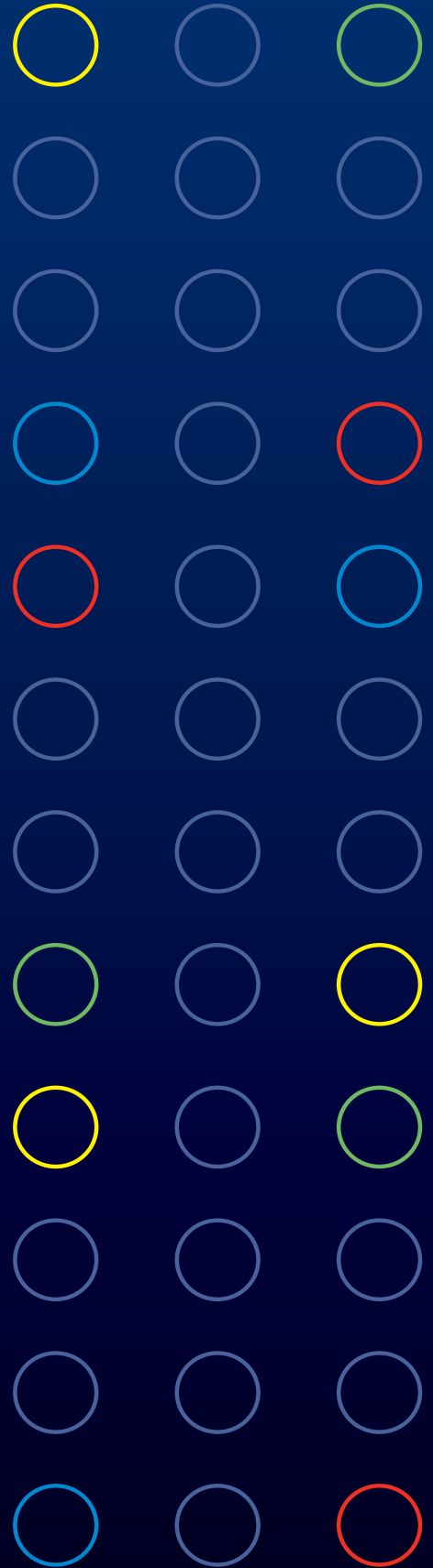


# Smarter Solutions Made Simple

Quick Guide



## Quick Guide

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## Quick Guide

### Welcome to UOB Business Internet Banking Plus (BIBPlus)

UOB BIBPlus is a new internet banking platform to meet our customers' growing business needs. We have harnessed state-of-the-art technology to bring you a platform that offers intuitive, end-to-end solutions to help you manage your cash and trade needs more efficiently. BIBPlus offers convenience, better control and visibility of your cash management and trade financing needs.

### Things to note before you get started

#### 1. Recommended System Requirements:

Check your computer system to ensure it meets the recommended settings to run BIBPlus.

We recommend one of the following operating systems for running BIBplus:

Windows XP, Windows Vista, Windows7, Windows 8, Macintosh Snow Leopard, Mountain, Mountain

We recommend the following browser:

Browser: Internet Explorer 7, 8, 9,10, Firefox 24, 27, Safari 5.1, 6.0, Chrome 20, 23, 24, 25

#### 2. Three Key Roles in BIBPlus

Before you start, it is important to establish your role in BIBPlus. The following section explains the different roles for BIBPlus. Once you have established your role you will know your next steps.

##### a. Company Administrator (CA) will perform the following:

- Create Company User (CU) and assign security token and initial password for CU; activate or disable the company's user ID; reset the password when it is forgotten by the CU.
- Assign Product & Account access to user

##### b. Company Signatory (CS) can perform the following:

- Account Enquiry
- Transaction Creation
- Transaction Approval

##### c. Company User (CU) can perform the following:

- Account Enquiry
- Transaction Creation

# Quick Guide – BIBPlus Login

## 1. BIBPlus Login

Before you login to BIBPlus for the first time, please ensure you have received the three items listed below:

- 1 User ID Letter**  
(Acknowledgement Slip)



- The Bank will activate your ID only after receiving your duly signed Acknowledgement Slip.

- 2 Password Mailer**  
(for accessing BIBPlus)



- You will receive your password mailer separately within 1 – 2 days of receiving the User ID letter.

- 3 Token**  
(to use for logging into BIBPlus & allow signatories to approve transaction)



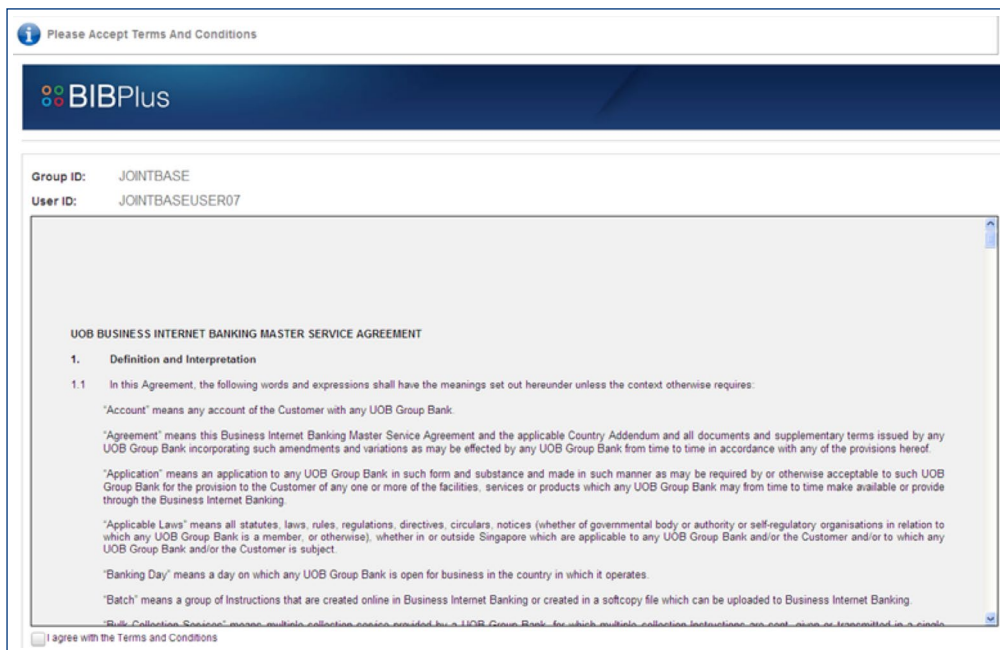
### 1.1 First Time Login

Please go to BIBPlus website located at: <https://cn.bibplus.uobgroup.com/BIB/public>

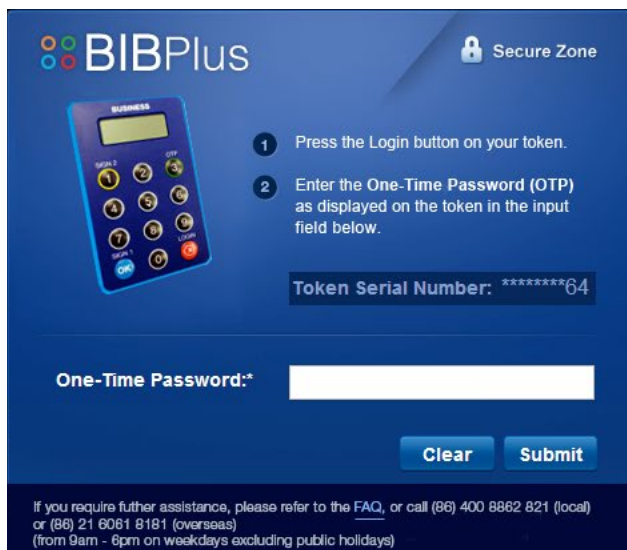
- Before you login to BIBPlus for the first time, your ID needs to be activated by the Bank.
- We recommend that you keep the above page in your “Favourites” for ease of future logins.

# Quick Guide – BIBPlus Login

- 1 Enter your “Group ID”, “User ID” and “Password”
- 2 Click “Login” to enter the next page
- 3 Upon reading the “Service Agreement”, please click “OK”

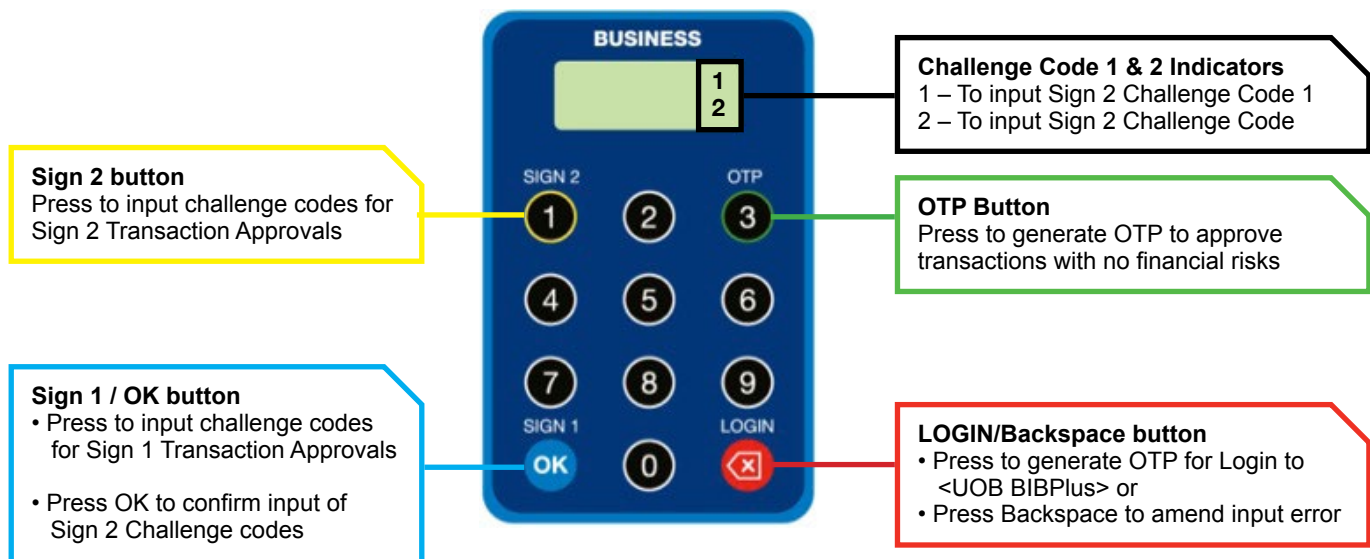


- 4 You will see the following page, which requires you to use your security token.



## Quick Guide – BIBPlus Login

- Please confirm the last two security token serial numbers on the back of your security token; they should be the same as the one displayed on the screen.
- Press the LOGIN button on the security token. The security token will display a One-time Password (OTP). Enter the OTP into the empty field using your computer keyboard and click “**Submit**”.



- Upon entering the OTP, you will be prompted to change to a new password (the existing password is the bank-issued password on your pin mailer).
  - You also have the option to change your User ID (this is the ID you will use to login to BIBPlus subsequently and cannot not be changed again).
  - Input the new user ID (optional) & new password, click “**Submit**”.
- Passwords must be alpha-numeric of between 8 and 20 characters with no spaces or special characters (they are case sensitive).

The screenshot shows the BIBPlus web interface. At the top, the 'BIBPlus' logo is visible. Below it, the 'User ID' is displayed as 'JT123456'. There is a 'Change User ID' checkbox and a text input field for 'New User ID:'. Under the heading 'Update Contact details', there are input fields for 'Mobile Phone:' (with '99999999' entered) and 'E-mail:' (with 'f9strong1@gmail.com' entered). Under the heading 'Change Password', there are three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A blue 'Submit' button is located at the bottom of the form. The footer contains the text 'About us / Privacy and Security / Important Information', 'Copyright © 2012 United Overseas Bank Limited Co. Reg. No. 193500026Z. All Rights Reserved.', and the UOB logo with the Chinese characters '大華銀行'.

## Quick Guide – BIBPlus Login

### 1.2 Subsequent Logins

- 1 Go to the BIBPLUS website.

Secure Zone

English (UK)

Group ID:\*

User ID:\*

Password:\*

Clear Login

If you require further assistance, please refer to the [FAQ](#), or call (86) 400 8862 821 (local) or (86) 21 6061 8181 (overseas) (from 9am - 6pm on weekdays excluding public holidays)

- 2 Enter your “Group ID”, “User ID” and “Password”.
- 3 Click “Login” to enter the next page.
- 4 Press the LOGIN button on the security token. The security token will display an OTP. Enter the OTP into the requested field using your computer keyboard and click “Submit”.

Secure Zone

1 Press the Login button on your token.

2 Enter the One-Time Password (OTP) as displayed on the token in the input field below.

Token Serial Number: \*\*\*\*\*64

One-Time Password:\*

Clear Submit

If you require further assistance, please refer to the [FAQ](#), or call (86) 400 8862 821 (local) or (86) 21 6061 8181 (overseas) (from 9am - 6pm on weekdays excluding public holidays)

# Quick Guide – Account Enquiry

## 2. Account Enquiry

### 2.1 Account Balance Enquiry

1 Click “Account Services” → “Account Summary” on the left top navigational menu bar. It will direct you to the account summary page:

2

**Step 1:**  
From the Top Menu Bar:  
Select Account Services  
> Account Summary

**Step 2:**  
If required, use the  
search options to  
filter the accounts to  
be viewed

List of Current Accounts

Account	Ccy	Ledger Balance	Available Balance	Equivalent Available Balance (SGD)
USD 4969011152 Global Current Account - CORPORATE	USD	-5,533.21	-5,533.21	-6,767.11
EUR 3519312725 Global Current Account - CORPORATE	EUR	-119,752,100.24	-119,752,100.24	-190,920,773.41
USD 3519312717 Global Current Account - CORPORATE	USD	4,623,458.19	4,623,458.19	5,654,489.36
USD 3519312318 Global Current Account - CORPORATE	USD	-1,017.64	-1,017.64	-1,244.57
SGD 3513001469 Current Account - Corporate	SGD	-1,090.00	-1,090.00	-1,090.00
GBP 3019901198 Global Current Account - CORPORATE	GBP	-416.48	-416.48	-789.60
SGD 1463051688 Current Account - Corporate	SGD	109,309.20	109,309.20	109,309.20
SGD 1013450132 Current Account - Corporate	SGD	-865.00	-865.00	-865.00
<b>Total for All Current Accounts in SGD for Company:RC198102472D</b>				<b>-185,167,731.13</b>

Group ID: JACKYC      Account Number: 3523044093  
 Company ID: RCLL0510102P      Equivalent Ccy to view: SGD  
 Search

3 At the top of the summary table, you can click on the various look-up icons to list and select the specific Company, Account Number and Equivalent Currency to view the balance, and then click “Search”.

4 You can select to download the **Account Summary** on the top left as PDF or CSV.



# Quick Guide – Account Enquiry

## 2.2 Account Statement Enquiry

1 Click “Account Services” → “Account Statement” on the top menu bar navigational menu. You will see the following pagescreen:

2

**Step 1:** From the Top Menu Bar: Select Account Services > Account Statement

On the Account Statement Search, select the Company, Account number & Period of data to view

Group ID: 78STRONG  
 Company ID: \*  
 Account Number: \*  
 Date Range:  Current Day  Previous Day  Current Month  Previous Month  
 From: To:  
 Search

3 Please select the relevant company, account number, period and click “Search”.

4 Then you will get the account statement page:  
 • You can select to download the Account Statement on the top left as PDF or CSV.

### Account Details

Company ID:	78STRONG	Account Number:	3513447807
Account Type:	Current Account	Account Name:	
Account Ccy:	SGD	Ledger Balance:	1,006,576.54
Account Branch:	101	Available Balance:	1,006,576.54
Overdraft Facility:	0.00	Total Float:	0.00
Overdraft Interest Rate(%):	0.00		

### Movements for Current Day

1 - 3 of 3 items      10 | 25 | 50 | 100

Value Date	Transaction Date	Timestamp	Description	Deposit	Withdrawal	Balance
20/09/2013	20/09/2013	07:32:18	CxRef:PD-SO-3days FT13090000164618 0000000000 0002 BenRef:PD-SO-3days FUND TRF	0.00	19.09	1,005,487.54
20/09/2013	20/09/2013	10:22:09	CxRef:200913 FT13090000164714 0000000000 E221 BenRef:200913 FUND TRF EB	2,009.13	0.00	1,007,496.67
20/09/2013	20/09/2013	10:22:14	CxRef:92013 FT13090000164715 0000000000 E221 BenRef:92013 FUND TRF EB	0.00	920.13	1,006,576.54
<b>Total in Account Currency</b>				<b>2,009.13</b>	<b>939.22</b>	

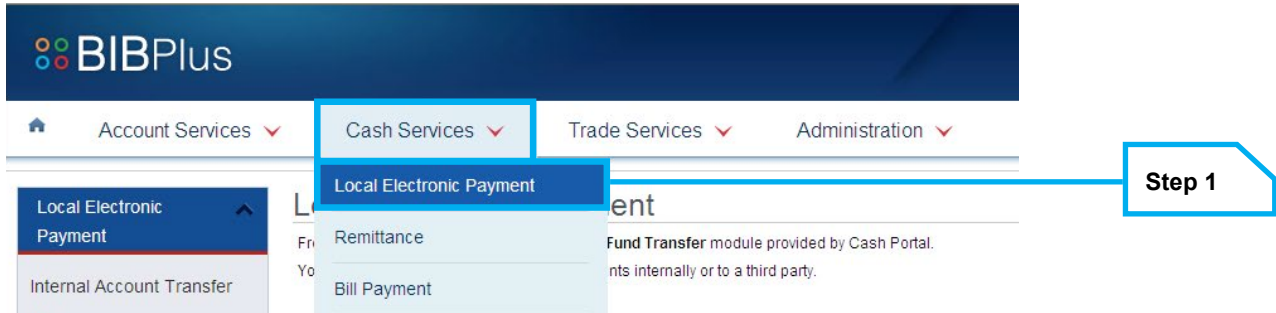
# Quick Guide – Create Payments

## 3. Create Payments

BIBPlus allows you to remit funds from your account to any beneficiary accounts within China.

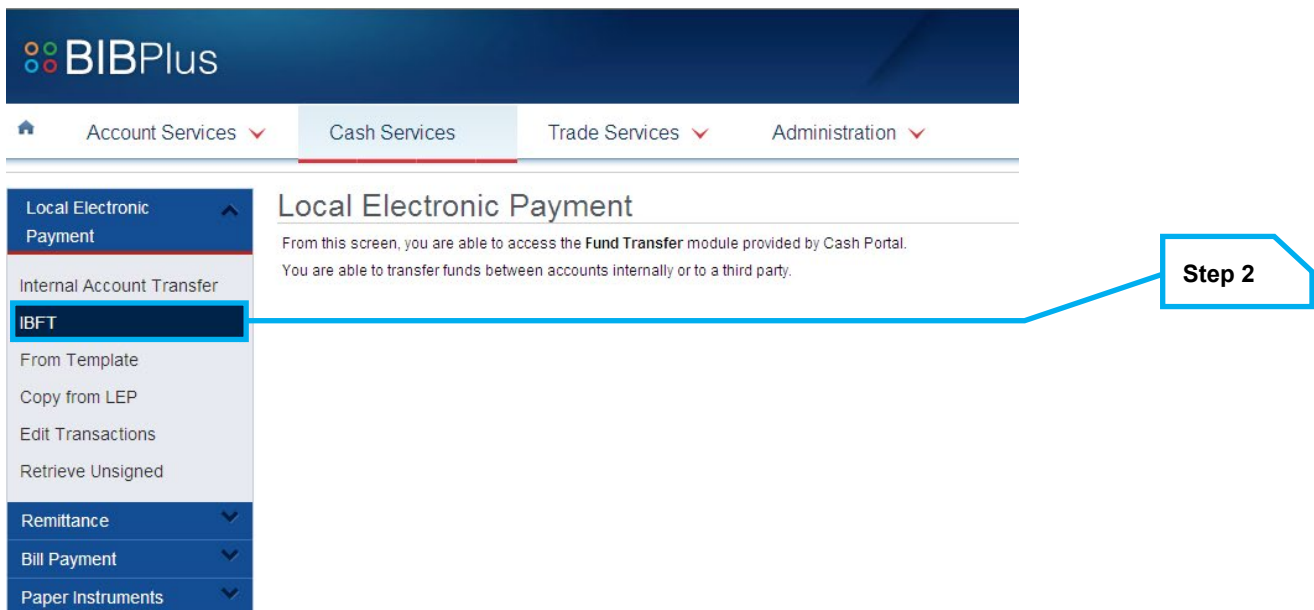
- 1 Click “**Cash Services**” on the top menu and select the payment type from the dropdown list (Local Electronic Payment, Remittance, Paper Instruments, Cheque Services, Bulk Services).

Step 1: From the Top Menu Bar: Select Cash Services > Local Electronic Payment



- 2 “**Cash Services**” → “**Local Electronic Payment**” → “**IBFT**” (you can also create transactions by clicking “**From Template**”).

Step 2: From the Left Navigation Menu Bar > Select IBFT



# Quick Guide – Create Payments

## Step 3: Input details on the IBFT screen

- Fields with \* are mandatory and should not be left blank

The screenshot shows the IBFT screen with several sections and callouts:

- Buttons:** Save, Submit, Template, Cancel, Help
- General Details:**
  - Company ID: ProductCodeTesting
  - Transfer From: CNY 2023001294 Corporate General A/C
  - Product Type: IBFT
  - Bank: UOB China
  - BIB Ref: FT15020000014534
  - Template Name: [Empty]
  - Application Date: 25/02/2015 (dd/mm/yyyy)
- Recurring Payment Details:**
  - Start Date: [Empty] (dd/mm/yyyy)
  - Frequency Mode: [Empty]
  - No of Transfers: [Empty]
- Transfer To Details:**
  - Name: [Empty]
  - Account: [Empty]
  - CNAPS Bank Code: [Empty]
  - Bank Name: [Empty]
- Transaction Details:**
  - Amount: [Empty]
  - Customer Ref: [Empty]
  - Purpose of Transfer: [Empty]

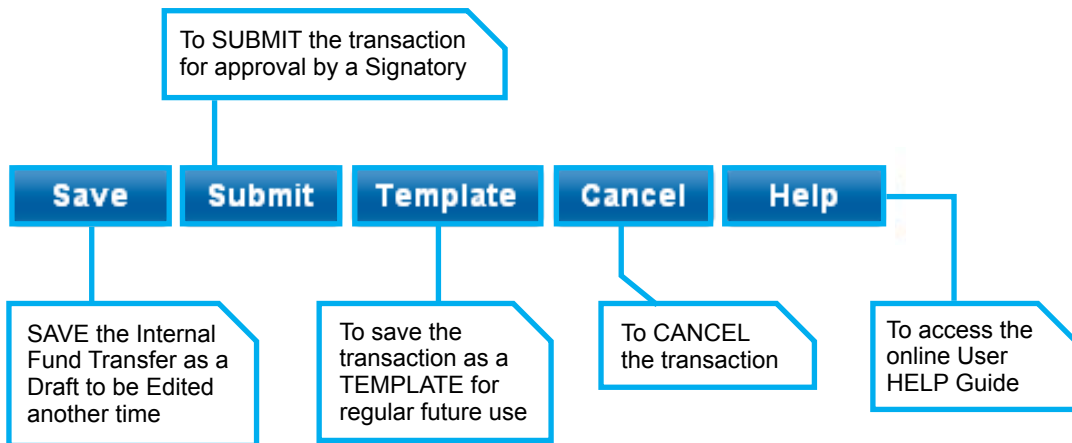
Callouts:

- All transactions on BIBPlus will have its unique BIB Reference number
- This section will only be displayed when the "Recurring Payment" checkbox is selected in the previous screen.
  - Start Date – day for making the first transfer
  - Frequency mode – Daily, Weekly, Monthly, Quarterly
  - No. of Transfers – indicate how many times the transfer to be repeated
- Manually input the Beneficiary details or click on the Lookup icon to retrieve pre-saved beneficiary data

**List of banks:**

Bank Code	Branch Code	Bank Name	Branch Name
1305	001	BANK OF INDIA	MAIN OFFICE
1306	104	BANK OF INDIA	AB BUILDING
1326	001	THE BANK OF TOKYO-MITSUBISHI UFJ, LTD	HEAD OFFICE
1335	001	CREDIT AGRICOLE CORPORATE AND	Singapore Branch

- 3 After all the mandatory fields have been filled, click **"Submit"** (for approval).
- 4 You can also click **"Save"** (as draft), **"Template"** (save as template – need to input **"Template ID"**), **"Cancel"** (to leave the page without saving).

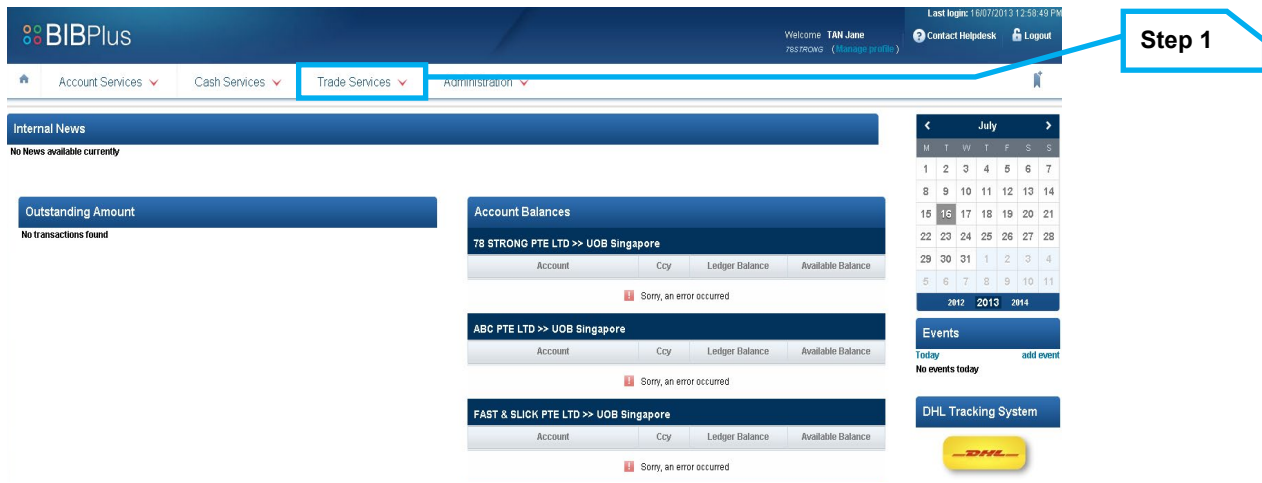


# Quick Guide – Trade Services

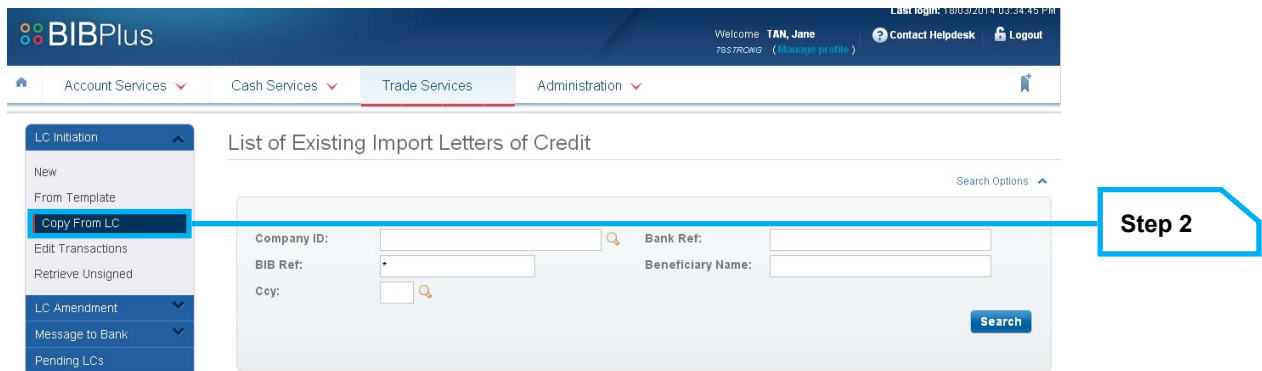
## 4. Trade Services – Create an Import Letter of Credit (using Copy From)

### 4.1 Select Trade product type

Click “Trade Services” on the top menu and select the trade product type from the dropdown list.  
 Step 1: From the Top Menu Bar: Select Trade Services > Import Letter of Credit.



Step 2: From the Left Navigation Menu Bar > Select Copy From (you can also create transactions by clicking New or From Template)



# Quick Guide – Trade Services

Step 3: Select the transaction to copy from.

LC Initiation

- New
- From Template
- Copy From LC**
- Edit Transactions
- Retrieve Unsigned
- LC Amendment
- Message to Bank
- Pending LCs
- LC Inquiry
- LC Maintenance

List of Existing Import Letters of Credit

Company ID:  Bank Ref:   
 BIB Ref:  Beneficiary Name:   
 Ccy:

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date
LC13110000224738	78STRONG	-- Rejected --	Coun Temp Arty Company	USD	15,000.00	14/12/2013	14/12/2014
LC13110000197254	78STRONG	1CMLC531378	COUNTEMPARTY COMPANY	SOD	28,000.00	07/11/2013	27/11/2014

Step 4: LC content will be defaulted from the selected LC.

Create New Import Letter of Credit from Existing Record

**General Details**

BIB Ref: LC14030000292837  
 Template Name:   
 Customer Ref:   
 Application Date: 20/03/2014 (dd/mm/yyyy)  
 Expiry Date:  (dd/mm/yyyy)  
 Place of Expiry: IN BENEFICIARY'S COUNTRY  
 LC Type: Commercial

**Applicant Details**

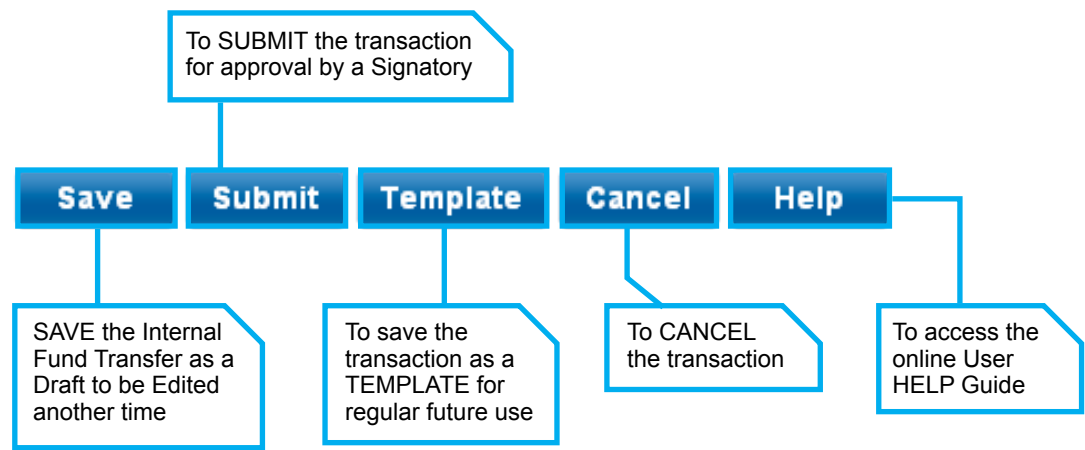
Company ID: 78STRONG  
 Name and: 78 STRONG PTE LTD  
 Address: 18 GOLDHILL SHOPPING CENTRE

Hide Form Summary | Top

- General Details
- Applicant Details
- Beneficiary Details
- Amount Details
- Payment Details
- Credit Available With
- Shipment Details
- Bank Details
- Narrative Details
- Documents Required
- UCI Insurance Details
- Instructions for the Bank Only
- File Upload Details (Max 5 files and 1 Mb each)

For the Trade Application, Customer can use shortcut to navigate to each section of the form

Step 5: Complete the Import LC application input and submit for approval.



# Quick Guide – Transaction Approval

## 5. Transaction Approval

To approve a transaction, the authoriser can do so via various menus:

- Pending Transactions menu
- Retrieve Unsigned menus (from each product screen)

### 5.1. Approve from Pending Transactions menu

1 Search for the transaction via the top menu bar.

**Step 1a:** From the Top Menu Bar: Select Account Services > Transactions and Reports

**Step 1b:** From the Left Navigation Menu Bar > Select Pending Transactions

2 Select the transaction to approve.

List of Pending Transaction Records

**Step 2a (Optional):** Open up the SEARCH option to input the filtering criteria to find a specific transaction to approve

List of Pending Transaction Records

**Step 2b:** Select the transaction to approve by clicking the OPEN IN CONTROL MODE (golden padlock) icon

BIB Ref	Product	Product Type	Ccy	Amount	Customer Ref	Maturity/Value Date	Counterparty	Account Number	Status	Trail
FT13010000097019	Fund Transfer	Internal Account Transfer	BGD	1,000,000.0	CRUATv10.2-	23/01/2013	JACKIE CHAN	3513220373	Pending (Authorise)	
FT13010000097175	Fund Transfer	Bill Payment	BGD	22.22	CRUATv10.2-BP1	28/01/2013	IRAB - Individual Income Tax	3513220373	Pending (Authorise)	
FT13010000097370	Fund Transfer	Interbank Giro	BGD	1.35		28/01/2013	Bene IBO EUR	1143061006	Pending (Authorise)	

# Quick Guide – Transaction Approval

## 3 Review the transaction details & Approve the transaction.

General Details			
Company ID:	78STRONG	Bank:	UOB Singapore
Transfer From:	SGD 3513447807 Current Account - Corporate	BIB Ref:	FT13070000142032
Product Type:	Interbank Giro	Application Date:	22/07/2013 (dd/mm/yyyy)
Recurring Payment Details			
Start Date:	24/07/2013 (dd/mm/yyyy)		
Frequency Mode:	Weekly		
No of Transfers:	2		
Transfer To Details			
Name:	79 STRONGER PL	Bank/Branch Codes:	7144001
Account:	7887567788	Bank Name:	STANDARD CHARTERED BANK
		Branch Name:	MAIN OFFICE
Transaction Details			
Amount:	SGD 78.79	Beneficiary Ref:	Bene Ref 78
Customer Ref:	Cust Ref 79		

**Step 3a:**  
Review the transaction details

**Save**

**Submit**

**Cancel**

**Help**

SAVE the Internal Fund Transfer as a Draft to be Edited another time

To CANCEL the transaction

To access the online User HELP Guide

**Step 3b:**  
Click SUBMIT button to approve the transaction

## 4 Follow the authentication steps with the Secure Plus token to obtain the Response Code.

### Authentication

1. Press Sign 2 button.
2. Input Sign 1 Code and press OK button.
3. Input Sign 2 Code and press the OK button again.
4. SecurePlus token will display the 6 digit signature code.
5. Input the signature code into the Token Response field.
6. Click "Submit" button to complete the authorisation.

**Sign 1 Code:** 5211

**Sign 2 Code:** 49295065

**Token Response**

**Step 3a:**  
Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

Cancel

Submit

**Step 3d:**  
Click SUBMIT button to complete the approval



# Quick Guide – Transaction Approval

- 5 Successful Approval of transaction & Submission to the bank for processing.

## Submit Local Electronic Payment

Your Local Electronic Payment FT1408000039592 has been successfully released to the bank.  
[Review and print the transaction details.](#)

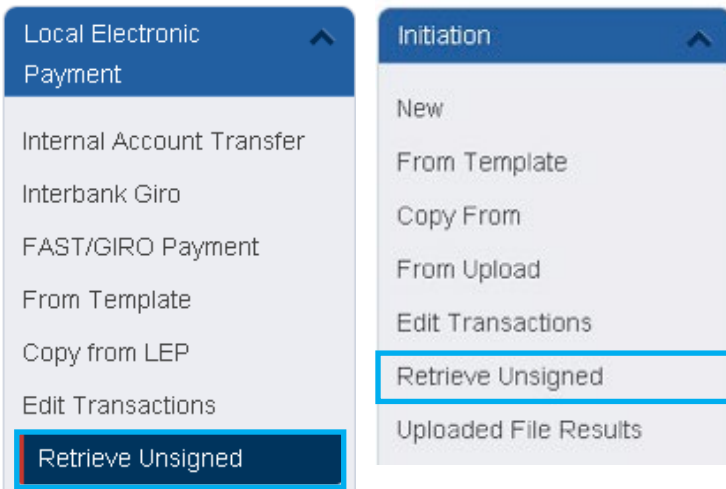
Click on this link to view and print the transaction details

## 5.2. Approve Transactions from Retrieve Unsigned menu

- 1 Select the transaction to approve by going to the specific product screen.



**Step 1a:**  
From the Top Menu Bar: Select the Product page (Cash Services or Trade Services)



**Step 1b:**  
From the Left Navigation Menu Bar > Select Retrieve Unsigned

- 2 Select the transaction(s) to approve.

<input type="checkbox"/>	BIB Ref	Product Type	Ccy	Amount	Customer Ref	Last Modified Date	Beneficiary	Account Number	User Name	Status	PAB	Audit Trail	Execution
<input type="checkbox"/>	ET13070000140229	Internal Account Transfer	SGD	100.00		11/07/2013	PRO-MATRIX PTE LTD	3503068611	SENDER Manu	Pending (Authorise)			11/07/2013
<input checked="" type="checkbox"/>	ET13060000138401	Internal Account Transfer	SGD	22.00		17/06/2013	GLS SEAFood PTE LTD	3513220373	PURE-2851292812 Creator	Pending (Authorise)			17/06/2013
<input checked="" type="checkbox"/>	ET13060000137606	Interbank Giro	SGD	6.06		12/06/2013	IBG-DBS	1643010092	IBAKA GEBJ082203 Serge	Pending	Yes		13/06/2013
<input type="checkbox"/>	ET13060000137505	Interbank Giro	SGD	5.05		12/06/2013	IBG-DBS	1643010149	IBAKA GEBJ082203 Serge	Pending	Yes		12/06/2013
<input type="checkbox"/>	ET13060000137366	Interbank Giro	SGD	3.66		11/06/2013	riel	1013517024	IBAKA GEBJ082203 Serge	Pending (Authorise)	No		11/06/2013
<input checked="" type="checkbox"/>	ET13040000095211	Internal Account Transfer	USD	52.11		19/04/2013	For JC USD 4629506558	3513512420	IBAKA GEBJ082203 Serge	Pending (Authorise)	Yes		

**Step 2a:**  
OR select multiple transactions & click SUBMIT button to approve



# Quick Guide – Transaction Approval

## 3 Review the transaction(s) & Approve the transaction.

General Details			
Company ID:	ROC200007857H	Bank:	UOB Singapore
Transfer From:	SGD 1643010092 CurrentAccount-Corporate	BIB Ref:	FT13040000107207
Product Type:	MT 103 Telegraphic Transfer	Application Date:	26/04/2013 (dd/mm/yyyy)

Beneficiary Details			
Name:	MT103 SGDPAB SA6140000000029077003	SWIFT BIC Code:	NCBKSAJE
Address:	Add1 SA6140000000029077003	Bank Name and	NATIONAL COMMERCIAL BANK, THE
	Add2 SA6140000000029077003	Address:	NCB HEAD OFFICE BUILDING
	Add3 SA6140000000029077003		SAUDI ARABIA
Account:	SA6140000000029077003	Country:	SA
	Pre-Approved Beneficiary	Branch Address:	Add1 Add2

**Step 3a:**  
Review the transaction details

### Authentication

1. Press Sign 2 button.
2. Input Sign 1 Code and press OK button.
3. Input Sign 2 Code and press the OK button again.
4. SecurePlus token will display the 6 digit signature code.
5. Input the signature code into the Token Response field.
6. Click "Submit" button to complete the authorisation.

**Sign 1 Code:** 5211

**Sign 2 Code:** 49295065

**Token Response**

**Step 3b:**  
Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

**Step 3c:**  
Click SUBMIT button to complete the approval

## 4 Successful Approval of transaction & Submission to the bank for processing

### Submit Local Electronic Payment

Your Local Electronic Payment FT14080000039592 has been successfully released to the bank.

[Review and print the transaction details.](#)

Click on this link to view and print the transaction details

**Quick Guide – Company Administrators in BIBPlus**

**6.0 Guide for Company Administrators in BIBPlus**

As a Company Administrator (CA), you are able to perform the following:

- a. Create Company User (CU)
- b. Assign security token to the CU
- c. Assign Product & Account access to CU
- d. Reset the password for the CU
- e. Activate or disable the CU

**6.1 Create a New Company User (CU)**

Step 1: Create the User Profiles Menu

**Step 1a:** From the Top Menu Bar > Select Administration >> User Maintenance

**Step 1b:** From the Left Navigation Menu Bar > Select Profiles

**Step 1c:** Click Add a new user button

Step 2: Complete the User Profile Details

**Main Details**

Company: 78STRONG

Input New User's ID number

Login ID:\*

Select Country where the new User's ID number is registered

First Name:\*

Last Name:\*

Select new User's ID number Type: NRIC/ HKID, Passport, FIN

Id No:\*

Input New User's ID number

Address:

**Status Details**

Status:\* Inactive

New User's status will be Inactive by default

# Quick Guide – Company Administrators in BIBPlus

## Preferences

Time Zone:\* Asia/Singapore

Language / Locale:\* English (UK)

Base Currency:\* SGD

## Other Details

Contact Number:\* 98989898

Fax:

E-mail:\* JaneTan@ABC.com

Input the contact details for the User – BIBPlus SMS / email alerts will be sent to these contact details

### Step 3: Assign Group Roles to the User Profile

Roles

50 Audit Queries  
Trade Bill Summary

Add Remove

20 User Admin  
20 User Portlets

Select the Group level roles to be assign to the User

User - Admin	Able to maintain data maintenance (e.g. Beneficiary master / bank /phases / counterparty, etc)
User - Portlets	Able to access landing page portlets

# Quick Guide

## Step 4: Assign Entity Access and Entity level roles to the User

Entity

Default Company: 78 STRONG PTE LTD

Company ID	Authorisation	Limit Amount (Per Day)	Roles
<input checked="" type="checkbox"/> 78 STRONG PTE LTD			0 Role(s)
<input type="checkbox"/> ABC PTE LTD			0 Role(s)
<input type="checkbox"/> SMOOTH RUNNING PTE LTD			0 Role(s)
<input type="checkbox"/> FAST & SLICK PTE LTD			8 Role(s)

00 All Account Services

- 01 All Bulk Paymt - Create
- 01 All Bulk Paymt - Upload
- 01 All Cash - Transact
- 01 All Trade - Transact
- 02 All Bulk Payment - View
- 02 All Cash - View
- 02 All Trade - View
- 10 Enquiry Trade
- 20 User Trade

Add ↓ Remove ↑

**Step 4a:**  
Select the Default Entity - token fee (if applicable) will be charged to the Default Entity.

**Step 4b:**  
Select the Entities that the new User can be granted access to.

The Signatory Authorisation Group and Daily Approval Limit amount is not applicable for Company User roles.

**Step 4c:**

- i) Click here to open ADD/ REMOVE roles table.
- ii) Select the Entity level roles to be assigned to the User & click ADD button.

# Quick Guide – Company Administrators in BIBPlus

## Types of Entity Roles

S/No.	Role	Description of Role	BIBPlus Roles to assign
1	User ( Enquiry Only)	View accounts summary & statement	All the "00"
		View Transactions	All the "02" (Cash, Trade, Bulk transactions)
2	User (Enquiry + Create Transactions)	View accounts & Transactions	All the "00" + "02" (Cash, Trade, Bulk transactions)
		Prepare transactions for approval	All the "01" (Exclude those with payroll)
3	Create/Approve Pre-Approved Beneficiary	Create / maintain & approve Pre-approved beneficiary setups in the Beneficiary Master	50 PAB Create + 50 PAB Approve (to add to other roles assigned)
4	Payroll User	Prepare Payroll transactions for approval	All the "01" Payroll EMPL/EXEC-Upload/Create" + "33 Payroll amount access" + "33 Payroll Details Access"
5	Payroll Signatory (Note: The signatory group & authorisation limits can only be setup by the bank)	Approve Payroll transactions	All the "01 Payroll EMPL/EXEC-Approve"
		View transaction details and total amount but cannot view individual payroll record's amount; cannot view highest amount on record	"33 Payroll Details list"
		View total amount, highest amount, cannot view payroll transactions details	"33 Payroll amount access"
6	Verifier	Verify transaction data input by User before submitting to Signatory	50 verify + All the "01" (Exclude payroll)
7	Sender	Release fully authorised transaction to bank for processing	50 send + All the "01" (Exclude payroll)
8	Proxy Authoriser	Remote Authorisation permissions to authorise transactions on behalf of Signatory	50 Proxy Signatory + All the "01" (Exclude those with payroll)

Remarks: Refer to appendix for more detailed description of the various entity roles available for selection.

### Step 5: Assign Token to the User

OTP Token Assignment

Token Serial No:

Token Type:

Charge Type:

Token Status:

Remarks:

Private Token:

Assigned Date:


Assigned By:

**Step 5a:**  
Click on ASSIGN button to open the User Token Detail screen to assign a Token to the new user

**Quick Guide – Company Administrators in BIBPlus**

**User Token Assignment** [X]

**User Token Details**

Token Serial No:\*  

Token Type:

Charge Type:

Token Status:

Remarks:

**Cancel** **Ok**

**Step 5b:**  
Click on Lookup icon (magnifying glass) to open the list of available Token to be assigned to the new user

**List of tokens** [X]

Token Serial No:

Token Type:

Charge Type:

**Search**

Serial No	Type	Charge Type	Token Status	Remarks
<u>2651292735</u>	DP270	CHARGED	Activated	
<u>2651292742</u>	DP270	CHARGED	Activated	Unassigned 24Sept2012 18:26
<u>2651312570</u>	DP270	CHARGED	Activated	
<u>2651312587</u>	DP270	CHARGED	Activated	

**Step 5c:**  
Select a token to assign to the User

**Quick Guide – Company Administrators in BIBPlus**

Step 6: Submit the New User Profile Creation for Approval

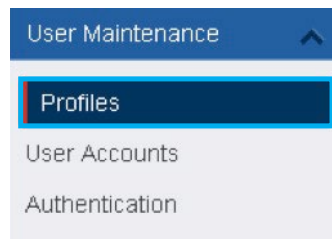


**Submit the User Profile for Approval**  
 (For customers with single administrator setup, this step will approve the request)

Step 7: Approve the New User Profile Creation



**Step 7a:**  
 From the Top Menu Bar > Select Administration >> User Maintenance



**Step 7b:**  
 From the Left Navigation Menu Bar > Select Profiles

Last Name, First Name	Login	Status	Maker User	
CANTREY RUTH HUNG CARPENTER MARK HATTON LUCIA EDWARD	12345678901234567890123456789012	Awaiting for Approval (New)	COCBA16	

**Step 7c:**  
 Click on the question mark icon to open the User Profile page for approval

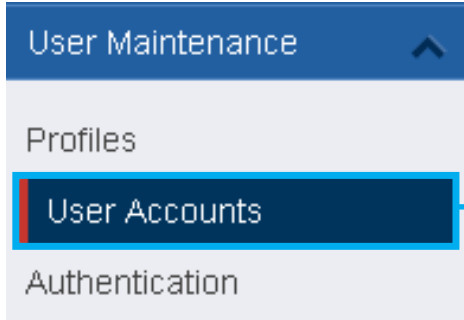


**Step 7d:**  
 Click on Approve button upon confirming all the User Profile details are in good order. (This approval step only applies for customers with dual administrator setup)

**Quick Guide – Company Administrators in BIBPlus**

**6.2 Assign User to access Accounts and Products**

Step 8: Assign Roles to the User Profile



**Step 8a:**  
From the Left Navigation Menu Bar > Select User Accounts

Last Name, First Name	Login	Status	Maker User	
GOH Mary	MG123456			
LIM Bob	BL123456			
TAN Jane	JT123456			
WONG Peter	PW123456			

**Step 8b:**  
Select the User and click the EDIT icon

The screenshot shows the 'User Accounts' configuration page for '78 STRONG PTE LTD'. It features a table with columns for 'Account', 'PAB', 'View Summary', 'View Statements', and 'Product Selection'. The first row is selected, showing '80D 3513448463 Current Account - Corporate'. Below the table is a list of products with 'Add' and 'Remove' buttons. The list includes: Cashier Order, Cashier Order / Cheque Status Inquiry, Cheque Book Request, Credit Bills Purchased, Demand Draft, Export Collection, Export Invoice Financing, Export Letter of Credit, Financing Request, and Freight Loan.

**Step 8c:**  
Select the Accounts the new User to be grant access to

**Step 8d:**  
Select PAB if the new User is to be restricted to using Pre-Approved Beneficiary

**Step 8e:**  
Select if the new User is allowed to view the Summary & Statement for this Account

**Step 8f:**  
Product Selection: select the products the new User can use the account for



**Step 8g:**  
Submit the User Account setup for Approval. (For customers with single administrator setup, this step will approve the request)



# Quick Guide – Company Administrators in BIBPlus

## Step 9: Approve the New User Account Setup

Last Name, First Name	Login	Status	Maker User	
CANTREY RUTH HUNG CARPENTER MARK HATTON LUCIA EDWARD	12345678901234567890123456789012	Awaiting for Approval (New)	COCBA16	

**Step 9a:**  
Click on the question mark icon to open the User Account page for approval

**Step 9b:**  
Click on Approve button upon confirming all the User Account setup are in good order. (This approval step only applies for customers with dual administrator setup)

## 6.3 Assign / Reset User Password

### Step 10: Assign Password to New User

- User Maintenance
- Profiles
- User Accounts
- Authentication**

**Step 10a:**  
From the Top Menu Bar > Select Administration >> Authentication

Last Name, First Name	Login	Status	Maker User	
OOH Mary	MG123456			
LIM Bob	BL123456			

**Step 10b:**  
Click on the EDIT icon to open the Authentication page

**Password**

Type:  System  Manual

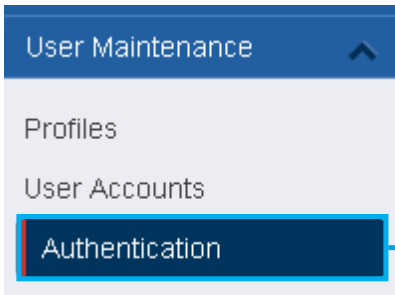
Password:\*

Confirm Password:\*

**Step 10c:**  
Select Manual Type option and input new password for the User. (Note: User required to change this password upon successful login)

**Step 10d:**  
Submit the new Password for Approval (For customers with single administrator setup, this step will approve the request)

# Quick Guide – Company Administrators in BIBPlus



**Step 11a:**  
From the Top Menu Bar  
> Select Administration  
>> Authentication

Last Name, First Name	Login	Status	Maker User	
CANTREY RUTH HUNG CARPENTER MARK HATTON LUCIA EDWARD	12345678901234567890123456789012	Awaiting for Approval (New)	COCBA16	

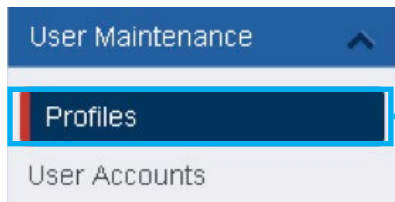
**Step 11b:**  
Click on the question mark icon to open the User Account page for approval



**Step 11c:**  
Click on Approve button. (This approval step only applies for customers with dual administrator setup)

## 6.4 Activate User Status

Step 12: Activate the New User's Status



**Step 12a:**  
From the Left Navigation Menu Bar > Select Profiles

### Modify User Account

**Main Details**

**Company:** 78STRONG

**Login ID:** BL123456

**First Name:\***

**Last Name:\***

**Id No:\*** SG  \*FIN

**Address:**

**Status Details**

**Status:\***

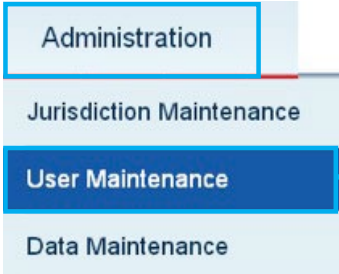
**Step 12b:**  
Select ACTIVE to activate the new User ID. (Note: Users can only login if their ID status is ACTIVE.)

**Quick Guide – Company Administrators in BIBPlus**

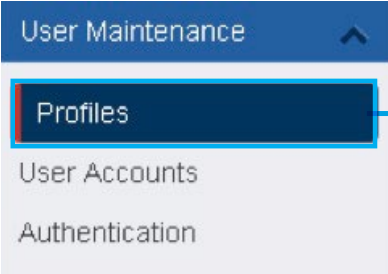


**Step 12c:**  
Submit the User Activation for approval. (For customers with single administrator setup, this step will approve the request)

**Step 13: Approve the Activation of New User Profile Status**



**Step 13a:**  
From the Top Menu Bar > Select Administration >> User Maintenance



**Step 13b:**  
From the Left Navigation Menu Bar > Select Profiles

Last Name, First Name	Login	Status	Maker User	
CANTREY RUTH HUNG CARPENTER MARK HATTON LUCIA EDWARD	12345678901234567890123456789012	Awaiting for Approval (New)	COCBA16	

**Step 13c:**  
Click on the question mark icon to open the User Profile page for approval



**Step 13d:**  
Click on Approve button upon confirming all the User Profile details are in good order. (This approval step only applies for customers with dual administrator setup)

## Quick Guide

### Appendix 1

## Explanation of Transaction Status

Single/Bulk Transaction Status	Description
Incomplete (Draft)	1. Single Transaction SAVED by user 2. Manually created online bulk SAVED by user 3. Partially successfully uploaded file
Incomplete (Entry)	Transaction REJECTED by Authoriser/Verifier/Sender
Pending (Pending Authorise)	Transaction SUBMITTED for (further) authorisation depending on the authorisation matrix
Pending (Pending Verify)	Transaction SUBMITTED for verification
Pending (Pending Send)	Fully authorised transaction pending RELEASE to bank for processing
Submitted (Sent)	Fully authorised transaction RELEASED to bank
Submitted (Post-Dated)	Fully authorised Future Valued transaction RELEASED to bank
Processed	1. Single Transaction PROCESSED by bank 2. All items in bulk successfully processed by bank
Processed (Rejected)	1. Single Transaction REJECTED by bank 2. All items in bulk rejected by bank
Processed (Partially Approved)	Some items in bulk successfully processed by bank; others rejected

Bulk File Upload Status	Description
In Process	Bulk File Uploaded but not sent/released to bank
Successful	Bulk File Uploaded but not sent/released to bank - No error shown on File details
Successful (P)	Bulk File Uploaded but not sent/released to bank with some errors found - Details of error are available in the error log via File details
Failed	Bulk File Uploaded but not sent/released to bank with errors found - failure due to errors in the file - Details of error are available in the error log via File details

Trade Related Status	Description
Amended	Amendment is being PROCESSED by bank
Cancelled	Cancelled LC/BG is being Cancelled successfully
Accepted	Accepted Discrepant or Term Bill is being ACCEPTED
Advise of Bill Arrival - Clean	Advise of Bill Arrival - Clean Clean import Bill has arrived
Advise of Bill Arrival - Discrepant	Advise of Bill Arrival - Discrepant Discrepant import Bill has arrived
Partial Settled	Partial Settled Outstanding Bill or Loan has been partially settled
Settled	Settled Outstanding Bill or Loan has been fully settled
Updated	Updated Request or advices has been Processed or generated by bank successfully

Post-Dated and Recurring Transaction Status	Description
Pending	Transaction yet to be SUBMITTED/PROCESSED by Bank
Processed	Transaction PROCESSED by Bank
Rejected	Transaction REJECTED by Bank
Post-Dated Pending	Post-Dated transaction PENDING to be processed by bank
In Progress	Post-Dated/Recurring transaction currently being processed by bank
Cancelled	Post-Dated/Recurring transaction successfully STOPPED/CANCELLED by bank
Recurring Pending	Pending Recurring transaction PENDING first payment to be processed by bank
Recurring Transfer	A Recurring transaction successfully PROCESSED by bank
Recurring Rejected	A Recurring transaction REJECTED by bank
Last Recurring Completed	Final Recurring transaction successfully PROCESSED by bank
Last Recurring Rejected	Final Recurring transaction REJECTED by bank

# Quick Guide

Customer's Action		Batch Status
<b>Maker</b>	Create Batch	Pending
<b>Verifier</b>	Verify Batch Verify single record	Pending Pending
<b>Authoriser</b>	Approve Batch (another Authoriser required) Approve Batch (Sender required and no more Authoriser required) Approve Batch (fully authorised) Approve Batch (no Sender and no more Authoriser required but post-dated) Approve single record Reject single record	Pending Pending Submitted Submitted Submitted (Partial) Pending
<b>Sender</b>	Submit Submit (post-dated) Reject	Submitted Submitted Submitted
<b>User</b>	Cancel post-dated Transaction	Submitted

**Status of the batch and their definition are as follows:**

- o Submitted – ALL transactions in the batch have been submitted to bank
- o Submitted (Partial) – SOME of the transactions in the batch have been submitted to bank
- o Pending – NONE of the transactions in the batch have been submitted bank

## Quick Guide

### Appendix 2

## Transaction Signing

Category	Transaction Type	E-Sign2 Input Code 1	E-Sign2 Input Code 2	Token Response Code
<b>Transactions requiring OTP Authentication</b>				
Stop Payments (Single & Bulk)	RTGS, TT, IBFT, CO, DD, Cheque etc	N.A.	N.A.	6 digits
Paper Instruments	Cheque Book Request			6 digits
<b>Transactions requiring E-Sign 1 Authentication</b>				
Paper Instruments	Cashier's Order	Transaction Amount (4-8 Digits)	N.A.	6 digits
	Demand Draft	Transaction Amount (4-8 Digits)	N.A.	6 digits
Import LC	LC Initiation	Transaction Amount (4-8 Digits)	N.A.	6 digits
	LC Amendment	Transaction Amount (4-8 Digits)	N.A.	6 digits
	LC - Message to bank 'From Existing LC' - Cancellation	Transaction Amount (4-8 Digits)	N.A.	6 digits
	LC - Message to bank 'From Bill Arrival - Discrepant'	Document Amount (4-8 Digits)	N.A.	6 digits
	LC - Message to bank 'From Bill Arrival - Clean'	Document Amount (4-8 Digits)	N.A.	6 digits
Import Collection	IC Message to Bank - Request for Settlement	Collection Amount (4-8 Digits)	N.A.	6 digits
Export Collection	EC Initiation	Collection Amount (4-8 Digits)	N.A.	6 digits
Banker's Guarantee	BG Initiation - Bank Guarantee	Guarantee/Invoice Amount (4-8 Digits)	N.A.	6 digits
	BG Initiation - Counter Guarantee	Guarantee/Invoice Amount (4-8 Digits)	N.A.	6 digits
	BG Amendment	Guarantee Amount (4-8 Digits)	N.A.	6 digits
	BG Message to Bank - Cancellation	Guarantee Amount (4-8 Digits)	N.A.	6 digits
Financing Request	TF Export Initiation - Invoice Financing	Financing Amount (4-8 Digits)	N.A.	6 digits
	TF Export Initiation - Bills of Exchange Purchased	Financing Amount (4-8 Digits)	N.A.	6 digits
	TF Export Initiation - Packing Credit	Financing Amount (4-8 Digits)	N.A.	6 digits
	TF Export Initiation - Freight Loan	Financing Amount (4-8 Digits)	N.A.	6 digits
	TF Export Initiation - Credit Bills Purchased	Financing Amount (4-8 Digits)	N.A.	6 digits
	TF Export Initiation - Other Export Financing	Financing Amount (4-8 Digits)	N.A.	6 digits
	Update TF	Repayment Amount (4-8 Digits)	N.A.	6 digits
Beneficiary Maintenance (Pre-approved beneficiaries only)	Create/Modify/Delete RTGS, TT, Trade etc	Bene Account (8 digits)	N.A.	6 digits
Bill Payment & DDA	Immediate/Post-Dated/Recurring	Payment Amount (4-8 Digits)	N.A.	6 digits
Time/Fixed Deposit (FD)	FD Placement with Maturity/ Interest Payment Instructions: 01 - Auto renewal of principal and interest 02 - Auto renewal of principal and credit interest to account. 03 - Credit Principal and interest to account	Placement Amount (4-8 Digits)	N.A.	6 digits
	FD Update - Amend Maturity/ Interest Payment Instructions to: 01 - Auto renewal of principal and interest 02 - Auto renewal of principal and credit interest to account. 03 - Credit Principal and interest to account	Placement Amount (4-8 Digits)	N.A.	6 digits
	FD Update - Amend Credit interest to Account Instructions; Only applicable if Maturity/ Interest Payment Instructions: 02 - Auto renewal of principal and credit interest to account. 03 - Credit Principal and interest to account	Placement Amount (4-8 Digits)	N.A.	6 digits
Export LC	LC Transfer	Transfer Amount (4-8 Digits)	N.A.	6 digits
	Message to Bank - Negotiation/Discount	Presentation Amount (4-8 Digits)	N.A.	6 digits
	Message to Bank - Send for Payment/ Acceptance	Presentation Amount (4-8 Digits)	N.A.	6 digits
	Message to Bank - Amend Instructions	Presentation Amount (4-8 Digits)	N.A.	6 digits

# Quick Guide

## Transaction E-Signing (Cont.)

Category	Transaction Type	E-Sign2 Input Code 1	E-Sign2 Input Code 2	Token Response Code
<b>Transactions requiring E-Sign 2 Authentication</b>				
Local Electronic Payments	Inter Account Fund Transfer (IAFT)	Transfer Amount (4-8 Digits)	Beneficiary Account (8 digits)	6 digits
	Inter Bank Fund Transfer (IBFT)	Transfer Amount (4-8 Digits)	Beneficiary Account (8 digits)	6 digits
Remittance	TT & RTGS	Transfer Amount (4-8 Digits)	Hash of Beneficiary Account5 (8 digits)	6 digits
Bulk Services (applies to all IBFT & TT file types)	IBFT	Bulk Transfer Amount (4-8 Digits)	Hash of Beneficiary Account5 (8 digits)	6 digits
	TT	Bulk Remittance Amount (4-8 Digits)	Hash of Beneficiary Account5 (8 digits)	6 digits
Batch Approval	All transaction types	Total Batch Amount (4-8 Digits)	Hash of Beneficiary Account5 (8 digits)	6 digits

**Note:**

The first 8 numeric characters in the Bene Account (e.g. If Bene Account is SA1234567890 the value displayed is 12345678).  
 Applicable for all Immediate, Recurring & Post-Dated transactions including those using Board Rate/FX Contract.

### Appendix 3.1

## Processing Hours – Cash Services

Product	Sub Product	Day of Transaction Request	Processing Hours	Remarks
Local Electronic Payments	Inter Account Funds Transfer (in like currency)	Mon - Fri	9:30 a.m. – 6:00 p.m.	All transactions sent outside processing hours will be processed only at the next available processing day
		Sat, Sun & PH	N.A.	
	Inter Account Funds Transfer (in unlike currencies)	Mon - Fri	9:30 a.m. – 2:00 p.m.	
		Sat, Sun & PH	N.A.	
	IBFT	Mon - Fri	9:30 a.m. – 3:30 p.m.	
		Sat, Sun & PH	N.A.	
Remittance (Corp)	Telegraphic Transfer - MT103	Mon - Fri	9:30 a.m. – 2:00 p.m.	All transactions sent outside processing hours will be processed only at the next available processing day
		Sat, Sun & PH	N.A.	
Cheque Services	Stop Cheque Request	Mon - Fri	9:30 a.m. – 2:00 p.m.	All transactions sent outside processing hours will be processed only at the next available processing day
		Sat, Sun & PH	N.A.	
Time Deposit	TD Placement	Mon – Fri	10:15 a.m. – 4:30 p.m.	All pending placement requests will be voided if the transaction is not sent to the bank by the cut-off time.
		Sat, Sun & PH	N.A.	

## Quick Guide

### Appendix 3.2

## Processing Hours – Trade Services

Product	Sub Product	Day of Transaction Request	Processing Hours	Remarks
Import LC	LC Application & Amendment	Mon – Fri	9:30 a.m. – 2:00 p.m.	All transactions sent outside processing hours will be processed only at the next available processing day.
		Sat, Sun & PH	N.A.	
	Trust Receipt for Bill settlement	Mon – Fri	9:30 a.m. – 2:00 p.m.	
		Sat, Sun & PH	N.A.	
	Standby LC Application & Amendment	Mon – Fri	9:30 a.m. – 2:00 p.m.	
		Sat, Sun & PH	N.A.	
Import Collection	Trust Receipt for Bill settlement	Mon – Fri	9:30 a.m. – 2:00 p.m.	
		Sat, Sun & PH	N.A.	
Banker's Guarantee	BG Application, Amendment & Cancellation	Mon – Fri	9:30 a.m. – 2:00 p.m.	
		Sat, Sun & PH	N.A.	
Shipping Guarantee	Shipping Guarantee	Mon – Fri	9:30 a.m. – 2:00 p.m.	
		Sat, Sun & PH	N.A.	
Export Collection	EC Application	Mon – Fri	9:30 a.m. – 2:00 p.m.	
		Sat, Sun & PH	N.A.	
TF - Import & Export	TF - Import & Export	Mon – Fri	9:30 a.m. – 2:00 p.m.	
		Sat, Sun & PH	N.A.	

### Appendix 3.3

## Cut-off Times – Bulk Services

Bulk Payment Mode	Cut-Off Date	Cut-Off Date falls on	Cut-Off Time	Remarks
Inter Bank Fund Transfer	V	Mon – Fri	3:30 p.m.	Inter Bank Fund Transfer
	-	Sat, Sun & PH	N.A.	
Telegraphic Transfer*	V	Mon – Fri	2:00 p.m.	For payments by Telegraphic Transfer, transactions that exceed the cut-off time will be rejected.
	-	Sat, Sun & PH	N.A.	

<b>V = Value Date</b>	This is the date when the payments by IBFT or Telegraphic Transfer are effected or the date where the Cashier's Order or Cheques are printed.
	For Collections, the value date is the date when the receiving banks debit the paying accounts.
<b>Cut-Off Date</b>	This is determined from the value date. V-1, for example, means the file must be submitted 1 business day in advance of Value Date before the cut-off time.



## Quick Guide

### Appendix 4

## Summary of User Permissions

Roles	Roles Description
00 All Account Services	Allow user to access 1) Account Summary 2) Account Statement 3) Inward TT enquiry 4) Advices and Notification 5) Cheque Inquiry
01 All Bulk Payment - Create	Allow user to create bulk payment manually 1. TT 2. Cheque 3. Cashier's Order 4. IBFT
01 All Bulk Payment - Upload	Allow user to create bulk payment via file upload 1. TT 2. Cheque 3. Cashier's Order 4. IBFT
01 All Cash - Transact	Allow user to transact the following products 1. TT 2. Cashier Order 3. Cheque Services 4. Demand Draft 5. IAFT 6. IBFT 7. Term Deposit
01 All Trade - Transact	Allow user to transact the following products 1. Banker Guarantee 2. Export Collection 3. Import Collection 4. Import LC 5. Trade Financing 6. Shipping Guarantee
01 Bulk Collection - Create	Allow user to create bulk collection manually 1. IBFT
01 Bulk Collection - Upload	Allow user to create bulk collection via file upload 1. IBFT
01 Bulk Payroll EMPL - Approve	Approve bulk payroll for employee 1. IBFT
01 Bulk Payroll EMPL - Create	Allow user to create bulk payroll for employee manually 1. IBFT
01 Bulk Payroll EMPL - Upload	Allow user to create bulk payroll for employee via file upload 1. IBFT
02 Bulk Payroll EMPL - View	Allow user to view bulk payroll for employee
01 Bulk Payroll EXEC - Approve	Approve bulk payroll for executive 1. IBFT
01 Bulk Payroll EXEC - Create	Allow user to create bulk payroll for executive manually 1. IBFT
01 Bulk Payroll EXEC - Upload	Allow user to create bulk payroll for executive via file upload 1. IBFT
02 All Bulk Payment - View	Allow user to view bulk payment transaction 1. TT 2. Cheque 3. Cashier's Order 4. IBFT

## Quick Guide

### Summary of User Permissions (Cont.)

Roles	Roles Description
02 All Cash - View	Allow user to view the following products 1. TT 2. Cashier Order 3. Cheque Services 4. Demand Draft 5. IAFT 6. IBFT 7. Term Deposit
02 All Trade - View	Allow user to view the following products 1. Banker Guarantee 2. Export Collection 3. Import Collection 4. Import LC 5. Trade Financing 6. Shipping Guarantee
02 Bulk Collection - View	Allow user to view bulk collection transaction 1. IBFT
02 Bulk Payroll EXEC - View	Allow user to view bulk payroll for executive
33 Payroll Amount Access	Allow user to view payroll transaction amount
33 Payroll Details Access	Allow user to view payroll transaction details
50 Beneficiary Advice	Allow user to send beneficiary advice online
50 External Account	Allow user to access external account summary and statement
50 PAB - Approve	Allow user to approve PAB
50 PAB - Create	Allow user to create PAB
50 Proxy Signatory	Allow user to be proxy authorizer
50 Send	Allow user to send transaction to bank
50 Verify	Allow user to verify transaction before its send for approval
Audit Queries	Allow user to access audit queries
User - Admin	Allow user to maintain data maintenance (Eg, counterparty/Beneficiary/bank/phases and etc)
User - Portlets	Allow user to access landing page portlets

## Quick Guide

### Appendix 5

## Generic File Download Report Types and Sub-types

Report Type	Sub-Type	Description
BCIS	CSF	Bulk Chq CO - Cheque CO Daily Status File
BCIS	CSR	Bulk Chq CO - Cheque CO Daily Status Report
BCIS	CUF	Bulk Chq CO - Cheque CO Unpresented Items File
BCIS	CUR	Bulk Chq CO - Cheque CO Unpresented Items Report
BO	COLL	Billing Org - Collection Report
CPF	CP1	CVY- CPF Acc Transaction Rpt - Daily
CHQREC	CHQREC	Cheque Reconciliation Report
CPF	CP2	CVY- CPF Acc Transaction Rpt - Monthly Completed
CPF	CP3	CPF - CVY- CPF Acc Transaction Rpt - Matching Rpt
CVY	CV1	CVY Acc Transaction Rpt - Daily
CVY	CV2	CVY Acc Transaction Rpt - Monthly Completed
CVY	CV3	CVY Acc Transaction Rpt - Unmatch
IBG	SGX	IBG - SGX Giro Masnet Fate File
INTSTMT	INTSTMT	Interest Statement Report
LCKB	CHQ	Cheque Deposit - Cheque Deposit Reference File
LCKB	RTC	Cheque Deposit - Inward Cheque Return File
MT210	MT210	O/S MT210 Matching Report
STMT	CMX	Statement - CARECAMX
STMT	CN2	Statement - CARECON2
STMT	CNF	Statement - CARECONF
STMT	DNF	Statement - DDRECONF
STMT	MT940	Statement - MT940
STMT	NC1	Statement - Consolidated Net Cash Contribution
STMT	NCC	Statement - Net Cash Contribution

## Quick Guide

### Appendix 6

## Remittance Clearing Code Prefix

Clearing Code Description	Clearing Code Acronym	Beneficiary Bank Country	Mandatory / Optional	Validation Rule	Clearing Code Type Prefix to use in BIBPlus
Austrian Bankleitzahl	BLZ	Austria		5 numeric without spaces	<b>AT</b>
Australian Bank State Branch (BSB) Code	BSB	Australia	Mandatory	6 numeric without spaces	<b>AU</b>
German Bankleitzahl	BLZ	Germany		8 numeric without spaces	<b>BL</b>
Canadian Payments Association Payment Routing Number	DPRN	Canada	Optional	9 numeric without spaces	<b>CC</b>
China CNAPS Code	CNAPS	China	Optional	14 numeric without spaces	<b>CN</b>
CHIPS Universal Identifier	CHIPS Universal Identifier	United States	Optional	6 numeric without spaces	<b>CH</b>
CHIPS Participant Identifier	CHIPS Participant Identifier	United States	Optional	4 numeric without spaces	<b>CP</b>
Spanish Domestic Interbanking Code	ESNCC	Spain		8 or 9 numeric without spaces	<b>ES</b>
Pay by Fedwire	FW	United States	Optional	9 numeric without spaces	<b>FW</b>
HEBIC (Hellenic Bank Identification Code)	HEBIC	Greece		7 numeric without spaces	<b>GR</b>
Bank Code of Hong Kong	Bank Code of Hong Kong	Hong Kong	Optional	3 numeric without spaces	<b>HK</b>
Irish National Clearing Code (NSC)	NSC	Ireland		6 numeric without spaces	<b>IE</b>
Indian Financial System Code (IFSC)	IFSC	India	Optional	11 numeric without spaces	<b>IN</b>
Italian Domestic Identification Code	ITNCC	Italy		10 numeric without spaces	<b>IT</b>
New Zealand National Clearing Code	NZNCC	New Zealand	Optional	6 numeric without spaces	<b>NZ</b>
Polish National Clearing Code (KNR)	KNR	Poland		8 numeric without spaces	<b>PL</b>
Portuguese National Clearing Code	PTNCC	Portugal		8 numeric without spaces	<b>PT</b>
Pay by Real Time Gross Settlement	RTGS				<b>RT</b>
Russian Central Bank Identification Code	RCBIC	Russia		9 numeric without spaces	<b>RU</b>
UK Domestic Sort Code	SC	United Kingdom	Mandatory if account number is not IBAN	6 numeric without spaces	<b>SC</b>
Swiss Clearing Code (BC or SIC code)	BC/SIC	Switzerland	Optional	3, 5 or 6 numeric without spaces	<b>SW</b>

## Quick Guide

### Appendix 7

## Rejection Codes and descriptions for IBFT transactions

IBG Rejection Code	Description
10	Invalid receiving a/c no.
20	Error in receiving bank code
21	Error in receiving branch code
30	Amount exceeded
31	Error in amount
40	No DDA (direct debit authorisation)
41	Dda terminated
42	Invalid originating a/c no.
43	Error in originating bank code
44	Non-originating bank code
45	Error in originating branch code
46	Unmatched reference no.
47	Reference no. Missing
50	Refer to paying party
51	Effects not cleared
60	Account closed
61	Account does not exist
70	Error in trans code
71	Error in record length
72	Invalid record type
73	Invalid SACH code
74	Duplicate SACH code
75	Invalid return code
76	Return reason missing
90	Any other reason

## Quick Guide

### Contact us

If you have any questions, please feel free to contact us at 400 886 2821(local) or +86 21 6061 8181(overseas), 9am to 6.00pm, from Mondays to Fridays excluding public holidays.

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#### Shanghai Pilot Free Trade Zone Sub-branch (Wholesale Banking only)

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#### Shenzhen Branch (Wholesale Banking only)

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