

BIBPlus

Cash Management

User Guide

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Welcome to UOB Business Internet Banking Plus (BIBPlus)

UOB BIBPlus is the internet banking platform to meet our customers' growing business needs. The platform offers intuitive, end-to-end solutions that allows for better control and visibility of your cash management and trade finance transactions, thus helping you to manage your cash and trade needs more efficiently.

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.

Please refer to question on system requirements in the FAQ on our website. (www.uob.com.sg/bibplus)

2. Three Key Roles in BIBPlus

There are three key roles in BIBPlus. The following explains the different functions each role can perform within BIBPlus.

a. Company Administrator (CA) can:

- create Company Users (CUs) 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:

- enquire on account information
- create transactions
- approve transactions

c. Company User (CU) can:

- enquire on account information
- create transactions

BIBPlus Login

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

- 1 User ID Letter**
(Acknowledgement Slip)



You can activate your BIBPlus access online via the login page upon receipt of your BIBPlus token. Please refer to [section 1.1](#) on the steps.

- 2 Token**
(required for login to BIBPlus and to allow signatories to approve transactions)



You will receive your token in a separate mailer from the User ID letter.

1.1 Activate User/Password Reset

You can perform the following functions via the BIBPlus Login page:

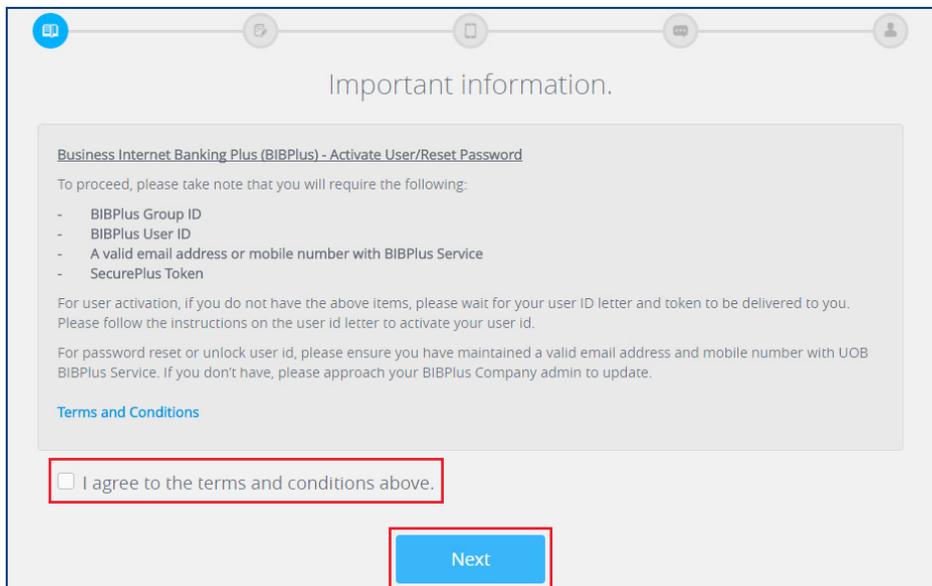
- User ID Activation - to activate BIBPlus access for first time users, as well as for existing users who have exceeded the number of tries during login
- Password Reset - to reset password when password is forgotten

- 1** From login screen > click on Activate User/Password Reset link.

- !** To perform Online Activation/Password Reset, User must have the following:
- BIBPlus Group ID
 - User ID
 - BIBPlus token
 - The email address or mobile number used when signing up for BIBPlus Service. For existing BIBPlus customers who would like to update their email address/mobile number, they will have to submit the BIBPlus Services and User Maintenance Form.

BIBPlus Login

2 After reading the terms and conditions, check the “I agree ..” box & click  .



Important information.

Business Internet Banking Plus (BIBPlus) - Activate User/Reset Password

To proceed, please take note that you will require the following:

- BIBPlus Group ID
- BIBPlus User ID
- A valid email address or mobile number with BIBPlus Service
- SecurePlus Token

For user activation, if you do not have the above items, please wait for your user ID letter and token to be delivered to you. Please follow the instructions on the user id letter to activate your user id.

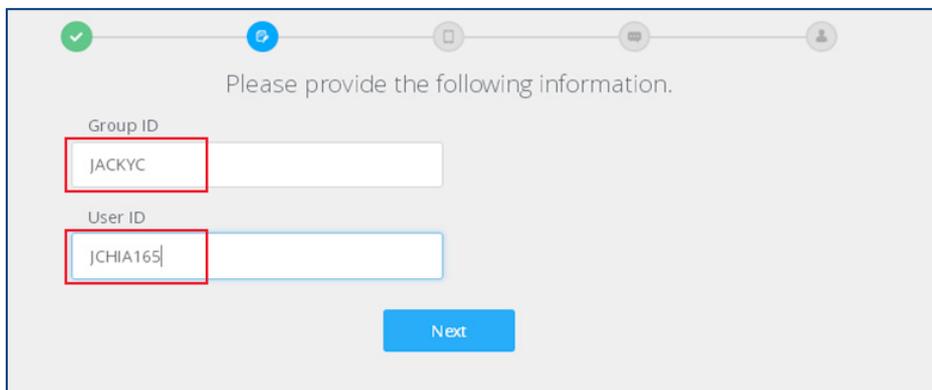
For password reset or unlock user id, please ensure you have maintained a valid email address and mobile number with UOB BIBPlus Service. If you don't have, please approach your BIBPlus Company admin to update.

[Terms and Conditions](#)

I agree to the terms and conditions above.



3 Input Group ID & User ID.



Please provide the following information.

Group ID

User ID



BIBPlus Login

4 Select the option for Code to be sent to email or mobile.

The screenshot shows a login screen with a progress bar at the top. The first two steps are completed (green checkmarks), and the current step is active (blue square). The text reads: "Please select and confirm email or mobile number." Below this, it says "A Code will be sent to the email or mobile number". There are two options: "Email" (with an @ icon) and "SMS" (with a mobile phone icon). The "Email" option is selected, and the email address "XXXX@sg.uob" is highlighted with a red box. Below it, the "SMS" option is unselected, and the mobile number "XXXX3818" is shown. At the bottom, there are "Next" and "Cancel" buttons. A blue arrow points from the red box around the email address to the right.



If contact number is not a valid mobile number, the option to send code to mobile will not be displayed.

5 Follow the instructions on the OTP Confirmation screen.



The CODE in point 2 refers to that received in the SMS/email message.

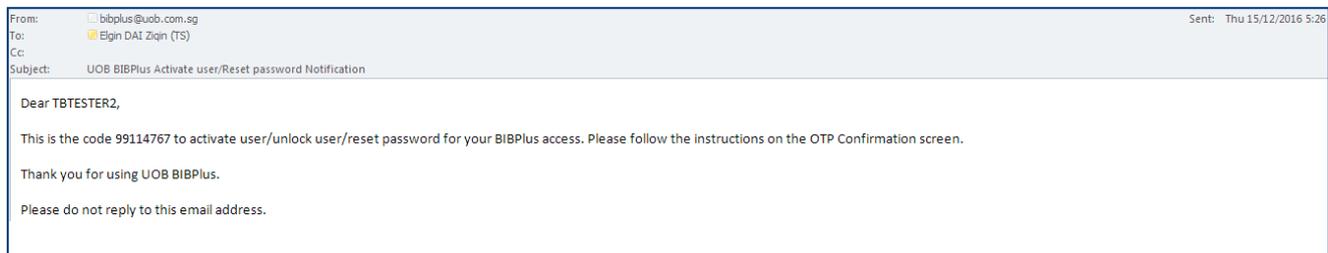
The screenshot shows the "OTP Confirmation" screen. On the left is an image of a SecurePlus token device. The main text provides a 6-step instruction list: 1. Press OK button on the SecurePlus token. 2. Enter the Code which has been sent to your email/mobile. 3. Press OK button again. 4. SecurePlus token will display the 6 digit code. 5. Input the code into the field below. 6. Click "Next" to complete. Below the instructions is a text input field labeled "Digits in the OTP". At the bottom, there are "Next" and "Get another code" buttons. A red box highlights the instruction list and the input field.

BIBPlus Login

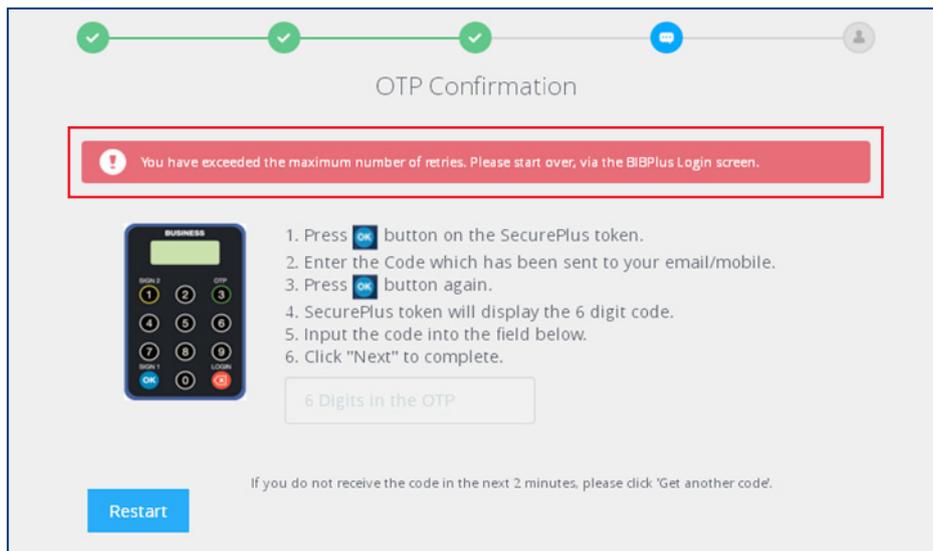
Sample SMS with Code.

This is the code 90018093 to activate user/unlock user/reset password for your BIBPlus access. Please follow the instructions on the OTP Confirmation screen.

Sample Email with Code.



If incorrect OTP is entered more than 5 times, you will be prompted to repeat steps 1 to 4 again.



BIBPlus Login

6a To activate User ID for first time users, the below screen will be displayed.

Your login information.

GROUP ID: JACKYC USER ID: JCHIA165

I want to activate my User ID and set password.

New Password

8 to 24 alphanumeric characters

Confirm Password

Submit

Your login information.

GROUP ID: JACKYC USER ID: JCHIA165

I want to activate my User ID and set password.

New Password

Confirm Password

Success!

You have successfully activated your BIBPlus User ID and set your password. You can now proceed to login to BIBPlus. Thank you for banking with us.

Login

BIBPlus Login

6b To reset password, the below screen will be displayed.

The screenshot shows a login information screen with a progress bar at the top containing five icons: four green checkmarks and one blue person icon. The text "Your login information." is centered below the progress bar. The screen displays "GROUP ID: JACKYC" and "LOGIN ID: JCHIA165". A radio button is selected for the option "I forgot my password. I wish to reset my password.". Below this are two input fields: "New Password" with a placeholder "8 to 24 alphanumeric characters" and "Confirm Password". A blue "Submit" button is centered at the bottom.

The screenshot shows the same password reset form as above, but with a white success message overlay in the center. The overlay features a green checkmark icon, the text "Success!", and a message: "You have successfully reset your password. You can now proceed to login to BIBPlus. Thank you for banking with us." A blue "Login" button is positioned at the bottom of the overlay.

BIBPlus Login

6c To reactivate user who has exceeded the number of tries during login, the below screen will be displayed.

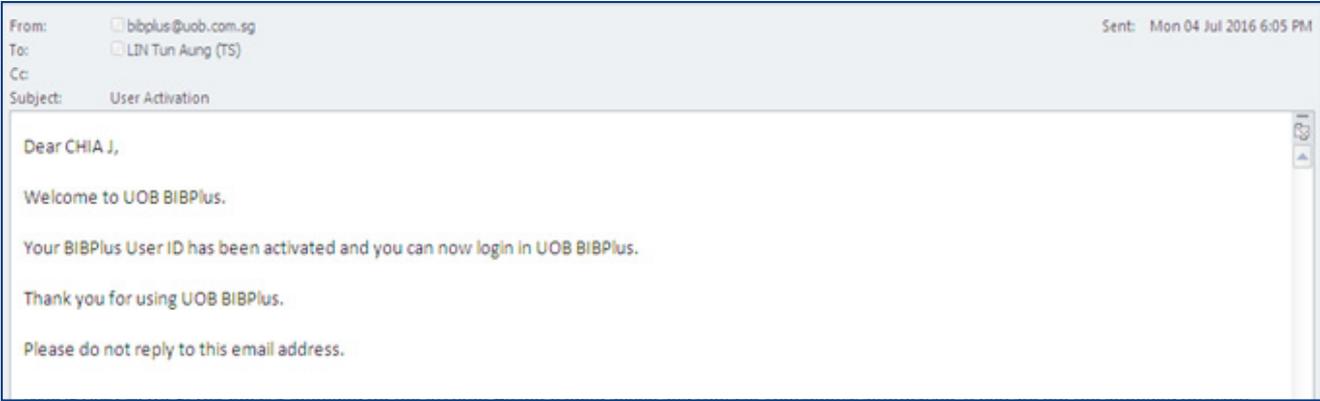
The screenshot shows a login form titled "Your login information." with a progress bar at the top containing five green checkmarks. The form displays "GROUP ID: JACKYC" and "LOGIN ID: JCHIA165". There are two radio button options: "I forgot my password. I wish to reset my password." (which is selected) and "I remember my password. I will use current password to unlock." Below these are two input fields: "New Password" with a placeholder "8 to 24 alphanumeric characters" and "Confirm Password". A blue "Submit" button is at the bottom.

The screenshot shows the same login form as above, but with a white modal box in the center. The modal has a green checkmark icon and the text "Success!". Below the icon, it says "You have successfully unlocked your BIBPlus User ID. You can now proceed to login to BIBPlus. Thank you for banking with us." At the bottom of the modal is a blue "Login" button.

BIBPlus Login

7 Confirmation SMS and Email notification for Self-Activation/Reset Password.

Welcome to UOB BIBPlus DEMOUSER. Your User ID has been activated. Please call [XXXX XXX XXXX](#) if you require assistance.



BIBPlus Login

1.2 Login

Please go to BIBPlus login page located at <https://ov.bibplus.uobgroup.com/BIB/public>

! Before you login to BIBPlus for the first time, your ID needs to be activated. Please refer to section 1.1 on Page 3.

1 Enter your login credentials

2 Click **Login**

3 Enter the One-Time Password (OTP) from your BIBPlus token.

Press to obtain OTP

Enter OTP

Click **Submit**

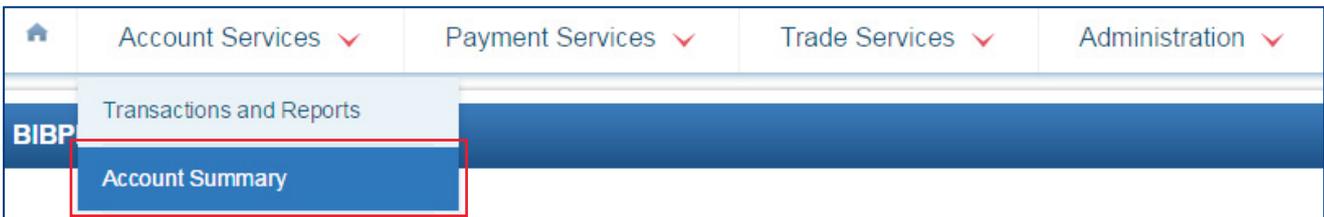
Account Services

Under Account Services, you can view account summary and details of the following accounts and reports:

- Current Accounts
- Term Deposits
- External Accounts
- Outstanding Trade Bills
- Global view
- Loan Accounts
- Advice/Notifications & other reports

2.1 Account Summary

1 From Top Menu Bar, select Account Services > Account Summary.



Use [Search Options](#) to filter accounts to be viewed. For Group setup, you may click on to select the specific Company ID, Account Number and Equivalent Currency, and click [Search](#) to proceed. For Single Entity Setup, the Company ID will be pre-filled.

Group ID: INTERNATIONAL Account Number:

Company ID:* INTERNATIONAL Currency:

Equivalent Balance Currency:* USD

[Search](#)

[Download File](#)

List of CA/CA-I and Savings Accounts

1 - 6 of 6 items 10 | 25 | 50 | 100

Account	Ccy	Ledger Balance	Available Balance	Equivalent Available Balance (USD)
1029200136 GCA CORPORATE	JPY	499,522	499,522	4,331.61
1029200101 GCA CORPORATE	EUR	499,966.62	499,966.62	550,813.22
1029200071 GCA CORPORATE	SGD	398,412.34	398,412.34	282,561.94
1029200055 GCA CORPORATE	USD	498,934.43	498,934.43	498,934.43
1023200088 BIZTRANSACT	VND	501,597	501,597	22.25
1023200053 Premium Corp A/C	VND	89,487,699	89,987,699	3,992.17
Total for All CA/CA-I and Savings Accounts in USD for Company: INTERNATIONAL				1,340,655.62

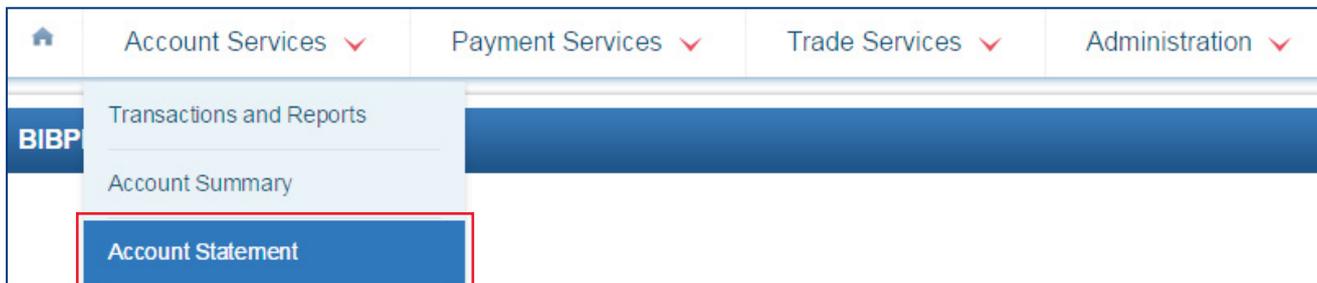


From Account Summary screen, click on the Account to go directly to the statement details. You can select [Download File](#) to download the Account Summary as PDF, CSV or Spreadsheet.

Account Services

2.2 Account Statement

1 From Top Menu Bar, select Account Services > Account Statement.



2 Click on  to select Account number, choose the Period of data to view, and click **Search** to proceed.

The screenshot shows a search form for account details. The fields are: Group ID (JACKYC), Company ID (RS53030933E), Account Number (with a magnifying glass icon), and Currency (with a magnifying glass icon). The Date Range section has radio buttons for 'Current Day' (selected), 'Previous Day', 'Current Month', and 'Previous Month'. Below these are 'From' and 'To' date pickers. A 'Search' button is highlighted with a red box. Below the form, there is explanatory text: 'View account history for the past one year by using the Date Range option (view up to 2 months each time). Current Month and Date Range options can only display transactions up to yesterday. Please select Current Day option to view today's transactions.' A 'Download File' link is visible at the bottom right.

 You can select **Download File** to download the Account as PDF, CSV, Spreadsheet or Fixed Length.

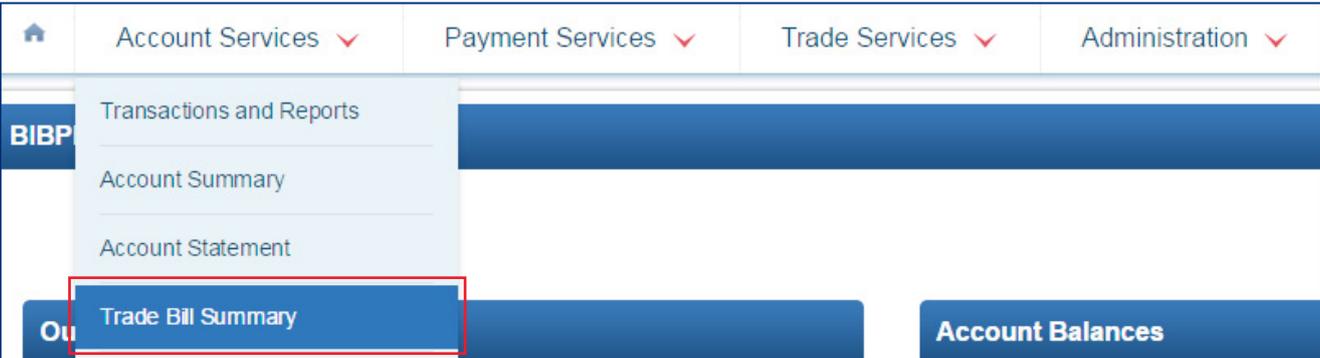
The screenshot shows the 'Account Details' section with a 'Download File' button highlighted in a red box. Below it is the 'Movement Details - From: 01 Mar 2016 To: 31 Mar 2016' section, which includes a table of transactions. The table has columns for Value Date, Transaction Date, Timestamp, Description, Deposit, Withdrawal, and Balance. Two transactions are visible: a Funds Transfer deposit of 12,788.22 and a Misc Debit withdrawal of 30.00.

Value Date	Transaction Date	Timestamp	Description	Deposit	Withdrawal	Balance
01/03/2016	22/09/2015	08:04:32 AM	Funds Transfer CRTSQ12788 FT15090000397128 BRed	12,788.22		35,531.25
01/03/2016	22/09/2015	16:28:28 PM	Misc Debit NONE 1OR509220013C01 EB NONPAR-WITHSWIFTCODE-31AUG2015-		30.00	35,501.25

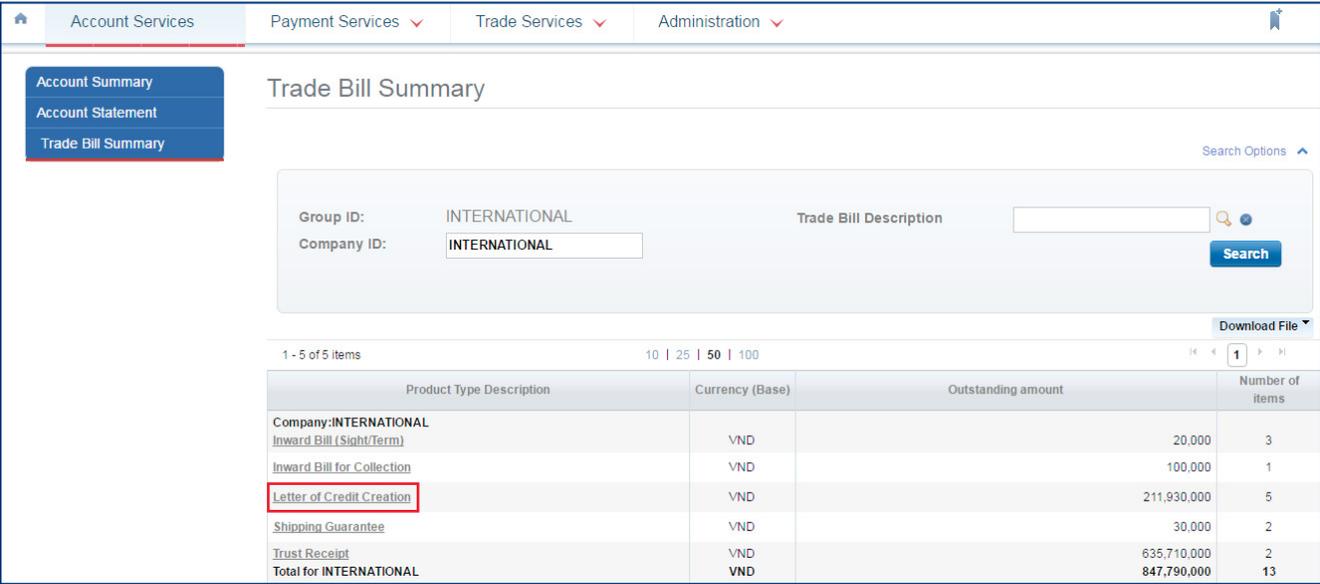
Account Services

2.3 Trade Bill Summary

1 From Top Menu Bar, select Account Services > Trade Bill Summary.



2 Click on the Trade Bill description for details. Example, to see list of outstanding Letter of Credit, click on "Letter of Credit Creation".



Account Services

3 Click on specific Letter of Credit to see full details.

Outstanding Trade Bill List - Letter of Credit Creation

General Details

Group ID:	INTERNATIONAL	Outstanding Amount (in Base):	VND 211,930,000
Company ID:	INTERNATIONAL	No. of Items:	5
Trade Bill Description:	Letter of Credit Creation		

INTERNATIONAL-Letter of Credit Creation

1 - 5 of 5 items 10 | 25 | **50** | 100 1

Bank Reference	Related Reference Number	Bill Currency	Bill Outstanding Amount	Beneficiary	Expiry Date
MCMLC000526		VND	0	GONGXI GONGXI 1234 4321	10/12/2016
MCMLC000527		VND	10,000	TEST TEST TEST 1234 1234 1234 12345	10/12/2016
MCMLC000528		VND	10,000	HO CHIH MING 1234 4321	14/12/2016
MCMLC000529		USD	10,000.00	HO CHIH MING LUMBER ONE	15/02/2017
MCMLC000531		VND	10,000	THEINTPH BENE NAME	19/01/2017

[Back To Trade Bill Summary](#)



Export

Trade Bill Details Screen

Trade Bill Details - Letter of Credit Creation

General Details

Group ID:	INTERNATIONAL	Application Date:	07/12/2016
Company ID:	INTERNATIONAL	Open Date:	08/12/2016
Beneficiary:	GONGXI GONGXI 1234 4321	Expiry Date:	10/12/2016
		Latest Shipment Date:	10/12/2016

BIB Ref:	LC16120000000687		
Bank Reference No.:	<u>MCMLC000526</u>	Shipment From:	SINGAPORE
		Shipment To:	TAIWAN
		Transshipment:	NOT ALLOWED
		Partial Shipment:	NOT ALLOWED

Transaction Amount:	VND 30,000		
Bill Outstanding Amount (Bill Currency):	VND 0		
Bill Outstanding Amount (Base Currency):	VND 0		

[Back To Outstanding Trade Bill List](#)



Export



You may click on  to export the summary details as a PDF.

Account Services

2.4 Global View

Global View allows you global access to multiple countries' BIBPlus and view consolidated account balances with a single global login ID and token.

To enable this feature, BIBPlus & User IDs must be setup in each country. Primary country and Participating countries will need to be defined.

- Primary country - country with global access to participating countries' BIBPlus. Only login to BIBPlus via Primary country allows for Global View.
- Participating country - country to be linked up to Global View.

Please contact the Bank for more details.

2.4.1 Login

- 1 Go to BIBPlus Primary Country (Eg. Singapore) login screen.

The screenshot shows the BIBPlus login interface. At the top is the BIBPlus logo and a 'Welcome!' message. Below this is a 'Language:' dropdown menu currently set to 'English (UK)'. There are three input fields: 'Group ID:', 'User ID:', and 'Password:'. At the bottom left is a blue 'Login' button. To its right is a link that reads 'Activate New User/Forgot Password'. Two blue callout lines with circular endpoints point to the 'Group ID:' field and the 'Login' button, with the text 'Enter your login credentials' and 'Click Login' respectively.

- !** The global token can also be used to access the respective participating countries' BIBPlus, however Global View is only available when logging in from Primary Country's BIBPlus login page.

Account Services

2 Use the assigned Global Token to obtain the One-Time Password.

The screenshot shows the BIBPlus login interface. At the top is the BIBPlus logo. Below it, the text reads: "Press and hold  on the token to generate one-time password (OTP)." To the right of this text is an image of a "BUSINESS" Global Token, which is a small black device with a screen and a numeric keypad. Below the token image, the text says "Token Serial Number:*****35". The main login area has a field labeled "ENTER 6-DIGIT OTP" and a blue "Submit" button at the bottom. Three blue arrows point from text annotations to the interface: the first points to the red X icon, the second points to the "ENTER 6-DIGIT OTP" field, and the third points to the "Submit" button.

Press and hold  on the token to generate one-time password (OTP).

Token Serial Number:*****35

ENTER 6-DIGIT OTP

Submit

Press  to obtain OTP

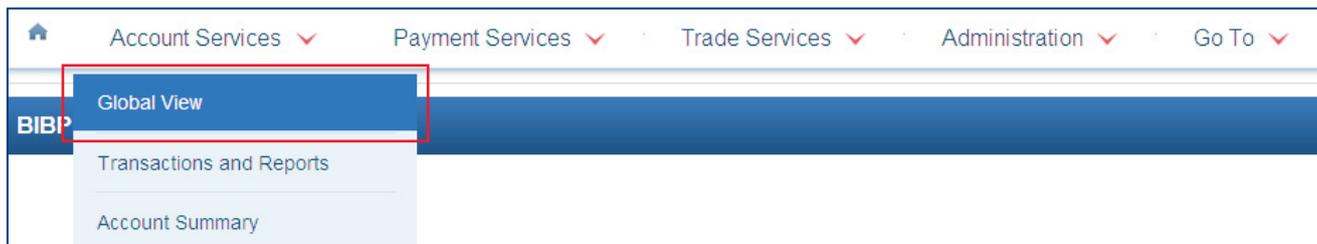
Enter OTP

Click 

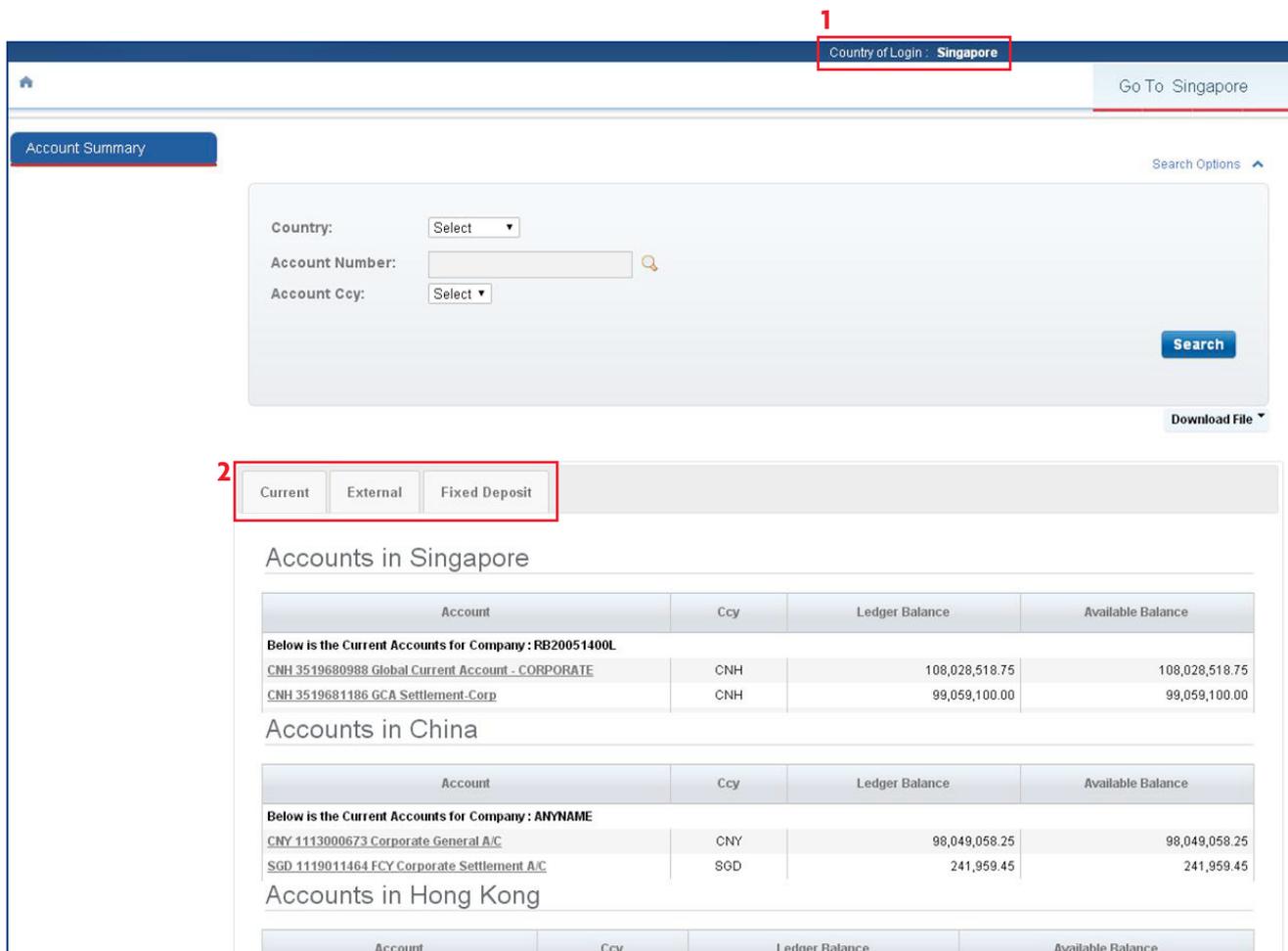
Account Services

2.4.2 Accessing Global View

1 From Top Menu Bar, select Account Services > Global View.



2 Click on the account link to view account statement of the selected account.



1 Shows country of login.

2 Select the different types of Accounts to view.

! Only the accounts of countries linked up under Global View will be displayed.

Account Services

In this example, the selected account is from **China**.

账户服务
现金服务
贸易服务
管理
转至

账户摘要

账户对账单

贸易单据摘要

集团代码: 357VITAGEN

公司代码: ANYNAME

账号: 1113000673

Ccy: CNY

日期范围: 今天 昨天 当月 上个月

从: 到:

通过设定日期范围可查询过年一年的帐户交易历史（每次可显示至多两个月的内容）当月查询和设定日期范围查询的结果截止到昨天
请选择当日查询来显示今天的帐户交易

[搜索](#)

[下载文件](#)

账户详情

公司代码:	ANYNAME	账号	1113000673
账户类型:	Current Account	账户名	
账户币种:	CNY	账面余额:	99,544,813.25
账户分行:	111	可用余额:	99,544,813.25
透支额度:	323.95	总计浮动:	0.00
透支利息利率(%)	0.00		

变动详情 - 从: 01 五月 2016 到: 30 五月 2016

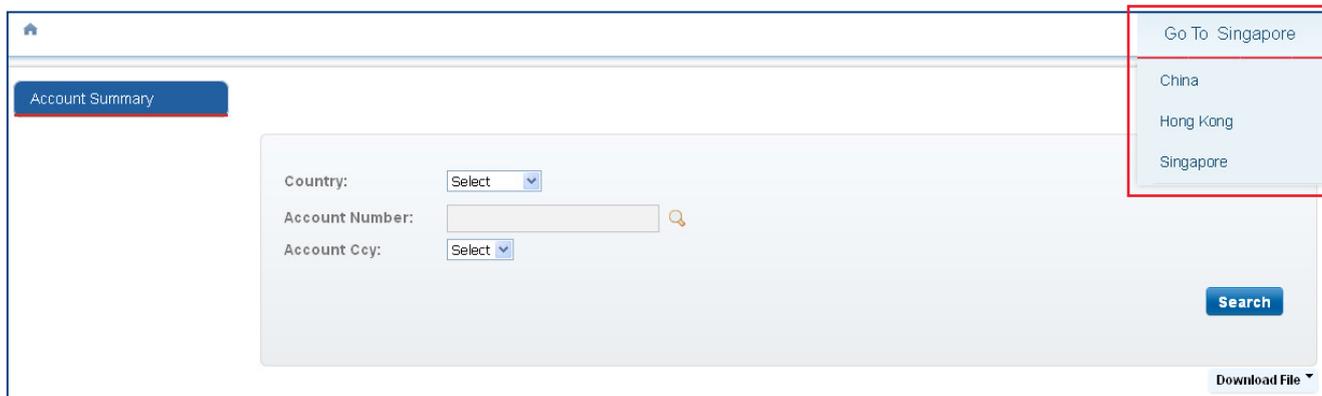
1 - 28 项目的 28
10 | 25 | 50 | 100
1

起息日期	交易日期	时间戳	描述	存款	提款	余额
03/05/2016	03/05/2016	07:29:45 AM	FUNDS TRF FT16040000015668 FT16040000015668		5,000.00	99,704,290.25

Account Services

2.4.3 Toggling between various BIBPlus countries

1 From Top Menu Bar, select Go To > Country of choice.



Upon selecting country of choice, the home page of the selected country will be displayed. In this example, the selected country is **China**.



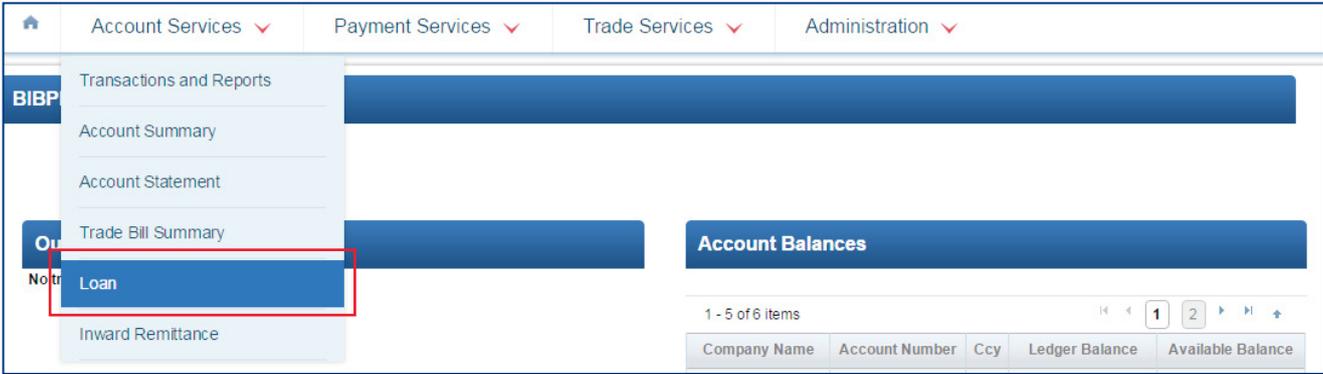
! The user's profile/roles in each respective country will apply.

💡 You may toggle between the various countries by repeating the above step.

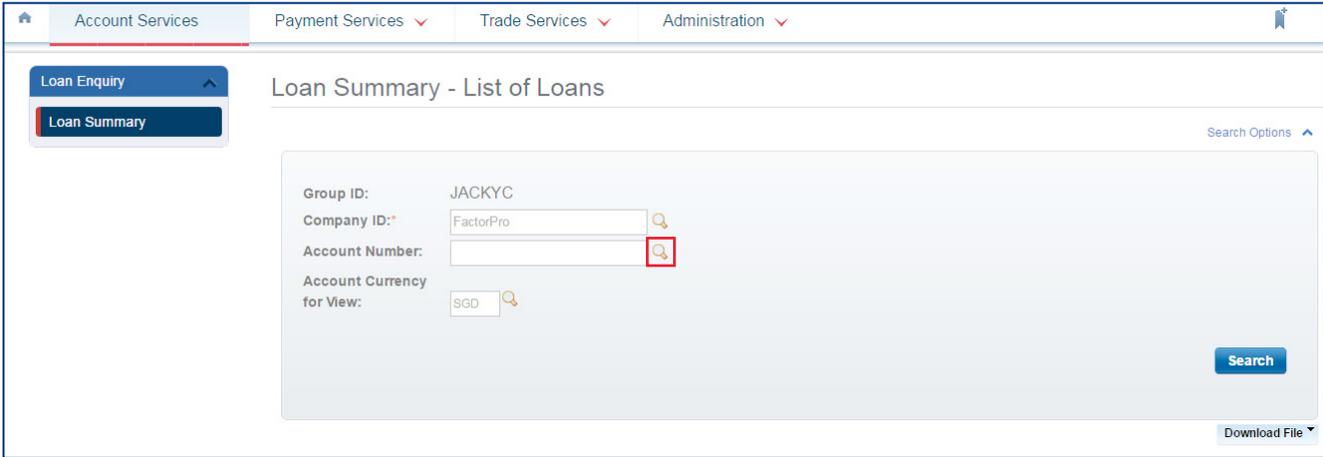
Account Services

2.5 Loan Account Balance

1 From Top Menu Bar, select Account Services > Loan.



2 Click on  to select the Company ID and Account Number to view.



Account Services

3 Click on loan account number to view the loan details.

Account Services | Payment Services | Trade Services | Administration

Loan Enquiry | **Loan Summary**

Search Options

Group ID: JACKYC
Company ID: FactorPro
Account Number:
Account Currency for View: SGD

Search

Download File

1 - 14 of 14 items | 10 | 25 | **50** | 100 | 1

Account Number	Account Name	Facility / Tranche Summary	Loan Curren	Line of Credit	Outstanding Principal Amount	Equivalent Outstanding Principal Amt (SGD)
2018266735	CP-FXD INST/APP(P2P)	Facility	SGD	2,364,000.00	278,903.36	278,903.36
2018988986	TL-FXD INST/APP(P2P)	Facility	SGD	1,600,000.00	548,000.76	548,000.76
3018120532	FAC-SGD HP (ADD-ON)	Facility	SGD	2,387,145.50	0.00	0.00
		Tranche Summary	SGD	2,387,145.50	0.00	0.00
3018129955	CP-FXD INST/APP(P2P)	Facility	SGD	1,500,000.00	0.00	0.00
3018209266	FAC-SGD HP (ADD-ON)	Facility	SGD	1,909,129.60	0.00	0.00
		Tranche Summary	SGD	1,909,129.60	0.00	0.00
3018554192	FAC- Multi Currency Money Market Loan	Facility	USD	496,593.00	0.00	0.00
3018560745	FAC-SGD MONEY MKT LN	Facility	SGD	1,800,000.00	0.00	0.00
		Tranche Summary	SGD	300,000.00	0.00	0.00
3018582544	FAC-SGD HP (ADD-ON)	Facility	SGD	1,125,000.00	0.00	0.00
		Tranche Summary	SGD	1,043,642.50	0.00	0.00
3018710488	FAC-SGD HP (ADD-ON)	Facility	SGD	712,880.00	0.00	0.00
		Tranche Summary	SGD	712,880.00	0.00	0.00

Total Equivalent outstanding principal amount in View Currency: SGD 826,904.12

NOTES:
- Actual available amount for drawdown may differ due to unpaid interest and charges or other factors.
- The exchange rates for conversion are indicative only.
- Balances and details reflected are indicative as at last business day.

Print

 You may click **Print** to print this page.

Account Services

4 Click on the Tranche number to view full loan details.

Account Services
Payment Services ▾
Trade Services ▾
Administration ▾

Loan Enquiry ▾

Loan Summary

Loan Tranche Summary

General Details

Company ID: FactorPro
 Branch: 101
 Account Number: 3018120532
 Account Name: FAC-SGD HP (ADD-ON)
 Line Of Credit: SGD 2,387,145.50

1 - 5 of 5 items 10 | 25 | 50 | 100

Tranche Number	Disbursement Amount	Outstanding Principal Amount	Original/Latest Rollover Date	Maturity/Next Rollover Date	Tenor	Interest Rate P.A. (%)
1	SGD 560,000.00	SGD 0.00	18/07/2011	20/07/2015	48 Month(s)	1.70%
2	SGD 560,043.00	SGD 0.00	27/12/2011	28/12/2015	48 Month(s)	1.70%
3	SGD 295,531.00	SGD 0.00	27/12/2011	28/12/2015	48 Month(s)	1.70%
4	SGD 507,905.00	SGD 0.00	29/12/2011	29/12/2015	48 Month(s)	1.70%
5	SGD 463,666.50	SGD 0.00	03/01/2012	03/01/2016	48 Month(s)	1.70%
Total:		SGD 2,387,145.50				

NOTES:
- Balances and details reflected are indicative as at last business day.

[Back to Loan Summary](#)

[Print](#)

Loan Tranche Detail Page.

Loan Tranche Summary

General Details

Tranche Number: 1
 Loan Account Number:
 Product Type:
 Disbursement Amount:
 Tenor:
 Interest Rate:
 Amount Due: Immediate -

Total:
Principal:
Interest:
Others:
Total:
Principal:
Interest:
Others:

Outstanding Principal Amount:
 Advanced Repayment:
 Last Repayment Received:

NOTES:
- Balances and details reflected are indicative as at last business day.

[Back to Loan Summary](#)

Account Services

2.6 Advices/Notifications & Reports

Under Account Services, you are able to download:

- Inward remittance details
- Advices and Notifications
 - Remittance Debit Advices
 - Remittance Credit Advices
 - Trade Notifications

2.6.1 Inward Remittance Details

1 From Top Menu Bar, select Account Services > Inward Remittance.

The screenshot shows the top navigation bar with 'Account Services', 'Payment Services', 'Trade Services', and 'Administration'. A dropdown menu is open under 'Account Services', listing options like 'Transactions and Reports', 'Account Summary', 'Account Statement', 'Trade Bill Summary', 'Term Deposit', 'Loan', and 'Inward Remittance'. The 'Inward Remittance' option is highlighted with a red box. Below the menu, there is a table for 'UOB Singapore' showing a balance of 59,339.99 SGD. To the right, there is an 'Account Balances' section with a table showing 1 - 5 of 11 items.

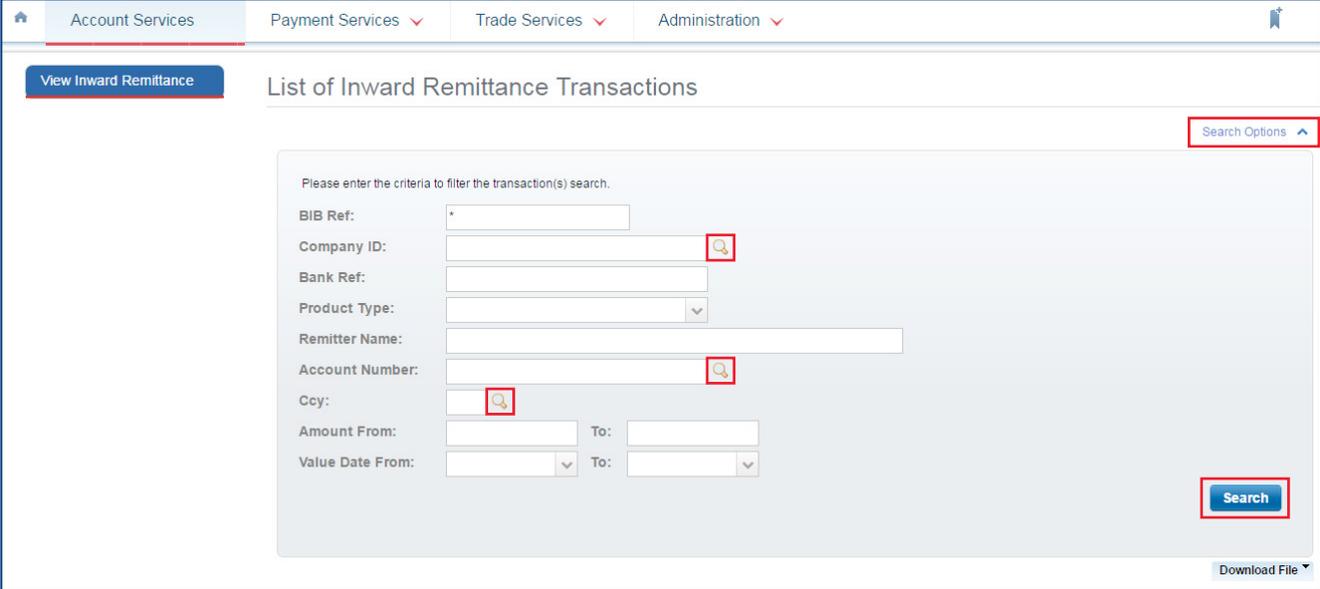
Company Name	Account Number	Ccy	Ledger Balance	Available Balance
RS63030933E	3519022212	USD		

2 From Left Navigation Menu Bar, select View Inward Remittance.

The screenshot shows the 'Inward Remittance' screen. The top navigation bar is the same as in the previous screenshot. The 'Account Services' menu is highlighted. Below it, a button labeled 'View Inward Remittance' is highlighted with a red box. The main heading is 'Inward Remittance' and the sub-heading is 'From this screen, you can perform inquiries on incoming funds via remittances.'

Account Services

3 You may use  to enter the Company ID, Account number and currency or click on **Search** to show all inward remittance.



4 Click  for transaction details. For transaction summary, click on .



	BIB Ref	Company ID	Bank Ref	Payment Type	Remitter Name	Value Date	Ccy	Amount	Status
	IR16050000375941	RS53030933E	1IR605310008	Remittance	ORDERING CUSTOMER	15/05/2020	SGD	1,000.00	Processed
	IR16050000366902	RS53030933E	1IR605190005	Remittance	MERCURIA	01/04/2020	USD	100.12	Processed
	IR16050000366376	RS53030933E	1IR605160004	Remittance		20/03/2020	USD	100,000,000.00	Processed
	IR16050000365993	RS53030933E	1IR605130003	Remittance		10/03/2020	SGD	2,001.00	Processed
	IR16050000365992	RS53030933E	1IR605130001	Remittance		10/03/2020	SGD	101.00	Processed

Account Services

5 Click on the link under “Last Updated Date” to view transaction details.

Last Updated Date	Type	Status	Ccy	Amount	
31/05/2016	New	Processed	SGD	1,000.00	

Inward Remittance Details

Export
Print
Close

Event Details

Release Date/Time: Tuesday, May 31, 2016 5:22:32 PM SGT
Product Code: Inward Remittance
Payment Type: Remittance
Type: New
BIB Ref: IR16050000375941
Bank Reference: 1IR605310008
Issuing Bank Name: FEB SWIFT TEST ID
Amount: SGD 1,000.00

Bank Message

Date/Time: Tuesday, May 31, 2016 5:22:32 PM SGT
Reporting Status: Processed

General Details

BIB Ref: IR16050000375941
Bank Reference: 1IR605310008
Value Date: 15/05/2020 *(dd/mm/yyyy)*

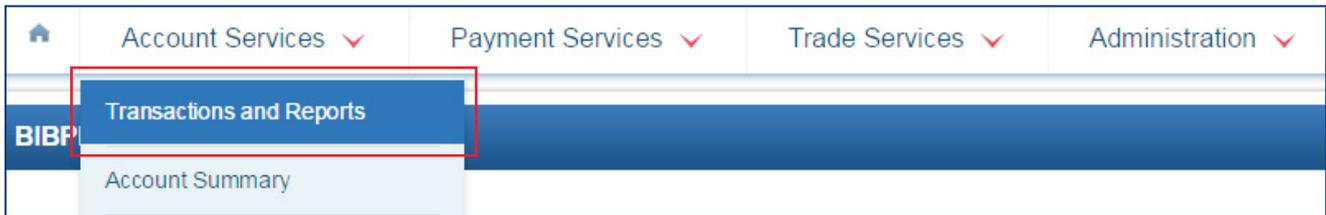


You may click on Export to export the details as PDF or click Print to print the details.

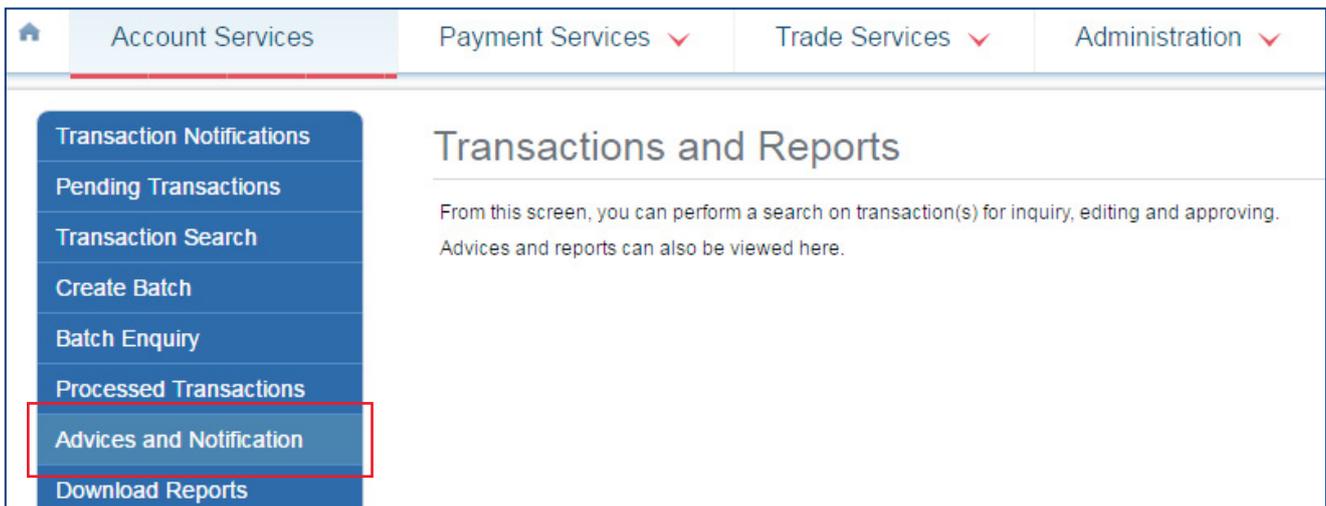
Account Services

2.6.2 Debit Advices

1 From Top Menu Bar, select Account Services > Transactions and Reports.



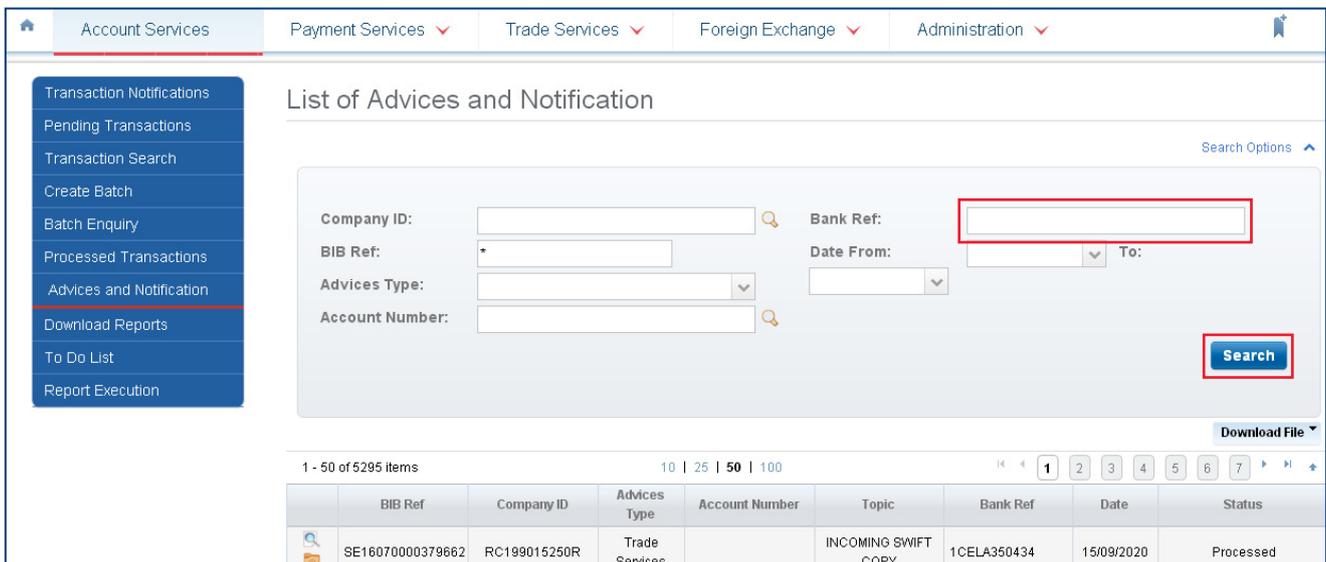
2 From Left Navigation Menu, select Advices and Notifications.



3 Enter Bank Reference Number of the completed Telegraphic Transfer transaction and click **Search**.

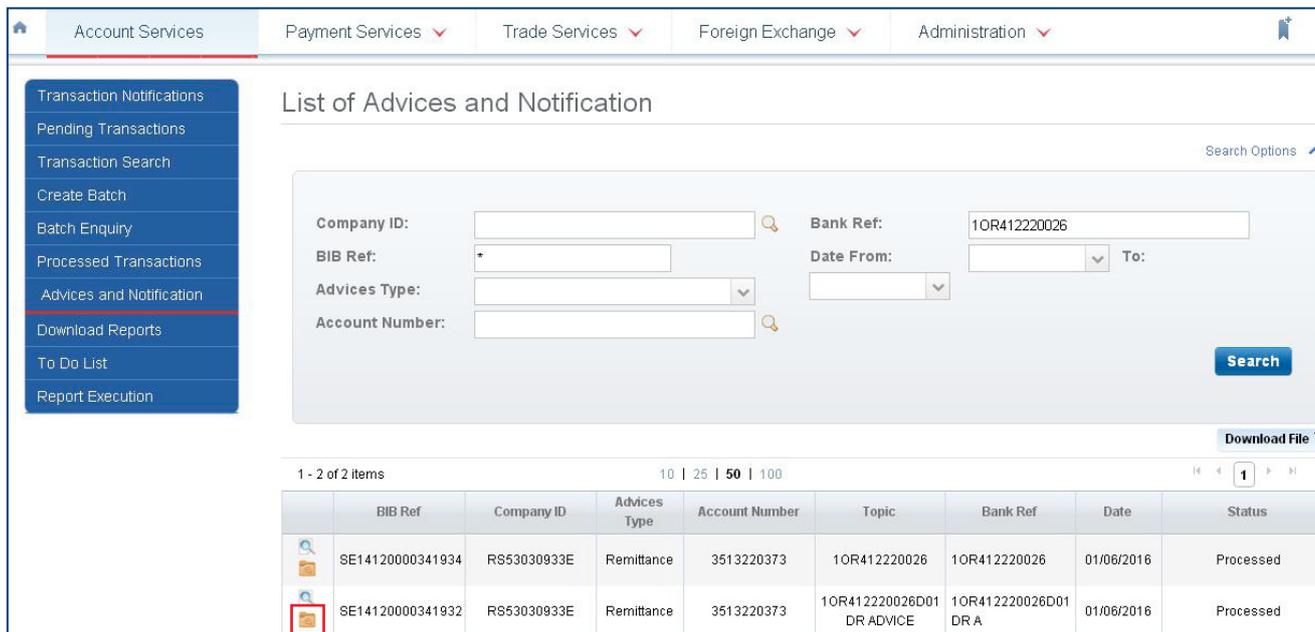


You may obtain the Bank Reference Number from "Processed Transaction" on the Left Navigation Menu. For over-the-counter transactions, you can obtain the Bank Reference Number from the debiting account statement.



Account Services

4 Click on  for the record with Bank Reference ending with DR Advice”.



List of Advices and Notification

Search Options

Company ID: Bank Ref: 10R412220026
 BIB Ref: Date From: To:
 Advices Type:
 Account Number:

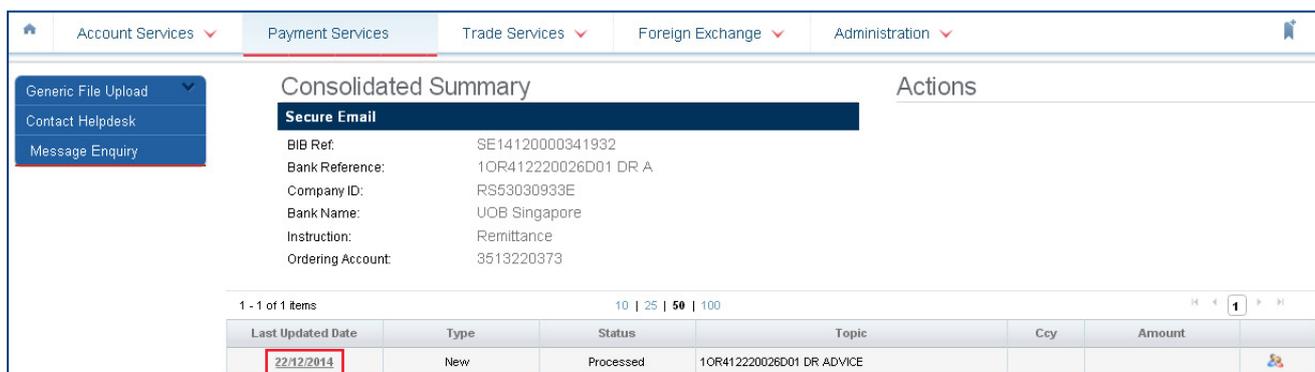
Search

Download File

1 - 2 of 2 items 10 | 25 | 50 | 100

	BIB Ref	Company ID	Advices Type	Account Number	Topic	Bank Ref	Date	Status
	SE1412000341934	RS53030933E	Remittance	3513220373	10R412220026	10R412220026	01/06/2016	Processed
	SE1412000341932	RS53030933E	Remittance	3513220373	10R412220026D01 DR ADVICE	10R412220026D01 DR A	01/06/2016	Processed

5 Click on link under "Last Updated Date" to view Debit Advice.



Consolidated Summary Actions

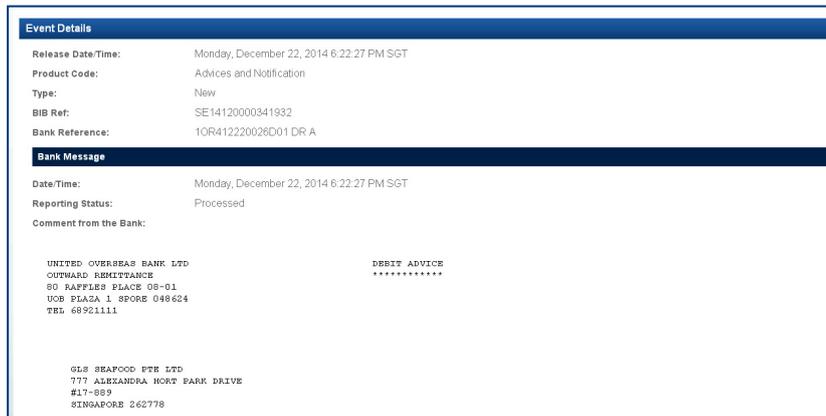
Secure Email

BIB Ref: SE1412000341932
 Bank Reference: 10R412220026D01 DR A
 Company ID: RS53030933E
 Bank Name: UOB Singapore
 Instruction: Remittance
 Ordering Account: 3513220373

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

Last Updated Date	Type	Status	Topic	Ccy	Amount
22/12/2014	New	Processed	10R412220026D01 DR ADVICE		

Sample of Debit Advice.



Event Details

Release Date/Time: Monday, December 22, 2014 6:22:27 PM SGT
 Product Code: Advices and Notification
 Type: New
 BIB Ref: SE1412000341932
 Bank Reference: 10R412220026D01 DR A

Bank Message

Date/Time: Monday, December 22, 2014 6:22:27 PM SGT
 Reporting Status: Processed
 Comment from the Bank:

UNITED OVERSEAS BANK LTD DEBIT ADVICE *****
 OUTWARD REMITTANCE
 80 RAFFLES PLACE 08-01
 UOB PLAZA 1, SPORE 048624
 TEL: 68921111

GIB SEAFOOD PTE LTD
 777 ALEXANDRA MORT PARK DRIVE
 #17-889
 SINGAPORE 262778

Payment Services

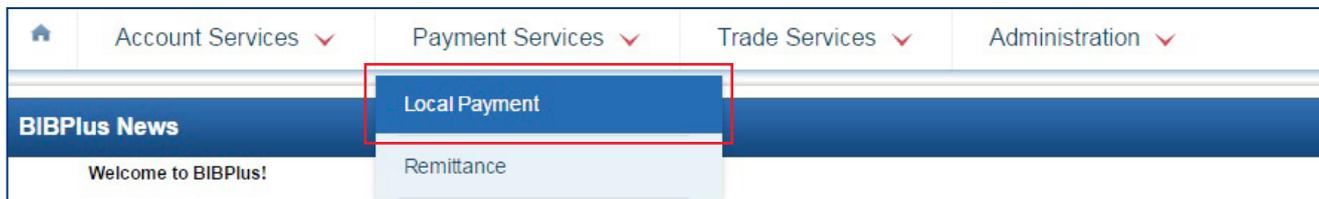
3.1 Funds Transfer to UOB Account

You can transfer funds from your account to another UOB account in the following currencies:

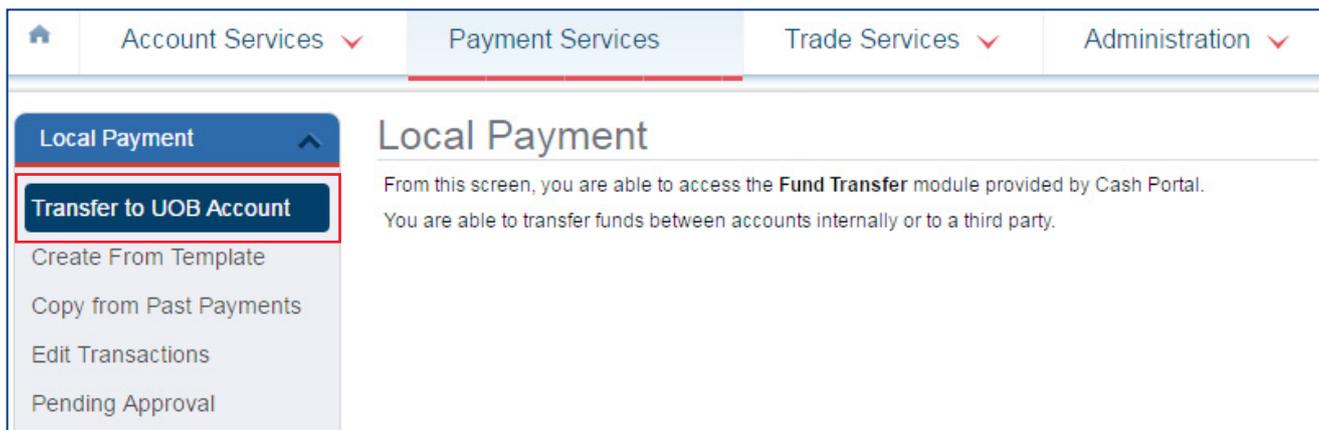
- Same currency e.g. Local Currency to Local Currency
- Different currencies e.g. Local Currency to Foreign Currency

3.1.1 Create new transaction

1 From Top Menu Bar, select Payment Services > Local Payment.



2 From Left Navigation Menu, select Transfer to UOB Account.



3 Click on  to select the Company ID and funding account. Click to proceed.

The screenshot shows the 'Transfer to a UOB account' form. It has two input fields: 'Company ID:*' with the value 'RS53030933E' and 'Transfer From:*' with the value 'SGD 3513220373 CurrentAccount-Corporate'. Both fields have a magnifying glass search icon to their right. Below the input fields, there is a checkbox labeled 'Recurring Payment' which is checked. An 'Ok' button is located below the checkbox. At the bottom of the form, there is a note: 'Please note that there are cut-off timings for different currencies payments (e.g. SGD to USD) – click [here](#) for the full list.'



Recurring Payment Checkbox

Unchecked – To create a one time payment.

Checked – To create recurring payments over a period of time. Only Prevailing Board Rate is available with this option.

Payment Services

4 Scroll down and fill in all required details indicated by an *. Click **Submit** to proceed.

 Please refer to [Page 42](#) for steps on Transaction Approval.

Transfer to a UOB account

Save
Submit
Template
Cancel
Help

General Details

Company ID:	RS53030933E	Bank:	UOB Singapore
Transfer From:	SGD 3513220373 CurrentAccount-Corporate	BIB Ref:	FT16060000377588
Payment Type	Transfer to a UOB account	Template Name:	<input type="text"/>
		Application Date:	22/06/2016 (dd/mm/yyyy)

1 Recurring Payment Details

Start Date:* (dd/mm/yyyy)

Frequency Mode:*

No of Transfers:*

Beneficiary Details

Transfer To: My Account Other UOB Account

Name:* 

Account:*

Pre-Approved Beneficiary

Transaction Details

Amount:* Beneficiary Reference:

Customer Reference:

2 Exchange Rate

Foreign Exchange Rates: Use Prevailing Board Rates

Exchange Rate: The rate is indicative only. Equivalent Amount:

Tolerance Rate: Equivalent Amount:

1 This section will only be displayed if 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 is to be repeated

2 This section will only be displayed after you have input amount in the above section “Transaction Details”. For payments involving different currencies, you have the option to use prevailing board rates or pre-determined FX contract(s). For recurring payments, only prevailing board rates are available.



Save

Save as draft to be edited another time.

Cancel

Cancel transaction without saving.

Template

Save transaction as a template for future use.
You will need to input a Template Name.

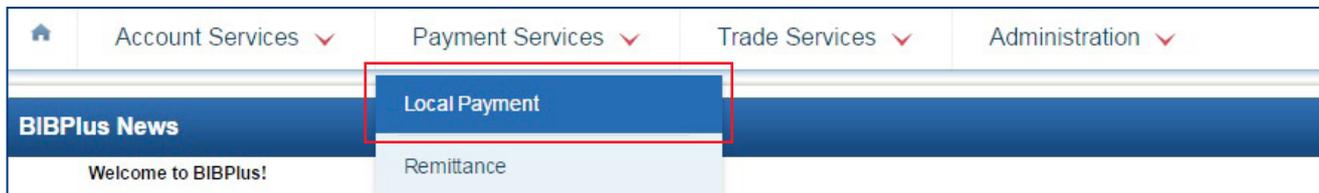
Help

Access online User Help Guide.

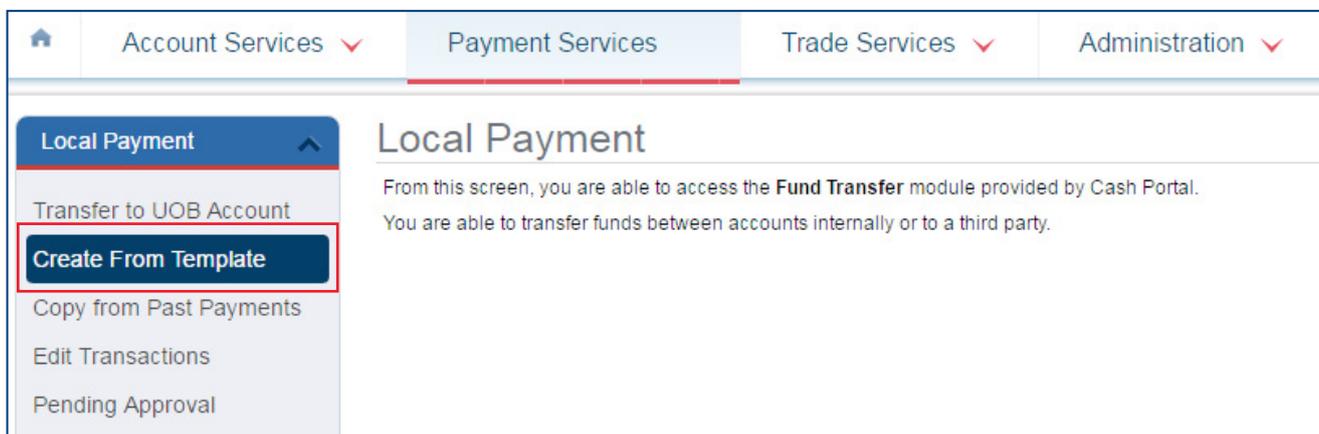
Payment Services

3.1.2 Create transaction using Template

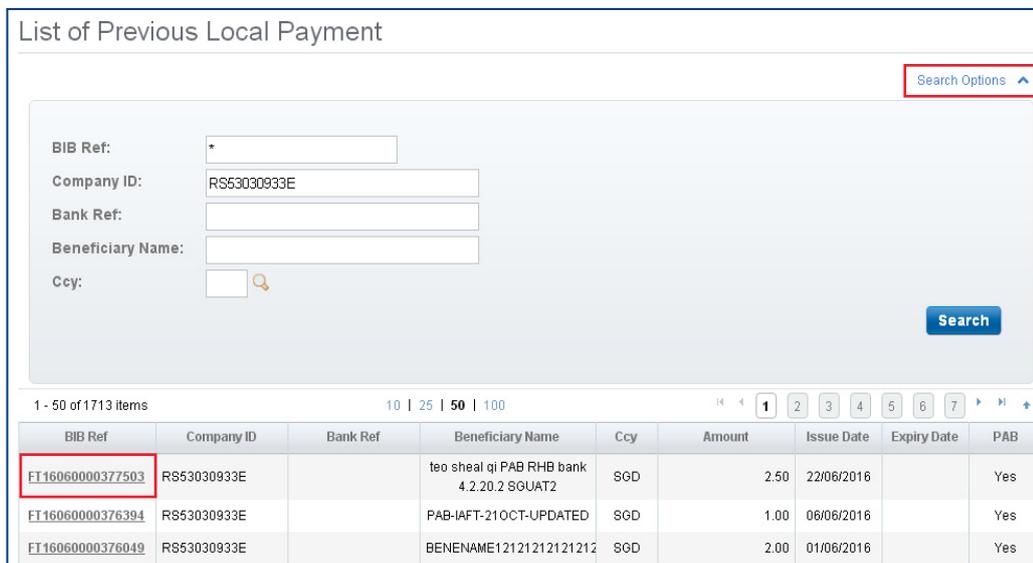
- 1 From Top Menu Bar, select Payment Services > Local Payment.



- 2 From Left Navigation Menu, select Create From Template.



- 3 Select the template to use and repeat step 4 from section 3.1.1.

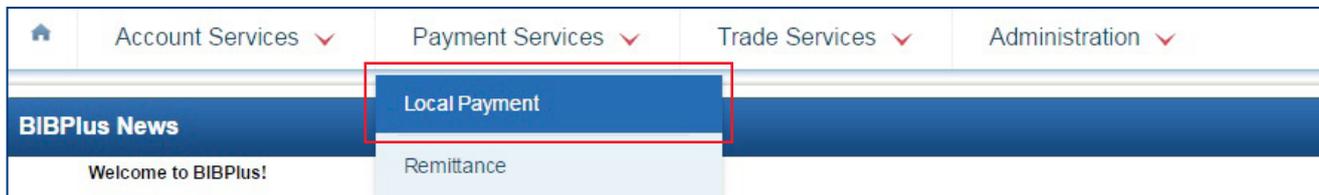


You may use [Search Options](#) to input the filter criteria to find a specific template.

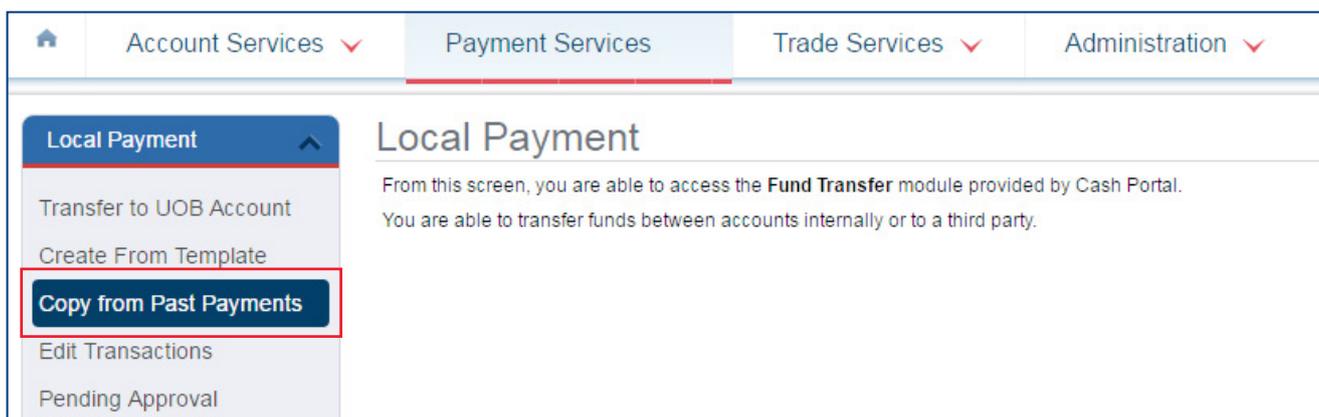
Payment Services

3.1.3 Create transaction from past payments

- 1 From Top Menu Bar, select Payment Services > Local Payment.



- 2 From Left Navigation Menu, select Copy From Past Payments.



- 3 Select the template to use and repeat step 4 from section 3.1.1.

List of Previous Local Payment

Search Options

BIB Ref:

Company ID:

Bank Ref:

Beneficiary Name:

Ccy:

Search

1 - 50 of 1713 items 10 | 25 | 50 | 100 << 1 2 3 4 5 6 7 >>

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Ccy	Amount	Issue Date	Expiry Date	PAB
FT16060000377503	RS53030933E		teo sheal qi PAB RHB bank 4.2.20.2 SQUAT2	SGD	2.50	22/06/2016		Yes
FT16060000376394	RS53030933E		PAB-IAFT-21OCT-UPDATED	SGD	1.00	06/06/2016		Yes
FT16060000376049	RS53030933E		BENENAME121212121212	SGD	2.00	01/06/2016		Yes



You may use [Search Options](#) to input the filter criteria to find a specific template.

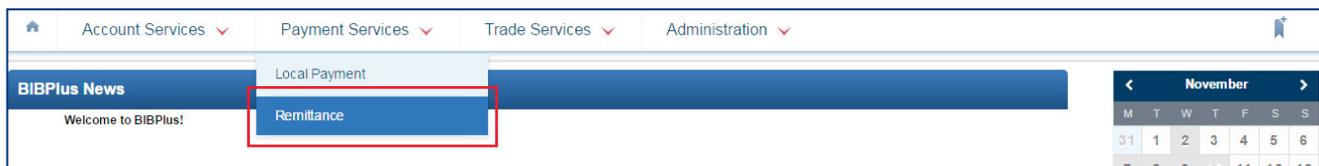
Payment Services

3.2 Funds Transfer to other Bank outside of Country

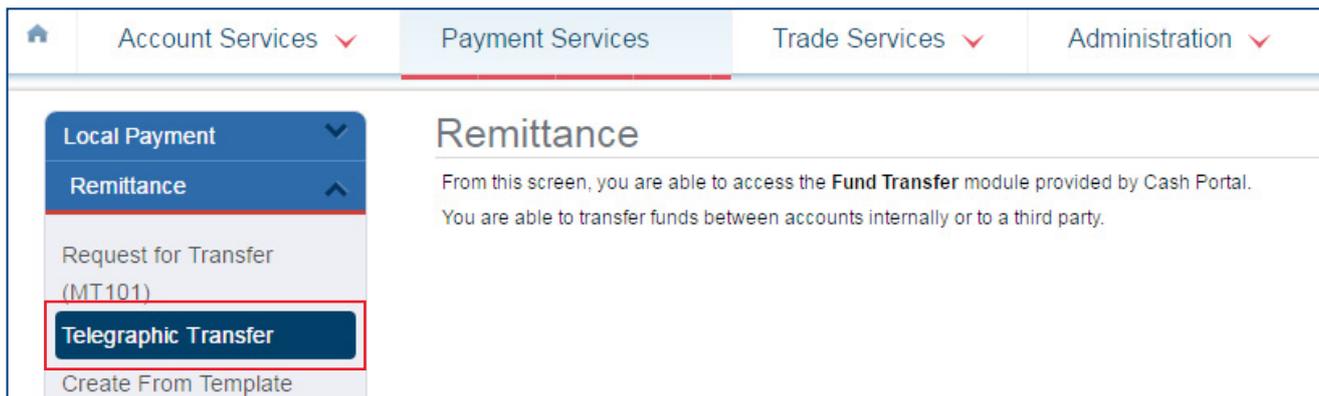
You may transfer funds to an overseas account via telegraphic transfer (TT). You may also use telegraphic transfer within Country for same day transfer in Country without limit.

3.2.1 Create a new TT transaction

- 1 From Top Menu Bar, select Payment Services > Remittance.



- 2 From Left Navigation Menu, select Telegraphic Transfer.



- 3 Click on  to select the Company ID and funding account. Click  to proceed.

The screenshot shows the 'Create a New Telegraphic Transfer' form. It has two input fields: 'Company ID:*' and 'Transfer From:*'. Both fields have a magnifying glass icon to the right, which is highlighted with a red box. Below the fields is a checkbox labeled 'Recurring Payment', which is currently unchecked and highlighted with a red box. An 'Ok' button is located at the bottom right of the form, also highlighted with a red box. A note at the bottom states: 'Please note that there are cut-off timings for the TT applications - click here for the cut-off timings.'



Recurring Payment Checkbox
 Unchecked – To create a one time payment.
 Checked – To create recurring payments over a period of time. Only Prevailing Board Rate is available with this option.

Payment Services

- 4 Scroll down and fill in all required details indicated by an *. Click **Submit** to proceed.

⚠ Please refer to Page 42 for steps on Transaction Approval.

Create a New Telegraphic Transfer

General Details

Company ID: RS53030933E	Bank: UOB Singapore
Transfer From: SGD 3513220373 CurrentAccount-Corporate	1 BIB Ref: FT16060000377592
Payment Type: Telegraphic Transfer	Template Name: <input type="text"/>
	Application Date: 22/06/2016 (dd/mm/yyyy)

Beneficiary Details

2 Name and Address: GLS Seafood HK HK IBAN / Account: 10003213250 Pre-Approved Beneficiary	3 SWIFT BIC Code: ABNAHKAM Bank Name and Address: ABN AMRO ASSET MANAGEMENT (ASIA) CHEUNG KONG CENTRE HONG KONG Country: HK <input type="checkbox"/> Show Branch Address:
Note: Please provide IBAN for payments to Europe or other countries where IBAN is required.	4 Clearing Code Description: <input type="text"/> Clearing Code: <input type="text"/>

Intermediary Bank Details

Add Intermediary Bank Details:

Transaction Details

Amount: USD 1.00	Processing Date: 22/06/2016 (dd/mm/yyyy)
5 Charge Option: SHA - Only UOB charges to be paid by me	Account for Charges: <input type="text"/>
Customer Reference: <input type="text"/>	
6 Payment Details To Beneficiary: <input type="text"/>	

- 1 All transactions on BIBPlus will have its unique BIB Reference number.
- 2 Manually input the Beneficiary details or click on  to retrieve pre-saved beneficiary data. If beneficiary cannot fit into 'Name' field, you can use the 'Address' field to continue.
- 3 For priority processing, please complete this field. SWIFT BIC Code should contain 11 characters.
- 4 Clearing code may be required for payments to some countries. Click on  for the full list of clearing codes details.
- 5 Charge Option for the TT fees & charges:
 - SHA - Only UOB charges to be paid by me
 - BEN - All charges to be paid by beneficiary
 - OUR - All charges to be paid by me
- 6 This field may be required for payments to some countries. Refer to www.uobgroup.com/TTinfo for more details regarding the information to be provided. Specific details of your payment purpose (e.g. capital injection, car rental) and/or the purpose code is mandatory under your country's regulations. Inadequate information provided may result in the transaction being rejected. Supporting documents should be furnished as required under local regulations to ensure timely processing.

Payment Services



For payments involving different currencies, you have the option to use prevailing board rates or pre-determined FX contract(s). For recurring payments, only prevailing board rates are available.

Exchange Rate

Foreign Exchange Rates: Use Prevailing Board Rates Utilise FX Contract(s)

* Contract Number:	<input type="text"/>	Amount to Utilise:	USD	<input type="text"/>
Contract Number:	<input type="text"/>	Amount to Utilise:	USD	<input type="text"/>
Contract Number:	<input type="text"/>	Amount to Utilise:	USD	<input type="text"/>
Contract Number:	<input type="text"/>	Amount to Utilise:	USD	<input type="text"/>
Contract Number:	<input type="text"/>	Amount to Utilise:	USD	<input type="text"/>
Utilisation of FX contract will be in sequence as stated above.		Total Amount to Utilise:	USD	<input type="text"/>

Instruction to Bank:

Add Instruction to Bank:

Remarks for approval

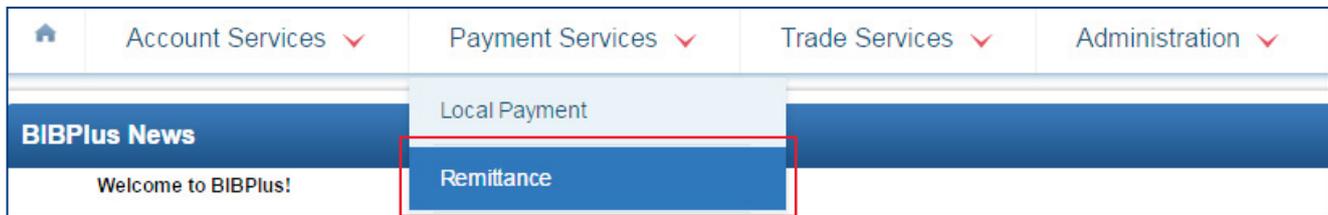


- Save as draft to be edited another time.
- Save transaction as a template for future use. You will need to input a Template Name.
- Cancel transaction without saving.
- Access online User Help Guide.

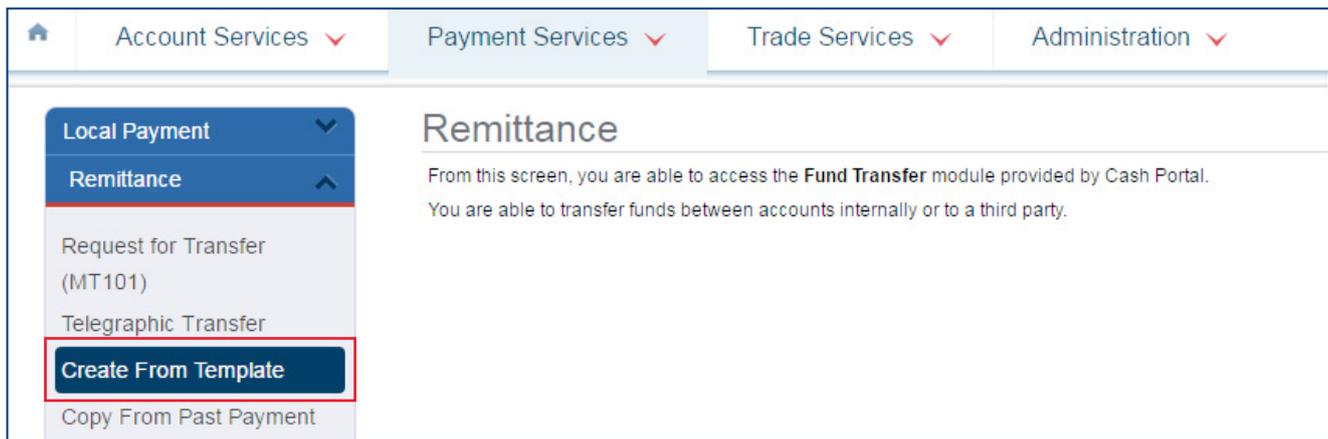
Payment Services

3.2.2 Create a telegraphic transfer from Template

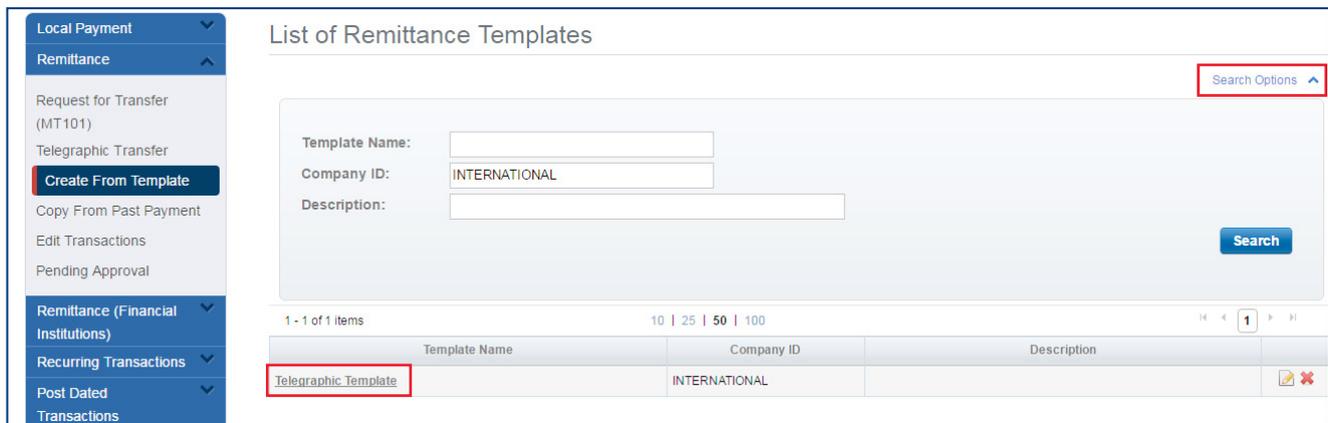
1 From Top Menu Bar, select Payment Services > Remittance.



2 From Left Navigation Menu, select Create From Template.



3 Select the template to use and repeat step 4 from section 3.2.1.

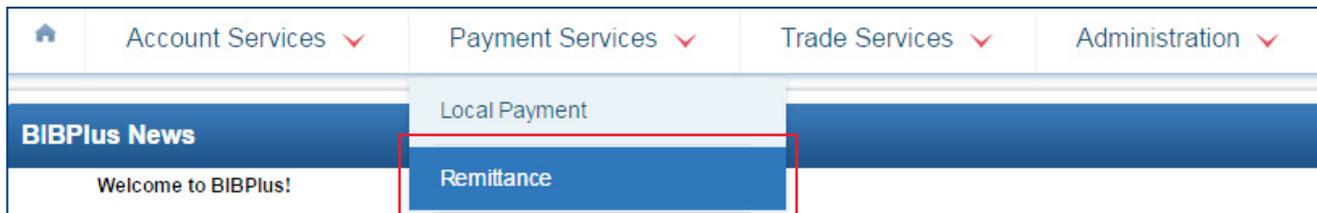


You may use to input the filter criteria to find a specific Template.

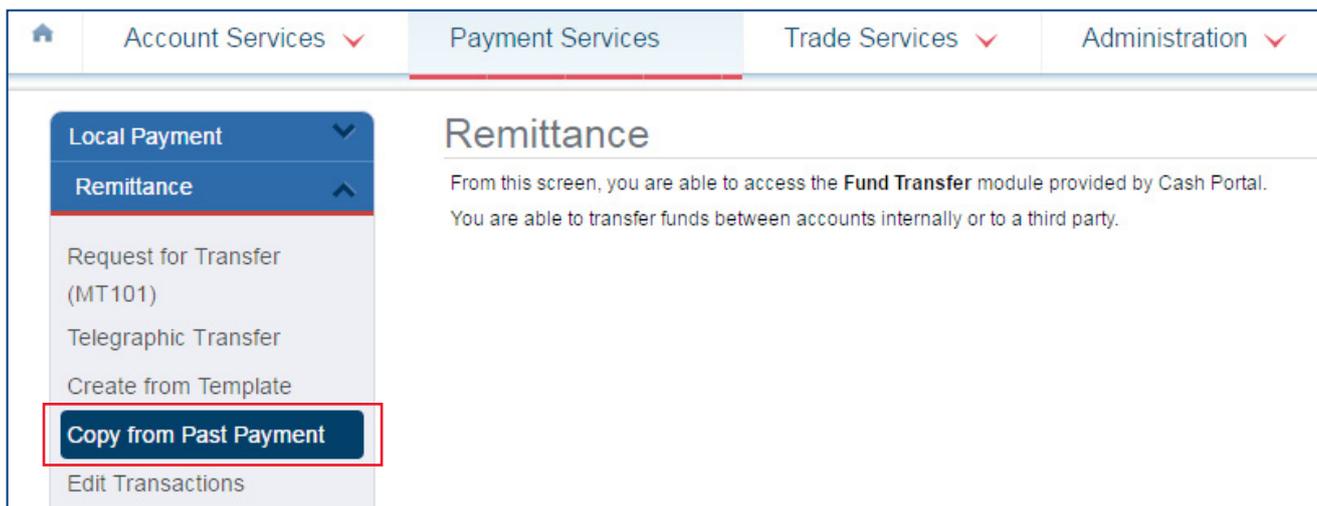
Payment Services

3.2.3 Create telegraphic transfer from past payments

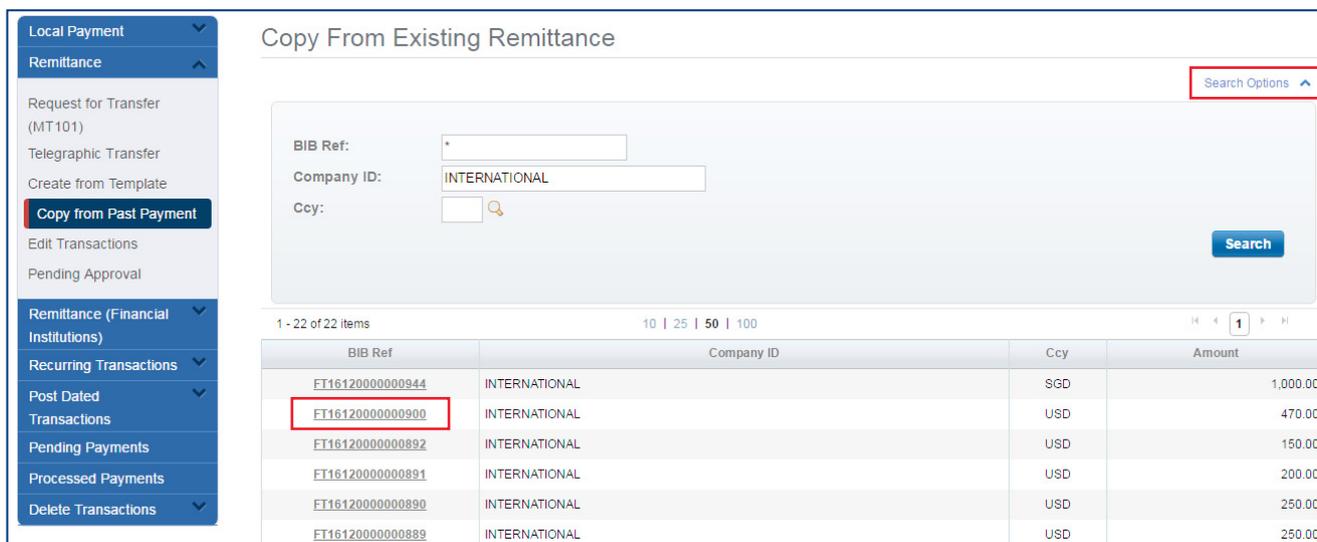
1 From Top Menu Bar, select Payment Services > Remittance.



2 From Left Navigation Menu, select Copy From Past Payment.



3 Select the template to use and repeat step 4 from section 3.2.1.



You may use to input the filter criteria to find a specific Template.

Payment Services

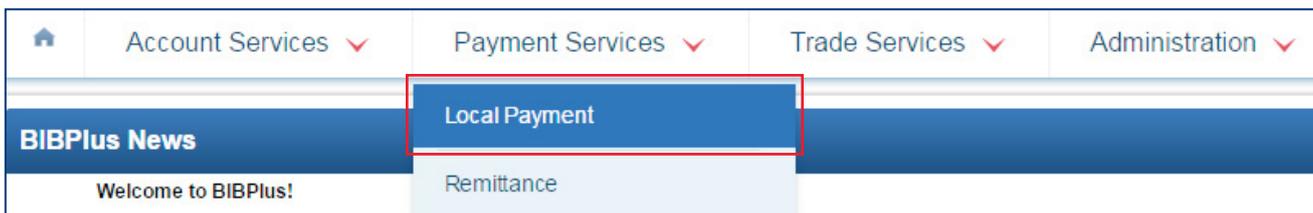
3.3 Stopping Post-Dated and Recurring Transactions

You can stop a post-dated transaction and terminate a recurring standing order instruction with Local Payment module.

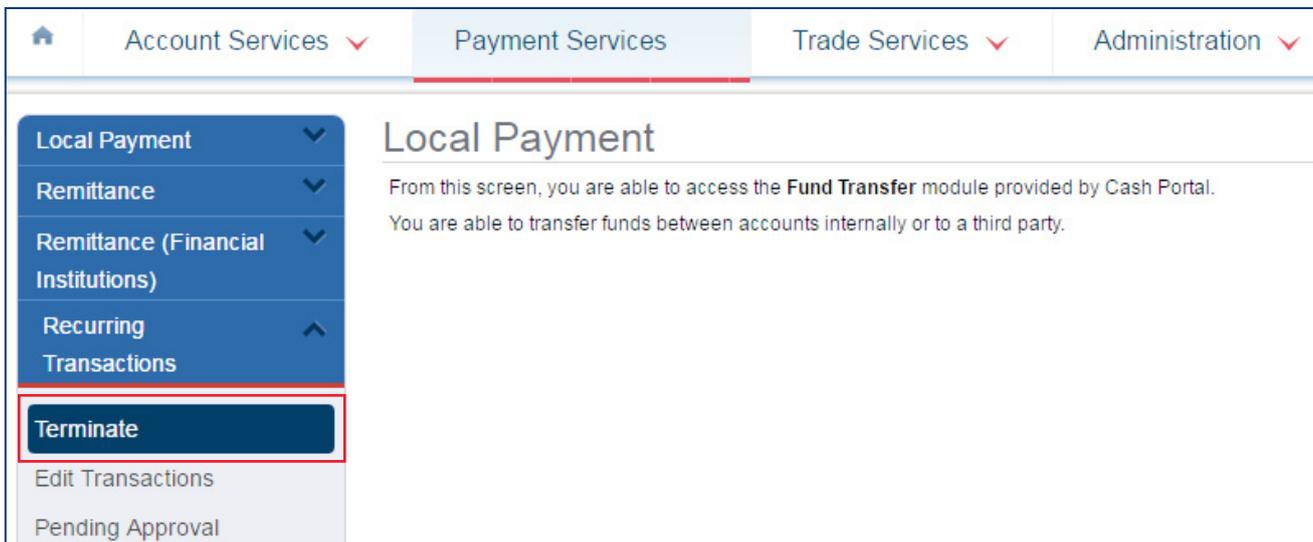
- Terminate Recurring Transaction
- Stop Post-Dated Transaction

3.3.1 Terminate a Recurring Transaction

- 1 From Top Menu Bar, select Payment Services > Local Payment.



- 2 From Left Navigation Menu, select Recurring Transaction > Terminate.



Payment Services

3 Select the Recurring Transaction to be terminated.

Account Services | **Payment Services** | Trade Services | Administration

Local Payment | Remittance | Remittance (Financial Institutions) | Recurring Transactions | **Terminate** | Edit Transactions | Pending Approval | Post Dated Transactions | Pending Payments | Processed Payments | Delete Transactions

Terminate Existing Instruction

Search Options

Company ID: INTERNATIONAL
 BIB Ref: *
 Bank Ref:
 Beneficiary Name:
 Ccy: []

Search

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

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Payment Type	Ccy	Amount	PAB	Transfer Date	Recurring Payment
FT16110000000387	INTERNATIONAL		THE INTERNATIONAL PHOTOGRAPHERS CO	Transfer to a UOB account	VND	1,000		11/11/2016	Yes

You may use to enter the filter criteria to find a specific transaction to terminate.

4 Review the Recurring transaction to be terminated and click **Submit** to proceed.

Terminate Existing Instruction

Save **Submit** Cancel Help

General Details

Company ID: INTERNATIONAL Bank: UOBVN
 Debit Account Number: VND 1023200053 Premium Corp A/C BIB Ref: FT16110000000387
 Payment Type: Transfer to a UOB account Issue Date: 10/11/2016 (dd/mm/yyyy)
 Action: Terminate

Recurring Payment Details

Start Date: 11/11/2016 No of Transfers: 1
 Frequency Mode: Daily

Click on to open the transaction as a separate page for printing or saving as PDF.

Save Save as a draft to be edited another time.

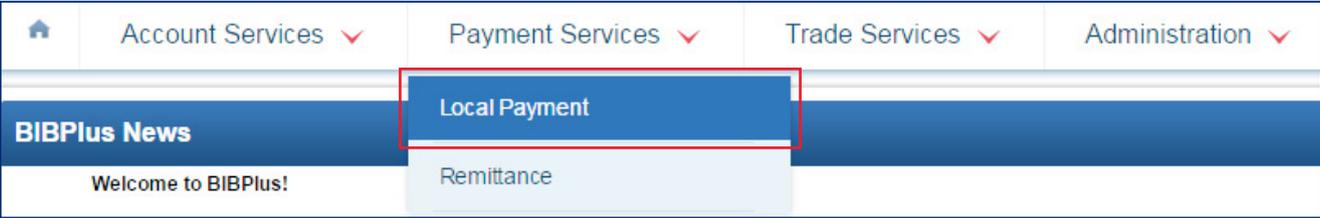
Cancel To cancel the transaction.

Help To access online User Help Guide.

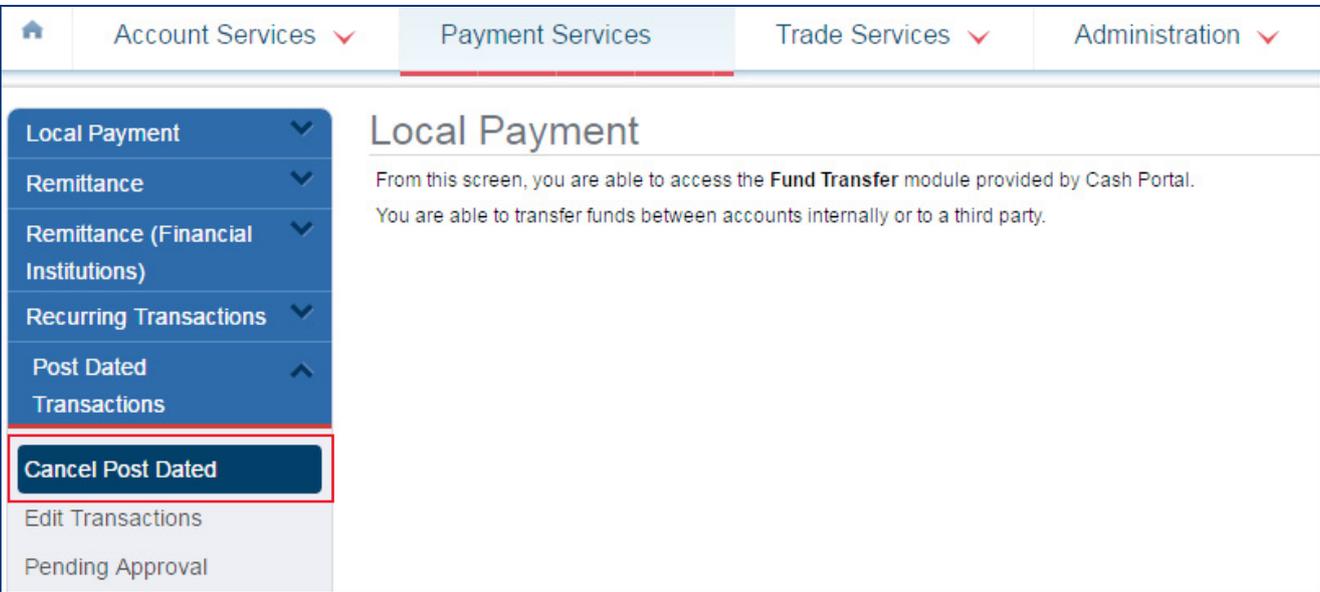
Payment Services

3.3.2 Stop a Post-Dated transaction

1 From Top Menu Bar, select Payment Services > Local Payment.



2 From Left Navigation Menu, select Post Dated Transactions > Cancel Post Dated.



Payment Services

3 Select the Post-Dated Transaction to be cancelled.

Cancel Existing Post Dated Transaction

Search Options

Company ID: INTERNATIONAL

BIB Ref: *

Bank Ref:

Beneficiary Name:

Ccy:

Search

BIB Ref	Company ID	Bank Ref	Beneficiary Name	Payment Type	Ccy	Amount	PAB	Transfer Date	Post Dated
FT16110000000311	INTERNATIONAL		THE INTERNATIONAL PHOTOGRAPHERS CO	Transfer to a UOB account	VND	160		10/11/2016	Yes
FT16110000000285	INTERNATIONAL		THE INTERNATIONAL PHOTOGRAPHERS CO	Transfer to a UOB account	VND	300		09/11/2016	Yes



You may use [Search Options](#) to enter the filter criteria to find a specific Post-Dated transaction to cancel.

4 Review the Post-Dated transaction to be cancelled and click **Submit** to proceed.

Cancel Existing Post Dated Transaction

Save **Submit** Cancel Help

General Details

Company ID: INTERNATIONAL Bank: UOBVN

Debit Account Number: VND 1023200053 Premium Corp A/C BIB Ref: FT16110000000311

Payment Type: Transfer to a UOB account Issue Date: 09/11/2016 (dd/mm/yyyy)

Action: Cancel

Remarks for approval



Save Save as a draft to be edited another time.

Cancel To cancel the transaction.

Help To access online User Help Guide.

Transaction Approval

4.1 Transaction Approval (Single Control Setup)

After submitting the transaction, you will see the below authentication pop-up screen.

 For dual control setup, please refer to [Page 46](#).

Authentication

1. Approval Code is sent to your registered mobile number ending with *****0773 via SMS.
 2. Press SIGN 1 button on your token.
 3. Input the Approval Code from the SMS and press OK.
 4. A 6-digit code will be generated from the token.
 5. Input the 6-digit code into the Token Response field below.
 6. Click "Submit" to complete the authorisation.

Token Response

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective product(s) and/or service(s).
[Resend Approval Code](#)
[Switch to display approval codes on-screen](#)

Cancel
Submit

1 Follow the instructions on the authentication pop-up screen to obtain the Token Response code from your token. The Approval code will be sent to your mobile number registered in BIBPlus.

Sample SMS Message:

Approval code 58858690 for UOB
 BIBPlus IAFT amt USD100.00.
 Follow steps on screen to complete
 approval. If unauthorised, call the
 Bank or your RM.



If you did not receive the SMS with the approval code, you may:

- request for the approval code to be resent to you by clicking [Resend Approval Code](#) on the pop-up screen (see section 4.1.1); or
- request to display the approval code on-screen by clicking [Switch to display approval codes on-screen](#) (see section 4.1.2)

Transaction Approval

- 2 Input the Response code generated from the token into the Token Response box on the authentication pop-up screen and click **Submit** .

Authentication

1. Approval Code is sent to your registered mobile number ending with *****0773 via SMS.
2. Press SIGN 1 button on your token.
3. Input the Approval Code from the SMS and press OK.
4. A 6-digit code will be generated from the token.
5. Input the 6-digit code into the Token Response field below.
6. Click "Submit" to complete the authorisation.

Token Response

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

[Resend Approval Code](#)
[Switch to display approval codes on-screen](#)

Cancel **Submit**

- 3 The transaction is successfully submitted when the Submission confirmation message is presented.

Submit Local Payment

The submission to the Bank is successful.

BIB Ref: FT16110000000390

[Click here to view and print transaction details](#)



You may click on this link to view and print the transaction details.

Transaction Approval

4.1.1 Resend SMS with Approval Code

If you did not receive the Approval Code on your mobile phone registered with BIBPlus, click [Resend Approval Code](#) to request for a new approval code.

Authentication

1. Approval Code is sent to your registered mobile number ending with *****0773 via SMS.
2. Press SIGN 1 button on your token.
3. Input the Approval Code from the SMS and press OK.
4. A 6-digit code will be generated from the token.
5. Input the 6-digit code into the Token Response field below.
6. Click "Submit" to complete the authorisation.

Token Response

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

[Resend Approval Code](#)

[Switch to display approval codes on-screen](#)

Cancel
Submit

Sample SMS Message:

Approval code 58170909 for UOB
BIBPlus IAFB amt USD100.00.
Follow steps on screen to complete
approval. If unauthorised, call the
Bank or your RM.

Transaction Approval

4.1.2 Switch to Display Approval Code on-screen

If you do not have a registered mobile phone number with BIBPlus or if you do not have your phone with you, you have the option to display the approval code on the authentication pop-up screen.

- 1 Click on [Switch to display approval codes on-screen](#) .

Authentication

1. Approval Code is sent to your registered mobile number ending with *****0773 via SMS.
2. Press SIGN 1 button on your token.
3. Input the Approval Code from the SMS and press OK.
4. A 6-digit code will be generated from the token.
5. Input the 6-digit code into the Token Response field below.
6. Click "Submit" to complete the authorisation.

Token Response

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

[Resend Approval Code](#)
[Switch to display approval codes on-screen](#)

- 2 The approval codes will be presented on the authentication screen.

Authentication

1. Press SIGN 1 button on your token.
2. Enter Code 1 and press OK button.
3. The token will display the 6 digit code.
4. Input the 6 digit code into the Token Response field.
5. Click the "Submit" button to complete the authorisation.

Code 1 10000

Token Response

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

Authentication

1. Press SIGN 2 button on your token.
2. Enter Code 1 into the token and press OK button.
3. Enter Code 2 into the token and press the OK button again.
4. The token will display a 6 digit code.
5. Input the 6 digit code into the Token Response field.
6. Click "Submit" button to complete the authorisation.

Code 1 11100
Code 2 10236940

Token Response

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



- For payment transactions such as Transfer to UOB Account and Remittance, you will see two on-screen approval codes to input into your token to generate the corresponding Response code.
- For Trade transactions, you will see one on-screen approval code to input into your token to generate the corresponding Response code.

Transaction Approval

4.2 Transaction Approval (Dual Control Setup)

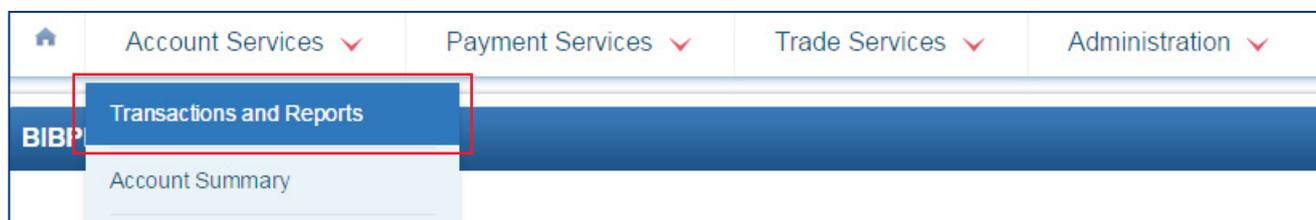
The authoriser can approve a transaction by:

- Approving from To Do List
- Approving from Pending Approval
- Approving multiple transactions by batch
- Approving a transaction remotely via a Proxy

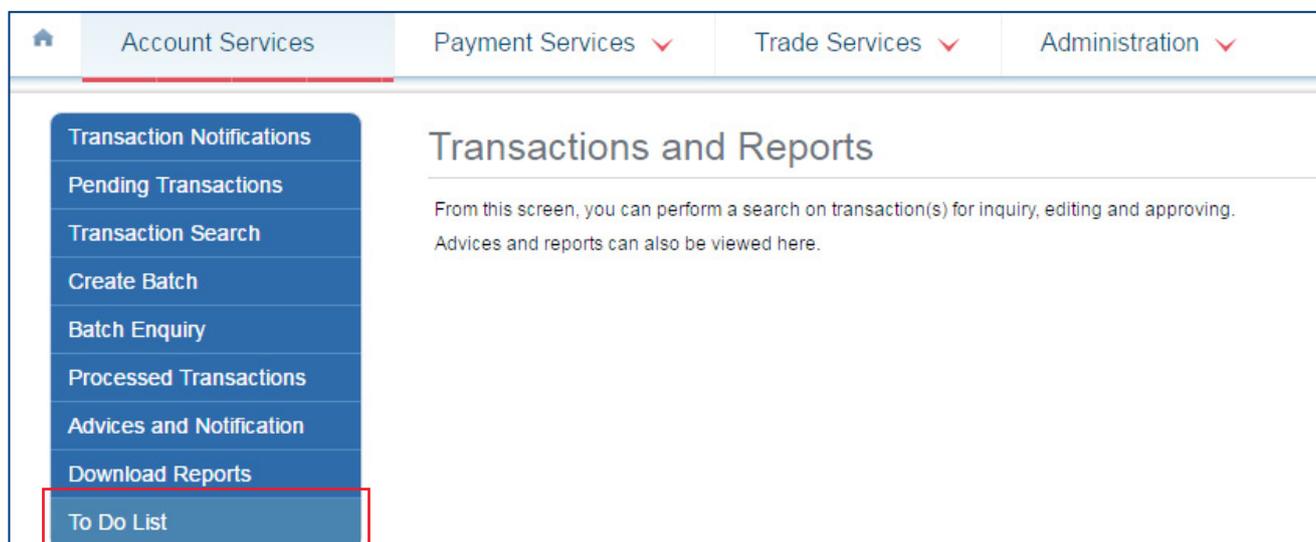
4.2.1 Approving From To Do List

 To Do List is not applicable to Single Control Setup.

1 From Top Menu Bar, select Account Services > Transactions and Reports.



2 From Left Navigation Menu, select To Do List.



You may also access and approve transactions from Pending Transactions. Pending Transactions shows transaction status such as incomplete transactions, submitted transactions and transactions pending approval.

Transaction Approval

3 Select the transaction to approve by clicking  and click **Submit** to proceed.

To Do List												
Search Options ▼												
61 - 70 of 157 items												
10 25 50 100												
⏪ 4 5 6 7 8 9 10 ⏩												
<input type="checkbox"/>		BIB Ref	Product	Product Type	Customer Reference	Ccy	Amount	Maturity Date	Beneficiary / Counterpart	Account Number	Status	Audit Trail
<input checked="" type="checkbox"/>		FT16030000360770	Fund Transfer	Telegraphic Transfer	CR24March	USD	12.04	24/03/2016	Name1234E	3513220373	Pending (Authorise)	
<input checked="" type="checkbox"/>		FT16030000360089	Fund Transfer	MT 103 for Financial Institutions		SGD	333.00	03/05/2017	123	3513220373	Pending (Authorise)	
<input checked="" type="checkbox"/>		FT16030000359261	Fund Transfer	Transfer to a UOB account		SGD	11.00	17/03/2016	TO3513220:22DEC-2015-QC12968-UAT	3513220403	Pending (Authorise)	
<input type="checkbox"/>		FT16020000358998	Fund Transfer	Transfer to a UOB account		SGD	10.00	27/02/2016	GLS SEAFOOD PTE LTD	3519022182	Pending (Authorise)	
<input type="checkbox"/>		FT16020000358997	Fund Transfer	Transfer to a UOB account		SGD	100.00	26/02/2016	GLS SEAFOOD PTE LTD	3519022212	Pending (Authorise)	
<input type="checkbox"/>		FT16020000358996	Fund Transfer	Transfer to a UOB account		SGD	100.00	26/02/2016	GLS SEAFOOD PTE LTD	3519022212	Pending (Authorise)	
<input type="checkbox"/>		FT16020000358934	Fund Transfer	Transfer to a UOB account	GEB	SGD	11.00	25/02/2016	IAFT-LIKE-20112015-TEST	3513220373	Pending (Authorise)	
<input type="checkbox"/>		FT16010000354461	Fund Transfer	MT 202 for Financial Institutions		USD			bene ins name	3513220373	Pending (Authorise)	
<input type="checkbox"/>		FT16010000353980	Fund Transfer	MT 202 for Financial Institutions	TR123456	USD			bene ins name	3513220373	Pending (Authorise)	
<input type="checkbox"/>		FT15120000352371	Fund Transfer	MT 202 for Financial Institutions	TR100days	USD			bene ins name	3513220373	Pending (Authorise)	

Submit

 You can select multiple transactions for approval by checking the transactions you wish to approve.

4 Review the transaction and click **Submit** to proceed with approval.

General Details			
Company ID:	RS53030933E	Bank:	UOB
Transfer From:	SGD 3513220403 CurrentAccount-Corporate	BIB Ref:	FT16030000359261
Payment Type	Transfer to a UOB account	Application Date:	03/03/2016 (dd/mm/yyyy)
Beneficiary Details			
Transfer To:	Beneficiary		
Name:	TO3513220373-22DEC-2015-QC12968-UAT		
Account Number:	SGD 3513220373 Pre-Approved Beneficiary		
Transaction Details			
Amount:	SGD 11.00	Transfer Date:	17/03/2016 (dd/mm/yyyy)
Submit Reject Preview Cancel Help			



- Reject**
Reject the transaction.
- Preview**
Preview allows you to download or print transaction details.
- Cancel**
Cancel transaction without saving.
- Help**
Access online User Help Guide.

Transaction Approval

After submitting the transaction, you will see the below authentication pop-up screen.

Authentication

1. Approval Code is sent to your registered mobile number ending with *****0773 via SMS.
2. Press SIGN 1 button on your token.
3. Input the Approval Code from the SMS and press OK.
4. A 6-digit code will be generated from the token.
5. Input the 6-digit code into the Token Response field below.
6. Click "Submit" to complete the authorisation.

Token Response

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

[Resend Approval Code](#)
[Switch to display approval codes on-screen](#)

- 5** Follow the instructions on the authentication pop-up screen to obtain the Token Response code from your token. The Approval code will be sent to your mobile number registered in BIBPlus.

Sample SMS Message:

Approval code 58858690 for UOB
 BIBPlus IAFT amt USD100.00.
 Follow steps on screen to complete
 approval. If unauthorised, call the
 Bank or your RM.



If you did not receive the SMS with the approval code, you may:

- request for the approval code to be resent to you by clicking [Resend Approval Code](#) on the pop-up screen (see section 4.2.1.1); or
- request to display the approval code on-screen by clicking [Switch to display approval codes on-screen](#) (see section 4.2.1.2)

Transaction Approval

- 6 Input the Response code generated from the token into the Token Response box on the authentication pop-up screen and click **Submit** .

Authentication

1. Approval Code is sent to your registered mobile number ending with *****0773 via SMS.
2. Press SIGN 1 button on your token.
3. Input the Approval Code from the SMS and press OK.
4. A 6-digit code will be generated from the token.
5. Input the 6-digit code into the Token Response field below.
6. Click "Submit" to complete the authorisation.

Token Response

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective product(s) and/or service(s).
[Resend Approval Code](#)
[Switch to display approval codes on-screen](#)

Cancel **Submit**

- 7 The transaction is successfully submitted when the Submission confirmation message is presented.

Submit Local Payment

The submission to the Bank is successful.

BIB Ref: FT16110000000390

[Click here to view and print transaction details](#)



You may click on this link to view and print the transaction details.

Transaction Approval

4.2.1.1 Resend SMS with Approval Code

If you did not receive the Approval Code on your mobile phone registered with BIBPlus, click [Resend Approval Code](#) to request for a new approval code.

Authentication

1. Approval Code is sent to your registered mobile number ending with *****0773 via SMS.
2. Press SIGN 1 button on your token.
3. Input the Approval Code from the SMS and press OK.
4. A 6-digit code will be generated from the token.
5. Input the 6-digit code into the Token Response field below.
6. Click "Submit" to complete the authorisation.

Token Response

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

[Resend Approval Code](#)

[Switch to display approval codes on-screen](#)

Sample SMS Message:

Approval code 58170909 for UOB
BIBPlus IAFI amt USD100.00.
Follow steps on screen to complete
approval. If unauthorised, call the
Bank or your RM.

Transaction Approval

4.2.1.2 Switch to Display Approval Code on-screen

If you do not have a registered mobile phone number with BIBPlus or if you do not have your phone with you, you have the option to display the approval code on the authentication pop-up screen.

- 1 Click on [Switch to display approval codes on-screen](#) .

Authentication

1. Approval Code is sent to your registered mobile number ending with *****0773 via SMS.
 2. Press SIGN 1 button on your token.
 3. Input the Approval Code from the SMS and press OK.
 4. A 6-digit code will be generated from the token.
 5. Input the 6-digit code into the Token Response field below.
 6. Click "Submit" to complete the authorisation.

Token Response

By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective product(s) and/or service(s).
[Resend Approval Code](#)
[Switch to display approval codes on-screen](#)

Cancel
Submit

- 2 The approval codes will be presented on the authentication screen.

Authentication

1. Press SIGN 1 button on your token.
 2. Enter Code 1 and press OK button.
 3. The token will display the 6 digit code.
 4. Input the 6 digit code into the Token Response field.
 5. Click the "Submit" button to complete the authorisation.

Code 1 10000

Token Response

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

Authentication

1. Press SIGN 2 button on your token.
 2. Enter Code 1 into the token and press OK button.
 3. Enter Code 2 into the token and press the OK button again.
 4. The token will display a 6 digit code.
 5. Input the 6 digit code into the Token Response field.
 6. Click "Submit" button to complete the authorisation.

Code 1 11100
Code 2 10236940

Token Response

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



- For payment transactions such as Transfer to UOB Account and Remittance, you will see two on-screen approval codes to input into your token to generate the corresponding Response code.
- For Trade transactions, you will see one on-screen approval code to input into your token to generate the corresponding Response code.

Transaction Approval

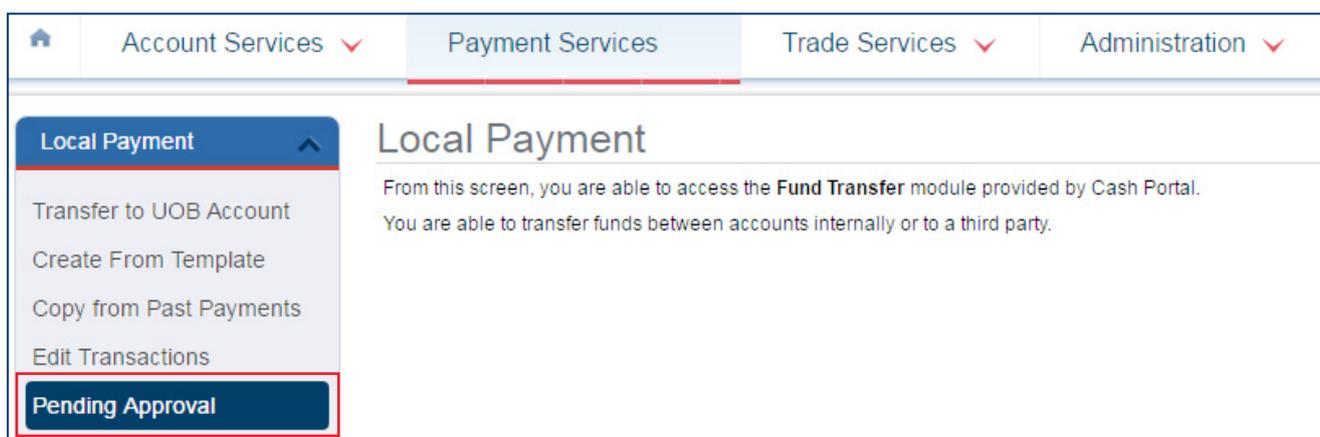
4.2.2 Approving From Pending Approval

Select the specific product screen to approve the transaction.

- From Top Menu Bar, select the Product page (Eg. Payment Services or Trade Services).



- Eg. To approve from Payment Services, from Left Navigation Menu, select Pending Approval.



- Select the transaction(s) to approve.

<input type="checkbox"/>	BIB Ref	Product Type	Ccy	Amount	Customer Reference	Last Modified Date	Beneficiary	Account Number	User Name	Status	PAB	Audit Trail	Execution
<input checked="" type="checkbox"/>	FT16110000000390	Transfer to a UOB account	VND	3,000		10/11/2016	THE INTERNATIONAL PHOTOGRAPH CO	1023200053	TESTER2 TB	Pending (Authorise)			11/11/2016
<input checked="" type="checkbox"/>	FT16110000000389	Transfer to a UOB account	VND	2,000		10/11/2016	THE INTERNATIONAL PHOTOGRAPH CO	1023200053	TESTER2 TB	Pending (Authorise)			11/11/2016
<input type="checkbox"/>	FT16100000000164	Transfer to a UOB account	VND	1,111		26/10/2016	THE INTERNATIONAL PHOTOGRAPH CO	1023200053	TESTER1 BTS	Pending (Authorise)			27/10/2016

Submit



You can select multiple transactions for approval by checking ✓ the transactions you wish to approve.

Transaction Approval

- 4 Review the transaction details, click **Submit** to proceed with approval and repeat Steps 5 to 7 from section 4.2.1.

General Details			
Company ID:	INTERNATIONAL	Bank:	UOBVN
Transfer From:	VND 1023200053 Premium Corp A/C	BIB Ref:	FT16110000000390
Payment Type	Transfer to a UOB account	Application Date:	10/11/2016 (dd/mm/yyyy)
Beneficiary Details			
Transfer To:	My Account		
Name:	THE INTERNATIONAL PHOTOGRAPHERS CO		
Account Number	VND 1023200088		
Transaction Details			
Amount:	VND 3,000	Transfer Date:	11/11/2016 (dd/mm/yyyy)
<input type="button" value="Submit"/> <input type="button" value="Reject"/> <input type="button" value="Preview"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			


Reject

Reject the transaction.

Preview

Preview allows you to download or print transaction details.

Cancel

Cancel transaction without saving.

Help

Access online User Help Guide.

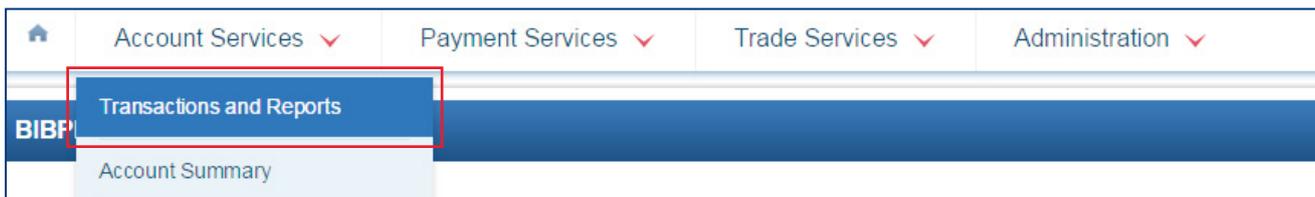
Transaction Approval

4.2.3 Approving Multiple Transactions by Batch

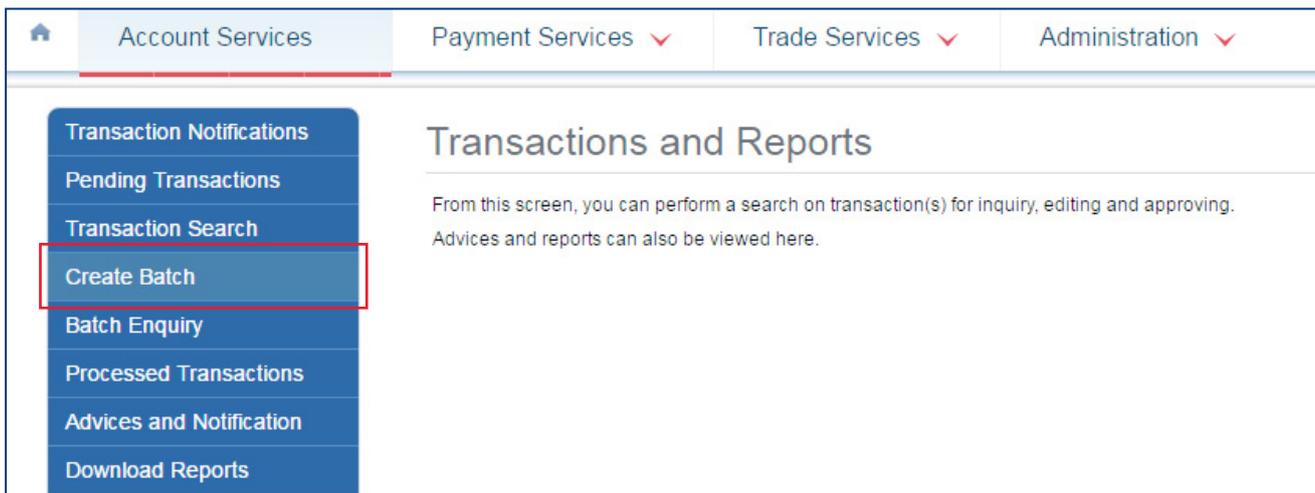
You can batch multiple (single and bulk) transactions from the same Entity, with same currency and status for approving approval. You will need to create a batch before you can proceed with approval.

4.2.3.1 Create a Batch for Approval

- 1 To create a batch, from Top Menu Bar, select Account Services > Transactions and Reports.



- 2 From Left Navigation Menu, select Create Batch.



Transaction Approval

3 Check ✓ the transactions to be batched together and click **Batch** .

! Only transactions from the same Entity with the same currency and status can be batched together.

The screenshot shows the 'Create Batch' interface. On the left is a navigation menu with items: Transaction Notifications, Pending Transactions, Transaction Search, Create Batch (highlighted), Batch Enquiry, Processed Transactions, Advices and Notification, Download Reports, and To Do List. The main area is titled 'Create Batch' and contains a table with 12 columns: , BIB Ref, Product, Product Type, Ccy, Amount, Customer Referenc, Maturity/Value Date, Type, Beneficiary / Counterparty, Account Number, Status, and Audit Trail. The table lists 5 transactions, all with 'Pending (Authorise)' status and 'VND' currency. The first two rows have their checkboxes checked. A red box highlights the 'Batch' button at the bottom right of the table.

<input type="checkbox"/>	BIB Ref	Product	Product Type	Ccy	Amount	Customer Referenc	Maturity/Value Date	Type	Beneficiary / Counterparty	Account Number	Status	Audit Trail
<input checked="" type="checkbox"/>	FT16110000000399	Fund Transfer	Transfer to a UOB account	VND	1,000		11/11/2016	New	THE INTERNATIONAL PHOTOGRAPHER CO	10232000	Pending (Authorise)	
<input checked="" type="checkbox"/>	FT16110000000398	Fund Transfer	Transfer to a UOB account	VND	2,000		11/11/2016	New	THE INTERNATIONAL PHOTOGRAPHER CO	10232000	Pending (Authorise)	
<input type="checkbox"/>	FT16110000000397	Fund Transfer	Transfer to a UOB account	VND	3,000		11/11/2016	New	THE INTERNATIONAL PHOTOGRAPHER CO	10232000	Pending (Authorise)	
<input type="checkbox"/>	FT16110000000389	Fund Transfer	Transfer to a UOB account	VND	2,000		11/11/2016	New	THE INTERNATIONAL PHOTOGRAPHER CO	10232000	Pending (Authorise)	
<input type="checkbox"/>	FT16100000000164	Fund Transfer	Transfer to a UOB account	VND	1,111		27/10/2016	New	THE INTERNATIONAL PHOTOGRAPHER CO	10232000	Pending (Authorise)	

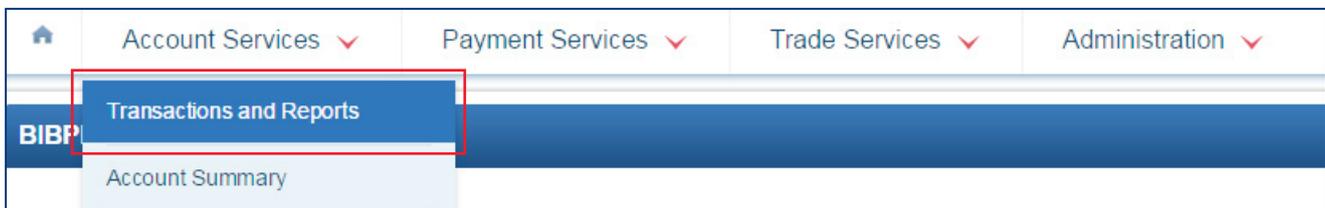
A Batch ID will be generated for each successful batching.

The screenshot shows the 'Create Batch' interface after a successful batch operation. The navigation menu is the same as in the previous screenshot. The main area displays the message: 'The following Transactions were Batched with Batch Id : 1'. Below this message is a bulleted list of the transaction IDs: FT16110000000399 and FT16110000000398.

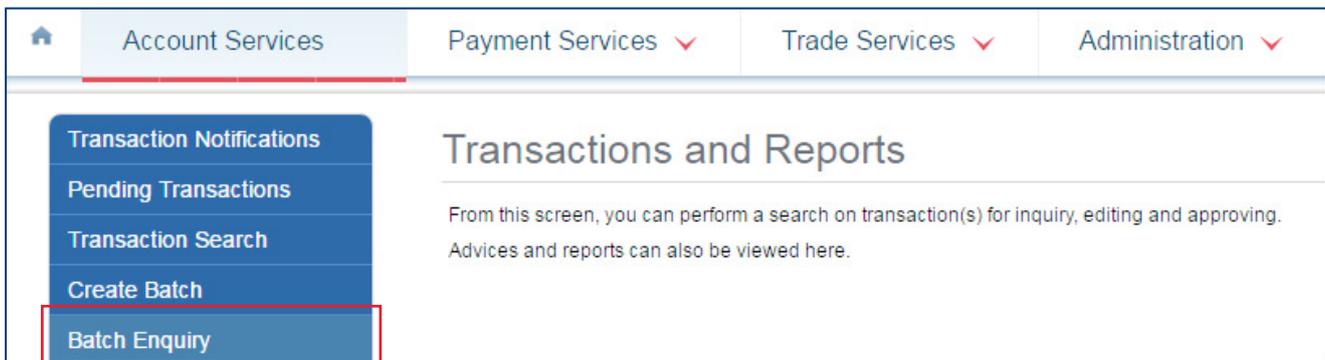
Transaction Approval

4.2.3.2 Approve Batched Transactions

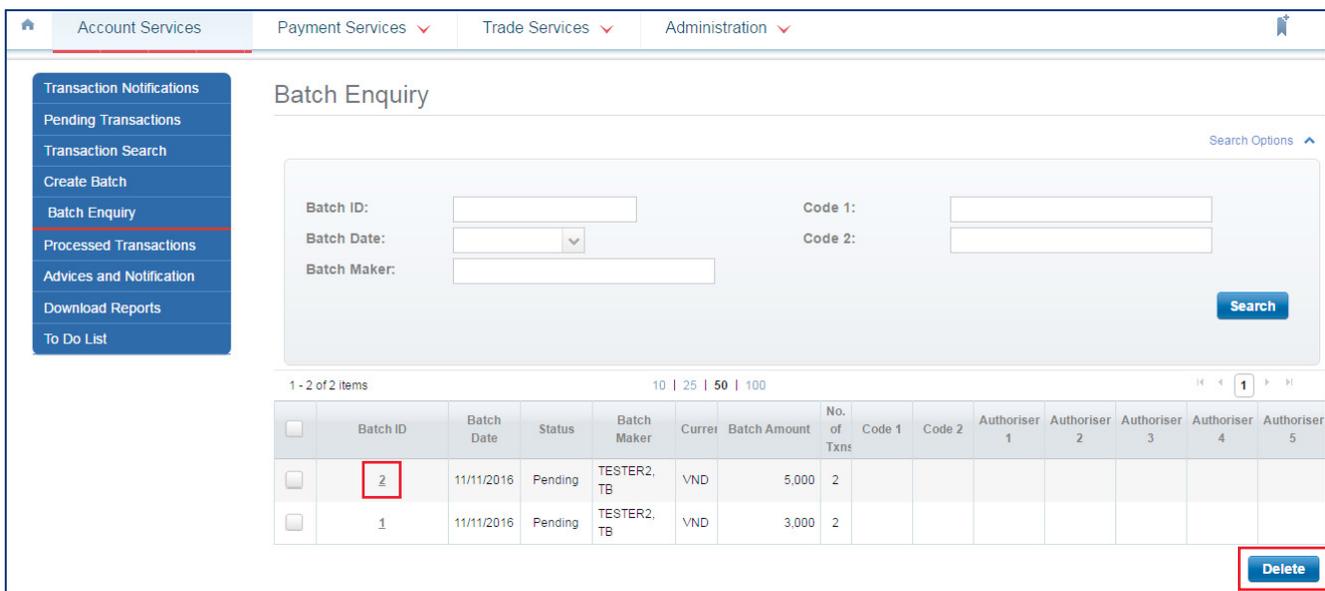
1 From Top menu bar, select Account Services > Transactions and Reports.



2 From Left Navigation Menu, select Batch Enquiry.



3 Click on the batch ID to be approved.



You may delete a batch by selecting the batch to be deleted and click **Delete**.

Transaction Approval

- 4 Review the transaction details, click **Submit** to proceed with approval and repeat Steps 5 to 7 from section 4.2.1.

General Details			
Company ID:	INTERNATIONAL	Bank:	UOBVN
Transfer From:	VND 1023200053 Premium Corp A/C	BIB Ref:	FT16110000000390
Payment Type	Transfer to a UOB account	Application Date:	10/11/2016 (dd/mm/yyyy)
Beneficiary Details			
Transfer To:	My Account		
Name:	THE INTERNATIONAL PHOTOGRAPHERS CO		
Account Number	VND 1023200088		
Transaction Details			
Amount:	VND 3,000	Transfer Date:	11/11/2016 (dd/mm/yyyy)
<input type="button" value="Submit"/> <input type="button" value="Reject"/> <input type="button" value="Preview"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>			



Reject

Reject the transaction.

Preview

Preview allows you to download or print transaction details.

Cancel

Cancel transaction without saving.

Help

Access online User Help Guide.

Transaction Approval

4.2.4 Approve a Transaction remotely via a Proxy

A Proxy Authoriser can help to approve a transaction on behalf of the Authoriser.

4.2.4.1 Steps for Proxy Authoriser

- 1 Please refer to section 4.2.3.1 on page 54 to create a batch.

The screenshot shows the 'Create Batch' interface. The top navigation bar includes 'Account Services', 'Payment Services', 'Trade Services', and 'Administration'. The left sidebar has 'Transaction Notifications', 'Pending Transactions', 'Transaction Search', 'Create Batch', and 'Batch Enquiry'. The main area is titled 'Create Batch' and contains the text: 'The following Transactions were Batched with Batch Id : 1' followed by a bulleted list of two transaction IDs: FT16110000000399 and FT16110000000398.



A Batch ID will be generated for each successful batching.

- 2 To send notification to Authoriser, from Left Navigation Menu, select Batch Enquiry and click on the Batch ID.

The screenshot shows the 'Batch Enquiry' interface. The left sidebar has 'Batch Enquiry' highlighted. The main area has search filters: 'Batch ID', 'Batch Date', 'Batch Maker', 'Code 1', and 'Code 2'. A 'Search' button is present. Below the filters is a table with 2 items. The first item's Batch ID '2' is highlighted with a red box.

	Batch ID	Batch Date	Status	Batch Maker	Curren	Batch Amount	No. of Txns	Code 1	Code 2	Authoriser 1	Authoriser 2	Authoriser 3	Authoriser 4	Authoriser 5
<input type="checkbox"/>	2	11/11/2016	Pending	TESTER2, TB	VND	5,000	2							
<input type="checkbox"/>	1	11/11/2016	Pending	TESTER2, TB	VND	3,000	2							

A 'Delete' button is located at the bottom right of the table.

Transaction Approval

3 Click on  to review the transactions and click **Send Proxy Authorisation Request** to proceed.

Batch Info

Batch ID:	2	Code 1:	-
Batch Date:	11/11/2016	Code 2:	-
Batch Maker:	TESTER2, TB	Authoriser 1:	-
No. of Transactions:	2	Authoriser 2:	-
Batch Amount:	VND 5,000	Authoriser 3:	-
		Authoriser 4:	-
		Authoriser 5:	-

1 - 2 of 2 items		10 25 50 100			1		
	BIB Ref	Product	Product Type	Type	Ccy	Amount	Status
	FT16110000000397	Fund Transfer	Transfer to a UOB account	New	VND	3,000	Pending (Authorise)
	FT16110000000389	Fund Transfer	Transfer to a UOB account	New	VND	2,000	Pending (Authorise)

Delete Submit **Send Proxy Authorisation Request**

The Batch summary will be displayed.

4 Select the authoriser and Delivery Mode to send the Remote Authorisation message. Click **Send** to proceed. Authorisation message can be sent via SMS or email.

- Transaction Notifications
- Pending Transactions
- Transaction Search
- Create Batch
- Batch Enquiry
- Processed Transactions
- Advices and Notification
- Download Reports
- To Do List

Proxy Authorisation - Generate SMS/ Email Request

Details

Batch ID:	2
Batch Date:	11/11/2016
No. of Transactions:	2
Code 1:	500000
Code 2:	91504792
Authoriser*:	<input style="width: 150px;" type="text" value=""/>
	<input type="radio"/> SMS <input type="radio"/> Email
Mobile Phone No:	-
Email:	-

Send Cancel Help

5 The Proxy Request is successfully sent.

Send Proxy Authorisation Request

The Proxy Authorisation Request was sent successfully for Batch 2

Transaction Approval

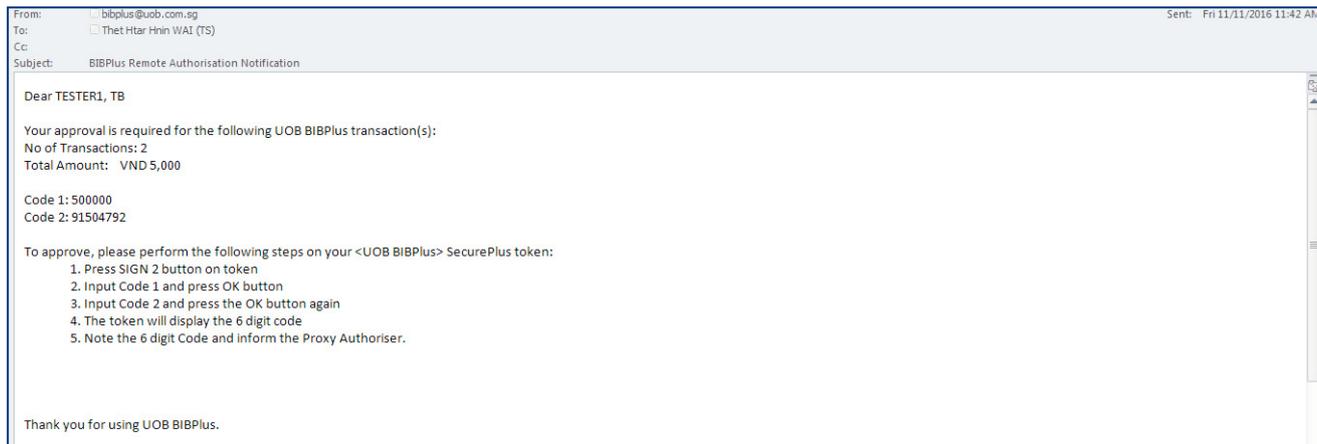
4.2.4.2 Steps for Authoriser

- 1 Authoriser will receive the Remote Authorisation SMS/Email notification to generate the Token Response code. Authoriser to follow the steps to obtain the Token Response code and inform Proxy Authoriser of the generated Token Response code.

Sample SMS notification:

Approve UOB BIBPlus Batch
txns:2 Amt VND 5,000. Press
Sign2 on SecurePlus(*****
****13),input 500000 & OK,
2nd input 91504792 & OK.
TESTER2, TB

Sample Email notification.



Transaction Approval

4.2.4.3 Steps for Proxy Authoriser after receiving Token Response Code from Authoriser

1 To retrieve the Batch to be approved, from Left Navigation Menu, select Batch Enquiry and click on the Batch ID to approve.

Account Services | Payment Services | Trade Services | Administration

Transaction Notifications
Pending Transactions
Transaction Search
Create Batch
Batch Enquiry
Processed Transactions
Advices and Notification
Download Reports
To Do List

Batch Enquiry

Search Options

1 - 2 of 2 items | 10 | 25 | 50 | 100 | 1

	Batch ID	Batch Date	Status	Batch Maker	Curre	Batch Amount	No. of Txns	Code 1	Code 2	Authoriser 1	Authoriser 2	Authoriser 3	Authoriser 4	Authoriser 5
<input type="checkbox"/>	2	11/11/2016	Pending	TESTER2, TB	VND	5,000	2	500000	91504792	TESTER1, TB				
<input type="checkbox"/>	1	11/11/2016	Submitted	TESTER2, TB	VND	3,000	2							

Delete

2 Click **Proxy Authorise**.

Batch Info

Batch ID: 2 | Code 1: 500000
 Batch Date: 11/11/2016 | Code 2: 91504792
 Batch Maker: TESTER2, TB | Authoriser 1: TESTER1, TB
 No. of Transactions: 2 | Authoriser 2:
 Batch Amount: VND 5,000 | Authoriser 3:
 | Authoriser 4:
 | Authoriser 5:

1 - 2 of 2 items | 10 | 25 | 50 | 100 | 1

	BIB Ref	Product	Product Type	Type	Ccy	Amount	Status
	FT16110000000397	Fund Transfer	Transfer to a UOB account	New	VND	3,000	Pending (Authorise)
	FT16110000000389	Fund Transfer	Transfer to a UOB account	New	VND	2,000	Pending (Authorise)

Delete | Submit | Send Proxy Authorisation Request | **Proxy Authorise**

Transaction Approval

- 3 Select the Authoriser and enter the Token Response code provided by the Authoriser. Click **Authorise** to proceed.

Proxy Authorisation

Details

Batch ID:	2
Batch Date:	11/11/2016
No. of Transactions:	2
Batch Amount:	VND 5,000
Code 1:	500000
Code 2:	91504792
Authoriser*:	<input style="width: 100%;" type="text" value="TESTER1, TB"/>
Token Response*:	<input style="width: 100%;" type="text" value="....."/>

- 4 The batch is successfully submitted.

Account Services
Payment Services ▾
Trade Services ▾
Administration ▾

- Transaction Notifications
- Pending Transactions
- Transaction Search
- Create Batch
- Batch Enquiry

Proxy Authorise

Details of the submission of Batch 2

The following transactions have been successfully released to the bank

- FT16110000000397
- FT16110000000389

General

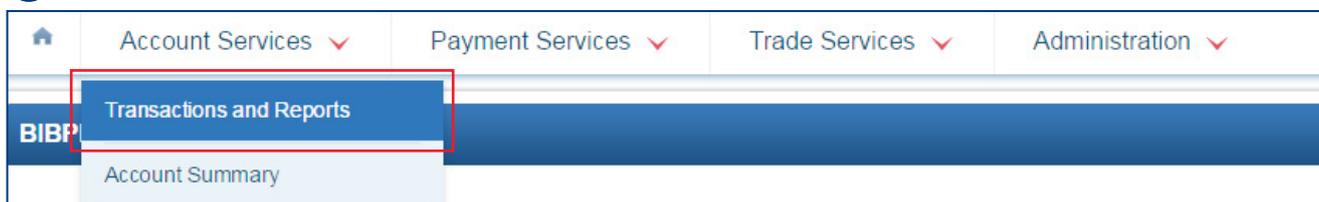
There are a number of features in BIBPlus to enhance productivity.

- Find a transaction
- Set up a Beneficiary for frequent payments
- Set up a Pre-Approved Beneficiary for assigned users to make payments
- Set up an email alert for transactions processed by the Bank
- Set up an email alert for events related to transactions
- Bookmark a page for future quick access

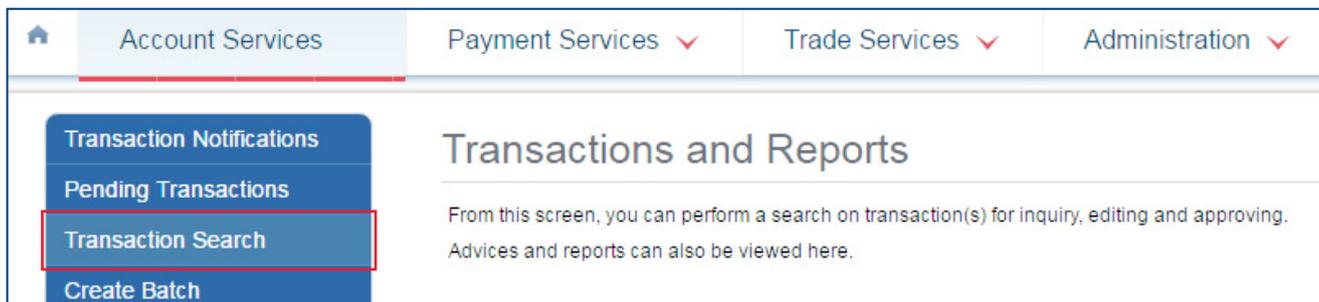
5.1 Find a Transaction

You can search for any transactions that have been created in BIBPlus with the following steps:

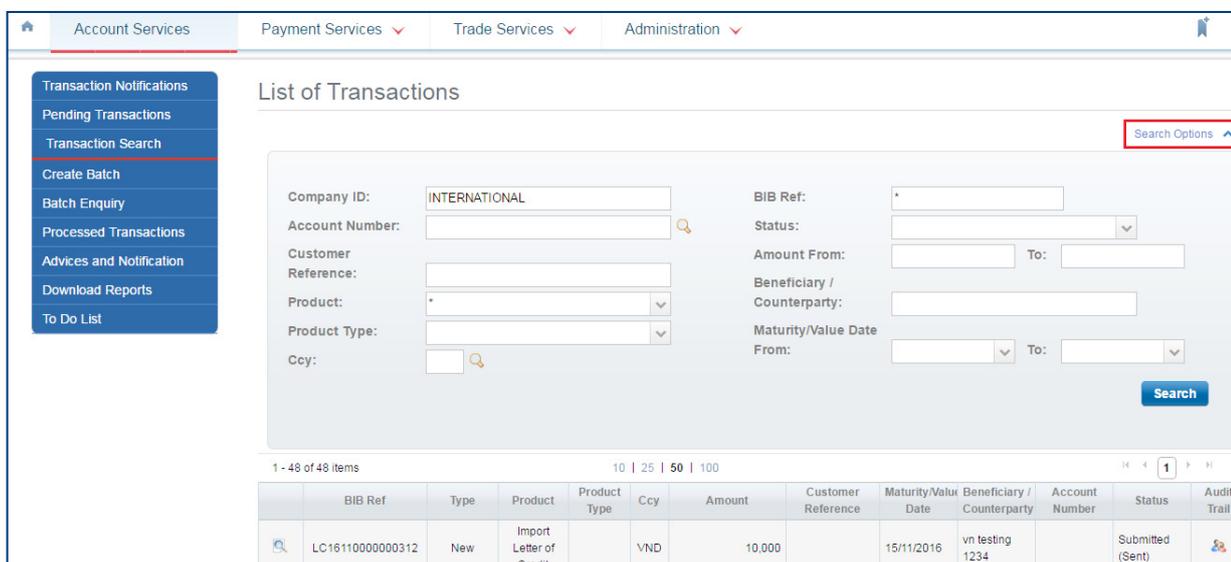
- 1 From Top Menu Bar, select Account Services > Transactions and Reports.



- 2 From Left Navigation Menu, select Transaction Search.



- 3 Scroll down or use to enter the filter criteria to find a specific transaction.



You may use wildcard (*) to show all in the applied fields.

General

List of Transactions												
											Search Options ▾	
11 - 20 of 48 items											10 25 50 100	
											1 2 3 4 5	
	BIB Ref	Type	Product	Product Type	Ccy	Amount	Customer Reference	Maturity/Value Date	Beneficiary / Counterparty	Account Number	Status	Audit Trail
	FT16110000000390	New	Fund Transfer	Transfer to a UOB account	VND	3,000		11/11/2016	THE INTERNATIONAL PHOTOGRAPHIC CO	1023200053	Submitted (Sent)	
	FT16110000000389	New	Fund Transfer	Transfer to a UOB account	VND	2,000		11/11/2016	THE INTERNATIONAL PHOTOGRAPHIC CO	1023200053	Pending (Authorise)	
	FT16110000000387	New	Fund Transfer	Transfer to a UOB account	VND	1,000		11/11/2016	THE INTERNATIONAL PHOTOGRAPHIC CO	1023200053	Processed (Recurring Pending)	
	FT16110000000387	Message Terminate	Fund Transfer	Transfer to a UOB account	VND			11/11/2016	THE INTERNATIONAL PHOTOGRAPHIC CO	1023200053	Processed (Cancelled)	
	FT16110000000382	New	Fund Transfer	Telegraphic Transfer	USD	100.00		10/11/2016	TT PURPOSE FOR TESTING	1023200053	Submitted (Sent)	

- To view the transaction as a separate page for printing or saving as PDF.
- To edit the incomplete transaction saved previously.
- To approve the pending transaction.
- To view the audit trail of the transaction.

General

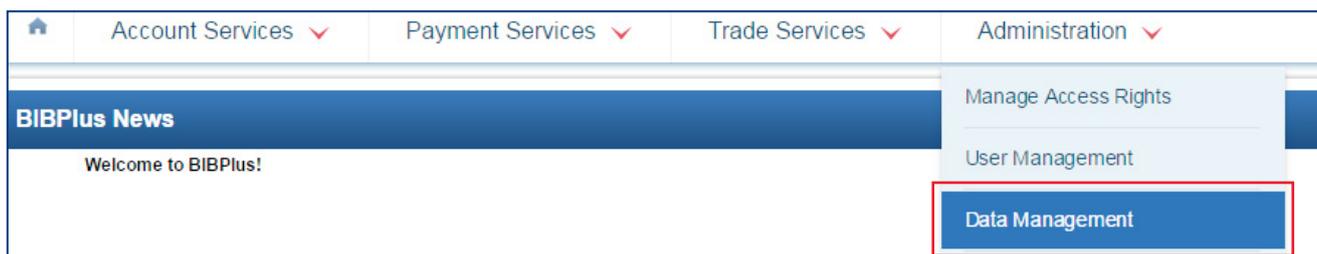
5.2 Set up a Payer/Beneficiary for Regular Payments

Users can pre-save details of their beneficiaries in the Beneficiary Master list which includes:

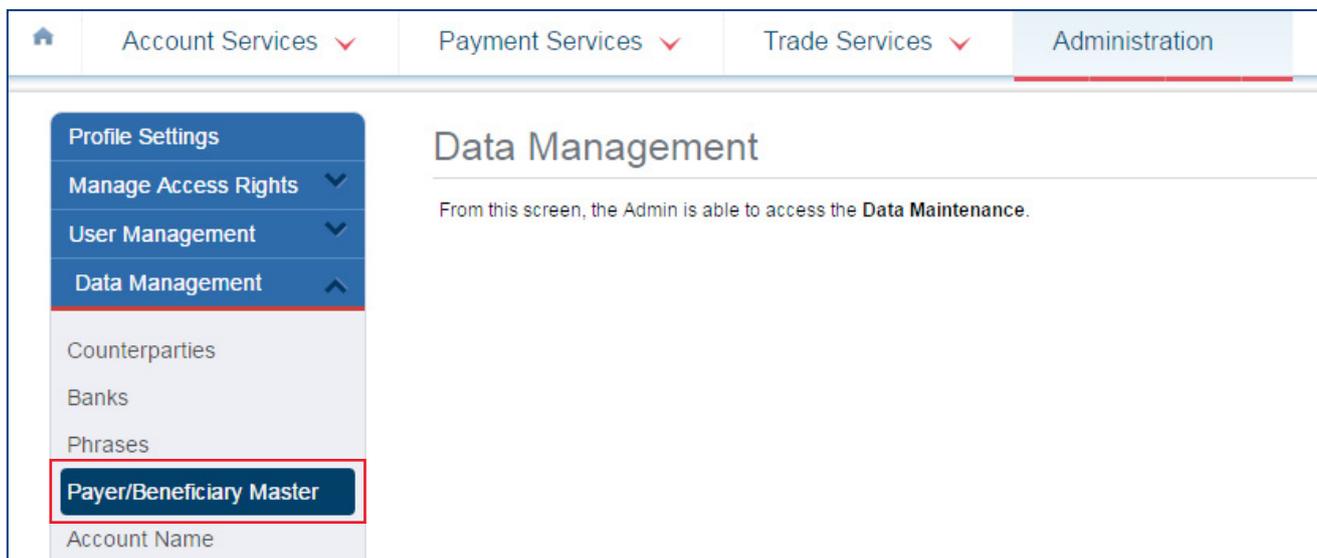
- Regular Payer/Beneficiary – once created, will be available to all users in the company and can be used for payments.
- Pre-Approved Beneficiary – only available to assign PAB users to make payments only to this list of specified beneficiaries i.e. cannot make payment to regular beneficiary.

5.2.1 Set up a Regular Payer/Beneficiary

1 From Top Menu Bar, select Administration > Data Management.



2 From Left Navigation Menu, select Payer/Beneficiary Master.



General

3 Click **Add** to create a new beneficiary.

The screenshot shows the 'List of Payer/Beneficiary Master' page. It includes a search form with the following fields:

- Company ID:
- Payment Type:
- Payer/Beneficiary Name:

A **Search** button is located to the right of the search form. Below the search form, there is a table with the following data:

Company ID	Payment Type	Payer/Beneficiary Name	Payer/Beneficiary Account	Pre-Approved Payer/Beneficiary	Threshold Amount	
INTERNATIONAL	Transfer to a UOB account	IAFT BENE TESTING	1023200053	No		[Edit] [Delete] [View]
INTERNATIONAL	Telegraphic Transfer	TT PURPOSE FOR TESTING	1023200053	No		[Edit] [Delete] [View]

An **Add** button is located at the bottom right of the table area. A blue arrow points from the 'Add' button to the 'Add' step description.

- To edit the record.
- To delete the record.
- To view the record.

4 Scroll down and fill in all required details indicated by an *. Click **Submit** to proceed.



To use the beneficiary for all Entities, enter * in the Company ID field.

Product Types:

- Transfer to a UOB account
- Remittance

The screenshot shows the 'Create a New Payer/Beneficiary' form. It is divided into two main sections:

- General Details:**
 - Company ID:
 - Payment Type/Payer/Beneficiary Category: (dropdown menu)
- Payer/Beneficiary Details:**
 - Name and:
 - Address:
 - IBAN / Account:
 - SWIFT BIC Code:
 - Bank Name:
 - Address:
 - Country:
 - Show Branch Address:

A red box highlights the 'Payment Type/Payer/Beneficiary Category' dropdown menu, which shows 'Remittance' and 'Transfer to a UOB account' as options.

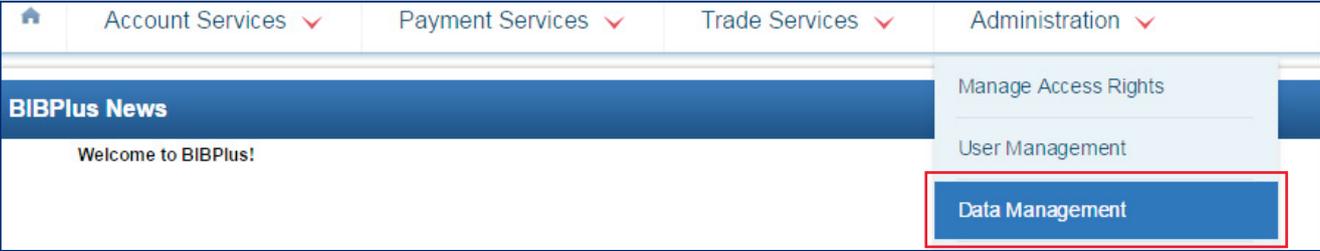
Note: Please provide IBAN for payments to Europe or other countries where IBAN is required.

General

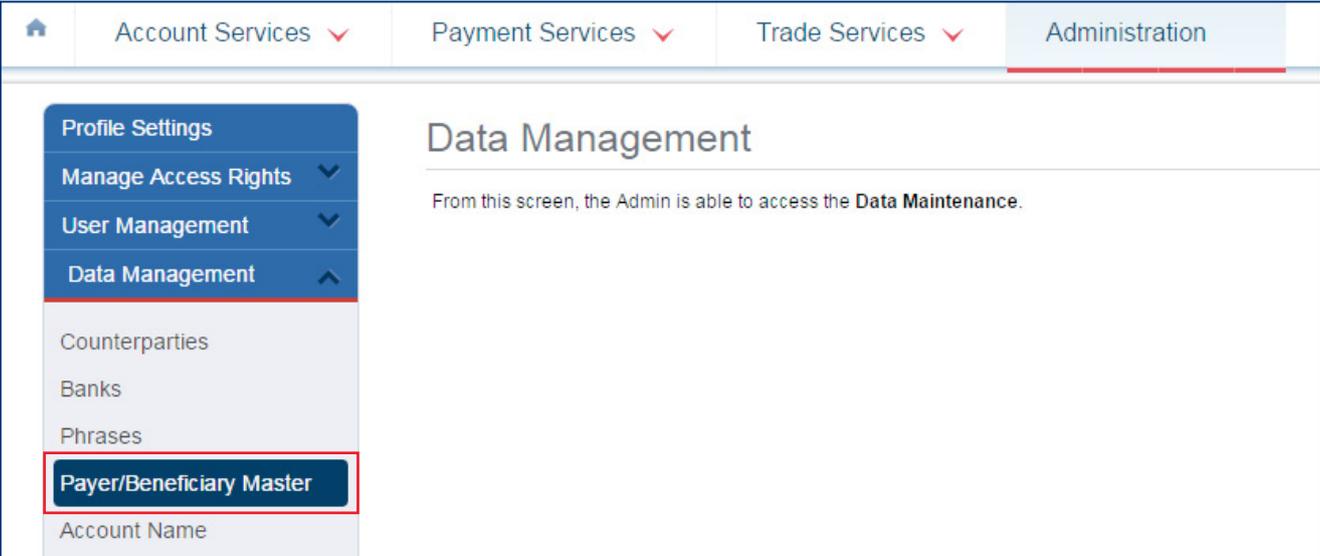
5.2.2 Create a Pre-Approved Beneficiary (PAB)

Threshold amount can be set to define maximum payment amount to the PAB for added security.

1 From Top Menu Bar, select Administration > Data Management.



2 From Left Navigation Menu, select Payer/Beneficiary Master.



General

3 Click **Add** to create a new beneficiary.

1 - 2 of 2 items | 10 | 25 | 50 | 100 | 1

Company ID	Payment Type	Payer/Beneficiary Name	Payer/Beneficiary Account	Pre-Approved Payer/Beneficiary	Threshold Amount	
INTERNATIONAL	Transfer to a UOB account	IAFT BENE TESTING	1023200053	No		
INTERNATIONAL	Telegraphic Transfer	TT PURPOSE FOR TESTING	1023200053	No		

Add

- To edit the record.
- To delete the record.
- To view the record.

General

- 4 Scroll down and fill in all required details indicated by an *. Click **Submit** to proceed.



To use the PAB for all Entities, enter * in the Company ID field.

Create a New Payer/Beneficiary

General Details

Company ID:*

Payment Type/Payer/Beneficiary Category:* Remittance

Payer/Beneficiary Details

<p>Name and* <input type="text" value="JOHN"/></p> <p>Address:* <input type="text" value="A"/> <input type="text" value="B"/> <input type="text" value="C"/></p> <p>IBAN / Account:* <input type="text" value="123456789"/></p> <p>Note: Please provide IBAN for payments to Europe or other countries where IBAN is required.</p>	<p>SWIFT BIC Code: <input type="text"/> </p> <p>Bank Name:* <input type="text" value="A"/></p> <p>Address:* <input type="text" value="B"/> <input type="text" value="C"/> <input type="text" value="D"/></p> <p>Country* SG </p> <p><input type="checkbox"/> Show Branch Address:</p> <p>Clearing Code Description: </p> <p>Clearing Code: <input type="text"/></p> <p>ERP ID: <input type="text"/></p> <p><input checked="" type="checkbox"/> Pre-approved Beneficiary:</p> <p>Threshold Amount: SGD <input type="text" value="100,000.00"/> </p>
---	--

Intermediary Bank Details

Add Intermediary Bank Details:

Other Details (This is for Beneficiary Advice only)

Beneficiary ID:

E-mail 1:

E-mail 2:

Fax:

IVR:

Contact Number:

Save **Submit** Cancel Help

Check the Pre-Approved Beneficiary checkbox and enter Threshold Amount (if required).

General

- 5 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter Token Response code, and click **Submit** to proceed.

! For single control setup, this step will approve the request.

Authentication

1. Press SIGN 1 button on your token.
2. Enter Code 1 and press OK button.
3. The token will display the 6 digit code.
4. Input the 6 digit code into the Token Response field.
5. Click the "Submit" button to complete the authorisation.

Code 1 12345678

Token Response

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**

- 6 The new PAB is successfully submitted.

Submit New Payer/Beneficiary Master

The Payer/Beneficiary Master (JOHN) has been successfully submitted and is now pending for approval.

General

 Below steps are only applicable to customer with dual control setup.

7 To approve the new PAB, select ? for the selected Payer/Beneficiary Name.

List of Payer/Beneficiary Master

[Search Options](#) ^

Company ID:

Payment Type: *

Payer/Beneficiary Name:

Status: *

Actor: *

Search

Download File v

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

Company ID	Payment Type	Payer/Beneficiary Name	Payer/Beneficiary Account	Pre-Approve Payer/Benefic	Threshold Amount	Status	Maker User	
*	Remittance	JOHN	123456789	Yes	SGD 100,000.00	Awaiting for Approval (New)	TBDUSER1	

Add

General

8 Review the PAB details and click Approve to proceed.

9 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter Token Response code, and click **Submit** to proceed.

10 The PAB is successfully set up.

General

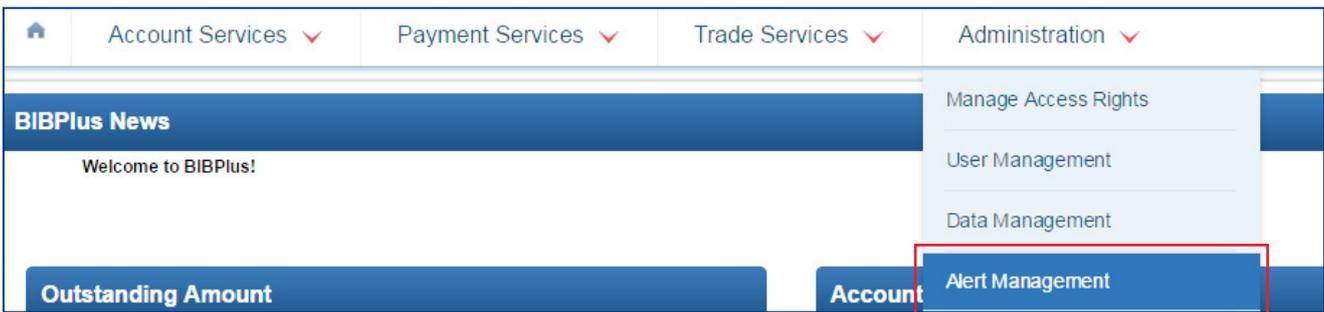
5.3 Set up Email Alerts

You may set up the following email alerts:

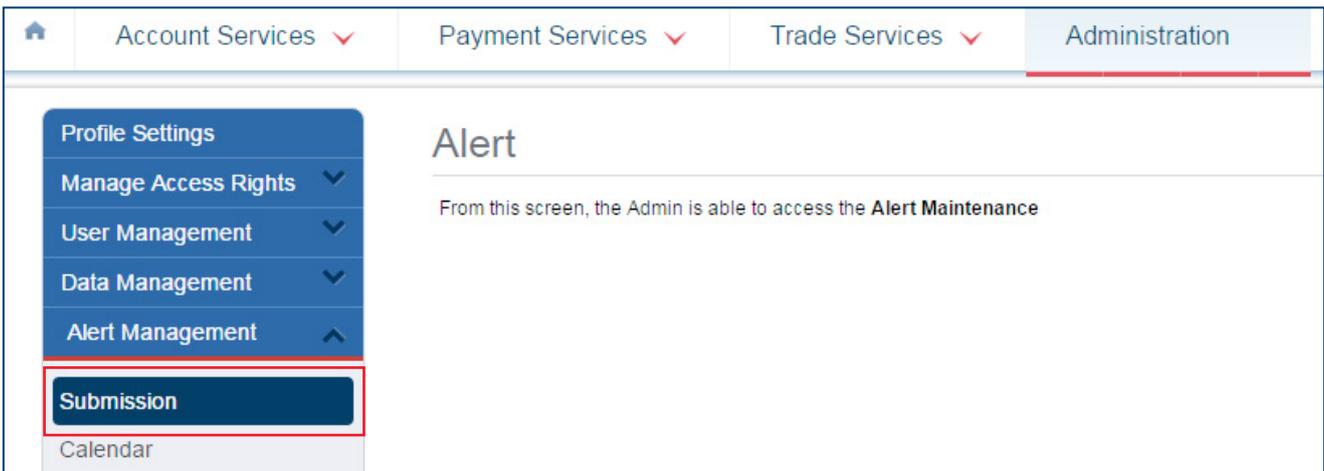
- Notifications for transactions processed by the Bank
- Notifications for calendar events eg. to notify you of expiry/maturity dates

5.3.1 To set up an email alert for transactions processed by the Bank

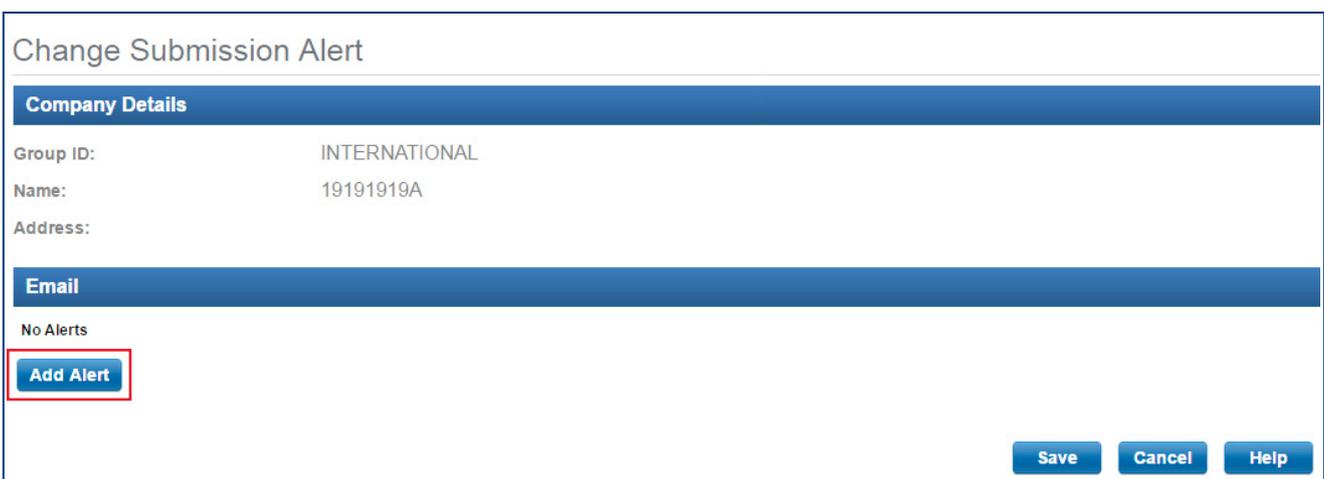
1 From Top Menu Bar, select Administration > Alert Management.



2 From Left Navigation Menu, select Submission.



3 Click **Add Alert** to create a new alert.



General

4 Fill in the required details indicated by an * and click **Ok** to save the alert.

Recipient descriptions:

- Input User - Maker of transaction
- Control User - Approver of transaction
- Release User - Sender of transaction
- Custom Recipient - any recipient as designated to receive the alert
- Contact Person - designated BIBPlus contact person

5 Click **Save** to save the setup.

Entity	Product	Sub Product	Type	Product Status	Amount Threshold	Email Address	
*	*	*	*	*	*	tmpdzi@sg.uob	

Add Alert

Save **Cancel** **Help**

General

- 6 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter Token Response code, and click **Submit** to proceed.

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

Token Response

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**

- 7 The alert is saved successfully.

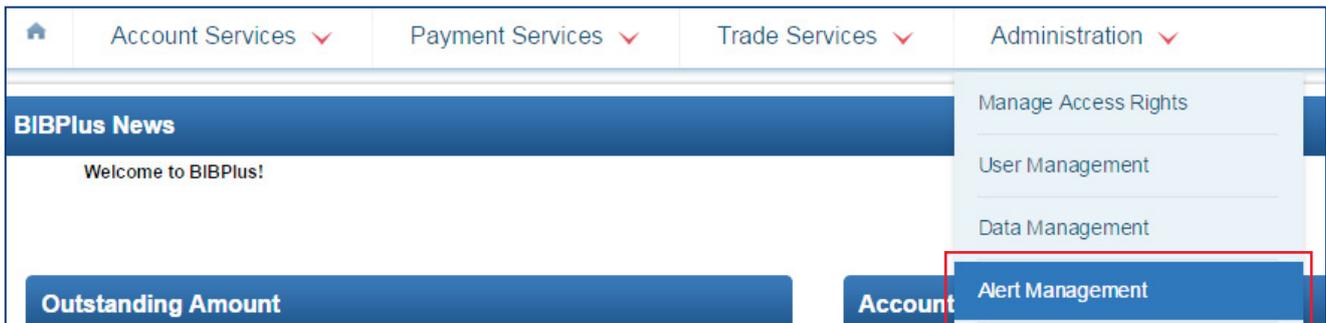
Save Transaction Alert

The list of alerts has been successfully saved.

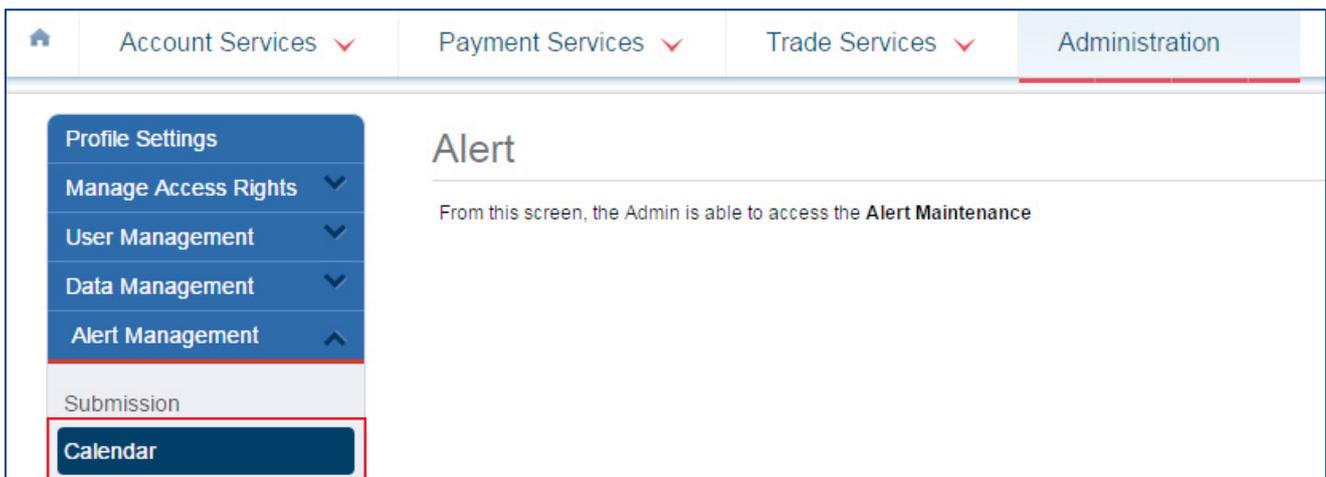
General

5.3.2 Set up an email alert for events related to transactions

- 1 From Top Menu Bar, select Administration > Alert Management.



- 2 From Left Navigation Menu, select Calendar.



- 3 Click **Add Alert** to create a new alert.



General

4 Fill in the required details indicated by an * and click **Ok** to save the alert.

Recipient descriptions:

- Input User - Maker of transaction
- Control User - Approver of transaction
- Release User - Sender of transaction
- Custom Recipient - any recipient as designated to receive the alert
- Contact Person - designated BIBPlus contact person

5 Click **Save** to save the setup.

Entity	Product	Date	Email Address	
*	Shipping Guarantee	Issue Date(0)	tmpdzi@sg.uob	

Add Alert

Save **Cancel** **Help**

General

- 6 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter Token Response code, and click **Submit** to proceed.

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

Token Response

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**

- 7 The alert is saved successfully.

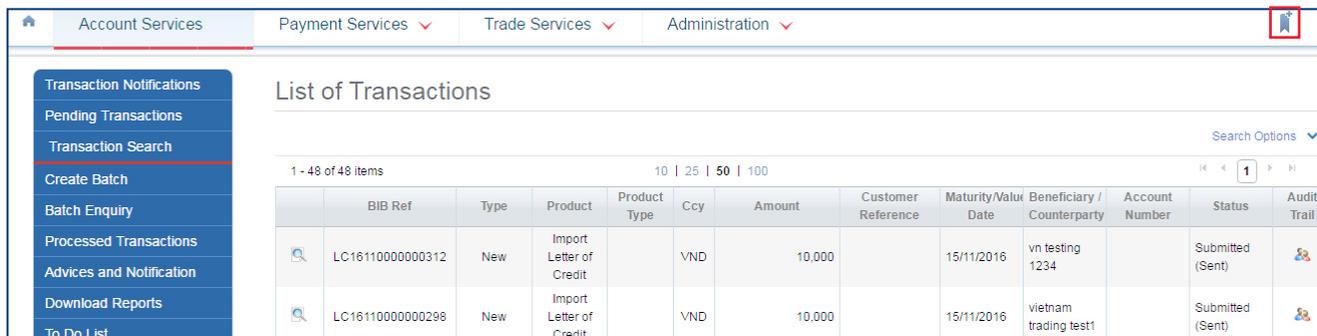
Save Calendar Alert

The list of alerts has been successfully saved.

General

5.4 Bookmark a page for quick access

- 1 Go to a page which you wish to bookmark and click  .



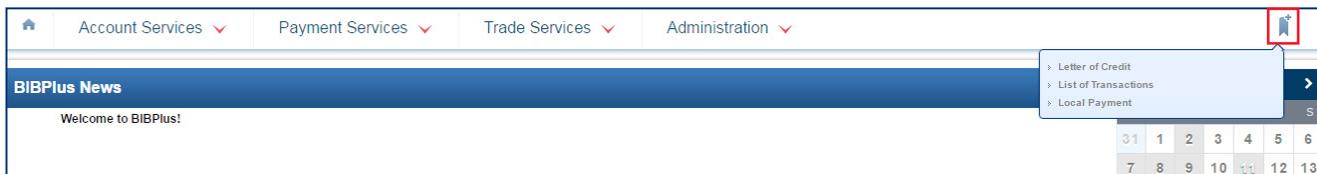
The screenshot shows the 'List of Transactions' page. At the top, there are navigation tabs: Account Services, Payment Services, Trade Services, and Administration. A bookmark icon is highlighted in the top right corner. Below the navigation, there is a sidebar menu with options like Transaction Notifications, Pending Transactions, Transaction Search, Create Batch, Batch Enquiry, Processed Transactions, Advices and Notification, Download Reports, and To Do List. The main content area displays a table of transactions with columns: BIB Ref, Type, Product, Product Type, Ccy, Amount, Customer Reference, Maturity/Value Date, Beneficiary / Counterparty, Account Number, Status, and Audit Trail. Two transaction rows are visible, both with a status of 'Submitted (Sent)'.

- 2 Enter the desired Bookmark name to be used for identifying the page and click **Save** .



The screenshot shows a dialog box titled 'No bookmarks'. It contains a text input field with the text 'List of Transactions' and a blue 'Save' button below it.

- 3 To access the bookmarked pages, click on  at the top right corner of the page and select the Bookmark name to be opened.



The screenshot shows the application interface with a bookmark menu open in the top right corner. The menu lists three bookmarked items: 'Letter of Credit', 'List of Transactions', and 'Local Payment'. The 'List of Transactions' item is highlighted. Below the menu, there is a calendar grid showing dates from 1 to 13.

Guide for Company Administrators

As a Company Administrator (CA), you can:

- Create Company User (CU)
- Assign security token to the CU
- Assign Product & Account access
- Reset the password for the CU
- Enable or disable users
- View entity authorisation matrix
- View audit logs

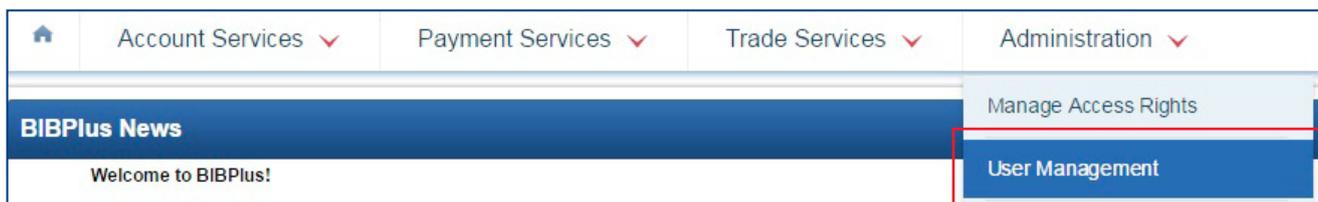
Create a New Company User (CU)

To create a new user, Company Administrator needs to:

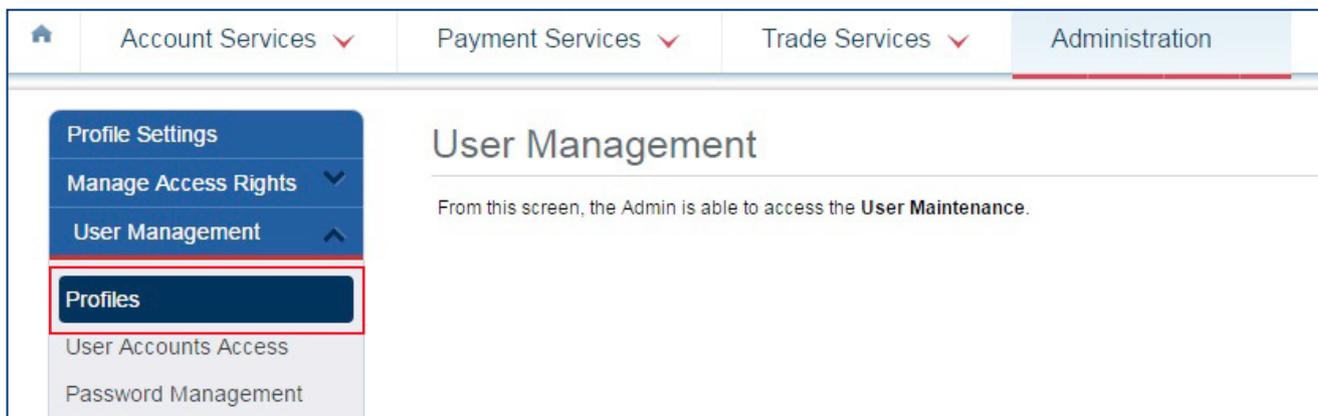
- 1) Create user profile
- 2) Assign accounts and products to user
- 3) Assign password
- 4) Activate user status
- 5) Activate user

6.1 Create User Profiles

1 From Top Menu Bar, select Administration > User Management.



2 From Left Navigation Menu, select Profiles.



Guide for Company Administrators

3 Click **Add a new user** .

List of Customers

Search Options ▾

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

Last Name, First Name	Login	Status	Maker User	
TESTER1, BB	BBTESTER1			  
TESTER2, BB	BBTESTER2			  
TESTER2, BIZAPP	BIZAPPTESTER2			  

Add a new user

 You may edit existing user details by clicking on  .

4 Enter all required details indicated by *. Click on  to select Country code where the User's ID is registered, select ID Type (NRIC, Passport, FIN.) and input ID number.

Main Details

Group ID: THESEPTEMBEREI

Login ID:*

First Name:*

Last Name:*

ID No:*  *

Address:

Country Code:* VN 

Status Details

Status:* Inactive

 New User's status is Inactive by default. Status can only be changed to Active after password has been assigned.

Guide for Company Administrators

- 5 Input contact details for the User. BIBPlus SMS/Email alerts will be sent to these contact details.

Preferences

Time Zone:*

Language / Locale:*

Base Currency:*

Other Details

Contact Number:*

Fax:

E-mail:*

- 6 Assign Group Roles to the User Profile.

Roles

Audit Queries

Add ↓
Remove ↑

User - Admin
 User - Portlets

Select the Group level roles to be assigned 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

Guide for Company Administrators

7 Assign Entity Access and Entity level roles to the User.

The screenshot displays the 'Entity' configuration interface. At the top, the 'Default Company' is set to 'THE SEPTEMBER ENHANCEMENT IN'. Below this is a table with the following columns: 'Company ID', 'Authorisation', 'Limit Amount (Per Day)', and 'Roles'. The first row is selected, showing 'THE SEPTEMBER ENHANCEMENT INTERNET' under 'Company ID' and '0 Role(s)' under 'Roles'. A dropdown menu is open, listing various roles such as '00 All Account Services', '01 All Cash - Transact', '21 FI Remittance - Transact', etc. At the bottom, there are three rows of entities: 'DEF PTE LTD', 'NAME1 1000000074', and 'GHI PTE LTD', each with a checkbox and a search icon.

- 1 Select the Default Entity. Token fee, if applicable, will be charged to the Default Entity.
- 2 Click here to open ADD/REMOVE roles table.
- 3 The Signatory Authorisation Group and Daily Approval Limit amount is not applicable for Company User roles.
- 4 Select the Entity level roles to be assigned to the User & click **Add ↓**. See table in the next page for User Roles & Permissions, or refer to [Appendix 2](#) for complete Summary of User Permissions.
- 5 You can also grant the User access to other entities by checking the corresponding boxes to the entities.

Guide for Company Administrators

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 transactions)
2	User (Enquiry + Create Transactions)	View accounts & Transactions	All the "00" + "02" (Cash, Trade transactions)
		Prepare transactions for approval	All the "01"
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	Verifier	Verify transaction data input by User before submitting to Signatory	50 verify + All the "01"
5	Sender	Release fully authorised transaction to bank for processing	50 send + All the "01"
6	Proxy Authoriser	Remote Authorisation permissions to authorise transactions on behalf of Signatory	50 Proxy Signatory + All the "01"

Remarks: Refer to [Appendix 2](#) for more detailed description of the various entity roles available for selection.

8 Assign Token to User.

8a Click on **Assign** to open the User Token Detail screen to assign a Token.

OTP Token Assignment

Token Serial No:	<input type="text"/>
Token Type:	<input type="text"/>
Charge Type:	<input type="text"/>
Token Status:	<input type="text"/>
Remarks:	<div style="border: 1px solid #ccc; height: 20px; background-color: #f0f0f0;"></div>
Private Token:	<input type="text"/>
Assigned Date:	<input type="text"/>
Assigned By:	<input type="text"/>
<div style="border: 1px solid red; display: inline-block; padding: 2px 10px; background-color: #f0f0f0; font-weight: bold;">Assign</div>	

Guide for Company Administrators

8b Click on  to open the list of available tokens.



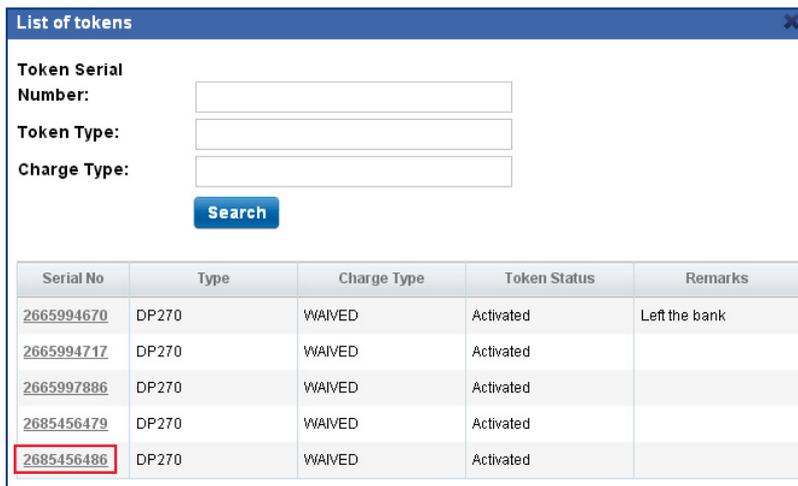
The dialog box titled "User Token Assignment" contains a "User Token Details" section with the following fields:

- Token Serial No:* 
- Token Type:
- Charge Type:
- Token Status:
- Remarks:

Buttons: **Cancel** **Ok**

 You may need to buy additional tokens from the Bank.

8c Select a token to assign to the User.



The dialog box titled "List of tokens" contains the following search filters and a table:

Token Serial Number:

Token Type:

Charge Type:

Search

Serial No	Type	Charge Type	Token Status	Remarks
2665994670	DP270	WAIVED	Activated	Left the bank
2665994717	DP270	WAIVED	Activated	
2665997886	DP270	WAIVED	Activated	
2685456479	DP270	WAIVED	Activated	
2685456486	DP270	WAIVED	Activated	

Guide for Company Administrators

8d To submit User Profile for Approval, click Submit.

! For customers with single administrator setup, this step will approve the request.

OTP Token Assignment

Token Serial Number:	<input type="text" value="2685456486"/>
Token Type:	<input type="text" value="DP270"/>
Charge Type:	<input type="text" value="WAIVED"/>
Token Status:	<input type="text" value="Activated"/>
Remarks:	<div style="border: 1px solid #ccc; height: 20px; background-color: #eee;"></div>
Private Token:	<input type="text" value="No"/>
Assigned Date:	<input type="text"/>
Assigned By:	<input type="text"/>
Action:	<input type="text" value="Assign User Token - Manual Assign(Entity F"/>

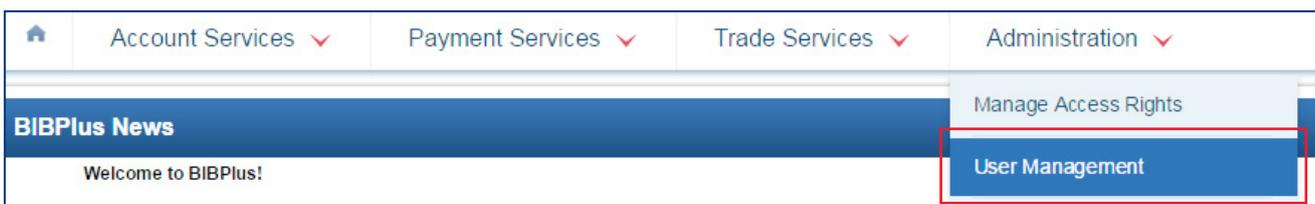
Assign

Save
Submit
Cancel
Help

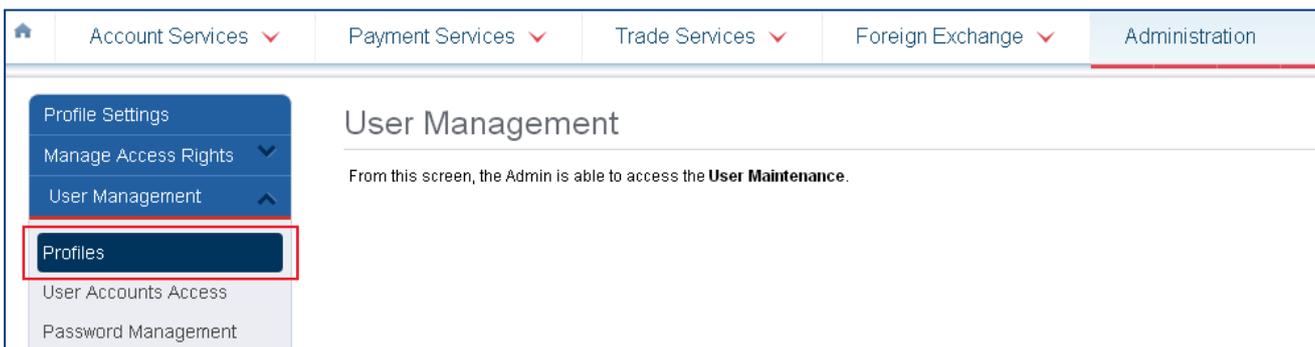
9 Approve New User Profile.

! This approval step only applies for customers with dual administrator setup.

9a From Top Menu Bar > Administration > User Management.



9b From Left Navigation Menu, select Profiles.



Guide for Company Administrators

9c Click on  to open the User Profile page for approval.

Last Name, First Name	Login	Status	Maker User	
01, USER	NEWUSER	Awaiting for Approval (New)	TBVUSER2	  

9d Check that User Profile details are in good order and click **Approve** to proceed with approval.

Default Company: THE SEPTEMBER ENHANCEMENT INTERNET

Company ID	Authorisation	Limit Amount (Per Day)	Roles
THE SEPTEMBER ENHANCEMENT INTERNET			1 Role(s)▼
DEF PTE LTD			12 Role(s)▼
NAME1 1000000074			12 Role(s)▼
GHI PTE LTD			12 Role(s)▼
WING SOLE PROP CO			12 Role(s)▼
NAME1 1000000064			12 Role(s)▼

OTP Token Assignment

Token Serial Number: 2695569237
 Token Model: DP270
 Charge Type: CHARGED
 Token Status: Activated
 Private Token: No
 Global Token Indicator: No
 Assigned Date: 2016-09-23 15:57:34.685
 Assigned By: WORCOVBA13

Comments (for return)

Approve
Reject
Return
Cancel

10 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter the Token Response code, and click **Submit** to proceed.

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

Token Response

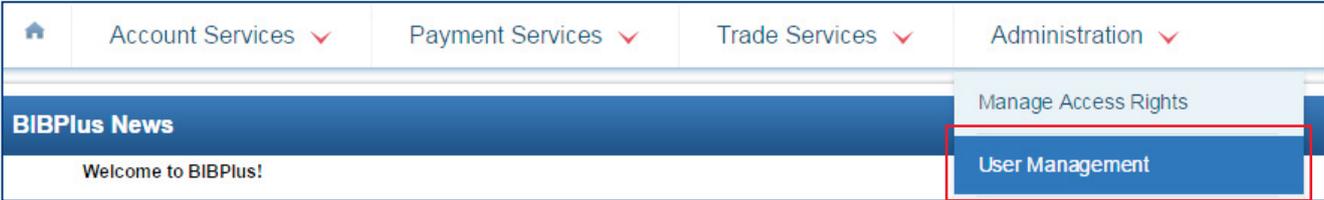
By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

Cancel
Submit

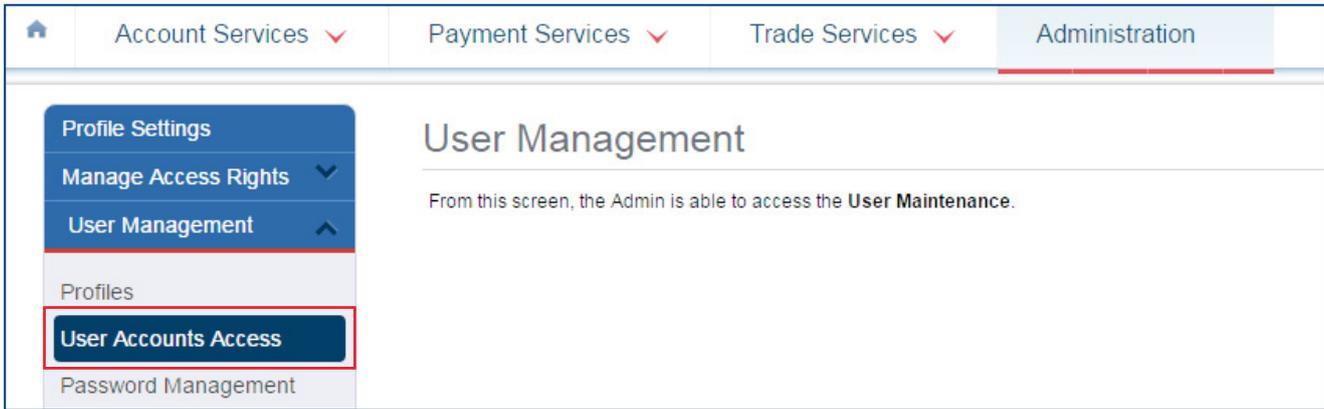
Guide for Company Administrators

6.2 Assign access to Accounts and Products

1 From Top Menu Bar, select Administration > User Management.



2 From Left Navigation Menu, select User Accounts Access.

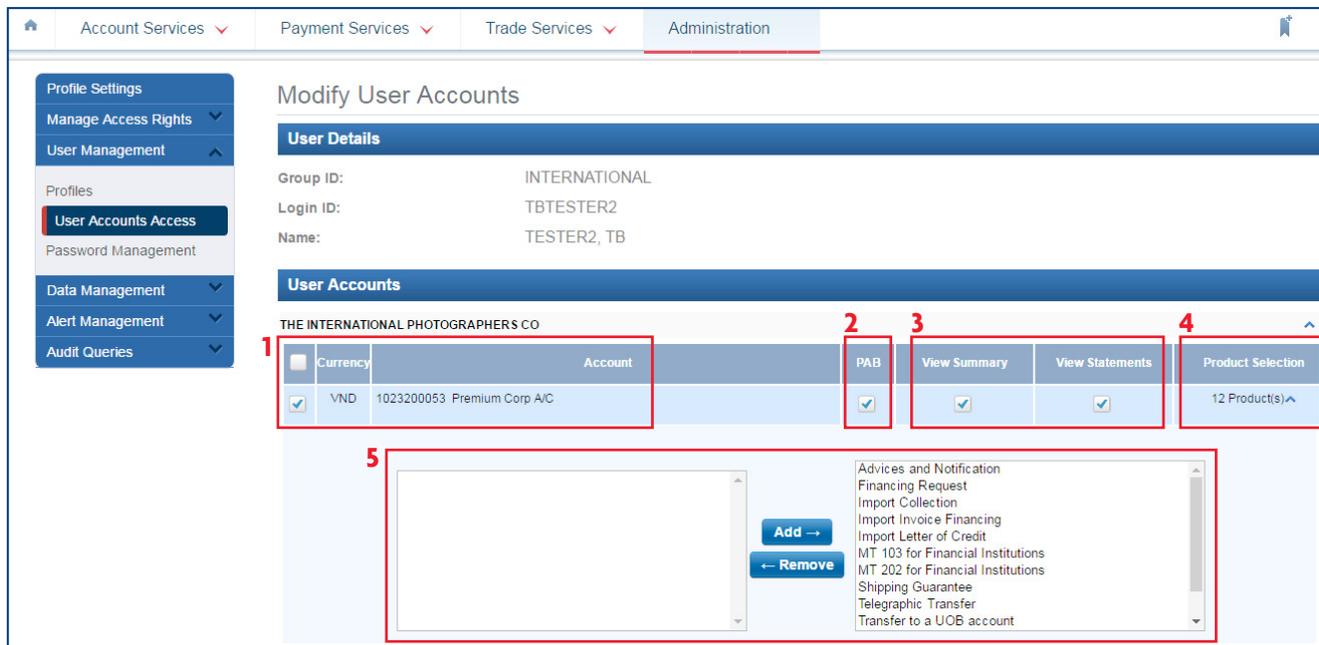


3 Click on  for the selected user.

Last Name, First Name	Login	Status	Maker User	
TESTER1, TB	TBTESTER1			 
TESTER2, TB	TBTESTER2			 

Guide for Company Administrators

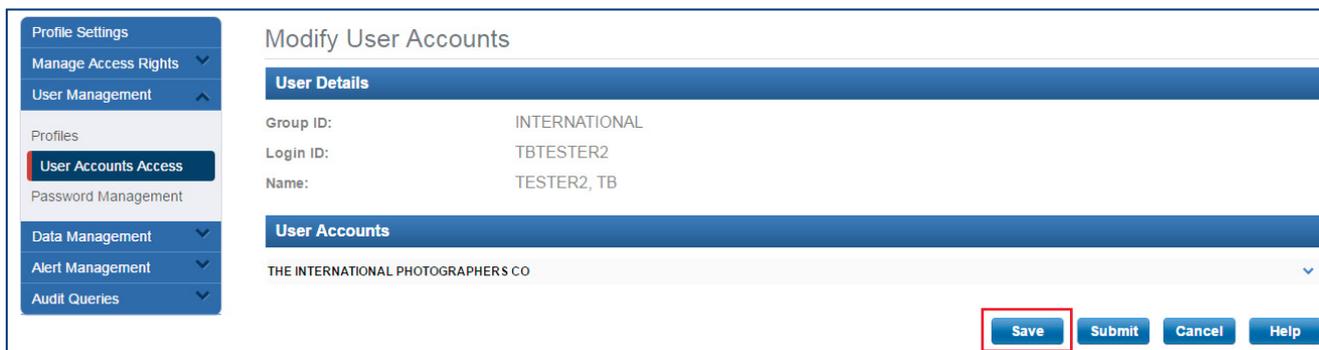
4 Add Accounts and Products Access.



- 1 Select the Accounts to be accessed by User.
- 2 Select PAB if the new User is to be restricted to using Pre-Approved Beneficiary.
- 3 Select if the new User is allowed to view the Summary and/or Statement for this Account.
- 4 Click here to open Product list.
- 5 Select the products that the User can use the account for.

5 To submit the User Account setup for Approval, click on **Submit** .

! For customers with single administrator setup, this step will approve the request.

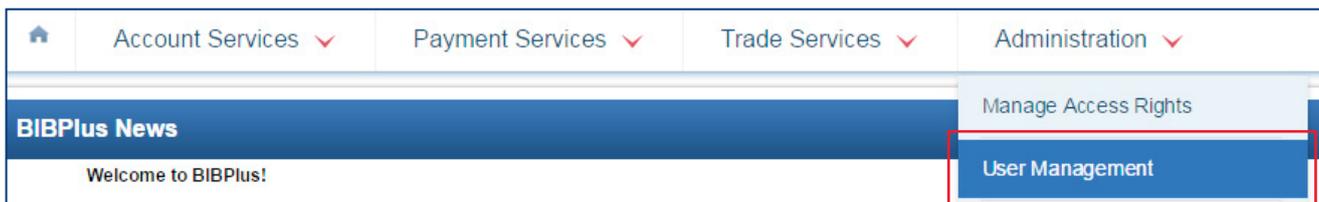


Guide for Company Administrators

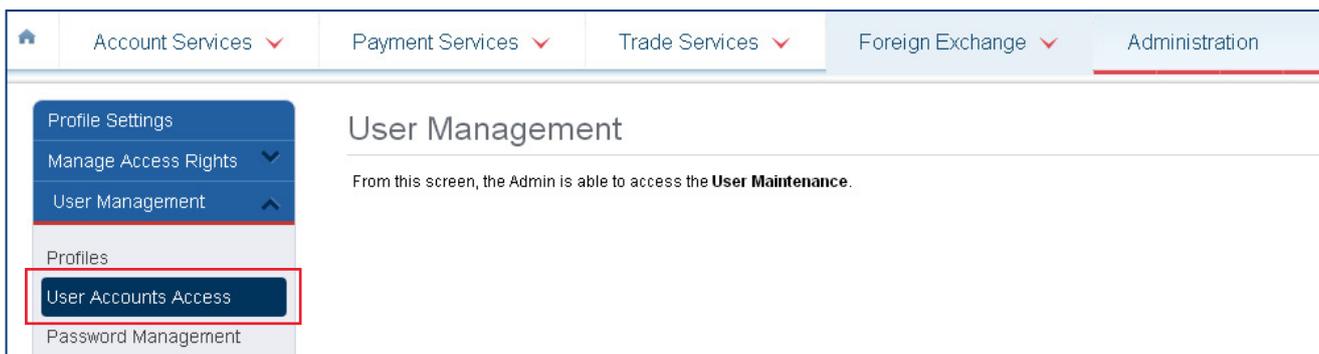
6 Approve the New User Account Setup.

! This approval step only applies for customers with dual administrator setup.

6a From Top Menu Bar > Administration > User Management.



6b From Left Navigation Menu, select User Account Access.



6c Click on ? to open the User Account page for approval.

Last Name, First Name	Login	Status	Maker User	
TESTER2, TB	TBTESTER2	Awaiting for Approval (Modified)	TBTESTER2	

Guide for Company Administrators

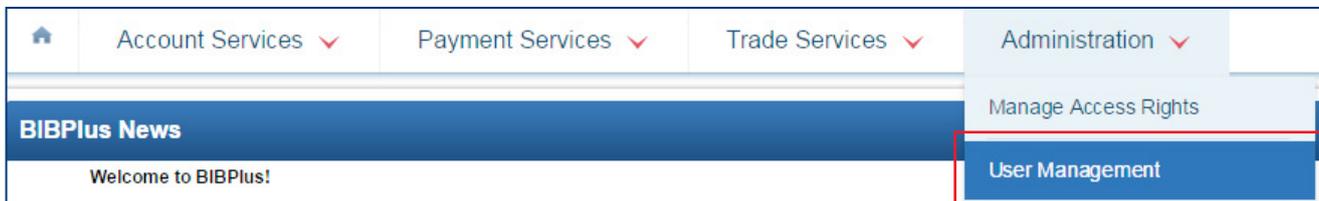
6d Check that all User Account setup are in good order and click **Approve** to proceed with approval.

7 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter the Token Response code, and click **Submit** to proceed.

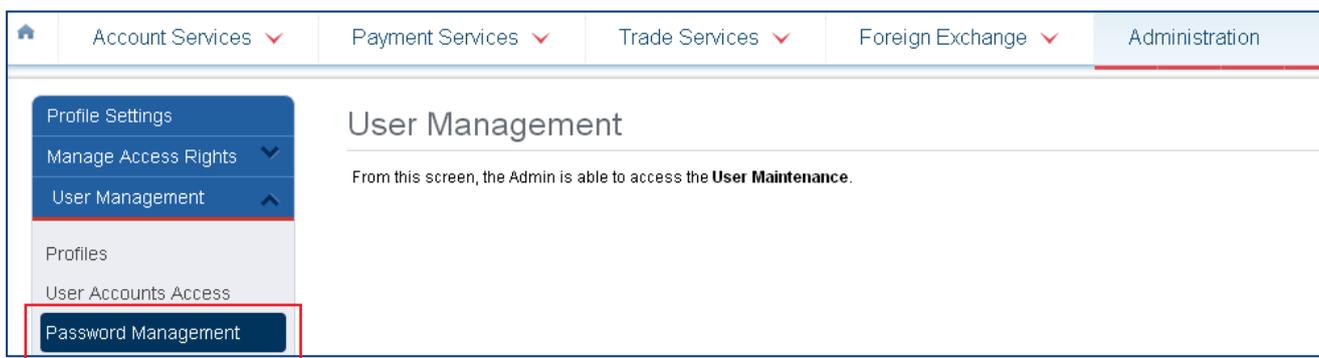
Guide for Company Administrators

6.3 Assign/Reset User Password

1 From Top Menu Bar, select Administration > User Management.



2 From Left Navigation Menu, select Password Management.



3 Click on  to open the Password Management page.

Last Name, First Name	Login	Status	Maker User	
JACKYC, 3	JCID3			

4 Select Manual Type option and input new password for the User.

 Note: User is required to change this password upon first time login.

Password

Type: System Manual

Password:*

Confirm Password:*

5 Click to send new Password for Approval.

 For customers with single administrator setup, this step will approve the request.

Guide for Company Administrators

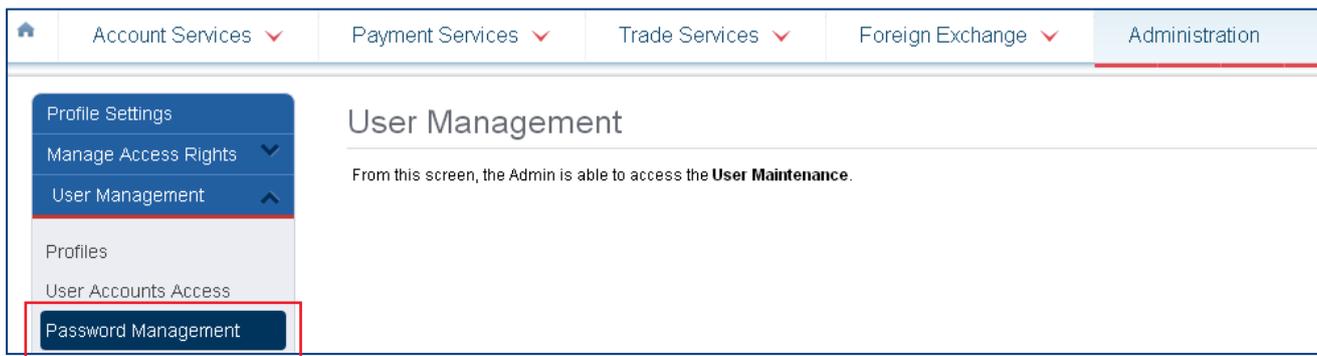
6 Approve New User Password.

! This approval step only applies for customers with dual administrator setup.

6a From Top Menu Bar, select Administration > User Management.



6b From Left Navigation Menu, select Password Management.



6c Click on ? to open the Password Management page for approval.

Last Name, First Name	Login	Status	Maker User	
JACKYC, 3	JCID3	Awaiting for Approval (User Authentication Modified)	JCHIA165	

Guide for Company Administrators

6d Click on **Approve** to proceed with approval.

Approve or Reject User Password Management

User Details

Group ID: JACKYC
 Login ID: JCID3
 Name: JACKYC, 3

Approve **Reject** **Cancel**

7 Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter the Token Response code, and click **Submit** to proceed.

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

Token Response

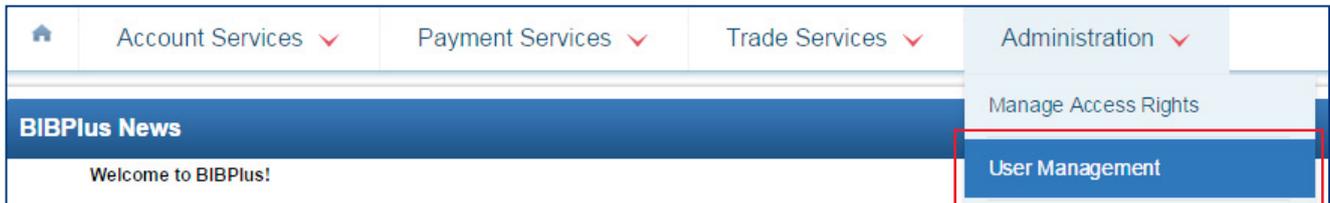
By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

Cancel **Submit**

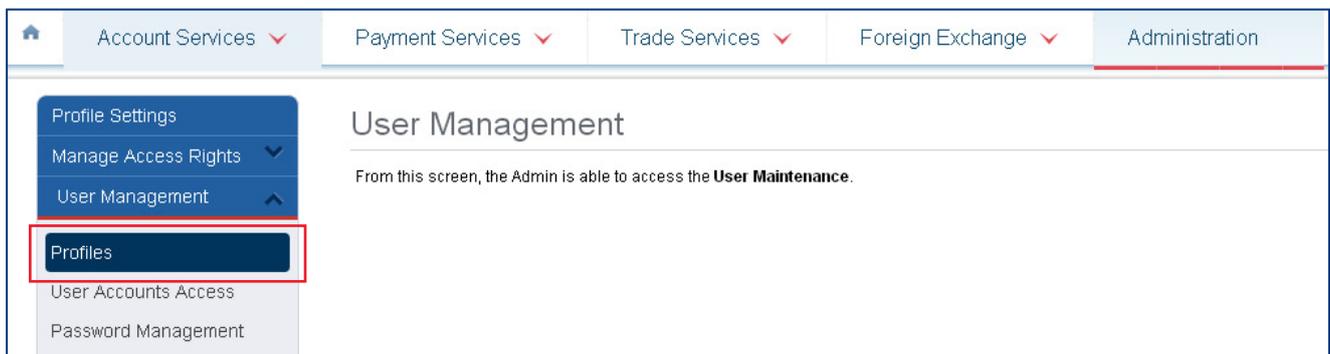
Guide for Company Administrators

6.4 Activate User Status

1 From Top Menu Bar, select Administration > User Management.



2 From Left Navigation Menu, select Profiles.



3 Click on  to select the User to activate.



Guide for Company Administrators

- 4 Change default status from “Inactive” to “Active” to activate new User.

! Users can only login if their ID status is ACTIVE.

Modify User Profile (Draft)

Main Details

Group ID: JACKYC
 Login ID: GEB062501
 First Name:* Customer User
 Last Name:* 062501

ID No.* SG  *NRIC

Address: GEB062501

Country Code:* 

Status Details

Status:* Active

- 5 To send User Activation for approval, click Submit .

! For customers with single administrator setup, this step will approve the request.

OTP Token Assignment

Token Serial Number:
 Token Type:
 Charge Type:
 Token Status:
 Remarks:
 Private Token:
 Assigned Date:
 Assigned By:

Modify Replace Unassign

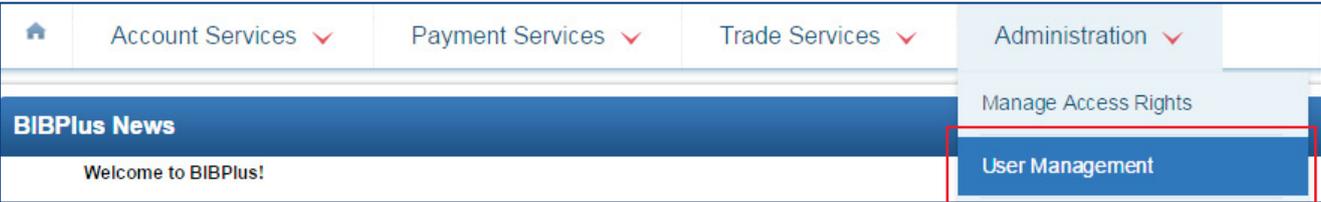
Save Submit Cancel Help

Guide for Company Administrators

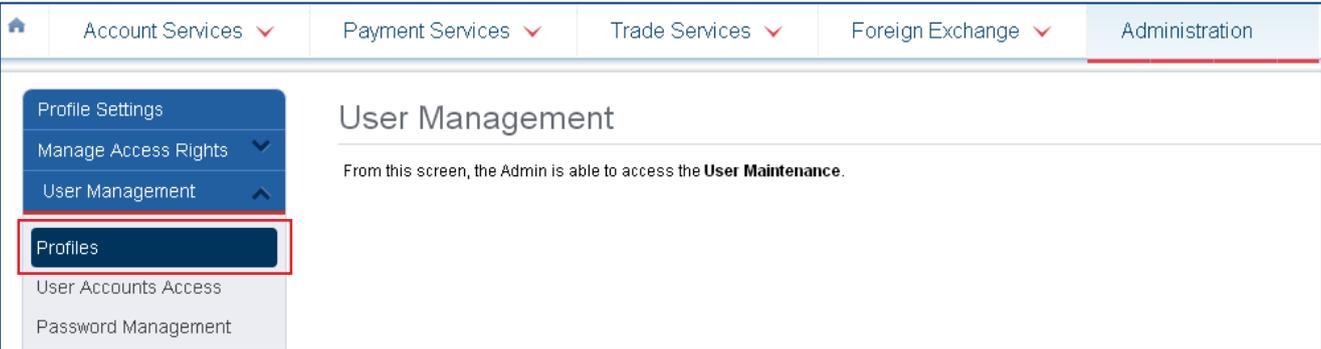
6 Approve Activation of New User Status.

! This approval step only applies for customers with dual administrator setup.

6a From Top Menu Bar, select Administration > User Management.



6b From Left Navigation Menu, select Profiles.



6c Click on ? to open the User Profile page for approval.

Last Name, First Name	Login	Status	Maker User	
062501, Customer User	GEB062501	Awaiting for Approval (Modified)	TBDUSER1	   

Guide for Company Administrators

- 6d** Check that all User Profile details are in good order and click **Approve** to proceed with approval.

OTP Token Assignment

Token Serial Number:	2695569596
Token Type:	DP270
Charge Type:	CHARGED
Token Status:	Activated
Private Token:	No
Assigned Date:	2015-11-13 11:40:40.581
Assigned By:	JASON

Comments (for return)

Approve
Reject
Return
Cancel

- 7** Follow the instructions on the Authentication pop-up message box to obtain the Token Response code from your token. Enter the Token Response code, and click **Submit** to proceed.

Authentication

1. Press OTP button on your token.
2. The token will display a 6 digit code.
3. Enter the 6 digit code into the Token Response field.
4. Click "Submit" button on screen to complete the authorisation.

Token Response

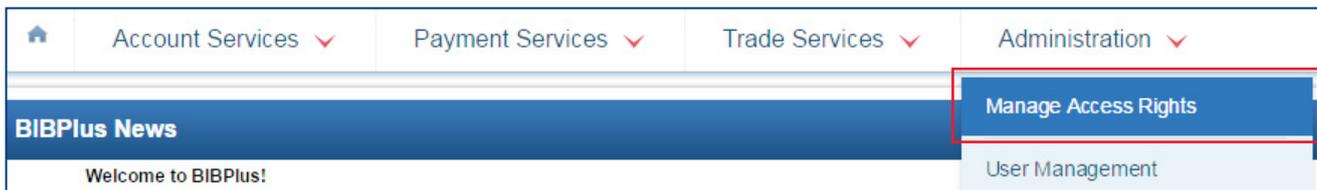
By clicking "Submit", you are deemed to have read & agreed to the terms and conditions of the respective **product(s) and/or service(s)**.

Cancel
Submit

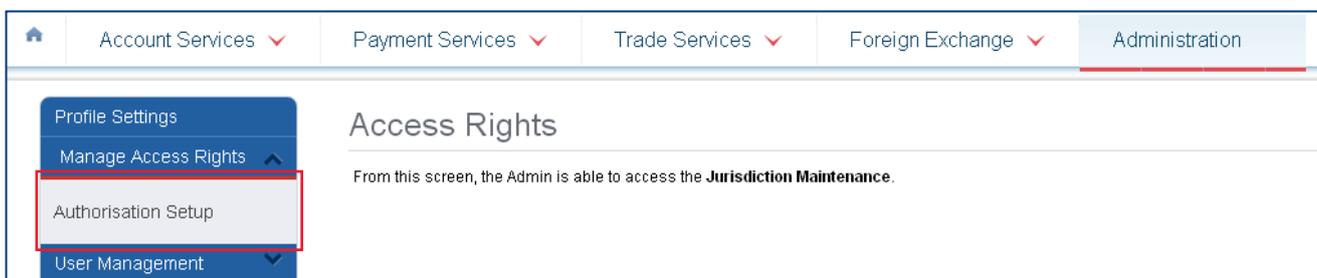
Guide for Company Administrators

6.5 View Entity's Authorisation Matrix

1 From Top Menu Bar, select Administration > Manage Access Rights.



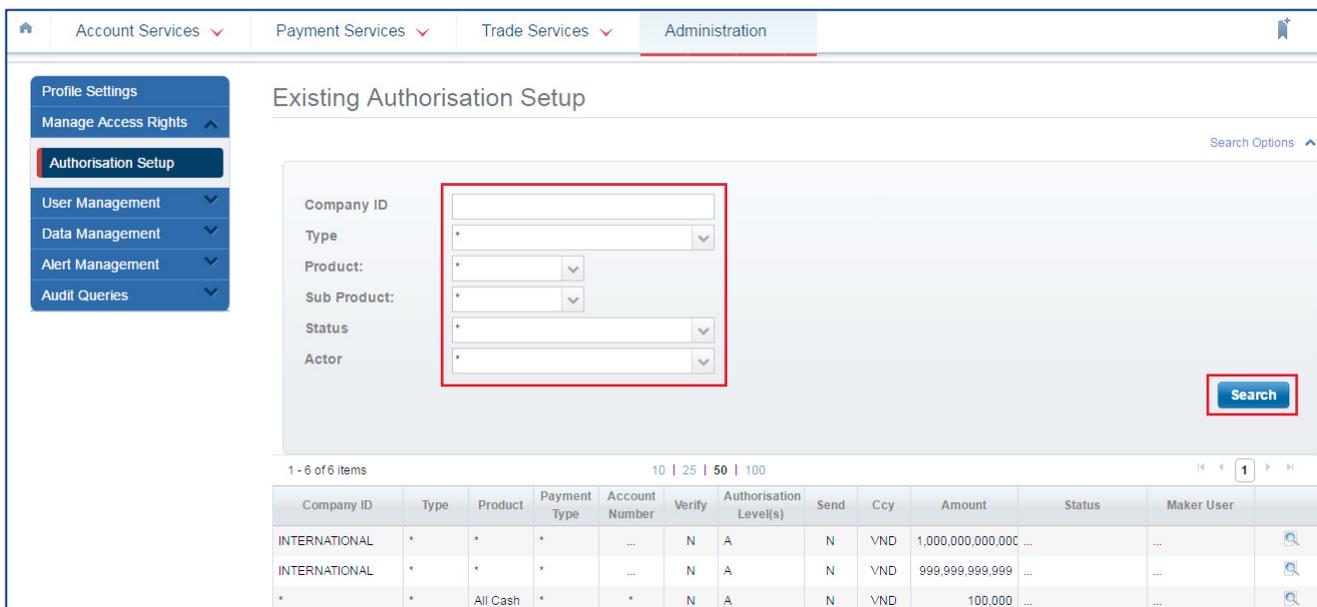
2 From Left Navigation Menu, select Authorisation Setup.



3 Enter Company ID, Type, Product or Sub Product to access the list of Existing Authorisation Setup and click **Search**.



You may input wildcard (*) in the search fields to show all in the categories applied.



Guide for Company Administrators

4 Click on  to see Authorisation Matrix details screen.

Existing Authorisation Setup											
Search Options ▼											
1 - 6 of 6 items 10 25 50 100											
Company ID	Type	Product	Payment Type	Account Number	Verify	Authorisation Level(s)	Send	Ccy	Amount	Status	Maker User
INTERNATIONAL	*	*	*	...	N	A	N	VND	1,000,000,000,000
INTERNATIONAL	*	*	*	...	N	A	N	VND	999,999,999,999
*	*	All Cash	*	*	N	A	N	VND	100,000
INTERNATIONAL	*	*	*	...	N	A, B	N	VND	20,000
INTERNATIONAL	*	*	*	...	N	D	Y	VND	100,000
INTERNATIONAL	*	All Cash	*	*	Y	A => B	N	VND	200,000

- 1** "*" means apply to all companies in the group (if applicable).
- 2** "*" means apply to all products/accounts.
- 3** "A" means Group A signatory can approve transactions up to VND 999,999,999,999.
- 4** "All Cash" refers to only cash products debiting from any account.
- 5** "A, B" means for all products where there is a need for 2 approvers – one each from Group A and B in any order. There is no need for a separate "Verifier" or "Sender".
- 6** There is no need for a separate "Verifier" but requires an assigned "Sender" to release the approved transaction to the bank.
- 7** "A => B" means one Group A signatory can approve followed by one Group B signatory (sequential) for all cash transactions up to VND 200,000. Requires an assigned "Verifier" to verify transaction before A can approve but there is no need for a separate "Sender" to release the approved transaction to the bank.

Display Authorisation

Authorisation Setup

Company ID: INTERNATIONAL
 Type: *
 Product: *
 Payment Type: *
 Limit Amount: VND 100,000
 Verify: NO
 Send: YES
 Sequential: NO

Authorisation Level(s)

Authorisation Levels
D

➔ Authorisation Matrix details screen

Guide for Company Administrators

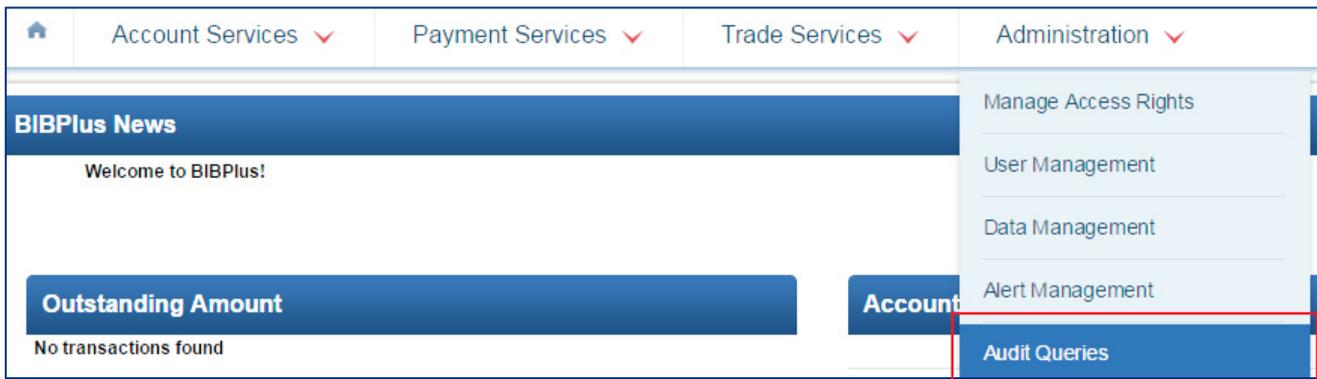
6.6 View Audit Log

The Audit logs/trails are categorised as follows:

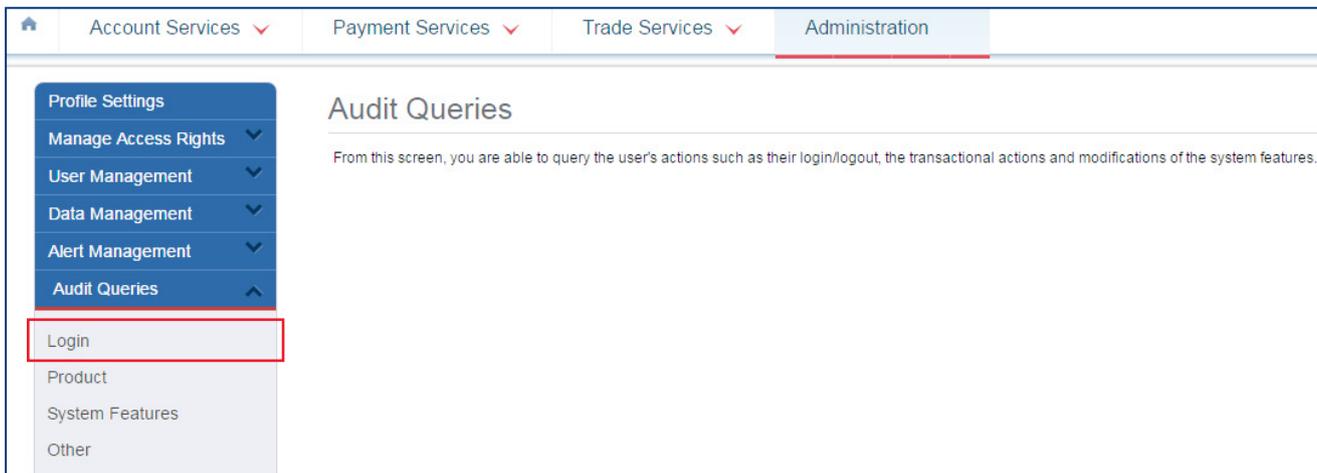
- Login – log of all login & logout activities
- Product – log of all transactional & enquiry activities by users
- System Features – log of all activities by the Bank & Company Administrators

6.6.1 Audit Query - Login

1 From Top Menu Bar, select Administration > Audit Queries.



2 From Left Navigation Menu, select Login.



Guide for Company Administrators

- Enter the period to view and select the specific result to narrow down the search, if required. Click **Search** to proceed.



You can input wildcard (*) in the search fields to show all in the categories applied.

The screenshot shows the 'Audit: Login List' interface. On the left is a navigation menu with 'Login' selected. The main area has search filters: 'From' (08/06/2016), 'To' (08/06/2016), 'User' (empty), and 'Result' (dropdown). A dropdown menu is open over the 'Result' field, listing various login outcomes. A 'Search' button is highlighted with a red box. Below the filters is a table with columns 'Action', 'User', and 'Result'. The first row shows 'Login' for 'JASON' with 'Successful: ID or Password Login'.

- Click on the link in the ACTION column to view details.

The screenshot shows the 'Audit: Login List' interface with search filters: 'From' (05/06/2015), 'To' (08/06/2016), 'User' (empty), and 'Result' (Successful: ID or Password Login). A 'Search' button is present. Below the filters is a table with columns 'Action', 'Date', 'User', and 'Result'. The first two rows show 'Login' actions for 'GVCXUSER1' on 2015-07-14. The 'Action' column contains links.

The screenshot shows an 'Audit Dialog' window with the following details:

- Date:** Tuesday, July 14, 2015 5:33:19 PM SGT
- Action:** Login
- User:** GVCXUSER1 (gan, tester1)
- Group ID:** JACKYC (JackyC Group of Companies RC110)
- Result:** Successful: ID or Password Login
- Type:** User
- Context:** LOGIN_ID: GVTES1ER1-Redirecting to: accept_terms
COMPANY_ABBV_NAME: JACKYC
MESSAGE: Please Accept Terms And Conditions
- Type:** User
- Context:** LOGIN_ID: GVTES1ER1-1FA Success
COMPANY_ABBV_NAME: JACKYC
MESSAGE: 1FA Success

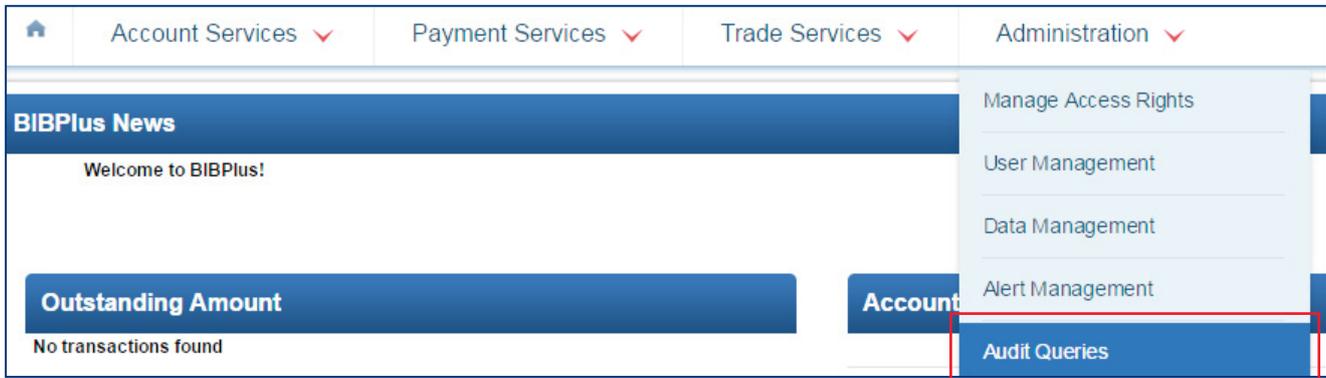
An 'Ok' button is at the bottom right. A blue arrow points from the 'Login' link in the table above to this dialog.

Login Audit Log

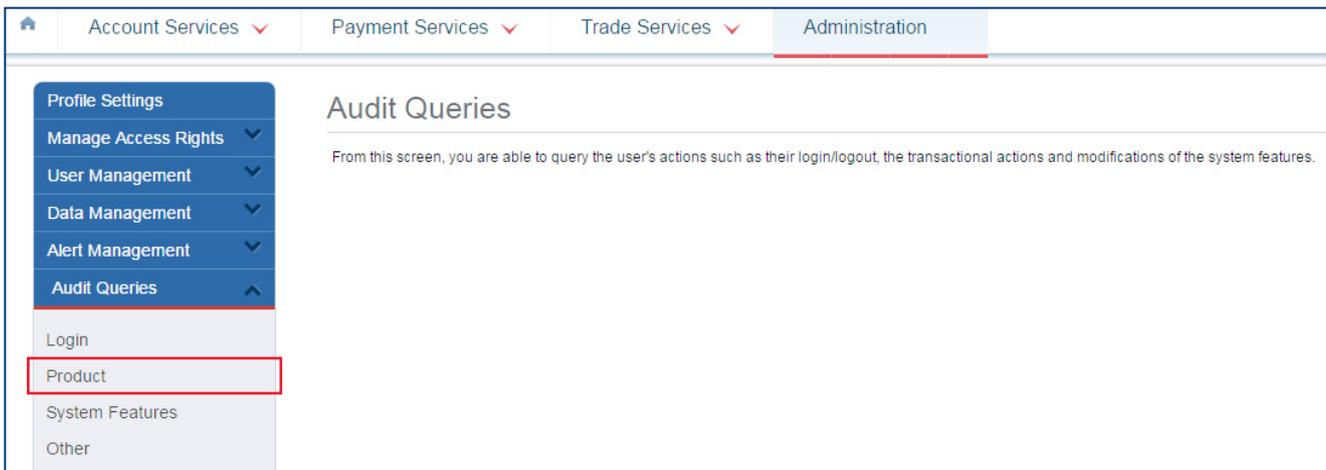
Guide for Company Administrators

6.6.2 Audit Query - Product

1 From Top Menu Bar, select Administration > Audit Queries.



2 From Left Navigation Menu, select Product.



Guide for Company Administrators

3 Enter the period to view and select the product transaction type from the drop down list.



You can input wildcard (*) in the search fields to show all in the categories applied.

Audit: Products List

Search Options ^

Action:
From:
To:
User:
BIB Ref:
Result:

- Import Collection
- Import Letter of Credit
- Inward Remittance
- Loan
- Local Electronic Payment
- Message Center
- Multi List Screen Deletion
- Multi List Screen Submission
- Post Dated
- Recurring Payment
- Remittance
- Secure Email
- Shipping Guarantee
- Static Document Upload

1 - 16 of 16 items

Action	User	BIB Ref	Result
Account Summary	BTSTESTER2		Successful
Trade Bill Summary	BTSTESTER2		Successful
Loan / Financing Summary List of Loans	BTSTESTER2		Successful
Transactions and Reports	BBTESTER1		Successful

4 Click on the link in the ACTION column to view details.

Audit: Products List

Search Options v

1 - 6 of 6 items

Action	Date	User	BIB Ref	Result
Account Summary	2016-11-16 08:33:21 ICT	BTSTESTER2		Successful
Trade Bill Summary	2016-11-16 08:33:59 ICT	BTSTESTER2		Successful
List of Account Balances	2016-11-16 08:37:03 ICT	BBTESTER1		Successful
List of Account Balances	2016-11-16 08:37:29 ICT	BBTESTER1		Successful
List of Account Balances	2016-11-16 08:38:40 ICT	BBTESTER1		Successful
Account Summary	2016-11-16 09:54:28 ICT	BBTESTER1		Successful

Audit Dialog

Date: Wednesday, November 16, 2016 9:54:28 AM ICT
Action: Account Summary
User: BBTESTER1 (Tester1, BB)
Group ID: INTERNATIONAL (19191919A)
Result: Successful

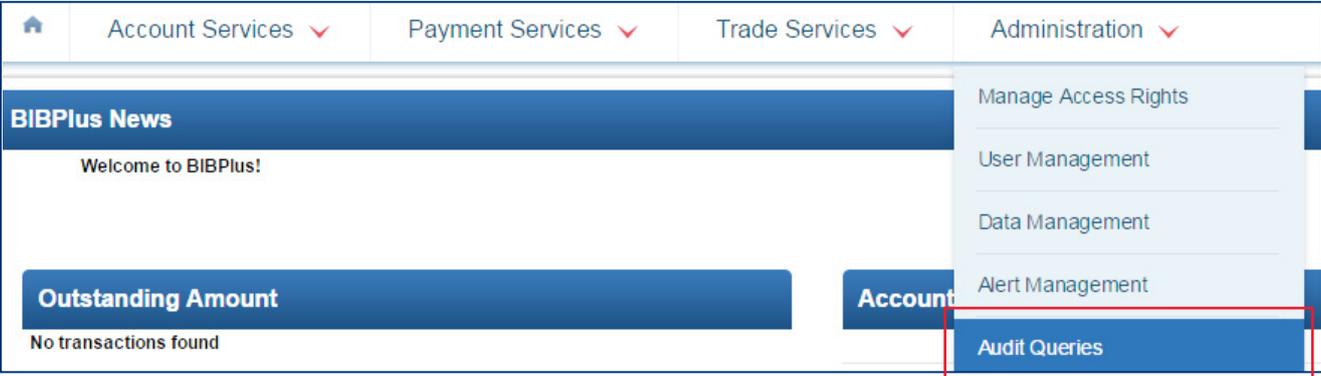
Ok

Product Audit Log

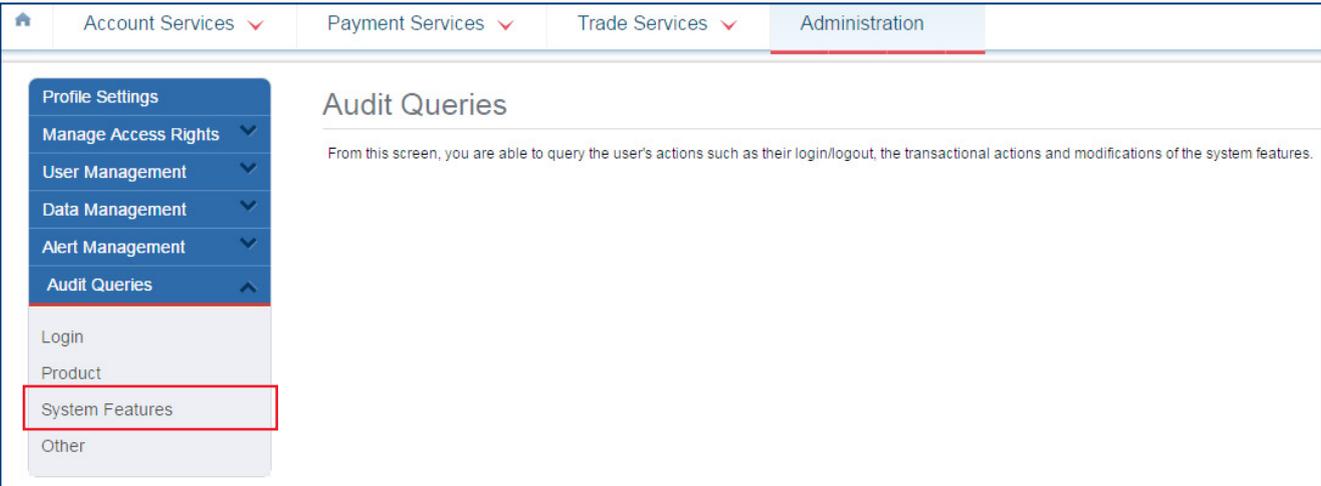
Guide for Company Administrators

6.6.3 Audit Query – System Features

1 From Top Menu Bar, select Administration > Audit Queries.



2 From Left Navigation Menu, select System Features.



Guide for Company Administrators

3 Enter period to view and select the product transaction type from the drop down list.



You can input wildcard (*) in the search fields to show all in the categories applied.

Audit: System Features List Search Options ^

Action:
From:
To:
User:
BIB Ref:
Result:

- Alert
- Jurisdiction
- Password
- Static Data
- User

Search

1 - 17 of 17 items 10 | 25 | 50 | 100 1

Action	Date	User	BIB Ref	Result
Data Management	2016-11-16 09:44:25 ICT	TBTESTER1		Successful

4 Click on the link in the ACTION column to view details.

Audit: System Features List Search Options v

1 - 14 of 14 items 10 | 25 | 50 | 100 1

Action	Date	User	BIB Ref	Result
Data Management	2016-11-16 09:44:25 ICT	TBTESTER1		Successful
List of Customers	2016-11-16 09:44:28 ICT	TBTESTER1		Successful
Add User Profile	2016-11-16 09:44:31 ICT	TBTESTER1		Successful
Add User Profile	2016-11-16 09:44:38 ICT	TBTESTER1		Successful
List of Customers	2016-11-16 09:45:55 ICT	TBTESTER1		Successful
Add User Profile	2016-11-16 09:46:04 ICT	TBTESTER1		Successful
Data Management	2016-11-16 09:50:28 ICT	TBTESTER1		Successful

Audit Dialog [X]

Date: Wednesday, November 16, 2016 9:44:25 AM ICT
Action: Data Management
User: TBTESTER1 (TESTER1, TB)
Group ID: INTERNATIONAL (19191919A)
Result: Successful

Ok

System Feature Audit Log

Appendix 1

Explanation of Transaction Status

Transaction Status	Description
Incomplete (Draft)	1. Transaction SAVED by user 2. 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
Submitted (In-Process)	Fully authorised transaction RELEASED to Bank and Bank had started processing it
Processed	Single Transaction PROCESSED by Bank
Processed (Rejected)	Single Transaction REJECTED by Bank

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 import Bill has arrived
Advise of Bill Arrival - Discrepant	Advise of Bill Arrival - 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

Appendix 1

Explanation of Transaction Status (cont.)

Roles	Customer's Action	Batch Status
Maker	Create Batch	Pending
Verifier	Verify Batch Verify single record	Pending Pending
Authoriser	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) Reject single record	Pending Pending Submitted Submitted Pending
Sender	Submit Submit (post-dated) Reject	Submitted Submitted Submitted
User	Cancel post-dated Transaction	Submitted

Status of the batch and their definition are as follows:

Submitted	ALL transactions in the batch have been submitted to Bank
Submitted (Partial)	SOME of the transactions in the batch have been submitted to Bank
Pending	NONE of the transactions in the batch have been submitted Bank

Appendix 2

Summary of User Permissions

Function	Branch	Roles to be assigned	Role Permissions
Account Services	All Branches	00 All Account Services	Allow user to Access: 1. Account Summary 2. Account Statement 3. Inward Remittance Enquiry 4. Advices and Notification 5. Download Reports
Cash Management Services	All except Myanmar, Japan, Korea, New York & Los Angeles	01 All Cash - Transact	Allow user to View & Transact the following: 1. Funds Transfer to UOB account 2. Telegraphic Transfer
	Myanmar, Japan & Korea only	01 All Cash M - Transact	Allow user to View & Transact the following: 1. Telegraphic Transfer
	All except Myanmar, Japan, Korea, New York & Los Angeles	02 All Cash - View	Allow user to View only: 1. Funds Transfer to UOB account 2. Telegraphic Transfer
	Myanmar, Japan & Korea only	02 All Cash M - View	Allow user to View only: 1. Telegraphic Transfer
Trade Finance Services	All except Vietnam, Myanmar, Labuan, India, Manila, New York & Canada	01 All Trade - Transact	Allow user to View & Transact the following: 1. Banker's Guarantee 2. Export Collection 3. Import Collection 4. Import Letter of Credit 5. Export Financing 6. Import Financing 7. Shipping Guarantee
	Vietnam only	01 All Trade Import V - Transact	Allow user to View & Transact the following: 1. Import Collection 2. Import Letter of Credit 3. Import Financing 4. Shipping Guarantee
	Myanmar only	01 All Trade Import M - Transact	Allow user to View & Transact the following: 1. Banker's Guarantee 2. Export Collection 3. Import Collection 4. Import Letter of Credit 5. Export Financing (Credit bill purchase under LC Negotiation)
	Labuan only	01 All Trade Import L - Transact	Allow user to View & Transact the following: 1. Banker's Guarantee
	India only	01 All Trade Import I - Transact	Allow user to View & Transact the following: 1. Banker's Guarantee 2. Import Letter of Credit 3. Export Financing (Packing credit and credit bill purchase under LC Negotiation)
	Canada only	01 All Trade Import C - Transact	Allow user to View & Transact the following: 1. Banker's Guarantee 2. Import Letter of Credit
	Los Angeles only	01 All Trade Import LA - Transact	Allow user to View & Transact the following: 1. Export Collection 2. Import Collection 3. Import Letter of Credit 4. Export Financing 5. Import Financing 6. Shipping Guarantee
	All except Vietnam, Myanmar, Labuan, India, Manila, New York & Canada	02 All Trade - View	Allow user to View only: 1. Banker's Guarantee 2. Export Collection 3. Import Collection 4. Import Letter of Credit 5. Export Financing 6. Import Financing 7. Shipping Guarantee

Appendix 2

Summary of User Permissions (cont.)

Function	Branch	Roles to be assigned	Role Permissions
Trade Finance Services	Vietnam only	02 All Trade V - View	Allow user to View only: 1. Import Collection 2. Import Letter of Credit 3. Import Financing 4. Shipping Guarantee
	Myanmar only	02 All Trade M - View	Allow user to View only: 1. Banker's Guarantee 2. Export Collection 3. Import Collection 4. Import Letter of Credit 5. Export Financing (Credit bill purchase under LC Negotiation)
	Labuan only	02 All Trade L - View	Allow user to View only: 1. Banker's Guarantee
	India only	02 All Trade I - View	Allow user to View only: 1. Banker's Guarantee 2. Import Letter of Credit 3. Export Financing (Packing credit and credit bill purchase under LC Negotiation)
	Canada only	02 All Trade C - View	Allow user to View only: 1. Banker's Guarantee 2. Import Letter of Credit
	Los Angeles only	02 All Trade LA - View	Allow user to View only: 1. Export Collection 2. Import Collection 3. Import Letter of Credit 4. Export Financing 5. Import Financing 6. Shipping Guarantee
Pre-Approved Beneficiary	All Branches	50 PAB - Approve	Allow user to Create and Approve Pre-Approved Beneficiary setup
		50 PAB Create	Allow user to Create Pre-Approved Beneficiary setup only
Proxy Authorisation	All Branches	50 Proxy Signatory	Allow user to be a Proxy Authoriser
Transaction Sender	All Branches	50 Send	Allow user to Release transaction to the Bank for processing (Applicable only to companies who have selected "Send" option in their approval setup)
Transaction Verifier	All Branches	50 Verify	Allow user to Verify transaction before submitting to Signatory for approval (Applicable only to companies who have selected "Verify" option in their approval setup)
Audit Query	All Branches	Audit Queries	Allow user to Access audit queries
Administration	All Branches	User - Admin	Allow user to maintain data (eg. counterparty/Beneficiary/Bank/Phases, etc.)
Company Administrator (CA)	All Branches	User - Customer Admin	Allow CA to Create and Maintain user profiles/accounts and reset password
		User - CA - User Profile	Allow CA to Create and Maintain user profiles only
		User - CA - User Account	Allow CA to Create and Maintain user accounts only
		User - CA - User Authentication	Allow CA to Reset user password only
Landing page portlets	All Branches	User - Portlets	Allow user to access landing page portlets

Appendix 3

BIBPlus SecurePlus Token

The diagram shows a blue keypad labeled "BUSINESS" at the top. It features a numeric keypad (0-9), a "SIGN 1" button labeled "OK", a "SIGN 2" button labeled "1", an "OTP" button labeled "3", and a "LOGIN" button with a backspace symbol. A small display at the top shows the numbers "1" and "2" in a box. Callouts with colored lines point to these elements: a yellow line to the "1" button, a blue line to the "OK" button, a green line to the "3" button, a black line to the "1" and "2" indicators, and a red line to the "LOGIN" button.

SIGN 2 button
Press to input challenge codes for SIGN 2 Transaction Approvals

SIGN 1/OK button

- Press to input challenge codes for SIGN 1 Transaction Approvals
- Press OK to confirm input of SIGN 2 Challenge codes

Challenge Code 1 & 2 Indicators
1 - To input SIGN 2 Challenge Code 1
2 - To input SIGN 2 Challenge Code

OTP Button
Press to generate OTP to approve transactions with no financial risks

LOGIN/Backspace button

- Press to generate OTP for Login to <UOB BIBPlus> or
- Press Backspace to amend input error

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