

FAQ's

1. How will SBI Corporate Credit card benefit me?

- SBI Corporate card is offered specifically to Project In- charge to use it towards their IRD project related expenses.
- It eliminate inconvenience of using personal credit cards for official project related expense.
- Saves time, all your corporate card expenses get automatically populated in an online portal i.e. Visa Intellink Spend Management (VISM), where you can login and can classify your card expenses between various projects.
- It's a basic hygiene factor that your personal and official expenses are on different cards, hence your official project related expenses doesn't consume any of your personal credit card limits.

2. What is the process of obtaining a SBI Platinum Corporate Card?

Fill up a one pager card application form and submit it in the office of Assistant registrar accounts.

3. Where do I get the SBI corporate card application form?

The corporate card application form is available on IIT's online portal **XXXX**

4. How to fill up the application corporate card application form?

- Please fill up all mandatory fields, indicated with an (*).
- Please do not strike or use whitener/fluid while capturing information in the application form.
- In case of any correction, please use fresh application form.
- In case you are using the application form in MS Excel please choose SBI Platinum Card.

5. What are the documents that need to be submitted along with the card application form?

Self-attested copy of your current address proof e.g. Copy of your passport, electricity bill, MTNL landline bill, bank pass-book of PSU bank etc.

Self-attested copy of your identity proof e.g. Copy of your passport, driving license, Pan Card copy, election card etc.

6. How much time does it take to get SBI Platinum Corporate card?

Once completely filled up card application form along with self-attested copy of current address proof and Identity proof is handed over to SBI Cards, it will take 4-5 working days to get your card.

7. After my corporate card application is processed, will the corporate card comes directly to me?

No, all new corporate cards are delivered to Mr. Anup Kuksal. In order to avoid any misuse of during the transit all SBI Platinum Corporate cards are in a block condition. To un-block the card the card holder can call up the [24 hour SBI Card Helpline 0124-39020202](tel:0124-39020202), MTNL & BSNL users can also use 18601801290. Alternatively they can also write to sbicorporate.services@sbicard.com with a CC to Puneet.mathur1@ge.com; arirdac@admin.iitd.ac.in

8. What is the credit limit on SBI Corporate Cards?

Credit limit XXX

9. How would I make payment for the outstanding amount due on my card?

Statement period for you SBI Corporate card is 3rd day of a month to 2nd day of Next month. Corporate card holders will receive the statement by 3rd-5th of every month on their official email id. Payment Due date is 22nd of every month.

IRD will make a consolidated payment on or before the due date to SBI Cards. The PI need to submit his pre-populated credit card expenses on VISM (Online expense management portal, can be accessed 24X7 through a username and password).

Need to classify all his project related card expenses between various project codes. Submit these expenses and take a print out. Submit this print out along with all invoices to the accounts department. *(Step-by Step walkthrough presentation available to guide you.)*