EMP (Out-Of-Premise Card Management System) Batch Card Request

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| S/N | Step | |
| 1 | Authorized user signs in and browses to the batch card request page | |
| 2 | The user selects the card profile | |
| 3 | If the card profile is an Out-Of-Premise one, the page displays two radio buttons or a drop down list with options:   * Blank Card Request * Embossing File Request   User types the number of cards for the request | |
| Blank Card Request | | Embossing File Request |
| 4 | The page dynamically displays the drop down lists for Vendor and Manufacturer and the user selects the Vendor and Manufacturer respectively and submits. The request status is set to “Requested” | The page dynamically displays the dropdown lists for Issuance month and Issuance year. The user selects the values of these fields and submits |
| 5 | iCard logs the request | Same |
| 6 | The serial number generation windows service picks up the request and generates the serial numbers for the batch. The status is set to “Generated” | The serial number generation windows service picks up the request and generates the batch request file (bridge file) and drops it in the configured folder |
| 7 | The batch card request is sent to the Vendor together with the generated serial numbers | The authorized user picks the file and drops it in the sftp path |
| 8 | The Vendor delivers the cards to the bank | EMP processes the file and generates the batch embossing file for the year and month |
| 9 | The authorized user acknowledges. We are supposed to generate PANs here but wont. | Authorized user acknowledges the batch embossing file and iCard imports the card data records into the database |
| 10 | Branches request blank cards and blank cards are allocated to them accordingly. | Card requests come and we pick one record as long as the request falls within the issuance month and year |
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We should have processes that watch the levels of these cards and embossing files card records

* Threshold monitoring