# Standard Operating Procedure

# for

# SoftBank BAP/Production package processing

Version Control

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|---|---|---|
| SoftBank BAP/Production package processing | v1.1 | 26-Jan-2022 |

| Prepared by | Technical Support Services | 26-Jan-2022 |
|---|---|---|
| Approved by | Technical Manager | *Saji Krishnan* |

Revision History

| Issue | Date | Reason for change |
|---|---|---|
| 1.0 | 09-Feb-2021 | First issue |
| 1.1 | 26-Jan-2022 | Removed script update required for I/O management<br>Added additional information for DGS development section |

# Table of contents

## Introduction

This document outlines the standard operating procedure for processing the BAP/Production package shared by Kigen for SoftBank.

## BAP/Test Package Delivery Procedure

- Kigen team shares the package via email with GoAnywhere link of the package encrypted with PDM key and production date to be used for graphical personalization.
- Special instructions will be provided via email for the graphical to be used. If not provided and if there is an artwork approved for the product, the same will be used on a white card.
- PDM shares the package to TSS for preparing package ready for BAP/Test card production. TSS to review and revert in case of any clarification required.
- PDM to share the data summary to Kigen for data approval and upon the receipt of the same, T0 is reached.

## Commercial Package Delivery Procedure

- Kigen team shares the package via email with GoAnyWhere link of the package encrypted with PDM key and production date to be used for graphical personalization.
- PDM shares the production script package to TSS. TSS to review and validate against the BAP profile package.
- In case if BAP samples are not produced for the shared product, TSS to revert and request for a BAP waiver or an approval based on the production log validation.
- PDM to share the data summary to Kigen for data approval and upon the receipt of the same, T0 is reached.

## BAP Package Preparation

### DGS development

- Once PDM shares the BAP package to TSS, NPR request will be raised.
- TSS to add fields supplier code, product code, production date, VERIFY_ICCID, MSISDN_PRINT and ICCID prepended with letter "**T**" on Barcoded readable and plugin variables. The relevant values are captured as listed below
  - Supplier code – via email from Kigen
  - Production date – via email from Kigen
  - Verify_ICCID – from script received
  - MSISDN_PRINT – from data csv file. TSS is adding "-" to formulate required print format
  - ICCID prepended with letter "T" – TSS to add prefix "T" with the ICCID retrieved from data CSV
- The above-mentioned fields will be added to the personalization factory files generated.
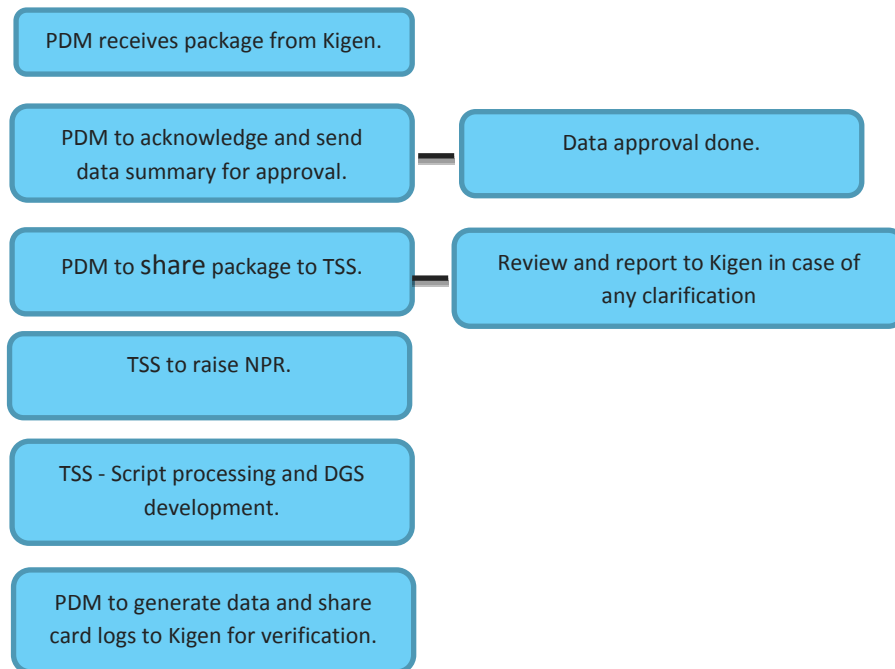
## Commercial Package Preparation

- Once PDM shares commercial script package to TSS, the same will be reviewed and validated against the BAP profile package and the commercial package will be shared based on the Mass production checklist.
- In case if BAP samples are not produced for the shared product, TSS to revert and request for a BAP waiver or an approval based on the production log validation.
- If no BAP history is available for the requested commercial production, TSS to process the package based on the steps added in "BAP package preparation section" (No NPR will be raised in this case) upon the receipt of email waiver. TSS shares DGS developed with PDM.

## Production log and card image approval process

- FAI will be produced for the approval process.
- PDM will verify and validate the card image and logs and the same will be sent to Kigen for their validation.
- Once the approval is received, a go ahead will be given to production team to proceed with the personalization for BAP/commercial cards.

# Workflow

```
┌─────────────────────────────────┐
│ PDM receives package from Kigen. │
└─────────────────────────────────┘

┌─────────────────────────────────┐      ┌─────────────────────────────────┐
│ PDM to acknowledge and send      │──────│ Data approval done.             │
│ data summary for approval.       │      │                                 │
└─────────────────────────────────┘      └─────────────────────────────────┘

┌─────────────────────────────────┐      ┌─────────────────────────────────┐
│ PDM to share package to TSS.     │──────│ Review and report to Kigen in   │
│                                  │      │ case of any clarification       │
└─────────────────────────────────┘      └─────────────────────────────────┘

┌─────────────────────────────────┐
│ TSS to raise NPR.                │
└─────────────────────────────────┘

┌─────────────────────────────────┐
│ TSS - Script processing and DGS  │
│ development.                     │
└─────────────────────────────────┘

┌─────────────────────────────────┐
│ PDM to generate data and share   │
│ card logs to Kigen for           │
│ verification.                    │
└─────────────────────────────────┘
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