

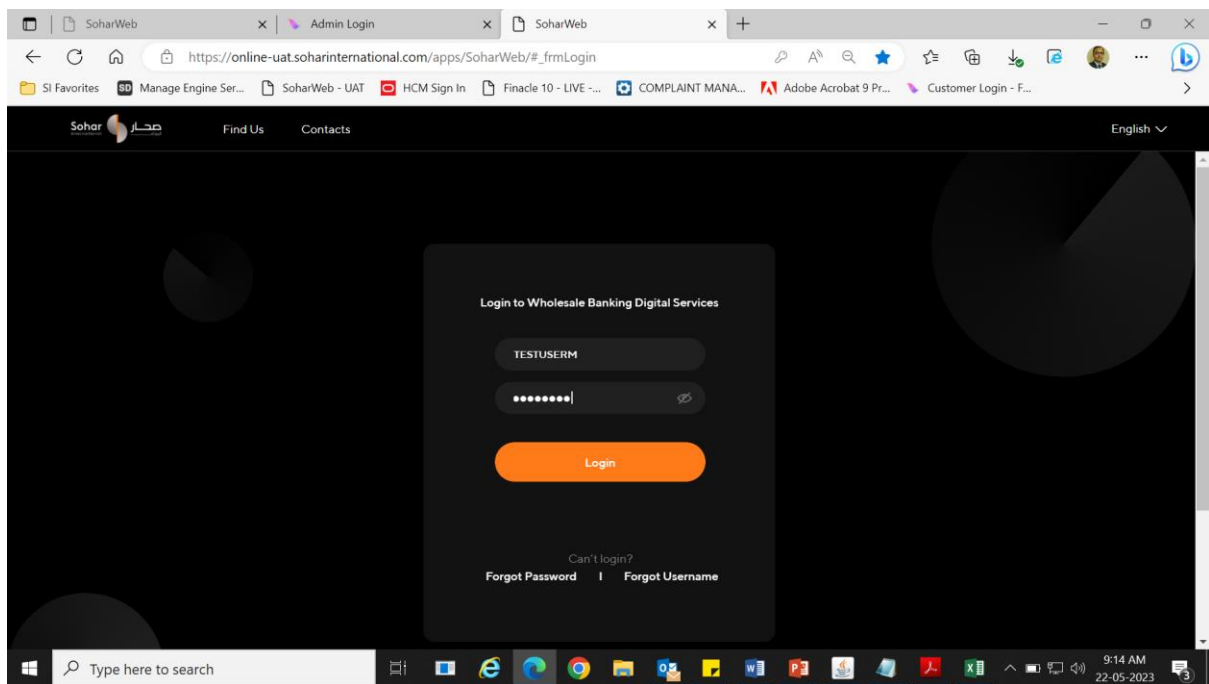
SOHAR INTERNATIONAL

Corporate Card Management Controls

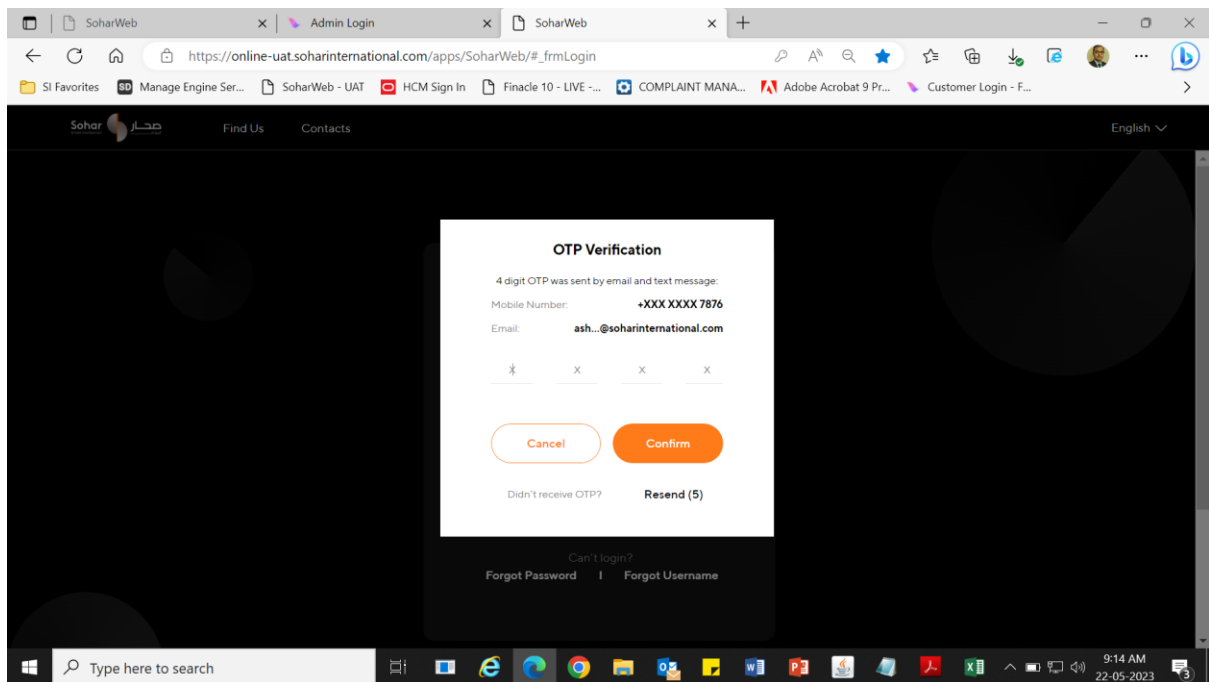
USER GUIDE

Steps to Login:

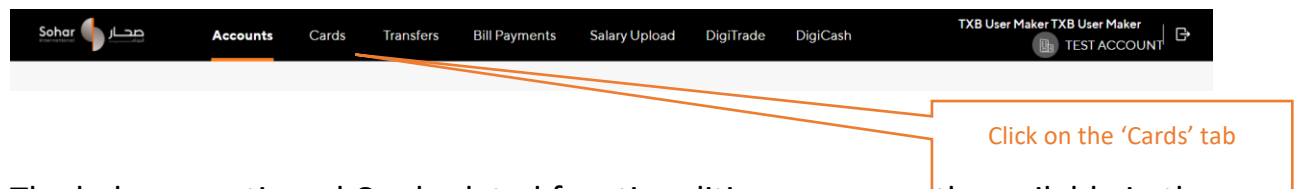
Enter Username and Password



System prompts for OTP



On logging to Sohar Wholesale Digital Services Platform, the user is taken to the below dashboard. For using the 'Card Management' module, user should click on 'Cards' tab post which, the following screen will be displayed.



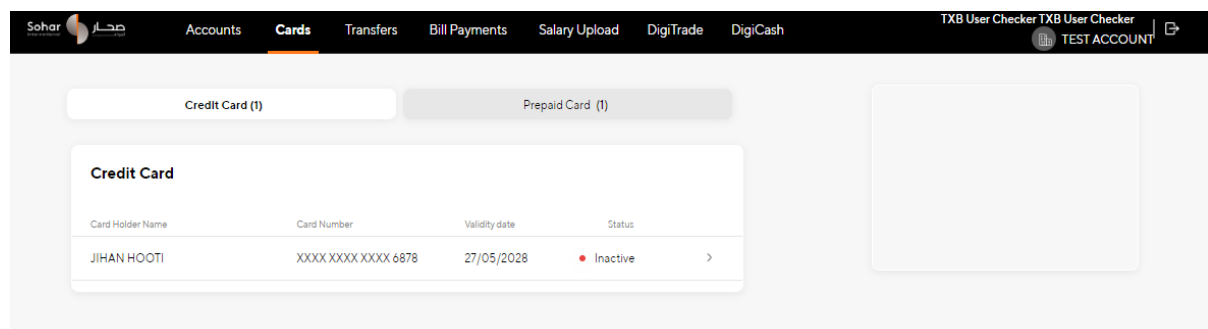
The below mentioned Card related functionalities are currently available in the 'Corporate Internet Banking' platform.

- 1) View all Cards
- 2) View Specific Card Details
- 3) Card Activation
- 4) Online Card Payment
- 5) View & Download Transaction History
- 6) Block Card

Mentioned below are the steps to access the aforementioned functionalities:

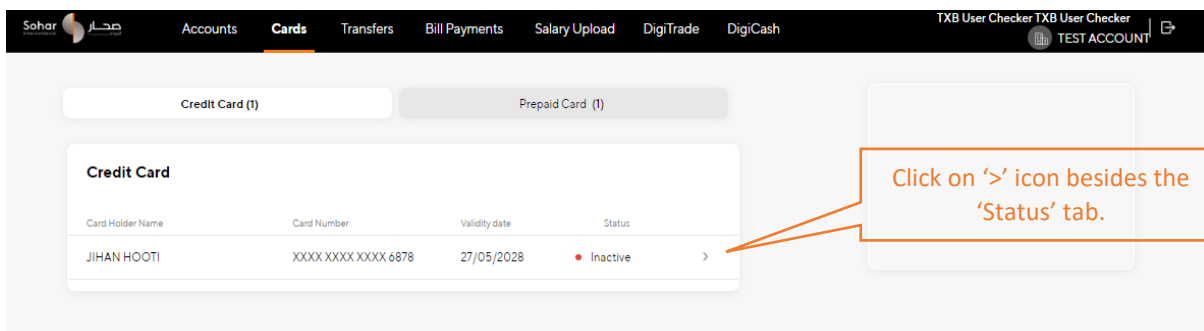
1) View All Cards

On the home screen under the 'Cards' section, users can view the list of all issued Corporate Credit & Preloaded Cards.

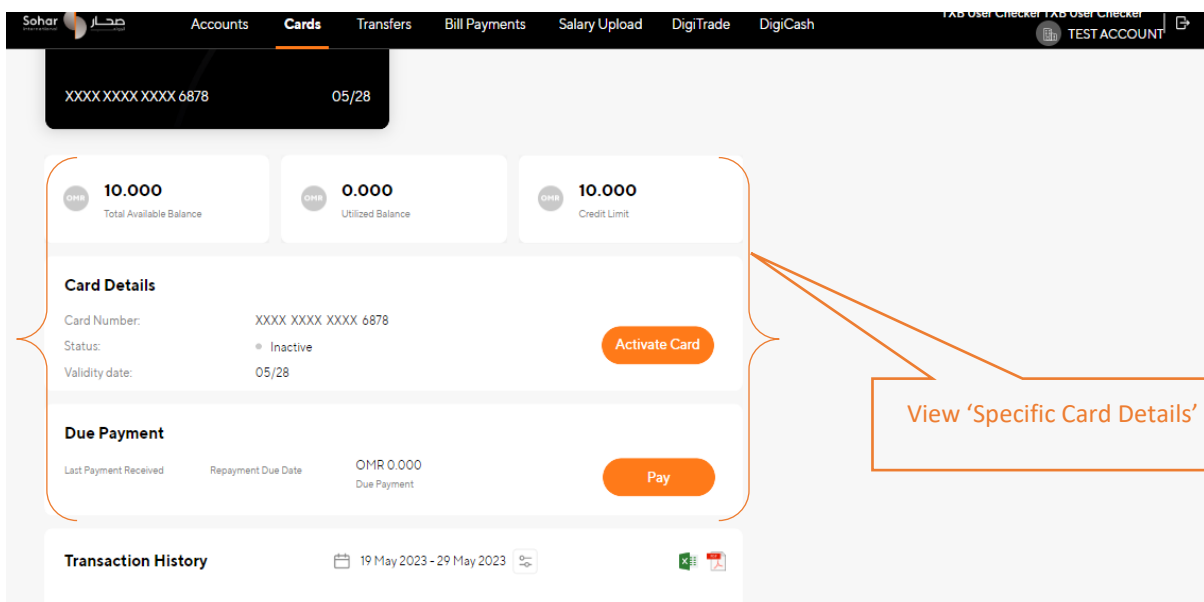


2) View Specific Card Details

Click on the '>' icon besides the 'Status' tab as highlighted in the screen below



Post the above step, the following page will be displayed wherein the card specific details will be mentioned.



3) Card Activation

Click on the 'Activate' tab

The screenshot shows the Sohar mobile banking app interface. At the top, there is a navigation bar with options: Accounts, Cards, Transfers, Bill Payments, Salary Upload, DigiTrade, and DigiCash. The 'Cards' tab is selected. Below the navigation bar, there is a card image for JIHAN HOOTI, a VISA card with number XXXX XXXX XXXX 6878 and validity date 05/28. Below the card image, there are three summary cards: Total Available Balance (10.000 OMR), Utilized Balance (0.000 OMR), and Credit Limit (10.000 OMR). Below these, there is a 'Card Details' section with the following information: Card Number: XXXX XXXX XXXX 6878, Status: Inactive, and Validity date: 05/28. An orange 'Activate Card' button is located to the right of the 'Card Details' section. A callout box with an orange border points to this button and contains the text 'Click on the 'Activate Card' tab'.

User will be prompted to confirm on the card activation. Once the customer clicks on 'Yes', an OTP will be sent to the user for authentication. Post successful confirmation, the card will be activated.

4) Online Card Payment

Users can click on the 'Pay' tab post which the payment page will be displayed.

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Post clicking on the 'Pay' tab, the below page will be displayed wherein the user can enter the amount and complete the payment.

Recharge Card

From Account
Current: 9730 OMR: 15,900

To Card
XXXX XXXX XXXX 6894

Amount
0.000 OMR

Comment (optional)

[Cancel](#) [Continue](#)

5) View & Download Transaction History

Users can refer the 'Transaction History' section to view the transactions and also use the download option to save files in excel or PDF format.

XXXX XXXX XXXX 6878 05/28

10.000 Total Available Balance

0.000 Utilized Balance

10.000 Credit Limit

Card Details

Card Number: XXXX XXXX XXXX 6878

Status: Inactive [Activate Card](#)

Validity date: 05/28

Due Payment

Last Payment Received Repayment Due Date OMR 0.000 Due Payment

[Pay](#)

Transaction History 19 May 2023 - 29 May 2023

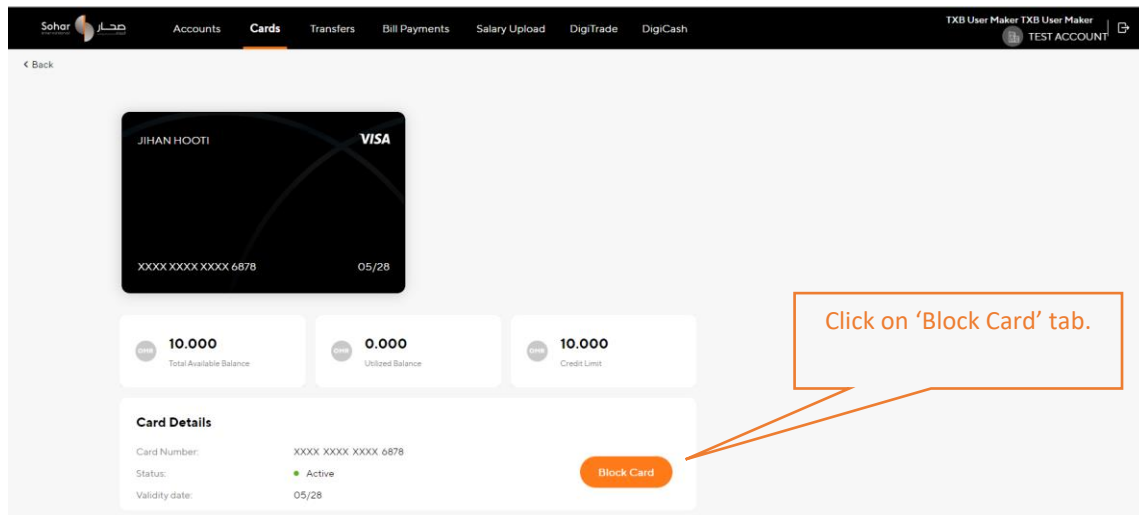
[Download](#) [Download](#)

Transaction history can be viewed here.

Statement can be downloaded by clicking on either of the logos.

6) Block Card

User can click on the 'Block Card' tab as highlighted below



Note: For cases where the client has assigned 'Maker' and 'Checker' for different individuals, some of the transactions e.g. Card Activation, Card Payment, Block Card will have to be initiated by the 'Maker' and subsequently approved by the 'Checker'.