

## Visa Intellink Spend Management (VISM) is an online tool.



This is the welcome page of VISM. All your corporate card transactions are Pre-populated here. You need to login, follow the steps mentioned in the following slides. Punch in the relevant project code against each corporate card transaction, take a print out and submit it along with original invoices.

### User Login

Please enter your login details below:

Username

Password

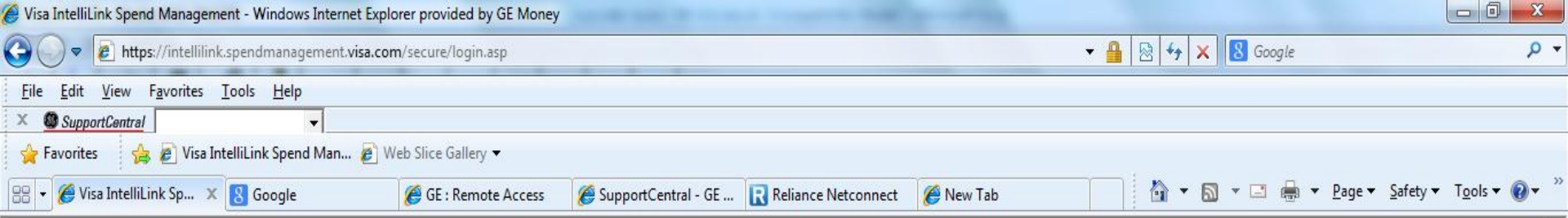
Forgot your password? [Click here](#)



Please punch in the username and password shared by SBI Cards.

Username and passwords are shared by SBI Cards directly with the card holder over an email.





# VISA Visa IntelliLink Spend Management

## User Login - Memorable Word

Please enter the characters from your memorable word:

Character 1

Character 2

Character 4

[Submit](#)

[View Memorable Word Reminder](#)



[Back](#)

When you login for the 1<sup>st</sup> time on VISM you can create this memorable password.  
It's an Additional Security feature. Every time you login, please punch in the relevant characters of the memorable word and click submit.



Main Menu

Account Statements

Expense Reports

Reports

Please click here

# Welcome!

Welcome M Balakrishnan.  
You last visited us on 26/09/2013 11:44:40, (GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi.  
The email address we have for you is mbala@cse.iitd.ac.in. If this is incorrect please contact your administrator.

You have 1 account:

[Click here for detailed reporting on your account](#)

For your account:	INR
Current balance is	164,034.04
Credit limit is	200,000.00
Available credit is	35,965.96

Last 3 transactions loaded:

Trans Date	Description/Merchant	Billed Amount	Curr.
04/10/2013	Dynalloy, Inc. 714	52,624.55	INR
02/10/2013	Db Bahn Reisezentrum Fra	16,907.71	INR
01/10/2013	Indian Railway Caterin New	3,175.41	INR

Click to view:

[Current period transaction listing](#)

### Issuer Message

Welcome to SBI Corporate card!

Expense Reports

Account Statement

[Expense Report: Create New Item](#)

Expense Reports

M Balakrishnan - Summary Statement

Statement - M Balakrishnan

Expense Report Summary

Number	Expense Report	Date	Items	Total
10	Sep Bill	25/09/2013	8 INR	21,537.86

Please click here

Change View: [Current](#) [6 months](#) [12 months](#) [All](#)

# VISA Expense Report: Create New Item

Description

Transaction Date

Expiry Date

Comments

In the description field, please punch in the period for which you are submitting the transactions for.

No need to select any transaction date/expiry date

Comments Column is optional



Close



Save

# VISA Transaction Linking & Allocation

## Linking

Please search for the transactions to link to this Expense Report

Account: SBICPSL - Account 1

Period: 03/10/2013 to 02/11/2013  
03/10/2013 to 02/11/2013  
03/09/2013 to 02/10/2013  
03/08/2013 to 02/09/2013  
03/07/2013 to 02/08/2013  
03/06/2013 to 02/07/2013

Ok

**Please Select period from the drop down & click OK**

This window allows you to search and link transactions to this record. You can add and remove linked transactions by using the right and left pointing arrows respectively. Once you have completed linking the desired transactions select the 'Save' button to save the links.

Cancel

Save

**After selecting the period. Please click save**

# VISA Transaction Linking & Allocation

Linking

Please search for the transactions to link to this Expense Report

Account:    
 Period:

This window allows you to search and link transactions to this record. You can add and remove linked transactions by using the right and left pointing arrows respectively. Once you have completed linking the desired transactions select the 'Save' button to save the links.

Tran Date	Description	Amount	
09/09/2013	Arkadin Conferindia P New	INR 2,117.00	↔
11/09/2013	Protocentral.Com Mum	INR 10,148.00	↔
12/09/2013	Kits N Spares New	INR	<input type="text" value="Purchase Arkadin Conferindia P New"/>
18/09/2013	Flipkart Internet Priv Ban	INR 8,039.00	↔
19/09/2013	Explorelabs.Com Mum	INR 1,149.00	↔
25/09/2013	Libelium SI Zar	INR 42,913.48	↔
26/09/2013	Ebay India Mum	INR 335.00	↔
26/09/2013	Simplelabs.Co.In Mum	INR 4,875.00	↔
27/09/2013	Db Bahn A-Nr Ck893d Int	INR 705.60	↔
30/09/2013	Indian Railway Caterin New	INR 3,389.67	↔
30/09/2013	Tenettech.Com Mum	INR 8,120.00	↔

2<sup>nd</sup> Click

[Select All](#)

1<sup>st</sup> Click



# VISA Transaction Linking & Allocation

Linking

Please search for the transactions to link to this Expense Report

Account:    
 Period:

This window allows you to search and link transactions to this record. You can add and remove linked transactions by using the right and left pointing arrows respectively. Once you have completed linking the desired transactions select the 'Save' button to save the links.

Tran Date	Description	Amount
09/09/2013	Arkadin Conferindia P New	INR 2,117.00
11/09/2013	Protocentral.Com Mum	INR 10,148.00
12/09/2013	Kits N Spares New	INR 9,535.00
18/09/2013	Flipkart Internet Priv Ban	INR 8,039.00
19/09/2013	Explorelabs.Com Mum	INR 1,149.00
25/09/2013	Libelium SI Zar	INR 42,913.48
26/09/2013	Ebay India Mum	INR 335.00
26/09/2013	Simplelabs.Co.In Mum	INR 4,875.00
27/09/2013	Db Bahn A-Nr Ck893d Int	INR 705.60
30/09/2013	Indian Railway Caterin New	INR 3,389.67
30/09/2013	Tenettech.Com Mum	INR 8,120.00

Tran Date	Description	Amount
09/09/2013	Arkadin Conferindia P New	INR 2,117.00
11/09/2013	Protocentral.Com Mum	INR 10,148.00
12/09/2013	Kits N Spares New	INR 9,535.00
18/09/2013	Flipkart Internet Priv Ban	INR 8,039.00
19/09/2013	Explorelabs.Com Mum	INR 1,149.00
25/09/2013	Libelium SI Zar	INR 42,913.48
26/09/2013	Ebay India Mum	INR 335.00
26/09/2013	Simplelabs.Co.In Mum	INR 4,875.00
27/09/2013	Db Bahn A-Nr Ck893d Int	INR 705.60
30/09/2013	Indian Railway Caterin New	INR 3,389.67
30/09/2013	Tenettech.Com Mum	INR 8,120.00
Total Linked		

Purchase Indian Railway Caterin N

Please Click here

















Expense Reports

Expense Report Details - xyz

[Print Expense Report](#)

Expense Reports  
Statement - M Balakrishnan

Tran Date	Summary	Amount Incl	
09/10/2013	Expense Report Name - xyz Expense Report Number - 11 test		 
Billing Currency - INR			
30/09/2013	Indian Railway Caterin New	3,389.67	
30/09/2013	Tenettech.Com Mum	8,120.00	
27/09/2013	Db Bahn A-Nr Ck893d Int	705.60	
26/09/2013	Ebay India Mum	335.00	
26/09/2013	Simplelabs.Co.In Mum	4,875.00	
25/09/2013	Libelium SI Zar	42,913.48	
19/09/2013	Explorelabs.Com Mum	1,149.00	
18/09/2013	Flipkart Internet Priv Ban	8,039.00	
12/09/2013	Kits N Spares New	9,535.00	
11/09/2013	Protocentral.Com Mum	10,148.00	

Click on the red cross to add project name & project code

# VISA Transaction: Details

Expense Report Details  
#11 09/10/2013  
xyz

Purchase 30/09/2013  
Amount Rs3,389.67 INR  
Indian Railway Caterin New, Indian Railway

Summary    **Coding**    Approval

	Project Name	Project Code	Budget Head	Remarks	Amount Incl	Tax Code
Line 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3389.67	<input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
More..					Balance	0.00

- Fill in the details within Red Box only.
- Please Leave other spaces as blank and click save.
- Project Code is mandatory information, it is your 7 digit alpha numeric project code.

Narrative Details Receipt

Close   
 Reset   
 **Save**

Please repeat the previous step to complete assigning all transactions against the relevant project code. Take a print out and enclose all your invoices along with it.

