



Live more,
Bank less

User Guide : eStatement & eAdvice



Going Paperless

01 Monthly eStatement

(Download monthly bank eStatement & set up alert via email or IDEAL Mobile)

Download Monthly eStatement

The screenshot shows the DBS IDEAL interface. On the left is a dark sidebar menu with the following items: Vietnam (dropdown), Dashboard, Approvals, Accounts, Pay & Transfer, Foreign Exchange, Files, Reports (highlighted with a red box), and Trade Finance. The main content area is titled 'Reports' and contains a horizontal navigation bar with the following items: Account Reports, Payment Reports, Cash Management, Account eStatements (highlighted with a red box), Loan eStatement / Advices, Trade Finance Reports, Trade Finance Data Export Definition, and Trade Finance 5 >. A red line connects the 'Reports' menu item to the text '1. Go to 'Reports'', and another red line connects the 'Account eStatements' menu item to the text '2. Go to 'Account eStatements''.

1. Go to 'Reports'

2. Go to 'Account eStatements'

Download Monthly eStatement

Reports



[Account Reports](#) [Payment Reports](#) [Cash Management](#) [Account eStatements](#) [Loan eStatement / Advices](#) [Trade Finance Reports](#) [Trade Finance Data Export Definition](#) [Trade Finance S](#) >

Download your latest bank statements.

Filter by account Hide additional filters ^

Account

Sort by **Latest month first** ▾

October 2021

[Hide statements](#) ^

Type ▾	Account ▾	Download
Account Statement	IICA LIICA 30000580789 VND	Download
Account Statement	OFFSHORE LOAN FOFLA 30000581489 USD	Download

September 2021

[View statements](#) ▾

3. [Optional] Select 'Show all' or select account from the dropdown and click 'Search'

eStatement is available for download by 5th of each month. You can download eStatements from October 2020, up to 7 years

4. Click 'Download' to save the bank statement

Monthly eStatement : Set up Email Alert

The screenshot displays the DBS IDEAL mobile application interface. On the left is a dark sidebar with a menu. The top of the sidebar shows the DBS IDEAL logo and the location 'Vietnam'. Below are icons for Dashboard, Approvals, Accounts, Pay & Transfer, Foreign Exchange, Files, Reports, and Trade Finance. A dropdown menu is open under Trade Finance, listing Security, Profile, Manage alerts (highlighted), and Logout. A red line connects this 'Manage alerts' option to the text '2. Select 'Manage alerts''. At the bottom of the sidebar, a small dark square with a white diamond icon is highlighted, with a red line connecting it to the text '1. Click'. The main content area is titled 'Manage alerts' and contains the instruction 'Use this screen to create and manage your Alerts' and a red link 'Edit saved contacts'. Below this is a search bar with the placeholder text 'Filter by alert type, account, email, phone no., or keywords'. Underneath is a section titled 'Account Balances' which lists 'eStatement Alert (1)' with the description 'Notify me when my eStatement/s is ready for viewing'. A red box highlights the 'Create personalised alert' button next to this alert, with a red line connecting it to the text '3. Scroll down to 'eStatement Alert'. Click 'Create personalised alert''. The DBS logo is visible in the bottom left corner of the overall image.

2. Select 'Manage alerts'

1. Click 

3. Scroll down to 'eStatement Alert'. Click 'Create personalised alert'

Monthly eStatement : Receive Alert & Download from IDEAL (Option 1)

Create a eStatement Alert

Notify me when my eStatement/s is ready for viewing

Step 1: Alert criteria

Statement type



Account eStatements

All accounts selected



Attach eStatement/advice (pdf) to the email notification



Loan eStatements and advices

1. Click 'Account eStatements'

2. Select the account(s) you want to receive alert when eStatement is ready for download. You will receive 1 email for multiple accounts selected

Step 2: Notification options

Send notifications

You can view all notifications in IDEAL



Send mobile app notification

Send alert via IDEAL Mobile push notification.

You can install and log into IDEAL Mobile app to finish the setup.



Send email notifications

Select email from existing contacts

Add new email

Create new contacts to send this alert to people that are currently not in your existing contacts.

3. Two options to receive alert. Untick the option you do not want to receive.

- a. IDEAL Mobile app
- b. Email

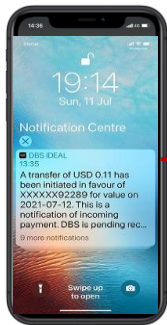
Send Email Notification

4. Click 'Add new email' to add new email address that is not in the existing contacts

Cancel

Submit

5. Click 'Submit'



Receive alert on IDEAL Mobile

Monthly eStatement : Receive eStatement via Email (Option 2)

Create a eStatement Alert

Notify me when my eStatement/s is ready for viewing

Step 1: Alert criteria

Statement type

Account eStatements

All accounts selected

Attach eStatement/advice (pdf) to the email notification

Loan eStatements and advices

1. Click 'Account eStatements'.

2. Select the account(s) you want to receive eStatement via email and tick 'Attach eStatement/advice (pdf) to the email notification'

Step 2: Notification options

Password required to open document

.....

2 characters left

Password must be between 6 to 8 characters. Password is case sensitive.

Confirm password

.....

2 characters left

3. Enter the password to open the eStatement that you receive via email. Password must be between 6 to 8 characters and is case sensitive

Send notifications

You can view all notifications in IDEAL

Send mobile app notification

Send alert via IDEAL Mobile push notification.
You can install and log into IDEAL Mobile app to finish the setup.

Send email notifications

4. Untick 'Send mobile app notification'

5. Select email address or click 'Add new email' to add new email address that is not in the existing contacts.

Select email from existing contacts

Add new email

Create new contacts to send this alert to people that are currently not in your existing contacts.

Cancel

Submit

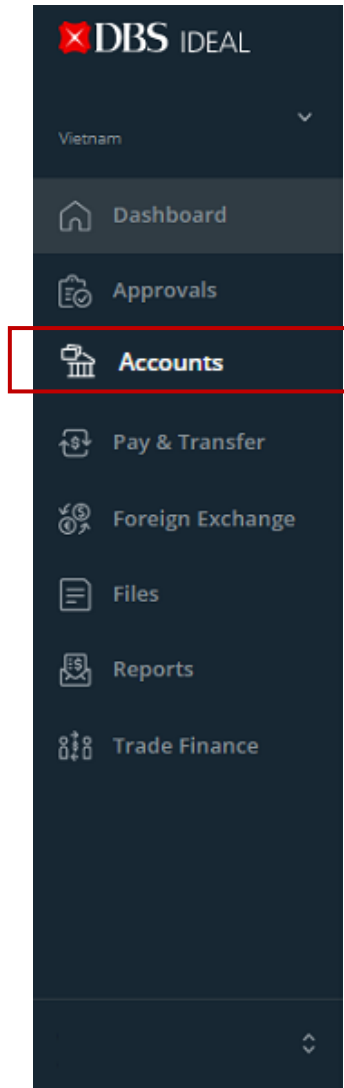
6. Click 'Submit'

Going Paperless

02 Payment eAdvice

(Download eAdvice for payments you send and receive.)

Payment eAdvice



DBS IDEAL

Vietnam

- Dashboard
- Approvals
- Accounts**
- Pay & Transfer
- Foreign Exchange
- Files
- Reports
- Trade Finance

Accounts

Account Balances **Account Activities** Fixed Deposits Loans

View your transaction history for current day and prior day (up to the past 6 months)

 Export XLS  Export PDF  Print

Filter Search results displayed for:
30000580789 - VND | 01 Sep 2021 to 30 Nov 2021

VN IDEAL GTS - SV - 30000580789 - VND

35,148 VND

Available Balance (as of 30 Nov 2021)

 Action

Show more details ▾

Date	Value Date	Transaction Details	Debit	Credit	Running Balance	Report
11 Oct 2021	11 Oct 2021	TRANSFER TRANSFER 0847RF0003925 ref-ACT IPE Infr PAYEE NAME ACT MAXIMUM 70 CHARACTERS FOR ACT LV TO VNDBSGTS VND AC END PAYMENT DETAILS TO THE PAYEE BANK - THIS IS LV FOR IPE INFRA UPGRADE I3BE TO IPE ON 10 OCT. VND 1	1	0	35,137	View

1. Go to 'Accounts' on the left navigation. Click 'Account Activities' on top menu

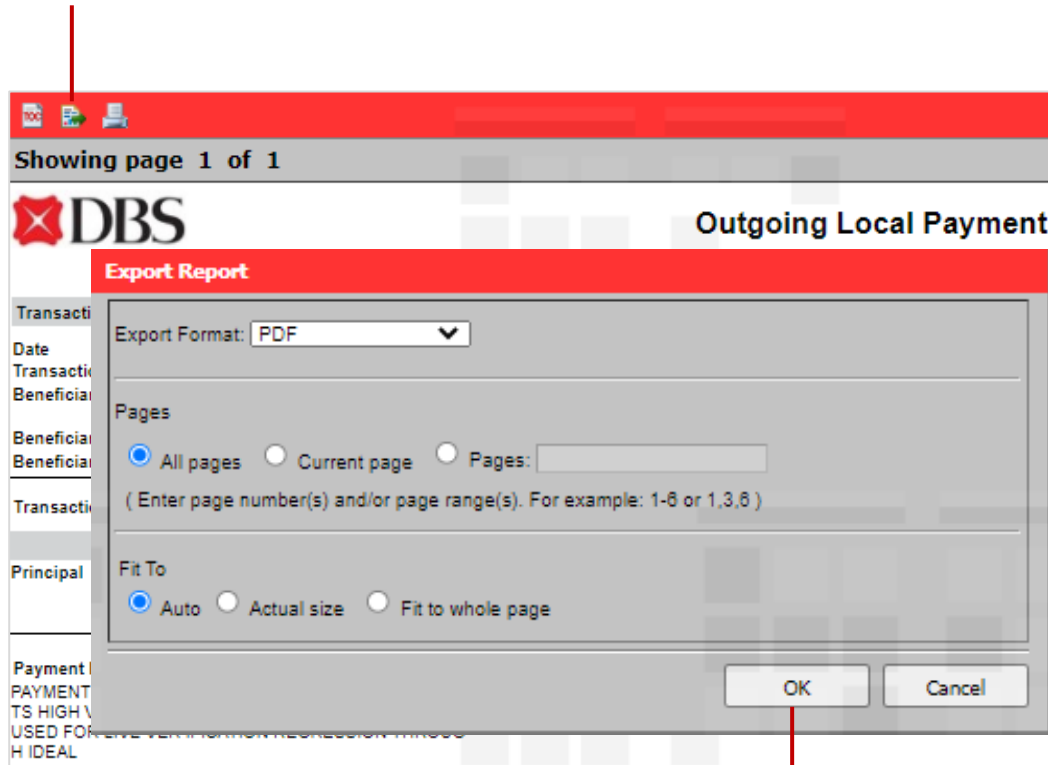
2. Click 'View' to download Payment eAdvice for payments you send and receive.

Online statement that shows full payment details. It is updated every 15 minutes.

Payment eAdvice

Save eAdvice as Softcopy

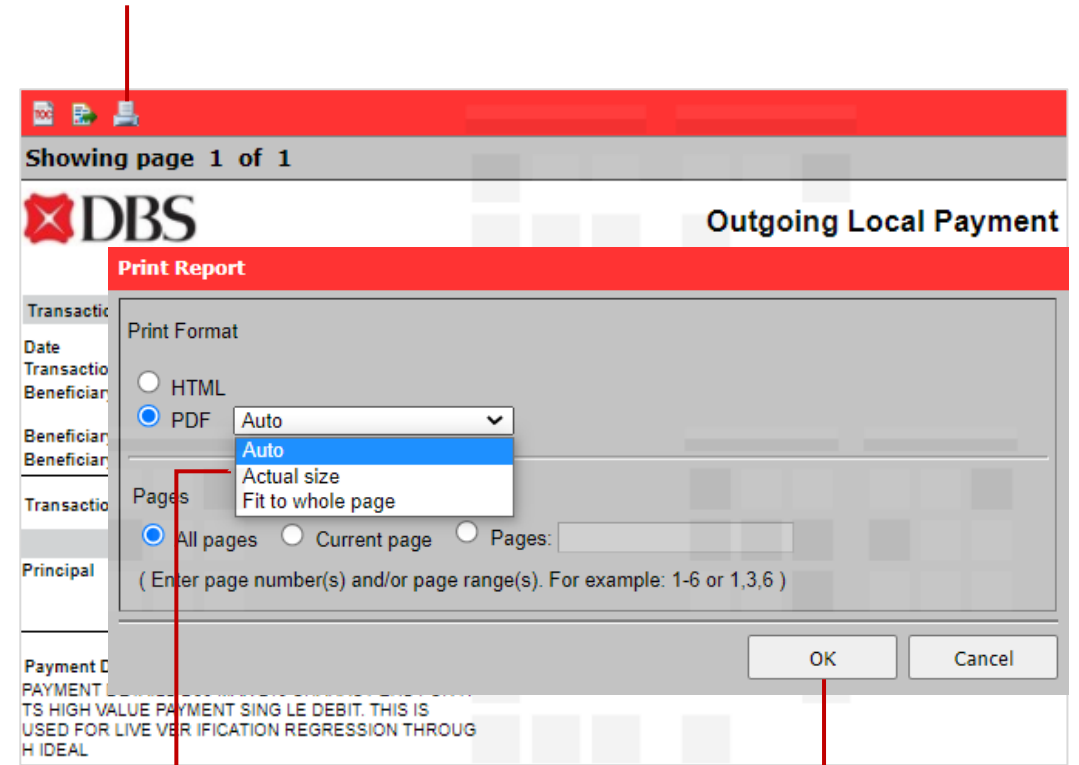
1. Click icon to save Payment eAdvice as PDF



2. Click 'OK' to save Payment advice on your computer

Print eAdvice

1. Click icon to print Payment eAdvice



2. Select 'Actual size'

3. Click 'OK' to print Payment advice