

INTRODUCTION

In order to ensure smooth & user-friendly functioning of the employee referral portal, we have introduced few processes.

This User Manual (UM) provides the information necessary for Employees to effectively use the upgraded version of the Employee Referral Portal.

Changes are done in LOGIN, REFERRAL and SELF-PURCHASE processes.

New conditions for Referral & Self-Purchase:

Table 1: Capping conditions for Referral & Self-Purchase:

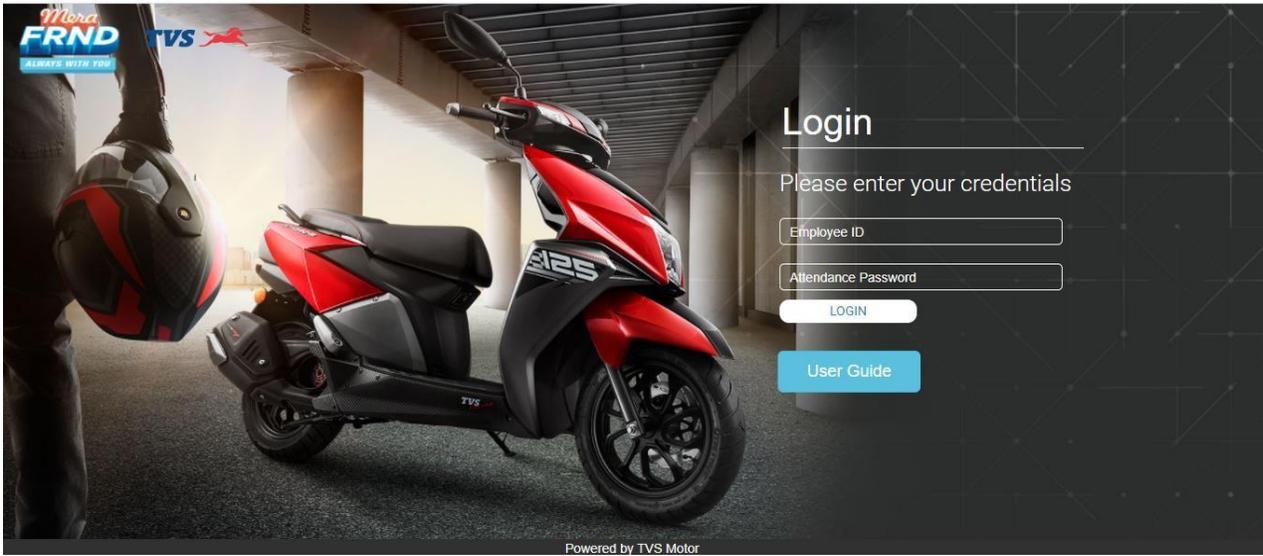
Employee Category	Referral	Self-Purchase
Outstation, DT, Sales, ISD, MKTG, Service, Parts	1 per quarter	1 Self-Purchase per quarter & 2 per FY (Over and above 1 Referral per quarter)
All other Plant Employees	3 per month. Max 15 per FY	1 per month. Max of 5 per FY

- Plant Employees can do max. of 15 codes (it can be 10 Referral+ 5 Self-Purchase **or** 15 Referrals) per FY i.e. Apr-Mar.
- Customers to whom the code is generated & used in last 12 months across the TVS programs are not eligible for generation of another code on that mobile no. for next 12 months from the date of usage of the code.
- Customers to whom the code is generated but not used, this code will get expired in 1 month from the date of generation. No other code will be generated on that mobile number for next 1 month
- Only eligible members satisfying above conditions will have access to Referral/SelfPurchase.

Please scroll down to view the process

LOGIN

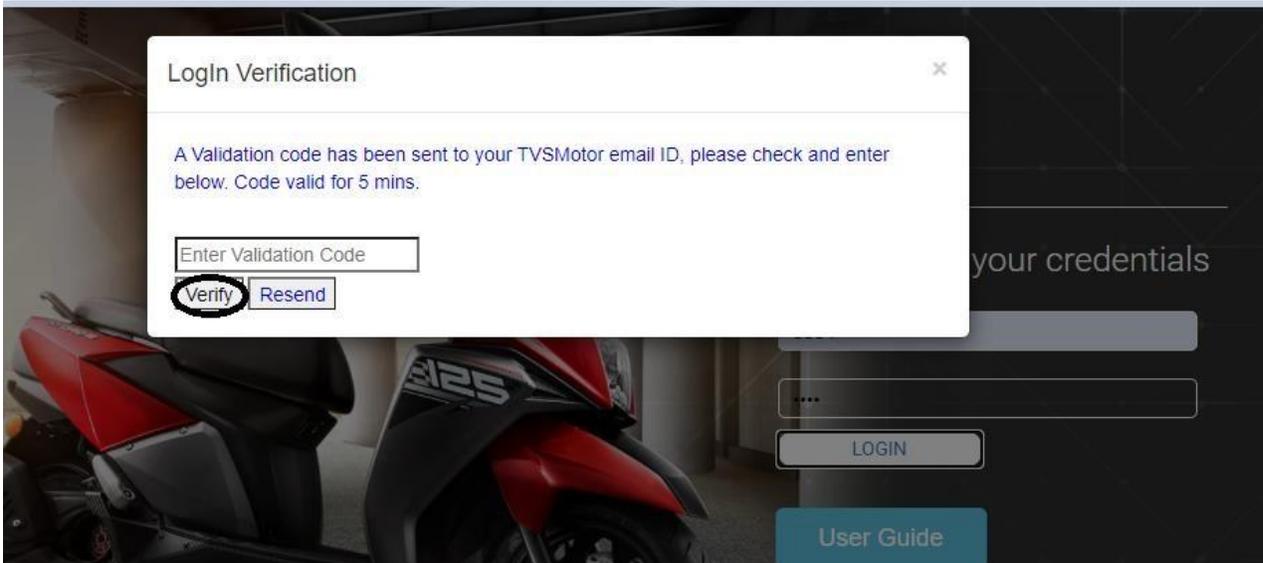
Use your “Employee ID” and “Attendance Password” to login.



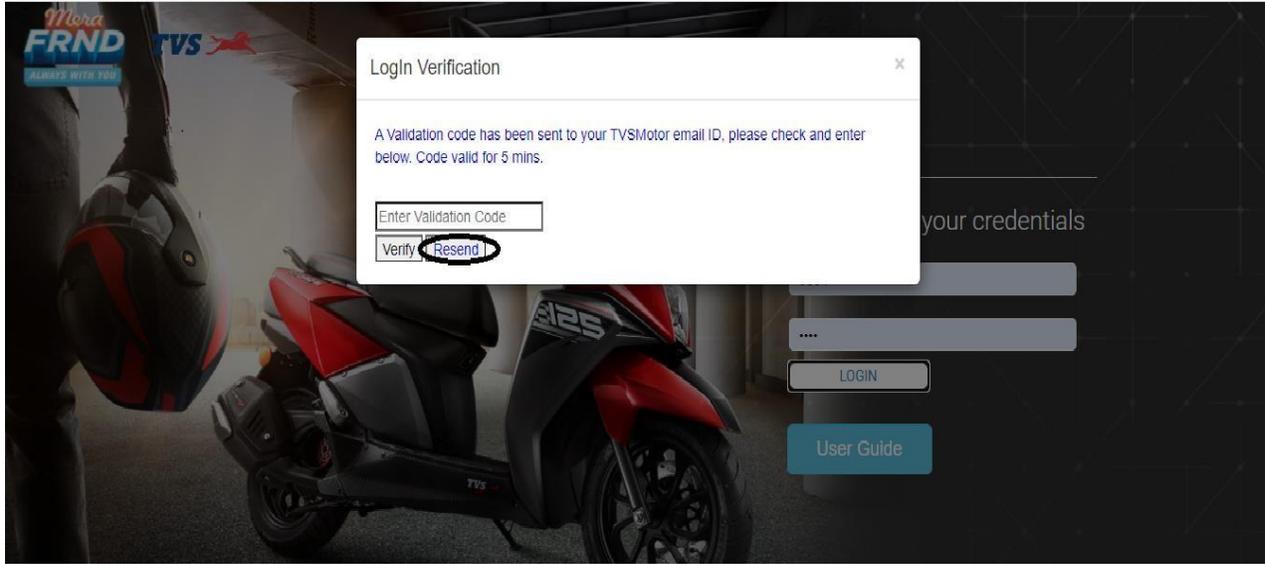
Click on to the **Login tab** post entering your credentials.

You will receive a **Validation Code** on your registered **Email ID or Mobile Number**.

Enter the Validation Code into the “**Login Verification**” Popup and click verify



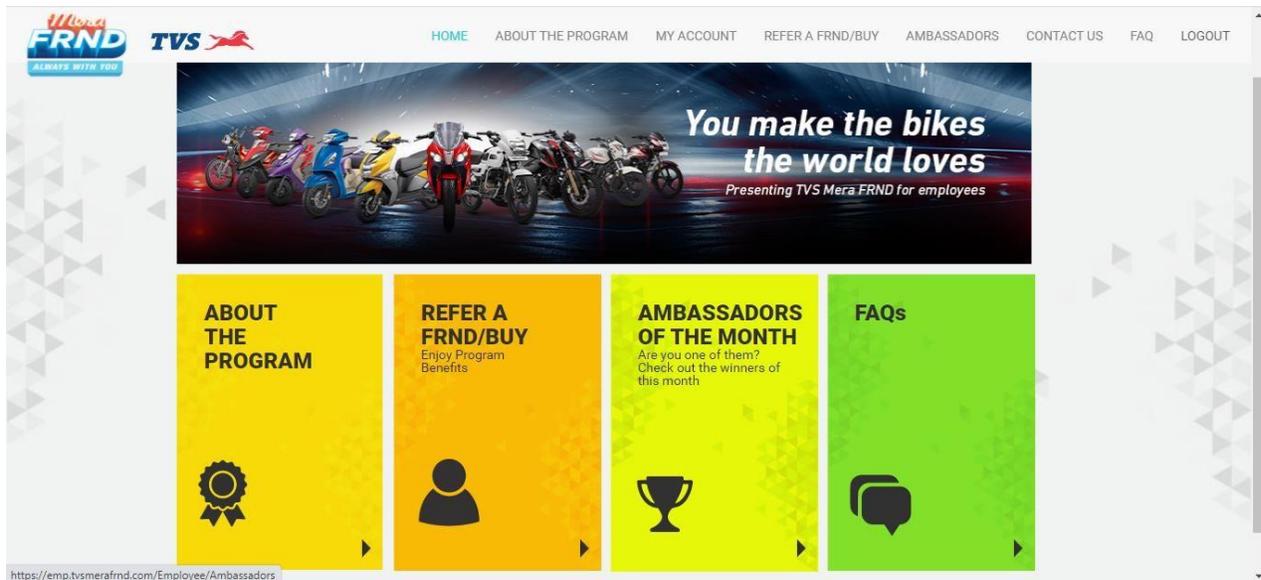
In case, you do not receive the Validation Code, click on to the “**Resend**” button to generate a new Validation Code.



If you still do not get the validation code, write to noc team - Nocteam@tvs motor.com and get your email ID/phone number added to SAP, keeping your HR business Partner/ERM in loop. It would take 24 hours to reflect post the update.

If you do not have the registered TVS Motor email id, then please get in touch with the Call Centre at 18002666611.

You will be able to access the portal after successfully entering the validation code



REFERRAL

Enter the details (Name & mobile no.) of your friend/family or the person you want to refer in the "Refer a Friend" tab and click on "Verify" button to send a Verification code to your friend

REFER A FRIEND SELF PURCHASE

Search **SEARCH**

REFERRAL HISTORY

Name* <input type="text" value="Srinivasan Srinivasan"/>	Mobile Number* <input type="text" value="9700166070"/>
Friend's Name* <input type="text" value="abdul"/>	Friend's Mobile* <input type="text" value="7070061005"/> Verify
Model* --Select-- <small>Discount applicable only on models</small>	Transfer Incentives* --Select-- <small>If you select 'YES', Employee</small>

Collect the verification code from your friend and enter it into the "Mobile Verification" Popup

TVS HOME ABOUT THE PROGRAM REFER A FRIEND BUY AMBASSADORS CONTACT US FAQ

for employees

Mobile Verification ×

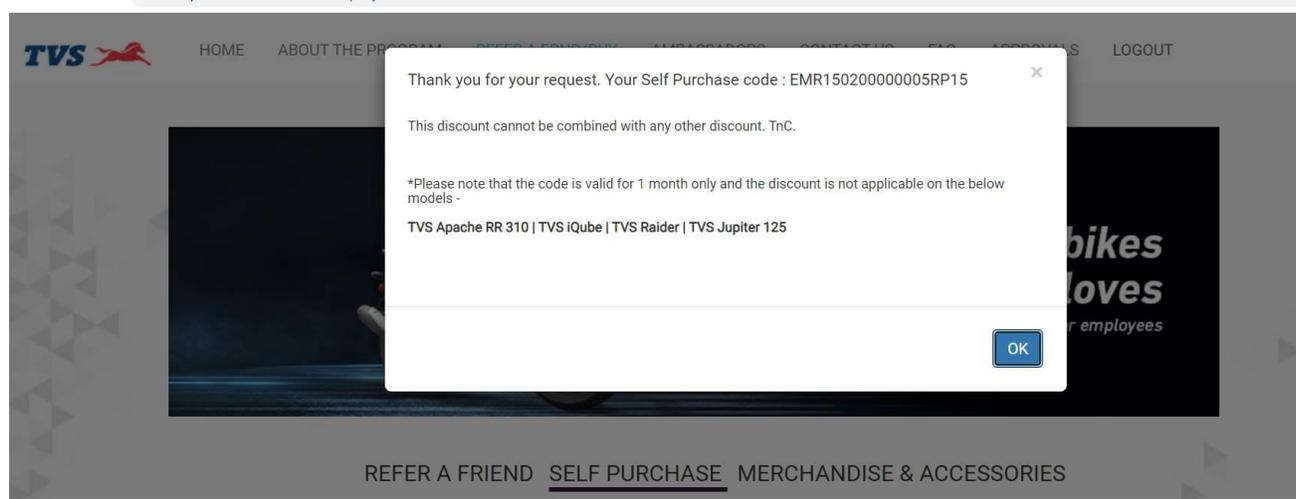
A Validation Code has been sent to the Referral's number. Please retrieve the code from the Referred person and enter. Code valid for 5 mins.

Verify **Resend**

Search **SEARCH**

REFERRAL HISTORY

Select the option in the "Model" and "Transfer of Incentives" drop down and click submit After completing the referral process, there will be a confirmation pop up as shown below.



You will receive the below confirmation SMS on your registered mobile number

Thanks for referring your friend to buy TVS 2W, Show the code EMR15020000XXXXRF1 at an authorized TVS 2wheeler dealership before invoicing and get exciting discounts. Discount does not apply for TVS Apache RR 310|TVS iQube|TVS Raider|TVS Jupiter 125.

While your friend will receive the below SMS post purchase:

Your FRND VENDU has referred you to buy a TVS 2W. Please use code EMR15020000XXXXRF1 and mob no. XXXXXXXXXX at an authorized dealership before invoicing to get exciting discounts.* TnC. Call 18002666611 to know more. Discount does not apply for TVS Apache RR 310|TVS iQube|TVS Raider|TVS Jupiter 125.

Your friend will have to share the code with the dealer to get a discount on his purchase

SELF-PURCHASE

Enter your details (Name & mobile no.) on the “Self-Purchase” tab and click on “Verify” button to send a Verification code to your registered email id or mobile number.

Search **SEARCH**

SELF-PURCHASE HISTORY

Name *

Model *
--Select--

Discount applicable only on models available in the dropdown.

Please be noted the discount is Not Applicable for the below models -
TVS Apache RR 310 | TVS iQube
TVS Raider | TVS Jupiter 125

Mobile Number *

Verify

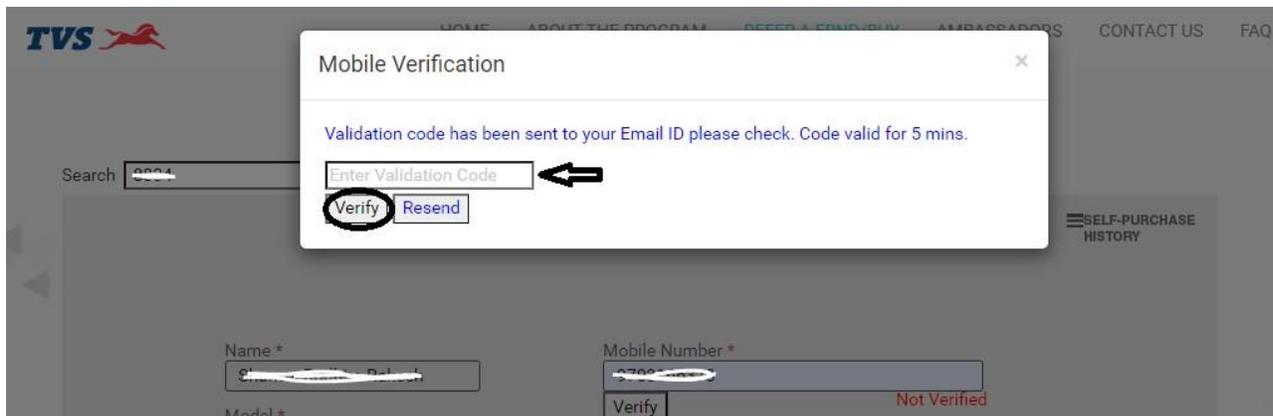
Not Verified

Relation *
--Select--

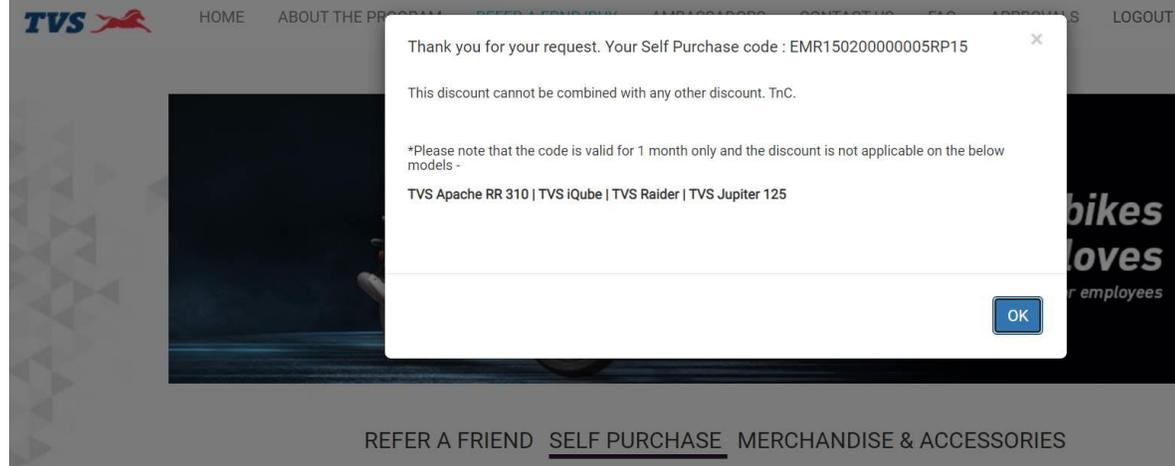
- Select--
- Mother
- Father
- Mother-In-law
- Father-In-law
- Son
- Daughter
- Wife
- Husband
- Brother
- Sister

Select the relationship from the drop down and the required vehicle model. Click submit post filling all the information

Mobile number Verification is applicable only when the entered mobile number differs from the registered mobile number



After completing the Self Purchase process, there will be a confirmation pop up as shown below.



You will receive the below confirmation SMS on your registered mobile number

Dear Customer, Thank you very much for planning to buy TVS 2W, use code EMR150200000XXXXRP17 and mob no. 99XXXXXXXXX at the time of purchase to avail special discount.* TnC. Call 18002666611 to know more. Discount does not apply for TVS Apache RR 310|TVS iQube|TVS Raider|TVS Jupiter 125.