

Card upload process transition

- 1 | COD will send communication to branches to nominate staff who would be passing the Maker level entries.
- 2 | Branch should send the nominated staff list by next day.
- 3 | COD to follow up with branches for the list of nominated staff.
- 4 | COD will contact Agent partners and give instructions for creating maker level ID's .
- 5 | Agent partner would provide Maker level ID's list to COD.
- 6 | COD would share Maker level ID's with branches.
- 7 | COD and Agent partners will conduct training at branch location or by concall, for maker level entries.
- 8 | Branch to confirm understanding of the process.
- 9 | Branches will send their upload/ reload/refund mail requests to COD at h.subramony@transcorpint.com .
- 10 | Current Maker level/Checker level process shall be stopped on 04th July 2017 end of day.
- 11 | New process of maker level entries at branch level would commence from 05th July 2017 start of day.
- 12 | Reload and refunds of cards uploaded by old process, can and will be done by the new process only.
- 12 | Branch may contact COD at any time for any query.