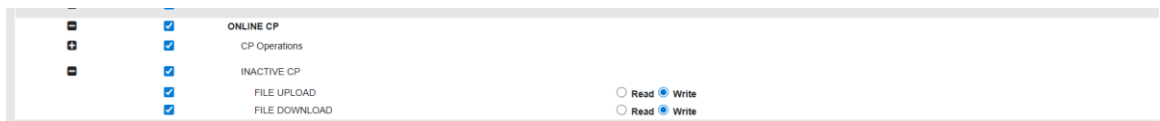


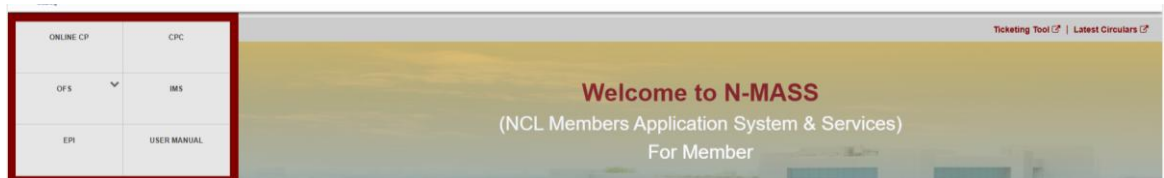
USER MANUAL FOR CUSTODIANS TO UPLOAD INFORMATION REGARDING INACTIVE CP CODES

1. Facility will be available to Custodians to upload information regarding inactive CP codes from 09:00 AM to 07:00 PM on a working day in N-MASS application.
2. Custodian needs to assign -INACTIVE CP for 'FILE UPLOAD' and 'FILE DOWNLOAD' service through ROLE MANAGEMENT menu. Custodians need to ensure that 'Write' access is provided for the said menu.

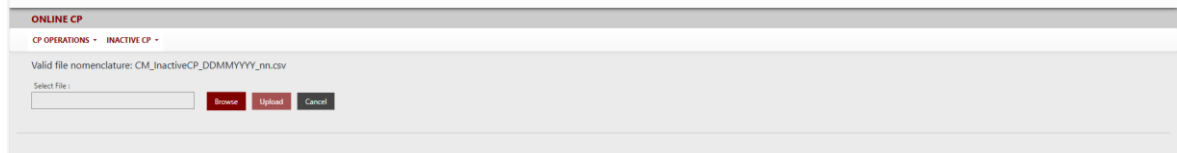


Service	Read	Write
ONLINE CP	☐	☒
CP Operations	☐	☒
INACTIVE CP	☐	☒
FILE UPLOAD	☐	☒
FILE DOWNLOAD	☐	☒

3. On assigning Role, menu shall appear as follows-



4. Custodian shall be able to browse and upload the file for Inactive CP from following screen.



5. The file nomenclature will be – “CM_InactiveCP_DDMMYYYY_nn.csv”
 DDMMYYYY - Current date
 nn- Incremental batch number

File Format:

Control Record

Field	Description
Record Type	Expected Value “10” for control record
Date	Current date in ddmmYYYY format
Number of records	Total number of records in the file

Detail Record

Field	Description
Record Type	Expected Value “20” for detailed record
CP Code	CP code
Only Sell Allowed	‘Y’ / <blank>

Important Notes-

- I. Batch number for a day should start with '01' up to maximum of '99'.
- II. All inactive CP codes should be provided in a single file only. For any modification/ Addition/ Deletion of record, then entire file with all records needs to be uploaded.
- III. In case of no changes in CP code list provided by Custodians, there is no need to upload incremental file on daily basis. The latest successful file uploaded by the Custodian shall be considered as final for considering Inactive CP codes.
- IV. Valid CP code linked to a custodian should be provided in file in UPPER CASE. There should not be any extra spaces/ junk characters in CP code mentioned in file.
- V. In case of duplicate records, both records will be rejected.

6. Response file to Custodian-

I. Response file shall be generated for custodian as follows

CM_INACTIVECP_DDMMYYYY_Rnn/Snn.csv

DDMMYYYY is current date

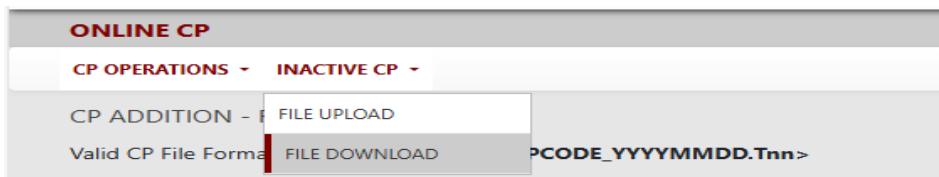
nn batch number as given by custodian

R – In case t any/ all records are rejected

S – If ALL records in the file are successful

II. Response file can be downloaded from –

N-MASS – Online CP – INACTIVE CP – FILE DOWNLOAD



III. Error codes that will be updated in response file.

Error Code	Error Description
001	CP Code is NULL
002	CP Code has leading/ trailing spaces
003	CP Code is in lower case
004	CP Code contains junk characters
005	CP Code is not available in NCL
006	CP Code having duplicate records
007	CP Code length is greater than 12 characters