i>"Are you sure you want to save the transaction? [Yes/No]"</i>
SACI18	Member has no existing mobile number	<i>"No Mobile Number" [SMAC Assist Hotline]</i>
SACI19	Card is Blocked Processing	<i>"Card number is blocked processing advise the member to claim card in APoD Station to redeem rewards."</i>

8.3 EMAIL NOTIFICATION TEMPLATES

Email Notification Templates (To follow c/o CEM)

- New Card
- Card Renewal (OLD SMAC)
- Card Renewal (New SMAC)

8.4 REFERENCE CODE FORMAT

FIELD	LENGTH	DESCRIPTION	Sample Value
Branch ID	6	Numeric left padded by zero (to be provided by MCI per location of the tablet)	000000
Establishment ID	6		000037
Machine ID	3		To Follow
Year	2	Format: YY -Transaction Date	19
Month	2	Format: MM -Transaction Date	03
Day	2	Format: DD -Transaction Date	21
Hours	2	Format: HH -Transaction Time	13
Minute	2	Format: MM -Transaction Time	18
Seconds	2	Format: SS -Transaction Time	05

8.5 RECEIPT (PROMO CODE) FORMAT

FIELD	LENGTH	Description assigned code is
Terminal ID	3	121
Transaction Number	9	Series number starting "000000001"
Transaction Day	2	DD e.g.26
Transaction Time	4	HHSS e.g.1424
Transaction Amount	10	e.g 199.75 Should be displayed as 0000019975

Sample Promo code number: 12100000000123142419975

8.6 PROMO CODE BARCODE FORMAT

**Pending from Systems/CEM*

8.7 BIN RANGE FOR NEW SMAC

Bin-Range	Description	Start	End
8880-8772	New SMAC Kit Express	8880-8772-0000-0000	8880-8772-9999-9999
8880-8773	New SMAC Kit Express	8880-8773-0000-0000	8880-8773-9999-9999
8880-8774	New SMAC Kit Express	8880-8774-0000-0000	8880-8774-9999-9999
8880-8777	New SMAC Online Selling	8880-8777-0000-0000	8880-8777-9999-9999

8.8 ACCOUNTING REPORT FORMAT

**Pending from Systems/CEM*

9. DATABASE SPECIFICATIONS

9.1 DATABASE STRUCTURE

**To be defined, for consultation with Dev team*

9.2 ENTITY RELATIONSHIP DIAGRAM

**To be defined, for consultation with Dev team*

9.3 DATA FLOW DIAGRAM

**To be defined, for consultation with Dev team*

10. APPENDIX

The following documents are necessary references for more detailed technical specifications of specific modules or functions:

- APoD API for New SMAC v 1.06.pdf
- SMAC – API List.xlsx

10.1 CENTRAL API SPECIFICATIONS

1. Real-time Member information Update

A. REQUEST FORMAT

Tag Name	Description	Encrypted	Is Required	Value
FunctionCode	Identifies the type of data access	N	Y	UPDINFO
ReferenceNo	Unique Request ID for reference Incremented per request	N	Y	Number
SourceSystem	Constant identifier for this request	N	Y	MOBILE APPS
CardNumber	Member card number	Y	Y	rgegergergergergrgreger
Fields	Field to be updated	Y	Y	ergergergergtyuty
Previous	Old record	Y	Y	T554t54ttyuy
New	New record for update	Y	Y	Fgjfjghjtyutyuytty
EmailAddress	Registered email address	Y	Y	Ghghjghjghtyutyutyuty
Hash	Concatenated values of FunctionCode+ ReferenceNo+ SourceSystem+ CardNumber+ Fields+ Previous+ New+ EmailAddress+ MCI Key	Y	Y	

Sample Request Message:

```
<?xml version="1.0"?>
<!DOCTYPE RequestFormat SYSTEM "MPDRequest.dtd">
<RequestFormat>
<FunctionCode>UPDINFO</FunctionCode>
<ReferenceNo>1</ReferenceNo>
<SourceSystem>MOBILE APPS</SourceSystem>
<CardNumber>IZGxPyJd4rC6rAUfPgZG7UaezOjEOdp</CardNumber>
<Fields>SRPVPpi1ZWcGrbraFo9NJg==</Fields>
<Previous>Rp7M6MQ52nE=</Previous>
<New>JW4xTv5SMDr66+Y5Amoz+RPCdaryt37cRp7M6MQ52nE=</New>
<EmailAddress>60HzODgwOG8iFUjH1Lx+pRX74rcsNYHk</EmailAddress>
<Hash>mUAt8Wg5OTCVN/devMlgBuUMxl8v4RasD0HfnvWcKlylShxF3qbD5CKI8RqMG/Avug4LdtJ0WGMyittkafpBf0hvB8Xs80A7VVdhi52saUaB/aAxBR
Jhen8pxl4E2ke8qPTUwuLuRA9sN1hzeBUvPGhlioBgpaHRVG74pL5cfCPWRJPoezg0BmmdhI0KVZG1i48c1ftiOwrgX6BwlZyEZ+appsDFKWuRnreN+llp15
vG1M47XU6bYEPHQzrx0jMD6vDrTPvtXo=</Hash>
</RequestFormat>
```

B. RESPONSE FORMAT

Tag Name	Description	Encrypted	Is Required	Value
FunctionCode	Identifies the type of data access	N	Y	UPDINFO
ReferenceNo	Unique Request ID for reference Incremented per request	N	Y	Number
SourceSystem	Constant identifier for this request	N	Y	MOBILE APPS
CardNumber	Member card number	Y	Y	rgegergergergergrgreger
Fields	Field to be updated	Y	Y	ergergergergtuty
Previous	Old record	Y	Y	T554t54ttyuy
New	New record for update	Y	Y	Fgjfjghjtyutyuty
EmailAddress	Registered email address	Y	Y	Ghghjghjtyutyuty
Hash	Concatenated values of FunctionCode+ ReferenceNo+ SourceSystem+ CardNumber+ Fields+ Previous+ New+ EmailAddress+ MCI Key	Y	Y	
MessageCode	Status of request	N	Y	See List of Response Codes
MessageText	Description of request	N	Y	See List of Response Codes

Sample Response Message:

```

<?xml version="1.0" encoding="utf-8"?>
<ResponseFormat>
<FunctionCode>UPDINFO</FunctionCode>
<ReferenceNo>1</ReferenceNo>
<SourceSystem>MOBILE APPS</SourceSystem>
<CardNumber>lZGxPyJd4rC6rAUfPgZG7UaezOjEOdpx</CardNumber>
<Fields>SRPVPpi1ZWcGrbraFo9NJg=</Fields>
<Previous>Rp7M6MQ52nE=</Previous>
<New>JW4xTv5SMDr66+Y5Amoz+RPCdaryt37cRp7M6MQ52nE=</New>
<EmailAddress>60Hz0Dgw0G8iFujH1Lx+pRX74rcsNYHk</EmailAddress>
<Hash>mUAt8Wg5OTCVN/devMlgBuUMxl8v4RasD0HfnnWcKlylShxF3qbD5CKI8RqMG/Avug4LdtJ0WGMyittkafpBf0hvB8Xs80A7VVdhi52saUaB/aAxBR
Jhen8pxl4E2ke8qPTUwuLuRA9sN1hzeBUvPGhlioBgpaHRVG74pL5cfCPWRJPoezg0BmmdhIOKVZG1i48c1ftiwOwrgX6BwlZyEZ+appsDFKWuRnreN+llp15
vG1M47XU6bYEPHQzrx0jMD6vDrTPvtXo=</Hash>
<MessageCode>SMACAPI-0000</MessageCode>
<MessageText>Success</MessageText>
</ResponseFormat>

```

10.2 APOD API SPECIFICATIONS

1. Card Renewal

A. Description

This endpoint is used to save the details for card renewal.

B. Business Rules

The following are the only card status allowed for renewal module:

- Block-Sold (lapsed annual due date but within three (3) months grace period)
- Block-Active (lapsed annual due date but within three (3) months grace period)
- Active-Registered
- Active-Personalized
- Inactive-Inactivating

C. Request Format

API: AREN				
Parameter	Description	Encrypted	Required	Value
APICode	Identifies the type of data access	N	Y	AREN
ReferenceNo	Generated reference number for APoD claiming	Y	Y	87b6648e18867754137efbb33a8b7722
SourceSystem	Identifies the source system of the request	N	Y	APODTAB
CardNumber	Card Number	Y	Y	87b6648e18867754137efbb33a8b7722
LastName	Member's last name	Y	Y	87b6648e18867754137efbb33a8b7722
FirstName	Member's first name	Y	Y	87b6648e18867754137efbb33a8b7722
MiddleName	Member's middle name	Y	N	87b6648e18867754137efbb33a8b7722
DOB	Member's date of birth	Y	Y	87b6648e18867754137efbb33a8b7722
Gender	Member's gender	Y	Y	Values: <ul style="list-style-type: none"> • M is Male • F is Female
CivilStatus	Member's civil status	Y	Y	Values: <ul style="list-style-type: none"> • If not indicated value is dash "-" • 1 is Single • 2 is Married • 3 is Widow/Widower • 4 is Separated/Divorced
Email	Email address of member	Y	Y	87b6648e18867754137efbb33a8b7722
MobileNum	Member's mobile number	Y	Y	87b6648e18867754137efbb33a8b7722
Barangay	Member's address - Barangay	Y	Y	87b6648e18867754137efbb33a8b7722
City	Member's address - City	Y	Y	87b6648e18867754137efbb33a8b7722
Province	Member's address - Province	Y	Y	87b6648e18867754137efbb33a8b7722
Occupation	Member's occupation	Y	Y	87b6648e18867754137efbb33a8b7722

Top Shoppers Portal Functional Specification Document – Technical Manual

ReasonCode	Reason for card renewal	Y	N	Values: <ul style="list-style-type: none"> 01 – Lost Card 02 – Defective Card Under Warranty 03 – Defective Card Out of Warranty 04 – Misspelled Name 05 – New/Change Name 06 – Re-card/Old Card
Status	Status of card renewal request	Y	Y	Values: <ul style="list-style-type: none"> 0 – For claiming (APoD Tablet update) 1 – For processing (APoD Tablet update) 2 – Approved (SSP update) 3 – Rejected (SSP update) 4 – Claimed (APoD Printer update) 5 – Pending Parental/Guardian Consent
Hash	Concatenated values of APICode + ReferenceNo + SourceSystem + CardNumber + LastName + FirstName + MiddleName + DOB + Gender + CivilStatus + Email + MobileNum + Barangay + City + Province + Occupation + ReasonCode + Status + MCI Key	Y	Y	24a82c526b8372e8d4ee47d8b2c57a87

Sample Request Message:

```
<?xml version = "1.0"?>
<DOCTYPE RequestFormat SYSTEM "AREN.dtd">
<RequestFormat>
  <APICode>AREN</APICode>
  <ReferenceNo>toA/20GQAfpCF8x6dB1A+L4oWII+gcrNluwd4iOZqXw=</ReferenceNo>
  <SourceSystem>APODTAB</SourceSystem>
  <CardNumber>IZGxPyJd4rBE5Xrjhf3rAkaezOjEOdpx</CardNumber>
  <LastName>88TQqE3ol3U=</LastName>
  <FirstName>88TQqE3ol3U=</FirstName>
  <MiddleName>LATNz5TDVJE=</MiddleName>
  <DOB>UsRnKxutOaCWQp8qP6yjiw==</DOB>
  <Gender>ODu8uYzm6Bc=</Gender>
  <CivilStatus>x3mg7XRCPCQ=</CivilStatus>
  <Email>YSIFleeC8Xc=</Email>
  <MobileNum>Caj4e8SNOsf6Kw/m8LikZQ==</MobileNum>
  <Barangay>88TQqE3ol3U=</Barangay>
  <City>88TQqE3ol3U=</City>
  <Province>88TQqE3ol3U=</Province>
  <Occupation>88TQqE3ol3U=</Occupation>
```

Top Shoppers Portal Functional Specification Document – Technical Manual

```
<ReasonCode>2RFu4t9KgUM=</ReasonCode>
<Status>kWVJIXZih5k=</Status>
<Hash>XxUhQUfsg28i3eFMrys/9XJ5ePV1fHjoNedxn3NuSEo/9SyjliW0gcBAATK6v38wWuWVZCrY0Z4ux12Ooz0PiftPnesLzY/yZgdhB2VJPe0X
YRXli71NuKQ1hiHKvdkKwiwOenciY7IH+HHilyyejJ8QN2neFnLR+ca2N6fc3U50U/ddUBCgZTFYKQSaJ8d7ptM5Ae2FR6KHPkj5NdaSnXeVyyx0T
qGUQ9Xb2EFAViYgAE3zX2Z78GrrdCH9Lwp70TUqo8vwbbuZIM27Z6vE16Q1hiHKvdkKwiwOenciY7Kniebb3VNnU6Q1hiHKvdkKwiwOenciY7L
Wt8D5smm8K0PZVZIXBEoRJgSRviHw83z+i8M9pOIOJcT5xrX+lu3jr3C4aqSwak4d5uHocZkOVjgplRdgE8Vb</Hash>
</RequestFormat>
```

D. Response Format

API: AREN				
Parameter	Description	Encrypted	Required	Value
APICode	Identifies the type of data access	N	Y	AREN
ReferenceNo	Generated reference number for APoD claiming	N	Y	87b6648e18867754137efbb33a8b7722
SourceSystem	Identifies the source system of the request	N	Y	APODTAB
CardNumber	Card Number	Y	Y	87b6648e18867754137efbb33a8b7722
LastName	Member's last name	Y	Y	87b6648e18867754137efbb33a8b7722
FirstName	Member's first name	Y	Y	87b6648e18867754137efbb33a8b7722
MiddleName	Member's middle name	Y	N	87b6648e18867754137efbb33a8b7722
DOB	Member's date of birth	Y	Y	87b6648e18867754137efbb33a8b7722
Gender	Member' gender	Y	Y	Values: <ul style="list-style-type: none"> M is Male F is Female
CivilStatus	Member's civil status	Y	Y	Values: <ul style="list-style-type: none"> If not indicated value is dash "-" 1 is Single 2 is Married 3 is Widow/Widower 4 is Separated/Divorced
Email	Email address of member	Y	Y	87b6648e18867754137efbb33a8b7722
MobileNum	Member's mobile number	Y	Y	87b6648e18867754137efbb33a8b7722
Barangay	Member's address - Barangay	Y	Y	87b6648e18867754137efbb33a8b7722
City	Member's address - City	Y	Y	87b6648e18867754137efbb33a8b7722
Province	Member's address - Province	Y	Y	87b6648e18867754137efbb33a8b7722
Occupation	Member's occupation	Y	Y	87b6648e18867754137efbb33a8b7722
ReasonCode	Reason for card renewal	Y	N	Values: <ul style="list-style-type: none"> 01 – Lost Card 02 – Defective Card Under Warranty 03 – Defective Card Out of Warranty 04 – Misspelled Name 05 – New/Change Name 06 – Re-card/Old Card

Top Shoppers Portal Functional Specification Document – Technical Manual

Status	Status of card renewal request	Y	Y	Values: <ul style="list-style-type: none"> 0 – For claiming (APoD Tablet update) 1 – For processing (APoD Tablet update) 2 – Approved (SSP update) 3 – Rejected (SSP update) 4 – Claimed (APoD Printer update) 5 – Pending Parental/Guardian Consent
ResponseCode	Status of request	N	Y	Refer to list of Response Codes
Message	Description of request	N	Y	Refer to list of Response Codes
Hash	Concatenated values of APICode + ReferenceNo + SourceSystem + CardNumber + LastName + Firstname + MiddleName + DOB + Gender + CivilStatus + Email + MobileNum + Barangay + City + Province + Occupation + ReasonCode + Status + MCI Key	Y	Y	24a82c526b8372e8d4ee47d8b2c57a87

Sample Response Message:

```
<?xml version = "1.0" encoding="utf-8"?>
<ResponseFormat>
  <APICode>AREN</APICode>
  <ReferenceNo>toA/20GQAfpCF8x6dB1A+L4oWll+gcrNluwd4iOZqXw=</ReferenceNo>
  <SourceSystem>APODTAB</SourceSystem>
  <CardNumber>IZGxPyJd4rBE5Xrjh3rAkaezOjEODpx</CardNumber>
  <LastName>88TQqE3ol3U=</LastName>
  <FirstName>88TQqE3ol3U=</FirstName>
  <MiddleName>LATNz5TDVJE=</MiddleName>
  <DOB>UsRnKxutOaCWQp8qP6yjiw=</DOB>
  <Gender>ODu8uYzm6Bc=</Gender>
  <CivilStatus>x3mg7XRCPCQ=</CivilStatus>
  <Email>YSIFleeC8Xc=</Email>
  <MobileNum>Caj4e8SNOSf6Kw/m8LlkZQ==</MobileNum>
  <Barangay>88TQqE3ol3U=</Barangay>
  <City>88TQqE3ol3U=</City>
  <Province>88TQqE3ol3U=</Province>
  <Occupation>88TQqE3ol3U=</Occupation>
  <ReasonCode>2RFu4t9KgUM=</ReasonCode>
  <Status>kWVJIXZih5k=</Status>
  <ResponseCode>APODTABAPI-0000</ResponseCode>
  <Message>Success</Message>
  <Hash>XxUhQUfsg28i3eFMrys/9XJ5ePV1fHjoNedxn3NuSEo/9SyjliW0gcBAAtTK6v38wWuWVZCrY0Z4ux12Ooz0PIfTPnesLzY/yZgdhB2VJPe0X
YRXli71NuKQ1hiHKvdkKwiwOenciY7IH+HHilyyej8QN2neFnLR+ca2N6fc3US0U/ddUBCGZTFYKQSaJ8d7ptM5Ae2FR6KHPKj5NDaSnXeVyyx0T
qGUQ9Xb2EFAViYgAE3zX2Z78GrrdCH9Lwp70TUqo8vwbbuZIM27Z6vE16Q1hiHKvdkKwiwOenciY7Kniebb3VNNu6Q1hiHKvdkKwiwOenciY7L
Wt8D5smm8K0PZVZIXBEoRJgSRviHw83z+i8M9pOI0JcT5xrX+lu3jr3C4aqSwak4d5uHOCZkOVjgplRdgE8Vb</Hash>
</Hash>
</ResponseFormat>
```


11. SIGN-OFF PAGE

Name	Position	Department	Signature / Date
Julie Ann G. Fuentes	Senior Manager	ITS-BSM	
Agatha Aie Beruan	Manager	ITS-PM	
Mhelody L. Cayanan	Sr. Asst. Vice President	ITS	
Gary M. Calantuan	Vice President	ITS	

CONFIDENTIAL

41 of 41