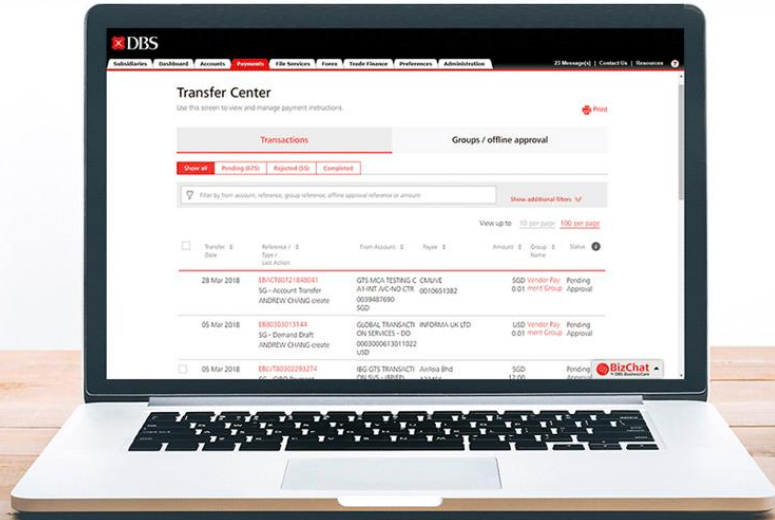# DBS IDEAL

Simplified Payment Experience

Welcome to our IDEAL Newly Designed Screen!

Enhancement has been made to provide you with a better readability and more seamless experience!

At DBS, we are always looking to improve our online banking user experience. By taking researches and usability experiments, a cutting-edge IDEAL payment screen has been introduced to facilitate your daily transactions.

These enhanced features including:

Single entry for all payment types	Bigger fonts and visuals	Google-like pre-emptive search	Transfer details at a glance	Real-time updates of summary	Field size counter

Starting from April 2018, you can try out our newly enhanced screens on IDEAL

Table of Contents

01 Make A Payment

Pay a local or overseas payee in any currency: DBS Account Transfer, DBS PriorityPay, Telegraphic Transfer or Domestic Payment

Step 1: Transfer from
Select bank account, currency and amount

Step 1: Transfer from

1 Select bank account from drop-down.
Easily search your account using IDEAL dynamic search engine.

Account
CONG TY NZSJ 30000011689 (VND)

Amount
Send payee

SGD

99999

No board rate found.

This amount will be sent to your payee.

Deduct from your account

VND

This approximate amount will be deducted from your account.

Foreign Exchange Contract (optional)

Use up to 2 existing FX contracts

2 Select payment currency and enter payment amount.
Payment type will be displayed based on your selection of payment currency and amount.

Transfer summary

From
CONG TY NZSJ
30000011689 (VND)

Send payee
SGD 99,999.00

Your account will be deducted
VND 99,999 (approx)

Total amount deducted
VND 99,999 (approx)

Transfer Summary Bar instantly shows the information and will let you know the estimated time your payee can receive the funds.

Step 2: Transfer to
Select existing payee or create a new payee

1 Select an existing payee *or* create a new payee.
Option 1: Select an existing payee

Easily search your existing payee using key word(s) with IDEAL dynamic search engine

Step 2: Transfer to

Existing payee | New payee

Existing payee
Select

Option 2a: Create a new payee – Paying to a local bank

Go to 'New payee'.

1 Select Vietnam as the country.

| Existing payee | **New payee** |

Country

VIETNAM ⌄

You could enjoy faster and more cost effective transaction by using DBS PriorityPay if your payee also has a DBS account.

Allowed characters:
- Letters (a-z), Numbers (0-9)
- Special characters /-?:( )., '+-
- Up to 7 Chinese characters

Payee name

[   ]
35 characters left

2 Enter the name of the person or company that you are paying to.

Payee/address Line 1
(optional)

[   ]
35 characters left

Payee address is not required for the transfer.

Address Line 2
(optional)

[   ]
35 characters left

Address Line 3
(optional)

[   ]
35 characters left

3 Select DBS bank or other bank

4 Enter the first word of the bank name. The branches of the bank will be displayed in the drop-down. Alternatively, enter the 8-digit bank code.

Easily search the bank and branch that you are paying to using IDEAL dynamic search engine.

Payee bank

○ DBS Bank VIETNAM

◉ Other Bank

Payee bank ID

Enter Bank ID **or** Search for bank by name and city/district.

[Type bank ID or bank name to start search   🔍]   **Find bank ID**

Can't find the bank? Enter details manually ⌄

Payee Bank Routing Code
(optional)

[   ]
31 characters left

Alphanumeric characters only

Payee bank account number

[   ]
34 characters left

5 Enter the bank account number

Click the checkbox to save this new payee information for future payment

Save Payee

☑ Save this payee's details for future use.

You have the option to give a nickname that is different from the payee name. This will be useful if your payee has more than one bank account. The payee name will be used if you do not provide one.

Payee Nickname
(optional)

[   ]
35 characters left

DBS IDEAL

Option 2b: Create a new payee – Paying overseas

1 Select a country.

| Existing payee | New payee |

Country

SINGAPORE ⌄

You could enjoy faster and more cost effective transaction by using DBS PriorityPay if your payee also has a DBS account.

Allowed characters:
- Letters (a-z), Numbers (0-9)
- Special characters /-?:( )., '+-
- Up to 7 Chinese characters

Payee name

35 characters left

2 Enter the name of the person or company that you are paying to.

Payee/address Line 1
(optional)

35 characters left

3 Enter the address

Address Line 2
(optional)

35 characters left

Address Line 3
(optional)

35 characters left

4 Enter the first word(s) of the bank name. The bank(s) with the word will be displayed in the drop-down. Alternatively, enter the bank's SWIFT BIC.

Easily search the bank that you are paying to using IDEAL dynamic search engine.

Payee bank ID

Enter Bank ID **or** Search for bank by name and city/d

Type bank ID or bank name to start search 🔍   **Find bank ID**

Can't find the bank? Enter details manually ⌄

Payee Bank Routing Code
(optional)

Alphanumeric characters only

31 characters left

Payee bank account number

◉ Account Number   ○ IBAN

5 Enter the bank account number

34 characters left

Click the checkbox to save this new payee information for future payment

Save Payee

✓ Save this payee's details for future use.

You have the option to give a nickname that is different from the payee name. This will be useful if your payee has more than one bank account. The payee name will be used if you do not provide one.

Payee Nickname
(optional)

35 characters left

Intermediary bank
(optional)

Enter intermediary bank details if your payee requires and behalf of their bank.

✓ Provide intermediary bank details

Option to enter the intermediary bank information of your payee's bank. Payments will be sent through the intermediary bank to the payee.

Intermediary bank country

Select ⌄

Intermediary bank ID

Enter Bank ID **or** Search for bank by name and city/district.

Type bank ID or bank name to start search 🔍   Find bank ID

1 Select from 2 payment date options – the earliest date based on the payment cut-off time or select a future date (up to 90 days).

The payment amount will be withdrawn from your bank account on the day we process your payment.

Step 3: Payment date

Payment date

This is the actual date your account will be deducted.

◉ Earliest available date (shown next page - Verify Details)

○ Choose date   [DD MMM YYYY   📅]

Payment type   Vietnam Telegraphic Transfer

ⓘ **IDEAL will display how the payment will be sent based on the country and bank of the payee you selected or created.**

• When you pay a payee with a local DBS account, IDEAL will send the payment as Account Transfer.

• When you pay a payee locally in Vietnam Dong, IDEAL will send the payment as Domestic Payment.

• When you pay a payee overseas or in a foreign currency locally, IDEAL will send the payment as Telegraphic Transfer [note 1].

When you pay a local payee [note 2], you can choose from 2 payment options: 'Priority' [note 3] or 'Same Day'.

The bank will send your **priority** payment faster to the payee bank compared to **same day** payment. Funds availability to your payee *depends* on the payee bank. Some banks make funds earlier.

Payment priority / type

◉ **Priority [High Value Domestic Payment]**
Approve before 23:00 hrs of payment date; Payee receives payment in the next hour

○ **Same Day [Low Value Domestic Payment]**
Approve before 18:00 hrs of payment date; Payee receives payment by end of day

Note:
1. Supporting document is required for overseas payments.
2. Payment value of less than 500 million Vietnam Dong.
3. Fee for **priority** payment is charged as high value payment, which is higher than **same day** payment.

Step 4 & 5: Purpose Code & Bank Charges
For overseas payment only

Step 4: Regulatory Reporting

1 Select the purpose of the overseas payment from the list. **Payment for import** is displayed as default.

Purpose Code Payment for import

Step 5: Bank charges

2 Choose one of 3 bank charge options based on your arrangement with your payee.

Bank charges

○ **Shared (SHA)**
You pay DBS charges, payee pays their bank's charges

◉ **Us (OUR)**
You pay all charges

3 Select the same or a different bank account for the bank charge for Shared (SHA) or Us (OUR).

○ **They (BEN)**
Payee pays all charges

Pay charges from this account ANGELLIA HARRIESHHE KINGDOM OF FURNITURE INTERNATIONAL LIMIT... ⌄

Step 6: Messages and notes

1 Input the payment details to let your payee know what the payment is for.

Payment details to the payee bank

The payee may receive this message once their bank processes this transfer.

140 characters left

Send notification to your payee or yourself through email or fax. This service is free.

Message to the payee

☑ Send up to **5 notifications** to other payee or other third-party reference/invoice numbers and payment details.

Email   Fax

Email
75 characters left

Email
75 characters left

Message

70000 characters left

Reference (optional)

Your statement reference
This will be shown in your statement for reconciliation.

16 characters left

2 Input a unique **reference** for you to easily reconcile the payment on your bank statement.

3 Provide **additional notes** to your approver to allow him to quickly approve the payment.

Additional notes (optional)

☐ Message to your Approver
Use this to send a message related to this transfer.

4 Click 'Next' to preview the payment.

Save as draft to amend or pay later.

The payment information will be saved and can be retrieved from Transfer Center to pay at a later date.

Cancel   Save as draft   Next

For overseas payment

☑ Special instructions to DBS
Use this only if your transfer requires non-standard instructions - will cause delays.

128 characters left

Add in instruction for DBS to take note when processing your overseas payment.

For full payment amount to be paid to your payee, please include:

FULLPAY

Additional charge may apply.

Step 6: Payment Preview and Submission
Verify payment details and submit payment

1 Verify the payment details. If you need to amend the payment, click 'Edit'.

Make a Payment / Transfer
Pay a local or overseas payee in any currency. Uses DBS Account Transfer, DBS PriorityPay, Telegraphic Transfer, or available local transfer types

✓ 1. Input Details	**2. Verify Details**	3. Submit for Approval

Preview your transfer   ✏ Edit ——— Click 'Edit' to amend the payment information

Your account will be deducted	🇸🇬 SGD 1 (approx)
From	0039008104 (SGD) **IBG GTS TRANSACTION SVS - (BP/FP)**
To	123456789 **Chithra Ben Test 123**
Payment date	**24 Sep 2017** This transfer must be approved by **23:59 hrs 24 Sep 2017** by Approver.
Payment type	**Singapore FAST Payment**

Option to save this payment as a template for future payment. Tick to save the template and enter the template name.

The payments information will be saved and can be retrieved from 'Template' for future payment to the same payee.

Save as template	✓ Save this payment as a template for future use
Template name	ANDREW LTD SERVICE PAYMENT ✓
	4 characters left

Cancel   **Submit**

2 Click 'Submit' to send the payment(s) to your approver.

Confirmation

Payment is sent to your approver or the bank (if no approval is required)

Your transfer has been submitted   🖶 Print ——— Option to print the payment details for your record

✓ • FAST Payment EBGPP70924266004 on 24 Sep 2017 for SGD 1 has been created successfully with status Pending Approval.
• FAST Payment Template ANDREW LTD SERVICE PAYMENT has been created successfully with status Pending Approval.

Want to be notified by SMS or Email when this transaction is approved? Set it up in Alerts and Reminders .

02 Payment to Multiple Payees

Send money locally to more than one payee

Step 1: Payment from
Select a local currency bank account

Step 1: Payment from

1 Select your bank account from the drop-down or search using your account name or number.

Only your local currency account(s) will be available for selection. You can view your account balance for the account you selected.

Account | Select ⌄

Step 2: Payment to
Select payees and add payment details

1 Select an existing payee or create a new payee.

Option 1: Select an existing payee

Step 2: Payment to

Easily search your existing payee using key word(s) with IDEAL dynamic search engine

Existing payee | New payee

⛝ Filter by name, nickname or account number   Show optional details ⌄⌄

2 + −   **Payroll 666** 666
30000237089
HSBC BANK (VIETNAM) LTD. - Binh Duong Branch /Binh Duong Branch

Add   **79307500 LVT code payee** 79307500 LVT code payee
23838431
ACB Leasing Company /A Chau Bank

You can add the same payee more than once by clicking '+'.

Option 2: Create a new payee

Existing payee | **New payee**

Payee name	[_____] 35 characters left
	Please enter the actual account name of the beneficiary, as it is a regulatory requirement.
Payee bank ID	Enter Bank ID **or** Search for bank by name and city/district.
	[Type bank ID or bank name to start search 🔍] [**Find bank ID**]
	Can't find the bank? Enter details manually ⌄
Payee bank account number	[_____] 34 characters left
	Alphanumeric characters only
Payee category	[Others ⌄]
Save Payee	☑ Save this payee's details for future use.
Payee Nickname (optional)	[_____] 35 characters left
	Use nicknames to identify payees with different account numbers. One will be auto-created based on your payee name if this is left blank.
	[Add payee]

1 Enter the name of the person or company that you are paying to.

2 Enter the first word of the bank name. The branch(es) of the bank will be displayed in the drop-down. Alternatively, enter the 8-digit bank code.

Easily search the bank and branch that you are paying to using the IDEAL dynamic search engine.

Click the checkbox to save this new payee information for future payment

You have the option to give a nickname that is different from the payee name. This will be useful if your payee has more than one bank account. The payee name will be used if you do not provide one.

3 Click 'Add payee' to pay to this payee

Added payees

| | Filter by name, nickname or account number |

Payee/Nickname:	Bank/Bank Code:	Account number:	🗑
2086VN		**4342234**	
2086VN-NICKNAME			

Amount (VND)

Reference for payee (optional):

16 characters left   35 characters left

Hide optional details ⌃

① Enter payment amount.

Clicking 'Show optional details' will expand to show more payment fields.

Payment details to the payee bank (optional)

21

② Input the payment details to let your payee know what the payment is for.

Option to send notification to your payee or yourself through email or fax. This service is free.

Message to the payee (optional)

✓ Send up to **5 notifications** to other payee or other third-parties, includ reference/invoice numbers and payment details.

| Email | Fax |

Email

75 characters left

Message

70000 characters left

Step 3: Payment Date
Choose a payment date

① Select from 2 payment date options – the earliest date based on the payment cut-off time or select a future date (up to 90 days).

Step 3: Payment date

Payment date

This is the actual date your account will be deducted.

⦿ Earliest Available Date **09 Mar 2018**

Based on your mix of payee bank details, the earliest payment date is the next working day.

💡 This transfer must be approved by **20:00 hrs 09 Mar 2018** by Approver.
Likely to receive on same day

○ Choose date   DD MMM YYYY   🗓

Step 4: Transaction References
Enter batch reference for easy reconciliation

Step 4: Transaction references

(1) Enter an **internal reference** and a unique **batch ID** for you to easily identify the payments**.** The batch ID will be on your bank statement for you quickly identify the payments.

Internal reference (optional):

Add your own reference for this bulk payment

We will assign a reference if this field is left blank.

35 characters left

Batch ID (optional):

Track the progress of your bulk payment using this 5-digit number.

We will assign a batch ID if this field is left blank.

5 characters left

(2) Click 'Next' to preview the payment.

Cancel   Save as draft   Next

Option to save as draft to amend or pay alter. The payments information will be saved and can be retrieved from Transfer Center to pay at a later date.

Step 5: Preview and Submission of Transaction
Verify payment details

Make a Bulk Payment
Send money locally to more than one payee

(1) Verify the payment details.

✓ 1. Input Details   **2. Verify Details**   3. Submit for Approval

Preview bulk payment

✏ Edit   Click 'Edit' to amend the payment information.

From	30000011689 (VND) CONG TY NZSJ
Your account will be deducted	VND 357,357
Payment date	09 Mar 2018 This transfer must be approved by **20:00 hrs 09 Mar 2018** by Approver.

Save as template   ✓ Save this payment as a template for future use

Option to save this payment as a template for future payment. Tick to save the template and enter the template name.
The payments information will be saved and can be retrieved from 'Template' for future payment to the same payee(s).

Template name

30 characters left

Approve   ☐ Approve now and submit immediately

(2) Click 'Submit' to send the payment(s) to your approver.

Cancel   Submit

Confirmation

Payments are sent to your approver or the bank (if no approval is required)

Make a Bulk Payment
Send money locally to more than one payee

✓ 1. Input Details	✓ 2. Verify Details	3. Submit for Approval

Your payment has been submitted

🖨 Print ———— Option to print the payments for your record

✓
- Bulk Payment EBLVT71222876547 on 26 Dec 2017 with 3 items for SGD 666.00 has been created successfully with status Pending Approval.
- Bulk Payment Template BulkPayment 01 has been created successfully with status Pending Approval.

Want to be notified by SMS or Email when this transaction is approved? Set it up in Alerts and Reminders.

ⓘ Payroll and Management Payroll have similar payment flow and fields.

03 My Approval

View and approve transactions.

Overview
Dynamic search and filtering options for easy view and approval of transaction(s)

My Approvals

View and approve items that need your approval. You may select one or more items to approve.

📄 Export CSV   🖨 Print

By Transaction

● View all (299)   ○ Partial approved (4)   ○ Pending approval (295)

🔽 Filter by reference, hash value, payee name, payee number, last action, account number, amount, or file name   Show additional filters ⌄

299 results found   View up to   10 per page   100 per page

☐	Transfer Date ⇕	Reference / ⇕ Type / Hash Value	From Account ⇕	Payee ⇕		Amount ⇕	Last Action ⇕
☐	20 Dec 2017	SUPPLIER SG - Bulk Payment (File) 838810	IBG GTS TRANSACTION SVS - (BP/FP) 0039008104 SGD	2 payees View details		SGD 2.00	TANAG DJOWORSKY PETER Create
☐	19 Dec 2017	SUPPLIER SG - Bulk Payment (File) 895574	IBG GTS TRANSACTION SVS - (BP/FP) 0039008104 SGD	2 payees View details		SGD 2.00	TANAG DJOWORSKY PETER Create
☐	18 Dec 2017	EBOTT71218710178 SG - Telegraphic Transfer 102731	IBG GTS TRANSACTION SVS - (BP/FP) 0039008104 SGD	ABC Scenario any 0090920000			
☐	14 Dec 2017	EBACT71214610279 SG - Account Transfer 578747	IBG GTS TRANSACTION SVS - (BP/FP) 0039008104 SGD	CMLIVE 0010651382			
☐	11 Dec 2017	IDEALLVTESTACT21 Partner Bank Payment (File) 574573	DBS BANK-GLOBAL TRANSACTION SERVICE 8008326646 MYR	Peter Tam Tin Khyue n 7060231445		MYR 1.00	ESLINA KHIN Create
☐	11 Dec 2017	Wrong Acct No test Partner Bank Payment 220655	DBS VICKERS SECURITIES (THAILAND) C 0384035002 THB	Wrong Acct 49313302		THB 1.00	ESLINA KHIN Create

2 payee details   ❌

🔽 Filter by payee name, account number, amount

No. ⇕	Payee Name ⇕	Account Number ⇕	Amount ⇕
1	BENENAME1	1041234538	1.00
2	BENENAME2	2071234520	1.00

Option to download in CSV excel file or print the transactions that require your approval.

Filtering option and dynamic search box for you to easily find the transaction(s) that you want to approve.

Each field can be sorted alphabetically in ascending or descending order.

Click 'View details' for a summary view of the payees that you are paying to.

Transaction Search
Dynamic search with filter options

A. Dynamic Search

1 Search using keyword(s) - payee name, account number, payment amount, reference or file name (for payments that are uploaded as a file).

2 Option to view all, partially approved or pending approval transactions.

Partial approved: Transaction requires additional approver(s).

Pending approval: Transaction has not been approved yet.

● View all (299)   ○ Partial approved (4)   ○ Pending approval (295)

| andrew| | Show additional filters ⌄ |

2 results found

View up to   10 per page   100 per page

	Transfer Date ⇕	Reference / ⇕ Type / Hash Value	From Account ⇕	Payee ⇕	Amount ⇕	Last Action ⇕
☐	20 Oct 2017	abc-inv123 SG - Telegraphic Transfer 401394	IBG GTS TRANSACTION SVS - (BP/FP) 0039008104 SGD	ANDREW 11 GB82WEST1234569 8765421	EUR 1.00	TANAG DJOWORSKY PETER Create

B. Additional Search Options

You can refine your search using one or more of the 5 filter options.

🔍 Filter by reference, hash value, payee name, payee number, last action, account number, amount, or file name		
		Hide additional filters ⌃

Organisation	DBS SINGAPORE-GLOBAL TRANSACTION SERVICES - DO NOT PROCEED ⌄
Transfer date	25 Sep 2017 📅 to 24 Mar 2018 📅
Payment type	Show all ⌄
Delivery mode	Show all ⌄
Account	Show all ⌄

1 Click 'Show additional filters'.

2 Select from the drop-down options.

3 Click 'Search' to show payments to be approved after defining the search option(s).

Search

Filters

a. Organisation: Show payments by company. This is applicable if you are approving payments for more than one company under your Group

b. Transfer date: Show payments by a selected range of payment dates. Transfer dates within 3 months of the current date are selected by default.

c. Payment type: Show payments by type. See the 5 payment types below.

d. Delivery mode: Show payments that are created using a IDEAL screen or through a uploaded file.

e. Account: Show payments by your bank account.

ⓘ **I**ntra Company Transfer: Transfer between your local DBS bank accounts.

Account Transfer: Payment to a payee with a local DBS bank account.

High Value Transfer: Payment to a payee locally to another bank with payment amount more than 500 million VND or you have selected the high priority option.

Low Value Transfer: Payment to a payee locally to another bank with payment amount less than 500 million VND.

Telegraphic Transfer: Payment to a payee overseas.

Approve Transaction(s)
Approve single or multiple transactions in a single click

☐ 11 Dec 2017	Wrong Acct No test Partner Bank Payment 220655	DBS VICKERS SECURITIE S (THAILAND) C 0384035002 THB	Wrong Acct 49313302	THB 1.00	ESLINA KHIN Create	
✔ 11 Dec 2017	TEST USD PAYROLL SG - Telegraphic Transfer (File) 780150	GLOBAL TRANSACTION SERVICES - DO NOT PR OCEED 0003000613011022 USD	ARVIND KUMAR PAT HAK 156901075059	USD 0.10	KAREN LIM Create	
✔ 11 Dec 2017	TEST USD PAYROLL SG - Telegraphic Transfer (File) 138116	GLOBAL TRANSACTION SERVICES - DO NOT PR OCEED 0003000613011022 USD	MOSCO RENGASAM Y 494202020502548	USD 0.10	KAREN LIM Create	
✔ 11 Dec 2017	TEST USD PAYROLL SG - Telegraphic Transfer (File) 903537	GLOBAL TRANSACTION SERVICES - DO NOT PR OCEED 0003000613011022 USD	GUM JA NAW 060107060043717 01	USD 0.10	KAREN LIM Create	

View up to 10 per page 100 per page   **1** 2 3 4 ... 30 ❯

1 Click single or multiple payments to be approved. Or click on the checkbox next to 'Transfer Date' to select all payments on the screen.

[Reject] [Approve]

2 Click 'Approve' to approve one or multiple payments at a single click.

Approve Payment
Review the payment you wish to approve

Summary

▶ GLOBAL TRANSACTION SERVICES - DO NOT PROCEED-0003000613011022 -USD   (as at 23:18 SGT)

You have **10.04** USD	You need **0.30** USD	You are collecting **0.00** USD	Total transactions **3**

A snapshot of your account balance and the payment amount that will be withdrawn from the bank account.

Payment Information

✔ Transfer Date ⬍	Reference / Type / (Source)	From Account	Payee	Hash Value	Approval Amount
✔ 11 Dec 2017	TEST USD PAYROLL SG - Telegraphic Transfer	GLOBAL TRANSACTIO N SERVICES - DO NOT PROCEED 0003000613011022 USD	GUM JA NAW 060107060043717 01	903537	USD 0.10
✔ 11 Dec 2017	TEST USD PAYROLL SG - Telegraphic Transfer	GLOBAL TRANSACTIO N SERVICES - DO NOT PROCEED 0003000613011022 USD	ARVIND KUMAR PA THAK 156901075059	780150	USD 0.10

Approve

① Send Challenge to your registered smartphone

[**Get Challenge via SMS**]

② Enter the Challenge into either of these security tokens to generate a Response

Digital Token Instructions 📱 ⌄   Security Device Instructions 📟 📱 ⌄

③ Enter Response

[_____]

3 Enter Response and click 'Approve'.

2 options to obtain the response of the challenge to approve the payments:
a. Text message to your registered mobile.
b. Digital token on your IDEAL mobile app or physical security device.

DBS IDEAL   Cancel [Approve]

Reject Transactions
Reject single or multiple transactions in a single click

| | 11 Dec 2017 | TEST USD PAYROLL
SG - Telegraphic Transfer
(File) 780150 | GLOBAL TRANSACTION
SERVICES - DO NOT PR
OCEED
0003000613011022
USD | ARVIND KUMAR PA
THAK
156901075059 | USD
0.10 | KAREN LIM Create |

Reject transaction

3 transactions from 11 Dec 2017 to 11 Dec 2017 will be rejected.

Reason for rejection (Optional)

i don't like them...|

0 characters left

Cancel   **Reject**
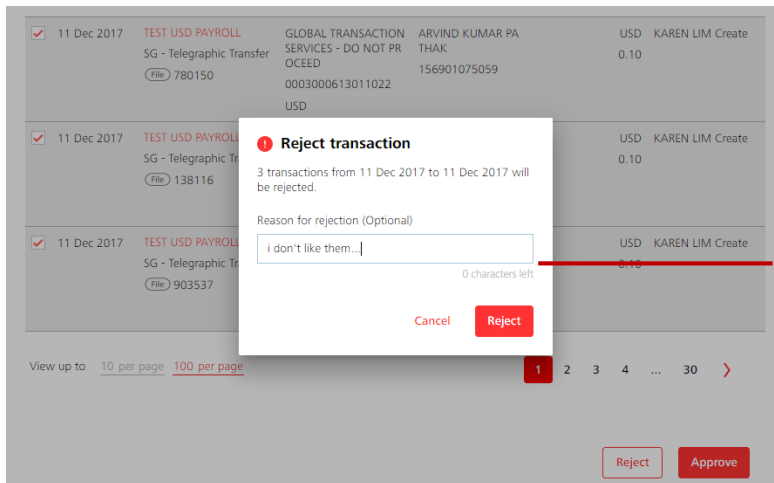
2 Inform the staff who prepares the payment on the amendments you want to the payment(s) before clicking 'Reject'.

View up to   10 per page   100 per page

1   2   3   4   ...   30   ›

Reject   Approve

1 Click 'Reject' for one or multiple payments at a single click.

04 File Services

Send a payment file to pay a local or overseas payee in any currency. You can also send a payroll file to pay your staff.

Step 1: File Upload
Go to File Services > Upload File

Upload File
Use this screen to upload a batch file to your financial institution.

New File	
Type *	ALL
File Format *	Universal File Format
File Name *	Browse...
Test File *	○ No ● Yes
Amend Payment Date	
Confidential	☐
Approval Option *	By Transaction

Cancel | Upload File

1 Click to choose the appropriate payment type

2 Select 'Universal File Format'

3 Click 'Browse' to upload the file

4 Select' No' for Test File

5 Select 'By Transaction' or 'By File', depending on the requirement provided to the bank

6 Click 'Upload File'

The payments will be sent to the approver for approval. The status will be 'Pending Approval'.

	Upload Date	File Name	Organisation	Type	File Format	Test File	Total Items	File Hash	Status
	16-Apr-2018	Payment UFF IDEAL_B7	DBS VIETNAM - VN IDEAL GTS-LV	Remittance	Universal File Format	No	1	143231	Pending Bank Processing
	16-Apr-2018	Payment UFF IDEAL_B6	DBS VIETNAM - VN IDEAL GTS-LV	Remittance	Universal File Format	No	1	133300	Pending Bank Processing
☐	15-Apr-2018	Payment_batch_5963_VG4.txt	DBS VIETNAM - VN IDEAL GTS-LV	ALL	Universal File Format	No	9	120511	Pending Approval

Disclaimer

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