GUANZON GROUP OF COMPANIES
•GUANZON MERCHANDISING CORP.• LGK GUANZON INC.•
• UNITED EXCELSIOR MARKETING INC.• MOTORCENTRUM CORP.•
•HONDA CARS PANGASINAN
•NORTH QUADRANT VENTURES & RESOURCES INC•
•THE MONARCH HOSPITALITY & TOURISM CORP•

CREDIT APPLICATION
CI CODE APPROVAL USING TEXT SMS
User Guide

How to register the field specialists' mobile number?

1. The field specialist should inform his branch head that he wants to use the TEXT SMS feature to issue approval code for Credit Applications.
2. The branch head will now request to add the mobile number of the field specialist to the CSS Department.
3. The CSS Department will request to the MIS Department to add the mobile number of the field specialist on the system code approval authorized list thru email.

How to update the branch service phone number?

1. Call the **TeleMarketing** team and give the current service phone number of the branch.
2. The TeleMarketing team will update the branch' mobile phone number using the TLM system.

How to issue approval on credit applications?

- Using the registered mobile number, the field specialist sends SMS to **09479906531**.
- **SMS format:**

  CODEAPPR CA/BRANCHCODE/CLIENTNAME/DATEAPPLIED/RESPONSE/REMARKS

- Wherein:

  BRANCHCODE = Requesting Branch code (ex. M001)
  CLIENTNAME = Applicant's name (ex. Capito, Roque Jose Padriguez)
  DATEAPPLIED = Application date (ex. 2019-02-21)
  RESPONSE = **yes** if approved; **no** if disapproved
  REMARKS = Approval notes

- Sample text:

  Approved application:

  CODEAPPR CA/M001/Capito, Roque Jose Padriguez/2019-02-21/yes/has capacity to pay

  Disapproved application:

  CODEAPPR CA/M001/Capito, Roque Jose Padriguez /2019-02-21/no/applicant is unemployed

Notes:

- For every successful request, Guanzon textblast will send a response message to the approving field specialists' and branch service phone number.

    Sample response message for approved application:

    GUANZON GROUP: CI approval code for Mr/Ms. Capito, Roque Jose Padriguez with application date of 2019-02-21 is A28851142B issued by Amansec, Lito Balcita

    Sample response message for disapproved application:

    GUANZON GROUP: Mr/Ms. Capito, Roque Jose Padriguez application was disapproved by Amansec, Lito Balcita

- For every unsuccessful request, Guanzon textblast will send a response message to the approving field specialists.

    Requesting approval using unregistered mobile number response message:

    GUANZON GROUP: Please make sure that this mobile number is registered for approval code issuance. Kindly inform your branch manager regarding this matter.

    Requesting approval using wrong format response message:

    GUANZON GROUP: Please make sure to use the preferred format for issuing approval. Thank you.