

# Standard Operating Procedure for New Production Request

## Version Control

Document Name	Version	Date
Process for raising NPR	V1.2	11-10-2022

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## Revision History

Issue	Date	Reason for change
1	20-01-2021	Process Documented for standardize approach
1.1	10-11-2021	Added checklist to be completed for NPR
1.2	11-10-2022	Check point for MSISDN print requirement added

## Introduction

This document outlines the standard process for raising NPR (New Production Request) request to Sales support team and Planning team for BAP card production.

Pre-requisite:

- Module details
- Form Factor
- BAP card quantity (Input file)

## NPR Checklist for Validation (before raising NPR request)

Below check-list need to be duly filled and kept in BAP folder before raising each NPR request. This is to ensure correctness of technical elements such as chipset, form factor, OS , quantity against in the quotation delivered as well as SIM specification & input file received from customer.



NPR Checklist.xlsx

## Request raises via Email:

NPR request will be sent to “[salessupport@workz.com](mailto:salessupport@workz.com)” keeping TSS and Workz Planning in the loop.

### NPR for producing 5 BAP cards for Tecore



Aditya Narula

To Sales Support

Cc Technical Support Services (TSS); Workz Planning Team

Hi Sales Support Team,

Please raise NPR for producing 5 BAP cards for **Tecore**. You can find the technical details added below.

Chip: THC80F228B

ATR: 3B 1F 96 8F 05 03 80 06 02 28 01 10 10 00 00 01 90 00

Qty: 5 pcs

Form Factor: Half card

Graphical reference R:\Artwork\Clients\Tecore\SIM\HalfSIM\3in1\Tecore\_HalfSIM\_3in1\_Seamless\_20210215\_VM\_M16761001.pdf

Thanks,

## Requirements:

**Module:** Recommendation of the module can be done with as per the customer product requirement.

TSS team, internally can decide the module via circulating an email for module recommendation.

**ATR:** This can be check in the ATR list (T:\Sales\Mobile Solutions\SIM Data\\_SD\ATR\_lists\_Updated.txt).

**Form factor:** Form factor can be chosen 3in1 seamless for the white BAP cards, in case of M2M, DFN6 and DFN8 form factor can be included.

**Quantity:** It depends upon the quantity of the test BAP Cards which is available in the input file and can be seen into the input file image with the highlighted value.

```
*****
*          HEADER DESCRIPTION
*****
Customer :      Zain Bahrain
Quantity :      05
Type:          PLUG-IN
Profile:        02.00
Batch:          MTB00232
*
Transport_key:  1
*
Address1:
Address2:
Address3:
Address4:
Address5:
Address6:
*
Graph_ref:      1.0
Artwork:        Artwork1
*
PO_ref_number:  203948
*
*
*****
*          INPUT VARIABLES
*****
*
var_in_list:
IMSI: 4260212000000001
Ser_nb: 899730212000000001
VERIFY_ICCID: 89973021200000000100899730212000000005FF57C5989D39DFAB1C
*****
*          OUTPUT VARIABLES
*****
Var_Out: PIN/PUK/PIN2/PUK2/KI/ADM1/ACC
```

**Graphical reference:** This is maintaining by Originations team in the artwork folder according to the Form Factor.

[Path: \\WZN1\_F105\Artwork\_Data\Artwork\Clients]


In case of BAP cards, the standard Workz template is recommended to use, but if customer ask the approved graphical template to be printed on the BAP cards, then we must use customer graphical template on white BAP cards.

(Example:R:\Artwork\Clients\Zain\Zain Bahrain\SIM\3in1 Seamless\Full SIM\Zain Bahrain\_SIM\_Full SIM Generic\_20180411\_AN\_M14706001.pdf), so this link should be provided with the mail to Sales support.

## MSISDN print requirement

If the customer is not requested to print MSISDN data on BAP cards, then need to mention “MSISDN printing is not required” in NPR request email.

NPR for producing 150 BAP cards for Softbank

 Satyam Gambhir <Satyam.Gambhir@workz.com>  
To: Sales Support  
Cc: Technical Support Services (TSS); Workz Planning Team; Data; Artwork

Hi @Sales Support Team,

Please raise NPR for producing **150 BAP cards for Softbank**. Please see the details below:

**Product Name- SB JPN ZTWCJ1 Nilgiri PersoT NoMSISDN Test 50 [IMSI-S2]**  
Chip: SLC16ECB240B  
ATR: 3B 10 96  
Form factor: 3in1  
Card Body: Full card  
Quantity: 50 pcs

**Product Name- SB JPN ZTWHR1 PersoT NoMSISDN Test 50[IMSI-S4]**  
Chip: SLC16ECB240B  
ATR: 3B 10 96  
Form factor: 3in1  
Card Body: Full card  
Quantity: 50 pcs

**Product Name- SB JPN ZTWH1 Nilgiri PersoT NoMSISDN Test 50[IMSI-KI]**  
Chip: SLC16ECB240B  
ATR: 3B 10 96  
Form factor: 3in1  
Card Body: Full card  
Quantity: 50 pcs

Graphical reference: R:\Artwork\Clients\SoftBank\SIM\FullSIM\3in1 with Bridge\Generic white card perso for BAP\Softbank\_3in1 USIM\_White Geneic perso\_20200927\_RM\_M16570001.pdf

**MSISDN printing is not required.**

Reply Reply All Forward

Tue 11/10/2022 10:53

## Acknowledgement mail from System:

Then Sales support will raise NPR and a system generated mail will received by the Sales, Planning and TSS team.

NPR : New production request generated - NPR # 1423 (Zain Bahrain - Removable white BAP)

 System Account  
To: Artwork; Workz Planning Team; Technical Support Services (TSS); Sales Support  
Cc: Manish Rajpurohit; Nikhil Arora

Reply Reply All Forward

Mon 27/01/2020 14:42

Dear All,

New production request # 1423 for Zain Bahrain has been generated and ready for approval by Marketing and Sales. See details [\(click here\)](#).

Regards,  
Workz Integrated Resource Enterprise

With the highlighted link, it will lead to WIRE which is used to see the configuration of module are as per requirement for the UICC or eUICC and what is the quantity required for production everything is mention in NPR.

For Sales only			
NPR #	1423	NPR Date	Mon 27 Jan 2020
Customer *	New Zain Bahrain	Sales person *	Nikhil Arora
Type of proof required *	General Marketing / Technical san	Sales quote number *	TBC
NPR status	Not approved	Status	Required
Original NPR #	N/A	Original NPR date	
Sales comments	Desired date:		
Specifications			
Format *	Removable white BAP	Bespoke specifications	
Form factor	Half ISO	Denominations *	ZB Half SIM BAP
Board requested *	PVC 710 mc (default)	Potential order quantity per denomination*	TBC
Instructions for Planning	Please proceed for producing 05 cards for Zain Bahrain. Please see the details below: Chipset: S3M228A (New Module) ATR: 3B 98 96 40 F0 16 02 02 08 0A 0A 0A B5 Quantity: 2 Form Factor: 3-in-1 seamless Card Body: Half card		
QR Code	<input type="checkbox"/>	Brand guidelines document	<input type="checkbox"/>
Customer Data	<input type="checkbox"/>	Production reference available	<input type="checkbox"/>
Machine proof waived	<input type="checkbox"/>		
For Originations only			
Printable artwork received	<input type="checkbox"/>		
Digital proof approved	<input type="checkbox"/>		
Version			
Originations comments			

Title	SOP New Production Request v1.2
File name	SOP New Production Request v1.2.docx
Document ID	0af05a9c52a159ed4b425c2f57f22933395317dc
Audit trail date format	DD / MM / YYYY
Status	● Signed

## Document history



SENT

**11 / 10 / 2022**

12:49:41 UTC+4

Sent for signature to Saji Krishnan (saji.krishnan@workz.com) and Ajitav Mohanty (ajitav.mohanty@workz.com) from tss@workz.com  
IP: 94.200.229.6



VIEWED

**11 / 10 / 2022**

14:10:16 UTC+4

Viewed by Saji Krishnan (saji.krishnan@workz.com)  
IP: 94.200.229.6



SIGNED

**11 / 10 / 2022**

14:11:21 UTC+4

Signed by Saji Krishnan (saji.krishnan@workz.com)  
IP: 94.200.229.6



VIEWED

**19 / 12 / 2022**

11:14:36 UTC+4

Viewed by Ajitav Mohanty (ajitav.mohanty@workz.com)  
IP: 94.200.229.6



SIGNED

**19 / 12 / 2022**

11:14:43 UTC+4

Signed by Ajitav Mohanty (ajitav.mohanty@workz.com)  
IP: 94.200.229.6



COMPLETED

**19 / 12 / 2022**

11:14:43 UTC+4

The document has been completed.