



PARTNER COLLABORATION TOOL (PCT) – QUICK GUIDE

Limit Management

After registering for the first time,
always use this link to log in:

[PCT.CORNER.CH](https://pct.corner.ch)

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LIMIT MANAGEMENT

CHANGE MONTHLY LIMITS

A credit card's limit is defined at card holder level. This means that if a person has several cards (e.g. in several currencies), then they each withdraw from the same limit that has been set for the card holder, with card availability following the «first come, first served» rule. The currency displayed is the same as that of the first card that was issued to the card holder. If there are different currencies, it will automatically be displayed in the company's main currency.

To change a credit card limit, click on the blue «Actions» button next to the card holder's name and then on the «Manage limit» function. To find a card holder, use the «Search Person» or the «View Customer» section. If a card holder's monthly limit has changed, this change will apply to all their credit cards.

The screenshot shows a user interface for managing credit cards. At the top, there's a header with client information: Language (German), Foundation date (8/27/2009), and Country of domicile (Switzerland). Below this, a search bar is labeled 'Client:'. The main area displays a card holder's details, including a 'Spending limit: 411,000.00 EUR' and 'Availability: 371,097.00 EUR'. A red box highlights the 'Actions' button next to the card holder's name. A dropdown menu is open, showing options: 'Update partner-defined ID', 'Manage Limit', and 'Manage contact'. Another red box highlights the 'Card holder activities' link. The card details section shows a card number '412590XXXXX9502' and the card type 'VISA Credit Gold Business'.

PERMANENT AND TEMPORARY LIMITS

When changing a credit card limit, the user can choose to change the card holder's permanent limit as well as add or change a temporary limit.

The screenshot shows the 'Manage limit' interface. At the top, it says 'PCT-R3-1250110' and 'Manage limit'. Below this, there's a section for 'Spending limits details' with a table showing the current limit. The table has columns: Limit type, Validity, Spending limit, Currency, Start validity date, End validity date, Availability, Pending transactions, and Posted amount. The current limit is 'RESTRICTED', 'DEFINITIVE', '5,000.00', 'EUR', '29.12.2010', '--', '0.00', '5,000.00', and '0.00'. Below the table, there's a form for 'Set limit'. It includes fields for 'Tenant', 'Partner', 'ClientID', and 'Client n'. A red box highlights the 'Set limit' section, which has a note: 'Please note that limits are set at person level. If a cardholder therefore has several credit cards (e.g. in different currencies), these cards share the monthly limit and the availability follows the "first come first served" rule.' The 'Set limit' form has two radio buttons: 'Definitive limit' (selected) and 'Temporary limit'. Below these, there's a field for 'Spending limit' with a value of '10,000.00 EUR'. At the bottom, there are 'Cancel', 'Save', and 'Continue' buttons.

Limit type	Validity	Spending limit	Currency	Start validity date	End validity date	Availability	Pending transactions	Posted amount
RESTRICTED	DEFINITIVE	5,000.00	EUR	29.12.2010	--	0.00	5,000.00	0.00

If a temporary limit is set, it will be valid for the chosen period and for a maximum of three months. The temporary limit will temporarily overlap the permanent limit.

If a new temporary limit request is entered for a certain period, it automatically overwrites the previous request, which will be cancelled.
If multiple temporary limits have been entered for the same period, the system takes the last one entered.

When the set period for the temporary limit expires, the card holder's permanent limit automatically becomes valid again.

Only limits of the company card holders can be changed.

PCT-R3-1250110

Manage limit

Spending limits details ⓘ

Limit type	Validity	Spending limit	Currency	Start validity date	End validity date	Availability	Pending transactions	Posted amount
RESTRICTED	DEFINITIVE	5,000.00	EUR	29.12.2010	--	0.00	5,000.00	0.00

Tenant: [redacted]
Partner: [redacted]
ClientID: [redacted]
Client n: [redacted]

Please note that limits are set at person level. If a cardholder therefore has several credit cards (e.g. in different currencies), these cards share the monthly limit and the availability follows the "first come first served" rule.

Set limit

Spending limit type* ☐ Definitive limit ☒ Temporary limit

Spending limit* 5,000.00 CHF

Start date* 9/2/2025

End date* 10/31/2025

Please note that by entering a date in the future, the limit is updated to the first available working day after the chosen date.

Cancel Continue

CHECK AVAILABILITY

To view the availability at credit cardholder level or the availability of a prepaid card billing unit, click on the following icon in the « Search Person » or «View Customer» section



Language: German Foundation date: 12/4/2017 Country of domicile: Switzerland

Client: [redacted] **Limits of the company**

Spending limit: 23,000.00 CHF Availability: 19.0

Card holder limits and availability

Surname: [redacted] Card Nickname: [redacted] Card number: 123456 **** 7890 Account: [redacted] Include cancelled cards: ☐ Search Reset

Holder: [redacted] **Card holder limits and availability**

Spending limit: 6,000.00 CHF Availability: 4,409.60 CHF

Account: [redacted] 413599XXXXX [redacted] Actions VISA Credit Classic Business

Spending limit						Remaining availability		
Limit type	Validity	Spending limit	Currency	Start validity date	End validity date		Pending transactions	Posted amount
RESTRICTED	DEFINITIVE	5,000.00	EUR	14.02.2014	--	5,610.00	-610.00	0.00

WORK LIST

On the Home page, the user can find several sections which show the list of activities that have been started on the portal.

Quick tasks

New virtual card

Card replacement

Load

Unload

Nickname

Cost center

My tasks

BM [Open](#)

BM [Open](#)

Team tasks

All tasks

GS [Open](#)

BM [Open](#)

GS [Open](#)

My recent tasks

All tasks

SV Load • Resolved-Completed

Case ID PCT-R3-1228162 • Started on 12/23/24 10:46 • Resolved on 12/23/24 10:46

[Open](#)

MY TASKS

This is a list of activities that the user has started but not finished.

The list indicates the type of activity and the start date. To resume the task at any time, click on the «Open» button.

To conclude the task, you need to complete the process that has already been started. Once the task has been completed, it will no longer be visible in the «My tasks» list.

If you wish to cancel the task, simply reopen it, click on «Cancel» in the bottom left-hand corner, and then confirm by pressing «Delete».

You are closing a case (PCT-R3-1191028) that has not been submitted.

You can delete it, continue working, or save your work.

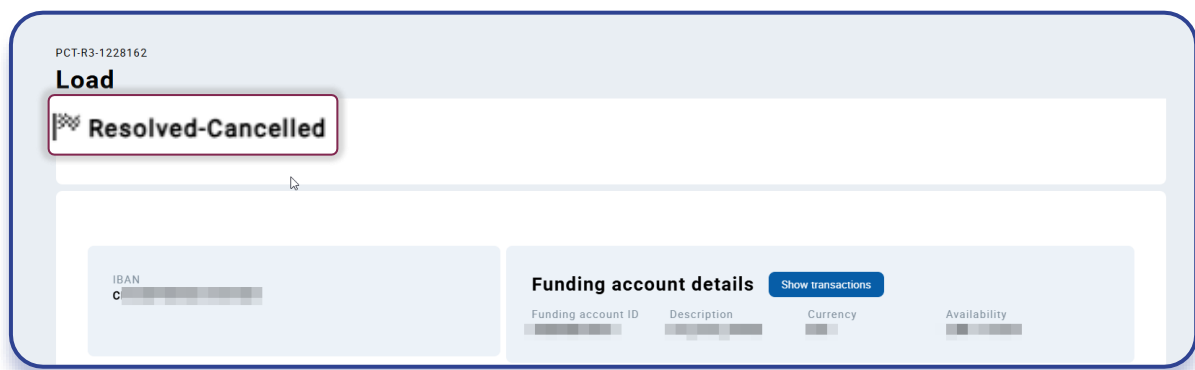
[Save and close](#)

[Continue working](#)

[Delete](#)

MY RECENT TASKS

This is the list of completed processes (which may have been completed successfully or in error). The status of the completed task is indicated in the case details above.



Resolved – completed: the process was successfully completed.
 Resolved – error: the process ended in error and the request failed.
 Resolved – deleted: the process was cancelled/deleted as described in the previous paragraph.

TEAM TASKS

This list shows portal users' requests that require additional approval by a user in a «Supervisor» role (four-eyes principle).

If the «four-eyes principle» review method has not been set for any function, this list will be empty. If a request needs to be authorised by a Supervisor, this will be listed. Only a Supervisor user will be able to view the «Open» button in order to open the request and to either approve or reject it.

Please note that the Supervisor role (approving requests using the four-eyes principle) can only be assigned to a user by an admin user.

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Visit the page

CORNERCARD.CH/E/PCT-GUIDE

to consult the portal user manual.