Procedure for Corporate MNP PORTIN Request through Sancharsoft:

Corporate MNP PORTIN successfully implemented for South Zone Circles.

Already detailed help document is made available in front end of Sancharsoft.

Corporate MNP customers are to be identified based on First 3 Digit Alphabets followed by 5 digit Numeric numbers. All these type of portin request entry to be made only via Corporate MNP menu in Sancharsoft. Before making data entry the following guidelines to be followed by filed units.

The guidelines for Submitting a Corporate MNP Port IN Request:

1. CSC has to confirm with the Customer, whether the Customer has cleared all the pending outstanding dues in DONOR Operator.
2. UPC validity should be of minimum 10 days and CSC personal should check before making data entry. This can be done by verifying the SMS request in Customer mobile or orally.
3. Separate New Group has to be created by CSC for Corporate Customer.
4. While Creating the GROUP, the Letter of Authorization from the Customer has to be uploaded in PDF Format.
5. The Authorization letter received from customer has to be scanned and saved in PDF.
6. The Proforma for Authorization Letter is enclosed in Annexure-I
7. **PDF File size is restricted to less than 1MB**.
8. SSA AGM Sales has to approve the Group created by CSC after due verification.
9. On Approval by SSA AGM Sales, the CSC will be able to make Data Entry.
10. While Making Data Entry CSC has to select the Group
11. Only 50 entries will be allowed in single CAF , If the number of PORTIN request is more than 50 , then second group to be created and data entry to be done for remaining numbers (provided maximum of 50 only )
12. Without Letter of Authorization in PDF Format and correct File Size , MNP Requests will not be processed
13. Detailed documentation on Group Creation and Data Entry is enclosed in AnnexureII.

 

Annexure-II Annexure-I